

FINANCE COMMITTEE REPORT to the BOARD OF SUPERVISORS  
Wednesday, May 18, 2022  
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, May 18, 2022 at 8:00 a.m.

ATTENDEES:

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

Committee Members Absent: Gary Oates; Jeffrey Boppe; and William Orndoff, Treasurer.

Staff present: Sharon Kibler, Assistant Finance Director; Michael Bollhoefer, County Administrator; Jay Tibbs, Assistant County Administrator; Rod Williams, County Attorney; Nick Sabo, WRAA Executive Director; Steve Hawkins, Sheriff Major; Joe Wilder, Public Works Director; Clay Corbin, NRADC Superintendent; Ann Phillips, Deputy Clerk to the Board; Rich Venskoske, Director of Elections; Patrick Barker, EDA Director; Wayne Corbett, Deputy Treasurer; Wyatt Pearson, Planning Director; Stacy Herbaugh, Parks & Recreation Director; Steve Majchrzak, Fire & Rescue Chief; and Scott Varner, IT Director.

Others present: Dan Cunningham, Greenwood Volunteer Fire & Rescue Company President.

**ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:**

(\*) Items 2, and 5 - 13 were approved under consent agenda.

1. The Planning Director provides a proposed Monetary Guaranty and Performance Agreement policy and requests a recommendation from the Committee to the Board of Supervisors for adoption of the policy. See attached policy, p. 5 – 18. The committee recommends policy adoption with the latitude to make minor edits via the County Attorney.
2. (\*) The Parks & Recreation Interim Director requests a General Fund supplemental appropriation in the amount of \$1,500. This amount represents a donation for volleyball nets at Clearbrook Park. No local funds required. See attached memo, p. 19.
3. The EMS Billing Manager requests an EMS Expense Recovery Fund supplemental appropriation in the amount of \$450,000. This amount represents expected revenue and expenses through the end of FY 2022. No local funds required. See attached memo, p. 20. The committee recommends approval.
4. The Greenwood Volunteer Fire & Rescue Company President requests a General Fund supplemental appropriation in the amount of \$41,398.14. This amount represents available

proffer funds for the station renovation. This item was approved by the Public Safety Committee. No local funds required. See attached memo, p. 21 – 22. The committee recommends approval.

5. (\*) The F&R Chief requests a General Fund supplemental appropriation in the amount of \$7,000. This amount represents the sale of a trailer and will be used to purchase an inflatable fire safety education house and cart. No local funds required. See attached memo, p. 23 – 24.
6. (\*) The EDA Director requests an EDA Fund supplemental appropriation in the amount of \$6,300. This amount represents funds received for the Employer Expo. No local funds required. See attached memo, p. 25 – 26.
7. (\*) The EDA Director requests an EDA Fund supplemental appropriation in the amount of \$8,936. This amount represents funds received from Shenandoah County and the City of Winchester for website design and an interactive jobs board for the regional partnership – Shenandoah Valley Talent Solutions Coalition. No local funds required. See attached memo, p. 27 – 29.
8. (\*) The Sheriff requests a General Fund supplemental appropriation in the amount of \$100. This amount represents donations for the Honor Guard and will be used for uniforms. No local funds needed. See attached memo, p. 30 – 33.
9. (\*) The Sheriff requests a General Fund supplemental appropriation in the amount of \$3,161. This amount represents donations to the department and will be used for the impound lot building. No local funds required. See attached memo, p. 32 – 39.
10. (\*) The Sheriff requests a General Fund supplemental appropriation in the amount of \$4,560. This amount represents traffic control recovered costs in excess of budgeted revenue and will be used for overtime. No local funds required. See attached memo, p. 40 – 41.
11. (\*) The Sheriff requests a General Fund supplemental appropriation in the amount of \$43,278.36. This amount represents vehicle insurance claims to be used for replacements and repairs. No local funds required. See attached info, p. 42 – 47.
12. (\*) The Sheriff requests a General Fund supplemental appropriation in the amount of \$11,235.74. This amount represents DEA reimbursements to be used for overtime. No local funds required. See attached memo, p. 48 – 49.

13. (\*) The Sheriff requests a General Fund supplemental appropriation in the amount of \$4,041.45. This amount represents reimbursement for IT equipment. No local funds required. See attached memo, p. 50 – 51.
14. The IT Director requests a General Fund supplemental appropriation in the amount of \$71,811. This amount represents restricted PEG funds to cover the costs of maintenance and support for the public meeting streaming system and upgrades to microphones and camera. No local funds required. See attached memo, p. 52 – 62. The committee recommends approval and requests the IT Director obtain a cost estimate for broadcasting from the back of the BOS meeting room.
15. The NRADC Superintendent requests a Jail Fund supplemental appropriation in the amount of \$300,000. This amount represents reimbursement of medical expenses for the last 3 fiscal years. No local funds required. See attached memo, p. 63. The committee recommends approval.
16. The NRADC Superintendent requests a Court Services Fund budget transfer in the amount of \$3,000 from a fringe benefit line item to personnel. No local funds required. See attached memo, p. 64. The committee recommends approval.
17. The Deputy County Administrator requests a General Fund supplemental appropriation in the amount of \$472,954 from available proffer funds and a transfer from the County Capital Fund in the amount of \$152,046. The total (\$625,000) represents funds needed to renovate space at Sunnyside Plaza to accommodate the relocation of the Voter Registrar’s Office. Any unspent funds in FY22 will carry forward to FY23. The Public Works Committee has recommended approval of the project. See attached memo, p. 65. The committee recommends approval.
18. The Registrar requests a General Fund supplemental appropriation in the amount of \$28,000. This amount represents the balance of funds needed to conduct the June 2022 primary election. Local funds are required. See attached memo, p. 66 – 67. The committee recommends approval.
19. The WRA Director requests an Airport Fund supplemental appropriation in the amount of \$160,000. This amount represents funds needed for fuel sales through the end of FY22. No local funds required. See attached memo, p. 68. The committee recommends approval.

20. The WRA Director requests an Airport Capital Fund appropriation in the amount of \$100,000 and a General Fund supplemental appropriation in the amount of \$27,504. These amounts represent the FY2023 Airport Capital budget request and the associated County portion. Airport Capital Fund and General Fund revenue and expenditure appropriations for open purchase order balances at the end of FY2022 will automatically carry forward to FY2023. Projects currently in process with a corresponding open purchase order have been previously approved. See attached information, p. 69 – 71. The committee recommends approval.

**INFORMATION ONLY**

1. The Finance Director provides a Fund 10 Transfer Report for April 2022. See attached, p. 72 – 73.
2. The Finance Director provides financial statements ending April 30, 2022. See attached, p. 74 – 84.
3. The Finance Director provides an FY 2022 Fund Balance Report ending May 12, 2022. See attached, p. 85.

Respectfully submitted,

FINANCE COMMITTEE

Judith McCann-Slaughter, Chairman  
Charles DeHaven  
Blaine Dunn  
Angela Wiseman

By *Sharon Kibler*  
Assistant Finance Director



**MEMORANDUM**

**TO:** Finance Committee

**FROM:** Wyatt Pearson, Director of Planning and Development [REDACTED]

**RE:** **Monetary Guaranty and Performance Agreement Policy**

**DATE:** May 11<sup>th</sup>, 2022

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The Finance Committee directed staff at their November 17<sup>th</sup>, 2021, meeting to further study the process and policy for a periodic review of monetary guarantees. Planning, Public Works, the Treasurer's Office, and the County Attorney have worked since to draft a policy for the committee's consideration intended to address their concerns. This policy is included for the committee's review and staff is seeking a recommendation to the Board of Supervisors on the adoption of this policy.

Additionally, the Planning and Development department has worked to formalize the review process for existing monetary guarantees that have been held by Frederick County for longer than five years. As a result of that process, and in working in conjunction with the Treasurer's Office a significant number of monetary guarantees have been released that no longer served to benefit Frederick County. We will continue to perform this review on an annual basis to ensure bond holders are aware of their obligations

# MONETARY GUARANTY AND PERFORMANCE AGREEMENT POLICY

## **1. Purpose and Authorization**

Various Land Development processes within Frederick County require the establishment of a monetary guaranty. This policy outlines the monetary guaranty expectations and requirements. All monetary guaranties must be processed through the Department of Planning and Development and relevant documents will be provided to the appropriate department for their review. Hereafter, any references to “the Director” shall mean the Director of Planning & Development or their designee and any references to “developer” shall mean any person or entity that subdivides, engages in earth disturbance, or constructs on a property, whether as an owner, a contractor, or otherwise, and that is required to post a monetary guaranty under applicable state/county laws/ordinances for such activity. On July 1<sup>st</sup>, 2022, this policy and associated changes to the monetary guaranty management fees became effective. These fees and this policy were approved by the Board of Supervisors at their June XX, 2022 meeting.

The County is authorized to require monetary guaranties, as defined in Chapter 143, 144, and 165 of the County Code, and herein referred to as “bonds”, “performance bonds”, or “monetary guaranties”, in conjunction with the approval of subdivisions, erosion and sediment controls, storm water management facilities, site improvements, and items specifically proffered, and any similar items, all in accordance with the Subdivision Ordinance, the Zoning Ordinance, and Virginia Code Sections 15.2-2241, 15.2-2286, 15.2-2299, 15.2-2309, and 62.1-44.15:57.

Monetary guaranties shall be required for public and certain other physical improvements as shown upon subdivision plats, site plans, or such other documents as provided herein. Such improvements shall include, without limitation, road, curb, gutter, sidewalk, trails, storm drainage, traffic signalization and control, landscaping, erosion and sediment control, and any other site-related improvements required by Frederick County Ordinances for vehicular ingress and egress, for public access roadways, for structures necessary to insure stability of critical slopes, and for stormwater management facilities. Notwithstanding the foregoing, the Director may waive the requirement for a monetary guaranty for a site plan which does not contain any improvements eligible for public maintenance if they determine that the satisfactory completion of construction of improvements shown upon such site plan can be enforced pursuant to ordinances regulating building permits and occupancy permits.

A Performance Agreement, which shall be supported by an acceptable form of monetary guaranty, shall be required on projects to obligate the developer to construct required improvements pursuant to approved subdivisions, site plans, or proffer conditions in a timely manner. Such Agreement shall specify the manner and date by which the required improvements shall be completed. An agreement format approved by the Monetary Guaranty Review Group will be provided by the Department of Planning and Development to all developers requesting same for use in preparation of a Performance Agreement. If the developer acts, or fails to act, in a manner which would constitute a breach of the Performance Agreement, or all the noted improvements are not completed within the specified time period and no extension has been obtained or replacement agreement and monetary guaranty submitted and approved with a new

improvements completion date, the developer shall be in default of the Performance Agreement.

The Monetary Guaranty Review Group is hereby established to administer the provisions of this policy.

- A. Monetary Guaranty Review Group Members (or their designees)
  - a. County Administrator
  - b. Treasurer
  - c. Director of Public Works
  - d. Director of Planning & Development
- B. Authority of the Monetary Guaranty Review Group
  - a. Review new monetary guaranties and agreements, monetary guaranty extensions, monetary guaranty substitutions, monetary guaranty reductions/releases, and action resulting from defaults
  - b. Establish/update standard monetary guaranty and agreement form
  - c. Conduct other evaluations established herein
- C. Any submissions to the Monetary Guaranty Review Group shall be made to the Director.

## **2. General Requirements**

- A. Acceptable Performance Bonds
  - 1. Corporate Surety Bond: A corporate surety bond in a face amount equal to the approved bond estimate shall be furnished by an insurance company licensed to transact fidelity and surety insurance in Virginia. The ability of the insurance company to provide satisfactory performance guarantee will be assessed by the Monetary Guaranty Review Group in accordance with criteria reported in the most recent edition of the [Best's Key Rating Guide \(Best's\)](#) and the most recent annual revision of the [U.S. Department of Treasury Fiscal Service Circular 570](#) (the Treasury Circular). Corporate surety bonds shall be accepted only from sureties listed in Best's:
    - a) with a rating of Level A or better; and,
    - b) in a financial size category of Class VIII, or higher and,

Such corporate surety bonds shall be in amounts not exceeding:

- i. those limitations identified in the Treasury Circular, nor
- ii. 1.5% of the minimum Adjusted Policyholders' Surplus for the financial size category as listed in Best's.

Such ratings and other qualifications must be maintained for the life of the corporate surety bond or the corporate surety bond shall be replaced by adequate replacement bond with 60 days of a written request by the Treasurer.

The corporate surety bond shall contain the conditions of automatic renewal providing that the corporate surety bond will automatically be renewed for additional periods of at least six months unless the Director is notified in writing, by certified mail, with return receipt requested, at least ninety (90) days in advance of the present or future expiration date, that the issuing surety does not intend to extend such corporate surety bond.

2. Cash Escrow: A cashier's check or certified check in an amount equal to the approved bond estimate, and, accompanied by a W-9 or Substitute W-9 form, shall be submitted, to be deposited with the County Treasurer, in an interest bearing account with full financial accountability provided by the Director of Finance through a separate Performance Bond Fund. All cash escrows held shall be maintained as an individual bond from the developer as to principal and accumulated interest but may be pooled by the County for investment purposes with accrued interest allocated to each bond in accordance with County allocation policies. The Treasurer shall be entitled to retain a reasonable amount, not exceeding 5% of the interest accrued, to cover the cost of administering the account. Upon approval for release of the cash escrow as provided herein, the Director of Finance shall be authorized to release the cash escrow (principal plus accrued interest less allowable cost of administration) and disburse the funds. In addition to the administrative fee, and to avoid extra administrative expenses, the County may retain de minimus interest amounts, not to exceed \$5.00, for each monetary guaranty, that may not yet have been credited by the County's bank/financial institution at the time of refund of a cash escrow amount.
3. Letter of Credit. A letter of credit in an amount equal to the approved bond estimate shall be furnished by a banking institution. Only letters of credit meeting the following minimum conditions shall be accepted:
  - a) The banking institution shall:
    - i. be insured by the Federal Deposit Insurance Corporation (FDIC);
    - ii. have offices and license to engage in banking in Virginia;
    - iii. have a SNL Financial (f/k/a Thompson Reuters Bank Insight) national rating ("Bank Rating") of at least 35; and,



- iv. confirm that the total letter of credit exposure of the County at the banking institution is limited to no more than 50 percent (50%) of the institution's equity capital.
  
- b) The letter of credit shall contain the conditions of automatic renewal providing that the letter of credit will automatically be renewed for additional periods of six months unless the Director is notified in writing, by certified mail, with return receipt requested, at least ninety (90) days in advance of the present or future expiration date, that the issuing bank does not intend to extend such letter of credit.

Such ratings and other qualifications must be maintained for the life of the letter of credit or the letter of credit shall be replaced by adequate replacement letter of credit with 60 days of a written request by the Treasurer.

The County's Monetary Guaranty Procedure Package contains templates for the corporate surety bond and the letter of credit. In some instances, modification of the template may be appropriate, either because of the nature of the project or a request by the developer. Any decision to modify the template is solely in the discretion of the County and also requires approval by the County Attorney.

It is also the responsibility of the Director to ensure that the entries on the template form are accurate and complete. The entry for property description and name of the project is subject to review and written approval by the County Attorney. To expedite this review, in lieu of sending the completed instrument to the County Attorney, staff may forward the specific description language to the County Attorney for approval in advance. Any reissued or replacement instrument shall contain the previously approved description language, unless the County Attorney has approved revised language.

#### B. Establishing a Performance Agreement

- 1. A Performance Agreement with a maximum term of five (5) years, between the Board of Supervisors and the developer, shall be required. If construction of the subject project is not completed within the initial Performance Agreement term, the performance bond amount may require adjustment and subsequent reconsideration and review by the Monetary Guaranty Review Group. A complete Performance Agreement application shall include the following:
  - a) Fee check
  - b) Fully executed Performance Agreement
  - c) A bond in an amount equal to the approved Bond Estimate (or Estimates), guaranteeing completion of the Performance Agreement.

- d) Letter or copy of approved permit from the relevant department certifying the plans are approved and bond estimate amounts are appropriate.

### **3. Extensions/Rebonding, Additions, and Reductions**

#### A. Extensions and Rebonding of Performance Agreements

1. It shall be the sole responsibility of the developer to keep current on its obligations under the Performance Agreement.
2. Approximately sixty (60) days prior to the date set in the Performance Agreement for completion of the improvements, the Monetary Guaranty Review Group may review the project records to determine if the developer has initiated the process for final release of the Performance Agreement and associated monetary guaranty and to determine if the Performance Agreement and associated monetary guaranty may reasonably be eligible for release within sixty (60) days. If the Monetary Guaranty Review Group determines that the project Performance Agreement and monetary guaranty is not reasonably expected to be released by the date set in the Performance Agreement for completion of the improvements, staff will contact the developer and entity which issued the monetary guaranty regarding the status of the Performance Agreement and monetary guaranty. If the Performance Agreement and monetary guaranty cannot be released or if no extension agreement and bond extension have been approved by the date set in the Performance Agreement for completion of the improvements, the developer shall be in default under the Performance Agreement.
  - a) Except as provided in this paragraph, no Performance Agreement will be extended beyond five (5) years from the date of the original Agreement. However, upon recommendation by the Monetary Guaranty Review Group, the Director may grant extensions beyond the five (5) year limit, if the Monetary Guaranty Review Group determines that such additional extensions are reasonably justified due to the magnitude of the bonded project, the reasonableness of the construction schedule and the diligence of the developer in carrying out the schedule, a reasonable estimate of the time necessary to satisfy VDOT public need requirements, and such other factors as may be deemed relevant by the Monetary Guaranty Review Group.
  - b) In making a formal request to the Director for an extension of the completion date, the developer shall indicate the reasons and conditions which have prevented completion of the required improvements. The developer shall furnish to the Director an Extension Agreement, a written consent to the extension by the surety and an extension of the monetary guaranty, subject to appropriate upward or downward adjustments in the monetary guaranty amount.

- c) Performance Agreement Extension Submission Requirements: The Performance Agreement Extension request shall not be processed unless the following items have been submitted as one complete package:
  - i. Fee check.
  - ii. Letter of request with justification from the developer.
  - iii. Performance Agreement Extension executed by the developer, Consent to Extension executed by the developer and surety, and extension of, or confirmation of continuation of, the monetary guaranty.
  - iv. Performance Agreement Extension and Consent to Extension must be prepared on forms approved by the Monetary Guaranty Review Group.
  
- d) In situations where the developer has requested an extension or a new Performance Agreement and monetary guaranty, the Monetary Guaranty Review Group will review the Director's report on the project and the reasons provided by the developer. Factors to be considered by the Monetary Guaranty Review Group include, without limitation:
  - i. Percentage of project already completed.
  - ii. Number of homes or buildings completed, occupied, and served by public facilities.
  - iii. Rate of construction activity.
  - iv. Developer's history relating to completion of public improvements in the County and in neighboring jurisdictions.
  - v. Current projected completion cost: Dependent upon the amount of work yet to be completed and the currently estimated cost to complete construction of the project, the Monetary Guaranty Review Group may require an increase in the amount of the existing bond to cover the completion of such outstanding improvements and obligations.
  - vi. Current rating of the bank or corporate surety providing the monetary guaranty for the Performance Agreement.
  
- e) In the event the developer does not respond to the letter sent by the Director cautioning of potential default, in the event the agreement is in default, or if the County is unable to reach agreement with the developer

regarding an extension, the matter will be referred to the County Attorney's Office for guidance and possible legal action. See Section 6 below.

- f) Nothing herein shall prevent the County from requiring an increase in the required amount of the monetary guaranty to account for inflationary increases, as a condition of granting the requested Extension.
- g) No Performance Agreement Extension request for a bonded Stormwater Management Agreement shall be accepted for processing until the Monetary Guaranty Review Group has determined that such Agreement is qualified for an extension. If such Agreement is not determined to qualify for extension, no extension shall be granted.

#### B. Additions to Previously Bonded Improvements

1. When a record plat is submitted for a subdivision containing public improvements that are extensions of public improvements dedicated upon a previously approved record plat for which a Performance Agreement and monetary guaranty have already been accepted, the construction of such proposed extension improvements may be guaranteed under the previously existing bond in accordance with the following conditions:
  - a) The monetary guaranty shall be capable of being modified, and any modifications shall be accepted as satisfactory by the Monetary Guaranty Review Group before they shall become effective.
  - b) Modifications to the monetary guaranty shall be in writing and indicate that such monetary guaranty covers both the improvements shown upon the proposed record plat and the improvements dedicated upon the previously approved plat.
  - c) A separate Performance Agreement covering such proposed extension improvements and referencing the modified monetary guaranty shall accompany the record plat.
  - d) The Monetary Guaranty Review Group may recommend an extension of the completion date under the Performance Agreement covering the previously approved plat in conjunction with the approval of the record plat, if requested by the developer, in order to establish a common date of completion under the Performance Agreements secured by the same monetary guaranty; provided that a bond extension fee shall have been paid if such extension is for more than five (5) months.
  - e) Such separate Performance Agreement and modified monetary guaranty shall not be approved or accepted until the previously bonded improvements have been inspected and found satisfactory and the

Director has determined, in writing, that the amount of such monetary guaranty, as modified, is adequate to guarantee completion of both the remaining previously approved record plat improvements and the proposed extension improvements.

- f) Nothing herein shall prevent the developer from submitting a separate monetary guaranty, provided it otherwise meets all requirements of this policy, for the amount necessary relative to the extension improvements.

### C. Monetary Guaranty Reductions

1. Bond Reduction Requirements: Partial releases of bonds, referred to herein as Bond Reductions, shall be granted based upon Completion of specific, identifiable portions of the project and shall be subject to the following limitations:
  - a) No bond shall be reduced until Completion of at least 30% of the physical improvements secured by such bond.
  - b) The Monetary Guaranty Review Group shall not be required to consider more than three (3) Bond Reductions within any twelve (12) month period during the life of the bond.
  - c) No bond shall be reduced to an amount less than 10% of the original approved Bond Estimate.
  - d) For the purposes of this subsection C, Monetary Guaranty Reductions, "Completion" shall mean construction of any identifiable section of a specified bonded improvement or facility in accordance with the approved site plans, construction plans and profiles, and/or specifications. For example, for a specific section of public roadways to be eligible to be considered for Bond Reduction, the grading, subbase, base paving, curb and gutter, including all compaction and lab tests, and all other aspects of construction, with Exceptions as defined herein, shall be completed and all work in place must be in good condition. The "good condition" requirement shall not be deemed satisfied for any such section where there exists any failing pavement. "Completion" also includes construction of (i) a roadway section to such extent as it meets the requirements of 24VAC30-92-60 for acceptance by VDOT into the state secondary street system, or (ii) any other public improvement to the extent that it is sufficient for the County, a homeowners association, a property owners association, or other entity or agency to accept and begin use of the same.
  - e) "Exceptions" to the Completion requirement may include final surface pavement and any other ancillary, uncompleted improvements such as

sidewalks, driveway aprons and lot grading which the Director determines would probably suffer excessive damage during construction upon the property abutting the bonded improvement or facility.

- f) The reduction of any monetary guaranty shall not be considered acceptance by the County of the bonded improvements or facility for which such reduction has been requested, nor shall constitute any agreement or acknowledgement by the County that the improvements or facility are in final satisfactory form, and the developer shall have a continuing responsibility for maintaining such bonded improvements or facility in good condition, including without limitation the repair of deterioration and damage, until they have been formally accepted by the County, VDOT, or other appropriate agency. Failure to perform such maintenance within thirty (30) days of being so directed by the Director shall constitute default of the Performance Agreement.
- g) When any Exception to the Completion requirement is permitted, the amount of the bond as reduced shall include the cost of constructing or repairing such final surface pavement or other uncompleted bonded improvements or facility. In no event shall any bond be reduced to an amount less than the amount deemed necessary by the Monetary Guaranty Review Group to cover (i) the total estimated cost of achieving total completion of the project without exceptions, plus (ii) the entire ten percent (10%) Contingency Factor included in the original approved Bond Estimate.
- h) When a developer has achieved completion of a portion of a project subject to a Performance Agreement and monetary guaranty, and such portion has been accepted into the state system for maintenance by VDOT, such developer may revise the approved site plans and/or construction plans and profiles to exclude such accepted portion and submit such revised site and/or construction plans and profiles to the Director along with a revision of the original Bond Estimate to cover only the portion not yet accepted. See Section 5. B. 1. regarding the procedure for VDOT acceptance.
- i) No bond shall be reduced for a Performance Agreement that is in default.

2. Bond Reduction Procedures: A request for a reduction of the bond amount shall be deemed to have been made when the developer has provided notice to the Director in the following manner. The Bond Reduction Request shall not be deemed to have been made until the following items have been submitted as one complete package. Such notice shall include:

- a) A written request for reduction of the bond amount, signed and

acknowledged by the developer who executed the Performance Agreement. When applicable, such written request shall include a certification by the developer that the installation of all underground utilities located within the bounds of any public or private roadway covered by such bond has been inspected and approved by the utility provider.

- b) An estimate prepared by a Licensed Professional Engineer (P.E.) or Surveyor that shows the quantities of all bonded improvements in place, complete, and in good condition.
  - c) Written consent, signed and acknowledged by a duly authorized officer or agent of the corporate surety, banking institution, or other approved surety which provided the monetary guaranty.
  - d) The applicable processing fee; and
  - e) If applicable, a recorded SWM/BMP Maintenance Agreement to establish the responsibility of the property owner for the maintenance of such facility. Such SWM/BMP Maintenance Agreement shall be in a form approved by the County Attorney and executed by the County Administrator.
3. After a Bond Reduction is approved, an amendment to the monetary guaranty shall be submitted to reflect the reduced amount. A Bond Reduction shall not be deemed final and in effect until the Director has issued a letter of approval and the appropriate amendment to the monetary guaranty is received by the County. As with initial bond submissions, no change to the entry for property description and name of the project on the monetary guaranty shall be accepted until reviewed and approved by the County Attorney.

#### **4. Monetary Guaranty Estimate and Monetary Guaranty Amount**

- A. The Bond Estimate shall be based on the estimated cost of construction of all items shown upon the approved plans (labor and material), plus a 10 percent Contingency Factor to cover administrative and engineering costs in the event of default and potential damage to existing roads or utilities and the inflation factor(s). The cost estimates shall reflect the current unit costs as published and distributed by the Monetary Guaranty Review Group.
- B. The Bond Estimate shall be prepared by a Licensed Professional Engineer (P.E.) or Surveyor and submitted for approval.
- C. Where partial construction has already occurred, the amount of the bond may be less than the Bond Estimate to allow for work completed prior to establishing the original bond, subject to the Director approval, in consultation with the Virginia Department of

Transportation (VDOT) where applicable; provided, however, that in any instance in which such work is completed prior to establishing the original bond, any Bond Reduction requested shall be based upon the original Bond Estimate and not upon the original amount of such monetary guaranty.

**5. Acceptance of Public Improvements and Release or Reduction of Performance Agreement and Monetary Guaranty**

A. Upon meeting the criteria herein for release or reduction of the Performance Agreement and monetary guaranty, the developer shall submit to the Director:

1. A set of Record Drawings certified as to construction by a Licensed Professional Engineer (P.E.) or Surveyor.
2. If requested by the County all associated third party inspection reports.
3. A request, in writing, that a joint inspection to be made by VDOT and the Director.
4. If applicable, a recorded SWM/BMP Maintenance Agreement to establish the responsibility of the property owner for the maintenance of such facility. Such SWM/BMP Maintenance Agreement shall be in a form approved by the County Attorney and executed by the County Administrator.
5. If applicable, a Letter of Map Revision (LOMR) from FEMA.

B. In addition to the above and as may be required:

1. As for Roadway Improvements to be accepted by VDOT:
  - a) 24VAC30-92-60 sets out the public service requirements for the acceptance by VDOT of a roadway or roadway section into the state secondary street system. When a roadway or any roadway section meets the public service requirements of 24VAC30-92-60, the developer shall promptly request initiation of the procedures set forth in this Section 5. B. 1. Irrespective of whether the developer elects to initiate these procedures, when a roadway or or any roadway section meets the public service requirements of 24VAC30-92-60, the County in the alternative may also elect to initiate the procedures.
  - b) After inspection by County staff and VDOT, the developer shall complete all of the corrective work shown on the punch list within 30 days. This punch list shall not relieve the developer of any latent defects which might become apparent prior to roadway acceptance by VDOT. If punch list corrections are not completed within the allotted time, the



entire project may be subject to re-inspection and, as well, the County may consider the developer to be in default under the Performance Agreement and initiate the procedures set forth in Section 6.

- c) The developer shall notify the Director, in writing, upon completion of the punch list items and shall request final inspection. The Director shall set a date for joint inspection with VDOT and the developer within 30 days of the request. Subsequent to final inspection, the Director shall await written notification from VDOT as to whether the road, as constructed, meets the applicable construction standards of VDOT as of the date of inspection. If not, the procedures herein may be repeated, as applicable.
  - d) If final inspection indicates that the developer has fully performed as to construction, but that the road(s), do not meet the requirements of 24VAC30-92-60, the developer shall enter a maintenance and indemnification agreement with maintenance and indemnification monetary guaranty, in form approved by the County Attorney and executed by the Board of Supervisors or designee, guaranteeing that the developer shall maintain the roads in the same condition as existed at final inspection until such time as VDOT road acceptance occurs. Such maintenance and indemnification monetary guaranty shall be in an amount as recommended by the Monetary Guaranty Review Group and approved by the Director. Maintenance responsibility for the road(s) shall remain with the developer until such time as the road(s) are accepted by VDOT.
  - e) When the road(s) have been accepted by VDOT or when the maintenance and indemnification agreement required herein is approved by the Director, the bonding requirements, except for any ancillary improvements outside the right of way, for such road(s) shall be deemed satisfied, to the extent of such acceptance.
2. As for public improvements to be accepted by the County, a homeowners association, a property owners association, or other entity or agency:
- a) After the developer has requested the release of a performance agreement and monetary guaranty pursuant to the provisions of this section, the Director will schedule an inspection of such bonded improvements for which the release is requested. (This inspection may occur at the same time as the VDOT inspection.)
  - b) The Director shall notify the developer in writing of any items requiring correction or revision within 30 days of receipt of the request for a release.

- c) Developer shall complete all of the corrective work shown on the punch list within 30 days. If punch list corrections are not completed within the allotted time, the entire project may be subject to re-inspection.
3. No bond shall be released or reduced for a Performance Agreement that is in default.

**6. Procedure in the event of a Default under a Performance Agreement**

In the event of a default under a performance agreement, the Monetary Guaranty Review Group, in consultation with the County Attorney, shall consider measures to address the default, which measures may include, but are not necessarily limited to, any one or more of the following, as appropriate:

- A. Commencement of legal proceedings against the developer and/or any other appropriate party.
- B. Demand to the surety for payment of monetary guaranty proceeds to the County (or, for cash amounts previously paid to the County to be held in escrow, transfer of the funds to a County operating account, as designated by the Treasurer).
- C. Completion of such roadway and/or other public improvements as may be appropriate, using monetary guaranty proceeds and with the County reserving the right to seek the amount of any shortfall, in legal proceedings against the developer. Nothing herein shall obligate the County to complete any public improvements.
- D. Reimbursement to any appropriate organization, such as a homeowners association, of the cost of any improvements to be owned by such organization, but only to the extent of the lesser of the proceeds available to the County for such improvements or the actual cost of such improvements, as evidenced by appropriate receipts and/or other documentation.
- E. Initiation of the procedure, pursuant to Virginia Code Section 15.2-2271 or 15.2-2272, for adoption of an ordinance of full or partial vacation of the subdivision for which the County received the monetary guaranty. Upon the vacation of the subdivision becoming non-appealable, the County shall release the monetary guaranty in a corresponding amount.
- F. Such other measure(s) as may be appropriate.



## COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

---

# MEMO

---

**To:** Finance Committee  
**From:** Stacy Herbaugh, Interim Director [REDACTED]  
**Subject:** Supplemental Appropriation  
**Date:** April 1, 2022

Please transfer \$1500 from Donation Line 3-010-01899-0003 to Expenditure Line 4-010-071090-5407-000-000 which represents a donation from the Chesapeake Region Volleyball Association to purchase volleyball nets for the Sand Volleyball Complex located at Clearbrook Park.

c.s. 3/29/22



Christine Bauserman  
EMS Billing Manager

The EMS Expense Recovery Fund (Fund 30) budgeted estimated revenue in the amount of \$1,984,041 for FY22. Through April 30, 2022, revenue has been collected in the amount of \$2,018,259.54.

It is estimated that total of \$415,781 will be collected for transports for May and June. This puts the total estimated revenue for FY22 at \$2,434,041. Since revenues less expenses are split 50-50 between the County and the Volunteer Companies, a supplemental appropriation in the amount of \$450,000 is requested. No local funds are required.

FY22 – Fund 30	
Budgeted revenue	1,984,041
Revenue received through 4/30/22	(2,018,260)
Estimated revenue for May & June	(415,781)
Estimated budgeted revenue & exp S/A	(450,000)

Thank you.



## Greenwood Vol. Fire & Rescue Company, Inc.

PO Box 3023  
Winchester, VA 22604  
(540) 667-9417

4 May 2022

Frederick County Finance  
Attention: Ms. Cheryl B. Shiffler  
107 North Kent Street, 3rd Floor  
Winchester, VA 22601

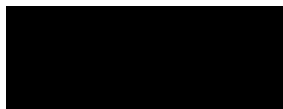
### Proffer Fund Request

The Greenwood Volunteer Fire & Rescue Company, Inc. has undertaken a project to renovate our existing fire station. The station renovation has been under consideration and planning since 2017. This project has also been included in the Frederick County Capital Improvements Plan (CIP) since 2018.

In August 2021 we entered into an agreement with Lantz Construction, Winchester to convert the 5,200 sq. ft. upstairs into living quarters for our Staff and Volunteers. The project will also convert the existing downstairs into usable workspace, meeting space, training space, and update the existing truck bays.

The initial contract with Lantz Construction, Winchester had a cost of \$1,160,000.00 for the renovation project. Changes orders have increased the renovation coast to \$1,248,410.42. Greenwood intends to pay this cost over the course of the next several years using existing funds and bank financing. As of 3 May 2022, we have been invoiced and paid \$747,632.46 toward the renovation.

We request disbursement of \$41,398.14 in Proffer Funds that have been allocated to Greenwood Volunteer Fire and Rescue. The Proffer Funds will be used to help offset the \$747,632.46 that have been spent by Greenwood up to this point.



Daniel C. Cunningham  
President

**Project Costs to Date**

<b>Date</b>	<b>Amount Paid</b>
25-Oct-21	\$198,205.19
06-Dec-21	\$193,438.35
12-Jan-22	\$97,422.71
27-Jan-22	\$115,406.39
23-Feb-22	\$72,174.03
24-Mar-22	\$46,166.67
20-Apr-22	\$24,819.12
03-May-22	\$747,632.46



COUNTY OF FREDERICK, VIRGINIA

FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive  
Winchester, VA 22602

Steven A. Majchrzak  
Chief

**MEMORANDUM**

**TO:** Sharon Kibler  
Finance Department

**FROM:** Kelly Unger [REDACTED]  
Fire and Rescue Department

**Date:** May 3, 2022

**SUBJECT:** Supplemental Appropriation Request

The Fire and Rescue Department sold a 2005 Public Education Trailer on 3/25/2022 for \$7,000.00. These funds are currently in revenue line item 3-010-015020-0006 (Sale of Salvage & Surplus). We are requesting a supplemental appropriation in the amount of \$7,000.00 be placed in line item 4-010-035050-5413-000-000 (Other Operating Supplies). The proceeds will be used to purchase an inflatable fire safety education house and cart.

If you have any questions or need additional information, please feel free to contact me, x6443. Thank you!



## BILL OF SALE

**Auction Date:** Mar 25, 2022 3:11:46 PM EDT

**Auction ID:** 2986761

**Item Number:** F&R\_PET

**Year:** 2005

**Description:** 2005 Public Education Trailer

**Identification Number:** [REDACTED]

**Purchase Price:** \$7,000.00

**Buyer Name:** D [REDACTED]

**Buyer Address:** [REDACTED]

Fire & Rescue

Department

Mar 29, 2022

Payment Date

GL: 3-010-015020-0006; Sale of Salvage & Surplus



DATE May 11, 2022

TO: Finance Committee

FROM: Patrick Barker, CECD  
Executive Director

RE: FY22 Supplemental Appropriation of unbudgeted revenue received

The Employer Expo, one product of The Workforce Initiative, is a regional comprehensive hiring event featuring companies, professional development workshops, and fast-track training providers (i.e. Workforce Solutions at Lord Fairfax Community College). The Employer Expo is open to students and parents and the public. Participating businesses have immediate employment needs as well as longer term needs (i.e. 6-12 months). They are also looking to hire for summer jobs and internships. Workshops are offered onsite for professional etiquette, resume writing and mock interviews. Attendees who complete all three workshops are entered into a drawing for a \$500 scholarship; there are 6 scholarships available.

During the 2021 Expo, nearly 110 job seekers visited with 53 employers over 4 hours. The 2022 event is scheduled for May 25, 2022 from 2 pm to 6 pm.

Registration fees in the amount of \$4,800 were collected from participating businesses and deposited in FY21 into revenue account 31-8102-1911-07 to fund the scholarships, event, and advertising expenses. The City has contributed \$1,500 in FY22 for the event advertising.

The Frederick County EDA is requesting a FY22 supplemental appropriation in the amount of \$6,300. Of this amount \$3,300 to line item 31-081010-3007-000-000 for advertising costs, and \$3,000 to line item 31-081010-5413-000-000 to cover the scholarships.

Staff will be present to answer any questions the committee might have regarding this request.

## Project Profile EMPLOYER EXPO

The Employer Expo, one product of The Workforce Initiative, is a regional comprehensive hiring event featuring companies, professional development workshops, and fast-track training providers (i.e. Workforce Solutions at Lord Fairfax Community College). The Employer Expo is open to students & parents and the public. Participating businesses have employment needs currently, or in 6-12 months. They are also open to hiring for summer jobs and internships. Workshops are offered onsite for professional etiquette, resume writing and mock interviews. Attendees who complete all three workshops are entered into a drawing for a \$500 scholarship; there are 6 scholarships available.

During the 2021 Expo, nearly 110 job seekers visited with 53 employers over 4 hours. The 2022 event is scheduled for May 25, 2022 from 2 pm to 6 pm.

The Frederick County EDA and partners developed The Workforce Initiative to find creative, regional workforce solutions to address the needs of current and future employers. The Initiative is now headed by a 15-member board of directors and utilizes more than 50 task force partners to move specific projects forward.



**The Employer Expo** (part of *The Workforce Initiative*) connects job seekers, career changers, second acts, students and parents with hiring managers from companies located in Frederick County, Clarke County, and Winchester, Virginia! Twenty-minute workshops focused on resume building, mock interviewing, and business acumen are offered on the half-hour. Training providers are on site, sharing the latest fast-track program info for local, in-demand careers.

**THE WORKFORCE INITIATIVE**  
www.theworkforceinitiative.com

*The Workforce Initiative is a creative partnership of business leaders, educators, and community stakeholders, working together to ensure the region has a skilled workforce that meets the needs of employers.*  
www.theworkforceinitiative.com

**Est. 2018**  
Years: 2  
Attendees: 452  
Businesses: 93



**2019 Exhibitors**

BARRETT METALWORK, INC. | GRAFTON | MONOFLO INTERNATIONAL  
AMERICAN WOODMARK | HOOD | RIDDLEBERGER  
COVENANT | HOLTZMAN | THERMOFISHER SCIENTIFIC  
NAVY FEDERAL Credit Union | THE HOME DEPOT | CONTINENTAL  
Winchester | EVOLVE | WORKFORCE SOLUTIONS  
ValleyHealth | INTEGRITY | TORAY  
AXIOM | ESI | Eastern Supply, Inc. | McDonald's | QUALIFIED SKILLING APPROVAL  
Via Satellite | ALAMO | Goodwill | ROBINSON  
CAREERBUILDER | imi | ROSE HILL | SCHROCK | Manpower  
KraftHeinz | RemodelUSA | BLUE RIDGE | City NATIONAL BANK | Builders FirstSource | BB&T

**2019 Expo Results**

Attendee Age		Attendee Education Level		What Drew Attendees?	
Under 18	9%	High School	44%	General Job Seeking	63%
18-24	22%	Associate's Degree or Higher	47%	A Specific Employer	13%
25-34	24%			A Specific Industry	14%
35-44	15%				
45-54	18%				
55-64	14%				

**Attendees have a great experience at The Employer Expo!**

- 79%** Love the Quantity of Employers! 79% of attendees surveyed were satisfied or very satisfied with the number of employers.
- 73%** Found Diversity in Employers! 73% of attendees surveyed were satisfied or very satisfied with the variety of employers!

**JOBS**

**RESUME building**

**coming SOON**

**SCHOLARSHIPS**

**GET HIRED.**

**THE EMPLOYER EXPO.com**

YOUR MOVE. OUR COMMITMENT.

DATE May 11, 2022

TO: Finance Committee

FROM: Patrick Barker, CEcD  
Executive Director

RE: FY22 Supplemental Appropriation of unbudgeted revenue received

The Frederick County EDA formed a partnership with other Northern Shenandoah Valley localities (i.e. the counties of Clarke, Shenandoah, Warren and Page, and the City of Winchester) named Shenandoah Valley Talent Solution Coalition, which previously engaged Development Counsellors International (DCI)—the leader in marketing places -to develop a Comprehensive Talent Solutions Strategy focused on job seekers, university and community college graduates, and high school students. This Strategy identified obstacles to and opportunities for retention and attraction of young adult talent.

Based on the research, as well as best practices, DCI recommended a strategy including 8+ major marketing tactics for the region to start promoting its career and lifestyle opportunities to internal and external talent. One tactic included a regional website focused on information on living and working in the Northern Shenandoah Valley region. Best practices suggested the website needed an interactive job search function. Shenandoah County and the City of Winchester provided funding to complete this tactic. Each locality has paid \$4,468 toward this website enhancement for a total of \$8,936. These funds were deposited into our FY22 revenue account 31-8102-1911-07.

The Frederick County EDA is requesting a FY22 supplemental appropriation of in the amount of \$8,936 to line item 31-081010-5411-000-000 to cover the interactive job board and website design.

Staff will be present to answer any questions.

Project Profile

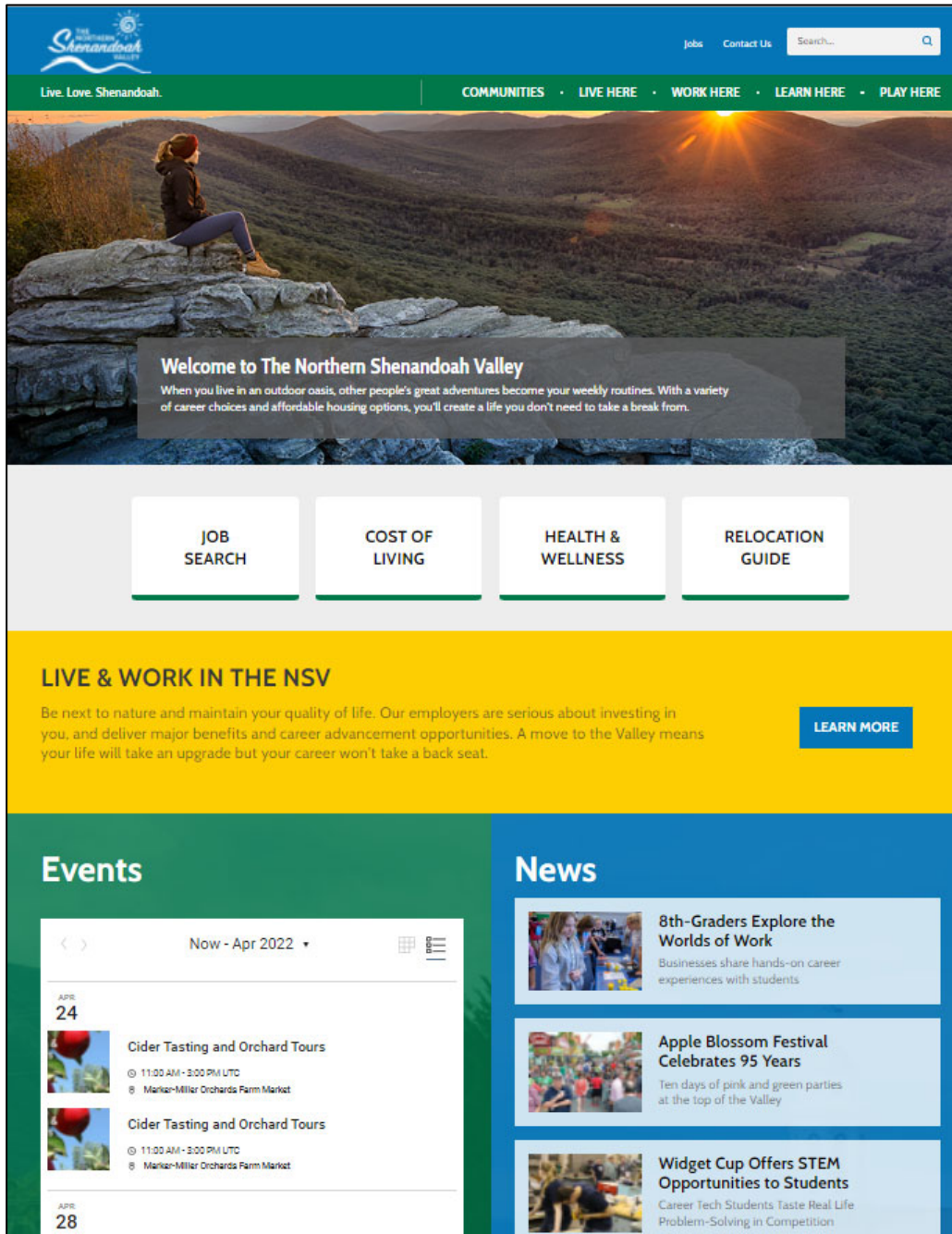
**Shenandoah Valley Talent Solutions Strategy**

The Frederick County EDA, in partnership with other Northern Shenandoah Valley localities (the counties of Clarke, Shenandoah, Warren and Page, and the City of Winchester), engaged Development Counsellors International (DCI)—the leader in marketing places, to develop a Comprehensive Talent Solutions Strategy focused on job seekers, university and community college graduates, and high school students. This Strategy identified obstacles and opportunities to retention and attraction of young adult talent.

Based on the research, as well as best practices, DCI recommended a strategy including 8+ major marketing tactics for the region to start promoting its career and lifestyle opportunities to internal and external talent. These suggested tactics aim to arm employers with information to sell the region, increase awareness of the region as an ideal place for careers and lifestyle and inspire career change locally. Some samples of tactics include:

- A regional website focused on information on living and working in the Northern Shenandoah Valley region
- A digital regional resource that showcases “things to do”
- A digital hub within the new talent website dedicated to career training
- Paid digital + social advertising to reach target audiences in the target markets DCI identified
- A regional “internship fair” event over winter break to prepare young talent for summer internships

The past 12 months brought the completion of the regional website and launching of the paid digital and social media advertisement with the support of \$10,000 from the Virginia Tourism Corporation’s Marketing Leverage Grant.



# 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 – Donation Honor Guard  
DATE : April 7, 2022

We are requesting the donation received for the Honor Guard that was posted to 3-010-018990-0006 (10CR) to be appropriated in our Uniform line item 4-010-031020-5410-000-000.

\$50.00 – Timothy Weir

This amount will go towards items for their uniform that is needed for new members

Thank you,

LWM/adc

TIMOTHY T. WEIR



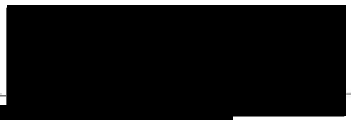
05 MAR 20 22

Pay To The Order Of FREDERICK COUNTY SHERIFF'S OFFICE \$ 50<sup>00</sup>/XX

FIFTY 00/XX Dollars

Security Features Included. Details on back.

SAFETY CHECK



For HONOR GUARD



MP

# 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 – Donation  
DATE : May 6, 2022

We are requesting the donations received and posted to 3-010-018990-0006 (10CR) to be appropriated in the following line items

\$50.00– Mr. Messer (Honor Guard) = 31020-5410-000-000 (Uniforms)

\$2,361.00 – Mission BBQ (Thank you) = 31020-8900-000-000 (Improvements other than buildings)

Total - \$2411.00

These amounts will go towards the building we would like to purchase that will be located at the impound lot and our Honor Guard

Thank you,

LWM/adc



FRANKLIN M. MESSER 07-99

6347

08-25/514 03

CHECK AMOUNT

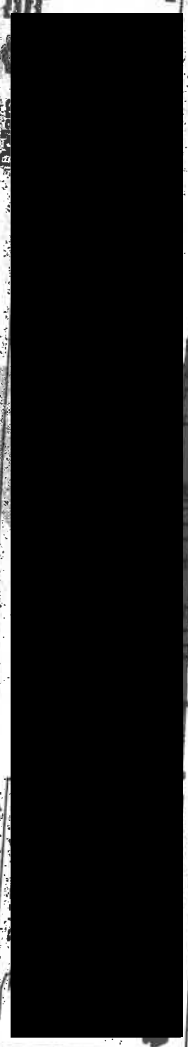
1-3-22

Date

Pay to the Order of *Franklin M. Messer*

*Five Dollars*

\$50.00



MISSION BBQ Winchester, VA. LLC.

3583

7-11/520

3/18/2022

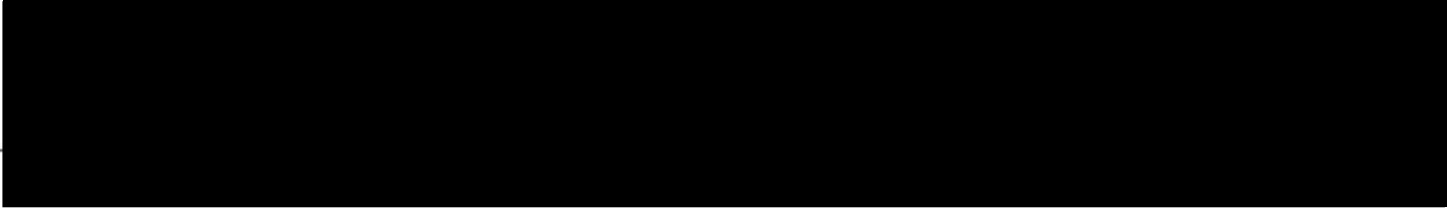
PAY TO THE ORDER OF Frederick County Sheriff's Department

\$ \*\*2,361.00

Two Thousand Three Hundred Sixty-One and 00/100 \*\*\*\*\* DOLLARS

Frederick County Sheriff's Department

VOID AFTER 90 DAYS



MP

# 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 – building  
DATE : April 8, 2022

The Frederick County Sheriff's Office has received donations totaling \$800.00. This amount has been posted to 3-010-018990-0006

We are requesting the donations received be appropriated in line item 31020-8900-000-000 (Improvements other than buildings). This amount will go towards the building at the impound lot.

Thank you,

LWM/adc

JOAN E HENRY

2511

68-426/514

[Redacted]

3/19/2022

Date

Pay to the Order of Fredrick County Sheriffs Office

\$ 200.00

Two hundred and 00/100

Dollars



Photo Safe Deposit Details on back

[Redacted]

Harland Clarke

GUARDIAN SAFETY® YELLOW

MICHAEL B ALBRIGHT

1631

[Redacted]

3/22/22

DATE

25-80/440  
BRANCH 100

PAY TO THE ORDER OF

Fred Cty Sheriffs Office

\$ 100.00

One hundred

DOLLARS



Security Features  
Insured  
Details on Back

[Redacted]

RICHARD S MILLER (IRA)  
WEC'S AS CUSTODIAN

103

99-716/1023 10007

3/24/22

Date

Pay to the Order of: FREDONIA COUNTY SHERIFF OFFICE

\$ 100.00

ONE HUNDRED AND NO/100

Dollars

Photo Safe Deposit Details on back



Wells Fargo Bank, N.A.  
Of Federal And State  
The Notices Therein.

MP

Herland Clarke

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CAROLYN L BLANKENSHIP OR  
ROBERT BLANKENSHIP

65-270/550

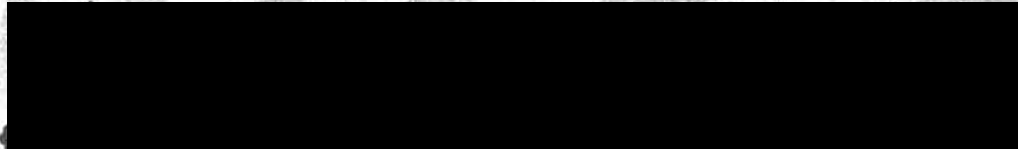
2088



Date MAR 3 2022

Pay to the order of FREDERICK COUNTY SHERIFF'S DEPT \$ 200.00  
TWO HUNDRED & 00/100 Dollars

Heat Reactive Ink



LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

CAROLYN L BLANKENSHIP OR  
ROBERT BLANKENSHIP

65-270/558

2102

Date 4-01-2022

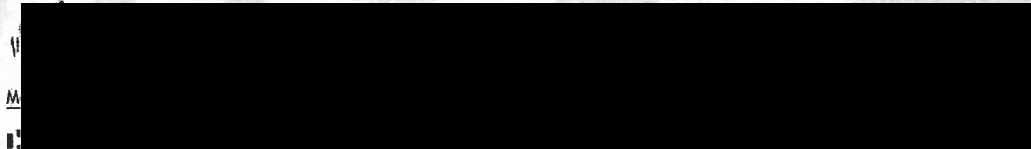


Pay to the order of Frederick County Sheriff Dept \$200.<sup>00</sup>/<sub>100</sub>



Two hundred and <sup>00</sup>/<sub>100</sub> Dollars

Heat Reactive Ink



LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

# FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540-662-6168  
FAX 540-504-6400

TO : Cheryl Shiffler, Director of Finance  
FROM : Sheriff Lenny Millholland  
SUBJECT : Appropriation of Funds – Recovered costs  
DATE : May 6, 2022

---

The Sheriff requests a General Fund supplemental appropriation in the amount of \$4,560. This amount has been posted to 3010-019010-0018. This amount represents traffic control and overtime.

We are requesting this amount to be appropriated in our overtime line item 4-010-031020-1005-000-000.

Thank you.

LWM/adc



## Appropriation of Funds - Recovered Costs

Date	Description	Amount	Total posted in line item	Date posted	Outstanding	Comments
7/1/2021	Appropriation	\$ 130,000.00	\$ (130,000.00)			
7/20/2021	Navy Federal (June 2021)	\$ 8,760.00	\$ 8,760.00	7/22/2021	\$ -	from June 2021
8/16/2021	Lake Holiday (June 2021)	\$ 2,160.00	\$ 2,160.00	8/20/2022	\$ -	
8/25/2021	Fellowship Bible (June 2021)	\$ 1,440.00	\$ 1,440.00	8/26/2022	\$ -	
8/31/2021	Rocket Combat Sports	\$ 840.00	\$ 840.00	9/1/2021	\$ -	
9/9/2021	Lake Hokiday Country Club	\$ 4,080.00	\$ 4,080.00	9/10/2021	\$ -	from July and Aug
9/16/2021	Navy Federal (July 2021)	\$ 9,480.00	\$ 9,480.00	9/16/2021	\$ -	
9/21/2021	Shenandoah University (Sept)	\$ 300.00	\$ 300.00	9/21/2021	\$ -	
9/21/2021	Fellowship Bible (July & Aug)	\$ 3,540.00	\$ 3,540.00	9/21/2021	\$ -	
9/21/2021	Navy Federal (Aug)	\$ 8,640.00	\$ 8,640.00	9/21/2021	\$ -	total in AS/400 12,480
10/19/2021	Navy federal (Sept)	\$ 7,020.00	\$ 7,020.00	10/19/2021	\$ -	
10/26/2021	Cedar Creek Battlefield	\$ 10,000.00	\$ 10,000.00	10/27/2021	\$ -	
11/4/2021	Fellowship Bible (Sept)	\$ 1,320.00	\$ 1,320.00	11/5/2021		
11/9/2021	Jessica Jenkins James Wood HC	\$ 1,200.00	\$ 1,200.00	11/9/2021	\$ -	
11/9/2021	Candace Saramosing. Sherando HC	\$ 1,800.00	\$ 1,800.00	11/9/2021	\$ -	Total in as/400 3000
11/10/2021	Shenandoah University Oct	\$ 1,320.00	\$ 1,320.00	11/5/2021	\$ -	
11/10/2021	Fellowship Bible (Oct)	\$ 1,740.00	\$ 1,740.00	11/10/2021	\$ -	Total in AS/400 3,060
11/15/2021	Shenandoah University Nov	\$ 1,320.00	\$ 1,320.00	11/10/2021	\$ -	
11/17/2021	Navy Federal (Oct)	\$ 7,020.00	\$ 7,020.00	11/17/2021	\$ -	
12/7/2021	Rocket Combat Sports	\$ 600.00	\$ 600.00	12/7/2021	\$ -	
1/14/2022	Navy Federal Credit Nov	\$ 7,320.00	\$ 7,320.00	1/20/2022	\$ -	
1/19/2022	Navy Federal Credit Dec	\$ 7,740.00	\$ 7,740.00	1/25/2022		
1/20/2022	Fellowship Bible Nov/Dec	\$ 5,160.00	\$ 5,160.00	1/25/2022	\$ -	Total in AS/400 12,900
1/31/2022	Fed. Co. Parks & Reck Nov-Jan	\$ 10,800.00	\$ 10,800.00	1/31/2022	\$ -	
2/1/2022	Walmart 4514 - Nov	\$ 1,140.00	\$ 1,140.00	2/3/2022		
2/23/2022	Navy Federal - Jan	\$ 8,940.00	\$ 8,940.00	2/25/2022		
2/28/2022	Fellowship Bible (Jan)	\$ 1,920.00	\$ 1,920.00	3/2/2022		
3/1/2022	Rocket Combat Sports	\$ 660.00	\$ 660.00	3/3/2022		
3/23/2022	Navy Federal (Feb)	\$ 6,840.00	\$ 6,840.00	3/23/2022	\$ -	
4/13/2022	Fellowship bibl - Feb and March	\$ 3,360.00	\$ 3,360.00	4/14/2022		
4/22/2022	Navy Federal (march)	\$ 8,100.00	\$ 8,100.00	4/27/2022		
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
		\$ 264,560.00	\$ 4,560.00		\$ -	

# 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 7, 2022  
SUBJECT : Insurance Reimbursement

---

The Frederick County Sheriff's Office has received three (3) checks from VACoRP totaling for auto claims. The amounts were posted to 3-010-018990-0001

We are requesting the amounts to be appropriated in the following line items.

**8005-000-000 (motor vehicles and equipment)**

- \$28,975 (Deputy Cutter, December 16, 2021) –This amount will go towards a replacement vehicle.

**31020-3004-000-002 (Vehicle/Maintenance)**

- \$2,764.50 (Sergeant Roberts, February 10, 2022) – This amount will go towards repairs.
- \$5,547.93 (Deputy Vorous, March 5, 2022) - This amount will go towards repairs.

Thank you,

LWM/adc



FREDERICK  
COUNTY  
MAR 16 2022  
FINANCE  
DEPARTMENT

March 10, 2022

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: [REDACTED]  
Date of Loss: 12/16/2021

Dear Ms. Place:

Enclosed please find VACORP property damage check in the amount of \$28,975.00 for the total losses of the 2019 Ford Explorer VIN that was damaged on 12/16/2021. This payment was based on the total loss value of \$29,475.00 less the \$500.00 deductible.

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

Sincerely,

[REDACTED]

Jared Muller  
Claims Specialist

Enclosed – Check



March 11, 2022

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: [REDACTED]  
Date of Loss: 2/10/2022

Dear Ms. Place:

Enclosed please find VAcorp property damage check in the amount of \$2,764.50 for the repairs to the 2018 Chevrolet Tahoe VIN 0791 that was damaged on 2/10/2022. This payment was based on the estimate submitted from *S&S Appraisal Services* of \$3,264.50 less the \$500.00 deductible.

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 Muller  
Claims Specialist

Enclosed - Check



March 14, 2022

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

VA Association of Counties Group Self-Insurance Risk Pool

Participant: Frederick County  
Claim Number: [REDACTED]  
Date of Loss: 3/5/2022  
Vehicle: 2021 Dodge Durango  
VIN: [REDACTED]

To Frederick County,

Enclosed please find a VAcorp property damage check in the amount of \$5,547.93 for the repairs to the above referenced vehicle.

This amount is based on submitted appraisal from S&S Appraisal Services, LLC for repair cost in the amount of \$6,047.93 - \$500.00 (deductible) = \$5,547.93.

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

Sincerely,

[REDACTED]  
Justin Shelor  
Claims Associate

Enclosed: 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 : May 6, 2022  
SUBJECT : Insurance Reimbursement

---

The Frederick County Sheriff's Office has received a check from VACoRP totaling \$5,990.93 for an auto claim dated March 26, 2022, involving Deputy Smith. The amount was posted to 3-010-018990-0001

We are requesting the amount to be appropriated in 31020-3004-000-002 vehicle/maintenance line item. This amount will cover repair costs.

Thank you,

LWM/adc

Detailed Payment Summary

GEICO ADVANTAGE INSURANCE CO  
Field Claim Center: 06 Virginia Beach

NO. N 232754255

Date: 04/20/2022

ONE GEICO LANDING  
VIRGINIA BEACH, VA 23454-5694

Claim # [REDACTED]  
Date of Loss: 03/26/2022

Claimant Name: Jennifer Place  
Insured Name: Kimberly Russo  
Tax ID / SS# /  
Atty ADJ Code:  
Adjuster Code: CAXA

Pay To:  
Fredrick County Sheriffs Department

3-010-018990-  
0001

1096

Total Amount:  
\$\*\*\*\*5,990.93

Payment Type:  
LOSS

IP AND FEATURE AND AMOUNT  
03 APD \$\*\*\*5990.93

Fredrick County Police  
Department/Jennifer PI  
107 N Kent ST  
Winchester Va 22601-5039

\*40002163045562000002002950\*

In Payment Of  
Property Damage Coverage

Visit [geico.com](http://geico.com)

Now, parties involved in a GEICO claim can track the progress of the claim, view damage photos and more at [geico.com](http://geico.com)! \*GEICO policyholders can make a payment, change drivers or vehicles and request additional coverages.\* Not insured with GEICO? 15 minutes could save you 15% or more on car insurance. Of course, we're also available for policy or claim service 24/7 at 1-800-841-3000.

\*These online services are unavailable to Assigned Risk policyholders and Commercial policyholders.

clmschck

PLEASE DETACH AND KEEP FOR YOUR RECORDS

GEICO ADVANTAGE INSURANCE CO  
ONE GEICO LANDING  
VIRGINIA BEACH, VA: 23454-5694

Claimant: Jennifer Place  
Insured Name: Kimberly Russo

Feature Symbol & Amount:  
APD \$\*\*\*5990.93

\*\*FIVE-THOUSAND-NINE-HUNDRED-NINETY\*AND\*93/100\*DOLLARS\*\*\*\*\*

Pay to the Order of:  
FREDRICK COUNTY SHERIFFS DEPARTMENT

52-153  
112 ME

NO. N 232754255

VOID AFTER 180 DAYS  
Date: 04/20/2022

Amount:  
\$\*\*\*\*5,990.93

Mall To:  
Fredrick County Police Department/Jennife  
107 N Kent ST  
Winchester Va 22601-5039

856953474 00002903 00000001/00000001 00002950/00010000

# FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540-662-6168  
FAX 540-504-6400

TO : Cheryl Shiffler Director of Finance  
FROM : Sheriff Lenny Millholland  
SUBJECT : DEA Federal Reimbursements  
DATE : May 6, 2022

---

Frederick County Sheriff's Office has received reimbursements from the DEA totaling \$11,235.74. This amount has been posted to 3-010-033010-0025.

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

Thank you

LWM



Reimb. Amount	Reimb. Received	OT Incurred Date	Date handed in	Date reimb. posted	Comments	amount posted
1005-000-000	\$955.60	3/16/2022		3/23/2022		
1005-000-000	\$191.36	3/16/2022		3/23/2022		
Total	\$10,138.40				amount asked to be appropriated	

Line item	Amount	Finance committee	Date posted
1005-000-000	\$2,104.96		
1005-000-000	\$2,006.76		
1005-000-000	\$1,196.00		
1005-000-000	\$716.70		
1005-000-000	\$2,580.12		
1005-000-000	\$2,631.20		
1005-000-000			
1005-000-000			
Total	\$11,235.74		amount asked to be appropriated

# 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 : Secret Services Reimbursements  
DATE : May 6, 2022

---

Frederick County Sheriff's Office has received reimbursements from the Secret Services totaling \$4,041.45 this amount has been posted to 3-010-033010-0025.

We are requesting amount to be appropriated in the following line items

\$4,041.45 – 4-010-031020-5401-000-000 (Office Supplies)

Thank you,

LWM/adc

c,s, 4/15/22

my Records  
3-010-33016-0025  
Revised 12/98  
5401-000-000



The Department of the Treasury  
LOCAL, COUNTY, AND STATE LAW ENFORCEMENT AGENCY  
REQUEST FOR REIMBURSEMENT OF JOINT OPERATIONS EXPENSES

TO: \_\_\_\_\_ ATF \_\_\_\_\_ CUSTOMS \_\_\_\_\_ IRS \_\_\_\_\_  SECRET SERVICE

OCDETF CASE  YES  NO

OCDETF CASE # \_\_\_\_\_ TFF TRACKING NUMBER \_\_\_\_\_

NAME OF AGENCY: Frederick County Sheriff's Office TAX ID. NUMBER: \_\_\_\_\_

ADDRESS: 1080 Coverstone Drive Winchester, VA 22602

CONTACT PERSON: Investigator Jason P. Killian TELEPHONE NO: (540) 504-6573

DATES FOR WHICH THE REIMBURSEMENT IS REQUESTED: FROM: 02/28/2021 TO: 03/07/2022

OVERTIME EXPENSES

NAME OF OFFICER	TITLE	HOURS WORKED	HOURLY RATE	TOTAL
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

TOTAL OVERTIME AMOUNT REQUESTED \$0.00

TOTAL NUMBER OF REGULAR HOURS WORKED DURING THIS BILLING PERIOD(S) ON CASES WHICH OVERTIME WAS REQUESTED BY THE OFFICERS LISTED ABOVE. 0.00 HOURS

OTHER EXPENSES

PURPOSE AND OR TYPE OF EXPENSE	TOTAL
2 Dell Monitors, 2 monitor mounts	\$666.50
4-2TB SSD, 4-4TB SSD, 5-3TB HHD, 4-4TB HHD	\$3,374.95
<b>TOTAL OTHER EXPENSE REQUESTED</b>	<b>\$4,041.45</b>
<b>TOTAL REIMBURSEMENT REQUESTED</b>	<b>\$4,041.45</b>

certify that the information provided above is accurate and represents actual costs incurred by this agency

Jason P. Killian Investigator Jason P. Killian Digitally signed by Jason P. Killian Date: 2022.03.15 16:10:56 -0400 03/15/2022

(Requesting Agency) NAME TITLE SIGNATURE DATE

TREASURY AGENT REVIEW SIGNATURE DATE

EOAF APPROVAL DATE EOAF APPROVAL DATE

NOTE: OCDETF CASES - A COPY OF THIS DOCUMENT SHALL BE SENT TO THE AGENCY CORE CITY COORDINATOR

Received  
4-15-22



## COUNTY OF FREDERICK

### Information Technologies

Scott Varner, Director of Information Technology

svarner@fcva.us

Voice 540.722.8261

### MEMO

**To:** Finance Committee  
**From:** Scott Varner, Director of Information Technology  
**Subject:** Request for PEG Funds  
**Date:** March 29, 2022

The Information Technology Department is requesting to use \$71,811 in Peg Funds to cover the cost of maintenance and support for our public meeting streaming system (Granicus) and hardware/professional services for upgrading microphones and adding a camera to Board of Supervisors Boardroom. We are also requesting \$10,000 for adding the Boards and Commissions module to our Granicus platform. This will allow County Administration and Committee staff to manage the committee agendas, committee appointments, and term limits.

The wired microphone system will be upgraded to allow more control of the microphones during meetings. Additionally, a camera will be added to the system to allow for a better angle for citizens presenting at the podium. The \$25,000 estimate is based on the original costs for the microphones and estimated costs for the camera based on current PTZ cameras available in the market.

- Granicus Maintenance and Support (Streaming and PEAK Agenda) - \$36,811
- Granicus Boards and Commissions - \$10,000
- Shure Microphone Upgrade and Camera Addition - \$25,000

**Total - \$71,811**

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

Sincerely,

*Scott Varner*

Scott Varner  
County of Frederick  
Director of Information Technology

107 North Kent Street, Winchester, Virginia 22601-5039



Pricing Proposal  
 Quotation #: 21274482  
 Created On: 11/16/2021  
 Valid Until: 11/30/2021

**VA-COUNTY OF FREDERICK**

**Inside Account Manager**

**Scott Varner**

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

**Khari Voorhees**

290 Davidson Ave  
 Somerset, NJ 08873  
 Phone: 888-744-4084  
 Fax: 732-652-0810  
 Email: Khari\_Voorhees@SHI.com

All Prices are in US Dollar (USD)

Product	Qty	Retail	Your Price	Total
1 Peak Agenda Management Granicus - Part#: NPN-GRANI-PEAKA-D Contract Name: VITA - COTS Software Contract #: VA-180917-SHI Coverage Term: 1/10/2022 – 1/10/2023 <b>Note:</b> Software; ESD	1	\$0.00	\$14,303.82	\$14,303.82
2 eComment Granicus - Part#: NPN-GRANI-ECOMM-A Contract Name: VITA - COTS Software Contract #: VA-180917-SHI Coverage Term: 1/10/2022 – 1/10/2023	1	\$0.00	\$2,787.10	\$2,787.10
3 Granicus Encoding Appliance Software (GT) Granicus - Part#: NPN-GRANI-ENCOD-A Contract Name: VITA - COTS Software Contract #: VA-180917-SHI Coverage Term: 1/10/2022 – 1/10/2023	1	\$0.00	\$1,498.62	\$1,498.62
4 Government Transparency Suite Granicus - Part#: NPN-GRANI-TRANS-A Contract Name: VITA - COTS Software Contract #: VA-180917-SHI Coverage Term: 1/10/2022 – 1/10/2023	1	\$0.00	\$11,313.02	\$11,313.02
5 Open Platform Suite Granicus - Part#: NPN-GRANI-OPENP-A Contract Name: VITA - COTS Software Contract #: VA-180917-SHI Coverage Term: 1/10/2022 – 1/10/2023	1	\$0.00	\$0.00	\$0.00
6 Performance Accelerator Suite Granicus - Part#: NPN-GRANI-PERFO-A Contract Name: VITA - COTS Software Contract #: VA-180917-SHI Coverage Term: 1/10/2022 – 1/10/2023	1	\$0.00	\$4,063.59	\$4,063.59



408 Saint Peter Street, Suite 600  
Saint Paul, MN 55102  
United States

**THIS IS NOT AN INVOICE**

Order Form  
Prepared for  
Frederick County VA

## Granicus Proposal for Frederick County VA

### ORDER DETAILS

**Prepared By:** David Potocki  
**Phone:** 202-559-4271  
**Email:** david.potocki@granicus.com  
**Order #:** Q-171724  
**Prepared On:** 02/01/2022  
**Expires On:** 03/25/2022

### ORDER TERMS

**Currency:** USD  
**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)  
**Period of Performance:** The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

## PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

<b>One-Time Fees</b>			
<b>Solution</b>	<b>Billing Frequency</b>	<b>Quantity/Unit</b>	<b>One-Time Fee</b>
Boards and Commissions - Setup & Configuration	Up Front	1 Each	\$2,250.00
Boards and Commissions Online Group Training	Upon Delivery	1 Hours	\$0.00
Open Platform - Setup and Configuration	Up Front	1 Hours	\$0.00
<b>SUBTOTAL:</b>			<b>\$2,250.00</b>

<b>New Subscription Fees</b>			
<b>Solution</b>	<b>Billing Frequency</b>	<b>Quantity/Unit</b>	<b>Annual Fee</b>
Boards and Commissions	Annual	1 Each	\$7,750.00
Open Platform Suite	Annual	1 Each	\$0.00
<b>SUBTOTAL:</b>			<b>\$7,750.00</b>

## FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Boards and Commissions	\$8,292.50	\$8,872.98
Open Platform Suite	\$0.00	\$0.00
<b>SUBTOTAL:</b>	<b>\$8,292.50</b>	<b>\$8,872.98</b>



## PRODUCT DESCRIPTIONS

Solution	Description
Boards and Commissions	<p>Boards and Commissions is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the citizen application and appointment to boards process of the clerk's office. Boards and Commissions includes:</p> <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited boards, commissions, committees, and subcommittees</li> <li>• Unlimited storage of citizen applications</li> <li>• Access to up to one (1) Boards and Commissions site</li> <li>• Access to customizable, embeddable iFrame websites for displaying information to citizens</li> <li>• Access to a customizable online citizen application form including board-specific questions</li> <li>• Customizable forms for board details, appointment details, and internal tracking details</li> <li>• Pre-designed document PDFs for applications, board details and rosters, and vacancy reports</li> <li>• Downloadable spreadsheets for easy reporting</li> </ul> <p><i>Optional custom templates for document or report generation may also be purchased for an additional fee.</i></p>
Open Platform Suite	<p>Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.</p>
Boards and Commissions - Setup & Configuration	<p>Setup and Configuration for Boards and Commissions includes:</p> <ul style="list-style-type: none"> <li>• Configuration of up to one (1) Boards and Commissions site</li> <li>• Up to one (1) data import of historical legacy data from a previous system into Boards and Commissions</li> </ul>
Boards and Commissions Online Group Training	<p>Boards and Commissions - Online Group Training is for Group training of Boards and Commissions, which allows clients to have up to six (6) users participate in online Group sessions with a Granicus trainer and other client users, to learn how to use the system.</p>

<b>Solution</b>	<b>Description</b>
Open Platform - Setup and Configuration	Setup and configuration for Open Platform

## TERMS & CONDITIONS

- Link to Terms: [https://granicus.com/pdfs/Master\\_Subscription\\_Agreement.pdf](https://granicus.com/pdfs/Master_Subscription_Agreement.pdf)
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Frederick County VA to provide applicable exemption certificate(s).
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.

## BILLING INFORMATION

<b>Billing Contact:</b>		<b>Purchase Order Required?</b>	[ ] - No [ ] - Yes
<b>Billing Address:</b>		<b>PO Number:</b> <i>If PO required</i>	
<b>Billing Email:</b>		<b>Billing Phone:</b>	

**If submitting a Purchase Order, please include the following language:**

*The pricing, terms, and conditions of quote Q-171724 dated 02/01/2022 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.*

## AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Frederick County VA	
<b>Signature:</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Date:</b>	

---

7	Upgrade to SDI 720p Streaming Granicus - Part#: NPN-GRANI-UPGRA-A Contract Name: VITA - COTS Software Contract #: VA-180917-SHI Coverage Term: 1/10/2022 – 1/10/2023	1	\$0.00	\$2,844.52	\$2,844.52
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	Total	\$36,810.67
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**Additional Comments**

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Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

---

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

3593 Mayland Court  
 Richmond, VA 23233  
 Fed ID# 26-4368726  
 office 804 747-7780  
 fax 804 747-7112  
 cell 804 564-6753

Andrew Pitts  
[apitts@streetandco.com](mailto:apitts@streetandco.com)

Contract Number 7058821-16JC



**DATE** January 20, 2017  
**Quotation #** FCO012017  
**Customer:** Frederick County  
**Contact Name:** Scott Varner  
**Phone Number:** (540)722-8261  
**Email:** svarner@fcva.us

## Quotation

Revised 8-27-19

**Bill To:**

Frederick County  
 Accounts Payable / Scott Varner  
 0

Quotation valid until: September 26, 2019

Prepared by: Andrew Pitts

**Location:**

Frederick County

LINE	MANUFACTURER	PART #	DESCRIPTION	QTY	SALE PRICE PER ITEM	EXTENDED SALE PRICE
1	Epson	V11H903020	EPSON PowerLite L510U Standard Laser Projector, WUXGA, 5,000	1	\$ 2,799.00	\$ 2,799.00
2	Epson	V11H901020	EPSON PowerLite L610U Standard Laser Projector, WUXGA, 6,000 Lumens	1	\$ 3,499.00	\$ 3,499.00
3	Chief	RPMAUW	Chief Projector Mount - Wh	2	\$ 231.20	\$ 462.40
4	Chief	CMS012018W	Chief Ext Pipe - Wh	2	\$ 111.20	\$ 222.40
5	Chief	CMS440	Chief Suspended Ceiling Mount	2	\$ 132.00	\$ 264.00
6	Dalite	37596LSC	Dalite Tensioned Contour Electrol - HD Progressive 1.1 - viewing area 60"h x 96"w - 113" Dia - White - 2" Total Black drop at the top.	1	\$ 2,956.80	\$ 2,956.80
7	Dalite	37586LSC	Dalite Tensioned Contour Electrol - HiDef Pro1.1 - viewing area 50"h x 80"w - 94" Dia - White - with 2" of total drop at top	1	\$ 2,818.40	\$ 2,818.40
8	Crestron	TSW-760	Crestron 7" Touch Panel	1	\$ 1,120.00	\$ 1,120.00
9	Crestron	TSW-760-TTK	Crestron Tabletop Kit for TSW-760	1	\$ 140.00	\$ 140.00
10	Crestron	CEN-5W-POE-5	Crestron 5-Port PoE	1	\$ 280.00	\$ 280.00
11	Crestron	DMP53-300-C	Crestron Series DigitalMedia Presentation System 300	1	\$ 5,880.00	\$ 5,880.00
12	Crestron	DM-RMC-4K-SCALER-C	Crestron DigitalMedia 8G+ Rx & Room Controller w/Scaler	2	\$ 1,260.00	\$ 2,520.00
13	Crestron	DM-TX-4K-302-C	Crestron DM HDMI / VGA Transmitter (for podium - Res PC &	1	\$ 1,400.00	\$ 1,400.00
14	Crestron	DM-TX-4K-100-C-1G-B-T	Crestron DM HDMI Tx	1	\$ 490.00	\$ 490.00
15	Mersive	SP-8000-E2	Solstice perpetual software license integrated on an Android appliance - unlimited number of users - Enterprise Edition - 2 Year Solstice Subscription	2	\$ 1,119.20	\$ 2,238.40
16	Shure	SLX124/85/SM58	Shure SLX Combo Wireless System Features SM58 Handheld Microphone & WL185 Lavalier Microphone	1	\$ 888.80	\$ 888.80
17	Shure	DIS-CCU	Central Control Unit for DDS 5900	1	\$ 1,075.00	\$ 1,075.00
18	Shure	PS-CCU-US	Power supply for DIS-CCU	1	\$ 775.00	\$ 775.00
19	Shure	DC 5980 P	Portable Conference Unit,	16	\$ 338.00	\$ 5,408.00
20	Shure	GM 5924	Gooseneck Mic. w/LED,	16	\$ 152.00	\$ 2,432.00
21	Biamp	TesiraFORTÉ VT	Biamp DSP with VoIP Interface	1	\$ 2,398.40	\$ 2,398.40
22	Crestron	AMP-2210T	Crestron 2Ch Amp	1	\$ 1,064.00	\$ 1,064.00
23	Crestron	SAROS IC4T-W-T-EACH	Crestron Ceiling Speaker	10	\$ 116.80	\$ 1,168.00
24	Epson	V13H134A56	EPSON Replacement Filter	2	\$ 49.00	\$ 98.00
25	Epson	EPPEXPE2	EPSON Whole Unit Exchange Virtual Warranty, 2 Year	2	\$ 229.00	\$ 458.00
26						\$ -
27						\$ -
28						\$ -

<b>Material Sub Total</b>	\$ 42,855.60
<b>Cables &amp; Connectors</b>	\$ 1,740.31
<b>Labor and Programming</b>	\$ 6,825.00
<b>Travel &amp; Lodging</b>	\$ 1,250.00
<b>Subtotal</b>	\$ 52,670.91
<b>Freight</b>	\$ 525.00
<b>Total Sale Price</b>	\$ 53,195.91
<b>Sales Tax</b>	\$ -
<b>Total Quote</b>	\$ 53,195.91

**Notes:**

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

Signature to proceed with order \_\_\_\_\_ Date \_\_\_\_\_

PURCHASE ORDER NUMBER : \_\_\_\_\_

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

# Northwestern Regional Adult Detention Center

Clay A. Corbin - Superintendent



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

## MEMORANDUM

To: Cheryl Shiffler, Finance Director

From: Clay Corbin, Superintendent [REDACTED]

Date: April 8, 2022

Subject: DOC Medical reimbursement supplemental appropriation

---

Request Supplemental Appropriation in the amount of \$300,000 from Northwestern Regional Adult Detention Center's DOC Medical Reimbursement (3-011-024040-0002) to Professional Health Services (4-011-033010-3001-000-000).

DOC reimburses localities for costs incurred for medical care if the inmate is state responsible. During FY20, FY21, and FY22, the Jail has spent \$1,588,072 on inmate health care. Of that, DOC has reimbursed the Jail \$238,224 for inmate care of state responsible inmates. It is estimated another \$61,776 will be reimbursed before the end of this fiscal year.

Inmate health care has risen substantially over the past couple of years. Budgeted amounts for health care were based off prior years. This appropriation will alleviate the burden of using other avenues to fulfill the health care obligations coming due.

Your consideration of this request is most appreciated.

# Northwestern Regional Adult Detention Center

Clay A. Corbin - Superintendent



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

## MEMORANDUM

To: Cheryl Shiffler, Finance Director  
From: Clay Corbin, Superintendent ( [REDACTED] )  
Date: April 13, 2022  
Subject: Transfer

---

Request approval to transfer \$3,000 from 4-013-021090-2005-000-000 (Hospital/Medical Plans) to the following line item:

4-013-021090-1001-000-001 – Court Services Director

This request is due to the payout from the previous Court Services Director leaving a deficit in that line item.

Your consideration of this request is most appreciated.





## COUNTY of FREDERICK

Office of the County Administrator

Tel: 540.665.6382

Fax: 540.667.0370

**TO:** Finance Committee  
**FROM:** Jay E. Tibbs, Deputy County Administrator  
**DATE:** May 9, 2022  
**RE:** Voter Registrar's Office – Renovation/Relocation

As you might recall, bids were solicited for the renovation of space at Sunnyside Plaza to accommodate the relocation of the Voter Registrar's Office. Five bids were received with the low bid from KEE Construction in the amount of \$467,996.00. This amount was higher than originally estimated. In addition to the cost of the construction project, there are additional furniture and equipment items needed to complete this project. There is \$91,876 in IT equipment needs for network equipment, firewall, phones, and security access and video monitoring. In addition, there is approximately \$25,000 needed for furniture and moving expenses. The total project cost which includes the construction bid, contingency, IT equipment, and furniture/fixtures is \$625,000.00

This item was presented to the Public Works Committee for their review and recommendation. It was noted at the meeting that proffer funds could be used for the building renovation. There is currently \$472,954.00 in proffer funds which have been received and identified for administration building. Use of these funds does conform with the County's proffer policy. The remaining \$152,046.00 could be funded from the County's capital fund.

The Public Works Committee recommended approval of the total project budget of \$625,000 for the renovation of space for the Voter Registrar at Sunnyside Plaza with the funding sources as outlined above.

Staff is seeking a Proffer Fund supplemental appropriation in the amount of \$472,954.00 and a transfer from the County Capital Fund in the amount of \$152,046.00. For a total project cost of \$625,000.00. In addition, staff is seeking permission to carry these funds over from FY22 into FY23.

Staff will be present at the meeting to answer any questions you might have.

4 026 012260 8800 000 004 BUILDINGS/SUNNYSIDE

107 North Kent Street • Winchester, Virginia 22601



## 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 Redistricting of Frederick County

Date: Monday, April 25, 2022

The Director of Elections requests to be placed on the Fredrick County Finance Committee Agenda for the Wednesday, May 18, 2022, meeting. The purpose of this request is to seek approval of the Supplemental Budget Request for the June 21, 2022, Republican House of Representatives Primary Election.

The amount of the Supplemental Budget Request is \$28,000. An estimated \$60,000 will be needed to conduct the Primary Election.

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

**note: Registrar has funds left from the redistricting appropriation and will use for toward primary. \$28k is the balance needed.**

	<u>Line Item</u>	<u>Amount Needed</u>
1	13010-1006-2	\$11,000
2	13010-3010-000	\$14,000
3	13010-5506-000	\$500
4	13020-1003-001	\$1,000
5	13020-1005-000	\$1,500
		\$28,000



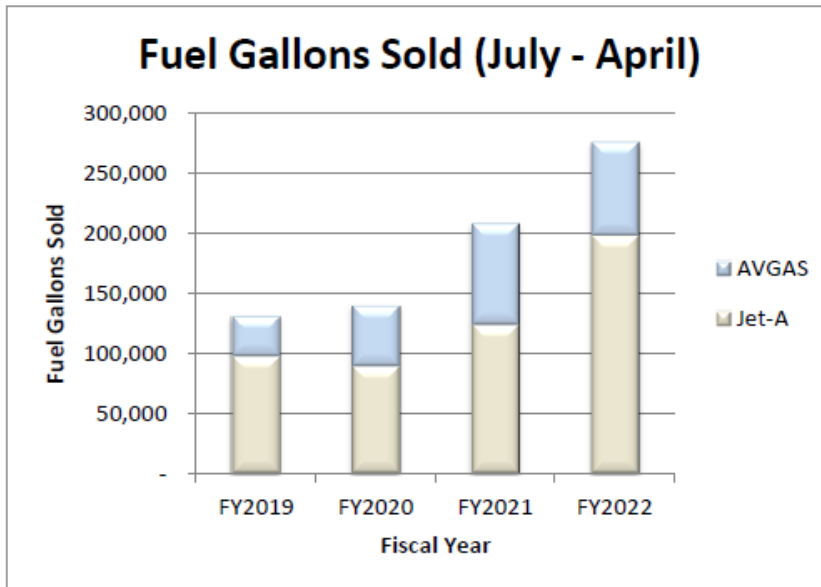
# WINCHESTER REGIONAL AIRPORT

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

## MEMORANDUM

To: Cheryl Shiffler, Frederick County Finance Director  
From: Nick Sabo, Winchester Regional Airport Authority Executive Director  
Date: May 11, 2022  
RE: Finance Committee Agenda Item | Operating Budget Supplemental Appropriation

The Winchester Regional Airport Authority (WRAA) requests a supplemental appropriation in the amount of \$160,000 for aviation fuel cost-of-sales for the remainder of FY 2022. The supplemental appropriation is necessary because fuel sales have outpaced projections by about 25%, meanwhile fuel costs have been significantly higher than forecast. This supplemental appropriation is offset by revenue from fuel sales; therefore no local funds are required.



Revenue: 3 - 017 - 018990 - 0010, Miscellaneous Revenue  
Expense: 4 - 017 - 081090 - 5414 - 000 - 000, Merchandise for Resale

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



## WINCHESTER REGIONAL AIRPORT

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

### MEMORANDUM

To: Cheryl Shiffler, Frederick County Finance Director  
From: Nick Sabo, Winchester Regional Airport Authority Executive Director  
Date: May 13, 2022  
RE: Finance Committee Agenda Item | FY23 Capital Budget Request

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The Winchester Regional Airport Authority (WRAA) requests the following appropriations in support its FY 2023 capital budget. The projects are detailed in the enclosed spreadsheet.

1. Airport Capital Fund and General Fund revenue and expenditure appropriations for purchase order balances at the end of FY2022 to carry forward to FY2023.
2. Airport Capital Fund appropriation in the amount of \$100,000 and a General Fund supplemental appropriation in the amount of **\$27,504**. These amounts represent unbudgeted, unencumbered funds for the FY2023 Airport Capital budget and associated local portion.

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

Enclosure: FY 2023 Capital Budget Request

<b>FY2023 - CAPITAL BUDGET REQUEST</b>					
<b>Winchester Regional Airport Authority</b>					
<b>UPDATE: 5/13/2022</b>		<b>REVENUE SOURCE</b>			
Description		FEDERAL	STATE	LOCAL	TOTAL
Terminal Building (Construction)	<b>Bid Opening July 8, 2022; Grant Award Aug 2022</b>	TBD	TBD	TBD	TBD
Reconstruct Apron & Rehabilitate Parallel Taxiway Ph. 1 (Construct)	<b>Carry forward</b>	\$3,002,905	\$0	\$0	\$3,002,905
Reconstruct Apron & Rehabilitate Parallel Taxiway Ph. 2 (Design/Bid)	<b>Carry forward</b>	\$235,130	\$0	\$0	\$235,130
Runway 14 Obstruction Removal - Ph. 2 (Design/Bid/Construct)	<b>Carry forward</b>	\$104,381	\$0	\$0	\$104,381
Terminal Building (Design)	<b>Carry forward</b>	\$0	\$39,517	\$25,265	\$64,782
Terminal Site Work Phase 2 (Construction)	<b>Carry forward</b>	\$0	\$1,254,265	\$442,981	\$1,697,246
State Eligible Maintenance	<b>80/20 State Grant</b>	\$0	\$24,000	\$6,000	\$30,000
State Eligible Capital Equipment	<b>50/50 State Grant</b>	\$0	\$25,000	\$25,000	\$50,000
Local Capital Project Expenditures	<b>Local Capital Expenditures</b>	\$0	\$0	\$20,000	\$20,000
	<b>Total Revenue</b>	<b>\$3,342,415</b>	<b>\$1,342,782</b>	<b>\$519,246</b>	<b>\$5,204,443</b>
	<b>Local Revenue</b>				
	Warren County	\$5,000			
	Clarke County	\$5,000			
	Shenandoah County	\$5,000			
	Frederick County/City of Winchester	\$504,246			
	Total	\$519,246			
			<b>County</b>	<b>City</b>	
			<b>76.4%</b>	<b>23.6%</b>	
			<b>\$385,244</b>	<b>\$119,002</b>	

## FY2023 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	<b>Reconstruct Apron &amp; Rehabilitate Parallel Taxiway Ph. 1 (Construction)</b> Carry forward; Construction phase for project to reconstruct apron and parallel taxiway	\$3,002,905
4 - 085 - 081030 - 8801 - 000 - 202	<b>Terminal Building (Design)</b> Carry forward; Design costs under contract with AECOM for design of new terminal building to be bid in FY23	\$64,782
4 - 085 - 081030 - 8801 - 000 - 203	<b>Terminal Site Work Phase 2 (Construction)</b> Carry forward; Construction costs associated with Terminal Site Work Phase 2 project	\$1,697,246
4 - 085 - 081030 - 8801 - 000 - 174	<b>Reconstruct Apron &amp; Rehabilitate Parallel Taxiway Ph. 2 (Design/Bid)</b> Carry forward; Design/bid for Phase 2 of project to reconstruct apron and parallel taxiway; federal grant for construction in FY 23	\$235,130
4 - 085 - 081030 - 8801 - 000 - 206	<b>Runway 14 Obstruction Removal - Ph. 2 (Design/Bid/Construction)</b> Carry forward; Obstruction removal project for parcel "PE3" adjacent to Runway 14	\$104,381
4 - 085 - 081030 - 7801 - 000 - 043	<b>State Eligible Maintenance</b> Eligible airfield maintenance and repair projects in accordance with Virginia Department of Aviation Program Manual	\$30,000
4 - 085 - 081030 - 8001 - 000 - 000	<b>State Eligible Capital Equipment</b> Eligible capital equipment acquisition in accordance with Virginia Department of Aviation Program Manual	\$50,000
4 - 085 - 081030 - 3002 - 000 - 000	<b>Local Capital Project Expenditures</b> Local Capital Expenditures	\$20,000

DATE	BUDGET TRANSFERS APRIL 2022 DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
4/1/2022	COUNTY ADMINISTRATOR	TO COVER PAYOUT	1201	1001	000	001	33,923.38
	COUNTY ADMINISTRATOR		1201	1001	000	003	(33,923.38)
4/7/2022	RECREATION CENTERS AND PLAYGROUNDS	TO COVER AWARDS FOR APPLE BLOSSOM RACES	7104	5412	000	000	(1,500.00)
	RECREATION CENTERS AND PLAYGROUNDS		7104	5415	000	000	1,500.00
4/11/2022	COUNTY OFFICE BUILDINGS/COURTHOUSE	CAPITAL FUND ROOF TOP UNIT PUBLIC SAFETY BUILDING	4304	8001	000	005	119,460.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(119,460.00)
4/11/2022	COUNTY OFFICE BUILDINGS/COURTHOUSE	EXTENSION MASTER GARDNERS TO PLANT FLOWERS CAB	4304	5101	000	000	(1,500.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5403	000	000	1,500.00
4/11/2022	INFORMATION TECHNOLOGY	TO PAY INVOICES TO DISYS	1220	5506	000	000	(3,000.00)
	INFORMATION TECHNOLOGY		1220	3002	000	000	3,000.00
4/13/2022	REFUSE COLLECTION	FUND COMMUNITY OUTREACH	4203	3006	000	000	(200.00)
	REFUSE COLLECTION		4203	3007	000	000	200.00
4/13/2022	MAINTENANCE ADMINISTRATION	FUNDS FOR GAS IN MAINTENANCE TRUCK	4301	4003	000	002	(300.00)
	MAINTENANCE ADMINISTRATION		4301	4003	000	003	300.00
4/13/2022	BOARD OF SUPERVISORS	FUNDS TO COVER COPIES	1101	5506	000	000	(1,300.00)
	BOARD OF SUPERVISORS		1101	4003	000	001	1,300.00
4/13/2022	MANAGEMENT INFORMATION SYSTEMS	TO COVER DEFICIT IN INTERNET	1222	5401	000	000	(1,200.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	5299	000	000	1,200.00
4/13/2022	MANAGEMENT INFORMATION SYSTEMS	TO COVER POSTAGE	1222	5401	000	000	(1,000.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	5204	000	000	1,000.00
4/14/2022	OTHER	TO COVER OTHER EXPENSES(SHREDDING)	1224	5307	000	000	(316.00)
	OTHER		1224	5415	000	000	316.00
	OTHER		1224	5308	000	000	(597.00)
	OTHER		1224	5415	000	000	597.00
4/14/2022	ELECTORAL BOARD AND OFFICIALS	MAILING NEW VOTER CARDS	1301	5204	000	000	(18,200.00)
	ELECTORAL BOARD AND OFFICIALS		1301	3006	000	000	18,200.00
4/19/2022	SHERANDO PARK	TO COVER ADDITIONAL WORK NEEDED	7110	3010	000	000	(5,200.00)
	SHERANDO PARK		7110	3004	000	003	5,200.00
4/25/2022	REASSESSMENT/BOARD OF ASSESSORS	PURCHASE IPHONES/CASES/SCREENS	1210	3002	000	000	(3,500.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5401	000	000	3,500.00
4/25/2022	REFUSE COLLECTION	PURCHASE OF REPLACEMENT MESSAGE CENTERS DT&MT	4203	5413	000	000	(1,500.00)
	REFUSE COLLECTION		4203	5415	000	000	1,500.00
4/25/2022	PARKS AND RECREATION ADMINISTRATION	TO COVER NEGATIVE BALANCE	7101	5413	000	000	(100.00)
	PARKS AND RECREATION ADMINISTRATION		7101	5415	000	000	100.00
	CLEARBROOK PARK		7109	5410	000	000	(1,100.00)
	CLEARBROOK PARK		7109	5403	000	000	1,100.00
	CLEARBROOK PARK		7109	5407	000	000	(4,021.00)
	CLEARBROOK PARK		7109	5408	000	000	4,021.00
4/25/2022	SHERIFF	TO COVER DEFICIT AMOUNT	3102	3004	000	002	(2,000.00)
	SHERIFF		3102	3004	000	001	2,000.00
	SHERIFF		3102	3005	000	000	(1,000.00)
	SHERIFF		3102	5411	000	000	1,000.00
	SHERIFF		3102	5506	000	000	(2,000.00)
	SHERIFF		3102	5801	000	000	2,000.00
5/3/2022	AGRICULTURE	FUNDS NEEDED FOR ADOBE SUBSCRIPTION	8301	3004	000	001	(14.99)
	AGRICULTURE		8301	5411	000	000	14.99
5/3/2022	AGRICULTURE	FUNDS NEEDED FOR PROGRAMMING/OFFICE SUPPLIES	8301	3004	000	001	(318.57)
	AGRICULTURE		8301	5401	000	000	318.57
5/3/2022	COMMISSIONER OF THE REVENUE	PURCHASE OF BUSINESS CARDS	1209	3010	000	000	(60.00)
	COMMISSIONER OF THE REVENUE		1209	3006	000	000	60.00
5/3/2022	FIRE AND RESCUE	TO COVER YEAR END EXPENSE	3505	5410	000	000	(15,000.00)
	FIRE AND RESCUE		3505	3004	000	002	15,000.00
	FIRE AND RESCUE		3505	5410	000	000	(10,000.00)
	FIRE AND RESCUE		3505	4003	000	002	10,000.00
	FIRE AND RESCUE		3505	5410	000	000	(10,000.00)
	FIRE AND RESCUE		3505	5407	000	000	10,000.00
	FIRE AND RESCUE		3505	5410	000	000	(10,000.00)
	FIRE AND RESCUE		3505	5408	000	000	10,000.00
	FIRE AND RESCUE		3505	5410	000	000	(3,000.00)
	FIRE AND RESCUE		3505	5605	000	002	3,000.00
5/4/2022	COUNTY OFFICE BUILDINGS/COURTHOUSE	FIRE ALARM REPLACEMENT COUNTY ADMINISTRATION	4304	5605	000	005	(37,718.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8009	000	000	37,718.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5101	000	000	(16,000.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8009	000	000	16,000.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5103	000	000	(1,500.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8009	000	000	1,500.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5102	000	000	(1,600.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8009	000	000	1,600.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	003	(6,200.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8009	000	000	6,200.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5405	000	007	(800.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8009	000	000	800.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5403	000	007	(300.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8009	000	000	300.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5407	000	007	(600.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8009	000	000	600.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3010	000	006	(1,200.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8009	000	000	1,200.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	007	(1,718.00)



BUDGET TRANSFERS APRIL 2022									
DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER		FROM	TO	ACCT	CODE	AMOUNT	
	COUNTY OFFICE BUILDINGS/COURTHOUSE			4304	8009	000	000	1,718.00	
	COUNTY OFFICE BUILDINGS/COURTHOUSE			4304	3010	000	005	(2,500.00)	
	COUNTY OFFICE BUILDINGS/COURTHOUSE			4304	8009	000	000	2,500.00	
	COUNTY OFFICE BUILDINGS/COURTHOUSE			4304	5101	000	005	(8,434.00)	
	COUNTY OFFICE BUILDINGS/COURTHOUSE			4304	8009	000	000	8,434.00	

County of Frederick  
General Fund  
April 30, 2022

ASSETS	FY22 <u>4/30/22</u>	FY21 <u>4/30/21</u>	Increase <u>(Decrease)</u>
Cash and Cash Equivalents	34,362,747.94	26,886,025.88	7,476,722.06 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Receivable Arrears Pay Deferred	379,989.05	427,825.99	(47,836.94)
Taxes, Commonwealth, Reimb.P/P	166,548,388.58	145,783,557.41	20,764,831.17
Streetlights	23,529.30	24,417.37	(888.07)
Miscellaneous Charges	73,054.95	39,840.83	33,214.12
Prepaid Postage	6,186.07	3,678.24	2,507.83
GL controls (est.rev / est. exp)	<u>(30,439,189.07)</u>	<u>(20,050,113.62)</u>	<u>(10,389,075.45)</u> (1) Attached
<b>TOTAL ASSETS</b>	<u>170,956,261.82</u>	<u>153,116,787.10</u>	<u>17,839,474.72</u>
LIABILITIES			
Accrued Wages Payable	1,526,742.87	1,532,417.87	(5,675.00)
Retainage Payable	0.00	0.00	0.00
Performance Bonds Payable	1,272,148.33	839,374.01	432,774.32
Taxes Collected in Advance	77,080.46	54,638.57	22,441.89
Deferred Revenue	<u>166,699,838.71</u>	<u>145,847,485.84</u>	<u>20,852,352.87</u> *B
<b>TOTAL LIABILITIES</b>	<u>169,575,810.37</u>	<u>148,273,916.29</u>	<u>21,301,894.08</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	1,536,927.91	1,069,155.04	467,772.87 (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant	530,887.25	457,784.03	73,103.22
Prepaid Items	949.63	949.63	0.00
Advances	657,083.23	657,083.23	0.00
Courthouse Fees	513,310.91	487,960.80	25,350.11
Animal Shelter	1,232,526.42	1,209,505.42	23,021.00
Sheriff's Reserve	1,000.00	1,000.00	0.00
Proffers	5,106,217.71	3,449,458.72	1,656,758.99 (3) Attached
Parks Reserve	111,003.70	86,948.99	24,054.71
E-Summons Funds	195,802.97	164,573.40	31,229.57
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>(8,946,308.13)</u>	<u>(3,182,598.30)</u>	<u>(5,763,709.83)</u> (4) Attached
<b>TOTAL EQUITY</b>	<u>1,380,451.45</u>	<u>4,842,870.81</u>	<u>(3,462,419.36)</u>
<b>TOTAL LIAB. &amp; EQUITY</b>	<u>170,956,261.82</u>	<u>153,116,787.10</u>	<u>17,839,474.72</u>

**NOTES:**

\*A Cash increase includes an increase in revenue, expenditures, and transfers and a decrease in fund balance (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	FY22	FY21	Inc/(Decrease)
Estimated Revenue	215,511,318	198,933,150	16,578,167
Appropriations	(128,975,567)	(102,914,658)	(26,060,909)
Est. Transfers to Other Funds	(118,511,867)	(117,210,331)	(1,301,536)
Est. Transfers from Other Funds	-	72,570	(72,570)
Encumbrances	1,536,928	1,069,155	467,773
<b>Total</b>	<b>(30,439,189)</b>	<b>(20,050,114)</b>	<b>(10,389,075)</b>

(General Fund Purchase Orders 4/30/22)

**Amount**

<b>Agriculture</b>	9,982.62	Furniture & Cabinets for (3) Office Workstations
<b>County Office Building</b>	119,460.00	35 Ton Rooftop Unit
<b>Fire and Rescue</b>	25,648.00	Apparatus Pump, Ladder, Hose Testing
	51,041.75	Emergency Vehicle Lighting&Equipment
	10,688.00	Uniforms
	5,856.00	Cradlepoint Mobile Routers
	2,626.08	Ammunition
	120,022.40	Life Pak and Lucas Device Annual Preventive Maintenance
	20,451.47	Water Rescue Items
	320,517.00	2022 Ford F550 Model 623F Ambulance
<b>IT</b>	41,160.00	Annual Maintenance Cost for the Security Project
	5,200.00	ISP for connection rollover
	103,191.39	Catalyst 9500 Switches
	34,416.00	Virtual Infrastructure/Nutanix
<b>Maintenance Administration</b>	34,248.46	2022 Ford F-150 Truck
<b>MIS</b>	10,513.61	IBM I Series Power 9
	7,830.00	Paper Stock For Tax Billing
<b>Parks and Recreation</b>	12,363.60	Uniforms Apple Blossom 10K/Kids Bloomin' Mile
	22,000.00	Pool Chlorine/Pulsar Briquettes for Clearbrook and Sherando
	20,078.39	Kubota Tractor W/60" Mower and Loader
	8,312.00	Apple Blossom Race Awards
	28,332.00	Super Z Hyper Drive 72" Mower
	6,232.80	Turf Supplies(Seed and Fertilizer)
	104,975.76	Sherando Park Playground
<b>Public Safety</b>	31,000.00	Emergency Radio Equipment Replacement and Relocation
<b>Registrar</b>	256.40	Envelopes
	80,595.00	(8) Voting Scanners with Internal Backup Batteries
	19,155.00	Voting Equipment Firmware and Batteries
	18,166.20	New Voter Cards for Redistricting
<b>Sheriff</b>	21,884.00	Ammunition
	4,410.00	Point Blank Body Armor
	78,799.87	Emergency Vehicle Equipment
	1,290.00	Livescan Inkless Fingerprinting Scanner
	110,877.36	(3) Ford Police Responders 2021
	39,256.00	2022 Chevrolet Tahoe 4X4 SSV
<b>Treasurer</b>	6,090.75	Envelopes
<b>Total</b>	<b>1,536,927.91</b>	

(3) Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
4/30/2022	2,431,966.15	222,040.89	301,254.64	2,150,956.03	5,106,217.71

**Designated Other Projects Detail**

Administration	453,289.71
Bridges	16,214.32
Historic Preservation	129,000.00
Library	321,105.00
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	138,082.00
Solid Waste	12,000.00
Stop Lights	52,445.00
Treasurer	700.00
Freedom Manor Transportation	20,500.00
BPG Properties/Rt.11 Corridor	330,000.00
Blackburn Rezoning	452,745.00
Clearbrook Bus.Ctr.Rezoning	2,500.00
<b>Total Other Proffers 2/22</b>	<b>2,150,956.03</b>

(4) Fund Balance Adjusted	
Beginning Balance 4/22	41,602,063.27
Revenue 4/22	138,775,928.76
Expenditures 4/22	(78,286,318.51)
Transfers 4/22	(111,037,981.65)
<b>Ending Balance 4/30/22</b>	<b>(8,946,308.13)</b>

County of Frederick  
 Comparative Statement of Revenues, Expenditures  
 and Changes in Fund Balance  
 April 30, 2022

<b>REVENUES:</b>	<u>Appropriated</u>	FY22 4/30/22 <u>Actual</u>	FY21 4/30/21 <u>Actual</u>	YTD Actual <u>Variance</u>
General Property Taxes	144,622,216.00	73,196,237.77	66,051,667.79	7,144,569.98 <b>(1)</b>
Other local taxes	43,418,479.00	34,507,405.94	30,652,047.38	3,855,358.56 <b>(2)</b>
Permits & Privilege fees	2,152,505.00	2,158,186.70	1,979,893.07	178,293.63 <b>(3)</b>
Revenue from use of money and property	398,833.00	425,451.64	3,049,393.82	(2,623,942.18) <b>(4)</b>
Charges for Services	3,740,882.00	2,535,215.71	1,897,633.22	637,582.49
Miscellaneous	553,543.30	505,091.48	475,844.05	29,247.43
Recovered Costs	2,242,697.86	1,954,815.95	2,646,769.47	(691,953.52) <b>(5)</b>
Proffers		2,814,255.71	1,547,473.87	1,266,781.84 <b>(5)</b>
Intergovernmental:				
Commonwealth	13,583,098.60	15,890,739.05	15,145,865.21	744,873.84 <b>(6)</b>
Federal	82,712.33	72,178.35	27,728.84	44,449.51 <b>(7)</b>
Insurance Recoveries	0.00	0.00	9,684.00	(9,684.00)
Transferred from County Capital	3,207,350.46	3,207,350.46	72,570.00	3,134,780.46
Transferred from the Cares Act	1,509,000.00	1,509,000.00	74,301.00	1,434,699.00
<b>TOTAL REVENUES</b>	<b>215,511,317.55</b>	<b>138,775,928.76</b>	<b>123,630,871.72</b>	<b>15,145,057.04</b>
<b>EXPENDITURES:</b>				
General Administration	18,183,631.88	14,489,691.84	11,914,289.81	2,575,402.03
Judicial Administration	3,411,517.16	2,550,558.51	2,298,320.37	252,238.14
Public Safety	52,409,589.76	41,145,616.22	36,155,998.19	4,989,618.03
Public Works	7,707,629.93	4,533,485.66	4,838,998.21	(305,512.55)
Health and Welfare	12,224,539.00	8,057,277.42	7,720,000.16	337,277.26
Education	81,308.00	60,981.00	60,981.00	0.00
Parks, Recreation, Culture	9,033,223.61	5,445,703.53	5,012,066.60	433,636.93
Community Development	2,360,396.34	2,003,004.33	1,862,266.43	140,737.90
<b>TOTAL EXPENDITURES</b>	<b>105,411,835.68</b>	<b>78,286,318.51</b>	<b>69,862,920.77</b>	<b>8,423,397.74 <b>(8)</b></b>
<b>OTHER FINANCING SOURCES ( USES):</b>				
Operating transfers from / to	142,075,598.85	111,037,981.65	97,505,203.20	13,532,778.45 <b>(9)</b>
<b>Excess (deficiency)of revenues &amp; other sources over expenditures &amp; other uses</b>	<b>(31,976,116.98)</b>	<b>(50,548,371.40)</b>	<b>(43,737,252.25)</b>	<b>6,811,119.15</b>
<b>Fund Balance per General Ledger</b>		<b>41,602,063.27</b>	<b>40,554,653.95</b>	<b>1,047,409.32</b>
<b>Fund Balance Adjusted to reflect Income statement 4/30/22</b>		<b>(8,946,308.13)</b>	<b>(3,182,598.30)</b>	<b>(5,763,709.83)</b>

(1)General Property Taxes	FY22	FY21	Increase/Decrease
Real Estate Taxes	37,074,540	33,387,339	3,687,201
Public Services	1,337,014	1,298,170	38,844
Personal Property	32,962,348	29,533,949	3,428,399
Penalties and Interest	1,339,816	1,358,134	(18,318)
Credit Card Chgs./Delinq.Advertising	26,885	7,786	19,099
Adm.Fees For Liens&Distress	455,636	466,290	(10,654)
	73,196,238	66,051,668	7,144,570

**(2) Other Local Taxes**

Local Sales Tax	13,500,107.91	11,828,252.56	1,671,855.35
Communications Sales Tax	648,069.03	673,953.97	(25,884.94)
Utility Taxes	2,747,927.18	2,706,620.73	41,306.45
Business Licenses	8,698,147.60	7,903,144.22	795,003.38 *1
Auto Rental Tax	163,069.09	136,793.66	26,275.43
Motor Vehicle Licenses Fees	686,507.74	700,266.50	(13,758.76)
Recordation Taxes	2,514,831.58	2,261,034.14	253,797.44
Meals Tax	4,622,463.46	3,870,751.05	751,712.41
Lodging Tax	911,080.44	555,576.63	355,503.81
Street Lights	11,211.91	11,573.92	(362.01)
Star Fort Fees	3,990.00	4,080.00	(90.00)
<b>Total</b>	<b>34,507,405.94</b>	<b>30,652,047.38</b>	<b>3,855,358.56</b>

**(3)Permits&Privileges**

Dog Licenses	28,979.00	38,456.00	(9,477.00)
Land Use Application Fees	6,150.00	4,225.00	1,925.00
Transfer Fees	3,610.80	3,443.17	167.63
Development Review Fees	632,386.64	368,322.50	264,064.14
Building Permits	934,681.21	1,128,478.57	(193,797.36)
2% State Fees	1,714.05	4,082.83	(2,368.78)
Electrical Permits	130,573.00	82,895.00	47,678.00
Plumbing Permits	18,977.00	23,143.00	(4,166.00)
Mechanical Permits	87,809.00	88,953.00	(1,144.00)
Sign Permits	4,925.00	3,775.00	1,150.00
Blasting Permits	-	430.00	(430.00)
Land Disturbance Permits	295,431.00	226,039.00	69,392.00
Institutional Inspections Permit	7,850.00	5,750.00	2,100.00
Residential Pump and Haul Fee	-	200.00	(200.00)
Septic Haulers Permit	200.00	-	200.00
Sewage Installation License	300.00	-	300.00
Transfer Development Rights	4,400.00	1,500.00	2,900.00
Small Cell Tower Permit	200.00	200.00	-
<b>Total</b>	<b>2,158,186.70</b>	<b>1,979,893.07</b>	<b>178,293.63</b>

**(4) Revenue from use of**

Money	171,807.37	103,955.84	67,851.53
Property	253,644.27	2,945,437.98	(2,691,793.71) *2
<b>Total</b>	<b>425,451.64</b>	<b>3,049,393.82</b>	<b>(2,623,942.18)</b>

\*1 Higher gross receipts in FY2022 than FY2021 and inflation.

\*2 Sale of Frederick County Middle School for \$2.8 million FY21 and sale of Old Albin Convenience site for \$101,750.00 FY22.

(5) Recovered Costs	FY22	FY21	Increase/Decrease
	4/30/2022	4/30/2021	
Recovered Costs Treasurers Office	816.00	67,730.02	(66,914.02)
Recovered Costs Social Services	58,852.12	71,632.18	(12,780.06)
Purchasing Rebate	185,263.43	180,864.99	4,398.44
Recovered Costs-IT/GIS	27,261.00	27,261.00	-
Recovered Costs-F&R Fee Recovery	384,662.75	344,553.12	40,109.63
Recovered Cost Fire Companies	175,620.57	205,353.24	(29,732.67)
Recovered Costs Sheriff	134,560.00	151,105.00	(16,545.00)
Recovered Cost Cares Act	305,999.32	919,729.31	(613,729.99)
Reimbursement Circuit Court	6,703.96	6,999.95	(295.99)
Reimb.Public Works/Planning Clean Up	650.00	1,400.00	(750.00)
Clarke County Container Fees	64,702.84	58,884.63	5,818.21
City of Winchester Container Fees	50,026.55	49,323.01	703.54
Refuse Disposal Fees	103,524.54	108,510.34	(4,985.80)
Recycling Revenue	17,543.60	17,165.50	378.10
Sheriff Restitution	-	391.09	(391.09)
Container Fees Bowman Library	1,576.23	1,344.34	231.89
Restitution Other	1,589.23	1,000.00	589.23
Reimb.of Expenses Gen.District Court	14,151.41	14,208.75	(57.34)
Reimb.Task Force	64,428.44	61,850.90	2,577.54
Reimb. Elections	3,770.20	10,338.40	(6,568.20)
Sign Deposits -Planning	500.00	440.00	60.00
Westminister Canterbury Lieu of Tax	39,384.00	18,961.80	20,422.20
Labor-Grounds Maint.Fred.Co.Schools	207,504.14	210,997.66	(3,493.52)
Comcast PEG Grant	80,866.00	86,347.50	(5,481.50)
Fire School Programs	6,930.00	10,610.00	(3,680.00)
Clerks Reimbursement to County	7,764.40	9,056.10	(1,291.70)
Reimb. Sheriff	10,165.22	10,710.64	(545.42)
Subtotal Recovered Costs	1,954,815.95	2,646,769.47	(691,953.52)
Proffer Fire Dept.Carbaugh	30,000.00	-	30,000.00
Proffer-Carbaugh Business Center	1,141,128.00	-	1,141,128.00
Proffer Dogwood Village-Parks&Recreation	7,485.59	-	7,485.59
Proffer Sovereign Village	29,269.84	-	29,269.84
Proffer Southern Hills	-	261,968.27	(261,968.27)
Proffer Snowden Bridge	813,208.14	754,673.49	58,534.65
Proffer Cedar Meadows	24,405.00	78,096.00	(53,691.00)
Proffer Madison Village	243,922.50	163,281.60	80,640.90
Proffer Freedom Manor	14,500.00	12,750.00	1,750.00
The Village at Middletown Proffer	-	276,704.51	(276,704.51)
Newtown Landing Proffer	510,336.64	-	510,336.64
Subtotal Proffers	2,814,255.71	1,547,473.87	1,266,781.84
Grand Total	4,769,071.66	4,194,243.34	574,828.32

\*1 Carbaugh Business Center Proffer for use by the Board in its descretion for fire and rescue purposes.

\*2 Carbaugh Business Center Proffer to be used after the start of construction on the extension of Renaissance Drive that will connect with Shady Elm Road. Such funds can be used by the Board of Supervisors in its discretion for transportation improvements related to the extension of Renaissance Drive.

(6) Commonwealth Revenue	FY22	FY21	
	4/30/2022	4/30/2021	Increase/Decrease
Motor Vehicle Carriers Tax	39,495.49	35,394.04	4,101.45
Mobile Home Titling Tax	86,595.75	55,025.84	31,569.91
State Noncategorical Funding	12,960.00	53,568.00	(40,608.00)
P/P State Reimbursement	6,526,528.18	6,526,528.18	-
Shared Expenses Comm.Atty.	472,391.48	421,488.30	50,903.18
Shared Expenses Sheriff	2,404,466.61	2,003,040.37	401,426.24
Shared Expenses Comm.of Rev.	187,435.06	166,783.49	20,651.57
Shared Expenses Treasurer	157,844.44	131,660.51	26,183.93
Shared Expenses Clerk	385,897.97	347,068.77	38,829.20
Public Assistance Grants	4,179,209.25	3,978,677.52	200,531.73
Litter Control Grant	21,374.00	14,931.00	6,443.00
Emergency Services Fire Program	304,416.00	286,630.00	17,786.00
Other Revenue From The Commonwealth	708.83	17.95	690.88
Four-For-Life Funds	94,369.60	96,393.44	(2,023.84)
DMV Grant Funding	14,960.43	9,436.69	5,523.74
Parks State Grants	23,900.00	69,351.58	(45,451.58)
State Grant Emergency Services	101,531.00	141,535.46	(40,004.46)
Sheriff State Grants	105,084.61	37,993.44	67,091.17
JJC Grant Juvenile Justice	128,358.00	128,358.00	-
Rent/Lease Payments	203,891.46	165,648.03	38,243.43
Spay/Neuter Assistance-State	2,547.78	2,116.12	431.66
Wireless 911 Grant	251,927.38	208,388.23	43,539.15
State Forfeited Asset Funds	11,753.73	17,675.93	(5,922.20)
Victim Witness-Commonwealth Office	43,457.12	248,154.32	(204,697.20)
State Funds-Communications Center	129,634.88	-	129,634.88
Total	15,890,739.05	15,145,865.21	744,873.84

**County of Frederick**

**General Fund**

April 30, 2022

<b>(7) Federal Revenue</b>	FY22	FY21	Increase/Decrease
Federal Forfeited Assets	842.12	5,349.82	(4,507.70)
Federal Funds Sheriff	71,136.23	22,379.02	48,757.21
Emergency Services Grant-Federal	200.00	-	200.00
<b>Total</b>	<b>72,178.35</b>	<b>27,728.84</b>	<b>44,449.51</b>

**(8) Expenditures**

Expenditures increased \$8.4 million that includes \$1,686,000 bonuses paid from ARPA Funds and \$177,000 from the Compensation Board. **General Administration** increased \$2.6 million and includes an increase of \$124,213 to CSA over the previous year and an increase of \$318,579.73 in COR tax refunds. **Public Safety** increased \$5 million. This increase includes donations to Fire Companies and Rescue Squads and \$183,540 for rescue units (Rescue Engine 12 and Wagon 19) to serve as reserve units for the entire system. Additionally, the local contribution to the Jail increased \$267,910.00. The transfers increased \$13,532,778.45. See chart below.

<b>(9) Transfers Increased \$13,532,778.45</b>	FY22	FY21	Increase/Decrease
Transfer to School Operating Fund	71,187,106.75	67,923,350.74	3,263,756.01
Transfer to Debt Service Schools	13,557,688.50	12,814,148.25	743,540.25
Transfer to Debt Service County	2,196,029.52	2,239,196.86	(43,167.34)
Transfer to School Operating Capital	-	3,715,900.00	(3,715,900.00)
Operational Transfers	(205,647.41)	85,082.04	(290,729.45)
Reserve for Merit/COLA Increases	3,081.75	29,950.00	(26,868.25)
Operational Contingency	(1,800,277.46)	(2,306,730.69)	506,453.23
Reserve for Capital	26,100,000.00	13,004,306.00	13,095,694.00
<b>Total</b>	<b>111,037,981.65</b>	<b>97,505,203.20</b>	<b>13,532,778.45</b>

\*1 School Operating FY22 includes \$1,064,170.38 C/F Encumbrances and \$454,276.12 unspent restricted funds. Additionally, \$69,668,660.25 for 75% of the School Operating. FY21 includes \$1,397,457.67 C/F Encumbrances, \$294,942.57 for unspent restricted funds and \$66,230,950.50 for 75% of the School Operating.

\*2 Payments include the Bowman Library and the City of Winchester for Courtroom, Roof and HVAC Projects.

\*3 Timing of Insurance Charge Outs.

\*4 \$26,100,000 represents General Fund FY2020-2021 Yearend Unreserved Fund Balance in Excess of 20% that was transferred to the County Capital Fund Per the Board of Supervisors Adopted Policy.



County of Frederick  
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER  
 April 30, 2022

ASSETS	FY22 <u>4/30/22</u>	FY21 <u>4/30/21</u>	Increase <u>(Decrease)</u>
Cash	10,268,550.27	10,746,296.63	(477,746.36) *1
Receivable Arrears Pay Deferred	108,223.64	117,989.36	(9,765.72)
GL controls(est.rev/est.exp)	<u>(2,682,011.00)</u>	<u>(2,255,080.62)</u>	<u>(426,930.38)</u>
<b>TOTAL ASSETS</b>	<b><u>7,694,762.91</u></b>	<b><u>8,609,205.37</u></b>	<b><u>(914,442.46)</u></b>
LIABILITIES			
Accrued Wages Payable	429,795.90	440,238.90	(10,443.00)
Accrued Operating Reserve Costs	<u>2,859,074.91</u>	<u>2,679,115.00</u>	<u>179,959.91</u>
<b>TOTAL LIABILITIES</b>	<b><u>3,288,870.81</u></b>	<b><u>3,119,353.90</u></b>	<b><u>169,516.91</u></b>
EQUITY			
Fund Balance Reserved			
Encumbrances Undesignated Fund Balance	39,377.25	39,256.94	120.31
	<u>4,366,514.85</u>	<u>5,450,594.53</u>	<u>(1,084,079.68) *2</u>
<b>TOTAL EQUITY</b>	<b><u>4,405,892.10</u></b>	<b><u>5,489,851.47</u></b>	<b><u>(1,083,959.37)</u></b>
<b>TOTAL LIABILITY &amp; EQUITY</b>	<b><u>7,694,762.91</u></b>	<b><u>8,609,205.37</u></b>	<b><u>(914,442.46)</u></b>

**NOTES:**

\*1 Cash decreased \$477,746.36. Refer to the following page for comparative statement of revenues and expenditures and changes in fund balance.

\*2 Fund balance decreased \$1,084,079.68. The beginning balance was \$5,839,505.33 and includes adjusting entries, budget controls FY22(\$2,396,196.00), (\$66,150.00) for the HVAC Control System, (\$148,517.00) for the Network Upgrade Project, (\$3,451.99), unspent FY2021 grant funds to be returned to the State, and the year to date revenue less expenditures of \$1,141,324.51.

<b>Current Unrecorded Accounts Receivable-</b>	<u>FY22</u>
Prisoner Billing:	24,878.57
Compensation Board Reimbursement 4/22	<u>527,457.83</u>
<b>Total</b>	<b>552,336.40</b>

County of Frederick  
 Comparative Statement of Revenues, Expenditures  
 and Changes in Fund Balance  
 April 30, 2022

**FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER**

<b>REVENUES:</b>	<u>Appropriated</u>	FY22 4/30/22 <u>Actual</u>	FY21 4/30/21 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Probation	-	350.96	465.69	(114.73)
Interest	100,000.00	13,592.81	12,435.30	1,157.51
Salvage and Surplus	-	4,675.00	-	4,675.00
Supervision Fees	35,654.00	16,753.88	27,573.50	(10,819.62)
Drug Testing Fees	1,000.00	360.00	225.00	135.00
Work Release Fees	348,000.00	230,654.83	181,780.76	48,874.07
Federal Bureau Of Prisons	0.00	495.00	605.00	(110.00)
Local Contributions	7,883,470.00	7,883,470.00	7,706,061.00	177,409.00
Miscellaneous	15,000.00	12,180.46	13,748.51	(1,568.05)
Phone Commissions	545,000.00	361,253.64	396,672.07	(35,418.43)
Food & Staff Reimbursement	75,000.00	51,511.73	50,469.77	1,041.96
Elec.Monitoring Part.Fees	90,000.00	35,852.79	60,154.92	(24,302.13)
Recovered Costs Cares Act	0.00	0.00	19,197.29	(19,197.29)
Share of Jail Cost Commonwealth	1,220,000.00	1,079,886.28	1,033,844.35	46,041.93
Medical & Health Reimb.	54,000.00	15,559.94	43,830.72	(28,270.78)
Shared Expenses CFW Jail	6,526,779.00	4,998,931.50	4,384,845.16	614,086.34
State Grants	339,897.00	167,449.00	159,076.00	8,373.00
DOC Medical Reimb.	0.00	238,224.31		
Local Offender Probation	330,302.00	183,381.00	138,714.00	44,667.00
Pretrial Expansion Grant	299,098.00	82,203.00	366.00	81,837.00
Transfer Funds/CARES/ARPA	156,000.00	156,000.00	0.00	156,000.00
Transfer From General Fund	5,788,868.00	5,788,868.00	5,520,958.00	267,910.00
<b>TOTAL REVENUES</b>	<b>23,808,068.00</b>	<b>21,321,654.13</b>	<b>19,751,023.04</b>	<b>1,332,406.78</b>
<b>EXPENDITURES:</b>	<b>26,529,456.25</b>	<b>20,180,329.62</b>	<b>18,727,309.55</b>	<b>1,453,020.07 *1</b>
<b>Excess(Deficiency)of revenues over expenditures</b>	<b>(2,721,388.25)</b>	<b>1,141,324.51</b>	<b>1,023,713.49</b>	<b>117,611.02</b>
<b>FUND BALANCE PER GENERAL LEDGER</b>		<b>3,225,190.34</b>	<b>4,426,881.04</b>	<b>(1,201,690.70)</b>
<b>Fund Balance Adjusted To Reflect Income Statement 3/31/22</b>		<b>4,366,514.85</b>	<b>5,450,594.53</b>	<b>(1,084,079.68)</b>

\*1 Expenditures include bonuses totaling \$537,000. ARPA funds covered \$141,000 and Compensation Board covered \$396,000.

County of Frederick  
Fund 12 Landfill  
April 30, 2022

ASSETS	FY22 <u>4/30/22</u>	FY21 <u>4/30/21</u>	Increase <u>(Decrease)</u>
Cash	38,416,406.36	37,701,123.45	715,282.91
Receivables:			
Accounts Receivable	3,449.27	72,434.00	(68,984.73)
Fees	1,003,302.08	748,562.49	254,739.59 *1
Receivable Arrears Pay Deferred	16,814.14	19,841.34	(3,027.20)
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	60,976,077.03	56,682,005.22	4,294,071.81
Accumulated Depreciation	(38,369,357.59)	(35,591,828.07)	(2,777,529.52)
GL controls(est.rev/est.exp)	<u>(4,004,462.53)</u>	<u>(2,665,453.50)</u>	<u>(1,339,009.03)</u>
 TOTAL ASSETS	 <u>57,958,228.76</u>	 <u>56,882,684.93</u>	 <u>1,075,543.83</u>
 LIABILITIES			
Accrued VAC.Pay and Comp TimePay	199,328.15	195,919.35	3,408.80
Accrued Remediation Costs	14,967,392.18	14,337,949.36	629,442.82 *2
Deferred Revenue Misc.Charges	3,449.27	72,434.00	(68,984.73)
Accrued Wages Payable	<u>55,918.70</u>	<u>57,529.70</u>	<u>(1,611.00)</u>
 TOTAL LIABILITIES	 <u>15,226,088.30</u>	 <u>14,663,832.41</u>	 <u>563,866.89</u>
 EQUITY			
Fund Balance			
Reserved:			
Encumbrances	0.00	6,244.50	(6,244.50)
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>32,873,698.46</u>	<u>32,354,166.02</u>	<u>519,532.44 *3</u>
 TOTAL EQUITY	 <u>42,732,140.46</u>	 <u>42,218,852.52</u>	 <u>513,287.94</u>
 TOTAL LIABILITY AND EQUITY	 <u>57,958,228.76</u>	 <u>56,882,684.93</u>	 <u>1,075,543.83</u>

**NOTES:**

\*1 Landfill receivables increased \$254,739.59. Landfill fees at 4/22 were \$750,179.42 compared to \$739,682.13 at 4/21 for an increase of \$10,497.29. Delinquent fees at 4/22 were \$313,209.48 compared to \$56,125.58 at 4/21 for an increase of \$257,083.90

\*2 Remediation increased \$629,442.82 that includes \$622,736.00 for post closure and \$6,706.82 in interest.

\*3 Fund balance increased \$519,532.44. The beginning balance was \$34,748,951.25 and includes adjusting entries, budget controls for FY22(\$2,656,013), and \$780,760.21 year to date revenue less expenses.

County of Frederick  
 Comparative Statement of Revenue, Expenditures  
 and Changes in Fund Balance  
 April 30, 2022

<b>FUND 12 LANDFILL REVENUES</b>	<u>Appropriated</u>	<u>FY22 4/30/22 Actual</u>	<u>FY21 4/30/21 Actual</u>	<u>YTD Actual Variance</u>
Credit Card Charges	0.00	4,830.67	8,788.70	(3,958.03)
Interest on Bank Deposits	300,000.00	34,493.90	34,520.98	(27.08)
Salvage and Surplus	110,000.00	183,614.74	140,902.20	42,712.54
Sanitary Landfill Fees	7,457,350.00	6,375,972.74	5,691,469.52	684,503.22
Charges to County	0.00	563,667.06	555,652.75	8,014.31
Charges to Winchester	0.00	177,359.22	167,515.50	9,843.72
Tire Recycling	259,250.00	221,765.12	243,384.02	(21,618.90)
Reg. Recycling Electronics	80,000.00	30,085.00	35,240.00	(5,155.00)
Greenhouse Gas Credit Sales	10,000.00	5,195.86	0.00	5,195.86
Miscellaneous	0.00	8,751.00	8,695.00	56.00
Recovered Cost Cares Act		0.00	36,059.38	(36,059.38)
Renewable Energy Credits	113,530.00	124,890.00	6,269.90	118,620.10
Landfill Gas To Electricity	277,517.00	399,865.52	278,367.99	121,497.53
Transfer from CARES/ARPA	81,000.00	81,000.00	0.00	81,000.00
<b>TOTAL REVENUES</b>	<b>8,688,647.00</b>	<b>8,211,490.83</b>	<b>7,206,865.94</b>	<b>1,004,624.89</b>
Operating Expenditures	6,595,227.34	4,134,458.67	3,634,206.02	500,252.65 *1
Capital Expenditures	6,097,882.19	3,296,271.95	3,171,854.55	124,417.40
<b>TOTAL Expenditures</b>	<b>12,693,109.53</b>	<b>7,430,730.62</b>	<b>6,806,060.57</b>	<b>624,670.05</b>
<b>Excess(deficiency)of revenue over expenditures</b>	<b>(4,004,462.53)</b>	<b>780,760.21</b>	<b>400,805.37</b>	<b>379,954.84</b>
<b>Fund Balance Per General Ledger</b>		<b>32,092,938.25</b>	<b>31,953,360.65</b>	<b>139,577.60</b>
<b>FUND BALANCE ADJUSTED</b>		<b>32,873,698.46</b>	<b>32,354,166.02</b>	<b>519,532.44</b>

\*1 Included in the total expenditures were ARPA funded bonuses in the amount of \$81,000.

**County of Frederick, VA**  
**Report on Unreserved Fund Balance**  
**May 13, 2022**

**Unreserved Fund Balance, Beginning of Year, July 1, 2021** **70,953,832**

**Prior Year Funding & Carryforward Amounts**

C/F forfeited asset funds - Comm Atty	(39,906)
C/F forfeited asset funds - Sheriff	(39,847)
C/F Treasurer legal fees	(49,408)
C/F Fire Company Capital	(257,960)
C/F Registrar training new employee	(3,600)
C/F Stephenson Convenience Site building	(108,188)
C/F Sheriff vehicle routers	(50,001)
C/F Spay/Neuter Fleming trust	(9,717)
C/F Salary survey	(66,000)
C/F Sunnyside reno for Registrar office	(50,000)
C/F DSS vehicle	(25,000)
Reserve P&R SGEMF	(25,388)
C/F Animal shelter restitution received	(1,347)
C/F Retroaire unit	(2,460)
C/F Clearbrook Fire reno	(305,549)
C/F Sheriff vehicle equipment	(7,540)
C/F Sheriff donations & insurance reimbursement	(74,121)
C/F Sheriff hazardous duty wet suits	(12,080)
C/F School restricted funds	(454,276)
C/F Parks proffers	(234,900)
FY21 CARES expenses (open PO)	305,999
C/F Airport capital (open POs)	(264,873)
	(1,776,162)

**Other Funding / Adjustments**

Clerk new comp board position	(19,534)
COR refund - CCAP Auto Lease	(5,110)
COR refund - JP Morgan Chase	(6,064)
COR refund - Old Castle APG	(12,419)
COR refund - Toyota Lease	(6,873)
COR refund - disabled vet	(5,936)
COR refund - DL Peterson	(285,136)
Handley Library contribution	(32,265)
IT position reclass	(9,820)
COR refund - disabled vet	(9,848)
F&R FY21 volunteer dept supplements	(48,250)
Yardmaster Ct completion	(85,000)
VJCCCA return upsent FY21 funds	(35,150)
Transfer to County Capital Fund (F/B above 20%)	(26,100,000)
COR refund - ARI Fleet	(7,408)
COR refund - disabled veteran	(6,657)
COR refund - Miller Honda	(14,900)
Marion Dr completion	(310,000)
COR refund - Campbell Trucking	(7,530)
COR refund - Ryder Truck Rental	(12,162)
COR refund - Toyota Lease	(5,036)
COR refund - MYB Inc	(8,596)
(8) new voting precincts	(150,000)
Airport DOAV Grant	(351,190)
COR refund - Ryan Homes	(8,506)
COR refund - DL Peterson	(32,217)
	(27,575,607)

**Fund Balance, May 13, 2022** **41,602,064**