

COUNTY of FREDERICK

Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610

Fax: 540/667-0370

E-mail: [cshiffle@co.frederick.va.us](mailto:cshiffle@co.frederick.va.us)

**TO:** Finance Committee

**FROM:** Cheryl B. Shiffler, Finance Director

**DATE:** July 13, 2007

**SUBJECT:** Finance Committee Agenda

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The Finance Committee will meet in the Board of Supervisors' Meeting Room at 107 North Kent Street on Wednesday, July 18, 2007 at 8:00 a.m.

1. The VJCCCA Director requests FY 2007 budget transfers from personnel and fringe benefit line items in the amount of \$2,402.22. This amount is needed to cover anticipated expense for juveniles. No local funds required. See attached memo, p. 1.
2. The Sheriff requests an FY 2007 General Fund supplemental appropriation in the amount of \$584.50. This amount represents reimbursement for DARE t-shirt and donations for the DARE Bowl-a-thon. No local funds required. See attached memo, p. 2.
3. The Director of Human Resources requests an FY 2008 General Fund supplemental appropriation in the amount of \$139,868 and an FY 2008 Jail Fund supplemental appropriation in the amount of \$48,386. These amounts represent enhanced LEOS benefits for law enforcement and public safety officers. Additional local funds are required. See attached memo, p. 3.
4. The Director of Public Works requests an FY 2008 General Fund supplemental appropriation in the amount of \$31,317.50. This amount represents a carry-forward

of funds for the completion of the automated scheduling system currently being designed. The Public Works Committee has endorsed this request. See attached memo, p. 6.

5. The Director of Public Works requests an FY 2008 General Fund supplemental appropriation in the amount of \$168,626. This amount represents a carry-forward of funds for the completion of the construction of the Clearbrook citizens' convenience site. The Public Works Committee has endorsed this request. See attached memo, p. 7.
6. The Director of Public Works requests an FY 2008 Shawneeland Fund supplemental appropriation in the amount of \$24,181. This amount represents a carry-forward of funds for the completion of the water wheel project. The Public Works Committee has endorsed this request. See attached memo, p. 8.
7. The Director of Public Works requests an FY 2008 General Fund supplemental appropriation in the amount of \$175,000. This amount represents a carry-forward of funds for the estimated costs of gypsy moth spraying. The Public Works Committee has endorsed this request. See attached memo, p. 9 – 10.
8. The Director of Public Works requests an FY 2008 Landfill Fund supplemental appropriation in the amount of \$144,500. This amount represents a carry-forward of funds for the completion of ongoing projects and equipment purchases. See attached memo, p. 11.

**\*\* FOR INFORMATION ONLY \*\***

1. The Finance Director provides a fund balance report. See attached report, p. 12.

# Memorandum

**To:** Cheryl Shiffler, Finance Director  
**From:** Roderick Jones, Director; Lauri A. Greene, VJCCCA Coordinator  
**Date:** 7/3/2007  
**Re:** Transfer of unused VJCCCA Funds

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This memo is to replace our prior request made on 6/14/07 to transfer unused VJCCCA grant funds to other line items that our department has a deficit or anticipated expenditure for FY 06-07. The following transfers are requested:

Transfer from 1001-001 to 3002-004 in the amount of \$1,010.41. This transfer is unused salary to cover anticipated expenses for juveniles.

Transfer from 1001-002 to 3002-004 in the amount of \$30.44. This transfer is unused salary to cover anticipated expenses for juveniles.

Transfer from 2001-000 to 3002-004 in the amount of \$79.66. This transfer is unused Fica to cover anticipated expenses for juveniles.

Transfer from 2002-000 to 3002-004 in the amount of \$1,135.78. This transfer is unused retirement(VSRS) to cover anticipated expenses for juveniles.

Transfer from 2005-000 to 3002-004 in the amount of \$30.68. This transfer is unused hospital/medical to cover anticipated expenses for juveniles.

Transfer from 2006-000 to 3002-004 in the amount of \$115.25. This transfer is unused group insurance to cover anticipated expenses for juveniles.

These transfers requested are within the total grant amount of \$179,381.00 and are only a shift in funds in order to cover the needs of our department. Please disregard our prior request and present this request to the Board for approval. Thank you.

# FREDERICK COUNTY SHERIFF'S OFFICE

ROBERT T. WILLIAMSON  
Sheriff



MAJOR R.C. ECKMAN  
Chief Deputy

5 NORTH KENT STREET  
WINCHESTER, VIRGINIA 22601

540/662-6168  
FAX 540/722-4001

TO : Finance Department  
FROM : Sheriff R. T. Williamson *RTW*  
SUBJECT : Donations and Reimbursement  
DATE : June 28, 2007

*FY07*  
*1005*  
*✓*

Enclosed please find endorsed checks and cash totaling \$584.50. This amount represents reimbursement for DARE t-shirts and donations for the DARE Bowl-athon.

We are requesting this amount be appropriated into the DARE Program line; 3102-5413-01.

Thank you.

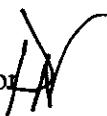
RTW/asw



## County of Frederick

**Paula A. Nofsinger**  
Director of Human Resources

(540) 665-5668  
Fax: (540) 665-5669  
pnofsing@co.frederick.va.us

To: Finance Committee  
From: Paula Nofsinger, HR Director   
Date: July 11, 2007  
Subject: VRS Retirement Appropriation Request



As you may be aware, legislation ratified in February by the General Assembly (Senate Bill 1166) makes a number of good changes to the Virginia Retirement System (VRS) regarding retirement benefits for law enforcement and public safety officers. One of these changes, specifically, provides VRS-participating political subdivision employers that currently give enhanced benefits for their hazardous duty employees the ability to elect to provide a higher retirement multiplier.

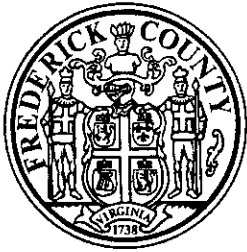
In addition to regular VRS retirement benefits, Frederick County currently provides our full-time deputies, correctional officers, and firefighters with all of the enhanced hazardous duty benefits that together are called the Law Enforcement Officers Supplement (LEOS). LEOS allows these employees to retire under full benefits with 5 less years of credible service than non-LEOS covered employees, a hazardous duty supplement, and a health insurance credit.

With this recently enacted bill, the County is now able to increase the retirement benefit amount for our LEOS covered employees. It allows for jurisdictions to elect increasing it from 1.70% to 1.85%. To elect the higher multiplier, the Board of Supervisors must adopt a formal resolution and VRS must receive the resolution at least 60 days prior to the effective date.

By requirement for Regional jails, Mr. Fred Hildebrand, Superintendent of the NRADC, has received a resolution from the Jail Board Authority in support of providing the higher multiplier.

The cost to provide this benefit would add .83% to our current employer contribution rate which is approximately an additional \$21,000 a month. With the approval process and VRS notification period, it is anticipated that an amount covering, at most, nine months would be necessary.

Therefore, a supplemental appropriation of \$139,868 and a separate supplemental appropriation of \$48,386 from the jail's fund balance for a total of \$188,254 are respectfully requested to provide the highest caliber retirement package to our County employees who unwaveringly protect and serve our citizens.



COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Cheryl B. Shiffler, Director of Finance

FROM: Harvey E. Strawsnyder, Jr., P.E., Director of Public Works *HSJ*

SUBJECT: Carry Forward Requests from Fiscal Year Budget 2006/2007 to Fiscal Year Budget 2007/2008

DATE: July 2, 2007

The public works committee met on Tuesday, June 26, 2007, and endorsed all of the submittals except the landfill request. This request was submitted after the meeting date. We are requesting that the finance committee review the following carry forward requests:

a) Inspections: The building official requests a carry forward amount of \$31,317.50 to complete the automated scheduling system being designed by Bright and Associates. (Attachment 1)

b) Refuse Collection. The solid waste manager requests a carry forward amount of ~~\$328,650~~ *\$168,626.80* to complete the construction of the new Clearbrook citizens' convenience site. The construction is currently in progress and scheduled to be completed on or before September 30, 2007. A portion of the above amount has already been encumbered as follows: \$47,094 for a new 575 compactor and hopper, \$76,924 for the concrete wall and concrete slab and \$36,005.20 for bituminous paving. The remaining funds will be used for site grading, electrical, landscaping, fencing and miscellaneous purchases such as sheds. The site work is currently being performed by DeHaven Excavating, our open-end contractor, at an estimated cost of \$95,150. The stone and other fill materials are being donated by O-N Minerals Corporation. (Attachment 2) *\$160,023.20 encumbered \$168,626.80 carry-forward request.*

c) Shawneeland Sanitary District: The manager of the Shawneeland Sanitary District is requesting a carry forward amount of \$24,181 to complete the water wheel project (Attachment 3)

d) Gypsy Moth: The Deputy Director, Mr. Wilder, is requesting a carry forward amount of \$175,000 to augment the Fiscal Year 2007/2008 budget estimate of \$250,000 to cover the cost of additional spraying. Refer to attachment #4 for the justification of this request. Rather than a carry forward request at this time, this issue could be treated as a supplemental appropriation request at a later date when we can develop a more definitive area that needs to be treated.

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**Carry Forward Requests for Fiscal Year 2007/2008**

**Page 2**

**July 2, 2007**

- e) Landfill: The Landfill Manager, Mr. Steve Frye, requests a total carry forward amount of ~~\$201,000~~ **\$144,500** subdivided as indicated in the attached memorandum dated June 29, 2007 (Attachment #5). A portion of this amount or ~~\$175,000~~ **\$109,500** will be used for professional services used in the completion of ongoing projects including a new cell, leachate treatment facility alternatives and a major permit amendment. The remaining \$35,000 will be used to purchase equipment that was budgeted, but not purchased in Fiscal Year 2006/2007.

HES/rls

Attachments: as stated

cc: file



Inspections Department

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

**MEMORANDUM**

**TO:** Frederick County Public Works Committee  
**THRU:** Harvey E. Strawsnyder, Jr., PE, Public Works Director *HES*  
**FROM:** John S. Trenary, Building Code Official *JST*  
**SUBJECT:** Carry Forwards  
**DATE:** June 20, 2007

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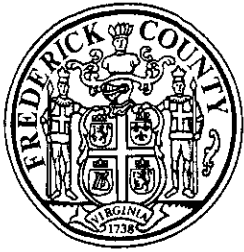
The building inspections department is requesting a total carry forward amount of \$31,317.50 as follows:

|                     |                              |                    |
|---------------------|------------------------------|--------------------|
| <b>3401-3002-00</b> | <b>Professional Services</b> | <b>\$31,317.50</b> |
|---------------------|------------------------------|--------------------|

Bright & Associates are currently doing programming for the automated scheduling system but it will not be completed by the end of this budget. (No purchase order was needed under Professional Services for this work.).

Thank you for your assistance in this matter.





Department of Public Works  
540/665-5643  
FAX: 540/678-0682

## MEMORANDUM

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

**FROM:** Gloria M. Puffinburger *[Signature]*  
Solid Waste Manager

**RE:** Carry Forward Request;  
Clear Brook Citizens' Convenience Site Relocation  
Refuse Collection Budget (10-4203)

**DATE:** June 21, 2007

*\$160,023.20 already encumbered*  
*\$168,626.80 balance to carry forward*

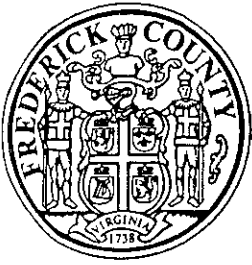
I would like to request that a total of \$328,650 be carried forward from the 06/07 fiscal year Refuse Collection line item 10-4203-8900-00 (Improvements Other Than Buildings) in order to complete the relocation and expansion of the Clear Brook citizens' convenience site.

To date, the low bids accepted include \$76,924 by the Gull Corporation for the concrete wall and slab work; and \$36,005.20 submitted by WL Construction & Paving Inc. Also included is \$95,150 for excavation work now underway by DeHaven's Excavating as part of an open end contract.

Bids will be forthcoming for other work to complete the project such as electrical and fencing. Monies for equipment purchase and installation is encumbered.

HES/gmp

cc: file



COUNTY of FREDERICK

Sanitary District of Shawneeland

Chann Snapp  
District Manager

Office: 540/877-1035  
Fax: 540/877-1361

MEMORANDUM

TO: Frederick County Public Works Committee

THRU: Harvey E. Strawsnyder, Jr. PE, Public Works Director

FROM: Chann Snapp Shawneeland Shawneeland Sanitary District Manager FCS

SUBJECT: Carry Forward

DATE: June 20, 2007

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The Shawneeland Sanitary District (SSD) is requesting a total carry forward amount of \$24,181 for the completion of the Water Mill Project (16-8108-8900-00 Other Improvements). The foundation has been completed and the structure will be built by volunteers. Miscellaneous supplies will still need to be purchased to complete the project.

If you have any questions, do not hesitate to contact me.

FCS

Attachments: as stated

cc: file

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COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

**TO:** Public Works Committee

**FROM:** Joe C. Wilder, Deputy Director of Public Works *JCW*

**SUBJECT:** Carry Forward Request - Gypsy Moth Budget

**DATE:** June 19, 2007

In May of 2007, the county performed an aerial spray for the suppression of gypsy moths. At that time, more than 3,000 acres in Frederick County were treated. The aerial spray suppression was performed in accordance with the Virginia Department of Agriculture's requirements through a 50 percent cost share program. The county will receive matching federal funds for the amount expended on the suppression. However, in order to receive this funding, criteria related to egg mass counts must be met and certified by the state. To date, the county has spent \$75,895.22 on this suppression effort which was matched by the state.

However, since the spray suppression was performed, Frederick County has seen a large outbreak of gypsy moth damage due to the dry weather patterns. The areas affected by the outbreak are in areas that were either sprayed last year or that have not been sprayed in recent years. During site inspections performed in the fall of 2006, the egg mass counts did not meet state requirements, and therefore, were not eligible to be sprayed. We have determined that it will be necessary to treat an area which will exceed 25,000 acres to suppress this outbreak. This spray program would occur during 2008. Recent inspections of the defoliation have confirmed that this is the largest outbreak in more than ten (10) years. Currently, the cost to spray is approximately \$40 - \$45 per acre, contingent upon the type of pesticide utilized.

Consequently, if matching federal funds are not available in 2008, next year's suppression costs could reach up to a \$1,000,000.00. There is no guarantee that federal funds will be

## **Gypsy Moth Budget Carry Forward Request**

**Page 2**

**June 19, 2007**

available each year. Therefore, the county would need to determine if the suppression efforts should be performed in areas that do not meet the required state egg mass counts in order to protect the forested land of Frederick County.

Consequently, we are recommending that the remaining \$175,000.00 in the professional services line item (10-8202-3002-00) of the Fiscal Year 2006/2007 budget be carried forward to the Fiscal Year 2007/2008 budget. An amount of \$250,000.00 was approved for professional services in the Fiscal Year 2007/2008 budget. This latter amount combined with the requested carry forward amount will give us a total of \$425,000. Once the site inspections have been performed this fall, we will have a better idea of the total number of acres that require treatment by December of 2007. It will then be necessary to request a supplemental appropriation during January of 2008 to fund the rest of the suppression, if so desired by the Board of Supervisors.

Finally, forested areas that are defoliated by gypsy moths for consecutive years typically die. Therefore, we are recommending that a larger area be designated and treated during 2008 in an effort to suppress this current outbreak from reoccurring.

JCW/rls

cc: file



Department of Public Works  
540/665-5643  
FAX: 540/678-0682

**MEMORANDUM**

**TO:** Cheryl B. Shiffler, Director of Finance  
**FROM:** Charles S. Frye, Landfill Manager *CSF*  
**THROUGH:** Harvey E. Strawsnyder Jr., Director of Public Works  
**SUBJECT:** Request to Carry Forward Funds from Fiscal Year Budget 2006/2007 to Fiscal Year Budget 2007/2008  
**DATE:** June 29, 2007

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*\$109,500*

We are requesting at this time, that funds in the amount of ~~\$176,000~~ be carried forward from line item 12-4204-3002-00 (Professional Services) from the Fiscal Year Budget 2006/2007 to the Fiscal Year Budget 2007/2008 in order to cover the cost associated with existing projects. These projects are to include the Leachate Treatment Project and the New Cell Development Project.

We are also requesting that funds in the amount of \$35,000 be carried forward from line item 12-4204-8006-00 (Construction Vehicles and Equipment) from the Fiscal Year Budget 2006/2007 to the Fiscal Year Budget 2007/2008. These funds will be utilized for the purchase of a Fork Lift and for storage containers to be used for Electronics Recycling.

/mep

cc: Harvey E. Strawsnyder Jr., Director of Public Works  
file

**County of Frederick, VA  
Report on Fund Balance  
June 2007\***

**Fund Balance, Beginning of Year, July 1, 2006** **32,429,542**

**Prior Year Funding & Carry forward Amounts**

|  |           |             |
|--|-----------|-------------|
| Public Works 2007 4x4 truck carry forward                                  | (24,000)  |             |
| Public Safety MAGIC system upgrade & maintenance carry forward             | (26,000)  |             |
| Public Safety dispatcher testing software carry forward                    | (1,015)   |             |
| Public Safety CAD training & travel carry forward                          | (4,700)   |             |
| Public Safety tower repairs carry forward                                  | (24,000)  |             |
| Telephone maintenance carry forward  | (8,027)   |             |
| LaserFische board minutes webpage modification & maintenance carry forward | (600)     |             |
| Public Safety Center legal, staff, & engineering review carry forward      | (31,099)  |             |
| Inspections scheduling system carry forward                                | (37,875)  |             |
| Recycling calendar carry forward   | (2,800)   |             |
| COR phone and field units carry forward                                    | (4,152)   |             |
| Clearbrook Convenience Center completion                                   | (328,650) |             |
| Warrior Drive pedestrian/bike trail completion                             | (87,633)  |             |
| 2004 Homeland Security Grant carry forward                                 | (21,337)  |             |
| Technology survey carry forward  | (37,953)  |             |
| Forfeited Asset carry forward  | (16,592)  |             |
| DARE carry forward   | (4,900)   |             |
| School Operating funds carry forward                                       | (21,655)  |             |
| School modular classrooms carry forward                                    | (622,287) | (1,305,275) |

**Other Funding / Adjustments**

|   |           |             |
|---|-----------|-------------|
| Adjust Fire Company Capital Reserves                  | (55,799)  |             |
| Public Transit Lines                                  | (80,000)  |             |
| Cook blast site cleanup                               | (20,000)  |             |
| Magistrate budget                                     | (10,375)  |             |
| Clerk additional two Comp Board positions             | (5,389)   |             |
| COR additional two Comp Board positions               | (6,263)   |             |
| Sheriff additional two Comp Board positions           | (24,948)  |             |
| COR reassessment staff                                | (19,487)  |             |
| Airport capital projects                              | (52,867)  |             |
| Audit Adjustments (includes School Operating)         | 677,970   |             |
| Maintenance Supervisor supplement                     | (37,030)  |             |
| Supplement- Sunnyside engineering study               | (30,000)  |             |
| COR promotions  | (3,428)   |             |
| Public Safety Building furniture & fixtures           | (961,927) |             |
| Public Safety Building utility trench and conduit     | (250,000) |             |
| Clearbrook Park sewer line project                    | (284,571) |             |
| Public Safety Building operation & maintenance        | (84,659)  |             |
| June 2007 Primary Election                            | (25,320)  |             |
| Sheriff seized vehicle proceeds returned to the State | (7,800)   |             |
| Reserved funds for Animal Shelter (donations)         | (25,500)  |             |
| Airport capital projects - County share               | (31,431)  |             |
| Reserved funds for PDR Program                        | (265,000) |             |
|   |           | (1,603,824) |

**Fund Balance, June 2007\***

**29,520,443**

\*Not year end final balance.