



Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610  
Fax: 540/667-0370  
E-mail: [cshiffle@fcva.us](mailto:cshiffle@fcva.us)

**TO:** Board of Supervisors  
**FROM:** Finance Committee  
**DATE:** August 19, 2015  
**SUBJECT:** Finance Committee Report and Recommendations

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A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, August 19, 2015 at 8:00 a.m. Members Angela Rudolph and Richard Shickle were absent. (b) Items 1 and 2 were approved under consent agenda.

1. (b) The Sheriff requests a General Fund supplemental appropriation in the amount of \$3,457.87. This amount represents donations for the K-9 unit. No local funds required. See attached memo, p. 4.
2. (b) The Solid Waste Manager requests a General Fund supplemental appropriation in the amount of \$500. This amount represents a Keep Virginia Beautiful grant. No local funds required. See attached memo, p. 5 – 6.
3. At the request of the committee, the EDA Executive Director will provide an overview of final reporting mechanism by the Economic Development Authority (EDA) on Local Economic Development Incentive Grants (LEDIG). See attached memo, p. 7. No action required.
4. The Assistant County Administrator requests a General Fund supplemental appropriation in the amount of \$30,000. This amount represents funds needed to repair the Treasurer's drive through lane. This request has been approved by the Public Works Committee. Local funds are required. See attached memo, p. 8. The committee recommends approval.

5. The Assistant County Administrator requests a General Fund budget transfer in the amount of \$85,900 from unallocated budget funds. This amount represents anticipated building maintenance expenses for the soon to be acquired Millwood Fire Station. See attached information, p. 9 – 11. The committee recommends approval.
6. The Frederick County Circuit Court Clerk requests a General Fund supplemental appropriation in the amount of \$43,243. This amount represents salary and fringes required to hire a Deputy Clerk-Operations. Of this amount, \$32,330 will be reimbursed by the State Compensation Board. The position has been approved by the HR Committee. Local funds are required. See attached memo, p. 12 – 13. The committee recommends approval.
7. The Red Bud District Supervisor requests a General Fund supplemental appropriation in the amount of \$19,000. This amount represents the County share of a \$200 per month salary supplement for the 19 clerks of the General District Court and the Juvenile and Domestic Relations Court for the remaining ten months of FY16. Local funds are required. See attached request and the City's response to the request, p. 14 – 17. The committee recommends denial.
8. The Winchester Regional Airport Authority requests a public hearing for an Airport Capital Fund supplemental appropriation in the amount of \$3,588,459 and a General Fund supplemental appropriation in the amount of \$63,818 (local funds). These amounts represent the FY16 Airport Capital budget and the County contribution respectively. See attached information, p. 18 – 25. The committee recommends holding a public hearing on September 9, 2015.
9. The Parks and Recreation Commission requests the donations received in FY15 for the PLAY Fund in the amount of \$7,384.50 be reserved, subject to future appropriations. The balance will be reduced by the financial assistance provided during FY15 in the amount of \$452.25. No local funds required. See attached memo, p. 26 – 31. The committee recommends approval.

10. The Opequon District Supervisor requests a General Fund supplemental appropriation in the amount of \$35,000. This amount represents an increase to the Handley Library Board budget for FY16. Local funds are required. See attached letter, p. 32. The committee makes no recommendation.
11. The Finance Director requests discussion on the transfer policy pertaining to unallocated budget funds. See current transfer policy, p. 33 – 34. The committee recommends removing the \$25,000 limit on inter-departmental transfers.

**INFORMATION ONLY**

1. The Finance Director provides a Fund 10 Transfer Report for July 2015. See attached, p. 35.
2. The Finance Director provides a **preliminary** FY 2015 Fund Balance Report for the period ending June 30, 2015. See attached, p. 36.
3. The Frederick County Volunteer Fire & Rescue Association requests additional funding in the amount of \$3,840 for the FY16 Volunteer Length of Service program. The County Administrator has approved a transfer for the funding. See attached information, p. 37 – 46.
4. The FY15 year end open purchase orders have been provided by the County and the Schools. See attachments, p. 47 – 57.

Respectfully submitted,

FINANCE COMMITTEE  
Charles DeHaven, Chairman  
Judy McCann-Slaughter  
Gary Lofton  
Bill Ewing

By   
Cheryl B. Shiffler, Finance Director

# FREDERICK COUNTY SHERIFF'S OFFICE

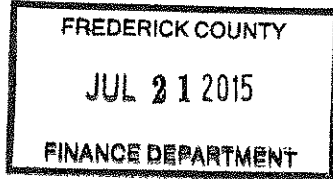


ROBERT T. WILLIAMSON  
Sheriff

MAJOR C.L. VANMETER  
Chief Deputy

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400



TO : Angela Whitacre, Treasurer's Office  
FROM : Sheriff Robert T. Williamson *RTW*  
SUBJECT : Donations  
DATE : July 20, 2015

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Attached please find checks totaling \$3,452.87 earmarked for the K-9 unit. These checks represent donations and proceeds from fundraisers initiated by area young adults participating in Destination Imagination Community Service Project. This money was raised to specifically support the department's K-9 program.

We are requesting this amount be posted to 10CR-3-010-018990-0006. A copy of this memo will be forwarded to the Finance department requesting appropriation into our operating budget.

Thank you.

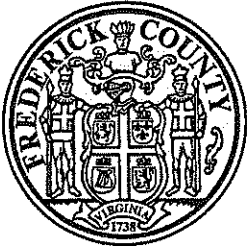
A handwritten signature in black ink that reads "Robert T. Williamson".

RTW/asw

Attachments

Cc: Finance: please appropriate into 3102-5402-000-001

C.S. 7/22/15



COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682

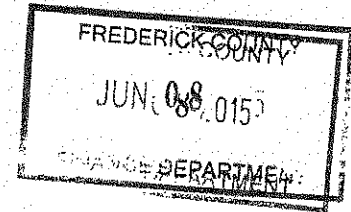
MEMORANDUM

**TO:** Cheryl Shiffler  
Director of Finance

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

**SUBJECT:** KVB Grant; FY 15/16

**DATE:** June 5, 2015



Please find attached a check in the amount of \$500 which represents grant proceeds from Keep Virginia Beautiful. The grant is intended to fund the purchase of collection containers for the textile recycling program.

I am requesting that funds be appropriated to the Refuse Collection (4203) budget for expenditure during the 2015/2016 fiscal year. When you determine an appropriate line item, please let me know.

If you have any questions, please contact me at Extension 8219.

/gmp

cc: file

*121. code*  
*3-010-019040-0015*  
*C.S. 7/22/15*



May 8, 2015

Gloria Puffnburger  
Frederick County Recycling  
107 N. Kent St.  
Winchester, VA 22601

Dear Gloria:

Congratulations again on being one of this year's prestigious winners of the 30 Grants in 30 Days program. I am happy to enclose a check in the amount of \$500 for your Recycling project.

I hope that you will contact your local media to get the word out about your project and the 30 Grants in 30 Days program! A Media Release was attached to the winners notification e-mail, and we can send it to you again if needed. Please make sure you sign up on [KVB's website](#) to receive our eNewsletter, as well as follow us on social media.

We look forward to seeing pictures of your progress and reading your report in the Fall. Please remember that projects should be completed before October 31<sup>st</sup> and final results should be reported online by November 15, 2015.

If you have any questions, please get in contact with me or Beckey Watson. Thank you for the impact that your group will have in Virginia!

Sincerely,

Michael G. Baum  
Executive Director

*Good luck!*

DATE August 12, 2015

TO: Cheryl Shiffler, Finance Director

FROM: Patrick Barker, CECD, Executive Director

CC: Brenda Garton, County Administrator

RE: Local Economic Development Incentive Grants & Actual Performance

As previously discussed, staff at the Economic Development Authority (EDA) perform the required audit process on Local Economic Development Incentive Grants (LEDIG), as well as those receiving the Governor’s Opportunity Fund.

Like all LEDIGs, a table was developed for staff auditing purposes. Information is first collected by the company then cross checked two ways. The Frederick County Commissioner of Revenue’s office is contacted to verify the status of capital investment values. Proprietary employment data is purchased by the EDA from the Virginia Employment Commission to verify status of employment goals. If necessary, on-site visits are also conducted to verify.

The following are the results from LEDIGs whose “Performance Date” occurred over the past 5 years. The “Performance Date” is the deadline when the company has to meet the stated “Targets.”

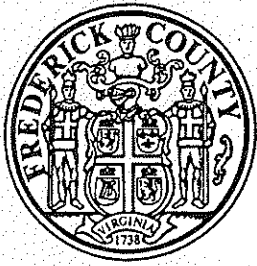
Name	Performance Date	Capital Investment Target	% Met	New Job Target	% Met
Thermo Fisher	December 31, 2012	\$8,900,000	106.9%	50 @ \$36,317	116.0%
World Color	December 31, 2012	\$35,000,000	100.5%	30 @ \$38,500	100.0%
Melnor	April 30, 2013	\$6,495,000	102.1%	43 @ \$51,163	107.0%
Kraft Foods	August 30, 2014*	\$40,000,000	100.0%	100 @ \$40,276	124.0%

*\*granted a 12 month extension*

The following are the results from LEDIGs whose “Performance Date” will occur in the next 24 months. All progress reports to date show a favorable trend toward compliance.

Name	Performance Date	Capital Investment Target	% Met	New Job Target	% Met
Pactiv	January 1, 2016*	\$5,000,000		25 @ \$35,000	
Kraft Foods	June 1, 2015	\$25,000,000		25 @ \$38,500	
Navy Federal Credit	December 31, 2015	\$20,000,000		400 @ \$40,276	
Carmeuse	June 1, 2016	\$49,207,277		25 @ \$43,673	
HP Hood	July 31, 2016	\$84,628,856		75 @ \$44,080	

*\*granted a 12 month extension*



FREDERICK COUNTY  
JUL 30 2015  
FINANCE DEPARTMENT

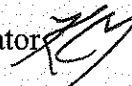
COUNTY of FREDERICK

MEMORANDUM

Kris C. Tierney  
Assistant County Administrator

540/665-5666  
Fax 540/667-0370

E-mail:  
ktierney@co.frederick.va.us

**TO:** Finance Committee Members  
**FROM:** Kris C. Tierney, Assistant County Administrator   
**RE:** Request for Supplemental Appropriation – Treasurer’s Drive-through Repair  
**DATE:** July 30, 2015

The surface of the Treasurer’s drive-through lane, off of Kent Street, between the north end of the office complex and the George Washington Parking garage has deteriorated to the point that repairs are needed. The original design and layout of the drive-through have resulted in water ponding at the intersection with Kent Street. This problem has been exacerbated by the recent resurfacing of Kent Street which raised the finished elevation of the street a few inches.

Funds were budgeted in FY15 and staff explored a number proposed solutions. The preferred solution proved to be too costly. An alternative approach has subsequently been explored resulting in a much more economical solution; however this solution was not arrived at in time to bid the work prior to the close of the past fiscal year. As a result, staff is requesting a supplemental appropriation in the amount of \$ 30,000.00 to line item #4-010-043040-3004-000-003 in order to complete the repairs in the current fiscal year. This request was unanimously endorsed by the Public Works Committee at their July 28, 2015 meeting.

Please let me know if I can answer any questions.






MEMORANDUM

Kris C. Tierney  
Assistant County Administrator

540/665-6382

Fax: 540/667-0370

E-mail: ktierney@fcva.us

**TO:** Finance Committee  
**FROM:** Kris C. Tierney, Assistant County Administrator   
**RE:** Millwood Station Maintenance Budget request  
**DATE:** August 11, 2015

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With VRA Bond sale completed and the loan scheduled to close on August 19, 2015, the acquisition of the Millwood Station property and buildings will be finalized. With ownership of the properties Frederick County will be responsible for assorted maintenance and upkeep on the Fire Station. Staff is requesting a transfer of \$85,900 from the contingency fund to our maintenance budget.

Attached is a breakdown of the proposed budget.

Please let me know if I can answer and questions.

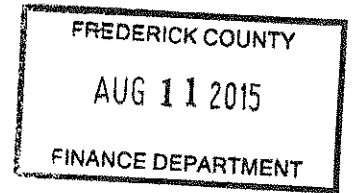
2015-2016 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT: MILLWOOD FIRE STATION BUDGET - 043040-021		ACTIVITY CODE: 043040-021					
GENERAL LEDGER NUMBER	DESCRIPTION	2014 APPROVED BUDGET	2015 DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)	2015 DEPT REQUEST	2015 APPROVED BUDGET	BUDGET DIFFERENCE
043040-3002-000-021	<b>PROFESSIONAL SERVICES - OTHER</b> Services Calls (i.e., Locksmith [Norvac Lock], Security Concepts)	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00		\$1,000.00
043040-3004-000-021	<b>REPAIR &amp; MAINTENANCE - BUILDINGS &amp; GROUNDS</b> Covers electrical, plumbing, HVAC maintenance, unexpected repairs, etc.	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
043040-3004-000-021	<b>REPAIR &amp; MAINTENANCE - EQUIPMENT</b> Security cameras, generator, etc.	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00		\$2,000.00
043040-3005-000-021	<b>MAINTENANCE CONTRACTS</b> Kelly Generator BK Security HomeTeam Pest Control Fire Alarm Heating and Air Conditioning	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00		\$10,000.00
043040-3010-000-021	<b>OTHER CONTRACTUAL SERVICES</b> Snow Removal Building and Ground Surveillance	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00		\$1,000.00
-5100-000-000 043040-5101-000-021	<b>UTILITIES</b> <b>ELECTRICAL SERVICES</b> Portions of this building will be operating 7 days a week, some 24 hours a day. This will add an additional 104 extra days of utility usage. There are 52 weeks in a year. 52 weeks multiplied by 2 extra days a week = 104 extra days of utility usage.	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00		\$20,000.00
043040-5102-000-021	<b>HEATING SERVICES</b> Gas is used for furnace and generator	\$0.00	\$12,000.00	\$12,000.00	\$12,000.00		\$12,000.00
043040-5103-000-021	<b>WATER &amp; SEWER</b> Water and Sewer for Millwood Fire Station	\$0.00	\$12,000.00	\$12,000.00	\$12,000.00		\$12,000.00



2015-2016 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT: MILLWOOD FIRE STATION BUDGET - 043040-021		ACTIVITY CODE: 043040-021					
GENERAL LEDGER NUMBER	DESCRIPTION	2014 APPROVED BUDGET	2015 DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)	2015 DEPT REQUEST	2015 APPROVED BUDGET	BUDGET DIFFERENCE
043040-5300-000-021	<b>INSURANCE</b> Fire Insurance	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00		\$6,000.00
043040-5400-000-021	<b>MATERIALS AND SUPPLIES</b> Includes supplies purchased by our maintenance staff. Lowe's, Norvac Lock, Grainger, Battery Mart, Solenberger's, etc.	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00		\$3,000.00
0430405401-000-021	<b>PHONE/CABLE/INTERNET</b> Phone, cable, internet	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00
043040-5403-000-021	<b>AGRICULTURE SUPPLIES</b> Landscaping - Mulch, plants and other supplies and upkeep	\$0.00	\$800.00	\$800.00	\$800.00		\$800.00
043040-5405-000-021	<b>JANITORIAL SUPPLIES</b> Routine purchase of janitorial supplies to clean building, stock paper supplies for use in building/restrooms	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00		\$3,000.00
043040-5407-000-021	<b>REPAIR &amp; MAINTENANCE SUPPLIES</b> Line items is used to purchase Snow Blowers, Lawn Mowers, Vacuum Cleaners, and any other repair and maintenance supplies that are required.	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00
043040-5408-000-021	<b>POWERED EQUIPMENT SUPPLIES</b> Gas and supplies for powered equipment	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00		\$2,000.00
043040-5413-000-021	<b>OTHER OPERATING SUPPLIES</b> Includes replacement of flags, banners and other operating supplies	\$0.00	\$600.00	\$600.00	\$600.00		\$600.00
<b>TOTAL 2015 - 2016 BUDGETED EXPENDITURES</b>		<b>\$0.00</b>	<b>\$85,900.00</b>	<b>\$85,900.00</b>	<b>\$85,900.00</b>		<b>\$85,900.00</b>



**FREDERICK COUNTY CIRCUIT COURT**  
**FREDERICK WINCHESTER JUDICIAL CENTER**  
**5 NORTH KENT STREET**  
**WINCHESTER, VA 22601**  
(540)-667-5770  
www.winfredclerk.com

August 10, 2015

Frederick County Finance Committee  
107 N. Kent Street,  
Winchester, Virginia, 22601

IN RE: Position in Frederick County Circuit Court Clerks Office

I am requesting a FY16 general fund supplemental appropriation in the amount of \$43,243. This amount represents the salary and fringes required to hire a Deputy Clerk-Operations with a hire date of October 2015.

Of this amount, \$32,330 will be reimbursed by the State Compensation Board.

This is a range 6 position with a starting yearly salary of \$40,400.

We are making this request because of the increase in Court docket work load. This individual will be responsible for the preparation of daily Court dockets, appearing in Courtroom to assist Judge, jury management, preparing orders, complete monthly reports, entering new cases in computer, issuing summons for witnesses, inputting continuation dates in the computer and creating & maintaining computer programs that conform with the Supreme Court's platforms. This will be a state position that has been vacant since 2008. I have felt until recently that we could handle the work with the personnel we have. However, in the past several years, our Circuit has received additional Circuit Court Judges, which means additional days in Court and we need personnel to handle the docket.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Becky Hogan".

Rebecca P. Hogan  
Clerk-Frederick County Circuit Court

POSITION: DEPUTY CLERK OPERATIONS RANGE 6

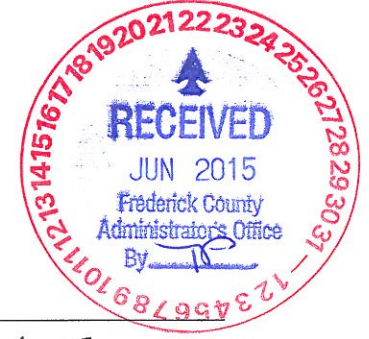
	enter highlighted fields	FY16 rates:	7.65%	\$	9,120	10.61%	1.19%	0.59% HYBRID	0.10		
	SALARY	FICA	MEDICAL/DENTAL	VRS	GROUP LIFE	DISABILITY*	WORK COMP	TOTAL COST			total fringes
		2001	2005	2002	2006	2008	2011				
12 months	40,400.00	3,090.60	9,120.00	4,286.44	480.76	238.36	40.40	57,656.56			17,256.56
11 months	37,033.33	2,833.05	8,360.00	3,929.24	440.70	218.50	37.03	52,851.85			15,818.51
10 months	33,666.67	2,575.50	7,600.00	3,572.03	400.63	198.63	33.67	48,047.13			14,380.47
9 months	30,300.00	2,317.95	6,840.00	3,214.83	360.57	178.77	30.30	43,242.42			12,942.42
8 months	26,933.33	2,060.40	6,080.00	2,857.63	320.51	158.91	26.93	38,437.71			11,504.37
7 months	23,566.67	1,802.85	5,320.00	2,500.42	280.44	139.04	23.57	33,632.99			10,066.33
6 months	20,200.00	1,545.30	4,560.00	2,143.22	240.38	119.18	20.20	28,828.28			8,628.28
5 months	16,833.33	1,287.75	3,800.00	1,786.02	200.32	99.32	16.83	24,023.57			7,190.23
4 months	13,466.67	1,030.20	3,040.00	1,428.81	160.25	79.45	13.47	19,218.85			5,752.19
3 months	10,100.00	772.65	2,280.00	1,071.61	120.19	59.59	10.10	14,414.14			4,314.14
2 months	6,733.33	515.10	1,520.00	714.41	80.13	39.73	6.73	9,609.43			2,876.09
1 month	3,366.67	257.55	760.00	357.20	40.06	19.86	3.37	4,804.71			1,438.05

\*Hybrid disability does not apply to sheriff deputy or firefighters (does apply to administrative staff).

OCT 2015 hire = 9 months

cc: Cheryl S.  
Paula N.

**RANSOM LAW OFFICE**  
31 S. Braddock Street, Suite 101  
Winchester, Virginia 22601  
(540) 336-1437  
www.ransomlawoffice.com



June 18, 2015

Eden E. Freeman  
City Manager  
15 N. Cameron Street  
Winchester, Virginia 22601

Brenda G. Garton  
County Administrator  
107 N. Kent Street  
Winchester, Virginia 22601

6/22/15  
Paula & Cheryl: Please  
advise as to the  
appropriate mechanisms  
for consideration of  
this request.  
Thank you  
Brenda

**Re: Salary Supplement for District Court Deputy Clerks**

Dear Ladies:

As a member of the Frederick County Board of Supervisors, I am trying to get the localities to approve a salary supplement, as allowed by the Virginia Code, for the full-time deputy clerks of the General District Court and the Juvenile and Domestic Relations District Court. The localities already supplement the salaries of the deputy clerks of the Circuit Courts. I am proposing that the localities provide a supplement to each clerk in the amount of \$200.00 per month. There are currently eleven clerks in the General District Court and eight clerks in the Juvenile and Domestic Relations District Court. I am proposing that the supplement be shared equally between the localities. The localities should receive partial reimbursement from the State Compensation Board.

I am seeking this supplement for several reasons. Turnover in the District Courts is too high, which has a negative effect on the judges, attorneys, staff, litigants, and the efficiency of the judicial system. The District Courts have lost eight clerks within the past three years due to low compensation. The Circuit Courts have only lost two clerks within the same time period. According to information from the Virginia Supreme Court, the average salary for a clerk in the District Court is \$27,000.00. The average salary for a clerk in the Circuit Court, who receives a supplement, is \$29,000.00. Ninety-two percent of District Court clerks in the Commonwealth make below the average for all other state employees, which is approximately \$46,000.00. The overall increase in compensation for other state employees has risen an average of 34 percent within the last 11 years, but the increase in compensation for clerks has only risen 13 percent. The clerks in the District Court start below what employees, such as trash collectors and animal control officers, are paid. This is frustrating when the work of a clerk demands more education and responsibility. Legal secretaries and paralegals, whom rely on the clerks on a daily basis, earn thousands of dollars more than the clerks, whom have much more responsibilities. Moreover, clerks hired after 2012 must pay their own retirement match of five percent. The clerks' take-home pay is much less when you add in the recent healthcare costs.



Given the number of case filings per year, the clerks of the District Courts are tasked with more duties and responsibilities than the clerks of the Circuit Courts. The District Courts are currently understaffed. There were approximately 49,000 cases filed in the District Courts in 2014. While judges have been added to the District Courts due to the high caseload, no funding has been appropriated for additional clerks. Increases in law enforcement personnel to combat the heroin epidemic means an increase in the workload of the clerks, yet the District Courts do not receive additional staffing. Beginning October, 2015, the clerks will be given the added responsibility of collecting a local fee for the law enforcement agencies for electronic summonses. These funds will go to the law enforcement agencies while the clerks do all of the work.

The clerks of the District Courts handle more *pro se* litigants (litigants without an attorney) than the deputy clerks of the Circuit Courts. Ninety percent of the litigants in the Circuit Courts are represented by an attorney, whereas only twenty-five percent of the litigants in the District Courts are represented by an attorney. Working with a *pro se* litigant is cumbersome and time consuming, because the litigant is demanding and does not understand the judicial system. Thus, the clerks are working harder and longer and, most of the time, dealing with the most difficult litigants involving child support, custody, visitation, and protective orders.

The Districts Courts generate more income for the localities than the Circuit Courts. The Districts Courts collected \$12.6 million dollars from 2012 through 2014. They have already collected \$1.4 million for 2015.

Based on the foregoing reasons, I find it proper and only fair that the localities approve a supplement for the clerks of the District Courts. This request is small in dollar amounts, but huge in what it means to the clerks. As such, Eden, I would appreciate it if you would forward my proposal to the Council for consideration at the earliest possible convenience. Likewise, Brenda, I would appreciate it if you would forward my proposal to the appropriate committee for consideration and keep me advised of the date and time of such meeting.

I want to thank you both for your attention in this matter.

Very truly yours,



Jason E. Ransom

cc: Hon. Debra V. Bull, Clerk  
Winchester/Frederick General District Court

Hon. Ann B. Lloyd, Clerk  
Winchester/Frederick Juvenile and Domestic Relations District Court

Rouss City Hall  
15 North Cameron Street  
Winchester, VA 22601

Telephone: (540) 667-1815  
FAX: (540) 722-3618  
TDD: (540) 722-0782  
Website: [www.winchesterva.gov](http://www.winchesterva.gov)

July 28, 2015

Mr. Jason Ransom  
Ransom Law Office  
31 South Braddock Street  
Suite 101  
Winchester, VA 22601

RE: Salary Supplement for District Court Deputy Clerks

Dear Mr. Ransom:

Thank you for your recent correspondence requesting the City consider a salary supplement for full-time deputy clerks of the General District Court and Juvenile and Domestic Relations District Court. I did share your correspondence with the Common Council.

The request to supplement the salaries of the deputy clerks has come up multiple times in the past, but the City nor the County have committed the funds to do so. The City has a long standing policy of not supplementing salaries of state employees working at the locality level. This policy is largely in place because any increase would have to come from local funds as the State Compensation Board would not provide any reimbursement.

While we are sympathetic to the request, given that the City has just completed the budget process and our practice of not supplementing salaries for state positions, the City is unable to approve this request.

Sincerely,



Edén E. Freeman  
City Manager



**Cc: Members of the Common Council**

**Ms. Brenda Garton,  
County Administrator, County of Frederick**

**Ms. Debra Bull, Clerk,  
Winchester/Frederick General District Court**

**Ms. Ann Lloyd, Clerk,  
Winchester/Frederick Juvenile and Domestic Relations District Court**



## WINCHESTER REGIONAL AIRPORT

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

August 6, 2015

Cheryl Shiffler, Finance Director  
County of Frederick  
107 North Kent Street  
Winchester, Virginia 22601

RE: FY 2016 Capital Budget Request  
Winchester Regional Airport Authority

Dear Ms. Shiffler:

Enclosed is the Winchester Regional Airport budget request for the Capital Budget for FY 2016.

The Winchester Regional Airport Authority will begin the annual financial audit process for FY 2015 performed by Robinson, Farmer Cox Associates of Charlottesville, Virginia sometime over the next several months. Upon completion of the audit, we will immediately mail the year-end financial statement to your office.

As established in the enabling legislation, contributions from the member jurisdictions of Clarke, Shenandoah and Warren Counties are earmarked for capital improvements only. The County of Frederick and the City of Winchester contribute monies to the operating budget in addition to the remaining local funds needed to balance the local funding levels in the capital budget.

Given the economic hardships of Federal, State and local government with projected revenue shortfalls we have been working diligently with the Federal Aviation Administration and the Virginia Department of Aviation in developing a capital budget program for FY 2016 to maximize grant funding to include only critical development projects.

The funding participation and continued support provided by the County of Frederick is invaluable and vital to the continued success of Winchester Regional Airport's operations and capital development program. The County's contribution to the Airport Authority and their ongoing support ensures continued success in acquiring Federal and State funding for large capital improvement projects.

Should you have any questions or need additional copies, please do not hesitate to contact my office.

Sincerely,

Serena R. Manuel  
Executive Director

Enclosures

## Winchester Regional Airport

The Winchester Regional Airport is a 425+ acre, all weather, 24 hour general aviation airport with a 5,500 -foot runway located southeast of the Route 50 interchange of Interstate 81. The facility currently has 75 tie down spaces, one 12,000 square foot public clear span hangar, 52 t-hangars and six private corporate hangars. Based aircraft average over 120 and range in size from single engine to corporate business jets. Services available include 24-hour U.S. Customs and Immigrations, 24-hour on call line service, rental car service, aviation fuels, automated weather observation system, computerized weather and flight planning equipment and a full precision instrument landing system that allows pilots all weather access.

The Virginia General Assembly formed the Winchester Regional Airport Authority on July 1, 1987. The Authority consists of representatives from the Counties of Frederick, Clarke, Warren, Shenandoah and the City of Winchester. It is a vital component of economic development attracting new industries/businesses to the region while enhancing existing industries/businesses. Within the legislation funding formulas were established for each participating jurisdiction.

To date, approximately \$40 million dollars have been invested in Airport capital improvements, equipment, and promotions through funding received from the Federal Aviation Administration, Virginia Department of Aviation and funding support from the member jurisdictions.

Collaborating with Frederick County and the Virginia Department of Transportation, the Authority has also made improvements to primary access roads to the airport. In addition, the Airport Authority gained a little more land to develop corporate hangars. Sewer and water service has also been established in the Airport area.

Future development plans include land acquisition projects along Bufflick Road of parcels that infringe on aircraft approach surfaces that need to be acquired for navigation safety and development of the northern side of the runway. Five properties have been acquired to date with approximately ten to twelve parcels left to be acquired.

A major capital improvement project Rehabilitate and Relocate South Apron ramp to meet FAA safety design standards is in progress. The project is part of the major taxiway relocation project that will be accomplished in phases over multi-years due to funding and the size of the overall project. This \$3.6 million dollar project was funded by the FAA/Virginia Department of Aviation/member jurisdictions on 95/3/2 basis.

The Airport Authority owns and operates the facility with eleven staff members with a current annual operating budget of over \$2 million providing 24 hour service and security. Six staff members provide airside service and five staff members work in administration.

Administrative staff members are responsible for all aspects of airport operations to include backup for airside service personnel, airfield lighting, pavement surfaces, snow removal, mowing, maintenance of airport owned buildings, monitoring of on airport activity, budget preparation, accounting functions, compliance with FAA regulations, grant application, ensuring compliance with Minimum Standards Rules and Regulations, compliance with Code of Virginia, compliance with local jurisdiction's rules and regulations, economic development, promotional events, staff training, establishment of emergency procedures, airport security and monitoring of navigational equipment. Salaries remained at FY 2009 funding levels until FY 2014 when merit increases were awarded on an average basis of 3% per person. In the interim slight increases were given to try to offset impact to employee's pay when legislation changed the employee funding participation level in the VSRS program.

Approximately 71% of all operating revenue is generated from the sale of fuel in addition to revenue from lease of land, hangars and offices. The remaining operating revenue to balance the operating budget is contributed by the City of Winchester and the County of Frederick.

Capital monies are received from the counties of Clarke, Warren and Shenandoah with the difference funded by Frederick County and the City of Winchester to cover local shares on capital improvement projects.

Through the support of the member jurisdictions, the Winchester Regional Airport will continue to evolve into a modern first class regional air transportation facility benefiting economic development in meeting the needs of existing industry and business growth and aiding in the attraction of new industries and commercial businesses to the region.



# Winchester Regional Airport Authority

## **BUDGET PROPOSAL**

City & County Revenue Shares Adjusted Based On Weldon Cooper Center population estimate for 2014 published 1/27/2015

### FY 2016 - Proposed Budget - Amendment 01

#### CAPITAL IMPROVEMENT FUND

Original Submission:	Amendment 01:
County of Frederick City of Winchester Counties of Clarke, Shenandoah & Warren	<b>August 7, 2015</b> <b>August 7, 2015</b>
December 4, 2014 December 5, 2014	

## FY 2016 CAPITAL IMPROVEMENTS FISCAL YEAR BUDGET REQUEST

### AIRPORT AUTHORITY CAPITAL OUTLAY

**ACQUIRE LAND - BUFFLICK ROAD:**

Land Acquisition of numerous parcels along Bufflick Road identified on the current Airport Property Map are included in the Airport Twenty-Year Master Plan and is to be acquired fee simple to meet Federal Aviation Administration design standards for Runway 14 Safety Area and for Noise Abatement. Under the Federal Aviation Administration's Part 77 Surface Requirements, the Airport is required to own fee simple property within the Primary Surfaces. This requirement is also included in the Code of Virginia 15.2.

**RUNWAY 14 APPROACH LAND ACQUISITION ENVIRONMENTAL ASSESSMENT:**

Over the past several years, the Airport Authority has been acquiring land adjacent to the airfield with the goal of securing fee simple ownership of the Runway Protection zone and to secure easement rights to remove and control obstructions to the airport's airspace.

The original environmental assessment for this action was completed in the early 1990's. Due to its age and changes to aviation (the implementation of GPS) the Federal Aviation Administration is requiring that the environmental effort be revisited to update based on changes that have occurred since the early 1990s.

**NORTH SIDE CONNECTOR - BIDDING & CONSTRUCTION PHASE:**

This project proposes to design/ construct a new taxiway connector and a short partial parallel taxiway on the northwest side of the airfield. The connector would access the runway at the end of Runway 14 and the parallel taxiway would connect to the proposed future apron and hangar development area on the northside of the airfield. This project is part of the airport Twenty-Year Master Plan adopted in October 2005.

**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.

**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. Continue development in accordance with the Twenty-Year Master Plan adopted October 2005.

	FY 2014 BUDGET	FY 2015 BUDGET	FY 2016 BUDGET
<b>COSTS:</b>			
Personnel	0	0	0
Operating	0	0	0
Capital	4,959,210	5,070,000	3,588,459
<b>TOTAL</b>	<b>4,959,210</b>	<b>5,070,000</b>	<b>3,588,459</b>

	FY 2014 BUDGET	FY 2015 BUDGET	FY 2016 BUDGET
<b>REVENUES:</b>			
Other Jurisdictions	103,616	39,118	28,652
State/Federal	4,633,276	4,950,600	3,495,989
County Funding	222,318	80,282	<b>63,818</b>
<b>TOTAL</b>	<b>4,959,210</b>	<b>5,070,000</b>	<b>3,588,459</b>

## FY 2016 - CAPITAL IMPROVEMENT EXPENDITURES

August 7, 2015

### Winchester Regional Airport

Description		DETAIL AMOUNT	TOTAL AMOUNT	
	North Side Connector - Design Phase	North Side Connector - Design Phase	\$275,000	\$275,000
	General Aviation Terminal Building Study	Study to determine economic feasibility of renovation vs new structure	\$65,000	\$65,000
	Rehab & Relocate South Apron - Construction Phase	Project in progress at end of FY 2015 - balance encumbrance brought forward to FY 2016	\$1,717,816	\$1,717,816
	Environmental Assessment	Project in progress at end of FY 2015 - balance encumbrance brought forward to FY 2016	\$127,393	\$127,393
	Acquire Land - Parcel 64 A 66: Nesselrodt, Lawrence	Acquire land Bufflick Road	\$155,000	\$155,000
	Acquire Land - Parcel 64 A 67: Nesselrodt, Richard	Acquire land Bufflick Road	\$275,000	\$275,000
	Acquire Land - Parcel 64B A 33A: Beaver	Acquire land Bufflick Road	\$175,000	\$175,000
	Acquire Land - Parcel 64 A 63: Fishel	Acquire land Bufflick Road	\$136,250	\$136,250
	Acquire Land - Parcel 64 A 70: Marston and Haynes	Acquire land Bufflick Road	\$250,000	\$250,000
	Acquire Land - Parcel 64 A 71: Marston and Haynes	Acquire land Bufflick Road	\$50,000	\$50,000
	Acquire Land - Parcel 64 A 69: Robertson	Acquire land Bufflick Road	\$212,000	\$212,000
	Professional Services - Capital Projects	Various legal services, independent fee estimates on Federal projects, etc.	\$100,000	\$100,000
	State Eligible Annual Maintenance Repairs	General Repairs	\$35,000	\$35,000
		F & E repairs, lighting supplies, etc	\$15,000	\$15,000
	<b>TOTAL</b>		<b>\$3,588,459</b>	<b>\$3,588,459</b>



## FY 2016 - AMENDED CAPITAL IMPROVEMENT REVENUES

### Winchester Regional Airport

**August 7, 2015**

REVENUE SOURCE

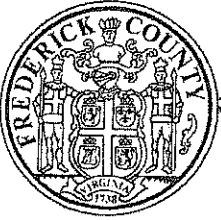
Description	FEDERAL	STATE	LOCAL	TOTAL
North Side Connector - Design Phase	247,500	22,000	5,500	275,000
General Aviation Terminal Building Study	0	52,000	13,000	65,000
Rehab & Relocate South Apron - Construction Phase	1,546,035	137,425	34,356	1,717,816
Environmental Assessment	114,653	10,191	2,548	127,393
Acquire Land - Parcel 64 A 66: Nesselrodt, Lawrence	139,500	12,400	3,100	155,000
Acquire Land - Parcel 64 A 67: Nesselrodt, Richard	247,500	22,000	5,500	275,000
Acquire Land - Parcel 64B A 33A: Beaver	157,500	14,000	3,500	175,000
Acquire Land - Parcel 64 A 63: Fishel	122,625	10,900	2,725	136,250
Acquire Land - Parcel 64 A 70: Marston and Haynes	225,000	20,000	5,000	250,000
Acquire Land - Parcel 64 A 71: Marston and Haynes	45,000	4,000	1,000	50,000
Acquire Land - Parcel 64 A 69: Robertson	190,800	16,960	4,240	212,000
Professional Services - Capital Projects	90,000	8,000	2,000	100,000
State Eligible Annual Maintenance Repairs	0	28,000	7,000	35,000
	0	12,000	3,000	15,000
<b>Total Revenue Breakdown</b>	<b>3,126,113</b>	<b>369,876</b>	<b>92,470</b>	<b>3,588,459</b>



<b>Local Revenue Breakdown</b>	
Contribution Clarke County	2,500
Contribution Warren County	0
Contribution Shenandoah County	5,000
<b>Frederick Co/City of Winchester</b>	<b>84,970</b>
Local Revenue	<b>92,470</b>

County	City
75.1%	24.9%
63,818	21,152

	County Population	City Population	Total Population
**Population figures based on Weldon Cooper estimates for 2014 published 1/27/2015	82,059	27,200	109,259
FY 2016 Percentages for funding	75.1%	24.9%	



COUNTY of FREDERICK

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

# MEMO

To: Finance Committee  
From: Stacy Herbaugh, Operations Manager  
Through: Jason Robertson, Director  
Subject: Recreation Assistance Fund  
Date: August 12, 2015

The Recreation Reserve Fund was created in FY 15 to provide financial assistance to Frederick County residents so that children could participate in recreation programs and to assist Frederick County in raising funds for future capital projects. There are three types of funds within the Recreation Reserve Fund, the Recreation Assistance Fund (PLAY Fund), specific capital project funds, and a general park improvement fund.

<sup>7384.50 (see attached G/L)</sup>  
During FY 15 ~~\$7158.50~~ was donated to the PLAY Fund (3-010-018990-0027). The Parks and Recreation Commission is requesting that \$452.25 from the PLAY Fund be moved to the FY 15 revenue codes as outlined in attachment A.

The Parks and Recreation Department is requesting that the remaining balance of ~~\$6932.25~~<sup>✓</sup> be moved from the PLAY Fund to the Fund Balance Reserve-Parks and Recreation (0-010-000240-2444) to fund future requests for financial assistance.

Rec Reserve Policy Fin Comm 9/30/13  
BOS 10/9/13

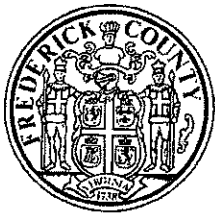
**Attachment A**

1613-13	\$17.50	Swim Lessons
1613-10	\$22.50	Flag Football
1613-10	\$55.00	PW Hoops, Youth Sports Sampler
1613-13	\$18.50	Art
1613-13	\$ 9.25	Art
1613-13	\$18.50	Art
1613-13	\$47.00	Art, Cheerleading
1613-13	\$35.00	Swim Lessons, Flag Football
1613-13	\$17.50	Swim Lessons
1613-10	\$25.00	Youth Basketball
1613-10	\$57.50	Volleyball
1613-13/1613-10	\$81.50	Swim Lessons, Summer Basketball
1613-10	\$25.00	Youth Basketball
1613-10	\$22.50	Flag Football

\$ 452.25

Company No: 915 Account Number: 3010 18990 27 Period:  
 Date: 8/13/15 PARKS & REC RESERVE REVENUE Time: 0826  
 Budget Amount Year To Date Encumbrances Balance  
 \$ .00 \$7,384.50- \$ .00 \$7,384.50

Date	Source	Reference	Number	PO#	Amount	Period	Description
08192014	CS	1	20140819		\$3,000.00	-201408	-TREASURER CASH REPORT-
09082014	CS	1	20140908		\$1,000.00	-201409	-TREASURER CASH REPORT-
09252014	CS	1	20140925		\$100.00	-201409	-TREASURER CASH REPORT-
10022014	CS	1	20141002		\$5.00	-201410	-TREASURER CASH REPORT-
10082014	CS	1	20141008		\$5.00	-201410	-TREASURER CASH REPORT-
10152014	CS	1	20141015		\$5.00	-201410	-TREASURER CASH REPORT-
10202014	CS	1	20141020		\$5.00	-201410	-TREASURER CASH REPORT-
10222014	CS	1	20141022		\$250.00	-201410	-TREASURER CASH REPORT-
10292014	CS	1	20141029		\$20.00	-201410	-TREASURER CASH REPORT-
11032014	CS	1	20141103		\$5.00	-201411	-TREASURER CASH REPORT-
11042014	CS	1	20141104		\$5.00	-201411	-TREASURER CASH REPORT-
11072014	CS	1	20141107		\$10.00	-201411	-TREASURER CASH REPORT-
11142014	CS	1	20141114		\$25.00	-201411	-TREASURER CASH REPORT-
11302014	CS	1	20141130		\$287.50	-201411	-TREASURER CASH REPORT-
12032014	CS	1	20141203		\$392.50	-201412	-TREASURER CASH REPORT-
12092014	CS	1	20141209		\$562.50	-201412	-TREASURER CASH REPORT-
12102014	CS	1	20141210		\$87.50	-201412	-TREASURER CASH REPORT-
12152014	CS	1	20141215		\$50.00	-201412	-TREASURER CASH REPORT-
12172014	CS	1	20141217		\$12.50	-201412	-TREASURER CASH REPORT-
01122015	CS	1	20150112		\$50.00	-201501	-TREASURER CASH REPORT-
01132015	CS	1	20150113		\$500.00	-201501	-TREASURER CASH REPORT-
02032015	CS	1	20150203		\$25.00	-201502	-TREASURER CASH REPORT-
02052015	CS	1	20150205		\$501.00	-201502	-TREASURER CASH REPORT-
02232015	CS	1	20150223		\$25.00	-201502	-TREASURER CASH REPORT-
03122015	CS	1	20150312		\$50.00	-201503	-TREASURER CASH REPORT-
03192015	CS	1	20150319		\$20.00	-201503	-TREASURER CASH REPORT-
03202015	CS	1	20150320		\$20.00	-201503	-TREASURER CASH REPORT-
04062015	CS	1	20150406		\$5.00	-201504	-TREASURER CASH REPORT-
04142015	CS	1	20150414		\$20.00	-201504	-TREASURER CASH REPORT-
05082015	CS	1	20150508		\$10.00	-201505	-TREASURER CASH REPORT-
05132015	CS	1	20150513		\$25.00	-201505	-TREASURER CASH REPORT-
05272015	CS	1	20150527		\$125.00	-201505	-TREASURER CASH REPORT-
05282015	CS	1	20150528		\$125.00	-201505	-TREASURER CASH REPORT-
06082015	CS	1	20150608		\$11.00	-201506	-TREASURER CASH REPORT-
06102015	CS	1	20150610		\$45.00	-201506	-TREASURER CASH REPORT-
*****			G/L Year-To-Date-		\$7,384.50-		
*****			Encumbrance-				
*****			A/P Holding File-				
*****			P/R Holding File-				
*****			U/T Holding File-				
*****			A/R Holding File-				



- COPY -

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

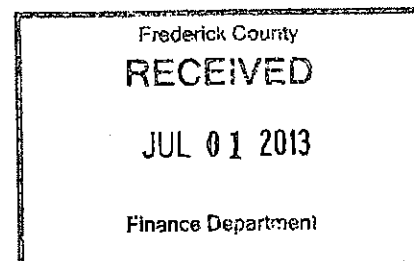
**To:** Finance Committee  
**From:** Jason Robertson, Director  
**Subject:** Recreation Reserve Fund Policy  
**Date:** July 1, 2013

Please find enclosed the Recreation Reserve Fund Policy which was recommended for approval by the Frederick County Parks and Recreation Commission at its June 11, 2013 meeting.

The Recreation Reserve Fund utilizes an existing mechanism, the Frederick County Reserve Fund, to assist in providing alternative funding sources to support Frederick County youth participation in recreation programs, improve existing park facilities, and assist Frederick County in providing new facilities identified in the Frederick County Comprehensive Plan. There will be three types of funds within the Recreation Reserve Fund; the Recreation Assistance Fund, Capital Project Fund, and General Park Improvement Fund.

The creation of specific Capital Project Fund pools is subject to approval by the Board of Supervisors through recommendations of the Parks and Recreation Commission and Finance Committee and requires a minimum commitment. Donations to the Recreation Assistance and General Park Improvement Fund do not have any minimum commitment or approval process. Disbursement from all three funds will require Board of Supervisor approval.

Please feel free to contact me at 722-8294 with any questions regarding the above.



**Recreation Reserve Fund**

**Goal:**

Increase Frederick County youth participation in recreation for those who are unable to afford recreation programs and provide recreation facilities identified in the Frederick County Comprehensive Plan.

**Purpose:**

The Recreation Reserve Fund within the Frederick County Reserve Fund will be used for Frederick County residents who need financial assistance for their children to participate in recreation programs and to assist Frederick County in raising funds to fund capital projects identified in the Frederick County Comprehensive Plan. This fund is not intended to provide funds which can be substituted for traditional tax base funding.

**Policy:**

There are three types of funds within the Recreation Reserve Fund, the Recreation Assistance Fund, specific capital project funds, and a general park improvement fund.

**A. Recreation Assistance Fund:**

Funds dedicated for Recreation Assistance will be placed in the Recreation Reserve Fund within Frederick County's Reserve Fund as they are received. Each donation will be noted in a revenue code (TBD). Donations are non-refundable.

These funds will be utilized for individuals seeking recreation assistance based on their income level according to the Economic Assistance Policy (#500.08). Each time an individual requests assistance, Parks and Recreation staff will apply the standards from Policy #500.08. If the individual is eligible to receive assistance and funds are available, assistance will be provided and accounted in the department's registration system. Staff will request the Commission to recommend receiving the discounted registration fees from the Recreation Reserve Fund's Recreation Assistance Fund at the April Parks and Recreation Commission meeting. This request will be forwarded to the Finance Committee April meeting for recommendation to the Board of Supervisor's May meeting for reimbursement.

**B. Capital Project Funds**

A capital project fund may be created for any capital project approved by the Frederick County Parks and Recreation Commission and Frederick County Board of Supervisors. Twenty percent of the total project cost must be pledged prior to the establishment and acceptance of donations for a specific capital project fund in a revenue code (TBD).

The Frederick County Parks and Recreation Commission will recommend utilizing the money from the Recreation Reserve Fund within the Frederick County Reserve Fund to the Frederick County Finance Committee to recommend to the Frederick County Board of Supervisors. The Frederick County Board of

Supervisors must approve the disbursement of the Recreation Reserve Fund money within the Frederick County Reserve Fund.

**C. General Park Improvement Fund**

The general park improvement fund is for donations made to improve existing parks or facilities. Donations may be of any amount, deposited into revenue code (TBA), and are non refundable.

The Parks and Recreation Commission will recommend the use of General Park Improvement Funds to the Finance Committee and the Board of Supervisors specifying the particular improvement.

**Auditing/Accountability:**

All funds within the Recreation Reserve Fund will be accounted for annually by the Parks and Recreation Department based on the balance provide by the Frederick County Finance Department and the Parks and Recreation Department. This balance and activity will be reported to the Parks and Recreation Commission annually.

Mr. Robert W. Wells  
Frederick County Board of Supervisors/ Supervisor Opequon District  
5114 Laura Drive, Stephens City, Virginia 22655

August 13, 2015

Ms. Cheryl B. Shiffler, Finance Department  
Chairman and Members of The Finance Committee  
107 North Kent Street  
Winchester, Virginia, 22601

Re: Handley Library request for funding necessary to reinstate full day Thursday operations at all locations.

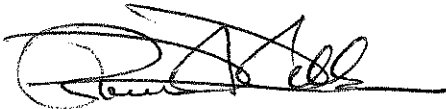
Mr. Chairman and Members of the Finance Committee:

On behalf of the Handley Library board I am requesting that the Finance Committee approve a \$35,000.00 dollar increase to the current Library budget. This increase in funding will be used to cover the cost necessary to allow full day library hours (9:00 to 5:00) on Thursdays.

At present the library is open on Thursdays until 1:00. By approving this request the library will be able to offer full day operations on Thursdays and provide consistency in the hours of operations to their customers.

Your approval of this request will be greatly appreciated by myself, the library board and the many customers of the libraries.

Sincerely,



Robert W. Wells,  
Frederick County BOS liaison to the Handley Library Board  
Frederick County Supervisor, Opequon District

Cc: Mr. John Huddy, Handley Library



## TRANSFER OF FUNDS

### TRANSFER GUIDELINES:

Intra Departmental transfers have no annual limitation, but must be approved by Department Head AND County Administrator.

Inter Departmental transfers are subject to a \$25,000 per fiscal year limitation.

(BOS approval 7/26/2006)

1000 Codes - Personal Services	Can only transfer between line items and into line items. Board action required to transfer out of line items.
2000 Codes - Fringe Benefits (includes 2013 Education)	Can transfer into, but not out of line items. Cannot transfer with each other.
3000 Codes - Contractual	Can transfer into and out of line items
4001 Codes - Data Processing Services	Can transfer into, but not out of line item.
All other 4000 Codes	Can transfer into and out of line items.
All 5300 Codes	Can transfer into line item. Can only transfer out of line item after insurance charge-out.
All other 5000 Codes	Can transfer into and out of line items.
7000 and 8000 Codes	Can transfer into and out of line items.

### TO PREPARE A REQUEST FOR INTRADEPARTMENTAL TRANSFER OF FUNDS (REVISED 5/1/11)

Intradepartmental Transfer of Funds requests must be submitted electronically through the [BAI.net](#) application.

Refer to the detailed instructions available on the Finance intranet page:

Electronic Fund Transfer Requestor Summary:

[http://107.0.130.5/employee\\_intranet\\_IP\\_new/docs/finance/NetTransferSummaryForREQUESTORS.pdf](http://107.0.130.5/employee_intranet_IP_new/docs/finance/NetTransferSummaryForREQUESTORS.pdf)

Electronic Fund Transfer Approver Summary:

[http://107.0.130.5/employee\\_intranet\\_IP\\_new/docs/finance/NetTransferSummaryForAPPROVER.pdf](http://107.0.130.5/employee_intranet_IP_new/docs/finance/NetTransferSummaryForAPPROVER.pdf)

Upon a motion by Vice-Chairman Ewing, seconded by Supervisor Lemieux, the Board approved the above request by the following recorded vote:

Richard C. Shickle	Aye
Bill M. Ewing	Aye
Charles S. DeHaven, Jr.	Aye
Gary W. Dove	Aye
Gene E. Fisher	Aye
Philip A. Lemieux	Aye
Barbara E. Van Osten	Aye

**22.** Staff recommendation is provided for the proposed revision of the County's transfer of funds policy. See attached, p. 50. The committee recommends that intra departmental transfer limit be eliminated and the interdepartmental transfer limit be increased from \$10,000 to \$25,000. All transfers will follow current guidelines and are approved by the department head and the County Administrator.

Upon a motion by Vice-Chairman Ewing, seconded by Supervisor DeHaven, the Board approved the above request by the following recorded vote:

Richard C. Shickle	Aye
Bill M. Ewing	Aye
Charles S. DeHaven, Jr.	Aye
Gary W. Dove	Aye
Gene E. Fisher	Aye
Philip A. Lemieux	Aye
Barbara E. Van Osten	Aye

**23.** The Commissioner of the Revenue requests an FY 2006-2007 General Fund supplemental appropriation in the amount of \$5,341.24. This amount represents a carry-forward request for items purchased and projects initiated in FY 2005-2006, but billing not yet received. See attached memo, p.51. The committee recommends approval.

Upon a motion by Vice-Chairman Ewing, seconded by Supervisor Dove, the Board approved the above request by the following recorded vote:

Richard C. Shickle	Aye
Bill M. Ewing	Aye
Charles S. DeHaven, Jr.	Aye
Gary W. Dove	Aye
Gene E. Fisher	Aye
Philip A. Lemieux	Aye
Barbara E. Van Osten	Aye

**\*\*\*For Information Only\*\*\***

1. Attached are letters sent, at the request of the committee, to Senator Potts, Delegate Athey, and Delegate Sherwood concerning future primary elections and the responsibility of the costs being transferred to the political party/parties. See attached, p. 52-54.

2. The Finance Director is providing a report on fund balance. See attached, p. 55.

**PLANNING COMMISSION BUSINESS**

**OTHER PLANNING ITEMS**

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
7/1/2015	IT	PC REFRESH	1220	5401	000	004	(51,906.00)
	BOARD OF SUPERVISORS		1101	5401	000	000	847.00
	COUNTY ADMINISTRATOR		1201	5401	000	000	2,541.00
	HUMAN RESOURCES		1203	5401	000	000	1,024.00
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	1,317.00
	TREASURER		1213	5401	000	000	3,388.00
	FINANCE		1214	5401	000	000	847.00
	IT		1220	5401	000	004	11,751.00
	MIS		1222	5401	000	000	847.00
	OTHER		1224	5415	000	000	8,447.00
	COMMONWEALTH'S ATTORNEY		2201	5401	000	000	6,106.00
	SHERIFF		3102	5401	000	000	4,766.00
	INSPECTIONS		3401	5401	000	000	1,024.00
	FIRE AND RESCUE		3505	5401	000	000	847.00
	PUBLIC SAFETY COMMUNICATIONS		3506	5401	000	000	847.00
	GENERAL ENGINEERING/ADMINISTRATION		4201	5401	000	000	2,048.00
	MAINTENANCE ADMINISTRATION		4301	5401	000	000	1,024.00
	PLANNING		8101	5401	000	000	1,694.00
	ECONOMIC DEVELOPMENT AUTHORITY		8102	5880	000	000	2,541.00
7/1/2015	PUBLIC SAFETY COMMUNICATIONS	PROMOTIONS 7/15	3506	1001	000	018	2,403.41
			3506	1001	000	003	(2,403.41)
7/1/2015	FIRE AND RESCUE	NEW COORDINATOR	3505	1001	000	099	28,974.71
			3505	1001	000	033	(28,974.71)
7/14/2015	PUBLIC SAFETY COMMUNICATIONS	NEW NOTIFICATION SYSTEM	3506	3005	000	000	(11,500.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	3010	000	000	11,500.00
7/21/2015	MIS	COVER FIBER NETWORK	1222	5401	000	000	(1,400.00)
			1222	5299	000	000	1,400.00
8/3/2015	JUVENILE COURT PROBATION	CELL PHONES	3303	5401	000	000	(1,000.00)
			3303	5204	000	000	1,000.00

**County of Frederick, VA**  
**Report on Unreserved Fund Balance**  
**June 30, 2015 \*PRELIMINARY\***

**Unreserved Fund Balance, Beginning of Year, July 1, 2014** **39,292,350**

**Prior Year Funding & Carryforward Amounts**

C/F Dare	(2,065)
C/F sign materials	(4,500)
C/F Shelter van accessories	(1,330)
C/F K9 unit accessories	(3,000)
C/F Fire Company Capital	(167,180)
C/F Designated School Operating funds	(108,939)
C/F School Operating to School Capital	(542,594)
C/F forfeited assets	(53,015)
C/F EDA incentives	(375,000)
	(1,257,622)

**Other Funding / Adjustments**

HP Hood incentive	(500,000)
Airport capital	(80,282)
COR refund - Disabled Veteran	(2,793)
(7) DSS positions	(221,648)
COR refund - Disabled Veteran	(3,817)
OSSI licenses - Sheriff	(53,693)
COR refund - New World Pasta	(44,457)
Recycling cans	(14,850)
Sheriff PT - court bailiffs	(175,000)
Sheriff - 10 vehicles & equipment	(284,781)
Inspections PT to FT position	(11,843)
COR PT to FT position	(14,393)
Litigation settlement	(118,972)
COR refund - St Beach Spa	(2,670)
COR refund - Autotrademark of Winchester	(4,960)
COR refund - Michael Webber	(3,542)
Parks pools sand filters	(48,000)
COR refund - VFS Leasing Co	(17,575)
COR refund - Ryder Truck Rental Inc	(4,007)
COR refund - ARI Fleet LT	(6,589)
Litigation settlement	(33,321)
COR refund - Chemstone	(33,241)
COR refund - Disabled Veteran	(6,014)
Parks FT Rech Tech position	(18,770)
VJCCCA funds returned	(20,488)
COR refund - Quantum	(2,565)
COR refund - Ryder Truck Rental Inc	(3,420)
EDA incentive - Chemstone	(150,000)
Bariatric Equipment - F&R	(16,406)
COR refund - Sonoco	(2,933)
COR refund - United Rentals	(5,523)
COR refund - BMW Financial Services	(2,796)
COR refund - mortgage company	(60,113)
F&R overtime	(160,000)
June 2015 primary election	(24,495)
EDA incentive reserve correction	550,000
COR refund - Dominion Self Storage	(4,012)
COR refund - RDM Hospitatlity LLC	(15,342)
DSS local share reduction	10,000
Airport operating	(37,550)
	(1,650,860)

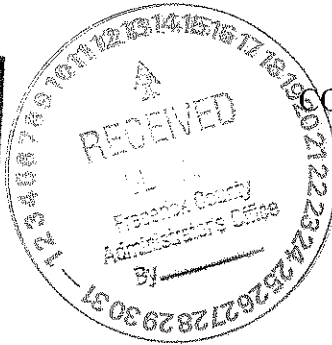
**Year End Adjustments**

Remove FY15 Budget	8,592,513
Reserve proffer funds	(1,112,929)
Reserve PEG funds	(70,941)
Reserve Courthouse Security funds	(46,894)
Reverse interest	(39)
	7,361,711

**Fund Balance, June 30, 2015 \*PRELIMINARY\*** **43,745,579**



FREDERICK COUNTY  
 JUL 21 2015  
 FINANCE DEPARTMENT



COUNTY OF FREDERICK

**Roderick B. Williams**  
 County Attorney

540/722-8383  
 Fax 540/667-0370  
 E-mail:  
 rwillia@fcva.us

**MEMORANDUM**

TO: Brenda G. Garton  
 County Administrator

FROM: Roderick B. Williams  
 County Attorney

DATE: July 13, 2015

RE: Fire and Rescue Volunteer Length of Service Program

*To Cheryl  
 for Finance Comm.  
 BGG  
 7/17/15*

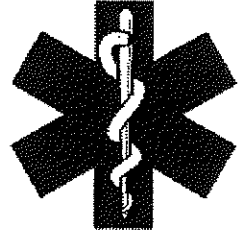
I received the attached during the time I served as Interim County Administrator. The Length of Service Program provides financial incentives to volunteer firefighters who have served the County for a specified number of years. The Finance Department indicated the possibility of an adjustment for FY16 to cover the additional amounts referenced in Mr. Cunningham's letter, but I did not reach a resolution of the matter.

It would appear that, for future years, the Volunteer Fire & Rescue Association should submit a budget request during the budget process, for the anticipated amount needed for the program for the then-ensuing fiscal year. The budget amount approved would then determine the availability of program benefits.

*Transfer from cont.  
 BGG  
 7/23/15*



**Frederick County  
Volunteer Fire & Rescue Association  
FREDERICK COUNTY, VIRGINIA**



Daniel C. Cunningham  
President

1080 Coverstone Drive  
Winchester, VA 22602

20 April 2015

Mr. Roderick B. Williams  
County Administrator  
107 North Kent Street  
Winchester, VA 22601


Dear Mr. Williams,

This letter is to request \$3,840 funding for the Frederick County Volunteer Length of Service Program, for the year beginning 1 July 2015.

As you are aware the current length of service program is funded at \$92,040.00 per year. That amount is currently able to support the current volunteers enrolled in the program. Because no additional funds were received for this year and no one left the program we will be unable to add the two volunteers that are eligible to be enrolled. Both volunteers this year are eligible for the maximum quarterly payment of \$480 each. Without additional funds we will be forced to delay enrollment for these two volunteers.

I appreciate your consideration of this request. Please feel free to contact me if you have any additional questions.

Sincerely,

  
Dan Cunningham  
President

**•Volunteer Companies•**

Stephens City Fire & Rescue ♦ Middletown Fire & Rescue ♦ Clear Brook Fire & Rescue ♦ Gore Fire & Rescue  
Round Hill Community Fire & Rescue ♦ Gainesboro Fire & Rescue ♦ Star Tannery Fire & Rescue ♦ Greenwood Fire & Rescue  
North Mountain Fire & Rescue ♦ Reynolds Store Fire & Rescue ♦ Millwood Station Fire & Rescue

**Frederick County Fire  
and Rescue  
Length of Service  
Benefit Program**

**Frederick County Fire and Rescue**  
**Volunteer Length of Service Benefit Program**

**What is the goal of the of the Volunteer Length of Service Benefit Program?**

To increase volunteer fire and rescue personnel recruitment.

**When will the program be evaluated to determine if the goal is being meet?**

After 36 months, recruitment will be reviewed to determine if the Length of Service Benefit Program has increased recruited fire and rescue personnel. If the program is considered successful after 36 months, the program could continue. If the program is considered unsuccessful, the program will be terminated.

**If the Volunteer Length of Service Benefit Program is terminated, will the county lose all of the funds invested in the program?**

All funds with the exception of those paid for benefits to the members will be retained. The county will self-insure the program to provide for the assurance that only funds paid for benefits will be disbursed. All other funds will remain property of the County of Frederick. The Fire and Rescue Association or any other party will claim no rights to the funds set aside for this program.

**Who is eligible to participate in the program?**

A roster will be submitted by the applicable organizations to the Frederick County Fire and Rescue Department for approval. To qualify for eligibility, the Frederick County Fire and Rescue Department has developed a point system that each member must accumulate a minimum of 50 points each year to qualify for benefits. After the initial roster, future years will be based on the organizations point system or other approved methods used to determine active status.



**What are the benefits of the program?**

At entitlement age, members are entitled to a monthly income from the plan payable for life, pending an annual appropriation by the Board of Supervisors. The benefit formula is as follows:

\$10.00 per month for each year past service (service before the plan begins) to a maximum of 10 years.

*100 per 1000*

*plan began FY 03 budget  
payment started FY 01 budget +10*

\$10.00 per month for each year of future service (service after the plan begins).

*04 110  
05 120*

\$300.00 maximum monthly benefit (30 total years service)

**When do members start receiving a monthly benefit?**

A. Monthly entitlement benefits will begin at age 65, and after participating in the plan at least 1 year. The volunteer does not have to leave the organization or become less active to receive the benefit.

*only began 10/1/00*

B. Any members reaching entitlement age during the first plan year begin receiving benefits on the plan anniversary date. If future years, monthly benefits begin on the plan anniversary following entitlement age.

**How is a member's monthly benefit earned?**

Each year of active service adds to a member's monthly benefit. The member becomes vested (guaranteed) after a period of 5 years of service. The following schedule illustrates benefits payable based on the number of years actually earned.

Years of Service (Including Past Service)	Earned Benefit	Vested Percentage	Benefit Payable
1	10.00	0	0.00
2	20.00	0	0.00
3	30.00	0	0.00
4	40.00	0	0.00
5	50.00	100%	50.00
6	60.00	100%	60.00

7	70.00	100%	70.00
8	80.00	100%	80.00
9	90.00	100%	90.00
10	100.00	100%	100.00
15	150.00	100%	150.00
30	300.00	100%	300.00

**What happens to members who terminate before reaching entitlement age?**

Members terminating before becoming vested will receive no benefits from the plan. It is the members responsibility to provide the county with current addresses and maintain records for future verification of members status. If member status can not be verified by the county, the member will not receive benefits.

**What happens if a vested member dies prior to entitlement age?**

Only members in the program are entitled to their benefits. They are non-transferable and will not be paid to beneficiaries of the deceased member.

FREDERICK COUNTY  
FIRE AND RESCUE DEPARTMENT

VOLUNTEER BENEFITS  
POINT SYSTEM

The following qualification system describes the participation categories and associated points credited for service toward benefit eligibility for each calendar year.

Each member must accumulate a minimum of 50 points each year to qualify for benefits.

PARTICIPATION CATEGORIES

Training Courses

25 Point Maximum

- A. Courses under 20 hours length - 5 pts. per course  
(This includes one-day courses, seminars, etc).
- B. Courses of 20-45 hours length - 10 pts. per course  
(This includes short courses, regional schools, etc).
- C. Courses over 45 hours length - 15 pts. per course  
(This includes individual categories of state certification).

Company Drill or Training Session

20 Point Maximum

1 point per session (Minimum 2-hour drill or training session.)

Elected or Appointed Position

20 Point Maximum

20 points are awarded for completion of a full one year term in an approval elected or appointed office at the company or county level.

Business Meeting Attendance

20 Point Maximum

1 point per meeting for attendance at any official business meetings at the company or county level.

Fund Raising

20 Point Maximum

1 point is awarded for each 2-hours of participation in fund raising activities.

Fire Incident Response

15 Point Maximum

1 point is awarded for each response to a fire incident.

EMS Incident Response

15 Point Maximum

1 point is awarded for each response to an emergency medical incident.

Work Details

15 Point Maximum

1 point is awarded for each 2 hour work period during an official company or county work detail.

Committee Work

15 Point Maximum

1 point for attendance and work with officially designated committees at both the company and county level.

Certification:

It shall be the responsibility of each company to maintain an accurate and detailed record of participation in each category by each member.

At the completion of each calendar year, the company shall compile a report of each eligible member's activity on the appropriate county forms and forward them to the Fire and Rescue Department's Administrative Office.

The Company Chief or President must sign each member's report form and attest to its accuracy and the member's eligibility for associated benefits.

**FREDERICK COUNTY FIRE AND RESCUE**  
**PERSONAL PROPERTY TAX EXEMPTION PROGRAM FORM**

COMPANY NAME: \_\_\_\_\_

PERIOD COVERED: \_\_\_\_\_ THROUGH \_\_\_\_\_

MEMBER: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

<u>TYPE</u>	<u>MAXIMUM ALLOWABLE</u>	<u>POINTS EARNED</u>
Training Courses	25	_____
Training Sessions	20	_____
Elected Positions	20	_____
Business Meetings	20	_____
Fund Raising	20	_____
Fire Responses	15	_____
EMS Responses	15	_____
Work Details	15	_____
Committee Work	15	_____
TOTAL POINTS		_____

FIRE AND RESCUE MEMBER:

I, \_\_\_\_\_, hereby certify that the information submitted above is true and accurate.

\_\_\_\_\_  
(Signature)

COMPANY CHIEF/PRESIDENT:

I, \_\_\_\_\_, hereby certify that the above member has earned the point credits listed above and does qualify for the tax reduction.

\_\_\_\_\_  
(Signature)

COUNTY OFFICIAL:

I, \_\_\_\_\_, hereby approve the personal property tax exemption requested above.

\_\_\_\_\_  
(Signature)

FREDERICK COUNTY, VIRGINIA  
 FIRE AND RESCUE DEPARTMENT  
 PERSONAL VEHICLE  
 PROPERTY TAX EXEMPTION  
 REPORT FORM

In accordance with Section 58.1-3506 of the Code of Virginia, as amended, the Frederick County Board of Supervisors has declared that one vehicle owned by a volunteer rescue squad or volunteer fire department member shall constitute a separate class of property from other classifications in order that the Board of Supervisors may levy a tax on such property at a different rate from the tax levied on other tangible personal property. The one vehicle so classified must be owned by the fire and rescue volunteer.

Individual eligibility requirements established by the Volunteer Fire and Rescue Association are as follows:

All Members:

- \* have at least one full year of membership with company
- \* meet the minimum criteria under the eligibility point system
- \* meet the volunteer company's requirements for active status
- \* vehicle registered in Frederick County, VA

Vehicle Information (Please type or print clearly)

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

S.S.N. \_\_\_\_\_ Home Phone \_\_\_\_\_

Volunteer Fire Company \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_

Model \_\_\_\_\_ I.D.# \_\_\_\_\_

County or Town Registration Sticker # \_\_\_\_\_

Under penalty of law, I certify that the information provided above is true and correct and that I meet the above stated eligibility requirements for the personal property tax exemption.

\_\_\_\_\_  
 (Member Signature) (Date)

Pursuant to Section 58.1-3506 of the Code of Virginia, as amended, I certify that the above named is a member in good standing of the \_\_\_\_\_ Volunteer Fire Company of Frederick County, Virginia, and that he/she meets the said eligibility requirements.

\_\_\_\_\_  
 (Chief or President Signature) (Title) (Date)

ending 6/30/2015

AP240	7/28/2015	COUNTY OF FREDERICK VA.	OPEN PURCHASE ORDERS	* OPEN *	PAGE 1			
FO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	FO Description
---	----	----	-----	----	-----	-----	-----	-----
21512	008706	DOMINION CONSTRUCTION	4010-042030-8900-000-000-	6/24/2013	119,200.00			CONCRETE WALL/SLAB/GAINESBORO
21512	008706	DOMINION CONSTRUCTION	4010-042030-8900-000-000-	9/25/2013	113,240.00-	5,960.00		
						-----		
						5,960.00 *		
21612	007277	CFS	4010-071090-5413-000-000-	3/11/2014	7,480.00			LIQUI-CHLOR
21612	007277	CFS	4010-071090-5413-000-000-	3/11/2014	1,749.00			HYDROCHLORIC ACID
21612	007277	CFS	4010-071090-5413-000-000-	7/23/2014	1,070.90-			
21612	007277	CFS	4010-071090-5413-000-000-	8/19/2014	399.80-			
21612	007277	CFS	4010-071090-5413-000-000-	9/17/2014	249.80-			
21612	007277	CFS	4010-071090-5413-000-000-	10/22/2014	1,247.40-			
21612	007277	CFS	4010-071090-5413-000-000-	5/20/2015	798.40-			
21612	007277	CFS	4010-071090-5413-000-000-	7/22/2015	562.40-			
21612	007277	CFS	4010-071090-5413-000-000-	7/22/2015	4,900.30-	.00		
21612	007277	CFS	4010-071100-5413-000-000-	3/11/2014	7,480.00			LIQUI-CHLOR
21612	007277	CFS	4010-071100-5413-000-000-	3/11/2014	1,749.00			HYDROCHLORIC ACID
21612	007277	CFS	4010-071100-5413-000-000-	7/23/2014	2,733.30-			
21612	007277	CFS	4010-071100-5413-000-000-	8/19/2014	2,020.80-			
21612	007277	CFS	4010-071100-5413-000-000-	9/17/2014	897.60-			
21612	007277	CFS	4010-071100-5413-000-000-	10/22/2014	748.00-			
21612	007277	CFS	4010-071100-5413-000-000-	12/19/2014	508.40-			
21612	007277	CFS	4010-071100-5413-000-000-	5/20/2015	399.20-			
21612	007277	CFS	4010-071100-5413-000-000-	7/22/2015	1,639.10-			
21612	007277	CFS	4010-071100-5413-000-000-	7/22/2015	282.60-	.00		
						-----		
						.00 *		
21685	008294	GAY AND NEEL INC	4010-071030-8900-000-000-	8/07/2014	12,000.00			ROSE HILL PARK ENGINEERING SVC
21685	008294	GAY AND NEEL INC	4010-071030-8900-000-000-	9/19/2014	1,000.00-			
21685	008294	GAY AND NEEL INC	4010-071030-8900-000-000-	10/27/2014	2,000.00-			
21685	008294	GAY AND NEEL INC	4010-071030-8900-000-000-	11/24/2014	1,000.00-	8,000.00		
						-----		
						8,000.00 *		
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	8/07/2014	6,199,898.00			CONSTRUCTION OF NEW ROUND HILL
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	10/07/2014	369,930.23-			
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	11/07/2014	385,912.79-			
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	11/17/2014	4,683.71			RELOCATION OF EXISTING SVEC
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	11/17/2014	53,329.23			INSTALL MULTIPLE UTILITY
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	12/10/2014	357,379.82-			
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	1/27/2015	519,121.62-			
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	1/28/2015	2,364.74			ADD'L WORK REQUIRED
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	2/20/2015	492,502.50-			
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	3/20/2015	180,871.07-			
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	4/22/2015	296,802.59-			
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	5/18/2015	3,539.00			REMOVAL OF EXIST PHONE LINE
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	5/22/2015	263,958.95-			
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	5/26/2015	9,547.14			UPGRADE SPINNING WHEEL LN
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	5/27/2015	14,560.81			CHG DR HEWWE, ADD'L WIRING
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	5/27/2015	.00			EXTEND CONTRACT DATE
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	6/16/2015	28,689.47			ELEC SERV ENTRANCE CHG
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	6/16/2015	5,077.49			ADD ELEC HOIST & TROLLEY BEAM
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	6/16/2015	346.40			REL DOUBLE IRS & NEW FRAME
21688	009711	CALDWELL & SANIMYER INC	4026-012260-8800-000-003-	6/24/2015	685,140.52-			

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
---	-----	----	-----	----	-----	-----		-----
21688	009711	CALDWELL & SANMYER INC	4026-012260-8800-000-003-	7/24/2015	213,229.07-	2,557,186.83		
						2,557,186.83 *		
21691	005006	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-073-	8/19/2014	425,000.00			CONSTRUCTION PHASE SOUTH APRON
21691	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-073-	10/07/2014	33,839.72-			
21691	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-073-	11/07/2014	16,110.31-			
21691	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-073-	11/21/2014	44,806.56-			
21691	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-073-	12/11/2014	39,132.31-			
21691	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-073-	1/27/2015	34,557.33-			
21691	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-073-	2/20/2015	8,057.82-			
21691	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-073-	3/20/2015	6,074.43-			
21691	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-073-	4/22/2015	2,426.96-			
21691	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-073-	5/22/2015	3,614.70-			
21691	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-073-	6/24/2015	18,014.21-			
21691	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-073-	7/24/2015	42,820.66-	175,544.99		
						175,544.99 *		
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	9/15/2014	2,983,401.36			CONSTR PHASE APRON SOUTH APRON
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	12/19/2014	87,129.00-			
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	12/19/2014	87,129.00-			
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	12/19/2014	87,129.00-			
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	12/19/2014	87,129.00-			
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	12/19/2014	87,129.00-			
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	2/20/2015	87,534.96-			
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	2/20/2015	87,534.96-			
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	2/20/2015	87,534.96-			
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	2/20/2015	87,534.97-			
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	2/20/2015	87,534.96-			
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	2/20/2015	87,534.96-			
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	2/20/2015	87,534.96-			
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	7/22/2015	98,185.09-			
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	7/22/2015	98,185.08-			
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	7/22/2015	98,185.08-	1,542,271.30		
21709	006204	W-L CONSTRUCTION &	4085-081030-8801-000-073-	7/22/2015	98,185.08-	1,542,271.30 *		
21711	005006	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-041-	9/19/2014	181,206.00			ENVIRONMENTAL ASSESSMENT
21711	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-041-	11/07/2014	6,850.47-			
21711	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-041-	11/21/2014	5,894.64-			
21711	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-041-	12/11/2014	6,055.13-			
21711	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-041-	1/27/2015	4,212.65-			
21711	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-041-	2/20/2015	6,395.47-			
21711	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-041-	3/20/2015	5,046.00-			
21711	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-041-	4/22/2015	5,062.03-			
21711	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-041-	5/22/2015	5,046.00-			
21711	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-041-	6/24/2015	5,046.00-			
21711	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-041-	7/24/2015	4,205.00-	127,392.61		
						127,392.61 *		



PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
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21734	007692	EAST COAST EMERGENCY	4030-013300-5413-000-000-	12/10/2014	3,520.06		00	TABLET MOUNTING PROJECT
21734	007692	EAST COAST EMERGENCY	4030-013300-5413-000-000-	6/19/2015	3,520.06-	.00	00	
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						.00 *		
21736	005793	DIGITAL VIDEO GROUP INC	4010-011010-8007-000-000-	12/17/2014	179,615.60			BOS SOUND ROOM EQUIPMENT
21736	005793	DIGITAL VIDEO GROUP INC	4010-011010-8007-000-000-	5/20/2015	58,115.89-			
21736	005793	DIGITAL VIDEO GROUP INC	4010-011010-8007-000-000-	5/20/2015	58,121.12-	63,378.59		
						-----		
						63,378.59 *		
21743	005611	JT PACKARD	4010-012220-8007-000-000-	12/24/2014	25,634.30		00	MITSUBISHI DIAMOND+ 1100 UPS
21743	005611	JT PACKARD	4010-012220-8007-000-000-	4/21/2015	19,696.30-		00	
21743	005611	JT PACKARD	4010-012220-8007-000-000-	6/19/2015	5,938.00-	.00	00	
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						.00 *		
21747	005329	COLONIAL FORD TRUCK SALES	4010-031020-8005-000-000-	1/27/2015	81,125.52	81,125.52		F150 4X4 SUPERCREW TRUCK
						-----		
						81,125.52 *		
21750	001230	ALCAN TRACTOR CO INC	4012-042040-8006-000-000-	2/20/2015	656,332.00	656,332.00		2015 CAT 826K COMP-GES UPGRADE
						-----		
						656,332.00 *		
21751	008709	TRISTAR METALS INC	4010-043050-5413-000-000-	2/26/2015	11,210.00		00	DOUBLE STACK SS CAT CONDO
21751	008709	TRISTAR METALS INC	4010-043050-5413-000-000-	2/26/2015	750.00		00	STAINLESS STEEL BACK
21751	008709	TRISTAR METALS INC	4010-043050-5413-000-000-	2/26/2015	4,250.00		00	CABINET BASE
21751	008709	TRISTAR METALS INC	4010-043050-5413-000-000-	2/26/2015	810.00-		00	SHELTER DISCOUNT ALL ITEMS
21751	008709	TRISTAR METALS INC	4010-043050-5413-000-000-	2/26/2015	1,675.00		00	SHIPPING AND HANDLING
21751	008709	TRISTAR METALS INC	4010-043050-5413-000-000-	6/19/2015	17,075.00-	.00	00	
						-----		
						.00 *		
21755	007875	QUAIMED INC	4010-035050-5404-000-000-	3/06/2015	2,094.00		00	39" HOVERMATT
21755	007875	QUAIMED INC	4010-035050-5404-000-000-	3/06/2015	4,460.00		00	EVACUATION HOVERJACK II
21755	007875	QUAIMED INC	4010-035050-5404-000-000-	3/06/2015	1,028.00		00	1100 W
21755	007875	QUAIMED INC	4010-035050-5404-000-000-	3/06/2015	809.98		00	RESCUE RANDY
21755	007875	QUAIMED INC	4010-035050-5404-000-000-	3/06/2015	2,085.00		00	RESCUE RANDY
21755	007875	QUAIMED INC	4010-035050-5404-000-000-	3/06/2015	129.00		00	RESUE RANDY
21755	007875	QUAIMED INC	4010-035050-5404-000-000-	3/06/2015	300.00		00	SHIPPING & HANDLING
21755	007875	QUAIMED INC	4010-035050-5404-000-000-	5/20/2015	3,323.98-		00	
21755	007875	QUAIMED INC	4010-035050-5404-000-000-	6/19/2015	2,094.00-		00	
21755	007875	QUAIMED INC	4010-035050-5404-000-000-	6/19/2015	5,488.00-	.00	00	
21755	007875	QUAIMED INC	4010-035050-8009-000-000-	3/06/2015	7,300.00		00	FERN EZ GLIDE
21755	007875	QUAIMED INC	4010-035050-8009-000-000-	5/20/2015	7,300.00-	.00	00	
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						.00 *		
21762	005205	CALLS LLC	4010-031020-5410-000-000-	3/17/2015	3,390.00			HI LITE XPLIIA W/ TWO CARRIERS

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
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21762	005205	CALLS LLC	4010-031020-5410-000-000-	3/19/2015	1,130.00			HI LITE XPIIIIA W/ TWO CARRIERS
21762	005205	CALLS LLC	4010-031020-5410-000-000-	5/20/2015	565.00-			
21762	005205	CALLS LLC	4010-031020-5410-000-000-	7/22/2015	3,955.00-	.00		
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						.00 *		
21763	004243	MARYLAND FIRE EQUIPMENT	4010-035050-5410-000-000-	3/19/2015	990.24		00	WORKRITE NMEX PANTS
21763	004243	MARYLAND FIRE EQUIPMENT	4010-035050-5410-000-000-	3/19/2015	2,444.41		00	WORKRITE NMEX PANTS
21763	004243	MARYLAND FIRE EQUIPMENT	4010-035050-5410-000-000-	3/19/2015	.00		00	SHIPPING & HANDLING
21763	004243	MARYLAND FIRE EQUIPMENT	4010-035050-5410-000-000-	6/19/2015	3,434.65-	.00	00	
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						.00 *		
21764	009450	QUALITY POLE INSPECTION &	4010-071090-3004-000-003-	3/20/2015	9,374.85		00	POLE INSPECTIONS CLEARBROOK PK
21764	009450	QUALITY POLE INSPECTION &	4010-071090-3004-000-003-	6/10/2015	9,374.85-	.00	00	
21764	009450	QUALITY POLE INSPECTION &	4010-071100-3004-000-003-	3/20/2015	9,374.85		00	POLE INSPECTIONS SHERANDO PARK
21764	009450	QUALITY POLE INSPECTION &	4010-071100-3004-000-003-	6/10/2015	9,374.85-	.00	00	
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						.00 *		
21766	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5404-000-000-	3/25/2015	39.15	39.15		GLOBE #D1253-G LETTERING
21766	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	3/25/2015	5,341.60			GLOBE #D1253-G JACKET
21766	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	3/25/2015	4,629.25			GLOBE #E1253-G TROUSERS
21766	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	3/25/2015	.00			REQUEST
21766	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	3/25/2015	.00			SHIPPING INCLUDED
21766	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	7/22/2015	10,010.00-	39.15-		
						-----		
						.00 *		
21768	005095	BJ S CUSTOM CREATIONS	4011-033010-5410-000-000-	3/26/2015	9,247.50			UNIFORM PANTS
21768	005095	BJ S CUSTOM CREATIONS	4011-033010-5410-000-000-	3/26/2015	9,321.48			UNIFORM SHIRTS
21768	005095	BJ S CUSTOM CREATIONS	4011-033010-5410-000-000-	7/22/2015	19,283.04-			
21768	005095	BJ S CUSTOM CREATIONS	4011-033010-5410-000-000-	7/22/2015	714.06	.00		
						-----		
						.00 *		
21773	003799	SIGNET SCREEN PRINTING &	4010-031020-5413-000-001-	4/14/2015	3,452.40		00	DARE T-SHIRTS
21773	003799	SIGNET SCREEN PRINTING &	4010-031020-5413-000-001-	4/14/2015	63.72		00	DARE T-SHIRTS
21773	003799	SIGNET SCREEN PRINTING &	4010-031020-5413-000-001-	6/19/2015	3,505.00-		00	
21773	003799	SIGNET SCREEN PRINTING &	4010-031020-5413-000-001-	6/19/2015	11.12-	.00	00	
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						.00 *		
21775	005802	SHEEHY FORD OF RICHMOND	4010-031020-8005-000-000-	4/30/2015	178,787.00			2015 POLICE INTERCEPTOR
21775	005802	SHEEHY FORD OF RICHMOND	4010-031020-8005-000-000-	4/30/2015	791.28	179,578.28		DELIVERY CHARGE
						-----		
						179,578.28 *		
21776	000581	FLOOR SHOP THE	4011-033010-3004-000-003-	5/06/2015	18,305.00			REMOVE AND INSTALL CARPET
21776	000581	FLOOR SHOP THE	4011-033010-3004-000-003-	7/22/2015	18,305.00-	.00		
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PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
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21777	003943	MOORE MEDICAL LLC	4030-013300-5404-000-000-	5/07/2015	3,533.00			CYANKIT
21777	003943	MOORE MEDICAL LLC	4030-013300-5404-000-000-	5/07/2015	.00			GROUND SHIPPING
21777	003943	MOORE MEDICAL LLC	4030-013300-5404-000-000-	7/22/2015	3,533.00-	.00		
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						.00 *		
21778	000390	MOTOROLA SOLUTIONS INC	4010-035050-5407-000-000-	5/08/2015	5,250.00			HT1250
21778	000390	MOTOROLA SOLUTIONS INC	4010-035050-5407-000-000-	5/08/2015	288.75			REMOTE SPEAKER MIC
21778	000390	MOTOROLA SOLUTIONS INC	4010-035050-5407-000-000-	5/08/2015	.00			ACCESSORIES
21778	000390	MOTOROLA SOLUTIONS INC	4010-035050-5407-000-000-	7/22/2015	229.22-			
21778	000390	MOTOROLA SOLUTIONS INC	4010-035050-5407-000-000-	7/22/2015	4,520.25-	789.28		
21778	000390	MOTOROLA SOLUTIONS INC	4010-035050-8003-000-000-	5/08/2015	5,496.90			AEX 7500
21778	000390	MOTOROLA SOLUTIONS INC	4010-035050-8003-000-000-	5/08/2015	4,821.65			AEX 7500
21778	000390	MOTOROLA SOLUTIONS INC	4010-035050-8003-000-000-	7/22/2015	10,318.55-	.00		
						-----		
						789.28 *		
21779	005802	SHEEHY FORD OF RICHMOND	4010-031020-8005-000-000-	5/11/2015	76,962.12	76,962.12		2015 FORD INTERCEPTORS
						-----		
						76,962.12 *		
21780	000390	MOTOROLA SOLUTIONS INC	4010-031020-5409-000-000-	5/12/2015	29,758.50			MOBILE RADIOS
21780	000390	MOTOROLA SOLUTIONS INC	4010-031020-5409-000-000-	5/12/2015	12,452.40			PORTABLES
21780	000390	MOTOROLA SOLUTIONS INC	4010-031020-5409-000-000-	7/22/2015	40,042.80-			
21780	000390	MOTOROLA SOLUTIONS INC	4010-031020-5409-000-000-	7/22/2015	2,168.10-	.00		
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						.00 *		
21781	009067	ELECTRONIC SYSTEMS INC	4026-012260-8800-000-003-	5/12/2015	37,975.95			CISCO SYSTEM & ASSOC SERVICES
21781	009067	ELECTRONIC SYSTEMS INC	4026-012260-8800-000-003-	7/22/2015	28,202.95-	9,773.00		
						-----		
						9,773.00 *		
21782	002668	R K CHEVROLET INC	4010-042010-8005-000-000-	5/14/2015	25,800.00			2015 CHEVY COLORADO TRK
21782	002668	R K CHEVROLET INC	4010-042010-8005-000-000-	5/14/2015	485.00			OPTIONAL LOCKING DIFFERENTIAL
21782	002668	R K CHEVROLET INC	4010-042010-8005-000-000-	5/14/2015	347.40	26,632.40		DELIVERY FEE
						-----		
						26,632.40 *		
21783	005329	COLONIAL FORD TRUCK SALES	4010-043010-8005-000-000-	5/14/2015	27,963.50	27,963.50		2015 FORD F150 PICK UP TRUCK
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						27,963.50 *		
21784	009489	BIGDOGLOCKERS.COM	4011-033010-5413-000-000-	5/14/2015	2,987.40			PENCO VANGUARD 2 PERSON LOCKER
21784	009489	BIGDOGLOCKERS.COM	4011-033010-5413-000-000-	5/14/2015	195.34	3,182.74		SHIPPING
						-----		
						3,182.74 *		
21785	002668	R K CHEVROLET INC	4010-034010-8005-000-000-	5/15/2015	26,632.40	26,632.40		2015 CHEVROLET COLORADO
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FO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	FO Description
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21786	006548	SHI	4010-012220-5413-000-000-	5/21/2015	4,757.36		00	SQL SERVER 2014
21786	006548	SHI	4010-012220-5413-000-000-	6/19/2015	4,757.36-	.00	00	
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						.00 *		
21787	005859	CDW GOVERNMENT INC	4010-012100-5401-000-000-	5/22/2015	3,660.00		00	MS SURFACE PRO 3
21787	005859	CDW GOVERNMENT INC	4010-012100-5401-000-000-	6/19/2015	3,660.00-	.00	00	
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						.00 *		
21788	008709	TRISTAR METALS INC	4010-043050-5413-000-000-	5/27/2015	13,452.00			DOUBLE STACK SS CAT CONDO
21788	008709	TRISTAR METALS INC	4010-043050-5413-000-000-	5/27/2015	900.00			STAINLESS STEEL BACK
21788	008709	TRISTAR METALS INC	4010-043050-5413-000-000-	5/27/2015	5,100.00			SS BASE CABINET
21788	008709	TRISTAR METALS INC	4010-043050-5413-000-000-	5/27/2015	972.00-			SALES DISCOUNT
21788	008709	TRISTAR METALS INC	4010-043050-5413-000-000-	5/27/2015	1,997.00	20,477.00		SHIPPING AND HANDLING LIL
						-----		
						20,477.00 *		
21789	003954	DELL MARKETING LP	4010-012220-8007-000-000-	5/27/2015	6,781.42			DELL NBS SERVER
21789	003954	DELL MARKETING LP	4010-012220-8007-000-000-	7/22/2015	6,781.42-	.00		
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						.00 *		
21790	008157	STALLARD TECHNOLOGIES INC	4010-012200-5413-000-003-	5/29/2015	2,950.00			DELL POWEREDGE SERVER
21790	008157	STALLARD TECHNOLOGIES INC	4010-012200-5413-000-003-	7/22/2015	2,950.00-	.00		
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						.00 *		
21791	005939	GASOLINE ALLEY AUTO SALES	4010-042050-8005-000-000-	5/29/2015	13,259.75			2008 FORD VAN
21791	005939	GASOLINE ALLEY AUTO SALES	4010-042050-8005-000-000-	7/22/2015	13,259.75-	.00		
						-----		
						.00 *		
21792	005397	SOUTHERN COMPUTER	4010-081010-5413-000-000-	6/01/2015	356.64			KENSINGTON KEYBOARD AND CASE
21792	005397	SOUTHERN COMPUTER	4010-081010-5413-000-000-	6/01/2015	2,869.74			16GB APPLE IPAD AIR 2 WI-FI
21792	005397	SOUTHERN COMPUTER	4010-081010-5413-000-000-	6/01/2015	3,619.98			16GB IPAD AIR 2 WI-FI+CELLULAR
21792	005397	SOUTHERN COMPUTER	4010-081010-5413-000-000-	6/01/2015	183.42			TARGUS FLIP COVER FOR IPAD
21792	005397	SOUTHERN COMPUTER	4010-081010-5413-000-000-	7/22/2015	2,890.12-			
21792	005397	SOUTHERN COMPUTER	4010-081010-5413-000-000-	7/22/2015	3,619.98-			
21792	005397	SOUTHERN COMPUTER	4010-081010-5413-000-000-	7/22/2015	356.64-			
21792	005397	SOUTHERN COMPUTER	4010-081010-5413-000-000-	7/22/2015	163.04-	.00		
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						.00 *		
21793	004343	MID-ATLANTIC EQUIPMENT	4010-042030-8006-000-000-	6/02/2015	9,350.00			30YD RECY CAN DELIVERED
21793	004343	MID-ATLANTIC EQUIPMENT	4010-042030-8006-000-000-	6/02/2015	8,125.00	17,475.00		43 YD COMPACTION CONTAINER
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						17,475.00 *		

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
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21794	005205	CALLS LLC	4010-031020-5410-000-000-	6/04/2015	8,475.00	8,475.00		HI LITE XPIIIIA W/ TWO CARRIERS
						8,475.00 *		
21795	006532	DALY COMPUTERS	4010-013010-5401-000-000-	6/09/2015	24,582.00	24,582.00		DALY LAPTOP COMPUTERS
						24,582.00 *		
21796	008046	VIRGINIA BUSINESS SYSTEMS	4010-021060-5401-000-000-	6/09/2015	3,433.87	3,433.87		KONICA MINOLTA BIZHUB 364E
						3,433.87 *		
21797	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	6/16/2015	1,848.00			MES CROSSFIRE KNIGHT
21797	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	6/16/2015	2,265.62			PRO WARRINGTON STRUCIURAL
21797	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	6/16/2015	150.00			SHIPPING & HANDLING
21797	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	7/22/2015	4,113.62-			
21797	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	7/22/2015	150.00-	.00		
						.00 *		
21798	009172	THE HCN COMPANY LLC	4011-033010-5401-000-000-	6/16/2015	13,492.80	13,492.80		HON DESKS PER QUOTE
						13,492.80 *		
21799	009269	JORGENSEN COMPANIES	4011-033010-5413-000-000-	6/16/2015	1,998.95			LOCKERS
21799	009269	JORGENSEN COMPANIES	4011-033010-5413-000-000-	6/16/2015	200.00			SHELF
21799	009269	JORGENSEN COMPANIES	4011-033010-5413-000-000-	6/16/2015	170.00			QUICK DRYING COAT HANGERS
21799	009269	JORGENSEN COMPANIES	4011-033010-5413-000-000-	6/16/2015	27.00			APPAREL HOOKS
21799	009269	JORGENSEN COMPANIES	4011-033010-5413-000-000-	6/16/2015	430.00			LOCKER BENCH SEAT
21799	009269	JORGENSEN COMPANIES	4011-033010-5413-000-000-	6/16/2015	419.00	3,244.95		SHIPPING
						3,244.95 *		
21800	002497	TURF EQUIPMENT & SUPPLY	4010-071090-8001-000-000-	6/16/2015	13,057.65	13,057.65		TORO Z-TURN RIDING MOWER
						13,057.65 *		
21801	006548	SHI	4011-033010-5401-000-000-	6/16/2015	29,710.80	29,710.80		MS OFFICE 2013 STANDARD
						29,710.80 *		
21802	005969	EK SECURITY AND HOME	4010-035060-5413-000-000-	6/16/2015	3,801.24			CAMERAS AND CABLE FOR N MI SIT
21802	005969	EK SECURITY AND HOME	4010-035060-5413-000-000-	6/16/2015	1,521.37	5,322.61		(1/2) DW CUBE W/4 T HARD DRIVE
21802	005969	EK SECURITY AND HOME	4010-043040-5400-000-005-	6/16/2015	1,521.36	1,521.36		(1/2) DW CUBE W/4 T HARD DRIVE
						6,843.97 *		
21803	000025	STUTZMAN JIM CHEVROLET -	4010-012100-8005-000-000-	6/16/2015	19,684.00		00	2014 JEEP PATRIOT LATITUDE 4X4

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
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21803	000025	STUTZMAN JIM CHEVROLET -	4010-012100-8005-000-000-	6/24/2015	19,684.00-	.00	00	
						-----		
						.00 *		
21804	002668	R K CHEVROLET INC	4010-071090-8005-000-000-	6/17/2015	23,900.00			2015 CHEVROLET SILVERADO 3500
21804	002668	R K CHEVROLET INC	4010-071090-8005-000-000-	6/17/2015	150.00			BEDLINER, UNDER THE RAIL
21804	002668	R K CHEVROLET INC	4010-071090-8005-000-000-	6/17/2015	325.00	24,375.00		STATIONARY TOOLBOX
						-----		
						24,375.00 *		
21805	002668	R K CHEVROLET INC	4010-071100-8005-000-000-	6/17/2015	23,900.00			2015 CHEVROLET SILVERADO 3500
21805	002668	R K CHEVROLET INC	4010-071100-8005-000-000-	6/17/2015	150.00			BEDLINER UNDER THE RAIL
21805	002668	R K CHEVROLET INC	4010-071100-8005-000-000-	6/17/2015	325.00	24,375.00		STATIONARY TOOLBOX
						-----		
						24,375.00 *		
21806	005039	TOWN POLICE SUPPLY	4010-031020-5409-000-000-	6/18/2015	6,970.00			SMITH WESSON M&P 40 PISTOL
21806	005039	TOWN POLICE SUPPLY	4010-031020-5409-000-000-	6/18/2015	5,511.73			SMITH & WESSON 15A RIFLE
21806	005039	TOWN POLICE SUPPLY	4010-031020-5409-000-000-	6/18/2015	190.89	12,672.62		BLACKHAWK 3 POINT UNIVERSAL
						-----		
						12,672.62 *		
21807	004839	TACTICAL TECHNOLOGIES INC	4010-031020-5413-000-012-	6/18/2015	21,717.00	21,717.00		TIGER PRIDE CAMERA SYSTEM
						-----		
						21,717.00 *		
21808	005205	GALLS LLC	4010-031020-5410-000-000-	6/18/2015	1,232.00			MENS TEX TROP2 SS ZIP SHIRTS
21808	005205	GALLS LLC	4010-031020-5410-000-000-	6/18/2015	1,316.00			MENS TEX TROP2 LS ZIP SHIRT
21808	005205	GALLS LLC	4010-031020-5410-000-000-	6/18/2015	1,120.00			PANT VA SHERIFF PINKTAN
21808	005205	GALLS LLC	4010-031020-5410-000-000-	6/18/2015	335.65			2 1/4IN SPW BROWN BELT
21808	005205	GALLS LLC	4010-031020-5410-000-000-	6/18/2015	770.00	4,773.65		SOFT SHELL JACKET
						-----		
						4,773.65 *		
21809	009534	EASTERN PANHANDLE USED	4011-033010-5413-000-000-	6/18/2015	3,000.00			40' STORAGE CONTAINER
21809	009534	EASTERN PANHANDLE USED	4011-033010-5413-000-000-	6/18/2015	175.00	3,175.00		DELIVERY CHARGE
						-----		
						3,175.00 *		
21810	005039	TOWN POLICE SUPPLY	4010-031020-5410-000-001-	6/19/2015	18,600.00			TACTICAL BALLISTIC VESTS
21810	005039	TOWN POLICE SUPPLY	4010-031020-5410-000-001-	6/19/2015	11,495.52	30,095.52		ARMOR PLATE
						-----		
						30,095.52 *		
21811	002668	R K CHEVROLET INC	4010-035050-8005-000-000-	6/19/2015	32,787.50			2015 CHEVY TAHOE POLICE
21811	002668	R K CHEVROLET INC	4010-035050-8005-000-000-	7/13/2015	32,787.50-	.00		
						-----		
						.00 *		

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
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21812	005329	COLONIAL FORD TRUCK SALES	4010-035050-8005-000-000-	6/19/2015	29,943.88	29,943.88		2016 FORD F250 PICK-UP
						-----		
						29,943.88 *		
21813	000581	FLOOR SHOP THE	4011-033010-3004-000-003-	6/22/2015	3,545.00	3,545.00		CARPET FOR RECORDS DEPT
						-----		
						3,545.00 *		
21814	008286	BULLEX DIGITAL SAFETY	4010-035050-5413-000-000-	6/23/2015	3,790.50			SMART DUMMY
21814	008286	BULLEX DIGITAL SAFETY	4010-035050-5413-000-000-	6/23/2015	302.30	4,092.80		SHIPPING & HANDLING
						-----		
						4,092.80 *		
21815	002497	TURF EQUIPMENT & SUPPLY	4010-071100-8001-000-000-	6/25/2015	13,057.65	13,057.65		TORO Z-TURN RIDING MOWER
						-----		
						13,057.65 *		
21816	009549	HIGHWAY SAFETY SUPPLY INC	4010-035050-5413-000-000-	6/25/2015	1,149.00			TRAFFIC CONES
21816	009549	HIGHWAY SAFETY SUPPLY INC	4010-035050-5413-000-000-	6/25/2015	2,221.80	3,370.80		TRAFFIC CONES
						-----		
						3,370.80 *		
21817	006416	EMERGENCY TRAINING	4010-035050-5411-000-000-	6/25/2015	8,753.65			TEXTBOOKS
21817	006416	EMERGENCY TRAINING	4010-035050-5411-000-000-	6/25/2015	.00	8,753.65		SHIPPING & HANDLING
						-----		
						8,753.65 *		
21818	009550	HALEY FORD	4010-035050-8005-000-000-	6/26/2015	26,893.50	26,893.50		2016 FORD POLICE
						-----		
						26,893.50 *		
21819	005859	CDW GOVERNMENT INC	4010-022010-8007-000-000-	6/29/2015	7,750.77	7,750.77		HP CLR LJ ENT FLOW MFP M680Z
						-----		
						7,750.77 *		
						-----		
						5,928,090.44 **		

**Frederick County Public Schools: FY2015 Year-End Encumbrances**

<b>PO NUMBER</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>ENCUMBRANCE</b>
48985 PO	COLLEGE-BOUND PUBLICATIONS	TESTING REPORTS FOR HIGH SCHOOLS	1,095.00
<b>50.1100.2.1.000.006067.00.18</b>		<b>TESTING MATERIALS</b>	<b>1,095.00</b>
49213 PO	CDW GOVERNMENT, INC.	ACER 16GB CHROMEBOOK	4,540.00
49213 PO	CDW GOVERNMENT, INC.	ACAD GOOGLE CHROME OS MGT LIC	500.00
<b>50.1100.3.1.000.006050.20.00</b>		<b>TECHNOLOGY HARDWARE</b>	<b>5,040.00</b>
48233 PO	RICOH USA, INC.	RICOH COPIER MONTHLY PAYMENT	455.26
<b>50.1310.3.2.000.005401.00.00</b>		<b>LEASE/RENT OF EQUIPMENT</b>	<b>455.26</b>
48235 PO	RICOH USA, INC.	RICOH COPIERS MONTHLY PAYMENT	890.68
<b>50.1410.2.1.000.005401.07.00</b>		<b>LEASE/RENT OF EQUIPMENT</b>	<b>890.68</b>
48805 PO	OWPR	FIRE PUMP & SPRINKLER SYSTEM	2,380.00
<b>50.4200.9.0.000.003310.01.00</b>		<b>REPAIRS AND MAINTENANCE</b>	<b>2,380.00</b>
48230 PO	OWPR	DESIGN FOR BACK FLOW PREVENTORS	18,640.00
<b>50.4200.9.0.000.003310.16.00</b>		<b>REPAIRS AND MAINTENANCE</b>	<b>18,640.00</b>
48869 PO	PARLIGHTS, INC.	SHERANDO AUDITORIUM LIGHTS	5,829.55
48870 PO	ANDERSON ROOFING	SHERANDO HS ROOF PROJECT	379,609.00
<b>50.4200.9.0.000.008151.20.00</b>		<b>REPLACEMENT EQUIPMENT</b>	<b>385,438.55</b>
48929 PO	MOBILE MODULAR MANAGEMENT	STONEWALL MODULAR INSTALLATION	56,027.00
<b>50.4200.9.0.000.008251.11.00</b>		<b>NEW EQUIPMENT</b>	<b>56,027.00</b>
48946 PO	MCGRANE FENCE CO INC	JAMES WOOD HIGH LABOR & MATERIAL	2,100.00
<b>50.4300.9.0.000.003310.01.00</b>		<b>REPAIRS AND MAINTENANCE</b>	<b>2,100.00</b>
48401 PO	OWPR	A&E FEE FOR SERVICES MS4 PROJECT	3,907.54
48628 PO	TRIAD ENGINEERING, INC.	SERVICES FOR WETLAND DELINEATION	1,326.24
48695 PO	OWPR	A & E SERVICES FOR STONEWALL MOD	2,750.00
<b>50.6300.9.0.000.003194.00.00</b>		<b>PURCHASED SERVICES</b>	<b>7,983.78</b>
48586 PO	OWPR	A&E SERVICES FOR PROJECT SCOPING	10,551.21
<b>50.6300.9.0.000.003194.00.56</b>		<b>PURCHASED SERVICES</b>	<b>10,551.21</b>
49021 PO	NCS TECHNOLOGIES, INC.	ASUS P53E SERVICE PART: MOTHERBOARD	340.00
<b>50.8100.9.0.000.006007.00.00</b>		<b>REPAIR &amp; MAINT PARTS/SUPP</b>	<b>340.00</b>
49215 PO	MOHAWK USA	GTX 30002 PROTECTIVE BAG 12" RED	5,614.42
49215 PO	MOHAWK USA	GTX 30002 PROTECTIVE BAG 12" BLUE	19,674.06
49215 PO	MOHAWK USA	GTX 30002 PROTECTIVE BAG 12" BLACK	23,052.04
<b>50.8100.9.0.000.006014.00.00</b>		<b>OTHER OPERATING SUPPLIES</b>	<b>48,340.52</b>



## Frederick County Public Schools: FY2015 Year-End Encumbrances

PO NUMBER	VENDOR NAME	DESCRIPTION	ENCUMBRANCE
49256 PO	CDW GOVERNMENT, INC.	SPECTRUM CLOUD 32 CART TIMER-BALLOON	3,987.00
49262 PO	CDW GOVERNMENT, INC.	SPECTRUM CLOUD 32 CART TIMER-BALLOON	2,658.00
49263 PO	CDW GOVERNMENT, INC.	SPECTRUM CLOUD 32 CART TIMER-BALLOON	6,645.00
49266 PO	CDW GOVERNMENT, INC.	SPECTRUM CLOUD 32 CART TIMER-BALLOON	21,264.00
<b>50.8100.9.0.000.006050.00.00</b>		<b>TECHNOLOGY HARDWARE</b>	<b>34,554.00</b>
49099 PO	DELL MARKETING, L.P.	DELL LATITUDE 3440 LAPTOPS	5,935.27
<b>50.8100.9.0.000.008207.00.00</b>		<b>ADP EQUIP--NEW</b>	<b>5,935.27</b>
49066 PO	NCS TECHNOLOGIES, INC.	ASUS P53E SERVICE PART: MOTHERBOARD	340.00
<b>50.8300.9.0.000.006007.00.00</b>		<b>REPAIR &amp; MAINT PARTS/SUPP</b>	<b>340.00</b>
49160 PO	RICOH USA, INC.	20 AMP POWER PROTECTOR FOR COPIERS	1,156.00
<b>50.8300.9.0.000.006014.00.00</b>		<b>OTHER OPERATING SUPPLIES</b>	<b>1,156.00</b>
48870 PO	ANDERSON ROOFING	SHERANDO HS ROOF PROJECT	166,292.00
<b>59.4200.9.0.000.008151.20.00</b>		<b>REPLACEMENT EQUIPMENT</b>	<b>166,292.00</b>
47668 PO	PAYNE WELL DRILLING, INC.	WELL DRILLING SERVICES	40,684.50
<b>60.6200.9.0.000.003000.02.00</b>		<b>PURCHASED SERVICES</b>	<b>40,684.50</b>
46437 PO	STANTEC ARCHITECTURE INC.	A & E SERVICES FOR FCMS REPLACEMENT	381,160.15
47651 PO	GREENWAY ENGINEERING	ENVIRONMENTAL SERVICES	230.00
48708 PO	VIOLA ENGINEERING, PC	SERVICES OF THIRD PARTY TESTING	78,482.95
48922 PO	TRIAD ENGINEERING, INC.	CONDUCTING CONSTRUCTION SITE	1,055.20
<b>60.6300.9.0.000.003000.02.00</b>		<b>PURCHASED SERVICES</b>	<b>460,928.30</b>
46469 PO	OWPR	A & E SERVICES FOR 4TH HIGH SCHOOL	539,789.97
48971 PO	OWPR	A & E SERVICES FOR 4TH HIGH SCHOOL	1,711.75
<b>60.6300.9.0.000.003000.29.00</b>		<b>PURCHASED SERVICES</b>	<b>541,501.72</b>
48681 PO	BRANCH & ASSOCIATES, INC.	CONSTRUCTION FOR FCMS REPLACEMENT	32,380,646.20
48790 PO	SEBESTA, INC.	FEE FOR COMMISSIONING SERVICES	75,575.33
<b>60.6500.9.0.000.003000.02.00</b>		<b>PURCHASED SERVICES</b>	<b>32,456,221.53</b>
		FUND 000050 TOTAL	581,267.27
		FUND 000059 TOTAL	166,292.00
		FUND 000060 TOTAL	33,499,336.05
		<b>ENCUMBRANCE GRAND TOTAL</b>	<b>34,246,895.32</b>