

BOARD OF SUPERVISORS

STAFFORD, VIRGINIA

MINUTES

Regular Meeting

June 5, 2012

Call to Order The regular meeting of the Stafford County Board of Supervisors was called to order by Susan B. Stimpson, Chairman, at 3:01 P. M., on Tuesday, June 5, 2012, in the Board Chambers, at the George L. Gordon, Jr. Government Center.

Roll Call The following members were present: Susan B. Stimpson, Chairman; Cord A. Sterling, Vice Chairman; Jack R. Cavalier; Paul V. Milde III; Ty A. Schieber; Gary F. Snellings; and Robert “Bob” Thomas, Jr.

Also in attendance were: Anthony Romanello, County Administrator; Charles Shumate, County Attorney; Marcia Hollenberger, Chief Deputy Clerk; Pamela Timmons, Deputy Clerk; associated staff and interested parties.

Presentations by the Public No members of the public spoke.

Presentations by Members of the Board Board members spoke on the topics as identified:

- Mr. Thomas - Falmouth Fire Department, Carriage Hills Block Party, CRRLibrary Board meeting
- Mr. Cavalier - Public Safety Committee (Fire and Rescue Study – RFP, Shooting Range, Stormwater Ponds)
- Mr. Milde - Quantico Regional Executive Steering Committee, Col. Choike’s retirement, NIMS class, Sheriff’s Awards Ceremony, Quantico Corporate Center

Ribbon Cutting, Brooke VRE Parking Lot
Groundbreaking, R-Board, UMW/Eagle Village,
GMU, FAMPO

- Mr. Schieber - Stormwater Management, Patricio Ribbon Cutting, Germanna CC Reception @ Massaponax Campus
- Mr. Snellings - Shooting Range, Infrastructure Committee (Rocky Pen Run, Water Treatment Plant and Dam, Courthouse Community Center, VDOT public hearing on I-95 interchange at Route 630 June 14th 5:00-8:00 pm.
- Mr. Sterling - Deferred
- Ms. Stimpson - Fredericksburg Chamber of Commerce Membership Drive, Military Affairs Roundtable, YMCA, Embrey Mill, Union Church; Upcoming scavenger hunt at Belmont/Ferry Farm Trail

Virginia Department of Transportation – Quarterly Report Marcy Parker gave a presentation of the current projects such as resurfacing, the I-95 interchange at Route 630, Route 17 widening, Falmouth intersection and Falmouth sidewalks. Allison Richter was introduced as Jamie Brown-Porter’s replacement in the Fredericksburg District.

Report of the County Attorney Mr. Shumate deferred.

Report of the County Administrator Mr. Romanello introduced Mr. Mike Smith, Director of Public Works, who gave an update on road improvements in the County including Mountain View Road, Poplar Road, and the Garrisonville Road widening. Mr. Romanello acknowledged Lakesha Cole and Joanie DeShazo for the creation of the “County Store;” David Noel and Dave Capaz for the County Map books; as well as introduced County Administration’s summer intern, Cody Sexton.

Mr. Romanello also informed the Board that there was an addition to the agenda, Item 30. Authorize Appointments to the Joint Land Use Policy Committee (Susan Stimpson).

Legislative; Additions and Deletions to the Agenda Mr. Sterling motioned, seconded by Mr. Thomas, to accept the addition of Item 30. Authorize Appointments to the Joint Land Use Policy Committee.

The Voting Board tally was:

Yea: (7) Sterling, Thomas, Cavalier, Milde, Schieber, Snellings, Stimpson

Nay: (0)

Legislative; Consent Agenda Mr. Sterling motioned, seconded by Mr. Milde, to accept the Consent Agenda consisting of Items 5 through 20.

The Voting Board tally was:

Yea: (7) Sterling, Milde, Cavalier, Schieber, Snellings, Stimpson, Thomas

Nay: (0)

Item 5. Approve Minutes of May 15, 2012 Board Meeting

Item 6. Finance and Budget; Approve Expenditure Listing (EL)

Resolution R12-150 reads as follows:

A RESOLUTION TO APPROVE EXPENDITURE LISTING (EL)
DATED MAY 15, 2012 THROUGH JUNE 4, 2012

WHEREAS, the Board has appropriated funds to be expended for the purchase of goods and services in accordance with an approved budget; and

WHEREAS, the payments appearing on the above-referenced Listing of Expenditures represent payment of \$100,000 and greater for the purchase of goods and/or services which are within the appropriated amounts;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of June, 2012, that the above-mentioned EL be and hereby is approved.

Item 7. Finance and Budget; Approve Renewal of Annual Property and Casualty Insurance Contracts

Resolution R12-135 reads as follows:

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR TO EXECUTE CONTRACT RENEWALS FOR LIABILITY, PROPERTY, AUTOMOBILE, WORKERS' COMPENSATION, LINE OF DUTY, VOLUNTEER FIRE AND RESCUE, SHERIFF'S SPECIAL DEPUTIES, AND THE SHERIFF'S AUXILIARY GROUPS' INSURANCE COVERAGE FOR FY2013

WHEREAS, the County has reviewed its insurance coverage and related costs; and

WHEREAS, the Board has budgeted and appropriated funds for the County's insurance needs for FY2013; and

WHEREAS, VACoRP Risk Management Programs submitted a policy renewal proposal to the County for general liability, property, automobile, line of duty, and workers' compensation insurance; and

WHEREAS, Selective Insurance Company of America, through Wells Fargo Insurance Services USA, Inc., submitted policy renewal proposals to the County for property, liability, and automobile insurance for the volunteer and career Fire and Rescue Services; and

WHEREAS, Provident Insurance Company, through Welch, Graham and Ogden Insurance, Inc., submitted a policy proposal to the County for accident and sickness insurance for the Volunteer Fire and Rescue personnel, Sheriff's Special Deputies, and Sheriff's Auxiliary Groups;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of June, 2012 that the County Administrator be and he hereby is authorized to:

1. Execute a contract renewal with VACoRP Risk Management Programs for general liability, automobile, property, line of duty, and workers' compensation insurance coverage for FY2013.
2. Execute a contract renewal with Wells Fargo Insurance Services USA, Inc. for Fire and Rescue and the Volunteer Fire and Rescue Services for liability, property, and automobile insurance for FY2013.
3. Execute a contract renewal with Welch, Graham and Ogden Insurance, Inc. for Volunteer Fire and Rescue, Sheriff's Special Deputies, and Sheriff's Auxiliary Groups for accident and sickness insurance coverage for FY2013.

Item 8. Utilities; Award a Contract for Construction of Sewer Extension-Phase II

Resolution R12-146 reads as follows:

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR TO AWARD A CONTRACT FOR CONSTRUCTION OF THE SEWER EXTENSION 2011 PHASE II PROJECT

WHEREAS, the three individual sewer extensions included in the Sewer Extension 2011 Phase II Project meet the criteria to be eligible for consideration under the County's Water and Sewer Line Extension Policy as detailed in R04-217; and

WHEREAS, the sewer extensions included in this project have been approved for construction in accordance with the procedures for approval detailed in the referenced policy; and

WHEREAS, the consideration and implementation of these sewer extensions is in conformance with the adopted Water and Sewer Line Extension Policy; and

WHEREAS, construction of this project was offered for public bid; and

WHEREAS, four bids were received, with the bid of \$516,645.43 received from J. L. Kent & Sons determined to be the lowest responsive bid;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of June, 2012, that the County Administrator be and he hereby is authorized to execute a contract with J. L. Kent & Sons in an amount not to exceed Five Hundred Sixteen Thousand Six Hundred Forty Five Dollars and Forty-three Cents (\$516,645.43), unless increased by one or more duly approved change orders, for the construction of the Sewer Extension 2011 Phase II Project.

Item 9. Information Technology; Authorize a Contract for Technology Refresh of the County's Voice Over Internet Protocol (VoIP) Telephone System and Related Network Equipment

Resolution R12-138 reads as follows:

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR TO EXECUTE A CONTRACT WITH EPLUS TECHNOLOGY, INC. FOR TECHNOLOGY IMPROVEMENTS TO THE COUNTY'S VOICE OVER INTERNET PROTOCOL (VOIP) TELEPHONE SYSTEM AND RELATED NETWORK EQUIPMENT AND SERVICES

WHEREAS, the County VoIP telephone system is not up-to-date with current hardware and software needed to provide optimal services and reduced costs for the County; and

WHEREAS, the services and equipment needed to bring the system up to date are offered through Virginia Association of State College & University Purchasing Professionals (VASCUPP) contract #UCP-3491557JC with ePlus Technology, Inc.;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of June, 2012, that it be and hereby does authorize the County Administrator to execute a contract with ePlus Technologies, Inc. for upgrades and managed services to support and bring the County's VoIP telephone system and network up-to-date with current technology in an amount not to exceed One Million Seven Hundred Fifty-three Thousand One Hundred Six Dollars (\$1,753,106), unless amended by a duly-executed contract amendment, to be paid over a five-year period.

Item 10. Public Works; Request VDOT Evaluation for Acceptance of Lynhaven Lane into the Rural Road Addition Program

Resolution R12-147 reads as follows:

A RESOLUTION TO REQUEST THE VIRGINIA DEPARTMENT OF TRANSPORTATION TO COMPLETE AN ENGINEERING EVALUATION OF LYNHAVEN LANE FOR THE PURPOSE OF CONSIDERING ACCEPTANCE OF THIS ROAD INTO THE STATE SECONDARY STREET SYSTEM UNDER THE RURAL ROAD ADDITION PROGRAM

WHEREAS, the Virginia Department of Transportation (VDOT), pursuant to the Virginia Code Section 33.1-72.1, allows private streets to be improved and accepted into the Secondary System of State Highways through its Rural Road Addition Program; and

WHEREAS, the County received a qualifying petition from the landowners on Lynhaven Lane, located off of Courthouse Road (SR-630) about 0.6 miles east of Shelton Shop Road (SR-648), requesting that the entire 0.42 mile road be evaluated to determine the improvements necessary for acceptance into the state road system under the Rural Road Addition Program;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of June, 2012, that it hereby requests VDOT to complete an engineering evaluation to determine the improvements and estimated costs required for Lynhaven Lane to be accepted into the Secondary System of State Highways under the Rural Road Addition Program; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the VDOT Residency Administrator.

Item 11. Public Works; Award Contract for Purchase and Installation of Modular Furniture for the Community Development Service Center

Resolution R12-149 reads as follows:

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR TO EXECUTE A CONTRACT FOR SUPPLY AND INSTALLATION OF MODULAR FURNITURE AT THE COMMUNITY DEVELOPMENT SERVICE CENTER

WHEREAS, the Board desires more efficient permit procurement processes for the citizens and businesses within Stafford; and

WHEREAS, Omnifics has submitted a price not to exceed One Hundred Twenty-three Thousand Six Hundred Ninety-two Dollars (\$123,692) through the U.S. Communities National Sales Agreement Award; and

WHEREAS, staff has reviewed this price and finds it appropriate; and

WHEREAS, FY2010 carry-over funds from the Departments of Public Works and Planning and Zoning are available for this purpose;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of June, 2012, that the County Administrator be and he hereby is, authorized to execute a contract to Omnifics Inc., in an amount not to exceed One Hundred Twenty-three Thousand Six Hundred Ninety-two Dollars (\$123,692), unless amended by a duly executed contract amendment, for purchase and installation of the modular furniture for Community Development Service Center.

Item 12. Public Works; Authorize a Public Hearing to Convey County-Owned Property to VDOT for the Falmouth Intersection Improvements

Resolution R12-152 reads as follows:

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR TO ADVERTISE A PUBLIC HEARING TO CONSIDER CONVEYING COUNTY-OWNED PROPERTY, IDENTIFIED AS TAX MAP PARCEL 53D-1-66, TO THE VIRGINIA DEPARTMENT OF TRANSPORTATION FOR IMPROVEMENTS TO THE INTERSECTION OF WARRENTON ROAD AND CAMBRIDGE STREET IN THE FALMOUTH DISTRICT

WHEREAS, the Board identified the completion of improvements to the intersection of Warrenton Road (U. S. Route 17) and Cambridge Street (U.S. Route 1) as a top transportation priority; and

WHEREAS, the County owns property adjacent to Cambridge Street, identified as Tax Map Parcel 53D-1-66 (County-owned property); and

WHEREAS, the intersection improvements will be completed by the Virginia Department of Transportation (VDOT); and

WHEREAS, VDOT has submitted an appraisal of the County-owned property, performed by a certified professional in the amount of Thirty-six Thousand Dollars (\$36,000); and

WHEREAS, VDOT has made an offer in the amount of Thirty-six Thousand Dollars (\$36,000) for the acquisition of the County-owned property; and

WHEREAS, the Board desires and is required to hold a public hearing under Virginia Code Section 15.2-1800(B) prior to conveying County-owned real estate;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of June, 2012, that the Board be and it hereby does authorize the County Administrator to advertise a public hearing to allow for presentation and receive public testimony, to consider the conveyance of the County-owned property identified as Tax Map Parcel 53D-1-66 to the Virginia Department of Transportation for use in the improvement of the intersection of Warrenton Road and Cambridge Street in the Falmouth District.

Item 13. Public Works; Acceptance of Deacon Woods into the Secondary System of State Highways

Resolution R12-151 reads as follows:

A RESOLUTION TO PETITION THE VIRGINIA DEPARTMENT OF TRANSPORTATION TO INCLUDE SEQUOIA LANE AND PONDEROSA PLACE WITHIN DEACON WOODS SUBDIVISION, SECTION 1, INTO THE SECONDARY SYSTEM OF STATE HIGHWAYS

WHEREAS, the Board, pursuant to Virginia Code Section 33.1-229, desires to add Sequoia Lane and Ponderosa Place within the Deacon Woods Subdivision, Section 1, into the Secondary System of State Highways; and

WHEREAS, the Virginia Department of Transportation (VDOT) has inspected these streets and found them acceptable; and

WHEREAS, in accordance with 24 Va. Admin. Code, Section 30-91-140, a Street Surety Bond in the amount of \$8,000 is required to be posted; however, VDOT has agreed to accept said bond in the form of a resolution by the Board; and

WHEREAS, in accordance with 24 Va. Admin. Code, Section 30-91-140, a Street Maintenance Fee of \$600 and Administrative Cost Recovery Fee of \$900 is required by VDOT and cannot be waived;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of June, 2012, that VDOT be and it hereby is petitioned to include the following streets within Deacon Woods Subdivision, Section 1, into the Secondary System of State Highways:

<u>Street Name/Route Number</u>	<u>Station</u>	<u>Length</u>
Sequoia Ln. (SR-2006)	From: Inter. Deacon Rd. (SR-607) To: Inter. Ponderosa Pl. (SR-2007)	0.03 mi. ROW 50'
Ponderosa Pl. (SR-2007)	From: 0.06 mi. W. Inter. Sequoia Ln. (SR-2006) To: Inter. Sequoia Ln. (SR-2006)	0.06 mi. ROW 50'
Ponderosa Pl. (SR-2007)	From: Inter. Sequoia Ln. (SR-2006) To: 0.07 mi. E. Inter. Sequoia Ln. (SR-2006)	0.07 mi. ROW 50'

An unrestricted right-of-way (ROW), as indicated above, for each street with necessary easements for cuts, fills and drainage is guaranteed, as evidenced by Plat of Record entitled Deacon Woods recorded in Plat Book 32, Pages 295-296 with Instrument Number 990003725 on February 22, 1999 among the land records of Stafford County, Virginia; and

BE IT FURTHER RESOLVED, that this Board hereby guarantees the performance of the streets requested herein to become a part of the state maintained Secondary System of Highways for a period of one year from the date of this resolution and will reimburse all costs incurred by VDOT to repair faults in the streets and related drainage facilities associated with construction, workmanship or materials as determined exclusively by VDOT; and

BE IT STILL FURTHER RESOLVED that a copy of this resolution be forwarded to the Transportation and Land Use Director of the VDOT, Fredericksburg District.

Item 14. Public Works; Approve a Contract for Centreport Parkway Design

Resolution R12-127 reads as follows:

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR TO EXECUTE A CONTRACT FOR DESIGN OF THE REMAINING SECTION OF CENTREPORT PARKWAY

WHEREAS, the Board committed to completing Centreport Parkway from the current end of state maintenance to the intersection with Ramoth Church Road in Resolution R11-326, adopted on December 13, 2011; and

WHEREAS, it is necessary to contract with an engineering firm to complete the design for these improvements; and

WHEREAS, Bowman Consulting Group, Ltd., a firm authorized by the Board to provide professional engineering services on this federally funded project, has submitted a proposal in the amount of \$132,858 for these services; and

WHEREAS, staff has reviewed this proposal and determined it is reasonable for the scope of services proposed;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of June, 2012, that the Board be and it hereby does authorize the County Administrator to execute a contract with Bowman Consulting Group, Ltd., in an amount not to exceed One Hundred Thirty-two Thousand Eight Hundred Fifty-eight Dollars (\$132,858), unless amended by a duly-executed contract amendment, for professional engineering services related to the design of the road improvements necessary to complete Centreport Parkway for acceptance into the state system of secondary highways.

Item 15. Public Works; Authorize a Public Hearing to Consider Condemnation and Exercise of Quick-Take Powers to Acquire Permanent Right-of-Way, Utility Easements and Temporary Construction Easements for the Mountain View Road Improvement Project

Resolution R12-158 reads as follows:

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR TO ADVERTISE A PUBLIC HEARING TO CONSIDER THE CONDEMNATION AND EXERCISE OF QUICK-TAKE POWERS TO ACQUIRE PERMANENT RIGHT-OF-WAY, DRAINAGE, RETAINING WALL, AND UTILITY EASEMENTS, AND TEMPORARY SLOPE, ENTRANCE, AND CONSTRUCTION EASEMENTS ON PORTIONS OF THE PROPERTIES OF DONALD DECATUR, (TAX MAP 18H-2-34) JAMES AND CLAUDIA THOMPSON (TAX MAP PARCEL 18-67KA), BART AND LARHONDA GABRIEL (TAX MAP PARCEL 18-56F),

DANNY AND ROSINA RAINES (TAX MAP PARCEL 18-55A), AND
JOSEPH AND CAROL BOCHERT (TAX MAP PARCEL 18-67), ALL IN
CONNECTION WITH THE MOUNTAIN VIEW ROAD BOND PROJECT

WHEREAS, the Board identified the completion of road improvements on Mountain View Road from Rose Hill Farm Drive to 0.25 miles north of Joshua Road as a critical part of Stafford County's road improvement plan; and

WHEREAS, these improvements are included in the 2008 Transportation Bond Referendum; and

WHEREAS, the Board approved the acquisition of the properties necessary for the completion of the road improvements and County staff is in the process of acquiring the necessary portions of property for right-of-way, permanent, temporary, and utility easements; and

WHEREAS, the Board has determined that there are currently five areas that staff has been unable to obtain through negotiations between the property owners and the County's consultant; and

WHEREAS, Tax Map Parcel 18H-2-34 consists of approximately 1.00 acre of land owned by Donald Decatur ("the Property Owner"); and

WHEREAS, the Board must acquire right-of-way and easements on Tax Map Parcel 18H-2-34 ("the Property") because the design of the road improvements requires 0.009 acres of permanent right-of-way easement, 0.016 acres of permanent drainage easement, 0.049 acres of easement to be conveyed to Verizon as a permanent utility easement, 0.021 acres of temporary slope easement, and 0.044 acres of temporary entrance easement on Tax Map Parcel 18H-2-34; and

WHEREAS, the fair market value for the required areas of the Property, together with damages, if any, to the remainder of the Property is Two Thousand Eight Hundred Dollars (\$2,800), based upon the 2012 assessed value; and

WHEREAS, Tax Map Parcel 18-67K consists of approximately 2.152 acres of land owned by James and Claudia Thompson ("the Property Owners"); and

WHEREAS, the Board must acquire right-of-way and easements on Tax Map Parcel 18-67K ("the Property") because the design of the road improvements requires 0.068 acres of permanent right-of-way, 0.017 acres of permanent drainage easement, 0.091 acres of easement to be conveyed to Northern Virginia Electric Company (NOVEC) as a permanent utility easement, 0.067 acres of easement to be conveyed to Verizon as a permanent utility easement and 0.094 acres of temporary construction easement on Tax Map Parcel 18-67K; and

WHEREAS, the fair market value for the required areas of the Property, together with damages, if any, to the remainder of the Property is Seven Thousand Three Hundred Dollars (\$7,300), based upon the 2012 assessed value; and

WHEREAS, Tax Map Parcel 18-56F consists of approximately 3.00 acres of land owned by Bart and Larhonda Gabriel (“the Property Owners”); and

WHEREAS, the Board must acquire right-of-way and easements on Tax Map Parcel 18-56F (“the Property”) because the design of the road improvements requires 0.031 acres of permanent retaining wall easement, 0.009 acres of permanent drainage easement, 0.085 acres of temporary entrance easement, 0.078 acres of temporary slope easement, and 0.136 acres of easement to be conveyed to Verizon for use as a permanent utility easement on Tax Map Parcel 18-56F; and

WHEREAS, the fair market value for the required areas of the Property, together with damages, if any, to the remainder of the Property is Six Thousand Two Hundred Fifty Dollars (\$6,250), based upon the 2012 assessed value; and

WHEREAS, Tax Map Parcel 18-55A consists of approximately 3.209 acres of land owned by Danny and Rosina Raines (“the Property Owners”); and

WHEREAS, the Board must acquire an easement on Tax Map Parcel 18-55A (“the Property”) because the design of the road improvements requires 0.009 acres of temporary entrance easement on Tax Map Parcel 18-55A; and

WHEREAS, the fair market value for the required areas of the Property, together with damages, if any, to the remainder of the Property is Five Hundred Dollars (\$500), based upon the 2012 assessed value; and

WHEREAS, Tax Map Parcel 18-67 consists of approximately 2.053 acres of land owned by Joseph and Carol Bochert (“the Property Owners”); and

WHEREAS, the Board must acquire right-of-way and easements on Tax Map Parcel 18-67 (“the Property”) because the design of the road improvements requires 0.103 acres of permanent right-of-way, 0.034 acres of permanent drainage easement, 0.005 acres of easement to be conveyed to Northern Virginia Electric Company (NOVEC) as a permanent utility easement, 0.069 acres of easement to be conveyed to Verizon as a permanent utility easement, and 0.024 acres of temporary slope easement on Tax Map Parcel 18-67; and

WHEREAS, the fair market value for the required areas of the Property, together with damages, if any, to the remainder of the Property is Thirteen Thousand Eight Hundred Fifty Dollars (\$13,850), based upon the 2012 assessed value; and

WHEREAS, the Board, through its consulting negotiator, has made bona fide but ineffectual efforts to purchase the above-referenced affected areas of the listed properties by offering said determination of value on behalf of the County to the respective property owners; and

WHEREAS, the terms of purchase cannot be agreed upon and the County's consulting negotiator has been unsuccessful in negotiating a final settlement with the Property Owners, but will continue to work with the Property Owners to attempt to reach an acceptable settlement;

WHEREAS, the Board must conduct a public hearing in accordance with Virginia Code Sections 15.2-1903(B) and 15.2-1905 (C), to determine the necessity for condemnation and the use of the County's quick-take powers;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of June, 2012 that the Board be and it hereby does authorize the County Administrator to advertise a public hearing to receive public testimony, and consider the necessity for condemnation and use of its quick-take powers to immediately acquire permanent right-of-way, drainage, retaining wall and utility easements, and temporary slope, entrance, and construction easements on portions of the properties of Donald Decatur, Tax Map Parcel 18H-2-34; James and Claudia Thompson, Tax Map Parcel 18-67K; Bart and Larhonda Gabriel, Tax Map Parcel 18-56F; Danny and Rosina Raines, Tax Map Parcel 18-55A; and Joseph and Carol Bochert, Tax Map Parcel 18-67, all in connection with the Mountain View Road Transportation Bond project between Rose Hill Farm Drive and 0.25 miles north of Joshua Road, under the provisions of the Virginia Code, Sections 15.2-1903(B) and 15.2-1905(C).

Item 16. Parks, Recreation and Community Facilities; Authorize Contract for Replacement of Ball Field Lights at the Rowser Complex

Resolution R12-154 reads as follows:

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR
TO EXECUTE A CONTRACT WITH MUSCO SPORTS LIGHTING LLC,
TO REPLACE THE BALL FIELD LIGHTS AT THE ROWSER COMPLEX

WHEREAS, replacing the ball field lights on the baseball field at the Rowser Complex has been identified as part of the County's infrastructure improvement needs; and

WHEREAS, the new lights will provide more than 50 percent in energy savings over a standard lighting system; and

WHEREAS, the Commonwealth of Virginia participates in a cooperative purchasing program through The Interlocal Purchasing Systems (TIPS) program; and

WHEREAS, pursuant to the TIPS program, the County obtained a quote from Musco Sports Lighting, LLC for \$159,395 for replacing the lighting system at the Rowser Complex;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of June, 2012, that the County Administrator be and he hereby is authorized to execute a contract with Musco Sports Lighting, LLC, to replace the ball field lights at the Rowser Complex in an amount not to exceed One Hundred Fifty-nine Thousand Three Hundred Ninety-five Dollars (\$159,395), unless amended by a duly-executed contract amendment.

Item 17. Human Resources; Authorize Virginia Retirement Systems Employer Contribution Rate and Member Contribution Election

Resolution R12-155 reads as follows:

**VIRGINIA RETIREMENT SYSTEM EMPLOYER CONTRIBUTION RATES
FOR STAFFORD COUNTY**

(In accordance with the 2012 Appropriation Act Item 468(H))

WHEREAS, the General Assembly mandated contributions requirements from employees and employers participating in the Virginia Retirement System in the 2012 Appropriation Act, Item 468 (H); and

WHEREAS, it is the desire of the Board to comply with the new mandate;

NOW, THEREFORE BE IT RESOLVED, by the Stafford County Board of Supervisors on this 5th day of June, 2012, that Stafford County 55189 be and it hereby does acknowledge that its contribution rates effective July 1, 2012, shall be based on the higher of a) the contribution rate in effect for FY 2012, or b) seventy percent of the results of the June 30, 2011, actuarial valuation of assets and liabilities as approved by the Virginia Retirement System Board of Trustees for the 2012-14 biennium (the “Alternate Rate”) provided that, at its option, the contribution rate may be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code § 51.1-145(I) resulting from the June 30, 2011, actuarial value of assets and liabilities (the “Certified Rate”); and

BE IT FURTHER RESOLVED that Stafford County 55189 does hereby certify to the Virginia Retirement System Board of Trustees that it elects to pay the certified Rate of 11.35% effective July 1, 2012; and

BE IT FURTHER RESOLVED, that Stafford County 55189 does hereby certify to the Virginia Retirement System Board of Trustees that it has reviewed and understands

the information provided by the Virginia Retirement System outlining the potential future fiscal implications of any election made under the provisions of this resolution; and

BE IT STILL FURTHER RESOLVED, that the officers of Stafford County 55189 are hereby authorized in the name of Stafford County to carry out the provisions of this resolution, and said officers of Stafford County are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by Stafford County.

Resolution R12-156 reads as follows:

**VIRGINIA RETIREMENT SYSTEM MEMBER CONTRIBUTIONS BY SALARY
REDUCTION FOR STAFFORD COUNTY**

(In accordance with Chapter 822 of the 2012 Acts of Assembly (SB497))

WHEREAS, Stafford County 55189 employees who are Virginia Retirement System members who commence or recommence employment on or after July 1, 2012 (“FY2013 Employees” for purposes of this resolution), shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis upon commencing or recommencing employment; and

WHEREAS, Stafford County 55189 employees who are Virginia Retirement System members and in service on June 30, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis no later than July 1, 2016; and

WHEREAS, such employees in service on June 30, 2012, shall contribute a minimum of an additional one percent of their creditable compensation beginning on each July 1st of 2012, 2013, 2014, 2015, and 2016, or until the employees’ contributions equal five percent of creditable compensation; and

WHEREAS, Stafford County 55189 may elect to require such employees in service on June 30, 2012, to contribute more than an additional one percent each year, in whole percentages, until the employees’ contributions equal five percent of creditable compensation; and

WHEREAS, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB497) requires an increase in total creditable compensation, effective July 1, 2012, to each such employee in service on June 30, 2012, to offset the cost of the member contributions, such increase in total creditable compensation to be equal to the difference between five percent of the employee's total creditable compensation and the percentage of the member contribution paid by such employee on January 1, 2012;

NOW, THEREFORE BE IT RESOLVED, by the Stafford County Board of Supervisors on the 5th day of June, 2012, that Stafford County 55189 be and it hereby does certify to the Virginia Retirement System Board of Trustees that it shall effect the

implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly (SB497) according to the following schedule for the fiscal year beginning July 1, 2012 (i.e., FY2013):

Type of Employee	Employer Paid Member Contribution	Employee Paid Member Contribution
Plan 1	0 %	5 %
Plan 2	0 %	5 %
FY2013 Employees	0%	5%

; and

BE IT FURTHER RESOLVED, that such contributions, although designated as member contributions, are to be made by Stafford County in lieu of member contributions; and

BE IT FURTHER RESOLVED, that pick up member contributions shall be paid from the same source of funds as used in paying the wages to affected employees; and

BE IT FURTHER RESOLVED, that member contributions made by Stafford County under the pick-up arrangement shall be treated for all purposes other than income taxation, including but not limited to VRS benefits, in the same manner and to the same extent as member contributions made prior to the pick-up arrangement; and

BE IT FURTHER RESOLVED, that nothing herein shall be construed so as to permit or extend an option to VRS members to receive the pick-up contributions made by Stafford County directly instead of having them paid to VRS; and

BE IT FURTHER RESOLVED, that notwithstanding any contractual or other provisions, the wages of each member of VRS who is an employee of Stafford County shall be reduced by the amount of member contributions picked up by Stafford County on behalf of such employee pursuant to the foregoing resolutions; and

BE IT STILL FURTHER RESOLVED, that the officers of Stafford County 55189 are hereby authorized and directed in the name of Stafford County to carry out the provisions of this resolution, and said officers of Stafford County are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by Stafford County for this purpose.

Item 18. Public Information; Recognize and Commend:

Proclamation P12-05 reads as follows:

A PROCLAMATION TO RECOGNIZE AND COMMEND CATHERINE K. WALKER FOR 42 YEARS OF SERVICE TO STAFFORD COUNTY PUBLIC SCHOOLS AND HER DISTINGUISHED 26 YEARS AS PRINCIPAL OF HARTWOOD ELEMENTARY SCHOOL

WHEREAS, Catherine Walker, Principal of Hartwood Elementary School, will retire June 30, 2012, leaving behind a tremendous legacy as an educator and a leader in the Stafford County Public School system; and

WHEREAS, Catherine Walker began her career as a social studies teacher at Gayle Junior High in 1969, after receiving a Bachelors of Arts in both Art History and History from the Mary Washington College of the University of Virginia; and

WHEREAS, in 1974, after five years of teaching, Catherine Walker became the Creative Arts Specialist for Stafford County Public Schools; and

WHEREAS, in 1975, Catherine Walker received a Master's of Education in Curriculum and Instruction, and in 1979, received an endorsement in Educational Administration, both from the University of Virginia; and

WHEREAS, Catherine Walker served as Middle School Supervisor for three years and Director of Middle School Education for one year, both for Stafford County Public Schools, from 1982 to 1986; and

WHEREAS, Catherine Walker became principal of Hartwood Elementary in 1986 where she served for 26 years, and was recognized as Principal of the Year for 2002-2003, and received the Washington Post Distinguished Educational Leadership Award in 2003; and

WHEREAS, during 26 years as principal and 42 years of service to Stafford County, Catherine Walker gave so much of her time, knowledge, and expertise to her peers, to the parents of her students and, most importantly, to children, which helped them build strong foundations for happy and successful lives;

NOW, THEREFORE, BE IT PROCLAIMED by the Stafford County Board of Supervisors on this the 5th day of June, 2012, that it be and hereby does recognize and commend Catherine Walker for 42 years of accomplished service as principal and educator in Stafford County.

Proclamation P12-06 reads as follows:

A PROCLAMATION TO RECOGNIZE AND COMMEND
CITIZEN VOLUNTEERS IN STAFFORD COUNTY

WHEREAS, one foundation of a decent and just society is the willingness of people to work together for the common good through volunteers mobilized to help those

experiencing a variety of problems or issues; to give of their time to recreational and cultural programs, and historic preservation; and to contribute their expertise to local government services; and

WHEREAS, Citizen Assistance volunteers provide switchboard, reception, and ombudsman services in the George L. Gordon, Jr. Government Center, and during the past year have responded to more than 100,000 requests; and

WHEREAS, in the past year, Citizen Assistance volunteer teams have given more than 12,000 hours of service in response to citizen requests; providing data entry support, and traffic and transportation service to the Sheriff's Office; and clerical and reception services to the Circuit and General District Courts and other offices as needed; and as needed provide immediate response and assistance during disasters; and

WHEREAS, the Board desires to call attention to the dedication of these citizens and, in particular, to recognize volunteers who have contributed significant hours of service including: Ida Ansell, 286 hours; Linda Belles, 381 hours; Charlotte Crismond, 759 hours; Anita Dodd, 336 hours; Barbara Flack, 261 hours; Valerie Hart, 297 hours; Nick Kopchinsky, 724 hours; Jose Maguigad, 265 hours; Doris McAdams, 382 hours; Cecelia Miller, 379 hours; Ginny Preda, 209 hours; Howard Rose, 303 hours; Mark Seymore, 344 hours; Jim Smith, 378 hours; William Smith, 370 hours; Alfred Thompson, 767; and Sharon Zornes, 203;

NOW, THEREFORE, BE IT PROCLAIMED by the Stafford County Board of Supervisors on this, the 5th day of June, 2012 that it be and hereby and does recognize and commend all citizen volunteers of Stafford County.

Item 19. Legislative; Approve Appointment of Keith Dayton as an Alternate on the R-Board

Item 20. Legislative; Approve Reappointment of Mike Lovitt to the Industrial Development Authority of the County of Stafford and City of Staunton, Virginia Planning and Zoning; Refer Discussion of UDA's to the Planning Commission Mr. Jeff Harvey, Director of Planning and Zoning, gave a presentation and answered Board members questions about the change in State Code allowing UDAs to become discretionary and more flexible.

Mr. Thomas motioned, seconded by Mr. Sterling, to adopt proposed Resolution R12-165.

The Voting Board tally was:

Yea: (7) Thomas, Sterling, Cavalier, Milde, Schieber, Snellings, Stimpson

Nay: (0)

Resolution R12-165 reads as follows:

A RESOLUTION TO REFER DISCUSSION OF URBAN DEVELOPMENT AREAS TO THE PLANNING COMMISSION

WHEREAS, the Comprehensive Plan was adopted December 14, 2010 with Urban Development Areas as a key component; and

WHEREAS, at that time, Virginia Code Section 15.2-2223.1 required the County to incorporate the concept of Urban Development Areas into its Comprehensive Plan; and

WHEREAS, House Bill 869 was signed into law on April 4, 2012, which will amend Virginia Code Section 15.2-2223.1, effective July 1, 2012, making the concept of Urban Development Areas an optional requirement of the County's Comprehensive Plan; and

WHEREAS, the Planning Commission requested guidance from the Board regarding potential amendments to the Urban Development Areas resulting from the new legislation; and

WHEREAS, the Board desires the Planning Commission to study the future applicability of Urban Development Areas in the County and identify any recommendations that should be considered for amending the Comprehensive Plan; and

WHEREAS, the Board finds that further consideration of the Urban Development Areas will serve to promote the public health, safety, and general welfare of Stafford County and its citizens;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of June, 2012, that it be and hereby does refer discussion of Urban Development Areas to the Planning Commission to study the future applicability of Urban Development Areas in the County and identify any recommendations that should be considered for amending the Comprehensive Plan; and

BE IT FURTHER RESOLVED, that the Planning Commission discuss and consider the following topics in discussion of Urban Development Areas:

- Elimination of Urban Development Areas;
- Changing the name of Urban Development Areas;
- Examining densities and other requirements of Urban Development Areas;

- Examine the time horizon to implement Urban Development Areas; and
- Any other matters it deems important to the subject of Urban Development Areas.

BE IT STILL FURTHER RESOLVED, that the Planning Commission is requested to conclude its discussion and identify its recommendations to the Board within 120 days.

Legislative; Closed Meeting. At 3:25 p.m., Mr. Sterling motioned, seconded by Mr. Snellings, to adopt proposed Resolution CM12-15.

The Voting tally was:

Yea: (7) Sterling, Snellings, Cavalier, Milde, Schieber, Stimpson, Thomas

Nay: (0)

Resolution CM12-15 reads as follows:

A RESOLUTION TO AUTHORIZE CLOSED MEETING

WHEREAS, the Stafford County Board of Supervisors desires to hold a Closed Meeting for (1) discussion and consideration regarding the potential acquisition of real property for a public purpose pertaining to the Park Bond Referendum projects; and

WHEREAS, pursuant to Virginia Code Section 2.2-3711 (A)(3), such consultations and discussions may occur in Closed Meeting;

NOW, THEREFORE, BE IT RESOLVED that the Stafford County Board of Supervisors on this the 5th day of June, 2012, does hereby authorize discussions of the aforestated matters in Closed Meeting.

Call to Order At 4:38 p.m., the Chairman called the meeting back to order.

Legislative; Closed Meeting Certification Mr. Sterling motioned, seconded by Mr. Thomas, to adopt proposed Resolution CM12-15(a).

The Voting Board tally was:

Yea: (7) Sterling, Thomas, Cavalier, Milde, Schieber, Snellings, Stimpson

Nay: (0)

Resolution CM12-15(a) reads as follows:

A RESOLUTION TO CERTIFY THE ACTIONS OF THE STAFFORD COUNTY BOARD OF SUPERVISORS IN A CLOSED MEETING ON JUNE 5, 2012

WHEREAS, the Board has, on this the 5th day of June, 2012 adjourned into a closed meeting in accordance with a formal vote of the Board and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, the Virginia Freedom of Information Act, as it became effective July 1, 1989, provides for certification that such Closed Meeting was conducted in conformity with law;

NOW, THEREFORE, BE IT RESOLVED that the Stafford County Board of Supervisors does hereby certify, on this the 5th day of June, 2012, that to the best of each member's knowledge: (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were discussed in the Closed Meeting to which this certification applies; and (2) only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed, or considered by the Board.

Parks, Recreation and Community Facilities; Parks Project Update Mr. Anthony Romanello, County Administrator, informed the Board that the County reached an impasse regarding land for the Athletic Complex and stated that negotiations would continue. He added that this item will come back to the Board at its June 19th meeting.

Recess At 4:46 p.m., the Chairman declared a recess.

Call to Order At 7:02 the Chairman called the meeting back to order.

Invocation Ms. Stimpson gave the Invocation.

Pledge of Allegiance Mr. Thomas led the recitation of the Pledge of Allegiance to the Flag of the United States of America.

Presentations by the Public Citizens spoke on topics as identified:

- | | | |
|-----------------|---|---------------------------------------------------------------------------------------|
| Ruth Carlone | - | Landscape, County Volunteer Ida Ansell, UDAs, Commercial buildings/vacancies, signage |
| Alane Callander | - | Unemployment rate, economy, Clift Farm Quarter |

- George Schwartz - Clift Farm Quarter Power Point Presentation
- Dean Fetterolf - UDA for Courthouse Area, Clift Farm Quarter
- Barbara Piatt - Shooting Range, Clift Farm Quarter
- Paul Waldowski - UDAs, Vertical Parking Garages

Finance and Budget; Approve Revised County Financial Policies Mr. Anthony Romanello, County Administrator, gave a presentation and answered Board members questions.

Mr. Sterling motioned, seconded by Mr. Milde, to adopt proposed Resolution R12-167.

The Voting tally was:

- Yea: (7) Sterling, Milde, Cavalier, Schieber, Snellings, Stimpson, Thomas
- Nay: (0)

Resolution R12-167 reads as follows:

A RESOLUTION TO AMEND THE PRINCIPLES OF HIGH PERFORMANCE FINANCIAL MANAGEMENT

WHEREAS, it is the desire of the Board to prudently manage the County’s resources and the “Principles of High Performance Management” shall serve as a guideline; and

WHEREAS, the Board reviewed and updated the “Principles of High Performance Financial Management” to reflect current County needs;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of June, 2012, that the “Principles of High Performance Financial Management,” as contained herein, be and they hereby are adopted.

The Stafford County Board of Supervisors hereby establishes its Principles of High Performance Financial Management to prudently manage the people’s resources through:

- Accountable and transparent allocation of resources.
- Planned strategic use of financial resources to ensure sustainability.

- Maintaining and upgrading the County’s bond ratings.
- Balanced tax burden from residential and commercial sources.

DEBT LIMITATIONS

- General obligation debt shall not exceed 3.5% of the assessed valuation of taxable real property, ~~with a goal to~~ and shall not exceed 3% by July 1, 2015.
- General fund debt service expenditures (County and Schools) shall not exceed 11% of the general government and schools operating budgets, ~~with a goal to~~ and shall not exceed 10% by July 1, 2015.
- Debt ratios do not include debt to be repaid from identified revenue sources outside the General Fund. In the case of special service districts, the Board of Supervisors intends to set tax rates to cover any debt to be funded with the revenue.
- Capital lease debt service shall not exceed 1% of the general government budget. Capital lease debt may only be used if all the following four criteria are met:
 1. Capital lease purchase is eligible under state law for such financing;
 2. Useful life of the purchase equals or exceeds the term of the debt;
 3. Total purchase exceeds \$100,000; and
 4. Sufficient funds are available to service the capital lease debt.

CAPITAL IMPROVEMENT PROGRAM (CIP) AND BONDED DEBT SERVICE AFFORDABILITY GUIDELINES

- A five-year CIP allocating capital improvement funds between the Schools and General Government will be adopted annually.
- Debt-funded CIP projects for County and Schools will be no less than \$500,000 each and will have a useful life that meets or exceeds the life of any debt issuance.
- Capital Improvement projects for County and Schools are items for which the purchase, construction, renovation, non-recurring replacement, expansion, or the acquisition represents a public betterment and adds to the total physical worth of Stafford. Projects include, but are not limited to, expenditures for land, new structures, major repairs and renovations; maintenance of existing structures; and expenditures for machinery, equipment and vehicles. Each project should have a total cost of \$500,000 or more. ~~Like projects can be combined when appropriate to meet the cost criteria.~~ Scope of project includes all professional services (land acquisition, legal, planning, design) and construction costs.

Each year's maximum available debt service will be established by increasing the prior year's actual debt service by the percentage of general fund revenue changes averaged over the last 5 years.

UNASSIGNED FUND BALANCE

- The County shall maintain an unassigned fund balance that is not less than ~~11% of annual general fund revenues by July 1, 2010, with the goal that it will be increased to 12% of annual general fund revenues, not including transfers, reserves and grants, by July 1, 2015.~~ Use of the unassigned fund balance below this amount will be restricted to only significant unexpected declines in revenues or unanticipated emergency expenditures. Following any use of unassigned fund balance, the County will replenish the unassigned fund balance within three fiscal years.
- A reserve for healthcare costs equal to the estimated IBNR (incurred but not reported) plus 10% of annual claims will be maintained by school and county funds.
- Any amount in excess of the minimum unassigned fund balance will be assigned to these reserves, according to the following hierarchy and formulas:
 1. Revenue Stabilization Reserve (RSR): minimum of ½ of 1% of General Fund revenues.
 - The trigger for drawing on the reserve is a 2% revenue shortfall within a single fiscal year. The reserve can be used as a first stop for major unanticipated emergencies and catastrophes.
 - The reserve will not be used to offset a tax rate change.
 - The reserve will be used in combination with spending cuts.
 - The reserve will be restored to the minimum level within 5 years.
 - Withdrawal amounts may not exceed one-half of the RSR balance in any one fiscal year.
 - RSR funds should only be directed to one-time expenditures to the extent possible.
 2. Capital Projects Reserve of \$1,500,000 will be used to reduce reliance on debt, to provide cash flow for capital projects, and to pay down high interest debt when advantageous.
 3. Stafford Opportunity Fund Reserve: \$500,000.
 4. Any remaining monies available after the ~~reserves-minimums~~ are fully funded will go to the Capital Projects Reserve.
- Rollback Tax Revenue in excess of \$80,000 will be dedicated to the County's Purchase of Development Rights program.

- Stafford County does not intend to establish a trend of using Fund Balance to finance current operations. As a nonrecurring source of revenue, any balance not needed for liquidity or financial cushion as noted above will be spent solely for nonrecurring uses. After the yearly audit and confirmation of fund balances by the County's external auditor, and in consideration of current financial conditions, the Board of Supervisors ~~may allocate amounts in excess of the minimum unassigned fund balance for encumbrances and commitments.~~ will consider reappropriation of Schools' unspent prior year funds.

GENERAL FUND BUDGET GUIDELINES

- Stafford will prepare and approve an annual budget with multi-year projections. The County will annually adopt and execute a budget for such funds as may be required by law or by sound financial practices and generally accepted accounting principles. The budget shall control the levy of taxes and the expenditure of money for all County purposes during the ensuing fiscal year. The County budget shall be balanced within all available operating revenues, including fund balance, and adopted by the Board of Supervisors.
- Each year as part of the budget process, five year projections of revenues and expenditures will be prepared.
- Stafford County does not intend to issue tax or revenue anticipation notes to fund operations. The County intends to manage cash to prevent borrowing to meet cash flow needs.
- The school's share of the general government revenues will be 100% of meals tax revenues and an appropriate amount to ensure a globally competitive school system. The school operating transfer will be the difference between the school's share of general government revenues and school-related bonded and lease debt service.
- An amount equivalent to 1% of general fund expenditures will be set aside for pay-as-you-go capital projects. An amount equal to 1% of the school's operating budget will also be set aside for pay-as-you-go capital projects by July 1, 2015. Cash capital will be used for only small capital projects and infrastructure needs.
- An amount equivalent to ½% of general government expenses will be set aside for the operating budget contingency reserve.

FINANCE, AUDIT & BUDGET COMMITTEE

- The Chairman of the Board of Supervisors will appoint a Finance, Audit & Budget Committee each year.

BUDGET REVIEWS

On a monthly basis, staff will provide written budget reports to the Board of Supervisors. Additionally, staff will provide quarterly budget and finance presentations at meetings of the Board of Supervisors.

TAX TRIGGER PROVISION

- General revenue increases that exceed revenue forecasts, and are not accompanied by additional costs in the annual budget process, provide a trigger to reduce the real estate tax rate.

PERIODIC POLICY REVIEW

The Board of Supervisors will review this policy no less than once every two years.

FUND BALANCE REPORTING

The new standard for fund balance reporting establishes criteria for classifying fund balances into specifically defined categories. There are now five (5) classifications versus the three (3) previously used in our financial statements.

<u>Old Classification</u>	<u>New GASB 54 Classification</u>
<u>Reserved</u>	<u>Nonspendable</u>
	<u>Restricted</u>
<u>Designated</u>	<u>Committed</u>
	<u>Assigned</u>
<u>Undesignated</u>	<u>Unassigned</u>

- Nonspendable – for items that would not be converted to cash, like inventories and prepaid items (cash has already been used).
- Restricted – amounts that can be spent for specific purposes, dictated by external entities or legislation, like debt service covenants, and grants.
- Committed – for specific purposes determined by formal action of governing body, such as transportation projects or our Capital, Stafford Opportunity, and Revenue Stabilization reserves. The commitments for the specific purpose must be made prior to the end of the fiscal year. The actual amount may be determined subsequently (prior to financial statement issuance). Action by governing body is needed to “undo” the commitment.

- Assigned – management’s intentions/specific purposes, such as set asides we have for CSA, permit center, or future expenditures.
- Unassigned – residual, spendable amounts in the General Fund – there should not be any unassigned funds in Special Revenue and Capital Projects Funds, as all funds should relate to the purpose of the fund.

Encumbrances have been a designation of fund balance. Under the new standard encumbrances will be included in the total amounts reported as restricted, committed or assigned fund balance. The Notes to the Financial Statements will disclose the allocation by major fund and in aggregate for non-major funds.

Fund Balance Classification Policies and Procedures:

The new standard requires disclosure of the government’s decision making authority and order of spending with regard to unrestricted fund balance. The following table describes the disclosures by fund balance classification.

<u>Committed Fund Balance</u>	<u>Highest level of decision making authority.</u>
	<u>Formal action required to establish (and modify or rescind) a fund balance commitment.</u>
<u>Assigned Fund Balance</u>	<u>Official authorized to assign amounts to a specific purpose.</u>
	<u>Policy establishing that authorization.</u>
<u>Spending Policy</u>	<u>When an expenditure can be funded by either restricted or unrestricted fund balance, restricted funds are used first, followed by unrestricted funds. This parallels our policy of spending other funding sources first.</u>
	<u>Order of use of unrestricted fund balance is committed – assigned – unassigned.</u>

BUDGET PROCEDURES/CALENDAR

<u>MONTH</u>	<u>PROCEDURE</u>
October	Work Session <ul style="list-style-type: none"> • Preliminary prior year balances • 1st quarter review of fiscal year • Preliminary budget overview to include: <ul style="list-style-type: none"> ○ Revenue projection with no increase in equalized tax ○ Expenditures with no new initiatives other than required ○ Information on new revenues and expenditures ○ Budget calendar BOS/School Board Joint work session

November	Feedback/Consensus/Guidance from the Board Board priorities/Performance standards Proposed CIP work session
December	Public Hearing and adoption of CIP Audit Report
January	Work Session <ul style="list-style-type: none"> • Final prior year balances • Mid-year review • Revenue trends for upcoming budget • Feedback from Board
February	Receive Superintendent’s Recommended Budget
March	Receive School Board’s Budget by March 7th
March, 1 st meeting	County Administrator presents Proposed Budget
March, 2 nd meeting	Budget work session
April, 1 st meeting	Budget work session
April, 2 nd meeting	Budget work session & public hearing
April, 3 rd meeting	Adopt budget

Human Resources; Authorize Amendment to the County’s Travel Policy Mr. Anthony Romanello, County Administrator, requested a deferral of this item to the June 19th meeting, to allow employees sufficient time to review the policy changes.

Mr. Thomas motioned, seconded by Mr. Sterling, to defer this item to the June 19th meeting.

The Voting tally was:

Yea: (7) Thomas, Sterling, Cavalier, Milde, Schieber, Snellings, Stimpson

Nay: (0)

County Administration; Convey an Easement on County Property to the Virginia Outdoors Foundation Mr. Keith Dayton, Deputy County Administrator, gave a presentation and answered Board members questions.

Mr. Sterling inquired about the potential loss of river access for recreational use if this easement was approved. Mr. Dayton said that recreational river access was still possible, it was complicated but not impossible but at a different location than the easement.

The Chairman opened the public hearing.

No persons desired to speak.

The Chairman closed the public hearing.

Mr. Snellings motioned, seconded by Mr. Milde, to adopt proposed Resolution R12-124.

The Voting Board tally was:

Yea: (7) Snellings, Milde, Cavalier, Schieber, Sterling, Stimpson, Thomas

Nay: (0)

Resolution R12-124 reads as follows:

**A RESOLUTION TO AUTHORIZE THE CONVEYANCE OF AN
OPEN- SPACE EASEMENT ON 8.47 ACRES OF ASSESSOR’S
PARCEL 43-22B TO THE VIRGINIA OUTDOORS FOUNDATION**

WHEREAS, the Hartwood Volunteer Fire Department serves an important role in protecting the community; and

WHEREAS, the Hartwood Volunteer Fire Department is located on Assessor’s Parcel 35-34A with no land available for replacement of the existing, inadequate onsite sewage system; and

WHEREAS, the only land available for a new onsite sewage system is on Assessor’s Parcel 35-33, which is owned by the Estate of Helen Stewart Jones and is encumbered with an open-space easement held by the Virginia Outdoors Foundation; and

WHEREAS, staff identified an 8.47 acre portion of County-owned Assessor’s Parcel 43-22B as an area suitable to establish an open-space easement as replacement for the existing Virginia Outdoors Foundation easement; and

WHEREAS, Assessor’s Parcel 43-22B totals 40.16 acres and includes the Rocky Pen Run water pumping station on the Rappahannock River; and

WHEREAS, staff has determined that there will be no adverse impacts to the operation of this facility by the granting of this easement; and

WHEREAS, the Virginia Outdoors Foundation Board of Trustees has determined that the proposed replacement location on Assessor's Parcel 43-22B meets the requirements of Virginia Code Section 10.1-1704; and

WHEREAS, the Virginia Outdoors Foundation Board of Trustees has agreed to accept the easement as a substitute for the easement on Assessor's Parcel 35-33; and

WHEREAS, the Board finds that the public necessity, convenience, general welfare, and good planning practices support conveyance of the easement to the Virginia Outdoors Foundation; and

WHEREAS, the Board has considered staff recommendations and testimony from the public hearing;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of June, 2012, that the County Administrator be and he hereby is authorized to convey an open-space easement on an 8.47 acre portion of Assessor's Parcel 43-22B to the Virginia Outdoors Foundation, subject to the removal by the Virginia Outdoors Foundation of an existing open-space easement on a portion of Assessor's Parcel 35-33, owned by the Estate of Helen Stewart Jones.

Parks, Recreation and Community Facilities; Consider Revision of Certain Parks and

Recreation Fees Mr. Chris Hoppe, Director of Parks, Recreation and Community Facilities, gave a presentation and answered Board members questions.

Mr. Sterling said that he had concerns about raising fees while not providing any greater access to services. He added that Stafford residents were going to other communities to participate in certain sports due to the lack of facilities available in Stafford and that he could not support any fee increase until there was a marked improvement in services provided to County residents.

Mr. Cavalier asked if, even with the proposed specified increases, was there an overall decrease in fees. Mr. Hopped detailed the changes, both increases and decreases in fees. He also asked if the anticipated additional \$34,700 in fees had been allocated and to

where or to what programs. Mr. Hoppe responded that the fees would go into the General Fund and would be used of offset expenditures.

Mr. Snellings said that he agreed with Mr. Sterling. Based on the current economy he could not support any fee increases. He suggested that Mr. Hoppe present fee increases to the Board again in six months when things may have turned around. He added that the crux of the matter was that the County was in dire need of new facilities and that the County had to get serious about providing those facilities for its residents.

The Chairman opened the public hearing.

No persons desired to speak.

The Chairman closed the public hearing.

Mr. Sterling motioned, seconded by Mr. Snellings, to deny proposed Ordinance O12-23.

The Voting Board tally was:

Yea: (7) Sterling, Snellings, Cavalier, Milde, Schieber, Stimpson, Thomas

Nay: (0)

Planning and Zoning; Approve Reclassification from A-1, Agricultural to P-TND, Planned-Traditional Neighborhood Development on a Portion of Assessor's Parcel 38-124; and a Request for Deviation from Table 3.5(A) of the Zoning Ordinance for the Clift Farm Quarter Reclassification Mr. Clark Leming, Attorney for the Applicant, requested deferral of this item to the August 21st meeting with staff comments submitted to Mr. Leming's office by August 1st and a response submitted to staff by August 12th. Mr. Charlie Shumate, County Attorney, suggested a date of June 30th for staff's submission to Mr. Leming's office, and their response back to staff on or before August 7th.

Mr. Sterling motioned, seconded by Mr. Cavalier, to defer this item to the August 21st meeting and added June 30, 2012 for staff submission to Mr. Leming and a response to the County from Mr. Leming's office on or before August 7, 2012.

Discuss the Code of Virginia Policy for Combined County/School Finance Departments

Mr. Snellings brought this up for consideration by the Board. Mr. Sterling mentioned that Capital Projects should be considered as well as other departments for consolidation, not just Finance. Mr. Snellings said that he would like to know, 1) does State Code permit the combination of County/School departments; 2) what departments should be considered; and 3) what benefit (or negative) would consolidation be to taxpayers.

Mr. Schieber talked about the challenge in resources for the School's core mission (classroom instruction) and said that other localities such as Suffolk and Loudoun Counties have worked with shared services in Procurement, Information Technology, Human Resources, and Finance. He added that it should be done only if it is in the best interest of local government and to provide the best services at the lowest cost.

Mr. Romanello said he believed that Schools and the County should be equal participants in a proposed study and that the School Board should be asked to take similar action to the Board in undertaking the study of consolidation of services in some departments. Ms. Stimpson agreed with Mr. Romanello and said that the study should involve a working partnership between both Boards. She asked staff to prepare a memo to the Chairman of the School Board to solicit their cooperation.

Mr. Snellings motioned, seconded by Mr. Schieber, to undertake a study to research the consolidation of certain departments including taking into account what State Code allows, what departments would be considered, and whether it would be a benefit to taxpayers. Mr. Romanello suggested that soliciting cooperation of the School Board should be included, to which Mr. Snellings agreed, and added it to his motion.

The Voting Board tally was:

Yea: (7) Snellings, Cavalier, Milde, Schieber, Sterling, Stimpson, Thomas
Nay: (0)

Discuss Status of the FY2012 Audit Mr. Sterling asked that Chief Financial Officer, Maria Perrotte, give the Board an update of the FY2012 audit. Ms. Perrotte stated that the County's field work was completed in May and that auditors would be back in September to review financial statements. She added that the Schools audit was to be held concurrently but that Schools did not provide information on time. Therefore, the Schools audit was scheduled to begin on June 11, 2012. The auditors would also be returning to audit the School Division's financial statements in September, 2012.

Appoint members to the Joint Land Use Policy Committee Ms. Stimpson asked that this item be added to the agenda and nominated (Retired) Col. Daniel Choike and Mr. Ty Schieber to represent the County on the JLUS Policy Committee. Discussion ensued. Mr. Sterling inquired about having a Board Bank Application available for Col. Choike. Mr. Milde said that he believed that as a member of the Quantico Regional Executive Steering Committee, and having six and one-half years' experience with land use issues, he would be the better choice for this newly formed committee.

Mr. Thomas motioned, seconded by Mr. Milde (for the purpose of further discussion), to appoint Colonel Daniel Choike, USMC Ret., and Mr. Ty Schieber to the Joint Land Use Policy Committee.

The Voting Board tally was:

Yea: (7) Thomas, Milde, Cavalier Schieber, Snellings, Sterling, Stimpson,
Nay: (0)

Following the vote and additional discussion, Mr. Milde resigned his position on the Quantico Regional Executive Steering Committee.

Legislative; Closed Meeting. At 8:09 p.m., Mr. Sterling motioned, seconded by Mr. Snellings, to adopt proposed Resolution CM12-15.

The Voting tally was:

Yea: (7) Sterling, Snellings, Cavalier, Milde, Schieber, Stimpson, Thomas
Nay: (0)

Resolution CM12-15 reads as follows:

A RESOLUTION TO AUTHORIZE CLOSED MEETING

WHEREAS, the Stafford County Board of Supervisors desires to hold a Closed Meeting for (2) consultation, discussion, and legal advice pertaining to claims submitted by General Excavation, Inc. regarding Rocky Pen Run Reservoir; and (3) a personnel matter discussion pertaining to the County Administrator’s annual evaluation; and

WHEREAS, pursuant to Virginia Code Section 2.2-3711(A)(1) and (A)(7), such consultations and discussions may occur in Closed Meeting;

NOW, THEREFORE, BE IT RESOLVED that the Stafford County Board of Supervisors on this the 5th day of June, 2012, does hereby authorize discussions of the aforestated matters in Closed Meeting.

The Voting Board tally was:

Yea: (7) Snellings, Schieber, Cavalier, Milde, Sterling, Stimpson, Thomas
Nay: (0)

Call to Order At 9:01 p.m., the Chairman called the meeting back to order.

Legislative; Closed Meeting Certification Mr. Snellings motioned, seconded by Mr. Sterling, to adopt proposed Resolution CM12-15(a).

The Voting Board tally was:

Yea: (7) Snellings, Sterling, Cavalier, Milde, Schieber, Stimpson, Thomas
Nay: (0)

Resolution CM12-15(a) reads as follows:

A RESOLUTION TO CERTIFY THE ACTIONS OF THE STAFFORD
COUNTY BOARD OF SUPERVISORS IN A CLOSED MEETING ON
JUNE 5, 2012

WHEREAS, the Board has, on this the 5th day of June, 2012 adjourned into a closed meeting in accordance with a formal vote of the Board and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, the Virginia Freedom of Information Act, as it became effective July 1, 1989, provides for certification that such Closed Meeting was conducted in conformity with law;

NOW, THEREFORE, BE IT RESOLVED that the Stafford County Board of Supervisors does hereby certify, on this the 5th day of June, 2012, that to the best of each member's knowledge: (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were discussed in the Closed Meeting to which this certification applies; and (2) only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed, or considered by the Board.

Mr. Sterling motioned, seconded by Mr. Thomas, to deny the three claims submitted by General Excavation, Inc.

The Voting Board tally was:

Yea: (7) Sterling, Thomas, Cavalier, Milde, Schieber, Snellings, Stimpson

Nay: (0)

Adjournment At 9:02 p.m. the Chairman declared the meeting adjourned.

Anthony J. Romanello, ICMA-CM
County Administrator

Susan B. Stimpson
Chairman