

FINANCE COMMITTEE REPORT to the BOARD OF SUPERVISORS
Wednesday, August 18, 2021
8:00 a.m.
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

A Finance Committee meeting was held in the First Floor Conference room at 107 North Kent Street on Wednesday, August 18, 2021 at 8:00 a.m.

ATTENDEES:

Committee Members Present: Judith McCann-Slaughter, Chairman; Charles DeHaven; Angela Wiseman; and Jeffrey Boppe. Non-voting liaison: Seth Thatcher, Commissioner of the Revenue.

Committee Members Absent: Robert Wells; Gary Oates; and non-voting liaison William Orndoff, Treasurer.

Staff present: Cheryl Shiffler, Finance Director; Sharon Kibler, Assistant Finance Director; Mary Beth Price, Interim County Administrator; Jay Tibbs, Assistant County Administrator; Rod Williams, County Attorney; Lenny Millholland, Sheriff; Scott Varner, IT Director; Tamara Greene, DSS Director; Delsie Jobe, DSS Administrative Services Manager; and Joe Wilder, Public Works Director.

Others present: John Huddy, Handley Regional Library; Ann White, Handley Regional Library; Carol Fox, Handley Regional Library Board; and Josh Janney, Winchester Star.

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

Items 2 – 5, 7 – 9, and 14 were approved under consent agenda.

1. The Department of Social Services requests a General Fund supplemental appropriation in the amount of \$89,322. This amount represents additional State and Federal funds for IV-E Prevention Services Program. No local funds required. See attached memo, p. 4. The committee recommends approval.

2. The Department of Social Services requests a General Fund supplemental appropriation in the amount of \$25,000. This amount represents a carry forward of unspent FY21 funds for the purchase of a vehicle that was ordered in April 2021, but due to supply chain delays will not be delivered until September 2021. See attached memo, p. 5.

3. The Public Works Director requests a General Fund supplemental appropriation in the amount of \$9,717.22. This amount represents a carry forward of unspent FY21 funds from the Flemming Trust for the spay/neuter program. This item has been approved by the Public Works Committee. See attached memo, p. 8.

4. (☑) The Public Works Director requests a General Fund supplemental appropriation in the amount of \$1,346.80. This amount represents court ordered restitution received in FY21. This item has been approved by the Public Works Committee. See attached memo, p. 9 – 10.
5. (☑) The Public Works Director requests a General Fund supplemental appropriation in the amount of \$10,000. This amount represents funds from the Flemming Trust that are reserved for the spay/neuter program. This item has been approved by the Public Works Committee. See attached memo, p. 11.
6. The Public Works Director requests a Landfill Fund supplemental appropriation not to exceed \$1,696,830. This amount represents a carry forward of unspent FY21 funds for ongoing projects at the Landfill. This item has been approved by the Public Works Committee. See attached memo, p. 12 – 13. The committee recommends approval.
7. (☑) The Sheriff requests a General Fund supplemental appropriation in the amount of \$7,540. This amount represents a carry forward of unspent FY21 funds for vehicle equipment. See attached memo, p. 14 – 15.
8. (☑) The Sheriff requests a General Fund supplemental appropriation in the amount of \$74,121. This amount represents a carry forward of donations and insurance reimbursement received in prior years for the construction of a building to hold emergency vehicles. See attached memo, p. 14 – 15.
9. (☑) The Sheriff requests a General Fund supplemental appropriation in the amount of \$12,080. This amount represents a carry forward of unspent FY21 funds to purchase hazardous duty wet suits for the dive team. See attached memo, p. 14 – 15.
10. The Sheriff requests a General Fund supplemental appropriation in the amount of \$38,186. This amount represents a carry forward of unspent FY21 funds to be used for the purchase of MS Office software. See attached memo, p. 14 – 15. The committee recommends approval.
11. The Sheriff requests a General Fund supplemental appropriation in the amount of \$50,001. This amount represents a carry forward of unspent FY21 funds to be used for the purchase of vehicle routers. See attached memo, p. 14 – 15. The committee recommends approval.

12. The IT Director requests a General Fund supplemental appropriation in the amount of \$12,841. This amount represents salary and fringe funds needed for the remainder of FY22 for the reclassification of an Administrative Assistant to a Technology Administrative Coordinator. The position was added to the SAP in July 2021. Local funds are required. See attached memo, p. 16 – 20. The committee recommends approval.
13. The Handley Regional Library requests a General Fund supplemental appropriation in the amount of \$32,265. This amount represents increased funding to provide a cost-of-living adjustment to library staff. Local funds are required. See attached information, p. 21. The committee recommends approval.
14. The Lake Holiday Country Club requests a Lake Holiday Fund supplemental appropriation in the amount of \$2,500,000. This amount represents prepayment of outstanding VRA bonds. The prepayment request was approved by the Board of Supervisors on August 11, 2021. See attached information, p. 22 – 23.

NO ACTION REQUIRED BY BOARD OF SUPERVISORS:

1. The Finance Director discussed FY22 revenue adjustments.

INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for July 2021. See attached, p. 24.
2. Fund balance information will be provided after the County closes FY21.

Respectfully submitted,

FINANCE COMMITTEE

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

By Cheryl B. Shiffler
Finance Director

Memo

To: Finance Committee/Cheryl Shiffler
From: Delsie D. Jobe, Administrative Services Manager
CC: Tamara Green, Director
Date: August 18, 2021
Re: Budget Amendment for New State Mandated Program

The Department of Social Services is requesting a FY 2022 budget amendment. The State implemented a new mandated program that became effective July 1, 2021. The department was not aware of this program back during FY 2022 budget submission and therefore is not included in our current budget. This program will be fully funded by Federal and State dollars. Our initial allocation from the State is \$89,322.

IV-E Prevention Services Program is a program helps local departments of social services operate prevention services programs. The program provides for time-limited (up to one year) prevention services for mental health/substance abuse and in-home parent skill-based programs for: 1) candidates for foster care (children determined to be at imminent risk of removal), 2) pregnant/parenting foster youth, and 3) the parents/kin caregivers of those children and youth. These services or programs are available when the needs of the child, such a parent, or such a caregiver are directly related to the safety, permanence, or well-being of the child or to prevent the child from entering foster care. Services are to be provided to children and families without regard to children's eligibility for title IV-E foster care maintenance payments.

We are requesting to establish a new budget line item under our general ledger:
IV-E Prevention Services 4-010-053170-5835-000, with an allocation of \$89,322.

Again, this has no local dollar match, and the funds will be recouped by the County during our regular reimbursement process each month.

Thank you for your consideration.

Memo

To: Finance Committee/Cheryl Shiffler
From: Delsie D. Jobe, Administrative Services Manager
CC: Tamara Green, Director
Date: August 18, 2021
Re: Carry Forward Request of \$25,000

The Department of Social Services is requesting FY 2021 fund carry forward of \$25,000 from GL# 4-010-053160-8005-000 to the same GL in the FY22 budget. These funds were appropriated for the replacement of one of the departments fleet vehicles. The vehicle was ordered in April 2021; however, the vendor will not be able to deliver the vehicle until September 2021.

Thank you for your consideration.



MEMORANDUM

TO: Cheryl Shiffler, Director of Finance
FROM: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Supplemental Appropriation/Carry Forward Requests for Fiscal Year 2022
DATE: August 3, 2021

In a regularly scheduled meeting held on July 27, 2021, the Public Works Committee unanimously endorsed the following requests:

a. Animal Shelter Budget

1. Line Item 10-4305-3001-01 Professional Services-Donations
Request carry forward in the amount of \$9,717.22 in unspent funds for the spay/neuter program.
(Attachment 1)
2. Line Item 10-4305-3001-00 Professional Health Services
Request a supplemental appropriation in the amount of \$1,346.80 from the restitution line item 3-10-1904-14.
(Attachment 2)
3. Line Item 10-4305-3001-01 Professional Services-Donations
Request a supplemental appropriation in the amount of \$10,000 from the reserve fund line item 10-240-2501. The funding is part of the Dorothy Flemming trust given to the shelter for the spay/neuter fund.
(Attachment 3)

b. Landfill Budget

1. Line Item 12-4204-3002-00 Professional Services
Line Item 12-4204-3004-04 Repair and Maintenance – Generators
Line Item 12-4204-5408-03 Generator Spare Parts
Line Item 12-4204-8900-00 Improvements Other Than
Request any unspent funds from these line items be placed in same line items in FY2022 Budget.
(Attachment 4)

Carry Forward/Supplemental Appropriation Requests

Page 2

June 7, 2016

Please include the above carry forward requests/supplemental appropriation requests on the next Finance Committee agenda.

JCW/kco

attachments as stated

cc: file

FREDERICK COUNTY - ANIMAL SHELTER

Kathy M. Whetzel
Shelter Manager
540/667-9192 ext. 2502
FAX 540/722-6108
E-mail: kwhetzel@fcva.us

MEMORANDUM

TO: Joe Wilder, Director of Public Works
FROM: Kathy Whetzel, Shelter Manager
SUBJECT: FY 20/21 Carry Forwards
DATE: 7/14/21

The Shelter is requesting a funding carry forward from FY 20/21 from line item 10-4305-3001-01 Professional Services -Donation in the amount of \$9,717.22. This amount is the unused portion of spay/neuter funding. The funds were appropriated from the Fleming donation for spaying and neutering shelter pets.

Please contact me if you have any questions.

KMW:hag

FREDERICK COUNTY - ANIMAL SHELTER

Kathy M. Whetzel
Shelter Manager
540/667-9192 ext. 2502
FAX 540/722-6108
E-mail: kwhetzel@fcva.us

MEMORANDUM

TO: Joe Wilder, Director of Public Works

FROM: Kathy Whetzel, Shelter Manager

SUBJECT: Supplemental Appropriation Request
Court Case Restitution – Professional Health Services

DATE: 7/14/21

The shelter is requesting funding in the amount of \$1,126.80 be appropriated to line item 010-04305-3001-00 Professional Health Services from 10DR 3-010-019040-0014 restitution fund in FY21. This amount represents funding received from court ordered restitution in the Leigh case. The restitution is from a court case in 2021.

Please contact me if you have any questions.

KMW:hag

c.s. 6/9/21

FREDERICK COUNTY - ANIMAL SHELTER

Kathy M. Whetzel
Shelter Manager
540/667-9192 ext. 2502
FAX 540/722-6108
E-mail: kwhetzel@fcva.us

MEMORANDUM

TO: Joe Wilder, Director of Public Works

FROM: Kathy Whetzel, Shelter Manager

SUBJECT: Supplemental Appropriation Request
Court Case Restitution – Professional Health Services

DATE: 7/14/21

The shelter is requesting funding in the amount of \$220.00 be appropriated to line item 010-04305-3001-00 Professional Health Services from 10DR 3-010-019040-0014 restitution fund in FY21. This amount represents funding received from court ordered restitution in the Shell case. The restitution is from a court case in 2021.

Please contact me if you have any questions.

KMW:hag

c. 5/4/21

FREDERICK COUNTY - ANIMAL SHELTER

Kathy M. Whetzel
Shelter Manager
540/667-9192 ext. 2502
FAX 540/722-6108
E-mail: kwhetzel@fcva.us

MEMORANDUM

TO: Joe Wilder, Director of Public Works
FROM: Kathy Whetzel, Shelter Manager
SUBJECT: FY 21 Donation Fund Appropriation
DATE: 7/14/21

The Shelter is requesting an appropriation from 1034 donation fund, into line item 10-4305-3001-01 Professional Services - Donation, in the amount of \$10,000.00 for the FY 22 Budget.

The funding is part of the Dorothy Flemming trust given for the purpose of spaying and neutering shelter pets.

Please contact me if you have any questions.

KMW:hag

current trust balance \$200,059


COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Public Works Committee
FROM: Ron Kimble, Landfill Manager *RK*
THROUGH: Joe C. Wilder, Director of Public Works
SUBJECT: Carry Forwards to 2020/2021
DATE: July 16, 2021

We are requesting that funding remaining at the end of the 2021 fiscal year in each of the following line items be carried over into the new 2020/2021 budget.

12-4204-3002-00 Professional Services

Funding associated with this line item is associated with engineering costs for ongoing projects at the landfill. Moving the remaining funding in this line item into the 21/22 budget will ensure that current projects remain on schedule. An estimated amount of \$200,375 remains in this line item at the end of FY21.

12-4204-3004-04 Repair and Maintenance- Generators

Generators at the landfill gas to energy plant will require 20,000-hour service in August/ September of 2021. Much of this work is required to be done by manufacturer representatives. Funding for this task was allocated in the 20/21 budget. An estimated amount of \$118,143 remains in this line item at the end of FY 21.

12-4204-5408-03 Generator Spare Parts

Replacement parts associated with the 20,000-hour service for the landfill gas generators were included in the FY20/21 budget. The associated work has been carried over into the FY 21/22 budget, therefore we ask that the remaining funds in this line item be moved to the new budget. Approximately \$204,233 remains in this line item.

12-4204-8900-00 Improvements Other Than

Liner installation of MSW cell 3A is currently underway. This project was started in May 2021. We are asking that remaining funding in this line item be carried

forward to support this and other future improvement projects at the landfill. Approximately \$1,174,079 remain in this line item at the end of FY 20/21.

In total, I am asking that an estimated \$1,698,830 be carried over into the 2021/2022 budget. Please contact me at 540-665-5658 should you have questions regarding this request.

TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Carry Forward of funds
DATE : August 11, 2021

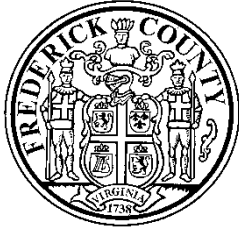
We are requesting the following amounts that were appropriated in FY21 to be carried forward to the FY22 budget year.

- \$7,539.85 was the remainder amount in the Motor Vehicles and Equipment line item 31020-8005-000-000 for FY21. We are requesting this amount to be carried forward to purchase new equipment for new vehicles.
- \$74,121.25 was the remainder amount in the improvements other than buildings line item 31020-8900-000-000 for FY21. We are requesting this amount to be carried forward to purchase a building to hold emergency vehicles.
- \$12,080.16 was the remainder amount in the Dive/ERT uniforms line item 31020-5410-000-001 for FY21. We are requesting this amount to be carried forward to purchase hazardous duty wet suits for the dive team. These suits will protect divers from bacteria and other hazardous items in the water.
- \$38,185.82 was the remainder amount in the office supplies line item 31020-5401-000-000 for FY21. We are requesting this amount to be carried forward to purchase Microsoft Office software for 130 laptops. The software on the laptops needs to be updated

- \$3,658.67 was the remainder amount in the vehicle/powered equipment line item 31020-5408-000-000 for FY21. We are requesting this amount to be carried forward to purchase IRB900 series vehicle router for the 18 new vehicles that are being purchased.
- \$76,621.77 was the remainder amount in the vehicle repair/maintenance line item 31020-3004-000-002 for FY21. We are asking for \$46,342 to be carried forward to the vehicle/powered equipment line item 31020-5408-000-000 to go towards the IRB900 series vehicle router and labor to install the routers.

Thank you,

LWM



COUNTY OF FREDERICK

Information Technologies
(540) 665-5614

MEMORANDUM

To: Finance Committee
From: Scott Varner, Director of Information Technology and GIS
Subject: Request for funding to cover position range change from Range 6 to Range 8
Date: August 2, 2021

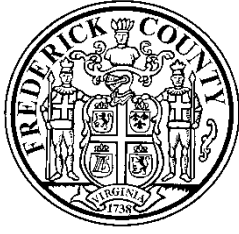
The Department of Information Technology (IT) is requesting \$12,841 to cover the salary range change from the former Administrative Assistant position to the Technology Administrative Coordinator position. This amount reflects salary and benefits.

The updated position was approved by the Human Resources Committee and subsequently by Board of Supervisors at the July 14, 2021, meeting. During the review for the upcoming salary study, it was determined that this position needed to be re-evaluated with the current requirements of the position and unfortunately was after budgets were submitted and approved. The justification memorandum and job description are included with this funding request.

The Director of Information Technology is requesting funding to cover the difference between the current salary of the Administrative Assistant and the starting salary of Range 8. That amount is \$8,932. The Director of Information Technology will be available to answer any questions.

Thank you for your consideration,

Allen Scott Varner



MEMORANDUM

To: Human Resources Committee
From: Scott Varner, Director of Information Technology and GIS
Subject: Request to create a Technology Administrative Coordinator Position and drop Administrative Assistant position
Date: May 18, 2021

The Department of Information Technology (IT) is requesting to replace the Administrative Assistant position, salary range 6 (\$43,516 to \$69,582) with a new position titled, Technology Administrative Coordinator, salary range 8 (\$53,964 to \$86,278). The Admin Assistant position would be dropped from the Information Technology Organization Chart and replaced with the proposed new position.

The Information Technology Department continues to reorganize the department to meet the current and ever-changing demands of government technology. We are looking at each position and determining where to realign positions to get the maximum value out of each position. The current Administrative Assistant position does not encompass what the department needs for the amount of coordination needed for support of all County departments and connected agencies. The position needs to encompass more technology specific duties facilitating the need to move the position from range 6 to 8.

The new job description proposed would add the following duties.

- Assists with various help desk duties including user password management and basic PC troubleshooting.
- Coordinates the purchasing of all technology for all County Departments and Fiscal Oversight agencies.
- Act as a liaison and point person between multiple groups, including vendors, for requesting, purchasing, and deploying identified technology assets.
- Coordinates feedback and surveys of help desk response.
- Responsible for oversight of tagging, tracking, and inventorying of identified assets.

The budgetary responsibility, purchasing, and oversight for the Information Technology Department have grown as well. In 2010, the IT Department Budget was a combined \$1.1 million. In 2021 the combined budget was \$2.9 million.

A new job description for this position is attached to this request for review. Below you will find a table containing similar positions in other localities that helped shaped this job description and justified the requested range.

Locality	Position Title	Salary Range
Frederick County, VA	Maintenance Cost Analyst	\$53,964 - \$86,278
Richmond, VA	Maintenance Cost Analyst	\$60,000 - \$65,000
Clarke County, VA	Office Manager	\$44,497 - \$71,195
City of Winchester, VA	Administrative Programs Assistant	\$39,520 - \$61,207.80
City of Winchester, VA	Accounting Analyst	\$39,520 - \$61,207.80
City of Winchester, VA	Administrative Services Coordinator	\$43,576 - \$67,489.66
City of Winchester, VA	Administrative Services Manager	\$50,440 - \$78,120.49
Henrico, VA	Facilities Coordinator	\$45,101 - \$82,966
Henrico, VA	Budget Analyst	\$47,266 - \$86,948

I believe this position change will help the department to continue to move forward in enhanced support to all County Departments and Users.

Thank you for your consideration,

Allen Scott Varner

County of Frederick



Job Title: Technology Administrative Coordinator

DATE: Click drop down to enter date.

PREPARED BY: Scott Varner

HR APPROVAL: Click or tap here to enter text.

HR APPROVAL DATE: Click drop down to enter date.

SALARY RANGE: 8

DEPARTMENT: Information Technology

REPORTS TO: IT Director

Essential

Exempt

Non-Essential

Non-Exempt

JOB PURPOSE

SUMMARY: Works in the County's centralized IT Department and assists the Director of Information Technology and MIS in planning and management of the technological infrastructure and administrative tasks. Responsible for the day-to-day processing of all IT invoices, purchase order management, and project oversight for various department initiatives.

ESSENTIAL FUNCTIONS

ESSENTIAL DUTIES AND RESPONSIBILITIES: The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Assists with and coordinates various infrastructure and administrative projects and tasks -- includes scheduling/coordinating meetings, document meeting minutes, effectively and accurately communicating relevant project information, initiating purchase requests relevant to project, tracking expenses related to project, vendor communication and relations, etc.
- Acts as a liaison and point person between multiple groups, including vendors, for requesting, purchasing, and deploying identified technology assets.
- Acts as a liaison and point person between multiple groups, including staff and vendors, for identifying and resolving problems and issues, particularly IT related issues.
- Assists with various help desk duties including user password management and basic PC troubleshooting.
- Assists with the implementation of tagging, tracking, and inventorying of identified assets.
- Assists with the development and implementation of software and warranty tracking procedures.
- Coordinates communication between administrative staff and clients by answering the phone, directing calls, taking, and relaying messages via voicemail, email, and phone.
- Schedules FedEx, UPS, DHL, etc. deliveries and pickups.
- Coordinates the purchasing of all technology for all County departments and fiscal oversight agencies.
- Works with departments to research and quote new technology projects.
- Invoices processing and oversight of all IT and MIS invoices and purchase orders.
- Oversees all County data contracts and cellular plans.
- Tracks all mobile devices and oversees inventory.
- Tracks copier leases and purchases and provides maintenance reconciliation.
- Creates and maintains weekly and monthly department reports that document team activities.
- Tracks budgetary expenses and reconciles with department budget.
- Provides project management for assigned departmental projects.
- Acts as part of the departmental budget development team.

JOB REQUIREMENTS

EDUCATION: Two-year degree in relevant IT field of study.

EXPERIENCE: Three (3) years of relevant work experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Two (2) to three (3) relevant accounting and/or billing experience. Relevant IT, accounting and/or billing experience required.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Superior knowledge and use of standard office practices and procedures. Possess exceptional organizational skills. Ability to maintain schedules, disperse, monitor, prioritize work load, and multi-task. Possess superior communication (verbal and written) skills. Ability to work independently with little supervision and possesses problem-solving skills. Self-starter who is able to perform duties independently and in a fast-paced environment. Superior knowledge and use of business English, spelling and mathematics. Possess superior computer skills, using various programs – especially Microsoft Office applications. Ability to compose complex correspondence and other materials independently, or from marginal notes or drafts. Ability to follow complex oral and written instruction and the ability to produce, maintain and file complex records and reports. Exceptional project management/analytical skills and effective problem-solving skills. Ability to serve as liaison with other departments, agencies and the general public. Ability to be a self-starter and able to perform duties independently in a fast-paced environment. Attend meetings, report and disseminate information from such meetings. Ability to maintain a high level of confidentiality, and demonstrate strong analytical skills. Possess excellent customer service skills, and ability to establish and maintain professional and effective working relationships with co-workers, senior management, agencies, officials and the general public and possess professional telephone etiquette.

CERTIFICATES, LICENSES AND/OR REGISTRATIONS: N/A

PHYSICAL AND ENVIRONMENTAL CONDITIONS

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Requires moderate physical effort working almost exclusively with lightweight materials (up to 40 pounds) including but not limited to walking, talking, stooping, sitting (for extended periods), kneeling, bending, reaching, repetitive limb movement, dexterity and gripping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels, and visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Office work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g., business office, light traffic).

ENVIRONMENTAL CONDITIONS: Heated and air-conditioned office. The worker is not subject to adverse environmental conditions.

ACKNOWLEDGMENT OF JOB DESCRIPTION

I understand that it is my responsibility to comply with all the policies and procedures of the County and that such may be changed by the County at any time. I recognize that this job description is not intended to be all-inclusive, and I may be asked to perform other reasonably-related job responsibilities as assigned and required by management. I also realize that this job description, or other oral or written statements, do not constitute an expressed or implied employment contract, and such are not intended to bind the County of Frederick contractually. All employees are employed “at will” and either the employee or the County may terminate employment at any time, for any or no reason, with or without notice.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Employee Name

Handley Regional Library
 FY2022 Additional Appropriation Request to Frederick County
 to support increase in staff COLAs

Handley Regional Library - Current Funding

Budget Plan for fiscal year ending June 2022	<i>Actual for Year Ending 6/21</i>	<i>Plan for Year Ending 6/22</i>	% support	% use	\$ increase	% increase
Support and Revenues						
302 Frederick	1,218,200	1,218,200	63.3%	63.8%	\$0	0.00%
304 Winchester	419,020	428,041	22.2%	21.7%	\$9,021	2.15%
306 Clarke	241,150	279,238	14.5%	14.6%	\$38,088	15.79%
Total Local Government Revenues	1,878,370	1,925,479	100%	100%	\$47,109	2.51%

Current locality funding for FY2022 includes increase from both Winchester City and Clarke County. Current support from Frederick County is 0.5% below Frederick County citizen usage of the library system.

Shown below is a revised increase request, to Frederick County, of 2.65%, \$32,265. This additional support would allow the library system to increase staff cost-of-living adjustment from 2% to 5%. Staff received no cost-of-living adjustment for FY2021. This additional support would also bring the percent support from all localities closer in line with the regional agreement.

Handley Regional Library - Alt Fred. Co. Funding

Budget Plan for fiscal year ending June 2022	<i>Actual for Year Ending 6/21</i>	<i>Plan for Year Ending 6/22</i>	% support	% use	\$ increase	% increase
Support and Revenues						
302 Frederick	1,218,200	1,250,465	63.9%	63.8%	\$32,265	2.65%
304 Winchester	419,020	428,041	21.9%	21.7%	\$9,021	2.15%
306 Clarke	241,150	279,238	14.3%	14.6%	\$38,088	15.79%
Total Local Government Revenues	1,878,370	1,957,744	100%	100%	\$79,374	4.23%

General Fund Balance and Liabilities as of 6/30/2020

Total fund balance as of 6/30/2020	\$240,657
Fund balance breakdown	
Nonspendable	\$ 62,790
Restricted	\$ 60,079
Unassigned	<u>\$117,788</u>
	\$240,657

Accrued Leave Liability as of 6/30/2020 \$142,496



COUNTY of FREDERICK

Office of the County Administrator

Tel: 540.665.6382

Fax: 540.667.0370

M E M O R A N D U M

To: Frederick County Board of Supervisors
From: Ann W. Phillips, Deputy Clerk
Date: August 6, 2021
Re: Prepayment of the VRA Lake Holiday Sanitary District Bond

Lake Holiday Country Club has requested (see attached correspondence) that the Board of Supervisors approve a prepayment of \$2,500,000 towards repayment of the outstanding Lake Holiday Sanitary District bonds. Lake Holiday Country Club indicates that sufficient funds have been collected to date from the Sanitary District tax to enable the prepayment. No local funds are required.

Per the County Attorney, applicable state law makes the Board of Supervisors the governing body of the Sanitary District, and therefore the Board has the authority to approve making the requested prepayment.

Lake Holiday

July 28, 2021

Roderick B. Williams, Esq.
Frederick County Attorney
107 North Kent Street
3rd Floor
Winchester, VA 22601

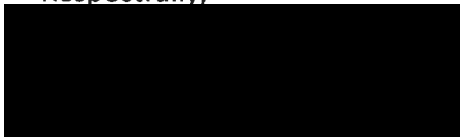
Mr. Williams:

On July 27, 2021, the Lake Holiday Country Club, Inc. Board of Directors unanimously approved a motion to prepay the VRA Lake Holiday Sanitary District bond principal in the amount of \$2,500,000. This amount was determined based on a meeting with Cheryl Shiffler (Finance Director) and William Orndoff (Treasurer) on July 26, 2021. The bond principal payment is to be made to VRA on October 1, 2021.

We are requesting that the Board of Supervisors approve this paydown so that we may meet the October 1st deadline requested by VRA.

If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,



Richard Traczyk
Board President

Cc: D. McCarthy

RECEIVED

AUG 02 2021

FREDERICK COUNTY ATTORNEY'S OFFICE

BUDGET TRANSFERS JULY 2021
DEPARTMENT/GENERAL FUND

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
7/1/2021	FIRE AND RESCUE	BOARD APPROVED (2) Apparatus	3505	8005	000	000	182,000.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(182,000.00)
7/1/2021	REGISTRAR	STATE REQUIRED	1302	1001	000	001	32,344.97
	TRANSFERS/CONTINGENCY		9301	5807	000	001	(32,344.97)
7/28/2021	HUMAN RESOURCES	TRANSFER TO PAY FOR TIME WORKED	1203	1001	000	045	10.00
	HUMAN RESOURCES		1203	5401	000	000	(10.00)
7/29/2021	AGRICULTURE	FUNDS TO COVER STORAGE FACILITY INCREASE	8301	5401	000	000	(230.00)
	AGRICULTURE		8301	9002	000	000	230.00
7/30/2021	TREASURER	PROMOTIONS	1213	1001	000	039	7,710.00
	TREASURER		1213	1001	000	062	(7,710.00)
	FIRE AND RESCUE		3505	1001	000	054	1,917.00
	FIRE AND RESCUE		3505	1001	000	067	2,855.00
	FIRE AND RESCUE		3505	1007	000	001	(2,875.00)
	FIRE AND RESCUE		3505	1007	000	001	(1,917.00)
	GENERAL ENGINEERING/ADMINISTRATION		4201	1001	000	036	3,016.00
	GENERAL ENGINEERING/ADMINISTRATION		4201	2001	000	000	230.69
	GENERAL ENGINEERING/ADMINISTRATION		4201	5401	000	000	(3,016.00)
	GENERAL ENGINEERING/ADMINISTRATION		4201	5401	000	000	(230.69)
	PLANNING		8101	1001	000	002	9,583.00
	TRANSFERS/CONTINGENCY		9301	5807	000	001	(9,583.00)
	GENERAL ENGINEERING/ADMINISTRATION		4201	2002	000	000	345.98
	GENERAL ENGINEERING/ADMINISTRATION		4201	2006	000	000	40.00
	GENERAL ENGINEERING/ADMINISTRATION		4201	2011	000	000	302.00
	GENERAL ENGINEERING/ADMINISTRATION		4201	5401	000	000	(345.88)
	GENERAL ENGINEERING/ADMINISTRATION		4201	5401	000	000	(40.00)
	GENERAL ENGINEERING/ADMINISTRATION		4201	5401	000	000	(3.00)