

FINANCE COMMITTEE REPORT to the BOARD OF SUPERVISORS
Wednesday, July 18, 2018
8:00 a.m.
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, July 18, 2018 at 8:00 a.m.

ATTENDEES:

Committee Members Present: Judith McCann-Slaughter, Chairman, Charles DeHaven, Gary Lofton, and Jeffrey Boppe. Non-voting liaisons: William Orndoff, Treasurer, and Ellen Murphy, Commissioner of the Revenue.

Committee Members Absent: Angela Rudolph

Staff present: Cheryl Shiffler, Finance Director, Sharon Kibler, Assistant Finance Director, Kris Tierney, County Administrator, Jay Tibbs, Assistant County Administrator, Rod Williams, County Attorney, Dennis Linaburg, Fire Chief, Keith Jenkins, Deputy Fire Chief, Renny Manual, WRA Director, and Lenny Millholland, Sheriff.

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

Items 3, 5, 6, 7, 8, 9, 10, and 12 were approved under consent agenda.

1. The VJCCCA Director requests an FY18 General Fund budget transfer in the amount of \$20,700 from a salary line item. This amount represents funds needed to cover May and June services. See attached memo, p. 3. The committee recommends approval.
2. The Winchester Regional Airport Director requests an FY18 General Fund budget transfer in the amount of \$21,924 from salaries and fringes. This amount represents funds needed to cover fuel deliveries. See attached memo, p. 4. The committee recommends approval.
3. The Planning Director requests an FY19 General Fund supplemental appropriation in the amount of \$59,066.50. This amount represents a carry forward of unspent budgeted FY18 funds for completion of the Capital Impact Study and Model. See attached memo, p. 5.
4. The Sheriff requests an FY18 General Fund supplemental appropriation in the amount of \$13,700. This amount represents traffic control reimbursements. No local funds required. See attached memos, p. 6 – 11. The committee recommends approval. The committee also recommends forwarding the topic to the Public Safety Committee for discussion to determine the need for a policy.
5. The Sheriff requests an FY18 General Fund supplemental appropriation in the amount of \$4,713.36. This amount represents reimbursements from the Treasury Department. No local funds required. See attached memos, p. 12 – 13.
6. The Sheriff requests an FY18 General Fund supplemental appropriation in the amount of \$5,155.01. This amount represents travel reimbursements from the State. No local funds required. See attached memos, p. 14 – 17.
7. The Sheriff requests an FY19 General Fund supplemental appropriation in the amount of \$15,191.16. This amount represents a carry forward of unspent FY18 funds from auto insurance claims. See attached memo, p. 18.
8. The Parks & Recreation Director requests the funds received in FY18 for the PLAY Fund in the amount of \$6,488.62 be reserved, subject to future appropriations. The

balance will be reduced by the financial assistance provided during FY18 in the amount of \$1,270.50. No local funds required. See attached memo, p. 19 – 23.

9. The Parks & Recreation Director requests an FY19 General Fund supplemental appropriation in the amount of \$121,807. This amount represents a carry forward of unspent FY18 funds for Northwest Sherando Park project, Clearbrook Park parking lot, Frederick Heights trail and parking lot, and Abrams Creek trail. See attached memo, p. 24.
10. The Parks & Recreation Director requests an FY19 General Fund supplemental appropriation in the amount of \$531,589.70. This amount represents a carry forward of unspent FY18 funds for the Northwest Sherando Park project. See attached memo, p. 24.
11. An FY18 F&R Expense Recovery Fund (Fund 30) supplemental appropriation in the amount of \$697,923.95 is requested. This amount represents \$433,487.95 in FY18 revenue received over budgeted revenue, and \$264,436 in fund balance funds for prior years distributions. No local funds are required. The committee recommends approval.
12. The Fire & Rescue Chief requests an FY18 General Fund supplemental appropriation in the amount of \$13,915.40. This amount represents an auto claim reimbursement. No local funds required. See attached memo, p. 25 – 26.
13. The Fire & Rescue Chief requests approval to move forward with hiring two (2) additional training officers. Funds have been budgeted in FY19. See attached memo, p. 27 – 29. The committee recommends approval.

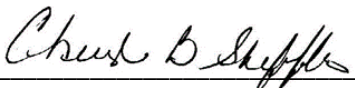
ITEMS FOR INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for June 2018. See attached, p. 30 – 32.
2. Fund balance information will be provided after the County closes FY18.
3. The Lord Fairfax SWCD sends a letter of thanks for the FY 2019 contribution. See attached, p. 33 – 39.
4. The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement for Outstanding Achievement in Popular Annual Financial Reporting for the June 30, 2017 Popular Annual Financial Report (PAFR). This is the 12th consecutive year that Frederick County has received this achievement. See attached, p. 40 – 41.
5. The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement for Excellence in Financial Reporting for the June 30, 2017 Comprehensive Annual Financial Report (CAFR). This is the 32nd consecutive year that Frederick County has received this achievement. See attached, p. 42 – 44.

Respectfully submitted,

FINANCE COMMITTEE

Judith McCann-Slaughter, Chairman
Charles DeHaven
Gary Lofton
Jeffrey Boppe

By 

Cheryl B. Shiffler, Finance Director

Sharon Kibler

From: Cheryl Shiffler
Sent: Tuesday, July 10, 2018 8:52 AM
To: Sharon Kibler
Cc: Susan Miller
Subject: FW: Transfer of funds

FY18

From: Roussos, Peter [mailto:peter.roussos@djj.virginia.gov]
Sent: Tuesday, July 10, 2018 8:48 AM
To: Cheryl Shiffler <cshiffle@fcva.us>
Cc: Rachel Mitchell <rachelann.mitchell@djj.virginia.gov>
Subject: Transfer of funds

Ms. Shiffler, the Juvenile Court Services Unit/Department of Juvenile Justice respectfully requests that \$20,700.00 from Virginia Juvenile Community Crime Control Act allocated to our agency be moved from the Salary line item (033030-1001-000-002) to the Supervision Plan Services line item (033030-3002-000-004). Thank you for your assistance.
Peter Roussos

7/10/18 bal : \$20,700



WINCHESTER REGIONAL AIRPORT

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

Memo

To: Cheryl Shiffler, Finance Director, Frederick County
CC: Kris Tierney, Administrator, Frederick County
From: Renny Manuel, Director, Winchester Regional Airport *SPM*
Date: July 11, 2018
Re: Transfer money from Personal and Fringes into operating expenses for FY 2018

In accordance with County Policies and Procedures Guide I respectfully submit for approval the following request for **FY 18** budget year to pay end of year invoices for additional aviation fuel deliveries received and an increased cost of fuel of 24.7% over budget:

Move unencumbered monies from:

Personal Services	\$4,808.00
Employee Fringes	\$17,116.00

Move monies into:

Merchandise of Resale	\$21,924.00
-----------------------	-------------

Increased fuel sales resulted in the need to purchase additional loads of fuel. In addition the cost of fuel purchased was 24.7% higher than prior year.

Due to the increase in fuel sold generated additional revenues therefore no funds are being requested.

If you need additional information or have any questions please let me know. Thank you for your continued support and assistance.



COUNTY of FREDERICK

Department of Planning and Development

540/ 665-5651

Fax: 540/ 665-6395

MEMORANDUM

TO: Finance Committee
FROM: Michael T. Ruddy, AICP, Director
SUBJECT: Carry Forward of Funds
DATE: July 9, 2018

FY19 C/F

Planning is requesting funds in the amount of \$59,066.50 be carried forward to FY19 for continued payment of invoices submitted by TischlerBise for the Capital Impact Study and Model. The funds represent the unspent balance of the amount budgeted for the completion of the project.

The project is a Capital Impact Study and Model which is being developed to evaluate the anticipated need for capital facilities based on growth and to determine the cost of those capital facilities to the County. Further, the model would determine the cost to the County for mitigating the infrastructure impacts associated with re-zonings. This Capital Impact Study would assist in ensuring the County's Cash Proffer Policy complies with latest Virginia Cash Proffer legislation.

Professional Services line item: 081010-3002-000-000

MTR/SLC

bae 7/10/18: 61,482.75

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Appropriation of Funds – Reimbursements
DATE : ^{MCY 22} April 2, 2018

We are requesting the reimbursements received from Fellowship Bible Church, Winchester Church of God and Richardson & Wayland received in the Treasurer's Office, for overtime traffic control be appropriated in budget line 3102-1005-000-000

These reimbursements were posted to revenue line 3-010-019010-0018 as follows:

Fellowship Bible Church	\$1,300.00
Winchester Church of God	\$400.00
Richardson & Wayland	\$3,600.00

Total reimbursements - \$5,300.00

Thank you

LWM/adl

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 : Recovered Costs
DATE : May 22, 2018

Attached please find 2 checks that we received on May 21, 2018 payable to Treasurer, Frederick County. This amount represents reimbursement for traffic control.

Richardson-Wayland Electrical Co. LLC	\$4000.00
Winchester Church of God	\$500.00
Total of reimbursement:	\$4,500.00

We are requesting this amount be posted to 3010-019010-0018 (10GO). Attached are copies of the invoices sent to the business requesting this service.

Thank you

LWM/adl

Cc: Finance

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400



TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Appropriation of Funds – Reimbursements
DATE : June 11, 2018

We are requesting the reimbursements received from Winchester Izaak Walton League and Fellowship Bible Church received in the Treasurer's Office, for overtime traffic control be appropriated in budget line 3102-1005-000-000

These reimbursements were posted to revenue line 3-010-019010-0018 as follows:

Winchester Izaak Walton	\$200.00
Fellowship Bible Church	\$1700.00

Total reimbursements - \$1,900.00

Thank you

LWM/adl

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 : Recovered Costs
DATE : June 25, 2018

Attached please find a check that we received on June 22, 2018 payable to Frederick County Sheriff's Office. This amount represents reimbursement for traffic control.

Fellowship Bible Church \$1200.00

Total of reimbursement: \$1200.00

We are requesting this amount be posted to 3010-019010-0018 (10GO). Attached are copies of the invoices sent to the business requesting this service.

Thank you

LWM/adl

Cc: Finance

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 : Recovered Costs
DATE : June 26, 2018

Attached please find two checks that we received on June 25, 2018 from Winchester Church of God and Winchester Chapter of the Izaak Walton League. This amount represents reimbursement for traffic control.

Winchester Church of God	\$400.00
Winchester Chapter of Izaak Walton League	\$400.00
Total of reimbursement:	\$800.00

We are requesting this amount be posted to 3010-019010-0018 (10GO). Attached are copies of the invoices sent to the business requesting this service.

Thank you

LWM/adl

Cc: Finance

FREDERICK COUNTY SHERIFF'S OFFICE

FREDERICK COUNTY
MAY 22 2018
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, Director of Finance
From : Sheriff Lenny Millholland
Subject : Reimbursements - Appropriation
Date : May 22, 2018

F418

Frederick County Sheriff's Office has received reimbursements from the Treasury Department totaling \$1,923.54. This amount has been posted to 3-010-033010-0025. We are requesting appropriation into the following budget lines in the listed amount:

\$1,291.68 – overtime paid out for case – 3102-1005-000-000

\$631.86 – Hotel 3102 – 3102-5506-000-000

1923.54

Thank you.

LWM/adl

C.S. 12/18/17

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

To : Cheryl Shiffler, Director of Finance
From : Sheriff Lenny Millholland
Subject : Reimbursements - Appropriation
Date : May 22, 2018

F118

Frederick County Sheriff's Office has received reimbursements from the Treasury Department totaling \$2789.82. This amount has been posted to 3-010-033010-0025. We are requesting appropriation into the following budget lines items:

\$2789.82 – overtime paid out for case (Seth Foster) – 3102-1005-000-000

Thank you.

LWM/adl

C.S. 5/14/18

FREDERICK COUNTY SHERIFF'S OFFICE



FREDERICK COUNTY

JUN 14 2018

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, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Appropriation of Funds - Extraditions
DATE : June 14, 2018

F118

We are requesting the reimbursement received from the Commonwealth of Virginia, Circuit Courts in the amount of \$953.84, received in the Treasurer's Office, for mileage to be appropriated in budget line 3102-5506-000-001.

\$81.75	Heflin
\$832.85	Dimmick
\$39.24	Klahre

Total = \$953.84

These reimbursements were posted to revenue line 3-010-019110-0058

Thank you

LWM/adl

C.S. 5/22/18 \$39.24
C.S. 6/1/18 \$914.60

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Appropriation of Funds - Extraditions
DATE : May 22, 2018

F418

We are requesting the reimbursement received from the Commonwealth of Virginia, Circuit Courts in the amount of \$838.56, received in the Treasurer's Office, for mileage completed on April 24, 2018 be appropriated in budget line 3102-5506-000-001.

These reimbursements were posted to revenue line 3-010-019110-0058

Thank you

LWM/adl

C.S. 5/15/2018

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400



TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Appropriation of Funds - Extraditions
DATE : June 25, 2018

FY18

We are requesting the reimbursement received from the Commonwealth of Virginia, Circuit Courts in the amount of \$3,226.35, received in the Treasurer's Office, for mileage to be appropriated in budget line 3102-5506-000-001.

6/5/18 \$3,226.35 Bergeron (Chipley FI)

Total = \$3,226.35

These reimbursements were posted to revenue line 3-010-019110-0058

Thank you

A handwritten signature in blue ink, appearing to be "LWM/adl".

LWM/adl

C.S. 6/20/18

FREDERICK COUNTY SHERIFF'S OFFICE



FREDERICK COUNTY

JUN 19 2018

RECEIVED

Major Steve A. Hawkins

Sheriff Lenny Millholland

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Appropriation of Funds - Extraditions
DATE : June 19, 2018

F418

We are requesting the reimbursement received from the Commonwealth of Virginia, Circuit Courts in the amount of \$136.26, received in the Treasurer's Office, for mileage to be appropriated in budget line 3102-5506-000-001.

5/23/18	\$50.14	Ayala (Washington Co.)
5/30/18	\$43.06	Seaman (Augusta)
5/31/18	\$43.06	Ruble (Augusta)

Total = \$136.26

These reimbursements were posted to revenue line 3-010-019110-0058

Thank you

LWM/adl

C.S. 6/15/18

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Carry forward of funds
DATE : July 11, 2018

We are requesting the following amount that was appropriated in FY17-18 to be carried forward to the FY18-19 budget year.

- \$29,969.26 was appropriated from auto insurance claims on vehicles that were involved in accidents. We are requesting \$15,191.16 be carried forward. This money was appropriated into 3102-8005-000-000. We have not purchased a replacement vehicle

Thank you

LWM/adl



FREDERICK COUNTY

JUL 11 2018

DEPARTMENT

COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

MEMO

To: Finance Committee
From: Jason Robertson, Director
Subject: Recreation Assistance Fund
Date: July 11, 2018

The Recreation Reserve Fund was created in FY 15 to provide financial assistance to Frederick County residents so that children could participate in recreation programs and to assist Frederick County in raising funds for future capital projects. There are three types of funds within the Recreation Reserve Fund, the Recreation Assistance Fund (PLAY Fund), specific capital project funds, and a general park improvement fund.

During FY 18 \$6,488.62 was donated to the PLAY Fund. The Parks and Recreation Commission requests that \$1270.50 from the PLAY Fund be moved to the FY 18 revenue codes as outlined in attachment A.

The Parks and Recreation Department is requesting that the remaining balance of \$5219.62 be moved to the Fund Balance Reserve-Parks and Recreation (0-010-000240-2444) for future requests.

Attachment A

3-010-016130-0013	\$621.00
3-010-016130-0010	\$649.50

These totals represent participation in the following activities:

- Swim Lessons
- Cheer Camp
- Volleyball League
- Pee Wee, Youth, and Teen Basketball Leagues
- Flag Football
- Wooden Bat League
- Minecraft Camps
- Wrestling Camp
- Youth Tennis
- Pound, Paint, & Create Camp
- Summer Basketball
- Kid's Sport & Agility Clinic

```

Company No: 001      Account Number: 3010 18990 27      Period:
Date: 7/11/18      PARKS & REC RESERVE REVENUE      Time: 1031
Budget Amount      Year To Date      Encumbrances      Balance
$ .00              $6,488.62-        $ .00              $6,488.62
=====
Date      Source Reference Number      PO#      Amount Period Description
12182017 JE 1 180416      $6,338.62-201712 TURKEY TROT RESERVE PROCEEDS
04172018 CS 1 20180417      $150.00-201804 -TREASURER CASH REPORT-
*****      G/L Year-To-Date-        $6,488.62-
*****
*****      Encumbrance-
*****      A/P Holding File-
*****      P/R Holding File-
*****      U/T Holding File-
*****      A/R Holding File-
*****      G/L Holding File-
*****      S/S Holding File-
*****      INV Holding File-
*****      Budget Amount-

```

RECREATION RESERVE FUND
500.20

PURPOSE:

The Recreation Reserve Fund within the Frederick County Reserve Fund will be used for Frederick County residents who need financial assistance for their children to participate in recreation programs and to assist Frederick County in raising funds to fund capital projects identified in the Frederick County Comprehensive Plan. This fund is not intended to provide funds which can be substituted for traditional tax base funding.

GOAL:

Increase Frederick County youth participation in recreation for those who are unable to afford recreation programs and provide recreation facilities identified in the Frederick County Comprehensive Plan.

POLICY:

There are three types of funds within the Recreation Reserve Fund, the Recreation Assistance Fund, specific capital project funds, and a general park improvement fund.

A. Recreation Assistance Fund:

Funds dedicated for Recreation Assistance will be placed in the Recreation Reserve Fund within Frederick County's Reserve Fund as they are received. Each donation will be noted in a revenue code (10GL-3-010-018990-0027). Donations are non-refundable.

These funds will be utilized for individuals seeking recreation assistance based on their income level according to the Economic Assistance Policy (#500.08). Each time an individual requests assistance, Parks and Recreation staff will apply the standards from Policy #500.08. If the individual is eligible to receive assistance and funds are available, assistance will be provided and accounted in the department's registration system. Staff will request the Commission to recommend receiving the discounted registration fees from the Recreation Reserve Fund's Recreation Assistance Fund at the July Parks and Recreation Commission meeting. This request will be forwarded to the Finance Committee for recommendation to the Board of Supervisors for reimbursement. The Recreation Assistance Fund is known as the PLAY Fund, an acronym for People Lending Assistance to Youth.

B. Capital Project Funds

A capital project fund may be created for any capital project approved by the Frederick County Parks and Recreation Commission and Frederick County Board of Supervisors. Twenty percent of the total project cost must be pledged prior to the establishment and acceptance of donations for a specific capital project fund in a revenue code (10GL-3-010-018990-0027).

The Frederick County Parks and Recreation Commission will recommend utilizing the money from the Recreation Reserve Fund within the Frederick County Reserve Fund to the Frederick County Finance Committee to recommend to the Frederick County Board of Supervisors. The

Frederick County Board of Supervisors must approve the disbursement of the Recreation Reserve Fund money within the Frederick County Reserve Fund.

C. General Park Improvement Fund

The general park improvement fund is for donations made to improve existing parks or facilities. Donations may be of any amount, deposited into revenue code (10GL-3-010-018990-0027), and are non-refundable.

The Parks and Recreation Commission will recommend the use of General Park Improvement Funds to the Finance Committee and the Board of Supervisors specifying the particular improvement.

Auditing/Accountability:

All funds within the Recreation Reserve Fund will be accounted for annually by the Parks and Recreation Department based on the balance provide by the Frederick County Finance Department and the Parks and Recreation Department. This balance and activity will be reported to the Parks and Recreation Commission annually.

Approved: May 2015



FREDERICK COUNTY

11 2018

COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

FY19 C/F

MEMO

To: Frederick County Finance Committee
From: Jason Robertson, Director of Parks & Recreation
Date: July 9, 2018
Subject: Carry Forward Request FY 17/18 to FY 18/19

The Parks and Recreation Department is requesting carry forward of the following funds, unspent by the end of FY 17/18.

- Line item 010-07101-3002-00:
 - \$121,807. This represents Design/Engineering work for;
 - \$ 3,017 - NW Sherando Park project,
 - \$28,435 - Clearbrook Park replacement Parking Lot project,
 - \$ 8,255 - Frederick Heights Park Trail and Parking Lot Project, and
 - \$82,100 - Abrams Creek Trail Project.

- Line item 010-07110-8900-00:
 - \$531,589.70. This represents work associated with the NW Sherando Park Project;
 - \$527,300 - construction, and
 - \$ 4,289.70 - outdoor gym.

bal 7/11/18:
\$ 130,882.21

bal 7/11/18:
\$ 531,589.70



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 & Rescue

SUBJECT: Request for Supplemental Appropriation

DATE: June 21, 2018

F-118

Attached please find a copy of Check No. 308896 received in the amount of \$13,915.40 for the auto claim dated April 27, 2018 which involved the Department's 2016 Ford F-250. This amount represents the appraiser's estimate minus the \$200 deductible.

The 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 \$13,915.40 to the above line item for the necessary.

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

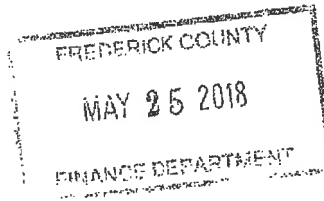
DDL:mhn

Attachments

3-010-018990-0001



VACORP



May 21, 2018

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

Virginia Association of Counties Self Insurance Risk Pool

Member: Frederick County
Claim Number: 0342018208204
Date of Loss: 4/27/2018

Dear Ms. Place,

Enclosed please find VACORP property damage check in the amount of \$13,915.40 for the repairs of the 2016 Ford F-250 XL VIN 3029 from an accident that occurred on 4/27/2018. This payment was based on the estimate submitted from *S&S Appraisal Services* for \$14,115.40 less the \$200.00 uninsured motorist deductible.

If you should have any questions regarding this payment, please feel free to call me at 1-888-822-6772 ext. 174.

Sincerely,

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

Jared Mullen
Claims Specialist


Enclosed – Check



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Cheryl Shiffler
Finance Director

FROM: Dennis D. Linaburg, Chief
Fire & Rescue 

SUBJECT: Training Officer Requests – FY19

DATE: July 11, 2018

The Frederick County Fire and Rescue Department requested two (2) additional positions in the Fiscal Year 2019 Budget to increase the Training Division staff. The new positions would bring the total Training Division staffing to five (5). During the April 24th Budget Work Session, the Board of Supervisors approved the funding, however placed a hiring freeze on the two positions pending review of the Fire and Rescue Study staffing recommendations.

During the FY18 Recruit School, the Department experienced a horrific accident involving one of our Training Division Officers. The Officer suffered several severe injuries, which required numerous operations and resulted in nearly four months of leave. This incident was a direct result of the Training Division's staffing shortage. Had an additional Training Officer been available to assist with that day's training scenarios, this incident likely would have been prevented.

Annually, the Training Division conducts 2,478 hours of instruction to the Combination Fire and Rescue System. Instructional hours do not include the time spent preparing for each course. Countless hours are dedicated to lesson plans, grading and student evaluations, building course props and maintaining Instructor credentials for each course offered.

The Board of Supervisors shall be presented the Fire and Rescue Study at the September 12, 2018 regularly scheduled meeting. The Volunteer EMS and Basic Fire Academies and Recruit School are also scheduled to begin September 2018. Due to the timing of both the presentation and the upcoming instructional load, we are requesting approval to move forward with hiring the two additional Training Officers.

Attached, please find the minutes from the April 2018 Budget Work Session. Should you have any questions or would like additional information, feel free to contact me.

DDL/mhn

MINUTES
Frederick County Board of Supervisors
Budget Work Session
Tuesday, April 24, 2018
4:00 p.m.
Board Room, 107 North Kent Street, Winchester, VA

ATTENDEES

Board of Supervisors: Chairman Charles S. DeHaven, Jr.; Vice Chairman Gary A. Lofton; Blaine P. Dunn; Judith McCann-Slaughter; J. Douglas McCarthy; Robert W. Wells and Shannon G. Trout were present. Staff present: Kris C. Tierney, County Administrator; Jay E. Tibbs, Deputy County Administrator; Cheryl B. Shiffler, Finance Director; Jennifer Place, Budget Analyst; Sharon Kibler, Assistant Finance Director; Erin Swisshelm, Assistant County Attorney; Ellen Murphy, Commissioner of the Revenue; C. William Orndoff, Jr., Treasurer; Scott Varner, Director of Information Technology; Becky Merriner, Director of Human Resources; Dennis Linaburg, Fire & Rescue Chief; Ross P. Spicer, Commonwealth's Attorney; Delsie Jobe, Administrative Services Manager for Frederick County Dept. of Social Services; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors.

Finance Committee members present: Angela Rudolph

CALL TO ORDER

Chairman DeHaven called the meeting to order at 4:03 p.m.

DISCUSSION – Medicaid Expansion

Mr. Tierney said that the General Assembly had not yet decided on the issue of expanding Medicaid. He suggested that the Board earmark the revenue expected from the one-cent tax increase to fund the costs associated with expansion if it is approved.

DISCUSSION – Public Safety Positions

The Board and staff discussed the request for additional fire and rescue positions. Mr. Tierney noted that the draft fire and rescue report has been received and is under review by the steering committee. Supervisor McCarthy suggested setting aside money for the fire and rescue positions until the Board has had a chance to review the fire and rescue study, particularly recommendations on staffing. Mr. Tierney said that the need for upstaffing with 12 firefighter

positions is critical and suggested that the Board fund those while waiting for the final report to decide on the additional positions requested.

Vice Chairman Lofton requested a list of apparatus of all the fire and rescue companies.

By consensus, the Board agreed to fund the 12 positions to allow upstaffing at Millwood and Round Hill Stations.

By consensus, the Board agreed to set aside funding for two training officer positions pending review of the staffing report. At the request of Ms. Shiffler, the Board agreed by consensus that the funds will be placed in the fire and rescue budget with a hiring freeze on the two positions.

DISCUSSION – Other Positions

By consensus, the Board agreed to fund the following positions: Assistant Convenience Site Supervisor (one) and Animal Shelter -- Animal Caretaker (one).

The Board and staff discussed the request for additional sheriff's deputies.

DISCUSSION – Capital Funding FY 19

Mr. Tierney said if there were no objections, he would transfer funds from the contingency fund near the end of the fiscal year for planned vehicle replacement and design work on the parking lot at Clear Brook Park. The Board agreed with this approach. The Board and staff discussed a radio needs study, and Mr. Tierney advised there was money in the budget to fund such a study.

DISCUSSION – Budget Awards Program

Ms. Shiffler noted the Budget Awards Program deadline is 75 days away saying she and her staff are working on the County's submission.

DISCUSSION – Additional FY 19 Work Sessions

By consensus, the Board agreed to meet on May 8, May 22, and June 12 at 4:00 pm for budget work sessions.

JUNE 2018 BUDGET TRANSFERS								
DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT	
6/7/2018	PLANNING	BZA ADVERTISING COVERAGE	8101	3007	000	000	(300.00)	
	ZONING BOARD		8104	3007	000	000	300.00	
6/7/2018	COUNTY OFFICE BUILDINGS/COURTHOUSE	FUND SHORTAGE MAINTENANCE	4304	5301	000	000	(650.00)	
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3005	000	000	650.00	
6/7/2018	FIRE AND RESCUE	PURCHASE OF MOBILE RADIO	3505	5410	000	000	(7,541.68)	
	FIRE AND RESCUE		3505	8003	000	000	7,541.68	
6/8/2018	INSPECTIONS	TO COVER DEFICIT IN OFFICE SUPPLIES	3401	4003	000	002	(1,000.00)	
	INSPECTIONS		3401	5401	000	000	1,000.00	
6/12/2018	COMMISSIONER OF THE REVENUE	ACCOUNT CLERK -WORKSTATION & EQ	1209	5204	000	000	(1,846.00)	
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	1,846.00	
	COMMISSIONER OF THE REVENUE		1209	5506	000	000	(575.00)	
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	575.00	
6/12/2018	AGRICULTURE	BUY SUPPLIES TO ENHANCE PROGRAM OFFICE OPERATIONS	8301	5204	000	000	(170.25)	
	AGRICULTURE		8301	5401	000	000	170.25	
	AGRICULTURE		8301	5506	000	000	(867.63)	
	AGRICULTURE		8301	5401	000	000	867.63	
6/12/2018	COUNTY OFFICE BUILDINGS/COURTHOUSE	CLIMATE CONTROLS COUNTY OFFICE BUILDING	4304	8001	000	000	32,400.00	
	COUNTY OFFICE BUILDINGS/COURTHOUSE	CLIMATE CONTROLS PUBLIC SAFETY BUILDING	4304	8001	000	005	37,940.00	
	TRANSFERS/CONTINGENCY	CLIMATE CONTROLS-CAB AND PSB	9301	5890	000	000	(70,340.00)	
6/12/2018	SHERIFF	COVER EXPENSE FOR MAY	3102	5402	000	001	(152.76)	
	SHERIFF		3102	3010	000	000	152.76	
6/12/2018	SHERIFF	COVER EXPENSE FOR MAY BOOTS AND UNIFORM	3102	5402	000	001	(1,535.49)	
	SHERIFF		3102	5410	000	000	1,535.49	
	SHERIFF		3102	5401	000	000	(2,000.00)	
	SHERIFF		3102	5413	000	000	2,000.00	
6/12/2018	SHERIFF	COVER EXPENSE FOR MAY-PHYSICAL	3102	5402	000	001	(230.00)	
	SHERIFF		3102	3001	000	000	230.00	
6/12/2018	SHERIFF	COVER EXPENSE FOR MAY REPAIR OF COMPUTER EQUIPMENT	3102	5401	000	000	(2,176.58)	
	SHERIFF		3102	3004	000	001	2,176.58	
6/12/2018	SHERIFF	TRAVEL/TRAINING	3102	5409	000	000	(6,000.00)	
	SHERIFF		3102	5506	000	000	6,000.00	
6/12/2018	SHERIFF	VEHICLE MAINTENANCE	3102	5408	000	000	(12,148.96)	
	SHERIFF		3102	3004	000	002	12,148.96	
6/12/2018	FIRE AND RESCUE	PURCHASE OF GEAR EXTRACTOR	3505	5410	000	000	(16,664.00)	
	FIRE AND RESCUE		3505	8009	000	000	16,664.00	
6/12/2018	COMMISSIONER OF THE REVENUE	RE TRAVEL(EDUCATION)	1209	3007	000	000	(492.25)	
	REASSESSMENT/BOARD OF ASSESSORS		1210	5506	000	000	492.25	
6/12/2018	COUNTY OFFICE BUILDINGS	REMOTE TERMINAL UNIT #1 PUBLIC SERVICE BUILDING REPAIR	4304	3010	000	005	(704.05)	
	COUNTY OFFICE BUILDINGS		4304	3004	000	006	704.05	
6/12/2018	MANAGEMENT INFORMATION SYSTEMS	TO COVER TRAVEL EXPENSES	1222	5401	000	000	(359.70)	
	MANAGEMENT INFORMATION SYSTEMS		1222	5506	000	000	359.70	
6/12/2018	REASSESSMENT/BOARD OF ASSESSORS	VEHICLE MAINTENANCE	1210	5305	000	000	(164.60)	
	REASSESSMENT/BOARD OF ASSESSORS		1210	3004	000	001	164.60	
	REASSESSMENT/BOARD OF ASSESSORS		1210	5411	000	000	(147.19)	
	REASSESSMENT/BOARD OF ASSESSORS		1210	3004	000	002	147.19	
6/14/2018	COUNTY OFFICE BUILDINGS/COURTHOUSE	FUNDS TO PAY FOR YEARLY FIRE PUMP TEST	4304	5101	000	000	(469.26)	
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3005	000	000	469.26	
6/14/2018	REFUSE COLLECTION	PURCHASE PRINTED MATERIAL	4203	5413	000	000	(500.00)	
	REFUSE COLLECTION		4203	5401	000	000	500.00	
6/14/2018	MANAGEMENT INFORMATION SYSTEMS	TRAVEL EXPENSE	1222	5401	000	000	(43.00)	
	MANAGEMENT INFORMATION SYSTEMS		1222	5506	000	000	43.00	
6/14/2018	OTHER	TO COVER DEFICIT	1224	5415	000	002	(331.00)	
	OTHER		1224	5604	000	072	331.00	
6/14/2018	BOARD OF SUPERVISORS	TO COVER DEFICIT IN POSTAGE	1101	5506	000	000	(600.00)	
	BOARD OF SUPERVISORS		1101	5204	000	000	600.00	
6/14/2018	INSPECTIONS	NEW CODE AND FIRE BOOKS	3401	4003	000	002	(125.00)	
	INSPECTIONS		3401	5411	000	000	125.00	
6/15/2018	FIRE AND RESCUE	ISIMULATE AED AND CARDIAC MONITOR TRAINING SYSTEM	3505	5411	000	000	(10,000.00)	
	FIRE AND RESCUE		3505	8009	000	000	10,000.00	
	FIRE AND RESCUE		3505	3007	000	000	(10,000.00)	
	FIRE AND RESCUE		3505	8009	000	000	10,000.00	
	FIRE AND RESCUE		3505	5410	000	000	(13,120.00)	
	FIRE AND RESCUE		3505	8009	000	000	13,120.00	

JUNE 2018 BUDGET TRANSFERS								
DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO ACCT	CODE	CODE	AMOUNT	
6/15/2018	FIRE AND RESCUE	PURCHASE OF (2) THERMAL IMAGING CONTROLS	3505	5605	000	002	(14,409.80)	
	FIRE AND RESCUE		3505	8009	000	000	14,409.80	
6/19/2018	REGISTRAR	ASSISSTANT REGISTRAR COMMUNITY LEADERSHIP CLASS	1302	5401	000	000	(750.00)	
	REGISTRAR		1302	5506	000	000	750.00	
6/19/2018	FIRE AND RESCUE	INSTALLATION OF EQUIPMENT FOR REPLACEMENT VEHICLE	3505	3004	000	002	(4,215.00)	
	FIRE AND RESCUE		3505	8005	000	000	4,215.00	
6/19/2018	GENERAL ENGINEERING/ADMINISTRATION	NEW FURNITURE CONFERENCE ROOM	4201	3004	000	002	(1,300.00)	
	GENERAL ENGINEERING/ADMINISTRATION		4201	5401	000	000	1,300.00	
6/19/2018	GENERAL ENGINEERING/ADMINISTRATION	NEW EMPLOYEE TRAINING	4201	3004	000	002	(400.00)	
	GENERAL ENGINEERING/ADMINISTRATION		4201	5506	000	000	400.00	
6/19/2018	FIRE AND RESCUE	PURCHASE OF EQUIPMENT FOR REPLACEMENT VEHICLE	3505	5408	000	000	(6,015.18)	
	FIRE AND RESCUE		3505	8005	000	000	6,015.18	
6/19/2018	ANIMAL SHELTER	SUPPLEMENT LINE ITGEM FOR REMAINDER OF FY18	4305	5402	000	003	(1,500.00)	
	ANIMAL SHELTER		4305	3004	000	000	1,500.00	
6/25/2018	INFORMATION TECHNOLOGY	CONTRACTED SERVICES FOR ADVANCED THREAT PROTECTION	1220	3002	000	000	(1,480.00)	
	INFORMATION TECHNOLOGY		1220	3010	000	000	1,480.00	
6/25/2018	ANIMAL SHELTER	COVER EQUIPMENT COST REPAIR	4305	3002	000	000	(900.00)	
	ANIMAL SHELTER		4305	3004	000	000	900.00	
6/25/2018	INFORMATION TECHNOLOGY	DELL MAINTENANCE	1220	3005	000	000	5,000.00	
	MANAGEMENT INFORMATION SYSTEMS		1222	9001	000	000	(5,000.00)	
6/25/2018	FIRE AND RESCUE	EQUIPMENT FOR REPLACEMENT VEHICLE	3505	5408	000	000	(4,662.61)	
	FIRE AND RESCUE		3505	8005	000	000	4,662.61	
6/25/2018	FIRE AND RESCUE	INSTALLATION OF EQUIPMENT	3505	3004	000	002	(4,000.00)	
	FIRE AND RESCUE		3505	8005	000	000	4,000.00	
6/25/2018	COUNTY OFFICE BUILDINGS/COURTHOUSE	INSUFFICIENT FUNDS PHONE BILL MILLWOOD	4304	5413	000	021	(130.27)	
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5204	000	021	130.27	
6/25/2018	COUNTY OFFICE BUILDINGS/COURTHOUSE	JANITORIAL SUPPLIES CAB	4304	5401	000	000	(586.40)	
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5405	000	000	586.40	
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5101	000	005	(1,100.78)	
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5405	000	000	1,100.78	
6/25/2018	COUNTY OFFICES BUILDINGS/COURTHOUSE	NEW VACUUM CLEANERS CAB	4304	5415	000	000	(58.42)	
	COUNTY OFFICES BUILDINGS/COURTHOUSE		4304	5407	000	000	58.42	
6/25/2018	COUNTY OFFICE BUILDINGS/COURTHOUSE	PHONE LINE FOR DDC CONTROL CH/CAB	4304	5401	000	000	(275.00)	
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5204	000	000	275.00	
6/25/2018	ANIMAL SHELTER	SUPPLEMENT LINE ITEM FOR REMAINDER OF FY18	4305	5101	000	000	(1,000.00)	
	ANIMAL SHELTER		4305	3004	000	000	1,000.00	
	ANIMAL SHELTER		4305	3002	000	000	(1,000.00)	
	ANIMAL SHELTER		4305	3004	000	000	1,000.00	
6/25/2018	REFUSE COLLECTION	TESTING STEPHENSON JOB	4203	8900	000	000	(2,700.00)	
	REFUSE COLLECTION		4203	3002	000	000	2,700.00	
6/25/2018	CLEARBROOK PARK	TO COVER END OF YEAR EXPENDITURES	7109	5413	000	000	(584.00)	
	CLEARBROOK PARK		7109	8900	000	000	584.00	
	SHERANDO PARK		7110	5101	000	000	(21.00)	
	SHERANDO PARK		7110	5103	000	000	21.00	
	SHERANDO PARK		7110	5405	000	000	(1,364.00)	
	SHERANDO PARK		7110	5407	000	000	1,364.00	
6/25/2018	SHERIFF	TO COVER TRAVEL EXPENSES	3102	3005	000	000	(1,000.00)	
	SHERIFF		3102	5506	000	000	1,000.00	
6/25/2018	SHERIFF	PAY FOR THE UNCLAIMED PROPERTY NWVARDRF	3102	3005	000	000	(900.00)	
	SHERIFF		3102	5413	000	000	900.00	
6/26/2018	COMMISSIONER OF THE REVENUE	ASSESSOR SCHOOL TRAVEL	1209	5506	000	000	(159.00)	
	REASSESSMENT/BOARD OF ASSESSORS		1210	5506	000	000	159.00	
6/26/2018	TREASURER	DMV STOP BILL	1213	3002	000	000	(12,500.00)	
	TREASURER		1213	3002	000	002	12,500.00	
6/26/2018	COUNTY OFFICE BUILDINGS/COURTHOUSE	EAST GATE CAMERA PSB	4304	5408	000	005	(531.25)	
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	006	531.25	
6/26/2018	COUNTY OFFICE BUILDINGS/COURTHOUSE	FABRICATE/INSTALL TRIM ON SMART BOARD PSB	4304	3010	000	005	(570.00)	
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	006	570.00	
6/26/2018	COMMONWEALTH'S ATTORNEY	FUND POSTAGE	2201	5411	000	000	(450.00)	
	COMMONWEALTH'S ATTORNEY		2201	5204	000	000	450.00	
6/26/2018	PARKS AND RECREATION ADMINISTRATION	TRANSFER FUNDS TO COVER PAYOUT & CORRECTION	7101	1001	000	004	9,824.32	
	PARKS AND RECREATION ADMINISTRATION		7101	1001	000	002	3,815.80	
	RECREATION CENTERS AND PLAYGROUNDS		7104	1003	000	000	(24,527.46)	
	PARKS AND RECREATION ADMINISTRATION		7101	1001	000	036	10,887.34	

JUNE 2018 BUDGET TRANSFERS								
DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT	
6/28/2018	HUMAN RESOURCES	ADDITIONAL COPIER CHARGES	1203	3002	000	000	(575.00)	
	HUMAN RESOURCES		1203	9001	000	000	575.00	
6/28/2018	HUMAN RESOURCES	COMPUTERS/OFFICE SUPPLIES	1203	5413	000	000	(3,000.00)	
	HUMAN RESOURCES		1203	5401	000	000	3,000.00	
6/28/2018	HUMAN RESOURCES	COPIER REPAIR	1203	3002	000	000	(135.00)	
	HUMAN RESOURCES		1203	3004	000	001	135.00	
6/28/2018	AGRICULTURE	FUNDS TO COVER PROGRAM SUPPLIES	8301	5506	000	000	(18.68)	
	AGRICULTURE		8301	5401	000	000	18.68	
6/28/2018	HUMAN RESOURCES	TO COVER COMPUTER EXPENSE	1203	3002	000	000	(5,000.00)	
	HUMAN RESOURCES		1203	5401	000	000	5,000.00	
6/28/2018	INFORMATION TECHNOLOGY	TO COVER DELL PC REPLACEMENT	1220	5401	000	000	14,000.00	
	INFORMATION TECHNOLOGY		1220	5401	000	000	8,000.00	
	INFORMATION TECHNOLOGY		1220	3002	000	000	(1,408.06)	
	INFORMATION TECHNOLOGY		1220	5401	000	000	1,408.06	
	INFORMATION TECHNOLOGY		1220	3005	000	000	(1,247.99)	
	INFORMATION TECHNOLOGY		1220	5401	000	000	1,247.99	
	INFORMATION TECHNOLOGY		1220	3010	000	000	(921.42)	
	INFORMATION TECHNOLOGY		1220	5401	000	000	921.42	
	MANAGEMENT INFORMATION SYSTEMS		1222	3002	000	000	(14,000.00)	
	MANAGEMENT INFORMATION SYSTEMS		1222	9001	000	000	(8,000.00)	
6/28/2018	INFORMATION TECHNOLOGY	TO COVER RENEWAL FOR BACKUP BATTERY IN EQUIPMENT ROOM	1220	3005	000	000	3,000.00	
	INFORMATION TECHNOLOGY		1222	3004	000	001	(3,000.00)	
6/28/2018	HUMAN RESOURCES	YOS GIFTS	1203	3002	000	000	(650.00)	
	HUMAN RESOURCES		1203	5415	000	000	650.00	
6/29/2018	INFORMATION TECHNOLOGY	DELL PC REFRESH	1220	5401	000	000	(25,370.38)	
	INFORMATION TECHNOLOGY		1220	5401	000	004	25,370.38	
6/29/2018	HUMAN RESOURCES	MEMBERSHIPS/BOOKS	1203	5506	000	000	(1,000.00)	
	HUMAN RESOURCES		1203	5411	000	000	1,000.00	
6/29/2018	COMMONWEALTH'S ATTORNEY	PAYROLL PROMOTIONS 6/18	2201	1003	000	000	(2,000.00)	
	COMMONWEALTH'S ATTORNEY		2201	1001	000	049	2,000.00	
	FIRE AND RESCUE		3505	1003	000	003	(715.00)	
	FIRE AND RESCUE		3505	1001	000	036	715.00	
	FIRE AND RESCUE		3505	1007	000	001	(270.00)	
	FIRE AND RESCUE		3505	1001	000	076	270.00	
7/2/2018	INFORMATION TECHNOLOGY	COVER COMCAST BILL FOR JUNE	1220	5204	000	000	(225.00)	
	INFORMATION TECHNOLOGY		1220	5299	000	000	225.00	
7/9/2018	INFORMATION TECHNOLOGY	COVER VERIZON WIRELESS	1220	5204	000	000	800.00	
	MANAGEMENT INFORMATION SYSTEMS		1220	5401	000	000	(800.00)	
7/9/2018	COUNTY OFFICE BUILDINGS/COURTHOUSE	ELECTRIC AT FREDERICK COUNTY MIDDLE SCHOOL	4304	5101	000	000	(605.36)	
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5101	000	010	605.36	
7/10/2018	SHERIFF	EXPENSE FOR JUNE 2018	3102	5401	000	000	(425.95)	
	SHERIFF		3102	3004	000	001	425.95	
	SHERIFF		3102	5506	000	001	(574.20)	
	SHERIFF		3102	3010	000	000	574.20	
	SHERIFF		3102	5409	000	000	(1,716.26)	
	SHERIFF		3102	5204	000	000	1,716.26	
	SHERIFF		3102	5401	000	000	(64.58)	
	SHERIFF		3102	5409	000	002	64.58	
	SHERIFF		3102	5409	000	000	(3,133.73)	
	SHERIFF		3102	5410	000	000	3,133.73	
	SHERIFF		3102	5409	000	000	(3,068.73)	
	SHERIFF		3102	5506	000	000	3,068.73	
7/10/2018	SHERIFF	EXPENSES FOR JUNE FY18 DR. HILL	3102	5401	000	000	(800.00)	
	SHERIFF		3102	3001	000	000	800.00	
7/10/2018	SHERIFF	UNIFORMS BOOTS FOR JUNE FY18	3102	5402	000	001	(2,582.11)	
	SHERIFF		3102	5410	000	000	2,582.11	
7/10/2018	SHERIFF	VEHICLE MAINTENANCE	3102	5408	000	000	(12,662.75)	
	SHERIFF		3102	3004	000	002	12,662.75	
7/10/2018	BOARD OF SUPERVISORS	TO COVER DEFICIT IN BOOKS AND SUBSCRIPTIONS	1101	3006	000	000	(578.00)	
	BOARD OF SUPERVISORS		1101	5411	000	000	578.00	



We work with the people who work the land.

722-B East Queen Street
Strasburg, VA 22657
Telephone: (540) 465-2424, Ext. 5
Website: <http://lfsxcd.org>



June 28, 2018

Ms. Jennifer Place
Budget Analyst
County of Frederick
107 North Kent Street
Winchester, VA 22601

Dear Ms. Place,

Many thanks for your letter of June 26 announcing Frederick County's contribution of \$7,000 for the Lord Fairfax Soil and Water Conservation District.

Kindly convey our thanks to supervisors and staff for having made this possible.

I enclose herewith a copy of our quarterly newsletter, The Watershed.

Sincerely,

Richard W. Hoover
Chairman
Lord Fairfax SWCD

THE WATERSHED

June 2018



We work with the people who work the land.

BOARD OF DIRECTORS:

Joan Comanor, Shenandoah
Mary Gessner, Shenandoah
Kitty Hockman-Nicholas, Frederick
Marietta Cather Walls, Frederick
H.B. Simpson, Winchester
Michael Neese, Winchester
Richard Hoover, Warren
Ira Richards III, Warren
Wayne Webb, Clarke
Justin Mackay-Smith, Clarke
James Fagan, Shenandoah At-Large
C. Corey Childs, Warren At-Large
Bernard Nagelvoort, Associate Director
James Martin, Associate Director
Rick Stanford, Associate Director
Karen Gnegy, Associate Director
Vincent Dibenedetto, Associate Director

DISTRICT PERSONNEL:

Amanda Campbell, Administrative Assistant
Sheryl Ferguson, Support Staff
Dana Gochenour, Senior Conservation Specialist
Sam Truban, Conservation Specialist
Alison Sloop, Conservation Specialist
Nick Livesay, Conservation Specialist
Allyson Ponn, Education & Program Support Specialist

Welcome Message

From my understanding, it's been awhile since the district has had a newsletter. For me, I can think of no better way to introduce myself to everyone, conveniently all at once. For those of you who I have not had the pleasure of meeting yet, my name is Allyson Ponn and I am the new Education & Program Support Specialist for LFSWCD. I am so excited to be here, working with all of you and continuing the efforts done by our District.

During my first week, I did a lot of research through files, trying to grasp what I needed to do to fill my new role. Looking through archived documents, I found the following statement, which I believe sums up the newsletter purpose perfectly.

"A watershed is an area of land in which all the surface water collects and drains through a common point. Likewise, our goal is to collect information about conservation and natural resources and make it available to the public through a common publication - The Watershed."

I believe that this document, The Watershed, is a great way for all of us to stay connected. It is a great way for *everyone* to stay updated on *everything* going on in the District. So again, welcome to the official LFSWCD Newsletter, and thank you for this opportunity.

If you would like to add anything to the quarterly newsletter, or just want to say "hello", please feel free to contact me at allyson.ponn@lfswcd.org or (540) 465-2424 EXT 104.

All programs and services of the District are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, age, marital status, handicap, or political affiliation.

The Commonwealth of Virginia supports Lord Fairfax Soil & Water Conservation District through financial and administrative assistance provided by the Department of Conservation and Recreation. Funding is also provided by Clarke, Frederick, Shenandoah and Warren Counties."

722 East Queen Street
Strasburg, Virginia 22657

(540) 465-2424, EXT 5
LFSWCD.ORG



Richard "Dick" Hoover, Warren County Director

The Lord Fairfax Soil and Water Conservation District continues the battle for cleaner water by working to exclude livestock from our streams and rivers and to promote the smarter management of soil, animal waste and nutrients. We have no doubt but that our efforts are contributing to the steady improvements, however slight, in the health of the Chesapeake Bay. The University of Maryland's Center for Environmental Science, for example, reports that decreased nutrient levels are significantly improving Chesapeake Bay health.

On other fronts, in 2017 the District received from the National Association of Conservation Districts a \$50,000 urban agriculture conservation grant to institute a self-sustaining Community Garden in Strasburg. We were one of only 19 districts nation-wide to be so awarded. I leave to our incredible staff the incredible details of how far this project has come, how it has engaged every corner of the Strasburg community.

As for the relatively new Virginia Conservation Assistance Program, which provides funding to reduce the environmental impact of urban storm water, the District has applied for funding to provide 4000 square feet of conservation landscaping in Warren County.

By the way: when asked if our increasing urban activities were not compromising our agricultural missions, Senior Conservation Specialist Dana Gochenour replied that "Lord Fairfax must be multi-faceted!"

Further, Lord Fairfax was fortunate to receive funding from the DuPont Settlement Grant for four projects totaling \$361,534. In Warren County alone, three of them will protect 25,710 linear feet of stream bank and improve grazing on 371 acres. (NOTE: five other stream exclusion projects are already in progress in Warren to protect 23,640 linear feet).

In addition, I am delighted to inform everyone that after several years Lord Fairfax has obtained funding to eliminate its vast backlog of 100 % cost share stream exclusion projects; with that behind us, we will again be able to provide cost share funding for Virginia's entire suite of Ag Best Management Practices, beginning in FY 2019.

Not least in our battle was the role played by our former Information and Education Coordinator, Jay Pinsky, whose weekly conservation columns in the Northern Virginia Daily earned him the Virginia Farm Bureau's Journalist of the Year Award for 2017. Great going, Jay!

Finally, after a highly competitive process, Lord Fairfax has hired Ms. Allyson Ponn of Strasburg as Education and Program Support Specialist. A 2015 graduate of James Madison University, Allyson concentrated on Environmental Studies and Agricultural Science. She is driven by the relationship between Soil/Water quality and food production--how one impacts the other. An expert in garden maintenance and community engagement, she comes to us from FoodCorps (as an Americorps program volunteer in Marshall, Arkansas) and from JMU (admissions counseling, education outreach and application processing management).

Allyson, Welcome Aboard!

2018 Dominion Envirothon Results

The LFSWCD Envirothon was held on April 4th at the Northern VA 4-H Education Center in Front Royal, Virginia. We had 4 teams compete this year: Two teams from Massanutten Regional Governor’s School, one from Mountain Vista Governor’s School and one team from Sherando High School.

The four teams each gave a 20-minute oral presentation on the special topic, Pasture Land Management, followed by field tests focused on soil, aquatics, forestry and wildlife. Even though it started as a rainy day,



the students were able to complete their rotations, with Mountain Vista Governor’s School winning this year’s local level Envirothon. Mountain Vista, as well as the two teams from Massanutten Regional went on to compete at the Area 1 Envirothon competition.

We would like to thank the following individuals for judging the field test stations: Brad Fink with the Department of Game and Inland Fisheries (Aquatics), Matt Wolanski with the Department of Forestry (Forestry), Fred Frenzel with the Department of Game and Inland Fisheries (Wildlife), and Don



Flegel with the Natural Resources Conservation Service (Soils). We would also like to thank Director Kitty Hockman-Nicholas for her food donation and every other volunteer that helped make this event a success.



LFSWCD Directors Dick Hoover and Wayne Webb, along with our Education Specialist, Allyson Ponn, joined the Virginia Association as volunteers for the state Envirothon Competition. This year’s competition was held at Ferrum College on May 20-21, featuring 12 teams from 10 districts.

Wayne acted as the official event photographer during the oral presentations, and escorted teams around the “in-the-field” test stations. Allyson was also a team escort, for the oral presentations and field stations. Dick helped judge the presentations, and acted as an official time keeper at the wildlife station.



Overall Envirothon Competition Results	
1 st	Jamestown High School - Colonial SWCD (pictured)
2 nd	Fort Defiance High School - Headwaters SWCD
3 rd	Louisa County High School - Thomas Jefferson SWCD

2019 SPECIAL TOPIC

Agriculture and the Environment: Knowledge and Technology to Feed the World

What's Been Growing; Strasburg Community Garden Update

With the 2018 Growing Season well underway, growth is happening throughout the Strasburg Community Garden. All of the garden plots have been rented out to community members, with most showing the promise of sprouts and transplants. Plot holders have planted an array of garden favorites, including different tomato varieties, beans, herbs, carrots, greens and flowers.



All of the plot holders agreed to donate a portion of the produce grown as their "rental fee". Some of the plot holders, which are local organizations, plan to donate 100% of what's growing in their bed. We have set a goal to donate 250 pounds of produce this season, which will be given to two local food pantries: Restore Hope House and Compassion Cupboard.

By donating a portion of the produce grown, as well as conducting educational workshops for the community, the project hopes to connect people to their food. Ali, Nick, and the project partners hope to help the community understand where their food comes from, the effort behind production, as well as providing access to fresh, health food. Strasburg, Virginia is considered a "food desert", which means that our town has a high number of low-income families that are more than a mile away from a grocery store. By supporting projects like ours, and targeting these families, the Strasburg Community Garden hopes to create better access for our town, and empower its residents to lead healthier lives.



BEFORE:



Outside of the plots, we've added more aspects to the garden. Members of the Strasburg High School senior class, as part of a community "Give Back" day, helped install a Bioswale along the edge of the garden. Bioswales are designed to help control and manage stormwater runoff, typically from a larger impervious area. Our bioswale collects the water running through the culvert by the road, diverting it along the edge of the garden to drain at the opposite corner. In addition to digging the trench, students also planted the vegetation along the bioswale slope, including fruit bushes, herbs and grasses. A big "Thank You" to all of the students that helped with this project!

DURING:



AFTER:



Mark Your Calendars; Upcoming June Events

Wednesday, 13th: Composting 101 @ Pot Town Organics, 6:30-8pm
(This event is a kid friendly event)

Saturday, 16th: Fish Fry Float for Father's Day @ Strasburg Town Park,
11a-6pm (Hosted by the Town of Strasburg and Friends of the
North Fork. Garden tours and kids activities, 11am-3pm)

Wednesday 27th: Food Preservation Workshop @ United Methodist Church, 5:30-8pm

Chesapeake Bay Midpoint Assessment; Are We On Track?

The past few weeks have brought us rain and lots of it. The Winchester Star reported on June 4th that the region has gotten approximately 15 to 20 inches of rain over the past 30 days, with two major rain events falling within that time period. Flooding in the Shenandoah Valley and LFSWCD jurisdiction was remarkable, closing roads, bridges, and demanding repairs in some locations. Then there were some locations, like Ellicott City MD, that was engulfed in rain and flooding, getting their second 1,000-year rain event in just two years.

Now, we all know what happens when it rains and how our land must then process all of that water. However, when you have land that is already saturated from previous storms (like the month of May), all of that rain quickly becomes runoff. Runoff from our impervious surfaces like roads, parking lots, and buildings, and runoff from the land, like nutrients and sediment. All of which taking residence in our local streams and rivers, making its way to the Chesapeake Bay.

As you all know, in 2010, the six states impacting the Chesapeake Bay banded together with local agencies to reduce pollution within the watershed by 2025, creating the Clean Water Blueprint. Now, as the 2017 year comes to a close, we have reached the “halfway point” in this plan of action. So, are we on track?

According to Dr. Beth McGee, CBF’s Director of Science and Agriculture Policy, we are. As a collective, the plan hoped to reach 60% of the goal by the mid-way point. The watershed as a whole met the phosphorus and sediment goals, however we are still far behind for nitrogen. According to Dr. McGee, one-third of the nitrogen entering the bay is actually airborne, coming from our cars, agriculture and even from as far away as mid-west coal plants. Many of the states were relying on the several EPA Clean Air Act’s to cover this portion of the action plan, however most, if not all, are currently being rolled back under the Trump Administration. In the “Are We On Track” podcast published by the CBF, Dr. McGee said the following regarding the airborne nitrogen levels and Clean Air Act,

“We’re worried about looking forward, because we are counting on the projections, the future reductions we would expect to get as fleet cars turn over and become less polluting in the future.

We were counting on those reductions to achieve our goals. If.... we don’t get these regulations implemented, if they are rolled back, then we are going to lose those reductions we are counting on.”







Graphic posted to the CBF website for the Chesapeake Clean Water Blueprint, that shows where we are at the mid-way point. It lists progress and also challenged faced moving forward to 2025.

Chesapeake Bay Midpoint Assessment; Are We On Track? Cont.

Now, let's zoom in a little closer to home. Virginia, Maryland and Pennsylvania make up about 85% of the Chesapeake Watershed. Virginia and Maryland are doing better than Pennsylvania at this point in the process, meeting their overall 2017 goals. Pennsylvania missed their 2017 reduction goals, falling far behind in nitrogen. Most of PA is agriculture, with approximately 19,000 miles of impaired streams. The Foundation hopes that by targeting high-impact counties, and setting a goal for 10 million new trees, they can help the state reach its reduction goal for 2025.

As for the state of Virginia, we achieved some of our nitrogen and phosphorus goals, but none for sediment. The state of Virginia exceeded the Wastewater and Combined Sewer Outflow reduction goal, as well as the phosphorus goal for Agriculture. The state is still struggling with Urban and Suburban Runoff efforts on all three pollutants.

		Nitrogen	Phosphorus	Sediment
	Agriculture	Did not achieve	Achieved	Did not achieve
	U&S Polluted Runoff†	Did not achieve	Did not achieve	Did not achieve
	Wastewater & CSO††	Achieved	Achieved	N/A*
	ALL SOURCES	Achieved	Achieved	Did not achieve

Key	
	Did not achieve
	Within 5% of achieving
	Achieved
*	No contribution from this source sector
†	Urban & Suburban
††	Combined Sewer Outflow

The good news is, we know what we've done up this point is working. The Chesapeake Bay is responding to all the work being done across the watershed. The CBF reports that they've seen a decrease in the "dead zone" area, and an increase in underwater grasses. The living resources within the Bay are responding well, so even though we are behind on our goals, what we are doing will eventually get us there. The Chesapeake Bay Foundation has high hopes moving forward, and so should we. With our cost-share backlog being funded, we can now expand our work across our jurisdiction to include more practices that will continue to have a positive impact on the Bay. All in a days work.

Read more about the Chesapeake Bay Clean Water Blueprint midpoint assessment at the following link: <http://www.cbf.org/how-we-save-the-bay/chesapeake-clean-water-blueprint/blueprint-progress-tracking.html>

Or, listen to CBF's podcast, "Turning the Tide", titled "Are We On Track" where President Will Baker and Dr. Beth McGee discuss the midpoint assessment, and moving forward: <http://www.cbf.org/news-media/multimedia/podcasts/83-are-we-on-track.html>



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

June 8, 2018

Cheryl B. Shiffler
Finance Director
County of Frederick
107 N. Kent Street
Winchester, VA 22601

Dear Ms. Shiffler:

A panel of independent reviewers has completed its examination of your Popular Annual Financial Report (PAFR) submitted to Government Finance Officers Association (GFOA). We are pleased to notify you that your PAFR for the fiscal year ended June 30, 2017, has substantially met the requirements of the PAFR Program. In the absence of authoritative standards governing the presentation, these requirements are based on an evaluation of information presented, reader appeal, understandability, distribution, and other elements (such as whether the PAFR is a notable achievement for the government given the government's type and size, and the PAFR's creativity and usefulness). The report received a weighted average score of 75.00 percent or above from three of the four highest individual reviews.

Each entity submitting a report to the PAFR Program is provided with confidential comments and suggestions for possible improvements in the subsequent year's presentation. Your comments and suggestions, as well as a "Summary of Grading" form, are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next PAFR.

Continuing participants will find a Certificate and brass medallion enclosed with these results. The brass medallion may be mounted on your ten-year plaque. First-time recipients will find a Certificate enclosed with these results and will receive a plaque in approximately 10 weeks. The Award commemorates your achievement and may be used for formal presentations.

A current holder of a PAFR Award may include a reproduction of the Certificate in its immediately subsequent PAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions.

Cheryl B. Shiffler
June 8, 2018
Page 2

The PAFR Award is valid for one year. To continue your participation in the program, it will be necessary for you to submit your next PAFR to GFOA within six months of the end of your entity's fiscal year. Enclosed is an application to facilitate a timely submission. If submitting electronically, the completed application can be scanned and e-mailed along with a link to the electronic version of the PAFR. If hard copies are submitted, four copies of the completed application should be enclosed with four copies of the PAFR. The appropriate fee may be paid by credit card or check.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain a well-presented PAFR. If we can be of further assistance, please do not hesitate to contact the PAFR Program staff in the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive style with a large initial "M".

Michele Mark Levine
Director, Technical Services Center

Enclosures



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806



June 18, 2018

Cheryl B. Shiffler
Finance Director
County of Frederick
107 North Kent Street
Winchester, VA 22601

Dear Ms. Shiffler:

We are pleased to notify you that your 2017 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. You may arrange for a formal presentation of the Award. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

A Certificate of Achievement Program application is posted on GFOA's website. This application must be completed and accompany your next submission. See sections III and IV of the application for instructions. **The entity's GFOA membership number appears on the attached comments and must be listed on the application.** Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in cursive script that reads "Michele Mark Levine".

Michele Mark Levine
Director, Technical Services Center



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

06/18/2018

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **County of Frederick** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.