



Finance Department
Cheryl B. Shiffler
Director

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MEMORANDUM

TO: Board of Supervisors

FROM: Cheryl B. Shiffler, Finance Director

DATE: June 21, 2006

SUBJECT: Finance Committee Report and Recommendations

The Finance Committee met in the Board of Supervisors' Meeting Room at 107 North Kent Street on Wednesday, June 21, 2006 at 8:00 a.m. Items #1, 3, 4, 6, 7 and 9 were approved under consent agenda.

1. The Social Services Director requests a General Fund supplemental appropriation in the amount of \$379,553. This amount represents funding increases to Public Assistance line items. Of this amount, state funds equal \$368,683 and local funds equal \$10,870. This amount will be transferred from other line items, therefore, no additional local funds are needed. See attached spreadsheet, p. 1. The committee recommends approval.
2. The Voter Registrar requests a General Fund supplemental appropriation to cover the costs of conducting the Democratic Party Primary held on June 13, 2006. The exact amount of the requested appropriation will be available on the day of the meeting. Additional local funds are necessary. See attached memo, p. 2. The committee recommends approval and suggests that the Registrar draft a letter to be sent to the Senator and Delegates concerning future primary elections and the responsibility of the costs being transferred to the political parties.
3. The Sheriff requests an FY 2006-2007 General Fund supplemental appropriation in the amount of \$144,714. This amount represents a grant awarded to the county by the Department of Criminal Justice Services. This grant is for equipment that will need to be purchased by the county and then requested for reimbursement by the DCJS. No additional local funds are needed. See attached memo, p. 3-4. The committee recommends approval.

Finance Committee Report and Recommendations

June 21, 2006

Page 2

4. The Sheriff requests a General Fund supplemental appropriation in the amount of \$5,506.87. This amount represents DARE contributions, proceeds from DARE fundraiser and the sale of DARE t-shirts and is requested to be appropriated to the DARE Program line item. No additional local funds are needed. See attached memo, p. 5-6. The committee recommends approval.
5. The Deputy Director of Public Works requests an FY 2006 General Fund budget transfer from the contingency line item in the amount of \$24,000 and a carry forward of the same funds to FY 2007. This amount represents the purchase of a new 4 x 4 crew cab pickup to replace the 1991 Ford Explorer. Additional local funds are necessary. See attached memo, p. 7-13. The committee recommends approval.
6. The Solid Waste Manager requests a General Fund supplemental appropriation in the amount of \$856. This amount represents donations from corporate sponsors for the Litter-Thon. No additional local funds are needed. See attached memo, p. 14-15. The committee recommends approval.
7. The Fire and Rescue Director requests an FY 2006-2007 General Fund supplemental appropriation in the amount of \$66,571. This amount represents a Homeland Security Grant and will be used to purchase a communications tower. It is requested that this amount be appropriated to the Communications Equipment line item. No additional local funds are needed. See attached memo, p. 16. The committee recommends approval.
8. The Planning Department requests an FY 2006-2007 General Fund supplemental appropriation in the amount of \$80,000. This amount is a per year cost. It is recommended by the Transportation Committee to fund public transit lines into Frederick County for a two year period with an annual review. It is also requested to increase the bus fares from \$.50 to \$1.00. This increase is also recommended by the Transportation Committee. Additional local funds are necessary. See attached memo, p. 17-23. The committee recommends approval.
9. The Juvenile Court Probation Director requests a General Fund budget transfer in the amount of \$3,029.22. This amount represents transfers of unexpended funds from two personnel line items into other line items to cover unanticipated expenses. No additional local funds are needed. See attached memo, p. 24. The committee recommends approval.
10. The Shawneeland Sanitary District Advisory Committee requests a Shawneeland Sanitary District Fund supplemental appropriation in the amount of \$40,000. This amount is needed to demolish and replicate the historic water wheel building in Shawneeland. No additional local funds are needed. See attached memo, p. 25. This item has been postponed awaiting further information.

Finance Committee Report and Recommendations

June 21, 2006

Page 3

11. The Assistant County Administrator will be discussing the upcoming Impact Model Committee. A representative from the Finance Committee will need to be appointed to this new committee. The committee appointed Gary Lofton to serve on the Impact Model Committee.
12. Attached is legal opinion as well as responses from the Frederick County Fire and Rescue Association and two county fire companies regarding cash proffers. See attached letters, p. 26-35. This item has been postponed awaiting Mr. Mitchell's availability to attend a Finance Committee meeting. Assistant County Administrator will arrange.
13. The Commissioner of the Revenue has provided additional requested information regarding Property Tax Relief. See attached memo, p. 36-39. The committee recommends the Commissioner of the Revenue provide additional scenarios. Final action is forthcoming.
14. The Finance Director requests discussion on the County's transfer of funds policy. The committee requests additional information at next month's meeting.

**** FOR INFORMATION ONLY ****

1. Attached are letters of appreciation from the Youth Development Center, NW Works and The Metropolitan Washington Ear for the county's FY 2006-2007 contribution. See attached, p.40-42.
2. Unreserved fund balance is currently \$15,834,901 with no changes from the previous month.

Respectfully submitted,

FINANCE COMMITTEE

Bill M. Ewing
Richard C. Shickle
Charles S. DeHaven
Ronald E. Hottle
Gary Lofton
Richie Wilkins

By _____
Cheryl B. Shiffler

Finance Committee Report and Recommendations

June 21, 2006

Page 4

Finance Director