



AGENDA
CLOSED SESSION AND REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, APRIL 26, 2017
6:15 P.M., 7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

6:15 P.M. – Closed Session:

There will be a Closed Session in Accordance with the Code of Virginia, 1950, as Amended, Section 2.2-3711, Subsection A, (5), for discussion concerning the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in expanding its facilities in the community.

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

Invocation

Pledge of Allegiance

Adoption of Agenda:

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

Consent Agenda:

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

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

Board of Supervisors Comments

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

1. Regular Meeting, March 22, 2017.
2. Work Session with Economic Development Authority, March 30, 2017.
3. Retreat with Sanitation Authority, March 30, 2017.

**AGENDA
CLOSED SESSION AND REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, APRIL 26, 2017
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County Officials:

1. Employee of the Month for May, 2017. **(See Attached)** ----- **B**
2. Committee Appointments. **(See Attached)**----- **C**
3. Request from Commissioner of the Revenue for Refunds.
(See Attached) ----- **D**
4. Memorandum Re: Request to Set Schedule for Board Meetings During
Summer Months and for November and December, 2017.
(See Attached) ----- **E**
5. Board Vision 2036 and Strategic Priorities – Strategic Work Plan.
(See Attached) ----- **F**

Committee Reports:

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

Public Hearing:

1. Outdoor Festival Permit Request of Opequon Presbyterian Church –
Opequon on the Lawn. Pursuant to the Frederick County Code,
Chapter 86, Festivals; Section 86-3, Permit Required; Application;
Issuance or Denial; Fee; for an Outdoor Festival Permit. Festival to be
Held on Saturday May 20, 2017 from 10:00 A.M. - 6:00 P.M., on the
Grounds of Opequon Presbyterian Church, 217 Church Lane,
Winchester, Virginia, Back Creek Magisterial District. Property Owned by
Opequon Presbyterian Church. **(See Attached)**----- **J**
2. Proposed Conveyance to the Clowser Foundation of a 99-Year Leasehold
Interest in a 18,436.3 Square Foot Area, Including the Improvement
thereon (also Known as the Clowser House or the Shawneeland Council
House), within Property Owned by Frederick County, Located at
152 Tomahawk Trail, Tax Parcel Number 49A02-2-F, in the Back Creek
Magisterial District. **(See Attached)** ----- **K**

Planning Commission Business:

Public Hearing:

1. Conditional Use Permit #03-17 for Kelley and Robert Lockett, for a Cottage Occupation for an In Home Daycare. The Property is Located at 211 Rebecca Drive, Winchester, Virginia and is Identified with Property Identification Number 55G-5-1-19 in the Red Bud Magisterial District.
(See Attached) ----- L

2. Conditional Use Permit #04-17 for Trisha Shanholtz, for a Cottage Occupation for an In Home Daycare. The Property is Located at 120 Refuge Church Road, Stephens City, Virginia and is Identified with Property Identification Number 93-A-7D in the Opequon Magisterial District.
(See Attached) ----- M

Board Liaison Reports (If Any)

Citizen Comments

Board of Supervisors Comments

Adjourn

CONSENT AGENDA

A

MINUTES
REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
MARCH 22, 2017

A Regular Meeting of the Frederick County Board of Supervisors was held on Wednesday, March 22, 2017, 7:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, Virginia.

PRESENT

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

CALL TO ORDER

Chairman DeHaven called the meeting to order.

INVOCATION

Reverend Ross Halbersma, New Hope Alliance Church, delivered the invocation.

PLEDGE OF ALLEGIANCE

Vice Chairman Fisher led the Pledge of Allegiance.

ADOPTION OF AGENDA - APPROVED

County Administrator Brenda Garton stated there were no changes to the agenda.

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

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

CONSENT AGENDA - APPROVED

Upon a motion made by Supervisor Ewing, seconded by Supervisor Slaughter, the

Board approved the following items under the consent agenda:

- Minutes - Tab A;
- Proclamation - April 9-15, 2017 as National Telecommunicators Week in Frederick County - Tab B;
- Proclamation - April 1-7, 2017 as Local Government Education Week - Tab C;
- Road Resolution - Snowden Bridge Subdivision, Section 3 - Tab H.

The above motion was approved by the following recorded vote:

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

CITIZEN COMMENTS

Jay Marts, Gainesboro District, addressed the Board with reference to the School Board's Capital Improvements Plan and the proposal for new construction. He referenced an article in *The Winchester Star* written by a resident in Clarke County and stated that many of the comments in the article echoed what has been said before the Board of Supervisors; population growth has been slow and student growth has been flat for many years. He stated that with reference to the data on the elementary schools, with numbers reported by the School Board; that adjusting school boundaries could technically save millions. He further stated that with reference to the proposed fourth high school, if they accept the School Board's data that they are currently at a capacity of 4400 in the three existing schools and they build a new one with a capacity of 1,725; based upon their own growth projections, it would take fifty three years to reach the new capacity. He stated the closing comment in the Open Forum was instructive, "And

don't forget: buildings don't teach children, good teachers do.”

Joe Crane, Gainesboro District, addressed the Board with reference to the school construction and comments he was hearing from neighbors in his district. He stated they have not seen professional studies showing potential population growth and demographics for the next five to twenty years. They have not seen professional engineering studies for additions to current schools, but did have some plans showing how readjustments to school boundaries could accommodate all students and thus, could alleviate the overcrowding. He further stated that he felt the money could be better spent and if he had it his way, it would go to the Sheriff's Department.

Dana Newcomb, Gainesboro District, addressed the Board and stated the School Board's new construction budget request rests upon a foundation of lies, fabrication and deception perpetrated by the leadership of the School Board and School Administration. He stated that in the past year, facts have been laid before them that prove the lie. He stated that the school establishment knows that the basis for this school construction proposal is a lie and everyone on the Board of Supervisors knows that it is as lie. He asked that the Board of Supervisors unanimously reject the School Board's irresponsibly extravagant and fiscally unsupportable request and solicit from them a responsible documented cost effective program providing for the expansion, renovation and maintenance of public properties entrusted to them by the taxpayers.

Ned Fairinholt, Stonewall District, addressed the Board and requested citizens be protected from the School Board's absurd capital request. He stated there is no need to build a high school, expand Armel School or build any additional elementary schools; there is a good empty school sitting on Linden Drive. He stated there are apparently so many empty seats in the

elementary schools that they are offering pre-school daycare to compete with the commercial daycare centers. He stated the more he learns, the more absurd it becomes. He further stated that with the School Board's common core program, they profess critical thinking, and the Board needs to do a little critical thinking and reject their foolish capital plan. He stated that additional schools will not only increase their already heavy debt, but will increase annual operating costs. He stated citizens want better education, not higher taxes.

Karen Vance, Shawnee District, addressed the Board and referenced the School Board's grandiose school building plans. She felt some of the facts and figures they presented were questionable. She referred to the fact they are facing school choice and stated she did not feel that the School Board took that into consideration, and that if school choice passes, there are good private and parochial schools available and felt some citizens would start to take advantage of putting their children into those schools which would lower the enrollment even more. She further stated that the Board of Supervisors is the guardian of tax dollars and they needed to tell the School Board to revisit and deescalate their plans.

Stephen Baker, Red Bud District, addressed the Board and stated he had children, who had graduated from Millbrook High School so he no longer had a dog in the fight, but he could remember when Millbrook was being built; that the arguments he heard back then are the same arguments now. He stated he felt the School Board gave good figures to the Board of Supervisors back then and felt they were giving good figures now. He further stated they needed to take care of the children, take care of the growth that is going to happen. He went on to say he had no problem with taxes going up and hoped the Board of Supervisors would support the children by going forward and supporting the projects that are needed.

Shawn Graber, Back Creek District, addressed the Board and stated that the in the last two to three years the School Board stated that if the Board of Supervisors had any other options, other than the \$130 million that they are asking for then they wanted to hear them and that one Board of Supervisors member stepped up and submitted a plan for the expansion of Millbrook High School which would meet the capacity for the next ten years. He stated that in doing so, it would not only meet the capacity needs of today and the next years, but would allow them to pay off some of the interest currently owed and maybe by that point be able to pay cash for a school without raising taxes. He stated that everything that has been proposed to the School Board other than the \$130 million dollar plan has the word “no” attached to it. He stated the Board of Supervisors is similar to parents in dishing out an allowance and they need to just say “no.”

There were no further comments.

BOARD OF SUPERVISORS COMMENTS

Supervisor Dunn stated that last year there were a lot of good comments and then a lot of people left and he would encourage them to stay until the end of the meeting to hear any comments made to the commenter or to hear any and all new comments.

Vice Chairman Fisher stated that the Board of Supervisors and the School Board have continued to talk and work together in an attempt to try and find a way to address the needs and move the School system forward, that they are not just doing nothing, and they will continue to work on it.

MINUTES - APPROVED UNDER CONSENT AGENDA

The minutes of the Regular Meeting of February 22, 2017; Budget Work Session of March 1, 2017; and Closed Session and Budget Work Session of March 8, 2017 were approved

under the consent agenda.

COUNTY OFFICIALS

PROCLAMATION (#002-17) - APRIL 9-15, 2017 AS NATIONAL TELECOMMUNICATORS WEEK - APPROVED UNDER CONSENT AGENDA

**PROCLAMATION
NATIONAL TELECOMMUNICATORS WEEK
FREDERICK COUNTY, VIRGINIA
APRIL 9-15, 2017**

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 9-15, 2017 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 22nd day of March, 2017.

PROCLAMATION (#003-17) - APRIL 1-7, 2017 AS LOCAL GOVERNMENT EDUCATION WEEK - APPROVED UNDER CONSENT AGENDA

PROCLAMATION
APRIL 1-7, 2017
LOCAL GOVERNMENT EDUCATION WEEK

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

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

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

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

NOW, THEREFORE, BE IT PROCLAIMED, by Board of Supervisors of the County of Frederick, Virginia, that April 1-7, 2017 is hereby designated as Local Government Education Week; and

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

COMMITTEE APPOINTMENTS

ROBERT S. MOLDEN REAPPOINTED TO THE FREDERICK COUNTY PLANNING COMMISSION AS REPRESENTATIVE OF OPEQUON MAGISTERIAL DISTRICT - APPROVED

Upon a motion made by Supervisor Wells, seconded by Supervisor Slaughter, Robert S. Molden was reappointed to the Planning Commission as a representative from Opequon District for a four year term, said term to expire April 7, 2021.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye

Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

LAWRENCE R. AMBROGI REAPPOINTED TO THE FREDERICK COUNTY PLANNING COMMISSION AS A REPRESENTATIVE OF SHAWNEE MAGISTERIAL DISTRICT - APPROVED

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Lofton, Lawrence R. Ambrogi was reappointed to the Planning Commission as a representative from Shawnee District for a four year term, said term to expire April 28, 2021.

The above motion was approved by the following recorded vote:

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

TOM SIMON REAPPOINTED TO THE FREDERICK COUNTY SANITATION AUTHORITY - APPROVED

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Lofton, Tom Simon was reappointed to the Sanitation Authority for a four year term, said term to expire April 15, 2021.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye

Robert W. Wells Aye

JEFFREY S. BOPPE APPOINTED TO THE FREDERICK COUNTY FINANCE COMMITTEE - APPROVED

Chairman DeHaven stated that he appointed Jeffrey S. Boppe as a citizen member to the Frederick County Finance Committee.

REQUEST FROM THE COMMISSIONER OF THE REVENUE FOR REFUNDS - APPROVED

Administrator Garton reviewed the following requests from the Commissioner of the Revenue to authorize the Treasurer to refund:

1. Chaos Fab Shop LLC in the amount of \$3,143.53 for business license fees for 2016. This refund resulted from reclassification of business license taxes for the 2016 tax year.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Dunn, the above refund request and supplemental appropriation was approved by the following recorded vote:

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

2. Penske Truck Leasing Co. in the amount of \$3,683.49 for personal property taxes for 2016. This refund resulted from proration of personal property taxes on vehicles sold, traded or moved out of Frederick County.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Ewing, the above refund request and supplemental appropriation was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye

Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

FINANCE COMMITTEE REPORT - APPROVED

Supervisor Slaughter presented the Finance Committee Report.

A Finance Committee was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, March 15, 2017 at 8:00 a.m. All members were present. Items 7 and 8 were approved under consent agenda.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Ewing, items 7 and 8 were approved under the consent agenda by the following recorded vote:

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

1. The Blue Ridge Youth Soccer Association, Inc. (BRYSA) requests real property tax exemption for land owned by the organization. See attached information, p. 4 – 10. The committee postpones the request indefinitely. – **No Action Taken.**

2. The Park and Stewardship Planner requests a General Fund supplemental appropriation in the amount of \$17,500. This amount represents an increase in VDOT funding for the VDOT Recreation Access Grant awarded in December 2016. No additional local funds are required. The funding increase also requires an updated Board resolution to accept the new amount. See attached information, p. 11 – 17. The committee recommends approval of the supplemental appropriation and the updated resolution. – **Approved.**

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Wells, the above request was approved.

**RESOLUTION (#063-17)
BOARD OF SUPERVISORS, FREDERICK COUNTY, VIRGINIA**

MARCH 22, 2017

WHEREAS, the Sherando Park is owned and is to be developed by Frederick County as a recreational facility serving the residents of Frederick County and adjoining localities; and

WHEREAS, the property on which this facility is located has no access to a public street or roadway and will require the construction of a new roadway which will connect to Warrior Drive; and

WHEREAS, the procedure governing the allocation of recreational access funds as set forth in Section 33.2-1510 of the Code of Virginia requires joint action by the Director of the Department of Conservation and Recreation and the Commonwealth Transportation Board; and

WHEREAS, a statement of policy agreed upon between the said Director and Board approves the use of such funds for the construction of access roads to publicly-owned recreational or historic areas; and

WHEREAS, the Board has duly adopted a zoning ordinance pursuant to Article 7 (Section 15.2-2280 et seq), Chapter 22, Title 15.2 of the Code of Virginia; and

WHEREAS, it appears to this Board that all requirements of the law have been met to permit the Director of the Department of Conservation and Recreation to designate Sherando Park as a public recreational facility and further permit the Commonwealth Transportation Board to provide funds for access to this public recreation area in accordance with Section 33.2-1510 of the Code of Virginia; and

WHEREAS, the Board agrees, in keeping with the intent of Section 33.2-405 of the Code of Virginia, to use its good offices to reasonably protect the aesthetic or cultural value of this road leading to or within areas of historical, natural or recreational significance; and

WHEREAS, the County of Frederick hereby guarantees that the necessary environmental analysis, mitigation, and fee simple right of way for this improvement, and utility relocations or adjustments, if necessary, will be provided at no cost to the Virginia Department of Transportation; and

NOW, THEREFORE BE IT RESOLVED, the Board of Supervisors of Frederick County hereby requests the Director of the Department of Conservation and Recreation to designate Sherando Park as a public recreational area and to recommend to the Commonwealth Transportation Board that recreational access funds be allocated for an adequate access road to serve said Sherando park area; and

BE IT FURTHER RESOLVED, the Commonwealth Transportation Board is hereby requested to allocate the necessary recreational access funds to provide a suitable access road as hereinbefore described.

BE IT FURTHER RESOLVED, that the County Administrator and/or his designee(s) be authorized to act on behalf of the Board of Supervisors to execute any and all documents necessary to secure the funding sought through the Recreation Access Program up to, but not exceeding \$340,000 state funds; comprised of \$306,000 (\$250,000 unmatched and \$56,000 matched) for road construction and \$34,000 (unmatched) for bikeway construction.

BE IT FURTHER RESOLVED THAT: The Frederick County Board of Supervisors hereby agrees that the new roadway so constructed will be added to and become a part of the secondary system of highways.

The above motion was approved by the following recorded vote:

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

3. The Parks and Recreation Director requests approval of a revision to their Donation and Recognition Policy allowing rights to be sold for existing unnamed facilities. The revision has been approved by the Parks and Recreation Commission. See attached information, p. 18 – 21. The committee recommends approval. – **Approved.**

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Dunn, the above request was approved.

The above motion was approved by the following recorded vote:

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

4. The Social Services Director requests approval to become fiscal agent for the CFW Foster Care Program and a General Fund supplemental appropriation in the amount of \$12,838 to cover the month of June. No additional local funds required. See attached memo, p. 22 – 24. The committee recommends approval. – **Approved.**

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Lofton, the above request was approved.

The above motion was approved by the following recorded vote:

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

5. Stephens City Fire & Rescue Company requests a General Fund supplemental appropriation in the amount of \$224,105.51. This amount is a request for proffer funds for a proposed ancillary building project. See attached information, p.25 – 42. The committee recommends approval. – **Postponed and Referred to the Public Safety Committee.**

Vice Chairman Fisher made the motion to postpone this request and refer it to the Public Safety Committee.

Supervisor Dunn stated he felt this was a good proposal, and that he would defer to Vice Chairman Fisher, but felt Stephens City had done a good job on this.

Supervisor Lofton seconded the motion.

The above motion was approved by the following recorded vote:

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

6. The Fire & Rescue Chief requests a General Fund supplemental appropriation in the amount of \$10,266. This amount represents revenue collected in excess of budgeted for fire school programs. No local funds required. See attached memo, p.43. The committee recommends approval. – **Approved.**

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Ewing, the above request was approved.

The above motion was approved by the following recorded vote:

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

7. The Sheriff requests a General Fund supplemental appropriation in the amount of \$3,617.19. This amount represents a reimbursement for an auto claim. No local funds required. See attached memo, p. 44 – 45. - **Approved Under Consent Agenda.**

8. The Sheriff requests a General Fund supplemental appropriation in the amount of \$17,381.86. This amount represents ICAC reimbursement. No local funds required. See attached memos, p. 46 – 55. - **Approved Under Consent Agenda.**

9. The Finance Director requests continued discussion on the funding sources and cash balance for the Airport Operating Fund.

Information Only

1. The Finance Director provides a Fund 10 Transfer Report for February 2017. See attached, p. 56.

2. The Finance Director provides an FY 2016 Fund Balance Report ending March 9, 2017. See attached, p. 57.

3. The Finance Director provides financial statements for the month ending February 28, 2017. See attached, p. 58 – 68.

PUBLIC HEARING

PUBLIC HEARING - FISCAL YEAR 2017-2018 BUDGET - (PUBLIC HEARING ONLY) - NO ACTION TAKEN

County Administrator Brenda Garton presented the proposed fiscal year 2017-2018

budget. She began by reviewing the Board budget priorities and objectives. She noted that with the reassessment of real property values effective January 1, 2017, this will impact revenues. She further noted that public safety and education needs are priorities. She noted that budget priorities and objectives also include sufficient funding for employee compensation to maintain quality of service; provide Contingency Fund for emergencies; provide for additional staff in critical areas; provide support of technology to improve efficiency and workload. She went on to say there is a natural increase in taxes of about \$5 million and the proposed real estate tax is \$.60. She further stated the General Fund budget reflects \$11,863,176 in new revenue, but with the initial expenditure increase requests of \$23,149,410, there is still a deficit in revenues of \$11,286,234 to cover requested funding from schools, departments and agencies. She went on to say the Board had conducted a number of work sessions over the past couple of months and had made some decisions as to the use of revenues to cover operating and capital needs. Ms. Garton further stated the Board decided to set aside the entire \$4,323,620 in increased revenue from the reassessment for future capital needs without specifying any particular project at this time. She further stated the Board continues the effort to reduce the use of Fund Balance for operating costs, reducing the amount by \$1.1 million to \$2.5 million. The total amount available to split with the schools is \$3,921,855 using the traditional 57%/43% split, resulting in \$2,235,457 for the schools and \$1,686,398 for the County General Fund in increased local tax revenues.

Administrator Garton noted the proposed budget included:

- Increase in local funding for schools of approximately \$5.3 million, including operating and capital.
- 2-2.5% reserve for raises for county staff.
- \$3.5 million capital funding for General Fund.
- Increased county staffing in critical areas:
 - 12 new firefighters/emt positions with equipment

- 1 new Sheriff's deputy with equipment
- 1 new Building Inspector
- 2 new Treasurer Cashiers (mid year hires)
- 1 new Social Services Administrative position
- 1 new Parks and Rec Technician
- Increases in funding for health department, social services, community services board (both jointly funded with the state)
- Increase in Library funding
- Pictometry Upgrades
- CSA Fund transfer increase
- Microsoft Office 365
- Increased insurance costs
- Various increases and decreases in operating costs throughout the General Fund

Items not included in the proposed budget:

- Full funding requested by the schools.
- Capital requests.
- New position requests:
 - 10 of 11 patrol deputies and 1 investigator by the Sheriff
 - 17 of 29 positions requested by Fire and Rescue
 - Additional Planner
 - Program Coordinator in Parks and Recreation
- Various requests for increases and new initiatives throughout the General Fund budget.
- Tuition Assistance Program

Administrator Garton concluded her presentation and thanked the Board, the Constitutional Officers, Department Directors and the Budget Committee for their assistance and work on this budget and for the opportunity to present it.

Chairman DeHaven convened the public hearing on the proposed FY 2017-2018 budget.

Mike Elwell, Executive Director of the Northwestern Community Services Board, addressed the Board and thanked them for their past support. He gave a brief overview of the services provided by the agency and stated that about 29% of the population served are Frederick County residents. He further stated that two new programs opened up within the past six

months.

Lauren Cummings, Executive Director of the Northern Shenandoah Valley Substance Abuse Coalition, addressed the Board and thanked them for supporting their efforts to address the addiction crises in the area. She gave an overview of the drug treatment court and stated that out of eleven participants, seven were from Frederick County. She stated participants face many challenges beyond the drug treatment court program and that lives are being changed. She further stated she hoped the Board continued their support in the same amount of funding as in the past and that their program is contingent upon the other localities providing funding.

Marietta Cather Walls, Lord Fairfax Soil and Water Conservation District, addressed the Board and thanked them for their support in the past. She stated the efforts of the Soil and Water Conservation District have brought back funds to the area. She stated their efforts protect the water, streams and land which affect everyone. She further stated the Board of Directors is all volunteers; they do not get paid for their time. She asked the Board to continue their funding support and efforts to protect the water resources.

Kitty Hockman Nicholas, Lord Fairfax Soil and Water Conservation District, addressed the Board and gave an overview of their mission and stated they have been in existence for seventy six years. She stated they have come a long way in improving the soil and water quality, but have gone backwards as many factors have lessened the quality of the soil, water and streams. She gave an overview of their efforts and activities to improve the quality of soil and water and stated there is still much that needs to be done. She further stated they were requesting funding in the amount of \$11,250.00.

George Hughes, Gainesboro District, addressed the Board and stated he has been a

resident of Frederick County for about forty years and he did not see any more services that he benefits from than when he first came. He stated he did not see more deputy patrol cars go by, it takes longer for the Fire Department to get there and the ambulance service was slower, but more money is being spent. He stated he thought there was a lot of slush in the School Board's budget.

Jay Marts, Gainesboro District, addressed the Board and stated that in January he appeared before the Board and addressed debt. He stated the fact that the County would collect \$4.3 million from the increase in the real estate assessment, his prediction was that the Board would spend every penny of it on expanding the bureaucracy and providing a pay increase to all government employees; the Board would not reduce debt, nor would there be any tax relief to the constituents by decreasing the property tax rates to revenue neutral, and that the Board did not prove him wrong. He stated the proposed budget is neither conservative nor compassionate.

Richard Van Norton, Back Creek District, addressed the Board and stated that he is a disabled veteran and represents all veterans on fixed incomes. He stated veterans could not afford a tax increase, particularly one that is eight times higher than the increase veterans receive on social security and military retirement. He stated the Board of Supervisors and the Planning Commission have let development outpace the growth in revenue. He further stated they are entertaining a proposal to spend millions of dollars for a new high school that is not needed. He stated every time the Board rezones property from agricultural to residential, it increases the need for services. He went on to say that disabled veterans get a waiver on the county vehicle license, but no break on personal property taxes and no break on Virginia State taxes except for VA disability income. He stated he felt they could do better than that for the seniors and

veterans.

Shawn Graber, Back Creek District, addressed the Board and stated that in looking over the budgets for the last four years, he has seen a trend; he has seen an increase in taxes, debt and raiding of the rainy day fund. He stated the budget is increasing beyond the population and they will never be able to catch up. He stated that if the children of the future are laden with debt, they will never be able to pay it. He further stated the teachers are the highest paid in the valley and that the schools funds have increased significantly but not the student population.

Ned Fairinholt, Stonewall District, addressed the Board and stated he understood that population increase causes an increase to the county in the services they need to provide and he understood inflation causing costs to increase. He further stated bureaucracies will keep asking and asking, they have an insatiable appetite, but the Board cannot keep increasing the budget and asked them to please not do that.

Joy Kirk, Back Creek District and President of the Frederick County Education Association, addressed the Board and thanked them for the opportunity to speak. She stated she received many calls and emails concerning the 2.5% step increase that they see as a cost of living, but it did not cover the increase in health insurance premiums. She stated many teachers with fewer years of experience and many educational support staff saw their take home pay decrease, their service cost increase, and in some cases, the coverage decreased. She further stated the newer, young employees are saddled with college debt, are often in need of more reliable transportation, and have all the typical household expenses. She stated they needed to ensure the young people choosing careers in Frederick County public schools that their choice will ensure them a financially secure future. She stated that, as educators, they hope the Board of

Supervisors provides enough funding so the School Board has the ability to help them keep up with inflation and the cost of living while meeting the educational needs of students. She further stated many people rely on government funding and thereby citizens' taxes for survival and the only way they see a change is if monies are reallocated or if there is an increase in revenue. She went on to say the county's student needs of today will not dissipate while they wait to build buildings. She asked the Board to support the budget as advertised.

Dr. John Lamanna, Stonewall District, representing the School Board, addressed the Board and stated the School Board had spent months working on the budget, listening to each other as they identified priorities and debated the impact of necessary cuts. He stated through individual and joint meetings, the Board of Supervisors knows the School Board's priorities, its needs and proposed expenditures, and its expected and needed revenue. He further stated all attempts to persuade, sway and convince have been played out. Dr. Lamanna stated the School Board has trusted the Board of Supervisors' intent as an appropriating body and believed they had a similar perception of the School Board. He stated that each decision they make as a School Board could be drilled down to their mission, to ensure all students an excellent education. He further stated whether it was a need for a bus, an elementary school or a design for a new high school; this was indeed their intent. He stated there was no other agenda, no other reason. He stated the School Board has become discouraged by the divisive rhetoric directed at the boards, often noted in the local paper. He went on to say that as a School Board, they are with the Board of Supervisors as they work together towards what is best for the county. He further stated that it is simply time to work together, not to please or pacify any one particular constituent base, but to do what is best in the long term for the community. He stated he looked

forward to the time when the two boards can join together to look strategically to the future, planning for inevitable growth in a systematic, transparent, efficient way. He went on to say they have the given authority, the capability, the responsibility, and he hoped they have the will.

Dody Stottlemyer, Shawnee District, addressed the Board and stated she is aware they have hard decisions to make in putting the budget together. She asked them to take into consideration the citizens that could not attend the meeting or who may not be able to navigate the web site for those that wanted to contact the Board members. She stated she works with many citizens in the private sector who make much less than the \$65K median income. She stated the Schools are certainly important, but they take a huge part of the budget. She stated if they take into consideration what they get in addition to their debt, it is more than 63% of the budget; therefore Fire and Rescue, the Sheriff's Department are being slighted and asked the Board of Supervisors to consider some reallocation of funding percentages. She further asked the Board to take into consideration the citizens who are not in the median income level and the \$.60 in real estate tax is going to be a struggle for them.

Stephen Baker, Red Bud District, addressed the Board and stated that he has lived in three states, three jurisdictions, including Frederick County, Virginia for the last twenty one years and his take on the local government is they are not a bunch of free spending liberals. He stated he felt they are responsible with the money and he knows they work with the School Board. He further stated he felt the School Board works hard and presented a reasonable picture to the Board and urged the Board of Supervisors to support the schools and the children of Frederick County.

Dr. David Sovine, Superintendent of Frederick County Schools, and resident of Shawnee

District, addressed the Board and stated he appreciated the Board's role in planning and working to address the funding needs to position the community to thrive. He stated since he has had numerous opportunities to communicate throughout the budget process, he would be brief. He stated that numerous independent research based economic studies have been conducted by a variety of highly respected researchers in the Commonwealth over the past several years, all of which have had the same findings and that is investing in the public schools is a wise investment for generating increased revenues and for contributing to the community's overall stability, health, and well-being. He further stated he respected the Board's challenging role as the funding body, but he believed supporting the public schools, public safety agencies, county services, and parks and recreation facilities is essential for strengthening the community's position to thrive today and into the future. He went on to say he agreed with Dr. Lamanna's comments earlier; that the collaborative and joint strategic work of both boards moving forward will allow them to collectively navigate the most complex challenges and build a stronger Frederick County for the next generation.

Shannon Trout, Shawnee District, addressed the Board and stated she supports any tax increase that will fully fund the Sheriff's Department as she is concerned they are not going to get the deputies they need, as well as Fire and Rescue and the Schools. She stated she has several friends that are qualified teachers that have left Frederick County Schools to go work in other localities due to the other jurisdictions' salaries and benefit packages. She asked the Board of Supervisors to think about that in their deliberations of the School Board budget as losing qualified candidates will affect students more than anything.

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

Chairman DeHaven thanked everyone for taking time out of their schedule to attend and for their comments; they are important to the process.

PLANNING COMMISSION BUSINESS

**ROAD RESOLUTION (#062-17) - SNOWDEN BRIDGE SUBDIVISION,
SECTION 3 - APPROVED UNDER CONSENT AGENDA**

**RESOLUTION BY THE
FREDERICK COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors of Frederick County, in regular meeting on the 22nd day of March, 2017, adopted the following:

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

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

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

NOW, THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the streets described in the attached Form AM-4.3 to the secondary system of state highways, pursuant to 33.2-705, Code of Virginia, and the Department’s Subdivision Street Requirements; and

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

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

BOARD LIAISON REPORTS

There were no Board liaison reports.

CITIZEN COMMENTS

Allison Behan, Stonewall District, addressed the Board and stated that with the proposed FY 2017-2018 budget, Frederick County Public Schools' projected increase in enrollment is almost 300 students so she was uncertain as to where previous constituents got their numbers for declining or flat-lining enrollment. She also noted in the budget presentation showed the county is extremely low in real estate tax compared to many of the surrounding localities, but the county's median income is above many of the surrounding localities that pay more in real estate taxes. She stated that her point was that if other people can obviously do it, so can we. She went on to say she appreciated Vice Chairman Fisher mentioning the Board is working with the School Board to come to some agreement, but still, to the public eye, no action is being taken. She stated the longer the Board delays action, the longer they are delaying the children's education in a non-crowded environment. She asked the Board to please approve the School's Capital Improvements Plan as presented and stop delaying what the children deserve.

There were no further comments.

Chairman DeHaven closed the Citizen Comments portion of the meeting.

BOARD OF SUPERVISORS COMMENTS

Supervisor Dunn stated there were a wide and different set of views at this meeting. He stated he used to be a teacher and fully understood what it was like not to receive a pay raise. He stated he was told last year the Board had gone through some severe tightness on money and just in this last year they were able to break even of the deficit that occurred in previous years. He stated that due to that, prior to his being on the Board, the Board had to make cuts in capital improvements including the Sheriff's Department, the schools, etc. He further stated that in this budget going forward, he has made comments to try and get the Sheriff's Department's vehicles

on a replacement schedule as well as the schools' buses, but there is a cost to do that, and this Board is trying to go back and get on a normal spending pattern, trying to address the lack of spending that occurred in a four or five year timeframe. He stated that at the same time, in going forward, the School Board has on their Capital Improvements Plan a number of items that have no cost to them and he is concerned about what happens in the next five years and as a community, they needed to address that and work together and he felt they were trying to do that. He stated he wanted to address the teaching community and give them some thoughts; with reference to their health insurance going up, but their salary increase does not cover that, he stated that he is empathetic to that. He further stated that he had recently spoken with someone in the private sector whose insurance went up considerably, as well as their deductible, and those in the private sector are not being reimbursed for that and asked those teachers to recognize that from that perspective. He went on to say the Board is trying to go with a budget they probably do not all agree on, but they are trying to compromise to make something that most of them can agree on to address the needs cited in most of the comments made. He stated they understand the tension and what they do will probably not satisfy everyone fully but they are trying to satisfy a group of taxpayers and public needs and to just try and recognize that.

ADJOURN

UPON MOTION MADE BY VICE CHAIRMAN FISHER, SECONDED BY SUPERVISOR LOFTON, THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, THE MEETING WAS ADJOURNED. (8:46 P.M.)

**FREDERICK COUNTY BOARD OF
SUPERVISORS' MINUTES**

**Joint Work Session
With
Economic Development Authority**

March 30, 2017

A Joint Work Session of the Frederick County Board of Supervisors and Frederick County Economic Development Authority was held on Thursday, March 30, 2017 at 12:00 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; Bill M. Ewing; Gary A. Lofton; and Judith McCann-Slaughter

ABSENT

Robert W. Wells

EDA MEMBERS PRESENT

J. Stanley Crockett, Chairman; John R. Riley, Jr., Vice-Chairman; Dennis McNutt; Bob Claytor; and Doug Rinker

EDA MEMBERS ABSENT

James Longerbeam

OTHERS PRESENT

Brenda G. Garton, County Administrator; Kris C. Tierney, Assistant County Administrator; Jay E. Tibbs, Deputy County Administrator; Roderick B. Williams, County Attorney; Patrick E. W. Barker, Executive Director of the EDA; Wendy May, Marketing Manager; Sally Michaels, Existing Business Coordinator; Donna McIlwee, Administrative Assistant; Michael Ruddy, Director of Planning and Development; and C. William Orndoff, Jr., Treasurer.

CALL TO ORDER

EDA Chairman Crockett called the EDA to order.

Chairman DeHaven called the work session to order.

Mr. Crockett reviewed the minutes from the last joint meeting of the two bodies, which was held in October 2015. The themes that arose from the last work session were:

- Job creation
- Increasing incomes
- Existing business
- Small business services expand
- Measures for key areas
- Winchester Regional Airport

He then turned the presentation over to Director Barker.

Director Barker reviewed the EDA's recent activities. He spoke about Frederick County's successes and its reputation as a premier business location. Director Barker then reviewed enhancements for continued success:

- Performance Agreements – include an updated and improved process.
- Micro loan fund program – provide financing to small companies and start-ups.
- Revolving loan fund program – lend \$150,000 to finance new fixed asset investment for companies that might not otherwise be able to obtain financing.
- Community service agriculture loan fund – provide loans for start-up and expansion support to Community Service Agriculture activities.
- Local facility charge – enable the EDA to fund significant water/sewer improvements and recover investment through payments made by new construction.
- Business ready site revolving loan fund – fund rezoning and related engineering fees to bring a site to a Tier 5 level under the VEDP Business Ready Sites Program.
- Business & Education Summit – assist the EDA's Business & Education Workforce Initiative goals and objectives via a challenge grant.

Supervisor Slaughter asked Director Barker to elaborate on the microloan program.

Director Barker stated this project was in the conceptual phase and the specific details

were yet to be worked out.

Supervisor Lofton asked about the local facility charge and the EDA's relationship with the Sanitation Authority.

Mr. Crockett responded that the two bodies have a working relationship, but it behooves the EDA to build upon that relationship.

Chairman DeHaven stated there was a need to preserve sites and to bring them up to speed so they could be developed.

Vice-Chairman Fisher brought up the airport and the \$33 million investment in that asset.

Mr. Crockett stated they have had conversations and there was a lot going on.

After some further discussion, Mr. Crockett summarized the takeaways for the EDA.

They included:

- Job creation and enhancing salaries was a priority.
- Economic development across a broad spectrum (diversity).
- Workforce development.

The two bodies briefly discussed the scheduling of the annual meeting between the two.

It was determined that the meeting would be held in May and would be scheduled when the Board sets its meeting schedule at the annual organizational meeting.

There being no further business, the work session was adjourned at 1:13 p.m.

**FREDERICK COUNTY BOARD OF
SUPERVISORS' MINUTES**

**Frederick County Sanitation Authority
Winter Retreat**

March 30, 2017

The Frederick County Board of Supervisors attended the Frederick County Sanitation Authority Winter Retreat held on Thursday, March 12, 2017 at 6:00 P.M., in the Garden Room, George Washington Hotel, 103 Piccadilly Street, Winchester, VA.

PRESENT

Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gene E. Fisher; Blaine P. Dunn; Bill M. Ewing; Gary A. Lofton; and Judith McCann-Slaughter

ABSENT

Robert W. Wells

SANITATION AUTHORITY MEMBERS PRESENT

Gary R. Oates, Chairman; J. Stanley Crockett; Martha W. Dilg; and Christopher Collins

OTHERS PRESENT

Eric R. Lawrence, Executive Director; Brenda G. Garton, County Administrator; Kris C. Tierney, Deputy County Administrator for Community Development; Jay E. Tibbs, Deputy County Administrator for Human Services; Roderick B. Williams, County Attorney; Michael T. Ruddy, Director of Planning & Development; Sanitation Authority staff members Michael Newlin, Craig Grubb, Angela Mason, Tashema Long, Cheryl Whittle, Rocky Stump, and Hank Sliwinski; and Planning Commission Chairman June Wilmot.

The retreat was an opportunity for the members of the Authority and the Board of Supervisors to strengthen relationships, learn about the Sanitation Authority organization, and expand their knowledge of the Authority's past and present water resource planning efforts.

Director Lawrence provided both bodies an update on the following topics:

- Stephens City v. Frederick County Sanitation Authority litigation;
- Opequon water supply plan;

- Opportunities for the recently purchased Bachmann property to include a site for a citizens convenience center and replacement ballfields;
- Frederick-Winchester Service Authority;
- Town of Middletown; and
- Proposed changes to availability fees.

Members of the Board of Supervisors commended the Authority for its water planning efforts and actions over the past year.

The retreat adjourned at 7:10 p.m.

B



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: HR Committee
Date: April 14, 2017
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, April 14, 2017. HR Committee members present were: Supervisors Bill Ewing, Chairman; and Blaine Dunn; Citizen Members Don Butler and Dorrie Greene. Others present were: Brenda Garton, County Administrator; DeLois Blevins, HR Manager; and Tamara Green, Director of Frederick County Department of Social Services.

Items Requiring Board Action

1. **Employee of the Month May 2017 – see attachment**

The Committee reviewed the attached employee of the month for May. Upon a motion by Don Butler, seconded by Dorrie Greene, the Committee recommended approval; the motion was approved unanimously.

2. **Department of Social Services Director Request for New Positions – see attachment**

The Committee considered a request from Tamara Green, DSS Director, for two full-time Family Services Specialist positions. Tamara also shared with the committee additional information about the departments' services and workload as a result of substance-exposed infants in our locality.

After discussion and upon a motion by Don Butler, seconded by Blaine Dunn, the Committee unanimously agreed to recommend approval of the two positions to the Board of Supervisors.

Items Not Requiring Action

1. Mr. Ewing asked Ms. Brenda Garton to talk with Mr. Charles DeHaven, Jr., Chairman at Large, to see if there would be time at an upcoming Board of Supervisors work session to have Ms. Tamara Green, DSS Director, make a presentation about the drug problem in the area and the impact on services.
2. Mr. Ewing asked Human Resources to develop and present to the HR Committee a process by which employees, retiring from Frederick County, with a certain number of years of service be recognized with a resolution by the Board.

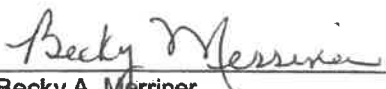
There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, May 12, 2017 at 8:00 am.

Respectfully submitted,

Human Resources Committee

Bill M. Ewing, Chairman
Robert W. Wells
Blaine P. Dunn
Don Butler
Beth Lewin
Dorrie Greene

By: 
Becky A. Merriner
HR Director



County of Frederick Employee of the Month Nomination Form

Received: (HR use)
03/17/2017

Outstanding service can be demonstrated in many ways, but it always involves more than just good job performance. An employee can be outstanding for suggesting improvements that result in greater efficiency, improved service, or cost savings; for leadership in departmental activities, for the department's goals or for the goals of the County as a whole. Outstanding service includes job performance that clearly exceeds requirements. Nominations are not judged on how well you write. However, they are judged on the facts presented. Employee of the Month selection will be based on the following criteria:

1. Providing exceptional customer service.
2. Performing an act that is above and beyond normal duties.
3. Excellence in safe work practices.
4. Being innovative/creative.
5. Identifying areas of monetary savings to the County.
6. Cooperative effort between County departments.

Employee Name : Judy Myers

Department: Public Works/Animal Shelter

Nomination Submitted By: Kathy Whetzel

Department: Public Works/Animal Shelter

Nominator's Signature: Kathy Whetzel

Digitally signed by Kathy Whetzel
DN: cn=Kathy Whetzel, email=KathyWhetzel@frederick.org, o=County of Frederick, ou=County of Frederick, c=US

Date: 03/15/2017

Describe the employee's accomplishments/contributions that were above and beyond the normal duties expected of their position. Include as much specific information as possible:

A citizen contacted the shelter concerned about a dog, "Buddy", she had recently adopted. Buddy, an older dog, had been at the shelter for six months following the resolution of a court case. During that time, Judy was his main caretaker and watched him go from nearly emaciated to "Fluffy" thanks to a special diet.

While he was transitioning to his new home, Buddy had received a shock from the invisible fence system. The incident scared Buddy and may have triggered a negative memory. He would not eat and was depressed. His new Mom was very concerned and called the Shelter for advice at closing time.

Judy gathered up a few items that she felt would be familiar to Buddy, including a few treats and went to see Buddy after hours at his new home. Buddy was happy to see her and perked up and by the time Judy left, he had eaten.

The adopter was very appreciative of Judy's willingness to help her and Buddy.

Explain how the employee provided outstanding and exceptional service through his/her work:

Judy went the extra mile to help a citizen by taking her own time to visit their home. She is devoted to the shelter animals and will do what she can to see them be happy. She provides a positive experience for the citizens as well as the shelter animals. As a result, Buddy is now doing well and has adjusted to his new home.

Describe the employee's recent achievement(s) that positively impacted the department (contribution to established goals, promoted cost-conscious or cost-cutting measures, etc.).

Employee of the Month Resolution

Awarded to:

Judy L. Myers

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

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

WHEREAS, the Board of Supervisors upon recommendation by the Human Resources Committee selects one employee from those nominated; and,

WHEREAS, Judy L. Myers who serves as an Animal Caretaker with the Frederick County Esther Boyd Animal Shelter was nominated for Employee of the Month; and,

WHEREAS, Judy L. Myers went the extra mile to provide exceptional customer service to a concerned citizen when they called about "Buddy", an older dog they had recently adopted from the shelter. Buddy was not eating, depressed and was afraid to go outside after getting a shock from invisible fencing. Judy was familiar with Buddy, because she was his caretaker since he first arrived at the shelter, nearly emaciated from a resolved court case. Thanks to a special diet and Judy's care, Buddy was healthy and "Fluffy" and ready for adoption. Judy's concern for Buddy and the family that adopted him motivated her to visit their home to provide advice and help with Buddy's adjustment. Buddy perked right up when he saw Judy and by the end of the visit, Buddy was eating and felt comfortable going back into the yard. Buddy is happy, healthy and has adjusted well to his new home and family; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 26th day of April, 2017, that Judy L. Myers. is hereby recognized as the Frederick County Employee of the Month for May 2017; and,

BE IT FURTHER RESOLVED that the Board of Supervisors extends gratitude to Judy L. Myers for her outstanding performance and dedicated service and wishes her continued success in future endeavors; and,

BE IT FURTHER RESOLVED, that Judy L. Myers is hereby entitled to all of the rights and privileges associated with his award.

County of Frederick, VA
Board of Supervisors

Charles S. DeHaven, Jr., Chairman



Dedication

County of Frederick

Employee of the Month

May 2017

Judy L. Myers

Hardworking

Excellence

Professional

Charles S. DeHaven, Jr.
Chairman, Board of Supervisors

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, County Administrator
DATE: April 19, 2017
RE: Committee Appointments

Listed below are the vacancies/appointments due through June, 2017. 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.

MARCH 2017

Social Services Board

Linda M. Martenson – Member-At-Large Representative
211 Woodcrest Drive
Winchester, VA 22603
Home: (540)667-2994
Term Expires: 03/13/17
Four year term

(Staff has been advised that Ms. Martenson does not want to be reappointed.)

APRIL 2017

Board of Building Appeals

Clay A. Whitacre – Frederick County Representative
304 Whitacre Road
Gore, VA 22637
Home: (540)888-3898
Term Expires: 04/25/17
Five year term

(Mr. Whitacre advised staff he does not want to be reappointed.) *(FYI - There are seven members on the Board of Building Appeals. One member serves as an alternate. Members serve a five year term. **Members should, to the extent possible, represent different occupational or professional fields of the building industry. At least one member should be an experienced builder and one other member should be a licensed professional engineer or architect.**)*

Historic Resources Advisory Board

Elizabeth B. Fravel – Opequon District Representative
5211 Main Street
Stephens City, VA 22655
Home: (540)869-4378
Term Expires: 04/26/17
Four year term

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

MAY 2017

No appointments due for May 2017.

JUNE 2017

Historic Resources Advisory Board

David O'Neil – Gainesboro District Representative
161 Harrelson Place
Winchester, VA 22603
Home: (540)722-8955
Term Expires: 06/12/17
Four year term

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

Planning Commission

J. Rhodes Marston – Back Creek District Representative
108 Forest Ridge Road
Winchester, VA 22602
Home: (540)667-2003
Term Expires: 06/12/17
Four year term.

Roger L. Thomas – Opequon District Representative
127 Halifax Avenue
Stephens City, VA 22655
Home: (540)869-4904
Term Expires: 06/14/17
Four year term

Social Services Board

M. Frank Heisey – Gainesboro District Representative
238 Fairway Circle
Cross Junction, VA 22625
Home: (540)888-7983
Term Expires: 06/30/17
Four year term

(Mr. Heisey is eligible for reappointment.) *(Members serve a four year term and are limited to two consecutive terms.)*

Winchester Regional Airport Authority

David C. Reichert – Frederick County Representative
142 Kinross Drive
Winchester, VA 22602
Home: (540)678-0770
Term Expires: 06/30/17
Four year term

Development Impact Model Oversight Committee

The Development Impact Model Committee was established at the June 28, 2006 Board of Supervisors Meeting. Appointments are for a one year term. The following will expire June 28, 2017:

Kris C. Tierney – County Administration Representative

Gary A. Lofton – Board of Supervisors and EDA Representative

Bill M. Ewing – Board of Supervisors Representative

(Supervisor Lofton currently serves on the Development Impact Model Oversight Committee and is current member of Economic Development Authority (EDA); therefore serves in both capacities.)

H. Paige Manuel – Planning Commission Representative

Roger L. Thomas – Planning Commission Representative

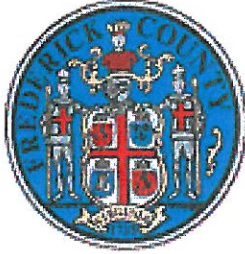
Seth Thatcher - School Board Rep.

Stephen Pettler – Top of Virginia Building Association Representative

J. P. Carr – Top of Virginia Building Association Representative

BGG/tjp

D



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

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

MEMORANDUM

TO: Frederick County Board of Supervisors
CC: Brenda G. Garton, County Administrator
FROM: Roderick B. Williams, County Attorney
DATE: April 18, 2017
RE: Commissioner of Revenue Refund Requests



Attached, for the Board's review, are requests to authorize the Treasurer to credit the following entities:

1. Ferguson Enterprises, Inc. – \$3,712.80
2. Undisclosed Taxpayer – Disabled Veteran's Relief – \$3,338.56

Roderick B. Williams
County Attorney

Attachments



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

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

MEMORANDUM

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

CC: Brenda G. Garton, County Administrator

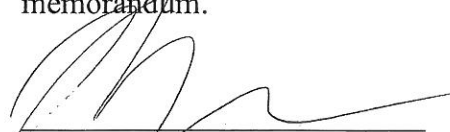
FROM: Roderick B. Williams, County Attorney

DATE: April 18, 2017

RE: Refund – Ferguson Enterprises, Inc.

I am in receipt of the Commissioner's request, dated April 10, 2017, to authorize the Treasurer to refund Ferguson Enterprises, Inc. the amount of \$3,712.80, for adjustment of business license taxes from 2014 through first half of 2017. This refund resulted from reclassification of business license taxes. This refund is for the Treasurer to apply against current billings, as the total billings are in excess of the refund amount.

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



Roderick B. Williams
County Attorney

Attachment



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



April 10, 2017

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 – Ferguson Ent Inc.

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

Please approve a refund of \$3,712.80 for adjustment of business license taxes for 2014 - 2017 in the name of Ferguson Ent Inc. This refund is for reclassification of business license taxes for the tax years shown. This is the refund portion for the Treasurer to apply only. The total billings are in excess of this amount.

To comply with requirements for the Treasurer to apply this refund board action is required.

The Commissioner's staff 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 \$3,712.80.

Date: 4/06/17

Cash Register: COUNTY OF FREDERICK

Time: 16:40:16

Customer Name: FERGUSON ENT INC

Total Transactions: 133
Customer Transactions: 7

Options: 2=Edit 4=Delete 5=View

Opt	Dept	Trans	Ticket No.	Tax Amount	Penalty/Int	Amount Paid
-	BL2014	1	00022230001	\$703.46-	\$0.00	\$703.46-
-	BL2014	2	00023300001	\$306.19-	\$0.00	\$306.19-
-	BL2015	3	00064040001	\$365.60-	\$0.00	\$365.60-
-	BL2015	4	00064050001	\$568.83-	\$0.00	\$568.83-
-	BL2016	5	00007740001	\$835.60-	\$0.00	\$835.60-
-	BL2016	6	00007830001	\$445.03-	\$0.00	\$445.03-
-	BL2017	7	00011700001	\$488.09-	\$0.00	\$488.09-

Total Paid : \$3,712.80

F3=Exit F14=Show Map#

F21=CmdLine
F20=Attach

Needs Board Approval



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

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

MEMORANDUM

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

CC: Brenda G. Garton, County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: April 18, 2017

RE: Refund – Undisclosed Taxpayer – Disabled Veteran’s Relief

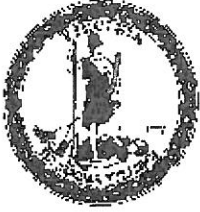
I am in receipt of the Commissioner’s request, dated April 14, 2017, to authorize the Treasurer to refund a taxpayer the amount of \$3,338.56 from 2011 through 2016 for real estate taxes, based on proper filing of proof of 100% permanent and total disability directly due to military service, as required under the Virginia Code change as a result of the Constitutional amendment that took effect for 2011. The Constitutional amendment and the enabling legislation automatically make qualifying property exempt as of that date, for a veteran whose disability rating occurs prior to that date. Taxpayer’s name cannot be made public because of applicable legal requirements as to privacy, but is known to the Commissioner and the Treasurer on a confidential basis.

Pursuant to the provisions of Section 58.1-3981(A) of the Code of Virginia (1950, as amended), I hereby note my consent to the proposed action. The Board of Supervisors will also need to act on the request for approval of a supplemental appropriation, as indicated in the Commissioner’s memorandum.

A handwritten signature in black ink, appearing to be "R. Williams", is written over a horizontal line.

Roderick B. Williams
County Attorney

Attachment



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



April 14, 2017

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

FROM: Ellen E. Murphy, Commissioner of the Revenue

A handwritten signature in cursive script, appearing to read "E. Murphy".

RE: Exoneration – (Name withheld – Veterans Exemption – Confidential)

Please approve a refund of \$3,338.56 for refund of real estate taxes for a permanently disabled veteran from legislative enactment date of 2011 through 2016. This refund applies to his principle residence and is supported by information provided by the Veterans Administration official paperwork.

To comply with requirements for the Treasurer to make this refund board action is required.

The Commissioner's staff 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 \$3,338.56.

Date: 4/13/17

Cash Register: COUNTY OF FREDERICK

Time: 15:58:35

Cashier:

Total Transactions:

Customer Name:

Customer Transactions: 12

Options: 2=Edit 4=Delete 5=View

Opt	Dept	Trans	Ticket No.	Tax Amount	Penalty/Int	Amount Paid
-	RE2011	1	00317600001	\$264.89-	\$.00	\$264.89-
-	RE2011	2	00317600002	\$264.89-	\$.00	\$264.89-
-	RE2012	3	00319040001	\$284.33-	\$.00	\$284.33-
-	RE2012	4	00319040002	\$284.33-	\$.00	\$284.33-
-	RE2013	5	00320600001	\$271.46-	\$.00	\$271.46-
-	RE2013	6	00320600002	\$271.46-	\$.00	\$271.46-
-	RE2014	7	00321850001	\$271.46-	\$.00	\$271.46-
-	RE2014	8	00321850002	\$271.46-	\$.00	\$271.46-
-	RE2015	9	00323770001	\$278.62-	\$.00	\$278.62-
-	RE2015	10	00323770002	\$278.62-	\$.00	\$278.62-
-	RE2016	11	00320830001	\$298.52-	\$.00	\$298.52-
-	RE2016	12	00320830002	\$298.52-	\$.00	\$298.52-

Total Paid : \$3,338.56

F3=Exit

F14=Show Map#

F15=Show Balance

F18=Sort-Entered

F21=CmdLine

F20=Attach

needs Board approval -

CONSENT AGENDA

E



Brenda G. Garton
County Administrator


540/665-6382

Fax 540/667-0370

E-mail: bgarton@fcva.us

MEMORANDUM

TO: Board of Supervisors

FROM: Brenda G. Garton, County Administrator 

DATE: April 19, 2017

RE: Set Schedule for Board Meetings During Summer Months and for November and December, 2017 (Holiday Schedule)

As in the past, the Board of Supervisors has canceled meetings during the Summer months due to vacation schedules. Cancellation of the meetings of June 28th, July 26th, and August 23rd, 2017 is requested.

It is also requested at this time to cancel meetings for November and December due to the holidays. Those cancellation dates are November 22nd and December 27th.

Board action at the April 26, 2017 meeting will give staff and the Office of Planning and Development adequate time for scheduling, advertising and notification purposes.

Should you have any questions, please give me a call.

Thank you.

BGG/tjp

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CONSENT AGENDA

F



COUNTY of FREDERICK

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:	Board Vision 2036 and Strategic Priorities – Strategic Work Plan
DATE:	April 20, 2017

As a result of the Strategic Planning Retreat held in October, the Board created the attached Vision 2036 and 3-Year Strategic Priorities. The Board approved that document at its November 9 meeting.

Following that approval, in December, I held a facilitated Staff Retreat with appropriate members of the staff. Enclosed with this agenda material is the Frederick County Strategic Work Plan which will be used by the staff to implement the priorities established by the Board. As this is a staff document – that is, it is our outline of the work the staff will do to implement the priorities you established – the Board does not need to act on the document. The work plan may be modified over time, as time lines may change and steps may be inserted or removed within the individual action items. At this point, it would be my intent to report to the Board the progress on these items, perhaps quarterly. The intent would be (to the greatest extent possible) to finish all action items within the three year time span (January 2017 – December 2019). Again, no action is required from the Board of Supervisors on this Strategic Work Plan.

Note that the guidelines for Virginia Business Ready Sites referenced in Priority 1 can be found at the following websites:

- <http://www.vaallies.org/businessreadysites.html>
- <http://www.vaallies.org/assets/files/VBRSPSiteDevelopmentGuidelinesandApplication.pdf>

If you have any questions, please feel free to give me a call.



FREDERICK COUNTY BOARD OF SUPERVISORS 2036 VISION
Adopted November 9, 2016

Frederick County residents enjoy a real sense of community and are friendly, caring, engaged, and contributing.

Frederick County is welcoming and beautiful with a small town feel. Residents enjoy a pleasant rural environment with scenic vistas, mountains, trails, and parks that support active recreation and peaceful pastimes. Our county is home to productive, working farms that have supported generations of families. The county also offers more urban lifestyles where residents can pursue careers at home or in the metro area and live in walkable neighborhoods with a variety of shopping, dining, and entertainment options. Our residents are served by a highly regarded regional medical center.

Its historical roots are important to Frederick County residents. Having played a major role in colonial times and the Civil War, the county preserves the sites and stories that assure its residents and visitors can appreciate the legacy of so many that have gone before them.

The county's economy is diverse and well balanced. Commercial, industrial, health care, and service-oriented businesses abound in Frederick County, enjoying its ideal location, easy access, and business friendly practices. An abundant, appealing job market enables new and more experienced job seekers to find and keep meaningful employment in the county. Well planned infrastructure assures good services along with easy access to one's job and desired amenities, while attracting good employers who find it easy to operate here.

Education is an enduring and strong value in Frederick County. Students are afforded well-designed learning environments and have superior curriculum opportunities that prepare them for stimulating careers and productive lives. Institutions of higher education create cultural, artistic, social, and business opportunities that enrich the community. Residents are lifelong learners.

Frederick County enjoys a reputation as well-managed with elected leaders who practice good governance. Citizens regard their government as helpful and view volunteerism and participation in the community as a natural responsibility. Thoughtful planning, strategic decisions, fiscal responsibility, and partnerships result in a county that can grow while retaining the values and assets that contribute to its healthy and vital identity.

The County achieves its vision through a focus on these important target areas:

A Premier Business Location

Frederick County maintains a business friendly environment. Businesses and industries locate and expand in the county due to reasonable tax rates, a vibrant economic development program, the availability of a quality workforce, a high quality of life, and excellent infrastructure. Business and commercial diversity ensures a broad and stable economic base.

Balanced Land Use

Frederick County has preserved and protected its scenic beauty and its historic and agricultural heritage, while providing vibrant urban centers and suburban neighborhoods with convenient commercial areas. High quality commercial and industrial enterprises provide an excellent array of employment opportunities. Business and agriculture thrive, complement each other, and contribute to the economic vitality of the county.

Fiscal Responsibility

Frederick County demonstrates excellent fiscal responsibility with established policies which ensure conservative tax rates, reasonable debt load, and efficient operations. The county budget process directs community resources to support the effective delivery of services to its citizens and important capital projects.

Communication and Citizen Engagement

Frederick County is transparent, respectful, and inclusive. Citizens are engaged and informed through a variety of media sources and participate in their government through multiple county committees and various volunteer opportunities.

State of the Art Education

Frederick County prides itself on highly regarded diverse educational opportunities for people in all stages of life. We leverage public and private resources to ensure state of the art education. What makes our public school system great is the cooperative effort among citizens, schools, and government. The design of facilities optimizes the learning environment for our students, while employing the most environmentally conscious building practices.

Well Planned Infrastructure

Frederick County has reliable, cost effective, and up to date infrastructure. As a transportation crossroads, we are strategically located to meet business and personal needs and consistently advocate for projects that will assure our continued success. The regional airport is an all-weather service airport that promotes desirable business development. Our regional water supply is safe, ample, and dependable. Solid waste management is a leading edge operation and is self-sustaining. Wastewater treatment is energy neutral, generating electricity to put back into the grid. We plan and budget for needed improvements and expansions to our infrastructure to assure that future needs are met effectively.

Safe Community

Frederick County has a model public safety system that provides for the health, safety, and security of our residents, businesses, and visitors. Volunteers who wish to serve our community work seamlessly with our career professionals. We adapt to the changing nature of our community and find public safety solutions that ensure the highest level of service and caring while being cost effective.

FREDERICK COUNTY BOARD OF SUPERVISORS DRAFT 3 YEAR PRIORITIES
 Adopted November 9, 2016

A Premier Business Location

1	Study and determine property that is suitable for commercial and industrial development so as to preserve it for its highest and best use and to have shovel ready sites in inventory <ul style="list-style-type: none"> • Develop a big picture of what is available (EDA owned, privately owned, etc.) • Identify the highest and best use of development space • Include what will be necessary to make sites ready for development • Assist Board in addressing barriers to desired development • Prioritize actions • Consider recommendations to the EDA as appropriate
2	Establish means for regular communication between the Board of Supervisors and the Economic Development Authority (EDA)

Balanced Land Use

3	Finalize and adopt the Comprehensive Plan <ul style="list-style-type: none"> • Review revisions and adopt • Review process that we currently use
4	Revise the current proffer system so that the total impact cost is recovered <ul style="list-style-type: none"> • Figure out what new code changes mean to us as a community • Ask the legislature for more authority to address impacts in our community
5	Study and develop a plan to create a more robust marketplace to encourage TDRs

Fiscal Responsibility

6	Improve the usefulness of our CIP as a planning tool <ul style="list-style-type: none"> • Reexamine purpose and process • Gain a big picture; do budget analysis, and prioritize • Reformat and make it a useful document • Include impact on future years
7	Develop and adopt fiscal policies <ul style="list-style-type: none"> • Debt service policies • Minimum fund balance policies • Discuss establishing savings to pay for future capital projects

	<ul style="list-style-type: none"> • Discuss establishing a reserve through the budget process
8	Implement a staff development program
9	Discuss and establish the residential/business mix goal which would best enhance the county's fiscal health and identify approaches to meet that target

Communication and Citizen Engagement

10	Develop a proactive public relations effort with the citizenry <ul style="list-style-type: none"> • Engage more citizens in discussion (i.e. comprehensive planning, committees) • Expand information available and make sure that it can be found at a central point and in various media forms • Consider magisterial level meetings of officials and committee members from each district as a county sponsored activity
11	Develop a strategy to develop closer working relationships with the town councils (i.e. joint meetings)

State of the Art Education

12	Evaluate the 57/43% budget split with the County schools
13	Develop options to improve communication between the Board of Supervisors and the School Board on school system capital needs, priorities, design of new facilities, and costs

Well Planned Infrastructure

14	Continue to develop county transportation plan and advocate for increased funding for roads <ul style="list-style-type: none"> • Consider potential for obtaining dedicated right of way for planned roads
15	Develop fiscally feasible, prioritized plan for park maintenance and expansion as well as development of new parks
16	Analyze options for expansion of water availability and sanitary sewer capacity, in coordination with Frederick County Sanitation Authority and Winchester Frederick Service Authority, including regional approaches
17	Review broadband study and emerging technologies to evaluate potential for county action to assist in making high speed internet available to the entire

	community
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Safe Community

18	Complete and implement the fire and rescue approaches for transition to the future <ul style="list-style-type: none">• Complete study• Consider recommendations from staff on cost and priority of implementation• Develop an implementation plan with priorities, with required investments• Take appropriate implementation steps
19	Establish approaches to assess and prioritize the need for additional law enforcement resources

FREDERICK COUNTY STRATEGIC WORK PLAN
March 1, 2017

A Premier Business Location

Priority #1:

Study and determine property that is suitable for commercial and industrial development so as to preserve it for its highest and best use and to have shovel ready sites in inventory

- Develop a big picture of what is available (EDA owned, privately owned, etc.)
- Identify the highest and best use of development space
- Include what will be necessary to make sites ready for development
- Assist Board in addressing barriers to desired development
- Prioritize actions
- Consider recommendations to the EDA as appropriate

Champion: Patrick Barker, Director of Economic Development

Supporting Staff: Planning and Public Works Departments, Economic Development Authority (EDA)

Rationale and Considerations	
<p>Frederick County has a diverse and well balanced economy. While the County's Comprehensive Plan identifies general areas suitable for commercial and industrial development, the County needs to have an overall inventory of commercial and industrial sites, particularly shovel ready sites. The Board of Supervisors wishes to identify the highest and best use for these sites. In addition, the Board is concerned about possible barriers to desired development. The development of an overall inventory identifying shovel ready sites -- preserved for highest and best uses -- and possible barriers to development will help Frederick County continue growing its reputation as a premier business location.</p>	
Key Tasks/Activities	Target Dates
1. Conduct work session with Economic Development Authority and Board of Supervisors to determine desired business targets (highest and best use)	08/2017
2. Create an inventory of zoned and comprehensive planned commercial and industrial sites suitable for desired business targets based on Virginia Business Ready Sites Program (include tiers)	11/2017
3. Identify barriers to move sites to shovel ready status <ul style="list-style-type: none"> • Infrastructure (water, waste water, natural gas and fiber) • Transportation access • Workforce talent 	01/2018
4. Conduct a work session with the Economic Development Authority and Board of Supervisors on results of inventory and barrier analysis and establish direction to overcome barriers	03/2018
5. Implement strategies as appropriate with new action plan	04/2018

Priority #2:

Establish means for regular communication between the Board of Supervisors and the Economic Development Authority (EDA)

Champion: Patrick Barker, Director of Economic Development

Supporting Staff: Jay Tibbs, Karen Vacchio, Scott Varner

Rationale and Considerations	
Currently there is a Memorandum of Understanding between the Board of Supervisors and the Economic Development Authority which provides for an annual meeting. The Board desires more frequent updates on economic development activity as well as an opportunity to discuss goals and direction of future economic development efforts. There is a need to identify ways to communicate about economic development activities given that much of the ongoing activity is confidential and privileged. More frequent joint meetings and more communication between the Board and EDA members with specific communication tools and reports are needed.	
Key Tasks/Activities	Target Dates
1. Facilitate a meeting to include the Chair of the Board of Supervisors, Chair of the EDA, County Administrator, and Director of Economic Development to discuss current frequency and means of communication, options for improvement, and desired type and content of communication	05/2017
2. Identify desired frequency and type of mediums to facilitate communication (e.g., joint meetings, meetings of Chairs, written communications, electronic communications, etc.)	05/2017
3. Schedule any joint meetings as part of annual Board meeting calendar for Board adoption	06/2017
4. Implement communications as determined from Step 2	06/2017
5. Modify the Memorandum of Understanding between the Board of Supervisors and Economic Development Authority to incorporate agreed upon changes	07/2017

Balanced Land Use

Priority #3:

Finalize and adopt the Comprehensive Plan

- Review revisions and adopt
- Review process that we currently use

Champion: Candice Perkins, Assistant Planning Director

Supporting Staff: Planning Department and Other Relevant County Agencies

Rationale and Considerations

It is the Board's desire to adopt a Comprehensive Plan that articulates the vision for the future of the County. The Code of Virginia requires a five-year review of the Comprehensive Plan. The 2035 Comprehensive Plan is scheduled for Board of Supervisors review and public hearing on 12/14/16. The Planning Commission and Transportation Committee endorsed the Comprehensive Plan in November 2016. Public hearing and approval may occur in January 2017.

The Board desires for the Comprehensive Plan to be consistent with its vision and goals, have citizen involvement, and reflect a professional tone. Further, the Board desires that the timeline for updating the process be more efficient. Approaches to ensure that the Board and the Planning Commission have ownership in the process include having one drafter (a professional or staff member) and a dynamic and collaborative review that utilizes technology. Support of the process and its schedule should be obtained early and in front of its steps.

Key Tasks/Activities	Target Dates
1. Discuss and refer the Comprehensive Plan for public hearing on December 14, 2016 with Public Hearing and approval in January 2017	12/2016 01/2017
2. Initiate a discussion with the Planning Commission regarding the process used to update the Comprehensive Plan and the Board's concerns about it	06/2017
3. Meet with the Planning Commission to identify items to be addressed in a revised update process to help define issues	06/2017
4. Meet with the Planning Commission to resolve the preferred approach to achieving Comprehensive Plan updates	08/2017
5. Review staff outline of the process used and staff observations of improvements to the process as a resource for the work session	08/2017
6. Endorse a new and improved process for future Comprehensive Plan updates	09/2017
7. Test the new process, evaluate, and revise as needed	04/2018

Priority #4:

Revise the current proffer system so that the total impact cost is recovered

- Figure out what new code changes mean to us as a community
- Ask the legislature for more authority to address impacts in our community

Note: Staff recommends that Priority #4 be modified from its original form and separated into Priority #4a and Priority #4b with new priority statements which may be more attainable. Each priority (4a and 4b) requires separate work plans, as recorded below.

Priority #4a:

Adjust the County’s approach to the proffer system in response to the new proffer code changes

Champion: Mike Ruddy, Director of Planning and Development

Supporting Staff: County Administration, County Attorney, and Planning Departments

Rationale and Considerations

There are capital costs associated with development. Some of these costs have historically been mitigated through the proffer system. New proffer legislation effective in July 2016 has created a variety of issues of concern to the Board of Supervisors. The new legislation passes more of the costs on to the community and existing residents. It is important that new development pay for its own impacts. This should be addressed as it has a significant impact on the County’s tax rate and budget. (It should be noted that total impact cost is different from capital cost.)

Since the change in legislation affecting proffers, several adjustments have been made including discontinuing the use of the D.I.M., revisions to the rezoning application to reflect the new code, and discussions with consultants regarding the use of modeling to evaluate the impacts. It is necessary for the County to improve its own evaluation process in rezoning applications. To that end, consultant impact modeling should be modified to be consistent with the new code and specific geographic evaluation must be conducted.

County staff members will continue to evaluate adjustments proposed to remedy the impacts of the legislation proposed through state organizations such as VACO, VAPA, and LGA while continuing efforts to recapture the cost of development with the legislation that exists today.

Key Tasks/Activities	Target Dates
1. Investigate the need for a consultant to refine our development impact model in response to changes in proffer legislation and consult with the Board of Supervisors	05/2017
2. Request supplemental appropriation/budget allocation to hire a consultant to refine our development impact model in response to changes in proffer legislation, if need is identified	06/2017
3. Acquire the services of a consultant to refine the development impact model	07/2017
4. Establish a series of work sessions with the Board to educate, inform, and get	10/2017

direction, and later to provide updates on the County's approach to the new legislation and any changes to it	
5. Explore coordination with Fire and Rescue consultant to understand actual costs of implementing fire and rescue plan as it relates to new development, modifying contract if desired	10/2017
6. Convene with County Agencies affected by the new legislation to determine their real needs, required capacities, and associated levels of service	11/2017
7. Coordinate efforts with the development of the CIP as it is directly related to the needs and impacts of new development. The CIP should directly reflect capital needs specifically attributable to new development.	12/2017
8. Review the long range land use plan to ensure the residential land uses identified are appropriate.	01/2018
9. Work with the consultant to develop a new model that more specifically describes geographically attributable impacts	01/2018
10. Implement the new model and refine as needed	04/2018

Priority # 4b:

Develop and implement strategies to seek more authority from the legislature to address the total impact cost of development in our community by suggesting revisions to the Code of Virginia, including new proffer legislation, so that the identified/enabled impact costs are recovered

Champion: Jay Tibbs, Deputy County Administrator for Human Services

Supporting Staff: County Administration, County Attorney, and Planning Departments

Rationale and Considerations	
<p>New proffer legislation effective in July 2016 has created a variety of issues of concern to the Board of Supervisors. There are capital costs associated with development. Some of these costs have historically been mitigated through the proffer system. The new legislation passes more of the costs on to the community and existing residents. It is important that new development pay for its own impacts. This should be addressed as it has a significant impact on the County's tax rate and budget. (It should be noted that total impact cost is different from capital cost.)</p> <p>The County will continue to evaluate adjustments to remedy the impacts of the legislation that are being proposed through state organizations such as VACO, VAPA, and LGA. The County will pursue its legislative agenda and seek modifications that will help our locality, including shifting the legal right back to the locality for legislative decisions that it has historically possessed. This will require a multi-year effort.</p>	
Key Tasks/Activities	Target Dates
1. Prepare information materials for the Board to present to the County's legislative delegation in an effort to educate them about the County's concerns with the new legislation and to gain their support for adjustments	12/2016
2. Schedule individual meetings with County's legislative representatives	01/2017
3. Collaborate with other similar jurisdictions and professional organizations to influence the County's desired position	05/2017
4. Initiate a dialogue specific to the proffer legislation with the local development community (TVBA) to seek a mutually agreeable and workable approach to appropriate proffer legislation. Set up a kick off meeting with TVBA representatives.	06/2017
5. Continue strategy at next legislative session to coordinate comprehensive change in legislation	11/2017

Priority #5:

Study and develop a plan to create a more robust marketplace to encourage TDRs.

Champion: Candice Perkins, Assistant Planning Director

Supporting Staff: Commissioner of the Revenue, Extension Service, Planning, and Public Information Officer Departments

Rationale and Considerations	
<p>It is important to maintain a volunteer TDR program that preserves rural land at no cost to the County, reduces the cost of public facilities, and promotes agricultural land uses. The TDR program that exists today is active. Its successes include the implementation of several projects, TDRs that have been banked, and community conversation regarding their value.</p> <p>To continue the promotion of the TDR program, the County could consider the evaluation of other UDA land use densities in the RP district, incentivize UDA property transfers, and propose revisions to proffer legislation.</p>	
Key Tasks/Activities	Target Dates
1. Identify and educate rural landowners and the Farm Bureau regarding TDRs and ag districts. Potential communication tools could include mailings, forums, and videos.	06/2017
2. Identify and educate developers and TVBA regarding TDR opportunities	06/2017
3. Develop list of impediments to current use of TDRs (e.g., current by-right densities high enough not to incentivize use of TDRs; new proffer legislation makes use of TDRs less desirable). Determine whether any of these barriers can be addressed and how.	06/2017
4. Consider the County's role in banking or creating marketplace for TDRs	10/2017
5. Evaluate the use of TDRs in commercial and industrial properties as currently enabled by State Code	10/2017
6. Convene a work session with the Board to determine future actions to implement changes to the TDR program	12/2017
7. Board implement adjustments to the TDR program	02/2018

Fiscal Responsibility

Priority #6:

Improve the usefulness of our CIP as a planning tool

- Reexamine purpose and process
- Gain a big picture; do budget analysis, and prioritize
- Reformat and make it a useful document
- Include impact on future years

Champion: Michael Ruddy, Director of Planning and Development

Supporting Staff: Candice Perkins, Finance Department

Rationale and Considerations	
<p>The Capital Improvement Plan (CIP) is a document utilized to identify capital projects and to prioritize projects based on need. We are currently utilizing the 2015 CIP model to facilitate the program as the 2016 plan was never finalized. The Planning Department has notified the various County Departments to submit their respective project lists to begin the 2017 CIP.</p> <p>The Board of Supervisors may desire to integrate the CIP with the annual budget process so that there is a bridge between the two documents. Integration of these two processes could assist in funding projects, considering debt impacts, and identifying associated operating costs.</p> <p>Consideration may be given to having the Finance Committee review and approve CIP projects prior to budget work sessions. Consideration may also be given to include operating costs for projects for budgetary purposes.</p>	
Key Tasks/Activities	Target Dates
1. Review best practices for a meaningful CIP process	07/2017
2. Identify potential formats/processes and go to the Board with options and/or recommendations to include steps that address: <ul style="list-style-type: none"> - Timeline - How to prioritize requests - Conduct financial analysis - Linkage of CIP projects to a source of funding - Examine whether funding sources fall into adopted debt ratios 	07/2017
3. Endorse the new process	07/2017
4. Educate and train department heads/others on the new process	08/2017
5. Implement the new process for the next budget cycle	09/2017

Priority #7:

Develop and adopt fiscal policies

- Debt service policies
- Minimum fund balance policies
- Discuss establishing savings to pay for future capital projects
- Discuss establishing a reserve through the budget process

Champion: Cheryl Shiffler, Director of Finance

Supporting Staff: Kris Tierney

Rationale and Considerations	
A debt services policy was recently adopted by the Board of Supervisors to maintain a bond rating of "A". Minimum fund balance policies have been in place for several years. The fund balance policy is the recommended level approved by the GFOA. It appears that the Board of Supervisors has the intent to set aside funding for capital projects to avoid long-term financing. Consideration should be given to establish a capital project sinking fund and to establish a revenue source to enable this.	
Key Tasks/Activities	Target Dates
1. Discuss with the Finance Committee the advisability of establishing a savings fund to pay for future capital projects	07/2017
2. Continue to discuss parameters and decisions related to establishment of a funding source	08/2017
3. Finance Committee recommends to Board of Supervisors a financial policy that allows for savings for capital projects	08/2017
4. Board of Supervisors discusses financial policy and decides on adoption	12/2017
5. Discuss projects to consider in upcoming budgets for funding from savings	03/2018
6. Appropriate annually to reserve to provide for funding	05/2018

Priority #8:

Implement a staff development program

Note: Staff recommends that Priority #8 have 3 separate objectives listed as Priority 8a, 8b, and 8c. Note that 8a, 8b, and 8c are all means of implementing a staff development program. Each objective will require a separate work plan, as recorded below

Priority #8a

Develop a performance management system

Champion: Becky Merriner, Director of Human Resources

Supporting Staff: DeLois Blevins, Brenda Garton, Kris Tierney, Rod Williams, Steve Hawkins, Mike Ruddy, Patrick Barker, Larry Oliver, Jason Robertson

Rationale and Considerations	
<p>Frederick County currently has an excellent organizational workforce, but there are opportunities to improve training, succession planning, career development, consistency, performance measurement, and recruitment. The County wishes to ensure that we have the highest quality, best trained workforce possible. The County wishes to implement a comprehensive staff development program that attracts talented candidates, trains and retains productive staff, offers career development, provides for succession planning, and promotes an appealing organizational culture.</p>	
Key Tasks/Activities	Target Dates
1. Review current performance management and evaluation instruments, to include meeting with supervisors to determine their perspectives on the effectiveness of the current system	06/2017
2. Review best practices for performance management in other local governments	06/2017
3. Identify competencies for each job description that are required to meet performance expectations	07/2017
4. Design a performance management system from best practices which fits Frederick County's needs, including consistent utilization of the performance measurement instruments	10/2017
5. Train supervisors on the implementation of the new performance management system	01/2018
6. Implement new performance management system	04/2018
7. Evaluate new performance management system to determine effectiveness of new approach	07/2019

Priority #8b:

Develop a staff succession plan

Champion: Brenda Garton, County Administrator

Supporting Staff: Department Directors and Constitutional Officers

Rationale and Considerations	
<p>Frederick County currently has an excellent organizational workforce, but there are opportunities to improve training, succession planning, career development, consistency, performance measurement, and recruitment. The County wishes to ensure that we have the highest quality, best trained workforce possible. The County wishes to implement a comprehensive staff development program that attracts talented candidates, trains and retains productive staff, offers career development, provides for succession planning, and promotes an appealing organizational culture.</p>	
Key Tasks/Activities	Target Dates
1. Identify key positions for which a succession plan is critical for ongoing county operations.	06/2017
2. Identify competencies necessary for successful candidates to fill each key position	07/2017
3. Identify current staff who are considered potential candidates for succession to key positions	09/2017
4. Review best practices in local government for succession planning and staff development, and identify approaches appropriate to Frederick County (e.g., targeted learning, job rotation, mentoring, etc.)	11/2017
5. Review current career development practices in various departments and evaluate the need for a broader and more consistent career development program	02/2018
6. Develop and offer staff development and leadership training identified to prepare potential candidates for advancement.	03/2018
7. Implement a method to review succession plan on a periodic basis and revise accordingly	07/2018

Priority #8c:

Develop a training and development program

Champion: Becky Merriner, Director of Human Resources

Supporting Staff: Lisa Lambert, Ashley Hicks, Brenda Garton, Department Directors and Constitutional Officers

Rationale and Considerations	
Frederick County currently has an excellent organizational workforce, but there are opportunities to improve training, succession planning, career development, consistency, performance measurement, and recruitment. The County wishes to ensure that it has the highest quality, best trained workforce possible. It wishes to implement a comprehensive staff development program that attracts talented candidates, trains and retains productive staff, offers career development, provides for succession planning, and promotes an appealing organizational culture.	
Key Tasks/Activities	Target Dates
1. Identify skills, knowledge, and certifications and licenses required for each county position	06/2017
2. Identify subject matter experts to serve as facilitators and trainers	10/2017
3. Determine costs of required training and request funding	12/2017
4. Develop training modules which will be mandatory for all county positions	01/2018
5. Implement mandatory training modules and a training tracking system	04/2018
6. Create developmental training modules which may be required based on performance or optional for career development	06/2018
7. Implement new developmental training modules and incorporate in training tracking system	01/2019
8. Establish a methodology to evaluate training program and effectiveness, and to change offerings to meet current needs	02/2019
9. Establish targets for completion of required training and monitor staff progress	11/2019

Priority #9:

Discuss and establish the residential/business mix goal which would best enhance the county’s fiscal health and identify approaches to meet that target

Champion: Patrick Barker, Director of Economic Development

Supporting Staff: Commissioner of Revenue, Finance, and County Administration Departments

Rationale and Considerations

Frederick County is a fiscally healthy locality with revenue growth that is derived from a combination of residential, commercial, and industrial growth. The County uses its budget to direct the community’s resources to support the effective delivery of services to its citizens and fund important capital projects. In order to maintain its fiscal health, Frederick County wants to find the right balance of residential/business growth. A determination of the right mix can help Frederick County maintain its conservative tax rates and develop and implement sound fiscal policies. This can be accomplished by first identifying our current residential/business mix. We will next compare this number to the realistic budget revenue gap. Finally, this revenue gap will be converted into the desired residential/business mix.

Key Tasks/Activities	Target Dates
1. Obtain the current land value classification information	08/2017
2. Identify the revenue gap	08/2017
3. Convert revenue gap into needed commercial and industrial land values	09/2017
4. Determine the residential/business mix goal which would best enhance the county’s fiscal health	11/2017
5. Create a report on results	01/2018
6. Conduct a work session with Economic Development Authority, Finance Committee and Board of Supervisors on results	03/2018

Communication and Citizen Engagement

Priority #10:

Develop a proactive public relations effort with the citizenry

- Engage more citizens in discussion (i.e. comprehensive planning, committees)
- Expand information available and make sure that it can be found at a central point and in various media forms
- Consider magisterial level meetings of officials and committee members from each district as a county sponsored activity

Champion: Karen Vacchio, Public Information Officer

Supporting Staff: Scott Varner, Brenda Garton, Jay Tibbs

Rationale and Considerations	
<p>Frederick County provides two citizen comment sessions at Board meetings as well as public hearings. Our website, media releases, and social media outlets offer a means to provide information to the public. The County wishes to have the most engaged and well-informed citizenry possible and to ensure that information in the community about the County is accurate and timely. We wish to explore multiple avenues for sharing information with citizens and provide opportunities for them to have a voice in local government decisions.</p>	
Key Tasks/Activities	Target Dates
1. Review and summarize current means used of sharing information with citizens, employees, and media outlets, including frequency of access by citizens where this information is available	08/2017
2. Meet with Board Members, Department Directors, and Constitutional Officers to determine strengths/gaps in current communication efforts	09/2017
3. Explore emerging technologies and best practices in other local governments and in the business sector to discover alternative means of communication that the County may wish to consider	11/2017
4. Identify approaches and media desired to use for communication efforts, desired frequency of communication, and other factors	12/2017
5. Determine cost of new methodologies and request funding	01/2018
6. Create implementation plan for identified means of communication	02/2018
7. Conduct staff training on new approaches selected for sharing information, including FOIA considerations	03/2018
8. Implement new communication methodologies	04/2018

Priority #11:

Develop a strategy to develop closer working relationships with the town councils (i.e. joint meetings)

Champion: Brenda Garton, County Administrator

Supporting Staff: Jay Tibbs, Karen Vacchio, Teresa Price, Kris Tierney, Mike Ruddy

Rationale and Considerations	
Currently there is no formal communication between the Board of Supervisors and members of town councils of the two incorporated towns that are within the County limits. Improved communication among Middletown, Stephens City, and Frederick County would promote better cooperation and provide opportunities to share important information. Developing a regular means to share information and updates would improve these relationships.	
Key Tasks/Activities	Target Dates
1. Establish regular meeting dates between the County Administrator and the respective Town Manager/Mayor for each town	06/2017
2. Identify activities currently conducted by County staff to support the towns and to communicate with staff and elected officials of the two towns	07/2017
3. Meet with individual Board members to determine goals and purposes that they would desire in meeting with members of the two town councils	08/2017
4. Conduct meetings between the Chair of the Board of Supervisors, the County Administrator, and the Mayor and/or Town Manager of each town to discuss options for improved communication and regular meetings	09/2017
5. Incorporate joint meetings in the Board's meeting agenda, as desired	10/2017
6. Define the mechanism to determine agenda topics for joint meetings	10/2017
7. Implement other means of communication and information sharing between the County and the two towns	11/2017

State of the Art Education

Priority #12:

Evaluate the 57/43% budget split with the County schools

Champion: Brenda Garton, County Administrator

Supporting Staff: Cheryl Shiffler, All Department Heads, School Superintendent and Finance Director

Rationale and Considerations	
<p>Currently the County distributes new local tax dollars at 57% for Frederick County Public Schools and 43% for the remainder of County government. Currently the policy is informal and dated. There is no knowledge of the rationale for this policy as it was determined several years ago. Historically, Frederick County Public Schools needed the larger percentage based on past needs with the remainder of the funds going to all non-schools related needs. Consideration should be given to a study of the current funding needs and service levels of all County priorities to see if the percentages for allocation should be adjusted.</p>	
Key Tasks/Activities	Target Dates
1. Review methodologies of best practices being utilized across the Commonwealth of Virginia for funding solutions for both entities	08/2017
2. Evaluate the need for a funding allocation split	09/2017
3. Make a recommendation to the Board of Supervisors regarding best practices on funding allocation methodologies and seek approval to proceed	10/2017
4. Schedule meeting with the Board of Supervisors and School Board Chairperson and Vice Chairperson, County Administrator, Frederick County Public Schools Superintendent, Finance Directors of both organizations, and other pertinent personnel to discuss the 57%/43% split that is currently utilized	10/2017
5. Consider development of a Memorandum of Understanding (MOU) between the Board of Supervisors and School Board to formally define how revenue will be split	11/2017
6. Review and adopt proposed MOU by two governing bodies	11/2017
7. Recommend funding split (by County Administrator) for next fiscal year to the Finance Committee and Finance Committee recommends funding split to the Board of Supervisors, per MOU	12/2017
8. Consider adoption (by Board of Supervisors) of Finance Committee's recommendation on funding split for upcoming budget year	12/2017
9. Communicate projected revenue and shared portion per MOU to School Superintendent (by County Administrator)	12/2017

Priority #13:

Develop options to continue communication between the Board of Supervisors and the School Board on school system capital needs, priorities, design of new facilities, and costs

Champion: Brenda Garton, County Administrator

Supporting Staff: Kris Tierney, Jay Tibbs, Lenny Millholland, Joe Wilder, Mike Ruddy, John Bishop, Cheryl Shiffler, Jason Robertson

Rationale and Considerations	
Currently the Board of Supervisors and School Board meet infrequently and usually at budget time. The Board of Supervisors provides funding for school facilities and capital needs and there is a desire for a more cohesive vision for new facilities, as well as an earlier understanding of proposed capital projects. A regular, earlier, and formal mechanism for Board of Supervisors input is desired prior to finalizing school facility design and formal requests for funds.	
Key Tasks/Activities	Target Dates
1. Schedule a meeting between Board of Supervisors and School Board Chairs and Vice-Chairs, County Administrator, and School Superintendent to discuss approach to sharing information and communication with regard to capital projects	05/2017
2. Conduct a review of best practices in other local governments to ensure periodic sharing of information between School Board and Board of Supervisors on facility design and projected capital costs	06/2017
3. Schedule meeting with Chair and Vice-Chair of Board of Supervisors, Chair and Vice-Chair of School Board, County Administrator, and School Superintendent to discuss the Board's objective and options to enhance communication about upcoming capital projects design. Compile recommendations to two full Boards.	07/2017
4. Schedule joint work session between the Board of Supervisors and School Board to discuss recommended options to enhance communication about capital projects	08/2017
5. Create a Memorandum of Understanding between the Board of Supervisors and School Board describing agreed-upon procedures for sharing capital plans	09/2017
6. Implement the agreed-upon methodologies for joint review of facility design, including assigning staff and citizens as desired	10/2017

Well Planned Infrastructure

Priority #14:

Continue to develop County transportation plan and advocate for increased funding for roads

- Consider potential for obtaining dedicated right of way for planned roads

Champion: John Bishop, Assistant Director of Planning

Supporting Staff: Planning, Public Works, and Finance Departments

Rationale and Considerations

Frederick County has a robust transportation plan including a recent update to the Comprehensive Plan and an MPO update that is underway. Smartscale and VTRANS applications have been successful and the revenue sharing program is an effective way to use partnerships to benefit transportation in the County. Planning is positive; yet the funding for implementation is inadequate.

Transportation conflicts and stresses exist due to growth in the community and region. Success in achieving quality of life and economic development goals is affected by transportation issues. Problems with transportation infrastructure have been identified. Significant transportation elements, especially Route 37, should be addressed as their implementation is critical to the future of the County.

New approaches to addressing transportation issues are demanded. The County should be more assertive in addressing the transportation needs of the community. The revenue sharing approach should be expanded. Opportunities to acquire tax dollars and alternative funding sources should be assessed. Greater use of the MPO and leveraging of State resources and legislative effort will be important to our success. Note that all recommendations go to the Transportation Committee for a recommendation to the Board of Supervisors, which takes final action.

Key Tasks/Activities	Target Dates
1. Review and consolidate adopted priorities from various sources and recommend additional priorities	09/2017
2. Evaluate each project for its readiness for an application for state funding	10/2017
3. Identify resources (MPO \$, Grant \$, Local \$) that would aid us in progressing application readiness to include feasibility analysis	11/2017
4. Move forward with items identified in #3	03/2018
5. Create individual project implementation plans for key priorities that require funding sources beyond just VDOT, including options such as revenue sharing. Route 37 is a priority project	12/2018

Priority #15:

Develop fiscally feasible, prioritized plan for park maintenance and expansion as well as development of new parks

Champion: Jason Robertson, Parks and Recreation Director

Supporting Staff: Parks and Recreation, GIS, and County Administration Departments; Public Information Officer

Rationale and Considerations	
Frederick County maintains two regional parks for use by citizens and visitors. As the County's population continues to grow, many residents desire to have amenities within their neighborhoods. While plans for future park maintenance and growth are identified within the County's Comprehensive Plan and Capital Improvements Plan, it does not have an overall master plan for the future provision of parks and recreation amenities in Frederick County. The development of an overall Parks and Recreation master plan will help the Board plan and budget for future growth and expansion of park amenities.	
Key Tasks/Activities	Target Dates
1. Initiate creation of a 5 Year Parks and Recreation Master Plan with recommendation by the Parks and Recreation Commission and adoption by Frederick County Board of Supervisors <ul style="list-style-type: none">• Solicit feedback from County residents on desired recreational amenities/programs• Complete survey on desired recreational amenities/programs• Create the Master Plan based on survey results	06/2017
2. Conduct a work session with Board of Supervisors and Parks and Recreation Commission to discuss alignment of Master Plan with priority	12/2017
3. Adoption of Master Plan by County Board of Supervisors	01/2018

Priority #16:

Analyze options for expansion of water availability and sanitary sewer capacity, in coordination with Frederick County Sanitation Authority and Frederick-Winchester Service Authority, including regional approaches

Champion: Brenda Garton, County Administrator

Supporting Staff: Frederick County Sanitation Authority, Frederick-Winchester Service Authority, Board of Supervisors, Winchester City Council, Stephens City Town Council, Middletown Town Council

Rationale and Considerations	
Frederick County recognizes the need for a safe, ample, and dependable water supply and sanitary sewer capacity. As the County continues to experience both residential and business growth, a long-term, cost-effective plan to satisfy existing and future demand for both water and sewer is needed. The Frederick County Sanitation Authority is the body tasked with providing water and sewer service to Frederick County, although there are areas served by the City of Winchester. Working in conjunction with the Frederick County Sanitation Authority, a comprehensive water supply and sewer plan should be developed. The first step in this process should include regular meetings between the Board of Supervisors and the Sanitation Authority.	
Key Tasks/Activities	Target Dates
1. Review all existing water and waste water studies and agreements <ul style="list-style-type: none">• Initiate dialogue with Frederic County Sanitation Authority• Identify current activities and state of implementation• Conduct environmental assessment on studies' and agreements' functionality	07/2018
2. Conduct a work session with Board of Supervisors to discuss alignment of studies and agreements with the Priority	08/2018
3. Communicate work session results to Frederick County Sanitation Authority	10/2018
3. Determine need for joint meeting of Board of Supervisors, Frederick County Sanitation Authority and Frederick-Winchester Service Authority, and conduct if necessary	12/2018

Priority #17:

Review broadband study and emerging technologies to evaluate potential for county action to assist in making high speed internet available to the entire community

Champion: Scott Varner, Director of Information Technology

Supporting Staff: Patrick Fly, Kris Tierney, Candice Perkins, Sharon Kibler

Rationale and Considerations	
<p>Frederick County has limited access to high speed internet in large parts of the County to serve home based businesses, families, and students. Access is needed to address 21st Century learning, telecommuting, and the proliferation of home-based businesses. Cost limits the ability to provide high speed internet access for all areas. We may need to conduct a feasibility study to explore the technological options and potential funding sources.</p>	
Key Tasks/Activities	Target Dates
1. Evaluate results of previous Broadband Needs Study.	09/2017
2. Research rural localities which have implemented county-wide broadband to determine best practices, decision methodologies, and funding sources used.	11/2017
3. Based on results of research, review information with Board of Supervisors Information Technology Committee to determine if Broadband Feasibility Study is recommended.	12/2017
4. Obtain Board approval for issuing RFP for Broadband Feasibility Study.	01/2018
5. Prepare an RFP to conduct a Broadband Feasibility Study.	03/2018
6. Review proposals received as a result of RFP for Broadband Feasibility Study to determine estimated costs of conducting study.	06/2018
7. Determine recommendation for funding (or not) Broadband Feasibility Study from IT Committee to Board of Supervisors; obtain funding.	07/2018
8. Award RFP for Broadband Feasibility Study and conduct study.	08/2018
9. Present results of Broadband Feasibility Study. Determine desired options and seek Board approval of required funding.	02/2019

Safe Community

Priority #18:

Complete and implement the fire and rescue approaches for transition to the future

- Complete study
- Consider recommendations from staff on cost and priority of implementation
- Develop an implementation plan with priorities, with required investments
- Take appropriate implementation steps

Champion: Dennis Linaburg, Fire Chief

Supporting Staff: Larry Oliver, Fire and Rescue and County Administration Departments, Fire and Rescue Study Steering Committee, Volunteer Fire and Rescue Association

Rationale and Considerations	
<p>The Fire and Rescue Department has awarded a contract for a comprehensive fire and rescue study.</p> <p>The fire and rescue service delivery model that is currently being utilized in Frederick County is not as effective as it has been. Growth within Frederick County has increased dramatically since the Fire and Rescue Department was established, which has increased service demand. The County has added staffing to all eleven fire and rescue stations to ensure 24/7/365 service delivery, but other factors with station renovations/additions, apparatus replacement needs, volunteer system changes and challenges, and many other components need to be evaluated to determine the best processes to move into the future.</p>	
Key Tasks/Activities	Target Dates
1. Review vendor submissions of RFPs	12/2016
2. Determine which vendors receive an interview	12/2016
3. Select the successful vendor to conduct the fire and rescue study; request contingency fund transfer	01/2017 02/2017
4. Provide information to the successful vendor for statistical purposes	03/2017
5. Review “draft” document from vendor	08/2017
6. Submit final document to Study Committee, other appropriate committees, and Board of Supervisors	10/2017
7. Seek adoption of final document, with implementation recommendations that are appropriate for the County	01/2018
8. Develop strategic plan for implementation purposes including funding sources and phased plan	02/2018
9. Evaluate the need for additional study phases	03/2018

Priority #19:

Establish approaches to assess and prioritize the need for additional law enforcement resources

Champion: Lenny Millholland, Sheriff

Supporting Staff: Steve Hawkins, Sheriff’s Department, Finance Department, County Administration

Rationale and Considerations

The demands for public safety continue to be challenging, requiring additional funding for critical personnel and equipment. The Board of Supervisors desires to make adequate resources available to provide quality law enforcement services to the citizens of Frederick County.

The Board of Supervisors recognizes that there are needs based on recent events and changes in Frederick County, across the Commonwealth of Virginia, and throughout the United States. Many of these needs are related to shifts in the culture, increasing drug overdoses, high-profile crimes, civil disturbances, and the overall feelings towards law enforcement across the country.

As the public’s safety is paramount to the citizens and visitors of Frederick County, we need to identify priorities in personnel, vehicles, and specialized resources.

Key Tasks/Activities	Target Dates
1. Evaluate current statistics for volume and severity of calls for service	06/2017
2. Evaluate existing equipment and determine future needs for equipment as well as other resources	06/2017
3. Evaluate need for additional operational and support personnel	06/2017
4. Evaluate what other needs are important for the safety of the citizens and visitors of Frederick County	06/2017
5. Develop and prioritize critical needs based upon situational responses	08/2017
6. Develop a strategic plan for implementation purposes including funding sources	01/2018

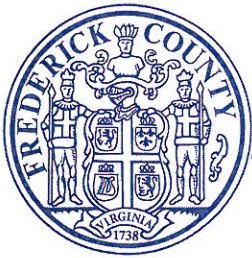
Priority #20: (Note: This priority is recommended by staff members as an addition)
 Establish approaches to assess and prioritize the need for additional public safety communications resources

Champion: LeeAnna Pyles, Director of Public Safety Communication
Supporting Staff: Public Safety Communication, Fire and Rescue, Sheriff, County Administration, and Finance Departments

Rationale and Considerations	
<p>This topic was not on the original priority list but staff feels that this component is a critical priority for the safety of the citizens and visitors of Frederick County.</p> <p>All three public safety departments work cohesively together to ensure that the delivery of services provided to citizens and visitors are at the highest possible level available. While the Fire and Rescue Department and the Sheriff’s Office have increased staffing over the past ten years, staffing levels within the Public Safety Communications Department have remained stable. Technology has changed dramatically over the past ten years as well and this requires additional personnel to fully utilize the availability of these necessary resources. Steps need to be taken to ensure that communications equipment does not become outdated.</p>	
Key Tasks/Activities	Target Dates
1. Evaluate current statistics for volume and severity of calls for service	06/2017
2. Evaluate existing equipment and determine future needs for equipment as well as other resources	06/2017
3. Evaluate need for additional operational and support personnel	06/2017
4. Evaluate other needs that are important for the safety of the citizens and visitors of Frederick County	06/2017
5. Develop and prioritize critical needs based upon situational responses	08/2017
6. Develop a strategic plan for implementation purposes including funding sources	01/2018

CONSENT AGENDA

G



COUNTY of FREDERICK

Parks and Recreation Department

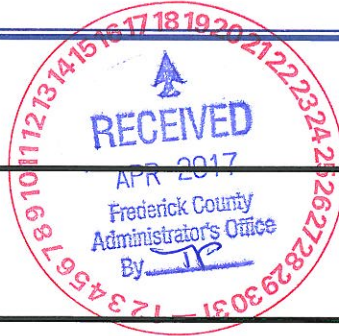
540/665-5678

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E-mail: fcprd@fcva.us

www.fcprd.net

MEMO



To: Jay Tibbs, Deputy County Administrator for Human Services
From: Jason L. Robertson, Director, Parks & Recreation Dept.
Subject: Parks and Recreation Commission Action
Date: April 12, 2017

The Parks and Recreation Commission met on April 11, 2017. Members present were: Randy Carter, Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Guss Morrison, Charles Sandy, Jr., Amy Strosnider and Robert Wells (Board of Supervisors' Non-Voting Liaison).

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Building and Grounds Committee – Frederick Heights - The Building and Grounds Committee recommended to request \$197,000 from the Parks and Recreation proffer funds for the development of Frederick Heights Park, subject to the project funding status in the FY18 budget, second by Mr. Fordney, motion carried unanimously (8-0). Request will be forwarded to the Finance Committee for review at their next meeting.
2. Building and Grounds Committee – Rose Hill Park Playground - The Building and Grounds Committee recommended to request \$68,577 from the Parks and Recreation proffer funds and \$21,200 to be transferred from donation revenue to capital expenditure for the installation of a playground at Rose Hill Park, subject to the project funding status in the FY18 budget, second by Ms. Strosnider, motion carried unanimously (8-0). Request will be forwarded to the Finance Committee for review at their next meeting.

cc: Gary Longerbeam, Chairman
Robert Wells, Board of Supervisors' Non-Voting Liaison

H



Becky A. Merriner
Director of Human Resources
(540) 665-5668
Fax: (540) 665-5669
bmerriner@fcva.us

To: Board of Supervisors
From: HR Committee
Date: April 14, 2017
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, April 14, 2017. HR Committee members present were: Supervisors Bill Ewing, Chairman; and Blaine Dunn; Citizen Members Don Butler and Dorrie Greene. Others present were: Brenda Garton, County Administrator; DeLois Blevins, HR Manager; and Tamara Green, Director of Frederick County Department of Social Services.

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

1. Employee of the Month May 2017 – see attachment
The Committee reviewed the attached employee of the month for May. Upon a motion by Don Butler, seconded by Dorrie Greene, the Committee recommended approval; the motion was approved unanimously.
2. Department of Social Services Director Request for New Positions – see attachment
The Committee considered a request from Tamara Green, DSS Director, for two full-time Family Services Specialist positions. Tamara also shared with the committee additional information about the departments' services and workload as a result of substance-exposed infants in our locality.

After discussion and upon a motion by Don Butler, seconded by Blaine Dunn, the Committee unanimously agreed to recommend approval of the two positions to the Board of Supervisors.

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

1. Mr. Ewing asked Ms. Brenda Garton to talk with Mr. Charles DeHaven, Jr., Chairman at Large, to see if there would be time at an upcoming Board of Supervisors work session to have Ms. Tamara Green, DSS Director, make a presentation about the drug problem in the area and the impact on services.
2. Mr. Ewing asked Human Resources to develop and present to the HR Committee a process by which employees, retiring from Frederick County, with a certain number of years of service be recognized with a resolution by the Board.

There being no further business, the meeting was adjourned.


The next HR Committee meeting is scheduled for Friday, May 12, 2017 at 8:00 am.

Respectfully submitted,

Human Resources Committee

Bill M. Ewing, Chairman
Robert W. Wells
Blaine P. Dunn
Don Butler
Beth Lewin
Dorrie Greene

By:


Becky A. Merriner
HR Director



County of Frederick Employee of the Month Nomination Form

Received: (HR use)
03/17/2017

Outstanding service can be demonstrated in many ways, but it always involves more than just good job performance. An employee can be outstanding for suggesting improvements that result in greater efficiency, improved service, or cost savings; for leadership in departmental activities, for the department's goals or for the goals of the County as a whole. Outstanding service includes job performance that clearly exceeds requirements. Nominations are not judged on how well you write. However, they are judged on the facts presented. Employee of the Month selection will be based on the following criteria:

1. Providing exceptional customer service.
2. Performing an act that is above and beyond normal duties.
3. Excellence in safe work practices.
4. Being innovative/creative.
5. Identifying areas of monetary savings to the County.
6. Cooperative effort between County departments.

Employee Name : Judy Myers

Department: Public Works/Animal Shelter

Nomination Submitted By: Kathy Whetzel

Department: Public Works/Animal Shelter

Nominator's Signature: Kathy Whetzel

Digitally signed by Kathy Whetzel
DN: cn=Kathy Whetzel, o=Frederick County, ou=Animal Shelter, email=kwhetzel@frederick.org, c=US
Date: 2017.03.15 14:45:47 -0400

Date: 03/15/2017

Describe the employee's accomplishments/contributions that were above and beyond the normal duties expected of their position. Include as much specific information as possible:

A citizen contacted the shelter concerned about a dog, "Buddy", she had recently adopted. Buddy, an older dog, had been at the shelter for six months following the resolution of a court case. During that time, Judy was his main caretaker and watched him go from nearly emaciated to "Fluffy" thanks to a special diet.

While he was transitioning to his new home, Buddy had received a shock from the invisible fence system. The incident scared Buddy and may have triggered a negative memory. He would not eat and was depressed. His new Mom was very concerned and called the Shelter for advice at closing time.

Judy gathered up a few items that she felt would be familiar to Buddy, including a few treats and went to see Buddy after hours at his new home. Buddy was happy to see her and perked up and by the time Judy left, he had eaten.

The adopter was very appreciative of Judy's willingness to help her and Buddy.

Explain how the employee provided outstanding and exceptional service through his/her work:

Judy went the extra mile to help a citizen by taking her own time to visit their home. She is devoted to the shelter animals and will do what she can to see them be happy. She provides a positive experience for the citizens as well as the shelter animals. As a result, Buddy is now doing well and has adjusted to his new home.

Describe the employee's recent achievement(s) that positively impacted the department (contribution to established goals, promoted cost-conscious or cost-cutting measures, etc.).



Tamara Green
Director

**FREDERICK COUNTY
DEPARTMENT OF SOCIAL SERVICES**

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

(540) 665-5688

(540) 535-2146 FAX

To: HR Committee/Becky Merriner, Human Resource Director

From: Tamara Green, Frederick County Department of Social Services Director

Subject: Request for 2 Family Services Specialist positions

Date: April 6, 2017

This memorandum is to request 2 full time Family Services Specialist (FSS) positions, effective for our state fiscal year of June 1, 2017.

The Department received on February 28, 2017 a memo from the State CFO of Social Services, that the budget was passed by the 2017 General Assembly that \$5.4 million of state funding was appropriated for approximately 74 new local FSS positions. The state gathered caseload/workload data by each local agency on foster care, APS reports, CPS reports, and adoption assistance. This data was weighted by state-wide percentages of FSS staff effort derived from our employee data base system. Data on total population in poverty and percentage share of substance-exposed infants by locality was also factored into the services workload.

Frederick County's share of the total allocation for new FSS staff is projected to be \$218,860. This amount is the expected minimum our locality will receive. After reviewing salary and fringe numbers, FCDSS is requesting to utilize those funds to hire 2 full time FSS level III positions. This funding is made up of a 15.5% local match that is \$33,923.

I



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: April 19, 2017
SUBJECT: Finance Committee Report and Recommendations

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, April 19, 2017 at 8:00 a.m. All members were present. Item 3 was approved under consent agenda.

1. The Parks and Recreation Director requests a General Fund supplemental appropriation in the amount of \$89,777 to install a playground at Rose Hill Park. Of this amount, \$68,577 are proffer funds and \$21,200 are funds received from the Glass-Glenn Burnie Foundation. See attached memo, p. 3. The committee recommends approval.
2. The Parks and Recreation Director requests a General Fund supplemental appropriation in the amount of \$197,000 of proffer funds to design and install parking and a trail at Frederick Heights Park. See attached memo, p. 4. The committee took no action.
3. The Sheriff requests a General Fund supplemental appropriation in the amount of \$6,654.27. This amount represents prisoner extradition reimbursements. No local funds required. See attached memo, p. 5.
4. The Voter Registrar requests a General Fund supplemental appropriation in the amount of \$49,551.70. This amount represents funds required for the June Democratic and Republican Primaries. Local funds are required. See attached memo, p. 6 – 7. The committee recommends approval.

INFORMATION ONLY

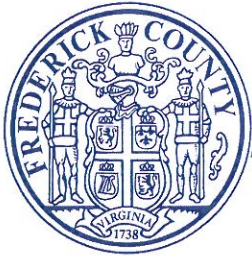
1. The Finance Director provides a Fund 10 Transfer Report for March 2017. See attached, p. 8.
2. The Finance Director provides an FY 2016 Fund Balance Report ending April 13, 2017. See attached, p. 9.
3. The Finance Director provides financial statements for the month ending March 31, 2017. See attached, p. 10 – 20.
4. The current Proffer Policy is provided. See attached, p. 21.

Respectfully submitted,

FINANCE COMMITTEE

Judith McCann-Slaughter, Chairman
Charles DeHaven
Gary Lofton
Angela Rudolph
Jeffrey Boppe

By 
Cheryl B. Shiffler, Finance Director



MEMO

To: Finance Committee

From: Jason Robertson
Director

Subj: Playground at Rose Hill

Date: April 12, 2017

The Frederick County Parks and Recreation Commission is requesting \$ 68,577 in Parks and Recreation proffer funds and \$ 21,200 be transferred from revenue received to capital expenditure line 7103-8900-00 to install a playground at Rose Hill Park. The \$ 21,200 was received from the Glass-Glenn Burnie Foundation as a contribution for the construction of the restroom and trail segment at Rose Hill.

This item is included in the proposed Fiscal 2018 Parks and Recreation Capital Improvements Program.

It was recommended by the Finance Committee in October 2016 to consider utilizing proffer funds to install the playground.

Please feel free to contact me in advance with any questions you may have regarding this request at (540) 722-8294.



MEMO

To: Finance Committee

From: Jason Robertson
Director 

Subj: Trail at Frederick Heights

Date: April 12, 2017

The Frederick County Parks and Recreation Commission is requesting \$ 197,000 in Parks and Recreation proffer funds to design and install parking and a trail at Frederick Heights Park.

Multi-use trails are the most desired recreation amenity to Frederick County households according to the 2012 Parks and Recreation Strategic Plan. The trail at Frederick Heights Park is included in the Fiscal 2018 proposed Parks and Recreation Capital Improvement Plan and would serve residents in the Senseny Road area.

Please feel free to contact me in advance with any questions you may have regarding this request at (540) 722-8294.

FREDERICK COUNTY SHERIFF'S OFFICE

FREDERICK COUNTY
MAR 13 2017
FINANCE DEPARTMENT



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
DATE : March 10, 2017

We are requesting the reimbursements received from the Commonwealth of Virginia, Circuit Courts, received in the Treasurer's Office, for extraditions completed in September and November 2016 and January 2017 be appropriated into budget line 3102-5506-000-001.

These reimbursements were posted to revenue line 3-010-1911-058 as follows:

10/25/16	\$1,422.73 (Potteete-extradition completed 9/16/16)
11/09/16	\$1,416.87 (Wood-extradition completed 9/21/16)
12/20/16	\$2,056.53 (Dyson-extradition completed 11/16/16)
01/20/17	\$1,507.24 (Miller-extradition completed 01/04/17)
02/07/17	\$ 250.90 (Cunningham-extradition completed 01/17/17)

Total request for appropriation: **\$6,654.27**

Thank you.

LWM/asw



OFFICE OF VOTER REGISTRATION & ELECTION ADMINISTRATION

General Registrar of Voters

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

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

MEMORANDUM

To: Frederick County Finance Committee

From: Rick Miller, Voter Registrar, Frederick County

Subject: Supplemental Budget Request for June 13, 2017 Democratic and Republican Primaries

Date: Friday, April 7, 2017

The Voter Registrar requests to be placed on the Fredrick County Finance Committee Agenda for the Wednesday, April 19, 2017 meeting. The purpose of this request is to seek approval of the Supplemental Budget Request for the Democratic and Republican Primaries to be held on Tuesday, June 13, 2017.

The amount of the Supplemental Budget Request is \$ 49,551.70. This amount will Cover all expenses related to the Democratic and Republican Primaries to be held on Tuesday, June 13, 2017.

This Supplemental Budget Request is to be done from the 2016 – 2017 Budget year.

June 13, 2017 Democratic and Republican Party Primaries
Offices – Democratic – Governor, Lt. Governor, House of Delegates 33rd District
- Republican – Governor, Lt. Governor

Supplemental Budget Request

Line Item Budget Requests

13010 - Electoral Board and Officials

1003 – 000 - Part Time/Extra Help	\$ 5,400.00
1006 – 002 - Compensation of Election Officials	\$ 28,330.00
3007 – 000 – Advertising	\$ 250.00
3010 – 000 – Other Contractual Services	\$ 12,869.50
5204 – 000 – Postage	\$ 1,050.00
5401 – 000 – Office Supplies	\$ 300.00
5506 – 000 – Travel	\$ 428.00

13020 – Registrar

1005 – 000 – Overtime for Asst. Registrars	\$ 924.20
TOTAL	\$ 49,551.70

MARCH 2017 BUDGET TRANSFERS

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
3/2/2017	PUBLIC SAFETY COMMUNICATIONS	RADIO SYSTEM UPGRADES	3506	8003	000	000	41,185.66
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(41,185.66)
3/10/2017	RECREATION CENTERS AND PLAYGROUNDS	COST OF COMMUNITY CENTER EQUIPMENT REPAIRS	7104	5404	000	000	(1,118.44)
	RECREATION CENTERS AND PLAYGROUNDS		7104	5407	000	000	1,118.44
3/10/2017	HUMAN RESOURCES	MEMBERSHIP DUES T&D SPECIALIST & RECRUITING SP	1203	3007	000	000	(650.00)
	HUMAN RESOURCES		1203	5801	000	000	650.00
3/10/2017	REFUSE COLLECTION	PURCHASE OF RECYCLING BINS	4203	5407	000	000	(1,000.00)
	REFUSE COLLECTION		4203	5412	000	000	1,000.00
3/10/2017	PUBLIC SAFETY COMMUNICATIONS	RADIO EQUIPMENT	3506	5204	000	000	(4,161.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	3004	000	001	4,161.00
3/10/2017	REFUSE COLLECTION	RAIN BARREL SALE	4203	3010	000	000	(1,500.00)
	REFUSE COLLECTION		4203	5413	000	000	1,500.00
3/10/2017	HUMAN RESOURCES	SHRM BOOKS NEEDED FOR COURSE	1203	5411	000	000	(800.00)
	HUMAN RESOURCES		1203	5506	000	000	800.00
3/10/2017	ANIMAL SHELTER	SUPPLEMENT FOR REMAINDER OF FY17	4305	5102	000	000	(2,500.00)
	ANIMAL SHELTER		4305	5407	000	000	2,500.00
	ANIMAL SHELTER		4305	5413	000	000	(2,500.00)
	ANIMAL SHELTER		4305	3004	000	000	2,500.00
3/10/2017	PARKS AND RECREATION ADMINISTRATION	BOOK PURCHASE	7101	5506	000	000	(56.80)
	PARKS AND RECREATION ADMINISTRATION		7101	5411	000	000	56.80
3/10/2017	ELECTORAL BOARD AND OFFICIALS	TO BALANCE POSTAGE LINE ITEM	1301	5204	000	000	(3,000.00)
	REGISTRAR		1302	5204	000	000	3,000.00
3/15/2017	FIRE AND RESCUE	FIRE & RESCUE STUDY	3505	3010	000	000	44,975.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(44,975.00)
3/20/2017	FIRE & RESCUE	TRAINING ENGINE/F&R	3505	8005	000	000	10,000.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(10,000.00)
3/21/2017	SHERIFF	SHERIFF (7) VEHICLES	3102	8005	000	000	189,856.00
	SHERIFF		3102	5408	000	000	27,939.00
	SHERIFF		3102	3004	000	002	6,650.00
	SHERIFF		3102	5409	000	000	7,360.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(231,805.00)
3/22/2017	REFUSE COLLECTION	PURCHASE REPLACEMENT PARTS FOR COMPACTORS	4203	3004	000	001	(1,500.00)
	REFUSE COLLECTION		4203	5408	000	000	1,500.00
3/22/2017	COUNTY OFFICE BUILDINGS/COURTHOUSE	INSTALL (2) ADDITIONAL CAMERAS PUBLIC SAFETY BUILDING	4304	3004	000	006	(2,056.50)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8007	000	005	2,056.50
3/22/2017	COUNTY OFFICE BUILDINGS/COURTHOUSE	REPAIR GENERATOR AT PUBLIC SAFETY BUILDING	4304	3004	000	006	(5,000.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	005	5,000.00
3/22/2017	ANIMAL SHELTER	SUPPLEMENT LINE ITEM FOR REMAINDER OF FY17	4305	5404	000	000	(1,500.00)
	ANIMAL SHELTER		4305	5102	000	000	1,500.00
3/22/2017	BOARD OF SUPERVISORS	TO COVER DEFICIT IN OTHER OPERATING	1101	5506	000	000	(500.00)
	BOARD OF SUPERVISORS		1101	5413	000	000	500.00
3/22/2017	SHERIFF	RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE ACADEMY	3102	4003	000	002	(5,000.00)
	SHERIFF		3102	3010	000	000	5,000.00
3/27/2017	SHERIFF	PURCHASE POLICE VEHICLES	3102	5408	000	000	(820.00)
	SHERIFF		3102	8005	000	000	820.00
3/28/2017	COUNTY ATTORNEY	ADDITIONAL COURT FEES FOR RECORDING DOCUMENTS	1202	3002	000	000	(28.71)
	COUNTY ATTORNEY		1202	5413	000	000	28.71
3/28/2017	COUNTY OFFICE BUILDINGS/COURTHOUSE	FOR LIGHT REPLACEMENT AT BOWMAN LIBRARY	4304	5400	000	006	(1,200.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	007	1,200.00
3/30/2017	PUBLIC SAFETY COMMUNICATIONS	BOTTLED WATER	3506	5101	000	000	(250.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	3010	000	000	250.00
3/30/2017	PUBLIC SAFETY COMMUNICATIONS	PART TO REPAIR CONSOLE	3506	5506	000	000	(150.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	5407	000	000	150.00
3/30/2017	PUBLIC SAFETY COMMUNICATIONS	PRE-EMPLOYMENT MEDICAL TESTING	3506	5506	000	000	(50.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	3002	000	000	50.00
4/3/2017	PUBLIC SAFETY COMMUNICATIONS	MAINTENANCE SERVICE CONTRACT	3506	5204	000	000	(16,000.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	3005	000	000	16,000.00
4/3/2017	BOARD OF SUPERVISORS	TO COVER DEFICIT IN BOARD'S OTHER OPERATING	1101	5506	000	000	(600.00)
	BOARD OF SUPERVISORS		1101	5413	000	000	600.00
4/4/2017	SHERIFF	CAREER DEVELOPMENT	3102	4003	000	002	(12,000.00)
	SHERIFF		3102	1007	000	001	12,000.00
4/4/2017	SHERIFF	TASER ANNUAL CARTRIDGE MAINTENANCE CONTRACT	3102	5401	000	000	(10,580.62)
	SHERIFF		3102	3005	000	000	10,580.62
4/4/2017	SHERIFF	TO COVER COST OF HAVING "Robot" REPAIRED	3102	5506	000	000	(3,500.00)
	SHERIFF		3102	3004	000	001	3,500.00
4/5/2017	REASSESSMENT/BOARD OF ASSESSORS	COPIER/FAX/SCAN MACHINE	1210	3006	000	000	(4,000.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	8007	000	000	4,000.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	3005	000	000	(1,200.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	8007	000	000	1,200.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	3007	000	000	(1,270.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	8007	000	000	1,270.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	5401	000	000	(2,600.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	8007	000	000	2,600.00
4/7/2017	REASSESSMENT/BOARD OF ASSESSORS	VEHICLE REPAIR - FORD	1210	4003	000	002	(1,200.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	3004	000	002	1,200.00

County of Frederick, VA
Report on Unreserved Fund Balance
April 13, 2017

Unreserved Fund Balance, Beginning of Year, July 1, 2016 **44,322,798**

Prior Year Funding & Carryforward Amounts

C/F Clearbrook Convenience Site	(35,000)
C/F capital contingency	(2,366,365)
School encumbrances	(903,813)
C/F Fire Company Capital	(218,002)
Adjust PEG grant reserves	3,523
C/F Rose Hill project	(13,163)
C/F Sherando Park master plan	(4,112)
C/F Data center refresh lease	(108,032)
C/F Abbott grant	(514)
C/F 3rd floor carpet	(31,203)
C/F School operating	(670,619)
C/F Forfeited assets	(97,298)
Accrue FY16 auto rental tax	9,526
	(4,435,072)

Other Funding / Adjustments

Victim Witness	7,241
COR refund - General Motors	(6,308)
COR refund - Walmart	(3,812)
COR refund - Andres Godinez Jr.	(2,978)
COR refund - Interstate Rescue	(9,267)
COR refund - Toyota Lease	(3,477)
Airport Capital budget	(157,333)
COR refund - Plaza Pet Clinic	(3,910)
COR refund - Lake Holiday County Club	(3,605)
COR refund - Leda Enterprises	(7,379)
COR refund - Virginia 10 RSA	(13,203)
COR refund - Food Lion	(19,326)
COR refund - Ryder Truck Rental	(3,185)
F&R LEMP grant	16,297
Return unspent FY16 VJCCA funds	(29,264)
COR refund - Aqua Virginia	(3,029)
COR refund - Brian Omps Towing	(4,235)
COR refund - Capital Meats	(8,274)
COR refund - Rutherford LLC	(2,674)
COR refund - Valley Proteins	(36,739)
COR refund - R. Hawkins	(3,672)
COR refund - Enterprise FM Trust	(3,239)
EDA Incentive - American Woodmark	(350,000)
EDA Incentive - Carmeuse	(100,000)
EDA Incentive - HP Hood	(100,000)
EDA Incentive - prior years corrections	75,000
Animal Shelter - prior years corrections	40,269
EDA Incentive - Shawnee Canning	(7,500)
COR refund - Chaos Fab Shop	(3,144)
COR refund - Penske Trucking	(3,683)
	(750,430)

Fund Balance, April 13, 2017 **39,137,296**

County of Frederick
General Fund
March 31, 2017

ASSETS	FY17 <u>3/31/17</u>	FY16 <u>3/31/16</u>	Increase (Decrease)
Cash and Cash Equivalents	48,131,128.46	45,804,104.51	2,327,023.95 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Taxes, Commonwealth, Reimb. P/P	2,590,265.15	2,804,377.26	(214,112.11)
Streetlights	951.36	1,063.86	(112.50)
Miscellaneous Charges	7,230.32	26,068.54	(18,838.22)
Due from Fred. Co. San. Auth.	734,939.23	734,939.23	0.00
Prepaid Postage	4,382.07	2,698.81	1,683.26
GL controls (est.rev / est. exp)	<u>(9,615,142.45)</u>	<u>(20,232,132.18)</u>	<u>10,616,989.73</u> (1) Attached
TOTAL ASSETS	<u>41,855,309.14</u>	<u>29,142,675.03</u>	<u>12,712,634.11</u>
LIABILITIES			
Performance Bonds Payable	1,068,591.93	2,743,663.37	(1,675,071.44)
Taxes Collected in Advance	234,557.93	201,141.07	33,416.86 *B
Deferred Revenue	<u>2,599,664.92</u>	<u>2,831,808.66</u>	<u>(232,143.74)</u> *C
TOTAL LIABILITIES	3,902,814.78	5,776,613.10	(1,873,798.32)
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	469,763.63	1,055,134.45	(585,370.82) (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant	205,675.38	137,071.75	68,603.63
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	312,512.63	269,039.57	43,473.06
Historical Markers	17,403.11	17,339.18	63.93
Animal Shelter	295,261.27	335,530.02	(40,268.75)
Proffers	3,288,883.96	1,850,419.80	1,438,464.16 (3) Attached
Parks Reserve	9,810.01	6,932.25	2,877.76
E-Summons Funds	8,268.75	38,816.25	(30,547.50)
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>32,074,856.09</u>	<u>18,385,719.13</u>	<u>13,689,136.96</u> (4) Attached
TOTAL EQUITY	<u>37,952,494.36</u>	<u>23,366,061.93</u>	<u>14,586,432.43</u>
TOTAL LIAB. & EQUITY	<u>41,855,309.14</u>	<u>29,142,675.03</u>	<u>12,712,634.11</u>

NOTES:

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

*B Prepayment of taxes.

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

BALANCE SHEET

(1) GL Controls	FY17	FY16	Inc/(Decrease)
Est.Revenue	160,369,580	147,695,246	12,674,334
Appropriations	(71,865,607)	(75,521,302)	3,655,695
Est.Tr.to Other fds	(98,588,879)	(93,461,211)	(5,127,668)
Encumbrances	469,764	1,055,134	(585,371)
	(9,615,142)	(20,232,132)	10,616,990

(2) General Fund Purchase Orders 3/31/17

DEPARTMENT	Amount	
HR	4,061.72	Furniture
County Office Buildings	2,194.92	Tracer System HVAC Controls
	4,947.50	Parking Lot Repair County Administration Building
	8,015.00	Condensing Unit for Old Courthouse
Fire and Rescue	50,044.08	Uniforms
	3,294.64	Bailout Equipment
	5,040.00	Workforce Management Software Support
	4,161.00	Radio Equipment Repair
	7,128.00	Replacement Helmets(27)
IT	7,630.90	SQL Licensing Needed for Application Development
Parks	4,912.12	Program & Staff Shirts
	13,494.00	Sherando Water Line Replacement
	13,200.00	Athletic Field Lining Paint
	11,979.99	Newrider Riding Line Machine
	6,862.00	Replace 60' Pole on Ballfield
	12,500.00	Swimming Pool Chemicals
	19,676.06	Landscaping supplies(Grass Seed, Fertilizer, Etc.)
Sheriff	4,395.26	Body Armor
	97.50	Balance on Riot Suits
	24,915.00	COPsync 911 Software
	3,192.00	(8) Active Shooter Vests
	34,720.00	2016 Ford Fusion & 2016 Dodge Journey
	25,455.90	Ammunition
	190,676.00	(3) 2017 Police Interceptor SUV's & (4) 2016 Police Interceptors Sedan:
Treasurer	4,016.80	Envelopes
Victim Witness	3,153.24	(2) Dell Surface Pro w Microsoft Surface Docks
Total	469,763.63	

(3) Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance 3/31/17	953,404.62	214,838.54	470,228.70	1,650,412.10	3,288,883.96

Designated Other Projects Detail

Administration	256,929.10
Bridges	2,500.00
Historic Preservation	126,000.00 12/11/14 Board Action designated \$50,000 for final debt payment
Library	134,968.00 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	57,950.00
Solid Waste	12,000.00
Stop Lights	52,445.00
BPG Properties/Rt.11 Corridor	330,000.00
Blackburn Rezoning	452,745.00
Clearbrook Bus.Ctr.Rezoning	2,500.00
Total	1,650,412.10

Other Proffers 3/31/17

(4) Fund Balance Adjusted	
Ending Balance 3/31/17	39,137,297.18
Revenue 3/17	93,795,219.34
Expenditures 3/17	(51,510,785.40)
Transfers 3/17	(49,346,875.03)
3/17 Ending Fund Balance	32,074,856.09

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 March 31, 2017

REVENUES:	<u>Appropriated</u>	FY17 3/31/2017 <u>Actual</u>	FY16 3/31/2016 <u>Actual</u>	YTD Actual <u>Variance</u>
General Property Taxes	109,067,433.00	50,167,778.63	45,370,989.66	4,796,788.97 (1)
Other local taxes	34,831,980.00	22,433,100.06	21,212,765.71	1,220,334.35 (2)
Permits & Privilege fees	1,283,923.00	1,739,817.52	1,742,460.56	(2,643.04) (3)
Revenue from use of money and property	162,976.00	270,298.60	177,317.32	92,981.28 (4)
Charges for Services	2,710,296.00	2,230,185.43	1,904,594.16	325,591.27
Miscellaneous	520,614.68	1,037,183.66	269,486.67	767,696.99 *A
Recovered Costs	1,642,912.00	1,290,588.34	1,366,787.61	(76,199.27) (5)
Proffers		1,151,126.19	1,377,380.29	(226,254.10) (5)
Intergovernmental:				
Commonwealth	10,094,379.86	13,442,030.51	13,195,569.63	246,460.88 (6)
Federal	55,065.70	33,110.40	75,950.45	(42,840.05) (7)
Transfers		0.00	0.00	0.00
TOTAL REVENUES	160,369,580.24	93,795,219.34	86,693,302.06	7,101,917.28
EXPENDITURES:				
General Administration	11,118,359.97	8,224,646.30	8,179,687.40	44,958.90
Judicial Administration	2,677,014.22	1,885,652.20	1,667,415.54	218,236.66
Public Safety	35,341,437.05	25,659,734.23	22,646,158.97	3,013,575.26
Public Works	5,262,059.61	3,348,939.48	3,086,936.16	262,003.32
Health and Welfare	8,725,159.00	5,848,980.79	5,525,129.63	323,851.16
Education	78,819.00	59,114.25	42,000.00	17,114.25
Parks, Recreation, Culture	7,134,274.64	4,464,698.29	4,293,382.17	171,316.12
Community Development	2,460,531.94	2,019,019.86	1,524,606.30	494,413.56
TOTAL EXPENDITURES	72,797,655.43	51,510,785.40	46,965,316.17	4,545,469.23 (8)
OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	97,656,830.89	49,346,875.03	53,668,745.59	(4,321,870.56) (9)
Excess (deficiency)of revenues & other sources over expenditures & other uses	(10,084,906.08)	(7,062,441.09)	(13,940,759.70)	(6,878,318.61)
Fund Balance per General Ledger		39,137,297.18	32,326,478.83	6,810,818.35
Fund Balance Adjusted to reflect Income Statement 3/31/17		32,074,856.09	18,385,719.13	13,689,136.96

*A the Animal Shelter has received \$600,000 in donations.

(1)General Property Taxes	FY17	FY16	Increase/Decrease
Real Estate Taxes	25,897,698	23,686,258	2,211,440
Public Services Current Taxes	1,194,760	1,347,709	(152,949)
Personal Property	21,881,357	19,395,977	2,485,380
Penalties and Interest	949,003	756,894	192,109
Credit Card Chgs./Delinq.Advertising	(46,699)	(31,128)	(15,571)
Adm.Fees For Liens&Distress	291,660	215,280	76,380
	50,167,779	45,370,990	4,796,789

(2) Other Local Taxes

Local Sales and Use Tax	7,902,142.35	7,520,556.50	381,585.85
Communications Sales Tax	748,753.50	763,381.01	(14,627.51)
Utility Taxes	2,189,267.39	2,087,928.67	101,338.72
Business Licenses	6,033,275.16	5,894,129.73	139,145.43
Auto Rental Tax	79,566.80	81,552.79	(1,985.99)
Motor Vehicle Licenses Fees	609,441.81	524,326.05	85,115.76
Recordation Taxes	1,275,957.26	1,052,372.54	223,584.72
Meals Tax	3,164,434.46	2,955,182.80	209,251.66
Lodging Tax	409,331.63	313,492.11	95,839.52
Street Lights	16,819.70	15,672.70	1,147.00
Star Fort Fees	4,110.00	4,170.81	(60.81)
Total	22,433,100.06	21,212,765.71	1,220,334.35

(3)Permits&Privileges

Dog Licenses	38,204.00	26,097.00	12,107.00
Land Use Application Fees	5,500.00	9,600.00	(4,100.00)
Transfer Fees	2,470.27	2,294.10	176.17
Development Review Fees	291,048.92	430,913.89	(139,864.97)
Building Permits	1,103,080.54	934,679.57	168,400.97
2% State Fees	16,137.39	9,858.46	6,278.93
Electrical Permits	76,046.00	82,963.00	(6,917.00)
Plumbing Permits	20,450.40	18,564.80	1,885.60
Mechanical Permits	67,704.00	103,656.00	(35,952.00)
Sign Permits	4,550.00	3,576.72	973.28
Explosive Storage Permits	1,200.00	1,100.00	100.00
Commercial Burning Permits	300.00	100.00	200.00
Blasting Permits	195.00	375.00	(180.00)
Land Disturbance Permits	112,181.00	116,632.02	(4,451.02)
Residential Pump and Haul Fee	50.00	-	50.00
Septic Haulers Permit	300.00	300.00	-
Sewage Installation License	-	-	-
Transfer Development Rights	400.00	1,750.00	(1,350.00)
Total	1,739,817.52	1,742,460.56	(2,643.04)

(4) Revenue from use of

Money	240,951.17	144,303.41	96,647.76
Property	29,347.43	33,013.91	(3,666.48)
Total	270,298.60	177,317.32	92,981.28

(5) Recovered Costs	FY17	FY16	Increase/Decrease
	3/31/17	3/31/16	
Recovered Costs Treasurer's Office	33,861.00	44,626.00	(10,765.00)
Worker's Comp	902.00	950.00	(48.00)
Purchasing Card Rebate	161,675.29	124,206.59	37,468.70
Recovered Costs-IT/GIS	20,000.00	20,313.98	(313.98)
Fire & Rescue Fee Recovery	291,885.41	547,402.07	(255,516.66)
Recovered Cost Fire Companies	120,674.40	38,672.90	82,001.50
Recovered Costs Sheriff	750.00	-	750.00
Reimbursement Circuit Court	9,157.25	9,741.94	(584.69)
Reimb.Public Works/Planning Clean Up	2,590.00	2,846.25	(256.25)
Clarke County Container Fees	53,573.22	42,236.25	11,336.97
City of Winchester Container Fees	40,146.55	36,605.41	3,541.14
Refuse Disposal Fees	82,523.06	57,990.66	24,532.40
Recycling Revenue	52,665.50	46,763.94	5,901.56
Sheriff Restitution	160.00	-	160.00
Fire & Rescue Merchandise(Resale)	-	1,050.00	(1,050.00)
Container Fees Bowman Library	1,393.10	1,021.16	371.94
Litter-Thon/Keep VA Beautiful Grant	750.00	500.00	250.00
Restitution Victim Witness	4,624.50	6,162.05	(1,537.55)
Reimb.of Expenses Gen.District Court	25,126.07	19,191.21	5,934.86
Reimb.Task Force	47,197.23	51,245.26	(4,048.03)
Reimb. Elections	5,813.09	-	5,813.09
Sign Deposits- Planning	-	50.00	(50.00)
Westminster Canterbury Lieu of Taxes	13,967.40	12,456.00	1,511.40
Grounds Maintenance Frederick Co.Schools	225,039.65	225,070.61	(30.96)
Comcast PEG Grant	62,810.50	53,839.80	8,970.70
Fire School Programs	17,596.00	14,714.25	2,881.75
Clerks Reimbursement to County	7,263.15	8,119.70	(856.55)
Sheriff Reimbursement	8,443.97	1,011.58	7,432.39
Subtotal Recovered Costs	1,290,588.34	1,366,787.61	(76,199.27)
Proffer-Other	-	483,090.46	(483,090.46)*1
Proffer Lynnehaven	54,052.96	23,648.17	30,404.79
Proffer Redbud Run	96,810.00	64,540.00	32,270.00
Proffer Canter Estates	65,407.52	69,495.49	(4,087.97)
Proffer Village at Harvest Ridge	15,390.00	12,312.00	3,078.00
Proffer Southern Hills	58,920.00	24,550.00	34,370.00
Proffer Snowden Bridge	574,888.71	418,588.17	156,300.54
Proffer Meadows Edge Racey Tract	241,728.00	221,584.00	20,144.00
Proffer Cedar Meadows	43,929.00	58,572.00	(14,643.00)
Proffer Westbury Commons	-	1,000.00	(1,000.00)
Subtotal Proffers	1,151,126.19	1,377,380.29	(226,254.10)
Grand Total	2,441,714.53	2,744,167.90	(302,453.37)

*1 Transportation Costs for Blackburn Commerce Ctr.& Clearbrook Business Ctr.

(6) Commonwealth Revenue	3/31/17	3/31/16	
	FY17	FY16	Increase/Decrease
Motor Vehicle Carriers Tax	26,854.52	37,721.45	(10,866.93)
Mobile Home Titling Tax	104,845.41	98,521.12	6,324.29
Recordation Taxes	299,794.03	284,889.59	14,904.44
P/P State Reimbursement	6,526,528.18	6,526,528.26	(0.08)
Shared Expenses Comm.Atty.	360,589.35	342,057.47	18,531.88
Shared Expenses Sheriff	1,607,976.91	1,642,631.91	(34,655.00)
Shared Expenses Comm.of Rev.	143,689.01	144,771.49	(1,082.48)
Shared Expenses Treasurer	109,280.91	109,928.39	(647.48)
Shared Expenses Clerk	319,226.19	289,058.67	30,167.52
Public Assistance Grants	3,256,117.86	3,073,566.58	182,551.28
Litter Control Grants	15,152.00	15,687.00	(535.00)
Emergency Services Fire Program	219,662.00	214,535.00	5,127.00
DMV Grant Funding	24,202.77	19,107.39	5,095.38
State Grant Emergency Services	-	30,754.29	(30,754.29)
Sheriff State Grants	17,381.86	20,000.00	(2,618.14)
JJC Grant Juvenile Justice	96,269.00	96,269.00	-
Rent/Lease Payments	201,314.79	142,067.83	59,246.96
Spay/Neuter Assistance - State	2,235.75	2,318.10	(82.35)
Wireless 911 Grant	46,591.60	45,599.36	992.24
State Forfeited Asset Funds	13,177.82	31,607.23	(18,429.41)
Victim Witness	50,850.75	25,807.50	25,043.25
F&R OEMS Reimbursement	289.80	2,142.00	(1,852.20)
Total	13,442,030.51	13,195,569.63	246,460.88

*1

*1 Increase for special needs.

County of Frederick

General Fund

March 31, 2017

(7) Federal Revenue	FY17	FY16	Increase/Decrease
Federal Forfeited Assets	-	11,538.45	(11,538.45)
Housing Illegal Aliens-Federal	9,803.00	12,581.00	(2,778.00)
Federal Funds Sheriff	16,832.40	38,983.00	(22,150.60)
Emergency Services Grant	6,475.00	12,848.00	(6,373.00)
Total	33,110.40	75,950.45	(42,840.05)

(8) Expenditures

Expenditures increased \$4,545,469.23. **Public Safety** increased \$3,013,575.26 and reflects an increase of the local contribution to the Jail of \$1,472,438.50 as a result of the timing of the transfer.

Additionally, the year to date salaries and fringe benefits for the Sheriff and Fire and Rescue increased \$1,333,553.05 impacted by staff turnover, position reclassifications, and the addition of seven deputy and sixteen firefighter positions. **Community Development** reflects the \$494,413.56 increase in transfers to the Economic Development Authority for EDA incentives. The Transfers decreased \$4,321,870.56. See chart below:

(9) Transfers Decreased \$4,321,870.56

Transfer to School Operating	39,093,518.88	36,743,038.31	2,350,480.57	*1
Transfer to Debt Service Schools	7,986,237.50	7,313,075.50	673,162.00	*2
Transfer to School Construction	0.00	3,200,000.00	(3,200,000.00)	
Transfer to Debt Service County	2,193,694.94	1,961,127.11	232,567.83	*3
Transfer to School Operating Capital	0.00	4,314,746.72	(4,314,746.72)	
Transfer to Development Fund Project	50,000.00	4,390.00	45,610.00	
Operational Transfers	23,423.71	132,367.95	(108,944.24)	*4
Total	49,346,875.03	53,668,745.59	(4,321,870.56)	

*1 Increase in FY17 School Operating Fund Transfer

*2 Increase in FY17 School Debt Service Transfer

*3 Payments include the Bowman Library, Roundhill, Millwood Station, Public Safety Building, the Animal Shelter, and The City of Winchester for Courtroom, Roof, and HVAC Projects.

*4 Timing of insurance charge outs.

County of Frederick
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER
 March 31, 2017

ASSETS	FY2017 <u>3/31/17</u>	FY2016 <u>3/31/16</u>	Increase <u>(Decrease)</u>
Cash	9,116,344.73	6,937,386.65	2,178,958.08 *1
GL controls(est.rev/est.exp)	<u>(833,984.25)</u>	<u>(762,978.28)</u>	<u>(71,005.97)</u>
TOTAL ASSETS	<u>8,282,360.48</u>	<u>6,174,408.37</u>	<u>2,107,952.11</u>
LIABILITIES			
Accrued Operating Reserve Costs	<u>2,395,005.00</u>	<u>2,258,904.00</u>	<u>136,101.00</u>
TOTAL LIABILITIES	<u>2,395,005.00</u>	<u>2,258,904.00</u>	<u>136,101.00</u>
EQUITY			
Fund Balance Reserved			
Encumbrances Undesignated Fund Balance	47,620.17	15,174.06	32,446.11
	<u>5,839,735.31</u>	<u>3,900,330.31</u>	<u>1,939,405.00 *2</u>
TOTAL EQUITY	<u>5,887,355.48</u>	<u>3,915,504.37</u>	<u>1,971,851.11</u>
TOTAL LIABILITY & EQUITY	<u>8,282,360.48</u>	<u>6,174,408.37</u>	<u>2,107,952.11</u>

NOTES:

*1 Cash increased \$2,178,958.08. Refer to the following page for comparative statement of revenues expenditures and changes in fund balance.

*2 Fund balance increased \$1,939,405.00. The beginning balance was \$3,860,407.45 and includes adjusting entries, budget controls for FY17(\$746,029), the first bond payment for the security system upgrade(\$105,475.42), and the year to date revenue less expenditures of \$2,830,832.28.

Current Unrecorded Accounts Receivable-	<u>FY2017</u>
Prisoner Billing:	25,939.20
Compensation Board Reimbursement 3/17	<u>\$473,046.22</u>
Total	498,985.42

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 3/31/2017

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

REVENUES:	<u>Appropriated</u>	FY2017 3/31/17 <u>Actual</u>	FY2016 3/31/16 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Probation	-	107.44	131.71	(24.27)
Interest		14,740.00	5,938.38	8,801.62
Supervision Fees	38,896.00	21,454.62	28,663.00	(7,208.38)
Drug Testing Fees	1,000.00	250.00	-	250.00
Work Release Fees	414,868.00	230,886.75	243,879.51	(12,992.76)
Federal Bureau Of Prisons	0.00	1,263.28	1,147.52	115.76
Local Contributions	6,988,314.00	6,988,314.00	6,495,106.00	493,208.00
Miscellaneous	6,500.00	22,355.73	5,768.86	16,586.87
Phone Commissions	420,000.00	233,882.04	259,286.46	(25,404.42)
Food & Staff Reimbursement	112,000.00	47,229.28	41,398.71	5,830.57
Elec.Monitoring Part.Fees	85,000.00	58,657.55	74,765.86	(16,108.31)
Share of Jail Cost Commonwealth	1,250,000.00	703,598.61	747,470.60	(43,871.99)
Medical & Health Reimb.	75,000.00	58,631.32	56,420.13	2,211.19
Shared Expenses CFW Jail	5,200,000.00	3,603,401.63	3,603,379.13	22.50
State Grants	276,233.00	136,060.00	144,570.00	(8,510.00)
Local Offender Probation	247,636.00	139,079.00	138,164.00	915.00
Bond Proceeds	0.00	2,197.44	77,024.08	(74,826.64)
Transfer From General Fund	5,299,912.00	5,299,912.00	3,827,473.50	1,472,438.50
TOTAL REVENUES	20,415,359.00	17,562,020.69	15,750,587.45	1,811,433.24
EXPENDITURES:	21,296,963.42	14,731,188.41	14,334,681.68	396,506.73
Excess(Deficiency)of revenues over expenditures		2,830,832.28	1,415,905.77	1,414,926.51
FUND BALANCE PER GENERAL LEDGER		<u>3,008,903.03</u>	<u>2,484,424.54</u>	<u>524,478.49</u>
Fund Balance Adjusted To Reflect Income Statement 3/31/17		5,839,735.31	3,900,330.31	1,939,405.00

County of Frederick
Fund 12 Landfill
March 31, 2017

ASSETS	FY2017 3/31/17	FY2016 3/31/16	Increase (Decrease)
Cash	34,284,190.28	33,724,689.38	559,500.90
Receivables:			
Accounts Receivable			
Fees	591,208.29	621,044.26	(29,835.97) *1
Accounts Receivable Other	3,439.87	1,522.18	1,917.69
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	45,498,224.85	44,899,611.07	598,613.78
Accumulated Depreciation	(27,824,334.18)	(26,818,616.30)	(1,005,717.88)
GL controls(est.rev/est.exp)	<u>(2,367,664.56)</u>	<u>(731,470.00)</u>	<u>(1,636,194.56)</u>
TOTAL ASSETS	<u>50,101,064.55</u>	<u>51,612,780.59</u>	<u>(1,511,716.04)</u>
LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	183,021.61	191,362.47	(8,340.86)
Accrued Remediation Costs	12,776,554.64	12,485,783.93	290,770.71 *2
Retainage Payable	26,133.20	0.00	26,133.20
Deferred Revenue Misc.Charges	<u>3,439.87</u>	<u>1,522.18</u>	<u>1,917.69</u>
TOTAL LIABILITIES	<u>12,989,149.32</u>	<u>12,678,668.58</u>	<u>310,480.74</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	122,539.84	0.00	122,539.84 *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>27,130,933.39</u>	<u>29,075,670.01</u>	<u>(1,944,736.62) *4</u>
TOTAL EQUITY	<u>37,111,915.23</u>	<u>38,934,112.01</u>	<u>(1,822,196.78)</u>
TOTAL LIABILITY AND EQUITY	<u>50,101,064.55</u>	<u>51,612,780.59</u>	<u>(1,511,716.04)</u>

NOTES:

*1 Landfill fees decreased \$29,835.97. Landfill fees 3/17 were \$496,373.13 compared to \$532,525.05 at 3/16 for a decrease of \$36,151.92. Delinquent fees for 3/17 were \$93,195.93 compared to \$84,207.23 at 3/16 for an increase of \$8,988.70.

*2 Remediation increased \$290,770.71 and includes \$260,047.00 for post closure and \$30,723.71 interest.

*3 The encumbrance balance at 3/17 was \$122,539.84 for CDD Landfill Partial Closure of Area 1, Phase 1.

*4 Fund balance decreased \$1,944,736.62. The beginning balance was \$27,678,717.24 and includes adjusting entries budget controls for FY17(\$645,965), carry forward funds of (\$15,000) for chiller repair on the landfill gas treatment skid, (\$200,000) carry forward funds for the partial closure of Area 1, CDD landfill, and \$313,181.15 year to date revenue less expenditures.

Note that FY16 budget controls (\$75,138.00) compared to FY17(\$645,965) for a difference of \$570,827.00 reduction in fund balance.

County of Frederick
 Comparative Statement of Revenue, Expenditures
 and Changes in Fund Balance
 March 31, 2017

FUND 12 LANDFILL REVENUES	<u>Appropriated</u>	<u>FY17 3/31/17 Actual</u>	<u>FY16 3/31/16 Actual</u>	<u>YTD Actual Variance</u>
Credit Card Charges	0.00	2,501.20	3,031.41	(530.21)
Interest on Bank Deposits	60,000.00	63,028.74	40,313.78	22,714.96
Salvage and Surplus	0.00	79,039.90	51,520.60	27,519.30
Sanitary Landfill Fees	5,516,450.00	4,018,463.95	3,916,329.80	102,134.15
Charges to County	0.00	371,401.23	288,740.04	82,661.19
Charges to Winchester	0.00	143,258.10	82,069.30	61,188.80
Tire Recycling	120,000.00	102,212.84	65,888.24	36,324.60
Reg. Recycling Electronics	66,000.00	39,496.00	34,710.00	4,786.00
Greenhouse Gas Credit Sales	10,000.00	0.00	22,508.06	(22,508.06)
Miscellaneous	63,049.96	7,815.96	4,734.00	3,081.96
Wheel Recycling	70,000.00	0.00	0.00	0.00
Renewable Energy Credits	116,262.00	155,996.56	101,256.30	54,740.26
Landfill Gas To Electricity	370,758.00	271,198.68	271,996.01	(797.33)
Waste Oil Recycling		0.00	1,920.53	(1,920.53)
TOTAL REVENUES	6,392,519.96	5,254,413.16	4,885,018.07	369,395.09
Operating Expenditures	5,538,485.06	2,708,723.85	2,687,435.80	21,288.05
Capital Expenditures	3,344,239.30	2,232,508.16	777,545.98	1,454,962.18
TOTAL Expenditures	8,882,724.36	4,941,232.01	3,464,981.78	1,476,250.23
Excess(deficiency)of revenue over expenditures		313,181.15	1,420,036.29	(1,106,855.14)
Fund Balance Per General Ledger		<u>26,817,752.24</u>	<u>27,655,633.72</u>	<u>(837,881.48)</u>
FUND BALANCE ADJUSTED		27,130,933.39	29,075,670.01	(1,944,736.62)

Frederick County
Cash Proffer Policy

As approved by the Board of Supervisors on January 28, 2009.

Proffered funds received by Frederick County will be held for the use specified by the proffer language. In the case of funds proffered to offset impacts to fire and rescue services, in the absence of other proffered specifications, the funds will be earmarked for the first due company in the area of the subject rezoning at the time the proffered funds are received. All proffered funds will be collected, held, and will accumulate until such time as a capital project funding request is received from a qualifying County department, agency, or volunteer fire and rescue company.

Qualifying agency or departmental **requests to access proffered funds shall be submitted to the County=s Finance Department** for processing. In order to qualify as a capital project the following criteria must be met:

- 1) the item or project must have a minimum value of five thousand dollars (\$5,000), and;*
- 2) the item/project must have an anticipated useful life of at least five (5) years.*

The Finance Department will forward requests to the Finance Committee for a recommendation to the Board of Supervisors on the appropriateness of the use of proffered funds for the requested purpose. To assist the Finance Committee and Board in their deliberations requests to utilize proffered funds should include the following: 1) the amount of funds requested, 2) the total project cost, 3) a detailed description of the desired capital project or purchase including a discussion of how recent or anticipated development contributes to the need for the expenditure, and, 4) indicate whether or not the item or project is listed on the County=s Capital Improvements Plan (CIP).

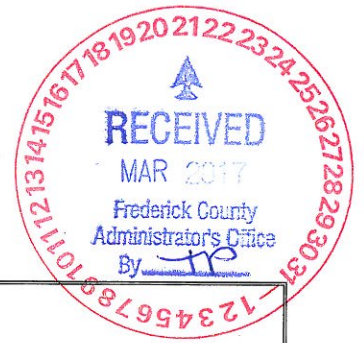
In order to comply with State Code ' 15.2-2-2298 (A) the Planning staff, working in conjunction with the County Attorney, will attempt to insure that cash proffers associated with future rezonings are appropriately addressed through inclusion of relevant capital projects in the County=s CIP prior to acceptance of the proffered funds.

For the purpose of determining whether a project or item is appropriate for individual listing on the CIP only, a threshold value of \$100,000 and useful life of at least five year shall be utilized. (This would not preclude the purchase of capital items valued at less than \$100,000 utilizing proffered funds, where other relevant criteria are met and procedures followed.)

J



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



(Please Print Clearly)

APPLICANT INFORMATION

Name of Applicant: Opequon Prebyterian Church

Telephone Number(s): 540.662.1843 home office cell 540.533.1239 home office cell

Address: 217 Church Ln., Winc, Va 22602

Contact Email: mbutler57@outlook.com

FESTIVAL EVENT ORGANIZATIONAL INFORMATION

Festival Event	Name of Festival: <u>Opequon on the Lawn</u>			
Cost of Admission to Festival: <u>None</u>	Business License Obtained: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Date(s)	Start Time	End Time	Maximum No. of Tickets Offered For Sale Per Day	Estimated No. of Attendees Per Day
May 20, 2017	10:00 N	6:00 pm		250

Location	Address: <u>217 Church Ln.</u>
-----------------	--------------------------------

Owner of Property	Name(s): <u>Opequon Presbyterian Church</u> Address: <u>217 Church Ln.</u> <small>(*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.)</small>
--------------------------	---

Promoter	Name(s): <u>Opequon Presbyterian Church</u> Address: <u>217 Church Ln.</u> <small>(*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.)</small>
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Financial Backer	Name(s): <u>N/A</u> Address: _____
-------------------------	---------------------------------------

Performer	Name of Person(s) or Group(s): _____ <u>- Emmanus Road</u> <u>- Stage Left</u> <small>(*NOTE: Applicant may need to update information as performers are booked for festival event.)</small>
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FESTIVAL EVENT LOGISTICS INFORMATION AND DOCUMENTATION

1. Attach a copy of the printed ticket or badge of admission to the festival, containing the date(s) and time(s) of such festival (may be marked as "sample"). copy attached OR copy to be provided as soon as available

2. Provide a plan for adequate sanitation facilities as well as garbage, trash, and sewage disposal for persons at the festival. This plan must meet the requirements of all state and local statutes, ordinances, and regulations, and must be approved by the VA Department of Health (Lord Fairfax Health District).
We will have 3 Johnny Blues (1 handicapped) on site. Church volunteers will collect trash from onsite containers and deposit in church trash for transfer to landfill.

3. Provide a plan for providing food, water, and lodging for the persons at the festival. This plan must meet the requirements of all state and local statutes, ordinances, and regulations, and must be approved by the VA Department of Health (Lord Fairfax Health District).
We will have 3 food trucks on site. We have water hook ups on site. We will be selling water on site. There is no need for lodging.

4. Provide a plan for adequate medical facilities for persons at the festival. This plan must meet the requirements of all state and local statutes, ordinances, and regulations, and must be approved by the County Fire Chief or Fire Marshal and the local fire and rescue company.
We will have first aid providers on site with an AED. We notify Shawnee VFC and Stephens City that we are having event.

5. Provide a plan for adequate fire protection. This plan must meet the requirements of all state and local statutes, ordinances, and regulations, and must be approved by the County Fire Chief or Fire Marshal and the local fire and rescue company.
We will have first aid providers on site with an AED. We notify Shawnee VFC and Stephens City that we are having event.

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

7. State whether any outdoor lights or lighting will be utilized: YES NO
If yes, provide a plan or submit a diagram showing the location of such lights and the proximity relative to the property boundaries and neighboring properties. In addition, show the location of shielding devices or other equipment to be used to prevent unreasonable glow beyond the property on which the festival is located.

8. State whether alcoholic beverages will be served: YES NO
If yes, provide details on how it will be controlled.

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

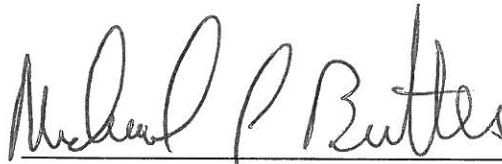
FESTIVAL PROVISIONS

Applicant makes the following statements:

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

CERTIFICATION

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



Signature of Applicant

Michael Butler

Printed Name of Applicant

Date: 03.20.2017

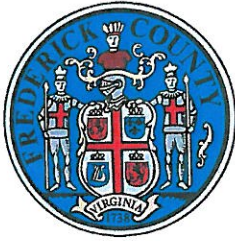
THE BOARD SHALL HAVE THE RIGHT TO REVOKE ANY PERMIT ISSUED UNDER THIS ORDINANCE UPON NON-COMPLIANCE WITH ANY OF ITS PROVISIONS AND CONDITIONS.



Frederick County, VA Government Services



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COUNTY OF FREDERICK

Joe Wilder
Director of Public Works

540/665-5643

E-mail:
jwilder@fcva.us

MEMORANDUM

TO: The Honorable Chairman and Members of the Board of Supervisors

FROM: Joe Wilder
Director of Public Works

DATE: April 20, 2017

RE: Proposed Conveyance to the Clowser Foundation of a 99 Year Leasehold Interest in Tax Parcel 49-A-02-2-F, in the Back Creek Magisterial District

With reference to this item on your agenda for this evening, in addition to the information contained in the lease agreement,

This matter arises from a request by the Clowser Foundation for acquisition of the Council House, also known as the Clowser House, located in the Shawneeland Sanitary District within the Back Creek Magisterial District, based upon a desire to preserve the structure due to its historical significance. The Board previously authorized an inquiry by staff and the Clowser Foundation into options for the preservation of the Shawneeland Council House.

Pursuant to this authorization, staff, the Shawneeland Advisory Board, and the Clowser Foundation met to discuss options for disposition of the Council House, and have reached an agreement, pending this Board's approval, to convey a 99 year leasehold interest in the Council House and a surrounding 18,436.3 square foot area to the Clowser Foundation. The proposed lease sets forth, among other terms, that the Clowser Foundation will undertake repairs to the Council House to make it structurally sound, and will bear responsibility for labor and costs of repairs and maintenance to the building and premises. The proposed lease further provides that the Council House will not routinely be occupied, and that the premises will not be used for commercial purposes.

This matter, and the proposed lease, were discussed by the Public Works Committee on February 28, 2017, and the Committee recommended approval.

LEASE AGREEMENT

This Lease, made and dated on this the _____ day of _____, 2017, by and between the COUNTY OF FREDERICK, VIRGINIA, a political subdivision of Virginia, the Lessor (COUNTY), and the CLOWSER FOUNDATION, a Virginia non-stock corporation, Lessee (FOUNDATION).

WITNESSETH: That for and in consideration of the mutual covenants and agreements mentioned here to be kept and performed by the Lessor and Lessee, the parties do hereby agree as follows:

1. The COUNTY does hereby devise and lease to the FOUNDATION all those certain lots or parcels of real estate, and all improvements and fixtures thereon, lying and being situate in the Back Creek Magisterial District, comprised of approximately 18,436.3 square feet, as more particularly shown on the diagrams attached hereto (PREMISES).

2. The term of this lease shall be for a period of ninety-nine (99) years. The term of the lease shall be renewable at the mutual agreement of the parties at the end of the expiration of the Lease.

3. RENT: During the first term of this Lease, the FOUNDATION shall pay to the COUNTY the rent of \$99.00, or \$1.00 per year, with the total of \$99.00 being payable in advance, within sixty (60) days of the signing of the instant Lease.

4. DELIVERY OF POSSESSION TO THE LESSEE: The COUNTY hereby covenants and agrees that the FOUNDATION shall and may at all times peaceably and quietly have, hold, and enjoy the PREMISES during the term of this Lease. The COUNTY hereby covenants that the COUNTY owns the PREMISES.

5. It is expressly understood that the Clowser House, located on the PREMISES, is presently in a substantial state of disrepair. As a part of the consideration herefor, the FOUNDATION shall immediately undertake to reasonably secure the Clowser House against further deterioration, disrepair, and vandalism, and shall, within a reasonable time, not to exceed 365 days, repair and improve such building to a structurally stable condition, and maintain the Clowser House in a like condition throughout the remainder of the term of this Lease. All costs of preservation, repair, improvement, and maintenance of the Clowser House and utilities, amenities, and other expenses resulting from or relating to any use thereof shall be the sole responsibility of the FOUNDATION, and no payment or contribution by, or on behalf of, the COUNTY and/or Shawneeland Sanitary District shall be made or required for the same. The FOUNDATION agrees to indemnify and hold harmless the COUNTY and Shawneeland Sanitary District as to any liability for payment of such expenses. At the termination of this Lease, all improvements made to or erected on the PREMISES shall revert to the COUNTY, and shall be free from any encumbrance at the time of such reversion. Upon termination of this Lease, no payment for, or contribution, shall be required or demanded from the COUNTY and/or Shawneeland Sanitary District for any increased value of the PREMISES resulting from the FOUNDATION'S obligations hereunder to preserve, improve, or maintain the Clowser House.

6. OCCUPANCY AND USE: The FOUNDATION shall use the PREMISES solely for such public or community non-commercial purposes as are intended for the benefit of the health, safety, welfare, education, recreation, cultural enlightenment, literacy, or civic awareness of the community. The FOUNDATION shall not use the PREMISES for yard sales or for the conduct of other sales of goods or food items for use or consumption off-premises. All parking for the PREMISES shall be in the adjacent parking lot or, if necessary, in designated overflow parking areas. No archaeological digging on the PREMISES shall be permitted without prior written consent from the COUNTY. Written notice of any such application or request shall be given by the COUNTY to the Shawneeland Sanitary District Advisory Committee so that it may provide comments on such application. With specific respect to the Clowser House, the FOUNDATION shall only permit its use as follows and in no other manner and for no other use: 1.) as a historical landmark with public access only to the exterior (for viewing purposes); 2.) for storage of materials needed at the site and accessed only at a very low frequency; and 3.) for interior access by appointment only for maintenance and inspection. The FOUNDATION shall indemnify and hold harmless the COUNTY and Shawneeland Sanitary District as to any liability, injury, or damage to any person or property as a result of their use of the Clowser House other than as permitted hereunder.

7. INSURANCE: The FOUNDATION acknowledges that it must secure its own insurance policy as to the contents and improvements to the PREMISES and that it must secure commercial general liability insurance, with coverage of not less than \$1,000,000 per occurrence, for its operation of the PREMISES. Any insurance required of the FOUNDATION hereunder shall be primary coverage and shall endorse the COUNTY as an additional insured. The FOUNDATION also assumes liability for injury or damage to the person or property of any person as the result of the use of the PREMISES or the condition thereof from the date of possession of the PREMISES and continuing throughout the term of the Lease. The FOUNDATION shall indemnify and hold harmless the COUNTY and Shawneeland Sanitary District as to any liability, injury, or damage to any person or property as a result of their use of the PREMISES.

8. RIGHT OF PUBLIC ACCESS: The FOUNDATION shall allow access to the general public and to residents of Shawneeland for the purposes of ingress and egress to the exterior areas of the PREMISES, as a general community historic resource.

9. MAINTENANCE OF THE PROPERTY: The FOUNDATION shall be responsible for all labor and costs associated with the maintenance of the PREMISES, to include, but not limited to, mowing, regular repairs and any other maintenance costs associated with the PREMISES.

10. DEFAULT: Should the FOUNDATION fail to abide by any of its obligations under this Lease, the COUNTY may give written notice of default to the FOUNDATION. Should the FOUNDATION fail to cure the default within sixty (60) days of such written notice, the COUNTY may declare this Lease terminated and re-take possession of the PREMISES. Any written notice of default shall detail the terms of the Lease by which the FOUNDATION has failed to abide. Failure of the COUNTY to exercise this power on any one or more occasion shall not constitute waiver of the right to exercise this power upon further default.

11. COMPLETE AGREEMENT: This agreement as written constitutes the entire and complete understanding between the parties hereto and no representation, warranties, or promises not contained herein this document are in any way in effect between the parties, and this agreement may not be altered or changed except by written document signed by these parties.

12. GOVERNING LAW; VENUE: This Lease shall be governed by the laws of the Commonwealth of Virginia and any litigation arising out of or in connection with this Lease shall be brought only in the Circuit Court for Frederick County, Virginia.

13. This Lease was duly authorized and approved by resolution of the Board of Supervisors of Frederick County at a regularly scheduled meeting held on _____, and _____ was authorized to execute the same on behalf of the COUNTY. A copy of such resolution is attached hereto and incorporated herein by reference.

Witness the following signatures this the _____ day of _____, 2017.

COUNTY OF FREDERICK, VIRGINIA, by

COUNTY ADMINISTRATOR

COMMONWEALTH OF VIRGINIA
COUNTY OF FREDERICK, to wit:

Subscribed and sworn to before me, the undersigned Notary Public, in and for the County of Frederick, in the Commonwealth of Virginia, this _____ day of _____, 2017.

Notary Public Registration # _____
My commission expires: _____

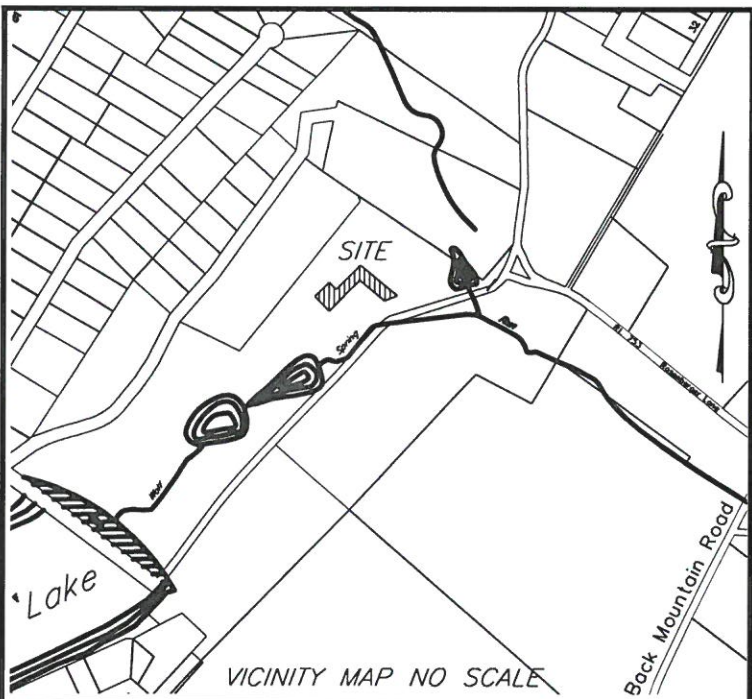
CLOWSER FOUNDATION

TITLE:

COMMONWEALTH OF VIRGINIA
COUNTY OF FREDERICK, to wit:

Subscribed and sworn to before me, the undersigned Notary Public, in and for the County of Frederick, in the Commonwealth of Virginia, this _____ day of _____, 2017.

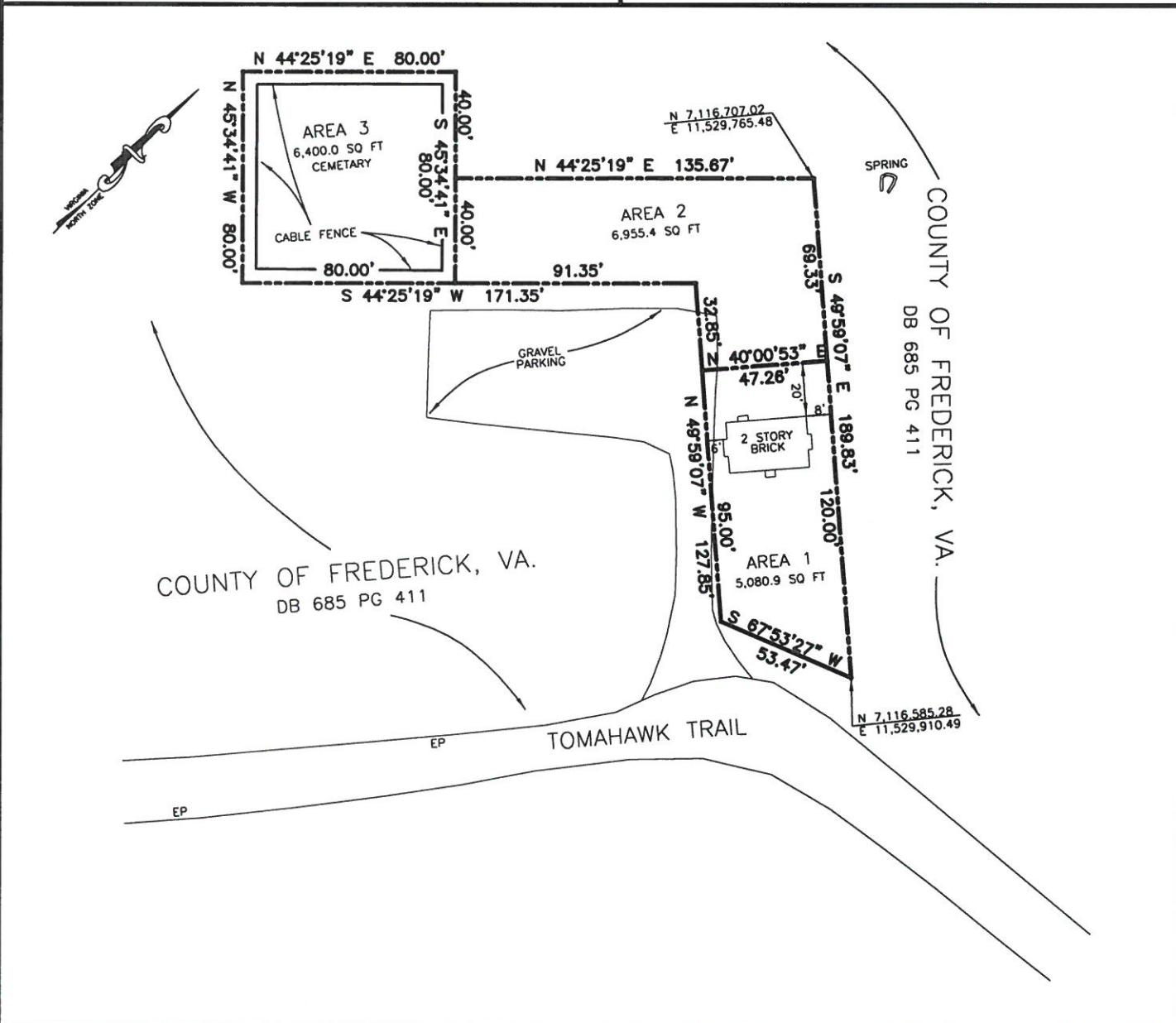
Notary Public Registration # _____
My commission expires: _____



OWNER: COUNTY OF FREDERICK, VA.
 DEED BOOK 685 PAGE 411
 TM 49A02-2-F

THIS PLAT HAS BEEN PREPARED WITHOUT
 THE BENEFIT OF A TITLE REPORT
 THEREFORE THIS PLAT MAY NOT SHOW ALL
 ENCUMBRANCES TO THE PROPERTY

AREA 1 = 5,080.9 SQ. FT
 AREA 2 = 6,955.4 SQ. FT
 AREA 3 = 6,400.0 SQ. FT
 TOTAL = 18,436.3 SQ. FT



PLAT SHOWING
 LEASE PARCEL
 ON THE PROPERTY OF
COUNTY OF FREDERICK, VIRGINIA
 BACK CREEK MAGISTERIAL DISTRICT
 FREDERICK COUNTY, VIRGINIA
 DATE: FEBRUARY 16, 2017 SCALE: 1" = 60'



PAINTER-LEWIS, P.L.C.
 116 North Braddock Street Telephone (540) 662-5792
 Winchester, Virginia 22601 Facsimile (540) 662-5793
 Email: office@painterlewis.com

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**CONDITIONAL USE PERMIT #03-17
KELLEY LUCKETT AND ROBERT LUCKETT
Staff Report for the Board of Supervisors
Prepared: April 17, 2017
Staff Contact: Mark R. Cheran, Zoning Administrator**

This report is prepared by the Frederick County Planning Staff to provide information to the Planning Commission and the Board of Supervisors to assist them in making a decision on this request. It may also be useful to others interested in this zoning matter.

	<u>Reviewed</u>	<u>Action</u>
Planning Commission:	04/05/17	Recommended Approval
Board of Supervisors:	04/26/17	Pending

EXECUTIVE SUMMARY & CONCLUSION FOR THE 04/26/17 BOARD OF SUPERVISORS MEETING: This is a request for a Conditional Use Permit (CUP) for an in-home daycare facility within a single-family detached residence in the RP (Residential Performance) Zoning District. Should the Board of Supervisors find this application for an in-home daycare facility to be appropriate, staff recommends that the following conditions be attached to the CUP:

1. All review agency comments and requirements shall be complied with at all times.
2. Hours of operation shall be permitted from 6:00 a.m. to 6:00 p.m., Monday through Friday.
3. The Applicant shall satisfy the licensing requirements of the Virginia Department of Social Services and the County of Frederick.
4. One cottage occupation sign is permitted.
5. Other than those children residing on the property, there shall be no more than twelve (12) children being cared for at any given time.
6. Other than those persons residing on the property, there shall be no more than two (2) employees working at the daycare at any time.
7. Any expansion or change of use will require a new Conditional Use Permit.

Following this public hearing, a decision regarding this Conditional Use Permit application by the Board of Supervisors would be appropriate. The Applicant should be prepared to adequately address all concerns raised by the Board of Supervisors.

LOCATION: This property is located at 211 Rebecca Drive

MAGISTERIAL DISTRICT: Red Bud

PROPERTY ID NUMBER: 55G-5-1-19

PROPERTY ZONING & PRESENT USE:

Zoned: RP (Residential Performance)
Land Use: Residential

ADJOINING PROPERTY ZONING & PRESENT USE:

North: RP (Residential Performance)	Use: Residential
South: RP (Residential Performance)	Use: Residential
East: RP (Residential Performance)	Use: Residential
West: RP (Residential Performance)	Use: Open Space

PROPOSED USE: In-Home Daycare Facility

REVIEW EVALUATIONS:

Virginia Department of Transportation: The application for a conditional use permit for this property appears to have little measurable impact on Route 1392, the VDOT facility which would provide access to the property. Existing entrance is adequate for proposed use. However, should use ever expand in the future, the entrance may have to be upgraded to VDOT commercial standards.

Frederick County Inspections: Existing dwelling shall comply with The Virginia Uniform Statewide Building Code (USBC). The existing dwelling will be classified (R-5) and shall comply with The Virginia Maintenance Codes. No Change of Use Permit is required provided the home is licensed by the Virginia Department of Social Services as a Family Day Home with allowances of up to 12 children. All sleeping rooms shall comply with proper egress and working smoke detectors shall be installed in accordance with the VMC.

Frederick County Sanitation Authority: No comments.

Frederick County Fire Marshall: Conditional Use Permit (CUP) approved provided that all areas that pertain to this CUP have:

*At least one working smoke detector.

At least one 5lb. ABC multipurpose fire extinguisher within 75'.

Winchester-Frederick County Health Department: As the residence is served by both public water and sewer, the In Home Family Daycare as proposed should not have any adverse impact on a sewage disposal system or water supply.

Planning and Zoning: An in-home daycare facility is a permitted use in the RP (Residential Performance) District with an approved Conditional Use Permit (CUP). An in-home daycare facility is defined by the Zoning Ordinance as a facility in which more than five (5) children, not including those children related to the people who maintain the facility, are received for care, protection, and guidance during only part of the 24-hour day.

The 2035 Comprehensive Policy Plan of Frederick County (Comprehensive Plan) identifies this area of the County as part of the Senseny Eastern Area Plan and is to remain primarily residential in nature. The subject property is located within the Fieldstone Subdivision, within the County's Urban Development Area (UDA) and Sewer and Water Service Area (SWSA). This in-home daycare facility will care for twelve (12) children, with two (2) employees.

STAFF CONCLUSIONS FOR THE 04/05/17 PLANNING COMMISSION MEETING:

This is a request for a Conditional Use Permit (CUP) for an in-home daycare facility within a single-family detached residence in the RP (Residential Performance) Zoning District. Should the Planning Commission find this application for a daycare to be appropriate, staff recommends that the following conditions be attached to the CUP:

1. All review agency comments and requirements shall be complied with at all times.
2. Hours of operation shall be permitted from 6:00 a.m. to 6:00 p.m., Monday through Friday.
3. The Applicant shall satisfy the licensing requirements of the Virginia Department of Social Service and the County of Frederick.
4. One cottage occupation sign is permitted.
5. Other than those children residing on the property, there shall be no more than twelve (12) children being cared for at any given time.
6. Other than those persons residing on the property, there shall be no more than two (2) employees working at the daycare at any time.
7. Any expansion or change of use will require a new Conditional Use Permit.

PLANNING COMMISSION SUMMARY AND ACTION OF THE 04/05/17 MEETING:

Staff reported this is a request for an in-home daycare facility within a single-family detached residence in the RP (Residential Performance) Zoning District and the current land use is Residential. Staff presented a location map of the property. Mr. Cheran continued an in-home daycare facility is a permitted use in the RP District with an approved Conditional Use Permit (CUP). Mr. Cheran noted this in-home daycare facility will care for twelve (12) children, with two (2) employees and the drop-off and pick-up of children is staggered throughout the morning and evening, which should prevent any traffic along the street. Staff presented the following conditions as recommended:

1. All review agency comments shall be complied with at all times.
2. Hours of operation shall be permitted from 6:00 a.m. to 6:00 p.m., Monday through Friday.
3. The Applicant shall satisfy the licensing requirements of the Virginia Department of Social Service and the County of Frederick.
4. One cottage occupation sign is permitted.
5. Other than those children residing on the property, there shall be no more than twelve (12) children being cared for at any given time.
6. Other than those persons residing on the property, there shall be no more than two (2) employees working at the daycare at any time.
7. Any expansion or change of use will require a new Conditional Use Permit.

A Commission Member asked for clarification on the staggered pick-up and drop-off of children. Mrs. Kelley Luckett the Applicant came forward; she clarified the hours of operation will be 6:00 a.m. to 6:00 p.m. and the children are generally dropped off and picked up at different times therefore neither parking nor traffic will be an issue.

A motion was made, seconded, and passed to recommend approval CUP #03-17 for Kelley and Robert Luckett.

YES: Wilmot, Cline, Manuel, Dunlap, Oates, Mohn, Marston, Molden, Ambrogio

NO: Kenney, Triplett

(Note: Commissioners Unger and Thomas were absent from the meeting)

CONCLUSION FOR THE 04/26/17 BOARD OF SUPERVISORS MEETING:

This is a request for a Conditional Use Permit (CUP) for an in-home daycare facility within a single-family detached residence in the RP (Residential Performance) Zoning District. Should the Board of Supervisors find this application for an in-home daycare facility to be appropriate, staff recommends that the following conditions be attached to the CUP:

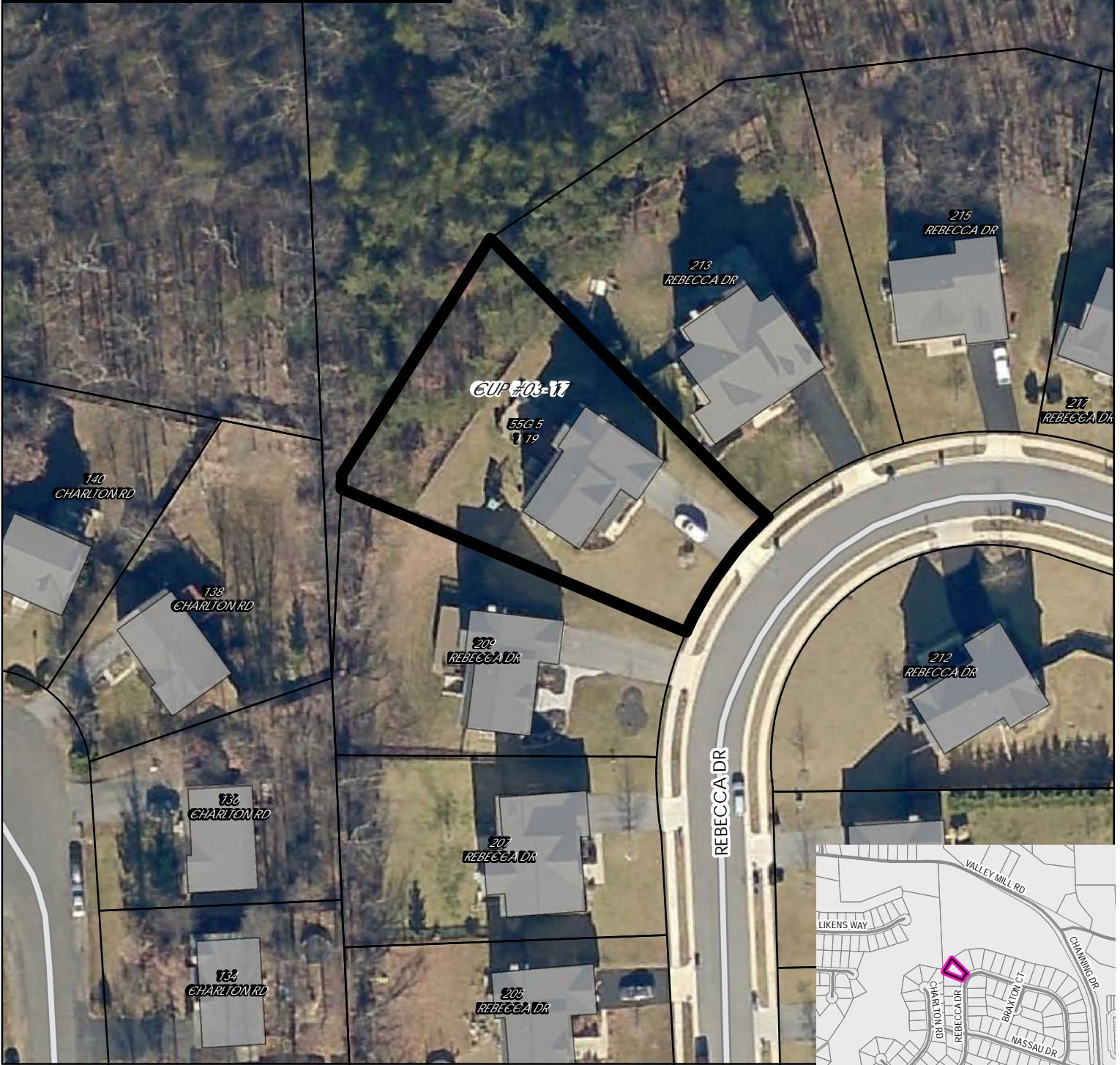
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6. Other than those persons residing on the property, there shall be no more than two (2) employees working at the daycare at any time.
7. Any expansion or change of use will require a new Conditional Use Permit.




Following this public hearing, a decision regarding this Conditional Use Permit application by the Board of Supervisors would be appropriate. The Applicant should be prepared to adequately address all concerns raised by the Board of Supervisors.

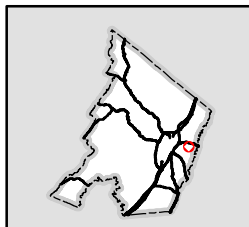
CUP # 03 - 17

Kelley and Robert Lockett

PIN:
55G - 5 - 1 - 19
Cottage Occupation - Daycare
Location Map

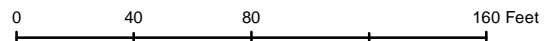


-  Applications
-  Parcels
-  Building Footprints



CUP # 03 - 17
Kelley and Robert Lockett
PIN:
55G - 5 - 1 - 19
Cottage Occupation - Daycare
Location Map

Note:
Frederick County Dept of
Planning & Development
107 N Kent St
Suite 202
Winchester, VA 22601
540 - 665 - 5651
Map Created: March 6, 2017
Staff: mcheran





Submittal Deadline	3/2/17
P/C Meeting	4/5/17
BOS Meeting	4/26/17

**APPLICATION FOR CONDITIONAL USE PERMIT
FREDERICK COUNTY, VIRGINIA**

1. Applicant (check one): Property Owner Other

NAME: Little Angels Learning Centers

ADDRESS: 211 Rebecca Dr. Winchester, VA. 22602

TELEPHONE: 540.486.4828

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

Kelley & Robert Lockett

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

211 REBECCA DR. WINCHESTER VA. Located 2 blocks
FROM THE INTERSECTION OF NASSAU DR. AND CHANNING DR.

4. The property has a road frontage of 64.19' feet and a depth of 158.29 feet and consists of .35 acres. (Please be exact)

5. The property is owned by Robert AND Kelley Lockett as evidenced by deed from BETTY ANN THOMPSON (previous owner) recorded in deed book no. _____ on page _____, as recorded in the records of the Clerk of the Circuit Court, County of Frederick.

6. Property Identification Number (P.I.N.) 55G 5 1 19
Magisterial District RED Bud
Current Zoning RP

7. Adjoining Property:

	<u>USE</u>	<u>ZONING</u>
North	<u>Single Family</u>	<u>RP</u>
East	<u>Single Family</u>	<u>RP</u>
South	<u>Single Family</u>	<u>RP</u>
West	<u>OPEN SPACE</u>	<u>OPEN SPACE</u>

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

IN HOME FAMILY DAYCARE

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

N/A

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

Name and Property Identification Number	Address
Name <u>John + Kelley Abel</u> Property # <u>212 Rebecca Dr.</u>	<u>212 Rebecca Dr</u> <u>WINCHESTER, VA 22602</u>
Name <u>Cary + Melissa Bartlett</u> Property #	<u>213 Rebecca Dr.</u> <u>Winchester, VA 22602</u>
Name <u>Shannon Combs</u> Property #	<u>206 Rebecca Dr.</u> <u>Winchester, VA 22602</u>
Name <u>Maria + Perry Caffrey</u> Property #	<u>202 Rebecca Dr.</u> <u>Winchester, VA 22602</u>
Name <u>Randall Orndorff</u> Property #	<u>203 Rebecca Dr.</u> <u>Winchester, VA 22602</u>
Name <u>Dennis + Julia Bess</u> Property #	<u>215 Rebecca Dr.</u> <u>Winchester, VA 22602</u>
Name <u>TEI WILSON</u> Property # <u>2</u>	<u>209 Rebecca Dr.</u> <u>Winchester VA. 22602</u>

556-5-1-51

556-5-1-20

556-5-1-18

FIELDSTONE HOA
556-5-1-63A

12. Additional comments, if any: _____

I (we), the undersigned, do hereby respectfully make application and petition the governing body of Frederick County, Virginia to allow the use described in this application. I understand that the sign issued to me when this application is submitted must be placed at the front property line at least seven (7) days prior to the first public hearing and maintained so as to be visible until after the Board of Supervisors' public hearing. Your application for a Conditional Use Permit authorizes any member of the Frederick County Planning Commission, Board of Supervisors or Planning and Development Department to inspect your property where the proposed use will be conducted.

Signature of Applicant Kelley Lockett

Signature of Owner Robert J. Lums

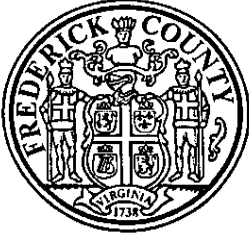
Owners' Mailing Address 211 Rebecca Dr. Winchester, VA. 22602

Owners' Telephone No. 540.486.4828

TO BE COMPLETED BY THE ZONING ADMINISTRATOR:

USE CODE: _____

RENEWAL DATE: _____



RESOLUTION

Action:

PLANNING COMMISSION: April 5, 2017 Recommended Approval

BOARD OF SUPERVISORS: April 26, 2017 APPROVED DENIED

RESOLUTION

CONDITIONAL USE PERMIT #03-17 KELLEY LUCKETT AND ROBERT LUCKETT

WHEREAS, Conditional Use Permit #03-17 for an in-home daycare facility, submitted by Kelley and Robert Lockett, was considered. The Property is located at 211 Rebecca Drive, Winchester, Virginia and is further identified with Property Identification Number 55G-5-1-19, in the Red Bud Magisterial District; and

WHEREAS, the Frederick County Planning Commission held a public hearing on the Conditional Use Permit on April 5, 2017, and recommended approval of the Conditional Use Permit with conditions; and,

WHEREAS, the Frederick County Board of Supervisors held a public hearing on this Conditional Use Permit during their regular meeting on April 26, 2017; and,

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

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that Chapter 165 of the Frederick County Code, Zoning, is amended to revise the zoning map to reflect that Conditional Use Permit Application #03-17 for an in-home daycare facility on the parcel identified by Property Identification Number 55G-5-1-19 with the following conditions:

1. All review agency comments and requirements shall be complied with at all times.

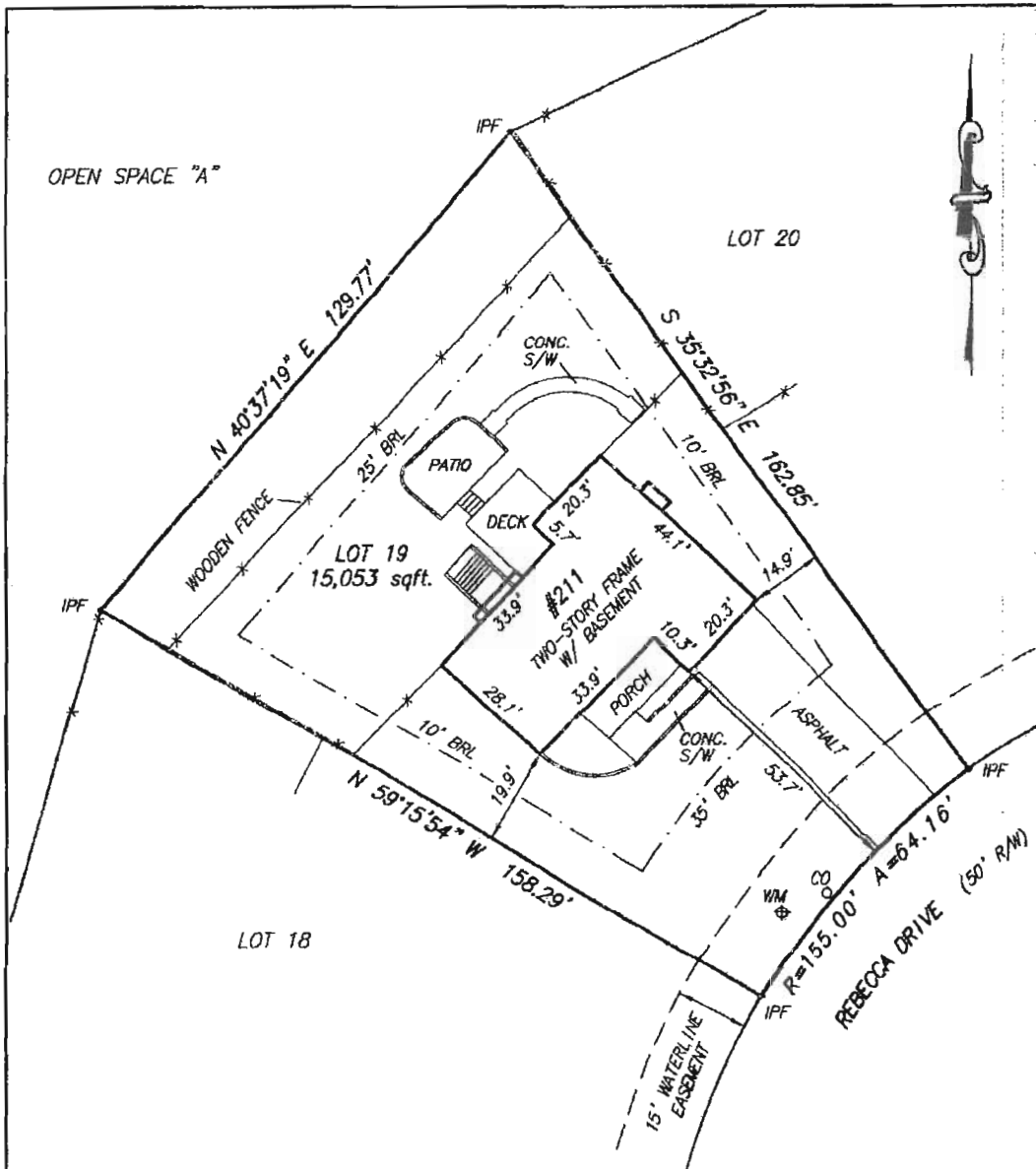
2. Hours of operation shall be permitted from 6:00 a.m. to 6:00 p.m., Monday through Friday.
3. The Applicant shall satisfy the licensing requirements of the Virginia Department of Social Services and the County of Frederick.
4. One cottage occupation sign is permitted.
5. Other than those children residing on the property, there shall be no more than twelve (12) children being cared for at any given time.
6. Other than those persons residing on the property, there shall be no more than two (2) employees working at the daycare at any time.
7. Any expansion or change of use will require a new Conditional Use Permit.

Passed this 26th day of April, 2017 by the following recorded vote:

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

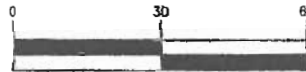
A COPY ATTEST

 Brenda G. Garton
 Frederick County Administrator



NOTES:

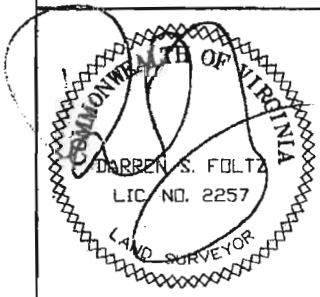
1. NO TITLE REPORT FURNISHED. EASEMENTS OTHER THAN SHOWN MAY EXIST.
2. NO PORTION OF THIS PROPERTY LIES WITHIN THE 100 YEAR FLOOD ZONE AS SHOWN ON F.I.R.M. MAP #51069C-0240-D, DATED SEPTEMBER 2, 2009.
3. DEED REFERENCE: INSTRUMENT # 160011216
4. PLAT REFERENCE: INSTRUMENT # 040005697
5. CURRENT OWNERS: ROBERT D. LUCKETT & KELLEY B. LUCKETT.
6. TAX ID # 55G-((5))-1-19



SCALE: 1" = 30'

LEGEND:

- IPF = IRON PIPE FOUND
- BRL = BUILDING RESTRICTION LINE
- WM = WATER METER
- CO = SEPTIC CLEANOUT
- S/W = SIDEWALK



**HOUSE LOCATION SURVEY
FIELDSTONE SUBDIVISION ~ SECTION ONE ~ LOT 19
(STREET ADDRESS)**

#211 REBECCA DRIVE

RED BUD MAGISTERIAL DISTRICT, FREDERICK COUNTY, VIRGINIA

DATE: FEBRUARY 7, 2017 SCALE: 1" = 30' FILE#: 17-009

Foltz Land Surveying, Inc.

P.O. Box 23 Stephens City, Virginia 22655
Phone #: 540-323-1497 ~ www.foltzlandsurveying.com
email: foltz@visualink.com

SHEET
1
OF
1

M



CONDITIONAL USE PERMIT #04-17

TRISHA SHANHOLTZ

Staff Report for the Board of Supervisors

Prepared: April 17, 2017

Staff Contact: Mark R. Cheran, Zoning Administrator

This report is prepared by the Frederick County Planning Staff to provide information to the Planning Commission and the Board of Supervisors to assist them in making a decision on this request. It may also be useful to others interested in this zoning matter.

	<u>Reviewed</u>	<u>Action</u>
Planning Commission:	04/05/17	Recommended Approval
Board of Supervisors:	04/26/17	Pending

EXECUTIVE SUMMARY & CONCLUSION FOR THE 04/26/17 BOARD OF SUPERVISORS MEETING: This is a request for a Conditional Use Permit (CUP) for an in-home daycare facility within a single-family detached residence in the RA (Rural Areas) Zoning District. Should the Board of Supervisors find this application for an in-home daycare facility to be appropriate, Staff recommends that the following conditions be attached to the CUP:

1. All review agency comments and requirements shall be complied with at all times.
2. Hours of operation shall be permitted from 6:00 a.m. to 6:00 p.m., Monday through Friday.
3. The Applicant shall satisfy the licensing requirements of the Virginia Department of Social Services and the County of Frederick.
4. The Applicant shall apply for and install an approved septic system within one (1) year of approval date of this Conditional Use Permit.
5. This Conditional Use Permit shall be void and revoked if condition #4 is not implemented.
6. One cottage occupation sign is permitted.
7. Other than those children residing on the property, there shall be no more than twelve (12) children being cared for at any given time.
8. Other than those persons residing on the property, there shall be no more than one (1) employee working at the daycare at any time.
9. Any expansion or change of use will require a new Conditional Use Permit.

Following this public hearing, a decision regarding this Conditional Use Permit application by the Board of Supervisors would be appropriate. The Applicant should be prepared to adequately address all concerns raised by the Board of Supervisors.

LOCATION: This property is located at 120 Refuge Church Road, Stephens City, Virginia

MAGISTERIAL DISTRICT: Opequon

PROPERTY ID NUMBER: 93-A-7D

PROPERTY ZONING & PRESENT USE:

Zoned: RA (Rural Areas)

Land Use: Residential

ADJOINING PROPERTY ZONING & PRESENT USE:

North: RA (Rural Areas)

Use: Residential

South: RA (Rural Areas)

Use: Residential

East: RA (Rural Areas)

Use: Residential

West: RA (Rural Areas)

Use: Vacant

PROPOSED USE: In-Home Daycare Facility

REVIEW EVALUATIONS:

Virginia Department of Transportation: The application for a conditional use permit for this property appears to have little measurable impact on Route 640, the VDOT facility which would provide access to the property. It is suggested to trim the weeping willow tree overhanging the road to obtain adequate sight distance to the east of the driveway. To perform this work in the state right-of-way a VDOT land use permit should be obtained. With this suggested improvement the existing entrance is adequate for proposed use. However, should use ever expand in the future, the entrance may have to be upgraded to VDOT commercial standards.

Frederick County Inspections: Existing dwelling shall comply with The Virginia Uniform Statewide Building Code (USBC). The existing dwelling will be classified (R-5) and shall comply with The Virginia Maintenance Codes. No Change of Use Permit is required provided the home is licensed by the Virginia Department of Social Services as a Family Day Home with allowances of up to 12 children. All sleeping rooms shall comply with proper egress and working smoke detectors shall be installed in accordance with the VMC.

Frederick County Fire Marshall: Conditional Use Permit (CUP) approved provided that the following are met:

*At least one 5lb. ABC multi-purpose fire extinguisher is hung in an obvious location within 75'

of all areas being used for the daycare.

*At least one functioning smoke detector is installed in all areas being used for the daycare.

Winchester-Frederick County Health Department: The existing sewage system is not designed or approved to accommodate expected waste flow generated from the proposed project. As a commercial project, the owner will need to engage a private sector professional to prepare & submit a wastewater design for review.

Planning and Zoning: An in-home daycare facility is a permitted use in the RA (Rural Areas) District with an approved Conditional Use Permit (CUP). An in-home daycare facility is defined by the Zoning Ordinance as a facility in which more than five (5) children, not including those children related to the people who maintain the facility, are received for care, protection, and guidance during only part of the 24-hour day. The 2035 Comprehensive Policy Plan of Frederick County (Comprehensive Plan) identifies this area of the County to remain rural in nature and is not part of any land use study. The subject property is located, outside the County's Urban Development Area (UDA) and Sewer and Water Service Area (SWSA).

This proposed in-home daycare facility will take place on a 7 +/- acre property, caring for twelve (12) children, with one (1) employee. This proposed use will need to utilize a new septic system approved by the Frederick County Health Department. The Applicant has requested to delay the installment of the septic system for one (1) year approval of the CUP. A condition of this CUP is that the Applicant installs an approved septic system within one (1) year from the approval date of this CUP. The CUP will become void and will be revoked if a septic system is not installed. Staff would note the Applicant has applied for a septic permit from the Frederick County Health Department and has engaged a septic company.

STAFF CONCLUSIONS FOR THE 04/05/17 PLANNING COMMISSION MEETING:

This is a request for a Conditional Use Permit (CUP) for an in-home daycare facility within a single-family detached residence in the RA (Rural Areas) Zoning District. Should the Planning Commission find this application for a daycare to be appropriate, Staff recommends that the following conditions be attached to the CUP:

1. All review agency comments and requirements shall be complied with at all times.
2. Hours of operation shall be permitted from 6:00 a.m. to 6:00 p.m., Monday through Friday.
3. The Applicant shall satisfy the licensing requirements of the Virginia Department of Social Services and the County of Frederick.
4. The Applicant shall apply for and install an approved septic system within one (1) year of

approval date of this Conditional Use Permit. If system is not installed within the one (1) year the CUP will be deemed invalid.

5. This Conditional Use Permit shall be void and revoked if condition #4 is not implemented.
6. One cottage occupation sign is permitted.
7. Other than those children residing on the property, there shall be no more than twelve (12) children being cared for at any given time.
8. Other than those persons residing on the property, there shall be no more than one (1) employee working at the daycare at any time.
9. Any expansion or change of use will require a new Conditional Use Permit.

PLANNING COMMISSION SUMMARY AND ACTION OF THE 04/05/17 MEETING:

Staff reported this is a request for an in-home daycare facility within a single-family detached residence in the RA (Rural Areas) Zoning District and the current land use is Residential. Staff provided a location map of the property. Mr. Cheran also explained an in-home daycare facility is a permitted use as a cottage occupation in the RA District with an approved Conditional Use Permit (CUP). Staff continued this proposed in-home daycare facility will take place on a 7+/- acre property, caring for twelve (12) children, with one (1) employee. Mr. Cheran noted the drop-off and pick-up of children is staggered throughout the morning and evening, which should prevent any traffic along the road.

Staff reported this proposed use will need to utilize a new septic system and the Applicant has requested to delay the installment of the septic system for one (1) year pending approval of the CUP. Mr. Cheran noted the reason for this request should the CUP be denied then the need to upgrade the septic system no longer exists. Staff continued a condition of this CUP is that the Applicant installs an approved septic system within one (1) year from the approval date of this CUP and the CUP will become void and will be revoked if the septic system is not installed. Staff noted the Applicant has applied for and received a septic permit from the Frederick County Health Department and has engaged a septic company. Staff recommends the following conditions:

1. All review agency comments and requirements shall be complied with at all times.
2. Hours of operation shall be permitted from 6:00 a.m. to 6:00 p.m., Monday through Friday.

3. The Applicant shall satisfy the licensing requirements of the Virginia Department of Social Services and the County of Frederick.
4. The Applicant shall apply for and install an approved septic system within one (1) year of approval date of this Conditional Use Permit.
5. This Conditional Use Permit shall be void and revoked if condition #4 is not implemented.
6. One cottage occupation sign is permitted.
7. Other than those children residing on the property, there shall be no more than twelve (12) children being cared for at any given time.
8. Other than those persons residing on the property, there shall be no more than one (1) employee working at the daycare at any time.
9. Any expansion or change of use will require a new Conditional Use Permit.

A Commission Member inquired if the Health Department is comfortable with the one (1) year delay. Staff responded yes and the Applicant received her permit on March 29, 2017.

Mrs. Trisha Shanholtz, the Applicant came forward and presented a brief overview of her in-home daycare facility. She noted her goal is to get the septic system installed before the end of the school year so she can have some of her school aged children join her again this summer. A Commission Member inquired if more than one adult would be supervising twelve (12) children. Mrs. Shanholtz responded there will be two (2) adults with the children, herself and one (1) other adult.

A Commission Member inquired as to the reason for the required septic upgrade. Staff explained it was due to the existing water flow.

A motion was made, seconded, and passed to recommend approval of CUP #04-17 for Trisha Shanholtz.

YES: Wilmot, Cline, Manuel, Dunlap, Oates, Mohn, Marston, Molden, Ambrogi, Triplett
NO: Kenney

(Note: Commissioners Unger, and Thomas were absent from the meeting)

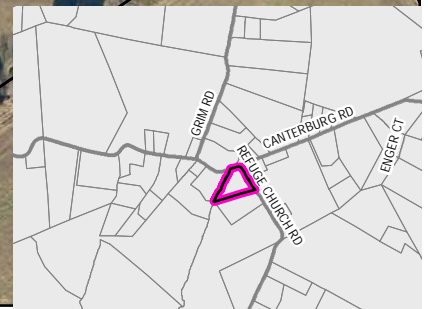
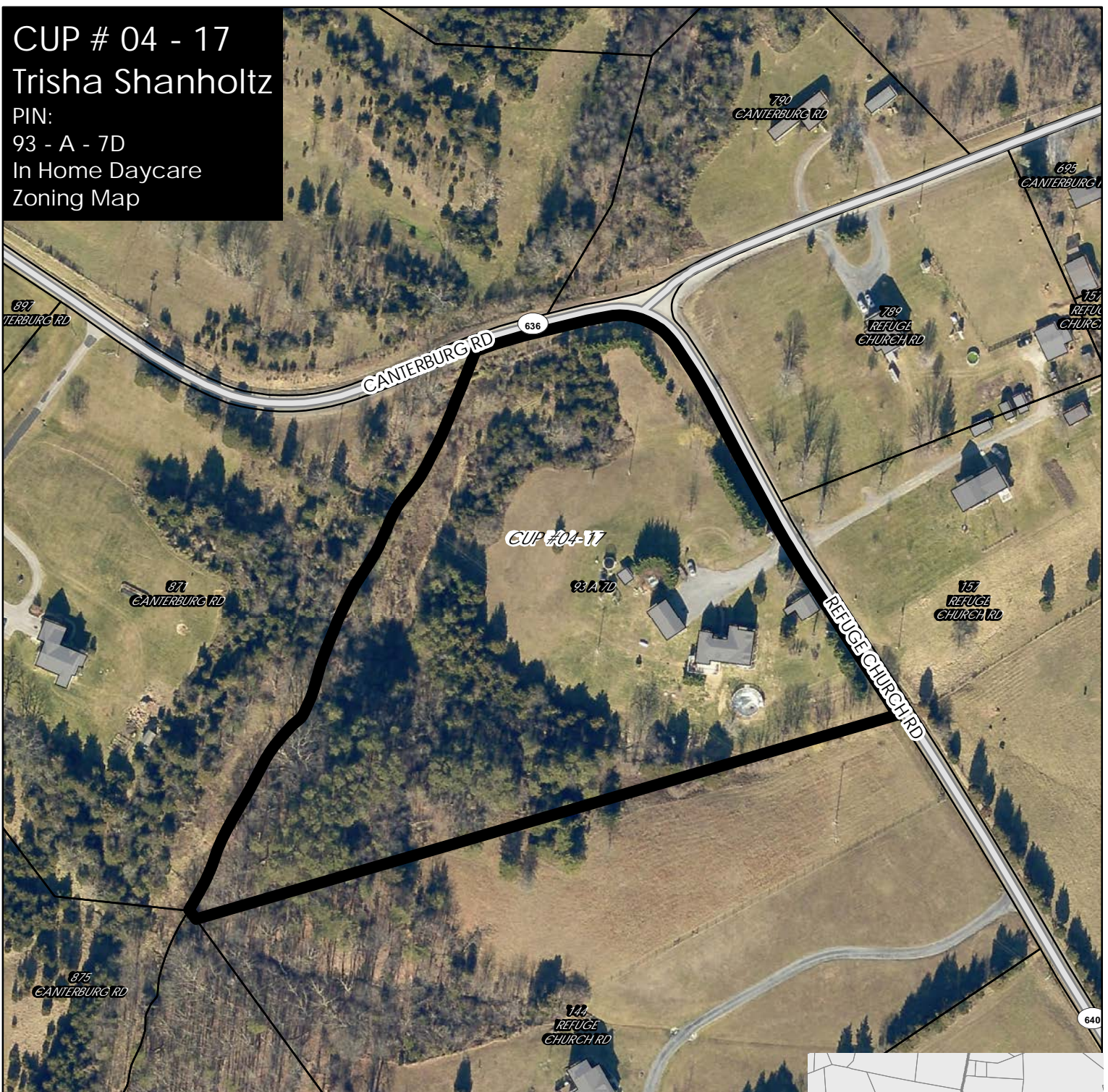
CONCLUSION FOR THE 04/26/17 BOARD OF SUPERVISORS MEETING:

This is a request for a Conditional Use Permit (CUP) for an in-home daycare facility within a single-family detached residence in the RA (Rural Areas) Zoning District. Should the Board of Supervisors find this application for an in-home daycare facility to be appropriate, Staff recommends that the following conditions be attached to the CUP:

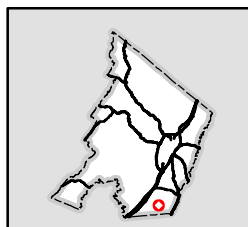
1. All review agency comments and requirements shall be complied with at all times.
2. Hours of operation shall be permitted from 6:00 a.m. to 6:00 p.m., Monday through Friday.
3. The Applicant shall satisfy the licensing requirements of the Virginia Department of Social Services and the County of Frederick.
4. The Applicant shall apply for and install an approved septic system within one (1) year of approval date of this Conditional Use Permit.
5. This Conditional Use Permit shall be void and revoked if condition #4 is not implemented.
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8. Other than those persons residing on the property, there shall be no more than one (1) employee working at the daycare at any time.
9. Any expansion or change of use will require a new Conditional Use Permit.

Following this public hearing, a decision regarding this Conditional Use Permit application by the Board of Supervisors would be appropriate. The Applicant should be prepared to adequately address all concerns raised by the Board of Supervisors.

CUP # 04 - 17
Trisha Shanholtz
 PIN:
 93 - A - 7D
 In Home Daycare
 Zoning Map

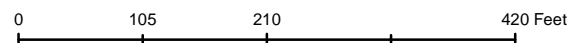


-  Applications
-  Parcels
-  Building Footprints
-  B1 (Neighborhood Business District)
-  B2 (General Business District)
-  B3 (Industrial Transition District)
-  EM (Extractive Manufacturing District)
-  HE (Higher Education District)
-  M1 (Light Industrial District)
-  M2 (Industrial General District)
-  MH1 (Mobile Home Community District)
-  MS (Medical Support District)
- OM (Office - Manufacturing Park)
- R4 (Residential Planned Community District)
- R5 (Residential Recreational Community District)
- RA (Rural Areas District)
- RP (Residential Performance District)



CUP # 04 - 17
Trisha Shanholtz
 PIN:
 93 - A - 7D
 In Home Daycare
 Zoning Map

Note:
 Frederick County Dept of
 Planning & Development
 107 N Kent St
 Suite 202
 Winchester, VA 22601
 540 - 665 - 5651
 Map Created: March 10, 2017
 Staff: mcheran





Submittal Deadline	3/10/17
P/C Meeting	4/5/17
BOS Meeting	4/26/17

**APPLICATION FOR CONDITIONAL USE PERMIT
FREDERICK COUNTY, VIRGINIA**

1. Applicant (check one): Property Owner Other

NAME: Trisha Shanholtz

ADDRESS: 120 Refuge Church Rd Stephens City, VA 22655

TELEPHONE: (540) 327-3603 / trishashanholtz@yahoo.com

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

Trisha Shanholtz

James Shanholtz

Taylor Callan

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

From I-81 S take Stephens City Exit #307 L onto Fairfax Pike, R @ Foodlion (onto Double Church Rd), R on Grim Rd @ Stop Sign make L onto Canterburg Rd Stay to the R onto Refuge Church Rd, 1st house on R 120 Refuge Church Rd

4. The property has a road frontage of 1070.24 feet and a depth of _____ feet and consists of 7.38 acres. (Please be exact)

Lot A-1

5. The property is owned by James & Trisha Shanholtz as evidenced by deed from James + Tamra Ott (previous owner) recorded in deed book no. 000018507 on page _____, as recorded in the records of the Clerk of the Circuit Court, County of Frederick.

6. Property Identification Number (P.I.N.) 93-A-70

Magisterial District Opequon
Current Zoning BA

Tax ID # 93-A-70

7. Adjoining Property:

	<u>USE</u>	<u>ZONING</u>
North	Garage	RA
East	Bar N/A	RA
South	Bar	RA
West	House	RA

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

Day care - RA up to 12 Kids + 1 employee

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

N/A

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

Name and Property Identification Number	Address
Name Jody McGill Property # 93-A-7F	789 Refuge Church Rd Stephens City, VA 22655
Name Billy Joe McGill Property # 93-A-7	157 Refuge Church Rd Stephens
Name Arthur Bake Property # 93-A-7B	144 Refuge Church Rd Stephens City VA 22655
Name Melton Boyce Property # 93-A-5	875 Carterburg Rd Stephens City VA 22655
Name	
Property #	
Name	
Property #	
Name	
Property #	

12. Additional comments, if any: Daycare up to 12 kids &
1 employee

I (we), the undersigned, do hereby respectfully make application and petition the governing body of Frederick County, Virginia to allow the use described in this application. I understand that the sign issued to me when this application is submitted must be placed at the front property line at least seven (7) days prior to the first public hearing and maintained so as to be visible until after the Board of Supervisors' public hearing. Your application for a Conditional Use Permit authorizes any member of the Frederick County Planning Commission, Board of Supervisors or Planning and Development Department to inspect your property where the proposed use will be conducted.

Signature of Applicant Lusha Sharholf

Signature of Owner Lusha Sharholf

Owners' Mailing Address 120 Refuge Church Rd Stephens City, VA

Owners' Telephone No. (540) 327-3603

TO BE COMPLETED BY THE ZONING ADMINISTRATOR:
USE CODE: _____
RENEWAL DATE: _____

BK 97 | PG 1008

FINAL PLAT
 BOUNDARY LINE ADJUSTMENT
 LOT 1
 PAUL CLIFTON & BARBARA JEAN BURROUGHS SUBD.
 OPEQUON DISTRICT
 FREDERICK COUNTY, VIRGINIA

AREA TABULATION

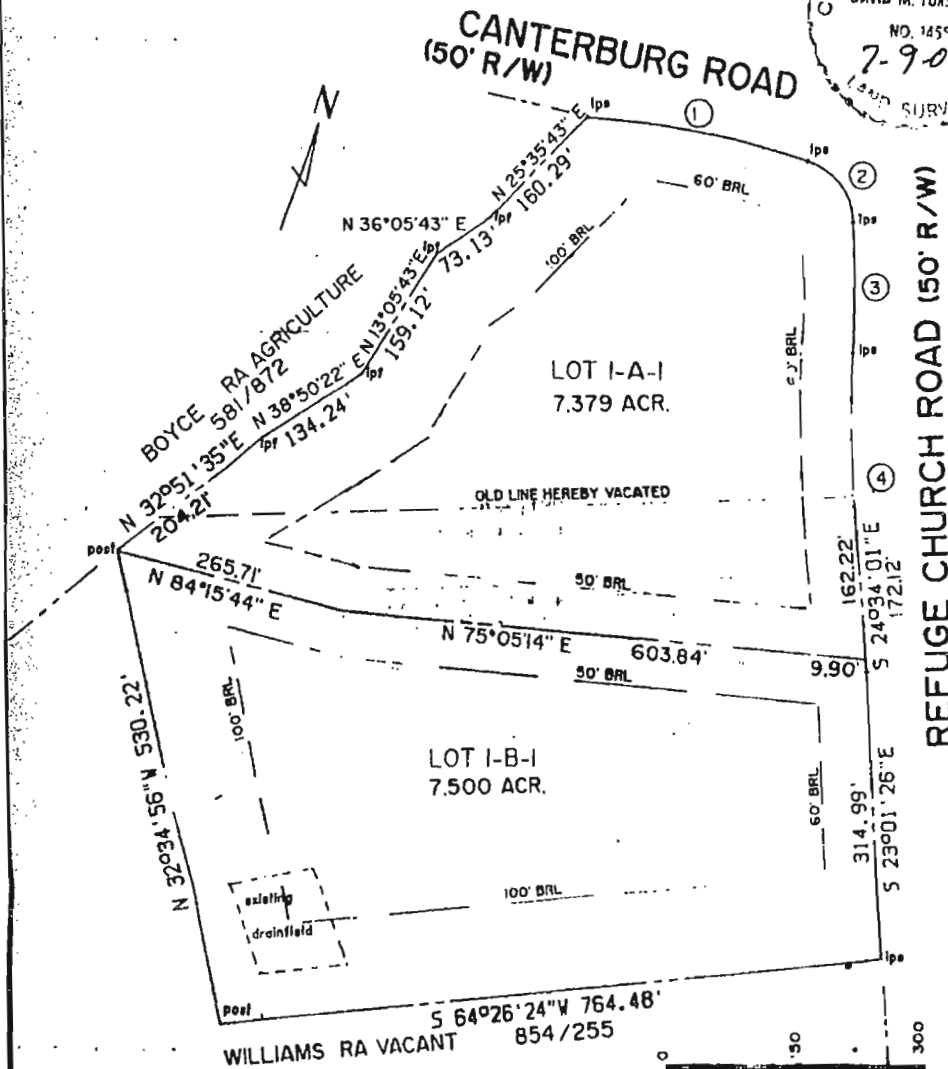
BEFORE ADJUSTMENT

LOT I-A 5.000 ACR.
 LOT I-B 9.879 ACR.

AFTER ADJUSTMENT

LOT I-A-I 7.379 ACR
 LOT I-B-I 7.500 ACR.

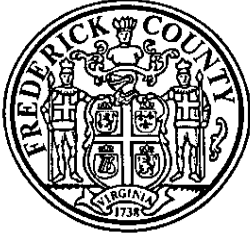
NO.	RAD.	DELTA	ARC	TAN.	CHD.	CHD. BRG.
1	1025.00'	14°19'23"	256.23'	128.79'	255.57'	N 80°20'22"E
2	75.00'	89°50'11"	91.42'	52.36'	85.86'	S 57°34'51"E
3	1525.00'	05°28'14"	145.61'	72.86'	145.55'	S 19°55'38"E
4	1375.00'	07°22'29"	176.98'	88.61'	176.86'	S 20°52'45"E



FURSTENAU SURVEYING (540) 662-9323
 111 SOUTH LOUDOUN ST. WINCHESTER, VA.

DATE: JULY 9, 2000

SCALE: 1" = 150'



RESOLUTION

Action:

PLANNING COMMISSION: April 5, 2017 Recommended Approval

BOARD OF SUPERVISORS: April 26, 2017 APPROVED DENIED

RESOLUTION

CONDITIONAL USE PERMIT #04-17 TRISHA SHANHOLTZ

WHEREAS, Conditional Use Permit #04-17 Trisha Shanholtz for an in-home daycare facility, submitted by Trisha Shanholtz was considered. The Property is located at 120 Refuge Church Road, Stephens City, Virginia and is further identified with Property Identification Number 93-A-7D, in the Opequon Magisterial District; and

WHEREAS, the Frederick County Planning Commission held a public hearing on the Conditional Use Permit on April 5, 2017, and recommended approval of the Conditional Use Permit with conditions; and,

WHEREAS, the Frederick County Board of Supervisors held a public hearing on this Conditional Use Permit during their regular meeting on April 26, 2017; and,

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

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that Chapter 165 of the Frederick County Code, Zoning, is amended to revise the zoning map to reflect that Conditional Use Permit Application #04-17 for an in-home daycare facility on the parcel identified by Property Identification Number 93-A-7D with the following conditions:

1. All review agency comments and requirements shall be complied with at all times.

2. Hours of operation shall be permitted from 6:00 a.m. to 6:00 p.m., Monday through Friday.
3. The Applicant shall satisfy the licensing requirements of the Virginia Department of Social Services and the County of Frederick.
4. The Applicant shall apply for and install an approved septic system within one (1) year of approval date of this Conditional Use Permit.
5. This Conditional Use Permit shall be void and revoked if condition #4 is not implemented.
6. One cottage occupation sign is permitted.
7. Other than those children residing on the property, there shall be no more than twelve (12) children being cared for at any given time.
8. Other than those persons residing on the property, there shall be no more than one (1) employee working at the daycare at any time.
9. Any expansion or change of use will require a new Conditional Use Permit.

Passed this 26th day of April, 2017 by the following recorded vote:

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

A COPY ATTEST

 Brenda G. Garton
 Frederick County Administrator