



TO: Board of Supervisors
FROM: Finance Committee
DATE: November 17, 2010
SUBJECT: Finance Committee Report and Recommendations

The Finance Committee met in the First Floor Conference Room at 107 North Kent Street on Wednesday, November 17, 2010 at 8:00 a.m. Member Richard Shickle was absent.

1. The NRADC Superintendent requests a Court Services Fund supplemental appropriation in the amount of \$57,885 to cover the costs of unemployment claims (\$14,125), retiree healthcare (\$5,098) and funding to continue current operations of the Starting Point Public Inebriate Center (Detox) until June 30, 2011 (\$38,662). See attached memo, p. 1 – 3. The committee recommends approval.
2. The NRADC Superintendent requests a Court Services Fund supplemental appropriation in the amount of \$30,091 to relocate Court Services Community Corrections and Alcohol Safety Action (ASAP) programs. See attached memo, p. 4 – 10. The committee recommends approval.
3. The Sheriff requests the following General Fund supplemental appropriation in the amount of \$1,447.60. These funds represent payment from a FOIA request (\$400.60), a DARE fundraiser (\$547) and revenue for the use of the firing range

Finance Committee Report and Recommendation
November 17, 2010
Page 2

(\$500). No local funds are needed. See attached memos, p. 11 – 13. The committee recommends approval.

4. The Sheriff requests a General Fund supplemental appropriation in the amount of \$77,687. This amount represents a carry forward of unspent grant funds. See attached information, p. 14 – 18. The committee recommends approval.
5. The Sheriff requests a General Fund supplemental appropriation in the amount of \$2,500. This amount represents a carry forward of grant funds for Internet Crimes Against Children. See attached memo, p. 19 – 22. The committee recommended approval of \$2,000 due to documentation not available at the meeting; however, \$2,500 is the appropriation needed.
6. The Finance Director requests a General Fund supplemental appropriation in the amount of \$21,339.04 in order to return unspent VJCCA FY2010 funds to the State. See attached letter, p. 23. The committee recommends approval.
7. The Winchester Regional Airport Director requests a Fund 85 supplemental appropriation in the amount of \$140,000 for the acquisition of parcel 53 on Bufflick Road. See attached memo, p. 24. The committee recommends approval.
8. The Finance Committee Chairman requests discussion on the preparation of the FY 2012 budget. See attached memo, p. 25.

Information Only

1. The Finance Director provides a Fund 10 Transfer report for FY11. See attached, p. 26 – 27.

Finance Committee Report and Recommendation
November 17, 2010
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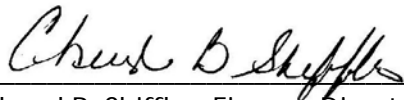
2. The Finance Director provides the Unreserved Fund Balance report. See attached, p. 28.
3. The Commissioner of the Revenue provides information on the latest reassessment. See attached, p. 29.

Respectfully submitted,

FINANCE COMMITTEE

Bill Ewing
Charles DeHaven
Ron Hottle
Richie Wilkins
Stephen Swiger

By



Cheryl B. Shiffler, Finance Director

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 : Cheryl Shiffler, Frederick County Finance Director
FROM: Bruce R. Conover, Superintendent *Bruce R. Conover*
DATE : November 9, 2010
SUBJ : Draw from Fund Balance for Payments to cover Unemployment Claims, Retiree Healthcare, and Operation of the Inebriate Center Thru June 30, 2011

Request that \$57,885 be appropriated from the Court Services Unreserved Fund Balance (Starting Point/Public Inebriate Center) for the following purposes.

- The transfer of \$14,125 is required to facilitate payment of two (2) anticipated unemployment claims through 30 June 2011 for employees released from the Inebriate Center. Funds should be applied to 021110-5810-000-000, Unemployment Claims.
- The transfer of \$5,098 is required to provide a one (1) retiree's healthcare as part of the County retirement benefit. Funds should be applied to 021110-2005-000-000, Hospital/Medical Plans.
- The transfer of \$38,662 is required to maintain the Inebriate Center at its current level of operations until 30 June 2011. Funds should be applied to:

- \$16,266 to 021110-1001-000-052, Facility Aide
- \$ 9,677 to 021110-1003-000-001, Part Time Aide
- \$ 2,029 to 021110-2001-000-000, FICA
- \$ 2,657 to 021110-2002-000-000, Retirement
- \$ 3,782 to 021110-2005-000-000, Hospital
- \$ 163 to 021110-2006-000-000, Group Life
- \$ 377 to 021110-2011-000-000, Worker' Comp.
- \$ 578 to 021110-1005-000-000, Extra Help/OT (Holiday Pay)
- \$ 1,472 to 021110-5101-000-000, Electric
- \$ 1,014 to 021110-5102-000-000, Heat
- \$ 647 to 021110-5103-000-000, Water and Sewer

Thank you for considering this request.

Inebriate Center Update

November 10, 2010

- Operation of the Inebriate Center on a reduced scale between July 1 and September 30, 2010 was approved to allow for further development of a proposal to renovate the Northwestern Regional Education Program (NREP) building and partner with the Federal Bureau of Prisons (BOP) to operate a Halfway House at that location.
- A joint Halfway House venture with the BOP will permit operation of a revised, criminal justice-oriented Starting Point Program and fulltime operation of the Inebriate Center at little or no local cost.
- In August 2010, the proposal to operate a Halfway House for federal inmates at the NREP building was submitted to the BOP. In September, the BOP advised that they would solicit competitive bids for such a facility in the Northern Virginia area in the near future. To date, no solicitation has been announced.
- The architect's estimate to renovate the NREP building to BOP Halfway House standards and to accommodate relocation of the Inebriate Center is \$245,214. A formal solicitation for actual bids has been prepared.
- Since July 1, 2010, Starting Point closed and Inebriate Center hours were reduced to Friday thru Sunday. One permanent and one part time employee were retained. Use of the Inebriate Center was limited to those in law enforcement custody. Walk-ins are no longer accepted.
- Between July 1 and September 30, 2010 - 135 inebriates were delivered to the Inebriate Center (105 – Win; 2 - Clarke; 27 – Fred; 1 – VSP). 152 others were arrested and incarcerated during periods when the Inebriate Center was unavailable. The overall trend in inebriate law enforcement contacts is down.
- Use of the Inebriate Center in lieu of incarceration –
 - Avoids mandatory court appearances and associated overtime for arresting officers;
 - Avoids the average 33 minutes law enforcement officers wait to process inebriates at the Magistrate window;
 - Diverts inebriates from already overloaded court dockets;
 - Helps in avoiding the need for additional staff at the Jail; and
 - Avoids potential for extensive emergency health care expenses at the Jail
- The cost to continue operation of the Inebriate Center through 30 June 2011 is \$38,662.

- Given the need for additional time to determine an appropriate course of action, recommend:
 - That the Finance Committee direct that bids for the renovation of the NREP building not be solicited pending further clarity of BOP intentions;
 - That the Finance Committee recommend the appropriation of \$38,662 from the Court Services Unreserved Fund Balance to operate the Inebriate Center through June 30, 2011; and
 - That the Finance Committee approve an increase of Inebriate Center user fees to \$94.62.

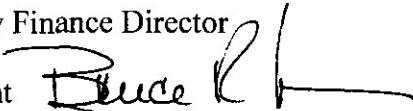
Northwestern Regional Adult Detention Center

Bruce R. Conover - Superintendent



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

MEMORANDUM

TO : Cheryl Shiffler, Frederick County Finance Director
FROM: Bruce R. Conover, Superintendent 
DATE : November 9, 2010
SUBJ : Draw from Fund Balance for Relocation of Frederick County's
Division of Court Services.

Request that \$30,091 be appropriated from the Division of Court Services Unreserved Fund Balance (Community Corrections/Alcohol Safety Action Program) to facilitate the relocation of the Court Services Community Corrections and Alcohol Safety Action (ASAP) Programs from their current Cameron Street location to the Northwestern Regional Education Program (NREP) building on Smithfield Avenue adjacent to the Fort Collier Industrial Park.

The relocation will result in a more secure and efficient work environment for the employees of these organizations.

The requested funds should be transferred to the lines indicated below:

- \$12,300 (Furnishings) to 021090-5401-000, Office Supplies
- \$ 3,991 (Telephones) to 021090-5204-000, Postage & Telephone
- \$ 1,765 (IT Networking) to 021090-3010-000, Other Contractual Services
- \$ 8,200 (Furnishings) to 021120-5401-000, Office Supplies
- \$ 2,659 (Telephones) to 021120-5204-000, Postage & Telephone
- \$ 1,176 (IT Networking) to 021120-3010-000, Other Contractual Services

Your consideration of this request is appreciated.

Court Services Relocation



Frederick County Finance Committee
November 17, 2010

Relocation of Court Services

Background

- Located in “Old Frederick County Jail” at North Cameron Street
- Building Jointly Owned with City of Winchester
- Houses Local Offender Probation; Alcohol Safety Action Program (ASAP) & Inebriate Center
- Supports 13 Non-Inebriate Center Probation Case Managers & Support Staff who Manage the 600-700 Offenders Regularly Assigned to Local Offender probation Activities
- Accommodates 15-20 Training Classes per Month

Relocation of Court Services

Current Challenges

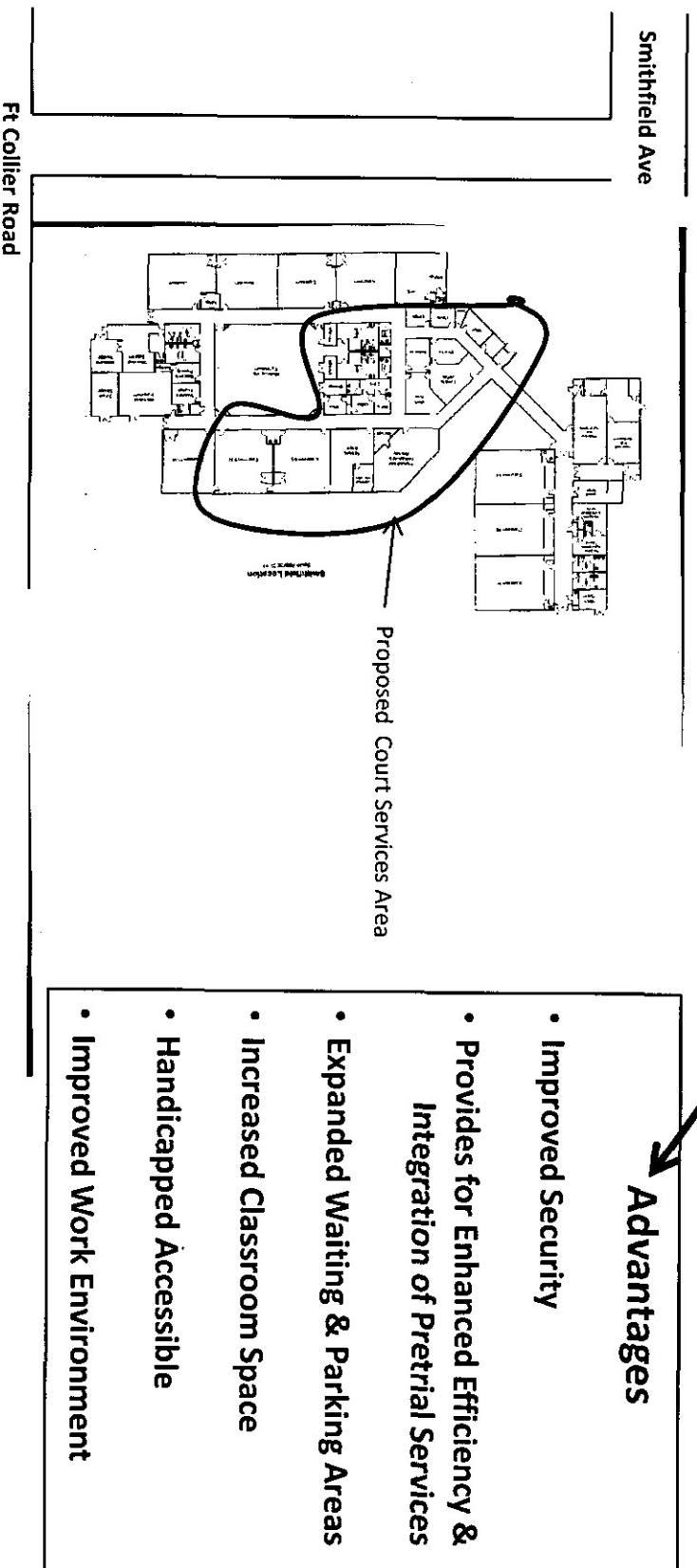
- Inadequate Security
- Maintenance Intensive
- Insufficient Waiting Areas
- Inadequate Classroom Space
- Handicap Accessibility
- Limited Parking

An Opportunity to Improve Staff Working Conditions Exists

Relocation of Court Services

Northwestern Regional Education Program (NREP) Building

- Located Adjacent to Ft Collier Industrial Park at 460 Smithfield Ave.
- Structure Consists of 2 Wings:
 - North Wing Excess to School Board's Need & Available for Inebriate Center
 - South Wing May Be Available for Joint Use



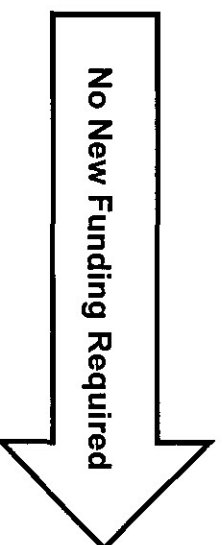
Relocation of Court Services

Current Situation

- Developing Agreement w/School Officials
- Occupy Agreed Upon Space in Return for Minor Maintenance of Bldgs & Grounds
- Court Services Responsible for Appropriate Utility Share

Cost to Relocate:

\$20,500 – Furnishings
6,651 – Phones
2,940 - IT Networking
\$30,091 - Total



Fund Balances:

Local Probation Office = \$ 83,827
ASAP = \$199,283

Relocation of Court Services

Recommendation

- That the Finance Committee Recommend Approval of the Relocation
- That the Finance Committee Recommend Approval of \$30,091 from Fund Balances to Accomplish the Relocation

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

 **COPY**

TO : Finance Department

FROM : Sheriff R. T. Williamson *RTW*

SUBJECT : Reimbursement

DATE : November 3, 2010

Attached please find two checks totaling \$506.83. These checks represent reimbursement for duplicating records pursuant to a FOIA request and reimbursement from the Drug Task Force for payment of a cell phone bill.

We are requesting this amount be appropriated into our budget as follows:

5204-000 Aug 2010 pd
ER10 \$106.23 3102-~~5413-007~~ (line item cell phone bill was paid out of)
* 1014 \$400.60 3102-5401-000 (office supplies/expenses for duplication of files/records) *3-10-15020-000*
\$0 budgeted

Thank you.

RTW/asw

Attachments

* CC: finance committee

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

 **COPY**

TO : Finance Department
FROM : Sheriff R. T. Williamson *RTW*
SUBJECT : Reimbursement & Fundraiser Proceeds - DARE
DATE : November 3, 2010 *3-10-1899-005*

\$0 budgeted

1000

Attached please find checks totaling \$547.00. This amount represents reimbursement for DARE t-shirts and proceeds from a DARE fundraiser. We are requesting this amount be appropriated into the DARE budget line of 3102-5413-001.

Thank you.

RTW/asw

Attachments

cc: finance committee

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

COPY

TO : Finance Department
FROM : Sheriff R. T. Williamson *RTW*
SUBJECT : Reimbursement - Firing Range
DATE : November 3, 2010

\$0 budgeted

10FL
3-10-1911-0058

Attached please find a check from Corps of Engineers in the amount of \$500.00. This amount represents reimbursement from the Corps for use of our firing range. We are requesting this amount be appropriated into our police supplies budget line of 3102-5409-00.

Thank you.

BETHANY P BAKER
CORPS OF ENGINEERS
WINCHESTER, VA 22604

1020
17-2/910 77770

10-13-10 DATE

PAY TO THE ORDER OF Frederick Co Sheriffs Office \$ 500.00

Five hundred and 00/100 DOLLARS

usbank. U.S. BANK CONVENIENCE CHECK
U.S. Bank National Association
Minneapolis, MN 55440

NOT VALID FOR MORE THAN \$3000.00

FOR OCT/NOV/DEC

cc: finance committee

Sheriff Robert Williamson

From: "Aleck Beeman" <abeeman@co.frederick.va.us>
To: "Robert Williamson (E-mail)" <rwilliam@co.frederick.va.us>
Sent: Thursday, November 04, 2010 10:36 AM
Subject: Grants

Sheriff,

The following list are the open grants:

- 2009-DJ-BX-0576 \$16,838
- 2009-SB-B9-2022 \$68,999 - \$8,150 (Rifles) = \$60,849
- ~~2010-DJ-BX-1644 \$19,697~~ } *Approved finance committee 10/28/10*
Advising Board Approved

Thanks,
Aleck

Captain Aleck Beeman
Frederick County Sheriff's Office
Administrative Services Division
1080 Coverstone Drive
Winchester, VA 22602
Phone 540-662-6168
FAX 540-504-6400

"People sleep peacefully in their beds at night only because rough men stand ready to do violence on their behalf."

George Orwell



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 9

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Frederick County 107 North Kent Street Winchester, VA 22603		4. AWARD NUMBER: 2009-SB-B9-2022	
		5. PROJECT PERIOD: FROM 03/01/2009 TO 02/28/2013 BUDGET PERIOD: FROM 03/01/2009 TO 02/28/2013	
		6. AWARD DATE 08/12/2009	7. ACTION Initial
1A. GRANTEE IRS/VENDOR NO. 546001290		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE FY 2009 Justice Assistance Grant Program		10. AMOUNT OF THIS AWARD \$ 68,999	
		11. TOTAL AWARD \$ 68,999	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY09 Recovery Act (BJA-Byrne JAG) Pub. L. No. 111-5, 42 USC 3750-3758			
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL James H. Burch II Acting Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL John Riley County Administrator	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 9-21-09
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. REG. SUB. POMS AMOUNT 9 B SB 80 00 00 68999		21. ISDUGT3059	

OJP FORM 40002 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 40002 (REV. 4-88)

Budget and Budget Narrative
(Attachment 2)

A. Personnel

No Personnel funds are being requested.

B. Fringe Benefits

No Fringe Benefits funds are being requested.

C. Travel

No travel funds are being requested.

D. Equipment

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
1. Patrol Rifles	10 @ \$900 each	\$9000
2. In-Car Video Cameras	7 @ \$5000 each	\$35000
3. Forensic Video/Clarification System	1 @ \$25000 each	<u>\$25000</u>
	Total	\$69000

E. Supplies

No supply funds are being requested.

F. Construction

No construction funds are being requested.

G. Consultants/Contracts

No consultant or contract funds are being requested.

H. Other Costs

No other cost funds are being requested.

I. Indirect Costs.

There are no indirect costs associated with this proposal, therefore no funds are being requested.



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1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Frederick County 107 North Kent Street Winchester, VA 22601		4. AWARD NUMBER: 2009-DJ-BX-0576	
		5. PROJECT PERIOD: FROM 10/01/2008 TO 09/30/2012 BUDGET PERIOD: FROM 10/01/2008 TO 09/30/2012	
1A. GRANTEE IRS/VENDOR NO. 546001290		6. AWARD DATE 08/27/2009	7. ACTION
		8. SUPPLEMENT NUMBER 00	Initial
		9. PREVIOUS AWARD AMOUNT	\$ 0
3. PROJECT TITLE FY 2009 Justice Assistance Grant Program		10. AMOUNT OF THIS AWARD	\$ 16,838
		11. TOTAL AWARD	\$ 16,838

12. SPECIAL CONDITIONS
THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT
This project is supported under 42 U.S.C. 3751(a) (BIA - JAG Formula)

15. METHOD OF PAYMENT
PAPRS

AGENCY APPROVAL	GRANTEE ACCEPTANCE
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL James H. Burch II Acting Director	18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL John Riley County Administrator

17. SIGNATURE OF APPROVING OFFICIAL 	19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 10-6-09
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AGENCY USE ONLY								
20. ACCOUNTING CLASSIFICATION CODES								
FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	DIV. REG.	SUB.	POMS	AMOUNT	
X	B	DJ	80	00	00		16838	
21. ID:UGT4016								

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)

Budget and Budget Narrative
(Attachment B)

A. Personnel

No Personnel funds are being requested.

B. Fringe Benefits

No Fringe Benefits funds are being requested.

C. Travel

No travel funds are being requested.

D. Equipment

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
1. In-Car Video Cameras	1 @ \$5612.66 each	\$5612.66
2. In-Car Video Cameras	2 @ \$5612.67 each	\$11225.34
	Total	\$16838

E. Supplies

No supply funds are being requested.

F. Construction

No construction funds are being requested.

G. Consultants/Contracts

No consultant or contract funds are being requested.

H. Other Costs

No other cost funds are being requested.

I. Indirect Costs.

There are no indirect costs associated with this proposal, therefore no funds are being requested.

Budget Summary

**Northern Virginia/District of Columbia
Internet Crimes Against Children Task Force
(NOVA/DC ICAC)**

Interagency Agreement

Executed By

The Virginia State Police, a department of the
Commonwealth of Virginia, hereinafter referred to as "VSP"
Department Authorized Representative: Captain Kirk S. Marlowe

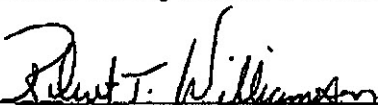
and

Frederick County Sheriff's Office

IN WITNESS WHEREOF, the parties have executed this Agreement by having their representatives affix their signatures below.

Frederick County Sheriff's Office

Virginia State Police



Sheriff Robert T. Williamson



Captain Kirk S. Marlowe

Date 9/8/10

Date 9-13-10

GRANT PROGRAM: FY 2010 ICAC Task Force Grant

WHEREAS, VSP is the recipient of a Federal grant through the **United States Department of Justice (DOJ), Office of Juvenile Justice and Delinquency Prevention (OJJDP)** to assist in the investigation and prosecution of Internet crimes against children; and

WHEREAS, VSP has been selected by OJJDP to oversee a multi-jurisdictional **Northern Virginia – District of Columbia (NOVA/DC) Internet Crimes Against Children (ICAC) Task Force** intended to combat crimes related to the sexual exploitation and victimization of children through the Internet, online communication systems, and other computer technology; and

WHEREAS, VSP will assist police agencies in the NOVA/DC Task Force increase their computer forensic capabilities and receive appropriate training to investigate Internet related cases; and

WHEREAS, two thousand five hundred dollars (\$2,500) of OJJDP grant funds have been earmarked for this purpose;

NOW THEREFORE, the parties hereto agree as follows:

This Interagency Agreement contains five (5) Articles.

ARTICLE I. TERM OF AGREEMENT

The term of this Interagency Agreement shall commence on July 28, 2010, and shall end on June 30, 2011, unless terminated earlier pursuant to the provisions hereof.

ARTICLE II: OBLIGATION OF OJJDP GRANT FUNDS

A total two thousand five hundred dollars (\$2,500) of OJJDP Federal grant funds have been earmarked for reimbursement of ICAC related expenses incurred by the Frederick County Sheriff's Office, an affiliate member of the NOVA/DC ICAC Task Force.

Funds are available for reimbursement consistent with the procedures outlined in Article III below.

ARTICLE III: REIMBURSEMENT

1. The Frederick County Sheriff's Office shall continue to actively participate in the NOVA/DC ICAC Task Force, which is overseen by the Virginia State Police as the primary grantee.
2. All expenditures shall be approved by Captain Kirk S. Marlowe, Virginia State Police, PO Box 27472, Richmond, VA 23261. (Only equipment, supplies, software, formalized training specifically related and dedicated to ICAC operations/investigations and overtime payments to ICAC assigned investigators can be approved.) Captain Marlowe shall maintain a record of all approved reimbursement requests, including the balance of available funds. Such declining balance shall be used to determine funding approval. Reimbursement shall be through Inter-Agency Transfer (IAT) from the Department of State Police to the Frederick County Sheriff's Office.
3. Two thousand five hundred dollars (\$2,500) is the total maximum amount available to the Frederick County Sheriff's Office under this agreement.
4. All reimbursement requests shall be accompanied by original receipts for expenditures and a properly executed invoice that is signed by the officer or officers executing this Interagency Agreement or his/her designee, and shall be submitted to Captain Kirk S. Marlowe, Virginia State Police, PO Box 27472, Richmond, VA 23261 or his designee.

ARTICLE IV. OPERATIONAL STANDARDS and REPORTING

The Frederick County Sheriff's Office agrees to adhere to the *ICAC Task Force Program Operational and Investigative Standards*, attached to and made part of this Agreement, as Attachment A. The Frederick County Sheriff's Office agree to investigate ICAC cases within their jurisdiction, assist other jurisdictions in investigating such cases where appropriate, conduct investigations stemming from Cyber Tips generated by the National Center for Missing and Exploited Children (NCMEC) and conduct internet safety training as requested by entities within their jurisdiction.

Pursuant to the **2008 PROTECT ACT**; the Frederick County Sheriff's Office will utilize the Case Tracker reporting form developed by OJJDP to provide certain case information on a quarterly basis, to the VSP for compilation on a task force basis and submission to OJJDP. The purpose of said reporting is for program measurement and evaluation and justification for future funding.

Frederick County Sheriff's Office shall maintain accurate records pertaining to prevention, education and enforcement activities, to be collected and forwarded not less than monthly to Captain Kirk S. Marlowe, Virginia State Police, PO Box 27472, Richmond, VA 23261 or his designee, for statistical reporting purposes (form provided.)

ARTICLE V. AMENDMENTS

No modification or amendment of the provisions hereof shall be effective unless documented in writing and signed by authorized representatives of the parties hereto.



COMMONWEALTH of VIRGINIA

Department of Juvenile Justice

Helivi L. Holland
Director

October 25, 2010

Ms. Julie Van Winkle
26th District Court Service Unit
5 N. Kent Street
Winchester, Virginia 22601

Dear Ms. Van Winkle:

The VJCCCA FY2010 end of the year financial certification form has been received and the expenditure report has been reviewed. According to the report, Frederick/Winchester/Clarke expended \$141,330.96. The breakdown of funds expended is as follows:

Required Maintenance of Effort	\$	0.00
State Funds Expended	\$	<u>141,330.96</u>
Total Expenditures	\$	141,330.96

A total of \$162,670.00 in state funds was provided to the locality. Because the state funds were not totally expended, we request that the balance of \$21,339.04 be returned to the state within thirty days. Please make your check payable to **Treasurer, State of Virginia**, and mail it to:

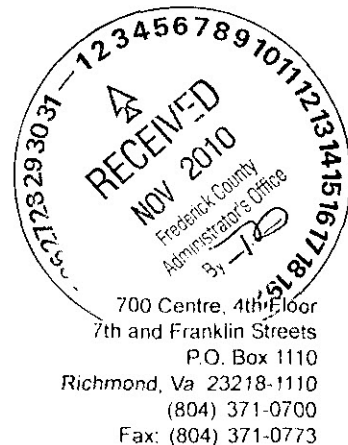
Department of Juvenile Justice
Petty Cash Cashier
P. O. Box 1110
Richmond, Virginia 23218-1110

We thank you for your attention to this request and for all that Frederick, Winchester and Clarke do for their youth and families.

Sincerely,

Scott Reiner
Program Development Manager/VJCCCA Administrator

cc: David L. Ash, County Administrator – Clarke County
Robert S. Noe, Jr., Interim City Manager – City of Winchester
John R. Riley, County Administrator – Frederick County ✓





WINCHESTER REGIONAL AIRPORT

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

Memo

To: Cheryl Shiffler, Finance Director, Frederick County
From: Renny Manuel, Director, Winchester Airport *SRM*
CC: Mark Flynn, Eds Coleman, Chad Carper (FAA), Scott Denny (VDOA)
Date: November 12, 2010
Re: Request Special Check Writing – APR Mini Storage Condemnation Petition

On behalf of the Winchester Regional Airport Authority, I respectfully request a special check writing in the amount of \$140,000.00 regarding condemnation proceedings for land acquisition.

The Winchester Regional Airport Authority will be adopting a resolution on November 18, 2010 to proceed with filing a condemnation petition to acquire APR Mini Storage parcel on Bufflick Road. The attorney, Eds Coleman said we need to file a check for the last appraisal amount on the portion of land we intend to acquire in the amount of \$140,000.00 when he files the petition. He should be filing around the 22nd of November.

The check needs to be made payable to the Clerk of the Frederick County Circuit Court in the amount of \$140,000.00. We do have a grant with the FAA for 95% and the State for 3% which would make the local match \$2,800.00 which would be split by the City/County.

As soon as the petition is filed, we will file with the FAA and State for reimbursement of all expenses to date.

Acquire Land Bufflick Parcel 53 APR Mini 85-081030-8801-000-060 \$140,000.00 *SRM*

After the check is written, please let me know and I will pick up the check and deliver it to the attorney's office.

If you need additional information or have any questions, please contact me. Thank you for your assistance in this matter.



COUNTY of FREDERICK

Board of Supervisors

540/665-5666

540/667-0370 fax

Richard C. Shickle - Chairman

Bill M. Ewing - Vice Chairman

Opequon District

Gary A. Lofton

Back Creek District

Gary W. Dove
Gainesboro District

Gene E. Fisher
Shawnee District

Christopher E. Collins
Red Bud District

Charles S. DeHaven, Jr
Stonewall District

TO: Finance Committee
FROM: Bill M. Ewing, Finance Committee Chairman
DATE: November 8, 2010
RE: 2011-2012 Budget
CC: Board of Supervisors

We are at that time of year preparing for the county's 2011-12 budget. Conditions have not changed much regarding the down economy and county revenues, so again this year, preparation of the budget will be a very trying and difficult job. Any assistance this committee and the Board of Supervisors can provide to our staff will be helpful.

It is getting late in the process so it is important for this committee to discuss budget issues at our November meeting with follow-up at future meetings. To assist us, I have asked staff to be prepared to inform us on the current status of revenue trends, fund balance, state support, and other conditions they see affecting the budget. With the re-assessment of real estate just completed, we are faced with a reduction of approximately \$3,500,000.00 in real estate revenue. With this loss of tax dollars, it is even more important that this committee provide direction in areas such as tax rates, employee salaries and positions, usage of fund balance, reductions in county programs, etc.

Conditions affecting the current year budget included increasing the personal property tax rate to \$4.86, done in calendar year 2009 and continues to be the rate in place, in order for tax revenue to remain neutral. Other tax rates were no changed. Other actions included the utilization of \$4,300,000.00 from fund balance, across the board expenditure reductions, no employee salary increases, and vacant positions frozen.

Preparation of the past two budgets was not an easy task. This year will be no different with the down economy, tax payers losing their homes and jobs, and the loss of real estate tax values. It will be difficult to recommend an increase to the real estate tax rate; however, it might require some consideration, not to exceed revenue neutral. Once again, we can utilize some of our fund balance and possibly maintain status quo regarding positions, salaries, and the funding of programs and services. I would like to see consideration given to providing employees some form of incentives along with the reinstatement of the employees' awards banquet recognizing the employees for their importance to the County. I would also like staff to prepare budget scenarios reflecting a low scenario of no tax rate increases and other scenarios not exceeding the utilization of revenue neutral real estate taxes. Your input of other options and thoughts are very important so please be prepared to offer them to the committee and staff at our November meeting. I welcome any member of the Board of Supervisors to participate in the discussions.

DATE	DEPARTMENT	REASON FOR TRANSFER	FROM	TO	ACCT CODE	DESCRIPTION	AMOUNT
2010-07-02	ELECTORAL BOARD AND OFFICIALS	WARRANTY MAINTENANCE	13010 3004 000 001			REPAIR AND MAINTENANCE-EQUIP.	778.40-
			13010 3005 000 000			MAINTENANCE SERVICE CONTRACTS	778.40
2010-07-06	COUNTY ATTORNEY	CHG. SAL. SUPPORT STAFF POSITION	12020 3006 000 000			PRINTING & BINDING	20.00-
	COUNTY ATTORNEY		12020 1001 000 002			SECRETARY	20.00
	COUNTY ATTORNEY		12020 3007 000 000			ADVERTISING	50.00-
	COUNTY ATTORNEY		12020 1001 000 002			SECRETARY	50.00
	COUNTY ATTORNEY		12020 5401 000 000			OFFICE SUPPLIES	75.00-
	COUNTY ATTORNEY		12020 1001 000 002			SECRETARY	45.00-
	COUNTY ATTORNEY		12020 5413 000 000			OTHER OPERATING	40.00-
	COUNTY ATTORNEY		12020 1001 000 002			SECRETARY	40.00
	COUNTY ATTORNEY		12020 5506 000 000			TRAVEL	200.00-
	COUNTY ATTORNEY		12020 1001 000 002			SECRETARY	40.00
	COUNTY ATTORNEY		12020 1001 000 002			SECRETARY	200.00
	COUNTY ATTORNEY		12020 3004 000 001			REPAIRS/MAINT - EQUIPMENT	20.00-
	COUNTY ATTORNEY		12020 1001 000 002			SECRETARY	20.00
2010-07-06	ECONOMIC DEVELOPMENT COMMISSION	OTHER OPERATING SUPPLIES	81020 5506 000 000			TRAVEL	9,000.00-
			81020 5413 000 000			OTHER OPERATING SUPPLIES	9,000.00
2010-07-06	OTHER	POSTAGE MACHINE RENTAL	12240 5415 000 000			OTHER EXPENSES	600.00-
			12240 9001 000 000			LEASE/RENT OF EQUIPMENT	600.00
2010-08-04	FINANCE DEPARTMENT	MAINTENANCE ON SCANNERS	12140 3002 000 000			PROFESSIONAL SERVICES-OTHER	50.00-
			12140 3004 000 001			REPAIR AND MAINTENANCE-EQUIP.	50.00
2010-08-12	ELECTORAL BOARD AND OFFICIALS	WARRANTY MAINTENANCE	13010 3004 000 001			REPAIR AND MAINTENANCE-EQUIP.	372.75-
			13010 3005 000 000			MAINTENANCE SERVICE CONTRACTS	372.75
2010-08-13	FIRE AND RESCUE	CLASSES FOR ALS CERTIFICATION	35050 1007 000 001			CAREER DEVELOPMENT-PROMOTIONAL PAY	7,300.00-
			35050 2013 000 000			EDUCATION-TUTORING ASSISTANCE	7,300.00
2010-08-16	SHERIFF	JULY 4 PARKS EVENT	31020 1005 000 000			OVERTIME	621.71
	RECREATION CENTERS AND PLAYGROUNDS		71040 3010 000 000			CONTRACTUAL SERVICES-ADMINISTRATION	621.71-
2010-08-30	MAINTENANCE ADMINISTRATION	TRANSPORTATION PURCHASE/GAS	43010 5408 000 000			VEHICLE & POWERED EQUIP. SUPPLIES	500.00-
	MAINTENANCE ADMINISTRATION		43010 4003 000 003			CENTRAL STORES-GASOLINE CAB	500.00
2010-09-01	PARKS MAINTENANCE	TR. FUNDS 9/10 PA FORM	71030 1001 000 013			PARK & STEWARDSHIP PLANNER	35,443.00
	PARKS MAINTENANCE		71030 2001 000 000			F. I. C. A.	2,711.00
	PARKS MAINTENANCE		71030 2002 000 000			RETIREMENT - V. S. R. S.	4,891.00
	PARKS MAINTENANCE		71030 2005 000 000			HOSPITAL/MEDICAL PLANS	10,219.00
	PARKS MAINTENANCE		71030 2006 000 000			GROUP INSURANCE	99.00
	PARKS MAINTENANCE		71030 2011 000 000			WORKER'S COMPENSATION - COMMO	797.00
	RECREATION CENTERS AND PLAYGROUNDS		71040 1001 000 013			PROGRAM SUPERVISOR	35,443.00-
	RECREATION CENTERS AND PLAYGROUNDS		71040 2001 000 000			F. I. C. A.	2,711.00-
	RECREATION CENTERS AND PLAYGROUNDS		71040 2002 000 000			RETIREMENT - V. S. R. S.	4,891.00-
	RECREATION CENTERS AND PLAYGROUNDS		71040 2005 000 000			HOSPITAL/MEDICAL PLANS	10,219.00-
	RECREATION CENTERS AND PLAYGROUNDS		71040 2006 000 000			GROUP INSURANCE	99.00-
	RECREATION CENTERS AND PLAYGROUNDS		71040 2011 000 000			WORKER'S COMPENSATION - COMMO	797.00-
2010-09-22	INFORMATION TECHNOLOGY	APPENDIX PICTOMETRY CONTRACT	12200 5506 000 002			TRAVEL - GIS	880.00-
	INFORMATION TECHNOLOGY		12200 3002 000 000			PROFESSIONAL SERVICES-OTHER	880.00
2010-09-24	COUNTY OFFICE BUILDINGS/COURT	MICROWAVE SUPPORT	43040 3005 000 005			MAINTENANCE SERVICE CONTRACTS	440.00-
	COUNTY OFFICE BUILDINGS/COURT		43040 3002 000 000			PROFESSIONAL SERVICES-OTHER	440.00

DATE	DEPARTMENT	REASON FOR TRANSFER	FROM	TO	ACCT CODE	DESCRIPTION	AMOUNT
2010-10-04	MAINTENANCE ADMINISTRATION	ELECTRICAL CERTIFICATION	43010 3004 000 002	43010 5506 000 000		REPAIR AND MAINTENANCE - VEHICLE TRAVEL	125.00-
2010-10-05	COMMISSIONER OF THE REVENUE REASSESSMENT/BOARD OF ASSESSORS REASSESSMENT/BOARD OF ASSESSORS	MACHINE CONTRACT	12090 3006 000 000	12100 3006 000 000		PRINTING AND BINDING	425.00-
			12100 3005 000 000	12100 3005 000 000		MAINTENANCE SERVICE CONTRACTS	2,000.00-
			12100 3005 000 000	12100 3005 000 000		MAINTENANCE SERVICE CONTRACTS	425.00
2010-10-06	HUMAN RESOURCES	LECC COURSES	12030 5506 000 001	12030 5506 000 000		TRAVEL-INTERVIEW CANDIDATES TRAVEL	620.00-
2010-10-06	GYPSY MOth SUPPRESSION GYPSY MOth SUPPRESSION	TELEPHONE CHARGES	82020 3007 000 000	82020 5204 000 000		ADVERTISING POSTAGE AND TELEPHONE	100.00-
2010-10-12	REASSESSMENT/BOARD OF ASSESSORS REASSESSMENT/BOARD OF ASSESSORS	POSTAGE- REASSESSMENT	12100 5401 000 000	12100 5204 000 000		OFFICE SUPPLIES POSTAGE AND TELEPHONE	2,000.00-
2010-10-13	JUVENILE AND DOMESTIC COURT JUVENILE AND DOMESTIC COURT	LEGAL FEES	21050 5204 000 000	21050 3002 000 000		POSTAGE AND TELEPHONE PROFESSIONAL SERVICES-LEGAL FEES	250.00-
2010-10-21	COUNTY OFFICE BUILDINGS/COURT COUNTY OFFICE BUILDINGS/COURT	SECURITY/FIRE ALARM LINES	43040 3010 000 000	43040 5204 000 006		OTHER CONTRACTUAL SERVICES POSTAGE AND TELEPHONE-GAINESBORO	800.00-
2010-10-26	SHERIFF SHERIFF	DARE PROMOTIONAL ITEMS	31020 5401 000 000	31020 5413 000 001		OFFICE SUPPLIES DRUG PROGRAM	2,851.80-
2010-11-01	CLERK OF THE CIRCUIT COURT CLERK OF THE CIRCUIT COURT	MOBILE STORAGE SYSTEM	21060 3010 000 000	21060 5401 000 000		OTHER CONTRACTUAL SERVICES OFFICE SUPPLIES	7,923.00-
2010-11-01	HUMAN RESOURCES HUMAN RESOURCES	PT EMPLOYEE SCANNING PROJECT	12030 3007 000 000	12030 1003 000 000		ADVERTISING Part Time / Extra Help	1,000.00-
2010-11-01	CLERK OF THE CIRCUIT COURT CLERK OF THE CIRCUIT COURT	RECLASS MOBILE STORAGE SYSTEM	21060 8002 000 000	21060 5401 000 000		FURNITURE AND FIXTURES OFFICE SUPPLIES	7,923.00-
2010-11-09	HUMAN RESOURCES HUMAN RESOURCES	HEALTHCARE COURSE@FCC	12030 3007 000 000	12030 5506 000 000		ADVERTISING TRAVEL	40.00-
2010-11-09	HUMAN RESOURCES HUMAN RESOURCES	SUBSCRIPTIONS	12030 3007 000 000	12030 5411 000 000		ADVERTISING BOOKS AND SUBSCRIPTIONS	200.00-

*** E N D O F R E P O R T ***

County of Frederick, VA
Report on Unreserved Fund Balance
October 2010

Unreserved Fund Balance, Beginning of Year, July 1, 2010	24,111,233
 Prior Year Funding & Carryforward Amounts	
IT carryforwards	(138,834)
Fire Company Capital carryforward	(176,217)
Forfeited Asset carryforward	(26,995)
School carryforwards	(69,909)
	(461,955)
 Other Funding / Adjustments	
Chesapeake Bay Grant	(7,600)
EDC incentive - World Color 2nd half	(150,000)
EDC incentive - Kraft	(500,000)
Audit Adjustment	31,049
AARP Tax Aide	(2,100)
School Capital Fd 60	(2,300,000)
Energy Performance Contract	(345,477)
No DARE funding	(5,000)
	(3,279,128)
 Fund Balance, October 2010	 20,370,149

PRELIMINARY REVENUE ESTIMATES FY 2012 as of Nov 16, 2010

CY 2012 ASSESSMENTS	REVENUE EST @ CURRENT (FY 11) TAX RATE	TAX RATE FOR FY 2011	FY 2011 REVENUE BUDGETED	DIFFERENCE	IMPACT ON FY 2011 (1/2 DIFF)	TAX RATE TO EQUAL FY		TAX RATE INCREASE TO EQUAL
						PROJECTED FY 2011	BUDGETED	
REASSESSMENT - NET OF LAND USE	7,520,000,000	38,352,000 \$ 00.51/\$100	41,000,000	-2,648,000	-1,324,000	752,000	.545/\$100	4.5 CENTS
PUBLIC SERVICE	160,000,000	816,000 \$ 00.51/\$100	800,000	16,000	8,000	16,000	n/a	n/a
PERSONAL PROPERTY INCL. BE & PPTR	690,000,000	33,534,000 \$4.86/\$100	33,050,000	484,000	242,000	69,000	4.80/100	
MACHINERY & TOOLS	250,000,000	5,000,000 M&T \$2.00/\$100	5,500,000	-500,000	-250,000	25,000	2.20/100	20 CENTS

THINGS TO NOTE:

1 - R E HEARINGS ARE NOT OVER AND LAND USE IS NOT COMPLETE - THIS IS A VERY GOOD ESTIMATE - BUT IT IS ONLY AN ESTIMATE - STILL HAVE BOE HEARINGS HEARINGS ARE GOING WELL, THE MAJORITY OF APPEALS WANT PROPERTY LOWERED MORE BUT WE HAVE HAD A FEW WANTING RESIDENCES RAISED

2 - WE ARE GETTING INDUSTRIAL AND BUSINESS EQUIPMENT APPEALS ON A REGULAR BASIS - SOME ARE EXTREMELY HIGH. WE ARE VERIFYING DATA AND VISITING SITES IN EVERY INSTANCE. SOME APPEAR TO HAVE MERIT AND SOME DO NOT. WE ARE IN TOUCH WITH THE COUNTY ATTORNEY AND THE DEPARTMENT OF TAXATION ON SOME FILING ISSUES

A WORST CASE SCENARIO ON ALL ADJUSTMENTS COULD BE A LOSS OF REVENUE FOR A FOUR YEAR LOOK BACK OF \$1,500,000.

THE BRIGHT SPOT IS THAT WE ARE PICKING UP SOME UNREPORTED ITEMS AND DISALLOWING SOME APPEALS - HOWEVER THIS FIGURE IS NET.

3 - PLEASE REMEMBER THAT THESE ARE TOTAL ASSESSMENTS AND TAXES WITH NO PERCENTAGE OF UNCOLLECTIBLES CALCULATED