



Finance Department
Cheryl B. Shiffler
Director

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TO: Board of Supervisors
FROM: Cheryl B. Shiffler, Finance Director
DATE: November 17, 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, November 15, 2006 at 8:00 a.m. Member Richie Wilkins was absent. Items 1, 2 and 6 were approved under consent agenda .

- Frederick County Department of Social Services requests a General Fund supplemental appropriation in the amount of \$5,888.15. This amount represents an auto claim in which the vehicle was deemed totaled. No local funds needed. See attached memo, p. 1. The committee recommends approval.
- The Sheriff requests a General Fund supplemental appropriation in the amount of \$74,042. This amount represents a technology grant for equipment. No local funds needed. See attached, p. 2 – 6. The committee recommends approval.
- The Assistant County Administrator requests a General Fund supplemental appropriation in the amount of \$37,030. This amount represents estimated salary and fringe benefits for the addition of a Maintenance Supervisor position. The position has been approved by the Human Resource Committee. Additional local funds needed. See attached memo, p. 7 – 12. The committee recommends approval.
- The Registrar requests a General Fund supplemental appropriation in the amount of

\$1,261.40. This amount represents proceeds from the sale of decertified voting machines and is requested to be appropriated to contractual services due to increasing vendor costs of conducting elections. No additional funds needed. See attached memo, p. 13. The motion was denied.

5. The Director of Public Works requests a General Fund supplemental appropriation in the amount of \$30,000. This amount is needed to fund an engineering study related to drainage improvements in the Sunnyside area of the county. The request has been approved by the Public Works committee. Additional local funds needed. See attached memo, p. 14 – 23. The committee recommends approval.
6. The Solid Waste Manager requests a General Fund supplemental appropriation in the amount of \$4,200. This amount is payment for damages to the county's convenience sites. No additional funds needed. See attached memo, p. 24. The committee recommends approval.
7. The Town of Stephens City requests the ownership of the old Stephens City School be conveyed to the town. Fundraising and grant submissions for the renovations and restoration of the structure have become difficult due to the fact that ownership is not vested with the town. See attached memo, p. 25 – 26. The committee requests a deed of conveyance be drafted. Said deed should more specifically describe the property and square footage of buildings to be conveyed. There should also be contained within the deed a reversionary clause whereupon said property would revert back to Frederick County in the event it is used or sold for other than public purposes. It is the desire of the Committee that the Head Start program be permitted to continue utilizing this property. The request has been postponed awaiting documents requested above.
8. The Commissioner of the Revenue requests a General Fund supplemental appropriation in the amount of \$8,889. This amount represents the funds needed to

reorganize and promote current employees in the Personal Property Division. The request has been approved by the Human Resource Committee. Additional local funds needed. See attached information, p. 27 – 31. The committee recommends approval.

**** FOR INFORMATION ONLY ****

1. The Finance Director will provide a fund balance report after audit adjustments are received and posted.

Respectfully submitted,

FINANCE COMMITTEE

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

By _____
Cheryl B. Shiffler