



AGENDA
CLOSED SESSION AND REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, MARCH 23, 2016
6:00 P.M., 7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

6:00 Closed Session:

There will be a Closed session pursuant to Section 2.2-3711(A)(3) of the Code of Virginia, 1950, as amended, for discussion or consideration of the acquisition of real property for a public purpose, and of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Board.

Closed session pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, 1950, as amended, for consultation with legal counsel and briefing by staff, pertaining to probable litigation that has been specifically threatened against the County, related to a land use matter, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the Board, and the matter requires the provision of legal advice by such counsel.

Closed session pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, 1950, as amended, for consultation with legal counsel and briefing by staff, pertaining to a legal claim against the County, Leuenberger v. Spicer, et al., currently pending in the United States District Court for the Western District of Virginia, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the Board, and the matter requires the provision of legal advice by such counsel.

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

Invocation

Pledge of Allegiance

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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: B, E, and F)

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

Board of Supervisors Comments

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

1. Budget Work Session, February 29, 2016.
2. Regular Meeting, March 9, 2016.

County Officials:

1. Proclamation – National Telecommunicators’ Week in Frederick County, Virginia, April 10-16, 2016. **(See Attached)**----- B
2. Committee Appointments. **(See Attached)**----- C
3. Request from Commissioner of the Revenue for Refund. **(See Attached)** -- D

Committee Reports:

1. Parks and Recreation Commission. **(See Attached)** ----- E
2. Human Resources Committee. **(See Attached)** ----- F
3. Finance Committee. **(See Attached)**----- G

Public Hearing:

1. Twelve Month Outdoor Festival Permit Request of Trumpet Vine Farm (DeMarchi Spears). Pursuant to the Frederick County Code, Chapter 86, Festivals; Section 86-3, Permit Required; Application; Issuance or Denial;

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- Fee; Paragraph D, Twelve Month Permits. All Events to be Held on the Grounds of Trumpet Vine Farm, 266 Vacluse Road, Stephens City, Virginia. Property Owned by DeMarchi Spears. **(See Attached)** ----- H
2. An Ordinance to Amend Section 155-51 (Tax imposed) of Article XIV (Transient Occupancy Tax) of Chapter 155 (Taxation) of the Code of Frederick County, Virginia to Increase the Transient Occupancy Tax from 2% to 2.5%, Effective July 1, 2016. **(See Attached)**----- I
3. Fiscal Year 2016-2017 Budget. **(See Attached)**----- J
- a) Selection of Dates for Additional Budget Work Sessions.
(See Attached)-----K

Board Liaison Reports (If Any)

Citizen Comments

Board of Supervisors Comments

Adjourn

A

**FREDERICK COUNTY BOARD OF
SUPERVISORS' MINUTES**

BUDGET WORK SESSION

FEBRUARY 29, 2016

A Budget Work Session of the Frederick County Board of Supervisors and Finance Committee was held on Wednesday, February 29, 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; Judith McCann-Slaughter; and Robert W. Wells

ABSENT

Gary A. Lofton

OTHERS PRESENT

Finance Committee members Angela Rudolph and Bill M. Ewing; County Administrator Brenda G. Garton; Assistant County Administrator Kris C. Tierney; Deputy County Administrator Jay E. Tibbs; 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; County Attorney Rod Williams; Public Information Officer Karen Vacchio; Superintendent of Schools Dr. David Sovine; Assistant Superintendent of Administration Dr. Al Orndorff; School Board Members Dr. John Lamanna, Mike Lake, and Frank Wright; 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 advised the first item for the meeting was a discussion with the Sheriff regarding staffing levels and Compensation Board support.

Sheriff Millholland advised that he has 65 Compensation Board positions that are paid by the Compensation Board; however, his total number of positions is 130. He noted the additional

65 positions had nothing to do with what the Compensation Board gives him. The non-compensation Board positions were comprised of investigators, animal control officers, school resource officers. He concluded by saying that answering calls for service was not theoretically in the Compensation Board standards.

Supervisor Slaughter asked if the department was where it needed to be based on the population criteria of one position per 1,500 people.

Sheriff Millholland responded if the department was at the Compensation Board standards then they would not be giving him seven more positions. He noted the seven positions would be deputies.

The Board thanked Sheriff Millholland for the additional information.

Administrator Garton reviewed a new proposed budget scenario. She began by advising the Governor signed the County's transient occupancy tax bill. She then reviewed the new scenario which included an 8 cent real estate tax increase. She noted this scenario also included an additional \$28,000 in revenue from the Compensation Board for the Commonwealth's Attorney's office. She noted there were two 8 cent scenarios. One scenario funded seven Fire & Rescue positions and six Sheriff's positions. The second scenario funded 11 Fire and Rescue positions and reduced the Sheriff's positions to 4. Scenario B also provided an additional \$800,000 to Frederick County schools for new buses associated with the opening of the replacement Frederick County Middle School. She concluded by saying she was seeking Board direction on the Transient Occupancy Tax rate and a real estate tax rate to advertise.

The Board's consensus was to increase the transient occupancy tax by 0.5%.

The Board discussed the real estate tax rate to advertise.

Supervisor Hess stated the last two years the advertised tax rate had been low and that, for purposes of discussion, he did not see any harm in advertising a \$0.12 rate, but he wanted to make it clear this was not the final rate.

Supervisor Fisher was not comfortable advertising a rate the Board would not adopt. He stated he could not support advertising a higher number because it gives false expectations.

Chairman DeHaven advised that he had communicated with Supervisor Lofton, who was ill and could not attend the meeting, and was told he had no concern advertising a rate up to \$0.10.

Mr. Ewing stated he supported Supervisor Fisher's comments. He noted that he did not like to advertise a rate that would increase expectations. He stated he would support advertising \$0.08, but, if he had a vote, would vote for a lower rate.

Mrs. Rudolph stated she agreed with Administrator Garton's comments about advertising a higher rate because it would give some flexibility. She noted that even at \$0.08 the budget was still tight in addressing critical needs. She stated she would like to see the rate advertised at \$0.12, but she could go with \$0.10.

Supervisor Wells stated he would like to see the rate advertised at \$0.10.

Supervisor Dunn stated he was inclined to agree with Supervisor Fisher's comments.

Supervisor Slaughter concurred with Supervisor Fisher. She did not agree with advertising a "pie in the sky" rate that the Board was not going to adopt. She stated the most she would advertise would be \$0.06. She then offered a proposal for a \$0.05 tax increase, which would take \$2 million from Fund Balance and would provide an additional \$1.6 million in revenue to be split between the schools (\$912,000) and the county (\$680,000).

Chairman DeHaven expressed support for advertising a slightly higher rate than the Board would approve.

Supervisor Fisher stated he liked Supervisor Slaughter's proposal.

Treasurer Orndoff presented a proposal for a \$0.04 tax increase. He stated he could live with an advertised rate of \$0.06.

Mr. Ewing stated he had a proposal for a \$0.045 tax increase to meet the \$0.06 proposed budget.

Chairman DeHaven polled the Board regarding a proposed tax rate.

Supervisors Fisher and Slaughter were okay with advertising a \$0.06 increase.

Supervisor Dunn expressed support for a \$0.03 increase, but would be willing to advertise \$0.06.

Chairman DeHaven and Supervisors Hess and Wells supported advertising \$0.08.

Chairman DeHaven stated that Supervisor Lofton was supportive of advertising up to \$0.10.

The Board's consensus was to advertise \$0.08.

Chairman DeHaven suggested staff look at the calendar for possible dates for the Board to get back together as soon as possible after March 23, 2016.

There being no further discussion, the work session was adjourned at 7:35 p.m.

**FREDERICK COUNTY BOARD OF
SUPERVISORS' MINUTES**

REGULAR MEETING

MARCH 9, 2016

A Regular Meeting of the Frederick County Board of Supervisors was held on Wednesday, March 9, 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 Lofton, seconded by Supervisor Dunn, 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 Hess, the Board approved the following items under the consent agenda:

- Minutes –Budget Work Session of February 22, 2016; Budget Work Session of February 24, 2016; and Regular Meeting of February 24, 2016; - **Tab A**;

- Proclamation re: April 9-15, 2016 as Disability Awareness Week – **Tab B**;
- Memorandum Re: Closing of County Offices for Annual Apple Blossom Festival – **Tab C**;
- Request to Schedule a Public Hearing on Proposed Ordinance Amendment to Increase the Transient Occupancy Tax Limit for the March 23, 2016 Board Meeting – **Tab D**; and
- Acknowledgment for Receipt of Certified Copies of the Abstracts of Votes from the March 1, 2016 Presidential Primary Election – **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 February 22, 2016 Budget Work Session, February 24, 2016 Budget Work Session, and the February 24, 2016 Regular Meeting were approved under the consent agenda.

COUNTY OFFICIALS

PROCLAMATION RE: APRIL 9-15, 2016 AS DISABILITY AWARENESS WEEK – APPROVED UNDER CONSENTAGENDA

Whereas, the United States Congress enacted the American with Disabilities Act in 1990, prohibiting discrimination against people with disabilities in employment, public

accommodations, transportation, and telecommunications; and

Whereas, the Commonwealth of Virginia enacted the Virginia with Disabilities Act in 1985 to assure equal opportunity to persons with disabilities in the Commonwealth and it is the policy of this Commonwealth to encourage and enable persons with disabilities to participate fully and equally in the social and economic life of the Commonwealth and to engage in remunerative employment; and

Whereas, people with disabilities often overcome common misunderstandings about their circumstances and make valuable contributions to their families and communities; and

Whereas, disability is a natural part of the human experience, and individuals with disabilities deserve the same rights as their peers to live independently, enjoy self-determination, make choices, contribute to society and participate fully in the American experience; and

Whereas, the community plays a central role in enhancing the lives of people with disabilities, and people with disabilities benefit from having a network of supportive friends and family, accommodating employers, and community leaders who are aware of the needs and abilities of Virginians with disabilities; and

Whereas, millions of people in the United States have disabilities and we all must make a conscious effort to discover their functional abilities and to remove the barriers met in their effort to acquire independence; and

Whereas, it is the goal of Access Independence, Inc. to involve the community in all aspects of disABILITY Awareness Week and establish an atmosphere that supports awareness and education of on-going initiatives to enhance public understanding of, and appreciation for, abilities possessed by those of us who experience life with disabilities..

Now, Therefore Be It Proclaimed, that the week of April 9-15, 2016 is hereby proclaimed disABILITY Awareness Week, in Frederick County, Virginia and I call this observance to the attention of all our citizens and urge all residents to raise awareness and understanding of the abilities of people with disabilities.

MEMORANDUM RE: CLOSING OF COUNTY OFFICES FOR ANNUAL APPLE BLOSSOM FESTIVAL – APPROVED UNDER CONSENT AGENDA

REQUEST TO SCHEDULE A PUBLIC HEARING ON PROPOSED ORDINANCE AMENDMENT TO INCREASE THE TRANSIENT OCCUPANCY TAX LIMIT FOR THE MARCH 23, 2016 BOARD MEETING. – APPROVED UNDER CONSENT AGENDA

ACKNOWLEDGMENT OF RECEIPT OF CERTIFIED COPIES OF THE ABSTRACTS OF VOTES FROM THE MARCH 1, 2016 PRESIDENTIAL PRIMARY ELECTION. – APPROVED UNDER CONSENT AGENDA

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2016 March Democratic Presidential Primary Election held on March 01, 2016 for,
President

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Hillary Clinton	2114
Bernie Sanders	2072
Martin J. O'Malley	31
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	0
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on March 01, 2016, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the President.

Hillary Clinton

Given under our hands this 2ND day of MARCH, 2016



[Signature], Chairman
Marie P. Straub, Vice Chairman
J Zolachenko, Secretary
J Zolachenko, Secretary, Electoral Board

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
 at the 2016 March Republican Presidential Primary Election held on March 01, 2016 for,
President

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
 (IN FIGURES)

Donald Trump	4732
Marco Rubio	3341
Ted Cruz	2957
Ben Carson	939
John Kasich	780
Jeb Bush	45
Rand Paul	29
Chris Christie	15
Mike Huckabee	15
Carly Fiorina	12
Lindsey Graham	7
Jim Gilmore	5
Rick Santorum	5
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	0
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on March 01, 2016, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the President.

Donald Trump

Given under our hands this 2ND day of MARCH, 2016

[Signature], Chairman
Marie P. Straub, Vice Chairman
J. Zoulachew, Secretary
J. Zoulachew, Secretary, Electoral Board



COMMITTEE APPOINTMENTS

APPOINTMENT OF HELEN LAKE AND WALTER CUNNINGHAM TO THE PUBLIC SAFETY COMMITTEE – INFORMATION ONLY

Chairman DeHaven advised that he had appointed Helen Lake and Walter Cunningham as citizen representatives to the Public Safety Committee.

APPOINTMENT OF CHRIS FORDNEY AS RED BUD DISTRICT REPRESENTATIVE TO THE PARKS AND RECREATION COMMISSION - APPROVED

Upon a motion by Supervisor Dunn, seconded by Supervisor Lofton, the Board appointed Chris Fordney to fill the unexpired term of Martin J. Cybulski as the Red Bud District representative to the Parks and Recreation Commission. Term expires April 28, 2018.

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

PUBLIC HEARING

TWELVE MONTH OUTDOOR FESTIVAL PERMIT REQUEST OF GROVE'S WINCHESTER HARLEY-DAVIDSON. PURSUANT TO THE FREDERICK COUNTY CODE, CHAPTER 86, FESTIVALS; SECTION 86-3, PERMIT REQUIRED; APPLICATION; ISSUANCE OR DENIAL; FEE; PARAGRAPH D, TWELVE MONTH PERMITS. ALL EVENTS TO BE HELD ON THE GROUNDS OF GROVE'S WINCHESTER HARLEY-DAVIDSON, 140 INDEPENDENCE DRIVE, WINCHESTER, VIRGINIA. PROPERTY OWNED BY JOBALIE, LLC. – APPROVED

Chairman DeHaven convened the public hearing on the request for a twelve month outdoor festival permit for Grove's Winchester Harley-Davidson.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion by Supervisor Fisher, seconded by Supervisor Hess, the Board approved the twelve month outdoor festival permit request of Grove's Winchester Harley-Davidson.

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

PLANNING COMMISSION BUSINESS

PUBLIC HEARING

CONDITIONAL USE PERMIT #01-16 FOR SHARLYN D. MOORE, WHICH SUBMITTED FOR A ROOMING HOUSE. THE PROPERTY IS LOCATED AT 216 TALAMORE DRIVE, STEPHENS CITY AND IS IDENTIFIED WITH PROEPRTY IDENTIFICATION NUMBER 750-4-6-212 IN THE SHAWNEE MAGISTERIAL DISTRICT. - DENIED

Planning Director Michael Ruddy appeared before the Board regarding this item. He advised this was a request for a conditional use permit for a rooming house. The property is located in the Wakeland Manor subdivision in the Shawnee Magisterial District. The property is zoned RP (residential performance) District and is currently used as a single family residence. This application is in response to a zoning violation complaint regarding a rooming house. A boarding house is a permitted conditional use in the RP District. The current structure is a four bedroom house with two rooms being rented. There are no employees or signage associated with this use. The Planning Commission recommended denial of this application because the location was not good for a boarding house. Director Ruddy reviewed the proposed conditions should the Board consider approving this request:

1. All review agency comments shall be complied with at all times.
2. No more than two (2) rooms rented at any given time.
3. No employees allowed with this use.
4. No signage allowed with this use.
5. Any expansion or modification of this use will require the approval of a new conditional use permit.

Director Ruddy concluded by saying he would be glad to answer any questions the Board might have regarding this application.

Sharlyn Moore, applicant, gave a brief history of this application. She advised that she had rented a room in 2014 to a traveling nurse for two months and she had rented a room in 2015 for four months to a gentleman who was relocating as part of the Macy's project in West Virginia. She stated she had not rented a room since August 2015. She was visited by the Department of Planning and Zoning in December and told she was in violation. She discussed the options available to her if she wished to continue renting rooms. She contacted the Homeowners' Association administrative staff to see if she needed to talk to the HOA board regarding this proposal. She was assured by the administrative staff that there was no need for her to speak further with the HOA board. She stated she was trying to do this the right way so she could move forward and rent rooms. She concluded by asking the Board to approve this permit request.

Supervisor Lofton asked Ms. Moore if she had spoken to the HOA administrative staff or with the actual board.

Ms. Moore responded that she had spoken with the HOA administrative staff several times, but was told they understood what she was doing and that she did not need to speak to the Board.

Chairman DeHaven convened the public hearing.

Sherry Long, Shawnee District, stated that anyone applying for a conditional use permit

in this neighborhood should check with the homeowners' association board, but checking with the administrative assistant does not do that. She asked if the boarding house would need to be ADA compliant. She also asked if this permit would travel with the property.

Teresa Catlett, Wakeland Manor HOA Board, advised there were over 530 housing units in this neighborhood and each person is provided with a copy of the HOA documents when they move in. She went on to say this proposal was not brought to the HOA board for approval. She advised that the HOA board had sent a letter to Supervisor Fisher outlining some of their concerns. She noted transient rental uses were prohibited per the Wakeland Manor Declaration. She concluded by asking the Board to deny this request.

Karen Trent, Shawnee District, stated she was a ten year resident of this neighborhood and was concerned about the property rental on the Internet. She expressed concern for the children who lived nearby because of the renters. She stated she did not let her children walk in front of this house anymore. She concluded by saying she wanted kids protected and she hoped this application does not pass.

Brenda Sealbock, Shawnee District, stated she had never met her neighbor who owns this property, but she was concerned about what this use would do to the neighborhood, particularly property values. She stated if this use was allowed in the neighborhood it would devalue the properties. She went on to say the County did not have the resources to police this type of use and it could change the face of the neighborhood.

Mike Ednerco, Shawnee District, stated when one moves into a neighborhood with a homeowners' association there are bylaws and covenants to protect the residents. He hoped there would be a limit to the number of transients in a community. He expressed concern over the precedent this approval would establish. He concluded by recommending the Board deny

this conditional use permit.

Norma O'Donnell, Shawnee District, appeared before the Board and read two letters from residents who could not attend the hearing. The first letter was from Michael Payne, a direct neighbor to this property, who recommended the Board deny this request. The second letter was from Terry Settle, a neighbor, who also asked the Board to deny this request.

Philip O'Donnell, Shawnee District, reiterated the concerns expressed by the earlier speakers.

Craig Trent, Shawnee District, advised that he had lived in this neighborhood for 10 years. He noted there had been 15 noise violations since the applicant had lived at this property. He stated that he encountered one of the tenants in his backyard, who claimed to be looking for his cat or dog. He stated the boarding house should be ADA compliant and if it was not then the applicant was discriminating against disabled Americans. He went on to say the house needed ramps, access signs, elevator, etc. He concluded by asking who would regulate these issues.

Brenda Sealbock, Shawnee District, stated there had been multiple disturbance issues at this residence.

Sharlyn Moore, applicant, stated there were not nightly rentals occurring at her residence. She went on to say that AirBnB allows for background checks. She noted she had not rented a room since December; however, she has had friends and family that have stayed with her, but she is not charging any money and there is no "quid pro quo". With regard to the noise complaints, she advised there had only been one complaint and it was unfounded. She concluded by saying the last noise complaint was seven months ago.

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

Supervisor Fisher advised the deed covenants and HOA bylaws were not under the

purview of this board. He stated that in reviewing this application this proposed conditional use permit was not an appropriate use.

Upon a motion by Supervisor Fisher, seconded by Supervisor Slaughter, the Board denied Conditional Use Permit #01-16.

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

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

"Chairman DeHaven, Members of the Board & Administrator Garton:

*I wanted to make a few comments on the impending **Tax Increase** you are about to levy on the property owners of this County.*

I have seen numerous figures in the meeting minutes, newspapers and elsewhere. However, I believe you are going to advertise up to an eight (8) cent increase in our property taxes.

*This equates to a **14.3%** uptick; even at four cents it is a **7.1%** increase. This is too much of an increase even when using the argument that our population numbers are going up. I would counter that if we have a population increase there should be a corresponding increase in revenue or the development model you are approving is out of synch.*

PROPERTY	\$160,000		
Incr	Rate	Tax	% Incr
	0.56	896.00	
0.04	0.60	960.00	7.1%
0.06	0.62	992.00	10.7%
0.08	0.64	1,024.00	14.3%

Additionally, why is it only the property owners who must bear the burden of your expansion of local government? How is it, a boat or RV owner pays a personal property rate of \$4.86 but the airplane hobbyist pays a mere penny and we continue to subsidize the Airport.

*How can you justify raising taxes, increasing debt and pulling money from the "Rainy Day" fund to pay for things like **refurbishing swimming pools**, yet there is no discussion on increasing the user fees on those who want to take a plunge? I do not believe subsidized access to swimming pools is a good use of our money nor core government function.*

I would ask you to look at the landfill as well. It needs to be structured to pay for itself in tipping fees.

Another area that needs scrutiny is the funding of Outside & Other Agencies. It appears this is upwards to \$8M. While there may be some community good in being accomplished, I do not believe in a year where you are raising taxes, increasing debt and raiding our reserves you should not be using our tax dollars to fund organizations that any citizen can provide charitable contributions to. It should not be a function of Government to fund only your favorite cause with taxpayer dollars.

Thank you for allowing me to address the Board."

BOARD OF SUPERVISORS COMMENTS

Supervisor Hess reported on his attendance at a number of community health forums.

The meetings provided very useful information about the health of the community and he would like to see the Board hear a recap from the event sponsors.

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. (7:55 P.M.)

CONSENT AGENDA

B



BOARD OF SUPERVISORS

PROCLAMATION
NATIONAL TELECOMMUNICATOR'S WEEK
FREDERICK COUNTY, VIRGINIA
APRIL 10-16, 2016

WHEREAS, emergencies can occur at any time that require police, fire or emergency medical services; and

WHEREAS, when an emergency occurs, the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Frederick County Department of Public Safety Communications Center; and

WHEREAS, Public Safety Dispatchers are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Public Safety Dispatchers are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and

WHEREAS, Public Safety Dispatchers of Frederick County, Virginia have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of Frederick County, Virginia does hereby proclaim the week of April 10-16, 2016 to be National Telecommunicator's Week in Frederick County, in honor of the men and women whose diligence and professionalism keep our county and citizens safe.

ADOPTED this 23rd day of March, 2016.

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



MEMORANDUM

To: Administration

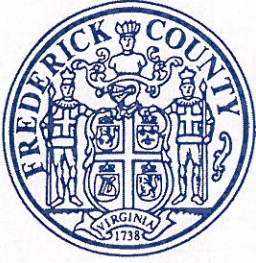
From: LeeAnna Pyles; Director

Date: March 08, 2016

Ref: Item to add to BOS meeting on

Every year, the second full week of April is dedicated to the men and women who serve as Public Safety Telecommunicators. This year, April 10-16, 2016 will be recognized as "National Telecommunicators Week". Please see that the attached Proclamation is entered in the Board of Supervisors agenda for the March 23th meeting.

C



Brenda G. Garton
County Administrator

540/665-6382

Fax 540/667-0370

E-mail: bgarton@fcva.us

MEMORANDUM

TO: Board of Supervisors
FROM: Brenda G. Garton, Deputy County Administrator *BGG by Jay Tibl*
DATE: March 17, 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

Winchester Regional Airport Authority

Rich Largent – Frederick County Representative
107 Wakeland Drive
Stephens City, VA 22655
Home: (540)868-2698
Term Expires: 06/30/18

(See Attached Application of Robert Bearer.) *(Staff has been advised that Mr. Largent has resigned.)*

Northwestern Community Services Board

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

(Mr. Clouse resigned at the end of his term. Staff has been in contact with Northwestern Community Services in seeking their continued assistance in finding a 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.)*

APRIL 2016

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
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

Attachment

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

Gene Fisher, Shawnee District Supervisor, would like to nominate you to serve on the Winchester Regional Airport Authority.
As a brief personal introduction to the other Board members, please fill out the information requested below for their review prior to filling the appointment. (Please Print Clearly. Thank You.)

Name: ROBERT BEARER Home Phone: _____
Address: 140 KINROSS DR Office Phone: _____
WINCHESTER VA 22602 Cell/Mobile: 540 550 1898
Fax: _____
Employer: RETIRED Email: RBEARER@COMCAST.NET
Occupation: AVR TRAFFIC CONTROLLER / PILOT
Civic/Community Activities: KIWANIS OAV

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

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

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

FAA ATP IN AIRPLANES / HELICOPTERS CERTIFIED FLIGHT INSTRUCTOR
AIRPLANES / HELICOPTERS 35 YEARS IN ARMY AVIATION 25 YEARS AS
AN AIR TRAFFIC CONTROLLER AIRSPACE AND PROCEDURES DESIGN
EXPERT

Applicant's Signature:  Date: 3/15/2016

Nominating Supervisor's Comments: _____

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

D



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383

Fax 540/667-0370

E-mail rwillia@fcva.us

MEMORANDUM

TO: Ellen E. Murphy, Commissioner of the Revenue
Frederick County Board of Supervisors

CC: Brenda G. Garton, County Administrator

FROM: Roderick B. Williams, County Attorney

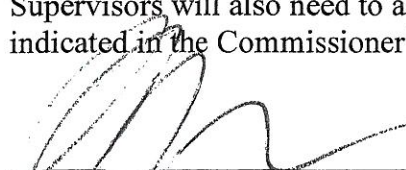
DATE: March 15, 2016

RE: Refund – Atlantic Construction Co., LLC



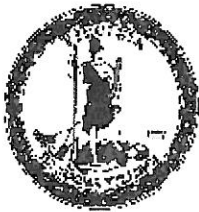
I am in receipt of the Commissioner's request, dated March 14, 2016, to authorize the Treasurer to refund Atlantic Construction Co., LLC the amount of \$12,363.84, for business equipment taxes in 2014 and 2015. This refund resulted from this company moving their equipment to Clarke County in 2013. Their office operation moved on 1/1/16, therefore, no license refund will be made.

The Commissioner verified that the Town of Berryville will be taxing the company for business equipment for 2014, 2015 and subsequent and that documentation and details for this refund meet all requirements. Pursuant to the provisions of Section 58.1-3981(A) of the Code of Virginia (1950, as amended), I hereby note my consent to the proposed action. The Board of Supervisors will also need to act on the request for approval of a supplemental appropriation, as indicated in the Commissioner's memorandum.



Roderick B. Williams
County Attorney

Attachment



Frederick County, Virginia
Ellen E. Murphy
Commissioner of the Revenue
107 North Kent Street
Winchester, VA 22601
Phone 540-665-5681 Fax 540-667-6487
email: emurphy@co.frederick.va.us



March 14, 2016

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

FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Exoneration Atlantic Construction Co., LLC.

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

Please approve a refund of \$12,363.84 for business equipment taxes for 2014 and 2015 in the name of Atlantic Construction Co., LLC. This operation moved their equipment to Clarke County during 2013. They did not move their office operation until 1/1/2016 so no business license refund is to be made. We have verified that the Town of Berryville will be taxing the business equipment for 2014, 2015 and subsequent.

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

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

Exoneration is \$12,363.84.

3/10/2016

Abatement Register
COUNTY OF FREDERICK

-UPDATE-

TX306ABP

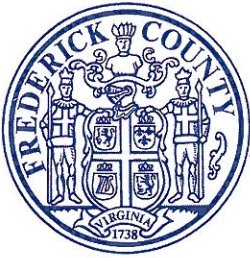
FOR DATE - 3/10/2016

ACCOUNTING PERIOD - 2016/03

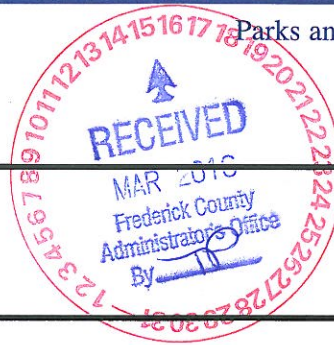
Type	Dept	Ticket#	Date	Amt. Charged	Customer	Tran#
----	----	-----	----	-----	-----	-----
ABA	PP2014	00021830001	3/10/2016	\$2,238.03-		
ABA	PP2014	00021830002	3/10/2016	\$2,238.03-	ATLANTIC CONSTRUCTION COMPANY LLC	44659
				-----	ATLANTIC CONSTRUCTION COMPANY LLC	44660
			Total for Dept.	\$4,476.06-		
ABA	PP2015	00022370001	3/10/2016	\$3,943.89-	ATLANTIC CONSTRUCTION COMPANY LLC	44661
ABA	PP2015	00022370002	3/10/2016	\$3,943.89-	ATLANTIC CONSTRUCTION COMPANY LLC	44662
			Total for Dept.	\$7,887.78-		
			Total for Tran Type	\$12,363.84-		
Abatement count =	4		Total for Company	\$12,363.84-		

CONSENT AGENDA

E



MEMO



To: Brenda G. Garton, County Administrator
From: Jason L. Robertson, Director, Parks & Recreation Dept.
Subject: Parks and Recreation Commission Action
Date: March 9, 2016

The Parks and Recreation Commission met on March 8, 2016. Members present were: Kevin Anderson, Patrick Anderson, Randy Carter, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, and Charles Sandy, Jr. Members absent were: Blaine Dunn

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Sign Policy – Mr. Sandy moved to accept the Sign Policy with the addition of temporary signs and their removal date, second by Ms. Gerometta, motion carried unanimously (7-0). Please find attached copy of policy.
2. Update Existing Economically Disadvantaged, Recreation Program Refunds, Facility Refunds, Criminal Background Check Policies - Mr. Madagan moved to accept changes to the Economically Disadvantaged, Recreation Program Refunds, Facility Refunds, Criminal Background Check policies as submitted, second by Mr. Sandy, motion carried unanimously (7-0). Please find attached copies of the approved policies with changes highlighted.
3. Farm Market Concept – Mr. Patrick Anderson moved to table the Farm Market program until more information is provided to the Commission, second by Ms. Gerometta, motion carried unanimously (7-0).
4. Buildings and Grounds Committee – Park Rule re: Overnight Parking – The Buildings and Grounds Committee recommended no overnight parking in parks unless approved by Parks and Recreation Department, second by Mr. Sandy, motion carried unanimously (7-0).
5. Closed Session: Mr. Madagan moved to convene into closed session Under Virginia Code 2.2-3711A(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would

Page 2
Parks & Recreation Commission
March 9, 2016

adversely affect the bargaining position or negotiating strategy of the public body, second by Mr. Sandy, motion carried unanimously (7-0).

Mr. Madagan moved to exist closed session, second by Mr. Sandy, carried unanimously (7-0). All Commission members were polled re: any discussion besides matter for closed session, all said no.

Attachments (5)

cc: Gary Longerbeam, Chairman
Blaine Dunn, Board of Supervisor Liaison

SIGN POLICY

500.21

Purpose:

To establish a policy standardizing the quality and appearance for required or needed signs.

Goal:

To establish a process for installing or posting signs including determining need, size, look, and quantity.

Policy:

Signs will be attractive and easily read and understood. Signs may be made of various materials depending on a variety of factors including location (indoor or outdoor) and purpose.

Permanent directional and information signs at park locations will be walnut brown and include white letters or symbols and color department logo.

Warning, access, and motorist signs will be consistent with legal requirements and universal design standards.

All permanent signs should contain Frederick County Parks and recreation logo if size permits.

Signs may be posted by staff for unique one day situations. These signs need to be removed within 24 hours and staff must notify appropriate Superintendent in these circumstances. If a unique one day circumstance is repeated, staff will adhere to the sign approval process.

Sign Approval Process:

1. Staff or Frederick County citizen may request a sign.
2. Sign request must be made to appropriate Superintendent.
3. Superintendent will review request, compile information on sign request form (Appendix A), and recommendation within ten business days.
4. Director will review request and make determination of sign. Director may seek recommendation of the Parks and Recreation Commission for certain signs.

**Appendix A
Sign Request Form**

Individual requesting/recommending sign and date: _____

Contact information (e-mail or phone #): _____

Purpose of Requested Sign: _____

Wording and graphics on sign (please draw picture if needed): _____

Number of and location (please draw picture or include site plan if needed): _____

Sign Materials: _____

Estimated cost to install all requested signs: _____

Date or when sign will be removed **if temporary** _____

Superintendent (Parks or Recreation) recommendation/date: _____

Director's action/date: _____

Approved: March 2016

ECONOMICALLY DISADVANTAGED FEES

500.08

PURPOSE:

To provide leisure services to Frederick County youth who are economically unable to participate in programs offered by the Frederick County Parks and Recreation Department.

GOAL:

To provide all Frederick County youth the opportunity to participate in recreation programs offered by the Frederick County Parks and Recreation Department.

POLICY:

The Frederick County Parks and Recreation Department will make recreation programs available at a reduced rate to those Frederick County youth who qualify as economically disadvantaged. To be eligible for assistance, total gross household income must be within 130% of the Federal Poverty Guideline.

In order to verify eligibility for financial assistance or a reduced fee for programs; Frederick County residents will be asked to provide the Frederick County Parks and Recreation Department with:

1. Copy of letter from Frederick County Public Schools stating the household has qualified for free or reduced lunch.

OR

1. Copy of most recently filed Federal Income Tax Forms (showing total gross income) from all members of the household earning income.
2. Copy of their most recent three months' worth of original pay stubs from all members of the household earning income and information on all support income. (Including child support payments, social security, etc.)

All requests made on behalf of a minor (under the age of 18) must be made by the parent or legal guardian with whom the minor resides.

The following guidelines do not include the basicREC or Camp basicREC programs:

1. Any County resident that qualifies for the free lunch program through FCPS will receive a 50% discount off of the cost of any youth activity offered by FCPRD.
2. Any County resident that qualifies for the reduced lunch program through FCPS will receive a 25% discount off of the cost of any youth activity offered by FCPRD.
3. Each individual that qualifies for assistance is eligible to receive a maximum of \$150 in discounts in a calendar year (January 1 through December 31).

The above guidelines are subject to change based on the availability of funds within the

Recreation Reserve PLAY Fund.

ALL residents seeking assistance for basicREC/CAMP basicREC must do so through Frederick County Department of Social Services.

All requests must be made prior to registering for a program.

In the event, Frederick County Parks and Recreation discovers false information on a request, full applicable fees will be due within thirty days of discovery.

Prior to acceptance of residents qualified for reduced rates, the program must meet the budgeted minimums. All other rules and regulations regarding registration, refunds, etc., will apply as stated in the policy manual. Any other exceptions will be considered on a case by case basis, subject to the discretion of the Director or his designee.

Approved: March 2016

RECREATION PROGRAM REFUNDS

500.15

PURPOSE:

To establish set guidelines for refunding an individual's payment and educate the public as to what their commitment is at the time of registration.

GOAL:

To equitably provide refunds for individuals who must cancel or withdraw from Frederick County Parks and Recreation Department (FCPRD) activities or classes.

POLICY:

1. Refunds will be given to all registrants if FCPRD cancels the activity, class, or trip. (FCPRD reserves the right to cancel any program, activity, or trip.) Household credits/department gift certificates will not be issued in these instances.
2. Individuals who cancel prior to the beginning of an activity will be given the choice of a 100% gift certificate or a cash refund subject to a 20% administrative fee. In the case where pre-purchased goods and services (i.e., tickets, transportation costs, deposits, reservation charges, or contractual obligations) cannot be refunded, participants will not be given a refund.
3. Department gift certificates cannot be redeemed for cash at a later date.
4. Department gift certificates are valid for one calendar year from the date of issue.
5. No refunds will be given after the start of the first scheduled activity.
6. All refunds are forwarded to the Finance Department for processing and distribution.
7. All program registrants are to be alerted to this policy at the time of registration with their receipt.
8. This policy does not apply to the basicREC and Camp basicREC program. Cancellation policies for these programs are located in the Parent Handbook.

Approved: March 2016

FACILITY REFUNDS

500.09

PURPOSE:

To have set guidelines for any individual(s) who reserve an FCPRD location and wishes to attain a refund for their previous reservation.

GOAL:

To equitably provide refunds for individuals who must cancel or withdraw from their previous registration with an FCPRD facility.

POLICY:

Request for refunds or cancellation made five (5) business days before the scheduled reservation will be assessed a 20% administrative fee. There will be no refunds given after this time.

In the event of inclement weather or a facility is unsafe to use prior to the scheduled time, FCPRD reserves the right to cancel the reservation and reschedule at a mutually convenient date and time. If rescheduling is not possible, the fee will be refunded 100%. Department gift certificates to be redeemed at a later date may be issued in lieu of a household credit. Departmental gift certificates are valid for one calendar year from the date of issue.

Outdoor Fields and Pool Reservations:

Partial refunds will be given on a prorated basis if the rental is unable to be completed due to inclement weather.

For Tournament Directors that are hosting three or more dates in our facilities, a \$25 non-refundable per field per date deposit may be made to secure a series of tournaments. The remaining balance of the fee must be paid by 5:00 PM on the Monday prior to that weekend's tournament. Failure to comply will result in loss of field use.

Approved: March 2016

CRIMINAL BACKGROUND CHECK

500.03

PURPOSE:

To examine the criminal background of individuals interested in paid and volunteer positions that have direct contact with FCPRD sponsored and cosponsored activities.

GOAL:

To make activities as safe as possible for participants and to maintain public confidence in the county parks and recreation sponsored and cosponsored events.

POLICY:

All Frederick County Parks and Recreation Department staff will be subject to a national criminal background check for crimes listed in Appendix "A". All Frederick County Parks and Recreation Department volunteers who will have direct contact with the youth must have completed a national criminal background check for crimes listed in Appendix "A".

All volunteers who will have direct contact with youth as outlined in the Youth Sports Partners Policy (500.02) will need to complete a national criminal background check for the crimes listed in Appendix "A".

The employee or volunteer will not commence with responsibilities until the background check is reviewed and the employee is determined eligible. All staff must have a background check conducted every 24-30 months from the receipt of the previous background check. If a volunteer is exclusively involved in an activity conducted over a six month period or less, the volunteer must have had a background check within the twenty-four months prior to the beginning of the activity.

If a report comes back with an offense, the standards listed in Appendix "A" will be used as a benchmark for denying employment or volunteer services.

Any full-time employee or part-time employee responsible for cash handling will be subject to a background check that will also include crimes against property. If a report comes back with an offense, the standards listed in Appendix "A" and Appendix "B" will be used as a benchmark for denying employment. Appendix "C" lists the positions required to be checked for crimes against property.

If the staff member or volunteer has a crime listed in the background check that precludes their participation in activities with children or employment and they disagree with the results of the investigation, they are responsible for investigating further any information received from the national search they claim is erroneous.

The confidentiality of all information submitted and/or received by FCPRD in the application of this policy will be maintained in locked filing storage areas.

Appendix "A"

EXAMPLES OF CRIMES WHICH ARE CONSIDERED UNACCEPTABLE FOR WORKING WITH YOUTH THROUGH FCPRD SPONSORED OR YOUTH SPORTS PARTNERS PROGRAMS

Persons who have been found guilty or entered a plea of guilty or no contest, regardless of the adjudication for any of the disqualifying offenses will not be allowed to be employed by or volunteer with Frederick County Parks and Recreation Department (FCPRD) or FCPRD cosponsored activities. This listing of examples of offenses is not exhaustive and other offenses may be considered unacceptable. For offenses not listed below, evaluations will be made on a case by case basis by FCPRD staff.

****Shall include prior adult offenses, juvenile offenses, and adjudication of delinquency****

ALL SEX OFFENSES OR CASES INVOLVING THE CARE OF CHILDREN, FELONIES OR MISDEMEANOR

Examples: child molestation, rape, sexual assault, sexual battery, sodomy prostitution, Solicitation, indecent exposure, child endangerment etc.

FELONIES

All felony violence regardless of the amount of time since offense.

Examples: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

All felony offenses other than violence or sex within the past ten years.

Examples: drug offenses, theft, embezzlement, fraud, etc.

MISDEMEANORS

All misdemeanor violence offenses within the past seven years.

Examples: simple assault, battery, hit and run, protective order violations etc.

All misdemeanor drug and alcohol offenses within the past five years.

Examples: Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia.

Any other misdemeanor within the past five years that would be considered a potential danger to children or is directly related to the functions of that volunteer

Examples: contributing to the delinquency of a minor, providing alcohol to a minor theft

PENDING CASES

Anyone charged for any of the disqualifying offenses or for cases pending in court is disqualified until the official adjudication of the case.

In addition, applicants will be disqualified if they have been adjudged liable for civil penalties or damages involving sexual or physical abuse of children, been subject to any court order involving sexual abuse or physical abuse of a minor, or had their parental rights terminated.

Appendix "B"

EXAMPLES OF CRIMES WHICH ARE CONSIDERED UNACCEPTABLE FOR EMPLOYEES HANDLING CASH OR CUSTOMER ACCOUNT INFORMATION WITH FCPRD

Persons who have been found guilty or entered a plea of guilty or no contest, regardless of the adjudication for any of the disqualifying offenses will not be allowed to be employed with Frederick County Parks and Recreation Department (FCPRD). This listing of examples of offenses is not exhaustive and other offenses may be considered unacceptable. For offenses not listed below, evaluations will be made on a case by case basis by FCPRD staff.

****Shall include prior adult offenses, juvenile offenses, and adjudication of delinquency****

CRIMES AGAINST PROPERTY FELONIES WITHIN THE PAST TEN YEARS, MISDEMEANORS WITHIN THE LAST SEVEN YEARS

Examples: Theft, Grand Larceny, Stealing, Conversion, Theft by Deception, Shoplifting, Breaking and Entering, Burglary, Attempted Burglary, Theft by Check, Bad Check, Forgery, Uttering, Criminal Mischief, Possession of Stolen Property, Fraud, Credit Card Crimes, Embezzlement, Arson, Failure to Return Rental Property, Unauthorized use of Automobile, Car Theft.

Appendix C

Positions requiring crimes against property background check

Director
Assistant Director
Superintendent of Recreation
Superintendent of Parks
Park Manager
Park and Stewardship Planner
Operations Manager
Program Supervisor
Recreation Technician
Administrative Assistant
Registration Specialist
Cashier
Pool Manager
Aquatic Supervisor
Center Supervisor
Center Director
Courier

Positions not listed above may be required to a background check for crimes against property if the position handles cash or other sensitive information

Approved: March 2016

CONSENT AGENDA

F



County of Frederick

Becky A. Merriner
Director of Human Resources

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

To: Board of Supervisors
From: Becky A. Merriner, HR Director
Date: March 15, 2016
Subject: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 8:00 a.m. on Friday, March 11, 2016. HR Committee members present were: Supervisors Robert Hess, Chairman, Robert Wells, Blaine Dunn and citizen members Beth Lewin, and Dorrie Greene; Citizen Member Don Butler was absent. Others present were: Lynsey Orndorff, HR Generalist; Ashley Hicks, HR Specialist; Delsie Jobe, Administrative Services Manager, DSS; and James Whitley, NRADC Superintendent.

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

NONE

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

1. Introduction of the new Human Resources Director;
2. Review of the HR Committee Charter **(See Attached)**;
3. Review of the HR Committee Meeting Schedule **(See Attached)**.

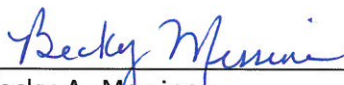
There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, April 8, 2016.

Respectfully submitted,

Human Resources Committee

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

By: 
Becky A. Merriner
HR Director

Frederick County Board of Supervisor's

Human Resources Committee Charter

I. Organization

There shall be a committee of the Board of Supervisors ("Board") of Frederick County, Virginia ("County") known as the Human Resources Committee ("Committee"). The Committee shall be comprised of three (3) members of the Board of Supervisors who will be appointed by the Chairman of the Board, with one appointed as Chair, and three (3) citizen members as appointed by the Chairman of the Board. This Charter shall govern the Committee with regard to its duties and responsibilities. The goal of the Committee shall be to promote programs, policies, and practices that attract and retain qualified employees.

II. Purpose

The primary function of the Committee is to assist the Board in fulfilling its oversight responsibilities by reviewing and evaluating the human resources programs, policies, and procedures of the County. The Committee's primary duties and responsibilities are as follows:

- To serve as an independent and objective party to monitor the human resources programs and policies of the County.
- To review and appraise the County's efforts to attract and retain a qualified and productive employee workforce.

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

III. Meetings

The Committee shall meet at least twelve (12) times annually or more or less frequently as circumstances dictate. The Chairman of the Board, the Chair of the Committee, or a majority of the Committee members may call or cancel meetings of the Committee. The Chair of the Committee shall prepare or approve an agenda in advance of each meeting. The County Administrator and the Director or Directors with the responsibilities for human resources shall be invited to all meetings. Other management officials and counsel to the Board may be invited as necessary. With the exception of Directors, the Chair may excuse any non-Committee members from attendance at any meeting or portion of any meeting.

IV. Responsibilities

The Committee shall have the following duties and responsibilities:

Human Resources

Review and advise the Board of Supervisors and senior management of the County with respect to human resources initiatives, policies and procedures, including activities relating to recruiting, retention and training of employees, as well as employee relations in general.

Compensation Plan Review

Prepare, review, and recommend the County's compensation strategy to ensure that rewards are commensurate with County success and the creation of value for its employees, and that the strategy supports the achievement of the County's objectives.

Review and recommend salary grade structures and guidelines, incentive plans, and merit plans, including the cumulative effect of awards made pursuant to such plans. Report the results of the review and any recommended action by the Committee to the Board of Supervisors for final approval.

Review the unclassified compensation plans to ensure that the County attracts, retains and rewards qualified Directors and other key employees, and that their interests are aligned with the long-term interests of the County. Report the results of such review to the Board of Supervisors.

Staffing Plan Review

Prepare, review, and recommend the County's staffing strategy to ensure that the County is adequately staffed to support of the County's goals in providing outstanding service to its citizens and aligned with the long-term interests of the County.

Review and recommend staffing plans and guidelines to recommend any action by the Committee to the Board of Supervisors for final approval.

Health and Welfare Plans

Review and approve the major benefit plans and programs of the County to ensure that they support the County's objectives. Report the results of such review and any recommended action by the Committee to the Board of Supervisors.

Compliance Review

Obtain advice and assistance from internal or external accounting, legal or other consultants to provide advice to the Committee on matters under its purview, including an annual independent review of the County's compensation and benefit plans and programs. The Committee shall recommend to the Board the fees and terms of engagement of those rendering external advice to the Committee.

Review annually the County's results and compliance with employee grievances and equal opportunity claims, and report the results of such review to the Board of Supervisors.

Other Duties Related to Review, Reports and Improvement Procedures

Review and reassess annually the adequacy of this Charter, and conduct an annual self-assessment of this Committee's performance.

Prepare minutes of all meetings of the Committee, and report to the Board on the matters discussed at each Committee meeting, as appropriate.

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

HR Committee Meeting Schedule
Calendar Year 2016

January 8th – CANCELLED

February 12th

March 11th

April 8th

May 13th

June 17th

July 15th

August 12th

September 9th

October 21st

November 18th

December 9th

G



Finance Department
Cheryl B. Shiffler
Director

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

TO: Board of Supervisors
FROM: Finance Committee
DATE: March 16, 2016
SUBJECT: Finance Committee and Audit Committee Report and Recommendations

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, March 16, 2016 at 8:00 a.m. There was an Audit Committee meeting immediately following. All members were present. (X = no action required)

FINANCE COMMITTEE

1. The Sheriff requests a General Fund supplemental appropriation in the amount of \$30,000. This amount represents Abbott Grant funds and will be used to purchase two vehicles. No local funds required. See attached memo, p. 3. The committee recommends approval.
2. The Sheriff requests a General Fund supplemental appropriation in the amount of \$11,134.30. This amount represents two insurance reimbursements for auto claims. No local funds required. See attached memos, p. 4 – 5. The committee recommends approval.
3. (X) The Winchester Regional Airport Director requests an Airport Operating Fund supplemental appropriation in the amount of \$62,500 and a General Fund supplemental appropriation in the amount of \$46,937.50 (local funds) in order to cover the anticipated deficit through FY 2016. See attached information, p. 6 – 15. Item postponed.

4. The Planning Director requests a General Fund and a Development Projects Fund supplemental appropriation in the amount of \$4,390. This amount represents funds for the remainder of the costs associated with acceptance of Security Drive into the State Secondary System. Local funds required. See attached information, p. 16 – 25. The committee recommends approval.
5. The County Administrator provides a draft Grant Application & Acceptance Policy for review and recommendation(s). See attached, p. 26 – 28. The committee recommends approval.

AUDIT COMMITTEE

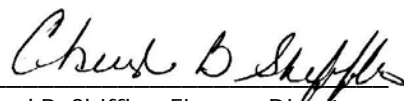
1. David Foley from Robinson, Farmer, Cox Associates presented the FY 2015 CAFR and was available for discussion of the upcoming FY 2016 audit. The FY 2015 CAFR is available in dropbox or online at: www.fcva.us/CAFR.

INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for February 2016. See attached, p. 29.
2. The Finance Director provides an FY 2016 Fund Balance Report ending March 8, 2016. See attached, p. 30.
3. The Finance Director provides financial statements for the month ending February 29, 2016. See attached, p. 31 – 41.

Respectfully submitted,

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

By 
Cheryl B. Shiffler, Finance Director

FREDERICK COUNTY SHERIFF'S OFFICE

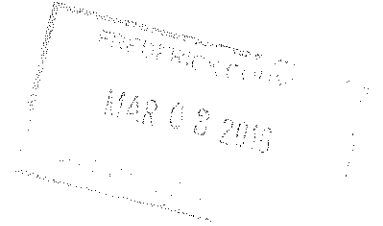


Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400



TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Appropriation of Funds – Attorney General/Abbott Grant
DATE : March 1, 2016

We are requesting the funding from the Attorney General/Abbott Grant in the amount of \$30,000.00 that was posted to revenue line 3-010-33010-025 be appropriated into our operating budget line of 3102-8005-000-000. We will be purchasing two vehicles with this money.

Thank you.

LWM/asw

C.S. 2/29/16

FREDERICK COUNTY SHERIFF'S OFFICE

FREDERICK COUNTY
FEB 29 2016
FINANCE DEPARTMENT



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

TO : Finance Department
FROM : Sheriff Lenny Millholland
SUBJECT : Insurance Reimbursement
DATE : February 26, 2016

We are requesting the insurance reimbursement check received in the amount of \$7,157.99 for the auto claim dated January 27, 2016, involving Deputy Comstock, be appropriated into our budget line 3102-3004-000-002.

Thank you.

LWM/asw

C.S. 2/26/16

FREDERICK COUNTY SHERIFF'S OFFICE

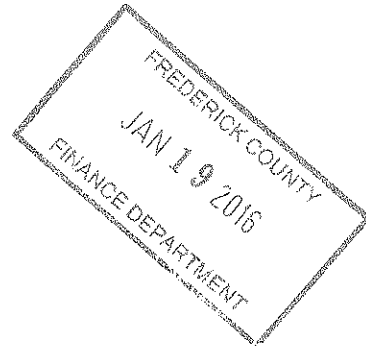


Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400



TO : Finance Department
FROM : Sheriff Lenny Millholland
SUBJECT : Insurance Reimbursement
DATE : January 14, 2016

We are requesting the insurance check received in the amount of \$3,976.31 for the auto claim dated December 25, 2015 involving Deputy Hawkins, be appropriated into our operating budget line of 3102-3004-000-002.

Thank you.

LM/asw

C.S. 1/19/16



WINCHESTER REGIONAL AIRPORT

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

Memo

To: Cheryl Shiffler, Finance Director, Frederick County

CC: Brenda G. Garton, Administrator, Frederick County
Gene Fisher, Frederick County Board of Supervisors
Mary Blowe, Finance Director, City of Winchester
Eden Freeman, City Manager, City of Winchester

From: Renny Manuel, Director, Winchester Regional Airport 

Date: March 8, 2016

Re: Supplemental Revenue Request – Operating Fund Contribution

On behalf of the Winchester Regional Airport Authority I respectfully request a revenue supplemental appropriation from the County of Frederick and the City of Winchester for the Airport Operating Fund for a total of \$62,500 to cover anticipated cash deficit through current year ending June 30, 2016.

I have reworked the budget sheets to reflect anticipated expenses over the next four months including payroll and fringes. Included are estimated revenues that will be generated over that same period of time which offset each other however our cash in the bank currently has a cash deficit.

Purchase and sale of fuel is based on purchasing two additional loads of Jet-A fuel of approximately 8,000 gallons and no additional AVGAS fuel loads by utilizing current inventory on hand. We have dropped the minimum levels of fuel inventory to maintain on hand in an effort to reduce costs. I have included a chart showing the history of fuel gallons sold over the past several years.

The airport generates a higher profit margin on Jet-A fuel than AVGAS and with the loss of based turbine aircraft from this and prior years and a continued decline in corporate and business aviation traffic, we are selling less than what was projected when the FY 2016 budget was submitted in December of 2014.

We have attempted to hold down operating costs and balance the upkeep and minimum maintenance required to operate the facility. The continued support and financial assistance provided by the County of Frederick and the City of Winchester is critical and invaluable in helping to maintain and operate the Winchester Regional Airport.

Thank you for your continued support and assistance. If you require additional information or have any questions, please do not hesitate to contact me.



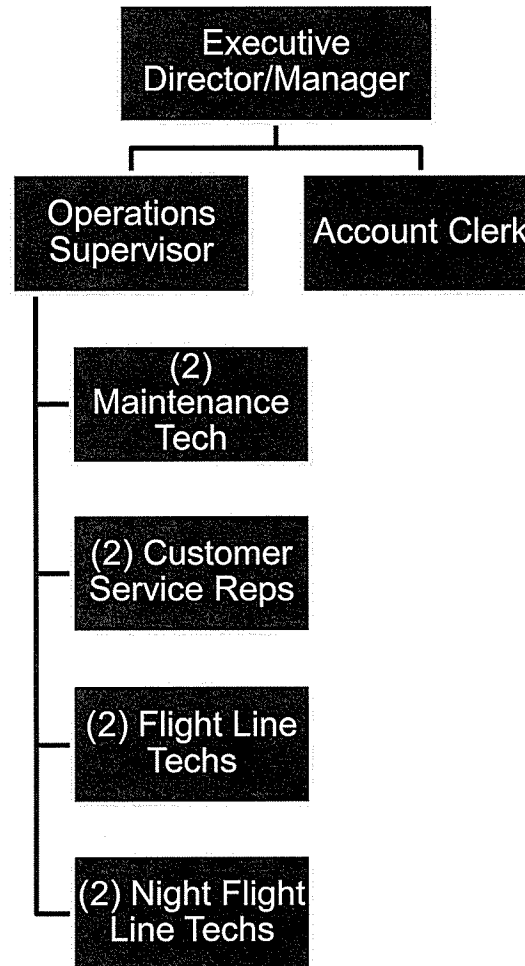
Winchester Regional Airport Authority **SUPPLEMENTAL REQUEST**

FY 2016 Budget Operating Fund 17

Submitted to Frederick County
Submitted to City of Winchester
Submitted to Clarke County
Submitted to Shenandoah County
Submitted to Warren County

December 8, 2014
December 12, 2014
December 12, 2014
December 12, 2014
December 12, 2014

Winchester Regional Airport



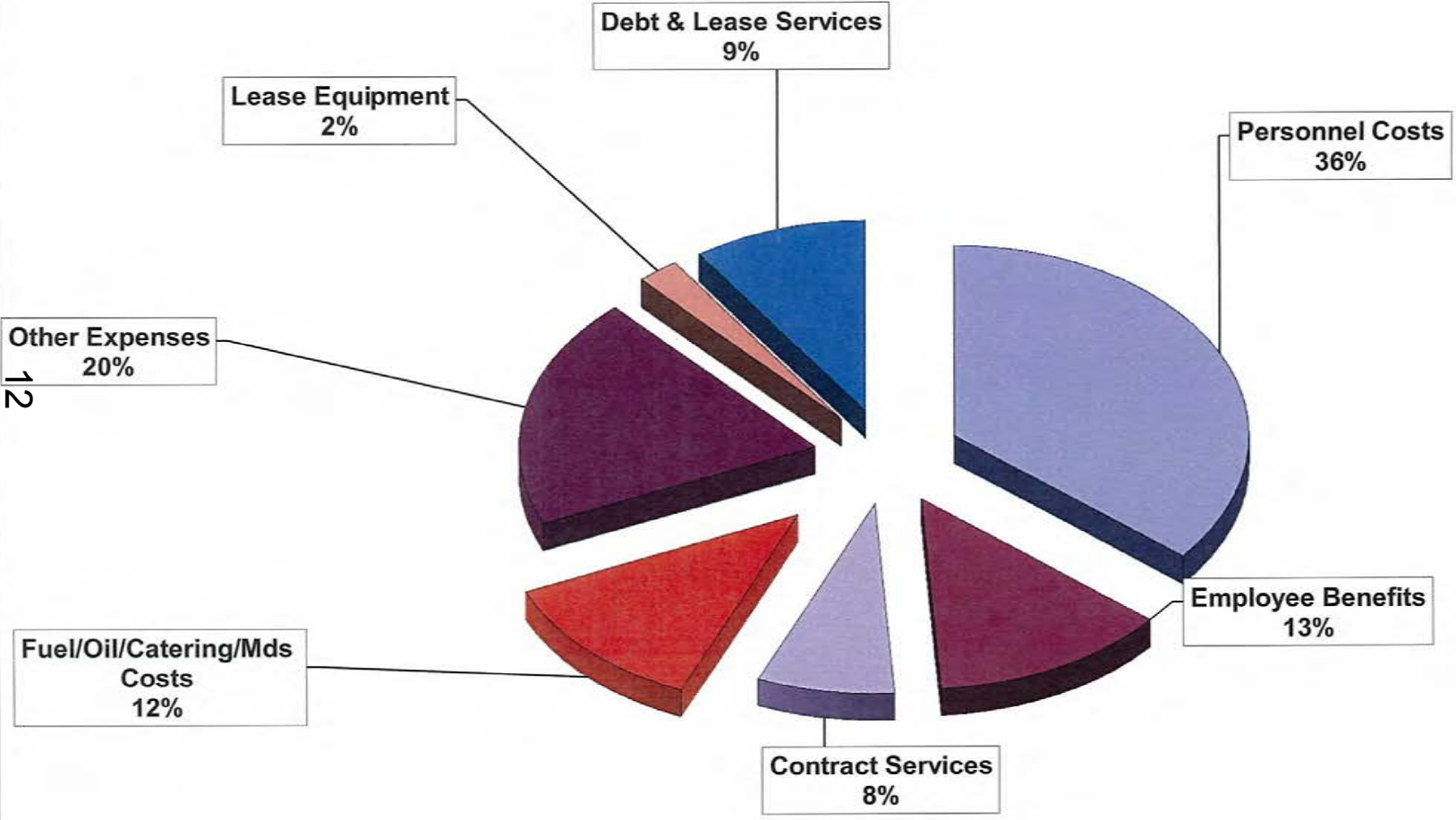
		Prior Yr Actual Expenses		FY 2015	FY 2016	FY 2016	Over
		FY/2013	FY/2014	Amended	Budgeted	Amended	(Decrease)
081090	AIRPORT AUTHORITY						
	PERSONAL SERVICES						
081090-1001-000-001	EXECUTIVE DIRECTOR/MANAGER	82,556	84,971	88,567	88,821	34,346	(54,475)
081090-1001-000-036	ADMINISTRATIVE ASSISTANT				0	0	0
081090-1001-000-037	CUSTOMER SERV.REP.I	31,374	32,150	33,327	33,411	11,386	(22,025)
081090-1001-000-038	FACILITY MAINT.TECH.	31,432	32,163	33,323	33,408	13,146	(20,262)
081090-1001-000-039	FACILITY MAINTENANCE TECH.	27,842	28,489	29,518	29,592	0	(29,592)
081090-1001-000-040	FLIGHT LINE TECH	32,659	33,467	34,692	34,779	13,130	(21,649)
081090-1001-000-041	FLIGHT LINE TECH.	28,581	29,288	30,360	30,436	10,833	(19,603)
081090-1001-000-042	AIRPORT LABORER				0	0	0
081090-1001-000-071	OPERATIONS SUPV.	49,764	51,220	53,430	53,587	21,755	(31,832)
081090-1001-000-072	CUSTOMER SERV. REP I	24,750	23,882	24,691	24,753	8,919	(15,834)
081090-1001-000-073	FLIGHT LINE TECH	39,678	40,631	42,107	42,214	16,301	(25,913)
081090-1001-000-074	ACCOUNT CLERK II	28,415	29,182	30,319	30,400	11,595	(18,805)
081090-1001-000-075	FLIGHT LINE TECH.	14,653	32,142	33,330	33,413	11,433	(21,980)
081090-1003-000-000	PART-TIME SALARIES AND WAGES					0	0
081090-1005-000-000	OVERTIME/HOLIDAY	17,962	20,977	29,497	29,571	6,500	(23,071)
081090-1009-000-000	MERIT RESERVE	0	0	0		0	0
	PERSONAL SERVICES	409,666	438,562	463,161	464,385	159,345	-305,040
081090-2001-000-000	F.I.C.A.	31,023	31,621	35,432	35,525	11,500	(24,025)
081090-2002-000-000	V.R.S.	44,091	47,563	49,394	46,134	15,500	(30,634)
081090-2005-000-000	HOSPITAL/MEDICAL PLANS	66,455	81,616	100,323	105,003	24,087	(80,916)
081090-2006-000-000	GROUP INSURANCE	4,607	4,969	5,160	5,175	1,700	(3,475)
081090-2011-000-000	WORKER'S COMPENSATION	13,277	15,618	16,788	17,600	5,058	(12,542)
081090-2015-000-000	UNEMPLOYMENT BENEFITS						
	EMPLOYEE BENEFITS	159,453	181,387	207,097	209,437	57,845	-151,592
081090-3002-000-000	PROFESSIONAL SERVICES	16,107	23,237	21,000	24,500	17,000	(7,500)
081090-3004-000-001	REPAIR & MAINTENANCE EQUIP.	16,002	5,497	10,265	5,300	1,500	(3,800)
081090-3004-000-002	STATE F&E REPAIRS	2,898	0	0	0	0	0
081090-3004-000-003	REPAIR & MAINTENANCE BLDG.&G	3,004	4,108	10,700	10,800	3,300	(7,500)
081090-3005-000-000	MAINTENANCE SERVICE CONTRACT	8,182	7,638	7,500	7,300	770	(6,530)
081090-3005-000-001	STATE FUNDED MAINTENANCE CONTRACTS	0	0	6,500	6,400	1,000	(5,400)
081090-3007-000-000	ADVERTISING	0	215	500	500	0	(500)
081090-3010-000-000	OTHER CONTRACTUAL SERVICES	29,091	27,562	27,900	29,350	9,800	(19,550)
	PURCHASED SERVICES	75,284	68,257	84,365	84,150	33,370	-50,780

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		Prior Yr Actual Expenses		FY 2015	FY 2016	FY 2016	Over
		FY/2013	FY/2014	Amended	Budgeted	Amended	(Decrease)
081090-5101-000-000	ELECTRICAL SERVICES	54,531	57,795	58,000	58,000	22,200	(35,800)
081090-5102-000-000	HEATING SERVICES	6,802	9,775	7,100	10,600	1,000	(9,600)
081090-5103-000-000	WATER & SEWAGE SERVICES	2,506	3,230	3,100	3,200	900	(2,300)
081090-5204-000-001	POSTAGE	466	350	500	500	0	(500)
081090-5204-000-002	TELEPHONE	4,975	6,397	7,000	7,000	2,500	(4,500)
081090-5302-000-000	FIRE INSURANCE	12,656	8,294	12,035	12,035	0	(12,035)
081090-5305-000-000	MOTOR VEHICLE INSURANCE	8,433	5,355	6,084	6,085	0	(6,085)
081090-5307-000-000	PUBLIC OFFICIALS LIABILITY I	516	516	600	600	0	(600)
081090-5308-000-000	GENERAL LIABILITY INSURANCE	17,945	19,000	18,966	19,000	4,625	(14,375)
081090-5401-000-000	OFFICE SUPPLIES	3,438	3,339	5,000	5,000	2,500	(2,500)
081090-5401-000-001	PC REFRESH PROGRAM	0	0	0	0	1,300	1,300
081090-5405-000-000	JANITORIAL SUPPLIES	1,435	1,904	2,000	2,000	2,100	100
081090-5407-000-000	REPAIR AND MAINTENANCE SUPPL	8,869	6,377	12,900	14,200	5,000	(9,200)
081090-5407-000-001	STATE - PARTS AND SUPPLIES	4,201	6,403	7,000	6,700	2,000	(4,700)
081090-5408-000-000	VEHICLE AND POWERED EQUIP SU	12,398	11,303	15,250	16,150	5,000	(11,150)
081090-5408-000-001	VEHICLE GAS-AIRPORT USE	17,457	19,031	20,000	20,000	5,900	(14,100)
081090-5410-000-000	UNIFORMS	1,033	1,016	2,500	2,500	1,500	(1,000)
081090-5413-000-000	OTHER OPERATING SUPPLIES	5,532	1,447	4,998	2,000	2,000	0
081090-5413-000-001	LINE SERVICE EQUIPMENT	1,798	1,309	2,000	2,000	2,000	0
081090-5413-000-002	SECURITY MATERIALS & SUPPLIE	3,864	894	6,000	6,000	6,000	0
081090-5414-000-000	MERCHANDISE FOR RESALE	801,978	667,585	1,094,654	1,079,250	53,400	(1,025,850)
081090-5506-000-000	TRAVEL	1,845	2,631	2,000	1,600	550	(1,050)
081090-5714-000-000	INSURANCE DEDUCT.						0
081090-5715-000-000	PROMOTIONAL FUND	11,924	9,444	15,000	15,000	15,000	0
081090-5801-000-000	DUES & MEMBERSHIP	984	831	1,500	1,380	115	(1,265)
081090-5804-000-000	TAXES-FED.EXCISE & STATE	58	71	500	500	100	(400)
081090-5806-000-000	SNOW REMOVAL CONTINGENCY	13,211	21,220	15,000	15,000	5,000	(10,000)
081090-5810-000-000	PAYMENT OF UNEMPLOYMENT CLAI						
	OTHER CHARGES	998,855	865,517	1,319,687	1,306,300	140,690	(1,165,610)
081090-8001-000-000	MACHINERY AND EQUIPMENT	5,600	0	0			
081090-8007-000-000	INTEGRATED TECHNOLOGY EQUIPM						
	CAPITAL OUTLAY	5,600	0	0	0	0	
081090-9001-000-000	LEASE/RENT OF EQUIPMENT	54,344	50,663	47,600	33,250	10,150	(23,100)
081090-9101-000-000	PAYMENT OF LOANS	126,400	126,400	126,400	126,400	42,133	(84,267)
	OTHER USES OF FUNDS-	180,744	177,063	174,000	159,650	52,283	-107,367
	TOTAL DEPARTMENT	1,829,602	1,730,786	2,248,310	2,223,922	443,533	-1,780,389

		Prior Yr Actual Expenses		FY 2015	FY 2016	FY 2016	Over
		FY/2013	FY/2014	Amended	Budgeted	Amended	(Decrease)
092010-5880-000-000	TRANSFER TO AIRPORT CAPITAL						
	OTHER CHARGES	0	0	0	0	0	
093010-5807-000-001	MERIT RESERVE	11,772	0	(12,597)	0	(11,930)	(11,930)
093010-5807-000-002	MERIT RESERVE FRINGES	0	0	(3,025)	0	(2,724)	(2,724)
	OTHER CHARGES	11,772	0	(15,622)	0	(14,654)	(14,654)
	TOTAL FOR FUND	1,841,374	1,730,786	2,232,688	2,223,922	428,879	(1,795,043)

FY 2016 BUDGET STATUS - OPERATING EXPENDITURES



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FY 2016 SUPPLEMENTAL REQUEST - OPERATING REVENUES

WINCHESTER REGIONAL AIRPORT

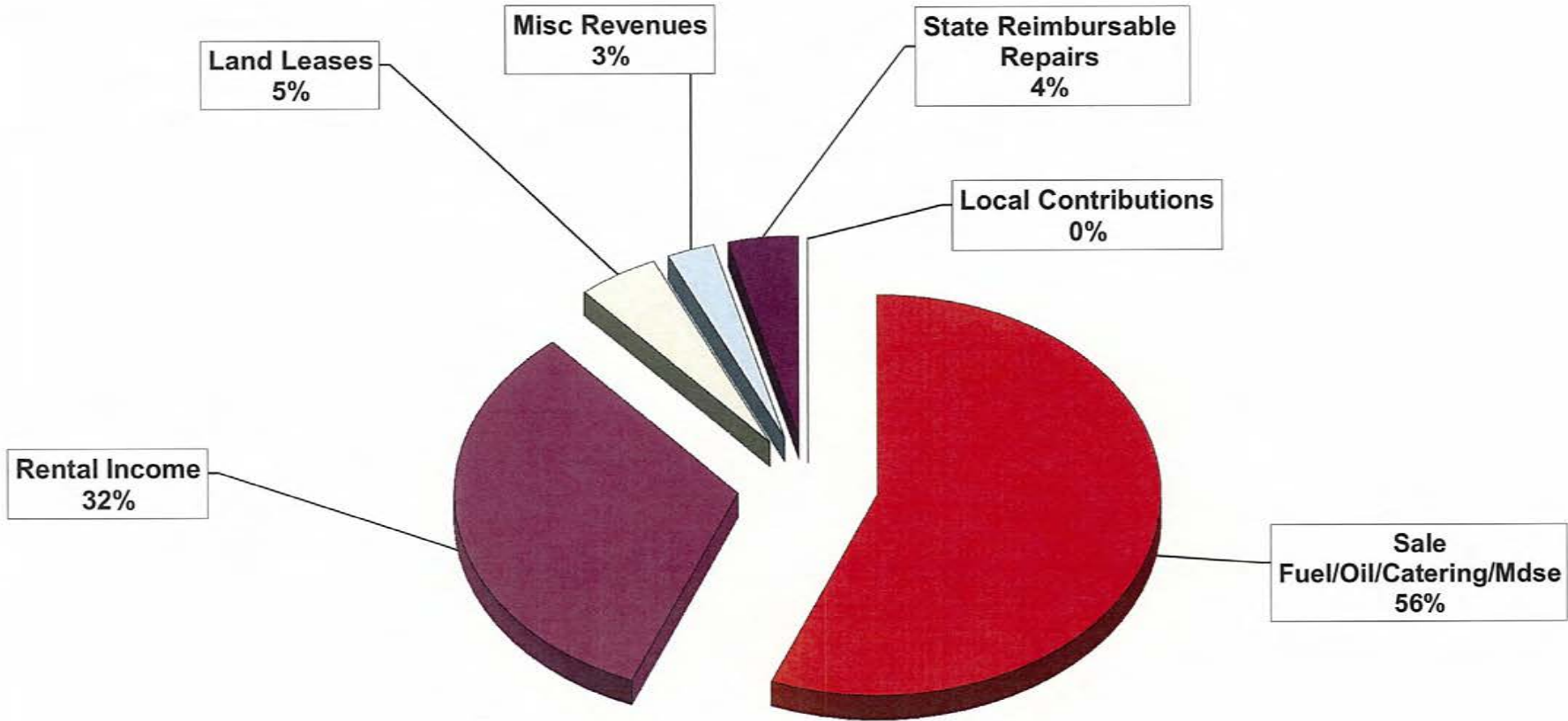
FUNDING SOURCES	SOURCE OF FUNDS REMAINING			TOTAL
	SVC-GENERATED/ OTHER REVENUE	STATE	County City	
SALE JET-A FUEL	162,000			162,000
SALE AVGAS FUEL	83,250			83,250
SALE OIL	625			625
SALE MERCHANDISE	200			200
SALE CATERING	0			0
SALE DEICING CHEMICALS	0			0
RENT - MONTHLY TIEDOWN	6,612			6,612
RENT - METAL T-HANGARS	85,160			85,160
RENT - CLEARSPAN HANGAR	24,000			24,000
RENT - FBO OFFICES	8,348			8,348
RENT - FBO HANGAR SECOND FLOOR	6,000			6,000
RENT - FBO HANGAR SPACE	12,604			12,604
LAND LEASES	20,172			20,172
FUEL FLOW FEE	5,000			5,000
OVERNIGHT PARKING FEE	2,500			2,500
FLIGHT LINE LABOR	500			500
CONFERENCE ROOM FEES	0			0
CARGO/PART 135 TRANSIENT FEE	1,300			1,300
FORKLIFT FEES	50			50
GPU/LAV CART SERVICES	50			50
MISC REVENUE	200			200
UTILITIES REIMBURSEMENT	1,600			1,600
AFTER HOURS FEE	0			0
A/R LATE CHARGES	500			500
STATE SALES TAX	100			100
STATE REIMBURSABLE REPAIRS (95%)		3,040		3,040
STATE RIEMBURSABEL REPAIRS (80%)		1,600		1,600
STATE REIMBURSABLE PROMOTIONAL		7,500		7,500
STATE REIMBURSABLE SECURITY		5,400		5,400
LOCAL ADOPTED			5,222	5,222
LOCAL SHARE				0
TOTAL	420,772	17,540	5,222	443,533

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Approved Contribution Supplemental Requested		
FY 1999	174,164	
FY 2000	161,105	
FY 2001	161,105	
FY 2002	161,105	
FY 2003	160,013	
FY 2004	153,000	
FY 2005	147,000	
FY 2006	96,800	
FY 2007	82,682	
FY 2008	73,118	
FY 2009	43,752	
FY 2010	23,600	
FY 2011	23,600	
FY 2012	23,600	
FY 2013	23,600	
FY 2014	64,035	106,088
FY 2015	70,810	50,000
FY 2016	83,882	62,500

FY 2016 projected cash in the bank deficit at year end

FY 2016 BUDGET STATUS - OPERATING REVENUES



**Winchester Regional
Airport
Fuel Gallons Sold**

TOTAL GALLONS OF FUEL PRODUCTS SOLD																Increase/ (Decrease) Over Prior Year	
Fiscal Year	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Over/ (Short)
July	23,509	28,082	29,067	29,004	32,148	39,991	44,406	52,458	42,724	29,277	31,814	36,654	18,673	19,778	15,431	17,079	1,648
August	26,762	27,600	31,600	30,703	32,205	49,471	44,298	53,349	36,611	26,159	24,324	34,261	19,755	17,900	15,552	18,267	2,716
September	26,767	27,763	31,584	31,070	32,730	47,833	40,415	41,111	36,983	29,081	27,575	6,733	19,177	20,136	20,680	15,485	(5,196)
October	34,004	35,891	35,137	44,219	42,898	49,156	48,472	54,712	40,344	36,999	32,623	5,658	17,645	20,085	21,535	19,072	(2,463)
November	21,332	36,267	28,229	36,589	32,256	37,899	40,906	44,937	26,282	26,294	26,193	4,599	25,527	13,361	12,474	12,393	(81)
December	11,139	21,518	22,104	25,514	34,088	32,217	34,816	30,299	24,216	23,396	19,468	9,701	17,367	11,706	9,372	14,146	4,774
January	18,199	24,778	19,881	26,933	34,354	33,370	36,369	25,001	20,456	21,370	23,108	16,610	21,208	10,443	7,351	7,376	25
February	17,036	29,183	16,372	36,979	39,873	41,432	30,564	28,430	18,250	15,900	23,091	19,477	11,316	8,987	7,587	7,877	289
March	25,421	25,862	24,803	52,501	48,839	55,044	30,069	25,002	28,433	23,362	29,594	17,122	13,238	12,287	6,922		
April	23,431	24,297	30,834	46,511	56,574	53,708	32,760	34,396	29,187	31,277	23,299	16,214	14,214	13,910	13,692		
May	27,861	31,703	26,609	40,725	43,364	51,963	45,042	39,383	26,908	31,700	29,507	28,509	21,282	13,669	13,077		
June	27,196	31,353	25,836	47,148	53,309	50,846	40,219	38,584	35,972	34,248	30,783	21,605	19,214	18,127	11,742		
Total	282,657	344,297	322,055	447,894	482,738	542,931	468,336	467,661	368,366	329,063	321,378	217,142	218,618	180,388	155,414	111,693	1,713


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BREAKDOWN BY FUEL TYPE - GALLONS ONLY																		AVGAS				
Fiscal Year	FY 2008		FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		FY 2014		FY 2015		FY 2016		Increase/(Decrease)		TRUCK	SARA
	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas		
July	40,729	11,729	33,940	8,784	20,896	8,381	23,974	7,640	29,620	7,034	13,227	5,446	14,211	5,567	10,055	5,376	11,415	5,664	1,360	288	2,924	2,740
August	42,553	10,796	28,650	7,961	17,810	8,349	15,974	8,350	28,547	5,714	13,919	5,836	13,172	4,728	9,768	5,784	11,580	6,687	1,812	904	3,808	2,879
September	27,033	14,078	29,983	7,000	23,054	6,027	20,674	6,901	5,013	1,720	13,529	5,648	12,525	7,611	14,310	6,370	8,504	6,951	(5,806)	610	4,372	2,608
October	43,307	11,405	30,879	9,465	29,528	7,471	23,795	8,828	3,162	2,496	11,602	6,043	13,605	6,480	16,647	4,888	13,265	5,807	(3,382)	919	3,316	2,491
November	37,402	7,535	23,637	4,645	20,924	5,370	18,459	7,734	2,374	2,225	18,795	6,732	9,002	4,359	8,970	3,504	8,532	3,861	(438)	358	1,563	2,299
December	26,948	3,351	20,456	3,760	19,562	3,834	14,455	5,013	7,605	2,096	14,273	3,094	8,751	2,955	6,174	3,198	10,515	3,631	4,341	433	1,308	2,323
January	19,851	5,150	16,692	3,764	17,365	4,005	19,156	3,952	13,861	2,949	17,876	3,332	8,348	2,095	5,436	1,915	5,191	2,185	(245)	270	1,387	798
February	24,057	4,373	14,205	4,045	13,397	2,503	18,794	4,297	16,482	2,995	9,341	1,975	6,063	2,924	5,543	2,044	5,604	2,273	61	228	1,319	953
March	18,723	6,279	21,670	6,763	17,077	6,285	22,797	6,797	13,285	3,837	9,293	3,945	9,523	2,764	4,555	2,367						
April	27,810	6,586	23,724	5,463	24,612	6,655	18,591	4,708	12,039	4,175	9,821	4,393	8,757	5,153	8,498	5,194						
May	31,346	8,037	20,546	6,362	24,932	6,768	24,154	5,353	22,495	6,014	16,227	5,055	8,749	4,920	6,813	6,264						
June	31,002	7,582	28,144	7,828	26,398	7,850	23,656	7,127	15,558	6,047	13,245	5,969	11,976	6,151	7,088	4,654						
Total	370,761	96,900	292,526	75,840	255,555	73,507	244,479	76,899	169,841	47,301	161,148	57,470	124,682	55,706	103,857	51,567	74,606	37,087	(2,297)	4,010	19,996	17,091



MEMORANDUM

TO: Finance Committee

FROM: Michael T. Ruddy, AICP, Director 

RE: **Supplemental appropriation for Westview Business Center Lots 11-17**

DATE: March 8, 2016

Request

A supplemental appropriation in the amount of \$4,389.22 is being requested from Fund 27 to satisfy the final obligations of getting Security Drive accepted into the State Secondary System. Security Drive is located within the Westview Business Center.

Background

Frederick County called on the developer, Carl S. Hale's, Letter of Credit (LOC #30-30) in the amount of \$9,582.38 on October 30, 2015. This was followed by a request to appropriate this amount which was approved by the Finance Committee in November 2015.

Subsequently, Frederick County solicited bids from four local contractors, received one, authorized the work to be completed, and worked with VDOT to identify the items necessary for acceptance of the street into the State Secondary System. The cost of these final obligations totals \$13,971.60. This is broken down as follows: \$12,471.60 E.R. Neff Excavating, and \$1,500 Virginia Department of Transportation. Upon subtracting the \$9,582.38 previously allocated, this leaves a remaining balance of \$4,389.22 for which this supplemental request has been initiated.

Attachments are provided as background to this current request for your information. Please contact me if you need additional information.

Attachments

Security Drive Brief

Background

The West Business Center Master Development Plan # 12-87 (MDP) was approved by Frederick County in 1987. This MDP depicted the road (s) layout thought out the business center. All of the roads within this business center are to be public. This was road was originally known as Branch Banking Drive, that was created via two (2) subdivisions approved in 2001 and 2003. Today the road is known as Security Drive (road), and is not a public road. The developer did finish the road to be accepted into the State Secondary System (System). Therefore Frederick County had to draw on the developers Letter of Credit (LOC) to complete the Road.

Facts Presented

This property of 43 ac. +/- was subject to two (2) subdivision actions that created the Right-of-Way (ROW) for this road. The first action was the creation of Lot 10 of 12 ac. +/- that was done 2001 and included ROW of 50 feet for the road. At the time of this subdivision a LOC in the amount of \$58,000 was established on June 11, 2001 (LOC#643). This LOC was released by Frederick County (County) in 2002. The remainder of property was subdivided to create Lots 11-17 in 2003. This action included the 50 foot ROW. Lots 10, 11, 12, and 13 were to utilize this road. A LOC# 30-30 in the amount of \$9,582.38 was established for this subdivision and road.

The Virginia Department of Transportation (VDOT) will not allow a developer built road into the State Secondary System (System) until there a total of three (3) businesses utilizing the road. This road did not meet that standard until 2013. The first and second users to use this road were in 2001 and 2004. The developer was the responsibly with VDOT to bring the road into the System for maintenance. The developer did not move forward with VDOT bring this road into the System in 2013, at the time of the last business met the requirement to use this road.

The largest user of this road Navy Federal Credit Union (NFCU) asked the County to contact the developer to complete the road for acceptance into the System. The County met with the developer and VDOT on site on August 14, 2015, to review what is needed to bring the road into the System. The developer did get a punch-list from VDOT to complete the road for acceptance into the system. The developer was informed by County via certified mail on October 30, 2015, that the County was forced to draw on LOC# 30-30 to complete the road for acceptance into the System.

Analysis

The Code of Frederick County (Code) 144-24 requires lots to have access to a public road. The Code 144-40 also requires that a developer provide guaranties to complete the roads for acceptance into the System. The developer of this subdivision that included Security Drive did not finish the road for acceptance into the System. Therefore, Frederick County was forced to draw on LOC # 30-30, to complete the road.

Conclusion

The County received bids on completing the road for acceptance into the System. The cost breakdown is as follows:

LOC #30-30- \$9,582.38

Proposal- \$12,471.60

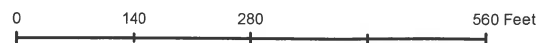
VDOT- \$1,500

Short Fall- \$4,389.22

Therefore, I am requesting a total of \$4,389.22 to allow for acceptance of this road into System. I have included all correspondence regarding this project.



Note:
 Frederick County Dept of
 Planning & Development
 107 N Kent St
 Suite 202
 Winchester, VA 22601
 540 - 665 - 5651
 Map Created: December 7, 2015
 Staff: mcheran





File

COUNTY of FREDERICK

Department of Planning and Development

540/665-5651

FAX: 540/665-6395

October 10, 2003

Mr. Mark Smith
Greenway Engineering
151 Windy Hill Lane
Winchester, Virginia 22602

**RE: Westview Business Center Lots 11-17 - Final Plats
Subdivision #14-03**

Dear Mark:

This letter is to confirm that the final plats for Westview Business Center Lots 11-17 were administratively approved on October 9, 2003. This subdivision allows for the development of six parcels in the M1 (Light Industrial) Zoning District. A bond in the amount of \$9,582.38 has been accepted to guarantee the completion of Branch Banking Drive. Please ensure a copy of the recorded plats are returned to this office.

Sincerely,

Patrick T. Davenport, CZA
Zoning and Subdivision Administrator

PTD/bah

cc: Jane Anderson, Frederick County Real Estate
Joe Wilder, Frederick County Public Works
W. Harrington Smith, Jr., Shawnee District Board Supervisor
William C. Rosenberry, Shawnee District Commissioner
Robert A. Morris, Shawnee District Commissioner

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MEMORANDUM

TO: Wayne Corbett, Deputy Treasurer

FROM: Mark R. Cheran, Zoning Administrator

SUBJECT: Letter of Credit No. 30-03 - \$9,582.38
Westview Business Center (Security Drive) - Carl S. Hales

DATE: October 30, 2015

This is a certified statement signed by the Zoning/Subdivision Administrator, stating that **Carl S. Hales**, has not satisfactorily completed the construction of, and/or satisfactorily maintained, all physical improvements that includes, but is not limited to, streets, curbing, gutter, sidewalks, above ground facilities, underground utilities and facilities, recreational facilities, drainage systems, designated open space and other required improvements located at **Westview Business Center (Security Drive)**, the approved project.

This is a statement signed by the Zoning/Subdivision Administrator that: the drawing is for the explicit purpose of providing for the completion or maintenance of a required facility or function pursuant to the requirements of Chapter 144, Subdivision Ordinance and/or Chapter 165 Zoning Ordinance of the Frederick County Code and pursuant to the agreement of the subdivider, developer or his agent to comply with said Ordinance as a condition of the approval of the subdivision to the satisfaction of the Zoning/Subdivision Administrator.

Mark R. Cheran, Zoning and Subdivision Administrator, Frederick County

MRC/dlw

cc: Bank of Clarke County, 2 East Main Street, Berryville, VA 22611
Gene Fisher, Shawnee District Supervisor
Rod Williams, County Attorney
Department of Public Works
Carl Hales, MarketPlace Realty, 302 South Braddock Street, Winchester, VA 22601



Certified Mail

October 30, 2015

Carl Hales
302 South Braddock Street
Winchester, VA 22601

**RE: Westview Business Center (Security Drive)
Letter of Credit No. 30-03**

Dear Mr. Hales:

This letter is in reference to Letter of Credit No. 30-03 for the Westview Business Center (Security Drive) that was established September 30, 2003. Research of the Frederick County records indicates that the improvements of this subdivision have not been completed or accepted by Frederick County as required by the approved subdivision plan and the Code of Frederick County. Specifically, the improvements and completion of Security Drive to be accepted into the State highway system.

Frederick County reserves the right to enforce the terms of the construction guaranty at any time. Therefore, please find attached a copy of the memorandum sent to the Treasurer's Office requesting to draw on your Letter of Credit No. 30-03 to complete all of the improvements of Security Drive.

If you have any questions on this project call me at (540) 665-5651.

Sincerely,

Mark R. Cheran
Zoning Administrator

MRC/dlw

Attachment

MEMORANDUM

TO: Finance Committee
FROM: Mark R. Cheran, Zoning Administrator
RE: Request for Appropriation for Westview Business Center Lots 11-17
DATE: November 10, 2015

The above-referenced subdivision was recorded October 2, 2003; the owner of the subdivision posted a Letter of Credit (LOC) # 30-30 in the amount of \$ 9,582.38 for the completion of Security Drive that will serve the subdivision. The approved subdivision did not have the minimum of three lots for Security Drive to be accepted into the Virginia Department of Transportation's (VDOT) secondary road system for maintenance. The subdivision now has four lots that are serviced by Security Drive, and meets the minimum requirement for inclusion into the state's secondary road system. The County has contacted the holder of the LOC via meetings and correspondence to complete Security Drive. As of October 30, 2015, the work has not been completed and staff was forced to call LOC# 30-30 on that date.

Therefore, I am requesting that funds of LOC #30-30 in the amount of \$ 9,582.38, from Carl S Hales be appropriated into a specific line item to be designated by the Finance Department. This line item is needed for the County to administer the completion of Security Drive for inclusion into the state secondary road system, to serve this subdivision. The Planning Department will be responsible for overseeing the project management of the work performed, as well as coordinate the road acceptance with the Virginia Department of Transportation.

MRC/dlw

cc: C. William Orndoff, Jr., Treasurer
Wayne Corbett, Deputy Treasurer

Mark Cheran

From: Mike Stewart
Sent: Friday, December 11, 2015 1:46 PM
To: Mark Cheran
Subject: Security Drive
Attachments: Neff-Security-Drive-Proposal.pdf

Mark,

In an effort to get Security Drive into the Virginia Department of Transportation's road system, you asked me to get proposals to perform the road repairs that had been required from VDOT. I met with four local contractors, though only one was willing to provide a cost proposal.

The current recurring situation with the contractors contacted is that they do not have the manpower to execute this work in a manner that made financial sense to them. All had larger jobs that are in a push due to the impending winter months, and the fact that the asphalt plants will be closed down. I was able to track down ER Neff after seeing their equipment at a site adjacent to Security Drive. ER Neff submitted a proposal of \$12,471.60.

The contractors I met onsite were:

- ER Neff Excavation
- Judy Construction
- Panhandle Excavation
- James Dehaven Excavation

If you have any questions, please feel free to contact me.

Thank you,

Mike Stewart
Project Manager
Frederick County Public Works
107 North Kent Street
Winchester, VA 22601
540-974-3304
540-665-5643

PROPOSAL

Page No. 1 of 1

E. R. NEFF EXCAVATING, INC.

P.O. BOX 1027
STEPHENS CITY, VA 22655

CLASS A CONTRACTOR'S LICENSE 2701 014001A

(540) 869-1010 FAX (540) 869-7494

TO: Frederick County Public Works Department
107 North Kent Street, 2nd Floor, Ste. 200
Winchester, VA 22601

Attention: Mike Stewart, Project Manager

PHONE 540-665-5643	DATE November 24, 2015
JOB NAME / LOCATION Remove and Replace Security Drive Pavement Winchester, Virginia	
JOB NUMBER	JOB PHONE

We hereby submit specifications and estimates for:

We submit our estimated cost of 12,471.60 to furnish labor, equipment, and material for making a correction to a section of Security Drive pavement in front of an existing storm structure.

The above cost includes completion of the following scope of work to make the pavement correction:

- A. Saw cut and remove a 6 foot wide x 20 ft. long section of existing pavement in front of the storm structure.
- B. Remove and replace the existing gutter pan in front of the existing storm structure.
- C. Undercut to remove 18 inches of unsuitable material, import and place suitable stone fill, and compact the area in front of storm structure.
- D. Furnish and place 21-B stone and asphalt to replace the pavement removed from in front of the storm structure.
- E. Saw cut and remove a 6 foot wide x 13 foot section of existing pavement crossing Security Drive.
- F. Undercut to remove 18 inches of unsuitable material, import and place suitable stone fill, and compact the area crossing Security Drive.
- G. Furnish and place 21-B stone and asphalt to replace the section of pavement removed from the pavement crossing Security Drive.

The above estimated cost includes the cost of certified flagmen to control traffic as required during our work in the streets.

If you have any questions regarding the above, please do not hesitate to contact me.

We Propose hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of:

Twelve thousand, four hundred seventy-one and 60/100 dollars (\$ 12,471.60).

Payment to be made as follows: **In full upon completion**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Authorized
Signature



Jeffrey A. Neff, Estimator

Note: This proposal may be withdrawn by us if not accepted within **Thirty** days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

GRANT APPLICATION & ACCEPTANCE POLICY

Frederick County, VA

I. PURPOSE

This document outlines the policies for submitting grant applications on behalf of Frederick County and for the acceptance and appropriation of all grant awards. It also ensures that grant applications are within the scope of Frederick County's goals and facilitates coordination between County departments, Administration, Finance and Treasurer.

II. SCOPE

This policy applies to any Frederick County program, department or constitutional office preparing and submitting grant applications to agencies outside the County government for funds, materials or equipment to be received and administered by the County or by an agency for which the County acts as fiscal agent.

III. DEFINITIONS

A. Donations

A donation is a gift given voluntarily for charitable purposes, generally without any requirements or special conditions regarding use. While all unbudgeted revenues must be appropriated by the Board of Supervisors, donations are not subject to the requirements of this policy.

B. Funding Agency/Source

A Funding Agency/Source is the original financial source for a grant, typically in the form of a government agency or non-profit organization. Another term that can be used is Granting Agency.

C. Grants

A grant may be a sum of money, or services, given for specific purposes, typically as a result of a grant application or proposal which has been submitted to the funding organization.

IV. GUIDELINES

- A.** No grant application shall be submitted to the funding agency or organization without the prior approvals defined in Section V of this policy.
- B.** Grants are to be approved, whenever possible, through the annual budget process.
- C.** All grants require award approval and appropriation from the Board of Supervisors, either through the annual budget process or at regular Board of Supervisors meetings.

- D.** For grant awards that are accepted outside of the annual budget cycle, it is the responsibility of the requesting department to submit a request for consideration by the Finance Committee.

V. PROCESS

A. Grant Application Approval through the Budget Process

1. Grants are to be approved, whenever possible, through the annual budget process using the appropriate budget revenue(s) and expenditure(s).
2. If the grant is included in the Frederick County Adopted Budget and appropriated during the budget process, i.e. the revenue, expenditures, and local match, then no additional approval is required for the application, acceptance, and appropriation of the grant. The County Administrator may authorize the application and acceptance. The County Administrator will notify the Finance Department of all authorized grant applications.
3. Requesting department shall provide the following information relating to the grant with budget submission:
 - Local match requirements.
 - Source(s) and amount(s) of local match funding, if required.
 - Other associated and/or on-going local costs, not specifically part of the grant, to be incurred if the grant is awarded.
 - Requirements for continued local funding for the program or activity once the grant period expires.
4. The requesting department shall submit the grant application to the Granting Agency.

B. Grant Application Approval Outside the Budget Process

When grant opportunities do not coincide with the annual budget process, the requesting department shall:

1. Provide the following information relating to the grant to the Finance Department for review:
 - Local match requirements.
 - Source(s) and amount(s) of local match funding, if required.
 - Other associated and/or on-going local costs, not specifically part of the grant, to be incurred if the grant is awarded.
 - Requirements for continued local funding for the program or activity once the grant period expires.
 - Completed grant application.

2. The Finance Department will forward the above information for further action. The approval progression of grant applications is dependent upon the following:
 - a. **No matching funds required from fund balance and requires no continuing obligation to fund the program beyond the grant period.** The County Administrator may authorize the grant application or may determine that an action by the Board of Supervisors is appropriate. The County Administrator will notify the Finance Department of all authorized grant applications.
 - b. **Matching funds requiring a fund balance allocation or a budget amendment, or requires the addition of personnel or a continuing obligation.** The grant application must be approved by the Board of Supervisors, via the Finance Committee whenever possible. Approval by the Board of Supervisors will permit the County Administrator to authorize the grant application.
3. The requesting department shall submit the grant application to the Granting Agency following the receipt of appropriate approvals.

C. Award and Acceptance

1. The recipient will forward the final grant award/acceptance notification to the Finance Department. Include the following information:
 - o Revenue and expenditure code(s).
 - o Date of Board of Supervisor approval, if applicable.
2. Upon receipt of the final award, the Finance department will request appropriation from the Board of Supervisors.
3. The Finance department will forward grant and appropriation information to the Treasurer.

FY2016 FEBRUARY BUDGET TRANSFERS

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
2/1/2016	COMMISSIONER OF THE REVENUE	FUNDS TO COVER ASSESSOR	1209	1001	000	057	2,413.38
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(2,413.38)
2/1/2016	MANAGEMENT INFORMATION SYSTEMS	FUNDS TO COVER SALARY MIS	1222	1001	000	055	14,479.16
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(14,479.16)
2/1/2016	HUMAN RESOURCES	NEOGOV APPLICANT TRACKING SYSTEM	1203	3010	000	000	23,368.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(23,368.00)
2/1/2016	GENERAL ENGINEERING/ADMINISTRATION	PROMOTION	4201	1001	000	036	9,485.18
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(9,485.18)
2/1/2016	COUNTY ATTORNEY	PROMOTION COUNTY ATTORNEY	1202	1001	000	001	19,435.20
	COUNTY ATTORNEY		1202	2001	000	000	1,487.02
	COUNTY ATTORNEY		1202	2002	000	000	2,062.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(22,984.22)
2/1/2016	FIRE AND RESCUE	SALARY INCREASES 2/1/16	3505	1001	000	003	1,624.02
	FIRE AND RESCUE		3505	1007	000	001	(1,624.02)
	FIRE AND RESCUE		3505	1001	000	008	2,221.00
	FIRE AND RESCUE		3505	1007	000	001	(2,221.00)
	FIRE AND RESCUE		3505	1001	000	020	2,226.00
	FIRE AND RESCUE		3505	1007	000	001	(2,226.00)
2/1/2016	PUBLIC SAFETY COMMUNICATIONS	SALARY INCREASES 2/1/16	3506	1001	000	017	891.98
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	012	(891.98)
2/3/2016	HUMAN RESOURCES	HR ASSISTANT PARTTIME TO FULLTIME	1203	1001	000	045	12,858.87
	HUMAN RESOURCES		1203	2001	000	000	983.70
	HUMAN RESOURCES		1203	2006	000	000	153.02
	HUMAN RESOURCES		1203	2002	000	000	1,364.33
	HUMAN RESOURCES		1203	2008	000	000	75.87
	HUMAN RESOURCES		1203	2011	000	000	12.86
	HUMAN RESOURCES		1203	1003	000	000	(4,765.00)
	HUMAN RESOURCES		1203	1001	000	001	(10,683.65)
2/12/2016	PARKS AND RECREATION ADMINISTRATION	CRYPTZONE SOFTWARE	7101	5401	000	000	(87.64)
	PARKS AND RECREATION ADMINISTRATION		7101	3005	000	000	87.64
2/12/2016	ELECTORAL BOARD AND OFFICIALS	MONTHLY COPIER/PRINTER LEASE	1301	9001	000	000	13.48
	REGISTRAR		1302	9001	000	000	(13.48)
2/12/2016	COUNTY OFFICE BUILDINGS/COURTHOUSE	REFUSE/RECYCLING REMOVAL	4304	3005	000	021	(650.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3010	000	021	650.00
2/12/2016	ANIMAL SHELTER	FUNDS FOR REMAINDER OF FY16	4305	3002	000	001	(3,000.00)
	ANIMAL SHELTER		4305	5103	000	000	3,000.00
2/23/2016	PARKS MAINTENANCE	COST FOR ELECTRIC 692 OLD CHARLES TOWN RD.	7103	5101	000	000	125.00
	RECREATION CENTERS AND PLAYGROUNDS		7104	5412	000	000	(125.00)
2/23/2016	AGRICULTURE	FUNDS TO COVER AD FOR 4-H EXTENSION AGENT	8301	5401	000	000	(293.96)
	AGRICULTURE		8301	3007	000	000	293.96
2/23/2016	REASSESSMENT/BOARD OF ASSESSORS	OFFICE SUPPLIES NEW STAFF	1210	3010	000	000	(800.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5401	000	000	800.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	3004	000	002	(700.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5401	000	000	700.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	5801	000	000	(400.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5401	000	000	400.00
2/25/2016	COUNTY OFFICE BUILDINGS/COURTHOUSE	GENERATOR REPAIR MILLWOOD FIRE STATION	4304	5102	000	021	(1,388.92)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	022	1,388.92
2/25/2016	SHERIFF	COVER EXPENDITURES IN FY2016	3102	5408	000	002	(2,500.00)
	SHERIFF		3102	3001	000	000	2,500.00
2/25/2016	FIRE AND RESCUE	TUITION REIMBURSEMENT	3505	5506	000	000	(1,620.00)
	FIRE AND RESCUE		3505	2013	000	000	1,620.00
2/29/2016	FIRE AND RESCUE	GAS METERS/PPE WASHERS	3505	8009	000	000	132,526.00
	FIRE AND RESCUE	PORTACOUNT	3505	8007	000	000	17,227.00
	FIRE AND RESCUE	SCBA CYLINDERS	3505	5413	000	000	31,950.00
	TRANSFERS/CONTINGENCY	CAPITAL CONTINGENCY	9301	5899	000	000	(181,703.00)
3/2/2016	REFUSE COLLECTION	VEHICLE SUPPLIES	4203	3010	000	000	(300.00)
	REFUSE COLLECTION		4203	5408	000	000	300.00
3/2/2016	REASSESSMENT/BOARD OF ASSESSORS	DMV FEE FOR ACCESS TOKENS	1210	5204	000	000	(130.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	3010	000	000	130.00
3/2/2016	HUMAN RESOURCES	IPAD FOR HR DIRECTOR	1203	5411	000	000	(500.00)
	HUMAN RESOURCES		1203	5401	000	000	500.00
3/2/2016	HUMAN RESOURCES	NATIONAL & LOCAL DUE FOR AH	1203	5411	000	000	(310.00)
	HUMAN RESOURCES		1203	5801	000	000	310.00
3/2/2016	FIRE AND RESCUE	TO COVER LINE ITEM EXPENSES	3505	5204	000	000	(400.00)
	FIRE AND RESCUE		3505	5299	000	000	400.00
3/2/2016	HUMAN RESOURCES	TO COVER OFFICE SUPPLIES	1203	5413	000	000	(695.00)
	HUMAN RESOURCES		1203	5401	000	000	695.00
3/2/2016	HUMAN RESOURCES	TO COVER SHRM MEMBERSHIP	1203	3002	000	000	(169.00)
	HUMAN RESOURCES		1203	5801	000	000	169.00
3/7/2016	REFUSE COLLECTION	COMPOST BIN/RAIN BARREL SALE	4203	3010	000	000	(6,280.00)
	REFUSE COLLECTION		4203	5413	000	000	6,280.00
3/7/2016	PARKS AND RECREATION ADMINISTRATION	CONSULTING FEES FOR FARM MARKET PROGRAM	7101	3002	000	000	201.42
	RECREATION CENTERS AND PLAYGROUNDS		7104	5412	000	000	(201.42)
3/7/2016	SHERANDO PARK	COST OF MINI EXCAVATOR ON P-CARD	7110	3004	000	003	(597.38)
	SHERANDO PARK		7110	9001	000	000	597.38
3/7/2016	MAINTENANCE ADMINISTRATION	MICROMAIN TRAINING MARCH	4301	5506	000	000	1,650.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5101	000	006	(1,650.00)
3/7/2016	ANIMAL SHELTER	FUNDS FOR REMAINDER OF FY16	4305	3002	000	001	(2,000.00)
	ANIMAL SHELTER		4305	3004	000	000	2,000.00

**County of Frederick, VA
Report on Unreserved Fund Balance
March 9, 2016**

Unreserved Fund Balance, Beginning of Year, July 1, 2015 **42,344,282**

Prior Year Funding & Carryforward Amounts

C/F Rose Hill Park	(168,000)
C/F Sherando Park master plan	(22,780)
C/F DARE	(400)
C/F Abbott Grant	(33,854)
C/F Fire Company Capital	(274,086)
Reserve E-summons funds	(38,816)
C/F Fire Program funds	(29,521)
Reserve P&R Play Fund funds	(6,932)
School encumbrances	(581,267)
C/F Forefeited assets	(58,035)
C/F School Capital to School Operating	(314,747)
C/F School Operating	(123,737)
C/F F&R vehicle equipment	(40,000)
C/F F&R uniforms	(64,000)
	(1,756,175)

Other Funding / Adjustments

Parks returned unused proffer	(710)
COR refund - Brookfield Stephenson Village	(20,539)
COR refund - Ally Financial	(5,405)
COR refund - Ford Motor Credit	(2,930)
COR refund - Opal Oil	(4,070)
Treasurer drive through repair	(30,000)
Circuit Clerk - deputy clerk position	(10,913)
Airport capital	(63,818)
Gainesboro site retainage	5,960
COR refund - disabled veteran	(3,689)
COR refund - Greenway Engineering	(12,753)
COR refund - Navitus Engineering	(42,560)
COR refund - Citizens Asset Finance	(5,736)
COR refund - Carrier Enterprises	(144,392)
Armel Elementary renovation design	(200,000)
NSVRC contribution	(1,216)
PPEA refund - administration building	(47,897)
COR refund - Daimler Trust	(8,679)
COR refund - Aqua Lake Holiday Utilities	(2,759)
COR refund - Probuild CO LLC	(13,282)
COR refund - Lawrence Fabrications	(6,533)
COR refund - Washington Gas	(89,697)
COR refund - Carrier Enterprises	(106,516)
COR refund - Britt Louis Nemeth	(3,019)
COR refund - Admiral Security Services	(2,815)
COR refund - Shenandoah Gas	(17,706)
COR refund - Glass America	(2,834)
COR refund - Crown Cork & Seal	(352,334)
3/2016 Presidential Primary Election	(38,614)
FY15 VJCCCA refund	(1,142)
COR refund - disabled veteran	(7,065)
FY16 School & County capital	(7,000,000)
	(8,243,664)

Fund Balance, March 9, 2016 **32,344,443**

County of Frederick
 General Fund
 February 29, 2016

ASSETS	FY16 <u>2/29/16</u>	FY15 <u>2/28/15</u>	Increase (Decrease)
Cash and Cash Equivalents	42,053,492.25	45,818,664.53	(3,765,172.28) *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Taxes, Commonwealth, Reimb.P/P	4,042,959.43	3,897,147.33	145,812.10
Streetlights	1,286.36	1,514.50	(228.14)
Miscellaneous Charges	19,680.56	22,744.44	(3,063.88)
Due from Fred. Co. San. Auth.	734,939.23	734,939.23	0.00
Prepaid Postage	3,208.29	1,113.61	2,094.68
GL controls (est.rev / est. exp)	<u>(20,628,370.16)</u>	<u>(8,750,696.40)</u>	<u>(11,877,673.76)</u> (1) Attached
TOTAL ASSETS	<u>26,228,750.96</u>	<u>41,726,982.24</u>	<u>(15,498,231.28)</u>
LIABILITIES			
Performance Bonds Payable	438,094.17	399,427.85	38,666.32
Taxes Collected in Advance	321,094.89	211,971.00	109,123.89
Deferred Revenue	<u>4,064,225.35</u>	<u>3,921,720.27</u>	<u>142,505.08</u> *B
TOTAL LIABILITIES	4,823,414.41	4,533,119.12	290,295.29
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	640,932.43	487,992.14	152,940.29 (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant	137,071.75	66,131.05	70,940.70 *C
Prepaid Items	949.63	949.63	0.00
Advances	734,939.23	734,939.23	0.00
Employee Benefits	93,120.82	93,120.82	0.00
Courthouse Fees	269,039.57	222,145.76	46,893.81 *D
Historical Markers	17,339.18	17,303.89	35.29
Animal Shelter	335,530.02	335,530.02	0.00
Proffers	1,850,419.80	4,023,780.67	(2,173,360.87) (3) Attached
Economic Development Incentive	0.00	550,000.00	(550,000.00)
Parks Reserve	6,932.25	0.00	6,932.25
E-Summons Funds	38,816.25	0.00	38,816.25
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>16,839,195.77</u>	<u>30,220,920.06</u>	<u>(13,381,724.29)</u> (4) Attached
TOTAL EQUITY	<u>21,405,336.55</u>	<u>37,193,863.12</u>	<u>(15,788,526.57)</u>
TOTAL LIAB. & EQUITY	<u>26,228,750.96</u>	<u>41,726,982.24</u>	<u>(15,498,231.28)</u>

NOTES:

*A Cash decrease includes an increase in revenues and expenditures, and a decrease in fund balance(refer to the comparative statement of revenues, expenditures and change in fund balance).

*B Deferred revenue includes taxes receivable,street lights,misc.charges,dog tags, and motor vehicle registration fees.

*C Upgrade board room audio visual and broadcasting equipment in the previous year \$178,122 from Comcast provided

PEG funds.

*D Previously ADA Fees.

BALANCE SHEET

(1) GL Controls	FY16	FY15	Inc/(Decrease)
Est.Revenue	147,654,112	138,499,390	9,154,722
Appropriations	(75,462,203)	(60,961,093)	(14,501,110)
Est.Tr.to Other fds	(93,461,211)	(86,776,985)	(6,684,226)
Encumbrances	640,932	487,992	152,940
	(20,628,370)	(8,750,696)	(11,877,674)

(2) General Fund Purchase Orders @2/29/16

DEPARTMENT	Amount	
Fire & Rescue	266.61	Uniforms
	108.00	Rescue Technology
	8,770.00	Vehicle Tools & Equip.(Includes Light Bars, Custom Cabinets, etc.)
	6,642.27	Radio
	2,615.00	Instructor & Student Manuals
Parks	143.90	Rose Hill Park Engineering Service
	15,567.65	Special Events T-Shirts
	49,792.00	Sierra Restroom Building Rose Hill Park
	47,934.00	Resurface Clearbrook Pool
Public Safety	159,475.00	Rose Hill Park Rec&Access Trails Construction
	10,273.08	Repair & Maintenance of Radio Equipment
	12,430.00	(15) Body Armour
	30,095.52	(12) Tactical Vests & (24) Hard Armor Plates
	260,260.00	(10) 2016 Police Interceptors
Sheriff	6,560.00	(20) Body Cameras
	29,999.40	Communication System (10) Radios w/Accessories
Total	640,932.43	

(3)Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance @2/29/16	54,706.90	343,280.16	391,139.40	1,061,293.34	1,850,419.80

Designated Other Projects Detail

Administration	218,936.34	
Bridges	1,000.00	
Historic Preservation	108,000.00	12/11/14 Board Action designated \$50,000 for final debt payment
Library	101,206.00	on the Huntsberry property.
Rt.50 Trans.Imp.	10,000.00	
Rt. 50 Rezoning	25,000.00	
Rt. 656 & 657 Imp.	25,000.00	
RT.277	162,375.00	
Sheriff	41,776.00	
Solid Waste	12,000.00	
Stop Lights	26,000.00	
BPG Properties/Rt.11 Corridor	330,000.00	
Total	1,061,293.34	

Other Proffers @2/29/16

(4) Fund Balance Adjusted	
Ending Balance @2/29/16	32,344,442.87
Revenue 2/16	80,386,994.06
Expenditures 2/16	(42,832,009.53)
Transfers 2/16	(53,060,231.63)
2/16 Adjusted Fund Balance	16,839,195.77

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 February 29, 2016

REVENUES:	<u>Appropriated</u>	FY16 2/29/16 <u>Actual</u>	FY15 2/28/15 <u>Actual</u>	YTD Actual <u>Variance</u>
General Property Taxes	100,608,073.00	44,269,616.34	42,712,890.30	1,556,726.04 (1)
Other local taxes	31,899,849.00	17,483,642.77	16,255,912.36	1,227,730.41 (2)
Permits & Privilege fees	1,663,682.00	1,545,908.89	1,122,871.59	423,037.30 (3)
Revenue from use of money and property	160,420.13	139,925.35	153,041.52	(13,116.17) (4)
Charges for Services	2,478,226.00	1,686,682.34	1,508,026.99	178,655.35
Miscellaneous	584,956.05	239,166.68	387,966.51	(148,799.83)
Recovered Costs	1,319,897.49	1,168,994.20	1,324,766.62	(155,772.42) (5)
Proffers		1,273,400.59	781,818.05	491,582.54 (5)
Intergovernmental:				
Commonwealth	8,900,008.00	12,503,706.45	12,611,247.66	(107,541.21) (6)
Federal	39,000.00	75,950.45	23,999.72	51,950.73 (7)
TOTAL REVENUES	147,654,111.67	80,386,994.06	76,882,541.32	3,504,452.74
 EXPENDITURES:				
General Administration	10,963,723.52	7,492,992.98	6,283,248.28	1,209,744.70
Judicial Administration	2,434,843.52	1,489,675.37	1,396,613.79	93,061.58
Public Safety	32,803,521.42	20,706,145.57	20,064,629.59	641,515.98
Public Works	4,957,907.86	2,797,744.20	2,385,337.21	412,406.99
Health and Welfare	8,177,956.00	4,927,226.83	4,536,557.00	390,669.83
Education	56,000.00	42,000.00	42,000.00	0.00
Parks, Recreation, Culture	6,432,979.24	3,939,258.60	3,562,580.84	376,677.76
Community Development	1,997,260.95	1,436,965.98	1,886,855.27	(449,889.29)
TOTAL EXPENDITURES	67,824,192.51	42,832,009.53	40,157,821.98	2,674,187.55 (8)
 OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	101,099,221.75	53,060,231.63	42,640,430.90	10,419,800.73 (9)
Excess (deficiency)of revenues & other sources over expenditures & other uses	(21,269,302.59)	(15,505,247.10)	(5,915,711.56)	9,589,535.54
 Fund Balance per General Ledger		32,344,442.87	36,136,631.62	(3,792,188.75)
Fund Balance Adjusted to reflect Income Statement @2/29/16		16,839,195.77	30,220,920.06	(13,381,724.29)

(1)General Property Taxes	FY16	FY15	Increase/Decrease
Real Estate Taxes	23,491,258	22,914,388	576,870
Public Services Current Taxes	1,347,709	1,158,065	189,644
Personal Property	18,613,009	17,721,177	891,832
Penalties and Interest	642,318	709,698	(67,379)
Credit Card Chgs./Delinq.Advertising	(27,333)	(22,516)	(4,817)
Adm.Fees For Liens&Distress	202,655	232,078	(29,423)
	44,269,616	42,712,890	1,556,726

(2) Other Local Taxes

Local Sales and Use Tax	6,606,890.33	6,297,401.09	309,489.24
Communications Sales Tax	655,459.20	676,053.80	(20,594.60)
Utility Taxes	1,770,576.22	1,634,470.65	136,105.57
Business Licenses	4,050,694.89	3,501,544.95	549,149.94
Auto Rental Tax	74,143.67	64,195.98	9,947.69
Motor Vehicle Licenses Fees	452,761.54	470,657.33	(17,895.79)
Recordation Taxes	978,096.95	803,061.24	175,035.71
Meals Tax	2,592,286.76	2,537,438.91	54,847.85
Lodging Tax	283,112.20	250,746.19	32,366.01
Street Lights	15,450.20	16,142.32	(692.12)
Star Fort Fees	4,170.81	4,199.90	(29.09)
Total	17,483,642.77	16,255,912.36	1,227,730.41

(3)Permits&Privileges

Dog Licenses	21,263.00	30,502.00	(9,239.00)
Land Use Application Fees	9,600.00	7,400.00	2,200.00
Transfer Fees	2,095.20	1,817.77	277.43
Development Review Fees	397,803.59	288,226.72	109,576.87
Building Permits	824,779.29	602,970.54	221,808.75
2% State Fees	7,428.29	9,558.06	(2,129.77)
Electrical Permits	73,030.00	51,778.00	21,252.00
Plumbing Permits	12,985.80	8,737.00	4,248.80
Mechanical Permits	88,346.00	42,841.50	45,504.50
Sign Permits	3,376.72	1,795.00	1,581.72
Permits for Commercial Burning	75.00	450.00	(375.00)
Explosive Storage Permits	1,100.00	700.00	400.00
Blasting Permits	330.00	210.00	120.00
Land Disturbance Permits	102,246.00	74,785.00	27,461.00
Septic Haulers Permit	300.00	200.00	100.00
Sewage Installation License	1,150.00	600.00	550.00
Transfer Development Rights	-	300.00	(300.00)
Total	1,545,908.89	1,122,871.59	423,037.30

(4) Revenue from use of

Money	111,834.51	95,167.86	16,666.65
Property	28,090.84	57,873.66	(29,782.82)
Total	139,925.35	153,041.52	(13,116.17)

(5) Recovered Costs	FY16	FY15	Increase/Decrease
	2/29/16	2/28/15	
Recovered Costs Treas.Office	44,626.00	44,626.00	-
Worker's Comp	800.00	850.00	(50.00)
Purchasing Card Rebate	124,206.59	98,068.29	26,138.30
Recovered Costs-IT/GIS	20,313.98	20,000.00	313.98
Recovered Costs F&R Fee Recovery	362,043.85	216,783.54	145,260.31
Recovered Cost Fire Companies	38,672.90	16,758.26	21,914.64
Reimbursement Circuit Court	8,615.67	8,113.56	502.11
Reimb.Public Works/Planning Clean Up	2,496.25	723.75	1,772.50
Clarke County Container Fees	42,236.25	31,239.96	10,996.29
City of Winchester Container Fees	33,177.14	28,576.87	4,600.27
Refuse Disposal Fees	55,008.46	42,949.19	12,059.27
Recycling Revenue	46,763.94	43,863.05	2,900.89
Fire & Rescue Merchandise(Resale)	1,050.00	-	1,050.00
Container Fees Bowman Library	1,021.16	1,159.66	(138.50)
Litter-Thon/Keep VA Beautiful Grant	500.00	-	500.00
Restitution Victim Witness	4,775.00	10,364.05	(5,589.05)
Reimb.of Expenses Gen.District Court	16,555.84	19,529.36	(2,973.52)
Reimb.Task Force	51,245.26	49,344.52	1,900.74
Sign Deposits Planning	50.00	(50.00)	100.00
Reimbursement-Construction Projects	-	385,799.69	(385,799.69) *1
Reimbursement Elections	-	4,049.21	(4,049.21)
Westminster Canterbury Lieu of Tax	12,456.00	24,450.10	(11,994.10)
Grounds Maint.Frederick Co. Schools	225,070.61	197,106.43	27,964.18
Comcast PEG Grant	53,839.80	53,095.50	744.30
Fire School Programs	14,244.25	12,305.00	1,939.25
Clerks Reimbursement to County	7,687.66	7,191.15	496.51
Sheriff Reimbursement	1,537.59	7,869.48	(6,331.89)
Subtotal Recovered Costs	1,168,994.20	1,324,766.62	(155,772.42)
Proffer-Other	483,090.46	449.50	482,640.96 *2
Lynnhaven	20,269.86	-	20,269.86
Proffer Sovereign Village	-	14,634.92	(14,634.92)
Proffer Redbud Run	38,724.00	32,270.00	6,454.00
Proffer Canter Estates	57,231.58	8,175.94	49,055.64
Proffer Village at Harvest Ridge	12,312.00	7,695.00	4,617.00
Proffer Southern Hills	19,640.00	-	19,640.00
Proffer Snowden Bridge	390,882.69	386,526.69	4,356.00
Proffer Meadows Edge Racey Tract	201,440.00	322,304.00	(120,864.00)
Cedar Meadows	48,810.00	9,762.00	39,048.00
Proffer Westbury Commons	1,000.00	-	1,000.00
Subtotal Proffers	1,273,400.59	781,818.05	491,582.54
Grand Total	2,442,394.79	2,106,584.67	335,810.12

*1 Reimbursement for the Round Hill Fire and Rescue Station and Event Center design.

*2 Blackburn commerce Center Rezoning/Transportation Improvement \$452,745.46

(6) Commonwealth Revenue	FY16	FY15	
	2/29/16	2/28/15	Increase/Decrease
Motor Vehicle Carriers Tax	37,721.45	36,948.73	772.72
Mobile Home Titling Tax	98,521.12	89,406.17	9,114.95
Recordation Taxes	284,889.59	254,075.53	30,814.06
P/P State Reimbursement	6,526,528.26	6,526,528.18	0.08
Shared Expenses Comm.Atty.	279,526.44	254,950.47	24,575.97
Shared Expenses Sheriff	1,434,286.59	1,398,486.00	35,800.59
Shared Expenses Comm.of Rev.	126,508.25	124,154.37	2,353.88
Shared Expenses Treasurer	95,822.18	94,265.67	1,556.51
Shared Expenses Clerk	264,714.42	235,633.83	29,080.59
Public Assistance Grants	2,781,082.23	2,543,764.73	237,317.50
Litter Control Grants	15,687.00	15,515.00	172.00
Other Revenue from the Commonwealth	-	189,785.00	(189,785.00)
Emergency Services Fire Program	214,535.00	239,007.00	(24,472.00)
DMV Grant Funding	8,880.11	19,276.02	(10,395.91)
State Grant Emergency Services	30,754.29	66,166.56	(35,412.27)
DCJS & Sheriff (State Grants)	20,000.00	132,911.71	(112,911.71)
JJC Grant Juvenile Justice	96,269.00	96,269.00	-
Rent/Lease Payments	113,715.96	175,710.96	(61,995.00)
Spay/Neuter Assistance -State	2,318.10	2,232.14	85.96
Wireless 911 Grant	39,533.81	42,615.66	(3,081.85)
State Forfeited Asset Funds	30,270.65	17,052.55	13,218.10
Victim Witness	-	51,610.00	(51,610.00)
F/R OEMS Reimb.	2,142.00	4,882.38	(2,740.38)
Total	12,503,706.45	12,611,247.66	(107,541.21)

*1

*2

*3

*1 Increase for special needs

*2 DEQ Stormwater revenue FY15

*3 Abbott Grant \$99,064.88 FY15

County of Frederick
General Fund
February 29, 2016

(7) Federal Revenue	FY16	FY15	Increase/Decrease
	2/29/16	2/28/2015	
Federal Forfeited Assets	11,538.45	-	11,538.45
Housing Illegal Aliens-Federal	12,581.00	12,449.00	132.00
Federal Funds-Sheriff	38,983.00	7,452.72	31,530.28
Emergency Services Grant	12,848.00	4,098.00	8,750.00
Total	75,950.45	23,999.72	51,950.73

(8) Expenditures

Expenditures increased \$2,674,187.55. **General Administration** increased \$1,209,744.70 and reflects a \$719,664.39 increase of Commissioner of the Revenue tax refunds year to date. Additionally, the CSA Fund transfer increased \$286,980. **Public Safety** increased \$641,515.98 and reflects an increase of \$200,778.88 for the contribution for the local share for the Jail through the third quarter. Also, Inspections purchased two 2016 Chevrolet Colorado trucks for a total of \$52,779 and Fire and Rescue a 2016 Ford F250 truck (\$29,943) and a 2016 Ford Police utility vehicle (\$27,066). **Public Works** increased \$412,406.99 and includes the County share of the Courthouse Complex maintenance increase of \$222,458.46. Additionally, Engineering purchased a 2015 Chevrolet Colorado truck (\$26,632), Refuse a 30 yard recycling can and compactor (\$17,475) and Maintenance Administration a 2015 Ford F150 truck (\$27,963). **Parks, Recreation, and Culture** increased \$376,677.76 and includes vehicle purchases of (2) 2015 Chevrolet Silverado trucks (\$24,375 each) and (2) 2015 Toro Z-turn riding mowers (\$13,057 each). Also, the acquisition of property at 692 Old Charles Town Road (\$92,561.80). The decrease in **Community Development** reflects the \$875,000 in FY15 transfer to the Economic Development Authority for EDA Incentives. The Transfers increased \$10,419,800.73. See chart below:

(9) Transfers increased \$10,419,800.73	FY16	FY15	Increase/Decrease
	2/29/16	2/28/15	
Transfer to School Operating	36,743,038.31	32,892,257.05	3,850,781.26 *1
Transfer to Debt Service Schools	7,313,075.50	7,313,075.50	-
Transfer to School Construction	3,200,000.00	-	3,200,000.00
Transfer to Debt Service County	1,431,080.22	845,125.82	585,954.40 *2
Transfer to School Operating Capital	4,314,746.72	542,593.92	3,772,152.80 *3
Transfer to Capital Projects Fund	0.00	1,000,000.00	(1,000,000.00) *4
Operational Transfers	58,290.88	47,378.61	10,912.27 *5
Total	53,060,231.63	42,640,430.90	10,419,800.73

*1 Increase in FY15 School Operating Transfer.

*2 FY16 payments include the Bowman Library, Roundhill, Millwood Station, Public Safety Building, and the Animal Shelter.

*3 FY16 transfer of \$4 million to the School to address critical capital needs.

*4 Proffer for Round Hill Fire and Rescue Event Center Site Plan Development.

*5 Timing of insurance charge outs.

County of Frederick
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER
 February 29, 2016

ASSETS	FY2016 <u>2/29/16</u>	FY2015 <u>2/28/15</u>	Increase <u>(Decrease)</u>
Cash	6,588,986.27	5,617,969.80	971,016.47 *1
GL controls(est.rev/est.exp)	<u>(764,761.03)</u>	<u>(924,718.65)</u>	<u>159,957.62</u>
TOTAL ASSETS	<u>5,824,225.24</u>	<u>4,693,251.15</u>	<u>1,130,974.09</u>
LIABILITIES			
Accrued Operating Reserve Costs	<u>2,258,904.00</u>	<u>2,115,099.00</u>	<u>143,805.00</u>
TOTAL LIABILITIES	<u>2,258,904.00</u>	<u>2,115,099.00</u>	<u>143,805.00</u>
EQUITY			
Fund Balance Reserved			
Encumbrances Undesignated	13,391.31	14,110.22	(718.91)
Fund Balance	<u>3,551,929.93</u>	<u>2,564,041.93</u>	<u>987,888.00</u> *2
TOTAL EQUITY	<u>3,565,321.24</u>	<u>2,578,152.15</u>	<u>987,169.09</u>
TOTAL LIABILITY & EQUITY	<u>5,824,225.24</u>	<u>4,693,251.15</u>	<u>1,130,974.09</u>

NOTES:

*1 Cash increased \$971,016.47. Refer to the following page for comparative statement of revenues, expenditures and changes in fund balance.

*2 Fund balance increased \$987,888.00. The beginning balance for FY16 was \$3,209,470.54 and includes adjusting entries, budget controls FY16(\$725,046.00), and the year to date revenue less expenditures of \$1,067,505.39.

Current Unrecorded Accounts Receivable-	<u>FY2016</u>
Prisoner Billing:	26,599.00
Compensation Board Reimbursement 2/16	<u>469,821.82</u>
Total	496,420.82

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 2/29/16

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

REVENUES:	<u>Appropriated</u>	FY2016 2/29/16 <u>Actual</u>	FY2015 2/28/15 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Probation	-	111.17	101.14	10.03
Interest		5,938.38	6,433.35	(494.97)
Supervision Fees	41,696.00	24,771.00	26,948.00	(2,177.00)
Drug Testing Fees	5,000.00	-	565.00	(565.00)
Work Release Fees	355,828.00	212,572.13	195,820.10	16,752.03
Federal Bureau Of Prisons	0.00	1,147.52	3,015.28	(1,867.76)
Local Contributions	6,495,106.00	4,871,329.50	4,504,039.89	367,289.61
Miscellaneous	15,000.00	4,742.81	4,488.97	253.84
Phone Commissions	345,000.00	184,141.40	165,048.51	19,092.89
Food & Staff Reimbursement	130,000.00	41,398.71	63,327.91	(21,929.20)
Elec.Monitoring Part.Fees	90,000.00	66,647.18	52,386.88	14,260.30
Share of Jail Cost Commonwealth	1,097,197.00	747,470.60	608,468.11	139,002.49
Medical & Health Reimb.	68,000.00	49,516.58	41,306.73	8,209.85
Shared Expenses CFW Jail	5,090,140.00	3,133,557.31	3,108,169.01	25,388.30
State Grants	250,263.00	144,570.00	88,116.00	56,454.00
Local Offender Probation	252,286.00	138,164.00	67,190.00	70,974.00
DOC Contract Beds	0.00	0.00	1,751.18	(1,751.18)
Bond Proceeds	0.00	77,024.08	0.00	77,024.08
Transfer From General Fund	5,103,298.00	3,827,473.50	3,626,694.62	200,778.88
TOTAL REVENUES	19,338,814.00	13,530,575.87	12,563,870.68	966,705.19
EXPENDITURES:	20,116,966.34	12,463,070.48	11,813,846.66	649,223.82
Excess(Deficiency)of revenues over expenditures		1,067,505.39	750,024.02	317,481.37
FUND BALANCE PER GENERAL LEDGER		<u>2,484,424.54</u>	<u>1,814,017.91</u>	<u>670,406.63</u>
Fund Balance Adjusted To Reflect Income Statement @2/29/16		3,551,929.93	2,564,041.93	987,888.00

County of Frederick
Fund 12 Landfill
February 29, 2016

ASSETS	FY2016 <u>2/29/16</u>	FY2015 <u>2/28/15</u>	Increase <u>(Decrease)</u>
Cash	33,435,477.26	31,698,026.15	1,737,451.11
Receivables:			
Fees	566,596.92	428,474.37	138,122.55 *1
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	44,899,611.07	43,682,208.64	1,217,402.43
Accumulated Depreciation	(26,818,616.30)	(25,115,864.21)	(1,702,752.09)
GL controls(est.rev/est.exp)	<u>(731,470.00)</u>	<u>(2,696,609.53)</u>	<u>1,965,139.53</u>
TOTAL ASSETS	<u>51,267,598.95</u>	<u>47,912,235.42</u>	<u>3,355,363.53</u>
LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	191,362.47	178,911.24	12,451.23
Accrued Remediation Costs	12,233,415.93	11,938,535.78	294,880.15 *2
Retainage Payable	0.00	9,244.62	(9,244.62)
TOTAL LIABILITIES	<u>12,424,778.40</u>	<u>12,126,691.64</u>	<u>298,086.76</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	0.00	783,779.69	(783,779.69) *3
Land Acquisition	1,048,000.00	1,048,000.00	0.00
New Development Costs	3,812,000.00	3,812,000.00	0.00
Environmental Project Costs	1,948,442.00	1,948,442.00	0.00
Equipment	3,050,000.00	3,050,000.00	0.00
Undesignated			
Fund Balance	<u>28,984,378.55</u>	<u>25,143,322.09</u>	<u>3,841,056.46</u> *4
TOTAL EQUITY	<u>38,842,820.55</u>	<u>35,785,543.78</u>	<u>3,057,276.77</u>
TOTAL LIABILITY AND EQUITY	<u>51,267,598.95</u>	<u>47,912,235.42</u>	<u>3,355,363.53</u>

NOTES:

*1 Landfill fees increased \$138,122.55 and is due to an increase in tipping fee rates. Landfill fees at 2/16 were \$441,083.96 compared to \$318,414.62 at 2/15 for an increase of \$122,669.34. Delinquent fees at 2/16 were \$121,597.71 compared to \$106,184.46 at 2/15 for an increase of \$15,413.25.

*2 Remediation increased \$294,880.15 and includes \$265,000.00 for post closure and \$29,880.15 interest.

*3 There is no encumbrance balance at 2/29/16.

*4 Fund balance increased \$3,841,056.46. The beginning balance was \$27,730,771.72 and includes adjusting entries, budget controls for FY16(\$75,138) and year to date revenue less expenditures of \$1,328,744.83.

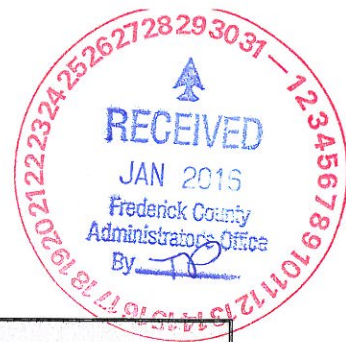
County of Frederick
 Comparative Statement of Revenue, Expenditures
 and Changes in Fund Balance
 February 29, 2016

FUND 12 LANDFILL REVENUES	<u>Appropriated</u>	FY16 2/29/16 <u>Actual</u>	FY15 2/28/15 <u>Actual</u>	YTD Actual <u>Variance</u>
Interest Charge	0.00	2,246.81	2,299.79	(52.98)
Interest on Bank Deposits	60,000.00	37,719.65	40,319.54	(2,599.89)
Salvage and Surplus	0.00	48,688.00	84,673.35	(35,985.35)
Sanitary Landfill Fees	5,080,500.00	3,425,095.73	2,903,567.54	521,528.19
Charges to County	0.00	254,051.18	207,052.42	46,998.76
Charges to Winchester	0.00	73,282.20	59,968.16	13,314.04
Tire Recycling	120,000.00	60,250.24	120,996.45	(60,746.21)
Reg. Recycling Electronics	60,000.00	28,635.00	25,404.01	3,230.99
Greenhouse Gas Credit Sales		21,275.00	3,668.28	17,606.72
Miscellaneous	60,000.00	234.00	343.00	(109.00)
Wheel Recycling	120,000.00	0.00	10,491.47	(10,491.47)
Renewable Energy Credits	116,262.00	92,430.42	95,149.18	(2,718.76)
Landfill Gas To Electricity	394,620.00	231,002.06	303,129.53	(72,127.47)
Waste Oil Recycling		1,920.53	7,506.19	(5,585.66)
State Reimbursement Tire Operation	0.00	0.00	0.00	0.00
TOTAL REVENUES	<u>6,011,382.00</u>	<u>4,276,830.82</u>	<u>3,864,568.91</u>	<u>412,261.91</u>
Operating Expenditures	5,391,520.00	2,167,160.01	1,987,838.94	179,321.07
Capital Expenditures	1,351,332.00	780,925.98	1,313,583.02	(532,657.04)
TOTAL Expenditures	<u>6,742,852.00</u>	<u>2,948,085.99</u>	<u>3,301,421.96</u>	<u>(353,335.97)</u>
Excess(deficiency)of revenue over expenditures		1,328,744.83	563,146.95	765,597.88
Fund Balance Per General Ledger		<u>27,655,633.72</u>	<u>24,580,175.14</u>	<u>3,075,458.58</u>
FUND BALANCE ADJUSTED		28,984,378.55	25,143,322.09	3,841,056.46

H



**APPLICATION FOR OUTDOOR FESTIVAL PERMIT
COUNTY OF FREDERICK, VIRGINIA**



APPLICANT INFORMATION

Name of Applicant: Trumpet Vine Farm (DeMarchi Spears)

Telephone Number(s): 540-868-1413 home office cell 540 664-8079 home office cell

Address: 266 Vanluse Rd. Stephens City, Va. 22655
demarchispears@yahoo.com

FESTIVAL EVENT ORGANIZATIONAL INFORMATION

Festival Event Name of Festival: 12 month Permit For 2016 year

Cost of Admission to Festival: _____ 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

Location Address: 266 Vanluse Road Stephens City Va 22655

Owner of Property Name(s): DeMarchi Spears
Address: (see above)
(*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): DeMarchi Spears
Address: (see above)
(*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): DeMarchi Spears
Address: (see above)

Performer Name of Person(s) or Group(s): T.B. D

(*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 *n/a*

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).

Portable bathrooms and ample Trash cans provided

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).

T.B.D. For Each Event

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.

Middletown & Stephens City Firedept. will be notified prior to events

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.

See above # 4 FIRE EXTINGUISHERS ON PREMISES

6. Provide a plan for adequate parking facilities and traffic control in and around the festival area. (A diagram may be submitted.)

Parking on Farm around Event Area

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.

General Lighting is used in tents & Pavilion and string lights in Venue Area the property is large enough that lighting does not extend onto neighboring property

8. State whether alcoholic beverages will be served: YES NO

If yes, provide details on how it will be controlled.

ABC Permits will be handled per each event & Info will be provided

(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

Date: 11/17/15

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

Wedding dates for 2016

1. April 30th Ryan wedding
2. May 7th Barlup wedding
3. May 14th Shade wedding
4. May 21st Kenyon wedding
5. May 28th Green wedding
6. June 4th Gordon wedding
7. June 11th Unger wedding
8. June 18th Flannigan wedding
9. July 16th Knight Wedding
10. August 20th Pangle Wedding
11. August 27th Dunlap Wedding
12. September 17th Lemley Wedding
13. October 8th Christian wedding
14. October 15th Gressley Wedding
15. October 22nd Smargie wedding
16. October 29th Holsinger wedding

I



COUNTY of FREDERICK

Jay E. Tibbs
Deputy County Administrator

540/665-5666
Fax 540/667-0370

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

MEMORANDUM

TO:	Board of Supervisors
FROM:	Jay E. Tibbs, Deputy County Administrator <i>JET</i>
SUBJECT:	Public Hearing on Proposed Ordinance to Amend Section 155-51 (Tax imposed) of Article XIV (Transient Occupancy Tax) for March 23, 2016
DATE:	March 18, 2016

At the budget work session held on Wednesday, February 24, 2016, the Board and Finance Committee discussed a possible 0.5% increase to the current 2% transient occupancy tax rate. This increase was enabled by legislation adopted by the General Assembly during the 2016 session and signed into law by the governor. The General Assembly legislation becomes effective July 1, 2016.

In order for the County to increase the transient occupancy tax rate, the County Code must be amended to reflect this increase. A public hearing is required in order to amend the County Code. At the February 24, 2016 budget work session, the Board's consensus was to move forward with the increase to the transient occupancy tax rate. In order for this proposed increase to be included as part of the FY 2016-2017 budget, the County Code amendment must be in place prior to budget adoption. The Board, at its March 9, 2016 meeting, approved holding a public hearing on this matter at its March 23, 2016 meeting.

A copy of the proposed ordinance is attached. At the conclusion of the public hearing, staff is seeking Board action regarding this proposed ordinance amendment.

Attachment



**ORDINANCE
April 13, 2016**

The Board of Supervisors of Frederick County, Virginia hereby ordains that, effective July 1, 2016, Section 155-51 (Tax imposed) of Article XIV (Transient Occupancy Tax) of Chapter 155 (Taxation) of the Code of Frederick County, Virginia be, and the same hereby is, amended by enacting an amended Section 155-151 (Tax imposed) of Article XIV (Transient Occupancy Tax) of Chapter 155 (Taxation) of the Code of Frederick County, Virginia, as follows (deletion is shown in ~~strikethrough~~ and addition is shown in **bold underline**):

CHAPTER 155 TAXATION

Article XIV Transient Occupancy Tax

§ 155-51 Tax imposed.

In addition to all other taxes of every kind now or hereafter imposed by law, there is hereby imposed and levied on each and every transient a tax equivalent to ~~2%~~ **2.5%** of the total amount paid for room rental by or for any such transient to any motel.

Enacted this 13th day of April, 2016.

Charles S. DeHaven, Jr.,
Chairman

Gary A. Lofton

Robert A. Hess

Robert W. Wells

Blaine P. Dunn

Gene E. Fisher

Judith McCann-Slaughter

A COPY ATTEST

Brenda G. Garton
Frederick County Administrator

J

NOTICE OF PUBLIC HEARING
FREDERICK COUNTY, VIRGINIA

The Board of Supervisors of Frederick County invite comments on the Proposed Budget for the fiscal year ending June 30, 2017. Verbal comments may be presented at the Public Hearing scheduled at:

7:00 p.m., Wednesday, March 23, 2016 at County Administration Office Building

For the purpose of the public hearing on March 23, 2016, written comments may be mailed to the Office of the County Administrator, 107 North Kent Street, Winchester, Virginia 22601, or may be presented to the Board at its public hearing. Anyone wishing to address the Board on March 23, 2016, is encouraged to call the County Administrator's office (665-5600) and have their name placed on a speaker list. The following synopsis of the budget is published for information and planning purposes only. No money shall be paid out or become available to be paid out for any contemplated expenditure unless and until there has first been made an appropriation by the Board of Supervisors.

PROPOSED FY 2016-2017 BUDGET

	ADOPTED 2015-2016	PROPOSED 2016-2017	DIFFERENCE
GENERAL OPERATING FUND:			
Revenue	147,513,644	162,706,583	15,192,939
Non-Revenue	7,300,000	0	-7,300,000
	<u>154,813,644</u>	<u>162,706,583</u>	<u>7,892,939</u>
TOTAL REVENUE - GENERAL OPERATING FUND			
GENERAL OPERATING FUND:			
Expenditures	62,372,184	66,034,136	3,661,952
Transfer to Adult Detention Center	5,103,298	5,299,912	196,614
Transfer to Airport Operating	62,995	133,642	70,647
Transfer to EDA Fund	572,948	570,245	-2,703
Transfer to School Operating	72,076,068	74,734,327	2,658,259
Transfer to School Debt	14,626,151	15,934,321	1,308,170
	<u>154,813,644</u>	<u>162,706,583</u>	<u>7,892,939</u>
TOTAL EXPENDITURES - GENERAL OPERATING FUND			
NORTHWESTERN REGIONAL ADULT DETENTION CENTER FUND:			
Revenue	14,235,516	15,115,447	879,931
Non-Revenue	725,046	746,029	20,983
Transfer from General Operating Fund	5,103,298	5,299,912	196,614
	<u>20,063,860</u>	<u>21,161,388</u>	<u>1,097,528</u>
TOTAL REVENUE - NRADC FUND			
NORTHWESTERN REGIONAL ADULT DETENTION CENTER FUND:			
Expenditures	<u>20,063,860</u>	<u>21,161,388</u>	<u>1,097,528</u>
FREDERICK-WINCHESTER LANDFILL FUND:			
Revenue	6,011,382	6,389,470	378,088
Non-Revenue	75,138	645,965	570,827
	<u>6,086,520</u>	<u>7,035,435</u>	<u>948,915</u>
TOTAL REVENUE - LANDFILL FUND			
FREDERICK-WINCHESTER LANDFILL FUND:			
Expenditures	<u>6,086,520</u>	<u>7,035,435</u>	<u>948,915</u>
DIVISION OF COURT SERVICES FUND:			
Revenue	608,182	669,587	61,405
Non-Revenue	12,457	33,567	21,110
	<u>620,639</u>	<u>703,154</u>	<u>82,515</u>
TOTAL REVENUE - DIVISION OF COURT SERVICES FUND			
DIVISION OF COURT SERVICES FUND:			
Expenditures	<u>620,639</u>	<u>703,154</u>	<u>82,515</u>

SHAWNEELAND SANITARY DISTRICT FUND:			
Revenue	708,900	689,900	-19,000
Non-Revenue	102,126	252,948	150,822
	<hr/>		
TOTAL REVENUE-SHAWNEELAND SANITARY DISTRICT FUND	811,026	942,848	131,822
<hr/>			
SHAWNEELAND SANITARY DISTRICT FUND:			
Expenditures	811,026	942,848	131,822
<hr/>			
AIRPORT OPERATING FUND:			
Revenue	2,220,233	1,668,926	-551,307
Transfer from General Operating Fund	62,995	133,642	70,647
	<hr/>		
TOTAL REVENUE - AIRPORT OPERATING FUND	2,283,228	1,802,568	-480,660
<hr/>			
AIRPORT AUTHORITY OPERATING FUND:			
Expenditures	2,283,228	1,802,568	-480,660
<hr/>			
LAKE HOLIDAY SANITARY DISTRICT FUND:			
Revenue	800,570	779,998	-20,572
<hr/>			
LAKE HOLIDAY SANITARY DISTRICT FUND:			
Expenditures	800,570	779,998	-20,572
<hr/>			
EMS REVENUE RECOVERY FUND:			
Revenue	1,501,000	1,802,974	301,974
<hr/>			
EMS REVENUE RECOVERY FUND:			
Expenditures	1,501,000	1,802,974	301,974
<hr/>			
ECONOMIC DEVELOPMENT AUTHORITY FUND:			
Revenue	250	7,250	7,000
Transfer from General Operating Fund	572,948	570,245	-2,703
	<hr/>		
TOTAL REVENUE - ECONOMIC DEVELOPMENT AUTHORITY FUND	573,198	577,495	4,297
<hr/>			
ECONOMIC DEVELOPMENT AUTHORITY FUND:			
Expenditures	573,198	577,495	4,297
<hr/>			
SCHOOL OPERATING FUND:			
Revenue	75,952,859	78,173,656	2,220,797
Transfer from General Operating Fund	72,076,068	74,734,327	2,658,259
	<hr/>		
TOTAL REVENUE - SCHOOL OPERATING FUND	148,028,927	152,907,983	4,879,056
<hr/>			
SCHOOL OPERATING FUND:			
Expenditures	147,559,188	152,342,638	4,783,450
Transfer to School Nutrition Fund	0	7,000	7,000
Transfer to Textbook Fund	469,739	558,345	88,606
	<hr/>		
TOTAL EXPENDITURES - SCHOOL OPERATING FUND	148,028,927	152,907,983	4,879,056
<hr/>			
SCHOOL CAPITAL PROJECTS FUND:			
Non-Revenue	500,000	3,000,000	2,500,000
<hr/>			
SCHOOL CAPITAL PROJECTS FUND:			
Expenditures	500,000	3,000,000	2,500,000
<hr/>			

SCHOOL NUTRITION SERVICES FUND:			
Revenue	5,118,835	5,080,114	-38,721
Non-Revenue	1,508,099	1,582,643	74,544
Transfer from School Operating Fund	0	7,000	7,000
	<hr/>		
TOTAL REVENUE - SCHOOL NUTRITION SERVICES FUND	6,626,934	6,669,757	42,823
	<hr/> <hr/>		
SCHOOL NUTRITION SERVICES FUND:			
Expenditures	6,626,934	6,669,757	42,823
	<hr/> <hr/>		
SCHOOL DEBT SERVICE FUND:			
Revenue	337,043	370,524	33,481
Non-Revenue	273,291	103,290	-170,001
Transfer from General Operating Fund	14,626,151	15,934,321	1,308,170
	<hr/>		
TOTAL REVENUE - SCHOOL DEBT SERVICE FUND	15,236,485	16,408,135	1,171,650
	<hr/> <hr/>		
SCHOOL DEBT SERVICE FUND:			
Expenditures	15,236,485	16,408,135	1,171,650
	<hr/> <hr/>		
SCHOOL PRIVATE PURPOSE FUNDS:			
Revenue	75,000	75,000	0
	<hr/> <hr/>		
SCHOOL PRIVATE PURPOSE FUNDS:			
Expenditures	74,850	75,000	150
Transfer to Textbook Fund	150	0	-150
	<hr/>		
TOTAL EXPENDITURES - SCHOOL PRIVATE PURPOSE FUNDS	75,000	75,000	0
	<hr/> <hr/>		
SCHOOL TEXTBOOK FUND:			
Revenue	804,840	888,858	84,018
Non-Revenue	625,815	1,219,249	593,434
Transfer from School Operating Fund	469,739	558,345	88,606
Transfer from School Trust Funds	150	0	-150
	<hr/>		
TOTAL REVENUE - SCHOOL TEXTBOOK FUND	1,900,544	2,666,452	765,908
	<hr/> <hr/>		
SCHOOL TEXTBOOK FUND:			
Expenditures	1,900,544	2,666,452	765,908
	<hr/> <hr/>		
NREP OPERATING FUND:			
Revenue	4,917,908	5,104,109	186,201
Non-Revenue	341,330	300,000	-41,330
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TOTAL REVENUE - NREP OPERATING FUND	5,259,238	5,404,109	144,871
	<hr/> <hr/>		
NREP OPERATING FUND:			
Expenditures	5,234,238	5,394,109	159,871
Transfer to NREP Textbook Fund	25,000	10,000	-15,000
	<hr/>		
TOTAL EXPENDITURES - NREP OPERATING FUND	5,259,238	5,404,109	144,871
	<hr/> <hr/>		
NREP TEXTBOOK FUND:			
Non-Revenue	15,000	40,000	25,000
Transfer from NREP Operating Fund	25,000	10,000	-15,000
	<hr/>		
TOTAL REVENUE - NREP TEXTBOOK FUND	40,000	50,000	10,000
	<hr/> <hr/>		
NREP TEXTBOOK FUND:			
Expenditures	40,000	50,000	10,000
	<hr/> <hr/>		

CONSOLIDATED SERVICES FUND:			
Revenue	3,600,000	3,600,000	0
<hr/>			
CONSOLIDATED SERVICES FUND:			
Expenditures	3,600,000	3,600,000	0
<hr/>			
TOTAL REVENUE - ALL FUNDS	368,820,813	388,293,879	19,473,066
Less Transfers Between Funds	92,936,349	97,247,792	4,311,443
<hr/>			
NET REVENUE - ALL FUNDS	275,884,464	291,046,087	15,161,623
<hr/>			
TOTAL EXPENDITURES - ALL FUNDS	368,820,813	388,293,879	19,473,066
Less Transfers Between Funds	92,936,349	97,247,792	4,311,443
<hr/>			
NET EXPENDITURES - ALL FUNDS	275,884,464	291,046,087	15,161,623
<hr/>			

TAX RATES

Property Taxes - Rates per \$100 of assessed value

	<u>Current</u>	<u>Proposed</u>
Real Estate	\$0.56	\$0.64
Personal Property	\$4.86	\$4.86
Qualifying Personal Property for Volunteer Firefighters	\$2.25	\$2.25
Antique Vehicles	\$0.00	\$0.00
Mopeds	\$0.00	\$0.00
Mobile Homes	\$0.56	\$0.64
Aircraft	\$0.01	\$0.01
Business Equipment	\$4.86	\$4.86
Machinery and Tools	\$2.00	\$2.00
Contract Carrier Classified Vehicles	\$2.00	\$2.00

The total value of real estate in Frederick County that is exempt from real estate taxes is \$879,143,500. At the proposed tax rate of \$0.64/\$100, the foregone tax would be \$5,626,518.40.

Machinery and Tools are assessed on declining values based on acquisition year, as follows:

<u>Year</u>	<u>Assessment Ratio</u>
1	60%
2	50%
3	40%
4 and all subsequent years	30%

Vehicle License Taxes

Vehicles other than motorcycles	\$25 each
Motorcycles	\$10 each

Business and Professional Occupational License Taxes

Contracting, and persons constructing for their own account for sale	\$0.16 per \$100 of gross receipts
Retail sales	\$0.20 per \$100 of gross receipts
Financial, real estate, and professional services	\$0.58 per \$100 of gross receipts
Repair, personal, and business services	\$0.36 per \$100 of gross receipts
Wholesale merchants	\$0.05 per \$100 of purchases

All other Business and Professional Occupational License Taxes will remain unchanged, all as currently set forth in Article XVI of Chapter 155 of the County Code.

	<u>Current</u>	<u>Proposed</u>
Meals Tax (of gross receipts)	4.0%	4.0%
Transient Occupancy Tax (of gross receipts)	2.0%	2.5%

Shawneeland Sanitary District Taxes

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

Lake Holiday Sanitary District Taxes

Buildable Lots	\$678 per lot	\$678 per lot
Unbuildable Lots	\$264 per lot	\$264 per lot
Lots owned by Lake Holiday Country Club, Inc. (property owners assoc.):		
Buildable Lots	\$678 per lot	\$0 per lot
Unbuildable Lots	\$264 per lot	\$0 per lot

<u>Star Fort Subdivision Taxes/Fees</u>	\$60 per lot	\$60 per lot
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Street Light Fees

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

Sanitary Landfill Fees

	<u>Current</u>	<u>Proposed</u>
Commercial/Industrial	\$47 per ton	\$47 per ton
Construction Demolition Debris	\$42 per ton	\$42 per ton
Municipal Solid Waste	\$14 per ton	\$18 per ton
Municipal Sludge	\$32 per ton	\$36 per ton
Miscellaneous Rubble Debris	\$12 per ton	\$12 per ton

All other taxes and fees imposed by Frederick County will remain unchanged, all as currently set forth in the County Code, otherwise previously adopted by the Board of Supervisors, or authorized pursuant to state law.

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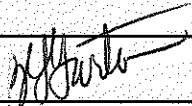
Brenda G. Garton
County Administrator

540/665-6382

Fax 540/667-0370

E-mail: bgarton@fcva.us

MEMORANDUM

TO:	Board of Supervisors
FROM:	Brenda G. Garton, County Administrator 
SUBJECT:	Request for Additional Budget Work Session Dates
DATE:	March 4, 2016

At the Board's March 23, 2016 meeting, following the budget presentation and public hearing, staff will be seeking direction from the Board regarding any additional budget work sessions you may wish to schedule. It is staff's opinion that it would be better to schedule too many work sessions, and cancel if not needed than to not schedule enough. To that end, staff offers the dates and times below.

<u>Day</u>	<u>Date</u>	<u>Time</u>
Tuesday	March 29	8:00 AM
Tuesday	March 29	6:00 PM
Thursday	March 31	6:00 PM
Friday	April 1	8:00 AM
Tuesday	April 5	6:00 PM
Wednesday	April 6	8:00 AM
Thursday	April 7	6:00 PM

Staff requests that you come to Wednesday's meeting prepared to discuss what dates will work in your schedule.

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

BGG/jet