



**BUDGET WORK SESSION AGENDA  
BOARD OF SUPERVISORS  
WEDNESDAY, JANUARY 22, 2020  
6:00 PM  
BOARD MEETING ROOM  
107 NORTH KENT STREET, WINCHESTER, VIRGINIA 22601**

- 1. Call to Order**
- 2. Information requested/discussed at January 15, 2020 work session:**
  - A. Bond Referendum Update – County Attorney, attached p. 1
  - B. Scenarios, attached p. 2
  - C. Outside Agencies
    1. Which ones are driven by formulas? **Identified as Agencies w/MOU's**
    2. Contribution detail for Lord Fairfax EMS Council, attached p. 3
    3. Can all others be left at present level? **Yes, but impacts state funding**
  - D. Status of School Security Officers, attached p. 4-7
  - E. Radio system update and clarifications, attached p. 8-11
  - F. Legislation Update – Taxing authority/Meals tax
  - G. Requested justification on low annual mileage vehicles – collecting information at this time
  - H. Information for February 5, 2020 meeting?

**Adjourn**

## Jennifer Place

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**From:** Kris Tierney  
**Sent:** Wednesday, January 22, 2020 8:44 AM  
**To:** Cheryl Shiffler; Jennifer Place  
**Subject:** FW: Bond referendum does not obligate Board to proceed with project

FYI

**From:** Rod Williams <rwillia@fcva.us>  
**Sent:** Wednesday, January 22, 2020 8:25 AM  
**To:** Rod Williams <rwillia@fcva.us>  
**Cc:** Kris Tierney <ktierney@fcva.us>; Jay Tibbs <jtibbs@fcva.us>  
**Subject:** Bond referendum does not obligate Board to proceed with project

Dear Mr. Chairman and Members of the Board of Supervisors:

At last week's budget work session, the Board discussed various capital projects and inquired whether, if the Board sought passage of a bond referendum to finance a project and the voters passed the referendum, the Board would then be legally obligated to proceed with the project. I have had the opportunity to examine the question more closely and, as I suggested in my comments last week, my opinion is that, if the voters approved a bond referendum, the Board would not be legally obligated to proceed with the contemplated project.

Sections 15.2-2611 and 15.2-2641 of the Code of Virginia both provide that, upon voter passage of a bond referendum, the governing body "may" then proceed with the bond financing. The term "may" is permissive and therefore does not legally obligate the Board to proceed. In fact, the Board could, after voter passage of the referendum, have any number of reasons it might find it imprudent to proceed with a project and the related bond financing. Perhaps in recognition of this, Section 15.2-2611 provides that bonds authorized "may not be issued by a locality more than eight years after the date of the referendum". This implies that the governing body may have in fact had reasons for not pursuing the project and/or issuing the bonds.

I do note one restriction that does exist and that is that, if the Board does proceed with such a bond financing, it may only do so consistent with the purposes approved by the voter referendum. Therefore, for example, if the referendum stated that the purpose of the financing is for construction of a recreational facility, the Board could not elect to proceed with the bond financing but instead use the funds for, for instance, a public safety facility.

Finally, as I noted at the work session, notwithstanding the absence of a legal obligation to proceed, the Board would likely want to consider the practical expectation it might create if the voters approved a bond referendum, namely that the voters would then expect the contemplated project to proceed.

Sincerely yours,  
Roderick B. Williams  
County Attorney  
Frederick County, Virginia  
107 North Kent Street

**PROPOSED**

<b>Scenario A - Traditional Allocation</b>	<b>3.6 million</b>	<b>Scenario B - Non-Traditional Allocation</b>	<b>6.3 million</b>
<b>Funded</b>		<b>Funded</b>	
VRS rate increase	0.7	VRS rate increase	0.7
5 % Health Insurance Increase	0.4	10 % Health Insurance Increase	0.8
2 % Merit/Cola Increase	1.0	3 % Merit/Cola Increase	1.5
NG 911 Increase	0.1	NG 911 Increase	0.1
Foster Care / Adoption	0.3	Foster Care / Adoption	0.3
Basic Rec PT staff at Jordan Springs	0.2	Basic Rec PT staff at Jordan Springs	0.2
Contractual Services - Sunnyside	0.1	Contractual Services - Sunnyside	0.1
Homeland Security Grant	0.1	Homeland Security Grant	0.1
Property Tax Relief	0.1	Property Tax Relief	0.1
Detention Facility Funding Increase	<u>0.6</u>	Detention Facility Funding Increase	0.6
	3.6	Architectural Design Sunnyside	0.1
		IT Additional Switches/Battery Backup	0.1
		Network Monitoring	0.1
		Sheriff Taser/Body Cam Contracts	0.2
		Increase in Cellular charges	0.1
		Outside Agency Increases	0.2
		SRO for Snowden Bridge	0.1
		Sheriff Investigator	0.1
		Increase in Hauling/Recycling Contract	0.3
		Enviromental Inspector	0.1
		Contingency Funding	<u>0.4</u>
			6.3
<b>Other Requests</b>		<b>Other Requests</b>	
Architectural Design Sunnyside	0.1		
IT Additional Switches/Battery Backup	0.1		
Network Monitoring	0.1		
Sheriff Taser/Body Cam Contracts	0.2		
Increase in Cellular charges	0.1		
Outside Agency Increases	0.2		
Increase in Hauling/Recycling Contract	0.3		
Contingency Funding	0.4		
Tuition Assistance	0.3	Tuition Assistance	0.3
Salary Survey	0.2	Salary Survey	0.2
Sheriff Uniforms and Ballistic Helmets	0.1	Sheriff Uniforms and Ballistic Helmets	0.1
Volunteer Fire Company Fuel Assistance	0.2	Volunteer Fire Company Fuel Assistance	0.2
Volunteer Fire Company Insurance Assistance	0.2	Volunteer Fire Company Insurance Assistance	0.2
Volunteer Fire Company Contribution Increase	0.1	Volunteer Fire Company Contribution Increase	0.1
Volunteer Fire Company Loan Fund	2.0	Volunteer Fire Company Loan Fund	2.0
Health Insurance for BOS	0.1	Health Insurance for BOS	0.1
Identified Position Increases	0.2	Identified Position Increases	0.2
Sheriff and Fire and Rescue Overtime	0.1	Sheriff and Fire and Rescue Overtime	0.1
Building Repairs and Maintenance	0.1	Building Repairs and Maintenance	<u>0.1</u>
Merit/Cola & Health Insurance	0.9		
Positions (SRO, Investigator,Inspector)	<u>0.3</u>		
	6.3		3.6
<b>Not Funded Positions 3.9 Million</b>		<b>Not Funded Positions 3.6 Million</b>	
37 Positions Requested - No Positions Funded		37 Positions Requested Funds 3 positons (SRO, Investigator, Inspector)	
<b>Capital 15.3 Million Requested</b>		<b>Capital 15.3 Million Requested</b>	
Only Fund 6.38 million for Radios out of Capital Fund		Only Fund 6.38 million for Radios out of Capital Fund	

Lord Fairfax EMS Council Allocation Breakdown			
Funding Source	FY 2020 Allocation	FY 2021 Request	Per Capita
Virginia Office of EMS	\$213,721	\$213,721	--
City of Winchester	\$10,005	\$10,505	\$0.36
Frederick County	\$16,000	\$16,800	\$0.20
Clarke County	\$6,282	\$6,575	\$0.43
Page County	\$10,701	\$11,236	\$0.47
Shenandoah County	\$13,665	\$15,353	\$0.32
Warren County	\$14,819	\$15,560	\$0.37

**From Lord Fairfax EMS Council's budget submission:**

With continuingly difficult economic conditions, the Council hasn't requested an increase in funding for at least 9 years from the jurisdictions we serve until just a few years ago. Six years ago we requested a 10% increase from all of the jurisdictions that we serve. Three of the six were able to provide us the increased funding amount at that time and five years ago two of the remaining jurisdictions were able to provide the increase. Typically, funding provided to other Councils in the region is based on a per capita formula of 33 cents. Funding provided at that level would be equal to \$27,649 for Frederick County. A funding level of \$16,800, as requested this year, would equal 20 cents per capita.

## School Security Officers

Good morning Patty. At this morning's budget worksession, a board member requested information on how much the school system spent on School Security Officers prior to the county hiring School Resources Officers in the Sheriff's Department. Thanks, Cheryl

Hi Cheryl,

The amount is \$150,000.

Have a good day.

Patty

Patty,

We are putting this question on the agenda for tomorrow. Are you still spending the 150,000?

Hi Cheryl,

Yes, we still spend \$150,000 for school security officers. If the thought is that school security officers and SROs are the same, they are not. I've attached our job description. I'm sure the Sheriff could provide one for the SROs.

Have a good evening.

Patty

**JOB DESCRIPTION**

**TITLE:** School Security Officer

**JOB CODE:** 702 - Non-Exempt

**QUALIFICATIONS:**

- High school graduate/GED.
- Certification as a School Security Officer or willingness to obtain certification within sixty (60) days of being employed in this position. Experience in law enforcement or as a security guard preferred. Experience working with groups of students and adults. Must have completed or be willing to participate in basic first aid 'first responder' training.
- Thorough knowledge of laws pertaining to trespassing, breaking and entering, destruction of public property, and other laws related to the security of school property; well-developed observation skills as they relate to school security; knowledge of communication policies and proper radio discipline and procedure; ability to operate effectively under stressful conditions; possesses the ability to make independent judgments and to respond to emergency situations.
- Must be at least twenty-one (21) years of age.

**REPORTS TO:** Building Administrator

**ESSENTIAL FUNCTIONS:**

- Maintains regular, punctual, and dependable attendance.
- Performs daily hand checks to assess on-site security; patrols school property.
- Reports any security discrepancies promptly to the communications office of the police department and the school administrator.
- Makes temporary repairs when appropriate to protect school property.
- Completes security reports.
- Responds to and evaluates telephonic communications and alarms and notifies proper authorities.
- Coordinates school, parking lot, and grounds security.

- Monitors halls, school entrances, and other school areas as designated.
- Escorts students to and from locations as needed.
- Provides assistance during assemblies and other school activities as needed.
- Enforces individual School Board policies and regulations relating to a safe school environment.
- Other duties as may be assigned through the immediate supervisor.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the school board's policy on evaluation.

Last Reviewed:

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**Date**

**Signature**

## PHYSICAL REQUIREMENTS

The employee can: (please check appropriate box for each activity listed below)

	Never	Occasionally 0-33%	Frequently 34%-66%	Continuously 67%-100%
• Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please check appropriate box below:

Full-Time     Very Heavy Work-lifting objects over 100 lbs. & frequent  
 Part-Time     lifting/carrying of 50 lb. or more, frequent standing/walking

Full-Time     Heavy Work-100 lb. maximum lifting with frequent lifting/  
 Part-Time     carrying of up to 50 lb. frequent standing/walking

Full-Time     Medium Work-50 lb. maximum lifting with frequent lifting/  
 Part-Time     carrying of up to 25 lb. frequent standing/walking

Full-Time     Light Work-20 lb. maximum lifting/carrying 10 lb. articles  
 Part-Time     frequently, most jobs involving sitting with a degree of pushing  
and pulling

Full-Time     Sedentary Work-10 lb. maximum lifting and/or carrying articles,  
 Part-Time     walking/standing on occasion

• Use hands for: Simple Grasping     Pushing/Pulling     Fine Manipulation  
 Yes    No      Yes    No      Yes    No

• Use feet for repetitive movements; i.e. foot controls  
Right Foot:  Yes    No     Left Foot:  Yes    No     Both:  Yes    No

• Employee is restricted by environmental factors (heat/cold, dust, dampness, heights,  
fumes, gas, etc.):  Yes    No

Please specify any restrictions \_\_\_\_\_



## Jennifer Place

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**From:** Cheryl Shiffler  
**Sent:** Wednesday, January 15, 2020 3:42 PM  
**To:** Jennifer Place  
**Subject:** FW: Budget

fyi

**From:** Leeanna Pyles <lpyles@fcva.us>  
**Sent:** Wednesday, January 15, 2020 1:29 PM  
**To:** Kris Tierney <ktierney@fcva.us>; Dennis Linaburg <dlinabur@fcva.us>; Steven Majchrzak <steven.majchrzak@fcva.us>; Lenny Millholland <lmillholland@fcva.us>  
**Cc:** Jay Tibbs <jtibbs@fcva.us>; Cheryl Shiffler <cshiffle@fcva.us>  
**Subject:** RE: Budget

		6,854,405
Land Mobile Radio System - P25 Phase II simulcast, 8 sites (trunked), 6 channels Mutual-aid overlay, backup consolettes, dispatch consoles	3,045,996	
Backhaul Network	945,115	
Facilities - tower sites	2,467,355	
Project Management	163,371	
Microwave system Options (MPLS networking)	54,454	
Site-Enhancement Contingencies (tower modifications at 4 sites)	178,115	

This is what the 6.8 million will take care of.

I have a meeting scheduled for the 28<sup>th</sup> with MCP representatives, the Communications Committee, Jay Tibbs and Missi Neal to begin the RFP and procurement process.

Jay and I can probably brief the board on the 22<sup>nd</sup>.

LeeAnna

**From:** Kris Tierney <[ktierney@fcva.us](mailto:ktierney@fcva.us)>  
**Sent:** Wednesday, January 15, 2020 11:45 AM  
**To:** Dennis Linaburg <[dlinabur@fcva.us](mailto:dlinabur@fcva.us)>; Steven Majchrzak <[steven.majchrzak@fcva.us](mailto:steven.majchrzak@fcva.us)>; Lenny Millholland <[lmillholland@fcva.us](mailto:lmillholland@fcva.us)>; Leeanna Pyles <[lpyles@fcva.us](mailto:lpyles@fcva.us)>  
**Cc:** Jay Tibbs <[jtibbs@fcva.us](mailto:jtibbs@fcva.us)>; Cheryl Shiffler <[cshiffle@fcva.us](mailto:cshiffle@fcva.us)>  
**Subject:** Budget

All,

## Jennifer Place

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**From:** Cheryl Shiffler  
**Sent:** Tuesday, January 21, 2020 2:35 PM  
**To:** Jennifer Place  
**Subject:** FW: Budget

**From:** Lenny Millholland <lmillholland@fcva.us>  
**Sent:** Tuesday, January 21, 2020 2:12 PM  
**To:** Dennis Linaburg <dlinabur@fcva.us>; Kris Tierney <ktierney@fcva.us>; Steven Majchrzak <steven.majchrzak@fcva.us>; Leeanna Pyles <lpyles@fcva.us>  
**Cc:** Jay Tibbs <jtibbs@fcva.us>; Cheryl Shiffler <cshiffle@fcva.us>  
**Subject:** RE: Budget

Kris,

This is what we have been told since day one and through all of our purchases of radio equipment. All of our old radios will NOT be compatible. Hope this helps.

Lenny

Sheriff Lenny Millholland  
1080 [Coverstone Dr.](#)  
Winchester, Va. 22602  
[lmillholland@fcva.us](mailto:lmillholland@fcva.us)



**From:** Dennis Linaburg <dlinabur@fcva.us>  
**Sent:** Tuesday, January 21, 2020 12:21 PM  
**To:** Kris Tierney <ktierney@fcva.us>; Steven Majchrzak <steven.majchrzak@fcva.us>; Lenny Millholland <lmillholland@fcva.us>; Leeanna Pyles <lpyles@fcva.us>  
**Cc:** Jay Tibbs <jtibbs@fcva.us>; Cheryl Shiffler <cshiffle@fcva.us>  
**Subject:** RE: Budget

Kris,

- 1) **Fuel Assistance** would follow the county and department policies that are in place. Fuel keys follow the vehicles and accounting would be in conjunction with the companies, department and school transportation. Many of the companies are utilizing the school system as a primary source of fuel and billed accordingly to the company. This would be for diesel fuel only and would only be a change in funding streams.
- 2) **Insurance Assistance** the auto(apparatus) policy is currently managed through the fire and rescue association. The blanket policy was bid through the finance department several years ago. Each individual

companies pay their portion of the policy. Two of the companies Greenwood and Stephens city stayed with their own insurance carriers. I would expect to rebid the policy and review the funding path and administration of the policy.

- 3) **Radio System Status** Steve and I Plan to meet with Leeanna this afternoon to understand and support the budget request. We will also discuss short, long term goals and continuity of operation. The radios requested in the fire and rescue budget are compatible with the proposed system. This would replace a portion of the failing hardware now and would be subtracted from the overall cache purchased in the future. A phased approach could be attractive given the size of the project. The bulk of the expenditures is in the actual hardware, vehicle mounted radios and personal communication devices of the new system.

Chief Dennis D. Linaburg, NRP  
Frederick County Fire and Rescue Department  
1080 Coverstone Drive  
Winchester, Virginia 22602-4369  
(540) 665-5618 Work Telephone  
(540) 974-3792 Cellular Telephone  
(540) 678-4739 Work FAX Number  
[dlinabur@fcva.us](mailto:dlinabur@fcva.us) Work E-Mail  
<http://www.fcfrd.com>



**From:** Kris Tierney <[ktierney@fcva.us](mailto:ktierney@fcva.us)>  
**Sent:** Wednesday, January 15, 2020 11:45 AM  
**To:** Dennis Linaburg <[dlinabur@fcva.us](mailto:dlinabur@fcva.us)>; Steven Majchrzak <[steven.majchrzak@fcva.us](mailto:steven.majchrzak@fcva.us)>; Lenny Millholland <[lmillholland@fcva.us](mailto:lmillholland@fcva.us)>; Leeanna Pyles <[lpyles@fcva.us](mailto:lpyles@fcva.us)>  
**Cc:** Jay Tibbs <[jtibbs@fcva.us](mailto:jtibbs@fcva.us)>; Cheryl Shiffler <[cshiffle@fcva.us](mailto:cshiffle@fcva.us)>  
**Subject:** Budget

All,

A number of question came up this morning at the Board's budget work session pertaining to various public safety budget requests.

- 1) What parameters have been developed that would apply to funding (if it were to be budgeted) for fuel and insurance for the volunteer companies? As I've stated numerous times before, the Board members are not interested in providing the funds without some explanation of how those proposed programs would work.
- 2) What is the status of the Radio System effort? (Someone needs to brief the Board at the next work session and be prepared to respond to questions)
  - a. What's included in the \$6.8 mill request?
  - b. How does the request for system funding relate to the request for actual radios? (Lenny and Denny, you have both assured me that any radios purchased would be compatible with the new system. The Board needs to hear that and be convinced.)

Please provide whatever information you can and plan to have a representative at the next budget work session which is scheduled for January 22 at 6:00 prior to the Board meeting.

Thanks - Kris

Kris C. Tierney  
County Administrator  
Frederick County, Virginia  
(540) 665-6382