

FINANCE COMMITTEE REPORT to the BOARD OF SUPERVISORS
Wednesday, July 17, 2019
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 17, 2019 at 8:00 a.m.

ATTENDEES:

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

Committee Members Absent: none.

Staff present: Cheryl Shiffler, Finance Director; Sharon Kibler, Assistant Finance Director; Jennifer Place, Budget Analyst; Kris Tierney, County Administrator; Jay Tibbs, Deputy County Administrator; Rod Williams, County Attorney; Lenny Millholland, Sheriff; Jason Robertson, Parks & Recreation Director; Nick Sabo, Airport Executive Director; James Whitley, NRADC Superintendent; Ross Spicer, Commonwealth's Attorney; and Andrew Robbins, Deputy Commonwealth's Attorney.

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

Items 2, 4, 6, and 8 were approved under consent agenda.

1. The WRA Executive Director requests an FY20 Airport Capital Fund supplemental appropriation in the amount of \$2,635,000 and an FY20 General Fund supplemental appropriation in the amount of \$409,164. These amounts represent the FY20 Airport Capital budget and the County's share of the local revenue needed. See attached information, p. 4 – 8. The committee recommends approval.
2. The Sheriff requests an FY19 General Fund supplemental appropriation in the amount of \$5,896.37. This amount represents reimbursements from the IRS for travel and overtime for a case. No local funds required. See attached memo, p. 9.
3. The Sheriff requests an FY19 and FY20 General Fund supplemental appropriation in the amount of \$40,020.68. This amount represents insurance proceeds received in FY19 for a weather damaged tent system used for vehicle storage, and the carry forward of the funds to the new year to purchase a replacement. See attached memo, p. 10. The committee recommends approval.

4. The Sheriff requests an FY19 General Fund supplemental appropriation in the amount of \$2,650. This amount represents recovered costs for traffic control for overtime. No local funds required. See attached memo, p. 11.
5. The NRADC Superintendent requests an FY20 NRADC Fund supplemental appropriation in the amount of \$66,021.20. This amount represents a carry forward of unspent FY19 funds for the replacement of an underground storage tank. This project is currently in process and falls under a standing PO. See attached memo, p. 12. The committee recommends approval.
6. The Commonwealth's Attorney requests an FY20 General Fund supplemental appropriation in the amount of \$250. This amount represents funds from the sale of an obsolete firearm to be used for the purchase of a new model. See attached memo, p. 13 – 14.
7. The Commonwealth's Attorney requests an FY20 General Fund supplemental appropriation in the amount of \$19,895. This amount represents 10 months of fringes needed to convert a part-time Administrative Investigator to full-time. Local funds are required. This HR Committee approved the full-time position at their July 12, 2019 meeting. See attached information, p. 15 – 18. The committee recommends approval.
8. The Parks & Recreation Director requests an FY19 General Fund supplemental appropriation in the amount of \$2,560.49. This amount represents use of the PLAY Fund which is funded through donations and provides County youth assistance to participate in various parks activities. No local funds required. See attached memo, p. 19 – 22.
9. The Parks & Recreation Director requests an FY20 General Fund supplemental appropriation in the amount of \$8,500. This amount represents proffer funds to be used to provide a 4-seat swing set addition to the existing Rose Hill Park playground. See attached memo, p. 23 – 24. The committee recommends approval.
10. The Parks & Recreation Director requests an FY20 General Fund supplemental appropriation in the amount of \$7,000. This amount represents proffer funds to be used for a Pickleball court at Frederick Heights Park. No local funds required. See attached memo, p. 25 – 26. The committee recommends approval.

NO ACTION REQUIRED BY BOARD OF SUPERVISORS:

1. The Finance Director requests continued discussion regarding the May 22, 2019 OPEB trust presentation. See attached information, p. 27 – 63. The committee requests additional information from staff.

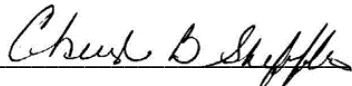
INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for June 2019. See attached, p. 64 – 66.
2. Fund balance information will be provided after the County closes FY19.
3. The Cash Proffer Policy is provided for your information. See attached, p. 67.

Respectfully submitted,

FINANCE COMMITTEE

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

By 

Cheryl B. Shiffler, Finance Director



WINCHESTER REGIONAL AIRPORT

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

MEMORANDUM

To: Cheryl Shiffler, Frederick County Finance
From: Nick Sabo, Winchester Regional Airport Authority Executive Director
Date: June 25, 2019
RE: FY20 Capital Budget Supplemental Appropriation Request

The Winchester Regional Airport Authority (WRAA) requests supplemental appropriation from Frederick County for its FY20 Capital Budget totaling \$409,164. The capital projects these funds will support are detailed in the enclosed spreadsheet.

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

Sincerely,

Nick Sabo, A.A.E.
Executive Director

Enclosure:
FY20 Capital Budget Request



Winchester Regional Airport Authority

City & County Revenue Shares Based On Weldon Cooper Center 7/1/2017 population estimate published on 1/25/2018

FY 2020 CAPITAL BUDGET CAPITAL IMPROVEMENT FUND 85

UPDATE - JUNE 2019

County of Frederick
City of Winchester
Counties of Clarke, Shenandoah & Warren

FY 2020 CAPITAL IMPROVEMENT PROJECT BUDGET REQUEST

AIRPORT AUTHORITY CAPITAL OUTLAY

TAXIWAY A REHABILITATION - SEAL COAT

Rehabilitation of primary taxiway to extend life until replacement. Project cost includes design, development of construction safety and phasing plan, and bidding services.

GENERAL AVIATION TERMINAL - SITE DESIGN PHASE

Two feasibility studies have recommended replacement of the terminal building instead of rehabilitation as the most cost-effective solution. Since its opening in the early 1990s, the terminal building has had only limited renovations. Interior repairs are necessary due to extensive usage and/or damage. The heating and cooling systems are inefficient and approaching the end of their useful life. The exterior of the building is made from drivet material that has failed in many areas and is generally in fair to poor condition. In addition, the windows are not energy efficient and several seals have failed.

TAXIWAY A RELOCATION - SECTION 1 - (DESIGN PHASE)

This project will complete the design for the first phase of the relocation of the parallel taxiway. Includes offset from a 300 foot to 400 feet from runway centerline IAW Group III aircraft design standards. Initial phase is to begin at the Runway 32 threshold and terminate near Taxiway D connector.

GOALS:

Continue development in accordance with the Twenty-Year Master Plan adopted in October 2005, thereby enhancing the facility's capability and attractiveness for investment by aviation businesses/users.

	FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 BUDGET
EXPENSES:			
Personnel	\$0	\$0	\$0
Operating	\$0	\$0	\$0
Capital	\$2,165,000	\$705,000	\$2,635,000
TOTAL	\$2,165,000	\$705,000	\$2,635,000

	FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 BUDGET
REVENUES:			
Other Jurisdictions	\$79,826	\$25,922	\$140,994
State/Federal	\$1,875,500	\$630,500	\$2,084,842
County Funding	\$209,674	\$48,578	\$409,164
TOTAL	\$2,165,000	\$705,000	\$2,635,000

2019-2020 CAPITAL REQUESTS

DEPARTMENT Winchester Regional Airport Authority		DEPARTMENT CODE 85		
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)	
4-085-081030-8801-000-172	Taxiway A Relocation - Section I - (Design Phase)	Design of the first phase of the relocation of Taxiway A	\$309,000	\$309,000
4-085-081030-8801-000-173	Acquire Land – Parcel 64 A 69:- Robertson (RPZ)	Acquisition of land required for the relocation of Taxiway A	\$160,000	\$160,000
4-085-081030-8801-000-173	Acquire Land – Parcel 64B A 51:- Moreland (RPZ)	Acquisition of land required for the relocation of Taxiway A	\$175,000	\$175,000
4-085-081030-8801-000-TBD	Rehabilitate Taxiway A - Seal Coat	Apply seal coat to asphalt pavements to extend life of primary taxiway	\$211,000	\$211,000
4-085-081030-8801-000-056	New Terminal - Site Phase 1 (Construction)	Construction of phase 1 site design (in progress under FY19 grant)	\$1,500,000	\$1,500,000
4-085-081030-8801-000-202	New Terminal - Building (Design Phase)	Design of new terminal facility	\$390,000	\$390,000
4-085-081030-8801-000-203	New Terminal - Site (Design/Bid) - Phase 02	Design of final site improvements	\$100,000	\$100,000
4-085-081030-8801-000-043	State Eligible Maintenance Repairs	State-eligible repairs and maintenance	\$25,000	\$25,000
4-085-081030-8001-000-000	State Eligible Capital Equipment	State-eligible capital equipment	\$50,000	\$50,000
4-085-081030-8801-000-TBD	Repaint Fuel Tanks	Project to repaint and protect aviation fuel tanks	\$30,000	\$30,000
4-085-081030-3002-000-000	Capital Projects/Professional Services	Local capital projects; includes replacement of self-service POS machine (support for current equipment ends 7/1/19)	\$20,000	\$20,000
		TOTAL	\$2,635,000	\$2,635,000

FY 2020 - CAPITAL BUDGET REVENUES					
Winchester Regional Airport Authority					
June 25, 2019		REVENUE SOURCE			
Description		FEDERAL	STATE	LOCAL	TOTAL
Taxiway A Relocation - Section I - (Design Phase)	90/8/2 FAA/State/Local	\$278,100	\$24,720	\$6,180	\$309,000
Acquire Land – Parcel 64 A 69:- Robertson (RPZ)	90/8/2 FAA/State/Local	\$144,000	\$12,800	\$3,200	\$160,000
Acquire Land – Parcel 64B A 51:- Moreland (RPZ)	90/8/2 FAA/State/Local	\$157,500	\$14,000	\$3,500	\$175,000
Rehabilitate Taxiway A - Seal Coat	90/8/2 FAA/State/Local	\$189,900	\$16,880	\$4,220	\$211,000
New Terminal - Site (Construction) - Phase 01	80/20 State/Local	\$0	\$1,200,000	\$300,000	\$1,500,000
New Terminal - Site (Design/Bid) - Phase 02	80/20 State/Local	\$0	\$80,000	\$20,000	\$100,000
New Terminal - Building (Design/Bid)	61.6/38.4% State/Local	\$0	\$240,240	\$149,760	\$390,000
State Eligible Annual Maintenance Repairs	80/20 State Grant	\$0	\$20,000	\$5,000	\$25,000
State Eligible Capital Equipment Acquisition	50/50 State Grant	\$0	\$25,000	\$25,000	\$50,000
Repaint Fuel Tanks	33% State Reimbursement	\$0	\$10,002	\$19,998	\$30,000
Local Capital Projects	Local Only	\$0	\$0	\$20,000	\$20,000
	Total Revenue Breakdown	\$468,000	\$1,616,842	\$550,158	\$2,635,000
	Local Revenue Breakdown				
	Warren County	\$0			
	Clarke County	\$2,500			
	Shenandoah County	\$5,000			
	Frederick County/City of Winchester	\$542,658			
	Local Revenue	\$550,158			
				County 75.4%	City 24.6%
				\$409,164	\$133,494

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

Major Steve A. Hawkins

FREDERICK COUNTY

JUN 25 2019

FINANCE DEPARTMENT

TO: Cheryl Shiffler, Director of Finance

FROM: Sheriff Lenny Millholland

SUBJECT: Federal ^{IRS} Forfeited Reimbursements

DATE: June 21, 2019

Frederick County Sheriff's Office has received reimbursements from the ~~Secret Services~~ ^{IRS} totaling \$5,896.37. This amount has been posted to 3-010-033010-0025. We are requesting appropriation into the following budget lines items:

April 2018 = \$2,668.28

\$1,829.88 - 31020-1005-000-000 (Overtime)

\$838.40 - 31020-5506-000-000 (Travel)

June 2018 = 2041.26

\$2041.26 - 31020-5506-000-000 (Travel)

March 2019 = \$1186.83

\$526.16 - 31020-1005-000-000 (Overtime)

\$660.67 - 31020-5506-000-000 (Travel)

Grand total = \$5,896.37

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 : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Supplemental Appropriation of Funds/Tent System
DATE : July 10, 2019

The Frederick County Sheriff's Office is requesting from the Finance Committee, a supplemental appropriation in the amount of \$40,020.68. This amount is a property claim dated November 15, 2018 in which the tent system collapsed due to wind and snow.

We are asking for this amount to be appropriated in line item 31020-8900-000-000. We are going to use this money to replace the tent system that was damaged with a new tent system.

We've been waiting to see if the building requested in county capital improvement plan was funded for storing 1033 program vehicles, dive, search and rescue trucks would be stored in and apply money towards that building. ~~If the money isn't used, then the money will have to be reimbursed to the US Government.~~

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 : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Appropriation of Funds – Recovered costs
DATE : June, 10 2019

We are requesting the reimbursements received for recovered costs totaling \$2650 that was posted to 3010-019010-0018 for traffic control and overtime from May-June 2019 be appropriated in budget line 3102-1005-000-000.

5/22/19 - \$400.00	James Holly – The Clorox Company
6/04/19 - \$600.00	Winchester Church of God
6/24/19 - \$400.00	Winchester Church of God
6/24/19 - \$1250.00	Fellowship Bible Church

Total reimbursements - \$2650.00

Thank you

LWM/adl

Northwestern Regional Adult Detention Center

James F. Whitley - Superintendent



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

MEMORANDUM

To: Ms. Cheryl Shiffler, Director of Finance
From: James F. Whitley, Superintendent *JFW*
Date: June 28, 2019
Subject: Carry Forward Funds

Request that \$66,021.20 in expenditure code #4-011-033010-3004-000-001, be carried forward into FY20 for payment to Mid Atlantic Petroleum Services.

The Underground Storage tank at the main facility was found to be compromised and required a replacement. An IFB was done in March of 2019 and the lowest bid came in at \$94,316. Because of the nature of this equipment, 30% (\$28,294.80) was paid as a deposit on 4-10-19.

The remaining balance of \$66,021.20 is still pending until the project is completed, which will be after June 30 and roll into FY20.

Thank you for your prompt attention to this matter.

bal 7/8/19: \$74,349.74

Commonwealth of Virginia

COUNTY OF FREDERICK

ROSS P. SPICER
Commonwealth's Attorney

ERIC W. HEFLIN
Investigator

MELISSA D. RICE
Victim/Witness Director-665-6369



ANDREW M. ROBBINS
Deputy Commonwealth's Attorney

Assistant Commonwealth's Attorneys
NICHOLAS L. MANTHOS
HEATHER D. ENLOE
MARIE E. ACOSTA
DANIEL H. COHAN
LOUIS T. CAMPOLA
KRISTEN G. ZALENSKI

**OFFICE OF THE
COMMONWEALTH'S ATTORNEY**

107 NORTH KENT STREET WINCHESTER, VIRGINIA 22601
(540) 665-6383 FAX (540) 667-3454

July 8, 2019

Mr. Kris Tierney,
Frederick County Administrator
107 N. Kent Street
Winchester, VA 22601

Re: Sale and Replacement of one (1) Smith & Wesson Model 6946 9mm Semi-automatic Pistol

Dear Mr. Tierney;

The Office of the Commonwealth's Attorney purchased the above-referenced firearm (Serial #VEE9014) in December, 1995. It was originally issued to Eric Heflin, our Office Investigator, and he has maintained possession of it since that time. Upon Mr. Heflin's retirement on June 21, 2019, we would like to replace this obsolete firearm with a new model that will be issued to our new Office Investigator once that individual has been identified and certified to carry it.

Pursuant to Virginia Code §59.1-148.4, the Commonwealth's Attorney's Office is permitted to sell "any firearm owned and used or otherwise lawfully in its possession...to a licensed firearms dealer". We propose to sell the above-referenced firearm to a properly licensed firearms dealer and credit the proceeds into our budget line item# 022010-5409-000-000 (Police Supplies). We will then purchase a new firearm at a later time. We intend to consult with the Frederick County Sheriff's Office on the matter and coordinate this purchase with their current law enforcement contracts and equipment recommendations.

If you have any questions or wish to discuss this matter further, please give me a call at Ext. 8361. And as always, thank you for your attention to this request.

Sincerely,

A handwritten signature in dark ink, appearing to read "AR", with a long, sweeping flourish extending to the right.

Andrew M. Robbins,
Deputy Commonwealth's Attorney

TAX RECEIPT

Ticket #:00000300001 @@

FREDERICK COUNTY
C. WILLIAM ORNDOFF, JR
P.O. BOX 225

Date : 7/03/2019
Register: FPH/FPHAL
Trans. #: 16969
Dept # : 1013
Acct# :

WINCHESTER VA 22604-0225

SALE OF SALVAGE & SURPLUS
SURPLUS FIREARM

Previous Balance \$	250.00
Principal Being Paid \$	250.00
Penalty \$.00
Interest \$.00
Amount Paid \$	250.00
*Balance Due \$.00
Cash	250.00

COMMONWEALTH ATTORNEY 7/3/19

Pd by COMMONWEALTH ATTORNEY 7/3/19
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 7/2019

Position Justification Statement

The Commonwealth's Attorney is requesting that the existing part-time Investigator position (Line Item# 22010-1003-000-001) be converted to a full-time position with a regular County-funded benefits package. As justification for this request, the Commonwealth's Attorney notes that initially, the Investigator position was designated as a full-time position with benefits. But within the last several years, it was converted to a part-time position based on need and the availability of qualified personnel.

The duties of the Investigator for the Commonwealth's Attorney have grown exponentially in recent years. As our caseload has increased, so has the support role of the investigator. As just one example, direct indictment requests that are forwarded to this office by law enforcement must first be screened for completeness by the office investigator to ensure that they are ready for presentation to the Frederick County Grand Jury. The Investigator then presents these cases to the grand jury in person. There may be several such cases to be evaluated and presented in any given month. The number of direct indictment requests forwarded to this office has increased significantly in the past few years, especially with respect to drug possession cases. The prosecution of drug cases traditionally began with an arrest and Preliminary Hearing in General District Court. But due to the significant backlog of drug analyses coming from the Virginia Department of Forensic Science, the number of drug cases that are initiated by direct indictment (rather than by arrest) has necessarily multiplied to prevent speedy trial issues. Our office investigator is responsible for the completion and presentation of these cases.

In an effort to provide a comparison with similar positions across the Commonwealth, we surveyed other jurisdictions that employed office investigators. The Lynchburg Commonwealth's Attorney's Office was the only jurisdiction that provided information on its office investigator. That position is a part time position that pays \$28.00 per hour. This will be roughly the rate of the present Frederick County Commonwealth's Attorney's investigator salary on an annualized basis. It is important to note that, as indicated above, the functions of the Frederick County investigator are far more diverse than those of the Lynchburg Commonwealth's Attorney's investigator, who is limited to investigating only domestic violence offenses. The Frederick County investigator is responsible for investigating any and all types of crimes and is responsible for numerous other inquiries as indicated above.

Moreover, any comparisons that can be made with existing investigator positions in other offices will fail to address the fact that the duties of our office investigator will grow at an alarming rate due to the expanded use of body worn cameras or "body-cams" by law enforcement officers. With body-cam footage being provided to our office at a rate of as many as twenty files per day from numerous different law enforcement agencies, it is impossible for our attorneys to review and organize them all. Yet our office remains legally responsible for the review and dissemination of these files through the discovery process and for the editing and use of this material at trial. This problem is not limited to Frederick County. It has become such a significant issue statewide that the budget language approved by the 2019 General Assembly (Chapter 854, Item 70.) states the following:

“K. Any locality in the Commonwealth that employs the use of body worn cameras for its law enforcement officers shall be required to establish and fund one full-time equivalent entry-level Assistant Commonwealth's Attorney, at a salary no less than that established by the Compensation Board for an entry-level Commonwealth's Attorney, at a rate of one Assistant Commonwealth's Attorney for up to 75 body worn cameras employed for use by local law enforcement officers, and one Assistant Commonwealth's Attorney for every 75 body worn cameras employed for use by local law enforcement officers, thereafter. However, with the consent of the Commonwealth's Attorney, a locality may provide their Commonwealth's Attorney's office with additional funding, using a different formula than stated above, as needed to accommodate the additional workload resulting from the requirement to review, redact and present footage from body worn cameras.

Under the current Frederick County Salary Administration Program, the minimum salary for an entry-level Assistant Commonwealth's Attorney (Range 10) would be \$70,875.00. The Commonwealth's Attorney proposes to address this unfunded mandate by delegating this additional workload to the in-house office investigator. While the Commonwealth's Attorney believes that, at this time, the \$60,000.00 salary currently allotted to this part-time position is adequate compensation for the added responsibilities, the reduced number of hours permitted in a part-time position are not. The review of submitted body-cam footage alone will add several hours per week to the existing duties of this position. It is hoped that this new task can be performed (along with all of the other duties incumbent upon this employee) within the confines of a 40-hour work week.

It is the request of the Commonwealth's Attorney that the Board convert the existing part-time Investigator position to a full-time, non-exempt position with an annual salary of \$60,000.00 plus the County's generous benefits package. This will allow us to hire and retain a candidate who can fill this mission-critical role within our office and to address the new and time-consuming job of managing the incoming body-cam files.

As always, the Commonwealth's Attorney's Office very much appreciates the consideration of the Board as to this request.

County of Frederick, Virginia

Position Details

Position Title: Administrative Investigator

Date Position Created:

Department: Commonwealth's Attorney

Reports To: Ross Spicer

Exempt Non-Exempt

Date Prepared: 6/12/2019

Prepared By: Andrew Robbins

Range: \$53,964-\$86,278

Grade: 8

Salary: \$60,000

G/L Line Item: 022010-1003-000-001

Job Description

Job Purpose: Performs investigation and technical work. Prepares cases for prosecution and assists with a variety of duties crucial to the department. Performs related duties as assigned. Work is performed under the general supervision of the Commonwealth's Attorney or his designee.

Essential Functions

- Work with County and law enforcement agencies;
- Collect and preserve evidence and interview witnesses;
- Review submitted law enforcement case files for completeness and recommend additional investigation as needed;
- Review submitted law enforcement "body-cam" recordings and coordinate them with open case files;
- Provide advice to the public and other County employees in his/her area of expertise;
- Interrogate suspects, gather evidence, conduct surveillance, apprehend violators, and testify in Court;
- Take photographs, fingerprints, and other related identification tasks;
- Prepare and maintain detailed reports, records, and files;
- Develop informants for purpose of gathering intelligence;
- Conduct police background investigations;
- Review criminal cases for indictments and present them to the Frederick County Grand Jury as needed;
- Assist attorneys in pre-trial preparation of cases; and
- Perform related law enforcement, corrections, court security and legal process duties as needed.

Job Requirements:

Education: Any combination of education equivalent to graduation from high school or equivalent GED certificate. Must be qualified in the use of firearms.

Experience: Extensive experience in supervision in the law enforcement field. Completion of specific specialized training programs prescribed by the Commonwealth's Attorney. Extensive training and experience in investigation and enforcement.

Knowledge/Skills: General knowledge and use of police investigate principles, practices and techniques of identification. General knowledge and use of rules of evidence and laws of search and seizure. General knowledge of geography of the County and important buildings. Skilled in the use of firearms. Ability to analyze evidence. Ability to question and interview skillfully. Ability to organize and prepare a variety of clear and concise reports. Ability to conduct foot pursuit, overcome a person resisting arrest or perform other strenuous activity which requires physical agility and endurance. Ability to establish and maintain professional working relationships with co-workers, law enforcement agencies and the general public and possess professional telephone etiquette. This work involves an element of personal danger.

Working Conditions:

Physical Demands:

Supervisory Responsibilities:

Number of Employees Supervised: 0	Number of Subordinate Supervisors Reporting to Job: 0
Approvals:	
Department Director:	Date:
HR Director:	Date:
Finance Director:	Date:
County Administrator:	Date:
Board of Supervisors Approval:	Date:



MEMO

To: Finance Committee
From: Jason Robertson, Director
Through Stacy Herbaugh, Superintendent of Operations
Subject: Recreation Assistance Fund
Date: July 10, 2019

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 four types of funds within the Recreation Reserve Fund: Recreation Reserve (PLAY) Fund, Capital Projects Fund, General Park Improvement Fund, and School Grounds Maintenance Equipment Fund.

During FY 19, \$2,560.49 in assistance was provided to County youth to participate in various activities.

The Parks and Recreation Commission requests that \$2102.73; the amount received in donations be moved from G/L code (3-010-018990-027) and that the difference of \$457.76 be moved from the Parks and Recreation PLAY Fund reserve (0-010-000240-2444) to the FY 19 revenue codes as outlined in attachment A.

Attachment A

3-010-016130-0008	\$591.50
3-010-016130-0013	\$1231.49
3-010-016130-0010	\$737.50

These totals represent participation in the following activities:

Swim Lessons
Cheer Camp
Volleyball League
Pee Wee, Youth, and Teen Basketball Leagues
Flag Football Leagues
Young Riders Camp
Fencing
Swim Team
Youth Tennis
Zip Line Adventures
Summer Basketball
Kid's Sport & Agility Clinic
Specialized Volleyball Camps
Tennis Camp
Running Club
Chess
Young Artist Program
Floor Hockey
Adventure Weeks
Play-Well Technologies
Archery
Ballet
Pick-A-Weeks Camp

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 four types of funds within the Recreation Reserve Fund: Recreation Reserve Fund, Capital Projects Fund, General Park Improvement Fund, and School Grounds Maintenance Equipment 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.

D. School Ground Maintenance Equipment Fund

The school ground maintenance equipment fund is revenues collected from the Frederick County Public School system to purchase equipment used to maintain the school system's grounds. Revenues represent an equipment rate billed to the school system and will be deposited into revenue code (10GL-3-010-019110-0064) to fund future purchases of replacement equipment. The Parks and Recreation Commission will recommend the use of School Ground Maintenance Equipment Funds to the Finance Committee and the Board of Supervisors specifying the equipment needed.

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: July 2019



MEMO

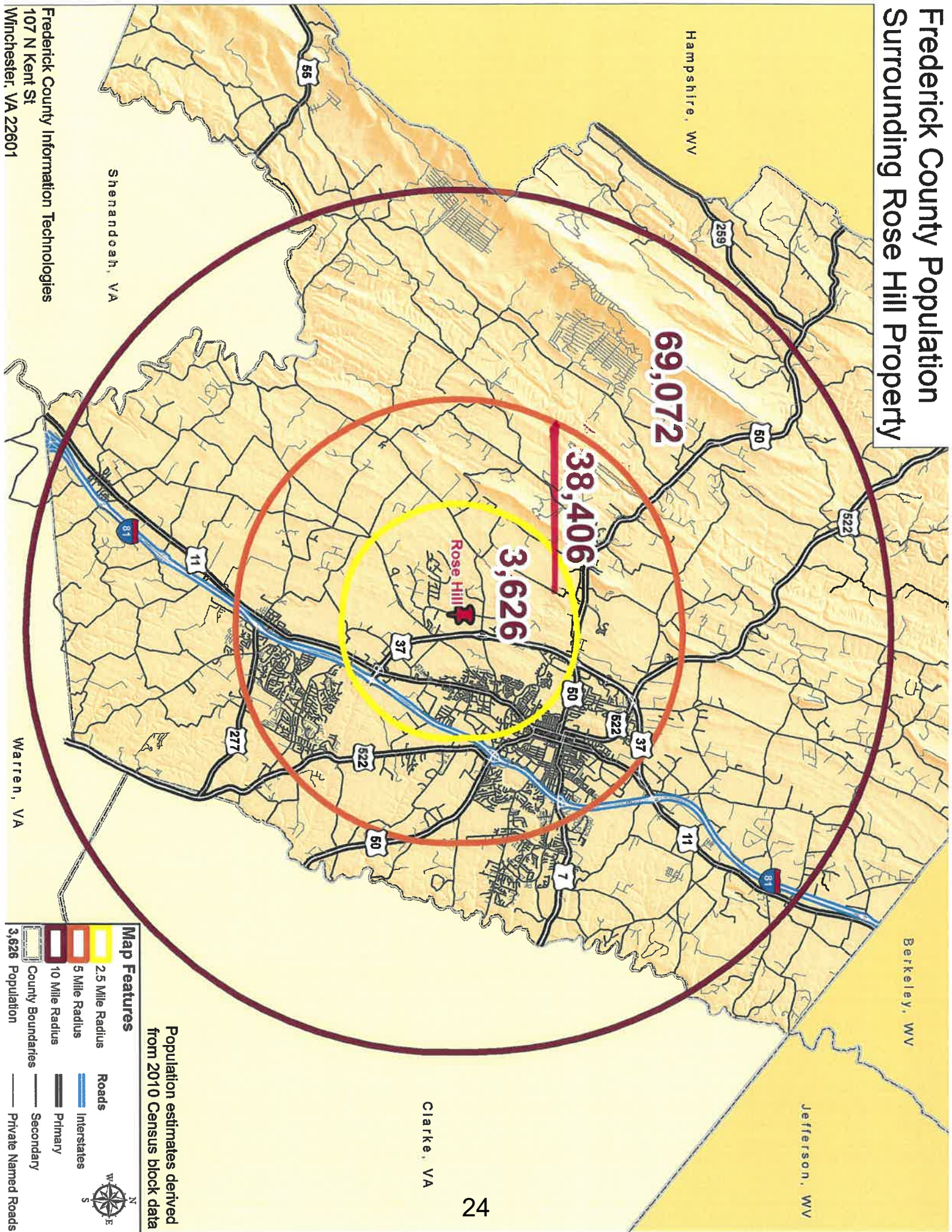
To: Finance Committee
From: Jason Robertson, Director
Through Jon Turkel, Assistant Director *JWT*
Subject: Proffer Request: Rose Hill Park Swing Set
Date: July 10, 2019

The Parks and Recreation Commission is requesting \$8,500 in proffer funds be used to provide a 4-seat swing set addition to the existing Rose Hill Park playground.

Amenity development at Community Parks is referenced in the county Capital Improvements Plan under the heading of "Community Parks" and there are several contributing developments in the 5-mile park service area. (**Attachment 1**).

The Parks and Recreation proffer balance as of June 30, 2019 was \$253,376.51.

Frederick County Population Surrounding Rose Hill Property



Frederick County Information Technologies
 107 N Kent St
 Winchester, VA 22601

Map Features

- 2.5 Mile Radius
- 5 Mile Radius
- 10 Mile Radius
- County Boundaries
- 3,626 Population

Roads

- Interstates
- Primary
- Secondary
- Private Named Roads

Population estimates derived from 2010 Census block data



MEMO

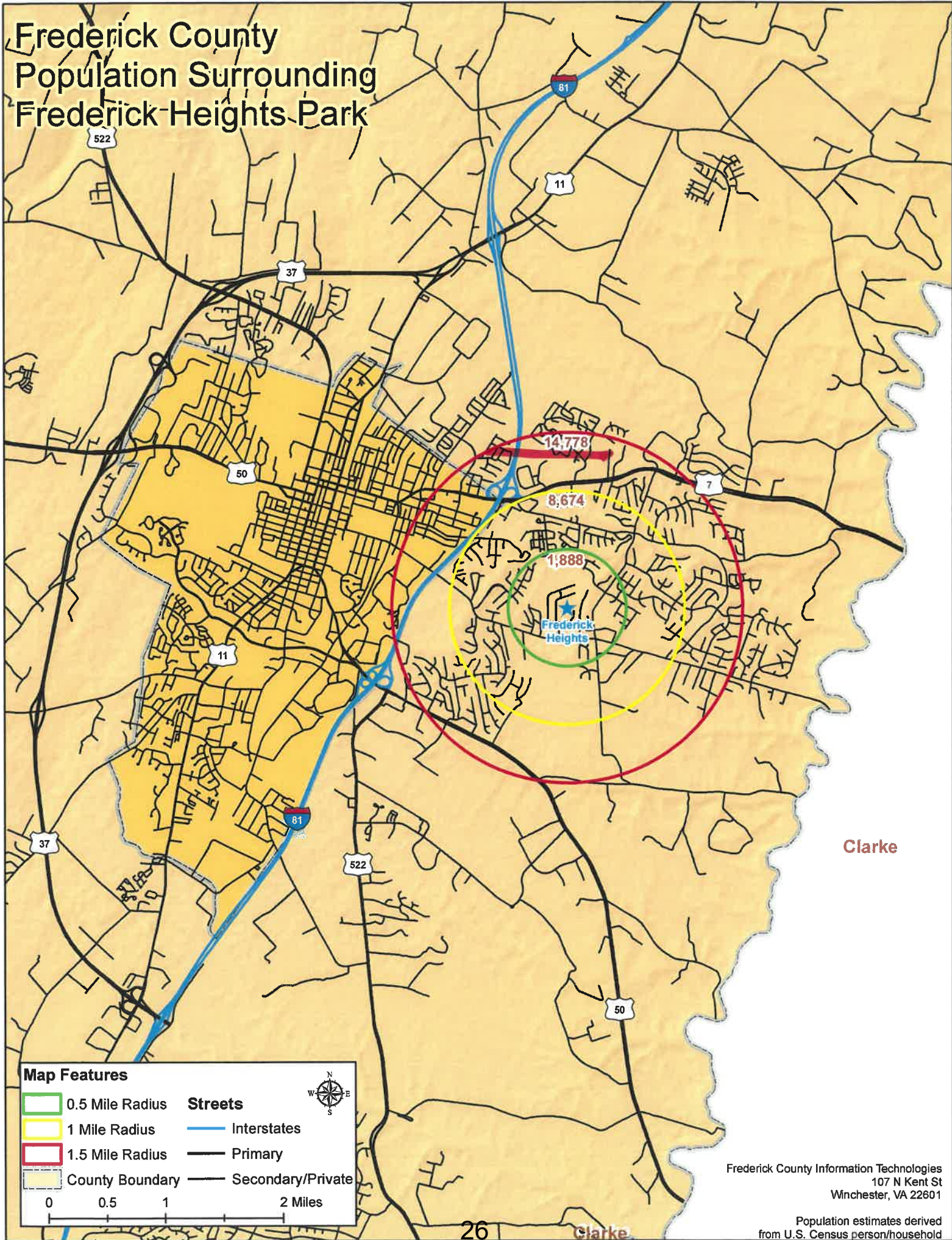
To: Finance Committee
From: Jason Robertson, Director
Through Jon Turkel, Assistant Director *JWT*
Subject: Proffer Request: Frederick Heights Park Pickleball Court
Date: July 10, 2019

The Parks and Recreation Commission is requesting \$7,000 in proffer funds be used to repurpose part of the existing rectangular pad at Frederick Heights Park as a Pickleball Court.

Amenity development at Neighborhood Parks is referenced in the county Capital Improvements Plan under the heading of "Neighborhood Parks" and there are several contributing developments in the 1.5-mile park service area. (**Attachment 1**).

The Parks and Recreation proffer balance as of June 30, 2019 was \$253,376.51.

Frederick County Population Surrounding Frederick-Heights Park





Frederick County Board of Supervisors

Other Post-Employment Benefits (“OPEB”) Discussion

May 22, 2019

PFM Asset
Management LLC

4350 N. Fairfax Drive
Suite 580
Arlington, VA 22203

(703) 741-0175
pfm.com



Agenda

- I. Other Post-Employment Benefits (“OPEB”)
- II. Benefits of Funding an OPEB Trust
- III. Establishing an OPEB Trust
- IV. How PFM Can Help
- V. Appendix



Other Post-Employment Benefits ("OPEB")



What is OPEB?

- Other (*than pension*) Post-Employment Benefits
 - Retiree medical, dental, vision, prescription drug, life, and long-term disability and care
- Deemed a form of deferred compensation
- Promise to provide retiree benefits must be accrued during the working years of employees



OPEB Concerns / Considerations

- ◆ Growing liabilities
- ◆ High healthcare inflation rate
- ◆ Compliance with GASB standards
- ◆ New GASB Rules
- ◆ Investment of an OPEB Trust



Frederick County's OPEB Program

◆ Frederick County offers the following benefits to retirees:

◆ If hired prior to July 1, 1995:

- Benefits offered to employees who retire under VRS or after age 50 with at least 20 years of continuous service
- County provides 100% health insurance coverage until eligible for Medicare
- Once eligible for Medicare, County provides 100% supplemental insurance

◆ If hired after July 1, 1995 through June 30, 2012:

- Benefits offered to employees who retire under VRS *with full benefits* and with at least 30 years of continuous service (or at least 25 years for law-enforcement officers)
- County provides 100% health insurance coverage until eligible for Medicare
- Once eligible for Medicare, County provides 100% supplemental insurance

◆ If hired after July 1, 2012

- ***No benefit offered***



History of GASB Accounting Standards for OPEB Providers

- ◆ **Prior to 2004, OPEB liabilities were grossly understated on financial reports of public employers**
- ◆ **GASB standards (GASB 43 and 45) were designed to improve the information reported on OPEB for:**
 - Decision-making and accountability purposes
 - Comparability across governments
 - Transparency
- ◆ **New GASB accounting rules (GASB 74 and 75) have increased the visibility and impact of OPEB liabilities**



Benefits of Funding an OPEB Trust



Common Funding Options

PAYGO or “Pay-as-you-go”



Convenient/
low upfront
costs



Potential
unsustainable
liability



Red flag to
credit raters



Concerns from
constituents



Guaranteed loss
due to inflation

Irrevocable Trust



Sustainable
solution



GFOA best
practice



Lower long-
term
spending



★★★★☆
Appealing
to credit
raters



Addressing
inflation



Access funds
for benefit
payments



GASB
reporting
benefits



Budget
commitment
upfront



Benefits of Funding an OPEB Trust

- ◆ Frederick County has an unfunded OPEB liability of \$39.5 million
- ◆ By prefunding an OPEB Trust, the County is able to:
 - Use a higher interest rate assumption, resulting in a lower actuarial liability
 - Offset its liability with Trust assets
 - Invest for higher potential returns to outpace healthcare inflation
 - Reduce annual costs of paying benefits over time
 - Access funds at any time to pay for retiree OPEB benefits
 - Demonstrate to creditors that you are proactively addressing the growing liabilities
 - Align financial planning with GFOA's best practices

Financing other postemployment benefits as they are earned (prefunding) rather than as they come due (pay-as-you-go funding) offers significant advantages in terms of equity and sustainability and should be formalized through a specific funding policy for postemployment benefits.

-- GFOA Best Practices: Ensuring Other Postemployment Benefits (OPEB) Sustainability, Adopted September 2016

Source: Frederick County Virginia Post-Employment Medical and Life Insurance Benefits Actuarial Valuation as of 11/14/17



A Sustainable OPEB Plan for Frederick County

PayGo vs. Funding an OPEB Trust

	Scenario 1: PayGo	Scenario 2: OPEB Trust*
Discount Rate	3.58%	7.0%
Actuarial Accrued Liability	\$39.5 million	\$24.3 million
Market Value of Assets	\$0	\$10 million
Net OPEB Liability	\$39.5 million	\$14.3 million
Funded Ratio	0.0%	41.2%

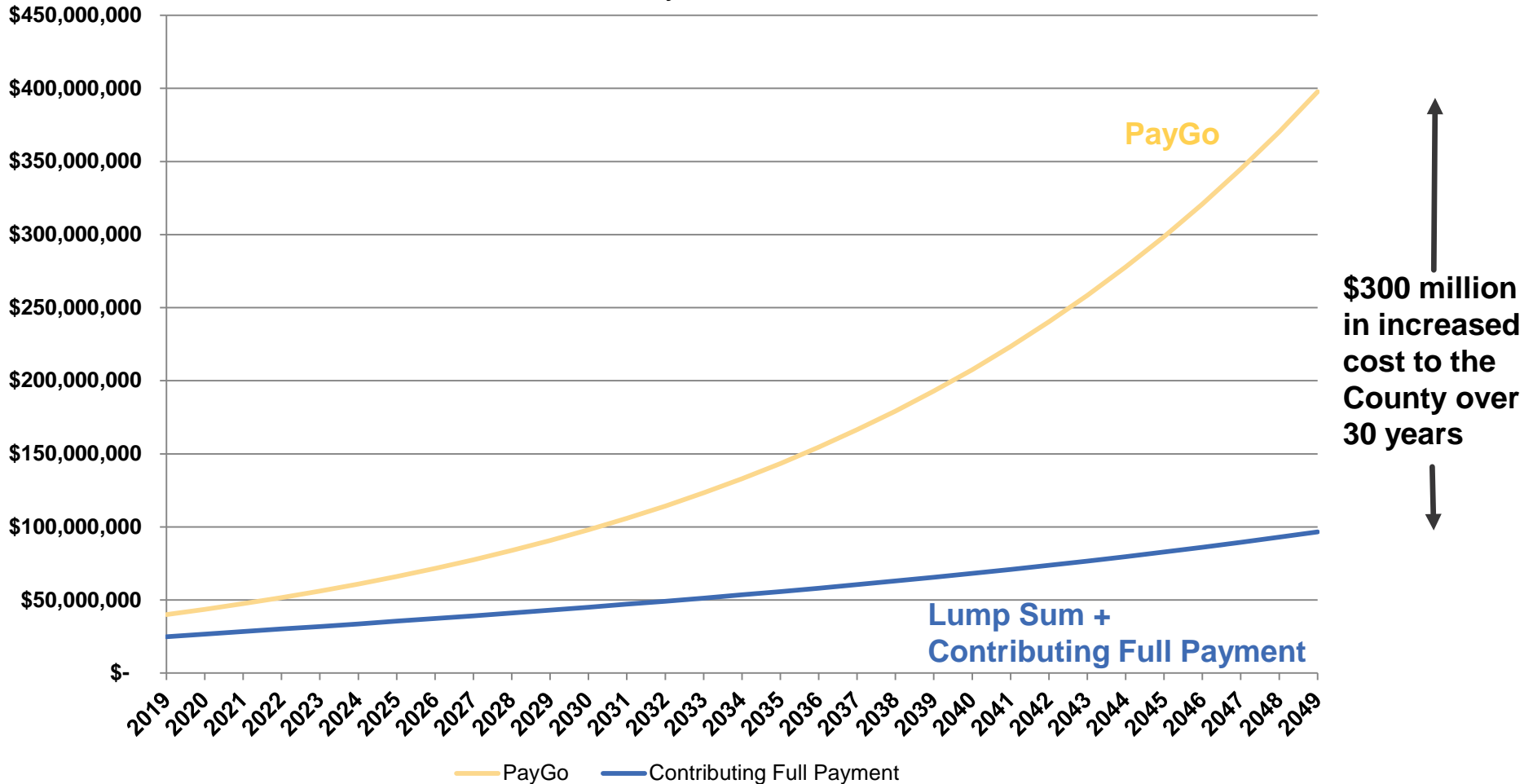
\$25 Million Reduction in Reported Liability

Source: Frederick County Virginia Post-Employment Medical and Life Insurance Benefits Actuarial Valuation as of 11/14/17
Assumes \$10 mm contribution is made to OPEB Trust and discount rate of 7.0%. For illustrative purposes only.



PayGo versus Funding an OPEB Trust (Fully Funding)

Total Payments & Net Liabilities

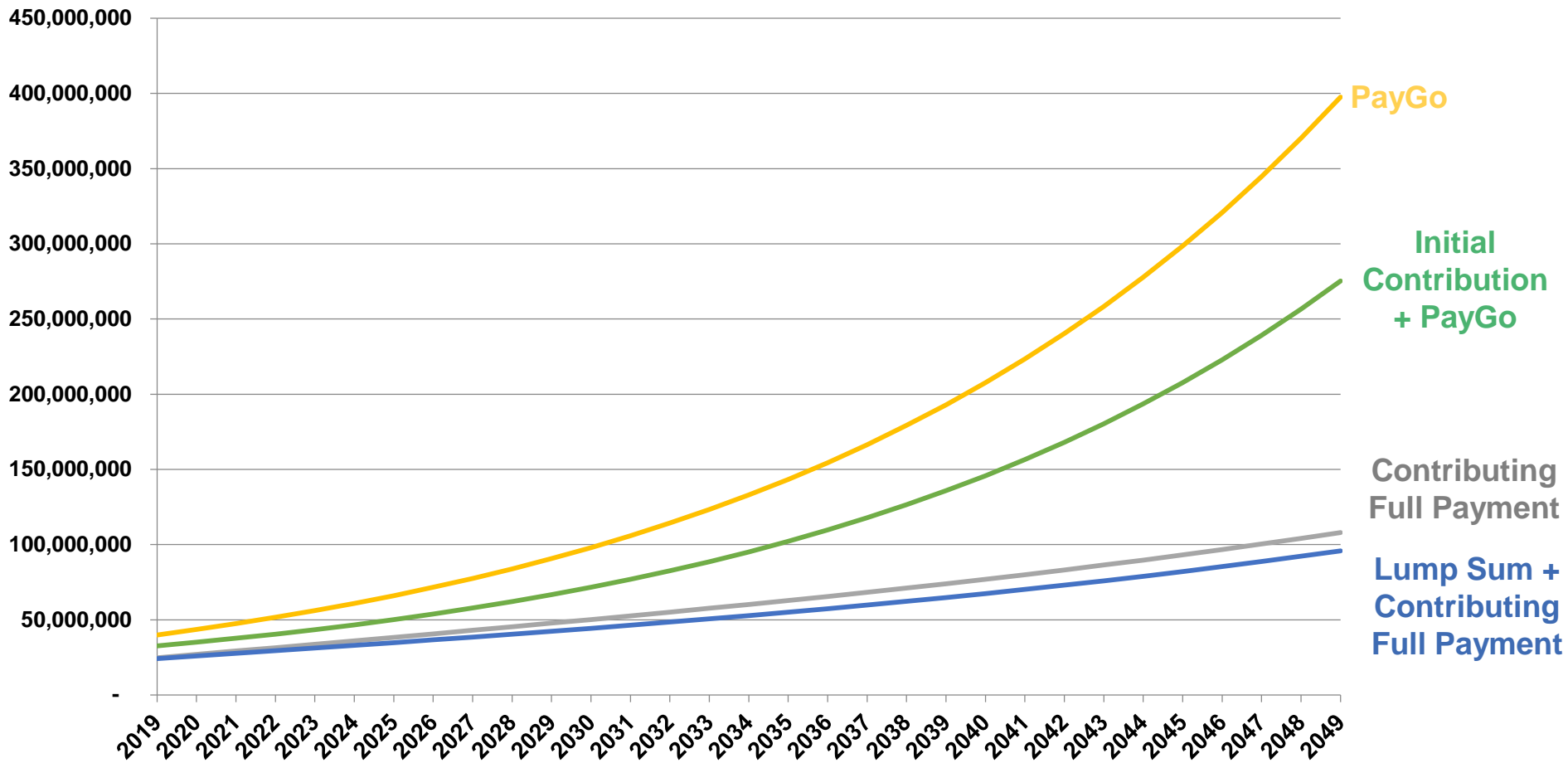


For illustrative purposes only. Contributing Full Payment assumes \$10 million contribution in year 1 to fund Trust and ongoing ADC



PayGo versus Funding an OPEB Trust (Additional Scenarios)

Total Payments & Net Liabilities



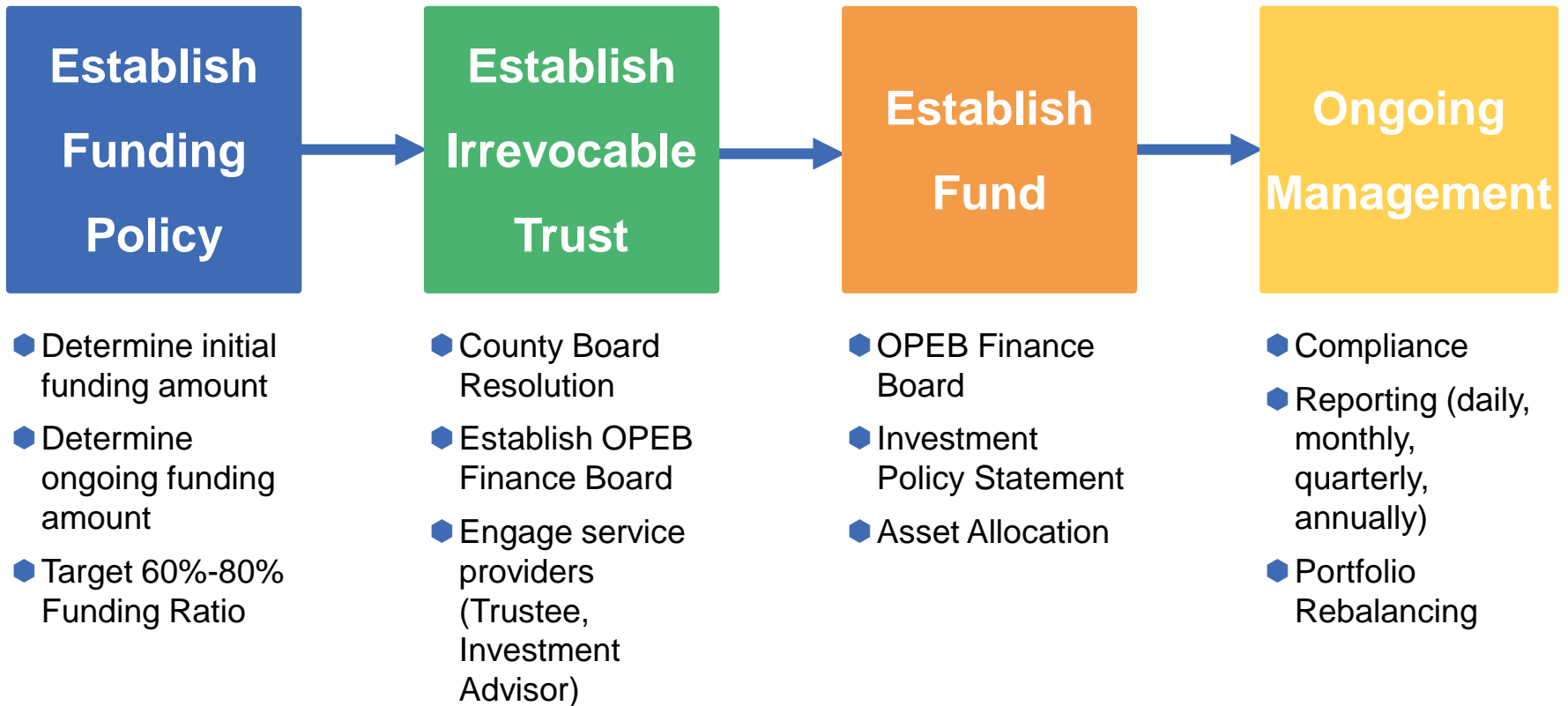
For illustrative purposes only. Contributing Full Payment assumes \$10 million contribution in year 1 to fund Trust and ongoing ADC. Initial Payment Only assumes \$10 million contribution in year 1 to fund Trust but PayGo thereafter



Establishing an OPEB Trust



OPEB Funding Roadmap





GASB Rules for an OPEB Trust

Current GASB standards state that to be allowed as a direct balance sheet offset to the OPEB liability, the OPEB assets must have the following characteristics:¹

1. Must be irrevocable;
 2. Remote from creditors; and,
 3. For the exclusive benefit of participants and beneficiaries.
- ◆ Remoteness from creditors has been widely viewed as having two components:
 - The trust is its own legal entity; and,
 - The employer and its agents do not exert specific control over investment of the assets.
 - ◆ Employing a discretionary advisor assists in meeting the remoteness standard.

¹Current GASB Standards 43 & 45



OPEB Trust Requirements in Virginia

- ◆ Chapter 15 (§ 15.2-1544 et seq.) of the Code of Virginia allow Virginia municipalities to develop OPEB Trusts.
- ◆ Virginia Code requires:
 - Assets must be held in an irrevocable trust for the exclusive benefit of providing postemployment benefits to active or former employees
 - Assets may be transferred from one trust or equivalent arrangement to another
 - A finance board must be formed to serve as trustee of the OPEB trust
 - The finance board must consist of the chief financial officer, treasurer, and a citizen of the Commonwealth
 - Alternatively, an established retirement board or deferred compensation board responsible for managing pension benefits may serve as trustee
 - The finance board must meet no less than four times per year
 - Assets must be invested according to the prudent person standard and are not limited by Chapter 45 (§ 2.2-4501 et seq.)



Who Can Help

TRUST CREATION

- ◆ **Actuary** | Regular valuations and scenario evaluation
- ◆ **Auditor** | Confirmation of accounting treatment
- ◆ **Tax counsel/benefits counsel** | Resolution development and legal opinion

ONGOING ADMINISTRATION

- ◆ **Actuary** | Regular valuations
- ◆ **Auditor** | Disclosure and review
- ◆ **Legal Counsel** | Ongoing resolutions
- ◆ **Investment Advisor**
- ◆ **Custody Bank**



Single Employer vs. Multiple Employer Trust

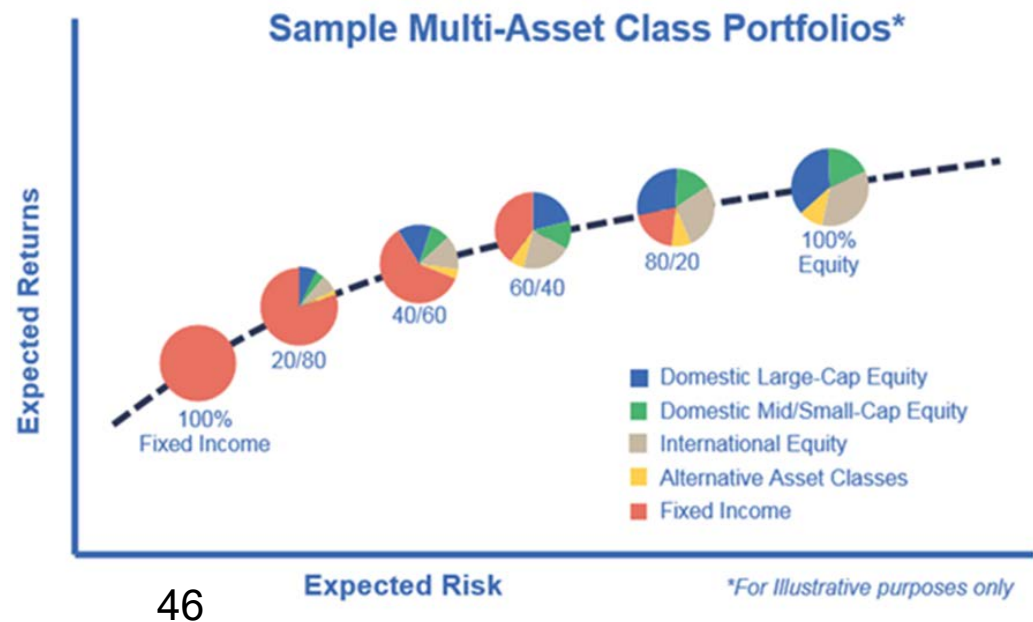
	Single Employer	Multiple Employer
Governing Board	OPEB Finance Board	OPEB Finance Board
Set-up	Start new (or existing trust)	Existing trust
Documents	Created new by attorney, or existing template	Existing master trust (vetted) ¹
IRS Private Ruling	Not required (IRC 115)	Not required
Customization	High	May be limited
Investment Flexibility	High	May be limited
Control	High	May be limited
Fees	Depend on level of assets	Depend on level of assets

¹An adoption agreement and service agreement may contain customization options for employers.



Determining a Customized Asset Allocation

- ◆ Asset allocation is the most important investment decision and has the largest impact on performance.
- ◆ When determining an appropriate asset allocation, the County should consider:
 - Discount rate
 - Funded status
 - Expected risk/return of asset classes
 - Board's risk tolerances
 - Liquidity needs
 - Potential changes to benefit level



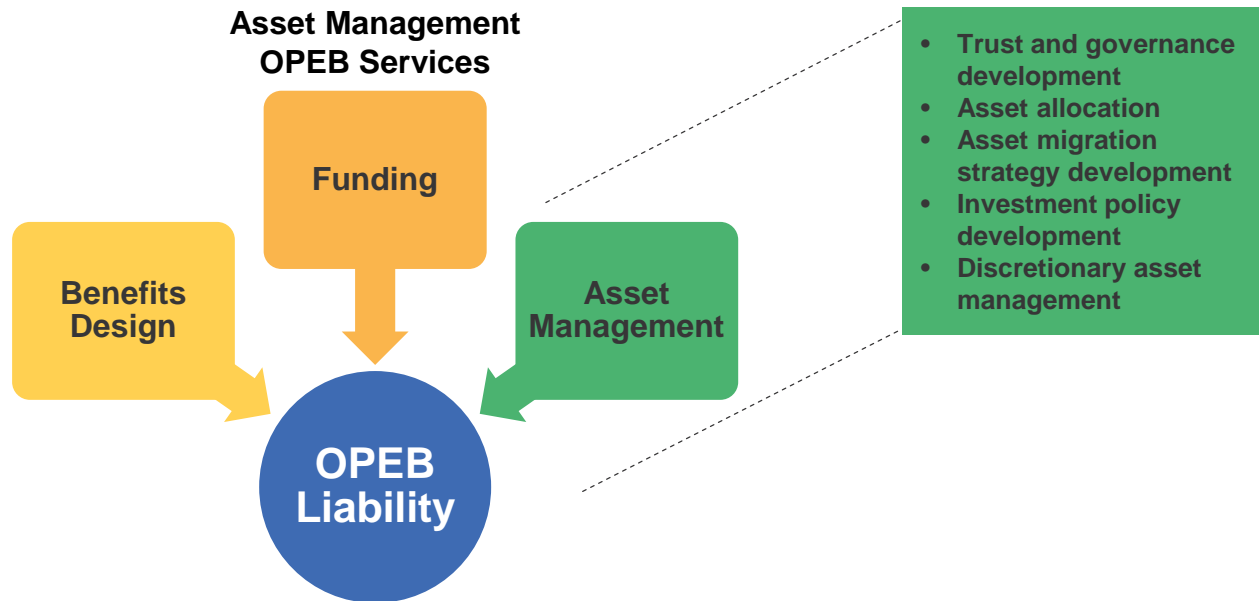


How PFM Can Help



Expertise in Providing OPEB Solutions

- As an investment advisor, PFM's asset management business works with a wide range of clients that have specific OPEB needs.
- We will continue to implement a time-tested investment approach that is customized to reflect the specific needs of the County's OPEB Trust



Amid the ever-changing market and regulatory environment, we believe our clients are best served through a consistent approach to investing.



National OPEB Experience

- Abington Township
- Alameda County Mosquito Abatement District
- Battery Park City Authority
- Blackhawk Technical College
- Brazos County
- City of Chesapeake
- City of Culver City
- City of Lewisville, Texas OPEB
- City of Roseville OPEB Trust
- City of Santa Rosa OPEB
- City of Signal Hill, Ca - OPEB Trust
- City of Simi Valley, Ca OPEB Trust
- City of Sunnyvale OPEB Trust
- City of Tempe
- City of Titusville
- City of Victoria, Texas
- City of West Palm Beach VEBA Trust Fund
- City of Winchester
- City of Wyoming
- Coachella Valley Water District
- Dallas Area Rapid Transit OPEB
- De River Joint Toll Bridge Commission
- Delaware Transit Corporation
- Eastern Carver County Schools (ISD #112)
- Elk River ISD #728
- Golden Gate Bridge Highway & Trans District
- Grand Rapids Intermediate Sd#318
- Great Lakes Water Authority
- Greater Pennsylvania Carpenters
- Hampton Roads Sanitation District OPEB
- Hanover County
- Howard County OPEB Trust
- IBEW Local #269
- LA County MTA
- Lake Crystal Wellcome Memorial SD
- Lower Gwynedd Township

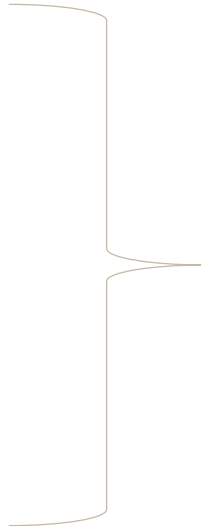


- Mankato Area Schools ISD 77 OPEB Trust
- Massachusetts Port Authority
- Mid-State Technical College-MACM
- Milwaukee Public Schools
- Minneapolis Special School District #1
- Moorhead Area Public Schools ISD 152
- Moraine Park Technical College
- Mt. Lebanon
- New Jersey Economic Development Authority
- New London Spicer OPEB Trust
- New York State Public Schools
- NJ Arm-Atlantic County Utilities Authority
- Northampton County
- Plymouth Township Pension Fund
- Prince William County
- Radnor Township
- Robbinsdale ISD No. 281
- Rochester Public Schools ISD #535
- San Bernardino Municipal Water District
- SEIU Local 32Bj District 36 Building Operators
- Shakopee Public School ISD #720
- Spring Lake Park Schools (ISD#16)
- St Johns County OPEB Trust
- Standard School District
- Strasburg Borough
- The Port Authority Of NY / NJ
- The RWDSU Local 1034
- Town Of Leesburg OPEB Trust
- Upper Gwynedd Township
- Walworth County OPEB
- Warroad ISD No. 690 OPEB Trust
- Waukesha County Technical College
- Wayzata Public Schools
- West Whiteland Township OPEB
- Winona Area Public Schools

As of December 31, 2018. Clients listed include all OPEB clients under discretionary or non-discretionary management. This list does not represent an endorsement of PFM's asset management business or its services.



Importance of Understanding Your Needs



- ◆ Plan Demographics
- ◆ Market Value of Assets
- ◆ Actuarial Value of Assets
- ◆ Actuarial PV of Accumulated Benefits
- ◆ Funded Status
- ◆ Investment Return Assumption
- ◆ Actuarially Determined Contribution
- ◆ Actual Contributions
- ◆ Projected Benefit Payments
- ◆ Benefits Structure
- ◆ Unusual events (litigation, unexpected lump sum payments, etc.)



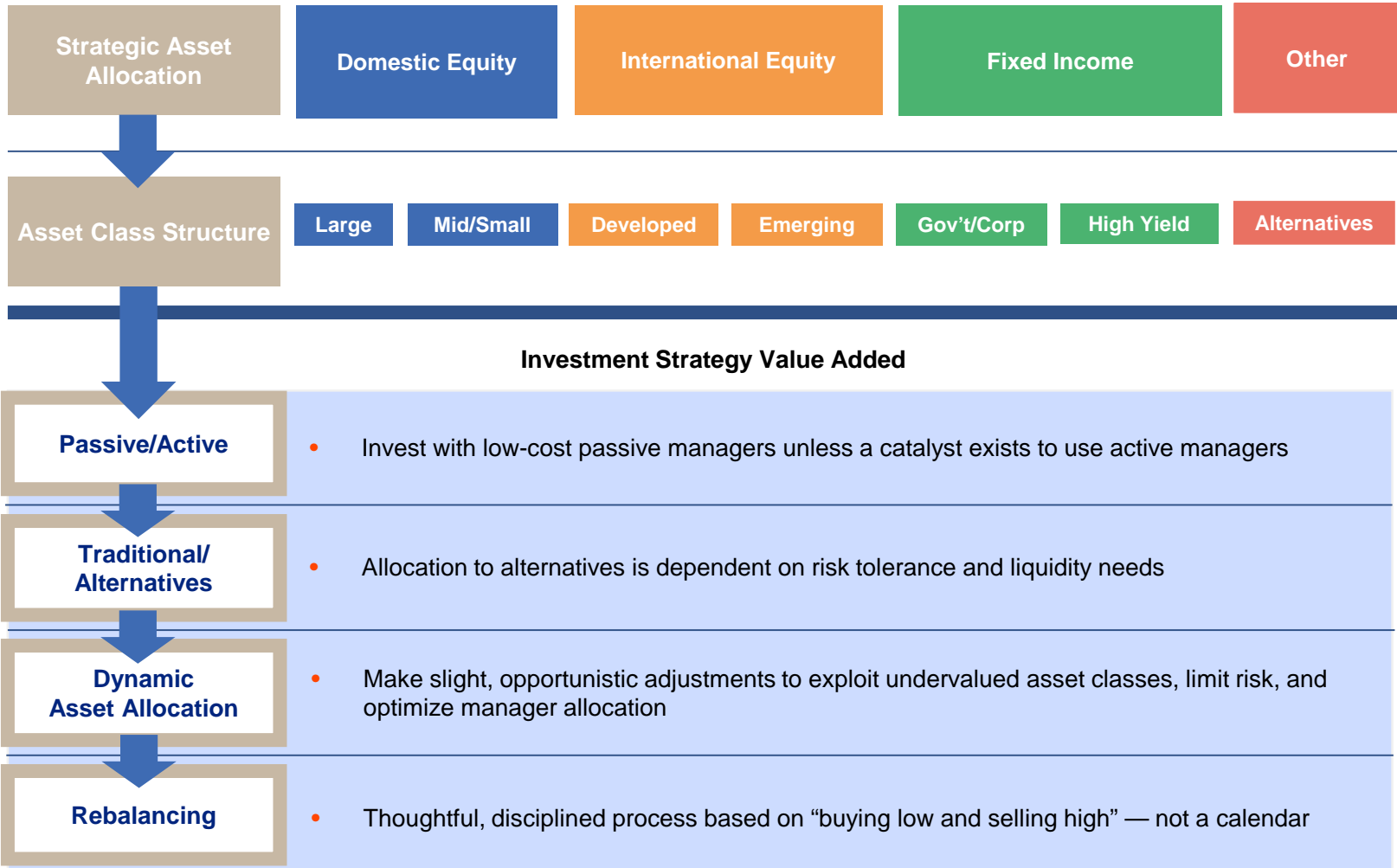
Enhancing the Finance Board’s Fiduciary Responsibility

Task	Fiduciary Responsibility	
	County	PFM
Determine Goals and Objectives	Co-fiduciary	
Establish Target Asset Allocation	Co-fiduciary	
Create/Modify Investment Policy Statement	Co-fiduciary	
Select, Monitor, and Terminate Investment Managers		PFM
Communicate Allocation and Manager Changes		PFM
Allocate and Rebalance Assets		PFM
Provide Reporting of Investment Performance		PFM
Conduct Investment Education and Training		PFM
Recommend Investment Strategy Changes		PFM

PFM’s asset management business provides unbiased views and recommendations in our role as a fiduciary partner



Our Investment Approach



See Disclosures for additional important information.



Opportunities for Frederick County

- ◆ By establishing an independent OPEB Trust and engaging PFM as investment advisor and fiduciary partner to the Frederick County Finance Board, the County has the opportunity to:
 - Develop a **customized** investment policy and **customized** asset allocation
 - Improve performance and future ability to achieve discount rate
 - Meet its fiduciary responsibility with complete control over the OPEB Trust's investment strategy
 - Access education and training opportunities



Historical Performance – PFM Composites

- We have a 10-year track record of producing strong investment performance relative to established benchmarks.

Strategy/Benchmark	Average Annual Total Returns									No. of Accounts	Assets (in \$ millions)
	2Q18	1 Year	2 Years	3 Years	4 Years	5 Years	7 Years	9 Years	10 Years		
	for periods ended June 30, 2018										
PFM Multi Asset Class 75:25 Composite <i>49% Russell 3000, 26% MSCI ACWI ex US, 25% Barclays Aggregate</i>	1.55% 1.18%	10.38% 8.98%	11.64% 11.51%	8.07% 7.50%	6.76% 6.28%	9.09% 8.69%	8.32% 8.10%			3	8.7
PFM Multi Asset Class 70:30 Composite <i>46% Russell 3000, 24% MSCI ACWI ex US, 30% Barclays Aggregate</i>	1.30% 1.11%	9.56% 8.36%	11.23% 10.69%	8.02% 7.14%	6.89% 6.01%	9.05% 8.29%	8.28% 7.78%	10.62% 9.93%		22	977.9
PFM Multi Asset Class 65:35 Composite <i>42% Russell 3000, 23% MSCI ACWI ex US, 35% Barclays Aggregate</i>	1.01% 0.97%	8.27% 7.67%	9.83% 9.86%	6.90% 6.72%	5.95% 5.66%	7.97% 7.82%	7.44% 7.36%	9.75% 9.43%	6.82% 6.50%	50	2,117.6
PFM Multi Asset Class 60:40 Composite <i>39% Russell 3000, 21% MSCI ACWI ex US, 40% Barclays Aggregate</i>	1.05% 0.90%	8.01% 7.06%	9.32% 9.05%	6.81% 6.36%	5.83% 5.39%	7.83% 7.42%	7.36% 7.03%	9.55% 9.01%		111	2,002.9

The performance data shown represent past performance, which is not a guarantee of future results. Investment returns and principal value will fluctuate. Data shown is prior to the deduction of investment advisory fees. GIPS compliant composite presentations are available upon request.



Historical Performance – VML / VACo Portfolio I

- Per your request, we have included information on the VML / VACo OPEB Trust's Portfolio I's performance below.
- VML / VACo Portfolio I's performance has lagged its benchmark for a five year trailing period and significantly lagged an industry-standard benchmark for a 75% equity / 25% fixed income portfolio for a five year period.
- ***On a \$10 million portfolio, an additional 1.00% in return would result in over \$650,000 of additional earnings over 5 years.***

As of June 30, 2018	3 months	1 Year	3 Year	5 Year
VML/ VACo Portfolio 1	2.10%	9.60%	7.33%	7.33%
Custom Benchmark	1.34%	8.63%	6.78%	7.47%
<i>Relative Performance to Custom Benchmark</i>	<i>0.76%</i>	<i>0.97%</i>	<i>0.55%</i>	<i>(0.14%)</i>
Simple Benchmark	1.18%	8.98%	7.50%	8.69%
<i>Relative Performance to Simple Benchmark</i>	<i>0.92%</i>	<i>0.62%</i>	<i>(0.17%)</i>	<i>(1.36%)</i>

Custom Benchmark (used by VML/VACo):

- 26% S&P 500 Index
- 13% MSCI EAFE Index
- 5% MSCI ACWI
- 21% Bloomberg Barclays Aggregate
- 10% Russell 2000 Index
- 5% MSCI Emerging Markets
- 10% HFRI FOF Diversified Index
- 3% Bloomberg Commodity
- 7% NFI ODCE Net

Simple Benchmark:

- 49% Russell 3000 Index
- 26% MSCI ACWI ex US (net) Index
- 25% Bloomberg Barclays Aggregate Index

Source: VML / VACo Pooled OPEB Trust Performance Review as of June 30, 2018. Net of fees

Appendix





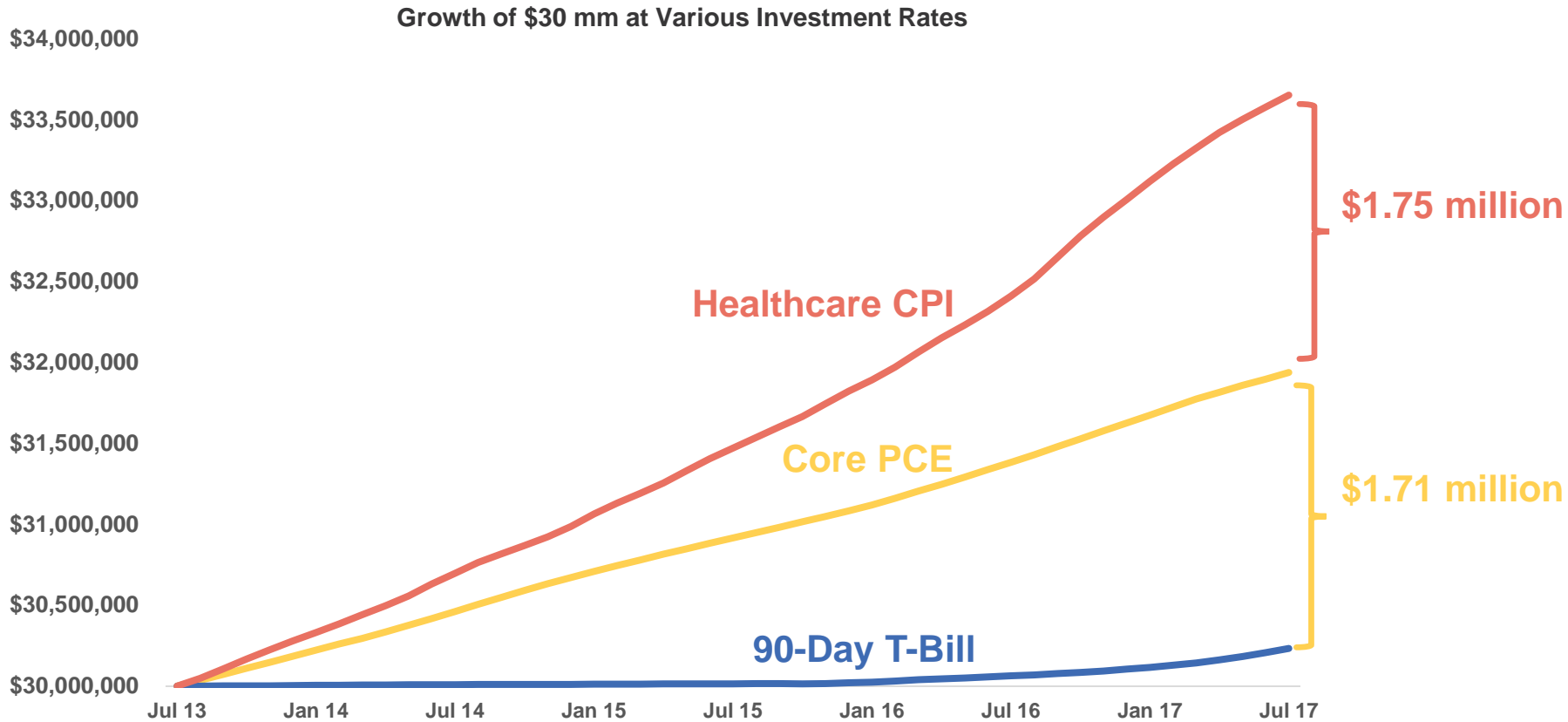
Historical Performance (through March 31, 2019) – PFM Composites

Strategy/Benchmark	Average Annual Total Returns									No. of Accounts	Assets (in \$ millions)
	<i>for periods ended March 31, 2019</i>										
	1Q19	1 Year	2 Years	3 Years	4 Years	5 Years	7 Years	9 Years	10 Years		
PFM Multi Asset Class 75:25 Composite <i>49% Russell 3000, 26% MSCI ACWI ex US, 25% Barclays Aggregate</i>	10.84% 10.27%	4.05% 4.48%	8.18% 7.84%	9.30% 9.30%	6.70% 6.37%	6.70% 6.54%	8.38% 8.13%			4	47.6
PFM Multi Asset Class 70:30 Composite <i>46% Russell 3000, 24% MSCI ACWI ex US, 30% Barclays Aggregate</i>	9.93% 9.78%	4.20% 4.55%	7.92% 7.54%	9.17% 8.83%	6.74% 6.12%	6.87% 6.33%	8.34% 7.79%	8.41% 7.95%	11.49% 10.77%	23	974.5
PFM Multi Asset Class 65:35 Composite <i>42% Russell 3000, 23% MSCI ACWI ex US, 35% Barclays Aggregate</i>	9.42% 9.26%	3.87% 4.49%	7.21% 7.18%	8.22% 8.31%	5.89% 5.80%	6.00% 6.04%	7.52% 7.37%	7.60% 7.59%	10.57% 10.24%	55	2,245.1
PFM Multi Asset Class 60:40 Composite <i>39% Russell 3000, 21% MSCI ACWI ex US, 40% Barclays Aggregate</i>	9.11% 8.78%	4.34% 4.55%	7.21% 6.88%	8.02% 7.85%	5.91% 5.54%	6.05% 5.82%	7.46% 7.02%	7.55% 7.31%	10.39% 9.78%	114	2,152.3
PFM Multi Asset Class 55:45 Composite <i>36% Russell 3000, 19% MSCI ACWI ex US, 45% Barclays Aggregate</i>	8.23% 8.30%	3.61% 4.61%	6.16% 6.57%	7.00% 7.38%	4.89% 5.28%	5.22% 5.60%	6.71% 6.68%	7.04% 7.02%	9.80% 9.31%	9	352.2
PFM Multi Asset Class 50:50 Composite <i>33% Russell 3000, 17% MSCI ACWI ex US, 50% Barclays Aggregate</i>	7.96% 7.82%	4.04% 4.67%	6.40% 6.26%	7.01% 6.91%	5.24% 5.01%	5.50% 5.37%	6.86% 6.33%	7.05% 6.72%	9.62% 8.84%	40	507.3

The performance data shown represent past performance, which is not a guarantee of future results. Investment returns and principal value will fluctuate. Data shown is prior to the deduction of investment advisory fees. GIPS compliant composite presentations are available upon request.



OPEB Liabilities Grow at Faster Rate than General Funds



Source: Bureau of Labor Statistics, Bloomberg. For illustrative purposes only. Calculations are based on an initial investment of \$30,000,000.



GASB 74/75 – Impact on Financials

GASB Change	Expense Volatility	Impact on Liabilities
Unfunded liability moved from notes to balance sheet	—	↑
Accrued unfunded liability recognized immediately, not amortized	—	↑
Lower discount rate mandated for projected unfunded benefits	↑	↑
Shorter, closed amortization periods	↑	—
Pooled cost-sharing plans report allocated liabilities, expenses	—	↑
ARC requirement eliminated, funding & accounting separated	?	?



VML / VACo Portfolio I Asset Allocation

- We have included information on the VML / VACo OPEB Trust's Portfolio I's asset allocation below.
- Frederick County has no control in a pooled investment vehicle over:
 - Asset allocation of the portfolio
 - Permitted asset classes

VML / VACo Portfolio I Target Asset Allocation

Asset Class	Target Allocation
Total Equity	59.0%
Large Cap Equity	26.0%
Small Cap Equity	10.0%
International Equity	13.0%
Emerging Markets Equity	5.0%
Private Equity	5.0%
Fixed Income	21.0%
Core Plus	14.0%
Core	7.0%
Diversified Hedge Funds	10.0%
Real Assets	10.0%
Real Estate	7.0%
Commodities	3.0%

Asset Allocation Comments

- Aggressive asset allocation with only a 21% target to fixed income
- Strategic target to alternative asset classes, including hedge funds and private equities, which may carry a higher level of risk than traditional asset classes
- Strategic target to real assets. We believe that these asset classes can be beneficial in certain market environments and prefer to incorporate these investments tactically as opportunities arise

Source: VML / VACo Pooled OPEB Trust Performance Review as of June 30, 2018



Disclosures

ABOUT PFM

PFM is the marketing name for a group of affiliated companies providing a range of services. All services are provided through separate agreements with each company. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation.

Financial advisory services are provided by PFM Financial Advisors LLC and Public Financial Management, Inc. Both are registered municipal advisors with the Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) under the Dodd-Frank Act of 2010. Investment advisory services are provided by PFM Asset Management LLC which is registered with the SEC under the Investment Advisers Act of 1940. Swap advisory services are provided by PFM Swap Advisors LLC which is registered as a municipal advisor with both the MSRB and SEC under the Dodd-Frank Act of 2010, and as a commodity trading advisor with the Commodity Futures Trading Commission. Additional applicable regulatory information is available upon request.

Consulting services are provided through PFM Group Consulting LLC. Institutional purchasing card services are provided through PFM Financial Services LLC. PFM's financial modelling platform for strategic forecasting is provided through PFM Solutions LLC.

For more information regarding PFM's services or entities, please visit www.pfm.com.

BUDGET TRANSFERS JUNE 2019

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
6/1/2019	JAIL	TRANSFER FUNDS TO COVER JOINT JUDICIAL CENTER BILLING	3301	5605	000	001	4,850.00
	TRANSFERS CONTINGENCY		9301	5890	000	000	(4,850.00)
6/7/2019	AGRICULTURE	FUNDS NEEDED FOR PROGRAM SUPPLIES	8301	5204	000	000	(21.26)
	AGRICULTURE		8301	5401	000	000	21.26
	AGRICULTURE		8301	5506	000	000	(279.86)
	AGRICULTURE		8301	5401	000	000	279.86
6/7/2019	COMMISSIONER OF THE REVENUE	OFFICE SUPPLIES(PAPER,INK,CAMERAS,BATTERIES, ETC.)	1209	3004	000	002	(1,000.00)
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	1,000.00
	COMMISSIONER OF THE REVENUE		1209	3007	000	000	(587.50)
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	587.50
	COMMISSIONER OF THE REVENUE		1209	3005	000	000	(600.00)
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	600.00
6/7/2019	REASSESSMENT/BOARD OF ASSESSORS	OFFICE SUPPLIES(PAPER,INK,CAMERAS,BATTERIES, ETC.)	1210	3006	000	000	(295.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5401	000	000	295.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	3007	000	000	(281.20)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5401	000	000	281.20
	REASSESSMENT/BOARD OF ASSESSORS		1210	3010	000	000	(455.04)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5401	000	000	455.04
6/7/2019	HUMAN RESOURCES	PURCHASING HARDWARE FOR HR DEPARTMENT	1203	3010	000	000	(10,000.00)
	HUMAN RESOURCES		1203	5401	000	000	10,000.00
6/7/2019	SHERIFF	REPLACEMENT OF GYM EQUIPMENT FOR PSB	3102	5401	000	000	(2,237.00)
	SHERIFF		3102	5413	000	000	2,237.00
6/7/2019	MANAGEMENT INFORMATION SYSTEMS	TO COVER XEROX PRINTER EXPENSES FOR MAY	1222	3002	000	000	(1,095.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	9001	000	000	1,095.00
6/10/2019	COUNTY OFFICE BUILDINGS/COURTHOUSE	UPGRADE VAV BOX AND BACNET CONTROLLER AT PSB	4304	5605	000	005	(30,100.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8001	000	005	30,100.00
6/11/2019	SHERIFF	PURCHASE ADAPTERS FOR ESUMMONS PRINTERS	3102	5401	000	000	(625.00)
	SHERIFF		3102	5409	000	005	625.00
6/11/2019	FIRE AND RESCUE	PURCHASE OF (3) ADDITIONAL PPE GEAR EXTRACTORS	3505	5410	000	000	(30,635.00)
	FIRE AND RESCUE		3505	8009	000	000	30,635.00
6/11/2019	ANIMAL SHELTER	SUPPLEMENT LINE ITEM FOR REMAINDER OF FY19	4305	3004	000	000	(500.00)
	ANIMAL SHELTER		4305	4003	000	000	500.00
6/11/2019	INFORMATION TECHNOLOGY	TO COVER PURCHASE FROM DISYS	1220	3005	000	000	(1,000.00)
	INFORMATION TECHNOLOGY		1220	5401	000	000	1,000.00
6/11/2019	FIRE AND RESCUE	TO PURCHASE (2) ADDITIONAL ISIMULATE TRAINING SYSTEMS	3505	3004	000	001	(17,990.00)
	FIRE AND RESCUE		3505	8009	000	000	17,990.00
6/13/2019	INFORMATION TECHNOLOGY	COVER PLANET TECHNOLOGIES INVOICE	1220	3002	000	000	(3,000.00)
	INFORMATION TECHNOLOGY		1220	3005	000	000	3,000.00
6/13/2019	COUNTY OFFICE BUILDINGS/COURTHOUSE	PARKING LOT SEAL/LINE MILLWOOD FIRE STATION	4304	8900	000	021	(5,000.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	021	5,000.00
6/13/2019	ELECTORAL BOARD AND OFFICIALS	TRAVEL EXPENSES FOR MANDATORY STATE TRAINING	1301	5506	000	000	(840.00)
	REGISTRAR		1302	5506	000	000	840.00
6/14/2019	PUBLIC SAFETY COMMUNICATIONS	FUNDS FOR LEASE	3506	3004	000	001	(1,100.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	9001	000	000	1,100.00
6/14/2019	ELECTORAL BOARD AND OCCICIALS	PART TIME HELP FOR FILING	1301	5401	000	000	(440.00)
	REGISTRAR		1302	1003	000	001	440.00
6/14/2019	PUBLIC SAFETY COMMUNICATIONS	PAY INVOICES	3506	3004	000	001	(210.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	3006	000	000	210.00
6/14/2018	COUNTY ADMINISTRATOR	REPLACEMENT OF #4 CONDENSING UNIT AT MILLWOOD	1201	3002	000	000	(2,000.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	022	2,000.00
	COUNTY ADMINISTRATOR		1201	5506	000	000	(1,000.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	022	1,000.00
	BOARD OF SUPERVISORS		1101	5506	000	000	(1,000.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	022	1,000.00
	BOARD OF SUPERVISORS		1101	3002	000	000	(2,000.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	022	2,000.00
6/17/2019	FIRE AND RESCUE	FIRE DYNAMICS TRAINING PROP	3505	5413	000	000	(7,231.00)
	FIRE AND RESCUE		3505	8009	000	000	7,231.00
6/17/2019	FIRE AND RESCUE	FY2019 EMS GRANT PURCHASE	3505	5404	000	000	(10,000.00)
	FIRE AND RESCUE		3505	8009	000	000	10,000.00
	FIRE AND RESCUE		3505	5408	000	000	(10,544.00)
	FIRE AND RESCUE		3505	8009	000	000	10,544.00
	FIRE AND RESCUE		3505	5413	000	000	(10,000.00)
	FIRE AND RESCUE		3505	8009	000	000	10,000.00

BUDGET TRANSFERS JUNE 2019

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
6/19/2019	COMMISSIONER OF THE REVENUE	ADDITIONAL OFFICE SUPPLIES	1209	3006	000	000	(500.00)
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	500.00
	COMMISSIONER OF THE REVENUE		1209	3010	000	000	(500.00)
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	500.00
	COMMISSIONER OF THE REVENUE		1209	5506	000	000	(3,500.00)
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	3,500.00
6/19/2019	INFORMATION TECHNOLOGY	PAY PLANET TECHNOLOGIES INVOICE	1220	3005	000	000	(7,850.00)
	INFORMATION TECHNOLOGY		1220	3010	000	000	7,850.00
6/19/2019	COMMISSIONER OF THE REVENUE	PURCHASE VA CODE 2019 SUPPLEMENT PKG. INDEX & VOLUME	1209	4003	000	001	(200.00)
	COMMISSIONER OF THE REVENUE		1209	5411	000	000	200.00
	COMMISSIONER OF THE REVENUE		1209	5506	000	000	(250.00)
	COMMISSIONER OF THE REVENUE		1209	5411	000	000	250.00
6/19/2019	RECREATION CENTERS AND PLAYGROUNDS	TO COVER ADDITIONAL COPIES	7104	3010	000	000	(328.00)
	PARKS AND RECREATION ADMINISTRATION		7101	9001	000	000	328.00
6/19/2019	CLEARBROOK PARK	TO COVER ADDITIONAL SUPPLIES NEEDED	7109	5412	000	000	(1,556.00)
	CLEARBROOK PARK		7109	5405	000	000	1,556.00
6/19/2019	RECREATION CENTERS AND PLAYGROUNDS	TO COVER CREDIT CARD FEES	7104	3010	000	000	(5,500.00)
	PARKS AND RECREATION ADMINISTRATION		7101	5413	000	000	5,500.00
6/19/2019	SHERANDO PARK	TO COVER INCREASE IN UTILITY RATES	7110	5405	000	000	(1,992.00)
	SHERANDO PARK		7110	5103	000	000	1,992.00
6/19/2019	COUNTY OFFICE BUILDINGS/COURTHOUSE	WATER/SEWER BILL AT COUNTY ADMINISTRATION	4304	3010	000	000	(2,150.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5103	000	000	2,150.00
6/20/2019	TREASURER	DMV STOPS EXCEEDED PROJECTION	1213	3002	000	000	(4,500.00)
	TREASURER		1213	3002	000	002	4,500.00
6/20/2019	COUNTY OFFICE BUILDINGS/COURTHOUSE	JANITORIAL SUPPLIES PUBLIC SAFETY BUILDING	4304	5403	000	005	(25.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5405	000	005	25.00
6/20/2019	COMMISSIONER OF THE REVENUE	OFFICE FURNITURE	1209	5204	000	000	(1,935.00)
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	1,935.00
6/24/2019	COUNTY OFFICE BUILDINGS/COURTHOUSE	JANITORIAL SUPPLIES PUBLIC SAFETY BUILDING	4304	5403	000	005	(90.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5405	000	005	90.00
6/24/2019	SHERIFF	TO COVER EXPENSE FOR MAY UTILITIES	3102	5408	000	002	(30.00)
	SHERIFF		3102	5101	000	000	30.00
6/24/2019	SHERIFF	TO COVER EXPENSES FOR MAY	3102	5408	000	002	(59.00)
	SHERIFF		3102	3008	000	000	59.00
	SHERIFF		3102	5204	000	000	(3,000.00)
	SHERIFF		3102	5299	000	000	3,000.00
	SHERIFF		3102	5401	000	000	(4,000.00)
	SHERIFF		3102	5408	000	000	4,000.00
	SHERIFF		3102	3005	000	000	(6,000.00)
	SHERIFF		3102	5410	000	000	6,000.00
	SHERIFF		3102	5506	000	001	(4,000.00)
	SHERIFF		3102	3004	000	001	4,000.00
6/24/2019	RECREATION CENTERS AND PLAYGROUNDS	TO PURCHASE CAPITAL ITEMS	7104	3010	000	000	(23,800.00)
	RECREATION CENTERS AND PLAYGROUNDS		7104	8900	000	000	23,800.00
	CLEARBROOK PARK		7109	5407	000	000	(13,712.00)
	CLEARBROOK PARK		7109	8001	000	000	13,712.00
	SHERANDO PARK		7110	3010	000	000	(5,705.00)
	CLEARBROOK PARK		7109	8001	000	000	5,705.00
6/25/2019	COUNTY ATTORNEY	ADDITIONAL FUNDS NEEDED FOR 2ND OFFICE IPAD	1202	5413	000	000	(150.49)
	COUNTY ATTORNEY		1202	5401	000	000	150.49
6/28/2019	REGISTRAR	REPLACEMENT REGISTRAR SALARY FOR JUNE	1302	1003	000	000	(2,441.25)
	REGISTRAR		1302	1001	000	001	2,441.25
	REGISTRAR		1302	1005	000	000	(392.08)
	REGISTRAR		1302	1001	000	001	392.08
	REGISTRAR		1302	1005	000	000	(216.75)
	REGISTRAR		1302	2001	000	000	216.75
	REGISTRAR		1302	1005	000	000	(554.77)
	REGISTRAR		1302	2002	000	000	554.77
	REGISTRAR		1302	1005	000	000	(74.23)
	REGISTRAR		1302	2006	000	000	74.23
	REGISTRAR		1302	1005	000	000	(33.43)
	REGISTRAR		1302	2008	000	000	33.43

BUDGET TRANSFERS JUNE 2019

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
	FIRE AND RESCUE	JUNE PROMOTIONS	3505	1007	000	001	(225.69)
	FIRE AND RESCUE		3505	1001	000	043	225.69
	FIRE AND RESCUE		3505	1007	000	001	(228.42)
	FIRE AND RESCUE		3505	1001	000	128	228.42
	FIRE AND RESCUE		3505	1007	000	001	(311.71)
	FIRE AND RESCUE		3505	1001	000	078	311.71
	FIRE AND RESCUE		3505	1007	000	001	(262.81)
	FIRE AND RESCUE		3505	1001	000	006	262.81
	FIRE AND RESCUE		3505	1007	000	001	(245.00)
	FIRE AND RESCUE		3505	1001	000	030	245.00
	FIRE AND RESCUE		3505	1007	000	001	(344.93)
	FIRE AND RESCUE		3505	1001	000	079	344.93
	FIRE AND RESCUE		3505	1007	000	001	(339.03)
	FIRE AND RESCUE		3505	1001	000	074	339.03
	FIRE AND RESCUE		3505	1007	000	001	(317.09)
	FIRE AND RESCUE		3505	1001	000	068	317.09
	FIRE AND RESCUE		3505	1007	000	001	(298.48)
	FIRE AND RESCUE		3505	1001	000	020	298.48
	FIRE AND RESCUE		3505	1007	000	001	(287.69)
	FIRE AND RESCUE		3505	1001	000	061	287.69
	FIRE AND RESCUE		3505	1007	000	001	(291.18)
	FIRE AND RESCUE		3505	1001	000	063	291.18
	FIRE AND RESCUE		3505	1007	000	001	(288.97)
	FIRE AND RESCUE		3505	1001	000	081	288.97
	SHERIFF		3102	1002	000	013	(705.28)
	SHERIFF		3102	1001	000	036	705.28
	REASSESSMENT/BOARD OF ASSESSORS		1210	1001	000	043	(102.19)
	REASSESSMENT/BOARD OF ASSESSORS		1210	1001	000	041	102.19
	REASSESSMENT/BOARD OF ASSESSORS		1210	1001	000	043	(2,788.78)
	COMMISSIONER OF THE REVENUE		1209	1001	000	057	2,788.78
	COMMISSIONER OF THE REVENUE		1209	3010	000	000	(162.38)
	COMMISSIONER OF THE REVENUE		1209	1001	000	005	162.38
	COMMISSIONER OF THE REVENUE		1209	3010	000	000	(140.73)
	COMMISSIONER OF THE REVENUE		1209	1001	000	047	140.73
	COMMISSIONER OF THE REVENUE		1209	3010	000	000	(136.78)
	COMMISSIONER OF THE REVENUE		1209	1001	000	003	136.78
	COMMISSIONER OF THE REVENUE		1209	3010	000	000	(136.55)
	COMMISSIONER OF THE REVENUE		1209	1001	000	069	136.55
	COMMISSIONER OF THE REVENUE		1209	3010	000	000	(211.29)
	COMMISSIONER OF THE REVENUE		1209	1001	000	066	211.29
	COMMISSIONER OF THE REVENUE		1209	3010	000	000	(123.01)
	COMMISSIONER OF THE REVENUE		1209	1001	000	004	123.01
	COMMISSIONER OF THE REVENUE		1209	3010	000	000	(909.17)
	COMMISSIONER OF THE REVENUE		1209	2002	000	000	909.17
	COMMISSIONER OF THE REVENUE		1209	3010	000	000	(134.44)
	COMMISSIONER OF THE REVENUE		1209	2006	000	000	134.44
	COMMISSIONER OF THE REVENUE		1209	3010	000	000	(1,356.47)
	COMMISSIONER OF THE REVENUE		1209	2001	000	000	1,356.47
	COMMISSIONER OF THE REVENUE		1209	3010	000	000	(165.08)
	COMMISSIONER OF THE REVENUE		1209	2011	000	000	165.08
7/8/2019	COUNTY OFFICE BUILDINGS/COURTHOUSE	ELECTRIC BILL PUBLIC SAFETY BUILDING	4304	3005	000	005	(4,230.36)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5101	000	005	4,230.36
7/8/2019	MAINTENANCE ADMINISTRATION	OVERTIME PAY FOR CARPET CLEANING PUBLIC SAFETY BUILDING	4301	5204	000	000	(125.00)
	MAINTENANCE ADMINISTRATION		4301	1005	000	005	125.00
7/8/2019	ANIMAL SHELTER	SUPPLEMENT LINE ITEM FOR REMAINDER OF FY19	4305	3002	000	000	(600.00)
	ANIMAL SHELTER		4305	5103	000	000	600.00
7/8/2019	RECREATION CENTERS AND PLAYGROUNDS	TO COVER PURCHASE OF TREADMILLS	7104	8900	000	000	(10,050.00)
	RECREATION CENTERS AND PLAYGROUNDS		7104	5412	000	000	10,050.00
7/8/2019	DEPARTMENT OF SOCIAL SERVICES	TO REALLOCATE FUNDING TO ABSORB NEGATIVE BUDGET	5316	3010	000	000	(2,250.00)
	DEPARTMENT OF SOCIAL SERVICES		5316	5506	000	000	2,250.00
	DEPARTMENT OF SOCIAL SERVICES		5317	5811	000	000	(760.00)
	DEPARTMENT OF SOCIAL SERVICES		5317	5814	000	000	760.00
	DEPARTMENT OF SOCIAL SERVICES		5317	5873	000	000	(670.00)
	DEPARTMENT OF SOCIAL SERVICES		5317	5890	000	000	670.00

Frederick County
Cash Proffer Policy

As approved by the Board of Supervisors on January 28, 2009.

Proffered funds received by Frederick County will be held for the use specified by the proffer language. In the case of funds proffered to offset impacts to fire and rescue services, in the absence of other proffered specifications, the funds will be earmarked for the first due company in the area of the subject rezoning at the time the proffered funds are received. All proffered funds will be collected, held, and will accumulate until such time as a capital project funding request is received from a qualifying County department, agency, or volunteer fire and rescue company.

Qualifying agency or departmental **requests to access proffered funds shall be submitted to the County=s Finance Department** for processing. In order to qualify as a capital project the following criteria must be met:

- 1) the item or project must have a minimum value of five thousand dollars (\$5,000), and;*
- 2) the item/project must have an anticipated useful life of at least five (5) years.*

The Finance Department will forward requests to the Finance Committee for a recommendation to the Board of Supervisors on the appropriateness of the use of proffered funds for the requested purpose. To assist the Finance Committee and Board in their deliberations requests to utilize proffered funds should include the following: 1) the amount of funds requested, 2) the total project cost, 3) a detailed description of the desired capital project or purchase including a discussion of how recent or anticipated development contributes to the need for the expenditure, and, 4) indicate whether or not the item or project is listed on the County=s Capital Improvements Plan (CIP).

In order to comply with State Code ' 15.2-2-2298 (A) the Planning staff, working in conjunction with the County Attorney, will attempt to insure that cash proffers associated with future rezonings are appropriately addressed through inclusion of relevant capital projects in the County=s CIP prior to acceptance of the proffered funds.

For the purpose of determining whether a project or item is appropriate for individual listing on the CIP only, a threshold value of \$100,000 and useful life of at least five year shall be utilized. (This would not preclude the purchase of capital items valued at less than \$100,000 utilizing proffered funds, where other relevant criteria are met and procedures followed.)