AGENDA
BOARD OF SUPERVISORS
WEDNESDAY, SEPTEMBER 9, 2026
7:00 PM
BOARD MEETING ROOM
107 NORTH KENT STREET, WINCHESTER, VIRGINIA 22601

1. **Call to Order**

2. **Invocation**

3. **Pledge of Allegiance**

4. **Adoption of Agenda**

5. **Citizen Comments – For agenda items that are not the subject of a Public Hearing**

6. **Consent Agenda – *Roll Call Vote***

   6.A. Approval of Minutes of Regular Meeting of August 12, 2026

   BOS09-09-26MinutesRegMeeting260812.pdf

   6.B. Acceptance of Parks & Recreation Commission Report of August 11, 2026

   BOS09-09-26ParksRecCommReportAugust2026.pdf

   6.C. Acceptance of Human Resources Committee Report of August 14, 2026

   BOS09-09-26HRCommReportAugust2026.pdf

   6.D. Human Resources Committee Item: The Committee unanimously recommended approval of the addition of the Finance Systems & Business Analyst, Accounting Manager, and Finance Specialist – Payroll classifications to the County's Salary Administration Program by reclassifying three existing positions to enhance departmental efficiency.

   6.E. Acceptance of Finance Committee Report of August 19, 2026

   BOS09-09-26FinanceCommReportAugust2026.pdf

Consent Agenda, *continued*

6.F. Finance Committee Item: The IT Director requests a $3,887 FY 2027 General Fund carry forward appropriation. This amount represents unspent FY 2026 funds for the ongoing Cognos Implementation Project. No additional local funds above the existing appropriation are requested. The committee recommends approval.

CF IT Cognos.pdf

6.G. Finance Committee Item: The Public Works Director requests a $5,035,197 FY 2027 Landfill Fund carry forward appropriation representing unspent FY 2026 funds for repair and maintenance projects, a water truck, and CDD Landfill construction and expansion. The request has been approved by the Public Works Committee. No local funds required. The committee recommends approval.

CF Landfill.pdf

6.H. Finance Committee Item: The Public Works Director requests a $49,438 FY 2027 General Fund supplemental appropriation representing a camera surveillance system and a pet pantry program at the Animal Shelter. The Public Works Committee has approved the request. No local funds required. Funds are available in the Animal Shelter reserve. The committee recommends approval.

SA Animal Shelter.pdf

6.I. Finance Committee Item: The Parks & Recreation Director requests a $40,481 FY 2027 General Fund carry forward appropriation representing unspent FY 2026 SGEMF funds for the purchase of a vehicle. No local funds above the existing appropriation are required. The committee recommends approval.
CF SGEMF for SHP.pdf

6.J. Finance Committee Item: The Sheriff requests a $750 FY 2026 General Fund supplemental appropriation representing donations made for the impound lot building. No local funds required. The committee recommends approval.

SA SheriffDonations.pdf

6.K. Finance Committee Item: The Sheriff requests a $137,704 FY 2027 General Fund carry forward appropriation. This amount represents unspent FY 2026 funds for the impound lot building. No additional local funds above the existing appropriation are requested. The committee recommends approval.

CF Sheriff Bldg.pdf

Consent Agenda, *continued*

6.L. Finance Committee Item: The HR Director requests a $11,222 FY 2027 General Fund carry forward appropriation representing unspent FY 2026 funds for LaserFiche Personnel Records Management Configuration Project that is currently in process. No additional local funds above the existing appropriation are requested. The committee recommends approval.

CF HR LaserFiche Project.pdf

6.M. Finance Committee Item: The NRADC Superintendent requests a $131,126 FY 2027 Jail Fund supplemental appropriation representing increased opioid abatement grant funds awarded. No local funds required. The committee recommends approval.

NRADC OAA grant.pdf

6.N. Finance Committee Item: The WRAA Executive Director requests a $1,260,000 FY 2027 Airport Capital Fund supplemental appropriation for the Northside Site Prep Phase 1 construction project. This amount is in excess of the $1,200,000 budgeted. No local funds are required. The committee recommends approval.

SA WRAA Northside.pdf

6.O. Finance Committee Item: The WRAA Executive Director requests a $424,800 FY 2027 Airport Capital Fund supplemental appropriation for the Taxiway Relocation Phase 3 construction project. This amount is in excess of the $7,000,000 budgeted. No local funds are required. The committee recommends approval.

SA WRAA Taxiway.pdf

6.P. Finance Committee Item: The Deputy County Administrator requests a $20,723 FY 2027 carry forward appropriation of unspent FY 2026 funds representing maintenance projects that are currently progressing. No local funds above the existing appropriation are required. The committee recommends approval.
CF Maintenance.pdf

6.Q. Finance Committee Item: The Deputy County Administrator requests a $744,000 FY 2027 General Fund supplemental appropriation for the purchase and installation of a new rubber roof for the County Administration North and South buildings and the Board of Supervisors meeting room. Of this amount $450,000 is a carry forward of unspent FY 2026 funds approved for the project. The remaining $294,000 represents local funds needed. The committee recommends approval.

CAB Roof.pdf

Consent Agenda, *continued*

6.R. Finance Committee Item: The Finance Director provides a draft policy to establish the County's practice for the transfer and use of revenue generated from the local vehicle license ("decal") fee. The committee recommends approval.

VehicleLicenseFeeTransportationTransferPolicy.pdf

6.S. Acceptance of Transportation Committee Report of August 24, 2026

BOS09-09-26TransportationCommReport.pdf

6.T. Acknowledgment of Receipt of Certified Copies of Abstract of Votes from the 2026 August Republican Primary of August 4, 2026

BOS09-09-26AbstractOfVotes_Redacted.pdf

6.U. Approval of Supplemental Appropriation - Winchester-Frederick County Convention and Visitors Bureau (CVB)

BOS09-09-26Winchester-FrederickCoCVB_SuppApprop.pdf

7. **Board of Supervisors Comments**

8. **County Officials**

8.A. Update on the Regional Broadband Project

by representatives of AllPoints Broadband and the Northern Shenandoah Valley Regional Commission

County Officials, *continued*

8.B.

Local Tax Exemptions–

Triennial Review: Article XXV Exemption for Nonprofit Organizations

The Code of Virginia authorizes localities to exempt property by designation or classification through local ordinance. The County may exempt real and/or personal property owned by a nonprofit organization that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes. Local exemptions require continuance of the property's use in accordance with the purpose for which the organization is classified or designated. No exemption may be provided to any organization with any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, sexual orientation, gender identity, or national origin.

BOS09-09-26LocalTaxExemptionsTriennialReview.pdf

BOS09-09-26OrdinanceRepealReadoptArticleXXV.pdf

8.C.

Presentation: 1% Sales Tax School Funding Referendum

8.D.

Information/Discussion: Ordinance Creating a Policy for the Distribution of Transient Occupancy Tax Revenues

BOS09-09-26TransientOccTaxDistPolicy.pdf

9. **Appointments to Boards, Committees, and Commissions**

9.A. Northwestern Community Services Board
Vacant 4-year term expiring 12-31-28
See attached application of Tiffany Snow.

BOS09-09-26App_SnowTiffany_Redacted.pdf

9.B. Shenandoah Area Agency on Aging (Seniors First)
4-year term of Eva Miller expires 9-30-26
Ms. Miller is eligible and willing to serve another term.

9.C. Tourism Board - For-Profit Sector Rep.
Vacant 3-year term expiring 6-30-29
The Tourism Board recommends the appointment of Kari Rushing.

BOS09-09-26FY2027TourismBoardAppt.pdf

10. **Committee Business** - None

11. **Public Hearings (Non Planning Issues)** - None

12. **Planning Commission Business - Public Hearings** - None

13. **Planning Commission Business - Other Planning Business** - None

14. **Board Liaison Reports**

15. **Citizen Comments**

16. **Board of Supervisors Comments**

17. **Adjourn**

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Approval of Minutes of Regular Meeting of August 12, 2026

Attachments:
BOS09-09-26MinutesRegMeeting260812.pdf

MINUTES
REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, AUGUST 12, 2026
7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

ATTENDEES

Board of Supervisors: John F. Jewell, Chairman; Robert W. Wells, Vice Chairman; Robert T. Liero; Jason C. Aikens; Michael D. Guevremont; Albert L. Orndorff; and Gary R. Oates were present.

Staff present: Michael Bollhoefer, County Administrator; Jay E. Tibbs, Deputy County Administrator; Wyatt Pearson, Deputy County Administrator; Andrew R. Fox, County Attorney; Wendy May, Communications Director; John Bishop, Planning Director; Tyler Klein, Senior Planner; Tonya Sibert, Commissioner of the Revenue; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors.

CALL TO ORDER

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

INVOCATION

Pastor Ross Halbersma of New Hope Alliance Church offered the invocation.

PLEDGE OF ALLEGIANCE

Vice Chairman Wells led the Pledge of Allegiance.

ADOPTION OF AGENDA - APPROVED

Vice Chairman Wells moved for the adoption of the draft agenda. Supervisor Guevremont seconded the motion, which carried on a voice vote.

CITIZEN COMMENTS

The following spoke in opposition to the proposed Valley North Electrical Transmission Line Project:

Donald Matlock, Gainesboro District

Wendy Dorsey, Gainesboro District

Terri Flynn, Back Creek District

Rebecca Rager, Gainesboro District

David Dixon, Stonewall District

Leslie Spencer, Gainesboro District

The following spoke in opposition to data centers being allowed to locate in Frederick County:

Vicki Michaels, Stonewall District

Wendy Dorsey, Gainesboro District

Gary Sheppard, Bak Creek District

Elizabeth Aylor, Back Creek District

Teresa Ostertag, Back Creek District

Alexander Ritter, Opequon District

Paige (last name unknown), Gainesboro District

Klio Stroubakis, Winchester City

Jack Tensley, Gainesboro District

Terri Flynn, Back Creek District

Todd Folmsbee, Opequon District

Rebecca Rager, Gainesboro District

David Dixon, Stonewall District

Jennifer Smith, Stonewall District

Kurt Creager, Back Creek District

Pete Ziokouski, Back Creek District

Elayne Goldbetter, Back Creek District

Willie Deutsch, Opequon District

Eliza Athrop, Red Bud District

Sharon Plumber, Back Creek District

Steve Karatchalo, Back Creek District

John Boyles, district unknown

Penny Smith, Opequon District

Blaine Dunn, Red Bud District, noted the concerns of the previous speakers and spoke in favor of data centers being allowed to locate in Frederick County.

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ADOPTION OF CONSENT AGENDA – APPROVED

Vice Chairman Wells moved for the adoption of the consent agenda. Supervisor Guevremont seconded the motion which carried on the following recorded vote:

Michael D. Guevremont	**Aye**	**Robert T. Liero**	**Aye**
Albert L. Orndorff	**Aye**	**Robert W. Wells**	**Aye**
Gary R. Oates	**Aye**	**Jason C. Aikens**	**Aye**
John F. Jewell, Chairman	**Aye**		

- Approval of Minutes of Regular Meeting of July 8, 2026 - CONSENT AGENDA APPROVAL

- Approval of Minutes of the Board-Planning Commission Joint Work Session of July 23, 2026 – CONSENT AGENDA APPROVAL

- Acceptance of Public Works Committee Report of June 30, 2026 - CONSENT AGENDA APPROVAL, Appendix 1

- Acceptance of Transportation Committee Meeting of July 27, 2026 - CONSENT AGENDA APPROVAL, Appendix 2

- Transportation Committee Business: Authorization for staff to proceed with all Smart Scale applications as outlined in the Committee Report and maintain the 20% funding commitment for this year. - CONSENT AGENDA APPROVAL

- Acceptance of the Summary Report of the Board of Supervisors-Planning Commission Joint Work Session of July 23, 2026 - CONSENT AGENDA APPROVAL

- Request from the Commissioner of the Revenue for Refunds and Supplemental Appropriations: JB Hunt Transport Inc.- $226,823.23; and Schenker Inc.- $26,133.13 - CONSENT AGENDA APPROVAL

- Memorandum of Agreement Among the Federal Communications Commission, the Virginia Department of Historic Resources, the County of Frederick, VA, the Shenandoah Valley Battlefields Foundation, and Belle Grove, Inc. Regarding the County of Frederick's Emergency Communications Tower at 269 Klines Mill Lane, Middletown, Frederick County, Virginia. TCNS #288286 - CONSENT AGENDA APPROVAL

- Resolution for Changes in the Secondary System of State Highways: Freedom Manor- 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 Secondary Street Acceptance 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 Secondary Street Acceptance 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.

- Resolution for Changes in the Secondary System of State Highways: Quail Hill, Section 2- 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 Secondary Street Acceptance 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 Secondary Street Acceptance 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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BOARD OF SUPERVISORS COMMENTS

Supervisor Oates said the subcommittee working on updates to the Transfer of Development Rights program has completed its review. He asked for and received consensus to move the changes forward to the Development Review and Regulations Committee.

Supervisor Oates suggested it was time to move forward with a discussion of the battery storage ordinance.

Supervisor Oates referenced the discussions regarding opposition to the proposed Valley North Electrical Transmission Line Project, and suggested the Board consider completing an electric corridor survey.

Vice Chairman Wells said he has been receiving many emails recently containing comments about his integrity and willingness to talk with constituents, adding that misinformation is being shared on social media. He offered to talk to any constituent who chooses to contact him.

Supervisor Aikens requested staff provide information in the near future on the solar panel fund.

Chairman Jewell reminded the audience to respect the speakers during public comments, including those with different viewpoints.

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COUNTY OFFICIALS

UPDATE ON THE REGIONAL BROADBAND PROJECT

County Administrator Bollhoefer commented on the Regional Broadband project, saying representatives of All Points Broadband will attend a Board meeting in September to provide a thorough update on the status of the project in the County.

RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR AND COUNTY ATTORNEY TO RETAIN OUTSIDE LEGAL COUNSEL TO OPPOSE THE VALLEY NORTH ELECTRICAL TRANSMISSION LINE PROJECT - APPROVED

County Administrator Bollhoefer noted the Board's desire to engage Whiteford, Taylor & Preston L.L.P. to assist in the Opposition to the Valley North Transmission Project and referenced the resolution included in the agenda.

Supervisor Aikens moved to approve the Resolution Authorizing the County Administrator and County Attorney to Retain Outside Legal Counsel to Oppose the Valley North Electrical Transmission Line Project. Vice Chairman Wells seconded the motion, which carried on the following recorded vote:

Michael D. Guevremont	**Aye**	**Robert T. Liero**	**Aye**
Albert L. Orndorff	**Aye**	**Robert W. Wells**	**Aye**
Gary R. Oates	**Aye**	**Jason C. Aikens**	**Aye**
John F. Jewell, Chairman	**Aye**		

A RESOLUTION OF THE FREDERICK COUNTY BOARD OF SUPERVISORS AUTHORIZING THE COUNTY ADMINISTRATOR AND COUNTY ATTORNEY TO RETAIN OUTSIDE LEGAL COUNSEL TO OPPOSE THE VALLEY NORTH ELECTRICAL TRANSMISSION LINE PROJECT

WHEREAS, on July 9, 2026, the Frederick County Board of Supervisors unanimously passed a Resolution opposing the Valley North electrical transmission line project; and

WHEREAS, the Resolution authorized and directed the County Administrator to do all things necessary to oppose the Valley North project being sited along any and all of the proposed study areas and routes located in Frederick County; and

WHEREAS, the Resolution further authorized the County Administrator and the County Attorney to retain specialized legal and consulting services as necessary to assist in the County's formal opposition to the Valley North project;

NOW THEREFORE BE IT RESOLVED by the Frederick County Board of Supervisors as follows:

1. That the County Administrator and County Attorney are hereby authorized to retain the services of Whiteford, Taylor & Preston L.L.P. to provide outside legal counsel in opposing the Valley North project. The Chairman shall authorize said representation as set forth in the engagement letter attached hereto as Exhibit A, which has been redacted in part pursuant to attorney-client privilege.
2. That the County Administrator is hereby authorized and directed to identify and set aside funds for said representation in an amount not to exceed Two Hundred Fifty Thousand Dollars ($250,000) from appropriated funds of the County. The County Administrator and County Attorney shall regularly report to the Board the activities of outside counsel and status of funds expended.

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APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS

PHILIP HAINES, DIANE KEARNS, AND ALBERT ORNDORFF REAPPOINTED TO CONSERVATION EASEMENT AUTHORITY- APPROVED

On motion of Vice Chairman Wells, seconded by Supervisor Guevremont, Philip Haines, Diane Kearns, and Albert Orndorff were each reappointed by a voice vote to the Conservation Easement Authority for a 3-year term ending August 24, 2029.

DOUG RINKER REAPPOINTED TO ECONOMIC DEVELOPMENT AUTHORITY- APPROVED

On motion of Supervisor Aikens, seconded by Supervisor Orndorff, Doug Rinker was reappointed by a voice vote to the Economic Development Authority for a 4-year term ending September 8, 2030.

COMMITTEE BUSINESS – None

PUBLIC HEARINGS (NON PLANNING ISSUES) - None

PLANNING COMMISSION BUSINESS – PUBLIC HEARINGS - None

PLANNING COMMISSION BUSINESS - OTHER PLANNING BUSINESS

ORDINANCE AMENDMENT – SUBDIVISION AND ZONING ORDINANCE UPDATES, PH. 1 COMPANION AMENDMENTS – SENT FORWARD TO PUBLIC HEARING

Senior Planner Tyler Klein reviewed the proposal to amend Chapter 144 – Subdivision Ordinance and Chapter 165 - Zoning Ordinance to incorporate Phase I ordinance update recommendations from the Berkley Group. He said these recommendations were identified during the Phase I Subdivision and Zoning Ordinance Update but were "policy" type changes outside of the Phase I project scope.

Vice Chairman Wells moved to send the amendment forward to the public hearing process. Supervisor Orndorff seconded the motion, which carried on a recorded vote as follows:

Michael D. Guevremont	**Aye**	**Robert T. Liero**	**Aye**
Albert L. Orndorff	**Aye**	**Robert W. Wells**	**Aye**
Gary R. Oates	**Aye**	**Jason C. Aikens**	**Aye**
John F. Jewell, Chairman	**Aye**		

RESOLUTION DIRECTING THE PLANNING COMMISSION TO HOLD A PUBLIC HEARING
REGARDING CHAPTER 144 SUBDIVISION ORDINANCE

ARTICLE III
SUBDIVISION STANDARDS

WHEREAS, a proposal to amend Chapter 144 – Subdivision Ordinance to incorporate Phase I ordinance update recommendations from the Berkley Group to implement best practices for waivers, exemptions and alternative use standards at the discretion of the Subdivision Administrator to certain requirements and to remove an outdated requirement for stormwater management contained in §144-302.13; and

WHEREAS, the Frederick County Board of Supervisors finds it appropriate in the public necessity, convenience, general welfare, and good zoning practice to direct the Frederick County Planning Commission to hold a public hearing regarding an amendment to Chapter 165;

NOW, THEREFORE, BE IT REQUESTED by the Frederick County Board of Supervisors, that in the interest of public health, safety, general welfare, and good zoning practice, the Frederick County Planning Commission hold a public hearing to consider changes to Chapter 144 to incorporate Phase I ordinance update recommendations from the Berkley Group.

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RESOLUTION DIRECTING THE PLANNING COMMISSION TO HOLD A PUBLIC HEARING
REGARDING CHAPTER 165 – ZONING ORDINANCE

ARTICLE III
PERMITS AND APPLICATIONS
PART 306 – MASTER DEVELOPMENT PLANS

ARTICLE IV
PRIMARY ZONING DISTRICTS
PART 407 – INDUSTRIAL DISTRICTS
PART 408 – PLANNED DEVELOPMENT DISTRICTS

ARTICLE VII
ADDITIONAL REGULATIONS FOR SPECIFIC USES
PART 703 – PUBLIC/CIVIV/RECREATIONAL USE STANDARDS
PART 704 – COMMERCIAL USE STANDARDS
PART 705 – INDUSTRIAL USE STANDARDS

WHEREAS, a proposal to amend Chapter 165 – Zoning Ordinance to incorporate Phase I ordinance update recommendations from the Berkley Group to address remove County Administrator signature requirement from Master Development Plans and implement best practices for waivers, exemptions and alternative use standards at the discretion of the Zoning Administrator to certain requirements; and

WHEREAS, the Frederick County Board of Supervisors finds it appropriate in the public necessity, convenience, general welfare, and good zoning practice to direct the Frederick County Planning Commission to hold a public hearing regarding an amendment to Chapter 165;

NOW, THEREFORE, BE IT REQUESTED by the Frederick County Board of Supervisors, that in the interest of public health, safety, general welfare, and good zoning practice, the Frederick County Planning Commission hold a public hearing to consider changes to Chapter 165 to incorporate Phase I ordinance update recommendations from the Berkley Group.

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ORDINANCE AMENDMENT – 2026 GENERAL ASSEMBLY PROVISIONS – SENT FORWARD TO PUBLIC HEARING

Senior Planner Tyler Klein said amendments to the Code of Virginia enacted by the General Assembly and signed into law by the Governor of the Commonwealth of Virginia should be annually reviewed, and where applicable, incorporated in the County ordinances. He said applicable laws have been reviewed by staff and provided a summary of each.

Supervisor Aikens moved to send the amendment forward to the public hearing process. Supervisor Liero seconded the motion, which carried on a recorded vote as follows:

Michael D. Guevremont	**Aye**	**Robert T. Liero**	**Aye**
Albert L. Orndorff	**Aye**	**Robert W. Wells**	**Aye**
Gary R. Oates	**Aye**	**Jason C. Aikens**	**Aye**
John F. Jewell, Chairman	**Aye**		

RESOLUTION DIRECTING THE PLANNING COMMISSION TO HOLD A PUBLIC HEARING
REGARDING CHAPTER 165 – ZONING ORDINANCE

ARTICLE IV
PRIMARY ZONING DISTRICTS
PART 405 – RESIDENTIAL DISTRICTS

WHEREAS, a proposal to amend Chapter 165 – Zoning Ordinance to incorporate 2026 amendments to the Code of Virginia enacted by the General Assembly and signed into law by the Governor of the Commonwealth of Virginia; and

WHEREAS, a proposal to amend Chapter 165 – Zoning Ordinance would modify §165-405.01 (RP, Residential Performance District Standards) to reduce the minimum lot size for single-family small lot developments; and

WHEREAS, the Frederick County Board of Supervisors finds it appropriate in the public necessity, convenience, general welfare, and good zoning practice to direct the Frederick County Planning Commission to hold a public hearing regarding an amendment to Chapter 165;

NOW, THEREFORE, BE IT REQUESTED by the Frederick County Board of Supervisors, that in the interest of public health, safety, general welfare, and good zoning practice, the Frederick County Planning Commission hold a public hearing to consider changes to Chapter 165 to incorporate 2026 amendments to the Code of Virginia.

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ORDINANCE AMENDMENTS – DATA CENTERS (REMOVAL AS AN ALLOWED USE); AND TM ZONE REMOVED FROM ORDINANCE - SENT FORWARD TO PUBLIC HEARING

Senior Planner Tyler Klein reviewed the proposal to amend Chapter 165 - Zoning Ordinance to remove data centers as a permitted and/or conditional use in certain zoning districts and to remove other references to data centers, including definitions and additional regulations for specific uses.

Supervisor Oates suggested the definition of a data center should not be removed from the ordinance, and the TM (Technology-Manufacturing Park) Zoning District should be removed from the ordinance since it was not desirable to developers for any use other than data centers. By consensus, the Board agreed to these additional changes.

Chairman Jewell said that he wants the ordinance to include no option for a data center to be built.

Supervisor Aikens and staff discussed the changes suggested and the option to adopt the proposed resolutions sending the two matters, removal of data centers as an allowed use and removing the TM zoning district, forward through the public hearing process simultaneously.

Vice Chairman Wells moved to send the amendments forward, with the Board's suggested changes, to the public hearing process. Supervisor Orndorff seconded the motion, which carried on a recorded vote

as follows:

Michael D. Guevremont	**Aye**	**Robert T. Liero**	**Aye**
Albert L. Orndorff	**Aye**	**Robert W. Wells**	**Aye**
Gary R. Oates	**Aye**	**Jason C. Aikens**	**Aye**
John F. Jewell, Chairman	**Aye**		

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

ARTICLE VI
USE MATRIX
PART 603. USE PERMISSIONS.

ARTICLE VII
ADDITIONAL REGULATIONS FOR SPECIFIC USES
PART 705 – INDUSTRIAL USE STANDARDS.

ARTICLE XI
DEFINITIONS
PART 1105 – USE TERMS.

WHEREAS, a proposal to amend Chapter 165 – Zoning Ordinance to remove data centers as a permitted and/or conditional use (§165-603.02) in certain zoning districts and to remove other references to data centers, including definitions (§165-1105.05) and additional regulations for specific uses (§165-705.01), has been presented to the Board of Supervisors; and

WHEREAS, the Board of Supervisors discussed data centers and voted unanimously to instruct staff to prepare an authorizing resolution on July 8, 2026; and

WHEREAS, the Frederick County Board of Supervisors finds it appropriate and required by the public necessity, convenience, general welfare, and good zoning practice to direct the Frederick County Planning Commission to hold a public hearing and make a recommendation to the Board regarding an amendment to Chapter 165:

NOW, THEREFORE, BE IT RESOLVED by the Frederick County Board of Supervisors, that the public health, safety, general welfare, and good zoning practice require that the Frederick County Planning Commission hold a public hearing to consider changes to Chapter 165 to remove data centers as a permitted and/or conditional use (§165-603.02) in certain zoning districts and to remove other references to data centers including definitions (§165-1105.05) and additional regulations for specific uses (§165-705.01), and make a recommendation to the Board of Supervisors thereon within 90 days after its next meeting after this resolution is adopted.

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

ARTICLE III
PERMITS AND APPLICATIONS

PART 306. MASTER DEVELOPMENT PLANS

ARTICLE IV
PRIMARY ZONING DISTRICTS
PART 401. ESTABLISHMENT AND PURPOSE
PART 403. ENCROACHMENT AND EXEMPTIONS
PART 407. INDUSTRIAL DISTRICTS

ARTICLE VI
USE MATRIX
PART 603. USE PERMISSIONS

ARTICLE VII
ADDITIONAL REGULATIONS FOR SPECIFIC USES
PART 704. COMMERICAL USE STANDARDS
PART 705. INDUSTRIAL USE STANDARDS
PART 706. MISCELLANEOUS USE STANDARDS

ARTICLE VIII
COMMUNITY DEVELOPMENT STANDARDS
PART 801. NUISANCES
PART 802. BUFFERS AND SCREENING REQUIREMENTS
PART 804. OFF-STREET PARKING, LOADING AND ACCESS
PART 807. OUTDOOR LIGHTING STANDARDS
PART 810. WALLS AND FENCES.

WHEREAS, a proposal to amend Chapter 165 – Zoning Ordinance to remove the TM (Technology-Manufacturing Park) Zoning District and other references to the TM Zoning District from the ordinance was discussed during the regular meeting of the Board of Supervisors on August 12, 2026, under "Planning Commission Business – Other Planning Business" item 13.C.; and

WHEREAS, the Frederick County Board of Supervisors finds it appropriate in the public necessity, convenience, general welfare, and good zoning practice to direct the Frederick County Planning Commission to hold a public hearing regarding an amendment to Chapter 165;

NOW, THEREFORE, BE IT REQUESTED by the Frederick County Board of Supervisors, that in the interest of public health, safety, general welfare, and good zoning practice, the Frederick County Planning Commission hold a public hearing to consider changes to Chapter 165 remove the TM (Technology-Manufacturing Park) Zoning District and other references to the TM Zoning District from the ordinance.

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BOARD LIAISON REPORTS

Supervisor Liero provided an update from the Parks & Recreation Commission.

Supervisor Orndorff provided an update from the Shawneeland Sanitary District Advisory Committee.

CITIZEN COMMENTS

Bryan Nuri, Opequon District, commented on the amendments which will be on the upcoming November 3 general election ballot as well as the referendum on the 1% sales tax.

Steven Albanese, Shawnee District, asked the Board to consider passing a resolution to outlaw abortion and to urge the General Assembly to protect the pre-born.

Willie Deutsch, Opequon District, commented on the amendments which will be on the upcoming November 3 general election ballot.

Vicki Michaels, Stonewall District, said the battery storage issue should be addressed by the Board.

Elizabeth Aylor, Back Creek District, commented on her candidacy for the Back Creek District seat on the Board.

Alexander Ritter, Opequon District, commented on his candidacy for the Chairman's seat on the Board.

Wendy Dorsey, Gainesboro District, questioned the Chairman's earlier comment about not allowing data centers "for now."

BOARD OF SUPERVISORS COMMENTS

Vice Chairman Wells noted school has started and encouraged drivers to be aware of school bus safety.

Supervisor Oates noted the speaker referencing the Chairman's comment about allowing no data centers "for now," saying that the Chairman was referring to the fact that the state can take away the locality's power to regulate such things if it chooses to do so.

Supervisor Oates referenced the energy corridor study and said he would like to have staff see if it can be completed before November to strengthen the County's opposition to the Valley North Transmission line project.

ADJOURN

On motion of Vice Chairman Wells, seconded by Chairman Jewell, the meeting was adjourned at 9:25 p.m.

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Acceptance of Parks & Recreation Commission Report of August 11, 2026

Attachments:
BOS09-09-26ParksRecCommReportAugust2026.pdf

PARKS AND RECREATION COMMISSION REPORT to the BOARD OF SUPERVISORS
Tuesday, August 11, 2026
7:00 p.m.
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

The Parks and Recreation Commission met on Tuesday, August 11, 2026. Members present were Gary Longerbeam, Vaughn Whitacre, Patrick Anderson, Michael Stottlemyer, Randy Carter, Chris Luebecke, and Charles R. Sandy, Jr. Non-voting Board of Supervisors Liaison; Mr. Robert Liero.

Members absent: Dennis Grubbs.

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

1. None

ITEMS SUBMITTED FOR INFORMATION ONLY

1. Mr. Carter made a motion to approve the installation of a Rotary International Peace Pole at Bowman Library, seconded by Mr. Sandy, approved (7-0). It was noted that a memorandum of understanding be created to account for upkeep, vandalism, etc.

Cc: Randy Carter, Chairperson
Robert Liero, Liaison, Frederick County Board of Supervisors

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Acceptance of Human Resources Committee Report of August 14, 2026

Attachments:
BOS09-09-26HRCommReportAugust2026.pdf

HUMAN RESOURCES COMMITTEE REPORT TO THE BOARD OF SUPERVISORS
Friday, August 14, 2026
8:45 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, August 14, 2026, at 8:45 a.m.

ATTENDEES:

Committee Members Present: Robert Liero, Jason Aikens, Sonia Marfatia-Goode, and Patrick Anderson

Committee Members Absent: Mike Guevremont

Staff present: Mike Bollhoefer, County Administrator; Jay Tibbs, Deputy County Administrator; Sharon Kibler, Finance Director; Missi Neal, Budget & Risk Manager; Michael Marciano, HR Director; Melody Ramey, Payroll Administrator; Arianna Vahsen-Crosby, HR Manager; and David Hupp, President of Frederick County Professional Firefighters

FOR BOARD ACTION

Finance Department Reorganization

Finance Director Sharon Kibler presented a proposed organizational realignment of the Finance Department intended better to align the department's structure with its current responsibilities, improve operational efficiency and management oversight, and position the department to meet future organizational needs. The proposal does not increase the number of authorized positions or require additional FY27 budgeted funding.

The proposed realignment includes the following position changes:

Current Position	Current Range	Proposed Position	Proposed Range
Assistant Director	228	Finance Systems & Business Analyst	224
Accounting Supervisor	219	Accounting Manager	224
Administrative Assistant	211	Finance Specialist – Payroll	212

The vacant Assistant Director position will be repurposed as a Finance Systems & Business Analyst to provide dedicated support for financial systems, business process improvement, workflow automation, reporting, technology initiatives, and process documentation. The Accounting Supervisor position will be redesignated as Accounting Manager, with expanded management responsibilities and selected technical responsibilities previously assigned to the Assistant Finance Director. The Administrative Assistant position will be reclassified as Finance Specialist – Payroll to reflect better the position's payroll support and related technical responsibilities.

The Committee recommends approval of the proposed Finance Department organizational realignment, the identified position reclassifications, and the addition of the Finance Systems & Business Analyst, Accounting Manager, and Finance Specialist – Payroll classifications to the County's Salary Administration Program, **4 in favor and 0 against.**

ITEMS FOR INFORMATION PURPOSES ONLY

County Leave Donation Program and Virginia's Upcoming Paid Leave Programs

Human Resources Director Michael Marciano provided an update on the potential development of a County leave donation program. The Committee considered the administrative challenges associated with the former Sick Leave Bank and the impact of Virginia's upcoming Paid Sick Leave and Paid Family and Medical Leave programs in conjunction with the County's existing Paid Time Off (PTO) and Individual Disability Account (IDA) benefits.

The Committee requested that staff table further consideration of a County leave donation program until the state

programs are implemented. At that time, staff will conduct a gap assessment to determine whether the state programs, together with existing County benefits, adequately address employee leave needs or whether additional coverage is needed.

Future Meeting Date
The next Human Resources Committee meeting, previously scheduled for September 11, 2026, has been rescheduled to **Friday, September 25, 2026**.

Respectfully submitted,

HUMAN RESOURCES COMMITTEE

Robert Liero, Chairman
Jason Aikens
Michael Guevremont
Patrick Anderson
Sonia Marfatia-Goode

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

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Human Resources Committee Item: The Committee unanimously recommended approval of the addition of the Finance Systems & Business Analyst, Accounting Manager, and Finance Specialist – Payroll classifications to the County's Salary Administration Program by reclassifying three existing positions to enhance departmental efficiency.

Attachments:

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Acceptance of Finance Committee Report of August 19, 2026

Attachments:
BOS09-09-26FinanceCommReportAugust2026.pdf

REPORT AND RECOMMENDATIONS

FINANCE COMMITTEE
WEDNESDAY, AUGUST 19, 2026
8:30 AM
FIRST FLOOR CONFERENCE ROOM
107 NORTH KENT STREET
WINCHESTER, VA 22601

ATTENDEES

Committee Members Present: Gary Oates, Chairman; Al Orndorff; Jason Aikens; and Don Price.

Committee Members Absent: Chad DeHaven and Angela Wiseman.

Non-Voting Liaisons Present: Tonya Sibert, Commissioner of the Revenue; and William Orndoff, Treasurer.

Staff Present: Sharon Kibler, Finance Director; Melody Ramey, Payroll Manager; Michael Bollhoefer, County Administrator; Lenny Millholland, Sheriff; Stacy Herbaugh, Parks & Recreation Director; Patrick Fly, IT Director; Ron Kimble, Landfill Manager; Christina Tasker, Animal Shelter Manager; Nick Sabo, WRRA Director; Jay Tibbs, Deputy County Administrator; Lauren Morrison, Deputy Treasurer; Wayne Corbett, Deputy Treasurer; Derek Brill, COR Chief Deputy; Mike Marciano, HR Director; Wyatt Pearson, Deputy County Administrator; John Jewell, BOS Chairman; Missi Neal, Budget Analyst; Karen Orndorff, Purchasing Manager; and Nicholas Pearson, Finance Specialist.

Others Present: Steve Goldstein.

A. **Consent Agenda** – The following item(s) could be considered on consent if the committee chooses. All are either (1) no local funds required or (2) a fiscal year carry forward of previously appropriated funds.

The committee recommends approval of the consent agenda.

A.1. The IT Director requests a $3,887 FY 2027 General Fund carry forward appropriation. This amount represents unspent FY 2026 funds for the ongoing Cognos Implementation Project. No additional local funds above the existing appropriation are requested.

CF IT Cognos.pdf

A.2. The Public Works Director requests a $5,035,197 FY 2027 Landfill Fund carry forward appropriation representing unspent FY 2026 funds for repair and maintenance projects, a water truck, and CDD Landfill construction and expansion. The request has been approved by the Public Works Committee. No local funds required.

CF Landfill.pdf

A.3. The Public Works Director requests a $49,438 FY 2027 General Fund supplemental appropriation representing a camera surveillance system and a pet pantry program at the Animal Shelter. The Public Works Committee has approve the request. No local funds required. Funds are available in the Animal Shelter reserve.

SA Animal Shelter.pdf

A.4. The Parks & Recreation Director requests a $40,481 FY 2027 General Fund carry forward appropriation representing unspent FY 2026 SGEMF funds for the purchase of a vehicle. No local funds above the existing appropriation are required.

CF SGEMF for SHP.pdf

A.5. The Sheriff requests a $750 FY 2026 General Fund supplemental appropriation representing donations made for the impound lot building. No local funds required.

SA SheriffDonations.pdf

A.6. The Sheriff requests a $137,704 FY 2027 General Fund carry forward appropriation. This amount represents unspent FY 2026 funds for the impound lot building. No additional local funds above the existing appropriation are requested.

CF Sheriff Bldg.pdf

A.7. The HR Director requests a $11,222 FY 2027 General Fund carry forward appropriation representing unspent FY 2026 funds for LaserFiche Personnel Records Management Configuration Project that is currently in process. No additional local funds above the existing appropriation are requested.

CF HR LaserFiche Project.pdf

A.8. The NRADC Superintendent requests a $131,126 FY 2027 Jail Fund supplemental appropriation representing increased opioid abatement grant funds awarded. No local funds required.

NRADC OAA grant.pdf

A.9. The WRAA Executive Director requests a $1,260,000 FY 2027 Airport Capital Fund supplemental appropriation for the Northside Site Prep Phase 1 construction project. This amount is in excess of the $1,200,000 budgeted. No local funds are required.

SA WRAA Northside.pdf

A.10. The WRAA Executive Director requests a $424,800 FY 2027 Airport Capital Fund supplemental appropriation for the Taxiway Relocation Phase 3 construction project. This amount is in excess of the $7,000,000 budgeted. No local funds are required.

SA WRAA Taxiway.pdf

A.11. The Deputy County Administrator requests a $20,723 FY 2027 carry forward appropriation of unspent FY 2026 funds representing maintenance projects that are currently progressing. No local funds above the existing appropriation are required.

CF Maintenance.pdf

B. **Discussion & Action Items** – The following item(s) are presented for committee discussion and action.

B.1. The Deputy County Administrator requests a $744,000 FY 2027 General Fund supplemental appropriation for the purchase and installation of a new rubber roof for the County Administration North and South buildings and the Board of Supervisors meeting room. Of this amount $450,000 is a carry forward of unspent FY 2026 funds approved for the project. The remaining $294,000 represents local funds needed.

The committee recommends approval.

CAB Roof.pdf

B.2. The Finance Director provides a draft policy to establish the County's practice for the transfer and use of revenue generated from the local vehicle license ("decal") fee.

The committee recommends approval.

VehicleLicenseFeeTransportationTransferPolicy.pdf

C. **Information & Discussion Items** – The following item(s) are presented for committee information and discussion. No formal action is required; however, the committee could choose to forward a recommendation(s) to the Board of Supervisors.

C.1. The Deputy Treasurer presented the Treasurer's Office Internal Collections Highlights.

TreasurerCollectionsHighlights.pdf

C.2. The Commissioner of the Revenue provided Virginia State Code 58.1-3012 regarding the change of a tax rate during a calendar year.

The COR advised that a change in a tax rate at this time is not possible and the committee directed staff to include data center tax rates during the FY 2028 budget discussions.

COR Tax Rate Info.pdf

C.3. The County Administrator discussed the option for procuring Architectural & Engineering (A&E) services under $80,000 by issuing an on-call RFP.

C.4. The County Administrator discussed drafting the Transient Occupancy Tax (TOT) ("tourism") policy.

The committee requested that a TOT policy/ordinance be drafted and forwarded to the Board of Supervisors.

C.5. The committee discussed earmarking a portion of solar sitting agreement funds for the Conservation Easement Authority and directed staff to bring a request to the next Finance Committee meeting.

D. **Information Only Items** – The following item(s) are included for information only.

D.1. The committee previously requested a review of Fire & Rescue agreements and funding policies. Information is anticipated to be provided at the next Finance Committee meeting.

D.2.

FY2026 Q4 Financial Snapshot: Financial information for the quarter ended June 30, 2026 is not yet available. Revenue accruals remain open for 45 days following year-end, and the final FY2026 accounts payable payment run is scheduled for August 25, 2026. Consistent with normal practice, year-end financial information will be provided once these processes are complete to ensure the information presented is accurate and complete.

D.3. FY2026 Financial Audit and ACFR Schedule: The FY2026 financial audit is currently scheduled to begin with preliminary on-site fieldwork the week of August 24, 2026, followed by final on-site fieldwork the week of September 21, 2026. The auditors typically provide the County with a draft Annual Comprehensive Financial Report (ACFR) in mid-December for staff review and preparation of the Management Discussion & Analysis (MD&A). The final ACFR is expected to be available by the end of December.

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: ATTENDEES

Title: Committee Members Present: Gary Oates, Chairman; Al Orndorff; Jason Aikens; and Don Price.

Committee Members Absent: Chad DeHaven and Angela Wiseman.

Non-Voting Liaisons Present: Tonya Sibert, Commissioner of the Revenue; and William Orndoff, Treasurer.

Staff Present: Sharon Kibler, Finance Director; Melody Ramey, Payroll Manager; Michael Bollhoefer, County Administrator; Lenny Millholland, Sheriff; Stacy Herbaugh, Parks & Recreation Director; Patrick Fly, IT Director; Ron Kimble, Landfill Manager; Christina Tasker, Animal Shelter Manager; Nick Sabo, WRRA Director; Jay Tibbs, Deputy County Administrator; Lauren Morrison, Deputy Treasurer; Wayne Corbett, Deputy Treasurer; Derek Brill, COR Chief Deputy; Mike Marciano, HR Director; Wyatt Pearson, Deputy County Administrator; John Jewell, BOS Chairman; Missi Neal, Budget Analyst; Karen Orndorff, Purchasing Manager; and Nicholas Pearson, Finance Specialist.

Others Present: Steve Goldstein.

Attachments:

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Consent Agenda

Title: The IT Director requests a $3,887 FY 2027 General Fund carry forward appropriation. This amount represents unspent FY 2026 funds for the ongoing Cognos Implementation Project. No additional local funds above the existing appropriation are requested.

Attachments:
CF IT Cognos.pdf

COUNTY OF FREDERICK
Information Technologies
(540) 665-5614

M E M O R A N D U M

To: Finance Committee
Sharon Kibler, Director of Finance
Michael Bollhoefer, County Administrator

From: Patrick Fly, IT Director

Subject: Request for Carry Forward Funds for Cognos Implementation Project

Date: August 10, 2026

The Information Technology Department formally requests the carry forward of unspent funds for the Cognos Implementation Project, ITP #2500258. We request that any remaining balance, not to exceed $3,886.50, be carried forward into line item 4-10-1220-3002-000-000.

These funds will be used to complete outstanding project items that will extend beyond the end of the current fiscal year. Please let me know if any additional information is needed to support this request.

Thank you for your consideration.

Sincerely,

Patrick Fly

Patrick Fly
County of Frederick
Interim Director of IT

107 North Kent Street, Winchester, Virginia 22601-5039
svarner@fcva.us

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Consent Agenda

Title: The Public Works Director requests a $5,035,197 FY 2027 Landfill Fund carry forward appropriation representing unspent FY 2026 funds for repair and maintenance projects, a water truck, and CDD Landfill construction and expansion. The request has been approved by the Public Works Committee. No local funds required.

Attachments:
CF Landfill.pdf

COUNTY of FREDERICK
Department of Public Works
540/665-5643
FAX: 540/678-0682

MEMORANDUM

TO: Sharon Kibler, Director of Finance

FROM: Joe C. Wilder, Director of Public Works

SUBJECT: Carry Forward Requests for Fiscal Year 2027 - Landfill

DATE: July 8, 2026

At its regularly scheduled meeting on June 30, 2026, the Public Works Committee unanimously endorsed the following request:

a. Landfill Budget

Request that any unspent FY2026 funds from the following line items be carried forward into the same line items for FY2027:

- 12-4204-3004-04 – Repair and Maintenance – Generators: $208,412
- 12-4202-5408-03 – Repair and Maintenance Parts – Generator: $98,416
- 12-4204-8006-00 – Construction Vehicles and Equipment: ~~$180,000~~ $221,147
- 12-4204-8900-00 – Improvements Other Than Buildings: $4,507,222

$5,035,197

(Attachment 1)

Please include this carry-forward request on the agenda for the next Finance Committee meeting.

JCW/amr

Attachments: As stated

cc: File

COUNTY of FREDERICK
Department of Public Works
540/665-5643
FAX: 540/678-0682

MEMORANDUM

TO: **Public Works Committee**

FROM: **Ron Kimble, Landfill Manager**

THROUGH: **Joe C. Wilder, Director of Public Works**

SUBJECT: **Carry Forwards to 2026/2027 Fiscal Year**

DATE: **June 17, 2026**

We are requesting that the funding remaining at the end of the 2026 fiscal year in each of the following line items be carried over into the new 2026/2027 budget.

12-4204-3004-04 Repair and Maintenance- Generators

We are requesting to carry forward funds remaining in this line item to cover costs associated with repairs that have previously been completed, that are currently in the dispute process for invoicing. The dispute process with Innio is lengthy and resolution of the following invoices is not expected to occur until after the current budget cycle.

Engine decokes were billed at a higher rate than quoted and approved by landfill staff.

Invoice # 2025400737	$15,425.00
Invoice # 2025400738	$19,043.25

Camshaft warranty replacement work was invoiced at full value. Landfill staff has documentation from Innio that all parts and labor for the repair should have been covered under warranty.

Invoice # 2024700825	$64,329.25

In addition, both units need rooftop table cooler replacements. These coolers have approximately 110,000 hours of use and are beginning to fail. An estimated cost to complete this work including labor and crane services is set at $100,000.

The current balance in this line item is **$208,412.**

12-4204-5408-03 Repair and Maintenance Parts- Generators

The rooftop table coolers on both generator sets need full replacement. Both units have been temporarily repaired to maintain operations. These repairs are not intended to be a permanent fix; therefore, the units should be replaced to prevent future downtime. Each unit is estimated to cost $150,000. The current funds available in this line item that we request to carry forward is **$98,416.**

12-4204-8006 Construction Vehicles and Equipment

We would like to carry forward the remaining funds of **$221,147** into the 26/27 budget to assist with the purchase of a new water truck for the facility. During the budget process staff inadvertently underpriced the cost of a new truck and hydroseeder. The 26/27 budget has $300,000 allocated for this purchase. Recent discussions with vendors have indicated that the truck chassis is approximately $230,000 while the hydroseeder and fitment is an additional $180,000.

12-4204-8900 Improvements Other than Buildings

Committee members are aware of the current CDD Landfill construction and expansion. The current liability for work in progress is $5,840,140. This includes the following:

Stormwater management ponds, leachate line relocation	$456,575
CDD area 2 cell 1 clearing and grubbing	$86,823
CDD area 2 cell 1 topsoil removal	$77,596
Garber stockpile expansion	$223,179
CDD area 2 cell 1 grading plan	$4,996,167

The FY25/26 budget has approximately **$4,507,222** remaining that is needed to continue this work.

In total, we would like to move approximately **$5,035,197** from the FY25/26 budget into the FY 26/27 budget to maintain and continue the funding for outstanding and necessary projects.

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Consent Agenda

Title: The Public Works Director requests a $49,438 FY 2027 General Fund supplemental appropriation representing a camera surveillance system and a pet pantry program at the Animal Shelter. The Public Works Committee has approve the request. No local funds required. Funds are available in the Animal Shelter reserve.

Attachments:
SA Animal Shelter.pdf

COUNTY of FREDERICK
Department of Public Works
540/665-5643
FAX: 540/678-0682

MEMORANDUM

TO: Sharon Kibler, Director of Finance

FROM: Joe C. Wilder, Director of Public Works

SUBJECT: Supplemental Appropriation Request – Animal Shelter Donation Reserve Fund

DATE: July 9, 2026

At its regularly scheduled meeting on June 30, 2026, the Public Works Committee unanimously endorsed the following supplemental appropriation requests:

a. Animal Shelter Camera Surveillance System
(Attachment 1)

Replacement and expansion of the Animal Shelter camera surveillance system in the amount of $25,437.22. Funds for this request would be appropriated to line item 10-4305-8007-000.

b. Pet Pantry Program
(Attachment 2)

Request to establish and sustain a Pet Pantry Program (Kibble Korner) in the amount of $24,000.00. The program would provide temporary assistance with pet food and basic pet supplies to County residents experiencing financial hardship, helping them retain ownership of their pets. Funds for this request would be appropriated to line item 10-4305-5413-001.

Funding for both requests would be provided from the Animal Shelter Donation Reserve Fund. No local funds are required. [0-010-000240-2501]

Please include these supplemental appropriation requests on the agenda for the next Finance Committee meeting.

JCW/amr

Attachments: As stated

cc: File

FREDERICK COUNTY - ANIMAL SHELTER

Christina Tasker
Shelter Manager
540/667-9192 ext. 2502
FAX 540/722-6108
E-mail: ctasker@fcva.us

MEMORANDUM

TO: Joe Wilder, Director of Public Works

FROM: Christina Tasker, Shelter Manager

SUBJECT: Animal Shelter Camera System Update

DATE: 06/05/2026

Purpose

The purpose of this memorandum is to request funding approval for the replacement and expansion of the Animal Shelter's camera surveillance system. Increased animal intake volumes, heightened staff safety concerns, growing evidentiary needs, and the County's ongoing risk-management objectives necessitate a modern surveillance system capable of supporting shelter operations and protecting County resources.

Background

Over the past several years, the Animal Shelter has experienced increasing operational demands resulting from higher intake numbers, longer animal stays, increased public interaction, and expanded enforcement activities. These factors have increased the need for reliable surveillance throughout the facility.

The current camera system no longer adequately supports shelter operations due to aging equipment, limited camera coverage, insufficient image quality, and restricted video retention capabilities. As a result, the shelter lacks the comprehensive monitoring and documentation necessary to effectively manage modern animal shelter operations.

Increased Animal Intake and Operational Demands

The shelter is responsible for housing a growing number of animals with varying behavioral, medical, and legal considerations. Increased intake numbers result in:

- Greater staff interaction with animals.
- Increased movement of animals throughout the facility.
- Higher public visitation and adoption traffic.
- More frequent animal control investigations and court-related cases.
- Greater demand for documentation of animal care and handling.

As shelter populations increase, so does the likelihood of incidents involving animals, staff, volunteers, visitors, and contractors. Comprehensive video coverage is necessary to effectively monitor these activities and maintain operational accountability.

Staff Safety Concerns

Animal shelter employees routinely work with frightened, injured, aggressive, or unpredictable animals. Staff are frequently required to:

- Handle animals with unknown histories.
- Respond to aggressive animal behavior.
- Conduct intake evaluations.
- Administer medical treatments.
- Move animals throughout the facility.

- Interact with members of the public during emotionally charged situations.

A modern surveillance system would provide enhanced monitoring of these activities, allowing management to review incidents, identify safety concerns, improve training opportunities, and document workplace injuries when they occur.

Video documentation also assists in determining the circumstances surrounding bites, scratches, falls, employee injuries, and other workplace incidents, thereby supporting workers' compensation investigations and corrective actions.

Evidence Collection and Investigative Support

The shelter regularly assists with investigations by housing animals involved in:

- Dangerous dog cases.
- Animal cruelty investigations.
- Animal neglect cases.
- Bite incidents.
- Rabies exposure investigations.
- Criminal matters involving animals.

High-quality video footage can provide valuable monitoring of evidence that supports investigations conducted by Animal Control, law enforcement, prosecutors, and County attorneys.

Improved surveillance capabilities would allow staff to accurately document animal behavior, interactions between individuals and animals, and events occurring within the facility. This documentation may be critical in supporting enforcement actions and defending County decisions.

Protection Against False Complaints and Allegations

As a public-facing agency, the shelter occasionally receives complaints regarding:

- Animal care practices.
- Adoption decisions.
- Euthanasia procedures.
- Staff conduct.
- Customer service interactions.
- Animal handling methods.

Video footage provides objective documentation that can quickly confirm or refute allegations. This capability protects both County employees and the public by ensuring that complaints are evaluated using factual evidence rather than conflicting accounts.

The availability of recorded footage frequently reduces the time required to investigate complaints and can help avoid unnecessary legal expenses or reputational harm to the County.

County Risk-Management Objectives

The proposed camera system directly supports County risk-management goals by:

- Reducing liability exposure through documented evidence.
- Enhancing employee safety and accountability.
- Protecting County facilities and assets.
- Improving incident investigation capabilities.
- Supporting compliance with established policies and procedures.
- Providing objective documentation during claims, litigation, and insurance matters.
- Increasing transparency in shelter operations.

A comprehensive surveillance system serves as both a preventative and investigative tool, helping mitigate risks before incidents occur while preserving critical evidence when they do.

Proposed Improvements

The proposed system would include:

- High-definition interior and exterior cameras.
- Expanded coverage of kennel areas, intake rooms, euthanasia rooms, adoption areas, hallways, storage areas, and public spaces.
- Coverage of parking lots, entrances, sally ports, and exercise yards.
- Extended video retention capabilities.
- Secure cloud or network-based storage.

- Remote viewing access for authorized personnel.
- Improved reliability and system redundancy.
- Capacity for future expansion.

Fiscal Impact

The estimated project cost is $25437.72, including equipment, installation, software licensing, storage, and training. I am requesting the cost of this project to be funded from the Animal Shelter Donation/Reserve Fund. The long-term benefits of reduced liability exposure, improved incident documentation, enhanced employee safety, and strengthened operational accountability are expected to outweigh the initial investment.

Recommendation

Approval is requested to replace and expand the Animal Shelter camera surveillance system. This project represents a critical investment in employee safety, animal welfare oversight, evidentiary documentation, facility security, and County risk management. The proposed system will provide the tools necessary to support increasing operational demands while protecting County employees, assets, and the public.

Requested Action: Approve funding and authorization to proceed with procurement and installation of a modern surveillance system for the Animal Shelter.

Christina Tasker
Animal Shelter Manager

FREDERICK COUNTY - ANIMAL SHELTER

Christina Tasker
Shelter Manager
540/667-9192 ext. 2502
FAX 540/722-6108
E-mail: ctasker@fcva.us

MEMORANDUM

TO: Joe Wilder, Director of Public Works

FROM: Christina Tasker, Shelter Manager

SUBJECT: Frederick County Pet Pantry "Kibble Korner"

DATE: 06/03/2026

The purpose of this memorandum is to request funding to establish and sustain a Pet Pantry Program (Kibble Korner) through the Frederick County Animal Shelter. This program will provide temporary assistance with pet food and basic pet care supplies to county residents experiencing financial hardship, helping them retain ownership of their pets during difficult circumstances.

Background
Economic challenges continue to impact many households within our community. Rising costs of housing, utilities, healthcare, and food often force pet owners to make difficult decisions regarding the care of their animals. In many cases, owners surrender otherwise healthy and well-cared-for pets solely because they can no longer afford food or basic supplies.
The Frederick County Animal Shelter has observed owner surrender requests where financial hardship is identified as a primary contributing factor. These animals often enter an already strained shelter system despite having homes and families willing to care for them if temporary assistance were available.

Proposal
The pet pantry program, "Kibble Korner" would provide eligible residents with limited quantities of pet food and essential pet care items during periods of financial hardship. Assistance would be intended as a temporary resource to help families maintain ownership of their pets while stabilizing their circumstances.
The program would:
• Reduce owner surrenders attributable to financial hardship.
• Keep pets in their homes and out of the shelter system.
• Decrease shelter intake and associated housing costs.
• Reduce euthanasia risk associated with shelter overcrowding.
• Strengthen community relationships and public perception of County animal services.
• Support vulnerable populations, including seniors, veterans, and low-income households.

Funding Request
Annual funding is requested at $24,000.00 ($2,000/month) to be withdrawn from the Frederick County Animal Shelter Donation/Reserve Fund.
• Dog and cat food purchases.
• Storage containers and shelving.
• Basic pet supplies such as collars, leashes, bowls, and litter.

The shelter will continue to accept donations and community partnerships; however, dedicated funding is necessary to ensure the program remains reliable and available throughout the year regardless of fluctuations in donations.

Impact
Providing pet food assistance is significantly less expensive than the cost of sheltering surrendered animals. The average cost of housing, feeding, cleaning, providing veterinary care, and ultimately placing or otherwise managing a surrendered animal often exceeds the cost of providing several months of pet food assistance to the owner.
By preventing even a small number of owner surrenders annually, the Kibble Korner Pet Pantry program can assist the community in keeping their pets in their home while reducing demand on shelter resources and staff time.

Attached are copies of my organizational plan as well as a copy of the pet pantry application.

Christina Tasker
Animal Shelter Manager

Enclosures: Organizational Plan, Kibble Korner application

🐾 Free Pet Pantry Organizational Plan

1. Purpose & Goals

Mission:
Provide free pet food and basic supplies to residents in need to keep pets in their homes and reduce shelter intake.

Key Goals:

- Reduce owner surrenders due to financial hardship
- Support low-income and vulnerable pet owners
- Strengthen community relationships
- Promote responsible pet ownership

---

2. Target Population

- Low-income households
- Seniors on fixed income
- Unemployed/underemployed individuals
- Families experiencing temporary hardship

---

3. Services Provided

- Dog and cat food (dry and wet)
- Cat litter
- Basic supplies (leashes, collars, bowls)
- Limited specialty items (puppy/kitten food, senior diets when available)

---

4. Distribution Model

Option A: Scheduled Pantry Days

- During regular business hours

- First-come, first-served

---

5. Eligibility Guidelines

- Self-declaration of need
- Proof of residency (county only,)
- Proof of age (18+ only)
- Limit per household (food for up to 3 pets)

---

6. Inventory & Supply Management

Sourcing:

- Animal Shelter reserve fund- annually budgeted

Storage:

- Dry, pest-free storage area
- Clearly labeled shelving by type/size
- FIFO system (first in, first out)

Tracking:

- An excel spreadsheet has already been created
- Track:
    - Recipients
    - Inventory
    - Number of visits per recipient
    - Number of application periods

---

7. Staffing & Volunteers

Roles:

- Program Coordinator (staff or lead volunteer)

- Inventory manager

---

9. Outreach & Marketing

- Social media
- Shelter website page
- Flyers at:
    - Libraries
    - Community centers
    - Vet clinics
- Local media / community newsletters

Messaging Focus:

- “Keeping pets with families”
- “No judgment, just support”

---

10. Budget Considerations

Expenses:

- $2,000/month ($24,000/fiscal year)
- Food purchases
- Basic supply purchases (leashes, bowls, litter, etc.)
- Storage bins/shelving

---

11. Policies & Procedures

- Limit quantities per visit
- Limit number of visits per application period (6 visits per 6 months)
- Clear guidelines for aggressive behavior (both human and pet)
- No resale policy

- Application with ID cards
- Liability waivers

---

12. Data Collection & Evaluation

Track:

- Number of households served
- Number of pets supported
- Amount of food distributed
- Reduction in owner surrenders (if measurable)

Use data for:

- County reporting
- Program improvement

---

13. Implementation Timeline

Month 1:

- Secure approval & funding
- Name the Pantry- conduct a poll with potential options for the “Name” of the pantry and let community decide

Month 2:

- Launch pilot distribution
- Gather feedback
- Adjust operations

Frederick County Animal Shelter
“_____” Enrollment Form

Services are available only to Frederick County, VA residents during regular business hours.

Applicant Information

Full Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email (optional): _____

Date of Birth (Age 18+ Required): _____
Proof of Frederick County residency is required (valid ID, utility bill, or lease).

Pet Information

Number of Dogs: _____ Number of Cats: _____

Other Pets (type/number): _____
Please list pet details:

Pet Name | Species | Breed | Age | Special Diet Needs

_____

_____

_____

Program Guidelines

-Visits limited to 6 per application lifetime (6 per 6 months)

- Limit per visit: 1 bag of food OR up to 6 cans of food per pet, with a 3 pet limit.

- Supplies are subject to availability.

- This program is intended as supplementary assistance.

Participant Agreement (Initial Each)

_____ I understand this program is meant to be supplementary assistance.

_____ I confirm that all animals listed are owned companion animals (not feral or stray animals).

_____ I understand assistance is available only as supplies allow.

_____ I agree not to take on additional animals while receiving assistance.

_____ I agree not to resell, redistribute, or attempt to return any food or care items received. Violation will result in disqualification from future assistance.

_____ I understand the shelter reserves the right to deny service or make exceptions based on individual circumstances.

_____ I agree to conduct myself in a courteous and lawful manner while on the premises.

_____ I understand that inappropriate behavior (on-site or online), discourtesy, or disturbances will result in immediate and permanent disqualification.

Liability Waiver

I acknowledge that pet food and supplies are provided as donations and may vary in brand and type. I agree that Frederick County Animal Shelter and its staff/volunteers are not liable for any illness, injury, or adverse reaction resulting from use of these products. I accept all items at my own risk.

Signature: _____ Date: _____

Pet Pantry ID Card (Office Use Only)

Participant Name: _____

ID Number: _____

Approved Pets: _____

Start Date: _____

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Consent Agenda

Title: The Parks & Recreation Director requests a $40,481 FY 2027 General Fund carry forward appropriation representing unspent FY 2026 SGEMF funds for the purchase of a vehicle. No local funds above the existing appropriation are required.

Attachments:
CF SGEMF for SHP.pdf

COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678
Fax: 540/665-9687
E-mail: fcprd@fcva.us
www.fcprd.net

MEMO

To: Finance Committee
From: Stacy Herbaugh, Director
Subject: FY 26 to FY 27 Carryforward Request; SGEMF
Date: July 16, 2026

The Parks and Recreation Department is requesting a fiscal 2026 fund carryforward of $40,480.50 in line 4-010-071100-8005-00 to fiscal 2027.

This amount represents unused School Grounds Equipment Maintenance Fund (SGEMF) reserve funds that were allocated in FY 26.

The FY 26 end of year balance is $40.480.50

0-010-000240-2530

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Consent Agenda

Title: The Sheriff requests a $750 FY 2026 General Fund supplemental appropriation representing donations made for the impound lot building. No local funds required.

Attachments:
SA SheriffDonations.pdf

FREDERICK COUNTY SHERIFF'S OFFICE

Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

TO : Sharon Kibler Director of Finance

FROM : Sheriff Lenny Millholland

SUBJECT : Appropriation of Funds – building

DATE : July 17, 2026

The Frederick County Sheriff's Office has received donations totaling **$750.00**, which have been posted to account **3-010-018990-0006**. The breakdown of donations is as follows:

- **June 8, 2026 -** $500.00 from Ms. Henry
- **June 10, 2026 -** $250.00 from Ms. Doering

We are requesting the total amount of **$750.00** be appropriated to line item **31020-8900-000-000** (Improvements Other Than Buildings). These funds will be used for improvements related to the building at the impound lot.

Thank you,

LWM/adc

c.s. 6/10/26 $500
c.s. 6/11/26 $250

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Consent Agenda

Title: The Sheriff requests a $137,704 FY 2027 General Fund carry forward appropriation. This amount represents unspent FY 2026 funds for the impound lot building. No additional local funds above the existing appropriation are requested.

Attachments:
CF Sheriff Bldg.pdf

FREDERICK COUNTY SHERIFF'S OFFICE

Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Carry Forward of funds
DATE : August 4, 2026

We are requesting the following amounts that were appropriated in FY26 to be carried forward to the FY26 budget year.

- $137,704.00 was the remainder amount in the improvements other than buildings line item 31020-8900-000-000 for FY26. We are requesting this amount be carried forward to purchase a building to hold emergency vehicles.
    - Most of these funds originated from an insurance claim received approximately six years ago after a snowstorm damaged the tent that was being used to protect several of our emergency vehicles.
    - We have begun the planning process and are currently working with the Finance Department to determine the appropriate next steps needed to move this project forward.

Thank you,

LWM/adc

Building Funds

Date	Description	Amount	Notes
	2020 - Building - reimb.	$ 40,020.68	
		$ -	
FY21	Building fund	$ -	
	Surplus	$ 7,150.57	
	donation	$ 5,000.00	
	Tent Damage	$ 21,950.00	ending amount $74,121.25
		$ -	
FY22	Building fund	$ -	
	donation	$ 5,200.00	
	donation	$ 900.00	
	donation	$ 1,806.00	
	donation	$ 3,161.00	
	donation	$ 400.00	Ending amount $85,588.25
		$ -	
FY23	Building fund	$ -	
	donation	$ 225.00	
	donation	$ 2,259.00	
	donation	$ 500.00	
	donation	$ 302.42	
	donation	$ 250.00	
	donation	$ 1,752.00	Ending amount $90,876.67
		$ -	
FY24	Building fund	$ -	
	donation	$ 7,500.00	
	donation	$ 200.00	
	donation	$ 10,000.00	
			ending amount in as/400 $108,576.67. adding $1,907
	donation	$ 1,907.00	making ending total $110,483.67
FY25			
	Donation	$ 5,000.00	Ms. Brown
	donation	$ 700.00	Ms. Watts
	donation	$ 1,832.00	mission BBQ
	donation	$ 100.00	Ms.Winters
	donation	$ 25.00	Dennis O'Neal
	donation	$ 1,633.00	mission BBQ
	donation	$ 100.00	Ms. Coopchik
	donation	$ 2,771.00	mission BBQ
	donation	$ 300.00	Ms Braithwait
	donation	$ 7,500.00	Browns
FY26			
	donation	$ 3,651.00	mission BBQ

donation	$ 100.00	Ralph Bageant
donation	$ 505.00	Tractor Supply
donation	$ 1,200.00	1000 - Wawa, 200 - Henry
Donation	$ 1,804.00	mission BBQ
donation	$ 500.00	Joan Henry
donation	$ 250.00	Ms. Doering
		Balance in AS/400 for FY26 $137,704. $750 appropriation request in Aug. 2026

FY27

$ 138,454.67

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Consent Agenda

Title: The HR Director requests a $11,222 FY 2027 General Fund carry forward appropriation representing unspent FY 2026 funds for LaserFiche Personnel Records Management Configuration Project that is currently in process. No additional local funds above the existing appropriation are requested.

Attachments:
CF HR LaserFiche Project.pdf

COUNTY of FREDERICK

Michael J. Marciano
Director of Human Resources

540/665-5668
Fax: 540/665-5669
E-mail: michael.marciano@fcva.us

TO: Finance Committee

FROM: Michael Marciano, Director of Human Resources

DATE: June 28, 2026

RE: Carry-Forward Request from Human Resources Department

This is a request from the Human Resources Department for a ~~$22,443.75~~ $11,222 General Fund supplemental appropriation. This amount represents a carry-forward request for the Laserfiche Personnel Records Management Configuration project.

The funds were included in the FY 2025-26 budget to improve and modernize the County's electronic personnel records management system. The project will implement a standardized personnel file structure within Laserfiche, establish records series and templates, configure automated workflows, and improve the organization, retention, accessibility, and long-term management of Human Resources records.

A contract with MCCi was executed during FY 2025-26. In accordance with the contract, an initial payment of $11,221.88 was made on June 15, 2026, representing 50% of the total project cost. Work on the implementation commenced in June 2026 and is currently underway. Based upon the implementation schedule established with MCCi, the project is expected to take up to twelve (12) weeks to complete. Because the project extends beyond the close of the fiscal year, a carry-forward of project funding is necessary to ensure the implementation is completed as planned.

GL 4-010-012030-3010

We respectfully request approval of these carried-forward funds so this important records management initiative can be completed. This project will significantly enhance the Human Resources Department's ability to securely organize, manage, retrieve, and retain electronic personnel records while improving operational efficiency and records management practices.

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

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Consent Agenda

Title: The NRADC Superintendent requests a $131,126 FY 2027 Jail Fund supplemental appropriation representing increased opioid abatement grant funds awarded. No local funds required.

Attachments:
NRADC OAA grant.pdf

Northwestern Regional Adult Detention Center

Clay A. Corbin - Superintendent

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

MEMORANDUM

TO: Sharon Kibler, Finance Director

FROM: Clay Corbin, Superintendent

DATE: July 7, 2026

SUBJECT: Virginia Opioid Abatement grant

Request that a total of $131,126 be appropriated to the following revenue line item:

State Grants 3-011-024040-0001

Request that a total of $131,126 be appropriated to the following expenditure line item:

Professional Services – 4-011-033010-3001-000

This represents an increased amount approved from the opioid abatement grant originally budgeted at $423,146.

Thank you for your consideration of this request.

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Consent Agenda

Title: The WRAA Executive Director requests a $1,260,000 FY 2027 Airport Capital Fund supplemental appropriation for the Northside Site Prep Phase 1 construction project. This amount is in excess of the $1,200,000 budgeted. No local funds are required.

Attachments:
SA WRAA Northside.pdf

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

MEMORANDUM

To: Sharon Kibler, Frederick County Finance Director

From: Nick Sabo, Winchester Regional Airport Authority Executive Director

Date: August 12, 2026

RE: Finance Committee Agenda Item | Northside Site Prep – Phase 1 (Construction)

The Winchester Regional Airport Authority (WRAA) requests to amend the appropriation for the project, "Northside Site Prep - Phase (Construction)" included in the approved FY2027 budget. The updated amount reflects the lowest responsive and responsible bid and revised grant reimbursement amount percentages. The project is eligible for 90% reimbursement through the Virginia Department of Aviation (DOAV). The remaining 10% local match will be paid by WRAA funds; therefore, no County funds are required.

Expense: 4 - 085 - 081030 - 8801 - 000 - 077, Northside Obstruction Demo, ~~$2,460,050~~ 1,260,000

Revenue: 3 - 085 - 024040 - 0012, State Reimbursement, $2,214,045
3 - 085 - 051050 - 0003, Transfer from Airport Operating Fund, $246,005

We appreciate the support of Frederick County. Please advise if you have questions or need additional information.

$1,260,000 Budgeted FY27

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Consent Agenda

Title: The WRAA Executive Director requests a $424,800 FY 2027 Airport Capital Fund supplemental appropriation for the Taxiway Relocation Phase 3 construction project. This amount is in excess of the $7,000,000 budgeted. No local funds are required.

Attachments:
SA WRAA Taxiway.pdf

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

MEMORANDUM

To: Sharon Kibler, Frederick County Finance Director

From: Nick Sabo, Winchester Regional Airport Authority Executive Director

Date: August 12, 2026

RE: Finance Committee Agenda Item | Taxiway Relocation – Phase 3 (Construction)

The Winchester Regional Airport Authority (WRAA) requests to amend the appropriation for the project, "Taxiway Relocation – Phase 3 (Construction)" included in the approved FY2027 budget. The updated amount reflects the lowest responsive and responsible bid. The project is eligible for 95% reimbursement through the FAA Airport Improvement Program (AIP) and 4% reimbursement through the Virginia Department of Aviation (DOAV). The remaining 1% local match will be paid by WRAA funds; therefore, no County funds are required.

Expense: 4 - 085 - 081030 - 8801 - 000 - ~~077, Northside Obstruction Demo, $7,424,800~~ 075 - Taxiway Phase 3 $424,800

Revenue: 3 – 085 – 33010 - 0012, Federal Reimbursement $7,053,560
3 - 085 - 024040 - 0012, State Reimbursement, $296,992
3 - 085 - 051050 - 0003, Transfer from Airport Operating Fund, $74,248

We appreciate the support of Frederick County. Please advise if you have questions or need additional information.

$7,000,000 budgeted FY27

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Consent Agenda

Title: The Deputy County Administrator requests a $20,723 FY 2027 carry forward appropriation of unspent FY 2026 funds representing maintenance projects that are currently progressing. No local funds above the existing appropriation are required.

Attachments:
CF Maintenance.pdf

COUNTY of FREDERICK

Jay E. Tibbs
Deputy County Administrator

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

TO: Finance Committee

FROM: Jay E. Tibbs, Deputy County Administrator

DATE: August 11, 2026

RE: Carry-Forward Requests

The following requests to carry forward funds are submitted by the Maintenance Department.

1. This is a request for a General Fund supplemental appropriation in the amount of $8,581.00. This amount represents a carry forward request for repairs to the sliding gate operator at the Public Safety Building. Parts were ordered in FY 26 but have not yet been received. – GL 4-010-043040-3004-000-006

2. This is a request for a General Fund supplemental appropriation in the amount of $7,250.00. This amount represents a carry forward request for painting the Health Department offices located at 107 N. Kent Street. The project was started in FY26 but was not completed until after the start of the new fiscal year. – GL 4-010-043040-3004-000-003.

3. This is a request for a General Fund supplemental appropriation in the amount of $4,891.67. This amount represents a carry forward request for the installation of key scan and cameras for the Division of Court Services and Fire & Rescue Training at 860 Smithfield Avenue. The installation began in FY26 but has not been completed due to wiring and alarm issues. – GL 4-010-043040-3004-000-087

We respectfully request approval of these carried forward amounts so we can complete these projects.

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

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Discussion & Action Items

Title: The Deputy County Administrator requests a $744,000 FY 2027 General Fund supplemental appropriation for the purchase and installation of a new rubber roof for the County Administration North and South buildings and the Board of Supervisors meeting room. Of this amount $450,000 is a carry forward of unspent FY 2026 funds approved for the project. The remaining $294,000 represents local funds needed.

The committee recommends approval.

Attachments:
CAB Roof.pdf

COUNTY of FREDERICK

Jay E. Tibbs
Deputy County Administrator

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

TO: Finance Committee

FROM: Jay E. Tibbs, Deputy County Administrator

DATE: August 11, 2026

RE: Carry-Forward & Supplemental Appropriation Requests

The following request for a carry forward funds and a supplemental approprition are submitted by the Maintenance Department.

1. This is a request for a General Fund supplemental appropriation in the amount of $744,000. Of this amount, $450,000 represents a carry forward of previously approved Capital Funds for the purchase and installation of a new rubber roof for the County Administration North and South buildings and the Board of Supervisors room. The remaining $294,000 is requested as a supplemental appropriation. The bid was awarded and we are awaiting contract execution. -
   GL 4-010-043040-8011-000-000

We respectfully request approval of this carried forward and supplemental appropriation.

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

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Discussion & Action Items

Title: The Finance Director provides a draft policy to establish the County's practice for the transfer and use of revenue generated from the local vehicle license ("decal") fee.

The committee recommends approval.

Attachments:
VehicleLicenseFeeTransportationTransferPolicy.pdf

LOCAL VEHICLE LICENSE FEE REVENUE TRANSFER POLICY

Effective Date: July 1, 2026
Approved By: Board of Supervisors [date]

1. PURPOSE

The purpose of this policy is to establish the County's practice for the transfer and use of revenue generated from the local vehicle license fee.

2. POLICY

Beginning with Fiscal Year 2027, revenue collected from the County's local vehicle license fee shall be transferred from the General Fund to the Transportation Fund.

The transfer shall be included in the County's annual budget and shall be made in accordance with applicable law and the County's established financial and accounting procedures.

3. USE OF FUNDS

Revenue transferred to the Transportation Fund pursuant to this policy shall be available to support transportation-related purposes, as authorized by applicable law and appropriated by the Board of Supervisors.

4. BUDGET AND ACCOUNTING

The Commissioner of the Revenue shall:

- Prepare vehicle license revenue estimates for the annual operating budget.

The Finance Department shall:

- Include the anticipated transfer of local vehicle license fee revenue from the General Fund to the Transportation Fund in the annual operating budget;
- Record the transfer in accordance with generally accepted accounting principles applicable to local governments and the County's established accounting policies; and
- Reconcile actual vehicle license fee collections and the corresponding transfer as part of the County's normal financial reporting and closeout processes.

The Planning Department shall:

- Prepare Transportation Fund annual budget.

DRAFT

- Request Transportation Fund supplemental appropriation approval from the Board of Supervisors for expenditure(s) not included in the adopted Transportation Fund annual budget.

5. EXCEPTIONS

Any exception to or deviation from this policy shall require approval by the Board of Supervisors.

6. RESPONSIBILITY

The Finance Department is responsible for administering this policy and ensuring that the transfer is incorporated into the annual budget and financial records.

7. EFFECTIVE DATE AND REVIEW

This policy shall be effective July 1, 2026, and shall remain in effect until amended or rescinded by the Board of Supervisors.

DRAFT

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Information & Discussion Items

Title: The Deputy Treasurer presented the Treasurer's Office Internal Collections Highlights.

Attachments:
TreasurerCollectionsHighlights.pdf

TREASURER'S OFFICE: INTERNAL COLLECTION HIGHLIGHTS

PURPOSE

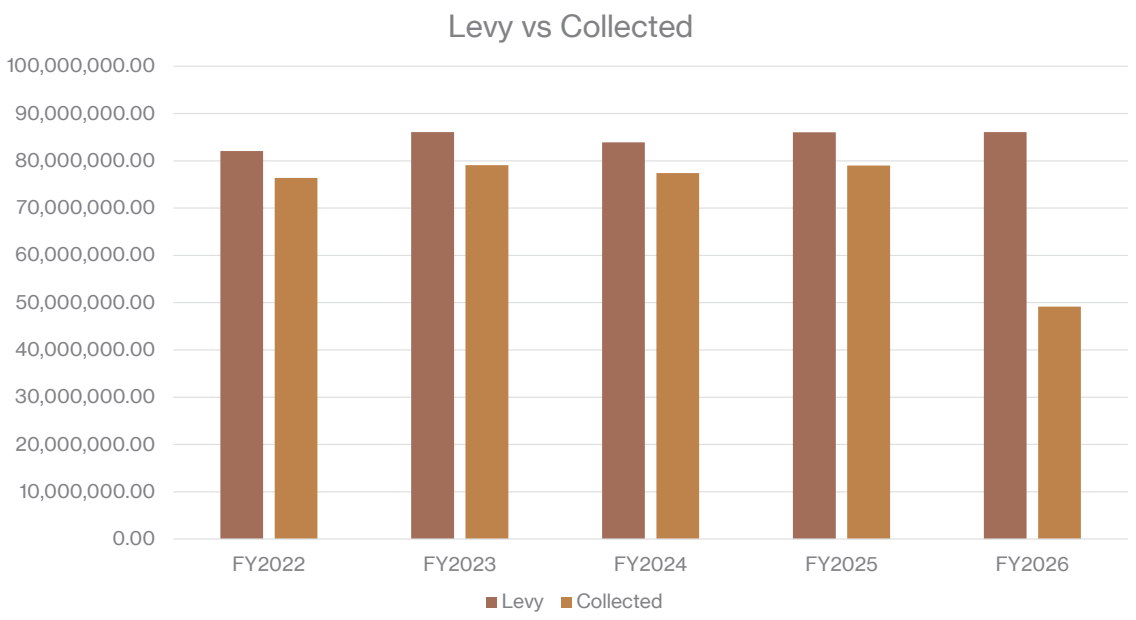
1. Present levy and collection results based on calendar year
2. Highlight in-house enforcement actions and results
3. Staffing comparable to other localities

PP LEVY VS COLLECTED

Calendar Year	Levy	Collected	Collection Rate (Year)	Cumulative Rate
2022	$82,058,550.08	$75,381,176.90	92%	97%
2023	$86,061,097.79	$79,068,468.00	92%	98%
2024	$83,923,924.16	$77,388,284.00	92%	99%
2025	$86,028,648.74	$79,003,598.00	92%	99%
2026	$86,066,020.01	$49,167,497.84*	57.1%*	NA

*** As of 6/30/26 per G/L**





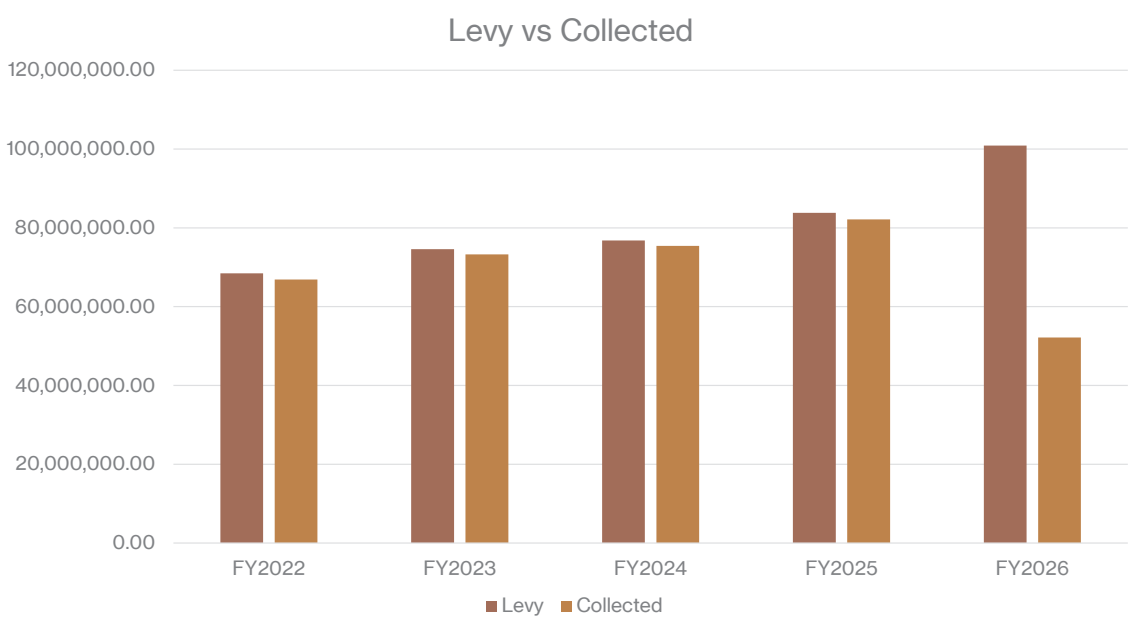
Collection is based on calendar year

RE LEVY VS COLLECTED

Calendar Year	Levy	Collected	Collection Rate (Year)	Cumulative Rate
2022	$68,457,802.99	$66,895,424.94	97.72%	101.4%
2023	$74,579,580.25	$73,256,366.81	98.23%	110.64%
2024	$76,799,976.22	$75,427,992.70	98.21%	100.36%
2025	$83,813,266.32	$82,131,124.28	97.99%	106.94%
2026	$100,877,062.89	$52,150,231.89*	51.70%*	NA

*** As of 6/30/26 per G/L**





Collection is based on calendar year

IN HOUSE ENFORCEMENT ACTIONS

Collection Action	2022	2023	2024	2025	2026
DMV Stops	9104	7624	9335	5147	136
Bank Liens*	426	416	260	566*	951*
Wage Liens	1225	935	938	1129	860
Distress	39	29	39	80	48
Distress - Seizure	2	1	2	4	3
Distress - Sale	0	1	2	1	1
Debt Set Off	0	0	0	0	0
Judgments	40	65	45	0	8

STAFFING

Locality	Full Time	Part Time	Seasonal	Size
Clarke County	4	0	0	15,609
City of Winchester	7	0	0	28,180
Warren County	8	0	0	39,936
Shenandoah County	7	0	0	42,987
Frederick County	**12**	**0**	**0**	**99,955**
Fauquier County	17	0	0	70,580
Rockingham County	10	0	0	82,208
Roanoke County	13	2	2	93,805
City of Suffolk	17	1	0	93,825
City of Roanoke	20	2	1	99,348
Hanover County	17	0	0	107,928

Information provided from Treasurer's Association of Virginia based off 12/31/2025

CONCLUSION

The Frederick County Treasurer's Office delivers consistent, cost-effective results through in-house collections and mailings while operating with lean staffing and robust collection tools.

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Information & Discussion Items

Title: The Commissioner of the Revenue provided Virginia State Code 58.1-3012 regarding the change of a tax rate during a calendar year.

The COR advised that a change in a tax rate at this time is not possible and the committee directed staff to include data center tax rates during the FY 2028 budget discussions.

Attachments:
COR Tax Rate Info.pdf

Outlook

TAX Rate Changes

From Tonya Sibert <tonya.sibert@fcva.us>
Date Fri 8/14/2026 11:19 AM
To Sharon Kibler <skibler@fcva.us>

Good morning,

A tax rate can only be changed prior to the books being delivered to the Treasurer. So, they can discuss what they want to do for 2027 at the finance meeting and decide, but the Board will have to set that rate at their meeting in April 2027. Please reach out to me if you need further information for Wednesday.

§ 58.1-3012. Counties, cities and towns may change rate of tax during calendar year.
The governing body of any county, city or town which levies taxes on real estate, tangible personal property and machinery and tools on a calendar-year basis is authorized and empowered to change the rate of its tax on real estate, tangible personal property and machinery and tools during any calendar year, provided such change is made prior to the date on which the personal property and land books are delivered to the treasurer of the applicable county, city or town.
Code 1950, § 58-851.8; 1974, c. 293; 1984, c. 675; 1996, c. 354.

Thank you,

Tonya C. Sibert
COMMISSIONER OF THE REVENUE
FREDERICK COUNTY, VA
"Elected to Serve"

Tonya.sibert@fcva.us
Phone: (540) 665-5681
Fax: (540) 667-6487
www.fcva.us/cor

Connect with us:

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Information & Discussion Items

Title: The County Administrator discussed the option for procuring Architectural & Engineering (A&E) services under $80,000 by issuing an on-call RFP.

Attachments:

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Information & Discussion Items

Title: The County Administrator discussed drafting the Transient Occupancy Tax (TOT) ("tourism") policy.

The committee requested that a TOT policy/ordinance be drafted and forwarded to the Board of Supervisors.

Attachments:

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Information & Discussion Items

Title: The committee discussed earmarking a portion of solar sitting agreement funds for the Conservation Easement Authority and directed staff to bring a request to the next Finance Committee meeting.

Attachments:

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Information Only Items

Title: The committee previously requested a review of Fire & Rescue agreements and funding policies. Information is anticipated to be provided at the next Finance Committee meeting.

Attachments:

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Information Only Items

Title:

FY2026 Q4 Financial Snapshot: Financial information for the quarter ended June 30, 2026 is not yet available. Revenue accruals remain open for 45 days following year-end, and the final FY2026 accounts payable payment run is scheduled for August 25, 2026. Consistent with normal practice, year-end financial information will be provided once these processes are complete to ensure the information presented is accurate and complete.

Attachments:

Finance Committee
Agenda Item Detail
Meeting Date: August 19, 2026
Agenda Section: Information Only Items

Title: FY2026 Financial Audit and ACFR Schedule: The FY2026 financial audit is currently scheduled to begin with preliminary on-site fieldwork the week of August 24, 2026, followed by final on-site fieldwork the week of September 21, 2026. The auditors typically provide the County with a draft Annual Comprehensive Financial Report (ACFR) in mid-December for staff review and preparation of the Management Discussion & Analysis (MD&A). The final ACFR is expected to be available by the end of December.

Attachments:

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Finance Committee Item: The IT Director requests a $3,887 FY 2027 General Fund carry forward appropriation. This amount represents unspent FY 2026 funds for the ongoing Cognos Implementation Project. No additional local funds above the existing appropriation are requested. The committee recommends approval.

Attachments:
CF IT Cognos.pdf

COUNTY OF FREDERICK
Information Technologies
(540) 665-5614

M E M O R A N D U M

To: Finance Committee
Sharon Kibler, Director of Finance
Michael Bollhoefer, County Administrator

From: Patrick Fly, IT Director

Subject: Request for Carry Forward Funds for Cognos Implementation Project

Date: August 10, 2026

The Information Technology Department formally requests the carry forward of unspent funds for the Cognos Implementation Project, ITP #2500258. We request that any remaining balance, not to exceed $3,886.50, be carried forward into line item 4-10-1220-3002-000-000.

These funds will be used to complete outstanding project items that will extend beyond the end of the current fiscal year. Please let me know if any additional information is needed to support this request.

Thank you for your consideration.

Sincerely,

Patrick Fly

Patrick Fly
County of Frederick
Interim Director of IT

107 North Kent Street, Winchester, Virginia 22601-5039
svarner@fcva.us

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Finance Committee Item: The Public Works Director requests a $5,035,197 FY 2027 Landfill Fund carry forward appropriation representing unspent FY 2026 funds for repair and maintenance projects, a water truck, and CDD Landfill construction and expansion. The request has been approved by the Public Works Committee. No local funds required. The committee recommends approval.

Attachments:
CF Landfill.pdf

COUNTY of FREDERICK
Department of Public Works
540/665-5643
FAX: 540/678-0682

MEMORANDUM

TO: Sharon Kibler, Director of Finance

FROM: Joe C. Wilder, Director of Public Works

SUBJECT: Carry Forward Requests for Fiscal Year 2027 - Landfill

DATE: July 8, 2026

At its regularly scheduled meeting on June 30, 2026, the Public Works Committee unanimously endorsed the following request:

a. Landfill Budget

Request that any unspent FY2026 funds from the following line items be carried forward into the same line items for FY2027:

- 12-4204-3004-04 – Repair and Maintenance – Generators: $208,412
- 12-4202-5408-03 – Repair and Maintenance Parts – Generator: $98,416
- 12-4204-8006-00 – Construction Vehicles and Equipment: ~~$180,000~~ $221,147
- 12-4204-8900-00 – Improvements Other Than Buildings: $4,507,222

$5,035,197

(Attachment 1)

Please include this carry-forward request on the agenda for the next Finance Committee meeting.

JCW/amr

Attachments: As stated

cc: File

COUNTY of FREDERICK
Department of Public Works
540/665-5643
FAX: 540/678-0682

MEMORANDUM

TO: **Public Works Committee**

FROM: **Ron Kimble, Landfill Manager**

THROUGH: **Joe C. Wilder, Director of Public Works**

SUBJECT: **Carry Forwards to 2026/2027 Fiscal Year**

DATE: **June 17, 2026**

We are requesting that the funding remaining at the end of the 2026 fiscal year in each of the following line items be carried over into the new 2026/2027 budget.

12-4204-3004-04 Repair and Maintenance- Generators

We are requesting to carry forward funds remaining in this line item to cover costs associated with repairs that have previously been completed, that are currently in the dispute process for invoicing. The dispute process with Innio is lengthy and resolution of the following invoices is not expected to occur until after the current budget cycle.

Engine decokes were billed at a higher rate than quoted and approved by landfill staff.

Invoice # 2025400737	$15,425.00
Invoice # 2025400738	$19,043.25

Camshaft warranty replacement work was invoiced at full value. Landfill staff has documentation from Innio that all parts and labor for the repair should have been covered under warranty.

Invoice # 2024700825	$64,329.25

In addition, both units need rooftop table cooler replacements. These coolers have approximately 110,000 hours of use and are beginning to fail. An estimated cost to complete this work including labor and crane services is set at $100,000.

The current balance in this line item is **$208,412.**

12-4204-5408-03 Repair and Maintenance Parts- Generators

The rooftop table coolers on both generator sets need full replacement. Both units have been temporarily repaired to maintain operations. These repairs are not intended to be a permanent fix; therefore, the units should be replaced to prevent future downtime. Each unit is estimated to cost $150,000. The current funds available in this line item that we request to carry forward is **$98,416.**

12-4204-8006 Construction Vehicles and Equipment

We would like to carry forward the remaining funds of **$221,147** into the 26/27 budget to assist with the purchase of a new water truck for the facility. During the budget process staff inadvertently underpriced the cost of a new truck and hydroseeder. The 26/27 budget has $300,000 allocated for this purchase. Recent discussions with vendors have indicated that the truck chassis is approximately $230,000 while the hydroseeder and fitment is an additional $180,000.

12-4204-8900 Improvements Other than Buildings

Committee members are aware of the current CDD Landfill construction and expansion. The current liability for work in progress is $5,840,140. This includes the following:

Stormwater management ponds, leachate line relocation	$456,575
CDD area 2 cell 1 clearing and grubbing	$86,823
CDD area 2 cell 1 topsoil removal	$77,596
Garber stockpile expansion	$223,179
CDD area 2 cell 1 grading plan	$4,996,167

The FY25/26 budget has approximately **$4,507,222** remaining that is needed to continue this work.

In total, we would like to move approximately **$5,035,197** from the FY25/26 budget into the FY 26/27 budget to maintain and continue the funding for outstanding and necessary projects.

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Finance Committee Item: The Public Works Director requests a $49,438 FY 2027 General Fund supplemental appropriation representing a camera surveillance system and a pet pantry program at the Animal Shelter. The Public Works Committee has approve the request. No local funds required. Funds are available in the Animal Shelter reserve. The committee recommends approval.

Attachments:
SA Animal Shelter.pdf

COUNTY of FREDERICK
Department of Public Works
540/665-5643
FAX: 540/678-0682

MEMORANDUM

TO: Sharon Kibler, Director of Finance

FROM: Joe C. Wilder, Director of Public Works

SUBJECT: Supplemental Appropriation Request – Animal Shelter Donation Reserve Fund

DATE: July 9, 2026

At its regularly scheduled meeting on June 30, 2026, the Public Works Committee unanimously endorsed the following supplemental appropriation requests:

a. Animal Shelter Camera Surveillance System
(Attachment 1)

Replacement and expansion of the Animal Shelter camera surveillance system in the amount of $25,437.22. Funds for this request would be appropriated to line item 10-4305-8007-000.

b. Pet Pantry Program
(Attachment 2)

Request to establish and sustain a Pet Pantry Program (Kibble Korner) in the amount of $24,000.00. The program would provide temporary assistance with pet food and basic pet supplies to County residents experiencing financial hardship, helping them retain ownership of their pets. Funds for this request would be appropriated to line item 10-4305-5413-001.

Funding for both requests would be provided from the Animal Shelter Donation Reserve Fund. No local funds are required. [0-010-000240-2501]

Please include these supplemental appropriation requests on the agenda for the next Finance Committee meeting.

JCW/amr

Attachments: As stated

cc: File

FREDERICK COUNTY - ANIMAL SHELTER

Christina Tasker
Shelter Manager
540/667-9192 ext. 2502
FAX 540/722-6108
E-mail: ctasker@fcva.us

MEMORANDUM

TO: Joe Wilder, Director of Public Works

FROM: Christina Tasker, Shelter Manager

SUBJECT: Animal Shelter Camera System Update

DATE: 06/05/2026

Purpose

The purpose of this memorandum is to request funding approval for the replacement and expansion of the Animal Shelter's camera surveillance system. Increased animal intake volumes, heightened staff safety concerns, growing evidentiary needs, and the County's ongoing risk-management objectives necessitate a modern surveillance system capable of supporting shelter operations and protecting County resources.

Background

Over the past several years, the Animal Shelter has experienced increasing operational demands resulting from higher intake numbers, longer animal stays, increased public interaction, and expanded enforcement activities. These factors have increased the need for reliable surveillance throughout the facility.

The current camera system no longer adequately supports shelter operations due to aging equipment, limited camera coverage, insufficient image quality, and restricted video retention capabilities. As a result, the shelter lacks the comprehensive monitoring and documentation necessary to effectively manage modern animal shelter operations.

Increased Animal Intake and Operational Demands

The shelter is responsible for housing a growing number of animals with varying behavioral, medical, and legal considerations. Increased intake numbers result in:

- Greater staff interaction with animals.
- Increased movement of animals throughout the facility.
- Higher public visitation and adoption traffic.
- More frequent animal control investigations and court-related cases.
- Greater demand for documentation of animal care and handling.

As shelter populations increase, so does the likelihood of incidents involving animals, staff, volunteers, visitors, and contractors. Comprehensive video coverage is necessary to effectively monitor these activities and maintain operational accountability.

Staff Safety Concerns

Animal shelter employees routinely work with frightened, injured, aggressive, or unpredictable animals. Staff are frequently required to:

- Handle animals with unknown histories.
- Respond to aggressive animal behavior.
- Conduct intake evaluations.
- Administer medical treatments.
- Move animals throughout the facility.

- Interact with members of the public during emotionally charged situations.

A modern surveillance system would provide enhanced monitoring of these activities, allowing management to review incidents, identify safety concerns, improve training opportunities, and document workplace injuries when they occur.

Video documentation also assists in determining the circumstances surrounding bites, scratches, falls, employee injuries, and other workplace incidents, thereby supporting workers' compensation investigations and corrective actions.

Evidence Collection and Investigative Support

The shelter regularly assists with investigations by housing animals involved in:

- Dangerous dog cases.
- Animal cruelty investigations.
- Animal neglect cases.
- Bite incidents.
- Rabies exposure investigations.
- Criminal matters involving animals.

High-quality video footage can provide valuable monitoring of evidence that supports investigations conducted by Animal Control, law enforcement, prosecutors, and County attorneys.

Improved surveillance capabilities would allow staff to accurately document animal behavior, interactions between individuals and animals, and events occurring within the facility. This documentation may be critical in supporting enforcement actions and defending County decisions.

Protection Against False Complaints and Allegations

As a public-facing agency, the shelter occasionally receives complaints regarding:

- Animal care practices.
- Adoption decisions.
- Euthanasia procedures.
- Staff conduct.
- Customer service interactions.
- Animal handling methods.

Video footage provides objective documentation that can quickly confirm or refute allegations. This capability protects both County employees and the public by ensuring that complaints are evaluated using factual evidence rather than conflicting accounts.

The availability of recorded footage frequently reduces the time required to investigate complaints and can help avoid unnecessary legal expenses or reputational harm to the County.

County Risk-Management Objectives

The proposed camera system directly supports County risk-management goals by:

- Reducing liability exposure through documented evidence.
- Enhancing employee safety and accountability.
- Protecting County facilities and assets.
- Improving incident investigation capabilities.
- Supporting compliance with established policies and procedures.
- Providing objective documentation during claims, litigation, and insurance matters.
- Increasing transparency in shelter operations.

A comprehensive surveillance system serves as both a preventative and investigative tool, helping mitigate risks before incidents occur while preserving critical evidence when they do.

Proposed Improvements

The proposed system would include:

- High-definition interior and exterior cameras.
- Expanded coverage of kennel areas, intake rooms, euthanasia rooms, adoption areas, hallways, storage areas, and public spaces.
- Coverage of parking lots, entrances, sally ports, and exercise yards.
- Extended video retention capabilities.
- Secure cloud or network-based storage.

- Remote viewing access for authorized personnel.
- Improved reliability and system redundancy.
- Capacity for future expansion.

Fiscal Impact

The estimated project cost is $25437.72, including equipment, installation, software licensing, storage, and training. I am requesting the cost of this project to be funded from the Animal Shelter Donation/Reserve Fund. The long-term benefits of reduced liability exposure, improved incident documentation, enhanced employee safety, and strengthened operational accountability are expected to outweigh the initial investment.

Recommendation

Approval is requested to replace and expand the Animal Shelter camera surveillance system. This project represents a critical investment in employee safety, animal welfare oversight, evidentiary documentation, facility security, and County risk management. The proposed system will provide the tools necessary to support increasing operational demands while protecting County employees, assets, and the public.

Requested Action: Approve funding and authorization to proceed with procurement and installation of a modern surveillance system for the Animal Shelter.

Christina Tasker
Animal Shelter Manager

FREDERICK COUNTY - ANIMAL SHELTER

Christina Tasker
Shelter Manager
540/667-9192 ext. 2502
FAX 540/722-6108
E-mail: ctasker@fcva.us

MEMORANDUM

TO: Joe Wilder, Director of Public Works

FROM: Christina Tasker, Shelter Manager

SUBJECT: Frederick County Pet Pantry "Kibble Korner"

DATE: 06/03/2026

The purpose of this memorandum is to request funding to establish and sustain a Pet Pantry Program (Kibble Korner) through the Frederick County Animal Shelter. This program will provide temporary assistance with pet food and basic pet care supplies to county residents experiencing financial hardship, helping them retain ownership of their pets during difficult circumstances.

Background

Economic challenges continue to impact many households within our community. Rising costs of housing, utilities, healthcare, and food often force pet owners to make difficult decisions regarding the care of their animals. In many cases, owners surrender otherwise healthy and well-cared-for pets solely because they can no longer afford food or basic supplies.

The Frederick County Animal Shelter has observed owner surrender requests where financial hardship is identified as a primary contributing factor. These animals often enter an already strained shelter system despite having homes and families willing to care for them if temporary assistance were available.

Proposal

The pet pantry program, "Kibble Korner" would provide eligible residents with limited quantities of pet food and essential pet care items during periods of financial hardship. Assistance would be intended as a temporary resource to help families maintain ownership of their pets while stabilizing their circumstances.

The program would:

- Reduce owner surrenders attributable to financial hardship.
- Keep pets in their homes and out of the shelter system.
- Decrease shelter intake and associated housing costs.
- Reduce euthanasia risk associated with shelter overcrowding.
- Strengthen community relationships and public perception of County animal services.
- Support vulnerable populations, including seniors, veterans, and low-income households.

Funding Request

Annual funding is requested at $24,000.00 ($2,000/month) to be withdrawn from the Frederick County Animal Shelter Donation/Reserve Fund.

- Dog and cat food purchases.
- Storage containers and shelving.
- Basic pet supplies such as collars, leashes, bowls, and litter.

The shelter will continue to accept donations and community partnerships; however, dedicated funding is necessary to ensure the program remains reliable and available throughout the year regardless of fluctuations in donations.

Impact
Providing pet food assistance is significantly less expensive than the cost of sheltering surrendered animals. The average cost of housing, feeding, cleaning, providing veterinary care, and ultimately placing or otherwise managing a surrendered animal often exceeds the cost of providing several months of pet food assistance to the owner.
By preventing even a small number of owner surrenders annually, the Kibble Korner Pet Pantry program can assist the community in keeping their pets in their home while reducing demand on shelter resources and staff time.

Attached are copies of my organizational plan as well as a copy of the pet pantry application.

Christina Tasker
Animal Shelter Manager

Enclosures: Organizational Plan, Kibble Korner application

🐾 Free Pet Pantry Organizational Plan

1. Purpose & Goals

Mission:
Provide free pet food and basic supplies to residents in need to keep pets in their homes and reduce shelter intake.

Key Goals:

- Reduce owner surrenders due to financial hardship
- Support low-income and vulnerable pet owners
- Strengthen community relationships
- Promote responsible pet ownership

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2. Target Population

- Low-income households
- Seniors on fixed income
- Unemployed/underemployed individuals
- Families experiencing temporary hardship

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3. Services Provided

- Dog and cat food (dry and wet)
- Cat litter
- Basic supplies (leashes, collars, bowls)
- Limited specialty items (puppy/kitten food, senior diets when available)

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4. Distribution Model

Option A: Scheduled Pantry Days

- During regular business hours

- First-come, first-served

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5. Eligibility Guidelines

- Self-declaration of need
- Proof of residency (county only,)
- Proof of age (18+ only)
- Limit per household (food for up to 3 pets)

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6. Inventory & Supply Management

Sourcing:

- Animal Shelter reserve fund- annually budgeted

Storage:

- Dry, pest-free storage area
- Clearly labeled shelving by type/size
- FIFO system (first in, first out)

Tracking:

- An excel spreadsheet has already been created
- Track:
    - Recipients
    - Inventory
    - Number of visits per recipient
    - Number of application periods

---

7. Staffing & Volunteers

Roles:

- Program Coordinator (staff or lead volunteer)

- Inventory manager

---

9. Outreach & Marketing

- Social media
- Shelter website page
- Flyers at:
    - Libraries
    - Community centers
    - Vet clinics
- Local media / community newsletters

Messaging Focus:

- “Keeping pets with families”
- “No judgment, just support”

---

10. Budget Considerations

Expenses:

- $2,000/month ($24,000/fiscal year)
- Food purchases
- Basic supply purchases (leashes, bowls, litter, etc.)
- Storage bins/shelving

---

11. Policies & Procedures

- Limit quantities per visit
- Limit number of visits per application period (6 visits per 6 months)
- Clear guidelines for aggressive behavior (both human and pet)
- No resale policy

- Application with ID cards
- Liability waivers

---

12. Data Collection & Evaluation

Track:

- Number of households served
- Number of pets supported
- Amount of food distributed
- Reduction in owner surrenders (if measurable)

Use data for:

- County reporting
- Program improvement

---

13. Implementation Timeline

Month 1:

- Secure approval & funding
- Name the Pantry- conduct a poll with potential options for the “Name” of the pantry and let community decide

Month 2:

- Launch pilot distribution
- Gather feedback
- Adjust operations

Frederick County Animal Shelter
“_____” Enrollment Form

Services are available only to Frederick County, VA residents during regular business hours.

Applicant Information

Full Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email (optional): _____

Date of Birth (Age 18+ Required): _____
Proof of Frederick County residency is required (valid ID, utility bill, or lease).

Pet Information

Number of Dogs: _____ Number of Cats: _____

Other Pets (type/number): _____
Please list pet details:

Pet Name | Species | Breed | Age | Special Diet Needs

_____

_____

_____

Program Guidelines

-Visits limited to 6 per application lifetime (6 per 6 months)

- Limit per visit: 1 bag of food OR up to 6 cans of food per pet, with a 3 pet limit.

- Supplies are subject to availability.

- This program is intended as supplementary assistance.

Participant Agreement (Initial Each)

_____ I understand this program is meant to be supplementary assistance.

_____ I confirm that all animals listed are owned companion animals (not feral or stray animals).

_____ I understand assistance is available only as supplies allow.

_____ I agree not to take on additional animals while receiving assistance.

_____ I agree not to resell, redistribute, or attempt to return any food or care items received. Violation will result in disqualification from future assistance.

_____ I understand the shelter reserves the right to deny service or make exceptions based on individual circumstances.

_____ I agree to conduct myself in a courteous and lawful manner while on the premises.

_____ I understand that inappropriate behavior (on-site or online), discourtesy, or disturbances will result in immediate and permanent disqualification.

Liability Waiver

I acknowledge that pet food and supplies are provided as donations and may vary in brand and type. I agree that Frederick County Animal Shelter and its staff/volunteers are not liable for any illness, injury, or adverse reaction resulting from use of these products. I accept all items at my own risk.

Signature: _____ Date: _____

Pet Pantry ID Card (Office Use Only)

Participant Name: _____

ID Number: _____

Approved Pets: _____

Start Date: _____

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Finance Committee Item: The Parks & Recreation Director requests a $40,481 FY 2027 General Fund carry forward appropriation representing unspent FY 2026 SGEMF funds for the purchase of a vehicle. No local funds above the existing appropriation are required. The committee recommends approval.

Attachments:
CF SGEMF for SHP.pdf

COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678
Fax: 540/665-9687
E-mail: fcprd@fcva.us
www.fcprd.net

MEMO

To: Finance Committee
From: Stacy Herbaugh, Director
Subject: FY 26 to FY 27 Carryforward Request; SGEMF
Date: July 16, 2026

The Parks and Recreation Department is requesting a fiscal 2026 fund carryforward of $40,480.50 in line 4-010-071100-8005-00 to fiscal 2027.

This amount represents unused School Grounds Equipment Maintenance Fund (SGEMF) reserve funds that were allocated in FY 26.

The FY 26 end of year balance is $40.480.50

0-010-000240-2530

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Finance Committee Item: The Sheriff requests a $750 FY 2026 General Fund supplemental appropriation representing donations made for the impound lot building. No local funds required. The committee recommends approval.

Attachments:
SA SheriffDonations.pdf

FREDERICK COUNTY SHERIFF'S OFFICE

Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

TO : Sharon Kibler Director of Finance

FROM : Sheriff Lenny Millholland

SUBJECT : Appropriation of Funds – building

DATE : July 17, 2026

The Frederick County Sheriff's Office has received donations totaling **$750.00**, which have been posted to account **3-010-018990-0006**. The breakdown of donations is as follows:

- **June 8, 2026 -** $500.00 from Ms. Henry
- **June 10, 2026 -** $250.00 from Ms. Doering

We are requesting the total amount of **$750.00** be appropriated to line item **31020-8900-000-000** (Improvements Other Than Buildings). These funds will be used for improvements related to the building at the impound lot.

Thank you,

LWM/adc

c.s. 6/10/26 $500
c.s. 6/11/26 $250

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Finance Committee Item: The Sheriff requests a $137,704 FY 2027 General Fund carry forward appropriation. This amount represents unspent FY 2026 funds for the impound lot building. No additional local funds above the existing appropriation are requested. The committee recommends approval.

Attachments:
CF Sheriff Bldg.pdf

FREDERICK COUNTY SHERIFF'S OFFICE

Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Carry Forward of funds
DATE : August 4, 2026

We are requesting the following amounts that were appropriated in FY26 to be carried forward to the FY26 budget year.

- $137,704.00 was the remainder amount in the improvements other than buildings line item 31020-8900-000-000 for FY26. We are requesting this amount be carried forward to purchase a building to hold emergency vehicles.
    - Most of these funds originated from an insurance claim received approximately six years ago after a snowstorm damaged the tent that was being used to protect several of our emergency vehicles.
    - We have begun the planning process and are currently working with the Finance Department to determine the appropriate next steps needed to move this project forward.

Thank you,

LWM/adc

Building Funds

Date	Description	Amount	Notes
	2020 - Building - reimb.	$ 40,020.68	
		$ -	
FY21	Building fund	$ -	
	Surplus	$ 7,150.57	
	donation	$ 5,000.00	
	Tent Damage	$ 21,950.00	ending amount $74,121.25
		$ -	
FY22	Building fund	$ -	
	donation	$ 5,200.00	
	donation	$ 900.00	
	donation	$ 1,806.00	
	donation	$ 3,161.00	
	donation	$ 400.00	Ending amount $85,588.25
		$ -	
FY23	Building fund	$ -	
	donation	$ 225.00	
	donation	$ 2,259.00	
	donation	$ 500.00	
	donation	$ 302.42	
	donation	$ 250.00	
	donation	$ 1,752.00	Ending amount $90,876.67
		$ -	
FY24	Building fund	$ -	
	donation	$ 7,500.00	
	donation	$ 200.00	
	donation	$ 10,000.00	
			ending amount in as/400 $108,576.67. adding $1,907
	donation	$ 1,907.00	making ending total $110,483.67
FY25			
	Donation	$ 5,000.00	Ms. Brown
	donation	$ 700.00	Ms. Watts
	donation	$ 1,832.00	mission BBQ
	donation	$ 100.00	Ms.Winters
	donation	$ 25.00	Dennis O'Neal
	donation	$ 1,633.00	mission BBQ
	donation	$ 100.00	Ms. Coopchik
	donation	$ 2,771.00	mission BBQ
	donation	$ 300.00	Ms Braithwait
	donation	$ 7,500.00	Browns
FY26			
	donation	$ 3,651.00	mission BBQ

donation	$ 100.00	Ralph Bageant
donation	$ 505.00	Tractor Supply
donation	$ 1,200.00	1000 - Wawa, 200 - Henry
Donation	$ 1,804.00	mission BBQ
donation	$ 500.00	Joan Henry
donation	$ 250.00	Ms. Doering
		Balance in AS/400 for FY26 $137,704. $750 appropriation request in Aug. 2026

FY27

$ 138,454.67

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Finance Committee Item: The HR Director requests a $11,222 FY 2027 General Fund carry forward appropriation representing unspent FY 2026 funds for LaserFiche Personnel Records Management Configuration Project that is currently in process. No additional local funds above the existing appropriation are requested. The committee recommends approval.

Attachments:
CF HR LaserFiche Project.pdf

COUNTY of FREDERICK

Michael J. Marciano
Director of Human Resources

540/665-5668
Fax: 540/665-5669
E-mail: michael.marciano@fcva.us

TO: Finance Committee

FROM: Michael Marciano, Director of Human Resources

DATE: June 28, 2026

RE: Carry-Forward Request from Human Resources Department

This is a request from the Human Resources Department for a ~~$22,443.75~~ $11,222 General Fund supplemental appropriation. This amount represents a carry-forward request for the Laserfiche Personnel Records Management Configuration project.

The funds were included in the FY 2025-26 budget to improve and modernize the County's electronic personnel records management system. The project will implement a standardized personnel file structure within Laserfiche, establish records series and templates, configure automated workflows, and improve the organization, retention, accessibility, and long-term management of Human Resources records.

A contract with MCCi was executed during FY 2025-26. In accordance with the contract, an initial payment of $11,221.88 was made on June 15, 2026, representing 50% of the total project cost. Work on the implementation commenced in June 2026 and is currently underway. Based upon the implementation schedule established with MCCi, the project is expected to take up to twelve (12) weeks to complete. Because the project extends beyond the close of the fiscal year, a carry-forward of project funding is necessary to ensure the implementation is completed as planned.

GL 4-010-012030-3010

We respectfully request approval of these carried-forward funds so this important records management initiative can be completed. This project will significantly enhance the Human Resources Department's ability to securely organize, manage, retrieve, and retain electronic personnel records while improving operational efficiency and records management practices.

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

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Finance Committee Item: The NRADC Superintendent requests a $131,126 FY 2027 Jail Fund supplemental appropriation representing increased opioid abatement grant funds awarded. No local funds required. The committee recommends approval.

Attachments:
NRADC OAA grant.pdf

Northwestern Regional Adult Detention Center

Clay A. Corbin - Superintendent

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

MEMORANDUM

TO: Sharon Kibler, Finance Director

FROM: Clay Corbin, Superintendent

DATE: July 7, 2026

SUBJECT: Virginia Opioid Abatement grant

Request that a total of $131,126 be appropriated to the following revenue line item:

State Grants 3-011-024040-0001

Request that a total of $131,126 be appropriated to the following expenditure line item:

Professional Services – 4-011-033010-3001-000

This represents an increased amount approved from the opioid abatement grant originally budgeted at $423,146.

Thank you for your consideration of this request.

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Finance Committee Item: The WRAA Executive Director requests a $1,260,000 FY 2027 Airport Capital Fund supplemental appropriation for the Northside Site Prep Phase 1 construction project. This amount is in excess of the $1,200,000 budgeted. No local funds are required. The committee recommends approval.

Attachments:
SA WRAA Northside.pdf

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

MEMORANDUM

To: Sharon Kibler, Frederick County Finance Director

From: Nick Sabo, Winchester Regional Airport Authority Executive Director

Date: August 12, 2026

RE: Finance Committee Agenda Item | Northside Site Prep – Phase 1 (Construction)

The Winchester Regional Airport Authority (WRAA) requests to amend the appropriation for the project, "Northside Site Prep - Phase (Construction)" included in the approved FY2027 budget. The updated amount reflects the lowest responsive and responsible bid and revised grant reimbursement amount percentages. The project is eligible for 90% reimbursement through the Virginia Department of Aviation (DOAV). The remaining 10% local match will be paid by WRAA funds; therefore, no County funds are required.

Expense: 4 - 085 - 081030 - 8801 - 000 - 077, Northside Obstruction Demo, ~~$2,460,050~~ 1,260,000

Revenue: 3 - 085 - 024040 - 0012, State Reimbursement, $2,214,045
3 - 085 - 051050 - 0003, Transfer from Airport Operating Fund, $246,005

We appreciate the support of Frederick County. Please advise if you have questions or need additional information.

$1,260,000 Budgeted FY27

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Finance Committee Item: The WRAA Executive Director requests a $424,800 FY 2027 Airport Capital Fund supplemental appropriation for the Taxiway Relocation Phase 3 construction project. This amount is in excess of the $7,000,000 budgeted. No local funds are required. The committee recommends approval.

Attachments:
SA WRAA Taxiway.pdf

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

MEMORANDUM

To: Sharon Kibler, Frederick County Finance Director

From: Nick Sabo, Winchester Regional Airport Authority Executive Director

Date: August 12, 2026

RE: Finance Committee Agenda Item | Taxiway Relocation – Phase 3 (Construction)

The Winchester Regional Airport Authority (WRAA) requests to amend the appropriation for the project, "Taxiway Relocation – Phase 3 (Construction)" included in the approved FY2027 budget. The updated amount reflects the lowest responsive and responsible bid. The project is eligible for 95% reimbursement through the FAA Airport Improvement Program (AIP) and 4% reimbursement through the Virginia Department of Aviation (DOAV). The remaining 1% local match will be paid by WRAA funds; therefore, no County funds are required.

Expense: 4 - 085 - 081030 - 8801 - 000 - ~~077, Northside Obstruction Demo, $7,424,800~~ 075 - Taxiway Phase 3 $424,800

Revenue: 3 – 085 – 33010 - 0012, Federal Reimbursement $7,053,560
3 - 085 - 024040 - 0012, State Reimbursement, $296,992
3 - 085 - 051050 - 0003, Transfer from Airport Operating Fund, $74,248

We appreciate the support of Frederick County. Please advise if you have questions or need additional information.

$7,000,000 budgeted FY27

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Finance Committee Item: The Deputy County Administrator requests a $20,723 FY 2027 carry forward appropriation of unspent FY 2026 funds representing maintenance projects that are currently progressing. No local funds above the existing appropriation are required. The committee recommends approval.

Attachments:
CF Maintenance.pdf

COUNTY of FREDERICK

Jay E. Tibbs
Deputy County Administrator

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

TO: Finance Committee

FROM: Jay E. Tibbs, Deputy County Administrator

DATE: August 11, 2026

RE: Carry-Forward Requests

The following requests to carry forward funds are submitted by the Maintenance Department.

1. This is a request for a General Fund supplemental appropriation in the amount of $8,581.00. This amount represents a carry forward request for repairs to the sliding gate operator at the Public Safety Building. Parts were ordered in FY 26 but have not yet been received. – GL 4-010-043040-3004-000-006

2. This is a request for a General Fund supplemental appropriation in the amount of $7,250.00. This amount represents a carry forward request for painting the Health Department offices located at 107 N. Kent Street. The project was started in FY26 but was not completed until after the start of the new fiscal year. – GL 4-010-043040-3004-000-003.

3. This is a request for a General Fund supplemental appropriation in the amount of $4,891.67. This amount represents a carry forward request for the installation of key scan and cameras for the Division of Court Services and Fire & Rescue Training at 860 Smithfield Avenue. The installation began in FY26 but has not been completed due to wiring and alarm issues. – GL 4-010-043040-3004-000-087

We respectfully request approval of these carried forward amounts so we can complete these projects.

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

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Finance Committee Item: The Deputy County Administrator requests a $744,000 FY 2027 General Fund supplemental appropriation for the purchase and installation of a new rubber roof for the County Administration North and South buildings and the Board of Supervisors meeting room. Of this amount $450,000 is a carry forward of unspent FY 2026 funds approved for the project. The remaining $294,000 represents local funds needed. The committee recommends approval.

Attachments:
CAB Roof.pdf

COUNTY of FREDERICK

Jay E. Tibbs
Deputy County Administrator

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

TO: Finance Committee

FROM: Jay E. Tibbs, Deputy County Administrator

DATE: August 11, 2026

RE: Carry-Forward & Supplemental Appropriation Requests

The following request for a carry forward funds and a supplemental approprition are submitted by the Maintenance Department.

1. This is a request for a General Fund supplemental appropriation in the amount of $744,000. Of this amount, $450,000 represents a carry forward of previously approved Capital Funds for the purchase and installation of a new rubber roof for the County Administration North and South buildings and the Board of Supervisors room. The remaining $294,000 is requested as a supplemental appropriation. The bid was awarded and we are awaiting contract execution. -
   GL 4-010-043040-8011-000-000

We respectfully request approval of this carried forward and supplemental appropriation.

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

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Finance Committee Item: The Finance Director provides a draft policy to establish the County's practice for the transfer and use of revenue generated from the local vehicle license ("decal") fee. The committee recommends approval.

Attachments:
VehicleLicenseFeeTransportationTransferPolicy.pdf

LOCAL VEHICLE LICENSE FEE REVENUE TRANSFER POLICY

Effective Date: July 1, 2026
Approved By: Board of Supervisors [date]

1. PURPOSE

The purpose of this policy is to establish the County's practice for the transfer and use of revenue generated from the local vehicle license fee.

2. POLICY

Beginning with Fiscal Year 2027, revenue collected from the County's local vehicle license fee shall be transferred from the General Fund to the Transportation Fund.

The transfer shall be included in the County's annual budget and shall be made in accordance with applicable law and the County's established financial and accounting procedures.

3. USE OF FUNDS

Revenue transferred to the Transportation Fund pursuant to this policy shall be available to support transportation-related purposes, as authorized by applicable law and appropriated by the Board of Supervisors.

4. BUDGET AND ACCOUNTING

The Commissioner of the Revenue shall:

- Prepare vehicle license revenue estimates for the annual operating budget.

The Finance Department shall:

- Include the anticipated transfer of local vehicle license fee revenue from the General Fund to the Transportation Fund in the annual operating budget;
- Record the transfer in accordance with generally accepted accounting principles applicable to local governments and the County's established accounting policies; and
- Reconcile actual vehicle license fee collections and the corresponding transfer as part of the County's normal financial reporting and closeout processes.

The Planning Department shall:

- Prepare Transportation Fund annual budget.

DRAFT

- Request Transportation Fund supplemental appropriation approval from the Board of Supervisors for expenditure(s) not included in the adopted Transportation Fund annual budget.

5. EXCEPTIONS

Any exception to or deviation from this policy shall require approval by the Board of Supervisors.

6. RESPONSIBILITY

The Finance Department is responsible for administering this policy and ensuring that the transfer is incorporated into the annual budget and financial records.

7. EFFECTIVE DATE AND REVIEW

This policy shall be effective July 1, 2026, and shall remain in effect until amended or rescinded by the Board of Supervisors.

DRAFT

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Acceptance of Transportation Committee Report of August 24, 2026

Attachments:
BOS09-09-26TransportationCommReport.pdf

TRANSPORTATION COMMITTEE REPORT to the BOARD OF SUPERVISORS
Monday, August 24, 2026
8:30 a.m.
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

ATTENDEES:

Committee Members Present: John Jewell Chair (Voting), Jason Aikens (Voting) Dustin Simkhovitch (Voting) Kevin Kenney (Voting), Robert Liero (Voting) and Tim Stowe Voting.

Committee Members Absent: None

Staff Present: John Bishop, Planning Director and Kathy Smith

ITEMS FOR INFORMATION ONLY:

Application Cycle Update: Staff gave a brief update on the Smart Scale applications that have closed, and the county is beginning the next cycle for Revenue Sharing and Transportation Alternatives Program. Existing projects will be re-submitted to raise the County's projects to increase cost-share up to 50%. Discussion of additional "seed" applications that may be needed for future funding cycles.

Citizen Concern, Pedestrian Movements on Fort Collier Road: A citizen, Amber Frye, presented significant concerns regarding traffic congestion, pedestrian safety, and unsafe scooter/e-bike use along Fort Collier Road. Committee members validated these issues, noting similar observations and emphasizing coordination challenges with the City of Winchester for improvements.

Comprehensive Plan Update Planning-Transportation Section: Staff provided updates on the comprehensive plan, highlighting ongoing transportation modeling, safety analysis, and long-term planning for transit and bicycle/pedestrian improvements. Transit service remains of interest for certain population centers, though broader public demand is currently low. A preliminary meeting with a potential transit provider has been held. The transportation-related feedback from the Comprehensive Plan survey is attached.

County Projects Update: Renaissance Drive: Project complete; awaiting final invoices and CSX reimbursement.
Gainesboro Road*:* Consultant advancing from 30% to 60% plan set; school site submission expected August 21, VDOT submission September 4.
Comprehensive Plan Modeling*:* Project approved; notice to proceed issued.
Eastern Frederick County Transportation Study Phase II*:* Approved; notice to proceed issued.
Warrior Path Environmental Work*:* Approved; notice to proceed issued.

Other Business: Staff shared preliminary safety updates for key intersections for recommendations by VDOT at Route 522/Clydesdale to close the crossover and Cedar Creek Grade/Jones Road Installing a 4-way stop (does not meet warrants for a traffic signal). Additional safety concerns were noted at the Route 50/Inverlee pedestrian crossing, nearby drainage drop-off that poses safety risk, a request has been made for VDOT to review the fencing or protective barriers for the area.

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title:

Acknowledgment of Receipt of Certified Copies of Abstract of Votes from the

2026 August Republican Primary of August 4, 2026

Attachments:
BOS09-09-26AbstractOfVotes_Redacted.pdf

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2026 August Republican Primary held on August 04, 2026 for,

Member, United States Senate

NAMES OF CANDIDATES ON THE BALLOT	TOTAL VOTES RECEIVED (IN FIGURES)
Bert Mizusawa - Republican	1856
Kim Farington - Republican	575
David E. Williams - Republican	769
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on August 04, 2026, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Member, United States Senate.

Given under our hands this 11 *day of* August, 2026

[redacted], Chairman

[redacted], Vice Chairman

[redacted], Secretary

[redacted], Secretary (Certified Copy)

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Consent Agenda

Title: Approval of Supplemental Appropriation - Winchester-Frederick County Convention and Visitors Bureau (CVB)

Attachments:
BOS09-09-26Winchester-FrederickCoCVB_SuppApprop.pdf

COUNTY of FREDERICK

Office of the County Administrator

Tel: 540.665.6382
Fax: 540.667.0370

TO: Frederick County Board of Supervisors

FROM: Mike Bollhoefer, County Administrator
Sharon Kibler, Finance Director

DATE: August 31, 2026

RE: Winchester-Frederick County Convention and Visitors Bureau Supplemental Appropriation

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This supplemental appropriation is intended to implement section IV. Fiscal Agent of the amended memorandum of understanding (MOU) between the City of Winchester and Frederick County regarding the Winchester-Frederick County Convention and Visitors Bureau (CVB). This portion of the MOU establishes Frederick County as the fiscal agent for this joint effort, which was historically conducted by the City of Winchester. Staff recommends appropriating amounts matching the City's adopted FY27 budget to operate the CVB for the remainder of the fiscal year, those amounts are listed categorically below.

Personnel & Fringe Benefits = $441,500
Contractual Services = $449,900
Internal & Other Services = $97,600

The change of fiscal agent does not increase or decrease the County and City's agreed upon contributions to this effort **(i.e. it will not add any cost to the budget).** It changes only which entity is responsible for administration of the funds.

Staff is seeking a supplemental appropriation in the amount of $989,000.00 in order to facilitate conducting fiscal agent responsibility for the CVB.

Staff will be present at the meeting to answer any questions you might have.

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: County Officials

Title:

Update on the Regional Broadband Project

by representatives of AllPoints Broadband and the Northern Shenandoah Valley Regional Commission

Attachments:

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: County Officials

Title:

Local Tax Exemptions–

Triennial Review: Article XXV Exemption for Nonprofit Organizations

The Code of Virginia authorizes localities to exempt property by designation or classification through local ordinance. The County may exempt real and/or personal property owned by a nonprofit organization that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes. Local exemptions require continuance of the property's use in accordance with the purpose for which the organization is classified or designated. No exemption may be provided to any organization with any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, sexual orientation, gender identity, or national origin.

Attachments:
BOS09-09-26LocalTaxExemptionsTriennialReview.pdf
BOS09-09-26OrdinanceRepealReadoptArticleXXV.pdf

COUNTY OF FREDERICK

Andrew R. Fox
County Attorney

540/722-8383
Fax 540/667-0370
Andrew.fox@fcva.us

MEMORANDUM

TO: Board of Supervisors

CC: Michael Bollhoefer, County Administrator
Tonya Sibert, Commissioner of the Revenue

FROM: County Attorney

DATE: July 20, 2026

RE: **Local Tax Exemptions and Triennial Review Process**

Introduction and Purpose

Virginia law provides multiple pathways for property owned by religious, charitable, and educational organizations to obtain tax exemption, but each pathway has distinct requirements that are strictly construed. Constitutional baseline exemptions provide automatic exemption for property used exclusively for religious worship or ministers' residences and for property owned by institutions of learning primarily used for educational purposes. Statewide statutory exemptions by classification exempt property of churches, educational institutions, and charitable organizations that meet stringent "exclusively used" or "primarily used" standards. Local exemptions under Code § 58.1-3651 offer an alternative pathway subject to public hearing requirements, discretionary local approval, and anti-discrimination conditions. This memorandum addresses the County's process for reviewing and granting local discretionary tax-exempt status by designation as well as the triennial review process that applies to all property that is tax-exempt for religious, charitable, and educational purposes.

The Code of Virginia authorizes localities to exempt property by designation or classification through local ordinance. The County may exempt real and/or personal property owned by a nonprofit organization that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes. Local exemptions require continuance of the property's use in accordance with the purpose for which the organization is classified or designated. No exemption may be provided to any organization with

any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, sexual orientation, gender identity, or national origin.

Before adopting an exemption ordinance by designation, the local governing body must hold a public hearing and consider statutory factors including whether the organization is tax-exempt under Internal Revenue Code § 501(c), whether it serves the public, and whether it engages in political or lobbying activities. The Code of Virginia further allows localities to require that tax-exempt entities recertify their qualification to remain tax-exempt on a triennial basis.

I. Ordinance Updating County Code

The Commissioner of the Revenue is responsible for administering tax-exempt property in the County and has recommended amendments to the County Code to make the process more transparent and efficient. Generally, an entity maintains tax-exempt status on a triennial basis and must re-apply every three years to maintain tax-exempt status.

A mark-up of the recommended changes is attached and is summarized as follows:

- The code currently lists entities that the Board has designated to be tax-exempt. This is not required and the names of those entities, some of which no longer exist in Frederick County, would be removed. The Commissioner of the Revenue will continue to maintain an active list of all tax-exempt entities in Frederick County.
- The ordinance specifies that, similar to tax refunds and exonerations, the Commissioner of the Revenue receives applications for exemption by designation and forwards them to the County Attorney for review and presentation to the Board of Supervisors.
- The ordinance specifies that entities may apply for exemption outside of the triennial review cycle and that the exemption will go into effect on January 1 of the year following the Board's approval.
- The current due date for applications for local designation tax-exempt status of November 14 does not afford sufficient time for review by the Commissioner of the Revenue and subsequent action by the Board of Supervisors. The ordinance establishes a new deadline of October 1 for applications to be acted upon in time for the exemption to go into effect on January 1 of the following year.
- The ordinance also codifies the state code requirement that entities granted tax exemption by state classification must also submit a triennial application to the locality. The state code allows a locality to petition the General Assembly to revoke or modify such an entity's tax-exempt status if it fails to demonstrate that it continues to qualify for the exemption based on its activities.

II. Application and Informational Materials

The Commissioner of the Revenue has developed the attached application form that requires that organizations applying for initial or renewed exempt status provide a more thorough explanation of its use of the real and personal property for which it is requesting exempt status. The information requested on this form is necessary for a meaningful review of applications to ensure that exemption requirements are strictly construed as required by law. The Commissioner has also prepared the attached letter that will be sent to tax-exempt entities on or around August 1 to notify them of the new filing deadline and explain the need for information requested on the new form and provide further guidance about the tax exemption process.

I will place the proposed ordinance on the Board of Supervisors' September 9 agenda for consideration. Please let me know if you have any questions about the enclosed materials or about the local tax exemption process.

Article XXV **Exemption for Nonprofit Organizations**

[Adopted 6-11-2003; amended in its entirety 2-12-2014[1]]

~~[1]~~

~~*Editor's Note: Section 3 of said ordinance stated that "the repeal herein of § **155-154** of the Code of Frederick County, Virginia, shall not affect the tax exemption of any organization as such tax exemption was in existence immediately prior to the adoption of this ordinance, but all such organizations are otherwise subject to the provisions of § **155-153** of the Code of Frederick County, Virginia, as amended herein, and each such organization much must comply with such provisions following the adoption of the ordinance in order to maintain its respective tax exemption(s)."*~~

§ 155-153 Property exempted from taxation **by the Frederick County Board of Supervisors** by designation.

§ 155-154~~(Reserved)~~ **Property exempted from taxation by Virginia Code 58.1-3600 et seq**

---

§ 155-153 Property exempted from taxation **by the Frederick County Board of Supervisors** by designation.

A.

The real or personal property of an organization designated by the Board of Supervisors and used by such organization exclusively for one or more of the purposes as set forth in Article X, Section 6(a), of the Constitution of Virginia shall be exempt from taxation so long as such organization is operated not for profit and the property so exempted is used in accordance with the purpose(s) for which the organization is classified. ~~The indicated real or personal property of each of the following organizations is so designated by the Board of Supervisors pursuant to this section:~~

~~[Amended 12-9-2015]~~

~~(1)~~

~~ARC-Northern Shenandoah Valley, Incorporated, The (formerly known as Winchester-Frederick County Association for Retarded Citizens and as Northern Shenandoah Valley Association for Retarded Citizens, Inc., The) - tax parcels 54J-2-3-59, 54J-2-3-60, and 54J-2-3-61;~~

~~(2)~~

~~Belle Grove, Inc. - tax parcels 90-A-33A and 90-A-37;~~

~~(3)~~

~~Blue Ridge Hospice, Inc. - personal property of thrift shop in Stephens City;~~

~~(4)~~

~~Cedar Creek Battlefield Foundation, Inc. - tax parcels 90-A-23A, 90-A-23B, 90-A-32A, 90-A-34, 90-A-55, 90-A-59A, and 91-A-28C;~~

~~(5)~~

~~Conservation Club [Winchester-Frederick County Conservation Club, Inc.] - tax parcels 19-A-27, 19-A-49, 19-A-50, 19-A-51, 19-A-52E, 19-A-53A, 19-A-81A, 29-A-37B, 29-A-38, and 29-A-43B;~~

~~(6)~~

~~Fort Collier Civil War Center, Inc. - tax parcel 54-A-81G;~~

~~(7)~~

~~Frederick United Methodist Housing Development Corp. - tax parcel 75-A-80B;~~

~~(8)~~

~~Kernstown Battlefield Association, Inc. - tax parcels 63-A-6A, 63-A-7A, 63-A-18, 63-A-18A, 63-A-18B, 63-A-18C, and 63-A-18D;~~

~~(9)~~

~~Leary Educational Foundation, Inc. - tax parcels 6-A-17 and 6-A-18;~~

~~(10)~~

~~Nature Conservancy, The - tax parcels 48-A-45 and 48-A-47;~~

~~(11)~~

~~NW Works, Inc. (formerly known as Northwestern Workshop, Inc.) - tax parcel 75-A-1F;~~

~~(12)~~

~~People-to-People Health Foundation, Inc., The (Project Hope) - tax parcel 64-A-40C;~~

~~(13)~~

~~Potomac Appalachian Trail Club - tax parcels 19-A-41D, 28-A-119A, 48-A-29C, 48-A-33A, 48-A-37, 48-A-37I, 48-A-37A, 48-A-37R, 48-A-49B, and 49-1-2-48;~~

~~(14)~~

~~Salvation Army, The - tax parcel 54-A-36F;~~

~~(15)~~

~~Shenandoah Valley Battlefields Foundation - tax parcels 43-A-154, 43-A-155, 43-A-159A, 54-A-1B, 54-A-1C, 54-A-88, 54-A-89C, 54-A-90, 55-A-3, and 55-A-4;~~

~~(16)~~

~~Shenandoah Valley Community Residences, Inc. - tax parcels 54N-2-2-32 and 65H-12A-108;~~

~~(17)~~

~~Stone House Foundation - tax parcels 74A03-A-77, 74A03-A-141, 74A03-A-142, 74A03-A-144, and 74A03-A-146;~~

~~(18)~~

~~Wayside Foundation for the Arts, Inc., The - tax parcel 91B-1-B-27;~~

~~(19)~~

~~Winchester Chapter of the Izaak Walton League - tax parcels 77-A-72 and 77-A-76A;~~

~~(20)~~

~~Woodmen of the World - tax parcel 54E-8-33; and~~

~~(21)~~

~~Youth Development Center, Inc., The - tax parcel 63-A-110B.~~

B.

Each organization which owns real property exempt from taxation pursuant to designation ~~of~~ **by** the Board of Supervisors ~~or pursuant to designation of the General Assembly~~ shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by no later than ~~September 15~~ **August 1** preceding the ~~November 15~~ **October 1** on which such application is due. Such application shall show the ownership and usage

of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

The triennial application and supporting documentation is to be submitted to the Commissioner of the Revenue for review, then provided to the County Attorney to prepare for presentation to the Board of Supervisors.

C.

Initial applications for tax designated exemption can be submitted to the Commissioner of the Revenue outside of the triennial cycle. If the application is approved by the Board of Supervisors, the exemption will be effective January 1st of the following tax year and will then need to be renewed during the triennial cycle.

~~C.~~ **D.**

Exemptions of property from taxation under this article shall be strictly construed in accordance with the provisions of Article X, Section 6(f), of the Constitution of Virginia.

§ 155-154 ~~(Reserved)~~ **Property exempted from taxation by Virginia Code 58.1-3600 et seq**

A.

The real and personal property of an organization classified in § 58.1-3610 through § 58.1-3621 and used by such organization for a religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purpose as set forth in Article X, § 6 (a) (6) of the Constitution of Virginia, the particular purpose for which such organization is classified being specifically set forth within each section, shall be exempt from taxation, so long as such organization is operated not for profit and the property so exempt is used in accordance with the purpose for which the organization is classified. The real and personal property of an organization classified in § 58.1-3622 and used by such organization for charitable and benevolent purposes as set forth in Article X, § 6 (a) (6) of the Constitution of Virginia shall be exempt from taxation. The property exempted from taxation pursuant to this section shall include the real and personal property of a single member limited liability company whose sole member is an organization classified in § 58.1-3610 through § 58.1-3622.

B.

The real and personal property of an organization designated by § 58.1-3650.1 through § 58.1-3650.1001 and used by such organization exclusively for a religious, charitable, patriotic, historical, benevolent, cultural or public park and playground purpose as set forth in Article X, Section 6 (a) (6) of the Constitution of Virginia, the particular purpose for which such organization is classified being specifically set forth within each section, shall be exempt from taxation so long as such organization is operated not for profit and the property so exempt is used in accordance with the purpose for which the organization is classified. In addition, such exemption may be revoked in accordance with the provisions of § 58.1-3605.

C.

Each organization which owns real property exempt from taxation pursuant to designation or classification shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue. The Commissioner of the Revenue shall send notice of this requirement to each such organization by no later than August 1 preceding the October 1 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

D.

Exemptions of property from taxation under this article shall be strictly construed in accordance with the provisions of Article X, Section 6(f), of the Constitution of Virginia.

COUNTY OF FREDERICK, VIRGINIA
Tonya C. Sibert, Commissioner of the Revenue
P.O. Box 552, Winchester, VA 22604
Tel: (540) 665-5680 Fax: (540) 667-6487

APPLICATION FOR PROPERTY TAX EXEMPTION – INSTRUCTIONS

NEW FILING DUE DATE: OCTOBER 1, 2026

This application is for use by nonprofit organizations seeking exemption from taxes on property used for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes only. Confidential taxpayer information provided as part of this application is not open for public inspection.

This application must be completed in its entirety, and all supporting documents must be attached, for it to be accepted and processed. All delinquent taxes must be paid timely and in full before this application will be accepted. Return the completed application along with the supporting documents to the Commissioner of the Revenue at the address above. As part of the application review, it may be necessary to request and review additional records. Failure to answer all questions and/or provide required documentation may result in a delay in processing the application. The application must be signed by a duly authorized officer, director, or member who is knowledgeable as to the organization's activities and operations, and who can attest to the accuracy of the information provided.

Applications that are not eligible for property tax exemption by classification pursuant to § 58.1-3600 et seq. of the Code of Virginia will be forwarded to the Frederick County Board of Supervisors for consideration for exemption by designation. The Board then must authorize a public hearing wherein it will consider whether to adopt an ordinance granting the tax-exempt designation and allow citizen input. A notice advertising the Board's intent to consider the ordinance at public hearing must be published in a newspaper of general circulation in Frederick County. The organization will be required to pay the costs of advertising. Upon receipt of the invoice from the newspaper, a request for payment will be sent to the organization. Payment in full within thirty (30) days of the date of the request is required.

Applicants must submit applications by October 1, 2026, for the Board of Supervisors to consider the application and the organization to potentially receive tax exemption by January 1 of the upcoming tax year. Any applications received after October 1 are not guaranteed to be reviewed in time for the BOS to render a decision for the organization to receive tax exemption by January 1.

If the Board adopts the ordinance designating the property tax exempt, the exemption will be effective on January 1 of the upcoming tax year. Continuance of the exemption depends on the continued use of the property in accordance with the purpose for which the organization is classified or designated tax exempt. The organization must re-file this application every three (3) years and maintain tax-exempt use of its property classified or designated as exempt to retain tax-exempt status with Frederick County.

The Board's designation of the organization's property as tax exempt does not remove its obligations to continue filing tax returns and paying tax bills for previously assessed taxes timely and in full. If you have any questions regarding the tax exemption process, please call the Commissioner's Office at (540) 665-5680.

ORDINANCE

REPEALING AND READOPTING
ARTICLE XXV EXEMPTION FOR NONPROFIT ORGANIZATIONS

BE IT ORDAINED, by the Board of Supervisors of Frederick County, Virginia, that Article XXV Exemption for Nonprofit Organizations of the Frederick County Code be modified by repealing and readopting Sections 155-153 and 155-154 as attached.

Adopted this 9th day of September 2026 by the following recorded vote:

John F. Jewell, Chairman	Jason C. Aikens
Albert L. Orndorff	Robert W. Wells
Michael D. Guevremont	Robert T. Liero
Gary R. Oates	

A COPY ATTEST

_____
Michael Bollhoefer
Frederick County Administrator

Article XXV **Exemption for Nonprofit Organizations**

[Adopted 6-11-2003; amended in its entirety 2-12-2014[1]]

~~[1]~~

~~*Editor's Note: Section 3 of said ordinance stated that "the repeal herein of § **155-154** of the Code of Frederick County, Virginia, shall not affect the tax exemption of any organization as such tax exemption was in existence immediately prior to the adoption of this ordinance, but all such organizations are otherwise subject to the provisions of § **155-153** of the Code of Frederick County, Virginia, as amended herein, and each such organization much must comply with such provisions following the adoption of the ordinance in order to maintain its respective tax exemption(s)."*~~

§ 155-153 Property exempted from taxation **by the Frederick County Board of Supervisors** by designation.

§ 155-154~~(Reserved)~~ **Property exempted from taxation by Virginia Code 58.1-3600 et seq**

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§ 155-153 Property exempted from taxation **by the Frederick County Board of Supervisors** by designation.

A.

The real or personal property of an organization designated by the Board of Supervisors and used by such organization exclusively for one or more of the purposes as set forth in Article X, Section 6(a), of the Constitution of Virginia shall be exempt from taxation so long as such organization is operated not for profit and the property so exempted is used in accordance with the purpose(s) for which the organization is classified. ~~The indicated real or personal property of each of the following organizations is so designated by the Board of Supervisors pursuant to this section:~~

~~[Amended 12-9-2015]~~

~~(1)~~

~~ARC-Northern Shenandoah Valley, Incorporated, The (formerly known as Winchester-Frederick County Association for Retarded Citizens and as Northern Shenandoah Valley Association for Retarded Citizens, Inc., The) - tax parcels 54J-2-3-59, 54J-2-3-60, and 54J-2-3-61;~~

~~(2)~~

~~Belle Grove, Inc. - tax parcels 90-A-33A and 90-A-37;~~

~~(3)~~

~~Blue Ridge Hospice, Inc. - personal property of thrift shop in Stephens City;~~

~~(4)~~

~~Cedar Creek Battlefield Foundation, Inc. - tax parcels 90-A-23A, 90-A-23B, 90-A-32A, 90-A-34, 90-A-55, 90-A-59A, and 91-A-28C;~~

~~(5)~~

~~Conservation Club [Winchester-Frederick County Conservation Club, Inc.] - tax parcels 19-A-27, 19-A-49, 19-A-50, 19-A-51, 19-A-52E, 19-A-53A, 19-A-81A, 29-A-37B, 29-A-38, and 29-A-43B;~~

~~(6)~~

~~Fort Collier Civil War Center, Inc. - tax parcel 54-A-81G;~~

~~(7)~~

~~Frederick United Methodist Housing Development Corp. - tax parcel 75-A-80B;~~

~~(8)~~

~~Kernstown Battlefield Association, Inc. - tax parcels 63-A-6A, 63-A-7A, 63-A-18, 63-A-18A, 63-A-18B, 63-A-18C, and 63-A-18D;~~

~~(9)~~

~~Leary Educational Foundation, Inc. - tax parcels 6-A-17 and 6-A-18;~~

~~(10)~~

~~Nature Conservancy, The - tax parcels 48-A-45 and 48-A-47;~~

~~(11)~~

~~NW Works, Inc. (formerly known as Northwestern Workshop, Inc.) - tax parcel 75-A-1F;~~

~~(12)~~

~~People-to-People Health Foundation, Inc., The (Project Hope) - tax parcel 64-A-40C;~~

~~(13)~~

~~Potomac Appalachian Trail Club - tax parcels 19-A-41D, 28-A-119A, 48-A-29C, 48-A-33A, 48-A-37, 48-A-37I, 48-A-37A, 48-A-37R, 48-A-49B, and 49-1-2-48;~~

~~(14)~~

~~Salvation Army, The - tax parcel 54-A-36F;~~

~~(15)~~

~~Shenandoah Valley Battlefields Foundation - tax parcels 43-A-154, 43-A-155, 43-A-159A, 54-A-1B, 54-A-1C, 54-A-88, 54-A-89C, 54-A-90, 55-A-3, and 55-A-4;~~

~~(16)~~

~~Shenandoah Valley Community Residences, Inc. - tax parcels 54N-2-2-32 and 65H-12A-108;~~

~~(17)~~

~~Stone House Foundation - tax parcels 74A03-A-77, 74A03-A-141, 74A03-A-142, 74A03-A-144, and 74A03-A-146;~~

~~(18)~~

~~Wayside Foundation for the Arts, Inc., The - tax parcel 91B-1-B-27;~~

~~(19)~~

~~Winchester Chapter of the Izaak Walton League - tax parcels 77-A-72 and 77-A-76A;~~

~~(20)~~

~~Woodmen of the World - tax parcel 54E-8-33; and~~

~~(21)~~

~~Youth Development Center, Inc., The - tax parcel 63-A-110B.~~

B.

Each organization which owns real property exempt from taxation pursuant to designation ~~of~~ **by** the Board of Supervisors ~~or pursuant to designation of the General Assembly~~ shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by no later than ~~September 15~~ **August 1** preceding the ~~November 15~~ **October 1** on which such application is due. Such application shall show the ownership and usage

of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

The triennial application and supporting documentation is to be submitted to the Commissioner of the Revenue for review, then provided to the County Attorney to prepare for presentation to the Board of Supervisors.

C.

Initial applications for tax designated exemption can be submitted to the Commissioner of the Revenue outside of the triennial cycle. If the application is approved by the Board of Supervisors, the exemption will be effective January 1st of the following tax year and will then need to be renewed during the triennial cycle.

~~C.~~ **D.**

Exemptions of property from taxation under this article shall be strictly construed in accordance with the provisions of Article X, Section 6(f), of the Constitution of Virginia.

§ 155-154 ~~(Reserved)~~ **Property exempted from taxation by Virginia Code 58.1-3600 et seq**

A.

The real and personal property of an organization classified in § 58.1-3610 through § 58.1-3621 and used by such organization for a religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purpose as set forth in Article X, § 6 (a) (6) of the Constitution of Virginia, the particular purpose for which such organization is classified being specifically set forth within each section, shall be exempt from taxation, so long as such organization is operated not for profit and the property so exempt is used in accordance with the purpose for which the organization is classified. The real and personal property of an organization classified in § 58.1-3622 and used by such organization for charitable and benevolent purposes as set forth in Article X, § 6 (a) (6) of the Constitution of Virginia shall be exempt from taxation. The property exempted from taxation pursuant to this section shall include the real and personal property of a single member limited liability company whose sole member is an organization classified in § 58.1-3610 through § 58.1-3622.

B.

The real and personal property of an organization designated by § 58.1-3650.1 through § 58.1-3650.1001 and used by such organization exclusively for a religious, charitable, patriotic, historical, benevolent, cultural or public park and playground purpose as set forth in Article X, Section 6 (a) (6) of the Constitution of Virginia, the particular purpose for which such organization is classified being specifically set forth within each section, shall be exempt from taxation so long as such organization is operated not for profit and the property so exempt is used in accordance with the purpose for which the organization is classified. In addition, such exemption may be revoked in accordance with the provisions of § 58.1-3605.

C.

Each organization which owns real property exempt from taxation pursuant to designation or classification shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue. The Commissioner of the Revenue shall send notice of this requirement to each such organization by no later than August 1 preceding the October 1 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

D.

Exemptions of property from taxation under this article shall be strictly construed in accordance with the provisions of Article X, Section 6(f), of the Constitution of Virginia.

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: County Officials

Title: Presentation: 1% Sales Tax School Funding Referendum

Attachments:

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: County Officials

Title:

Information/Discussion: Ordinance Creating a Policy for the Distribution of Transient Occupancy Tax Revenues

Attachments:
BOS09-09-26TransientOccTaxDistPolicy.pdf

COUNTY of FREDERICK

Office of the County Administrator

Tel: 540.665.6382
Fax: 540.667.0370

TO: Frederick County Board of Supervisors

FROM: Mike Bollhoefer, County Administrator
Sharon Kibler, Finance Director

DATE: August 31, 2026

RE: Distribution of Frederick County Transient Occupancy Tax Revenues

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The Board of Supervisors directed staff to create a policy defining the distribution of the transient occupancy tax revenues in the following manner:

1. $250,000 of the 3% General Fund portion to be set aside in a separate account to be used for a future Parks & Recreation facility.

2. $250,000 of the General Fund portion to be allocated to the Economic Development Board to be used for site readiness.

3. The full 0.75% required to be used for tourism-related projects as defined by Virginia Statutes, to be set aside in a separate account to be used for a future tourism-related facility.

A draft ordinance is attached. Staff is seeking approval to hold a public meeting on the proposed ordinance at the Board's regular meeting of October 14, 2026.

Staff will be present at the meeting to answer any questions you might have.

ORDINANCE

REGARDING THE ANNUAL DISTRIBUTION OF THE 6% TRANSIENT OCCUPANCY TAX REVENUES

WHEREAS, the Board of Supervisors approved a 6% transient occupancy tax to be distributed in the following manner: 3% to the County's General Fund; 2.25% to the Winchester-Frederick County Tourism Board; and 0.75% to be used for other qualifying tourism-related uses as allowed by the Code of Virginia; and

WHEREAS, the Frederick County Board of Supervisors directed that $250,000 of the 3% distributed to the General Fund be set aside yearly in a separate account to be used for a Parks & Recreation facility; and

WHEREAS, the Frederick County Board of Supervisors directed that $250,000 of the 3% distributed to the General Fund be set aside yearly in a separate account to be allocated to the Economic Development Authority to be used solely for site readiness; and

WHEREAS, the Frederick County Board of Supervisors directed that the 0.75% distributed for other qualifying tourism uses be set aside in a separate account to be used for a future tourism-related facility; and

WHEREAS, the Frederick County Board of Supervisors directs staff to incorporate this information in a financial policy to be included in the yearly budget book;

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors, that in distributing the 6% transient occupancy tax revenues:

1. $250,000 of the 3% distributed to the General Fund shall be set aside in a separate account to be used for a future Parks & Recreation Facility.
2. $250,000 of the 3% distributed to the General Fund shall be allocated to the Economic Development Authority to be used solely for site readiness.
3. The 0.75% to be used for other tourism-related uses shall be set aside in a separate account to be used for a future tourism-related facility.
4. Staff is directed to draft a policy regarding the three preceding items and include the information in the yearly Budget Book.

This ordinance shall be in effect on the date of adoption.

Passed this ___ day of _____ 2026 by the following recorded vote:

John F. Jewell, Chairman	Jason C. Aikens
Albert L. Orndorff	Robert W. Wells
Michael D. Guevremont	Gary R. Oates
Robert T. Liero	

A COPY ATTEST

_____
Michael L. Bollhoefer
Frederick County Administrator

No.

DRAFT

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Appointments to Boards, Committees, and Commissions

Title:

Northwestern Community Services Board

Vacant 4-year term expiring 12-31-28

See attached application of Tiffany Snow.

Attachments:
BOS09-09-26App_SnowTiffany_Redacted.pdf

Application Form

Profile

Tiffany
First Name

Snow
Last Name

Email Address

108 Columbia Cir
Home Address

Stephens City
City

VA
State

22655
Postal Code

Magisterial District:

- [x] Opequon

Primary Phone

Alternate Phone

Shenandoah University
Employer

Assistant Professor/Associate Director/Fieldwork Coordinator
Job Title

Which Boards would you like to apply for?

Northwestern Community Services Board: Submitted

Will You Be Able To Attend This Committee's Regularly Scheduled Meeting?

- (•) Yes
- ( ) No

Do You Foresee Any Possible Conflicts Of Interest Which Might Arise By Your Serving On This Committee?

- ( ) Yes
- (•) No

Civic/Community Activities:

COMMUNITY & PROFESSIONAL SERVICE Admissions Coordination Support, Clinical Mental Health and School Counseling Program Student Interviews and Admission process for Fall 2026 Cohort, Shenandoah University, Spring 2026 Interim Director, Division of Counselor Education, Shenandoah University, Spring 2026 Search Committee Member, School of Health Professions for Dean, Shenandoah University, Spring 2026 Search Committee Chair, Division of Counselor Education for Assistant Professor, Shenandoah University, Fall 2025 to Spring 2026 Admissions Coordination, Clinical Mental Health Program Student Interviews and Admission process for Fall 2025 Cohort, Augusta University, Spring 2025 Search Committee Chair, Research, Counseling and Curriculum Department Search for Associate/Assistant Professor and Clinical Coordinator, Augusta University, Spring 2025 Search Committee Member, College of Education and Human Development Search for Education Support Specialist, Augusta University, Spring 2025 Panelist Member, Counseling and Supervision Ph.D. Program Interviews, James Madison University, Spring 2025 Co-Developer, Master’s Level Behavioral Health Education for Integrated Care Workgroup, Collaborative Family Healthcare Association, 2024 to present Panelist Member, Counseling and Supervision Ph.D. Program Interviews, James Madison University, Spring 2024 Workgroup Member, Georgia Integrated Behavioral Health Workgroup, Collaborative Family Healthcare Association, 2023 to 2025 National Alliance on Mental Illness (NAMI), Augusta, GA 2019-2024 Leadership Team Member and Volunteer East Central Regional Hospital, Augusta, GA 2013-2016 Program Development Recovery-Oriented Community Reintegration (ROCR) Program in partnership with Augusta University Department of Psychiatry and the Georgia Department of Behavioral Health and Developmental Disabilities.

Interests & Experiences

Why are you interested in serving on a board or commission?

I am eager to serve on the Northwestern Community Services Board to bring my 18 years of clinical, administrative, and academic mental health experience to the governance of our local care systems. Throughout my career, I have specialized in creating continuum-of-care frameworks, developing recovery-oriented community reintegration programs, and managing residential and outpatient programs for co-occurring disorders. As a Licensed Professional Counselor in Virginia and a Counselor Educator at Shenandoah University, I work daily at the intersection of evidence-based practice and community advocacy. My research and clinical expertise are rooted in serving and advocating for underserved populations, perfectly positioning me to support NWCSB's mission to produce a comprehensive, integrated system of community services. Additionally, because I carry the lived experience of being a family member to individuals with serious mental health conditions, I am intimately familiar with benefits families receive and the potential barriers families face when navigating community services. Serving on this board represents an invaluable opportunity to give back to Frederick County by ensuring our behavioral health, substance abuse, and developmental programs are equitably distributed, clinically excellent, and deeply responsive to the community's needs.

Additional Information Or Comments You Would Like To Provide:

I also want to note that I am originally from the Winchester, VA area and have moved back to the area about 1 year ago. Therefore my civic and community activities in service to the area are continuing to develop as I learn about the current needs and opportunities in our community.

Tiffany_Snow_CV_061526_for_NWCSB.docx.pdf

Upload a Resume

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Appointments to Boards, Committees, and Commissions

Title:

Shenandoah Area Agency on Aging (Seniors First)

4-year term of Eva Miller expires 9-30-26

Ms. Miller is eligible and willing to serve another term.

Attachments:

Board of Supervisors
Agenda Item Detail
Meeting Date: September 9, 2026
Agenda Section: Appointments to Boards, Committees, and Commissions

Title:

Tourism Board - For-Profit Sector Rep.

Vacant 3-year term expiring 6-30-29

The Tourism Board recommends the appointment of Kari Rushing.

Attachments:
BOS09-09-26FY2027TourismBoardAppt.pdf

September 1, 2026

To: Frederick County Board of Supervisors
From: Justin Kerns, Executive Director, Winchester-Frederick County Convention & Visitors Bureau on behalf of the Winchester-Frederick County Tourism Board

Subject: **Winchester-Frederick County Tourism Board Suggested Nominations**

The Winchester-Frederick County Tourism Board respectfully recommends **Kari Rushing** as the nominee to represent the For-Profit Sector in accordance with our adopted bylaws. Mrs. Rushing would begin her appointment on or after 9/1/2026, to fill the currently vacant position left by Julie Shaffer upon her terming off the Board. Mrs. Rushing is a co-owner of the Vault and Cellar restaurant, which is located in Middletown, Frederick County. Her first term would end on 6/30/2029, at which time she would be eligible for re-appointment.

The Nominating Committee also interviewed the following candidates for the Lodging Sector position before unanimously selecting Kari Rushing:

- Piers Lamb, Marketing Director for the Shawnee Canning Company in Frederick County.
- Jan Van Haute, co-owner and head chef at the Inn at Vaucluse Spring in Frederick County.

Mrs. Rushing would join the following County voting members on the Board:

- **Jill Edlich** of the Ravenwood Foundation, whose first term expires 06/30/27,
- **Levi Snapp** of West Oaks Farm Market, whose second term expires 6/30/28,
- **Jack Owens** of the Shenandoah Valley Battlefield Foundation, whose first term expires 6/30/28,
- **Rahul Patel** of the Tru by Hilton, whose first term expires 6/30/27,

And the following City voting members on the Board:

- **Tammy Stevenson** of the Shenandoah Valley Discovery Museum, whose first term expires 6/30/28,
- **Victoria Kidd Armstrong** of Hideaway Café, whose second term expires 6/30/28,
- **Sheila Parikh** of the Motel 6, whose second term expires 06/30/29.

The Nominating Committee is made up of the Tourism Board Chair and Vice Chair, as well as the City Council and County Board of Supervisors liaisons to the Tourism Board. No members of the WFCCVB staff are present or provide input during the interview or recommendation process.