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**AGENDA  
REGULAR MEETING  
FREDERICK COUNTY BOARD OF SUPERVISORS  
WEDNESDAY, FEBRUARY 25, 2015  
7:00 P.M.  
BOARD ROOM, COUNTY ADMINISTRATION BUILDING  
107 NORTH KENT STREET, WINCHESTER, VIRGINIA**

**5:00 P.M. – Board of Supervisors Budget Work Session**

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

**Invocation**

**Pledge of Allegiance**

**Adoption of Agenda:**

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

**Consent Agenda:**

(Tentative Agenda Items for Consent are Tabs: C, E, G, H, I and O)

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

**Board of Supervisors Comments**

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

1. Regular Meeting, January 28, 2015.
2. Budget Work Session, February 4, 2015.
3. Special Meeting, February 11, 2015.
4. Budget Work Session, February 11, 2015.

**County Officials:**

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1. Employee of the Month Award. **(See Attached)** ----- **B**
2. Proclamation Re: April 1-7, 2015 as Local Government Education Week.  
**(See Attached)** ----- **C**
3. Committee Appointments. **(See Attached)**----- **D**
4. Approval to Sign Engagement Letter for FY 2015 Annual Audit for  
Frederick County, Virginia, Regional Jail and Economic Development  
Authority. **(See Attached)**----- **E**
5. Reimbursement Resolution Re: Frederick County Middle School  
Replacement. **(See Attached)**----- **F**

**Committee Reports:**

1. Public Safety Committee. **(See Attached)**----- **G**
2. Joint Finance Committee. **(See Attached)** ----- **H**
3. Human Resources Committee. **(See Attached)** ----- **I**
4. Parks and Recreation Commission. **(See Attached)** ----- **J**
5. Finance Committee. **(See Attached)**----- **K**

**Public Hearing:**

1. Proposed Declaration as Surplus and Disposal of the Real Property Known  
as the Robinson School Located at 2400 Roosevelt Boulevard and 2479  
Papermill Road, Winchester, Virginia, and Identified by City of Winchester  
Property Identification Numbers 291-1-21A and 291-1-3A. The Hearing is  
Pursuant to Virginia Code Section 15.2-1800 and the Purpose of the  
Hearing is to Receive Public Comment on the Declaration of the Property as  
Surplus and Approval of the Transfer of the Property to the Economic  
Development Authority of the County of Frederick, Virginia.  
**(See Attached)** ----- **L**

**Planning Commission Business:**

**Public Hearing:**

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1. 2015-2016 Capital Improvement Plan (CIP). The CIP is a Prioritized List of Capital Projects Requested by Various County Departments and Agencies. The Plan is Created as a Component of the 2030 Comprehensive Plan. **(See Attached)** ----- **M**
  
2. CPPA #01-14, Blain Properties Sewer and Water Service Area (SWSA) Inclusion. A Change to the SWSA Boundary to Affect the Following Parcels, Totaling Approximately 140 Acres, 33-A-78A, 33-A-113, 33-A-114C, 33-A-123A, 33-A-123B, 33-A-124, 33-A-77B, and 33-A-72. These Properties are Currently Designated in the 2030 Comprehensive Plan for Future Commercial and Industrial Land Uses. The Properties are Generally Located South of Cedar Hill Road, (Route 671), North of Hopewell Road, (Route 672), and West of Interstate 81, and are Located in the Stonewall Magisterial District. **(See Attached)** ----- **N**

**Other Planning Items:**

1. Road Resolution – Rutherford Crossing - Milton Ray Drive Extension. **(See Attached)** ----- **O**

**Board Liaison Reports (If Any)**

**Citizen Comments**

**Board of Supervisors Comments**

**Adjourn**

A



**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**REGULAR MEETING**

**January 28, 2015**

A Regular Meeting of the Frederick County Board of Supervisors was held on  
Wednesday, January 28, 2015 at 7:00 P.M., in the Board of Supervisors' Meeting Room, 107  
North Kent Street, Winchester, VA.

**PRESENT**

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

**CALL TO ORDER**

Chairman Shickle called the meeting to order.

**INVOCATION**

Supervisor Hess delivered the invocation.

**PLEDGE OF ALLEGIANCE**

Supervisor DeHaven led the Pledge of Allegiance.

**ADOPTION OF AGENDA - APPROVED**

County Administrator John R. Riley, Jr. advised that he had no changes to the agenda.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, the Board  
approved the agenda as presented.

The above motion was approved by the following recorded vote:

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

**CONSENT AGENDA - APPROVED**

Administrator Riley offered the following items for the Board's consideration under the consent agenda:

- Parks and Recreation Commission – **Tab E**; and
- Road Resolutions: Meadows Edge Subdivision – Phase I and Lynnehaven Subdivision, Section III – Phase II – **Tab J**.

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

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

#### **CITIZEN COMMENTS**

There were no citizen comments.

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

There were no Board of Supervisors' comments.

#### **MINUTES - APPROVED**

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, the Board approved the minutes from the January 12, 2015 special meeting by the following recorded vote:

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

Upon a motion by Supervisor Hess, seconded by Supervisor Lofton, the Board approved the minutes from the January 13, 2015 special meeting by the following recorded vote:

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

### **COUNTY OFFICIALS**

### **EMPLOYEE OF THE MONTH AWARD- LORRAINE MOSSBURG APPROVED**

Upon a motion by Supervisor Hess, seconded by Supervisor Fisher, the Board approved Lorraine Mossburg as Employee of the Month for January 2015.

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

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

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

**WHEREAS**, Lorraine Mossburg, an Administrative Assistant for the Commissioner of the Revenue was nominated for Employee of the Month; and

**WHEREAS**, Lorraine is being awarded for acquainting herself with all COR division processes which has enabled her to know information she provides to the public first-hand. Lorraine takes on much responsibility, by concentrating on assisting taxpayers with specific questions and processing the information in a concise, uniform manner to accommodate the taxpayer in a timely manner. She works tirelessly to inspire offices to participate in programs that raise money for community efforts. Her creativity is enjoyed by all. Lorraine is approachable and enthusiastic about her role in the COR office which makes for a learning and productive atmosphere. She is thorough and an excellent resource for co-workers to discuss new ideas. She continues to search for creative ways to keep information fresh and informative;

**NOW, THEREFORE, BE IT RESOLVED**, by the Frederick County Board of Supervisors this 28<sup>th</sup> day of January, 2015 that Lorriane Mossburg is hereby recognized as the Frederick County Employee of the Month for January 2015; and

**BE IT FURTHER RESOLVED** that the Board of Supervisors extends gratitude to Lorraine Mossburg for her outstanding performance and dedicated service and wishes continued success in her future endeavors; and

**BE IT FURTHER RESOLVED**, that Lorriane Mossburg is hereby entitled to all of the rights and privileges associated with her award.

The above motion was approved by the following recorded vote:

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

#### **COMMITTEE APPOINTMENTS**

There were no committee appointments.

#### **REQUEST FROM COMMISSIONER OF THE REVENUE FOR REFUND – APPROVED**

Administrator Riley advised the Commissioner of the Revenue requested the Board to authorize the Treasurer to credit the following entities:

1. Quantum Fireworks, LLC the amount of \$2,564.78 for business license taxes in 2014. The refund is a result of the taxpayer closing the business.

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

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Aye
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye

Gary A. Lofton	Aye
Robert W. Wells	Aye

2. Ryder Truck Rental LT the amount of \$3,419.73 for proration of personal property taxes in 2013 and 2014. This refund was a result of prorated personal property taxes and one license fee in the normal course of business.

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

The above motion was approved by the following recorded vote:

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

### **COMMITTEE REPORTS**

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

The Parks and Recreation Commission met on January 13, 2015. Members present were: Randy Carter, Marty Cybulski, Ronald Madagan, and Charles Sandy, Jr. Members absent were: Kevin Anderson, Patrick Anderson, Greg Brondos, Jr., Gary Longerbeam, and Christopher Collins.

#### **Items Requiring Board of Supervisors Action:**

None

#### **Submitted for Board Information Only:**

1. Election of Chairperson – The Parks and Recreation Commission will need to re-elect officers at its February 10, 2015 meeting due to the majority of members present not electing a candidate.
2. Election of Vice Chairperson – The Parks and Recreation Commission will need to re-elect officers at its February 10, 2015 meeting due to the majority of members present not electing a candidate.

3. Finance Committee – Concession Stand at Ballfields – Mr. Madagan moved to offer the concession stands at the Clearbrook Park Athletics Complex and the Sherando Park Athletic Complex South to the Little League Associations at \$3,500 and require them to open for the little league season and scheduled tournaments, all other concession stands will be sent out for competitive quotations, second by Mr. Cybulski, motion carried unanimously (4-0).

#### **FINANCE COMMITTEE - APPROVED**

The Finance Committee met in the First Floor Conference Room at 107 North Kent Street on Wednesday, January 21, 2015 at 8:00 a.m. There was a budget work session immediately following. Member Gary Lofton was absent. Items 3a-e were approved under consent agenda.

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

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

1. The Parks and Recreation Director requests a General Fund supplemental appropriation in the amount of \$18,770 to fill a full time Recreation Technician position. Request has been approved by the Parks and Recreation Commission and the Human Resources Committee. Local funds are required. See attached memo, p. 4-5. The committee recommends approval. - **APPROVED**

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

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

2. The Fire and Rescue Chief requests a General Fund supplemental appropriation in the amount of \$5,700. This amount represents proceeds from the surplus sale and is needed

for equipment for new vehicles. See attached memo, p. 6-8. The committee recommends approval. - **APPROVED**

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

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

3. The Sheriff requests the following General Fund supplemental appropriations:
  - a. \$269.89 represents reimbursement for a training course attended by staff, see p. 9.
  - b. \$23,630 represents an insurance reimbursement, see p. 10.
  - c. \$154.68 represents the sale of unclaimed livestock, see p. 11.
  - d. \$134.63 represents prisoner extradition reimbursements, see p. 12.
  - e. \$3,371.98 represents a DARE donation, see p. 13.- **APPROVED UNDER CONSENT AGENDA.**

4. The Sheriff requests a General Fund supplemental appropriation in the amount of \$9,000. This amount represents overtime funding approved by the U.S. Department of Justice – Organized Crime Drug Enforcement Task Forces. No local funds required. See attached information, p. 14-24. The committee recommends approval. - **APPROVED**

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

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

5. The County Attorney provides information for review of property tax exemptions previously granted by the County. This item is continued from the November 2014 Finance Committee meeting. See attached information, p. 25-50. The committee delays action awaiting further information from the County Attorney and the Commissioner of the Revenue.



6. The Finance Director requests a General Fund supplemental appropriation in the amount of \$20,487.99. This amount represents unspent FY14 VJCCCA funds to be returned to the state. See attached letter, p. 51. The committee recommends approval. - **APPROVED**

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

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

7. The County Administrator requests a refinance of the bonds for the Public Safety Building/Animal Shelter through the Virginia Resources Authority (VRA) Pooled Financing Program. The deadline for the VRA applications is February 6, 2015. See attached for cost savings, p. 52. The committee recommends approval. - **APPROVED**

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

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

8. The County Administrator requests approval of a reimbursement resolution declaring the county's intention to reimburse itself from the proceeds of one or more financings for certain costs of joint capital improvements for courts and related services. See attached resolution, p. 53. The committee recommends approval. - **APPROVED**

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

Richard C. Shickle	Aye
Christopher E. Collins	Aye
Charles S. DeHaven, Jr.	Aye

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

### **INFORMATION ONLY**

1. The Finance Director provides a Fund 10 Transfer Report for December 2014. See attached, p. 82.
2. The Finance Director provides financial statements for the month ending December 31, 2014. See attached, p. 83-93.
3. The Finance Director provides an FY 2015 Fund Balance Report ending January 14, 2015. See attached, p. 94.
4. The Government Finance Officers Association (GFOA) has awarded the County the Distinguished Budget Presentation Award for the FY 2015 Budget document. This is the 29<sup>th</sup> consecutive year that Frederick County has received this achievement. See attached, p. 95-96.

### **PLANNING COMMISSION BUSINESS**

#### **DISCUSSION – COMPREHENSIVE POLICY PLAN AMENDMENT (CPPA) #01-14 BLAINE PROPERTIES SEWER AND WATER SERVICE AREA (SWSA) INCLUSION. – SENT FORWARD FOR PUBLIC HEARING.**

Planning Director Eric Lawrence appeared before the Board regarding this item. He advised staff was seeking direction from the Board regarding whether or not this proposed Comprehensive Policy Plan amendment was ready for public hearing. He noted the property was located in the Stonewall Magisterial District. It consists of two parcels totaling approximately 100 acres. The land is currently designated for commercial/industrial land use. The proposed change to the sewer and water service area boundary would encompass approximately 140 acres. The Comprehensive Plans and Programs Committee endorsed this proposal with the addition of the 140 acres. The Planning Commission endorsed sending this proposed amendment through the public hearing process.

Supervisor Lofton asked if the land was currently zoned RA and would expanding the sewer and water service area open that land for other uses.

Director Lawrence responded no.

Chairman Shickle stated he would like to receive an annual update from the Frederick County Sanitation Authority to see if the number of undeveloped properties in the sewer and water service area has changed.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, the Board forwarded CPPA #01-14 to public hearing.

The above motion was approved by the following recorded vote:

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

**DISCUSSION – CAPITAL IMPROVEMENTS PLAN (CIP). – SENT FORWARD FOR PUBLIC HEARING.**

Planning Director Eric Lawrence appeared before the Board regarding this item. He advised this was the draft Capital Improvements Plan, which prioritized the County's capital projects. This year there were 88 projects on the plan. He noted the proposed plan reinforces the connection between the Capital Improvements Plan, Comprehensive Plan, and rezoning applications. The Comprehensive Plans and Programs Committee endorsed the proposed plan and found it in conformance with the Comprehensive Plan. The Planning Commission reviewed this item at their January 7, 2015 meeting.

Supervisor Hess asked if there was a way to identify or track the changes from year to year.

Upon a motion by Supervisor Collins, seconded by Supervisor Lofton, the Board forwarded the Capital Improvements Plan to public hearing.

The above motion was approved by the following recorded vote:

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

**RESOLUTION – REVENUE SHARING APPLICATION MODIFICATION. -  
APPROVED**

Deputy Planning Director/Transportation John Bishop appeared before the Board regarding this item. He advised this item was previously acted on by the Board at their December 2014 meeting. He noted that VDOT had requested the Board re-enact this resolution due to changes and disallowances by VDOT. He noted that Haggerty Blvd. and a portion of Coverstone Drive was removed from the application. Valley Mill Road remains unchanged. He noted the County was now applying for \$4.6 million and would use private dollars to leverage the match.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, the Board endorsed the amended application.

**WHEREAS**, the County of Frederick desires to submit a modification to the application for an allocation of funds of up to \$4,600,000.00 through the Virginia Department of Transportation Fiscal Year 2015-2016, Revenue Sharing Program; and

**WHEREAS**, \$4,600,000.00 of these funds are requested to fund to extend 2 lanes of Coverstone Drive east and north approximately .70 miles, Route 50 intersection improvements, and realign

Valley Mill Road to a new intersection with Route 7 and improve Route 7 at intersection as needed; and

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Frederick County Board of Supervisors hereby supports this modify application for an allocation of up to \$4,600,000.00 through the Virginia Department of Transportation "Revenue Sharing Program".

**ADOPTED** this 28<sup>th</sup> day of January, 2015.

The above motion was approved by the following recorded vote:

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

**ROAD RESOLUTIONS – APPROVED UNDER CONSENT AGENDA**

**a. MEADOWS EDGE SUBDIVISION – PHASE I – APPROVED UNDER CONSENT AGENDA**

**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.

**b. LYNNEHAVEN SUBDIVISION, SECTION III – PHASE II – APPROVED  
UNDER CONSENT AGENDA**

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

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

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

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

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

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

**BOARD LIAISON REPORTS**

There were no Board liaison reports.

**CITIZEN COMMENTS**

There were no citizen comments.

**BOARD OF SUPERVISORS COMMENTS**

The Board unanimously approved the following honoring County Administrator John R. Riley, Jr., who was retiring as of February 1, 2015 after 32 years of service to Frederick County.

**RESOLUTION OF APPRECIATION  
JOHN R. RILEY, JR.**

## **COUNTY ADMINISTRATOR**

**WHEREAS**, John R. Riley, Jr. served the citizens of Frederick County in an exemplary manner for 32 years as County Administrator from January 1983 through February 1, 2015; and

**WHEREAS**, John R. Riley, Jr. has the distinction of being the third longest tenured county administrator in the Commonwealth of Virginia; and

**WHEREAS**, John R. Riley, Jr. has served in many other capacities within the community and his profession, to include: Former President of the James Wood Athletic Association, 4-H Center Board of Directors, Board of Directors, Special Love- Programs for Children with Cancer; Chairman of the Virginia Association of Counties Risk Pool, and Virginia Local Government Managers Association; and

**WHEREAS**, during his tenure as County Administrator, John R. Riley, Jr. oversaw numerous regional projects to include construction of the first direct supervision regional adult detention center in the Commonwealth of Virginia, creation of a state of the art landfill facility, relocation and construction of a joint city/county wastewater treatment plant, and Winchester Regional Airport; and

**WHEREAS**, John R. Riley, Jr. helped forge a strong relationship with the Frederick County School Board, which has been critical to address education needs during challenging economic times; and

**WHEREAS**, John R. Riley, Jr. was a tireless worker for all of the citizens of Frederick County; and

**WHEREAS**, this Board will always consider John R. Riley, Jr. a colleague and friend.

**NOW, THEREFORE BE IT RESOLVED**, that the Frederick County Board of Supervisors extends its sincerest thanks to John R. Riley, Jr. and wishes him all of the best in his future endeavors.

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

**ADOPTED** this 28<sup>th</sup> day of January, 2015.

### **ADJOURN**

**UPON A MOTION BY VICE-CHAIRMAN DEHAVEN, SECONDED BY SUPERVISOR FISHER, THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, THIS MEETING IS HEREBY ADJOURNED. (7:38 P.M.)**

**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**BUDGET WORK SESSION**

**February 04, 2015**



A Budget Work Session of the Frederick County Board of Supervisors and Finance Committee was held on Wednesday, February 4, 2015 at 8:00 A.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, VA.

**PRESENT**

Chairman Richard C. Shickle; Vice-Chairman Charles S. DeHaven, Jr.; Christopher E. Collins; Gene E. Fisher; Robert A. Hess; Gary A. Lofton; and Robert W. Wells.

**OTHERS PRESENT**

Finance Committee members Angela Rudolph, and Judith McCann-Slaughter; Roderick B. Williams, Interim-County Administrator; Kris C. Tierney, Assistant County Administrator; Jay E. Tibbs, Deputy County Administrator; Commissioner of the Revenue Ellen Murphy; Treasurer C. William Orndoff, Jr.; Finance Director Cheryl B. Shiffler; Assistant Finance Director Sharon Kibler; Budget Analyst Jennifer Place; Superintendent of Schools David Sovine; and Executive Director of Finance for Frederick County Public Schools Lisa Frye.

**CALL TO ORDER**

Chairman Shickle called the work session to order.

Interim-County Administrator Roderick Williams reviewed the work session agenda and attachments.

Finance Director Shiffler reviewed the proposed budget scenarios. She noted that scenarios A, B, and C were based on a revenue neutral tax rate per the reassessment values. She reminded the Board that \$1 million of the \$3.78 million of additional funding for the General Fund was already committed for positions (i.e. Social Services and Fire and Rescue) and other items approved after the FY2015 budget had been adopted. This would leave the Board with \$2.78 million in new revenue.

Assistant County Administrator Kris Tierney suggested the possibility of allowing the schools to access proffer funds to help fund some of their needed capital projects.

The Board and staff briefly discussed the public safety needs, particularly the Sheriff's Department and Fire and Rescue.

Treasurer Orndoff thought the Fire Chief should be given an opportunity to come back to the Board and Finance Committee with more information regarding overtime.

After more discussion, it was the majority consensus to move the February 11, 2015 budget work session to 5:00 p.m. in order to allow the Sheriff and the Fire Chief to present their budget requests, given the large increases being sought.

Finance Director Shiffler discussed the budget advertising deadline and noted the ad would have to be in the paper 28 days from today. She concluded by reviewing the topics for the next work session to include: presentations from Sheriff and Fire Chief; review budget scenarios; land use values and number of parcels in land use; and use of proffers for capital expenses.

There being no further business, the work session adjourned at 9:00 a.m.

**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**SPECIAL MEETING**

**February 11, 2015**

A Special Meeting of the Frederick County Board of Supervisors was held on Monday, February 11, 2015 at 8:00 A.M., in Room 114, Brandt Student Center, Shenandoah University, 1460 University Drive, Winchester, VA.

**PRESENT**

Richard C. Shickle, Charles S. DeHaven, Jr.; Christopher E. Collins; Gene E. Fisher; Robert A. Hess; Gary A. Lofton; and Robert W. Wells

**CALL TO ORDER**

Chairman Shickle called the meeting to order.

**CLOSED SESSION**

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Lofton, the Frederick County Board of Supervisors convened in closed session pursuant to Virginia Code Section 2.2-3711 A (1) to discuss personnel matters, specifically, filling the upcoming vacancy in the county administrator's position.

The above motion was approved by the following recorded vote:

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

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Fisher, the Board came out of closed session and reconvened in open session.

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Charles S. DeHaven, Jr.	Aye
Christopher E. Collins	Aye
Gene E. Fisher	Aye

Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Wells, the Board certified that to the best of each board member's knowledge the Board discussed only matters involving personnel specifically, filling the upcoming vacancy in the county administrator's position, pursuant to Virginia Code Section 2.2.-3711 A (1).

The above motion was approved by the following recorded vote:

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

#### **ADJOURN**

**UPON A MOTION BY VICE-CHAIRMAN DEHAVEN, SECONDED BY SUPERVISOR FISHER, THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, THIS MEETING IS HEREBY ADJOURNED. (1:05 P.M.)**

**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**BUDGET WORK SESSION**

**February 11, 2015**

A Budget Work Session of the Frederick County Board of Supervisors and Finance Committee was held on Wednesday, February 11, 2015 at 5:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, VA.

**PRESENT**

Chairman Richard C. Shickle; Vice-Chairman Charles S. DeHaven, Jr.; Christopher E. Collins; Gene E. Fisher; Robert A. Hess; Gary A. Lofton; and Robert W. Wells.

**OTHERS PRESENT**

Finance Committee members Angela Rudolph, and Judith McCann-Slaughter; Roderick B. Williams, Interim-County Administrator; Kris C. Tierney, Assistant County Administrator; Jay E. Tibbs, Deputy County Administrator; Commissioner of the Revenue Ellen Murphy; Treasurer C. William Orndoff, Jr.; Finance Director Cheryl B. Shiffler; Assistant Finance Director Sharon Kibler; Budget Analyst Jennifer Place; Superintendent of Schools David Sovine; Executive Director of Finance for Frederick County Public Schools Lisa Frye; Frederick County School Board Chairman Ben Waterman; and Dan Cunningham, President of the Frederick County Fire & Rescue Association.

**CALL TO ORDER**

Chairman Shickle called the work session to order.

**PRESENTATION FROM SHERIFF**

Sheriff Robert T. Williamson provided an overview of his department's functions and a review of statistics and growth. He then reviewed his proposed FY 2016 budget requests to include capital and personnel needs. He was seeking 17 new vehicles and 17 new positions. Seven of those positions were bailiff/court security position due to the new judges. The budget priorities were the 7 court security positions, 6 patrol deputies, and one animal control officer.

### **PRESENTATION FROM FIRE CHIEF**

Fire Chief Dennis Linaburg reviewed his department's needs and his proposed FY2016 budget. He cited the need for additional personnel due to a decline in the number of volunteers running calls. He cited a number of reasons for this decrease to include increased training requirements. He presented three potential staffing scenarios that would help address staffing needs within the fire stations. He stated that out of 500 volunteers 364 ran one call. He stated his priority was personnel to run calls.

### **DISCUSSION OF THE COMMISSIONER OF THE REVENUE ON LAND-USE**

Commissioner of the Revenue Ellen Murphy reviewed changes to land use. She noted the amounts went down a little; however, there were no significant changes. She noted there were more people in the program this year than last year, which was the primary reason for the total being so close to last year.

### **BUDGET TIMELINE DISCUSSION AND SCENARIO SELECTION**

Finance Director Shiffler reviewed the five proposed budget scenarios. She noted that scenarios A, B, and C were revenue neutral, but not tax rate neutral. Scenario D was the closest to the actual reassessment increase. This scenario retained the current tax rate. She went on to say that if the Board chose scenario D or E then a 30 day advertisement was required and a scenario needed to be chosen by next Wednesday in order to meet the March 25, 2015 public hearing deadline, if they were to choose a scenario other than A, B, or C.

It was the Board's consensus to not select a scenario this evening. A budget work session and board meeting was set for Wednesday, February 18, 2015 at 8:00 a.m. to select a scenario for advertisement.

### **PROFFER DISCUSSION**



The board and committee reviewed proffer amounts.

There being no further business, the work session adjourned at 6:52 p.m.

B

# Employee of the Month Resolution

*Awarded to:*

## Alisa Scott

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

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

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

WHEREAS, Alisa Scott who serves the Frederick County Information Technology Department was nominated for Employee of the Month; and,

WHEREAS, Alisa Scott has worked with the County's best interests in mind to develop necessary relationships which allow the purchasing process to operate as efficiently as possible. Alisa has worked long hours and put in much hard work for IT operations as they continue to increase in efficiency as a direct result of all her involvement. IT projects continue to be completed on schedule and within budget constraints. Alisa achieved the highly sought, Project Management Professional (PMP) certification from the Project Management Institute. Alisa therefore is being awarded for her hard work and dedication.

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 25<sup>th</sup> day of February, 2015, that Alisa Scott is hereby recognized as the Frederick County Employee of the Month for February 2015; and,

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

BE IT FURTHER RESOLVED, that Alisa Scott is hereby entitled to all of the rights and privileges associated with her award.

County of Frederick, VA  
Board of Supervisors

---

Richard C. Shickle, Chairman

Dedication

# ***County of Frederick***

Employee of the Month

February 2015

***Alisa Scott***

Hardworking

Excellence

Professional

---

Richard C. Shickle  
Chairman, Board of Supervisors





## County of Frederick Employee of the Month Nomination Form

February

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

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

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

Employee Name : Alisa Scott

Department: Information Technology

Nomination Submitted By: Walter Banks

Department: Information Technology

Nominator's Signature: Walter Banks

Digitally signed by Walter Banks  
DN: cn=Walter Banks, o=Frederick County, ou=CO, email=wbanks@co.frederickva.us, c=US  
Date: 2015.01.07 10:00:17 -0500

Date: 01/06/2015

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

During the month of December Mrs. Alisa Scott was an essential part of coordinating a successful budget layout for the 2015-2016 IT budget. Alisa worked long hours collecting the departmental goals and budgets for IT projects from supervisors, coordinating and attending meetings to process the final product. In her daily capacity of managing vendors and routine purchases, she has worked with the county's best interests in mind to develop necessary relationships which allow the purchasing process to operate as efficiently as possible. Due to her hard work and determination, the IT operations are continuing to increase in efficiency and as a direct result of her involvement, IT projects continue to be completed on schedule and within budget constraints. During this time she also focused on achieving the personal and departmental goal of becoming certified in an area to support IT project development within the IT department structure. Alisa achieved the highly sought Project Management Professional (PMP) certification from the Project Management Institute. This certification normally takes a year to process after qualifying, attending several training classes and passing the PMP certification exam.

HR Section: Received:

1/6/15

Emailed to HR Committee: \_\_\_\_\_



C





## **BOARD OF SUPERVISORS**

### **PROCLAMATION APRIL 1-7, 2015 AS LOCAL GOVERNMENT EDUCATION WEEK**

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

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

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

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

**NOW, THEREFORE, BE IT PROCLAIMED**, by Board of Supervisors of the County of Frederick, Virginia, that April 1-7, 2015 is hereby designated as Local Government Education Week; and

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

**ADOPTED** this 25th day of February, 2015.

---

Richard C. Shickle, Chairman



February 9, 2015

The Honorable Richard C. Shickle, Chairman  
Frederick County Board of Supervisors  
107 N. Kent Street,  
Winchester, VA 22601

Dear Chairman Shickle:

We are a group of Service Learning students from James Wood High School, who are working with the County Administrator's Office, as well as Frederick County Public Schools to implement a Local Government Education Week in Frederick County Public Schools. As part of our project, we are respectfully requesting the Board proclaim the first week in April, April 1-7, 2015, as Local Government Week in Frederick County. We have attached a proposed proclamation for your consideration

We look forward to a positive action to our request. If you have any questions, please do not hesitate to contact our supervisor, Mr. Jay Tibbs, Deputy County Administrator, at [jtibbs@fcva.us](mailto:jtibbs@fcva.us).

Sincerely,

Emma Phelps

Kelsie Enns

Bridget Mullins



D



COUNTY of FREDERICK

**Roderick B. Williams**  
Interim County Administrator

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

**MEMORANDUM**

**TO:** Board of Supervisors  
**FROM:** Roderick B. Williams, Interim County Administrator *RBW*  
**DATE:** February 18, 2015  
**RE:** Committee Appointments

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Listed below are the vacancies/appointments due through April, 2015. 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.

Local Emergency Planning Committee (LEPC)

**(See Attached Correspondence from LEPC Chairman.)** Request from Local Emergency Planning Committee to **nominate Ms. Kendra Sours**, Systems Coordinator for the Lord Fairfax Emergency Medical Services Council, to serve as a member of the LEPC.

Board of Zoning Appeals

James W. Givens – Back Creek District Representative  
860 Laurel Grove Road  
Winchester, VA 22602  
Home: (540)678-0291  
Term Expires: 12/31/16  
Five year term

**(Mr. Givens has Resigned.)** *(There are seven members on the Board of Zoning Appeals. Recommendations for appointment/reappointment are made by the Board of Supervisors and submitted to the Judge of the Frederick County Circuit Court for final appointment.)*

Historic Resources Advisory Board

Claus Bader – Red Bud District Representative  
102 Whipp Drive  
Winchester, VA 22602  
Home: (540)722-6578  
Term Expires: 02/22/14  
Four year term

**MARCH 2015**

Conservation Easement Authority

Bryan J. Green – County Representative  
504 Heishman Lane  
Winchester, VA 22602  
Home: (540)877-1844  
Term Expires: 03/14/15  
Three year term

*(The Conservation Easement Authority was established in August, 2005. The Authority consists of seven citizen members, one member from the Board of Supervisors and one member from the Planning Commission. **Members shall be knowledgeable in one or more of the following fields: conservation, biology, real estate and/or rural land appraisal, accounting, farming, or forestry.** Members serve a three year term and are eligible for reappointment.)*

**APRIL 2015**

Historic Resources Advisory Board

Stacey Yost – Stonewall District Representative  
1031 Payne Road  
Winchester, VA 22603  
Home: (540)662-8418  
Term Expires: 04/13/15  
Four year term

Sanitation Authority

John V. Stevens – County Representative  
324 Round Hill Road  
Winchester, VA 22602

**Memorandum – Board of Supervisors**  
**February 18, 2015**  
**Page 3**

Home: (540)667-4527  
Term Expires: 04/15/15  
Four year term

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

RBW/tjp

Attachment

U:\TJP\committeeappointments\MmosLettrs\BoardCommitteeAppts(022515BdMtg).docx





Winchester/Frederick County  
**LOCAL EMERGENCY PLANNING COMMITTEE**  
&  
**CITIZEN CORPS COUNCIL**  
231 East Piccadilly Street, Suite 330  
Winchester, Virginia 22601



[lepc@winchesterva.gov](mailto:lepc@winchesterva.gov)

[winfredcert@winchesterva.gov](mailto:winfredcert@winchesterva.gov)

FAX (540) 542-1314

(540) 545-4721

TDD (540) 662-4131

February 11, 2015

Mr. Roderick B. Williams  
Frederick County Administrator  
107 N. Kent Street  
Winchester, Virginia 22601



Dear Mr. Williams:

The Local Emergency Planning Committee (LEPC) received a request from Tracey McLaurin, Executive Director with the Lord Fairfax Emergency Medical Services Council requesting that Kendra Sours serve as a member of the LEPC at its bi-monthly meetings. The LEPC voted to accept the request on January 7, 2015.

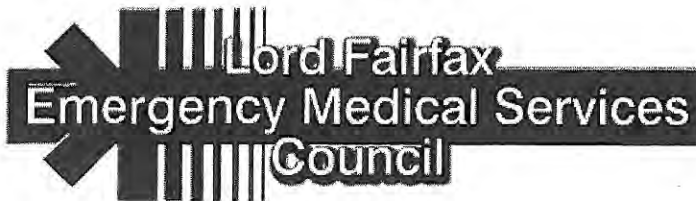
The LEPC is hereby requesting the Frederick County Board of Supervisors **nominate** Kendra Sours for membership on the LEPC. After approval, if you will notify me at the above address, I will have Bonnie Diamantes proceed with the paperwork and request appointment by the Virginia Emergency Response Council.

If you need any further information, please call Bonnie at 540-662-2298

Sincerely,

Tim Ray, Chairman  
Winchester/Frederick County Local Emergency Planning Committee

Enclosure



180-1 Prosperity Drive • Winchester, Virginia 22602  
Phone: 540-665-0014  
[www.lfems.vaems.org](http://www.lfems.vaems.org)  
[lfems@vaems.org](mailto:lfems@vaems.org)

Board of Directors

Clarke County

Jason Burns  
Bryan Conrad  
Angela Stidham

Frederick County

Pamela Keeler, Treasurer  
Larry Oliver, Vice-President  
Tommy Price

Page County

Jeff Hensley  
Scott Higgs  
Jill Young

Shenandoah County

Jamey Mantz  
Jamie Tharp  
Chris Tusing

Warren County

Kevin Catlett  
Callie Dove, RN  
Michael Utley

City of Winchester

Jon Henschel, President  
Eddie McClellan  
Vacant

Page Memorial Hospital

Julie Miller, RN

Valley Regional Health

Stephen Dean, Secretary

Regional Medical Director

Dr. Chris Turnbull

Chairman, Medical Direction

Dr. Jack Potter, Executive Committee

Executive Director

Tracey McLaurin

January 7, 2015

Tim Ray, Chairman  
Winchester-Frederick County LEPC  
c/o Winchester Fire & Rescue Dept.  
231 E. Piccadilly Street  
Winchester, VA 22601

Dear Mr. Ray:

This letter is in regard to the Council's seat on the Winchester-Frederick County LEPC. I would like to request that Kendra Sours, Systems Coordinator for the EMS Council be appointed to replace me as the Council representative on the committee. Kendra has been a regular attendee at the meetings and can provide great insight and information on EMS related issues.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Tracey McLaurin". The signature is fluid and cursive, with a large loop at the end.

Tracey McLaurin  
Executive Director



E



# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

February 17, 2015

Finance Committee  
County of Frederick, Virginia  
107 North Kent Street  
Frederick, Virginia 22601

Ladies and Gentlemen:

We are pleased to confirm our understanding of the services we are to provide County of Frederick, Virginia for the year ended June 30, 2015. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of County of Frederick, Virginia as of and for the year ended June 30, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement County of Frederick, Virginia's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to County of Frederick, Virginia's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules
- 3) Schedule of Pension Funding Progress

We have also been engaged to report on supplementary information other than RSI that accompanies County of Frederick, Virginia's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards.
- 2) Combining and Individual Fund Statements
- 3) Supporting Schedules

*CHARLOTTESVILLE OFFICE  
STREET ADDRESS*

530 WESTFIELD ROAD  
CHARLOTTESVILLE, VIRGINIA 22901

TELEPHONE: (434) 973-8314  
FAX: (434) 974-7363

*MAILING ADDRESS*

P.O. BOX 6580  
CHARLOTTESVILLE, VIRGINIA 22906

INTERNET: [www.rfca.com](http://www.rfca.com)





The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Statistical Section
- 2) Introductory Section

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

## Management Responsibilities

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

### **Management Responsibilities: (Continued)**

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.



### **Audit Procedures—General: (Continued)**

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

## Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of County of Frederick, Virginia's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of County of Frederick, Virginia's major programs. The purpose of these procedures will be to express an opinion on County of Frederick, Virginia's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

## Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Robinson, Farmer, Cox Associates and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Federal Oversight Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Robinson, Farmer, Cox Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

**Engagement Administration, Fees, and Other: (Continued)**

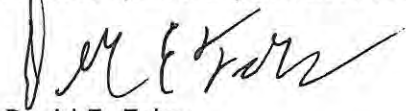
We expect to begin our audit on approximately June 2015 and to issue our reports no later than December 31, 2015. David Foley is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services for the year ended June 30, 2015 will be \$63,500. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2013 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the County of Frederick, Virginia and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

ROBINSON, FARMER, COX ASSOCIATES

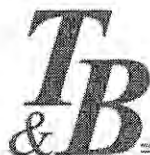


David E. Foley  
Certified Public Accountant  
Member

**RESPONSE:**

This letter correctly sets forth the understanding of County of Frederick, Virginia.

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



***Tetrick & Bartlett, PLLC***  
*Certified Public Accountants*  
*Consultants*

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1517 Mary Lou Retton Drive • Fairmont, WV 26554 • (304) 366-2992 • Fax: (304) 366-2370

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## SYSTEM REVIEW REPORT

To the Members of Robinson, Farmer, Cox Associates  
and the Peer Review Committee of the  
Virginia Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Robinson, Farmer, Cox Associates (the firm) in effect for the year ended June 30, 2013. Our peer review was conducted in accordance with the *Standards for Performing and Reporting on Peer Reviews* established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Robinson, Farmer, Cox Associates in effect for the year ended June 30, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Robinson, Farmer, Cox Associates has received a peer review rating of *pass*.

*Tetrick & Bartlett, PLLC*

December 11, 2013



# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

February 17, 2015

**Northwestern Regional Jail Authority**

C/O Mr. Roderick B. Williams, Interim County Administrator  
County of Frederick, Virginia  
107 North Kent Street  
Winchester, Virginia 22601

Dear Mr. Williams:

We are pleased to confirm our understanding of the services we are to provide the Northwestern Regional Jail Authority for the year ended June 30, 2015. We will audit the financial statements of the Northwestern Regional Jail Authority as of and for the year ended June 30, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Northwestern Regional Jail Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Northwestern Regional Jail Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Pension Funding Progress.

We have also been engaged to report on supplementary information other than RSI that accompanies the Northwestern Regional Jail Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of Revenues, Expenditures and Changes in Fund Balance – Budgetary Basis
- 2) Reconciliation of the Schedule of Revenues, Expenditures and Changes in Fund Balances – Budgetary Basis to the Statement of Net Assets and Statement of Revenues, Expenses and Changes in Net Assets

## Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing*

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INTERNET: [WWW.RFCA.COM](http://WWW.RFCA.COM)





*Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Northwestern Regional Jail Authority and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that the Northwestern Regional Jail Authority is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them. We will prepare the trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information into a working trial balance based on management's chart of accounts.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the Northwestern Regional Jail Authority and the respective changes in financial position and cash flows in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives

section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Northwestern Regional Jail Authority's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Engagement Administration, Fees, and Other**

We will provide copies of our reports to the Authority's management; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Robinson, Farmer, Cox Associates and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make

certain audit documentation available to State regulatory agencies or their designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Robinson, Farmer, Cox Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by regulatory authorities. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

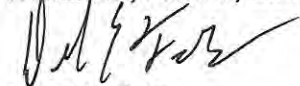
We expect to begin our audit in June 2015 and to issue our reports no later than December 31, 2015. David E. Foley is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$8,200. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2013 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Northwestern Regional Jail Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

**Robinson, Farmer, Cox Associates**



David E. Foley  
Certified Public Accountant  
Member

**RESPONSE:**

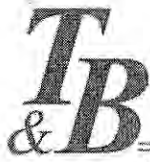
This letter correctly sets forth the understanding of Northwestern Regional Jail Authority.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





**Tetrick & Bartlett, PLLC**  
*Certified Public Accountants  
Consultants*

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1517 Mary Lou Retton Drive • Fairmont, WV 26554 • (304) 366-2992 • Fax: (304) 366-2370

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## SYSTEM REVIEW REPORT

To the Members of Robinson, Farmer, Cox Associates  
and the Peer Review Committee of the  
Virginia Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Robinson, Farmer, Cox Associates (the firm) in effect for the year ended June 30, 2013. Our peer review was conducted in accordance with the *Standards for Performing and Reporting on Peer Reviews* established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Robinson, Farmer, Cox Associates in effect for the year ended June 30, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Robinson, Farmer, Cox Associates has received a peer review rating of *pass*.

*Tetrick & Bartlett, PLLC*

December 11, 2013

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

February 17, 2015

Mr. Roderick B. Williams, Secretary/Treasurer  
Economic Development Authority of Frederick County, Virginia  
107 North Kent Street  
Winchester, Virginia 22601

Dear Mr. Williams:

We are pleased to confirm our understanding of the services we are to provide the Economic Development Authority of Frederick County, Virginia (the "Frederick County EDA") for the year ended June 30, 2015. We will audit the financial statements as of and for the year ended June 30, 2015. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the Frederick County EDA's basic financial statements. As part of our engagement, we will apply certain limited procedures to the Frederick County EDA's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

## 1) Management's Discussion and Analysis.

### Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Frederick County EDA and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of the audit committee, management, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that the Frederick County EDA is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

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David E. Foley, CPA





## Management Responsibilities

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the financial position of the Frederick County EDA and the changes in financial position and cash flows in conformity with U.S. generally accepted accounting principles. Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein.

You are responsible for management decisions and functions. As part of the audit, we will prepare a draft of your financial statements and related notes. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Frederick County EDA involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Frederick County EDA received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

## Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets

that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Frederick County EDA's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Audit Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Robinson, Farmer, Cox Associates and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to regulatory agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Robinson, Farmer, Cox Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the granting agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in June, 2015 and to issue our preliminary draft reports no later than November 30, 2015. Our fee for these services will be \$1,000. Our invoice for these fees will be rendered upon completion of the engagement and is payable on presentation. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2013 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Economic Development Authority of Frederick County, Virginia and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

ROBINSON, FARMER, COX ASSOCIATES



David E. Foley  
Certified Public Accountant  
Member

RESPONSE:

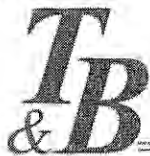
This letter correctly sets forth the understanding of Economic Development Authority of Frederick County, Virginia.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





**Tetrick & Bartlett, PLLC**  
Certified Public Accountants  
Consultants

122 N. Oak St. • PO Box 1916 • Clarksburg, WV 26302-1916 • (304) 624-5564 • Fax: (304) 624-5582 • [www.tetrickbartlett.com](http://www.tetrickbartlett.com)  
1517 Mary Lou Retton Drive • Fairmont, WV 26554 • (304) 366-2992 • Fax: (304) 366-2370

## SYSTEM REVIEW REPORT

To the Members of Robinson, Farmer, Cox Associates  
and the Peer Review Committee of the  
Virginia Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Robinson, Farmer, Cox Associates (the firm) in effect for the year ended June 30, 2013. Our peer review was conducted in accordance with the *Standards for Performing and Reporting on Peer Reviews* established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

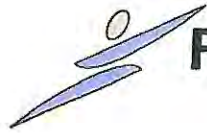
As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Robinson, Farmer, Cox Associates in effect for the year ended June 30, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Robinson, Farmer, Cox Associates has received a peer review rating of *pass*.

*Tetrick & Bartlett, PLLC*

December 11, 2013

F



# Frederick County Public Schools

... to ensure all students an excellent education

**Date:** February 19, 2015

**To:** Rod Williams, County Attorney

**From:** Lisa K. Frye, Executive Director of Finance *lf*

**Subject:** Reimbursement Resolution – Frederick County Middle School Replacement

Frederick County Public Schools (FCPS) has sufficient cash balances to cover expenses on the Frederick County Middle School project until fall 2015 and therefore will not be participating in the spring 2015 VPSA bond sale. As a safeguard though, approval of the attached resolution by the Frederick County Board of Supervisors is requested. The resolution allows for the use of local dollars prior to the fall bond sale and for the subsequent reimbursement of expended local dollars with bond proceeds. Please add the attached resolution to the February 25, 2015, Board of Supervisors meeting.

Thank you.

Attachment

cc: David T. Sovine, Ed.D, Superintendent



## **BOARD OF SUPERVISORS**

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF FREDERICK, VIRGINIA  
DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE  
PROCEEDS OF ONE OR MORE FINANCINGS FOR CERTAIN COSTS OF CAPITAL  
IMPROVEMENTS FOR PUBLIC SCHOOL PURPOSES**

The County of Frederick, Virginia (the "County") has determined that it may be necessary or desirable (i) to undertake certain capital improvements, including improvements for public school purposes such as the Frederick County Middle School (the "Project"), (ii) to advance money to pay the costs of the Project from various available funds of the County prior to the issuance or incurrence of bonds or other obligations or debt (collectively, the "Bonds") to finance the Project and (iii) to reimburse itself for such original expenditures (the "Expenditures") from the proceeds of the Bonds.

The County's bond counsel has advised that Treasury Regulations Section 1.150-2 requires the County to adopt a resolution in the form set forth below to preserve the County's ability to use portions of the proceeds of the County's upcoming issues of Bonds to reimburse itself for the Expenditures.

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

1. The Board of Supervisors adopts this resolution as a declaration of official intent under Treasury Regulations Section 1.150-2.
2. The Board of Supervisors reasonably expects to issue one or more series of Bonds to finance the Project and to reimburse from the proceeds of the Bonds the advances made or to be made before the issuance of the Bonds that pay the costs of the Project
3. The maximum principal amount of Bonds expected to be issued for the Project is \$49,500,000.
4. On the date each Expenditure is paid, it will be a capital expenditure (or would be with a proper election) under general federal income tax principles or will otherwise comply with the requirements of Treasury Regulations Section 1.150-2(d)(3).
5. The adoption of this resolution is consistent with the budgetary and financial circumstances of the County and shall take effect immediately upon its adoption.
6. Notwithstanding the foregoing this resolution does not authorize the actual issuance of any Bonds, such issuance being subject to subsequent approval by the Board of Supervisors.

The foregoing resolution was adopted by the Board of Supervisors at its meeting on February 25, 2015, by the following roll call vote:

Member

Vote

---

Clerk, Board of Supervisors,  
County of Frederick, Virginia



G





## COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

1080 Coverstone Drive, Winchester, VA 22602

### MEMORANDUM

LeeAnna Pyles  
Director,  
Public Safety  
Communications

**TO:** Board of Supervisors

**FROM:** LeeAnna Pyles,  
Director Public Safety Communications

**SUBJECT:** Public Safety Committee Meeting.  
Report for January 28, 2015

**DATE:** February 7, 2015

=====

A meeting of the Public Safety Committee was held on Wednesday January 28, 2015 at 9:00 a.m. at the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, VA. Committee members present were: Committee Chairman Gary Lofton, Ron Wilkins, Chuck Torpy, and Gene Fisher. Member Chris Collins was absent. Also in attendance were County Administrator John R. Riley, Fire & Rescue Association President Dan Cunningham, County Attorney Rod Williams, Fire & Rescue Chief Denny Linaburg, Major Lou VanMeter, Communications Director LeeAnna Pyles, Human Resources Director Paula Nofsinger, Sheriff Robert Williamson, Assistant County Administrator Kris Tierney, Gainesboro Supervisor Robert Hess, and Deputy Fire Chief Jay Bauserman. The following items were discussed:

#### \*\*\*Information Only\*\*\*

#### 1. Discussion of discontinuing private alarm monitoring by Communications Department:

Public Safety Communications Director LeeAnna Pyles addressed the Committee regarding the department's intent to discontinue providing private alarm monitoring services for businesses and schools. She noted the department has monitored 53 alarms in County owned buildings and schools for a number of years; however, the existing equipment and software is now obsolete and out of date. Replacement of these items would cost in excess of \$30,000. Director Pyles reported that she had contacted a number of surrounding jurisdictions regarding their monitoring practices and found that most have stopped providing this service or only monitor 1 or 2 buildings. She noted the schools are installing panic alarms in all the classrooms, which will dramatically increase the monitoring.

Director Pyles advised that staff would recommend this monitoring service be outsourced to an outside company with the affected entities paying a third party vendor. It was noted that a vendor

could provide more detailed alarm monitoring to include the nature or type of alarm and zone or location (i.e. broken window on eastside of building as opposed to our current general burglary alarm) of the incident. The alarm company would then contact Dispatch, if necessary, to send appropriate personnel. There would be no additional cost to the county. Mr. Fisher stated that this was reasonable request of the Communications Department.

*Chairman Lofton requested that Director Pyles check with the Finance Department on procurement policies, contact the affected departments to see if a budget increase would be needed and bring her findings back to the next Public Safety Committee meeting. The Committee concurred.*

## **2. Fire & Rescue Service Plan:**

Chief Linaburg distributed a draft of the Fire & Rescue Department's Service Plan for information only. This is an all-encompassing comprehensive document which outlines all levels of service, apparatus, staffing, volunteer system, etc. showing how it all works as a cohesive department. Chief Linaburg asked the committee to review the document and provide any feedback and comments.

*Chairman Lofton requested that the Committee review the draft document and bring any comments and questions to the next meeting.*

## **3. Proposed FY 16 budgets for Public Safety Departments:**

The Sheriff, Communications Director, and Fire Chief presented their proposed FY16 budgets. Each department highlighted needs for increased funding of key line items and staffing requests.

Sheriff Williamson noted his he was seeking 17 additional cars (including 10 patrol, 2 4x4s, 4 unmarked, 1 ACO vehicle) as the existing fleet needs to be replaced due to high mileage and maintenance cost. He was also seeking 17 additional sworn deputies including 6 patrol deputies, 7 civil deputies (to staff the different courts per the new State ordinance), 2 SRO's (fulltime at the 2 schools currently not manned fulltime), 1 ACO and 1 fingerprint examiner.

Communications Director Pyles noted she was seeking \$6,000 (fixed asset) to replace the current HVAC unit at the North Mountain tower site, which is over 20 years old with no vendors able to replace parts that are out dated. She noted in the next few years, the department will need to upgrade the current radio system at a cost estimate of approximately \$500,000. She concluded by saying she and Chief Linaburg would be requesting funding for a full-time radio technician position to manage the care and maintenance of the radio system.

Chief Linaburg noted he was seeking a number of new positions to help alleviate overtime expenses and to have adequate staffing for the fire stations. He cited the need to replace current aging fleet and equipment. Among the department's other budget requests was a scanner to be used with the Laserfiche system the County has in place. This would allow the department to scan all of the building specs and information into a tablet which during an incident or inspection



they would be able to pull up the specific plans and see building layouts and such. Fire & Rescue's FY16 budget proposal is reflective of increases and items needed for the department to function safely and to continue to provide excellent service to the citizens with emphasis on the need for additional staffing.

**Next Meeting:** Date to be set for February

**Adjourn:**

The meeting was adjourned at 11:45 a.m.

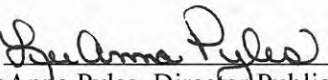
Respectfully submitted,

Public Safety Committee

Gary Lofton  
John Riley  
Sheriff Robert Williamson  
Denny Linaburg  
Chris Collins

Gene Fisher  
Brenda Vance  
Ann B. Lloyd  
Rod Williams

Chuck Torpy  
Ronald Wilkins  
Glen Williamson  
Dan Cunningham

By   
LeeAnna Pyles, Director Public Safety Communications  
LP/sds



H



## COUNTY of FREDERICK

**Jay E. Tibbs**

Deputy County Administrator

540/665-5666

Fax 540/667-0370

E-mail:

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

**TO:** Board of Supervisors

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

**DATE:** February 17, 2015

**RE:** Joint Finance Committee Meeting

The Joint Finance Committee met on Thursday, January 29, 2014 at 2:00 P.M., in the First Floor Conference Room, County Administration Building, 107 North Kent Street, Winchester, Virginia. Present were Chairman Richard Shickle and Charles S. DeHaven, Jr., Frederick County representatives; and John Willingham, and Milt McInturff, City of Winchester representatives. Others present: John R. Riley, Jr., County Administrator; Jay E. Tibbs, Deputy County Administrator; Kris C. Tierney, Assistant County Administrator; Eden Freeman, City Manager; Roderick B. Williams, County Attorney; Anthony Williams, City Attorney; Mary Blowe, Finance Director City of Winchester; Cheryl Shiffler, Finance Director, Frederick County; Perry Eisenach, Public Services Director, City of Winchester; Corey MacKnight, Facilities Director, City of Winchester; Tom Hoy, Assistant Public Services Director; Judge Elizabeth Kellas; Kevin Sanzenbacher, Police Chief, City of Winchester; Alex Iden, Winchester Commonwealth's Attorney; Frederick Commonwealth's Attorney Ross P. Spicer; Major Clyde Vanmeter, Frederick County Sheriff's Office; James Whitley, Superintendent of the Northwestern Regional Adult Detention Center; Frederick County Treasurer C. William Orndoff, Jr.; Frederick County Finance Committee member Judith McCann-Slaughter; Attorney Tim Coyne; Chris Rucker, Valley Health System; and Raya Zimmerman, *The Winchester Star*.

Mr. Shickle called the meeting to order.

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

### **DISCUSSION OF JOINT JUDICIAL CENTER RENOVATIONS**

Winchester Public Services Director Perry Eisenach provided an update on the renovations to the Joint Judicial Center. He noted that Moseley Architects has completed approximately 35% of the design development. It was anticipated 100% design would be completed by the end of February. The proposed timeline is:



- Advertise project for construction bids – May 2015;
- Open bids – June 2015; and
- Start construction – July 2015.

Construction would be completed in phases with the majority of the work being done at night and on weekends. The project will take about one year to complete. The cost estimate remains at \$4,000,000.00.

## **DISCUSSION OF PROPOSED DRUG COURT**

Mr. Tim Coyne appeared before the committee to discuss the possible creation of a drug treatment court. He noted that he did not have a formal job description, but he would like the city and county to come together and fund a position to assist with planning this proposed drug court. He stated that between 70%-80% of all NRADC inmates suffer from some form of addiction. He advised there were currently 37 drug courts in Virginia. He stated that he fully supported the funding and creation of this position.

Winchester Police Chief Kevin Sanzenbacher believed the position could be employed for \$60,000 per year with a second position coming on board in January 2016. He stated if Valley Health would absorb the positions then the costs to the localities would be somewhere between \$60,000 and \$70,000.

Mr. Coyne stated the first position would help plan the court.

Chairman Shickle asked who would serve as fiscal agent for these positions.

Judge Kellas stated the position would be under Valley Health.

Administrator Riley asked if this position would be through Valley Health and, once the costs were known, would the localities pay Valley Health?

Mr. Coyne responded it could work that way.

Chris Rucker, Valley Health, stated there would be a committee to supervise the position, but Valley Health would be responsible for personnel oversight, etc.

Mr. Coyne stated the committee would redefine the position and refine the cost structure, etc. and then come back to the Joint Finance Committee for a recommendation. He believed they could have something for the committee within 30 days.

## **JUVENILE PROBATION**

### **A. DISCUSSION OF RENT**

City Manager Eden Freeman informed the committee that the city was negotiating rent for new office space to accommodate Juvenile Probation. It was estimated the costs would be around \$115,000 per year for with the split being \$57,500 per locality. It was anticipated the lease would be for a 10 year term and then be re-evaluated. She concluded by saying this was for information only today and there would be no current fiscal year impact.

## **B. DISCUSSION OF NEW POSITION REQUEST**

Peter Roussos, 26<sup>th</sup> District Court Services Unit Director, and Rachelann Mitchell, Secretary for the 26<sup>th</sup> District Court Service Unit, appeared before the committee regarding a request for a new part-time position. It was anticipated this position would work 25 hours per week with the cost being shared equally by the county and city.

City Manager Freeman noted funding this position would mean the localities would be doing something different because this would become a city/county position/employee.

Mr. Willingham advised city council had directed a hiring freeze within the city; therefore, he could not support the position right now.

**There being no further business, the meeting was adjourned at 1:50 p.m.**



I





**County of Frederick**

**Paula A. Nofsinger**  
Director of Human Resources

Office : (540) 665-5668  
Fax: (540) 665-5669  
[pnofsinger@fcva.us](mailto:pnofsinger@fcva.us)

TO: Board of Supervisors  
FROM: HR Committee  
DATE: February 17, 2015  
SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, February 13<sup>th</sup>, 2015, at 8:00a.m. All members were present with the exception of Dorrie Greene and Beth Lewin.

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

1. The Committee recommends approval of the Employee of the Month award for February. (See attachment).

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

1. Presentation by the Sheriff, Robert Williamson.  
At the request of the Committee, Sheriff Williamson presented an overview of the objectives and responsibilities of the Sheriff's Office. The presentation also provided the Committee an understanding of his department's role, authority, projects, and topics of importance within his department; presentation attached.
2. The HR Director presented an update to the Committee on the Certification Bonus Policy (see attachment).
3. The HR Director presented an overview of the HR Department FY2015-2016 Budget Request (see attachment).
4. The HR Director was asked by the Committee Chairman, Robert Hess to provide an update on the status of the compensation study project. The Chairman requested the HR Director provide the compensation study report to the Committee members and further discuss the project at the next Committee meeting.

There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, March 13<sup>th</sup>, 2015.

Respectfully Submitted,

**Human Resources Committee**

Robert Hess, Chairman  
Robert Wells  
Chris Collins  
Don Butler  
Dorrie Greene  
Beth Lewin

By: 

Paula A. Nofsinger  
Director of Human Resources

# Employee of the Month Resolution

*Awarded to:*

## Alisa Scott

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

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

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

WHEREAS, Alisa Scott who serves the Frederick County Information Technology Department was nominated for Employee of the Month; and,

WHEREAS, Alisa Scott has worked with the County's best interests in mind to develop necessary relationships which allow the purchasing process to operate as efficiently as possible. Alisa has worked long hours and put in much hard work for IT operations as they continue to increase in efficiency as a direct result of all her involvement. IT projects continue to be completed on schedule and within budget constraints. Alisa achieved the highly sought, Project Management Professional (PMP) certification from the Project Management Institute. Alisa therefore is being awarded for her hard work and dedication.

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 25<sup>th</sup> day of February, 2015, that Alisa Scott is hereby recognized as the Frederick County Employee of the Month for February 2015; and,

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

BE IT FURTHER RESOLVED, that Alisa Scott is hereby entitled to all of the rights and privileges associated with her award.

County of Frederick, VA  
Board of Supervisors

---

Richard C. Shickle, Chairman

Dedication

# ***County of Frederick***

Employee of the Month

February 2015

***Alisa Scott***

Hardworking

Excellence

Professional

---

Richard C. Shickle  
Chairman, Board of Supervisors





## County of Frederick Employee of the Month Nomination Form

February

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

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

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

Employee Name : Alisa Scott

Department: Information Technology

Nomination Submitted By: Walter Banks

Department: Information Technology

Nominator's Signature: Walter Banks

Digitally signed by Walter Banks  
DN: cn=Walter Banks, o=Frederick County, ou=CO, email=wbanks@co.frederickva.us, c=US  
Date: 2015.01.30 10:00:17 -0500

Date: 01/06/2015

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

During the month of December Mrs. Alisa Scott was an essential part of coordinating a successful budget layout for the 2015-2016 IT budget. Alisa worked long hours collecting the departmental goals and budgets for IT projects from supervisors, coordinating and attending meetings to process the final product. In her daily capacity of managing vendors and routine purchases, she has worked with the county's best interests in mind to develop necessary relationships which allow the purchasing process to operate as efficiently as possible. Due to her hard work and determination, the IT operations are continuing to increase in efficiency and as a direct result of her involvement, IT projects continue to be completed on schedule and within budget constraints. During this time she also focused on achieving the personal and departmental goal of becoming certified in an area to support IT project development within the IT department structure. Alisa achieved the highly sought Project Management Professional (PMP) certification from the Project Management Institute. This certification normally takes a year to process after qualifying, attending several training classes and passing the PMP certification exam.

HR Section: Received:

1/6/15

Emailed to HR Committee:





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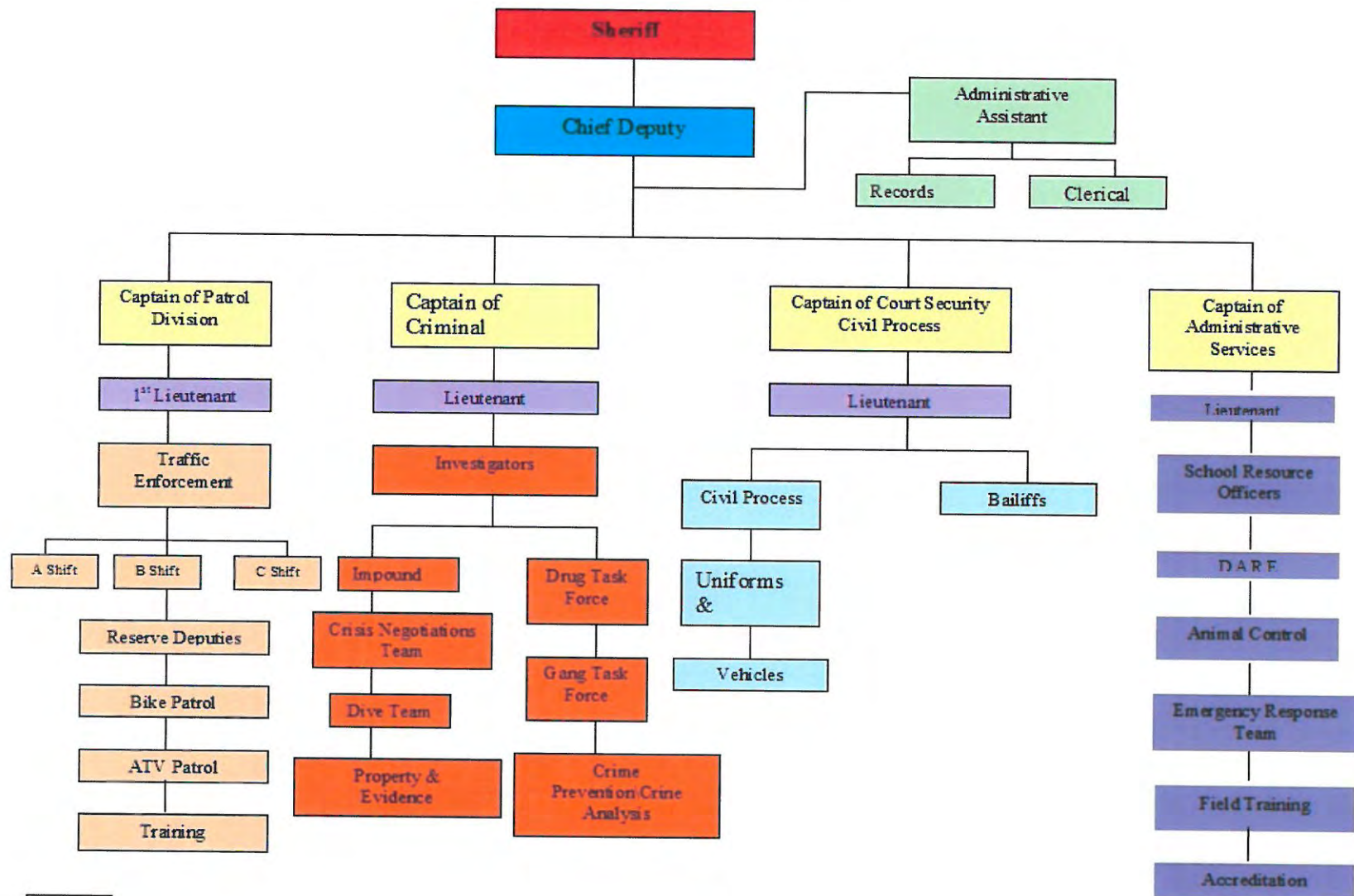
**Personnel and Staffing**

# **FREDERICK COUNTY SHERIFF'S OFFICE**

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Next

# ORGANIZATIONAL CHART



01/2015

Next

# FREDERICK COUNTY SHERIFF'S OFFICE

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## Department Personnel – Command Staff

- Sheriff
- Chief Deputy
- Four (4) Captains
  - ❖ Patrol
  - ❖ Civil
  - ❖ Investigations
  - ❖ Administrative Services

---

Next



# FREDERICK COUNTY SHERIFF'S OFFICE

---

## Department Personnel - Patrol

- Captain
- First Lieutenant
- Lieutenant - Traffic
- (3) Lieutenants
  - ❖ (3) Sergeants
  - ❖ (3) Corporals

**One Lieutenant,  
Sergeant &  
Corporal  
Each Shift**

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Next

# FREDERICK COUNTY SHERIFF'S OFFICE

---

## Department Personnel - Investigations

- Captain
  - Lieutenant - Investigations
  - (2) Property & Evidence
  - (16) Investigators
    - ❖ (1) Computer Forensics
    - ❖ (1) ICAC Task Force
    - ❖ (1) Child Abuse
    - ❖ (2) Drug Task Force
    - ❖ (1) Gang Task Force
- 

Next



# FREDERICK COUNTY SHERIFF'S OFFICE

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## Department Personnel – Civil Process

- Captain
- Lieutenant
- (15) Deputies
  - ❖ 8 Full Time
  - ❖ 7 Part-time

---

Next

# FREDERICK COUNTY SHERIFF'S OFFICE

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## Department Personnel – Civil Process ... Continued

- 19,087 Papers Served FY13-14
- Circuit Court Days = 236
- General District Court Days = 250
- Juvenile Court Days = 250
- 392 Transports/Extraditions FY13-14

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260 Week Days In A Year

Next

# FREDERICK COUNTY SHERIFF'S OFFICE

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## Department Personnel – Administrative Services

- Captain
- Lieutenant/SRO
  - ❖ (4) Animal Control
  - ❖ (5) School Resource

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Next



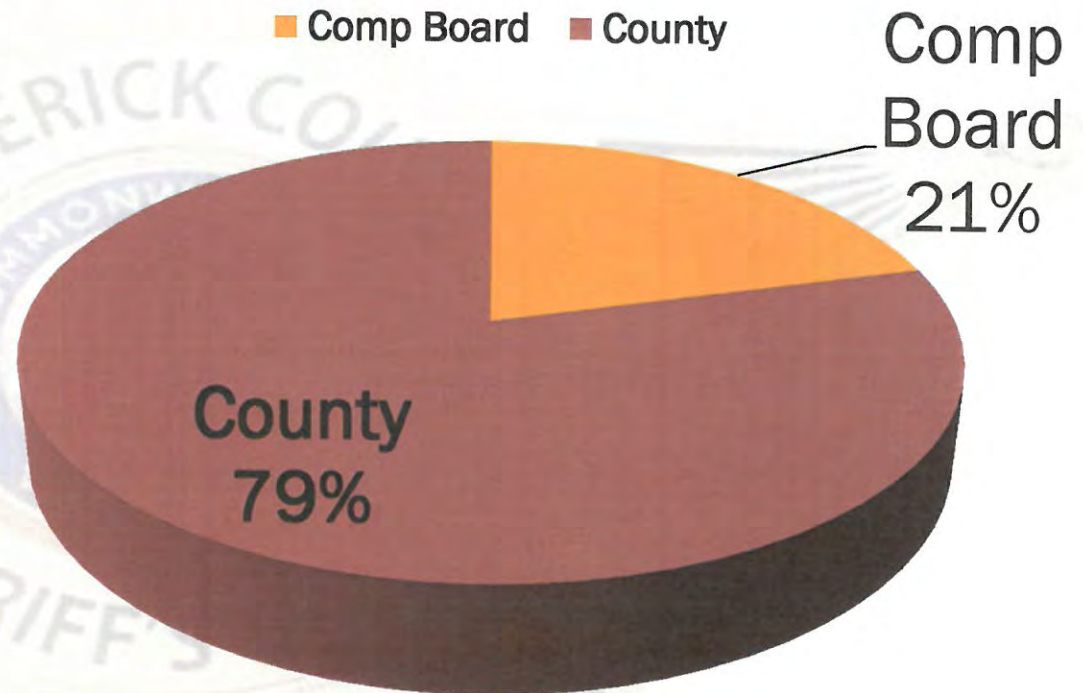
# FREDERICK COUNTY SHERIFF'S OFFICE

## Department Personnel – Compensation Board vs Local Funding FY14

Total Budget State = \$2,514,718

County Portion = \$9,650,357

**Total Budget = \$12,165,075**



Next



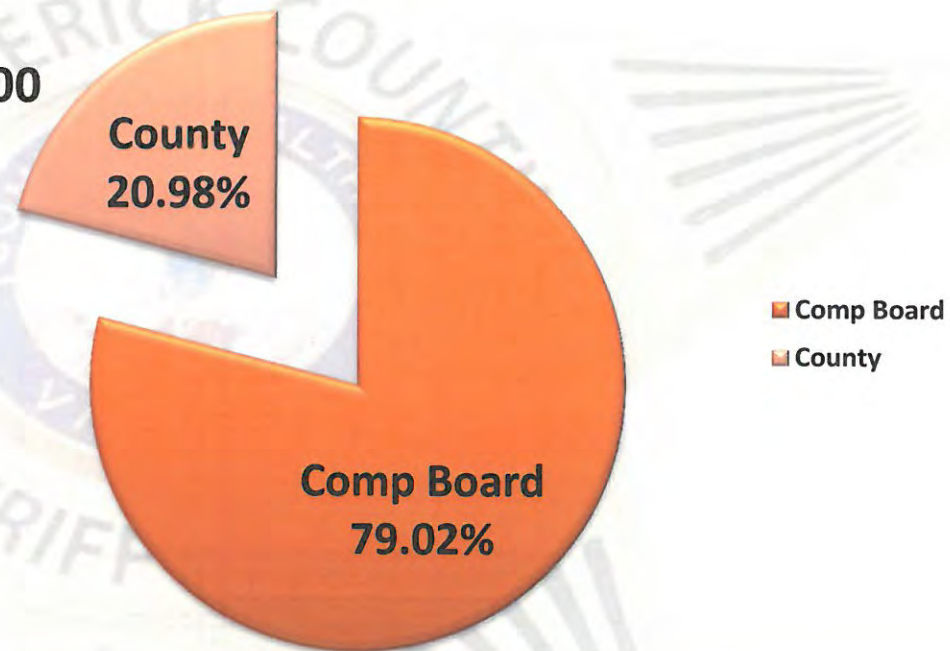
# FREDERICK COUNTY SHERIFF'S OFFICE

## Department Personnel – Compensation Board vs Local Funding FY14

Comp Board Starting Salary = \$29,081

County Supplement = \$7,719

Deputy Starting Salary = \$36,800



Next

# FREDERICK COUNTY SHERIFF'S OFFICE

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## Department Personnel – Over All Staffing

- 128 Positions
    - ❖ 113 Sworn
    - ❖ 15 Civilian
    - ❖ 65 Positions – Comp Board
      - With County Supplement
    - ❖ 63 Positions 100% County Funded
- 

Next

# FREDERICK COUNTY SHERIFF'S OFFICE

---

## Department Personnel – Compensation Board

- Comp Board Positions = 65
  - ❖ Four (4) Not Part of Sheriff's Office
    - ❖ (1) Communications Supervisor
    - ❖ (3) Communications Operators

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Next



# FREDERICK COUNTY SHERIFF'S OFFICE

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## Department Personnel – Compensation Board

### ➤ Comp Board Positions .... Continued

#### ❖ Remaining 61 Positions Utilized By Sheriff's Office

- (1) Sheriff
- (1) General Clerk
- (1) Administrative Assistant
- (7) Court Security
- (2) Secretary I
- (47) Deputies
- (2) Secretary II

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Next



# FREDERICK COUNTY SHERIFF'S OFFICE

## FY 16 Projected Law Enforcement Positions Due Based on 1:1500 Population

FY 16 COST \$6,465,323

Tentative Listing (subject to change per population)	Position(s) Due
Appomattox County	1
Augusta County	2
Bedford County	9
Botetourt County	1
Buckingham County	1
Campbell County	4
Caroline County	4
Culpeper County	3
Dinwiddie County	1
Essex County	1
Fauquier County	1
Floyd County	1
Fluvanna County	1
Frederick County	9
Giles County	1



Gloucester County	2
Goochland County	2
Greene County	2
Hanover County	5
Isle of Wight County	1
King George County	4
King William County	1
Loudoun County	85
Louisa County	4
Middlesex County	1
Montgomery County	7
New Kent County	3
Orange County	3
Patrick County	1
Powhatan County	2
Prince Edward County	1
Pulaski County	1
Rockbridge County	1
Rockingham County	5

Shenandoah County	1
Smyth County	1
Spotsylvania County	8
Stafford County	14
Sussex County	1
Warren County	1
Washington County	1
Wythe County	1
York County	3
<b>Total Positions Due</b>	<b>202</b>

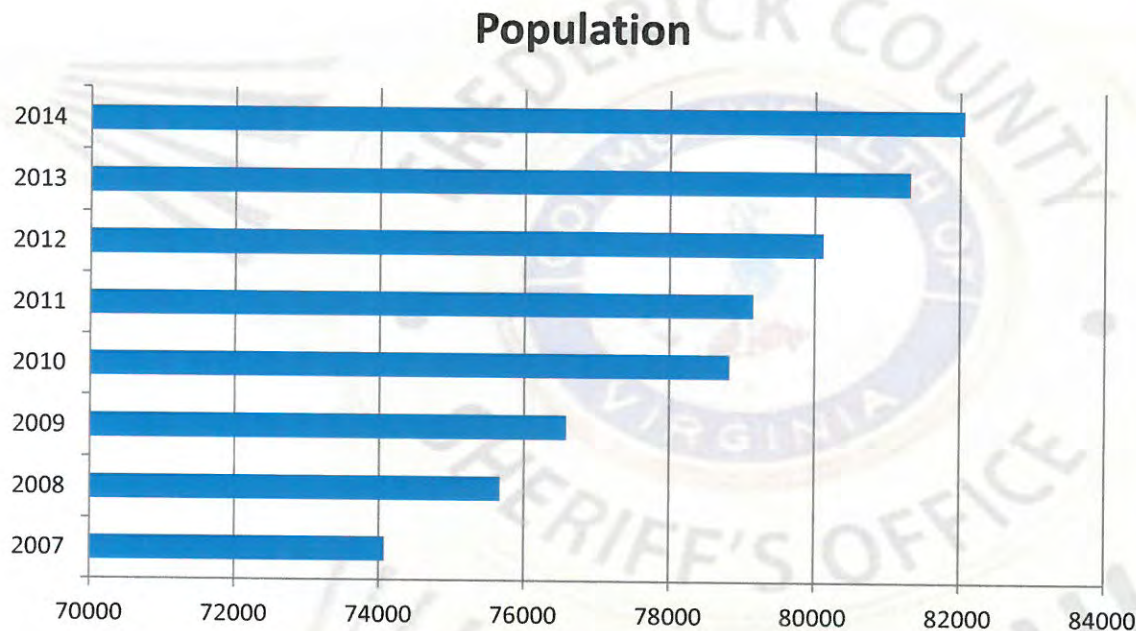
Frederick County  
Due 9 Positions

Next

# FREDERICK COUNTY SHERIFF'S OFFICE

Frederick County Is Changing ....

**Population  
2007 to 2014  
10.54 % ↑**



Source: Weldon Cooper Center for Public Service

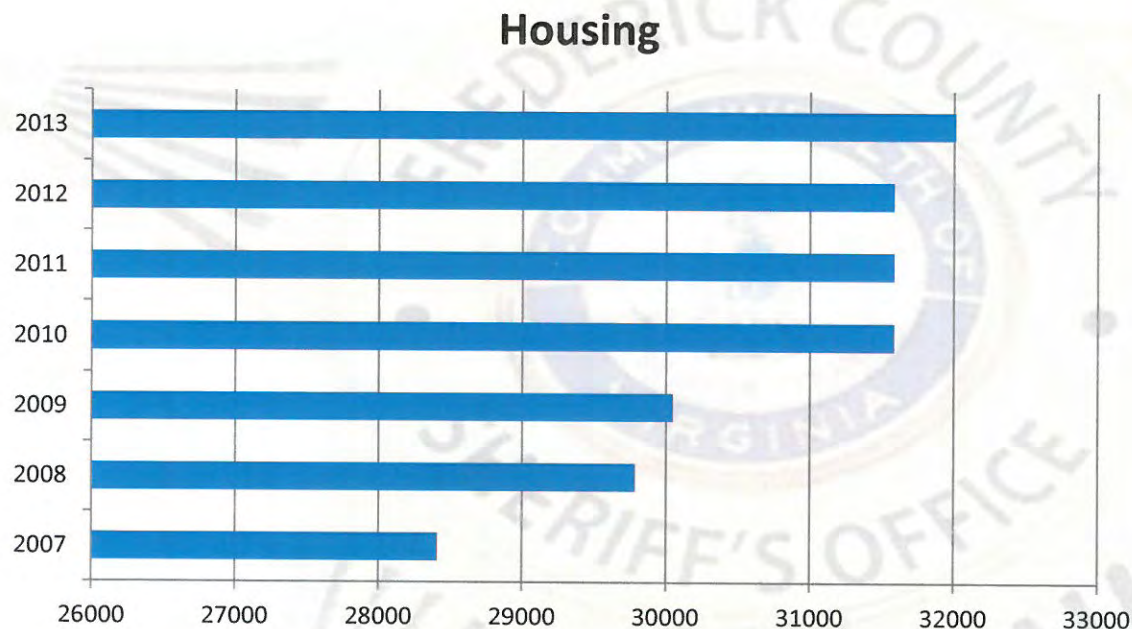
Next



# FREDERICK COUNTY SHERIFF'S OFFICE

Frederick County Is Changing ....

**Housing**  
**2007 to 2013**  
**7.47 %** ↑

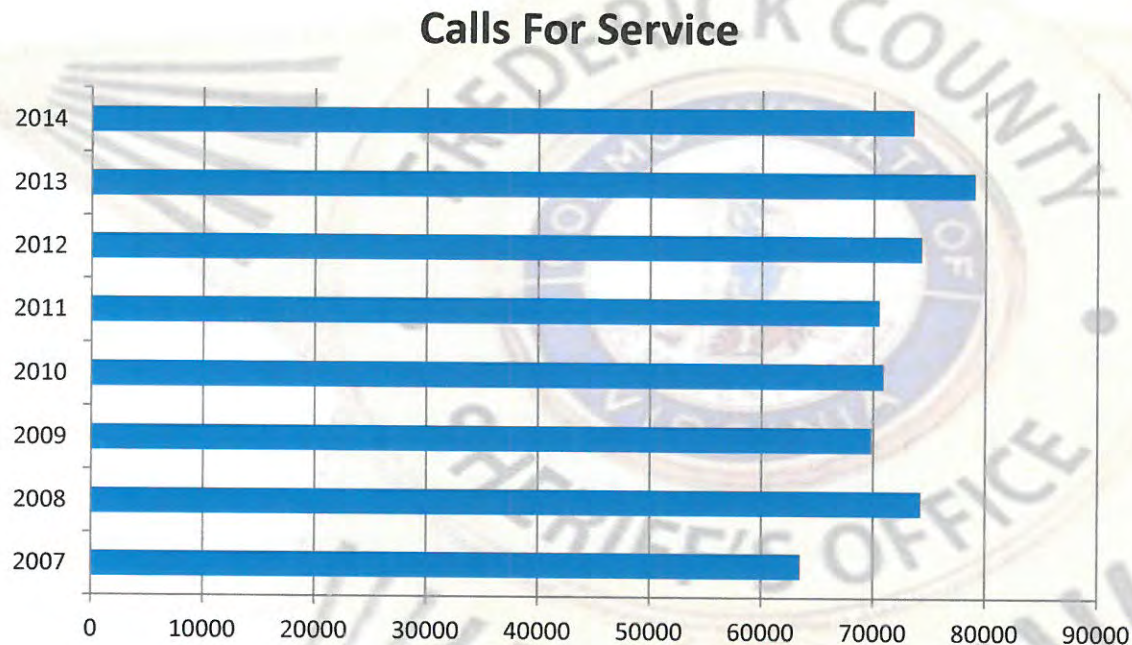


Source: US Census Bureau

Next

# FREDERICK COUNTY SHERIFF'S OFFICE

Frederick County Is Changing ....



**Calls For Service  
2007 to 2014  
15.80 % ↑**

**No New Sworn  
Positions Since  
August 2007**

Source: Sheriff's Office

Next



# FREDERICK COUNTY SHERIFF'S OFFICE

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## New Staffing Request

### New Positions

- 17 New Positions Needed
    - 6 Patrol Deputies
    - 7 Civil/Court Security Deputies
    - 2 School Resource Deputies
    - 1 Animal Control Deputy
    - 1 Fingerprint Examiner
- 

Next

# FREDERICK COUNTY SHERIFF'S OFFICE

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Sheriff's Office



# Questions



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Next





**County of Frederick**

**Paula A. Nofsinger**  
Director of Human Resources

(540) 665-5668  
Fax: (540) 665-5669  
pnofsing@co.frederick.va.us

TO: Human Resources Committee  
FROM: Paula Nofsinger, HR Director *Paula Nofsinger*  
DATE: February 6, 2015  
SUBJECT: Certification Bonus Policy Update

In our last HR Committee meeting on Friday, December 10<sup>th</sup>, 2014, the Committee discussed a Certification Incentive Policy presented by Jason Robertson, Parks and Recreation Director. After the discussion, the Committee recommended that the HR Director draft a County level policy for the Committee to review in February.

A policy was drafted and a meeting was held with Rod Williams, Interim County Administrator, Kris Tierney, Assistant County Administrator, Cheryl Shiffler, Finance Director and I to discuss the draft and potential strategy for implementing a certification bonus plan.

The group discussed how this recommended incentive plan would complement the current incentive plans already offered by Frederick County. Currently, the County has a Tuition Reimbursement Plan (in which funding has been frozen since 2008) and Training Policy, while our Fire & Rescue Department has its own Incentive Plan for Advanced Life Support Certifications.

We believe that having one incentive program that captures all the various components should be the manner in which the County moves forward. Therefore, it was the consensus of the group that we review all incentive plans together to recommend one program and one administrative process that addresses the various ways and reasons for incentivizing employees. We will be working together with our Directors to draft such a plan and once completed, we will present it to the HR Committee for discussion and decide how to move forward.

Thank you for your support and please let me know if you have any questions.

Human Resources Proposed Budget 2015-2016

Line Item	Description	2013	2014	2015	Proposed 2016
012030-100-000-000	Employee Salaries	\$196,684.00	\$201,898.00	\$209,436.00	\$239,464.00
010-012030-1003-000	Part Time Help	\$13,476.00	\$6,750.00	\$12,350.00	\$12,350.00
010-012030-1007-000	Employee Of the Month	\$800.00	\$2,700.00	\$2,700.00	\$2,700.00
010-012030-2001	FICA	\$15,883.00	\$15,154.00	\$16,966.00	\$18,795.00
010-012030-2002	Retirement VRS	\$22,402.00	\$22,996.00	\$23,854.00	\$26,984.00
010-012030-2005	Hospital/Medical Plans	\$23,684.00	\$26,849.00	\$27,360.00	\$42,000.00
010-012030-2006	Group Insurance	\$2,340.48	\$2,403.00	\$2,492.00	\$2,850.00
010-012030-2011	Worker's Compensation	\$222.00	\$240.00	\$221.00	\$252.00
<b>Personnel Expenses</b>		<b>\$275,491.48</b>	<b>\$278,990.00</b>	<b>\$295,379.00</b>	<b>\$345,395.00</b>
010-012030-3002-000	Professional Services	\$5,591.00	\$3,372.00	\$2,671.00	\$2,920.00
010-012030-3007-000	Advertising	\$2,120.34	\$0.00	\$2,915.00	\$6,000.00
010-012030-5204-000	Postage and Telephone	\$1,237.40	\$1,424.00	\$1,840.00	\$1,840.00
010-012030-5401-000	Office Supplies	\$3,504.01	\$7,107.00	\$3,050.00	\$3,000.00
010-012030-5411-000	Books and Subscriptions	\$1,550.00	\$580.00	\$1,980.00	\$1,612.00
010-012030-5413-000	Other Operating Supplies	\$7,261.00	\$3,541.00	\$6,135.00	\$3,000.00
010-012030-5414-000	Other Expenses	\$7,088.00	\$9,344.00	\$8,000.00	\$10,000.00
010-012030-5801-000	Dues and Associations	\$429.00	\$744.00	\$440.00	\$440.00
010-012030-9001-000	Lease	\$4,519.00	\$4,542.00	\$4,800.00	\$4,800.00
<b>Operating Expenses</b>		<b>\$33,299.75</b>	<b>\$30,654.00</b>	<b>\$31,831.00</b>	<b>\$33,612.00</b>
<b>Total Budget</b>		<b>\$308,791.23</b>	<b>\$309,644.00</b>	<b>\$327,210.00</b>	<b>\$379,007.00</b>
Please Note: \$50,016.00 dollar increase in Personnel Services is a request for a new position. -\$29,500 salary for new position -\$528 difference in salary figures for current positions -\$19,988 increase in fringe benefits					





## County of Frederick

**Paula A. Nofsinger**  
Director of Human Resources

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

To: Board of Supervisors

From: Paula Nofsinger, HR Director *Paula Nofsinger*

Date: February 16, 2015

Subject: Justification for Restoring HR Administrator Position

With my budget submission, I am respectfully requesting to restore the HR Administrator position within the Human Resources department. In July of 1997 after maintaining a vacant position for 16 months, the department hired its fourth full time position supporting approximately 356 employees. The department continued with 4 full time staff members until July of 2010, when, an employee retired and it was decided not to replace the position due to the economic downturn in the economy. In order to support the financial savings for the County by leaving the position vacant, our strategy was to rely on automation, where appropriate and possible.

Since that time, we have had some major accomplishments in the area of automation. We migrated all of our part time employees, which range from 150-200 in number throughout the year, to our electronic timekeeping system. Before the migration, our part time employees were responsible for completing and submitting paper copies of their time worked. Since the migration, our electronic system manages the recording and approval process of payroll. It also drives the payment of wages to our employees. We have tremendously lowered the manual labor and decreased the potential for human error, both within the various departments and HR, by electronically managing part time payroll.

The HR department has also completed transitioning all of our full time and part time employee files to our document imaging system. This entailed over 1200 files being scanned, categorized and organized by department. We are now completely paperless with our employee files. Additionally, the Department Directors have access to view their employees' employment files for any and all information contained within them. This has provided to the departments an automated service that they can access anytime from anywhere with internet access.

Another major automation project that we have completed is our Performance Review process. In 2013, we began collecting our performance reviews electronically from the departments. The reviews are now captured within our document imaging system and electronically sent to each employee's individual file. The data is then captured by our system and transferred to payroll to automatically establish any merit increase for each employee.



And most recently, we have transitioned our Open Enrollment process to a similar system as our Performance Review Process. We have established a quasi-employee self-service function that guides our employees through the open enrollment process each spring and automates their elections and payroll changes in the same manner as our evaluation process. Both of these processes have dramatically reduced several hours of manual labor within our department, but still require human management and oversight.

In addition to managing the day to day operations of an employer with approximately 700 full time and 150 part time employees, we have also enhanced our department with additional responsibilities. We chair an engaged and more active, Fun Committee. The Fun Committee is responsible for the annual Christmas Party, the newly created Employee Recognition Lunches, the annual Chili Cook Off and numerous other events throughout the year that support our employees and/or our community.

In 2013, we established a Wellness Program that has been recognized as a Gold Achievement medal from the American Heart Association's Employer Fit Friendly Program. During this program creation, we created and chair a Wellness Committee that recommends to County Leadership Wellness initiatives and programs for the future. We have also actively involved our HR Committee with regular monthly meetings that are very productive with the enhancement of employee policy and programs and engaged our Department Directors with their educational presentations.

From a benefit compliance perspective, we are all well aware of the federal Affordable Care Act and the requirements it has placed on employers. Additionally, our Virginia Retirement System has increased retirement plans from one to three, with the last being a hybrid plan with its own complications.

I am very proud of this Department and its accomplishments over the last four years with less staff. However, there are other areas of HR that we are not able to even attempt that could be highly beneficial to the organization. Some priorities from my perspective would be: strategic planning with the new County Administrator, County wide Succession Planning and Talent Management, reviewing our Benefits Delivery Model, reviewing our Total Compensation Strategy, and Training and Development.

The primary function of the requested HR Administrator position would be to manage, oversee, and continually improve the transactional and automated processes that we must continue to do. At least 50% of the HR Generalist and at least 60% of the Benefits Administrator positions are purely transactional based tasks. A full time HR Administrator could alleviate the administrative processes from the HR Generalist and Benefits Administrator so that they may be able to work at an exempt level providing more strategic oversight to our new responsibilities and take on more exempt level projects. For example, entering into our third full year with a comprehensive Wellness Program, our Benefits Administrator could begin to capture real metrics and data on the program's performance. We could, through data, capture information that could assist the County in making decisions on the program that could drive real savings with our healthcare expenses.

I appreciate your consideration of restoring the HR Administrator position that will return the department to a staff size established in 1997 and maintained through 2010. Please feel free to contact me with any questions.

J



## COUNTY of FREDERICK

Parks and Recreation Department  
540-665-5678  
FAX: 540-665-9687  
www.fcprd.net  
e-mail: fcprd@fcva.us

# MEMO

**To:** Roderick Williams, Interim County Administrator  
**From:** Jason L. Robertson, Director, Parks & Recreation Dept.  
**Subject:** Parks and Recreation Commission Action  
**Date:** February 18, 2015

The Parks and Recreation Commission met on February 10, 2015. Members present were: Kevin Anderson, Patrick Anderson, Randy Carter, Gary Longerbeam, Ronald Madagan and Charles Sandy, Jr. Members absent were: Marty Cybulski, Greg Brondos, Jr. and Christopher Collins.

### Items Requiring Board of Supervisors Action:

1. Proposed Bylaw Revision – Mr. Madagan moved to change Article 5, Section 5 of the bylaws to read: “The majority of members present in person at any duly constituted meeting shall have the full authority of the Commission, except the amendment of these bylaws, and provided that **over** fifty percent (50%) of the members may constitute a quorum”, second by Mr. Patrick Anderson, motion carried unanimously (5-0). Please see attached bylaws.

Proposed Bylaw Revision – Mr. Madagan moved to change Article 3, Section 5 of the bylaws to read: “Commission members are required to attend seventy-five percent (75%) of **held** commission meeting per year. **Members not meeting this requirement will be notified by written correspondence from the Chairman regarding their lack to attendance.**” second by Mr. Longerbeam, motion carried (4-2). Kevin Anderson and Patrick Anderson opposed None

### Submitted for Board Information Only:

1. Election of Chairperson – Mr. Madagan moved to nominate Mr. Charles Sandy, Jr. as Chairperson, second by Mr. Patrick Anderson, motion carried unanimously (5-0).
2. Election of Vice Chairperson – Mr. Carter moved to nominate Mr. Ronald Madagan as Vice-Chairperson, second by Mr. Patrick Anderson, motion carried unanimously (5-0).
3. Meeting Date, Time and Place – Tabled until next month’s meeting.
4. Youth Sports Partner Memorandum of Understanding – Mr. Patrick Anderson moved to accept the attached Youth Sports Partner’s Memorandum of Understanding as submitted, second by Mr.



Longerbeam, motion carried (6-0). Please see attached Memorandum of Understanding.

5. Finance Committee – Bulk Rental Discount Policy – Mr. Longerbeam moved to accept the Bulk Rental Discount as submitted, second by Mr. Madagan, motion carried unanimously (6-0). Please see attached policy.

6. Buildings and Grounds – Closed session: Mr. Madagan moved to convene into closed session pursuant to Virginia Code 2.2-3711A(3) Discussion of the acquisition and/or disposal of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, second by Mr. Kevin Anderson, motion carried unanimously (6-0).

7. Buildings and Grounds – Closed session: Mr. Madagan moved to come out of closed session and reconvene in open session and certified that to the best of each member's knowledge they discussed only matters involving acquisition of real property for a public purpose, second by Mr. Carter, motion carried unanimously (6-0).

cc: Charles R. Sandy, Jr., Chairman  
Christopher Collins, Board of Supervisors Liaison

## **BYLAWS FOR FREDERICK COUNTY PARKS AND RECREATION ADVISORY COMMISSION**

The Frederick County Parks and Recreation Commission has adopted the following articles in order to facilitate its powers and duties in accordance with the provisions of the State Code of Virginia, Chapter 8, Sections 15.1-271 and 15.1-272 and the ordinances of the County of Frederick, Virginia.

### **ARTICLE 1**

That there is hereby created a Commission to be known as the Frederick County Parks and Recreation Commission, hereinafter referred to as the Commission.

### **ARTICLE 2**

#### Purpose of the Commission

The Parks and Recreation Commission shall serve as the advisory body to the Frederick County Board of Supervisors. The Commission shall serve as a liaison between the Parks and Recreation Director, the Board of Supervisors, and the citizens of the community. The Commission shall consult with and advise the County Administrator, the Parks and Recreation Director, and the Board of Supervisors in matters affecting recreation policies, programs, personnel, finances, and the acquisition and disposal of lands and properties related to the total community recreation program, and to its long-range, projected program for recreation.

### **ARTICLE 3**

#### Membership

- Section 1. There shall be eight (8) members on the Commission. One from each County Magisterial District, appointed by the Board of Supervisors to serve for four (4) year terms, and two (2) at large members recommended by the Commission and approved and/or appointed by the Board to serve for four (4) years on a staggered basis.
- Section 2. The Chairperson of the Board of Supervisors may, by and with consent of the Commission, on recommendation of the Commission, remove any member of the Commission for misconduct or neglect of duty.

- Section 3. Vacancies occasioned by removal, resignation, or otherwise shall be reported to the Board of Supervisors, and shall be filled in like manner as original appointments, except that the term of office is restricted to the unexpired term of office.
- Section 4. Commission members shall serve without monetary compensation. Members shall be reimbursed for travel and subsistence to professional recreation meetings, conferences and workshops, and such reimbursement being made in compliance with the general policies of Frederick County.
- Section 5. Commission members are required to attend seventy-five (75%) of the held Commission meetings per year. Members not meeting this requirement will be notified by written correspondence from the Chairman regarding their lack of attendance.

#### ARTICLE 4

##### Officers

- Section 1. The officers of the Commission shall be a Chairperson, a Vice-Chairperson, and a Secretary (who is the Director of Parks and Recreation). The officers shall be elected at the organizational meeting, which is the first meeting of the calendar year (typically in January) to serve for one year or until a successor shall be elected. No officer shall serve more than two consecutive terms.
- Section 2. The Commission shall adopt bylaws, rules, and regulations governing its procedure and not inconsistent with the provisions of the State laws and the approved ordinance as set forth by the Frederick County Board of Supervisors.

#### ARTICLE 5

##### Meetings

- Section 1. Regular meetings shall be held once per month during the year. The meeting day shall be determined by the Commission.
- Section 2. Special meetings may be called by the Chairperson or on the written request of at least two (2) members, the time and place to be designated in the notice of such call.
- Section 3. The time and place for the meetings shall be designated by the Chairperson.
- Section 4. The first regular meeting in January of each year shall be called the organizational meeting. The purpose of this meeting shall be the election of officers, and other business that may need to come before such meetings.

Section 5. The majority of the members present in person at any duly constituted meeting shall have the full authority of the Commission, except the amendment of these bylaws, and provided that over fifty percent (50%) of the members may constitute a quorum.

Section 6. All meetings are open to the public.

Any citizen of Frederick County may speak at a Parks and Recreation meeting if the topic spoken on is relevant to Parks and Recreation. Comments will be limited to three minutes and feedback will not be provided from the Commission members. Public comment will be handled at the conclusion of the adoption of the agenda. If a Commission member wishes to comment, such comment would be made at the information items portions of the meeting.

Requests for public comment must be received by the Director two weeks prior to the scheduled meeting. Requests must include name, address, magisterial district, and topic. Requests can be made by e-mail or phone. The Director will confirm receipt of your request and the meeting agenda one week prior to the meeting. If the meeting is cancelled due to lack of agenda items requiring action, requested comments will be scheduled for the next Commission meeting.

Section 7. Meetings shall be conducted in accordance with procedures prescribed in the bylaws and decisions reached only after full consideration and debate on the issue in question.

Section 8. The following shall be the order of business of the Commission, but the Rules of Order may be suspended and any matters considered or postponed by action of the Commission.

Section 9. Order of Business

- a. Call to Order.
- b. Consideration of minutes of last regular meeting and of any special meetings held subsequently and their approval or amendment.
- c. Adoption of Agenda
- d. Public Comment
- e. Unfinished business.
- f. New Business
- g. Monthly Reports
- h. Reports of standing committees.
- i. Information Items
- j. Adjournment.



## ARTICLE 6

### Duties and Responsibilities of the Commission

- Section 1. The Parks and Recreation Commission shall make recommendations: for the establishment of a system of supervised recreation for County; to set apart for use as parks, playgrounds, recreation centers, water areas, or other recreation areas and structures, and lands or buildings owned by or leased to the County and for approval by the Board of Supervisors, and may suggest improvements of such lands, buildings, and structures as may be necessary to the recreation program within those funds allocated to the Department; in the construction, equipping, operation, and maintenance of parks, playgrounds, recreation centers, and all buildings and structures necessary or useful to Department function; in regard to other recreation facilities which are owned or controlled by the Department or leased or loaned to the Department.
- Section 2. The Commission shall advise in the acceptance by the County of any grant, gift, bequest or donation, any personal or real property offered or made available for recreation purposes and which is judged to be of present or possible future use for recreation or parks.
- Section 3. The Commission shall recommend to the Frederick County Board of Supervisors a Director of Parks and Recreation who possesses the necessary foundation training and who demonstrates by actual work his/her ability to organize and direct a community recreation system. Additional personnel will be added by the Director contingent upon appropriate funding in the budget.
- Section 4. Interpret the recreation and park services of the Department to the community and interpret the needs and desires of the community to the Board of Supervisors.
- Section 5. Determine and establish the general policies to be followed in carrying out the purpose for which the Commission was established.
- Section 6. Financial Duties and Responsibilities. The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of Frederick County.
- a. The Commission and the Parks and Recreation Director shall prepare and recommend to the County Administrator an annual budget sufficient to finance the program of Recreation and Parks the Commission feels is necessary for the welfare of the residents of the County of Frederick. The budget shall be submitted to the County Administrator to hear the requests.
  - b. The Commission shall annually recommend to the Board of Supervisors a

budget for capital improvements (acquisition and development) in accordance with the Master Plan for Parks and Recreation for the County.

Section 7. Planning Duties and Responsibilities

- a. Advise in the preparation of a Master Plan in cooperation with the Planning Commission for the acquisition and development of an adequate system of parks, facilities, and recreation programs for the residents of the County of Frederick and update same yearly, consistent with the County's Master Plan.
- b. Investigate and determine the needs and interests of the community for recreation facilities and programs.
- c. Schedule public hearings as needed.

ARTICLE 7

Section 1. Director's Relationship. The Director shall have a continuing responsibility to explain the organization, responsibilities, and working relations to the Commission, explain program objectives to them, assist them in details of organization, and assist in all matters related to a good organization. The Director shall work closely with the Commission in matters of interest to the operation of the efficient program. He is an ex-officio member and secretary of the Commission (by virtue of his office) and attends committee meetings. He keeps the Commission informed concerning the interests, needs, objectives, progress, plans, and other factors of importance to them. The Director shall be the official medium of communication between employees of the Parks and Recreation Department and the Commission.

Section 2. Chairperson. The Chairperson shall preside at all meetings, sign official papers, appoint committees, call special meetings when he/she deems it advisable, and perform all such duties as usually handled by a chairperson, except when such duties are properly delegated. The Chairperson may succeed himself or herself and shall be elected from among the members who have served more than one (1) year.

Section 3. Vice-Chairperson. The Vice-Chairperson of the Commission in the absence of the Chairperson shall perform all the duties of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the Commission shall elect a Chairperson Pro Tempore who shall perform the duties of Chairperson. The Vice-Chairperson shall be charged with the responsibility to see that all standing and temporary committees function as planned by the Commission.

Section 4. Secretary. The Secretary shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Commission. This includes regular and special meetings plus reports of standing committees and shall be the custodian of all documents committed to his/her care. The Secretary shall issue or cause to be issued notices of regular and special meetings. Also, the Secretary must issue minutes of the previous meeting to the Commission members prior to the meetings.

#### ARTICLE 8

The Parks and Recreation Commission shall make full and complete reports to the governing body at such times as may be requested and at such other times as to the governing body may seem proper.

#### ARTICLE 9

##### Amendments

These bylaws may be amended by the membership of the Commission at a meeting at which there is a quorum, held after reasonable notice to the members of the Commission and upon concurrence of the Frederick County Board of Supervisors.

APPROVED BY:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Parks & Recreation  
Commission

**Youth Sport Partner Agreement**  
**Between**  
**Frederick County Parks and Recreation**  
**And**  
**Frederick County American Little League**

**March 15 – June 15, 2015**

In an effort to provide quality recreational athletic programs for youth, it is beneficial for Frederick County Parks and Recreation (FCPRD) to provide facility space to Frederick County American Little League (FCALL). This agreement outlines the expectations and outcomes required by Frederick County Parks and Recreation for such.

- A. FCPRD will provide FCALL the following fields including dimensions from March 15 through June 15, 2015:

1. Cole Field Monday - Saturday
2. Franklin Field Monday- Saturday
3. Frey and Roper Field Monday, Friday, Saturday
4. Frederick County Public School sites based on need and approval by FCPS
5. Fields after June 15 will be reserved for FCALL until June 1. FCALL must rent and pay for all fields after June 15.

FCPRD will provide lined fields beginning the first Saturday in April

- B. FCALL will provide a recreational youth baseball/softball program for Frederick County children living in their geographical boundaries.

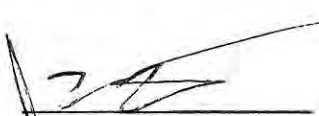
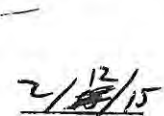

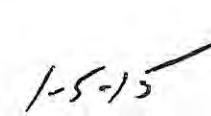
FCALL will provide by March 14:

1. The number of Frederick County youth that participated in their program during the previous year.
2. \$2497.50 for items 1-3 in section A above
3. A certificate of insurance and endorsement listing Frederick County and Frederick County Public Schools additionally insured demonstrating \$ 1 million for bodily injury per occurrence with a \$ 2 million annual aggregate and \$ 200,000 in property damage with a \$ 500,000 annual aggregate naming Frederick County, VA and Frederick County Public Schools additionally insured.
4. A copy of their most recently filed IRS 990 form
5. A copy of current policies, league rules, and bylaws
6. A list of all current board members
7. Identify an individual to act on the agency's behalf in communicating league issues. This individual should be accessible during most business days.
8. Participation fee for upcoming season



9. Provide a list of all coaches. Each coach must be eligible per the standards established Criminal Background Check policy (#500.3)
10. Train all coaches and staff in best practices for providing youth baseball meeting the standards set forth by Little League Baseball International.
11. Be responsible for the conduct and behavior of all spectators and participants.
12. Abide by and enforce all FCPRD rules in ball field area
13. Accept all facilities as is
14. Provide FCPRD lining request 1 business day prior to game – same day will be handled on a case by case basis depending on staff availability determined by the Superintendent of Parks or designee
15. Abide by FCPRD's decision regarding field cancellations found in the Athletic Field Use Policy (#500.01). Strictly enforce lightning and thunder safety outlined in the policy for all FCALL activities
16. Report all injuries and behavior incidents by the next business day to FCPRD
17. Establish safety and emergency procedures

Failure to abide by any term may result in the termination of this agreement.

			
Director	Date	President	Date
Frederick County Parks and Recreation		Frederick County American Little League	

**Youth Sport Partner Agreement**  
**Between**  
**Frederick County Parks and Recreation**  
**And**  
**Blue Ridge Youth Soccer Association, Inc.**

**March 15 – June 15, 2015**

In an effort to provide quality recreational athletic programs for youth, it is beneficial for Frederick County Parks and Recreation (FCPRD) to provide facility space to Blue Ridge Youth Soccer Association (BRYSA), Inc. This agreement outlines the expectations and outcomes required by Frederick County Parks and Recreation for such.

A. FCPRD will provide BRYSA the following fields including dimensions (attachment A) from March 15 through March 27, 2015

1. Fields 1, 2, and 4                      Tuesday, Wednesday, Thursday
2. Fields 6 and 7                      Monday-Friday
3. Frederick County Public School (FCPS) fields if available and approved by FCPS  
Monday-Sunday

B. FCPRD will provide BRYSA the following fields from March 28-June 15, 2015.  
Fields will be lined for games only.

1. Fields 1, 2, and 4                      Tuesday, Wednesday, Thursday, Saturday
2. Fields 6 and 7                      Monday-Saturday
3. Frederick County Public School (FCPS) fields if available and approved by FCPS  
Monday-Sunday

Fields 1, 2, 6 and 7 will be held for BRYSA on Sundays starting April 12, 2015. Sunday fields will be open for private rental from March 15-April 12, 2015. Please reserve and pay for Sunday game fields by April 10, 2015. Un-rented fields will be opened for private rental use on April 13, 2015.

C. Field 3 will be available for use on Tuesday, Wednesday, Thursday, Saturday, and beginning May 4, 2015.


D. BRYSA will provide a recreational soccer program for Frederick County children.

BRYSA will provide by March 14:

1. The number of Frederick County youth that participated in their program during the previous year.
2. Pay FCPRD \$ 4,382 for items 1 and 2 in section A above.

3. A certificate of insurance and endorsement listing Frederick County and Frederick County Public Schools additionally insured demonstrating \$ 1 million for bodily injury per occurrence with a \$ 2 million annual aggregate and \$ 200,000 in property damage with a \$ 500,000 annual aggregate naming Frederick County, VA and Frederick County Public Schools additionally insured.
4. A copy of their most recently filed IRS 990 form
5. A copy of current policies, league rules, and bylaws
6. A list of all current board members
7. Identify an individual to act on the agency's behalf in communicating league issues. This individual should be accessible during most business days.
8. Participation fee for upcoming season
9. Provide a list of all coaches. Each coach must be eligible per the standards established Criminal Background Check policy (#500.3)
10. Train all coaches and staff in best practices for providing youth soccer.
11. Be responsible for the conduct and behavior of all spectators and participants.
12. Abide by and enforce all FCPRD rules in ball field area
13. Accept all facilities as is
14. Abide by FCPRD's decision regarding field cancellations found in the Athletic Field Use Policy (#500.1). Strictly enforce lightning and thunder safety outlined in the policy for all BRYSA activities
15. Report all injuries and behavior incidents by the next business day to FCPRD
16. Establish safety and emergency procedures

Failure to abide by any term may result in the termination of this agreement.

  
 Director  
 Frederick County Parks and Recreation

2/12/15  
 Date

Jason Robertson  
 Printed Name

J. Nathan Laing 01/30/15  
~~President~~ Commissioner Date  
 BRYSA

J. Nathan Laing as Commissioner for BRYSA  
 Printed Name

## Attachment A

### Sherando Soccer Field Lining Dimensions

Pad #1 – 2 fields-40x60 yd.- 7x21' goals

Pad #2- field 60 x110 yd. 8x24' goals.

Pad#3- closed through May 3-open May 4 – Field Dimensions 60x110 yd. goals 8x24'.

Pad#4 – field 65x120 yd. goals 8x24'.

Pad#6- field 50x80 yd. goals 6 ½ x 18'

Pad#7- field 50 x 80yd. goals 6 ½ x18'.



**Youth Sport Partner Agreement**  
**Between**  
**Frederick County Parks and Recreation**  
**And**  
**Frederick County National Little League**

**March 15 – June 15, 2015**

In an effort to provide quality recreational athletic programs for youth, it is beneficial for Frederick County Parks and Recreation (FCPRD) to provide facility space to Frederick County National Little League (FCNLL). This agreement outlines the expectations and outcomes required by Frederick County Parks and Recreation for such.

A. FCPRD will provide FCNLL the following fields including dimensions from March 15 through June 15, 2015:

1. Field # 4                                      Monday - Saturday
2. Bennington                                   Monday- Saturday
3. Field # 2                                      Monday, Wednesday, Friday, Saturday
4. Field # 1                                      Monday and Saturday
5. Frederick County Public School sites based on need and approval by FCPS
6. Fields after June 15 will be reserved for FCNLL until June 1. FCNLL must rent and pay for all fields after June 15.

FCPRD will provide lined fields beginning the first Saturday in April

B. FCNLL will provide a recreational youth baseball/softball program for Frederick County children living in their geographical boundaries.

FCNLL will provide by March 14:

1. The number of Frederick County youth that participated in their program during the previous year.
2. \$ 3,270 for items 1 through 4 in section A.
3. A certificate of insurance and endorsement listing Frederick County and Frederick County Public Schools additionally insured demonstrating \$ 1 million for bodily injury per occurrence with a \$ 2 million annual aggregate and \$ 200,000 in property damage with a \$ 500,000 annual aggregate naming Frederick County, VA and Frederick County Public Schools additionally insured.
4. A copy of their most recently filed IRS 990 form
5. A copy of current policies, league rules, and bylaws
6. A list of all current board members
7. Identify an individual to act on the agency's behalf in communicating league issues. This individual should be accessible during most business days.

8. Participation fee for upcoming season
9. Provide a list of all coaches. Each coach must be eligible per the standards established Criminal Background Check policy (#500.3)
10. Train all coaches and staff in best practices for providing youth baseball meeting the standards set forth by Little League Baseball International.
11. Be responsible for the conduct and behavior of all spectators and participants.
12. Abide by and enforce all FCPRD rules in ball field area
13. Accept all facilities as is
14. Provide FCPRD lining request 1 business day prior to game – same day will be handled on a case by case basis depending on staff availability determined by the Superintendent of Parks or designee
15. Abide by FCPRD's decision regarding field cancellations found in the Athletic Field Use Policy (#500.01). Strictly enforce lightning and thunder safety outlined in the policy for all FCNLL activities
16. Report all injuries and behavior incidents by the next business day to FCPRD
17. Establish safety and emergency procedures

Failure to abide by any term may result in the termination of this agreement.



Director

Frederick County Parks and Recreation

2/12/15  
Date



President

Frederick County National Little League

01-08-2015

Date

## **BULK RENTAL DISCOUNT FOR YOUTH ACTIVITIES**

**500.04**

### **PURPOSE:**

To define and establish a rental discount for groups providing recreational youth activities.

### **GOAL:**

To allow a fee reduction for organizations providing youth activities that annually rent fifty or more hours of indoor or outdoor space.

### **POLICY:**

The Frederick County Parks and Recreation Department will make indoor or outdoor facilities available at a reduced rate to organizations providing a youth recreation activity needing a minimum of fifty hours.

Organizations must be non-profit and approved by the Parks and Recreation Commission prior to being eligible to receive the discount.

All approved organizations will receive a 20% discount of the facility reservation fee when reserving a minimum of fifty hours. Fees are recommended annually by the Parks and Recreation Commission and are subject to change. The entire fee must accompany the facility reservation.

Periodically, fees and charges are subject to change as economic factors dictate. Organizations should contact FCPRD for current updated information.

*Approved: February 2015*

K





## COUNTY of FREDERICK

Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610  
Fax: 540/667-0370  
E-mail: [csuffle@fcva.us](mailto:csuffle@fcva.us)

**TO:** Board of Supervisors  
**FROM:** Finance Committee  
**DATE:** February 18, 2015  
**SUBJECT:** Budget Work Session, Finance Committee and Audit Committee Reports

---

A budget work session was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, February 18, 2015 at 8:00 a.m. There was a Finance Committee meeting immediately following. All members were present. Directly after, an Audit Committee meeting was held. All members were present

### BUDGET WORK SESSION

1. See attached information, p. 4 – 12. The committee and the Board of Supervisors chose scenario A using \$7.3 million funding from General Fund Unassigned fund balance. Further discussions will be held at the budget work session scheduled for February 25, 2014 at 5:00 p.m.

### FINANCE COMMITTEE

1. The Department of Social Services requests a General Fund supplemental appropriation in the amount of \$5,200. This amount represents an insurance claim for the loss of a vehicle. No local funds required. See attached information, p. 13 – 14. The committee recommends approval.
2. The EDA Executive Director requests an EDA and General Funds supplemental appropriations in the amount of \$150,000. This amount represents an incentive to ON MINERALS (CHEMSTONE) COMPANY. Local funds are required. See attached memo, p. 15. The committee recommends approval.

3. The Fire and Rescue Chief requests a General Fund supplemental appropriation in the amount of \$32,811. This amount represents a 50/50 match grant for the purchase of bariatric equipment. Half (\$16,405.50) requires local funds. See attached information, p. 16 – 19. The committee recommends approval.
4. The Fire and Rescue Chief requests a General Fund supplemental appropriation in the amount of \$6,105.64. This amount represents an insurance claim for damage to a vehicle. No local funds required. See attached information, p. 20 – 26. The committee recommends approval.
5. The Fire and Rescue Chief requests a General Fund supplemental appropriation in the amount of \$310,530 to cover overtime expenses through the end of fiscal year 2015. \$300,000 of this request represents local funds and the remainder represents a grant for hazmat training. See attached information, p. 27 – 29. The committee delays action awaiting further information on current year savings in salaries for vacant positions.
6. The NRADC Superintendent requests an NRADC Fund supplemental appropriation in the amount of \$358,000. This amount represents overtime and inmate medical costs. This item has been approved by the Jail Authority. See attached memo, p. 30. The committee recommends approval.
7. The Finance Director discusses the FY2014 Comprehensive Annual Financial Report (CAFR). See attached excerpts from the 2014 CAFR, p. 31 – 49. No action is required.

#### AUDIT COMMITTEE

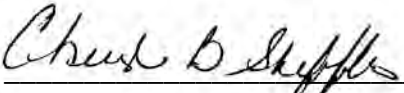
1. David Foley from Robinson, Farmer, Cox Associates will present the FY 2014 final audit and be available for discussion of the upcoming FY 2015 audit. The FY 2014 audit was presented and accepted by the committee. The committee recommends the Board of Supervisors grant the Finance Committee Chairman the authority to sign the engagement letter for the upcoming FY 2015 audit. This item has been placed on the February 25, 2015 Board of Supervisor meeting agenda.

**INFORMATION ONLY**

1. The Finance Director provides a Fund 10 Transfer Report for January 2015. See attached, p. 50.
2. The Finance Director provides financial statements for the month ending January 31, 2015. See attached, p. 51 – 61.
3. The Finance Director provides an FY 2015 Fund Balance Report ending February 12, 2015. See attached, p. 62.

Respectfully submitted,

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

By   
Cheryl B. Shiffler, Finance Director

## Agenda

### Budget Worksession

1<sup>st</sup> Floor Conference "Purple" Room

February 18 2015, 8:00 a.m.

- Funding Scenarios, p. 5 - 6.
- Preliminary General Fund Budget Cuts, p. 7 - 11.
- Proposed Real Property Tax Increase advertisement sample, p. 12.



## Funding Scenarios

The funding scenario page has been updated. The following changes were made:

- Scenario A, B and C numbers have not been changed. A row was added showing the new real property tax rate in the scenarios at 56 cents. This is a reduction of 2.5 cents to the current real property rate.
- Scenario D has been changed to reflect the information provided by the Commissioner of the Revenue and would be consistent with the required real property tax increase advertisement for public hearing. The previous scenario showed a 3 cent increase. This increase has been reduced to 2.5 cents and keeps the current real property tax rate of 58.5 cents.
- Scenario E has been changed from a 6 cent increase to a 5 cent increase.

## Funding Scenarios for FY 16

	SCENARIO A	SCENARIO B	SCENARIO C	SCENARIO D	SCENARIO E
<b>Real Property Tax Rate</b>	56 cents	56 cents	56 cents	58.5 cents	61 cents
<b>Increase</b>	0	0	0	4.5% 2.5 cents	9% (5 cents)
FY 16 Additional General Fund Revenue from taxes	8,804,085	8,804,085	8,804,085	8,804,085	8,804,085
Funding From General Fund Unassigned Fund Balance	4,300,000	2,200,000	0	4,300,000	4,300,000
FY 15 Budgeted General Fund Revenue	138,087,562	138,087,562	138,087,562	138,087,562	138,087,562
Revenue Growth from Reassessment/Tax increase				2,000,000	4,000,000
FY 16 Proposed General Fund Budget	151,191,647	149,091,647	146,891,647	153,191,647	155,191,647
FY 15 Adopted General Fund Budget	142,387,562	142,387,562	142,387,562	142,387,562	142,387,562
Increase in FY 16 Funding	8,804,085	6,704,085	4,504,085	10,804,085	12,804,085
Total additional funding for School Funds from General Fund	5,018,328	3,821,328	2,567,328	6,158,328	7,298,328
Total additional funding for General Fund (non-schools)	3,785,757	2,882,757	1,936,757	4,645,757	5,505,757

### ASSUMPTIONS:

- Operating split → 57 % Schools, 43 % General Fund
- Revenue neutral reassessment for Scenario A, B and C
- Current Real Estate Tax Rate is 58.5 cents per \$100.

### SCENARIOS:

- A: Current level of fund balance funding, zero tax increase by reducing real property tax rate  
 B: Reduced level of fund balance funding, zero tax increase by reducing real property tax rate  
 C: Zero level of fund balance funding, zero tax increase by reducing real property tax rate  
 D: Current level of fund balance funding, reassessment values increased, current tax rate  
 E: Current level of fund balance funding, reassessment values increased, increased tax rate

All Scenarios include new revenue projected in local taxes (without reassessment) of 8.8 million.

### Preliminary General Fund Budget Cuts

Attached is a list of budget cuts that could be considered if Scenario A is chosen. If Scenario B or C is chosen, more budget reductions would be required. If Scenario D or E is chosen, less reductions would be required.

### FY 2015-2016 GENERAL FUND OPERATIONAL CUTS - ROUND 1

<u>Dept Code</u>	<u>Department</u>	<u>2014-2015 Original Budget</u>	<u>2015-2016 Proposed Budget</u>	<u>Difference</u>	<u>Significant Budget Changes</u>	<u>Increase (Decrease)</u>
1210	Reassessment	193,948	341,645	147,697	Two new P/T Assessors Office Supplies - IT equipment for new hires	36,000 4,200
1224	Other	1,935,084	2,432,012	496,928	Professional Services - Lobbying Blue Ridge Legal Services - cut in FY15; FY16 request NW Works - increase in contribution request Access Independence - increase in contribution request Discovery Museum - cut in FY15; FY16 request Big Brothers Big Sisters - NEW REQUEST Bluemont Concert Series - NEW REQUEST CLEAN, Inc. - increase in contribution request Our Health - increase over current year allocation	14,000 5,756 1,500 475 25,000 10,000 8,000 5,000 5,000
2101	Circuit Court	61,300	76,300	15,000	Other Contractual - Jury Management Program	15,000
2102	General District Court	15,926	31,718	15,792	Requested supplements to staff salaries	13,200
2105	J & D Court	19,785	33,550	13,765	Requested supplements to staff salaries	9,600
3102	Sheriff	11,241,515	13,631,463	2,389,948	Professional Health Services Repair and Maintenance - Equipment Printing and Binding Other Contractual Services Postage and Telephone Office Supplies - Full Disk Encryption for laptops & 10 docking stations Dog Food Vehicle and Powered Equipment - equip. for 16 new units & 17 replacement vehicles Police Supplies - Electronic Gun Racks, supplies for new veh.	8,220 980 2,433 10,303 6,136 18,250  4,000 141,956  155,021



<u>Dept Code</u>	<u>Department</u>	<u>2014-2015 Original Budget</u>	<u>2015-2016 Proposed Budget</u>	<u>Difference</u>	<u>Significant Budget Changes</u>	<u>Increase (Decrease)</u>
					Police Supplies - ERT/Search & Rescue Uniforms - for 16 new deputies Dare Program Travel	8,150 32,005 800 6,000
3202	Volunteer Fire Depts.	842,560	999,765	157,205	\$1 per capita increase for each department Training Response Unit Supplement	85,510 13,200 5,750
3203	Ambulance & Rescue	395,200	396,800	1,600	Increase in contribution request-Lord Fairfax EMS Council	1,600
3303	Juvenile Court Probation	141,780	157,325	15,545	New Part-Time office staff	7,800
3505	Fire and Rescue	7,871,989	14,421,716	6,549,727	Part-time Fire Medics increase (26,520), O/T increase (705,010), incentive increase (212,000) Repair and Maintenance - Equipment Repair and Maintenance - Vehicle Printing and Binding - SAFER grant expenses Advertising - SAFER grant expenses Other Contractual Services: physicals/tests for new employees; Gear Clean contract Motor Vehicle Insurance K-9 Maintenance Vehicle & Powered Equip. Supplies - equip. for new vehicles Uniforms - includes uniforms for new hires Other Operating Supplies-11 treadmills, replace SCBA gear Lease/Rent of Equipment - Lifepak 15 (30x\$40,000) (\$240,000/year lease for 5 years)	943,530 10,900 3,500 12,000 12,000 71,200 3,500 1,000 80,950 389,439 66,009 240,000
4203	Refuse Collection	1,232,983	1,320,508	87,525	Professional Services - design/survey for relocated site Repair and Maintenance - Equipment Repair and Maintenance - Bldg. and Grounds	8,000 8,500 3,000

<u>Dept Code</u>	<u>Department</u>	<u>2014-2015 Original Budget</u>	<u>2015-2016 Proposed Budget</u>	<u>Difference</u>	<u>Significant Budget Changes</u>	<u>Increase (Decrease)</u>
					Other Contractual Services - Hauling contract - 3.8% anticipated increase	69,692
					Travel	1,500
4304	County Office Buildings	964,638	1,463,438	498,800	Repair & Maintenance - Equipment Repair & Maintenance - Bldg. & Grounds - PSB Repair & Maintenance - Bldg. & Grounds - Bowman Library Janitorial Supplies - CAB, Courthouse, JJC	2,000 6,500 1,000 2,000
4305	Animal Shelter	570,706	582,853	12,147	Electrical Services Water and Sewer Cat Food	3,000 3,000 1,240
5101	Health Department	301,000	386,549	85,549	Increase in contribution request	85,549
5205	Northwestern Comm. Serv.	318,000	333,900	15,900	Increase in contribution request	15,900
5305	Area Agency on Aging	60,000	65,000	5,000	Increase in contribution request	5,000
5306	Property Tax Relief	520,000	535,000	15,000	Increase in requested allocation	15,000
5316	Social Services Admin.	4,248,461	5,199,243	950,782	Telephone - No justification for increase Office Supplies - No justification for increase Contribution - The Laurel Center - increase in request	18,200 10,300 2,000
6401	Community College	56,000	78,233	22,233	Increase in contribution request	22,233
7101	Parks	4,730,713	8,553,427	3,822,714	Increase in local \$ over FY 2015 = \$42,532; incorporate	6,380

<u>Dept Code</u> to 7110	<u>Department</u>	<u>2014-2015 Original Budget</u>	<u>2015-2016 Proposed Budget</u>	<u>Difference</u>	<u>Significant Budget Changes</u>	<u>Increase (Decrease)</u>
					15% reduction in operational expenses - needs further review	
7302	Handley Library	800,000	942,357	142,357	Increase in contribution request compared to adopted amount; additional \$62,665 approved in July so revised difference is \$79,692	79,692
8101	Planning	1,098,754	1,173,108	74,354	Lease/Rent of Equipment	3,600
8102	EDA Transfer - Fund 31	544,223	663,274	119,051	Professional Services - Website Development Books and Subscriptions Travel Apple Blossom - Increase in contribution request	4,000 15,000 4,000 1,200
8107	NSVRC	43,000	45,301	2,301	Increase in contribution request compared to adopted amount; additional \$1,085 approved in July so revised difference is \$1,216	1,216
8203	Soil/Water Conservation	7,000	11,250	4,250	Increase in contribution request	4,250

<b>OPERATIONAL CUTS - ROUND 1</b>	2,897,825
<b>ALL CAPITAL REQUESTS</b>	6,352,404
<b>ALL 78 NEW FULL-TIME POSITIONS</b>	4,242,740
<b>TOTAL PROPOSED CUTS - ROUND 1</b>	<b>13,492,969</b>

## **NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE**

**The County of Frederick, Virginia proposes to increase property tax levies.**

- 1. Assessment Increase: Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by \_\_\_\_\_ percent.**
- 2. Lowered Rate Necessary to Offset Increased Assessment: The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$\_\_\_\_\_ per \$100 of assessed value. This rate will be known as the "lowered tax rate."**
- 3. Effective Rate Increase: The County of Frederick, Virginia proposes to adopt a tax rate of \$\_\_\_\_\_ per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$\_\_\_\_\_ per \$100, or \_\_\_\_\_ percent. This difference will be known as the "effective tax rate increase."**

**Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.**

- 4. Proposed Total Budget Increase: Based on the proposed real property tax rate and changes in other revenues, the total budget of the County of Frederick, Virginia will exceed last year's by \_\_\_\_\_ percent.**

**A public hearing on the increase will be held on March 25, 2015 at 7:00 p.m. at the Frederick County Administration Office Building.**



# Memo

**To:** Finance Committee/Cheryl Shiffler  
**From:** Delsie D. Butts  
**CC:**  
**Date:** February 2, 2015  
**Re:** Appropriation of insurance claim refund

---

Frederick County Department of Social Services is requesting to have the \$5,200.00 that the County received from an auto claim dated November 25, 2014 to be appropriated to our budget. This claim was for a Social Services vehicle that was in an accident and was considered a total loss.

Budget line: 4-010-053160-4002-000 Vehicle Repairs

Thank you for your consideration.

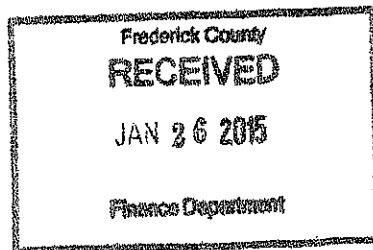
*Delsie D. Butts*  
Delsie D. Butts

Administrative Services Manager

Revenue Code: 3-010-018990-0001  
1096 1/28/15

January 21, 2015

Frederick County  
Jennifer Place  
107 North Kent Street  
Winchester, VA 22601



**VACoRP**

308 Market Street, SE, Suites 1 & 2  
Roanoke, Virginia 24011

540.345.8500  
toll free 888.822.6772  
fax 540.345.5330  
toll free 877.212.6599

Virginia Association of Counties Group Self-Insurance Risk Pool

Participant: Frederick County  
Claim Number: 0342014116940  
Date of Loss: 11-25-2014

Dear Jennifer:

Enclosed please find a VACoRP property damage check in the amount of \$5200.00 for the total loss of the 2007 Ford Taurus that Cynthia Ford was operating when she struck another vehicle. The actual cash value of the unit was \$5700.00 from which we subtracted the \$500 collision deductible

Should you have any questions regarding this payment, please feel free to call our office.

Sincerely,

A handwritten signature in black ink, appearing to read "Terri Dillard".

Terri Dillard  
Claims Specialist

Enc. - check

DATE February 12, 2015

TO: Cheryl Shiffler, Finance Director  
Frederick County

FROM: Patrick Barker, CEcD  
Executive Director

CC: Rod Williams  
Interim County Administrator

RE: Supplemental Appropriation Request for 31-8102-5600-001

The Economic Development Authority (EDA) is requesting an appropriation increase to 31-8102-5600-001 for FY14-15 in the amount of \$100,000. The appropriation increase will allow us provide the first installment for ON MINERALS (CHEMSTONE) COMPANY D/B/A Carmeuse Lime and STONE by Frederick County's under the Performance Agreement dated July 25, 2012.

Thanks for your help. Please advise if additional information is required.



## COUNTY OF FREDERICK, VIRGINIA


FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive  
Winchester, VA 22602

Dennis D. Linaburg  
Fire Chief

### MEMORANDUM

**TO:** Cheryl Shiffler, Director  
Finance Department

**FROM:** Dennis D. Linaburg, Chief   
Fire and Rescue Department

**SUBJECT:** Request for Supplemental Appropriation

**DATE:** February 2, 2015

---

Our Department has been awarded a 50/50 match Virginia Office of Emergency Medical Services Rescue Squad Assistance Fund grant to purchase bariatric equipment. The total purchase price for this equipment will be \$32,810.98, with a state reimbursement of \$16,405.49.

**Total Request:        \$32,810.98**

At this time, I am requesting \$23,857.00 be placed into line item 4-010-035050-3505-8009-000, Miscellaneous Capital, and \$8,953.98 be placed into line item 4-010-035050-3505-5404-000, Medical Supplies and Equipment.

Attached, you will find the award letter and breakdown of equipment to be purchased. If you have any questions or need additional information regarding this request, please do not hesitate to contact me so I may further discuss this will you.

/attachments  
DDL:msn  
CC: file

3-010-024040-0026 State Grant-Emergency Services





COMMONWEALTH of VIRGINIA  
Department of Health

Office of Emergency Medical Services  
1041 Technology Park Drive  
Glen Allen, VA 23059-4500

Marissa J. Levine, MD MPH, FAAFP  
State Health Commissioner

Gary R. Brown  
Director

P. Scott Winston  
Assistant Director

1-800-523-6019 (VA only)  
804-888-9100 (Main Office)  
804-888-9120 (Training Office)  
FAX: 804-371-3108

January 01, 2015

Preston Grubbs  
Frederick County Fire & Rescue Department  
1080 Coverstone Drive  
Winchester, VA 22602

Dear Grant Administrator:

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the Financial Assistance for Emergency Medical Services Grant Program, known as the Rescue Squad Assistance Fund (RSAF). The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. The following documents can be completed and submitted via E-Gift:

**Memorandum of Agreement:** Must be submitted by February 28, 2015.

**Instructions for Grant Reimbursement:** All items must be submitted in order to process your reimbursement.

**Equipment Status/Final Report Form:** This form must be submitted sixty (60) days after the grant cycle deadline.

If your agency has had special conditions placed on your grant award, any and all conditions must be met in order to receive reimbursement. Items awarded may be available by state contract, [www.eva.virginia.gov](http://www.eva.virginia.gov). OEMS recommends your agency purchase under state contract if applicable.

Any funding your agency receives through Return to Localities funding cannot be used as the matching share of Rescue Squad Assistance Fund grants or any grants offered using **Four-For-Life** funds. "Any funds received from Section 16.2-694 by a non-state agency cannot be used to match any other funds derived from Section 46.2-691 by that same non-state agency".

All items awarded funding must be ordered from the vendor by **February 28, 2015** invoices for all items awarded funding must be submitted to OEMS by **July 31, 2015**. You must contact OEMS prior to the February 28, 2015 deadline if your agency has encountered difficulties in meeting these deadlines.

If you have any questions, please contact Amanda Davis, OEMS Grant Program Manager at (804) 888-9106, [Amanda.Davis@vdh.virginia.gov](mailto:Amanda.Davis@vdh.virginia.gov) or Linwood P. Pulling, Grant Specialist at (804) 888-9105, [Linwood.Pulling@vdh.virginia.gov](mailto:Linwood.Pulling@vdh.virginia.gov) or 1-800-523-6019 for additional grant information.

Congratulations,

Gary R. Brown, Director

**Office of Emergency Medical Services  
Consolidated Grant Program  
AWARD PAGE**

January 1, 2015 - December 31, 2015 Grant Period

**Agency Name: Frederick County Fire & Rescue Department**

**Grant Number: LF-C05/12-14**

Item Type (Item)	Status	Quantity Funded	Funding % Level	Amount Funded
HoverTech system	FUNDED	1	50 / 50	\$3,791.00
<b>Conditions:</b> 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health. 28-Must be compliant with submitting EMS data including the minimum dataset prescribed technical format as required by Virginia Code 32.1-116.1.				
Transafe Ramps	FUNDED	1	50 / 50	\$2,475.00
<b>Conditions:</b> 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health. 28-Must be compliant with submitting EMS data including the minimum dataset prescribed technical format as required by Virginia Code 32.1-116.1.				
Stryker MXPRO Stretcher	FUNDED	1	50 / 50	\$4,487.50
<b>Conditions:</b> 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health. 28-Must be compliant with submitting EMS data including the minimum dataset prescribed technical format as required by Virginia Code 32.1-116.1.				
Bariatric Spineboard	FUNDED	2	50 / 50	\$490.00
<b>Conditions:</b> 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health. 28-Must be compliant with submitting EMS data including the minimum dataset prescribed technical format as required by Virginia Code 32.1-116.1.				
Ferno EZ Glide Stretcher	FUNDED	1	50 / 50	\$3,650.00
<b>Conditions:</b> 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health. 28-Must be compliant with submitting EMS data including the minimum dataset prescribed technical format as required by Virginia Code 32.1-116.1.				
Rescue Randy bariatric trainer	FUNDED	1	50 / 50	\$1,511.99
<b>Conditions:</b> 28-Must be compliant with submitting EMS data including the minimum dataset prescribed technical format as required by Virginia Code 32.1-116.1.				
<b>Total:</b>				<b>\$16,405.49</b>

*\$23857  
Capital*

*\$8953.98  
Operational*



**Office of Emergency Medical Services  
Consolidated Grant Program  
AWARD PAGE**

January 1, 2015 - December 31, 2015 Grant Period

**Agency Name: Frederick County Fire & Rescue Department**

**Grant Number: LF-C05/12-14**


Item Type (Item)	Status	Quantity Funded	Funding % Level	Amount Funded
HoverTech system	FUNDED	1	50 / 50	\$3,791.00
<b>Conditions:</b> 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health. 28-Must be compliant with submitting EMS data including the minimum dataset prescribed technical format as required by Virginia Code 32.1-116.1.				
Transafe Ramps	FUNDED	1	50 / 50	\$2,475.00
<b>Conditions:</b> 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health. 28-Must be compliant with submitting EMS data including the minimum dataset prescribed technical format as required by Virginia Code 32.1-116.1.				
Stryker MXPRO Stretcher	FUNDED	1	50 / 50	\$4,487.50
<b>Conditions:</b> 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health. 28-Must be compliant with submitting EMS data including the minimum dataset prescribed technical format as required by Virginia Code 32.1-116.1.				
Bariatric Spineboard	FUNDED	2	50 / 50	\$490.00
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<b>Conditions:</b> 28-Must be compliant with submitting EMS data including the minimum dataset prescribed technical format as required by Virginia Code 32.1-116.1.				
<b>Total:</b>				<b>\$16,405.49</b>



Dennis D. Linaburg  
Fire Chief

**MEMORANDUM**

**TO:** Cheryl Shiffler, Director  
Finance Department

**FROM:** Dennis D. Linaburg, Chief  
Fire and Rescue Department 

**SUBJECT:** Request for Supplemental Appropriation

**DATE:** February 2, 2015

---

On January 12, 2015, one of our Department vehicles was involved in a collision resulting from ice. The cost associated with the repair of this vehicle was estimated at \$7,229.60. After receiving an appraisal for \$6,605.64, minus the \$500 deductible, a check was received for \$6,105.64.

**Total Request: \$6,105.64**

We are now requesting these funds be placed in line item 3505-3004-002, Vehicle Repair and Maintenance, in order cover the costs for the necessary repairs.

I have attached copies of the appraisal and check for your information. If you have any questions or need additional information, please do not hesitate to contact me.

/attachments

DDL:msn  
CC: file

3-010-018990-0001 2/3/15





COUNTY of FREDERICK

Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610  
Fax: 540/667-0370  
E-mail: [cshiffle@fcva.us](mailto:cshiffle@fcva.us)

MEMORANDUM

TO: Denny Linaburg, Fire and Rescue

FROM: Jennifer L. Place, Finance Department *JLP*

DATE: February 2, 2015

SUBJECT: Insurance Reimbursement

---

Attached is a copy of a check received in the amount of \$6,105.64 for the auto claim dated January 12, 2015 involving Ricky Catlett. This amount represents the appraisal provided minus the \$500 deductible.

If you would like these funds appropriated to your budget, please send the Finance Department a memo requesting appropriation to forward to the Finance Committee.

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



**VACORP**

January 27, 2015

Frederick County  
Attention: Jennifer Place  
107 North Kent Street  
Winchester, VA 22601

308 Market Street, SE, Suites 1 & 2  
Roanoke, Virginia 24011

540.345.8500  
toll free 888.822.6772  
fax 540.345.5330  
toll free 877.212.8599

Virginia Association of Counties Self-Insurance Risk Pool  
Participant: Frederick County  
Claim Number: 0342015118726  
Date of Loss: 1/12/2015

Dear Ms. Place:

Enclosed please find a VACORP property damage check in the amount of \$6105.64 to cover the repair cost to the 2006 Chevrolet Silverado VIN#9653. This amount was determined by S&S Appraisal Services LLC estimate that was submitted for \$6605.64 after the \$500.00 policy deductible was applied.

If you should have any questions regarding this payment, please do not hesitate to contact our office.

Sincerely,

Sara Vance  
Claims Associate

Enclosure – Check & Estimate

Date: 1/26/2015 12:22 PM  
 Estimate ID: 15-6729-AU  
 Estimate Version: 0  
 Preliminary  
 Profile ID: \* Mitchell

## S&S APPRAISAL SERVICES, LLC

2326 Forbes Mill Rd., Bedford, VA 24523  
 (540) 816-9813  
 Fax: (866) 724-2778  
 Email: ss.appraisals@hotmail.com

Damage Assessed By: STEWART YOUNG  
 Classification: Field

Appraised For: SARA VANCE

Condition Code: Good  
 Date of Loss: 1/12/2015  
 Accident Date: 1/12/2015  
 Deductible: 500.00  
 File Number: 15-6729-AU  
 Claim Number: 118726

Type of Loss: Collision

Insured: FREDERICK COUNTY  
 Owner: FREDERICK COUNTY

Mitchell Service: 915495

Description: 2006 Chevrolet Pickup Silverado K2500 HD LT  
 Body Style: 4D PkUpCrw 6' Bed 153" WB  
 VIN: 1GCHK234X6F199653  
 Mileage: 79,525  
 OEM/ALT: O  
 Color: WHITE  
 Options: PASSENGER AIRBAG, DRIVER AIRBAG, POWER LOCK, POWER WINDOW, POWER STEERING  
 REAR WINDOW DEFOGGER, MANUAL AIR CONDITION, CRUISE CONTROL, TILT STEERING COLUMN  
 ANTI-LOCK BRAKE SYS., LEATHER STEERING WHEEL, CHROME WHEELS, 4WD OR AWD  
 FRONT AIR DAM, TINTED GLASS, ANTI-THEFT SYSTEM, AUTOMATIC HEADLIGHTS  
 INTERIOR AUTOMATIC DAY/NIGHT OR ELECTROCHROMATIC MIRROR, DAYTIME RUNNING LIGHTS  
 AM/FM STEREO CD, FRONT SPLIT BENCH SEAT, INTERIOR AIR FILTER  
 KEYLESS ENTRY SYSTEM, POWER DISC BRAKES, POWER HEATED EXTERIOR MIRRORS

Vehicle Production Date: 1/06  
 Drive Train: 6.0L Inj 8 Cyl 4WD  
 License: 132-239L VA

Search Code: None

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
<u>Front Bumper</u>							
1	504830	BDY	OVERHAUL	Frt Bumper Cover Assy			1.7 #
2	507763	BDY	REMOVE/REPLACE	Frt Bumper Face Bar	** QUAL REPL PART	342.00 *	INC #
3	507793	BDY	REMOVE/REPLACE	L Frt Bumper Bracket	15059687 GM PART	46.12	
4	504832	BDY	REMOVE/REPLACE	L Frt Otr Bumper Brace	** QUAL REPL PART	20.00 *	0.2 #
5	505509	BDY	REMOVE/REPLACE	R Frt Bumper Brace	15059654 GM PART	35.10	INC
6	505510	BDY	REMOVE/REPLACE	L Frt Bumper Brace	** QUAL REPL PART	30.00 *	INC
7	507819	BDY	REMOVE/REPLACE	Frt Up'r Bumper Cover	** QUAL REPL PART	115.00 *	INC #
8		REF	REFINISH	Frt Moulding Cap			C 1.2
9	505511	BDY	REMOVE/REPLACE	Frt Bumper Air Deflector	** QUAL REPL PART	82.00 *	INC
10	504821	BDY	REMOVE/REPLACE	Frt Bumper Retainer 8@3.53	15733971 GM PART	28.24 *	INC
11	504822	BDY	REMOVE/REPLACE	Frt Bumper Pin	15733970 GM PART	31.36 *	INC
12	505513	BDY	REMOVE/REPLACE	L Frt Bumper Filler	ORDER FROM DEALER	17.70	0.2 #
13		BDY	REMOVE/INSTALL	Frt Bumper Assy			INC #
<u>Grille</u>							
14	507887	BDY	REMOVE/REPLACE	Grille	ORDER FROM DEALER	471.18 *	0.2 #
15				R/I Emergency Lamps			
16		BDY	ADD'L LABOR OP	Grille			1.0*
17	505472	BDY	REMOVE/INSTALL	Grille Emblem	Existing		INC #r
18	507460	BDY	REMOVE/REPLACE	R Grille Moulding	12335958 GM PART	42.07	INC #
19		REF	REFINISH	R Grille Moulding			C 0.5

ESTIMATE RECALL NUMBER: 01/26/2015 12:21:53 15-6729-AU

Mitchell Data Version: OEM: DEC\_14\_V

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Software Version: 7.1.174



Date: 1/26/2015 12:22 PM  
 Estimate ID: 15-6729-AU  
 Estimate Version: 0  
 Preliminary  
 Profile ID: \* Mitchell

20	507461	BDY	REMOVE/REPLACE	L Grille Moulding	12335957	GM PART	42.07	INC #
21		REF	REFINISH	L Grille Moulding				C 0.5
<u>Front Lamps</u>								
22	506859	BDY	REMOVE/REPLACE	L Headlamp Assembly	** QUAL REPL PART		180.00	* INC
23		BDY	CHECK/ADJUST	Headlamps				0.4
24	505033	BDY	REMOVE/REPLACE	L Headlamp Mounting Plate	** QUAL REPL PART		20.00	* 0.2 #
25		BDY	REMOVE/INSTALL	L Headlamp Assy				INC
26	504982	BDY	REMOVE/REPLACE	L Frt Combination Lamp	** QUAL REPL PART		59.00	* INC #
<u>Hood</u>								
27	506283	BDY	REMOVE/REPLACE	Hood Panel	** QUAL REPL PART		447.00	* 1.1
28		REF	REFINISH	Hood Outside				C 3.1
29		REF	REFINISH	Add For Hood Underside				C 1.6
30	500140	BDY	REMOVE/REPLACE	L Hood Hinge	12472769	GM PART	66.28	0.2 #
31		REF	REFINISH	L Hinge				C 0.5
32		BDY	REMOVE/INSTALL	Hood Assy				INC
33	506286	BDY	REMOVE/REPLACE	Hood Latch	15240710	GM PART	61.87	INC
<u>Cooling</u>								
34	507504	MCH	REMOVE/REPLACE	w/Air Cond -M				0.5 #
35	506293	BDY	REMOVE/REPLACE	Cooling Radiator Support	25815983	GM PART	718.80	6.1 #
36	507614	BDY	REMOVE/REPLACE	Upr Cooling Shroud	15088330	GM PART	54.45	0.3 #
37	507617	BDY	REMOVE/REPLACE	Lwr Cooling Shroud	25835451	GM PART	62.87	INC #
<u>Trans Oil Cooler</u>								
38	505488	MCH	REPAIR	Trans Oil Cooler -M	Existing			0.5* #
<u>Front Fender</u>								
39	500291	BDY	REMOVE/INSTALL	L Fender Wheel Opening Flare				0.3
40				Clean & Retape				
41		BDY	ADD'L LABOR OP	L Fender Wheel Opening Flare				0.3*
42	504961	BDY	REMOVE/REPLACE	L Fender Panel	88944420	GM PART	266.33	2.1 #
43		REF	REFINISH	L Fender Outside				C 1.6
44		REF	REFINISH	L Add To Edge Fender				C 1.2
45				Emergency Lamp R/l				
46		BDY	ADD'L LABOR OP	L Fender Panel				0.5*
47		BDY	ADD'L LABOR OP	L Fender Panel				0.5*
48	502305	BDY	REMOVE/REPLACE	R Fender Liner	15268589	GM PART	42.53	0.3
49	507825	BDY	REMOVE/REPLACE	L Fender Splash Shield Retainer	14093311	GM PART	6.30	*
50	505832	BDY	REMOVE/REPLACE	Fuse Box Cover	ORDER FROM DEALER		26.42	* 0.1
51	505833	BDY	REMOVE/REPLACE	Fuse Box Bracket	15175348	GM PART	18.19	
<u>Frame</u>								
52	504837	FRM	REPAIR	R Frt Bumper Impact Bracket -F	Existing			1.5*
53		REF	REFINISH/REPAIR	R Frt Bumper Impact Bracket -F				0.1*
54	504838	FRM	REPAIR	L Frt Bumper Impact Bracket -F	Existing			2.5*
55		REF	REFINISH/REPAIR	L Frt Bumper Impact Bracket -F				0.1*
<u>MANUAL ENTRIES</u>								
56	900500	BDY *	REMOVE/INSTALL	Vent Shade	Existing		0.00	0.5* r
57				Clean & Retape				
58		BDY *	ADD'L LABOR OP	Vent Shade				0.3*
59	900500	BDY *	REMOVE/REPLACE	Support Nuts	New		6.70	* 0.0*
<u>Frame</u>								
60	506990	BDY	REMOVE/REPLACE	L Upr Frame Cushion	15201005	GM PART	90.22	
61	506991	BDY	REMOVE/REPLACE	R Lwr Frame Cushion	15201791	GM PART	17.48	
62	506992	BDY	REMOVE/REPLACE	L Lwr Frame Cushion	15201791	GM PART	17.48	
63	501850	BDY	REMOVE/REPLACE	L Frame Bolt	15712445	GM PART	48.46	
64	506994	BDY	REMOVE/REPLACE	L Upr Frame Cushion	15201005	GM PART	90.22	
65	506996	BDY	REMOVE/REPLACE	L Lwr Frame Cushion	15201791	GM PART	17.48	
<u>Electrical</u>								
66	500923	BDY	REMOVE/INSTALL	Battery	Existing			INC r
<u>Cab</u>								
67	502895	BDY	REMOVE/REPLACE	Cab Cowl Grille Panel	15829661	GM PART	193.75	0.3
<u>Front Door</u>								
68	505740	BDY	REPAIR	L Frt Door Shell	Existing			2.0* #

ESTIMATE RECALL NUMBER: 01/26/2015 12:21:53 15-6729-AU

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Software Version: 7.1.174

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Date: 1/26/2015 12:22 PM  
 Estimate ID: 15-6729-AU  
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69	REF	REFINISH/REPAIR	L Frt Door Shell				C 2.0*
70			MODIFIED REFINISH WITH FULL CLEAR COAT				
71	BDY	ADD'L LABOR OP	L Frt Door Shell				1.0*
72	501294	BDY	REMOVE/INSTALL	L Frt Rear View Mirror			0.2
73	505849	BDY	REMOVE/INSTALL	L Frt Door Cladding			0.4
74	502981	BDY	REMOVE/REPLACE	L Frt Door Adhesive Nameplate	15114061	GM PART	60.17 0.2
75	501322	BDY	REMOVE/INSTALL	L Frt Door Trim Panel			INC
76	502181	BDY	REMOVE/INSTALL	L Frt Door Handle			0.7 #
77	501356	BDY	REPAIR	L Frt Up'r Door Hinge Body Side	Existing		1.0* #
78	REF	REFINISH	L Frt Up'r Door Hinge Body Side				C 0.5
<u>Additional Costs &amp; Materials</u>							
79	936007	ADD'L COST	Shop Materials				10.00 *
80			3M Tape				
81	936012	ADD'L COST	Hazardous Waste Disposal				5.00 *
82	936016	ADD'L COST	Weld Thru Primer				
<u>Additional Operations</u>							
83	933006	FRM	ADD'L OPR	FRAME/RACK SET UP			2.0*
84	933031	FRM	ADD'L OPR	PULL FOR MASH			2.0*
85	REF	ADD'L OPR	Clear Coat				3.5
86	933006	BDY	ADD'L OPR	Restore Corrosion Protection			10.00 "
87	933018	REF	ADD'L OPR	MASK FOR OVERSPRAY			0.3*
<u>Additional Costs &amp; Materials</u>							
88		ADD'L COST	Paint/Materials				524.80 *

\* - Judgment Item  
 # - Labor Note Applies  
 d - Discontinued by the Manufacturer  
 C - Included in Clear Coat Calc  
 r - CEG R&R Time Used For This Labor Operation

#### Remarks

\*\*\* NOTICE TO VEHICLE OWNER, AND /OR REPAIR FACILITY \*\*\*

This is an appraisal only, not an authorization to repair or an admission of liability. This is not an offer or guarantee of payment. An authorization to repair or guarantee of payment can only be made by the vehicle owner. For any questions involving this appraisal, please call 540-816-9813.

No supplement or additional damages will be honored or paid without prior approval, and re-inspection prior to repairs. Any supplement must be audited by the field appraiser with copies of all invoices and damaged parts. Please call 540-816-9813 to verify coverage and ability."

IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS.

Date: 1/26/2015 12:22 PM  
 Estimate ID: 15-6729-AU  
 Estimate Version: 0  
 Preliminary  
 Profile ID: \* Mitchell

## Estimate Totals

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	22.3	44.00	10.00	0.00	991.20	Taxable Parts	3,834.84
Refinish	16.7	44.00	0.00	0.00	734.80		
Frame	8.0	55.00	0.00	0.00	440.00	Total Replacement Parts Amount	3,834.84
Mechanical	1.0	65.00	0.00	0.00	65.00		
Non-Taxable Labor					2,231.00		
Labor Summary	48.0				2,231.00		
						IV. Adjustments	Amount
III. Additional Costs					Amount	Insurance Deductible	500.00-
Taxable Costs					539.80		
Total Additional Costs					539.80	Customer Responsibility	500.00-
Paint Material Method: Rates Init Rate = 32.00 , Init Max Hours = 99.9, Addl Rate = 0.00							
						I. Total Labor:	2,231.00
						II. Total Replacement Parts:	3,834.84
						III. Total Additional Costs:	539.80
						Gross Total:	6,605.64
						IV. Total Adjustments:	500.00-
						Net Total:	6,105.64

This is a preliminary estimate.

Additional changes to the estimate may be required for the actual repair.

Point(s) of Impact  
 11 Left Front Corner (P)

Insurance Co: VACORP  
 Address: 308 MARKET ST. S.E. SUITES 1 & 2  
 ROANOKE, VA 24011  
 Telephone: (888) 822-6772  
 Fax Phone: (877) 212-8599

Inspection Site: PATRIOT COLLISION CENTER  
 WINCHESTER, VA 22601  
 Inspection Date: 1/23/2015

Body Shop: PATRIOT COLLISION CENTER  
 Address: 3066 SHAWNEE DR  
 WINCHESTER, VA 22601  
 Telephone: (540) 722-8760

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF AUTOMOBILE PARTS  
 NOT MADE BY THE ORIGINAL MANUFACTURE. PARTS USED IN THE REPAIR OF YOUR  
 VEHICLE BY OTHER THAN THE ORIGINAL MANUFACTURE ARE REQUIRED TO BE AT  
 ESTIMATE RECALL NUMBER: 01/26/2015 12:21:53 15-6729-AU  
 Mitchell Data Version: OEM: DEC\_14\_V

Software Version: 7.1.174 Copyright (C) 1994 - 2014 Mitchell International  
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Dennis D. Linaburg  
Fire Chief

MEMORANDUM

**TO:** Cheryl Shiffler, Director  
Finance Department

**FROM:** Dennis D. Linaburg, Chief   
Fire and Rescue Department

**SUBJECT:** Request for Supplemental Appropriation

**DATE:** February 2, 2015

---

Our Department has had an increase in Overtime due to numerous vacancies within the Department that require coverage. Due to our limited part-time employee list, these vacancies have been covered using overtime. With four (4) pay periods anticipated to be remaining in FY15, the Fire and Rescue Department would need an additional \$310,530 to cover the remaining overtime through the end of this fiscal year.

I am requesting money received through a Virginia Office of Emergency Medical Services grant, in the amount of \$10,530.21, for overtime related to HazMat training be placed into line item 4-010-035050-1005-000 Overtime.

**Request:**     **\$10,530.21**     3-010-024040-0026 12/29/14

Additionally, I request \$300,000 be placed into line item 4-010-035050-1005-000 *Overtime* to cover the balance.

**Request:**     **\$300,000.00**

Attached, please find a breakdown of what is included in the Overtime line item and the number of hours for each category. If you have any questions or need additional information regarding this request, please do not hesitate to contact me so I may further discuss this with you.

/attachment

DDL:msn  
CC: file



Fire Rescue Staff  
OT Estimate

Employee Name	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Coverage	2345.00	1650.50	1076.00	1043.50	936.50	1035.50	650.00	650.00	650.00	650.00	650.00	650.00
Response	500.00	28.00	28.00	35.50	41.50	37.50	40.00	40.00	40.00	40.00	40.00	40.00
FM response	145.50	61.50	26.50	28.00	54.50	28.00	30.00	30.00	30.00	30.00	30.00	30.00
Instructor/Academies	331.00	25.00	27.50	275.50	384.00	244.50	244.50	244.50	244.50	244.50	244.50	244.50
Other	97.00	10.50	64.00	66.50	99.00	74.50	75.00	75.00	75.00	75.00	75.00	74.50
TOTAL MONTHLY HRS	3418.50	1775.50	1222.00	1449.00	1515.50	1420.00	1039.50	1039.50	1039.50	1039.50	1039.50	1039.00
Holiday	\$ 67,987.65											
Regular	\$ 715,084.80											
Coverage	\$ 381,785.95											
Response	\$ 28,999.43											
FM response	\$ 16,689.40											
Instructor/Academies	\$ 87,730.83											
Other	\$ 27,422.85											
TOTAL ESTIMATE	\$ 1,325,700.90											
FY15 Appropriation	\$ 1,004,531.00											
Needed	\$ 310,639.90											



Company No: 001		Account Number: 4010 350501005 000 000		Period:
Date: 2/10/15		OVERTIME		Time: 1130
Budget Amount	Year To Date	Encumbrances	Balance	
\$1,004,531.00	\$841,739.44	\$ 00	\$162,791.56	

Date	Source	Reference Number	PO#	Amount	Period Description
07162014	PR	1	20140716	\$112,478.52	201407 -PAYROLL ENTRY-
07302014	PR	1	20140730	\$103,643.70	201407 -PAYROLL ENTRY-
08152014	PR	1	20140815	\$1,815.18	201408 -PAYROLL ENTRY-
08292014	PR	1	20140829	\$116,690.49	201408 -PAYROLL ENTRY-
08312014	CS	1	20140831	\$10,530.21	201408 -TREASURER CASH REPORT-
09162014	PR	1	20140916	\$459.00	201409 -PAYROLL ENTRY-
09302014	PR	1	20140930	\$103,858.23	201409 -PAYROLL ENTRY-
10302014	PR	1	20141030	\$108,095.66	201410 -PAYROLL ENTRY-
11142014	PR	1	20141114	\$356.16	201411 -PAYROLL ENTRY-
11262014	PR	1	20141126	\$113,946.34	201411 -PAYROLL ENTRY-
12292014	JE	1	420	\$10,530.21	201412 CORR.8/31/14 CASH SHEET
12302014	PR	1	20141230	\$91,641.27	201412 -PAYROLL ENTRY-
01162015	PR	1	20150116	\$88,190.00	201501 -PAYROLL ENTRY-
01302015	PR	1	20150130	\$764.89	201501 -PAYROLL ENTRY-
*****			G/L Year-To-Date-	\$841,739.44	
*****			Encumbrance-		
*****			A/P Holding File-		
*****			P/R Holding File-		
*****			U/T Holding File-		
*****			A/R Holding File-		
*****			G/L Holding File-		
*****			S/S Holding File-		
*****			INV Holding File-		
07082014	BA	1	0000405	\$1,004,531.00	201407 -APPROPRIATION ENTRY-
*****			Budget Amount-	\$1,004,531.00	

# Northwestern Regional Adult Detention Center

James F. Whitley - Superintendent



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

## MEMORANDUM

To: Cheryl Shiffler, Frederick County Finance Director  
From: James F. Whitley, Superintendent *JFW*  
Date: February 12, 2015  
Subject: Fund Balance transfer request

---

Request approval to transfer \$358,000 from 11-000240-2530, Unreserved Fund Balance, to the following line items:

4-011-033010-1005-000-000 - Overtime	\$170,000
4-011-033010-5404-000-000 - Medical and Laboratory	\$188,000

This request is due to a higher inmate population than was anticipated, resulting in the opening of the Annex building, requiring Overtime for officers.

There has been a 35% increase since July of chronic care cases, increasing all Medical costs.

The Jail Authority approved the supplemental appropriation during a special meeting held on February 12, 2015.

Your consideration of this request is most appreciated.

## GOVERNMENT WIDE: FULL ACCRUAL

Exhibit 1

## COUNTY OF FREDERICK, VIRGINIA

Statement of Net Position  
At June 30, 2014

	Governmental Activities	Business-type Activities	Total	Component Units	
				School Board	Economic Development Authority
<b>Assets:</b>					
Cash and cash equivalents	\$ 58,847,338	\$ 19,486,055	\$ 78,333,393	\$ 27,274,612	\$ 203,899
Restricted cash	-	11,938,536	11,938,536	-	-
Receivables, net	48,015,378	522,809	48,538,187	426,817	-
Advance to primary government	-	-	-	-	925,000
Due from other governments	9,699,102	-	9,699,102	4,488,264	-
Intergovernmental loan	734,939	-	734,939	-	-
Prepaid expenses	2,972	-	2,972	-	-
Inventory	-	-	-	515,517	-
Capital assets:					
Land and construction in progress	4,416,927	3,702,848	8,119,775	13,096,131	-
Other capital assets, net of accumulated depreciation	110,867,454	14,863,495	125,730,949	99,589,383	-
Capital assets, net	\$ 115,284,381	\$ 18,566,343	\$ 133,850,724	\$ 112,685,514	\$ -
Total assets	\$ 232,584,110	\$ 50,513,743	\$ 283,097,853	\$ 145,390,724	\$ 1,128,899
<b>Deferred Outflows of Resources:</b>					
Deferred charge on refunding	\$ 5,186	\$ -	\$ 5,186	\$ -	\$ -
<b>Liabilities:</b>					
Accounts payable and accrued expenses	\$ 1,332,983	\$ 476,933	\$ 1,809,916	\$ 18,652,048	\$ -
Accrued interest payable	2,249,020	-	2,249,020	-	-
Claims payable	748,052	-	748,052	1,377,545	-
Advance from component unit	925,000	-	925,000	-	-
Unearned revenue	-	349	349	-	-
Amounts held for others	418,195	-	418,195	-	-
Long-term liabilities:					
Due within one year	14,031,935	125,238	14,157,173	885,776	300,000
Due in more than one year	140,068,466	11,992,209	152,060,675	4,454,335	625,000
Total liabilities	\$ 159,773,651	\$ 12,594,729	\$ 172,368,380	\$ 25,369,704	\$ 925,000
<b>Deferred Inflows of Resources:</b>					
Unearned revenue - taxes	\$ 40,587,751	\$ -	\$ 40,587,751	\$ -	\$ -
<b>Net Position:</b>					
Net investment in capital assets	\$ (9,979,970)	\$ 18,566,343	\$ 8,586,373	\$ 112,685,514	\$ -
Unrestricted	42,207,864	19,352,671	61,560,535	7,335,506	203,899
Total net position	\$ 32,227,894	\$ 37,919,014	\$ 70,146,908	\$ 120,021,020	\$ 203,899


The accompanying notes to financial statements are an integral part of this statement.

# FUND: MODIFIED ACCURAL

Exhibit 3

## COUNTY OF FREDERICK, VIRGINIA

### Balance Sheet Governmental Funds At June 30, 2014


	 <b>General Fund</b>	<b>Shawneeland Sanitary District Fund</b>	<b>Lake Holiday Sanitary District Fund</b>	<b>Capital Projects Fund</b>	<b>School Debt Service Fund</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
<b>Assets</b>							
Cash and cash equivalents	\$ 43,233,443	\$ 2,327,795	\$ 2,563,656	\$ 581,413	\$ 923,436	\$ 1,840,815	\$ 51,470,558
Property taxes receivable, net	42,968,163	1,367,766	1,575,362	-	-	-	45,911,291
Business licenses receivable	1,020,060	-	-	-	-	-	1,020,060
Accounts receivable	1,072,216	4,443	4,688	-	-	2,680	1,084,027
Due from other governments	9,510,393	-	-	-	-	188,709	9,699,102
Intergovernmental loan	734,939	-	-	-	-	-	734,939
Prepaid items	2,972	-	-	-	-	-	2,972
Total assets	<u>\$ 98,542,186</u>	<u>\$ 3,700,004</u>	<u>\$ 4,143,706</u>	<u>\$ 581,413</u>	<u>\$ 923,436</u>	<u>\$ 2,032,204</u>	<u>\$ 109,922,949</u>
<b>Liabilities</b>							
Accounts payable and accrued liabilities	\$ 748,053	\$ 7,846	\$ 184,234	\$ 46,729	\$ 699	\$ 340,464	\$ 1,328,025
Amounts held for others	418,195	-	-	-	-	-	418,195
Total liabilities	<u>\$ 1,166,248</u>	<u>\$ 7,846</u>	<u>\$ 184,234</u>	<u>\$ 46,729</u>	<u>\$ 699</u>	<u>\$ 340,464</u>	<u>\$ 1,746,220</u>
<b>Deferred Inflows of Resources</b>							
Unavailable revenue - business licenses	\$ 1,020,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,020,060
Unavailable revenue - prepaid taxes	2,889,821	25,020	18,656	-	-	-	2,933,497
Unavailable revenue - property taxes	41,605,803	1,349,996	1,538,786	-	-	-	44,494,585
Total deferred inflows of resources	<u>\$ 45,515,684</u>	<u>\$ 1,375,016</u>	<u>\$ 1,557,442</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 48,448,142</u>
<b>Fund Balance</b>							
Nonspendable	\$ 737,911	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 737,911
Restricted	5,987,501	-	-	534,684	-	-	6,522,185
Committed	1,616,849	2,317,142	2,402,030	-	-	1,049,226	7,385,247
Assigned	4,780	-	-	-	922,737	642,514	1,570,031
Unassigned	43,513,213	-	-	-	-	-	43,513,213
Total fund balance	<u>\$ 51,860,254</u>	<u>\$ 2,317,142</u>	<u>\$ 2,402,030</u>	<u>\$ 534,684</u>	<u>\$ 922,737</u>	<u>\$ 1,691,740</u>	<u>\$ 59,728,587</u>
Total liabilities, deferred inflows of resources and fund balance	<u>\$ 98,542,186</u>	<u>\$ 3,700,004</u>	<u>\$ 4,143,706</u>	<u>\$ 581,413</u>	<u>\$ 923,436</u>	<u>\$ 2,032,204</u>	<u>\$ 109,922,949</u>

The accompanying notes to financial statements are an integral part of this statement.



## COUNTY OF FREDERICK, VIRGINIA

**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**Year Ended June 30, 2014**

	 <b>General Fund</b>	<b>Shawneeland Sanitary District Fund</b>	<b>Lake Holiday Sanitary District Fund</b>	<b>Capital Projects Fund</b>	<b>School Debt Service Fund</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
<b>Revenues</b>							
Property taxes	\$ 81,551,677	\$ 728,826	\$ 967,963	\$ -	\$ -	\$ -	\$ 83,248,466
Other local taxes	29,900,456	-	-	-	-	-	29,900,456
Permits, privilege fees and regulatory licenses	1,329,532	-	-	-	-	-	1,329,532
Fines and forfeitures	368,396	-	-	-	-	-	368,396
Use of money and property	155,718	4,723	-	-	-	1,841	162,282
Charges for services	2,099,936	-	-	-	-	1,395,050	3,494,986
Miscellaneous	291,589	-	-	-	-	-	291,589
Recovered costs	3,533,122	3,238	-	4,700	-	114,249	3,655,309
Intergovernmental:							
Revenue from the Commonwealth	21,713,004	-	-	37,342	-	810,135	22,560,481
Revenue from the Federal Government	2,541,792	-	-	-	276,080	66,083	2,883,955
Total revenues	\$ 143,485,222	\$ 736,787	\$ 967,963	\$ 42,042	\$ 276,080	\$ 2,387,358	\$ 147,895,452
<b>Expenditures</b>							
Current:							
General government administration	\$ 8,539,102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,539,102
Judicial administration	2,200,348	-	-	-	-	512,592	2,712,940
Public safety	28,288,145	-	-	-	-	579,886	28,868,031
Public works	4,201,203	-	-	-	-	-	4,201,203
Health and welfare	6,628,245	-	-	-	-	1,039,543	7,667,788
Education - local community college	56,493	-	-	-	-	-	56,493
Education - public school system	71,243,057	-	-	-	1,045,748	666,318	72,955,123
Parks, recreation and cultural	5,000,983	-	-	-	-	-	5,000,983
Community development	3,389,332	522,685	44,613	-	-	-	3,956,630
Capital projects	-	-	-	131,947	-	-	131,947
Debt service:							
Principal payments	1,403,757	-	550,000	-	8,978,905	-	10,932,662
Interest and fiscal charges	963,814	-	527,326	-	3,975,000	-	5,466,140
Total expenditures	\$ 131,914,479	\$ 522,685	\$ 1,121,939	\$ 131,947	\$ 13,999,653	\$ 2,798,339	\$ 150,489,042
<b>Excess (deficiency) of revenues over (under) expenditures</b>	\$ 11,570,743	\$ 214,102	\$ (153,976)	\$ (89,905)	\$ (13,723,573)	\$ (410,981)	\$ (2,593,590)
<b>Other financing sources (uses)</b>							
Issuance of long-term debt	\$ 9,415,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,415,000
Bond premium	744,930	-	-	-	-	-	744,930
Issuance of capital lease	310,788	-	-	-	-	-	310,788
Transfers in	-	-	-	422,696	14,626,151	880,502	15,929,349
Transfers out	(15,940,817)	-	-	-	-	-	(15,940,817)
Total other financing sources (uses)	\$ (5,470,099)	\$ -	\$ -	\$ 422,696	\$ 14,626,151	\$ 880,502	\$ 10,459,250
Net change in fund balance	\$ 6,100,644	\$ 214,102	\$ (153,976)	\$ 332,791	\$ 902,578	\$ 469,521	\$ 7,865,660
<b>Fund balance, beginning of year</b>	45,759,610	2,103,040	2,556,006	201,893	20,159	1,222,219	51,862,927
<b>Fund balance, end of year</b>	\$ 51,860,254	\$ 2,317,142	\$ 2,402,030	\$ 534,684	\$ 922,737	\$ 1,691,740	\$ 59,728,587

The accompanying notes to financial statements are an integral part of this statement.


# COUNTY OF FREDERICK, VIRGINIA

## Notes to Financial Statements At June 30, 2014 (Continued)

### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

#### P. Fund Equity (Continued)

The following is a detail of fund balances at June 30, 2014:

Category	 General Fund	Shawneeland Sanitary District Fund	Lake Holiday Sanitary District Fund	Capital Projects Fund	School Debt Service Fund	Other Governmental Funds	Total Primary Government	Component Unit School Board
<b>Nonspendable:</b>								
Prepaid Expenses	\$ 2,972	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,972	\$ -
Inventory	-	-	-	-	-	-	-	210,365
Noncurrent Loans	734,939	-	-	-	-	-	734,939	-
Total Nonspendable	\$ 737,911	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 737,911	\$ 210,365
<b>Restricted:</b>								
Peg grant	\$ 244,254	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 244,254	\$ -
Courthouse ADA Fees	222,146	-	-	-	-	-	222,146	-
Animal Shelter	335,530	-	-	-	-	-	335,530	-
Proffers	5,185,571	-	-	-	-	-	5,185,571	-
Star Fort Fees	-	-	-	-	-	-	-	-
VDOT - Roads	-	-	-	534,684	-	-	534,684	-
Unexpended Bond Proceeds:								
School Improvements	-	-	-	-	-	-	-	4,098,234
Total Restricted	\$ 5,987,501	\$ -	\$ -	\$ 534,684	\$ -	\$ -	\$ 6,522,185	\$ 4,098,234
<b>Committed:</b>								
General government - various	\$ 503,848	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 503,848	\$ -
Education	109,448	-	-	-	-	-	109,448	858,814
Capital Projects	-	-	-	-	-	-	-	988,442
School Textbooks	-	-	-	-	-	-	-	1,421,027
Cafeteria	-	-	-	-	-	-	-	1,158,446
Special Grants	-	-	-	-	-	-	-	12,470
Tri Centennial	1,110	-	-	-	-	-	1,110	-
Historical Marker	16,173	-	-	-	-	-	16,173	-
VDOT Revenue Sharing	436,270	-	-	-	-	-	436,270	-
Shawneeland District	-	2,317,142	-	-	-	-	2,317,142	-
Lake Holiday District	-	-	2,402,030	-	-	-	2,402,030	-
Court Services	-	-	-	-	-	277,310	277,310	-
Comprehensive Services Act	-	-	-	-	-	345,264	345,264	-
E.D.C Incentive Funds	550,000	-	-	-	-	-	550,000	-
EMS Revenue Recovery	-	-	-	-	-	426,652	426,652	-
Total Committed	\$ 1,616,849	\$ 2,317,142	\$ 2,402,030	\$ -	\$ -	\$ 1,049,226	\$ 7,385,247	\$ 4,439,199
<b>Assigned:</b>								
Conservation Easement	\$ 4,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,780	\$ -
Debt Service	-	-	-	-	922,737	-	922,737	-
Capital Projects	-	-	-	-	-	642,514	642,514	-
Total Assigned	\$ 4,780	\$ -	\$ -	\$ -	\$ 922,737	\$ 642,514	\$ 1,570,031	\$ -
<b>Unassigned</b>	\$ 43,513,213	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,513,213	\$ -
<b>Total Fund Balance</b>	\$ 51,860,254	\$ 2,317,142	\$ 2,402,030	\$ 534,684	\$ 922,737	\$ 1,691,740	\$ 59,728,587	\$ 8,747,798

# COUNTY OF FREDERICK, VIRGINIA

## Notes to Financial Statements At June 30, 2014 (Continued)

### NOTE 9 - LONG-TERM OBLIGATIONS:

General Fund revenues are used to pay all long-term general obligations and General Fund capital leases. General Fund revenues are used to liquidate the net other postemployment benefit obligations for the County. The School Operating Fund is used to liquidate the net other postemployment benefit obligations for the School Board.

The following is a summary of long-term obligations transactions of the County for the year ended June 30, 2014.

	Balance July 1, 2013	Issuances/ Increases	Retirements/ Decreases	Balance June 30, 2014	Amounts Due Within One Year
<b>Primary Government:</b>					
<b>Governmental activities:</b>					
Lease revenue bonds	\$ 29,175,000	\$ -	\$ 1,715,000	\$ 27,460,000	\$ 1,551,250
County General obligation bonds:					
Library	2,544,718	-	226,411	2,318,307	238,781
School General obligation bonds:					
School	99,862,566	9,415,000	8,164,756	101,112,810	8,422,722
Add deferred amount for issuance premiums	3,492,698	744,930	481,833	3,755,795	508,222
Total School General obligation bonds	\$ 103,355,264	\$ 10,159,930	\$ 8,646,589	\$ 104,868,605	\$ 8,930,944
State Literary Fund loans:					
School	3,638,616	-	814,149	2,824,467	814,149
Intergovernmental loans	150,375	-	12,346	138,029	12,739
Claims	747,397	7,426,859	7,426,204	748,052	748,052
Capital leases	271,481	310,788	408,607	173,662	73,040
Net OPEB obligation	10,776,000	2,582,000	485,000	12,873,000	-
Compensated absences	3,085,468	2,518,691	2,159,828	3,444,331	2,411,032
Total governmental activities	\$ 153,744,319	\$ 22,998,268	\$ 21,894,134	\$ 154,848,453	\$ 14,779,987
Reconciliation to Exhibit 1:					
Claims				\$ 748,052	
Long-term liabilities due within one year				14,031,935	
Long-term liabilities due in more than one year				140,068,466	
Total long-term obligations				\$ 154,848,453	
<b>Business-type activities:</b>					
Compensated absences	\$ 159,729	\$ 130,992	\$ 111,810	\$ 178,911	\$ 125,238
Accrued landfill remediation costs	11,791,736	146,800	-	11,938,536	-
Total business-type activities	\$ 11,951,465	\$ 277,792	\$ 111,810	\$ 12,117,447	\$ 125,238
Reconciliation to Exhibit 1:					
Long-term liabilities due within one year				\$ 125,238	
Long-term liabilities due in more than one year				11,992,209	
Total long-term obligations				\$ 12,117,447	

## COUNTY OF FREDERICK, VIRGINIA

### Notes to Financial Statements At June 30, 2014 (Continued)

#### **NOTE 9 - LONG-TERM OBLIGATIONS: (Continued)**

##### **Advance Refunding of Debt:**

On December 1, 2001 the County issued refunding lease revenue bonds to refund portions of earlier issues. Proceeds from the sale were placed in an irrevocable trust that is to be used to service the future debt requirements of the old debt. This refunding resulted in an economic gain of \$510,850 and the net savings from the refunding was \$886,663.

At June 30, 2014, \$4,835,000 of bonds outstanding are considered to be defeased.

##### **Federal Arbitrage Regulations:**

The County is in compliance with federal arbitrage regulations. Any arbitrage amounts that may be required to be paid are not material to the financial statements.

##### **Component Unit School Board:**

The following is a summary of long-term obligation transactions of the School Board for the year ended June 30, 2014.

	Balance July 1, 2013	Increases	Decreases	Balance June 30, 2014	Amounts Due Within One Year
Claims	\$ 1,377,032	\$ 14,327,847	\$ 14,327,334	\$ 1,377,545	\$ 1,377,545
Net OPEB obligation	2,857,000	713,000	320,000	3,250,000	-
Compensated absences	1,667,019	1,245,922	822,830	2,090,111	885,776
Total	<u>\$ 5,901,051</u>	<u>\$ 16,286,769</u>	<u>\$ 15,470,164</u>	<u>\$ 6,717,656</u>	<u>\$ 2,263,321</u>

##### Reconciliation to Exhibit 1:

Claims	\$ 1,377,545
Long-term liabilities due within one year	885,776
Long-term liabilities due in more than one year	4,454,335
Total long-term obligations	<u>\$ 6,717,656</u>

#### **NOTE 10 - PENSION PLAN:**

##### **A. Plan Description:**

Name of Plan:	Virginia Retirement System (VRS)
Identification of Plan:	Agent and Cost-Sharing Multiple-Employer Pension Plan
Administering Entity:	Virginia Retirement System (System)

All full-time, salaried permanent (professional) employees of public school divisions and employees of participating employers are automatically covered by VRS upon employment. Members earn one month of service credit for each month they are employed and they and their employer are paying contributions to VRS. Members are eligible to purchase prior public service, active duty military service, certain periods of leave and previously refunded VRS service as service credit in their plan.



COUNTY OF FREDERICK, VIRGINIA

Budgetary Comparison Schedule

General Fund

Year Ended June 30, 2014

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
<b>Revenues</b>				
Property taxes	\$ 87,168,379	\$ 87,168,379	\$ 81,551,677	\$ (5,616,702)
Other local taxes	27,129,460	27,129,460	29,900,456	2,770,996
Permits, privilege fees and regulatory licenses	956,610	971,610	1,329,532	357,922
Fines and forfeitures	280,000	280,000	368,396	88,396
Use of money and property	131,120	171,452	155,718	(15,734)
Charges for services	2,309,230	2,312,630	2,099,936	(212,694)
Miscellaneous	231,295	266,395	291,589	25,194
Recovered costs	916,702	971,622	3,533,122	2,561,500
Intergovernmental:				
Revenue from the Commonwealth	9,577,611	10,999,929	21,713,004	10,713,075
Revenue from the Federal Government	24,000	26,398	2,541,792	2,515,394
Total revenues	\$ 128,724,407	\$ 130,297,875	\$ 143,485,222	\$ 13,187,347
<b>Expenditures</b>				
Current:				
General Government Administration:				
Board of supervisors	\$ 245,957	\$ 259,582	\$ 236,873	\$ 22,709
County administrator	594,848	616,574	608,992	7,582
County attorney	216,275	231,982	228,949	3,033
Personnel	305,347	321,689	311,106	10,583
Independent auditor	66,000	66,000	63,500	2,500
Commissioner of the Revenue	1,104,063	1,176,321	1,164,960	11,361
Board of assessors	247,913	228,699	153,089	75,610
Treasurer	1,132,426	1,162,636	1,099,543	63,093
Finance	704,592	723,805	719,538	4,267
Information technology	1,137,438	1,511,356	1,392,951	118,405
Management information systems	496,033	515,942	488,936	27,006
Other	2,264,030	2,290,864	1,840,548	450,316
Elections	106,037	106,137	83,279	22,858
Registrar	155,607	156,732	146,838	9,894
Total general government administration	\$ 8,776,566	\$ 9,368,319	\$ 8,539,102	\$ 829,217
Judicial Administration:				
Circuit court	\$ 60,300	\$ 60,300	\$ 56,590	\$ 3,710
General district court	16,293	16,293	11,498	4,795
Juvenile and domestic relations court	19,717	19,717	13,558	6,159
Clerk of the circuit court	685,998	696,707	640,686	56,021
Law library	12,000	12,000	10,748	1,252
Juvenile court probation	138,760	145,417	121,288	24,129

**COUNTY OF FREDERICK, VIRGINIA**

**Budgetary Comparison Schedule  
General Fund (Continued)  
Year Ended June 30, 2014**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget Positive (Negative)</u>
<b>Expenditures (Continued)</b>				
Judicial Administration: (Continued)				
Commonwealth attorney	\$ 1,201,338	\$ 1,356,004	\$ 1,243,437	\$ 112,567
Victim/witness program	129,106	130,828	102,543	28,285
Total judicial administration	<u>\$ 2,263,512</u>	<u>\$ 2,437,266</u>	<u>\$ 2,200,348</u>	<u>\$ 236,918</u>
Public Safety:				
Sheriff	\$ 10,449,268	\$ 12,183,482	\$ 11,688,811	\$ 494,671
Volunteer fire departments	701,431	1,031,265	878,192	153,073
Ambulance and rescue service	391,219	806,793	737,392	69,401
Fire and rescue	6,335,034	7,685,407	7,379,101	306,306
Regional jail	4,755,887	4,755,887	4,467,002	288,885
Juvenile detention center	395,456	395,456	395,276	180
Inspections	1,023,851	1,132,932	1,084,947	47,985
Public safety communications	1,589,129	1,840,803	1,657,424	183,379
Total public safety	<u>\$ 25,641,275</u>	<u>\$ 29,832,025</u>	<u>\$ 28,288,145</u>	<u>\$ 1,543,880</u>
Public Works:				
Road administration, street lights	\$ 63,495	\$ 63,495	\$ 49,373	\$ 14,122
General engineering and administration	332,746	352,679	338,549	14,130
Refuse collection	1,152,314	1,631,754	1,500,737	131,017
Refuse disposal	375,000	375,000	328,772	46,228
Litter control	12,172	12,172	6,351	5,821
General properties	1,497,095	1,564,001	1,449,129	114,872
Animal shelter	507,993	567,446	528,292	39,154
Total public works	<u>\$ 3,940,815</u>	<u>\$ 4,566,547</u>	<u>\$ 4,201,203</u>	<u>\$ 365,344</u>
Health and Welfare:				
Health department	\$ 301,959	\$ 301,959	\$ 301,959	\$ -
Northwestern Community Services Board	318,263	318,263	318,263	-
Welfare and social services	5,773,980	5,777,664	5,449,959	327,705
Tax relief for the elderly	480,000	480,000	497,134	(17,134)
Area Agency on Aging	60,930	60,930	60,930	-
Total health and welfare	<u>\$ 6,935,132</u>	<u>\$ 6,938,816</u>	<u>\$ 6,628,245</u>	<u>\$ 310,571</u>
Education:				
Community college	\$ 56,493	\$ 56,493	\$ 56,493	\$ -
Appropriation to public school system	70,887,251	72,004,038	71,243,057	760,981
Total education	<u>\$ 70,943,744</u>	<u>\$ 72,060,531</u>	<u>\$ 71,299,550</u>	<u>\$ 760,981</u>

**COUNTY OF FREDERICK, VIRGINIA**

**Budgetary Comparison Schedule  
General Fund (Continued)  
Year Ended June 30, 2014**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget Positive (Negative)</u>
<b>Expenditures (Continued)</b>				
Parks, recreation and cultural:				
Parks and recreation	\$ 4,306,091	\$ 4,554,611	\$ 4,174,933	\$ 379,678
Regional library	801,356	826,356	826,050	306
Total parks, recreation and cultural	<u>\$ 5,107,447</u>	<u>\$ 5,380,967</u>	<u>\$ 5,000,983</u>	<u>\$ 379,984</u>
Community Development:				
Planning and community development	\$ 1,056,711	\$ 1,086,872	\$ 1,009,299	\$ 77,573
Economic Development Commission	491,648	2,521,707	2,125,345	396,362
Zoning board	6,175	6,175	2,859	3,316
Building appeals board	550	550	-	550
NSV Regional Commission	43,622	43,622	43,622	-
Soil and Water Conservation District	7,650	7,650	7,650	-
Cooperative extension program	211,991	214,846	200,557	14,289
Total community development	<u>\$ 1,818,347</u>	<u>\$ 3,881,422</u>	<u>\$ 3,389,332</u>	<u>\$ 492,090</u>
Debt Service:				
Principal	\$ 1,403,757	\$ 1,403,757	\$ 1,403,757	\$ -
Interest and fiscal charges	1,157,888	1,157,888	963,814	194,074
Total debt service	<u>\$ 2,561,645</u>	<u>\$ 2,561,645</u>	<u>\$ 2,367,571</u>	<u>\$ 194,074</u>
Total expenditures	<u>\$ 127,988,483</u>	<u>\$ 137,027,538</u>	<u>\$ 131,914,479</u>	<u>\$ 5,113,059</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ 735,924</u>	<u>\$ (6,729,663)</u>	<u>\$ 11,570,743</u>	<u>\$ 18,300,406</u>
<b>Other Financing Sources (Uses)</b>				
Issuance of Long-term debt	\$ 9,415,000	\$ 9,415,000	\$ 9,415,000	\$ -
Bond premium	744,930	744,930	744,930	-
Issuance of Capital lease	310,788	310,788	310,788	-
Transfers out	(15,506,653)	(15,929,349)	(15,940,817)	(11,468)
Total other financing sources (uses)	<u>\$ (5,035,935)</u>	<u>\$ (5,458,631)</u>	<u>\$ (5,470,099)</u>	<u>\$ (11,468)</u>
Net change in fund balance	<u>\$ (4,300,011)</u>	<u>\$ (12,188,294)</u>	<u>\$ 6,100,644</u>	<u>\$ 18,288,938</u>
<b>Fund balance, beginning of year</b>	<u>4,300,011</u>	<u>12,188,294</u>	<u>45,759,610</u>	<u>33,571,316</u>
<b>Fund balance, end of year</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 51,860,254</u>	<u>\$ 51,860,254</u>

The budgetary data presented above is on the modified accrual basis of accounting which is in accordance with generally accepted accounting principles. Appropriations to public school system includes actual cash outlay and funds from debt issuances. Budgets have been reclassified accordingly.

COUNTY OF FREDERICK, VIRGINIA

Table 5

Assessed Value and Estimated Actual Value of Taxable Property  
Last Ten Fiscal Years

Fiscal Year	Real Estate	Personal Property	Mobile Homes	Machinery and Tools	Public Utility		Total Taxable Assessed Value	Total Direct Tax Rate (1)	Estimated Actual Taxable Value	Assessed Value as a Percentage of Actual Value
					Real Estate	Personal Property				
2005	\$ 5,390,315,685	\$ 831,996,886	\$ 31,049,625	\$ 245,449,038	\$ 174,729,621	\$ 2,495,494	\$ 6,676,036,349	\$ 1.039	\$ 6,676,036,349	100.00%
2006	6,889,772,707	943,249,786	32,189,875	256,643,746	177,919,118	1,508,096	8,301,283,328	0.989	8,301,283,328	100.00%
2007	7,354,880,957	956,028,615	35,063,205	256,751,924	155,747,099	1,024,865	8,759,496,665	0.970	8,759,496,665	100.00%
2008	7,628,047,323	950,660,132	38,049,501	255,318,207	150,502,779	705,449	9,023,283,391	0.954	9,023,283,391	100.00%
2009	7,811,319,762	931,328,186	39,192,659	257,046,280	185,732,461	776,669	9,225,396,017	0.991	9,225,396,017	100.00%
2010	8,050,510,887	876,964,704	39,530,158	265,744,961	246,737,225	1,091,033	9,480,578,968	0.955	9,480,578,968	100.00%
2011	7,835,124,893	959,116,919	40,906,316	265,929,030	257,825,002	966,246	9,359,868,406	1.029	9,359,868,406	100.00%
2012	7,636,806,650	942,985,301	41,328,639	248,314,706	367,524,033	2,007,550	9,238,966,879	1.060	9,238,966,879	100.00%
2013	7,696,001,768	975,644,445	41,657,064	255,121,648	378,304,245	2,172,968	9,348,902,138	1.071	9,348,902,138	100.00%
2014	7,816,092,895	1,006,173,855	41,946,196	282,244,524	342,658,871	2,194,437	9,491,310,778	1.081	9,491,310,778	100.00%

(1) The total direct tax rate is calculated using the weighted average method

Notes: The County collects real estate and personal property taxes on semiannual installments. Accordingly, assessed values for real property, personal property, machinery and tools, and mobile home taxes include assessments for the second half of the prior calendar year and first half of the current calendar year.

Source: Commissioner of Revenue - based on book values only - abatements not included



**Property Tax Rates** (1)

Last Ten Fiscal Years

<b>Fiscal Years</b>	<b>Real Estate</b>	<b>Personal Property</b>	<b>Machinery and Tools</b>	<b>Airplanes</b>	<b>Mobile Homes</b>	<b>Total Direct Tax Rate (2)</b>
2005	\$ 0.525	\$ 4.20	\$ 2.00	\$ 0.425	\$ 0.525	\$ 1.039
2006	0.525	4.20	2.00	0.425	0.525	0.989
2007	0.525	4.20	2.00	0.425	0.525	0.970
2008	0.525	4.20	2.00	0.425	0.525	0.954
2009	0.510	4.86	2.00	0.425	0.510	0.991
2010	0.510	4.86	2.00	0.425	0.510	0.955
2011	0.545	4.86	2.00	0.001	0.545	1.029
2012	0.585	4.86	2.00	0.001	0.585	1.060
2013	0.585	4.86	2.00	0.001	0.585	1.071
2014	0.585	4.86	2.00	0.001	0.585	1.081

(1) Per \$100 of assessed value

(2) The total direct tax rate is calculated using the weighted average method

## Principal Property Taxpayers

Current Year and the Period Nine Years Prior

Taxpayer	Type Business	Fiscal Year 2014		Fiscal Year 2005	
		2014 Assessed Valuation	% of Total Assessed Valuation	2005 Assessed Valuation	% of Total Assessed Valuation
Trans Allegheny Interstate	Utility	\$ 122,050,579	0.54%	\$ -	0.00%
Shenandoah Valley Elec Coop	Utility	43,008,889	0.53%	-	0.00%
Rappahannock Elec	Utility	42,741,797	0.49%	-	0.00%
Fort Collier Group	Industrial Park	39,366,400	0.43%	12,312,400	0.29%
Verizon Virginia	Utility	34,756,929	0.42%	33,859,421	0.80%
Cooperwood Fema LLC	Federal Govt	33,970,500	0.42%	-	0.00%
The Village At Orchard Ridge	Retirement Community	33,299,300	0.39%	-	0.00%
H P Hood Inc	Dairy Plant	31,210,100	0.39%	31,872,800	0.75%
EIP Winchester	Distribution	31,086,100	0.28%	-	0.00%
Washington Gas light	Utility	22,251,817	0.00%	18,137,531	0.43%
Potomac Edison	Utility	-	0.00%	83,187,476	1.96%
Kohl's Department Stores	Distribution	-	0.00%	12,468,800	0.29%
Trex Company	Decking	-	0.00%	12,423,400	0.29%
AT&T	Utility - communications	-	0.00%	13,147,258	0.31%
Home Depot, USA	Distribution	-	0.00%	24,781,900	0.58%
General Electric Co.	Incandescent lamps	-	0.00%	14,174,400	0.33%
		<u>\$ 433,742,411</u>	<u>5.42%</u>	<u>\$ 256,365,386</u>	<u>6.42%</u>

Source: Commissioner of Revenue - 2013 RE BOOK, 2013 PUBLIC SERVICE RE TOTAL,  
FY 2005 CAFR

Property Tax Levies and Collections  
Last Ten Fiscal Years

Fiscal Year	Total Tax Levy for Fiscal Year	Collected within the Fiscal Year of the Levy		Delinquent Tax Collection	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2005	\$ 67,175,489	\$ 64,011,850	95.29%	\$ 2,736,647	\$ 66,748,497	99.36%
2006	73,870,802	69,425,543	93.98%	2,042,434	71,467,977	96.75%
2007	77,747,045	75,112,880	96.61%	1,585,010	76,697,890	98.65%
2008	80,536,673	76,110,627	94.50%	1,955,080	78,065,707	96.93%
2009	81,868,016	78,223,920	95.55%	2,570,528	80,794,448	98.69%
2010	83,281,960	79,440,045	95.39%	2,845,376	82,285,421	98.80%
2011	85,272,526	81,702,640	95.81%	2,891,619	84,594,259	99.20%
2012	87,707,865	83,897,163	95.66%	3,105,921	87,003,084	99.20%
2013	92,011,553	88,322,360	95.99%	3,419,695	91,742,055	99.71%
2014	94,684,254	90,853,421	95.95%	3,408,052	94,261,473	99.55%

## Notes:

Levies and collection amounts are exclusive of penalties and interest.

Levies and collection amounts do not include Shawneeland Sanitary District, Lake Holiday Sanitary District or Star Fort.

Levies and collection amounts for 2008 through 2014 include amounts reimbursed to the County by the Commonwealth of Virginia for personal property taxes.

Source: County Treasurer's office and prior audit reports.

Ratios of Outstanding Debt by Type  
Last Ten Fiscal Years

Fiscal Years	Governmental Activities				Total Primary Government	Percentage of Personal Income (1)	Per Capita (1)
	General Obligation Bonds	Literary Fund Loans	Other Notes/ Bonds	Capital Leases			
2005	\$ 105,875,895	\$ 11,311,352	\$ 6,226,072	\$ 81,251	\$ 123,494,570	3996.58%	\$ 1,787
2006	111,019,053	10,228,173	26,770,000	46,136	148,063,362	4387.13%	2,043
2007	113,684,481	9,144,994	26,260,000	9,432	149,098,907	4174.28%	1,997
2008	123,989,065	8,111,815	25,345,000	90,059	157,535,939	4216.12%	2,071
2009	121,374,558	7,078,636	24,395,000	155,718	153,003,912	4146.80%	1,975
2010	111,972,056	6,172,487	23,415,000	116,592	141,676,135	3734.83%	1,809
2011	102,853,536	5,266,914	31,808,527	75,651	140,004,628	3460.97%	1,769
2012	109,991,320	4,452,765	30,737,128	396,281	145,577,494	3419.14%	1,813
2013	105,899,982	3,638,616	29,325,375	271,481	139,135,454	3173.60%	1,713
2014	107,186,912	2,824,467	27,598,029	173,662	137,783,070	N/A	1,660

Note: Details regarding the County's outstanding debt can be found in the notes to the financial statements.

(1) See the Schedule of Demographic and Economic Statistics - Table 11

N/A - Not Available



Ratio of Net General Bonded Debt to  
Assessed Value and Net Bonded Debt Per Capita  
Last Ten Fiscal Years

<b>Fiscal Year</b>	<b>Gross Bonded Debt</b>	<b>Less: City of Winchester Share</b>	<b>Net Bonded Debt (3)</b>	<b>Ratio of Net General Obligation Debt to Assessed Value (2)</b>	<b>Net Bonded Debt per Capita (1)</b>
2005	\$ 120,002,745	\$ -	\$ 120,002,745	1.80%	\$ 1,736
2006	144,413,506	-	144,413,506	1.74%	1,993
2007	145,585,324	-	145,585,324	1.66%	1,950
2008	153,081,573	-	153,081,573	1.70%	2,013
2009	148,796,669	-	148,796,669	1.61%	1,921
2010	137,982,022	-	137,982,022	1.46%	1,762
2011	136,620,526	-	136,620,526	1.46%	1,726
2012	145,019,085	-	145,019,085	1.57%	1,806
2013	138,713,598	-	138,713,598	1.48%	1,708
2014	137,471,379	-	137,471,379	1.45%	1,656

- (1) Population data can be found in the Schedule of Demographic and Economic Statistics - Table 11  
 (2) See the Schedule of Assessed Value and Estimated Actual Value of Taxable Property - Table 7  
 (3) Includes all long-term general obligation bonded debt, Literary Fund Loans, excludes capital leases and compensated absences.

Principal Employers -- Frederick County  
Current Year and Nine Years Ago

<b>Employer</b>	<b>2014</b>		<b>Employees</b>	<b>2005</b>	
	<b>Rank</b>	<b>Total Employment</b>		<b>Rank</b>	<b>Total Employment</b>
Frederick County School Board	1	1000 and over	Frederick County School Board	1	1000 and over
Navy Federal Credit Union	2	500 to 999	County of Frederick	2	500 to 999
U.S. Dept. of Homeland Defense	3	500 to 999	World Wide Automotive	3	500 to 999
County of Frederick	4	500 to 999	Action Executive Services	4	250 to 499
Lord Fairfax Community College	5	500 to 999	American Woodmark Corporation	5	250 to 499
Axiom Staffing Group	6	250 to 499	H.P. Hood, Inc.	6	250 to 499
Kraft Foods	7	250 to 499	Lord Fairfax Community College	7	250 to 499
H.P. Hood, Inc.	8	250 to 499	GE Lighting	8	250 to 499
The Home Depot	9	250 to 499	Shockey Brothers, Inc.	9	250 to 499
Kohls Department Stores	10	250 to 499	Glaize And Brothers	10	100 to 249

Source: Virginia Employment Commission

Full-time Equivalent County Government Employees by Function  
Last Ten Fiscal Years

Function	FISCAL YEAR									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
General government	51	54	57	64	66	65	62	63	63	64
Judicial administration	19	19	20	22	24	22	22	22	21	22
Public safety										
Sheriffs department	107	112	118	123.5	126.5	125.5	125.5	125.5	126.5	127.5
Juvenile Court Probation	2	2	2	2	2	2	2	2	2	2
Building Inspections	14	17	25	23	21	18	14	13	13	13
Fire & Rescue	68	68	77	79.5	80.5	76.5	77.5	77.5	77.5	79.5
Communications	11	13	15	15	16	14	13	13	13	16
Public Works										
Engineering	5	6	6	7	7	6	5	4	4	4
Refuse Collection	2	2	2	2	2	2	2	2	2	2
Maintenance	5	5	5	8	10	10	9	9	9	9
Animal Shelter	4	5	6	7	7	7	7	7	7	7
Health and welfare										
Department of social services	46	52	57	57	57	58	57	57	57	57
Parks and Recreation	29	30	40	41	41	38	38	38	38	38
Community development										
Planning	13	13	14	14	13	11	11	11	11	11
EDC	3	3	3	3	3	3	3	3	3	3
Gypsy Moth/Biosolids	1	1	1	1	1	1	-	-	-	-
Soil & Water Conservation	3	6	6	6	6	-	-	-	-	-
Extensions	2	2	2	2	2	2	2	2	2	2
Regional Jail	154	154	187	195	206	194	189	188	192	197
Landfill	27	27	31	31	28	26	26	26	26	27
Division of Court Services	21	19	19	20	20	19	15	12	7	7
Shawneeland Sanitary District	5	6	6	6	6	6	6	6	6	6
Airport	9	9	12	13	13	11	11	11	11	11
Totals	601	625	711	742	758	717	697	692	691	705

Source: Prior Frederick County Annual Budgets

## Operating Indicators by Function

Last Ten Fiscal Years

Function	Fiscal Year									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 (c)
Public Safety										
Sheriffs Department:										
Calls for service answered (a) (d)	51,774	55,872	62,773	67,593	69,852	70,880	70,488	74,251	78,995	67,939
Warrants served (a) (d)	4,061	4,440	4,604	4,806	6,249	6,731	7,207	7,045	7,593	7,160
Criminal arrests (a) (d)	2,588	3,123	3,494	3,766	3,868	3,808	3,886	4,057	4,065	3,800
Citations issued (a) (d)	6,648	4,107	6,222	7,883	8,257	6,207	7,273	5,994	6,373	6,075
Civil papers served (a) (d)	17,460	18,410	19,669	20,962	21,995	20,171	19,388	19,764	19,125	17,421
Fire and Rescue:										
Incident responses (a) (d)	8,890	8,969	9,137	9,229	9,101	9,339	9,857	10,053	9,472	9,176
Building Inspections:										
Permits issued	9,284	9,771	7,474	5,690	3,917	3,639	3,463	3,625	3,608	4,214
Inspections performed	29,582	34,495	28,625	23,307	17,687	14,669	12,463	12,643	13,957	12,951
Public Works										
Road Administration:										
Street signs installed/repared	119	117	165	148	116	176	124	118	190	112
Engineering:										
Site reviews	298	342	339	239	414	285	271	290	442	514
Land disturbance permits issued	1,328	1,245	650	411	320	261	216	247	347	369
Animal Shelter:										
Dogs/cats adopted/reclaimed	947	1,003	1,008	1,367	1,471	1,363	1,400	1,379	1,306	1,201
Health and Welfare										
Department of Social Services:										
Adult protective service investigations	151	147	147	132	127	190	214	286	275	290
Child protective service investigations	422	433	433	550	564	443	437	498	515	470
Culture and Recreation										
Parks and Recreation:										
Recreation hall & shelter permits issued	597	669	811	825	1,141	1,256	1,538	1,308	1,213	1,174
Special events & excursions conducted	38	73	62	67	63	61	59	57	54	57
After-school program participants	416	480	504	460	444	404	442	432	390	407
Youth sports participants	7,039	7,742	7,848	8,183	8,381	8,567	8,652	8,801	8,541	8,646
Community Development										
Planning:										
Rezoning applications processed (a)	17	20	12	16	9	1	1	9	6	5
Landfill										
Refuse weighed and disposed (tons/year)	204,348	213,417	197,245	179,963	159,794	146,633	146,211	144,153	144,984	149,659
Residential Recycling (tons/year)	1,316	1,449	1,950	2,662	2,484	2,710	6,448	5,289	6,313	5,514
Component Unit - School Board										
Education:										
School enrollment (1)	12,211	12,605	12,997	13,043	13,148	13,060	13,137	13,148	13,163	13,144
Number of instructional personnel (b)	1,354.5	1,419	1,477	1,527	1,334	1,441	1,439	1,442	1,424	1,434
Local expenditures per pupil (2)	4,048	4,599	4,642	4,852	4,617	4,574	4,711	4,469	4,876	4,847

## Notes:

(a) Calendar year

(b) Full-time equivalent positions

(c) Budgeted/Estimated

(d) 2014 figures are through December 1st.

Source: Individual county departments, prior Frederick County Annual Budgets

(1) Virginia Department of Education Fall Membership Report as of September 30th of the respective year

(2) Superintendent's Annual School Report, Table 15



**Capital Asset** Statistics by Function  
Last Ten Fiscal Years

Function	FISCAL YEAR									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
General government										
Administration buildings	1	1	1	2	2	2	2	2	2	2
Vehicles	8	8	12	14	10	10	9	15	13	12
Public safety										
Sheriffs department:										
Patrol units	72	81	73	87	97	86	99	86	76	73
Other vehicles	33	34	37	42	38	41	39	39	43	58
Building inspections:										
Vehicles	11	15	15	14	11	10	10	10	10	10
Animal control:										
Vehicles	3	3	3	3	3	3	4	4	3	4
Fire & Rescue:										
Vehicles	N/A	N/A	N/A	N/A	20	20	19	20	25	25
Public works										
General maintenance:										
Trucks/vehicles	1	1	2	2	3	3	3	3	3	3
Other Public Works Vehicles	N/A	N/A	N/A	N/A	N/A	N/A	N/A	20	21	21
Landfill:										
Vehicles	15	12	11	13	13	12	12	13	10	13
Sites	11	11	11	11	11	11	11	11	11	11
Health and welfare										
Department of Social Services:										
Vehicles	7	8	9	10	10	10	10	12	11	11
Culture and Recreation										
Parks and Recreation:										
Community centers	N/A	N/A	N/A	6	6	6	6	6	6	6
Vehicles	27	26	26	29	30	28	27	27	26	24
Parks acreage	431	400	400	400	400	400	400	400	400	400
Swimming pools	2	2	2	2	2	2	2	2	2	2
Tennis courts	10	16	16	6	6	6	6	6	6	6
Community Development										
Planning:										
Vehicles	4	4	5	5	5	4	4	4	4	4
Component Unit - School Board										
Education:										
Schools (a)	17	18	18	18	18	18	18	18	18	18
School buses	162	182	196	194	194	196	209	211	212	203

Notes:

(a) Elementary, middle and high schools

Source: Individual county departments, prior Frederick County Annual Budgets

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
1/12/2015	HUMAN RESOURCES	IPMA CONFERENCE	1203	3007	000	000	(295.00)
	HUMAN RESOURCES		1203	5506	000	000	295.00
1/15/2015	AGRICULTURE	ADDITIONAL FUNDS NEEDED FOR MEMBERSHIPS	8301	5506	000	000	(35.00)
	AGRICULTURE		8301	5801	000	000	35.00
1/20/2015	FIRE AND RESCUE	FORCIBLE ENTRY DOOR SIMULATOR	3505	5404	000	000	(6,720.00)
	FIRE AND RESCUE		3505	8009	000	000	6,720.00
1/27/2015	MAINTENANCE ADMINISTRATION	SNOW REMOVAL PUBLIC SERVICE BUILDING	4301	1003	000	000	(45.50)
	MAINTENANCE ADMINISTRATION		4301	1005	000	000	45.50
1/27/2015	GENERAL DISTRICT COURT	FUNDS TO COVER PARKING	2102	3010	000	000	300.00
	JUVENILE AND DOMESTIC COURT		2105	3010	000	000	183.50
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(483.50)
1/29/2015	COMMISSIONER OF THE REVENUE	BOOKS & SUBSCRIPTIONS	1209	3006	000	000	(400.00)
	COMMISSIONER OF THE REVENUE		1209	5411	000	000	400.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	3006	000	000	(400.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5411	000	000	400.00
1/29/2015	COMMISSIONER OF THE REVENUE	GASOLINE	1209	4003	000	002	600.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	4003	000	002	(600.00)
1/30/2015	OTHER	UNCLAIMED PROPERTY FY15	1224	5415	000	000	3,528.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(3,528.00)
2/4/2015	OTHER	CAFR/PAFR FEES	1224	3002	000	000	(805.00)
	OTHER		1224	5415	000	000	805.00
2/5/15	COUNTY OFFICE BUILDINGS/COURTHOUSE	FIRE INSURANCE ON ROBINSON SCHOOL	4304	5301	000	000	(1,927.74)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5302	000	000	1,927.74
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5407	000	000	(754.01)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5302	000	000	754.01

County of Frederick  
General Fund  
January 31, 2015

ASSETS	FY15 <u>1/31/15</u>	FY14 <u>1/31/14</u>	Increase (Decrease)
Cash and Cash Equivalents	43,847,771.62	38,549,030.48	5,298,741.14 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Taxes, Commonwealth, Reimb. P/P	2,810,599.37	3,027,899.63	(217,300.26)
Streetlights	1,557.00	1,869.92	(312.92)
Commonwealth, Federal, 45 day Taxes	51,164.17	37,352.89	13,811.28
Due from Fred. Co. San. Auth.	734,939.23	734,939.23	0.00
Prepaid Postage	4,274.83	5,511.84	(1,237.01)
GL controls (est. rev / est. exp)	<u>(8,577,937.21)</u>	<u>(9,891,135.66)</u>	<u>1,313,198.45</u> (1) Attached
<b>TOTAL ASSETS</b>	<b><u>38,873,924.01</u></b>	<b><u>32,467,023.33</u></b>	<b><u>6,406,900.68</u></b>
<b>LIABILITIES</b>			
Accrued Liabilities	0.00	325,180.09	(325,180.09) *B
Performance Bonds Payable	399,424.45	445,383.72	(45,959.27)
Taxes Collected in Advance	149,588.27	180,564.88	(30,976.61)
Deferred Revenue	<u>2,863,634.54</u>	<u>3,067,421.44</u>	<u>(203,786.90)</u> *C
<b>TOTAL LIABILITIES</b>	<b>3,412,647.26</b>	<b>4,018,550.13</b>	<b>(605,902.87)</b>
<b>EQUITY</b>			
Fund Balance			
Reserved:			
Encumbrance General Fund	494,345.83	1,023,166.38	(528,820.55) (2) Attached
Conservation Easement	4,779.85	2,135.00	2,644.85
Peg Grant	66,131.05	190,138.00	(124,006.95) *D
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 ADA Fees	222,145.76	177,748.15	44,397.61
Historical Markers	17,303.89	17,264.37	39.52
Animal Shelter	335,530.02	335,530.02	0.00
Proffers	4,023,780.67	2,841,408.30	1,182,372.37 (3) Attached
Economic Development Incentive	550,000.00	550,000.00	0.00
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>28,481,980.00</u>	<u>22,045,803.30</u>	<u>6,436,176.70</u> (4) Attached
<b>TOTAL EQUITY</b>	<b><u>35,461,276.75</u></b>	<b><u>28,448,473.20</u></b>	<b><u>7,012,803.55</u></b>
<b>TOTAL LIAB. &amp; EQUITY</b>	<b><u>38,873,924.01</u></b>	<b><u>32,467,023.33</u></b>	<b><u>6,406,900.68</u></b>

**NOTES:**

\*A Cash increase can be attributed to the increase in fund balance.

\*B Health insurance deposits were moved to the Health Insurance Fund 7/1/14.

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

\*D Upgrade board room audio visual and broadcasting equipment in the amount of \$178,122.95 from Comcast provided PEG funds.

**BALANCE SHEET**

<b>(1) GL Controls</b>	<b>FY15</b>	<b>FY14</b>	<b>Inc/(Decrease)</b>
Est.Revenue	138,471,679	130,117,381	8,354,298
Appropriations	(60,766,977)	(59,382,356)	(1,384,621)
Est.Tr.to Other fds	(86,776,985)	(81,649,326)	(5,127,659)
Encumbrances	494,346	1,023,166	(528,821)
	(8,577,937)	(9,891,136)	1,313,198

**General Fund Purchase Orders @1/31/15**

<b>DEPARTMENT</b>	<b>Amount</b>	<b>Description</b>
Board of Supervisors	179,615.60	BOS Sound Room Equipment
Commonwealth's Attorney	21,825.00	Criminal Case Management System
Fire & Rescue	1,500.00	APX Dual Band&VHF Radio System
	34,341.84	Uniforms
	4,750.00	Service on Radio Microwave
	11,394.60	Fire Hose
	5,912.65	SCBA Scott Safety Parts
IT	15,056.89	Dell Kase Applications
	8,954.00	Dell Kase Licensing
MIS	25,634.30	UPS Backup System
Parks	8,582.00	Chemicals for Pools
	8,000.00	Rose Hill Park Engineering Service
	1,986.90	Event Shirts for Half Marathon
	12,001.76	Program Uniforms
	3,850.00	Pool Diagnostic and Repair
	46,602.80	Clearbrook and Sherando Pool Tanks w/Facepiping
	3,401.96	Furniture
Refuse Collection	5,960.00	Concrete Wall/Slab for Gainesboro Citizens Site
Sheriff	3,385.01	Sungard OSSI Software
	3,465.00	(7) Body Armor
	81,125.52	(3) F150 4X4 Supercrew Trucks
	7,000.00	(12) Analytical Software & Training
<b>Total</b>	<b>494,345.83</b>	

<b>(3)Proffer Information</b>	<b>SCHOOLS</b>	<b>PARKS</b>	<b>FIRE &amp; RESCUE</b>	<b>Designated Other Projects</b>	<b>TOTAL</b>
<a href="#"><u>Balance @1/31/15</u></a>	2,245,305.93	387,660.93	401,711.57	989,102.24	<b>4,023,780.67</b>

**Designated Other Projects Detail**

Administration	189,462.24	
Bridges	600.00	
Historic Preservation	99,000.00	12/11/14 Board Action designated \$50,000 for final debt payment
Library	72,712.00	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	36,953.00	
Solid Waste	12,000.00	
Stop Lights	26,000.00	
BPG Properties/Rt.11 Corridor	330,000.00	
<b>Total</b>	<b>989,102.24</b>	

**Other Proffers @1/31/15**

<b>(4) Fund Balance Adjusted</b>	
Ending Balance @1/31/15	36,303,037.12
Revenue 1/15	70,651,648.74
Expenditures 1/15	(35,765,139.63)
Transfers 1/15	(42,707,566.23)
<b>1/15 Adjusted Fund Balance</b>	<b>28,481,980.00</b>



County of Frederick  
Comparative Statement of Revenues, Expenditures  
and Changes in Fund Balance  
January 31, 2015

<b>REVENUES:</b>	<u>Appropriated</u>	<u>FY15 1/31/15 Actual</u>	<u>FY14 1/31/14 Actual</u>	<u>YTD Actual Variance</u>	
General Property Taxes	93,490,226.00	41,837,616.76	39,660,306.41	2,177,310.35	(1)
Other local taxes	30,213,611.00	12,084,905.73	11,690,980.52	393,925.21	(2)
Permits & Privilege fees	1,248,473.00	951,917.59	703,821.65	248,095.94	(3)
Revenue from use of money and property	138,077.30	130,436.43	105,391.41	25,045.02	(4)
Charges for Services	2,372,232.00	1,356,261.37	1,263,178.36	93,083.01	
Miscellaneous	530,896.54	337,770.71	230,591.04	107,179.67	
Recovered Costs	1,606,021.98	1,966,994.19	1,664,245.06	302,749.13	(5)
Intergovernmental:					
Commonwealth	8,819,640.93	11,963,689.96	11,660,685.50	303,004.46	(6)
Federal	52,500.00	22,056.00	40,507.77	(18,451.77)	(7)
Transfers	.	0.00	0.00	0.00	
<b>TOTAL REVENUES</b>	<b>138,471,678.75</b>	<b>70,651,648.74</b>	<b>67,019,707.72</b>	<b>3,631,941.02</b>	
<b>EXPENDITURES:</b>					
General Administration	9,433,429.77	5,607,388.43	5,563,919.24	43,469.19	
Judicial Administration	2,409,175.75	1,231,799.45	1,191,470.59	40,328.86	
Public Safety	30,517,383.76	18,312,713.15	16,804,043.32	1,508,669.83	
Public Works	4,273,857.12	2,042,466.32	2,291,497.92	(249,031.60)	
Health and Welfare	7,227,185.00	3,872,949.56	3,405,822.35	467,127.21	
Education	56,000.00	28,000.00	28,246.50	(246.50)	
Parks, Recreation, Culture	5,809,402.19	3,057,539.55	2,823,289.31	234,250.24	
Community Development	2,827,290.10	1,612,283.17	2,123,069.65	(510,786.48)	
<b>TOTAL EXPENDITURES</b>	<b>62,553,723.69</b>	<b>35,765,139.63</b>	<b>34,231,358.88</b>	<b>1,533,780.75</b>	<b>(8)</b>
<b>OTHER FINANCING SOURCES ( USES):</b>					
Operating transfers from / to	84,990,238.10	42,707,566.23	40,208,365.73	2,499,200.50	(9)
<b>Excess (deficiency)of revenues &amp; other sources over expenditures &amp; other uses</b>	<b>(9,072,283.04)</b>	<b>(7,821,057.12)</b>	<b>(7,420,016.89)</b>	<b>401,040.23</b>	
<b>Fund Balance per General Ledger</b>		<b>36,303,037.12</b>	<b>29,465,820.19</b>	<b>6,837,216.93</b>	
<b>Fund Balance Adjusted to reflect Income Statement 1/31/15</b>		<b>28,481,980.00</b>	<b>22,045,803.30</b>	<b>6,436,176.70</b>	

<b>(1)General Property Taxes</b>	<b>FY15</b>	<b>FY14</b>	<b>Increase/Decrease</b>
Real Estate Taxes	22,770,735	22,305,751	464,984
Public Services	1,158,065	965,025	193,040
Personal Property	17,162,872	15,677,080	1,485,791
Penalties and Interest	575,508	544,196	31,312
Credit Card Chgs./Delinq.Advertising	(23,338)	(20,747)	(2,590)
Adm.Fees For Liens&Distress	193,775	189,002	4,773
	41,837,617	39,660,306	2,177,310

**(2) Other Local Taxes**

Local Sales and Use tax	5,194,719.07	4,833,909.59	360,809.48
Communications Sales Tax	563,622.20	568,721.58	(5,099.38)
Utility Taxes	1,429,708.60	1,397,905.32	31,803.28
Business Licenses	1,255,017.31	1,392,306.37	(137,289.06)
Auto Rental Tax	55,966.33	58,094.79	(2,128.46)
Motor Vehicle Licenses Fees	404,477.13	402,193.58	2,283.55
Bank Stock Taxes & Franchise	-	361.00	(361.00)
Recordation Taxes	729,759.93	719,971.17	9,788.76
Meals Tax	2,206,014.83	2,073,538.87	132,475.96
Lodging Tax	225,380.61	224,056.80	1,323.81
Street Lights	16,099.82	15,860.17	239.65
Star Fort Fees	4,139.90	4,061.28	78.62
<b>Total</b>	<b>12,084,905.73</b>	<b>11,690,980.52</b>	<b>393,925.21</b>

**(3)Permits&Privileges**

Dog Licenses	26,717.00	27,802.00	(1,085.00)
Land Use Application Fees	7,400.00	4,675.00	2,725.00
Transfer Fees	1,651.27	1,564.87	86.40
Development Review Fees	250,672.72	182,856.20	67,816.52
Building Permits	501,525.42	374,272.49	127,252.93
2% State Fees	7,234.68	1,183.45	6,051.23
Electrical Permits	44,751.00	40,380.00	4,371.00
Plumbing Permits	7,490.00	4,870.00	2,620.00
Mechanical Permits	35,652.50	27,962.64	7,689.86
Sign Permits	1,695.00	2,250.00	(555.00)
Permits for Commercial Burning	350.00	175.00	175.00
Explosive Storage Permits	700.00	200.00	500.00
Blasting Permits	165.00	270.00	(105.00)
Land Disturbance Permits	64,813.00	31,760.00	33,053.00
Septic Haulers Permit	200.00	200.00	-
Sewage Installation License	600.00	300.00	300.00
Residential Pump and Haul Fee	-	50.00	(50.00)
Transfer Development Rights	300.00	3,050.00	(2,750.00)
<b>Total</b>	<b>951,917.59</b>	<b>703,821.65</b>	<b>248,095.94</b>

**(4) Revenue from use of**

Money	74,120.43	54,536.85	19,583.58
Property	56,316.00	50,854.56	5,461.44
<b>Total</b>	<b>130,436.43</b>	<b>105,391.41</b>	<b>25,045.02</b>

(5) Recovered Costs	FY15	FY14	Increase/Decrease
Recovered Costs Treas.Office	44,626.00	44,582.00	44.00
Worker's Comp	700.00	700.00	-
Purchasing Card Rebate	98,068.29	117,213.04	(19,144.75)
Recovered Costs-IT/GIS	20,000.00	25,421.90	(5,421.90)
Fire & Rescue Fee Recovery	216,783.54	-	216,783.54
Round Hill Bond Payment	16,758.26	-	16,758.26
Reimbursement Circuit Court	6,784.72	7,391.68	(606.96)
Reimb.Public Works/Planning Clean Up	723.75		
Clarke County Container Fees	27,152.34	26,133.44	1,018.90
City of Winchester Container Fees	25,493.71	22,055.17	3,438.54
Refuse Disposal Fees	38,434.54	39,271.51	(836.97)
Recycling Revenue	39,231.83	56,803.54	(17,571.71)
Sheriff Restitution	-	9.36	(9.36)
Container Fees Bowman Library	1,013.78	1,128.18	(114.40)
Restitution Victim Witness	4,839.05	5,248.05	(409.00)
Reimb.of Expenses Gen.District Court	16,718.80	15,826.00	892.80
Winchester EDC	-	54,000.00	(54,000.00)
Reimb.Task Force	32,706.04	31,222.56	1,483.48
EDC Revenue/Recovered Costs	-	1,400.00	(1,400.00)
Sign Deposits Planning	(50.00)	150.00	(200.00)
Reimb. Elections	4,049.21	2,640.65	1,408.56
Reimb.Street Signs	-	1,394.40	(1,394.40)
Grounds Maint.Frederick Co.Schools	197,106.43	108,986.26	88,120.17
Reimbursement-Construction Projects	385,799.69	-	385,799.69
Westminster Canterbury Lieu of Taxes	24,450.10	-	24,450.10
Comcast PEG Grant	53,095.50	47,286.80	5,808.70
Proffer-Other	449.50	55,000.00	(54,550.50)
Fire School Programs	11,855.00	16,971.00	(5,116.00)
Proffer Sovereign Village	14,634.92	21,952.38	(7,317.46)
Proffer Redbud Run	25,816.00	90,356.00	(64,540.00)
Clerks Reimbursement to County	5,314.41	6,473.96	(1,159.55)
Proffer Canter Estates	4,087.97	8,175.94	(4,087.97)
Proffer Village at Harvest Ridge	7,695.00	10,773.00	(3,078.00)
Proffer Snowden Bridge	332,277.33	359,704.43	(27,427.10)
Proffer Meadows Edge Racey Tract	292,088.00	382,736.00	(90,648.00)
Sheriff Reimbursement	8,528.48	78,832.81	(70,304.33)
Proffer Cedar Meadows Proffer	9,762.00	24,405.00	(14,643.00)
Total	1,966,994.19	1,664,245.06	302,749.13

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

(6) Commonwealth Revenue	1/31/15	1/31/14	
	FY15	FY14	Increase/Decrease
Motor Vehicle Carriers Tax	36,948.73	37,981.90	(1,033.17)
Mobile Home Titling Tax	89,406.17	13,211.19	76,194.98
Recordation Taxes	254,075.53	257,690.12	(3,614.59)
P/P State Reimbursement	6,526,528.18	6,526,528.18	-
State Noncategorical Funding	-	95,034.88	(95,034.88)
Shared Expenses Comm.Atty.	217,666.52	196,706.36	20,960.16
Shared Expenses Sheriff	1,193,960.80	1,150,260.82	43,699.98
Shared Expenses Comm.of Rev.	106,206.01	104,727.20	1,478.81
Shared Expenses Treasurer	80,451.81	80,689.83	(238.02)
Shared Expenses Clerk	201,180.03	219,528.25	(18,348.22)
Public Assistance Grants	2,297,838.96	1,979,735.75	318,103.21
Litter Control Grant	15,515.00	15,502.00	13.00
Other Revenue from the Commonwealth	189,576.00	-	189,576.00
Emergency Services Fire Program	239,007.00	223,725.00	15,282.00
DMV Grant Funding	19,276.02	11,875.76	7,400.26
State Grant Emergency Services	66,166.56	-	66,166.56
DCJS & Sheriff (State Grants)	132,911.71	27,269.40	105,642.31
JJC Grant Juvenile Justice	64,180.00	96,269.00	(32,089.00)
Rent/Lease Payments	151,069.09	145,657.20	5,411.89
Spay/Neuter Assistance-State	395.20	2,511.25	(2,116.05)
State Reimbursement-EDC	-	400,000.00	(400,000.00)
VDEM Grant Sheriff	-	6,598.33	(6,598.33)
Wireless 911 Grant	36,903.57	30,666.06	6,237.51
State Forfeited Asset Funds	16,346.19	11,375.02	4,971.17
Victim Witness	25,805.00	-	25,805.00
Fire and Rescue OEMS Reimb.	2,275.88	2,142.00	133.88
IT/GIS Grants	-	25,000.00	(25,000.00)
Total	11,963,689.96	11,660,685.50	303,004.46

\*1 Increase for Special Needs

\*2 DEQ Stormwater revenue

\*3 Abbott Grant \$99,064.88



**County of Frederick**  
**General Fund**  
**January 31, 2015**

<b>(7) Federal Revenue</b>	FY15	FY14	Increase/Decrease
Federal Forfeited Assets	-	21,693.77	(21,693.77)
Housing Illegal Aliens-Federal	12,449.00	18,814.00	(6,365.00)
Federal Grants Sheriff	5,509.00	-	5,509.00
Emergency Services Grant-Federal	4,098.00	-	4,098.00
Total	22,056.00	40,507.77	(18,451.77)

**(8) Expenditures**

Expenditures increased \$1,533,780.75 in total. **Public Safety** increased \$1,508,669.83. The Sheriff's department purchased (24) vehicles totaling \$587,223.00, contributions to the Fire Departments and Rescue Squads increased \$252,126.90 and includes \$239,006.90 for fire program funds. Additionally, the contribution for the local share for the Jail though the second quarter increased \$276,443.12 from the previous year. **Public Works** decreased \$249,031.60 and reflects the \$319,813.37 Gainesboro Citizen's Site in the previous year. The \$510,786.48 decrease in **Community Development** reflects the transfer of the Economic Development Authority to a separate fund. The Transfers increased \$2,499,200.50. See chart below:

<b>(9) Transfers Increased \$2,499,200.50</b>	FY15	FY14	Increase/Decrease
Transfer to School Operating	32,892,257.05	30,679,564.15	2,212,692.90
Transfer to Debt Service Schools	7,313,075.50	7,313,075.50	-
Transfer to Debt Service County	845,125.82	1,425,149.91	(580,024.09)
Transfer to Capital Projects Fund	1,000,000.00	800,882.79	199,117.21
Transfer to School Capital Projects Fund	542,593.92	-	542,593.92
Operational Transfers	114,513.94	(10,306.62)	124,820.56
Total	42,707,566.23	40,208,365.73	2,499,200.50

\*1 Increase in FY15 School Operating Transfer.

\*2 Final payment on Administration Building made December 2014.

\*3 Proffer for Round Hill Fire and Rescue and Event Center Site Plan Development.

\*4 Unobligated FY14 Funds to be Used for Capital Maintenance Needs.

\*5 Timing of Insurance Charge Outs.

County of Frederick  
FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER  
January 31, 2015

ASSETS	FY2015 <u>1/31/15</u>	FY2014 <u>1/31/14</u>	Increase (Decrease)
Cash	6,481,006.15	5,290,326.24	1,190,679.91 *1
GL controls(est.rev/est.exp)	<u>(499,554.65)</u>	<u>(299,441.86)</u>	<u>(200,112.79)</u>
<b>TOTAL ASSETS</b>	<b><u>5,981,451.50</u></b>	<b><u>4,990,884.38</u></b>	<b><u>990,567.12</u></b>
 LIABILITIES			
Accrued Operating Reserve Costs	<u>2,115,099.00</u>	<u>2,077,528.07</u>	<u>37,570.93</u>
<b>TOTAL LIABILITIES</b>	<b><u>2,115,099.00</u></b>	<b><u>2,077,528.07</u></b>	<b><u>37,570.93</u></b>
 EQUITY			
Fund Balance			
Reserved			
Encumbrances	81,274.22	78,297.87	2,976.35
Undesignated			
Fund Balance	<u>3,785,078.28</u>	<u>2,835,058.44</u>	<u>950,019.84</u> *2
<b>TOTAL EQUITY</b>	<b><u>3,866,352.50</u></b>	<b><u>2,913,356.31</u></b>	<b><u>952,996.19</u></b>
 <b>TOTAL LIABILITY &amp; EQUITY</b>	<b><u>5,981,451.50</u></b>	<b><u>4,990,884.38</u></b>	<b><u>990,567.12</u></b>

**NOTES:**

\*1. Cash increased \$1,190,689.91. Refer to the following page for comparative statement of revenues and expenditures and changes in fund balance.

\*2 Fund balance increased \$950,019.84. The beginning balance for FY15 was \$2,738,357.11 that includes adjusting entries, budget controls FY15(\$510,200), the design and bidding administration for a security system upgrade(\$56,139.20) and the year to date revenue less expenditures of \$1,613,060.37.

<b>Current Unrecorded Accounts Receivable-</b>	<u><b>FY2015</b></u>
Prisoner Billing:	29,509.00
Compensation Board Reimbursement 1/15	<u>462,113.58</u>
<b>Total</b>	<b>491,622.58</b>

**FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER**

<b>REVENUES:</b>		FY2015 1/31/15 <u>Actual</u>	FY2014 1/31/14 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Probation		86.21	-	86.21
Interest	-	6,433.35	5,387.49	1,045.86
Sale of Salvage&Surplus	-	-	76.00	(76.00)
Supervision Fees	43,446.00	22,925.00	21,568.30	1,356.70
Drug Testing Fees	5,000.00	515.00	1,425.00	(910.00)
Work Release Fees	405,150.00	164,720.98	187,967.67	(23,246.69)
Federal Bureau Of Prisons	0.00	1,825.48	1,509.32	316.16
Local Contributions	6,253,129.00	4,504,039.89	4,148,073.75	355,966.14
Miscellaneous	15,000.00	4,190.33	3,653.48	536.85
Phone Commissions	300,000.00	130,682.91	53,968.96	76,713.95
Food & Staff Reimbursement	115,000.00	53,608.06	61,735.95	(8,127.89)
Elec.Monitoring Part.Fees	144,000.00	45,109.38	58,623.98	(13,514.60)
Employee Meal Supplements	200.00	0.00	42.50	(42.50)
Share of Jail Cost Commonwealth	1,066,042.00	500,554.65	101,029.44	399,525.21
Medical & Health Reimb.	50,000.00	36,271.01	33,754.23	2,516.78
Shared Expenses CFW Jail	4,973,170.00	2,646,055.43	2,591,147.56	54,907.87
State Grants	263,263.00	88,116.00	136,612.00	(48,496.00)
Local Offender Probation	252,286.00	67,190.00	125,432.00	(58,242.00)
DOC Contract Beds	0.00	1,595.18	1,464.00	131.18
Bond Proceeds	0.00	0.00	221,000.00	(221,000.00)
Transfer From General Fund	4,991,484.00	3,626,694.62	3,350,251.50	276,443.12
<b>TOTAL REVENUES</b>	<b>18,877,170.00</b>	<b>11,900,613.48</b>	<b>11,104,723.13</b>	<b>795,890.35</b>
<b>EXPENDITURES:</b>	<b>19,457,998.87</b>	<b>10,287,553.11</b>	<b>9,899,324.13</b>	<b>388,228.98</b>
<b>Excess(Deficiency)of revenues over expenditures</b>		<b>1,613,060.37</b>	<b>1,205,399.00</b>	<b>407,661.37</b>
<b>FUND BALANCE PER GENERAL LEDGER</b>		<b><u>2,172,017.91</u></b>	<b><u>1,629,659.44</u></b>	<b><u>542,358.47</u></b>
<b>Fund Balance Adjusted To Reflect Income Statement 1/31/15</b>		<b>3,785,078.28</b>	<b>2,835,058.44</b>	<b>950,019.84</b>

County of Frederick  
Fund 12 Landfill  
January 31, 2015

ASSETS	FY2015 <u>1/31/15</u>	FY2014 <u>1/31/14</u>	Increase <u>(Decrease)</u>
Cash	31,489,036.83	30,391,862.20	1,097,174.63
Receivables:			
Accounts Receivable			
Fees	516,678.05	579,775.48	(63,097.43) *1
Accounts Receivable Other	21,617.74	56.00	21,561.74
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	43,682,208.64	43,287,786.24	394,422.40
Accumulated Depreciation	(25,115,864.21)	(23,311,767.48)	(1,804,096.73)
GL controls(est.rev/est.exp)	<u>(3,352,941.53)</u>	<u>(2,314,264.30)</u>	<u>(1,038,677.23)</u>
 TOTAL ASSETS	 <u>47,156,735.52</u>	 <u>48,549,448.14</u>	 <u>(1,392,712.62)</u>
 LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	178,911.24	159,728.90	19,182.34
Accrued Remediation Costs	11,938,535.78	11,791,736.42	146,799.36 *2
Retainage Payable	9,244.62	0.00	9,244.62
Deferred Revenue Misc.Charges	<u>21,617.74</u>	<u>56.00</u>	<u>21,561.74</u>
 TOTAL LIABILITIES	 <u>12,148,309.38</u>	 <u>11,951,521.32</u>	 <u>196,788.06</u>
 EQUITY			
Fund Balance			
Reserved:			
Encumbrances	127,447.69	198,968.70	(71,521.01) *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>25,022,536.45</u>	<u>26,540,516.12</u>	<u>(1,517,979.67) *4</u>
 TOTAL EQUITY	 <u>35,008,426.14</u>	 <u>36,597,926.82</u>	 <u>(1,589,500.68)</u>
 TOTAL LIABILITY AND EQUITY	 <u>47,156,735.52</u>	 <u>48,549,448.14</u>	 <u>(1,392,712.62)</u>

**NOTES:**

\*1 Landfill receivables decreased \$63,097.43. Landfill fees at 1/15 were \$339,278.82 compared to \$388,658.56 at 1/14 for a decrease of \$49,379.74. Delinquent fees at 1/15 were \$175,392.70 compared to \$187,369.03 at 1/14 for a decrease of \$11,976.33.

\*2 Remediation increased \$146,799.36 and includes \$117,232.00 for post closure and \$29,567.36 for interest.

\*3 The encumbrance balance at 1/31/15 was \$127,447.69 and includes \$63,109.69 for landfill improvements lagoon, and drainage improvements project. Additionally, \$33,426 for an LED monument sign, and \$30,912 for granular silica gel.

\*4 Fund blance decreased \$1,517,979.67. The beginning balance was \$26,789,927.14 and includes adjusting entries, budget controls for FY15(\$1,705,018.00), (2) positions(\$84,734.00), (\$420,000.00) carry forward funds for the final phase of Permit 40, to purchase as used motor grader, and unexpected changes in work to reconstruct the leachate holding pool, and the year to date revenue less expenses for \$442,361.31.



County of Frederick  
Comparative Statement of Revenue,Expenditures  
and Changes in Fund Balance  
1/31/15

<b>FUND 12 LANDFILL REVENUES</b>		<b>FY15 1/31/15 <u>Actual</u></b>	<b>FY14 1/31/14 <u>Actual</u></b>	<b>YTD Actual <u>Variance</u></b>
	<u>Appropriated</u>			
Interest Charge	0.00	2,108.99	1,921.72	187.27
Interest on Bank Deposits	20,000.00	37,781.48	35,145.21	2,636.27
Salvage and Surplus	0.00	79,092.95	71,423.60	7,669.35
Sanitary Landfill Fees	4,653,000.00	2,618,049.20	2,577,270.03	40,779.17
Charges to County	0.00	188,907.98	188,208.44	699.54
Charges to Winchester	0.00	54,614.84	53,332.52	1,282.32
Tire Recycling	54,000.00	92,949.11	79,132.17	13,816.94
Reg.Recycling Electronics	60,000.00	22,786.01	22,618.60	167.41
Greenhouse Gas Credit Sales		3,668.28	0.00	3,668.28
Miscellaneous	0.00	343.00	3,490.70	(3,147.70)
Wheel Recycling	144,000.00	10,491.47	0.00	10,491.47
Charges for RTOP	0.00	0.00	3,383.89	(3,383.89)
Renewable Energy Credits	116,262.00	82,596.08	71,668.80	10,927.28
Landfill Gas To Electricity	363,925.00	273,661.20	240,584.15	33,077.05
Waste Oil Recycling		7,506.19	14,943.80	(7,437.61)
State Reimbursement Tire Operation	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<u>5,411,187.00</u>	<u>3,474,556.78</u>	<u>3,363,123.63</u>	<u>111,433.15</u>
Operating Expenditures	4,733,944.44	1,718,612.45	1,736,308.46	(17,696.01)
Capital Expenditures	4,157,631.78	1,313,583.02	91,907.00	1,221,676.02
<b>TOTAL Expenditures</b>	<u>8,891,576.22</u>	<u>3,032,195.47</u>	<u>1,828,215.46</u>	<u>1,203,980.01</u>
<b>Excess(deficiency)of revenue over expenditures</b>		442,361.31	1,534,908.17	(1,092,546.86)
<b>Fund Balance Per General Ledger</b>		<u>24,580,175.14</u>	<u>25,005,607.95</u>	<u>(425,432.81)</u>
<b>FUND BALANCE ADJUSTED</b>		25,022,536.45	26,540,516.12	(1,517,979.67)

**County of Frederick, VA**  
**Report on Unreserved Fund Balance**  
**February 12, 2015**

**Unreserved Fund Balance, Beginning of Year, July 1, 2014** **39,292,350**

**Prior Year Funding & Carryforward Amounts**

C/F Dare	(2,065)
C/F sign materials	(4,500)
C/F Shelter van accessories	(1,330)
C/F K9 unit accessories	(3,000)
C/F Fire Company Capital	(167,180)
C/F Designated School Operating funds	(108,939)
C/F School Operating to School Capital	(542,594)
C/F forfeited assets	(53,015)
C/F EDA incentives	(375,000)
	(1,257,622)

**Other Funding / Adjustments**

HP Hood incentive	(500,000)
Airport capital	(80,282)
COR refund - Disabled Veteran	(2,793)
(7) DSS positions	(221,648)
COR refund - Disabled Veteran	(3,817)
OSSI licenses - Sheriff	(53,693)
COR refund - New World Pasta	(44,457)
Recycling cans	(14,850)
Sheriff PT - court bailiffs	(175,000)
Sheriff - 10 vehicles & equipment	(284,781)
Inspections PT to FT position	(11,843)
COR PT to FT position	(14,393)
Litigation settlement	(118,972)
COR refund - St Beach Spa	(2,670)
COR refund - Autotrademark of Winchester	(4,960)
COR refund - Michael Webber	(3,542)
Parks pools sand filters	(48,000)
COR refund - VFS Leasing Co	(17,575)
COR refund - Ryder Truck Rental Inc	(4,007)
COR refund - ARI Fleet LT	(6,589)
Litigation settlement	(33,321)
COR refund - Chemstone	(33,241)
COR refund - Disabled Veteran	(6,014)
Parks FT Rech Tech position	(18,770)
VJCCA funds returned	(20,488)
COR refund - Quantum	(2,565)
COR refund - Ryder Truck Rental Inc	(3,420)
	(1,731,690)

**Fund Balance, February 12, 2015** **36,303,037**

L



## COUNTY of FREDERICK

**Roderick B. Williams**  
Interim County Administrator

540/665-6382

Fax 540/667-0370

E-mail:

rwillia@fcva.us

### MEMORANDUM

<b>TO:</b>	Board of Supervisors
<b>FROM:</b>	Roderick B. Williams, Interim County Administrator <i>RBW</i>
<b>SUBJECT:</b>	Declaration as Surplus and Disposal of the Real Property Known as the Robinson School Located at 2400 Roosevelt Boulevard and 2479 Papermill Road, Winchester, Virginia
<b>DATE:</b>	February 19, 2015

The Frederick County School Board previously declared the property known as the Robinson School located at 2400 Roosevelt Boulevard and 2479 Papermill Road within the city limits of the City of Winchester as surplus. The School Board requested the Board of Supervisors authorize them to sell the property and allow the proceeds to be applied to existing construction debt. The Board of Supervisors, at its November 12, 2014 meeting, considered the School Board's request, but ultimately voted to transfer the property to the Board of Supervisors for disposition by the Frederick County Economic Development Authority (EDA).

Before the Board can transfer the property to the EDA a public hearing on the disposition is required. The hearing has been scheduled for the Board's February 25, 2015 meeting. At the conclusion of this hearing, staff is seeking Board action to approve the transfer of the Robinson School to the EDA.

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

RBW/jet




M



## MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Michael T. Ruddy, AICP  
Deputy Director 

**DATE:** February 19, 2015

**RE:** Public Hearing: 2015-2016 Capital Improvements Plan (CIP)

The Planning Commission and Board of Supervisors recently considered the proposed 2015-2016 Capital Improvements Plan (CIP) as a discussion item prior to the CIP's advertisement for public hearing. The discussion of both bodies expressed general support of the 2015-2016 CIP and the Board of Supervisors directed it forward through the public hearing process. The Board of Supervisors requested that staff provide a comparison of recent years CIP's so that they may observe those projects that have been moved off the CIP and the various changes made by the departments and agencies. This comparison is attached following the CIP for your information.

**At this time, Staff is seeking endorsement of the 2015-2016 Capital Improvement Plan from the Board of Supervisors.** The Planning Commission, at their February 18, 2015 meeting, recommended approval of the 2015-2016 CIP. In addition, in their role of affirming that the CIP is in conformance with the 2030 Comprehensive Policy Plan, the Planning Commission determined that the 2015-2016 Capital Improvement Plan is in conformance with the County's Comprehensive Policy Plan, the 2030 Comprehensive Plan.

Planning Commissioners also expressed that the support shown at the Planning Commission meeting for the Indoor Aquatic Center project by citizens of the County should be relayed to the Board of Supervisors. Four citizens spoke in support of the Indoor Aquatic Center which is a project within the Parks and Recreation Department request. Many more were present in the Board Room supporting the project.

Background.

On December 8, 2014, the Comprehensive Plans and Programs Committee (CPPC) met with County Department and Agency representatives to discuss their individual capital improvement project requests, including new projects and modifications to previous requests, associated with the 2015-2016 Capital Improvements Plan (CIP).

The role of the CPPC in the CIP process was to ensure that the various departmental project requests are in conformance with the County's Comprehensive Policy Plan. The evaluation and prioritization of departmental projects was presented by the individual County departments and agencies and staff. Also provided was a projected cost for each project as required by the Code of Virginia. The CPPC discussion was typically thorough.

Following the CPPC discussion, the CPPC endorsed the 2015-2016 CIP and endorsed its conformance with the County's Comprehensive Policy Plan. The CPPC forwarded the 2015-2016 CIP to the Planning Commission for discussion.

2015-2016 Capital Improvements Plan.

The 2015-2016 Capital Improvements Plan once again placed particular focus on enhancing the connection between the CIP and the policies of the 2030 Comprehensive Plan. This effort continues to be exemplified with the collaboration between Frederick County Public Schools and the Parks and Recreation Department with their identification of joint community facility opportunities. The CIP includes a total of eighty-eight projects, including several new projects. Projects have also been moved off the CIP based upon their initiation or completion indicating progress on the provision of new or improved community facilities. This year's CIP continues to include the individual Fire and Rescue Company requests as a subcomponent of the CIP. Other components include Schools, Parks and Recreation, Regional Library, Transportation, Winchester Regional Airport, County Administration, and Fire and Rescue.

Please find attached with this agenda item the Draft 2015-2016 CIP which includes: a summary of the proposed 2015-2016 CIP in table form, and a draft copy of the proposed 2015-2016 CIP maps illustrating the known locations of the CIP requests. More detailed information regarding the individual department requests is available digitally and may be forwarded to you directly if requested.

If adopted, the CIP and included maps will ultimately become a component of the Comprehensive Policy Plan, which would satisfy the review requirement of Section 15.2-2232 of the Code of Virginia, which states that no public facility shall be constructed unless said facility is a "feature shown" within a jurisdiction's comprehensive plan.

Please contact the Planning Department should you have any questions regarding this information.

Attachments

MTR/pd

**PLANNING COMMISSION SUMMARY & ACTION OF THE 2/18/15 MEETING:**

Staff provided an overview of the proposed 2015 – 2016 Capital Improvements Plan (CIP). It was noted the CIP has gone through the Comprehensive Plans and Programs Committee (CPPC) and endorsed in December, 2014. The Planning Commission held a discussion on the CIP at their January 7, 2015 meeting. Staff reported the CIP includes eighty-eight projects, including several new projects. This continues to reinforce the connection between the CIP and the County's Comprehensive Plan in addition to rezonings. Staff reiterated the CIP continues to be exemplified in collaboration with Frederick County Public Schools and the Parks and Recreation Department. It was noted this year's CIP continues to include the individual Fire and Rescue Company request as a subcomponent. It was explained the CIP also includes other components: Schools, Parks and Recreation, Regional Library, Transportation, Winchester Regional Airport, County Administration, and Fire and Rescue.

Staff provided additional documentation for information purposes of projects that have moved been off of the CIP, projects that have been added to the CIP, and projects that are moving forward.

The meeting was opened to the public and four citizens spoke in support of the Aquatic Center/Facility which is a component of the Parks and Recreation Department. A Planning Commission Member noted this decision is up to the Parks and Recreation Department and ultimately the Board of Supervisors. A Planning Commission Member also expressed their support of the Aquatic Center/Facility. They strongly encouraged Planning Commission members to endorse this project to the Board of Supervisors. In addition, the Commission expressed that staff should ensure the Board of Supervisors are made aware of the significant amount of support that was shown for the Indoor Aquatic Center by the citizens present at the Planning Commission meeting.

A motion was made, seconded, and unanimously passed determining that the 2015 – 2016 Capital Improvements Plan (CIP) was in conformance with the 2030 Comprehensive Plan. A second motion was made, seconded, and unanimously passed to recommend approval of the 2015 – 2016 Capital Improvements Plan (CIP).



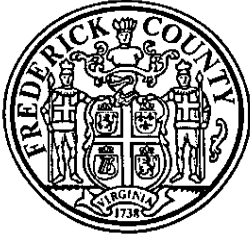
# **FREDERICK COUNTY VIRGINIA**

## **CAPITAL IMPROVEMENTS PLAN**

**2015-2016  
Fiscal Year**

Adopted by the  
Frederick County  
Board of Supervisors  
TBD, 2015

Recommended by the  
Frederick County  
Planning Commission  
February 18, 2015



## RESOLUTION

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**Action:**

PLANNING COMMISSION: February 18, 2015 - Recommended Approval

BOARD OF SUPERVISORS: February 25, 2015 ☐ APPROVED ☐ DENIED

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## RESOLUTION

### 2015-2016 CAPITAL IMPROVEMENTS PLAN (CIP)

**WHEREAS**, the Frederick County Planning Commission held a public hearing on the proposed 2015-2016 Capital Improvements Plan (CIP) for Frederick County on February 18, 2015; and,

**WHEREAS**, the Frederick County Planning Commission recommended approval of this plan at their regular meeting on February 18, 2015 and determined that the projects contained in the Capital Improvements Plan (CIP) conform to the Frederick County Comprehensive Policy Plan; and,

**WHEREAS**, the Frederick County Board of Supervisors held a public hearing on this plan during their regular meeting on February 25, 2015; and,

**WHEREAS**, the Frederick County Board of Supervisors supports the priorities for capital expenditures contained in the Capital Improvements Plan (CIP) and has affirmed the determination of the Planning Commission that the projects contained in the Capital Improvements Plan (CIP) conform to the Frederick County Comprehensive Policy Plan;

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

The Frederick County Board of Supervisors hereby approves the 2015-2016 Capital Improvements Plan (CIP) for Frederick County, Virginia as an element of the Comprehensive Policy Plan.

Passed this 25th day of February, 2015 by the following recorded vote:

Richard C. Shickle, Chairman	_____	Gary A. Lofton	_____
Robert A. Hess	_____	Charles S. DeHaven, Jr.	_____
Gene E. Fisher	_____	Christopher E. Collins	_____
Robert W. Wells	_____		

**A COPY ATTEST**

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Roderick B. Williams, Interim  
Frederick County Administrator

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# **CAPITAL IMPROVEMENTS PLAN FREDERICK COUNTY 2015-2016**

## **INTRODUCTION**

Section 15.2-2239 of the Code of Virginia assigns the responsibility for preparation of plans for capital outlays to the local Planning Commissions. The Capital Improvements Plan (CIP) consists of a schedule for major capital expenditures for the county for the ensuing five years.

The CIP is updated annually. Projects are removed from the plans as they are completed or as priorities change. The plan is intended to assist the Board of Supervisors in preparation of the county budget. In addition to determining priorities for capital expenditures, the county must also ensure that projects contained within the CIP conform to the Comprehensive Policy Plan. Specifically, the projects are reviewed with considerations regarding health, safety, and the general welfare of the public, and the policies of the Comprehensive Plan. When the CIP is adopted, it becomes a component of the Comprehensive Plan. Frederick County approved the 2030 Comprehensive Plan on July 14, 2011.

The CIP is strictly advisory; it is intended for use as a capital facilities planning document, not for requesting funding allocations. Once adopted, project priorities may change throughout the year based on changing circumstances. It is also possible that particular projects may not be funded during the year that is indicated in the CIP. The status of any project becomes increasingly uncertain the further in the future it is projected.

Transportation projects are included in the CIP. The inclusion of transportation projects to the CIP is in no way an indication that Frederick County will be independently undertaking these projects. Funding projects will continue to come from a combination of state and federal funds, developer contributions, and revenue sharing.

The 2015-2016 CIP continues to emphasize the connection between the CIP, Comprehensive Plan, and potential proffered contributions made with future rezoning projects. This effort continues to be exemplified with the collaboration between Frederick County Public Schools and the Parks and Recreation Department with their identification of joint community facility opportunities.

## **PROJECT RECOMMENDATIONS**

### **Frederick County Public Schools**

Frederick County Public Schools continue to commence and complete capital projects that have been priorities from previous years. The replacement Frederick County Middle School has recently been initiated and has therefore been removed from this year's CIP. Previously removed projects include the James Wood Middle School parking lot safety enhancement project, the new transportation facility located adjacent to Armel Elementary School, and the school renovations proposed to prepare school facilities for an all-day Kindergarten program. It should be recognized that the all day kindergarten program had been delayed for several years in light of the recent fiscal climate so it was very positive to see the all-day kindergarten program be introduced through the joint efforts of Frederick County Public Schools and the Board of Supervisors.

The joint top capital improvement priority for the Schools is the 12<sup>th</sup> Elementary School and the addition to, and renovation of Armel Elementary School. This is in recognition of the anticipated community growth in these two general locations. Improvements to Robert E. Aylor Middle School is the second highest priority. The construction of the County's fourth High School is the third priority. The new high school and new middle school have been requested in anticipation of the future demand of a growing student population.

A new project, an addition and renovations to Dowell J. Howard Center is included in this year's CIP. This school was opened 44 years ago. Facility modernization and changes in career and technical education are the driving needs for this project, including additional careers, improved delivery of instruction, and improved classroom technologies.

An addition and renovations to Indian Hollow Elementary School, is proposed. Indian Hollow Elementary School opened in 1988 and is the County's smallest elementary school building with a program capacity of 492 students. Renovations to the existing portion of the building will address several major issues, including classroom storage, ADA compliance, energy conservation, security, and upgrades of fire alarm, electrical, plumbing, and mechanical systems. A building addition will be needed to maintain program capacity. Other schools included for renovation projects include Apple Pie Ridge Elementary School, Bass Hoover Elementary School, and James Wood High School. This year's CIP continues to include a request to renovate and expand the current administration building on Amherst Street.

In an effort to maintain educational facilities that will handle the growing student population, the construction of two additional schools is recommended within the UDA (Urban Development Area), a new elementary school and a fifth middle school. However, the timeframe for these facilities has been extended out several years.

## **Parks & Recreation**

Swimming improvements continue to be a focus for Parks and Recreation. The upgrade of pool amenities at the swimming pools at both parks will include the addition of water slides and a spray ground. Added to the scope of this project is an overall pool complex renovation. This project is expected to increase pool attendance by 30 percent while providing recreational opportunities for both the Sherando and Clearbrook Park service areas.

The indoor aquatic facility continues to be proposed as a high priority of the Parks and Recreation Department. This project has been moved up to the Department's #3 priority in recognition of Frederick County Public Schools 4<sup>th</sup> High School land opportunity.

This year's CIP continues to be reflective of the previous effort to seek community input into the parks and recreation programs and facilities. The recently completed survey has been taken into consideration when prioritizing parks and recreation capital projects.

The majority of the recommended projects are planned for the county's two regional parks (Sherando & Clearbrook). However, a new project, the Snowden Bridge Park Development has been identified in recognition of an endorsed site plan on the proffered park and school site. This project has been separated from the Community Park Group where it was previously considered.

The effort of the Parks and Recreation Department and their identification of their comprehensively planned parks including community, neighborhood, and district parks, further emphasize the connection between the CIP, Comprehensive Plan, and potential proffered contributions made with rezoning projects.

Projects planned for Sherando Park include: upgrade of baseball lighting, upgrade pool amenities, a softball complex, a soccer complex, maintenance compound and office, skateboard park, parking and multi-purpose fields with trail development, picnic area with a shelter, and an access road with parking and trails. The projects planned for the Clearbrook Park include, upgrade of baseball lighting, upgrading pool amenities, a new open play area, a tennis/basketball complex, and shelter with an area for stage seating.

The Sherando Park Softball Complex has been moved up in recognition of scheduling pressure at existing facility and the number of Community Parks has been reduced to three in recognition of work underway at Rose Hill and separation of the identified Snowden Bridge site.

A project that continues to be a high priority for Parks and Recreation is the Abrams Creek Greenway Trail. This facility would provide recreational opportunities for residents of this corridor along with the surrounding communities and was emphasized in the Senseny/Eastern Frederick Urban Areas Plan completed during 2012. This project will provide trails with bicycle, walking and jogging opportunities, which ranks #1 in the 2007 Virginia Outdoors Plan survey for all outdoor recreational activities.

## **Handley Regional Library**

The Handley Regional Library recommends three projects, marking a change from their 2014-2015 request of four. The library's top priority is a new library branch in the Gainesboro area.

The two remaining projects request that funding be provided for new library branches throughout the county which include the areas of Senseny/Greenwood Road and Route 522 South, both of which are anticipated to be located within the UDA (Urban Development Area) in locations consistent with recently approved area plans; The Senseny/Eastern Frederick Area Plan, and the Southern Frederick Area Plan.

The parking lot sidewalk extension project, designed to promote sidewalk access at the Bowman Library as phase 2 of the parking lot expansion project by extending the sidewalks to serve residents traveling from the east to Lakeside Drive, is the project removed from their submission.

## **Transportation Committee**

The Transportation Committee continues to provide project requests for the CIP. Virginia State Code allows for transportation projects to be included within a locality's CIP. Funding for transportation project requests will likely come from developers and revenue sharing. Implementation of transportation projects does not take away funding for generalized road improvements.

The Transportation Committee has requested funding for sixteen projects. The sixteen requests include projects that entail widening of major roads; key extensions of roads that help provide better networks, bicycle and pedestrian improvements, and the addition of turn lanes at current unsafe intersections. The inclusion of the Eastern Road Plan Improvements item once again emphasizes the connection between the CIP and potential proffered contributions made with rezoning projects which are aimed at mitigating potential transportation impacts identified in the Comprehensive Plan.

The major change to the transportation project list in recent years CIPs is the classification of the projects into funded and unfunded priorities.

## **Winchester Regional Airport**

Funding for airport projects is derived through a complex formula where the federal and state governments contribute a majority of the funding, with Frederick County and the other jurisdictions providing the remaining funding.

The Airport has recently completed a major improvement of their runway. With this project moving from the CIP, The Airport Authority is now focusing their CIP efforts on taxiway improvements and property acquisition in support of airport development to



meet Federal Aviation requirements for general aviation facilities. The vast majority of the funding for these improvements came from the FAA and VDA.

The construction of a new general aviation terminal to support future airport operations and associated parking improvements is a project that has been elevated to number one in this year's CIP. The previous number one priority for the Airport was the acquisition of property to support airport operations. The authority continues to be successful in their pursuit of this priority. A relatively new project for the airport is the Fuel Storage Facility.

The number of projects that are included in this CIP has been consolidated in recent years as the Airport Authority is further aligning the County's CIP with the one provided to the Virginia Department of Aviation.

### **County Administration**

With the potential necessary relocation of the Clearbrook citizen convenience center in the future, the number one priority is a new facility proposed as a replacement for the current convenience site at another location in the immediate vicinity to the existing convenience site. The other requests from Public Works are for the expansion/relocation of both the Albin and the Gore Refuse Sites to allow for a trash compactor, which will reduce operational costs, by compacting trash before it reaches the landfill.

The joint County Administration and School Administration Building that was included in last year's amended CIP remains in this year's project list. A new project for County Administration this year is the Joint Judicial Center renovation and replacement project. This new project consists of an expansion to the existing Joint Judicial Center Building as the first phase of the project, and the potential further renovation or relocation as a second phase. The project is to be located generally in the City of Winchester or in the County's Urban Development Area. The need for this project has been established through ongoing communication with the court system and the City of Winchester.

Previously, an item was added to enhance the connection between the CIP and proffered contributions made to mitigate the impacts of development projects. This item, General Government Capital Expenditures, is an item that addresses those general government capital expenditures that may fall below the established \$100,000 departmental threshold. This is similar to the approach previously taken for Fire and Rescue Capital Equipment. Fire and Rescue has its own section.

### **Fire and Rescue**

The top project for the Fire and Rescue component remains the creation of Fire & Rescue Station #22 in the vicinity of Route 277, with the ability to provide an annex facility for other County-related offices. The collaboration of this project with other community users and a land use planning effort was a key element of the Route 277 Land Use Plan.

Fire and Rescue has also included a project which provides for the capital apparatus needs of this facility.

Fire & Rescue has once again requested the relocation of a current fire station in order to operate more efficiently; Clearbrook. The Round Hill replacement project has moved off of the CIP based on the successful initiation of this project. Three newer projects for Fire and Rescue are the creation of Station #23, a new facility located in the vicinity of Crosspointe, the creation of Station #24 in the vicinity of Cross Junction/Lake Holiday, and a Fire & Rescue Regional Training Center. Such a Regional Public Safety Training Center potentially consisting of an administrative building, multi-story burn building, multi-story training tower, vehicle driving range, shooting range, and numerous other training props. This project will incorporate emergency medical services, fire, hazardous materials, rescue, law enforcement, industrial, and educational institutions located within the region.

***Fire and Rescue Volunteer Company Capital Equipment Requests***

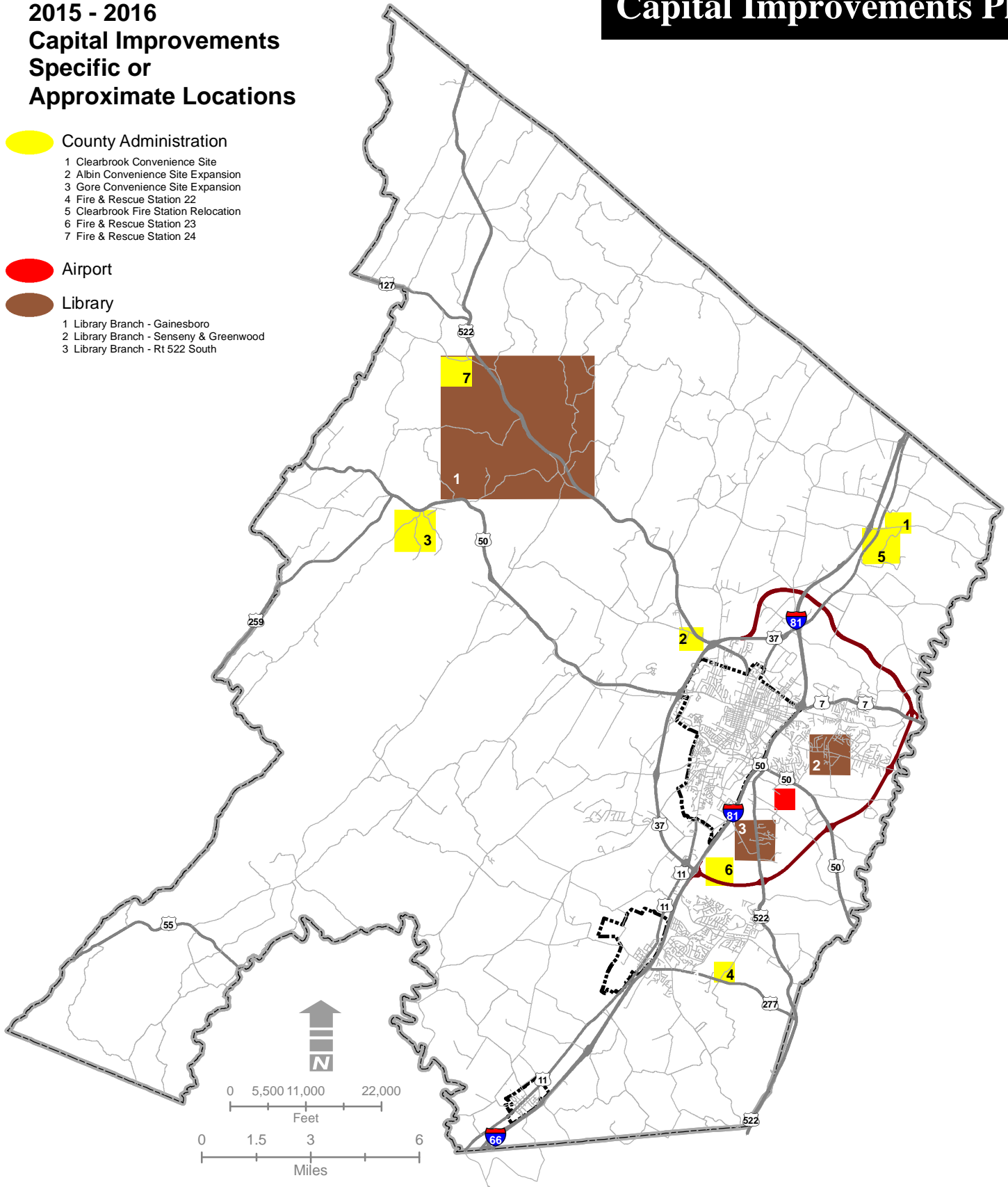
Previously, a project consisting of a revolving fund in the amount of \$1,000,000 for the benefit of Fire and Rescue Services was established. It is the intention of this capital expenditure fund to be for the purpose of purchasing additional and replacement capital equipment fire and rescue vehicles and equipment that may fall below the guidelines established by the Finance Committee. It was determined that the inclusion of such a project would be beneficial in ensuring that this significant capital expense is identified in the County's capital planning and budget process. This project is primarily for the benefit of the individual Volunteer Fire and Rescue Companies.

The individual Fire and Rescue Companies have identified their own capital requests which have been added to the CIP in no particular order. Each of the capital requests meet the \$100,000 guideline established by the Finance Committee. This year's CIP does not contain any requests that do not meet this guideline. Customarily, such equipment requests would be noted in the table under the Fire & Rescue Capital Equipment project category.

# 2015 - 2016 Frederick County Capital Improvements Plan

## 2015 - 2016 Capital Improvements Specific or Approximate Locations

- County Administration**
  - 1 Clearbrook Convenience Site
  - 2 Albin Convenience Site Expansion
  - 3 Gore Convenience Site Expansion
  - 4 Fire & Rescue Station 22
  - 5 Clearbrook Fire Station Relocation
  - 6 Fire & Rescue Station 23
  - 7 Fire & Rescue Station 24
- Airport**
- Library**
  - 1 Library Branch - Gainesboro
  - 2 Library Branch - Senseny & Greenwood
  - 3 Library Branch - Rt 522 South

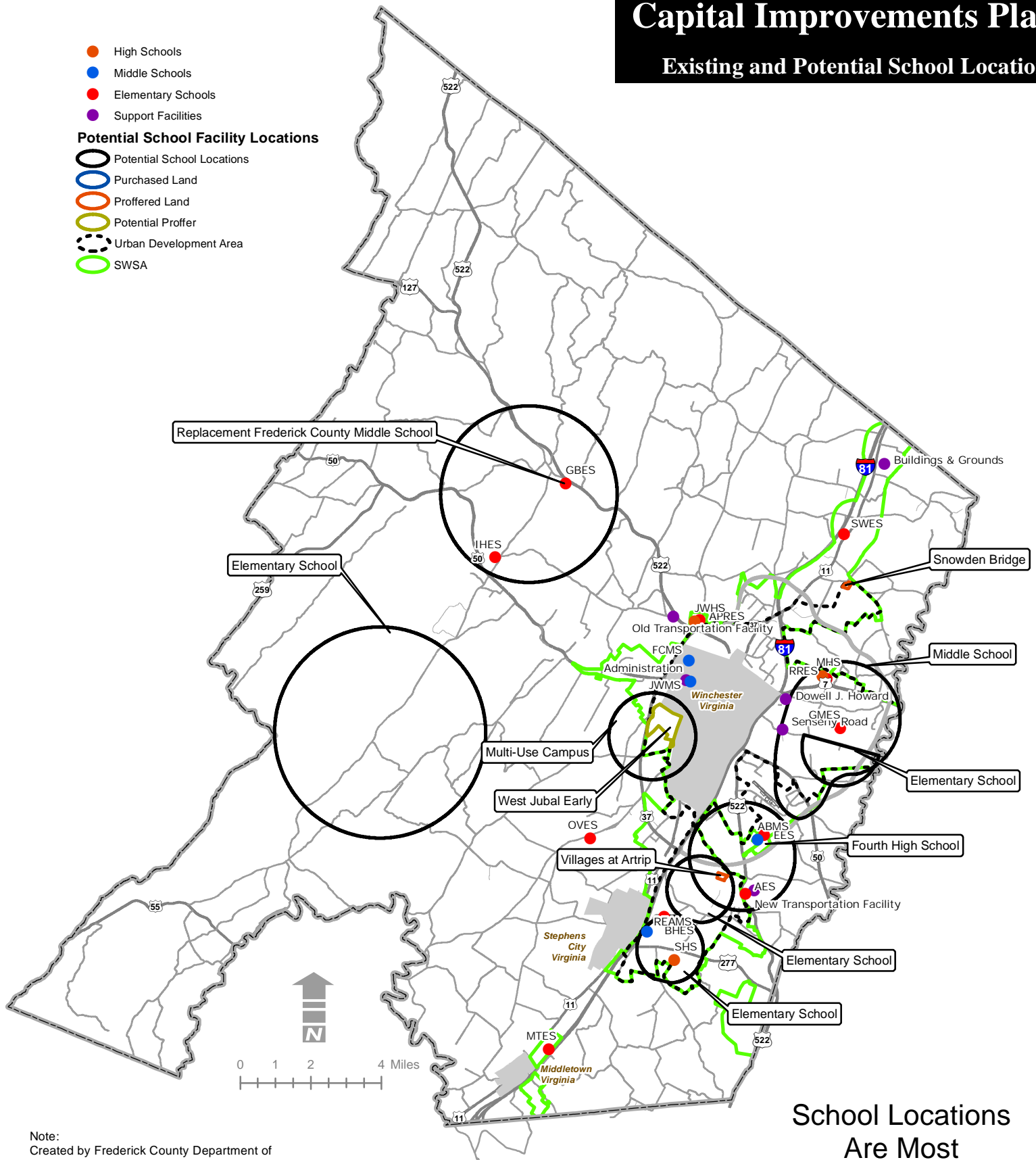






# 2015 - 2016 Frederick County Capital Improvements Plan

## Existing and Potential School Locations



Note:  
Created by Frederick County Department of  
Planning & Development

Map represents the Capital Improvement Requests  
submitted by Frederick County School Board  
12/1/14

School Locations  
Are Most  
Appropriate  
Within the UDA






# 2015 - 2016 Frederick County Capital Improvements Plan






New Parks/Rec Locations

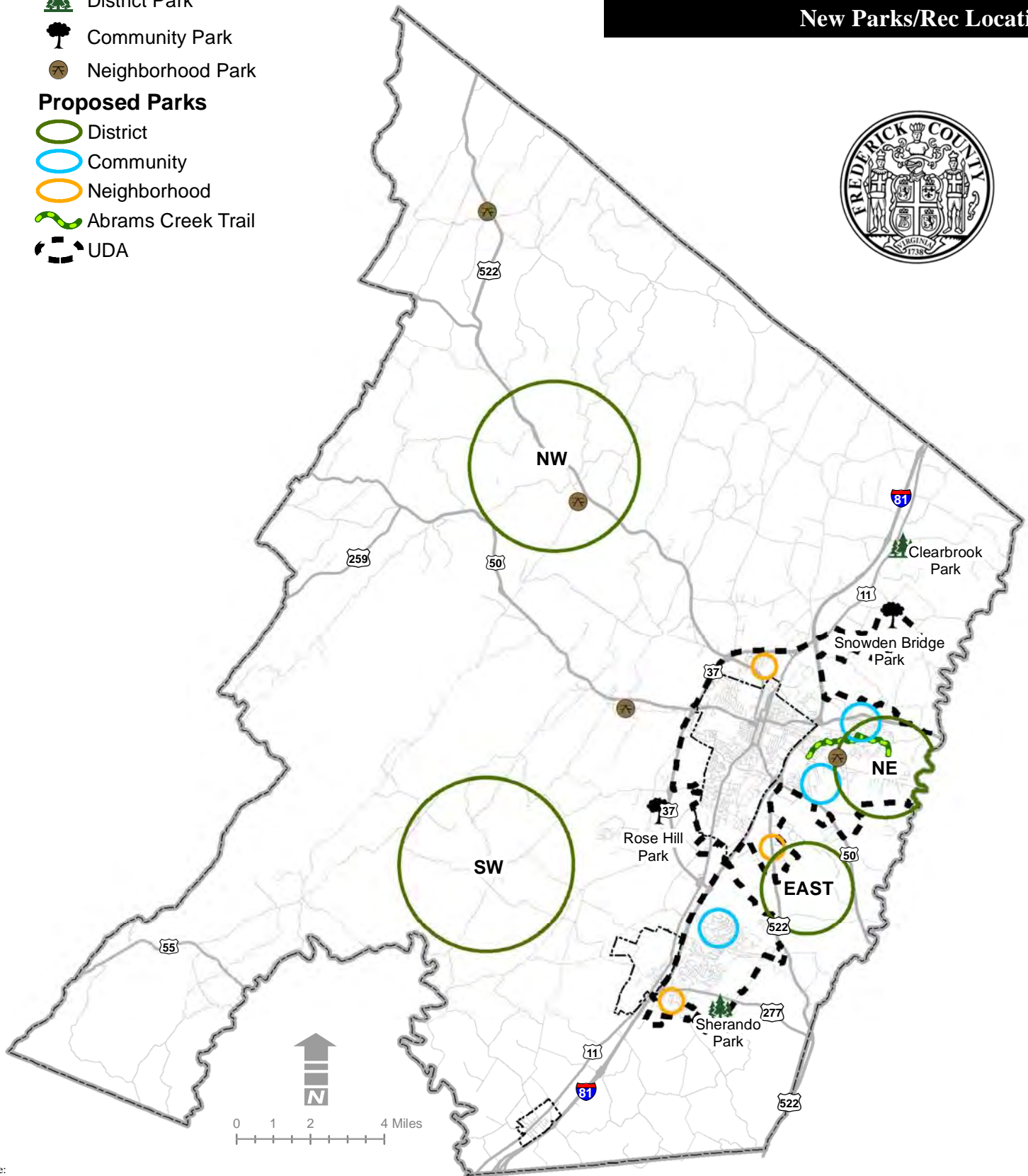


## Existing County Parks

-  District Park
-  Community Park
-  Neighborhood Park

## Proposed Parks

-  District
-  Community
-  Neighborhood
-  Abrams Creek Trail
-  UDA

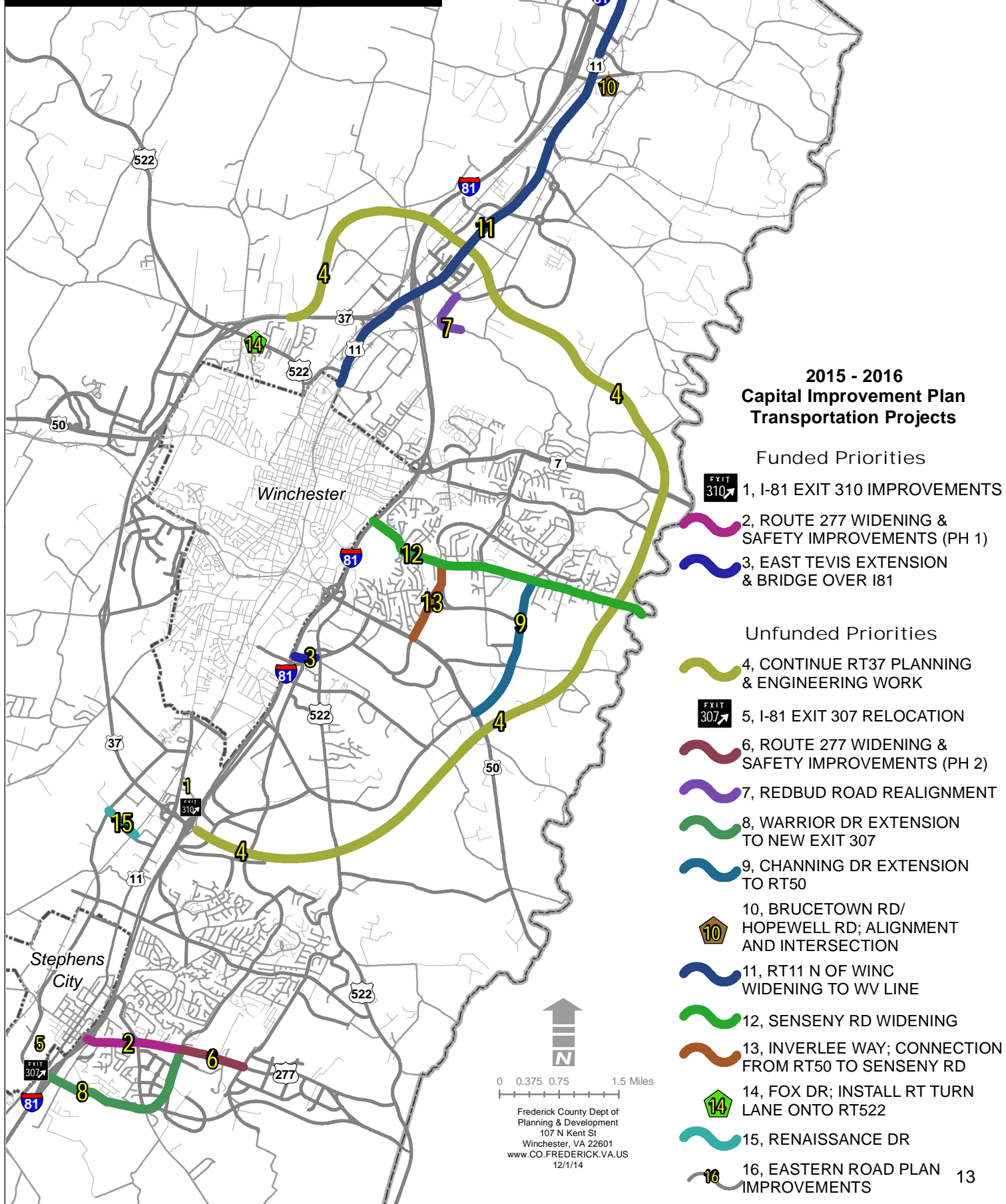


Note:  
Created by Frederick County Department of  
Planning & Development

Map represents the Capital Improvement Requests  
submitted by The Dept of Parks & Recreation  
12/1/2014



# 2015 - 2016 Frederick County Capital Improvement Plan Transportation Projects







Department Priority		County Contribution Per Fiscal Year						County Contributions	Notes	Total Project Costs
	Projects	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020+			
		Ensuing Fiscal Year	Year 2	Year 3	Year 4	Year 5	Beyond Year 6+			
Public Schools										
	Elementary School #12 Armel Elementary School Addition and Renovation	\$1,600,000	\$30,800,000					\$32,400,000		\$32,400,000
	Robert E. Aylor Middle School Addition and Renovation	\$1,400,000	\$10,730,000	\$8,970,000	\$9,900,000			\$31,000,000		\$31,000,000
	Fourth High School	\$1,700,000	\$35,500,000	\$32,200,000	\$19,400,000		\$3,100,000	\$91,900,000		\$91,900,000
	James Wood High School Renov.					(Prior to FY2015-2016 Cost)		TBD		TBD
	Sherando High School Parking Lot & Softball Field Improvements							TBD		TBD
	Dowell J. Howard Center Addition and Renovation							TBD		TBD
	Apple Pie Ridge Elementary Phase 2 Renovation						\$8,900,000	\$8,900,000		\$8,900,000
	Bass Hoover Elementary Phase 2 Renovation						\$9,000,000	\$9,000,000		\$9,000,000
	County/School Board Administration Building							TBD		TBD
	Indian Hollow Elementary Addition and Renovation							TBD		TBD
	Elementary School #13						\$24,700,000	\$24,700,000		\$24,700,000
	Fifth Middle School						\$49,500,000	\$49,500,000		\$49,500,000
Parks & Recreation		\$4,700,000	\$77,030,000	\$41,170,000	\$29,300,000	\$0	\$92,100,000	\$247,400,000		\$247,400,000
Clearbrook & Sherando	Water Slide/Spray Ground	\$1,352,000						\$1,352,000		\$1,352,000
Sherando	Access Road w/Parking/Trails	\$1,567,000						\$1,567,000		\$1,567,000
	Indoor Aquatic Facility	\$480,000	\$14,683,000					\$15,163,000		\$15,163,000
	Snowden Bridge Park Development	\$3,161,000						\$3,161,000		\$3,161,000
Sherando	Softball Complex		\$682,000					\$682,000		\$682,000
	Abrams Creek Greenway Trail	\$85,000	\$148,000	\$2,702,000				\$2,935,000		\$2,935,000
Sherando	Lake/Trails/Parking- 2 Fields		\$103,000	\$1,281,000				\$1,384,000		\$1,384,000
	Community Parks (3)		\$6,352,000					\$6,352,000		\$6,352,000
	Neighborhood Parks (3)		\$2,285,000					\$2,285,000		\$2,285,000
	District Parks (4)			\$15,717,000				\$15,717,000		\$15,717,000
Sherando	Picnic Areas			\$818,000				\$818,000		\$818,000
	Indoor Ice Rink			\$6,102,000				\$6,102,000		\$6,102,000
	Community Center			\$8,952,000				\$8,952,000		\$8,952,000
Clearbrook	Open Play Areas				\$487,000			\$487,000		\$487,000
	Baseball Field Lighting Upgrade				\$1,300,000			\$1,300,000		\$1,300,000
	Soccer/Multi Use Fields				\$1,141,000			\$1,141,000		\$1,141,000
Clearbrook	Tennis/Basketball Complex				\$535,000			\$535,000		\$535,000
Sherando	Skateboard Park				\$522,000			\$522,000		\$522,000
Clearbrook	Shelter Stage					\$517,000		\$517,000		\$517,000
	Fleet Trip Vehicles					\$295,000		\$295,000		\$295,000



Department Priority		County Contribution Per Fiscal Year						County Contributions	Notes	Total Project Costs
	Projects	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020+			
Sherando	Maintenance Compound					\$381,000		\$381,000		\$381,000
		\$6,645,000	\$24,253,000	\$35,572,000	\$3,985,000	\$1,193,000	\$0	\$71,648,000		\$71,648,000
Regional Library										
	Gainesboro Library		\$155,023	\$1,465,736	\$128,275			\$1,749,034		\$1,749,034
	Senseny/Greenwood Library							TBD		TBD
	Route 522 South LibraryBranch							TBD		TBD
		\$0	\$155,023	\$1,465,736	\$128,275	\$0	\$0	\$1,749,034		\$1,749,034
Transportation										
Funded Priorities										
	I-81 Exit 310 Improvements						\$49,121,000	\$49,121,000	E	\$49,121,000
	Route 277, Fairfax Pike, Widening and Safety Improvements (ph 1)						\$36,082,000	\$36,082,000	E	\$36,082,000
	East Tevis Street Extension and Bridge over 81						\$6,000,000	\$6,000,000	E	\$6,000,000
Unfunded Priorities										
	Route 37 Engineering & Construction	\$300,000,000						\$300,000,000	E	\$300,000,000
	I-81 Exit 307 Relocation						\$60,000,000	\$60,000,000	E	\$60,000,000
	Route 277, Fairfax Pike, Widening and Safety Improvements (ph 2)						\$15,000,000	\$15,000,000	E	\$15,000,000
	Redbud Road Realignment						\$2,500,000	\$2,500,000	E	\$2,500,000
	Warrior Drive Extension						\$23,200,000	\$23,200,000	E	\$23,200,000
	Channing Drive Extension						\$20,600,000	\$20,600,000	E	\$20,600,000
	Brucetown/Hopewell Realign.						\$3,000,000	\$3,000,000	E	\$3,000,000
	Widening of Route 11 North						\$47,800,000	\$47,800,000	E	\$47,800,000
	Senseny Road Widening						\$22,800,000	\$22,800,000	E	\$22,800,000
	Inverlee Way						\$10,200,000	\$10,200,000	E	\$10,200,000
	Fox Drive						\$250,000	\$250,000	E	\$250,000
	Rennaisance Drive						\$2,000,000	\$2,000,000	E	\$2,000,000
	Eastern Road Plan Improvements						TBD	TBD		TBD
		\$300,000,000	\$0	\$0	\$0	\$0	\$298,553,000	\$598,553,000		\$598,553,000
Winchester Airport										
	New General Aviation Terminal		\$380,000	\$2,600,000					A,B	\$2,980,000
	Northside Connector	\$1,250,000							A,B	\$1,250,000
	New Terminal Parking Lot			\$650,000					A,B	\$650,000
	Land Parcel 64-A-66	\$275,000							A,B	\$275,000
	Land Parcel 64-A-67	\$275,000							A,B	\$275,000
	Land Parcel 64B-A-33A	\$175,000							A,B	\$175,000
	Land Parcel 64-A-60	\$275,000							A,B	\$275,000
	Land Parcel 64B-A-40	\$175,000							A,B	\$175,000
	Land Parcel 64-A-64		\$275,000						A,B	\$275,000
	Fuel Storage Facility		\$1,000,000						A,B	\$1,000,000
	Land Parcel 64B-A-47				\$300,000				A,B	\$300,000
	Land Parcel 64-A-49				\$300,000				A,B	\$300,000
	Land Parcel 64-A-50				\$300,000				A,B	\$300,000
	Land Parcel 64B-A-51	\$235,000							A,B	\$235,000





Department Priority		County Contribution Per Fiscal Year						County Contributions	Notes	Total Project Costs
	Projects	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020+			
	Land Parcel 64B-A-52				\$300,000				A,B	\$300,000
	Land Parcel 64-A-59				\$300,000				A,B	\$300,000
	North Side Svc Road				\$400,000				A,B	\$400,000
	Taxiway "A" Relocation				\$200,000	\$4,650,000	\$4,800,000		A,B	\$9,650,000
		\$2,660,000	\$1,655,000	\$3,250,000	\$2,100,000	\$4,650,000	\$4,800,000	\$0		\$19,115,000
<b>County Administration</b>										
	Clearbrook Convenience Site	\$20,000	\$357,850					\$377,850	E	\$377,850
	Albin Convenience Site		\$24,000	\$418,850				\$442,850		\$442,850
	Relocation/Expansion Gore Site			\$24,000	\$325,550			\$349,550		\$349,550
	General Government Capital Expen	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000		\$1,000,000	E	\$1,000,000
	County/School Board Administration Building	TBD						TBD	E	TBD
	Joint Judicial Center									
	Renovation / New Facility	\$4,065,500					\$20,000,000	\$24,065,500	E	\$24,065,500
<b>Fire &amp; Rescue</b>		\$4,285,500	\$581,850	\$642,850	\$525,550	\$200,000	\$20,000,000	\$26,235,750		\$26,235,750
	Fire & Rescue Station #22 (277)	\$400,000	\$1,500,000	\$1,500,000				\$3,400,000		\$3,400,000
	F&R Station #22 (277) Apparatus	\$100,000	\$805,000					\$905,000		\$905,000
	Fire & Rescue Station #23		\$550,000	\$2,150,000	\$1,000,000			\$3,700,000		\$3,700,000
	Regional Training Center	\$75,000	\$100,000	\$1,250,000	\$10,000,000	\$9,500,000	\$10,250,000	\$31,175,000		\$31,175,000
	Fire & Rescue Station #24 (Gainesboro)		\$250,000	\$3,500,000				\$3,750,000	C	\$3,750,000
	Station #13 (Clearbrook) Relocation	\$33,000	\$88,000	\$4,275,000				\$4,396,000	E	\$4,396,000
		\$608,000	\$3,293,000	\$12,675,000	\$11,000,000	\$9,500,000	\$10,250,000	47,326,000		\$47,326,000
<b>Fire &amp; Rescue Company Capital Requests</b>										
	Fire & Rescue Capital Equipment	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000		\$1,000,000	E	\$1,000,000
	* See Fire & Rescue Company Requests (<\$100K)									
		\$550,000	Apparatus Ventilation System for Greenwood Vol. Fire & Rescue Co.					\$550,000	C	\$550,000
		\$550,000	Office and Living Quarters for Greenwood Vol. Fire & Rescue Co.					\$550,000	C	\$550,000
		\$100,000	Life Pack x3 for Middletown Vol. Fire & Rescue Co.					\$100,000	C	\$100,000
		\$800,000	Rescue Engine Replacement for Middletown Vol. Fire & Rescue Co.					\$800,000	C	\$800,000
		\$342,766	North Mountain Fire & Rescue Co. Building Expansion					\$342,766	C	\$342,766
		\$2,542,766	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$3,342,766		\$3,342,766
<b>Total</b>		\$321,441,266	\$107,167,873	\$94,975,586	\$47,238,825	\$15,743,000	\$425,703,000	\$996,254,550		\$1,015,369,550
<b>* Fire &amp; Rescue Company Capital Equipment Requests (&lt;\$100K)</b>										
	None									

\$0

A= Partial funding from VA Dept. of Aviation

N/A= Not Available

B= Partial funding from FAA

TBD= To be Determined

C= Partial funding from private donations

D= Funding goes beyond displayed 5 years

E= Partial funding anticipated through development & revenue sources

F= Funding initiated prior to displayed 5 years



## **THE CIP TABLE**

### **CONTENT DESCRIPTIONS**

The Capital Improvements Plan table, on the previous pages, contains a list of the capital improvement projects proposed for the ensuing five years. A description of the information in this table is explained below.

**Department Priority-** The priority rating assigned by each agency or department for their requested projects.

**Project Description-** The name of the capital improvement projects.

**County Contribution-** The estimated dollar value that will be contributed for each project. This value is listed by individual fiscal years and by total contributions over the five-year period. The total contribution column, located to the right of the fiscal year columns, does not include debt service projections.

**Notes-** Indicates the footnotes that apply to additional funding sources for particular projects.

**Total Project Costs-** The cost for each project, including county allocations and other funding sources.

### **PROJECT FUNDING**

The projects included in the 2015-2016 Capital Improvements Plan have a total project cost to the county of \$1,015,369,550. While the CIP is primarily used to cover the next five years, much of the project costs have been identified beyond the next five years.

- School projects are funded through a combination of loans from the Virginia Public School Authority and the Virginia Literary Fund.
- Funding for Parks and Recreation Department projects will come from the unreserved fund balance of the County. The Parks and Recreation Commission will actively seek grants and private sources of funding for projects not funded by the county.
- Airport projects will be funded by contributions from the federal, state, and local governments. The local portion may include contributions from Frederick, Clarke, Shenandoah, and Warren Counties, and the City of Winchester.
- The inclusion of transportation projects to the CIP is in no way an indication that Frederick County will be independently undertaking these projects. Funding projects will continue to come from a combination of state and federal funds, developer contributions, and revenue sharing.



## **Frederick County Public Schools Project Priority List**

### **PRIORITY 1**

#### **Elementary School #12 / Armel Elementary School Addition and Renovation**

**Description:** The 12th ES will have a floor area of approximately 100,000 square feet and will be located on the Snowden Bridge proffer site. The facility will be designed to accommodate a student membership of 740.

Armel ES opened in 1991 and has served continuously as a K-5 elementary school since that time. The school contains 70,281 square feet and has a program capacity of 590 students. As of October 31, 2014, the school has 556 students. Enough classrooms will be added to Armel ES for the school to accommodate the additional growth at Lake Frederick. The existing facility will be updated as needed and core areas partially renovated to serve the additional students.

**Capital Cost:** \$32,400,000

**Justification:** The 12th ES project will address anticipated growth in student enrollment in the school division in general and in the Stonewall, Redbud Run, and Apple Pie Ridge elementary school attendance zones in specific over the next several years.

Armel Elementary School is in good condition; however, unexpected growth in the attendance zone will need to be addressed through the addition of classrooms to the facility. An attendance rezoning was completed last year as part of the implementation of full-day kindergarten. Addressing the growth issue at Armel was studied as a part of this rezoning. Four areas were identified to be rezoned to another school to offset the additional growth at Lake Frederick. None of the four options provided a complete and satisfactory solution. One option would have put Armel outside of its own attendance zone. A second would have split a neighborhood and sent some of the neighborhood to a school further away. A third would have simply relocated the growth issue to another school. The fourth option was adopted, but only moved ~50 students, a temporary reprieve from growth pressures.

**Construction Schedule:** For both schools, planning, design, permit approval, appropriation, and construction should take 30 Months

### **PRIORITY 2**

#### **Robert E. Aylor Middle School Renovation**

**Description:** Robert E. Aylor Middle School opened in 1969 as a junior high and has served those grades since that time. The school contains 113,643 square feet and has a program capacity of 850 students serving grades 6-8. The building is in acceptable condition; however, several major areas need to be addressed in a renovation. Major areas of this renovation project include the following: addition of classroom and storage space to better equip the building to deliver instruction in the middle school format (as



opposed to the junior high format), complete replacement of fire alarm and communication systems, upgrade of electrical and plumbing, and complete replacement of mechanical systems. Other areas to be addressed are security, modernization of asphalted areas, and the installation of an emergency system.

**Capital Cost:** \$31,000,000

**Justification:** Robert E. Aylor Middle School is 45 years old and renovations are needed to a number of areas to ensure the economical and efficient operation of the school for years to come. The school was constructed as a junior high, where the school was arranged by department. Modern instruction requires that the school be arranged by grade and that a variety of learning spaces be provided (classroom, low intensity labs, high intensity labs, small collaborative spaces, large collaborative spaces, etc.) to meet the needs of a variety of learning styles and to impart skills necessary in today's working world.

**Construction Schedule:** 48 Months

### **PRIORITY 3**

#### **Fourth High School**

**Description:** The fourth high school project will serve students grades 9-12, have a program capacity of 1,250 students, and will address anticipated growth in high school student enrollment in the school division. The site is located at the end of Justes Drive behind Admiral Byrd MS. This school will be designed and constructed to be similar to the new Frederick County MS and the renovated Aylor MS, with a variety of learning spaces to meet the needs of a variety of learning styles and to impart skills necessary in today's working world.

**Capital Cost:** \$91,000,000

**Justification:** This project will address expected growth in high school student enrollment in the school division over the next several years. We project that enrollment in the high schools by the fall of 2019 will be 4,236 students. High school program capacity is currently 4,050 students. To avoid overcrowding in the high schools, we need to construct the fourth high school in Frederick County to open in that time frame.

**Construction Schedule:** Construction will take 54 months

### **PRIORITY 4**

#### **James Wood High School Renovation**

**Description:** James Wood High School opened in 1980 and has served as a high school since that time. The school contains 234,095 square feet and has a program capacity of 1,400 students. Currently, the building serves grades 9-12. The building is in good condition; however, several major areas need to be addressed in a renovation. Major areas to be included in this renovation project are increased electrical service and distribution to support technology, technology cabling, hardware and its installation,

upgrade of plumbing and mechanical systems, and modification of instructional areas to support modern instructional delivery.

**Capital Cost:** \$TBD

**Justification:** James Wood High School is 34 years old. Renovations and technological upgrades are needed to a number of areas to ensure effective, economical, and efficient operation of the school for years to come. This school will be renovated to be more like the 4th HS, the new Frederick County MS, and the renovated Aylor MS, with a variety of learning spaces to meet the needs of a variety of learning styles and to impart skills necessary in today's working world.

**Construction Schedule:** 36 Months

## **PRIORITY 5**

### **Sherando High School Parking Lot and Softball Field Improvements**

**Description:** This project is being undertaken to address several traffic safety concerns identified over the years at Sherando High School and to address equity issues (there is no softball field at SHS). Two studies of the site have been conducted, and a master plan created. Concerns exist for pedestrians, school buses, student drivers, parents, and staff. Rearrangement of the site and the flow of traffic on the site are necessary to address these needs.

**Capital Cost:** \$TBD

**Justification:** This is a two-part project. For transportation safety, concerns exist on the school site at Sherando High School during arrival and dismissal. The students, many of their parents, and the staff necessary to serve them are exposed to these safety concerns on a daily basis. The flow of traffic at arrival is so slow that at times vehicles on Route 277 back up past Double Church Road.

For the softball field, SHS does not have a softball field on site, instead using a softball field in neighboring Sherando Park. This represents an equity issue between boys and girls sports and is contrary to FCPS' standpoint of equity between boys and girls sports.

**Construction Schedule:** 30 Months

## **PRIORITY 6**

### **Dowell J. Howard Addition and Renovation**

**Description:** Dowell J. Howard Center is the county's Career and Technical Education and alternative education facility. This 70,417 square foot school was opened in 1970 and serves students grades 6-12. The building is in acceptable condition; however, there are systems that need to be upgraded or replaced. Major areas of this renovation project include: adding classroom and lab space for new CTE programs; updating classroom and shop/lab space for modern equipment, technology, and teaching methods; security; and modernization of asphalted areas.

**Capital Cost:** \$TBD

**Justification:** This school was opened 44 years ago. Facility modernization and changes in career and technical education are the driving needs for this project, including additional careers, improved delivery of instruction, and improved classroom technologies.

**Construction Schedule:** 36 Months

## **PRIORITY 7**

### **Apple Pie Ridge Elementary School Phase 2 Renovations**

**Description:** Apple Pie Ridge Elementary School opened in 1974 and has served continuously as an elementary school since that time. The school contains 65,120 square feet and has a program capacity of 528 students.

Currently, the building serves grades K-5. The building is in good condition; however, several major areas need to be addressed, including open classroom space, ADA compliance, energy conservation, security, and upgrades of fire alarm, electrical, plumbing, and mechanical systems.

**Capital Cost:** \$8,900,000

**Justification:** Apple Pie Ridge Elementary School is 40 years old and renovation is needed to a number of areas to ensure the economical and efficient operations of the school for years to come.

**Construction Schedule:** 36 Months

## **PRIORITY 8**

### **Bass Hoover Elementary School Phase 2 Renovations**

**Description:** Bass-Hoover Elementary School opened in 1975. The school contains 70,569 square feet and has a program capacity of 656 students.

Currently, the building serves grades K-5. The building is in good condition; however, several major areas need to be addressed. Renovations will address several major issues, including open classroom space, ADA compliance, energy conservation, security, and upgrades of fire alarm, electrical, plumbing, and mechanical systems. A building addition, Phase 1, has been done to maintain program capacity and prepare the building for full-day kindergarten.

**Capital Cost:** \$9,000,000

**Justification:** Bass-Hoover Elementary School is 39 years old and renovation is needed to a number of areas to ensure the effective, economical, and efficient operations of the school for years to come.

**Construction Schedule:** 36 Months

## **PRIORITY 9**

### **County/School Board Administration Building**

**Description:** This new project consists of a County/School Board Administration Building, to be located generally in the County's Urban Development Area. Frederick County Public Schools' administration has been located at the old Kline Elementary School building since 1983. Before the building was converted to offices, it had served as Kline Elementary School since 1961. The facility contains 27,992 square feet, including the 5,000 square foot Annex and the 2,400 square foot Finance Addition, but not including the four modular classroom units that are used for offices, work space, and a conference room. The Joint Administrative Office Complex project is for a new 150,000 square foot office building shared with the County. The Schools' portion would be 50,000 square feet.

**Capital Cost:** TBD

**Justification:** The 52 year old Administrative Offices building does not have enough office and meeting space, needs technology upgrades, and improvements to the mechanical, plumbing and electrical systems to meet modern code. Meeting space is at a premium, as we have only 2 sizeable meeting rooms. There are also building security and asbestos issues. Existing issues will become more pressing and new issues will appear as the district (and therefore the staff) grows. The inclusion of this capital facility will allow for improvements to general governmental facilities and services for the benefit of the residents of Frederick County and will meet the increasing need for office space, meeting space, and government services in an accessible location.

**Construction Schedule:** 30 months

## **PRIORITY 10**

### **Indian Hollow Elementary School Addition and Renovation**

**Description:** Indian Hollow Elementary School opened in 1988. The school contains 59,065 square feet and has a program capacity of 460 students. Indian Hollow is our smallest elementary school building.

Currently, the building serves grades K-5. The building is in good condition; however, several major areas need to be addressed. Renovations to the existing portion of the building will address several major issues, including classroom storage, ADA compliance, energy conservation, security, and upgrades of fire alarm, electrical, plumbing, and mechanical systems. A building addition will be needed to maintain program capacity.

**Capital Cost:** \$TBD

**Justification:** Indian Hollow Elementary School is 26 years old and nearing design life of much of the infrastructure. The school was built without classroom storage. Renovation to a number of areas and an addition are needed to ensure the effective, economical, and efficient delivery of modern instruction at this school.

**Construction Schedule:** 36 Months

## **PRIORITY 11**

### **Elementary School #13**

**Description:** This is an elementary school serving grades K-5, with a floor area of approximately 100,000 square feet located on about 15 acres. The facility will be designed to accommodate a student membership of 740.

**Capital Cost:** \$24,700,000.

**Justification:** This project will address anticipated growth in student enrollment in the school division over the next several years. We anticipate that student population growth will necessitate opening of the thirteenth elementary school in Frederick County by the fall of 2031. This school will be located in an area to relieve overcrowding and to accommodate expected new housing development. Locations for this project are shown on the Comprehensive Plan's Potential New School Locations Map. The school could be placed on the Villages of Artrip proffer site.

**Construction Schedule:** Construction will take 36 months.

## **PRIORITY 12**

### **Fifth Middle School**

**Description:** The new fifth middle school project will have a program capacity of 940 students and serve grades 6-8. This project has been located on the Comprehensive Policy Plan's Potential New School Locations Map. The facility will have a floor area of approximately 185,000 square feet and be located on approximately 30 acres of land.

**Capital Cost:** \$49,500,000

**Justification:** This project will address growth in student enrollment in the school division over the next several years. We anticipate that student population growth will necessitate opening of the fifth middle school in Frederick County by the fall of 2033.

As shown on the Comprehensive Plan's Potential New School Locations Map, the location of this project previously has been in the eastern part of Frederick County between Route 7 and Route 50 east.

**Construction Schedule:** Construction will take 48 months.



## **Parks & Recreation Department Project Priority List**

### **PRIORITY 1**

#### **Water Slide/Spray Ground Swimming Pool Improvements – Sherando/Clearbrook**

**Description:** Upgrade the outdoor swimming pools at both Clearbrook and Sherando Parks. Upgrade would involve the removal of the diving boards and the installation of one 50' water slide and one 75' water slide at each pool. The upgrade would also include the addition of a spray ground with 10-12 features at each pool.

**Capital Cost:** \$1,352,000

**Justification:** This project is expected to increase pool attendance by 30 percent while providing recreational opportunities for both the Sherando and Clearbrook Park service areas.

**Construction Schedule:** Completion in FY 15-16.

### **PRIORITY 2**

#### **Access Road with Parking and Trails - Sherando Park**

**Description:** This project involves the development of an entrance and 1,800 linear feet of access roadway from Warrior Drive; a 100 space parking area; and 2.8 miles of trails.

**Capital Cost:** \$1,567,000

**Justification:** This project will provide trails with walking and jogging opportunities. Walking and jogging rank #1 in the 2007 Virginia Outdoors Plan survey for all outdoor recreational activities. The standard for bike/pedestrian trails, based upon the Virginia Outdoor Plan, is 1 mile/1,000 of population. This project is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey.

**Construction Schedule:** Completion in FY 15-16.

### **PRIORITY 3**

#### **Indoor Aquatic Facility – Competitive/Training/Leisure Pool**

**Description:** This facility would house competitive, instructional, and leisure pools with an office, adequate storage and locker rooms and would need approximately 10 acres to construct. This facility should be located on property owned or proffered to the County. The above pools may be constructed in one facility, separated into multiple facilities, or co-located with other compatible uses should opportunities arise, reducing the acreage demand.

**Capital Cost:** \$15,163,000

**Justification:** There are no public indoor public pools in Frederick County. By constructing the indoor pool, it would permit the department to meet competition needs, instructional needs, citizen programming and leisure demands as well as provide a

nucleus to attract new businesses to the community. This facility would be available to all area residents. The construction of this project will provide a facility to offer competitive scholastic programs and year round recreational programming for the residents of Frederick County. The Indoor Pool facility should be located in an area convenient to the major transportation corridors of the county. However, as an alternative, one of the two county regional parks could be used to house the facility, since these locations are already identified as centers for recreation programs and activities.

**Construction Schedule:** Completion in FY 15-16.

#### **PRIORITY 4**

##### **Snowden Bridge Park Development**

**Description:** Snowden Bridge Park, situated on land proffered by the Snowden Bridge development utilizes park and school land for the provision of an active recreation park. The above park is to include four (4) regulation size soccer fields and three (3) baseball fields suitable for little league play. Lighting, restroom and parking are part of the park concept.

**Capital Cost:** \$3,161,000

**Justification:** The overall park design is informed by the Snowden Bridge (formerly Stephenson Village) rezoning proffer of 2003. The proffer indicates the provided land to be used for baseball and soccer field development in anticipation of the population increase generated by the development. The Parks and Recreation Commission adopted a site plan for the property in 2014 showing four (4) soccer fields and three (3) baseball fields. As Frederick County currently has no soccer fields in the northern part of the county, Snowden Bridge Park provides a venue to meet this need.

**Construction Schedule:** Completion in FY 15-16.

#### **PRIORITY 5**

##### **Softball Complex- Sherando Park**

**Description:** Softball fields (2) - 300' radius, fully fenced, backstop, four 50 person bleachers per field, lighted concrete poles 30/20 FC, concrete deck. Access Road - 500 LF. Parking - 153 spaces, asphalt paved with curbed islands and drop off; line markings and 6 security lights. Landscaping - 100 shade trees; pine screen. Peripheral Work - General seeding - 1 acre; miscellaneous signage.

**Capital Cost:** \$682,000

**Justification:** This facility would provide recreational opportunities for the entire Frederick County area. In addition to its use as a recreational facility, it will be used by the Frederick County school system. Presently, there are ten softball/baseball fields within the county's regional park system. Eight of ten existing fields must serve a dual purpose of facilitating youth baseball as well as youth and adult softball programs. With the increased usage of these fields, it has become more difficult to facilitate these programs. This project is needed in order for the Parks and Recreation Department to

accommodate the existing demand of youth baseball and adult softball programs. This project is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey.

**Construction Schedule:** Completion in FY 16-17.

## **PRIORITY 6**

### **Abrams Creek Greenway Trail**

**Description:** 10' wide asphalt multi-use bicycle/pedestrian trail along Abrams Creek from Senseny Road to Channing Drive. It is estimated that the trail will have (3) three bridges (stream crossings) and will be approximately 2.6 miles in length.

**Capital Cost:** \$2,935,000

**Justification:** This project will provide trails with bicycle, walking and jogging opportunities, which ranks #1 in the 2007 Virginia Outdoors Plan survey for all outdoor recreational activities. This project is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey.

**Construction Schedule:** FY 17-18.

## **PRIORITY 7**

### **Lake, Parking, and Trail Development with two Multi-purpose Fields**

**Description:** This project involves the development of a 12 acre lake; 1.5 mile trail system around the lake; 800 linear feet of access roadway; lighted parking lot with 125 spaces; and development of two irrigated 70x120 yard multi-purpose fields.

**Capital Cost:** \$1,384,000

**Justification:** This facility would provide recreational opportunities for the Sherando Park service area and the entire Frederick County community by reducing the needs gap between the number of existing passive recreational areas and the number needed to meet the minimum standards required for our service area. This project will provide trails with walking and jogging opportunities which ranks as #1 in the 2007 Virginia Outdoors Plan survey. This project will also provide multi-use playfields for adult and youth programs. This project is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey.

**Construction Schedule:** Completion in FY 17-18.

## **PRIORITY 8**

### **Community Parks (3)**

**Description:** The Community Park project includes the acquisition of three sites of approximately thirty-five acres and the subsequent development of four sites (Rose Hill Park land currently under lease). Developed amenities will ultimately be determined by

the specific site; however typical development would be as described by Parks and Recreation.

**Capital Cost:** \$6,352,000

**Justification:** To reduce the gap between the amount of existing parkland and the amount of parkland needed to meet the minimum standard for our service area, as recommended by the 2007 Virginia Outdoors Plan. This project is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey. Potential acreage for parkland would be located throughout Frederick County. The location of this project would provide developed parkland to create more accessible recreational facilities and opportunities to the residents Frederick County.

**Construction Schedule:** FY 16-17.

## **PRIORITY 9**

### **Neighborhood Parks (3)**

**Description:** The Neighborhood project includes the acquisition of three sites of approximately ten acres and the subsequent development of these sites. Developed amenities will ultimately be determined by the specific site; however typical development would be as described by Parks and Recreation:

**Capital Cost:** \$2,285,000

**Justification:** To reduce the gap between the amount of existing parkland and the amount of parkland needed to meet the minimum standard for our service area, as recommended by the 2007 Virginia Outdoors Plan. This project is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey. Potential acreage for parkland would be located in the Urban Development Area. The location of this project would provide parkland developed to create more accessible recreational facilities and opportunities to the residents of Frederick County.

**Construction Schedule:** FY 16-17.

## **PRIORITY 10**

### **District Parks (4)**

**Description:** Acquisition of Parkland; 200 acres

**Capital Cost:** \$15,717,000

**Justification:** To reduce the gap between the amount of existing parkland and the amount of parkland needed to meet the minimum standard for our service area, as recommended by the Virginia Outdoors Plan. This project is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey. Potential acreage for parkland would be located in all parts of Frederick County. The location of this project would provide parkland which could be

developed to create more accessible recreational facilities and opportunities to the residents of Frederick County.

**Construction Schedule:** FY 17-18.

## **PRIORITY 11**

### **Picnic Area- Sherando Park**

**Description:** This project includes a restroom/concession area; four picnic shelters; playground area; access paths; parking; and landscaping.

**Capital Cost:** \$818,000

**Justification:** These facilities would be used by the Sherando Park service area. The Commission is recommending this project be included to address deficiencies in passive recreation opportunities at Sherando Park. This project is identified in the 2002 Sherando Park Master Plan and is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey.

**Construction Schedule:** Completion in FY 17-18.

## **PRIORITY 12**

### **Indoor Ice Rink**

**Description:** The Ice Rink project would be approximately 40,000 square feet and include an indoor area large enough to accommodate a single 200' x 85' ice rink, locker rooms, party/meeting rooms, and concession area and would need approximately 10 acres to construct. This facility should be located on property owned or proffered to the County. The ice rink may be co-located with other compatible uses should opportunities arise, reducing the acreage demand.

**Capital Cost:** \$6,102,000

**Justification:** There are no public indoor ice rinks in Frederick County and county residents currently must travel over one hour to use an indoor ice facility. By constructing the indoor ice rink, it would permit the department to meet competition needs, instructional needs, citizen programming and leisure demands as well as provide a nucleus to attract new businesses to the community. This facility would be available to all area residents. The construction of this project will provide a facility to offer year round recreational programming for the residents of Frederick County. This project is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey.

**Construction Schedule:** FY 17-18.



## **PRIORITY 13**

### **Multi-Generational Community Center**

**Description:** The Field House project would be approximately 44,000 square feet and include an indoor area large enough to accommodate a 1/16 mile track and a minimum of two basketball courts. This court area would also be designed for utilization by indoor soccer, baseball, softball, wrestling, volleyball, tennis and badminton with the installation of in-floor sleeves and drop curtains or partitions. This area could also be used for special events such as dances, proms, music festivals, garden and home, outdoor, craft, antique, quilt, or boat shows, thus providing a flexible facility for a multitude of activities to take place at one time. The facility would also house a fitness center, multi-purpose rooms, office, storage, and locker rooms.

**Capital Cost:** \$8,952,000

**Justification:** Since its inception, the Parks and Recreation Department has relied significantly on the use of the county public schools to house recreation programs. This arrangement was adequate when the department first started out, however the department currently offers over 250 sections of programs, creating a situation where the department can no longer meet the programming and facility needs of the county residents. A Community Center facility will facilitate the department to meet citizen programming demands and provide the area with a facility to attract new businesses to the community. This facility would be available to all area residents and is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey.

**Construction Schedule:** FY 17-18.

## **PRIORITY 14**

### **Open Play Area – Clearbrook**

**Description:** This project includes development of a picnic shelter; six horseshoe pits; a volleyball court; croquet turf; shuffleboard; parking; refurbishing the existing concession stand; landscaping; peripheral work; and renovations to existing shelters, restrooms, access paths, and parking areas on the south side of the lake.

**Capital Cost:** \$487,000

**Justification:** To provide recreational opportunities for the Clearbrook Park service area. To reduce the gap between the number of existing passive recreational areas and the number which is needed to meet the minimum standards for our service area. This project is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey. Clearbrook Park, currently owned by Frederick County, offers the best location for this development. With the county already having ownership of the property, one aspect of the cost of this project has already been completed. This project, being located at Clearbrook Park, is necessary to meet the needs of our service area.

**Construction Schedule:** Completion in FY 18-19.

## **PRIORITY 15**

### **Baseball Field Lighting Upgrade**

**Description:** Upgrade the ball field lighting at both Clearbrook and Sherando Parks Baseball facilities. The upgrade would involve the removal of the 30/20 FC (footcandle) level fixtures, lamps, and wood poles and replace with 50/30 FC (footcandle) level fixtures, lamps and steel poles on (4) four fields at Clearbrook Park and (4) four fields at Sherando Park. This upgrade is required by Little League International on all little league fields.

**Capital Cost:** \$1,300,000

**Justification:** The Parks and Recreation Commission is recommending the ballfield light system be upgraded to achieve the recommended 50/30 footcandle level lighting on the playing surface. This will facilitate the provision of recreational opportunities at Sherando and Clearbrook parks for the service areas which include all Frederick County residents. The field light fixtures are over twenty-five years old and are affixed to poles, the majority being over thirty-five years old.

**Construction Schedule:** Completion in FY 18-19

## **PRIORITY 16**

### **Soccer Complex - Sherando Park**

**Description:** Soccer field - 210' x 360' artificial grass surface with goals. Access paths - 1500 LF; 10' wide; asphalt paved. Restroom/concession - 820 SF; masonry with concrete roof deck; full concession hookup. Plaza - 22,000 SF; 50% paved/50% planted; kiosk. Picnic shelters (1) - 24' x 24': 6 picnic tables each; concrete pad; wood frame structure; asphalt shingles. 12 sets of bleachers. Landscaping - 90 shade trees. Lighting - 1 field (210' x 360')

**Capital Cost:** \$1,141,000

**Justification:** This facility would be used by the entire Frederick County area. In addition to its use as a recreational facility, the soccer complex will also be used by the Frederick County school system. To reduce the gap between the number of existing soccer fields and the number of fields which are needed to meet the minimum standard for our service area. This project is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey. Sherando Park, currently owned by Frederick County, represents the very best location for soccer field development. The fact that the county will not have to acquire property for this facility means that the most costly aspect of this development has already been completed. Sherando Park also provides a location that is situated in the fastest growing area of the county and is adjacent to the high school. With joint use of facilities between the park and school system, the construction of additional soccer fields will benefit both agencies.

**Construction Schedule:** Completion in FY 18-19.

## **PRIORITY 17**

### **Tennis/Basketball Complex - Clearbrook Park**

**Description:** This project includes the development of four tennis courts; two basketball courts; a shelter; access paths; parking; and landscaping.

**Capital Cost:** \$535,000

**Justification:** Because Clearbrook Park is a regional facility, these facilities will be available to all county residents. Currently, there are no tennis or basketball courts in the Clearbrook Park area. This project will reduce the gap between the number of existing tennis and basketball courts and the number of courts needed to meet the minimum standards for our service area. Development of this project will also provide this department with facilities for recreational programs. This project is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey. Clearbrook Park, currently owned by Frederick County, provides the very best location for tennis and basketball court development. Since the county will not have to acquire property for this facility, the most costly aspect of this development has already been completed.

**Construction Schedule:** Completion in FY 18-19.

## **PRIORITY 18**

### **Skateboard Park - Sherando Park**

**Description:** This project recommends the development of a skateboard bowl; a half pipe; an open skate area; vehicle parking; an access road; fencing; and landscaping.

**Capital Cost:** \$522,000

**Justification:** Requested by the community to provide additional recreational facilities for the youth of Frederick County at Sherando Park. This project is not mandated by state or federal requirements, but it is in compliance with the adopted County Comprehensive Plan for recreational facility development and completes one element of the Master Development Plan for Sherando Park. This project is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey.

**Construction Schedule:** Completion in FY 18-19.

## **PRIORITY 19**

### **Shelter/Stage Seating - Clearbrook Park**

**Description:** This project includes the development of a shelter with a performance stage; refurbishing existing restrooms and access paths; and renovations to the lake.

**Capital Cost:** \$517,000

**Justification:** This facility would be used by the entire county population. Presently, there are no facilities to accommodate cultural arts programs within the county's park system. This project is needed to provide a facility for cultural activities. Clearbrook Park, currently owned by Frederick County, represents the very best location for facilitating cultural events. The County will not have to acquire property for this project means that a significant cost has already been completed. Clearbrook Park, with its existing park characteristics and cultural features also provides the best location for our service area.

**Construction Schedule:** Completion in FY 19-20.

## **PRIORITY 20**

### **Fleet Trip Vehicles**

**Description:** The Parks and Recreation Department needs to upgrade the current vehicle fleet to offer a comprehensive package of trips for Frederick County citizen's recreation needs. The addition of the below vehicles would replace the current 1994 bus and 1999 van. These are necessary to adequately offer trip packages and provide reliable transportation for program participants. Bus #1 – 40-50 Passenger Bus, Bus #2 – 30-40 Passenger Bus, Van #1 – 12 Passenger Van

**Capital Cost:** \$295,000

**Justification:** To offer a comprehensive package of trips where the population of Frederick County could begin to rely on the Parks and Recreation Department to meet their trip needs.

**Construction Schedule:** Completion in FY 19-20.

## **PRIORITY 21**

### **Maintenance Compound and Office – Sherando Park**

**Description:** This project involves the construction of a 1,200 square-foot office and a 3,200 square-foot storage shed for operation at Sherando Park.

**Capital Cost:** \$381,000

**Justification:** This facility will enable the county to maintain its equipment and facilities in a more responsible and effective manner. This project will provide an adequate facility to maintain county equipment and facilities in a responsible and effective manner. There is a need for more storage, maintenance and office space with the additional responsibility of maintaining all outdoor facilities at Sherando High School, Armel Elementary School, Orchard View Elementary School, Bass-Hoover Elementary School, Middletown Elementary School, R. E. Aylor Middle School, Admiral Byrd Middle School, Evendale Elementary School, and the Public Safety Facility.

**Construction Schedule:** Completion in FY 19-20.

## **Handley Regional Library Project Priority List**

### **PRIORITY 1**

#### **Northern Frederick County – Gainesboro Library Branch**

**Description:** Construction of a 4,000 to 5,000 sq.ft. branch library, either as a stand alone facility or co-located with a planned Frederick County facility (e.g. the new middle school). Initial parking should be for at least 50 vehicles. The proposed location would be on Rt. 522 in the Gainesboro District, but this could change depending on patterns of library use and on whether donated land could be located or if co-located with a Frederick County project already in the early planning stage. This projected branch would fit per discussions with FCPS on existing property and was outlined in a document prepared by FCPS students last year.

**Capital Cost:** \$1,749,034

**Justification:** This branch would serve citizens living in this growing area. In 2013-2014 Frederick County citizens of all ages checked out 432,795 items. 38,709 Frederick County residents have library cards and averaged 63.64 % of all materials checked out of the regional system. 3147 Frederick County residents, adults and children, registered for library cards for the first time in 2013-2014. Of Frederick County residents over five years of age (when you can get a library card), approximately 47.6 % of the total have library cards. This new branch would bring the level of library usage up closer to the national average level of 58%. This population group is not close to a library in the regional system. The Library will provide materials and programming for citizens from toddlers to senior citizens. It will provide recreational and educational materials. It will be a prime source for homework help since it will be open nights and on weekends when school libraries are closed. The library will supply computer access via Wi-Fi and via desktop/laptop computers for word processing, other office applications and for Internet usage. There will be a meeting room of 425 square feet in which area groups can meet.

**Construction Schedule:** Completion in FY 16-17

### **PRIORITY 2**

#### **Frederick County Library Branch – Senseny/Greenwood**

**Description:** Construction of a 10,000 sq.ft. branch library with expansion possible to 15,000 square feet. Initial parking should be for a minimum of 65 vehicles. The proposed location is yet to be determined and is dependent on future development. The first step of the project would be the acquisition of the land of 5 to 8 acres.

**Capital Cost:** TBD

**Justification:** In 2013-2014 Frederick County citizens of all ages checked out 437,795 items. 38,709 Frederick County residents have library cards and averaged 63.64% of all materials checked out of the regional system. 3147 Frederick County residents, adults and children, registered for library cards for the first time in 2013-2014. Of Frederick County residents over five years of age (when you can get a library card), approximately 48% of the total have library cards. This population group is not close to a library in the



regional system. This area also lacks a community center that a library with meeting room could help fill this need. The Library will provide materials and programming for patrons from toddlers to senior citizens. It will provide recreational and educational materials. It will be a prime source for homework help since it will be open nights and on weekends when school libraries are closed. The library will supply internet, Wi-Fi, and desktop/laptop access for word processing and other office applications for job searching, business, entertainment, etc. usage. There will be a meeting room of 500 square feet in which area groups can meet.

**Construction Schedule:** TBD

### **PRIORITY 3**

#### **Frederick County Library Branch - Route 522 South**

**Description:** Construction of a 7,000 sq.ft. branch library with expansion possible to 10,000 square feet. Initial parking should be for a minimum of 35 vehicles. The proposed location is yet to be determined and is dependent on future development. The first step of the project would be the acquisition of the land of 3 to 4 acres or co-located with the new High School projected to be built in the same area.

**Capital Cost:** TBD

**Justification:** This branch would serve citizens living in this growing area. In 2013-2014 Frederick County citizens of all ages checked out 437,795 items. 38,709 Frederick County residents have library cards and averaged 63.64 % of all materials checked out of the regional system. 3147 Frederick County residents, adults and children, registered for library cards for the first time in 2013-2014. Of Frederick County residents over five years of age (when you can get a library card), approximately 48% of the total have library cards. This population group is not close to a library in the regional system. This area also lacks a community center that a library with meeting room could help fill this need. The Library will provide materials and programming for patrons from toddlers to senior citizens. It will provide recreational and educational materials. It will be a prime source for homework help since it will be open nights and on weekends when school libraries are closed. The library will supply computer access via Wi-Fi and via desktop/laptop computers for word processing, other office applications and for Internet usage. There will be a meeting room of 425 square feet in which area groups can meet.

**Construction Schedule:** TBD

## **Transportation Committee Project Priority List**

### ***Funded Priorities***

#### **PRIORITY 1**

##### **Interstate 81, Exit 310 Improvements**

**Description:** Construct improvements to Exit 310 interchange.

**Capital Cost:** \$49,121,000

**Justification:** This is a regional transportation improvement that will address congestion in many areas of the County and address coming development to the surrounding areas.

**Construction Schedule:** TBD

#### **PRIORITY 2**

##### **Route 277 Widening and Safety Improvements (Ph 1)**

**Description:** Construct a 4-lane divided roadway beginning at I-81 and continuing to Sherando Park. Project would include realignment of Aylor Road to align with Stickley Drive.

**Capital Cost:** \$36,082,000

**Justification:** This is a regional transportation improvement that will address congestion in the Southern Frederick area and address development to the surrounding areas.

**Construction Schedule:** 2013-2017

#### **PRIORITY 3**

##### **East Tevis Street Extension and Bridge over I-81**

**Description:** Construct a 4-lane divided roadway beginning at Route 522 and going west approximately 0.2 miles to connect to the road network being constructed by the Russell 150 development. Project includes bridge over Interstate 81.

**Capital Cost:** \$6,000,000

**Justification:** This is a regional transportation improvement that will address congestion in many areas of the County and address development to the surrounding area. The location is as identified by joint planning efforts between the county, VDOT, and the developer.

**Construction Schedule:** TBD

### ***Unfunded Priorities***

#### **PRIORITY 4**

##### **Planning, Engineering, Right-of-Way and Construction Work for Route 37**

**Description:** This project would be to continue work on the Eastern Route 37 extension. More specifically, to update the Environmental Impact Statement to the point of a new Record of Decision and to update the 1992 design plans to address the current alignment, engineering guidelines, and possible interchange improvements. In addition, this allows for advanced engineering, right-of-way purchase and construction.

**Capital Cost:** \$300,000,000 +

**Justification:** This project moves the County closer to completion of a transportation improvement that would benefit the entire county and surrounding localities.

**Construction Schedule:** TBD

## **PRIORITY 5**

### **Interstate 81, Exit 307 Relocation**

**Description:** Construct a relocated Exit 307 interchange.

**Capital Cost:** \$60,000,000

**Justification:** This is a regional transportation improvement that will address congestion in many areas of the County and address coming development to the surrounding areas.

**Construction Schedule:** TBD

## **PRIORITY 6**

### **Route 277 Widening and Safety Improvements (Ph 2)**

**Description:** Construct a 4-lane divided roadway beginning at I-81 and continuing to Sherando Park. Project would include realignment of Aylor Road to align with Stickley Drive.

**Capital Cost:** \$15,000,000

**Justification:** This is a regional transportation improvement that will address congestion in the Southern Frederick area and address development to the surrounding areas.

**Construction Schedule:** 2013-2017

## **PRIORITY 7**

### **Redbud Road Realignment**

**Description:** Realign Redbud Road from its current location through development land in the vicinity of Route 11 north and Snowden Bridge Boulevard.

**Capital Cost:** \$2,500,000

**Justification:** This is a transportation improvement that will have significant impact on Eastern Frederick County. This project is identified in the adopted Eastern Road Plan.

**Construction Schedule:** TBD

## **PRIORITY 8**

### **Warrior Drive Extension**

**Description:** Construct a 4-lane divided roadway beginning at Route 277 where Warrior Drive intersects from the north and continuing that roadway south and west to intersect with I-81 at the location of the relocated Exit 307 interchange.

**Capital Cost:** \$23,200,000

**Justification:** This is a regional transportation improvement that will address congestion in the Southern Frederick area and address development to the surrounding areas.

**Construction Schedule:** TBD

## **PRIORITY 9**

### **Channing Drive Extension**

**Description:** Construct a 4-lane divided roadway beginning at Senseny Road where Channing Drive intersects from the north and continuing that roadway south to intersect with Route 50 East at Independence Drive.

**Capital Cost:** \$20,600,000

**Justification:** This project has been identified in the Eastern Road Plan, and will address congestion in Eastern Frederick County and address development to the surrounding areas.

**Construction Schedule:** TBD

## **PRIORITY 10**

### **Brucetown Road/Hopewell Road Alignment and Intersection Improvements**

**Description:** Realign Brucetown Road to meet Hopewell Road at Route 11. Improvements to this intersection will address comprehensive planned development's traffic generation in the area.

**Capital Cost:** \$3,000,000

**Justification:** This is a transportation improvement that will have significant impact on the Route 11 corridor. The location is identified by joint planning efforts between the County and VDOT.

**Construction Schedule:** TBD

## **PRIORITY 11**

### **Widening of Route 11 North to the West Virginia State Line**

**Description:** Improve Route 11 to a divided 4 and 6-lane facility as detailed in the Eastern Road Plan.

**Capital Cost:** \$47,800,000

**Justification:** This is a regional transportation improvement that will address congestion over a large area of the County and address development to the surrounding area. This project improves the safety for the traveling public by reducing congestion and improving the flow of traffic.

**Construction Schedule:** TBD

## **PRIORITY 12**

### **Senseny Road Widening**

**Description:** Widen Senseny Road to a 4-lane divided roadway. This project is not dependent upon, but is being coordinated with the implementation of Route 37, Channing Drive, and development in the area.

**Capital Cost:** \$22,800,000

**Justification:** This is a transportation improvement that will have significant impact on Eastern Frederick County. This project is identified in the adopted Eastern Road Plan.

**Construction Schedule:** TBD

## **PRIORITY 13**

### **Inverlee Way**

**Description:** Construct a 4-lane divided roadway beginning at Senseny Road and going south to Route 50 East. This project is being planned in conjunction with improvements to Senseny Road and surrounding development.

**Capital Cost:** \$10,200,000

**Justification:** This is a regional transportation improvement that will address congestion and provide an additional needed link between Senseny Road and Route 50 East.

**Construction Schedule:** TBD

## **PRIORITY 14**

### **Fox Drive**

**Description:** Add additional turning lane(s) to Fox Drive where it intersects with Route 522 North.

**Capital Cost:** \$250,000

**Justification:** This is a transportation improvement that will address congestion at this intersection.

**Construction Schedule:** TBD



## **PRIORITY 15**

### **Renaissance Drive, Phase 2**

**Description:** Construct a connector road between Route 11 and Shady Elm Drive.

**Capital Cost:** \$2,000,000

**Justification:** This is a transportation improvement that will address congestion at key points along Route 11 and Apple Valley Dr. This project is identified in Secondary Road Improvements Plan.

**Construction Schedule:** Phase I construction was recently completed.

## **PRIORITY 16**

### **Frederick County Eastern Road Plan**

**Description:** This project is intended to address all of the planned transportation improvements in the County Comprehensive Plan, Eastern Road Plan that are not noted individually above.

**Capital Cost:** \$TBD

**Justification:** This project prepares the County for future development by addressing the projects needed to support that development in a manner consistent with the Comprehensive Plan.

**Construction Schedule:** N/A

## **Winchester Regional Airport Project Priority List**

### **PRIORITY 1**

#### **New General Aviation Terminal Construction**

**Description:** The Winchester Regional Airport proposes to construct a new general aviation terminal building. The new facility will be constructed in a new location slightly south of the existing terminal building.

**Capital Cost:** \$2,980,000

**Justification:** Since its opening in the early 1990s, the general aviation terminal building for the Winchester Regional Airport has had only limited interior work completed. Interior repairs are necessary due to extensive usage and some damage from water leaking from the roof prior to its replacement in the Spring of 2006 by necessity. The heating and cooling systems are approaching 25 years in age and are nearing the end of their useful life. The exterior of the terminal building is made from Drivet that has failed in many areas and is generally in fair to poor condition. In addition, the windows are not energy efficient and several of the window seals have failed. In 2008, a study was completed to examine needs and costs to renovate the existing terminal building. After review of the study, the WRAA determined it would be more economical to build a new energy efficient building slightly east of the existing terminal. The proposed location of the project will allow enough room to build out a new transient apron during the taxiway relocation project.

**Construction Schedule:** Completion in FY 17-18

### **PRIORITY 2**

#### **Northside Connector**

**Description:** This project proposed to construct a new taxiway connector and a short partial parallel taxiway on the northwest side of the airfield. The connector would access the runway at the end of Runway 14 and the parallel taxiway would connect to the proposed apron and hangar development area on the northside of the airfield.

**Capital Cost:** \$1,250,000

**Justification:** The Winchester Regional Airport has and continues to experience a growth in business usage. Over the past several years, businesses have been operating increasingly larger aircraft. The based aircraft accommodations on the south side of the airport were developed over 20 years ago, before these larger aircraft were even available to businesses. Therefore the south side was not developed to accommodate these larger aircraft. In addition, the airport has effectively "built-out" the available space for any aircraft hangars on the southside, requiring opening up land on the northside. These taxiways are the first step in opening up the area for future development of large corporate hangars.

**Construction Schedule:** Completion in FY 15-16

### **PRIORITY 3**

#### **New Terminal Parking lot**

**Description:** Expand and rehabilitate the existing auto parking at the terminal building.

**Capital Cost:** \$650,000

**Justification:** Portions of the existing parking lot will be removed as part of the demolishing of the terminal building.

**Construction Schedule:** Completion in FY 17-18

### **PRIORITY 4**

#### **Land Acquisition – Bufflick Road – Parcels 64-A-66**

**Description:** The Winchester Regional Airport Authority proposes to acquire parcel 64-A-66 on Bufflick Road. This parcel is critical to airport development because a portion is located within or near the airport primary surfaces.

**Capital Cost:** \$275,000

**Justification:** Under the FAA part 77 Surface Requirements and the Code of Virginia 15.2, the airport is required to own fee simple property located within the primary surfaces. There are currently more than 120 based aircraft at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

**Construction Schedule:** Completion in FY 15-16

### **PRIORITY 5**

#### **Land Acquisition – Bufflick Road – Parcels 64-A-67**

**Description:** The Winchester Regional Airport Authority proposes to acquire parcel 64-A-67 on Bufflick Road. This parcel is critical to airport development because a portion is located within or near the airport primary surfaces.

**Capital Cost:** \$275,000

**Justification:** Under the FAA part 77 Surface Requirements and the Code of Virginia 15.2, the airport is required to own fee simple property located within the primary surfaces. There are currently more than 120 based aircraft at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

**Construction Schedule:** Completion in FY 15-16

## **PRIORITY 6**

### **Land Acquisition – Bufflick Road – Parcels 64B-A-33A**

**Description:** The Winchester Regional Airport Authority proposes to acquire parcel 64B-A-33A on Bufflick Road. This parcel is critical to airport development because a portion is located within or near the airport primary surfaces.

**Capital Cost:** \$175,000

**Justification:** Under the FAA part 77 Surface Requirements and the Code of Virginia 15.2, the airport is required to own fee simple property located within the primary surfaces. There are currently more than 120 based aircraft at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

**Construction Schedule:** Completion in FY 15-16

## **PRIORITY 7**

### **Land Acquisition – Bufflick Road – Parcels 64-A-60**

**Description:** The Winchester Regional Airport Authority proposes to acquire parcel 64-A-60 on Bufflick Road. This parcel is critical to airport development because a portion is located within or near the airport primary surfaces.

**Capital Cost:** \$275,000

**Justification:** Under the FAA part 77 Surface Requirements and the Code of Virginia 15.2, the airport is required to own fee simple property located within the primary surfaces. There are currently more than 120 based aircraft at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

**Construction Schedule:** Completion in FY 15-16

## **PRIORITY 8**

### **Land Acquisition – Bufflick Road – Parcels 64B-A-40**

**Description:** The Winchester Regional Airport Authority proposes to acquire parcel 64B-A-40 on Bufflick Road. This parcel is critical to airport development because a portion is located within or near the airport primary surfaces.

**Capital Cost:** \$175,000

**Justification:** Under the FAA part 77 Surface Requirements and the Code of Virginia 15.2, the airport is required to own fee simple property located within the primary surfaces. There are currently more than 120 based aircraft at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased

safety on the airport once the parcels are acquired and vertical obstructions are minimized.

**Construction Schedule:** Completion in FY 14-15

## **PRIORITY 9**

### **Land Acquisition – Bufflick Road – Parcels 64-A-64**

**Description:** The Winchester Regional Airport Authority proposes to acquire parcel 64-A-64 on Bufflick Road. This parcel is critical to airport development because a portion is located within or near the airport primary surfaces.

**Capital Cost:** \$275,000

**Justification:** Under the FAA part 77 Surface Requirements and the Code of Virginia 15.2, the airport is required to own fee simple property located within the primary surfaces. There are currently more than 120 based aircraft at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

**Construction Schedule:** Completion in FY 16-17

## **PRIORITY 10**

### **Fuel Storage Facility**

**Description:** Construct new fuel storage facility for expansion and to meet DEQ and EPA requirements.

**Capital Cost:** \$1,000,000

**Justification:** When the taxiway midfield section is relocated it will cause an encroachment into the current fuel farm area. In addition relocation of a fuel storage facility will allow room to add additional storage tanks in the future.

**Construction Schedule:** Completion in FY 16-17

## **PRIORITY 11**

### **Land Acquisition – Bufflick Road – Parcels 64-A-47**

**Description:** The Winchester Regional Airport Authority proposes to acquire parcel 64-A-47 on Bufflick Road. This parcel is critical to airport development because a portion is located within or near the airport primary surfaces.

**Capital Cost:** \$300,000

**Justification:** Under the FAA part 77 Surface Requirements and the Code of Virginia 15.2, the airport is required to own fee simple property located within the primary surfaces. There are currently more than 120 based aircraft at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased



safety on the airport once the parcels are acquired and vertical obstructions are minimized.

**Construction Schedule:** Completion in FY 18-19

## **PRIORITY 12**

### **Land Acquisition – Bufflick Road – Parcels 64-A- 49**

**Description:** The Winchester Regional Airport Authority proposes to acquire parcel 64-A-49 on Bufflick Road. This parcel is critical to airport development because a portion is located within or near the airport primary surfaces.

**Capital Cost:** \$300,000

**Justification:** Under the FAA part 77 Surface Requirements and the Code of Virginia 15.2, the airport is required to own fee simple property located within the primary surfaces. There are currently more than 120 based aircraft at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

**Construction Schedule:** Completion in FY 18-19

## **PRIORITY 13**

### **Land Acquisition – Bufflick Road – Parcels 64-A-50**

**Description:** The Winchester Regional Airport Authority proposes to acquire parcel 64-A-50 on Bufflick Road. This parcel is critical to airport development because a portion is located within or near the airport primary surfaces.

**Capital Cost:** \$300,000

**Justification:** Under the FAA part 77 Surface Requirements and the Code of Virginia 15.2, the airport is required to own fee simple property located within the primary surfaces. There are currently more than 120 based aircraft at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

**Construction Schedule:** Completion in FY 18-19

## **PRIORITY 14**

### **Land Acquisition – Bufflick Road – Parcels 64B-A-51**

**Description:** The Winchester Regional Airport Authority proposes to acquire parcel 64-A-51 on Bufflick Road. This parcel is critical to airport development because a portion is located within or near the airport primary surfaces.

**Capital Cost:** \$235,000

**Justification:** Under the FAA part 77 Surface Requirements and the Code of Virginia 15.2, the airport is required to own fee simple property located within the primary surfaces. There are currently more than 120 based aircraft at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

**Construction Schedule:** Completion in FY 18-19

## **PRIORITY 15**

### **Land Acquisition – Bufflick Road – Parcels 64-A-52**

**Description:** The Winchester Regional Airport Authority proposes to acquire parcel 64-A-52 on Bufflick Road. This parcel is critical to airport development because a portion is located within or near the airport primary surfaces.

**Capital Cost:** \$300,000

**Justification:** Under the FAA part 77 Surface Requirements and the Code of Virginia 15.2, the airport is required to own fee simple property located within the primary surfaces. There are currently more than 120 based aircraft at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

**Construction Schedule:** Completion in FY 18-19

## **PRIORITY 16**

### **Land Acquisition – Bufflick Road – Parcels 64 A 59**

**Description:** The Winchester Regional Airport Authority proposes to acquire parcel 64 A 59 on Bufflick Road. This parcel is critical to airport development because a portion is located within or near the airport primary surfaces.

**Capital Cost:** \$300,000

**Justification:** Under the FAA part 77 Surface Requirements and the Code of Virginia 15.2, the airport is required to own fee simple property located within the primary surfaces. There are currently more than 120 based aircraft at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

**Construction Schedule:** Completion in FY 18-19

## **PRIORITY 17**

### **Northside Service Road**

**Description:** This project proposes to construct a two lane service road around the end of Runway 14. The road will be approximately 1/2 to 3/4 miles in length so that vehicles stay clear of navigational aid critical areas. It is proposed that the road will be 2 lanes.

**Capital Cost:** \$400,000

**Justification:** The approved airport layout plan shows new development occurring on the northside of the runway. By having aircraft ground operations and storage on both sides of the airfield (north and south), ground vehicle traffic requiring access to both sides of the airfield will be generated. The traffic will include fueling truck operations and personnel activities for general maintenance. The FAA encourages the construction of service roads around aircraft activity areas, especially the runways, to prevent unauthorized ground vehicle access to aircraft movement areas and to promote a safer operating environment. The service road, located on the west side of the airport (Runway 14 end) will accomplish these goals.

**Construction Schedule:** Completion in FY 18-19

## **PRIORITY 18**

### **Taxiway (A) Relocation**

**Description:** The relocation of Taxiway "A" is part of the overall Airport upgrade to meet safety design standards for a Group III airport. This relocation will improve the serviceability and safety of the airport in regards to ground operations for larger jet aircraft. Due to the complex task of relocating the entire 5,500' taxiway, the project has been broken down into two phases - Phase I will begin at the 32 approach end of the runway and continue to the terminal building located midfield. Phase II will continue from the terminal building to the approach end of runway 14. The project will be broken down into sections within the phases based on pavement conditions, demand and availability of funding from the Federal Aviation Administration.

**Capital Cost:** \$9,650,000

**Justification:** The relocation of Taxiway A is necessary to increase the Airport's ability to accommodate larger aircraft. This project also will improve the serviceability of the Airport for larger aircraft wishing to use the airport.

**Construction Schedule:** Completion in FY 19+

## **County Administration Project Priority List**

### **PRIORITY 1**

#### **Clearbrook Convenience Site Relocation**

**Description:** The relocation of the Clearbrook citizens' convenience site to property located within the Clearbrook community is planned for the FY 16/17. The current two acre facility is now situated on quarry land and is the beneficiary of a no-cost lease which ends December 31, 2015. The Quarry has asked that the County vacate this property by the end of 2016. Although the original lease agreement and options were extended by the previous owner, O-N Minerals which planned to long wall mine below the surface. Due to Carmeuse's intention to use an open pit approach during its quarry expansion, the convenience site will be forced to relocate to another site in the Clear Brook/Stephenson community, likely within the next two years.

**Capital Cost:** \$377,850

**Justification:** Planned quarry expansion will mandate that current facility be relocated, preferably on county-owned land in the Clear Brook/Stephenson community.

**Construction Schedule:** Start in FY 16-17

### **PRIORITY 2**

#### **Albin Convenience Site Relocation**

**Description:** The relocation of the Albin citizens' convenience site to property located within the Sunnyside/Albin community is projected for FY 17/18. A fenced two-acre site will be constructed between North Frederick Pike and Indian Hollow Road on county-owned property in close proximity to the existing site, ideally on a portion of the former FCPS bus garage property. The project will require several months to complete including fencing, earthwork, retaining walls, electric, equipment, lighting, paving and landscaping.

**Capital Cost:** \$442,850

**Justification:** During August of 2014, 15,325 vehicles visited the Albin facility, making it the single most utilized solid waste facility outside of the landfill. The site serves a geographic area extending from Sunnyside to Cedar Creek Grade westward to Gainesboro. It is easily accessible from Route 37 and North Frederick Pike. The total number of vehicles using the facility, an average of 568 a day, is consistent with 2013 figures. On Fridays and weekends this number can reach close to 700. As trash disposal and the resulting traffic continue to increase, the present infrastructure will be unable to safely service the public. During the holidays, the site requires two attendants in order to efficiently move traffic. However, lines still back out onto Indian Hollow Road, creating a hazard noted several times by the Sheriff's Office. For residents living between Cedar Creek Grade and Apple Pie Ridge Road, curbside pickup is costly, prompting heavy utilization of the convenience site which attracts a mix of users from the suburbs and rural community. A number of users are those from the more western end disposing of their trash when traveling into Winchester. Avid recyclers from Westminster-Canterbury,

Shenandoah University's Pharmacy School and SU students living in nearby townhouses also frequent the facility.

**Construction Schedule:** Start in FY 16-17

### **PRIORITY 3**

#### **Gore Refuse Site Relocation/Expansion**

**Description:** The project will expand refuse capacity in the Gore community by installing a surplus trash compactor. Installation of a compactor at Gore will drive down collection costs at the site where trash is now collected in 10 8-yard boxes. In order to accomplish this, and account for improved traffic flow and the construction of compactor and recycling staging areas, the site will be expanded onto an adjoining parcel owned by the county.

**Capital Cost:** \$349,550

**Justification:** A total of 3,118 vehicles utilized the facility during the month of August, 2014. On a typical Saturday, usage peaks to 137 vehicles. The project will pay for itself in lower refuse collection costs through compaction of solid waste before transport. Also, with a compactor in place, refuse will be contained in an enclosed receiver can, reducing blowing litter and odor and vectors, all of which can be a problem when using open collection cans. The project will also provide much-needed capacity during heavy flow times such as weekends and holidays. All 10 containers now fill to capacity during Saturdays and Sundays. Numerous times, the site has closed early on Sundays when capacity is reached. A 40-yard roll-off is used during the holidays to contain excess trash, another additional expense. An upgraded site will meet the current and future solid waste management needs of the Gore community.

**Construction Schedule:** Start in FY 17-18

### **PRIORITY 4**

#### **General Government Capital Expenditures**

**Description:** This project consists of a revolving fund in the amount of \$1,000,000 for the benefit of General Governmental Capital Expenditures. It is the intention of this capital expenditure fund to be for the purpose of purchasing capital equipment for governmental agencies and to allow for improvements to general governmental facilities. Such expenditures may be less than the established \$100,000 departmental threshold. It was determined that the inclusion of such a project would be beneficial in ensuring that this significant capital expense is identified in the County's capital planning and budget process. This project is for the benefit of the County Governmental Entities participating in the CIP but does not include individual Volunteer Fire and Rescue Companies.

**Capital Cost:** \$1,000,000

**Justification:** The inclusion of this capital expenditure fund for the purpose of purchasing capital equipment for governmental agencies and to allow for improvements to general governmental facilities will enable the County to meet the requirements of the



Code of Virginia with regards to the collection and disbursement of cash proffers accepted on behalf of the governmental entities.

**Construction Schedule:** N/A

## **PRIORITY 5**

### **County/School Board Administration Building**

**Description:** This project consists of a County/School Board Administration Building, to be located generally in the County's Urban Development Area. The Joint Administrative Office Complex project is for a new 150,000 square foot office building shared with the County Schools Administration. The Schools' portion would be 50,000 square feet.

**Capital Cost:** TBD

**Justification:** The inclusion of this capital facility will allow for improvements to general governmental facilities and services for the benefit of the residents of Frederick County and will meet the increasing need for office space, meeting space, and government services in an accessible location.

**Construction Schedule:** TBD

## **PRIORITY 6**

### **Joint Judicial Center Renovation/New Facility**

**Description:** This new project consists of an expansion to the existing Joint Judicial Center, to be located generally in the City of Winchester or in the County's Urban Development Area. This is a two-phased project; phase one includes the \$4,065,000 renovation to the existing Joint Judicial Center, Phase two is the further renovation and/or reconstruction of facilities.

**Capital Cost:** \$24,065,500

**Justification:** The inclusion of this capital facility will allow for improvements to general governmental facilities and services for the benefit of the residents of Frederick County and will meet the increasing need for office space, meeting space, and government services in an accessible location. The need for this project has been established through ongoing communication with the court system and the City of Winchester.

**Construction Schedule:** Start in FY 15-16

## **Fire & Rescue Project Priority List**

### **PRIORITY 1**

#### **Fire & Rescue Station #22 / Annex Facilities (Route 277)**

**Description:** Construct a two bay Fire and Rescue Station with satellite Sheriff's office and the potential for office and meeting room space for the County and community. The station will be located in the area of Fairfax Pike, White Oak Road, and Tasker Road to provide service for the heavy growth area east of Stephens City. An approximate three-acre site will be needed to accommodate this facility. The fire station will be approximately a 10,000 sq ft facility to house an engine and ambulance. Those who would occupy the facility will determine the size of the satellite office and meeting room space. This facility is specifically identified in the Route 277 Triangle and Urban Center Land Use Plan approved in 2008.

**Capital Cost:** \$3,400,000

**Justification:** This development is scheduled to be an active adult resort gated community with age restrictions on 80% of the homes above 55 and the other 20% above 45. The developer's master plan will allow for 2,130 individual dwelling units using a mix of housing types.

**Construction Schedule:** Completion in FY 16-17

### **PRIORITY 2**

#### **Fire & Rescue Station #22 / Apparatus (Route 277)**

**Description:** Purchase one (1) custom pumper equipped and one (1) custom Type I Advanced Life Support (A.L.S.) capable ambulance equipped to be assigned to Fire and Rescue Station 22.

**Capital Cost:** \$905,000

**Justification:** This fire and rescue apparatus will be assigned to Fire and Rescue Station 22 located on Fairfax Pike East in the Stephens City area of Frederick County. The pumper will be built to N.F.P.A. 1901 specifications and equipped with all of the required and necessary equipment to function as a Class A Pumper. The ambulance will be built to the Federal KKK-A-1822E specifications and equipped with all of the required and necessary equipment to function as an Advanced Life Support ambulance. This fire and rescue apparatus is needed due to the fact that the Fire and Rescue Department currently owns one (1) pumper and one (1) ladder truck that are twenty (20) plus years of age and already assigned to other functions. The currently owned fire and rescue apparatus would not endure the demands placed on it while being assigned to a high call volume.

**Construction Schedule:** Completion in FY 16-17

### **PRIORITY 3**

#### **Fire & Rescue Station #23 / New Facility (Crosspointe)**

**Description:** This project consists of a 10,000 square foot fire station to accommodate 4 pieces of emergency equipment, and to house living and sleeping areas for staff. This project also has the potential for office and meeting room space for the County and community with an additional 2,000 square feet of building area. A two and ½ acre parcel should be sufficient for building, parking and amenities for approximately 20 to 30 persons. The project is located at Crosspointe Center at the end of current Rt. 37 South, an area of proposed high density residential development, and commercial development.

**Capital Cost:** \$3,700,000

**Justification:** The proposed location at the South end of Route 37 provides for quick and easy access to Interstate 81 North and South at the 310 Exit. Access and response on Rt. 37 will be greatly enhanced from I81 to Route 50 West in the Northbound Lane.

Currently Stephens City and Round Hill Volunteer Fire and Rescue Companies serve the area. This location also provides easy access to Rt.11 and the Kernstown area along with access to Middle Road and Subdivisions of Brookneil, Stonebrook, and Jacksons Woods. These subdivisions have large single family homes in an area of Frederick County outside of the UDA. Water supplies are scarce in these areas and a rapid response from this proposed facility will likely reduce property damage from fire and response times for Medical Emergencies. Major collector roads such as Tasker Road and Warrior Drive along with the proposed extension of Rt. 37 and new roadways in the development will provide quick access to additional homes and businesses in areas including Front Royal Pike, Papermill Road. These roadway construction efforts will provide for an increased level of quality emergency service to the citizens in this entire area.

**Construction Schedule:** To be determined.

### **PRIORITY 4**

#### **Fire & Rescue Regional Training Center**

**Description:** Construct a Regional Public Safety Training Center potentially consisting of an administrative building, multi-story burn building, multi-story training tower, vehicle driving range, shooting range, and numerous other training props. This project will incorporate emergency medical services, fire, hazardous materials, rescue, law enforcement, industrial, and educational institutions located in Clarke County, Frederick County, Shenandoah County, Warren County, Winchester City, State Agencies, Federal Agencies, and potentially jurisdictions within the State of West Virginia.

**Capital Cost:** \$31,175,000

**Justification:** This project will facilitate realistic training in today's modern environment for emergency services and industrial personnel located throughout the Northern Shenandoah Valley and expanding into the State of West Virginia. This project will reinforce existing training programs in those respective agencies and jurisdictions as well as facilitate training that is currently not available within the Northern Shenandoah Valley which causes students and instructors to travel into the Washington Metropolitan

region. The number of potential personnel being trained at this Training Center is potentially in the thousands based upon training statistics provided in July 2007 by the participating agencies.

**Construction Schedule:** Completion in FY 20-21

## **PRIORITY 5**

### **Fire and Rescue Station (#24) Relocation**

**Description:** Construct a three (3) bay fire and rescue station with satellite County Offices. This station is intended to be located on or near Redland Road in the area of Lake Holiday either at a site provided by Lake Holiday or other tract in the vicinity. An approximate three to four acre site is necessary for a 10,000 square foot facility, to house a fire engine, and ambulance and rescue boat.

**Capital Cost:** \$3,750,000

**Justification:** The Lake Holiday Development is scheduled to have a final build-out of 2,800 single family homes.

**Construction Schedule:** To be determined

## **PRIORITY 6**

### **Clear Brook Fire and Rescue Station (#13) Relocation**

**Description:** A new facility is proposed to be built on property located south of Brucetown Road. The building is to be four (4) drive-through bays, administration, eating and sleeping facilities along with a dining hall. The estimated size of the structure is to be approximately 28,000 square feet.

**Capital Cost:** \$4,396,000

**Justification:** At the current time we have outgrown our facility and with the equipment that we have to provide the service to our community for property and health protection and with the staffing needs and fund raising operations our current facility is in need of upgrading/updating. We have an option to swap land with the Quarry and propose to build a new facility on that property or remain at the current location and build on our own property to the east and remove the current building and extend the parking to the west.

**Construction Schedule:** To be determined

## **Fire & Rescue Company Capital Project Requests**

### **Capital Equipment Fire & Rescue – Vehicles & Equipment**

**Description:** This new project consists of a revolving fund in the amount of \$1,000,000 for the benefit of Fire and Rescue Services. It is the intention of this capital expenditure fund to be for the purpose of purchasing additional and replacement capital equipment

fire and rescue vehicles and equipment. It was determined that the inclusion of such a project would be beneficial in ensuring that this significant capital expense is identified in the County's capital planning and budget process. This project is primarily for the benefit of the individual Volunteer Fire and Rescue Companies.

**Capital Cost:** \$1,000,000

**Justification:** The inclusion of this capital expenditure fund for the purpose of purchasing additional and replacement capital equipment fire and rescue vehicles and equipment will enable the County to meet the requirements of the Code of Virginia with regards to the collection and disbursement of cash proffers accepted on behalf of the fire and rescue companies.

**Construction Schedule:** N/A

**The following requests have been added to the CIP in no particular order:**

**Individual Fire & Rescue Company Capital Equipment Requests.**

**Greenwood Vol. Fire & Rescue Company**

Office and Living Quarters Project

Project Cost: \$550,000

**Greenwood Vol. Fire & Rescue Company**

Apparatus ventilation system project

Project Cost: \$550,000

**Middletown Vol. Fire & Rescue Company**

Life Pack x 3

Project Cost: \$100,000

**Middletown Vol. Fire & Rescue Company**

Rescue Engine Replacement

Project Cost: \$790,000

**North Mountain Vol. Fire & Rescue Company**

Building Expansion

Project Cost: \$342,766



# CIP Project and Cost Comparison

2015-2016 v 2014-2015

**Public Schools**  
**Parks and Recreation**  
**Regional Library**  
**Transportation**  
**Airport**  
**County Administration**  
**Fire and Rescue**  
**Fire and Rescue Companies**

Key:

New Project

Removed Project

**CIP Project and Cost  
Comparison  
Public Schools**

2015-2016	2015-2016 CIP Projects	2015-2016 Total Project Costs
	Elementary School #12	\$32,400,000
	Armel Elementary School	
	Addition and Renovation	
	Robert E. Aylor Middle School	\$31,000,000
	Addition and Renovation	
	Fourth High School	\$91,900,000
	James Wood High School Renov.	TBD
	Sherando High School Parking Lot	
	& Softball Field Improvements	TBD
	Dowell J. Howard Center	
	Addition and Renovation	TBD
	Apple Pie Ridge Elementary	
	Phase 2 Renovation	8,900,000
	Bass Hoover Elementary	
	Phase 2 Renovation	\$9,000,000
	County/School Board	
	Administration Building	TBD
	Indian Hollow Elementary	
	Addition and Renovation	TBD
	Elementary School #13	\$24,700,000
	Fifth Middle School	49,500,000
	# of projects 12	\$247,400,000

2014-2015	2014-2015 CIP Projects	2014-2015 Total Project Costs
	Replacement Frederick County	\$49,500,000
	Middle School	
	Robert E. Aylor Middle School	\$25,000,000
	Addition and Renovation	\$70,000,000
	Fourth High School	
	Sherando High School Parking Lot	\$5,000,000
	& Softball Field Improvements	\$10,000,000
	James Wood High School Renov.	TBD
	Elementary School #12	TBD
	Armel Elementary School Addition	
	Apple Pie Ridge Elementary	TBD
	Phase 2 Renovation	
	County/School Board	TBD
	Administration Building	
	Bass Hoover Elementary	TBD
	Phase 2 Renovation	
	Indian Hollow Elementary	TBD
	Addition and Renovation	TBD
	Fifth Middle School	TBD
	Elementary School #13	TBD
	# of projects 13	\$159,500,000

**CIP Project and Cost  
Comparison  
Parks and Recreation**

2015-2016	2015-2016 CIP Projects	2015-2016 Total Project Costs
Clearbrook & Sherando Sherando	Water Slide/Spray Ground	\$1,352,000
	Access Road w/Parking/Trails	\$1,567,000
	Indoor Aquatic Facility	\$15,163,000
Sherando	Snowden Bridge Park Developer	\$3,161,000
	Softball Complex	\$682,000
	Abrams Creek Greenway Trail	\$2,935,000
Sherando	Lake/Trails/Parking- 2 Fields	\$1,384,000
	Community Parks (3)	\$6,352,000
	Neighborhood Parks (3)	\$2,285,000
Sherando	District Parks (4)	\$15,717,000
	Picnic Areas	\$818,000
	Indoor Ice Rink	\$6,102,000
Clearbrook	Community Center	\$8,952,000
	Open Play Areas	\$487,000
	Baseball Field Lighting Upgrade	\$1,300,000
Clearbrook	Soccer/Multi Use Fields	\$1,141,000
	Tennis/Basketball Complex	\$535,000
	Skateboard Park	\$522,000
Clearbrook	Shelter Stage	\$517,000
Sherando	Fleet Trip Vehicles	\$295,000
	Maintenance Compound	\$381,000
# of projects 21		\$71,648,000

2014-2015	2014-2015 CIP Projects	2014-2015 Total Project Costs
Clearbrook & Sherando	Baseball Field Lighting Upgrade	\$1,300,000
Clearbrook & Sherando	Water Slide/Spray Ground	\$1,251,208
Sherando	Access Road w/Parking/Trails	\$1,540,626
	Abrams Creek Greenway Trail	\$1,252,558
	Lake/Trails/Parking- 2 Fields	\$1,360,610
Sherando	Community Parks (5)	\$2,694,306
	Neighborhood Parks (3)	\$447,928
	Indoor Aquatic Facility	\$15,163,000
Sherando	Park Land Eastern Fred. Co.	\$4,490,510
	Park Land Western Fred. Co.	\$3,367,728
	District Parks (Northeast and So	\$7,858,238
Sherando	Picnic Areas	\$804,243
	Indoor Ice Rink	\$6,000,000
	Community Center	
Clearbrook	Open Play Areas	\$478,565
Sherando	Soccer/Multi Use Fields	\$1,121,998
Sherando	Softball Complex	\$671,062
Clearbrook	Tennis/Basketball Complex	\$526,355
Sherando	Skateboard Park	\$513,089
Clearbrook	Shelter Stage	\$508,402
Sherando	Fleet Trip Vehicles	\$290,000
	Maintenance Compound	\$8,802,605
# of projects 22		60,443,031

**CIP Project and Cost  
Comparison  
Regional Library**

2015-2016	2015-2016 CIP Projects	2015-2016 Total Project Costs
	Gainesboro Library	\$1,749,034
	Senseny/Greenwood Library	TBD
	Route 522 South LibraryBranch	TBD
	<i># of projects</i> 3	\$1,749,034

2014-2015	2014-2015 CIP Projects	2014-2015 Total Project Costs
	Bowman Library Sidewalk	\$42,880
	Gainesboro Library	\$2,279,575
	Senseny/Greenwood Library	TBD
	Route 522 South LibraryBranch	TBD
	<i># of projects</i> 4	\$2,322,455

**CIP Project and Cost  
Comparison  
Transportation**

2015-2016	2015-2016 CIP Projects	2015-2016 Total Project Costs
<b>Funded Priorities</b>		
	I-81 Exit 310 Improvements	\$49,121,000
	Route 277, Fairfax Pike, Widening and Safety Improvements (ph 1)	\$36,082,000
	East Tevis Street Extension and Bridge over 81	\$6,000,000
<b>Unfunded Priorities</b>		
	Route 37 Engineering & Construction	\$300,000,000
	I-81 Exit 307 Relocation	\$60,000,000
	Route 277, Fairfax Pike, Widening and Safety Improvements (ph 2)	\$15,000,000
	Redbud Road Realignment	\$2,500,000
	Warrior Drive Extension	\$23,200,000
	Channing Drive Extension	\$20,600,000
	Brucetown/Hopewell Realign.	\$3,000,000
	Widening of Route 11 North	\$47,800,000
	Senseny Road Widening	\$22,800,000
	Inverlee Way	\$10,200,000
	Fox Drive	\$250,000
	Renaissance Drive	\$2,000,000
	Eastern Road Plan Improvements	TBD
# of projects 16		\$598,553,000

2014-2015	2014-2015 CIP Projects	2014-2015 Total Project Costs
<b>Funded Priorities</b>		
	I-81 Exit 310 Improvements	\$48,000,000
	Route 277, Fairfax Pike, Widening and Safety Improvements (ph 1)	\$40,000,000
	East Tevis Street Extension and Bridge over 81	\$6,000,000
<b>Unfunded Priorities</b>		
	Route 37 Engineering & Construction	\$300,000,000
	I-81 Exit 307 Relocation	\$60,000,000
	Route 277, Fairfax Pike, Widening and Safety Improvements (ph 2)	\$15,000,000
	Redbud Road Realignment	\$2,500,000
	Warrior Drive Extension	\$23,200,000
	Channing Drive Extension	\$20,600,000
	Brucetown/Hopewell Realign.	\$3,000,000
	Widening of Route 11 North	\$47,800,000
	Senseny Road Widening	\$22,800,000
	Inverlee Way	\$10,200,000
	Fox Drive	\$250,000
	Renaissance Drive	\$2,000,000
	Eastern Road Plan Improvements	TBD
# of projects 16		\$507,350,000



**CIP Project and  
Cost Comparison  
Airport**

2015-2016	2015-2016 CIP Projects	2015-2016 Total Project Costs
	New General Aviation Terminal	\$2,980,000
	Northside Connector	\$1,250,000
	New Terminal Parking Lot	650,000
	Land Parcel 64-A-66	\$275,000
	Land Parcel 64-A-67	\$275,000
	Land Parcel 64B-A-33A	\$175,000
	Land Parcel 64-A-60	\$275,000
	Land Parcel 64B-A-40	\$175,000
	Land Parcel 64-A-64	275,000
	Fuel Storage Facility	1,000,000
	Land Parcel 64B-A-47	\$300,000
	Land Parcel 64-A-49	300,000
	Land Parcel 64-A-50	300,000
	Land Parcel 64B-A-51	\$235,000
	Land Parcel 64B-A-52	\$300,000
	Land Parcel 64-A-59	\$300,000
	North Side Svc Road	400,000
	Taxiway "A" Relocation	\$9,650,000
	# of projects 18	19,115,000

2014-2015	2014-2015 CIP Projects	2014-2015 Total Project Costs
	Land Parcel 64-A-69	235,000
	Land Parcel 64-A-70, 64-A-71	525,000
	Land Parcel 64B-A-40	175,000
	Land Parcel 64B-A-51	235,000
	New General Aviation Terminal	3,030,000
	Northside Connector	1,550,000
	New Terminal Parking Lot	650,000
	Land Parcel 64-A-66	275,000
	Land Parcel 64-A-67	275,000
	Land Parcel 64B-A-33A	175,000
	Land Parcel 64-A-60	275,000
	Land Parcel 64-A-63	275,000
	Land Parcel 64-A-64	275,000
	Fuel Storage Facility	1,000,000
	Land Parcel 64B-A-47	300,000
	Land Parcel 64-A-49	300,000
	Land Parcel 64-A-50	300,000
	Land Parcel 64B-A-52	300,000
	Land Parcel 64-A-59	300,000
	North Side Svc Road	400,000
	Taxiway "A" Relocation	9,650,000
	# of projects 21	20,500,000

**CIP Project and Cost  
Comparison  
County Administration**

2015-2016	2015-2016 CIP Projects	2015-2016 Total Project Costs
	Clearbrook Convenience Site	\$377,850
	Albin Convenience Site	\$442,850
	Relocation/Expansion Gore Site	\$349,550
	General Government Capital Expenditu	\$1,000,000
	County/School Board Administration Building	TBD
	Joint Judicial Center Renovation / New Facility	\$24,065,500
	# of projects 6	\$26,235,750

2014-2015	2014-2015 CIP Projects	2014-2015 Total Project Costs
	Albin Citizens Center	\$378,850
	Relocation/Expansion Gore Site	\$241,550
	General Government Capital Expenditu	\$1,000,000
	County/School Board Administration Building	TBD
	# of projects 4	\$1,620,400

**CIP Project and  
Cost Comparison  
Fire and Rescue Department**

2015-2016	2015-2016 CIP Projects	2015-2016 Total Project Costs
	Fire & Rescue Station #22 (277)	\$3,400,000
	F&R Station #22 (277) Apparatus	\$905,000
	Fire & Rescue Station #23	\$3,700,000
	Regional Training Center	\$31,175,000
	Fire & Rescue Station #24 (Gainesboro)	\$3,750,000
	Station #13 (Clearbrook) Relocation	\$4,396,000
	<i># of projects 6</i>	\$47,326,000

2014-2015	2014-2015 CIP Projects	2014-2015 Total Project Costs
	Fire & Rescue Station #22 (277)	\$3,400,000
	Fire & Rescue Station #22 (277) Apparatus	\$905,000
	Fire & Rescue Station #23	\$3,700,000
	Regional Training Center	\$31,175,000
	Fire & Rescue Station #24 (Gainesboro)	\$3,750,000
	Station #15 (Round Hill) Relocation	\$4,281,696
	Station #13 (Clearbrook) Relocation	\$4,396,000
	<i># of projects 7</i>	\$51,607,696

**CIP Project and  
Cost Comparison  
Fire and Rescue Companies**

2015-2016	2015-2016 CIP Projects	2015-2016 Total Project Costs
	Fire & Rescue Capital Equipment	\$1,000,000
	<i>* See Fire &amp; Rescue Company Requests (&lt;\$100K)</i>	
	Apparatus Ventilation System for Greenwood Vol. Fire & Rescue Co.	\$550,000
	Office and Living Quarters for Greenwood Vol. Fire & Rescue Co.	\$550,000
	Life Pack x3 for Middletown Vol. Fire & Rescue Co.	\$100,000
	Rescue Engine Replacement for Middletown Vol. Fire & Rescue Co.	\$800,000
	North Mountain Fire & Rescue Co. Building Expansion	\$342,766
	<i># of projects</i> 6	\$3,342,766

2014-2015	2014-2015 CIP Projects	2014-2015 Total Project Costs
	Fire & Rescue Capital Equipment	\$1,000,000
	<i>* See Fire &amp; Rescue Company Requests (&lt;\$100K)</i>	
	Apparatus Ventilation System for Greenwood Vol. Fire & Rescue Co.	\$550,000
	Office and Living Quarters for Greenwood Vol. Fire & Rescue Co.	\$550,000
	Life Pack x3 for Middletown Vol. Fire & Rescue Co.	\$100,000
	Rescue Engine Replacement for Middletown Vol. Fire & Rescue Co.	\$790,000
	North Mountain Fire & Rescue Co. Building Expansion	\$314,766
	<i># of projects</i> 6	\$3,304,766


N





## MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Michael T. Ruddy, AICP  
Deputy Director 

**RE:** **Board of Supervisors Public Hearing**  
2014 Comprehensive Policy Plan Amendment (CPPA).  
**CPPA #01-14, Blain Properties Sewer and Water Service Area (SWSA) Inclusion; Parcels 33-A-113 and 33-A-124.**  
Amendment to also include parcels 33-A-78A, 33-A-114B, 33-A-114C, 33-A-77B, 33-A-123A, and 33-A-123B.

**DATE:** February 19, 2015

This 140 acre expansion of the Sewer and Water Service Area (SWSA) draft amendment to the 2030 Comprehensive Plan is presented to the Board of Supervisors for public hearing. The Planning Commission, at their February 18, 2015 meeting held a public hearing and forwarded a recommendation of approval to the Board of Supervisors regarding this SWSA amendment to serve the Blain Properties and several surrounding parcels, and associated text. Following the public hearing, a decision from the Board of Supervisors would be appropriate.

### **Proposed amendment.**

As a result of this year's CPPA application, CPPA #01-14, Blain Properties Sewer and Water Service Area (SWSA) Inclusion; Parcels 33-A-113 and 33-A-124, the following amendment is proposed to the Sewer and Water Service Area.

A change to the SWSA boundary to include approximately 140 additional acres in the vicinity of the Blain properties to the SWSA. The additional properties include parcels; 33-A-78A, 33-A-114B, 33-A-114C, 33-A-77B, 33-A-123A, and 33-A-123B.

This is a draft amendment to the 2030 Comprehensive Plan, Appendix I - Area Plans, The Northeast Frederick Land Use Plan. The properties are currently designated with a

commercial and industrial land use. The SWSA is currently located only in the southern portion of this area; adjacent to the Interstate interchange.

Attached you will find a map indicating the proposed modification of the SWSA which results in approximately 140 additional acres being included in the SWSA. The properties are generally south of Cedar Hill Road (Route 671), north of Hopewell Road (Route 672), and west of Interstate 81, and are located in the Stonewall Magisterial District. In addition, locator maps and the application have been included. As noted, additional properties have been identified in the map for inclusion in the SWSA. These additional properties were identified through the CPPC, PC, and BOS discussions.

An additional map has been provided which shows the proposed additional area of SWSA in a hatched pattern. This has been done to help clarify the area of SWSA expansion.

The expansion of the Sewer and Water Service Area (SWSA) would allow future commercial, industrial, and institutional uses to develop with the benefit of public water and sewer. The responsibility for extending the sewer and water infrastructure would be that of the developer. The SWSA alone, without the benefit of the Urban Development Area (UDA) designation, would not enable residential development with the use of public water and sewer. This would include residential development with a Rural Area (RA) zoning designation. This is particularly important in this location as future residential development is not anticipated by the 2030 Comprehensive Plan.

#### Background.

The Planning Department received one Comprehensive Policy Plan Amendment (CPPA) request by this year's June 1, 2014 deadline.

**CPPA #01-14, Blain Properties Sewer and Water Service Area (SWSA) Inclusion; Parcels 33-A-113 and 33-A-124.** A 97.55 acre change to the boundary of the Sewer and Water Service Area (SWSA) to include the above parcels.

The Board of Supervisors held a joint work session with the Planning Commission to discuss the Comprehensive Policy Plan Amendment application. Following the Board and Commission's discussion, the Board directed the Blain request through the public planning and review process with additional study.

The Comprehensive Plans and Programs Committee initially reviewed this request at their June 9, 2014 meeting. The CPPC felt that this application warranted further study and recommended that the proposed SWSA boundary take into consideration all properties in this location that have a commercial or industrial future land use designation.

*The applicant stated that the desire of his client was to set up the property for future development, either by himself or in conjunction with a developer. The Frederick County Sanitation Authority (FCSA) had provided input on this and two other properties in the area and had expressed concerns regarding the service of this property. The Applicant recognized that a pump station and water and sewer lines were recently installed on the west side of Interstate 81 with the development of the adjacent church property. The CPPC members discussed that the SWSA line was an indication of intent for future development. However, changing the SWSA would not guarantee the approval of a rezoning in the future. Transportation in the area would be a big consideration in future land use decisions. The CPPC members expressed that it would be wise to include all the property in the quadrant in the SWSA modification request and to clean up the lines consistent with property lines.*

The Comprehensive Plans and Programs Committee endorsed this request at their November 10, 2014 meeting. The CPPC recommended that the road alignment and land use areas be modified slightly to ensure that the road was in a logical location consistent with the property line and existing road and that the areas of land use were complete within the SWSA, with no empty spaces and utilizing the future road as a logical boundary between the industrial and commercial future land uses. The map has been updated to reflect this. In addition, the CPPC expressed that it would be helpful to include language to this effect in the amended land use plan.

**Proposed language:**

***The area of land use northwest of Exit 321, Interstate 81, Hopewell Road, and south of Cedar Hill Road is commercial and industrial in character. In general, the north-south major collector road that has been identified and is necessary to support this area of land use serves as a boundary between the commercial and industrial land uses. Flexibility should be offered in the final balance and location of land uses. Future applications for rezoning in this area shall adequately address any potential impacts to public facilities, in particular transportation, and shall implement any necessary transportation improvements.***

The Board of Supervisors, at their at their January 28, 2015 meeting directed the Frederick County Planning Commission to hold a public hearing and forward a recommendation to the Board of Supervisors regarding this SWSA amendment, and associated text, to serve the Blain Properties and several surrounding parcels. The Planning Commission recommended approval at their February 18, 2015 meeting. Action by the Board of Supervisors at this time would be appropriate.

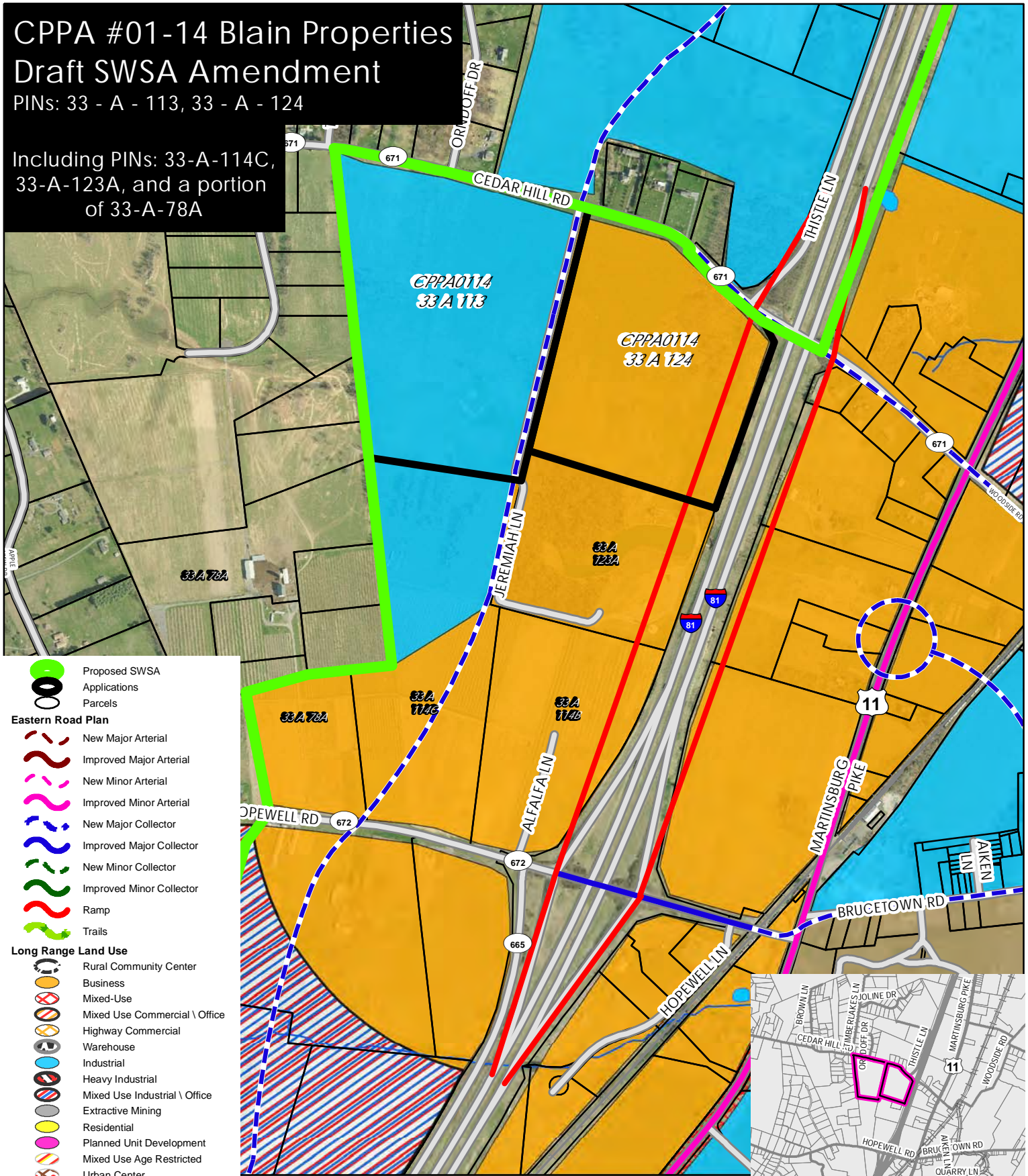
Please feel free to contact me if you have any questions.

MTR/pd  
Attachments

# CPPA #01-14 Blain Properties Draft SWSA Amendment

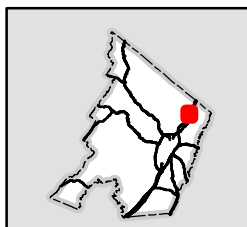
PINs: 33 - A - 113, 33 - A - 124

Including PINs: 33-A-114C,  
33-A-123A, and a portion  
of 33-A-78A



- Proposed SWSA Applications**
- Parcels
- Eastern Road Plan**
- New Major Arterial
  - Improved Major Arterial
  - New Minor Arterial
  - Improved Minor Arterial
  - New Major Collector
  - Improved Major Collector
  - New Minor Collector
  - Improved Minor Collector
  - Ramp
  - Trails
- Long Range Land Use**
- Rural Community Center
  - Business
  - Mixed-Use
  - Mixed Use Commercial \ Office
  - Highway Commercial
  - Warehouse
  - Industrial
  - Heavy Industrial
  - Mixed Use Industrial \ Office
  - Extractive Mining
  - Residential
  - Planned Unit Development
  - Mixed Use Age Restricted
  - Urban Center
  - Neighborhood Village
  - Recreation
  - Commercial Recreation
  - Open Space
  - Natural Resources & Recreation
  - Park
  - Historic \ DSA
  - Fire & Rescue
  - Institutional
  - School

SWSA Change in  
Acreage:  
140.25 acres



**CPPA  
Blain Properties**  
PINs: 33 - A - 113, 33 - A - 124  
Draft SWSA Amendment  
Including PINs: 33-A-114C,  
33-A-123A, and a portion of 33-A-78A

Note:  
Frederick County Dept of  
Planning & Development  
107 N Kent St  
Suite 202  
Winchester, VA 22601  
540 - 665 - 5651  
Map Created: November 3, 2014  
Staff: mrruddy

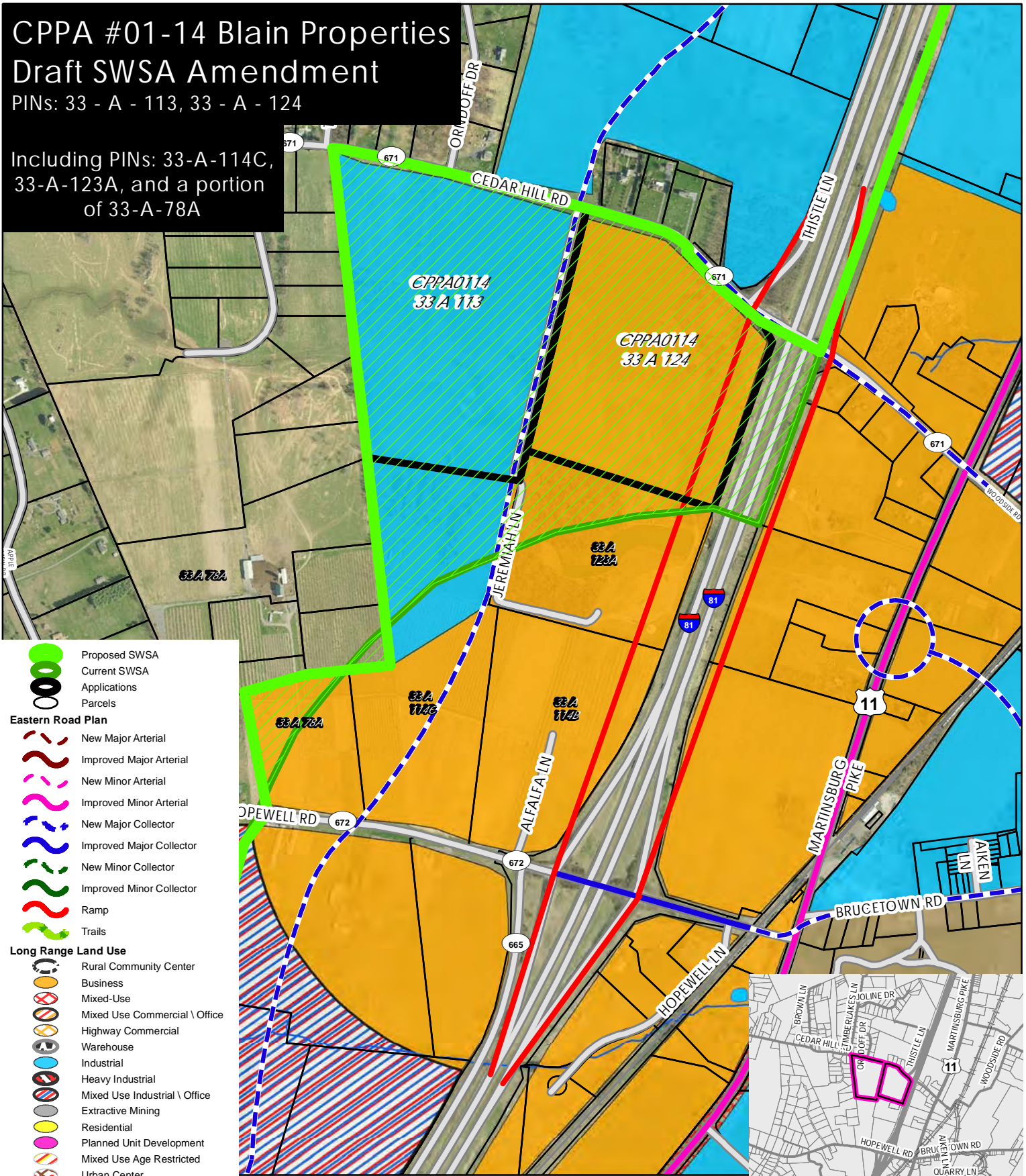
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# CPPA #01-14 Blain Properties Draft SWSA Amendment

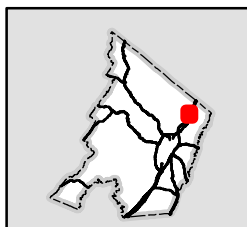
PINs: 33 - A - 113, 33 - A - 124

Including PINs: 33-A-114C,  
33-A-123A, and a portion  
of 33-A-78A



- Eastern Road Plan**
- Proposed SWSA
  - Current SWSA
  - Applications
  - Parcels
- Long Range Land Use**
- Rural Community Center
  - Business
  - Mixed-Use
  - Mixed Use Commercial \ Office
  - Highway Commercial
  - Warehouse
  - Industrial
  - Heavy Industrial
  - Mixed Use Industrial \ Office
  - Extractive Mining
  - Residential
  - Planned Unit Development
  - Mixed Use Age Restricted
  - Urban Center
  - Neighborhood Village
  - Recreation
  - Commercial Recreation
  - Open Space
  - Natural Resources & Recreation
  - Park
  - Historic \ DSA
  - Fire & Rescue
  - Institutional
  - School

SWSA Change in  
Acreage:  
140.25 acres



CPPA  
Blain Properties  
PINs: 33 - A - 113, 33 - A - 124  
Draft SWSA Amendment  
Including PINs: 33-A-114C,  
33-A-123A, and a portion of 33-A-78A

Note:  
Frederick County Dept of  
Planning & Development  
107 N Kent St  
Suite 202  
Winchester, VA 22601  
540 - 665 - 5651  
Map Created: November 3, 2014  
Staff: mrruddy

0 0.1 0.2 0.4 Miles

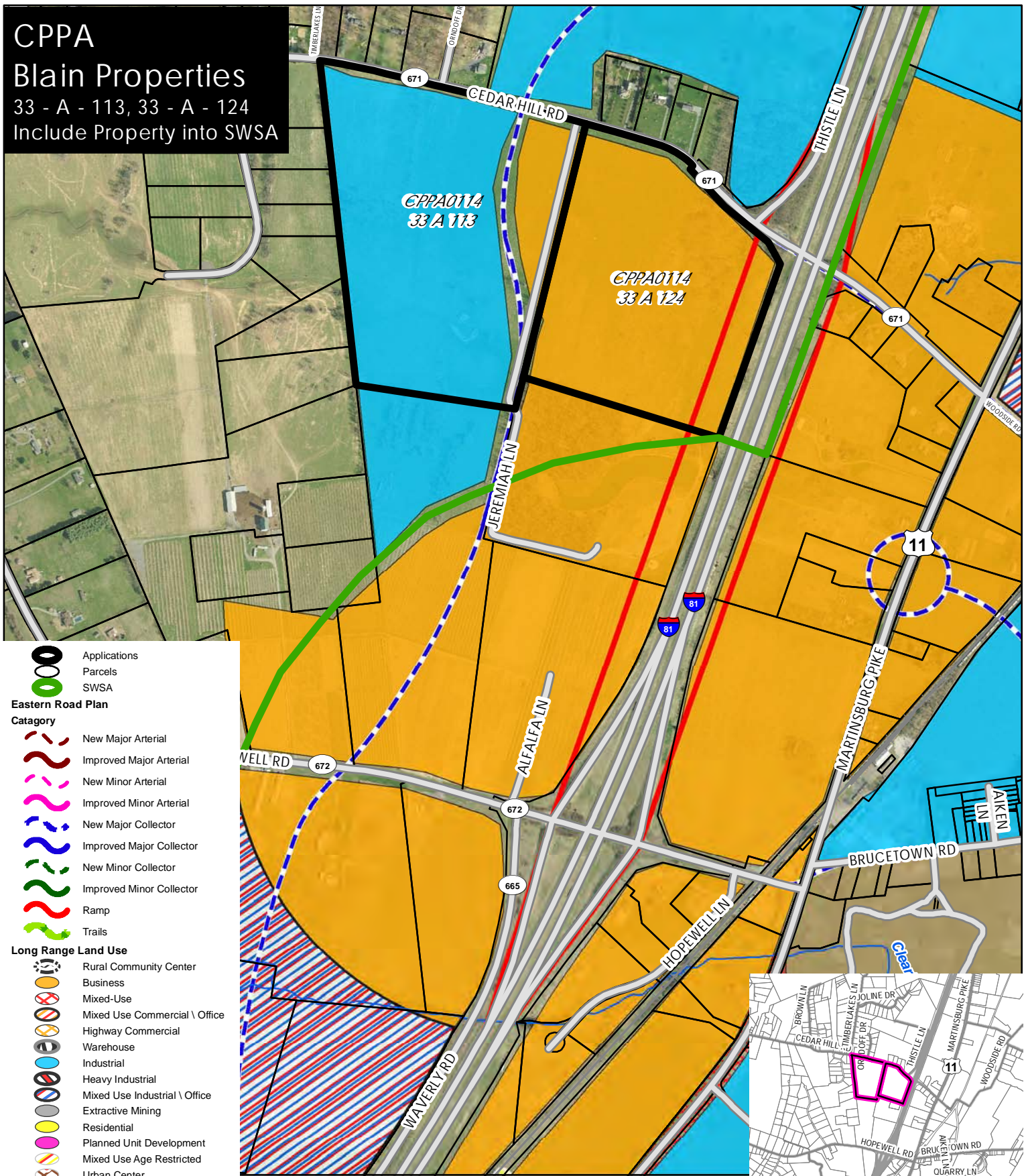


# CPPA

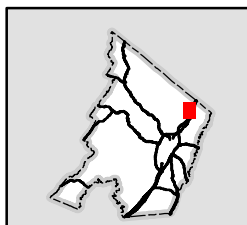
## Blain Properties

33 - A - 113, 33 - A - 124

Include Property into SWSA



- Applications**
- Parcels
  - SWSA
- Eastern Road Plan**
- Category**
- New Major Arterial
  - Improved Major Arterial
  - New Minor Arterial
  - Improved Minor Arterial
  - New Major Collector
  - Improved Major Collector
  - New Minor Collector
  - Improved Minor Collector
  - Ramp
  - Trails
- Long Range Land Use**
- Rural Community Center
  - Business
  - Mixed-Use
  - Mixed Use Commercial \ Office
  - Highway Commercial
  - Warehouse
  - Industrial
  - Heavy Industrial
  - Mixed Use Industrial \ Office
  - Extractive Mining
  - Residential
  - Planned Unit Development
  - Mixed Use Age Restricted
  - Urban Center
  - Neighborhood Village
  - Recreation
  - Commercial Recreation
  - Open Space
  - Natural Resources & Recreation
  - Park
  - Historic \ DSA
  - Fire & Rescue
  - Institutional
  - School



**CPPA**  
**Blain Properties**  
 33 - A - 113, 33 - A - 124  
 Include Property into SWSA

Note:  
 Frederick County Dept of  
 Planning & Development  
 107 N Kent St  
 Suite 202  
 Winchester, VA 22601  
 540 - 665 - 5651  
 Map Created: May 21, 2014  
 Staff: mruddy



0 550 1,100 2,200 Feet

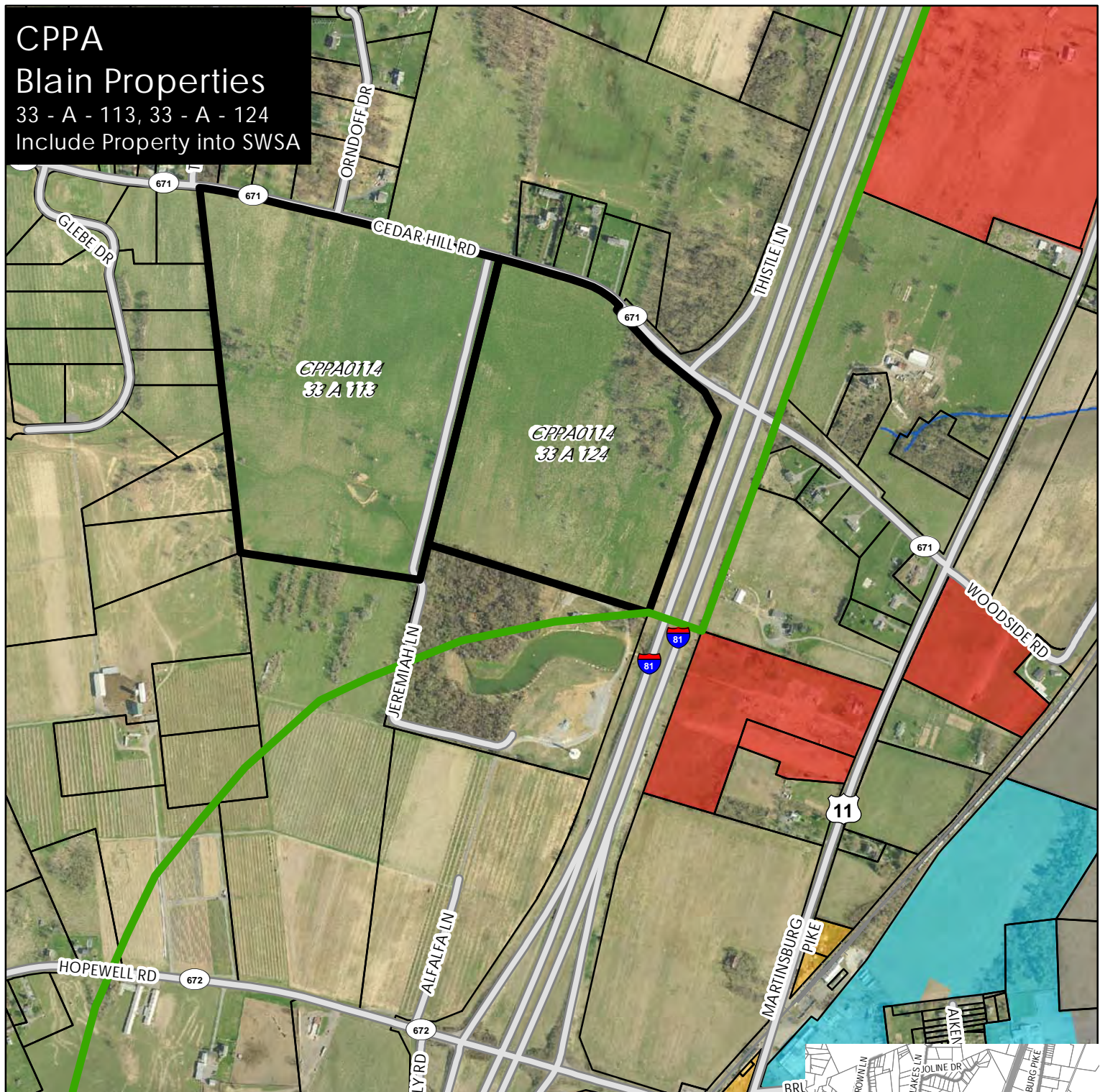


# CPPA

## Blain Properties

33 - A - 113, 33 - A - 124

Include Property into SWSA



Applications

Parcels

SWSA

B1 (Business, Neighborhood District)

B2 (Business, General District)

B3 (Business, Industrial Transition District)

EM (Extractive Manufacturing District)

HE (Higher Education District)

M1 (Industrial, Light District)

M2 (Industrial, General District)

MH1 (Mobile Home Community District)

MS (Medical Support District)

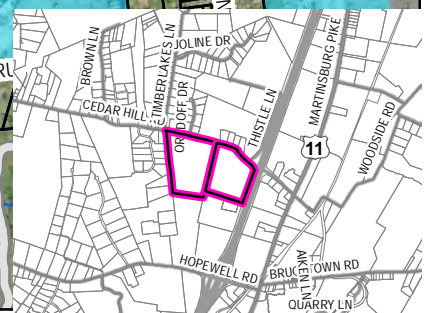
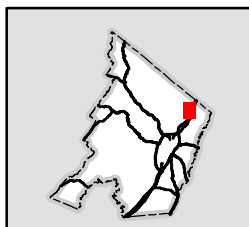
OM (Office - Manufacturing Park)

R4 (Residential Planned Community District)

R5 (Residential Recreational Community District)

RA (Rural Area District)

RP (Residential Performance District)



CPPA  
Blain Properties  
33 - A - 113, 33 - A - 124  
Include Property into SWSA

Note:  
Frederick County Dept of  
Planning & Development  
107 N Kent St  
Suite 202  
Winchester, VA 22601  
540 - 665 - 5651  
Map Created: May 21, 2014  
Staff: mrruddy



0 550 1,100 2,200 Feet

COMPREHENSIVE POLICY PLAN AMENDMENT  
INITIATION REQUEST FORM

(Please type all information. The application will not be deemed complete unless all items listed below have been submitted.)

A. Owner(s) Information:

1. Name: Blain Properties of Virginia, LLC - Bradley K. Blain, Manager
2. Project Name: Blain Properties
3. Mailing Address: 35 Flatt Road  
Rochester, New York 14623
4. Telephone Number: (585) ~~427-2767~~ (585) 746-8402

Authorized Agent Information:

1. Name: GreyWolfe, Inc. - Gary R. Oates, LS-B, PE
2. Project Name: \_\_\_\_\_
3. Mailing Address: 1073 Redbud Road  
Winchester, Virginia 22603
4. Telephone Number: (540) 667-2001

B. Legal interest in the property affected or reason for the request:

Would like to bring land that is already planned for commercial and  
industrial development on the NELUP into the SWSA.

\_\_\_\_\_

\_\_\_\_\_

- C. Proposed Comprehensive Policy Plan amendment - please provide the following information.

**1. FOR A MAP AMENDMENT**

- a. PIN(s): 33-(A)-113 and 33-(A)-124  
Magisterial District: Stonewall
- b. Parcel size (approximate acres): 97.55 total
- c. Plat of area proposed for CPPA amendment, including metes and bounds description. ✕
- d. Existing Comprehensive Plan land use classification(s):  
Commercial along Interstate 81 and Industrial to the west
- e. Proposed Comprehensive Plan land use classification(s):  
No change requested
- f. Existing zoning and land use of the subject parcel:  
Agriculture - Pasture for cattle
- g. What use/zoning will be requested if amendment is approved?  
Commercial (B-2 and/or B-3) and Industrial (M-1 and/or M-2)
- h. Describe, using text and maps as necessary, the existing zoning, Comprehensive Policy Plan designations, and/or approved uses and densities along with other characteristics of properties that are within:
- 1/4 mile from the parcel(s) perimeter if the parcel is less than 20 acres in size;
  - 1/2 mile if 21 - 100 acres in size; or
  - 1 mile if more than 100 acres in size.

***Note: Colored maps cannot be duplicated in the Planning Department.***

- i. The name, mailing address, and parcel number of all property owners within 200 ft. of the subject parcel(s), with Adjacent Property Owners Affidavit (page 8).

## **2. FOR A TEXT AMENDMENT**

- a. Purpose and intent of amendment.  
Extend SWSA around tax parcels 33-(A)-113 and 33-(A)-124  
\_\_\_\_\_
- b. Cite Plan chapter, goal, policy and/or action strategy text that is proposed to be amended.  
Appendix A - NELUP Map  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. Proposed new or revised text.  
No new text, only map amendment  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Note: Please attach and specify text changes with additions underlined and deletions crossed through.***

- d. Demonstrate how the proposal furthers the goals, policies/objectives, and action strategies set forth in the Comprehensive Policy Plan chapter(s) relative to the amendment request and why proposed revisions to said goals, policies, and action strategies are appropriate.  
The property is already planned for commercial and industrial development in the NELUP.  
There is water and sewer available to the parcels through existing lines, approved pump station plans, and easements to implement the Comprehensive Plan. The SWSA needs to be amended to finalize land use plan and enable the development.
- e. Demonstrate how the proposal is internally consistent with other Comprehensive Policy Plan components that are not the subject of the amendment.  
The Comprehensive Plan, in the business development section, quotes "maximize the effectiveness and benefit of economic development within Frederick County". Additionally, the developemnt of this property can implement the planned roads in the region to improve traffic conditions and provide the abilty for surrounding properties to also develop.
- f. What level of service impacts, if any, are associated with the request?  
Traffic is the biggest impact. This development is large enough to construct some of the planned roads as shown in the Comprehensive Plan for this area.



### **3. FOR ALL AMENDMENTS**

- a. Justification of proposed Comprehensive Policy Plan amendment (provide attachments if necessary). Describe why the change to the Comprehensive Policy Plan is being proposed.

This property has been planned for commercial and industrial land use in the 2030 Frederick County Comprehensive Plan. The parcels require water and sewer availability to realize its potential as a positive tax revenue generator for Frederick County. There is an approved Sewer Pump Station design on the west side of the interstate and the 6" force main is in place. A sewer and water easement has been obtained from Open Door Baptist Church. Also, there is an existing 12" water main on the west side of the interstate that will serve this parcel. This change will allow the owner to pursue investors to develop the property according to the Comp. Plan.

- b. How would the resultant changes impact or benefit Frederick County. Consider, for example, transportation, economic development and public facilities.

The change will spur economic growth in the northeastern region of the County. This will be a positive tax revenue source and any impacts such as traffic will be analyzed and mitigated during the rezoning process.

\_\_\_\_\_

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\_\_\_\_\_

Other information may be required by the Director of Planning, the Planning Commission, or Board of County Supervisors during the review of the initiation request. The applicant will be notified, in writing, if additional information is required.

#### **All applications must also contain the following items:**

1. Special Limited Power of Attorney Affidavit (see page 9 if parcels of land are involved).
2. Non-Refundable Application Review Fee of \$3,000 (payable to the *Frederick County Treasurer*).



Applicants should consult the Comprehensive Policy Plan to identify goals, policies or action strategies which are applicable to individual Comprehensive Policy Plan amendment requests.

**Signatures:**

I (we), the undersigned, do hereby respectfully make application to and petition the Frederick County Board of Supervisors to amend the Comprehensive Plan. I (we) authorize Frederick County officials to enter the property for site inspection purposes.

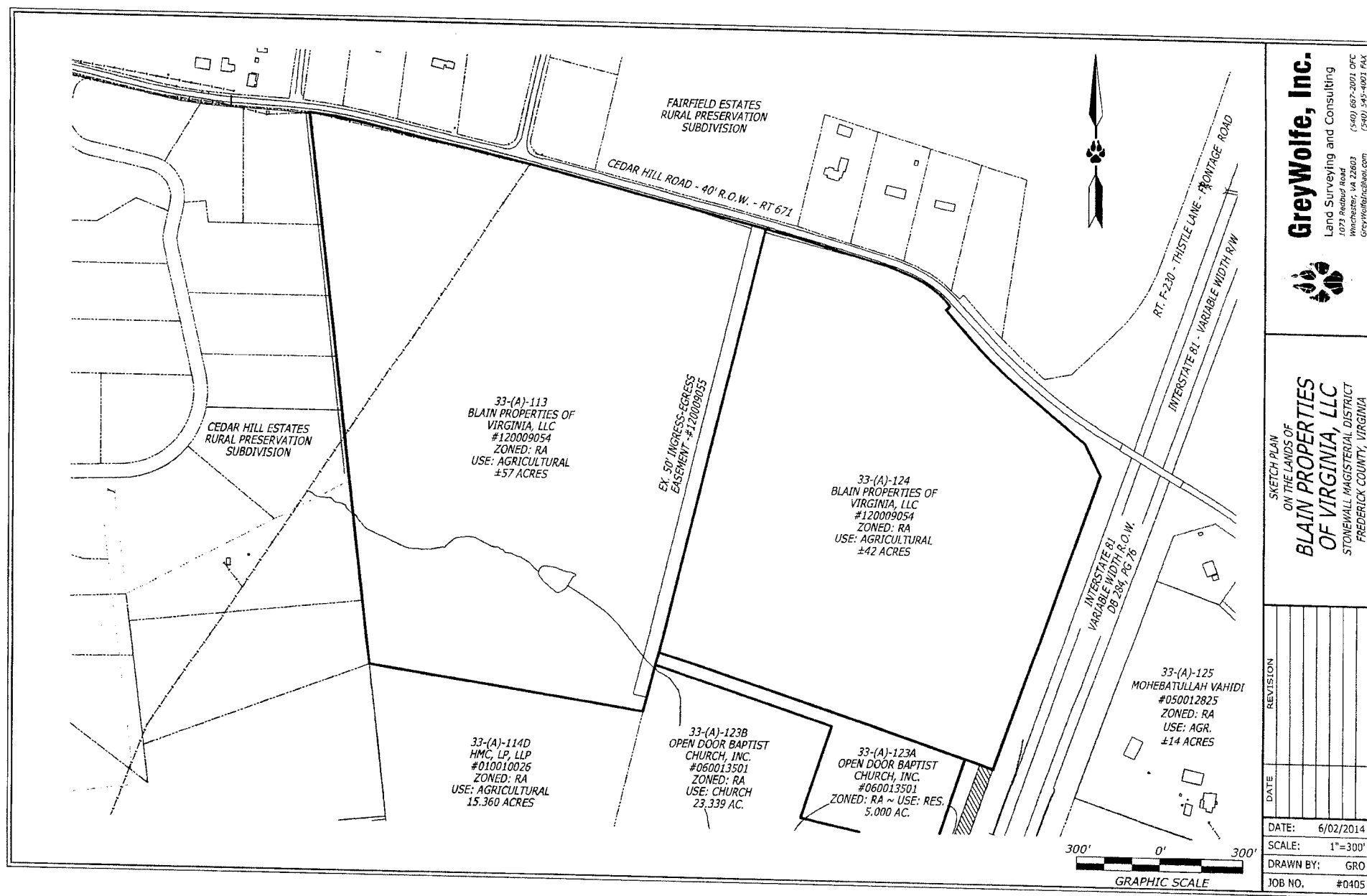
I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge.

Applicant(s): Billy Blain Date: 5/12/14

\_\_\_\_\_

Owner(s): Billy Blain Date: 5/12/14

\_\_\_\_\_



**GreyWolfe, Inc.**



Land Surveying and Consulting

1073 Redbud Road  
Winchester, VA 22603  
GreyWolfInc@aol.com  
(540) 667-2091 OFC  
(540) 545-4001 FAX

SKETCH PLAN  
ON THE LANDS OF  
**BLAIN PROPERTIES  
OF VIRGINIA, LLC**  
STONEMALL MAGISTERIAL DISTRICT  
FREDERICK COUNTY, VIRGINIA

[illegible]



**Special Limited Power of Attorney**  
**County of Frederick, Virginia**  
**Frederick Planning Website: www.co.frederick.va.us**

**Department of Planning & Development, County of Frederick, Virginia**  
**107 North Kent Street, Winchester, Virginia 22601**  
**Phone (540) 665-5651 Facsimile (540) 665-6395**

Know All Men By These Presents: That I (We)

(Name) Blain Properties of Virginia, LLC - Bradley K. Blain, Manager (Phone) (585) 746-8402 ~~427-2767~~

(Address) 35 Flatt Road, Rochester, New York, 14623

the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Frederick, Virginia, by

Instrument No. \_\_\_\_\_ on Page \_\_\_\_\_, and is described as

Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_ Subdivision: Instrument #120009054  
do hereby make, constitute and appoint:

(Name) GreyWolfe, Inc. - Gary R. Oates, LS-B, PE (Phone) (540) 667-2001

(Address) 1073 Redbud Road, Winchester, Virginia 22603

To act as my true and lawful attorney-in-fact for and in my (our) name, place and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

- ☒ **Rezoning (including proffers)**
- ☒ **Conditional Use Permit**
- ☒ **Master Development Plan (Preliminary and Final)**
- ☒ **Subdivision**
- ☒ **Site Plan**
- ☒ **Comprehensive Policy Plan Amendment**
- ☒ **Variance or Appeal**

My attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified.

In witness thereof, I (we) have hereto set my (our) hand and seal this 13 day of May, 2014.

Signature(s) Bradley K. Blain

State of Virginia, City/County of Monroe, To-wit:

I, Alison Teddi Blain, a Notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed to the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this 13 day of May, 2014

Alison Teddi Blain  
Notary Public

My Commission Expires: Alison Teddi Blain

**Notary Public State of New York**  
**Qualified in Monroe County**

Commission Expires November 30, 2017



(TO BE COMPLETED BY APPLICANT)

**SUBJECT PROPERTY OWNERS AFFIDAVIT**

**County of Frederick, Virginia**

**Frederick Planning Web Site: www.co.frederick.va.us**

**Department of Planning & Development, County of Frederick, Virginia  
107 North Kent Street, Suite 202 Winchester, Virginia 22601  
Phone 540-665-5651 Facsimile 540-665-6395**

STATE OF VIRGINIA  
COUNTY OF FREDERICK

This 13<sup>th</sup> day of May, 2014,  
(Day) (Month) (Year)

I, BRADLEY BLAIN  
(Owner/Contract Purchaser/Authorized Agent)

hereby make oath that the list of property owners of the subject site, as submitted with the application, is a true and accurate list based on the information provided by the Frederick County Commissioner of the Revenue Office as taken from the current real estate assessment records.

Bradley Blain  
(Owner/Contract Purchaser/Authorized Agent)  
(circle one)

State of New York  
COMMONWEALTH OF VIRGINIA:

County of Monroe

Subscribed and sworn to before me this 13<sup>th</sup> day of May, 2014 in my  
County and State aforesaid, by the forenamed Principal.

Alison Teddi Blain  
NOTARY PUBLIC

My Commission expires: Alison Teddi Blain  
Notary Public State of New York  
Qualified in Monroe County  
Commission Expires November 30, 2017



# **FREDERICK COUNTY** **SANITATION AUTHORITY**

## **MEMORANDUM**



**To:** Frederick County Board of Supervisors

**From:** Uwe E. Weindel, PE

**Date:** April 15, 2014

**Subject:** Route 11 North Development

In anticipation of development in the northern part of the County, the Frederick County Sanitation Authority extended both water and sanitary service infrastructure on the eastern side of Route 81 from Exit 317 to Exit 323 and the West Virginia border. As development interests on the west side of Route 81, particularly the Payne and Blaine properties as recently discussed with Supervisor Charles DeHaven as well as the Authority's discussion concerning the Solenberger properties at Exit 323, concerns over the ability to serve this area has also been raised.

In addressing these concerns, the following information is provided:

### Sanitary Service

- Plant Capacity – All sanitary sewer flows are directed to the Opequon Plant for treatment. Over the last six months, the FCSA has averaged approximately 3 million gallons per day of flow. Based on the future projections for the plant, approximately 4 million gallons per day capacity remains.
- Woodbine Pump Station – Currently this pump station is handling 14,400 gallons per day with a design capacity of 259,000 gallons per day. Dependent on the maximum flows generated within the Flying J/Exit 323 area, the potential limiting factor could be the existing six inch force main. Hydraulic analysis would be needed to determine the carrying capacity of the pipeline.
- VDOT Pump Station – The influent flows of this pump station includes both the local contributions and those from the Woodbine Pump Station. The VDOT pump station is currently experiencing flows that are equal to or slightly exceeding the average design flow of 20,160 gallons per day. Any significant future contributor would be required to enlarge this station. The other potential limiting factor for a large user would be the eight inch force main. As with the Woodbine Pump Station, a hydraulic analysis would be needed to determine the carrying capacity of this pipeline.
- The other pump stations flowing towards the Red Bud Run Pump Station are flowing well below the design capacities. Careful analysis will be needed to determine if the maximum flows could be handled at any one time with all pump stations running concurrently.
- Force Main between Rutherford Crossing and Red Bud Run Pump Stations – This current eight inch line is being carefully monitored. Our observations indicate that this piping system is experiencing high flows resulting in a maximum velocity of 5.41 feet per second and is approaching its capacity. The addition of pumps to this system will continue to increase pressures and velocities. Based on modeling, this main should be increased to a twelve inch diameter pipe. Since taking this line out of service is not practical, a new parallel line will need to be installed. This may require additional highway and railroad crossings as well as the respective right-of-ways.
- Red Bud Run Pump Station – On 2008, this pump station was modified to increase its capacity up to 1.8 million gallons per day. This station is being monitored to determine actual usage which has been observed at 900,000 to 1.1 million gallons per day. Two potential future scenarios exit for this pump station. The first is to



- Do an extensive modification to increase its capacity. This will require enlarging the station as well as the exiting force main. The second alternative would be to redirect flows to the Jordan Springs Pump Station also with a modification involved.
- The FCSA is installing monitor equipment on all pump stations within this area. The data obtained will allow the FCSA to determine flows and pressures within this system. Allowing developers to directly connect to the existing force main will cause future issue. The better approach would be to develop a gravity network to collect new users or require them to pump to one of the primary pump stations. The alternative is to require developers to build pump stations into the system that is large enough to re-pump the flows in the common force main. New pump stations would be required to include potential local growth and be engineered for expansion.

#### Water Service

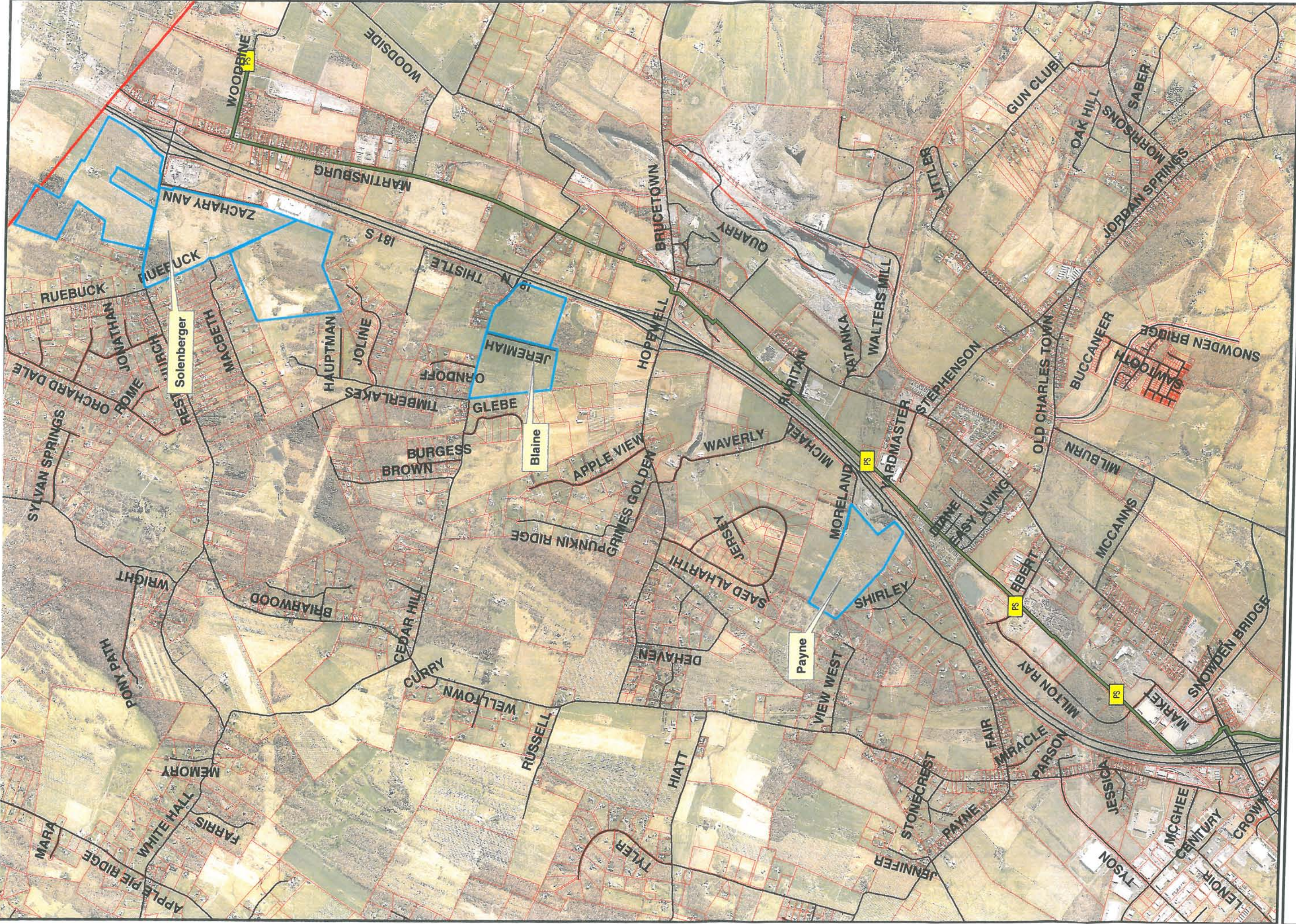
- System Capacity – At present, the total system capacity is 7.42 million gallons per day. Based on approved development and present usage, a remaining capacity of 1.03 million gallons per day is available for future use.
- An area of concern is the Clearbrook quarries. Given that Carmeuse has indicated on numerous occasions its intent to re-occupy the pits, the Authority must conclude that this source is only temporary and may be removed from service at any time. To offset this particular potential lose, the FCSA has undertaken a program to explore for more water sources through the use of wells. Preliminary testing of the Clearbrook Park well indicates a source capable of sustaining a flow of 500,000 gallons per day. Additional locations have been identified and are being analyzed.
- Transmission System – The piping system is capable of sustaining service for some time. The concern is that this system consists of two line to Brucetown Road and then only on line the remainder of the way to the West Virginia border. As development continues in this area, thought should be given to a parallel line to provide security should any breaks occur on the existing line.
- Fire Protection – As development continues, a greater strain on the system will be to provide adequate fire protection to the area. A new storage tank will be needed preferably near the exit 323 area. The tank will need to be sized in anticipation to the type of development anticipated and towards future growth.

Attached for your use are two plans showing the principle sanitary system and the principle water system serving this area. As can be determined from the aforementioned bullet points are that the infrastructure is limited in its capacity to serve the area. Consideration needs to be given to the enlargement of both systems with a principle concern directed towards the need for additional water sources.

Should any questions arise, please contact me.

cc.: Mr. John Riley, County Administer  
Mr. Eric Lawrence, Director Planning & Development  
FCSA Board of Directors





**Route 11 North Development  
Present Sanitary Sewer Service**

- PS Pump Station
- Force Main



April 17, 2014





# RESOLUTION

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**Action:**

PLANNING COMMISSION: February 18, 2015 - Recommended Approval

BOARD OF SUPERVISORS: February 25, 2015 ☐ APPROVED ☐ DENIED

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**RESOLUTION TO ADOPT AN AMENDMENT TO THE  
2030 COMPREHENSIVE PLAN  
CPPA #01-14, BLAIN PROPERTIES  
SEWER AND WATER SERVICE AREA (SWSA) INCLUSION;  
PARCELS 33-A-113 AND 33-A-124  
ALONG WITH PARCELS 33-A-78A, 33-A-114B, 33-A-114C,  
33-A-77B, 33-A-123A AND 33-A-123B**

**WHEREAS**, The 2030 Comprehensive Plan, The Plan, was adopted by the Board of Supervisors on July 14, 2011; and

**WHEREAS**, this amendment would result in a change to the SWSA boundary to include 140 additional acres in the vicinity of the Blain properties 33-A-113 and 33-A-124, along with additional properties which include parcels 33-A-78A, 33-A-114B, 33-A-114C, 33-A-77B, 33-A-123A and 33-A-123B; and

**WHEREAS**, this amendment also includes supporting text to be added to the 2030 Comprehensive Plan, Appendix I - Area Plans, The Northeast Frederick Land Use Plan ; and

**WHEREAS**, the Frederick County Planning Commission held a public hearing on this proposed amendment on February 18, 2015 and recommended approval; and

**WHEREAS**, the Frederick County Board of Supervisors held a public hearing on this proposed amendment on February 25, 2015; and

**WHEREAS**, the Frederick County Board of Supervisors finds that the adoption of this amendment to the 2030 Comprehensive Plan, to be in the best interest of the public health, safety, welfare and future of Frederick County, and in good planning practice; and

**NOW, THEREFORE, BE IT RESOLVED** by the Frederick County Board of Supervisors that **THE AMENDMENT TO THE 2030 COMPREHENSIVE PLAN**, is adopted.

This amendment expands the Sewer and Water Service Area (SWSA) boundary to include 140 additional acres in the vicinity Blain properties to the SWSA and includes supporting text to be added to the Northeast Land Use Plan.

Passed this 25th day of February, 2015 by the following recorded vote:

Richard C. Shickle, Chairman	_____	Gary A. Lofton	_____
Robert A. Hess	_____	Robert W. Wells	_____
Gene E. Fisher	_____	Charles S. DeHaven, Jr.	_____
Christopher E. Collins	_____		

**A COPY ATTEST**

---

Roderick Williams, Interim  
Frederick County Administrator



O





## COUNTY of FREDERICK

Department of Planning and Development

540/ 665-5651

Fax: 540/ 665-6395

### *Memorandum*

To: Frederick County Board of Supervisors

From: Mark R. Cheran, Zoning and Subdivision Administrator

Date: February 18, 2015

RE: Milton Ray Drive Extension – Rutherford Crossing

---

The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Milton Ray Drive Extension, State Route Number                      0.03 miles

Staff is available to answer any questions.

MRC/dlw



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

The Board of Supervisors of Frederick County, in regular meeting on the 25th day of February, 2015, adopted the following:

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

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

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

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

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

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

Richard C. Shickle, Chairman \_\_\_\_\_

Gary A. Lofton \_\_\_\_\_

Robert A. Hess \_\_\_\_\_

Robert W. Wells \_\_\_\_\_

Christopher E. Collins \_\_\_\_\_

Gene E. Fisher \_\_\_\_\_

Charles S. DeHaven, Jr. \_\_\_\_\_

**A COPY ATTEST**

\_\_\_\_\_  
Roderick B. Williams, Interim  
Frederick County Administrator

By resolution of the governing body adopted February 25, 2015

Signed (County Official): \_\_\_\_\_