

FINANCE COMMITTEE REPORT to the BOARD OF SUPERVISORS
Wednesday, April 21, 2021
8:00 a.m.
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

A Finance Committee meeting was held in the Board of Supervisors meeting room at 107 North Kent Street on Wednesday, April 21, 2021 at 8:00 a.m.

ATTENDEES:

Committee Members Present: Judith McCann-Slaughter, Chairman; Charles DeHaven; Robert Wells; Gary Oates; and Angela Wiseman. Non-voting liaisons: William Orndoff, Treasurer; and Seth Thatcher, Commissioner of the Revenue.

Committee Members Absent: Jeffrey Boppe

Staff present: Cheryl Shiffler, Finance Director; Sharon Kibler, Assistant Finance Director; Kris Tierney, County Administrator; Jay Tibbs, Assistant County Administrator; Rod Williams, County Attorney; Lenny Millholland, Sheriff; Tamara Greene, DSS Director; Rich Venskoske, Director of Elections; and Steve Majchrzak, Fire & Rescue Chief.

Others present: Rodney Snapp, Round Hill F&R; and Will Webber, Clear Brook F&R.

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

Items 1, 4, 5, 8, 10, 11, 14 and 15 were approved under consent agenda.

1. The Parks and Recreation Director requests a General Fund supplemental appropriation in the amount of \$600. This amount represents a donation for a memorial bench at Sherando Park. No local funds required. See attached memo, p. 4.
2. The Director of Elections requests a General Fund supplemental appropriation in the amount of \$25,000. This amount represents additional funds necessary to hold the June Primary Election. Local funds are required. See attached memo, p. 5 – 6. The committee recommends approval.
3. The Deputy County Administrator requests a General Fund supplemental appropriation in the amount of \$50,000. This amount represents funds required for the design and bid development for the renovation of office space at Sunnyside Plaza for the relocation of the Voter Registrar's Office. This item has been approved by the Public Works Committee. Local funds are required. See attached information, p. 7 – 14. The committee recommends approval.
4. The Victim Witness Director request a General Fund budget transfer in the amount of \$9,612.14. This amount represents unspent funds budgeted for departmental employee health

insurance to be used for a part-time intern and the purchase of IT equipment. County transfer policy requires Board action to transfer out of a fringe benefit line item. The request has been submitted to DCJS. See attached information, p. 15 – 23.

5. The WRA Director requests an Airport Fund supplemental appropriation in the amount of \$23,000. This amount represents CRSSA funds awarded to the WRA. No local funds required. See attached memo, p. 24 – 28.
6. The WRA Director requests an Airport Capital Fund supplemental appropriation in the amount of \$4,546,667 to fund capital projects in FY 2022. This item will require a public hearing. See attached budget request, p. 29 – 31. The committee recommends holding the public hearing.
7. The DSS Director requests an FY 2022 General Fund supplemental appropriation in the amount of \$156,186 for the addition of two position. No local funds are required for FY 2022, but local funding will be required for a portion beginning in FY 2023. See attached information, p. 32 – 42. The committee recommends approval.
8. The Sheriff requests a General Fund supplemental appropriation in the amount of \$2,524. This amount represents donations to be used for firing range and K9 supplies. No local funds required. See attached memos, p. 43 – 46.
9. The Sheriff requests a General Fund supplemental appropriation in the amount of \$21,950. This amount represents an insurance claim for a damaged tent and will be used toward the building at the impound lot. See attached memo, p. 47 – 50. The committee recommends approval.
10. The Sheriff requests a General Fund supplemental appropriation in the amount of \$5,688.38. This amount represents an insurance claim for damage to a vehicle and will be used for repairs. See attached memo, p. 51 – 52.
11. The Sheriff requests a General Fund supplemental appropriation in the amount of \$28,412.50. This amount represents insurance claims for the loss of three vehicles and will be used for a replacement. See attached memos, p. 53 – 56.
12. Round Hill Fire & Rescue requests a General Fund supplemental appropriation in the amount of \$41,652. This amount represents proffer funds toward the purchase of a new rescue engine.

See attached, p. 57. This item has been approved by the Public Safety Committee. The committee recommends approval.

13. Clear Brook Fire & Rescue requests a General Fund supplemental appropriation in the amount of \$539,147.66. This amount represents proffer funds toward the fire station building addition. See attached, p. 58 – 59. This item has been approved by the Public Safety Committee. The committee recommends approval.
14. The Fire & Rescue Chief requests \$182,000 to purchase two used fire apparatus to serve as reserve units for the entire system. Funds are available in the capital contingency fund. See attached memo, p. 60 – 61. This item has been approved by the Public Safety Committee.
15. The Sheriff requests \$859,500 to purchase 15 vehicles and associated equipment. Funds are available in the capital contingency fund. Depending on timing, funds may be carried forward to FY 2022. See attached information, p. 62. This item has been approved by the Public Safety Committee.

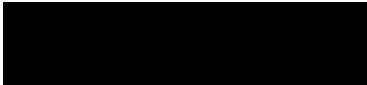
ITEMS FOR INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for March 2021. See attached, p. 63 – 64.
2. The Finance Director provides financial statements ending March 31, 2021. See attached, p. 65 – 75.
3. The Finance Director provides an FY 2021 Fund Balance Report ending April 15, 2021. See attached, p. 76.
4. The Public Safety Committee report is provided. See attached, p. 77 – 79.

Respectfully submitted,

FINANCE COMMITTEE

Judith McCann-Slaughter, Chairman
Charles DeHaven
Gary Oates
Robert Wells
Angela Rudolph

By 
Cheryl B. Shiffler, Finance Director



FREDERICK
COUNTY

COUNTY of FREDERICK

Parks and Recreation Department

MAR - 2 2021

540/665-5678

Fax: 540/665-9687

FINANCE
DEPARTMENT

E-mail: fcprd@fcva.us

www.fcprd.net

MEMO

To: Finance Committee
From: Jason Robertson, Director
Subject: Supplemental Appropriation
Date: March 1, 2021

Please transfer \$600 from Donation Line 3-010-01899-0003 to Expenditure Line 4-010-071100-5413-000-000 which represents a donation from the Mims, Campbell, Sison Family for a memorial park bench to be installed at Sherando Park.



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

To: Frederick County Finance Committee

From: Rich Venskoske [REDACTED]

Subject: Supplemental Budget Request for the June 8, 2021 Primary Election

Date: Thursday, April 1, 2021

The Director of Elections requests to be placed on the Fredrick County Finance Committee Agenda for the Wednesday, April 21, 2021 meeting. The purpose of this request is to seek approval of the Supplemental Budget Request for the June Primary Election to be held on Tuesday, June 8, 2021.

The amount of the Supplemental Budget Request is \$25,000. This amount will cover the additional expenses needed to cover the Primary Election.

This Supplemental Budget Request is to be done from the 2021 – 2022 Budget year.

June 8, 2021 Primary Election

Supplemental Budget Request

Line Item Budget requests

13010 - Electoral Board

1006-002	Compensation of Election Officials	\$25,000
		\$25,000



COUNTY of FREDERICK

Jay E. Tibbs
Deputy County Administrator

540/665-6382
Fax: 540/667-0370
E-mail: jtibbs@fcva.us

TO: Finance Committee
FROM: Jay E. Tibbs., Deputy County Administrator
DATE: April 12, 2021
RE: Supplemental Appropriation Request – Renovation of office space at Sunnyside for Voter Registrar

This is a request for a General Fund supplemental appropriation in the amount of \$50,000. This amount represents funds to be used to perform the design and develop a bid package for the renovation of office space at Sunnyside Plaza to accommodate the relocation of the Voter Registrar's Office. This item was considered by the Public Works Committee at its March 30, 2021 meeting. The Public Works Committee unanimously recommended approval of this request and forwarded it to the Finance Committee for further consideration and approval.

A copy of the Public Works Committee report is attached for your reference.

Should you have any questions, please do not hesitate to contact me.

PUBLIC WORKS COMMITTEE REPORT to the BOARD OF SUPERVISORS
Tuesday, March 30, 2021
8:00 a.m.
107 NORTH KENT STREET, SUITE 200, WINCHESTER, VIRGINIA

PUBLIC WORKS COMMITTEE ATTENDEES:

Committee Members Present: J. Douglas McCarthy, Chairman; Gene Fisher; Gary Longerbeam; Whit Wagner; and Harvey E. "Ed" Strawsnyder, Jr.

Committee Members Absent: Bob Wells

Staff and others present: Joe C. Wilder, Director of Public Works; Jay Tibbs, Deputy County Administrator; Ron Kimble, Landfill Manager; Mike Stewart, Senior Project Manager; Rod Williams, County Attorney; Mark Fleet, Building Official; Rich Venskoske, General Registrar

(Attachment 1) Agenda Packet

ITEMS FOR INFORMATION ONLY

1-Renovation of office space at Sunnyside Plaza-Voter Registrar Office:

The committee discussed in detail the information provided in attachment 1 of the agenda packet and supported the project development. A motion was made by committee member Ed Strawsnyder to approve the supplemental appropriation of \$50,000.00 to perform the design and develop a bid package for the renovation of the office space. The motion was seconded by committee member Fisher. The committee unanimously approved the motion. The request will be forwarded to the Finance Committee for further consideration and approval.

2-Solid Waste Update:

The committee was updated that we continue to have higher citizen waste volumes due to the on-going pandemic. We continue to adjust waste pickups to handle the additional waste. Also discussed was the possibility of upgrading the Gore Convenience Site due to increased waste volumes leading to early closures. The site currently uses open top cans. The proposed project would include installing a compactor unit for more efficient waste hauling.

3-Landfill Projects update:

The committee was informed that we are beginning the construction of our next M.S.W. Landfill Cell, Phase 3, Cell A. This project involves placing a subtitle D liner system over 10 acres of area. The anticipated life of the cell is 12-15 years. The estimated cost for constructing the new cell liner system is \$3-4 million. We are also hauling in over 40,000 tons of stone for our leachate collection layer, that will be used in the new cell development.

4-Crossover Boulevard project update:

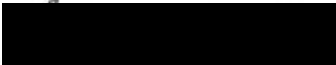
We informed the committee that the Crossover Boulevard road project continues to move forward. All of the road surface has base and intermediate asphalt paving. The bridge is

complete and work continues to complete improvements at the intersection of Route 522 South. The project is on budget and on time with expected completion in September 2021.

Respectfully submitted,

Public Works Committee

J. Douglas McCarthy, Chairman
Robert W. Wells
Gene E. Fisher
Gary E. Longerbeam
Harvey E. "Ed" Strawsnyder, Jr.
Whitney "Whit" L. Wagner

By 
Joe C. Wilder
Public Works Director

JCW/kco

Attachments: as stated

cc: Kris Tierney, County Administrator
Jay Tibbs, Deputy County Administrator
Cheryl Shiffler, Director of Finance
Ron Kimble, Landfill Manager
Gloria Puffinburger, Solid Waste Manager
Rod Williams, County Attorney
Rich Venskoske, General Registrar
Mark Fleet, Building Code Official
file



COUNTY of FREDERICK

Jay E. Tibbs
Deputy County Administrator

540/665-6382
Fax: 540/667-0370
E-mail: jtibbs@fcva.us

TO: Public Works Committee
FROM: Jay E. Tibbs., Deputy County Administrator
DATE: March 23, 2021
RE: Renovation of office space at Sunnyside Plaza-Voter Registrar's Office

As you might recall, in late 2019, Frederick County acquired the old Sunnyside Plaza shopping center. Following acquisition, ZMM Architects (fka OWPR) was engaged to update the space needs analysis for all county departments and to provide some options for renovating and constructing a new facility on that property. Shortly after this committee began deliberations on this topic the COVID-19 pandemic hit, and everything was placed on hold.

During the ensuing period, changes were made to Virginia's Election Laws to enable in person early voting. With the challenges associated with the pandemic and the number of projected voters, it became clear that the existing office space of the Voter Registrar, as well as the County Office complex, would not be able to adequately, and safely, accommodate the expected number of early voters. Plans were put in place to allow the Voter Registrar to utilize a portion of Sunnyside Plaza (Units 261-263) as a satellite early voting precinct. The use of this property was well received by the public because it was centrally located and had ample parking.

Following the election, staff worked with the Voter Registrar to explore the possibility of renovating space located in the former hair salon located at Sunnyside Plaza as a new location for the Voter Registrar's Office. This proposed renovation and relocation would almost double the space for the Voter Registrar to include storage for his voting equipment. Currently, the Registrar has his office area and is using several other spaces within the County Office complex to store his polling place materials and voting equipment. This relocation to Sunnyside would more centrally locate his office and provide easier access for the general public. In addition, the early voting requirements will remain in place for the foreseeable future, which means increased visitors to his offices during election periods. As stated previously, the existing County Office complex would be challenged to handle the additional increase in people coming to our facility.

In addition, relocating the Voter Registrar's office would open up space in the existing County Office Complex, which could be reallocated to other departments. We are aware of one department that expends approximately \$40,000 in rent, utilities, and janitorial services to occupy space outside of our facility. The vacated space could be repurposed for that department and the monies paying for rent, etc. would no longer need to be expended and thus result in a long-term savings to the county.

Enclosed with your agenda is a sketch for the proposed new Voter Registrar Office at Sunnyside Plaza along with an estimate for construction and design of the space. The total cost of this project, to include design, is approximately \$400,000. If the Committee is agreeable with the proposed relocation of this department and

renovation of the space, staff is seeking a recommendation to the Finance Committee for a \$50,000 supplemental appropriation for the completion of construction drawings and bid package for this renovation. Staff will put the project out to bid and once bids are received will bring them back to the Public Works Committee for review and recommendation to the Board.

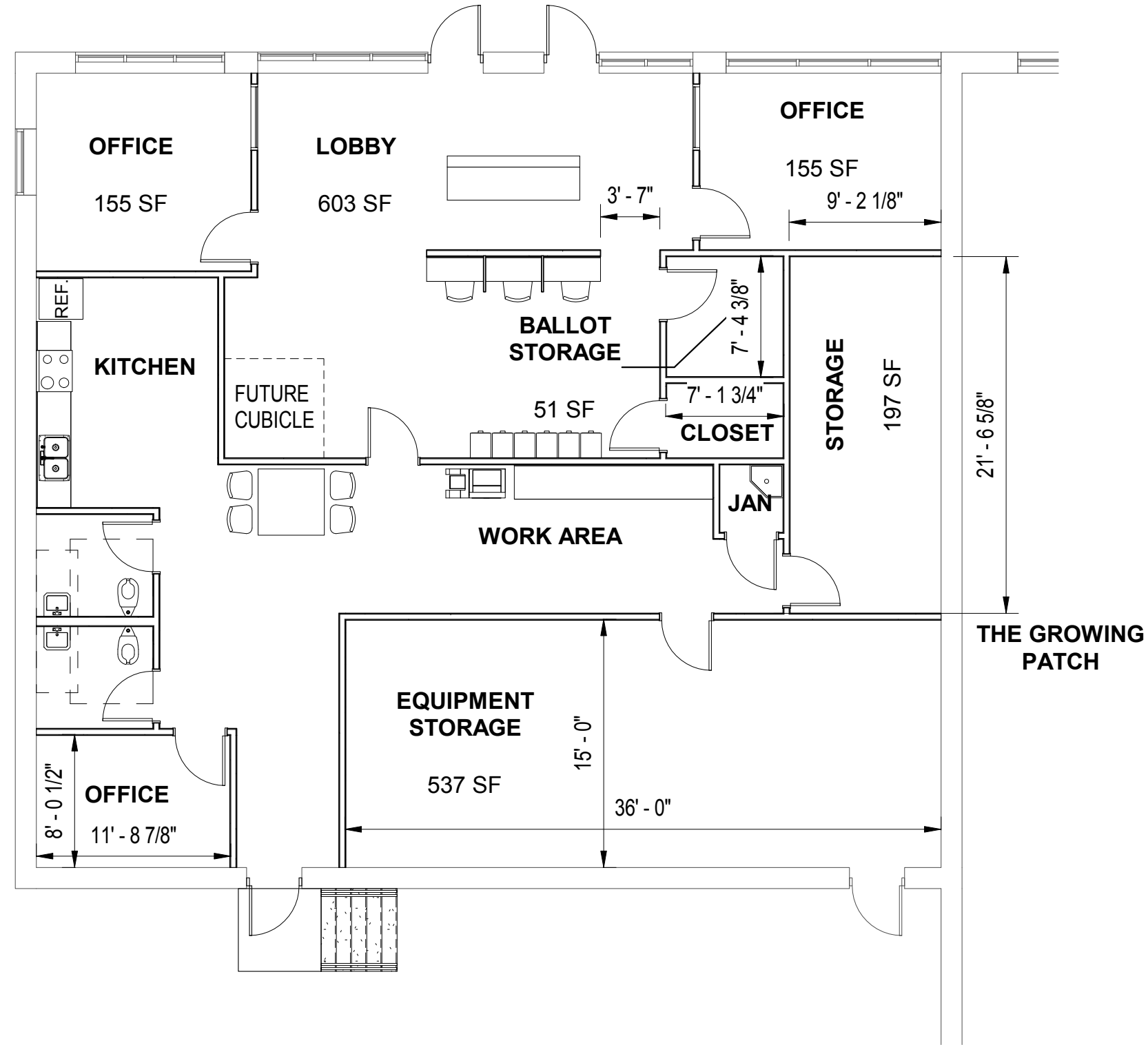
Should you have any questions, please do not hesitate to contact me.

Existing hair salon



NEW WORK FLOOR PLAN

1/8" = 1'-0"



VOTER REGISTRAR - FLOOR PLAN

ZMM
ARCHITECTS
ENGINEERS

200 Country Club Dr., SW
 Blacksburg, Virginia 24060
 P: 540-552-2151
 F: 540-951-0219
 5550 Winchester Avenue
 Berkeley Business Park
 Suite 5
 Martinsburg, WV 25401
 P: 304-620-2379
 www.ZMM.com

SUNNYSIDE PLAZA
VOTER REGISTRAR BUILDING

Designed	KSM	Approved	
Drawn	KSM	Comm.No.	
Checked		Date	02/10/21

Budgetary Cost Estimate			ZMM Architects/Engineers
Estimate Date	3/5/2021		
Facility Name	Sunnyside - Registrars Office Renovation		
Client Name	Frederick County		
Quantity	Description	Cost / Unit	Total
	Interior Demolition Work		
2,800	Remove , ceilings, lights, mechanical equipment, etc.	\$5.00	\$14,000
	Subtotal		\$14,000
	Interior New Work		
	Interior specialties (toilet accessories, signage,		
1	fire extinguisher cabinet)	\$1,500.00	\$1,500
15	New doors and frames and hardware	\$1,500.00	\$22,500
2,800	New interior finishes (walls, floors, painting, etc)	\$22.82	\$63,896
2,800	Suspended acoustical tile ceiling (layin)	\$5.50	\$15,400
1	New Casework	\$7,500.00	\$7,500
	Subtotal		\$110,796
2,800	Mechanical/HVAC replacement	\$40.00	\$112,000
2,800	Plumbing upgrades (sinks, toilettes, piping, etc)	\$4.50	\$12,600
	Subtotal		\$124,600
2,800	Interior Lighting Replacement (LED)	\$5.00	\$14,000
2,800	Electrical/Tech/Wiring	\$4.00	\$11,200
2,800	Other miscellaneous electrical	\$1.50	\$4,200
	Subtotal		\$29,400
	Subtotal		\$278,796
	Small Project factor (4%)	4%	\$11,152
	Subtotal		\$289,948
	General Conditions (10%)	10%	\$28,995
	Subtotal		\$318,943
	Bonds and Insurance (2%)	2%	\$4,784
	Subtotal		\$323,727
	OH&P (5%)	5%	\$16,186
	Subtotal		\$339,913
	Construction Contingency (2%)	5.00%	\$16,996
	Subtotal		\$356,909
	Soft Costs (A/E Fees, Furniture, etc)	12.00%	\$42,829
	Furniture, etc.)		
	Subtotal		\$399,738
	TOTAL Cost (includes all line items listed)		\$399,738

Date: April 15, 2021

To: Cheryl Shiffler, Finance Director

From: Melissa D. Rice, Program Director

RE: Transfer from Personnel

I have attached the paperwork submitted to DCJS for a Budget Amendment. The following is that I have requested.

22020-2005-000 – Hospital/Medical – transfer \$9612.14 to :

- 1003-000 - Part-time – {\$7200.00} to cover hiring a part-time/intern employee to work the months of May and June.
- 5201-000 – Office Supplies – {\$2412.14) – to cover the following.
 - Dymo Labeler - \$532.00
 - (3) iPad 8 Gen 10.2 - \$359.99 x 2 = \$1079.97
 - (2) Dell Monitors - \$301.49 x 2 = \$602.98
 - (3) Pro Keyboard/Covers = \$65.73 x 3 = \$197.19

All purchases have been reviewed and estimates provided by the IT Department of Frederick County.

I would like to get this placed on the Finance Committee Meeting for their approval.

Budget Amendment Request
 Department of Criminal Justice Services
 1100 Bank Street
 12th Floor
 Richmond, Virginia 23219
 Richmond, VA 23219

Subgrantee: Frederick	Grant Number: 21-Y9261VW19	
Title: Victim Witness Program	Date: 04-08-2021	Status: Needs Finance Officer Approval

LATEST APPROVED BUDGET						
Budget Categories	DCJS Funds Federal	State	Special	Subgrantee Cash	In Kind	Total Program
Personnel	140,484.00	0.00	46,829.00	0.00	0.00	187,313.00
Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Travel	2,999.00	0.00	1,000.00	0.00	0.00	3,999.00
Equipment	2,437.00	0.00	812.00	0.00	0.00	3,249.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00	0.00
Supplies/Other	9,682.00	0.00	3,227.00	0.00	0.00	12,909.00
Total Project	155,602.00	0.00	51,868.00	0.00	0.00	207,470.00

REVISED BUDGET REQUESTED						
Budget Categories	DCJS Funds Federal	State	Special	Subgrantee Cash	In Kind	Total Program
Personnel	138,675.64	0.00	46,225.22	0.00	0.00	184,900.86
Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Travel	2,999.00	0.00	1,000.00	0.00	0.00	3,999.00
Equipment	2,437.00	0.00	812.00	0.00	0.00	3,249.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00	0.00
Supplies/Other	11,490.36	0.00	3,830.78	0.00	0.00	15,321.14
Total Project	155,602.00	0.00	51,868.00	0.00	0.00	207,470.00

Budget Narrative: Budget Amendment.pdf

Budget Amendment

Narrative Form

A budget amendment allows you to move any portion of your award amount from one category to another.

The purpose of the narrative is to explain why the change is being requested and to itemize and justify the changes. In the form below, please indicate how much money you are requesting to move in a category and indicate if the request is increasing or decreasing the amount from the most recently approved budget. Then provide a justification and itemize all new requests. Once the form is completed it can be uploaded into GMIS to accompany the budget amendment request. Please, remember only two (2) budget amendment requests are allowed per grant year and require prior approval.

Personnel

Requesting to move: \$ 7,200.00

Increase or Decrease: Increase

Justification: Joanne the Assistant Director does not participate in the Medical/Health Fringe Benefit. This money is being transferred from Fringe Benefits to Personnel to hire a part-time/interns for the months of May and June, we are requesting this because of the additional work which has come upon our office since the COVID release to handle Jury Trials. We currently have about seven days a month that do not have jury trials, and these additional staff would assist us in getting all services provided. This staff would help in participating in court, which will require assisting and notifying witnesses and victims and court proceedings, and also attending court with specific cases. Currently the VW Staff here in Frederick County only have two full time personnel, and that has become a very big task to handle all three courts, plus the additional Jury Trials which are being held in another courtroom. We are spread way too thin and need additional help to get us caught up and until we have additional full time staff and their trained. Currently there is a student from JMU who is interested, and also another intern from a local University. These individuals are both studying Criminal Justice and also interested in Victims Services.

1. \$7200.00 – Requested to Hire (2) Paid Interns/Part-Time persons for the months of May and June to assist this office with the over abundant of Jury Trials, interviews, and documentation to help process our cases more efficiently. This staff would be hired on a part-time basis, currently we are one position down. This part-time staff / intern would only be hired for the months of May and June 2021. At the rate of \$15.00 per hour, part-time employees are allowed to work 40 hours per week. This employment will be for the months of May and June only. {Requesting transfer from Fringe (Medical) to Part-Time personnel}

Fringe

Requesting to move: \$9,612.14

Increase or Decrease: Decrease

Justification:

Reduce the amount in the Health/Medical Fringe, because my current Assistant Director currently does not participate in that fringe benefit. Her husband carries her on his insurance.

Consultants

Requesting to move: \$

Increase or Decrease:

Justification:

Travel

Requesting to move: \$

Increase or Decrease:

Justification:

Equipment

Requesting to move: \$

Increase or Decrease:

Justification:

Supplies and Other

Requesting to move: \$2412.14

Increase or Decrease: Increase

Justification:

The Following are requested to be purchase

(2) Dymo Labeler - \$266.00 x 2 = \$532.00

(3) Ipad 8 Gen 10.2 - \$359.99 x 3 = \$1079.97

(2) Dell Monitors - \$301.49 x 2 = \$602.98

(3) Pro Keyboard/Covers - \$65.73 x 3 = \$197.19

2. (2) Dymo Label Writer 450 Twin Turbo – {\$266 x 2 = \$532.00} used to process filing and documentation, through using labels, this would replace the current label writer which has stop working and also provide a new writer
3. (3) IPAD 8 Gen. 10.2 – {\$359.99 x 3 = \$1079.97} {Providing one iPad for each employee, due to staff being in court at the same time} – This item were approved and picked out by the IT department to allow a backup device for COVID restrictions in working at home. This computer will be assessable for our staff to use if needed for mobile workload, and for working at home. These iPads are requested to help contact, inform, and process paperwork – due to the COVID outbreak, we are currently restricted to the contact we have with victims, but since opening Jury Trial regulations it has been very important to have your documentation in the courtroom. These iPads would be used connect by VPN to our monitors while are in the courtroom and also while we are assisting and updating while in the courtroom. Our office is located in another building, leaving us limited to our access to information that is pertinent to

assisting victims and witness. These iPads would assist us to process Virginia Victims Funds claims, assist with enrolling with VINE, update information and make notification much easier and faster while sitting in court. Also, the iPad will assist with communication from the Commonwealth Attorney to the VW Staff. Two iPads are being requested since currently we are having jury trials for an average of 2 to 3 days for each trial, so the additional iPad would assist with the Assistant Director and Administrative Assistant to have equipment while working in the GDC and JDR Courts. (To Supplies)

4. (2) Dell 24" Monitors are being requested – { $\$301.49 \times 2 = \602.98 }
These monitors will replace the current monitors that the Assistant Director and Administrative Assistant has, giving them a bigger screen, and also giving the opportunity to have two screens to help process documentation and information more efficiently and accurately. These Monitors are used only by VW Staff and used only to help provide assistance to Victims and Witnesses of Crime
5. (2) ZAGG Pro Keyboard/Covers to protect the currently iPad requested. $2 \times \$65.73 = \131.46 . This item stands for itself, protecting the iPad, providing coverage so that the iPad will be protected from damage. (to Supplies/Other)
6. \$7200.00 – Requested to Hire (2) Paid Interns/Part-Time persons for the months of May and June to assist this office with the overabundance of Jury Trials, interviews and documentation to help process our cases more efficiently. This staff would be hired on a part-time basis, currently we are one position down. This part-time staff / intern would only be hired for the months of May and June 2021. At the rate of \$15.00 per hour, part-time employees are allowed to work 40 hours per week. This employment will be for the months of May and June only.

Additional Comments:



Business Rate Plan Quote

Customer Information

Customer Name:	FREDRICK COUNTY IT DEPARTMENT
City:	
State:	VA

Sales Representative Information

Name:	Ashley Simmons
Phone:	(540) 331-7289
Email Address:	ashley.simmons@emp.shentel.com

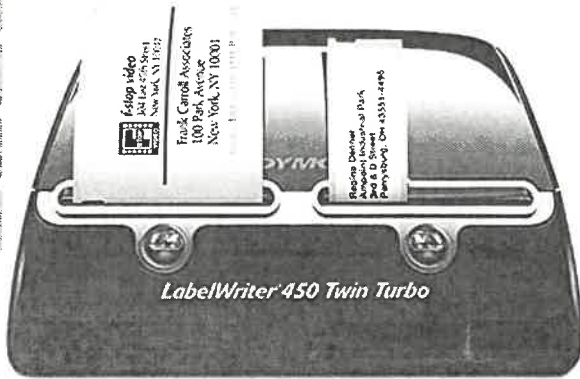
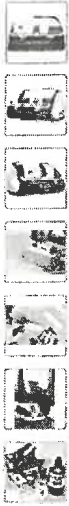
Qty	Description	Commitment Type	MRC	Total Monthly Cost
1	540-831-9337 iPad 8 Gen 10.2 one time device price \$359.99	2-Year	\$36.99	\$36.99
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
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				\$0.00
				\$0.00
				\$0.00
Estimated Total Monthly Recurring Charges (taxes not included)				\$36.99

This quote is intended to provide approximate cost information about Sprint products and services. Additional taxes, fees and other charges may apply. Offers are subject to change at any time. Other conditions may apply. Some services may be provided and billed through third parties. Pricing and promotions may have expiration dates, limited availability and term requirements. Please note that any promotional discounts based on a term commitment that apply to the purchase of Sprint PCS devices is a forward discount. Should your agency cancel at any time (prior to the end of the contract term) for convenience, your agency will be responsible to pay back the forward discount above on each Sprint PCS device purchased. Contact your Sprint representative listed above or visit www.sprint.com for more information.

80

Office Products > Office Electronics > Other Office Equipment > Label Makers

Sponsored



DYMO LabelWriter 450 Twin Turbo

Visit the DYMO Store
18 ratings
5 answered questions

Price: \$266.00

Pay \$44.33/month for 6 months (plus S&H, tax) with 0% interest equal monthly payments on your Amazon Prime Store Card.

Printing Technology Thermal
Brand DYMO
Print media Labels
Connectivity Technology 1 x High Speed USB
Model Name FBA_S0838870

About this item

- Description: LabelWriter 450 Twin Turbo, Uses Two Label Writer Label
- Number Of Items: 1

Compare with similar items

New & Used (6) from \$229.99 + \$16.35 shipping

Report incorrect product information.

Buy new: \$266.00

FREE delivery: April 13 - 20

Fastest delivery: Friday, April 9

Only 15 left in stock - order soon.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Nationwide Tech...
Sold by Nationwide Tech...

Details

Add a Protection Plan:

- 4-Year Protection for \$44.99
- 3-Year Protection for \$33.99

Deliver to MELISSA - Maurertown 22644

Save with Used - Like New \$229.99

\$16.35 delivery: April 9 - 14
Ships from: Little Piggy Tech (We record all S/N)
Sold by: Little Piggy Tech (We record all S/N)

186

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Roll over image to zoom in

*\$266.00
x 2

\$532.00*

Frequently bought together



Total price: \$293.94

Add all three to Cart

Add all three to List

New & Used (6) from \$229.99 + \$16.35 shipping

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These items are shipped from and sold by different sellers. Show details



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	3000082494219.1	Sales Rep	Grant Burke
Total	\$602.98	Phone	(800) 456-3355, 6180285
Customer #	13870330	Email	Grant_Burke@Dell.com
Quoted On	Apr. 06, 2021	Billing To	JENNIFER CARVER
Expires by	May. 06, 2021		COUNTY OF FREDERICK VA
			107 N KENT ST
			INFORMATION TECHNOLOGIES
			WINCHESTER, VA 22601-5039

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Grant Burke

Shipping Group

Shipping To	Shipping Method
MICHELLE NUGENT COUNTY OF FREDERICK VA 107 N KENT ST FL 1 WINCHESTER, VA 22601-5039 (540) 722-8210	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell 24 Touch Monitor - P2418HT	\$301.49	2	\$602.98



Southern Computer Warehouse
 1395 S. Marietta Parkway | Building 300-106
 Marietta, GA 30067
 (P) 877-468-6729
 (F) 770-579-8937
 SCW.com

Quote # 100297268 - Apple/ZAGG
 Cust #: CT4729 (Frederick County VA)
 Quote Date: Apr 5, 2021

Sold to:	Ship to:
Accounts Payable Frederick County VA 107 N Kent St 1st Fl Winchester, Virginia, 22601 T: 540-665-5620 mnugent@fcva.us	REF PO Frederick County VA 107 N Kent St 1st Fl Winchester, Virginia, 22601 T: 540-665-6520 mnugent@fcva.us
Shipping Method: Free Shipping	

Notes: Thank you so much for this opportunity!

#	Products	SKU	Price	Qty	Subtotal
1	ZAGG Pro Keys Keyboard/Cover Case for 10.2" Apple iPad Tablet - Black - Drop Resistant - Polycarbonate, Rubber Edge - 10.1" Height x 7.7" Width x 0.9" Depth In stock and ready to ship.	ZGG-103404702	\$65.73	2	\$131.46

Subtotal: \$131.46
 Tax: \$0.00
Grand Total (Incl. Tax): \$131.46

Thank you for your order. We value your business and will continue to provide you excellent service in addition to our comprehensive product line. All returns must be authorized and clearly marked with a valid RMA number. Returns are subject to restock fees when applicable.
 Quotes are valid for 30-days unless otherwise noted.

Regan DeCastro
 regan.decastro@scw.com
 Southern Computer Warehouse
 1395 S. Marietta Parkway | Building 300-106
 Marietta, GA 30067
 (P) 877-468-6729
 (F) 770-579-8937

This Quote may contain material that is confidential, and proprietary to SCW, for the sole use of the intended recipient. Any review, reliance or distribution by others or forwarding without express permission is strictly prohibited. If you are not the intended recipient, please contact the sender and delete all copies.

$$\begin{array}{r}
 \$65.73 \\
 \times 3 \\
 \hline
 \$197.19
 \end{array}$$



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: April 14, 2021
RE: Finance Committee Agenda Item | CRSSA Grant

The Winchester Regional Airport Authority (WRAA) requests supplemental appropriation for its FY21 operating budget totaling **\$23,000**. The funds were awarded to the Authority as a result of the Coronavirus Response and Relief Supplemental Appropriation Act signed into law on December 27, 2020. The funds will be used as reimbursement for eligible operating expenses including payroll and debt service. No local funds required.

Expense Code 4 - 017 - 081090 - 5413 - 000 - 999
Revenue Code 3 - 017 - 018990 – 0002

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

Enclosure: Airport Coronavirus Response Grant Program FAQ

Questions on Use of Funds

Q-U1: How can an airport sponsor use Airport Coronavirus Response Grant Program funds?

A: An airport sponsor may use these funds for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. Grant recipients should follow FAA's [Policy and Procedures Concerning the Use of Airport Revenues \("Revenue Use Policy"\)](#), 64 Federal Register 7696 (64 FR 7696), as amended by [79 Federal Register 66282 \(79 FR 66282\)](#). The Revenue Use Policy document provides guidance regarding permitted and prohibited uses of airport revenue. In addition, while CRRSA limits the use of funds to certain stated eligible costs, it states that funds may not be used for any purpose not directly related to the airport. Grant recipients also should review the [Information for Airport Sponsors Considering COVID-19 Restrictions or Accommodations](#) for clarifying COVID-19 revenue use guidance.

Q-U2: Can Airport Coronavirus Response Grant Program funds be used to reimburse operational expenses?

A: Yes. FAA will reimburse sponsors for operational expenses directly related to the airport incurred on or after January 20, 2020. Operational expenses are those expenses necessary to operate, maintain, and manage an airport. They include expenses such as payroll, utilities, service contracts, and items generally having a limited useful life, including personal protective equipment and cleaning supplies.

Q-U3: Can Airport Coronavirus Response Grant Program funds be used to reimburse debt service payments?

A: Yes. FAA will reimburse sponsors for debt service payments directly related to the airport that are due on or after December 27, 2020, which is the date of enactment of CRRSA.

Q-U4: Can Airport Coronavirus Response Grant Program funds be used to reimburse monthly payments into a debt service reserve fund?

A: Yes. FAA will reimburse sponsors for monthly payments into a debt service reserve fund (also called a debt service sinking fund or similar name), which are directly related to the airport, that are due on or after December 27, 2020, which is the date of enactment of CRRSA. The airport sponsor must ensure that these payments are restricted to only debt service payments. The airport sponsor will submit a detailed invoice summary with its payment request. All documentation of the payment and disbursements must be retained for three years after the grant is closed as required by 2 CFR § 200.334.

Q-U5: Can Airport Coronavirus Response Grant Program funds be used for new airport development on the airport?

A: Yes. However, there are limitations on the type of development for which the funding can be used. Any development-related costs must be associated with combating the spread of pathogens at the airport. Examples of eligible development would be replacing or upgrading a heating, ventilation, and air conditioning (HVAC) system; reconfiguring the terminal to accommodate increased social distancing; or reconfiguring terminal space or other facilities to accommodate health screening. A sponsor seeking to use the funds for new airport development or construction should contact its local Airports District Office or Airports Regional Office. That office will ensure that such development is consistent with requirements for airport development. The Airports District Office or Airports Regional Office also will assist the airport sponsor with executing a Development Addendum for its intended project.

Q-U6: Can Airport Coronavirus Response Grant Program funds be used to prepay long-term contracts (for example, shuttle-bus operators, janitorial services, security services, fire and police services)?

A: Yes, provided the prepayment is a *bona fide* transaction where the airport sponsor receives the benefit of the prepaid services and receives some value in exchange for committing in advance.

Q-U7: Can Airport Coronavirus Response Grant Program funds be deposited in the airport sponsor's general reserve account (or invest them for future use)?

A: No. FAA would not be able to ensure a potential future use is a use consistent with CRRSA requirements.

Q-U8: Is there a limit on using Airport Coronavirus Response Grant Program funds for operational expenses?

A: No. An airport sponsor may use all of its awarded funds for allowable airport operational expenses or debt service payments.

Q-U9: Can Airport Coronavirus Response Grant Program funds be used to reimburse for a cost associated with an aeronautical service or product provided by the airport sponsor?

A: Yes, in certain circumstances. Airport Coronavirus Response Grant Program funds are available to reimburse the costs associated with aeronautical products or services offered by the airport sponsor but only when the sponsor certifies it is the only provider of the same product or service at the airport. These services include aviation fuels, equipment, parts, supplies, and facilities for aircraft storage or maintenance. Costs associated with flight training or aviation training are not eligible for reimbursement.

Q-U10: Can Airport Coronavirus Response Grant Program funds be used to reimburse depreciation?

A: No. Depreciation is not an allowable expense under the Airport Coronavirus Response Grant Program. Although depreciation is an allowable operating expense by both the 2 CFR part 200 and the Revenue Use Policy, it does not impact cash flow because the cash or donation was considered at the acquisition of the asset, and the asset could have been financed by long-term debt, Federal grants, current funds, or donation.

Q-U11: Can the Airport Coronavirus Response Grant Program funds be used to reimburse charitable contributions or sponsorships?

A: No. Charitable contributions and sponsorships are not an allowable expense. All reimbursements made under the Airport Coronavirus Response Grant Program must comply with 2 CFR part 200, “Uniform Administrative, Cost Principles, and Audit Requirements for Federal Awards.” Section 200.434, “Contributions and Donations” states that contributions and donations, including cash, property, and services, are unallowable.

Q-U12: Can Airport Coronavirus Response Grant Program funds be used to reimburse economic development efforts?

A: No. Under CRRSA, funds are available for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. Economic development does not fall into these categories of eligible costs.

Q-U13: Can Airport Coronavirus Response Grant Program funds be used to reimburse smaller invoices for items such as groceries for snack rooms or meals for airport personnel?

A: As long as the purchases are for purposes eligible under CRRSA (as described in Q-U1) and comply with 2 CFR part 200, including the requirement to document the costs adequately, small purchases are eligible for reimbursement. However, it can be difficult to document that these items are directly related to airport use. Larger invoices directly related to airport use are easier to review and approve.

Q-U14: Can Airport Coronavirus Response Grant Program funds be used to reimburse debt service payments that are backed by an approved PFC and paid with PFC funds?

A: No. If PFC funds are available, the PFC funds must be used on any approved PFC project. Airport Coronavirus Response Grant Program funds are not available to be deposited into PFC accounts. In accordance with 14 CFR § 158.39, public agencies cannot hold excess PFC funds in reserve for a future use. In addition, the requirements of 14 CFR part 158 apply for any new projects or changes in scope to existing projects.

Q-U15: Can Airport Coronavirus Response Grant Program funds be used to reimburse debt service payments that are backed by an approved PFC?

A: Yes. The airport sponsor may supplement with other airport revenue and submit a request for payment under its grant. The invoice summary should show the amount of debt service paid with PFC collections and the amount paid with non-PFC funds. The airport sponsor can submit a request for payment under its grant at the same time it submits an amendment to an approved PFC, which decreases the total collection or deletes an approved project, to its local Airports District Office or Airports Regional Office.

Q-U16: Can Airport Coronavirus Response Grant Program funds be used to reimburse the defeasement of debt backed by an approved PFC?

A: Yes. The airport sponsor can defease the debt with non-PFC funds and submit a request for payment under its grant. However, the airport sponsor must amend its PFC approval, in accordance with the requirements of 14 CFR § 158.37, to reflect the change. A PFC amendment that decreases the total PFC revenue or deletes an approved project does not require airline consultation nor a public comment period. An airport sponsor can submit a request for payment under its grant at the same time it submits an amendment to an approved PFC to its local Airports District Office or Airports Regional Office.



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: April 14, 2021
RE: Finance Committee Agenda Item | FY 2022 Capital Budget

The Winchester Regional Airport Authority (WRAA) requests supplemental appropriation for its FY 2022 capital budget for several key projects totaling **\$4,546,667**. The supported projects are detailed in the enclosed spreadsheet. The requested share from Frederick County is **\$53,818**.

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

Enclosure: FY 2022 Capital Budget Request

FY2022 CAPITAL BUDGET REQUESTS

DEPARTMENT Winchester Regional Airport Authority		FUND 85
EXPENDITURE LINE ITEM	DESCRIPTION	TOTAL AMOUNT (PER LINE ITEM)
4 - 085 - 081030 - 8801 - 000 - 172	Reconstruct Apron & Rehabilitate Parallel Taxiway Ph. 1 (Construction) Construction phase for project to reconstruct apron and parallel taxiway; project designed under FY 20 grant	\$4,000,000
4 - 085 - 081030 - 8801 - 000 - TBD	Reconstruct Apron & Rehabilitate Parallel Taxiway Ph. 2 (Design/Bid) Design/bid for Phase 2 of project to reconstruct apron and parallel taxiway; projected to receive federal grant for construction in FY 23	\$250,000
4 - 085 - 081030 - 8801 - 000 - 043	Runway 14 Obstruction Removal - Ph. 2 (Design/Bid/Construction) Obstruction removal project for parcel "PE3" adjacent to Runway 14	\$166,667
4 - 085 - 081030 - 8001 - 000 - 000	State Eligible Maintenance Eligible airfield maintenance and repair projects in accordance with Virginia Department of Aviation Program Manual	\$30,000
4 - 085 - 081030 - 3002 - 000 - 000	State Eligible Capital Equipment Eligible capital equipment acquisition in accordance with Virginia Department of Aviation Program Manual	\$50,000
4 - 085 - 081030 - 3002 - 000 - 000	Non-State Eligible Capital Equipment Includes replacement self-serve AVGAS pump; self-service fuel accounts for approximately 45% of all AVGAS fuel purchases	\$25,000
4 - 085 - 081030 - 3002 - 000 - 000	Local Capital Project Expenditures Local Capital Expenditures	\$25,000

FY2022 - CAPITAL BUDGET REQUEST					
Winchester Regional Airport Authority					
April 14, 2021		REVENUE SOURCE			
Description		FEDERAL	STATE	LOCAL	TOTAL
Reconstruct Apron & Rehabilitate Parallel Taxiway Ph. 1 (Construct)	100% FAA funded this FY (normally 90/8/2 FAA/State/Local)	\$4,000,000	\$0	\$0	\$4,000,000
Reconstruct Apron & Rehabilitate Parallel Taxiway Ph. 2 (Design/Bid)	100% FAA funded this FY (normally 90/8/2 FAA/State/Local)	\$250,000	\$0	\$0	\$250,000
Runway 14 Obstruction Removal - Ph. 2 (Design/Bid/Construct)	100% FAA funded this FY (normally 90/8/2 FAA/State/Local)	\$166,667	\$0	\$0	\$166,667
State Eligible Maintenance	80/20 State Grant	\$0	\$24,000	\$6,000	\$30,000
State Eligible Capital Equipment	50/50 State Grant	\$0	\$25,000	\$25,000	\$50,000
Non-State Eligible Capital Equipment	Local Capital Equipment	\$0	\$0	\$25,000	\$25,000
Local Capital Project Expenditures	Local Capital Expenditures	\$0	\$0	\$25,000	\$25,000
Total Revenue		\$4,416,667	\$49,000	\$81,000	\$4,546,667
Local Revenue					
	Warren County	\$0			
	Clarke County	\$5,000			
	Shenandoah County	\$5,000			
	Frederick County/City of Winchester	\$71,000			
	Total	\$81,000			
			County	City	
			75.8%	24.2%	
			\$53,818	\$17,182	



FREDERICK COUNTY
DEPARTMENT OF SOCIAL SERVICES

107 N. KENT STREET, THIRD FLOOR
WINCHESTER, VA 22601

Tamara Green
Director

(540) 665-5688

(540) 535-2146 FAX

Memorandum

To: Finance Committee/Cheryl Shiffler

From: Tamara Green, Director

Date: 4/21/21

Re: Request for new positions (Family Svcs Spec. III, Human Services Assistant III,)

The Frederick County Department of Social Services is requesting funding for two additional positions for our FY 2022 budget year. Upon recommendation from our Administrative Board this memo provides justification for the position requests. Attached is also a power point presentation that can offer additional information on this request.

The Family First Prevention Services Act (Family First) is a new federal mandate service that provides federal funding for prevention services to families of children who are at imminent risk of entering foster care. The program is authorized under Title IV-E of the Social Security Act and is funded by federal and state matching funds. Even though this program will not require a local match for client services, the mandated administration is required to be handled by the local Department of Social Services staff. The additional staff is needed to absorb the increase in the number of visits per month and the increase the length of time spent with the families during these visits to ensure quality assessments are being conducted. To help with this local impact, the State has allocated Frederick County DSS an additional funding in FY 2022 to be used to hire additional staff. We are requesting a **Family Services Specialist III** to handle the increase of high/very high-risk cases that require out of home placement to ensure the child/ren's safety and the on-notice cases where there is a high/very high risk of that child entering the foster care system. We are also requesting a **Human Service Assistant III** to provide support to the FSS's and the family by providing transportation to appointments, providing daycare during meetings, supervising visits between parents and children and the fiscal responsibilities to include managing the Family First Funds/Services. These two positions would require a total allocation of \$156,186 to be added to our FY 2022 salary and benefit budget lines. There are no local dollars required for the FY 2022 budget year but would require 15.5% match (\$24,209) in FY 2023 and beyond.

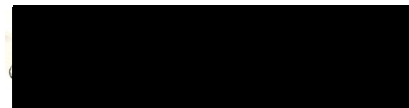
The impact on our budget for FY 2022 for each position is as follows:

- Family Services Specialist III: total dollar amount of \$91,656 (\$91,656 Fed/State + \$0.00 Local).
- Human Services Assistant III: total dollar amount of \$64,530 (\$64,530 Fed/State + \$0.00 Local).

The impact on our budget for FY 2023 and beyond for each position is as follows:

- Family Services Specialist III: total dollar amount of \$91,656 (\$77,449 Fed/State+ \$14,207 Local).
- Human Services Assistant III: total dollar amount of \$64,530 (\$54,528 Fed/State + \$10,002 Local).

My sincere appreciation for your time and consideration.



Tamara Green, Director



Family First/ In-Home Services

What Is The Family First Prevention Services Act?

- The Family First Prevention Services Act (Family First) was adopted in February 2018. Family First includes historic reforms to child welfare funding. The Act will provide federal funding for prevention services to families of children who are at imminent risk of entering foster care. It underscores the importance of children growing up in families and seeks to avoid the traumatic experience of children being separated from their families and entering foster care. Specifically, federal reimbursement will be available for trauma-informed mental health services, substance use disorder treatment and in-home parenting skills training to safely maintain in-home family placement. It also aims to improve the well-being of children already in foster care by incentivizing states to reduce placement of children in residential treatment, and instead place children in the least restrictive, most family-like setting appropriate to their individual needs.

How Will Family First Change The Way We Use Title IV-E Funding?

- Historically, Title IV-E funds are federal funds used to support children who are in foster care. Family First will allow Title IV-E funds to support children who are at imminent risk of entering foster care (and their families) by providing funding for evidence-based programs, to strengthen families. Specifically, federal reimbursement will be available for trauma-informed mental health services, substance use disorder treatment and in-home parenting skills training to safely keep children with their families.
- The program is authorized under Title IV-E of the Social Security Act and is funded by federal and state matching funds. The mandated administration is handled by the state and local public child welfare agencies.
- In anticipation of an increase in In Home Services cases, each locality was given an allocation to support additional staff that carry In-Home Services cases.
- Frederick County anticipates receiving \$182,243.00

Anticipated Local Impact

- Increase in the number of In-Home Cases the Unit will carry as well as Prevention Cases as there is no financial eligibility requirement to use Family First Funding
- Increase in the amount of visits an FSS will conduct within a month and an increase the length of time a worker spends with a family at each visit to ensure quality assessments are being conducted
 - CANS (2-3 hrs/per child within the first month and every 90 days after)
 - Safety Assessments, Candidacy Determination, Service Plans, and Risk Re-Assessments (Increase in the number of contacts with families and the safe caretaker within the first month and every 90 days after)
 - Home Visits (Increase in the number of visits conducted within a month as needed)
 - It is recommended that Family Team Meetings are held every 30 days vs. every 90 days

Expected Benefits of In-Home Services

- Decrease in the number of children who enter foster care
- Reduction in CSA expenditures that will reduce local spending
- Decrease in the number of children who are placed in out of home safety plans
- More frequent assessments will allow for permanency for those children who are placed in out of home placements
- Reduction in re-occurrence of abuse or neglect
- Services are evidence based which will assist families meet their treatment goals and have been proven to have better outcomes

Projected Use of Funds

FAMILY SERVICES SPECIALIST III

- High/Very High-Risk cases that require out of home placement to ensure the child/ren's safety through the use of kinship placements that may require a Protective Order to ensure compliance
- On Notice cases where there is a high/very high risk of that child entering the foster care system

HUMAN SERVICES ASSISTANT

- Provide support to the FSS's and family by providing transportation to appointments and drug screens, providing daycare during Family Team Meetings, supervising visits between parents and children where there is out of home safety plan has been established.
- Fiscal responsibilities to include managing the Family First Funds/Services

Fiscal Impact

- FY 2022

	Salary	Fringes	Local Match	State/Fed Funds	Total
FSS III	\$55,028.00	\$36,628.00	\$0.00	\$91,656.00	\$91,656.00
HSA	\$32,728.00	\$31,802.00	\$0.00	\$64,530.00	\$64,530.00

- FY 2023 and beyond

	Salary	Fringes	Local Match	State/Fed Funds	Total
FSS III	\$55,028.00	\$36,628.00	\$14,207.00	\$77,449.00	\$91,656.00
HSA	\$32,728.00	\$31,802.00	\$10,002.00	\$54,528.00	\$64,530.00

Recap

State Allocation	\$182,243
Total Allocation needed to fund 2 positions	\$156,186
Local Dollars requested FY 22	\$0.00
Local Dollars requested FY 23 and beyond	\$24,209

Timeline Of Implementation

- The funds become available on July 1, 2021
- For FY 2022, the positions are fully funded by the State
- For FY 2023, the request is a 15.5% local match
- Anticipated hire date would be mid-August, early September 2021
- Without the approval of these positions, the Department will still be required to complete all of the new mandates of providing In Home Services

Questions?

- <https://familyfirstvirginia.com/downloads/Family-First-Overview-Webinar-Powerpoint.pdf>

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

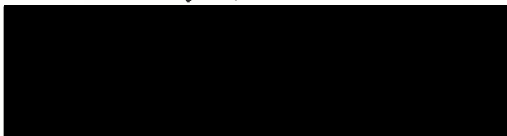
540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Appropriation of Funds – Range
DATE : March 5, 2021

The Frederick County Sheriff's Office has received a donation in the amount of \$200.00 from Mr. Albright. This amount has been posted to 3-010-018990-0006

We are requesting the donation received be appropriated in line item 31020-5409-000-000. This amount will go towards supplies needed for our fire range.

Thank you,



LWM/adc

c.s. 3/5/21

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

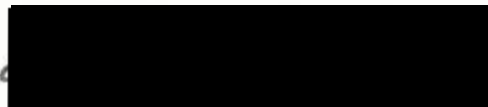
540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Appropriation of Funds – K9
DATE : March 31, 2021

The Frederick County Sheriff's Office has received a donation in the amount of \$300.00 from Mrs. Bearer. This amount has been posted to 3-010-018990-0006

We are requesting the donation received be appropriated in line item 31020-5402-000-001. This amount will go towards supplies needed for are K9's such as food and supplies.

Thank you,



LWM/adc

c.s. 4/1/21

Robert & Juanita Bearer
140 Kinross Drive
Winchester, VA 22602

March 5, 2021

Frederick County Sheriff's Office
Attn: Sheriff Lenny Milholland
1080 Coverstone Drive
Winchester, VA 22602

Dear Sheriff Milholland,

Please accept the enclosed check in the amount of \$300.00 as a donation to the Frederick County Sheriff's Office Canine Fund.

We appreciate all that the Sheriff's office does for our community.

Sincerely,


Juanita Bearer

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 – Range
DATE : March 29, 2021

The Frederick County Sheriff's Office has received a donation in the amount of \$2024.00 from Mission BBQ. This amount has been posted to 3-010-018990-0006

We are requesting the donation received be appropriated in line item 31020-5409-000-000. This amount will go towards supplies needed for our fire range.

Thank you,

[REDACTED]
LWM/adc

c.s. 3/30/21

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 : March 4, 2021
SUBJECT : Insurance Reimbursement

The Frederick County Sheriff's Office has received a check from VACoRP in the amount of \$21,950.00 for a property claim dated December 17, 2020 where the tent was damaged by snow. This amount was posted to 3-010-018990-0001

We are requesting this amount to be appropriated to line item 31020-8900-000-000. This amount will go towards to the building at the impound lot.

Thank you,


LWM/adc

c.s. 2/24/21



VACORP

FREDERICK
COUNTY
FEB 19 2021
FINANCE
DEPARTMENT

February 9, 2021

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

Virginia Association of Counties Self-Insurance Risk Pool
Member: Frederick County
Claim Number: 0342020273964
Date of Loss: 12/17/2020

Dear Ms. Place:

Enclosed please find a VACORP property damage check in the amount of \$21,950 for the payment for the new tent damaged as a result of weight of snow and ice resulting in collapse at location 160 Brimstone Lane, Winchester, VA. This amount was determined by the estimate that was submitted for \$22,950 after the \$1,000 policy deductible was applied.

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

Sincerely,

Tammy H. Windle
Claims Specialist

Enclosure – Check



Virginia Association of Counties Risk Pool

1819 Electric Road, Suite C
Roanoke, VA 24018

273964

Frederick County Sheriff's Office Range

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. Replace DRASH Tent <i>DRASH MX Series, Model M, 29' x 18', Part # MXA2000T, Manu 2007, Quote from HDT Global, (Price Doesn't Include Pending Shipping).</i>	1.00 EA	0.00	22,950.00	0.00	22,950.00
Totals: Frederick County Sheriff's Office Range				0.00	22,950.00
Line Item Totals: 273964				0.00	22,950.00



VACORP

Virginia Association of Counties Risk Pool

1819 Electric Road, Suite C
Roanoke, VA 24018

1 1-1

Taken By: Member



2 2-2

Taken By: Member



FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

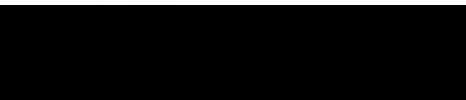
540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler Director of Finance
FROM : Sheriff Lenny Millholland
DATE : March 5, 2021
SUBJECT : Insurance Reimbursement

The Frederick County Sheriff's Office has received a check from VACoRP in the amount of \$5,688.38 for an auto claim dated December 5, 2020. This amount was posted to 3-010-018990-0001

We are requesting this amount to be appropriated to line item 31020-3004-000-002.

Thank you,



LWM/adc

c.s. 2/24/21



VACORP

February 9, 2021

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


Virginia Association of Counties Group Self-Insurance Risk Pool
Member: Frederick County
Claim Number: 0342020275478
Date of Loss: 12/05/2020

Dear Frederick County:

Enclosed please find a VACORP property damage check in the amount of \$5,688.38 for the repairs toward the 2019 Ford Explorer VIN#9132. We issued payment of \$6,188.38 (estimate) – \$500.00 (IM deductible) = \$5,688.38 to Frederick County. This payment was for the invoice from General Sales Administration.

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

Sincerely,


Corey Reese
Claims Associate

Enclosure – Check

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 : March 5, 2021
SUBJECT : Insurance Reimbursement

The Frederick County Sheriff's Office has received a check from VACoRP in the amount of \$9,637.50 for an auto claim dated February 19, 2021. This amount was posted to 3-010-018990-0001

We are requesting this amount to be appropriated to line item 31020-8005-000-000.

Thank you,

[REDACTED]

LWM/adc

c.s. 3/5/21



VACORP

FREDERICK
COUNTY
MAR - 1 2021
FINANCE
DEPARTMENT

February 19, 2021

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

Virginia Association of Counties Self-Insurance Risk Pool
Member: Frederick County
Claim Number: 0342021275832
Date of Loss: 2/7/2021

Dear Ms. Place:

Enclosed please find a VACORP property damage check in the amount of \$9,637.50 to cover the total loss of the 2016 Ford Taurus, VIN# 8205. This amount was determined by the S&S Appraisal Services estimate that shows the value in the amount of \$10,137.50 after the \$500 policy deductible was applied.

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

Sincerely,



Tammy H. Windle
Claims Specialist

Enclosure – Check

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

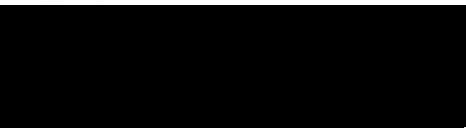
540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler Director of Finance
FROM : Sheriff Lenny Millholland
DATE : April 5, 2021
SUBJECT : Insurance Reimbursement

The Frederick County Sheriff's Office has received a check from VACoRP in the amount of \$18,775.00 for auto claims dated February 21, 2021 involving Deputies Armstrong and Renner. This amount was posted to 3-010-018990-0001

We are requesting this amount to be appropriated to line item 31020-8005-000-000. This amount will go towards new vehicle.

Thank you,



LWM/adc

c.s. 4/2/21



VACORP

FREDERICK
COUNTY

MAR 25 2021

FINANCE
DEPARTMENT

March 18, 2021

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: 0342021276149
Date of Loss: 2/21/2021

Dear Ms. Place:

Enclosed please find VACORP property damage check in the amount of \$18,775.00 for the total losses of the 2014 Ford Taurus VIN 6542 and the 2016 Ford Taurus VIN 8200 that were damaged on 2/21/2021. This payment was based on the Actual Cash Values less the \$500.00 deductible.

Payment Breakdown:

2014 Ford Taurus VIN 6542 – Actual Cash Value	\$7,725.00
2016 Ford Taurus VIN 8200 – Actual Cash Value	\$11,550.00
Deductible:	\$-500.00
Total:	\$18,775.00

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

Sincerely,

[Redacted Signature]

Jared Mullen
Claims Specialist

Enclosed – Check

ROUND HILL COMMUNITY FIRE AND RESCUE COMPANY

P.O. Box 1368
Winchester, VA 22604
Phone: 540-667-6855
President: Rodney Snapp

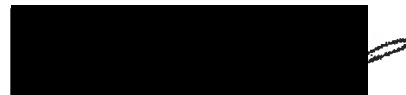
April 6, 2021

Dear Cheryl Shiffler,
Finance Director

We are writing to request our available proffers money toward the purchase of a new Rescue Engine for Round Hill Community Fire and Rescue Company. We believe this amount to be \$41,652.00 currently available. After completing a bid process, Pierce was awarded the contract to build our new Rescue Engine. This truck has been purchased off the HGAC Contract pricing. We have already signed a contract with Pierce Manufacturing for the new Rescue Engine, a Pierce Velocity HDRP Gen 3 at a price of \$933,822.00. We have paid a pre-payment of \$860,059.00

We appreciate your attention to this matter and look forward to continuing to provide the best possible service to the community.

Sincerely,

A black rectangular redaction box covering the signature of Rodney Snapp. A small handwritten mark is visible to the right of the box.

Rodney Snapp
President



Clear Brook Volunteer Fire & Rescue Company, Inc.

1256 Brucetown Road, Clear Brook, Va. 22624

April 14, 2021

Frederick County Finance Committee
107 North Kent Street, 3rd Floor
Winchester, VA 22601

Attention: Ms. Cheryl B. Shiffler
Finance Director

Request for Proffer

Clear Brook Volunteer Fire & Rescue is in the process of building an addition onto the existing Fire Station located at 1256 Brucetown Road, in Clear Brook Virginia. The construction of the addition is under way and is to improve the living conditions for the both the county career staff as well as the volunteers. At this time, we are requesting allocation of the Proffer Funds in the amount of \$539,147.66 that has been collected for Clear Brook Volunteer Fire & Rescue as indicated on the County Proffer Funds spreadsheet. Expenses for design and development have have already been paid out of our funds. We are seeking reimbursement for these expenses as as well as cost for construction. Associated costs are outlined on the attached document including invoices, contracts and additional changes that are to be proposed.

Sincerely,

CLEAR BROOK VOLUNTEER FIRE & RESCUE, INC.

Lloyd C. Winters, President



Clear Brook Volunteer Fire & Rescue Company, Inc.

1256 Brucetown Road, Clear Brook, Va. 22624

Invoices and Estimates for construction.

Main Street Architecture	\$25,700.00
Dice Engineering	\$5,800.00
H&W Construction	\$427,816.26
Morrison Excavation (Sewer Line)	\$21,500.00
Frederick Water (Sewer Tap)	\$6,576.00
GreenWay Engineering	\$2,500.00
Southern States (Propane)	\$1,444.50
H&W (Crane Rental)	\$560.00
Apparatus Bay Siding	\$25,000.00
Rock Breaking and Removal	\$6,790.00
Contingency for unknown expenses	\$15,460.90
Project total	\$539,147.66



COUNTY OF FREDERICK, VIRGINIA

FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive
Winchester, VA 22602

Steven A. Majchrzak
Chief

MEMORANDUM

TO: Kris Tierney, County Administrator
Frederick County Virginia

FROM: Steven Majchrzak, Chief [REDACTED]
Frederick County Fire and Rescue Department

SUBJECT: Reserve Apparatus Funding Request

DATE: April 2, 2021

Frederick County Fire and Rescue System is requesting an appropriation in the amount of \$182,000 for the purchase of two fire apparatus to serve as reserve units for the entire system. Specifically:

- 1) Purchase of Rescue Engine 12 from the Middletown Volunteer Fire Rescue Company for \$120,000;
- 2) Purchase of Wagon 19 from the North Mountain Volunteer Fire Rescue Company for \$62,000.

Background

As part of the FY 2022 Budget request, the Volunteer Association requested Frederick County explore the possibility of funding the purchase of sufficient apparatus to serve as a System-wide reserve fleet, to fill-in for front-line units when they were out of service for repairs or maintenance.

An inventory of the System fire apparatus owned by the eleven volunteer companies showed the average age of the fleet vehicles to be 20.6 years. Per National Fire Protection Association (NFPA) 1901: Standard for Automotive Fire Apparatus, typically fire apparatus should be rotated out of regular service into a reserve status after 15 years and completely removed from field service after 25 years. Data collected from the companies illustrate the point showing numerous service days lost and high repair and maintenance costs for the aging fleet.

In January 2021, three companies were identified as being significantly involved in securing replacement vehicles for their front-line apparatus and looking to sell their existing units that were being replaced.

An evaluation committee was created to look at the three apparatus and determine their suitability as potential reserve units to serve the entire System. An evaluation of the functionality, age, condition, service history and pricing of the apparatus resulted in the recommendation that two apparatus be considered for purchase by the County.

Both apparatus have relatively low mileage and a well-documented repair and maintenance history and are competitively priced for re-sale based on the research of the evaluation committee. In addition to the direct benefit of having readily available reserve apparatus for use when front-line apparatus are out of service for repair or maintenance, the purchase of the reserve apparatus would serve two additional purposes.

First, the apparatus will be used to supplement the Training Division in providing hands on training for both career and volunteer firefighters without reducing the number of available front-line apparatus. The Training Division currently maintains two apparatus for training, which are 36 and 27-year-old units respectively. With the purchase of the two proposed reserve apparatus, the oldest unit will be sold and the remaining unit dedicated to the Training Division, supplemented with the two reserve apparatus as necessary. It is anticipated that as the two proposed reserve apparatus near their end of field service life, we can extend their use as purely training apparatus due to their relatively low mileage and quality maintenance history.

Second, the purchase of the reserve apparatus will allow companies to rationalize the size of their fleet since they will no longer be solely dependent on providing their own reserve apparatus if a unit goes out of service for whatever reason. Historically, companies have maintained multiple units and kept units past their useful life to assure that a reserve piece was available in the event of repair or maintenance. Now that there is common reserve capability, the System and companies can rationalize the fleet-size going forward.

Conclusion

The purchase of the two reserve apparatus will greatly enhance the readiness of the System to respond to emergency incidents by assuring there are appropriate resources available to address front-line apparatus being out of service for repair or maintenance. The allocation of funds to purchase the vehicle is requested by June 1, 2021 to timely complete the sale and transfer. In the event the replacement apparatus for the two vehicles are delayed, the County would continue to utilize them in their respective stations until the replacement vehicles are placed in service.

The two apparatus provide a relatively low-cost option to create a reserve fleet that offers multiple operational advantages and system efficiencies. Your favorable consideration of the proposal is greatly appreciated.

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

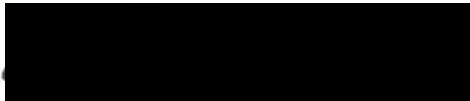
540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : New Vehicles
DATE : April 15, 2021

We are requesting 15 vehicles to be purchased from Capital Request. Below is the associated costs.

<u>Request</u>	<u>Total</u>	<u>Total Funds Requested</u>
Vehicles	15	\$576,000.00
Equipment	15	\$121,500.00
Radio	15	\$120,000.00
Decals	15	\$12,000.00
Labor	15	\$30,000.00
Grand total		\$859,500.00

Thank you



LWM

DATE	BUDGET TRANSFERS MARCH 2021 DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
3/8/2021	BOARD OF SUPERVISORS	TO COVER DEFICIT IN PROFESSIONAL SERVICES	1101	5506	000	000	(1,700.00)
	OTHER		1224	3002	000	000	1,700.00
	COUNTY ADMINISTRATOR		1201	5506	000	000	(1,900.00)
	OTHER		1224	3002	000	000	1,900.00
3/8/2021	INFORMATION TECHNOLOGY	TRANSFER FUNDS FOR REFRESH	1220	5401	000	004	55,000.00
	TRANSFERS/CONTNGENCY		9301	5890	000	000	(55,000.00)
3/11/2021	FIRE AND RESCUE	PROMOTIONS 3/21	3505	1001	000	011	8,257.92
	FIRE AND RESCUE		3505	1001	000	123	8,257.92
	FIRE AND RESCUE		3505	1001	000	045	8,257.92
	FIRE AND RESCUE		3505	1001	000	117	8,257.92
	FIRE AND RESCUE		3505	2001	000	000	2,526.92
	FIRE AND RESCUE		3505	2002	000	000	3,788.72
	FIRE AND RESCUE		3505	2006	000	000	442.60
	FIRE AND RESCUE		3505	2011	000	000	1,780.40
	TRANSFERS/CONTNGENCY		9301	5890	000	000	(41,570.32)
3/12/2021	REASSESSMENT/BOARD OF ASSESSORS	BAI SOFTWARE UPDATE	1210	3005	000	000	(49.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	3010	000	000	49.00
3/12/2021	FIRE AND RESCUE	CCS PRESENTATION SYSTEM INSTALL LABOR AND EQUIPMENT	3505	5413	000	000	(5,873.68)
	FIRE AND RESCUE		3505	8009	000	000	5,873.68
3/12/2021	PUBLIC SAFETY COMMUNICATION	MEMBERSHIP FOR NENA	3506	5506	000	000	(140.00)
	PUBLIC SAFETY COMMUNICATION		3506	5801	000	000	140.00
3/15/2021	ELECTORAL BOARD AND OFFICIALS	REGISTRAR HARDWARE AND SOFTWARE	1301	5413	000	000	35,376.00
	ELECTORAL BOARD AND OFFICIALS		1301	5401	000	000	5,023.76
	TRANSFERS/CONTNGENCY		9301	5890	000	000	(40,399.76)
3/18/2021	INFORMATION TECHNOLOGY	TO COVER INVOICE TO ONTARIO INVESTMENTS	1220	5413	000	003	(3,580.00)
	INFORMATION TECHNOLOGY		1220	5401	000	004	3,580.00
3/22/2021	ELECTORAL BOARD AND OFFICIALS	FUNDS TO COVER DEFICITS	1301	3004	000	001	(500.00)
	ELECTORAL BOARD AND OFFICIALS		1301	3007	000	000	500.00
	ELECTORAL BOARD AND OFFICIALS		1301	3010	000	000	(1,000.00)
	ELECTORAL BOARD AND OFFICIALS		1301	2001	000	000	1,000.00
3/22/2021	MANAGEMENT INFORMATION SYSTEMS	TO COVER CUCM UPGRADE	1222	5401	000	000	(15,000.00)
	INFORMATION TECHNOLOGY		1222	3002	000	000	15,000.00
3/25/2021	SHERIFF	TO COVER DEFICIT AMOUNT	3102	3004	000	002	(11.28)
	SHERIFF		3102	5309	000	000	11.28
3/25/2021	BOARD OF SUPERVISORS	TO COVER DEFICIT IN CENTRAL STORES COPIES	1101	5506	000	000	(500.00)
	BOARD OF SUPERVISORS		1101	4003	000	001	500.00
3/25/2021	COUNTY OFFICE BUILDINGS/COURTHOUSE	TO COVER DEFICIT IN PROFESSIONAL SERVICES	4304	3010	000	052	(3,500.00)
	OTHER		1224	3002	000	000	3,500.00
3/25/2021	CLEARBROOK PARK	TO COVER ELECTRICAL WORK	7109	3004	000	002	(858.00)
	CLEARBROOK PARK		7109	3004	000	003	858.00
3/25/2021	SHERANDO PARK	TO COVER DEFICIT	7110	9001	000	000	(2,465.00)
	CLEARBROOK PARK		7109	9001	000	000	2,465.00
3/25/2021	CLEARBROOK PARK	TO COVER SUPPLIES NEEDED FOR VOLLEYBALL COURT BORDER	7109	5412	000	000	(8,156.00)
	CLEARBROOK PARK		7109	5413	000	000	8,156.00
3/25/2021	INFORMATION TECHNOLOGY	WIRELESS ACCESS	1220	5413	000	003	99,123.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(99,123.00)
3/29/2021	INFORMATION TECHNOLOGY	CYBERSECURITY SOFTWARE	1220	3005	000	000	78,688.42
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(78,688.42)
3/31/2021	COUNTY OFFICE BUILDINGS/COURTHOUSE	ADVERTISEMENT FOR PART-TIME CUSTODIAN/COUNTY ADMINISTRATION BLDG	4304	5101	000	000	(125.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3007	000	000	125.00
3/31/2021	PUBLIC SAFETY COMMUNICATIONS	COVER OVERTIME DEFICIT	3506	1005	000	000	35,000.00
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	005	(20,000.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	014	(4,000.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	019	(8,000.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	009	(3,000.00)
3/31/2021	AGRICULTURE	FUNDS NEEDED FOR ADOBE SUBSCRIPTION	8301	3004	000	001	(34.88)
	AGRICULTURE		8301	5411	000	000	34.88
3/31/2021	AGRICULTURE	FUNDS NEEDED FOR POSTAGE	8301	3004	000	001	(333.33)
	AGRICULTURE		8301	5204	000	000	333.33
	AGRICULTURE		8301	5506	000	000	(290.24)
	AGRICULTURE		8301	5204	000	000	290.24
3/31/2021	AGRICULTURE	FUNDS NEEDED FOR PROGRAM	8301	5506	000	000	(2,251.26)
	AGRICULTURE		8301	5401	000	000	2,251.26
3/31/2021	ELECTORAL BOARD AND OFFICIALS	FUNDS TO COVER DEFICITS AND JUNE PRIMARY	1301	1003	000	000	(4,000.00)
	REGISTRAR		1302	1005	000	000	4,000.00
3/31/2021	MAINTENANCE ADMINISTRATION	INSUFFICIENT FUNDS FOR OFFICE SUPPLIES COUNTY ADMINISTRATION BLDG.	4301	5506	000	000	(125.00)
	MAINTENANCE ADMINISTRATION		4301	5401	000	000	125.00
3/31/2021	HUMAN RESOURCES	ADVERTISING FOR POSITIONS	1203	3007	000	000	3,000.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(3,000.00)
3/31/2021	SHERIFF	PROMOTIONS 3/21	3102	1002	000	022	(985.00)
	SHERIFF		3102	1001	000	063	985.00
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	019	(292.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	017	292.00
	SHERIFF		3102	1002	000	022	(664.00)
	SHERIFF		3102	1001	000	046	664.00
3/31/2021	SHERIFF	PROMOTIONS 3/21	3102	1002	000	022	(647.00)
	SHERIFF		3102	1002	000	056	647.00
	HUMAN RESOURCES		1203	5506	000	000	(1,332.00)
	HUMAN RESOURCES		1203	1001	000	044	1,332.00
	SHERIFF		3102	1002	000	055	(292.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	003	292.00

BUDGET TRANSFERS MARCH 2021								
DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT	
	SHERIFF		3102	1002	000	022	(1,247.00)	
	SHERIFF		3102	1002	000	077	1,247.00	
	SHERIFF		3102	1002	000	022	(2,055.00)	
	SHERIFF		3102	1001	000	061	2,055.00	
	FIRE AND RESCUE		3505	1007	000	001	(1,167.00)	
	FIRE AND RESCUE		3505	1001	000	143	1,167.00	
	SHERIFF		3102	1002	000	055	(307.00)	
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	018	307.00	
	COMMONWEALTH'S ATTORNEY		2201	1001	000	014	(1,433.00)	
	COMMONWEALTH'S ATTORNEY		2201	1001	000	021	1,433.00	
	PLANNING		8101	5506	000	000	(4,166.00)	
	PLANNING		8101	1001	000	056	4,166.00	
	PLANNING		8101	5506	000	000	(319.00)	
	PLANNING		8101	2001	000	000	319.00	
	PLANNING		8101	5506	000	000	(478.00)	
	PLANNING		8101	2002	000	000	478.00	
	PLANNING		8101	5506	000	000	(56.00)	
	PLANNING		8101	2006	000	000	56.00	
	PLANNING		8101	5506	000	000	(22.00)	
	PLANNING		8101	2006	000	000	22.00	
	PLANNING		8101	5506	000	000	(4.00)	
	PLANNING		8101	2011	000	000	4.00	
3/31/2021	INFORMATION TECHNOLOGY	TO COVER OVERTIME DEFICIT	1220	1005	000	000	4,552.84	
	INFORMATION TECHNOLOGY		1220	1001	000	055	(4,552.84)	
	RECREATION CENTERS AND PLAYGROUNDS		7104	1005	000	000	7,002.27	
	RECREATION CENTERS AND PLAYGROUNDS		7104	1003	000	000	(7,002.27)	
3/31/2021	INFORMATION TECHNOLOGY	TO PURCHASE SERVICES	1220	5413	000	003	(11,806.00)	
	INFORMATION TECHNOLOGY		1220	8007	000	003	11,806.00	
4/1/2021	COUNTY OFFICE BUILDINGS	MATERIALS NEEDED TO GET SMITHFIELD READY FOR OCCUPANCY	4304	3006	000	005	(100.00)	
	COUNTY OFFICE BUILDINGS		4304	5400	000	086	100.00	
4/6/2021	PUBLIC SAFETY COMMUNICATIONS	FUND SALARY DEFICIT	3506	1001	000	019	(8,500.00)	
	PUBLIC SAFETY COMMUNICATIONS		3506	1003	000	001	8,500.00	
4/6/2021	COUNTY OFFICE BUILDINGS/COURTHOUSE	INSUFFICIENT FUNDS TO PAY FOR WATER SAVER COMMODES	4304	3004	000	003	(2,000.00)	
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5400	000	000	2,000.00	
4/6/2021	FIRE AND RESCUE	PURCHASE BODY ARMOR FOR THE RESCUE TASK FORCE	3505	5413	000	000	(60,000.00)	
	FIRE AND RESCUE		3505	5410	000	000	60,000.00	
4/6/2021	ANIMAL SHELTER	SUPPLEMENT LINE ITEM FOR THE REMAINDER OF FY21	4305	3002	000	000	(2,500.00)	
	ANIMAL SHELTER		4305	3001	000	000	2,500.00	
	ANIMAL SHELTER		4305	5413	000	000	(2,500.00)	
	ANIMAL SHELTER		4305	3001	000	000	2,500.00	
4/5/2021	COUNTY OFFICE BUILDINGS/COURTHOUSE	REPAIRS AT SMITHFIELD AVENUE	4304	5101	000	007	(700.00)	
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5400	000	086	700.00	

County of Frederick
General Fund
March 31, 2021

ASSETS	FY21 <u>3/31/21</u>	FY20 <u>3/31/20</u>	Increase <u>(Decrease)</u>
Cash and Cash Equivalents	23,128,461.91	24,206,679.69	(1,078,217.78) *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Receivable Arrears Pay Deferred	432,805.34	492,931.69	(60,126.35)
Taxes, Commonwealth, Reimb.P/P	2,123,310.97	3,249,522.79	(1,126,211.82)
Streetlights	557.37	591.36	(33.99)
Miscellaneous Charges	15,138.91	19,362.22	(4,223.31)
Due from Fred. Co. San. Auth.	0.00	657,083.23	(657,083.23)
Prepaid Postage	2,561.44	4,806.28	(2,244.84)
GL controls (est.rev / est. exp)	<u>(19,442,449.09)</u>	<u>(14,301,747.31)</u>	<u>(5,140,701.78)</u> (1) Attached
TOTAL ASSETS	<u>6,261,941.85</u>	<u>14,330,784.95</u>	<u>(8,068,843.10)</u>
LIABILITIES			
Accrued Wages Payable	1,532,417.87	1,439,785.27	92,632.60
Retainage Payable	0.00	91,663.30	(91,663.30)
Performance Bonds Payable	827,605.67	908,158.55	(80,552.88)
Taxes Collected in Advance	353,440.92	243,213.00	110,227.92
Deferred Revenue	<u>2,138,677.48</u>	<u>3,269,775.37</u>	<u>(1,131,097.89)</u> *B
TOTAL LIABILITIES	4,852,141.94	5,952,595.49	(1,100,453.55)
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	999,117.33	736,071.57	263,045.76 (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant	457,784.03	371,751.60	86,032.43
Prepaid Items	949.63	949.63	0.00
Advances	657,083.23	657,083.23	0.00
Courthouse Fees	487,960.80	453,620.55	34,340.25
Animal Shelter	1,209,505.42	1,181,179.07	28,326.35
Sheriff's Reserve	1,000.00	1,000.00	0.00
Proffers	4,030,258.38	6,323,097.26	(2,292,838.88) (3) Attached
Parks Reserve	86,948.99	17,174.06	69,774.93
E-Summons Funds	164,573.40	69,760.08	94,813.32
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>(7,126,431.15)</u>	<u>(1,874,547.44)</u>	<u>(5,251,883.71)</u> (4) Attached
TOTAL EQUITY	<u>1,409,799.91</u>	<u>8,378,189.46</u>	<u>(6,968,389.55)</u>
TOTAL LIAB. & EQUITY	<u>6,261,941.85</u>	<u>14,330,784.95</u>	<u>(8,068,843.10)</u>

NOTES:

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

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

BALANCE SHEET

(1) GL Controls	FY21	FY20	Inc/(Decrease)
Estimated Revenue	198,863,768	190,834,413	8,029,355
Appropriations	(102,167,574)	(93,604,210)	(8,563,364)
Est. Transfers to Other Funds	(117,210,331)	(116,051,677)	(1,158,654)
Est. Transfers From Other Funds	72,570	3,783,655	(3,711,085)
Encumbrances	999,117	736,071	263,046
Total	(19,442,449)	(14,301,748)	(5,140,702)

(2) General Fund Purchase Orders 3/31/21

	Amount	Cares Act Funds Indicated by Asterisk*
Animal Shelter	30,620.82	2021 Ford Explorer
County Office Buildings	7,065.00	Bowman Library BAS Upgrade Control
Fire and Rescue	3,692.70	Quarterly Air Testing and Annual Compressor Maintenance
	43,994.00	Kappler Gowns
	64,053.90	(2) F250 3/4 Ton Pick Up Crew Cab
	6,943.44	Training Room Smart System Installation*
	77,136.00	LifePak Annual Preventative Maintenance
IT	340,837.90	PSB Security Cameras, AS Video Intercom, Round Hill Access Control Cards *
	5,901.11	Security Enhancement To Our DMZ Switch For the Entire County.
	42,122.80	Upgrades To Wireless Access Points Around The Building
	78,688.42	Managed Threat Protection Upgrade To Sophos Our Antivirus Software.
	11,806.00	(2) ThinkSystem Backup Servers
Parks and Recreation	3,808.75	Ballfield Diamond Mix
	10,071.00	Power Pole Relocation for Volleyball Court
	13,974.00	Volleyball Sand
	15,930.00	Rose Hill Park Tar/Chip Trail
	11,518.50	Program Uniforms
Public Works	29,325.40	2021 Chevrolet Colorado
Reassessment	28,912.40	2021 Chevrolet Colorado
Registrar	35,376.00	E Poll TAB Software Upgrade
Sheriff	2,923.90	Body Armour Vests with Carriers
	27,266.69	Emergency Equipment
	39,286.95	2020 Chevrolet Tahoe
	17,200.00	Install Emergency Equipment
	23,839.20	(16) Mobile Car Radios& Antenna Kits
Volunteer Fire Departments	5,856.45	Evinrude 30 HP Motor
	15,228.00	Gooseneck Car Trailer
	5,738.00	30HP Tohatsu Outboard Motor
Total	999,117.33	

(3) Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance 3/31/21	1,039,211.95	206,023.70	749,574.47	2,035,448.26	4,030,258.38

Designated Other Projects Detail

Administration	412,304.94
Bridges	16,214.32
Historic Preservation	129,000.00
Library	278,357.00
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	122,557.00
Solid Waste	12,000.00
Stop Lights	52,445.00
Treasurer	700.00
Freedom Manor Transportation	4,250.00
BPG Properties/Rt.11 Corridor	330,000.00
Blackburn Rezoning	452,745.00
Clearbrook Bus.Ctr.Rezoning	2,500.00
Total	2,035,448.26

Other Proffers 3/31/21

(4) Fund Balance Adjusted	
Beginning Balance 3/31/21	40,651,556.53
Revenue 3/21	114,784,448.17
Expenditures 3/21	(63,995,708.79)
Transfers 3/21	(98,566,727.06)
Ending Balance 3/31/21	(7,126,431.15)

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 March 31, 2021

REVENUES:	<u>Appropriated</u>	FY21 3/31/21 <u>Actual</u>	FY20 3/30/20 <u>Actual</u>	YTD Actual <u>Variance</u>
General Property Taxes	135,657,816.00	64,741,078.05	61,486,889.53	3,254,188.52 (1)
Other local taxes	39,705,976.00	27,702,008.54	26,677,034.03	1,024,974.51 (2)
Permits & Privilege fees	2,266,235.00	1,695,425.06	1,747,096.99	(51,671.93) (3)
Revenue from use of money and property	1,398,323.97	234,166.11	1,002,680.01	(768,513.90) (4)
Charges for Services	3,498,694.00	1,714,074.54	2,163,057.06	(448,982.52) *1
Miscellaneous	724,254.97	427,050.92	247,997.08	179,053.84
Recovered Costs	2,861,945.31	2,448,295.17	1,492,573.52	955,721.65 (5)
Proffers		1,284,595.77	1,379,761.15	(95,165.38) (5)
Intergovernmental:				
Commonwealth	12,511,475.44	14,357,357.27	14,678,574.69	(321,217.42) (6)
Federal	164,746.73	23,841.74	90,048.19	(66,206.45) (7)
Insurance Recoveries	0.00	9,684.00	7,703.11	1,980.89
Transferred from County Capital	72,570.00	72,570.00	3,783,654.99	(3,711,084.99) *2
Transferred from Cares Act	74,301.00	74,301.00	0.00	74,301.00
TOTAL REVENUES	198,936,338.42	114,784,448.17	114,757,070.35	27,377.82
EXPENDITURES:				
General Administration	15,528,318.42	10,974,238.73	12,903,429.74	(1,929,191.01)
Judicial Administration	3,161,066.74	2,081,852.29	2,116,607.15	(34,754.86)
Public Safety	45,237,698.85	33,287,634.90	32,746,972.43	540,662.47
Public Works	6,688,587.39	4,345,296.00	3,848,907.13	496,388.87
Health and Welfare	11,271,157.60	6,909,493.50	6,754,923.06	154,570.44
Education	81,308.00	60,981.00	60,981.00	0.00
Parks, Recreation, Culture	7,949,408.70	4,595,007.26	5,490,033.76	(895,026.50)
Community Development	2,234,144.01	1,741,205.11	1,117,834.88	623,370.23
TOTAL EXPENDITURES	92,151,689.71	63,995,708.79	65,039,689.15	(1,043,980.36) (8)
OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	100,877,848.87	98,566,727.06	90,901,688.47	7,665,038.59 (9)
Excess (deficiency)of revenues & other sources over expenditures & other uses	5,906,799.84	(47,777,987.68)	(41,184,307.27)	6,593,680.41
Fund Balance per General Ledger		40,651,556.53	39,309,759.83	1,341,796.70
Fund Balance Adjusted to reflect Income Statement 3/31/21		(7,126,431.15)	(1,874,547.44)	(5,251,883.71)
*1 Decrease in Parks and Recreation Fees.				
*2 Transferred from the Board of Supervisors Funds'				

(1)General Property Taxes	FY21	FY20	Increase/Decrease
Real Estate Taxes	32,886,752	32,049,139	837,613
Public Services	1,298,170	1,422,152	(123,982)
Personal Property	28,862,118	26,590,261	2,271,857
Penalties and Interest	1,249,240	1,049,632	199,608
Credit Card Chgs./Delinq.Advertising	11,875	2,232	9,643
Adm.Fees For Liens&Distress	432,923	373,474	59,449
	64,741,078	61,486,890	3,254,188

(2) Other Local Taxes

Local Sales Tax	10,598,252.22	9,407,043.34	1,191,208.88
Communications Sales Tax	590,917.78	655,880.30	(64,962.52)
Utility Taxes	2,336,967.88	2,474,624.95	(137,657.07) *1
Business Licenses	7,545,388.35	7,689,010.21	(143,621.86)
Auto Rental Tax	122,143.14	115,742.48	6,400.66
Motor Vehicle Licenses Fees	616,151.15	625,617.18	(9,466.03)
Recordation Taxes	2,036,259.86	1,540,491.48	495,768.38
Meals Tax	3,347,342.35	3,553,923.99	(206,581.64)
Lodging Tax	492,984.39	599,644.31	(106,659.92)
Street Lights	11,521.42	11,035.79	485.63
Star Fort Fees	4,080.00	4,020.00	60.00
Total	27,702,008.54	26,677,034.03	1,024,974.51

(3)Permits&Privileges

Dog Licenses	34,185.00	36,641.00	(2,456.00)
Land Use Application Fees	4,225.00	3,350.00	875.00
Transfer Fees	3,094.65	2,646.00	448.65
Development Review Fees	316,172.50	272,416.80	43,755.70
Building Permits	958,792.63	1,065,136.82	(106,344.19)
2% State Fees	6,080.28	11,282.37	(5,202.09)
Electrical Permits	76,145.00	112,321.00	(36,176.00)
Plumbing Permits	21,268.00	26,746.00	(5,478.00)
Mechanical Permits	80,738.00	82,000.00	(1,262.00)
Sign Permits	3,375.00	5,400.00	(2,025.00)
Commerical Burning	-	150.00	(150.00)
Explosive Storage Permits	-	200.00	(200.00)
Blasting Permits	430.00	255.00	175.00
Institutional Inspections Permit	5,150.00	-	5,150.00
Land Disturbance Permits	183,869.00	126,452.00	57,417.00
Septic Haulers Permit	-	300.00	(300.00)
Residential Pump and Haul Fee	200.00	-	200.00
Sewage Installation Fee	-	300.00	(300.00)
Transfer Development Rights	1,500.00	1,300.00	200.00
Small Cell Tower Permit	200.00	200.00	-
Total	1,695,425.06	1,747,096.99	(51,671.93)

(4) Revenue from use of

Money	121,964.37	904,451.40	(782,487.03) *2
Property	112,201.74	98,228.61	13,973.13
Total	234,166.11	1,002,680.01	(768,513.90)

*1 Timing of the receipt of revenue in the current year.

*2 Difference is due to lower interest rates.

(5) Recovered Costs	FY21 3/31/2021	FY20 3/31/2020	Increase/Decrease
Recovered Costs Treasurer's Office	-	30,561.00	(30,561.00)
Recovered Costs Social Services	50,703.94	30,016.01	20,687.93
Purchasing Card Rebate	180,864.99	216,723.44	(35,858.45)
Recovered Costs-IT/GIS	27,261.00	27,261.00	-
Recovered Costs-F&R Fee Recovery	344,553.12	319,303.79	25,249.33
Recovered Cost Fire Companies	173,664.17	173,429.97	234.20
Recovered Costs Sheriff	131,845.00	87,737.50	44,107.50
Reimbursement Circuit Court	6,274.71	6,469.63	(194.92)
Reimb.Public Works/Planning Clean Up	1,400.00	725.00	675.00
Clarke County Container Fees	52,947.44	44,614.09	8,333.35
City of Winchester Container Fees	46,380.93	32,677.41	13,703.52
Refuse Disposal Fees	100,654.81	85,992.63	14,662.18
Recycling Revenue	16,755.50	19,194.69	(2,439.19)
Sheriff Restitution	391.09	346.99	44.10
Container Fees Bowman Library	1,344.34	1,581.08	(236.74)
Restitution-Other	-	3,359.00	(3,359.00)
Litter-Thon/Keep VA Beautiful Grant	-	750.00	(750.00)
Reimb.of Expenses Gen.District Court	12,341.50	19,588.74	(7,247.24)
Reimb.Task Force	61,850.90	54,301.28	7,549.62
Sign Deposits Planning	440.00		440.00
Reimb. Elections	5,230.00	1,802.57	3,427.43
Westminister Canterbury Lieu of Tax	18,961.80	18,961.80	-
Labor-Grounds Maint.Fred.Co.Schools	210,997.66	180,239.52	30,758.14
Comcast PEG Grant	65,235.50	67,192.00	(1,956.50)
Fire School Programs	10,610.00	10,229.00	381.00
Clerks Reimbursement to County	8,103.10	7,567.80	535.30
Parks Other Grants	-	5,000.00	(5,000.00)
Equip-Grounds Maint. Fred. Co. Schoolds	-	33,500.27	(33,500.27)
Reimb. Sheriff	9,961.36	13,447.31	(3,485.95)
Cares Act	909,522.31	-	909,522.31
Subtotal Recovered Costs	2,448,295.17	1,492,573.52	955,721.65
Proffer Sovereign Village	-	7,317.46	(7,317.46)
Proffer Redbud Run	-	19,362.00	(19,362.00)
Proffer Southern Hills	249,189.33	255,578.80	(6,389.47)
Proffer Snowden Bridge	688,010.13	760,934.66	(72,924.53)
Proffer Cedar Meadows	68,334.00	151,311.00	(82,977.00)
Proffer Madison Village	108,854.40	-	108,854.40
Proffer Freedom Manor	11,250.00	2,750.00	8,500.00
Proffer The Village At Middletown	158,957.91	182,507.23	(23,549.32)
Subtotal Proffers	1,284,595.77	1,379,761.15	(95,165.38)
Grand Total	3,732,890.94	2,872,334.67	860,556.27

(6) Commonwealth Revenue	FY21	FY20	
	3/31/2021	3/31/2020	Increase/Decrease
Motor Vehicle Carriers Tax	35,394.04	36,457.81	(1,063.77)
Mobile Home Titling Tax	55,025.84	82,594.44	(27,568.60)
Recordation Taxes	-	321,775.14	(321,775.14) *1
P/P State Reimbursement	6,526,528.18	6,526,528.18	-
State Noncategorical Funding	40,464.00	-	40,464.00
Shared Expenses Comm.Atty.	370,808.43	384,292.53	(13,484.10)
Shared Expenses Sheriff	1,773,474.84	1,744,340.70	29,134.14
Shared Expenses Comm.of Rev.	147,987.74	153,799.03	(5,811.29)
Shared Expenses Treasurer	116,681.60	116,510.77	170.83
Shared Expenses Clerk	310,142.81	309,076.20	1,066.61
Public Assistance Grants	3,670,791.40	3,785,579.57	(114,788.17)
Litter Control Grants	14,931.00	13,000.00	1,931.00
Other Revenue From The Commonwealth	5.25	-	5.25
Four-For-Life Funds	96,393.44	-	96,393.44
Emergency Services Fire Program	286,630.00	273,930.00	12,700.00
DMV Grant Funding	9,436.69	16,544.42	(7,107.73)
Parks State Grants	69,351.58	190,845.50	(121,493.92)
State Grant Emergency Services	135,825.46	53,171.20	82,654.26
Sheriff State Grants	37,993.44	89,805.37	(51,811.93)
JJC Grant Juvenile Justice	96,269.00	96,269.00	-
Rent/Lease Payments	160,564.01	199,584.07	(39,020.06)
Spay/Neuter Assistance-State	2,116.12	2,434.04	(317.92)
Wireless 911 Grant	186,741.10	180,453.04	6,288.06
State Forfeited Asset Funds	15,998.64	5,379.45	10,619.19
Victim Witness-Commonwealth Office	197,802.66	96,204.23	101,598.43
Total	14,357,357.27	14,678,574.69	(321,217.42)

*1 Recordation Taxes will not be distributed from the Commonwealth in FY21.

County of Frederick

General Fund

March 31, 2021

(7) Federal Revenue	FY21	FY20	Increase/Decrease
Payments in Lieu of Taxes	-	142.00	(142.00)
Federal Forfeited Assets	5,349.82	6,837.80	(1,487.98)
Housing Illegal Aliens-Federal	-	41,607.00	(41,607.00)
Federal Funds Sheriff	18,491.92	41,461.39	(22,969.47)
Total	23,841.74	90,048.19	(66,206.45)

(8) Expenditures

Expenditures decreased \$1,043,980.36. **General Administration** decreased \$1.9 million and reflects the purchase of Sunnyside Plaza for \$2.1 million in the previous year. **Public Safety** increased \$540,662.47 and includes an increase for the local contribution to the Jail of \$449,420 over the previous year. **Public Works** increased \$496,388.87 and includes \$380,111.63 for the Albin Compactor Site. The **Parks and Recreation** decrease of \$895,026.50 was impacted by the Clearbrook Park Parking Expansion Project and the Sherando Park Recreation Access Project in FY20. **Community Development** increased \$623,370.23 and reflects the \$614,301.00 budgeted transfer to the Economic Development Authority. The transfers decreased \$7,665,038.59.

See Chart below:

(9) Transfers Increased \$7,665,038.59	FY21	FY20	Increase/Decrease
Transfer to School Operating Fund	67,923,350.74	65,407,275.96	2,516,074.78
Transfer to Debt Service Schools	12,814,148.25	12,186,225.00	627,923.25
Transfer to Debt Service County	1,802,153.09	1,775,725.57	26,427.52
Transfer to School Operating Capital	3,715,900.00	-	3,715,900.00
Operational Transfers	155,938.49	23,991.94	131,946.55
Reserve for Merit/COLA Increases	30,361.18	3,950.00	26,411.18
Reserve for Capital	13,004,306.00	11,504,520.00	1,499,786.00
Operational Contingency	(879,430.69)	-	(879,430.69)
Total	98,566,727.06	90,901,688.47	7,665,038.59

*1 School Operating FY21 includes \$1,397,457.67 C/F Encumbrances and \$294,942.57 for FY20 unspent restricted funds. Additionally, \$66,230,950.50 for 75% of the School Operating.

The 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.

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

*3 School Capital Projects

*4 Timing of Insurance Charge Outs

*5 Reimburse Contingency for Capital.

County of Frederick
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER
 March 31, 2021

ASSETS	FY21 <u>3/31/21</u>	FY20 <u>3/31/20</u>	Increase <u>(Decrease)</u>
Cash	10,964,134.43	12,021,767.79	(1,057,633.36) *1
Receivable Arrears Pay Deferred	117,989.36	131,082.52	(13,093.16)
Receivables Other	0.00	0.00	0.00
GL controls(est.rev/est.exp)	<u>(2,255,080.62)</u>	<u>(2,152,363.61)</u>	<u>(102,717.01)</u>
TOTAL ASSETS	<u>8,827,043.17</u>	<u>10,000,486.70</u>	<u>(1,173,443.53)</u>
LIABILITIES			
Accrued Wages Payable	440,238.90	425,780.15	14,458.75
Accrued Operating Reserve Costs	<u>2,679,115.00</u>	<u>2,614,497.00</u>	<u>64,618.00</u>
TOTAL LIABILITIES	<u>3,119,353.90</u>	<u>3,040,277.15</u>	<u>79,076.75</u>
EQUITY			
Fund Balance Reserved			
Encumbrances Undesignated	39,256.94	22,739.48	16,517.46
Fund Balance	<u>5,668,432.33</u>	<u>6,937,470.07</u>	<u>(1,269,037.74) *2</u>
TOTAL EQUITY	<u>5,707,689.27</u>	<u>6,960,209.55</u>	<u>(1,252,520.28)</u>
TOTAL LIABILITY & EQUITY	<u>8,827,043.17</u>	<u>10,000,486.70</u>	<u>(1,173,443.53)</u>

NOTES:

*1 Cash decreased \$1,057,633.36. Refer to the following page for comparative statement of revenues expenditures and changes in fund balance.

*2 Fund balance decreased \$1,269,037.74. The beginning balance was \$6,695,415.04 and includes adjusting entries, budget controls FY21(\$1,441,534.00), (\$827,000.00) for unanticipated inmate medical health care, and the year to date revenue less expenditures \$1,241,551.29.

Current Unrecorded Accounts Receivable-	<u>FY21</u>
Prisoner Billing:	19,552.43
Compensation Board Reimbursement 3/21	<u>493,518.09</u>
Total	513,070.52

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 March 31, 2021

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

REVENUES:	<u>Appropriated</u>	FY21 3/31/21 <u>Actual</u>	FY20 3/31/20 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Probation	-	394.08	347.23	46.85
Interest	100,000.00	8,212.08	72,435.18	(64,223.10)
Salvage/Surplus	-	-	475.00	(475.00)
Supervision Fees	87,376.00	24,341.50	33,269.13	(8,927.63)
Drug Testing Fees	1,000.00	150.00	30.00	120.00
Work Release Fees	380,000.00	156,422.08	255,936.45	(99,514.37)
Prisoner Fees From Other Localities	0.00	-	396.60	(396.60)
Federal Bureau Of Prisons	0.00	605.00	1,485.00	(880.00)
Local Contributions	7,706,061.00	7,116,797.25	7,572,537.00	(455,739.75)
Miscellaneous	14,000.00	11,394.52	11,488.61	(94.09)
Phone Commissions	600,000.00	357,316.23	441,778.16	(84,461.93)
Food & Staff Reimbursement	82,000.00	45,650.02	54,051.28	(8,401.26)
Elec.Monitoring Part.Fees	126,000.00	49,783.88	54,603.89	(4,820.01)
Recovered Costs Cares Act	19,197.29	19,197.29		
Share of Jail Cost Commonwealth	1,275,000.00	659,420.00	623,172.99	36,247.01
Medical & Health Reimb.	58,000.00	36,768.42	33,908.74	2,859.68
Shared Expenses CFW Jail	5,822,125.00	3,891,327.07	3,835,428.84	55,898.23
State Grants	365,050.00	158,798.00	182,416.00	(23,618.00)
D.J.C.P. Grant	0.00	0.00	0.00	0.00
Local Offender Probation	247,933.00	138,148.00	134,520.00	3,628.00
Pretrial Expansion Grant	161,852.00			
Bond Proceeds	0.00	0.00	1,236,568.99	(1,236,568.99)
Transfer From General Fund	5,520,958.00	5,520,958.00	5,071,538.00	449,420.00
TOTAL REVENUES	22,566,552.29	18,195,683.42	19,616,387.09	(1,439,900.96)
EXPENDITURES:	24,860,889.85	16,954,132.13	16,069,266.47	884,865.66
Excess(Deficiency)of revenues over expenditures	(2,294,337.56)	1,241,551.29	3,547,120.62	(2,305,569.33)
FUND BALANCE PER GENERAL LEDGER		<u>4,426,881.04</u>	<u>3,390,349.45</u>	<u>1,036,531.59</u>
Fund Balance Adjusted To Reflect Income Statement 3/31/21		5,668,432.33	6,937,470.07	(1,269,037.74)

County of Frederick
Fund 12 Landfill
March 31, 2021

ASSETS	FY21 <u>3/31/21</u>	FY20 <u>3/31/20</u>	Increase <u>(Decrease)</u>
Cash	37,665,438.69	38,034,362.42	(368,923.73)
Receivables:			
Accounts Receivable	23,500.68	4,664.78	18,835.90
Fees	856,294.30	642,773.25	213,521.05 *1
Receivable Arrears Pay Deferred	21,520.06	24,905.02	(3,384.96)
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	56,682,005.22	52,132,978.40	4,549,026.82
Accumulated Depreciation	(35,591,828.07)	(33,332,386.56)	(2,259,441.51)
GL controls(est.rev/est.exp)	<u>(2,665,453.50)</u>	<u>(4,190,102.30)</u>	<u>1,524,648.80</u>
TOTAL ASSETS	<u>56,907,477.38</u>	<u>53,233,195.01</u>	<u>3,674,282.37</u>
LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	195,919.35	175,948.75	19,970.60
Accrued Remediation Costs	14,337,949.36	13,590,045.91	747,903.45 *2
Deferred Revenue Misc.Charges	23,500.68	4,664.78	18,835.90
Accrued Wages Payable	<u>57,529.70</u>	<u>55,847.62</u>	<u>1,682.08</u>
TOTAL LIABILITIES	<u>14,614,899.09</u>	<u>13,826,507.06</u>	<u>786,709.95</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	6,244.50	0.00	6,244.50 *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>32,427,891.79</u>	<u>29,548,245.95</u>	<u>2,879,645.84</u> *4
TOTAL EQUITY	<u>42,292,578.29</u>	<u>39,406,687.95</u>	<u>2,885,890.34</u>
TOTAL LIABILITY AND EQUITY	<u>56,907,477.38</u>	<u>53,233,195.01</u>	<u>3,674,282.37</u>

NOTES:

*1 Landfill receivables increased \$213,521.05. Landfill fees at 3/21 were \$743,509.36 compared to \$630,395.37 at 3/20 for an increase of \$113,113.99. Delinquent fees at 3/21 were \$159,231.38 compared to \$57,908.30 at 3/20 for an increase of \$101,323.08.

*2 Remediation increased \$747,903.45 that includes \$642,147.00 for post closure and \$105,756.45 in interest.

*3 The encumbrance balance at 3/31/21 was \$6,244.50 for an upgrade to software(Cares Act funds).

*4 Fund balance increased \$2,879,645.84. The beginning balance was \$34,554,088.65 and includes adjusting entries, budget controls for FY21(\$1,273,430.00), C/F(\$1,327,298.00), and \$474,531.14 for a year to date revenue less expenses.

County of Frederick
 Comparative Statement of Revenue, Expenditures
 and Changes in Fund Balance
 March 31, 2021

FUND 12 LANDFILL REVENUES	<u>Appropriated</u>	FY21 3/31/21 <u>Actual</u>	FY20 3/31/20 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Charges	0.00	7,185.55	4,824.64	2,360.91
Interest on Bank Deposits	300,000.00	25,102.52	266,139.53	(241,037.01)
Salvage and Surplus	110,000.00	112,413.50	87,860.80	24,552.70
Sanitary Landfill Fees	7,268,650.00	5,052,776.94	4,872,259.93	180,517.01
Charges to County	0.00	495,437.85	447,090.37	48,347.48
Charges to Winchester	0.00	149,480.40	125,733.55	23,746.85
Tire Recycling	181,640.00	223,111.22	253,423.19	(30,311.97)
Reg. Recycling Electronics	80,000.00	29,380.00	36,599.00	(7,219.00)
Greenhouse Gas Credit Sales	10,000.00	0.00	3,200.00	(3,200.00)
Miscellaneous	0.00	8,630.00	8,750.00	(120.00)
Recovered Cost Cares Act	36,059.38	36,059.38		
Renewable Energy Credits	55,714.00	6,269.90	47,504.30	(41,234.40)
Landfill Gas To Electricity	367,920.00	247,587.95	192,993.98	54,593.97
Insurance Recoveries	0.00	0.00	21,597.76	(21,597.76)
TOTAL REVENUES	<u>8,409,983.38</u>	<u>6,393,435.21</u>	<u>6,367,977.05</u>	<u>(10,601.22)</u>
Operating Expenditures	5,840,465.00	3,128,657.13	3,101,079.32	27,577.81
Capital Expenditures	5,205,157.00	2,790,246.94	3,325,964.89	(535,717.95)
TOTAL Expenditures	<u>11,045,622.00</u>	<u>5,918,904.07</u>	<u>6,427,044.21</u>	<u>(508,140.14)</u>
Excess(deficiency)of revenue over expenditures	(2,635,638.62)	474,531.14	(59,067.16)	533,598.30
Fund Balance Per General Ledger		<u>31,953,360.65</u>	<u>29,607,313.11</u>	<u>2,346,047.54</u>
FUND BALANCE ADJUSTED		32,427,891.79	29,548,245.95	2,879,645.84

County of Frederick, VA
Report on Unreserved Fund Balance
April 16, 2021

Unreserved Fund Balance, Beginning of Year, July 1, 2020 **51,749,766**

Prior Year Funding & Carryforward Amounts

C/F forfeited asset funds - Sheriff	(27,262)
C/F forfeited asset funds - Comm Atty	(35,508)
C/F Albin convenience center	(250,000)
C/F Fire Company Capital	(168,999)
Reserve F&R proffer	(15,000)
C/F unfinished maintenance projects	(51,281)
C/F Chesapeake Bay grant	(2,495)
C/F Sheriff insurance proceeds for impound lot bldg	(40,021)
C/F Old Charlestown Rd park	(152,890)
Reduce P&R retainage	31,005
CARES expenses	288,351
Sheriff grants received for budgeted expenses	48,086
Reserve P&R SGEMF	(66,669)
C/F school restricted funds	(294,943)
AA: FY20 CARES funds - public safety salaries	3,861,389
AA: Sanitation Authority debt write-off per agreement	(657,083)
	2,466,680

Other Funding / Adjustments

Airport Capital local share	(414,376)
No Excuse Early Voting	(94,577)
DHCD grant Inspections	(1,650)
COR refund - Toyota Lease Trust	(6,627)
COR refund - disabled veteran	(5,264)
COR refund - Artisan Plumbing	(6,254)
COR refund - Brian Omps Towing	(3,660)
COR refund - Fernando Velasco	(3,808)
COR refund - Lease Plan USA	(25,297)
COR refund - disabled veteran	(5,912)
COR refund - CAB East LLC	(5,945)
COR refund - Toyota Lease Trust	(7,638)
VDEM SHSP grant	60,000
Transfer to County Capital Fund (F/B above 20%)	(9,800,000)
COR refund - Toyota Lease Trust	(6,068)
COR refund - disabled veteran	(10,437)
COR refund - ARI Fleet	(7,005)
VJCCA return upsent FY20 funds	(16,065)
Transfer to County Capital Fund (F/B above 20%)	(3,204,306)
	(13,564,890)

Fund Balance, April 16, 2021 **40,651,556**

PUBLIC SAFETY COMMITTEE REPORT to the BOARD OF SUPERVISORS
Thursday April 15, 2021
8:30 a.m.
1080 COVERSTONE DRIVE, WINCHESTER, VIRGINIA

ATTENDEES:

Committee Members Present: Walt Cunningham, Judy McCann-Slaughter, Helen Lake, Dave Stegmaier, Chairman Bob Wells and Denny Linaburg.

Staff present: Deputy County Administrator Jay Tibbs, Fire & Rescue Chief Steve Majchrzak, Director of Public Safety Communications Tamara Perez, County Attorney Rod Williams, Major Steve Hawkins, Volunteer Fire & Rescue President Dan Cunningham, Deputy Director of Emergency Management Chester Lauck, Sheriff Lenny Millholland, Finance Director Cheryl Shiffler, Assistant Finance Director Sharon Kibler, Treasurer Billy Orndoff, Deputy Chief Fire Marshal Mark Showers, Chief 13 Chris Jenkins, Co.15 president Rodney Snapp, Co.13 building committee member Will Weber, Captain Alex Beeman, Lt. Chris Hockman and Lt. Barry VanMeter.

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

1. Chapter 90 revision (see attached):

County Attorney Rod Williams presented a proposed revision to Section 90-2 of the County Code regarding the powers of the Fire Marshal and Assistant Fire Marshals. The reason for the proposed revision is to provide clarity to training agencies that the Fire Marshal and Assistant Fire Marshal have certain law enforcement powers.

Mr. Linaburg made a motion to forward the proposed Section 90-2 as written to the Board of Supervisors for public hearing with a recommendation of approval. Mrs. Lake seconded the motion and the Committee unanimously approved.

ITEMS FOR INFORMATION ONLY:

1. Introduction of new Committee Members:

Chairman Wells took a few moments for the Public Safety Committee to introduce themselves as we have a few new members. The new Public Safety Communications Director Tamara Perez, new Fire & Rescue Chief Steve Majchrzak, new citizen member Denny Linaburg and new Board of Supervisors member Dave Stegmaier.

2. Fire & Rescue departmental requests (see attached):

a) Fire and Rescue request to purchase two reserve apparatus.

Chief Majchrzak reviewed the request to purchase 2 reserve apparatuses, a rescue engine, and a wagon for use by the entire Fire & Rescue system. They would be stored at Millwood Station and maintenance would be funded through the Fire & Rescue operations budget. The cost needed in total is \$182,000.

Mrs. McCann-Slaughter made a motion to forward the request for funding from Capital Funds to the Finance Committee with a recommendation of approval. The motion was seconded by Mr. Cunningham. The Committee unanimously approved.

b) Proffer Request for Round Hill Community Fire & Rescue Company.

Chief Majchrzak reviewed the request for proffer funds in the amount of \$41,652 for the purchase of a new rescue engine for Round Hill Fire & Rescue Company. A contract has been signed and a pre-payment has been made.

Mr. Cunningham made a motion to forward the proffer request to the Finance Committee for review with a recommendation of approval. The motion was seconded by Mr. Linaburg. The Committee unanimously approved.

c) Proffer Request for Clearbrook Volunteer & Rescue Company, Inc.

Chief Majchrzak reviewed the request for proffer funds in the amount of \$539,147 for the construction of an addition to the existing Clearbrook Fire & Rescue station which is already under way. The funds were paid out of Clear Brook Fire & Rescue and they are seeking reimbursement for the expenses.

Mrs. McCann-Slaughter made a motion to forward the proffer request to the Finance Committee with a recommendation of approval. The motion was seconded by Mr. Cunningham. The Committee unanimously approved.

3. Sheriff's Office departmental information (see attached):

a) Purchase of replacement vehicles.

Sheriff Millholland addressed the current situation regarding the purchasing of new vehicles, equipment installation in the vehicles and vendors who perform the work. One of the biggest hurdles is the time frame he currently has to work with when ordering at dealerships and the County's budget timeline. His department needs 15 replacement cars, fully outfitted for the road which takes about a week per car to finish. Cheryl Shiffler stated that capital funds request is the appropriate avenue to go to seek funding for the vehicles. She went on to say she would need a dollar amount for the 15 vehicles to include in the Finance Committee agenda.

Mrs. McCann-Slaughter made a motion to forward the request for funding for 15 new fully outfitted vehicles from Capital Funds to the Finance Committee. The motion was seconded by Mr. Stegmaier. The Committee unanimously approved.

b) Grant for a new dive truck.

The Sheriff also mentioned that they received a \$400,000 fully funded grant award for a dive truck. No match is needed by the County.

c) Sheriff's Department Salaries

He also mentioned pay increases for his department. Mr. Tibbs advised the Committee that the County is beginning a salary survey with surrounding jurisdictions to envelop all departments. They are looking at starting in May and have a 5-6 month turnaround before it is complete.

4. Other information:

Cheryl Shiffler advised that the Finance Committee meeting will be held on Wednesday April 21st at 8:00 a.m. in the boardroom downtown for those with items being addressed then.

Respectfully submitted,

Public Safety Committee

Bob Wells
Judy McCann-Slaughter

Dave Stegmaier
Helen Lake

Denny Linaburg
Walt Cunningham