



Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610  
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E-mail: cshiffle@fcva.us

**TO:** Board of Supervisors  
**FROM:** Finance Committee  
**DATE:** August 22, 2013  
**SUBJECT:** Finance Committee Report and Recommendations

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The Finance Committee met in the First Floor Conference Room at 107 North Kent Street on Thursday, August 22, 2013 at 8:00 a.m. There were meetings with the outside agencies following the Finance Committee meeting, beginning at 9:15 a.m. in the Board of Supervisors meeting room. Member Ron Hottle was absent. The agenda was amended to add item 14.

Items 3, 5, 6, 7, 8, 9 and 11 were approved under consent agenda.

1. The Department of Social Services requests an FY 2014 General Fund supplemental appropriation in the amount of \$50,000. This amount represents a carry forward of FY 2013 funds for Strengthening Families Innovators for Success Council Project (\$10,000 State funds) and a new phone system (\$40,000 local funds). See attached memo, p. 6. The committee recommends approval.
2. The Winchester Regional Airport requests an FY 2014 Airport Capital Fund supplemental appropriation in the amount of \$4,437,906 and a Fund 10 supplemental appropriation in the amount of \$499,004. These amounts represent the Airport Capital budget appropriation and the general fund share. The Airport Capital Fund request will require a public hearing. See attached information, p. 7 – 17. The committee recommends advertising for public hearing and approval of the Fund 10 supplemental appropriation.

3.  The Parks & Rec Director requests an FY 2014 General Fund supplemental appropriation in the amount of \$25,000. This amount represents a donation from Olde Woolen Mill LLC received in FY 2013 for the construction of a maintenance storage building at Clearbrook Park. See attached memo, p. 18.
4. The Public Works Director requests an FY 2014 General Fund supplemental appropriation in the amount of \$99,061 and a Landfill Fund supplemental appropriation in the amount of \$1,178,000. These amounts represent carry forwards of unspent FY 2013 funds. This request has been endorsed by the Public Works Committee. See attached information, p. 19 – 21. The committee recommends approval.
5.  The Sheriff requests an FY 2014 General Fund supplemental appropriation in the amounts of \$78,614 and \$25,000. These amounts represent Internet Crimes Against Children (ICAC) grants awarded by the Department of Criminal Justice (DCJS) and the Department of State Police. No local funds required. See attached information, p. 22 – 31.
6.  The Sheriff requests an FY 2013 General Fund supplemental appropriation in the amount of \$775. This amount represents DARE donations received. See attached memos, p. 32 – 34.
7.  The Sheriff requests an FY 2013 General Fund supplemental appropriation in the amount of \$5,423.95. This amount represents reimbursements for prisoner extraditions. See attached memos, p. 35 – 36.
8.  The Fire & Rescue Chief requests an FY 2014 General Fund supplemental appropriation in the amount of \$7,008.40. This amount represents unspent VDEM grant funds received in FY 2013. See attached memo, p. 37.

9.  The Fire & Rescue Chief requests an FY 2013 and an FY 2014 General Fund supplemental appropriation in the amount of \$4,428.99. This amount represents reimbursement for damaged fire gear received in FY 2013 and carried forward to FY 2014. See attached memo, p. 38.
  
10. The Fire & Rescue Chief requests an FY 2014 General Fund supplemental appropriation in the amount of \$850,000. This amount represents a budget for the EMS Revenue Recovery Program for six months. See attached memo, p. 39 – 41. The committee recommends approval.
  
11.  The Public Safety Communications Director requests an FY 2014 General Fund supplemental appropriation in the amount of \$2,000. This amount represents a grant received from the Virginia E-911 Wireless Education Program. See attached memo, p. 42 – 43.
  
12. The Public Safety Communications Director requests an FY 2014 General Fund supplemental appropriation in the amount of \$200,000, of which \$50,000 represents a carry forward of unspent FY 2013 funds and \$150,000 represents a grant received from the Virginia E-911 Services Board. Funds will be used for the down payment on a new upgraded 9-1-1 phone system. See attached information, p. 44 – 50. The committee recommends approval.
  
13. The Finance/Audit Committee charter adopted by the Board of Supervisors requires an annual review and reassessment. See attached charter, p. 51 – 53. The committee recommends reducing the number of Board of Supervisor representative from four to three.
  
14. The County Administrator requests a General Fund Supplemental Appropriation in the amount of \$ 377,396.00. This amount represents funds reserved in the general fund that will need to be appropriated and transferred to the

Development Project Fund for various road projects. Also requested is a Development Project Fund Supplemental Appropriation in the amount of \$470,733.50. This amount represents the transfer from the General Fund in the amount of \$377,396.00 and funds reserved in the project fund in the amount of \$93,337.50. The committee recommends approval.

15. The Committee received presentations from requested outside agencies. There was a consensus to maintain FY 2014 budgets at current levels. Further discussions on the FY 2015 funding will continue during upcoming budget discussions. See attached, p. 54 – 68.

#### **INFORMATION ONLY**

1. The Finance Director provides a Fund 10 Transfer Report for FY 2013. See attached, p. 69 – 72.
2. The Finance Director provides a Fund 10 Transfer Report for FY 2014. See attached, p 73.
3. The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement for Excellence in Financial Reporting for the June 30, 2012 Comprehensive Annual Financial Report (CAFR). This is the 27<sup>th</sup> consecutive year that Frederick County has received this achievement. See attached, p. 74 – 75.
4. The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement in Popular Annual Financial Reporting for the June 30, 2012 Popular Annual Financial Report (PAFR). This is the 6<sup>th</sup>

consecutive year that Frederick County has received this award. See attached,  
p. 76 – 77.

Respectfully submitted,

FINANCE COMMITTEE

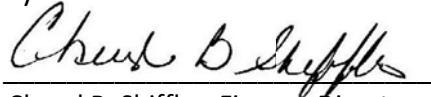
Charles DeHaven

Judy McCann-Slaughter

Richard Shickle

Gary Lofton

By

A handwritten signature in cursive script, reading "Cheryl B. Shiffler", written over a horizontal line.

Cheryl B. Shiffler, Finance Director

# Memo

**To:** Finance Committee/Cheryl Shiffler  
**From:** Delsie D. Butts  
**CC:**  
**Date:** June 28, 2013  
**Re:** FY 2013 funds carry-forward request

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Frederick County Department of Social Services is requesting \$50,000 (\$10,000 Federal dollars and \$40,000 Local dollars) from our FY 2013 budget to be carried forward to our FY 2014 budget. Descriptions of requests are as follows:

- 1) We had received funding from the State for Strengthening Families Innovators for Success Council project of \$20,000 in January 2013 and were hoping to have at least 50% expended by the end of June and the remaining funds was allocated in our FY 2014 budget. Due to switching vendors, this did not happen. The State is allowing our agency to use these funds until December 2013. We are requesting that \$10,000 be carried over to our FY 2014 budget line, no local dollars required: **010-053170-5825-000 STRENGTHENING FAMILIES INNOVATORS FOR SUCCESS COUNCIL**
- 2) The second project is the new phone system that we are working in conjunction with County IT. Our agency was able to reserve local dollars from FY 2013 in order to pay for this new asset by June 2013. This project is not projected to be completed until July 2013 and therefore, we have not received the final invoice for this project. Per State finance policy manual this asset must be expensed from local dollars and then 'depreciated' over the life of the asset. The department is requesting \$40,000 of unspent local dollars from FY 2013 to be carried forward into FY 2014 Administrative budget line: **010-053160-8007-000 Integrated Tech. Equipment**

Thank you for your consideration.

Delsie D. Butts

Administrative Services Manager



# WINCHESTER REGIONAL AIRPORT

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

## **Memo**

**To:** Cheryl Shiffler, Finance Director, Frederick County  
**From:** Renny Manuel, Director, Winchester Airport   
**Date:** August 8, 2013  
**Re:** Fund 85 – Capital FY 2014 Budget Appropriations

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On behalf of the Winchester Regional Airport Authority, I respectfully request a budget appropriation in Fund 85 (Capital) for FY 2014 for new projects and balances for projects in progress at the end of FY 2013.

Revenue appropriations:

85-033010-0012	Federal Reimbursements	\$ 3,288,862
85-024040-0012	State Reimbursements	\$ 436,136
85-019110-5150	Transfer from General Fund – County Share	\$ 499,004
85-019110-0009	Local Contribution – City Share	\$ 198,904
85-019110-0009	Local Contribution – Other Localities	\$ 15,000
		<hr/>
		\$ 4,437,906

Expenditure appropriations:

85-081030-8801-000-065	FY 13 Bal - Rehab Runway 14/32 Constr	\$ 77,304
85-081030-8801-000-073	FY 13 Bal -Rehab & Relocate South Apron	\$ 72,692
85-081030-8801-000-074	FY 13 Bal - Maintenance Facility Design	\$ 7,282
85-081030-8801-000-043	NEW – State Eligible Maintenance Repairs	\$ 50,000
85-081030-8801-000-073	NEW – South Apron Rehab – Constr	\$ 3,500,000
85-081030-8801-000-074	NEW – Maintenance Bldg – Constr	\$ 730,628
		<hr/>
		\$ 4,437,906

All listed projects are programmed for Federal and/or State funding grants.

Supporting documents are attached for reference.

Should you need additional information or have any questions, please do not hesitate contacting me.

Thank you for your continued support and assistance.



# Winchester Regional Airport Authority

## FY 2012 - 2014 Budget Request Capital Improvement Funds



## 2014 FISCAL YEAR BUDGET

### AIRPORT AUTHORITY CAPITAL OUTLAY

#### REHABILITATE & RELOCATE SHOUTHEAST APRON - CONSTRUCTION PHASE

Construction phase to rehabilitate & relocate the South Apron is included in Section I of the Taxiway "A" relocation project. Design phase was completed in FY 2013. Due to deteriorating conditions of the existing ramp this project will begin prior to work for relocating the existing taxiway. The taxiway relocation project will be phased in four sections spanning over a five-year period and will be postponed until asphalt conditions move the project to a higher priority.

**MAINTENANCE ITEMS:** This item will provide for the general maintenance of eligible Airport facilities including vegetation, lighting and navigation equipment, pavement upkeep and airfield maintenance. Most maintenance items are funded on a State/Local level on a 80/20 basis.

	FY 2012 BUDGET	FY 2013 BUDGET	FY 2014 BUDGET
<b>COSTS:</b>			
Personnel	0	0	0
Operating	0	0	0
Capital	1,600,399	2,030,749	4,464,838
<b>TOTAL</b>	<b>1,600,399</b>	<b>2,030,749</b>	<b>4,464,838</b>

#### AIRFIELD MAINTENANCE STORAGE FACILITY - CONSTRUCTION

Currently all airfield maintenance equipment is being stored in various location throughout the airport. Airport dump trucks, snow removal equipment and some tractors are stored in an old wooden t-hangar structure. The structure is slated for removal as part of the Rehab & Relocation of Southeast Apron project due to its location. The structure has dirt floors, barn type sliding doors most of which have broken off from age & weather, is open and unsecured. Birds are quickly destroying the finish on equipment and making nests inside of engine compartments. A new storage facility will include a small attached bay area large enough to accommodate airport equipment for preventative maintenance by staff. Currently the airport uses one of the t-hangar units to store supplies and to use for light maintenance such as oil changes, brake pads, etc. performed by staff resulting in a slight loss of annual operating revenues.

Certain aspects of this project are eligible for **limited** funding from the State and will be largely funded from local funds.

**GOALS:**

Provide a safe, efficient all weather facility to meet current and future demands for air transportation as the community continues with economic development and growth.

	FY 2012 BUDGET	FY 2013 BUDGET	FY 2013 BUDGET
<b>REVENUES:</b>			
Other Jurisidictions	22,412	31,199	212,901
State/Federal	1,559,391	1,946,365	3,755,448
County Funding	18,596	53,185	496,489
<b>TOTAL</b>	<b>1,600,399</b>	<b>2,030,749</b>	<b>4,464,838</b>

## FY 2014 PROPOSED CAPITAL IMPROVEMENT EXPENDITURES

### Winchester Regional Airport

Description		DETAIL AMOUNT	TOTAL AMOUNT
Maintenance Facility - Construction Phase	Construction and site work for airfield field maintenance equipment storage facility	\$730,628	\$730,628
Rehabilitate & Relocate South Apron - Construction Phase	Construction phase for rehabilitation & relocating South Apron to meet FAA safety design standards and replace deteriorating asphalt	\$3,684,210	\$3,684,210
State Eligible Annual Maintenance Repairs	General Repairs F & E repairs, lighting supplies, etc	\$35,000 \$15,000	\$35,000 \$15,000
<b>TOTAL</b>		<b>\$4,464,838</b>	<b>\$4,464,838</b>

## FY 2014 - PROPOSED CAPITAL IMPROVEMENT REVENUES

Winchester Regional Airport

Description		REVENUE SOURCE			
		STATE	FEDERAL	LOCAL	TOTAL
Maintenance Facility - Construction Phase	Limited funding from State	104,922	0	625,706	730,628
Rehabilitate & Relocate South Apron - Construction Phase	FY 12 Funding 90/8/2 FAA/State/Local	294,737	3,315,789	73,684	3,684,210
State Eligible Annual Maintenance Repairs	Funding 80/20 State/Local	28,000	0	7,000	35,000
	Annual State allotment	12,000	0	3,000	15,000
<b>Total Revenue Breakdown</b>		<b>439,659</b>	<b>3,315,789</b>	<b>709,390</b>	<b>4,464,838</b>

<b>Local Revenue Breakdown</b>	
Contribution Clarke County	5,000
Contribution Warren County	5,000
Contribution Shenandoah County	5,000
<b>Frederick Col/City of Winchester</b>	<b>694,390</b>
Local Revenue	<b>709,390</b>

<b>County</b>	<b>City</b>
<b>71.5%</b>	<b>28.5%</b>
<b>496,489</b>	<b>197,901</b>

**CAPITAL PROJECT JUSTIFICATIONS  
WINCHESTER REGIONAL AIRPORT**

The Winchester Regional Airport Authority plans to continue the development of the Winchester Regional Airport in accordance with the Twenty Year Master Plan developed to enhance services to the community and nearby localities.

**ITEM: REHABILITATE & RELOCATE SOUTHEAST APRON (Inc. partial relocation of T/W "A" to 400') - CONSTRUCTION PHASE**

Construction phase to rehabilitate & relocate the South Apron is included in Section I of the Taxiway "A" relocation project. Design phase was completed in FY 2013. Due to deteriorating conditions of the existing ramp this project will begin prior to work for relocating the existing taxiway. The taxiway relocation project will be phased in four sections spanning over a five-year period and will be postponed until asphalt conditions move the project to a higher priority.

This project is part of the 20 Year Master Plan adopted in October 2005 and is priority two on the County CIP  
Funding is on a 90/8/2 Federal/State/Local basis

**ITEM: AIRFIELD MAINTENANCE STORAGE FACILITY - CONSTRUCTION**

Currently all airfield maintenance equipment is being stored in various location throughout the airport. Airport dump trucks, snow removal equipment and some tractors are stored in an old wooden t-hangar structure. The structure is slated for removal as part of the Rehab & Relocation of Southeast Apron project due to its location. The structure has dirt floors, barn type sliding doors most of which have broken off from age & weather, is open and unsecured. Birds are quickly destroying the finish on equipment and making nests inside of engine compartments. A new storage facility will include a small attached bay area large enough to accommodate airport equipment for preventative maintenance by staff. Currently the airport uses one of the t-hangar units to store supplies and to use for light maintenance such as oil changes, brake pads, etc. performed by staff resulting in a slight loss of operating revenues.

Certain aspects of this project are eligible for limited funding from the State and will be largely funded from local funds.

This project is part of the 20 Year Master Plan adopted in October 2005 and is priority one on the County CIP  
Funding for the construction phase is State - \$104,922; Local \$625,706

**ITEM: MAINTENANCE ITEMS**

**A. General Maintenance**

This item will provide funds for the general maintenance of eligible Airport facilities including vegetation control.  
Funding is on an 80/20 State/Local basis.

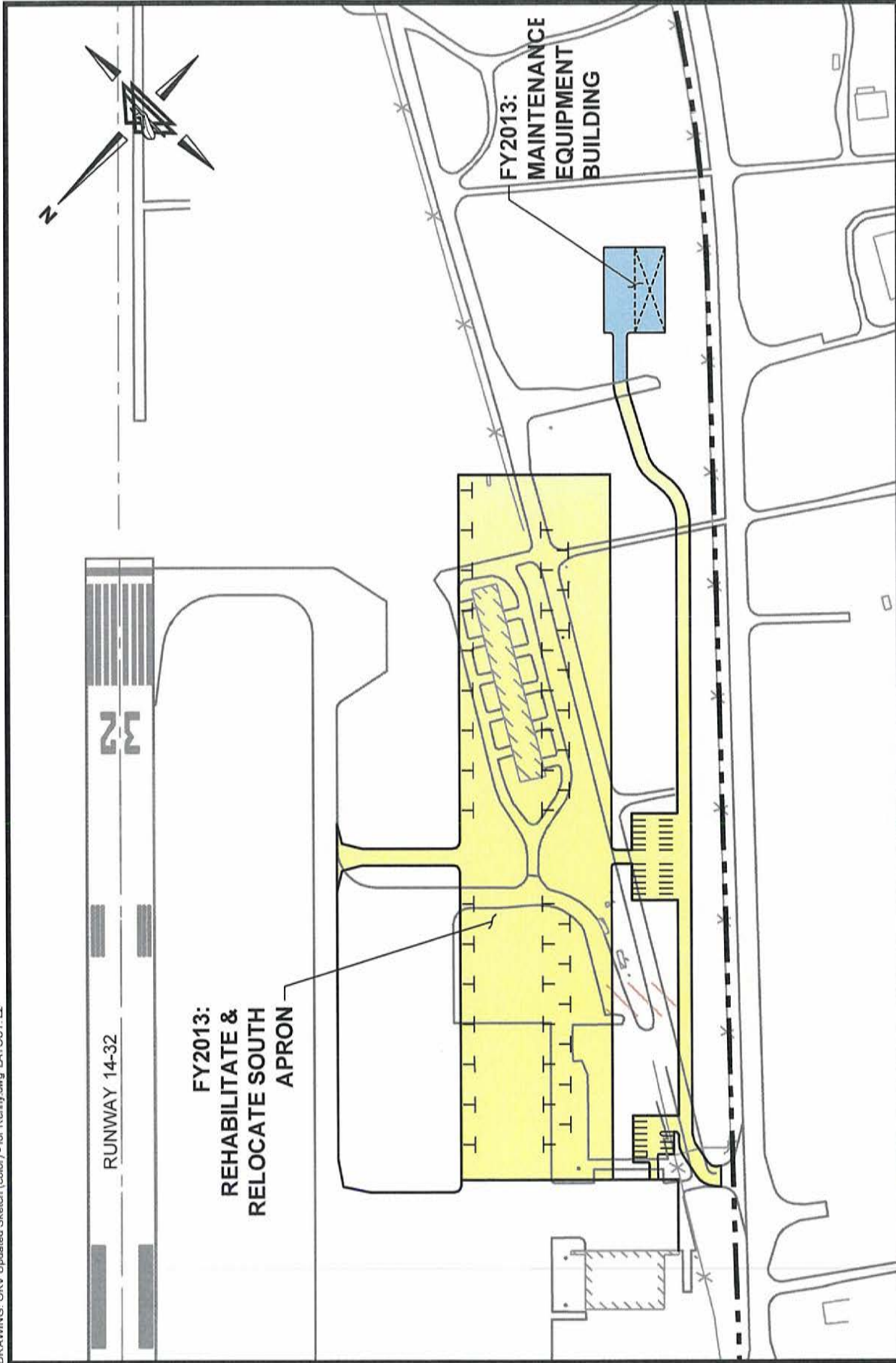
**B. F & E Repairs, lighting supplies, etc.**

This item will provide funds for the general maintenance of all airfield lighting including fixtures, bulbs, flanges, etc.  
Funding is on an 80/20 State/Local basis. With some items being funded on a State only basis.

**C. AWOS and Lighting Equipment Maintenance Contract**

Airfield maintenance is eligible for State funding through the Department of Aviation's maintenance program. Maintenance of airfield lighting is required by State grant assurances. There is no increase to the operating budget from this project. Without State funding, the operating budget would have to cover these maintenance items.  
Funding is on an 90/10 State/Local basis.

DRAWING: OKV Updated Sketch (color) - for Renny.dwg LAYOUT: L2



www.deltaairport.com

**FY 2013 DEVELOPMENT PLAN  
WINCHESTER REGIONAL AIRPORT**

**EXHIBIT  
1**

JULY 2013

DATE:

1"=200'

SCALE:

TSE

CHECKED BY:

MM

DRAWN BY:

**ENGINEER'S ESTIMATE - CONSTRUCT MAINTENANCE EQUIPMENT STORAGE FACILITY**

WINCHESTER REGIONAL AIRPORT

SPONSOR: WINCHESTER REGIONAL AIRPORT AUTHORITY

DOAV PROJECT NO. CS-0059-pending

**CONSTRUCTION - ESTIMATED - BASE BID**

LINE CLASSIFICATION	5,958 sf	PROJECT COSTS
a. ADMINISTRATION (Misc)		5,000
b. PROJECT INSPECTION FEES (DELTA)		96,128
Construction Administration Fees	65,293	
Triad (surveys & special inspections)	24,000	
Valley Engineering (architect)	6,835	
c. CONSTRUCTION - LANTZ OF WINCHESTER		592,500
Site Work	239,035	
Building Construction	353,465	
d. UTILITIES		37,000
Water & Sewer Service	20,000	
Gas Hookup	4,000	
Electric Hookup	13,000	
<b>TOTAL PROJECT COST</b>		<b>730,628</b>

**PROJECT REVENUES**

Storage Area - MAX COST \$50 PER SF	DOAV Eligible	MAX ALLOWED	PROJECT COSTS	Percentages		
				DOAV	LOCAL	Budget
DOAV Max Allowed 1,250 sf 80/20 basis	PER SF \$	50	62,500	80%	20%	50,000
DOAV Max Allowed 3,658 sf 50/50 basis	PER SF \$	50	182,900	50%	50%	91,450
<b>LESS DOAV REVENUE RECEIVED FROM DESIGN GRANT</b>						
Remaining Project Balance			485,228	100%		0
<b>COST</b>			<b>730,628</b>	<b>REVENUE</b>	<b>104,922</b>	<b>625,706</b>

BID TABULATION

CONSTRUCT MAINTANANCE EQUIPMENT STORAGE BUILDING

WINCHESTER REGIONAL AIRPORT  
WINCHESTER, VIRGINIA

AIP PROJECT NO. Non AIP  
STATE PROJECT NO. CS-0059-26  
DELTA PROJECT NO. 12033

BID OPENING DATE: July 9, 2013

BASE BID

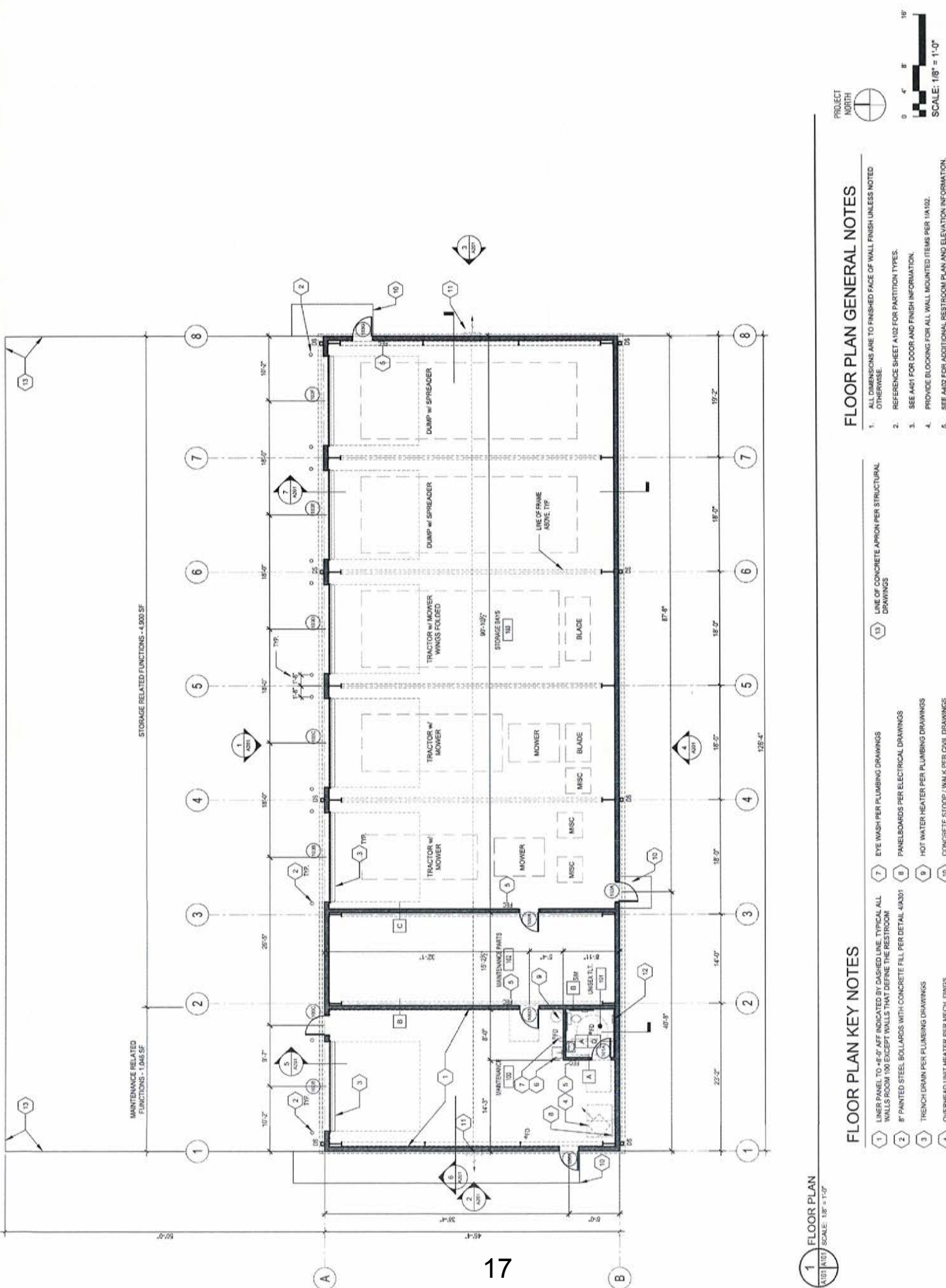
ITEM NO.	SPEC NO.	DESCRIPTION	UNIT	BID QUANTITY	ENGINEER'S ESTIMATE			LANTZ CONSTRUCTION COMPANY OF WINCHESTER, INC.		
					UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	P-100	MOBILIZATION	LS	1	\$45,500.00	\$45,500.00	\$17,500.00	\$17,500.00	\$17,500.00	\$17,500.00
2	P-152	MUCK EXCAVATION	CY	200	\$15.00	\$3,000.00	\$28.00	\$5,600.00	\$5,600.00	\$5,600.00
3	P-152	EMBANKMENT IN PLACE	LS	1	\$20,000.00	\$20,000.00	\$19,200.00	\$19,200.00	\$19,200.00	\$19,200.00
4	P-156	EROSION AND SEDIMENT CONTROL	LS	1	\$20,000.00	\$20,000.00	\$27,800.00	\$27,800.00	\$27,800.00	\$27,800.00
5	P-156	SILT FENCE	LF	250	\$3.00	\$750.00	\$10.00	\$2,500.00	\$2,500.00	\$2,500.00
6	M-122	8" SDR 21 PVC WATER MAIN	LF	165	\$90.00	\$14,850.00	\$68.00	\$11,220.00	\$11,220.00	\$11,220.00
7	M-122	1" CLASS 200 CTS PET WATER SERVICE LATERAL	LF	100	\$30.00	\$3,000.00	\$45.00	\$4,500.00	\$4,500.00	\$4,500.00
8	M-122	FIRE HYDRANT	EA	1	\$3,500.00	\$3,500.00	\$4,900.00	\$4,900.00	\$4,900.00	\$4,900.00
9	M-122	2" PVC FORCED SANITARY SEWER SERVICE LATERAL	LF	290	\$35.00	\$10,150.00	\$42.00	\$12,180.00	\$12,180.00	\$12,180.00
10	M-122	4" PVC GRAVITY SANITARY SEWER SERVICE LATERAL	LF	70	\$40.00	\$2,800.00	\$73.00	\$5,110.00	\$5,110.00	\$5,110.00
11	M-122	SANITARY SEWER MANHOLE / PUMP STATION	EA	1	\$4,000.00	\$4,000.00	\$5,800.00	\$5,800.00	\$5,800.00	\$5,800.00
12	M-122	4" PVC UTILITY SLEEVE	LF	235	\$9.00	\$2,115.00	\$48.00	\$11,280.00	\$11,280.00	\$11,280.00
13	T-901	PERMANENT SEEDING	AC	3.5	\$2,500.00	\$8,750.00	\$2,500.00	\$8,750.00	\$8,750.00	\$8,750.00
14	T-908	MULCHING	AC	3.5	\$2,500.00	\$8,750.00	\$1,250.00	\$4,375.00	\$4,375.00	\$4,375.00
15	R-302	6" VDOT EW-12 UNDERDRAIN ENDWALL	EA	5	\$700.00	\$3,500.00	\$680.00	\$3,400.00	\$3,400.00	\$3,400.00
16	R-309	AGGREGATE BASE COURSE, VDOT 21A	CY	175	\$80.00	\$14,000.00	\$35.00	\$6,125.00	\$6,125.00	\$6,125.00
17	R-312	BITUMINOUS SEAL COAT	SY	185	\$2.00	\$370.00	\$19.00	\$3,515.00	\$3,515.00	\$3,515.00
18	R-316	HYDRAULIC CEMENT CONCRETE PAVEMENT (6")	SY	40	\$60.00	\$2,400.00	\$55.00	\$2,200.00	\$2,200.00	\$2,200.00
19	R-316	HYDRAULIC CEMENT CONCRETE PAVEMENT (8")	SY	715	\$85.00	\$60,775.00	\$72.00	\$51,480.00	\$51,480.00	\$51,480.00
20	R-501	6" PERFORATED PVC UNDERDRAIN	LF	1,000	\$15.00	\$15,000.00	\$17.00	\$17,000.00	\$17,000.00	\$17,000.00
21	R-501	6" SOLID PVC UNDERDRAIN	LF	450	\$15.00	\$6,750.00	\$18.00	\$8,100.00	\$8,100.00	\$8,100.00
22	R-606	SOIL STABILIZATION MAT, EC-2	SY	375	\$3.00	\$1,125.00	\$16.00	\$6,000.00	\$6,000.00	\$6,000.00
23	SP-19	VAN ACCESSIBLE PARKING SPACE	EA	1	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
24	SP-20	AIRFIELD MAINTENANCE BUILDING (DOAV-ELIG STORAGE COSTS)	LS	1	\$245,400.00	\$245,400.00	\$247,425.00	\$247,425.00	\$247,425.00	\$247,425.00
25	SP-20	AIRFIELD MAINTENANCE BUILDING (NON-DOAV-ELIG MAINT COSTS)	LS	1	\$84,060.00	\$84,060.00	\$106,040.00	\$106,040.00	\$106,040.00	\$106,040.00
<b>TOTALS:</b>						\$580,985.00	\$592,500.00	\$592,500.00	\$592,500.00	\$592,500.00
<b>NON-AIP INSURANCE:</b>						\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00

ADD ALTERNATE 1

ITEM NO.	SPEC NO.	DESCRIPTION	UNIT	BID QUANTITY	ENGINEER'S ESTIMATE			LANTZ CONSTRUCTION COMPANY OF WINCHESTER, INC.		
					UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
A-1	SP-21	MOTORIZED STORAGE BAY DOORS	LS	1	\$15,000.00	\$15,000.00	\$10,300.00	\$10,300.00	\$10,300.00	\$10,300.00
<b>TOTALS:</b>						\$15,000.00	\$15,000.00	\$10,300.00	\$10,300.00	\$10,300.00
<b>NON-AIP INSURANCE:</b>						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PROJECT TOTAL:</b>						\$696,985.00	\$692,500.00	\$692,500.00	\$692,500.00	\$692,500.00

A.12	fueling systems	<p>The removal of old fueling systems and the construction or installation of new systems are eligible as described below. A sponsor may receive up to \$200,000 over a 25-year period to remove old systems and construct or install new systems.</p> <p>For the removal of an old fueling system, the state's funding participation is 80 percent of all costs associated with the closure and removal of a system.</p> <p>For the construction or installation of a new state funded fueling system which will be owned by the sponsor, the state's funding participation in the total project cost is based on the total fuel flowage for the 12 months prior to the project request as follows:</p> <table border="1" data-bbox="552 357 673 651"> <thead> <tr> <th>Fuel Flowage (gals)</th> <th>State Participation</th> </tr> </thead> <tbody> <tr> <td>≤ 75,000</td> <td>2/3</td> </tr> <tr> <td>75,001 – 150,000</td> <td>1/2</td> </tr> <tr> <td>&gt; 150,000</td> <td>1/3</td> </tr> </tbody> </table> <p>For the construction or installation of a new federally funded fueling system which will be owned by the sponsor, the state's funding participation follows the current percentage described in 3.3 Utilization of State and Federal Funding Resources. If the state's share of a federally funded project would exceed the balance of the limit, the state's share will be reduced accordingly.</p> <p>The prerequisites for this type of project are that:</p> <ul style="list-style-type: none"> <li>the new system will be owned by the sponsor</li> <li>the new system will comply with EPA requirements</li> </ul> <p>For the relocation of a fuel system due to airport development, the state's funding participation is 80 percent of all costs associated with the relocation. The relocation costs do not count against the dollar limit.</p>	Fuel Flowage (gals)	State Participation	≤ 75,000	2/3	75,001 – 150,000	1/2	> 150,000	1/3
Fuel Flowage (gals)	State Participation									
≤ 75,000	2/3									
75,001 – 150,000	1/2									
> 150,000	1/3									
A.13	maintenance equipment storage buildings <i>gross</i>	<p>For the design and construction costs of a basic storage building for the protection of airport maintenance equipment, the state's participation is 80 percent for up to 1,250 square feet of eligible building space and 50 percent for footage exceeding 1,250 square feet. The maximum eligible project cost shall not exceed \$50 per square foot. Sponsors would be responsible for all costs exceeding \$50 per square foot. DOAV will evaluate design plans to determine square footage needs and state participation.</p> <p>Private areas, such as office space and restrooms, are not eligible for state participation. The costs for designing and constructing utility systems to service the storage building are not eligible for state funding.</p> <p>If at any time during the 20 years of the grant term the sponsor elects to convert storage space to other uses, the sponsor must reimburse the state for the usage change at a prorated share.</p>								





MAINTENANCE RELATED FUNCTIONS - 1,046 SF

STORAGE RELATED FUNCTIONS - 4,000 SF

**1 FLOOR PLAN**  
SCALE: 1/8" = 1'-0"

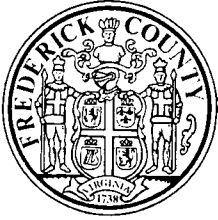
**FLOOR PLAN KEY NOTES**

- 1 LINER PANEL TO 4'-0" AFF INDICATED BY DASHED LINE. TYPICAL ALL WALLS ROOM 100 EXCEPT WALLS THAT DEFINE THE RESTROOM
- 2 #8 PAINTED STEEL BOLLARDS WITH CONCRETE FILL PER DETAIL 4A301
- 3 TRENCH DRAIN PER PLUMBING DRAWINGS
- 4 OVERHEAD UNIT HEATER PER MECH. DWGS
- 5 WALL MOUNTED FIRE EXTINGUISHER LOCATION (4 TOTAL)
- 6 UTILITY SINK PER PLUMBING DRAWINGS
- 7 EYE WASH PER PLUMBING DRAWINGS
- 8 PANELBOARDS PER ELECTRICAL DRAWINGS
- 9 HOT WATER HEATER PER PLUMBING DRAWINGS
- 10 CONCRETE STIOP / WALK PER CIVIL DRAWINGS
- 11 EXHAUST FAN PER ELECTRICAL DRAWINGS
- 12 ELECTRIC WALL HEATER PER MECHANICAL DRAWINGS

**FLOOR PLAN GENERAL NOTES**

- 1. ALL DIMENSIONS ARE TO FINISHED FACE OF WALL UNLESS NOTED OTHERWISE.
- 2. REFERENCE SHEET A102 FOR PARTITION TYPES.
- 3. SEE A401 FOR DOOR AND FINISH INFORMATION.
- 4. PROVIDE BLOCKING FOR ALL WALL MOUNTED ITEMS PER 1A102.
- 5. SEE A402 FOR ADDITIONAL RESTROOM PLAN AND ELEVATION INFORMATION.





COUNTY of FREDERICK

Parks and Recreation Department  
540-665-5678  
FAX: 540-665-9687  
www.fcprd.net  
e-mail: fcprd@co.frederick.va.us

# MEMO

**To:** Finance Department  
**From:** Jason Robertson, Director  
**Subject:** Finance Committee Agenda  
**Date:** May 16, 2013

Frederick County  
**RECEIVED**

MAY 17 2013

Finance Department

I would like to request a General Fund supplemental appropriation in the amount of \$25,000. This amount represents a donation from Olde Woolen Mill, LLC for the construction of a maintenance storage building at Clearbrook Park in exchange for the conveyance of a sewer easement on approximately 7,800 square feet which was approved by the Board of Supervisor's on April 24, 2013. It is requested that this amount be included in Fiscal Year 2014 and be appropriated to line item 7109-8800-00 Buildings. These funds were deposited into Donations 1899-03 on 5/16/13.

If you have any questions or need additional information, please contact me at your convenience.

JLR/kcd

C.S. 5/17/13



MEMORANDUM

**TO:** Cheryl B. Shiffler, Director of Finance  
**FROM:** Harvey E. Strawsnyder, Jr., P.E., Director of Public Works *HES*  
**SUBJECT:** Carry Forward Request Fiscal Year Budget 2012/2013 to Fiscal Year Budget 2013/2014  
**DATE:** August 8, 2013

In a scheduled meeting dated August 6, 2013, the public works committee endorsed the following carry forward requests for referral to the finance committee:

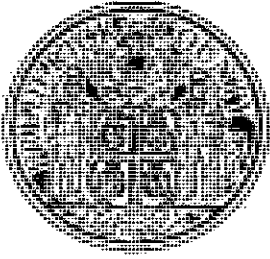
<b>Landfill</b>	<b>12-4204</b>	<b>\$1,178,000</b>	<b>(Attachment 1)</b>
<b>Refuse Collection</b>	<b>10-4203</b>	<b>\$ 99,061</b>	<b>(Attachment 2)</b>

The attached memorandums provide the justification and reference the appropriate line items for these requests.

HES/rls

Attachments: as stated

cc: file




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 COUNTY OF FREDERICK
 

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LANDFILL  
 540-665-5658 (Phone)  
 540-665-6385 (Fax)

## MEMORANDUM

TO: **Public Works Committee**

FROM: **Steve Frye, Landfill Manager** 

THROUGH: **Harvey E. Strawsnyder, Director of Public Works**

SUBJECT: **Carry Forwards to 2013/2014**

DATE: **July 29, 2013**

---

We are requesting that the following funds be carried over from the 2012/2013 budget into the new 2013/2014 budget. The total amount of this request is \$ 1,178,000 and is itemized as follows:

- **12-4204-3002-00 Professional Services**

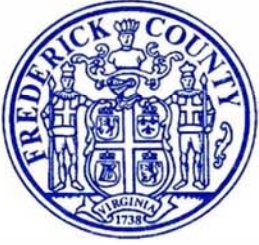
We are requesting that \$200,000 be carried forward and allocated to line item 12-4204-3002-00 for professional services. These funds will be used for final phase for capping of Permit 40, CDD pump station upgrade and Landfill to Gas expansion and upgrades.

- **12-4204-8900-00 Improvements Other Than**

We are requesting that \$978,000 be carried forward to complete projects that were planned for 2012/2013 that did not get completed. These projects will include partial closure of CDD cells (7 acres @ \$100,000/acre), a new equipment building (40X80 @ \$40/sq.ft.) and upgrade pumps/liner (Permit 40 Lagoon).

/bln

cc: file



COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

**TO:** Harvey E. Strawsnyder, Jr., P.E. *HEL*  
Director of Public Works *edo*

**FROM:** Gloria M. Puffinburger  
Solid Waste Manager

**RE:** Carryforward Request; FY 12/13

**DATE:** July 31, 2013

---

The purpose of this memo is to request that a total of \$99,061 be carried forward from Refuse Collection line item 10-4203-8900-00 (*Improvements Other Than Buildings*) in the FY 12/13 budget to line item 10-4203-8900-00 in the FY 13/14 budget. Funds will be used to complete construction of the relocated Gainesboro citizens' convenience site.

If you have any questions, please do not hesitate to contact me at Extension 8219.

/gmp

cc: file



# COMMONWEALTH of VIRGINIA

## Department of Criminal Justice Services

Garth L. Wheeler  
Director

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
TDD (804) 386-8732

June 26, 2013

Mr. John R. Riley, Jr.  
County Administrator  
Frederick County  
107 North Kent St., 2nd Fl.  
Winchester, VA 22601

Title: **Internet Crimes Against Children**

Dear Mr. Riley:

I am pleased to advise you that grant number **14-C2273AC14** for the above-referenced grant program has been approved for a total award of **\$78,614** in Special Funds.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. **Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).**

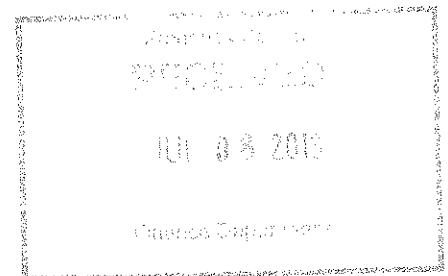
We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Heather Smolka at (804) 371-0635.

Sincerely,

Garth L. Wheeler

Enclosures

cc: The Hon. Robert Williamson, Sheriff  
Ms. Cheryl B. Shiffler, Finance Director  
Ms. Heather Smolka, DCJS Monitor



## Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

### Statement of Grant Award/Acceptance

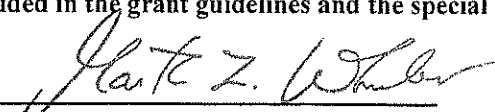
<b>Subgrantee: Frederick County</b>		<b>Date: June 26, 2013</b>	
<b>Grant Period:</b>		<b>Grant Number:</b>	
<b>From:</b> 07/01/2013	<b>Through:</b> 06/30/2014	14-C2273AC14	

Project Director	Project Administrator	Finance Officer
The Hon. Robert Williamson Sheriff Frederick County 1080 Coverstone Drive Winchester, VA 22602  Phone: (540) 504-6580 Email: rwilliam@co.frederick.va.us	Mr. John R. Riley, Jr. County Administrator Frederick County 107 North Kent Street, 2nd Floor Winchester, VA 22601  Phone: (540) 665-5683 Email: jriley@co.frederick.va.us	Ms. Cheryl B. Shiffler Finance Director Frederick County 107 North Kent Street, 2nd Floor Winchester, VA 22601  Phone: (540) 665-5610 Email: cshiffle@co.frederick.va.us

### Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$0	\$0
Personnel	\$0	\$0	\$78,614	\$0	\$78,614
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>	\$0	\$0	\$78,614	\$0	\$78,614

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.

  
 \_\_\_\_\_  
 Garth L. Wheeler, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_

# STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services  
1100 Bank Street  
Richmond, Virginia 23219

## Internet Crimes Against Children (ICAC) Grant Program – Localities

Subgrantee: Frederick County

Grant Number: 14-C2273AC14

Title: Internet Crimes Against Children

Date: June 26, 2013

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
  - to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
  - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
  - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.
2. The Subgrantee agrees to submit such reports as requested by DCJS. Funds from this grant will not be disbursed, if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
3. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 90 days after the end of the grant period.
4. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
5. Subgrantee may follow their own established travel rates if they have an established travel policy. If a subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate: <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>: Transportation costs for air and rail must be at coach rates.
6. Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not started during this period, the subgrantee must report to the DCJS, by letter, the steps taken to initiate the project and the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the subgrantee must receive approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds to another program.
7. **No amendment to the approved budget may be made without the prior approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested using the online Grants Management Information System, (GMIS), accompanied with a narrative. No budget amendments will be allowed after April 30, 2014.**
8. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
9. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS. Permission to make sole source procurements must be obtained from DCJS in advance.



10. Acceptance of this grant award by the local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
11. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.
12. PROJECT INCOME: Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
13. DCJS will require the same Quarterly data collection form with the specific data to be collected through each Grant Quarter reporting period. A reporting schedule will be included in the Statement of Grant Award documentation. If you have any questions regarding your reporting requirements, please contact DCJS Grant Monitor Heather Smolka at [Heather.Smolka@dcjs.virginia.gov](mailto:Heather.Smolka@dcjs.virginia.gov).
14. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:



# COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Garth L. Wheeler  
Director

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
TDD (804) 386-8732

## NOTICE

To: Grants Project Administrator

From: Janice Waddy, DCJS Grants Administrator

Re: Post Award Instructions and Reporting Requirements  
**PLEASE READ VERY CAREFULLY.**

**GRANT AWARD AND SPECIAL CONDITIONS:**

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation to:

**Grants Administration  
Department of Criminal Justice Services  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219**

**REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit on-line quarterly progress and financial reports for this grant throughout the grant period, as well as final reports to close the grant. **No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

Financial reports and *progress reports*\* are due no later than the close of business on the 12<sup>th</sup> working day after the end of the quarter (*\*except Offender Reentry and Transitional Services (formerly papis) reports which are due by the last working day of the end of the following month*). Also, *V-STOP and Sexual Assault Grant Programs' progress reports are submitted on semi-annual basis 12<sup>th</sup> working day after 6/30 and 12/31 quarters.* Reports are required even if no expenditures have occurred during the quarter.

**will not be honored from grant recipients who do not fulfill this reporting obligation.** A schedule of due dates is also attached for your reference.

☐ **PROGRESS REPORTS**

Refer to our website: <http://www.dcjs.virginia.gov/> for submitting progress reports through the Grants Management Online Information System. In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by DCJS Grants Administration. You are required to use the on-line system to submit your progress reports. **Paper copies of progress reports will no longer be accepted !**

☐ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through the Grants Management Online Information System. In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by DCJS Grants Administration. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>. **Paper copies of the financial reports will no longer be accepted ! You are required to use the online system in reporting your expenditures.**

☐ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through the Grants Management Online Information System. In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by DCJS Grants Administration. \*Please note, you can access this system using the same password assigned for the on-line financial reporting system. The address is: <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>. **You are required to use the online system for requesting funds.**

☐ **BUDGET AMENDMENTS**

Budgets can be amended in most DCJS grant programs with prior approval. Please review your special conditions carefully to determine the requirements and procedures for amending budgets. Refer to our website for the Grants Management Online Information System. \*Please note again that you can access this system using the same password assigned for the on-line financial reporting system. The address is: <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>. **Paper copies of the Budget Amendments will no longer be accepted. You are required to use the on-line system for submitting budget amendments.**

If you have any questions, please contact Virginia Sneed (804) 786-5491 or by e-mail at [virginia.sneed@dcjs.virginia.gov](mailto:virginia.sneed@dcjs.virginia.gov).

genpgms.

**PROJECTED DUE DATES  
FINANCIAL & PROGRESS REPORTS**

*Reports are due by the 12th working day following the close of the quarter covered in the report.  
Financial reports are required even if no expenditures have occurred.*

*\*\*Please note that V-STOP and Sexual Assault progress reports are semi-annual and due the  
12<sup>th</sup> working day after 6/30 and 12/31.*

<b><i>QUARTER ENDING</i></b>	<b><i>DUE DATE</i></b>
3/31/2013	4/16/2013
6/30/2013	7/17/2013
9/30/2013	10/17/2013
12/31/2013	1/21/2014
3/31/2014	4/16/2014
6/30/2014	7/17/2014
9/30/2014	10/17/2014



Colonel W. S. (Steve) Flaherty  
Superintendent

(804) 674-2000

# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF STATE POLICE

Lt. Col. Robert B. Northern  
Deputy Superintendent

P. O. BOX 27472, RICHMOND, VA 23261-7472

July 30, 2013

Robert T. Williamson, Sheriff  
Frederick County Sheriff's Office  
1080 Coverstone Drive  
Winchester, VA 22602

Dear Sheriff Williamson:

We sincerely appreciate your continued partnership as an affiliate of the Northern Virginia Internet Crimes Against Children (NOVA/DC ICAC) Task Force. Fortunately, we have received 2014 fiscal year funding from the Virginia Department of Criminal Justice (DCJS) that enables us to sub award monies to our task force affiliates who are in good standing.

To facilitate this process, we intend to utilize the previous model of an Interagency Agreement. Your funds may be used to support your agency's ICAC expenses for such things as: equipment, supplies, salary, software, etc., provided the pre-approved expenditure is used exclusively for your work as a NOVA/DC ICAC affiliate. As such, I have enclosed the Interagency Agreement and other related documents. Once reviewed and signed, please return to Captain Kirk S. Marlowe, Virginia State Police, Bureau of Criminal Investigation High Tech Crimes Division, P. O. Box 27472, Richmond Virginia, 23261-7472.

The NOVA/DC ICAC Task Force continues to make a significant impact across the region as we work collaboratively to pursue those who choose to prey upon our children. Your continued partnership is vital to the task force's overall success and we hope you find this funding beneficial to your efforts to combat child sexual predators and child pornography.

Again, I thank you for all you do in support of the NOVA/DC ICAC Task Force. Should you have any questions please do not hesitate to contact me at (804) 674-2767 or Supervisory Special Agent Hall at (571) 722-9635.

Sincerely,

A handwritten signature in black ink that reads "Kirk S. Marlowe".

Captain Kirk S. Marlowe  
Division Commander  
Bureau of Criminal Investigation  
High Tech Crimes Division

Attachment  
KSM/jcb

**INTERAGENCY AGREEMENT**  
**Between The**  
**Virginia State Police for the**  
**Northern Virginia / District of Columbia (NOVA/DC)**  
**Internet Crimes Against Children Task Force (ICAC)**  
**And**  
**Frederick County Sheriff's Office**  
**Under A Grant From**  
**The Virginia Department of Criminal Justice Services**

**July 30, 2013**

This Interagency Agreement ("IA") is entered into by the Virginia State Police (VSP) and the Frederick County Sheriff's Office.

**WHEREAS**, the VSP has been designated as the recipient of grant funds (grantee) by the Virginia Department of Criminal Justice Services (DCJS), for the purpose of detecting, investigating, and preventing internet crimes against children; and

**WHEREAS**, the Frederick County Sheriff's Office (sub-grantee) has provided ongoing expertise and assistance with these activities and efforts in previously funded ICAC Program grants managed by VSP; and

**WHEREAS**, it is the express intent of both VSP and Frederick County Sheriff's Office, as well as DCJS that this partnership continues especially as it relates to a sworn investigator who is highly trained and experienced in the field of child pornography and child exploitation investigations or who possesses the potential for expertise; and

**WHEREAS**, DCJS will provide VSP with additional grant funds for this program, of which VSP intends to allocate a **maximum of \$25,000** to offset the ICAC related costs (salaries, overtime, vehicle expenses, equipment, training, etc.) of one (1) full-time sworn investigator over the 2013/2014 fiscal period; expiring June 30, 2014; and

**WHEREAS**, the VSP has the authority to execute this IA including any amendments and/or revisions thereof in order to distribute funds provided under this grant in a manner consistent with the intent of said award and in furtherance of the ICAC program administered by the United States DOJ/OJJDP.

**NOW THEREFORE**, it is agreed by the parties hereto that:

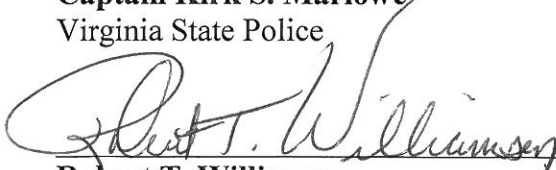
- A.** Frederick County Sheriff's Office shall assign one (1) sworn investigator on a full-time basis to the ICAC project through June 30, 2014.
- B.** Frederick County Sheriff's Office shall invoice VSP on a quarterly basis for an amount not to exceed \$6,250 per quarter, while the investigator is assigned to the ICAC project. (Last quarter reimbursement must be made prior to May 15, 2014 This is to ensure accounting reconciliation) Exceptions to the per-quarter threshold may be granted on a case-by-case basis by the NOVA/DC ICAC Commander. Further, should additional funds become available during the agreed upon period, this agreement may be amended by written correspondence from the NOVA/DC ICAC Commander to permit the expenditures of the

additional funds.

- C. VSP shall make every effort to process the invoices in a timely manner and consistent with prompt payment procedures, so that Frederick County Sheriff's Office is reimbursed at the agreed-upon rate and as soon after the conclusion of the reporting quarter as feasible. Reimbursement to Frederick County Sheriff's Office will be limited to actual expenses documented and submitted to VSP. All reimbursement requests shall be accompanied by original receipts for previously approved ICAC-related expenditures and a properly executed invoice signed by the officer or the officers executing this agreement; and shall be submitted to Captain Kirk S. Marlowe, Virginia State Police P.O. Box 27472 Richmond, Virginia 23261. Additional supporting documentation shall be made available by Frederick County Sheriff's Office upon request to comply with grant documentation requirements and/or audits. The grantee (VSP) is responsible for submitting quarterly reports to DCJS and the Office of Juvenile Justice and Delinquency Prevention (OJJDP) at the conclusion of the quarter. Accordingly, required Performance Measure documentation must be submitted to the ICAC Task Force Coordinator by the 10<sup>th</sup> day of the last month of each quarter in order for Frederick County Sheriff's Office to receive reimbursement.
- D. Frederick County Sheriff's Office, as a sub-grantee agrees to comply with performance measure reporting requirements as it relates to the assigned sworn investigator. While it is anticipated that the duration of this grant funding will enable state and local governments to staff the agreed upon position, it is not a requirement of this grant for the grantee or sub-grantee to maintain this position upon the cessation of funding.
- E. Frederick County Sheriff's Office, as a sub-grantee, agrees to comply with any additional requirements or special conditions which DCJS or OJJDP may require. Frederick County Sheriff's Office agrees to comply with any "sub recipient monitoring" and financial reporting requirements that VSP may require including timesheet documentation for the assigned sworn investigator. A certification that all reimbursed expenses are grant funded and dedicated for ICAC purposes shall be submitted with the quarterly invoice and/or payroll documentation.
- F. This IA may be modified only by a written document signed by all parties, and no oral understanding or agreement shall be binding on the parties.
- G. In the event the grant is terminated by DCJS or the participation of Frederick County Sheriff's Office is altered substantially, this IA shall become null and void.

\_\_\_\_\_  
**Captain Kirk S. Marlowe**  
Virginia State Police

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
**Robert T. Williamson**  
Sheriff  
**Frederick County Sheriff's Office**

\_\_\_\_\_  
Date

8/6/13

# Frederick County Sheriff's Office



ROBERT T. WILLIAMSON  
Sheriff

MAJOR R. C. ECKMAN  
Chief Deputy

1080 Coverstone Drive  
Winchester, Virginia 22602

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

TO : Angela Whitacre, Treasurer's Office  
FROM : Sheriff R. T. Williamson *RTW*  
SUBJECT : Reimbursement  
DATE : May 22, 2013

4-010-031020-5413-000-001

Attached please find a check in the amount of \$455.00 from Middletown Elementary School. This amount represents the school's reimbursement for the purchase of DARE t-shirts.

We are requesting this amount be posted to 3010-018990-0015 (100J).

A separate memo will be sent to Finance requesting appropriation.

Thank you.

RTW/asw

MIDDLETOWN ELEMENTARY SCHOOL  
190 MUSTANG LANE  
MIDDLETOWN, VA 22645  
540-869-4615

FIRST BANK  
695 FAIRFAX PIKE  
STEPHENS CITY, VIRGINIA 22655

68-258/514  
23

CHECK NO.

1314

DATE

5/1/2013

Exactly Four Hundred Fifty-Five Dollars and Zero Cents

AMOUNT

\$455.00

PAY  
TO THE  
ORDER  
OF

Frederick County Sheriff's Off  
1080 Coverstone Drive  
Winchester, VA 22602

VOID AFTER 6 MONTHS

C.S. 5/28/13



J

# Frederick County Sheriff's Office

**ROBERT T. WILLIAMSON**  
Sheriff



**MAJOR R. C. ECKMAN**  
Chief Deputy

1080 Coverstone Drive  
Winchester, Virginia 22602

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

TO : Angela Whitacre – Treasurer’s Office  
FROM : Sheriff R. T. Williamson *RTW*  
SUBJECT : Donations – DARE Program  
DATE : June 18, 2013

---

*4-010-031020-5413-000-001*

Enclosed please find endorsed checks totaling \$220.00 made payable to the DARE Program. We are requesting this amount be posted to revenue line 3010-018990-0015 (100J).

A separate memo will be sent to Finance requesting this amount be appropriated into the DARE budget line.

Thank you.

RTW/asw

Enclosures

Cc: Finance Department

*C.S. 6/19/13*

# Frederick County Sheriff's Office

ROBERT T. WILLIAMSON  
Sheriff



MAJOR R. C. ECKMAN  
Chief Deputy

1080 Coverstone Drive  
Winchester, Virginia 22602

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

**COPY**

TO : Angela Whitacre, Treasurer's Office

FROM : Sheriff R. T. Williamson

SUBJECT : DARE Donation

4-010-031020-5413-000-001

DATE : June 27, 2013

Attached please find a check from Evendale Elementary School in the amount of \$100.00. This check represents a donation to the DARE Program.

Please post this amount to revenue line 3010-018990-0015 (100J). A separate memo will be sent to Finance requesting appropriation.

Thank you.

RTW/asw

Cc: Finance



EVENDALE ELEMENTARY SCHOOL  
220 ROSA LANE  
WINCHESTER, VA 22602

UNITED BANK  
199 FRONT ROYAL PIKE  
WINCHESTER, VA 22602

68-532/514

CHECK NO.

0718

DATE

AMOUNT

5/31/2013

Exactly One Hundred Dollars and Zero Cents

\$100.00

D.A.R.E.

VOID AFTER 180 DAYS

PAY  
TO THE  
ORDER  
OF

CS. 6/28/13

*[Handwritten signature and redacted area]*

# Frederick County Sheriff's Office

ROBERT T. WILLIAMSON  
*Sheriff*



MAJOR R. C. ECKMAN  
*Chief Deputy*

1080 Coverstone Drive  
Winchester, Virginia 22602

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

TO : Angela Whitacre, Treasurer's Office

FROM : Sheriff R. T. Williamson *RTW*

SUBJECT : Reimbursement – Extraditions

*4-010-031020-5506-001*

DATE : May 13, 2013

---

Attached are two checks from the Commonwealth of Virginia – Circuit Courts totaling \$1,406.62. These checks represent reimbursement from the State for extraditions. We are requesting this amount be posted to revenue 3-010-019110-0058 (10FL). A separate memo will be sent to Finance requesting appropriation into our budget.

Thank you.

RTW/asw

Cc: Finance

*C.S. 5/14/13*

# Frederick County Sheriff's Office

ROBERT T. WILLIAMSON  
*Sheriff*



MAJOR R. C. ECKMAN  
*Chief Deputy*

1080 Coverstone Drive  
Winchester, Virginia 22602

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

TO : Angela Whitacre, Treasurer's Office

FROM : Sheriff R. T. Williamson *RTW*

SUBJECT : Reimbursement -- Extraditions

*4-010-031020-5506-001*

DATE : May 28, 2013

---

Attached are two checks from the Commonwealth of Virginia – Circuit Courts, totaling \$4,017.33. This amount represents reimbursement for extraditions. We are requesting these checks be posted to revenue line: 3010-019110-0058 (10FL).

A separate memo will be sent to Finance requesting appropriation into our budget.

Thank you.

RTW/asw

Cc: Finance


*C.S. 5/29/13*



Dennis D. Linaburg  
Fire Chief

**MEMORANDUM**

**TO:** Julie Cotterell  
Finance Department

**FROM:** Dennis Linaburg   
Fire & Rescue Department

**SUBJECT:** 2012 Haz Mat Team Grant Carry Forward

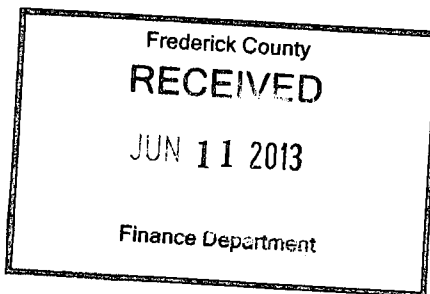
**DATE:** June 10, 2013

In November 2012 the Frederick County Fire and Rescue Department was awarded a federal grant passed down through the Virginia Department of Emergency Management in the amount of \$23,060.00. This grant provides for the upgrade and sustainment of the hazardous materials program and homeland defense in response to a weapons of mass destruction event.

As of this date, equipment in the amount of \$14,264.10 has been received, invoiced, and paid. Detection kits totaling \$1,787.50 have been ordered and should be received prior to June 30<sup>th</sup>.

The remaining funds in the amount of \$7,008.40 will not be spent nor will a requisition for purchase order be submitted prior to the end of fiscal year cut-off date on June 26<sup>th</sup>. We plan to purchase R.A.M.P. kit testing strips with these funds. However the current test strips will not expire until November 2013 and we wish to delay this purchase until closer to that time.

Please carry forward the remaining funds in the amount of \$7,008.40 in line item 3505-5605-002 to be placed in line item 3505-5605-002 of the FY2014 budget.






FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive  
Winchester, VA 22602

Dennis D. Linaburg  
Fire Chief

**MEMORANDUM**

**TO:** Julie Cotterell  
Finance Department

**FROM:** Dennis Linaburg   
Fire & Rescue Department

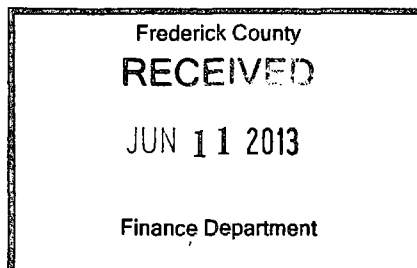
**SUBJECT:** Valley Protein Reimbursement Check #1187169

**DATE:** June 10, 2013

On December 3, 2012, there was a fire incident at the Valley Proteins facility. During this incident, several career and volunteer firefighters came in contact with industrial enamel paint that was still wet. This paint contaminated several sets of structural fire gear. The gear was bagged and immediately sent to Gear Clean, Inc. in an attempt to see if the wet paint could be removed from the fabric before it dried and set. Unfortunately, they were unable to remove the product.

Valley Proteins generously offered to reimburse the cost to replace the contaminated gear as well as cover the cost of the initial cleaning attempt. Check #1187169 in the amount of \$4,428.99 from Valley Proteins was deposited in Revenue Code 3-010-016170-0002 Uniforms during FY 2013. It is at this time, I request a supplemental appropriation in the amount of \$4,428.99 be placed in line item 3505-5410-00 Uniforms. This will allow replacement gear to be ordered.

Thank you.



C.S. 6/17/13



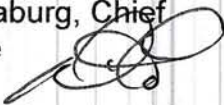
FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive  
Winchester, VA 22602

Dennis D. Linaburg  
Fire Chief

**MEMORANDUM**

**TO:** Cheryl Shiffler, Director  
Finance Department

**FROM:** Dennis D. Linaburg, Chief  
Fire & Rescue 

**SUBJECT:** EMS Expense Recovery Proposed Budget

**DATE:** August 13, 2013

As discussed in previous finance committee meetings, we are quickly moving forward with the revenue recovery program. I have compiled information which projects the EMS Expense Recovery Program Budget for the first six months, which will be funded during FY14.

In the first six months, we have estimated the income for the program at \$850,000.00. During this same period, the estimated expenses are as follows: EMS Billing Manager with Benefits at \$24,462.50; Premier Accounts Receivable (Third Party Contractor) at \$63,750.00; and EMS Supplies at \$25,500.00. The remainder of the anticipated expenditures shall be distributed as outlined in the attachment.

**Frederick County Fire and Rescue Department  
Frederick County Volunteer Fire and Rescue Association  
E.M.S. Expense Recovery Program Budget Projection**

**Projected Income - FY14 – first 6 months**

<b>Billed Agency</b>	<b>Projected Amount</b>
Medicare	
Medicaid	
TriCare (Military Insurance)	
Private Insurance	
Private Pay	
<b>Total</b>	<b>850,000.00</b>

This income is based upon the projections that the Committee presented during the discussion and approval process by the Board of Supervisors. Once the program starts and is administered for the first year, a more definitive dollar figure can be applied to these line items.

**Projected Expenses - FY14 – first 6 months**

<b>Expenditure Line Items</b>	<b>Projected Amount</b>
E.M.S. Billing Manager With Benefits	30,478.00
Premier Accounts Receivable (Third Party Billing Contractor)	63,750.00
E.M.S. Supplies (Valley Health)	25,500.00
Loaded Mileage To Volunteer Fire and Rescue Companies	99,000
Fire and Rescue Department	315,636
Volunteer Fire and Rescue Companies	
• Stephens City	
• Middletown	
• Clear Brook	
• Gore	
• Round Hill Community	315,636
• Gainesboro	
• Star Tannery	
• Greenwood	
• North Mountain	
• Millwood Station	
<b>Total</b>	<b>850,000.00</b>

The E.M.S. Billing Manager's expense is based upon the Salary Classification of "R7– Step E" including a calculation of thirty five percent (35%) for benefits. Once the position is filled, the salary shall be finalized based upon the employee and this number shall be confirmed.



## Attachment

The Premier Accounts Receivable Management (Third Party Billing Contractor) is based upon the anticipated contract figure of seven and one-half percent (7.5%) of gross income projected above.

The cost of E.M.S. Supplies is based upon the anticipated monthly costs from Valley Health and potentially other vendors for expendable materials that are billed for by the E.M.S. Expense Recovery Program. This line item is a projected expenditure of a total of three percent (3%) annually with monthly amounts to vary. Once the program starts and is administered for the first year, a more definitive dollar figure can be applied to these line items.

The entire \$11.00 per loaded mile will be distributed to the volunteer fire and rescue companies that are participating in the E.M.S. Expense Recovery Program. Once the program starts and is administered for the first year, a more definitive dollar figure can be applied to these line items.

The remainder of the anticipated expenditures is to be split (50/50) between the Volunteer Fire and Rescue Companies and the Fire and Rescue Department. Once the program starts and is administered for the first year, a more definitive dollar figure can be applied to these line items.



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

5 North Kent Street, Winchester, VA 22601

LeeAnna Pyles  
Director

TO: Finance Committee

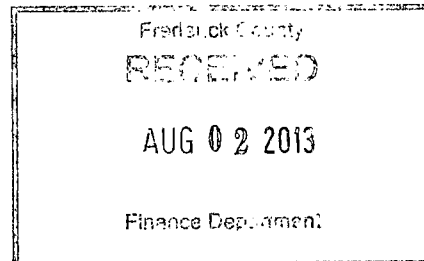
FROM: LeeAnna Pyles, Director  
Public Safety Communications

DATE: July 17, 2013

REF: August Committee Agenda

I would like be placed on the Finance Committee's August agenda for grant appropriations for the Department of Public Safety Communications. The grant, from the Virginia E-911 Wireless Education Program, is in the amount of \$2,000 for training and education. We are asking that the funds be accepted into FY 13-14 line item: 3506-5506-000-000 from Revenue line item: 3-010-024040-0042 (10DB).

If you have any questions please call me at your convenience.



Approved FY14 PSAP Grant Awards

ID	PSAP	Project Cost	Amount Requested	Local Match	Amount Recommended	Program Title	Tier	Grant Type	Project Focus (Priority)	Rank
93	Amelia	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
73	Appomattox	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
20	Augusta	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
44	Bedford	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
57	Bland	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
65	Campbell	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
98	Charles City	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
22	Charlottesville/UVA/ Albemarle	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
51	Chesapeake	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
41	Chesterfield	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
21	Christiansburg	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
72	Clarke	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
138	Colonial Heights	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
79	Craig	\$750.00	\$750.00	N/A	\$750.00	Wireless Education Program	N/A	IND	ED Program	N/A
59	Dinwiddie	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
147	Eastern Shore	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
111	Fairfax	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
29	Fauquier	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
86	Fluvanna	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
36	Franklin County	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A
30	Frederick	\$2,000.00	\$2,000.00	N/A	\$2,000.00	Wireless Education Program	N/A	IND	ED Program	N/A





COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS  
5 North Kent Street, Winchester, VA 22601

LeeAnna Pyles  
Director

TO: Finance Committee

FROM: LeeAnna Pyles, Director  
Public Safety Communications 

DATE: July 17, 2013

REF: August Committee Agenda

I would like be placed on the Finance Committee's Consent Agenda for the August meeting for grant appropriations for the Department of Public Safety Communications. A grant in the amount of \$ 150,000, from the Virginia Wireless E-911 Service Board, will be used to purchase a new updated 9-1-1 phone system from Carousel. The cost of the entire project is \$310,788.10 - \$150,000 grant, \$50,000 carry forward and the remainder of the cost to be paid in monthly payments over the next 5 years. We should not incur any transfers to this line item for future payments.

If you have any questions please call me at your convenience.



**COMMONWEALTH of VIRGINIA**  
*Virginia E-911 Services Board*

March 1, 2013

Dorothy Spears-Dean  
PSC Coordinator  
(804) 416-6201

Terry D. Mayo  
Board Administrative  
Assistant  
(804) 416-6197

Michael M. Cline  
Chairman  
VDEM

John W. Knapp, Jr.  
Vice-Chairman  
Verizon

David A. Von Moll  
Treasurer  
Comptroller

Linda W. Cage  
Mecklenburg County

J.D. Diggs  
York County

Danny Garrison  
Richmond Ambulance  
Authority

Tracy Hanger  
City of Hampton

Lt. Colonel Robert Kemmler  
Virginia State Police

Robert Layman  
AT & T

Chief Ron Mastin  
Fairfax County

Chief Doug Middleton  
Henrico County

Sam Nixon  
VITA

Pat B. Shumate  
Roanoke County

Mickey Sims  
Buggs Island Telephone

Denise B. Smith  
Charles City County

Ms. LeeAnna Pyles  
Frederick ECC  
5 North Kent Street  
Winchester, VA 22601

Dear Ms. Pyles:

This letter is in reference to your grant application for consideration under the FY14 PSAP Grant Program for CPE, Grant ID 133. I am pleased to advise you that the Virginia E-911 Services Board has approved your request. You have been awarded \$150,000. This award does not require a match of local funds.

Funding for this grant award will be available for draw down beginning July 1, 2013. The PSAP Grant Program has a grant cash disbursement policy of reimbursement. All funding requests must be submitted on the Public Safety Grant Draw Down Request Form, which is available on the ISP website. The invoice(s) that substantiates the amount requested must be attached to the request form when submitted for funding payment.

An annual Financial and Programmatic Report will be required for this grant award until the project is complete. Upon project completion, you will need to close out the grant award with a final Financial and Programmatic Report.

Finally, in order for a funding request to be processed, the PSAP must have already submitted any required financial and grant progress reports for any previous fiscal years by the identified deadline, unless an exception has been granted by the PSC Coordinator. This includes required submission of any true-ups and supporting documentation.

If you have any questions, please do not hesitate to contact your Regional Coordinator or me via email.

Congratulations on your grant award!

Sincerely,

Lisa Nicholson  
Public Safety Program Manager



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

5 North Kent Street, Winchester, VA 22601

LeeAnna Pyles  
Director

TO: Finance Committee

FROM: LeeAnna Pyles, Director  
Public Safety Communications

DATE: July 17, 2013

REF: August Committee Agenda

I would like be placed on the Finance Committee's August agenda for a carry-forward request for the Department of Public Safety Communications. These funds will be used along with a \$150,000 grant for down payment for a new upgraded 9-1-1 phone system. The entire cost is \$310,000. Please forward \$50,000 from FY12-13 line item 3506-5204-000-000 to FY 13-14 line item 3506-5204-000-000.

8003

If you have any questions please call me at your convenience.



**Proposal For:** Frederick Co E911  
**Solution Proposed** Vesta 4.X with Aurora MIS (Hampton Contract 12  
**Date:** June 14, 2013

**Single Site Summary**

*Design Assmptions- migrates VESTA platform to 4.0 NG9-1-1 system with following:*  
**Redundant Data & Media Servers (2 each, DL380/G8) in Configured 19" Rack**  
**Upgrades 6 Positions VESTA 4.0 w/New HP Z220, Monitor, Keypad, KVM, SAM, IRR**  
**2 AudioCodes Mediant 1000 Gateways, w/3 FXS & 6 FXO mods for Trunking, T1**  
**Dual Cisco 2960 LAN switches & dual Fortinet FG-40C firewalls, dedicated network**  
**Aurora Standard 2.1 MIS w/HP ML350 Server & 6 Collection licenses**  
**Includes Critical Spares Crash Kit for Gateway & LAN components**  
**Provides Carousel Onsite Support for 1 Yr**  
**Provides Cassidian Software Support for 5 Yr & HP Extended Warranty for 5 Yr**

**Pricing is valid for 90 days**

**Frederick Co** \$310,788.10

**Total Solution:** \$310,788.10

All new products are guaranteed to be as specified by the manufacturer's documentation, and are provided with the manufacturer's standard Product warranty. All refurbished components are covered by a Carousel direct warranty.

Customer is responsible for any electrical service, environmental conditions and cable work needed to support the quoted Products, unless otherwise specified on the Quote. Any changes to the above Products and /or Scope of Work will require the written authorization of both Carousel and the Customer. Pricing does not include taxes and freight charges, and as applicable, these costs will be added to the invoice.

All work is done subject to the terms and conditions of Carousel's Master Sales Agreement (available at <http://www.carouselindustries.com/services/master-sales-agreements/> ), unless Carousel and the Customer have previously agreed to otherwise in writing.

By signing below, Customer makes an offer to purchase the Products and/or Services above from Carousel. Carousel's acceptance of this offer to purchase shall be evidenced by the conversion of the Quote into a Carousel Service Order, and the return of the Service Order number to the Customer.

**By:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Proposal Prepared for:  
**Frederick County VA**

August 12, 2013

The following payments are based on a total of \$310,788.10 with \$190,000.00 first payment. Subsequent payments are \$60,394.05 for the 3 year term, and \$30,197.03 for the 5 year term.

#### Finance Options:

	<i><b>\$ Out Lease</b></i>	<i><b>Municipal Tax Exempt</b></i>
<b>Term</b>	<b>Monthly Payment</b>	
Year 1:	\$190,000.00	
2 to 3:	\$60,394.05	
2 to 5:	\$30,197.03	

**Cash Purchase: 50% due upon quote signing and 50% due 30 days after system acceptance.**  
**Finance Option: No money due in advance.**

#### Key Advantages of Sales Financing

- Companies benefit from the use of technology and not the ownership – and transferring the risk onto the lessor allows the customer to focus on their productivity and business needs
- Addresses budget needs, cash flow patterns and streams of income
- Improves cash position
- Turn-key solution
- Interest and depreciation expense

\*\* Payment quotes valid for 30 days. Payments are valid for 90 days from approval date and subject to change thereafter. \*\*

Any questions related to Carousel Capital Finance can be directed to:

**David White 678-892-3728 or [dwhite@carouselindustries.com](mailto:dwhite@carouselindustries.com)**

**About Carousel Capital Finance:** A business unit within Carousel Industries focused on securing financing for customers that are investing in Carousel's solution portfolio / value proposition. We are structured to provide customers a consultancy approach that not only focuses on our strength and value proposition on "What and Why to Buy the solution", but also "How to Buy the Solution". We have a number of financial firms and options to offer customers in the form of traditional finance, loan and lease products, but also can use our financial network to structure deals that allow customers to achieve their strategic objectives around areas such as Managed Services, Outsourcing and Hosted initiatives.

Terms: Payments calculated are approximate; do not include taxes, fees, or insurance and are subject to change without notification. Any proposed transaction is subject to credit and documentation approval. This pricing tool is for information purposes only and does not constitute a commitment to provide financing. The equipment to be financed by this proposed transaction must be used for business purposes only.



## Sharon Kibler

---

**From:** Leeanna Pyles  
**Sent:** Wednesday, August 21, 2013 11:07 AM  
**To:** Sharon Kibler  
**Subject:** RE: Frederick County  
**Attachments:** image001.jpg

It is quoted weird on the form. The \$30,197 is a year, about 2500 a month which adds up to 120,788 plus the \$200,000 downpayment.

---

**From:** Sharon Kibler  
**Sent:** Wednesday, August 21, 2013 10:59 AM  
**To:** Leeanna Pyles  
**Cc:** Cheryl Shiffler  
**Subject:** RE: Frederick County

LeeAnna,

I was just looking at this quote more ... doesn't add up.

Says that monthly payments are \$30,197.03 for the 5 year lease (for years 2-5)... that is 48 months x \$30197.03 = \$1,449,457.44... plus the \$190K for year 1... that's \$1.6 million total. Doesn't look like 0% interest. I think that they have their wording mixed up.. or at least I hope so 😊

It's also confusing that they have the \$190K for year 1 under the heading of "monthly payment".

-----  
Sharon Kibler  
County of Frederick, VA  
Finance Department  
540-722-8286

---

**From:** Leeanna Pyles  
**Sent:** Wednesday, August 21, 2013 10:35 AM  
**To:** Sharon Kibler  
**Subject:** FW: Frederick County

Sharon this is different from the one that was submitted for the finance committee. It will be 0% and lower payments.

Thanks,  
LeeAnna

---

**From:** Heilman, Daniel [<mailto:DHeilman@carouselindustries.com>]  
**Sent:** Monday, August 12, 2013 4:21 PM  
**To:** Leeanna Pyles  
**Subject:** Frederick County

Leeanna:

Please use the attached. This is a 0% rate for public safety. Call with questions.

## Sharon Kibler

---

**From:** Leeanna Pyles  
**Sent:** Thursday, August 22, 2013 10:26 AM  
**To:** Cheryl Shiffler; Sharon Kibler  
**Cc:** John Riley  
**Subject:** FW: Vesta Upgrade-Frederick County  
**Attachments:** PL Muni App & EU Form.pdf; image001.jpg

They cannot get me final financial documents until they have the application signed. But this is what he sent me. Of course the initial down-payment is \$200,000.00 if it carry forward is approved.

If I can do anything else please let me know.

LeeAnna

---

**From:** Heilman, Daniel [mailto:DHeilman@carouselindustries.com]  
**Sent:** Thursday, August 22, 2013 9:51 AM  
**To:** Leeanna Pyles  
**Subject:** Vesta Upgrade-Frederick County

Leeanna:

In response to your questions, this is 0% Tax Exempt financing. It is based upon annual payments over a 3 or 5 year term with first year being your initial down payment of \$190,000. If you choose not to use this and purchase outright, it has no bearing on the overall costs as the costs are fixed based upon the Hampton 911 Public Procurement Contract 12-82E. This was an approved program from our public safety practice for localities using the contract vehicle.

If you can have the attached completed and confirm whether 3 or 5 years, I can have the documents sent over for review.

Daniel Heilman, Strategic Accounts-Enterprise and SLE/Public Safety  
Carousel Industries, Inc.  
757-930-8686 ph  
757-377-0066 cell  
[dheilman@carouselindustries.com](mailto:dheilman@carouselindustries.com)



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## **Frederick County Board of Supervisor's**

### **Finance/Audit Committee Charter**

#### **I. Organization**

There shall be a committee of the Board of Supervisors ("Board") of Frederick County, Virginia ("County") known as the Finance Committee ("Committee"). The Committee shall be comprised of four (4) members of the Board of Supervisors who will be appointed by the Chairman of the Board, with one appointed as Chair, three (3) citizen members as appointed by the Chairman of the Board, and two (2) non-voting liaisons: the County Treasurer and the County Commissioner of the Revenue. The Finance Director will serve as secretary of the Committee with the duties including preparing agendas and reports to the Board. This Charter shall govern the Committee with regard to its duties and responsibilities. The goal of the Committee shall be to provide oversight for all financial policies, procurement policy, financial planning, risk management, debt issuance, budget development and other fiscal related issues.

#### **II. Purpose**

The primary function of the Committee is to review matters of a financial nature including proposed changes to fiscal/procurement policies and the review and recommendation for matters of a financial nature coming forward to the Board including, but not limited to, supplemental appropriations, transfers and contracts. The Committee's primary duties and responsibilities are as follows:

- To provide to the Board means for determining the manner in which policies, programs, and resources authorized by the Board are being deployed by management consistent with the intent of the Board and in compliance with all appropriate statutes, ordinances, and directives.
- Develop and submit reports, draft policies and/or recommendations regarding audits and the finances of the County to the full Board for its consideration.
- To serve as the Audit Committee to assist the Board in carrying out its oversight responsibilities by reviewing financial information provided in the County's annual financial report.

The Committee will primarily fulfill these responsibilities by carrying out the activities enumerated in Section IV of this Charter.

#### **III. Meetings and Quorum**

The Committee shall meet monthly or more or less frequently as circumstances dictate. The Chairman of the Board, the Chair of the Committee, or a majority of the Committee members may call or cancel meetings of the Committee. The Chair of the Committee shall prepare or approve an agenda in advance of each meeting. The County Administrator and the Director(s) with the responsibilities for finance shall be invited to all meetings. Other management officials and counsel to the Board may be invited as necessary. With the exception of Directors, the Chair may excuse any non-Committee members from attendance at any meeting or portion of any meeting. A majority of the total Committee composition shall constitute a quorum for the purposes of conducting the business of the Committee.

#### **IV. Responsibilities**

The Committee shall have the following duties and responsibilities:

##### **A. Finance**

1. Review and advise the Board and senior management of the County with respect to finance initiatives, policies and procedures, including activities relating to procurement.
2. Provide direction during the preparation of the annual budget. Review the County Administrator's final budget proposal and provide recommendations to the Board with respect to those proposals including tax rates and fees.
3. Review and advise the Board on supplemental appropriation requests, transfers and change orders as dictated by policy.
4. Review the budgetary and financial implications of management's tactical and strategic plans.
5. Review periodic or interim budget and/or financial statements to ensure the County is operating within approved financial and budgetary allocations and that the County is appropriately safeguarding its financial resources.

##### **B. Audit**

1. Perform independent review and execute oversight of the financial reporting process, internal controls and independent auditors.
2. Provide a forum separate from management in which auditors and other interested parties can discuss the annual audit.
3. Meet with the external auditors during the entrance and exit conferences and at other times as needed or upon request of the external auditors. Review and approve the annual external audit engagement letter.
4. Manage the County's internal audit function including review and approval of the internal annual audit work plan, reports and recommendations. The internal auditor shall report functionally to the Chair of the committee or designee. The Committee chair, along with the County Administrator and Finance Director, shall conduct annual evaluations of the auditor's performance. The Committee Chairman shall participate in decisions regarding the appointment of the internal auditor and the acceptance of the internal audit plan.

##### **C. Other Duties Related to Review, Reports and Improvement Procedures**

1. Review and reassess annually the adequacy of this Charter, and conduct an annual self-assessment of this Committee's performance.
2. Report all meetings of the Committee to the Board on the matters discussed at each Committee meeting, as appropriate.

3. Perform any other activities consistent with this Charter, the County's goals, objectives and governing law, as the Committee or the Board deems necessary or appropriate.

Adopted by Board of Supervisors 1/25/2012

JOINT BOARD OF SUPERVISORS/FINANCE COMMITTEE

OUTSIDE AGENCY PRESENTATION MEETING

AUGUST 22, 2013 • 9:15 A.M.

BOARD OF SUPERVISORS ROOM

AGENDA

- I. ORDER OF PRESENTATIONS, p. 1
  1. Shenandoah Area Agency on Aging – 9:15
  2. Shenandoah Apple Blossom Festival – 9:30
  3. Lord Fairfax EMS Council – 9:45
  4. Youth Development Center – 10:00
  5. Access Independence – 10:15
  6. The Laurel Center – 10:30
  7. CLEAN, Inc. – 11:00
  8. NW Works – 12:30
  9. Blue Ridge Legal Services – 12:45
  10. Youth Football Program – 1:00
  11. Shenandoah Valley Discovery Museum – 1:15
  12. Our Health, Inc. – 1:30
  13. Northern Va. 4-H Center – 1:45
  
- II. Memorandums attached from those departments that utilize or have interactions with these listed outside agencies, p. 2-9.
  
- III. Other relevant information from several outside agencies, p. 10-14.

OUTSIDE AGENCY MEETING PRESENTATIONS

DATE: THURSDAY, AUGUST 22, 2013

Organization	2013-2014	2013-2014	Difference	Time
	Budget Request	Allocated Amount		
1 Shenandoah Area Agency on Aging	\$100,215	\$60,930	(\$39,285)	9:15 - 9:30
2 Shenandoah Apple Blossom Festival	\$5,000	\$3,825	(\$1,175)	9:30 - 9:45
3 Lord Fairfax EMS Council, Inc.	\$16,420	\$16,420	\$0	9:45 - 10:00
4 Youth Development Center	\$30,000	\$22,950	(\$7,050)	10:00 - 10:15
5 Access Independence, Inc.	\$12,000	\$11,475	(\$525)	10:15 - 10:30
6 The Laurel Center	\$8,000	\$6,503	(\$1,497)	10:30 - 10:45
7 The Laurel Center Capital Campaign (\$150,000 over 3 years) **NEW REQUEST!**	\$50,000	\$0	(\$50,000)	
CLEAN, Inc.	\$15,000	\$10,519	(\$4,481)	11:00 - 11:15
<b>BREAK 11:15 - 12:30</b>				
8 NW Works, Inc.	\$29,750	\$25,245	(\$4,505)	12:30 - 12:45
9 Blue Ridge Legal Services, Inc.	\$5,756	\$2,851	(\$2,905)	12:45 - 1:00
10 Youth Football Program	\$5,000	\$3,060	(\$1,940)	1:00 - 1:15
11 Shenandoah Valley Discovery Museum	\$25,000	\$19,125	(\$5,875)	1:15 - 1:30
12 Our Health, Inc.	\$25,000	\$20,655	(\$4,345)	1:30 - 1:45
13 Northern Virginia 4-H Educational Center	\$5,000	\$3,825	(\$1,175)	1:45 - 2:00
<b>Total</b>	<b>\$332,141</b>	<b>\$207,383</b>	<b>(\$124,758)</b>	

# Commonwealth of Virginia

COUNTY OF FREDERICK

Rec. 7-31-2013  
JA

**ROSS P. SPICER**  
Commonwealth's Attorney

**NICHOLAS L. MANTHOS**  
Assistant Commonwealth's Attorney

**ANDREW M. ROBBINS**  
Assistant Commonwealth's Attorney

**DENNIS J. MCLOUGHLIN, JR.**  
Assistant Commonwealth's Attorney



**FAHND A HASHISH**  
Assistant Commonwealth's Attorney

**MARIE E. ACOSTA**  
Assistant Commonwealth's Attorney

**ERIC W. HEFLIN**  
Investigator

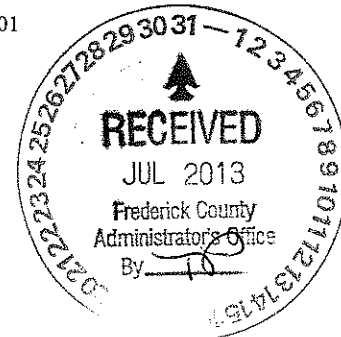
**MELISSA D. RICE**  
Victim/Witness Director - 665-6369

## OFFICE OF THE COMMONWEALTH'S ATTORNEY

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

July 30, 2013

John R. Riley, Jr.  
County Administrator  
107 N. Kent Street  
Winchester, VA 22601



Dear John:

Pursuant to your recent request, please find below a short narrative regarding each of the three outside agencies listed on a document entitled "Outside Agency Meeting Presentations," that the Office of the Commonwealth's Attorney utilized over the past year in its day-to-day operations.

### The Laurel Center

Melissa Rice, the Frederick County Victim/Witness Coordinator, reports that over the past year, her office has referred 182 women to the Center. The Laurel Center is often the first referral the Victim/Witness Office makes to men and women who are victims of domestic violence. Because the Commonwealth's Attorney's Office is not involved in the seeking and obtaining of protective orders, the Victim Witness Program refers all petitioners for protective orders to the Laurel Center for support and direction through the court process. Without this service it is likely that many people would simply forego obtaining a protective order, which is often the first step in a victim's efforts to remove him or herself from an abusive relationship. The Victim Witness Program also refers child sexual assault victims to the Laurel Center to participate in the Youth Counseling Sessions, involving one on one or group meetings with counselors to help these individuals come to terms with traumatic and potentially scarring experiences that these children have suffered

### CLEAN, Inc.

While the Commonwealth's Attorney's Office does not have direct dealings with Clean, Inc., the Juvenile and Domestic Relations District Court frequently refers offenders to that entity.



John R. Riley, Jr.  
July 30, 2013  
Page 2

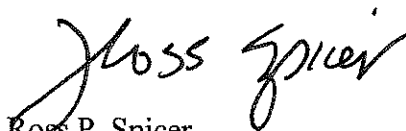
The agency's self-described mission is to provide programs and services devoted to reducing the demand for and availability of alcohol, tobacco and other drugs, and other adolescent problem behaviors of violence, delinquency, teen pregnancy, school dropout, and supporting healthy activities and programs for families and children.

**Shenandoah Area Agency on Aging**

On one occasion last year the Office of the Commonwealth's Attorney used SAAA to transport an elderly victim from a nursing home to the courthouse, saving the office a substantial amount of money that would have been required if the office was required to bear the expense.

I hope that the information contained herein is responsive to your request. Please do not hesitate to contact me if you have any questions or concerns.

Respectfully,

A handwritten signature in black ink that reads "Ross Spicer". The signature is written in a cursive style with a large initial "R".

Ross P. Spicer  
Commonwealth's Attorney

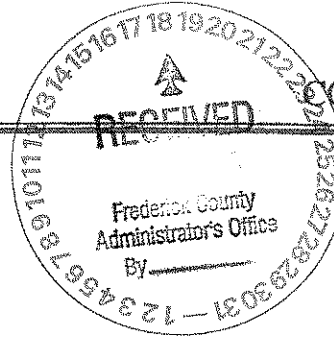
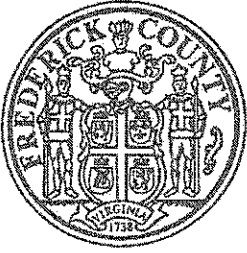
RPS/rs

Frederick County, VA  
Voter Registration Department 07/22/2013

#### Involvement with Outside Agencies

The only outside agency that our department comes in contact with is Access Independence, Inc., which usually is working in conjunction with the Virginia Office for Protection and Advocacy, an agency of the Commonwealth of Virginia. VOPA's mission is to protect and advance rights of persons with disabilities, prevent discrimination and promote independence by persons with disabilities. Among Access Independence Inc. goals are to have a barrier-free community for all individuals.

Access Independence Inc. has in the past inspected Frederick County, VA precinct polling places to be sure all facets of the buildings and rooms involved with voting are in compliance with the Americans with Disability Act (ADA). This has been done on different election days. Access has sent to our department, their findings on each polling place and any deficiencies they find. Our department has worked with the maintenance departments of the buildings involved to correct the deficiencies noted and have sent these lists of corrections, the work involved, the costs and the dates the work was completed to the Frederick County government administration and the State Board of Elections.

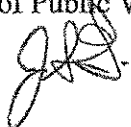


COUNTY of FREDERICK

Inspections Department

John S. Trenary, Building Official  
540/665-5650  
Fax 540/678-0682

**MEMORANDUM**

**DATE:** July 18, 2013  
**TO:** Harvey E. Strawsynder, Jr., P.E. Director of Public Works  
**FROM:** John S. Trenary, Building Code Official   
**SUBJECT:** Access Independence Services Utilized By Inspection Department

The Frederick County Inspection Department utilizes the services of Access Independence, Inc. for consulting on building code related issues pertaining to the American with Disabilities Act (ADA). We also utilize the services of John DeHaven for site evaluations of accessible route issues on new and existing structures when a building code modification request occur. Listed below are several of the projects recently evaluated with the assistance of Access Independence:

- National Lutheran Homes, located at 400 Clocktower Ridge Drive
- Shady Elm Flextech, LLC, located at 131 Frogale Court
- Med Express, located at 207 Gateway Drive
- McKesson , located at 4027 Martinsburg Pike

If you have any questions or need additional information please contact me.

## Jennifer Place

---

**From:** John Riley  
**Sent:** Thursday, July 18, 2013 2:38 PM  
**To:** Tamara Green  
**Cc:** Jennifer Place  
**Subject:** Re: Service Use

Thank you very much for your input.John

Sent from my iPhone

On Jul 18, 2013, at 1:57 PM, "Green, Tamara \(\VDSS\)" <[Tamara.Green@dss.virginia.gov](mailto:Tamara.Green@dss.virginia.gov)> wrote:

John,

Here is the information you requested at the Department Head meeting , if you need anything else please let me know.

**Access Independence:** We often refer clients who are visually impaired to them for assistance in purchasing equipment. We also refer client's to them who need to have ramps built on their homes to make their homes wheelchair accessible.

**NW Works:** We currently aren't referring new client's to NW Works unless the client has a waiver because NW Works does not currently have sufficient funds to accept new clients. We do; however, have a large number of clients with intellectual disabilities who go there to participate in the day program.

**Shenandoah Area Agency on Aging:** We frequently refer clients to the meals on wheels program. We also refer our clients for chore and homemaker services through SAAA; however, there is a large waiting list for this program. Funding cuts would further increase the wait list. We also utilize the Ombudsman Program through SAAA when we have APS investigations on assisted living facilities and nursing homes. They also provide information and referral assistance for our clients and have had with some tangible goods in the past such as air conditioners. They also run the VICAP (Virginia Insurance and Counseling Assistance Program).

**Blue Ridge Legal Aide:** In CPS we often refer clients to Blue Ridge when they are asking legal questions outside of the scope of a child protective services issue. Adult Services makes referrals to Blue Ridge Legal Aid for Guardianship proceedings; however, there is a significant waiting list for legal assistance.

**The Laurel Center:** Laurel Center staff members often serve as support staff for some of our clients during court proceedings or while a child is being interviewed at the Child Advocacy Center. We frequently refer women with children who have been involved in a domestic violence relationship to the Laurel Center either for shelter services or counseling and supportive services. The Laurel Center also frequently runs groups for youth about healthy relationships and personal safety. We frequently refer clients into these programs as they become available.

**CLEAN, Inc.:** We often refer parents who have concerns that their child may be involved in. CLEAN also conducts substance abuse assessments for some of our youth. We also utilize some of their preventative services such as anger management, violence prevention, alcohol and drug education.

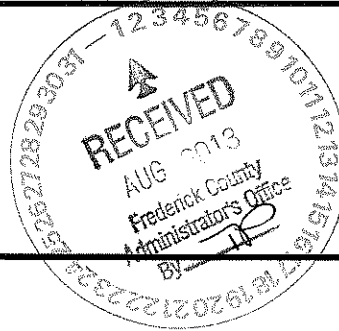
Because , I was out of town and my assistant attended the meeting, please let me know if I met your request.

Thank you



## COUNTY of FREDERICK

Parks and Recreation Department  
540-665-5678  
FAX: 540-665-9687  
www.fcprd.net  
e-mail: fcprd@co.frederick.va.us



# MEMO

**To:** John R. Riley, Jr., County Administrator  
**From:** Jason L. Robertson, Director  
**Subject:** Winchester-Frederick County Youth Football/Youth Development Center  
**Date:** July 31, 2013

Winchester Frederick County Youth Football (WFCYF) has been providing tackle football to Frederick County youth for over forty-five years. Frederick County's annual donation helps WFCYF provide an affordable football program for Frederick County youth. Frederick County Parks and Recreation (FCPRD) staff estimate Frederick County would need to purchase \$ 70,000 of initial equipment to begin offering tackle football. Six other youth sports organizations receive support from Frederick County. These organizations do not receive a cash donation, but support in facility space, publicity, and criminal background checks through the FCPRD Cosponsor Policy. WFCYF appears to meet the eligibility requirements and, if approved, would receive an estimated \$ 5,508 in field space and criminal background checks based on the 216 Frederick County youth who participated in 2012. I would recommend Frederick County continue its annual contribution budgeted in fiscal 2014 but have WFCYF apply for cosponsor status with FCPRD this fall for fiscal 2015 as the other sport organizations serving Frederick County youth currently do.

The Youth Development Center (YDC) has been providing recreational programs for teens since 1990. The YDC focuses its efforts on drop-in programs for middle and high school aged children. YDC's programming focus has allowed FCPRD to program other areas for our community. There was very little duplication this summer between YDC and FCPRD programs. This is achieved with little or no coordination between the agencies. I would recommend a semi-annual review of YDC programs by FCPRD to avoid duplication of services if Frederick County continues providing annual support to the YDC. This would minimize duplication and maximize the recreation programs offered to Frederick County residents.

## Jennifer Place

---

**From:** John Riley  
**Sent:** Thursday, July 18, 2013 1:22 PM  
**To:** Jennifer Place  
**Subject:** FW: Outside agency list.

For the OA session. John

---

**From:** James Whitley  
**Sent:** Thursday, July 18, 2013 1:03 PM  
**To:** John Riley  
**Subject:** Outside agency list.

John

In checking with my staff, we utilize the following groups with some or limited frequency. Mostly probation and work release. Let me know if you need more.

#4 **Youth Development Center** is a Community Service Worksite for probationers.

#5 **Access Independence** is a Community Service Worksite for probationers.

#6 **The Laurel Center** – we refer clients who may be victims of Domestic Violence.

#7 **CLEAN, Inc.** – refer clients very infrequently (?)

#8 **NW Works** – we refer clients who are appropriate – disabled and need supervised employment.

I have dealt with the YDC once for an 18 year old WR participant enrolled in their summer employment program before reporting. He then worked there while on WR. That was in 2010. I have interacted a little with Our Health. I don't know if any of our people are currently using their services.

I have some contact with the Laurel Center; they've provided materials (brochures, etc.), trained several staff for Crisis Intervention Companion at their facility and I personally use their Boundary Empowerment materials in ORTP. I call Blue Ridge occasionally for advice based on questions received from inmates. Occasional contact with Our Health, Inc.

James F. Whitley  
Superintendent  
NRADC  
141 Ft. Collier Rd., Winchester, Va. 22601  
540-535-3822  
[jwhitley@co.frederick.va.us](mailto:jwhitley@co.frederick.va.us)

## Jennifer Place

---

**From:** John Riley  
**Sent:** Thursday, May 16, 2013 3:56 PM  
**To:** Jennifer Place  
**Subject:** Fwd: Washington Ear

FYI and Finance Committe

Sent from my iPhone

Begin forwarded message:

**From:** "Trish Ridgeway" <[tridgeway@handleyregional.org](mailto:tridgeway@handleyregional.org)>  
**Date:** May 16, 2013, 3:40:50 PM EDT  
**To:** "John Riley" <[jriley@co.frederick.va.us](mailto:jriley@co.frederick.va.us)>  
**Subject:** RE: Washington Ear

I have talked to a couple service managers. They do not refer people to Washington Ear. The husband of Donna Hughes, our children's librarian, is totally blind. He does not use it; instead, he uses a computer program for news. Older people may be more comfortable with a phone service, but he is very computer savvy.

Trish Ridgeway, Director  
Email: [tridgeway@handleyregional.org](mailto:tridgeway@handleyregional.org)  
(540) 662-9041 ext. 14  
cell (540) 336-1593  
fax (540) 662-9053

Handley Regional Library  
A Public Library Serving Winchester,  
Frederick County, & Clarke County  
Celebrating 100 Years of Serving the Public  
1913-2013

100 W. Piccadilly St.  
P.O. Box 58  
Winchester, VA 22604  
[www.handleyregional.org](http://www.handleyregional.org)

---

**From:** John Riley [<mailto:jriley@co.frederick.va.us>]  
**Sent:** Thursday, May 16, 2013 1:45 PM  
**To:** Trish Ridgeway  
**Subject:** Re: Washington Ear

Can you find out?Johm

Sent from my iPhone

On May 16, 2013, at 1:42 PM, "Trish Ridgeway" <[tridgeway@handleyregional.org](mailto:tridgeway@handleyregional.org)> wrote:



No, we used to refer individuals to them, but I don't know if our staff still does.

Trish Ridgeway, Director  
Email: [tridgeway@handleyregional.org](mailto:tridgeway@handleyregional.org)  
(540) 662-9041 ext. 14  
cell (540) 336-1593  
fax (540) 662-9053

Handley Regional Library  
A Public Library Serving Winchester,  
Frederick County, & Clarke County  
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1913-2013

100 W. Piccadilly St.  
P.O. Box 58  
Winchester, VA 22604  
[www.handleyregional.org](http://www.handleyregional.org)

---

**From:** John Riley [<mailto:jriley@co.frederick.va.us>]  
**Sent:** Thursday, May 16, 2013 1:31 PM  
**To:** Trish Ridgeway  
**Subject:** Washington Ear

We have funded these folks for years at around 300\$ a year;Do you use them to assist the hearing impaired in the Library?John

## Jennifer Place

---

**From:** Gromling, Sharen [sgromlin@valleyhealthlink.com]  
**Sent:** Thursday, May 30, 2013 11:51 AM  
**To:** Jennifer Place  
**Subject:** RE: Occupants - Our Health

Hi Jennifer – I apologize for just getting to this email. Since the Board meeting I have been dealing with a family illness in Richmond and been out of the office a good deal. I hope that it is ok for me to answer the below questions in an email. If you would prefer a report, just let me know. Thank you.

### Lease holders in the Our Health complex:

**301 N. Cameron Street (Shockey Building)** – Free Medical Clinic, NSV, Healthy Families, NSV, Literacy Volunteer-Winchester Area, Concern Hotline, Dental Clinic, NSV and Shenandoah Valley Community Residences – (a subsidized rent is paid to Our Health - these partners in 301 and 329 N. Cameron Street are charged \$8.35 per sq. ft. inclusive of utilities however it costs Our Health \$10.41 per sq. ft. to operate the space. Our Health subsidizes the rent approximately 20%. A portion of the donations received from the grant from Frederick County and others are used to make up the difference between the subsidized rent and what we actually collect from our partners. We estimate that comparable space would rent for \$12.50 inclusive.\*)

**329 N. Cameron Street – United Way** – (a subsidized rent is paid to Our Health - \* see brackets above for information regarding the rent)

**411 N. Cameron Street and Baker Lane** – (these agencies are a part of the Our Health campus however, the Snapp Foundry Building is owned by North Cameron Properties and rent is made payable to NCP – Our Health Community Enterprises is a 25% partner in NCP) The agencies in this property are Lord Fairfax Health Department, Winchester Department of Social Services, City of Winchester Housing Choice Voucher Program, Wall Residences, Inc., Child Safe Center and Clarke-Frederick-Winchester Foster Care.

Please let me know if you need any additional information from me on this matter. Thank you.

*Sharen E. Gromling*

Executive Director - Our Health, Inc.  
329 N. Cameron Street, Suite 200  
Winchester, VA 22601  
Phone: 540-536-1601  
Fax: 540-536-0192  
[www.ourhealthva.org](http://www.ourhealthva.org)  
[www.facebook.com/ohwinchester](http://www.facebook.com/ohwinchester)

*Winner of the Top of Virginia Chamber of Commerce  
2011 Regional Greater Good Award for Small Business*

---

**From:** Jennifer Place [<mailto:jplace@co.frederick.va.us>]  
**Sent:** Thursday, May 23, 2013 9:13 AM  
**To:** Gromling, Sharen  
**Subject:** Occupants - Our Health

Good Morning Ms. Gromling:

At the Board of Supervisors meeting last night, the question shown below came up from one of our Board members:

**Could you please provide a list of lease holders/occupants in the Our Health complex?**

You can send this information to me and I will forward to the Board.

Thank you very much!

-----  
*Jennifer*

Jennifer L. Place

**County of Frederick**

107 North Kent Street

Winchester, VA 22601

(540) 722-8285

## Jennifer Place

---

**From:** John Riley  
**Sent:** Wednesday, August 14, 2013 11:26 AM  
**To:** Jennifer Place  
**Subject:** FW: Our Health funding

Can we put this in the file for outside agency day? Thanks John

---

**From:** Kris Tierney  
**Sent:** Wednesday, August 14, 2013 10:58 AM  
**To:** John Riley  
**Subject:** Our Health funding

John:

FYI – below is an excerpt from an update I received as a Board member of Our Health.

- 1. *The meeting to defend our budget request with the Frederick County Board of Supervisors is scheduled for August 22<sup>nd</sup>.*** We are hopeful that the presentation will change some minds and that the \$20,000+ request we will funded. Our thanks are extended to the City of Winchester for their continued support of Our Health. We received their \$20,188 check earlier this week. Thanks to Clarke County who has also agreed to continue their support of \$4,875 for 2014-15 fiscal year.

Kris

Kris C. Tierney  
Assistant County Administrator  
Frederick County, Virginia

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
6/10/2013	COUNTY OFFICE BUILDINGS/COURTHOUSE	GENERATOR REPAIR AT PSB	4304	3010	000	005	(455.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	005	455.00
6/10/2013	PARKS AND RECREATION ADMINISTRATION	FUNDS FOR CAPITAL PURCHASES	7101	5401	000	000	6,000.00
	PARKS MAINTENANCE		7103	5412	000	000	8,562.00
	CLEARBROOK PARK		7109	5413	000	000	6,600.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(21,162.00)
6/11/2013	COUNTY ATTORNEY	COURT FILING FEES	1202	3002	000	000	(42.00)
	COUNTY ATTORNEY		1202	5413	000	000	42.00
6/11/2013	REFUSE COLLECTION	GAINESBORO CONVENIENCE CENTER	4203	3004	000	001	(3,000.00)
	REFUSE COLLECTION		4203	3004	000	002	(4,000.00)
	REFUSE COLLECTION		4203	3004	000	000	(9,000.00)
	REFUSE COLLECTION		4203	3006	000	000	(1,000.00)
	REFUSE COLLECTION		4203	3010	000	000	(89,400.00)
	REFUSE COLLECTION		4203	4003	000	002	(5,000.00)
	REFUSE COLLECTION		4203	5101	000	000	(3,800.00)
	REFUSE COLLECTION		4203	5204	000	000	(2,000.00)
	REFUSE COLLECTION		4203	5401	000	000	(1,200.00)
	REFUSE COLLECTION		4203	5405	000	000	(1,000.00)
	REFUSE COLLECTION		4203	5407	000	000	(10,000.00)
	REFUSE COLLECTION		4203	5408	000	002	(6,000.00)
	REFUSE COLLECTION		4203	5412	000	000	(2,000.00)
	REFUSE COLLECTION		4203	5413	000	000	(500.00)
	REFUSE COLLECTION		4203	5506	000	000	(600.00)
	REFUSE COLLECTION		4203	8006	000	000	(1,500.00)
	REFUSE COLLECTION		4203	9001	000	000	(4,000.00)
	REFUSE COLLECTION		4203	8900	000	000	144,000.00
6/11/2013	INSPECTIONS	VEHICLE REPLACEMENT	3401	8005	000	000	23,000.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(23,000.00)
6/11/2013	FIRE&RESCUE	TRANSFER FUNDS FOR F&R CAPITAL	3505	8005	000	000	100,000.00
	FIRE&RESCUE		3505	5413	000	000	66,000.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(166,000.00)
6/11/2013	ANIMAL SHELTER	CAT CAGES	4305	3001	000	000	(1,000.00)
	ANIMAL SHELTER	CAT CAGES	4305	3002	000	000	(2,000.00)
	ANIMAL SHELTER	CAT CAGES	4305	3004	000	003	(1,000.00)
	ANIMAL SHELTER	CAT CAGES	4305	3010	000	000	(1,000.00)
	ANIMAL SHELTER	CAT CAGES	4305	5101	000	000	(4,000.00)
	ANIMAL SHELTER	CAT CAGES	4305	5102	000	000	(6,000.00)
	ANIMAL SHELTER	CAT CAGES	4305	5103	000	000	(1,000.00)
	ANIMAL SHELTER	CAT CAGES	4305	5204	000	000	(1,000.00)
	ANIMAL SHELTER	CAT CAGES	4305	5401	000	000	(1,000.00)
	ANIMAL SHELTER	CAT CAGES	4305	5413	000	000	18,000.00
6/12/2013	CLEARBROOK PARK	COST OF EXTRA HELP	7109	1003	000	000	868.25
	SHERANDO PARK		7110	1003	000	000	(868.25)
6/12/2013	CLEARBROOK PARK	COST OF UNIFORM BUYOUT	7109	5407	000	000	(1,868.23)
	CLEARBROOK PARK		7109	5410	000	000	1,868.23
6/12/2013	SHERANDO PARK	JANITORIAL SUPPLIES	7110	5407	000	000	(52.89)
	SHERANDO PARK		7110	5415	000	000	52.89
6/12/2013	PARKS MAINTENANCE	LIFEGUARD TRAINING	7103	5401	000	000	(493.85)
	PARKS MAINTENANCE		7103	5506	000	000	493.85
6/12/2013	CLEARBROOK PARK	POOL SUPPLIES	7109	5407	000	000	(1,028.56)
	CLEARBROOK PARK		7109	5413	000	000	1,028.56
6/12/2013	SHERANDO PARK	SOCCER NETS	7110	5407	000	000	(252.40)
	SHERANDO PARK		7110	5412	000	000	252.40
6/12/2013	SHERANDO PARK	COST OF UNIFORM BUYOUT	7110	5407	000	000	(1,134.43)
	SHERANDO PARK		7110	5410	000	000	1,134.43
6/13/2013	RECREATION CENTERS AND PLAYGROUNDS	EXTRA HELP AT CLEARBROOK	7104	1003	000	000	(4,298.00)
	CLEARBROOK PARK		7109	1003	000	000	4,298.00
6/13/2013	PARKS MAINTENANCE	POOL AND COMMUNITY CENTER STAFF COST	7103	1003	000	000	11,306.14
	RECREATION CENTERS AND PLAYGROUNDS		7104	1003	000	000	(11,306.14)
6/13/2013	PUBLIC SAFETY COMMUNICATIONS	PURCHASE CHAIRS	3506	5204	000	000	(1,000.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	5413	000	000	1,000.00
6/13/2013	CLEARBROOK PARK	SECURITY AT CLEARBROOK PARK	7109	1003	000	002	1,195.94
	SHERANDO PARK		7110	1003	000	000	(1,195.94)
6/13/2013	SHERANDO PARK	SECURITY AT SHERANDO PARK	7110	1003	000	000	(789.15)
	SHERANDO PARK		7110	1003	000	002	789.15
6/13/2013	RECREATION CENTERS AND PLAYGROUNDS	COST OF SECURITY	7104	1003	000	000	(278.69)
	CLEARBROOK PARK		7109	1003	000	002	278.69
6/17/2013	COUNTY OFFICE BUILDINGS/COURTHOUSE	EMERGENCY GENERATOR AT CAB	4304	5400	000	000	(5,000.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8001	000	000	5,000.00

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
6/17/2013	MANAGEMENT INFORMATION SYSTEMS	RECLASSIFY BUDGETED MONEY	1222	8007	000	000	(12,359.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	5413	000	000	12,359.00
6/17/2013	REASSESSMENT/BOARD OF ASSESSORS	STUDENT TRAVEL	1210	3007	000	000	(350.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5506	000	001	350.00
6/18/2013	VICTIM WITNESS PROGRAM	TABLET/LAPTOP	2202	5204	000	000	(1,200.00)
	VICTIM WITNESS PROGRAM		2202	5401	000	000	1,200.00
6/18/2013	COUNTY OFFICE BUILDINGS/COURTHOUSE	INSUFFICIENT FUNDS	4304	5401	000	000	(1,800.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5103	000	000	1,800.00
6/18/2013	VICTIM WITNESS PROGRAM	PURCHASE OFFICE SUPPLIES	2202	5204	000	000	(1,000.00)
	VICTIM WITNESS PROGRAM		2202	5401	000	000	1,000.00
6/19/2013	PARKS MAINTENANCE	ZERO TURN MOWER FOR SHERANDO	7103	5403	000	000	(6,499.00)
	SHERANDO PARK		7110	8001	000	000	6,499.00
6/21/2013	SHERIFF	2ND QUARTER DTF EXPENSES	3102	5401	000	000	(3,000.00)
	SHERIFF		3102	5413	000	000	3,000.00
6/21/2013	HUMAN RESOURCES	WATER BILL	1203	9001	000	000	(145.65)
	HUMAN RESOURCES		1203	5415	000	000	145.65
6/21/2013	HUMAN RESOURCES	OFFICE SUPPLIES	1203	5204	000	000	(206.00)
	HUMAN RESOURCES		1203	5401	000	000	206.00
6/21/2013	REFUSE COLLECTION	REPAIR SHAWNEELAND ROTOPHASE	4203	5408	000	002	(1,000.00)
	REFUSE COLLECTION		4203	3004	000	001	1,000.00
6/21/2013	REFUSE COLLECTION	REPAIR SHAWNEELAND ROTOPHASE	4203	3010	000	000	(2,500.00)
	REFUSE COLLECTION		4203	3004	000	001	2,500.00
6/21/2013	PARKS & RECREATION ADMINISTRATION	TRAVEL EXPENSES THROUGH YEAR END	7101	5506	000	000	50.00
	PARKS CENTERS AND PLAYGROUNDS		7104	5506	000	000	(50.00)
6/24/2013	INFORMATION TECHNOLOGY	REPLACEMENT OF GIS EQUIPMENT	1220	3005	000	002	(4,368.37)
	INFORMATION TECHNOLOGY		1220	5413	000	002	4,368.37
6/24/2013	INFORMATION TECHNOLOGY	COVER DEFICIT	1220	3002	000	000	(522.51)
	INFORMATION TECHNOLOGY		1220	3002	000	000	(3,500.00)
	INFORMATION TECHNOLOGY		1220	3005	000	000	(1.20)
	INFORMATION TECHNOLOGY		1220	4003	000	001	1.20
	INFORMATION TECHNOLOGY		1220	5401	000	003	522.51
	INFORMATION TECHNOLOGY		1220	5411	000	000	3.76
	INFORMATION TECHNOLOGY		1220	5506	000	000	3,500.00
	INFORMATION TECHNOLOGY		1220	8007	000	000	2,098.00
	INFORMATION TECHNOLOGY		1220	8007	000	003	(2,098.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	3002	000	000	(3.76)
6/24/2013	AGRICULTURE	COVER POSTAGE TO DYMO MACHINE	8301	5401	000	000	(120.51)
	AGRICULTURE		8301	5204	000	000	120.51
6/24/2013	AGRICULTURE	TRAVEL EXPENSE	8301	5401	000	000	(172.54)
	AGRICULTURE		8301	5506	000	000	172.54
6/25/2013	REASSESSMENT/BOARD OF ASSESSORS	ADVERTISING/DATA COLLECTOR	1210	4003	000	002	(120.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	3007	000	000	120.00
6/25/2013	COMMISSIONER OF THE REVENUE	GENERAL OFFICE SUPPLIES	1209	3006	000	000	(250.00)
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	250.00
6/25/2013	BOARD OF SUPERVISORS	MISC. PROFESSIONAL SERVICES	1101	5506	000	000	(1,000.00)
	BOARD OF SUPERVISORS		1101	3002	000	000	1,000.00
6/25/2013	FIRE AND RESCUE	PURCHASE LIGHTBARS & MISC.	3505	8005	000	000	(8,480.00)
	FIRE AND RESCUE		3505	5408	000	000	8,480.00
6/25/2013	FIRE AND RESCUE	PURCHASE OF TWO LIFEPAK 15S	3505	5413	000	000	(66,000.00)
	FIRE AND RESCUE		3505	8009	000	000	66,000.00
6/26/2013	COMMISSIONER OF THE REVENUE		1209	3006	000	000	(272.75)
	COMMISSIONER OF THE REVENUE		1209	4003	000	001	(170.00)
	COMMISSIONER OF THE REVENUE		1209	4003	000	002	(250.00)
	COMMISSIONER OF THE REVENUE		1209	5204	000	000	(301.34)
	COMMISSIONER OF THE REVENUE		1209	5305	000	000	(797.28)
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	272.75
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	170.00
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	250.00
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	301.34
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	797.28
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	193.37
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	361.20
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	195.00
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	270.00
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	300.00
	COMMISSIONER OF THE REVENUE		1209	5411	000	000	(193.37)
	COMMISSIONER OF THE REVENUE		1209	5506	000	000	(361.20)
	COMMISSIONER OF THE REVENUE		1209	5801	000	000	(195.00)

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
6/26/2013	REASSESSMENT/BOARD OF ASSESSORS	FURNITURE PARTS	1210	5204	000	000	(270.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5401	000	000	(300.00)
6/27/2013	REGISTRAR	COPIER LEASE PAYMENT	1302	5401	000	000	(251.09)
	REGISTRAR		1302	9001	000	000	251.09
6/27/2013	SHERIFF	REPLACE BROKEN EQUIPMENT	3102	5506	000	000	(1,500.00)
	SHERIFF		3102	5413	000	000	1,500.00
6/27/2013	SHERIFF	TO COVER MAY/JUNE PROPANE	3102	5506	000	000	(5,800.00)
	SHERIFF		3102	5408	000	002	5,800.00
6/28/2013	ECONOMIC DEVELOPMENT COMMISSION	PART-TIME EXTRA HELP	8102	1003	000	000	6,900.00
	ECONOMIC DEVELOPMENT COMMISSION		8102	3002	000	017	(6,900.00)
6/30/2013	TREASURER	P-CARD TRANSACTIONS	1213	5204	000	000	(600.00)
	TREASURER		1213	5401	000	000	600.00
7/2/2013	PARKS AND RECREATION ADMINISTRATION	BACKGROUND CHECKS FY13	7101	5415	000	000	589.04
	RECREATION CENTERS AND PLAYGROUNDS		7104	5412	000	000	(589.04)
7/2/2013	REFUSE COLLECTION	ELECTRICAL BILLS FY12-FY13	4203	3002	000	000	(1,200.00)
	REFUSE COLLECTION		4203	5100	000	000	1,200.00
7/2/2013	COUNTY OFFICE BUILDINGS/COURTHOUSE	JANITORIAL SUPPLIES CAB	4304	5400	000	000	(680.51)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5405	000	000	680.51
7/2/2013	MAINTENANCE ADMINISTRATION	REPAIR TO 2006 FORD	4301	3004	000	002	316.71
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5400	000	000	(316.71)
7/2/2013	ANIMAL SHELTER	SUPPLEMENT FOR REMAINDER	4305	5101	000	000	400.00
	ANIMAL SHELTER		4305	5102	000	000	(400.00)
7/10/2013	HUMAN RESOURCES	DRUG SCREENING	1203	5413	000	000	(45.75)
	HUMAN RESOURCES		1203	3002	000	000	45.75
7/10/2013	COUNTY ATTORNEY	ADDITIONAL BOOK SUBSCRIPTION	1202	3002	000	000	(91.89)
	COUNTY ATTORNEY		1202	5411	000	000	91.89
7/10/2013	REFUSE COLLECTION	YEAR END EXPENSES	4203	3010	000	000	(2,300.00)
	REFUSE COLLECTION		4203	5408	000	002	2,300.00
7/12/2013	COUNTY ATTORNEY	LGA REGIONAL CONFERENCE IN WINCHESTER	1202	3002	000	000	(125.00)
	COUNTY ATTORNEY		1202	5506	000	000	125.00
7/15/2013	PARKS AND RECREATION ADMINISTRATION	COVER ADVERTISING EXPENSES	7101	3006	000	000	(1,375.73)
	PARKS AND RECREATION ADMINISTRATION		7101	3007	000	000	1,375.73
7/17/2013	HUMAN RESOURCES	DRUG SCREENING	1203	5204	000	000	(45.00)
	HUMAN RESOURCES		1203	3002	000	000	45.00
7/17/2013	ECONOMIC DEVELOPMENT COMMISSION	OFFICE SUPPLIES EXPENSES	8102	3002	000	008	(400.00)
	ECONOMIC DEVELOPMENT COMMISSION		8102	5401	000	000	400.00
7/17/2013	ECONOMIC DEVELOPMENT COMMISSION	OTHER OPERATING SUPPLIES EXPENSE	8102	3002	000	008	(3,000.00)
	ECONOMIC DEVELOPMENT COMMISSION		8102	5413	000	000	3,000.00
	ECONOMIC DEVELOPMENT COMMISSION		8102	3006	000	000	(800.00)
	ECONOMIC DEVELOPMENT COMMISSION		8102	5413	000	000	800.00
7/18/2013	REFUSE COLLECTION	END OF YEAR EXPENSE	4203	3002	000	000	(700.00)
	REFUSE COLLECTION		4203	3004	000	001	700.00
7/22/2013	CLEARBROOK PARK	COST OF FUEL FOR CLEARBROOK	7109	5408	000	000	1,039.67
	SHERANDO PARK		7110	5103	000	000	(1,039.67)
7/22/2013	CLEARBROOK PARK	FUEL FOR CLEARBROOK PARK	7109	5101	000	000	(2,784.90)
	CLEARBROOK PARK		7109	5408	000	000	2,784.90
	CLEARBROOK PARK		7109	5408	000	000	1,434.87
	SHERANDO PARK		7110	3004	000	001	(1,434.87)
7/22/2013	SHERANDO PARK	FUEL FOR SHERANDO PARK	7110	3004	000	003	(1,105.91)
	SHERANDO PARK		7110	5408	000	000	1,105.91
7/22/2013	CLEARBROOK PARK	COST OF EQUIPMENT PARTS	7109	5407	000	000	(1,079.35)
	CLEARBROOK PARK		7109	5408	000	000	1,079.35
	CLEARBROOK PARK		7109	5408	000	000	2,712.79
	CLEARBROOK PARK		7109	5405	000	000	(496.75)
	CLEARBROOK PARK		7109	5408	000	000	496.75
	SHERANDO PARK		7110	5407	000	000	(2,712.79)
7/22/2013	CLEARBROOK PARK	COST OF JANITORIAL SUPPLIES	7109	5405	000	000	-196.97
	SHERANDO PARK		7110	5405	000	000	196.97
7/22/2013	PARKS AND RECREATION ADMINISTRATION	COVER COST OF POOL SUPPLIES	7101	5413	000	000	(2,632.21)
	CLEARBROOK PARK		7109	5413	000	000	2,632.21
7/22/2013	CLEARBROOK PARK	WATER & SEWER AT CLEARBROOK	7109	5103	000	000	1,337.57
	SHERANDO PARK		7110	5103	000	000	(1,337.57)
7/22/2013	PARKS MAINTENANCE	WATER SAFETY TRAINING FOR LIFEGUARDS	7103	5405	000	000	(385.00)
	PARKS MAINTENANCE		7103	5506	000	000	385.00
7/30/2013	COUNTY OFFICE BUILDINGS/COURTHOUSE	GENERATOR REPAIR AT PSB	4304	3004	000	006	(1,923.99)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	005	1,923.99

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
8/6/2013	PUBLIC SAFETY COMMUNICATIONS	ADDITIONAL FOR PHONE REQUIREMENTS	3506	5506	000	000	(1,500.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	5204	000	000	1,500.00
8/6/2013	PARKS MAINTENANCE	AGRICULTURAL SUPPLIES	7103	5403	000	000	536.74
	SHERANDO PARK		7110	5413	000	000	-536.74
8/6/2013	SHERANDO PARK	EQUIPMENT PARTS	7110	5413	000	000	-799.15
	SHERANDO PARK		7110	5408	000	000	799.15
8/6/2013	SHERANDO PARK	FIRE EXTINGUISHER INSPECTION	7110	5413	000	000	(312.00)
	SHERANDO PARK		7110	3010	000	000	312.00
8/6/2013	CLEARBROOK PARK	JANITORIAL SUPPLIES	7109	3004	000	000	-607.24
	CLEARBROOK PARK		7109	5405	000	000	607.24
8/6/2013	CLEARBROOK PARK	MAINTENANCE SUPPLIES	7109	3004	000	003	-511.98
	CLEARBROOK PARK		7109	5407	000	000	511.98
	SHERANDO PARK		7110	5413	000	000	-16.18
	SHERANDO PARK		7110	5407	000	000	16.18
8/7/2013	REFUSE COLLECTION	CONTRACT SERVICES	4203	3006	000	000	(2,600.00)
	REFUSE COLLECTION		4203	3010	000	000	2,600.00
8/7/2013	REFUSE COLLECTION	ELECTRICAL SERVICES	4203	5412	000	000	(400.00)
	REFUSE COLLECTION		4203	5101	000	000	400.00
8/7/2013	REFUSE COLLECTION	END OF YEAR INVOICES	4203	3007	000	000	(1,000.00)
	REFUSE COLLECTION		4203	5407	000	000	1,000.00



DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
7/18/2013	HUMAN RESOURCES	FOR EMPLOYEE OF THE MONTH, JULY	1203	3007	000	000	(800.00)
	HUMAN RESOURCES		1203	1007	000	003	800.00
7/18/2013	INFORMATION TECHNOLOGY	PRIMARY RATE INTERFACE NETWORK UPGRADE	1220	8007	000	003	(3,926.20)
	INFORMATION TECHNOLOGY		1220	8007	000	000	3,926.20
7/24/2013	PARKS & RECREATION ADMINISTRATION	TO BEGIN FY14 AT REQUESTED LEVELS	7101	3005	000	000	(1,700.00)
	PARKS & RECREATION ADMINISTRATION		7101	3005	000	000	(990.00)
	PARKS & RECREATION ADMINISTRATION		7101	5204	000	001	990.00
	PARKS MAINTENANCE		7103	3012	000	000	(218.00)
	PARKS MAINTENANCE		7103	3005	000	000	218.00
	PARKS MAINTENANCE		7103	3012	000	000	(6,169.00)
	PARKS MAINTENANCE		7103	5414	000	000	6,169.00
	PARKS MAINTENANCE		7103	5305	000	000	(1,120.00)
	PARKS MAINTENANCE		7103	5401	000	000	(250.00)
	PARKS MAINTENANCE		7103	5414	000	000	250.00
	PARKS MAINTENANCE		7103	5401	000	000	(1,778.00)
	PARKS MAINTENANCE		7103	5405	000	000	(1,900.00)
	PARKS MAINTENANCE		7103	5413	000	000	(200.00)
	PARKS MAINTENANCE		7103	5801	000	000	(520.00)
	RECREATION CENTERS AND PLAYGROUNDS		7104	5401	000	000	(1,300.00)
	RECREATION CENTERS AND PLAYGROUNDS		7104	5801	000	000	(3,560.00)
	CLEARBROOK PARK		7109	5103	000	000	1,778.00
	CLEARBROOK PARK		7109	5103	000	000	200.00
	CLEARBROOK PARK		7109	5103	000	000	520.00
	CLEARBROOK PARK		7109	5103	000	000	1,300.00
	CLEARBROOK PARK		7109	5103	000	000	3,560.00
	CLEARBROOK PARK		7109	5410	000	000	(2,400.00)
	CLEARBROOK PARK		7109	5410	000	000	(500.00)
	CLEARBROOK PARK		7109	5412	000	000	(594.00)
	CLEARBROOK PARK		7109	5102	000	000	594.00
	SHERANDO PARK		7110	5103	000	000	1,700.00
	SHERANDO PARK		7110	5101	000	000	1,120.00
	SHERANDO PARK		7110	5101	000	000	1,900.00
	SHERANDO PARK		7110	5412	000	000	2,400.00
	SHERANDO PARK		7110	5413	000	000	500.00
	SHERANDO PARK		7110	5204	000	000	(400.00)
	SHERANDO PARK		7110	5103	000	000	400.00
	SHERANDO PARK		7110	5302	000	000	(535.00)
	SHERANDO PARK		7110	5102	000	000	535.00
	SHERANDO PARK		7110	5410	000	000	(3,500.00)
	SHERANDO PARK		7110	5413	000	000	3,500.00
7/30/2013	PARKS & RECREATION ADMINISTRATION	TO BEGIN FY14 AT REQUESTED LEVELS	7101	5801	000	000	(287.00)
	PARKS & RECREATION ADMINISTRATION		7101	5801	000	000	(970.00)
	CLEARBROOK PARK		7109	5103	000	000	970.00
	SHERANDO PARK		7110	5103	000	000	287.00
7/30/2013	PARKS & RECREATION ADMINISTRATION	COVER COST OF SWIM LEAGUE	7101	5506	000	000	(205.00)
	PARKS MAINTENANCE		7103	5801	000	000	205.00
8/5/2013	MANAGEMENT INFORMATION SYSTEMS	ADDITIONAL COST OF INTERNET ACCESS	1222	5401	000	000	(3,340.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	5299	000	000	3,340.00
8/5/2013	HUMAN RESOURCES	SOCIETY FOR HUMAN RESOURCES MGT.LEARNING SYSTEM	1203	4003	000	001	(360.00)
	HUMAN RESOURCES		1203	5506	000	000	360.00
	HUMAN RESOURCES		1203	5506	000	001	(620.00)
	HUMAN RESOURCES		1203	5506	000	000	620.00
	HUMAN RESOURCES		1203	3006	000	000	(235.00)
	HUMAN RESOURCES		1203	5506	000	000	235.00



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806



June 26, 2013

John R. Riley, Jr.  
County Administrator  
County of Frederick  
107 North Kent Street  
Winchester VA 22601

Dear Mr. Riley:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2012** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The Certificate of Achievement plaque will be shipped to:

**Cheryl B. Shiffler**  
**Finance Director**

under separate cover in about eight weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, [www.gfoa.org](http://www.gfoa.org).

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,  
Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
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06/26/2013

NEWS RELEASE

For Information contact:  
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **County of Frederick** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

**Finance Department, County of Frederick**

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

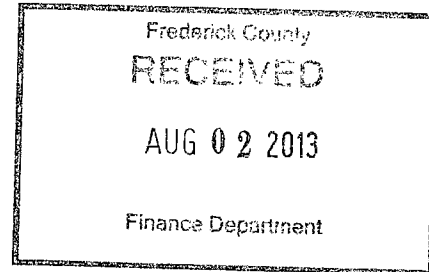
The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
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July 26, 2013

Cheryl B. Shiffler  
Finance Director  
County of Frederick  
107 N. Kent Street  
Winchester, VA 22601



Dear Ms. Shiffler:

A panel of independent reviewers has completed its examination of your Popular Annual Financial Report (PAFR). We are pleased to notify you that your PAFR for the fiscal year ended June 30, 2012, has substantially met the requirements of the PAFR Program. In the absence of authoritative standards governing the presentation, these requirements were based on an evaluation of creativity, presentation, understandability and reader appeal. The report received a weighted average score of 75.00 percent or above from three of the four highest individual reviews.

The PAFR award is valid for one year. To continue your participation in the program, it will be necessary for you to submit your next PAFR to the Government Finance Officers Association within 6 months of the end of your entity's fiscal year. Enclosed is an application form to facilitate a timely submission. Four copies of this form should be submitted with four copies of your PAFR, accompanied by the appropriate fee.

Each entity submitting a report to the PAFR Program is provided with confidential comments and suggestions for possible improvements in next year's presentation. Your comments and suggestions, as well as the summary of grading sheet are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare next year's report.

Your award plaque will be mailed separately and should arrive in approximately eight weeks. A camera-ready reproduction of the award is included for your convenience and may be included in your next report.

Cheryl B. Shiffler  
July 26, 2013  
Page 2

We appreciated your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain a well, presented PAFR. If we can be of further assistance, please contact Jim Phillips in the Technical Services Center.

Sincerely,

A handwritten signature in black ink, reading "Stephen J. Gauthier". The signature is written in a cursive style with a large, stylized initial "S".

Stephen J. Gauthier, Director  
Technical Services Center