



AGENDA
BOARD OF SUPERVISORS
WEDNESDAY, JANUARY 8, 2020
7:00 PM
BOARD MEETING ROOM
107 NORTH KENT STREET, WINCHESTER, VIRGINIA 22601

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Organization of the Board of Supervisors for 2020**
 - 4.A Pursuant to Code of Virginia, 1950, as Amended, the Board is Required to Organize Its Functions at Its First Meeting in January Including:
 - A. Election of Vice-Chairman
 - B. Adoption of Rules of Procedure
 - C. Selection of a Parliamentarian
 - D. Selection of Time and Place for Regular Meetings
 - E. Chairman's Annual Committee Assignments:
 1. Board Assignments to Committees
 2. Citizen Member Assignments to Standing Committees
5. **Adoption of Agenda**
6. **Citizen Comments** – For agenda items that are not the subject of a Public Hearing
7. **Consent Agenda**

[Memo-OrganizationAndMotions2020.pdf](#)

7.A Minutes of the Closed Session and Regular Meeting of December 11, 2019

[MinutesClosedSession191211.pdf](#)

[MinutesRegularMeeting191211.pdf](#)

7.B Minutes of the Special Meeting of December 18, 2019

[MinutesSpecialMeeting191218.pdf](#)

7.C Human Resources Committee Report of December 2019

[HRCommitteeReportDecember2019.pdf](#)

7.D Public Works Committee Report of December 2019

[PublicWorksCommitteeReportDecember2019.pdf](#)

7.E Request from the Commissioner of the Revenue for Refund and Supplemental Appropriation

NILT Inc. as Trustee for Nissan-INFI -- \$8,147.69

Papermill Self Storage, L.L.C. -- \$4,838.13

[Refunds.pdf](#)

7.F Changes to Frederick County Human Resources policy regarding Non-Discrimination/Non-Harassment Policy as recommended by the Human Resources Committee.

[HRCommitteeReportDecember2019.pdf](#)

8. **Board of Supervisors Comments**

9. **County Officials**

9.A Recognition of 2019 Employee of the Year Greg Lambert

9.B Committee Appointments

1. Planning Commission

4-year term of Paige Manuel – Shawnee District Representative expires
1/26/20

(Mr. Manuel is eligible and willing to serve another term.)

2. Extension Leadership Council

4-year term of Brandon Monk – Back Creek District Representative expires
1/14/20

(Mr. Monk is eligible and willing to serve another term.)

3. Frederick Water Board of Directors

Unexpired 4-year term ending 4/15/22 *(See attached application of Henry
“Hank” Sliwinski.)*

4. Old Dominion ASAP Policy Board

3-year term of Jay Tibbs ends 2/22/20 *(Eligible and willing for
reappointment)*

5. Old Dominion Community Criminal Justice Board

3-year term of Jay Tibbs ends 2/22/20 *(Eligible and willing for
reappointment)*

[BoardCommitteeAppts200108.pdf](#)

10. Committee Business

11. Public Hearings (Non Planning Issues)

12. Planning Commission Business - Public Hearings

- 12.A **Rezoning #04-19 for Perry Properties, LLC.**, Submitted by Greenway Engineering, Inc. to Rezone 6.18+/- Acres from the M1 (Light Industrial) District to the B2 (General Business) District with Proffers. The Property is Located on the North Side of Millwood Pike (Route 50 East) and the West Side of Constitution Drive and is Identified by Property Identification Number 64-A-158 in the Shawnee Magisterial District.

[BOS01-08-20PerryProperties,LLC.Rezoning04-19.pdf](#)

- 12.B **Ordinance Amendment to the Frederick County Code, Chapter 165 Zoning, Article I General Provisions; Amendments; and Conditional Use Permits, Part 101 General Provisions, Section 165-101.02 Definitions and Word Usage; Article II Supplementary Use Regulations; Parking; Buffers; and Regulations for Specific Uses, Part 204 Additional Regulations for Specific Uses, Section 165-204.26 Public Utilities; Article IV Agricultural and Residential Districts, Part 401 RA Rural Areas District, Section 165-401.02 Permitted Uses, Section 165-401.03 Conditional Uses, Part 402 RP Residential Performance District, Section 165-402.02 Permitted Uses, Part 403 MH1 Mobile Home Community District, Section 165-403.02 Permitted Uses; Article V Planned Development Districts, Part 502 R5 Residential Recreation Community District, Section 165-502.04 Permitted Uses; Article VI Business and Industrial Zoning Districts, Part 602 B1 Neighborhood Business District, Section 165-602.02 Allowed Uses, Part 603 B2 General Business District, Section 165-603.02 Allowed Uses, Part 604 B3 Industrial Transition District, Section 165-604.02 Allowed Uses, Part 606 M1 Light Industrial District, Section 165-606.02 Allowed Uses, Part 608 EM Extractive Manufacturing District, Section 165-608.02 Permitted Uses, Part 609 HE Higher Education District, Section 165-609.02 Permitted Uses.** Revisions to the Frederick County Zoning Ordinance to Include a Definition for Public Utilities that Includes Utility-Scale Solar Power Generating Facilities and Amendments to the Supplemental Use Regulation for Public Utilities.

[BOS01-08-200APublicUtilities-Utility-ScaleSolarPowerGeneratingFacilities.pdf](#)

13. Planning Commission Business - Other Planning Business

13.A Rezoning #06-19, Winchester Medical Center, Inc.

PROPOSAL: To revise the proffered Generalized Development Plan approved with rezoning #02-03 for 37.5424+/- acres zoned B2 (General Business) District and 51.8675+/- acres zoned MS (Medical Support) District to the MS (Medical Support) District. Minor text revisions are also proposed to reflect the updated internal street network within the development.

[BOS01-08-20WinchesterMedicalCenterREZ06-19.pdf](#)

14. Board Liaison Reports

15. Citizen Comments

16. Board of Supervisors Comments

17. Adjourn



Board of Supervisors
Agenda Item Detail
Meeting Date: October 9, 2019
Agenda Section: County Officials

Title:

Pursuant to Code of Virginia, 1950, as Amended, the Board is Required to Organize Its Functions at Its First Meeting in January Including:

- A. Election of Vice-Chairman
- B. Adoption of Rules of Procedure
- C. Selection of a Parliamentarian
- D. Selection of Time and Place for Regular Meetings
- E. Chairman's Annual Committee Assignments:
 - 1. Board Assignments to Committees
 - 2. Citizen Member Assignments to Standing Committees

Attachments:

[Memo-OrganizationAndMotions2020.pdf](#)



COUNTY of FREDERICK
Office of the County Administrator

Ann W. Phillips
Deputy Clerk, Board of Supervisors
Tel: 540.722.8273
Fax: 540.667.0370

M E M O R A N D U M

To: Board of Supervisors
From: Ann W. Phillips, Deputy Clerk to the Board
Re: Organization for 2020
Date: January 3, 2020

Attached please find a copy of the Board's Rules of Procedure which are adopted annually as part of the Board's reorganization. Proposed amendments are shown in red. If the Board is agreeable to this update, a draft motion has been enclosed for your consideration.

Also attached are suggested motions for selecting a Parliamentarian and selecting the time and place for regular meetings.

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

Attachments

RULES OF PROCEDURE **AND CONDUCT**
FREDERICK COUNTY BOARD OF SUPERVISORS
Adopted by the Frederick County Board of Supervisors
at a Regular Meeting Held on May 28, 2003

ARTICLE I – MEETINGS

Section 1-1. Annual Meeting; Schedule of Regular Meetings [Amended 01/09/19]

On the second Wednesday of January of each year, or on such other date in the month of January as it may designate, the Board shall assemble in the Board of Supervisors' Meeting Room of the County Administration Building, 107 North Kent Street, Winchester, Virginia, or such other public place as it may designate, in regular session and conduct its annual or organizational meeting. During the course of such meeting, the Board shall fix the date, time, and place of all of its regular meetings during the ensuing calendar year, and shall fix the day on which a regular meeting shall be continued should the Chairman later declare that weather or other conditions make it hazardous for members to attend. Thereafter, no changes shall be made to the schedule of regular meetings and continued dates of same unless the requirements of Section 15.2-1416 of the Code of Virginia, 1950, as amended, are first met, except that the Chairman may cancel a regular meeting in extenuating circumstances.

Section 1-2. Special Meetings

The Board of Supervisors may hold such special meetings as it deems necessary and at such times and places as it may find convenient. A special meeting can only be called pursuant to the requirements imposed by Sections 15.2-1417 and 15.2-1418 of the Code of Virginia, 1950, as amended.

Section 1-3. Continued Meetings

Upon majority vote of the members attending, the Board may continue its meetings, regular or special, from time to time as it may find convenient or necessary with no requirement to further advertise or announce.

Section 1-4. Quorum and Method of Voting

At any meeting, a majority of the Supervisors shall constitute a quorum. All questions submitted to the Board for decision shall be determined by a majority vote of the Supervisors present and voting on any such question, unless otherwise provided by law or these Rules of Procedure. The name of each member voting and how he or she voted will be recorded for each action taken by the Board of Supervisors.

The Board of Supervisors has elected not to have a tiebreaker, as provided for by the Code of Virginia, 1950, as amended.

Section 1-5. Motions

Subject to limitations imposed hereafter in these rules, discussion of items on the agenda shall be permitted for purposes of clarifying the issues and/or the options available for consideration. No call for a vote shall be allowed until a member of the Board moves a specific action with reasonable clarity and each member of the Board has thereafter had an opportunity to speak to the specific motion. Motions shall require a second. When possible, Board members making complex, multi-part, or lengthy motions are requested to provide the clerk with a written copy of the motion at the time the motion is made.

Section 1-6. Motion to Adjourn

At a meeting of the Board, a motion to adjourn shall always be in order and shall be decided without debate, provided each member of the Board is given a reasonable opportunity to be heard.

Section 1-7. Motions While a Question is Under Debate

When a motion is under debate at a meeting of the Board, no motion shall be received unless it is one to amend, to refer to committee, for the previous question, for a substitute motion to lay on the table, or to recess or adjourn.

Section 1-8. Reconsideration of Motions, Etc., Upon Which Vote Has Been Announced

At any meeting of the Board, when any vote upon any motion, resolution, ordinance, or question has been previously announced, it may not be reconsidered unless and until a motion to that effect is presented by a member of the Board who previously voted with the prevailing side when such motion, resolution, ordinance, or question was considered. Any such motion to

reconsider shall be decided by a majority vote of the members present at the time such motion to reconsider is presented.

Section 1-9. Robert's Rules of Order; Suspending Rules [Amended 09/14/11] [Amended 02/14/18]

The proceedings of the Board of Supervisors, except as otherwise provided in these rules and by applicable State law, shall be governed by the latest version of Robert's Rules of Order, Simplified and Applied, with the exception of motions to postpone. Motions to postpone shall be for durations as decided by the Board of Supervisors and in conformity with the Code of Virginia, 1950, as amended, as applicable.

These Rules of Procedure of the Board may only be suspended on presentation of a motion to that effect, which is carried by majority vote of the members present and voting.

Section 1-10. Board to Sit with Open Doors

The Board of Supervisors shall sit with open doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Board may hold closed meetings as permitted by law.

Closed meetings may be placed on the agenda or may be requested by any member of the Board. However, no closed meeting shall be convened unless and until the Board has favorably acted on a motion to so convene, and then, only if such motion accurately states a lawful reason for such closed meeting as permitted by and outlined in Section 2.2-3711 of the Code of Virginia, 1950, as amended.

Section 1-11. Limitations on Duration and Hour of Meetings; Adjournment

Meetings of the Board of Supervisors shall not continue for more than 4 consecutive hours or later than 11:00 P.M. without the consent of a majority of the members present. Should it appear to the Chair that the matter or matters before the Board cannot be heard within the time remaining, the Chair shall poll the members of the Board to determine the desire of the members. The Chair shall adjourn or recess the meeting upon final action on the current agenda item unless a majority of the members agree to exceed the limits established by this section. Any items not taken up by the Board of Supervisors prior to adjourning will be added to the agenda of the next meeting without further action of the Board.

ARTICLE II – GENERAL CODE OF CONDUCT

Section 2-1. General Conduct

- A. Each Board member will pay all taxes he or she owes to the County, state, and federal government.
- B. Each Board member will treat fellow Board members, citizens, staff, employees, and committee members with respect, and will not make accusatory or disparaging remarks at Board or committee meetings.
- C. Members of The Board, as individuals, have no legal authority to bind the County outside the meetings of The Board.
- D. To ensure the highest standards of respect and integrity during public meetings, the Board will observe the following:
 - 1. Board members will use formal titles (Chairman, Supervisor, Mr., Ms., etc. followed by the person's last name).
 - 2. Board members will be respectful of others and their opinions and allow for debate of the issues.
 - 3. Board members will refrain from engaging in dialogue with members of the public during hearings or citizen comments periods.
 - 4. Board members will honor the role of the presiding officer in maintaining order and equity and respect the efforts to focus discussion on current agenda items.
- E. Each Board member should vote on all questions as presented unless he or she has an interest that disqualifies him or her, under the Virginia State and Local Government Conflict of Interests Act (the "Act"), from participating in the matter. If a Board member is disqualified from participating in a matter, the Board member shall, as required by the Act (Section 2.2-3112(A)), provide a statement, to be recorded in the records of the Board, disclosing the reason for the disqualification, and file with the Deputy Clerk the appropriate disclosure form.

Section 2-2. Roles and Responsibilities

- A. The role of the Board of Supervisors is to develop County policy. The role of the County Administrator is to direct the fulfillment of County policy in the day to day oversight of County staff.
- B. Board members will ensure that policy decisions and directions are communicated from the entire Board; no single member will provide direction on policy implementation to the County Administrator.

- C. Board members' interactions with staff should not negatively affect employee productivity. Board members should refrain from making requests that may affect workload. Members of The Board will not give direction to any County staff member. Any request for action will be submitted to the County Administrator for consideration by The Board if necessary.
- D. Board members will forward any concerns about employees or staff to the County Administrator. Concerns about the County Administrator will be forwarded to the Chairman.
- E. Board members will forward citizen complaints to the County Administrator for him to pass on to the appropriate personnel.
- F. Board members will not discuss or disclose to the public any matter involving communication between the Board and legal counsel or any aspect of legal strategy or work product without approval of the full Board to avoid waiver of legal privileges.
- G. Board members will not discuss any matter that has been presented to the Board in closed session with the public or otherwise make disclosure of such matters, unless the full Board authorizes disclosure.
- H. The Board recognizes that documents related to County Business, including all electronic transmittals sent or received in the performance of their duties as a Board Member, are subject to the requirements of the Freedom of Information Act.
- I. When responding to the media, Board members will make sure there is a clear distinction between personal opinion or belief and a position of the Board. Whenever appropriate, the Public Information Officer will assist in communications with citizens and the media.
- J. If a Board Member repeatedly violates this Code of Conduct, the Board may, by an affirmative vote of a majority of the Board, officially censure that member.

Article III - OFFICERS

Section 3-1. Chairman and Vice Chairman [Amended 01/14/09]

At the annual or organizational meeting of the Board of Supervisors, as described in Section 1-1 hereof, the Board shall elect from its membership a Vice Chair, who shall serve for a one year term expiring on December 31st of the same year in which he or she is elected; provided, however, that unless the term of office has expired and the member has not been re-

elected, the Vice Chair shall serve until their respective successor(s) shall have been elected and qualify. In the event that the Chair is absent from any meeting, the Vice Chair shall assume the authority and duties of the Chair. In the event the Chair and Vice Chair are absent from any meeting of the Board, then the members present at such meeting shall choose one of their number as temporary Chair by majority vote of the members present and voting.

Section 3-2. Authority of the Chairman

The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum, and the Board will permit no behavior, which is not in keeping with this policy.

The Chairman shall preserve order and decorum at all meetings. He shall recognize persons desiring to speak and shall ensure that speaker's comments are limited to the issue before the Board for consideration and that any limitations on time are observed. The Chairman shall ensure that all persons entitled and desiring to speak are permitted to do so without interruption or comment during their presentation. The Chair shall determine if statements are demeaning, inappropriate, or out of order, and shall have the authority to revoke the speaker's right to continue.

The Chairman may order the expulsion of any person for violation of rules, disruptive behavior, or any words or action that incite violence or disorder, subject to appeal to the Board. Any person so expelled shall not be readmitted for the remainder of the meeting from which he was expelled. Any person who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion may be barred from attendance at future meetings of the Board for a specified and reasonable period of time not to exceed six months or upon a still subsequent expulsion, a period not to exceed one year, either by the Chairman, subject to appeal to the Board, or by motion passed by the Board.

The Chairman shall have the power to administer an oath of honesty to any person concerning any matter submitted to the Board or connected with its powers and duties. The power to administer an oath granted to the Chair in this section shall be no greater than the same power authorized by Section 15.2-1410 of the Code of Virginia, 1950, as amended.

Section 3-3. Clerk

The Clerk of the Board shall be the County Administrator, and the duties and responsibilities of that position shall be as specified in Sections 15.2-407 and 15.2-1539 of the Code of Virginia, 1950, as amended. At the discretion of the Board, any county employee can be designated as Deputy Clerk, or Temporary Clerk, as the circumstances may require, and said employee shall have the same powers and duties outlined herein for the duration of said appointment.

ARTICLE IV – AGENDA

Section 4-1. Preparation

The Clerk shall prepare an agenda for each meeting of the Board of Supervisors, conforming to the order of business specified in Section 4-1 under Order of Business. Supporting information for every item to be placed on the regular meeting agenda shall be received in the Office of the County Administrator before noon on the Thursday that falls in the week immediately prior to the regularly scheduled Board meeting. Agendas for special meetings shall be prepared as far in advance as the circumstances necessitating the special meeting allow. The clerk shall include on the agenda all matters for which a written request and supporting information have been received in advance of the deadline herein established.

Section 4-2. Delivery

Each member of the Board shall receive the regular meeting agenda, along with the supporting information available to staff, on the Friday of the week prior to the regular meeting to be held on the second and fourth Wednesdays of each month. Special meeting agendas and supporting information will be delivered as far in advance as the circumstances necessitating the special meeting allow.

Section 4-3. Posting and Notice [Amended 02/14/18]

A copy of the meeting agendas shall be made available in the Office of the County Administrator, as of the date and time the information is distributed to members of the Board. Agendas will also be posted on the county web page [at www.feva.us](http://www.feva.us), and outside the main entrance to the Board of Supervisors' meeting room.

Section 4-4. Copies [Amended 02/14/18]

Individuals desiring complete copies of agenda packages shall arrange with the Clerk for the delivery and cost of the information desired.

ARTICLE V - CONDUCT OF BUSINESS

Section 5-1. Order of Business [Amended 06/11/03]; [Amended 01/14/04]; [Amended 02/14/18]; [Amended 08/08/18]

At meetings of the Board, the order of business should be as follows:

Closed Session (When Required)

Call to Order

Invocation

Pledge of Allegiance

Adoption of Agenda

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

Consent Agenda (Will contain Minutes and Committee Reports)

Board of Supervisors Comments

County Officials

Committee Business

Public Hearings – Non Planning Issues (When Required)

Planning Commission Business

Public Hearings (When Required)

Other Planning Commission/Department Business

Liaison Reports (If Any)

Citizen Comments

Board of Supervisors Comments

Adjournment

Section 5-2. Adoption of Agenda

The agenda presented for adoption shall be the agenda prepared and delivered as required in Article IV. Additions, deletions, or modifications and/or adoption of the agenda shall require the consent of a majority of the members of the Board present at the meeting.

Section 5-3. Consent Agenda

The Consent Agenda shall be introduced by a motion "to approve the Consent Agenda," and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the Consent Agenda, beyond asking questions for simple clarification.

On objection by any member of the Board of Supervisors to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith. Such objection may be recorded at any time prior to completing the taking of a vote on the motion to approve the Consent Agenda. Items which have been objected to and removed from the Consent Agenda shall be acted upon in the original order presented within the agenda.

Approval of the motion to approve the Consent Agenda shall constitute approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

Section 5-4. Citizen Comments Period [Amended 4/14/04] [Amended 01/10/18]; [Amended 02/14/18]

Two Citizen Comments periods shall be furnished during every regular meeting of the Board of Supervisors. The first Citizen Comments period shall occur after the adoption of the agenda and shall be a time for citizens to address agenda items that are not scheduled for public hearing. A register for persons desiring to address the Board of Supervisors during this Citizen Comments period shall be furnished prior to the beginning of every regular meeting of the Board of Supervisors. Citizens desiring to address the Board of Supervisors during this period **shall sign up in person to speak by providing their own name and Magisterial District on a register list provided for this purpose by the Clerk to the Board. No one shall be allowed to sign another individual's name on the list provided. The Chair shall determine from the register the approximate number of persons desiring to comment and may establish the manner in which speakers are recognized and the length of time each may speak.**

The second Citizens Comments period shall occur prior to the Board of Supervisors Comments at the end of the meeting and shall be a time for citizens to address the Board of Supervisors on issues that are **relevant to the County ~~not part of the regular meeting agenda.~~** Citizens desiring to address the Board of Supervisors during this period are not required to register; however, each shall state their name and their Magisterial District of residence prior to their comments.

~~Each speaker during the Citizen Comments periods shall be limited to one appearance per citizen comment period per meeting. Individuals speaking during the Citizen Comments periods shall be subject to a three-minute time limitation.~~

Any person desiring to address the Board of Supervisors during the Citizen Comments periods shall be required to abide by the rules governing such presentations as set forth in these rules in Article VII-Citizen Responsibilities.

Members of the Board shall neither engage in debate with, nor shall they be expected to answer questions posed by individuals speaking during the Citizen Comment period.

Section 5-5. Scheduled Presentations

Any person desiring to address the Board of Supervisors for a presentation under County Officials shall be required to abide by the rules governing such presentations as set forth in these rules in Article VII-Citizen Responsibilities.

Any citizen or staff member who desires to address the Board during the County Officials portion of the agenda at a regular meeting shall submit a written request to the Clerk, or his/her designee, identifying, with reasonable certainty, the subject matter of the presentation. Such request must be in the Clerk's hands not later than the agenda deadline specified in Section 4-1 hereof. Only the person requesting to make the presentation may do so, unless otherwise permitted by the Chair, and every such speaker shall be subject to a five minute time limit for the presentation itself, which limit can be extended with agreement of the Chairman. Board member questions and discussion of the material presented shall not be subject to any time limit. Persons making presentations should be prepared to answer questions and provide detailed information in response to questions from members of the Board.

ARTICLE VI - PUBLIC HEARINGS ~~S~~ ITEMS

Section 6-1. Format for Public Hearings ~~s~~ Items

It is the purpose and objective of the Board of Supervisors to give each citizen an opportunity to express his/her views on the issue(s) at hand at public hearings and to give all speakers equal treatment and courtesy. While it is often necessary to have a presentation by an applicant and staff, it is the desire of the Board to hear from the public; and therefore, the applicant and staff presentations will be as brief as possible. In order to accomplish this objective, it is necessary that certain rules of order prevail at all public hearings of the Board of Supervisors as follows:

Section 6-2. Order of Business

~~At~~**For** public hearing **items**, the order of business will be as follows:

- (a) Identification of Issue and Verification of Notice
- (b) Staff and/or Applicant Presentation
- (c) Public Comment
- (d) Close of Public ~~Hearing~~ **Comment**
- (e) Board Member Questions
- (f) Staff, Applicant Response
- (g) Board discussion and/or consideration

Section 6-3. Identification of Issue and Verification of Required Notice

The Chair shall call upon the appropriate county staff member to verify that any required notice has been given and to read or summarize the notice for the benefit of those attending the public hearing.

Section 6-4. Staff and/or Applicant Presentation

The Chair will call upon the appropriate county staff and/or applicant to present such information as is necessary to explain the action requested of the Board of Supervisors. Presentations will be brief, concise summaries for the Supervisor's and the public's information and understanding, provided that sufficient time will be allowed to present, properly and fairly, the subject matter. When written information has been provided prior to the hearing, that information should be summarized, and only new information should be presented in detail at the meeting.

Section 6-5. Public Comment

Any person desiring to address the Board of Supervisors at a Public Hearing conducted by the Board of Supervisors shall be required to abide by the rules governing such presentations as set forth in these rules in Article VII-Citizen Responsibilities.

A register for persons desiring to address the Board of Supervisors during the public comment period shall be furnished prior to the beginning of every regular meeting of the Board of Supervisors. Citizens desiring to address the Board of Supervisors during a public hearing item comment period should provide their name and their Magisterial District of residence on the register list provided.

Prior to commencing public comment, the Chair shall determine from the register list the approximate number of persons desiring to comment and may establish the manner in which speakers are recognized and the length of time each may speak.

Section 6-6. Order of Speaking

Members of the public shall be permitted to speak as the Chair recognizes each, provided that no member of the public shall be recognized to speak a second time until all persons desiring to speak have had an opportunity to do so. In the event the number of persons desiring to speak necessitates a register, speakers shall be recognized in the order in which they have registered.

In the event the number of speakers results in the continuation of a public hearing, any persons registered but not heard at the initial Public Hearing will be the first given an opportunity to speak at the continued hearing.

Section 6-7. Presentation of Comments

Each person may address the Board as many times as the Chair, in his or her discretion, may allow, but no speaker shall exceed the total time limit set by the Chair.

Section 6-8. Board Members' Questions

Upon completion of a presentation by staff, applicant or member of the public, any member of the Board may ask questions to enhance their understanding of the issue, verify information presented or clarify the action or actions requested. Members of the Board shall not engage in debate with the person or persons making the presentation.

Section 6-9. Staff and/or Applicant Response

The Chairman shall call on the staff or applicant for any response on closing comments with reference to the public hearing presentations.

Section 6-10. Close of Hearing

When the Chair of the Board shall have closed a public hearing, no further public comments shall be received.

Section 6-11. Board Discussions and/or Consideration

At the close of the public hearing, the Board of Supervisors shall, at its discretion, act or defer action upon the matter set for public hearing. In the event the Board defers action to a later date, the record shall be left open to receive written comments up until the time that a vote is taken.

ARTICLE VII - CITIZEN RESPONSIBILITIES

Section 7-1. Application of Rules

Any person desiring to address the Board of Supervisors during any portion of a meeting designated for public comment shall be required to abide by the rules governing such presentations as hereafter set forth in these rules.

Section 7-2. Addressing the Board

All persons speaking at a meeting of the Board during any portion of a meeting designated for public comment shall address their comments to the Board of Supervisors and shall limit their comments to matters before the Board of Supervisors. Speakers shall not engage in debate with other speakers or members of the public. Questions shall not be asked of other speakers but may be directed to the Chairman of the Board for consideration by the Board in later deliberating the matter.

Section 7-3. Conduct while Speaking/Conduct While Not Speaking

Persons speaking at a meeting of the Board of Supervisors shall do so in a courteous manner. Cursing or other obscene language or gestures, threats, insults, or other actions intended to harass, provoke or incite a fight, brawl, or other such disorderly response will not be permitted. Any person whose conduct is contrary to this section will be removed as provided for in section 2-2 of these rules. Board members are expected to observe the same decorum at all meetings.

Section 7-4. Name and Magisterial District of Residence [Amended 02/14/18]

Individuals addressing the Board during any portion of a meeting designated for public comment shall clearly state their name and Magisterial District of residence prior to making any further comments. Should a person be recognized to speak more than once, they shall identify themselves each time before speaking.

Section 7-5. Organizational Representation

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board, disclose for the organization, group, association, corporation, or other entity, the history, size, dues, structure, date of creation, requirements for membership, tax status; and shall reveal the organizations method of determining its official position and the speaker's authority to represent the organization. Unreasonable failure to provide this information to the satisfaction of the Board of Supervisors shall bar the speaker from speaking on behalf of the organization.

Section 7-6. Order of Speaking

Persons speaking during any portion of a meeting designated for public comment shall do so in the order in which they are recognized and called upon by the Chair.

Section 7-7. Time Limits

All persons speaking during any portion of a meeting designated for public comment shall observe all time limits established herein and shall yield the floor when informed their time has expired.

Section 7-8. Registration [Amended 02/14/18]

Should registration of speakers be required, all persons desiring to speak shall sign the register, providing their name and Magisterial District of residence.

Section 7-9. Written Copy of Comments

Speakers are requested, but not required, to leave written statements and/or comments with the Clerk or Deputy Clerk of the Board to be incorporated into the written record of the meeting.

Section 7-10. Information Sources

No person who speaks or otherwise presents information during any portion of a meeting designated for public comment shall knowingly present false or untrue information to the Board of Supervisors, and shall, upon request of any Board Member, provide the source of any information presented.

ARTICLE VIII – APPOINTMENTS

Section 8-1. Appointments by the Chairman of the Board

The Chairman shall appoint members of the Board to such authorities, boards, commissions, committees or other organizations or positions as the Board shall so authorize and to appoint various citizen members to Board's standing committees.

The following positions are appointed by the Chairman each January.

STANDING COMMITTEES OF THE BOARD APPOINTED BY THE CHAIRMAN:

Finance Committee	Code and Ordinance Committee
Human Resources Committee	Public Safety Committee
Public Works Committee	Technology (IT) Committee
Transportation Committee	

OTHER APPOINTMENTS MADE BY THE CHAIRMAN:

Board Liaison to Fire & Rescue Association
Board Liaison to Frederick Water Board
Board Liaison to Planning Commission
County Representatives to the Frederick County-Winchester Joint Finance Committee

Section 8.2. Appointments by the Board of Supervisors [Amended 01/25/06]; [Amended 02/14/18]; [Amended 08/08/18]

Each board member may nominate citizen members to be appointed to the various authorities, boards, commissions, and committees where a representative is needed from a member's respective magisterial district or for the county at large. (Note: A current list of boards and committees is available on the County website.) A majority vote of those board

members present shall be required to appoint a nominee to said authority, board, commission, or committee. Prior to Board action on a prospective nominee, the following process shall be followed:

1. Applications are required for positions on bodies created by the Board of Supervisors. For non-Frederick County boards such as regional or community-based bodies, the Board of Supervisors will accept and consider nominations from those boards while reserving the right to appoint its preferred candidate. The application form, or Committee Appointments Informational Data Sheet, is available on the County website, www.fcva.us, or through the County Administrator's Office. A completed application (Informational Data Sheet) shall be required for all initial nominations; however, a completed application (Informational Data Sheet) for candidates being reappointed shall not be required.
2. Applications must be received in the County Administrator's Office by 5:00 p.m. on the Wednesday preceding a Board meeting in order to be included in the agenda for review by the members of the Board.
3. Any applications received after the deadline specified above will be held for review until the next regularly scheduled meeting of the Board.

ARTICLE IX – Electronic Devices

Section 9-1. Devices

Use of computers, tablets, and other devices issued by the County to Board members will be subject to policies relating to their use. Such devices shall be used for County business purposes.

Section 9-2. Email Accounts

Due the requirements of the Freedom of Information Act (FOIA) and record archiving purposes, Board members are strongly encouraged to use only the email account provided by the County to conduct business for the County. When responding to emails that are sent to all Board members, respond by replying only to the sender. Email, like all written correspondence, is subject to the FOIA.

Article X -- AMENDMENTS

Section 10-1. Amendments

These Rules of Procedure may from time to time be revised, repealed, or otherwise amended upon an affirmative vote by a majority of the members of the Board of Supervisors present and voting.

(Adopted: 05/28/03)
(Amended: 06/11/03)
(Amended: 01/14/04)
(Amended: 04/14/04)
(Amended: 01/25/06)
(Amended: 01/14/09)
(Amended: 09/14/11)
(Amended: 01/10/18)
(Amended: 02/14/18)
(Amended: 08/08/18)
(Amended: 01/09/19)

January 8, 2020

MOTION for ADOPTION OF RULES OF PROCEDURE AND CONDUCT

I move that the Board adopt the Rules of Procedure originally adopted by the Frederick County Board of Supervisors on May 28, 2003, amended January 8, 2020, and Robert's Rules of Order Simplified and Applied.

January 8, 2020

MOTION for SELECTION OF A PARLIAMENTARIAN

I move that the Board elect the County Administrator as Parliamentarian.

MOTION for SELECTION OF A TIME AND PLACE FOR REGULAR MEETINGS

I move that the second and fourth Wednesdays of each month, at 7:00 P.M., in the Board of Supervisors' Meeting Room, County Administration Building, 107 North Kent Street, Winchester, Virginia be the time and meeting place for the Frederick County Board of Supervisors for 2020 with the exception of the November 11 meeting which shall be held on Thursday, November 12 because of the Veterans Day holiday. I further move that should a meeting be cancelled due to inclement weather, it will take place on the following evening.



Board of Supervisors
Agenda Item Detail
Meeting Date: October 9, 2019
Agenda Section: County Officials

Title: Minutes of the Closed Session and Regular Meeting of December 11, 2019

Attachments:

[MinutesClosedSession191211.pdf](#)

[MinutesRegularMeeting191211.pdf](#)

MINUTES
CLOSED SESSION
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, DECEMBER 11, 2019
5:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

ATTENDEES

Board of Supervisors: Gary A. Lofton, Vice Chairman; Blaine P. Dunn; Judith McCann-Slaughter; J. Douglas McCarthy; and Robert W. Wells were present. Charles S. DeHaven, Jr., Chairman, was absent.

Staff present: Kris C. Tierney, County Administrator; Jay E. Tibbs, Deputy County Administrator; Roderick B. Williams, County Attorney; Karen Vacchio, Public Information Officer; Scott Varner, Director of Information Technology; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors.

CALL TO ORDER

Vice Chairman DeHaven called the meeting to order at 5:00 p.m.

CLOSED SESSION

Supervisor Wells moved that the Board of Supervisors of Frederick County enter a closed session pursuant to Section 2.2-3711(A)(1) for discussion of candidates for the Shawnee District Supervisor and pursuant to Section 2.2-3711(A)(7) and (8) for discussion of actual and/or probable litigation against the manufacturers and/or distributors of opioids. Supervisor Dunn seconded the motion which carried on a voice vote.

At 6:15 p.m., the Board members being assembled within the designated meeting place in the presence of members of the public and the media desiring to attend, the meeting was reconvened on motion of Supervisor Wells, seconded by Supervisor Dunn. Supervisor Wells

moved that the Board of Supervisors of Frederick County certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board. Supervisor Dunn seconded the motion which carried as follows on a roll call vote:

Blaine P. Dunn	Aye	Shawnee Seat	(Vacant)
Gary A. Lofton	Aye	Robert W. Wells	Aye
J. Douglas McCarthy	Aye	Charles S. DeHaven, Jr.	Absent
Judith McCann-Slaughter	Aye		

ADJOURN

At 6:17 p.m., Vice Chairman Lofton adjourned the meeting until the 7:00 p.m. regular meeting.

MINUTES
REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, DECEMBER 11, 2019
7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

ATTENDEES

Board of Supervisors: Gary A. Lofton, Vice Chairman; Blaine P. Dunn; Judith McCann-Slaughter; J. Douglas McCarthy; and Robert W. Wells were present. Charles S. DeHaven, Jr., Chairman, was absent.

Staff present: Kris C. Tierney, County Administrator; Roderick B. Williams, County Attorney; Karen Vacchio, Public Information Officer; Mike Ruddy, Director of Planning and Development; Mark Cheran, Zoning & Subdivision Administrator; Tyler Klein, Planner; Mike Marciano, Director of Human Resources; Scott Varner, Director of Information Technology; Dennis Linaburg, Fire & Rescue Chief; Lenny Millholland, Sheriff; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors.

CALL TO ORDER

Vice Chairman Lofton called the meeting to order at 7:00 p.m.

INVOCATION

Bobby Alger of Crossroads Community Church delivered the invocation.

PLEDGE OF ALLEGIANCE

Supervisor Wells led the Pledge of Allegiance.

ADOPTION OF AGENDA – APPROVED

Upon motion of Supervisor Slaughter, seconded by Supervisor Dunn, the agenda was adopted on a voice vote.

CITIZENS COMMENTS

The following persons, referencing the statewide second amendment sanctuary movement, spoke in favor of the Consent Agenda item Resolution Addressing the Second Amendment:

Dave LaRock, Delegate, 33rd House District
Daniel Hyland, Gainesboro District
Corey O'Donnell, Gainesboro District
Jayson Vance, Red Bud District
Mollie Brannon, Red Bud District
Steve Brannon, Red Bud District
James Maynard, Gainesboro District
Elijah Filbert, Stonewall District
Alan Morrison, Gainesboro District
Trudy Poe Ruggles, Gainesboro District
Clarence Mullins, Gainesboro District
Sylvia White, Opequon District
Rhodri Hughes, Stonewall District
Travis Dotson, Stonewall District, owner of Middletown Firearms
John Ferraro, Back Creek District
Abe Wine, Gainesboro District
Shawn Baird, Shawnee District
Craig Anderson, Warren County resident
Theresa Moyers, Gainesboro District
James Evans, Back Creek District
Whitney DeHaven, Gainesboro District
Ian Antons, Back Creek District
Alyse Trinch, Back Creek District
Sean Thompson, Opequon District
John Taylor, Gainesboro District
Ariel Banagan, Back Creek District
Dody Stottlemeyer, Shawnee District
Kim Hyland, Gainesboro District
Danny Lanning, Opequon District
Iris Flores, Gainesboro District
Tim Roberts, Back Creek District
John Campbell, Gainesboro District
Lucas Cook, Shawnee District
David Williamson, Gainesboro District

Brandon Angel, Winchester City resident
 Richard Van Norton, Back Creek District
 Samantha Smith, Opequon District
 Harry Miller, Gainesboro District
 Stacy Spadafora, Red Bud District
 Floyd Sadler, Back Creek District
 Steve Fertig, Red Bud District
 Jill Shields, Opequon District
 Mark Stickley, Opequon District
 Henry Bromley, Red Bud District

The following persons spoke in opposition to the Consent Agenda item Resolution Addressing the Second Amendment:

Bryan Nuri, Opequon District
 Cleo Usman, Opequon District
 Richard Good, Stonewall District
 Josh Morgan, Red Bud District

ADOPTION OF CONSENT AGENDA – APPROVED

Upon motion of Supervisor Dunn, seconded by Supervisor Wells, the consent agenda was adopted on a roll call vote as follows:

Blaine P. Dunn	Aye	Shawnee Seat	(Vacant)
Gary A. Lofton	Aye	Robert W. Wells	Aye
J. Douglas McCarthy	Aye	Charles S. DeHaven, Jr.	Absent
Judith McCann-Slaughter	Aye		

- Minutes of Closed Session and Regular Meeting of November 13, 2019 - CONSENT AGENDA APPROVAL

- Human Resources Committee Report of November 8, 2019 - CONSENT AGENDA APPROVAL, Appendix 1

- Parks and Recreation Commission Report of November 19, 2019 - CONSENT AGENDA APPROVAL, Appendix 2

- Public Safety Committee Report of November 21, 2019 - CONSENT AGENDA APPROVAL, Appendix 3

- Transportation Committee Report of November 25, 2019 -- CONSENT AGENDA APPROVAL, Appendix 4

- Acknowledgement of Receipt of Certified Copies of Abstract of Votes from the November 5, 2019, General Election - CONSENT AGENDA APPROVAL, Appendix 5

- Request for Road Name Change from Todd Coates Lane to Shamrock Knoll Lane
- CONSENT AGENDA APPROVAL

- Request from the Commissioner of the Revenue for Refunds and Corresponding Supplemental Appropriations - CONSENT AGENDA APPROVAL
Ford Motor Credit Co. - \$2,955.78
M C Dean Inc. - \$ 3,358.89

- Resolution Adding Gravenstein Court to the Secondary Road System – CONSENT AGENDA APPROVAL

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.

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- Resolution of Support for Traffic Incident Management Legislation – CONSENT AGENDA APPROVAL

WHEREAS, on November 14, 2018, the Metropolitan Washington Council of Governments released a report entitled “Traffic Incident Management in the National Capital Region” which provided seven priority recommendations to improve the quick and safe resolution of traffic incidents region wide; and

WHEREAS, during the 2019 General Assembly Session, legislation was introduced that would have allowed traffic incident management (“TIM”) vehicles owned or operated by the Virginia Department of Transportation to be equipped with flashing lights and sirens; and

WHEREAS, this legislation would ensure our current transportation infrastructure is utilized in the most safe and efficient manner, and would benefit citizens across the Commonwealth – especially congested regions such as Northern Virginia, Hampton Roads, and the I-81 corridor; and

WHEREAS, the prompt arrival of traffic incident management professionals has been shown in other states to significantly alleviate traffic congestion, and improve safety by mitigating secondary crashes; and

WHEREAS, the smooth flow of traffic improves public safety and decreases safety challenges and costs for commuters and, ultimately, the economy.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Frederick, Virginia hereby supports legislation in the 2020 General Assembly Session that would allow traffic incident management vehicles along Statewide Safety Service Patrol Routes to be equipped with flashing lights and sirens.

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- Resolution Authorizing Acceptance of Real Property form Lakeside Homeowners Association Inc. – CONSENT AGENDA APPROVAL

WHEREAS, Lakeside Homeowners Association Inc. is the record owner of four (4) certain parcels of land in Shawnee Magisterial District of Frederick County; and

WHEREAS, said parcels are identified as:

- Lot 1, Sublot B in Lakeside Subdivision, Tax Parcel Number 75B-A-1B;
- Lot 1, Sublot C in Lakeside Subdivision, Tax Parcel Number 75B-A-1C;
- Lot 1, Sublot D in Lakeside Subdivision, Tax Parcel Number 75B-A-1D;
- Lot 39, Sublot B in Lakeside Subdivision, Tax Parcel Number 75H-2-39B;

This land being a portion of the land conveyed to Lakeside Homeowners Association Inc. from Shiho Inc. in Deed Book 869, page 1134; and

WHEREAS, Lakeside Homeowners Association Inc has indicated an interest in donating the above-referenced lots to the County for the purpose of promoting outdoor recreation within the County; and

WHEREAS, the Board of Supervisors intends to accept the gift of land from Lakeside Homeowners Association Inc., if the same is offered.

NOW, THEREFORE, BE IT RESOLVED, that the Frederick County Board of Supervisors hereby authorizes the County Administrator, Kris Tierney, to accept a deed of gift for the above described property from Lakeside Homeowners Association Inc. on behalf of the County.

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- Resolution Addressing Second Amendment – CONSENT AGENDA APPROVAL

WHEREAS, the Second Amendment of the United States Constitution reads “A well regulated Militia, being necessary to the security of a free state, the right of the people to keep and bear Arms, shall not be infringed.” and

WHEREAS, the United States Supreme Court in District of Columbia v. Heller, 554 U.S. 570 (2008), affirmed an individual’s right to possess firearms, unconnected with service in a militia, for traditionally lawful purposes, such as self-defense within the home; and

WHEREAS, the United States Supreme Court in McDonald v. Chicago, 561 U.S. 742 (2010), affirmed that the right of an individual to “keep and bear arms,” as protected under the Second Amendment, is incorporated by the Due Process Clause of the Fourteenth Amendment against the states; and

WHEREAS, the United States Supreme Court in United States v. Miller, 307 U.S. 174 (1939), opined that firearms that are part of ordinary military equipment, or with use that could contribute to the common defense are protected by the Second Amendment; and

WHEREAS, Article I, Section 13, of the constitution of Virginia provides “that a well regulated militia, composed of the body of the people, trained to arms, is the proper, natural, and safe defense of a free state, therefore, the right of the people to keep and bear arms shall not be infringed,”; and

WHEREAS, Article I, section 1, of the constitution of Virginia reads “That all men are by nature equally free and independent and have certain inherent rights, of which, when they enter into the state of society, they cannot, by any compact, deprive or divest their posterity; namely, the enjoyment of life and liberty, with the means of acquiring and possessing property, and pursuing and obtaining happiness and safety; and

WHEREAS, Article I, section 2 of the constitution of Virginia reads “that all power is vested in, and consequently derived from, the people, that magistrates are their trustees and servants, and at all times amenable to them.”; and

WHEREAS, certain legislation that has or may be introduced in the Virginia General Assembly, and certain legislation which has or may be introduced in the United States Congress could have the effect of infringing upon the rights of law abiding citizens to keep and bear arms, the right to which is guaranteed by the Second Amendment to the United States Constitution and Article I, Section 13 of the Constitution of Virginia; and

WHEREAS, the Frederick County Board of Supervisors is concerned about the passage of any bill containing language that could be interpreted in such a way as to infringe upon the rights of the citizens of Frederick County to keep and bear arms; and

WHEREAS, the Frederick County Board of Supervisors wishes to express its deep commitment to the constitutionally protected rights of all citizens of Frederick County to keep and bear arms; and

WHEREAS, the Frederick County Board of Supervisors wishes to express opposition to any law that would unconstitutionally restrict the rights of the citizens of Frederick County to keep and bear arms; and

WHEREAS, the Frederick County Board of Supervisors wishes to express its intent to defend the Constitutions of the United States of America and the Commonwealth of Virginia, and to oppose, within the limits of the Constitution of the United States and the Commonwealth of Virginia, any efforts to unconstitutionally restrict such rights; and

WHEREAS, the Frederick County Board of Supervisors on behalf of the citizens of Frederick County, is intent in defending and supporting the Constitution of the United States of America and the Constitution of the Commonwealth of Virginia, shall when necessary, by such legal means at its disposal protect the rights of the citizens of Frederick County to keep and bear arms, including through legal action, the power to appropriate public funds, the right to petition for redress of grievances, and the power to direct employees of Frederick County to refrain from conduct which would infringe upon the Constitutional rights of our citizens.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Frederick County Virginia:

That the Frederick County Board of Supervisors hereby expresses its intent to uphold and defend the Second Amendment rights and all constitutionally guaranteed rights of the citizens of Frederick County, Virginia, and

That the Frederick County Board of Supervisors hereby expresses its intent that public funds of the county not be used to restrict the Second Amendment rights or any constitutionally protected rights of the citizens of Frederick County, or to aid any agency in the infringement of such constitutionally guaranteed and protected rights; and

That the Frederick County Board of Supervisors hereby specifically declares its intent to oppose any infringement upon the right of law-abiding citizens to keep and bear arms using such legal means as may be expedient.

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BOARD OF SUPERVISORS COMMENTS

Supervisor McCarthy discussed the just-passed Resolution Addressing the Second Amendment.

The meeting was recessed for a five-minute break.

Supervisor Dunn discussed the just-passed Resolution Addressing the Second Amendment.

COUNTY OFFICIALS:

COMMITTEE APPOINTMENTS

LLOYD WINTERS APPOINTED TO BOARD OF BUILDING CODE APPEALS - APPROVED

On motion of Supervisor Wells, seconded by Supervisor Slaughter, Lloyd Winters was appointed on a voice vote to a vacant five-year term, ending 12-11-2024, on the Board of Building Code Appeals.

HUGH VAN METER REAPPOINTED AND KENNETH BAKER APPOINTED TO THE SHAWNEELAND SANITARY DISTRICT ADVISORY COMMITTEE - APPROVED

On motion of Supervisor Dunn, seconded by Supervisor McCarthy, Hugh Van Meter was reappointed on a voice vote to a two-year term, ending 11-9-2021, on the Shawneeland Sanitary District Advisory Committee.

On motion of Supervisor Dunn, seconded by Supervisor McCarthy, Kenneth Baker was appointed on a voice vote to a two-year term, ending 11-9-2021, on the Shawneeland Sanitary District Advisory Committee.

DWIGHT SHENK, GAINESBORO DISTRICT REPRESENTATIVE, REAPPOINTED TO THE BOARD OF ZONING APPEALS – APPROVED

On motion of Supervisor McCarthy, seconded by Supervisor Slaughter, Dwight Shenk was reappointed on a voice vote to a five-year term ending 12-31-2024 as Gainesboro District Representative on the Board of Zoning Appeals.

RAYMOND CROSS, OPEQUON DISTRICT REPRESENTATIVE, AND ROSE MCDONALD, GAINSEBORO DISTRICT REPRESENTATIVE, REAPPOINTED TO EXTENSION LEADERSHIP COUNCIL - APPROVED

On motion of Supervisor Wells, seconded by Supervisor Slaughter, Raymond Cross was reappointed on a voice vote to a four-year term ending 1-26-2024 as Opequon District Representative on the Extension Leadership Council.

On motion of Supervisor McCarthy, seconded by Supervisor Slaughter, Rose

McDonald was reappointed on a voice vote to a four-year term ending 1-26-2024 as Gainesboro District Representative on the Extension Leadership Council.

RONALD MADAGAN, OPEQUON DISTRICT REPRESENTATIVE, AND NATALIE GEROMETTA, GAINESBORO DISTRICT REPRESENTATIVE, REAPPOINTED TO PARKS AND RECREATION COMMISSION - APPROVED

On motion of Supervisor Wells, seconded by Supervisor Dunn, Ronald Madagan was reappointed on a voice vote to a four-year term ending 1-14-2024 as Opequon District Representative on the Parks and Recreation Commission.

On motion of Supervisor McCarthy, seconded by Supervisor Wells, Natalie Gerometta was reappointed on a voice vote to a four-year term ending 2-13-2024 as Gainesboro District Representative on the Parks and Recreation Commission.

KEVIN KENNY, GAINESBORO DISTRICT REPRESENTATIVE, AND WILLIAM CLINE, STONEWALL DISTRICT REPRESENTATIVE, REAPPOINTED TO PLANNING COMMISSION - APPROVED

On motion of Supervisor McCarthy, seconded by Supervisor Wells, Kevin Kenny was reappointed on a voice vote to a four-year term ending 1-26-2024 as Gainesboro District Representative on the Planning Commission.

On motion of Supervisor Slaughter, seconded by Supervisor McCarthy, William Cline was reappointed on a voice vote to a four-year term ending 2-12-2024 as Stonewall District Representative on the Planning Commission.

GWEN BORDERS-WALKER JOINTLY APPOINTED TO WINCHESTER-FREDERICK TOURISM BOARD - APPROVED

On motion of Supervisor McCarthy, seconded by Supervisor Dunn, the Board confirmed the recent appointment by the City of Winchester and appointed Gwen Borders-Walker as Non-Profit Sector Representative to a three-year term on the Winchester-Frederick Tourism Board.

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COMMITTEE BUSINESS:

HUMAN RESOURCES COMMITTEE

**PROPOSED CHANGES TO FREDERICK COUNTY HUMAN RESOURCES POLICY
REGARDING WORKERS' COMPENSATION – RETURNED TO HUMAN RESOURCES
COMMITTEE**

Supervisor Dunn moved for approval of the changes recommended by the Human Resources Committee regarding worker's compensation policy. Supervisor McCarthy seconded the motion.

Supervisor McCarthy moved for approval of a substitute motion sending the matter back to the Human Resources Committee for further discussion regarding the earning of paid time off while an employee is on a worker's compensation leave. Supervisor Dunn seconded the motion which carried on a voice vote.

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PUBLIC HEARINGS – NON PLANNING ISSUES

**TWELVE MONTH OUTDOOR FESTIVAL PERMIT REQUEST OF BELLE GROVE
PLANTATION. PURSUANT TO THE FREDERICK COUNTY CODE, CHAPTER 86,
FESTIVALS; SECTION 86-3, PERMIT REQUIRED; APPLICATION; ISSUANCE OR DENIAL;
FEE; PARAGRAPH D, TWELVE MONTH PERMITS - APPROVED**

County Administrator Tierney provided background information on the annually requested permit. Kristin Laise, Executive Director of Belle Grove Plantation, explained the request.

Vice Chairman Lofton opened the public hearing.

There were no speakers.

Vice Chairman Lofton closed the public hearing.

Supervisor Dunn moved for approval of the Twelve-Month Outdoor Festival Permit for Belle Grove Plantation. Supervisor Wells seconded the motion which carried on a voice vote.

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PLANNING COMMISSION BUSINESS – PUBLIC HEARINGS

ORDINANCE AMENDMENT TO THE FREDERICK COUNTY CODE, CHAPTER 165 ZONING, ARTICLE I GENERAL PROVISIONS; AMENDMENTS; AND CONDITIONAL USE PERMITS, PART 101 GENERAL PROVISIONS, SECTION 165-101.02 DEFINITIONS AND WORD USAGE; ARTICLE II SUPPLEMENTARY USE REGULATIONS; PARKING; BUFFERS; AND REGULATIONS FOR SPECIFIC USES, PART 204 ADDITIONAL REGULATIONS FOR SPECIFIC USES, SECTION 165-204.19 TELECOMMUNICATION FACILITIES, COMMERCIAL; ARTICLE VI BUSINESS AND INDUSTRIAL ZONING DISTRICTS, PART 605 OM OFFICE-MANUFACTURING PARK DISTRICT, SECTION 165-605.02 PERMITTED USES, PART 609 HE HIGHER EDUCATION DISTRICT, SECTION 165-609.02 PERMITTED USES. - APPROVED

Planner Tyler Klein provided background saying the proposed changes enable smaller commercial telecommunications facilities in certain zoning districts by-right in order to enable better internet service to underserved areas of the County (such as Shawneeland). Further, he said, the proposed changes codify changes to the *Code of Virginia*, which created a two-track process for approval of telecommunication facilities. He said the legislation treats certain, defined small scale facilities as “administrative review-eligible projects” that a locality must permit in any zoning district, without the requirement of a Conditional Use Permit. Mr. Klein said this would enable “small cell facilities,” structures under 50-feet (FT) in height, or co-location of a wireless facility on an existing structure to be sited administratively, and also revamps the rules for larger projects, or “standard process projects” which would continue to be permitted through the County’s Conditional Use Permit (CUP) process.

Supervisor McCarthy asked for and received confirmation that the proposed ordinance amendment does not change anything but rather updates County Code to conform with State Code.

Supervisor Dunn and Mr. Klein discussed private towers and the 50’ by right allowance of such towers in certain zones.

Vice Chairman Lofton opened the public hearing.

Dave Williamson, Gainesboro District and representative of Winchester Wireless, spoke in favor of the ordinance and asked that the Board also address the idea of personal towers that can be used for commercial purposes to better serve areas where broadband service is unavailable.

Mollie Brannon, Stonewall District, said towers taller than 50' are needed to get internet service when residents have tall trees.

John Jewell, Back Creek District, said the overall plan to improve internet availability needs to be worked on with all providers to grow broadband service. He added it is wrong for amateur (Ham) radio towers to be used for commercial purposes.

Richard Mason, Back Creek District, asked why Winchester Wireless would build towers taller than 50' if they know the current law. He noted his concern for property values near cell towers and warned the Board that approving towers over 50' will ruin the County's landscape.

Steve Brannon, Stonewall District, asked the Board to consider those who need some type of tower to receive cell service.

Vice Chairman Lofton closed the public hearing.

Supervisor McCarthy moved for adoption of the proposed ordinance amending the Frederick County Code Chapter 165 Zoning. Supervisor Wells seconded the motion which carried on a roll call vote as follows:

| | | | |
|--------------------------------|------------|--------------------------------|-----------------|
| Blaine P. Dunn | Aye | Shawnee Seat | (Vacant) |
| Gary A. Lofton | Aye | Robert W. Wells | Aye |
| J. Douglas McCarthy | Aye | Charles S. DeHaven, Jr. | Absent |
| Judith McCann-Slaughter | Aye | | |

AN ORDINANCE AMENDING THE FREDERICK COUNTY CODE CHAPTER 165 ZONING

ARTICLE I

GENERAL PROVISIONS; AMENDMENTS; AND CONDITIONAL USE PERMITS

PART 101 – GENERAL PROVISIONS

§165-101.02. DEFINITIONS AND WORD USAGE

ARTICLE II

SUPPLEMENTARY USE REGULATIONS; PARKING; BUFFERS; AND REGULATIONS FOR SPECIFIC USES

PART 204 – ADDITIONAL REGULATIONS FOR SPECIFIC USES

§165-204.19. TELECOMMUNICATION FACILITIES, COMMERCIAL

ARTICLE VI

BUSINESS AND INDUSTRIAL ZONING DISTRICTS

PART 605 – OM OFFICE-MANUFACTURING PARK DISTRICT

§165-605.02. PERMITTED USES

PART 609 – HE HIGHER EDUCATION DISTRICT

§165-609.02. PERMITTED USES

WHEREAS, an ordinance to amend Chapter 165, Zoning to enable smaller commercial telecommunication facilities in certain zoning districts by-right in order to enable better internet service to underserved areas of the County; and

WHEREAS, the proposed changes codify changes to the *Code of Virginia*, which created a two-track process for approval of telecommunication facilities:

- Defined small scale facilities as “administrative review-eligible projects” that a locality must permit in any zoning district, without the requirement of a Conditional Use Permit, enabling “small cell facilities”, structures under 50-feet (FT) in height, or co-location of a wireless facility on an existing structure to be sited administratively.
- For larger projects (such as telecommunication monopoles), what it calls “standard process projects”. The types of facilities would continue to be permitted through the County’s Conditional Use Permit (CUP) process.
- Enable telecommunication towers as “allowed uses” i.e. by-right in the OM (Office-Manufacturing Park) and HE (Higher Education) Zoning Districts, consistent with the allowed uses for the B3 (Industrial Transition) and MS (Medical Support) Zoning Districts.

WHEREAS, the Planning Commission held a public hearing on this ordinance amendment on November 6, 2019; and

WHEREAS, the Board of Supervisors held a public hearing on this ordinance amendment on December 11, 2019; and

WHEREAS, the Frederick County Board of Supervisors finds that the adoption of this ordinance to be in the best interest of the public health, safety, welfare and in good zoning practice; and

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that Chapter 165 Zoning, is amended to create a two-track process for the approval of telecommunications facilities, enabling “administrative review eligible” small-scale commercial telecommunications facilities by-right and continuing to allow large-scale projects as “standard process projects” permitted through the County’s Conditional Use Permit (CUP) process; and to allow communication facilities in the OM (Office-Manufacturing Park) and HE (Higher Education) Zoning Districts.

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ARTICLE I

General Provisions; Amendments; and Conditional Use Permits

Part 101

General Provisions

§ 165-101.02 Definitions and word usage.

~~COMMERCIAL~~ TELECOMMUNICATION FACILITY, ~~COMMERCIAL~~

~~A structure~~ **Infrastructure**, including ~~the~~ towers, antennas, panels, microwave dishes, receiving dishes, equipment building, other transmitting and receiving components and other accessory structures, used for the wireless electromagnetic transmission of information, excluding structures utilized as satellite earth stations and structures utilized for amateur or recreational purposes such as ham radio or citizen band radio.

~~TELECOMMUNICATIONS TOWERS~~

~~A structure, including the tower, antennas, panels, microwave dishes, receiving dishes, equipment~~

~~building, other transmitting and receiving components and other accessory structures, used for the wireless electromagnetic transmission of information, excluding structures utilized as satellite earth stations and structures utilized for amateur or recreational purposes such as ham radio or citizen band radio.~~ [Term effectively superseded by definitions in Va. Code § 15.2-2316.3]

ARTICLE II

Supplementary Use Regulations; Parking; Buffers; and Regulations for Specific Uses

Part 204

Additional Regulations for Specific Uses

§ 165-204.19. Telecommunication facilities, commercial.

A. Definitions. The terms used in this section shall have the same meanings as set out in Virginia Code Section 15.2-2316.3, unless the context requires a different meaning.

B. Administrative review-eligible projects.

1. Notwithstanding any other provision of this Chapter, but subject to the requirements of this subsection, the following shall be permitted in all zoning districts:

- a. any small cell facility [Va. Code § 15.2-2316.4];
- b. any structure that is not more than 50 feet above ground level, provided that the structure with attached wireless facilities is (i) not more than 10 feet above the tallest existing utility pole located within 500 feet of the structure within the same public right-of-way or within the existing line of utility poles; (ii) not located within the boundaries of a local, state, or federal historic district; and (iii) designed to support small cell facilities [Va. Code §§ 15.2-2316.3 & 15.2-2316.4:1(A)]; or
- c. co-location of a wireless facility on the existing structure of a wireless facility that is not a small cell facility [Va. Code §§ 15.2-2316.3 & 15.2-2316.4:1(A)].

2. Any person seeking to install a facility or structure identified in paragraph 1 of this subsection shall make application to the Zoning Administrator, accompanied by payment of a fee of \$100 each for up to five facilities or structures on the same application and \$50 each for each additional facility or structure on the same application. [Va. Code § 15.2-2316.4(B)(2)] The application shall be subject to consideration as follows:

- a. The Zoning Administrator shall approve or disapprove the application within 60 days of receipt of the complete application. Within 10 days after receipt of an

application and a valid electronic mail address for the applicant, the Zoning Administrator shall notify the applicant by electronic mail whether the application is incomplete and specify any missing information; otherwise, the application shall be deemed complete. Any disapproval of the application shall be in writing and accompanied by an explanation for the disapproval. The 60-day period may be extended by the Zoning Administrator in writing for a period not to exceed an additional 30 days. The application shall be deemed approved if the Zoning Administrator fails to act within the initial 60 days or an extended 30-day period. [Va. Code § 15.2-2316.4(B)(1)]

- b. The Zoning Administrator shall only deny approval for the facility or structure on account of: (i) material potential interference with other pre-existing communications facilities or with future communications facilities that have already been designed and planned for a specific location or that have been reserved for future public safety communications facilities, or (ii) the public safety or other critical public service needs. Otherwise, the Zoning Administrator shall approve the facility or structure and the facility or structure does not require approval from the Planning Commission or the Board of Supervisors. [Va. Code § 15.2-2316.4(B)(4)]
- c. The applicant may voluntarily submit, and the Zoning Administrator may accept, conditions that address potential visual or aesthetic effects resulting from the placement, pursuant to this subsection, of a facility or structure. [Va. Code § 15.2-2316.4(B)(5)]

C. Standard process projects.

- 1. Except as provided in subsection B, no wireless facility or wireless support structure shall be sited, constructed, or operated except pursuant to a conditional use permit issued through the process defined in Part 103 of Article I of this Chapter. The issuance of a conditional use permit for the siting, construction, and operation of a wireless facility is permitted within the zoning districts specified in this Chapter, provided that, pursuant to Virginia Code § 15.2-2232(A), the general location or approximate location, character, and extent of such facilities are substantially in accord with the adopted Comprehensive Plan or part thereof and that adjoining properties, surrounding residential properties, land use patterns, scenic areas, and properties of significant historic value are not negatively impacted. [based on current intro to County Code § 165-204.19]
- 2. Any person seeking to install a facility or structure pursuant to this subsection shall make application to the Zoning Administrator, accompanied by payment of a fee of \$7,000. [Va. Code § 15.2-2316.4:1(B)(2) (“the fee shall not exceed the actual direct

costs to process the application, including permits and inspection”)] The application shall be subject to consideration as follows and include the indicated information:

- a. The Board of Supervisors shall approve or disapprove the application within 150 days of receipt of the complete application by the Zoning Administrator or such shorter period as required by federal law, unless the applicant and the Board agree to a longer period for approval or disapproval of the application. Within 10 days after receipt of an application and a valid electronic mail address for the applicant, the Zoning Administrator shall notify the applicant by electronic mail whether the application is incomplete and specify any missing information; otherwise, the application shall be deemed complete. [Va. Code § 15.2-2316.4:1(C)]
- b. Information to be included with application:
 - i. A map depicting the search area used in siting the proposed facility or structure [Va. Code § 15.2-2316.4:2(D); based on current 165-204.19(A)(2)];
 - ii. Identification of all service providers and commercial telecommunications facility infrastructure within the search area [Va. Code § 15.2-2316.4:2(D); based on current 165-204.19(A)(3)];
 - iii. Confirmation that attempts to co-locate on existing structures have been made and, if such attempts were unsuccessful, the reasons so [Va. Code § 15.2-2316.4:2(D); based on current 165-204.19(A)(3)];
 - iv. Documentation issued by the Federal Communications Commission indicating that the proposed facility is in compliance with the Federal Communications Commission’s established ANSI/IEEE standards for electromagnetic field levels and radio frequency radiation [based on current 165-204.19(A)(4)];
 - v. An affidavit signed by the landowner and by the owner of the facility or structure stating that they are aware that either or both of them may be held responsible for the removal of the facility or structure as stated in subsection E [based on current 165-204.19(A)(5)]; and
 - vi. The applicant may voluntarily submit, and the Board may accept, conditions that address potential visual or aesthetic effects resulting from the placement of the facility or structure. [Va. Code § 15.2-2316.4:2(C)]
3. If the Board of Supervisors grants a conditional use permit under this subsection, the following standards shall then apply to any property on which a wireless facility or wireless support structure is sited, in order to promote orderly development and mitigate the negative impacts to adjoining properties, residential properties, land use patterns, scenic areas, and properties of significant historic value:
 - a. The Board may reduce the required setback distance for the wireless facility or wireless support structure as required by § 165-201.03(B)(8) of this Code if it can be demonstrated that the location is of equal or lesser impact. When a reduced setback is requested for a distance less than the height of the tower, a certified Virginia engineer shall provide verification to the Board that the wireless facility

or wireless support structure is designed, and will be constructed, in a manner that if the wireless facility or wireless support structure collapsed the wireless facility or wireless support structure will be contained in an area around the wireless facility or wireless support structure with a radius equal to or lesser than the setback, measured from the center line of the base of the wireless facility or wireless support structure. In no case shall the setback distance be reduced to less than 1/2 the distance of the height of the wireless facility or wireless support structure.

- b. Monopole-type construction shall be required for any new wireless facility or wireless support structure. The Board may allow lattice-type construction when existing or planned residential areas will not be impacted and when the site is not adjacent to identified historic resources.
- c. No more than two signs shall be permitted on any wireless facility or wireless support structure. Such signs shall be limited to 1.5 square feet in area and shall be posted no higher than 10 feet above grade.
- d. When lighting is required for a wireless facility or wireless support structure, dual lighting shall be utilized which provides daytime white strobe lighting and nighttime red pulsating lighting unless otherwise mandated by the Federal Aviation Administration or the Federal Communications Commission. Strobe lighting shall be shielded from ground view to mitigate illumination to neighboring properties. Equipment buildings and other accessory structures operated in conjunction with the wireless facility or wireless support structure shall utilize infrared lighting and motion-detector lighting to prevent continuous illumination.
- e. Every wireless facility and wireless support structure shall be constructed with materials of a galvanized finish or be of a non-contrasting blue or gray unless otherwise mandated by the Federal Aviation Administration or the Federal Communications Commission.
- f. Every wireless facility and wireless support structure shall be adequately enclosed to prevent access by persons other than employees of the service provider. Appropriate landscaping and opaque screening shall be provided to ensure that

equipment buildings and other accessory structures are not visible from adjoining properties, roads, or other rights-of-way.

[the entirety of the above subsection C(3) is based on current 165-204.19(B)]

4. If the Board of Supervisors denies a conditional use permit under this subsection, the Board shall:
 - a. Provide applicant with a written statement of the reasons for the denial [Va. Code § 15.2-2316.4:1(E)(1)];
 - b. Identify any modifications of which the County is aware that would permit it to approve the conditional use permit [Va. Code § 15.2-2316.4:1(E)(2)]; and
 - c. Have supporting substantial record evidence in a written record publicly released within 30 days of denial [Va. Code § 15.2-2316.4:1(F)(2)].
- D. Maintenance of existing facilities and/or structures and replacement of existing facilities and/or structures within a 6-foot perimeter with substantially similar or same size or smaller facilities and/or structures is exempt from fees and permitting requirements under this section. [Va. Code § 15.2-2316.4:3(A)]
- E. Any facility or structure permitted by this section that is not operated or used for a continuous period of 12 months shall be considered abandoned, and the owner of such facility or structure shall remove same within 90 days of receipt of notice from the Frederick County Department of Planning and Development. If the facility or structure is not removed within the ninety-day period, the County may remove the facility and a lien may be placed to recover expenses. [Va. Code § 15.2-2316.4(B)(6); based on current County Code § 165-204.19(B)(7)]

The intent of this section is to ensure that the siting of commercial telecommunication facilities occurs through the conditional use permit public hearing process defined in Article I, Part 103 of this chapter. Commercial telecommunication facilities that locate on existing structures and towers shall be exempt from the conditional use permit requirement. The siting of commercial telecommunication facilities is permitted within the zoning districts specified in this chapter, provided that residential properties, land use patterns, scenic areas and properties of significant historic value are not negatively impacted.

A. Information required as part of the conditional use permit application shall include, but not be limited to, the following:

- (1) A map depicting the search area used in siting each proposed commercial communications facility.

- ~~(2) Identification of all service providers and commercial telecommunication facility infrastructure within a proposed search area. The applicant shall provide confirmation that an attempt to collocate on an existing telecommunication facility has been made.~~
- ~~(3) Information demonstrating that the commercial telecommunication facility is in compliance with the Federal Communication Commissions established ANSI/IEEE standards for electromagnetic field levels and radio frequency radiation.~~
- ~~(4) An affidavit signed by the landowner stating that he/she is aware that he/she may be held responsible for the removal of the commercial telecommunications facility as stated in § 165-204.19B(7).~~

~~B. The following standards shall apply to any property in which a commercial telecommunication facility is sited, in order to promote orderly development and mitigate the negative impacts to adjoining properties:~~

- ~~(1) The Board of Supervisors may reduce the required setback distance for commercial telecommunication facilities as required by § 165-201.03B(8) of this chapter if it can be demonstrated that the location is of equal or lesser impact. When a reduced setback is requested for a distance less than the height of the tower, a certified Virginia engineer shall provide verification to the Board of Supervisors that the tower is designed, and will be constructed, in a manner that if the tower collapses for any reason the collapsed tower will be contained in an area around the tower with a radius equal to or lesser than the setback, measured from the center line of the base of the tower. In no case shall the setback distance be reduced to less than 1/2 the distance of the tower height. Commercial telecommunication facilities affixed to existing structures shall be exempt from setback requirements, provided that they are located no closer to the adjoining property line than the existing structure.~~
- ~~(2) Monopole-type construction shall be required for new commercial telecommunication towers. The Board of Supervisors may allow lattice type construction for new telecommunication towers when existing or planned residential areas will not be impacted and when the site is not adjacent to identified historical resources.~~
- ~~(3) Advertising shall be prohibited on commercial telecommunication facilities except for signage providing ownership identification and emergency information. No more than two signs shall be permitted. Such signs shall be limited to 1.5 square feet in area and shall be posted no higher than 10 feet above grade.~~
- ~~(4) When lighting is required on commercial telecommunication facility towers, dual lighting shall be utilized which provides daytime white strobe lighting and nighttime red pulsating lighting unless otherwise mandated by the Federal Aviation Administration or the Federal Communications Commission. Strobe lighting, shall be shielded from ground view to mitigate illumination to neighboring properties. Equipment buildings and other accessory structures operated in conjunction with commercial telecommunication facility towers shall utilize infrared lighting and motion detector lighting to prevent continuous illumination.~~

~~(5) Commercial telecommunication facilities shall be constructed with materials of a galvanized finish or painted a noncontrasting blue or gray unless otherwise mandated by the Federal Aviation Administration or the Federal Communication Commission.~~

~~(6) Commercial telecommunication facilities shall be adequately enclosed to prevent access by persons other than employees of the service provider. Appropriate landscaping and opaque screening shall be provided to ensure that equipment buildings and other accessory structures are not visible from adjoining properties, roads or other rights of way.~~

~~(7) Any antenna or tower that is not operated for a continuous period of 12 months shall be considered abandoned, and the owner of such tower shall remove same within 90 days of receipt of notice from the Frederick County Department of Planning and Development. Removal includes the removal of the tower, all tower and fence footers, underground cables and support buildings. If there are two or more users of a single tower, then this provision shall not become effective until all users cease using the tower. If the tower is not removed within the ninety day period, the County will remove the facility and a lien may be placed to recover expenses.~~

ARTICLE VI

Business and Industrial Zoning Districts

Part 605

OM Office-Manufacturing Park District

§ 165-605.02. Permitted uses.

| Permitted Uses | Standard Industrial Classification (SIC) |
|--|--|
| <u>Communication facilities and offices, including telephone, telegraph, radio, television and other communications.</u> | <u>48</u> |

Part 609

HE Higher Education District

§ 165-609.02. Permitted uses.

Structures to be erected or land to be used shall be for one or more of the following uses:

H. Communication facilities and offices, including telephone, telegraph, radio, television and other communications.

+ + + + + + + + + + + + +

PLANNING COMMISSION DIRECTED TO HOLD A PUBLIC HEARING REGARDING ALLOWING TOWER HEIGHTS OF UP TO 100 FEET AND REDUCING CONDITIONAL USE PERMIT FILING FEES, IN ORDER TO ADDRESS WIRELESS ACCESS ISSUES WEST AND EAST OF INTERSTATE 81 - APPROVED

The Board and staff discussed the need for additional cell service in various areas of the County and the use of personal amateur (Ham) radio towers for commercial purposes.

Supervisor McCarthy noted the lack of service in the western part of the County. Supervisor Slaughter said there were similar issues in Stonewall District also.

Supervisor McCarthy moved for approval of a resolution directing the Planning Commission to hold a public hearing regarding allowing tower heights of up to 100 feet and reducing conditional use permit filing fees, in order to address wireless access issues west of Interstate 81. Supervisor Wells seconded the motion which carried on a voice vote.

**DIRECTING THE PLANNING COMMISSION
TO HOLD A PUBLIC HEARING REGARDING CHAPTER 165, ZONING**

**ARTICLE II – SUPPLEMENTARY USE REGULATIONS; PARKING; BUFFERS; AND
REGULATIONS FOR SPECIFIC USES
PART 204 – ADDITIONAL REGULATIONS FOR SPECIFIC USES
§165-204.19 – TELECOMMUNICATION FACILITIES, COMMERCIAL**

REGARDING AREAS WEST OF INTERSTATE 81

WHEREAS, the Board of Supervisors, on December 11, 2019, adopted an ordinance to amend Chapter 165, Zoning to permit smaller commercial telecommunication facilities in certain zoning districts by-right in order to enable better internet service to underserved areas of the County, and to codify in the County Code changes to the Code of Virginia which created a two-track process for approval of telecommunication facilities; and

WHEREAS, the Board of Supervisors, at its meeting on December 11, 2019, stated that further amendments to the ordinance may be appropriate, regarding allowing tower heights of up to 100 feet and reducing conditional use permit filing fees, in order to address wireless access issues west of Interstate 81; and

WHEREAS, the Board of Supervisors finds that, in the public necessity, convenience, general welfare, and good zoning practice, directing the Frederick County Planning Commission to consider and recommend such further amendments and hold a public hearing regarding the same is appropriate; and

NOW, THEREFORE, BE IT RESOLVED, that the Frederick County Planning Commission shall consider and recommend further amendments to Chapter 165, Zoning, regarding allowing tower heights of up to 100 feet and reducing conditional use permit filing fees, in order to address wireless access issues west of Interstate 81, and hold a public hearing regarding the same.

+ + + + + + + + + + + + +

Supervisor Slaughter moved for approval of a resolution directing the Planning Commission to hold a public hearing regarding allowing tower heights of up to 100 feet and reducing conditional use permit filing fees, in order to address wireless access issues east of Interstate 81. Supervisor Dunn seconded the motion which carried on a voice vote.

DIRECTING THE PLANNING COMMISSION
TO HOLD A PUBLIC HEARING REGARDING CHAPTER 165, ZONING

ARTICLE II – SUPPLEMENTARY USE REGULATIONS; PARKING; BUFFERS; AND
REGULATIONS FOR SPECIFIC USES
PART 204 – ADDITIONAL REGULATIONS FOR SPECIFIC USES
§ 165-204.19 – TELECOMMUNICATION FACILITIES, COMMERCIAL

REGARDING AREAS EAST OF INTERSTATE 81

WHEREAS, the Board of Supervisors, on December 11, 2019, adopted an ordinance to amend Chapter 165, Zoning to permit smaller commercial telecommunication facilities in certain zoning districts by-right in order to enable better internet service to underserved areas of the County, and to codify in the County Code changes to the Code of Virginia which created a two-track process for approval of telecommunication facilities; and

WHEREAS, the Board of Supervisors, at its meeting on December 11, 2019, stated that further amendments to the ordinance may be appropriate, regarding allowing tower heights of up to 100 feet and reducing conditional use permit filing fees, in order to address wireless access issues east of Interstate 81; and

WHEREAS, the Board of Supervisors finds that, in the public necessity, convenience, general welfare, and good zoning practice, directing the Frederick County Planning Commission to consider and recommend such further amendments and hold a public hearing regarding the same is appropriate; and

NOW, THEREFORE, BE IT RESOLVED, that the Frederick County Planning Commission shall consider and recommend further amendments to Chapter 165, Zoning, regarding allowing tower heights of up to 100 feet and reducing conditional use permit filing fees, in order to address wireless access issues east of Interstate 81, and hold a public hearing regarding the same.

+ + + + + + + + + + + + +

ORDINANCE AMENDMENT TO THE FREDERICK COUNTY CODE, CHAPTER 165 ZONING, ARTICLE II SUPPLEMENTARY USE REGULATIONS; PARKING; BUFFERS; AND REGULATIONS FOR SPECIFIC USES, PART 204 ADDITIONAL REGULATIONS FOR SPECIFIC USES, SECTION 165-204.18 STORAGE FACILITIES, SELF-SERVICE, SECTION 165-204.24 TRACTOR TRUCK AND TRACTOR TRAILER PARKING AND SECTION 165-204.30 SPECIAL EVENT FACILITIES; PART 202 OFF-STREET PARKING, LOADING AND ACCESS,

SECTION 165-202.01 OFF-STREET PARKING; PARKING LOTS; PART 203 BUFFERS AND LANDSCAPING, SECTION 165-203.01 LANDSCAPING REQUIREMENTS AND SECTION 165-203.02 BUFFER AND SCREENING REQUIREMENTS. – APPROVED

Planner Tyler Klein explained the proposed amendment to Chapter 165 – Zoning Ordinance saying it is intended to improve consistency within and between certain sections and to clarify or modify requirements for certain uses, specifically the following sections: §165-204.18 Storage facilities, self-storage; §165-204.24 Tractor truck and tractor trailer truck; parking; §165-204.30 Special event facilities; §165-202.01 Off-street parking; parking lots; §165-203.01 Landscaping requirements; and §165-203.02 Buffer and Screening requirements.

Vice Chairman Lofton opened the public hearing.

There were no speakers.

Vice Chairman Lofton closed the public hearing.

Supervisor McCarthy moved for adoption of the proposed ordinance amending the Frederick County Code Chapter 165 Zoning. Supervisor Wells seconded the motion which carried on a roll call vote as follows:

| | | | |
|--------------------------------|------------|--------------------------------|-----------------|
| Blaine P. Dunn | Aye | Shawnee Seat | (Vacant) |
| Gary A. Lofton | Aye | Robert W. Wells | Aye |
| J. Douglas McCarthy | Aye | Charles S. DeHaven, Jr. | Absent |
| Judith McCann-Slaughter | Aye | | |

AN ORDINANCE AMENDING THE FREDERICK COUNTY CODE CHAPTER 165 ZONING

ARTICLE II

SUPPLEMENTARY USE REGULATIONS; PARKING; BUFFERS; AND REGULATIONS FOR SPECIFIC USES

PART 204 – ADDITIONAL REGULATIONS FOR SPECIFIC USES

§165-204.18 STORAGE FACILITIES, SELF-SERVICE

§165-204.24 TRACTOR TRUCK AND TRACTOR TRUCK TRAILER PARKING

§165-204.30 SPECIAL EVENT FACILITIES

PART 202 – OFF-STREET PARKING, LOADING AND ACCESS

§165-202.01 OFF-STREET PARKING; PARKING LOTS

PART 203 – BUFFERS AND LANDSCAPING

§165-203.01 LANDSCAPING REQUIREMENTS

§165-203.02 BUFFER AND SCREENING REQUIREMENTS

WHEREAS, an ordinance to amend Chapter 165, Zoning to:

- Revise §165-204.18 Storage facilities, self-storage, to modify requirements for screening of the

use and correct inconsistencies with the required height of plantings with other sections of the Zoning Ordinance;

- Revise §165-204.24 Tractor truck and tractor trailer truck parking to specify prohibition of the use adjacent to residential uses, modify requirements for surface materials, and correct inconsistencies with the required height of plantings with other sections of the Zoning Ordinance;
- Revise §165-204.30 Special event facilities to further specify Building Official (Department of Building Inspections) responsibility to review and approve of all event facility structures to determine if they are exempt from the Virginia Building Code requirements or requires a separate building permit review;
- Revise §165-202.01 Off-street parking; parking lots to correct inconsistencies with the required width of driveways serving parking lots in this section with other sections of the Zoning and Subdivision Ordinance and County Code (Fire Code);
- Revise §165-203.01 Landscaping requirements to correct inconsistencies with the required height of plantings with other sections of the Zoning Ordinance, to remove certain plant species from the “Acceptable Trees and Shrubs” planting list, and to prohibit plantings from within easements for water, sewer, electric or gas; and
- Revise §165-203.02 Buffer and Screening requirements to modify what activities are allowed in inactive and active distance buffers, modify landscape screen planting requirements, to amend the requirements for buffers where the land to-be-developed is adjacent to a state road right-of-way with a designated functional classification of interstate, arterial or collector roadway, and to amend what zoning districts are allowed to request a reduced buffer distance may if certain requirements are met.

WHEREAS, the Planning Commission held a public hearing on this ordinance amendment on November 6, 2019; and

WHEREAS, the Board of Supervisors held a public hearing on this ordinance amendment on December 11, 2019; and

WHEREAS, the Frederick County Board of Supervisors finds that the adoption of this ordinance to be in the best interest of the public health, safety, welfare and in good zoning practice; and

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that **Chapter 165 Zoning**, is amended to modify **ARTICLE II - SUPPLEMENTARY USE REGULATIONS; PARKING; BUFFERS; AND REGULATIONS FOR SPECIFIC USES; PART 204 – ADDITIONAL REGULATIONS FOR SPECIFIC USES, §165-204.18 STORAGE FACILITIES; §165-204.24 TRACTOR TRUCK AND TRACTOR TRUCK TRAILER PARKING; §165-204.30 SPECIAL EVENT FACILITIES; PART 202 - OFF-STREET PARKING; LOADING AND ACCESS, §165-202.01 OFF-STREET PARKING; PARKING LOTS; PART 203 – BUFFERS AND LANDSCAPING, §165-203.01 LANDSCAPING REQUIREMENTS; §165-203.02 BUFFER AND SCREENING REQUIREMENTS.**

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ARTICLE II

Supplementary Use Regulations; Parking; Buffers; and Regulations for Specific Uses

Part 204

Additional Regulations for Specific Uses

§ 165-204.18. Storage facilities, self-service.

F. Self-storage facilities shall meet the following landscaping or screening requirements:

- 1) Facilities located in the B-2 Business General District shall **be have all overhead doors and loading areas** completely screened **around the perimeter of the property** by a double

row of evergreen trees that are staggered and planted a maximum of ~~eight twelve~~ feet off center and are a minimum of ~~six four~~ feet in height when planted.

- 2) Facilities located in the B-3 Industrial Transition District or the M-1 Light Industrial District shall be required to landscape the yard area ~~within the front yard setback adjacent to public streets and residences~~ to provide for a double row of evergreen trees that are staggered and planted a maximum of ~~eight twelve~~ feet off center. The side and rear yards shall be planted with a single row of evergreen or deciduous trees that are planted a maximum of 40 feet off center. All trees shall be a minimum of ~~six four~~ feet in height at the time of planting.
- 3) Facilities located on parcels that are within a master planned industrial park or office park shall be required to landscape the perimeter of the facility with a single row of evergreen ~~or deciduous~~ trees that are planted a maximum of 40 feet off center. All trees shall be a minimum of ~~six four~~ feet in height at the time of planting.
- 4) ~~The required planting of all trees described under this Subsection F shall occur in an area that is between the adjoining property boundary line and the placement of security fencing.~~ The installation of an opaque wall or fence that is a minimum of six feet in height may substitute for required landscaped areas in all zoning districts. A solid building wall, free of windows or doors, is not required to be screened.

ARTICLE II

Supplementary Use Regulations; Parking; Buffers; and Regulations for Specific Uses

Part 204

Additional Regulations for Specific Uses

§ 165-204.24. Tractor truck and tractor truck trailer parking.

Tractor truck and/or tractor truck trailer parking facilities in the B3 (Industrial Transition), M1 (Light Industrial) and M2 (Industrial General) Zoning Districts permitted as a primary use with a conditional use permit. The facilities shall not be located adjacent to residential uses. These lots shall meet the following conditions:

- A. All areas utilized for the parking of tractor trucks ~~shall meet the requirements of § 165-202.01D. Areas utilized for and~~ the storage of trailers ~~may shall~~ utilize a gravel ~~or paved~~ surface.
- B. All paved and gravel surfaces shall be properly maintained to ensure that dirt, mud, gravel or the like is not distributed onto roadways.
- C. No inoperable tractor trucks or damaged/salvage trailers, ~~or~~ unlicensed trailers ~~or cargo/storage containers~~ shall be parked or stored on the site.
- D. Fuel sales shall not be permitted.

- E. Maintenance of trucks and trailers shall not be permitted.
- F. Facilities shall be required to landscape the yard area within the front setback to provide for a double row of evergreen trees that are staggered and planted a maximum of twelve feet on center. (minimum of two different species). The on-center distance between each tree in the staggered double row shall not exceed the widest width of the selected evergreen trees. At no point shall the offset between each evergreen tree planted in the staggered double row be less than 90°. The side and rear yards shall be planted with a single row of evergreen trees that are planted a maximum of 40 feet on center. All trees shall be a minimum of ~~six~~ **four** feet in height at the time of planting. The Board of Supervisors may allow for alternative landscaping based on topography and/or adjacent land uses.
- G. A site plan in accordance with the requirements of Article VIII shall be submitted to and approved by Frederick County.

ARTICLE II

Supplementary Use Regulations; Parking; Buffers; and Regulations for Specific Uses

Part 204

Additional Regulations for Specific Uses

§ 165-204.30 Special event facilities.

Special events facilities, where allowed in the RA (Rural Areas) District, shall be subject to the following requirements:

- A. An illustrative sketch plan in accordance with the requirements of Article VIII shall be submitted with the conditional use permit application. This plan shall identify access for the facility, the location of all parking areas, the location and square footage for all structure(s) to be used, and the location of sewage disposal facilities.
- B. All structures associated with a special events facility shall require a ~~building permit~~ review and approval by the Building Official.
- C. All parking spaces and travel aisles shall be graveled. The Board of Supervisors may require through the conditional use permit process that all travel aisles and/or parking spaces be paved with a minimum double prime and seal or alternative dust-free surface.
- D. Portable toilets shall be permitted for special event facilities, provided that they are screened from all adjoining properties and roads by topography, structures or new or existing landscaping.
- E. Special events facilities that share a private access easement with another property owner/s must show the easement allows a use of this type or written permission must be obtained by the sharing parties.

ARTICLE II

Supplementary Use Regulations; Parking; Buffers; and Regulations for Specific Uses

Part 202

Off-Street Parking, Loading and Access

§ 165-202.01 Off-street parking; parking lots

D. Parking lots.

- 8) Entrance requirements. In no case shall a parking lot be approved which requires that vehicles back from parking spaces onto public roads. All parking lots shall be provided access to a public road using an entrance which meets all requirements of the Frederick County Code and the Virginia Department of Transportation. The width of driveways serving the parking lot shall not be less than ~~24~~ 20 feet for two-way traffic, 20 feet for fire lanes, and 12 feet for one-way traffic.

ARTICLE II

Supplementary Use Regulations; Parking; Buffers; and Regulations for Specific Uses

Part 203

Buffers and Landscaping

§ 165-203.01. Landscaping requirements.

B. Plant selection, planting procedure and maintenance.

- 1) Plant selection. Based on the type of landscaping, required trees and shrubs shall be selected from the table of acceptable trees and shrubs shown below.

| Types of Landscaping | | |
|-----------------------------|------------------------------------|--------------------------------|
| Acceptable Trees and Shrubs | | |
| Common Name | Scientific Name | Types of Landscaping Permitted |
| <u>Leyland Cypress</u> | <u>Cupressocyparis x leylandii</u> | <u>Screen, ornamental</u> |

Editor's Note: Bradford Pears and all varieties of ornamental flowering pears are prohibited from being used to fulfill planting or substitute planting requirements.

- 2) Planting procedure. All required trees and shrubs shall meet the specifications and procedures established by the American Nursery and Landscape Association.

- a) All trees shall be planted no closer than three feet to the edge of sidewalks, curb or other pavement.
- b) Deciduous trees shall be a minimum of ~~two~~ 1.25-inch caliper at the time of planting.
- c) Only single-stem trees shall be planted as street trees.
- d) Evergreen trees shall be a minimum of four feet in height at the time of planting. Shrubs shall be a minimum three-gallon container at the time of planting. In addition to the three-gallon container requirement, parking lot headlight screening shrubs shall be a minimum of 36 inches in height at time of planting (unless topography allows a reduction to maintain 36" from pavement to top of shrub), and buffer shrubs shall be a minimum of 18 inches in height at time of planting. Spacing of parking lot screening shrubs shall be ~~no greater than~~ four feet on center.
- e) ~~Only trees having a mature height of less than 20 feet shall be located under overhead utility lines.~~ Trees shall not be planted within easements for water, sewer, electric, or gas.
- f) Measurement of size. Caliper is measured six inches above the ground up to and including four-inch caliper size and 12 inches above the ground for larger sizes. Diameter at breast height (dbh) will be measured at the height of 54 inches from the base of the trunk or as otherwise allowed in the Guide for Plant Appraisal.

ARTICLE II

Supplementary Use Regulations; Parking; Buffers; and Regulations for Specific Uses

Part 203

Buffers and Landscaping

§ 165-203.02. Buffer and screening requirements.

A. Distance buffers. Distance buffers are based on the nature of an activity and its proximity to an activity of a different nature. They are linear distances measured from property lines inward. Part of the buffer must be inactive and part may be active. The inactive portion begins at the adjoining property line, as shown in the example diagrams.

- 1) Inactive distance buffer. This portion of a buffer area permits no activity except the necessary utility functions provided by transmission lines, underground conduits, stormwater management, sidewalks, trails, etc.

- 2) Active distance buffer. This portion of a buffer area may not be encroached by a building or other principal structure or activity. However, accessory activities, such as parking, are permitted in this area. Active buffers shall not contain road rights-of-way.
- 3) Wherever proposed developments are adjacent to or within 1,000 feet of the boundaries of existing uses, the Board of Supervisors may require increased or additional distance buffers to separate different uses to achieve the intentions of this section.

B. Screening. Screening is designed to work with distance buffers to lessen the impact of noise or visual interaction between adjacent activities. There are two levels of screening: landscape screening and full screening. The higher the level of screening provided, the lower the level of distance buffer required. The example diagrams show how this works.

- 1) Landscape screening. A landscape screen consists of a totally landscaped area easement at least 10 feet in depth; plantings are encouraged to be spaced appropriately within the inactive buffer. Within the area easement, there shall be a minimum landscaping density of three plants per 10 linear feet. The buffer shall consist of a combination of 1/3 deciduous trees, 1/3 evergreen trees and 1/3 shrubs. Deciduous trees shall be planted at a minimum of ~~two~~ 1.25-inch caliper, evergreen trees shall be a minimum of four feet in height, and shrubs shall be 18 inches in height at time of planting.
- 2) Full screen. A full screen provides all the elements of a landscape screen and also includes a six-foot-high, opaque hedge, fence, wall, mound, ~~or~~ berm, or an additional two rows of evergreen trees that are six feet tall at time of planting. A fifty-foot strip of mature woodlands may be allowed as a full screen.
- 3) Wherever proposed developments are adjacent to existing uses, the Board of Supervisors may require additional landscaping, landscaped areas, or landscaped easements to separate different uses and to achieve the intentions of this section.

D. Zoning district buffers. Buffers shall be placed on land to be developed when it adjoins land in certain different zoning districts.

- 1) Buffers shall be provided on the land to be developed according to the categories in the following tables:
 - a) Buffer categories:
- 2) ~~If a lot being developed is adjacent to developed land which would normally be required to be provided with a buffer but which does not contain the buffer, the required buffer shall be provided on the lot being developed. The buffer to be provided shall be of the larger category required on either the lot being developed or the adjacent land. Such buffer shall be in place of the buffer normally required on the lot being developed. The buffer may include required setbacks or buffers provided on the adjacent land. Whenever land is to be developed in the B1, B2, B3, OM, M1 or M2 Zoning District that is adjacent to a state road with a right-of-way with a designated functional classification of interstate, arterial or collector as approved by the Virginia Department of Transportation, zoning district buffers shall not be required along the road.~~

- 3) The Board of Supervisors may grant a waiver to reduce the required buffer distance requirements between land primarily used for residential purposes and the B-1 (Neighborhood, Business) or B-2 (Business, General) Zoning District with the consent of the adjacent (affected) property owners. Should a waiver be granted by the Board of Supervisors, the distance requirements of § 165-203.02D(1)(a) may be reduced, provided that the full screening requirements of this section are met.
- 4) The Zoning Administrator may waive any or all of the requirements for the zoning district buffers on a particular site plan when all uses shown on the site plan are allowed in the zoning district in which the development is occurring and in the adjoining zoning districts.
- 5) The Zoning Administrator may waive, reduce and/or modify buffer yard requirements (distance and landscaping) if, in his opinion, the topography of the lot providing the buffer yard and the lot being protected is such that the required yard would not be effective. The buffer may also be modified to maintain highway sight distances.
- 6) Land proposed to be developed in the B3, OM, M1 or M2 Zoning District ~~OM Office-Manufacturing Park District, the M1 Light Industrial District and the M2 Industrial General District~~ may be permitted to have a reduced buffer distance that is consistent with the required side or rear building setback line, provided that the following requirements are met:
 - a) The property to be developed with a reduced buffer distance is part of an approved master planned industrial park.
 - b) There are no primary or accessory uses within the reduced buffer distance area, including driveways, access drives, outdoor storage areas, parking areas, staging areas, loading areas and outdoor dumpster areas. All-weather surface fire lanes necessary to meet the requirements of Chapter 90, Fire Prevention, of the Code of Frederick County, Virginia, shall be exempt from this performance standard.
 - c) A full screen is required to be created within the reduced buffer distance area which shall be comprised of a continuous earth berm that is six feet higher in elevation than the highest elevation within the reduced buffer distance area and a double row of evergreen trees that are a minimum of six feet in height and planted a maximum of eight feet from center to center.

+ + + + + + + + + + + + + + + +

PLANNING COMMISSION BUSINESS – OTHER PLANNING BUSINESS – None

BOARD LIAISON REPORTS - None

CITIZEN COMMENTS

Lynette Embry, Shawnee District, thanked her father, Vice Chairman Lofton for his 12 years of service to the Board. She noted he rarely missed a Board or Committee meeting and was known for searching for out-of-the-box solutions.

Christian Aylor, Opequon District, thanked the Vice Chairman for his service. He said incoming Supervisor Graber has said he wants to take funding away from the schools. He asked the Board to start thinking of the needs of the students as the new year begins.

Dave Williamson, Gainesboro District and representative of Winchester Wireless, referenced code regarding the height of amateur (Ham) radio towers saying it was not intended to preclude individuals from using such towers for commercial or cell use. He asked the Board for a stay on zoning ordinance enforcement until the issue of tower height is finalized.

BOARD OF SUPERVISORS COMMENTS

Supervisor Wells said he was proud to have served with Vice Chairman Lofton who has done a good job serving Frederick County.

Supervisor McCarthy said the Vice Chairman had done a fine job chairing the meeting. He said he appreciated the Vice Chairman's willingness to be available to new Board members and that Supervisor Lofton was a true statesman.

Supervisor Dunn said he had enjoyed working with Vice Chairman Lofton saying that Back Creek's citizens had been well represented.

Supervisor Slaughter said she had the pleasure of serving on several committees with Vice Chairman Lofton and appreciated his working for all of Frederick County.

Vice Chairman Lofton said he had been blessed to serve Frederick County and Back Creek residents. He added that it had been a pleasure and an honor to work with his fellow Board members, noting that the citizens of Frederick County had benefited from the honest debate and service of the whole Board. He thanked and praised the Frederick County staff for its knowledge and skills.

ADJOURN

On motion of Vice Chairman Lofton, seconded by Supervisor McCarthy, the meeting was adjourned at 10:26 p.m.



Board of Supervisors
Agenda Item Detail
Meeting Date: October 9, 2019
Agenda Section: County Officials

Title: Minutes of the Special Meeting of December 18, 2019

Attachments:

[MinutesSpecialMeeting191218.pdf](#)

MINUTES
SPECIAL MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, DECEMBER 18, 2019
3:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

ATTENDEES

Board of Supervisors: Charles S. DeHaven, Jr., Chairman; Gary A. Lofton, Vice Chairman; Blaine P. Dunn; Judith McCann-Slaughter; J. Douglas McCarthy; and Robert W. Wells were present.

Staff present: Kris C. Tierney, County Administrator; Jay E. Tibbs, Deputy County Administrator; Roderick B. Williams, County Attorney; Karen Vacchio, Public Information Officer; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors.

CALL TO ORDER

Chairman DeHaven called the meeting to order at 3:00 p.m.

CLOSED SESSION

Vice Chairman Lofton moved that the Board of Supervisors of Frederick County enter a closed session pursuant to Section 2.2-3711(A)(1) for discussion of candidates for the Shawnee District Supervisor. Supervisor McCarthy seconded the motion which carried on a voice vote.

At 3:45 p.m., the Board members being assembled within the designated meeting place in the presence of members of the public and the media desiring to attend, the meeting was reconvened on motion of Vice Chairman Lofton, seconded by Supervisor Dunn. Vice Chairman Lofton moved that the Board of Supervisors of Frederick County certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board. Supervisor McCarthy seconded the motion which carried as follows on a roll call vote:

| | | | |
|-------------------------|-----|-------------------------|----------|
| Blaine P. Dunn | Aye | Shawnee Seat | (Vacant) |
| Gary A. Lofton | Aye | Robert W. Wells | Aye |
| J. Douglas McCarthy | Aye | Charles S. DeHaven, Jr. | Aye |
| Judith McCann-Slaughter | Aye | | |

GENE FISHER APPOINTED AS SHAWNEE DISTRICT SUPERVISOR - APPROVED

On motion of Supervisor Slaughter, seconded by Supervisor Wells, Gene Fisher was appointed as Supervisor representing the Shawnee Magisterial District on a roll call vote as follows:

| | | | |
|-------------------------|-----|-------------------------|----------|
| Blaine P. Dunn | Aye | Shawnee Seat | (Vacant) |
| Gary A. Lofton | Aye | Robert W. Wells | Aye |
| J. Douglas McCarthy | Aye | Charles S. DeHaven, Jr. | Aye |
| Judith McCann-Slaughter | Aye | | |

WHEREAS, the Shawnee District Supervisor seat became vacant following the resignation of Shannon Trout effective November 13, 2019, and

WHEREAS, the Board of Supervisors sought to appoint a candidate to fill the Shawnee District vacancy until the election in November 2020,

NOW, THEREFORE, BE IT RESOLVED, that the Frederick County Board of Supervisors hereby appointed Gene Fisher as Supervisor representing the Shawnee District.

+ + + + +

CHAIRMAN'S COMMENTS

Chairman DeHaven noted that it was Vice Chairman Lofton's final meeting as a Board member. He said it had been an honor and privilege to serve with the Vice Chairman.

ADJOURN

At 3:48 p.m., the meeting was adjourned on a motion of Vice Chairman Lofton, seconded by Supervisor Wells, passing on a voice vote.



Board of Supervisors
Agenda Item Detail
Meeting Date: October 9, 2019
Agenda Section: County Officials

Title: Human Resources Committee Report of December 2019

Attachments:

[HRCommitteeReportDecember2019.pdf](#)

HUMAN RESOURCES COMMITTEE REPORT to the BOARD OF SUPERVISORS
Friday, December 13, 2019
9:00 a.m.
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

A Human Resources Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Friday, December 13, 2019 at 9:00 a.m.

ATTENDEES:

Committee Members Present: Blaine Dunn, Chairman; Don Butler; Doug McCarthy, Beth Lewin; and Bob Wells

Staff present: Michael Marciano, Human Resources Director; Manager; Kris Tierney, County Administrator; Jay Tibbs, Deputy County Administrator; Rod Williams, County Attorney; and Patricia Lowery, Assistant Court Services Director.

Others present: None

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

1. The Human Resources Department presented recommended changes to Frederick County Human Resources policy regarding **Non-Discrimination/Non-Harassment Policy** (Exhibit A). Mr. McCarthy moved to approve the policy and Ms. Lewin seconded the motion. The committee recommends approval, 5 in favor & 0 against.
2. The Human Resources Department presented a nomination for **Employee of the Month** for Shelia Harden (Exhibit B). Ms. Lewin moved to approve the policy and Mr. McCarthy seconded the motion. The committee recommends approval of Sheila Harden the January 2020 Employee of the Month, 5 in favor & 0 against.

Respectfully submitted,

HUMAN RESOURCES COMMITTEE

Blaine Dunn, Chairman
Don Butler
Beth Lewin
Doug McCarthy
Dorrie Greene
Robert (Bob) Wells

By Michael J. Marciano
Michael J. Marciano, Director of Human Resources

Exhibit A

Non-Discrimination/Non-Harassment Policy
Considered at December 13, 2019
HR Committee Meeting

Non-Discrimination/Non-Harassment Policy For Consideration at the December 13, 2019 HR Committee Meeting

Attached is a redlined version that tracks the edits that were made to the version that was before the HR Committee on November 8, 2019. The specific changes that follow in the revised policy are as follows:

- Reworked the first paragraph to accomplish the reference to an addendum from HR.
- Prepared the addendum.
- Removed and added commas in various places, for more accuracy (first, second, and last harassment bullet points, first sentence of Reporting Obligations, and first sentence of Individuals and Conduct Covered).
- Added an “or” in the second harassment bullet point.
- Reworded the first sentence following the bullet points in Harassment. This is in an effort to avoid ambiguity about what constitutes “a certain level of seriousness”. This is the only change beside those discussed by the Committee that is other than a purely technical change.
- Changed “core values” to “professional expectations for its employees”.
- Reworded Reporting Obligations to make clear that an employee may also go to the HR Director in lieu of supervisor or department head.

XX. NON-DISCRIMINATION/NON-HARASSMENT

Frederick County is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Frederick County prohibits discrimination, including harassment, on any illegal basis. The types of prohibited discrimination and/or harassment can be subject to change under the law. The addendum to this policy identifies the current forms of prohibited discrimination and harassment. The Human Resources Department will update the addendum as necessary consistent with changes in the law.~~In keeping with this commitment, discrimination or harassment on the basis of race, color, religion, sex, national origin, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, age, marital status, disability, military service, veteran status, genetic information (such as information that could be used to determine an employee's risk for disease), or any other protected class under applicable law is prohibited.~~ Any employee found to have engaged in prohibited discrimination or harassment will be subject to discipline, up to and including termination.

Harassment

For purposes of this policy, harassment includes verbal or physical conduct that denigrates or shows hostility toward an individual or conduct that creates an intimidating, hostile, or offensive working environment for an individual because of the individual's protected class. Such conduct may include, but is not necessarily limited to, slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing, stereotyping, insulting or obscene comments or gestures, display or circulation in the workplace of written or graphic material that denigrates or shows hostility toward the individual or group, or other verbal or physical actions relating to an individual's protected class.

Because there is often confusion related to the meaning of sexual harassment, it deserves additional clarification. Sexual harassment includes any unwelcome sexual conduct (including sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature) when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can take many forms. The following is a partial list of the types of behavior that could constitute sexual harassment:

- Unwanted or unwelcome physical contact or conduct of any kind, including, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact;
- Verbal abuse of a sexual nature, including sexual flirtations, advances, propositions, sexual innuendoes, or sexually suggestive, insulting, or graphic comments, noises, or sounds;
- Sexually explicit, suggestive, or offensive jokes;

- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's dress, body, appearance, or personal life;
- The display or distribution in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects or pictures, including nude photographs, drawings, or magazine pictures; and
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

To violate the law, harassment must ~~reach a certain level of seriousness in terms of its nature, repetition~~ be serious in nature, be repeated, and/or have an impact on employment. This policy, however, not only prohibits unlawful harassment, but also offensive conduct that is contrary to Frederick County's ~~core values~~ professional expectations for its employees. Thus, Frederick County may take action to address offensive behavior or statements based on a person's protected class even if such action(s) standing alone would not rise to the level of unlawful harassment.

Reporting Obligations

Any employee who feels he or she has been subjected to, or has witnessed, any kind of harassing behavior, as described in this policy, should immediately notify his or her supervisor, or Department Head. In addition, if for any reason an employee is not comfortable with reporting harassment to his or her supervisor or Department Head, including but not limited to instances in which the supervisor or Department Head is engaging in or allowing the harassment, an employee may always instead opt to notify or the Director of Human Resources. A supervisor who becomes aware of any harassment, or who receives allegations of harassment from any employee, must immediately advise the Director of Human Resources.

Investigation

All complaints will be investigated in a timely manner and confidentiality will be maintained to the extent permitted by the circumstances consistent with the need to investigate and address the issue. Employees must cooperate fully and truthfully in any investigation relating to this policy. Depending on the results of the investigation, Frederick County may take corrective action, including such discipline as is appropriate, up to and including immediate termination of the employee.

Retaliation Prohibited

Frederick County forbids retaliation against any employee for making a good faith complaint or cooperating fully and truthfully in an investigation under this policy. Any employee who is found to have engaged in retaliation in violation of this policy will be subject to discipline, up to and including termination. If an employee believes he or she has been retaliated against in violation of this policy, the employee must report such violation in the same way other violations of this policy are reported.

Individuals and Conduct Covered

This policy prohibits harassment, discrimination, and retaliation whether engaged in by, or directed at, employees, contractors, clients, vendors, or others an employee may come into contact with while working or representing the County. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

**Addendum to the
Non-Discrimination/Non-Harassment Policy
Discussed at the December 13, 2019
HR Committee Meeting**

The HR Committee is not being asked to adopt the Addendum to the Non-Discrimination/Non-Harassment Policy. It is being provided for informational purposes. As the law in this area changes, it is envisioned that staff may update the Addendum without having to go back to the HR Committee for approval.

ADDENDUM REGARDING NON-DISCRIMINATION/NON-HARASSMENT

Issued by Human Resources Department, January 2020

In keeping with Frederick County's commitment to a work environment in which all individuals are treated with respect and dignity, discrimination and/or harassment on the following bases is prohibited:

- race
- color
- religion
- sex
- national origin
- pregnancy, childbirth, medical conditions related to pregnancy or childbirth
- age
- marital status
- disability
- military service
- veteran status
- genetic information (such as information that could be used to determine an employee's risk for disease).

Exhibit B

Employee of the Month Nomination of Shelia Harden
(submitted November 7, 2019)



County of Frederick
Employee of the Month
Nomination Form

Received: (HR use)

Do you know of an employee who

Exhibits **EXTRA** effort...

Goes **ABOVE AND BEYOND** the requirements of his or her position...

Provides **OUTSTANDING** service...

Makes a significant contribution, accomplishment or achievement to the County of Frederick and its residents.

Criteria for Employee Recognition: Please mark the appropriate contribution(s):

- | | | | |
|--|--|--|--|
| ☐ Critical Thinking and Problem Solving | ☐ Interpersonal Skills | ☐ Professionalism | ☐ Superior Accomplishment |
| ☐ Customer Service (Exceptional) | ☒ Leadership Qualities | ☒ Project | ☐ Other |
| ☒ Dependability | ☐ Monetary Savings Ideas | ☒ Quality | |
| ☐ Innovation/Creativity | ☐ Performance/Skill Level | ☐ Resourcefulness | |
| ☐ Integrity | ☐ Positive Attitude | ☐ Safe Work Practices | |

Employee Name: Shelia Harden

Department: NRADC/DCS

Nomination Submitted By: Patricia Lowery

Department: NRADC/DCS

Nominator's Signature: Patricia Lowery

Date: 11/7/19

Describe the employee's accomplishments/contributions that were **ABOVE AND BEYOND** the normal duties expected of the position. Describe how the employee provided exceptional service:

I would like to nominate Shelia Harden for Employee of the Month as she provided assistance for the majority of the workload for a full-time employee while she was out on Medical Leave from June 5, 2019 to October 15, 2019. During this time Shelia did an excellent job working the front desk and taking on a majority of tasks assigned to that position as well as keeping her own job responsibilities in check. In September of 2019 we were informed by the Commission on VASAP that our old client data base system will be eliminated and become a read only system on December 31, 2019. This will require all active cases on our old system to be re-entered into the new system. During the month of October Shelia audited over 500 active cases on our old system and has informed the Director of ASAP as well as the case managers the need of the offender cases in order to have their cases switched from the old system to the new system. During the audit of these cases, Shelia was able to close services for approximately 200 offenders, which greatly reduced the amount of cases which will need to be entered into the new system. Because the old system will become read only we will also be required to enter over 1400 cases which are closed but carry an outstanding balance. Plans to begin entering these cases will take place during the week of November 11, 2019. Shelia reported to me on October 29th that she has already started entering the outstanding balance cases.

Specifically describe the actions that meet the criteria of this award. Describe the value added to the department, team or organization.

On more than one occasion Shelia has stepped up and taken on additional job responsibilities to help this agency without being asked and without hesitation. Over the last few years we have had several staff members retire, resign or unexpectedly be out of the office for an extended period of time for medical/family leave. Shelia is always the first to help wherever or however she can. Shelia is always displaying quality work and takes pride in her position with Frederick County, Division of Court Services. This shows me as her supervisor that she is a dependable and dedicated employee who does not hesitate to use her leadership skills to go above and beyond for only for this agency but also for the County of Frederick.



Board of Supervisors
Agenda Item Detail
Meeting Date: October 9, 2019
Agenda Section: County Officials

Title: Public Works Committee Report of December 2019

Attachments:

[PublicWorksCommitteeReportDecember2019.pdf](#)

JOINT PUBLIC WORKS COMMITTEE/LANDFILL OVERSIGHT COMMITTEE REPORT
to the BOARD OF SUPERVISORS
Tuesday, December 3, 2019
8:00 a.m.
107 NORTH KENT STREET, SUITE 200, WINCHESTER, VIRGINIA

PUBLIC WORKS COMMITTEE ATTENDEES:

Committee Members Present: J. Douglas McCarthy, Chairman; Gary A. Lofton; Gene E. Fisher; and Harvey E. "Ed" Strawsnyder, Jr.

Committee Members Absent: Whitney "Whit" Wagner; and Robert W. Wells

LANDFILL OVERSIGHT COMMITTEE ATTENDEES:

Committee Members Present: Kris C. Tierney; Perry Eisenach; and Michael Neese

Committee Members Absent: Robert W. Wells; J. Stanley Crockett; David Ash; and Eden Freeman; Justin Hall

Staff present: Joe C. Wilder, Director of Public Works; Mike Stewart, Senior Project Manager; Mark Fleet, Building Code Official; Gloria Puffinburger, Solid Waste Manager; Ron Kimble, Landfill Manager; Andrew Clarke, Landfill Environmental Manager; Kevin Alderman, Shawneeland District Manager; Kathy Whetzel, Animal Shelter Manager; Holly Grim, Assistant Animal Shelter Manager; Rod Williams, County Attorney; Kris Tierney, County Administrator

(Attachment 1) Agenda Packet

ITEMS FOR INFORMATION ONLY

1-We had a joint Public Works Committee/Landfill Oversight Committee to discuss the proposed Landfill Budget for Fiscal Year 2021. Staff updated committee members about several on-going projects at the Landfill. We continue to perform drilling, blasting and crushing operations in our next M.S.W. Landfill Cell, Phase 3, Cell A. We anticipate completing this operation in June 2021. We have finished construction of all the Permit 40 leachate improvements including a five (5) million-gallon leachate lagoon. We are getting ready to start a Pilot Compost Field Study to see if we can cost effectively compost sewage sludge and on-site yard waste to make beneficial compost.

There are no proposed increases in tipping fees for Fiscal Year 2021. The proposed budget for the Fiscal Year 2021 budget is \$9,634.911.00.

The committee was also updated on the Recycling Program Study that has been performed by SCS Engineers. The purpose of this study is to see what our local options are for improving the recycling program. We just received a DRAFT report and are currently reviewing it. We should be discussing any recommendations and findings at the next meeting to be held in January 2020. The Northern Shenandoah Valley Regional Commission recycling study for our region has also begun. There is a meeting coming up December 10, 2019 to discuss the options. This regional study should be complete in the late winter or early spring timeframe.

2-Staff presented the other Public Works departmental budgets. There was a brief discussion about each budget except for the Shawneeland budget. During the discussion of the proposed budget for Shawneeland, due to on-going decreases in the reserve account, the committee recommended an increase in the Sanitary District fee for improved lots of \$140.00. The current fee is \$660.00 per year for improved lots and the proposed increase would bring the improved lots fee to \$800.00 per year. The current reserve account is approximately \$1.1 million. It has always been the desire of the board that the reserve account be greater than the annual budget in case of any unforeseen emergencies or expenses. After discussion, the Public Works Committee endorsed the budgets as amended.

(Attachment 2)

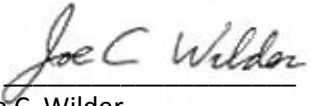
3-Staff updated the committee on hauling recycled goods. Due to the recent changes, we must begin hauling all recycled goods to Hagerstown, Maryland. The increased distance will increase our transportation costs. After discussion, the committee recommends continuing the recycling program and to fund the additional costs.

Respectfully submitted,

Public Works Committee

J. Douglas McCarthy, Chairman
Gary A. Lofton
Robert W. Wells
Whitney "Whit" L. Wagner
Gene E. Fisher
Harvey E. "Ed" Strawsnyder, Jr.

By


Joe C. Wilder
Public Works Director

JCW/kco

Attachments: as stated

cc: Kris Tierney, County Administrator
Jay Tibbs, Deputy County Administrator
Ron Kimble, Landfill Manager
Gloria Puffinburger, Solid Waste Manager
Rod Williams, County Attorney
Mike Stewart, Senior Project Manager
Kevin Alderman, Shawneeland District Manager
Kathy Whetzel, Animal Shelter Manager
Mark Fleet, Building Code Official
file



MEMORANDUM

TO: Public Works Committee/Landfill Oversight Committee

FROM: Joe C. Wilder, Director of Public Works *JCW*

SUBJECT: Meeting of December 3, 2019

DATE: November 26, 2019

There will be a joint meeting of the Public Works Committee and the Landfill Oversight Committee on Tuesday, December 3, 2019 at 8:00 a.m. **in the conference room located on the second floor of the north end of the County Administration Building at 107 North Kent Street, Suite 200.** The agenda thus far is as follows:

Public Works Committee/Landfill Oversight Committee Joint Items – 8:00 a.m.:

1. Discuss on-going projects at the Landfill
2. Review Proposed FY 2021 Landfill Budget
(Attachment 1)
3. Discuss the Regional Recycling Study

Public Works Committee Items – 8:30 a.m.:

4. Review Proposed FY 2021 budgets
(Attachment 2)
5. Discussion regarding the hauling contract
(Attachment 3)
6. Miscellaneous Reports:
 - a. Tonnage Report: Landfill
(Attachment 4)
 - b. Recycling Report
(Attachment 5)

- c. Animal Shelter Dog Report:
(Attachment 6)
- d. Animal Shelter Cat Report
(Attachment 7)
- e. Shawneeland Sanitary District Advisor Committee quarterly meeting minutes
(Attachment 8)

JCW/kco

Attachments: as stated

cc: file

Landfill Fund

Mission

The Frederick County Landfill strives to provide environmental and fiscally responsible management of solid wastes for the members of the regional service area. This includes management practices to ensure services for future generations.



Temporary liner used as a “rain guard” being deployed to help decrease rain water infiltration, reducing the amount of leachate that is generated from the landfill.

What We Do

The landfill is currently in the process of having 500,000 cubic yards of earth moved and processed in order to prepare the next MSW cell. Once material is removed, a liner system will be installed prior to the placement of waste. Total cost of the next MSW cell development is estimated to be \$750,000 per acre.

- The Landfill provides non-hazardous solid waste disposal needs for Frederick and Clarke Counties and the City of Winchester
- The landfill property includes 966 acres of which 90 acres have been permitted under Subtitle “D” Regulations as a municipal solid waste facility, and 50 acres permitted as a Construction Demolition Debris waste facility. The additional acreage is maintained as borrow area and buffer
- In addition to operating the two permitted landfills, the facility operates a fully equipped Citizen’s Convenience Center offering disposal options for several waste streams including household municipal, construction demolition debris, household hazardous waste, electronics, and numerous other recycling opportunities
- Frederick County operates a tire chipper as part of the Northern Shenandoah Valley Regional Commission RTOP program, serving all localities within the Commission
- A program to convert landfill gas to electricity was established in 2010
- Currently two Jenbacher 320 engines are fueled by the landfill gas and can produce approximately two megawatts of power
- The Landfill operates and maintains a leachate pre-treatment system designed to collect and provide treatment from all three of the permitted landfills located at the facility

Budget Summary

| | FY2019
Actual | FY2020
Approved
Budget | FY2020
Estimated
Budget | FY2021
Adopted
Budget | Change
FY20 to FY21 | |
|----------------------------|------------------|------------------------------|-------------------------------|-----------------------------|------------------------|-------|
| Costs | | | | | | |
| Personnel | \$ | \$2,272,338 | \$ | \$ | \$ | % |
| Operating | | 3,235,315 | | | | % |
| Capital/Leases | | 4,960,000 | | | | % |
| Total | | 10,467,653 | | | | % |
| Fees | | 7,972,793 | | | | % |
| Local Reserves | | 2,494,860 | | | | % |
| Local Tax Funding | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| Full-Time Positions | | 28 | | | | % |

Goals/Objectives

- Maintain vegetative cover on exposed soils by over seeding and fertilizing, increase frequency of mowing established vegetation.
- Improve management of storm water control features.
- Increase safety awareness of all landfill employees and continuing education of operators.
- Continue base grading of MSW Cell 3A in order to prepare for liner installation in FY 2020-2021.
- Modify leachate system to better manage collection, treatment, and disposal.
- Maintain landfill gas collection system as needed to maximize collection efficiency.
- Maximize landfill gas collected in order to increase electrical generation
- Strive for waste reduction through recycling, composting, brush grinding, tire shredding, etc.
- Expand wireless communications to remote areas of landfill site.

FY 21 Total Budget

\$9,622,911

Notable Changes

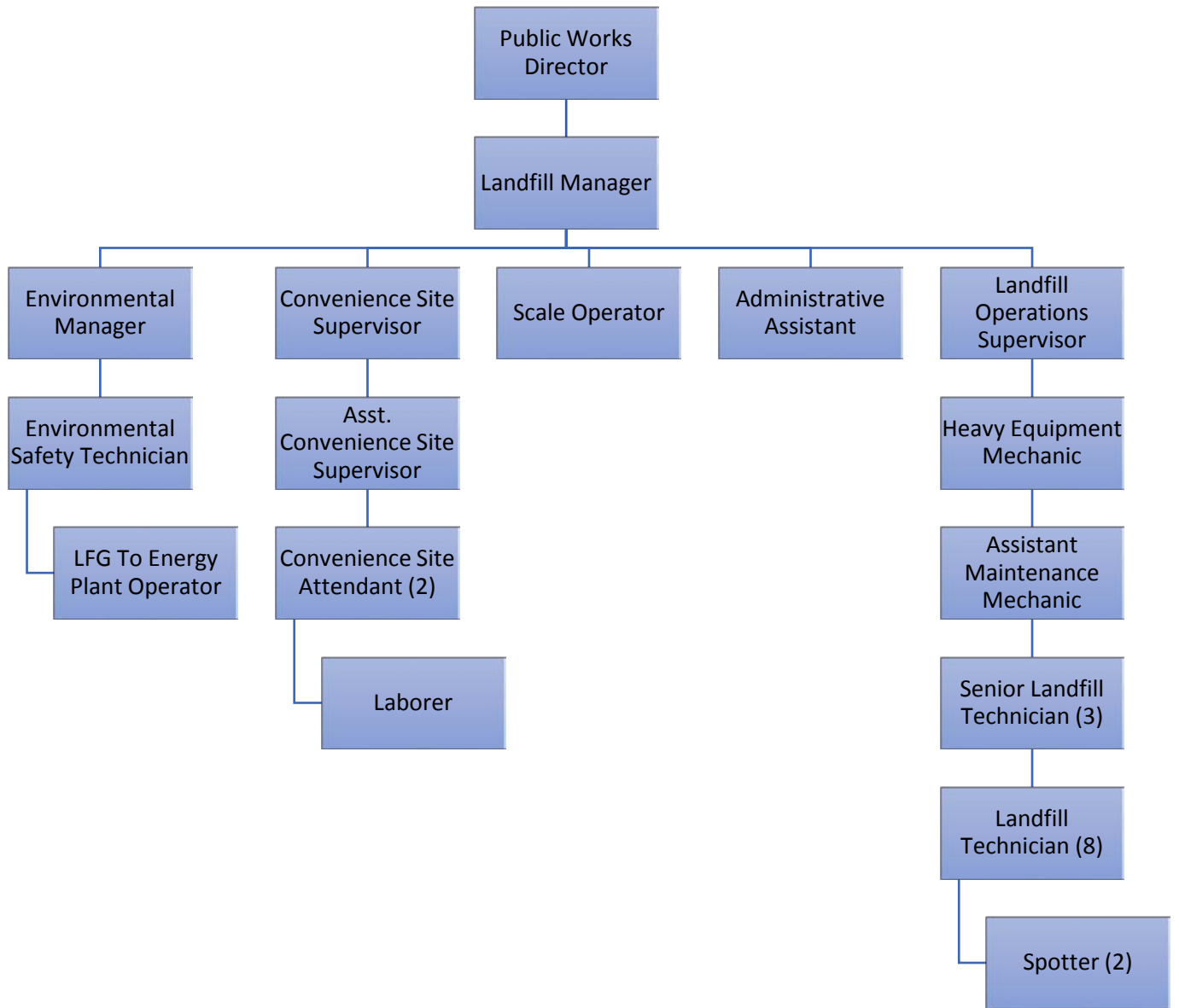
Capital

- Majority of capital expenses are related to development of next MSW Cell 3A development. There are not any equipment purchases budgeted for FY 21.

Service Levels

| | FY2019
Actual | FY2020
Budget | FY2021
Plan |
|--|------------------|------------------|----------------|
| Tons of waste weighted and disposed | 189,646 | 175,000 | 185,000 |
| Megawatt/hours of power generated from Gas to Energy Plant | 9,039 | 10,512 | 10,512 |
| Gallons of pretreated leachate collected and discharged | 41,690,000 | 25,000,000 | 25,000,000 |
| Tons of scrap metal recycled | 1,405 | 1,200 | 1,300 |
| Tons of household hazardous waste collected | 55 | 100 | 100 |
| Tons of tires processed to rubber chips | 1,652 | 2,000 | 2,000 |
| Tons of yard waste processed to mulch | 7,623 | 7,500 | 7,500 |

Landfill Fund



| 10/01/2019 COUNTY OF FREDERICK | | - B U D G E T - | | E X P E N S E | | ACCOUNTING PERIOD 2019/10 | |
|--------------------------------------|--------------------------------|------------------------|------------------------|-------------------|----------------------|---------------------------|------------------|
| FUND #-012 FRED. WINC. LANDFILL FUND | | | | | | | |
| | | | | | | | |
| | | Prior Years
FY/2018 | Prior Years
FY/2019 | Amended
Budget | Actual On
2019/10 | Dept Request
FY2021 | Admin
Request |
| 042040 | LANDFILL | | | | | | |
| 042040 -000-000 | REFUSE DISPOSAL | | | | | | |
| 042040-1000-000-000 | PERSONNEL SERVICES | | | | | | |
| 042040-1001-000-001 | COMPENSATION OF PUBLIC WORKS | | | | | | |
| 042040-1001-000-002 | LANDFILL MANAGER | 85,222 | 87,846 | 91,741 | 22,773 | 91,742 | |
| 042040-1001-000-003 | ENVIRONMENTAL MANAGER | 63,596 | 65,600 | 68,462 | 16,996 | 68,462 | |
| 042040-1001-000-004 | ADMINISTRATIVE COSTS | 128,040 | 131,956 | 137,620 | 34,169 | 137,620 | |
| 042040-1001-000-005 | HEAVY EQUIPMENT MECHANIC | 67,432 | 69,522 | 72,414 | 17,983 | 72,414 | |
| 042040-1001-000-036 | SECRETARY III | | | | | | |
| 042040-1001-000-056 | SCALE OPERATOR | 39,072 | 40,247 | 41,835 | 10,393 | 41,835 | |
| 042040-1001-000-057 | ADMINISTRATIVE ASSISTANT | 45,195 | 46,596 | 48,534 | 12,053 | 48,535 | |
| 042040-1001-000-058 | ASST.CONVENIENCE CENTER SUPER. | 29,410 | 35,803 | 37,756 | 9,378 | 37,756 | |
| 042040-1001-000-066 | SPOTTER | 24,376 | 24,380 | 35,341 | 5,276 | 31,775 | |
| 042040-1001-000-067 | MAINTENANCE MECHANIC ASSISTANT | 34,016 | 35,032 | 36,414 | 9,046 | 36,414 | |
| 042040-1001-000-068 | CONVENIENCE SITE ATTENDANT | 30,712 | 31,635 | 32,928 | 8,178 | 32,929 | |
| 042040-1001-000-069 | LANDFILL TECHNICIAN | 34,106 | 34,523 | 35,075 | 8,746 | 35,075 | |
| 042040-1001-000-070 | SR LANDFILL TECHNICIAN | 42,558 | 45,298 | 47,274 | 11,736 | 47,274 | |
| 042040-1001-000-071 | SR LANDFILL TECHNICIAN | 13,842 | 42,774 | 44,462 | 11,045 | 44,463 | |
| 042040-1001-000-072 | LANDFILL TECHNICIAN | 39,464 | 40,602 | 41,251 | 10,286 | 41,252 | |
| 042040-1001-000-081 | LANDFILL TECH | 34,264 | 22,904 | 35,270 | 7,363 | 35,341 | |
| 042040-1001-000-082 | LANDFILL TECHNICIAN | 40,756 | 42,019 | 43,792 | 10,874 | 43,792 | |
| 042040-1001-000-083 | LFG TO ENERGY PLANT OPER. | 57,760 | 59,551 | 62,064 | 15,411 | 62,064 | |
| 042040-1001-000-084 | LANDFILL TECHNICIAN | | | 37,000 | 2,467 | 36,300 | |
| 042040-1001-000-085 | LABORER I 1/2 | | | | | | |
| 042040-1001-000-086 | LANDFILL OPERATIONS SUPV | 63,187 | 67,315 | 70,252 | 17,441 | 70,252 | |
| 042040-1001-000-087 | LABORER II | | | | | | |
| 042040-1001-000-088 | LANDFILL TECHNICIAN | 30,012 | 34,977 | 36,311 | 9,022 | 36,312 | |
| 042040-1001-000-089 | SPOTTER | 28,417 | 31,916 | 33,088 | 8,223 | 33,089 | |
| 042040-1001-000-090 | CONVENIENCE SITE SUPERVISOR | 24,695 | 41,883 | 43,536 | 10,815 | 43,536 | |
| 042040-1001-000-091 | CONVENIENCE SITE ATTENDANT | 28,676 | 29,524 | 30,650 | 7,616 | 30,650 | |
| 042040-1001-000-092 | LABORER II | | | | | | |
| 042040-1001-000-093 | SR LANDFILL TECHNICIAN | 46,184 | 47,606 | 49,586 | 12,314 | 49,587 | |
| 042040-1001-000-094 | ENVIRONMENTAL SAFETY TECH. | 44,083 | 47,344 | 49,178 | 12,218 | 49,179 | |
| 042040-1001-000-095 | LANDFILL TECHNICIAN | 35,881 | 36,935 | 38,366 | 9,532 | 38,366 | |
| 042040-1001-000-096 | LANDFILL TECHNICIAN | 33,718 | 36,138 | 37,620 | 9,343 | 37,620 | |
| 042040-1001-000-097 | LABORER | 17,559 | 27,748 | 28,806 | 7,157 | 28,806 | |
| 042040-1001-000-098 | LABORER | | | | | | |
| 042040-1003-000-000 | PART TIME/EXTRA HELP | 69,813 | 54,582 | 100,620 | 20,780 | 100,620 | |
| 042040-1005-000-000 | OVERTIME | 51,266 | 65,344 | 74,121 | 18,577 | 74,121 | |
| 042040-1005-000-001 | OVERTIME - INVESTIGATIVE | | | | | | |
| 042040-1009-000-000 | ACCRUED SALARIES | | 26,975 | | | | |

| | | | | | | | |
|---------------------|-----------------------------------|-----------|-----------|-----------|---------|-----------|--|
| 042040-1099-000-000 | CHANGE IN ACCRUED LEAVE | 14,545 | 2,795 | | | | |
| | PERSONAL SERVICE | 1,297,857 | 1,407,370 | 1,541,367 | 367,211 | 1,537,181 | |
| 042040-2000-000-000 | FRINGE BENEFITS | | | | | | |
| 042040-2001-000-000 | F. I. C. A. | 93,967 | 100,121 | 117,461 | 26,676 | 117,301 | |
| 042040-2002-000-000 | RETIREMENT - V. S. R. S. | 105,015 | 123,067 | 133,495 | 32,494 | 133,383 | |
| 042040-2005-000-000 | HOSPITAL/MEDICAL PLANS | 294,336 | 348,208 | 396,048 | 96,428 | 433,320 | |
| 042040-2006-000-000 | GROUP INSURANCE | 14,953 | 16,484 | 17,863 | 4,348 | 17,848 | |
| 042040-2007-000-000 | ACCRUED VACATION PAY | | | | | | |
| 042040-2008-000-000 | SHORT & LONG TERM DISABILITY | 2,242 | 2,856 | 3,118 | 714 | 3,050 | |
| 042040-2011-000-000 | WORKER'S COMPENSATION | 49,492 | 54,322 | 59,074 | 16,429 | 65,038 | |
| 042040-2013-000-000 | EDUCATION - TUITION ASSISTANCE | | | | | | |
| 042040-2019-000-000 | ACCRUED FRINGES | | 3,968 | | | | |
| 042040-2099-000-000 | FRINGE BENEFIT RESERVE | | | | | | |
| | FRINGE BENEFITS | 560,005 | 649,026 | 727,059 | 177,089 | 769,940 | |
| 042040-3001-000-000 | PROFESSIONAL HEALTH SERVICES | 240 | 66 | 1,500 | | 1,500 | |
| 042040-3002-000-000 | PROFESSIONAL SERVICES OTHER | 471,431 | 695,985 | 500,000 | 122,513 | 605,000 | |
| 042040-3002-000-001 | STATE PERMIT FEES | 43,403 | 54,480 | 141,600 | 41,157 | 46,800 | |
| 042040-3002-000-002 | PROFESSIONAL SVC - INVESTIGATI | | | | | | |
| 042040-3003-000-000 | TEMPORARY HELP SERVICE FEES | | | | | | |
| 042040-3004-000-001 | REPAIR AND MAINTENANCE-EQUIP. | 88,501 | 55,789 | 130,000 | 5,176 | 100,000 | |
| 042040-3004-000-002 | REPAIR AND MAINTENANCE - VEHICLE | 2,819 | 5,168 | 12,000 | 1,092 | 12,000 | |
| 042040-3004-000-003 | REPAIR AND MAINTENANCE - BUILDING | 13,549 | 63,625 | 30,000 | 289 | 40,000 | |
| 042040-3004-000-004 | REPAIR AND MAINTENANCE-GENERATOR | 36,005 | 30,072 | 80,000 | | 80,000 | |
| 042040-3005-000-000 | MAINTENANCE SERVICE CONTRACTS | 19,154 | 23,551 | 30,350 | 4,535 | 32,350 | |
| 042040-3005-000-001 | GENERATOR OIL SAMPLING | 2,726 | 2,843 | 6,500 | | 6,500 | |
| 042040-3007-000-000 | ADVERTISING | 2,398 | 1,415 | 3,000 | 345 | 3,000 | |
| 042040-3010-000-000 | OTHER CONTRACTUAL SERVICES | 498,359 | 738,456 | 542,520 | 24,970 | 658,070 | |
| 042040-3010-000-001 | CONTRACTUAL SERV. - TIRE PROGR | 93,114 | 105,604 | 171,720 | 28,735 | 171,720 | |
| 042040-3010-000-002 | RTOP OPERATIONAL COSTS | | | | | | |
| 042040-3010-000-003 | REGIONAL ELECTRONICS RECYCLING | 98,800 | 57,000 | 100,000 | 15,200 | 100,000 | |
| | PURCHASED SERVICES | 1,370,499 | 1,834,054 | 1,749,190 | 244,012 | 1,856,940 | |
| 042040-4000-000-000 | INTERNAL SERVICES | | | | | | |
| 042040-4001-000-000 | DATA PROCESSING SERVICES | | | | | | |
| 042040-4003-000-001 | CENTRAL STORES-COPIES | | | | | | |
| 042040-4003-000-002 | CENTRAL STORES-GASOLINE | 136 | 188 | | | | |
| | INTERNAL SERVICES | 136 | 188 | | | 0 | |
| 042040-5100-000-000 | UTILITIES | | | | | | |
| 042040-5101-000-000 | ELECTRICAL SERVICES | 38,422 | 49,012 | 50,000 | 3,827 | 50,000 | |
| 042040-5101-000-001 | ELECTRICAL SRV.-INTERCONNECTION | 23,114 | 22,828 | 26,000 | 1,916 | 26,000 | |
| 042040-5102-000-000 | HEATING SERVICES | 12,452 | 10,255 | 12,000 | 67 | 12,000 | |
| 042040-5204-000-000 | POSTAGE AND TELEPHONE | 14,304 | 12,598 | 30,360 | 1,212 | 30,360 | |
| 042040-5204-000-001 | POSTAGE AND SHIPPING-GENERATOR | 1,302 | 731 | 2,160 | 42 | 2,160 | |
| 042040-5301-000-000 | BOILER INSURANCE | 738 | 813 | 1,000 | 965 | 1,000 | |
| 042040-5302-000-000 | FIRE INSURANCE | 16,374 | 17,789 | 18,000 | 20,389 | 22,000 | |
| 042040-5305-000-000 | MOTOR VEHICLE INSURANCE | 5,118 | 5,108 | 5,625 | 6,146 | 6,000 | |
| 042040-5306-000-000 | SURETY BONDS | 29 | 28 | 40 | 27 | 40 | |

| | | | | | | | |
|---------------------|----------------------------------|-----------|-----------|-----------|---------|-----------|--|
| 042040-5308-000-000 | GENERAL LIABILITY INSURANCE | 5,743 | 5,989 | 6,500 | 6,705 | 7,000 | |
| 042040-5308-000-001 | GENERAL LIABILITY INSURANCE | | | | | | |
| 042040-5401-000-000 | OFFICE SUPPLIES | 7,954 | 9,183 | 10,000 | 1,254 | 10,000 | |
| 042040-5403-000-000 | AGRICULTURAL SUPPLIES | 1,017 | 1,223 | 15,000 | | 15,000 | |
| 042040-5404-000-000 | MEDICAL AND LABORATORY SUPPL | 1,850 | 1,763 | 2,500 | 71 | 2,500 | |
| 042040-5405-000-000 | LAUNDRY & JANITORIAL SUPPLIES | 2,718 | 2,015 | 6,000 | 321 | 6,000 | |
| 042040-5407-000-000 | REPAIR AND MAINTENANCE SUPPL | 23,370 | 26,944 | 30,000 | 113 | 30,000 | |
| 042040-5408-000-000 | VEHICLE AND POWERED EQUIPMENT | 83,718 | 84,271 | 180,000 | 27,309 | 144,000 | |
| 042040-5408-000-001 | VEHICLES-TIRES AND PARTS | 861 | 2,363 | 4,500 | | 4,500 | |
| 042040-5408-000-002 | VEHICLE-FUELS AND LUBRICANTS | 192,393 | 215,434 | 323,460 | 36,632 | 323,460 | |
| 042040-5408-000-003 | GENERATOR SPARE PARTS | 57,064 | 44,232 | 100,000 | | 100,000 | |
| 042040-5408-000-004 | GENERATOR LUBRICANTS | 45,287 | 37,357 | 51,380 | | 51,380 | |
| 042040-5410-000-000 | UNIFORMS | 5,341 | 5,752 | 24,600 | 813 | 23,450 | |
| 042040-5410-000-001 | SAFETY EQUIPMENT | 2,086 | 818 | 4,500 | 357 | 3,000 | |
| 042040-5411-000-000 | BOOKS & SUBSCRIPTIONS | 850 | 568 | 1,500 | 585 | 2,000 | |
| 042040-5413-000-000 | OTHER OPERATING SUPPLIES | 10,341 | 5,671 | 12,000 | 665 | 10,000 | |
| 042040-5413-000-001 | OTHER OPERATING SUPPLIES-GENER | 31,211 | 1,899 | 40,000 | 21 | 35,000 | |
| 042040-5506-000-000 | TRAVEL | 1,955 | 5,087 | 12,000 | 750 | 12,000 | |
| 042040-5506-000-001 | LANDFILL GAS GENERATOR TRAINING | 1,489 | | 10,000 | | 10,000 | |
| 042040-5604-000-000 | OTH. PAYMENTS OR CONTRIBUTIONS | 187,857 | 191,745 | 175,000 | | 185,000 | |
| 042040-5801-000-000 | DUES AND ASSOC.MEMBERSHIPS | 1,271 | 1,215 | 2,000 | 1,165 | 2,000 | |
| 042040-5806-000-000 | RESERVE FOR CONTINGENCIES | | | | | | |
| 042040-5806-000-001 | POST CLOSURE COSTS | 318,524 | 463,564 | 320,000 | | 340,000 | |
| 042040-5806-000-002 | CONTINGENCY-TIPPING FEE ADJUST | | | | | | |
| 042040-5806-000-003 | PAYMENTS TO LOCALITIES | | | | | | |
| 042040-5810-000-000 | PAYMENT OF UNEMPLOYMENT CLAIMS | | | 10,000 | | 10,000 | |
| 042040-5810-000-001 | EEOC CLAIMS | | | | | | |
| | OTHER CHARGES | 1,094,753 | 1,226,255 | 1,486,125 | 111,352 | 1,475,850 | |
| 042040-8001-000-000 | MACHINERY AND EQUIPMENT | | | | | | |
| 042040-8002-000-000 | FURNITURE AND FIXTURES | | | | | | |
| 042040-8003-000-000 | COMMUNICATIONS EQUIPMENT | | | 40,000 | | 20,000 | |
| 042040-8005-000-000 | MOTOR VEHICLES AND EQUIPMENT | | | | | | |
| 042040-8006-000-000 | CONSTRUCTION VEHICLES & EQUIP. | | | 1,221,172 | 31,173 | | |
| 042040-8007-000-000 | INTEGRATED TECHNOLOGY EQUIPMENT | | | 5,000 | | 5,000 | |
| 042040-8009-000-000 | MISCELLANEOUS EQUIPMENT | | | 25,000 | | 25,000 | |
| 042040-8009-000-001 | MISC.-LANDFILL GAS GENERATORS | | | 10,000 | | 5,000 | |
| 042040-8700-000-000 | LAND | | | | | | |
| 042040-8800-000-000 | BUILDINGS | | | | | | |
| 042040-8900-000-000 | IMPROVEMENTS OTHER THAN BUILDING | | | 4,714,069 | 340,615 | 3,900,000 | |
| 042040-8900-000-001 | SITE DEVELOPMENT | | | | | | |
| 042040-8901-000-000 | LOSS ON DISPOSAL | | | | | | |
| 042040-8999-000-000 | INTEREST EXPENSE | | | | | | |
| | CAPITAL OUTLAY | | | 6,015,241 | 371,788 | 3,955,000 | |
| 042040-9000-000-000 | DEPRECIATION | | | | | | |
| 042040-9001-000-000 | LEASE/RENT OF EQUIPMENT | 11,583 | 20,185 | 40,000 | | 40,000 | |
| 042040-9500-000-000 | DEPRECIATION OF EQUIPMENT | 2,193,693 | 2,328,523 | | | | |

| | | | | | | | |
|---------------------|----------------------------------|-----------|-----------|------------|-----------|-----------|--|
| 042040-9500-000-001 | DEPRECIATION OF EQUIP.-GENERATOR | | | | | | |
| | OTHER USES OF FUNDS | 2,205,276 | 2,348,708 | 40,000 | | 40,000 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | 6,528,526 | 7,465,601 | 11,558,982 | 1,271,452 | 9,634,911 | |
| | | | | | | | |
| 092010-5890-000-000 | OPERATIONAL TRANSFERS | | | | -17,143 | | |
| | OTHER CHARGES | | | | -17,143 | 0 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | | | | -17,143 | 0 | |
| | | | | | | | |
| 093010 -000-000 | TRANSFERS | | | | | | |
| 093010-2011-000-000 | WORKER'S COMP FOR WELLNESS | | | | | | |
| 093010-5807-000-001 | MERIT RESERVE | 550 | 300 | 3,898 | | | |
| 093010-5807-000-002 | MERIT RESERVE FRINGES | | | | | | |
| | FRINGE BENEFITS | 550 | 300 | 3,898 | | 0 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | 550 | 300 | 3,898 | | 0 | |
| | | | | | | | |
| TOTAL FOR FUND | | 6,529,076 | 7,465,901 | 11,562,880 | 1,254,309 | 9,634,911 | |

| 2020-2021 BUDGET INFORMATION - REVENUES | | | | | | |
|---|--|---------------------------------|-------|---------|--------------------------------|-----------|
| DEPARTMENT | LANDFILL | DEPARTMENT CODE | | | | 12-4204 |
| REVENUE
LINE ITEM | FUNDING SOURCES | SOURCES OF FUNDS | | | | TOTAL |
| | | SVC-GENERATED/
OTHER REVENUE | STATE | FEDERAL | PROVIDED FROM
LOCAL SOURCES | |
| 1501-01 | Interest on Bank Deposits | 300,000 | | | | 300,000 |
| 1502-01 | Sale of Junk
Scrap recycling | 110,000 | | | | 110,000 |
| 1608-05 | Sanitary Landfill Fees
Based on 185,000 Tons Received | | | | | 7,268,650 |
| | Commercial/Industrial
\$50/ton x 44% x 185,000 ton | 4,070,000 | | | | |
| | Municipal
\$20/ton x 26% x 185,000 ton | 962,000 | | | | |
| | Construction Demolition Debris
\$45/ton x 23% x 185,000 ton | 1,914,750 | | | | |
| | Municipal Sludge
\$38/ton x 3% x 185,000 | 210,900 | | | | |
| | Rubble/Concrete/Rock
\$15/ton x 4% x 185,000 | 111,000 | | | | |
| 22-Nov | | | | | Subtotal | 7,678,650 |

2020-2021 BUDGET INFORMATION - REVENUES

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | | | | |
|----------------------|---|---------------------------------|-------|---------|--------------------------------|------------------|
| REVENUE
LINE ITEM | FUNDING SOURCES | SOURCES OF FUNDS | | | | TOTAL |
| | | SVC-GENERATED/
OTHER REVENUE | STATE | FEDERAL | PROVIDED FROM
LOCAL SOURCES | |
| 1608-08 | Tire Charges/Reimbursement
Based on 1,900 ton of tires delivered yearly
NSVRC (RTOP) Members
\$80 x 22% x 1900 = \$33,440 | 33,440 | | | | 181,640 |
| | Commercial
\$100 x 78% x 1900 = \$148,200 | 148,200 | | | | |
| 1608-11 | E-Cycle Collections
Fees collected for the collection of electronics
& unacceptable waste paid by haulers
\$3,333 x 2 x 12 months | 80,000 | | | | 80,000 |
| 1608-12 | Greenhouse Gas Credits | 10,000 | | | | 10,000 |
| 1608-13 | Gas to Energy
\$35.00/mwh x 1.5mwh/hr x 80% x 8760hrs | 367,920 | | | | 367,920 |
| 1608-14 | Renewable Energy Credit
1.5 x 8,760 x 80% x \$5.30 | 55,714 | | | | 55,714 |
| | | | | | Subtotal | 695,274 |
| TOTAL | | | | | | 8,373,924 |

22-Nov

2020-2021 BUDGET INFORMATION - EXPENDITURES

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | |
|--------------------------|---|---|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-1003 | Part Time Help / Convenience Center Staffing
Required extra help necessary for mowing, litter control, tire grinding
and convenience center staffing.
6 people x 30 hr/week x \$10.75/hr x 52 weeks | | 100,620 |
| 12-4204-1005 | Overtime / Holiday Work
Overtime = 1716 hours/yr X \$31/hr = \$53,196
Holiday work = 675 hours/yr X \$31/hr = \$20,925 | 53,196
20,925 | 74,121 |
| 12-4204-3001-00 | Professional Health Services
Hepatitis B vaccinations for new hires | | 1,500 |
| 12-4204-3002-00 | Professional Services
1. Surveying-Marsh & Legge
2. Environmental Monitoring, Sampling and CQA
3. Northern Shenandoah Valley Regional Commission
4. Gas Management Design Services-SCS Engineers
5. Leachate Treatment/Management Professional Services
6. Treasurer (Credit Card Fees)
7. Engineering Services (Cell Construction) | 50,000
150,000
20,000
150,000
75,000
10,000
150,000 | 605,000 |
| | | Subtotal | 781,241 |

22-Nov

2020-2021 BUDGET INFORMATION - EXPENDITURES

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | |
|--------------------------|---|------------------------------|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-3002-01 | State Permit Fees | | 46,800 |
| | Title V Annual permit fee | 12,700 | |
| | Solid Waste permit #40 | 1,500 | |
| | Solid Waste permit #591 | 7,000 | |
| | Solid Waste permit #529, \$.14 X 140,000 tons of MSW Waste | 19,600 | |
| | Tire Processing | 6,000 | |
| 12-4204-3004-01 | Repair and Maintenance - Equipment | | 100,000 |
| | Repairs that need to be made to equipment because of inadequate facilities or tools that prevent landfill heavy equipment mechanic from performing work. | | |
| | Anticipate additional expenses due to age of equipment. | | |
| | | | |
| 12-4204-3004-02 | Repair and Maintenance - Vehicles | | 12,000 |
| | This figure reflects the amount for installation of new tires and miscellaneous repairs and maintenance of vehicles that landfill heavy equipment mechanic cannot perform. | | |
| 12-4204-3004-03 | Repair and Maintenance - Buildings and Grounds | | 40,000 |
| | This figure reflects the anticipated work related to maintenance for electrical service and fencing, litter fence and upkeep. Additional expenses anticipated with aging buildings (ie: painting and roofing) | | |
| | | Subtotal | 198,800 |

22-Nov

2020-2021 BUDGET INFORMATION - EXPENDITURES

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | |
|--------------------------|--|---|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-3004-04 | Repair and Maintenance - Generators
(Gas to Energy)
This figure represents repairs to be made to generators and ancilliary equipment by others. | | 80,000 |
| 12-4204-3005-00 | Maintenance Service Contracts
PraxAir \$300/month X 12
(Tank & welding supplies since all work is performed in house)
Scale maintenance: Calibrate scales 2 X year @ \$2,125 each
Fire X \$6,000 X 2 Events
(Service on fire supression systems on heavy equipment)
OSHA Certification on overhead crane and forklift
Leachate Line Flushing | 3,600

4,250

12,000

2,500

10,000 | 32,350 |
| 12-4204-3005-01 | Generator Oil Samples
Annual Subscription for weekly sampling | | 6,500 |
| 12-4204-3007-00 | Advertising
Includes ads for Household Hazardous Waste Collections, E-Cycle,
Holiday closings and other special events. | | 3,000 |
| 22-Nov | | Subtotal | 121,850 |

2020-2021 BUDGET INFORMATION - EXPENDITURES

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | |
|--------------------------|---|------------------------------|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-3010-00 | Other Contractual Services | | 573,370 |
| | Rags / Rug Rentals \$1500/month X 12 | 18,000 | |
| | Water Coolers | 3,120 | |
| | 5 gallon water containers 10- per week X \$6.00 each X 52 weeks | | |
| | Leachate Treatment | 52,000 | |
| | Costs for monitoring, testing and maintaining leachate system
(includes laboratory testing) \$1000/week x 52 weeks | | |
| | Brush Grinding | 112,500 | |
| | Private contractor to grind brush (two times/year)
Assume 7,500 tons x \$15/ton= \$112,500 | | |
| | Household Hazardous Waste | 120,000 | |
| | Costs for Environmental Company to Package and Remove these
special wastes. Estimate \$10,000 / month | | |
| | Wastewater Disposal Fees | 203,250 | |
| | Leachate pumped to Opequon Water
Reclamation Facility, Based on 25,000,000 gal/year X \$8.13/1000 gal | | |
| | Septage Pump and Haul \$375/month X 12 | 4,500 | |
| | Rock Crushing Aggregate | 60,000 | |
| | *Separate approximately 4,000 tons concrete@ \$15/crushed ton | | |
| | | Subtotal | 573,370 |

22-Nov

2020-2021 BUDGET INFORMATION - EXPENDITURES

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | |
|--------------------------|---|------------------------------|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-3010-00 | Office floor stripping and waxing (2x year @ \$750) | 1,500 | 84,700 |
| | Ductwork Cleaning 2x year (Office and maintneance shop) | 1,200 | |
| | CAT Subscription (To allow mechanic to work on equipment) | 3,000 | |
| | GPS Subscription - Trimble landfill module | 9,000 | |
| | Scrap Metal Hauling | 70,000 | |
| 12-4204-3010-01 | Tire Grinding- Local Tires

Costs related to grinding tires by the Northern Shenandoah Planning
Commisssion. Cost is offset by equal revenue reimbursement. | | 171,720 |
| 12-4204-3010-03 | Regional Electronics Recycling Program

Costs related to disposal of wastes collected at E-Cycle programs

Estimate \$8,333/month x 12 months= \$100,000 | | 100,000 |
| 12-4204-5101-00 | Electrical Services

Increased based on the additional electrical load for new leachate pond | | 50,000 |
| 12-4204-5101-01 | Electrical Services - Interconnection Fees

Fees paid to Rappahannock Electric Cooperative for use of power lines
to transport power from GTE plant to utility substation. | | 26,000 |
| 12-4204-5102-00 | Heating Services (LP)

Based on using LP gas rather than landfill gas | | 12,000 |
| 22-Nov | | Subtotal | 444,420 |

2020-2021 BUDGET INFORMATION - EXPENDITURES

| DEPARTMENT | LANDFILL | DEPARTMENT CODE | 12-4204 |
|--------------------------|--|---|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-5204-00 | Postage and Telephone
AT&T \$21/month X 12 X 5
Long Distance: \$100/month X 12
Two Way Radio Repeater Tower Rental \$175 X 12

Mobile Telephone
Average Monthly Charge \$50/month X 12 X 6

Internet Fees
Comcast \$1,600 month X 12= \$19200

Postage
average \$250/ month x 12 months = \$3,000 |
1,260
1,200
2,100

3,600

19,200

3,000 | 30,360 |
| 12-4204-5204-01 | Postage and Shipping - Gas to Energy
Oil Analysis shipping 52 weeks X \$30
Ship GEM for calibration 2 times/year | 1,560
600 | 2,160 |
| 12-4204-5301-00 | Boiler Insurance
Air Compressors 3 X \$266 | | 1,000 |
| 12-4204-5302-00 | Fire Insurance | | 22,000 |
| 22-Nov | | Subtotal | 55,520 |

2020-2021 BUDGET INFORMATION - EXPENDITURES

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | |
|--------------------------|---|--|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-5305-00 | Motor Vehicle Insurance
2006 Chevrolet Colorado (Tag# 130-750L)
2012 Ford F250 4x4 (Tag# 105-202L)
2012 Ford F250 4x4 (Tag# 152-325L)
2015 Ford F350 4x4 (Tag # 187-463L)
2016 Ford F250 4x4 (Tag# 179-895L)
2017 Ford F-150 4x4 (Tag# 197-603L)
2017 Ford F-450 (Litter Buggy, Tag# 205-264 L)
2018 Ford F-150 (Tag# 201-126L)
2018 Ford F150 (Tag# 210-035L)
2019 Ford F-250 (Tag #211-511L) | 600
600
600
600
600
600
600
600
600
600 | 6,000 |
| 12-4204-5306 | Surety Bonds | | 40 |
| 12--4204-5308-00 | General Liability Insurance | | 7,000 |
| 12-4204-5401-00 | Office Supplies
Computer paper, disks, scale tickets, etc. | | 10,000 |
| 12-4204-5403-00 | Agricultural Supplies
Seed, fertilizer and mulch to establish vegetation on disturbed areas | | 15,000 |
| 12-4204-5404-00 | Medical and Laboratory Supplies
To replenish existing first aid kits (Based on historical use) | | 2,500 |
| 22-Nov | | Subtotal | 40,540 |

2020-2021 BUDGET INFORMATION - EXPENDITURES

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | |
|--------------------------|---|--------------------------------------|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-5405-00 | Laundry and Janitorial Supplies
Average \$500/ month x 12 months = \$6,000 | | 6,000 |
| 12-4204-5407-00 | Repair and Maintenance - Buildings and Grounds
Gravel, signs, road salt, etc.
Based on previous year cost and projected in-house projects | | 30,000 |
| 12-4204-5408-00 | Repair and Maintenance - Powered Equipment
Parts: \$12,000/month X 12 months | | 144,000 |
| 12-4204-5408-01 | Miscellaneous (motor vehicles)
For licensed vehicles (Based on average of previous years spending) | | 4,500 |
| 12-4204-5408-02 | Fuels and Lubricants (Landfill)
Gas: 200 gal/wk. X \$2.65 X 52 weeks
Diesel: 2,000 gal/wk. X \$2.65 X 52 weeks
Lubricants: engine oil, hydraulic fluids, grease, diesel exhaust fluid
Antifreeze: 220 gal/year X \$15.00 | 27,560
275,600
17,000
3,300 | 323,460 |
| 12-4204-5408-03 | Generator Spare Parts - Gas to Energy
Costs associated with maintenance of generators and associated equipment, including air compressor, gas treatment skid, and flare.
Based on historical averages | | 100,000 |
| | | Subtotal | 607,960 |

22-Nov

2020-2021 BUDGET INFORMATION - EXPENDITURES

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | |
|--------------------------|--|------------------------------|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-5408-04 | Generator Lubricants - Gas to Energy
6 oil changes/yr. 220 gal X \$17/gal X 2 units
Glycol 500 gal/yr. X \$10
Misc Bearing Grease and Lubricants | 44,880
5,000
1,500 | 51,380 |
| 12-4204-5410-00 | Uniforms
20 people x \$1000yr = \$20,000
23 people x \$150yr /boot allowance = \$3450 | 20,000
3,450 | 23,450 |
| 12-4204-5410-01 | Safety Equipment
Personal Protective Equipment including safety vests, respirators, gloves
and other equipment (Includes replacement -Hard Hats) | | 3,000 |
| 12-4204-5411-00 | Books and Subscriptions
Safety Films; On Demand SDS Service | | 2,000 |
| 12-4204-5413-00 | Other Operating Supplies
Includes miscellaneous specialty tools
Based on 5 year average | 10,000 | 10,000 |
| 12-4204-5413-01 | Other Operating Supplies - Gas to Energy
Specialty Tools required to perform maintenance
Siloxane removal media \$1000/ton X 30 tons | 5,000
30,000 | 35,000 |
| 22-Nov | | Subtotal | 124,830 |

2020-2021 BUDGET INFORMATION - EXPENDITURES

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | |
|--------------------------|---|-----------------------------|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-5506-00 | Travel / Training
Required training for maintaining landfill certification.
Twelve people @ \$1000/ea. (Includes training costs, travel and per diem.) | | 12,000 |
| 12-4204-5506-01 | Gas to Energy - Travel - Training
Plant operator to attend Jenbacher training event and PJM certification training (2 operators @ \$2,500/class + travel expenses) | | 10,000 |
| 12-4204-5604-00 | Payments to other Municipalities
Distribution of recycling funds. Proportioned by Population
Based on \$1/ton X 185,000 tons/year.
Frederick County - 64.5% = \$119325
Clarke County - 12.7% = \$23495
Winchester - 22.8% = \$42180 | 119,325
23,495
42,180 | 185,000 |
| 12-4204-5801-00 | Dues and Memberships
SWANA Membership (10 Members @ \$200/ea.) | | 2,000 |
| 12-4204-5806-01 | Post Closure Financial Assurance
Financial Assurance required by State DEQ
Estimated amount based on formula that is specified by DEQ | | 340,000 |
| 12-4204-5810-00 | Payment of Unemployment Claims
Estimated Amount | | 10,000 |
| 22-Nov | | Subtotal | 559,000 |

2020-2021 BUDGET INFORMATION - EXPENDITURES

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | |
|--------------------------|---|------------------------------|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-8003-00 | Communication Equipment
Funding to expand onsite wireless network | | 20,000 |
| 12-4204-8007-00 | Integrated Technology Equipment (A.D.P.)
Funded at minimum to replace equipment as needed | | 5,000 |
| 12-4204-8009-00 | Miscellaneous (Landfill)
New tools for shop
New GEM gas meter | 10,000
15,000 | 25,000 |
| 12-4204-8009-01 | Miscellaneous Equipment - Generators (Gas to Energy)
New specialty tools for gas plant | 5,000 | 5,000 |
| 22-Nov | | Subtotal | 55,000 |

| 2020-2021BUDGET INFORMATION - EXPENDITURES | | | |
|--|---|-----------------------|---------------------------------|
| DEPARTMENT | LANDFILL | DEPARTMENT CODE | 12-4204 |
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-8900-00 | Improvements Other Than | | 3,900,000 |
| | Purchase of Specialty Leachate Media Stone for MSW Cell 3A construction
40,000 Ton x\$30/ton=\$1,200,000 | 1,200,000 | |
| | Resurface and Painting of Citizens Convenience Center,
Tire Storage Pad, and other miscellaneous areas | 400,000 | |
| | MSW Cell 3A rock removal (Hetzer Construction Contract) | 2,000,000 | |
| | Install wash bay or other storm water related improvements | 300,000 | |
| 12-4204-9001-00 | Lease/Rent Equipment | | 40,000 |
| | | Subtotal | 3,940,000 |
| | | Total Expenditures | 9,634,911 |
| | | Total Revenue | 8,373,924 |
| | | From Landfill Reserve | 1,260,987 |

2020-2021 CAPITAL REQUESTS

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | |
|--------------------------|---|------------------------------|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-8003-00 | Communication Equipment
Funding to expand onsite wireless network | | 20,000 |
| 12-4204-8007-00 | Integrated Technology Equipment (A.D.P.)
Funded at minimum to replace equipment as needed | | 5,000 |
| 12-4204-8009-00 | Miscellaneous (Landfill)
New tools for shop
New GEM gas meter | 10,000
15,000 | 25,000 |
| 12-4204-8009-01 | Miscellaneous Equipment - Generators (Gas to Energy)
New specialty tools for gas plant | 5,000 | 5,000 |
| 22-Nov | | Subtotal | 55,000 |

2019-2020 CAPITAL REQUESTS

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | |
|--------------------------|---|------------------------------|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-8900-00 | Improvements Other Than | | 3,900,000 |
| | Purchase of Specialty Leachate Media Stone for MSW Cell 3A construction
40,000 Ton x\$30/ton=\$1,200,000 | 1,200,000 | |
| | Resurface and Painting of Citizens Convenience Center,
Tire Storage Pad, and other miscellaneous areas | 400,000 | |
| | MSW Cell 3A rock removal (Hetzer Construction Contract) | 2,000,000 | |
| | Install wash bay or other storm water related improvements | 300,000 | |
| 12-4204-9001-00 | Lease/Rent Equipment | | 40,000 |

22-Nov

Subtotal

3,940,000

Total

3,995,000

**MEMORANDUM****TO:** Public Works Committee**FROM:** Joe C. Wilder, Director of Public Works *JCW***SUBJECT:** Fiscal Year 2020/2021 Budgets**DATE:** November 26, 2019

The following is a summary of the proposed Public Works budgets and the projected revenues for Fiscal Year 2020/2021 and the current amended Fiscal Year 2019/2020 budgets:

| DISCIPLINE | FY 19/20
AMENDED
BUDGETS | FY 20/21
BUDGETS
(Proposed) | FY 20/21
PROJECTED
REVENUES |
|--------------------------------------|---|--|--|
| Inspections - 3401 | 1,464,113 | 1,534,436 | 1,400,000 |
| Building Appeals Board - 8106 | 561 | 561 | 0 |
| Animal Shelter - 4305 | 825,255 | 799,042 | 83,855 |
| Refuse Collection – 4203 | 1,885,685 | 1,727,159 | 261,145 |
| Refuse Disposal – 10-4204 | 686,880 | 651,360 | 116,700 |
| Litter Control - 4205 | 28,554 | 30,333 | 13,000 |
| Engineering - 4201 | 424,805 | 432,426 | 196,130 |
| General Fund Total | 5,315,853 | 5,175,317 | 2,070,830 |
| | | | |
| Landfill (12 fund) – 4204 * | 11,562,880 | 9,634,911 | 8,373,924 |
| Shawneeland - 8108 ** | 1,446,510 | 1,146,023 | 812,880 |
| Public Works Total Budget | 18,325,243 | 15,956,251 | 11,257,634 |

*Balance from Landfill Reserve.

**Balance from Shawneeland Reserve

Summary of Capital Requests, New Personnel Requests and Revenues

1. Inspections Budget 10-3401-000-000

We are requesting no new personnel during Fiscal Year 2021.

We are proposing no capital requests during Fiscal Year 2021.

Our projected expenditures for Fiscal Year 2021 are \$1,534,436. This is an increase of \$70,323 from Fiscal Year 2020.

2. Building Appeals Board 10-8106-000-000

No projected changes to this budget.

3. Animal Shelter 10-4305-000-000

We are requesting a capital purchase with in the FY2021 budget. Our projected expenditures for Fiscal Year 2021 are \$799,042. This is a decrease of \$26,213 over the current Fiscal Year 2020 budget.

We need to replace an existing sport utility vehicle. We are requesting \$31,000 to purchase a new 4x4 SUV.

4. Refuse Collection Budget 10-4203-000-000

Our projected expenditures for Fiscal Year 2021 are \$1,727,159. This is a decrease of \$158,526 over the current Fiscal Year 2020 budget amount.

5. Refuse Disposal Budget 10-4204-000-000

We have proposed a Fiscal Year 2021 expenditure amount of \$651,360. This represents a decrease of \$35,520 from the current Fiscal Year 2019 budget.

6. Litter Control 10-4205-000-000

We have proposed a Fiscal Year 2021 expenditure amount of \$30,333. This represents an increase of \$1,779 from the current Fiscal Year 2020 budget.

7. Engineering 10-4201-000-000

We are requesting funding for an Environmental Inspector I position. We currently have a position available in the budget, but it has not been funded for several years.

We are also requesting a capital purchase in the Fiscal Year 2021 budget. If we are approved to fund the Environmental Inspector I position we will need to purchase a new 4x4 pick up truck. We are requesting \$30,000 to purchase the new truck.

We have proposed a Fiscal Year 2021 expenditures of \$432,426. This represents an increase of \$7,621 from the current Fiscal Year 2020 budget.

8. Landfill 12-4204-000-000

We have proposed a Fiscal Year 2021 expenditures of \$9,634,911. This represents a decrease of \$1,927,969 from the current Fiscal Year 2020 budget.

9. Shawneeland 16-8108-000-000

We are proposing no Sanitary District fee increases in Fiscal Year 2021. We have proposed a Fiscal Year 2021 expenditures of \$9,634,911. This represents a decrease of \$1,927,969 from the current Fiscal Year 2020 budget.

| 10/01/2019 COUNTY OF FREDERICK | | - B U D G E T - | | E X P E N S E | | ACCOUNTING PERIOD 2019/10 | |
|-----------------------------------|---------------------------------|-----------------|-------------|---------------|-----------|---------------------------|---------|
| FUND #-010 GENERAL OPERATING FUND | | | | | | | |
| | | | | | | | |
| | | Prior Years | Prior Years | Amended | Actual On | Dept Request | Admin |
| | | FY/2018 | FY/2019 | Budget | 2019/10 | FY2021 | Request |
| 034010 -000-000 | INSPECTIONS | | | | | | |
| 034010-1000-000-000 | PERSONNEL SERVICES | | | | | | |
| 034010-1001-000-011 | SR PERMIT TECHNICIAN | 47,844 | 49,293 | 51,233 | 12,727 | 51,233 | |
| 034010-1001-000-012 | SENIOR INSPECTOR | 64,779 | 66,767 | 69,531 | 17,268 | 69,531 | |
| 034010-1001-000-013 | INSPECTOR | 63,303 | 65,162 | 67,548 | 16,788 | 67,548 | |
| 034010-1001-000-014 | SR INSPECTOR | 60,276 | 62,114 | 64,729 | 16,073 | 64,730 | |
| 034010-1001-000-015 | PERMIT TECH. I | | | | | | |
| 034010-1001-000-016 | PERMIT TECHNICIAN | 37,812 | 38,930 | 40,434 | 10,046 | 40,435 | |
| 034010-1001-000-017 | INSPECTOR | 39,443 | 53,304 | 55,401 | 13,763 | 55,402 | |
| 034010-1001-000-018 | INSPECTOR III | | | | | | |
| 034010-1001-000-019 | PERMIT TECHNICIAN I | | | | | | |
| 034010-1001-000-031 | ADMINISTRATIVE ASSISTANT | 50,863 | 55,619 | 57,769 | 14,353 | 57,769 | |
| 034010-1001-000-036 | PERMIT TECHNICIAN II | | | | | | |
| 034010-1001-000-037 | PERMIT TECHNICIAN I | | | | | | |
| 034010-1001-000-038 | PERMIT TECH. I | | | | | | |
| 034010-1001-000-039 | PERMIT TECH. I | | | | | | |
| 034010-1001-000-040 | SECRETARY | 29,185 | 31,350 | 34,998 | 8,341 | 35,360 | |
| 034010-1001-000-055 | SENIOR DESIGN REVIEW SPECIALIST | 62,859 | 64,775 | 67,502 | 16,762 | 67,503 | |
| 034010-1001-000-056 | SENIOR DESIGN REVIEW SPECIALIST | 56,948 | 58,672 | 61,100 | 15,174 | 61,101 | |
| 034010-1001-000-057 | BLDG.OFFICIAL/CODE ADMINISTRAT | 86,937 | 89,604 | 93,496 | 23,212 | 93,496 | |
| 034010-1001-000-058 | DESIGN REVIEW SPECIALIST | | | 41,250 | | 55,000 | |
| 034010-1001-000-059 | SENIOR INSPECTOR | 67,359 | 69,453 | 72,377 | 17,973 | 72,378 | |
| 034010-1001-000-060 | INSPECTOR I | | | | | | |
| 034010-1001-000-071 | SENIOR INSPECTOR | | | | | | |
| 034010-1001-000-072 | INSPECTOR II | | | | | | |
| 034010-1001-000-073 | SENIOR INSPECTOR | 54,951 | 56,358 | 58,878 | 14,624 | 58,878 | |
| 034010-1001-000-074 | INSPECTOR | 51,030 | 52,560 | 54,736 | 13,593 | 54,736 | |
| 034010-1001-000-075 | SR.INSPECTOR | 63,098 | 67,528 | 53,602 | 13,334 | 53,602 | |
| 034010-1003-000-000 | PART-TIME | 4,148 | 10,150 | 20,000 | 912 | 30,000 | |
| 034010-1005-000-000 | OVERTIME | 1,289 | 48 | 17,500 | | 20,000 | |
| 034010-1007-000-000 | INCENTIVE PAY | | | | | | |
| 034010-1009-000-000 | ACCRUED SALARIES | | 17,420 | | | | |
| | PERSONAL SERVICE | 842,124 | 909,107 | 982,084 | 224,943 | 1,008,702 | |
| 034010-2000-000-000 | FRINGE BENEFITS | | | | | | |
| 034010-2001-000-000 | F. I. C. A. | 61,347 | 64,990 | 76,237 | 16,294 | 77,166 | |
| 034010-2002-000-000 | RETIREMENT - V. S. R. S. | 76,381 | 85,361 | 93,647 | 22,095 | 93,857 | |
| 034010-2005-000-000 | HOSPITAL/MEDICAL PLANS | 149,023 | 172,425 | 192,402 | 51,108 | 239,040 | |
| 034010-2006-000-000 | GROUP INSURANCE | 10,876 | 11,426 | 12,531 | 2,957 | 12,559 | |
| 034010-2008-000-000 | SHORT & LONG TERM DISABILITY | 992 | 1,322 | 1,423 | 352 | 1,700 | |
| 034010-2011-000-000 | WORKER'S COMPENSATION | 15,789 | 16,781 | 25,419 | 5,079 | 24,898 | |
| 034010-2013-000-000 | EDUCATION - TUITION ASSISTANCE | | | | | | |

| | | | | | | | |
|---------------------|---------------------------------|-----------|-----------|-----------|---------|-----------|--|
| 034010-2019-000-000 | ACCRUED FRINGES | | 2,607 | | | | |
| | FRINGE BENEFITS | 314,408 | 354,912 | 401,659 | 97,885 | 449,220 | |
| 034010-3002-000-000 | PROFESSIONAL SERVICES-OTHER | | | 8,000 | | 8,000 | |
| 034010-3004-000-001 | REPAIR AND MAINTENANCE-EQUIP. | 277 | | | | | |
| 034010-3004-000-002 | REPAIR AND MAINTENANCE-VEHICLE | 4,283 | 5,779 | 6,251 | 878 | 6,561 | |
| 034010-3005-000-000 | MAINTENANCE SERVICE CONTRACTS | 900 | 900 | 2,700 | | 2,689 | |
| 034010-3006-000-000 | PRINTING AND BINDING | 2,370 | 2,545 | 2,500 | 1,345 | 2,600 | |
| 034010-3007-000-000 | ADVERTISING | | | | | | |
| 034010-3010-000-000 | OTHER CONTRACTUAL SERVICES | | | | | | |
| | PURCHASED SERVICES | 7,830 | 9,224 | 19,451 | 2,223 | 19,850 | |
| 034010-4000-000-000 | INTERNAL SERVICES | | | | | | |
| 034010-4001-000-000 | DATA PROCESSING SERVICES | | | | | | |
| 034010-4003-000-002 | CENTRAL STORES - GASOLINE | 12,702 | 13,136 | 17,705 | 2,417 | 17,334 | |
| | INTERNAL SERVICES | 12,702 | 13,136 | 17,705 | 2,417 | 17,334 | |
| 034010-5204-000-000 | POSTAGE AND TELEPHONE | 7,646 | 7,901 | 8,868 | 813 | 8,340 | |
| 034010-5305-000-000 | MOTOR VEHICLE INSURANCE | 5,630 | 5,619 | 6,600 | 5,634 | 6,600 | |
| 034010-5306-000-000 | SURETY BONDS | 23 | 22 | 60 | 22 | 60 | |
| 034010-5401-000-000 | OFFICE SUPPLIES | 12,303 | 13,190 | 16,950 | 1,552 | 13,594 | |
| 034010-5408-000-000 | VEHICLE AND POWERED EQUIPMENT | | | | | | |
| 034010-5410-000-000 | UNIFORMS AND WEARING APPAREL | 522 | 322 | 1,650 | | 1,650 | |
| 034010-5411-000-000 | BOOKS AND SUBSCRIPTIONS | 2,614 | 2,894 | 2,490 | 961 | 2,490 | |
| 034010-5413-000-000 | OTHER OPERATING SUPPLIES | 295 | 32 | 500 | | 500 | |
| 034010-5414-000-000 | MERCHANDISE FOR RESALE | | | | | | |
| 034010-5506-000-000 | TRAVEL | 1,053 | 892 | 2,136 | 209 | 2,136 | |
| 034010-5801-000-000 | DUES AND ASSOC. MEMBERSHIPS | 760 | 605 | 1,080 | 120 | 1,080 | |
| 034010-5806-000-000 | RESERVE FOR CONTINGENCIES | | | | | | |
| | OTHER CHARGES | 30,846 | 31,477 | 40,334 | 9,311 | 36,450 | |
| 034010-8002-000-000 | FURNITURE AND FIXTURES | | | | | | |
| 034010-8003-000-000 | COMMUNICATIONS EQUIPMENT | | | | | | |
| 034010-8005-000-000 | MOTOR VEHICLES AND EQUIPMENT | 27,379 | 55,571 | | | | |
| 034010-8007-000-000 | INTEGRATED TECHNOLOGY EQUIPMENT | | | | | | |
| | CAPITAL OUTLAY | 27,379 | 55,571 | | | 0 | |
| 034010-9001-000-000 | LEASE/RENT OF EQUIPMENT | 2,869 | 2,869 | 2,880 | 478 | 2,880 | |
| | OTHER USES OF FUNDS | 2,869 | 2,869 | 2,880 | 478 | 2,880 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | 1,238,158 | 1,376,296 | 1,464,113 | 337,257 | 1,534,436 | |

2020-2021 Budget Information - Revenues

| DEPARTMENT | | Inspections | | | | DEPARTMENT CODE | | 3401 | |
|----------------------|--------------------|---------------------------------|-------|---------|--------------------------------|-----------------|--|------|--|
| REVENUE
LINE ITEM | FUNDING SOURCES | SOURCES OF FUNDS | | | | TOTAL | | | |
| | | SVC-GENERATED/
OTHER REVENUE | STATE | FEDERAL | PROVIDED FROM
LOCAL SOURCES | | | | |
| GF 1303-08 | Building Permits | Building Permits | | | | 1,173,750 | | | |
| GF 1303-10 | Electrical Permits | Elect. Permits | | | | 90,980 | | | |
| GF 1303-12 | Plumbing Permits | Plumbing Permits | | | | 27,789 | | | |
| GF 1303-14 | Mechanical Permits | Mech. Permits | | | | 102,211 | | | |
| GF 1303-19 | Sign Permits | Sign Permits | | | | 5,270 | | | |
| | TOTAL | | | | | 1,400,000 | | | |

| 10/11/2018 | | COUNTY OF FREDERICK | | - B U D G E T - | | E X P E N S E | | ACCOUNTING PERIOD 2018/10 | |
|-----------------------------------|----------|-----------------------------|-------------|-----------------|---------|---------------|--------------|---------------------------|--|
| FUND #-010 GENERAL OPERATING FUND | | | | | | | | | |
| | | | | | | | | | |
| | | | Prior Years | Prior Years | Amended | Actual On | Dept Request | Admin | |
| | | | FY/2017 | FY/2018 | Budget | 2018/10 | FY2020 | Request | |
| 081060 | -000-000 | BUILDING APPEALS BOARD | | | | | | | |
| 081060-1000-000-000 | | PERSONNEL SERVICES | | | | | | | |
| 081060-1006-000-000 | | COMPENSATION OF MEMBERS | | | 150 | | 150 | | |
| | | PERSONAL SERVICE | | | 150 | | 150 | | |
| 081060-2001-000-000 | | F.I.C.A. | | | 11 | | 11 | | |
| | | FRINGE BENEFITS | | | 11 | | 11 | | |
| 081060-3000-000-000 | | CONTRACTUAL SERVICES | | | | | | | |
| 081060-3002-000-000 | | PROFESSIONAL SERVICES-OTHER | | | 270 | | 270 | | |
| 081060-3007-000-000 | | ADVERTISING | | | 50 | | 50 | | |
| | | PURCHASED SERVICES | | | 320 | | 320 | | |
| 081060-4000-000-000 | | INTERNAL SERVICES | | | | | | | |
| 081060-4003-000-001 | | CENTRAL STORES-COPIES | | | | | | | |
| 081060-5204-000-000 | | POSTAGE AND TELEPHONE | | | 30 | | 30 | | |
| 081060-5401-000-000 | | OFFICE SUPPLIES | | | 50 | | 50 | | |
| | | OTHER CHARGES | | | 80 | | 80 | | |
| | | | | | | | | | |
| | | TOTAL DEPARTMENT | | | 561 | | 561 | | |

| 10/01/2019 COUNTY OF FREDERICK | | - B U D G E T - | | E X P E N S E | | ACCOUNTING PERIOD 2019/10 | |
|-----------------------------------|--------------------------------|-----------------|-------------|---------------|-----------|---------------------------|---------|
| FUND #-010 GENERAL OPERATING FUND | | | | | | | |
| | | | | | | | |
| | | Prior Years | Prior Years | Amended | Actual On | Dept Request | Admin |
| | | FY/2018 | FY/2019 | Budget | 2019/10 | FY2021 | Request |
| 043050 -000-000 | ANIMAL SHELTER | | | | | | |
| 043050-1000-000-000 | PERSONNEL SERVICES | | | | | | |
| 043050-1001-000-002 | ANIMAL SHELTER MANAGER | 72,893 | 75,108 | 78,293 | 19,441 | 78,293 | |
| 043050-1001-000-003 | ASST. ANIMAL SHELTER MANAGER | 57,433 | 59,202 | 61,676 | 15,316 | 61,676 | |
| 043050-1001-000-004 | SR ANIMAL CARETAKER | 40,675 | 41,890 | 43,586 | 10,826 | 43,586 | |
| 043050-1001-000-005 | ANIMAL CARETAKER | | 27,352 | 28,353 | 7,047 | 28,354 | |
| 043050-1001-000-006 | SECRETARY | 37,917 | 39,848 | 41,437 | 10,293 | 41,437 | |
| 043050-1001-000-092 | SR ANIMAL CARETAKER | 34,372 | 35,416 | 36,874 | 9,158 | 36,875 | |
| 043050-1001-000-093 | SR ANIMAL CARETAKER | 35,280 | 36,334 | 37,804 | 9,390 | 37,805 | |
| 043050-1001-000-094 | ANIMAL CARETAKER | 27,196 | 28,008 | 29,124 | 7,235 | 27,790 | |
| 043050-1003-000-000 | PART TIME HELP | 40,679 | 33,266 | 56,160 | 8,354 | 65,000 | |
| 043050-1005-000-000 | OVERTIME | 178 | 801 | 5,000 | 84 | 5,000 | |
| 043050-1009-000-000 | ACCRUED SALARIES | | 13,167 | | | | |
| | PERSONAL SERVICE | 346,623 | 390,392 | 418,307 | 97,144 | 425,816 | |
| 043050-2000-000-000 | FRINGE BENEFITS | | | | | | |
| 043050-2001-000-000 | F.I.C.A. | 24,620 | 27,062 | 32,000 | 7,000 | 32,575 | |
| 043050-2002-000-000 | RETIREMENT - V.S.R.S. | 28,130 | 33,595 | 34,964 | 8,741 | 34,834 | |
| 043050-2005-000-000 | HOSPITAL/MEDICAL PLANS | 90,621 | 98,154 | 111,728 | 25,697 | 111,820 | |
| 043050-2006-000-000 | GROUP INSURANCE | 4,006 | 4,495 | 4,678 | 1,170 | 4,661 | |
| 043050-2008-000-000 | SHORT & LONG TERM DISABILITY | 161 | 327 | 360 | 79 | 310 | |
| 043050-2011-000-000 | WORKER'S COMPENSATION | 4,437 | 4,826 | 6,023 | 1,398 | 6,089 | |
| 043050-2013-000-000 | EDUCATION - TUITION ASSISTANCE | | | | | | |
| 043050-2019-000-000 | ACCRUED FRINGES | | 1,178 | | | | |
| | FRINGE BENEFITS | 151,975 | 169,637 | 189,753 | 44,085 | 190,289 | |
| 043050-3001-000-000 | PROFESSIONAL HEALTH SERVICES | 23,753 | 39,532 | 27,451 | 4,065 | 24,000 | |
| 043050-3001-000-001 | PROFESSIONAL SERVICES - DONATI | | | 13,642 | 1,672 | 2,355 | |
| 043050-3002-000-000 | PROFESSIONAL SERVICES - OTHER | 14,300 | 9,810 | 15,500 | 1,580 | 15,500 | |
| 043050-3002-000-001 | CITIZEN ASSISTANCE PROGRAM | | | | | | |
| 043050-3002-000-002 | PROF. SERV.-ENGINEERING/DESIGN | 50,773 | 34,325 | 22,401 | 1,835 | | |
| 043050-3003-000-000 | TEMPORARY HELP SERVICE FEES | | | | | | |
| 043050-3004-000-000 | REPAIR AND MAINTENANCE | 10,113 | 3,459 | 10,000 | 480 | 10,000 | |
| 043050-3004-000-002 | REPAIR AND MAINTENANCE - VEHIC | 603 | 1,764 | 2,200 | | 2,200 | |
| 043050-3004-000-003 | REPAIRS AND MAINTENANCE-BUILDI | 951 | 1,600 | 1,940 | 839 | 1,940 | |
| 043050-3005-000-000 | MAINTENANCE SERVICE CONTRACTS | 170 | | 365 | | 365 | |
| 043050-3006-000-000 | PRINTING AND BINDING | 787 | 845 | 1,500 | | 1,500 | |
| 043050-3007-000-000 | ADVERTISING | 928 | 898 | 1,200 | | 1,200 | |
| 043050-3010-000-000 | OTHER CONTRACTUAL SERVICES | 5,917 | 6,025 | 9,400 | 415 | 9,400 | |
| | PURCHASED SERVICES | 108,295 | 98,258 | 105,599 | 10,886 | 68,460 | |
| 043050-4000-000-000 | INTERNAL SERVICES | | | | | | |
| 043050-4003-000-001 | CENTRAL STORES-COPIES | | | | | | |
| 043050-4003-000-002 | CENTRAL STORES-GASOLINE | 963 | 1,264 | 1,325 | 222 | 2,120 | |

| | | | | | | | |
|---------------------|---------------------------------|---------|---------|---------|---------|---------|--|
| | INTERNAL SERVICES | 963 | 1,264 | 1,325 | 222 | 2,120 | |
| 043050-5100-000-000 | UTILITIES | | | | | | |
| 043050-5101-000-000 | ELECTRICAL SERVICES | 18,861 | 20,560 | 27,684 | 4,775 | 28,236 | |
| 043050-5102-000-000 | HEATING SERVICES | 8,025 | 9,008 | 11,628 | 166 | 11,856 | |
| 043050-5103-000-000 | WATER AND SEWER | 5,401 | 6,615 | 7,860 | 548 | 8,016 | |
| 043050-5204-000-000 | POSTAGE AND TELEPHONE | 150 | 137 | 236 | 25 | 236 | |
| 043050-5301-000-000 | BOILER INSURANCE | 253 | 272 | 400 | 275 | 400 | |
| 043050-5302-000-000 | FIRE INSURANCE | 2,388 | 2,383 | 3,000 | 2,402 | 3,400 | |
| 043050-5305-000-000 | MOTOR VEHICLE INSURANCE | 1,535 | 1,022 | 1,800 | 1,024 | 1,800 | |
| 043050-5306-000-000 | SURETY BONDS | 40 | 45 | 55 | 43 | 55 | |
| 043050-5308-000-000 | GENERAL LIABILITY INSURANCE | | | | | | |
| 043050-5401-000-000 | OFFICE SUPPLIES | 1,927 | 3,549 | 2,780 | | 2,780 | |
| 043050-5402-000-001 | DOG FOOD | 33 | 63 | 2,500 | 46 | 2,500 | |
| 043050-5402-000-003 | CAT FOOD | 271 | 143 | 1,800 | 298 | 2,000 | |
| 043050-5404-000-000 | MEDICAL AND LABORATORY SUPPL | 8,173 | 7,951 | 12,220 | 1,955 | 12,220 | |
| 043050-5405-000-000 | LAUNDRY/HOUSEKEEPING AND JANIT | 7,506 | 9,191 | 15,000 | 1,636 | 15,000 | |
| 043050-5407-000-000 | REPAIR AND MAINTENANCE SUPPL | 2,629 | 2,518 | 5,580 | 176 | 5,580 | |
| 043050-5408-000-000 | VEHICLE & POWERED EQUIPMENT SU | | | | | | |
| 043050-5410-000-000 | UNIFORMS AND WEARING APPAREL | | 30 | 250 | | 250 | |
| 043050-5413-000-000 | OTHER OPERATING SUPPLIES | 15,730 | 12,843 | 15,682 | 1,956 | 16,232 | |
| 043050-5506-000-000 | TRAVEL | 280 | 2,091 | 1,375 | | 1,375 | |
| 043050-5801-000-000 | DUES AND ASSOC. MEMBERSHIPS | 90 | 90 | 421 | | 421 | |
| 043050-5802-000-000 | CLAIMS & BOUNTIES | | | | | | |
| | OTHER CHARGES | 73,292 | 78,511 | 110,271 | 15,325 | 112,357 | |
| 043050-8001-000-000 | MACHINERY AND EQUIPMENT | | | | | | |
| 043050-8002-000-000 | FURNITURE AND FIXTURES | | | | | | |
| 043050-8005-000-000 | MOTOR VEHICLES AND EQUIPMENT | | | | | | |
| 043050-8007-000-000 | INTEGRATED TECHNOLOGY EQUIPMENT | | | | | | |
| 043050-8009-000-000 | MISCELLANEOUS EQUIPMENT | | | | | | |
| 043050-8011-000-000 | ALTERATIONS TO OLD BUILDINGS | | | | | | |
| 043050-8800-000-000 | BUILDINGS | | | | | | |
| | CAPITAL OUTLAY | | | | | 0 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | 681,148 | 738,062 | 825,255 | 167,662 | 799,042 | |

2020-2021 BUDGET INFORMATION - REVENUES

| DEPARTMENT | | ANIMAL SHELTER | | DEPARTMENT CODE | | 4305 |
|----------------------|----------------------------------|------------------------|-------|-----------------|--------------------------------|--------|
| REVENUE
LINE ITEM | FUNDING SOURCES | SOURCES OF FUNDS | | | | TOTAL |
| | | FEES/
OTHER REVENUE | STATE | FEDERAL | PROVIDED FROM
LOCAL SOURCES | |
| 16060-002 | Donations, Adoption/Reclaim Fees | 66,000 | | | | 66,000 |
| 16060-003 | Spay/Neuter Fees/State Funds | 15,500 | 2,355 | | | 17,855 |
| | Total | 81,500 | 2,355 | | | 83,855 |
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2020-2021 CAPITAL REQUESTS

| DEPARTMENT ANIMAL SHELTER | | DEPARTMENT CODE 4305 | |
|--------------------------------|--|---------------------------|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 10-4305-8005-00 | <p>Current Model Year Ford Explorer 4WD</p> <p>New vehicle would replace a 2003 Chevy Blazer. Current vehicle is deteriorating and requiring expensive repairs. Recent repairs have totaled approximately \$5,000. Vehicle is used in inclement weather, when shelter van is not available, for transporting more than two people, and for local trips.</p> | 31,000 | 31,000 |

| 10/01/2019 COUNTY OF FREDERICK | | - B U D G E T - | | E X P E N S E | | ACCOUNTING PERIOD 2019/10 | |
|-----------------------------------|--------------------------------|-----------------|-------------|---------------|-----------|---------------------------|---------|
| FUND #-010 GENERAL OPERATING FUND | | | | | | | |
| | | Prior Years | Prior Years | Amended | Actual On | Dept Request | Admin |
| | | FY/2018 | FY/2019 | Budget | 2019/10 | FY2021 | Request |
| 042030 -000-000 | REFUSE COLLECTION | | | | | | |
| 042030-1001-000-001 | SOLID WASTE MANAGER | 67,571 | 71,801 | 74,897 | 18,595 | 74,897 | |
| 042030-1001-000-002 | SOLID WASTE COORDINATOR | 56,381 | 58,082 | 60,439 | 15,012 | 60,440 | |
| 042030-1001-000-003 | ASST. CONV. SITE SUPR. | | 34,243 | 35,525 | 8,828 | 35,525 | |
| 042030-1001-000-004 | LABORER II | | | | | | |
| 042030-1003-000-000 | COMPACTOR SITE - PART TIME | 331,270 | 314,435 | 345,020 | 90,136 | 360,568 | |
| 042030-1005-000-000 | OVERTIME | 7,332 | 5,258 | 13,799 | 2,605 | 14,348 | |
| 042030-1009-000-000 | ACCRUED SALARIES | | 5,423 | | | | |
| | PERSONAL SERVICE | 462,554 | 489,242 | 529,680 | 135,176 | 545,778 | |
| 042030-2000-000-000 | FRINGE BENEFITS | | | | | | |
| 042030-2001-000-000 | F.I.C.A. | 34,831 | 36,516 | 40,522 | 10,246 | 41,752 | |
| 042030-2002-000-000 | RETIREMENT - V.S.R.S. | 11,064 | 16,250 | 16,727 | 4,182 | 16,727 | |
| 042030-2005-000-000 | HOSPITAL - MEDICAL PLANS | 33,146 | 35,213 | 38,648 | 11,710 | 51,820 | |
| 042030-2006-000-000 | GROUP INSURANCE | 1,575 | 2,150 | 2,238 | 560 | 2,238 | |
| 042030-2008-000-000 | SHORT & LONG TERM DISABILITY | | 202 | 210 | 49 | 195 | |
| 042030-2011-000-000 | WORKER'S COMPENSATION | 21,073 | 21,777 | 25,115 | 6,060 | 28,337 | |
| 042030-2019-000-000 | ACCRUED FRINGES | | 2,030 | | | | |
| | FRINGE BENEFITS | 101,689 | 114,138 | 123,460 | 32,807 | 141,069 | |
| 042030-3002-000-000 | PROFESSIONAL SERVICES | 39,567 | 8,750 | 91,250 | | 35,000 | |
| 042030-3003-000-000 | TEMPORARY HELP SERVICE FEES | | | | | | |
| 042030-3004-000-001 | REPAIR & MAINTENANCE - EQUIP. | 13,146 | 9,089 | 23,000 | 562 | 23,000 | |
| 042030-3004-000-002 | REPAIR & MAINTENANCE - VEHICLE | 4,554 | 6,373 | 5,152 | 632 | 11,152 | |
| 042030-3004-000-003 | REPAIR AND MAINTENANCE -BUILD | 22,152 | 64,497 | 201,772 | | 14,720 | |
| 042030-3005-000-000 | MAINTENANCE SERVICE CONTRACTS | | | | | | |
| 042030-3006-000-000 | PRINTING AND BINDING | 1,933 | 2,557 | 2,810 | 2,125 | 4,125 | |
| 042030-3007-000-000 | ADVERTISING | 5,230 | 4,583 | 5,712 | | 5,712 | |
| 042030-3010-000-000 | OTHER CONTRACTUAL SERVICES | 545,538 | 561,287 | 677,991 | 4,314 | 864,396 | |
| | PURCHASED SERVICES | 632,120 | 657,136 | 1,007,687 | 7,633 | 958,105 | |
| 042030-4003-000-002 | CENTRAL STORES - GASOLINE | 5,916 | 6,343 | 10,425 | 1,042 | 9,455 | |
| | INTERNAL SERVICES | 5,916 | 6,343 | 10,425 | 1,042 | 9,455 | |
| 042030-5100-000-000 | UTILITIES | | | | | | |
| 042030-5101-000-000 | ELECTRICAL SERVICES | 13,588 | 13,255 | 14,268 | 1,061 | 14,268 | |
| 042030-5103-000-000 | WATER AND SEWAGE | | | 57,976 | | 900 | |
| 042030-5204-000-000 | POSTAGE AND TELEPHONE | 1,703 | 2,276 | 2,920 | 136 | 3,260 | |
| 042030-5302-000-000 | FIRE & PROPERTY INSURANCE | 1,190 | 1,190 | 1,500 | 1,192 | 950 | |
| 042030-5305-000-000 | MOTOR VEHICLE INSURANCE | 2,047 | 2,554 | 3,000 | 2,561 | 3,000 | |
| 042030-5401-000-000 | OFFICE SUPPLIES | 1,710 | 1,404 | 1,941 | 247 | 1,481 | |
| 042030-5405-000-000 | LAUNDRY/HOUSEKEEPING SUPPLIES | 1,351 | 1,984 | 3,291 | 401 | 3,271 | |
| 042030-5407-000-000 | REPAIR AND MAINTENANCE SUPPL | 9,920 | 12,548 | 11,053 | 1,758 | 12,412 | |
| 042030-5408-000-000 | VEHICLE & POWERED EQUIP. SUPPL | 3,786 | 683 | 1,000 | 110 | 1,200 | |
| 042030-5408-000-002 | VEHICLE FUELS & LUBRICANTS | 5,676 | 4,333 | 10,080 | 1,398 | 10,080 | |

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|---------------------|----------------------------------|-----------|-----------|-----------|---------|-----------|--|
| 042030-5410-000-000 | UNIFORMS | 260 | 602 | 700 | | 700 | |
| 042030-5411-000-000 | BOOKS AND SUBSCRIPTIONS | 110 | 547 | 130 | 11 | 130 | |
| 042030-5412-000-000 | EDUCATIONAL & RECREATIONAL SUP | 3,383 | 1,259 | 3,875 | 2,472 | 4,475 | |
| 042030-5412-000-001 | EDUCATIONAL SUPPLIES - GRANT | | | | | | |
| 042030-5413-000-000 | OTHER OPERATING SUPPLIES | 2,613 | 13,462 | 4,284 | 637 | 4,500 | |
| 042030-5415-000-000 | OTHER EXPENSES(RECYCLING GRANT | | | | | | |
| 042030-5416-000-000 | POSTER COMPETITION | | | | | | |
| 042030-5506-000-000 | TRAVEL | 49 | 1,003 | 1,500 | | 1,500 | |
| 042030-5801-000-000 | DUES AND ASSOC. MEMBERSHIPS | 212 | 537 | 375 | | 225 | |
| | OTHER CHARGES | 47,598 | 57,637 | 117,893 | 11,984 | 62,352 | |
| 042030-8001-000-000 | MACHINERY AND EQUIPMENT | | | | | | |
| 042030-8002-000-000 | FURNITURE AND FIXTURES | | | | | | |
| 042030-8005-000-000 | MOTOR VEHICLES AND EQUIPMENT | | | | | | |
| 042030-8006-000-000 | CONSTRUCTION VEHICLES AND EQUI | 16,860 | 75,300 | | | | |
| 042030-8007-000-000 | INTEGRATED TECHNOLOGY EQUIPMENT | | | | | | |
| 042030-8700-000-000 | LAND | | | | | | |
| 042030-8800-000-000 | BUILDINGS | | | | | | |
| 042030-8900-000-000 | IMPROVEMENTS OTHER THAN BUILDING | 1,058,992 | 309,789 | 89,200 | | | |
| | CAPITAL OUTLAY | 1,075,852 | 385,089 | 89,200 | | 0 | |
| 042030-9001-000-000 | LEASE/RENT OF EQUIPMENT | 734 | 988 | 1,320 | 173 | 2,400 | |
| 042030-9003-000-000 | LEASE/RENT OF LAND | 6,000 | 6,000 | 6,020 | 6,000 | 8,000 | |
| | OTHER USES OF FUNDS | 6,734 | 6,988 | 7,340 | 6,173 | 10,400 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | 2,332,463 | 1,716,573 | 1,885,685 | 194,815 | 1,727,159 | |

2020-2021 BUDGET INFORMATION - REVENUES

| DEPARTMENT | | DEPARTMENT CODE | | | | 4203 |
|----------------------|---|------------------------|-------|---------|--------------------------------|---------|
| REVENUE
LINE ITEM | FUNDING SOURCES | SOURCES OF FUNDS | | | | TOTAL |
| | | FEES/
OTHER REVENUE | STATE | FEDERAL | PROVIDED FROM
LOCAL SOURCES | |
| 1899-22 | From Landfill Budget 5604 line item
\$1/ton @ 185,000 tons @ 64.5% | | | | | 119,325 |
| 1904-01 | Clarke Container Fees | | | | | 62,244 |
| | Stephenson (9%)
\$614/mo x 12 | 7,368 | | | | |
| | Double Toll Gate (37%)
\$2294/mo x 12 | 27,528 | | | | |
| | Landfill (13%)
\$2172/mo x 12 | 26,064 | | | | |
| | Greenwood (1%)
\$107/mo x 12 | 1,284 | | | | |
| 1904-03 | Winchester Container Fees | | | | | 46,080 |
| | Landfill (23%)
\$3840/mo x 12 | 46,080 | | | | |

2020-2021 BUDGET INFORMATION - REVENUES

| DEPARTMENT | | DEPARTMENT CODE | | | | 4203 |
|----------------------|--|------------------------|-------|---------|--------------------------------|---------|
| REVENUE
LINE ITEM | FUNDING SOURCES | SOURCES OF FUNDS | | | | TOTAL |
| | | FEES/
OTHER REVENUE | STATE | FEDERAL | PROVIDED FROM
LOCAL SOURCES | |
| 1906-06 | Recycling Rebate/Commodities | | | | | 21,700 |
| | Recycling Reimbursement/Clarke | | | | | 8,000 |
| | Sale of Rain Barrels/Compost Bins
resale of units at cost to residents;
encourage conservation | | | | | 1,300 |
| 1904-12 | Payments/Bowman Library
\$208/mo x 12 | | | | | 2,496 |
| | | | | | | 261,145 |

2020-2021 CAPITAL REQUESTS

| DEPARTMENT | | DEPARTMENT CODE | |
|--------------------------|--|------------------|---------------------------------|
| | | 4203 | |
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 10-4203-8800-00 | Buildings
Storage area, lean-to and bay garage @ Stephenson site as a repair and maintenance area for solid waste coordinator and staff; replace multiple small wooden sheds currently used for equipment storage; provide garage parking for trucks, blows, blowers particularly during storm events; excavate footings under existing slab; size 30 x 60 feet | | 60,000 |
| | | | 60,000 |

| 10/01/2019 COUNTY OF FREDERICK | | - B U D G E T - | | E X P E N S E | | ACCOUNTING PERIOD 2019/10 | |
|-----------------------------------|---------------------------------|-----------------|-------------|---------------|-----------|---------------------------|---------|
| FUND #-010 GENERAL OPERATING FUND | | | | | | | |
| | | | | | | | |
| | | Prior Years | Prior Years | Amended | Actual On | Dept Request | Admin |
| | | FY/2018 | FY/2019 | Budget | 2019/10 | FY2021 | Request |
| 042040 -000-000 | REFUSE DISPOSAL | | | | | | |
| 042040-3009-000-004 | COUNTY PAYMENTS - CITIZENS COL | 534,281 | 614,476 | 686,880 | 112,573 | 651,360 | |
| 042040-3010-000-000 | OTHER CONTRACTUAL SERVICES | | | | | | |
| | PURCHASED SERVICES | 534,281 | 614,476 | 686,880 | 112,573 | 651,360 | |
| 042040-8001-000-000 | MACHINERY AND EQUIPMENT | | | | | | |
| 042040-8002-000-000 | FURNITURE AND FIXTURES | | | | | | |
| 042040-8007-000-000 | INTEGRATED TECHNOLOGY EQUIPMENT | | | | | | |
| | CAPITAL OUTLAY | | | | | 0 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | 534,281 | 614,476 | 686,880 | 112,573 | 651,360 | |

2020-2021 BUDGET INFORMATION - REVENUES

| DEPARTMENT | | DEPARTMENT CODE | | | | 4204 |
|----------------------|---|------------------------|-------|---------|--------------------------------|---------|
| REVENUE
LINE ITEM | FUNDING SOURCES | SOURCES OF FUNDS | | | | TOTAL |
| | | FEES/
OTHER REVENUE | STATE | FEDERAL | PROVIDED FROM
LOCAL SOURCES | |
| 1904-04 | Clarke County (reimbursement) | | | | | |
| | Stephenson (9%)
\$321 x 12 | | | | | 3,852 |
| | Double Toll Gate (37%)
\$985 x 12 | | | | | 11,820 |
| | Landfill (13%)
\$3022 x 12 | | | | | 36,264 |
| | Greenwood (1%)
\$50 x 12 | | | | | 600 |
| | City of Winchester (reimbursement) | | | | | |
| | Landfill (23%)
\$5347 x 12 | | | | | 64,164 |
| | | | | | | 116,700 |
| | | | | | | 121 |

| 10/01/2019 COUNTY OF FREDERICK | | - B U D G E T - | | E X P E N S E | | ACCOUNTING PERIOD 2019/10 | |
|-----------------------------------|--------------------------------|------------------------|------------------------|-------------------|----------------------|---------------------------|------------------|
| FUND #-010 GENERAL OPERATING FUND | | | | | | | |
| | | | | | | | |
| | | Prior Years
FY/2018 | Prior Years
FY/2019 | Amended
Budget | Actual On
2019/10 | Dept Request
FY2021 | Admin
Request |
| 042050 -000-000 | LITTER CONTROL - GRANT | | | | | | |
| 042050-1001-000-004 | LITTER CREW - LABORER II | | | | | | |
| 042050-1003-000-000 | LITTER CREW - PART-TIME | 10,231 | 10,038 | 15,925 | 3,263 | 16,900 | |
| 042050-1005-000-000 | OVERTIME | | | | | | |
| 042050-1009-000-000 | MERIT RESERVE | | | | | | |
| | PERSONAL SERVICE | 10,231 | 10,038 | 15,925 | 3,263 | 16,900 | |
| 042050-2000-000-000 | FRINGE BENEFITS | | | | | | |
| 042050-2001-000-000 | F. I. C. A. | 783 | 768 | 1,218 | 250 | 1,293 | |
| 042050-2011-000-000 | WORKER'S COMPENSATION | 628 | 616 | 970 | 199 | 1,029 | |
| | FRINGE BENEFITS | 1,411 | 1,384 | 2,188 | 449 | 2,322 | |
| 042050-3004-000-002 | REPAIR AND MAINTENANCE-VEHICLE | 1,716 | 1,224 | 2,000 | | 2,000 | |
| 042050-3006-000-000 | PRINTING AND BINDING | 259 | 342 | 300 | | 300 | |
| 042050-3007-000-000 | ADVERTISING | 330 | 490 | 1,125 | | 1,125 | |
| 042050-3010-000-000 | OTHER CONTRACTED SERVICES | | | | | | |
| | PURCHASED SERVICES | 2,305 | 2,056 | 3,425 | | 3,425 | |
| 042050-4000-000-000 | INTERNAL SERVICES | | | | | | |
| 042050-4003-000-002 | CENTRAL STORES - GASOLINE | 1,531 | 1,614 | 2,014 | 314 | 2,380 | |
| | INTERNAL SERVICES | 1,531 | 1,614 | 2,014 | 314 | 2,380 | |
| 042050-5204-000-000 | POSTAGE AND TELEPHONE | 100 | 9 | 100 | | 100 | |
| 042050-5214-000-000 | LITTERTHON PROGRAM | | 1,978 | | | | |
| 042050-5214-000-001 | WALK YOUR HUMAN PROGRAM | | | | | | |
| 042050-5214-000-002 | SECURE YOUR LOAD PROGRAM | | | | | | |
| 042050-5305-000-000 | MOTOR VEHICLE INSURANCE | 512 | 511 | 600 | 512 | 600 | |
| 042050-5401-000-000 | OFFICE SUPPLIES | | | | | | |
| 042050-5405-000-000 | LAUNDRY/HOUSEKEEPING AND JANIT | 1,144 | 1,664 | 2,003 | 9 | 2,053 | |
| 042050-5407-000-000 | REPAIR & MAINTENANCE SUPPLIES | | 375 | 724 | 451 | 849 | |
| 042050-5408-000-000 | VEHICLE AND POWERED EQUIPMENT | 98 | 5 | 200 | | 200 | |
| 042050-5410-000-000 | UNIFORMS | | | | | | |
| 042050-5412-000-000 | EDUCATIONAL SUPPLIES | 266 | 718 | 675 | | 675 | |
| 042050-5413-000-000 | OTHER OPERATING SUPPLIES | 364 | 305 | 700 | 29 | 750 | |
| 042050-5506-000-000 | TRAVEL | | | | | | |
| 042050-5600-000-000 | CONTRIBUTIONS TO CIVIC & COMMU | | | | | | |
| 042050-5604-000-000 | OTHER PAYMENTS TO CIVIC ORGAN | | | | | | |
| | OTHER CHARGES | 2,484 | 5,565 | 5,002 | 1,001 | 5,227 | |
| 042050-8005-000-000 | MOTOR VEHICLES AND EQUIPMENT | | | | | | |
| | CAPITAL OUTLAY | | | | | 0 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | 17,962 | 20,657 | 28,554 | 5,027 | 30,254 | |

2020-2021 BUDGET INFORMATION - REVENUES

| DEPARTMENT | | DEPARTMENT CODE | | | | 4205 |
|----------------------|--------------------------|------------------------|-------|---------|--------------------------------|--------|
| REVENUE
LINE ITEM | FUNDING SOURCES | SOURCES OF FUNDS | | | | TOTAL |
| | | FEES/
OTHER REVENUE | STATE | FEDERAL | PROVIDED FROM
LOCAL SOURCES | |
| 2404-0007 | Litter Control Grant/DEQ | | | | | 13,000 |
| | | | | | | 13,000 |

| 10/01/2019 COUNTY OF FREDERICK | | - B U D G E T - | | E X P E N S E | | ACCOUNTING PERIOD 2019/10 | |
|-----------------------------------|--------------------------------|------------------------|------------------------|-------------------|----------------------|---------------------------|------------------|
| FUND #-010 GENERAL OPERATING FUND | | | | | | | |
| | | | | | | | |
| | | Prior Years
FY/2018 | Prior Years
FY/2019 | Amended
Budget | Actual On
2019/10 | Dept Request
FY2021 | Admin
Request |
| 042010 -000-000 | GENERAL ENGINEERING/ADMIN | | | | | | |
| 042010-1000-000-000 | PERSONNEL SERVICES | | | | | | |
| 042010-1001-000-002 | SR PROJECT MANAGER | 69,959 | 72,048 | 74,935 | 18,614 | 74,936 | |
| 042010-1001-000-003 | ENVIRONMENTAL PGM ADMN | 53,267 | 54,885 | 57,084 | 14,180 | 57,085 | |
| 042010-1001-000-004 | CIVIL ENGINEER | 60,817 | 77,129 | 80,220 | 19,926 | 80,220 | |
| 042010-1001-000-005 | DEPUTY DIRECTOR | | | | | | |
| 042010-1001-000-006 | ENVIRONMENTAL INSPECTOR I | | | | | | |
| 042010-1001-000-036 | ADMINISTRATIVE ASST. | 56,538 | 60,438 | 62,934 | 15,629 | 62,934 | |
| 042010-1001-000-037 | SECRETARY I | | | | | | |
| 042010-1003-000-000 | COMPACTOR OPERATOR | | | | | | |
| 042010-1005-000-000 | OVERTIME | | | | | | |
| 042010-1009-000-000 | ACCRUED SALARIES | | 7,832 | | | | |
| | PERSONAL SERVICE | 240,581 | 272,332 | 275,173 | 68,349 | 275,175 | |
| 042010-2000-000-000 | FRINGE BENEFITS | | | | | | |
| 042010-2001-000-000 | F. I. C. A. | 17,186 | 19,127 | 21,050 | 4,881 | 21,051 | |
| 042010-2002-000-000 | RETIREMENT - V. S. R. S. | 21,713 | 25,857 | 26,939 | 6,735 | 26,940 | |
| 042010-2005-000-000 | HOSPITAL/MEDICAL PLANS | 55,193 | 57,570 | 62,864 | 15,950 | 70,260 | |
| 042010-2006-000-000 | GROUP INSURANCE | 3,092 | 3,465 | 3,604 | 901 | 3,605 | |
| 042010-2008-000-000 | SHORT & LONG TERM DISABILITY | 332 | 455 | 470 | 110 | 440 | |
| 042010-2011-000-000 | WORKER'S COMPENSATION | 4,727 | 5,239 | 6,635 | 1,648 | 6,551 | |
| 042010-2013-000-000 | EDUCATION - TUITION ASSISTANCE | | | | | | |
| 042010-2019-000-000 | ACCRUED FRINGES | | 785 | | | | |
| | FRINGE BENEFITS | 102,243 | 112,498 | 121,562 | 30,225 | 128,847 | |
| 042010-3002-000-000 | PROFESSIONAL SERVICES-OTHER | | | | | | |
| 042010-3004-000-001 | REPAIR AND MAINTENANCE-EQUIP. | | | 600 | | 600 | |
| 042010-3004-000-002 | REPAIR AND MAINTENANCE-VEHICLE | 831 | 2,560 | 4,550 | | 4,550 | |
| 042010-3004-000-003 | REPAIR AND MAINTENANCE BLDGS.& | | | | | | |
| 042010-3005-000-000 | MAINTENANCE SERVICE CONTRACTS | 153 | | | | | |
| 042010-3007-000-000 | ADVERTISING | | | | | | |
| 042010-3010-000-000 | OTHER CONTRACTUAL SERVICES | | | | | | |
| | PURCHASED SERVICES | 984 | 2,560 | 5,150 | | 5,150 | |
| 042010-4000-000-000 | INTERNAL SERVICES | | | | | | |
| 042010-4003-000-002 | CENTRAL STORES - GASOLINE | 3,117 | 2,917 | 4,638 | 446 | 4,638 | |
| | INTERNAL SERVICES | 3,117 | 2,917 | 4,638 | 446 | 4,638 | |
| 042010-5204-000-000 | POSTAGE AND TELEPHONE | 3,693 | 3,754 | 4,680 | 346 | 4,680 | |
| 042010-5305-000-000 | MOTOR VEHICLE INSURANCE | 2,047 | 2,043 | 2,400 | 2,049 | 2,400 | |
| 042010-5401-000-000 | OFFICE SUPPLIES | 5,973 | 5,878 | 2,912 | 1,260 | 4,016 | |
| 042010-5407-000-000 | REPAIR/MAINTENANCE SUPPLIES | | | | | | |
| 042010-5408-000-000 | VEHICLE AND POWERED EQUIPMENT | | | | | | |
| 042010-5411-000-000 | BOOKS AND SUBSCRIPTIONS | | | 250 | | 250 | |
| 042010-5412-000-000 | EDUCATIONAL SUPPLIES | | | | | | |

| | | | | | | | |
|---------------------|----------------------------------|---------|---------|---------|---------|---------|--|
| 042010-5413-000-000 | OTHER OPERATING SUPPLIES | 55 | 1,401 | 2,540 | 136 | 1,870 | |
| 042010-5413-000-001 | ROAD AND STREET MATERIALS | | | | | | |
| 042010-5506-000-000 | TRAVEL | 3,868 | 1,277 | 4,000 | 333 | 4,000 | |
| 042010-5801-000-000 | DUES AND ASSOC. MEMBERSHIPS | 292 | 223 | 400 | | 400 | |
| | OTHER CHARGES | 15,928 | 14,576 | 17,182 | 4,124 | 17,616 | |
| 042010-8001-000-000 | MACHINERY AND EQUIPMENT | | | | | | |
| 042010-8002-000-000 | FURNITURE AND FIXTURES | | | | | | |
| 042010-8003-000-000 | COMMUNICATIONS EQUIPMENT | | | | | | |
| 042010-8005-000-000 | MOTOR VEHICLES AND EQUIPMENT | | 28,408 | | | | |
| 042010-8007-000-000 | INTEGRATED TECHNOLOGY EQUIPMENT | | | | | | |
| 042010-8900-000-000 | IMPROVEMENTS OTHER THAN BUILDING | | | | | | |
| 042010-8900-000-001 | STORM WATER IMPROVEMENTS | | | | | | |
| 042010-8900-000-002 | ROAD IMPROVEMENTS | | | | | | |
| | CAPITAL OUTLAY | | 28,408 | | | 0 | |
| 042010-9001-000-000 | LEASE/RENT OF EQUIPMENT | | | 1,100 | 173 | 1,000 | |
| | OTHER USES OF FUNDS | | | 1,100 | 173 | 1,000 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | 362,853 | 433,291 | 424,805 | 103,317 | 432,426 | |

2020-2021 BUDGET INFORMATION - REVENUE

| DEPARTMENT Engineering | | DEPARTMENT CODE 10-4201 | | | | |
|---------------------------|---|----------------------------|-------|---------|--------------------------------|---------|
| REVENUE
LINE ITEM | FUNDING SOURCES | SOURCES OF FUNDS | | | | TOTAL |
| | | GENERATED/
OTHER | STATE | FEDERAL | PROVIDED FROM
LOCAL SOURCES | |
| | | | | | | |
| 1303-44 | Land Disturbance Permits | | | | | 196,130 |
| | 513 Single Family Dwell. @\$209/permit | 107,217 | | | | |
| | 106 Townhouse Rows @\$50/unit | 5,300 | | | | |
| | 1 Duplex Row @\$209/row | 209 | | | | |
| | Commercial/Industrial permits | 63,404 | | | | |
| 1907-02 | Reimbursement | 20,000 | | | | |
| | Reimbursement from Shawneeland Sanitary District for a portion of the engineering services provided by the engineering staff. | | | | | |

REVISED: 11/26/2019

| 2020-2021 CAPITAL REQUESTS | | | |
|----------------------------|--|-----------------------------|---------------------------------|
| DEPARTMENT Engineering | | DEPARTMENT CODE 10-4201 | |
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 10-4201-8005-00 | One (1) crew cab 4x4 pickup truck

(This vehicle is for the new position requested during this budget cycle) | 30,000 | 30,000 |

REVISED: 11/26/2019

2020-2021 NEW POSITION REQUEST

DEPARTMENT ENGINEERING

DEPARTMENT CODE 10-4201

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
|--------------------------|--------------------------------|------------------|---------------------------------|
| 10-4201-1002-00 | Environmental Inspector | 45,563 | 45,563 |
| 10-4201-2001-00 | F.I.C.A. | 3,486 | 3,486 |
| 10-4201-2002-00 | Retirement - V.R.S. | 4,461 | 4,461 |
| 10-4201-2005-00 | Hospital/Medical Plans | 13,440 | 13,440 |
| 10-4201-2006-00 | Group Insurance | 597 | 597 |
| 10-4201-2008-00 | Short and Long Term Disability | 241 | 241 |
| 10-4201-2011-00 | Worker's Compensation | 1,394 | 1,394 |
| 10-4201-8005-00 | Vehicle | 30,000 | 30,000 |
| 10-4201-5401-00 | Computer | 1,200 | 1200 |
| | Total Cost for New Position | | 100,382 |

REVISED: 11/26/2019

| 10/01/2019 COUNTY OF FREDERICK | | - B U D G E T - | | E X P E N S E | | ACCOUNTING PERIOD 2019/10 | |
|--------------------------------------|--------------------------------|------------------------|------------------------|-------------------|----------------------|---------------------------|------------------|
| FUND #-012 FRED. WINC. LANDFILL FUND | | | | | | | |
| | | | | | | | |
| | | Prior Years
FY/2018 | Prior Years
FY/2019 | Amended
Budget | Actual On
2019/10 | Dept Request
FY2021 | Admin
Request |
| 042040 | LANDFILL | | | | | | |
| 042040 -000-000 | REFUSE DISPOSAL | | | | | | |
| 042040-1000-000-000 | PERSONNEL SERVICES | | | | | | |
| 042040-1001-000-001 | COMPENSATION OF PUBLIC WORKS | | | | | | |
| 042040-1001-000-002 | LANDFILL MANAGER | 85,222 | 87,846 | 91,741 | 22,773 | 91,742 | |
| 042040-1001-000-003 | ENVIRONMENTAL MANAGER | 63,596 | 65,600 | 68,462 | 16,996 | 68,462 | |
| 042040-1001-000-004 | ADMINISTRATIVE COSTS | 128,040 | 131,956 | 137,620 | 34,169 | 137,620 | |
| 042040-1001-000-005 | HEAVY EQUIPMENT MECHANIC | 67,432 | 69,522 | 72,414 | 17,983 | 72,414 | |
| 042040-1001-000-036 | SECRETARY III | | | | | | |
| 042040-1001-000-056 | SCALE OPERATOR | 39,072 | 40,247 | 41,835 | 10,393 | 41,835 | |
| 042040-1001-000-057 | ADMINISTRATIVE ASSISTANT | 45,195 | 46,596 | 48,534 | 12,053 | 48,535 | |
| 042040-1001-000-058 | ASST.CONVENIENCE CENTER SUPER. | 29,410 | 35,803 | 37,756 | 9,378 | 37,756 | |
| 042040-1001-000-066 | SPOTTER | 24,376 | 24,380 | 35,341 | 5,276 | 31,775 | |
| 042040-1001-000-067 | MAINTENANCE MECHANIC ASSISTANT | 34,016 | 35,032 | 36,414 | 9,046 | 36,414 | |
| 042040-1001-000-068 | CONVENIENCE SITE ATTENDANT | 30,712 | 31,635 | 32,928 | 8,178 | 32,929 | |
| 042040-1001-000-069 | LANDFILL TECHNICIAN | 34,106 | 34,523 | 35,075 | 8,746 | 35,075 | |
| 042040-1001-000-070 | SR LANDFILL TECHNICIAN | 42,558 | 45,298 | 47,274 | 11,736 | 47,274 | |
| 042040-1001-000-071 | SR LANDFILL TECHNICIAN | 13,842 | 42,774 | 44,462 | 11,045 | 44,463 | |
| 042040-1001-000-072 | LANDFILL TECHNICIAN | 39,464 | 40,602 | 41,251 | 10,286 | 41,252 | |
| 042040-1001-000-081 | LANDFILL TECH | 34,264 | 22,904 | 35,270 | 7,363 | 35,341 | |
| 042040-1001-000-082 | LANDFILL TECHNICIAN | 40,756 | 42,019 | 43,792 | 10,874 | 43,792 | |
| 042040-1001-000-083 | LFG TO ENERGY PLANT OPER. | 57,760 | 59,551 | 62,064 | 15,411 | 62,064 | |
| 042040-1001-000-084 | LANDFILL TECHNICIAN | | | 37,000 | 2,467 | 36,300 | |
| 042040-1001-000-085 | LABORER I 1/2 | | | | | | |
| 042040-1001-000-086 | LANDFILL OPERATIONS SUPV | 63,187 | 67,315 | 70,252 | 17,441 | 70,252 | |
| 042040-1001-000-087 | LABORER II | | | | | | |
| 042040-1001-000-088 | LANDFILL TECHNICIAN | 30,012 | 34,977 | 36,311 | 9,022 | 36,312 | |
| 042040-1001-000-089 | SPOTTER | 28,417 | 31,916 | 33,088 | 8,223 | 33,089 | |
| 042040-1001-000-090 | CONVENIENCE SITE SUPERVISOR | 24,695 | 41,883 | 43,536 | 10,815 | 43,536 | |
| 042040-1001-000-091 | CONVENIENCE SITE ATTENDANT | 28,676 | 29,524 | 30,650 | 7,616 | 30,650 | |
| 042040-1001-000-092 | LABORER II | | | | | | |
| 042040-1001-000-093 | SR LANDFILL TECHNICIAN | 46,184 | 47,606 | 49,586 | 12,314 | 49,587 | |
| 042040-1001-000-094 | ENVIRONMENTAL SAFETY TECH. | 44,083 | 47,344 | 49,178 | 12,218 | 49,179 | |
| 042040-1001-000-095 | LANDFILL TECHNICIAN | 35,881 | 36,935 | 38,366 | 9,532 | 38,366 | |
| 042040-1001-000-096 | LANDFILL TECHNICIAN | 33,718 | 36,138 | 37,620 | 9,343 | 37,620 | |
| 042040-1001-000-097 | LABORER | 17,559 | 27,748 | 28,806 | 7,157 | 28,806 | |
| 042040-1001-000-098 | LABORER | | | | | | |
| 042040-1003-000-000 | PART TIME/EXTRA HELP | 69,813 | 54,582 | 100,620 | 20,780 | 100,620 | |
| 042040-1005-000-000 | OVERTIME | 51,266 | 65,344 | 74,121 | 18,577 | 74,121 | |
| 042040-1005-000-001 | OVERTIME - INVESTIGATIVE | | | | | | |
| 042040-1009-000-000 | ACCRUED SALARIES | | 26,975 | | | | |

| | | | | | | | |
|---------------------|-----------------------------------|-----------|-----------|-----------|---------|-----------|--|
| 042040-1099-000-000 | CHANGE IN ACCRUED LEAVE | 14,545 | 2,795 | | | | |
| | PERSONAL SERVICE | 1,297,857 | 1,407,370 | 1,541,367 | 367,211 | 1,537,181 | |
| 042040-2000-000-000 | FRINGE BENEFITS | | | | | | |
| 042040-2001-000-000 | F. I. C. A. | 93,967 | 100,121 | 117,461 | 26,676 | 117,301 | |
| 042040-2002-000-000 | RETIREMENT - V. S. R. S. | 105,015 | 123,067 | 133,495 | 32,494 | 133,383 | |
| 042040-2005-000-000 | HOSPITAL/MEDICAL PLANS | 294,336 | 348,208 | 396,048 | 96,428 | 433,320 | |
| 042040-2006-000-000 | GROUP INSURANCE | 14,953 | 16,484 | 17,863 | 4,348 | 17,848 | |
| 042040-2007-000-000 | ACCRUED VACATION PAY | | | | | | |
| 042040-2008-000-000 | SHORT & LONG TERM DISABILITY | 2,242 | 2,856 | 3,118 | 714 | 3,050 | |
| 042040-2011-000-000 | WORKER'S COMPENSATION | 49,492 | 54,322 | 59,074 | 16,429 | 65,038 | |
| 042040-2013-000-000 | EDUCATION - TUITION ASSISTANCE | | | | | | |
| 042040-2019-000-000 | ACCRUED FRINGES | | 3,968 | | | | |
| 042040-2099-000-000 | FRINGE BENEFIT RESERVE | | | | | | |
| | FRINGE BENEFITS | 560,005 | 649,026 | 727,059 | 177,089 | 769,940 | |
| 042040-3001-000-000 | PROFESSIONAL HEALTH SERVICES | 240 | 66 | 1,500 | | 1,500 | |
| 042040-3002-000-000 | PROFESSIONAL SERVICES OTHER | 471,431 | 695,985 | 500,000 | 122,513 | 605,000 | |
| 042040-3002-000-001 | STATE PERMIT FEES | 43,403 | 54,480 | 141,600 | 41,157 | 46,800 | |
| 042040-3002-000-002 | PROFESSIONAL SVC - INVESTIGATI | | | | | | |
| 042040-3003-000-000 | TEMPORARY HELP SERVICE FEES | | | | | | |
| 042040-3004-000-001 | REPAIR AND MAINTENANCE-EQUIP. | 88,501 | 55,789 | 130,000 | 5,176 | 100,000 | |
| 042040-3004-000-002 | REPAIR AND MAINTENANCE - VEHICLE | 2,819 | 5,168 | 12,000 | 1,092 | 12,000 | |
| 042040-3004-000-003 | REPAIR AND MAINTENANCE - BUILDING | 13,549 | 63,625 | 30,000 | 289 | 40,000 | |
| 042040-3004-000-004 | REPAIR AND MAINTENANCE-GENERATOR | 36,005 | 30,072 | 80,000 | | 80,000 | |
| 042040-3005-000-000 | MAINTENANCE SERVICE CONTRACTS | 19,154 | 23,551 | 30,350 | 4,535 | 32,350 | |
| 042040-3005-000-001 | GENERATOR OIL SAMPLING | 2,726 | 2,843 | 6,500 | | 6,500 | |
| 042040-3007-000-000 | ADVERTISING | 2,398 | 1,415 | 3,000 | 345 | 3,000 | |
| 042040-3010-000-000 | OTHER CONTRACTUAL SERVICES | 498,359 | 738,456 | 542,520 | 24,970 | 658,070 | |
| 042040-3010-000-001 | CONTRACTUAL SERV. - TIRE PROGR | 93,114 | 105,604 | 171,720 | 28,735 | 171,720 | |
| 042040-3010-000-002 | RTOP OPERATIONAL COSTS | | | | | | |
| 042040-3010-000-003 | REGIONAL ELECTRONICS RECYCLING | 98,800 | 57,000 | 100,000 | 15,200 | 100,000 | |
| | PURCHASED SERVICES | 1,370,499 | 1,834,054 | 1,749,190 | 244,012 | 1,856,940 | |
| 042040-4000-000-000 | INTERNAL SERVICES | | | | | | |
| 042040-4001-000-000 | DATA PROCESSING SERVICES | | | | | | |
| 042040-4003-000-001 | CENTRAL STORES-COPIES | | | | | | |
| 042040-4003-000-002 | CENTRAL STORES-GASOLINE | 136 | 188 | | | | |
| | INTERNAL SERVICES | 136 | 188 | | | 0 | |
| 042040-5100-000-000 | UTILITIES | | | | | | |
| 042040-5101-000-000 | ELECTRICAL SERVICES | 38,422 | 49,012 | 50,000 | 3,827 | 50,000 | |
| 042040-5101-000-001 | ELECTRICAL SRV.-INTERCONNECTION | 23,114 | 22,828 | 26,000 | 1,916 | 26,000 | |
| 042040-5102-000-000 | HEATING SERVICES | 12,452 | 10,255 | 12,000 | 67 | 12,000 | |
| 042040-5204-000-000 | POSTAGE AND TELEPHONE | 14,304 | 12,598 | 30,360 | 1,212 | 30,360 | |
| 042040-5204-000-001 | POSTAGE AND SHIPPING-GENERATOR | 1,302 | 731 | 2,160 | 42 | 2,160 | |
| 042040-5301-000-000 | BOILER INSURANCE | 738 | 813 | 1,000 | 965 | 1,000 | |
| 042040-5302-000-000 | FIRE INSURANCE | 16,374 | 17,789 | 18,000 | 20,389 | 22,000 | |
| 042040-5305-000-000 | MOTOR VEHICLE INSURANCE | 5,118 | 5,108 | 5,625 | 6,146 | 6,000 | |
| 042040-5306-000-000 | SURETY BONDS | 29 | 28 | 40 | 27 | 40 | |

| | | | | | | | |
|---------------------|----------------------------------|-----------|-----------|-----------|---------|-----------|--|
| 042040-5308-000-000 | GENERAL LIABILITY INSURANCE | 5,743 | 5,989 | 6,500 | 6,705 | 7,000 | |
| 042040-5308-000-001 | GENERAL LIABILITY INSURANCE | | | | | | |
| 042040-5401-000-000 | OFFICE SUPPLIES | 7,954 | 9,183 | 10,000 | 1,254 | 10,000 | |
| 042040-5403-000-000 | AGRICULTURAL SUPPLIES | 1,017 | 1,223 | 15,000 | | 15,000 | |
| 042040-5404-000-000 | MEDICAL AND LABORATORY SUPPL | 1,850 | 1,763 | 2,500 | 71 | 2,500 | |
| 042040-5405-000-000 | LAUNDRY & JANITORIAL SUPPLIES | 2,718 | 2,015 | 6,000 | 321 | 6,000 | |
| 042040-5407-000-000 | REPAIR AND MAINTENANCE SUPPL | 23,370 | 26,944 | 30,000 | 113 | 30,000 | |
| 042040-5408-000-000 | VEHICLE AND POWERED EQUIPMENT | 83,718 | 84,271 | 180,000 | 27,309 | 144,000 | |
| 042040-5408-000-001 | VEHICLES-TIRES AND PARTS | 861 | 2,363 | 4,500 | | 4,500 | |
| 042040-5408-000-002 | VEHICLE-FUELS AND LUBRICANTS | 192,393 | 215,434 | 323,460 | 36,632 | 323,460 | |
| 042040-5408-000-003 | GENERATOR SPARE PARTS | 57,064 | 44,232 | 100,000 | | 100,000 | |
| 042040-5408-000-004 | GENERATOR LUBRICANTS | 45,287 | 37,357 | 51,380 | | 51,380 | |
| 042040-5410-000-000 | UNIFORMS | 5,341 | 5,752 | 24,600 | 813 | 23,450 | |
| 042040-5410-000-001 | SAFETY EQUIPMENT | 2,086 | 818 | 4,500 | 357 | 3,000 | |
| 042040-5411-000-000 | BOOKS & SUBSCRIPTIONS | 850 | 568 | 1,500 | 585 | 2,000 | |
| 042040-5413-000-000 | OTHER OPERATING SUPPLIES | 10,341 | 5,671 | 12,000 | 665 | 10,000 | |
| 042040-5413-000-001 | OTHER OPERATING SUPPLIES-GENER | 31,211 | 1,899 | 40,000 | 21 | 35,000 | |
| 042040-5506-000-000 | TRAVEL | 1,955 | 5,087 | 12,000 | 750 | 12,000 | |
| 042040-5506-000-001 | LANDFILL GAS GENERATOR TRAINING | 1,489 | | 10,000 | | 10,000 | |
| 042040-5604-000-000 | OTH. PAYMENTS OR CONTRIBUTIONS | 187,857 | 191,745 | 175,000 | | 185,000 | |
| 042040-5801-000-000 | DUES AND ASSOC.MEMBERSHIPS | 1,271 | 1,215 | 2,000 | 1,165 | 2,000 | |
| 042040-5806-000-000 | RESERVE FOR CONTINGENCIES | | | | | | |
| 042040-5806-000-001 | POST CLOSURE COSTS | 318,524 | 463,564 | 320,000 | | 340,000 | |
| 042040-5806-000-002 | CONTINGENCY-TIPPING FEE ADJUST | | | | | | |
| 042040-5806-000-003 | PAYMENTS TO LOCALITIES | | | | | | |
| 042040-5810-000-000 | PAYMENT OF UNEMPLOYMENT CLAIMS | | | 10,000 | | 10,000 | |
| 042040-5810-000-001 | EEOC CLAIMS | | | | | | |
| | OTHER CHARGES | 1,094,753 | 1,226,255 | 1,486,125 | 111,352 | 1,475,850 | |
| 042040-8001-000-000 | MACHINERY AND EQUIPMENT | | | | | | |
| 042040-8002-000-000 | FURNITURE AND FIXTURES | | | | | | |
| 042040-8003-000-000 | COMMUNICATIONS EQUIPMENT | | | 40,000 | | 20,000 | |
| 042040-8005-000-000 | MOTOR VEHICLES AND EQUIPMENT | | | | | | |
| 042040-8006-000-000 | CONSTRUCTION VEHICLES & EQUIP. | | | 1,221,172 | 31,173 | | |
| 042040-8007-000-000 | INTEGRATED TECHNOLOGY EQUIPMENT | | | 5,000 | | 5,000 | |
| 042040-8009-000-000 | MISCELLANEOUS EQUIPMENT | | | 25,000 | | 25,000 | |
| 042040-8009-000-001 | MISC.-LANDFILL GAS GENERATORS | | | 10,000 | | 5,000 | |
| 042040-8700-000-000 | LAND | | | | | | |
| 042040-8800-000-000 | BUILDINGS | | | | | | |
| 042040-8900-000-000 | IMPROVEMENTS OTHER THAN BUILDING | | | 4,714,069 | 340,615 | 3,900,000 | |
| 042040-8900-000-001 | SITE DEVELOPMENT | | | | | | |
| 042040-8901-000-000 | LOSS ON DISPOSAL | | | | | | |
| 042040-8999-000-000 | INTEREST EXPENSE | | | | | | |
| | CAPITAL OUTLAY | | | 6,015,241 | 371,788 | 3,955,000 | |
| 042040-9000-000-000 | DEPRECIATION | | | | | | |
| 042040-9001-000-000 | LEASE/RENT OF EQUIPMENT | 11,583 | 20,185 | 40,000 | | 40,000 | |
| 042040-9500-000-000 | DEPRECIATION OF EQUIPMENT | 2,193,693 | 2,328,523 | | | | |

| | | | | | | | |
|---------------------|----------------------------------|-----------|-----------|------------|-----------|-----------|--|
| 042040-9500-000-001 | DEPRECIATION OF EQUIP.-GENERATOR | | | | | | |
| | OTHER USES OF FUNDS | 2,205,276 | 2,348,708 | 40,000 | | 40,000 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | 6,528,526 | 7,465,601 | 11,558,982 | 1,271,452 | 9,634,911 | |
| | | | | | | | |
| 092010-5890-000-000 | OPERATIONAL TRANSFERS | | | | -17,143 | | |
| | OTHER CHARGES | | | | -17,143 | 0 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | | | | -17,143 | 0 | |
| | | | | | | | |
| 093010 -000-000 | TRANSFERS | | | | | | |
| 093010-2011-000-000 | WORKER'S COMP FOR WELLNESS | | | | | | |
| 093010-5807-000-001 | MERIT RESERVE | 550 | 300 | 3,898 | | | |
| 093010-5807-000-002 | MERIT RESERVE FRINGES | | | | | | |
| | FRINGE BENEFITS | 550 | 300 | 3,898 | | 0 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | 550 | 300 | 3,898 | | 0 | |
| | | | | | | | |
| TOTAL FOR FUND | | 6,529,076 | 7,465,901 | 11,562,880 | 1,254,309 | 9,634,911 | |

| 2020-2021 BUDGET INFORMATION - REVENUES | | | | | | |
|---|--|---------------------------------|-------|---------|--------------------------------|-----------|
| DEPARTMENT | LANDFILL | DEPARTMENT CODE | | | | 12-4204 |
| REVENUE
LINE ITEM | FUNDING SOURCES | SOURCES OF FUNDS | | | | TOTAL |
| | | SVC-GENERATED/
OTHER REVENUE | STATE | FEDERAL | PROVIDED FROM
LOCAL SOURCES | |
| 1501-01 | Interest on Bank Deposits | 300,000 | | | | 300,000 |
| 1502-01 | Sale of Junk
Scrap recycling | 110,000 | | | | 110,000 |
| 1608-05 | Sanitary Landfill Fees
Based on 185,000 Tons Received | | | | | 7,268,650 |
| | Commercial/Industrial
\$50/ton x 44% x 185,000 ton | 4,070,000 | | | | |
| | Municipal
\$20/ton x 26% x 185,000 ton | 962,000 | | | | |
| | Construction Demolition Debris
\$45/ton x 23% x 185,000 ton | 1,914,750 | | | | |
| | Municipal Sludge
\$38/ton x 3% x 185,000 | 210,900 | | | | |
| | Rubble/Concrete/Rock
\$15/ton x 4% x 185,000 | 111,000 | | | | |
| 22-Nov | | | | | Subtotal | 7,678,650 |

2020-2021 BUDGET INFORMATION - REVENUES

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | | | | |
|----------------------|---|---------------------------------|-------|---------|--------------------------------|------------------|
| REVENUE
LINE ITEM | FUNDING SOURCES | SOURCES OF FUNDS | | | | TOTAL |
| | | SVC-GENERATED/
OTHER REVENUE | STATE | FEDERAL | PROVIDED FROM
LOCAL SOURCES | |
| 1608-08 | Tire Charges/Reimbursement
Based on 1,900 ton of tires delivered yearly
NSVRC (RTOP) Members
\$80 x 22% x 1900 = \$33,440 | 33,440 | | | | 181,640 |
| | Commercial
\$100 x 78% x 1900 = \$148,200 | 148,200 | | | | |
| 1608-11 | E-Cycle Collections
Fees collected for the collection of electronics
& unacceptable waste paid by haulers
\$3,333 x 2 x 12 months | 80,000 | | | | 80,000 |
| 1608-12 | Greenhouse Gas Credits | 10,000 | | | | 10,000 |
| 1608-13 | Gas to Energy
\$35.00/mwh x 1.5mwh/hr x 80% x 8760hrs | 367,920 | | | | 367,920 |
| 1608-14 | Renewable Energy Credit
1.5 x 8,760 x 80% x \$5.30 | 55,714 | | | | 55,714 |
| | | | | | Subtotal | 695,274 |
| TOTAL | | | | | | 8,373,924 |

22-Nov

2020-2021 CAPITAL REQUESTS

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | |
|--------------------------|---|------------------------------|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-8003-00 | Communication Equipment
Funding to expand onsite wireless network | | 20,000 |
| 12-4204-8007-00 | Integrated Technology Equipment (A.D.P.)
Funded at minimum to replace equipment as needed | | 5,000 |
| 12-4204-8009-00 | Miscellaneous (Landfill)
New tools for shop
New GEM gas meter | 10,000
15,000 | 25,000 |
| 12-4204-8009-01 | Miscellaneous Equipment - Generators (Gas to Energy)
New specialty tools for gas plant | 5,000 | 5,000 |
| 22-Nov | | Subtotal | 55,000 |

2019-2020 CAPITAL REQUESTS

| DEPARTMENT LANDFILL | | DEPARTMENT CODE 12-4204 | |
|--------------------------|---|------------------------------|---------------------------------|
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 12-4204-8900-00 | Improvements Other Than | | 3,900,000 |
| | Purchase of Specialty Leachate Media Stone for MSW Cell 3A construction
40,000 Ton x\$30/ton=\$1,200,000 | 1,200,000 | |
| | Resurface and Painting of Citizens Convenience Center,
Tire Storage Pad, and other miscellaneous areas | 400,000 | |
| | MSW Cell 3A rock removal (Hetzer Construction Contract) | 2,000,000 | |
| | Install wash bay or other storm water related improvements | 300,000 | |
| 12-4204-9001-00 | Lease/Rent Equipment | | 40,000 |

22-Nov

Subtotal

3,940,000

Total

3,995,000

| 10/01/2019 COUNTY OF FREDERICK | | - B U D G E T - | | E X P E N S E | | ACCOUNTING PERIOD 2019/10 | |
|--|-----------------------------------|------------------------|------------------------|-------------------|----------------------|---------------------------|------------------|
| FUND #-016 SHAWNEELAND SANITARY DISTRICT | | | | | | | |
| | | | | | | | |
| | | Prior Years
FY/2018 | Prior Years
FY/2019 | Amended
Budget | Actual On
2019/10 | Dept Request
FY2021 | Admin
Request |
| 081080 -000-000 | SHAWNEE-LAND SANITARY DISTRICT | | | | | | |
| 081080-1000-000-000 | PERSONNEL SERVICES | | | | | | |
| 081080-1001-000-000 | SHAWNEELAND DISTRICT MANAGER | 66,058 | 70,650 | 73,697 | 18,297 | 73,697 | |
| 081080-1001-000-001 | SR MOTOR EQUIPMENT OPERATOR | 49,709 | 51,234 | 53,314 | 13,242 | 53,314 | |
| 081080-1001-000-002 | SR MOTOR EQUIPMENT OPERATOR | 40,593 | 40,619 | 41,797 | 4,014 | 34,791 | |
| 081080-1001-000-003 | SR MOTOR EQUIPMENT OPERATOR | 38,792 | 40,278 | 41,858 | 10,399 | 41,859 | |
| 081080-1001-000-004 | MOTOR EQUIPMENT OPERATOR | 39,830 | 41,011 | 42,621 | 10,588 | 42,622 | |
| 081080-1001-000-005 | SECRETARY | 32,285 | 33,282 | 34,676 | 8,611 | 34,677 | |
| 081080-1001-000-006 | LABORER | 27,162 | 27,963 | 29,024 | 7,212 | 29,024 | |
| 081080-1003-000-000 | PART TIME/EXTRA HELP | 2,376 | 10,316 | | | | |
| 081080-1003-000-001 | OFFICE ASST. II | | | | | | |
| 081080-1003-000-002 | LIFEGUARDS | | | | | | |
| 081080-1005-000-000 | OVERTIME | 956 | 9,473 | 16,000 | 804 | 13,000 | |
| 081080-1009-000-000 | ACCRUED SALARIES | | 5,125 | | | | |
| 081080-1099-000-000 | MERIT RESERVE | | | | | | |
| | PERSONAL SERVICE | 297,761 | 329,951 | 332,987 | 73,167 | 322,984 | |
| 081080-2000-000-000 | FRINGE BENEFITS | | | | | | |
| 081080-2001-000-000 | F.I.C.A. | 20,725 | 23,024 | 25,473 | 5,148 | 23,714 | |
| 081080-2002-000-000 | RETIREMENT - V.R.S. | 27,088 | 29,246 | 31,033 | 7,303 | 30,347 | |
| 081080-2005-000-000 | HOSPITAL/MEDICAL PLANS | 96,363 | 87,455 | 101,512 | 21,208 | 101,580 | |
| 081080-2006-000-000 | GROUP INSURANCE | 3,857 | 3,920 | 4,152 | 977 | 4,061 | |
| 081080-2008-000-000 | SHORT & LONG DISABILITY | 590 | 567 | 650 | 118 | 550 | |
| 081080-2011-000-000 | WORKER'S COMPENSATION | 10,802 | 11,746 | 14,081 | 3,035 | 12,805 | |
| 081080-2013-000-000 | EDUCATION-TUITION | | | | | | |
| 081080-2019-000-000 | ACCRUED FRINGES | | 806 | | | | |
| 081080-2099-000-000 | FRINGE BENEFIT RESERVE | | | | | | |
| | FRINGE BENEFITS | 159,425 | 156,764 | 176,901 | 37,789 | 173,057 | |
| 081080-3002-000-000 | PROFESSIONAL SERVICES - OTHER | | | 2,000 | | 2,000 | |
| 081080-3004-000-001 | REPAIR AND MAINTENANCE-EQUIP. | 11,189 | 12,219 | 25,000 | 8,785 | 22,000 | |
| 081080-3004-000-002 | REPAIR AND MAINTENANCE-VEHICLE | 15,241 | 4,694 | 17,000 | 52 | 15,000 | |
| 081080-3004-000-003 | REPAIR AND MAINTENANCE - BUILDING | 1,498 | 1,175 | 7,000 | | 5,000 | |
| 081080-3004-000-004 | REPAIR & MAINTENANCE - ROADS | 184,625 | 347,077 | 555,067 | 46,008 | 309,499 | |
| 081080-3006-000-000 | PRINTING AND BINDING | | | | | | |
| 081080-3007-000-000 | ADVERTISING | | | | | | |
| 081080-3010-000-000 | CONTRACTUAL SERVICES | 35,244 | 33,313 | 66,540 | 513 | 47,860 | |
| | PURCHASED SERVICES | 247,797 | 398,478 | 672,607 | 55,358 | 401,359 | |
| 081080-4000-000-000 | INTERNAL SERVICES | | | | | | |
| 081080-4003-000-001 | CENTRAL STORES-COPIES | | | | | | |
| 081080-4003-000-002 | CENTRAL STORES - GASOLINE | | | | | | |
| 081080-5100-000-000 | UTILITIES | | | | | | |
| 081080-5101-000-000 | ELECTRICAL SERVICES | 5,799 | 4,795 | 5,940 | 329 | 6,120 | |

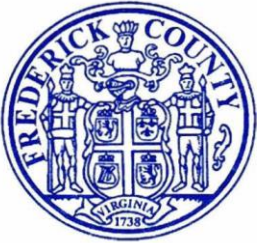
| | | | | | | | |
|---------------------|----------------------------------|---------|---------|---------|--------|---------|--|
| 081080-5102-000-000 | HEATING SERVICES | 1,347 | 1,607 | 2,400 | | 2,400 | |
| 081080-5103-000-000 | WATER & SEWAGE SERVICES | 162 | 162 | 480 | | 480 | |
| 081080-5204-000-000 | POSTAGE AND TELEPHONE | | | | | | |
| 081080-5204-000-001 | POSTAGE | | | | | | |
| 081080-5204-000-002 | TELEPHONE | 3,721 | 4,077 | 5,076 | 340 | 5,328 | |
| 081080-5301-000-000 | BOILER INSURANCE | 35 | 38 | 100 | 38 | 100 | |
| 081080-5302-000-000 | FIRE INSURANCE | 3,686 | 3,673 | 4,500 | 3,699 | 4,500 | |
| 081080-5305-000-000 | MOTOR VEHICLE INSURANCE | 5,630 | 5,619 | 6,500 | 6,146 | 6,500 | |
| 081080-5306-000-000 | SURETY BONDS | | | | | | |
| 081080-5307-000-000 | PUBLIC OFFICIAL LIABILITY | | | | | | |
| 081080-5308-000-000 | GENERAL LIABILITY INSURANCE | 1,114 | 1,167 | 1,800 | 1,567 | 1,800 | |
| 081080-5310-000-000 | BURGLARY INSURANCE | | | | | | |
| 081080-5401-000-000 | OFFICE SUPPLIES | 516 | 525 | 1,999 | 8 | 1,500 | |
| 081080-5403-000-000 | ARGICULTURAL SUPPLIES | 882 | 1,101 | 5,000 | | 3,000 | |
| 081080-5404-000-000 | MEDICAL & LABORATORY SUPPLIES | 172 | 165 | 500 | 123 | 500 | |
| 081080-5405-000-000 | LAUNDRY/HOUSEKEEPING AND JANIT | 267 | 320 | 850 | | 850 | |
| 081080-5407-000-000 | REPAIR AND MAINTENANCE SUPPLIES | 13,208 | 7,035 | 15,000 | 608 | 13,000 | |
| 081080-5408-000-000 | VEHICLE AND POWERED EQUIPMENT | 13,992 | 10,138 | 19,000 | 153 | 17,000 | |
| 081080-5408-000-001 | VEHICLE - TIRES AND PARTS | 5,353 | 5,261 | 6,000 | 1,960 | 6,000 | |
| 081080-5408-000-002 | VEHICLE - FUELS AND LUBRICANTS | 17,345 | 23,505 | 31,750 | 4,065 | 31,750 | |
| 081080-5410-000-000 | UNIFORMS-CLOTHING | 2,061 | 2,128 | 3,000 | 306 | 3,000 | |
| 081080-5413-000-000 | OTHER OPERATING SUPPLIES | 1,959 | 309 | 2,500 | 19 | 2,500 | |
| 081080-5413-000-001 | ROAD AND STREET MATERIALS | 89,735 | 84,594 | 137,820 | 15,457 | 137,820 | |
| 081080-5414-000-000 | MERCHANTS FOR RESALE | | | | | | |
| 081080-5415-000-000 | OTHER EXPENSES | 3,393 | 3,781 | 4,000 | | 4,475 | |
| 081080-5415-000-001 | OTHER EXPENSES-MAILBOXES | | | | | | |
| 081080-5506-000-000 | TRAVEL | | | | | | |
| 081080-5806-000-000 | RESERVE FOR CONTINGENCIES | | | | | | |
| 081080-5808-000-000 | INTEREST | | | | | | |
| 081080-5810-000-000 | PAYMENT OF UNEMPLOYMENT CLAIMS | | -149 | | | | |
| 081080-5899-000-000 | CAPITAL TRANSFER | | | | | | |
| | OTHER CHARGES | 170,377 | 159,851 | 254,215 | 34,818 | 248,623 | |
| 081080-8001-000-000 | MACHINERY & EQUIPMENT | | | | | | |
| 081080-8003-000-000 | COMMUNICATIONS EQUIPMENT | | | | | | |
| 081080-8005-000-000 | MOTOR VEHICLES | | 38,286 | | | | |
| 081080-8006-000-000 | CONSTRUCTION VEHICLES AND EQUIP. | | | | | | |
| 081080-8007-000-000 | INTEGRATED TECHNOLOGY EQUIPMENT | | | | | | |
| 081080-8009-000-000 | MISCELLANEOUS EQUIPMENT | | | | | | |
| 081080-8700-000-000 | LAND | | | | | | |
| 081080-8800-000-000 | BUILDINGS | | | | | | |
| 081080-8900-000-000 | IMPROVEMENTS OTHER THAN BUILDING | | | | | | |
| | CAPITAL OUTLAY | | 38,286 | | | 0 | |
| 081080-9001-000-000 | LEASE/RENT OF EQUIPMENT | | 3,618 | 8,000 | | | |
| 081080-9500-000-000 | DEPRECIATION OF EQUIPMENT | | | | | | |
| | OTHER USES OF FUNDS | | 3,618 | 8,000 | | 0 | |
| | | | | | | | |

| | | | | | | | |
|---------------------|----------------------------|---------|-----------|-----------|---------|-----------|--|
| | TOTAL DEPARTMENT | 875,360 | 1,086,948 | 1,444,710 | 201,132 | 1,146,023 | |
| | | | | | | | |
| 092010-5890-000-000 | OPERATIONAL TRANSFERS | | | | -3,153 | | |
| | OTHER CHARGES | | | | -3,153 | 0 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | | | | -3,153 | 0 | |
| | | | | | | | |
| 093010 -000-000 | TRANSFERS | | | | | | |
| 093010-2011-000-000 | WORKER'S COMP FOR WELLNESS | | | | | | |
| 093010-5807-000-001 | MERIT RESERVE | 200 | 300 | 1,800 | | | |
| 093010-5807-000-002 | MERIT RESERVE FRINGES | | | | | | |
| | OTHER CHARGES | 200 | 300 | 1,800 | | 0 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | 200 | 300 | 1,800 | | 0 | |
| | | | | | | | |
| TOTAL FOR FUND | | 875,560 | 1,087,248 | 1,446,510 | 197,979 | 1,146,023 | |

2020-2021 BUDGET INFORMATION - REVENUES

| DEPARTMENT | | SHAWNEELAND SANITARY DISTRICT | | | | DEPARTMENT CODE | 8108 |
|----------------------|--------------------------------------|---------------------------------|-------|---------|--------------------------------|-----------------|------------------|
| REVENUE
LINE ITEM | FUNDING SOURCES | SOURCES OF FUNDS | | | | TOTAL | |
| | | SVC-GENERATED/
OTHER REVENUE | STATE | FEDERAL | PROVIDED FROM
LOCAL SOURCES | | |
| 16-1101-01 | CURRENT SANITARY DISTRICT TAX | | | | | | |
| | Unimproved lots | | | | | | \$198,740 |
| | \$190/year x 1046 lots | | | | | | |
| | Improved lots | | | | | | \$580,140 |
| | \$660/year x 879 lots | | | | | | |
| 16-1501-01 | REVENUE FROM USE OF MONEY | | | | | | \$8,000 |
| | Back taxes paid | | | | | | \$25,000 |
| 16-1911-07 | REVENUE FROM CULVERT INSTALL. | | | | | | \$1,000 |
| | | | | | Total | | \$812,880 |

REVISED: 11/26/2019



MEMORANDUM

TO: Public Works Committee

FROM: Gloria Puffinburger, Solid Waste Manager 

SUBJECT: Hauling Recyclables to Market;
IFB 2020-06C

DATE: November 26, 2019

Based on the sole bid received from Republic Services on October 25 for hauling the county's mixed paper, metal cans and cardboard, I submit the following estimated costs for the hauling and processing of the county's recyclable materials:

- Mixed Paper: \$38,520/year; assumes \$25/ton processing and \$321/pull in hauling costs to Apple Valley Recycling in Hagerstown
- Cardboard: \$145,789/year; assumes \$0/ton processing; zero rebate; and rental costs for use of custom 8-yard containers (\$14,400/year) for collection and transport to Apple Valley Recycling -- reduces overall transport costs of county's cardboard from \$233,688 using roll-off containers; cost reduction of \$69,174
- Metal Cans: \$21,900/year; assumes \$50/\$30 ton processing for metal cans (aluminum and steel, respectively) and \$321/pull in hauling costs to Apple Valley; rebate at market rate (est. \$16,800 @ .35 lb.) which would offset majority of costs associated with can recycling

The above takes advantage of efficiency achieved by collecting cardboard in 8-yard containers and compaction achieved in a frontend truck, resulting in two trips to the Hagerstown recyclery each week rather than 14 trips using existing roll-off containers. The recycler will process all cardboard at no cost and pay a rebate for cans. Total cost for transporting and processing remaining recyclables (metal cans, mixed paper, cardboard) is calculated at \$189,409 per year, assuming rebates.

Please keep in mind that transportation costs associated with the recycling program have always been a part of the Refuse Collection (4203) budget and currently average \$160,824/year.

In conjunction with the current contract for plastic bottles and jugs, the above scenario will retain and stabilize the recycling program in Frederick County.

cc: file

**MEMORANDUM**

TO: Public Works Committee

FROM: Joe C. Wilder, Director of Public Works *JCW*

SUBJECT: Monthly Tonnage Report - Fiscal Year 19/20

DATE: November 25, 2019

The following is the tonnage for the months of July 2018 through June 2020, and the average monthly tonnage for fiscal years 03/04 through 19/20.

FY 03-04: AVERAGE PER MONTH: 16,348 TONS (UP 1,164 TONS)
FY 04-05: AVERAGE PER MONTH: 17,029 TONS (UP 681 TONS)
FY 05-06: AVERAGE PER MONTH: 17,785 TONS (UP 756 TONS)
FY 06-07: AVERAGE PER MONTH: 16,705 TONS (DOWN 1,080 TONS)
FY 07-08: AVERAGE PER MONTH: 13,904 TONS (DOWN 2,801 TONS)
FY 08-09: AVERAGE PER MONTH: 13,316 TONS (DOWN 588 TONS)
FY 09-10: AVERAGE PER MONTH: 12,219 TONS (DOWN 1,097 TONS)
FY 10-11: AVERAGE PER MONTH: 12,184 TONS (DOWN 35 TONS)
FY 11-12: AVERAGE PER MONTH: 12,013 TONS (DOWN 171 TONS)
FY 12-13: AVERAGE PER MONTH: 12,065 TONS (UP 52 TONS)
FY 13-14: AVERAGE PER MONTH: 12,468 TONS (UP 403 TONS)
FY 14-15: AVERAGE PER MONTH: 13,133 TONS (UP 665 TONS)
FY 15-16: AVERAGE PER MONTH: 13,984 TONS (UP 851 TONS)
FY 16-17: AVERAGE PER MONTH: 14,507 TONS (UP 523 TONS)
FY 17-18: AVERAGE PER MONTH: 15,745 TONS (UP 1,238 TONS)
FY 18-19: AVERAGE PER MONTH: 16,594 TONS (UP 849 TONS)
FY 19-20: AVERAGE PER MONTH: 18,934 TONS (UP 2,340 TONS)

| MONTH | FY 2018-2019 | FY 2019-2020 |
|-----------|--------------|--------------|
| JULY | 17,704 | 17,956 |
| AUGUST | 18,543 | 17,267 |
| SEPTEMBER | 14,799 | 17,985 |
| OCTOBER | 18,158 | 22,528 |
| NOVEMBER | 15,404 | |
| DECEMBER | 14,426 | |
| JANUARY | 13,973 | |
| FEBRUARY | 12,764 | |
| MARCH | 17,079 | |
| APRIL | 20,313 | |
| MAY | 19,443 | |
| JUNE | 16,519 | |

JCW/gmp

RECYCLING REPORT - FY 19/20

| <u>MONTH</u> | <u>GLASS</u> | <u>PLAST</u> | <u>AL</u>
<u>CANS</u> | <u>STEEL</u>
<u>CANS</u> | <u>PAPER</u> | <u>OCC</u> | <u>SHOES/TEX</u> | <u>ELEC</u> | <u>SCRAP</u> | <u>TOTAL</u> |
|--------------|--------------|--------------|--------------------------|-----------------------------|--------------|------------|------------------|-------------|--------------|--------------|
| JUL | 0 | 51,239 | 7,345 | 10,419 | 101,420 | 65,520 | | 52,480 | 307,920 | 596,343 |
| AUG | | 30,500 | 5,450 | 8,699 | 70,040 | 100,240 | 20,980 | 28,300 | 280,080 | 544,289 |
| SEP | | 174,840 | 3,903 | 4,937 | 58,100 | 68,350 | | 57,500 | | 367,630 |
| OCT | | 18,340 | 2,622 | 3,538 | 50,400 | 69,900 | 5,100 | 27,800 | 232,140 | 409,840 |
| NOV | | 8,400 | | | | | | | 303,060 | 311,460 |
| DEC | | | | | | | | | | 0 |
| JAN | | | | | | | | | | 0 |
| FEB | | | | | | | | | | 0 |
| MAR | | | | | | | | | | 0 |
| APR | | | | | | | | | | 0 |
| MAY | | | | | | | | | | 0 |
| JUN | | | | | | | | | | 0 |
| TOTAL | 0 | 283,319 | 19,320 | 27,593 | 279,960 | 304,010 | 26,080 | 166,080 | 1,123,200 | 2,229,562 |
| FY 18-19 | 0 | 430,963 | 47,082 | 96,494 | 998,815 | 1,243,232 | 83,104 | 467,720 | 2,909,857 | 6,277,267 |
| FY 17-18 | 0 | 465,080 | 53,224 | 94,530 | 1,066,300 | 1,080,087 | 37,260 | 536,420 | 2,874,709 | 6,207,610 |
| FY 16-17 | 372,600 | 430,435 | 41,002 | 89,976 | 1,082,737 | 1,009,153 | 37,220 | 495,500 | 2,687,241 | 6,245,864 |
| FY 15-16 | 919,540 | 428,300 | 52,077 | 97,252 | 1,275,060 | 974,493 | 48,820 | 480,400 | 2,376,344 | 6,652,286 |
| FY 14-15 | 895,600 | 407,703 | 40,060 | 97,515 | 1,272,660 | 893,380 | 49,440 | 532,283 | 1,890,729 | 6,079,370 |
| FY 13-14 | 904,780 | 417,090 | 39,399 | 99,177 | 1,281,105 | 902,701 | 37,800 | 611,580 | 1,639,225 | 5,932,937 |
| FY 12-13 | 913,530 | 410,338 | 45,086 | 102,875 | 1,508,029 | 878,450 | 39,700 | 502,680 | 1,321,938 | 5,722,626 |
| FY 11-12 | 865,380 | 398,320 | 43,884 | 99,846 | 1,492,826 | 840,717 | 37,920 | 484,600 | 1,432,678 | 5,696,171 |
| FY 10-11 | 949,185 | 378,452 | 42,120 | 98,474 | 1,404,806 | 824,873 | 41,700 | 467,920 | 1,220,107 | 5,427,637 |
| FY 09-10 | 1,123,671 | 370,386 | 42,844 | 96,666 | 1,235,624 | 671,669 | 21,160 | 435,680 | 1,348,398 | 5,346,098 |
| FY 08-09 | 762,810 | 322,928 | 23,473 | 55,246 | 1,708,302 | 564,957 | 28,780 | 404,760 | 1,097,151 | 4,968,407 |
| FY 07-08 | 794,932 | 284,220 | 15,783 | 40,544 | 1,971,883 | 545,692 | 0 | 498,110 | 1,172,880 | 5,324,044 |
| FY 06-07 | 600,464 | 200,720 | 11,834 | 29,285 | 1,684,711 | 441,321 | 0 | 382,574 | 550,070 | 3,900,979 |
| FY 05-06 | 558,367 | 190,611 | 12,478 | 28,526 | 1,523,162 | | | 381,469 | 204,220 | 2,898,833 |
| FY 04-05 | 549,527 | 193,224 | 11,415 | 27,525 | 1,552,111 | | | 273,707 | 25,080 | 2,632,589 |
| FY 03-04 | 541,896 | 174,256 | 11,437 | 31,112 | 1,443,461 | | | 156,870 | 336,230 | 2,695,262 |
| FY 02-03 | 413,627 | 146,770 | 9,840 | 23,148 | 1,381,195 | | | 62,840 | 171,680 | 2,209,100 |
| FY 01-02 | 450,280 | 181,040 | 10,565 | 25,553 | 1,401,206 | | | 54,061 | 58,140 | 2,180,845 |
| FY 00-01 | 436,615 | 198,519 | 10,367 | 24,988 | 1,759,731 | | | | 9,620 | 2,439,840 |
| FY 99-00 | 422,447 | 177,260 | 10,177 | 22,847 | 1,686,587 | | | | 44,180 | 2,363,498 |
| FY 98-99 | 402,192 | 184,405 | 9,564 | 22,905 | 1,411,950 | | | | 48,810 | 2,079,826 |
| FY 97-98 | 485,294 | 136,110 | 13,307 | 29,775 | 1,830,000 | | | | | 2,494,486 |
| FY 96-97 | 373,106 | 211,105 | 23,584 | 46,625 | 1,690,000 | | | | | 2,344,420 |
| FY 95-96 | 511,978 | 167,486 | 28,441 | 44,995 | 1,553,060 | | | | | 2,305,960 |
| TO DATE | 14,247,821 | 6,009,678 | 548,737 | 1,234,855 | 33,150,206 | 8,547,406 | 342,540 | 6,225,034 | 17,634,721 | 87,941,078 |

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2019-2020

DOG REPORT

| MONTH | ON HAND AT
FIRST OF MONTH | RECEIVED
AT KENNEL | BROUGHT IN
BY ACO | BITE
CASES | BORN AT
KENNEL | ADOPTED | RECLAIMED | DISPOSED | DIED AT
KENNEL | ESCAPED/
STOLEN | CARRIED OVER
NEXT MONTH |
|-------|------------------------------|-----------------------|----------------------|---------------|-------------------|---------|-----------|----------|-------------------|--------------------|----------------------------|
| JULY | 63 | 33 | 36 | 1 | 0 | 54 | 38 | 7 | 0 | 0 | 34 |
| AUG | 34 | 30 | 29 | 0 | 0 | 39 | 19 | 1 | 0 | 0 | 34 |
| SEP | 34 | 36 | 23 | 1 | 0 | 21 | 24 | 1 | 0 | 0 | 48 |
| OCT | 48 | 19 | 23 | 0 | 0 | 30 | 25 | 3 | 0 | 0 | 32 |
| NOV | | | | | | | | | | | |
| DEC | | | | | | | | | | | |
| JAN | | | | | | | | | | | |
| FEB | | | | | | | | | | | |
| MAR | | | | | | | | | | | |
| APR | | | | | | | | | | | |
| MAY | | | | | | | | | | | |
| JUN | | | | | | | | | | | |
| TOTAL | 179 | 118 | 111 | 2 | 0 | 144 | 106 | 12 | 0 | 0 | 148 |

In the month of October - 90 dogs in and out of kennel. 5 dogs transferred to other agencies.

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2019-2020

CAT REPORT

| MONTH | ON HAND AT
FIRST OF MONTH | RECEIVED
AT KENNEL | BROUGHT IN
BY ACO | BITE
CASES | BORN AT
KENNEL | ADOPTED | RECLAIMED | DISPOSED | DIED AT
KENNEL | ESCAPED/
STOLEN | CARRIED TO
NEXT MONTH |
|-------|------------------------------|-----------------------|----------------------|---------------|-------------------|---------|-----------|----------|-------------------|--------------------|--------------------------|
| JULY | 84 | 136 | 8 | 2 | 7 | 36 | 1 | 78 | 5 | 0 | 117 |
| AUG | 117 | 90 | 5 | 1 | 9 | 57 | 1 | 37 | 3 | 0 | 124 |
| SEP | 124 | 90 | 5 | 3 | 20 | 39 | 2 | 51 | 3 | 0 | 147 |
| OCT | 147 | 81 | 6 | 0 | 4 | 51 | 2 | 83 | 4 | 0 | 98 |
| NOV | | | | | | | | | | | |
| DEC | | | | | | | | | | | |
| JAN | | | | | | | | | | | |
| FEB | | | | | | | | | | | |
| MAR | | | | | | | | | | | |
| APR | | | | | | | | | | | |
| MAY | | | | | | | | | | | |
| JUN | | | | | | | | | | | |
| TOTAL | 472 | 397 | 24 | 6 | 40 | 183 | 6 | 249 | 15 | 0 | 486 |

In the month of October - 238 cats in and out of shelter. 11 cats transferred to other agencies.

Shawneeland Sanitary District Advisory Committee
Minutes of November 4, 2019

The meeting was called to order at 7:00pm.

Those in attendance were Barry Vanmeter, Jeff Stevens, Jimmy Smith, Marianne Biviano, Jason Croasdale, Frederick County Treasurer William Orndorff, Kevin Alderman, Michelle Springer, and 20 people in the audience. Supervisor Gary Lofton were absent.

Barry (acting chairman) called for approval/correction of the August 5, 2019 meeting minutes. Jason made a motion to pass the minutes as written. Jimmy seconded the motion. Motion passed unanimously.

Selection for the SSDAC Chairman for 2020: Jimmy is interested in being the chairman. Marianne made a motion, Jeff seconded. The motion passed unanimously. Jimmy Smith will be the chairman for 2020.

The SSDAC has 2 new members: Jimmy Smith and Jason Croasdale.

The SSDAC Meeting Dates for 2020 will be: February 3, 2020, May 4, 2020, August 3, 2020, and November 2, 2020.

Candidate's running for office gave a brief statement:

- Shaun Graber – Back Creek Representative for the Board of Supervisors
- Brandon Monk – Back Creek Representative for the School Board
- Al Sibert – Frederick County Sheriff
- Jimmy Smith – Back Creek Representative for the School Board

Frederick County Treasurer William Orndorff gave a presentation regarding delinquent lots:

The last presentation given by the Treasurer was in 1999. There are roughly 900 improved lots and 1,875 unimproved lots in Shawneeland. Based on current numbers there is a 97.6 % collection rate of improved lots and 55% collection rate of unimproved lots. There are currently 8 improved lots eligible for tax sale and of those 2 are in the tax sale process. The process takes 18-24 months and sometimes longer. According to the Code of VA a lot must be 2 years to the anniversary date and \$10,000 in arrears. The arrears are Real Estate Tax and the Sanitary District Fee. The lot value is also looked at because of the cost to have a tax sale. Since Shawneeland became a Sanitary District the total delinquency is \$1.6 million and that is by statute.

- Someone asked about putting liens on delinquent properties. By the Code of VA, a statutory lien is automatically placed on the property the day after the due date.

A tax sale cost \$2,500-\$4,000. It depends if the owner is a Frederick County resident or a resident of another state. The last sales were \$1,700, \$5,000, and \$7,500. A couple we lost money on and a couple we barely got by. In that perspective, how many times do you want to spend \$3,500 to get \$500 in return. The Treasurer's Office tries to work with individuals. There are 2 types of tax sales: Bill & Equity – through the court and a judge signs off on the deed and a Treasurer's Sale – Judge does not sign off on the deed.

VA is a property right state. The majority of the delinquent owners are elderly, there is no contact information, or they can't find all the heirs. The majority of the delinquent lots are unimproved. Taxes and fees must be current before any permits are issued. A lot can be transferred without paying delinquent taxes.

- It was asked what if someone just can't afford the SSD fee. Is there any help to pay the fee? The Treasurer's Office tries to work with property owner's by offering payment plans.

The Government must have a certain amount of revenue. When you look at the Maintenance Fees in Sanitary District's in other areas they range from \$25-\$30 a month to \$700-\$800 a month or more. The work being done in Shawneeland has come a long way over the years for what you are paying.

- Is there a way to negotiate a reduction of the Sanitary District Fee in order to purchase a lot that has delinquent fees? Fill out an application to the Treasurer and they will review the criteria. There is a Code section for the process. The issue is to be able to get a signature for the property owner or their heirs. It is the responsibility of the interested party to locate the owners of the lot. Do not take a deed until you have worked out the tax negotiations with the Treasurer. Otherwise you have taken on their delinquent taxes.
- Do you have any idea of the # of properties in Shawneeland that would have a questionable title? A safe answer would be all of them. For the most part a title can, be resolved.
- When you say a Treasurer's Sale do you mean a Non-Judicial Sale? Yes. A regular Judicial Sale cost \$2,200-\$2,300 for just the ad in the newspaper. The proration of charges is 90%-Shawneeland and 10%-Frederick County. You don't know how the sale will go till it happens.

The Treasurer likes the idea of the County having the lots conveyed to them but the problem you run into is locating the owners. Tax relief only applies to the Real Estate Tax.

Manager's Report:

For clarification Shawneeland has a Reserve Fund not a Slush Fund. Over the last few weeks the Staff has been patching on Dogwood, Fir, and Wolf Spring Trail. If the weather holds out, we will continue to grader patch. We have 7 or 8 miles of mowing left and that will be completed. Once the leaves have fallen, we will start our cutting process. We will remove dead trees and do some trimming. A professional tree company will be coming on 11/20/2019 to remove 11 dead trees that our staff cannot safely take down. Please feel free to take any wood laying along the right of way. If you have any questions regarding wood on the right of way, please call the office. We have been out with the Rotary Ax on the Rubber Tire Loader. Please use caution around this piece of equipment. Do not run past the flaggers. The machine slings stuff out and could very easily go through a windshield. During the winter we will continue to address drainage issues and work on expanding some of the turn arounds on the dead-end streets.

New Business:

Streaming the SSDAC meeting – Jimmy Smith

It was brought to our attention to use Facebook Live as an option for residents to have access to the meetings when they cannot attend. Once we get the Facebook Live going then maybe we could upload to Youtube as well. Jimmy will head up the project and have it ready by the February SSDAC meeting.

Open Forum:

- Is Red Fox on the list to have the dead end widened? Probably not due to it being tight in that area. We will look at it and maybe put some gravel down. A No Outlet or Dead-End Sign would be nice also.
- There is a pamphlet regarding Recycling. It is more detailed than what's on the website.
- Is the contact information the same for the SSDAC? Yes, the email address is the same.
- There is a group called Community Cat Advocates who is eager to come into Shawneeland to trap and release the feral cats. Spay and neuter is part of the solution. Is there a reason we wouldn't let them come in Shawneeland? Could you get the contact information for the committee? The resident will get the contact information to the SSDAC.

Marianne made a motion to adjourn the meeting. Jeff seconded the motion. Motion passed unanimously. The meeting adjourned at 8:17pm.

DRAFT



COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Public Works Committee

FROM: Joe C. Wilder, Director of Public Works *JCW*

SUBJECT: Fiscal Year 2020/2021 Budgets

DATE: December 10, 2019

The following is a summary of the proposed Public Works budgets and the projected revenues for Fiscal Year 2020/2021 and the current amended Fiscal Year 2019/2020 budgets:

| DISCIPLINE | FY 19/20
AMENDED
BUDGETS | FY 20/21
BUDGETS
(Proposed) | FY 20/21
PROJECTED
REVENUES |
|-------------------------------|--------------------------------|-----------------------------------|-----------------------------------|
| Inspections - 3401 | 1,464,113 | 1,534,436 | 1,400,000 |
| Building Appeals Board - 8106 | 561 | 561 | 0 |
| Animal Shelter - 4305 | 825,255 | 799,042 | 83,855 |
| Refuse Collection – 4203 | 1,885,685 | 1,727,159 | 261,145 |
| Refuse Disposal – 10-4204 | 686,880 | 651,360 | 116,700 |
| Litter Control - 4205 | 28,554 | 30,333 | 13,000 |
| Engineering - 4201 | 424,805 | 432,426 | 196,130 |
| General Fund Total | 5,315,853 | 5,175,317 | 2,070,830 |
| | | | |
| Landfill (12 fund) – 4204 * | 11,562,880 | 9,634,911 | 8,373,924 |
| Shawneeland - 8108 ** | 1,446,510 | 1,146,023 | 935,940 |
| Public Works Total Budget | 18,325,243 | 15,956,251 | 11,380,694 |

*Balance from Landfill Reserve.

**Balance from Shawneeland Reserve

Summary of Capital Requests, New Personnel Requests and Revenues

1. Inspections Budget 10-3401-000-000

We are requesting no new personnel during Fiscal Year 2021.

We are proposing no capital requests during Fiscal Year 2021.

Our projected expenditures for Fiscal Year 2021 are \$1,534,436. This is an increase of \$70,323 from Fiscal Year 2020.

2. Building Appeals Board 10-8106-000-000

No projected changes to this budget.

3. Animal Shelter 10-4305-000-000

We are requesting a capital purchase with in the FY2021 budget. Our projected expenditures for Fiscal Year 2021 are \$799,042. This is a decrease of \$26,213 over the current Fiscal Year 2020 budget.

We need to replace an existing sport utility vehicle. We are requesting \$31,000 to purchase a new 4x4 SUV.

4. Refuse Collection Budget 10-4203-000-000

Our projected expenditures for Fiscal Year 2021 are \$1,727,159. This is a decrease of \$158,526 over the current Fiscal Year 2020 budget amount.

5. Refuse Disposal Budget 10-4204-000-000

We have proposed a Fiscal Year 2021 expenditure amount of \$651,360. This represents a decrease of \$35,520 from the current Fiscal Year 2019 budget.

6. Litter Control 10-4205-000-000

We have proposed a Fiscal Year 2021 expenditure amount of \$30,333. This represents an increase of \$1,779 from the current Fiscal Year 2020 budget.

7. Engineering 10-4201-000-000

We are requesting funding for an Environmental Inspector I position. We currently have a position available in the budget, but it has not been funded for several years.

We are also requesting a capital purchase in the Fiscal Year 2021 budget. If we are approved to fund the Environmental Inspector I position we will need to purchase a new 4x4 pick up truck. We are requesting \$30,000 to purchase the new truck.

We have proposed a Fiscal Year 2021 expenditures of \$432,426. This represents an increase of \$7,621 from the current Fiscal Year 2020 budget.

8. Landfill 12-4204-000-000

We have proposed a Fiscal Year 2021 expenditures of \$9,634,911. This represents a decrease of \$1,927,969 from the current Fiscal Year 2020 budget.

9. Shawneeland 16-8108-000-000

We are proposing no Sanitary District fee increases in Fiscal Year 2021. We have proposed a Fiscal Year 2021 expenditures of \$9,634,911. This represents a decrease of \$1,927,969 from the current Fiscal Year 2020 budget.

Shawneeland Sanitary District Fund

Mission

We strive to work safely and efficiently to ensure the roads and common areas are effectively maintained for Shawneeland residents.



Shawneeland has upgraded many culverts with HDEP (high-density polyethylene) pipes. They have a life expectancy of up to 100 years.

What We Do

- The Shawneeland Sanitary District crew maintains 104 lane miles throughout Shawneeland.
- The staff maintains and repairs all SSD-owned equipment in-house when possible.
- The staff maintains the beach area at Cherokee Lake and collects samples each week to ensure a safe swimming season for the residents.
- The staff grooms and maintains 40 plus acres of common area.

The staff will be working to upgrade the turnaround areas on some of the dead-end streets in Shawneeland. This will ensure the safety of Emergency Personnel and the Residents as well as be helpful in the snow removal process.

Shawneeland Sanitary District Fund

Budget Summary

| | FY2019
Actual | FY2020
Approved
Budget | FY2021
Estimated
Budget | FY2021
Adopted
Budget | Change
FY20 to FY21 | |
|----------------------------|------------------|------------------------------|-------------------------------|-----------------------------|------------------------|-------|
| Costs | | | | | | |
| Personnel | \$ | \$511,692 | \$496,041 | \$ | \$ | % |
| Operating | | 775,523 | 649,982 | | | % |
| Capital/Leases | | 8,000 | 0 | | | % |
| Total | | 1,295,215 | 1,146,023 | | | % |
| Fees | | 804,300 | 935,940 | | | % |
| Local Reserves | | 490,915 | 210,083 | | | % |
| Local Tax Funding | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| Full-Time Positions | 7 | 7 | 7 | 7 | 0 | 0.00% |

Goals/Objectives

- Continue with snow removal, upgrading of main arterial roads and maintenance of existing roads.
- Improve and extend the recreational areas.
- Works with the Shawneeland Advisory Committee and subcommittees on long and mid-range plans.

FY 21 Total Budget

\$1,146,023

Notable Changes

Personnel

- A decrease in Extra Help/Overtime.

Operating

- A decrease in Contractual Services.

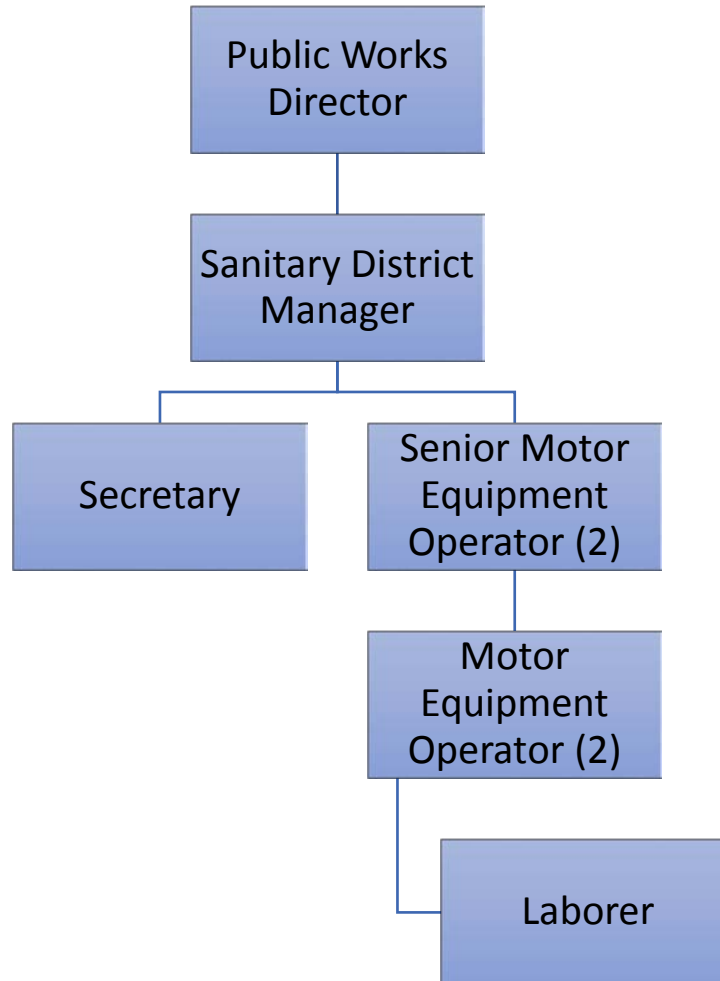
Revenue

- An increase in the Improved Lot Fee.

Departmental Accomplishments

- Staff has cut back trees and brush at intersections and on 22 miles of roadway. The staff upgraded 20 miles of ditches and shoulders on the roadways. General Excavation, Inc. replaced and upgraded 580 feet of drainage culverts, grouted 220 feet of culverts, and replaced the toe drain at the Lake Cherokee Dam.
- Continued cutting dead trees along roadways to prevent trees from falling on roads and power lines.
- Cross-use of equipment and manpower between Frederick County and the sanitary district continues to be an asset.
- Staff continues to mow and trim the grounds to maintain the appearance the property owners have become accustomed to. Also maintained are two playgrounds, one ball diamond, Cherokee and Swan Lakes, two ponds, and two Mail Houses.
- Staff monitors the level of the lake throughout the year and the area is mowed and seeded.
- Staff replaced the wooden bus stops with metal sea containers. The upgraded bus stops are considered to be virtually indestructible.

Shawneeland Sanitary District Fund



Shawneeland (16-8108) Narrative 2020-2021

Description:

In 1987, the Frederick County Circuit Court ordered that a sanitary district be established for Shawneeland. The board of supervisors is responsible for all aspects of the operation of the Shawneeland Sanitary District (SSD). The SSD is financed from SSD taxes imposed only on property owners within the SSD. SSD taxes are not commingled with other funds in the county, are separately accounted for, and are used only within the sanitary district. To provide an interface between the citizens of the SSD and Frederick County a "Shawneeland Sanitary District Advisory Committee" was appointed by the Frederick County Board of Supervisors. The needs and wants of the advisory committee are directed through the SSD manager to the board of supervisors for approval.

The main priority for the SSD is the maintenance of existing roads. This task has increased in scope and complexity with time because of the aging road surfaces, poor drainage, and more traffic. As Shawneeland grows, the road network is exposed to more traffic and construction vehicles. The roads were not designed or built for vehicles of such size or weight. Therefore, although new homes add to our tax base, they also have a detrimental impact on the budget until the cost of damage repair is countered by tax collection.

In addition to road maintenance and snow removal, we maintain two lakes and two ponds. All are stocked with fish and treated to reduce algae's growth. We fabricate and install our own street name signs. We are responsible for maintaining Cherokee Lake Dam. In addition, we maintain a beach on Cherokee Lake, the golf course, a ball diamond, 2 playgrounds, and picnic areas. We maintain about 40 acres of grass which is kept neatly groomed for the use of all property owners within the SSD.

Operation and Maintenance:

The daily operation of the SSD is performed under the supervision of the Frederick County Public Works Director by the following employees:

- One full-time Sanitary District Manager
- One full-time Secretary I
- Two full-time Senior Motor Equipment Operators
- Two full-time Motor Equipment Operators
- One full-time Laborer

The operation of the SSD requires the use of several different types of heavy equipment. The SSD currently owns:

| | | |
|-------------------------------|---------------------------|---------------------------|
| 1-770D John Deere Grader | 1-410J John Deere Backhoe | 1-2910 Ford Tractor |
| 1-595 Case Tractor | 1-773 Bobcat | 1-Sakai Roller |
| 2-GMC Dump Truck (10 ton) | 1-955 Caterpillar | 1-Freightliner Dump Truck |
| 1-924 Caterpillar Tire Loader | 3-Scagg Mowers | 650-John Deere Dozer |

Our miscellaneous equipment includes chainsaws, weed eaters, etc. Most of our equipment repairs are done in-house by full time staff. For major repairs we contract with James River, Shade Equipment, Winchester Equipment, Alban Tractor, Brian Omps Towing and Repair, etc.

Revenue:

The SSD provides a maintenance and improvement service to the property owners of Shawneeland. The funding used to provide this service is derived from SSD taxes.

| Classification | Current Rate |
|----------------|--------------|
| Improved | \$800 |
| Unimproved | \$190 |

For Fiscal Year 2020-2021, we are projecting revenues of \$935,940. To maintain roadways and equipment, a supplement of \$210,083 from the reserve fund will be necessary to meet all projected expenditures.

Expenditures:

A budget of \$1,146,023 is proposed for Fiscal Year 2020-2021. A detailed listing and description of each line item are shown on the expenditure summary. However, we would like to highlight and further explain the following line items:

3002-00 Professional Services - Others

Surveying and engineering costs related to road improvements and evaluation of Cherokee Dam and other capital projects.

Total Professional Services - Others \$2000

3004-01 Repair and Maintenance - Equipment

This line item is for maintenance service that we cannot perform in-house with our staff.

Total Repair and Maintenance – Equipment \$22,000

| Equipment | Engine | Transmission | Rear | Hyd. Pump | Brakes | Hyd. Cyl each |
|-------------------|----------|--------------|---------|-----------|---------|---------------|
| Backhoe 410J | \$17,152 | \$7,623 | \$7,623 | \$3,430 | \$1,906 | \$1,016 |
| Grader 770D | \$16,517 | \$16,771 | | \$4,066 | \$4,447 | \$1,016 |
| Ford Tractor 2910 | \$13,340 | \$7,623 | \$2,351 | | | |
| Case Tractor 595 | \$9,529 | \$3,812 | | | \$1,271 | |
| Sakai Roller | \$15,881 | \$18,422 | \$8,258 | \$4,447 | | \$462 |
| Bobcat 773 | \$7,623 | | \$5,717 | \$2,541 | | |
| Ford CM274 | \$4,447 | \$3,176 | | \$1,906 | | |
| Scagg Mowers | \$2,541 | \$1,906 | | | \$420 | |
| 924 Caterpillar | \$19,058 | \$11,689 | \$8,004 | \$3,811 | \$2,541 | \$1,271 |

3004-02 Repair and Maintenance - Vehicle

This line item is for services required to maintain our current level of maintenance and repair to our aging trucks if we cannot do the required repairs in-house with our staff.

Total Repair and Maintenance - Vehicle \$15,000

3004-03 Repair and Maintenance – Buildings

This line item covers the costs to maintain and repair all Functional Sanitary District owned buildings.

Total Repair and Maintenance - Buildings \$5,000

| Vehicles | Engine | Transmission | Rear | Front Axle Assembly | Hubs Additional Each |
|-----------------------------|----------|--------------|---------|---------------------|----------------------|
| '97 Ford F350 | \$7,115 | \$3,557 | \$2,171 | \$2,287 | \$318 |
| '95 Dump Tr F350 | \$7,115 | \$3,557 | \$2,795 | \$2,287 | \$318 |
| '10 GMC 3500 | \$10,395 | \$4,043 | \$2,888 | \$2,426 | \$347 |
| '89 Dump Tr GMC | \$9,529 | \$3,176 | \$7,623 | | |
| '05 Freightliner Dump Truck | \$11,550 | \$5,775 | \$6,930 | | |
| '00 Dump Tr GMC | \$12,070 | \$5,336 | \$9,148 | | |
| '03 Ford Ranger | \$5,198 | \$4,043 | \$2,310 | | \$289 |
| '07 Ford F350 | \$10,418 | \$4,066 | \$2,414 | \$2,414 | \$349 |
| 09 Dodge 2500 | \$10,418 | \$4,066 | \$2,414 | \$2,414 | \$349 |
| 1993 Dodge | \$6,300 | \$3,150 | \$5,250 | \$2,625 | \$420 |
| 2015 Dodge | \$10,500 | \$5,250 | \$5,250 | \$2,625 | \$525 |
| 2014 Dodge | \$10,500 | \$5,250 | \$5,250 | \$2,625 | \$525 |

3004-04 Repair and Maintenance: Roads

To tar and chip 12.19 miles of trails throughout Shawneeland.
114,629 square yards @ \$2.70 per square yard.

Repair and replace drainage culverts

Total Repair and Maintenance - Roads

\$309,499

5103-00 Water and Sewage Services

This line item covers the costs associated with Aqua Source's water availability fees for lots owned by the Sanitary District and annual pumping of the septic tank at maintenance office.

Septic Pumping at \$300 per Year
9 Lots at \$20 a lot per Year

Total Water and Sewage Services

\$480

5302-00 Fire Insurance (Property Insurance)

Includes property coverage for Cherokee Dam and fire insurance for the Maintenance Building, Council House, etc.

Total Fire Insurance

\$4,500

5407-00 Repair and Maintenance Supplies

This line item covers all in-house repair and maintenance supplies such as:

1. Lawn equipment - blades, bearings, gearboxes, belts, hoses, safety switches, oil filters, air filters, hydraulic filters, grease, oil gauges, lights, etc.
2. Farm tractors - belts, hoses, filters, grease, lights, etc.
3. Bush hogs - blades, spindles, gearboxes, hydraulic oil, drive line, etc.
4. Grader - cutting edges, teeth for rippers, hoses, gearboxes for the cradle, ring gaskets for controls, hydraulic oil, motor oil, filters (hydraulic, engine, transmission, fuel), lights, gauges, etc.
5. Backhoe - belts, hoses, filters (hydraulic, engine, transmission, fuel, air), teeth for rear digging bucket, cutting edge for front bucket, lights, gauges, etc.
6. Trucks - belts, hoses, spark plugs, wires, distributor caps, alternators, fuel filters, oil and air filters, brakes, fuses, etc.
7. All snow blade cutting edges, hoses, hydraulic pumps, hydraulic cylinders, etc.
8. Spreader boxes for ice control - engine repair, chain drive repair, clutch repair, auger repair, spindle shaft replacement, bearings, oil, grease, electrical wiring, etc.
9. Mechanic's tools - socket wrenches set, screwdrivers, etc.
10. Carpenter's tools for building maintenance and replacement of street signs including routers, table saws, circular saws, drills, blades and bits for all, etc.
 - Fences, cables, posts, etc.
 - Lumber and paint for repairs to buildings.
 - Welding rods
 - Steel to fabricate metal repairs as needed.
 - Cutting torches
 - Chain saws - bars, chain, sprockets, clutches, filters.
11. Nuts, bolts, screws, lights, wire, fuses, butt-connectors, wire ties, etc.

Total Repair and Maintenance Supplies

\$13,000

5408-00 Vehicle and Powered Equipment

This line item is targeted for all necessary equipment parts required for in-house repairs to each piece of equipment from large to small (grader, backhoe, trucks, mowers, weed eaters, etc.).

Total Vehicle and Powered Equipment

\$17,000

3010-00-Other Contractual Services

This line item is used for outsourcing contracts such as tree removal, snow removal, Combs Wastewater, etc. An amount of \$1,250 has been added for the additional Combs Wastewater service at the Cherokee Beach. An additional \$10,000 has been added for Stormwater permits and E and S permits.

Total Other Contractual Services

\$47,860

SHAWNEELAND **MAJOR ACCOMPLISHMENTS**

2019/2020

BUDGET:

During this fiscal year, we accomplished our prime objectives. We maintained and repaired our equipment and road network with in-house forces, keeping the maintenance costs at a bare minimum.

GENERAL REPAIRS:

Our main objectives were to improve and maintain roadways and drainage ditches. We replaced and upgraded damaged and undersized drainage culverts.

CLEARING RIGHT-OF-WAYS:

Because the sanitary district is located in a wooded area, this has been and will continue to be an ongoing project to enhance sight distances for every motorist and also make the roads safer for pedestrian traffic. We have also been cutting dead trees along the roadways to prevent trees from falling on roads or power lines.

RESOURCE SHARING:

Cross-use of equipment and manpower between Frederick County and the sanitary district continues to be an asset.

MAINTENANCE OF THE COMMON GROUNDS:

The maintenance staff continues to maintain the appearance the property owners have become accustomed to. We also maintain two playgrounds, the ball diamond, Cherokee Lake, two ponds, Swan Lake, and two Mail Houses.

CHEROKEE LAKE DAM:

The staff monitors the level of the lake throughout the year. The crew mowed the dam and seeded grass to keep the dam maintained. The crew weed eats the dam four to five times per season.

VANDALISM:

Street signs and school bus shelters continue to be the biggest targets for the neighborhood vandals. However, the staff continues to fabricate and replace street signs and repair school bus stop shelters as necessary throughout the subdivision. The crew replaced the wooden bus shelters with metal shelters for longevity and less vandalism.

2020/2021 GOALS FOR SHAWNEELAND

- 1) Operate within the approved budget.
- 2) Maintain and improve all existing roads within the Shawneeland Sanitary District (SSD).
- 3) Will continue to use the equipment to complete each task as safe and cost effective as possible.
- 4) Maintain all common grounds and amenities within the SSD.
- 5) Maintain and repair all SSD-owned equipment in-house when possible to help reduce repair cost.
- 6) Upgrade or replace culverts throughout the SSD.

| 10/01/2019 COUNTY OF FREDERICK | | - B U D G E T - | | E X P E N S E | | ACCOUNTING PERIOD 2019/10 | |
|--|-----------------------------------|------------------------|------------------------|-------------------|----------------------|---------------------------|------------------|
| FUND #-016 SHAWNEELAND SANITARY DISTRICT | | | | | | | |
| | | | | | | | |
| | | Prior Years
FY/2018 | Prior Years
FY/2019 | Amended
Budget | Actual On
2019/10 | Dept Request
FY2021 | Admin
Request |
| 081080 -000-000 | SHAWNEE-LAND SANITARY DISTRICT | | | | | | |
| 081080-1000-000-000 | PERSONNEL SERVICES | | | | | | |
| 081080-1001-000-000 | SHAWNEELAND DISTRICT MANAGER | 66,058 | 70,650 | 73,697 | 18,297 | 73,697 | |
| 081080-1001-000-001 | SR MOTOR EQUIPMENT OPERATOR | 49,709 | 51,234 | 53,314 | 13,242 | 53,314 | |
| 081080-1001-000-002 | SR MOTOR EQUIPMENT OPERATOR | 40,593 | 40,619 | 41,797 | 4,014 | 34,791 | |
| 081080-1001-000-003 | SR MOTOR EQUIPMENT OPERATOR | 38,792 | 40,278 | 41,858 | 10,399 | 41,859 | |
| 081080-1001-000-004 | MOTOR EQUIPMENT OPERATOR | 39,830 | 41,011 | 42,621 | 10,588 | 42,622 | |
| 081080-1001-000-005 | SECRETARY | 32,285 | 33,282 | 34,676 | 8,611 | 34,677 | |
| 081080-1001-000-006 | LABORER | 27,162 | 27,963 | 29,024 | 7,212 | 29,024 | |
| 081080-1003-000-000 | PART TIME/EXTRA HELP | 2,376 | 10,316 | | | | |
| 081080-1003-000-001 | OFFICE ASST. II | | | | | | |
| 081080-1003-000-002 | LIFEGUARDS | | | | | | |
| 081080-1005-000-000 | OVERTIME | 956 | 9,473 | 16,000 | 804 | 13,000 | |
| 081080-1009-000-000 | ACCRUED SALARIES | | 5,125 | | | | |
| 081080-1099-000-000 | MERIT RESERVE | | | | | | |
| | PERSONAL SERVICE | 297,761 | 329,951 | 332,987 | 73,167 | 322,984 | |
| 081080-2000-000-000 | FRINGE BENEFITS | | | | | | |
| 081080-2001-000-000 | F.I.C.A. | 20,725 | 23,024 | 25,473 | 5,148 | 23,714 | |
| 081080-2002-000-000 | RETIREMENT - V.R.S. | 27,088 | 29,246 | 31,033 | 7,303 | 30,347 | |
| 081080-2005-000-000 | HOSPITAL/MEDICAL PLANS | 96,363 | 87,455 | 101,512 | 21,208 | 101,580 | |
| 081080-2006-000-000 | GROUP INSURANCE | 3,857 | 3,920 | 4,152 | 977 | 4,061 | |
| 081080-2008-000-000 | SHORT & LONG DISABILITY | 590 | 567 | 650 | 118 | 550 | |
| 081080-2011-000-000 | WORKER'S COMPENSATION | 10,802 | 11,746 | 14,081 | 3,035 | 12,805 | |
| 081080-2013-000-000 | EDUCATION-TUITION | | | | | | |
| 081080-2019-000-000 | ACCRUED FRINGES | | 806 | | | | |
| 081080-2099-000-000 | FRINGE BENEFIT RESERVE | | | | | | |
| | FRINGE BENEFITS | 159,425 | 156,764 | 176,901 | 37,789 | 173,057 | |
| 081080-3002-000-000 | PROFESSIONAL SERVICES - OTHER | | | 2,000 | | 2,000 | |
| 081080-3004-000-001 | REPAIR AND MAINTENANCE-EQUIP. | 11,189 | 12,219 | 25,000 | 8,785 | 22,000 | |
| 081080-3004-000-002 | REPAIR AND MAINTENANCE-VEHICLE | 15,241 | 4,694 | 17,000 | 52 | 15,000 | |
| 081080-3004-000-003 | REPAIR AND MAINTENANCE - BUILDING | 1,498 | 1,175 | 7,000 | | 5,000 | |
| 081080-3004-000-004 | REPAIR & MAINTENANCE - ROADS | 184,625 | 347,077 | 555,067 | 46,008 | 309,499 | |
| 081080-3006-000-000 | PRINTING AND BINDING | | | | | | |
| 081080-3007-000-000 | ADVERTISING | | | | | | |
| 081080-3010-000-000 | CONTRACTUAL SERVICES | 35,244 | 33,313 | 66,540 | 513 | 47,860 | |
| | PURCHASED SERVICES | 247,797 | 398,478 | 672,607 | 55,358 | 401,359 | |
| 081080-4000-000-000 | INTERNAL SERVICES | | | | | | |
| 081080-4003-000-001 | CENTRAL STORES-COPIES | | | | | | |
| 081080-4003-000-002 | CENTRAL STORES - GASOLINE | | | | | | |
| 081080-5100-000-000 | UTILITIES | | | | | | |
| 081080-5101-000-000 | ELECTRICAL SERVICES | 5,799 | 4,795 | 5,940 | 329 | 6,120 | |

| | | | | | | | |
|---------------------|----------------------------------|---------|---------|---------|--------|---------|--|
| 081080-5102-000-000 | HEATING SERVICES | 1,347 | 1,607 | 2,400 | | 2,400 | |
| 081080-5103-000-000 | WATER & SEWAGE SERVICES | 162 | 162 | 480 | | 480 | |
| 081080-5204-000-000 | POSTAGE AND TELEPHONE | | | | | | |
| 081080-5204-000-001 | POSTAGE | | | | | | |
| 081080-5204-000-002 | TELEPHONE | 3,721 | 4,077 | 5,076 | 340 | 5,328 | |
| 081080-5301-000-000 | BOILER INSURANCE | 35 | 38 | 100 | 38 | 100 | |
| 081080-5302-000-000 | FIRE INSURANCE | 3,686 | 3,673 | 4,500 | 3,699 | 4,500 | |
| 081080-5305-000-000 | MOTOR VEHICLE INSURANCE | 5,630 | 5,619 | 6,500 | 6,146 | 6,500 | |
| 081080-5306-000-000 | SURETY BONDS | | | | | | |
| 081080-5307-000-000 | PUBLIC OFFICIAL LIABILITY | | | | | | |
| 081080-5308-000-000 | GENERAL LIABILITY INSURANCE | 1,114 | 1,167 | 1,800 | 1,567 | 1,800 | |
| 081080-5310-000-000 | BURGLARY INSURANCE | | | | | | |
| 081080-5401-000-000 | OFFICE SUPPLIES | 516 | 525 | 1,999 | 8 | 1,500 | |
| 081080-5403-000-000 | ARGICULTURAL SUPPLIES | 882 | 1,101 | 5,000 | | 3,000 | |
| 081080-5404-000-000 | MEDICAL & LABORATORY SUPPLIES | 172 | 165 | 500 | 123 | 500 | |
| 081080-5405-000-000 | LAUNDRY/HOUSEKEEPING AND JANIT | 267 | 320 | 850 | | 850 | |
| 081080-5407-000-000 | REPAIR AND MAINTENANCE SUPPLIES | 13,208 | 7,035 | 15,000 | 608 | 13,000 | |
| 081080-5408-000-000 | VEHICLE AND POWERED EQUIPMENT | 13,992 | 10,138 | 19,000 | 153 | 17,000 | |
| 081080-5408-000-001 | VEHICLE - TIRES AND PARTS | 5,353 | 5,261 | 6,000 | 1,960 | 6,000 | |
| 081080-5408-000-002 | VEHICLE - FUELS AND LUBRICANTS | 17,345 | 23,505 | 31,750 | 4,065 | 31,750 | |
| 081080-5410-000-000 | UNIFORMS-CLOTHING | 2,061 | 2,128 | 3,000 | 306 | 3,000 | |
| 081080-5413-000-000 | OTHER OPERATING SUPPLIES | 1,959 | 309 | 2,500 | 19 | 2,500 | |
| 081080-5413-000-001 | ROAD AND STREET MATERIALS | 89,735 | 84,594 | 137,820 | 15,457 | 137,820 | |
| 081080-5414-000-000 | MERCHANTS FOR RESALE | | | | | | |
| 081080-5415-000-000 | OTHER EXPENSES | 3,393 | 3,781 | 4,000 | | 4,475 | |
| 081080-5415-000-001 | OTHER EXPENSES-MAILBOXES | | | | | | |
| 081080-5506-000-000 | TRAVEL | | | | | | |
| 081080-5806-000-000 | RESERVE FOR CONTINGENCIES | | | | | | |
| 081080-5808-000-000 | INTEREST | | | | | | |
| 081080-5810-000-000 | PAYMENT OF UNEMPLOYMENT CLAIMS | | -149 | | | | |
| 081080-5899-000-000 | CAPITAL TRANSFER | | | | | | |
| | OTHER CHARGES | 170,377 | 159,851 | 254,215 | 34,818 | 248,623 | |
| 081080-8001-000-000 | MACHINERY & EQUIPMENT | | | | | | |
| 081080-8003-000-000 | COMMUNICATIONS EQUIPMENT | | | | | | |
| 081080-8005-000-000 | MOTOR VEHICLES | | 38,286 | | | | |
| 081080-8006-000-000 | CONSTRUCTION VEHICLES AND EQUIP. | | | | | | |
| 081080-8007-000-000 | INTEGRATED TECHNOLOGY EQUIPMENT | | | | | | |
| 081080-8009-000-000 | MISCELLANEOUS EQUIPMENT | | | | | | |
| 081080-8700-000-000 | LAND | | | | | | |
| 081080-8800-000-000 | BUILDINGS | | | | | | |
| 081080-8900-000-000 | IMPROVEMENTS OTHER THAN BUILDING | | | | | | |
| | CAPITAL OUTLAY | | 38,286 | | | 0 | |
| 081080-9001-000-000 | LEASE/RENT OF EQUIPMENT | | 3,618 | 8,000 | | | |
| 081080-9500-000-000 | DEPRECIATION OF EQUIPMENT | | | | | | |
| | OTHER USES OF FUNDS | | 3,618 | 8,000 | | 0 | |
| | | | | | | | |

| | | | | | | | |
|---------------------|----------------------------|---------|-----------|-----------|---------|-----------|--|
| | TOTAL DEPARTMENT | 875,360 | 1,086,948 | 1,444,710 | 201,132 | 1,146,023 | |
| | | | | | | | |
| 092010-5890-000-000 | OPERATIONAL TRANSFERS | | | | -3,153 | | |
| | OTHER CHARGES | | | | -3,153 | 0 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | | | | -3,153 | 0 | |
| | | | | | | | |
| 093010 -000-000 | TRANSFERS | | | | | | |
| 093010-2011-000-000 | WORKER'S COMP FOR WELLNESS | | | | | | |
| 093010-5807-000-001 | MERIT RESERVE | 200 | 300 | 1,800 | | | |
| 093010-5807-000-002 | MERIT RESERVE FRINGES | | | | | | |
| | OTHER CHARGES | 200 | 300 | 1,800 | | 0 | |
| | | | | | | | |
| | TOTAL DEPARTMENT | 200 | 300 | 1,800 | | 0 | |
| | | | | | | | |
| TOTAL FOR FUND | | 875,560 | 1,087,248 | 1,446,510 | 197,979 | 1,146,023 | |

I. Shawneeland Sanitary District

The Sanitary District's priorities are road maintenance and upkeep of common properties. Our plans for Fiscal Year 2020/2021 are as follows:

- 1.) Roads
 - a.) Maintain and improve approximately 50 miles of roadway; tar and chip 12.19 miles of trails throughout Shawneeland
 - b.) Improve the shoulders and side-ditches
 - c.) Replace and upgrade culverts
 - d.) Prune trees and foliage at intersections and right-of-ways
 - e.) Manufacture, repair, and replace street name signs
- 2.) Common Properties
 - a.) Groom and maintain 40 plus acres of common area
 - b.) Improve and maintain Cherokee Lake
 - c.) Maintain the ballfield
 - d.) Maintain ponds and lakes; stock with fish
 - e.) Maintain two mail-house complexes
 - f.) Maintain two playground areas
- 3.) Other Items
 - a.) Monitor water levels on Cherokee Lake and comply with state regulations
 - b.) Maintain the emergency siphoning system at Cherokee Lake
 - c.) Perform maintenance and repairs on all Sanitary District owned vehicles, equipment, and hand tools
 - d.) Maintain and repair all functional Sanitary District owned buildings

2021 FISCAL YEAR PLAN

DEPARTMENT: SHAWNEELAND SANITARY DISTRICT

8108

DESCRIPTION:

The Shawneeland Sanitary District (SSD) was established by the Frederick County Board of Supervisors under the authority of the Code of Virginia. By designating this area a sanitary district, the county can levy additional taxes on the residents and/or landowners. The manager of the SSD is hired by and works for the Frederick County Board of Supervisors. An active advisory committee has been established within the sanitary district to make recommendations to the board of supervisors through the SSD manager.

OBJECTIVES:

Short Term Objectives:

- 1.Roads: Number one priority.
 - a) Maintenance and Repairs of existing roads.
 - b) Snow removal.
 - c) Upgrade main arterial roads.
- 2.Improve and extend recreational areas.
- 3.Work with the Shawneeland Advisory Committee and sub-committees on long and mid-range plans.

| | FY 2019
BUDGET | FY 2020
BUDGET | FY 2021
BUDGET | | FY 2019
BUDGET | FY 2020
BUDGET | FY 2021
BUDGET |
|---------------|---------------------------|---------------------------|---------------------------|------------------|---------------------------|---------------------------|---------------------------|
| COSTS: | | | | REVENUES: | | | |
| Personnel | 454,593 | 496,653 | 496,041 | Fees | 707,260 | 804,300 | 935,940 |
| Operating | 579,570 | 783,523 | 649,982 | State/Federal | | | |
| Capital | 30,000 | 0 | 0 | SSD Reserve Fund | 356,903 | 475,876 | 210,083 |
| TOTAL | 1,064,163 | 1,280,176 | 1,146,023 | TOTAL | 1,064,163 | 1,280,176 | 1,146,023 |

| 2020-2021 BUDGET INFORMATION - EXPENDITURES | | | |
|---|--|------------------|---------------------------------|
| DEPARTMENT SHAWNEELAND SANITARY DISTRICT | | | 8108 |
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 16-8108-1001-00 | Personnel Services
Includes salaries of one Laborer position, two Motor Equipment Operator positions, two Senior Motor Equipment Operator positions, one full-time Secretary I position, and the SSD Manager position. | | \$309,984 |
| 16-8108-1005-00 | Extra Help/Overtime
Includes overtime wages for emergency situations.
a. Emergency Help | \$13,000 | \$13,000 |
| 16-8108-2001-00 | F.I.C.A. | | \$23,714 |
| 16-8108-2002-00 | Retirement | | \$30,347 |
| 16-8108-2005-00 | Hospital/Medical Plans | | \$101,580 |
| 16-8108-2006-00 | Group Insurance | | \$4,061 |
| 16-8108-2008-00 | Short & Long Disability | | \$550 |
| 16-8108-2011-00 | Workers Compensation | | \$12,805 |
| 16-8108-3002-00 | Professional Services
Surveying and engineering costs related to road improvements and evaluation of Cherokee Dam and other capital projects.
Sources used outside of local government. | | \$2,000 |

REVISED: 12/10/2019

| 2020-2021 BUDGET INFORMATION - EXPENDITURES | | | |
|---|--|--------------------|---------------------------------|
| DEPARTMENT SHAWNEELAND SANITARY DISTRICT | | | 8108 |
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 16-8108-3004-01 | Repair and Maintenance - Equipment
Heavy duty repairs that cannot be performed in-house (i.e., engine overhaul, transmission repair or flat tire on backhoe or grader).
Line item increased due to aging equipment and high costs of major repairs. | | \$22,000 |
| 16-8108-3004-02 | Repair and Maintenance - Vehicle
This amount includes anticipated maintenance and repairs to vehicles which are essential to our snow removal plan as well as daily duties. | | \$15,000 |
| 16-8108-3004-03 | Repair and Maintenance - Buildings
This amount covers the cost for repairs to all functional Sanitary District owned buildings. | | \$5,000 |
| 16-8108-3004-04 | Repair and Maintenance - Roads
To Tar and Chip 12.19 miles of trails.114,629 sq. yds. @ \$2.70 per sq. yd. | \$309,499 | \$309,499 |
| 16-8108-3010-00 | Other Contractual Services
Equipment w/operator for snow removal (pick-up with plow/wheel loader.
Tree Trimming and Tree Removal--
an average of 52 trees per year @ \$130 per tree. | \$8,000
\$6,760 | \$47,860 |

REVISED: 12/10/2019

| 2020-2021 BUDGET INFORMATION - EXPENDITURES | | | |
|---|---|------------------|---------------------------------|
| DEPARTMENT SHAWNEELAND SANITARY DISTRICT | | DEPARTMENT CODE | 8108 |
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 16-8108-3010-00-Cont'd | Management reimbursement to Frederick County (Engineering Budget: 3010-019070-0002) for the services of the County staff for administration | \$20,000 | |
| | Pest Control--\$50 per month | \$600 | |
| | Combs Wasterwater Management-- | \$2,500 | |
| | 1 at the maintenance office for 12 months | | |
| | 2 at the beach and 1 at the playground for 6 months | | |
| 16-8108-5101-00 | Stormwater/E and S Permits Lump Sum (State Requirement) | \$10,000 | \$6,120 |
| | Electrical Services | | |
| | Electric service to maintenance building: lights to garage bays, heat/air conditioning, lights to the offices and meeting room. | \$2,916 | |
| | \$243 per month average for 12 months | | |
| | Outdoor security lighting: front entrance, 2 mailhouse complexes, the light on Bear Trail, and at the beach. | \$3,204 | |
| 16-8108-5102-00 | \$267 per month average for 12 months | | \$2,400 |
| | Heating Services | | |
| | Fuel for the furnace that heats the garage area:
800 gals. X \$3.00 per gallon | | |

REVISED: 12/10/2019

| 2020-2021 BUDGET INFORMATION - EXPENDITURES | | | |
|---|---|--|--|
| DEPARTMENT | SHAWNEELAND SANITARY DISTRICT | DEPARTMENT CODE | 8108 |
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 16-8108-5103-00 | Water and Sewage Services
Includes costs associated with Aqua Virginia's water availability fees
for lots owned by Shawneeland.
Pumping of the septic tank.
9 Lots @ \$20 per Lot. |

 |

 |
| 16-8108-5204-02 | Telephone
Verizon - \$90 x 12 months. (Shawneeland Office Phone Monthly)
MCI - \$8.00 x 12 months. (Shawneeland Office Long Distance Monthly)

Verizon Wireless -7 mobile phones \$43.00 per month @ 12 months
Each employee has a phone to communicate in the Sanitary District
because 2 way radio's do not work.
Verizon Wireless - internet \$45.00 per month @ 12 months |

 |

 |
| 16-8108-5301-00 | Boiler Insurance | | |
| 16-8108-5302-00 | Fire Insurance
Includes property coverage for Cherokee Dam and fire insurance for
the maintenance building, council house, etc. | | |

REVISED: 12/10/2019

| 2020-2021 BUDGET INFORMATION - EXPENDITURES | | | |
|---|--|--|---------------------------------|
| DEPARTMENT | SHAWNEELAND SANITARY DISTRICT | DEPARTMENT CODE | 8108 |
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 16-8108-5305-00 | Motor Vehicle Insurance
11 vehicles @ \$590.91/year. | | \$6,500 |
| 16-8108-5308-00 | General Liability Insurance | | \$1,800 |
| 16-8108-5401-00 | Office Supplies
Ink cartridges for copier, fax, and printer.
Paper supplies (copy paper, folders, mailing supplies, notepads).
Pens/miscellaneous
Computer programs (includes recordable cds). | \$1,000
\$150
\$100
\$250 | \$1,500 |
| 16-8108-5403-00 | Agricultural Supplies
The major portion of this amount is utilized for flowers and plants to landscape both entrances to Shawneeland, chemicals for the beach and ponds (plant growth controls), fertilizers, grass seed, and straw to stabilize shoulders and drainage ditches along roadways.
Increase due to new Stormwater and E & S Regulations. | | \$3,000 |
| 16-8108-5404-00 | Medical Laboratory Supplies
To restock the first aid kits. | | \$500 |

REVISED: 12/10/2019

| 2020-2021 BUDGET INFORMATION - EXPENDITURES | | | |
|---|--|---------------------------------|---------------------------------|
| DEPARTMENT SHAWNEELAND SANITARY DISTRICT | | DEPARTMENT CODE 8108 | |
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 16-8108-5405-00 | Laundry/Housekeeping and Janitorial Supplies
To maintain cleanliness of office and meeting rooms. | | \$850 |
| 16-8108-5407-00 | Repair and Maintenance Supplies
This line item includes lumber, posts, and plants for all buildings, bus stop shelters, street signs, etc. Because we perform most of our vehicle and small equipment maintenance and repairs in-house, we need to replace tools, parts, and supplies. | | \$13,000 |
| 16-8108-5408-00 | Vehicle and Powered Equipment
This line item is targeted for all necessary equipment parts required to perform in-house repairs to each piece of equipment from large to small (grader, backhoe, trucks, mowers, weed eaters, etc).
Line item has increased due to aging equipment. | | \$17,000 |
| 16-8108-5408-01 | Vehicle - Tires and Parts
To purchase new tires for equipment (as needed).
(Pick-up Truck, Motor Grader, Wheel Loader, Lawn Mower, Etc.) | | \$6,000 |
| 16-8108-5408-02 | Vehicle - Fuels and Lubricants
4,000 gallon of Gasoline @\$2.65 per gallon
6,000 gallons of Diesel @\$2.65 per gallon
375 gallons of Hydraulic and Motor Oil @\$14.00 per gallon | \$10,600
\$15,900
\$5,250 | \$31,750 |

REVISED: 12/10/2019

| 2020-2021 BUDGET INFORMATION - EXPENDITURES | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|
|---|--|--|--|--|--|--|--|--|--|

| | |
|------------|-------------------------------|
| DEPARTMENT | SHAWNEELAND SANITARY DISTRICT |
|------------|-------------------------------|

| | |
|-----------------|------|
| DEPARTMENT CODE | 8108 |
|-----------------|------|

8108

| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
|--------------------------|---|--|---------------------------------|
| 16-8108-5410-00 | Uniforms and Clothing
6 Employees at \$350 each per year to purchase safety boots,
pants, shirts, and winter protection clothing.
The remainder will purchase safety protection apparel.
These items are required to be worn while doing assigned job duties.
hard hats
safety vest
gloves
eye protection
hearing protection
chaps
rubber boots |
\$2,100

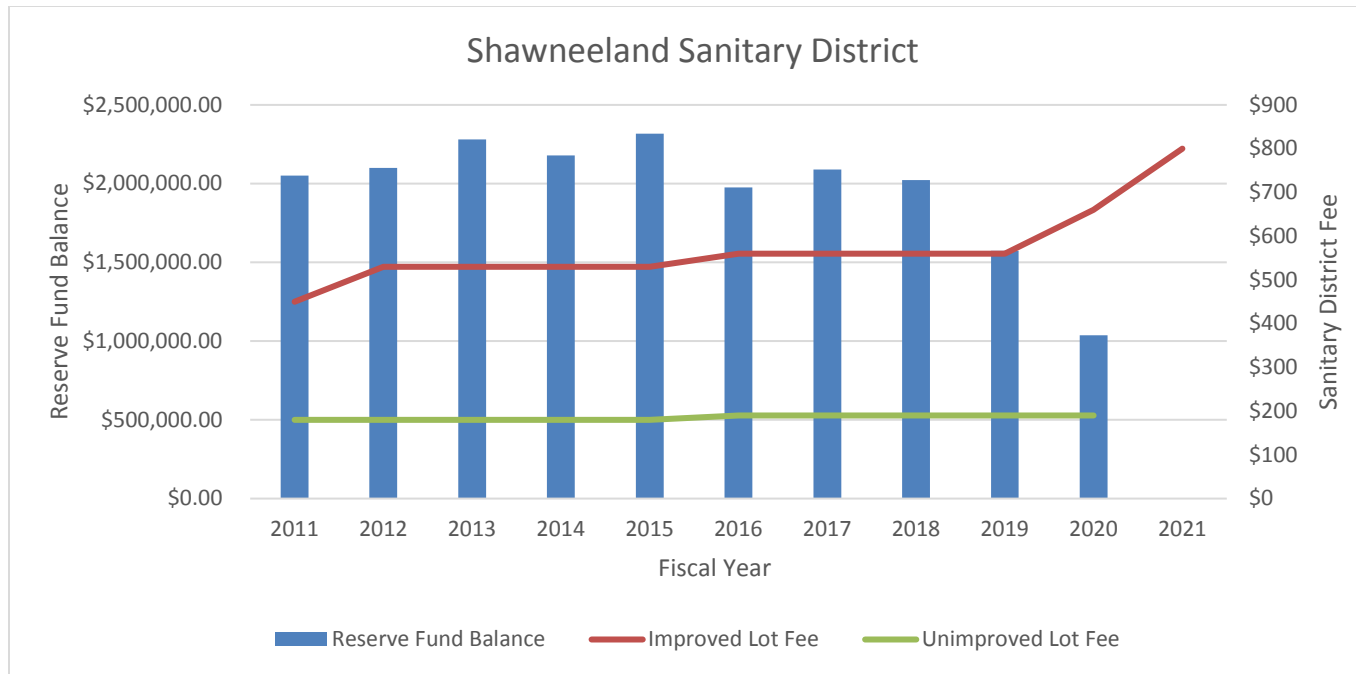
\$900 | \$3,000 |
| 16-8108-5413-00 | Other Operating Supplies
To purchase industrial chemicals, manufacturing supplies, electrical
supplies, ADP supplies, and other operating supplies not provided for
in the foregoing accounts. | | \$2,500 |
| 16-8108-5413-01 | Road and Street Materials
For general maintenance of approximately 50 miles of roads, along
with culvert replacements and upgrades. This line item also covers
salt, calcium, and #8 stones for snow and ice control.
Stones 21A, #10, #8, 3" x 8".
21A -800 tons x \$10.75 per ton equals \$8,600.
#10 -50 tons x \$12.00 per ton equals \$600. |
\$16,850 | \$137,820 |

| 2020-2021 BUDGET INFORMATION - EXPENDITURES | | | |
|---|---|--|---------------------------------|
| DEPARTMENT | SHAWNEELAND SANITARY DISTRICT | DEPARTMENT CODE | 8108 |
| EXPENDITURE
LINE ITEM | DESCRIPTION | DETAIL
AMOUNT | TOTAL AMOUNT
(PER LINE ITEM) |
| 16-8108-5413-01-Cont'd | #RRAL-OGB-300 tons x \$13.00 per ton equals \$3,900.
#8- 300 tons x \$12.50 per ton equals \$3,750.
Delivery of stone \$7.00 per ton @ 80 tons/mo. = \$560 x 12 mos.
Asphalt:1,000 tons @ \$70/ton.
Calcium: 20 tons @\$700/ton.
Salt: 50 tons @\$200/ton.
Culverts: (15 inch to 42 inch diameter \$10-\$35/foot) estimate to
upgrade and replace culverts
Cold Patch: 50 tons @ \$145 per ton. | \$6,720
\$70,000
\$14,000
\$10,000
\$13,000
\$7,250 | |
| 16-8108-5415-00 | Other Expenses
To cover purchase and replacement of road signs.
50 stop signs @ \$40/ea.
10 Children at Play signs @\$35/ea.
10 Speed limit signs @\$55/ea.
5 Handicap signs @\$35/ea.
To purchase trout for fishing derby | \$2,000
\$350
\$550
\$175
\$1,400 | \$4,475 |
| TOTAL | | | \$1,146,023 |

2020-2021 BUDGET INFORMATION - REVENUES

| DEPARTMENT | | SHAWNEELAND SANITARY DISTRICT | | | | DEPARTMENT CODE | 8108 |
|----------------------|--------------------------------------|---------------------------------|-------|---------|--------------------------------|-----------------|------------------|
| REVENUE
LINE ITEM | FUNDING SOURCES | SOURCES OF FUNDS | | | | TOTAL | |
| | | SVC-GENERATED/
OTHER REVENUE | STATE | FEDERAL | PROVIDED FROM
LOCAL SOURCES | | |
| 16-1101-01 | CURRENT SANITARY DISTRICT TAX | | | | | | |
| | Unimproved lots | | | | | | \$198,740 |
| | \$190/year x 1046 lots | | | | | | |
| | Improved lots | | | | | | \$703,200 |
| | \$800/year x 879 lots | | | | | | |
| 16-1501-01 | REVENUE FROM USE OF MONEY | | | | | | \$8,000 |
| | Back taxes paid | | | | | | \$25,000 |
| 16-1911-07 | REVENUE FROM CULVERT INSTALL. | | | | | | \$1,000 |
| | | | | | Total | | \$935,940 |

REVISED: 12/10/2019



| Fiscal Year | Reserve Fund Balance | Improved Lot Fee | Unimproved Lot Fee |
|-------------|----------------------|------------------|--------------------|
| 2011 | \$2,050,685.63 | \$450 | \$180 |
| 2012 | \$2,100,633.75 | \$530 | \$180 |
| 2013 | \$2,280,834.98 | \$530 | \$180 |
| 2014 | \$2,179,095.32 | \$530 | \$180 |
| 2015 | \$2,317,140.21 | \$530 | \$180 |
| 2016 | \$1,976,207.52 | \$560 | \$190 |
| 2017 | \$2,088,778.05 | \$560 | \$190 |
| 2018 | \$2,022,976.04 | \$560 | \$190 |
| 2019 | \$1,574,028.13 | \$560 | \$190 |
| 2020 | \$1,036,943.35 | \$660 | \$190 |
| 2021 | TBD | \$800 | \$190 |

Shawneeland Sanitary District Advisory Committee
January - December

in Attendance:



Board of Supervisors
Agenda Item Detail
Meeting Date: October 9, 2019
Agenda Section: County Officials

Title: Request from the Commissioner of the Revenue for Refund and Supplemental Appropriation

Attachments:

[Refunds.pdf](#)



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

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

MEMORANDUM

TO: Frederick County Board of Supervisors
CC: Kris Tierney, County Administrator
FROM: Roderick B. Williams, County Attorney
DATE: Monday, December 30, 2019
RE: Commissioner of Revenue Refund Requests

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

1. NILT Inc as Trustee for Nissan-INFI – \$8,147.69
2. Papermill Self Storage, L.L.C. – \$4,838.13

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

Roderick B. Williams
County Attorney

Attachments



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

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

MEMORANDUM

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

CC: Kris Tierney, County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: December 30, 2019

RE: Exoneration – NILT, Inc. as Trustee for Nissan-INFI

I am in receipt of the Commissioner's request, dated December 12, 2019, to authorize the Treasurer to refund NILT, Inc. as Trustee for Nissan-INFI the amount of \$8,147.69, for personal property taxes in 2016, 2017, 2018, and 2019 and vehicle license fees for 2017, 2018, and 2019. This refund resulted from normal proration of vehicle taxes where vehicles financed by this company were either sold or moved from this locality.

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

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

Roderick B. Williams
County Attorney

Attachment



Frederick County, Virginia

OFFICE OF

COMMISSIONER OF THE REVENUE

107 North Kent Street
Winchester VA 22601

P.O. Box 552
Winchester VA 22604-0552

emurphy@fcva.us

www.fcva.us/cor



ELLEN E. MURPHY
COMMISSIONER

Phone: 540-665-5681
Fax: 540-667-6487

December 12, 2019

TO: Rod Williams, County Attorney
Cheryl Shiffler, Finance Director
Frederick County Board of Supervisors
Kris Tierney, County Administrator

FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Exoneration – NILT Inc as Trustee for Nissan-INFI

Please approve a refund of \$8,147.69 for exoneration of vehicle personal property taxes for 2016 through 2019 and vehicle license fees for 2017 through 2019 in the name of NILT Inc as Trustee for Nissan-INFI. We were only recently notified of vehicles which were either sold or moved out during this period and are the result of normal proration.

To comply with the requirements for the Treasurer to issue this refund, Board action is required.

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

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

Exoneration is \$8,147.69.

Date: 12/12/19

Cash Register: COUNTY OF FREDERICK

Time: 10:40:24

Cashier: XXXXXXXXXX Total Transactions: 224
 Customer Name: NILT INC AS TRUSTEE FOR NISSAN-INFI Customer Transactions: 36
 Options: 2=Edit 4=Delete 5=View

| Opt | Dept | Trans | Ticket No. | Tax Amount | Penalty/Int | Amount Paid |
|-----|--------|-------|-------------|------------|-------------|-------------|
| — | PP2016 | 1 | 00416500125 | \$476.28- | \$.00 | \$476.28- |
| — | PP2016 | 2 | 00709100001 | \$363.90- | \$.00 | \$363.90- |
| — | PP2016 | 3 | 00709100003 | \$363.90- | \$.00 | \$363.90- |
| — | PP2016 | 4 | 00709100027 | \$543.07- | \$.00 | \$543.07- |
| — | PP2017 | 5 | 00427310087 | \$415.53- | \$.00 | \$415.53- |
| — | PP2017 | 6 | 00427310088 | \$415.53- | \$.00 | \$415.53- |
| — | PP2017 | 7 | 00427310139 | \$215.06- | \$.00 | \$215.06- |
| — | PP2017 | 8 | 00427310140 | \$215.05- | \$.00 | \$215.05- |
| — | PP2017 | 9 | 00427310141 | \$215.06- | \$.00 | \$215.06- |
| — | PP2017 | 10 | 00427310142 | \$215.05- | \$.00 | \$215.05- |
| — | PP2017 | 11 | 00427310159 | \$512.73- | \$.00 | \$512.73- |
| — | PP2017 | 12 | 00427310160 | \$512.73- | \$.00 | \$512.73- |

Multiple Pages
 F3=Exit F14=Show Map# Total Paid : \$8,147.69
 F15=Show Balance F18=Sort-Entered F21=CmdLine
 F20=Attach

Date: 12/12/19

Cash Register: COUNTY OF FREDERICK

Time: 10:40:24

Cashier: XXXXXXXXXX Total Transactions: 224
 Customer Name: NILT INC AS TRUSTEE FOR NISSAN-INFI Customer Transactions: 36
 Options: 2=Edit 4=Delete 5=View

| Opt | Dept | Trans | Ticket No. | Tax Amount | Penalty/Int | Amount Paid |
|-----|--------|-------|-------------|------------|-------------|-------------|
| — | PP2018 | 13 | 00442620047 | \$396.70- | \$.00 | \$396.70- |
| — | PP2018 | 14 | 00442620048 | \$396.70- | \$.00 | \$396.70- |
| — | PP2018 | 15 | 00442620089 | \$188.94- | \$.00 | \$188.94- |
| — | PP2018 | 16 | 00442620090 | \$188.93- | \$.00 | \$188.93- |
| — | PP2018 | 17 | 00442620091 | \$188.94- | \$.00 | \$188.94- |
| — | PP2018 | 18 | 00442620092 | \$188.93- | \$.00 | \$188.93- |
| — | PP2018 | 19 | 00442620107 | \$404.60- | \$.00 | \$404.60- |
| — | PP2018 | 20 | 00442620108 | \$404.59- | \$.00 | \$404.59- |
| — | PP2019 | 21 | 01140290035 | \$330.48- | \$.00 | \$330.48- |
| — | PP2019 | 22 | 01140290055 | \$171.32- | \$.00 | \$171.32- |
| — | PP2019 | 23 | 01140290057 | \$171.32- | \$.00 | \$171.32- |
| — | PP2019 | 24 | 01140290071 | \$352.35- | \$.00 | \$352.35- |

Multiple Pages
 F3=Exit F14=Show Map# Total Paid : \$8,147.69
 F15=Show Balance F18=Sort-Entered F21=CmdLine
 F20=Attach

Date: 12/12/19

Cash Register: COUNTY OF FREDERICK

Time: 10:40:24

Cashier: XXXXXXXXXX Total Transactions: 224
 Customer Name: NILT INC AS TRUSTEE FOR NISSAN-INFI Customer Transactions: 36
 Options: 2=Edit 4=Delete 5=View

| Opt | Dept | Trans | Ticket No. | Tax Amount | Penalty/Int | Amount Paid |
|-----|--------|-------|-------------|------------|-------------|--------------|
| — | VL2017 | 25 | 00597980001 | \$25.00- | \$.00 | \$25.00- |
| — | VL2017 | 26 | 00598240001 | \$25.00- | \$.00 | \$25.00- |
| — | VL2017 | 27 | 00598250001 | \$25.00- | \$.00 | \$25.00- |
| — | VL2017 | 28 | 00598340001 | \$25.00- | \$.00 | \$25.00- |
| — | VL2018 | 29 | 01656270001 | \$25.00- | \$.00 | \$25.00- |
| — | VL2018 | 30 | 01656480001 | \$25.00- | \$.00 | \$25.00- |
| — | VL2018 | 31 | 01656490001 | \$25.00- | \$.00 | \$25.00- |
| — | VL2018 | 32 | 01656570001 | \$25.00- | \$.00 | \$25.00- |
| — | VL2019 | 33 | 01588350001 | \$25.00- | \$.00 | \$25.00- |
| — | VL2019 | 34 | 01588450001 | \$25.00- | \$.00 | \$25.00- |
| — | VL2019 | 35 | 01588460001 | \$25.00- | \$.00 | \$25.00- |
| — | VL2019 | 36 | 01588530001 | \$25.00- | \$.00 | \$25.00(182) |

Multiple Pages
 F3=Exit F14=Show Map# Total Paid : \$8,147.69
 F15=Show Balance F18=Sort-Entered F21=CmdLine
 F20=Attach

*Needs Board Approval



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

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

MEMORANDUM

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

CC: Kris Tierney, County Administrator

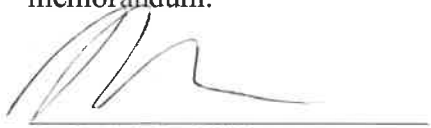
FROM: Roderick B. Williams, County Attorney

DATE: December 30, 2019

RE: Exoneration – Papermill Self Storage, L.L.C.

I am in receipt of the Commissioner's request, dated December 16, 2019, to authorize the Treasurer to refund Papermill Self Storage, L.L.C. the amount of \$4,838.13, for real estate taxes in 2016, 2017, and 2018. This refund resulted from an adjustment for building values.

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



Roderick B. Williams
County Attorney

Attachment



Frederick County, Virginia

OFFICE OF

COMMISSIONER OF THE REVENUE

107 North Kent Street
Winchester VA 22601

P.O. Box 552
Winchester VA 22604-0552

emurphy@fcva.us

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ELLEN E. MURPHY
COMMISSIONER

Phone: 540-665-5681
Fax: 540-667-6487

December 16, 2019

TO: Rod Williams, County Attorney
Cheryl Shiffler, Finance Director
Frederick County Board of Supervisors
Kris Tierney, County Administrator

FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Exoneration (Papermill Self Storage LLC)

Please approve a refund of \$4,838.13 for exoneration of real estate taxes from 2016 through 2018 for Papermill Self Storage LLC. This refund represents an adjustment for building values.

To comply with the requirements for the Treasurer to issue this refund, Board action is required.

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

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

Exoneration is \$4,838.13.

Date: 12/13/19

Cash Register: COUNTY OF FREDERICK

Time: 11:58:58

Cashier: XXXXXXXXXX Total Transactions:
Customer Name: PAPERMILL SELF STORAGE LLC Customer Transactions: 6

Options: 2=Edit 4=Delete 5=View

| Opt | Dept | Trans | Ticket No. | Tax Amount | Penalty/Int | Amount Paid |
|-----|--------|-------|-------------|------------|-------------|-------------|
| - | RE2016 | 1 | 00294850001 | \$801.90- | \$.00 | \$801.90- |
| - | RE2016 | 2 | 00294850002 | \$801.90- | \$.00 | \$801.90- |
| - | RE2017 | 3 | 00297400001 | \$801.90- | \$.00 | \$801.90- |
| - | RE2017 | 4 | 00297400002 | \$801.90- | \$.00 | \$801.90- |
| - | RE2018 | 5 | 00297670001 | \$815.27- | \$.00 | \$815.27- |
| - | RE2018 | 6 | 00297670002 | \$815.26- | \$.00 | \$815.26- |

F3=Exit

F14=Show Map#

Total Paid :
F15=Show Balance\$4,838.13
F18=Sort-EnteredF21=CmdLine
F20=Attach

* Needs Board Approval



Board of Supervisors
Agenda Item Detail
Meeting Date: October 9, 2019
Agenda Section: County Officials

Title:

Changes to Frederick County Human Resources policy regarding Non-Discrimination/Non-Harassment Policy as recommended by the Human Resources Committee.

Attachments:

[HRCommitteeReportDecember2019.pdf](#)

HUMAN RESOURCES COMMITTEE REPORT to the BOARD OF SUPERVISORS
Friday, December 13, 2019
9:00 a.m.
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

A Human Resources Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Friday, December 13, 2019 at 9:00 a.m.

ATTENDEES:

Committee Members Present: Blaine Dunn, Chairman; Don Butler; Doug McCarthy, Beth Lewin; and Bob Wells

Staff present: Michael Marciano, Human Resources Director; Manager; Kris Tierney, County Administrator; Jay Tibbs, Deputy County Administrator; Rod Williams, County Attorney; and Patricia Lowery, Assistant Court Services Director.

Others present: None

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

1. The Human Resources Department presented recommended changes to Frederick County Human Resources policy regarding **Non-Discrimination/Non-Harassment Policy** (Exhibit A). Mr. McCarthy moved to approve the policy and Ms. Lewin seconded the motion. The committee recommends approval, 5 in favor & 0 against.
2. The Human Resources Department presented a nomination for **Employee of the Month** for Shelia Harden (Exhibit B). Ms. Lewin moved to approve the policy and Mr. McCarthy seconded the motion. The committee recommends approval of Sheila Harden the January 2020 Employee of the Month, 5 in favor & 0 against.

Respectfully submitted,

HUMAN RESOURCES COMMITTEE

Blaine Dunn, Chairman
Don Butler
Beth Lewin
Doug McCarthy
Dorrie Greene
Robert (Bob) Wells

By Michael J. Marciano
Michael J. Marciano, Director of Human Resources

Exhibit A

Non-Discrimination/Non-Harassment Policy
Considered at December 13, 2019
HR Committee Meeting

Non-Discrimination/Non-Harassment Policy For Consideration at the December 13, 2019 HR Committee Meeting

Attached is a redlined version that tracks the edits that were made to the version that was before the HR Committee on November 8, 2019. The specific changes that follow in the revised policy are as follows:

- Reworked the first paragraph to accomplish the reference to an addendum from HR.
- Prepared the addendum.
- Removed and added commas in various places, for more accuracy (first, second, and last harassment bullet points, first sentence of Reporting Obligations, and first sentence of Individuals and Conduct Covered).
- Added an “or” in the second harassment bullet point.
- Reworded the first sentence following the bullet points in Harassment. This is in an effort to avoid ambiguity about what constitutes “a certain level of seriousness”. This is the only change beside those discussed by the Committee that is other than a purely technical change.
- Changed “core values” to “professional expectations for its employees”.
- Reworded Reporting Obligations to make clear that an employee may also go to the HR Director in lieu of supervisor or department head.

XX. NON-DISCRIMINATION/NON-HARASSMENT

Frederick County is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Frederick County prohibits discrimination, including harassment, on any illegal basis. The types of prohibited discrimination and/or harassment can be subject to change under the law. The addendum to this policy identifies the current forms of prohibited discrimination and harassment. The Human Resources Department will update the addendum as necessary consistent with changes in the law.~~In keeping with this commitment, discrimination or harassment on the basis of race, color, religion, sex, national origin, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, age, marital status, disability, military service, veteran status, genetic information (such as information that could be used to determine an employee's risk for disease), or any other protected class under applicable law is prohibited.~~ Any employee found to have engaged in prohibited discrimination or harassment will be subject to discipline, up to and including termination.

Harassment

For purposes of this policy, harassment includes verbal or physical conduct that denigrates or shows hostility toward an individual or conduct that creates an intimidating, hostile, or offensive working environment for an individual because of the individual's protected class. Such conduct may include, but is not necessarily limited to, slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing, stereotyping, insulting or obscene comments or gestures, display or circulation in the workplace of written or graphic material that denigrates or shows hostility toward the individual or group, or other verbal or physical actions relating to an individual's protected class.

Because there is often confusion related to the meaning of sexual harassment, it deserves additional clarification. Sexual harassment includes any unwelcome sexual conduct (including sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature) when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can take many forms. The following is a partial list of the types of behavior that could constitute sexual harassment:

- Unwanted or unwelcome physical contact or conduct of any kind, including, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact;
- Verbal abuse of a sexual nature, including sexual flirtations, advances, propositions, sexual innuendoes, or sexually suggestive, insulting, or graphic comments, noises, or sounds;
- Sexually explicit, suggestive, or offensive jokes;

- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's dress, body, appearance, or personal life;
- The display or distribution in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects or pictures, including nude photographs, drawings, or magazine pictures; and
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

To violate the law, harassment must ~~reach a certain level of seriousness in terms of its nature, repetition~~ be serious in nature, be repeated, and/or have an impact on employment. This policy, however, not only prohibits unlawful harassment, but also offensive conduct that is contrary to Frederick County's ~~core values~~ professional expectations for its employees. Thus, Frederick County may take action to address offensive behavior or statements based on a person's protected class even if such action(s) standing alone would not rise to the level of unlawful harassment.

Reporting Obligations

Any employee who feels he or she has been subjected to, or has witnessed, any kind of harassing behavior, as described in this policy, should immediately notify his or her supervisor, or Department Head. In addition, if for any reason an employee is not comfortable with reporting harassment to his or her supervisor or Department Head, including but not limited to instances in which the supervisor or Department Head is engaging in or allowing the harassment, an employee may always instead opt to notify or the Director of Human Resources. A supervisor who becomes aware of any harassment, or who receives allegations of harassment from any employee, must immediately advise the Director of Human Resources.

Investigation

All complaints will be investigated in a timely manner and confidentiality will be maintained to the extent permitted by the circumstances consistent with the need to investigate and address the issue. Employees must cooperate fully and truthfully in any investigation relating to this policy. Depending on the results of the investigation, Frederick County may take corrective action, including such discipline as is appropriate, up to and including immediate termination of the employee.

Retaliation Prohibited

Frederick County forbids retaliation against any employee for making a good faith complaint or cooperating fully and truthfully in an investigation under this policy. Any employee who is found to have engaged in retaliation in violation of this policy will be subject to discipline, up to and including termination. If an employee believes he or she has been retaliated against in violation of this policy, the employee must report such violation in the same way other violations of this policy are reported.

Individuals and Conduct Covered

This policy prohibits harassment, discrimination, and retaliation whether engaged in by, or directed at, employees, contractors, clients, vendors, or others an employee may come into contact with while working or representing the County. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

**Addendum to the
Non-Discrimination/Non-Harassment Policy
Discussed at the December 13, 2019
HR Committee Meeting**

The HR Committee is not being asked to adopt the Addendum to the Non-Discrimination/Non-Harassment Policy. It is being provided for informational purposes. As the law in this area changes, it is envisioned that staff may update the Addendum without having to go back to the HR Committee for approval.

ADDENDUM REGARDING NON-DISCRIMINATION/NON-HARASSMENT

Issued by Human Resources Department, January 2020

In keeping with Frederick County's commitment to a work environment in which all individuals are treated with respect and dignity, discrimination and/or harassment on the following bases is prohibited:

- race
- color
- religion
- sex
- national origin
- pregnancy, childbirth, medical conditions related to pregnancy or childbirth
- age
- marital status
- disability
- military service
- veteran status
- genetic information (such as information that could be used to determine an employee's risk for disease).

Exhibit B

Employee of the Month Nomination of Shelia Harden
(submitted November 7, 2019)



County of Frederick
Employee of the Month
Nomination Form

Received: (HR use)

Do you know of an employee who

Exhibits **EXTRA** effort...

Goes **ABOVE AND BEYOND** the requirements of his or her position...

Provides **OUTSTANDING** service...

Makes a significant contribution, accomplishment or achievement to the County of Frederick and its residents.

Criteria for Employee Recognition: Please mark the appropriate contribution(s):

- | | | | |
|--|--|--|--|
| ☐ Critical Thinking and Problem Solving | ☐ Interpersonal Skills | ☐ Professionalism | ☐ Superior Accomplishment |
| ☐ Customer Service (Exceptional) | ☒ Leadership Qualities | ☒ Project | ☐ Other |
| ☒ Dependability | ☐ Monetary Savings Ideas | ☒ Quality | |
| ☐ Innovation/Creativity | ☐ Performance/Skill Level | ☐ Resourcefulness | |
| ☐ Integrity | ☐ Positive Attitude | ☐ Safe Work Practices | |

Employee Name: Shelia Harden

Department: NRADC/DCS

Nomination Submitted By: Patricia Lowery

Department: NRADC/DCS

Nominator's Signature: Patricia Lowery

Date: 11/7/19

Describe the employee's accomplishments/contributions that were **ABOVE AND BEYOND** the normal duties expected of the position. Describe how the employee provided exceptional service:

I would like to nominate Shelia Harden for Employee of the Month as she provided assistance for the majority of the workload for a full-time employee while she was out on Medical Leave from June 5, 2019 to October 15, 2019. During this time Shelia did an excellent job working the front desk and taking on a majority of tasks assigned to that position as well as keeping her own job responsibilities in check. In September of 2019 we were informed by the Commission on VASAP that our old client data base system will be eliminated and become a read only system on December 31, 2019. This will require all active cases on our old system to be re-entered into the new system. During the month of October Shelia audited over 500 active cases on our old system and has informed the Director of ASAP as well as the case managers the need of the offender cases in order to have their cases switched from the old system to the new system. During the audit of these cases, Shelia was able to close services for approximately 200 offenders, which greatly reduced the amount of cases which will need to be entered into the new system. Because the old system will become read only we will also be required to enter over 1400 cases which are closed but carry an outstanding balance. Plans to begin entering these cases will take place during the week of November 11, 2019. Shelia reported to me on October 29th that she has already started entering the outstanding balance cases.

Specifically describe the actions that meet the criteria of this award. Describe the value added to the department, team or organization.

On more than one occasion Shelia has stepped up and taken on additional job responsibilities to help this agency without being asked and without hesitation. Over the last few years we have had several staff members retire, resign or unexpectedly be out of the office for an extended period of time for medical/family leave. Shelia is always the first to help wherever or however she can. Shelia is always displaying quality work and takes pride in her position with Frederick County, Division of Court Services. This shows me as her supervisor that she is a dependable and dedicated employee who does not hesitate to use her leadership skills to go above and beyond for only for this agency but also for the County of Frederick.



Board of Supervisors
Agenda Item Detail
Meeting Date: October 9, 2019
Agenda Section: County Officials

Title: Recognition of 2019 Employee of the Year Greg Lambert

Attachments:



Board of Supervisors
Agenda Item Detail
Meeting Date: October 9, 2019
Agenda Section: County Officials

Title:

Committee Appointments

Attachments:

[BoardCommitteeAppts200108.pdf](#)



COUNTY of FREDERICK

Office of the County Administrator

Tel: 540.665.6382

Fax: 540.667.0370

MEMORANDUM

TO: Board of Supervisors
FROM: Ann W. Phillips, Deputy Clerk
DATE: January 2, 2020
RE: Committee Appointments

Listed below are the vacancies/appointments due through February 2020. 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.

JANUARY 2020

Social Services Board

Patricia Riley – Stonewall District Representative
101 Barrel Way, Stephenson, VA 22656
Term Expires: 1/13/20
Four-year term

(Mrs. Riley does not wish to serve another term.)

Extension Leadership Council

Brandon Monk – Back Creek District Representative
161 Smelter Lane, Winchester, VA 22602
Office: (888)331-0707
Term Expires: 1/14/20
Four-year term

(Mr. Monk is eligible and willing to serve another term.)

Memorandum – Board of Supervisors

January 2, 2020

Page 2

Planning Commission

Gregory L. Unger – Back Creek District Representative
668 Germany Road, Stephens City, VA 22655
Home: (540)869-2606
Term Expires: 1/26/20
Four-year term

(Mr. Unger does not wish to serve another term.)

H. Paige Manuel – Shawnee District Representative
118 Armstrong Place, Winchester, VA 22602
Office: (540)504-0786
Term Expires: 1/26/20
Four-year term

(Mr. Manuel is eligible and willing to serve another term.)

FEBRUARY 2020

Old Dominion ASAP Policy Board

Jay E. Tibbs
107 North Kent Street, Winchester, VA 22601
Office: (540)665-6382
Term Expires: 2/22/20
Three-year term

(Mr. Tibbs is eligible and willing to serve another term.)

Old Dominion Community Criminal Justice Board

Jay E. Tibbs
107 North Kent Street, Winchester, VA 22601
Office: (540)665-6382
Term Expires: 2/22/20
Three-year term

(Mr. Tibbs is eligible and willing to serve another term.)

VACANCIES/OTHER

Frederick Water

Christopher E. Collins
105 Whistler Court, Winchester, VA 22602
Term Expires: 04/15/22
Four-year term

(Mr. Collins resigned effective 12/31/19. See attached application of Henry "Hank" Sliwinski.)

Shenandoah Area Agency on Aging (AAA)

Vacant unexpired term – Frederick County Representative
Term Expires: 09/30/22
Four-year term

*(Frederick County has one member on this board. According to agency by-laws, each jurisdiction may **nominate** one individual for appointment, **with final appointment being made by the Area Agency on Aging Board.** (The member-at-large representative from each locality is selected by the Area Agency Board.) The Area Agency on Aging shall have the right not to accept any nominee it considers to be incompatible with the best interests of the SAAA and Board. Members may only serve two terms.)*

Winchester-Frederick County Tourism Board

Joint Appointment with the City of Winchester

Sharon Farinholt – Private Sector Rep. (Crown Trophy)
Crown Trophy, 661 Millwood Avenue, Winchester, VA 22601
Office: (540)665-4485
Term Expires: 06/30/19
Three-year term
(Not eligible for reappointment)

Andy Gyurisin – Private Sector Rep. (Nerangis Management Corp. – Alamo Draft House)
177 Kernstown Commons Blvd., Winchester, VA 22602
Office: (540)667-1322, Ext. 111
Term Expires: 06/30/19
Three-year term

(The Tourism Board was formed by Joint Resolution of the Board of Supervisors and the City Council in April 2001. Recommendation for appointment is contingent upon like approval by the City of Winchester.)

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

Chuck DeHaven, Chairman, District Supervisor, would like to nominate you to serve on the Frederick County Sanitation Authority (Frederick Water).
As a brief personal introduction to the other Board members, please fill out the information requested below for their review prior to filling the appointment. (Please Print Clearly. Thank You.)

Name: Henry F. Sliwinski Home Phone: _____
Address: 949 N. Frederick Pike Office Phone: _____
Winchester VA 22603 Cell/Mobile: _____
Employer: retired Fax: _____
Email: _____
Occupation: retired as a water treatment plants superintendent
Civic/Community Activities: _____
Frederick Water Planning Committee

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

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

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

have experience in the operation and maintenance
of water and waste water treatment plants
lifetime member of the Water Environment Federation

Applicant's Signature: H. Sliwinski Date: 1/2/2020

Nominating Supervisor's Comments: _____

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



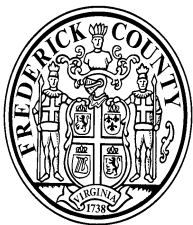
Board of Supervisors
Agenda Item Detail
Meeting Date: October 9, 2019
Agenda Section: County Officials

Title:

Rezoning #04-19 for Perry Properties, LLC., Submitted by Greenway Engineering, Inc. to Rezone 6.18+/- Acres from the M1 (Light Industrial) District to the B2 (General Business) District with Proffers. The Property is Located on the North Side of Millwood Pike (Route 50 East) and the West Side of Constitution Drive and is Identified by Property Identification Number 64-A-158 in the Shawnee Magisterial District.

Attachments:

[BOS01-08-20PerryProperties,LLC.Rezoning04-19.pdf](#)



REZONING APPLICATION #04-19

PERRY PROPERTIES, LLC.

Staff Report for the Board of Supervisors

Prepared: December 19, 2019

Staff Contact: Candice E. Perkins, AICP, CZA, Assistant Director

John A. Bishop, AICP, Assistant Director Transportation

| | <u>Reviewed</u> | <u>Action</u> |
|-----------------------|-----------------|----------------------|
| Planning Commission: | 12/04/19 | Recommended Approval |
| Board of Supervisors: | 01/08/20 | Pending |

PROPOSAL: To rezone 6.18+/- acres from the M1 (Light Industrial) District to the B2 (General Business) District with proffers.

LOCATION: The subject property is located on the north side of Millwood Pike (Route 50 East) and the west side of Constitution Drive.

EXECUTIVE SUMMARY & STAFF CONCLUSION FOR THE 01/08/20 BOARD OF SUPERVISORS MEETING:

This is an application to rezone 6.18+/- acres from the M1 (Light Industrial) District without proffers to the B2 (General Business) District with proffers. This site is located within the limits of the Senseny/Eastern Urban Area Plan of the 2035 Comprehensive Plan and is within the Sewer and Water Service Area. The Plan identifies this property with an industrial land use designation. In general, the proposed commercial zoning is inconsistent with the current land use supported by the Comprehensive Plan. However, considering the site is bordered by commercial zoned property to the south and east, the requested commercial may be acceptable. ***The Planning Commission did not identify any concerns with the request and recommended approval of the application at their December 4, 2019 meeting.***

The proffers associated with this rezoning request are as follows:

Proffer Statement – Dated October 17, 2019:

A) Transportation Improvements

1. The Owner proffers to improve the Constitution Drive southbound travel lanes to provide the same widths as the Constitution Drive northbound travel lanes between Location A and Location B on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019. The Owner shall dedicate right-of-way and necessary easements as depicted on the approved public improvement plan sufficient for the Constitution Drive widening between Location A and Location B. The Owner shall complete the improvements and dedicate the right-of-way and necessary easements identified in this Proffer Section prior to the issuance of the first certificate of occupancy permit within the B-2 District portion of the Property.
2. The Owner proffers to construct a full access commercial entrance on Constitution Drive that is generally located at Location B on the attached Perry Properties Transportation Improvements

Exhibit dated October 17, 2019. The final location of the full access commercial entrance and required right turn lane/taper and left turn lane/taper will be approved by VDOT during the initial Site Plan within the B-2 District portion of the Property. The Owner shall complete the improvements identified in this Proffer Section prior to the issuance of the first certificate of occupancy permit within the B-2 District portion of the Property.

3. The Owner proffers to construct a right-in/right-out commercial entrance on Millwood Pike that is generally located at Location C on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019. The final location of the right-in/right-out commercial entrance and the right turn lane/taper described in Proffer Section A4 will be approved by VDOT during the initial Site Plan within the B-2 District portion of the Property. The Owner shall complete the improvements identified in this Proffer Section prior to the issuance of the first certificate of occupancy permit within the B-2 District portion of the Property.
4. The Owner proffers to construct a right turn lane along Millwood Pike between the Constitution Drive intersection and the right-in/right-out commercial entrance on Millwood Pike that is generally located between Location A and Location C on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019. The Owner shall complete the improvement identified in this Proffer Section prior to the issuance of the first certificate of occupancy permit within the B-2 District portion of the Property.
5. The Owner proffers to construct an internal private road network to provide ingress and egress to the full access commercial entrance on Constitution Drive and the right-in/right-out commercial entrance on Millwood Pike Constitution Drive that is generally located between Location B and Location C on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019. The Owner shall complete the improvement identified in this Proffer Section prior to the issuance of the first certificate of occupancy permit within the B-2 District portion of the Property.
6. The Owner proffers to provide for right-of-way dedication along the Millwood Pike frontage of the B-2 District portion of the Property as depicted on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019. The right-of-way dedication plat will be prepared and submitted to VDOT within 90 days of final non-appealable rezoning approval by Frederick County.
7. The Owner proffers to construct a 10' wide asphalt hiker/biker trail along the southeastern boundary of the Property between Location A and Location B on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019. The 10' wide asphalt hiker/biker trail will be located adjacent to and outside of the Constitution Drive public right-of-way and will serve as an alternative to a five-foot sidewalk. The Owner shall complete the improvement identified in this Proffer Section prior to the issuance of the first certificate of occupancy permit within the B-2 District portion of the Property.
8. The Owner proffers to construct a 10' wide asphalt hiker/biker trail within the Millwood Pike right-of-way between Location A and Location C on the attached Perry Properties

Transportation Improvements Exhibit dated October 17, 2019. The 10' wide asphalt hiker/biker trail will serve as an alternative to a five-foot sidewalk and will be located a minimum of three feet from the B-2 District property line between Location A and Location C to provide for an appropriate maintenance strip. The Owner shall complete the improvement identified in this Proffer Section prior to the issuance of the first certificate of occupancy permit within the B-2 District portion of the Property.

9. The improvements to the Millwood Pike/Constitution Drive intersection were based on a VDOT approved traffic study that assigned 3,000 VPD background traffic for the Property. The Owner proffers to utilize current ITE Trip Generation Manual projections for the identified land use on each Site Plan within the B-2 District portion of the Property to determine when the cumulative traffic volume of development projects exceed 3,000 VPD. The Owner proffers to submit traffic studies as a component of all Site Plans within the B-2 District portion of the Property when cumulative traffic volumes exceed 3,000 VPD to determine traffic impacts to the Millwood Pike/Constitution Drive intersection or to the portion of Constitution Drive serving the B-2 District portion of the Property. The Owner will be responsible for the construction of improvements to the Millwood Pike/Constitution Drive intersection or to the portion of Constitution Drive serving the B-2 District portion of the Property identified in the traffic study for each Site Plan prior to the issuance of a certificate of occupancy permit for each Site Plan.
10. The Owner proffers to require all Site Plans for parcels within the B-2 District portion of the property that have Millwood Pike frontage to provide landscaping that is in addition to the landscaping requirements specified in Section 165-202.02.01D(13) of the Frederick County Zoning Ordinance. The additional landscaping shall include flowering plants and ornamental grasses planted in mulch beds along the Millwood Pike frontage of the B-2 District portion of the Property that will be located between the road right-of-way and the parking lot setback line as demonstrated in the Landscape Enhancement Area Detail provided on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019.

B) Monetary Contributions

The owner proffers to provide a monetary contribution of \$0.10 per developed building square foot for County Fire and Rescue services. The monetary contribution shall be made payable to Frederick County at the time of issuance of the certificate of occupancy permit for development on the 6.18± acre portion of the Property proposed for B-2, District zoning.

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

This report is prepared by the Frederick County Planning Staff to provide information to the Planning Commission and the Board of Supervisors to assist them in making a decision on this application. It may also be useful to others interested in this zoning matter. Unresolved issues concerning this application are noted by Staff where relevant throughout this Staff report.

| | <u>Reviewed</u> | <u>Action</u> |
|-----------------------|-----------------|----------------------|
| Planning Commission: | 12/04/19 | Recommended Approval |
| Board of Supervisors: | 01/08/20 | Pending |

PROPOSAL: To rezone 6.18+/- acres from the M1 (Light Industrial) District to the B2 (General Business) District with proffers.

LOCATION: The subject property is located on the north side of Millwood Pike (Route 50 East) and the west side of Constitution Drive.

MAGISTERIAL DISTRICT: Shawnee

PROPERTY ID NUMBER: 64-A-158

PROPERTY ZONING: M1 (Light Industrial) District

PRESENT USE: Vacant

ADJOINING PROPERTY ZONING & PRESENT USE:

| | | | |
|--------|--|------|-----------------------|
| North: | M1 (Light Industrial) | Use: | Industrial/Vacant |
| South: | B2 (General Business) | Use: | Commercial |
| East: | M1 (Light Industrial)
B2 (General Business) | Use: | Commercial/Industrial |
| West: | B2 (General Business) | Use: | Commercial |

REVIEW EVALUATIONS:

Virginia Dept. of Transportation: *Please see email from Arthur Boyce, VDOT-Land Development Engineer dated October 10, 2019.*

Frederick Water: *Please see letter from Eric R. Lawrence, AICP, Executive Director dated August 14, 2019.*

Frederick County Department of Public Works: We offer no comments at this time. A comprehensive review of the site plan will occur when submitted in the future.

Frederick County Fire Marshall: Plan approved.

Winchester Regional Airport: No comment.

County of Frederick Attorney: Proffer is in acceptable legal form.

Planning & Zoning:

1) Site History

The original Frederick County Zoning Map (U.S.G.S. Winchester and Stephenson Quadrangles) depicts the zoning for the parcel as M1 (Light Industrial).

2) Comprehensive Plan

The 2035 Comprehensive Plan is the guide for the future growth of Frederick County.

The 2035 Comprehensive Plan is an official public document that serves as the Community's guide for making decisions regarding development, preservation, public facilities and other key components of Community life. The primary goal of this plan is to protect and improve the living environment within Frederick County. It is in essence a composition of policies used to plan for the future physical development of Frederick County.

The Area Plans, Appendix I of the 2035 Comprehensive Plan, are the primary implementation tool and will be instrumental to the future planning efforts of the County.

Land Use

The Senseny/Eastern Urban Area Plan provides guidance on the future development of the property. The property is located within the SWSA. The Plan identifies this property with an industrial land use designation. In general, the proposed commercial zoning is inconsistent with the current land use supported by the Comprehensive Plan. However, considering the site is bordered by commercial zoned property to the south and east, the requested commercial may be acceptable.

Transportation

The Eastern Road Plan calls for a New Major Collector roadway, which has now been constructed, along the eastern boundary of this property. In addition, the Eastern Road Plan and the MPO Long Range Plan call for the widening of Route 50 to 6 lanes along the frontage of this property. Both roadways are key in the long-range transportation vision for this area of Frederick County. The Applicant is accommodating these roadways through the proffer of right-of-way to allow for the Route 50 widening and an additional widening proffer for Constitution Drive that will allow that facility to have full width lanes that were not available with the previous right-of-way restrictions. The Applicant is also establishing an entrance along Constitution Drive that will allow for inter-parcel access to property not currently proposed for rezoning along that roadway and a right-in/right-out entrance along Route 50 that meets access management standards set by VDOT. The access management standards are an important goal noted in the Senseney/Eastern Frederick Urban Area Plan.

PLANNING COMMISSION SUMMARY AND ACTION FROM THE 12/04/19 MEETING:

Staff report the application is to rezone 6.18+/- acres from the M1 (Light Industrial) District to the B2 (General Business) District with proffers. Staff then provided an overview of the proffers offered with the rezoning with improvements to Constitution Drive and Millwood Pike.

Commissioner Manuel requested clarification, of the letter dated August 14, 2019 from Frederick Water stating the Westview Pump Station would need upgrades. Staff replied this will be address at the site plan stage.

Mr. Evan Wyatt of Greenway Engineering, LLC., representing the Applicant came forward. Mr. Wyatt stressed that Applicant, VDOT and Greenway Engineering worked to present acceptable proffers to the County. Mr. Wyatt reiterated the Westview Pump Station will be address at the site plan stage.

There were no public comments during the public hearing and the Planning Commission recommended approval of the rezoning application.

A motion was made, seconded and unanimously passed to recommend approval of the Rezoning #04-19 for Perry Properties, LLC.

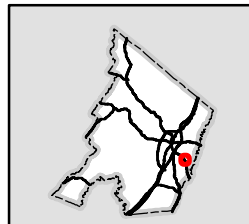
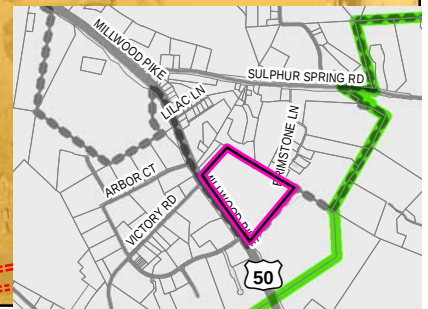
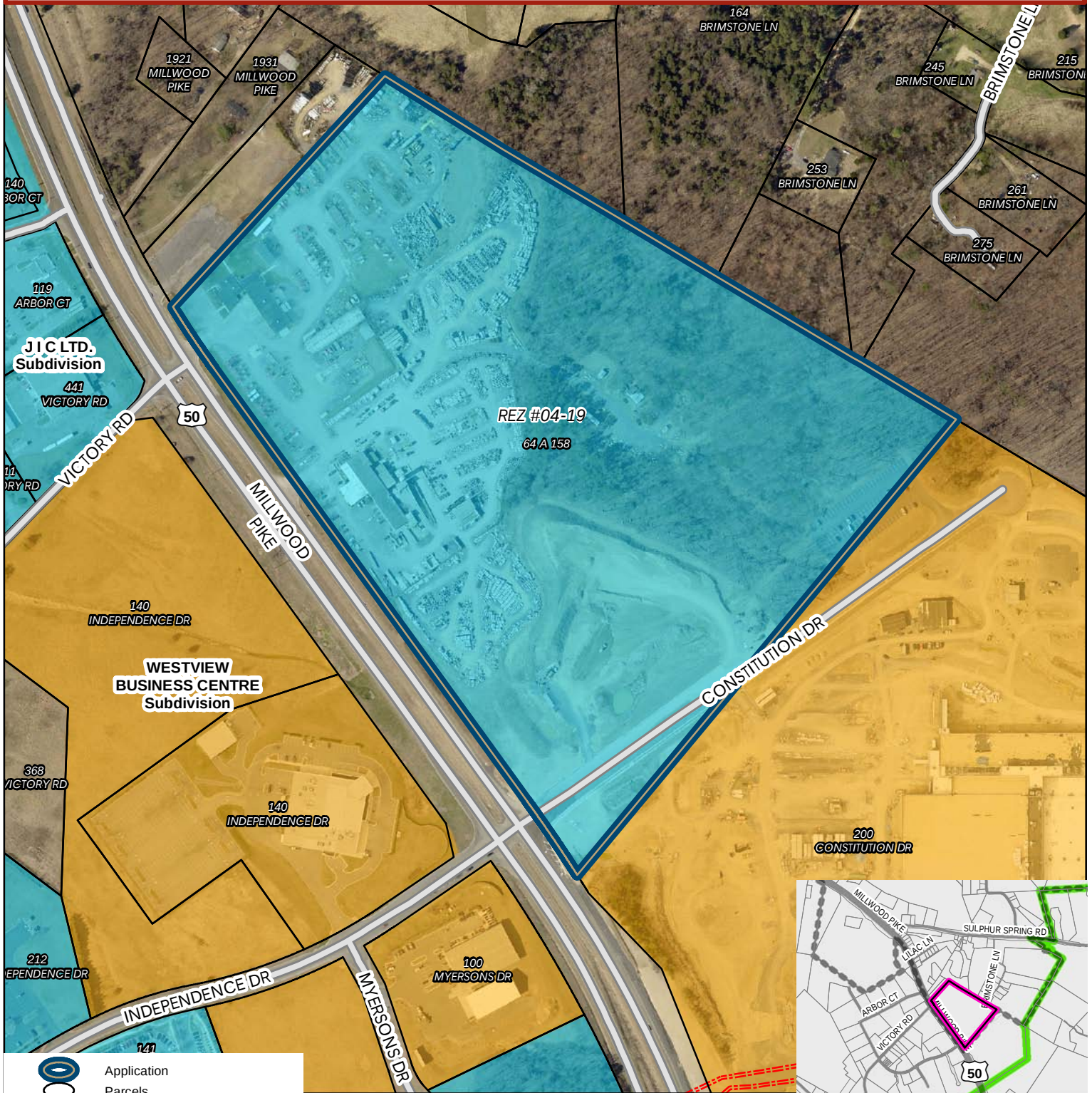
Following the required public hearing, a decision regarding this rezoning application by the Board of Supervisors would be appropriate. The Applicant should be prepared to adequately address all concerns raised by the Board of Supervisors.

REZ # 04 - 19: Perry Properties, LLC

PIN: 64 - A - 158

Rezoning from M1 to B2

Zoning Map



210

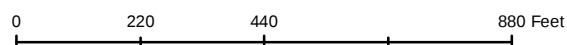
Frederick County Planning & Development

107 N Kent St

Winchester, VA 22601

540 - 665 - 5651

Map Created: October 29, 2019



REZ # 04 - 19: Perry Properties, LLC

PIN: 64 - A - 158

Rezoning from M1 to B2

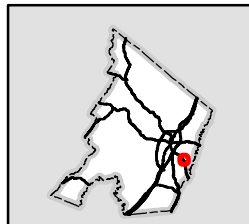
Location Map



Application

Parcels

Future Rt 37 Bypass



211

Frederick County Planning & Development

107 N Kent St

Winchester, VA 22601

540 - 665 - 5651

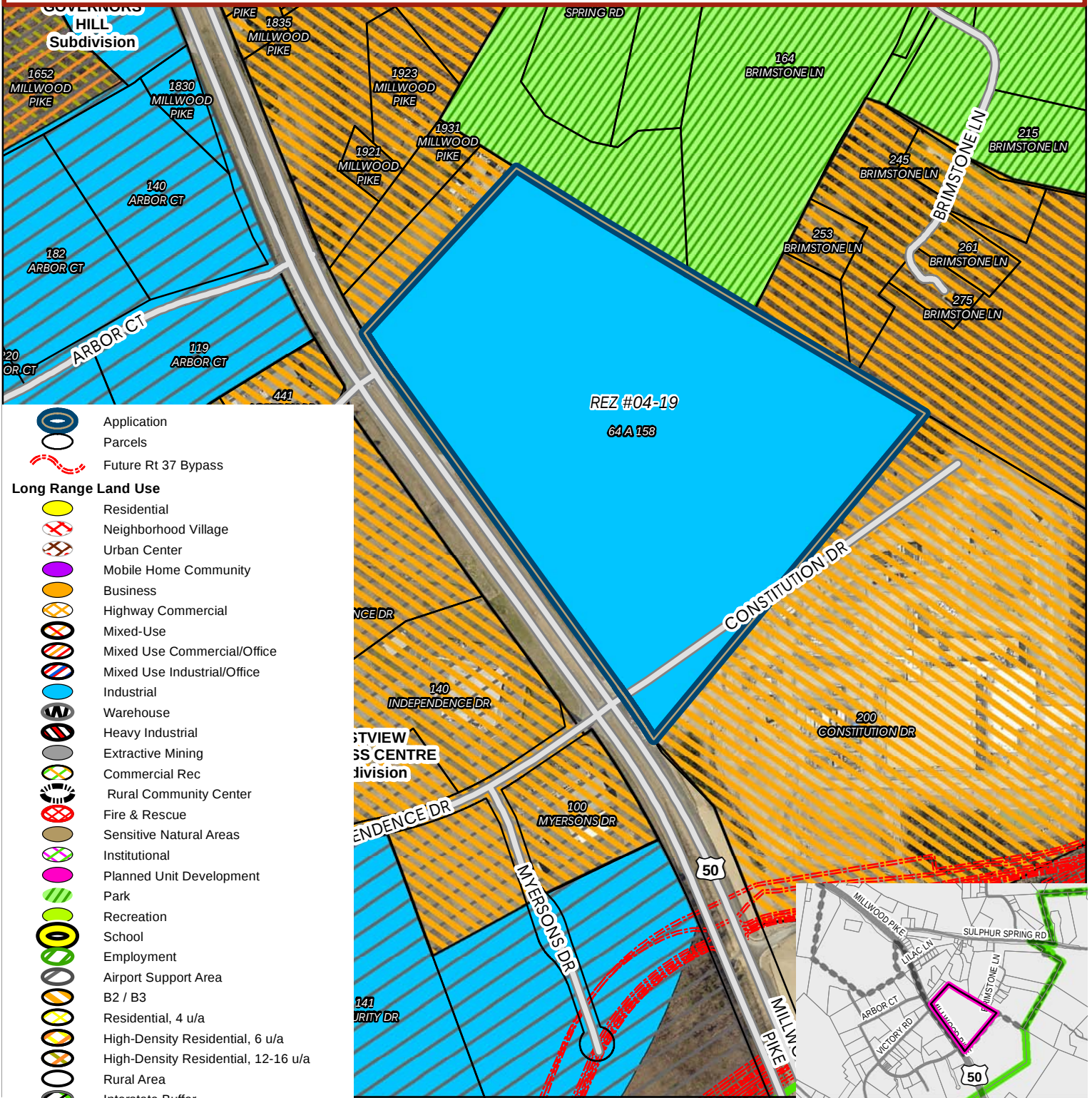
Map Created: October 29, 2019

0 220 440 880 Feet

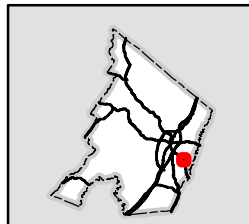
REZ # 04 - 19: Perry Properties, LLC

PIN: 64 - A - 158

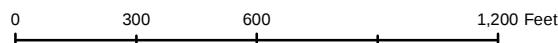
Rezoning from M1 to B2
 Long Range Land Use Map



- Application
- Parcels
- Future Rt 37 Bypass
- Long Range Land Use**
 - Residential
 - Neighborhood Village
 - Urban Center
 - Mobile Home Community
 - Business
 - Highway Commercial
 - Mixed-Use
 - Mixed Use Commercial/Office
 - Mixed Use Industrial/Office
 - Industrial
 - Warehouse
 - Heavy Industrial
 - Extractive Mining
 - Commercial Rec
 - Rural Community Center
 - Fire & Rescue
 - Sensitive Natural Areas
 - Institutional
 - Planned Unit Development
 - Park
 - Recreation
 - School
 - Employment
 - Airport Support Area
 - B2 / B3
 - Residential, 4 u/a
 - High-Density Residential, 6 u/a
 - High-Density Residential, 12-16 u/a
 - Rural Area
 - Interstate Buffer
 - Landfill Support Area
 - Natural Resources & Recreation
 - Environmental & Recreational Resources



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PERRY PROPERTIES COMMERCIAL REZONING PROFFER STATEMENT



**Tax Parcel 64-A-158 (portion)
Shawnee Magisterial District
Frederick County, Virginia**

October 17, 2019

Current Owners: Perry Properties, LLC

**Contact Person: Evan Wyatt, Director of Land Planning
Greenway Engineering, Inc.
151 Windy Hill Lane
Winchester, VA 22602
540-662-4185**

**PERRY PROPERTIES COMMERCIAL REZONING
TAX PARCEL 64-A-58 (portion)
PROFFER STATEMENT**

REZONING: RZ# _____
M-1, Light Industrial District to B-2, Business General District and M-1, Light Industrial District

PROPERTY: Tax Parcel 64-A-158 (here-in after the “**Property**”)

RECORD OWNER: Perry Properties, LLC

APPLICANT: Perry Properties, LLC (here-in after “**Owner**”)

PROJECT NAME: Perry Properties Commercial Rezoning

ORIGINAL DATE
OF PROFFERS: June 19, 2019

REVISION DATE: October 17, 2019

Preliminary Matters

Pursuant to Section 15.2-2296 Et. Seq. of the Code of Virginia, 1950, as amended, and the provisions of the Frederick County Zoning Ordinance with respect to conditional zoning, the undersigned Owner hereby proffers that in the event the Board of Supervisors of Frederick County, Virginia, shall approve Rezoning Application #_____ for the rezoning of a 6.18± acre portion of the 44.97± acre Property from the M-1, Light Industrial District to establish 6.18± acres of B-2, General Business District with proffers specific to the B-2, General Business District acreage, development of the Property shall be done in conformity with the terms and conditions set forth herein, except to the extent that such terms and conditions may be subsequently amended or revised by the Owner and such be approved by the Frederick County Board of Supervisors in accordance with the said Code and Zoning Ordinance. In the event that such rezoning is not granted, then these proffers shall be deemed withdrawn and have no effect whatsoever. These proffers shall be binding upon the Owner and any legal successors, heirs, or assigns.

The Property is identified as Tax Map Parcel 64-A-158, owned by Perry Properties, LLC recorded as Deed Book 670 Page 257 and subsequently adjusted as identified by Boundary Line Adjustment Plat prepared by Gilbert W. Clifford & Associates, Inc., recorded as Instrument No. 020001149. The 6.18± acre portion of the Property proposed to be rezoned B-2, General Business District is further identified by the attached Rezoning Plat On The Land of Perry Properties (Tax Parcel 64-A-158) prepared by Greenway Engineering, Inc., dated May 8, 2019 that is included as part of the Proffer Statement.

PROFFER STATEMENT

A) Transportation Improvements

1. The Owner proffers to improve the Constitution Drive southbound travel lanes to provide the same widths as the Constitution Drive northbound travel lanes between Location A and Location B on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019. The Owner shall dedicate right-of-way and necessary easements as depicted on the approved public improvement plan sufficient for the Constitution Drive widening between Location A and Location B. The Owner shall complete the improvements and dedicate the right-of-way and necessary easements identified in this Proffer Section prior to the issuance of the first certificate of occupancy permit within the B-2 District portion of the Property.
2. The Owner proffers to construct a full access commercial entrance on Constitution Drive that is generally located at Location B on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019. The final location of the full access commercial entrance and required right turn lane/taper and left turn lane/taper will be approved by VDOT during the initial Site Plan within the B-2 District portion of the Property. The Owner shall complete the improvements identified in this Proffer Section prior to the issuance of the first certificate of occupancy permit within the B-2 District portion of the Property.
3. The Owner proffers to construct a right-in/right-out commercial entrance on Millwood Pike that is generally located at Location C on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019. The final location of the right-in/right-out commercial entrance and the right turn lane/taper described in Proffer Section A4 will be approved by VDOT during the initial Site Plan within the B-2 District portion of the Property. The Owner shall complete the improvements identified in this Proffer Section prior to the issuance of the first certificate of occupancy permit within the B-2 District portion of the Property.
4. The Owner proffers to construct a right turn lane along Millwood Pike between the Constitution Drive intersection and the right-in/right-out commercial entrance on Millwood Pike that is generally located between Location A and Location C on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019. The Owner shall complete the improvement identified in this Proffer Section prior to the issuance of the first certificate of occupancy permit within the B-2 District portion of the Property.
5. The Owner proffers to construct an internal private road network to provide ingress and egress to the full access commercial entrance on Constitution Drive and the right-

- in/right-out commercial entrance on Millwood Pike Constitution Drive that is generally located between Location B and Location C on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019. The Owner shall complete the improvement identified in this Proffer Section prior to the issuance of the first certificate of occupancy permit within the B-2 District portion of the Property.
6. The Owner proffers to provide for right-of-way dedication along the Millwood Pike frontage of the B-2 District portion of the Property as depicted on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019. The right-of-way dedication plat will be prepared and submitted to VDOT within 90 days of final non-appealable rezoning approval by Frederick County.
 7. The Owner proffers to construct a 10' wide asphalt hiker/biker trail along the southeastern boundary of the Property between Location A and Location B on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019. The 10' wide asphalt hiker/biker trail will be located adjacent to and outside of the Constitution Drive public right-of-way and will serve as an alternative to a five-foot sidewalk. The Owner shall complete the improvement identified in this Proffer Section prior to the issuance of the first certificate of occupancy permit within the B-2 District portion of the Property.
 8. The Owner proffers to construct a 10' wide asphalt hiker/biker trail within the Millwood Pike right-of-way between Location A and Location C on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019. The 10' wide asphalt hiker/biker trail will serve as an alternative to a five-foot sidewalk and will be located a minimum of three feet from the B-2 District property line between Location A and Location C to provide for an appropriate maintenance strip. The Owner shall complete the improvement identified in this Proffer Section prior to the issuance of the first certificate of occupancy permit within the B-2 District portion of the Property.
 9. The improvements to the Millwood Pike/Constitution Drive intersection were based on a VDOT approved traffic study that assigned 3,000 VPD background traffic for the Property. The Owner proffers to utilize current ITE Trip Generation Manual projections for the identified land use on each Site Plan within the B-2 District portion of the Property to determine when the cumulative traffic volume of development projects exceed 3,000 VPD. The Owner proffers to submit traffic studies as a component of all Site Plans within the B-2 District portion of the Property when cumulative traffic volumes exceed 3,000 VPD to determine traffic impacts to the Millwood Pike/Constitution Drive intersection or to the portion of Constitution Drive serving the B-2 District portion of the Property. The Owner will be responsible for the construction of improvements to the Millwood Pike/Constitution Drive intersection or to the portion of Constitution Drive serving the B-2 District portion of

the Property identified in the traffic study for each Site Plan prior to the issuance of a certificate of occupancy permit for each Site Plan.

10. The Owner proffers to require all Site Plans for parcels within the B-2 District portion of the property that have Millwood Pike frontage to provide landscaping that is in addition to the landscaping requirements specified in Section 165-202.02.01D(13) of the Frederick County Zoning Ordinance. The additional landscaping shall include flowering plants and ornamental grasses planted in mulch beds along the Millwood Pike frontage of the B-2 District portion of the Property that will be located between the road right-of-way and the parking lot setback line as demonstrated in the Landscape Enhancement Area Detail provided on the attached Perry Properties Transportation Improvements Exhibit dated October 17, 2019.

B) Monetary Contributions

The owner proffers to provide a monetary contribution of \$0.10 per developed building square foot for County Fire and Rescue services. The monetary contribution shall be made payable to Frederick County at the time of issuance of the certificate of occupancy permit for development on the 6.18± acre portion of the Property proposed for B-2, District zoning.

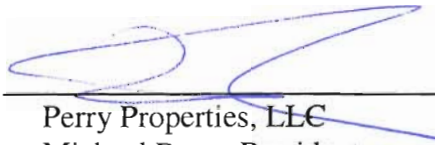
OWNER SIGNATURE ON FOLLOWING PAGE

Owner Signature

The conditions proffered above shall be binding upon the heirs, executors, administrators, assigns and successors in the interest of the Owner. In the event the Frederick County Board of Supervisors grants this rezoning and accepts the conditions, the proffered conditions shall apply to the land rezoned in addition to other requirements set forth in the Frederick County Code.

Respectfully Submitted:

By:



Perry Properties, LLC
Michael Perry, President

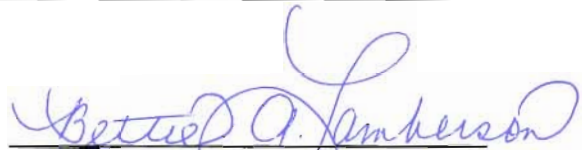
11/15/19

Date

Commonwealth of Virginia,

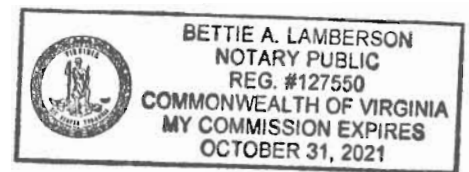
City/County of Frederick To Wit:

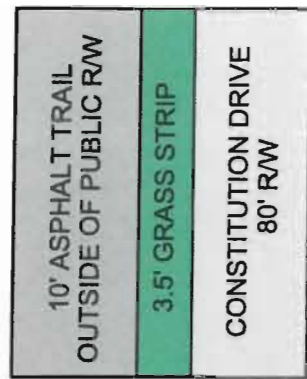
The foregoing instrument was acknowledged before me this 15th day of November
2019 by Michael Perry



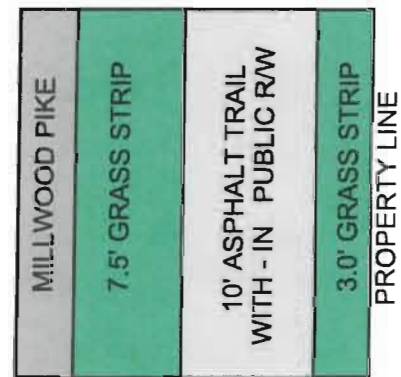
Notary Public

My Commission Expires October 31, 2021

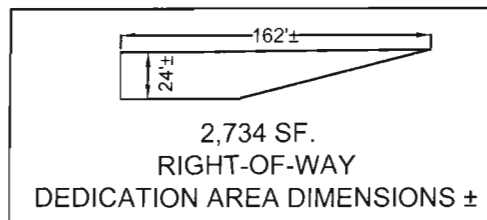




ASPHALT TRAIL SCHEMATIC
ADJOINING CONSTITUTION
DRIVE
N.T.S.



ASPHALT TRAIL
SCHEMATIC WITHIN
MILLWOOD PIKE R/W
N.T.S.



LOCATION AREAS

- (A) LOCATION A
- (B) LOCATION B
- (C) LOCATION C

M-1 DISTRICT
PROPERTY AREA 38.79 ±
ACRES

B-2 DISTRICT
PROPERTY AREA 6.18 ±
ACRES

PROPOSED B2 DISTRICT ZONING LINE

PROPOSED B2 DISTRICT ZONING LINE

10' ASPHALT TRAIL

CONSTITUTION DRIVE
80' RW

U.S. ROUTE 50/17 - MILLWOOD PIKE
VARIABLE WIDTH R/W

RIGHT-OF-WAY
DEDICATION AREA
2,734 SF.

LANDSCAPE ENHANCEMENT AREA

10' ASPHALT TRAIL

RIGHT TURN LANE AREA

50'±

194'±

198'±

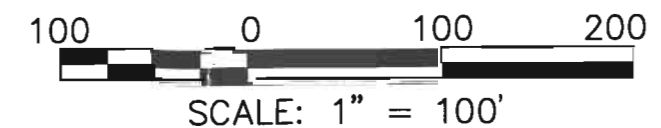
LANDSCAPE ENHANCEMENT AREA DETAIL



N.T.S.

LEGEND

- PARKING LOT EVERGREEN HEDGES
- ORNAMENTAL GRASSES
- FLOWER BEDS
- ORNAMENTAL TREES



PERRY PROPERTIES
TRANSPORTATION IMPROVEMENTS EXHIBIT

SHAWNEE MAGISTERIAL DISTRICT
FREDERICK COUNTY, VA

DATE: OCT. 17, 2019

SCALE: 1"=100'

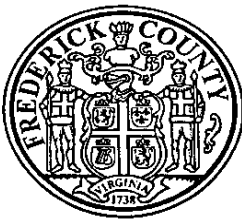
DESIGNED BY: EAW/JMM

JOB NO. 0297

SHEET 1 OF 1



151 Windy Hill Lane
Winchester, Virginia 22602
Telephone: (540) 662-4185
Fax: (540) 722-9528
www.greenwayeng.com



ORDINANCE

Action:

PLANNING COMMISSION: December 4, 2019 Public Hearing Held, Recommended Approval

BOARD OF SUPERVISORS: January 8, 2020

ORDINANCE AMENDING
THE ZONING DISTRICT MAP
REZONING #04-19 PERRY PROPERTIES, LLC

WHEREAS, REZONING #04-19, PERRY PROPERTIES, LLC, was submitted by Greenway Engineering, Inc. to rezone 6.18+/- acres from the M1 (Light Industrial) District to the B2 (General Business) District with proffers, with a final revision date of October 17, 2019. The subject property is located at the north side of Millwood Pike (Route 50 East) and the west side of Constitution Drive in the Shawnee Magisterial District, and is identified by Property Identification No. 64-A-158; and

WHEREAS, the Planning Commission held a public hearing on this rezoning on December 4, 2019 and recommended approval; and

WHEREAS, the Board of Supervisors held a public hearing on this rezoning on January 8, 2020; and

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

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors, that Chapter 165 of the Frederick County Code, Zoning, is amended to rezone 6.18+/- acres from the M1 (Light Industrial) District to the B2 (General Business) District with proffers with a final revision date of October 17, 2019. The conditions voluntarily proffered in writing by the Applicant and the Property Owner are attached.

This ordinance shall be in effect on the date of adoption. Passed this 8th day of January 2020 by the following recorded vote:

Charles S. DeHaven, Jr., Chairman

Shawn L. Graber

J. Douglas McCarthy

Robert W. Wells

Gene E. Fisher

Judith McCann-Slaughter

Blaine P. Dunn

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator

PERRY PROPERTIES COMMERCIAL REZONING IMPACT ANALYSIS STATEMENT



**Tax Parcel 64-A-158 (Portion)
Shawnee Magisterial District
Frederick County, Virginia**

October 17, 2019

Current Owner: Perry Properties

**Contact Person: Evan Wyatt, Director of Land Planning
Greenway Engineering, Inc.
151 Windy Hill Lane
Winchester, VA 22602
540-662-4185**

PERRY PROPERTIES COMMERCIAL DEVELOPMENT

INTRODUCTION

This report has been prepared for the purpose of assessing the impact on Fredrick County by the proffered rezoning of a 6.18±-acre portion of a 44.97± acre subject property owned by Perry Properties, and identified as Tax Map Parcel 64-A-158. The subject property is located on the north side of Millwood Pike (U.S. Route 50 East) and on the west side of Constitution Drive that has been constructed to provide access to the FBI Records Center Facility. The 44.97± acre subject property is currently zoned M-1, Light Industrial District and the Owner proposes to rezone the 6.18±-acre portion of the subject property to B-2 Business General District with proffers to allow for the property to be marketed for commercial development at this intersection along the Millwood Pike corridor.

Basic information

| | |
|-----------------------|---|
| Location: | Fronting on the north side of Millwood Pike (U.S. Route 50 East) and the west side of Constitution Drive. |
| Magisterial District: | Shawnee District |
| Property ID Numbers: | 64-A-158 |
| Current Zoning: | M-1, Light Industrial District |
| Current Use: | Office and Heavy Construction Equipment/Concrete Yard |
| Proposed Zoning: | B-2, Business General District (6.18±-acre portion of subject property) |
| Proposed Use: | Commercial Development |
| Total Rezoning Area: | 6.18±-acre with proffers for portion of the subject property |

COMPREHENSIVE POLICY PLAN

Urban Development Area

The Urban Development Area (UDA) defines the general area in which residential, commercial, industrial and institutional land use development is encouraged in the County.

The 44.97± acre subject property is currently located outside of the UDA; however, expansion of the UDA boundary to accommodate the proposed development of commercial land use on the 6.18±-acre portion of subject property is not required for this rezoning application.

Sewer and Water Service Area

The Sewer and Water Service Area (SWSA) is generally consistent with the UDA, but also extends outside of the UDA to accommodate areas of the County in which commercial and industrial land use development is only desired. The 44.97± acre subject property is currently located within the SWSA; therefore, expansion of the SWSA boundary to accommodate the proposed development of commercial land use on the 6.18±-acre portion of subject property is not required for this rezoning application.

Comprehensive Plan Conformity

The Perry Properties 44.97± acre subject property is a component of the Senseny/Eastern Frederick Land Use Plan (SEFLUP) which is a large area plan within the County's Comprehensive Policy Plan. The subject property is located within the central area of the land use plan and is identified as industrial land use based on its current zoning and development condition. Adjoining properties to the north, south, east and west of the subject property are identified for future commercial land use and for park land. The SEFLUP Transportation Map identifies the location of a new major collector road (Constitution Drive) at the intersection of Millwood Pike (U.S. Route 50 East) and Independence Drive (Route 1092) which proceeds north along the eastern boundary of the subject property. The new major collector road has been constructed along the eastern boundary of the subject property to serve the FBI Records Center Facility. The 6.18±-acre portion of the subject property is consistent with adjoining property land use designations and would be accessible from Millwood Pike and Constitution Drive; therefore, the proposed commercial rezoning of this portion of the subject property would be in conformity with the Comprehensive Policy Plan.

SUITABILITY OF THE SITE

Access

The 6.18±-acre portion of the subject property is located on the north side of Millwood Pike (U.S. Route 50 East) and on the west side of Constitution Drive that has been constructed to provide access to the FBI Records Center Facility. Millwood Pike is a four-lane divided major arterial roadway and Constitution Drive is a four-lane divided major collector road that transitions to an undivided roadway approximately 600 feet to the north of the intersection with Millwood Pike. Access to 6.18±-acre portion of the subject property is planned to be provided with a shared right-in/right-out commercial entrance on Millwood Pike and a full commercial entrance located on Constitution Drive to the north of the divided section of the major collector road. The Owner's Proffer Statement provides for the construction of the

shared right-in/right-out commercial entrance on Millwood Pike, the full commercial entrance located on Constitution Drive and the private internal road network to provide ingress and egress to the 6.18±-acre portion of the subject property in conjunction with the initial Site Plan within the B-2 District.

Flood Plains

The 6.18±-acre portion of the subject property does not contain areas of floodplain as demonstrated on FEMA NFIP Map #51069C0219D and #51069C0240D, Effective Date September 2, 2009; as well as information from the Frederick County GIS Database.

Wetlands

The 6.18±-acre portion of the subject property does not contain wetland areas as demonstrated on the National Wetlands Inventory (NWI) Map and information from the Frederick County GIS Database.

Soil Types

The 6.18±-acre portion of the subject property contains three soil types as demonstrated by the Soil Survey of Frederick County, Virginia and the Frederick County GIS Database. The following soil types are present on site:

- 1B Berks Channery Silt Loams 2-7% slope
- 3B Blairton Silt Loams 2-7% slope
- 9C Clearbrook Channery Silt Loams 2-15% slope

The Blairton Silt Loam soil type is identified as a prime agricultural soil. The three soil types range from moderate to severe for the construction of small commercial buildings based on slope and wetness properties. The 44.97± acre subject property has been developed in areas with the same soil types; as well as commercial, office and industrial land uses within proximity of the subject property. The soil type is conducive for commercial development within the 6.18±-acre portion of the subject property.

Other Environmental Features

The 6.18±-acre portion of the subject property does not contain areas of steep slope, lakes or ponds or natural stormwater retention areas as defined by the Frederick County Zoning Ordinance. There are no known environmental features present that create development constraints for the proposed commercial development project.

SURROUNDING PROPERTIES

Adjoining property zoning and present use:

| | | | |
|--------|--------------------------------|------|---|
| North: | M-1, Light Industrial District | Use: | Undeveloped
(Perry Engineering) |
| South: | B-2, Business General District | Use: | Commercial/Retail
(Harley Davidson) |
| East: | B-2, Business General District | Use: | Office (FBI Records Facility) |
| West: | M-1, Light Industrial District | Use: | Office and Heavy Construction
Equipment/Concrete Yard
(Perry Engineering) |

TRANSPORTATION

The 6.18±-acre portion of the subject property is located on the north side of Millwood Pike (U.S. Route 50 East) and on the west side of Constitution Drive that has been constructed to provide access to the FBI Records Center Facility. Access to 6.18±-acre portion of the subject property is planned to be provided with a shared right-in/right-out commercial entrance on Millwood Pike and a full commercial entrance located on Constitution Drive to the north of the divided section of the major collector road. The Owner's Proffer Statement provides for the construction of the shared right-in/right-out commercial entrance on Millwood Pike, the full commercial entrance located on Constitution Drive and the private internal road network to provide ingress and egress to the 6.18±-acre portion of the subject property in conjunction with the initial Site Plan within the B-2 District.

VDOT working in partnership with Navy Federal Credit Union (NFCU) has obtained funding and recently completed the construction of additional improvements to the Millwood Pike intersection with Constitution Drive and Independence Drive. NFCU commissioned a Traffic Impact Analysis and Signal Justification Analysis for this intersection to determine the improvements that would be necessary to improve the level of service and enhance safety for the traveling public. The final Traffic Impact Analysis and Signal Justification Report dated November 27, 2017 was approved by VDOT and provided the basis for funding and design of improvements at this intersection. The Report identifies the recommended improvements on Page 60 (attached) that includes new traffic signalization and widening of the existing median crossing, dual left turn lanes on Independence Drive to accommodate westbound turning movements onto Millwood Pike, the extension of the right turn lane on Millwood Pike to accommodate northbound turning movements onto Constitution Drive, and the extension of the left turn lane on Millwood Pike to accommodate southbound turning movements onto Independence Drive.

Greenway Engineering met with the Frederick County Transportation Planning Director to discuss the proposed commercial rezoning at the Millwood Pike/Constitution Drive intersection and was advised that VDOT and the County agreed to use a background assumption of 6,000 GSF of fast-food with drive-through service as by-right development in this location of Tax Parcel 64-A-158 which is identified on Page 14 of the Report (attached). Greenway Engineering submitted a TIA Waiver request to the Frederick County Transportation Planning Director that was approved with the understanding that commercial development within the 6.18±-acre portion of the subject property would be limited to 6,000 GSF and additional commercial development would be restricted until the completion of the recommended intersection improvements that have been funded. Additionally, the TIA Waiver request was approved with the understanding that additional TIAs would be required in conjunction with Site Plans for commercial projects that exceeded 6,000 GSF within the 6.18±-acre portion of the subject property if deemed necessary by VDOT and Frederick County. The Owner's Proffer Statement provides for these commitments within the Transportation Section.

The Owner has provided a Proffer Statement to mitigate transportation impacts associated with the rezoning of the 6.18±-acre portion of the subject property from the M-1 District to the B-2 District. The proffered transportation improvements include the following:

- Widening of the Constitution Drive southbound travel lanes to match the northbound travel lanes.
- Shared right-in/right-out commercial entrance access on Millwood Pike.
- Full commercial entrance access on Constitution Drive to facilitate protected left turn movements onto Millwood Pike at the signalized intersection.
- Construction of a continuous right turn lane on Millwood Pike between the Constitution Drive intersection and the shared right-in/right-out commercial entrance.
- Millwood Pike right-of-way dedication.
- Construction of an off right-of-way 10' asphalt hiker/biker trail paralleling Constitution Drive along the 6.18±-acre portion of the subject property.
- Construction of an on right-of-way 10' asphalt hiker/biker trail along the Millwood Pike property frontage of the 6.18±-acre portion of the subject property.
- Additional TIA Reports during Site Plan process if deemed necessary by VDOT and Frederick County and improvements to the Millwood Pike/Constitution Drive intersection and Constitution Drive if warranted.

The Owner's Proffer Statement provides for transportation enhancements and commitments that will adequately mitigate transportation impacts associated with this rezoning proposal and throughout the commercial build-out of the 6.18±-acre portion of the subject property.

SEWAGE CONVEYANCE AND TREATMENT

The subject property is located within the Sewer and Water Service Area (SWSA); therefore, the property is entitled to be served by public sewer based on County Policy. Frederick

Water is the provider of public sewer service and owns and maintains the public sewer infrastructure within this area of the County.

The subject property currently operates a small private sewer grinder pump station for the existing Perry Engineering Office and Winchester Building Supply which pumps into a public 6-inch force main installed under Millwood Pike (U.S. Route 50 East). The 6-inch force main extends into the Westview Business Centre-Navy Federal Credit Union Pump Station which then directs effluent into the larger Frederick Water sewer collection system in their Eastern Service Region. This collection system directs effluent to the Opequon Wastewater Treatment Facility. The 6-inch force main will be utilized by the FBI Records Facility that is currently under construction.

It is anticipated that the buildout of the subject property will yield 15,000 square feet of commercial land use. Based on comparable discharge patterns and typical flows from the 6.18±-acre portion of the subject property, a 60 gallons/day per 100 square feet calculation for commercial development with food preparation is appropriate for the sewer demand projections specific to this rezoning application.

$$\begin{aligned}Q &= 60 \text{ gallons/day per } 100 \text{ square feet commercial} \\Q &= 60 \text{ GPD} \times 150 \text{ (15,000 sq.ft./100 sq.ft.)} \\Q &= 9,000 \text{ GPD}\end{aligned}$$

TOTAL: $Q = 9,000$ GPD projected sewer demand

The Westview Business Centre-Navy Federal Credit Union Pump Station has a design capacity of 54,150 GPD. Flow data for this pump station averages 20,395 GPD; therefore, the pump station has a remaining capacity of 33,755 GPD. There are two projects currently under construction that will add flows to this pump station. The FBI Records Facility is projected to require 16,100 GPD, and the Navy Federal Credit Union Office Building 3 is projected to require 7,180 GPD. This pump station will have a remaining capacity of 10,475 GPD after the completion of these office projects; therefore, the projected 9,000 GPD service demand for the 6.18±-acre commercial rezoning can be accommodated without improvements to this facility.

Evaluation of the Frederick Water 2017 Sanitary Sewer Master Plan dated August 17, 2017 identifies the subject property discharge into the Eastern Service Region. Review of the Eastern Service Region's Existing Conditions Section and Table 2.3 "Pump Station Summary" demonstrates that the major downstream pump stations identified as the U.S. 50 East Pump Station and the Senseny Road Regional Pump Station have capacity sufficient to accommodate the projected 9,000 GPD service demand for the 6.18±-acre commercial rezoning. The Opequon Wastewater Treatment Facility has a total capacity of 12.6 MGD, of which 5.475 MGD is allocated to Frederick Water. Frederick Water currently averages approximately 2.63 MGD of the allocated capacity and has approximately 2.845 MGD of allocated capacity available for future development projects. The projected 9,000 GPD for the 6.18±-acre commercial rezoning represents 0.31% of available treatment capacity;

therefore, the proposed rezoning can be sufficiently accommodated by public sewer service through a system with adequate conveyance, capacity and treatment.

WATER SUPPLY

The subject property is located within the Sewer and Water Service Area (SWSA); therefore, the property is entitled to be served by public water based on County Policy. Frederick Water is the provider of public water service and owns and maintains the public water infrastructure within this area of the County. Frederick Water has an existing 12-inch water transmission main located along Independence Drive that extends across Millwood Pike (U.S. Route 50 East). The subject property has an 8-inch water line along the frontage of the property that serves the existing land uses and will serve the proposed commercial land uses.

It is anticipated that the buildout of the subject property will yield 15,000 square feet of commercial land use. Based on comparable demands, a 60 gallons/day per 100 square feet calculation for commercial development with food preparation is appropriate for the water demand projections specific to this rezoning application.

$$\begin{aligned} Q &= 60 \text{ gallons/day per } 100 \text{ square feet commercial} \\ Q &= 60 \text{ GPD} \times 150 \text{ (15,000 sq.ft./100 sq.ft.)} \\ Q &= 9,000 \text{ GPD} \end{aligned}$$

$$\text{TOTAL: } Q = 9,000 \text{ GPD projected water demand}$$

Frederick Water obtains potable water from local quarries which are treated at the Diehl Filtration Plant (3.2 MGD) and the Anderson Filtration Plant (4.0 MGD). Frederick Water has sufficient water capacity to serve the subject property based on current and future demands. Additionally, Frederick Water has existing infrastructure that provides adequate transmission of potable water with adequate water pressure for land use and fire demands. Therefore, the proposed commercial rezoning can be sufficiently accommodated by public water service with adequate conveyance and pressure.

SITE DRAINAGE

The topographic relief on the 6.18±-acre subject property generally follows an east-to-southeast pattern which directs drainage towards the front of the property. Greenway Engineering has evaluated storm flows that would occur with the development of the 6.18±-acre commercial subject property which will be designed to drain toward the Millwood Pike (U.S. Route 50 East) roadside drainage swale and through piping and culverts located within the public right-of-way before reaching Opequon Creek.

Commercial development specific to the 6.18±-acre subject property is expected to exceed the thresholds for stormwater management waivers; therefore, stormwater quality and quantity will be evaluated, and appropriate measures will be implemented on-site to mitigate

stormwater impacts. The Owner will work with the Department of Public Works during the Site Development Plan process to identify stormwater volumes from the proposed development of the subject property to ensure that there are no detrimental impacts to the regional stormwater management facility and to adjoining properties. All stormwater management plans and erosion and sedimentation control plans associated with the development of the subject property will be required to be designed in conformance with all applicable state and local regulations; therefore, site drainage and stormwater management impacts to adjoining properties and the community will be mitigated.

SOLID WASTE DISPOSAL

The impact on solid waste disposal facilities associated with the development of the proposed commercial land use on the 6.18±-acre portion of the subject property proposed for rezoning can be projected from an average annual commercial consumption of 5.4 cubic yards per 1,000 square feet of structural area (Civil Engineering Reference Manual, 4th edition). It is anticipated that the buildout of the subject property will yield 15,000 square feet of commercial land use. Therefore, solid waste disposal impacts are based on the following figures that provide the increase in average annual solid waste volume based on commercial development on the 6.18±-acre portion of the subject property proposed for rezoning:

$$\begin{aligned} \text{AAV} &= 5.4 \text{ cu. yd. per 1,000 sq. ft. commercial} \\ \text{AAV} &= 5.4 \text{ cu. yd.} \times 15 \text{ (15,000 sq.ft./1,000 sq. ft.)} \\ \text{AAV} &= 81 \text{ cu. yd. at build-out, or 56.7 tons/yr. at build-out} \end{aligned}$$

The Municipal Solid Waste area of the Regional Landfill has a current remaining capacity of 13,100,000 cubic yards of air space. The projected commercial development will generate approximately 56.7 tons of solid waste annually on average. This represents a 0.028% increase in the annual solid waste received by the Municipal Solid Waste area of the Regional Landfill, which currently averages 200,000 tons per year. Solid waste produced by the commercial development will be disposed at the Regional Landfill by a commercial waste hauler; therefore, the County will receive tipping fees associated with this land use to mitigate this impact. The Regional Landfill has adequate capacity to accommodate the solid waste impacts associated with this rezoning proposal.

HISTORICAL SITES AND STRUCTURES

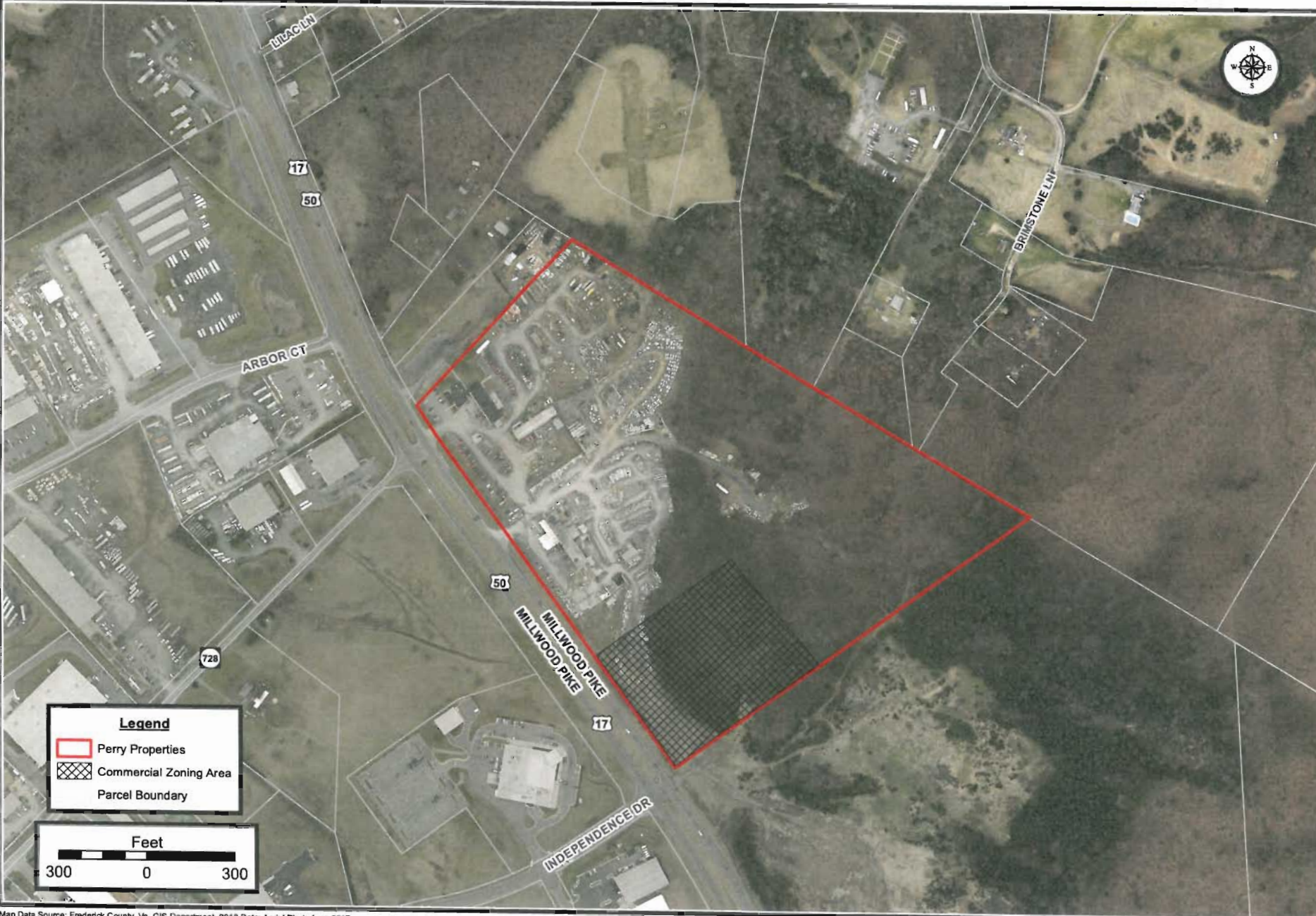
The Frederick County Rural Landmarks Survey identifies the Carper-Wynn House (#34-1129) and the Wilt-Dunn-Arnold House (#34-1131) within proximity of the 6.18±-acre portion of the subject property proposed for rezoning. The Frederick County Rural Landmarks Survey identifies both structures as potentially significant properties. The Wilt-Dunn-Arnold House is located approximately ½-mile from the subject property and the Carper-Wynn House is located approximately 2/3-mile from the subject property. Neither property is visible from the 6.18±-acre portion of the subject property proposed for rezoning due to distance, topography and mature vegetation.

The National Park Service Study of Civil War Sites in the Shenandoah Valley identifies the 6.18±-acre portion of the subject property proposed for rezoning as being located outside of defined Civil War Battlefields within the County. Additionally, the subject property is not located within potential historic districts that are identified by the Comprehensive Policy Plan.

The development of commercial land use on the 6.18±-acre portion of the subject property proposed for rezoning is consistent with other properties in this area of the County. The Senseny/Eastern Frederick Land Use Plan (SEFLUP) does not identify the subject property as historic or as developmentally sensitive area. The proposed rezoning of the property will not create negative impacts associated with historic properties and historic resources.

OTHER POTENTIAL IMPACTS

The commercial development of the 6.18±-acre portion of the subject property proposed for rezoning will provide new economic development opportunities for Frederick County. It is recognized that the development of commercial land use has the potential to increase service demands on fire and rescue services; therefore, the Applicant's Proffer Statement provides a monetary contribution of \$0.10 per developed building square foot to the County to provide additional revenues that are specifically directed to fire and rescue services. There are no other identified potential impacts above those discussed in this Impact Analysis Statement that would be detrimental to surrounding properties or to the County from the rezoning and development of the 6.18±-acre portion of the subject property.



Map Data Source: Frederick County, Va. GIS Department, 2018 Data; Aerial Photo from 2017

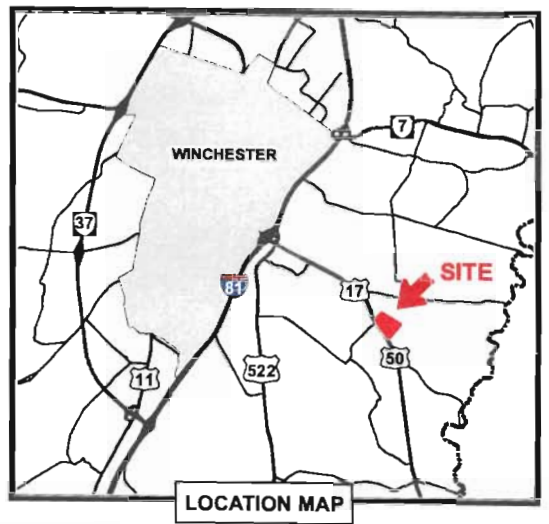
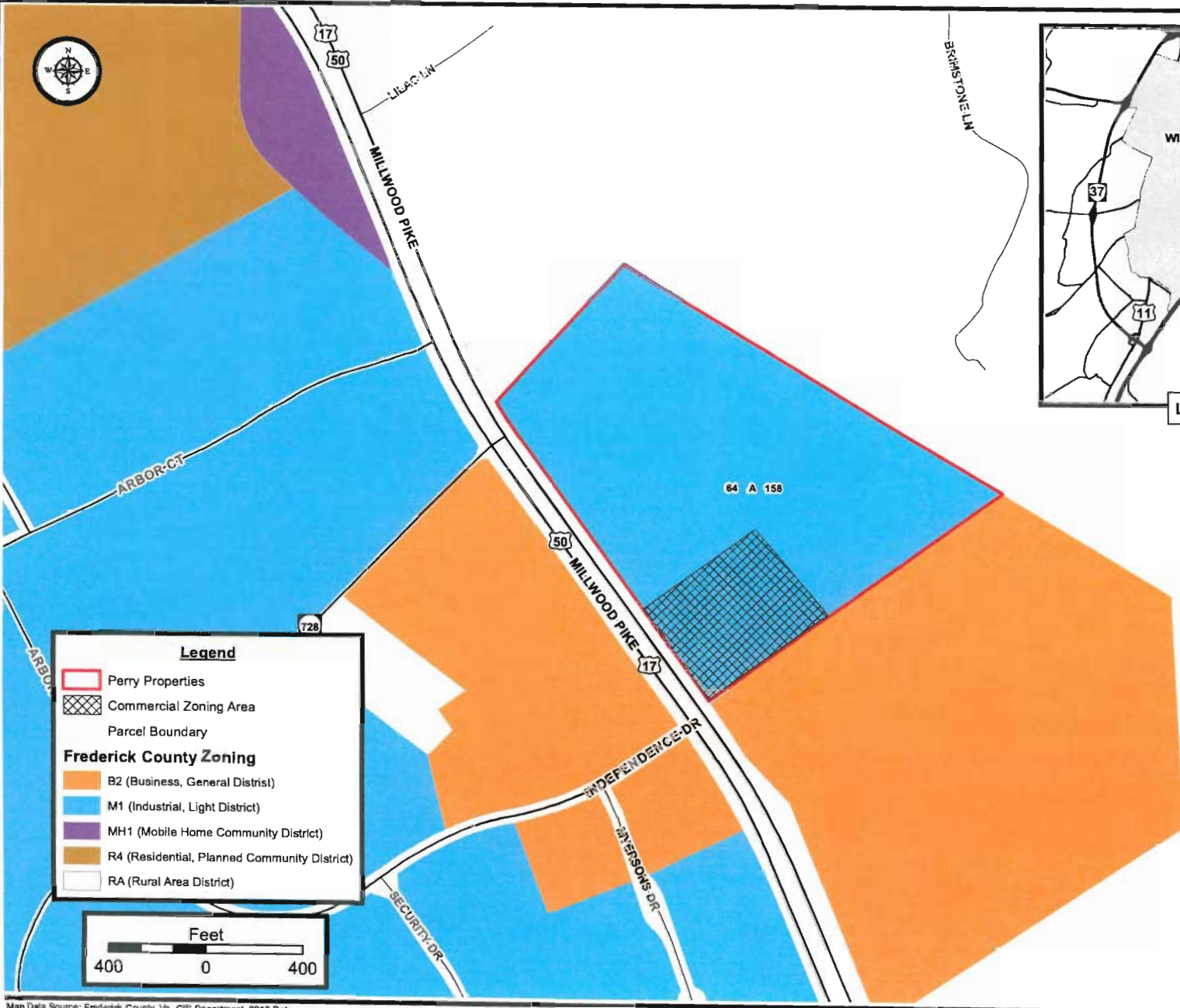
| | |
|------------------------------|------------------|
| PERRY PROPERTIES | |
| COMMERCIAL REZONING | |
| AERIAL OVERVIEW | |
| SHAWNEE MAGISTERIAL DISTRICT | |
| FREDERICK COUNTY, VIRGINIA | |
| DATE: 2019-06-06 | PROJECT ID: 0287 |
| DESIGNED BY: MEW | |
| SCALE: 1 inch = 300 Feet | |



GREENWAY
ENGINEERING

Greenway Engineering, Inc.
151 Windy Hill Lane
Vienna, VA 22182
T: 540.452.4185
F: 540.721.4185
www.greenwayeng.com

**PERRY PROPERTIES
COMMERCIAL REZONING
AERIAL OVERVIEW**



Legend

- Perry Properties
- Commercial Zoning Area
- Parcel Boundary
- Frederick County Zoning**
- B2 (Business, General District)
- M1 (Industrial, Light District)
- MH1 (Mobile Home Community District)
- R4 (Residential, Planned Community District)
- RA (Rural Area District)

Feet

400 0 400

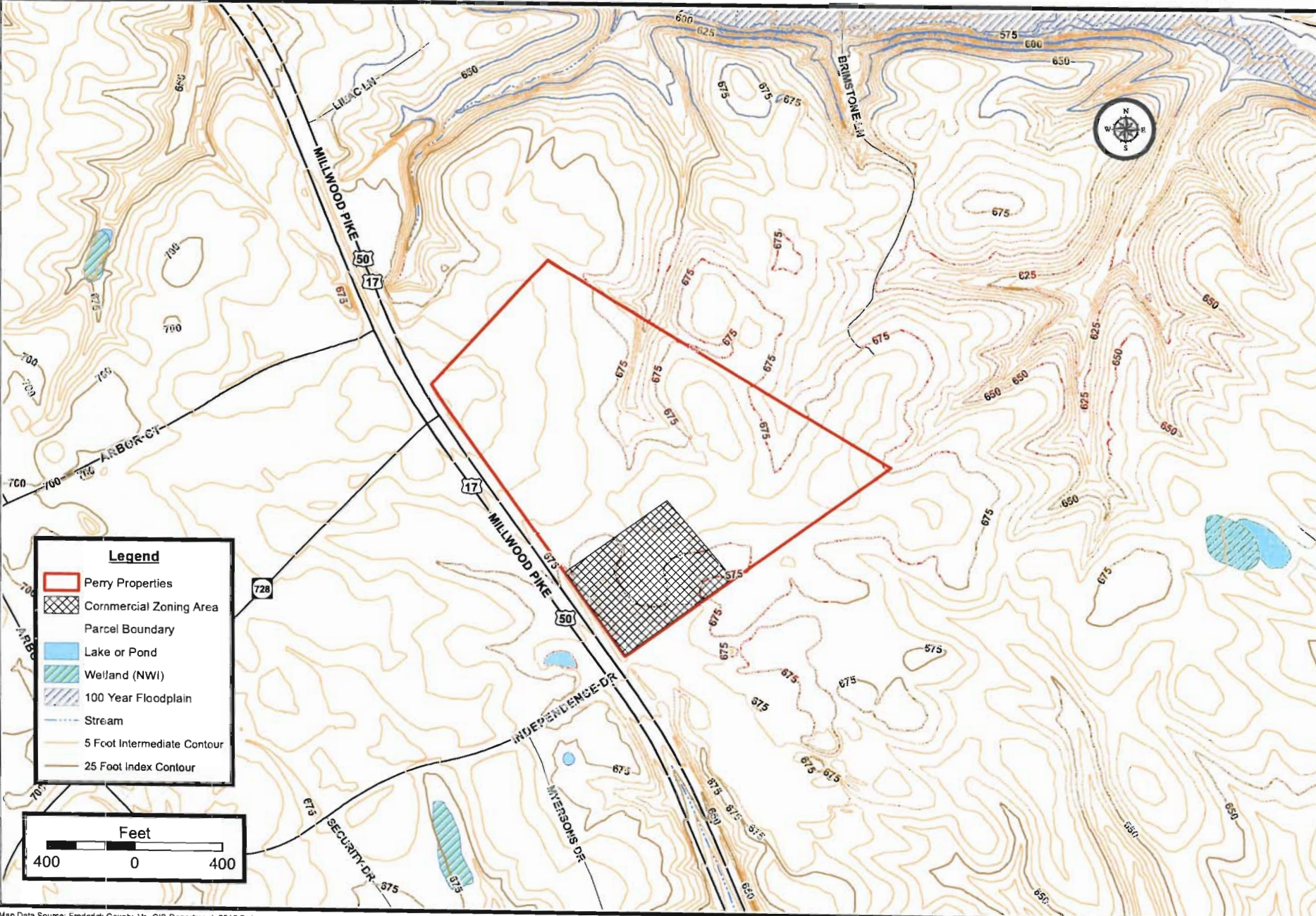
Map Data Source: Frederick County, Va. GIS Department, 2018 Data

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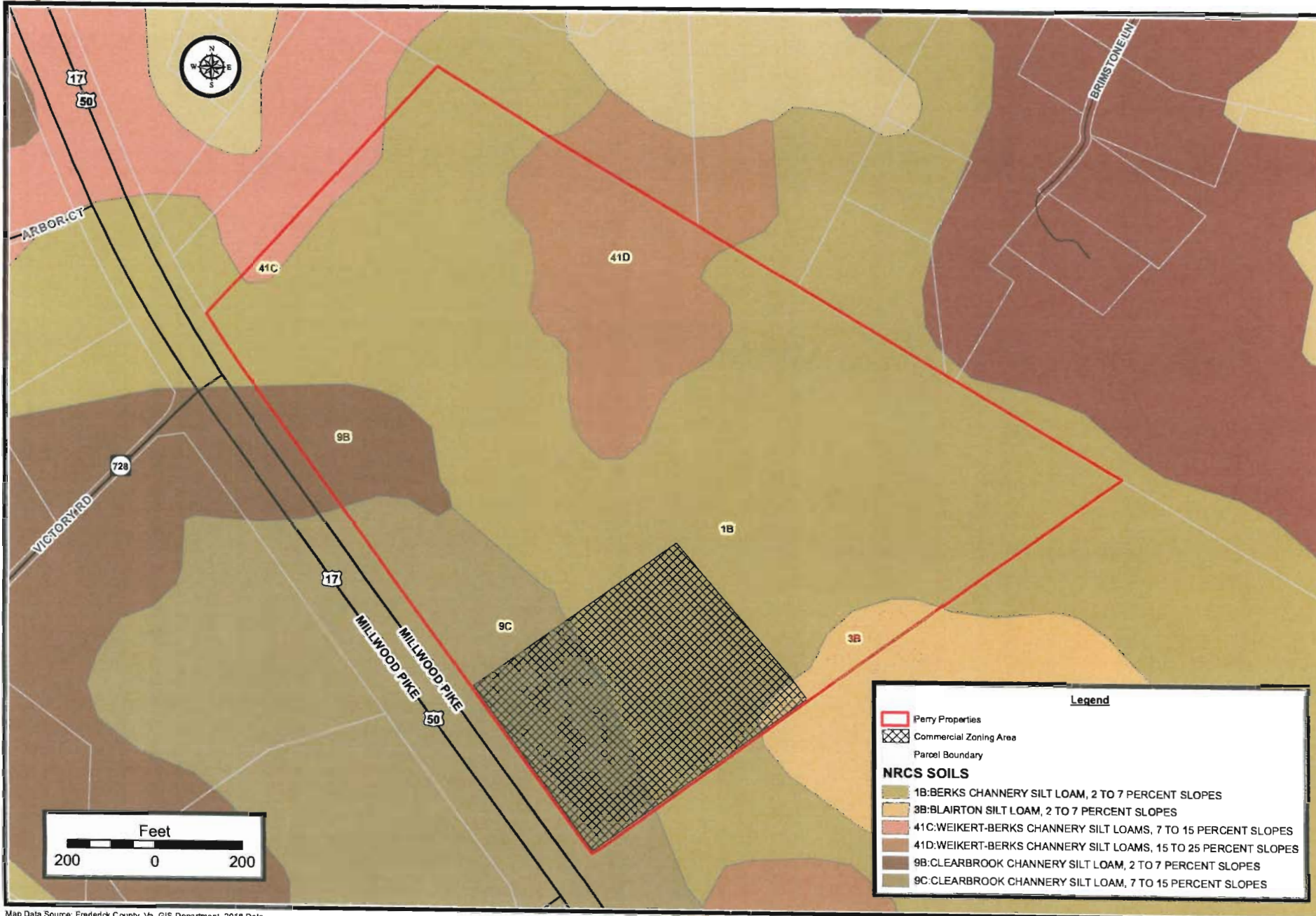
**PERRY PROPERTIES
COMMERCIAL REZONING
ZONING & LOCATION MAP**

| | | |
|------------------------------|------------------|------------------|
| PERRY PROPERTIES | | |
| COMMERCIAL REZONING | | |
| ZONING & LOCATION MAP | | |
| SHAWNEE MAGISTERIAL DISTRICT | | |
| FREDERICK COUNTY, VIRGINIA | | |
| DATE: 2019-06-06 | PROJECT ID: 0297 | DESIGNED BY: MEW |
| SCALE: 1 Inch = 400 Feet | | |



Map Data Source: Frederick County, Va. GIS Department, 2018 Data

| | |
|---|--------------------------|
| Greenway Engineering, Inc.
151 Windy Hill Lane
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www.GreenwayEng.com | |
|  | |
| PERRY PROPERTIES
COMMERCIAL REZONING
ENVIRONMENTAL FEATURES MAP | |
| ENVIRONMENTAL FEATURES MAP | |
| PERRY PROPERTIES | |
| COMMERCIAL REZONING | |
| ENVIRONMENTAL FEATURES MAP | |
| SHAWNEE MAGISTERIAL DISTRICT | |
| FREDERICK COUNTY, VIRGINIA | |
| DATE: 2019-06-06 | PROJECT ID: 0297 |
| DESIGNED BY: MEW | SCALE: 1 Inch = 400 Feet |



Map Data Source: Frederick County, Va. GIS Department, 2018 Data

Legend

Perry Properties

Commercial Zoning Area

Parcel Boundary

NRCS SOILS

1B:BERKS CHANNERY SILT LOAM, 2 TO 7 PERCENT SLOPES

3B:BLAIRTON SILT LOAM, 2 TO 7 PERCENT SLOPES

41C:WEIKERT-BERKS CHANNERY SILT LOAMS, 7 TO 15 PERCENT SLOPES

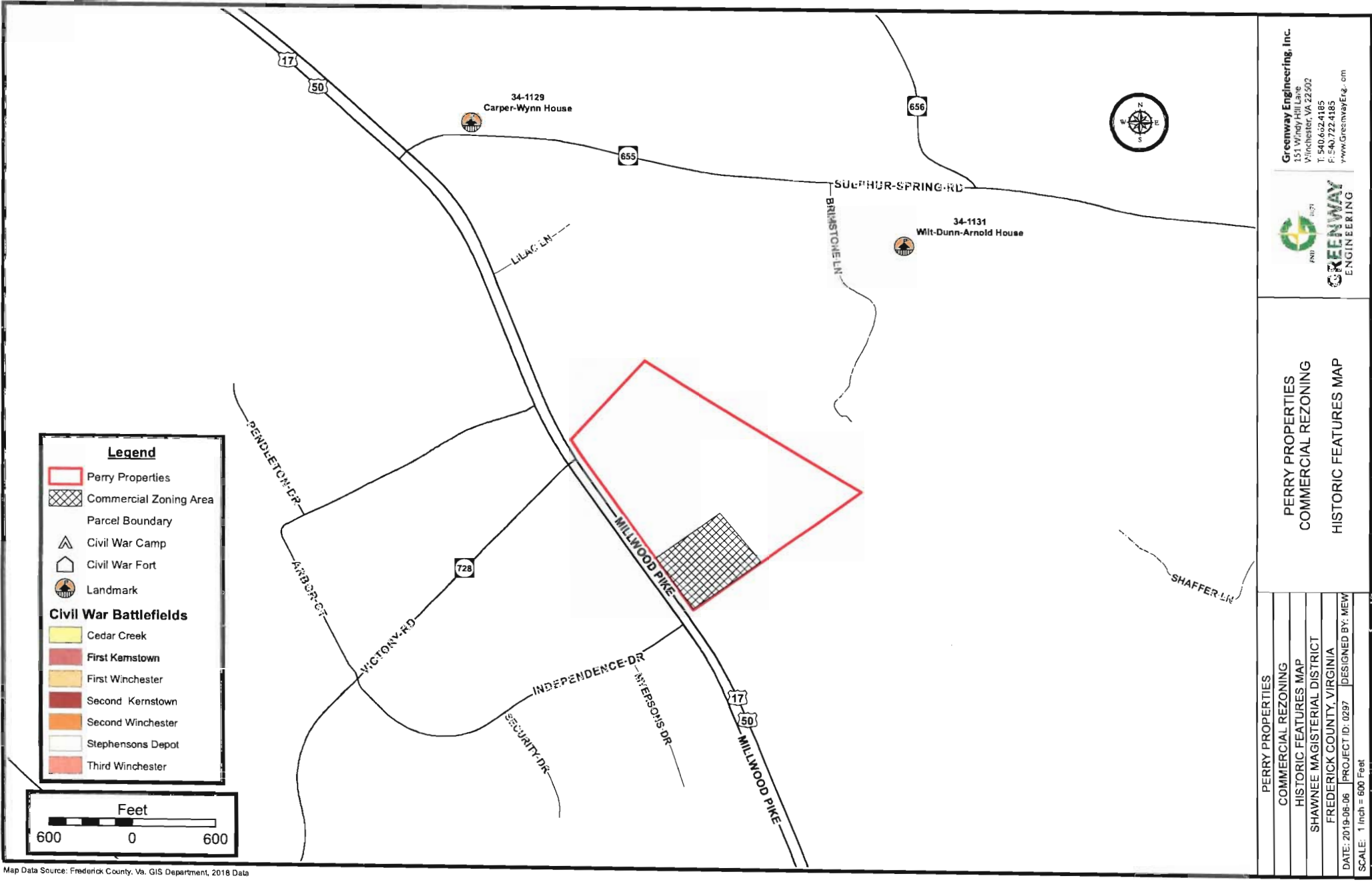
41D:WEIKERT-BERKS CHANNERY SILT LOAMS, 15 TO 25 PERCENT SLOPES

9B:CLARBROOK CHANNERY SILT LOAM, 2 TO 7 PERCENT SLOPES

9C:CLARBROOK CHANNERY SILT LOAM, 7 TO 15 PERCENT SLOPES

| | | |
|--|---|----------------------------|
|
GREENWAY
ENGINEERING | PERRY PROPERTIES
COMMERCIAL REZONING
SOILS MAP | PERRY PROPERTIES |
| | | COMMERCIAL REZONING |
| | | SOILS MAP |
| SHAWNEE MAGISTERIAL DISTRICT | | |
| FREDERICK COUNTY, VIRGINIA | | |
| DATE: 2019-08-06 PROJECT ID: 0297 DESIGNED BY: MEW | | |
| SCALE: 1 Inch = 200 Feet | | |

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Map Data Source: Frederick County, Va. GIS Department, 2018 Data

| | |
|--|--------------------------|
| Greenway Engineering, Inc.
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Winchester, VA 22392
T: 540.662.4185
F: 540.722.4185
www.GreenwayEng.com | |
|  | |
| PERRY PROPERTIES
COMMERCIAL REZONING
HISTORIC FEATURES MAP | |
| SHAWNEE MAGISTERIAL DISTRICT
FREDERICK COUNTY, VIRGINIA | |
| DATE: 2019-06-06 | DESIGNED BY: MEW |
| PROJECT ID: 0297 | SCALE: 1 inch = 600 Feet |

From: Arthur Boyce <bobby.boyce@vdot.virginia.gov>
Sent: Thursday, October 10, 2019 5:04 PM
To: mcheran@co.frederick.va.us
Cc: Matthew Smith; Funkhouser, Rhonda (VDOT); Evan Wyatt
Subject: Frederick County - Route 50 -- Perry Properties Commercial Rezoning and Subdivision

<<...>>

DEPARTMENT OF TRANSPORTATION

Staunton/Edinburg Land Development

14031 Old Valley Pike

Edinburg, VA 22824

Dear Mr. Cheran:

We have reviewed the above subject Commercial Rezoning Proffer Statement received September 5, 2019. This application is to rezone and subdivide a 6.18 acre portion of the existing 44.97 acre parent parcel from B-2 to M-1. Our comments appear to be addressed with the following exceptions:

Proffer #1 - The proffer indicates the necessary additional right-of-way dedication along Constitution Drive and references the September 5, 2019 Exhibit. However, the dedication is not indicated on the exhibit (notation or graphic). Relocating the curb & gutter 2' along the Constitution Drive frontage between A and B is now acknowledged and proffered. The asphalt trail is off the proposed right-of-way if agreeable with the County.

Proffer #2 (Repeat Comment) - The proposed commercial entrance on Constitution Drive will also require either a joint-use entrance or interparcel connection with the M-1 parent tract. See Virginia Access Management Regulation.

Proffer #3 (Repeat Comment) - The proposed commercial entrance on Millwood Pike will also require either joint-use entrance or interparcel connection with the M-1 parent tract. This should be reflected somewhere in the proffer statement. See Virginia Access Management Regulation.

Proffer #4 - The future additional through lane on Millwood Pike should be installed along the frontage of both the proposed (B-2) and parent tract (M-1) when each develop. This additional through lane will act as a continuous right turn lane until needed at a future date. All entrances installed will then need to be offset 12' additional feet just as was done on Constitution Drive. The applicant is proffering to construct the right turn lane on the B-2 frontage however this should be proffered on the M-1 as well. Right turn lanes could then be constructed during a public improvement project and have very little impact to the entrance, parking lots, etc...

Proffer #5 - This internal road may provide the interparcel connections with the M-1 parent tract near Millwood Pike and Constitution Drive commercial entrances.

Proffer #6 (Repeat Comment) - A dimension should be provided in the text and/or exhibit and should include the residual (M-1). We need to verify that the width of the right-of-way dedication will accommodate the County Comprehensive Plan designation of a 6-lane divided facility for US 17/50 with the MPO Bicycle and Pedestrian Master Plan facilities along this section of US 17/50.

Proffer #9 - The development limit of 3,000 VPD needs to be based on ITE codes. This is the only way to determine / verify the potential site vehicular volume prior to development (especially for the initial site plan). Subsequent site plans on the B-2 portion of the development may be supported by actual traffic counts. A different use could double traffic generated and that could have an unknown impact on the adjacent road networks. Therefore, VDOT recommends a 3,000 VPD cap based on the current version of the ITE Trip Generation Manual, as the maximum development associated with the rezoning. Exceeding this trip threshold would require a proffer amendment with the provision for an additional TLA to determine impacts and recommended mitigation improvements to be provided by the developer.

Proffer #10 - Given proffer #9, we do not see where Proffer #10 is necessary. The TPOF / NFCU improvements will be completed prior to the initial development on the Perry Property.

Repeat Comment on Parent Parcel - The existing 80' right-of-way on Constitution Drive is insufficient for future widening of the 2 lane road to the U4D design depicted in Frederick County's Transportation Plan. Easements are also needed for construction grading, slope maintenance, drainage, utilities, etc... The inadequate space would render the future widening on Constitution Drive impossible without the voluntary dedication of additional right-of-way and easements from this 44.97 acre parcel. This rezoning and subdivision provides an opportunity to ensure complete widening of the facility by a developer or a government entity. Therefore, we suggest that the right-of-way and easements for the U4D are secure with the rezoning approval and the 4 lane improvements be tied to the first site plan submission for the M-1 portion of the property.

We appreciate the County's efforts to include VDOT in the early planning stages for development and the opportunity to provide comments. If you have any questions or need further information, please do not hesitate to give me a call.

Sincerely,

Bobby Boyce

Bobby Boyce
VDOT- Land Development Engineer
Shenandoah, Frederick, Clarke, & Warren Counties
14031 Old Valley Pike
Edinburg, VA 22824
(540)984-5631

From: Arthur Boyce <bobby.boyce@vdot.virginia.gov>

Sent: Wednesday, August 28, 2019 9:20 AM

To: 'mcheran@co.frederick.va.us' <mcheran@co.frederick.va.us>

Cc: 'Funkhouser, Rhonda (VDOT)' <Rhonda.Funkhouser@VDOT.Virginia.gov>; 'Smith, Matthew, P.E. (VDOT)' <Matthew.Smith@vdot.virginia.gov>; 'ewyatt@greenwayeng.com' <ewyatt@greenwayeng.com>

Subject: Frederick County - Route 50 -- Perry Properties Commercial Rezoning

<<...>>

DEPARTMENT OF TRANSPORTATION

Staunton/Edinburg Land Development

14031 Old Valley Pike

Edinburg, VA 22824



315 Tasker Road
Stephens City, Virginia 22655

PH (540) 868-1061
Fax (540) 868-1429
www.FrederickWater.com

Eric R. Lawrence
Executive Director

August 14, 2019

Evan Wyatt
Greenway Engineering
151 Windy Hill Lane
Winchester, VA 22602

RE: Rezoning Application Comment
Perry Properties
Tax Map Numbers: 64-A-158
6.18+- acres

Dear Mr. Wyatt:

Thank you for the opportunity to offer review comments on the Perry Properties commercial rezoning application package, dated June 19, 2019, and received at Frederick Water. Frederick Water (FW) offers comments limited to the anticipated impact/effect upon FW's public water and sanitary sewer system and the demands thereon.

The project parcel is in the sewer and water service area (SWSA) and is served by FW. Based on the project's location both water and sanitary sewer services are available. Water service is readily available, with adequate treatment and distribution capacities. Sanitary sewer treatment capacity at the wastewater treatment plant is presently available for the anticipated 9,000 gpd 6.18-acre site, but the sewage conveyance system has areas with limited capacity.

Flows from the subject rezoning site will flow to the West View Business Center sewage pumping station. The West View pump station requires upgrades to ensure adequate capacity is available to handle the projected 9,000gpd of sewage from the subject rezoning site. In recent months, the pump station has experienced overflows when the pump station facility was overwhelmed by excess flows. The pump station was designed and constructed by the developer of West View Business Center to accommodate the development's sewage flows, of which an adjacent 26-acre split zoned B2/M1 site remains undeveloped.

Flows which leave the West View pump station ultimately flow into additional downstream pump stations that also warrant consideration. The US 50 East Sewage Pumping Station is also in need of upgrades to accommodate additional flows.

Please keep in mind that sewer conveyance capacities and water supplies change daily, and with new customer connections bring additional flows. This letter does not guarantee system capacities to accommodate your development proposal, but offers a point in time observation to assist in the decision make process associated with rezoning a property.

Water and sanitary sewers are to be constructed in accordance with the FW standards specifications. Dedicated easements may be required and based on the layout vehicular access will need to be incorporated into the final design.

Thank you for the opportunity to offer review comments.

Sincerely,

A handwritten signature in dark ink, appearing to read "Eric", is positioned over a light gray rectangular background.

Eric R. Lawrence
Executive Director

Cc: Michael T. Ruddy, AICP, County Planning Department

To be completed by Planning Staff:

Zoning Amendment Number 04-19

Date Received 10/23/19

Fee Amount Paid \$ 10,618.00

Anticipated PC Hearing Date 11/13/19

Anticipated BOS Hearing Date 11/20/19

REZONING APPLICATION

FREDERICK COUNTY, VA DEPARTMENT OF PLANNING & DEVELOPMENT

1. Property Owner(s) (please attach additional page(s) if more than two owners):

Name: Perry Properties

Specific Contact Person if Other than Above: Mike Perry, President

Address: 1945 Millwood Pike Winchester, VA 22602

Telephone: (540) 667-4310

Email: mperry@perryeng.com

Name: _____

Specific Contact Person if Other than Above: _____

Address: _____

Telephone: _____

Email: _____

2. Other Applicant Party (such as a contract purchaser) (please attach additional page(s) if necessary):

Name: N/A

Specific Contact Person if Other than Above: _____

Address: _____

Telephone: _____

Email: _____

3. Law firm, engineering firm, or other person, if any, serving as the primary contact person for this application:

Firm Name: Greenway Engineering, Inc.

Specific Contact Person at Firm: Evan Wyatt, Director of Land Planning

Address: 151 Windy Hill Lane Winchester, VA 22602

Telephone: (540) 662-4185

Email: ewyatt@greenwayeng.com

Please note that, if a law firm, engineering firm, or other person, other than the owner of the property, will be acting on behalf of the owner and/or executing papers on behalf of the owner in connection with the rezoning, the owner will need to execute a power of attorney form granting the firm or person such authority.

4. Project Name (if any): Perry Properties Commercial Rezoning

5. Property Information:

a. Property Identification Number(s): 64-A-158

b. Total acreage of the parcel(s): 44.97+/- acres

c. Total acreage of parcel(s) to be rezoned (if other than whole parcel(s) is being rezoned):
6.18+/- acres

d. Current zoning designation(s) and acreage(s) in each designation:

M-1 District: 44.97+/- acres

e. Proposed zoning designation(s) and acreage(s) in each designation:

B-2 District: 6.18+/- acres M-1 District: 38.78+/- acres

f. Magisterial District(s): Shawnee District

g. Location - the property is located at (give street address(es) if assigned or otherwise exact location based on nearest road and distance from nearest intersection, using road names and route numbers):

The portion of Tax Parcel 64-A-158 proposed for B-2 District zoning is

located on the north side of Millwood Pike (Rt. 50 East) and the west

side of Constitution Drive

h. Adjoining Properties:

| <u>Parcel ID Number</u> | <u>Use</u> | <u>Zoning</u> |
|-----------------------------|------------|---------------|
| <u>Refer to attached</u> | <u></u> | <u></u> |
| <u>Adjoining Properties</u> | <u></u> | <u></u> |
| <u>Map Exhibit</u> | <u></u> | <u></u> |
| <u></u> | <u></u> | <u></u> |
| <u></u> | <u></u> | <u></u> |
| <u></u> | <u></u> | <u></u> |

Please attach additional page(s) if necessary.

Property identification numbers, magisterial districts, and deed book and page numbers/ instrument numbers may be obtained from the Office of the Commissioner of the Revenue, Real Estate Division, 107 North Kent Street, Winchester, VA 22601.

6. **Disclosure of real parties in interest.**

Virginia Code § 15.2-2289 provides that localities may by ordinance require any applicant for a zoning amendment to make complete disclosure of the equitable ownership of the real estate to be affected including, in the case of corporate ownership, the name of stockholders, officers, and directors, and in any case the names and addresses of all real parties of interest. Frederick County has, by County Code § 165-101.09, adopted such an ordinance.

For each business entity that is an owner or contract purchaser of the property, **please list the name and address of each person owning an interest in, or who is an officer or director of, any entity that is an owner or contract purchaser of the property** (you need not indicate the amount or extent of the ownership interest). Please note that this requirement does not apply to a corporation whose stock is traded on a national or local stock exchange and having more than 500 shareholders.

Perry Properties - Mike Perry, President

Please attach additional page(s) if necessary.

7. **Checklist.** Please check that the following items have been included with this application:

- ☒ Location Map
- ☒ Plat Depicting Metes/Bounds of Proposed Zoning
- ☒ Impact Analysis Statement
- ☒ Proffer Statement (if any)
- ☒ Agency Comments
- ☒ Fee
- ☒ Copies of Deed(s) to Property(ies)
- ☒ Tax Payment Verification
- ☒ Digital copies (pdf's) of all submitted items

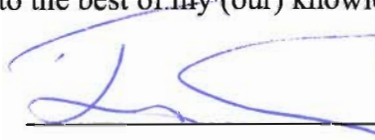
7. **Signature(s):**

I (we), the undersigned, do hereby respectfully make application and petition the Frederick County Board of Supervisors to amend the zoning ordinance to change the zoning map of Frederick County, Virginia. I (we) authorize Frederick County officials to enter the property for site inspection purposes.

I (we) understand that the sign issued when this application is submitted must be placed at the front property line at least seven days prior to the Planning Commission public hearing and the Board of Supervisors public hearing and maintained so as to be visible from the road right-of-way until the hearing.

I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge.

Owner: _____

 President

Date

10/22/19

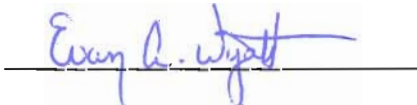
If signing on behalf of an entity, please state name of entity and your title:

Owner: _____

Date

If signing on behalf of an entity, please state name of entity and your title:

Other Applicant Party (if any):



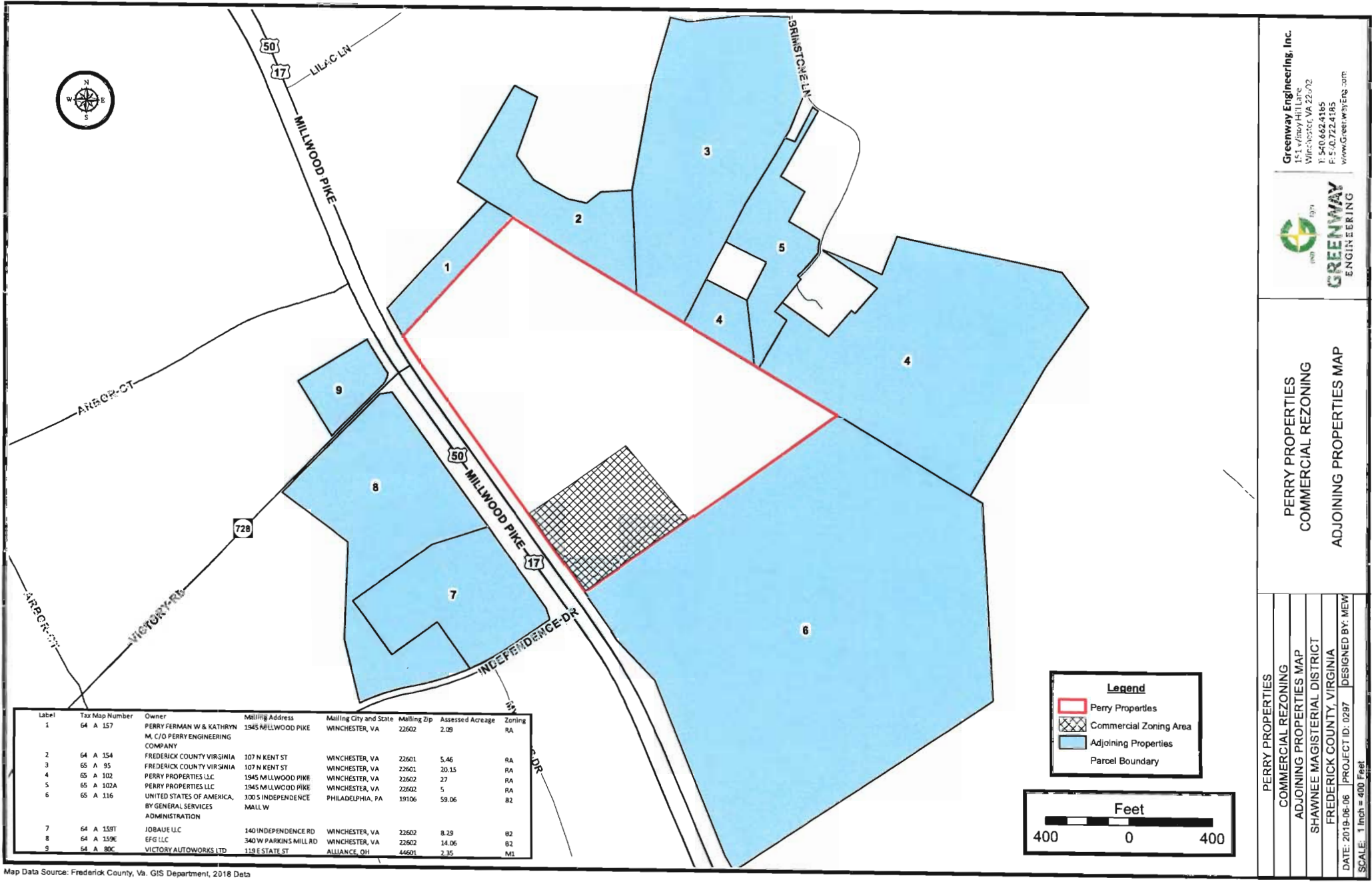
Date

10/17/19

If signing on behalf of an entity, please state name of entity and your title:

GREENWAY ENGINEERING, INC. ; DIRECTOR OF LAND PLANNING

If additional signature lines are necessary, such as if more than two persons are owners, please use additional copies of this page.



| Label | Tax Map Number | Owner | Mailing Address | Mailing City and State | Mailing Zip | Assessed Acreage | Zoning |
|-------|----------------|--|---------------------------|------------------------|-------------|------------------|--------|
| 1 | 64 A 157 | PERRY FERMAN W & KATHRYN M, C/O PERRY ENGINEERING COMPANY | 1945 MILLWOOD PIKE | WINCHESTER, VA | 22602 | 2.09 | RA |
| 2 | 64 A 154 | FREDERICK COUNTY VIRGINIA | 107 N KENT ST | WINCHESTER, VA | 22601 | 5.46 | RA |
| 3 | 65 A 95 | FREDERICK COUNTY VIRGINIA | 107 N KENT ST | WINCHESTER, VA | 22601 | 20.35 | RA |
| 4 | 65 A 102 | PERRY PROPERTIES LLC | 1945 MILLWOOD PIKE | WINCHESTER, VA | 22602 | 27 | RA |
| 5 | 65 A 102A | PERRY PROPERTIES LLC | 1945 MILLWOOD PIKE | WINCHESTER, VA | 22602 | 5 | RA |
| 6 | 65 A 116 | UNITED STATES OF AMERICA, BY GENERAL SERVICES ADMINISTRATION | 100 S INDEPENDENCE MALL W | PHILADELPHIA, PA | 19106 | 59.06 | B2 |
| 7 | 64 A 158T | JOBAUE LLC | 140 INDEPENDENCE RD | WINCHESTER, VA | 22602 | 8.29 | B2 |
| 8 | 64 A 159E | EFG LLC | 340 W PARKINS MILL RD | WINCHESTER, VA | 22602 | 14.06 | B2 |
| 9 | 64 A 80C | VICTORY AUTOWORKS LTD | 118 E STATE ST | ALLIANCE, OH | 44601 | 2.35 | M1 |

PERRY PROPERTIES
COMMERCIAL REZONING
ADJOINING PROPERTIES MAP
SHAWNEE MAGISTERIAL DISTRICT
FREDERICK COUNTY, VIRGINIA

Greenway Engineering, Inc.
151 Winy Hill Lane
Winchester, VA 22602
T: 540.662.4165
F: 540.722.4165
www.GreenwayEng.com

GREENWAY
ENGINEERING

DATE: 2019-06-06 PROJECT ID: 0297 DESIGNED BY: MEW
SCALE: 1 Inch = 400 Feet



Special Limited Power of Attorney
County of Frederick, Virginia
Frederick Planning Website: www.fcva.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:

Perry Properties, LLC

Name of Property Owner/Applicant

Please note: If the property owner/applicant is an entity, the name of the entity should appear above.

If multiple persons own the property or are applicants, an executed power of attorney from each owner will be needed.

1945 Millwood Pike Winchester, VA 22602

(540) 667-4310

Mailing Address of Property Owner/Applicant

Telephone Number

as owner of, or applicant with respect to, the tract(s) or parcel(s) of land in Frederick County, Virginia, identified by following property identification numbers:

Tax Parcel 64-A-158 (6.18 +/- acre portion)

do hereby make, constitute, and appoint:

Greenway Engineering, Inc.

Name of Attorney-In-Fact

151 Windy Hill Lane Winchester, VA 22602

(540) 662-4185

Mailing Address of Attorney-In-Fact

Telephone Number

to act as my true and lawful attorney-in-fact for and in my name, place, and stead, with the same full power and authority I would have if acting personally, to file and act on my behalf with respect to application with Frederick County, Virginia for the following, for the above identified property:



Rezoning



Subdivision



Conditional Use Permit



Site Plan



Master Development Plan (prelim. or final)



Variance or Zoning Appeal

and, further, my attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

N/A

This appointment shall expire one year from the day that it is signed, or at such sooner time as I otherwise rescind or modify it.

Signature

Title (if signing on behalf of an entity)

State of

Virginia

County/City of

Frederick

To wit:

I, Mary Hensley, a Notary Public in and for the jurisdiction aforesaid, certify that the person who signed the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this 22 day of October, 2019

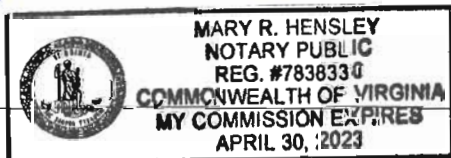
Notary Public

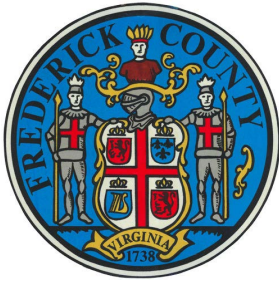
My Commission Expires:

April 30, 2023

Registration Number:

7838330





Board of Supervisors
Agenda Item Detail
Meeting Date: October 9, 2019
Agenda Section: County Officials

Title:

Ordinance Amendment to the Frederick County Code, Chapter 165 Zoning, Article I General Provisions; Amendments; and Conditional Use Permits, Part 101 General Provisions, Section 165-101.02 Definitions and Word Usage; Article II Supplementary Use Regulations; Parking; Buffers; and Regulations for Specific Uses, Part 204 Additional Regulations for Specific Uses, Section 165-204.26 Public Utilities; Article IV Agricultural and Residential Districts, Part 401 RA Rural Areas District, Section 165-401.02 Permitted Uses, Section 165-401.03 Conditional Uses, Part 402 RP Residential Performance District, Section 165-402.02 Permitted Uses, Part 403 MH1 Mobile Home Community District, Section 165-403.02 Permitted Uses; Article V Planned Development Districts, Part 502 R5 Residential Recreation Community District, Section 165-502.04 Permitted Uses; Article VI Business and Industrial Zoning Districts, Part 602 B1 Neighborhood Business District, Section 165-602.02 Allowed Uses, Part 603 B2 General Business District, Section 165-603.02 Allowed Uses, Part 604 B3 Industrial Transition District, Section 165-604.02 Allowed Uses, Part 606 M1 Light Industrial District, Section 165-606.02 Allowed Uses, Part 608 EM Extractive Manufacturing District, Section 165-608.02 Permitted Uses, Part 609 HE Higher Education District, **Section 165-609.02 Permitted Uses. Revisions to the Frederick County Zoning Ordinance to Include a Definition for Public Utilities that Includes Utility-Scale Solar Power Generating Facilities and Amendments to the Supplemental Use Regulation for Public Utilities.**

Attachments:

[BOS01-08-200APublicUtilities-Utility-ScaleSolarPowerGeneratingFacilities.pdf](#)



MEMORANDUM

TO: Frederick County Board of Supervisors

FROM: M. Tyler Klein, AICP, Senior Planner 

SUBJECT: Ordinance Amendment – Public Utilities including utility-scale solar power generating facilities – Public Hearing

DATE: December 20, 2019

At their November 13th public hearing, the Board of Supervisors directed Staff to amend the proposed ordinance amendment for “public utilities” to further specify “utility-scale solar power generating facilities” as a conditional use in the RA Zoning District, and not allow this use by-right. As a result of this change in the use allowance, the item was sent back to the Planning Commission for a new public hearing.

This is a proposed amendment to Chapter 165 – Zoning Ordinance to provide:

1. A definition for “Public Utilities” that includes utility-scale solar power generating facilities;
2. A definition for “decommissioning” and “utility-scale solar power generating facilities,” consistent with the *Code of Virginia*;
3. Additional regulations for specific uses that requires utility-scale solar generating facilities to make arrangements, including financial security, for decommissioning consistent with/as required by the *Code of Virginia*, and site plan review/approval only for utility-scale solar power generating facilities; and
4. Add “utility-scale solar power generating facilities” as a conditional use in the RA (Rural Areas) Zoning District.

The above changes to the additional regulations for specific uses section does not affect current public utilities, including water/sewer treatment and distribution facilities. The only change from what was previously considered by the Planning Commission on October 16th is “utility-scale solar power generating facilities” as a conditional use in the RA Zoning District.

The General Assembly amended the Code of Virginia (§15.2-22.41.2) to include decommissioning of solar energy facilities effective July 1, 2019. Previously, the County Attorney and Staff

provided a determination that was shared with the Board of Supervisors on July 2018, stating that utility-scale solar power generating facilities would qualify as a “public utility” type-facility and would otherwise be allowed by-right in the County’s RA (Rural Areas) Zoning District (and other zoning districts where public utilities are permitted by-right). In that determination, it was noted that the Board could restrict the use to a conditional use permit.

This item was proposed by the County Attorney and Staff and discussed by the DRRC at their June 27th, July 25th, and August 22nd regular meetings. The DRRC agreed with the proposed changes from August 22nd, and the item was forwarded to the Planning Commission for discussion. The Planning Commission discussed this item on September 4th and the Board of Supervisors discussed this item on September 25th. During their discussion, the Board directed Staff to also provide a definition for “decommissioning” and “utility-scale solar power generating facilities” and the item was sent forward, with requested amendments, for public hearing. The Planning Commission held a public hearing on the public utilities ordinance amendment on October 16th and recommended the item go forward to the Board of Supervisors for approval. However, at their November 13th public hearing, the Board of Supervisors directed Staff to amend the proposed ordinance amendment to include “utility-scale solar power generating facilities” as a conditional use in the RA Zoning District.

The Planning Commission held a public hearing on December 18th. No members of the public spoke on the proposed item. Several Planning Commissioners expressed concern with requiring utility-scale solar power generating facilities as a conditional use noting that the intensity of the use may be less impactful than other by-right uses in the RA (Rural Areas) Zoning District (i.e. other public utilities such as electric substations and power generating facilities), the investment made to establish solar facilities and the potential for revocation of a conditional use permit (CUP), and in creating additional conditional uses in general. Planning Commissioners Mohn and Morrison expressed support for making utility-scale solar power generating facilities a conditional use, citing notification to the public and seeking public input through the CUP process as important in hearing from the Community about such facilities. The Planning Commission voted 9-2-2 (Commissioners Mohn & Morrison – No; Commissioners Thomas & Unger – Absent) to send the item forward to the Board of Supervisors with a recommendation of denial.

The attached document shows the existing ordinance with the proposed changes (with bold italic for text added). **This proposed amendment is being presented to the Board of Supervisors as a public hearing item. A decision by the Board of Supervisors, on this proposed Zoning Ordinance text amendment is sought.** Please contact Staff if you have any questions.

-
- Attachments:**
- 1. Revised ordinance with additions shown in bold underlined italics.**
 - 2. Code of Virginia §15.2-2241.2**
 - 3. Memo to the Board of Supervisors, July 26, 2018**
 - 4. Resolution**

MTK/pd

ARTICLE I
General Provisions; Amendments; and Conditional Use Permits

Part 101
General Provisions

§ 165-101.02 Definitions and word usage.

Decommissioning

The removal and proper disposal of solar energy equipment, facilities, or devices on real property that has been determined by the County to be subject to § 15.2-2232 of the Code of Virginia and therefore subject to § 15.2-2241.2 of the Code of Virginia. "Decommission" includes the reasonable restoration of the real property upon which such solar equipment, facilities, or devices are located, including (i) soil stabilization and (ii) revegetation of the ground cover of the real property disturbed by the installation of such equipment, facilities, or devices.

Public Utilities

Power generating facilities, booster or relay stations, transformer substations, transmission lines and towers, pipes, meters and other facilities (including utility-scale solar power generating facilities), and sewer and water treatment facilities including sewer and water transmission lines. Such facilities may be owned by public utilities, public agencies, those operators with a Certificate of Public Convenience, or those that are operating under a Permit by Rule (PBR).

Utility-Scale Solar Power Generating Facilities

Any personal property designed and used primarily for the purpose of collecting, generating, or transferring electric energy from sunlight. Any such facility primarily designed or intended to offset personal energy consumption by the owner of the facility does not constitute a utility-scale solar power generating facility.

ARTICLE II
Supplementary Use Regulations; Parking; Buffers; and Regulations for Specific Uses

Part 204
Additional Regulations for Specific Uses

§ 165-204.26. Public Utilities

1. Public utilities. Lot requirements for lots used by political subdivisions, municipal corporations, the Virginia Department of Transportation, the Frederick-Winchester Service Authority, or the Frederick ~~Water County Sanitation Authority~~ for public utility purposes shall be as follows:

- A. In all zoning districts, the Zoning Administrator shall have the authority to determine the minimum lot size necessary for such public utilities and the appropriate setbacks for such lots used for public utility purposes.
- B. Such lots shall be exempt from the individual on-site sewage disposal system requirements.
- C. Such lots may be accessed by private access easements; any such easement shall be a minimum of 15 feet in width.

2. Utility-Scale Solar Power Generating Facilities.

- A. Any owner, lessee, or developer of real property for the purposes of solar power energy generation shall enter into a written agreement, prior to site plan approval, with Frederick County to decommission solar energy equipment, facilities, or devices pursuant to the terms and conditions of § 15.2-2241.2(B) of the Code of Virginia.
- B. For Utility-Scale Solar Power Generating Facilities a site plan, in accordance with Article VIII, shall be submitted to and approved by Frederick County, prior to the establishment of the use.

**ARTICLE IV
Agricultural and Residential Districts**

**Part 401
RA Rural Areas District**

§ 165-401.02. Permitted Uses

~~**Q.** Public utility generating, booster, or relay stations, transformer substations, transmission lines and towers, pipes, meters and other facilities, railroad facilities and sewer and water facilities, and lines owned by public facilities, railroad companies or public agencies.~~ **Public Utilities except Utility-Scale Solar Power Generating Facilities**

§165-401.03. Conditional Uses

CC. Utility-Scale Solar Power Generating Facilities

**Part 402
RP Residential Performance District**

§ 165-402.02. Permitted Uses

B. Structures and land shall be used for one of the following uses:

~~**(6)** Utility distribution facilities necessary to serve residential uses, including, but not limited to, poles, lines, distribution transformers, pipes, and meters.~~ **Public Utilities excluding energy generating facilities.**

**Part 403
MH1 Mobile Home Community District**

§ 165-403.02. Permitted Uses

~~**H.** Public utilities including poles, lines, distribution transformers, pipes and meters, water and sewer facilities and lines.~~ **Public Utilities excluding energy generating facilities.**

ARTICLE V
Planned Development Districts

Part 502
R5 Residential Recreational Community District

§165-502.04. Permitted uses.

P. ~~Public sewer and water facilities and lines.~~ ***Public Utilities excluding energy generating facilities.***

ARTICLE VI
Business and Industrial Districts

Part 602
B1 Neighborhood Business District

§165-602.02. Allowed Uses.

~~Public utility distribution facility~~ **Public Utilities excluding energy generating facilities.**

Part 603
B2 General Business District

§165-603.02. Allowed Uses.

~~Public utility distribution facility~~ **Public Utilities excluding energy generating facilities.**

Part 604
B3 Industrial Transition District

§165-604.02. Allowed Uses.

~~Public utility distribution facility~~ **Public Utilities**

Part 606
M1 Light Industrial District

§165-606.02. Allowed Uses.

~~Public utility distribution facility~~ **Public Utilities**

Part 608
EM Extractive Manufacturing District

§165-608.02. Permitted Uses.

~~**K. Public utilities, including poles, lines, distribution transformers, pipes, meters, and sewer facilities.**~~
Public Utilities.

Part 609
HE Higher Education District

§165-609.02. Permitted uses.

~~**B. Utilities necessary to serve allowed uses, including poles, lines, distribution transformers, pipes and meters.**~~ **Public Utilities excluding energy generating facilities.**

CHAPTER 743

An Act to amend the Code of Virginia by adding a section numbered **15.2-2241.2**, relating to rezoning and site plan approval; decommissioning solar energy equipment, facilities, or devices.

[H 2621]

Approved March 21, 2019

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding a section numbered **15.2-2241.2** as follows:

§15.2-2241.2. *Bonding provisions for decommissioning of solar energy equipment, facilities, or devices.*

A. *As used in this section, unless the context requires a different meaning:*

"Decommission" means the removal and proper disposal of solar energy equipment, facilities, or devices on real property that has been determined by the locality to be subject to §15.2-2232 and therefore subject to this section.

"Decommission" includes the reasonable restoration of the real property upon which such solar equipment, facilities, or devices are located, including (i) soil stabilization and (ii) revegetation of the ground cover of the real property disturbed by the installation of such equipment, facilities, or devices.

"Solar energy equipment, facilities, or devices" means any personal property designed and used primarily for the purpose of collecting, generating, or transferring electric energy from sunlight.

B. *As part of the local legislative approval process or as a condition of approval of a site plan, **any locality shall require** an owner, lessee, or developer of real property subject to this section to enter into a written agreement to decommission solar energy equipment, facilities, or devices upon the following terms and conditions: (i) if the party that enters into such written agreement with the locality defaults in the obligation to decommission such equipment, facilities, or devices in the timeframe set out in such agreement, the locality has the right to enter the real property of the record title owner of such property without further consent of such owner and to engage in decommissioning and (ii) such owner, lessee, or developer provides financial assurance of such performance to the locality in the form of certified funds, cash escrow, bond, letter of credit, or parent guarantee, based upon an estimate of a professional engineer licensed in the Commonwealth, who is engaged by the applicant, with experience in preparing decommissioning estimates and approved by the locality; such estimate shall not exceed the total of the projected cost of decommissioning, which may include the net salvage value of such equipment, facilities, or devices, plus a reasonable allowance for estimated administrative costs related to a default of the owner, lessee, or developer, and an annual inflation factor.*

CHAPTER 744

An Act to amend the Code of Virginia by adding a section numbered **15.2-2241.2**, relating to rezoning and site plan approval; decommissioning solar energy equipment, facilities, or devices.

[S 1091]

Approved March 21, 2019

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding a section numbered **15.2-2241.2** as follows:

§15.2-2241.2. *Bonding provisions for decommissioning of solar energy equipment, facilities, or devices.*

A. As used in this section, unless the context requires a different meaning:

"Decommission" means the removal and proper disposal of solar energy equipment, facilities, or devices on real property that has been determined by the locality to be subject to §15.2-2232 and therefore subject to this section.

"Decommission" includes the reasonable restoration of the real property upon which such solar equipment, facilities, or devices are located, including (i) soil stabilization and (ii) revegetation of the ground cover of the real property disturbed by the installation of such equipment, facilities, or devices.

"Solar energy equipment, facilities, or devices" means any personal property designed and used primarily for the purpose of collecting, generating, or transferring electric energy from sunlight.

B. As part of the local legislative approval process or as a condition of approval of a site plan, **a locality shall require** an owner, lessee, or developer of real property subject to this section to enter into a written agreement to decommission solar energy equipment, facilities, or devices upon the following terms and conditions: (i) if the party that enters into such written agreement with the locality defaults in the obligation to decommission such equipment, facilities, or devices in the timeframe set out in such agreement, the locality has the right to enter the real property of the record title owner of such property without further consent of such owner and to engage in decommissioning, and (ii) such owner, lessee, or developer provides financial assurance of such performance to the locality in the form of certified funds, cash escrow, bond, letter of credit, or parent guarantee, based upon an estimate of a professional engineer licensed in the Commonwealth, who is engaged by the applicant, with experience in preparing decommissioning estimates and approved by the locality; such estimate shall not exceed the total of the projected cost of decommissioning, which may include the net salvage value of such equipment, facilities, or devices, plus a reasonable allowance for estimated administrative costs related to a default of the owner, lessee, or developer, and an annual inflation factor.



MEMORANDUM

TO: Frederick County Board of Supervisors

CC: Kris C. Tierney, County Administrator
Roderick B. Williams, County Attorney
Mike T. Ruddy, AICP, Director of Planning & Development
Mark R. Cheran, Zoning Administrator

FROM: M. Tyler Klein, AICP, Senior Planner 

SUBJECT: Solar (Photovoltaic) Energy Facilities Text Amendment – Update

DATE: July 26, 2018

This is an update to the proposed text amendment to Chapter 165 – Zoning Ordinance to add solar (photovoltaic) power generating facilities (i.e. solar farms) to the permitted use list for the RA (Rural Areas) Zoning District. This item was previously discussed by the Board of Supervisors on January 10th, February 14th and April 11th. Following our last discussion, the Board of Supervisors had directed Staff to make the proposed use a “conditional use” and provide additional supplemental use regulations to address abandonment on the facility and return of the land to its pre-development state. At the time of the presentation to the Board, the premise of the draft text amendment, as supported by the Development Review and Regulations Committee (DRRC), and previously discussed by the Planning Commission, was that because solar farms are typically “privately-owned”, they would not qualify as “public utility” generating facilities.

Since the Board discussion in April, the County Attorney and the Planning and Development Staff have met and determined that solar (photovoltaic) energy facilities would *appear* to qualify as “public utility generating” facilities and would otherwise today be allowed by-right in the County’s RA Zoning District. The Zoning Ordinance currently permits a by-right use in the RA Zoning District, “Public utility generating, booster, or relay stations, transformer substations, transmission lines, and towers, pipes, meters, and other facilities, railroad facilities, and sewer and water facilities and lines owned by public utilities, railroad companies or public agencies” (§165-401.02(Q)). The term “public utility” does not address the public or private nature of the ownership of the facility; most electricity generating facilities in the United States are owned by “private” entities as opposed to government, i.e. “public” entities.

Further, the Frederick County Zoning Ordinance does not define the term “public utility” and definitions not included in the definitions section of the Zoning Ordinance “shall have the meaning ascribed to such word, term or phrase in the most recent addition of Merriam-Webster’s Dictionary unless, in the opinion of the Zoning Administrator, established customs or practices in Frederick

County, Virginia justify a different or additional meaning” (§165-101.02). Webster’s defines “public utility” simply as “a business organization (such as an electric company) performing a public service and subject to special governmental regulation.” This definition does not limit the concept of a “public utility” to entities that sell electricity directly to the public or to entities that are publicly traded and therefore does not exclude from its reach solar farms owned by non-publicly traded entities. Within the Code of Virginia §56-1, nothing in the definition of public service companies suggests a distinction between the types of companies that operate solar farms and the types of companies that operate other types of electricity generation facilities. State law specifically regulates solar facilities as it does other electricity generating facilities, regardless of the nature of ownership, by requiring the operator to seek a certificate of public convenience and necessity from the State Corporation Commission (SCC) (§56-265.2). The County would recognize a solar energy facility as a public utility under this interpretation.

This determination of solar electric generating facilities qualifying as a “public utility” would not preclude the Board of Supervisors in the future from further regulating solar (photovoltaic) energy facilities as allowed under the Code of Virginia or excluding them all from the current allowance in §165-401.02(Q). Staff notes that possible supplementary regulations as previously discussed, such as a requirement for removal of the facilities upon abandonment of use would place them in a category currently unique to telecommunications towers. As well, any requirement for a bond securing the removal of an abandoned facility might be sufficient economic disincentive as to preclude any use of the opportunity that would be enabled by the ordinance generally.

Please contact the County Attorney’s office or Planning and Development Staff directly with any questions or comments. Unless otherwise directed by the Board of Supervisors, Staff will proceed with the above interpretation to allow solar energy facilities (i.e. solar farms), by right, under the present allowance for public utilities in the RA Zoning District.

MTK/pd



ORDINANCE AMENDMENT

Action:

| | | |
|-----------------------|-------------------|--|
| PLANNING COMMISSION: | October 16, 2019 | Public Hearing Held; Recommended Approval |
| | December 18, 2019 | Public Hearing Held; Recommended Denial |
| BOARD OF SUPERVISORS: | November 13, 2019 | Public Hearing Held; Directed Staff to Amend |
| | January 8, 2020 | the Proposed Ordinance Amendment |

**AN ORDINANCE AMENDING
THE FREDERICK COUNTY CODE
CHAPTER 165 ZONING**

**ARTICLE I
GENERAL PROVISIONS; AMENDMENTS; AND CONDITIONAL USE PERMITS
PART 101 – GENERAL PROVISIONS
§165-101.02. DEFINITIONS AND WORD USAGE**

**ARTICLE II
SUPPLEMENTARY USE REGULATIONS; PARKING; BUFFERS; AND REGULATIONS FOR
SPECIFIC USES
PART 204 – ADDITIONAL REGULATIONS FOR SPECIFIC USES
§165-204.26. PUBLIC UTILITIES**

**ARTICLE IV
AGRICULTURAL AND RESIDENTIAL DISTRICTS
PART 401 – RA RURAL AREAS DISTRICT
§165-401.02. PERMITTED USES
§165-401.03. CONDITIONAL USES
PART 402 – RP RESIDENTIAL PERFORMANCE DISTRICT
§165-402.02. PERMITTED USES
PART 403 – MH1 MOBILE HOME COMMUNITY DISTRICT
§165-403.02. PERMITTED USES**

**ARTICLE V
PLANNED DEVELOPMENT DISTRICTS
PART 502 – RESIDENTIAL RECREATIONAL COMMUNITY DISTRICT
§165-502.04. PERMITTED USES**

**ARTICLE VI
BUSINESS AND INDUSTRIAL DISTRICTS
PART 602 – B1 NEIGHBORHOOD BUSINESS DISTRICT
§165-602.02. ALLOWED USES**

PART 603 – B2 GENERAL BUSINESS DISTRICT
§165-603.02. ALLOWED USES
PART 604 – B3 INDUSTRIAL TRANSITION DISTRICT
§165-604.02. ALLOWED USES
PART 606 – M1 LIGHT INDUSTRIAL DISTRICT
§165-606.02. ALLOWED USES
PART 608 – EM EXTRACTIVE MANUFACTURING DISTRICT
§165-608.02. PERMITTED USES
PART 609 – HE HIGHER EDUCATION DISTRICT
§165-609.02. PERMITTED USES

WHEREAS, an ordinance to amend Chapter 165, Zoning to include a definition for “Public Utilities” that includes utility-scale solar power generating facilities, a definition for utility-scale solar power generating facilities, and a definition for decommissioning; and

WHEREAS, the proposed ordinance to amend Chapter 165, Zoning to include additional supplemental use requirements for utility-scale solar power generating facility decommissioning and site plan requirements were considered; and

WHEREAS, the Planning Commission held a public hearing on this ordinance amendment on October 16, 2019 and recommended approval; and

WHEREAS, the Board of Supervisors held a public hearing on this ordinance amendment on November 13, 2019 and directed Staff to amend the proposed ordinance amendment to include “utility-scale solar power generating facilities” as a conditional use in the RA Zoning District; and

WHEREAS, the Planning Commission held a public hearing on this ordinance amendment, as amended by the Board of Supervisors, on December 18, 2019 and recommended denial; and

WHEREAS, the Board of Supervisors held a public hearing on this ordinance amendment on January 8, 2020; and

WHEREAS, the Frederick County Board of Supervisors finds that the adoption of this ordinance to be in the best interest of the public health, safety, welfare, and in good zoning practice; and

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that **Chapter 165 Zoning, is amended to include a definition for “Public Utilities” that includes utility-scale solar power generating facilities and solar power generating facility decommissioning requirements and includes “utility-solar power generating facilities” as a conditional use in the RA Zoning District.**

Passed this 8th day of January 2020 by the following recorded vote:

Charles S. DeHaven, Jr., Chairman

Shawn L. Graber

J. Douglas McCarthy

Blaine P. Dunn

Gene E. Fisher

Robert W. Wells

Judith McCann-Slaughter

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator



Board of Supervisors
Agenda Item Detail
Meeting Date: October 9, 2019
Agenda Section: County Officials

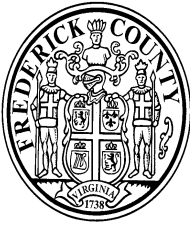
Title:

Rezoning #06-19, Winchester Medical Center, Inc.

PROPOSAL: To revise the proffered Generalized Development Plan approved with rezoning #02-03 for 37.5424+/- acres zoned B2 (General Business) District and 51.8675+/- acres zoned MS (Medical Support) District to the MS (Medical Support) District. Minor text revisions are also proposed to reflect the updated internal street network within the development.

Attachments:

[BOS01-08-20WinchesterMedicalCenterREZ06-19.pdf](#)



**REZONING APPLICATION #06-19
WINCHESTER MEDICAL CENTER, INC.**

Staff Report for the Board of Supervisors

Prepared: December 27, 2019

Staff Contact: Candice E. Perkins, AICP, CZA, Assistant Director

| | <u>Reviewed</u> | <u>Action</u> |
|------------------------------|------------------------|----------------------|
| Planning Commission: | 12/18/19 | Recommended Approval |
| Board of Supervisors: | 01/08/20 | Pending |

PROPOSAL: To revise the proffered Generalized Development Plan approved with rezoning #02-03 for 37.5424+/- acres zoned B2 (General Business) District and 51.8675+/- acres zoned MS (Medical Support) District to the MS (Medical Support) District. Minor text revisions are also proposed to reflect the updated internal street network within the development.

LOCATION: The subject property is on the northern side of Route 50 West and west of Route 37.

EXECUTIVE SUMMARY & STAFF CONCLUSION FOR THE 01/08/20 BOARD OF SUPERVISORS MEETING:

This is a proposed minor proffer amendment for minor text revisions and revisions to the approved Generalized Development Plan (GDP) associated with Rezoning #02-03 which rezoned parcel 53-A-68 to the B2 (General Business) and MS (Medical Support) Districts with proffers. The site consists of 37.5424+/- acres zoned B2 (General Business) District and 51.8675+/- acres zoned MS (Medical Support) District. The approved GDP labeled individual land bays with specific uses; the Applicant proposes to remove the uses shown on the proffered GDP to allow for potential alternative development. The Applicant is also proposing to remove proffer 3 from the landscape design features which required a landscaped roundabout. This feature was removed, and the internal road system has already been constructed – therefore this proffer is unnecessary.

The impacts associated with the change of use are very limited; no additional impacts to Frederick County or the surrounding property owners are anticipated. *Staff is supportive of this request for a minor proffer modification to the GDP and text. The Planning Commission did not identify any concerns with the request and recommended approval of the application at their December 18, 2019 meeting.*

Following the public meeting, a decision rezoning this rezoning application by the Board of Supervisors would be appropriate. The Applicant should be prepared to adequately address all concerns raised by the Board of Supervisors.

This report is prepared by the Frederick County Planning Staff to provide information to the Planning Commission and the Board of Supervisors to assist them in making a decision on this application. It may also be useful to others interested in this zoning matter. Unresolved issues concerning this application are noted by Staff where relevant throughout this Staff report.

| | <u>Reviewed</u> | <u>Action</u> |
|-----------------------|-----------------|----------------------|
| Planning Commission: | 12/18/19 | Recommended Approval |
| Board of Supervisors: | 01/08/20 | Pending |

PROPOSAL: To revise the proffered Generalized Development Plan approved with Rezoning #02-03 for 37.5424+/- acres zoned B2 (General Business) District and 51.8675+/- acres zoned MS (Medical Support) District to the MS (Medical Support) District. Minor text revisions are also proposed to reflect the constructed internal street network within the development.

LOCATION: The subject property is on the northern side of Route 50 West and west of Route 37.

MAGISTERIAL DISTRICT: Gainesboro

PROPERTY ID NUMBER: 53-A-68

PROPERTY ZONING: B2 (General Business) District
MS (Medical Support) District

PRESENT USE: Vacant

ADJOINING PROPERTY ZONING & PRESENT USE:

| | | | |
|--------|---|------|-------------------------------------|
| North: | RA (Rural Areas) | Use: | Agricultural |
| South: | B2 (General Business) | Use: | Commercial |
| East: | N/A Interstate | Use: | Route 37 |
| West: | RA (Rural Areas)
B2 (General Business) | Use: | Agricultural, Residential
Vacant |

REVIEW EVALUATIONS:

Virginia Dept. of Transportation: We have reviewed the above subject Rezoning Application dated August 5, 2019 for impacts to the local transportation system. We have no overall objection to the proposed rezoning with the following comment being addressed.

We suggest that the conditions as they relate to the Western Campus-Limited Access Control Changes Route 37 (December 17, 2009) be brought into the amended proffer. As it remains important for all parties to be reminded of the gated-access limitation envisioned as part of the Commonwealth Transportation Board (CTB) approval. This could be accomplished by amending the Street Improvements section of the proffers as follows: “The Applicant shall design and construct all roads on the subject property consistent with the County’s adopted Round Hill Land Use Plan for the area, **and requirements as consistent with the Commonwealth Transportation Board’s “Right of Way and Limited Access Control Changes Route 37 and Campus Boulevard Interchange” approval dated December 17, 2009,** and according to uniform standards...” We also suggest including a copy of the Resolution of the CTB (attached) be included as an appendix to the proffer.

Staff Note: Per VDOT’s comment, the Applicant has referenced the Commonwealth Transportation Board’s “Right of Way and Limited Access Control Changes Route 37 and Campus Boulevard Interchange” approval dated December 17, 2009 in the updated proffer statement.

County of Frederick Attorney: Proffer appears acceptable.

Planning & Zoning:

1) Site History

The subject property was rezoned from the RA (Rural Areas) District to the B2 (General Business) District and the MS (Medical Support) District with the approval of Rezoning #02-03.

2) Comprehensive Plan

The 2035 Comprehensive Plan is the guide for the future growth of Frederick County.

The 2035 Comprehensive Plan is an official public document that serves as the Community's guide for making decisions regarding development, preservation, public facilities and other key components of Community life. The primary goal of this plan is to protect and improve the living environment within Frederick County. It is in essence a composition of policies used to plan for the future physical development of Frederick County.

The Area Plans, Appendix I of the 2035 Comprehensive Plan, are the primary implementation tool and will be instrumental to the future planning efforts of the County.

Land Use

The site is located within the limits of the Route 37 West Area Land Use Plan of the 2035 Comprehensive Plan and depicts the subject property with commercial land use designation. The existing B2 Zoning and MS Zoning is consistent with the Comprehensive Plan.

PLANNING COMMISSION SUMMARY AND ACTION FROM THE 12/18/19 MEETING:

Staff stated that this is an application to revise the proffered Generalized Development Plan approved with Rezoning #02-03 for 37.5424+/- acres zoned B2 (General Business) District and 51.8675+/- acres zoned MS (Medical Support) District to the MS (Medical Support) District. Staff then provided an overview application and stated that this amendment only intends to revise the GDP to remove the land use specifications that restricted the site to certain uses.

Commissioner Morrison requested clarification on the original proffer and the traffic circle off of Route 37 for the Medical Center and if it would be opened up for general traffic to improve Route 50. Staff stated that there were limitations placed on this access by the Commonwealth Transportation Board for this access break and the Medical Center is limited in the number of trips that can access the property via this interchange. The Applicant further clarified that this access will be controlled via a gate and that they were not changing any proffer other than the GDP.

This item was a minor proffer amendment and therefore no public hearing was required. A motion was made, seconded and unanimously passed to recommend approval of Rezoning #06-19 for Winchester Medical Center.

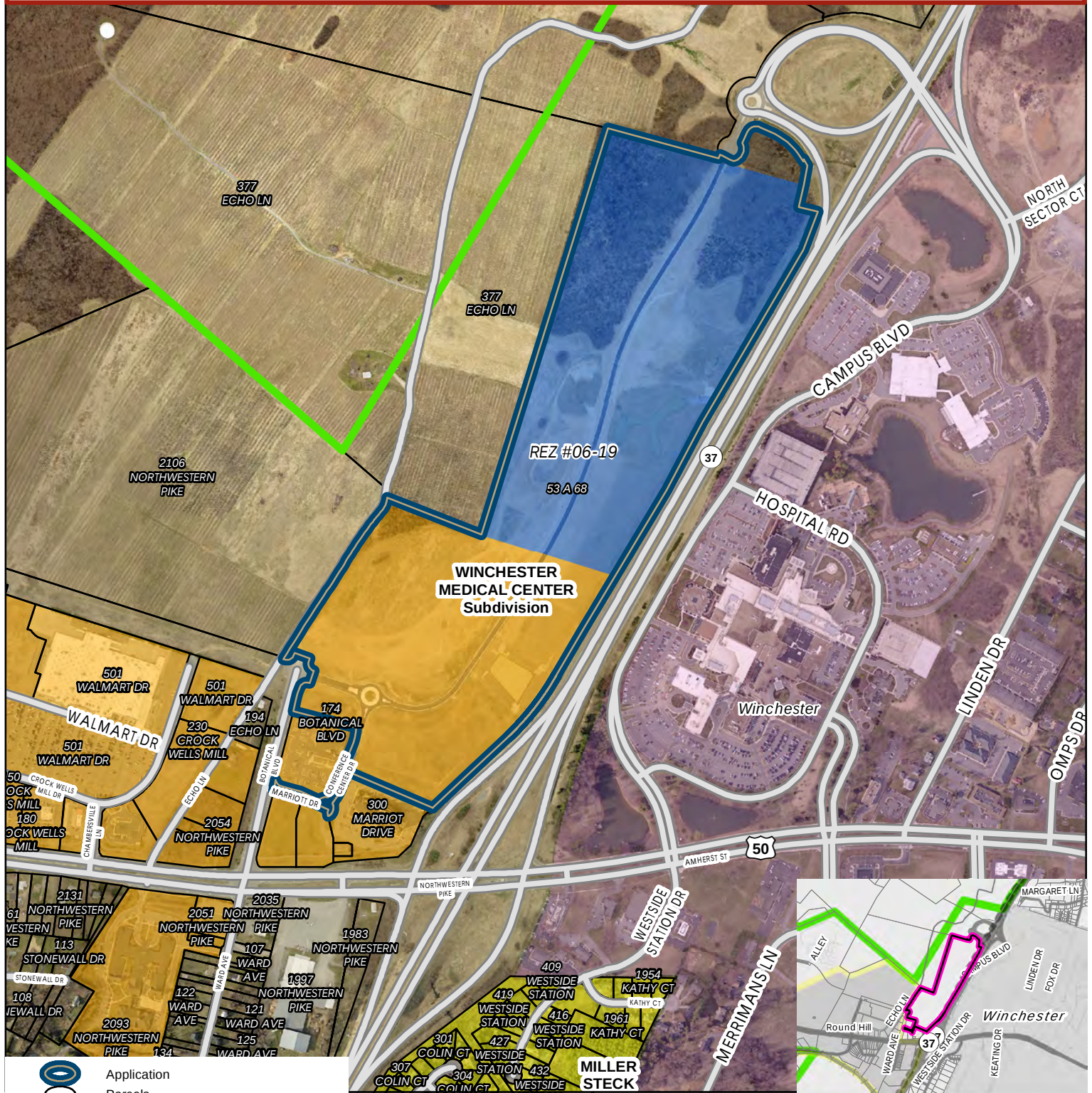
Following the public meeting, a decision regarding this rezoning application by the Board of Supervisors would be appropriate. The Applicant should be prepared to adequately address all concerns raised by the Board of Supervisors.

REZ # 06 - 19: Winchester Medical Center, Inc.

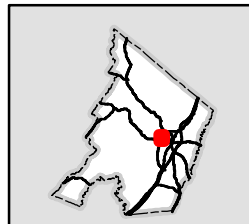
PIN: 53 - A - 68

Rezoning from B2 to MS

Zoning Map



-  Application
-  Parcels
-  B2 (General Business District)
-  MS (Medical Support District)
-  RP (Residential Performance District)



266

0 455 910 1,820 Feet

PIN: 53 - A - 68
Rezoning from B2 to MS
Location Map

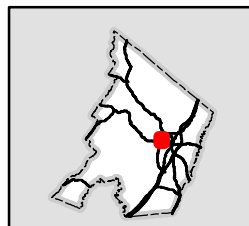
PIN: 53 - A - 68

Rezoning from B2 to MS

Location Map

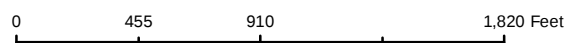


Application Parcels



267

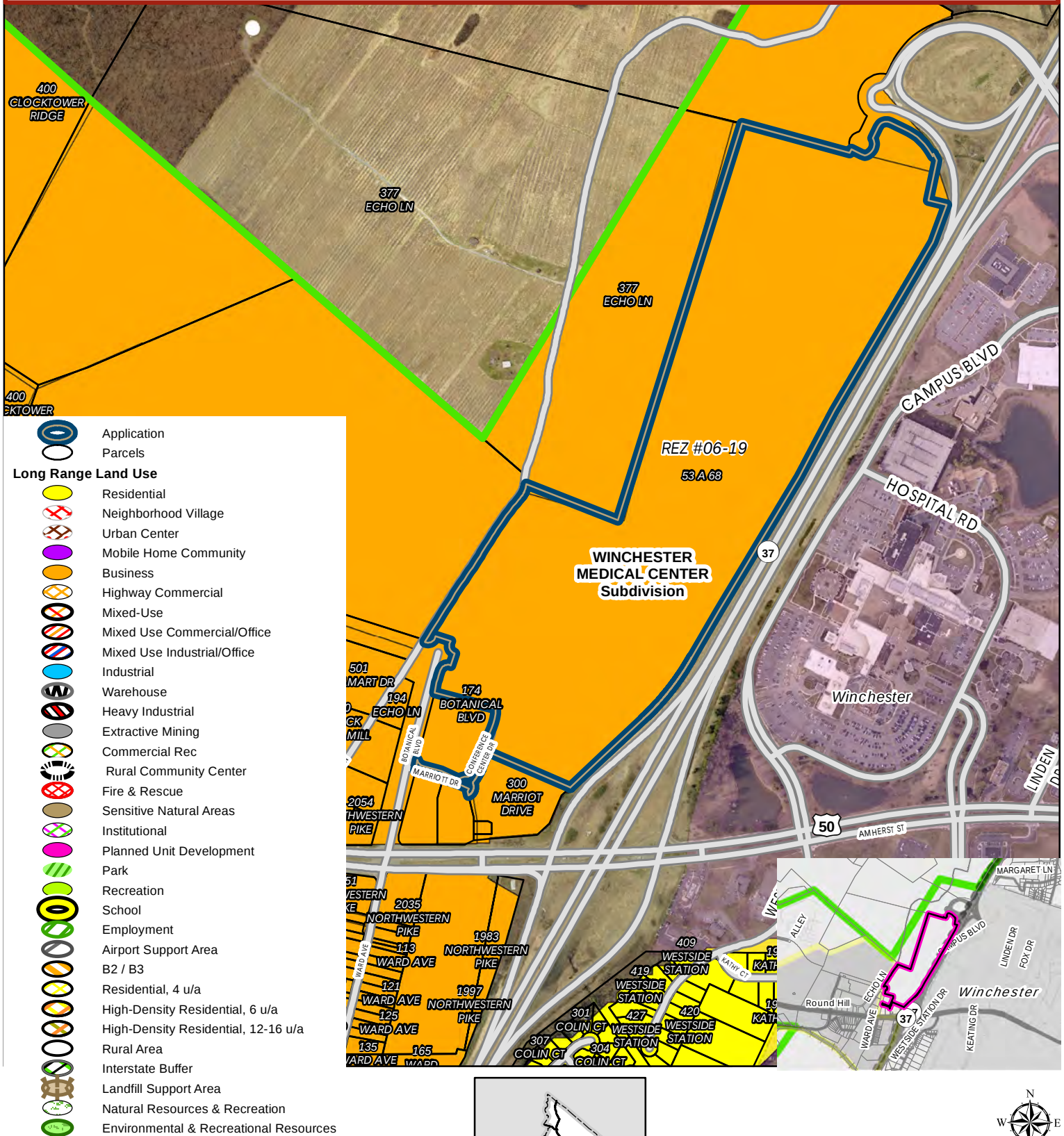
Frederick County Planning & Development
107 N Kent St
Winchester, VA 22601
540 - 665 - 5651
Map Created: October 29, 2019



REZ # 06 - 19: Winchester Medical Center, Inc.

PIN: 53 - A - 68

Rezoning from B2 to MS
Long Range Land Use Map



REZONING REQUEST PROFFER
Property Identification Number 53-((A))-68
Revised 11-20-19

WINCHESTER MEDICAL CENTER
"West Campus"

Preliminary Matters

Pursuant to Section 15.2-2296 et.seq., of the code of Virginia, 1950, as amended, and the provisions of the Frederick County Zoning Ordinance with respect to conditional zoning, the undersigned Owner hereby proffers that in the event the Board of Supervisors of Frederick County, Virginia, shall approve Rezoning Application #_____ for the rezoning of 88.1212 acres, out of a parcel total of 89.5100 acres, of the existing MS/B2 Zoning District, development of the subject property shall be done in conformity with the terms and conditions set forth herein, except to the extent that such terms and conditions may be subsequently amended or revised by the Owner and such be approved by the Frederick County Board of Supervisors in accordance with Virginia law. Should this petition for rezoning not be approved by the Board of Supervisors then the existing proffer statement for the B-2 tract will remain in effect and these proffers shall be deemed withdrawn and of no effect whatsoever. These proffers shall be binding upon the Owner and their legal successor assigns.

General Development Plan

The development of the subject property, and the submission of any Master Development Plan shall be in conformance with all pertinent County regulations and shall be in substantial conformity with the Generalized Plan of Development, dated 10-18-19, which is attached hereto and incorporated herein by reference.

Street Improvements

The Owner shall design and construct all roads on the subject property consistent with the County's adopted Round Hill Land Use Plan for the area, , **and requirements as consistent with the Commonwealth Transportation Board's "Right of Way and Limited Access Control Changes Route 37 and Campus Boulevard Interchange" approval dated December 17, 2009**, and according to uniform standards established by the Virginia Department of Transportation (VDOT), and as may be provided in these proffers as illustrated on the Generalized Plan of Development which is attached hereto and incorporated herein by reference.

1. On U.S. Route 50 at the intersection of Route 1317, a 200 feet left turn lane for eastbound traffic will be provided. (#1)
2. On U.S. Route 50, an acceleration/deceleration lane will be added across the entire U.S. Route 50 frontage of the site, and the only exit on U.S. Route 50 will be located at the Route 1317 intersection. Curb and gutter will be provided along the entire frontage. (#2)
3. At the VA Route 1317 intersection, traffic leaving the site will be provided two left turn lanes, (on left turn with through movement) and one right turn lane. (#3)
4. Lanes will be added to the VA Route 37 exit ramps to allow dedicated right and left turn lanes (#4) as follows:
 - At U.S. Route 50/VA Route 37 eastern signal, Northbound left turn – 200 feet with transition to provide 3 lanes at intersection including a dedicated left, a left with through and right turn lanes.
 - At U.S. 50/VA Route 37 Western signal, Southbound right turn – 200 fee with transition to provide full 2 lanes at intersection.
5. A traffic signal will be provided at U.S. Route 50 and VA Route 317 intersection. (#5)
6. An additional left turn lane will be provided on U.S. Route 50 for the eastbound traffic at the US Route 50/VA Route 37 eastern signal. (#6)

7. A major collector road, 1800 feet in length and 5 lanes wide, with 80 feet right of way. (#7)

Transportation items 1 through 6 shall be constructed during the initial site development phase of the project and shall be either complete or bonded for completion prior to issuance of the first occupancy permit.

The Owner shall limit entrance connections onto U.S. Route 50 to one point as shown on Generalized Development Plan.

The Owner shall prepare a traffic generation estimate for uses established by the Site Development Plan to be submitted for initial construction approval to the County. The combined trip generation (ADT) shall not exceed 14,000 TPD (average weekday volume) without further approval by the County. The actual trip generation from the project shall be determined by the Winchester Medical Center Management annually, from data collected in May and with the results due on July 1 of each year, and be available for review as individual site plans and subdivisions for future uses are submitted for review by VDOT and the County. The combined traffic impact from Tax Map 53-A-68, including parcels A, B, C, D, and E, is not to exceed 14,000 TPD (average weekday volume) when current actual counts and proposed counts are added for cumulative total. If the cumulative total for any site plan at WMC causes the total to exceed 14,000 TPD then it is agreed that the Owner shall not file additional site plan application until the County is satisfied that adequate and manageable levels of service will exist on state or internal site roadways. The SIC code system and the ITE shall be utilized for the subject projections. The Owner shall perform an updated TIA of the project intersection on U.S. Route 50 and the Route 50/Route 37 interchange when traffic generation from the original 102 acre site reached 14,000 TPD (average weekday volume). The County may revise this 14,000 TPD limit upward, without modification of this proffer agreement, should results of the TIA show that additional loading is appropriate.

Landscape Design Features

The development of the subject property, and the submission of any Master Development Plan shall include the following landscape design feature provided in these proffers and as illustrated on the Generalized Plan of Development revised November 05, 2019 which is attached hereto and incorporated herein by reference.

1. A fifty foot (50') landscaped buffer along the US Route 50 frontage portion of the site. (#8). Internal parking, travel ways and commercial structures shall not extend closer than 50' to front right of way line on U.S. Route 50. An illustrative detail is attached to this proffer for the purpose of establishing a standard of quality to be implemented upon final design. (See ID "A").
2. A landscaped green area along the north side of the main entrance. (See ID "A") (#9)

On Site Development

The Winchester Medical Center shall establish an Architectural Review Committee (ARC) to review all planning within the 89.4099 acre site to insure conformance with the standard of quality described in the Master Development Plan and Covenants. In general, project covenants shall establish a standard of quality for structures and site design as follows:

1. Materials utilized for the facades of the buildings shall include but not be limited to concrete masonry units (CMU) brick, architectural block, dryvit, or other simulated stucco (EFIS), real or simulated wood and/or glass.
2. All building within the development on the property shall be constructed using compatible architectural style and materials, and signage for such buildings shall be of a similar style and materials.
3. All building within the property shall be developed as a cohesive entity, ensuring that building placement, architectural treatment, parking lot lighting, landscaping, trash disposal, vehicular and pedestrian circulation and other development elements work together functionally and aesthetically.
4. A single monument type sign shall be utilized near the project entrance to describe internal features. Sign height shall be limited to 20' within 50' landscape area long U.S. Route 50. Individual signs to be allowed per ordinance requirements to announce individual uses. On building signage to be the preferred sign type for individual uses. No other signs shall be located within 50' buffer area.

The Owner shall record and include in each deed as well as provide Frederick County with a complete set of Covenants and Restrictions pursuant to site design developed and approved by Frederick County at the time of master plan.

Property owners shall be notified of conditions relating to adjoining active agricultural operations.

Monetary Contribution to Offset Impact of Development

The undersigned, who owns the above described property hereby voluntarily proffers that if the Board of Supervisors for the County of Frederick, Virginia approves the rezoning for the 88.1212 acres, of the 89.5100 acre parcel, lying on the north side of U.S. Route 50 in the Gainesboro Magisterial District of Frederick County, Virginia as presented, the undersigned will pay to Frederick County for the Round Hill Fire and Rescue Company the sum of \$25,000.00, the Sheriff's Office the sum of \$5,000.00 and the Administration Building the sum of \$5,000.00 for a total payment of \$35,000.00, at the time of the first building permit on the 89.4099 acre tract is issued. This payment will not be required if it is shown that this payment was made with the original rezoning of the property in 2003.

The conditions proffered above shall be binding upon the heirs, executors, administrators, assigns and successors in interest of the Owner. In the event the Frederick County Board of Supervisors grant said rezoning and accepts these conditions, the proffered conditions shall apply to the land rezoned in addition to other requirements set forth in the Frederick County Code.

Respectfully Submitted,

WINCHESTER MEDICAL CENTER

By (Print Name): MARK BAICAR

Signature: [Handwritten Signature]

Title: VP, FACILITIES MANAGEMENT & SAFETY

Date: 12-05-19

STATE OF VIRGINIA, AT LARGE
FREDERICK COUNTY, To-wit:

The foregoing instrument was acknowledged before me this 5 day of December, 2019, by TASHA NICOLE DEMKO.

My commission expires 02/28/2023
Notary Public Commonwealth of Virginia

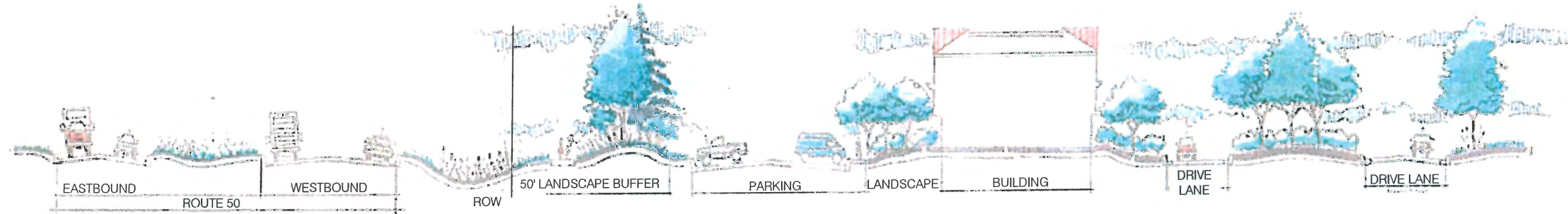


WINCHESTER
MEDICAL
CENTER
WEST CAMPUS
FREDERICK COUNTY, VA

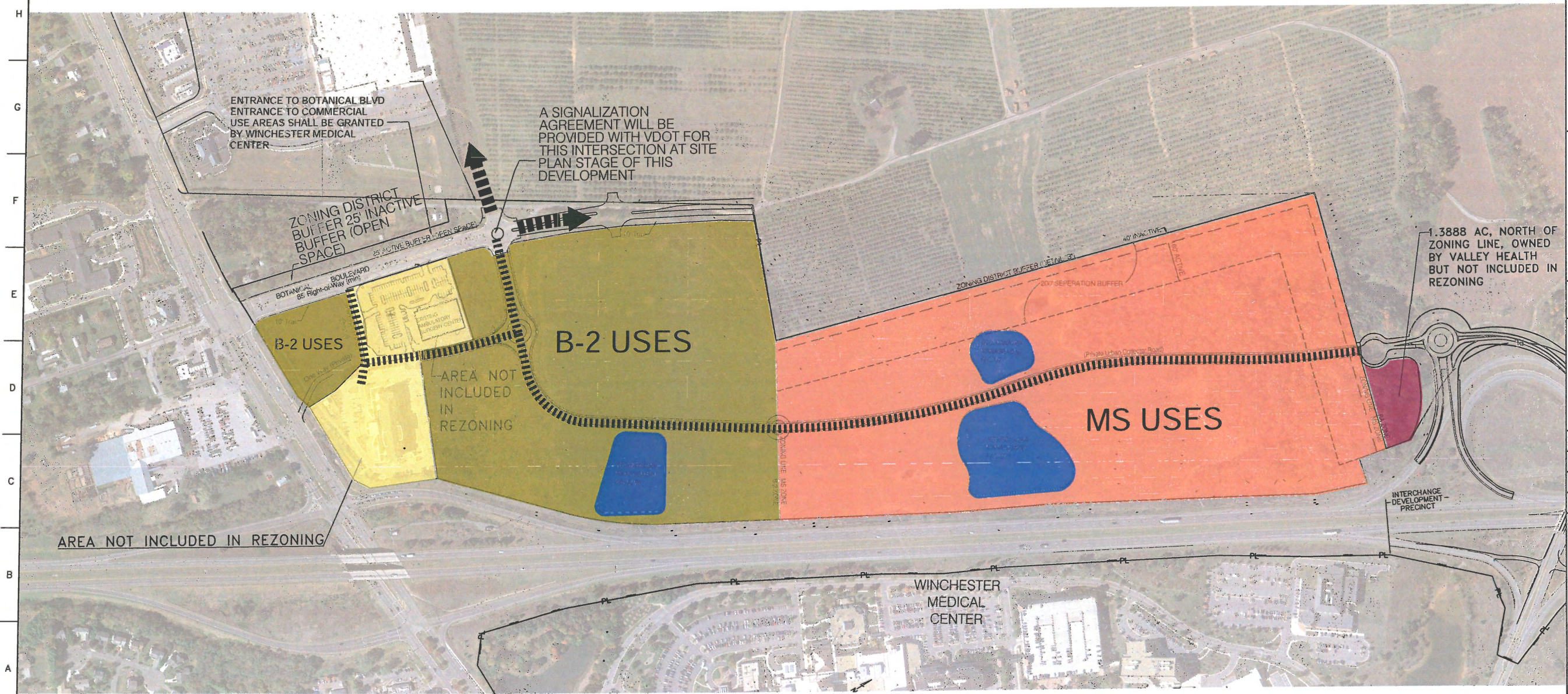
VALLEY | ENGINEERING
IDEAS MADE REAL

3251 PEOPLES DRIVE
HARRISBURG, PA 17101
TELEPHONE (610) 434-9365 OR (800) 343-6365
FAX (610) 432-0685
www.valleyesp.com

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Section A - A



PRELIMINARY ISSUE
NOT FOR CONSTRUCTION

REVISIONS:

DATE: 10-18-19

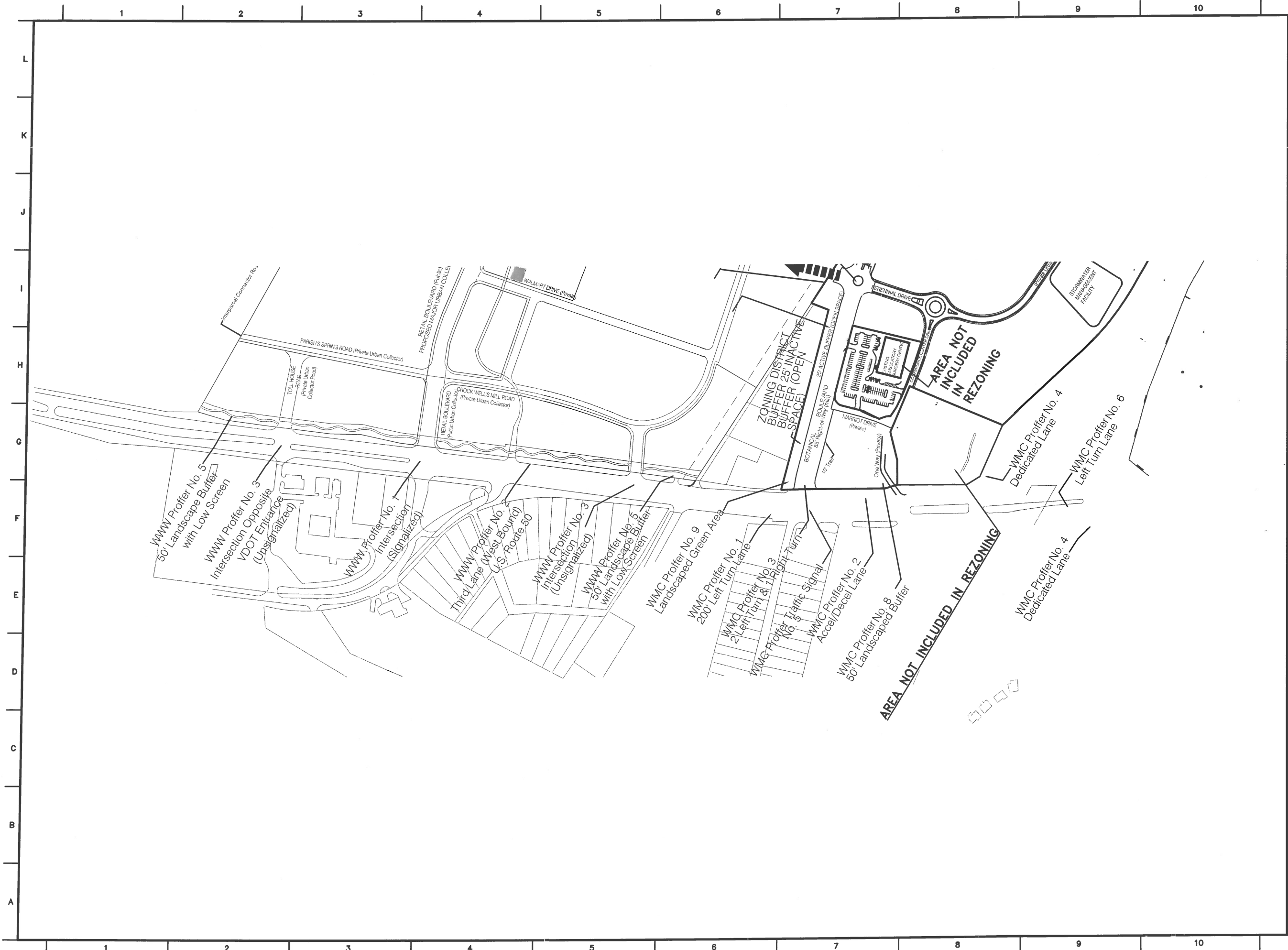
PROJECT No.: 7767-2

EXP./CLIENT No.: 11054-7

SCALE: 1"=200'

GENERALIZED
PLAN OF
DEVELOPMENT

SHEET NO.:



WINCHESTER
MEDICAL
CENTER
WEST CAMPUS
FREDERICK COUNTY, VA

VALLEY ENGINEERING
IDEAS MADE REAL

3231 PEOPLES DRIVE
HARRISONBURG, VIRGINIA 22801
TELEPHONE (540) 434-6365 OR (800) 343-6365
FAX (540) 432-0685
www.valleyesp.com

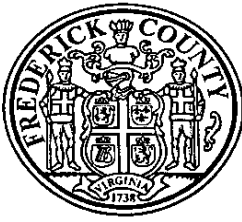
PRELIMINARY ISSUE
NOT FOR CONSTRUCTION

REVISIONS:

DATE: 10-18-19
PROJECT No.: 7767-2
EXP./CLIENT No.: 11054-7
SCALE: TBLKSCALE

GENERALIZED
PLAN OF
DEVELOPMENT

SHEET NO.:
2



ORDINANCE

Action:

PLANNING COMMISSION: December 18, 2019 Recommended Approval

BOARD OF SUPERVISORS: January 8, 2020

ORDINANCE AMENDING
THE ZONING DISTRICT MAP
REZONING #06-19 WINCHESTER MEDICAL CENTER, INC.

WHEREAS, REZONING #06-19, Winchester Medical Center, Inc., was submitted by Valley Engineering, PLC to revise the proffered Generalized Development Plan approved with Rezoning #02-03 for 37.5424+/- acres zoned B2 (General Business) District and 51.8675+/- acres zoned MS (Medical Support) District to the MS (Medical Support) District; minor text revisions are also proposed to reflect the updated internal street network within the development with a final revision date of October 17, 2019. The subject property is on the northern side of Route 50 West and west of Route 37 in the Gainesboro District and is identified by Property Identification No. 53-A-68; and

WHEREAS, the Planning Commission discussed this rezoning at their December 18, 2019 meeting and recommended approval; and

WHEREAS, the Board of Supervisors discussed this rezoning at their January 8, 2020 meeting; and

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

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors, that Chapter 165 of the Frederick County Code, Zoning, is amended to remove the uses shown on the approved proffered GDP to allow for potential alternative development. The Applicant will remove proffer 3 from the landscape design features which required a landscaped roundabout; this feature was removed, and the internal road system has already been constructed; with a final revision date of October 17, 2019. The conditions voluntarily proffered in writing by the Applicant and the Property Owner are attached.

This ordinance shall be in effect on the date of adoption. Passed this 8th day of January 2020 by the following recorded vote:

Charles S. DeHaven, Jr., Chairman

Shawn L. Graber

J. Douglas McCarthy

Robert W. Wells

Gene E. Fisher

Judith McCann-Slaughter

Blaine P. Dunn

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator

AMENDMENT

Action:

PLANNING COMMISSION: March 19, 2003 - Recommended Approval

BOARD OF SUPERVISORS: April 9, 2003 - ☒ APPROVED ☐ DENIED

AN ORDINANCE AMENDING

THE ZONING DISTRICT MAP

REZONING #02-03 FOR THE WINCHESTER MEDICAL CENTER - WEST CAMPUS

WHEREAS, Rezoning #02-03 of the Winchester Medical Center - West Campus, was submitted by G. W. Clifford & Associates, Inc., to rezone 50.0540 acres from B2 (Business General) to B2 (Business General) with revised proffers, and 51.9676 acres from RA (Rural Areas) to MS (Medical Support). This property is located north of (and adjacent to) Route 50, and west and adjacent to Route 37, and identified with Property Identification Number 53-A-68 in the Gainesboro Magisterial District; and

WHEREAS, the Planning Commission held a public hearing on this rezoning on March 19, 2003; and

WHEREAS, the Board of Supervisors held a public hearing on this rezoning on April 9, 2003; and

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

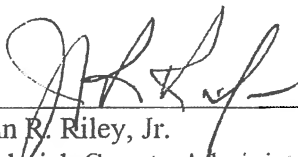
NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that Chapter 165 of the Frederick County Code, Zoning, is amended to revise the Zoning District Map to change 50.0540 acres from B2 (Business General) to B2 (Business General) with revised proffers, and 51.9676 acres from RA (Rural Areas) to MS (Medical Support) as described by the application and plat submitted, subject to the attached conditions voluntarily proffered in writing by the applicant and the property owner.

This ordinance shall be in effect on the date of adoption.

Passed this 9th day of April 2003 by the following recorded vote:

| | | | |
|------------------------------|------------|---------------------|------------|
| Richard C. Shickle, Chairman | <u>Aye</u> | Sidney A. Reyes | <u>Aye</u> |
| Gina A. Forrester | <u>Nay</u> | Margaret B. Douglas | <u>Aye</u> |
| W. Harrington Smith, Jr. | <u>Aye</u> | Robert M. Sager | <u>Aye</u> |
| Lynda J. Tyler | <u>Aye</u> | | |

A COPY ATTEST



John R. Riley, Jr.
Frederick County Administrator

REZONING REQUEST PROFFER
Property Identification Number 53-((A))-68

WINCHESTER MEDICAL CENTER
"West Campus"

Preliminary Matters

Pursuant to Section 15.1 - 491.1 et. seq., of the code of Virginia, 1950, as amended, and the provisions of the Frederick County Zoning Ordinance with respect to conditional zoning, the undersigned applicant hereby proffers that in the event the Board of Supervisors of Frederick County, Virginia, shall approve Rezoning Application # 02-03 for the rezoning of 51.9676 acres from Rural Area (RA) Zoning District to the Medical Services (MS) Zoning District, development of the subject property shall be done in conformity with the terms and conditions set forth herein, except to the extent that such terms and conditions may be subsequently amended or revised by the applicant and such be approved by the Frederick County Board of Supervisors in accordance with Virginia law. Also within this tax parcel is 50.0540 acres zoned B-2 which will remain B-2 after rezoning. The proffers which exist on the 50.0540 acre parcel have been included in this proffer statement and together with the added proffers constitute the complete proffer for the entire tract of 102.0216 acres. Should this petition for rezoning not be approved by the Board of Supervisors then the existing proffer statement for the B-2 tract will remain in effect and these proffers shall be deemed withdrawn and of no effect whatsoever. These proffers shall be binding upon the applicant and their legal successor or assigns.

General Development Plan

The development of the subject property, and the submission of any Master Development Plan shall be in conformance with all pertinent County regulations and shall be in substantial conformity with the Generalized Development Plan, dated September 2002, sheets 5 of 6 and 6 of 6, which are attached hereto and incorporated herein by reference.

Street Improvements

The Applicant shall design and construct all roads on the subject property consistent with the County's adopted Round Hill Land Use Plan for the area, and according to uniform standards established by the Virginia Department of Transportation (VDOT), and as may be provided in these proffers as illustrated on the Generalized Development Plan which is attached hereto and incorporated herein by reference.

1. On U.S. Route 50 at the intersection of Route 1317, a 200 feet left turn lane for eastbound traffic will be provided. (#1)
2. On U.S. Route 50, an acceleration/deceleration lane will be added across the entire U.S. Route 50 frontage of the site, and the only exit on U.S. Route 50 will be located at the Route 1317 intersection. Curb and gutter will be provided along the entire frontage. (#2)
3. At the VA Route 1317 intersection, traffic leaving the site will be provided two left turn lanes, (on left turn with through movement) and one right turn lane. (#3)
4. Lanes will be added to the VA Route 37 exit ramps to allow dedicated right and left turn lanes (#4) as follows:
 - At U.S. Route 50/VA Route 37 western signal, Southbound right turn - 200 feet with transition to provide full 2 lanes at intersection.

Rezoning Request Proffer
Property Identification Number 53-A-68
Gainesboro Magisterial District

- At U.S. Route 50/VA Route 37 eastern signal, Northbound left turn - 200 feet with transition to provide 3 lanes at intersection including a dedicated left, a left with through and right turn lanes.
- 5. A traffic signal will be provided at U.S. Route 50 and VA Route 1317 intersection. (#5)
- 6. An additional left turn lane will be provided on U.S. Route 50 for the eastbound traffic at the US Route 50/VA Route 37 eastern signal. (#6)
- 7. A major collector road, 1800 feet in length and 5 lanes wide, with 80 feet right of way. (#7)

Transportation items 1 through 6 shall be constructed during the initial site development phase of the project and shall be either complete or bonded for completion prior to issuance of the first occupancy permit.

The applicant shall limit entrance connections onto U.S. Route 50 to two points as shown on GDP.

The applicant shall prepare a traffic generation estimate for uses established by the Site Development Plan to be submitted for initial construction approval to the County. The combined trip generation (ADT) shall not exceed 14,000 TPD (average weekday volume) without further approval by the County. The actual trip generation from the project shall be determined by the Winchester Medical Center Management annually, from data collected in May and with results due on July 1 of each year, and be available for review as individual site plans and subdivisions for future uses are submitted for review by VDOT and the County. The combined traffic impact from the 102 acre site is not to exceed 14,000 TPD (average weekday volume) when current actual counts and proposed counts are added for cumulative total. If the cumulative total for any site plan at WMC causes the total to exceed 14,000 TPD then it is agreed that the applicant shall not file additional site plan application until the County is satisfied that adequate and manageable levels of service will exist on state or internal site roadways. The SIC code system and the ITE shall be utilized for the subject projections. The applicant shall perform an updated TIA of the project intersection on U.S. Route 50 and of the Route 50/Route 37 interchange when traffic generation from the 102 acre site reaches 14,000 TPD (average weekday volume). The County may revise this 14,000 TPD limit upward, without modification of this proffer agreement, should results of the TIA show that additional loading is appropriate.

Landscape Design Features

The development of the subject property, and the submission of any Master Development Plan shall include the following landscape design feature provided in these proffers and as illustrated on the Concept Plan revised 3/4/03 which is attached hereto and incorporated herein by reference.

**Rezoning Request Proffer
Property Identification Number 53-A-68
Gainesboro Magisterial District**

1. A fifty foot (50') landscaped buffer along the US Route 50 frontage portion of the site. (#8). Internal parking, travel ways and commercial structures shall not extend closer than 50' to front right of way line on U.S. Route 50. An illustrative detail is attached to this proffer for the purpose of establishing a standard of quality to be implemented upon final design. (See ID "A").
2. A landscaped green area along the north side of the main entrance. (See ID "A") (#9)
3. A landscaped, open, green visual focal link and park located at a "roundabout" (#10). An illustrative example (ID "B") is attached to this proffer for the purpose of establishing a standard of quality to be implemented upon final design.

On Site Development

The Winchester Medical Center shall establish an Architectural Review Committee (ARC) to review all planning within the 104 acre site to insure conformance with the standard of quality described in the Master Development Plan and Covenants. In general, project covenants shall establish a standard of quality for structures and site design as follows:

1. Materials utilized for the facades of the buildings shall include but not be limited to concrete masonry units (CMU) brick, architectural block, dryvit, or other simulated stucco (EFIS), real or simulated wood and/or glass.
2. All building within the development on the property shall be constructed using compatible architectural style and materials, and signage for such buildings shall be of a similar style and materials.
3. All building within the property shall be developed as a cohesive entity, ensuring that building placement, architectural treatment, parking lot lighting, landscaping, trash disposal, vehicular and pedestrian circulation and other development elements work together functionally and aesthetically.
4. A single monument type sign shall be utilized near the project entrance to describe internal features. Sign height shall be limited to 20' within 50' landscape area along U.S. Route 50. Individual signs to be allowed per ordinance requirements to announce individual uses. On building signage to be the preferred sign type for individual uses. No other signs shall be located within 50' buffer area.

The Applicant shall record and include in each deed as well as provide Frederick County with a complete set of Covenants and Restrictions pursuant to site design developed and approved by Frederick County at the time of master plan.

Property owners shall be notified of conditions relating to adjoining active agricultural operations. , ,

Rezoning Request Proffer
Property Identification Number 53-A-68
Gainesboro Magisterial District

Monetary Contribution to Offset Impact of Development

The undersigned, who owns the above described property hereby voluntarily proffers that if the Board of Supervisors for the County of Frederick, Virginia approves the rezoning for the 51.9676 acre tract 2, lying on the north side of U.S. Route 50 in the Gainesboro Magisterial District of Frederick County, Virginia from RA to MS and approves the revised planning for the 50.0540 acre tract 1, the undersigned will pay to Frederick County for the Round Hill Fire and Rescue Company the sum of \$25,000.00, the Sheriff's Office the sum of \$5,000.00 and the Administration Building the sum of \$5,000.00 for a total payment of \$35,000.00, at the time the first building permit on the 102.0216 acre tract is issued.

The conditions proffered above shall be binding upon the heirs, executors, administrators, assigns and successors in interest of the Applicant and Owner. In the event the Frederick County Board of Supervisors grant said rezoning and accepts these conditions, the proffered conditions shall apply to the land rezoned in addition to other requirements set forth in the Frederick County Code.

Respectfully submitted,

PROPERTY OWNER

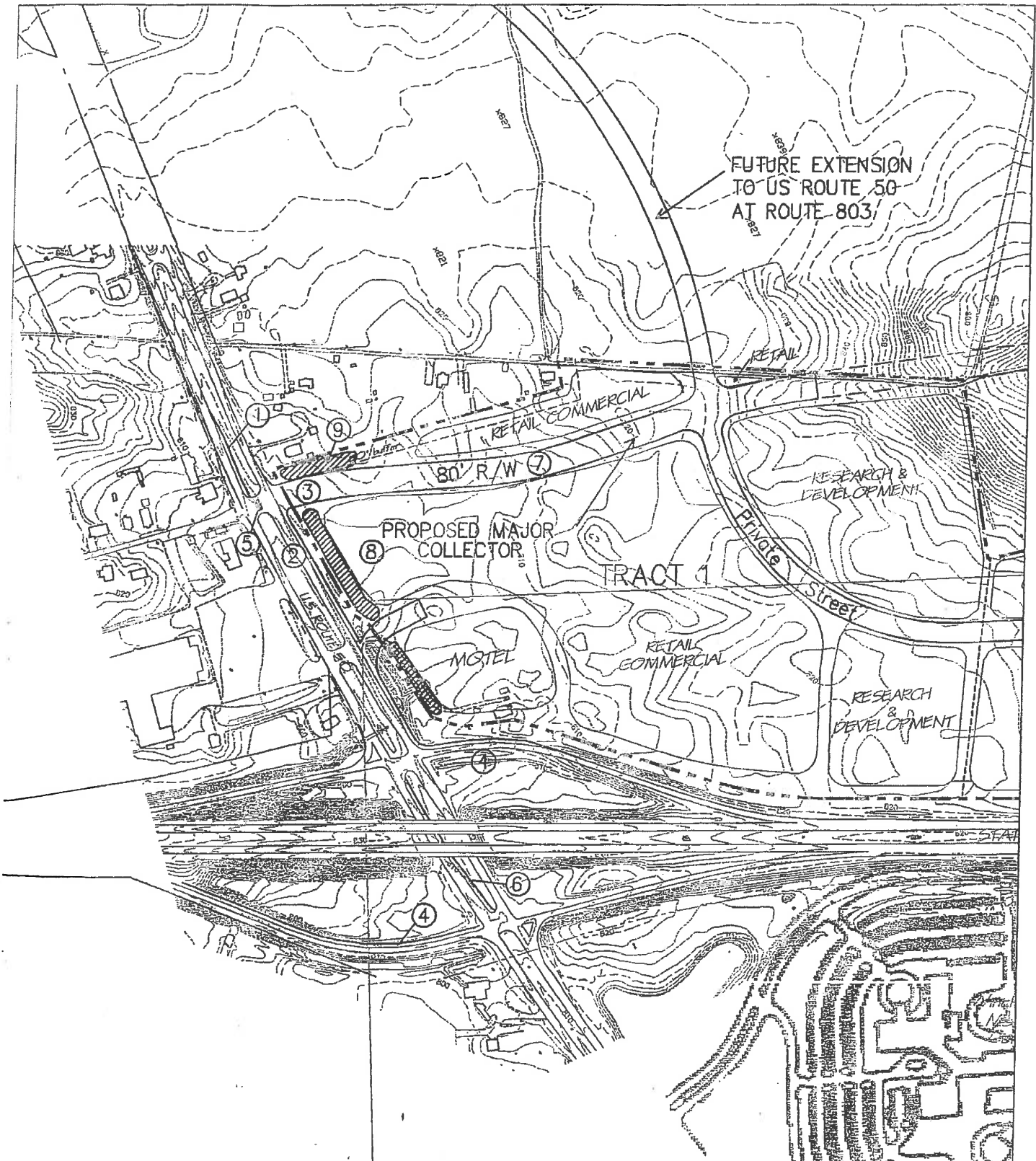
By: C. Douglas Rosen SVP for Valley Health System

Date: 4/3/03

STATE OF VIRGINIA, AT LARGE
 FREDERICK COUNTY, To-wit:

The foregoing instrument was acknowledged before me this 3rd day of April, 2003, by C. Douglas Rosen.

My commission expires April 30, 2003
 Notary Public Monroe, Monroe



1"=400'

9/10/02

WINCHESTER MEDICAL CENTER PROPERTY

GENERALIZED DEVELOPMENT PLAN "WEST CAMPUS"

FREDERICK COUNTY, VIRGINIA

B-2 Property

Sheet
5
of
6

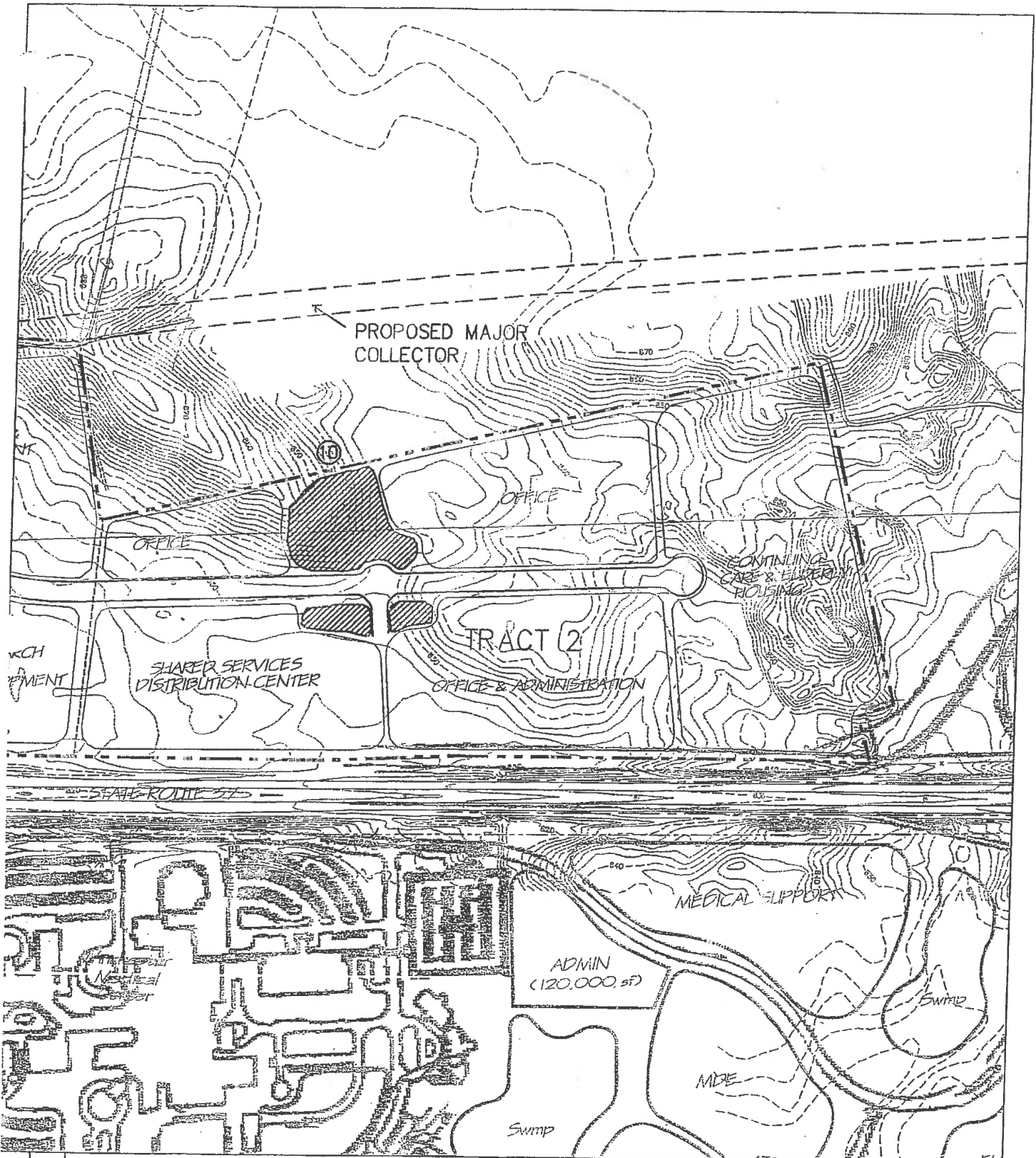
gilbert w. clifford & associates, inc.

Engineers Land Planners Water Quality

117 E. Piccadilly St. Winchester, Virginia 22601

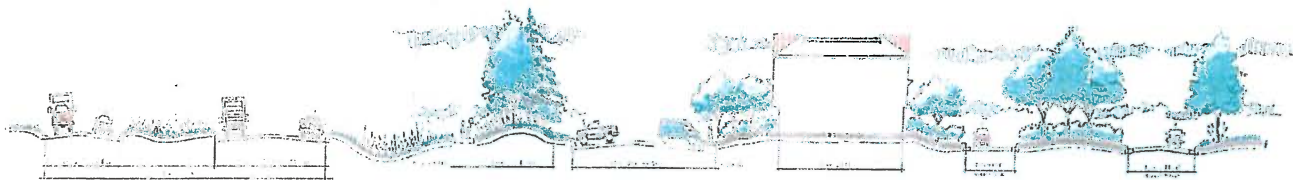
VOICE: (540) 667-2139 FAX: (540) 665-0493 EMAIL: gcliff@wmsinc.com

Revised 3/4/03



| | | | |
|---------------------------------|--|--|--|
| <p>1" = 400'</p> <p>9/10/02</p> | <p>WINCHESTER MEDICAL CENTER PROPERTY</p> <p>GENERALIZED DEVELOPMENT PLAN</p> <p>"WEST CAMPUS"</p> <p>FREDERICK COUNTY, VIRGINIA</p> | <p>MS Property</p> <p>Sheet 6 of 6</p> | <p>gilbert w. clifford & associates, inc.</p> <p>Engineers Land Planners Water Quality</p> <p>117 E. Piccadilly St. Winchester, Virginia 22601</p> <p>VOICE: (540) 667-2139 FAX: (540) 665-0493 EMAIL: gwc@msinc.com</p> |
|---------------------------------|--|--|--|

Revised 3/4/03



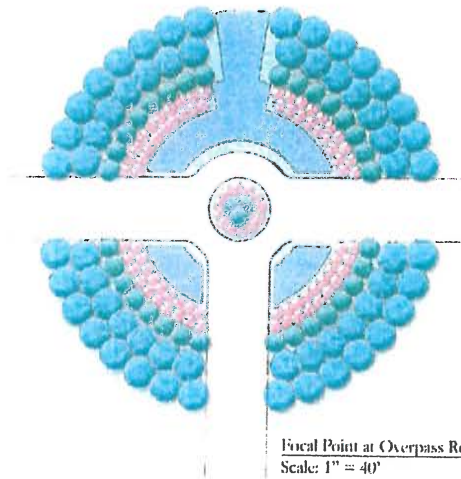
Section A - A1
Scale: 1" = 20'



Section B - B1
Scale: 1" = 20'



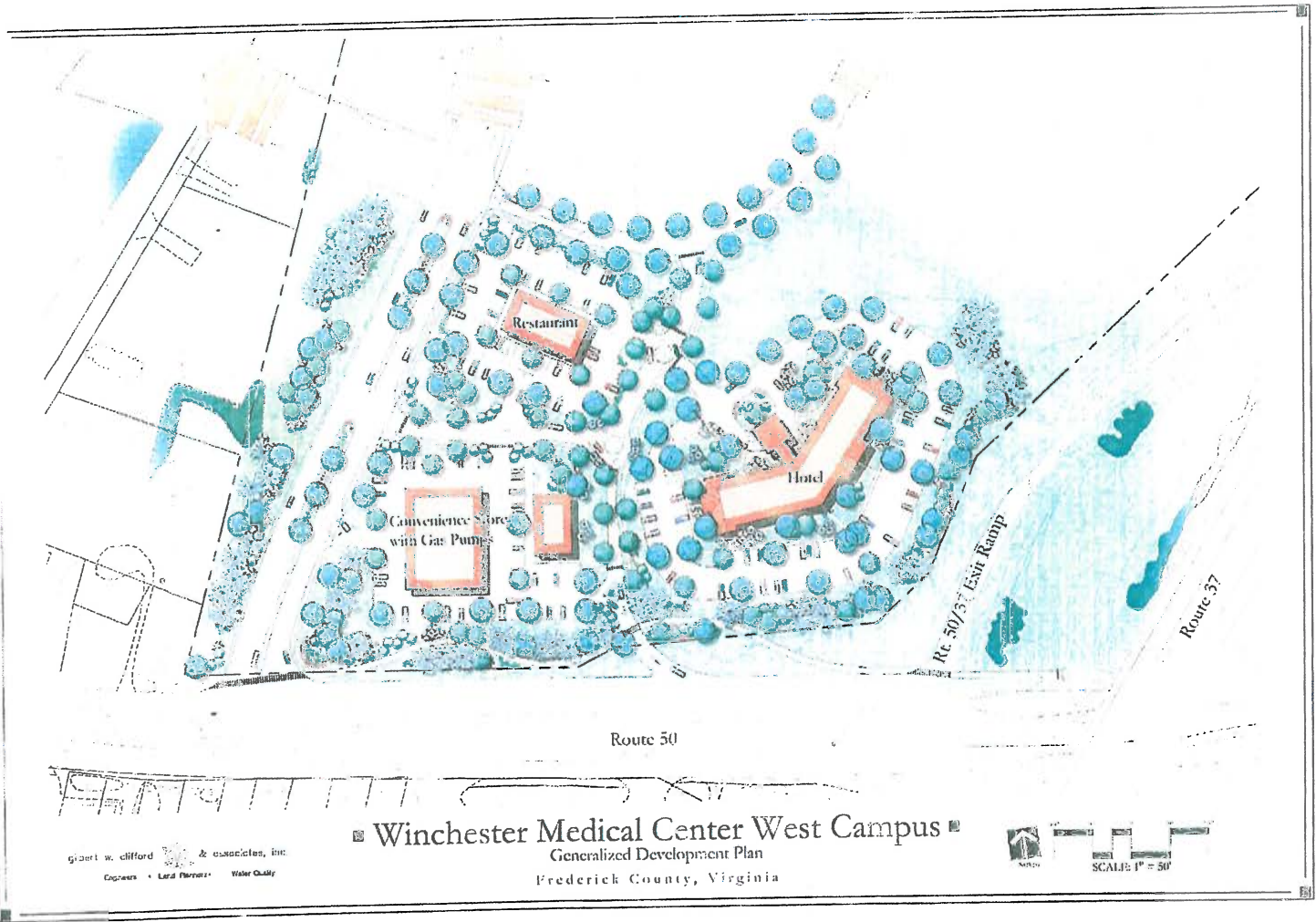
Section Key
Scale: 1" = 200'

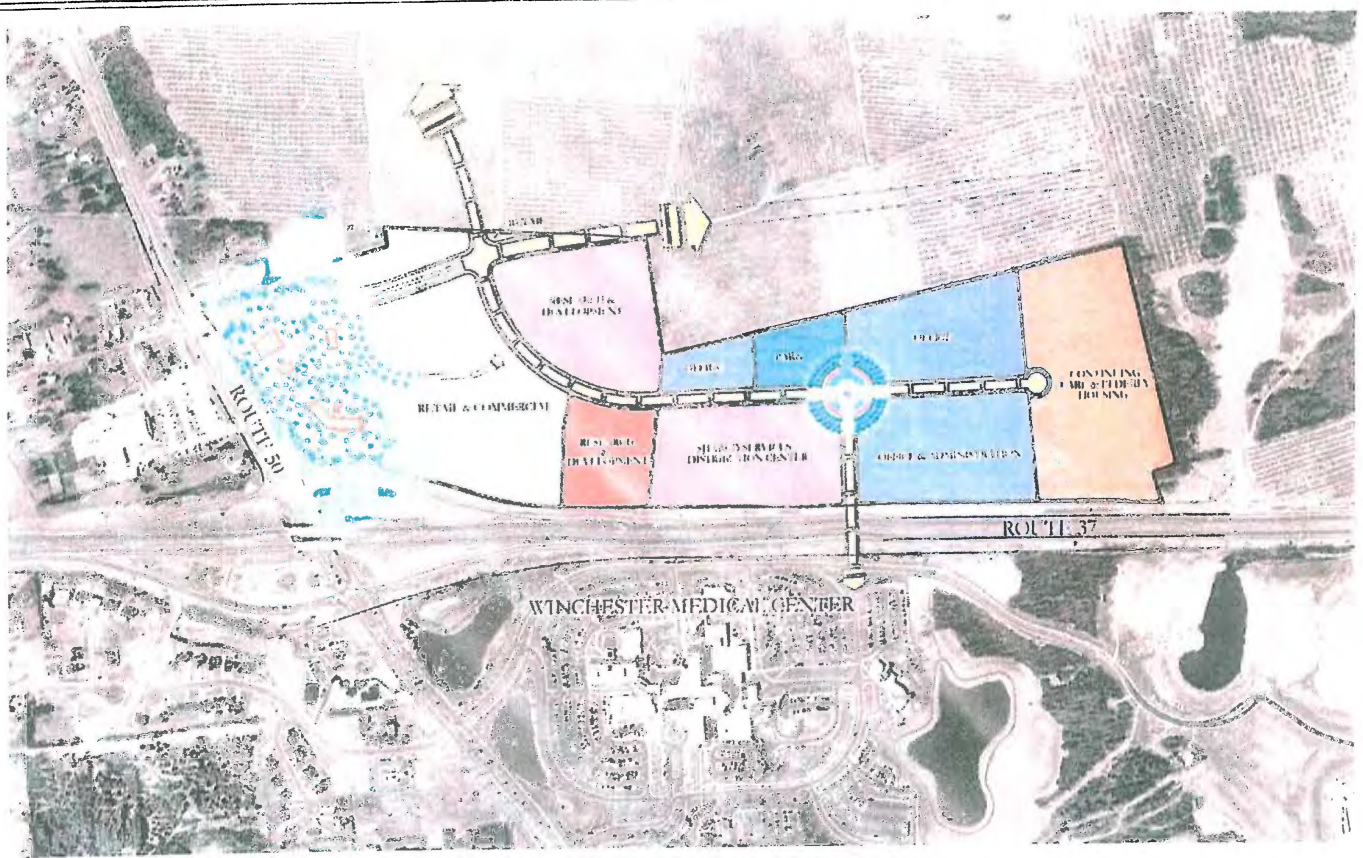


Focal Point at Overpass Roundabout
Scale: 1" = 40'

Robert W. Clifford & Associates, Inc.
Engineers • Land Planners • Water Quality

■ Winchester Medical Center West Campus ■
Generalized Development Plan
Frederick County, Virginia





Robert W. Clifford & Associates, Inc.
Engineers • Land Planners • Water Quality

Winchester Medical Center West Campus Generalized Development Plan Frederick County, Virginia





COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Pierce R. Homer
Chairman

1401 East Broad Street - Policy Division - CTB Section - #1106
Richmond, Virginia 23219

(804) 786-1830
Fax: (804) 225-4700

Agenda item # 6-A

RESOLUTION OF THE COMMONWEALTH TRANSPORTATION BOARD

December 17, 2009

MOTION

Made By: Dr. Davis Seconded By: Mr. Davies
Action: Motion Carried, Unanimously

Title: Right of Way and Limited Access Control Changes **Route 37 and Campus Boulevard Interchange, Frederick County**

WHEREAS, Route 37, between its southernmost intersection with Interstate 81 continuing in a northerly direction for approximately 9 miles to a point along Route 11, north of the City of Winchester, in Frederick County, was designated as a Limited Access Highway by the State Highway Commission, predecessor to the Commonwealth Transportation Board (CTB), on March 17, 1966; and

WHEREAS, in connection with a section of Route 37, State Highway Project 6037-034-101, RW-202, which is located between the aforesaid locations, the Commonwealth acquired certain lands and limited access easements from various landowners; and

WHEREAS, the land on both the northwest and southeast sides of the Route 37 proposed right of way and limited access lines, as shown on the plans for said State Highway Project, between the interchanges at Route 522 and Route 50, was identified as the location for an interchange (hereinafter referred to as "Campus Boulevard Interchange") to serve the Winchester Medical Center, Inc., property located on the southeast side, and potential access for future development for properties on the northwest side of said Route, necessitating changes to the said right of way and limited access control in the vicinity of approximate Station 440+00, which were approved by the CTB on May 21, 1992; and

Resolution of the Board
 Right of Way and Limited Access Control Changes – Route 37 and Campus Boulevard
 Interchange
 Frederick County
 December 17, 2009
 Page Two

WHEREAS, Valley Health (formerly Winchester Medical Center, Inc.) has identified and requested right of way (R/W) and limited access control changes (LACC) consisting of a northerly shift and LACC along the Campus Boulevard Interchange Ramp D northwest revised proposed right of way and limited access line (5/21/1992), to provide direct access to the northwestern campus of the Hospital, as well as inter-campus connectivity, facilitating the planned expansion of medical related services in the region and supporting economic development of Frederick County (County); and

WHEREAS, the County, by letter dated February 3, 2006, supports the request for the R/W and LACC; and

WHEREAS, the Virginia Department of Transportation (VDOT) has determined that the said shift of the right of way and limited access line in the vicinity of approximate Station 440+00 (Route 37 southbound lane baseline) and conditional LACC of approximately 70 feet in length, from a point 398.9 feet opposite Station 17+17.39 (Route 37 and Campus Boulevard Interchange Ramp D baseline) to a point 434.3 feet opposite Station 17+60.48 (Route 37 and Campus Boulevard Interchange Ramp D baseline), with roadway and ramp modifications as required, to provide direct access to the northwestern campus of the Hospital, as well as inter-campus connectivity, both located along the northwest side of the Route 37 and Campus Boulevard Interchange Ramp D northwest revised proposed right of way and limited access line (5/21/1992), as shown on the plans for State Highway Project 0037-138-101, RW-201, are appropriate for said interchange ramp from a design standpoint subject to further VDOT review and approval; and

WHEREAS, a global traffic analysis was prepared and reviewed, and VDOT has determined that the said proposed R/W and LACC for said interchange ramp will require further operational review and approval by VDOT in the future, however from a safety and traffic control standpoint regional growth demands on the Route 37 corridor far exceed any immediate operational impacts of the said proposed R/W and LACC; and

WHEREAS, a long term plan for the Route 37 corridor is under development by VDOT and the Win-Fred Metropolitan Planning Organization; and

WHEREAS, Valley Health and VDOT have agreed to the following conditions for the said proposed R/W and LACC:

- Valley Health shall donate and convey in fee simple, free of any liens and with General Warranty of title, all land and easements, including but not limited to easements of access, air and light, necessary to accommodate the said R/W and LACC to the Commonwealth without cost, compensation or mitigation; and

Resolution of the Board

Right of Way and Limited Access Control Changes – Route 37 and Campus Boulevard Interchange

Frederick County

December 17, 2009

Page Three

- Valley Health will construct new termini for the southbound Route 37 ramps at Relocated Campus Boulevard, providing access to the northwestern campus of the Hospital, as hereinafter described, to VDOT specifications and subject to VDOT approval; and
- Valley Health will construct modifications to the existing northbound Route 37 ramps at Campus Boulevard to permit westerly movements to and from the said ramps subject to VDOT specifications and approval; and
- Valley Health will construct a second right turn lane at the northbound Route 37 ramp termini with Route 522 to mitigate queuing issues on said ramp concurrently with the said Campus Boulevard ramp improvements and gates herein described; and
- All right of way, engineering, construction, utility relocation, re-signing, and all necessary safety improvements shall meet all VDOT standards and requirements; and
- All parties concur that traffic safety on Route 37 is the first priority, and full and adequate operational functioning of Route 37 is the next priority; and
- Valley Health shall construct actuated gates within its property at the proposed LACC for access to the northwest campus of the Hospital, as part of and coinciding with the said ramp improvements, in order to permanently prohibit the general public from traveling between the northwestern campus of the Hospital and the Campus Boulevard Interchange; and
- All costs, infrastructure, and maintenance associated with the said gates shall be borne by Valley Health; and
- Valley Health will be permitted to issue up to 500 cards or passes to the said gates, for the exclusive use of campus employees, patients, and/or patient family members for inter-campus access; and
- VDOT may request independent audits, to be funded by Valley Health, of outstanding cards or passes to assure compliance with the conditions of this Resolution at any time VDOT deems appropriate; and
- The said access is subject to revocation and closure at any time if VDOT deems the management of the said restricted access is being abused or determines that any operational or safety conflicts are occurring; and
- Valley Health will complete all plans, posting of any bonds and obtain any permits, as necessary or required, within one year of CTB approval of the said proposed R/W and LACC; and
- All costs of engineering and construction, utility relocation, re-signing, including all necessary safety improvements, will be borne by the Valley Health; and
- A Memorandum of Agreement (hereinafter MOA) will be executed between Valley Health and VDOT, and made available to the County to confirm compliance of these conditions, current zoning restrictions on the northwestern

Resolution of the Board
 Right of Way and Limited Access Control Changes – Route 37 and Campus Boulevard
 Interchange
 Frederick County
 December 17, 2009
 Page Four

campus of the Hospital, and to consider participation in regional transportation projects in the future; and

- The said MOA shall be executed and recorded among the land records of Frederick County, Virginia within one (1) year of CTB approval of the said proposed R/W and LACC; and

WHEREAS, VDOT has determined that the said time frame for Valley Health to complete the requirements for all plans, posting of any bonds and obtaining any permits, as necessary or required, being within one year of CTB approval of the said proposed R/W and LACC is appropriate; and

WHEREAS, VDOT has determined there will be no adverse environmental impacts, pending a Phase 1 Archeology study to be completed after the plans are developed and prior to construction, to be conducted as part of the permit process; and

WHEREAS, public notices were posted in the Winchester Star and Northern Virginia Daily newspapers on November 2, 2009 and November 24, 2009; and the Shenandoah Valley Hit newspaper on November 6, 2009, all of which closed on December 1, 2009, with no comments received; and

WHEREAS, VDOT has determined that due to the restricted nature of the actuated gates within the Valley Health property at the proposed LACC for access to the northwest campus of the Hospital, no compensation shall be due VDOT in consideration of the said proposed LACC for access; or the said proposed shift due to utilization for public street purposes; and

WHEREAS, other than the period for completion of all plans, posting of any bonds, obtaining any permits, and execution/recordation of the MOA, the proposed R/W and LACC is in compliance with the Commonwealth Transportation Board Policy; and

WHEREAS, upon completion of all conditions and work by Valley Health and acceptance by VDOT, all work, roadway construction, improvements and equipment within the said revised proposed right of way and limited access of the Route 37 and Campus Boulevard Interchange (12/17/2009) will become the property of the Commonwealth.

NOW, THEREFORE, BE IT RESOLVED, in accordance with the provisions of Section 33.1-58 of the *Code of Virginia* (1950), as amended, the CTB hereby finds and concurs with the aforesaid VDOT determinations, and approves the said R/W and LACC shift for public street purposes; and that the CTB's earlier designation of Route 37 as a

limited access highway be amended to allow a restricted traffic limited access break from a point 398.9 feet left of existing Ramp D station 17+17.39 to a point 434.3 feet left of Resolution of the Board
Right of Way and Limited Access Control Changes – Route 37 and Campus Boulevard Interchange
Frederick County
December 17, 2009
Page Five

existing Ramp D station 17+60.48, a width of approximately 70 feet, conditioned upon the following:

1. That ingress and egress gates be constructed on the Valley Health property to restrict traffic entering the Route 37/Campus Boulevard Interchange limited access break to employees, patients and/or patient family members requiring inter-campus access. Valley Health may issue up to 500 cards or passes to actuate the gates for passage.
2. That, if at any time the Department deems the management of the restricted access is being abused or determines that operational or safety conflicts are occurring, the limited access change will be revoked and the break will be closed.
3. That Department concurs with and approves the design of the interchange modifications and any other improvements that are required.
4. That Valley Health or others agree to provide the additional limited access right of way and pay all costs of the improvements as identified herein.

The Commonwealth Transportation Commissioner is hereby authorized to execute any and all documents needed to comply with this resolution.

####

REZONING APPLICATION
FREDERICK COUNTY, VA DEPARTMENT OF PLANNING & DEVELOPMENT

1. Property Owner(s) (please attach additional page(s) if more than two owners):

Name: Winchester Medical Center, Inc.

Specific Contact Person if Other than Above: Mark Baker

Address: 1836 Amherst Street, Winchester, VA 22601

Telephone: (540) 536-4543

Email: mbaker@valleyhealthlink.com

Name: _____

Specific Contact Person if Other than Above: _____

Address: _____

Telephone: _____

Email: _____

2. Other Applicant Party (such as a contract purchaser) (please attach additional page(s) if necessary):

Name: _____

Specific Contact Person if Other than Above: _____

Address: _____

Telephone: _____

Email: _____

3. Law firm, engineering firm, or other person, if any, serving as the primary contact person for this application:

Firm Name: Valley Engineering, PLC

Specific Contact Person at Firm: Daniel Michael, PE

Address: 4901 Crowe Drive, Mount Crawford, VA 22841

Telephone: (540) 434-6365

Email: dmichael@valleyesp.com

Please note that, if a law firm, engineering firm, or other person, other than the owner of the property, will be acting on behalf of the owner and/or executing papers on behalf of the owner in connection with the rezoning, the owner will need to execute a power of attorney form granting the firm or person such authority.

4. **Project Name (if any):** Winchester Medical Center II

5. **Property Information:**

- a. Property Identification Number(s): 53-A-68
- b. Total acreage of the parcel(s): 89.4099
- c. Total acreage of parcel(s) to be rezoned (if other than whole parcel(s) is being rezoned):

- d. Current zoning designation(s) and acreage(s) in each designation:
B-2 - 37.5424 AC, MS - 51.8675 AC
- e. Proposed zoning designation(s) and acreage(s) in each designation:
B-2 - 37.5424 AC, MS - 37.5424 AC
- f. Magisterial District(s): Gainseboro
- g. Location - the property is located at (give street address(es) if assigned or otherwise exact location based on nearest road and distance from nearest intersection, using road names and route numbers):
1998 Northwestern Pike, Winchester, VA

- h. Adjoining Properties:

| <u>Parcel ID Number</u> | <u>Use</u> | <u>Zoning</u> |
|-------------------------|-------------------------------------|---------------|
| <u>53-B-3, 83</u> | <u>C STORE - LIVESTOCK EXCHANGE</u> | <u>RA</u> |
| <u>53-A-84</u> | <u>RESIDENTIAL</u> | <u>RA</u> |
| <u>53-A-75,76,77</u> | <u>RESIDENTIAL</u> | <u>B-2</u> |
| <u>53-A-74</u> | <u>RESIDENTIAL</u> | <u>B-2</u> |
| <u>53-A-73</u> | <u>RESIDENTIAL</u> | <u>RA</u> |
| <u>53-A-A,69,1</u> | <u>AGRICULTURAL</u> | <u>RA</u> |
| <u>53-A-68A</u> | <u>HOTEL</u> | <u>B-2</u> |

Property identification numbers, magisterial districts, and deed book and page numbers/ instrument numbers may be obtained from the Office of the Commissioner of the Revenue, Real Estate Division, 107 North Kent Street, Winchester, VA 22601.

6. Disclosure of real parties in interest.

Virginia Code § 15.2-2289 provides that localities may by ordinance require any applicant for a zoning amendment to make complete disclosure of the equitable ownership of the real estate to be affected including, in the case of corporate ownership, the name of stockholders, officers, and directors, and in any case the names and addresses of all real parties of interest. Frederick County has, by County Code § 165-101.09, adopted such an ordinance.

For each business entity that is an owner or contract purchaser of the property, **please list the name and address of each person owning an interest in, or who is an officer or director of, any entity that is an owner or contract purchaser of the property** (you need not indicate the amount or extent of the ownership interest). Please note that this requirement does not apply to a corporation whose stock is traded on a national or local stock exchange and having more than 500 shareholders.

NOT APPLICABLE AS VALLEY HEALTH IS A NON-PROFIT ENTITY

Please attach additional page(s) if necessary.

7. Checklist. Please check that the following items have been included with this application:

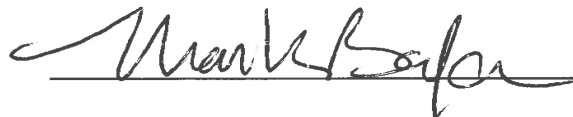
- ☒ Location Map
- ☒ Plat Depicting Metes/Bounds of Proposed Zoning
- ☒ Impact Analysis Statement
- ☒ Proffer Statement (if any)
- ☒ Agency Comments
- ☒ Fee
- ☒ Copies of Deed(s) to Property(ies)
- ☒ Tax Payment Verification
- ☒ Digital copies (pdf's) of all submitted items

7. **Signature(s):**

I (we), the undersigned, do hereby respectfully make application and petition the Frederick County Board of Supervisors to amend the zoning ordinance to change the zoning map of Frederick County, Virginia. I (we) authorize Frederick County officials to enter the property for site inspection purposes.

I (we) understand that the sign issued when this application is submitted must be placed at the front property line at least seven days prior to the Planning Commission public hearing and the Board of Supervisors public hearing and maintained so as to be visible from the road right-of-way until the hearing.

I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge.

Owner:  Date 10/16/19

If signing on behalf of an entity, please state name of entity and your title:

Owner: _____ Date _____

If signing on behalf of an entity, please state name of entity and your title:

Other Applicant Party (if any): _____ Date _____

If signing on behalf of an entity, please state name of entity and your title:

If additional signature lines are necessary, such as if more than two persons are owners, please use additional copies of this page.

ADJOINING PROPERTY OWNERS

Owners of property adjoining the land will be notified of the Planning Commission and the Board of Supervisors meetings. For the purpose of this application, **adjoining property is any property abutting the requested property on the side or rear or any property directly across a public right-of-way, a private right-of-way, or a watercourse from the requested property.** The applicant is required to obtain the following information on each adjoining property including the parcel identification number which may be obtained from the office of the Commissioner of Revenue. *The Commissioner of the Revenue is located on the 2nd floor of the Frederick County Administrative Building, 107 North Kent Street.*

| Name and Property Identification Number | | Address |
|---|----------------------------|--|
| Name FARMERS LIVESTOCK EXCHANGE | Property # 53-B-3, 83 | PO BOX 2696
WINCHESTER, VA 22604 |
| Name KEVIN L. ANDERSON | Property # 53-A-84 | 180 THURSTON CT
CLEARBROOK, VA 22624 |
| Name NANCY RENNER JOHNSON | Property # 53-A-75, 76, 77 | 2054 NORTHWESTERN PIKE
WINCHESTER, VA 22603 |
| Name CRT PROPERTIES, LLC | Property # 53-A-74 | 424 W CECIL ST
WINCHESTER, VA 22601 |
| Name MARSHA A. DEHAVEN AND JANCICE P. LLEWELLYN | Property # 53-A-73 | 500 S HAYFIELD RD
WINCHESTER, VA 22602 |
| Name FRUIT HILL ORCHARD, INC | Property # 53-A-A, 69, 1 | PO BOX 2368
WINCHESTER, VA 22604 |
| Name WINCHESTER HOTEL PARTNERS, III LP | Property # 53-A-68A | 610 EDGE GROVE RD
HANOVER, PA 17331 |
| Name | Property # | |
| Name | Property # | |

| Name and Property Identification Number | Address |
|---|---------|
| Name | |
| Property # | |
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Special Limited Power of Attorney
County of Frederick, Virginia
Frederick Planning Website: www.fcva.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:

WINCHESTER MEDICAL CENTER, INC

Name of Property Owner/Applicant

Please note: If the property owner/applicant is an entity, the name of the entity should appear above.

If multiple persons own the property or are applicants, an executed power of attorney from each owner will be needed.

1836 AMHERST STREET, WINCHESTER, VA 22601

(540) 536-4543

Mailing Address of Property Owner/Applicant

Telephone Number

as owner of, or applicant with respect to, the tract(s) or parcel(s) of land in Frederick County, Virginia, identified by following property identification numbers:

53-A-68

do hereby make, constitute, and appoint:

DANIEL MICHAEL, PE

Name of Attorney-In-Fact

VALLEY ENGINEERING, PLC, 8401 CROWE DRIVE, MOUNT CRAWFORD, VA 22841

(540) 434-6365

Mailing Address of Attorney-In-Fact

Telephone Number

to act as my true and lawful attorney-in-fact for and in my name, place, and stead, with the same full power and authority I would have if acting personally, to file and act on my behalf with respect to application with Frederick County, Virginia for the following, for the above identified property:



Rezoning



Subdivision



Conditional Use Permit



Site Plan



Master Development Plan (prelim. or final)



Variance or Zoning Appeal

and, further, my attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

NONE

This appointment shall expire one year from the day that it is signed, or at such sooner time as I otherwise rescind or modify it.

Signature

Title (if signing on behalf of an entity)

State of

Virginia

County/City of

Frederick

To wit:

I, Victoria P. Lord, a Notary Public in and for the jurisdiction aforesaid, certify that the person who signed the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this 16 day of October, 2019.

Notary Public

My Commission Expires:

Sept 30, 2020

Registration Number:

340383

VICTORIA P. LORD
 NOTARY PUBLIC
 Commonwealth of Virginia
 Reg. #340383
 My Commission Expires Sept. 30, 2020

Frederick County Virginia Link at the Top
Pay/Lookup Taxes

Payment Home Personal Property Real Estate Dog Tags Pay Parking Violation Other Payments ShoppingCart(0) Pin Options Change Email

Real Estate Ticket Detail

[Previous](#)

2019 REAL ESTATE

| | | |
|--|---|---|
| Dept Ticket# RE2019-439300001
Name WINCHESTER MEDICAL CENTER INC
Name 2
Address PO BOX 228
WINCHESTER VA
Zip 22603-0228 | Frequency 1
Map 50 A 60
Bill Date 06/16/2019
Due Date 08/05/2019
Desc 10.51 ACRES | Supplement# 0
Account# 0014004
Acreage 10.510
Improvements \$0.00
Land Value \$1,427,000.00
Land Use 0100
Minerals \$0.00 |
|--|---|---|

Penalty Paid \$0.00 Interest Paid \$0.00 Last Transaction Date 08/16/2019

Current Payment Status

| | | | | | |
|---------------------------|------------------------|------------------------------|----------------|-----------------|--------------------|
| Original Bill \$13,592.63 | Payments (\$13,592.63) | Principal Balance Due \$0.00 | Penalty \$0.00 | Interest \$0.00 | Balance Due \$0.00 |
|---------------------------|------------------------|------------------------------|----------------|-----------------|--------------------|

Transaction History

| Date | Type | Transaction# | Amount | Balance |
|-----------|----------------|--------------|---------------|-------------|
| 6/6/2019 | Charge | 0 | \$13,592.63 | \$13,592.63 |
| 5/14/2019 | Principal Paid | 43053 | (\$13,592.63) | \$0.00 |

[Previous](#)

Type here to search

1:50 PM 10/1/2019