

FINANCE and AUDIT COMMITTEE REPORTS to the BOARD OF SUPERVISORS
Wednesday, May 20, 2020
8:00 a.m.
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

Finance and Audit Committee meetings were held in the Board of Supervisors Room at 107 North Kent Street on Wednesday, May 20, 2020 at 8:00 a.m.

ATTENDEES:

Committee Members Present: Judith McCann-Slaughter, Chairman; Charles DeHaven; Angela Rudolph-Wiseman; Jeffrey Boppe; and non-voting liaison William Orndoff, Treasurer.

Committee Member Absent: Robert Wells; and non-voting liaison Seth Thatcher, Commissioner of the Revenue.

Staff present: Cheryl Shiffler, Finance Director; Sharon Kibler, Assistant Finance Director; Kris Tierney, County Administrator; Joe Wilder, Public Works Director; Nick Sabo, WRA Director; Scott Varner, IT Director; Lenny Millholland, Sheriff; Tamara Green, DSS Director; Delsie Jobe, DSS Administrative Services Manager; Jon Turkel, Assistant Parks & Rec Director; Jason Robertson, Park & Rec Director; John Bishop, Transportation Director; and Richard Venskoske, Voter Registrar.

Staff joining remotely: Jay Tibbs, Assistant County Administrator; Denny Linaburg, F&R Chief; Steve Majchrzak, Assistant F&R Chief; Christine Bauserman, EMS Billing Manager; and Rod Williams, County Attorney.

Others joining remotely: David Foley, CPA, Robinson, Farmer, Cox Associates.

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

AUDIT COMMITTEE

1. David Foley from Robinson, Farmer, Cox Associates will present the FY 2019 Comprehensive Annual Financial Report (CAFR) and be available for discussion of the upcoming FY 2020 audit. The FY 2019 CAFR is available in dropbox or online at: www.fcva.us/CAFR. The committee recommended acceptance of the report and authorized the Finance Committee Chair to sign the engagement letter for the upcoming FY 2020 audit.

FINANCE COMMITTEE

(*) Items 2, 3, 5, 8, 9, 11, 12, 13, 16, 19 and 20 were approved under consent agenda.

1. The Parks & Recreation Director requests a General fund supplemental appropriation in the amount of \$118,883. This amount represents proffer funds to construct a trail around Lakeside Lake behind the Bowman Library. This item has been approved by the Parks & Recreation

Commission at their March 11, 2020 meeting. The proffer policy is attached for information. See attached memo, p. 6 – 8. The committee recommends approval.

2. (*) The IT Director requests a General Fund supplemental appropriation in the amount of \$23,897. This amount represents reserved PEG funds to be used for a wireless microphone system for the BOS meeting room (\$22,190) and additional funds needed for remainder of the current year maintenance service contract of the Granicus system (\$1,707). PEG funds are reserved and restricted only to purchases related to meeting broadcasts. No local funds required. See attached information, p. 9 – 12.
3. (*) The Voter Registrar requests a General Fund supplemental appropriation in the amount of \$42,640. This amount represents funds needed for the June Republican primary election. Local funds are required. See attached memo, p. 13 – 14.
4. The Transportation Director requests a Development Projects Fund (fund 27) supplemental appropriation in the amount of \$2,253,614. This amount represents change orders and project management for Crossover Blvd. No local funds required. See attached memo, p. 15. The committee recommends approval.
5. (*) The WRA Director requests an Airport Fund (fund 17) supplemental appropriation in the amount of \$69,000. This amount represents funds received from the CARES Act. No local funds required. See attached memo, p. 16.
6. The WRA Director requests an Airport Capital Fund (fund 85) FY21 budget appropriation in the amount of \$2,334,000 and a General Fund supplement appropriation in the amount of \$414,376 representing the local portion. \$362,000 of the local portion is a carry forward of unspent FY20 Airport Capital. See the attached information, p. 17 – 19. The committee recommends approval.
7. The EMS Billing Manager requests an EMS Expense Recovery Fund (fund 30) supplemental appropriation in the amount of \$225,000. This amount represents anticipated revenue in excess of budgeted revenue. No local funds required. See attached memo, p. 20. The committee recommends approval.
8. (*) The Public Work Director requests an FY21 General Fund supplemental appropriation in the amount of \$250,000, or less if FY20 ending balance is not sufficient. This amount

represents a carry forward of unspent FY20 funds for the completion of the replacement Albin Citizen Convenience Center. Any unspent funds in FY21, after project completion, will be returned to the General Fund. See attached memo, p. 21 – 22.

9. (*) The Victim Witness Director requests a General Fund budget transfer in the amount of \$10,000 for the purchase of a copier and promotional materials (pending state approval). Transfer policy requires BOS approval when transferring out of fringe line items. No additional local funds required. See attached memo, p. 23 – 24.
10. The F&R Chief requests a General Fund supplemental appropriation in the amount of \$81,474.73 (pending grant award). This amount represents an AFG supplemental grant via the CARES Act. Due to the grant application deadline, the application was authorized. See attached information, p. 25. The committee recommends approval.
11. (*) The F&R Chief requests a General Fund supplemental appropriation in the amount of \$28,150 (pending grant award). This amount represents a VDEM grant for 2 portable decontamination systems. No local funds required. See attached information, p. 26.
12. (*) The F&R Chief requests a General Fund revenue appropriation in the amount of \$60,000 (pending grant award). This amount represents a VDEM grant for Rescue Task Force protective equipment. No local funds required. See attached information, p. 27.
13. (*) The DSS Director requests a General Fund supplemental appropriation in the amount of \$315,500. This amount represents yearend adjustments to bring the County budget in line with the State budget and reflects a \$49,395 reduction in local dollars. See attached memo, p. 28.
14. The Finance Director requests an FY21 NRADC Fund budget reduction in the amount of \$440,010. This amount is from the elimination of the merit/COLA. The FY21 budget resolution reflects the reduction for the County's share of the amendment. The committee recommends approval.
15. The Sheriff requests a General Fund supplemental appropriation in the amount of \$34,100. This amount represents funds received for traffic control in excess of budgeted revenue, which will be used for overtime. No local funds required. See attached memos, p. 29 – 35. The committee recommends approval.

16. (*) The Sheriff requests a General Fund supplemental appropriation in the amount of \$3,955. This amount represents the sale scrap metal, which will be used for items at the firing range. No local funds required. See attached memo, p. 36 – 37.
17. The Sheriff requests a General Fund supplemental appropriation in the amount of \$31,443 (pending grant award) for a Student, Teachers and Officers Preventing School Violence Program grant. Due to COVID-19 forcing the cancellation of the March Finance Committee meeting, combined with the grant application deadline, approval to apply for a BJA grant for a 3D scanner was authorized. See attached information, p. 38 – 50. The committee recommends approval.
18. The Sheriff requests a General Fund supplemental appropriation in the amount of \$15,397.22 (\$11,998.80 pending receipt of funds). This amount represents overtime reimbursements from the DEA. No local funds required. See attached memo, p. 51 – 52. The committee recommends approval.
19. (*) The Sheriff requests a General Fund supplemental appropriation in the amount of \$5,000. This amount represents funds received from the ICAC grant in excess of budgeted. No local funds required. See attached memo, p. 53.
20. (*) The Sheriff requests a General Fund supplemental appropriation in the amount of \$6,587.69. This amount represents insurance reimbursements for auto claims. No local funds required. See attached memo, p. 54 – 56.
21. The Sheriff requests a General Fund supplemental appropriation in the amount of \$21,078.58. This amount represents reimbursements from the IRS for overtime, travel, vehicle maintenance, and equipment. No local funds required. See attached memo, p. 57 – 58. The committee recommends approval.
22. The Sheriff requests a General Fund supplemental appropriation in the amount of \$80,000. This amount represents an expected shortfall for overtime. Local funds are required. See attached memo, p. 59. The committee recommends approval and requests staff to work with the Sheriff on factors contributing to overtime.

INFORMATION ONLY:

1. The Finance Director provides a Fund 10 Transfer Report for April 2020. See attached, p. 60.
2. The Finance Director provides financial statements ending April 30, 2020. See attached, p. 61 – 71.
3. The Finance Director provides an FY 2020 Fund Balance Report ending May 14, 2020. See attached, p. 72.

Respectfully submitted,

FINANCE COMMITTEE

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

By Cheryl B. Shiffler

Cheryl B. Shiffler, Finance Director



MEMO

To: Finance Committee
From: Jason Robertson, Director
Subject: Proffer Request; Bowman Lake Trail
Date: March 11, 2020

The Frederick County Parks and Recreation Commission is requesting \$118,883 in Parks and Recreation proffer funds for the construction of a recreation trail around Lakeside Lake behind the Bowman Library.

Trails are the most desired recreation amenity to Frederick County households according to the 2019 Parks and Recreation Master Plan. The Bowman Library location is identified as a proposed Neighborhood Park location in the Frederick County 2035 Comprehensive Plan. Neighborhood Park development is on the 2020 Frederick County Capital Improvements Plan and there are proffer contributing developments in the Bowman Library service area.

The lake trail project is supported by the Handley Regional Library System board. (Attachment 1). Please feel free to contact me in advance with any questions you may have regarding this request at (540) 722-8294.

Parks proffer balance as of 2/29/2020: \$373,824



**HANDLEY REGIONAL
LIBRARY SYSTEM**

WINCHESTER • FREDERICK CO. • CLARKE CO.

May 28, 2019

Jason Robertson, Director
Frederick County Parks and Recreation
107 N. Kent St.
Winchester, VA 22601

Dear Mr. Robertson,

Please consider this a letter of support for Frederick County Parks and Recreation Department's proposed action to create a trail around the lake behind the Mary Jane and James L. Bowman (Bowman) Library.

Consistent with our vision to be the center of information and learning, we feel the expanded access for residents to the outdoor environment adjacent to Bowman Library will enrich the community's appreciation and understanding of the world around them. The potential to expand library programs outdoors, and the benefits associated with outdoor activities, will serve to enrich our community.

The Handley Regional Library administrative staff and Board have discussed the concept and support the Frederick County Parks and Recreation Department's efforts to create this new trail. The Board would like to put forth the name "Bowman Library Trail" for your consideration.

The trail's completion, along with the Parks and Recreation Department's continued involvement with the future of the trail, will increase library visitor enjoyment and enhance the overall visitor experience.

Sincerely,

Judy Lloyd
Chairman of the Board

www.handleyregional.org

Library Administration
P.O. Box 58
Winchester, VA 22604
(540) 662-9041, ext.25
Fax (540) 662-9053

Clarke County Library
101 Chalmers Ct.; Suite C
Berryville, VA 22611
(540) 955-5144
Fax (540) 955-5178

Handley Library
100 West Piccadilly Street
Winchester, VA 22601
(540) 662-9041
Fax (540) 662-9053

Mary Jane & James L. Bowman Library
P.O. Box 1300
871 Tasker Road
Stephens City, VA 22655
(540) 869-9000
Fax (540) 869-9001

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.

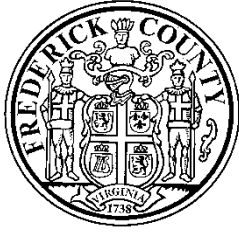
Qualifying agency or departmental **requests to access proffered funds shall be submitted to the County=s Finance Department** for processing. In order to qualify as a capital project the following criteria must be met:

- 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.)



COUNTY OF FREDERICK

Information Technologies

Scott Varner, Director of Information Technology

svarner@fcva.us

Voice 540.722.8261

MEMO

To: Finance Committee
From: Scott Varner, Director of Information Technology
Subject: Request for PEG Funds
Date: March 10, 2020

The Information Technology Department is requesting to use \$23,897 in Peg Funds to cover the cost of maintenance and support for our public meeting streaming system (Granicus) and hardware/professional services for a wireless microphone system for the Board of Supervisors Boardroom. The funds requested for the maintenance and support of the Granicus system represents funds needed in addition to the current fiscal year budgeted funds for the maintenance service contract.

The wireless microphone system would be utilized for board work sessions and to provide additional microphones for the staff table at Planning Commission meetings. The breakdown of costs associated with both items are below.

- Granicus Maintenance and Support - \$1,707
- Shure Wireless Microphone System - \$22,190

Total - \$23,897

The Peg Funds are funds derived from our Cable Franchise fees. The use of funds from the PEG Grant are narrow in scope and can only be used for items related to the broadcasting of meetings.

The quotes for both items are included with this memo.

Sincerely,

Scott Varner
County of Frederick
Director of Information Technology

0-010-000240-2443 bal \$371,751.60 as of 5/11/20

4-010-011010-5401-000-001

107 North Kent Street, Winchester, Virginia 22601-5039



Pricing Proposal
 Quotation #: 17839791
 Created On: 10/3/2019
 Valid Until: 1/9/2020

VA-COUNTY OF FREDERICK

Scott Varner

107 NORTH KENT ST
 ATTN: ACCOUNTS PAYABLE
 WINCHESTER, VA 22601
 United States
 Phone: 5407228227
 Fax:
 Email: svarner@fcva.us

Inside Account Manager

Natalie BoccaTorino

1301 S. Mo-Pac Expressway, Suite
 375
 Austin TX, 78746
 Phone: 1-800-870-6079
 Fax: 512-732-0232
 Email: Natalie_BoccaTorino@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Retail	Your Price	Total
1	Granicus Encoding Appliance Software (GT) Granicus - Part#: NPN-Granicus-Encoding Contract Name: VITA - COTS Software Contract #: VA-180917-SHI Coverage Term: 1/10/2020 – 1/9/2021	1	\$0.00	\$1,264.43	\$1,264.43
2	Government Transparency Suite Granicus - Part#: NPN-Granicus-Transparency Contract Name: VITA - COTS Software Contract #: VA-180917-SHI Coverage Term: 1/10/2020 – 1/9/2021	1	\$0.00	\$9,545.14	\$9,545.14
3	Open Platform Suite Granicus - Part#: NPN-Granicus-Open Contract Name: VITA - COTS Software Contract #: VA-180917-SHI Coverage Term: 1/10/2020 – 1/9/2021	1	\$0.00	\$0.00	\$0.00
4	Performance Accelerator Suite Granicus - Part#: NPN-Granicus-Performance Contract Name: VITA - COTS Software Contract #: VA-180917-SHI Coverage Term: 1/10/2020 – 1/9/2021	1	\$0.00	\$3,428.57	\$3,428.57
5	Upgrade to SDI 720p Streaming Granicus - Part#: NPN-Granicus-Upgrade Contract Name: VITA - COTS Software Contract #: VA-180917-SHI Coverage Term: 1/10/2020 – 1/9/2021	1	\$0.00	\$2,400.00	\$2,400.00
				Total	\$16,638.14

Additional Comments



Pricing Proposal
 Quotation #: 17839830
 Created On: 10/3/2019
 Valid Until: 1/9/2020

VA-COUNTY OF FREDERICK

Scott Varner
 107 NORTH KENT ST
 ATTN: ACCOUNTS PAYABLE
 WINCHESTER, VA 22601
 United States
 Phone: 5407228227
 Fax:
 Email: svarner@fcva.us

Inside Account Manager

Natalie BoccaTorino
 1301 S. Mo-Pac Expressway, Suite
 375
 Austin TX, 78746
 Phone: 1-800-870-6079
 Fax: 512-732-0232
 Email: Natalie_BoccaTorino@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Retail	Your Price	Total
1 Peak Agenda Management Granicus - Part#: NPN-Granicus-Peak Contract Name: VITA - COTS Software Contract #: VA-180917-SHI Coverage Term: 1/10/2020 – 1/9/2021	1	\$0.00	\$12,068.57	\$12,068.57
			Total	\$12,068.57

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



Quotation

3593 Mayland Court
 Richmond, VA 23233
 Fed ID# 26-4368726
 office 804 747-7780
 fax 804 747-7112
 cell 804 564-6753
 Andrew Pitts
apitts@streetandco.com
 Contract Number 7058821-16JC

DATE February 20, 2020
Quotation # FCO022017
Customer: Frederick County
Contact Name: Scott Varner
Phone Number: (540) 722-8261
Email: svarner@fcva.us

Bill To: Frederick County
 Accounts Payable / Scott Varner
 0

Quotation valid until: March 19, 2020
Prepared by: Andrew Pitts

Location: Frederick County

LINE	MANUFACTURER	PART #	DESCRIPTION	QTY	SALE PRICE PER ITEM	EXTENDED SALE PRICE
1						\$ -
2	Shure	MXC420DF/C	Shure Dualflex Gooseneck Microphones	10	\$ 193.32	\$ 1,933.20
3	Shure	MXCW640	Shure Wireless Conference Unit	10	\$ 1,332.00	\$ 13,320.00
4	Shure	MXCWAPT	Shure Access Point Receiver	1	\$ 3,333.35	\$ 3,333.35
5	Shure	MXCWNCS	Shure Charging Station	1	\$ 1,000.00	\$ 1,000.00
6						\$ -
7						\$ -
8						\$ -

					Material Sub Total	\$ 19,586.55
					Cables & Connectors	\$ 142.86
					Labor and Programming	\$ 2,100.00
			One night		Travel & Lodging	\$ 250.00
					Subtotal	\$ 22,079.41
					Freight	\$ 110.00
					Total Sale Price	\$ 22,189.41
					Sales Tax	\$ -
					Total Quote	\$ 22,189.41

Notes:

1. Payment terms: A progress payment schedule shall be developed to meet the job schedule requirements.
2. The above proposal does not include any options.
3. All electrical work is left to the client or client subcontractor, unless otherwise determined.

Signature to proceed with order _____ Date _____

PURCHASE ORDER NUMBER : _____

EMAIL OR FAX TO - ORDERS@STREETANDCO.COM OR 804-747-6041



OFFICE OF VOTER REGISTRATION

Richard M. Venskoske Director of Elections
107 N. Kent Street, Suite 102, Winchester, VA 22601-5039
E-mail: rich.venskoske@fcva.us Telephone: 540-665-5660

FREDERICK
COUNTY

APR 15 2020

FINANCE
DEPARTMENT

To: Frederick County Finance Committee

From: Rich Venskoske 

Subject: Supplemental Budget Request for the June 23, 2020 Republican Party Primary

Date: Tuesday, April 15, 2020

The Director of Elections requests to be placed on the Fredrick County Finance Committee Agenda for the Wednesday, May ~~27~~²⁰, 2020 meeting. The purpose of this request is to seek approval of the Supplemental Budget Request for the Republican Party Primary to be held on Tuesday, June 23, 2020.

The amount of the Supplemental Budget Request is \$42,640. This amount will cover all expenses related to the Republican Party Primary.

This Supplemental Budget Request is to be done from the 2020 – 2021 Budget year.

June 23, 2020 Republican Party Primary

Supplemental Budget Request

Line Item Budget Requests

13010 - Electoral Board

1003 – 000 - Part Time/Extra Help	\$ 1,120
1006 – 002 - Compensation of Election Officials	\$ 19,200
3007 – 000 – Advertising	\$ 600
3010 – 000 – Other Contractual Services	\$ 14,970
5204 – 000 – Postage	\$ 3,500
5401 – 000 – Office Supplies	\$ 250
5506 – 000 – Travel	\$ 1,000

13020 – Registrar

1005 – 000 – Overtime Dep. & Asst. Registrars	\$ 2,000
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TOTAL	\$42,640
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MEMORANDUM

TO: Finance Committee

FROM: John A. Bishop AICP, Assistant Director - Transportation

RE: Project Line Increase Request – Crossover Blvd

DATE: May 12, 2020

In September 2018, staff requested that the project line item for Crossover Blvd be increased to \$20,616,145.51 to match the final pre-bid construction estimate. This was subsequently approved by the Finance Committee and Board of Supervisors. However, that figure did not include previous expenditures for design or routine change order costs that have since been incurred.

Staff is requesting that the line item for the Crossover Blvd Project be increased by \$2,253,614.20 to a total of \$22,869,759.71 to account for change orders and project management expenses.

The project remains 100% funded through private funds and VDOT revenue sharing funds on a 50/50 split.



WINCHESTER REGIONAL AIRPORT

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

MEMORANDUM

To: Cheryl Shiffler, Frederick County Finance Director
From: Nick Sabo, Winchester Regional Airport Authority Executive Director
Date: May 12, 2020
RE: Finance Committee Agenda Item | CARES Act

The Winchester Regional Airport Authority (WRAA) requests supplemental revenue appropriation for its FY20 operating budget totaling \$69,000 from the federal CARES Act. Funds will be used for operating expenses including payroll, utilities, and debt service. No local funds required.

Revenue code 3 - 017 - 018990 – 0000

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



WINCHESTER REGIONAL AIRPORT

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

MEMORANDUM

To: Cheryl Shiffler, Frederick County Finance Director
From: Nick Sabo, Winchester Regional Airport Authority Executive Director
Date: May 12, 2020
RE: Finance Committee Agenda Item | FY21 Capital Budget

The Winchester Regional Airport Authority (WRAA) requests supplemental appropriation for the FY21 capital budget totaling \$2,334,000. The requested local share from Frederick County is \$414,376. The supported projects are detailed in the enclosed spreadsheet. NOTE: Three projects (highlighted in blue) are carried forward from FY20.

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

FY2021 CAPITAL BUDGET 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 - 164	Acquire Parcel 64-A-64	A parcel depicted on the airport's master plan has come available by voluntary sale. The project is eligible under the Federal Aviation Administration's Airport Improvement Program, which is 100% federally supported for this fiscal year. No local funds required.	\$240,000	\$240,000	
4 - 085 - 081030 - 8801 - 000 - 056	New Terminal - Site (Construction) - Phase 01	Construction of the new terminal building site work improvements and construction administration contract	\$1,400,000	\$1,400,000	
4 - 085 - 081030 - 8801 - 000 - 203	New Terminal - Site (Design/Bid) - Phase 02	Phase 2 of the new terminal building site work improvements	\$234,000	\$234,000	
4 - 085 - 081030 - 8801 - 000 - 202	New Terminal - Building (Design Phase)	Terminal building design	\$390,000	\$390,000	
4 - 085 - 081030 - 8801 - 000 - 043	State Eligible Maintenance Repairs	State-eligible repair and maintenance for capital assets	\$30,000	\$30,000	
4 - 085 - 081030 - 8001 - 000 - 000	State Eligible Capital Equipment	State-eligible capital equipment	\$20,000	\$20,000	
4 - 085 - 081030 - 3002 - 000 - 000	Local Capital Projects	Local capital project costs	\$20,000	\$20,000	
TOTAL			\$2,334,000	\$2,334,000	

FY2021 - CAPITAL BUDGET REVENUES					
Winchester Regional Airport Authority					
May 12, 2020		REVENUE SOURCE			
Description		FEDERAL	STATE	LOCAL	TOTAL
Acquire Parcel 64-A-64	100% FAA	\$240,000	\$0.00	\$0	\$240,000
New Terminal - Site (Construction) - Phase 01	80/20 State/Local	\$0	\$1,120,000	\$280,000	\$1,400,000
New Terminal - Site (Design/Bid) - Phase 02	80/20 State/Local	\$0	\$144,144	\$89,856	\$234,000
New Terminal - Building (Design Phase)	61.6/38.4% State/Local	\$0	\$240,240	\$149,760	\$390,000
State Eligible Annual Maintenance Repairs	80/20 State Grant	\$0	\$24,000	\$6,000	\$30,000
State Eligible Capital Equipment Acquisition	50/50 State Grant	\$0	\$10,000	\$10,000	\$20,000
Local Capital Projects	Local Only	\$0	\$0	\$20,000	\$20,000
Total Revenue Breakdown		\$240,000	\$1,538,384	\$555,616	\$2,334,000
Local Revenue Breakdown					
Warren County		\$0			
Clarke County		\$2,500			
Shenandoah County		\$5,000			
Frederick County/City of Winchester		\$548,116			
Local Revenue		\$555,616			
				County 75.6%	City 24.4%
				\$414,376	\$133,740



1080 Coverstone Drive
Winchester, VA 22602

Christine Bauserman
EMS Billing Manager

The EMS Expense Recovery Fund (Fund 30) budgeted estimated revenue in the amount of \$1,803,958 for FY20. Through April 30, 2020, revenue has been collected in the amount of \$1,681,183. This amount includes \$81,056 received from the CARES Act for PPE.

It is estimated that total of \$347,775 will be collected for transports for May and June. This puts the total estimated revenue for FY20 at \$2,028,958. Since revenues less expenses are split 50-50 between the County and the Volunteer Companies, a supplemental appropriation in the amount of \$225,000 is requested. No local funds are required.

FY20 – Fund 30	
Budgeted revenue	1,803,958
Revenue received through 4/30/20	(1,681,183)
Estimated revenue for May & June	(347,775)
Estimated budgeted revenue & exp S/A	(225,000)

Thank you.



MEMORANDUM

TO: Cheryl Shiffler, Director of Finance

FROM: Joe C. Wilder, Director of Public Works *JCW*

SUBJECT: Carry Forward Request – Albin Citizen Convenience Center

DATE: May 11, 2020

The Refuse Collection budget is requesting a carryforward in the amount of \$250,000 (estimated) from line item 10-4203-8900-00 Improvements Other Than Buildings for construction of the replacement Albin Citizen Convenience Center. This carryforward will cover addition work that should be completed in July 2020 which will then be under the Fiscal Year 2021 budget cycle. The amount requested in the carryforward has a contingency built in. Therefore, any remaining funds not spent will then be returned to the general fund. The actual carryforward amount will not exceed the amount available in the line item at end of FY 2020. The project began construction in February 2020. We anticipate completing project in July 2020. (**Attachment 1**)

Please include the above carry forward request on the next Finance Committee agenda. Should you have any questions, please don't hesitate to contact me.

JCW/kco

Attachments: as stated

cc: file

**MEMORANDUM**

TO: Joe Wilder, Director

FROM: Gloria Puffinburger, Solid Waste Manager *GP*

SUBJECT: Carry Forward to FY 20/21;
Albin Citizens' Convenience Site Construction

DATE: May 11, 2020

The department is requesting a carryforward amount of \$250,000, including contingency, for completion of all in-house work by staff, and landscaping which will be installed after site work and fencing are complete. Therefore, these tasks will be conducted in the new fiscal year.

Of the above amount, \$180,322 will cover remaining work under contract with General Excavating projects such as paving, subgrade, final grade and cleanup.

If you have any questions, please contact me at Extension 8219.

/gmp

cc: file

Sharon Kibler

From: Cheryl Shiffler
Sent: Tuesday, May 12, 2020 11:00 AM
To: Sharon Kibler
Subject: FW: '[External]'Message from Victim Witness Konica
Attachments: SVictim Wit20051210280.pdf

Put this on FC agenda please!

From: Melissa Rice <mrice@fcva.us>
Sent: Tuesday, May 12, 2020 10:58 AM
To: Cheryl Shiffler <cshiffle@fcva.us>
Subject: FW: '[External]'Message from Victim Witness Konica

Cheryl

Transfer of Grant Funds to another Line Item – Pending State Approval

I am requesting the following transfer of funds, pending approval from Department of Criminal Justice Services. I have spoken to my Grant monitor Andrew Kinch, and he has advised me that Grant Transfers will be extended past the June 30th date due to the Coronavirus. So I am making my request now so that the funds will transferred on the County side of the Budget.

Currently, Joanne Strong my Assistant Program Manager does not participate in the County Hospital/Medical Fringe Benefit, so I am requesting these funds be transferred to other line items in my budget to purchase other items:

Transfer from 2005-00 (Fringe) \$8,000.00	to	8007	IT Equipment for Copier
Transfer from 2005-00 (Fringe) \$2,000.00	to	5401	Office Supplies for Promotional/items

The \$8,000.00 will be to purchase a copy machine which will replace the current copy machine in the Victim Witness Office. All paperwork has currently been submitted to the Department of Criminal Justice Services for approval, and I am waiting their approval. I have attached an estimate

The \$2,000.00 will be to purchase materials to advertise/promotional items to assist when currently working out in the public to help let the community know about the services be provided to Frederick County. These items are for instance, pens, pencils, cups, brochures, etc., these items are used to spread the word and also help when doing seminars and lectures out in the community for public awareness.

Melissa D. Rice, Director
Frederick County Victim Witness Program
107 North Kent Street, 4th Floor
Winchester, VA 22601
(540) 722-8200
Mrice@fcva.us



**Document
Solutions, Inc.**
Solutions for Your Office

**A QUOTATION FOR
FREDERICK CO VIRGINIA
VICTIM WITNESS PROGRAM
USING SOURCEWELL COOP CONTRACT**

*KONICA MINOLTA C300i (30ppm black and color)
Copier/Printer/Scanner with Dual Scan EDH, Duplex, 2 paper drawers,
Large capacity paper, Stand and
Stapling Finisher

PURCHASE PRICE	\$7,894
 CPC- BLACK/WHITE	 \$.008/PAGE
ALL FULL COLOR	\$.05/PAGE

C300i Copier/Printer/Scanner - Includes PS, PCL & XPS Controller, 8 GB Standard
Memory, Web Browser, Duplex Unit, 256 GB SSD, USB Interfaces for Scan-to-USB
Thumb Drive/Print-from-USB Thumb Drive, USB Local Printing, Optional Authentication
Device Connection, Service USB Firmware Updates, Developer Unit (1,000K Yield), and
Drum Unit (K:170K/C:65K Yield).

114 S. Wincow Street
Cumberland, MD 21502
301-777-7999 Phone
301-777-7906 Fax
800-726-7999 Toll-Free

10212 Governor Lane Blvd.
Suite 1007
Williamsport, MD 21795
301-791-7999 Phone
301-745-8828 Fax
888-530-7999 Toll-Free

516 Allegheny Street
Hollidaysburg, PA 16648
814-693-8922 Phone
814-693-8949 Fax
800-726-7999 Toll-Free

2971 Valley Avenue
Winchester, VA 22601

Customer signature/Date

DSI signature/Date




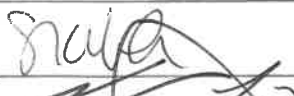

KONICA MINOLTA
The essentials of imaging.

Grant Application Request Form

The Grant Application & Acceptance Policy, adopted by the Board of Supervisors on March 23, 2016, outlines the policies for submitting grant applications on behalf of Frederick County and for the acceptance and appropriation of all grant awards. This policy applies to any Frederick County program, department or constitutional office preparing and submitting grant applications to agencies outside the County government for funds, materials or equipment to be received and administered by the County or by an agency for which the County acts as fiscal agent.

Please refer to the policy flow chart on the back of this form to assist in determining the appropriate course of action. The policy in its entirety can be found on the Finance intranet page.

Complete the information below and attach as the cover to all grant applications sent to the County Administrator for approval.

Requesting Department	Fire & Rescue			
Name of Grant	FEMA AFG COVID-19 Grant			
Grantor	Federal Emergency Management Agency			
Grant deadline for submission	05/15/2020			
Total Amount of Anticipated Award	\$89,622.20			
Purpose of grant (summary)	As part of the response to the COVID-19 pandemic, the Federal Government under the CARES Act allocated up to \$100 million to be awarded to local fire departments for the purchase of COVID-19 related PPE and decontamination equipment. The funding was funneled through a supplemental grant application for the Assistance to Firefighters Grant (AFG) program.			
Grant approved through budget process? (Yes/No)	No			
Local Match Requirement (Yes/No)	Yes	Amount:	\$8,147.47	
If yes, Source(s) & amount(s) of local match (fin comm/BOS approval required if match requires a budget amendment)	Fire Rescue would absorb the match in the operating budget. We would be leveraging funds we would already need to spend on PPE to get the additional Federal Funds.			
Other associated costs	N/A			
Continuing obligation and cost (fin comm/BOS approval required)	N/A			
Addition of Staff and cost (Yes/No) (fin comm/BOS approval required)	No	How many?		Total cost, including fringes:
Revenue and Expenditure codes & amounts	Revenue: 3-010-033010-003-0 Expense: 4-010-035050-5413-000-000			
Department Contact (name, email, phone)	Assistant Chief Steve Majchrzak steven.majchrzak@fcva.us 540-504-6454			
Department Head approval to apply for grant				Date 05/13/2020
BOS approval date (if applicable)				
Finance review of grant policy compliance				Date 5/14/20
County Administrator approval to apply for grant				Date 5/14/20

Notes:

PPE would include 6,000 hospital gowns, 1,000 face shields, 500 safety goggles, 22,500 surgical masks, 240 HEPA filters, 1,000 P100 filters and 300 adaptors for Scott SCBA masks. Decon equipment includes six (6) Hurricane Electrostatic Sprayers and a supply of Dahlgren Decon Solution.


s/a \$81,474.73 (non local portion) Finance committee 5/20/20

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Complete the information below and attach as the cover to all grant applications sent to the County Administrator for approval.

Requesting Department	Fire & Rescue		
Name of Grant	VDEM SHSP Facility Decontamination System Grant		
Grantor	Virginia Department of Emergency Management/ FEMA		
Grant deadline for submission	05/22/2020		
Total Amount of Anticipated Award	\$ 28,150.00		
Purpose of grant (summary)	This grant would fund the purchase of two AeroClave RDS 3110 portable decontamination systems. These units would be used for the decontamination of rooms, buildings, apparatus and any other critical infrastructure in the county.		
Grant approved through budget process? (Yes/No)	No		
Local Match Requirement (Yes/No)	No	Amount:	
If yes, Source(s) & amount(s) of local match (fin comm/BOS approval required if match requires a budget amendment)			
Other associated costs			
Continuing obligation and cost (fin comm/BOS approval required)	None		
Addition of Staff and cost (Yes/No) (fin comm/BOS approval required)	No	How many?	Total cost, including fringes:
Revenue and Expenditure codes & amounts	Revenue- 3-010-024040-0026 Expense- 4-010-035050-5413-000-000 This grant will need a supplemental appropriation (that is a budget amendment)		
Department Contact (name, email, phone)	Keith Jenkins, kjenkins@fcva.us; 540-665-5618		
Department Head approval to apply for grant		Date	5/14/2020
BOS approval date (if applicable)			
Finance review of grant policy compliance		Date	5/15/20
County Administrator approval to apply for grant		Date	



Notes:

Grant Application Request Form

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Please refer to the policy flow chart on the back of this form to assist in determining the appropriate course of action. The policy in its entirety can be found on the Finance Intranet page.

Complete the information below and attach as the cover to all grant applications sent to the County Administrator for approval.

Requesting Department	Fire & Rescue		
Name of Grant	VDEM SHSP Rescue Task Force Grant		
Grantor	Virginia Department of Emergency Management/ FEMA		
Grant deadline for submission	05/22/2020		
Total Amount of Anticipated Award	\$ 60,000.00		
Purpose of grant (summary)	This grant would be used to by Rescue Task Force personal protective equipment. This equipment would be ballistic helmets and ballistic vests. This equipment is for protecting fire and rescue personnel responding to active threat events.		
Grant approved through budget process? (Yes/No)	No		
Local Match Requirement (Yes/No)	No	Amount:	
If yes, Source(s) & amount(s) of local match (fin comm/BOS approval required if match requires a budget amendment)			
Other associated costs	None		
Continuing obligation and cost (fin comm/BOS approval required)	None		
Addition of Staff and cost (Yes/No) (fin comm/BOS approval required)	No	How many?	Total cost, including fringes:
Revenue and Expenditure codes & amounts	Revenue- 3-010-024040-0026 Expense- 4-010-035050-5413-000-000 This grant will need a budget amendment on the revenue side only. FY21 expected		
Department Contact (name, email, phone)	Keith Jenkins, kjenkins@fcva.us; 540-665-5618		
Department Head approval to apply for grant		Date	5/14/2020
BOS approval date (if applicable)			
Finance review of grant policy compliance		Date	5/14/20
County Administrator approval to apply for grant		Date	

Notes:

per Steve M: expenditure originally budgeted in FY21, budgeted revenue increase only required.

Memo

To: Finance Committee/Cheryl Shiffler
From: Delsie D. Jobe
CC: Tamara Green, Director
Date: May 20, 2020
Re: FY 2020 Appropriation Adjustment Request

Department of Social Services is requesting a funds appropriation to the following program budget line items order to bring our County budget in line with our State budget.

We have seven (7) programs need to be increased by a total of \$383,500. Three of these budget lines are State mandated programs and we spent our initial allocation and the State gave us additional funding. Two (2) other program budget lines need to be decreased by a total of \$68,000, of which \$49,395 is a reduction in Local dollars. These programs had a decrease in caseloads in FY 2020.

The net of these adjustments results in an **increase** of **\$315,500** of total dollars. **No** additional local dollars are needed with this increase; however, like mentioned above we are able to return \$49,395 in local dollars.

4-010-053170-5811-000-000 IV-E Foster Care increase of \$290,000
4-010-053170-5812-000-000 Adoption Subsidy increase of \$30,000
4-010-053170-5817-000-000 Special Needs Adoption increase of \$35,000
4-010-053170-5820-000-000 Adoption Incentive increase of \$1,500
4-010-053170-5833-000-000 Adult Services decrease of \$48,000
4-010-053170-5861-000-000 ILF Education/Training increase of \$13,000
4-010-053170-5862-000-000 Independ. Living increase of \$3,000
4-010-053170-5866-000-000 Prom. Safe & Stable increase of \$11,000
4-010-053170-5872-000-000 VIEW Purchase Svcs decrease of \$20,000

Thank you for your consideration.



Delsie D. Jobe, Administrative Services Manager

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 : May 12, 2020

We are requesting the reimbursements received for recovered costs that was posted to 3010-019010-0018 for traffic control and overtime from December 2019 – March 2020 be appropriated in budget line 3102-1005-000-000.

2/25/20 – Fellowship Bible Church	\$1,400.00	> C.S. 2/26/20
Winchester Church of God	\$400.00	
Navy Federal	\$7,000.00	
3/02/20 – Walmart 4514	\$1,400.00	C.S. 3/3/20
3/17/20 Winchester Church of God	\$300.00	> C.S. 3/18/20
Fellowship Bible	\$2,000.00	
Total amount received	\$12,500.00	

Invoices has been sent to Navy Federal and we have pending \$21,600 in recover costs that we are expecting to receive by June.

Requesting a grand total of \$34,100

→ Receivable, s/A pending payment.
**\$21,600 received c.s. 5/19/20

Thank you

LWM



Winchester Church of God

2080 N. Frederick Pike
Winchester, VA 22603
(540) 667-8017

Bank of Clarke County
03-2514514

53834

02/19/2020

PAY TO THE
ORDER OF

Treasurer of Frederick County

\$400.00

Four hundred and 00/100

DOLLARS

Treasurer of Frederick County
1080 Coverstone Drive
Winchester, VA 22602



[Handwritten Signature]
AUTHORIZED SIGNATURE

MEMO

HEAT SENSITIVE

⑈053834⑈ ⑈051402518⑈ ⑈6 605 427⑈

NAVY FEDERAL
Credit Union

Navy Federal Credit Union
P.O. Box 3600
Memphis, VA 22119-3600
703-206-2400

Check Date
02/21/2020

Number
0801768633

PAY *Seven thousand and 00/100 Dollars*

Amount
\$***7,000.00

PAY TO
THE
ORDER
OF

TREASURER OF FREDERICK COUNTY
1080 COVERSTONE DRIVE
WINCHESTER VA 22602
(000007450)

[Signature]
AUTHORIZED SIGNATURE

⑆0801768633⑆ ⑆256074974⑆280944

⑈002

30154

FELLOWSHIP BIBLE CHURCH

3217 MIDDLE RD
WINCHESTER, VA 22602

BANK OF CLARKE COUNTY
WWW.BANKOFCLARKE.COM

68-251/514

2/18/2020

PAY TO THE ORDER OF Frederick County Sheriff's Office

\$**1,400.00

DOLLARS

One Thousand Four Hundred and 00/100*****

Frederick County Sheriff's Office
1080 Coverstone Drive
Winchester VA 22602

✓ [Signature: Charles B. Richard]
✓ [Signature: Phillip A. Corbett]

MEMO

⑈00030154⑈ ⑆051402518⑆ ⑆6 313 418⑆



02/24/2020

To Validate: Touch the stop sign, then watch it fade and reappear



20905073435
MONEY ORDER - UN

MONEY ORDER NUMBER
R209050734354
CALL 1-800-542-3590 TO VERIFY

PAY TO THE ORDER OF:/ PAGAR A LA ORDEN DE:

FREDERICK COUNTY SHERIFF'S OFFICE

IMPORTANT - SEE BACK BEFORE CASHING

PAY EXACTLY

***700999
SEVEN HUNDRED **
DOLLARS 00 CENTS

PURCHASER, SIGNER FOR DRAWER / COMPRADOR, FIRMA DEL LIBRADOR
PURCHASER, BY SIGNING YOU AGREE TO THE SERVICE CHARGE AND OTHER TERMS ON THE REVERSE SIDE

ADDRESS:/ DIRECCION: 1080 EDGESTONE DR

Payable Through
BOKF, NA
Enid, OK

ISSUER/DRAWER:
MONEYGRAM PAYMENT SYSTEMS, INC.

60520451414514
357080055189434

⑆103101864⑆2090 50734354⑈90

Valid Money Order includes: 1. Heat sensitive, red stop sign AND 2. Contains a True Watermark hold up to light to view.



INTERNATIONAL MONEY ORDER

02/24/2020

To Validate: Touch the stop sign, then watch it fade and reappear



20905073434
MONEY ORDER - UN

MONEY ORDER NUMBER
R209050734343
CALL 1-800-542-3590 TO VERIFY

PAY TO THE ORDER OF:/ PAGAR A LA ORDEN DE:

FREDERICK COUNTY SHERIFF'S OFFICE

IMPORTANT - SEE BACK BEFORE CASHING

PAY EXACTLY

***700999
SEVEN HUNDRED **
DOLLARS 00 CENTS

PURCHASER, SIGNER FOR DRAWER / COMPRADOR, FIRMA DEL LIBRADOR
PURCHASER, BY SIGNING YOU AGREE TO THE SERVICE CHARGE AND OTHER TERMS ON THE REVERSE SIDE

ADDRESS:/ DIRECCION: 1080 EDGESTONE DR

Payable Through
BOKF, NA
Enid, OK

ISSUER/DRAWER:
MONEYGRAM PAYMENT SYSTEMS, INC.

60520451414514
357080055189434

⑆103101864⑆2090 50734343⑈90

30195

FELLOWSHIP BIBLE CHURCH
3217 MIDDLE RD
WINCHESTER, VA 22602

68-2517514

3/10/2020

PAY TO THE ORDER OF Frederick County Sheriff's Office

\$**2,000.00

Two Thousand and 00/100***** DOLLARS ⁶

Frederick County Sheriff's Office
100 Oswe-stone Drive
Winchester, VA 22602

[Handwritten signature]
[Handwritten signature]

MEMO

00030195-00-140-518-113-118



Winchester Church of God
2080 N. Frederick Pike
Winchester, VA 22603
(540) 687-8017

Bank of Clarke County
08-251/514

53890

03/10/2020

PAY TO THE ORDER OF: Treasurer of Frederick County

\$**300.00

Three hundred and 00/100*****

DOLLARS

Treasurer of Frederick County
1080 Coverstone Drive
Winchester, VA 22602



[Signature]
E. B. Carter
MP

AUTHORIZED SIGNATURE

MEMO

[Redacted memo text]

053890 0051402518 16 605 487

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

FREDERICK
COUNTY

FEB 21 2020

FINANCE
DEPARTMENT

TO : Cheryl Shiffler, Finance Department
FROM : Sheriff Lenny Millholland
SUBJECT : Appropriation of funds –Payment for Scrap from shooting range
DATE : February 18, 2020

Frederick County Sheriff's Office has received payment in the amount of \$3955.00 from Auto Recyclers LLC. This amount represents scrap metal that was cleaned from the shooting range. This has been posted to 3-010-015020-007

We are asking for appropriation in line item 31020-5409-000-000. We will be using this money to purchase items for the fire range.

Thank you,

LWM/adc

C.S. 2/19/2020

**AUTO RECYCLERS LLC
SCRAP METAL ACCOUNT
1400 SYCAMORE AVE.
BUENA VISTA, VA 24416**

**CITY NATIONAL BANK
125 WEST TWENTY-FIRST ST.
BUENA VISTA, VA 24416**

24902

2/12/2020

**PAY TO THE
ORDER OF COUNTY OF FREDERICK**

\$ 3955.00

Three Thousand Nine Hundred and Fifty-Five 0/100

DOLLARS

**COUNTY OF FREDERICK
105 N KENT STREET**

WINCHESTER, VA 22601

SHERIFFS DEPT SHOOTING RANGE RECYCLE

Memo

⑈0024902⑈ 0051904524⑈ 9012185808⑈

*For scrap from
the shooting
Range*



PAYMENT RECEIPT

Auto Recyclers LLC
685 North Loudoun Street
Winchester, VA 22601
540-545-4197

Receipt: 111450

Date: 2/12/2020

Customer: 106979

Time: 8:57:54 AM

**ALECK BEEMAN
136 INDIAN LAKE RD
WINCHESTER, VA 22603-3450**

ID Number: T23814326

Ticket: 111456 **Weigh In:** 2/12/2020 8:18:58 AM
Operator: Admin **Weigh Out:** 2/12/2020 8:25:25 AM

Commodity	Gross	Tare	Net	Price	TOTAL \$
Lead Ammo	3,370	206	3,164	1.2500/LB	3,955.00
Ticket Total					3,955.00

No. of Tickets: 1

Payment Method: Check

Check Number: 24902

Total Paid: \$3,955.00

By signing below I certify that I am in fact the true and lawful owner of the material being sold to Auto Recyclers LLC for the purpose of recycling. I also state that the material being sold is not stolen, known to be stolen, and free of any liens and encumbrances.



FD Security features included. Details on back.

Grant Application Request Form

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Please refer to the policy flow chart on the back of this form to assist in determining the appropriate course of action. The policy in its entirety can be found on the Finance intranet page.

Complete the information below and attach as the cover to all grant applications sent to the County Administrator for approval.

Requesting Department	Sheriff's Office		
Name of Grant	Student, Teachers, and Officers Preventing School Violence Program		
Grantor	Bureau of Justice Assistance U.S. Department of Justice (Federal)		
Grant deadline for submission	04/08/2020		
Total Amount of Anticipated Award	\$ 41,924.00		
Purpose of grant (summary)	This grant would be used to purchase a Faro 3D laser scanner and a computer work station that can be used to process and store the final project(s). This device would be used for pre-incident training and emergency preparedness. All schools within the County of Frederick would be scanned (3D) and law enforcement, Fire and Rescue, and school administrators would have access to a 3D image of all schools in the County of Frederick. In short the above agencies would have a 3D image of all schools within this jurisdiction.		
Grant approved through budget process? (Yes/No)	No		
Local Match Requirement (Yes/No)	Yes	Amount:	\$ 10,481.00 <i>Includes \$4,000 one-time warranty and maintenance. Also \$4,924.00 for computer work station</i>
If yes, Source(s) & amount(s) of local match (fin comm/BOS approval required if match requires a budget amendment)	25% of total cost <i>per finance committee 5/20/20 to be funded from existing Sheriff budget</i>		
Other associated costs	N/A		
Continuing obligation and cost (fin comm/BOS approval required)	N/A		
Addition of Staff and cost (Yes/No) (fin comm/BOS approval required)	No	How many?	Total cost, including fringes:
Revenue and Expenditure codes & amounts	Rev. Code 3-010-033010-0025 (Sheriff's Office Federal Grant) \$31,443 31020-8001-000-000 \$31,443		
Department Contact (name, email, phone)	Bonnie Shifflett bshifflet@fcva.us 540-504-6522		
Department Head approval to apply for grant		Date	03/11/20
BOS approval date (if applicable)			
Finance review of grant policy compliance		Date	3/12/2020
County Administrator approval to apply for grant		Date	

Notes:

This device would be used for direct access to a 3D version and layouts of all schools in the County of Frederick.

[sk] 3/12/20: to finance committee 3/18/20. Supplemental appropriation will be pending BOS approval (3/25/20) and grant award. If awarded, purchase will require an ITP and PO. GSA contract referenced for Faro is valid and available for use by local gov't.

Frederick County Sheriff's Office

Sheriff Lenny Millholland



Major Steve A. Hawkins

1080 Coverstone Drive
Winchester, Virginia 22602

Office (540) 662-6168
Fax (540) 504-6400

To: Cheryl Shiffler

From: Sheriff Millholland

Subject: Grant Application-School Safety

Date: March 4th, 2020

The Frederick County Sheriff's Office would like to apply for a grant through BJA (Bureau of Justice Assistance) for a total of \$41,924.00 for one Faro 3D Scanner and a computer workstation to process and store final project(s). This Faro 3D scanner would be used to scan all schools in the County of Frederick and once this is completed, Law Enforcement, Fire and Rescue, and School Administrators would have for access of 3D images and layouts of all the schools in the County of Frederick. The total grant amount is \$41,924.00 with BJA covering 75% of the total cost of the device which would be \$31,443.00. The local match or in-kind for the device would be \$10,481.00 by the Frederick County Sheriff's Office to cover the 25% remaining amount. The local match includes the warranty and software update package from the vendor as well as a portion of the computer workstation. This is a one time cost with no additional funds required in the future.

Total Cost of Faro 3D Scanner and computer workstation	\$41,924.00
DCJS Grant provides 75% of total cost	\$31,443.00
Sheriff's Office provides 25% of the remainder of the cost of the Faro 3D Scanner including the necessary warranty and software updates as well as the additional computer workstation.	\$10,481.00

If this grant is awarded, a new FY20 or FY21 (depending on timing of grant award) appropriation would be required in the amount of \$10,481.00 (local portion). This is a one-time cost for the Frederick County Sheriff's Office.

This grant application is due to BJA (Bureau of Justice Assistance) before April 8th, 2020.

Thank you,

LWM/bjs



FARO Technologies Inc
250 Technology Park
Lake Mary FL 32746-7115
Phone No: (844)646-8002
Fax No:
Email: Karen.Beatty@faro.com

Remit to:
FARO Technologies, Inc.
P.O. Box 116908
Atlanta, GA 30368-6908

Quotation No: 20332739
Quote Date: 02/18/2020
Expiration Date: 03/19/2020
Regional Manager: Paul Gregory
Account Manager: Gene Taitano
Sales Support: Karen Beatty
Ship: Standard/Ground
Payment Terms: Net due in 30 days
with approved credit
Delivery Terms: EXW Origin
Delivery Date: 4-6 Weeks

Bill To :
Frederick County Sheriff's Office
1080 Coverstone Dr
Winchester VA 22602-4369
US

Ship To :
Frederick County Sheriff's Office
Richard Swartz
1080 Coverstone Dr
Winchester VA 22602-4369
US

Qty	Item No.	Description	Unit Price	Discount	Ext. Price
1	LS-8-M-70	 <p>3D_HW_LS_FOCUS_M-70 OPEN MARKET ITEM Laser Scanner FocusM 70 ships with: 1x FocusM 70, with HDR photography, with GPS, compass, altimeter (barometer), dual-axis compensator, WLAN, IP rating 54, 1x Battery Power Block, 1x Battery Power Dock, 1x 90W Power Supply, 1x Optic Cleaning Fluid, 3x Optic Cleaning Tissues, 1x 32GB SD card, 1x SD card reader, 1x SD card cover, 1x rugged transport case, calibration certificate, 1 year manufacturer guarantee and a quick start guide. Please notice: the lead-time may take up to 10 weeks or more after receipt of written order.</p>	24,011.00	0.00	24,011.00
1	ACCSS8001	 <p>3D_AC_LS_FocusS Battery Power Block Power Block battery for FARO Focus S and M</p>	436.90	0.00	436.90

PURCHASE AGREEMENT AND CONDITIONS OF SALE Customer will pay any federal, state and local taxes. All conditions of sale, service and warranty as described in FARO standard purchase conditions currently on file with FARO are made as part of this Quotation and are incorporated herein by reference (02FRM522). DR12 PLEASE REFERENCE FARO QUOTE NUMBER ON ALL DOCUMENTS. BY REFERENCING FARO QUOTE, CUSTOMER AGREES TO SAID TERMS AND CONDITIONS AS LISTED ON FARO QUOTATION.

Qty	Item No.	Description	Unit Price	Discount	Ext. Price
1	ACCSS8032	3D_AC_LS_Standard Carbon Fiber Tripod Super lightweight, highly stable, low-vibration, tailored carbon fiber tripod, For perfect performance and increased durability customized for Focus Scanners.	775.78	0.00	775.78
1	SOFTS0900	3D_SW_SC_Scene FARO SCENE. New license. Includes 1 year of standard maintenance. License container sold seperately.	3,693.50	0.00	3,693.50
1	SOFT51002	FARO Zone 3D Advanced Advanced version of FARO Zone 3D with the added ability to open SCENE projects and import other point clouds. Includes one (1) year of maintenance.	4,832.98	0.00	4,832.98
1	SOFTL0002	Single User Hard Lock OPEN MARKET ITEM Hard lock (USB Dongle) for one single user license. Software licenses purchased separately. Can be used together with SCENE, CAM2, FaroZone or As-Built Software products.	200.00	0.00	200.00

Order Total:	33,950.16
Shipping Total:	0.00

Total in USD:	33,950.16

Suggested Optional Items

Qty	Item No.	Description	Unit Price	Discount	Unit Price
1	CCR-SCN-V8-Y2	Complete Care-SCN Focus S/M-Y2 OPEN MARKET ITEMComplete Care service plan includes parts and labor for repair and annual cleaning and calibration. #Extends coverage through year 2 from point of sale.	7,380.00	2,540.00	4,840.00
1	SMA0900-1Y	3D_MA_SC_SCENE Maintenance_1Y_STAND FARO SCENE. Extends maintenance contract of new license by 1 year.	828.67	0.00	828.67
1	SMA51002	FARO Zone 3D Advanced Maintenance FARO Zone 3D Advanced annual maintenance renewal includes product updates and upgrades (as available), including top tier technical support for one (1) year. Customer must be on the most current software release to purchase this plan.	768.02	0.00	768.02
1	CCR-SCN-V8-Y4	Complete Care-SCN Focus S/M-Y4 OPEN MARKET ITEMComplete Care service plan includes parts and labor for repair and annual cleaning and calibration. #Extends coverage through year 4 from point of sale.	15,700.00	6,471.00	9,229.00
1	SMA0900-3Y	3D_MA_SC_SCENE Maintenance_3Y_STAND FARO SCENE. Extends maintenance contract of new license by 3 years.	1,939.44	0.00	1,939.44
1	SMA51002-3Y	FARO Zone 3D Advanced Maintenance 3Y OPEN MARKET ITEMFARO Zone 3D Advanced annual maintenance extension at point of sale includes product updates and upgrades (as available), including top tier technical support for three	2,548.00	0.00	2,548.00

Qty	Item No.	Description	Unit Price	Discount	Unit Price
		(3) years. Customer must be on the most current software release to purchase this plan.			

Additional Information

QUOTE TERMS

To accurately and promptly process your order, the following information is required with your Purchase Order:

1. Purchase Order Number (PO#)
2. Bill To AND Ship To Address (even if they are the same)
3. FARO Approved Payment Terms
4. Prepay and Add Freight Charges OR Collect (with your shippers Account #)
5. Method of Shipment (Best Way, Ground, Overnight, 2DAY)
6. FOB Origin or Destination (for GSA and Warranty ONLY Customers)
7. FARO Quote Number
8. PO Signed and Dated
9. Ship To State Tax Exemption Certificate OR acknowledgement to charge tax
10. Signed Credit Application (New Customers ONLY)

Quoted delivery terms are contingent upon timely receipt of all above listed items.

CALIBRATION CAPABILITIES

FARO meets the calibration requirements of ISO/IEC 17025:2005 for USB Arms, Bluetooth Gage, Gages, 3D Imager, LLP and Laser Trackers. Our capabilities are listed on our ISO/IEC 17025:2005 Scope of Accreditation and might vary by location. The scope of each location can be accessed from the FARO website.

CALIBRATION STANDARDS

USB Arms and Bluetooth Gage are calibrated in accordance with ASME B89.4.22-2004.

Other Gage Models are calibrated in accordance with ISO 10360-12:2016.

3D Imager are calibrated in accordance with VDI/VDE 2634-2:2012.

Laser Trackers are calibrated in accordance with B89.4.19-2006* as requested by the Customer.

*Part # 960-02589 - System Calibration is an additional calibration process to our Part # ACC-00 - Standard Calibration.

Quantum S/M Arms are calibrated in accordance with ISO 10360-12:2016.

DECISION RULE

For B89 Calibration, FARO follows the recommendation of the ASME B89.4.22-2004, Appendix J, in the application of the decision rule to testing results. This appendix states "B89 standards that adopt standards referencing ISO 14253-1 as a normative standard shall explicitly state a different decision rule, where the 4:1 simple acceptance and rejection rule from B89.7.3.1 shall be the default rule unless a different rule is specified."

For ISO 10360-12:2016 Calibration, FARO follows this Standard's recommendation, Introduction Clause, in the application of the decision rule to testing results. This clause states that "the default decision rules given in ISO 14253-1 apply to specifications made in accordance with this part of ISO 10360, unless otherwise indicated." The relevant decision rule in ISO 14253-1:1998 is given in Clause 5.2, "Rule for proving conformance with specifications." FARO also follows this decision rule according to the recommendation of VDI/VDE 2634-2:2012, Annex 4.3.5.

CUSTOMS and EXPORT CONTROL

Deliveries of these goods/products, software, technologies, know-how-transfer to other countries (e.g. embargos) or to other receivers can be subject to authorization or may be prohibited. US-origin goods/products, software, technologies, know-how-transfer or products which include 10/25 % US- origin, are liable to US-Export-Administration Regulations and could be subject to authorization or may be prohibited.

GSA QUOTE

Pricing, terms and conditions per GSA contract GS-07F-197GA.

Expiration of contract 9/28/2022.

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

**SCHEDULE 84: TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES
MANAGEMENT, FIRE, RESCUE, CLOTHING, MARINE CRAFT AND EMERGENCY/ DISASTER RESPONSE**

SPECIAL ITEM NUMBER

426-99 - Introduction of New Services/Products related to Law Enforcement and Security Equipment

426-4N - Criminal Investigative Equipment and Supplies

84-500 - Order-Level Materials (OLMs)

FSC/PSC Codes: 6350, 6630, 8405

On-line access to contract ordering information, terms and conditions, up-to-date pricing,
and the option to create an electronic delivery order are available through GSA
Advantage!®, a menu-driven database system. The INTERNET address for GSA
Advantage!® is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Faro Technologies, Inc
250 Technology Park
Lake Mary, FL 32746
T: 407-333-9911
F: 407-333-4181
Email: steven.barthel@faro.com
www.faro.com

Contract Number: GS-07F-197GA
Period Covered by Contract: September 29, 2017 - September 28, 2022
Contract Administrator: Steven Barthel
Business Size: Other than Small Business

CUSTOMER INFORMATION

Special Item Number (SIN)	Special Item Description	Awarded Price Page
426-4N/STLOC	Criminal Investigative Equipment and Supplies	Please refer to pricing on GSA Advantage
426-99/STLOC	Introduction of New Services/ Products related to Law Enforcement and Security Equipment	Please refer to pricing on GSA Advantage
84-500/STLOC	Order-Level Materials (OLMs)	Defined at Order Level

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:

SIN	Part Number	GSA Price
426-4N/STLOC	SMA51000	59.84
426-99/STLOC	SP-01	8,478.59

1c. If the contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided: Not applicable

2. Maximum Order: SINs 426-4N & 426-99: \$200,000 SIN 84-500: \$100,000

3. Minimum Order: \$500

4. Geographic Coverage: Domestic Delivery Only

5. Points of Production: U.S.A., Germany, Switzerland, Italy, Netherlands

6. Discounts from List Prices or Statement of Net Price: Prices shown herein are net prices.

7. Quantity Discounts: None

8. Prompt Payment Terms: Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign Items: Germany, Switzerland, Italy, Netherlands

11a. Time of Delivery: 30 - 45 Days ARO

11b. Expedited Delivery: Contact Contractor

11c. Overnight and Two-Day Delivery: Contact Contractor

11d. Urgent Requirements: Please note the urgent requirements clause of this contract and contact contractor.

12. F.O.B. Point: Origin - Prepaid by Seller

13a. Ordering Address:

FARO Technologies, Inc.
250 Technology Park
Lake Mary, FL 32746

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address:

FARO Technologies, Inc.
PO Box 116908
Atlanta, GA 30368

15. Warranty Provision: The limited warranty covers defects in materials and workmanship in FARO-brand products or other products sold by FARO to the customer. Products sold by FARO include a one year limited warranty under this contract.

16. Export Packing Charges (if applicable): N/A

17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase threshold): Government purchase cards are not accepted above the micro-purchase threshold.

18. Terms and Conditions of Rental, Maintenance, and Repair: N/A

19. Terms and Conditions of Installation: N/A

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices: N/A

20a. Terms and Conditions for Any Other Services: N/A

21. List of Service and Distribution Points: N/A

22. List of Participating Dealers: N/A

23. Preventative Maintenance: N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) Number: 617308929

26. Notification Regarding Registration in System for Award Management (SAM) Database: FARO Technologies, Inc. is registered in the SAM Database.

eCoupon already applied. Enter new code to apply a different coupon.

Your Cart

[Save Cart](#) | [Delete Cart](#)

1
F
S



ion P520c

Part #: 30BXCTO1WW

Options: (Edit)

1

[Update](#)

[Remove](#)

Web Price: \$4,924.00

Ships in more than 5 weeks

- Processor : Intel Xeon W-2145 Processor with vPro (8 cores, 3.70GHz, 11MB Cache)
 - Operating System : Windows 10 Pro for Workstations 64
 - Operating System Language : Windows 10 Pro for Workstations 64 English
 - Motherboard : P520C MB Intel Basin Falls
- [View All +](#)

[Details](#)

[Save for Later](#)

[Edit](#)

[Save for Later](#)

System Specs: (Edit)

- Processor : Intel Xeon W-2145 Processor with vPro (8 cores, 3.70GHz, 11MB Cache)
- Operating System : Windows 10 Pro for Workstations 64
- Operating System Language : Windows 10 Pro for Workstations 64 English
- Motherboard : P520C MB Intel Basin Falls
- Memory : Quantity 2 x 32GB DDR4 2666MHz ECC RDIMM
- Memory Qty : 2
- First Video Adapter : NVIDIA Quadro P5000 16GB (DVI+4DP) High Profile
- Hard Drive Controller : Intel Integrated Controller
- Primary HDD Boot Drive : Yes
- First Hard Drive Selection : 1024GB Solid State Drive, 2.5", SATA3, Opal
- First Hard Drive Selection Qty : 1
- Second Hard Drive Selection : 1024GB Solid State Drive, 2.5", SATA3, Opal
- Second Hard Drive Selection Qty : 1



Your Price
\$4,437.00

[CHECKOUT](#)



Web price:	\$ 69.99
Sale price:	\$ 63.69
You save:	\$ 6.30

ADD TO CART

Cart Summary

Order Subtotal	\$5,107.00
eCoupon:THINKANNUAL	-\$670.00
Standard Delivery (2-5 Business Days)	FREE

Estimated total: \$4,437.00

You're saving \$716.00

* Military/Students/Teacher/Senior Discount

[TERMS & CONDITIONS >](#)

[SEE OUR FAQs >](#)

[SHOW CART ID +](#)

[KNOW YOUR PART NUMBER? +](#)

Already know your part number?

Add it directly to your cart:

CHAT NOW

Enter Part Number

ADD TO CART

Your Price
\$4,437.00

CHECKOUT

- Ethernet Adapter : Integrated Ethernet
- Audio Card : Integrated Audio
- Keyboard : USB Traditional Keyboard Black English
- Pointing Device : USB Mouse Black
- Power Cord : LineCord - US
- Power Supply : Tower 92% Power 500W
- Language pack : Publication-English
- Warranty : 3 Year On-site

View All +

Close

1
t
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Lenovo T23i-10 23 inch Wide FHD IPS Monitor
Part Number: 61ABMAR1US

1

Update
Remove

Web Price: \$229.00

Sale Price: \$183.00

Ships in 1-3 business days

Save for Later

Save for Later

Customers who bought the items in your cart also bought

Lenovo Professional Wireless Keyboard and Mouse Combo



Web price:	\$ 69.99
Sale price:	\$ 44.99
You save:	\$ 25.00

ADD TO CART

CHAT NOW

ThinkStation Intel I210-T1 Single Port Gigabit Ethernet Adapter

Your Price
\$4,437.00

CHECKOUT

FARO® ZONE 3D MINIMUM SYSTEM REQUIREMENTS

The minimum system requirements to use FARO Zone 3D are listed, below. Choosing a computer with specification that are higher than the minimum requirement will result in better performance.

- Microsoft® Windows® 64-Bit 7, 8 or 10
- Central Processor equivalent to an Intel i5, or better. For point cloud use, an i7 is strongly recommended.
- 8 GB of RAM, or higher
- 12 GB of free hard drive space
- Any Windows compatible mouse with a scroll wheel
- A DirectX 11 compatible graphics card, such as an Nvidia® Quadro 2000, GeForce 400+, Radeon HD4000+, or better is recommended
- Recommended Accessory: 3D Mouse

VR Minimum Requirements

- Microsoft® Windows® 64-Bit 7, 8 or 10
- Central Processor equivalent to an Intel i7, or better
- 16 GB of RAM, or higher
- 12 GB of free hard drive space
- Any Windows compatible mouse with a scroll wheel
- A high-performance, DirectX 11 compatible graphics card, such as a GeForce GTX 1060, or better is recommended
- Oculus or VIVE VR Goggles
- Recommended Accessory: 3D Mouse

FARO® SCENE SYSTEM REQUIREMENTS

Recommended

- Processor: 8 physical cores (for example, Intel Core i7, Core i9 or Xeon)
- Graphics Card: Dedicated graphics card, OpenGL 4.1 or higher, at least 16 GB Memory;
For Stereo Rendering: NVIDIA Quadro;
For VR Rendering: NVIDIA 1080GTX or similar
3D headset: Oculus Rift or HTC Vive with Touch Controllers
SteamVR
- Main Memory : 64 GB RAM
- Hard Disk Drive: 1 TB Solid State Drive + Regular HDD
- Operating System: Microsoft Windows 10 (64-bit)
- Screen resolution: 1920×1080

Accessories:

- 3D Connexion Space Mouse with latest drivers.
- Internet connection for licensing SCENE

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 : DEA Federal Reimbursements
DATE : May 12, 2020

Frederick County Sheriff's Office has received reimbursements from the DEA totaling \$3398.42. \$1,044.96 has been posted to 3-010-033010-0025 and \$2,353.46 has been posted to 3-010-019110-0058.

We have pending \$11,998.80 in reimbursements from the DEA. This amount will be posted to rev. line item 3-010-033010-0025

Total amount \$15,397.22

We are requesting the total amount to be appropriated in line item 4-010-031020-1005-000-000.

Thank you

LWM

\$11,998.80 s/A pending receipt of funds
\$3,398.42 s/A funds received 4/16 + 3/30

\$15,397.22

Settlement
Foster

Reimbursement

Rev. line	Reimb. Amount	Reimb. Received	OT Incurred Date	Date handed in	Date reimb. received
3-010-019110-0058	\$870.80	\$870.80	May 12 - June 8, 2019	4/7/2020	4/6/2020
3-010-019110-0058	\$391.86	\$391.86	June 9 - July 6, 2019	4/7/2020	4/6/2020
3-010-019110-0058	\$1,090.80	\$1,090.80	July 7 - August 3, 2019	12/17/2020	4/6/2020
3-010-033010-0025	\$1,044.96	\$1,044.96	April 24 - May 11, 2019	4/21/2020	3/30/2020
3-010-033010-0025	\$1,363.50		Aug. 4 - Aug. 31, 2018	4/16/2020	
3-010-033010-0025	\$1,090.80		Sept. 1 - Sept. 28, 2019	12/17/2020	
3-010-033010-0025	\$1,499.85		Sept. 29 - Oct. 26, 2019	12/17/2020	
3-010-033010-0025	\$1,499.85		Oct. 27 - Nov. 23, 2019	12/17/2020	
3-010-033010-0025	\$1,227.15		Nov. 24 - Dec. 21, 2019	1/30/2020	
3-010-033010-0025	\$909.00		Dec. 22, 2019 - Jan 19, 2020	1/30/2020	
3-010-033010-0025	\$1,499.85		Jan. 19 - Feb. 15, 2020	2/20/2020	
3-010-033010-0025	\$1,454.40		Feb. 16 - March 14, 2020	3/17/2020	
3-010-033010-0025	\$1,454.40		March 15 - April 11, 2020	4/23/2020	
3-010-033010-0025					
3-010-033010-0025					
Total	\$15,397.22	\$3,398.42			

C.S. 4/6/20

C.S. 3/30/20

pending
\$ 11,998.80

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 – ICAC
Date : May 11, 2020

We are requesting \$5,000.00 that was received and deposited in the revenue line 3-010-2404-0030 to be appropriated into the following line items. This amount is in excess of FY20 budgeted ICAC revenue.

3102-8005-000-000 - \$2,119.27 (Purchase of Nissan Titan)

3102-5506-000-000 - \$2,880.73 (Training)

\$5,000 total

This amount represents reimbursement from the State – ICAC. Attached please find copies of the expenses submitted by Inv. Killian for his quarterly reporting to ICAC

Thank you.

LWM

** \$40k budgeted, \$45k received*

*C.S. 2/6/20
C.S. 5/6/20*

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
DATE : April 30, 2020
SUBJECT : Insurance Reimbursement

The Frederick County Sheriff's Office has received two checks from VACoRP for two auto claims. We are requesting \$6,587.69 be appropriated into the following line item. This amount will go towards maintenance on the vehicles

Auto claim dated March 17, 2020 involving Deputy Umbel = \$4,654.49

C.S. 4/9/20

()* Auto claim dated March 24, 2020 involving Deputy Glantz = \$1,933.20

C.S. 4/15/20

Please appropriate to line item 31020-3004-000-002

Thank you

LWM/adc

() total deposit on 4/15/20 \$3937.73
insurance reimbursement greater than repair bill,
County will reimburse insurance company for overpayment.
(\$2,004.53)*



VACORP

FREDERICK
COUNTY
APR 06 2020
FINANCE
DEPARTMENT

March 31, 2020

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: 0342020264392
Date of Loss: 3/17/2020

Dear Ms. Place:

Enclosed please find VACORP property damage check in the amount of \$4,654.49 for the repairs to the 2016 Ford Interceptor VIN 6976 that was damaged on 3/17/2020. This payment was based on the estimate submitted from *S&S Appraisal Services* for \$4,654.49.

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

Sincerely,

Jared Mullen
Claims Specialist

Enclosed – Check



VACORP

FREDERICK
COUNTY

APR 08 2020

FINANCE
DEPARTMENT

April 1, 2020

Frederick County
Attn: Jennifer Place
107 N. Kent Street
Winchester, Virginia 22601

Virginia Association of Counties Group Self-Insurance Risk Pool

Member: Frederick County

Claim Number: 0342020264486

Date of Loss: 03/24/2020

To Frederick County:

Enclosed please find a VACORP property damage check in the amount of \$3,937.73 for the damages to the 2014 Ford Taurus VIN#8416. We issued payment of \$4,437.73 (estimate) - \$500.00 (deductible) = \$3,937.73 to Frederick County. This repair was done by S&S Appraisal Services.

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

Sincerely,

Corey Reese

Claims Associate

Enclosed: check

Cc: Jennifer Place

Faint red handwritten notes:
... - ...
...

TO : Cheryl Shiffler Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Federal Forfeited Reimbursements
DATE : April 14, 2020

Frederick County Sheriff's Office has received reimbursements from the Secret Services totaling \$21,078.58. this amount has been posted to 3-010-033010-0025. We are requesting appropriation into the following budget line items:

August 2019 = \$3,422.36 *C.S. 10/15/19*
\$2,709.56 31020-1005-000-000 (Overtime)
\$712.80 31020-5506-000-000 (Travel)

September 2019 = \$11,835.66 *C.S. 2/11/20*
\$1,986.76 31020-1005-000-000 (Overtime)
\$2,874.80 31020-5506-000-000 (Travel)
\$4,179.30 31020-3004-000-002 (Vehicle Maintenance)
\$2,794.80 31020-5408-000-000 (equipment for command center)

November 2019 = \$863.25 *C.S. 2/28/20*
\$863.25 31020-1005-000-000 (Overtime)

December 2019 = \$1,210.75 *C.S. 3/2/20*
\$1,210.75 31020-1005-000-000 (Overtime)

January 2020 = \$3,746.56 *C.S. 3/2/20*
\$2,423.76 31020-1005-000-000 (Overtime)
\$1,322.80 31020-5506-000-000 (Travel)

Total amounts to be appropriated

31020-1005-000-000 Overtime total = \$9,194.08
31020-5506-000-000 Travel total = \$4,910.40
31020-3004-000-002 Vehicle Maintenance = \$4,179.30
31020-5408-000-000 Power Equip, = \$2,794.80

Thank you,

LWM/adc

Angela Carroll

From: Dave Ellinger
Sent: Monday, April 13, 2020 11:58 AM
To: Angela Carroll
Subject: Transfer of Funds

Here are the funds for IRS Re-imburements to be moved back. October will be paid with Feb and March.

Month	OT	Travel	Veh Maint 3004	Powered Equip 5408	Total		Amount Rcvd
Jul	\$1,441.37	\$445.44	\$1,024.58		\$2,911.39	9-23-19	\$2,911.39
Aug	\$2,709.56	\$712.80			\$3,422.36	10-15-19	✓\$3,422.36
Sep	\$1,986.76	\$2,874.80	\$4,179.30	\$2,794.80	\$11,835.66	2-11-20	✓\$11,835.66
Oct	Pending						
Nov	\$863.25				\$863.25	2-28-20	✓\$863.25
Dec	\$1,210.75				\$1,210.75	2-26-20	✓\$1,210.75
Jan	\$2,423.76	\$1,322.80			\$3,746.56	3-26-20	✓\$3,746.56
Total	\$10,635.45	\$5,355.84	\$5,203.88	\$2,794.80	\$23,989.97		\$23,989.97

↑
equipment for command post -
all expenses paid in FY20

Thanks,

Dave

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 Request – Funds to cover deficient amount
DATE : May 14, 2020

The Frederick County Sheriff's Office is requesting from the Finance Committee, a supplemental appropriation in the amount of \$80,000.00. This amount is to cover our overtime line item that is deficient.

We are asking for the following amount to be appropriated into the corresponding line item:

31020-1005-000-000 (Overtime)

\$80,000 – We have depleted our budgeted amount in this line item. Unfortunately, this is not something we can properly budget for as it changes with our call volume.

Thank you for your consideration,

LWM

BUDGET TRANSFERS APRIL 2020

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
4/6/2020	COUNTY OFFICE BUILDINGD/COURTHOUSE	REPAIRS MILLWOOD FIRE STATION	4304	3004	000	021	(9,636.25)
	COUNTY OFFICE BUILDINGD/COURTHOUSE		4304	3004	000	022	9,636.25
4/7/2020	COUNTY OFFICE BUILDINGS/COURTHOUSE	HEATING MILLWOOD FIRE STATION	4304	3010	000	005	(1,100.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5102	000	021	1,100.00
4/7/2020	AGRICULTURE	PROGRAM SUPPLIES	8301	5411	000	000	(14.78)
	AGRICULTURE		8301	5401	000	000	14.78
	AGRICULTURE		8301	5801	000	000	(690.00)
	AGRICULTURE		8301	5401	000	000	690.00
	AGRICULTURE		8301	3004	000	001	(250.00)
	AGRICULTURE		8301	5401	000	000	250.00
4/8/2020	JUVENILE COURT PROBATION	TRANSFER FUNDS FOR OVERTIME	3303	1005	000	000	140.40
	JUVENILE COURT PROBATION		3303	5401	000	000	(140.40)
4/13/2020	CIRCUIT COURT	FUNDS NEEDED FOR SUPPLIES (JURY MEMBERS)	2101	3010	000	000	(600.00)
	CIRCUIT COURT		2101	5415	000	000	600.00
4/13/2020	ELECTORAL BOARD AND OFFICIALS	FUNDS NEEDED FOR PRIMARY ELECTION	1301	5506	000	000	(2,000.00)
	ELECTORAL BOARD AND OFFICIALS		1301	5401	000	000	2,000.00
4/14/2020	ANIMAL SHELTER	SERVICE GENERATOR	4305	5101	000	000	(2,500.00)
	ANIMAL SHELTER		4305	3004	000	000	2,500.00
	ANIMAL SHELTER		4305	5102	000	000	(3,500.00)
	ANIMAL SHELTER		4305	3004	000	000	3,500.00
4/20/2020	CLEARBROOK PARK	ADDITIONAL SUPPLIES NEEDED	7109	3004	000	001	(700.00)
	CLEARBROOK PARK		7109	5408	000	000	700.00
	SHERANDO PARK		7110	5413	000	001	(581.00)
	SHERANDO PARK		7110	3004	000	001	581.00
4/20/2020	CIRCUIT COURT	TO CORRECT TRANSFER ACCOUNT NUMBER	2101	3010	000	002	(600.00)
	CIRCUIT COURT		2101	3000	000	000	600.00
4/22/2020	COUNTY OFFICE BUILDINGS/COURTHOUSE	SHORT WATER/SEWER PSB	4304	3010	000	005	(4,500.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5103	000	005	4,500.00
4/22/2020	COUNTY OFFICE BUILDINGS/COURTHOUSE	REPLACE DUCTLESS A/C	4304	3004	000	022	(9,636.25)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	021	9,636.25
4/22/2020	COUNTY OFFICE BUILDINGS/COURTHOUSE	SHORT WATER/SEWER RHFS	4304	5101	000	007	(1,500.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5103	000	007	1,500.00
4/22/2020	COUNTY OFFICE BUILDINGS/COURTHOUSE	SHORT IN WATER/SEWER	4304	3010	000	052	(600.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5103	000	052	600.00
4/23/2020	ELECTORAL BOARD AND OFFICIALS	PPE POLL WORKERS	1301	5401	000	000	2,367.78
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(2,367.78)
4/24/2020	PUBLIC SAFETY COMMUNICATIONS	TRANSFER FUNDS TO OVERTIME	3506	1005	000	000	33,510.00
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	010	(33,510.00)
4/29/2020	COMMISSIONER OF THE REVENUE	NEW EMPLOYEE SALARY	1209	3010	000	000	(720.81)
	COMMISSIONER OF THE REVENUE		1209	1001	000	000	720.81
4/29/2020	REFUSE COLLECTIONS	TEXTILE/SHOE UNIT ALBIN	4203	8900	000	000	(2,300.00)
	REFUSE COLLECTIONS		4203	5413	000	000	2,300.00
5/4/2020	REASSESSMENT/BOARD OF ASSESSORS	ADDITIONAL FUNDS SUBSCRIPTIONS	1210	3007	000	000	(1,100.00)
	REASSESSMENTS/BOARD OF ASSESSORS		1210	5411	000	000	1,100.00
5/4/2020	COMMISSIONER OF THE REVENUE	VEHICLE REPAIR AND MAINTENANCE	1209	3004	000	002	(500.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	3004	000	002	500.00
5/4/2020	SHERIFF	COVER DEFICIT	3102	5506	000	001	(9,000.00)
	SHERIFF		3102	3004	000	001	9,000.00
5/4/2020	MANAGEMENT INFORMATION SYSTEMS	XEROX MAY AND JUNE	1222	5413	000	000	(4,850.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	9001	000	000	4,850.00

County of Frederick
General Fund
April 30, 2020

ASSETS	FY20 <u>4/30/20</u>	FY19 <u>4/30/19</u>	Increase <u>(Decrease)</u>
Cash and Cash Equivalents	25,131,938.61	48,973,063.56	(23,841,124.95) *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Receivable Arrears Pay Deferred	486,130.44	0.00	486,130.44 *B
Taxes, Commonwealth, Reimb.P/P	131,083,518.40	128,003,130.73	3,080,387.67
Streetlights	23,737.23	23,535.91	201.32
Miscellaneous Charges	22,997.19	37,645.24	(14,648.05)
Due from Fred. Co. San. Auth.	657,083.23	657,083.23	0.00
Prepaid Postage	1,111.33	3,683.89	(2,572.56)
GL controls (est.rev / est. exp)	<u>(14,311,880.35)</u>	<u>(5,097,367.29)</u>	<u>(9,214,513.06)</u> (1) Attached
TOTAL ASSETS	<u>143,096,191.08</u>	<u>172,602,330.27</u>	<u>(29,506,139.19)</u>
LIABILITIES			
Accrued Wages Payable	1,439,785.27	0.00	1,439,785.27 *B
Retainage Payable	91,663.30	47,010.53	44,652.77
Performance Bonds Payable	796,844.87	827,839.25	(30,994.38)
Taxes Collected in Advance	39,805.36	63,288.79	(23,483.43)
Deferred Revenue	<u>131,130,551.82</u>	<u>128,064,610.88</u>	<u>3,065,940.94</u> *C
TOTAL LIABILITIES	133,498,650.62	129,002,749.45	4,495,901.17
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	789,521.53	1,839,865.93	(1,050,344.40) (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant	371,751.60	331,565.38	40,186.22
Prepaid Items	949.63	949.63	0.00
Advances	657,083.23	657,083.23	0.00
Employee Benefits	0.00	93,120.82	(93,120.82)
Courthouse Fees	453,620.55	408,676.25	44,944.30
Historical Markers	0.00	17,884.93	(17,884.93)
Reserve For Capital	0.00	7,028,510.00	(7,028,510.00)
Animal Shelter	1,181,179.07	1,166,179.07	15,000.00
Sheriff's Reserve	1,000.00	1,000.00	0.00
Proffers	6,323,097.26	5,158,521.68	1,164,575.58 (3) Attached
Parks Reserve	17,174.06	17,631.82	(457.76)
E-Summons Funds	69,760.08	163,429.73	(93,669.65)
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>(708,646.40)</u>	<u>26,274,112.50</u>	<u>(26,982,758.90)</u> (4) Attached
TOTAL EQUITY	<u>9,597,540.46</u>	<u>43,599,580.82</u>	<u>(34,002,040.36)</u>
TOTAL LIAB. & EQUITY	<u>143,096,191.08</u>	<u>172,602,330.27</u>	<u>(29,506,139.19)</u>

NOTES:

*A The cash decrease reflects 50% of the June transfer to School Operating(\$21,611,291) and the School Debt Service(\$4,062,075). This will present a more accurate comparison of the expenditures and transfers through the third quarter. Refer to the comparative statement of revenues, expenditures transfers, and change in fund balance.

*B Frederick County has converted to an arrears payroll schedule.

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

This is not an actual comparison as 50% of the June transfer for School and Debt Service(\$25,673,366) reduced the fund balance this month. This change was requested for a more accurate comparison of nine months of expenditures and transfers.

BALANCE SHEET

(1) GL Controls	FY20	FY19	Inc/(Decrease)
Estimated Revenue	190,840,514	180,111,667	10,728,847
Appropriations	(93,673,894)	(80,073,199)	(13,600,694)
Est. Transfers to Other Funds	(116,051,677)	(106,975,701)	(9,075,976)
Est. Transfers from Other Funds	3,783,654	-	3,783,654
Encumbrances	789,522	1,839,866	(1,050,344)
	(14,311,881)	(5,097,367)	(9,214,514)

(2) General Fund Purchase Order Balance 4/30/20

Amount

Board of Supervisors	22,189.41	Wireless Microphones for Boardroom
Commissioner of the Revenue	29,257.40	2020 Chevy Colorado
County Office Buildings	9,130.00	Bowman Library BAS Upgrade Control
Fire and Rescue	12,017.00	Uniforms
	1,067.00	Balance on (1) Continental Washer/Extractor
	6,766.44	Quarterly Air Testing and Annual Compressor Maintenance
	8,115.00	Speed Queen Washer/Extractor
	26,400.00	(300) Particulate Hoods
	7,944.90	(5) Laptops
	13,183.40	Scott Respirator Adapters and Filters
Parks	33,223.75	Sherando Park Recreation Access Project
	1,550.00	Balance on the Shade Structure for Pool Deck Area Clearbrook Park
	18,750.00	Shade Structure for Pool Deck Area Sherando Park
	4,300.00	Pool Tile Repair
	3,610.13	Program Uniforms
	12,840.00	Pickleball Court Installation Frederick Heights Park
	4,886.92	Ballfield Diamond Mix
	22,285.06	Agricultural Supplies
	15,759.36	Pool Chemicals
	46,212.65	Bike Park
Public Safety	74,442.93	VESTA 911 Hardware Refresh
Refuse Collection	181,200.00	Compactor
Sheriff	3,955.00	G Force Vests with Carriers
	27,089.00	Satellite for RV Command Vehicle
	9,470.04	Advanced Pole Camera
	39,089.44	Ammunition
	8,771.70	(15) Body Armor Vests With (2) Carriers
Transfer Contingency	146,015.00	(26,500) 3M N95 Masks COVID-19 Response
Total	789,521.53	

(3) Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance 4/30/20	3,644,423.98	197,876.51	574,205.91	1,906,590.86	6,323,097.26

Designated Other Projects Detail

Administration	364,613.86
Bridges	16,014.00
Historic Preservation	126,000.00 * \$50,000 was wired to Shenandoah Valley Battlefields on 12/19/15
Library	235,146.00 for the final debt payment on the Huntsberry Property.
Rt. 50 Trans.Imp.	10,000.00
Rt. 50 Rezoning	25,000.00
Rt. 656 & 657 Imp.	25,000.00
RT.277	162,375.00
Sheriff	92,052.00
Solid Waste	12,000.00
Stop Lights	52,445.00
Treasurer	700.00
BPG Properties/Rt.11 Corridor	330,000.00
Blackburn Rezoning	452,745.00
Clearbrook Bus.Ctr.Rezoning	2,500.00
Total	1,906,590.86

Other Proffers 4/30/20

(4) Fund Balance Adjusted	
Beginning Balance 4/30/20	39,246,176.83
Revenue 4/20	122,505,480.01
Expenditures 4/20	(70,983,323.23)
Transfers 4/20	(91,476,980.01)
Ending Balance 4/20	(708,646.40)

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 April 30, 2020

REVENUES:	<u>Appropriated</u>	FY20 4/30/2020 <u>Actual</u>	FY19 4/30/2019 <u>Actual</u>	YTD Actual <u>Variance</u>
General Property Taxes	131,452,356.00	65,286,285.22	58,383,945.76	6,902,339.46 (1)
Other local taxes	39,112,454.00	29,360,898.34	26,733,235.37	2,627,662.97 (2)
Permits & Privilege fees	2,050,249.00	1,944,826.04	1,770,635.07	174,190.97 (3)
Revenue from use of money and property	886,943.00	855,042.68	1,023,531.75	(168,489.07) (4)
Charges for Services	3,230,476.00	2,207,028.71	2,483,836.08	(276,807.37)
Miscellaneous	563,520.65	257,730.30	489,202.30	(231,472.00)
Recovered Costs	1,817,384.50	1,735,596.48	1,778,355.37	(42,758.89) (5)
Proffers		1,451,384.43	1,079,972.62	371,411.81 (5)
Intergovernmental:				
Commonwealth	11,644,293.00	15,525,281.52	15,095,402.65	429,878.87 (6)
Federal	82,837.80	90,048.19	70,464.52	19,583.67 (7)
Insurance Recoveries	0.00	7,703.11	3,104.33	4,598.78
Transfer from Co.Capital Fd.(BOS FD)	3,783,654.99	3,783,654.99	52,896.00	3,730,758.99
TOTAL REVENUES	194,624,168.94	122,505,480.01	108,964,581.82	13,540,898.19
EXPENDITURES:				
General Administration	16,785,699.12	13,834,235.47	10,689,980.92	3,144,254.55
Judicial Administration	3,111,160.80	2,339,670.24	2,276,799.62	62,870.62
Public Safety	43,468,752.04	35,638,918.37	32,358,976.26	3,279,942.11
Public Works	7,828,475.28	4,516,921.37	4,210,799.17	306,122.20
Health and Welfare	10,601,919.00	7,462,055.90	7,005,207.65	456,848.25
Education	81,308.00	60,981.00	60,810.00	171.00
Parks, Recreation, Culture	7,881,480.70	5,898,994.82	5,478,163.05	420,831.77
Community Development	2,196,035.53	1,231,546.06	1,284,340.88	(52,794.82)
TOTAL EXPENDITURES	91,954,830.47	70,983,323.23	63,365,077.55	7,618,245.68 (8)
OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	117,770,740.35	91,476,980.01	55,236,357.87	36,240,622.14 (9)
 Excess (deficiency)of revenues & other sources over expenditures & other uses	 (15,101,401.88)	 (39,954,823.23)	 (9,636,853.60)	 30,317,969.63
 Fund Balance per General Ledger		 39,246,176.83	 35,910,966.10	 3,335,210.73
 Fund Balance Adjusted to reflect Income Statement 4/30/2020		 (708,646.40)	 26,274,112.50	 (26,982,758.90)

(1)General Property Taxes	FY20	FY19	Increase/Decrease
Real Estate Taxes	33,763,652	30,247,810	3,515,842
Public Services	1,422,152	1,186,246	235,906
Personal Property	28,533,022	25,473,817	3,059,205
Penalties and Interest	1,153,929	1,116,763	37,166
Credit Card Chgs./Delinq.Advertising	7,777	(29,944)	37,721
Adm.Fees For Liens&Distress	405,754	389,254	16,500
	65,286,285	58,383,946	6,902,339

(2) Other Local Taxes

Local Sales Tax	10,571,831.95	9,369,853.87	1,201,978.08
Communications Sales Tax	749,956.64	773,016.39	(23,059.75)
Utility Taxes	2,767,045.74	2,893,650.98	(126,605.24) *1
Business Licenses	7,947,284.62	7,127,491.50	819,793.12 *2
Auto Rental Tax	128,556.73	119,609.07	8,947.66
Motor Vehicle Licenses Fees	861,792.37	682,461.63	179,330.74
Bank Stock Taxes & Bank Franchise	63,583.00	-	63,583.00
Recordation Taxes	1,686,952.74	1,477,146.03	209,806.71
Meals Tax	3,919,557.91	3,811,363.23	108,194.68
Lodging Tax	648,274.22	461,866.77	186,407.45
Street Lights	11,802.42	12,605.90	(803.48)
Star Fort Fees	4,260.00	4,170.00	90.00
Total	29,360,898.34	26,733,235.37	2,627,662.97

(3)Permits&Privileges

Dog Licenses	42,029.00	37,412.83	4,616.17
Land Use Application Fees	3,350.00	6,375.00	(3,025.00)
Transfer Fees	2,911.50	2,675.24	236.26
Development Review Fees	321,716.80	251,040.14	70,676.66
Building Permits	1,177,049.04	1,070,385.12	106,663.92
2% State Fees	3,432.70	3,880.34	(447.64)
Electrical Permits	121,599.00	112,949.90	8,649.10
Plumbing Permits	27,822.00	26,449.50	1,372.50
Mechanical Permits	95,832.00	94,498.00	1,334.00
Sign Permits	5,725.00	2,775.00	2,950.00
Commerical Burning Permits	150.00	175.00	(25.00)
Explosive Storage Permits	2,000.00	-	2,000.00
Blasting Permits	270.00	270.00	-
Land Disturbance Permits	138,839.00	157,649.00	(18,810.00)
Septic Haulers Permit	300.00	600.00	(300.00)
Residential Pump and Haul Fee	-	100.00	(100.00)
Commerical Pump and Haul Fee	-	500.00	(500.00)
Sewage Installation License	300.00	-	300.00
Transfer Development Rights	1,300.00	2,900.00	(1,600.00)
Small Cell Tower Permit	200.00	-	200.00
Total	1,944,826.04	1,770,635.07	174,190.97

(4) Revenue from use of

Money	751,283.98	988,440.58	(237,156.60)
Property	103,758.70	35,091.17	68,667.53
Total	855,042.68	1,023,531.75	(168,489.07)

*1 Timing of receipt of revenue in FY20.

*2 Half of the increase is a result of increased assessments and the other half is forced collections.

(5) Recovered Costs	FY20	FY19	Increase/Decrease
	4/30/2020	4/30/2019	
Recovered Costs Treasurer's Office	30,561.00	31,209.00	(648.00)
Recovered Costs Social Services	47,558.35	39,178.65	8,379.70
Purchasing Card Rebate	216,723.44	205,315.50	11,407.94
Recovered Cost IT-GIS	27,261.00	27,261.00	-
Recovered Costs-F&R Fee Recovery	441,260.53	460,913.02	(19,652.49)
Recovered Cost Fire Companies	206,697.64	206,147.50	550.14
Recovered Costs Sheriff	87,737.50	49,550.00	38,187.50
Reimbursement Circuit Court	7,112.78	8,087.44	(974.66)
Reimb.Public Works/Planning Clean Up	725.00	2,275.00	(1,550.00)
Clarke County Container Fees	49,860.24	57,902.86	(8,042.62)
City of Winchester Container Fees	35,649.37	35,211.53	437.84
Refuse Disposal Fees	94,261.15	98,782.33	(4,521.18)
Recycling Revenue	19,499.69	48,835.68	(29,335.99)
Sheriff Restitution	507.32	3,637.31	(3,129.99)
Container Fees Bowman Library	1,750.51	1,641.37	109.14
Restitution-Other	3,359.00	1,044.70	2,314.30
Litter-Thon/Keep VA Beautiful Grant	750.00	-	750.00
Reimb.of Expenses Gen.District Court	21,367.79	25,115.98	(3,748.19)
Reimb.Task Force	60,398.36	57,449.00	2,949.36
Reimb. Elections	1,802.57	3,842.82	(2,040.25)
Westminster Canterbury Lieu of Tax	18,961.80	18,651.80	310.00
Grounds Maintenance Frederick Co. Schools	197,417.00	273,934.21	(76,517.21)
Comcast PEG Grant	89,395.00	88,038.50	1,356.50
Fire School Programs	10,229.00	12,070.00	(1,841.00)
Clerks Reimbursement to County	8,535.61	7,850.82	684.79
Parks Other Grants	5,000.00	-	5,000.00
Equip.-Grounds Maint.Fred.Co. Schools	33,500.27	-	33,500.27
Reimb. Sheriff	17,714.56	14,409.35	3,305.21
Subtotal Recovered Costs	1,735,596.48	1,778,355.37	(42,758.89)
Proffer Sovereign Village	7,317.46	47,563.49	(40,246.03)
Proffer Redbud Run	19,362.00	96,810.00	(77,448.00)
Proffer Southern Hills	255,578.80	148,372.58	107,206.22
Proffer Snowden Bridge	812,783.94	748,178.55	64,605.39
Proffer Cedar Meadows	170,835.00	39,048.00	131,787.00
Proffer Freedom Manor	3,000.00	-	3,000.00
Proffer The Village At Middletown	182,507.23	-	182,507.23
Subtotal Proffers	1,451,384.43	1,079,972.62	371,411.81
Grand Total	3,186,980.91	2,858,327.99	328,652.92

*1 The School Grounds Maintenance Equipment Fund was established to support the purchase of equipment used to maintain school grounds from revenue received from FCPS for maintenance of Frederick County Public School grounds. The amount of \$120,099.60 was received from FCPS for ground maintenance performed during the first quarter of FY20 with \$33,500.27 offsetting equipment usage.

(6) Commonwealth Revenue	FY20	FY19	
	4/30/20	4/30/19	Increase/Decrease
Motor Vehicle Carriers Tax	36,457.81	38,825.41	(2,367.60)
Mobile Home Titling Tax	82,594.44	87,258.26	(4,663.82)
Recordation Taxes	414,196.47	480,518.08	(66,321.61)
P/P State Reimbursement	6,526,528.18	6,526,528.18	-
Shared Expenses Comm.Atty.	429,772.34	414,433.07	15,339.27
Shared Expenses Sheriff	1,975,856.13	1,928,840.49	47,015.64
Shared Expenses Comm.of Rev.	172,685.08	170,154.75	2,530.33
Shared Expenses Treasurer	131,489.68	127,031.53	4,458.15
Shared Expenses Clerk	356,226.77	346,108.31	10,118.46
Public Assistance Grants	4,131,978.99	3,763,380.39	368,598.60
Litter Control Grants	13,000.00	18,330.00	(5,330.00)
Four-For-Life Funds	-	88,718.24	(88,718.24)
Emergency Services Fire Program	273,930.00	260,328.00	13,602.00
DMV Grant Funding	16,544.42	21,553.61	(5,009.19)
Parks State Grants	190,845.50	24,792.12	166,053.38
State Grant Emergency Services	53,171.20	6,520.00	46,651.20
Sheriff State Grants	89,805.37	37,015.50	52,789.87
JJC Grant Juvenile Justice	96,269.00	128,358.00	(32,089.00)
Rent/Lease Payments	221,709.30	179,732.39	41,976.91
Spay/Neuter Assistance-State	2,434.04	2,558.72	(124.68)
Wireless 911 Grant	201,697.19	191,898.78	9,798.41
State Forfeited Asset Funds	11,885.38	20,717.92	(8,832.54)
VA. Dept. of Health	-	93,033.80	(93,033.80)
Victim Witness-Commonwealth Office	96,204.23	138,767.10	(42,562.87)
Total	15,525,281.52	15,095,402.65	429,878.87

*1

*2

*1 Medicaid Expansion

*2 VDOT Sherando Park Access Project

County of Frederick**General Fund**

April 30, 2020

(7) Federal Revenue	FY20	FY19	Increase/Decrease
Payments In Lieu of Taxes	142.00	352.20	(210.20)
Federal Forfeited Assets	6,837.80	-	6,837.80
Housing Illegal Aliens-	41,607.00	-	41,607.00
Federal Funds Sheriff	41,461.39	70,112.32	(28,650.93)
Total	90,048.19	70,464.52	19,583.67

(8) Expenditures

Expenditures increased \$7,618,245.68. **General Administration** increased \$3,144,254.65 and reflects the purchase of Sunnyside Plaza for \$2,104,371.18. **Public Safety** increased \$3,279,942.11 and includes the year to date increase of \$3,224,919.91 in salaries and fringe benefits for the Sheriff and Fire and Rescue. This increase was impacted by staff turnover, position reclassifications and additional positions. **Parks and Recreation** increased \$420,831.77 and includes \$139,459.92 for the Clearbrook Park Parking Expansion Project, \$129,304.50 for the Sherando Park Recreation Access Project and \$103,107 cost for completion of the Sherando Restroom Building. The transfers increased **\$36,240,622.14**. See chart below:

(9) Transfers increased \$36,240,622.14	FY20	FY19	Increase/Decrease
Transfer to School Operating	65,407,275.96	41,730,199.45	23,677,076.51
Transfer to Debt Service Schools	12,186,225.00	7,267,910.00	4,918,315.00
Transfer to Debt Service County	2,271,882.12	2,223,867.77	48,014.35
Transfer School Operating Capital	-	4,067,416.47	(4,067,416.47)
Operational Transfers	(43,100.51)	(57,435.82)	14,335.31
Reserve For Merit/COLA Increases	4,162.44	4,400.00	(237.56)
Reserve for Capital	11,504,520.00	-	11,504,520.00
Operational Contingency	146,015.00	-	146,015.00
Total	91,476,980.01	55,236,357.87	36,240,622.14

*1 School Operating FY20 was \$225,545.15 C/F encumbrances and \$347,857.06 represents restricted grant funds received. Additionally, \$64,833,873.75 for 75% of the School Operating. The FY19 total was \$542,862.45 C/F encumbrances and \$41,187,337 for half of the School Operating.

*2 The transfer to School Debt Service increased \$4,418,315 as 75% of the School Debt Service has been transferred compared to 50% in the previous year.

*3 Payments include the Bowman Library and the City of Winchester for Courtroom, Roof, and HVAC Projects, Millwood Station, Roundhill, Public Safety, and the Animal Shelter.

*4 School Operating Capital in the previous years includes \$316,537.71 that represents a carry forward of unspent, restricted grant funds and \$186,878.76 carry forward of unspent funds for the purchase of a school bus and security equipment, \$1,264,000 to implement phase II safety and security construction updates and \$2,300,000 per budget.

*5 Timing of Insurance Charge Outs.

*6 The BOS established a capital funding policy that transfers from unreserved fund balance amounts that are greater than 20% of the general fund operating budget. The FY20 budget included an original appropriation of \$7 million. After the close of FY19, an additional \$4 million was appropriated and transferred.

*7 N95 Masks

County of Frederick
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER
 April 30, 2020

ASSETS	FY20 <u>4/30/20</u>	FY19 <u>4/30/19</u>	Increase <u>(Decrease)</u>
Cash	11,270,183.95	9,838,506.92	1,431,677.03 *1
Receivable Arrears Pay Deferred	128,295.26	0.00	128,295.26
GL controls(est.rev/est.exp)	<u>(2,159,416.09)</u>	<u>(1,437,030.37)</u>	<u>(722,385.72)</u>
TOTAL ASSETS	<u>9,239,063.12</u>	<u>8,401,476.55</u>	<u>837,586.57</u>
LIABILITIES			
Accrued Wages Payable	425,780.15	0.00	425,780.15
Accrued Operating Reserve Costs	<u>2,614,497.00</u>	<u>2,551,494.10</u>	<u>63,002.90</u>
TOTAL LIABILITIES	<u>3,040,277.15</u>	<u>2,551,494.10</u>	<u>488,783.05</u>
EQUITY			
Fund Balance Reserved			
Encumbrances Undesignated	15,687.00	105,279.55	(89,592.55)
Fund Balance	<u>6,183,098.97</u>	<u>5,744,702.90</u>	<u>438,396.07 *2</u>
TOTAL EQUITY	<u>6,198,785.97</u>	<u>5,849,982.45</u>	<u>348,803.52</u>
TOTAL LIABILITY & EQUITY	<u>9,239,063.12</u>	<u>8,401,476.55</u>	<u>837,586.57</u>

NOTES:

*1 Cash increased \$1,431,677.03. Refer to the following page for comparative statement of revenues expenditures and changes in fund balance.

*2 Fund balance increased \$438,396.07. The beginning balance was \$5,444,786.65 and include: entries, budget controls for FY20(\$1,988,416.00), C/F for Tank(\$66,021.20), and year to date revenue less expenditures \$2,792,749.52.

Current Unrecorded Accounts Receivable-	<u>FY20</u>
Prisoner Billing:	33,951.83
Compensation Board Reimbursement 4/20	<u>493,037.36</u>
Total	526,989.19

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 April 30, 2020

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

REVENUES:		FY20	FY19	YTD Actual Variance
	Appropriated	4/30/2020 Actual	4/30/2019 Actual	
Credit Card Probation	-	347.23	440.16	(92.93)
Interest	-	100,854.25	114,215.90	(13,361.65)
Salvage/Surplus	-	475.00	-	475.00
Supervision Fees	88,572.00	34,004.13	42,607.00	(8,602.87)
Drug Testing Fees	1,000.00	30.00	205.00	(175.00)
Work Release Fees	387,628.00	289,888.28	278,127.43	11,760.85
Prisoner Fees from other localities	0.00	396.60	237.96	158.64
Federal Bureau Of Prisons	0.00	1,485.00	770.00	715.00
Local Contributions	7,572,537.00	7,572,537.00	7,713,659.00	(141,122.00)
Miscellaneous	7,500.00	12,966.61	7,410.57	5,556.04
Phone Commissions	400,000.00	481,345.70	247,151.74	234,193.96
Food & Staff Reimbursement	80,000.00	60,686.69	50,397.43	10,289.26
Elec.Monitoring Part.Fees	185,000.00	63,828.60	102,452.26	(38,623.66)
Share of Jail Cost Commonwealth	1,300,000.00	941,960.76	928,477.70	13,483.06
Reimb. Of Prior Year Deficit	0.00		0.00	
Medical & Health Reimb.	75,000.00	37,510.57	41,561.75	(4,051.18)
Shared Expenses CFW Jail	5,550,000.00	4,329,928.53	4,138,185.86	191,742.67
State Grants	285,683.00	182,416.00	135,763.00	46,653.00
D.J.C.P. Grant	0.00	0.00	0.00	0.00
Local Offender Probation	245,974.00	134,520.00	138,777.00	(4,257.00)
Bond Proceeds	0.00	1,236,568.99	0.00	1,236,568.99
Transfer From General Fund	5,071,538.00	5,071,538.00	5,191,910.00	(120,372.00)
TOTAL REVENUES	21,250,432.00	20,553,287.94	19,132,349.76	1,420,938.18
EXPENDITURES:	23,425,535.09	17,760,538.42	17,637,281.62	123,256.80
Excess(Deficiency)of revenues over expenditures	(2,175,103.09)	2,792,749.52	1,495,068.14	1,297,681.38
FUND BALANCE PER GENERAL LEDGER		<u>3,390,349.45</u>	<u>4,249,634.76</u>	<u>(859,285.31)</u>
Fund Balance Adjusted To Reflect Income Statement 4/30/2020		6,183,098.97	5,744,702.90	438,396.07

County of Frederick
Fund 12 Landfill
April 30, 2020

ASSETS	FY2020 4/30/20	FY2019 4/30/19	Increase (Decrease)
Cash	37,980,935.33	37,809,553.51	171,381.82
Receivables:			
Accounts Receivable	6,264.60	4,830.10	1,434.50
Fees	652,828.52	827,381.46	(174,552.94) *1
Receivable Arrears Pay Deferred	24,905.02	-	24,905.02
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	52,132,978.40	47,529,650.90	4,603,327.50
Accumulated Depreciation	(33,332,386.56)	(31,283,925.70)	(2,048,460.86)
GL controls(est.rev/est.exp)	<u>(4,151,350.72)</u>	<u>(4,119,578.55)</u>	<u>(31,772.17)</u>
TOTAL ASSETS	<u>53,230,174.59</u>	<u>50,683,911.72</u>	<u>2,546,262.87</u>
LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	175,948.75	173,153.49	2,795.26
Accrued Remediation Costs	13,906,420.91	13,434,744.90	471,676.01 *2
Deferred Revenue Misc.Charges	6,264.60	4,830.10	1,434.50
Accrued Wages Payable	<u>55,847.62</u>	<u>0.00</u>	<u>55,847.62</u>
TOTAL LIABILITIES	<u>14,144,481.88</u>	<u>13,612,728.49</u>	<u>475,905.77</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	38,751.58	0.00	38,751.58 *3
Land Acquisition	1,048,000.00	1,048,000.00	0.00
New Development Costs	3,812,000.00	3,812,000.00	0.00
Environmental Project Costs	1,948,442.00	1,948,442.00	0.00
Equipment	3,050,000.00	3,050,000.00	0.00
Undesignated			
Fund Balance	<u>29,188,499.13</u>	<u>27,212,741.23</u>	<u>1,975,757.90</u> *4
TOTAL EQUITY	<u>39,085,692.71</u>	<u>37,071,183.23</u>	<u>2,014,509.48</u>
TOTAL LIABILITY AND EQUITY	<u>53,230,174.59</u>	<u>50,683,911.72</u>	<u>2,546,262.87</u>

NOTES:

*1 Landfill receivables decreased \$174,552.94. Landfill fees at 4/20 were \$608,319.73 compared to \$691,764.97 at 4/19 for a decrease of \$83,445.24. Delinquent fees at 4/20 were \$111,943.71 compared to \$180,374.88 at 4/19 for a decrease of \$68,431.17.

*2 Remediation increased \$471,676.01 that includes \$316,375.00 for post closure and \$155,301.01 in interest.

*3 The encumbrance balance at 4/30/20 was \$38,751.58 and includes \$8,369.58 for a pump motor and \$30,382.00 for silica gel.

*4 Fund balance increased \$1,975,757.90. The beginning balance was \$33,766,242.91 and includes adjusting entries, budget controls for FY20(\$2,494,860), C/F funds(\$1,064,069.80), B.A. 2/26/20 Projects (\$600,000), and (\$418,813.98) revenue less expenses.

County of Frederick
 Comparative Statement of Revenue, Expenditures
 and Changes in Fund Balance
 April 30, 2020

FUND 12 LANDFILL REVENUES	<u>Appropriated</u>	FY2020 4/30/20 <u>Actual</u>	FY2019 4/30/19 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Charges	0.00	5,579.22	5,325.87	253.35
Interest on Bank Deposits	200,000.00	333,328.03	422,017.82	(88,689.79)
Salvage and Surplus	110,000.00	101,772.05	122,240.55	(20,468.50)
Sanitary Landfill Fees	6,863,500.00	5,382,514.90	5,702,282.91	(319,768.01)
Charges to County	0.00	511,091.47	498,030.00	13,061.47
Charges to Winchester	0.00	141,258.95	129,665.25	11,593.70
Tire Recycling	171,720.00	287,911.09	209,410.86	78,500.23
Reg. Recycling Electronics	72,000.00	36,599.00	51,180.00	(14,581.00)
Greenhouse Gas Credit Sales	10,000.00	3,200.00	39,964.17	(36,764.17)
Miscellaneous	0.00	8,794.00	8,877.00	(83.00)
Renewable Energy Credits	168,402.00	47,504.30	126,269.64	(78,765.34)
Landfill Gas To Electricity	377,171.00	215,186.90	241,482.00	(26,295.10)
Insurance Recoveries	21,597.76	21,597.76	4,872.23	16,725.53
TOTAL REVENUES	<u>7,994,390.76</u>	<u>7,096,337.67</u>	<u>7,561,618.30</u>	<u>(465,280.63)</u>
Operating Expenditures	6,169,250.76	3,949,627.92	3,883,047.65	66,580.27
Capital Expenditures	6,015,242.30	3,565,523.73	4,421,019.82	(855,496.09)
TOTAL Expenditures	<u>12,184,493.06</u>	<u>7,515,151.65</u>	<u>8,304,067.47</u>	<u>(788,915.82)</u>
Excess(deficiency)of revenue over expenditures	(4,190,102.30)	(418,813.98)	(742,449.17)	323,635.19
Fund Balance Per General Ledger		<u>29,607,313.11</u>	<u>27,955,190.40</u>	<u>1,652,122.71</u>
FUND BALANCE ADJUSTED		29,188,499.13	27,212,741.23	1,975,757.90

County of Frederick, VA
Report on Unreserved Fund Balance
May 14, 2020

Unreserved Fund Balance, Beginning of Year, July 1, 2019 **46,064,113**

Prior Year Funding & Carryforward Amounts

C/F forfeited asset funds	(52,251)
C/F Fire Company Capital	(122,079)
C/F Sheriff insurance claim reimbursement (tent)	(40,021)
Close reserved fund balances	111,096
C/F Animal Shelter spay/neuter & bldg design	(23,890)
C/F Refuse projects	(337,657)
C/F Parks Rec Access Project Sherando	(71,942)
C/F Maintenance projects	(52,755)
C/F Sheriff vehicle	(25,835)
C/F School encumbrances	(225,545)
Record retainage	(44,653)
Reclass Sheriff's grant	11,578
C/F unspent School Operating	(347,857)
	(1,221,812)

Other Funding / Adjustments

COR refund - Acar Leasing LTD	(10,315)
COR refund - Enterprise FM Trust	(3,086)
COR refund - HVT Inc/Honda Lease Trust	(2,655)
COR refund - Toyota Lease Trust	(18,366)
PT to FT Comm Atty Investigator position	(19,895)
Airport Capital local share	(409,164)
Sunnyside Plaza deposit	(210,000)
Airport debt service County share	(27,750)
Burn building replacement project	(257,019)
COR refund - Fisher Scientific	(25,084)
COR refund - Dennys	(2,522)
Transfer to County Capital Fund (F/B above 20%)	(4,433,680)
COR refund - Ford Motor Credit	(2,956)
COR refund - MC Dean Inc	(3,359)
COR refund - NILT Inc	(8,148)
COR refund - Papermill Self Storage	(4,838)
COR refund - Toyota Lease Trust	(5,376)
Correct PO carryforward	6,280
COR refund - Marcus Truelove	(2,531)
COR refund - C. Wilson Fletcher	(3,561)
COR refund - BFI Waste	(9,594)
VJCCA return upsent FY19 funds	(19,110)
March primary election	(47,542)
COR refund - DL Peterson Trust	(6,541)
COR refund - Disabled Veteran	(5,729)
COR refund - BB&T	(63,583)
COR refund - Stonewall II LLC	(2,870)
COR refund - Disabled Veteran	(7,550)
COR refund - Vectren Energy	(4,534)
	(5,611,078)

Fund Balance, May 14, 2020 **39,231,223**