



Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610  
Fax: 540/667-0370  
E-mail: cshiffle@fcva.us

**TO:** Board of Supervisors  
**FROM:** Finance Committee  
**DATE:** December 21, 2016  
**SUBJECT:** Finance Committee and Budget Work Session Report and Recommendations

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A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, December 21, 2016 at 8:00 a.m. A budget work session immediately followed. All members were present.  Items 6 and 9 were approved under consent agenda.

**FINANCE COMMITTEE**

1. The Sheriff requests a General Fund supplemental appropriation in the amount of \$8,536.58. This amount represents reimbursements from the Treasury Department. No local funds required. See attached memo, p. 4. The committee recommends approval.
2. The Sheriff requests a General Fund supplemental appropriation in the amount of \$5,000. This amount represents Byrne Justice Assistance Program: Naloxone for Law Enforcement Agencies grant. No local funds required. See attached information, p. 5 – 12. The committee recommends approval.
3. The Sheriff requests a General Fund supplemental appropriation in the amount of \$17,999. This amount represents the 21 Century Policing Grant. A local in-kind match of \$2,001 is required. See attached information, p. 13 – 29. The committee recommends approval.
4. The Sheriff requests a General Fund supplemental appropriation in the amount of \$3,617. This amount represents unbudgeted proceeds from the Sheriff's Sale. No local funds required. See attached memo, p. 30 – 31. The committee recommends approval.

5. The Fire & Rescue Chief requests a General Fund supplemental appropriation in the amount of \$9,662. This amount represents unbudgeted Aid-to-Localities funds received. No local funds required. See attached memo, p. 32. The committee recommends denial of the supplemental appropriation.
6.  The Fire & Rescue Chief requests a General Fund supplemental appropriation in the amount of \$5,096.40. This amount represents an auto claim. No local funds required. See attached memo, p. 33 – 34.
7. The Fire & Rescue Chief requests a General Fund supplemental appropriation in the amount of \$16,297 for expenditures and \$32,594 for revenue. This amount represents the unbudgeted portion of a Local Emergency Management Performance Grant. See attached information, p. 35 – 44. The committee recommends approval.
8. The Finance Director requests a General Fund supplemental appropriation in the amount of \$29,263.76. This amount represents unspent FY16 VJCCCA funds to be returned to the state. See attached letter, p. 45. The committee recommends approval.
9.  The Landfill Manager requests a Landfill Fund supplemental appropriation in the amount of \$3,049.96. This amount represents an auto claim. No local funds required. See attached memo, p. 46 – 47.

#### **BUDGET WORK SESSION**

1. See attachments, p. 48 – 74.

#### **INFORMATION ONLY**

1. The Finance Director provides a Fund 10 Transfer Report for November 2017. See attached, p. 75.
2. The Finance Director provides financial statements for the month ending November 30, 2016. See attached, p. 76 – 86.

3. The Finance Director provides an FY 2016 Fund Balance Report ending December 14, 2016. See attached, p. 87.
4. The NRADC Superintendent discusses long range planning for the academy.

Respectfully submitted,

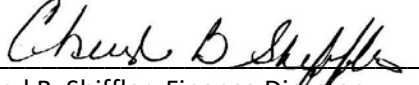
FINANCE COMMITTEE

Judith McCann-Slaughter, Chairman

Charles DeHaven

Gary Lofton

Angela Rudolph

By   
Cheryl B. Shiffler, Finance Director

FREDERICK COUNTY SHERIFF'S OFFICE

FREDERICK COUNTY  
NOV 04 2016  
FINANCE DEPARTMENT



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400

TO : Cheryl Shiffler, Finance Director  
FROM : Sheriff Lenny Millholland  
SUBJECT : Reimbursements - Appropriation  
DATE : November 3, 2016

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Frederick County Sheriff's Office has received reimbursements from the Treasury Department totaling \$8,536.58. This amount has been posted to 3-010-033010-0025. We are requesting appropriation into the following budget lines in the listed amount:

\$5,085.30 - purchase polygraph machine - 3102-5409-000-000 (budget line money was transferred out of)

\$2,567.43 - overtime paid out for cigarette case - 3102-1005-000-000

\$ 883.85 - rental car for cigarette case - 3102-5506-000-000

Thank you.

LWM/asw

C.S. 8536.58 10/19/16



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

September 26, 2016

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 786-8732

Ms. Brenda G. Garton
County Administrator
Frederick County
107 North Kent Street
Winchester, VA 22601

Byrne Justice Assistance Program - Project Title: Naloxone for Law Enforcement Agencies

Dear Ms. Garton:

I am pleased to advise you that grant number 17-A4038AD15 for the above-referenced grant program has been approved for a Total Award of \$5,000 in Federal Funds.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Heather Smolka at (804) 371-0635.

Sincerely,

[Handwritten signature of Francine C. Ecker]

Francine C. Ecker
Director

Enclosures

cc: The Hon. L. W. "Lenny" Millholland, Sheriff
Ms. Cheryl B. Shiffler, Finance Director - signed copy
Ms. Heather Smolka, DCJS Monitor

4-010-031020-5409-000-000

3-010-033010-0025 Criminal Justice Services Board • Committee on Training • Advisory Committee on Juvenile Justice and Prevention
Advisory Committee to the Court Appointed Special Advocate and Children's Justice Act Programs
Advisory Committee on Sexual and Domestic Violence • Private Security Services Advisory Board

(10FN)

## Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

### Statement of Grant Award/Acceptance


<b>Subgrantee: Frederick County</b>		<b>Date: September 26, 2016</b>	
<b>Grant Period:</b>		<b>Grant Number:</b>	
<b>From:</b> 10/01/2016	<b>Through:</b> 09/30/2017	17-A4038AD15	

Project Director	Project Administrator	Finance Officer
The Hon. L. W. "Lenny" Millholland Sheriff Frederick County 1080 Coverstone Drive Winchester, VA 22601  <b>Phone:</b> (540) 662-6168 <b>Email:</b>	Ms. Brenda G. Garton County Administrator Frederick County 107 North Kent Street Winchester, VA 22601  <b>Phone:</b> (540) 665-6382 <b>Email:</b> bgarton@fcva.us	Ms. Cheryl B. Shiffler Finance Director Frederick County 107 North Kent Street Winchester, VA 22601  <b>Phone:</b> (540) 665-5610 <b>Email:</b> cshiffler@fcva.us

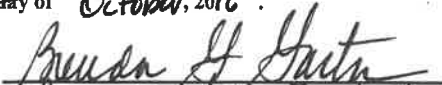
### Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$5,000	\$0	\$0	\$0	\$5,000
Personnel	\$0	\$0	\$0	\$0	\$0
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>	\$5,000	\$0	\$0	\$0	\$5,000

**This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.**

  
**Francine C. Ecker, Director**

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this 20<sup>th</sup> day of October, 2016.

**Signature:**   
**Title:** County Administrator

# STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219

## Edward Byrne/Justice Assistance Grant Program

Subgrantee: Frederick County

Grant Number: 17-A4038AD15

Federal Catalog Number: 16.738

Title: Naloxone for Law Enforcement Agencies

Date: September 26, 2016

The following conditions are attached to and made a part of this grant award:

1. Where the Statement of Grant Award reflects a required match contribution by the grant recipient, the recipient agrees, by accepting the award, to provide the match as shown in non-federal match.
2. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
  - to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
  - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
  - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.
3. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
4. Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not, the subgrantee must report to the DCJS, by letter, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the subgrantee must obtain approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds.
5. The subgrantee agrees to submit such reports as requested by DCJS on forms provided by DCJS. Funds from this grant will not be disbursed, if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
6. Grant funds are usually disbursed quarterly. Grant state and local match funds are expended and/or obligated during the grant period. All legal obligations must be liquidated no later than 90 days after the end of the grant period. All requests for reimbursement must be completed within 90 days after the end of the grant. The grant recipient agrees to submit to the DCJS a final grant financial report and return all unexpended grant funds that were received within 90-days after the end of the grant.
7. **Budget Amendment Requests must be submitted through GMIS by the Project Director, Program Administrator, or Finance Officer. This Budget Amendment form must be accompanied with a narrative. No more than two such amendments will be permitted during the grant period. The deadline for all budget amendments to be submitted will be 45 days prior to the end of the grant year.**
8. Acceptance of this grant award by the local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.

- a. By signing the Statement of Grant Award/Acceptance, the grantee agrees to comply with all terms, conditions, certifications and assurances that are attached to and made part of this grant award.
  - b. The Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (2 pages) can be downloaded from the DCJS website at <http://www.dcjs.virginia.gov/forms/grants/usdoj.doc>.
  - c. The General Grant Conditions and Assurances, Attachment A (5 pages) can be downloaded at <http://www.dcjs.virginia.gov/forms/grants/attachmentA.doc>.
9. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.
  10. The grantee agrees to comply with the Virginia Public Procurement Act <http://eva.virginia.gov/pages/eva-vppa.htm>. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS. Permission to make sole source procurements must be obtained from DCJS in advance.
  11. The grantee may follow their own established travel rates if they have an established travel policy. If a grantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. For future reference please refer to the following IRS website for the most current mileage rate: <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>: Transportation costs for air and rail must be at coach rates.
  12. Project Income: Any funds generated as a direct result of DCJS grant-funded projects are deemed project income. Project income must be reported on the Subgrantee Financial Report for Project Income provided by DCJS. Instructions for the Project Income form can be downloaded at: <http://www.dcjs.virginia.gov/forms/grants/subgrantProjectIncomeInstructions.doc>. The Project Income form can also be downloaded from the DCJS website at: <http://www.dcjs.virginia.gov/forms/grants/subgrantProjectIncome.xls>. Examples of project income might include service fees; client fees; usage or rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
  13. The grantee agrees to comply with all federal and state confidentiality requirements. All grantees receiving funds to conduct research or statistical activities that involve collecting data identifiable to a private person should submit a Privacy Certificate, when required, in accordance with the requirements of 28 CFR Part 22. This requirement can be downloaded at: <http://www.ecfr.gov/cgi-bin/text-idx?SID=484ad202fefda843f58e860eebaa85b&node=28:1.0.1.1.23&rgn=div5#28:1.0.1.1.23.0.4.6>.
  14. The grantee agrees to comply with the Department of Justice's requirements of 28CFR part 46 – Protection of Human Subjects. These federal requirements can be downloaded at: <http://www.ecfr.gov/cgi-bin/text-idx?SID=484ad202fefda5843f53e860eebaa85b&node=28:2.0.1.1.4&rgn=div5>.
  15. The recipient agrees to assist the Department of Justice in complying with the National Environmental Policy Act (NEPA), and other related federal environmental impact analyses requirements in the use of these grant funds. Accordingly, prior to obligating grant funds, the grantee agrees to first determine if any of the following activities will be related to the use of the grant funds. Recipient understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the recipient, subrecipient, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:
    - a. New construction;
    - b. Minor renovation or remodeling of a property either (i) listed on or eligible for listing on the National Register of Historic Places or (ii) located within a 100-year flood plain;
    - c. A renovation, lease, or any other proposed use of a building or facility that will either (i) result in a change in its basic prior use or (ii) significantly change its size; and
    - d. Implementation of a new program involving the use of chemicals other than chemicals that are (i) purchased as an incidental component of a funded activity and (ii) traditionally used, for example, in office, household, recreational, or education environments.



16. The subgrantee agrees that it and all its contractors will comply with the following federal civil rights laws as applicable:
- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C;
  - The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789d(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;
  - Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
  - Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;
  - Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54;
  - The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; and
  - The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding for inherently religious activities (28 C.F.R. Part 38).
  - The Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination in both employment and the delivery of services or benefits based on race, color, national origin, religion, and sex in JJDPA-funded programs or activities (42 U.S.C. § 5672(b)).
  - Section 1407 of the Victims of Crime Act (VOCA), as amended, which prohibits discrimination in both employment and the delivery of services or benefits on the basis of race, color, national origin, religion, sex, and disability in VOCA-funded programs or activities. (42 U.S.C. § 10604).
  - The grantee agrees to meet the civil rights training requirements through viewing the online training modules offered through the Office on Civil Rights at <http://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>. The grantee must review these training modules at least once per grant cycle and must view the civil rights overview, standard assurances modules, and the module on the obligations to provide services to limited English proficient (LEP) individuals.
17. The subgrantee agrees that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
18. **Scheduled Audit** - The grantee agrees to forward a copy of the scheduled audit of this grant award. Please forward to DCJS – Attention: FINANCE.
19. **Prior to DCJS disbursing funds, the Grantee must comply with the following special conditions:**
- a) By November 1, 2016 resubmit the following federal forms with County Administrator's signature: 1) Grant Application cover page to reflect the County Administrator in the Project Administrator position with the County Administrator's signature, 2) Attachment A, Grant Conditions and Assurances, and 3) The Certifications Regarding Lobbying, Debarment, Suspension, etc.



# COMMONWEALTH of VIRGINIA

## Department of Criminal Justice Services

Francine C. Ecker  
Director

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
TDD (804) 786-8732

### NOTICE

To: Grants Project Administrator

From: Janice Waddy, DCJS Grants Administrator

Re: Post Award Instructions and Reporting Requirements  
**PLEASE READ VERY CAREFULLY.**

**GRANT AWARD AND SPECIAL CONDITIONS:**

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation to:

**Grants Administration  
Department of Criminal Justice Services  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219**

**REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit on-line quarterly progress and financial reports for this grant throughout the grant period, as well as final reports to close the grant. **No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

Financial reports and *progress reports*\* are due no later than the close of business on the 12<sup>th</sup> working day after the end of the quarter (*\*except Pre- and Post-Incarceration Services reports which are due by the last working day of the end of the following month*). Also, *V-STOP progress reports are submitted on a semi-annual schedule 12<sup>th</sup> working day after 6/30 and 12/31 quarters.*) Reports are required even if no expenditures have occurred during the quarter. **Requests for Funds will not be honored from grant recipients who do not fulfill this reporting obligation.** A schedule of due dates is also attached for your reference.

□ **PROGRESS REPORTS**

Refer to our website: <http://www.dcjs.virginia.gov/> for submitting progress reports through the online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Statement of Grant Award/Acceptance. *Paper copies of progress reports are no longer accepted. You are required to use the online system to submit your progress reports.*

***\*FOR THE BYRNE/JAG PROGRAM: PLEASE NOTE, INFORMATION ON SUBMITTING QUARTERLY PROGRESS REPORTS WILL BE SEND AT A LATER DATE.***

□ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through the online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Statement of Grant Award/Acceptance. *Paper copies of financial reports are no longer accepted. You are required to use the online system in reporting your expenditures.* The address is: <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>

□ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through the Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Statement of Grant Award/Acceptance.

*\*Please note, you can access this system using the same password assigned for the online financial reporting system. Paper copies of request for funds are no longer accepted. You are required to use the online system for requesting funds.*

□ **BUDGET AMENDMENTS**

Budgets can be amended in most DCJS grant programs with prior approval. Please review your special conditions carefully to determine the requirements and procedures for amending budgets. Refer to our website for the online Grants Management Information System.

*\*Please note again that you can access this system using the same password assigned for the online financial reporting system.*

***Paper copies of budget amendments are no longer accepted. You are required to use the online system for submitting budget amendments.***

If you have any questions, please contact Virginia Sneed at (804) 786-5491 or by e-mail at [virginia.sneed@dcjs.virginia.gov](mailto:virginia.sneed@dcjs.virginia.gov).

**PROJECTED DUE DATES  
FINANCIAL & PROGRESS REPORTS**

*Reports are due by the 12th working day following the close of the quarter covered in the report.*

*Financial reports are required even if no expenditures have occurred.*

<i><b>QUARTER ENDING</b></i>	<i><b>DUE DATE</b></i>
9/30/2016	10/19/2016
12/31/2016	1/20/2017
3/31/2017	4/18/2017
6/30/2017	7/19/2017
9/30/2017	10/18/2017
12/31/2017	1/19/2018

Please contact the appropriate DCJS staff person if you need assistance with the following:

- Financial Reports and Request for Funds – DCJS Fiscal Services Manager, Bill Dodd, at 804/371-0638 or [bill.dodd@dcjs.virginia.gov](mailto:bill.dodd@dcjs.virginia.gov)
- GMIS – Complete and send an email to [grantsweb@dcjs.virginia.gov](mailto:grantsweb@dcjs.virginia.gov) citing the error message received, to request assistance from the GMIS IT Specialist, DeAndrea Williams.
- Progress Reports and Other Requests – your assigned DCJS Grant Program Monitor.

general programs 6/15

## Sharon Kibler

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**From:** Sharon Kibler  
**Sent:** Wednesday, December 14, 2016 1:41 PM  
**To:** Sharon Kibler  
**Subject:** FW: Grant  
**Attachments:** SKMBT\_C45216110214150.pdf; SKMBT\_C45216110214101.pdf;  
SKMBT\_C45216110214100.pdf; SKMBT\_C45216110214091.pdf;  
SKMBT\_C45216110214081.pdf; SKMBT\_C45216110214090.pdf

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**From:** Aleck Beeman  
**Sent:** Wednesday, November 02, 2016 2:39 PM  
**To:** Cheryl Shiffler  
**Subject:** Grant

Cheryl;

Attached is the grant we talked about. The total grant is for \$20000. We will receive \$17999 and our in-kind match will be \$2001 which is personnel costs that will come from our current budget. The grant period is from January 1, 2017 to December 31, 2017. If you have any questions please contact me.

Thanks,  
Aleck

Captain Aleck Beeman  
Administrative Services Division  
Frederick County Sheriff's Office  
1080 Coverstone Drive  
Winchester, VA 22602  
540-662-6168  
[abeeman@fcva.us](mailto:abeeman@fcva.us)

# ITEMIZED BUDGET

1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
Jared Nail	Investigator	64292.8	25				\$773	\$773
Patti Willaims	Clerk	45489.6	25				\$547	\$547
Greg Lambert	Deputy	52478.4	27				\$681	\$681
								\$0
								\$0
								\$0
<b>TOTAL</b>				\$0	\$0	\$0	\$2,001	\$2,001
<b>b. Fringe Benefits</b>								\$0
FICA % =								\$0
RETIREMENT =								\$0
OTHER (Itemize) =								\$0
<b>TOTAL</b>				\$0	\$0	\$0	\$0	\$0
<b>TOTAL PERSONNEL (A+B)</b>				\$0	\$0	\$0	\$2,001	\$2,001

2. Consultants (including Travel and Subsistence)		DCJS FUNDS		APPLICANT MATCH		TOTAL
		FEDERAL	STATE	CASH	IN-KIND	
<b>a. Individual Consultants</b>						
Type	Training for Law Enforcement					\$0
Hours Devoted:						\$0
<b>TOTAL</b>		\$0	\$0	\$0	\$0	\$0
<b>b. Organizations and Associations</b>						
Type:						\$0
Fee:						\$0
Time Devoted:						\$0
<b>TOTAL</b>		\$0	\$0	\$0	\$0	\$0
<b>c. Consultants' Subsistence and Travel</b>						
Number of Days:						\$0
Rate/Day:						\$0
<b>TOTAL</b>		\$0	\$0	\$0	\$0	\$0
<b>TOTAL CONSULTANTS (a+b+c)</b>		\$0	\$0	\$0	\$0	\$0

3. Travel and Subsistence for Project Personnel			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
a.	Local Milage = No. of Miles X Rate Per mile	X					\$0
b.	Non Local Milage = No. of Miles X Rate Per mile	X					\$0
c.	Subsistence = number of days X rate per day	X					\$0
d.	Air or other fares						\$0
<b>TOTAL TRAVEL:</b>			\$0	\$0	\$0	\$0	\$0

## ITEMIZED BUDGET Continued

4. Equipment				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	STATE	CASH	IN-KIND	
Project Lifesavor band kit	10	350	Purchase		\$3,500			\$3,500
Project Lifesavor Receiver	1	1800	Purchase		\$1,800			\$1,800
Exterior Lockbox	50	40	Purchase		\$2,000			\$2,000
Uniforms for Explorers	10	200	Purchase		\$2,000			\$2,000
Tent/Tables/Chairs	1,3,5	250/50/20	Purchase		\$500			\$500
<b>TOTAL EQUIPMENT:</b>				\$0	\$9,800	\$0	\$0	\$9,800

5. Supplies and Other Expenses				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Price		FEDERAL	STATE	CASH	IN-KIND	
Program for Edler Support	1	4,500			\$4,500			\$4,500
i2 Training for statistics	1	1,500			\$1,500			\$1,500
Print crime prevention material in Spanish	1	1,500			\$1,500			\$1,500
Crime prevention material for youth	1	699			\$699			\$699
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
<b>TOTAL SUPPLES AND OTHER:</b>				\$0	\$8,199	\$0	\$0	\$8,199

6. Indirect Cost				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
								\$0
<b>TOTAL INDIRECT COST:</b>				\$0	\$0	\$0	\$0	\$0

<b>GRAND TOTAL:</b>	\$0	\$17,999	\$0	\$2,001	\$20,000
<b>7. Cash Funds</b>	0	0	0	0	0
Cash funds from sources other than grant program supporting this project- (itemize). (Do not add to requested Project Budget Summary accounts.)					

<b>TOTAL:</b>					\$20,000



**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER**

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**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND  
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restriction's on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grantor cooperative agreement over \$100,000 as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions:

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements<sup>1</sup> and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS  
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and Implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(C) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE  
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the drug-Free Workplace Act of 1988, and implemented at 28 CFR Parts 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620---

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about---

(1) The dangers of drug abuse in the workplace:

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace:

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP form 4061/7.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620---

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Frederick County Sheriff's Office 1000 Coverstone Drive Winchester, VA

2. Application Number and/or Project Name

3. Grantee IRS/Vendor number

Reaching Out to Citizens in Frederick County

54-6001290

4. Typed Name and Title of Authorized Representative

Brenda Garton, Frederick County Administrator

5. Signature

6. Date

11/2/2016

## GENERAL GRANT CONDITIONS AND ASSURANCES

The applicant, for federal funds administered by DCJS, gives assurances and certifies with respect to the grant that it will comply with the following requirements:

1. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Department of Criminal Justice Services shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
2. **REPORTS:** Each applicant shall submit such reports as the DCJS shall reasonably request. Financial and progress reports shall be submitted to the DCJS on the **12th working day** following the close of each quarter unless otherwise informed.
3. **GRANT CLOSEOUT:** The last quarterly report of a project using federal funds must indicate any unpaid obligations, which exist at the expiration of the grant. The applicant has 90 days to liquidate any unpaid obligations and submit a final financial report.
4. **UNUSED FUNDS:** Any funds that have been requested, but unexpended at the end of the grant period will be refunded by check made payable to the **Treasurer, Commonwealth of Virginia**, and will accompany the final financial report when it is submitted to DCJS. (Most state agencies must use DPB form 27 and an IAT to return unused grant funds.) The check should be mailed to the attention of the Finance Department, Department of Criminal Justice Services, 1100 Bank Street, 12<sup>th</sup> Floor, Richmond, VA, 23219.
5. **INSPECTION AND AUDIT:** The applicant agrees to comply with the organizational audit requirements of OMB Circular A-133, "Audits of State, Local Governments and Non-Profit Institutions." In conjunction with the beginning date of the award, the audit report period of the local government entity to be audited under the single audit requirement is the start-date of the project through the end-date of the project as noted on the Statement of Grant Award/Acceptance. The audit report shall be submitted no later than one (1) year from the end-date of the grant award as stated on the Statement of Grant Award/Acceptance, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report. A copy of all audits must be forwarded to the Finance Department, Department of Criminal Justice Services.
6. The applicant will comply, where applicable, with the following:
  - National Environment Policy Act of 1969 (42 U.S.C. § 4321);
  - Flood Plain Management and Wetland Protection Procedures (28 CFR 63);
  - National Historic Preservation Act (16 USC 470);
  - Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970. (42 U.S.C. § 4601 et seq.);
  - Clean Air Act, P. L. 88-206, 42 USC 1857, et seq;
  - Safe Drinking Water Act, P. L. 93-523, 42 USC 3001, et seq;
  - Endangered Species Act of 1973, P. L. 93-205, 16 USC 1531, et seq;

- Wild and Scenic Rivers Act, P. L. 90-542, 16 USC 1271, et seq;
  - Fish and Wildlife Coordination Act, P. L. 85-624, 16 USC 661, et seq;
  - Historical and Archaeological Data Preservation Act, P. L. 93-291, 16 USC 2469, et seq;
  - Coastal Zone Management Act of 1979, P. L. 92-583, 16 USC 1451, et seq. and the Coastal Barrier Resources Act of 1982 (P.L. 97-348);
  - Animal Welfare Act of 1970, P. L. 91-579, 7 USC 2131, et seq;
  - Impoundment Control Act of 1974, P. L. 93-344, 31 USC 1401, et seq; and
  - The Fair Labor Standards Act, if applicable.
7. **POLITICAL ACTIVITY:** The restrictions of the Hatch Act, Pub. L. 93-433, 5 USC Chapter III, (as amended), concerning the political activity of government employees are applicable to applicant staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns except they may not be candidates for office.
8. **DISCRIMINATION PROHIBITED:** No person shall, on the grounds of race, religion, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits or be otherwise subjected to discrimination under or denied employment in connection with, grants awarded pursuant to the Justice Assistance Act of 1984, and the implementing regulations 28 CFR Part 42, Subparts C, D, E, and G, or any project, program, activity, or subgrant supported or benefiting from the grant. The applicant must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and its implementing regulations 28 CFR 41.101 et seq. The applicant must further comply with Section 504 of the Rehabilitation Act of 1973, as amended, and its implementing regulations; the Age Discrimination Act of 1973, as amended, and its implementing regulations and Title IX of the Education Amendments of 1972; Title 11 of the Americans with Disabilities Act (ADA)(1990); (42 USC. 12131-12134 & 28 CFR 35).
9. **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM:** Each applicant certifies that it has executed and has on file, an Equal Employment Opportunity Program which conforms to the provisions of 28 CFR Section 42.302 or that in conformity with the foregoing regulation; no Equal Employment Opportunity Program is required.

The applicant organization having 50 or more employees who would receive amounts of \$500,000 or more, or grants which in the aggregate exceed \$500,000 or more, in any fiscal year must submit a copy of their Equal Employment Opportunity Plan (EEOP) to the DCJS for review. For continuation grant funding that exceed these amounts in any fiscal year the applicant must submit a statistical update from the previous year's plan.

10. The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the DCJS.

11. **RELEASE OF INFORMATION:** All records, papers and other documents kept by recipients of DCJS funds, and their contractors, relating to the receipt and disposition of such funds, are required to be made available to the DCJS. These records and other documents submitted to DCJS and its applicants pursuant to other provisions of the Act, including plans and application for funds, are required to be made available to DCJS under the terms and conditions of the Federal Freedom of Information Act, 5 USC 552.
12. **INFORMATION SYSTEMS:** With respect to programs related to criminal justice information systems, the applicant agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of the integrity and accuracy of data collection. The applicant further agrees:
  - That all computer programs (software) developed with funds provided by this grant will be made available to the DCJS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
  - To provide a complete copy of the computer programs and documentation, upon request, to the DCJS. The documentation will include but not be limited to system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
  - That whenever possible all application programs will be written in standardized programming languages (i.e., ANSI, Cobol, FORTRAN, Basic, etc.) for use on general operating systems (e.g., DOS, CP/M, UNIX, etc.) that can be utilized on at least three different manufacturers computers of similar size and configuration.
  - To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Department of Criminal Justice Services should be contacted to determine availability of software prior to any development effort.
13. **CONFIDENTIALITY OF RESEARCH INFORMATION:** Research information identifiable to an individual, which was obtained through a project funded wholly or in part with DCJS grant funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).
14. **CRIMINAL INTELLIGENCE SYSTEMS OPERATING POLICIES:** The applicant agrees to be in compliance with all policies as expressed under the Code of Federal Regulations, 28 CFR 23, concerning the operation of criminal intelligence systems funded with DCJS funds.
15. **COPYRIGHT:** Except as otherwise provided in the conditions of the award, the author is free to arrange for copyright without approval when publication or similar materials are developed from work under a DCJS supported project. Any such copyright materials shall be subject to the DCJS's right to reproduce them, translate them, publish them, use and dispose of them, and to authorize others to do so for government purposes. In addition, communications in primary scientific or professional journals publishing initial reports or research or other activities and supported in whole or in part by the DCJS project funds may be copyrighted by the journal with the understanding that individuals are authorized to make or have made by any means available to them, without regard to the copyright of the journal, and without royalty, a single copy of any such article for their own use. State employees who

16. **PATENTS:** If any discovery or invention arises or is developed in course of or as a result of work performed under this grant, the applicant shall refer the discovery or invention to DCJS. The applicant hereby agrees that determination of rights to inventions made under this grant shall be made by the DCJS or its duly authorized official representative, who shall have the sole and exclusive powers to determine whether or not and where patent application should be filed and to determine the disposition of all rights in such inventions, including title which may issue thereon. The determination of the DCJS or its duly authorized representative shall be accepted as final. In addition, the applicant hereby agrees and otherwise recognizes that the DCJS shall acquire at least an irrevocable non-exclusive royalty-free license to practice and have practiced throughout the world for governmental purposes any invention made in the course of or under this grant. The grant shall include provisions appropriate of effectuating the purpose of this condition in all contracts of employment, consultant's agreements, or contracts.
17. The applicant assures that funds made available under this grant will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for drug law enforcement activities.
18. Confidential expenditures for services, evidence and/or information must comply with the requirements stated in the Administrative Guide and Application Procedures Manual.
19. **BIO MEDICAL EXPERIMENTATION:** The applicant assures that no grant funds will be used for any bio-medical or behavior control experimentation on individuals or any research involving such experimentation.
20. The applicant agrees to complete a **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**, prior to finalizing any financial agreements pursuant to 28 CFR 67.510 (Code of Federal Regulations). This includes consultants under any award.
21. The applicant must state the percentage of the total cost of this program supported by federal funds and the dollar amount of federal funds for this program. This statement shall be on all press releases, requests for proposals; bid solicitation and other documents describing the program whether funded in-whole or in-part with federal funds.
22. The grantee agrees that any publication (written, visual, or sound, but excluding press releases newsletters, and issue analyses) issued by the grantee or by any Applicant describing programs or projects funded in-whole or in-part with Federal Funds, shall contain the following statement:

This project was supported by the Department of Criminal Justice Services (DCJS) grant # \_\_\_\_\_, with funds made available to the Commonwealth of Virginia from the Office of \_\_\_\_\_, U.S. Department of Justice.

Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the Virginia Department of Criminal Justice Services or the United States Department of Justice.

The applicant also agrees that one copy of any such publication will be submitted to the DCJS to be placed on file and distributed as appropriate to other potential applicants or

interested parties. DCJS may waive the requirement for submission of any specific publication upon submission of a request providing justification from the applicant.

23. Applicants with federal grants that procure goods or services that have an aggregate value of \$500,000 or more must specify in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) a) the amount of Federal funds that will be used to finance the acquisition; and b) expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition. This complies with Public Law 102-141, section 623 (formally the Stevens Amendment).

#### **CERTIFICATION**

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of all other federal and state laws and rules and regulations that apply to this award.

  
\_\_\_\_\_  
Authorized Official (Project Administrator)

11/2/16  
\_\_\_\_\_  
Date

**Project Narrative**  
**Frederick County Sheriff's Office**  
**Reaching out to Citizens in Frederick County**

**Need Statement**

The Frederick County Sheriff's Office is the full service law enforcement agency for Frederick County, Virginia. Frederick County's population is approximately 83,000 people according to the 2015 census estimate. Frederick County is 415 square miles of suburban, rural, commercial, and agricultural developments, which surrounds Winchester City, the county seat. There are two incorporated towns in Frederick County, Stephens City and Middletown. Four major highways including Interstate 81 pass through Frederick County. The Frederick County Sheriff's Office responded to over 67,000 calls for service in 2015.

Frederick County like other localities has struggled with balancing its budget and still meeting the needs of the citizens. One of the unmet needs is providing more community interaction with the citizens of Frederick County via crime prevention presentations and brochures. Like other localities throughout the state and country, Frederick County is struggling to allocate needed resources because of the drug abuse (heroin) issue. The following populations need more crime prevention attention in Frederick County. The Latino community, the high school community, and the senior citizen community currently do not receive the needed attention to address their needs.

The Sheriff's Office currently attends community events throughout the county. A need that has been determined is for the proper equipment to attend these functions. The Sheriff's Office needs new tables and chairs to take to the functions and would like to have a nice pop up tent with our logo on the tent. The tent would help identify the Frederick County Sheriff's Office as being a participant in the function. Currently we do not have a way to identify the Sheriff's Office as a participant.

The Latino population is increasing in Frederick County, but it is an underserved population. Frederick County Sheriff's Office has not had the funds to do outreach programs in the Latino community. The Sheriff's Office would like to be able to reach out to this underserved community and offer them the same crime prevention information we offer to the English speaking population. This would be the foundation to establish a trusting relationship between the Latino community and the Sheriff's Office.

The Frederick County Sheriff's Office currently has School Resource Officers in 3 high schools and 4 middle schools in Frederick County. We also have a D.A.R.E. officer that teaches the program in the 11 elementary schools. The School Resource Officers teach Virginia rules in the high schools; however, we do not have any brochures to hand out to the students. Another issue is the amount of mental health issues that have been reported to School Resource Officers. Frederick County Public Schools averages 4 deaths per year from suicide and traffic accidents. The Sheriff's Office would like to provide information to students on current crimes, mental health, and driving safely.

Another community service the Frederick County Sheriff's Office provides is sponsoring an Explorer Program. This program allows young people between the ages of 14 and 21 to explore a career in law enforcement. They meet twice a month and do training similar to the basic law enforcement academy. The requested funding for this program will allow the Sheriff's Office to purchase new uniforms for the Explorers, which will help identify them when they are doing community events for the Sheriff's Office. This exposure helps recruit other Explorers and their interaction with other people their age creates a positive perception of the Sheriff's Office.

The senior population is also growing in Frederick County. We have two large senior residential communities in Frederick County that accept residents continually. There are also numerous senior



residents who live alone in the county in their own residence. Additionally, law enforcement agencies in Virginia have been tasked with search and rescue. The Sheriff's Office has seen an increase in calls for search and rescue resources, including missing senior citizens. Frederick County Sheriff's Office currently has Project Lifesaver, but we do not have enough band kits to meet the demand, especially for lower income seniors and families with autistic children.

Everyone knows that equipment can malfunction or fail at the most inopportune time. Two receivers are the minimum needed to do a good search for a missing person with a Project Lifesaver transmitter. Three receivers would ensure that at least two are working or three would allow more territory to be covered locating the missing person faster. This is always crucial in inclement weather when location time could mean life or death to the missing child or senior citizen.

In January 2016 the Sheriff's Office started our own program to assist senior citizens in Frederick County with quality of life issues, including crime prevention. We have put on several seminars on scams, senior abuse, and medical awareness. These seminars have been attended consistently by approximately 30 senior citizens. The Sheriff's Office also participates in the Triad/Salt program where we also reach out to senior citizens within the Frederick County/Clarke County/Winchester City community. We also provide speakers and brochures for these events.

Another issue that the Sheriff's Office has experience is gaining entry into senior citizens residence to check their welfare. We received 709 "Check the Welfare" calls for service in 2015. Approximately half of these calls were for senior citizens. On most of these calls the deputies have difficulty gaining entrance into the residence to check on the resident. Numerous times deputies will have to force entry into the residence to check on the person because they live alone. Providing lockboxes to the senior citizens who live alone and cannot afford one will help us better serve this segment of our population.

The Frederick County Sheriff's Office has the I2 program, but does not have a trained analyst to operate this program. The I2 program is a program that allows the operator to track different types of crimes or events. This would be useful in determining the correct response to criminal incidents, arrest data, traffic stops, or use of force issues.

In conclusion, the Frederick County Sheriff's Office believes there is a need to provide additional services to the underserved Latino community, the high school community and the senior citizen community in Frederick County. The funds from this grant would be used to further educate and assist these underserved populations while building a trusting relationship.

## **Project Description**

### **Latino Community Outreach**

The Sheriff's Office will purchase the brochures written in Spanish and actively seek times to interact with the Latino community. We do have several areas in the county where there is a high concentration of Latinos residing. We plan to do some community events in those areas. The tables, chairs, and tent would be used to set up an area where we could distribute the brochures and interact with the community. We believe that reaching out to the Latino community will facilitate the development of a trusting relationship that will encourage the community to engage in crime prevention within their community. The I2 program would be used to provide relevant information to the Latino community about crime trends and other issues.

### **High School Community Outreach**

The Sheriff's Office would like to provide information to students on current crimes, mental health, and safe driving. The brochures would be distributed to students at schools throughout the county to reinforce what they were taught by the School Resource Officers. The brochures would be given out in the spring and fall of 2017 to the students. The brochures would not be given to the same class both

times so as to reach more students.

The uniforms for the Explorers would be purchased and issued to them immediately. Most of our Explorers are high school students and interact with other students daily. We would also allow them to speak at community events about our program.

#### Senior Citizen Community Outreach

The Frederick County Sheriff's Office will purchase brochures and medical information cards and distribute them at community function, seminars, and events as soon as they are received. They will also be distributed at the two annual Triad/Salt events.

The lockboxes will also be installed at residences where a need to have one has been identified. This will immediately allow access to senior citizen residences where the senior live alone. This will help alleviate one of the biggest concerns voiced by senior citizens living alone; no one will be able to get into their residence to help them in a time of need.

The Project Lifesaver receiver and transmitters will be ordered and the transmitters will be allocated as needed to people who suffer from Alzheimer's and Autism who are considered high risks. This equipment is also used in Search and Rescue training where we have a deputy take a transmitter and wander off in the woods or a residential area and the team locates the missing deputy.

#### Project Timeline

The Sheriff's Office will begin using the requested funds immediately upon receiving the funds to purchase the requested equipment and supplies. Once the equipment and supplies are purchased then the Sheriff's Office will start attending more community events and will host at least one community event for the Latino community in Frederick County. All funds will be expended by December 31, 2017.

Currently the Sheriff's Office has a monthly seminar for senior citizens on current issues. The purchased brochures would be handed out at these meetings. Also Triad/Salt has a spring and fall event where the brochures could be given out to seniors. The new tables, chairs and tent would be used at all of these functions.

The Sheriff's Office will purchase the lockboxes and identify needy senior citizens that need a lockbox installed on their residence. Once identified the lockbox will be installed and the combination will be placed in our CAD system so that the Sheriff's Office or Fire and Rescue can enter the residence whenever an emergency occurs or the person's welfare needs to be checked.

The School Resource Officers interact with the students daily and participate in teaching and events at their assigned school continuously. Once the brochures are purchased they can be given out during these interactions with the students to supplement the message that was just taught.

There are several I2 training classes scheduled for 2017. The crime analyst would enroll in one of these scheduled classes to receive the training in the use of this program.

# Reaching Out to Citizens in Frederick County

## Budget Narrative

### Personnel

In-Kind matching funds for personnel: 77 hours=\$2001.00

The salaries of three Sheriff's Office personnel who directly work with the programs funds are being requested for:

1. Jared Nail-Explorer Program (\$773.00)
2. Patti Williams-Elderly Assistance Program (\$547.00)
3. Greg Lambert-Project Lifesaver. (\$681.00)

These three people already perform duties related to the above mentioned programs and the purchased supplies and equipment will enhance their ability to reach out to more citizens of Frederick County.

### Equipment

Amount Requested: \$9800.00

The equipment will be used as follows:

- The project Lifesaver band kit will allow us to sign up 10 more flight risk individuals to the Project Lifesaver program. (\$3500.00)
- We would like to purchase another PL1-5000 receiver from Project Lifesaver to track missing individuals. We currently have 2 receivers now, but a third one will allow us to cover more area, thus locating the missing person faster. (\$1800.00)
- The exterior lockbox program will allow us to place a spare house key in an exterior lockbox of a senior citizen that resides alone. This will allow the Sheriff's Office and Fire and Rescue to enter the residence in emergency cases without damaging doors or windows to gain entry. (\$2000.00)
- The Explorer program is a visible part of the Sheriff's Office at different events. Purchasing uniforms for the Explorers will promote unity within the program and attract new recruits for the program. The Explorer program provides positive interaction with the Sheriff's Office and young adults. The uniforms would be pants, shirts, belts, and boots. (\$2000.00)
- Purchasing a tent and tables and chairs will allow the Sheriff's Office to provide a better environment when we attend different community functions. The tent will provide protection from the sun and rain. The tables and chairs will allow us more space to do fingerprinting and provide crime prevention literature to the community. (\$500.00)

**Supplies and Other Expenses**

Amount Requested: \$8199.00

- Obtain and distribute brochures on Elder Abuse/ Exploitation which will raise awareness of issues and provide local support information. (\$2500.00)
- Refrigerator cards which list crucial medical and emergency information about a resident to receive emergency aid faster from emergency personnel dispatched to the residence. (\$2000.00)
- Promote Law enforcement in the community by purchasing crime prevention brochures written in Spanish for our Latino community and youth oriented brochures to encourage youth to noncriminal behavior. (\$699.00)
- I2 Training. Allow the Sheriff's Office full time crime analyst to attend i2 Information training to assist with tracking all types of incidents occurring throughout the county. (\$1500.00)

# Grant Application

Department of Criminal Justice Services, 1100 Bank Street, Richmond, Virginia 23219-3640

<b>Grant Program:</b>	21 Century Policing Grant	<b>Congressional District(s)</b>	10
<b>Applicant:</b>	Frederick County Sheriff's Office	<b>Faith Based Organization?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicant Federal ID Number:</b>	54-6001290	<b>Best Practice?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Jurisdiction(s) Served</b>	Frederick County, Virginia		
<b>Program Title:</b>	Reaching out to Citizens in Frederick County Virginia.	<b>Certified Crime Prevention Community?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Grant Period:</b>	January 1, 2017- December 31 <sup>st</sup> , 2017	<b>DUNS NUMBER:</b>	118098222
<b>Type of Application:</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation of Grant Number _____ <input type="checkbox"/> Revision of Grant Number _____		<input checked="" type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban

	Project Director	Project Administrator	Finance Officer
<b>Name:</b>	Aleck Beeman	Brenda Garton	Cheryl B. Shiffler
<b>Title:</b>	Captain	County Administrator	Finance Director
<b>Address including Zip+4:</b>	1080 Coverstone Drive Winchester VA 22602-4369	107 North Kent Street Winchester, VA 22601-5039	107 North Kent Street Winchester, VA 22601-5039
<b>Phone:</b>	540-662-6168	540-667-8273	540-665-5610
<b>Fax:</b>	540-504-6400	540-667-0370	540-667-0370
<b>E-Mail:</b>	abeeman@fcva.us	bgarton@fcva.us	cshiffle@fcva.us

*Signature of Project Administrator:*



### Brief Project Description:

Improve the quality of life and safety of the citizens of Frederick County by increasing the Law Enforcement's connection to the community. Projects include increasing resources for elder protection and access, and improving the explorer program to give youth in the county and opportunity to explore the field of Law Enforcement.

Project Budget	DCJS Funds		Local Match	Total Requested
	Federal	State		
Personnel			2001.00	
Consultants		1,800.00		
Travel				
Equipment		8000.00		
Supplies/Other		8199.00	2001.00	
Indirect Costs				
<b>Total Requested</b>		<b>17999.00</b>	<b>2,001.00</b>	<b>20000.00</b>

4-010-031020-5413-000-004

3-010-024040-0030 (10BN)

# 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 : Angela Whitacre, Treasurer's Office  
FROM : Sheriff Lenny Millholland  
SUBJECT : Proceeds from Sheriff's Sale  
DATE : October 25, 2016

---

Attached please find a check in the amount of \$19,617.17. This check represents our department's proceeds from the public auction held September 21, 2016.

We are requesting this amount be posted to 3010-015020-0007 (1014)

A copy of this memo will be sent to Finance for appropriation into our budget.

Thank you.

LWM/asw

Cc: Finance - appropriate into 3102-1007-000-001 (Career Development)

<b>FREDERICK COUNTY SHERIFFS OFFICE</b> <b>CIVIL FEES</b> 540-662-6168 1080 COVERSTONE DR WINCHESTER, VA 22602	01-09	555 68-251/514 06
Pay to the Order of <u>Treasurer of Frederick County</u>	Date <u>10/13/16</u>	\$ <u>19,617.17</u>
<u>Nineteen thousand Six hundred seventeen - 17/100</u>		Dollars
For <u>Sheriff Sale Proceeds</u>	<u>Angela Whitacre</u>	MP
30	8555	

**Sharon Kibler**

---

**From:** Angela Williamson  
**Sent:** Thursday, October 27, 2016 3:46 PM  
**To:** Sharon Kibler  
**Subject:** Memo to Treasurer - Proceeds from Sheriff's Sale

Sharon,

We sent a check attached to a memo to the Treasurer's Office on 10/25/16 with a copy going to Finance for appropriation. The check was for \$19,617.17. On the Cc to Finance we requested this amount be appropriated into 3102-1007-000-001 (Career Development). I have since been informed that one of the vehicles sold at the auction was purchased with State forfeiture funds and the amount we received from the sale of that vehicle needs to be put back into the revenue line for State Forfeited Assets. I have sent an email to Angela Whitacre requesting \$9,000 (amount of vehicle sale) be posted to the State Forfeiture revenue line. Can you please change the amount to appropriate into 3102-1007-000-001 to \$10,617.17?

Please let me know if I need to do a memo for this to happen.

Thanks!

Angie

*Angela S. Williamson*  
*Administrative Assistant*  
*Frederick County Sheriff's Office*  
*540-504-6581*

<7.000> budgeted revenue

\$ 3617.17 E/A request



FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive  
Winchester, VA 22602

Dennis D. Linaburg  
Fire Chief



**MEMORANDUM**

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

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

**SUBJECT:** Request for Revenue Funds

**DATE:** November 4, 2016

The FY14 Aid-to-Localities funds have been received with an overage of \$9,662.00. I respectfully request these funds be transferred from 3-010-024040-013 (Emergency Services Fire Programs) for us to move forward with distributing the funds to the eleven volunteer companies.

**Total Request: \$9,662.00**

I request these funds be placed into line item 4-010-032020-5604-049, Fire Programs. If you have any questions or need additional information regarding this request, please do not hesitate to contact me so I may further discuss this with you.

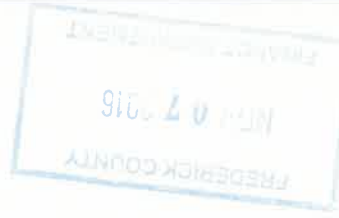
DDL:msn  
CC: file

C.S. 9/20/16






Dennis D. Linaburg  
Fire Chief



**M E M O R A N D U M**

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

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

**SUBJECT:** Request for Supplemental Appropriation

**DATE:** October 31, 2016

*\$5096.40*

Attached please find a copy of Check No. 229984 received in the amount of ~~\$5,596.40~~ for the auto claim dated September 17, 2016 involving Travis Orrison. This amount represents the appraiser's estimate minus the \$500 deductible. The actual invoice for repairs will be paid through our line item 3505-3004-002 Repair and Maintenance – Vehicles.

At this time, I am requesting a supplemental appropriation in the amount of \$5,596.40 to our Repair and Maintenance – Vehicles line item for the repairs to the department's 2014 Chevy Tahoe.

If you have any questions or need additional information, please do not hesitate to contact me.

/attachments

DDL:mhn

*C.S. 10/19/16*



**VACoRP**

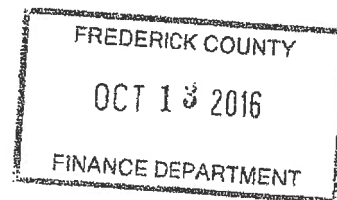
1315 Franklin Road, SW  
Roanoke, Virginia 24016

540.345.8500

toll free 888.822.6772

fax 540.345.5330

toll free 877.212.8599



October 6th, 2016

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

**Virginia Association of Counties Group Self-Insurance Risk Pool**

Participant: Frederick County

Claim Number: 0342016165720

Date of Loss: 9/17/2016

Dear Jennifer Place

Enclosed please find VACoRP property damage check in the amount of \$5,096.40 to cover the repair cost to the 2014 Chevrolet Tahoe. This amount was determined by S&S Appraisal. The estimate came to \$5,096.40 after the \$500.00 policy deductible was applied.

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

Sincerely,

Jason Pierce  
Claims Associate

Enclosure  
check



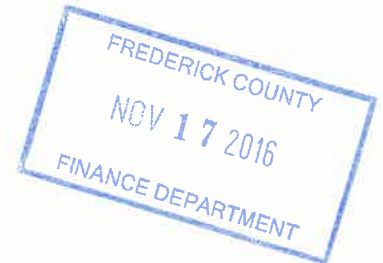
COUNTY OF FREDERICK, VIRGINIA

FIRE AND RESCUE DEPARTMENT


1080 Coverstone Drive  
Winchester, VA 22602

Dennis D. Linaburg  
Fire Chief

MEMORANDUM



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

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

**SUBJECT:** Request for Supplemental Appropriation

**DATE:** November 15, 2016

Our Department has been awarded a Local Emergency Management Performance Grant to purchase Crisis Track to assist with damage assessments in real time and an iFlow to be placed along Back Creek for monitoring. The total purchase price for these items will be \$16,297.00, with a state reimbursement of \$32,594.00, which includes the Deputy Emergency Management Coordinator's salary.

**Total Request: \$16,297.00**

At this time, I am requesting \$5,800 be placed into line item 4-010-035050-5401-000, Office Supplies, and \$10,497.00 to be placed into line item 4-010-035050-8009-000, Miscellaneous Equipment.

If you have any questions or need additional information regarding this request, please do not hesitate to contact me so I may further discuss this will you.

DDL:msn  
CC: file

3-010-024040-0026  
(1075)



Virginia Department of Emergency Management  
 10501 Trade Court  
 Richmond, VA 23236

GRANT AGREEMENT

1. SUBRECIPIENT NAME AND ADDRESS:

Frederick County  
 107 N. Kent Street  
 Winchester, VA 22601

4. SUBAWARD DATE: November 8, 2016

5. PROJECT PERIOD: FROM 07/01/2016 TO 06/30/2017  
 BUDGET PERIOD: FROM 07/01/2016 TO 06/30/2017

6. TOTAL AMOUNT OF THIS SUBAWARD \$32,594.00

2. SUBRECIPIENT DUNS Number:

14-2844365

SUBRECIPIENT EIN:

54-6001290

7. FEDERAL AMOUNT OF THIS SUBAWARD \$16,297.00

8. SUBRECIPIENT NON-FEDERAL COST SHARE REQUIREMENT \$16,297.00

9. INDIRECT COST RATE (If applicable): N/A

3. PASS-THROUGH ENTITY: Virginia Department of Emergency Management  
 SUBAWARD NAME: **FY 2016 Local Emergency Management Performance Grant**  
 CFDA: 97.042 - Emergency Management Performance Grant (EMPG) Program  
 U.S. Department of Homeland Security (DHS)  
 Federal Emergency Management Agency (FEMA)

10. STANDARD TERMS AND CONDITIONS & SPECIAL CONDITIONS

The above subaward is approved subject to the FY 2016 Department of Homeland Security (DHS) Standard Terms and Conditions and VDEM Special Conditions as set forth on the attached pages.

11. STATUTORY AUTHORITY FOR GRANT

The project is supported under *The Robert T. Stafford Disaster Relief and Emergency Assistance act (Public Law 93-288)*.

12. METHOD OF PAYMENT

Commonwealth of Virginia Cardinal Accounting System

AGENCY APPROVAL

SUBRECIPIENT ACCEPTANCE

13. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL

Jeffrey D. Stern Ph.D.  
 State Coordinator

14. TYPED NAME AND TITLE OF AUTHORIZED SUBRECIPIENT OFFICIAL

Brenda Garton  
 County Administrator

15. SIGNATURE OF APPROVING VDEM OFFICIAL

16. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL

DATE Nov. 9, 2016



Virginia Department of  
Emergency Management  
10501 Trade Court  
Richmond, VA 23236

GRANT AGREEMENT

Page 2 of 3

Subaward Name: FY 2016 Local Emergency Management Performance Grant Subaward Date: November 8, 2016

**SPECIAL CONDITIONS**

1. The Subrecipient shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 CFR Part 200](#), and adopted by DHS at [2 CFR Part 3002](#) and the Department of Homeland Security FY 2016 Emergency Management Performance Grant Program Notice of Funding Opportunity ([NOFO](#)).
2. The Subrecipient agrees to permit the pass-through entity and auditors to have access to its records and financial statements as necessary for the pass-through entity to meet the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 CFR Part 200](#).
3. The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
4. The Subrecipient shall comply with the indirect costs provisions of [2 CFR§ 200.414](#). With the exception of subrecipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), subrecipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this subaward.
5. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to the period of performance or terms and conditions, the Subrecipient will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.
6. Subrecipients proposing projects that have the potential to impact the environment, including but not limited to the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, **must** participate in the FEMA Environmental Planning and Historic Preservation (EHP) review process. Subrecipients must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground-disturbing activities occur during project implementation, the Subrecipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the Subrecipient will immediately cease construction in that area and notify FEMA and the State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.
7. The Subrecipient agrees that federal funds under this award will be used to supplement, not supplant, state or local funds for emergency preparedness.



Virginia Department of Emergency Management

10501 Trade Court  
Richmond, VA 23236

GRANT AGREEMENT

Page 3 of 3

Subaward Name: **FY 2016 Local Emergency Management Performance Grant** Subaward Date: **November 8, 2016**

8. The Subrecipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."

9. The Subrecipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."

10. The Subrecipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

11. The Subrecipient must submit a Quarterly Progress Report for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Reports are due within fifteen (15) days following the end of the quarter. A Final Progress Report is due thirty (30) days after the end date of the performance period. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure and prevent future awards to the Subrecipient.

12. National Incident Management System (NIMS) Implementation Compliance

In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the Subrecipient has made sufficient progress to disburse funds.

13. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The Subrecipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. The Trip Report template can be found at [www.vaemergency.gov](http://www.vaemergency.gov) under Grant Information. These reports must be remitted with your request for reimbursement. Failure to do so will result in a delay of payment until received.

14. The Subrecipient agrees that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCOUS) as well as to Canada and Mexico, preapproval is required by the state and FEMA through the SAA office.

Please reference [2 CFR 200.403](http://www.fda.gov/oc/2011/04/20110403), in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative ([http://www.dhs.gov/files/programs/gc\\_1200693579776.shtm](http://www.dhs.gov/files/programs/gc_1200693579776.shtm)).

## FY 2016 DHS Standard Terms and Conditions

The FY 2016 DHS Standard Terms and Conditions apply to all new Federal financial assistance awards funded in FY 2016. The terms and conditions of DHS financial assistance awards flow down to subrecipients, unless a particular award term or condition specifically indicates otherwise.

### **DHS Specific Acknowledgements and Assurances**

All recipients, sub-recipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to and the right to examine and copy, records, accounts, and other documents and sources of information related to the award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations *and* other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS financial assistance office and the DHS Office of [Civil Rights and Civil Liberties](#) (CRCL) by e-mail at [crcl@hq.dhs.gov](mailto:crcl@hq.dhs.gov) or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS financial assistance office and the CRCL office by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

#### **Acknowledgment of Federal Funding from DHS**

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

#### **Activities Conducted Abroad**

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

#### **Age Discrimination Act of 1975**

All recipients must comply with the requirements of the *Age Discrimination Act of 1975* ([Title 42 U.S. Code, § 6101 et seq.](#)), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

#### **Americans with Disabilities Act of 1990**

All recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. ([42 U.S.C. §§ 12101–12213](#)).

## FY 2016 DHS Standard Terms and Conditions

### Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Award recipients may also find as a useful resource the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#) respectively.

### Civil Rights Act of 1964 – Title VI

All recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* ([42 U.S.C. § 2000d et seq.](#)), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. DHS implementing regulations for the Act are found at [6 C.F.R., Part 21](#) and [44 C.F.R. Part 7](#).

### Civil Rights Act of 1968

All recipients must comply with [Title VIII of the Civil Rights Act of 1968](#), which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex ([42 U.S.C. § 3601 et seq.](#)), as implemented by the Department of Housing and Urban Development at [24 C.F.R. Part 100](#). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features (See [24 C.F.R. § 100.201](#)).

### Copyright

All recipients must affix the applicable copyright notices of [17 U.S.C. §§ 401 or 402](#) and an acknowledgment of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards.

### Debarment and Suspension

All recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders [12549](#) and [12689](#), and [2 C.F.R. Part 180](#). These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

### Drug-Free Workplace Regulations

All recipients must comply with the *Drug-Free Workplace Act of 1988* ([41 U.S.C. § 701 et seq.](#)), which requires all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at [2 C.F.R. Part 3001](#).

### Duplication of Benefits

Any cost allocable to a particular Federal award provided for in [2 C.F.R. Part 200, Subpart E](#) may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude a recipient from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal award.



## FY 2016 DHS Standard Terms and Conditions

### **Education Amendments of 1972 ( *Equal Opportunity in Education Act*)- Title IX**

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 ([20 U.S.C. § 1681 et seq.](#)), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. DHS implementing regulations are codified at [6 C.F.R. Part 17](#) and [44 C.F.R. Part 19](#)

### **Energy Policy and Conservation Act**

All recipients must comply with the requirements of [42 U.S.C. § 6201](#) which contain policies relating to energy efficiency that is defined in the state energy conservation plan issued in compliance with this Act.

### **False Claims Act and Program Fraud Civil Remedies**

All recipients must comply with the requirements of [31 U.S.C. § 3729- 3733](#) which prohibits the submission of false or fraudulent claims for payment to the Federal Government. See [31 U.S.C. § 3801-3812](#) which details the administrative remedies for false claims and statements made.

### **Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

### **Federal Leadership on Reducing Text Messaging while Driving**

All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in [E.O. 13513](#), including conducting initiatives described in Section 3(a) of the Order when on official Government business or when performing any work for or on behalf of the federal government.

### **Fly America Act of 1974**

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under [49 U.S.C. § 41102](#)) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* ([49 U.S.C. § 40118](#)) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, [amendment](#) to Comptroller General Decision B-138942.

### **Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, [15 U.S.C. § 2225a](#), all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, [15 U.S.C. § 2225](#).

### **Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

All recipients must comply with the *Title VI of the Civil Rights Act of 1964* (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

## FY 2016 DHS Standard Terms and Conditions

<b>Lobbying Prohibitions</b>	All recipients must comply with <a href="#">31 U.S.C. § 1352</a> , which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal.
<b>Non-supplanting Requirement</b>	All recipients who receive awards made under programs that prohibit supplanting by law must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources.
<b>Notice of Funding Opportunity Requirements</b>	All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the terms and conditions of your award. All recipients must comply with any such requirements set forth in the program NOFO.
<b>Patents and Intellectual Property Rights</b>	Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.
<b>Procurement of Recovered Materials</b>	All recipients must comply with Section 6002 of the <a href="#">Solid Waste Disposal Act</a> , as amended by the <a href="#">Resource Conservation and Recovery Act</a> . The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at <a href="#">40 C.F.R. Part 247</a> that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
<b>Reporting Subawards and Executive Compensation</b>	All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at <a href="#">2 C.F.R. Part 170, Appendix A</a> , the full text of which is incorporated here by reference in the terms and conditions of your award.
<b>SAFECOM</b>	All recipients who receive awards made under programs that provide emergency communication equipment and its related activities must comply with the <a href="#">SAFECOM</a> Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.
<b>Terrorist Financing</b>	All recipients must comply with <a href="#">E.O. 13224</a> and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of recipients to ensure compliance with the Order and laws.
<b>Trafficking Victims Protection Act of 2000</b>	All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the <a href="#">Trafficking Victims Protection Act of 2000</a> , (TVPA) as amended ( <a href="#">22 U.S.C. § 7104</a> ). The award term is located at <a href="#">2 CFR § 175.15</a> , the full text of which is incorporated here by reference in the terms and conditions of your award.
<b>Rehabilitation Act of 1973</b>	All recipients must comply with the requirements of Section 504 of the <a href="#">Rehabilitation Act of 1973</a> , <a href="#">29 U.S.C. § 794</a> , as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

## FY 2016 DHS Standard Terms and Conditions

### **Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal assistance office exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at [2 C.F.R. Part 200, Appendix XII](#), the full text of which is incorporated here by reference in the terms and conditions of your award.

### **Universal Identifier and System of Award Management (SAM)**

All recipients are required to comply with the requirements set forth in the government-wide Award Term regarding the System for Award Management and Universal Identifier Requirements located at [2 C.F.R. Part 25, Appendix A](#), the full text of which is incorporated here by reference in the terms and conditions of your award.

### **USA Patriot Act of 2001**

All recipients must comply with requirements of the [Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act \(USA PATRIOT Act\)](#), which amends [18 U.S.C. §§ 175–175c](#).

### **Use of DHS Seal, Logo, and Flags**

All recipients must obtain permission from their financial assistance office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including the use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

### **Whistleblower Protection Act**

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at [10 U.S.C § 2409](#), [41 U.S.C. 4712](#), and [10 U.S.C. § 2324](#), [41 U.S.C. §§ 4304](#) and [4310](#).



**COMMONWEALTH OF VIRGINIA**  
**Virginia Department of Emergency Management**  
**10501 Trade Court, Richmond, VA 23236**

**GRANT ADJUSTMENT NOTICE**

1. SUBGRANTEE NAME AND ADDRESS (INCLUDING ZIP CODE) Frederick County 1080 Coverstone Drive Winchester, VA 22602	4. GRANT NUMBER 7226
2. GRANTEE FIN NUMBER 54-6001426	5. ADJUSTMENT NUMBER 1
3. PROJECT TITLE FY2016 Local Emergency Management Performance Grant	6. DATE November 8, 2016
	7. GRANT ADMINISTRATOR Kerry Stuver

**SECTION I. CURRENT GRANT INFORMATION**

8. CURRENT GRANT AMOUNT \$16,297.00	9. CURRENT PERFORMANCE PERIOD 7/1/16 - 6/30/17
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**SECTION II. DEOBLIGATIONS & REOBLIGATIONS**

10. DEOBLIGATION / REOBLIGATION AMOUNT	11. ADJUSTED AWARD AMOUNT
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**SECTION II. CHANGES**

12. CHANGE GRANT MANAGER FROM _____ TO _____
13. CHANGE GRANT PERIOD FROM _____ TO _____

**SECTION III. IMPORTANT INFORMATION**

14.  
 Per the Environmental and Historical Preservation (EHP) requirements for this grant program, **\$10,497 of the project is on hold** pending the EHP Review and Approval of the Specialized Hazard Detection Equipment that requires installation. No obligations or encumbrances for this equipment shall be made until VDEM receives approval for the item(s). Following the EHP approval, an additional Grant Adjustment Notice will be issued to release the funds for your County.

The sub-grantee is reminded to submit all program/financial status reports to facilitate the drawdown of funds.

15. TYPED NAME OF DESIGNATED OFFICIAL  <b>Cheryl J. Lee</b> <b>VDEM Grants Director</b>	16. SIGNATURE OF DESIGNATED OFFICIAL  
--	--



COMMONWEALTH OF VIRGINIA

Andrew K. Block, Jr.  
Director

Department of Juvenile Justice



October 3, 2016

*To Cheryl S*  
*10/14/16*  
*[signature]*

Peter Roussos, VJCCCA Plan Contact  
CSU Director  
26 Rouss Ave.  
Winchester, VA 22601

Dear Mr. Roussos:

The VJCCCA FY16 end of the year financial certification form for your locality has been received and the expenditure report has been reviewed. According to the report, Frederick/Winchester/Clarke expended \$99,094.24 of its total approved budget of \$128,358.00. The breakdown of funds expended is as follows:

Required Maintenance of Effort:	\$0.00	
State Funds Expended:	\$99,094.24	State Funds Provided to the Locality: \$128,358.00
Optional Local Funds:	\$0.00	- \$99,094.24
		-----
TOTAL EXPENDITURES:	\$99,094.24	<b>OWED TO THE STATE:</b> \$29,263.76

State funds in the amount of \$128,358.00 were provided to the locality. **Because the state funds were not totally expended, we request that the balance of \$29,263.76 be returned to the state.** Please make your check payable to Treasurer, Commonwealth of Virginia and mail it to:

Department of Juvenile Justice  
c/o Petty Cash Cashier  
PO Box 1110  
Richmond, VA 23218-1110

Additional funds for FY17 may not be released to your locality until the FY16 expended funds are returned. We thank you for the prompt report and all that your locality does for its youth and families before the Court Service Unit.

Sincerely,  
*[Signature]*  
Beth Mohler Stinnett  
VJCCCA Program Manager

- cc: David L. Ash, County Administrator – Clarke County
- Eden Freeman, City Manager – City of Winchester
- Brenda Garton, County Administrator – Frederick County ✓
- Dee Kirk, Region Program Manager



## MEMORANDUM

**TO:** Sharon Kibler  
**FROM:** Steve Frye, Landfill Manager  
**THROUGH:** Harvey E. Strawsnyder, Director of Public Works  
**SUBJECT:** Auto Claim Reimbursement Funds Allocation  
**DATE:** December 14, 2016

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We received a check in the amount of \$3049.96 for an auto claim dated November 16, 2016. This was to repair the 2012 Ford F-250, Claim# 169544. The amount represents the vehicle appraisal minus the \$500 deductible.

We would like to request the funds be appropriated to line item 12-4204-3004-02 in which we will use to repair the vehicle.

Please feel free to call or contact me if you have any further questions or concerns regarding this matter.

Sincerely,

Steve Frye  
540-665-5658  
[Sfrye@fcva.us](mailto:Sfrye@fcva.us)

bln

1209 - 3-012-018990-0001  
c.s.



**VACoRP**

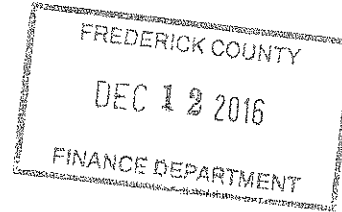
1315 Franklin Road, SW  
Roanoke, Virginia 24016

540.345.8500

toll free 888.822.6772

fax 540.345.5330

toll free 877.212.8599



December 7, 2016

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

Virginia Association of Counties Self-Insurance Risk Pool  
Member: Frederick County  
Claim Number: 0342016169544  
Date of Loss: 11/16/2016

Dear Ms. Place:

Enclosed please find VACoRP property damage check in the amount of \$3,049.96 to cover the damage of the 2012 Ford F-250 Pick-up XL that was damaged on 11/16/2016. This amount was determined by the S&S Appraisal Services, LLC estimate of \$3,549.96 after the \$500.00 policy deductible was applied.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Mullen".

Jared Mullen  
Claims Specialist

Enclosure:  
Check, estimate

## **Budget Worksession**

**December 21, 2018**

- 1. Discussion with the Commissioner of the Revenue on Reassessment. Pg. 50.**
- 2. Proposed Budget Calendar (includes Reassessment deadlines) Pg. 51.**
- 3. General Fund Expenditure Budget Summary. Pg. 52 - 66.**
- 4. New Position Requests. Pg. 67 - 69.**
- 5. Capital Request Summary. Pg. 70 - 73.**
- 6. Budget Summary – Other Funds. Pg. 74.**
- 7. Other**



## Sharon Kibler

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**From:** Cheryl Shiffler  
**Sent:** Wednesday, December 14, 2016 2:14 PM  
**To:** Sharon Kibler  
**Subject:** FW: Real Estate numbers for 2017  
**Attachments:** 2017\_Reassessment\_Local\_Report\_2\_EM (2).xlsx

**Importance:** High

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**From:** Ellen Murphy  
**Sent:** Wednesday, December 14, 2016 12:28 PM  
**To:** Cheryl Shiffler  
**Subject:** Real Estate numbers for 2017  
**Importance:** High

The attached Excel sheet shows 2017 Reassessment/Real Estate Revenue estimate for 2017 and reflects the current tax rate of \$0.60 per \$100.– The Board of Equalization will not meet until late January or early February 2017 and may impact this slightly. There will also be on-going adjustments such as increases for 2017 supplements and possible other appeals or abatements but we do not expect anything at this time that will make a significant difference. This has been run numerous times to ascertain accuracy.

Please let me know if you need anything else. I will be at the Finance meeting should anyone have questions. Ellen

*Ellen E. Murphy*  
Commissioner of the Revenue  
Frederick County, Virginia  
Phone (540) 665-5681  
Fax (540) 667-6487  
[emurphy@fcva.us](mailto:emurphy@fcva.us)

# Frederick County Reassessment For 2017

	TAXABLE	2017 EST BOOK	VS Prior Values	TAXABLE	2016 ACTUAL BOOK
	1	\$ 34,940,600	8.70% up	1	\$ 32,144,500
	2	\$ 6,906,229,400	11.44% up	2	\$ 6,197,283,200
	3	\$ 80,463,600	4.27% up	3	\$ 77,170,000
	4	\$ 1,823,150,300	4.90% up	4	\$ 1,738,044,000
	5	\$ 573,722,900	4.56% up	5	\$ 548,685,900
	6	\$ 400,241,300	1.91% up	6	\$ 392,753,000
	Less 2016 Land Use Value	\$ (473,915,217)	0.00%		\$ (473,915,217)
	Subtotal	\$ 9,344,832,883	9.78%		\$ 8,512,165,383
	<b>Less New Construction Value</b>	<b>\$ (112,064,100)</b>			
	Total	\$ 9,232,768,783	8.47% UP	Total	\$ 8,512,165,383
	TAX @ \$0.60/\$100	\$ 55,396,612.70	8.47%	TAX @ \$0.60/\$100	\$ 51,072,992.30
	<b>REVENUE</b>	<b>\$ 55,396,612.70</b>	<b>8.47% UP</b>		<b>\$ 51,072,992.30</b>
	<b>2017 REASSESSMENT SHOWS A REVENUE INCREASE OF</b>		<b>8.47%</b>		
	<b>ESTIMATED REVENUE INCREASE IN TAX DOLLARS AT 2016 TAX RATE:</b>			<b>\$ 4,323,620.40</b>	
<b>Notes:</b>					
Land Use is estimated at 2016 values					
Actual Land Use values for 2017 have not been finalized, and may be slightly higher because of new applicants although agricultural per acre values will be down from 2016 due to crop issues.					
<b>Tax on new construction (value deducted above) would be \$672,385 in addition to other taxes shown - amounts shown are reduced by new construction because advertisement for increase does NOT include new construction by state code</b>					
FYI - Exempt properties increased in value for the most part due to an increase in commercial Construction rates and reported costs of actual construction					
Totals above do NOT include exempt property values.					

## Budget Calendar FY 2017-2018

December 21, 2016	Finance Committee Meeting. Preliminary Budget and Reassessment discussions. Discuss Public Hearing requirements and seek direction on Scenario discussions.
December 2016 – January 2017	County Administrator budget meetings with Departments
January 18, 2017	Finance Committee/Budget Worksession. Discussion on what to advertise for Reassessment Public Hearing.
January 25, 2017	Joint budget meeting with School Board and Board of Supervisors; School Board presents School Board budget to Board of Supervisors
February 1, 2017	Board of Supervisors Budget Worksession. Final Discussion on what to advertise for Reassessment.
February 4, 2017	Reassessment Advertisement in newspaper.
February 8, 2017	Board of Supervisors Budget Worksession
February 21, 2017	School Board budget public hearing
February 22, 2017	Board of Supervisors Budget Worksession
March 1, 2017	Board of Supervisors Budget Worksession
March 8, 2017	Budget Worksession – <b>Final Worksession before budget advertisement.</b> * Public Hearing on Reassessment.
March 13, 2017	Budget Public Hearing Advertisement in newspaper
March 22, 2017	FY 2017 – 2018 Budget Public Hearing
April 12, 2017	FY 2017 – 2018 Budget Adoption
May-July, 2017	Preparation of Adopted Budget Document and submission of budget for award
July 1, 2017	Implementation of Fiscal Year 2017 – 2018

\*Dates in red are regularly scheduled Finance Committee meetings

**FY 2017-2018 BUDGET SUMMARY - GENERAL FUND**

<u>Dept Code</u>	<u>Department</u>	<u>2016-2017 Original Budget</u>	<u>2017-2018 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
1101	Board of Supervisors	276,084	317,115	41,031	14.86%	Salaries and Fringes includes add'l P/T receptionist for lobby & Committee Members pay increases Professional Services Repair & Maintenance - Equipment Maintenance Service Contracts Advertising Central Stores - Copies Office Supplies Other Operating Supplies Travel Social Media archiving component for FOIA tracking system	22,716   5,250 (250) (50) 2,600 1,000 (1,000) 2,000 3,265 5,500
1201	County Administrator	783,119	834,158	51,039	6.52%	Salaries and Fringes Professional Services Surety Bonds Office Supplies Travel Dues and Assoc. Memberships	48,514 (8,000) 25 500 8,000 2,000
1202	County Attorney	369,483	381,717	12,234	3.31%	Salaries and Fringes includes \$1,632 to reclassify Legal Secretary to Senior Legal Secretary Professional Services Printing and Binding Office Supplies Other Operating Supplies Travel Dues & Assoc. Memberships	13,609  150 50 (2,125) 100 150 300
1203	Human Resources	512,719	561,681	48,962	9.55%	Salaries and Fringes - inc. \$6,000 education/tuition ass. Professional Services - Other Other Contractual Services - Training Office Supplies	35,939 (93) 12,000 (3,000)

Dept Code	Department	2016-2017 Original Budget	2017-2018 Proposed Budget	Difference	% Change	Budget Changes	Increase (Decrease)
						Books and Subscriptions Other Operating Supplies Travel Dues & Assoc. Memberships Lease/Rent of Equipment	538 2,129 500 849 100
1208	Independent Auditor	66,000	66,000	0	0.00%		
1209	Commissioner of Revenue	1,319,548	1,388,703	69,155	5.24%	Salaries and Fringes - includes \$33,160 salary adjustments for 11 employees (w/fringes) Repair & Maintenance - Equipment Printing and Binding Other Contractual Services Gasoline Postage and Telephone Motor Vehicle Insurance Office Supplies Books and Subscriptions Travel Dues & Assoc. Memberships	72,155 (100) 700 (3,000) (200) (2,000) 700 800 100 100 (100)
1210	Reassessment	335,915	334,863	(1,052)	-0.31%	Salaries and Fringes - includes \$2,812 salary adjustment for 1 employee (\$3,397 w/fringes) Repair & Maintenance - Vehicle Maintenance Service Contracts Printing and Binding Other Contractual Services Gasoline Postage and Telephone Motor Vehicle Insurance Office Supplies Books & Subscriptions IT Equipment	(1,452) (800) 3,000 (1,000) 200 400 (8,000) (100) (1,700) (100) 8,500
1213	Treasurer	1,300,085	1,383,966	83,881	6.45%	Salaries and Fringes <b>INCLUDES 2 NEW CASHIERS - MID-YEAR HIRE \$54,451</b>	80,487

Dept Code	Department	2016-2017 Original Budget	2017-2018 Proposed Budget	Difference	% Change	Budget Changes	Increase (Decrease)
						Prof. Services - DMV Stops Repair & Maintenance - Equipment Advertising Postage & Telephone Surety Bonds Office Supplies Books and Subscriptions Dues & Assoc. Memberships	(4,500) (500) 1,000 5,000 (6) 2,000 200 200
1214	Finance	819,236	877,286	58,050	7.09%	Salaries and Fringes Central Stores - Copies Postage and Telephone Surety Bonds Office Supplies - includes scanner replacement Dues and Assoc. Memberships IT Equipment - OpenGov software	24,875 1,000 (300) (25) 6,000 (500) 27,000
1220	Information Technology	1,259,830	1,658,898	399,068	31.68%	Salaries and Fringes-includes \$7,350 education/tuition ass. Professional Services Repair & Maintenance - GIS Equip. Repair & Maintenance - Network Equipment Maintenance Service Contracts Maintenance Service Contracts - GIS Printing and Binding Other Contractual Services - Microsoft Office365 Gasoline Postage and Telephone Internet Access Office Supplies Office Supplies - GIS Office Supplies - Refresh Program Total = \$65,000 Books and Subscriptions - Network Other Operating Supplies - GIS Other Operating Supplies - Network Travel Dues & Assoc. Memberships IT Equipment Lease/Rent of Equipment - Data Center Refresh lease	48,166 (28,450) (1,000) (6,000) 95,520 (132,100) (480) 160,000 350 7,150 10,000 7,000 1,360 10,514 (250) (12,200) 800 12,990 (700) 118,604 107,794

Dept Code	Department	2016-2017 Original Budget	2017-2018 Proposed Budget	Difference	% Change	Budget Changes	Increase (Decrease)
1222	M. I. S.	614,890	602,045	(12,845)	-2.09%	Salaries and Fringes Maintenance Service Contracts Central Stores - Copies Postage and Telephone Internet Access Office Supplies	16,612 (9,727) 50 (3,900) (11,880) (4,000)
1224	Other	2,575,442	3,086,767	511,325	19.85%	Professional Services - Lobbying Maintenance Service Contracts Other Contractual Services - Lease for employee parking Fire Insurance General Liability Insurance Line of Duty - possible increase in premium Other Expenses - Includes retiree health insurance expense Blue Ridge Legal Services - NEW REQUEST MPO Bluemont Concert Series - NEW REQUEST CLEAN, Inc. - increase in contribution request Airport Operating Contribution - Total = \$129,897 CSA Fund transfer - Total = \$1,691,949 Our Health - increase in contribution request FY 2018 request is \$25,000; rent = \$26,265	14,000 (750) 5,376 2,000 5,000 2,000 23,000 5,547 (1,500) 8,000 5,000 10,161 428,491 5,000
1301	Electoral Board	125,427	117,153	(8,274)	-6.60%	Salaries and Fringes - increase in Election Officials Repair & Maintenance - Equipment - old machines Maintenance Service Contracts Other Contractual Services Postage & Telephone Office Supplies Dues & Assoc. Memberships	1,102 (5,000) (22,000) 17,560 (780) 814 30
1302	Registrar	181,083	209,863	28,780	15.89%	Salaries and Fringes - includes \$22,004 salary supplement request for Registrar Postage and Telephone	28,280 500

<u>Dept Code</u>	<u>Department</u>	<u>2016-2017 Original Budget</u>	<u>2017-2018 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
2101	Circuit Court	65,500	71,500	6,000	9.16%	Increase in payment to City of Winchester	6,000
2102	General District Court	21,053	49,991	28,938	137.45%	Requested supplements to staff salaries: 11 employees x \$2,400 yearly supplement each = \$26,400 Office Supplies	28,446 492
2105	J & D Court	25,563	48,183	22,620	88.49%	Requested supplements to staff salaries: 9 employees x \$2,400 yearly supplement each = \$21,600 Other Contractual Services	23,252 (632)
2106	Clerk of Circuit Court	771,869	813,805	41,936	5.43%	Salaries and Fringes Supreme Court TTF Grant	37,766 4,170
2108	Law Library	12,000	12,000	0	0.00%		
2201	Commonwealth Attorney	1,456,539	1,484,818	28,279	1.94%	Salaries and Fringes - includes \$3,203 increase for Legal Secretary & \$2,369 increase for Secretary; includes \$3,500 education/tuition assistance Professional Services Maintenance Service Contracts Gasoline Postage and Telephone Uniforms Books and Subscriptions Other Operating Supplies Travel Travel - Witnesses Dues & Assoc. Memberships	33,279 (1,000) 3,500 (200) (1,000) (300) (3,500) (1,000) 2,000 (2,000) (1,500)
2202	Victim Witness	135,053	220,504	85,451	63.27%	Salaries and Fringes - inc. new Secretary hired 10/2016 Postage and Telephone Office supplies Travel	62,218 500 19,038 3,520



Dept Code	Department	2016-2017 Original Budget	2017-2018 Proposed Budget	Difference	% Change	Budget Changes	Increase (Decrease)
						Dues and Assoc. Memberships	175
3102	Sheriff	12,347,963	15,336,860	2,988,897	24.21%	Salaries and Fringes <b>11 NEW DEPUTIES &amp; 1 NEW INVESTIGATOR = \$688,895</b> O/T increase of \$217,744, total O/T = \$607,000 Professional Health Serv. Includes \$6,120 for new positions Professional Services Repair and Maintenance - Equipment Repair and Maintenance - Vehicle Maintenance Service Contracts (inc. Taser plan) Printing and Binding Laundry & Dry Cleaning - Honor Guard uniforms Other Contractual Services - includes training academy Gasoline Postage and Telephone Fire Insurance Auto Insurance Surety Bonds Office Supplies - includes 42 computer replacements Dog Food/K-9 Maintenance Medical & Lab Supplies Vehicle and Powered Equipment - includes equip. for 12 new units \$134,076 & 19 replacement vehicles \$212,287 Police Supplies - includes Taser equipment; supplies for new positions/vehicles \$27,912 Police Supplies - Dive Team Police Supplies - E-Summons Police Supplies - ERT/Search and Rescue Uniforms - includes for 12 new positions \$21,876 Books and Subscriptions Other Operating Supplies Crime Prevention/Public Relations Sheriff Abbott Grant Travel - includes taser training for 12 new positions \$14,400 Dues & Memberships Machinery/Equip. - K9 replacement due to retirement/health Motor Vehicles - 19 replacement, 12 new: 16 police interceptors - @ \$28,800 = \$460,800 14 police interceptor SUV's @ \$31,318 = \$438,452	1,274,030 2,550 (500) 3,300 135,636 43,694 414 250 2,088 (32,423) 6,252 83 20,730 5 146,573 4,720 (200) 304,612 58,942 (1,188) 25,000 35,004 (3,351) (687) 1,368 500 323 22,620 (1,000) 8,800 930,752

Dept Code	Department	2016-2017 Original Budget	2017-2018 Proposed Budget	Difference	% Change	Budget Changes	Increase (Decrease)
						1 F150 Animal Control \$31,500	
3202	Volunteer Fire Depts.	908,095	938,095	30,000	3.30%	Fire Program	30,000
3203	Ambulance & Rescue	395,200	396,800	1,600	0.40%	Lord Fairfax EMS Council - increase in request	1,600
3301	Public Safety Contributions	5,684,415	5,534,605	(149,810)	-2.64%	NRADC Contribution - total = \$5,258,365 Juvenile Detention Center contribution = \$276,240	(41,547) (108,263)
3303	Juvenile Court Probation	149,555	159,211	9,656	6.46%	Salaries and Fringes	9,656
3401	Inspections	1,195,978	1,347,379	151,401	12.66%	Salaries and Fringes <b>INCLUDES 1 NEW INSPECTOR \$73,908</b> Maintenance Service Contracts Gasoline Postage & Telephone Motor Vehicle Insurance Office Supplies Uniforms Books & Subscriptions Travel Dues & Assoc. Memberships Motor Vehicles - 1 Pickup or SUV for replacement Lease/Rent of Equipment	115,235  1,950 1,490 800 1,100 2,000 150 990 250 90 28,000 (654)
3505	Fire and Rescue	10,402,352	16,713,447	6,311,095	60.67%	Salaries and Fringes <b>INCLUDES 27 NEW FIREFIGHTERS, 2 TRAINING OFFICERS TOTALING \$1,622,394</b> Overtime = \$1,278,000, \$73,469 over present level Career Dev. \$33,966 increase, \$2,500 education/tuition ass. Repair and Maintenance - Equip., includes LifePak maint. Repair and Maintenance - Vehicle inc. new vehicle equip. Maintenance Service Contracts Other Contractual Services: physicals/tests new employees	2,149,993    75,850 27,250 125 13,400

Dept Code	Department	2016-2017 Original Budget	2017-2018 Proposed Budget	Difference	% Change	Budget Changes	Increase (Decrease)
						Postage and Telephone Internet Access Medical and Lab Supplies Repair & Maintenance Supplies Vehicle & Powered Equip. Supplies - includes equipment for new vehicles Police Supplies Uniforms - includes uniforms for new hires Books and Subscriptions Other Operating Supplies-10 treadmills, SCBA cylinder replacement, equip. for new FM's, LEMPG Grant Travel Haz Mat Response Unit - Virginia HAZMAT Grant Radio Equipment - includes equip. for new vehicles Motor Vehicles 1 2017 Chevrolet Tahoe 4WD - (BATT 10-2) \$37,000 1 2017 Ford F250 4WD (Replace FM10-6) - \$31,000 1 2017 Ford F150 SuperCrew Cab 4WD (New FM's) - \$34,000 1 2017 Chevrolet Tahoe 4WD - (Replace TR 10) \$37,000 1 2017 Ford F250 Crew Cab 4WD (New TR) - \$31,000 1 2017 Ford F250 4WD (Replacement TR10-1) - \$31,000 Replacement of Engine 10 (Used) - \$200,000 Miscellaneous Equipment 2 Thermal Imaging Cameras \$16,000 SCBA Grant (AFG up to \$1 million) \$3,000,000 BullEx Bullseye System \$11,000 Hydraulic Extraction Equipment \$60,000	(7,048) 9,828 (10,963) 5,500 134,400 3,828 226,529 2,500 95,987 2,416 55,000 38,500 401,000 3,087,000
3506	Public Safety Comm.	1,409,021	1,471,964	62,943	4.47%	Salaries and Fringes Maintenance Service Contracts Contractual Services Internet Access Other Operating Supplies Travel IT Equipment - Vesta 911 Equipment SMS, 5 yr ITS service, TXT 2 911 recurring fee & related services & installation Lease/Rent of Equipment	33,278 19,303 454 358 2,000 2,940 70,000 (65,390)

<u>Dept Code</u>	<u>Department</u>	<u>2016-2017 Original Budget</u>	<u>2017-2018 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
4102	Road Administration	28,500	18,500	(10,000)	-35.09%		(10,000)
4104	Street Lights	43,200	38,160	(5,040)	-11.67%	Reduction in expenditures/revenues	(5,040)
4201	General Engineering	386,747	434,806	48,059	12.43%	Salaries and Fringes Maintenance Service Contracts Postage & Telephone Motor Vehicle Insurance Motor Vehicles - 1 Pickup Replacement	17,182 297 280 300 30,000
4203	Refuse Collection	1,376,967	1,416,512	39,545	2.87%	Salaries and Fringes Repair & Maintenance - Vehicle Repair & Maintenance - Bldg. & Grounds Maintenance Service Contracts Printing and Binding Other Contractual Services - Hauling contract - 3.8% anticipated increase Gasoline Electrical Services Postage and Telephone Property Insurance Motor Vehicle Insurance Office Supplies Laundry Supplies Repair & Maintenance Supplies Vehicle & Powered Equipment Supplies Vehicle Fuels and Lubricants Other Operating Supplies Travel Dues & Assoc. Memberships Construction Equipment: 1 packer & 1 recycling container	19,554 200 (54,900) 250 655 45,024  (336) 3,276 264 550 100 (350) (409) (475) 200 (44) 6,366 800 20 18,800
4204	Refuse Disposal	569,160	589,464	20,304	3.57%	Based on FY 2016 average for refuse disposal plus a factor for rate increase, population, and waste increases of 6%	20,304

<u>Dept Code</u>	<u>Department</u>	<u>2016-2017 Original Budget</u>	<u>2017-2018 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
4205	Litter Control	24,387	31,017	6,630	27.19%	Salaries and Fringes (P/T) Repair & Maintenance - Vehicle Gasoline Postage and Telephone Motor Vehicle Insurance Vehicle and Powered Equipment Supplies Educational Supplies	7,195 (300) 275 (100) (390) (100) 50
4301	Maintenance	611,857	671,749	59,892	9.79%	Salaries and Fringes Central Stores - Copies Gasoline Postage and Telephone Motor Vehicle Insurance Motor Vehicle - 1 Pickup Replacement	26,492 (250) (1,000) (500) 150 35,000
4304	County Office Buildings	1,190,578	1,427,918	237,340	19.93%	Professional Services Repair & Maintenance - Equipment - CAB Repair & Maintenance - Bldg. & Grounds - CAB & Courthouse includes carpet replacement in Social Services Repair & Maintenance - Bldg. & Grounds - Millwood Maintenance Service Contracts - Millwood Printing and Binding - CAB Printing and Binding - PSB Other Contractual Services - Millwood Materials and Supplies - PSB Materials and Supplies - Bowman Library Office Supplies - CAB Agricultural Supplies - CAB Agricultural Supplies - PSB Repair & Maint. Supplies - CAB Repair & Maint. Supplies - PSB Powered Equipment Supplies - PSB County Share - JJC - Total = \$500,000 Machinery & Equipment - Heat Pump Replacement 2nd & 3rd floors - South Building	(7,560) 1,500 113,500 1,500 (4,000) (150) (150) 500 (2,000) (500) (1,000) (400) (400) (1,000) (2,000) (500) 100,000 40,000
4305	Animal Shelter	621,991	665,698	43,707	7.03%	Salaries and Fringes	29,287

Dept Code	Department	2016-2017 Original Budget	2017-2018 Proposed Budget	Difference	% Change	Budget Changes	Increase (Decrease)
						Professional Health Services Professional Services - Other Repair & Maintenance - Equipment Other Contractual Services Motor Vehicle Insurance Office Supplies Medical & Lab Supplies Laundry Supplies Repair & Maintenance Supplies Other Operating Supplies	10,750 210 2,100 560 100 200 2,000 (3,700) 1,200 1,000
5101	Health Department	393,867	398,774	4,907	1.25%	Increase in contribution request	4,907
5205	Northwestern Comm. Serv.	343,440	377,784	34,344	10.00%	Increase in contribution request	34,344
5305	Area Agency on Aging	63,000	65,000	2,000	3.17%	Increase in contribution request	2,000
5306	Property Tax Relief	520,000	540,000	20,000	3.85%		20,000
5316	Social Services Admin.	5,357,062	5,608,041	250,979	4.69%	Salaries and Fringes <b>INCLUDES NEW POSITION \$53,424</b> Advertising Insurance Training Travel Contribution - The Laurel Center - increase in request Dues & Assoc. Memberships Motor Vehicles - replacement vehicle Lease/Rent of Building	185,479  1,000 3,500 2,000 1,000 2,000 1,000 25,000 30,000
5317	Public Assistance	2,023,552	2,190,967	167,415	8.27%	AFDC - Foster Care Adoption Subsidy Fostering Futures IVE FC Special Needs Adoption	200,000 20,000 10,000 (100,000)

Dept Code	Department	2016-2017 Original Budget	2017-2018 Proposed Budget	Difference	% Change	Budget Changes	Increase (Decrease)
						Adoption Incentive Payment Family Preservation Adult Services ILF Education & Training Independent Living - Basic Promoting Safe & Stable Families VIEW Purchased Services	3,000 11,247 27,854 (3,100) (1,586) (2,000) 2,000
6401	Community College	78,819	76,320	(2,499)	-3.17%	Decrease in contribution request	(2,499)
7101	Parks Administration	707,341	1,927,658	1,220,317	172.52%	Salaries & Fringes-4 positions relocated from 7103 & 7104 Professional Services Maintenance Service Contracts Postage Telephone Property Insurance - moved from 7103 Motor Vehicle Insurance - moved from 7103 Surety Bonds Office Supplies Books & Subscriptions Other Operating Supplies Travel Youth Center Improvements - Snowden Bridge Construction \$300,000 Abrams Creek Design and Easements \$61,000 Indoor Aquatic Center Design \$480,000 Lease/Rent of Equipment	397,970 (43,000) 250 2,340 1,767 156 14,850 12 2,000 11 7,311 (5,250) 700 841,000 200
7103	Parks Maintenance	1,062,790	0	(1,062,790)	-100.00%	Split into other Parks departments	(1,062,790)
7104	Recreation Centers	2,707,142	2,927,443	220,301	8.14%	Salaries and Fringes <b>INCLUDES 1 NEW RECREATION TECHNICIAN \$46,495</b> INCREASE IN P/T HELP \$95,220; SUPT MOVED TO 7101 Printing and Binding Contractual Services Trips & Excursions	84,446 700 (13,492) 20,060

Dept Code	Department	2016-2017 Original Budget	2017-2018 Proposed Budget	Difference	% Change	Budget Changes	Increase (Decrease)
						Contracted Rental Food Supplies Medical and Lab. Supplies Laundry/Janitorial Supplies Uniforms Educational & Rec. Supplies Other Operating Supplies Awards Treadmills - replace eight due to age Motor Vehicles - Van to replace van and bus	18,195 4,556 106 900 4,203 (3,112) 11,544 5,803 26,392 60,000
7109	Clearbrook Park	388,922	1,464,354	1,075,432	276.52%	Salaries and Fringes - 7 F/T positions moved from 7103 Repair & Maintenance - Equipment Repair & Maintenance - Vehicle Repair & Maintenance - Bldg. & Grounds Other Contractual Services Electrical Services Heating Services Fire Insurance Agricultural Supplies Laundry Supplies Repair & Maintenance Supplies Vehicle & Powered Equipment Supplies Uniforms Recreation Supplies Other Operating Supplies Road & Street Materials Machinery & Equipment - Mower Z Turn \$15,000 Tractor 50 HP 4 Wheel Drive \$33,500 1 Work Carts to replace old golf cart \$11,000 Motor Vehicles - 1 pickup truck to replace old truck Improvements - Slide Spray Ground \$312,000 Frederick Heights Trail/Parking \$197,000	429,257 (8,193) 5,964 (9,000) 34,800 1,192 300 1,225 19,042 (944) 8,420 (3,178) (2,280) 1,812 (1,488) 3 59,500 30,000 509,000
7110	Sherando Park	410,398	1,491,437	1,081,039	263.41%	Salaries and Fringes - 6 F/T positions moved from 7103 Repair & Maintenance - Equipment Repair & Maintenance - Bldg. & Grounds Other Contractual Services	362,226 (6,984) 8,250 38,350



Dept Code	Department	2016-2017 Original Budget	2017-2018 Proposed Budget	Difference	% Change	Budget Changes	Increase (Decrease)
						Electrical Services Heating Services Water and Sewage Services Fire Insurance Agricultural Supplies Laundry Supplies Repair & Maintenance Supplies Vehicle & Powered Equipment Supplies Uniforms Recreation Supplies Other Operating Supplies Road & Street Materials Machinery & Equipment - Soccer Goals 2 pair \$11,000 Utility work cart - diesel to replace pickup truck \$12,000 Main pool circulation pump/motor \$8,000 Infield Drag replacement \$12,000 Motor Vehicles - Replacement pickup truck Improvements - Rose Hill Playground \$100,000 Slide Spray Ground \$312,000 Sherando Construction Design for Area 4 \$176,663 Lease/Rent of Equipment	300 (2,200) (4,037) 428 27,374 4,883 (16,326) (530) (3,280) 1,368 11,468 886 43,000  30,000 588,663  (2,800)
7302	Handley Library	942,357	1,087,901	145,544	15.44%	Increase in contribution request	145,544
8101	Planning	1,076,086	1,132,823	56,737	5.27%	Salaries and Fringes - includes \$5,000 inc. for Zoning Insp. Motor Vehicle Insurance Office Supplies Other Operating Supplies Motor Vehicles - 4WD vehicle	27,601 500 3,436 (1,500) 26,700
8102	EDA Transfer - Fund 31	570,245	607,557	37,312	6.54%	Salaries and Fringes - reduction in part-time; <b>INCLUDES NEW RESEARCH MANAGER POSITION \$70,205</b> Professional Services - Website Development Fire Insurance Motor Vehicle Insurance Crime Insurance Public Officials Liability Insurance	57,609  2,000 1,800 350 (225) (350)

<u>Dept Code</u>	<u>Department</u>	<u>2016-2017 Original Budget</u>	<u>2017-2018 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
						General Liability Insurance Books and Subscriptions Other Operating Supplies	300 (9,372) 2,000
8104	Zoning Board	6,368	6,013	(355)	-5.57%		(355)
8106	Building Appeals Board	550	561	11	2.00%	FICA budgeted	11
8107	NSVRC	45,915	70,351	24,436	53.22%	Increase in request	24,436
8203	Soil/Water Conservation	7,000	11,250	4,250	60.71%	Increase in contribution request	4,250
8301	Extensions	242,000	251,716	9,716	4.01%	Salaries and Fringes Professional Services - Other - Tech Agent Salaries	7,600 2,116
9201	School Transfers COLA/Transfers/Debt Service	91,010,648 4,976,677	91,010,648 4,503,648	0 (473,029)	0.00% -9.50%		(473,029)

**Total General Fund                    163,306,583    177,463,447    14,156,864**

**Capital Items Total \$7,086,711**

**46 New Full-Time General Fund Positions - Total \$2,539,567**

**FY 2017-2018 NEW POSITION REQUESTS - GENERAL FUND**

<u>Dept Code</u>	<u>Department</u>	<u>New Position Plus Fringes</u>	<u>Amount</u>
1213	Treasurer	<b>1 Cashier (mid-year hire)</b> <b>1 Cashier (mid-year hire)</b> FICA VRS Health/Dental Life Worker's Compensation Disability <b>(Mid-year hires; 1/2 year salaries &amp; fringes)</b>	18,360 18,360 2,809 3,378 10,780 481 33 250
		2 Positions Total Cost	54,451
3102	Sheriff	<b>Deputy I - Patrol 11 x \$37,536</b> <b>Investigator</b> FICA VRS Health/Dental Life Worker's Compensation	412,896 51,102 35,496 42,688 129,360 6,078 11,275
	1 Deputy position salary + fringes = 56,044	12 Positions Total Cost	688,895
3401	Inspections	<b>Inspector</b> FICA VRS Health/Dental Life Worker's Compensation Disability	52,000 3,978 4,784 10,780 681 1,378 307
		1 Position Total Cost	73,908
3505	Fire and Rescue	<b>Firefighter - 27 x \$36,800</b> <b>Training Officer</b> <b>Training Officer</b> FICA VRS Health/Dental Life Worker's Compensation	993,600 36,800 36,800 81,641 98,182 312,620 13,980 48,771
	1 Firefighter position salary + fringes = 55,945	29 Positions Total Cost	1,622,394
5316	Social Services	<b>New Position</b> Fringes	35,000 18,424

<u>Dept Code</u>	<u>Department</u>	<u>New Position Plus Fringes</u>	<u>Amount</u>
		1 Position Total Cost	53,424
7104	Recreation Centers	<b>Recreation Technician</b>	29,500
		FICA	2,257
		VRS	2,714
		Health/Dental	10,780
		Life	386
		Worker's Compensation	684
		Disability	174
		1 Position Total Cost	46,495

**46 General Fund Positions Total Cost 2,539,567**

**FY 2017-2018 NEW POSITION REQUESTS - OTHER FUNDS**

<u>Fund Code</u>	<u>Fund</u>	<u>New Position Plus Fringes</u>	<u>Amount</u>
30	EMS Revenue Recovery	<b>EMS Billing Specialist</b>	29,500
		FICA	2,257
		VRS	2,714
		Health/Dental	10,780
		Life	386
		Worker's Compensation	27
		Disability	200
		1 Position Total Cost	45,864
31	EDA	<b>Research Manager</b>	50,000
		FICA	3,825
		VRS	4,600
		Health/Dental	10,780
		Life	655
		Worker's Compensation	45
		Disability	300
		1 Position Total Cost	70,205

**FY 2017-2018 CAPITAL REQUEST SUMMARY - GENERAL FUND**

<u>Department</u>	<u>Line Item</u>	<u>Description</u>	<u>Amount</u>	<u>Total per Department</u>
1101 - Board of Supervisors	8007	Social media archiving component for FOIA tracking system	5,500	5,500
1210 - Reassessment	8007	IT Equipment - No backup information provided	8,500	8,500
1214 - Finance	8007	OpenGov software	27,000	27,000
1220 - Information Technology	8007	IT Equipment - no backup information provided	118,604	118,604
3102 - Sheriff	8001 8005 8005 8005 8005	One K9 to replace current K9 DAX that is due to retire Motor Vehicles: 19 replacement, 12 new = 31 total 16 police interceptors @ \$28,800 14 police interceptor SUV's @ 31,318 1 F150 pickup (Animal Control)	8,800  460,800 438,452 31,500	939,552
3401 - Inspections	8005	Motor Vehicles - one pick up or SUV replacement	28,000	28,000
3505 - Fire and Rescue	8003 8005 8005 8005 8005 8005 8005 8005	Radio Equipment - includes equip. for new vehicles 1 2017 Chevrolet Tahoe 4WD - (BATT 10-2) 1 2017 Ford F250 4WD (Replace FM10-6) 1 2017 Ford F150 SuperCrew Cab 4WD (New FMs) 1 2017 Chevrolet Tahoe 4WD - (Replace TR 10) 1 2017 Ford F250 Crew Cab 4WD (New TR) 1 2017 Ford F250 4WD (Replacement TR10-1) Replacement of Engine 10 (Used)	38,500 37,000 34,000 31,000 37,000 31,000 31,000 200,000	

<u>Department</u>	<u>Line Item</u>	<u>Description</u>	<u>Amount</u>	<u>Total per Department</u>
	8009	2 Thermal Imaging Cameras	16,000	
	8009	SCBA Grant (AFG up to \$1 million)	3,000,000	
	8009	BullEx Bullseye System	11,000	
	8009	Hydraulic Extraction Equipment	60,000	
				3,526,500
3506 - Public Safety Communications	8007	Vesta 911 Equipment SMS ITS Service - 5 years TXT 2 911 recurring fee Services, engineering, training and installation	70,000	70,000
4201 - General Engineering	8005	4x4 truck to replace high mileage truck	30,000	30,000
4203 - Refuse Collection	8006	1 receiver can - current can in disrepair	9,100	
	8006	1 recycling can - current can in disrepair	9,700	18,800
4301 - Maintenance	8005	1 pickup replacement	35,000	35,000
4304 - County Office Buildings	8001	Heat Pump Replacement - 2nd & 3rd Floors - South Building	40,000	40,000
5316 - Social Services Admin.	8005	Motor Vehicles - new vehicle replacement	25,000	25,000
7101 - Parks Administration	8900	Snowden Bridge Construction	300,000	
	8900	Abrams Creek Design and Easements	61,000	
	8900	Indoor Aquatic Center Design	480,000	

<u>Department</u>	<u>Line Item</u>	<u>Description</u>	<u>Amount</u>	<u>Total per Department</u>
				841,000
7104 - Recreation Centers	8001 8005	Treadmills - replace eight due to age Van - replace 1999 van and 1994 bus	26,392 60,000	86,392
7109 - Clearbrook Park	8001 8001 8001 8005 8900 8900	Mower Z Turn - Replacement Utility/Work Cart - replace golf cart Tractor 50 HP 4 wheel drive Pickup - Replacement Clearbrook Park Slide Spray Ground Frederick Heights Trail/Parking	15,000 11,000 33,500 30,000 312,000 197,000	598,500
7110 - Sherando Park	8001 8001 8001 8001 8005 8900 8900 8900	Work Cart - Replace pickup truck Main Pool Circulation Pump/Motor Infield Drag Self-Propelled - replacement 2 Soccer Goals Pickup - Replacement Rose Hill Playground Sherando Park Slide Spray Ground Sherando construction design for Area 4	12,000 8,000 12,000 11,000 30,000 100,000 312,000 176,663	661,663
8101 - Planning	8005	Vehicle - 4 WD replacement	26,700	26,700

**Total Capital Requests - General Fund      7,086,711**



<u>Department</u>	<u>Line Item</u>	<u>Description</u>	<u>Amount</u>	<u>Total per Department</u>
<b>CAPITAL REQUESTS - OTHER FUNDS:</b>				
Fund 11 - NRADC	8001	Floor Model Mixer	5,500	
	8001	Steamer	17,000	
	8001	Ice Maker	7,000	
	8005	15 Passenger Van	45,000	74,500
Fund 12 - Landfill	8003	Radio replacement - as needed	5,000	
	8005	1 ton dump truck (litter buggy)	60,000	
	8005	SUV/truck replacement for Public Works Director	35,000	
	8006	Caterpillar 963 Track Loader for MSW landfill (Spring 18)	375,000	
	8006	Caterpillar 963 Track Loader for CDD landfill (Summer 17)	375,000	
	8006	100 HP farm tractor	85,000	
	8006	8' rotary cutter	6,000	
	8007	IT Equipment - upgrades	5,000	
	8009	New tools for shop	10,000	
	8009	New specialty tools for gas plant	10,000	
	8900	Blasting of MSW Phase 3 cell A	1,500,000	
	8900	Litter fence for new cell	80,000	
	8900	Gas wellfield expansion	150,000	
	8900	Leachate holding pond - additional storage capacity needed	1,500,000	4,196,000

**FY 2017-2018 BUDGET SUMMARY - OTHER FUNDS**

<u>Dept Code</u>	<u>Fund</u>	<u>2016-2017 Original Budget</u>	<u>2017-2018 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>
11	NRADC	21,161,388	22,037,706	876,318	4.14%
12	Landfill	7,035,435	9,732,241	2,696,806	38.33%
13	Division of Court Services	704,994	651,446	(53,548)	-7.60%
16	Shawneeland	942,848	957,660	14,812	1.57%
17	Airport	1,802,568	1,555,958	(246,610)	-13.68%
29	Lake Holiday	779,998	779,998	0	0.00%
30	Revenue Recovery	1,802,974	1,593,084	(209,890)	-11.64%
31	EDA	577,495	631,607	54,112	9.37%

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
11/1/2016	SHERIFF	PROMOTIONS 11/16	3102	1002	000	008	1,609.10
	SHERIFF		3102	1001	000	015	(1,609.10)
	SHERIFF		3102	1002	000	079	1,649.69
	SHERIFF		3102	1001	000	015	(1,649.69)
	SHERIFF		3102	1002	000	003	1,447.25
	SHERIFF		3102	1002	000	088	(1,447.25)
	SHERIFF		3102	1002	000	085	1,449.08
	SHERIFF		3102	1002	000	088	(1,449.08)
	SHERIFF		3102	1002	000	005	1,479.20
	SHERIFF		3102	1001	000	015	(1,479.20)
	FIRE AND RESCUE		3505	1001	000	016	(3,813.60)
	FIRE AND RESCUE		3505	1001	000	019	3,813.60
	FIRE AND RESCUE		3505	1001	000	058	(3,815.84)
	FIRE AND RESCUE		3505	1001	000	027	3,815.84
	FIRE AND RESCUE		3505	1007	000	001	(2,686.00)
	FIRE AND RESCUE		3505	1001	000	026	2,686.00
	FIRE AND RESCUE		3505	1007	000	001	(2,684.56)
	FIRE AND RESCUE		3505	1001	000	082	2,684.56
	FIRE AND RESCUE		3505	1007	000	001	(2,680.85)
	FIRE AND RESCUE		3505	1001	000	097	2,680.85
	FIRE AND RESCUE		3505	1007	000	001	(2,657.41)
	FIRE AND RESCUE		3505	1001	000	125	2,657.41
	FIRE AND RESCUE		3505	1007	000	001	(2,684.57)
	FIRE AND RESCUE		3505	1001	000	010	2,684.57
	FIRE AND RESCUE		3505	1007	000	001	(2,787.43)
	FIRE AND RESCUE		3505	1001	000	091	2,787.43
	FIRE AND RESCUE		3505	1007	000	001	(2,692.37)
	FIRE AND RESCUE		3505	1001	000	128	2,692.37
11/16/2016	MAINTENANCE ADMINISTRATION	REPAIRS TO 2007 FORD F150	4301	3004	000	002	2,500.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3002	000	000	(2,500.00)
11/16/2016	BOARD OF SUPERVISORS	COVER DEFICIT	1101	5506	000	000	(1,000.00)
	BOARD OF SUPERVISORS		1101	5413	000	000	1,000.00
11/22/2016	TREASURER	KIWANIS DUES	1213	3002	000	001	(120.00)
	TREASURER		1213	5801	000	000	120.00
11/22/2016	COUNTY OFFICE BUILDINGS/COURTHOUSE	REFUSE REMOVAL FROM MILLWOOD FIRE STATION	4304	5403	000	021	(500.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3010	000	021	500.00
11/28/2016	ELECTORAL BOARD AND OFFICIALS	PAY ELECTORAL BOARD FY2017	1301	5401	000	000	(30.00)
	ELECTORAL BOARD AND OFFICIALS		1301	5801	000	000	30.00
11/30/2016	COUNTY ADMINISTRATOR	TEMPORARY RECEPTIONIST	1201	1003	000	000	2,600.00
	COUNTY ADMINISTRATOR		1201	2001	000	000	198.00
	COUNTY ADMINISTRATOR		1201	2011	000	000	2.00
	TRANSFERS/CONTNGENCY		9301	5890	000	000	(2,800.00)
11/30/2016	HUMAN RESOURCES	TRAVEL FUNDS	1203	3007	000	000	(100.00)
	HUMAN RESOURCES		1203	5506	000	000	100.00

County of Frederick  
 General Fund  
 November 30, 2016

ASSETS	FY17 <u>11/30/216</u>	FY16 <u>11/30/2015</u>	Increase (Decrease)
Cash and Cash Equivalents	72,391,505.91	76,067,691.07	(3,676,185.16) *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Taxes, Commonwealth, Reimb. P/P	24,483,687.97	17,254,334.84	7,229,353.13 *B
Streetlights	10,178.78	4,007.80	6,170.98
Miscellaneous Charges	20,147.12	20,232.34	(85.22)
Due from Fred. Co. San. Auth.	734,939.23	734,939.23	0.00
Prepaid Postage	2,554.21	4,173.88	(1,619.67)
GL controls (est.rev / est. exp)	<u>(8,797,696.70)</u>	<u>(13,418,524.42)</u>	<u>4,620,827.72</u> (1) Attached
<b>TOTAL ASSETS</b>	<b><u>88,846,871.52</u></b>	<b><u>80,668,409.74</u></b>	<b><u>8,178,461.78</u></b>
LIABILITIES			
Performance Bonds Payable	1,288,546.58	446,668.04	841,878.54
Taxes Collected in Advance	111,543.99	152,971.25	(41,427.26) *C
Deferred Revenue	<u>24,510,053.88</u>	<u>17,274,961.65</u>	<u>7,235,092.23</u> *D
<b>TOTAL LIABILITIES</b>	<b>25,910,144.45</b>	<b>17,874,600.94</b>	<b>8,035,543.51</b>
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	328,252.80	233,248.27	95,004.53 (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant	205,675.38	137,071.75	68,603.63
Prepaid Items	949.63	949.63	0.00
Advances	734,939.23	734,939.23	0.00
Employee Benefits	93,120.82	93,120.82	0.00
Courthouse Fees	312,512.63	269,039.57	43,473.06
Historical Markers	17,386.10	17,330.76	55.34
Animal Shelter	335,530.02	335,530.02	0.00
Proffers	3,610,003.96	2,042,419.80	1,567,584.16 (3) Attached
Parks Reserve	9,810.01	6,932.25	2,877.76
E-Summons Funds	78,763.75	38,816.25	39,947.50
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>56,768,732.89</u>	<u>58,443,360.60</u>	<u>(1,674,627.71)</u> (4) Attached
<b>TOTAL EQUITY</b>	<b><u>62,936,727.07</u></b>	<b><u>62,793,808.80</u></b>	<b><u>142,918.27</u></b>
<b>TOTAL LIAB. &amp; EQUITY</b>	<b><u>88,846,871.52</u></b>	<b><u>80,668,409.74</u></b>	<b><u>8,178,461.78</u></b>

**NOTES:**

\*A Cash decrease includes an increase in expenditures and decreases in revenue, transfers, and fund balance (refer to the comparative statement of revenues, expenditures, transfers and change in fund balance).

\*B Tax payments of \$6 million were unavailable from mortgage companies until 12/16.

\*C Prepayment of taxes.

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

**BALANCE SHEET**

(1) GL Controls	FY17	FY16	Inc/(Decrease)
Est.Revenue	159,836,408	147,595,237	12,241,170
Appropriations	(70,373,478)	(67,785,799)	(2,587,679)
Est.Tr.to Other fds	(98,588,879)	(93,461,211)	(5,127,668)
Encumbrances	328,253	233,248	95,005
	(8,797,697)	(13,418,524)	4,620,828

**(2) General Fund Purchase Orders 11/30/16**

DEPARTMENT	Amount	
HR	4,061.72	Furniture
County Office Buildings	33,768.00	Tracer System HVAC Controls
	12,260.00	Parking Lot Repair County Administration Building
	115,400.00	(2)Roof Top Units /Heat Pump Replacements
Fire & Rescue	16,675.81	Security Cameras
	933.60	(1) Washer/Extractor
	2,545.00	Hazmat Shower(FEMA)
	5,573.20	Badges, Emblems,Patches, etc.
	49,513.03	Uniforms
General District Court	10,193.00	Textbooks-Medical and Trauma Life Support
	5,800.00	Disaster Management Software Subscription
General Fund Departments	2,732.80	(14) Mesh Back Chairs
	1,113.11	PC Refresh
Inspections	20,983.00	KIP Scanner
	5,160.00	Unity Software Laserfiche
Parks	15,900.05	Program & Staff Shirts
Sheriff	6,164.50	Ammunition
	13,559.98	Body Armor
	156.00	Uniforms
	5,760.00	(2) Apple Computers
<b>Total</b>	<b>328,252.80</b>	

(3)Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance @11/30/2016	953,404.62	535,958.54	470,228.70	1,650,412.10	3,610,003.96

**Designated Other Projects Detail**

Administration	256,929.10			
Bridges	2,500.00			
Historic Preservation	126,000.00	12/11/14 Board Action designated \$50,000 for final debt payment		
Library	134,968.00	on the Huntsberry property.		
Rt.50 Trans.Imp.	10,000.00			
Rt. 50 Rezoning	25,000.00			
Rt. 656 & 657 Imp.	25,000.00			
RT.277	162,375.00			
Sheriff	57,950.00			
Solid Waste	12,000.00			
Stop Lights	52,445.00			
BPG Properties/Rt.11 Corridor	330,000.00			
Blackburn Rezoning	452,745.00			
Clearbrook Bus.Ctr.Rezoning	2,500.00			
<b>Total</b>	<b>1,650,412.10</b>			

**Other Proffers 11/30/16**

(4) Fund Balance Adjusted	
Ending Balance 11/30/2016	39,664,370.01
Revenue 11/16	49,394,537.34
Expenditures 11/16	(29,232,338.68)
Transfers 11/16	(3,057,835.78)
<b>11/16 Adjusted Fund Balance</b>	<b>56,768,732.89</b>

County of Frederick  
 Comparative Statement of Revenues, Expenditures  
 and Changes in Fund Balance  
 November 30, 2016

<b>REVENUES:</b>	<u>Appropriated</u>	FY17 11/30/2016 <u>Actual</u>	FY16 11/30/2015 <u>Actual</u>	YTD Actual <u>Variance</u>
General Property Taxes	109,067,433.00	26,071,901.25	29,200,314.75	(3,128,413.50) <b>(1)</b>
Other local taxes	34,831,980.00	8,518,385.07	7,718,530.30	799,854.77 <b>(2)</b>
Permits & Privilege fees	1,283,923.00	932,132.21	1,062,320.99	(130,188.78) <b>(3)</b>
Revenue from use of money and property	159,359.00	145,745.56	87,455.75	58,289.81 <b>(4)</b>
Charges for Services	2,710,296.00	1,133,929.67	1,016,972.36	116,957.31
Miscellaneous	505,583.88	267,551.17	137,107.88	130,443.29
Recovered Costs	1,568,266.00	895,898.50	765,678.72	130,219.78 <b>(5)</b>
Proffers	.	726,896.02	1,053,624.21	(326,728.19) <b>(5)</b>
Intergovernmental:				
Commonwealth	9,673,567.00	10,677,283.31	9,633,597.01	1,043,686.30 <b>(6)</b>
Federal	36,000.00	24,814.58	35,187.69	(10,373.11) <b>(7)</b>
Transfers	.	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>159,836,407.88</b>	<b>49,394,537.34</b>	<b>50,710,789.66</b>	<b>(1,316,252.32)</b>
 <b>EXPENDITURES:</b>				
General Administration	10,977,288.32	5,347,316.91	4,070,243.52	1,277,073.39
Judicial Administration	2,657,453.84	1,059,179.65	880,376.70	178,802.95
Public Safety	34,544,739.42	14,275,319.89	13,569,810.31	705,509.58
Public Works	5,254,435.67	1,822,836.45	1,673,133.65	149,702.80
Health and Welfare	8,712,321.00	3,323,564.24	3,114,580.86	208,983.38
Education	78,819.00	39,409.50	28,000.00	11,409.50
Parks, Recreation, Culture	6,449,560.86	2,821,891.13	2,606,910.84	214,980.29
Community Development	1,965,491.14	542,820.91	546,491.71	(3,670.80)
<b>TOTAL EXPENDITURES</b>	<b>70,640,109.25</b>	<b>29,232,338.68</b>	<b>26,489,547.59</b>	<b>2,742,791.09 <b>(8)</b></b>
 <b>OTHER FINANCING SOURCES ( USES):</b>				
Operating transfers from / to	98,322,248.13	3,057,835.78	5,547,854.24	(2,490,018.46) <b>(9)</b>
<b>Excess (deficiency)of revenues &amp; other sources over expenditures &amp; other uses</b>	(9,125,949.50)	17,104,362.88	18,673,387.83	1,569,024.95
 <b>Fund Balance per General Ledger</b>		39,664,370.01	39,769,972.77	(105,602.76)
<b>Fund Balance Adjusted to reflect Income Statement @11/30/2016</b>		56,768,732.89	58,443,360.60	(1,674,627.71)

<b>(1)General Property Taxes</b>	<b>FY17</b>	<b>FY16</b>	<b>Increase/Decrease</b>
Real Estate Taxes	12,445,519	17,850,922	(5,405,404)
Public Services Current Taxes	212,361	242,581	(30,220)
Personal Property	12,960,158	10,670,077	2,290,080
Penalties and Interest	333,672	290,034	43,638
Credit Card Chgs./Delinq.Advertising	(24,670)	(16,608)	(8,063)
Adm.Fees For Liens&Distress	144,862	163,307	(18,446)
	26,071,901	29,200,315	(3,128,414)

**(2) Other Local Taxes**

Local Sales and Use Tax	3,422,707.09	3,248,445.83	174,261.26
Communications Sales Tax	318,797.59	326,838.00	(8,040.41)
Utility Taxes	1,050,807.79	852,796.95	198,010.84
Business Licenses	801,339.47	620,881.97	180,457.50
Auto Rental Tax	41,114.14	44,996.27	(3,882.13)
Motor Vehicle Licenses Fees	289,202.80	253,588.30	35,614.50
Recordation Taxes	715,512.63	676,913.82	38,598.81
Meals Tax	1,615,160.05	1,491,559.21	123,600.84
Lodging Tax	254,350.93	185,779.88	68,571.05
Street Lights	7,592.58	12,859.26	(5,266.68)
Star Fort Fees	1,800.00	3,870.81	(2,070.81)
<b>Total</b>	<b>8,518,385.07</b>	<b>7,718,530.30</b>	<b>799,854.77</b>

**(3)Permits&Privileges**

Dog Licenses	21,127.00	16,858.00	4,269.00
Land Use Application Fees	5,150.00	7,000.00	(1,850.00)
Transfer Fees	1,461.60	1,413.00	48.60
Development Review Fees	141,297.00	263,657.14	(122,360.14)
Building Permits	599,177.77	567,639.04	31,538.73
2% State Fees	10,736.44	9,666.09	1,070.35
Electrical Permits	38,075.00	50,346.00	(12,271.00)
Plumbing Permits	10,658.40	10,602.00	56.40
Mechanical Permits	36,032.00	63,824.00	(27,792.00)
Sign Permits	2,675.00	2,376.72	298.28
Commercial Burning Permits	75.00	25.00	50.00
Blasting Permits	120.00	150.00	(30.00)
Land Disturbance Permits	65,297.00	67,314.00	(2,017.00)
Residential Pump and Haul Fee	50.00	-	50.00
Septic Haulers Permit	-	300.00	(300.00)
Transfer Development Rights	200.00	1,150.00	(950.00)
<b>Total</b>	<b>932,132.21</b>	<b>1,062,320.99</b>	<b>(130,188.78)</b>

**(4) Revenue from use of**

Money	124,550.94	62,554.50	61,996.44
Property	21,194.62	24,901.25	(3,706.63)
<b>Total</b>	<b>145,745.56</b>	<b>87,455.75</b>	<b>58,289.81</b>

(5) Recovered Costs	FY17	FY16	Increase/Decrease
	11/30/2016	11/30/2015	
Recovered Costs Treasurer's Office	33,861.00	42,164.00	(8,303.00)
Worker's Comp	500.00	500.00	-
Purchasing Card Rebate	161,675.29	124,206.59	37,468.70
Recovered Costs-IT/GIS	20,000.00	313.98	19,686.02
Fire & Rescue Fee Recovery	145,574.24	176,796.56	(31,222.32)
Recovered Cost Fire Companies	120,674.40	38,672.90	82,001.50
Reimbursement Circuit Court	4,171.29	5,855.49	(1,684.20)
Reimb.Public Works/Planning Clean Up	1,100.00	1,736.25	(636.25)
Clarke County Container Fees	36,358.16	27,991.16	8,367.00
City of Winchester Container Fees	27,226.66	25,776.19	1,450.47
Refuse Disposal Fees	52,741.17	39,642.32	13,098.85
Recycling Revenue	32,006.59	34,522.40	(2,515.81)
Fire & Rescue Merchandise(Resale)	-	1,050.00	(1,050.00)
Container Fees Bowman Library	784.06	583.52	200.54
Litter-Thon/Keep VA Beautiful Grant	750.00	500.00	250.00
Restitution Victim Witness	3,784.92	7,337.16	(3,552.24)
Reimb.of Expenses Gen.District Court	15,746.69	10,447.55	5,299.14
Reimb.Task Force	22,395.61	34,066.48	(11,670.87)
Sign Deposits- Planning	-	100.00	(100.00)
Westminster Canterbury Lieu of Taxes	13,967.40	12,456.00	1,511.40
Grounds Maintenance Frederick Co.Schools	135,347.57	129,382.99	5,964.58
Comcast PEG Grant	41,389.00	35,732.25	5,656.75
Fire School Programs	17,145.00	9,424.25	7,720.75
Clerks Reimbursement to County	4,070.15	5,409.10	(1,338.95)
Sheriff Reimbursement	4,629.30	1,011.58	3,617.72
Subtotal Recovered Costs	895,898.50	765,678.72	130,219.78
Proffer-Other	-	483,090.46	(483,090.46)
Proffer Lynnhaven	43,918.03	10,134.93	33,783.10
Proffer Redbud Run	70,994.00	32,270.00	38,724.00
Proffer Canter Estates	44,967.67	36,791.73	8,175.94
Proffer Village at Harvest Ridge	12,312.00	7,695.00	4,617.00
Proffer Southern Hills	29,460.00	19,640.00	9,820.00
Proffer Snowden Bridge	249,349.32	252,420.09	(3,070.77)
Proffer Meadows Edge Racey Tract	241,728.00	181,296.00	60,432.00
Proffer Cedar Meadows	34,167.00	29,286.00	4,881.00
Proffer Westbury Commons	-	1,000.00	(1,000.00)
Subtotal Proffers	726,896.02	1,053,624.21	(326,728.19)
Grand Total	1,622,794.52	1,819,302.93	(196,508.41)

\*1 Transportation Costs for Blackburn Commerce Ctr.& Clearbrook Business Ctr.



(6) Commonwealth Revenue	11/30/2016	11/30/2015		
	FY17	FY16	Increase/Decrease	
Motor Vehicle Carriers Tax	18,955.14	37,721.45	(18,766.31)	
Mobile Home Titling Tax	79,829.01	58,618.97	21,210.04	
Recordation Taxes	186,735.96	180,462.40	6,273.56	
P/P State Reimbursement	6,526,528.18	6,526,528.26	(0.08)	
Shared Expenses Comm.Atty.	177,662.56	117,911.16	59,751.40	*1
Shared Expenses Sheriff	759,010.62	582,630.52	176,380.10	*1
Shared Expenses Comm.of Rev.	70,636.05	53,090.44	17,545.61	*1
Shared Expenses Treasurer	52,856.07	39,397.34	13,458.73	*1
Shared Expenses Clerk	158,509.40	98,089.07	60,420.33	*1
Public Assistance Grants	2,053,970.51	1,504,050.22	549,920.29	*1
Litter Control Grants	15,152.00	15,687.00	(535.00)	
Emergency Services Fire Program	219,662.00	214,535.00	5,127.00	
DMV Grant Funding	5,098.06	8,880.11	(3,782.05)	
State Grant Emergency Services	-	14,838.80	(14,838.80)	
Sheriff State Grants	9,927.01	-	9,927.01	
JJC Grant Juvenile Justice	197,980.00	64,180.00	133,800.00	*2
Rent/Lease Payments	111,841.55	80,361.35	31,480.20	
Spay/Neuter Assistance - State	187.78	171.00	16.78	
Wireless 911 Grant	22,439.15	22,268.40	170.75	
State Forfeited Asset Funds	10,012.46	12,033.52	(2,021.06)	
F&R OEMS Reimbursement	289.80	2,142.00	(1,852.20)	
Total	10,677,283.31	9,633,597.01	1,043,686.30	

\*1 Timing of funds received 12/15 in prior year.

\*2 \$133,800 transferred to NRADC after closing 11/16

**County of Frederick**  
**General Fund**  
**November 30, 2016**

<b>(7) Federal Revenue</b>	FY17	FY16	Increase/Decrease
Federal Forfeited Assets	-	10,612.69	(10,612.69)
Housing Illegal Aliens-Federal	-	12,581.00	(12,581.00)
Federal Funds Sheriff	18,339.58	8,983.00	9,356.58
Emergency Services Grant	6,475.00	3,011.00	3,464.00
<b>Total</b>	<b>24,814.58</b>	<b>35,187.69</b>	<b>(10,373.11)</b>

**(8) Expenditures**

Expenditures increased \$2,742,791.09. **General Administration** increased \$1,277,073.39 and includes the timing of the Comprehensive Services Fund transfer for \$1,263,458 due to projected increase of expenses. Funds were not transferred until January in the previous year. **Public Safety** increased \$705,509.58 and reflects an increase of the local contribution to the Jail of \$98,307. Additionally, the year to date salaries and fringe benefits increased \$633,954.27 impacted by the addition of seven deputy and sixteen firefighter positions. The Transfers decreased \$2,490,018.46. See chart below:

<b>(9) Transfers Decreased \$2,490,018.46</b>	FY17	FY16	Increase/Decrease
Transfer to School Operating	1,574,432.38	705,004.31	869,428.07 *1
Transfer to School Construction	0.00	3,200,000.00	(3,200,000.00)
Transfer to Debt Service County	1,492,545.86	1,264,623.73	227,922.13
Transfer to School Operating Capital	0.00	314,746.72	(314,746.72)
Operational Transfers	-9,142.46	63,479.48	(72,621.94) *2
<b>Total</b>	<b>3,057,835.78</b>	<b>5,547,854.24</b>	<b>(2,490,018.46)</b>

\*1 Increase in FY17 School Operating Fund Transfer

\*2 Timing of Insurance Charge Outs

County of Frederick  
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER  
 November 30, 2016

ASSETS	FY2017 <u>11/30/2016</u>	FY2016 <u>11/30/2015</u>	Increase <u>(Decrease)</u>
Cash	7,007,843.21	5,668,964.95	1,338,878.26 *1
GL controls(est.rev/est.exp)	<u>(813,734.18)</u>	<u>(746,804.84)</u>	<u>(66,929.34)</u>
<b>TOTAL ASSETS</b>	<b><u>6,194,109.03</u></b>	<b><u>4,922,160.11</u></b>	<b><u>1,271,948.92</u></b>
LIABILITIES			
Accrued Operating Reserve Costs	<u>2,395,005.00</u>	<u>2,258,904.00</u>	<u>136,101.00</u>
<b>TOTAL LIABILITIES</b>	<b><u>2,395,005.00</u></b>	<b><u>2,258,904.00</u></b>	<b><u>136,101.00</u></b>
EQUITY			
Fund Balance Reserved			
Encumbrances Undesignated	67,870.24	31,347.50	36,522.74
Fund Balance	<u>3,731,233.79</u>	<u>2,631,908.61</u>	<u>1,099,325.18</u> *2
<b>TOTAL EQUITY</b>	<b><u>3,799,104.03</u></b>	<b><u>2,663,256.11</u></b>	<b><u>1,135,847.92</u></b>
<b>TOTAL LIABILITY &amp; EQUITY</b>	<b><u>6,194,109.03</u></b>	<b><u>4,922,160.11</u></b>	<b><u>1,271,948.92</u></b>

**NOTES:**

\*1 cash increased \$1,338,878.26. Refer to the following page for comparative statement of revenues and expenditures and changes in fund balance.

\*2 Fund balance increased \$1,099,325.18. The beginning balance was \$3,860,407.45 and includes adjusting entries, budget controls for FY17(\$746,029), the first bond payment for the security system upgrade(\$105,475.42), and the year to date revenue less the expenditures of \$722,330.76.

<b>Current Unrecorded Accounts Receivable-</b>	<u>FY2017</u>
Prisoner Billing:	28,645.15
Compensation Board Reimbursement 11/16	<u>460,960.75</u>
<b>Total</b>	<b>489,605.90</b>

County of Frederick  
 Comparative Statement of Revenues, Expenditures  
 and Changes in Fund Balance  
 11/30/2016

**FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER**

<b>REVENUES:</b>	<u>Appropriated</u>	FY2017 11/30/2016 <u>Actual</u>	FY2016 11/30/2015 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Probation	-	60.55	63.14	(2.59)
Interest		7,373.04	3,228.42	4,144.62
Supervision Fees	38,896.00	11,529.62	16,241.00	(4,711.38)
Drug Testing Fees	1,000.00	-	-	-
Work Release Fees	414,868.00	125,179.79	130,494.02	(5,314.23)
Federal Bureau Of Prisons	0.00	946.00	165.00	781.00
Local Contributions	6,988,314.00	3,494,157.00	3,247,553.00	246,604.00
Miscellaneous	6,500.00	20,281.74	1,779.80	18,501.94
Phone Commissions	420,000.00	71,335.40	77,146.36	(5,810.96)
Food & Staff Reimbursement	112,000.00	14,176.16	19,751.98	(5,575.82)
Elec.Monitoring Part.Fees	85,000.00	36,372.05	36,081.87	290.18
Share of Jail Cost Commonwealth	1,250,000.00	348,291.51	374,043.68	(25,752.17)
Medical & Health Reimb.	75,000.00	24,595.63	30,161.01	(5,565.38)
Shared Expenses CFW Jail	5,200,000.00	1,762,143.63	1,282,376.45	479,767.18
State Grants	276,233.00	14,267.00	73,340.94	(59,073.94)
Local Offender Probation	247,636.00	0.00	68,238.00	(68,238.00)
Bond Proceeds	0.00	2,197.44	0.00	2,197.44
Transfer From General Fund	5,299,912.00	2,649,956.00	2,551,649.00	98,307.00
<b>TOTAL REVENUES</b>	<b>20,415,359.00</b>	<b>8,582,862.56</b>	<b>7,912,313.67</b>	<b>670,548.89</b>
<b>EXPENDITURES:</b>	<b>21,296,963.42</b>	<b>7,860,531.80</b>	<b>7,764,829.60</b>	<b>95,702.20</b>
<b>Excess(Deficiency)of revenues over expenditures</b>		<b>722,330.76</b>	<b>147,484.07</b>	<b>574,846.69</b>
<b>FUND BALANCE PER GENERAL LEDGER</b>		<b><u>3,008,903.03</u></b>	<b><u>2,484,424.54</u></b>	<b><u>524,478.49</u></b>
<b>Fund Balance Adjusted To Reflect Income Statement 11/30/2016</b>		<b>3,731,233.79</b>	<b>2,631,908.61</b>	<b>1,099,325.18</b>

County of Frederick  
Fund 12 Landfill  
November 30, 2016

ASSETS	FY2017 11/30/2016	FY2016 11/30/2015	Increase (Decrease)
Cash	33,956,364.00	32,883,563.87	1,072,800.13
Receivables:			
Accounts Receivable			
Fees	539,694.23	679,737.74	(140,043.51) *1
Accounts Receivable Other	1,841.56	2,589.86	(748.30)
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	45,498,224.85	44,899,611.07	598,613.78
Accumulated Depreciation	(27,824,334.18)	(26,818,616.30)	(1,005,717.88)
GL controls(est.rev/est.exp)	<u>(1,693,621.76)</u>	<u>(696,048.00)</u>	<u>(997,573.76)</u>
<b>TOTAL ASSETS</b>	<b><u>50,394,168.70</u></b>	<b><u>50,866,838.24</u></b>	<b><u>(472,669.54)</u></b>
<b>LIABILITIES</b>			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	183,021.61	191,362.47	(8,340.86)
Accrued Remediation Costs	12,516,507.64	12,233,415.93	283,091.71 *2
Retainage Payable	26,133.20	0.00	26,133.20
Deferred Revenue Misc.Charges	<u>1,841.56</u>	<u>2,589.86</u>	<u>(748.30)</u>
<b>TOTAL LIABILITIES</b>	<b><u>12,727,504.01</u></b>	<b><u>12,427,368.26</u></b>	<b><u>300,135.75</u></b>
<b>EQUITY</b>			
Fund Balance			
Reserved:			
Encumbrances	796,582.64	35,422.00	761,160.64 *3
Land Acquisition	1,048,000.00	1,048,000.00	0.00
New Development Costs	3,812,000.00	3,812,000.00	0.00
Environmental Project Costs	1,948,442.00	1,948,442.00	0.00
Equipment	3,050,000.00	3,050,000.00	0.00
Undesignated			
Fund Balance	<u>27,011,640.05</u>	<u>28,545,605.98</u>	<u>(1,533,965.93) *4</u>
<b>TOTAL EQUITY</b>	<b><u>37,666,664.69</u></b>	<b><u>38,439,469.98</u></b>	<b><u>(772,805.29)</u></b>
<b>TOTAL LIABILITY AND EQUITY</b>	<b><u>50,394,168.70</u></b>	<b><u>50,866,838.24</u></b>	<b><u>(472,669.54)</u></b>

**NOTES:**

\*1 Landfill receivables decreased \$140,043.51. Landfill fees at 11/16 were \$507,963.78 compared to \$463,649.23 at 11/15 for an increase of \$44,314.55. Delinquent fees at 11/16 were \$28,492.13 compared to \$211,953.35 at 11/15 for a decrease of \$183,461.22.

\*2 Remediation increased \$283,091.71 and includes \$252,368.00 for post closure and \$30,723.71 interest.

\*3 The encumbrance balance at 11/30/16 was \$796,582.64 and includes \$118,050.19 for CDD Landfill partial closure of Area 1, Phase 1, \$651,874 for a Cat 826 K compactor, and a 2017 Ford F150 for \$26,658.45.

\*4 Fund balance decreased \$1,533,965.93. The beginning balance was \$27,678,717.24 and includes adjusting entries budget controls for FY17(\$645,965), carry forward funds of (\$15,000) for chiller repair on the landfill gas treatment skid, (\$200,000) carry forward funds for the partial closure of Area 1, CDD landfill, and \$193,887.81 year to date revenue less expenditures.

Note that FY16 budget controls (\$75,138.00) compared to FY17(\$645,965) for a difference of \$570,827.00 reduction in fund balance.

County of Frederick  
 Comparative Statement of Revenue, Expenditures  
 and Changes in Fund Balance  
 November 30, 2016

<b>FUND 12 LANDFILL REVENUES</b>	<u>Appropriated</u>	FY17 11/30/2016 <u>Actual</u>	FY16 11/30/2015 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Charges	0.00	1,522.71	1,605.30	(82.59)
Interest on Bank Deposits	60,000.00	31,556.15	20,030.27	11,525.88
Salvage and Surplus	0.00	49,026.55	38,017.95	11,008.60
Sanitary Landfill Fees	5,516,450.00	2,322,660.54	2,258,439.76	64,220.78
Charges to County	0.00	212,969.79	170,180.34	42,789.45
Charges to Winchester	0.00	58,370.48	49,340.62	9,029.86
Tire Recycling	120,000.00	53,969.99	29,931.12	24,038.87
Reg. Recycling Electronics	66,000.00	22,459.00	19,898.00	2,561.00
Greenhouse Gas Credit Sales	10,000.00	0.00	0.00	0.00
Miscellaneous	60,000.00	169.00	161.00	8.00
Wheel Recycling	70,000.00	0.00	0.00	0.00
Charges for RTOP	0.00	0.00	2,439.86	(2,439.86)
Renewable Energy Credits	116,262.00	90,346.60	56,361.76	33,984.84
Landfill Gas To Electricity	370,758.00	151,151.37	165,821.41	(14,670.04)
Waste Oil Recycling		0.00	1,717.07	(1,717.07)
<b>TOTAL REVENUES</b>	<b>6,389,470.00</b>	<b>2,994,202.18</b>	<b>2,813,944.46</b>	<b>180,257.72</b>
Operating Expenditures	5,535,435.10	1,252,328.66	1,217,087.45	35,241.21
Capital Expenditures	3,344,239.30	1,547,985.71	706,884.75	841,100.96
<b>TOTAL Expenditures</b>	<b>8,879,674.40</b>	<b>2,800,314.37</b>	<b>1,923,972.20</b>	<b>876,342.17</b>
<b>Excess(deficiency)of revenue over expenditures</b>		<b>193,887.81</b>	<b>889,972.26</b>	<b>(696,084.45)</b>
<b>Fund Balance Per General Ledger</b>		<b>26,817,752.24</b>	<b>27,655,633.72</b>	<b>(837,881.48)</b>
<b>FUND BALANCE ADJUSTED</b>		<b>27,011,640.05</b>	<b>28,545,605.98</b>	<b>(1,533,965.93)</b>

**County of Frederick, VA**  
**Report on Unreserved Fund Balance**  
**December 14, 2016**

**Unreserved Fund Balance, Beginning of Year, July 1, 2016** **44,322,798**

**Prior Year Funding & Carryforward Amounts**

C/F Clearbrook Convenience Site	(35,000)	
C/F capital contingency	(2,366,365)	
School encumbrances	(903,813)	
C/F Fire Company Capital	(218,002)	
Adjust PEG grant reserves	3,523	
C/F Rose Hill project	(13,163)	
C/F Sherando Park master plan	(4,112)	
C/F Data center refresh lease	(108,032)	
C/F Abbott grant	(514)	
C/F 3rd floor carpet	(31,203)	
C/F School operating	(670,619)	
C/F Forfeited assets	(97,298)	
Accrue FY16 auto rental tax	9,526	
		(4,435,072)

**Other Funding / Adjustments**

Victim Witness	7,241	
COR refund - General Motors	(6,308)	
COR refund - Walmart	(3,812)	
COR refund - Andres Godinez Jr.	(2,978)	
COR refund - Interstate Resuce	(9,267)	
COR refund - Toyota Lease	(3,477)	
Airport Capital budget	(157,333)	
COR refund - Plaza Pet Clinic	(3,910)	
COR refund - Lake Holiday Countyr Club	(3,605)	
COR refund - Leda Enterprises	(7,379)	
COR refund - Virginia 10 RSA	(13,203)	
COR refund - Food Lion	(19,326)	
		(223,358)

**Fund Balance, December 14, 2016** **39,664,369**