



Finance Department
Cheryl B. Shiffler
Director

540/665-5610

Fax: 540/667-0370

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

TO: Board of Supervisors
FROM: Finance Committee
DATE: June 17, 2009
SUBJECT: Finance Committee Report and Recommendations

The Finance Committee met in the First Floor Conference Room at 107 North Kent Street on Wednesday, June 17, 2009 at 8:00 a.m. Member Charles DeHaven was absent. Items 3, 4, 5, 7, 8, 12, 13 were approved on consent agenda.

1. The AARP Tax Aide Program requests an FY10 General Fund supplemental appropriation in the amount of \$2,100 to continue the program of offering aide to low income citizens. This is a jointly funded program with the City of Winchester. Local funds are required. See attached, p. 1 – 3. The committee tabled this item pending investigation of the availability of space in the Judicial Center at no cost.
2. The IT Director requests an FY09 General Fund budget transfer in the amount of \$67,162 from operational contingencies. This amount will fund four county-wide IT initiatives which have been approved by the IT Working Group and the IT Steering Committee. An FY10 General Fund supplemental appropriation is also requested to carry forward the balance of these funds not spent or encumbered in FY09. See attached, p. 4 – 6. The committee recommends approval.
3. The Sheriff requests an FY09 General Fund supplemental appropriation in the amount of \$483.71. This amount represents the County's share in a seized asset case. No local funds required. See attached, p. 7 – 8.

Finance Committee Report and Recommendations

June 17, 2009

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4. The Sheriff requests an FY09 General Fund supplemental appropriation in the amount of \$50. This amount represents a donation received. No local funds required. See attached, p. 9 – 10.
5. The Parks & Recreation department requests an FY09 General Fund supplemental appropriation in the amount of \$6,723. This amount represents a property claim insurance reimbursement. No local funds required. See attached memo, p. 11.
6. The Parks & Recreation Director requests an FY10 General Fund supplemental appropriation in the amount of \$68,952. This amount represents proffer funds needed for the completion of the Greenwood Mill Elementary Community Center project. See attached, p. 12 – 13. The committee recommends approval.
7. The Fire & Rescue Chief requests an FY09 General Fund supplemental appropriation in the amount of \$7,600 and an FY10 General Fund supplemental appropriation in the amount of \$2,500. This represents reimbursement of personnel expenses for haz-mat training. No local funds required. See attached, p. 14 – 22.
8. The Fire & Rescue Chief requests an FY09 General Fund supplemental appropriation in the amount of \$3,701.61. This amount represents funds received from the Newton B. Shingleton Trust for disbursement to fire companies in Frederick County. No local funds required. See attached, p. 23 – 27.
9. The Public Safety Communications Director requests an FY10 General Fund supplemental appropriation in the amount of \$266,700. This amount represents two grants awarded by the VA Wireless E-911 Services Board: \$54,100 for the purchase of a voice recorder and logging system and \$212,600 for a regional pictometry project for which Frederick County serves as fiscal agent. No local funds required. See attached, p. 28 – 32. The committee recommends approval.

10. The NRADC Superintendent requests an FY10 Jail Fund supplemental appropriation in the amount of \$9,513. This amount represents a carry forward of unused FY09 monies which will fund the Governor's Reduction to Aid to Localities of the Pre-Trial Grant program. See attached, p. 33. The committee recommends approval.
11. The Assistant Commonwealth's Attorney requests an FY10 General Fund supplemental appropriation in the amount up to \$65,764 for a Domestic Violence Prosecutor and subject to grant approval. No local funds required. See attached, p. 34 – 63. The committee recommends approval.
12. The Commonwealth's Attorney's Office requests an FY09 General Fund supplemental appropriation in the amount of \$1,787.44. This amount represents forfeited asset funds received. No local funds required. See attached, p. 64 – 65.
13. The Finance Director requests an FY10 General Fund supplemental appropriation in the amount of \$416,040. This amount represents funds held in trust for the construction of a community workforce center. The request for these funds was approved by the Board of Supervisors on September 28, 2005. See attached, p. 66 – 79.
14. The Finance Director requests dialogue with the committee on changes to financial information provided to the committee. The committee recommends continuation of distribution of monthly financial statements and a detailed explanation of the contents at a future committee meeting. No action is required.
15. A representative from Robinson, Farmer, Cox Associates will discuss the upcoming audit and receive direction from the committee. Staff will excuse themselves from the meeting for these conversations. The committee recommends authorizing the Chairman of the Finance Committee to sign the engagement letter.

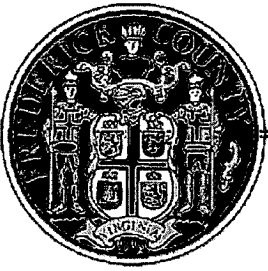
Finance Committee Report and Recommendations
June 17, 2009
Page 4

Respectfully submitted,

FINANCE COMMITTEE

Bill M. Ewing
Richard Shickle
Stephen Swiger
Ron Hottle
Richie Wilkins

By _____
Cheryl B. Shiffler, Finance Director



COUNTY of FREDERICK

Finance Department
Cheryl B. Shiffler
Director

540/665-5610

Fax: 540/667-0370

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

TO: Finance Committee and Board of Supervisors

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

DATE: June 12, 2009

SUBJECT: Finance Committee Agenda

The Finance Committee will meet in the First Floor Conference Room at 107 North Kent Street on Wednesday, June 17, 2009 at 8:00 a.m.

1. The AARP Tax Aide Program requests an FY10 General Fund supplemental appropriation in the amount of \$2,100 to continue the program of offering aide to low income citizens. This is a jointly funded program with the City of Winchester. Local funds are required. See attached, p. 1 – 3.
2. The IT Director requests an FY09 General Fund budget transfer in the amount of \$67,162 from operational contingencies. This amount will fund four county-wide IT initiatives which have been approved by the IT Working Group and the IT Steering Committee. An FY10 General Fund supplemental appropriation is also requested to carry forward the balance of these funds not spent or encumbered in FY09. See attached, p. 4 – 6.
3. The Sheriff requests an FY09 General Fund supplemental appropriation in the amount of \$483.71. This amount represents the County's share in a seized asset case. No local funds required. See attached, p. 7 – 8.

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10. The NRADC Superintendent requests an FY10 Jail Fund supplemental appropriation in the amount of \$29,513. This amount represents a carry forward of unused FY09 funds. \$20,000 will cover the May 25th holiday overtime which is not paid out until July 30th and \$9,513 will fund the Governor's Reduction to Aid to Localities of the Pre-Trial Grant program. See attached, p. 33.
11. The Assistant Commonwealth's Attorney requests an FY10 General Fund supplemental appropriation in the amount of \$65,764 for a Domestic Violence Prosecutor. No local funds required. See attached, p. 34 – 63.
12. The Commonwealth's Attorney's Office requests an FY09 General Fund supplemental appropriation in the amount of \$1,787.44. This amount represents forfeited asset funds received. No local funds required. See attached, p. 64 – 65.
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15. A representative from Robinson, Farmer, Cox Associates will discuss the upcoming audit and receive direction from the committee. Staff will excuse themselves from the meeting for these conversations.



Helen Sperry – Local Coordinator for the AARP Tax Aide Program
606 Old Fort Road, Winchester VA 22601
Telephone: 540-722-8185, e-mail: Hgsperry@verizon.net



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

Dear Mr. Riley

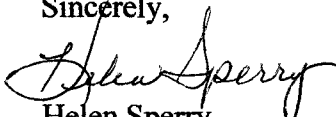
On behalf of the AARP Tax Aide Program, I would like to extend to you our sincere thanks and grateful appreciation for enabling us to work at the War Memorial Building in Jim Barrett Park this past tax season. It was another successful tax season, we served just under 1600 people.

We are now looking forward to the next tax season that begins the first of January 2010. Brad Veach has expressed his willingness to have us return next year if we can get Frederick County and the City of Winchester to give us the same financial backing as this year. He has offered to let us use the Arts and Crafts room at the WMB Monday through Friday from 8am to 5pm. I have not discussed the rate for the coming year with him.

As you know this is a much needed service for our low income citizens. They appreciate our help and truly need our services.

Again thank you very much for your past help and hopefully future help.

Sincerely,


Helen Sperry
Tuesday, May 12, 2009

*FYI - I will be out of town from
May 15 through May 25th.
H. Sperry*

Cc: Brad Veach
Brannon Godfrey
Jim Frenier, Dist 7 Coordinator, AARP Tax Aide

4-010-12240-5604-000-038



AARP Foundation
601 E Street, NW
Washington, DC 20049
1-800-775-6776
TTY 1-877-434-7598
www.aarp.org/foundation

Helen Sperry – Local Coordinator for District 7 VA for AARP Tax Aide Program
606 Old Fort Road, Winchester VA 22601
Telephone: 540-722-8185, e-mail: Hgsperry@verizon.net

Brannon Godfrey
City Manager
15 N Cameron St
Winchester VA 22601

Dear Brannon

On behalf of the AARP Tax Aide Program, I would like to extend to you our sincere and grateful appreciation for enabling us to work at the War Memorial Building in Jim Barrett Park this past tax season. It was another successful tax season, we served just under 1600 people.

We enjoyed working with the staff at the War Memorial Building.

We are now looking forward to the next tax season that begins the first of January 2010. Brad Veach has expressed his willingness to have us return next year if we can get the City of Winchester and Frederick County to give us the same financial backing as this year. He has offered to let us use the Arts and Crafts room at the WMB Monday through Friday from 8AM to 5PM. I have not discussed the rate for the coming year with him.

As you know this is a much needed service for our low income citizens. They are very thankful for our help and truly need our services.

Again thank you very much for your past help and hopefully future help.

Sincerely,

Helen Sperry
Tuesday, May 12, 2009

Cc: Brad Veach
John Riley
Jim Frenier, Dist 7 Coordinator, AARP Tax Aide

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AARP Foundation
601 E Street, NW
Washington, DC 20049
1-800-775-6776
TTY 1-877-434-7598
www.aarp.org/foundation

Helen Sperry – Local Coordinator for the AARP Tax Aide Program
606 Old Fort Road
Winchester VA 22601
Telephone: 540-722-8185, e-mail: Hgsperry@verizon.net

Mr. Brad Veach
Director Winchester Parks and Recreation
1001 E Cork Street
Winchester VA 22601

Dear Brad

On behalf of the AARP Tax Aide Program, I would like to extend to you our sincere and grateful appreciation for providing the AARP Tax Aide Program with a work site the last 3 years during the tax season. We have had 3 very good years at the WMB. We ended the season with just under 1600 assists.

You and the staff have been very accommodating in every way. It has been a pleasure to work with everyone.

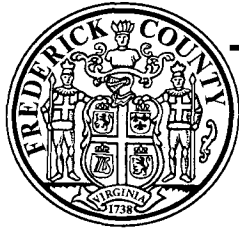
We provide a much needed service for the low income members of our community, and we hope that the City of Winchester and Frederick County will continue to provide us with the financial backing that we need to continue this service. I am enclosing copies of the letters that I am mailing to Brannon Godfrey, City Manager, and John Riley, Frederick County Administrator.

As you know I have asked Lisa to save from January 1 through April 22, 2010, Monday through Friday, 8am to 5pm in the Arts and Crafts Room for us, pending financial assistance from the city and the county.

Sincerely

Helen Sperry
May 12, 2009

Cc: Brannon Godfrey, Winchester City Manager
John Riley, Frederick County Commissioner
Jim Frenier, Dist 7 Coordinator, AARP Tax Aide



COUNTY OF FREDERICK, VIRGINIA


INFORMATION TECHNOLOGIES

Phone: 540.665.5614

FAX: 540.722.2169

TO: Frederick County Finance Committee

THROUGH: John R. Riley, Jr., Frederick County Administrator
Frederick County Steering Committee, Chairman

FROM: Marcus D. Lemasters, IT Director 
Frederick County IT Working Group, Chairman

SUBJECT: Request transfer of funding for specialized Enterprise IT projects

DATE: May 27, 2009

The IT Working Group (ITWG) is requesting a general fund budget transfer in the amount of \$67,162 from Operational Contingencies (4-010-093010-5890-000-000) to support four specialized enterprise initiatives that IT has been asked to accomplish. These initiatives are services to be provided county-wide over the County's electronic network that are not single department task specific. At the IT Working Group meeting, held on April 21, 2009, the group voted by unanimous consent to support and recommend procurement of funding for these projects.

In a meeting held May 27th, the IT Steering Committee reviewed and discussed the recommendations of the ITWG. The consensus of the Committee was to endorse the request for the budget transfer. Subsequent communications confirmed an agreement to include the Records Management Edition software for Laserfiche as part of this request.

1 - EXCHANGE E-MAIL SERVICES:

A budget transfer in the amount of \$21,431 is requested for Exchange E-mail Services, from Operational Contingences to IT line item (4-010-012200-5413-000-000), Other Operating Supplies.

Fire & Rescue - 120 licenses of Exchange CALs, Server CALs, Scanmail	\$ 9,518
Sheriff's Office - 130 licenses of Exchange CALs, Server CALs, Scanmail	10,311
PSC - 20 licenses of Exchange CALs, Server CALs, Scanmail	1,602

The Commonwealth of Virginia has mandated that e-mail to and from government agencies must be retained for public record. Currently, the e-mail services provided by the School Board do not

provide for the archiving of e-mail and the County's current usage is overwhelming Schools staff capabilities and time. Initially, the Exchange Email Services were only planned for the offices at the Kent Street complex. Since that time, outlying agencies at the Public Safety Building and the Regional Jail have requested to be included in this project.

2 - DATA SECURITY AND ENCRYPTION:

A budget transfer in the amount of \$11,331 is requested for Data Security and Encryption, from Operational Contingences to IT line item (4-010-012200-5413-000-000), Other Operating Supplies.

North Kent Complex – Simple Platform Manager – 149 identities	\$ 940
PSB - Simple Platform Manager – 499 identities	1,875
Secured eFile enterprise – 315 licenses	6,342
1 year Software Maintenance and Tech Support contract	2,174

Several of the County's departments use personal identity information files or PIIs for the storage of mission critical data such as driver's license numbers, social security numbers, banking account numbers and credit card numbers. There are specific state mandates that cover breaches of this information, notification to citizens in the event of a breach, and the consequences of not doing so. In order to provide the security necessary for the retention, use, or transmission of these files and data, data servers and computers must be secured by encryption. Through a system of passwords and coding, files are protected from prying eyes.

Servers already in place on the County's network would manage shared licensing to allow staff access to PII files by user authentication and file encryption.

3 - SOFTWARE COMPLIANCE:

A budget transfer in the amount of \$21,600 is requested for Software Compliance, from Operational Contingences to IT line item (4-010-012200-5413-000-000), Other Operating Supplies.

25 Licenses of MS Office Pro 2007 (\$313 ea.)	\$ 7,825
50 Licenses of MS Office Std 2007 (\$242 ea.)	12,100
5 Licenses of MS Office Pro 2007 Upgrade (\$115 ea.)	575
20 Licenses of Outlook 2007 (\$55 ea.)	1,100

In the course of migrating the Kent Street complex users to Active Directory, staff performs a software E-Discovery. Specialized software searches out computers connected to the network. Then it lists all of the computer's installed software, the product IDs, and the software license keys. Unless a software license is part of a Corporate or Volume contract, each software must have its own separate key. Through the E-Discovery, IT has found software loaded and being used that may not necessarily comply with software licensing requirements.

Because time is of the essence and a complete E-Discovery will not be completed for several months, IT staff used existing discoveries to calculate a 30% attrition rate on Microsoft licensing for the 12 departments stationed at the North Kent Street complex. In an effort to mitigate the software deficiency and prevent loss of staff time and efficiency, software must be purchased to meet compliance of software licensing requirements before removing problem software.

4 - LASERFICHE RECORDS MANAGEMENT:

A budget transfer in the amount of \$12,800 is requested for Laserfiche Records Management Edition (RME) module, from Operational Contingences to IT line item (4-010-012200-5413-000-000), Other Operating Supplies.

RME Module MS SQL software	\$ 6,000
RM2 Annual Maintenance	1,200
Professional Services -- installation and configuration, security setup	5,600

In 2007, an effort to move toward a paperless environment was initiated. Frederick County contracted with Unity Business Systems (UBS) to have a document imaging system installed in nine Frederick County Departments. The Library of Virginia publishes standards that Virginia governments are expected to follow when managing their records. In the initial procurement, the importance of having a Records Management component was not realized, planned for, or purchased.

Records Management is defined as the “field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records serving as evidence of an organizations business activities”.

The RME would provide the County with the capability to manage retention of these records in accordance with the Library of Virginia’s standards utilizing the Laserfiche Document Management software the County currently has in place.

Frederick County Sheriff's Office



ROBERT T. WILLIAMSON
Sheriff

MAJOR R. C. ECKMAN
Chief Deputy

1080 Coverstone Drive
Winchester, Virginia 22602

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

TO : Finance Department
FROM : Sheriff R. T. Williamson *RTW*
SUBJECT : Forfeiture/Seized Asset Check
DATE : April 27, 2009

move to 3-010-024040-0045
~~10AC~~
~~3-010-1899-0007~~
~~C.S. 5-18-09~~

Attached please find a check from the City of Winchester in the amount of \$483.71.

This amount represents Frederick County Sheriff's Office's share in a seized asset case. We are requesting this amount be appropriated into our operating budget line of 3102-5413-07 (State Forfeitures)

Thank you.

RTW/asw



WINCHESTER POLICE DEPARTMENT

SPECIAL INVESTIGATIONS UNIT

Sheriff Robert Williamson
Frederick County Sheriff's Office
1080 Coverstone Drive
Winchester, VA 22602

Dear Sheriff Williamson,

Enclosed is a check in the amount of \$483.71 which is the Frederick County Sheriff's Office's share of the seized assets from the Thomas Orndorff case. The Task Force assisted West Virginia State Police on this case and received 20 percent of the seizure.

Please give me a call at (540) 545-4709 if you have any questions.

Sincerely,

Marcia Lynch
Intelligence Analyst
Winchester Police Department

Enclosure

-8-

Frederick County Sheriff's Office

ROBERT T. WILLIAMSON
Sheriff



MAJOR R. C. ECKMAN
Chief Deputy

1080 Coverstone Drive
Winchester, Virginia 22602

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

TO : Finance Department

FROM : Sheriff R. T. Williamson *RTW*

SUBJECT : Donation

DATE : April 27, 2009

10CR
3-010-18990-0006
C.S. 5-11-09

Attached please find a check in the amount of \$50.00. This represents a donation from an individual that our department assisted during a traffic accident.

We are requesting this amount be appropriated into our operating budget of 3102-5409-00, Police Supplies.

Thank you,

RTW/asw

712 Ross Ave.
Front Royal, VA 22630
April 12, 2009

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

Dear Ladies and Gentlemen:

Yesterday, April 11 about noon, I had an accident on 522 south of Winchester in the long S-curve, a red Altima. The car is likely destroyed, but I am not hurt. I want to thank you for your help, kindness and efficiency. The only name I have of the officers is Deputy Gosmell, so I want to thank him particularly. There was also a young woman deputy, but I did not see her name.

It is reassuring to have dedicated people like you when there is trouble, and I want you to know how much I appreciate it.

The check is a small contribution for wherever you want it to go.

I apologize for the smudge at the top of the letter: my cat stepped on it before I put it into the envelope.

Sincerely yours,



Charles D. Hamner, III



COUNTY of FREDERICK

Parks and Recreation Department
James M. Doran, Director
540-665-5678
FAX: 540-665-9687
www.co.frederick.va.us
e-mail: fcprd@co.frederick.va.us

MEMO

To: Finance Department
From: Matthew G. Hott *MGH*
Subject: Insurance Reimbursement
Date: April 21, 2009

1096
3-010-18990-0001
C.S. 4-27-09

I would like to request that funds received for insurance reimbursement (\$6,723.00) for the property claim dated April 3, 2009 involving the backstop at Field #8 at Sherando Park be appropriated to 4-010-071100-3004-000-003.

FY09 repair made
and paid
per Kim

If you should have any question please contact me.

MGH/kcd





COUNTY of FREDERICK

Parks and Recreation Department
James M. Doran, Director
540-665-5678
FAX: 540-665-9687
www.co.frederick.va.us
e-mail: fcprd@co.frederick.va.us

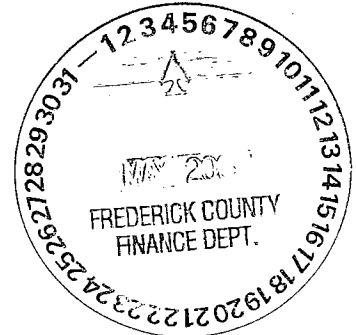
MEMO

To: Finance Committee

From: Jason Robertson, Interim Director
Parks and Recreation

Subj: Proffer Funds

Date: May 4, 2009



The Frederick County Parks and Recreation Commission is requesting \$ 68,952 in Parks and Recreation proffer funds to complete the Greenwood Mill Elementary Community Center project. The funds would be used for equipment and items needed to open the center.

Included in the \$ 68,952 are; \$ 43,695 for fitness equipment; \$ 10,047 for multi-purpose room furniture and equipment; \$ 11,000 for gymnasium equipment; \$ 1,750 for office equipment; \$ 1,345 for an AED; and \$ 1,115 for an outdoor sign.

Development in the immediate area necessitated the construction of the Greenwood Elementary School, a 2007 Frederick County Capital Improvement Plan (CIP) item. Included in the school was the co-location of the Greenwood Mill Elementary Community Center which addresses the needs gap for Community Centers identified in the 2007 Comprehensive Plan. The total cost of the Greenwood Mill Community Center as requested is \$ 179,171.

The Sovereign Village, Briarwood, Lynnhaven, and Twin Lakes communities have contributed to the Frederick County Recreation proffer fund and will be served by this community center.

Please feel free to contact me in advance with any questions you may have regarding this request at (540) 665-5678.

*per Jason - items will not be ordered until
after July 1st.*

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107 North Kent Street
Winchester, VA 22601

Frederick County
Cash Proffer Policy

As approved by the Board of Supervisors on January 28, 2009.

Proffered funds received by Frederick County will be held for the use specified by the proffer language. In the case of funds proffered to offset impacts to fire and rescue services, in the absence of other proffered specifications, the funds will be earmarked for the first due company in the area of the subject rezoning at the time the proffered funds are received. All proffered funds will be collected, held, and will accumulate until such time as a capital project funding request is received from a qualifying County department, agency, or volunteer fire and rescue company.

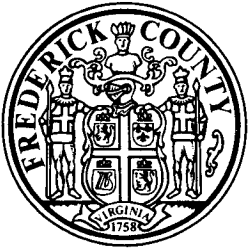
Qualifying agency or departmental **requests to access proffered funds shall be submitted to the County's Finance Department** for processing. In order to qualify as a capital project the following criteria must be met:

- 1) the item or project must have a minimum value of five thousand dollars (\$5,000), and;*
- 2) the item/project must have an anticipated useful life of at least five (5) years.*

The Finance Department will forward requests to the Finance Committee for a recommendation to the Board of Supervisors on the appropriateness of the use of proffered funds for the requested purpose. To assist the Finance Committee and Board in their deliberations requests to utilize proffered funds should include the following: 1) the amount of funds requested, 2) the total project cost, 3) a detailed description of the desired capital project or purchase including a discussion of how recent or anticipated development contributes to the need for the expenditure, and, 4) indicate whether or not the item or project is listed on the County's Capital Improvements Plan (CIP).

In order to comply with State Code §15.2-2-2298 (A) the Planning staff, working in conjunction with the County Attorney, will attempt to insure that cash proffers associated with future rezonings are appropriately addressed through inclusion of relevant capital projects in the County's CIP prior to acceptance of the proffered funds.

For the purpose of determining whether a project or item is appropriate for individual listing on the CIP only, a threshold value of \$100,000 and useful life of at least five year shall be utilized. (This would not preclude the purchase of capital items valued at less than \$100,000 utilizing proffered funds, where other relevant criteria are met and procedures followed.)



Timothy L. Welsh
Department Chief

MEMORANDUM

TO: Cheryl Shiffler, Director
Finance Department

FROM: Timothy L. Welsh, Chief *TSW*
Fire and Rescue Department

SUBJECT: Request For Supplemental Appropriation

DATE: May 6, 2009

Frederick County Fire and Rescue in conjunction with the City of Winchester are presently nearing completion of a four day hazardous materials training exercise which has been sponsored through a federal grant with the City of Winchester being the fiscal agent. On average there has been one day of training per month for the Haz Mat Team members with the exception of April. The month of May will complete the grant sponsored training exercise.

The County, under grant guidelines is required to submit an invoice to the City of Winchester outlining our personnel expenses for reimbursement through the grant. Attached you will find our first three invoices for training completed thus far. We * anticipate our fourth invoice to be approximately \$2,500.00 to cover the cost of the fourth training day. With three days of training completed, it is necessary to request a supplemental appropriation at this time in the amount of \$10,100.00 to assist in covering the cost of overtime expense incurred thus far. This appropriation will allow us to cover the cost of overtime for the remainder of the fiscal year as well. These funds should be placed in the department overtime line item 3505-1005-000. It is understood that reimbursement for this expense will be forth coming from the City of Winchester in the very near future as reimbursement through the grant program.

If you have any questions or need additional information, please do not hesitate to contact me.

** Actual May figures Supplied*

TLW:jlc
Attachment: (3)
Cc: File

-total invoiced = \$ 10,479.38

-14-



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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

April 29, 2009

The County of Frederick, Virginia is requesting reimbursement in the amount of \$2,561.32 for Hazardous Materials Training that was held on January 14, 2009. The information attached outlines the details of this figure.

Frederick County Fire and Rescue employees work a 200 hour schedule in twenty-eight (28) days for their annual base salary. Then, these employees are compensated at a straight time rate for hours that are worked from 201 through 212 in a 28-day timeframe. Any additional hours that are worked above the 212 hour threshold in a 28-day cycle are then compensated at an overtime rate of time and one half.

Pease do not hesitate to contact me if you have any questions.

Sincerely,

Paula Nofsinger
Director of Human Resources

Name	Hourly Rate	OT Rate	FICA	WC	Total Fringes	Total Pay	Invoice Amount
Atkinson-Ganoe, Shannon	\$15.83	\$23.75	\$4.52	\$2.35	\$6.87	\$126.64	\$133.51
Bowmaster, William	\$27.50	\$41.25	\$11.39	\$5.93	\$17.32	\$220.00	\$237.32
Cather, Ty	\$22.39	\$33.59	\$9.31	\$4.85	\$14.16	\$179.12	\$193.28
Callett, Ricky	\$21.90	\$32.85	\$9.23	\$4.81	\$14.04	\$175.20	\$189.24
Grubbs, Dean	\$23.72	\$35.58	\$9.58	\$4.99	\$14.57	\$189.76	\$204.33
Houndshell, Andrew	\$17.90	\$26.85	\$7.36	\$3.83	\$11.19	\$143.20	\$154.39
Light, Ronald	\$22.42	\$33.63	\$9.32	\$4.85	\$14.17	\$179.36	\$193.53
Luttrell, Robert	\$19.59	\$29.39	\$8.50	\$4.43	\$12.93	\$156.72	\$169.65
Orndorff, James	\$15.00		\$0.00	\$0.00	\$0.00	\$120.00	\$120.00
Scott, Kenneth	\$17.79	\$26.69	\$7.31	\$3.81	\$11.12	\$142.32	\$153.44
Sherman, Chad	\$16.16	\$24.24	\$6.74	\$3.51	\$10.25	\$129.28	\$139.53
Steudl, Karl	\$24.14	\$36.21	\$10.20	\$5.31	\$15.52	\$193.12	\$208.64
Wagner, Teague	\$16.94	\$25.41	\$7.35	\$3.83	\$11.18	\$135.52	\$146.70
Whitacre, Kevin	\$19.54	\$29.31	\$8.20	\$4.27	\$12.48	\$156.32	\$168.80
Yunker, Marshall	\$17.20	\$25.80	\$7.46	\$3.89	\$11.35	\$137.60	\$148.95
					\$177.16	\$2,384.16	\$2,561.32



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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

April 29, 2009

The County of Frederick, Virginia is requesting reimbursement in the amount of \$2,596.26 for Hazardous Materials Training that was held on February 18, 2009. The information attached outlines the details of this figure.

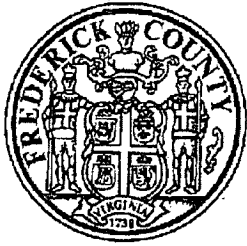
Frederick County Fire and Rescue employees work a 200 hour schedule in twenty-eight (28) days for their annual base salary. Then, these employees are compensated at a straight time rate for hours that are worked from 201 through 212 in a 28-day timeframe. Any additional hours that are worked above the 212 hour threshold in a 28-day cycle are then compensated at an overtime rate of time and one half.

Pease do not hesitate to contact me if you have any questions.

Sincerely,

Paula Nofsinger
Director of Human Resources

Name	Annual	Hourly Rate	OT Rate	FICA	WC	Total Fringes	Total Pay	Invoice Amount
Atkinson-Ganoe, Shannon	\$37,879.77	\$15.83	\$23.75	\$4.52	\$2.35	\$6.87	\$79.15	\$86.02
Burns, Jason	\$54,849.42	\$22.04	\$44.08	\$9.16	\$4.77	\$13.93	\$154.28	\$168.21
Caldwell, Justin	\$44,337.54	\$17.68	\$26.52	\$7.40	\$3.86	\$11.26	\$123.76	\$135.02
Fuller, Amie	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$105.00
Grubbs, Dean	\$57,402.09	\$23.72	\$35.58	\$9.58	\$4.99	\$14.57	\$166.04	\$180.61
Jenkins, Keith	\$53,103.01	\$27.11	\$40.66	\$8.86	\$4.62	\$13.48	\$284.62	\$298.10
Lauck, Jeremy	\$45,647.09	\$18.19	\$27.29	\$7.62	\$3.97	\$11.59	\$127.33	\$138.92
Light, Ronald	\$55,828.62	\$22.42	\$33.63	\$9.32	\$4.85	\$14.17	\$156.94	\$171.11
Luttrell, Robert	\$50,938.74	\$19.59	\$29.39	\$8.50	\$4.43	\$12.93	\$137.13	\$150.06
Pearson, Gary	\$70,749.80	\$28.16	\$0.00	\$11.81	\$6.15	\$17.96	\$197.12	\$215.08
Smith, Stephen	\$55,758.05	\$22.71	\$34.07	\$9.31	\$4.85	\$14.16	\$158.97	\$173.13
Steucl, Karl	\$61,115.96	\$24.14	\$36.21	\$10.20	\$5.31	\$15.52	\$168.98	\$184.50
Wagner, Teague	\$44,039.69	\$16.94	\$25.41	\$7.35	\$3.83	\$11.18	\$118.58	\$129.76
Whitacre, Kelly	\$55,620.37	\$28.32	\$42.48	\$9.28	\$4.84	\$14.12	\$297.36	\$311.48
Whitacre, Kevin	\$49,154.14	\$19.54	\$29.31	\$8.20	\$4.27	\$12.48	\$136.78	\$149.26
						\$184.22	\$2,412.04	\$2,596.26



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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

April 29, 2009

The County of Frederick, Virginia is requesting reimbursement in the amount of \$2,442.72 for Hazardous Materials Training that was held on March 11, 2009. The information attached outlines the details of this figure.

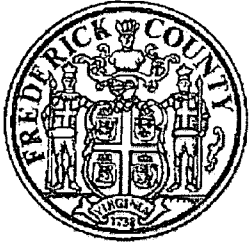
Frederick County Fire and Rescue employees work a 200 hour schedule in twenty-eight (28) days for their annual base salary. Then, these employees are compensated at a straight time rate for hours that are worked from 201 through 212 in a 28-day timeframe. Any additional hours that are worked above the 212 hour threshold in a 28-day cycle are then compensated at an overtime rate of time and one half.

Pease do not hesitate to contact me if you have any questions.

Sincerely,

Paula Nofsinger
Director of Human Resources

Name	Annual	Hourly Rate	OT Rate	FICA	WC	Total Fringes	Total Pay	Invoice Amount
Atkinson-Gano, Shannon	\$37,879.77	\$15.83	\$23.75	\$4.52	\$2.35	\$6.87	\$110.81	\$117.68
Bowmaster, William	\$68,229.03	\$27.50	\$0.00	\$11.39	\$5.93	\$17.32	\$192.50	\$209.82
Cather, Ty	\$55,758.05	\$22.39	\$33.59	\$9.31	\$4.85	\$14.16	\$156.73	\$170.89
Calllett, Ricky	\$55,303.38	\$21.90	\$32.85	\$9.23	\$4.81	\$14.04	\$153.30	\$167.34
Grubbs, Dean	\$57,402.09	\$23.72	\$35.58	\$9.58	\$4.99	\$14.57	\$166.04	\$180.61
Jenkins, Keith	\$53,103.01	\$27.11	\$40.67	\$8.86	\$4.62	\$13.48	\$243.96	\$257.44
Light, Ronald	\$55,828.62	\$22.42	\$33.63	\$9.32	\$4.85	\$14.17	\$156.94	\$171.11
Luttrell, Robert	\$50,938.74	\$19.59	\$29.39	\$8.50	\$4.43	\$12.93	\$137.13	\$150.06
Morgan, Russell	\$49,260.32	\$20.21	\$30.32	\$8.22	\$4.28	\$12.51	\$141.47	\$153.98
Pifer III, William	\$45,698.07	\$18.52	\$27.78	\$7.63	\$3.97	\$11.60	\$129.64	\$141.24
Scott, Kenneth	\$43,783.44	\$17.83	\$26.75	\$7.31	\$3.81	\$11.12	\$124.53	\$135.65
Sherman, Chad	\$40,386.65	\$16.16	\$24.24	\$6.74	\$3.51	\$10.25	\$113.12	\$123.37
Stuedl, Karl	\$61,115.96	\$24.14	\$36.21	\$10.20	\$5.31	\$15.52	\$168.98	\$184.50
Wagner, Teague	\$44,039.69	\$16.94	\$25.41	\$7.35	\$3.83	\$11.18	\$118.58	\$129.76
Whitacre, Kevin	\$49,154.14	\$19.54	\$29.31	\$8.20	\$4.27	\$12.48	\$136.78	\$149.26
						\$192.21	\$2,250.51	\$2,442.72



County of Frederick

Paula A. Nofsinger
Director of Human Resources

COPY

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

June 8, 2009

The County of Frederick, Virginia is requesting reimbursement in the amount of \$2,879.08 for Hazardous Materials Training that was held on May 27, 2009. The information attached outlines the details of this figure.

Frederick County Fire and Rescue employees work a 200 hour schedule in twenty-eight (28) days for their annual base salary. Then, these employees are compensated at a straight time rate for hours that are worked from 201 through 212 in a 28-day timeframe. Any additional hours that are worked above the 212 hour threshold in a 28-day cycle are then compensated at an overtime rate of time and one half.

Pease do not hesitate to contact me if you have any questions.

Sincerely,


Paula Nofsinger
Director of Human Resources

Name	Annual	Hourly Rate	OT Rate	FICA	WC	Total Fringes	Total Pay	Invoice Amount
Atkinson-Ganoë, Shannon	\$37,879.77	\$15.83	\$23.75	\$4.52	\$3.53	\$8.05	\$118.73	\$126.78
Bowmaster, William	\$68,229.03	\$27.50	\$0.00	\$11.39	\$6.36	\$17.75	\$206.25	\$224.00
Cather, Ty	\$55,758.05	\$22.39	\$33.59	\$9.31	\$5.20	\$14.50	\$167.93	\$182.43
Cattlet, Ricky	\$55,303.38	\$21.90	\$32.85	\$9.23	\$5.15	\$14.38	\$164.25	\$178.63
Gavumik, Christopher	Part Time	\$15.00					\$112.50	\$112.50
Jenkins, Keith	\$53,103.01	\$27.11	\$40.67	\$8.86	\$4.95	\$13.81	\$304.95	\$318.76
Light, Ronald	\$55,828.62	\$22.42	\$33.63	\$9.32	\$5.20	\$14.52	\$168.15	\$182.67
Luttrell, Robert	\$50,938.74	\$19.59	\$29.39	\$8.50	\$4.75	\$13.25	\$146.93	\$160.18
Noll, Jason	\$44,101.60	\$18.22	\$27.33	\$7.36	\$4.11	\$11.47	\$136.65	\$148.12
Scott, Kenneth	\$43,783.44	\$17.83	\$26.75	\$7.31	\$4.08	\$11.39	\$133.43	\$144.82
Sherman, Chad	\$40,386.65	\$16.16	\$24.24	\$6.74	\$3.76	\$10.50	\$121.20	\$131.70
Steuil, Karl	\$61,115.96	\$24.14	\$36.21	\$10.20	\$5.69	\$15.90	\$181.05	\$196.95
Wagner, Teague	\$44,039.69	\$16.94	\$25.41	\$7.35	\$4.10	\$11.45	\$127.05	\$138.50
Whitacre, Kelly	\$55,620.37	\$28.32	\$42.48	\$9.28	\$5.18	\$14.47	\$318.60	\$333.07
Whitacre, Kevin	\$49,154.14	\$19.54	\$29.31	\$8.20	\$4.58	\$12.78	\$146.55	\$159.33
Younker, Marshall	\$44,719.81	\$17.20	\$25.80	\$7.46	\$4.17	\$11.63	\$129.00	\$140.63
						\$195.86	\$2,683.22	\$2,879.08



FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive
Winchester, VA 22602

Timothy L. Welsh
Department Chief

MEMORANDUM

TO: Sharon Kibler, Asst. Director
Finance Department

FROM: Timothy L. Welsh, Chief *TW*
Frederick County Fire and Rescue

SUBJECT: Newton B. Shingleton Trust

DATE: May 11, 2009



The County of Frederick is in receipt of grant funds from the Newton B. Shingleton Trust. I have attached a copy of the letter and check received from Wachovia Trust which provides guidelines for the use of said funds. The check in the amount of \$3,701.61 is to be distributed equally between the current fire companies in Frederick County. As we discussed this date, please deposit the attached check #51097091 into revenue code 1034 (3-010-18990-0005). *Cash Sheet 5-8-09*

I also request a supplemental appropriation of said funds into the Fire Company Budget (3202) so these funds may be paid out equally to the eleven fire companies in Frederick County. Individual checks in the amount of \$336.51 each should be issued. Please issue these checks through the established line items in the fire company budget.

If you have any questions, please do not hesitate to contact me. Thank you for your assistance in this matter.

/jlc
cc: Christine Franchok, Vol. Coordinator
File

-23-

Wachovia Bank, N.A.
VA7515
Post Office Box 14061
Roanoke, VA 24038

Fax 540 563-7059
800 945-7798



WACHOVIA TRUST

May 1, 2009

Mr. C. William Orndorff, Jr.
Commissioner of the Revenue
Frederick County
107 Kent Street
Winchester, VA 22601

RE: Newton B. Shingleton Trust (the "Foundation")
Wachovia Account #5013668911

Dear Mr. Orndorff:

On behalf of the above-referenced Foundation, I am pleased to enclose a grant in the amount of \$3,701.61 for existing volunteer fire departments serving Frederick County.

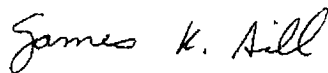
This grant is to be used exclusively for public purposes to support equally the then existing volunteer fire departments serving Frederick. The grant is subject to your organization's agreement to the following terms:

- A. **EXEMPT STATUS:** Because the Foundation is classified as a private foundation, we must ensure that each grantee organization is exempt from income tax under Internal Revenue Code Section 501(c)(3) and is classified as a public charity under Section 509(a)(1), (2) or (3). Based on the information available to us, your organization appears to satisfy this condition by virtue of its status as a governmental unit. An authorized representative of your organization must **immediately** notify us of any change in your organization's tax-exempt status or organizational/operational changes that could lead to an alteration in its status.
- B. **RESTRICTED PURPOSES:** These funds must be used entirely for the purposes described above and may not be applied toward any activity inconsistent with the charitable purposes described in Internal Revenue Code Sections 501(c)(3) and 170(c)(2)(B). Under no circumstances may any portion of the funds be used to carry on propaganda or otherwise attempt to influence legislation or the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive. We retain the right to monitor and conduct an evaluation of the use of these funds (by site visit or otherwise), discuss the grant with your personnel, and review financial records and other documentation relating to the activities financed by this grant.
- C. **REPAYMENT OBLIGATION:** Any funds not expended or committed for the authorized purposes of the grant must be returned to the Foundation.

- D. NO PRIVATE INUREMENT:** This grant is a charitable contribution from the Foundation to be applied toward the purposes specified herein. No goods, services, or other private benefit may be provided by your organization (or accepted by any person) in exchange for this grant. The grant is made on behalf of the Foundation and not by or on behalf of any other entity or person. The grant is not being made in satisfaction of any pledge made by any person or entity other than the Foundation itself, if applicable.

Your organization's deposit, negotiation or endorsement of the enclosed check will constitute its agreement to the terms and conditions set forth above. However, for our files, please have the enclosed copy of this letter reviewed and signed where indicated by an authorized representative of your organization and then returned to me in the enclosed self-addressed stamped envelope. Please do not hesitate to contact me with any questions or concerns.

Best regards,



James K. Dill
Vice President
On behalf of Wachovia Bank, National Association, as Trustee of the Newton B. Shingleton Trust

Enclosures

IRS CIRCULAR 230 NOTICE: Neither this document nor any attachment hereto is a "covered opinion" as defined by Circular 230. This document is limited to federal tax issues addressed herein and additional issues may exist that would affect the federal tax treatment of any transaction discussed herein. This document (including any attachment) was not intended or written to be used—and cannot be used or relied upon—for the purpose of (i) avoiding penalties under the Internal Revenue Code; or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.

ACKNOWLEDGEMENT OF RECEIPT & CONSENT TO TERMS:

On behalf of Frederick County, I understand and agree to the foregoing terms and conditions of the above-referenced grant from Frederick County, and hereby certify my authority to execute this agreement on behalf of said organization. I further certify that Frederick County is exempt from income tax under Internal Revenue Code Section 501(c)(3) and is further classified as a public charity under Section 509(a)(1), (2) or (3). I understand that Sections 501(c)(3) and 509(a)(1) together encompass, among other things, certain tax exempt religious organizations, governmental units, and schools described in Section 170(b)(1)(A) which are not required to obtain determination letters from the Internal Revenue Service.

I further certify that these funds were used towards _____ volunteer fire companies in the County of Frederick.

Signature Date: _____

Name (please type or print)

Title

51097091
REG 537
DISP 5516

BR 204
CF-VIRGINIA

Account Name: NEWTON B SHINGLETON TRUST WACHOVIA BANK, N.A. &
HAROLD SPURLING, CO-TRUSTEES UNDER THE WILL OF NEWTON
SHINGLETON DTD 3/27/81

Account Number: 5013668911

Date
04/29/09

000217 FREDERICK COUNTY
ATTN: C. WILLIAM ORNDORFF, JR.
COMMISSIONER OF REVENUE
107 KENT STREET
WINCHESTER, VA 22601

Remittance Amount	
Income	Principal
\$*****3,701.61	\$*****0.00

For: CHARITABLE CONTRIBUTION

2008 FIXED DISTRIBUTION
FBO TO BE DIVIDED EQUALLY
BETWEEN CURRENT FIRE COMPANIES
IN FREDERICK COUNTY

WACHOVIA

PLEASE FOLD AND DETACH AT PERFORATION BEFORE PRESENTING FOR PAYMENT

WACHOVIA

WACHOVIA BANK, N.A.
CHARLOTTE, NC 28288-1151
1-888-216-2308

Account No.
5013668911 SHINGLETON TUW

66-21
530

51097091

Date
04/29/09

Amount
\$*****3,701.61

Pay: Three Thousand Seven Hundred One DOLLARS AND Sixty-One CENTS

To The Order Of: FREDERICK COUNTY

Leon M. Lennor
Authorized Signature

-27-



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

5 North Kent Street, Winchester, VA 22601

LeeAnna Pyles
Director

TO: Finance Committee

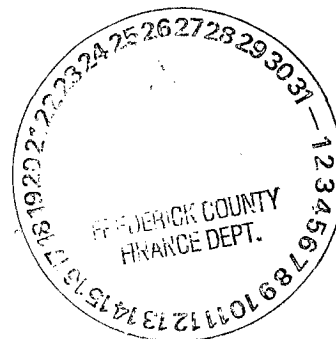
FROM: LeeAnna Pyles, Director *LeeAnna Pyles*
Public Safety Communications

DATE: May 19, 2009

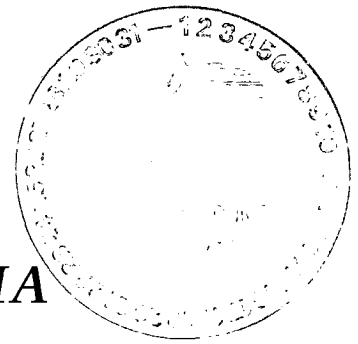
REF: June Committee Agenda

I would like be placed on the Finance Committee's Consent Agenda for the June meeting for grant appropriations for the Department of Public Safety Communications. A grant in the amount of \$ 54,100 will be used to purchase a new voice recorder and logging system from the Virginia Wireless E-911 Service Board. The second grant, in the amount of \$ 212,600 is for a regional project with Pictometry. There is no match for either grant.

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



* new revenue and expenditure codes need to be setup.



COMMONWEALTH of VIRGINIA
Virginia Wireless E-911 Services Board

April 28, 2009

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

Michael M. Cline
 Chairman
 VDEM

Robert W. Woltz, Jr.
 Vice-Chairman
 Verizon

David A. Von Moll
 Treasurer
 Comptroller

Linda W. Cage
 Mecklenburg County

Chief Ed Frankenstein
 Prince George County

Captain John Furlough
 Virginia State Police

Tracy Hanger
 City of Hampton

Philip Heins
 Hanover County

Robert Layman
 AT & T

Robert L. McAvoy
 NTELOS

Chief Ron Mastin
 Fairfax County

Sheriff Fred Newman
 Washington County

Pat B. Shumate
 Roanoke County

Denise B. Smith
 Charles City County

Lemuel C. Stewart, Jr.
 VITA

Albert F. Vincent
 Virginia Dept. of
 Emergency Management

Ms. LeeAnne Pyles, Director
 Frederick County PSCC
 1080 Coverstone Drive
 Winchester, Virginia 22602

Dear Ms. Pyles:

This letter is in reference to your grant application for consideration under the FY10 PSAP Grant Program.

Frederick County PSCC requested grant funding for a voice recorder and logging system. I am pleased to advise you that the Virginia Wireless E-911 Services Board has approved your request. You have been awarded \$54,100. Also, please be advised that this award does not require a match of local funds.

Funding for this grant award will be available after July 1, 2009. However, in accordance with stricter controls and regulatory oversight being deployed throughout the Commonwealth of Virginia, the E-911 Wireless Services Board has identified guidelines for requesting draw down against this grant award that differ from previous grant award years.

The attached Public Safety Grant Payment Request Form must be completed in its entirety and submitted electronically to the contact identified on the form. A cost schedule or final vendor quote that substantiates the amount requested must be attached to the request form.

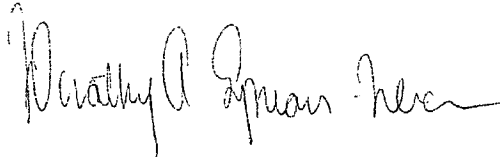
If there are changes to your initial budget summary submitted during the application process, submit it with the request. (NOTE: Your grant award will not change as a result of budgetary changes.) Supporting documentation may be submitted electronically. Once the project is complete, you will need to close out the grant award for the period awarded.

-29-

Frederick County PSCC
April 28, 2009
Page Two

Congratulations on your grant award! If you have any questions, please do not hesitate to contact me or your Regional Coordinator.

Sincerely,

A handwritten signature in cursive script that reads "Dorothy A. Spears-Dean".

Dorothy A. Spears-Dean
PSC Coordinator



COMMONWEALTH of VIRGINIA
Virginia Wireless E-911 Services Board

April 28, 2009

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

Michael M. Cline
Chairman
VDEM

Robert W. Woltz, Jr.
Vice-Chairman
Verizon

David A. Von Moll
Treasurer
Comptroller

Linda W. Cage
Mecklenburg County

Chief Ed Frankenstein
Prince George County

Captain John Furlough
Virginia State Police

Tracy Hanger
City of Hampton

Philip Heins
Hanover County

Robert Layman
AT & T

Robert L. McAvoy
NTELOS

Chief Ron Mastin
Fairfax County

Sheriff Fred Newman
Washington County

Pat B. Shumate
Roanoke County

Denise B. Smith
Charles City County

Lemuel C. Stewart, Jr.
VITA

Albert F. Vincent
Virginia Dept. of
Emergency Management

Ms. LeeAnne Pyles, Director
Frederick County PSCC
1080 Coverstone Drive
Winchester, Virginia 22602

Dear Ms. Pyles:

This letter is in reference to your grant application for consideration under the FY10 PSAP Grant Program.

Frederick County PSCC, Warren County and Winchester Fire/Rescue Communications requested grant funding for pictometry. I am pleased to advise you that the Virginia Wireless E-911 Services Board has approved your request. You have been awarded \$212,660. Also, please be advised that this award does not require a match of local funds.

Funding for this grant award will be available after July 1, 2009. However, in accordance with stricter controls and regulatory oversight being deployed throughout the Commonwealth of Virginia, the E-911 Wireless Services Board has identified guidelines for requesting draw down against this grant award that differ from previous grant award years.

The attached Public Safety Grant Payment Request Form must be completed in its entirety and submitted electronically to the contact identified on the form. A cost schedule or final vendor quote that substantiates the amount requested must be attached to the request form.

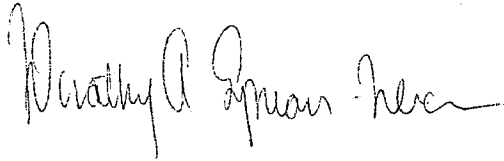
If there are changes to your initial budget summary submitted during the application process, submit it with the request. (NOTE: Your grant award will not change as a result of budgetary changes.) Supporting documentation may be submitted electronically. Once the project is complete, you will need to close out the grant award for the period awarded.

-31-

Frederick County PSCC
April 28, 2009
Page Two

Congratulations on your grant award! If you have any questions, please do not hesitate to contact me or your Regional Coordinator.

Sincerely,

A handwritten signature in cursive script that reads "Dorothy A. Spears-Dean". The signature is written in black ink and is positioned above the typed name.

Dorothy A. Spears-Dean
PSC Coordinator

Northwestern Regional Adult Detention Center

Bruce R. Conover - Superintendent



141 Fort Collier Road, Winchester, VA 22603
(540) 665-6374 (540) 665-1615 FAX

MEMORANDUM

To: Ms. Cheryl Shiffler, Director of Finance

From: Bruce R. Conover, Superintendent

A handwritten signature in black ink, appearing to read "Bruce R. Conover", is written over the "From:" line of the memorandum.

Date: May 21, 2009

Subject: Carry Forward Funds

Request that \$20,000.00 in Overtime expenditure code #11-3301-1005-000, be carried forward into FY10 to accommodate the payment for the last holiday in FY09 on May 25, 2009.

Also request \$9,513.00 in Part Time expenditure code #11-3301-1007-000, be carried forward into FY 10, applied to expenditure code #11-3301-5413-001 Grant Refund, to fund the Governor's Reduction to Aid to Localities for the Pre Trial Grant from FY 09.

Thank you for your prompt attention to this matter.

CarryFwd-09/jw



-33-

Commonwealth of Virginia

COUNTY OF FREDERICK

GLENN R. WILLIAMSON
Commonwealth's Attorney

ROSS P. SPICER
Deputy Commonwealth's Attorney

ANDREW M. ROBBINS
Assistant Commonwealth's Attorney

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



C. TODD GILBERT
Assistant Commonwealth's Attorney

ERIC W. HEFLIN
Investigator

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

**OFFICE OF THE
COMMONWEALTH'S ATTORNEY**

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

May 15, 2009

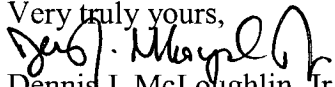
VIA HAND DELIVERY

Cheryl Shiffler, Finance Director
Frederick County Administration
107 N. Kent St., 3d Floor
Winchester, VA 22601

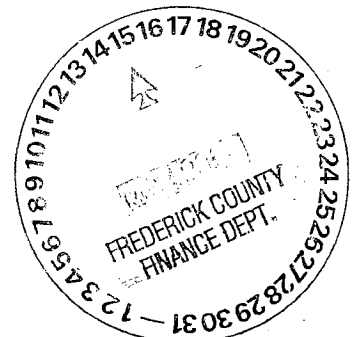
RE: V-STOP Stimulus Grant

Dear Cheryl:

Pursuant to your instructions, attached is a copy of grant-related materials. We mailed this application/proposal to the Department of Criminal Justice Services today. Should someone from my office simply appear for the Finance Committee meeting on June 17 at 8:00 a.m.? If I do not hear anything further from you, I will assume that is the next step. If you need anything further from me before then, please advise.

Very truly yours,

Dennis J. McLoughlin, Jr.
Assistant Commonwealth's Attorney

Enclosures



Grant Application

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

Grant Program:	V-STOP Recovery Act	DUNS Number:	069372647
		CCR Number:	AG6RUU
Applicant:	Frederick County		
Jurisdiction(s) Served:	Frederick County, Middletown, Stephens City		
Program Title:	Domestic Violence Prosecutor		
Grant Period:	July 1, 2009 to December 31, 2010		
Type of Applicant:	<input type="checkbox"/> Law Enforcement Agency <input type="checkbox"/> Non-Profit Victim Services Agency <input checked="" type="checkbox"/> Prosecutor's Office <input type="checkbox"/> Courts <input type="checkbox"/> Other, please specify _____		

	Project Director	Project Administrator	Finance Officer
Name:	Mr. Ross P. Spicer	Mr. John R. Riley, Jr.	Ms. Cheryl Shiffler
Title:	Deputy Comm. Atty.	County Administrator	Finance Director
Address:	107 North Kent Street Winchester, VA 22601	107 North Kent Street Winchester, VA 22601	107 North Kent Street Winchester, VA 22601
Phone:	540-665-6383	540-665-5666	540-665-5610
Fax:	540-667-3454	540-667-0370	540-667-0370
E-mail:	rspicer@co.frederick.va.us	jriley@co.frederick.va.us	cshiffler@co.frederick.va.us

Signature of Project Administrator: 

Brief Project Description:

Maximize the likelihood that female victims of domestic violence will exercise the self-determination to end abusive relationship and participate in the criminal prosecution of their abusers. Be responsible for raising the public's and law enforcement's awareness of the growing problems of domestic violence in Frederick County.

Project Budget Summary	DCJS Funds		Match
	Federal (V-STOP)	General	
Personnel	\$ 65,764.10	\$XXXXXXXXXXXXXX	\$65,764.10
Consultants	\$Not allowed	\$XXXXXXXXXXXXXX	\$
Travel/Subsistence	\$Not allowed	\$XXXXXXXXXXXXXX	\$
Equipment	\$Not allowed	\$XXXXXXXXXXXXXX	\$
Indirect Costs	\$Not allowed	\$XXXXXXXXXXXXXX	\$Not allowed
Supplies/Other Operating Expenses	\$Not allowed	\$XXXXXXXXXXXXXX	\$
Totals:	\$ 65,764.10	\$XXXXXXXXXXXXXX	\$65,764.10
Grand Total: \$ 65,764.10			

ITEMIZED BUDGET

1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Names of Employees	Position Titles	Annual Salary Rate	Hours Devoted	(V-STOP) FEDERAL	STATE	CASH	IN-KIND	
TBA	Domestic Violence Prosecutor	\$40,666	1040	\$40,666	XXXXXXXX			\$40,666
TBA	Domestic Violence Prosecutor	\$20,334	520	\$20,334	XXXXXXXX			\$20,334
					XXXXXXXX			
					XXXXXXXX			
					XXXXXXXX			
					XXXXXXXX			
TOTAL:				\$61,000	XXXXXXXX			\$61,000
b. Fringe Benefits								
FICA % = 7.65				\$4,666.50	XXXXXXXX			\$4,666.50
Retirement =				XXXXXXXX	XXXXXXXX			
Other (itemize)		Workman's Comp.		\$97.60	XXXXXXXX			\$97.60
TOTAL:				\$4,764.10	XXXXXXXX			\$4,764.10
TOTAL PERSONNEL (a + b):				\$65,764.10	XXXXXXXX			\$65,764.10

2. Consultants (including Travel and Subsistence)

a. Individual Consultants					
Type:	XXXXXXXX	XXXXXXXX			
Hours Devoted:	XXXXXXXX	XXXXXXXX			
TOTAL:			XXXXXXXX	XXXXXXXX	
b. Organizations and Associations					
Type:	XXXXXXXX	XXXXXXXX			
Fee:	XXXXXXXX	XXXXXXXX			
Time Devoted:	XXXXXXXX	XXXXXXXX			
TOTAL:			XXXXXXXX	XXXXXXXX	
c. Consultants' Subsistence and Travel					
Number of Days:	XXXXXXXX	XXXXXXXX			
Rate/Day:	XXXXXXXX	XXXXXXXX			
TOTAL:			XXXXXXXX	XXXXXXXX	
TOTAL CONSULTANTS (a + b + c)			XXXXXXXX	XXXXXXXX	

3. Travel and Subsistence for Project Personnel

a. Local Mileage _____ X _____ per mile	XXXXXXXX	XXXXXXXX		\$1,579	\$1,579
b. Non-local Miles _____ X _____ per mile	XXXXXXXX	XXXXXXXX		\$2,340	\$2,340
c. Subsistence _____ days X _____ per day	XXXXXXXX	XXXXXXXX		\$2,040	\$2,040
d. Air or other fares _____	XXXXXXXX	XXXXXXXX			
TOTAL TRAVEL:			YYYYYYYY	YYYYYYYY	\$5,959

ITEMIZED BUDGET (Continued)

4. Equipment				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	(V-STOP) FEDERAL	STATE	CASH	IN-KIND	
Computer w/monitor	1	\$2,040	Purchase	XXXXXXXX	XXXXXXXX	\$2,040		\$2,040
Projector and Screen	1	1,709	Purchase	XXXXXXXX	XXXXXXXX	\$1,709		\$1,709
				XXXXXXXX	XXXXXXXX			
				XXXXXXXX	XXXXXXXX			
				XXXXXXXX	XXXXXXXX			
				XXXXXXXX	XXXXXXXX			
TOTAL EQUIPMENT:				XXXXXXXX	XXXXXXXX	\$3,749		\$3,749

5. Supplies and Other Expenses

Type	Quantity	Price	XXXXXXXX	XXXXXXXX			
CLE Hours credits		1000.00 / year	XXXXXXXX	XXXXXXXX	\$1000		\$1,000
Training Registration	4	\$250 x 4	XXXXXXXX	XXXXXXXX	\$1000		\$1,000
Phone, Internet etc.			XXXXXXXX	XXXXXXXX	\$800		\$800
Postage	\$95/month		XXXXXXXX	XXXXXXXX	\$1,710		\$1,710
Office Supplies	\$35/month		XXXXXXXX	XXXXXXXX	\$630		\$630
Parking	\$30/month		XXXXXXXX	XXXXXXXX	\$540		\$540
Printing Resources			XXXXXXXX	XXXXXXXX	\$710		\$710
Software			XXXXXXXX	XXXXXXXX	\$500		\$500
			XXXXXXXX	XXXXXXXX			
			XXXXXXXX	XXXXXXXX			
			XXXXXXXX	XXXXXXXX			
			XXXXXXXX	XXXXXXXX			
TOTAL SUPPLIES AND OTHER:			XXXXXXXX	XXXXXXXX	\$6,890		\$6,890

6. Indirect Cost

			XXXXXXXX	XXXXXXXX	XXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX
TOTAL INDIRECT COST:			XXXXXXXX	XXXXXXXX	XXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX

GRAND TOTAL:	XXXXXXXX	XXXXXXXX				
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7. Cash Funds

<i>Cash funds from sources other than grant program supporting this project - (itemize). (Do not add to requested Project Budget Summary accounts.)</i>						
TOTAL:						

Personnel

\$3,388.89/mth x 18= \$61,000.00

TBA, Domestic Violence Prosecutor

Total Personnel Request \$61,000.00

Benefits

FICA (Wages x 7.65%) \$ 4,666.50

Workers Compensation (Gross Wage divided by 100 x .16) \$ 97.60

Total Benefits Request \$4,764.10

Total Request \$65,764.10

The Domestic Violence Prosecutors duties and vision:

The Frederick County Commonwealth’s Attorney’s Office envisions using the V-Stop prosecutor to maximize the likelihood that female victims of domestic violence will exercise the self-determination to end abusive relationships and participate in the criminal prosecution of their abusers. The V-Stop prosecutor will also be responsible for raising the public’s and law enforcement’s awareness of the growing problems of domestic violence in Frederick County.

In addition to prosecuting all domestic violence cases involving female victims, the V-Stop prosecutor will be the Commonwealth’s Attorney’s liaison with the Domestic Violence Coalition, which is an association of organizations committed to addressing the unique issues that arise in the domestic violence arena. The organizations that currently make up the DVC include Frederick County and Winchester Department of Social Services, members of the Winchester Police Dept. and the Frederick County Sheriff’s Office, the local domestic violence shelter and the Winchester Commonwealth’s Attorney’s Office. Because of staffing constraints, the Frederick County Commonwealth’s Attorney’s Office’s ability to participate regularly in DVC has been severely limited.

The V-Stop prosecutor will also be responsible for conducting periodic training at the Frederick County Sheriff’s Office. The need for such training is especially acute because of the frequency of domestic violence service calls that the Sheriff’s Office must respond to daily. The particular areas of training will include determining a primary aggressor, methods of memorializing

testimony and physical evidence observed at the scene, issues of spousal privilege, and apprising victims of domestic violence of the law of protective orders.

In addition to appearing on behalf of the Commonwealth to prosecute domestic violence cases, the Office also intends to require the V-Stop prosecutor to appear at protective order hearings when available. Although the prosecutor is not a party to such proceedings, he or she can be available to assist the victim/petitioner as may be appropriate. These proceedings also often prove to be very useful in gathering evidence that may be used in the later domestic violence prosecution, including statements against interest made by the respondents at the hearings.

Finally, the Commonwealth's Attorney intends to have the V-Stop prosecutor appear at community events and schools, as opportunities arise, to educate the public about domestic violence and the resources that are available in the area to help victims.

This request is for a new position.

Recruitment and Hiring Process:

Frederick County lists all job opportunities at the following venues:

- County Government website
- County Government bulletin board
- County offices
- Via Virginia Employment Commission
- Local Newspapers
 - Winchester Star
 - Northern Virginia Daily

It is vital to Frederick County that we maintain a staff that is reflective of our county's demographics and diversity. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, gender, ethnicity, national origin, age, disability, religion, sexual orientation or gender identity.

Consistently Frederick County fills vacant or new positions within six weeks of the initial job announcement. We do not anticipate this will change for this position.

In-Kind Match

Travel	
Local Mileage (within county) \$.585/mile x 150 miles x 18 months	\$1,579
Non-Local Mileage (within state) \$.585/mile x 500 miles x 8 trips	\$2,340
Hotel \$150/night x 10 nights	\$1,500
Meals \$45.00/day x 12 days	\$ 540

Equipment

Computer with Monitor	\$2,040
Projector and Screen (for presentations)	\$1,709

Supplies and Other

CLE Hours Required	\$1,000
Training Registration 4 x 250	\$1,000
Phone, Internet and Conference Calls \$95.00/month x 18 months	\$ 800
Postage	\$1,710
Office Supplies \$35/month x 18 months	\$ 630
Parking (\$30 x 18)	\$ 540
Printing Resources	\$ 710
Software	\$ 500

Total In-Kind Match: \$16,598.00

Organization Charge (Attached)

Timeline (Attached)

Cooperative Agreement (Attached)

Case Load (Statistics Attached):

Domestic Violence cases against women have increased tremendously in the past few years. Statistics from the Juvenile and Domestic Relations Court are attached, along with statistics gathered by one of our local high schools as a class project.

Goal:

To hire an attorney who will focus on prosecuting cases involving crimes against women arising within the jurisdiction of the Juvenile and Domestic Relations Court.

Objective 1:

The attorney will be responsible for independently prosecuting all cases having female victims at the hands of either a family or household member. The attorney will also fulfill related duties that will further the Frederick County Commonwealth's Attorney's Office's commitment to servicing female victims of domestic violence.

Activities:

The attorney will appear in Juvenile and Domestic Relations Court on behalf of the Commonwealth in any case involving a female victim of crime, including assaults and battery, stalking, harassment and others. The attorney will also handle appeals to the Circuit Court of any case handled by the attorney in J&DR Court. The attorney will also appear at protective order hearings, when available, and provide any services or advice as may be appropriate to female petitioners. Further, the attorney will represent the Commonwealth's Attorney's Office at meetings of the Domestic Violence Coalition, an association of organizations committed to addressing the unique issues that arise in the domestic violence arena. Finally, the attorney will provide periodic training to law enforcement regarding domestic violence.

Deliverables:

Training materials. Literature regarding services available to female victims of domestic violence. Statistics regarding number of cases handled by prosecutor.

09/10

FRINGE BENEFITS - FY 2009-2010

F.I.C.A.:

All wages less than \$106,800, the FICA rate is 7.65%. For wages paid in excess of \$106,800, use the following calculation:

6.2% on first \$106,800
1.45% on whole salary

WORKER'S COMPENSATION:

For full-time and part-time employees. Include gross wages, overtime and incentive pay in calculation.

Finance rate = .16

Example: Gross wage divided by 100 x .16 = Annual cost

3/10/2009

COMMONWEALTH OF VIRGINIA
CASELOAD STATISTICS OF THE DISTRICT COURTS
01/06 - 12/06

***** J & D R C O U R T *****

---CASES ON DOCKET---

-----HEARING RESULTS-----

	NEW CONTINUED	FINAL/ JUDGMENT	DEFLT JUDGMENT	WAIVED/ CV/REMOVED	CONTINUED	TRANS ACTIONS	HRNGS HELD CASE	CASES CONCLUDED	CONT RATE
JUVENILE									
TRAFFIC	156	117			58		175	200	0.22
DELINQUENCY	741	635			1,430	258	2,065	635	0.69
CUSTODY/VISIT	1,400	1,419		83	937	2,356	2,356	1,419	0.40
STATUS	92	100			70	170	170	100	0.41
**TOTAL JUVENILE	2,429	2,271		83	2,495	4,849	4,766	2,354	0.51
DOMESTIC									
MISDEMEANORS	346								
FELONIES	54	328			600	928	928	328	0.65
CAPIAS/SHOW CAUSE	666	51			93	144	144	51	0.65
CIVIL SUPPORT	725	663	0		649	1,312	1,312	663	0.49
CRIMINAL SUPPORT	0	772			357	1,129	1,129	772	0.32
**TOTAL DOMESTIC	1,791	1,814	0		1,699	3,513	3,513	1,814	0.48
*****TOTAL JADR DIST	4,220	4,085	83		4,194	8,362	8,279	4,168	0.50

WORKLOAD SUMMARY

	CASES/ JUDGE	HRNGS/ JUDGE	CASES/ CLERK	TRANS/ CLERK	JADR APPEALS PROCESSED
JUVENILE	1,619	3,177	759	1,515	105
DOMESTIC	1,194	2,342	560	1,098	0
**TOTAL JADR	2,813	5,519	1,319	2,613	105
JADR APPEALS PROCESSED					105
JADR RECEIPTS WRITTEN					0
JADR CHECKS WRITTEN					0
JUV. OPER LICENCES ISSUED					0
JUV. WORK PERMITS ISSUED					0
JADR MENTAL COMMITMENT HEARINGS					1
SPOUSAL ABUSE					130

COMMONWEALTH OF VIRGINIA
CASELOAD STATISTICS OF THE DISTRICT COURTS
01/07 - 12/07

***** J & D R C O U R T *****

---CASES ON DOCKET---
---HEARING RESULTS---

	NEW CONTINUED	FINAL/ JUDGE	DEFLT JUDGE CV/REMOVED	MAIVED/ CONTINUED	TRANS ACTIONS	HRNGS HELD	HRNGS CASE	CASES CONCLUDED	COMT RATE
JUVENILE									
TRAFFIC	206	112	92	52	256	164	0.80	204	0.20
DELINQUENCY	749	776		1,563	2,339	2,339	3.12	776	0.67
CUSTODY/VISIT	1,648	1,613		1,045	2,658	2,658	1.61	1,613	0.39
STATUS	133	132		84	216	216	1.62	132	0.39
..TOTAL JUVENILE	2,736	2,633	92	2,744	5,469	5,377	1.97	2,725	0.50
DOMESTIC									
MISDEMEANORS	331	353		551	904	904	2.73	353	0.61
FELONIES	59	62	0	99	161	161	2.73	62	0.61
CAPIAS/SHOW CAUSE	630	642		676	1,318	1,318	2.09	642	0.51
CIVIL SUPPORT	805	766		402	1,168	1,168	1.45	766	0.34
CRIMINAL SUPPORT	0	0		0	0	0	0.00	0	0.00
..TOTAL DOMESTIC	1,825	1,823	0	1,728	3,551	3,551	1.95	1,823	0.49
.....TOTAL J&DR DIST	4,561	4,456	92	4,472	9,020	8,928	1.96	4,548	0.50

WORKLOAD SUMMARY

	CASES/ JUDGE	HRNGS/ JUDGE	CASES/ CLERK	TRANS/ CLERK	J&DR APPEALS PROCESSED	J&DR RECEIPTS WRITTEN	J&DR CIRCIS WRITTEN	JUV. OPER LICENCES ISSUED	JUV. WORK PERMITS ISSUED	J&DR MENTAL COMMITMENT HEARINGS	SPOUSAL ABUSE
TOTAL J&DR JUDGES	1.50	1,824	855	1,709							
TOTAL CLERKS	3.20	1,217	570	1,110							
..TOTAL J&DR	3,041	5,952	1,425	2,819						20	146

COMMONWEALTH OF VIRGINIA
CASELOAD STATISTICS OF THE DISTRICT COURTS
01/08 - 12/08

***** J & D R C O U R T *****

---CASES ON DOCKET--- HEARING RESULTS-----

	NEW CONTINUED	FINAL/ JUDGMENT	DEFLT JUDGMENT	WAIVED/ CV/REMOVED	CONTINUED	TRANS ACTIONS	HRNGS HELD	HRNGS/ CASE	CASES CONCLUDED	CONT RATE
JUVENILE										
TRAFFIC	228	125			33	262	158	0.69	229	0.13
DELINQUENCY	676	696		104	1,404	2,100	2,100	3.11	696	0.67
CUSTODY/VISIT	1,525	1,490			1,245	2,735	2,735	1.79	1,490	0.46
STATUS	101	104			68	172	172	1.70	104	0.40
**TOTAL JUVENILE	2,530	2,415		104	2,750	5,269	5,165	2.04	2,519	0.52
DOMESTIC										
MISDEMEANORS	398	363			688	1,051	1,051	2.64	363	0.65
FELONIES	81	73			102	177	175	2.16	75	0.58
CAPIAS/SHOW CAUSE	627	647	2		598	1,245	1,245	1.99	647	0.48
CIVIL SUPPORT	855	846			404	1,250	1,250	1.46	846	0.32
CRIMINAL SUPPORT	0	0			0	0	0	0.00	0	0.00
**TOTAL DOMESTIC	1,961	1,929	2	2	1,792	3,723	3,721	1.90	1,931	0.48
****TOTAL J&DR DIST	4,491	4,344		106	4,542	8,992	8,886	1.98	4,450	0.51

***** WORKLOAD SUMMARY *****

	CASES/ JUDGE	HRNGS/ JUDGE	CASES/ CLERK	TRANS/ CLERK
J&DR APPEALS PROCESSED				112
J&DR RECEIPTS WRITTEN				0
J&DR CHECKS WRITTEN				0
JUV. OPER LICENCES ISSUED				0
J&DR WORK PERMITS ISSUED				0
J&DR MENTAL COMMITMENT HEARINGS				10
SPOUSAL ABUSE				156
**TOTAL J&DR	2,994	5,924	1,404	2,810

COMMONWEALTH OF VIRGINIA
CASELOAD STATISTICS OF THE DISTRICT COURTS
01/09 - 03/09

***** J & D R C O U R T *****
---CASES ON DOCKET---
-----HEARING RESULTS-----

	NEW CONTINUED	FINAL/ JUDGMENT	DEFLT JUDGMENT	WAIVED/ CV/REMOVED	CONTINUED	TRANS ACTIONS	HRINGS HELD	HRINGS CASE	CASES CONCLUDED	COURT RATE
JUVENILE	55	13		26	13	68	42	0.76	55	0.19
TRAFFIC	173	344			365	517	517	2.99	152	0.71
DELINQUENCY	372	402			343	774	774	2.08	431	0.44
STATUS	33	14			15	47	47	1.42	32	0.32
**TOTAL JUVENILE	633	773		26	736	1,406	1,380	2.18	670	0.52
DOMESTIC										
MISDEMEANORS	108	177								
FELONIES	18	41								
CAPIAS/SHOW CAUSE	196	198		0	178	285	285	2.64	107	0.62
CIVIL SUPPORT	232	125			36	59	59	3.28	23	0.61
CRIMINAL SUPPORT	0	0			183	394	394	2.01	211	0.46
**TOTAL DOMESTIC	554	541		0	96	357	357	1.54	261	0.27
*****TOTAL J&DR DIST	1,187	1,314		26	1,229	2,501	2,475	2.09	1,272	0.49

WORKLOAD SUMMARY

	CASES/ JUDGE	HRINGS/ JUDGE	CASES/ CLERK	TRANS/ CLERK	J&DR APPEALS PROCESSED	J&DR RECEIPTS WRITTEN	J&DR CHECKS WRITTEN	JUV. OPER LICENCES ISSUED	J&DR WORK PERMITS ISSUED	J&DR MENTAL COMMITMENT HEARINGS	SPOUSAL ABUSE
TOTAL J&DR JUDGES	1.00	633	198	439							0
TOTAL CLERKS	3.20	554	173	342							0
**TOTAL J&DR	1,187	1,187	371	781							0

Statics for Domestic Assault and Battery

2008 There were 264 charges in Frederick County.
There were 31 juveniles and 233 adult charges.
2008 There were 233 charges in Winchester.
There were 12 juveniles and 221 adult charges.

2007 There were 226 charges in Frederick County.
There were 21 juveniles and 205 adult charges.
2007 There were 222 charges in Winchester.
There were 6 juveniles and 216 adult charges

2006 There were 216 charges in Frederick County.
There were 13 juveniles and 203 adult charges.
2006 There were 282 charges in Winchester.
There were 8 juveniles and 274 adult charges.

2005 There were 218 charges in Frederick County.
There were 11 juveniles and 207 adult charges
2005 There were 272 charges in Winchester.
There were 12 juveniles and 260 adult charges.

2004 There were 205 charges in Frederick County.
There were 9 juveniles and 196 adult charges.
2004 There were 268 charges in Winchester.
There were 9 juveniles and 259 adult charges.

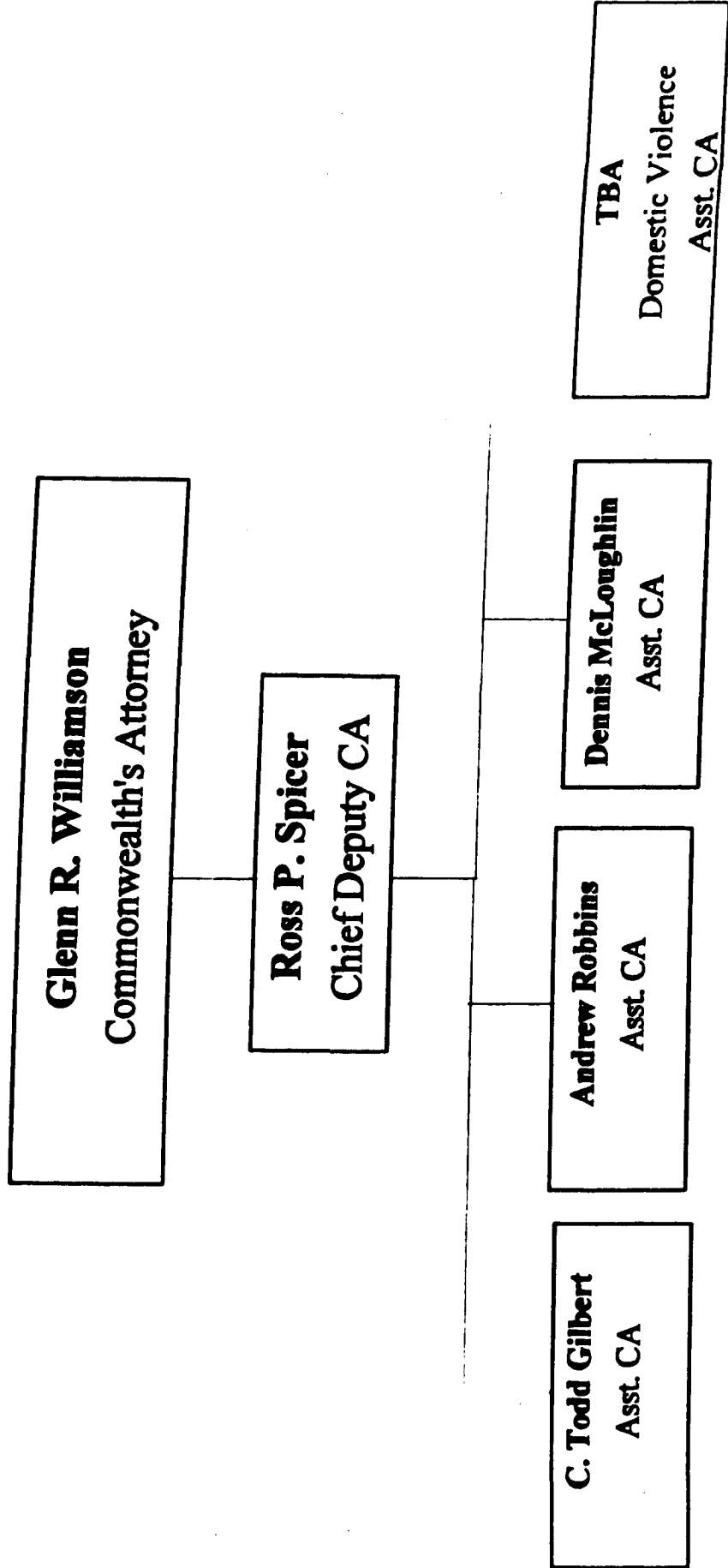
2003 There were 235 charges in Frederick County.
There were 9 juveniles and 226 adult charges.
2003 There were 181 charges in Winchester.
There were 7 juveniles and 174 adult charges.

2002 There were 204 charges in Frederick County.
There were 5 juveniles and 199 adult charges.
2002 There were 191 charges in Winchester.
There were 3 juveniles and 188 adult charges.

2001 There were 192 charges in Frederick County.
There were no juvenile charges and 192 adult charges.
2001 There were 167 charges in Winchester.
There were no juvenile charges and 167 adult charges.

2000 There were 178 charges in Frederick County.
There were no juvenile charges and 178 adult charges.
2000 There were 242 charges in Winchester.
There was 1 juvenile and 241 adult charges.

Organizational Chart



Frederick County - Timeline

Activity	Month												
	1	2	3	4	5	6	7	8	9	10	11	12	
Recruit attorney													
Hire attorney	X												
Train and orient attorney		X											
Prosecute 15-20 violence against women cases monthly			X										
Participate in monthly meeting of DV Task Force				X	X	X	X	X	X	X	X	X	X
Provide roll call training on new DV and SA laws to local law enforcement agency				X									
Submit quarterly progress and financial reports			X			X			X			X	

**COOPERATIVE AGREEMENT TO DEMONSTRATE SUPPORT FOR
V-STOP STIMULUS GRANT**

**Frederick County Commonwealth's Attorney Office
Frederick County Sheriff's Office
Frederick County Victim/Witness Program
Forensic Nurse Examiner Program, Winchester Medical Center
The Laurel Center
Winchester Frederick County Court Services Unit**

The Frederick County Commonwealth's Attorney's Office, Frederick County Sheriff's Office, Frederick County Victim/Witness Program, Frederick County FNE Program/Hospital, The Laurel Center, and the Winchester Frederick County Court Services Unit enter into this Cooperative Agreement to demonstrate a cooperative, collaborative commitment to pursue funding to support the establishment of a full-time attorney position within the Office of the Frederick County Commonwealth's Attorney that would focus on violence against women. Commitment is acknowledged by the signature below of each agency's representative.

While the Frederick County Commonwealth's Attorney's Office agreed to take responsibility for writing the proposal, all partners under the proposed grant were consulted in the development of its goals and objectives.

Partners under the proposed grant agree to support this initiative in the following ways:

- The Frederick County Commonwealth's Attorney's Office agrees to recruit and hire an attorney to coordinate the grant's activities and reporting requirements. Coordinating the grant's activities will include the following:
 - prosecute criminal cases involving violence against women;
 - appear at civil protective order hearings to assist the victim / petitioner as appropriate;
 - be the liaison between the Office of the Commonwealth's Attorney and the Domestic Violence Coalition;
 - work with groups, including the Laurel Center, to maximize the likelihood that female victim's of domestic violence will exercise the self-determination to end abusive relationships and participate in the criminal prosecution of their abusers;
 - appear at community events and schools to educate the public about violence against women and the resources available to combat this problem; and
 - conduct periodic training at the Frederick County Sheriff's Office.

- The Frederick County Commonwealth's Attorney's Office agrees to continue work in collaboration with each of the signatories to this Cooperative Agreement to ensure the successful implementation of the grant's goals and objectives
- Each other partner agrees to participate, as appropriate per their respective roles and responsibilities, in the implementation of the grant's goals and objectives.

This agreement is contingent upon the receipt of Recovery Act V-STOP funding by the Frederick County Commonwealth's Attorney's Office to conduct this project. If funding is received, this agreement will be in effect July 1, 2009 through December 31, 2010.

This agreement may be amended as mutually agreed upon by all parties and in writing.

Glenn R. Williamson

Glenn R. Williamson, Esq.
Frederick County Commonwealth's Attorney

5/14/09
Date

Robert T. Williamson

Sheriff Robert Williamson
Frederick County Sheriff's Office

5/14/09
Date

Melissa Rice

Melissa Rice
Director, Frederick County
Victim/Witness Program

5/15/09
Date

Cindy Leahy
Forensic Nurse Examiner Program Coordinator
Winchester Medical Center

Date

Diana Fulchiron
Sexual Assault Program Coordinator
The Laurel Center

Date

Rod Jones, Director
Winchester Frederick County Court Services Unit

Date

- The Frederick County Commonwealth's Attorney's Office agrees to continue work in collaboration with each of the signatories to this Cooperative Agreement to ensure the successful implementation of the grant's goals and objectives
- Each other partner agrees to participate, as appropriate per their respective roles and responsibilities, in the implementation of the grant's goals and objectives.

This agreement is contingent upon the receipt of Recovery Act V-STOP funding by the Frederick County Commonwealth's Attorney's Office to conduct this project. If funding is received, this agreement will be in effect July 1, 2009 through December 31, 2010.

This agreement may be amended as mutually agreed upon by all parties and in writing.

 Glenn R. Williamson, Esq.
 Frederick County Commonwealth's Attorney


 Date

 Sheriff Robert Williamson
 Frederick County Sheriff's Office

 Date

 Melissa Rice
 Director, Frederick County
 Victim/Witness Program

 Date


 Cyndi Leaby
 Forensic Nurse Examiner Program Coordinator
 Winchester Medical Center

 05/14/2009
 Date

 Donna Carpenter, MSW
 Executive Director,
 The Laurel Center

 Date

 Rod Jones, Director
 Winchester Frederick County Court Services Unit

 Date

-53-

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 Cindy Leahy
 Forensic Nurse Examiner Program Coordinator
 Winchester Medical Center

 Date

Donna Carpenter

 Donna Carpenter, MSW
 Executive Director,
 The Laurel Center

5/13/09

 Date

 Rod Jones, Director
 Winchester Frederick County Court Services Unit

 Date

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 Frederick County Commonwealth's Attorney _____
Date

 Sheriff Robert Williamson
 Frederick County Sheriff's Office _____
Date

 Melissa Rice
 Director, Frederick County
 Victim/Witness Program _____
Date

 Cindy Leahy
 Forensic Nurse Examiner Program Coordinator
 Winchester Medical Center _____
Date

 Diana Fulchiron
 Sexual Assault Program Coordinator
 The Laurel Center _____
Date



 Rod Jones, Director
 Winchester Frederick County Court Services Unit 5/13/09

Date

GENERAL GRANT CONDITIONS AND ASSURANCES

The applicant gives assurances and certifies with respect to the grant for which it is applying that it will comply with the following requirements in the event that the grant is awarded:

1. The applicant will comply with all applicable provisions of the Violence Against Women Act of 2005, and the Department of Criminal Justice Services (DCJS) Program Guidelines and Application Procedure Manual for Grants and the Active Program Guide for Applicants.
2. *For tribal, territorial, State or local prosecution, law enforcement, and courts applicants only.* The applicant assures that they have consulted with tribal, territorial, State, or local victim service programs during the course of developing their grant applications in order to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.
3. *For law enforcement and prosecution applicants only.* The applicant certifies that their policies and/or practices will not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.
4. *For law enforcement and prosecution applicants only.* The applicant certifies that their policies and/or practices will ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense; the refusal of a victim to submit to such an examination shall not prevent the investigation, charging, or prosecution of the offense.
5. *For private and public non-profits victims services applicants only.* The applicant assures that confidentiality policies are in place prohibiting the agency from 1) disclosing any personally identifying information or individual information collected in connection with services requested, utilized, or denied through their programs, unless ordered to do so by subpoena, and 2) revealing individual client information without the informed, written, reasonably time-limited consent of the client.
6. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Department of Criminal

Justice Services shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.

7. **REPORTS:** The applicant agrees to submit such reports as the DCJS shall reasonably request. Financial and progress reports shall be submitted, via GMIS, to the DCJS on five days following the close of each quarter.
8. **INSPECTION AND AUDIT:** The applicant agrees to comply with the organizational audit requirements of OMB Circular A-128, "Audits of State and Local Governments." In conjunction with the beginning date of the award, the audit report period of the government entity to be audited under the single audit requirement is the start-date of the project through the end-date of the project as noted on the Statement of Grant Award/Acceptance. The audit report shall be submitted no later than one (1) year from the end-date of the grant award as stated on the Statement of Grant Award/Acceptance, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report. A copy of all audits must be forwarded to the DCJS.
9. The applicant will comply, where applicable, with the following:
 - a. National Environment Policy Act (28 CFR 61)
 - b. Flood Plain Management and Wetland Protection Procedures (28 CFR 63)
 - c. National Historic Preservation Act (16 USC 470)
 - d. Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970. (28 CFR 52)
 - e. Clean Air Act, P. L. 88-206, 42 USC 1857, et. seq.
 - f. Safe Drinking Water Act, P. L. 93-523, 42 USC 3001, et. seq.
 - g. Endangered Species Act of 1973, P. L. 93-205, 16 USC 1531, et. seq.
 - h. Wild and Scenic Rivers Act, P. L. 90-542, 16 USC 1271, et. seq.
 - i. Fish and Wildlife Coordination Act, P. L. 85-624, 16 USC 661, et. seq.
 - j. Historical and Archaeological Data Preservation Act, P. L. 93-291, 16 USC 2469, et. seq.
 - k. Coastal Zone Management Act of 1979, P. L. 92-583, 16 USC 1451, et. seq. and the Coastal Barrier Resources Act of 1982 (P.L. 97-348)
 - l. Animal Welfare Act of 1970, P. L. 91-579, 7 USC 2131, et. seq.
 - m. Impoundment Control Act of 1974, P. L. 93-344, 31 USC 1401, et. seq.
 - n. The Fair Labor Standards Act, if applicable.
10. **POLITICAL ACTIVITY:** The restrictions of the Hatch Act, Pub. L. 93-433, 5 USC Chapter III, (as amended), concerning the political activity of government employees are applicable to applicant staff members and other state and local government employees whose principal employment is in connection with activities financed, in

whole or in part, by grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns except they may not be candidates for office.

11. **DISCRIMINATION PROHIBITED:** No person shall, on the grounds of race, religion, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits or be otherwise subjected to discrimination under or denied employment in connection with, grants awarded pursuant to the Justice Assistance Act of 1984, and the implementing regulations 28 CFR Part 42, Subparts C, D, E, and G, or any project, program, activity, or subgrant supported or benefiting from the grant. The applicant must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and its implementing regulations 28 CFR 41.101 et. seq.. The applicant must further comply with Section 504 of the Rehabilitation Act of 1973, as amended, and its implementing regulations; the Age Discrimination Act of 1973, as amended, and its implementing regulations and Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act (ADA)(1990); (42 USC. 12131-12134 & 28 CFR 35)

12. **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM:** The applicant certifies that it has executed and has on file, an Equal Employment Opportunity Program which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E, or that in conformity with the foregoing regulation, no Equal Employment Opportunity Program is required.

An applicant organization having 50 or more employees and receiving amounts of \$500,000 or more, or grants which in the aggregate exceed \$500,000 or more, in any fiscal year must submit a copy of its Equal Employment Opportunity Plan (EEOP) to the DCJS for review. For continuation grant funding that exceeds this amount in any fiscal year, the applicant must submit a statistical update from the previous years plan.

13. The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the DCJS.

14. **RELEASE OF INFORMATION:** All records, papers and other documents kept by recipients of DCJS funds, and their contractors, relating to the receipt and disposition of such funds, are required to be made available to the DCJS. These records and other documents submitted to DCJS and its applicants pursuant to other provisions of the Act, including plans and application for funds, are required to be made available to DCJS under the terms and conditions of the Federal Freedom of Information Act, 5 USC 552.

15. **INFORMATION SYSTEMS.** With respect to programs related to criminal justice information systems, the applicant agrees to comply with the provisions of 28 CFR,

Part 20 governing the protection of the individual privacy and the insurance of the integrity and accuracy of data collection. The applicant further agrees:

- a. That all computer programs (software) developed with funds provided by this grant will be made available to the DCJS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon request, to the DCJS. The documentation will include but not be limited to system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e., ANSI, COBOL, FORTRAN, BASIC, etc.) for use on general operating systems (e.g., DOS, CP/M, UNIX, etc.) that can be utilized on at least three different manufacturer's computers of similar size and configuration.
- d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Department of Criminal Justice Services should be contacted to determine availability of software prior to any development effort.

16. **CONFIDENTIALITY OF RESEARCH INFORMATION:** Research information identifiable to an individual, which was obtained through a project funded wholly or in part with DCJS and/or VAWA grant funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

17. **CRIMINAL INTELLIGENCE SYSTEMS OPERATING POLICIES:** The applicant agrees to be in compliance with all policies as expressed under the Code of Federal Regulations, 28 CFR 23, concerning the operation of criminal intelligence systems supported with grant funds.

18. **COPYRIGHT:** Except as otherwise provided in the conditions of the award, the author is free to arrange for copyright without approval when publication or similar materials are developed from work under a DCJS supported project. Any such copyright materials shall be subject to the DCJS's right to reproduce them, translate them, publish them, use and dispose of them, and to authorize others to do so for

government purposes. In addition, communications in primary scientific or professional journals publishing initial reports or research or other activities and supported in whole or in part by the DCJS project funds may be copyrighted by the journal with the understanding that individuals are authorized to make or have made by any means available to them, without regard to the copyright of the journal, and without royalty, a single copy of any such article for their own use. Copyrights developed by state employees during work hours, or within the scope of their employment, or when using state-owned or state-controlled facilities, vest in the Commonwealth.

19. **PATENTS:** If any discovery or invention arises or is developed in course of or as a result of work performed under this grant, the applicant shall refer the discovery or invention to DCJS. The applicant hereby agrees that determination of rights to inventions made under this grant shall be made by the DCJS or its duly authorized official representative, who shall have the sole and exclusive powers to determine whether or not and where patent application should be filed and to determine the disposition of all rights in such inventions, including title which may issue thereon. The determination of the DCJS, or its duly authorized representative shall be accepted as final. In addition, the applicant hereby agrees and otherwise recognizes that the DCJS shall acquire at least an irrevocable non-exclusive royalty-free license to practice and have practiced throughout the world for governmental purposes any invention made in the course of or under this grant. The grant shall include provisions appropriate of effectuating the purpose of this condition in all contract of employment, consultant's agreements, or contracts.
20. The applicant assures that funds made available under this grant will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for V-STOP purposes.
21. Confidential expenditures for services, evidence and/or information must comply with the requirements stated in the Administrative Guide and Application Procedures Manual, Chapter 5, entitled Confidential Funds.
22. **BIO MEDICAL EXPERIMENTATION:** The applicant assures that no grant funds will be used for any bio-medical or behavior control experimentation on individuals or any research involving such experimentation.
23. Any publications (written, visual or sound) whether published at the recipients or the governments expense shall contain the following statements:
- This project was supported in whole or part by V-STOP grant no. _____ awarded by the Virginia Department of Criminal Justices Services (DCJS) from funds authorized by the federal Violence Against Women Act and awarded to Virginia by the U.S. Department of Justice. Opinions or points of view expressed do not necessarily represent those of DCJS or the Justice Department.

The opinions, findings, conclusions or recommendations expressed are those of the authors and do not necessarily reflect the views of DCJS or the U.S. Department of Justice.



Authorized Official

5-15-09
Date

attachiv.doc

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grantor cooperative agreement over \$100,000 as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions:

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and Implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(C) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the drug-Free Workplace Act of 1988, and implemented at 28 CFR Parts 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620---

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about---

(1) The dangers of drug abuse in the workplace:

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace:

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will---

- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted---
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620---

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:
 County of Frederick
 107 North Kent Street
 Winchester, VA 22601

2. Application Number and/or Project Name

3. Grantee IRS/Vendor number

Domestic Violence Prosecutor
 For Frederick County CA's Office

4. Typed Name and Title of Authorized Representative

John R. Riley, Jr., County Administrator

5. Signature

6. Date

5-15-09

Commonwealth of Virginia

COUNTY OF FREDERICK

GLENN R. WILLIAMSON
Commonwealth's Attorney

ROSS P. SPICER
Deputy Commonwealth's Attorney

ANDREW M. ROBBINS
Assistant Commonwealth's Attorney

DENNIS J. M'CLOUGHLIN, JR.
Assistant Commonwealth's Attorney



C. TODD GILBERT
Assistant Commonwealth's Attorney

ERIC W. HEFLIN
Investigator

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

**OFFICE OF THE
COMMONWEALTH'S ATTORNEY**

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



June 2, 2009

Finance Committee
County of Frederick, Virginia

Re: Request for Supplemental Appropriation

The Frederick County Commonwealth's Attorney's Office submits this request to transfer \$1,396.88 from our Asset Forfeiture Revenue Account #3-010-024040-0045 to Expense Account #022010-5413-000-007, Forfeited Property Assets. This request will involve no local funds as the monies in the revenue account result from assets seized by local law enforcement and processed through the Virginia Department of Criminal Justice Services. This request is for the purchase of a projector and screen to connect to our laptop and will aid in criminal prosecutions. This is a permissible use of the funds for DCJS guidelines.

A handwritten signature in cursive script that reads "Dan Hoopes".

Dan Hoopes
Administrative Assistant

DH/jhr

Commonwealth of Virginia

COUNTY OF FREDERICK

GLENN R. WILLIAMSON
Commonwealth's Attorney

ROSS P. SPICER
Deputy Commonwealth's Attorney

ANDREW M. ROBBINS
Assistant Commonwealth's Attorney

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



C. TODD GILBERT
Assistant Commonwealth's Attorney

ERIC W. HEFLIN
Investigator

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

**OFFICE OF THE
COMMONWEALTH'S ATTORNEY**

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

June 11, 2009

Finance Committee
County of Frederick, Virginia

Re: Request for Supplemental Appropriation

The Frederick County Commonwealth's Attorney's Office submits this request to transfer \$390.56 from our Asset Forfeiture Revenue Account #3-010-024040-0045 to Expense Account #022010-5413-000-007, Forfeited Property Assets. This request will involve no local funds as the monies in the revenue account result from assets seized by local law enforcement and processed through the Virginia Department of Criminal Justice Services. This request is for the purchase of a media cart and wireless pointer for visual presentations in criminal prosecutions. This is a permissible use of the funds for DCJS guidelines.

A handwritten signature in cursive script that reads "Dan Hoopes".

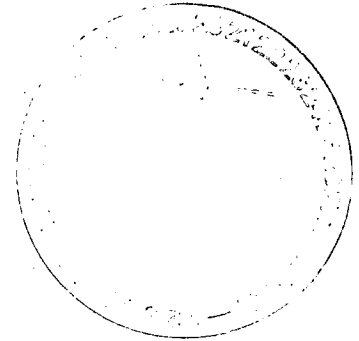
Dan Hoopes
Administrative Assistant

DH/jhr



May 19, 2009

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



Re: Lord Fairfax Community College
Escrow Deposit for Corron Center Site Development

Dear Ms. Shiffler:

Lord Fairfax Community College (LFCC) requests payment of Frederick County's portion of site development for the Corron Community Center now under construction. The amount due is \$416,040.

To support this request, I am enclosing Virginia Community College System (VCCS) Schedule of Values and Certificate of Payment No. 5 and supporting documentation indicating the project was 60% complete as of March 31, 2009.

Please let me know if I can provide any further information. LFCC appreciates the support of Frederick County for this project and looks forward to providing learning opportunities to Frederick County students when the building is open.

Thank you for your assistance.

Margaret J. Barnett
Budget and Finance Director

1 Enclosure

-66-

MIDDLETOWN CAMPUS
173 Skirmisher Lane
Middletown, VA 22645
(540) 868-7000
(540) 868-7100 Fax

FAUQUIER CAMPUS
6480 College Street
Warrenton, VA 20187
(540) 351-1505
(540) 351-1540 Fax

LURAY-PAGE COUNTY CENTER
334 North Hawksbill Street
Luray, VA 22835
(540) 843-0722
(540) 843-0322 Fax

DGS-30-104 (FORM CO-12) (Rev. 08/07)	SCHEDULE OF VALUES and CERTIFICATE FOR PAYMENT	PAYMENT REQUEST NO. 5
PART A SUMMARY AND CERTIFICATION		PERIOD BEGINNING DATE: 03/01/2009 PERIOD ENDING DATE: 03/31/2009



PROJECT CODE: PC # 260-16851, BH # 05603.00, Lantz # 400-08
 AGENCY NAME: VCCS, Lord Fairfax Community College
 PROJECT TITLE: LFCC Corron Community Development Center (Sitework)

	TOTAL VALUE	VALUE OF WORK COMPLETED			PERCENT COMPLETE
		PREVIOUS VALUE TO DATE	VALUE THIS REPORT	CURRENT VALUE TO DATE	
	A	B	C	D = B + C	E = D / A
Original Contract Line Items (from CO-12, PART B)	\$ 830,467.00	\$ 280,138.50	\$ 212,186.60	\$ 492,325.10	59%
Approved Change Orders (from CO-12, PART C)	\$ 5,557.95	\$ 1,111.59	\$ 4,446.36	\$ 5,557.95	100%
ADJUSTED CONTRACT TOTAL	\$ 836,024.95	\$ 281,250.09	\$ 216,632.96	\$ 497,883.05	60%
Retainage Retainage Percentage: 5.0%		\$ (14,062.50)	\$ (10,831.65)	\$ (24,894.15)	
NET REQUISITION AMOUNT		\$ 267,187.59	\$ 205,801.31	\$ 472,988.90	

CONTRACTOR CERTIFICATION

The undersigned Contractor requests payment of that portion of the contract price shown on the last line of the foregoing Schedule of Values, and represents and warrants to the Owner that: (1) the data shown on the Schedule of Values is accurate and correct; (2) the Work covered by this Certificate has been completed in accordance with the Contract Documents; (3) all previous progress payments received from Owner on account of Work done under this Contract have been applied to discharge in full (except for allowable retainage) all obligations of Contractor incurred in connection with Work covered by prior Certificates for Payment numbered 1 through 4, inclusive, and; (4) title to all materials and equipment for which payment is requested in this Certificate, whether or not incorporated in said Work, will pass to Owner at time of payment free and clear of all liens, claims, security interests and encumbrances (except such materials and equipment which are covered by a Bond previously accepted by Owner).

FEIN #: 54-1352453

Contractor: Lantz Construction Company of Winchester, Inc.

Date: March 25, 2009

By: [Signature]

signature

Typed Name: Max Clatterbuck

[Signature] 2/29/2012
3/26/09

ARCHITECT/ENGINEER CERTIFICATION

This is to certify that, in accordance with the terms of a contract for Project Number PC # 260-16851, BH # 05603.00, Lantz # 400-08 the thirteenth day of November, 2008 by and between, Lantz Construction Company of Winchester, Inc., the contractor, and the Commonwealth of Virginia, VCCS, Lord Fairfax Community College, the Owner, for work at 173 Skirmisher Lane, Middletown, VA 22645, there is due to the Contractor the amount of Two Hundred Five Thousand Eight Hundred One Dollars and Thirty One Cents \$205,801.31

Architect/Engineer:

Burt Hill

By: [Signature]

signature

NICOLE A GERKE

printed name

3/21/09

date

AGENCY ACTION

Amount approved for payment this certificate is:

Two hundred five thousand, eight hundred one and 3/100 Dollars (\$ 205,801.31)

By: [Signature]

signature

VCCS Program Manager

title

4/3/09

date

By: _____

signature

title

date

DGS-30-104 (FORM CO-12) (Rev. 08/07)	SCHEDULE OF VALUES AND CERTIFICATE FOR PAYMENT	PAYMENT REQUEST NO. 5
PART B	PROJECT CODE: PC # 260-16851, BH # 05603.00, Lantz # 400-08	PERIOD BEGINNING DATE: 03/01/2009
ORIGINAL CONTRACT LINE ITEMS	AGENCY NAME: VCCS, Lord Fairfax Community College	PERIOD ENDING DATE: 03/31/2009
	PROJECT TITLE: LFCC Corron Community Development Center (Sitework)	

ITEM NO.	ITEM DESCRIPTION	TOTAL VALUE	VALUE OF WORK COMPLETED		PERCENT COMPLETE	VENDOR NAME	S	W	M	DMBE CERTIFICATE NUMBER
			PREVIOUS VALUE TO DATE	VALUE THIS REPORT						
1.1	Mobilization	\$ 1,200.00	\$ 1,200.00	\$ -	100%	Lantz	N	N	N	
1.2	Bond Payment	\$ 5,930.00	\$ 5,930.00	\$ -	100%	Rutherford	N	N	N	
1.3	General Conditions	\$ 36,000.00	\$ 6,480.00	\$ 1,800.00	23%	Lantz	N	N	N	
2.1	Earthwork - Existing SWM Pond	\$ 60,000.00	\$ 51,000.00	\$ 6,000.00	95%	Lantz	N	N	N	
2.3	Earthwork - Gravel Lot Area	\$ 115,000.00	\$ 69,000.00	\$ 28,750.00	85%	Lantz	N	N	N	
2.4	Water Distribution	\$ 120,000.00	\$ 78,000.00	\$ 42,000.00	100%	G.B. Foltz	N	N	N	
2.5	Sanitary Sewerage	\$ 32,087.00	\$ 16,043.50	\$ 16,043.50	100%	G.B. Foltz	N	N	N	
2.6	Storm Drainage - Building Area	\$ 129,000.00	\$ 11,610.00	\$ 91,590.00	80%	G.B. Foltz	N	N	N	
2.7	Storm Drainage - Gravel Lot Area	\$ 64,000.00	\$ 38,400.00	\$ 22,400.00	95%	Lantz	N	N	N	
2.8	Hot-Mix Asphalt Paving	\$ 52,000.00	\$ -	\$ -	0%		N	N	N	
2.9	Cement Concrete Pavement	\$ 78,800.00	\$ -	\$ 2,915.60	4%		N	N	N	
2.10	Decorative Metal Fences, Gates	\$ 14,000.00	\$ -	\$ -	0%		N	N	N	
5.10	Ornamental Railing	\$ 7,000.00	\$ -	\$ -	0%		N	N	N	
17.1	Unsuitable Material Allowance - Part E	\$ 40,500.00	\$ -	\$ -	0%	Lantz	N	N	N	
17.2	Mass Rock Excavation Allowance - Part F	\$ 25,575.00	\$ -	\$ -	0%	Lantz	N	N	N	
17.3	Trench Rock Excavation Allowance Part G	\$ 27,500.00	\$ 2,475.00	\$ 687.50	12%	Lantz	N	N	N	
17.4	Clay Liner Allowance - Part H	\$ 11,550.00	\$ -	\$ -	0%	Lantz	N	N	N	
17.5	Fill & Compaction at Existing SWM Pond Allowance - Part I	\$ 4,725.00	\$ -	\$ -	0%	Lantz	N	N	N	
17.6	Landscaping Allowance	\$ 5,600.00	\$ -	\$ -	0%		N	N	N	
		\$ -	\$ -	\$ -	0%		N	N	N	

280,138.⁵⁰ 212,186.⁰⁰ 492,325.¹⁰ ✓
 ✓

ITEM NO.	ITEM DESCRIPTION	TOTAL VALUE	VALUE OF WORK COMPLETED			PERCENT COMPLETE	VENDOR NAME	S	W	M	DMBE CERTIFICATE NUMBER
			PREVIOUS VALUE TO DATE	VALUE THIS REPORT	CURRENT VALUE TO DATE						
		\$ -	\$ -	\$ -	\$ -	0%		N	N	N	
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		\$ -	\$ -	\$ -	\$ -	0%		N	N	N	
	Do not insert rows below this point !	\$ -	\$ -	\$ -	\$ -	0%		N	N	N	
	TOTAL ORIGINAL CONTRACT	\$ 830,467.00	\$ 280,138.50	\$ 212,186.60	\$ 492,325.10	59%					

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DGS-30-104 (FORM CO-12) (Rev. 08/07)			SCHEDULE OF VALUES AND CERTIFICATE FOR PAYMENT			PAYMENT REQUEST NO. 5		
PART C CONSTRUCTION CHANGE ORDERS			PROJECT CODE: PC # 260-16851, BH # 05603.00, Lantz # 400-08 AGENCY NAME: VCCS, Lord Fairfax Community College PROJECT TITLE: LFCC Corron Community Development Center (Sitework)			PERIOD BEGINNING DATE: 03/01/2009 PERIOD ENDING DATE: 03/31/2009		

CHNG ORD. NO.	ITEM DESCRIPTION	TOTAL VALUE	VALUE OF WORK COMPLETED			PERCENT COMPLETE	VENDOR NAME	S	W	M	DMBE CERTIFICATE NUMBER
			PREVIOUS VALUE TO DATE	VALUE THIS REPORT	CURRENT VALUE TO DATE						
2	PR#5R, Rpr Site Lighting, PR#7 - Ball Drip Valve, PR#8 - Wet taps	\$ 5,557.95	\$ 1,111.59	\$ 4,446.36	\$ 5,557.95	100%		N	N	N	
		\$ -	\$ -	\$ -	\$ -	0%		N	N	N	
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CHNG ORD. NO.	ITEM DESCRIPTION	TOTAL VALUE	VALUE OF WORK COMPLETED			PERCENT COMPLETE	VENDOR NAME	S W	M	DMBE CERTIFICATE NUMBER
			PREVIOUS VALUE TO DATE	VALUE THIS REPORT	CURRENT VALUE TO DATE					
		\$ -	\$ -	\$ -	\$ -	0%		N	N	
	Do not insert rows below this point !	\$ -	\$ -	\$ -	\$ -	0%		N	N	
TOTAL APPROVED CHANGE ORDERS		\$ 5,557.95	\$ 1,111.59	\$ 4,446.36	\$ 5,557.95	100%				

✓ T T

DGS-30-216
(Rev. 02/01)

A/E INVOICE FOR SERVICES

A/E: Burt Hill
 FEIN/SSN: 25-1158495
 Project Title: Workforce Development and Community Center
 Project Code: 260-16851
 Period: From 2/1/2009 To 2/28/2009

VCCS - FAC - MGMT - SERV

Invoice # 128561
 Burt Hill Project # 05603.00
 Date: 3/17/09

09 MAR 23 AM 11:29

DESCRIPTION of SERVICE	Contract/MOU Amount	Percentage Complete	Completed To Date	Prev Amt Approved	Amount This Invoice
Design Phase Services:					
Schematic development	\$ 59,240.00	100.00%	59,240.00	59,240.00	0.00
Preliminary (Approved)	\$ 88,171.00	100.00%	88,171.00	88,171.00	0.00
Working Drawings, complete	\$ 146,952.00	100.00%	146,952.00	146,952.00	0.00
Subtotal Design Fee	\$ 294,363.00	100.00%	294,363.00	294,363.00	0.00
Bid & Construction Phase Services:					
Bidding Assistance	\$ 7,143.00	100.00%	7,143.00	7,143.00 ✓	0.00
Submittal Review	\$ 16,353.00	25.00%	4,088.25	2,780.01 ✓	1,308.24
As-Built / Record Drawings	\$ 7,366.00	0.00%	0.00	0.00	0.00
Visits/Inspection & Construction Admin	\$ 63,962.00	15.00%	9,594.30	6,396.20 ✓	3,198.10
Subtotal Bid & Constr'n Services Fee	\$ 94,824.00	21.96%	20,825.55	16,319.21	4,506.34
Additional Services:					
1.A Sub-Soil Study	\$ 7,073.00	100.00%	7,073.00	7,073.00	0.00
1.B/C Site Surveys & Field Investigations	\$ 3,780.00	100.00%	3,780.00	3,780.00	0.00
2.A Pre-Design Programming	\$ 16,076.00	100.00%	16,076.00	16,076.00	0.00
2.B A/V Design	\$ 7,150.00	100.00%	7,150.00	7,150.00	0.00
2.C Acoustical Design Study	\$ 8,580.00	100.00%	8,580.00	8,580.00	0.00
2.D Fire Flow Test	\$ 1,650.00	100.00%	1,650.00	1,650.00	0.00
2.E EIR	\$ 3,960.00	100.00%	3,960.00	3,960.00	0.00
2.F SWM Design for Existing Gravel Lot	\$ 30,300.00	100.00%	30,300.00	30,300.00	0.00
2.G Long Span Structural Design	\$ 2,200.00	100.00%	2,200.00	2,200.00	0.00
2.H Catering Kitchen Design	\$ 6,600.00	100.00%	6,600.00	6,600.00	0.00
CO #1 Additional Civil Engineering Work	\$ 18,105.00	100.00%	18,105.00	18,105.00	0.00
CO #2 Additional Audio-Visual Consulting Services	\$ 40,862.00	100.00%	40,862.00	40,862.00	0.00
CO #3 Value Engineering Study	\$ 26,893.00	100.00%	26,893.00	26,893.00	0.00
CO #4 Revise stormwater management calculations	\$ 20,782.00	100.00%	20,782.00	20,782.00	0.00
D.3 Travel Expenses	\$ 2,773.00	40.00%	1,109.20	1,109.20	0.00
Total Additional Svcs Fees	\$ 196,784.00	99.15%	195,120.20	195,120.20	0.00
Reimbursable Expenses Budget:					
1. Printing Submittals	\$ 6,900.00	100.00%	6,900.00	6,900.00	0.00
2. Printing Bid Documents	\$ 9,000.00	100.00%	9,000.00	9,000.00	0.00
3. Deliveries	\$ 1,040.00	100.00%	1,040.00	1,040.00	0.00
4. Consultant Reimb. Travel	\$ 588.00	75.98%	446.75	446.75	0.00
5. AARB Presentation Boards	\$ 1,200.00	100.00%	1,200.00	1,200.00	0.00
6. Programming Presentation Boards	\$ 420.00	100.00%	420.00	420.00	0.00
Total Reimbursables	\$ 19,148.00	99.26%	19,006.75	19,006.75	0.00
TOTAL AMOUNTS	\$ 605,119.00	87.47%	529,315.50	524,809.16 ✓	4,506.34

CERTIFICATE OF THE ARCHITECT / ENGINEER:

The undersigned requests payment of that portion of the Contract Amount invoiced above and represents and warrants to the Owner that (1) the data shown above is accurate and correct; (2) the Work covered by this invoice has been completed in conformance with the Contract requirements; and (3) all previous payments received from the Owner on account of Work done under this Contract have been applied to discharge in full (except for allowable retainage) all obligations of the A/E to its Consultants, Subcontractors and Suppliers incurred in connection with Work covered by prior Invoices.

[Signature]
 BY: _____

AGENCY ACTION: AMOUNT APPROVED FOR PAYMENT: \$ _____

APPROVED FOR PROCESSING

[Signature]
 DATE: 4/3/09



PLEASE REMIT TO:
ECS MID-ATLANTIC, LLC VCCS - FAC - MGMT - SERV
14026 THUNDERBOLT PLACE, SUITE 100
CHANTILLY, VA 20151 09 MAR 23 AM 9:45

Invoice Date	Invoice Number
03/11/2009	234052
Always Refer To Above Number	

PROJECT NAME: Lord Fairfax Corron Community
 Development Center
 Frederick County, VA

TO: Mr. Paul Sweet
 Virginia Community College System
 James Monroe Building
 101 North 14th Street
 Richmond, VA 23219

260-16851

PLEASE DETACH AND RETURN DUPLICATE COPY WITH YOUR REMITTANCE

CUSTOMER CODE	PROJECT No.	BILLED THRU DATE	TERMS
A43102	21:9419-A	02/28/2009	DUE UPON RECEIPT

Please Pay This Amount: \$6,953.60

Description	Quantity	Units	Unit Price	Extension	Total
<u>Week Ending 02/07/09</u>					
Senior Project Engineer	1.75	HOUR	\$85.00		\$148.75
Project Manager	2.25	HOUR	\$100.00		\$225.00
Engineering Technician	8.50	HOUR	\$32.00		\$272.00
Secretary	1.25	HOUR	\$33.00		\$41.25
Mileage	145.00	MILE	\$0.48		\$69.60
				Subtotal:	\$756.60
<u>Week Ending 02/14/09</u>					
Senior Project Engineer	2.75	HOUR	\$85.00		\$233.75
Project Manager	5.00	HOUR	\$100.00		\$500.00
Engineering Technician	15.25	HOUR	\$32.00		\$488.00
Secretary	1.25	HOUR	\$33.00		\$41.25
Mileage	180.00	MILE	\$0.48		\$86.40
Moisture Content	3.00	EACH	\$10.00		\$30.00
Atterberg (Liquid and Plastic) Limits	3.00	EACH	\$55.00		\$165.00
Grain Size Analysis (washed)	3.00	EACH	\$55.00		\$165.00
Standard Proctor (ASTM D-698), 4 inch	3.00	EACH	\$110.00		\$330.00
				Subtotal:	\$2,039.40
<u>Week Ending 02/21/09</u>					
Senior Project Engineer	2.50	HOUR	\$85.00		\$212.50
Project Manager	3.75	HOUR	\$100.00		\$375.00
Engineering Technician	36.50	HOUR	\$32.00		\$1,168.00
Secretary	1.25	HOUR	\$33.00		\$41.25
Mileage	245.00	MILE	\$0.48		\$117.60
				Subtotal:	\$1,914.35
<u>Week Ending 02/28/09</u>					
Senior Project Engineer	3.75	HOUR	\$85.00		\$318.75
Project Manager	4.75	HOUR	\$100.00		\$475.00
Engineering Technician	40.00	HOUR	\$32.00		\$1,280.00

A FINANCE CHARGE OF 1.5% PER MONTH (18% ANNUALLY) WILL BE ADDED TO ALL INVOICES UNPAID AFTER 30 DAYS



PLEASE REMIT TO:
ECS MID-ATLANTIC, LLC
14026 THUNDERBOLT PLACE, SUITE 100
CHANTILLY, VA 20151

Invoice Date	Invoice Number
03/11/2009	234052

Always Refer To
 Above Number
 Page 2 of 2

PROJECT NAME: Lord Fairfax Corron Community
 Development Center
 Frederick County, VA

TO: Mr. Paul Sweet
 Virginia Community College System
 James Monroe Building
 101 North 14th Street
 Richmond, VA 23219

PLEASE DETACH AND RETURN DUPLICATE COPY WITH YOUR REMITTANCE

CUSTOMER CODE	PROJECT No.	BILLED THRU DATE	TERMS
A43102	21:9419-A	02/28/2009	DUE UPON RECEIPT

Please Pay
This Amount: \$6,953.60

Description	Quantity	Units	Unit Price	Extension	Total
Secretary	1.50	HOUR	\$33.00		\$49.50
Mileage	250.00	MILE	\$0.48		\$120.00
				Subtotal:	\$2,243.25
***** * Invoice Total - Please Remit =>					\$6,953.60

If you have any questions regarding this
 invoice please contact Darin Shick at
 540.667.3750

*** BUDGET SUMMARY ***

Budget Estimate: \$75,000.00
 Previous Invoice: \$2,663.05
 Amt. This Invoice: \$6,953.60
 Amt. Remaining: \$65,383.35

APPROVED FOR PROCESSING

Paul Sweet

 DATE 4/3/09

amount of \$956,234.65. This amount represents carry forwards for unfinished capital projects. A General Fund supplemental appropriation in the amount of \$20,825.31 is also requested for the county's portion of these capital projects. See attached memo, p. 9. The committee recommends approval for public hearing. - **Approved**

Upon a motion by Supervisor Ewing, seconded by Supervisor Forrester, the Board approved the above request by the following recorded vote:

Richard C. Shickle	Aye
Gary W. Dove	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gina A. Forrester	Aye
Lynda J. Tyler	Aye
Barbara E. Van Osten	Aye

7. The Director of Fire and Rescue requests a General Fund supplemental appropriation in the amount of \$377,534. This amount is needed to hire nine new positions for the department. Additional local funds will most likely be required. See attached memo, p. 10. The committee recommends approval. - **Approved**

Upon a motion by Supervisor Ewing, seconded by Supervisor Forrester, the Board approved the above request by the following recorded vote:

Richard C. Shickle	Aye
Gary W. Dove	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gina A. Forrester	Aye
Lynda J. Tyler	Aye
Barbara E. Van Osten	Aye

8. Lord Fairfax Community College requests a General Fund supplemental appropriation in the amount of \$416,040. This amount represents what is requested from Frederick County for construction of a Community Workforce Center. The amount requested may be allocated over two fiscal years. Additional local funds are necessary. See attached, p. 11-14. The committee recommends approval and that the requested funds be placed in a trust fund for the construction project. - **Approved**

Upon a motion by Supervisor Ewing, seconded by Supervisor Forrester, the Board approved the above request by the following recorded vote:

Richard C. Shickle	Aye
Gary W. Dove	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gina A. Forrester	Aye
Lynda J. Tyler	Aye
Barbara E. Van Osten	Aye

9. The School Finance Director requests a School Operating Fund supplemental appropriation in the amount of \$39,613. This amount represents obligated funds at year-end. See attached memo, p. 15-45. The committee recommends approval. - **Approved**

Upon a motion by Supervisor Ewing, seconded by Supervisor Forrester, the Board approved



Office of the President

August 2, 2005

MIDDLETOWN CAMPUS
173 Skirmisher Lane
Middletown VA 22645
540-868-7101
540-868-7103 Fax

FAUQUIER CAMPUS
6480 College Street
Warrenton VA 20187
540-351-1513
540-351-1533 Fax

TTY (711) Virginia Relay

www.lfcc.edu

Frederick County Board of Supervisors
Mr. John R. Riley
County of Frederick
107 North Kent Street
Winchester, Virginia 22601

Dear Mr. Riley:

Thank you for your allocation of \$57,106 to the College Board budget for the 2005 -2006 fiscal year. We appreciate Frederick County's annual support of our locally funded activities, including scholarships.

On April 20, 2005, representatives from Lord Fairfax Community College presented an overview of the design and use of the Corron Community Center along with our request for \$417,000 in funding its site development. Since Frederick County is the last jurisdiction to inform us about its funding decision for this facility, I would appreciate knowing when you believe we may learn of your decision so we can begin our site preparation procedures.

I appreciate your consideration of Lord Fairfax Community College's request and thank you for your attention to this inquiry.

Sincerely,


John J. "Ski" Sygrielski
President



**LORD FAIRFAX COMMUNITY COLLEGE
COMMUNITY WORKFORCE CENTER FUNDING SUMMARY
SEPTEMBER 21, 2005**

Total Construction Costs		\$ 6,104,000
Non-Local Funding Contributions:		
State Funding	2,340,000	
LFCC Educational Foundation	<u>2,500,000</u>	
Less: Total Non-Local Funding Contributions		<u>-4,840,000</u>
Amount Requested from Localities		1,264,000
Less: Locality Commitments To Date		
Clarke County	72,377	
Fauquier County	202,292	
Page County	24,213	
Rappahannock County	23,952	
Shenandoah County	177,298	
Warren County	174,435	
Winchester City	<u>173,393</u>	
Total Locality Commitments to Date		<u>-847,960</u>
Requested from Frederick County		\$ 416,040
Amount Requested from Frederick County:		
July, 2006		<u>-208,020</u>
Current Need from Frederick County		<u>\$ 208,020</u>



***Community Development Center
September 21, 2005***

Facility Overview and Purpose

- 30,000 gross square foot building; 21,000 assignable square feet
- Provide additional training space for area residents and businesses
- Seven multi-use classrooms
- Six additional rooms configured from conference space which can seat 1,000 participants
- Offices for four different college departments
- Design began in August 2005
- Scheduled to be completed in July 2007

Benefits to Frederick County

- Providing resources necessary to respond to the training needs of business and industry
- Provide classrooms for all residents to participate in lifelong learning
- Provide conference facility with breakout rooms

Programs and Activities

- Workforce Services and Continuing Education programs

Career training including apprenticeships in HVAC, plumbing, electricity, opticians, landscaping, etc. Certifications in Human Resources, Leadership, Customer Service, Manufacturing, Supervision and Warehousing

Computer training including the Microsoft Office suite and advanced certifications

Personal Development including art, financial planning, languages, sports, driver education, driver improvement and motorcycle training

Security training

- **EMT Training**
- **Command Spanish Training**
- **Partnership with Frederick County Schools (Tech prep and Career Pathways)**
- **Teacher training for Work Keys to assist graduation rate of Frederick County Schools**
- **Dual Enrollment programs with Frederick County Schools**
- **Community meetings for Frederick County**
- **Disaster Recovery location for Frederick County**
- **Special Events for Frederick County**
- **Job Fairs**

Departments to be Housed

- **Workforce Services and Continuing Education**

Served over 300 companies last year in open enrollment – 34 % were from Frederick County (American Background, Delco Rhemy, Fisher Diagnostic, American Woodmark, etc)

60% of companies requiring customized training were from Frederick County

Revenue and participation have increased 34 % over the last two years

- **Lord Fairfax Small Business Development Center (SBDC)**

Created and retained 202 jobs for our region – 42% in Frederick County (9 months data current year)

- **Northern Shenandoah Valley Workforce Center**

Served 109 Youth and 191 unemployed or underemployed adults

- **Office of College Advancement**

Support all areas of the college and community