



COUNTY of FREDERICK

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: November 16, 2011
SUBJECT: Finance Committee Report and Recommendations

The Finance Committee met in the First Floor Conference Room at 107 North Kent Street on Wednesday, November 16, 2011 at 8:00 a.m. Member Richard Shickle was absent. (b) Items 4, 5 and 10 were approved on consent agenda.

1. The NRADC Superintendent requests a NRADC Fund (11) supplemental appropriation in the amount of \$145,603. This amount represents funds required to hire five (5) additional staff. See attached information, p. 1. The committee recommends approval.
2. The NRADC Superintendent requests a DCS Fund (13) supplemental appropriation in the amount of \$18,900. This amount represents funds needed for unemployment claims. See attached information, p. 2. The committee recommends approval.
3. The Clerk of Circuit Court requests a General Fund (10) supplemental appropriation in the amount of \$8,000. This amount represents anticipated attendance fees for civil juries for Frederick County for the remainder of the fiscal year. See attached email, p. 3. The committee recommends approval.
4. (b) The Sheriff requests a General Fund (10) supplemental appropriation in the amount of \$500. This amount represents DARE donations. No local funds required. See attached memo, p. 4.

5. The Sheriff requests a General Fund (10) supplemental appropriation in the amount of \$500. This amount represents funds received for the use of the firing range. No local funds required. See attached memo, p. 5.
6. The Sheriff requests a General Fund (10) supplemental appropriation in the amount of \$30,000. This amount represents a DMV Selective Enforcement – Alcohol grant. No local funds required. See attached information, p. 6 – 16. The committee recommends approval.
7. The Sheriff requests a General Fund (10) supplemental appropriation in the amount of \$244,238.60. This amount represents grant carry forwards (\$227,935.60) and one new grant (\$16,303). See attached information, p. 17 – 18. The committee recommends approval.
8. The IT Director requests a General Fund (10) supplemental appropriation in the amount of \$1,463,096.50 and a NRADC Fund (11) supplemental appropriation in the amount of \$14,928.50. These amounts represent funds needed for IT projects which include COOP and disaster recovery, website content management, and public safety upgrades. Local funds are required. See attached information, p. 19 – 20. The committee recommends a General Fund (10) supplemental appropriation in the amount of \$169,556.50 and a NRADC Fund (11) supplemental appropriation in the amount of \$14,928.50. The committee committed to fund balance funding of the request for Public Safety Equipment and Software at a later date when more precise figures are available.
9. The County Administrator requests a General Fund (10) supplemental appropriation in the amount of \$35,500. This amount represents funds required to update broadcast equipment. Funds have been received from the Comcast Public Education and Government (PEG) Grant. No local funds required. See attached memo, p. 21. The committee recommends approval.

10. (C) The F&R Chief requests a General Fund (10) supplemental appropriation in amount of \$1,000. This amount represents a grant from the Wal-Mart Foundation to provide free smoke detectors to citizens. No local funds required. See attached memo, p. 22.
11. Discussion is requested on the Revenue Recovery Program (Fee-For-Service). See attached information, p. 23 – 27. The committee recommends that the BOS Chairman appoint a County representative to the Revenue Recovery Program Workgroup and schedule a joint worksession of the Finance Committee, Public Safety Committee and the Board of Supervisors.
12. The Finance Committee Chairman requests discussion on the FY 2013 budget preparation. See attached memo, p. 28. No action required.

INFORMATION ONLY

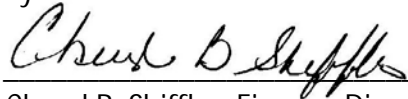
1. The Finance Director provides a Fund 10 Transfer report for FY12. See attached, p. 29 – 31.
2. The Finance Director provides an FY12 Unreserved Fund Balance report. See attached, p. 32.
3. The Finance Director provides financial statements for the period ending October 31, 2011. See attached, p. 33 – 45.
4. The Shenandoah Valley Discovery Museum sends a letter of thanks for the county's support. See attached letter, p. 46 – 47.
5. The GIS Manager provides information, as requested by the committee, on GIS website usage. See attached memo, p. 48 – 49.

Respectfully submitted,

FINANCE COMMITTEE

Bill Ewing
Charles DeHaven
Ron Hottle
Richie Wilkins
Gary Lofton
Steve Swiger

By

A handwritten signature in cursive script, reading "Cheryl B. Shiffler", written over a horizontal line.

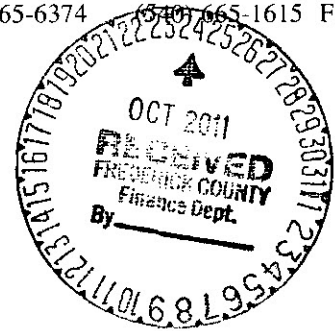
Cheryl B. Shiffler, Finance Director

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 

DATE: October 20, 2011

SUBJECT: Fund Balance Transfer Request

Request \$145,603 be appropriated from the Jail's Unreserved Fund Balance, 11-000240-2530 to for salary, uniforms, and fringe benefits through the end of FY12 for four (4) Officer and one (1) Licensed Practical Nurse positions as approved by the Northwestern Regional Jail Authority on October 20, 2011.

These five (5) positions were among 18 unfunded upon consolidation of the inmate population in 2009 and are now required to address the 12% increase in the inmate population since June 2011.

The appropriation supports the following line items:

4-011-033010-1001-053	Nurse	\$ 20,229
4-011-033010-1002-055	C.O.	\$ 19,121
4-011-033010-1002-057	C.O.	\$ 19,121
4-011-033010-1002-061	C.O.	\$ 19,121
4-011-033010-1002-102	C.O.	\$ 19,121
4-011-033010-5410-000	Uniforms	\$ 4,800
4-011-033010-2001-000	FICA	\$ 7,377
4-011-033010-2002-000	Retirement	\$ 13,307
4-011-033010-2005-000	Health Insurance	\$ 22,056
4-011-033010-2006-000	Group life	\$ 270
4-011-033010-2011-000	Workers Comp.	\$ 1,080

There are no local funds required to support this request.

Your consideration of this request is appreciated.

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, Finance Director
From: Bruce Conover, Superintendent 
Date: October 20, 2011
Subject: Request Appropriation from Unreserved Fund Balance -Unemployment Claims

Request the transfer of \$18,900 from Court Services Unreserved Fund Balance, #13-000240-2530 to:

Alcohol Safety Action Program (ASAP) "Payment of Unemployment Claims", # 4-013-021090-5810-000-000. Required Amount = \$9,072.

Detox, "Payment of Unemployment Claims", # 4-013-021110-5810-000-000, Required Amount = \$9,828.

This transfer facilitates unanticipated payments through the fiscal year to the Virginia Employment Commission for unemployment awarded to a Detox Facility Aide who retired upon closure of the Inebriate Center June 30, 2011 and a Case Manager that departed employment with Old Dominion ASAP on July 23, 2010.

Cheryl Shiffler

From: rhogan@courts.state.va.us
Sent: Monday, October 24, 2011 11:10 AM
To: Cheryl Shiffler
Subject: Line Item 4010-021010-3010-000-002

October 24, 2011

TO: FINANCE COMMITTEE
RE: ADDITIONAL FUNDS NEEDED FOR CIVIL JURY LINE ITEM

As of this date, I have been informed that Line Item #4010-021010-3010-000-002 is in the red. This line item covers attendance fees for civil juries for Frederick County Circuit Court.

I have numerous civil jury trials scheduled between now and the end of the fiscal year, and I am positive that additional trials will be set. Unfortunately, civil jury trials now take 2 to 4 days, where is used to be tried in one day.

My request at this time would be to add an additional \$8000.00 to that line item. Hopefully, this will cover the expenses.

Thank you for your consideration to this request.

Becky Hogan
Frederick County Circuit Court

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 Robert T. Williamson *RTW*
SUBJECT : Donations – DARE Program
DATE : October 31, 2011

We are requesting the \$500.00 posted to our revenue line – 3010-018990-0015, be appropriated into our operating budget line of 3102-5413-001 for the DARE Program.

Attached is a copy of the memo sent to the Treasurer's Office with the donation checks.

Thank you.

C.S. 11/1/11

RTW/asw



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

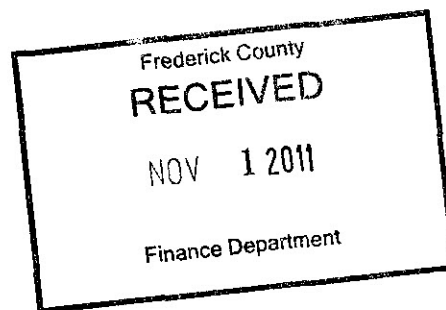
TO : Finance Department
FROM : Sheriff Robert T. Williamson *RTW*
SUBJECT : Quarterly Payment – Use of Range
DATE : October 31, 2011

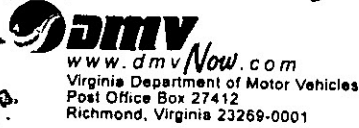
We are requesting the \$500.00 posted to our revenue line of 3010-019110-0058 be appropriated into our operating budget line of 3102-5409-000 to purchase range supplies.

Thank you.

C.S. 11-11

RTW/asw





3-010-024040-0022
DMV GRANTS

Frederick County
RECEIVED
OCT 28 2011
Finance Department

Purpose: Virginia's Highway Safety Program Subgrantees use this form to certify and assure that they will fully comply with all terms of the Highway Safety Grant Agreement.

Instructions: Subgrantees must read the contract, complete all applicable information on the first page, initial the subsequent pages, and return all pages to the Department of Motor Vehicles.

This Highway Safety Grant Agreement is entered into between the Virginia Department of Motor Vehicles (hereinafter "Department"), 2300 West Broad Street, Richmond, Virginia 23220, and the following:

Subgrantee:	Frederick County
Project Title:	Selective Enforcement - Alcohol
Project Number/CFDA Number:	154AL-2012-52059-4437-20.607
Grant Award Amount	\$30,000.00

Source of funds obligated to this award:	U.S. Department of Transportation National Highway Traffic Safety Administration
Period of Performance for this project (hereinafter "Grant Period"):	From October 1, 2011, or the date the Highway Safety Grant Agreement is signed by the Director, Virginia Highway Safety Office (whichever is later) through September 30, 2012. Allow 21 days for the Department to complete its review and signature. FINAL VOUCHER IS DUE ON OR BEFORE NOVEMBER 5, 2012.

In performing its responsibilities under this Highway Safety Grant Agreement, the Subgrantee certifies and assures that it will fully comply with the following:

- Applicable Department regulations and policies and state and federal laws, regulations, and policies
- Statement of Work and Special Conditions and an Approved Budget, included with this Highway Safety Grant Agreement
- General Terms and Conditions, also included with this Highway Safety Grant Agreement

Subgrantee's signature below indicates that the Subgrantee has read, understands and agrees to fully comply with all terms and conditions of this Highway Safety Grant Agreement without alteration. This Highway Safety Grant Agreement (hereinafter "Grant Agreement"), consisting of this certification; the attached Statement of Work and Special Conditions; the attached General Terms and Conditions; the attached Project Budget; the Subgrantee's proposal; and the letter awarding the grant to the Subgrantee constitutes the entire agreement between the Department and the Subgrantee, supersedes any prior oral or written agreement between the parties and may not be modified except by written agreement as provided herein. Where any conflict arises between terms, the following is the order of governance of one term over another: (1) applicable Department regulations and policies, except where superseded by federal laws, regulations, or policies (2) applicable state laws, regulations, and policies, except where superseded by federal laws, regulations, or policies; (3) applicable federal laws, regulations, and policies; (4) Statement of Work and Special Conditions; (5) General Terms and Conditions; (6) Project Budget; (7) Subgrantee's proposal; and (8) grant award letter.

SIGNATURES OF AUTHORIZED APPROVING OFFICIALS

For Subgrantee:

For Virginia Department of Motor Vehicles:

LT. MIKE RICHARDSON
Name and Title of Project Director (print)

John Saunders
Director, Virginia Highway Safety Office (print)

LT. Mike Richardson
Signature
8-23-2011
Date

[Signature]
Signature
10-19-11
Date

John R. Riley, Jr., County Administrator
Name and Title of Authorized Approving Official (print)

Subgrantee's DUNS Number 06 937 2647
[Signature]
Signature
8-23-11
Date

SEP 8 2011
GRANTS MGT. B



**Department of Motor Vehicles
Grant Budget Lines**

Date Run: 01-AUG-2011

154AL-2012 - 52059 - 4437 - Frederick County

Project Director Initials MAR Date 8-23-2011

Category	Line Item Desc	Qty	Individual Cost	Total Cost	Fed Fund Amount	Matching Funds
Personnel	Overtime hours	585	35.00	20,500.00	20,500.00	0.00
Other Direct Costs	Match - fuels, maintenance for patrol vehicles	1	6,000.00	6,000.00	0.00	6,000.00
Equipment	5 stalker radar sets	5	1,900.00	9,500.00	9,500.00	0.00
Total:				36,000.00	30,000.00	6,000.00

Subgrantee Name: FREDERICK COUNTY SHERIFF Project #: 154AL-2012-52059-4437

STATEMENT OF WORK AND SPECIAL CONDITIONS

1. Goals and Specific Program Elements. The goals and specific program elements of the Subgrantee's proposal are incorporated as the first item in this Statement of Work and Special Conditions.

a. List Specific Program Elements:

Estimated 50 number of overtime hours to be used from October 1, 2011 through December 31, 2011.

Estimated 150 number of overtime hours to be used from January 1, 2012 through March 31, 2012.

Estimated 250 number of overtime hours to be used from April 1, 2012 through June 30, 2012.

Estimated 135 number of overtime hours to be used from July 1, 2012 through September 30, 2012.

Estimated 2 number of checkpoints from October 1, 2011 through December 31, 2011.

Estimated 1 number of checkpoints from January 1, 2012 through March 31, 2012.

Estimated 2 number of checkpoints from April 1, 2012 through June 30, 2012.

Estimated 2 number of checkpoints from July 1, 2012 through September 30, 2012.

Estimated 0 number of saturation patrols from October 1, 2011 through December 31, 2011.

Estimated 1 number of saturation patrols from January 1, 2012 through March 31, 2012.

Estimated 2 number of saturation patrols from April 1, 2012 through June 30, 2012.

Estimated 1 number of saturation patrols from July 1, 2012 through September 30, 2012.

b. To conduct a minimum of 2 checkpoints and/or 2 saturation patrols for the mandatory Click It or Ticket Mobilization in May 2012.

c. To conduct a minimum of 0 checkpoints and/or 1 saturation patrols for the Over the Limit Under Arrest Checkpoint Strike Force Campaign.

d. To have 2 number of sworn officers attend 1 number DMV approved traffic safety related training events (e.g. ACTS, NHTSA Safety Summit, Field Sobriety Testing).

e. Increase from number of radar units in active use from 69 to 74. (If approved, all units must be ordered by March 31, 2012).

f. Increase from number of breath testing units in active use from 0 to 0. (If approved, all units must be ordered by March 31, 2012).

g. Increase from number of in-car camera units in active use from 0 to 0. (If approved, all units must be ordered by March 31, 2012).

Project Director MAC
Initial

8/23/2011
Date

Subgrantee Name: FREDERICK COUNTY SHERIFF Project #: ISUAL-2012-52059-4437

2. State any special programmatic requirements here; e.g., Click It or Ticket Mobilizations must be conducted during a specified time period during the grant year.
 - a. Must participate in the Click It or Ticket Campaign's pre and post seat belt survey during the period of the May 2012 mobilization.
 - b. Must participate in the Click It or Ticket Enforcement Campaign during the May 2012 mobilization.
 - c. Must participate in the Checkpoint Strike Force Campaign and sustained enforcement during the period of October 1, 2011 through September 30, 2012.
 - d. Must attend all required DMV Grant mandated training.

Project Director MAR Initial 8/23/2011 Date

HIGHWAY SAFETY GRANT AGREEMENT GENERAL TERMS AND CONDITIONS

1. **Purpose and Background.** The Department is awarding this grant to support the implementation of highway safety projects by state, local and non-profit partnerships. Funds are made available for projects that: (1) support statewide goals; (2) identify problems experienced by High Emphasis Communities, which are jurisdictions with the highest crash severity problem; (3) creatively incorporate alcohol awareness and occupant protection safety; (4) are innovative with potential statewide application or ability to transfer to other jurisdictions; and (5) have statewide significance and address the federal program areas under Public Law 109-59, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).
2. **Paid Media.** Grants consisting of \$100,000 or more in paid media funds will be required to perform pre- and post-surveys during the Grant Period. The level of assessment is based on the cost of a paid advertising campaign as follows:
 - a. **Level 1, for a paid advertising campaign of up to \$100,000:**

At a minimum, an assessment must measure and document audience exposure to paid advertised messages and the number of airings or print ads devoted to each announcement. The size of the audience needs to be estimated using a source appropriate for the medium used, such as Arbitron or Nielsen ratings for radio and TV. More specifically, all paid advertising for which the state used 402 funds must include documentation stating how many paid airings or print ads occurred and the size of the audience reached. Include the number of free airings or print ads that occurred and the size of the audience reached.
 - b. **Level 2, for a paid advertising campaign greater than \$100,000:**

In addition to providing the above Level 1 documentation, a more extensive assessment is required to measure target audience reaction. One or more of the activities in the following list may be used to assess how the target audience's knowledge, attitude, or actions were affected by the message(s):

 - Mail surveys;
 - Telephone surveys;
 - Focus groups;
 - Mall intercept interviews;
 - Direct mailings;
 - Call-in centers;
 - Newspaper polls;
 - Household interviews;
 - Before and after approach, which compares system status before and after the introduction of the message; and
 - Control region approach, which relates one study site exposed to the message to a similar site that is not exposed to the message.
3. **Equipment.** Costs for equipment are allowable under specified conditions. Costs for new and replacement equipment with a useful life of more than one year and an acquisition cost of \$5,000 or more must be pre-approved before a Subgrantee purchases the equipment. Such approval shall be obtained by the Department from the National Highway Transportation Safety Administration (NHTSA) regional manager in writing, and Subgrantee will be notified by the Department when this approval has been secured. Federal government requirements mandate that the Department maintain an accurate accounting and inventory of all equipment purchased using federal funds, and Subgrantee shall comply with applicable reporting requirements that may be specified in the Highway Safety Grant Program Manual and amendments thereto.

Project Director's Initials MAC

Article 1. COMPLIANCE WITH LAWS

The Subgrantee shall comply with all federal, state, and local laws, statutes, codes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of the Grant Agreement, including, without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, nondiscrimination laws and regulations, and licensing laws and regulations. When required, the Subgrantee shall furnish the Department with satisfactory proof of its compliance therewith.

Article 2. STANDARD ASSURANCES

The Subgrantee hereby assures and certifies that it will comply with applicable laws, regulations, policies, guidelines, and requirements, including 23 U.S.C. (United States Code) 402, Highway Safety Programs, as amended; 49 CFR (Code of Federal Regulations), Part 18; 49 CFR, Part 19; 2 CFR Part 225 (previously OMB Circular A-87); Office of Management and Budget (OMB) Circular A-110; OMB Circular A-102; OMB Circular A-21; OMB Circular A-122; OMB Circular A-133; the federal Highway Safety Grant Funding Policy for Field-Administered Grants (revised February 2002); the federal Uniform Guidelines for State Highway Safety Programs; the Procedures for the Transportation Safety Grants Program and subsequent amendments; and the Guidelines for the Submission of Highway Safety Grant Applications, as they relate to the application, acceptance, and use of federal or state funds for this project. Also, the Subgrantee assures and certifies that:

- A. It possesses legal authority to apply for the grant and that a resolution, motion, or similar action has been duly adopted or passed as an official act of the Subgrantee's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the authorized approving official of the Subgrantee to act in connection with the application and to provide such additional information as may be required.
- B. It does and will comply and its subcontractors will comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, and, in accordance with that Act, no person shall discriminate on the basis of race, color, sex, national origin, age, religion, or disability.
- C. It does and will comply with the provisions of the Hatch Political Activity Act, which limits the political activity of employees. (See also Article 23, Lobbying Certification.)
- D. It will comply with the federal Fair Labor Standards Act's minimum wage and overtime requirements for employees performing project work.
- E. It will comply with all requirements imposed by the Department concerning special requirements of law, program requirements, and other administrative requirements.
- F. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- G. It will comply with the Virginia State and Local Government Conflict of Interests Act, Va. Code §§ 2.2-3100 et seq., which defines and prohibits inappropriate conflicts and requires disclosure of economic interests and is applicable to all state and local government officers and employees.
- H. It will give the Department the access to and the right to examine all records, books, papers, or documents related to the Grant Agreement.
- I. It will ensure that all public records prepared or owned by, or in the possession of, the applicant relative to this project shall be open to inspection and copying by any citizens of the Commonwealth during regular office hours in accordance with the provisions of the Virginia Freedom of Information Act, Va. Code §§ 2.2-3700 et seq., unless otherwise specifically provided by law.

Project Director's Initials MAR

- H. The Department will permit, based on its review, negotiation and approval, an Indirect Cost Rate that does not exceed 10 percent; however, the Subgrantee must submit an Indirect Cost Allocation Plan, as prescribed by the federal government, or a copy of the approved negotiated rate plan from your cognizant federal agency. The federal agency providing the majority of Subgrantee's total federal funding is your cognizant agency. If the Department provides the majority of the Subgrantee's federal funding, it becomes the cognizant agency.

Indirect cost references and information can be found in the following federal documents:

- 2 CFR Part 225, Appendix A, E, D (Cost Principles for State, Local and Indian Tribal Governments – formerly OMB Circular A-87);
 - 2 CFR Part 230 (Cost Principles for Non-Profit Organizations – formerly OMB Circular A-122);
 - 2 CFR Part 220 (Cost Principles for Educational Institutions – formerly OMB Circular A-21); and
 - ASMB C-10 (Implementation Guide for Office of Management and Budget Circular A-87)
- I. The Subgrantee will provide a monetary and/or in-kind contribution to the funded proposal that equals or exceeds 20 percent of the total project, i.e., grant funds may not exceed 80 percent and matching funds must be at least 20 percent of the total project. Grant funds may not be used before the Subgrantee can demonstrate that funds for the corresponding portion of the matching requirement have been received by Subgrantee. A matching report must be submitted with each reimbursement voucher.
- J. The Subgrantee agrees to submit Requests for Reimbursement on a **quarterly basis or no more than one request per month**, as outlined in the Highway Safety Grant Program Manual. The original Request for Reimbursement, with the appropriate supporting documentation, must be submitted to the respective Community Transportation Safety Program Manager. The Subgrantee agrees to submit the final Request for Reimbursement under the Grant Agreement within thirty-five (35) days of the end of the Grant Period or **November 5**.
- All grant funds must be encumbered by the end of the grant period (September 30), complete with supporting invoices. At the end of the Grant Period, any unexpended or unobligated funds shall no longer be available to the Subgrantee. In no case shall the Subgrantee be reimbursed for expenses incurred prior to the beginning or after the end of the Grant Period.
- K. The Department will exercise good faith to make payments within thirty (30) days of receipt of properly prepared and documented Requests for Reimbursement. Payments, however, are contingent upon the availability of appropriated funds.
- L. Grant Agreements supported with federal or state funds are limited to the length of the Grant Period specified in the Grant Agreement. If the Department determines that the project has demonstrated merit or has potential long-range benefits, the Subgrantee may apply for funding assistance beyond the initial Grant Period. Preference for funding will be given to those projects for which the Subgrantee has assumed some cost sharing, those which propose to assume the largest percentage of subsequent project costs, and those which have demonstrated performance that is acceptable to the Department.
- M. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, including this Grant Agreement, the Subgrantee shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, and (2) the dollar amount of federal funds provided for the project or program.

Project Director's Initials MAR

Article 7. REPORTING AND NOTIFICATIONS

Subgrantees shall submit performance reports using forms provided and approved by the Department as outlined in the Statement of Work and Special Conditions, Section 5, Reports and Deliverables, and the Procedures for the Transportation Safety Grants Program and materials.

The Subgrantee shall promptly advise the Department in writing of events that will have a significant impact upon the Grant Agreement, including:

- A. Problems, delays, or adverse conditions, including a change of project director or other changes in Subgrantee personnel, that will materially affect the Subgrantee's ability to attain objectives and performance measures, prevent the meeting of time schedules and objectives, or preclude the attainment of project objectives or performance measures by the established time periods. This disclosure shall be accompanied by a statement of the action taken or contemplated and any Department or federal assistance needed to resolve the situation.
- B. Favorable developments or events that enable Subgrantee to meet time schedules and objectives earlier than anticipated or to accomplish greater performance measure output than originally projected.

Article 8. RECORDS

The Subgrantee agrees to maintain all reports, documents, papers, accounting records, books, and other evidence pertaining to costs incurred and work performed hereunder, and Subgrantee shall make such records available at its office for the time period specified in the Grant Agreement. The Subgrantee further agrees to retain such records for three (3) years from the date of final payment under the Grant Agreement, until completion of all audits, or until any pending litigation has been completely and fully resolved, whichever occurs last.

Any representative of the U.S. Secretary of Transportation, the Comptroller General of the United States, the General Accounting Office, the Virginia Office of the Secretary of Transportation, the Virginia Department of Motor Vehicles, the Virginia State Comptroller or the Virginia Auditor of Public Accounts shall have access to and the right to examine any and all books, documents, papers and other records (including computer records) of the Subgrantee that are related to this Grant Agreement, in order to conduct audits and examinations and to make excerpts, transcripts, and photocopies. This right also includes timely and reasonable access to the Subgrantee's personnel and program participants for the purpose of conducting interviews and discussions related to such documents. The Department's right to such access shall last as long as the records are retained as required under this Grant Agreement.

Article 9. INDEMNIFICATION

The Subgrantee, if other than a government entity, agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the acts or omission of the Subgrantee, its officers, agents or employees. The Subgrantee further agrees to indemnify and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any costs including, but not limited to, attorney fees and court costs, incurred by the Department in connection with any such claims or actions.

If the Subgrantee is a government entity, both parties to the Grant Agreement agree that no party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds, as well as the acts and deeds of its contractors, employees, representatives, and agents.

Project Director's Initials MAR

Article 13. NONCOLLUSION

The Subgrantee certifies that its grant application was made without collusion or fraud, and it has not conferred on any public employee having official responsibility for the Highway Safety Grant process any loan, gift, favor, service or anything of more than nominal value, present or promised, in connection with its application. If Subgrantee breaches or violates this certification, the Department shall have the right to annul this Grant Agreement without liability.

Article 14. SUBGRANTEE'S RESOURCES

The Subgrantee certifies that it presently has adequate qualified personnel in its employment to perform the work required under the Grant Agreement, or that Subgrantee will be able to obtain such personnel from sources other than the Department.

All employees of the Subgrantee shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of the Subgrantee who, in the opinion of the Department, is incompetent or whose conduct becomes detrimental to the project shall immediately be removed from association with the project.

Unless otherwise specified, the Subgrantee shall furnish all equipment, materials, supplies, and other resources required to perform the work.

Article 15. PROCUREMENT AND PROPERTY MANAGEMENT

The Subgrantee shall establish and administer a system to procure, control, protect, preserve, use, maintain, and dispose of any property furnished to it by the Department or purchased pursuant to the Grant Agreement in accordance with Virginia law and Department policies and procedures, provided that such laws, policies and procedures are not in conflict with federal standards, as appropriate, in

- > 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments or
- > 49 CFR, Part 19 (and OMB Circular A-110), Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

In the event of conflict, such federal standards shall apply unless Virginia law or Department policies or procedures impose more strict requirements than the federal standards.

Article 16. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this Grant Agreement shall become the sole property of the Commonwealth in accordance with Va. Code §2.2-2822 and Executive Memorandum 4-95. On request, the Subgrantee shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the Commonwealth to evidence the Commonwealth's sole ownership of specifically identified intellectual property created or developed during the performance of the Grant Agreement.

Article 17. RESEARCH ON HUMAN SUBJECTS

The Subgrantee shall comply with the National Research Act, Public Law 93-348, regarding the protection of human subjects involved in research, development, and related activities supported by the Grant Agreement.

Article 18. ASSIGNMENT

The Grant Agreement shall not be assignable by the Subgrantee in whole or in part without the written consent of the Department.

Project Director's Initials MAR

laws, regulations and policies relating to nondiscrimination. Where any information required of the Subgrantee is in the exclusive possession of another who fails or refuses to furnish this information, the Subgrantee shall so certify to the Department or the US DOT, whichever is appropriate, and shall set forth what efforts the Subgrantee has made to obtain the requested information.

Article 20. DRUG-FREE WORKPLACE

The Subgrantee certifies that it will provide a drug-free workplace in accordance with the requirements of 29 CFR, Part 98, Subpart F.

Article 21. DISADVANTAGED BUSINESS ENTERPRISE

It is the policy of the Department and the USDOT that Disadvantaged Business Enterprises, as defined in 49 CFR Part 26, shall have the opportunity to participate in the performance of agreements financed in whole or in part with federal funds. Consequently, the Disadvantaged Business

Enterprise requirements of 49 CFR Part 26, apply to the Grant Agreement as follows:

- The Subgrantee agrees to ensure that Disadvantaged Business Enterprises, as defined in 49 CFR Part 26, have the opportunity to participate in the performance of agreements and subcontracts financed in whole or in part with federal funds. In this regard, the Subgrantee shall make good faith efforts, in accordance with 49 CFR Part 26, to ensure that Disadvantaged Business Enterprises have the opportunity to compete for and perform agreements and subcontracts.
- The Subgrantee and any subcontractor shall not discriminate on the basis of race, color, sex, national origin, or disability in the award and performance of agreements funded in whole or in part with federal funds.

These requirements shall be included in any subcontract or sub agreement. Failure to comply with the requirements set forth above shall constitute a breach of the Grant Agreement and, after the notification by the Department, may result in termination of the Grant Agreement by the Department or other such remedy as the Department deems appropriate.

Article 22. DEBARMENT/SUSPENSION

- A. The Subgrantee certifies, to the best of its knowledge and belief, that it and its principals:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any state or federal department or agency or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, Debarment and Suspension;
 2. Have not within a three (3) year period preceding the Grant Agreement 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 federal, state, or local public 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;
 3. Are not presently indicted or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph A. 2. of this Article; and
 4. Have not, within a three (3) year period preceding the Grant Agreement, had one or more federal, state, or local public transactions terminated for cause or default.

Project Director's Initials MAR

Article 25. ADDITIONAL PROVISIONS

- A. Signature Authorized. The Subgrantee's authorized approving official, signing the certification page of the Grant Agreement, has the legal authority to apply for Federal Assistance and has the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
- B. Headings. The captions and headings used in this Grant Agreement are intended for convenience only and shall not be used for purposes of construction or interpretation.
- C. Notice. All notices, requests and demands shall be directed as follows:

To the Department: Virginia Department of Motor Vehicles
ATTENTION: Director of Virginia Highway Safety Office
Post Office Box 27412
Richmond, Virginia 23269-0001

To Subgrantee:

FREDERICK COUNTY
ATTN: LT. MIKE RICHARDSON
1080 COVERSTONE DR.
WINCHESTER, VA. 22602

Any notice, unless otherwise specified herein, will be deemed to have been given on the date such notice is personally delivered or is deposited in the United States certified mail, return receipt requested, properly addressed and with postage prepaid.

Project Director's Initials MARK

Grants – New (1) and Carry Forward Amounts:

New Grant: (copy of Approved Grant attached) \$16,303.00
budget appropriation line: 3102-8007-000
this grant will be used to purchase computer/technology equipment

Existing Grants – Carry Forward Amounts:

- 1) 2009-SB-B9-2022 \$26,099.00
budget appropriation line: 3102-8007-000
purchase of computer/technology equipment

- 2) 2008-CK-WX-0144 \$98,034.60
 - a) budget appropriation line: 3102-1002-086 \$70,725.04
 - b) budget appropriation line: 3102-8007-001 \$ 5,183.30
 - c) budget appropriation line: 3102-5413-006 \$20,541.00
 - d) budget appropriation line: 3102-5204-001 \$ 1,489.26
 - e) budget appropriation line: 3102-5401-001 \$ 96.00TOTAL REQUEST: \$98,034.60

- 3) 2009-D1-BX-0172 \$103,802.00
 - a) budget appropriation line: 3102-8005-000 \$ 1,622.98
 - b) budget appropriation line: 3102-5409-004 \$ 4,110.76
 - c) budget appropriation line: 3102-3002-002 \$98,068.26TOTAL REQUEST: \$103,802.00

Total Requested: Carry Forward and New Grant: \$244,238.60



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 5

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Frederick County 107 North Kent Street Winchester, VA 22601		4. AWARD NUMBER: 2011-DJ-BX-2153					
		5. PROJECT PERIOD: FROM 10/01/2010 TO 09/30/2014 BUDGET PERIOD: FROM 10/01/2010 TO 09/30/2014					
		6. AWARD DATE 08/12/2011	7. ACTION				
1A. GRANTEE IRS/VENDOR NO. 546001290		8. SUPPLEMENT NUMBER 00	Initial				
		9. PREVIOUS AWARD AMOUNT \$ 0					
3. PROJECT TITLE <u>Total Station Project</u>		10. AMOUNT OF THIS AWARD \$ 16,303					
		11. TOTAL AWARD \$ 16,303					
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 FY11(BJA - JAG) 42 USC 3750, et seq.							
15. METHOD OF PAYMENT GPRS							
AGENCY APPROVAL		GRANTEE ACCEPTANCE					
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Denise O'Donnell Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL John Riley Chief Executive Officer					
17. SIGNATURE OF APPROVING OFFICIAL <i>Denise O'Donnell</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>John Riley</i>	19A. DATE 8-23-11				
AGENCY USE ONLY							
20. ACCOUNTING CLASSIFICATION CODES		21. KDJJGT0163					
FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	POMS	AMOUNT
X	B	DJ	80	00	00		16303

7 8007-00
Computer equipment

Technology Financing Request Planning

Project	Total Estimated Expenditure	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016
Server Virtualization and COOP						
Server Virtualization-Lease	\$ 255,855.00	\$ 85,285.00	\$ 85,285.00	\$ 85,285.00	\$ -	\$ -
AS400 COOP-Lease	\$ 96,000.00	\$ 19,200.00	\$ 19,200.00	\$ 19,200.00	\$ 19,200.00	\$ 19,200.00
10GB	\$ 35,000.00	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -
Website Content Management						
Content management Website	\$ 55,000.00	\$ 45,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -
	\$ 441,855.00	\$ 184,485.00	\$ 109,485.00	\$ 109,485.00	\$ 19,200.00	\$ 19,200.00

- Investment for FY 2011-2012 would be **\$184,485.00**. We would look to achieve COOP and disaster recovery expectations by consolidating necessary resources in a private virtual environment between Kent and PSB. We would redesign our website to deploy a content management system.

Public Safety Equipment and Software- Needs more information

Ruggedized mobile workstations	\$ 749,520.00	\$ 749,520.00	\$ -	\$ -	\$ -	\$ -
enhancements	\$ 544,020.00	\$ 544,020.00	\$ -	\$ -	\$ -	\$ -
Estimated Investment Pending Final details	\$ 1,293,540.00	\$ 1,293,540.00				

- Investment for FY 2011-2012 of **\$1,293,540.00** for the public safety project to upgrade the dispatching systems and mobile units for vehicles. This system would be phased-in on a schedule.

Other Projects for consideration County -wide

GIS ESRI Software update and Document imaging county-wide system standard

GIS ESRI Software update and county-wide inclusion-3 year term	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Laser Fiche county-wide-3 year term	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Pictometry Data Fly-over	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

Wireless Infrastructure county implementation

Wireless Aps and Controllers	\$ 99,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
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Refresh-Training-Compliance

Refresh cycle for computer workstation- 3 year term	\$ 360,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Networking refresh	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Consulting for compliance and training	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

Phone system- VoIP Project

Phone system	\$ 420,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
POE Switching equipment	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

Total Investment \$ 1,514,000.00

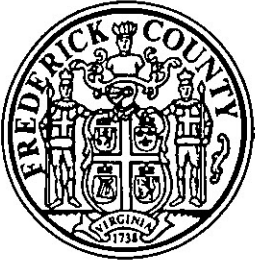
- Other identified county projects to consider for improving infrastructure, GIS functionality, communication and accessibility.



Project	Total Estimated Expenditure	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016
Server Virtualization and COOP						
Server Virtualization-Lease	\$ 255,855.00	\$ 85,285.00	\$ 85,285.00	\$ 85,285.00	\$ -	\$ -
AS400 COOP-Lease	\$ 96,000.00	\$ 19,200.00	\$ 19,200.00	\$ 19,200.00	\$ 19,200.00	\$ 19,200.00
Fiber Connectivity between PSB-Kent 10GB	\$ 35,000.00	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -
Website Content Management						
Content management Website	\$ 55,000.00	\$ 45,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -
	\$ 441,855.00	\$ 184,485.00	\$ 109,485.00	\$ 109,485.00	\$ 19,200.00	\$ 19,200.00
Public Safety Equipment and Software- Needs more information						
Ruggedized mobile workstations	\$ 749,520.00	\$ 749,520.00	\$ -	\$ -	\$ -	\$ -
enhancements	\$ 544,020.00	\$ 544,020.00	\$ -	\$ -	\$ -	\$ -
Estimated investment Pending						
Final details	\$ 1,293,540.00	\$ 1,293,540.00				
Other Projects for consideration County -wide						
GIS ESRI Software update and Document imaging county-wide system standard						
GIS ESRI Software update and county-wide inclusion-3 year term	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Laser Fiche county-wide-3 year term	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Pictometry Data Fly-over	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Wireless Infrastructure county implementation						
Wireless Aps and Controllers	\$ 99,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Refresh-Training-Compliance						
Refresh cycle for computer workstation- 3 Year term	\$ 360,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Networking refresh	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Consulting for compliance and training	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Phone system- VoIP Project						
Phone system	\$ 420,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
POE Switching equipment	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Total Investment	\$ 1,514,000.00					
Kent	\$ 208,634.75	\$ 98,278.25	\$ 48,778.25	\$ 48,778.25	\$ 6,400.00	\$ 6,400.00
PSB	\$ 1,469,174.75	\$ 1,364,818.25	\$ 45,778.25	\$ 45,778.25	\$ 6,400.00	\$ 6,400.00
NRADC	\$ 57,585.50	\$ 14,928.50	\$ 14,928.50	\$ 14,928.50	\$ 6,400.00	\$ 6,400.00
	\$ 1,735,395.00	\$ 1,478,025.00	\$ 109,485.00	\$ 109,485.00	\$ 19,200.00	\$ 19,200.00
Total Funding	\$ 3,249,395.00					

Top Priority

Public Safety Equipment
*wiring, office licensing,
mounting included



COUNTY of FREDERICK

John R. Riley, Jr.
County Administrator

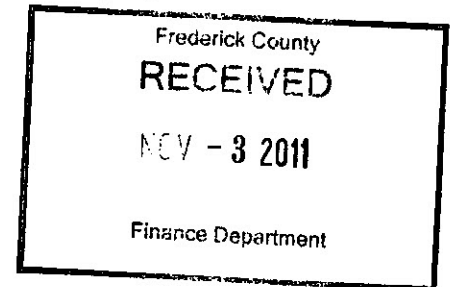
540/665-5666

Fax 540/667-0370

E-mail:

jriley@co.frederick.va.us

TO: Finance Committee
FROM: Jay E. Tibbs, Deputy County Administrator *JET*
THROUGH: John R. Riley, Jr., County Administrator *[Signature]*
DATE: November 2, 2011
RE: Broadcast Equipment Upgrade



This is a request for a supplemental appropriation in the amount of \$35,500.00 from the Comcast Public Education and Government (PEG) Grant to purchase and install updated equipment to improve the broadcast of the Planning Commission and Board of Supervisors' meetings, allow access to meeting videos via the Internet, enable the scheduling of programming on the cable channel to allow the rebroadcasting of meetings and to enable departments to create programming to advertise services and special events. The PEG Grant is a recurring financial contribution from Comcast to Frederick County based on the number of subscribers and is designated for use for PEG access equipment, including, but not limited to, studio and portable production equipment, editing equipment and program playback equipment.

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

Attachment




FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive
Winchester, VA 22602

Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Cheryl Shiffler, Director
Finance Department

FROM: Dennis D. Linaburg, Chief
Fire & Rescue Department 

SUBJECT: Request For Supplemental Appropriation

DATE: October 28, 2011

The Frederick County Fire and Rescue Department received a grant from the Wal-Mart Foundation in the form of a check (#0532402) in the amount of \$1,000. This grant was awarded to the Department to allow us to continue the free Smoke Detector program we offer to citizens of Frederick County.

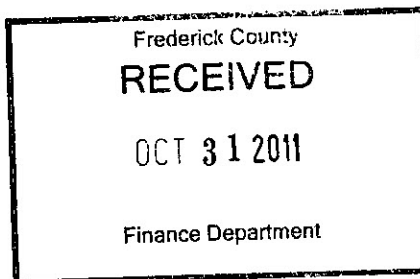
We request that the funds, deposited into Revenue Code 3-010-018990-0005 Donations be transferred to line item 3505-5413-000 Other Operating Supplies so that we may purchase the necessary smoke detectors for the program.

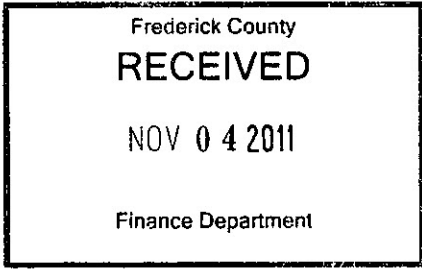
Total Transfer: \$1,000.00

If you have any questions or need additional information regarding this request, please do not hesitate to contact me so I may further discuss these issues.


DDL:msh
Attachments: (1)
Cc: File

C.S. 10/31/11





MEMORANDUM

TO: Frederick County Finance Committee
FROM: Chester T. Lauck, Chief 
SUBJECT: Revenue Recovery
DATE: November 2, 2011

In June 2010, Frederick County Fire and Rescue Association (Association) voted at the request of several fire and rescue companies to revisit the Revenue Recovery Program (Fee-For-Service). After many months and numerous meetings, the designated work group has met with representatives from Warren County Fire and Rescue, Winchester Fire and Rescue, as well as, reviewed information from other jurisdictions that has been available via internet. At the last Association meeting, they voted to support the efforts of the work group that was formed and represented by most companies on a regular basis to continue to move forward with actually building the program in terms of policies and procedures along with working with the County on language and responsibilities that would lead to an agreement that perhaps all parties could benefit from and strengthening our partnership.

Included is an excel chart that shows how distribution would work, to include distribution of both gross and net funds. It does not show how the money would be spent by any of the parties included.

It has been estimated that perhaps as much as seven million dollars in revenue has not been taken advantage of over the last 5 years or so. In an effort to make this project reality that "all involved" can live with and hopefully will be a part of, I would encourage all to come to the table without expectations or tainted beliefs from the past and collectively work to a better financial future for all.

/CTL
Attachment: (1)
Cc: File

Revenue Recovery Overview

Frederick County Volunteer Fire and Rescue Association
Nov. 16, 2011



HISTORY

After previous talks failed and the Frederick County Board of Supervisors abandoned the process of Fee For Service in Frederick County, it remained status quo until 2010.

The Frederick County Volunteer Fire and Rescue Association, at the request of several companies, entered into discussion and thus appointed a sub-committee in July of 2010 to research the interest of a Revenue Recovery Program to help offset rising costs and declining donations from the citizens as well as from the County of Frederick.



The sub-committee reported back to the Association that there was, in fact, enough interest to send Revenue Recovery to a work group to actually develop a program to bring back to the Association for approval.

The work group was formed with a representative from each of the eleven volunteer companies. The work group was chaired and co-chaired by Chief Chester Lauck and Perry Silva, Vice President of the Association.



The work group was divided into sub-working groups that were given specific projects or topics that were determined to be major issues of the Revenue Recovery Program to include: Costs, Education, Training, and Legal Aspects.

These sub-work groups reported back as progress continued in identifying portions of the program that were considered pertinent. It is important to note that all companies were given an opportunity to be involved in the process.



To date, the work group has met numerous times. In addition, subsequent meeting dates were necessary regarding the sub-work groups that were formed and assigned to work on various issues.

Chief Mabie of the Warren County Fire and Rescue Services presented at one of the meetings on the management of the Warren County Fee for Service Program.



A short presentation on the City of Winchester Fee for Service Program was also provided and it's successes documented and detailed for the work group.

Again, all members of the work group were given opportunities to ask questions. All were encouraged to take an active part in the discussions and planning process.



Various topics have been discussed since the inception of the work group, however, most entail:

- Invoicing
- Exemptions
- Hardships
- Citizen Impact

Some of these questions have been noted and would be forwarded to legal for final determination.



Also discussed, was a subscription service whereby each member of a household would be billed a certain amount per year in lieu of having to pay for ambulance transports. This would be favorable for those that did not have health insurance and would prevent the thought of owing the County for services rendered. However, a decision was made at the work-group level that this option be abandoned.



To date, some volunteer companies have relayed to the work group concern regarding whether or not the residents of their first due area are willing to have their volunteer companies participate in revenue recovery.



Some companies would prefer to defer this issue to the community and not solely rely on the volunteer membership for a decision regarding revenue recovery as it is felt that the community owns the assets of the volunteer companies by means of donations. It should be noted, however, that a referendum is not possible and will not be considered in regards to this issue.



EXPECTATIONS

- The County, with assistance from the Volunteer Association, would hire an administrator/billing manager to manage the billing program. This individual would be assigned to the Fire and Rescue Department.



- The money collected would be earmarked for Fire and Rescue and set up as a special fund.
- The money collected would be handled by the County of Frederick and disbursed quarterly directly to each participating volunteer company.



- Funds for other resources such as extrication at vehicle accidents, HAZMAT, billing for nuisance fire alarms etc... could be included in the future as a source of revenue recovery.
- The contributions received from Frederick County to the Volunteer Companies will not change, regardless of whether or not the volunteer company is participating in revenue recovery.



Soft Billing

- All persons transported by a Volunteer ambulance would be billed at a pre-determined cost depending on level of service and would be expected to pay any co-pay not covered by insurance.
- Any resident of Frederick County would have any/all co-pays considered satisfied after insurance benefits are collected. In the event of non-insured, as determined by the billing company, the individual would be required to complete a hardship form. Again, County residents would have cost considered satisfied.



Summary

In addition, documents supporting the Revenue Recovery Program have been or are in the process of being drafted. These include a Memorandum of Understanding as well as a letter from Frederick County Fire and Rescue introducing Revenue Recovery.



It must be stressed that not all Volunteer Companies are in favor of this program, however, they have continued to be involved in all processes of the work group. A determination that all companies maintain the right to opt in/out at specified times without any penalties levied by the county has been made by the committee. Lastly, Companies not participating will not benefit from any funds collected and distributed from Revenue Recovery.



Questions?



Estimate based on 2010 figures from Fire House software

Station	BLS		ALS Level 1		ALS Level 2		Loaded Miles	Mileage Billed	Total Transport		Total Transport Billed	Total Transports	% of			
	Transports	Billed	Transports	ALS 1 Billed	Transports	ALS 2 Billed			Billed	Billed			Transport Billed	___% Mileage Recovery	___% Transport Recovery	Total Recovery
11	520	\$ 208,000.00	552	\$ 248,400.00	54	\$ 32,400.00	9	\$ 91,206.00	\$ 488,800.00	\$ 580,006.00	1126	\$	0.222	\$ 63,844.20	\$ 342,160.00	\$ 406,004.20
12	148	\$ 59,200.00	209	\$ 94,050.00	28	\$ 16,800.00	14	\$ 48,510.00	\$ 170,050.00	\$ 218,560.00	385	\$	0.077	\$ 33,957.00	\$ 119,035.00	\$ 152,992.00
13	317	\$ 126,800.00	256	\$ 115,200.00	46	\$ 27,600.00	9	\$ 50,139.00	\$ 269,600.00	\$ 319,739.00	619	\$	0.122	\$ 35,097.30	\$ 188,720.00	\$ 223,817.30
14	35	\$ 14,000.00	51	\$ 22,950.00	6	\$ 3,600.00	11	\$ 9,108.00	\$ 40,550.00	\$ 49,658.00	92	\$	0.018	\$ 6,375.60	\$ 28,385.00	\$ 34,760.60
15	260	\$ 104,000.00	277	\$ 124,650.00	55	\$ 33,000.00	2	\$ 10,656.00	\$ 261,650.00	\$ 272,306.00	592	\$	0.119	\$ 7,459.20	\$ 183,155.00	\$ 190,614.20
16	148	\$ 59,200.00	167	\$ 75,150.00	12	\$ 7,200.00	9	\$ 26,487.00	\$ 141,550.00	\$ 168,037.00	327	\$	0.064	\$ 18,540.90	\$ 99,085.00	\$ 117,625.90
17	38	\$ 15,200.00	18	\$ 8,100.00	1	\$ 600.00	21	\$ 10,773.00	\$ 23,900.00	\$ 34,673.00	57	\$	0.011	\$ 7,541.10	\$ 16,730.00	\$ 24,271.10
18	556	\$ 222,400.00	336	\$ 151,200.00	117	\$ 70,200.00	4	\$ 36,324.00	\$ 443,800.00	\$ 480,124.00	1009	\$	0.201	\$ 25,426.80	\$ 310,660.00	\$ 336,086.80
19	82	\$ 32,800.00	109	\$ 49,050.00	18	\$ 10,800.00	9	\$ 16,929.00	\$ 92,650.00	\$ 109,579.00	209	\$	0.042	\$ 11,850.30	\$ 64,855.00	\$ 76,705.30
20	47	\$ 18,800.00	57	\$ 25,650.00	12	\$ 7,200.00	17	\$ 17,748.00	\$ 51,650.00	\$ 69,398.00	116	\$	0.023	\$ 12,423.60	\$ 36,155.00	\$ 48,578.60
21	258	\$ 103,200.00	205	\$ 92,250.00	42	\$ 25,200.00	4	\$ 18,180.00	\$ 220,650.00	\$ 238,830.00	505	\$	0.100	\$ 12,726.00	\$ 154,455.00	\$ 167,181.00
Totals	2409	\$ 963,600.00	2237	\$ 1,006,650.00	391	\$ 234,600.00	109	\$ 336,060.00	\$ 2,204,850.00	\$ 2,540,910.00	5037		1	\$ 235,242.00	\$ 1,543,395.00	\$ 1,778,637.00
														Vol Portion:		\$ 1,003,206.75
														Vol Portion		
														Minimum %	\$	250,801.69
														Remaining	\$	752,405.06

	Rate	Additional Career Staff/Billing		Mileage Collected Less Billing		Totals		Total Mileage + Transport
		Billing Company	Mgr.	Vol Companies	Exp	EMS Supplies	Totals	
BLS	\$ 400.00	7%	25%	65%	93%	3%	100%	\$ 1,221,981.81
ALS Level 1	\$ 450.00							
ALS Level 2	\$ 600.00	\$ 124,504.59	\$ 385,848.75	\$ 1,003,206.75	\$ 218,775.06	\$ 46,301.85	\$ 1,778,637.00	
Mileage Rate	\$ 9.00							
Vol Co. %	65%							
Add Staff / Mgr %	25%							
Billing Co %	7%							
Mile col - Bill exp	93%							
Minimum %	25%							
Recovery Rate	70%							
EMS Supplies %	3%							
# of Stations Participating	11							

	Station 11	Station 12	Station 13	Station 14	Station 15	Station 16	Station 17	Station 18	Station 19	Station 20	Station 21	Totals
Mileage	\$ 59,375.11	\$ 31,580.01	\$ 32,640.49	\$ 5,929.31	\$ 6,937.06	\$ 17,243.04	\$ 7,013.22	\$ 23,646.92	\$ 11,020.78	\$ 11,553.95	\$ 11,835.18	\$ 218,775.06
Minimum %	\$ 22,800.15	\$ 22,800.15	\$ 22,800.15	\$ 22,800.15	\$ 22,800.15	\$ 22,800.15	\$ 22,800.15	\$ 22,800.15	\$ 22,800.15	\$ 22,800.15	\$ 22,800.15	\$ 250,801.69
Transportation %	\$ 166,803.00	\$ 58,029.56	\$ 92,001.00	\$ 13,837.69	\$ 89,288.06	\$ 48,303.94	\$ 8,155.88	\$ 151,446.75	\$ 31,616.81	\$ 17,625.56	\$ 75,296.81	\$ 752,405.06
	\$ 248,978.26	\$ 112,409.73	\$ 147,441.64	\$ 42,567.15	\$ 119,025.27	\$ 88,347.13	\$ 37,969.25	\$ 197,893.83	\$ 65,437.74	\$ 51,979.66	\$ 109,932.15	\$ 1,221,981.81

Rev 7/20/11

November 4, 2011

To: Finance Committee

From: Bill Ewing, Chairman

Subject: 2012-13 Budget

It's hard to believe that it is time to start talking and working on a new budget. The time is here and we need to start looking at what the conditions are facing us in formulating the 2012-13 county budget. The economy is down, however, the county has seen some upturns in revenue and collections. Even with some positive signs, the preparation of this year's budget will still be challenging.

Staff is to be commended on the fine work they have done in the preparation of the budget and the administration of it in past years. Proof of their fine work is reflected in the year end totals that reflect collections over anticipated revenues by three million dollars and three million dollars savings in expenditures. We do need to keep in mind that \$4.3M of these funds is needed to replenish the fund balance for funds used balancing the 2011-12 budget. While staff does the number crunching and formulation of the budget, I am asking this committee to assist staff by providing directions regarding tax rates, employee salaries and positions, usage of the fund balance, changes to county programs, and etc.

To assist us, I have asked staff to inform us on the current status of revenue trends, fund balance, state support, and other conditions they see affecting the budget. Conditions affecting the current year budget included increasing the real estate tax to .55 cents in order for the tax revenue to remain revenue neutral. This was due to the reassessment of real property within the county. Other tax rates were not changed. Other actions taken includes the utilization of \$4.3M from fund balance, across the board expenditure reductions, no employee salary increases and vacant positions frozen.

This year will be as difficult as past years in preparing the budget. Down economy, tax payers losing their homes and jobs, and the loss of real estate values will remain major factors. Tax increases will again be difficult to recommend. Once again, we can utilize some of our fund balance and possibly maintain status quo regarding positions and the funding of programs and services. I would like to see consideration given to providing employee pay increases if at all possible. After three years of no increases, I think it is time we take a serious look.

Your thoughts and suggestions 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.

CC: Board of Supervisors

FUND 10

DATE	DEPARTMENT	REASON FOR TRANSFER	FROM	TO ACCT CODE	DESCRIPTION	AMOUNT
2011-07-01	ECONOMIC DEVELOPMENT COMMISSION	CORR. BUDGET P/T HELP	81020 1005 000	000	OVERTIME	36,592.00
	ECONOMIC DEVELOPMENT COMMISSION		81020 1003 000	000	PART TIME/EXTRA HELP	36,592.00
2011-07-15	GENERAL OPERATING FUND	INCREASE IN VACO DUES	11010 3005 000	000	MAINTENANCE SERVICE CONTRACTS	227.00
	GENERAL OPERATING FUND		11010 5801 000	000	DUES AND ASSOC. MEMBERSHIPS	227.00
2011-07-27	INFORMATION TECHNOLOGY	IT RESTRUCTURING	12200 1001 000	027	PC TECHNICIAN	28,132.00
	INFORMATION TECHNOLOGY		12200 1001 000	021	NETWORK TECHNICIAN	41,582.00
	INFORMATION TECHNOLOGY		12200 2005 000	000	HOSPITAL/MEDICAL PLANS	5,605.00
	INFORMATION TECHNOLOGY		12200 1001 000	058	BUSINESS ANALYST	75,319.00
2011-07-28	ELECTORAL BOARD AND OFFICIALS	MAINTENANCE WARRANTY CONT	13010 3004 000	001	REPAIR AND MAINTENANCE-EQUIP.	67.99
	ELECTORAL BOARD AND OFFICIALS		13010 3005 000	000	MAINTENANCE SERVICE CONTRACTS	67.99
2011-08-01	SHERIFF	GANG FORCE PURCHASE	31020 5413 000	005	2008 GANG TASK FORCE GRANT	5,998.00
	SHERIFF		31020 5401 000	000	OFFICE SUPPLIES	5,998.00
2011-08-01	COMMONWEALTH'S ATTORNEY	RECLASS POSITION	22010 1003 000	001	INVESTIGATOR P/T	55,990.00
	COMMONWEALTH'S ATTORNEY		22010 1001 000	012	ADMINISTRATIVE INVESTIGATOR	55,990.00
2011-08-02	OTHER	POSTAGE MACHINE RENTAL	12240 5415 000	000	OTHER EXPENSES	600.00
	OTHER		12240 9001 000	000	LEASE/RENT OF EQUIPMENT	600.00
2011-08-10	ELECTORAL BOARD AND OFFICIALS	MAINTENANCE SERVICES CONT	13010 3004 000	001	REPAIR AND MAINTENANCE-EQUIP.	391.39
	ELECTORAL BOARD AND OFFICIALS		13010 3005 000	000	MAINTENANCE SERVICE CONTRACTS	391.39
2011-08-11	PUBLIC SAFETY COMMUNICATIONS	INTERNET ACCESS	35060 5204 000	000	POSTAGE AND TELEPHONE	2,000.00
	PUBLIC SAFETY COMMUNICATIONS		35060 5299 000	000	INTERNET ACCESS	2,000.00
2011-08-15	COMMISSIONER OF THE REVENUE	CAMERA ANNUAL RENEWAL	12090 3010 000	000	OTHER CONTRACTUAL SERVICES	175.00
	REASSESSMENT/BOARD OF ASSESSORS		12100 3010 000	000	OTHER CONTRACTUAL	175.00
2011-08-16	SHERIFF	DARE SUPPLIES	31020 5401 000	000	OFFICE SUPPLIES	1,075.49
	SHERIFF		31020 5413 000	001	DRUG PROGRAM	1,075.49
2011-08-17	SHERIFF	CONNECTIVITY FEE	31020 5401 000	000	OFFICE SUPPLIES	2,000.00
	SHERIFF		31020 5299 000	000	INTERNET ACCESS	2,000.00
2011-08-17	FIRE AND RESCUE	CONNECTIVITY THROUGH FCPS	35050 5204 000	000	POSTAGE AND TELEPHONE	2,000.00
	FIRE AND RESCUE		35050 5299 000	000	INTERNET ACCESS	2,000.00
2011-08-29	SHERIFF	COMPUTER PROGRAM FOR GANG	31020 5401 000	000	OFFICE SUPPLIES	1,236.03
	SHERIFF		31020 5413 000	005	2008 GANG TASK FORCE GRANT	1,236.03
2011-08-29	MANAGEMENT INFORMATION SYSTEMS	YEARLY INTERNET CONNECTIO	12220 3005 000	000	MAINTENANCE SERVICE CONTRACTS	6,000.00
	MANAGEMENT INFORMATION SYSTEMS		12220 5299 000	000	INTERNET ACCESS	6,000.00
2011-09-01	COMMISSIONER OF THE REVENUE	PROMOTION	12090 1001 000	062	ASSESSOR II	1,987.27
	COMMISSIONER OF THE REVENUE		12090 1001 000	066	TAX EXAMINER I	1,709.16
	COMMISSIONER OF THE REVENUE		12090 1001 000	064	SECRETARY III	1,442.64
	COMMISSIONER OF THE REVENUE		12090 1001 000	003	ACCOUNT CLERK I	5,139.07
2011-09-02	FIRE AND RESCUE	RECONCILE PERSONNEL LINE	35050 1001 000	001	FIRE & RESCUE CAPTAIN	1,335.00
	FIRE AND RESCUE		35050 1001 000	004	FIRE/RESCUE SPECIALIST	1,335.00
	FIRE AND RESCUE		35050 1001 000	001	FIRE & RESCUE CAPTAIN	3,554.00
	FIRE AND RESCUE		35050 1001 000	013	FIREFIGHTER	3,554.00
	FIRE AND RESCUE		35050 1001 000	001	FIRE & RESCUE CAPTAIN	3,523.00
	FIRE AND RESCUE		35050 1001 000	015	FIRE/RESCUE TECHNICIAN	3,523.00

DATE	DEPARTMENT	REASON FOR TRANSFER	FROM	TO	ACCT CODE	DESCRIPTION	AMOUNT
2011-09-02	FIRE AND RESCUE	RECONCILE PERSONNEL LINE	35050	1001	000 001	FIRE & RESCUE CAPTAIN	450.00-
	FIRE AND RESCUE		35050	1001	000 024	FIRE/RESCUE TECHNICIAN	450.00
	FIRE AND RESCUE		35050	1001	000 001	FIRE & RESCUE CAPTAIN	668.00-
	FIRE AND RESCUE		35050	1001	000 025	FIRE/RESCUE SPECIALIST	668.00
	FIRE AND RESCUE		35050	1001	000 001	FIRE & RESCUE CAPTAIN	1,020.00-
	FIRE AND RESCUE		35050	1001	000 026	FIRE/RESCUE SPECIALIST	1,020.00
	FIRE AND RESCUE		35050	1001	000 001	FIRE & RESCUE CAPTAIN	501.00-
	FIRE AND RESCUE		35050	1001	000 027	FIRE/RESCUE SPECIALIST	501.00
	FIRE AND RESCUE		35050	1001	000 001	FIRE & RESCUE CAPTAIN	504.00-
	FIRE AND RESCUE		35050	1001	000 028	FIRE/RESCUE SPECIALIST	504.00
	FIRE AND RESCUE		35050	1001	000 001	FIRE & RESCUE CAPTAIN	1,001.00-
	FIRE AND RESCUE		35050	1001	000 031	FIRE/RESCUE SPECIALIST	1,001.00
	FIRE AND RESCUE		35050	1001	000 001	FIRE & RESCUE CAPTAIN	3,605.00-
	FIRE AND RESCUE		35050	1001	000 033	VOLUNTEER COORDINATOR	3,605.00
	FIRE AND RESCUE		35050	1001	000 016	FIRE/RESCUE SPECIALIST	1,033.00-
	FIRE AND RESCUE		35050	1001	000 034	FIRE/RESCUE SPECIALIST	1,033.00
	FIRE AND RESCUE		35050	1001	000 016	FIRE/RESCUE SPECIALIST	1,344.00-
	FIRE AND RESCUE		35050	1001	000 038	FIRE/RESCUE SPECIALIST	1,344.00
	FIRE AND RESCUE		35050	1001	000 016	FIRE/RESCUE SPECIALIST	1,475.00-
	FIRE AND RESCUE		35050	1001	000 042	FIRE/RESCUE TECHNICIAN	1,475.00
	FIRE AND RESCUE		35050	1001	000 016	FIRE/RESCUE SPECIALIST	4,003.00-
	FIRE AND RESCUE		35050	1001	000 043	FIRE TECHNICIAN	4,003.00
	FIRE AND RESCUE		35050	1001	000 016	FIRE/RESCUE SPECIALIST	1,360.00
	FIRE AND RESCUE		35050	1001	000 044	FIRE/RESCUE SPECIALIST	1,360.00
	FIRE AND RESCUE		35050	1001	000 102	FIRE/RESCUE SPECIALIST	5,091.00-
	FIRE AND RESCUE		35050	1001	000 058	DEPUTY CHIEF-OPERATIONS	5,091.00
	FIRE AND RESCUE		35050	1001	000 102	FIRE/RESCUE SPECIALIST	3,162.00-
	FIRE AND RESCUE		35050	1001	000 064	CAPTAIN	3,162.00
	FIRE AND RESCUE		35050	1001	000 102	FIRE/RESCUE SPECIALIST	1,492.00-
	FIRE AND RESCUE		35050	1001	000 081	FIRE/RESCUE TECHNICIAN	1,492.00
2011-09-09	REASSESSMENT/BOARD OF ASSESSORS	IT SOFTWARE	12100	1006	000 000	COMPENSATION OF BOARD - OF AS	4,950.00-
	MANAGEMENT INFORMATION SYSTEMS		12220	5413	000 001	IT SOFTWARE	4,950.00
2011-09-14	COMMONWEALTH'S ATTORNEY	B. A. 9/14/11 TR. FOR LASERFICHE	22010	3005	000 000	MAINTENANCE SERVICE CONTRACTS	8,000.00
	COMMONWEALTH'S ATTORNEY		22010	8007	000 000	INTEGRATED TECHNOLOGY EQUIPMENT	5,000.00
	COMMONWEALTH'S ATTORNEY		22010	1001	000 013	ASST. COMMONWEALTH ATTORNEY	13,000.00-
2011-09-14	FINANCE DEPARTMENT	BAI MAINTENANCE	12140	5413	000 000	OTHER OPERATING SUPPLIES	1,000.00
	FINANCE DEPARTMENT		12140	3006	000 000	PRINTING AND BINDING	1,000.00-
2011-09-19	FIRE AND RESCUE	COLLEGE COURSE FOR ALS UP	35050	5506	000 000	TRAVEL	5,000.00-
	FIRE AND RESCUE		35050	2013	000 000	EDUCATION-TUITION ASSISTANCE	5,000.00
	FIRE AND RESCUE		35050	3010	000 000	OTHER CONTRACTUAL SERVICES	1,020.00-
	FIRE AND RESCUE		35050	2013	000 000	EDUCATION-TUITION ASSISTANCE	1,020.00
2011-09-19	MAINTENANCE ADMINISTRATION	GAS UTILIZED BY MAINTENAN	43010	5408	000 000	VEHICLE & POWERED EQUIP. SUPPLIES	500.00-
	MAINTENANCE ADMINISTRATION		43010	4003	000 003	CENTRAL STORES-GASOLINE CAB	500.00
2011-09-19	COMMONWEALTH'S ATTORNEY	PURCHASE SOFTWARE/CORR. BT146	22010	3005	000 000	MAINTENANCE SERVICE CONTRACTS	8,000.00-
	COMMONWEALTH'S ATTORNEY		22010	5413	000 000	OTHER OPERATING SUPPLIES	8,000.00
2011-09-21	CLERK OF THE CIRCUIT COURT	TRAVEL FOR CLERK TO CONVE	21060	5401	000 000	OFFICE SUPPLIES	722.22-
	CLERK OF THE CIRCUIT COURT		21060	5506	000 000	TRAVEL	722.22
2011-09-26	MAINTENANCE ADMINISTRATION	ADDITIONAL HOURS WORKED	43010	1003	000 000	PART TIME/EXTRA HELP	27.00-
	MAINTENANCE ADMINISTRATION		43010	1005	000 000	OVERTIME	27.00

FUND 10

DATE	DEPARTMENT	REASON FOR TRANSFER	FROM	TO ACCT CODE	DESCRIPTION	AMOUNT
2011-09-26	COUNTY OFFICE BUILDINGS/COURT COUNTY OFFICE BUILDINGS/COURT	REPAIR EMERGENCY GENERATO	43040	3004 000 003 43040 3004 000 001	REPAIR AND MAINTENANCE - BUILD REPAIR AND MAINTENANCE - EQUIP	756.00- 756.00
2011-09-27	CLERK OF THE CIRCUIT COURT CLERK OF THE CIRCUIT COURT	MILEAGE	21060	5401 000 000 21060 5506 000 000	OFFICE SUPPLIES TRAVEL	12.08- 12.08
2011-09-28	INSPECTIONS INSPECTIONS	OVERTIME	34010	3002 000 000 34010 1005 000 000	PROFESSIONAL SERVICES-OTHER OVERTIME	23.42- 23.42
2011-10-01	SHERIFF SHERIFF	GANG FORCE PURCHASE	31020	5413 000 005 31020 5401 000 000	2008 GANG TASK FORCE GRANT OFFICE SUPPLIES	5,998.00- 5,998.00
2011-10-17	GENERAL OPERATING FUND GENERAL OPERATING FUND	LEXIS NEXIS SUBSCRIPTIONS	11010	3004 000 002 11010 5411 000 000	REPAIRS AND MAINTENANCE BOOKS AND SUBSCRIPTIONS	121.00- 121.00
2011-10-19	COUNTY OFFICE BUILDINGS/COURT COUNTY OFFICE BUILDINGS/COURT	MICROWAVE SOFTWARE UPGRAD	43040	3005 000 005 43040 3002 000 000	MAINTENANCE SERVICE CONTRACTS PROFESSIONAL SERVICES-OTHER	440.00- 440.00
2011-10-24	PARKS MAINTENANCE PARKS MAINTENANCE	NAT. PLAYGROUND SAFETY RE	71030	5204 000 000 71030 5506 000 000	POSTAGE & TELEPHONE TRAVEL	247.19- 247.19
2011-10-24	SHERIFF SHERIFF	PRISONER TRANSPORTS/EXTRA	31020	5410 000 000 31020 5506 000 001	UNIFORMS AND WEARING APPAREL TRAVEL - EXTRADITION/TRANSPORTS	4,200.00- 4,200.00
2011-11-07	HUMAN RESOURCES HUMAN RESOURCES	SUBSCRIPTION TO HR LAWS.C	12030	3007 000 000 12030 5411 000 000	ADVERTISING BOOKS AND SUBSCRIPTIONS	950.00- 950.00
2011-11-08	SHERIFF SHERIFF	PRISONER TRANSPORTS	31020	3004 000 002 31020 5506 000 001	REPAIR AND MAINTENANCE-VEHICLE TRAVEL - EXTRADITION/TRANSPORTS	5,000.00- 5,000.00
2011-11-08	SHERIFF SHERIFF	TRAVEL/REGISTRATION	31020	3004 000 002 31020 5506 000 000	REPAIR AND MAINTENANCE-VEHICLE TRAVEL	1,000.00- 1,000.00

*** END OF REPORT ***

**County of Frederick, VA
Report on Unreserved Fund Balance
October 2011**

Unreserved Fund Balance, Beginning of Year, July 1, 2011	23,983,749
 Prior Year Funding & Carryforward Amounts	
C/F Fire Company Capital	(136,823)
C/F Sheriff Forfeited Asset Funds	(13,674)
C/F Sheriff Revenue	(700)
C/F Stormwater Education & Outreach Grant	(7,600)
C/F Refuse Collection Projects	(10,400)
C/F Internet Services	(23,115)
C/F Bowman Library Parking Lot	(83,000)
C/F Airport Capital	(108,145)
C/F Comm Atty Forfeited Asset Funds	(13,241)
C/F Schools	(347,246)
	(743,943)
 Other Funding / Adjustments	
Republican Primary	(10,534)
No local DARE funding	(5,000)
BOS iPads	(10,688)
AARP Tax Aide	(2,100)
Whitacre Farms	(1,897)
	(30,218)
 Fund Balance, October 2011	 <u><u>23,209,587</u></u>

ASSETS	FY12 10/31/11	FY11 10/31/10	Increase (Decrease)	Notes:
Cash and Cash Equivalents	32,733,628.64	31,046,969.39	1,686,659.25	Cash increased due to an increase in fund balance and reduced transfers.
Petty Cash	1,555.00	1,555.00	0.00	
Receivables:				
Taxes, Commonwealth, Reimb. P/P	35,391,476.29	34,799,810.58	591,665.71	
Streetlights	17,687.22	15,220.58	2,466.64	
Commonwealth, Federal, 45 day Taxes	62,297.22	96,965.16	(34,667.94)	
Due from Fred. Co. San. Auth.	734,939.23	734,939.23	0.00	
Prepaid Postage	2,751.41	2,588.81	162.60	
GL controls (est.rev / est. exp)	(5,508,335.82)	(9,566,621.57)	4,058,285.75	(1) Spreadsheet Attached
TOTAL ASSETS	63,435,999.19	57,131,427.18	6,304,572.01	
LIABILITIES				
Accrued Liabilities	244,434.17	141,806.79	102,627.38	Health insurance increased \$102,627.38 and includes an increase in administrative fees
Performance Bonds Payable	1,537,502.33	1,059,212.37	478,289.96	and claims.
Taxes Collected in Advance	65,169.09	69,871.45	(4,702.36)	
Deferred Revenue	35,423,495.64	34,840,804.53	582,691.11	Taxes increased \$591,665.71, Street Lights increased \$2,466.64, Misc.Charges decreased \$11,613.24, dog tags increased \$382.00 and decals decreased \$210.00
TOTAL LIABILITIES	37,270,601.23	36,111,695.14	1,158,906.09	
EQUITY				
Fund Balance				
Reservat:				
Encumbrances General Fund	171,241.55	785,478.20	(614,236.65)	(2) List Attached
Conservation Easement	1,635.00	0.00	1,635.00	
Peg Grant	118,448.40	0.00	118,448.40	
Prepaid Items	949.63	949.63	0.00	
Advances	734,939.23	734,939.23	0.00	
Employee Benefits	93,120.82	93,120.82	0.00	
Courthouse ADA Fees	75,601.48	21,297.70	54,303.78	
Historical Markers	17,177.73	17,092.69	85.04	
Transportation Reserve	438,300.00	438,300.00	0.00	
Animal Shelter	309,579.84	295,261.27	14,318.57	
Proffers	2,240,089.10	2,334,456.84	(94,367.74)	(3) Attached Information
Economic Development	687.01	687.01	0.00	
Star Fort Fees	4,261.53	8,306.68	(4,045.15)	
VDOT Revenue Sharing	436,270.00	436,270.00	0.00	
Undesignated Adjusted Fund Balance	21,523,096.64	15,853,571.97	5,669,524.67	
TOTAL EQUITY	26,165,397.96	21,019,732.04	5,145,665.92	
TOTAL LIAB. & EQUITY	63,435,999.19	57,131,427.18	6,304,572.01	

Fund Balance Adjusted	
Beginning Balance 10/31/11	23,209,587.20
Revenue 10/11	15,788,712.82
Expenditures 10/11	(16,781,067.18)
Transfers 10/11	(694,136.20)
10/11 Adjusted Fund Balance	21,523,096.64

(1) GL Controls	FY12	FY11	Incl/(Decrease)
Est.Revenue	121,428,908	121,530,812	-101,904
Appropriations	-55,364,390	-56,526,202	1,161,812
Est.Tr.to Other fds	-71,744,095	-75,356,710	3,612,615
Encumbrances	171,242	785,478	-614,236
	-5,508,336	-9,566,622	4,058,286

(2) General Fund Purchase Orders

Outstanding Balance @10/31/11	DEPARTMENT	Amount	Description
	Bd.of Supervisors	9,741.00	(13) Apple IPADS's w/Peripherals
	Adm.Builing	49,110.00	A/C Climate Control IT
	Bowman Library	11,490.00	Turf Matt & Parts
		2,500.00	Concrete Apron for Overflow Parking Lot
		4,800.00	Fence for Overflow Parking Lot
	Comm.Atty.	7,065.00	Laserfiche Software, Maintenance, and Support
	Fire & Rescue	19,249.77	Uniforms
		3,668.00	Ropes
		4,554.00	Auto Locks
	Parks	4,892.50	Chemicals
		6,999.00	Tile Replacement&Coping
		7,285.90	T-Shirts
		13,210.00	Grass Seed
		3,312.00	Fertilizer
	Public Safety	10,692.00	Battery Cabinet
	Sheriff	2,399.80	Video Responders
		4,212.60	Ammunition
		6,059.98	CelleBrite Software
	Total	171,241.55	

(3)Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance@10/31/11	1,067,746.18	134,661.18	270,109.55	767,572.19	2,240,089.10

Designated Other Projects Detail

Administration	115,833.19
Bridges	42,100.00
Historic Preservation	38,000.00
Library	5,413.00
Rt.50 Trans.Imp.	10,000.00
Rt. 50 Rezoning	25,000.00
Rt. 656 & 657 Imp.	25,000.00
RT.277	162,375.00
Rt.11	250,000.00
Sheriff	55,851.00
Solid Waste	12,000.00
Stop Lights	26,000.00
Total	767,572.19

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 October 31, 2011

REVENUES:	Appropriated	FY12 10/31/11 Actual	Budget Variance	FY11 10/31/10 Actual	YTD Actual Variance
General Property Taxes	80,085,000.00	3,985,914.77	(76,099,085.23)	3,776,636.62	209,278.15 (1)Spreadsheet Attached
Other local taxes	25,632,609.00	4,697,901.35	(20,934,707.65)	4,758,831.83	(60,930.48) (2)Spreadsheet Attached
Permits & Privilege fees	1,229,649.00	396,821.37	(832,827.63)	327,498.38	69,322.99 (3)Spreadsheet Attached
Revenue from use of money and property	875,962.00	83,136.82	(792,825.18)	60,827.91	22,308.91 (4)Spreadsheet Attached
Charges for Services	2,307,751.00	721,430.79	(1,586,320.21)	741,965.91	(20,535.12)
Miscellaneous	1,135,011.35	128,843.85	(1,006,167.50)	98,673.52	30,170.33
Recovered Costs	1,783,342.00	403,532.21	(1,379,809.79)	310,920.68	92,611.53 (5)Spreadsheet Attached
Intergovernmental:					
Commonwealth	8,349,584.00	5,318,616.71	(3,030,967.29)	5,418,629.87	(100,013.16) (6)Spreadsheet Attached
Federal	30,000.00	52,514.95	22,514.95	227,975.82	(175,460.87) (7)Spreadsheet Attached
Transfers	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	121,428,908.35	15,788,712.82	(105,640,195.53)	15,721,960.54	66,752.28
EXPENDITURES:					
General Administration	7,997,364.94	2,155,935.72	5,841,429.22	2,643,238.89	(487,303.17)
Judicial Administration	2,056,378.54	575,457.94	1,480,920.60	617,349.09	(41,891.15)
Public Safety	23,923,535.30	8,856,725.05	15,066,810.25	7,671,205.03	1,185,520.02
Public Works	4,054,002.90	986,964.57	3,067,038.33	1,088,731.63	(101,767.06)
Health and Welfare	7,098,184.00	2,070,180.79	5,028,003.21	1,977,385.68	92,795.11
Education	56,483.00	14,123.25	42,369.75	14,123.25	0.00
Parks, Recreation, Culture	5,250,165.71	1,580,807.55	3,669,358.16	1,902,434.37	(321,626.82)
Community Development	1,787,806.55	540,872.31	0.00	735,202.61	(194,330.30)
TOTAL EXPENDITURES	52,223,930.94	16,781,067.18	35,442,863.76	16,649,670.55	131,396.63 (8)Information Attached
OTHER FINANCING SOURCES (USES):					
Operating transfers from / to	74,884,554.78	694,136.20	74,190,418.58	3,588,867.42	(2,894,731.22) (9)Spreadsheet Attached
Excess (deficiency)of revenues & other sources over expenditures & other uses	(5,679,577.37)	(1,686,490.56)		(4,516,577.43)	(2,830,086.87)
Fund Balance per General Ledger		23,209,587.20		20,370,149.40	2,839,437.80
Fund Balance Adjusted to reflect Income Statement @10/31/11		21,523,096.64		15,853,571.97	5,669,524.67

(1) General Property Taxes	FY12	FY11	Increase/Decrease
Real Estate Taxes	1,872,410	1,881,486	-209,076
Public Services	13,887	0	13,887
Personal Property	1,946,357	1,665,563	280,794
Penalties and Interest	209,637	156,135	53,502
Credit Card Chgs./Delinq. Advertising	-15,612	-12,478	-3,134
Adm. Fees For Liens & Distress	159,237	85,930	73,307
	3,985,915	3,776,636	209,279

(2) Other Local Taxes	FY12	FY11	Increase/Decrease
Local Sales and Use Tax	1,767,705.70	1,614,641.46	153,064.24
Communications Tax	256,411.74	257,018.51	(606.77)
Utility Taxes	651,592.19	639,891.87	11,700.32
Business Licenses	425,427.42	725,042.17	-299,614.75
Auto Rental Tax	27,606.63	10,912.30	16,694.33
Motor Vehicle Licenses Fees	160,734.39	99,140.03	61,594.36
Recordation Taxes	368,408.00	373,872.37	-5,464.37
Meals Tax	922,426.15	918,747.96	3,678.19
Lodging Tax	114,934.67	117,050.90	-2,116.23
Street Lights	1,814.99	1,524.88	290.11
Star Fort Fees	839.47	989.38	-149.91
Total	4,697,901.35	4,758,831.83	-60,930.48

(3) Permits & Privileges	FY12	FY11	Increase/Decrease
Dog Licenses	22,034.00	18,167.00	3,867.00
Land Use	2,900.00	7,900.00	-5,000.00
Transfer Fees	774.90	914.40	-139.50
Development Review Fees	51,169.00	109,753.56	-58,584.56
Building Permits	226,312.31	141,172.48	85,139.83
2% State Fees	1,083.41	711.69	371.72
Electrical Permits	47,410.00	12,406.00	35,004.00
Plumbing Permits	14,455.00	2,735.00	11,720.00
Mechanical Permits	14,237.75	15,158.25	-920.50
Sign Permits	930.00	1,500.00	-570.00
Permits for Commercial Burning	25.00	0.00	25.00
Explosive Storage Permits	200.00	0.00	200.00
Blasting Permits	90.00	60.00	30.00
Land Disturbance Permits	15,100.00	16,720.00	-1,620.00
Septic Haulers Permit	100.00	0.00	100.00
Sewage Installation License	0.00	300.00	-300.00
Transfer Development Rights	0.00	0.00	0.00
Total	396,821.37	327,498.38	69,322.99

(4) Revenue from use of Money Property	FY12	FY11	Increase/Decrease
	71,111.17	53,810.74	17,300.43 *1
	12,025.65	7,017.17	5,008.48
	83,136.82	60,827.91	22,308.91

*1 The investment rate for LGIP @ 9/30/11 was .139%

	FY12	FY11	Increase/Decrease
(5) Recovered Costs			
Recovered Costs Treas. Office	41,355.00	-	41,355.00
Worker's Comp	400.00	350.00	50.00
Purchasing Card Rebate	93,020.92	-	93,020.92
Reimbursement Circuit Court	9,057.04	2,597.04	6,460.00
Public Works Cleanup	-	250.00	-250.00
Clarke County Container Fees	14,987.09	25,880.05	-10,892.96
City of Winchester Container Fees	4,392.55	10,786.32	-6,393.77
Refuse Disposal Fees	15,352.97	31,893.79	-16,540.82
Recycling Revenue	28,172.26	22,410.60	5,761.66
Sheriff Restitution	-	20.00	-20.00
Fire & Rescue Merchandise (Resale)	-	12.00	-12.00
Container Fees Bowman Library	437.98	438.50	-0.52
Restitution Victim Witness	75.28	365.00	-289.72
Reimb. of Expenses Gen. District Court	10,766.94	7,343.20	3,423.74
Reimb. Public Works Salaries	465.24	-	465.24
Reimb. of Expenses J&D Court	66.90	3,004.30	-2,937.40
Winchester EDC	36,000.00	-	36,000.00
Reimb. Task Force	14,647.64	19,496.07	-4,848.43
EDC/Recovered Costs	119.95	-	119.95
Sign Deposits Planning	75.00	100.00	-25.00
Reimbursement Elections	2,500.00	-	2,500.00
Westminister Canterbury Lieu of Tax	-	-	0.00
Reimbursement Street Signs	-	324.00	-324.00
Grounds Maint. Frederick Co., Schools	-	53,961.37	-53,961.37
Comcast PEG Grant	15,232.40	-	15,232.40
Proffers-Other	5,220.50	5,000.00	220.50
Fire School Programs	13,975.91	14,007.95	-32.04
Proffers Sovereign Village	10,976.19	-	10,976.19
Proffers Lynnhaven	16,891.55	20,269.86	-3,378.31
Proffers Redbud Run	51,632.00	77,448.00	-25,816.00
Clerks Reimbursement to County	3,819.84	3,905.31	-85.47
Proffers Snowden Bridge	12,698.34	6,176.32	6,522.02
Sheriff Reimbursement	1,192.72	-	1,192.72
Proffers Cedar Meadows	-	4,881.00	-4,881.00
Total	403,532.21	310,920.68	92,611.53

(6) Commonwealth Revenue	10/31/11		10/31/10		Increase/Decrease
	FY12	FY11	FY11		
Motor Vehicle Carriers Tax	30,284.33	31,351.85		(1,067.52)	
Mobile Home Titling Tax	53,656.47	33,281.71		20,374.76	
2010 P/P State Reimbursement	2,610,611.27	2,610,611.27		-	
Recordation Taxes	148,773.26	121,648.05		27,125.21	
Shared Expenses Comm.Atty.	104,942.54	96,240.43		8,702.11	
Shared Expenses Sheriff	575,488.72	583,384.33		(7,895.61)	
Shared Expenses Comm.of Rev.	47,427.39	49,067.96		(1,640.57)	
Shared Expenses Treasurer	33,984.89	36,500.88		(2,515.99)	
Shared Expenses Clerk	98,114.87	99,734.65		(1,619.78)	
Public Assistance Grants	1,214,953.66	1,203,900.50		11,053.16	
Litter Control Grants	12,177.00	14,176.00		(1,999.00)	
Emergency Services Fire Program	191,433.00	145,933.00		45,500.00	
Special Prosecutor Grant	-	2,840.60		(2,840.60)	
DMV Grant Funding	7,160.78	2,893.04		4,267.74	
DCJS & Sheriff State Grants	25,148.78	13,558.42		11,590.36	
JJC Grant Juvenile Justice	64,180.00	63,780.00		400.00	
Rent/Lease Payments	71,756.60	71,642.49		114.11	
Spay/Neuter Assistance State	218.28	422.35		(204.07)	
State Reimbursement EDC	-	200,000.00		(200,000.00)	
Wireless 911 Grant	-	10,418.15		(10,418.15)	
State Forfeited Asset Funds	24,573.98	1,290.69		23,283.29	
VA Dept of Health Biosolids	1,588.89	1,389.00		199.89	
Victim Witness Commonwealth	-	24,564.50		(24,564.50)	
Fire&Rescue OEMS Reimb.	2,142.00	-		2,142.00	
Total	5,318,616.71	5,418,629.87		(100,013.16)	

County of Frederick
General Fund
October 31, 2011

Income Statement

(7) Federal Revenue	FY12	FY11	Increase/Decrease
CDB Grant Planning	-	222,700.00	(222,700.00)
Federal Forfeited Assets	16,872.76	4,081.31	12,791.45
Federal Grants Sheriff	35,642.19	1,194.51	34,447.68
Total	52,514.95	227,975.82	(175,460.87)

(8) Expenditures

The expenditures for FY12 increased \$131,396.63 in FY12. The **General Administration** decreased \$487,303.17 in FY12 was impacted by the NW Works building renovation cost in the previous year. **Public Safety**, as a whole increased \$1,185,520.02. The Sheriff's department increased \$32,822.97 in FY12 and includes the lease purchase of 13 Ford Crown Victoria vehicles. Contributions to fire departments and rescue squads increased \$11,198 in FY12 and include a \$26,172.00 increase for the fire programs and \$65,905.03 to Greenwood volunteer fire & Rescue Company for upgrades to the fire station in proffer funds. The County local share increased \$86,170.25 this fiscal year and the timing of the payment of \$933,377.50 increased the expenditures \$1,019,547.75 for 10/11. **Public Works** decreased \$101,767.06 and includes a reduction of \$82,564.24 in refuse collection. **Parks and Recreation** decreased \$321,626.82 due to the construction in FY11 of the Sherando pedestrian/bikeway trail. **Community Development** decreased \$194,330 as a result of \$200,000.00 for economic incentive in the previous year. **Transfers** decreased \$2,894,731.22 and include a decrease of \$585,078.95 for School Operating in carry forward funds and \$2,300,000.00 for School Construction.

(9) Transfers decreased \$2,894,731.22	FY12	FY11	Increase/Decrease
Fringe Benefits(Insurance)	0.00	-547.48	547.48
School Operating	131,133.59	716,212.54	-585,078.95
School Debt Service	0.00	0.00	0.00
School Construction	0.00	2,300,000.00	-2,300,000.00
Debt Service County	188,136.61	190,633.36	-2,496.75
Operational Transfers	374,866.00	382,569.00	-7,703.00
Total	694,136.20	3,588,867.42	-2,894,731.22

County of Frederick
FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER
 October 31, 2011

ASSETS	FY2012 10/31/11	FY2011 10/31/10	Increase (Decrease)
Cash	5,622,225.41	5,233,899.69	388,325.72
Accounts Receivable Federal	0.00	0.00	0.00
Accounts Receivable Other	233.35	0.00	233.35
GL controls(est.rev/est.exp)	<u>(482,725.96)</u>	<u>(1,103,945.25)</u>	<u>621,219.29</u>
TOTAL ASSETS	<u>5,139,732.80</u>	<u>4,129,954.44</u>	<u>1,009,778.36</u>
LIABILITIES			
Accrued Operating Reserve Costs	<u>1,871,308.00</u>	<u>1,932,540.10</u>	<u>(61,232.10)</u>
TOTAL LIABILITIES	<u>1,871,308.00</u>	<u>1,932,540.10</u>	<u>(61,232.10)</u>
EQUITY			
Fund Balance Reserved	46,514.04	6,260.75	40,253.29
Encumbrances			
Unreserved:			
Fund Balance	<u>3,221,910.76</u>	<u>2,191,153.59</u>	<u>1,030,757.17</u>
TOTAL EQUITY	<u>3,268,424.80</u>	<u>2,197,414.34</u>	<u>1,071,010.46</u>
TOTAL LIABILITY & EQUITY	<u>5,139,732.80</u>	<u>4,129,954.44</u>	<u>1,009,778.36</u>

The accompanying notes to the financial statements are an essential part of this statement.

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 10/31/11

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER REVENUES:	10/31/11		Budget Variance	10/31/10		YTD Actual Variance
	Appropriated	Actual		Actual	Actual	
Interest	-	4,166.47	4,166.47	3,671.34	495.13	
Work Release Fees	414,064.00	103,295.60	(310,768.40)	124,080.89	(20,785.29)	
Prisoner Fees Other Localities	0.00	0.00	0.00	561.79	(561.79)	
Federal Bureau Of Prisons	0.00	0.00	0.00	0.00	0.00	
Local Contributions	5,162,154.00	2,581,077.00	(2,581,077.00)	3,046,188.52	(465,111.52)	
Miscellaneous	15,000.00	8,273.32	(6,726.68)	8,182.00	91.32	
Phone Commissions	90,000.00	23,354.12	(66,645.88)	16,613.45	6,740.67	
Food & Staff Reimb. Juv.Det.Ct.v.Det.Ctr.	102,000.00	14,679.23	(87,320.77)	26,606.92	(11,927.69)	
Elec.Monitoring Part.Fees	70,000.00	9,244.75	(60,755.25)	11,359.97	(2,115.22)	
Share of Costs Commonwealth	1,013,820.00	227,389.00	(786,431.00)	261,269.41	(33,880.41)	
Medical & Health Reimb.	50,000.00	12,204.37	(37,795.63)	13,721.57	(1,517.20)	
Employees Meals Supplements	500.00	0.00	(500.00)	241.25	(241.25)	
Recovered Costs Operating Reserves	63,952.00	0.00	(63,952.00)	140,100.94	(140,100.94)	
Shared Expenses CFW Jail	4,995,153.00	1,294,340.15	(3,700,812.85)	1,285,692.34	8,647.81	
State Grants	249,551.00	10,688.00	(238,863.00)	14,203.00	(3,515.00)	
DOC Contract Beds	0.00	9,588.00	9,588.00	5,716.00	3,872.00	
Transfer from General Fd,	3,733,510.00	1,866,755.00	(1,866,755.00)	847,207.25	1,019,547.75	
TOTAL REVENUES	15,959,704.00	6,165,055.01	(9,794,648.99)	5,805,416.64	359,638.37	
EXPENDITURES:	16,488,944.00	5,128,564.91	11,360,379.09	5,000,251.78	128,313.13	
Excess(Deficiency)of revenues over expenditures		1,036,490.10		805,164.86	231,325.24	
FUND BALANCE PER GENERAL LEDGER		2,185,420.66		1,385,988.73	799,431.93	
Fund Balance Adjusted To Reflect Income Statement @10/31/11		3,221,910.76		2,191,153.59	1,030,757.17	

NORTHWESTERN REGIONAL ADULT DETENTION CENTER

NOTES TO FINANCIAL STATEMENTS

October 31, 2011

Balance Sheet

Cash-

Cash increased \$388,325.72 and can be attributed to an increase in revenue an expenditures.

Current Unrecorded Accounts Receivable- **FY2012**

Prisoner Billing: 35,178.79

Compensation Board Reimbursement 10/31/11 428,957.98

Total 464,136.77

County of Frederick
Fund 12 Landfill
October 31, 2011

ASSETS	FY2012 <u>10/31/2011</u>	FY2011 <u>10/31/2010</u>	Increase (Decrease)
Cash	28,997,994.94	31,046,310.55	(2,048,315.61) See attached notes
Receivables:			
Accounts Receivable	625,983.80	556,482.90	69,500.90
Fees	6,923.68	728.61	6,195.07
Accounts Receivable Other	(84,000.00)	(84,000.00)	0.00
Allow.Uncollectible Fees	39,719,334.39	36,573,330.32	3,146,004.07
Fixed Assets	(19,781,833.70)	(18,308,937.55)	(1,472,896.15)
Accumulated Depreciation	(3,997,976.02)	(1,663,341.00)	(2,334,635.02)
GL controls(est.rev/est.exp)			
TOTAL ASSETS	<u>45,486,427.09</u>	<u>48,120,573.83</u>	<u>(2,634,146.74)</u>
LIABILITIES			
Accounts Payable	-	-	-
Accrued VAC.Pay and Comp TimePay	122,588.76	105,998.08	16,590.68
Accrued Remediation Costs	11,545,003.93	11,447,155.59	97,848.34
Retainage Payable	359,969.95	176,295.67	183,674.28
Deferred Revenue Misc.Charges	6,923.68	728.61	6,195.07
TOTAL LIABILITIES	<u>12,034,486.32</u>	<u>11,730,177.95</u>	<u>304,308.37</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	862,493.98	3,362,274.03	(2,499,780.05)
Post Closure Care	0.00	0.00	0.00
Land Acquisition	1,048,000.00	1,048,000.00	0.00
New Development Costs	3,812,000.00	3,812,000.00	0.00
Environmental Project Costs	1,948,442.00	1,948,442.00	0.00
Equipment	3,050,000.00	3,050,000.00	0.00
Unreserved:			
Fund Balance	22,731,004.79	23,169,679.85	(438,675.06)
TOTAL EQUITY	<u>33,451,940.77</u>	<u>36,390,395.88</u>	<u>(2,938,455.11)</u>
TOTAL LIABILITY AND EQUITY	<u>45,486,427.09</u>	<u>48,120,573.83</u>	<u>(2,634,146.74)</u>

County of Frederick
 Comparative Statement of Revenue, Expenditures
 and Changes in Fund Balance
 October 31, 2011

FUND 12 LANDFILL REVENUES	Appropriated	FY12	Budget Variance	FY11	YTD Actual Variance
		10/31/11 Actual		10/31/10 Actual	
Interest Charge	0.00	2,051.01	2,051.01	2,106.12	(55.11)
Interest on Bank Deposits	350,000.00	17,519.41	(332,480.59)	15,235.14	2,284.27
Salvage and Surplus	0.00	69,145.20	69,145.20	59,844.50	9,300.70
Sanitary Landfill Fees	5,028,600.00	1,494,433.96	(3,534,166.04)	1,514,677.28	(20,243.32)
Charges to County	0.00	111,218.05	111,218.05	114,941.27	(3,723.22)
Charges to Winchester	0.00	31,246.88	31,246.88	30,445.12	801.76
Tire Recycling	80,000.00	28,376.23	(51,623.77)	49,832.63	(21,456.40)
Reg. Recycling Electronics	50,000.00	16,298.00	(33,702.00)	15,777.00	521.00
Miscellaneous	0.00	155.00	155.00	241.00	(86.00)
Wheel Recycling	100,000.00	100.00	(99,900.00)	1,921.06	(1,821.06)
Charges for RTOP	80,000.00	0.00	(80,000.00)	0.00	0.00
Renewable Energy Credits	20,000.00	0.00	(20,000.00)	0.00	0.00
Landfill Gas To Electricity	600,000.00	178,764.60	(421,235.40)	0.00	178,764.60
State Damages Reimbursement	10,000.00	0.00	(10,000.00)	0.00	0.00
44 TOTAL REVENUES	6,318,600.00	1,949,308.34	(4,369,291.66)	1,805,021.12	144,287.22
Operating Expenditures	4,950,030.00	820,535.53	4,129,494.47	823,507.45	(2,971.92)
Capital Expenditures	6,229,040.00	1,797,547.49	4,431,492.51	1,124,820.45	672,727.04
TOTAL Expenditures	11,179,070.00	2,618,083.02	8,560,986.98	1,948,327.90	669,755.12
Excess(deficiency)of revenue over expenditures		(668,774.68)		(143,306.78)	(525,467.90)
Fund Balance Per General Ledger		23,399,779.47		23,312,986.63	86,792.84
Fund Balance Adjusted To Reflect		22,731,004.79		23,169,679.85	(438,675.06)

Income Statement @10/31/11

County of Frederick
Landfill Fund
Notes to the Financial Statement
October 31, 2011

Balance Sheet

Cash-

The cash has decreased \$2,048,315.61 over the previous year. The decrease is attributed to increased expenditures on capital projects and a decrease in reserved fund balances.

Receivables-

The receivables at 10/31/11 are \$69,500.90 more than at 10/31/10. The Landfill fee charges for 10/11 were \$406,366.77 compared to \$407,783.43 at 10/10 resulting in a FY12 decrease of \$1,416.66. The landfill delinquent fees were \$ 217,218.76 at 10/11 compared to \$146,900.09 at 10/10 for an increase of \$70,318.67.

Accumulated Depreciation-

The depreciation for FY 11 is reflected in the FY12 total. The depreciation is an audit adjustment from the previous year.

Accrued Remediation Costs-

The accrued remediation cost has increased \$97,848.34 from FY11 to FY12 and includes \$91,787.00 for post closure costs and \$6,061.34 interest. The Department of Environmental Quality requires funds to be set aside annually for the closure of the Regional Landfill. Currently, the County maintains \$11.6 million for closure costs in a separate trust fund.

Encumbrances-

Encumbrances decreased \$2,499,780.05. The encumbrance balance is \$862,493.98 at 10/31/11 and includes \$305,644.98 for the partial capping MSW, \$485,072.00 for the gas to energy project, and \$71,777.00 for CAES system for a D5.

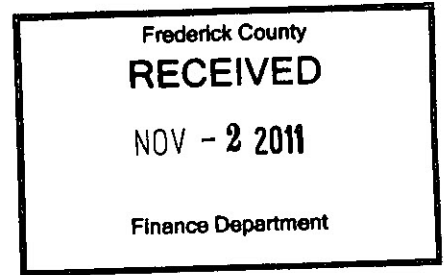
Fund Balance-

Total Fund Balance at 10/31/11 decreased by \$438,675.06. The beginning year fund balance was \$25,768,709.47 that includes audit adjustments; budget controls for FY12, (\$1,988,930.00), (\$380,000.00) carry forward from FY11 and the year to date revenue less expenses of (\$688,774.68).



October 24, 2011

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



Dear Ms. Shiffler,

On behalf of the staff and Board of Directors of the Shenandoah Valley Discovery Museum, I am pleased to provide you with an update on the Museum's plans for a new and improved location and the Dollars for Discovery Campaign.

Over the past year, a dedicated site selection committee comprised of board and staff members has worked diligently to assess multiple potential locations. We are happy to report that our search has narrowed and the Board hopes to announce a new location before year's end. As with our initial location choice, each offers the potential for outdoor programming as well as larger more "child-friendly" interior space. We anticipate a move within eighteen to twenty-four months following purchase.

Many of you contributed toward a green building, one designed to reach LEED (Leadership in Energy and Environmental Design) designation. The Museum is deeply committed to the LEED concept and will establish a designated LEED goal when the property is secured. We view the LEED designation as commitment to the environment and as a valuable learning tool and "living" exhibition for children.

In the meantime, the Discovery Museum continues to fulfill its mission and reach more and more children. We welcome nearly 40,000 visitors a year. Already through the first half of this year, almost 28,000 people enjoyed the facility. These include 1,100 children who attended birthday parties, 1,700 who attended in-house special programs, and 5,600 who attended outreach programs in 14 counties and cities throughout the three-state region.

Purchasing of new exhibits and development of expanded programming for the new site is underway. Here are a few examples:

- An audio-kinetic sculpture commissioned by our Founders' Fund, designed and built by Rock Stream Studio

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Neile Martin
Kurt Nyberg
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- An authentic 19th-century American log home
- A water table for toddlers (view an example at: www.bosssdisplay.com/exhibitlist.aspx?ct=O&et=100)
- Additions to our Raceways exhibit designed by Boston Children's Museum
- A 15-foot square "Tilted House", part of our illusions gallery, built by Chris Robare from designs by Aldelbert Ames, Jr.
- A giant "body print" sculpture with movable pins and a giant Newton's Cradle demonstrating "action/reaction," designed and built by POW! (Paul Orselli Workshop)
- A 9'square topographic table-top puzzle-map of the Potomac Watershed designed and built by Superior Exhibits in Chicago.
- A full-sized mounted *Triceratops* from the Hell Creek formation in Montana, where we hold a permit with the Bureau of Land Management to recover dinosaur fossils, built by Research Casting International in Ontario, Canada.

Lastly, the Museum's co-founder and president of fifteen years, Peggy McKee, resigned in July. Her leadership and passionate commitment led the Museum into the twenty-first century and established a vision with children at the heart of every step. A search committee has been established to secure new leadership for the Museum and Geb Bennett, the Museum's Paleontology Curator of Collections, is serving as Interim Director.

Please accept our sincere thank you for your support of the Dollars for Discovery Campaign and for your continued commitment to the Shenandoah Valley Discovery Museum. We look forward to reporting news of our relocation to you and remain committed to honoring your faith in our vision for the Museum's future.

Sincerely,



Phil Glaize, Chairman



COUNTY OF FREDERICK

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MEMO

To: Finance Committee
John Riley, County Administrator
Walter Banks, IT Director

From: Patrick Fly, GIS Manager *P.F. 10/26/11*

Subject: GIS Website Information as Requested

Date: October 26, 2011

At the October 19, 2011 Finance Committee meeting a number of questions were raised concerning the public's usage of GIS data provided via the Frederick County Website. Staff has attempted to answer those questions using a snapshot of the sites' usage from May 1st – October 26th 2011. The statistics were compiled using Google Analytics, a software which tracks and monitors website use.

How many visits has the interactive mapping site had in the last 6 months?

The Frederick County mapping sites had 19,421 total visits from 7,695 unique users between May 1, 2011 and October 26, 2011.

Where did they come from?

Visitors to our website have come from the United States and 19 different countries. The vast majority, 98% however have come from the United States, with 74 % coming from the Commonwealth of Virginia (Figure 1). Drilling down into the numbers, we found that 44% of our total site usage comes from within Frederick County.

Figure 1. Break down of GIS site visits

Total Visits:	19,421
Visits from US:	19,222
Visits from VA:	14,387
Visits from Frederick County:	8,665

Would charging non County residents for access be viable?

To answer this question we looked at what the Commonwealth is doing, and reached out to the Virginia Geographic Information Network. We spoke with Dan Widner, VGIN Coordinator, and sat in, via WebX, on the October 19, 2011 VGIN Advisory Board meeting. A central item on that agenda was the fee for service model VGIN had been using since 2001 to provide the private sector with orthophotography. This was initially set up to help recoup the cost of producing the data. They found over the last decade that it was not working as intended. The cost of system set up, maintenance, and security exceeded the revenue derived from the fees, thereby adding to the overall project cost.

The VGIN Advisory Board also discussed a Roanoke Times' article in which a direct correlation was drawn between entities that charged for data via the web and the perception that they were less business friendly than an entities that did not charge for information. Based on the information presented at the meeting, the VGIN Board was asked to drop the provision of mandating a charge for data as they want Virginia to be seen as a business friendly state.

Based on the actions taken by the State, we would recommend that Frederick County not charge a fee to access our GIS data via the web.

If you have any further questions please do not hesitate to contact the GIS Department.