



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: August 15, 2012
SUBJECT: Finance Committee Report and Recommendations

The Finance Committee met in the First Floor Conference Room at 107 North Kent Street on Wednesday, August 15, 2012 at 8:00 a.m. Members Richard Shickle, Gary Lofton and Richie Wilkins were absent. (b) Items 1, 5, 6, 8, 11, 12, 13, 15 and 17 were approved under consent agenda.

1. (b) The Department of Social Services requests an FY12 General Fund reduction appropriation in the amount of \$72,708. Of this amount, \$18,948 represents reduced local costs. See attached information, p. 1 – 4.
2. The Parks & Recreation Director requests an FY13 General Fund supplemental appropriation in the amount of \$75,000 from reserved proffer funds. This amount represents funds needed to purchase a 20 passenger mini bus. See attached memo, p. 5. The committee recommends approval.
3. The Commonwealth's Attorney requests an FY13 General Fund supplemental appropriation in the amount of \$27,827 for the addition of an assistant attorney position. Item was reviewed and approved by the County HR Committee on August 10, 2012. Local funds are required. See attached information, p. 6 – 12. The committee recommends retaining the existing part-time administrative position and fully funding the addition of an attorney position. The FY13 General Fund supplemental appropriation request increases to \$60,146.

4. The Winchester Regional Airport Director requests an FY13 Airport Capital Fund supplemental appropriation in the amount of \$1,480,749 and an FY13 General Fund supplemental appropriation in the amount of \$24,156. This amount represents funds for capital projects and land acquisitions. See attached information, p. 13 – 19. The committee recommends approval.
5. (b) The Sheriff requests an FY12 General Fund supplemental appropriation in the amount of \$155. This amount represents DARE donations. No local funds required. See attached memos, p. 20 – 21.
6. (b) The Sheriff requests an FY13 General Fund supplemental appropriation in the amount of \$1,000. This amount represents reimbursements for the use of the firing range. No local funds required. See attached memo, p. 22 – 23.
7. The Sheriff requests an FY13 General Fund supplemental appropriation in the amount of \$91,742. This amount represents two grants from DCJS for Internet Crimes Against Children. See attached information, p. 24 – 32. The committee recommends approval.
8. (b) The Sheriff requests an FY13 General Fund supplemental appropriation in the amount of \$5,032.85. This amount represents an auto insurance reimbursement. No local funds required. See attached memo, p. 33.
9. The Public Works Director requests an FY13 Landfill Fund supplemental appropriation in the amount of \$1,055,000. This amount represents carry forwards of unused FY12 funds for several projects. The Public Works Committee has approved this request. See attached information, p. 34 – 44. The committee recommends approval.

10. The Public Works Director requests an FY13 General Fund supplemental appropriation in the amount of \$287,500 in order to relocate the Gainesboro citizens' convenience site. The Public Works Committee has approved this request. See attached memo, p. 34 – 44. The committee recommends approval.
11. (b) The Solid Waste Manager requests an FY13 General Fund supplemental appropriation in the amount of \$5,489.94. This amount represents a VDMME grant. No local funds required. See attached memo, p. 45.
12. (b) The Deputy Public Works Director requests an FY13 Lake Holiday Sanitary District Fund supplemental appropriation in the amount of \$1,968,141.70. This amount represents a carry forward of unencumbered VRA loan funds appropriated in FY12. No local funds required. See attached memo, p. 46.
13. (b) The Assistant County Administrator requests an FY13 General Fund supplemental appropriation in the amount of \$37,385. This amount represents a carry forward of unused FY12 funds for the completion of painting projects. See attached memo, p. 47 – 49.
14. The Fire & Rescue Chief requests an FY13 General Fund supplemental appropriation in the amount of 59,363.96. This amount represents reimbursements received from the Commonwealth of Virginia for the February 2010 snow storm to be disbursed to fire departments and towns and to recognize revenue to non-general funds. See attached information, p. 50 – 53. The committee recommends approval.
15. (b) The IT Director requests an FY13 General Fund supplemental appropriation in the amount of \$36,041. This amount represents a carry forward of funds appropriated in FY12 for the website content management system. The project remains in process. See attached memo, p. 54.

16. The Transportation Director requests an FY13 Development Projects Fund supplemental appropriation in the amount of \$480,183. This amount represents a carry forward of unspent FY12 funds for the Renaissance Drive project. See attached information, p. 55. The committee recommends approval.

17. (b) The Finance Director requests an FY13 General Fund supplemental appropriation in the amount of \$43,779.17. This amount represents a carry forward of unspent proffer funds appropriated for Stephens City Fire in FY12. See attached, p. 56.

18. The Finance Director provides requested information on the Consolidated Vehicle Maintenance Agreement and General Fund vehicle repair budgets. See attached information, p. 57. No action required.

INFORMATION ONLY

1. The Proffer Policy is provided. See attached, p. 58.

2. The Finance Director provides a Fund 10 Transfer report for FY12. See attached, p. 59 – 62.

3. The Finance Director provides a Fund 10 Transfer report for FY13. See attached, p. 63.

4. The AARP Tax Aide Program submits program statistics. See attached, p. 64 – 65.

5. The Government Finance Officers Association (GFOA) has awarded the County a Certificate of Achievement for Excellence in Financial Reporting for the June 30, 2011 Comprehensive Annual Financial Report (CAFR). This is the 26th consecutive year that Frederick County has received this achievement. See attached, p. 66 – 67.

6. The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement in Popular Annual Financial Reporting for the June 30, 2011 Popular Annual Financial Report (PAFR). This is the 5th consecutive year that Frederick County has received this award. See attached, p. 68 – 69.

Respectfully submitted,

FINANCE COMMITTEE

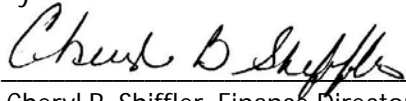
Bill Ewing

Charles DeHaven

Ron Hottle

Stephen Swiger

By

A handwritten signature in cursive script, reading "Cheryl B. Shiffler". The signature is written in black ink and is positioned above a horizontal line.

Cheryl B. Shiffler, Finance Director

Memo

To: Finance Committee/Cheryl Shiffler

From: Delsie D. Butts

CC:

Date: June 25, 2012

Re: Appropriation adjustments

The attached spreadsheet contains fourteen (14) program budget lines that need to be adjusted in order to bring our County budget in line with our State budget. Of that fourteen, four (4) programs need to be reduced by a total of \$345,685. The reason for these decreases is that the State reduced our allocation or it was that we did not expend these funds and therefore had to send it back to the State. The other ten (10) program budget lines need to be increased by a total of \$272,977. These ten budget lines are either State mandated programs and we expended our initial allocation or that we were able to draw down additional funding from the Federal and State which reduced the need for local funds. The net of these adjustments results in a decrease of \$72,708 total dollars, of which \$18,948 is local dollars.

The remaining thirteen (13) adjustments were to our Administrative budget lines and those adjustments were only to absorb negative amounts in certain line items. The net of these adjustments are \$0.00.

No additional local dollars is needed.

Thank you for your consideration.

Delsie D. Butts
Delsie D. Butts

Administrative Services Manager

2011-2012 BUDGET INFORMATION - ORIGINAL BUDGET
 FISCAL YEAR END 2012 APPROPRIATION ADJUSTMENTS

	<u>Original Budget</u>	<u>Debit</u>	<u>Credit</u>	<u>New Appropriation \$</u>
053170 - 5811-000 AFDC-Foster Care	176,923.00	70,000.00		246,923.00
053170 - 5812-000 Adoption Subsidy	251,396.00	165,000.00		416,396.00
053170 - 5813-000 General Relief	3,000.00	800.00		3,800.00
053170 - 5817-000 Special Needs Adoption	169,231.00	5,000.00		174,231.00
053170 - 5861-000 ILF Education & Training	4,000.00	1,000.00		5,000.00
053170 - 5864-000 Foster Parent Respite Care	2,400.00	700.00		3,100.00
053170 - 5867-000 TANF Competitive Grant	148,000.00		12,972.00	136,028.00
053170 - 5871-000 VIEW Working & Trans. Child Care	275,000.00		87,000.00	188,000.00
053170 - 5872-000 View Purchase of Services	84,547.00	20,000.00		104,547.00
053170 - 5873-000 Foster Parent Training	27,000.00	877.00		27,877.00
053170 - 5878-000 Head Start Child Care	17,000.00	9300	-	26,300.00
053170 - 5881-000 Non-VIEW Child Care 90%	150,713.00		150,713.00	-
053170 - 5883-000 Non-VIEW Child Care 100%	258,423.00	-	95,000.00	163,423.00
053170 - 5895-000 Adult Protective Services	6,517.00	300.00		6,817.00
053160 - 1005-000 On Call compensation/OT	29,700.00	5,500.00		35,200.00
053160 - 2009-000 Unemployment Insurance	2,000.00	6,263.00		8,263.00
053160 - 2011-000 Workers Compensation	7,646.00	902.00		8,548.00
053160 - 3001-000 Professional Services - other	1,500.00		1,500.00	-
053160 - 3005-000 Maintenance Service contracts	12,000.00	9,300.00		21,300.00
053160 - 3010-000 Contractual Services - non legal	40,000.00	30,000.00		70,000.00
053160 - 4002-000 Gasoline/Repairs - vehicles	20,000.00	7,000.00		27,000.00
053160 - 5401-000 Office Supplies	59,000.00	3,000.00		62,000.00
053160 - 5506-000 Travel	1,500.00	200.00		1,700.00
053160 - 8005-000 Motor Vehicles	-	41,715.26		41,715.26
053160 - 8007-000 Integrated Tech. Equipment	-	11,551.52		11,551.52
053160 - 9002-000 Lease/Rent of Building	242,000.00	29,000.00		271,000.00
053160 - 1001-000 Salaries	2,468,486.00		142,931.78	2,325,554.22
	<u>4,458,982.00</u>	<u>417,408.78</u>	<u>490,116.78</u>	<u>4,386,274.00</u>

(72,708.00) allocation reduction for FY 2012

** These changes are to bring the county budget appropriations in alignment to our state budget appropriations. No additional local dollars are needed.

2011-2012 BUDGET INFORMATION - REVISED BUDGET

DEPARTMENT: Frederick Co. DSS - Administration

EXPENDITURE LINE ITEM	DESCRIPTION	TOTAL AMOUNT (PER LINE ITEM)
1001	Salaries & Wages	2,325,554
1005	Extra help/overtime	35,200
1006	Compensation of Board members	4,800
2001	FICA	177,605
2002	VRS	308,370
2005	Health	549,390
2006	Group Life Insurance	6,257
2009	Unemployment Insurance	8,263
2011	Workers Comp	8,548
3001	Professional Services - Other	0
3002	Contract Services - Legal	65,000
3005	Maintenance Service Contracts	21,300
3007	Advertisement	2,800
3010	Contract Services - Not Legal	70,000
4002	Gasoline/Repairs - Vehicles	27,000
5201	Postage	26,000
5202	Telecommunications	15,000
5300	Insurance	8,000
5401	Office Supplies	62,000
5505	Training	1,000
5506	Travel	1,700
5600	Contribution Shelter for Abused Women	6,503
5801	Dues & Association Memberships	1,000
8005	Motor Vehicles	41,715
8007	Integrated Tech Equipment	11,552
9001	Lease/Rent of Equipment	12,000
9002	Lease/Rent of Building	271,000
	TOTALS	4,067,557

2011-2012 BUDGET INFORMATION - FINAL REVISED BUDGET

DEPARTMENT: Frederick Co. DSS - Public Assistance

DEPARTMENT CODE: 053170

EXPENDITURE LINE ITEM	DESCRIPTION	Adjusted Budget	New Adjusted Budget	Difference
5804	Auxiliary Grant	135,844	135,844	0
5808	Tanf Manual checks	600	600	0
5811	AFDC - Foster Care	176,923	246,923	(70,000)
5812	Adoption Subsidy	251,396	416,396	(165,000)
5813	General Relief	3,000	3,800	(800)
5817	Special Needs Adoption	169,231	174,231	(5,000)
5819	Refugee Resettlement	2,000	2,000	0
5829	Family Preservation	6,753	6,753	0
5833	Adult Services	76,996	76,996	0
5848	TANF-UP Manual Checks	400	400	0
5861	ILF Education/Training	4,000	5,000	(1,000)
5862	Independent Living - BASIC	5,732	5,732	0
5864	Foster Parent Respite Care	2,400	3,100	(700)
5867	Wings to Success Grant	149,000	136,028	12,972
5871	VIEW Working/Trans. Child Care	275,000	188,000	87,000
5872	VIEW Purchase Service	84,547	104,547	(20,000)
5873	Foster Parent Training - Local	27,000	27,877	(877)
5878	Head Start Child Care	17,000	26,300	(9,300)
5881	Non-VIEW Child Care - 90%	150,713	-	150,713
5883	Non-VIEW Child Care - 100%	258,423	163,423	95,000
5890	Quality Initiative Child Care	11,000	11,000	0
5895-000	Adult Protective Services	6,517	6,817	(300)
5900	VOCA Grant	15,000	15,000	-
	TOTALS	1,829,475	1,756,767	72,708



COUNTY of FREDERICK

Parks and Recreation Department
540-665-5678
FAX: 540-665-9687
www.feprd.net
e-mail: feprd@co.frederick.va.us

MEMO

To: Finance Committee
From: Jason Robertson, Director
Subject: Proffer Funds
Date: July 3, 2012

The Frederick County Parks and Recreation Commission is requesting \$75,000 in Parks and Recreation proffer funds to purchase a mini-bus.

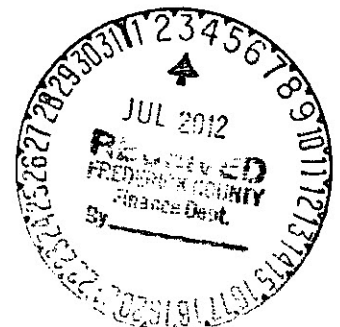
The mini-bus would have a minimum occupancy of 20 passengers and be used for general public regional trips, senior programs, senior trips, and camps.

The mini-bus is a component of the Fleet Trip Vehicles which is # 2 on the Parks and Recreation CIP list for 2013. Continued growth in the overall County population since 2000 has led to the increased activity demands on the Parks and Recreation Department. All Frederick County residents, regardless of geographic location may benefit from this vehicle.

The Parks and Recreation Proffer balance was \$178,112 as of May 31, 2012.

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

approved by P+R Commission 6/12/12
P+R proffer balance @ 6/30/12 = \$180,037



107 North Kent Street
Winchester, VA 22601

COMMONWEALTH ATTORNEY

ELIMINATE P/T ADMN POSITION AND FILL WITH F/T ATTORNEY

		P/T	F/T
YEARLY BUDGETED SALARY		\$ 40,000	\$ 60,000
FICA	7.65%	3,060	4,590
MEDICAL/DENTAL	\$ 7,084	-	7,084
VRS	12.93%	-	7,758
GROUP LIFE	1.19%	-	714
WORKERS COMP	0.08	32	48
TOTAL FRINGES (YEARLY)		\$ 3,092	\$ 20,194
TOTAL COMPENSATION		\$ 43,092	\$ 80,194

Add'l Funds Needed (yr)	Add'l Funds Needed (per pay)	S/A request 9 months (Oct 2012 - June 2013)
\$ 20,000	\$ 833.33	\$ 15,000.00
1,530	63.75	\$ 1,147.50
7,084	295.17	\$ 5,313.00
7,758	323.25	\$ 5,818.50
714	29.75	\$ 535.50
16	0.67	\$ 12.00
\$ 37,102	\$ 1,545.92	\$ 27,826.50

HIRE F/T ATTORNEY AND RETAIN P/T ADMN POSITION

		F/T	S/A request 9 months (Oct 2012 - June 2013)
YEARLY BUDGETED SALARY		\$ 60,000	\$ 45,000
FICA	7.65%	4,590	3,443
MEDICAL/DENTAL	\$ 7,084	7,084	5,313
VRS	12.93%	7,758	5,819
GROUP LIFE	1.19%	714	536
WORKERS COMP	0.08	48	36
TOTAL FRINGES (YEARLY)		\$ 20,194	\$ 15,146
TOTAL COMPENSATION		\$ 80,194	\$ 60,146

General Fund Supplemental Appropriation Request

Commonwealth of Virginia

COUNTY OF FREDERICK

GLENN R. WILLIAMSON
Commonwealth's Attorney

ROSS P. SPICER
Deputy Commonwealth's Attorney

ANDREW M. ROBBINS
Assistant Commonwealth's Attorney

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



FAHND A HASHISH
Assistant Commonwealth's Attorney

ERIC W. HEFLIN
Investigator

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

**OFFICE OF THE
COMMONWEALTH'S ATTORNEY**

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

To: **Paul Nofsinger, Director of Human Resources**
Frederick County Human Resources
Cheryl Shiffler, Finance Director
Frederick County Finance

From: Glenn R. Williamson, Commonwealth's Attorney
Frederick County Commonwealth's Attorney's Office

Date: July 25, 2012

RE: Change of Positions

I am requesting that the present part-time Administrative Assistant position in the Commonwealth's Attorney's Office (Budget item 1003-000) be eliminated and that a new full-time position for an additional Assistant Commonwealth's Attorney be created.

Glenn Williamson



**County of Frederick
Human Resources Department
Part-Time Employee Action Form**

Employee Section:

Employee Name : _____ DOB: _____ Race: _____ Sex: _____

Address: _____ City: _____ State: _____ Zip : _____

Home Phone Number: _____ Cell Phone Number: _____ Email: _____

Emergency Contact Name & Phone Number : _____

Emergency Contact Full Address : _____

Employee Signature: _____ Date: _____

Department Section:

Action: Eliminate position Title: Administrative Assistant Effective Date: _____

Department: Commonwealth's Attorney's Office Line Item: 1003-000 Hourly Rate _____

Supervisor Signature: _____ Date: _____

Dept Head Signature: Glenn Williamson Date: 7/25/2012

New Hires: These required forms must be attached 1. I-9 2. State & Federal Tax Forms 3. Direct Deposit

HR Section:

Received: _____ Emailed to Finance: _____ Emp #: _____ EE04: _____

HR Representative Signature: _____ Date: _____

Finance Section:

FEDW: _____ STW: _____ 941: _____ W/C: _____



County of Frederick

Human Resources Department

Fulltime Employee Action Form

Department Section:

Employee Name : _____ Emp #: _____ DOB: _____

Address: _____ City: _____ State: _____ Zip : _____

Phone Number: _____ Email: _____ Race: _____ Sex: _____

Action: New Position Title: Assistant Commonwealth's Attorney Effective Date: _____

LWOP: _____ Dates: _____ Effective Date: _____

Other: see attachment Effective Date: _____

Salary: \$ 60,000.00 % increase (sal adj): _____ Hiring? If yes, Replacing Who?:
(last name only) _____

½ Month: \$ _____ \$0.00 Department: _____

Hourly : \$ _____ \$0.00 Line Item: _____

Employee Signature: _____ Date: _____

Dept Head Signature: Glenn R. Williamson Date: 7/25/2012

HR Section:

Received: _____ Emailed to Finance: _____

Pay Date: _____ Dates: _____ # hrs: _____ @ \$ _____ per hour = \$ _____

+ 1/2 mth: \$ _____ = Pay Total: \$ _____

Other: _____

Leave Payout: _____

Next Pay Date: _____ 1/2 mth: \$ _____ Other: \$ _____ No Further Checking: _____

HR Director Signature: _____ Date: _____

County Administrator Signature: _____ Date: _____

New emp

Deductions Add H/D COBRA GL # _____ Dept # _____ Title# _____ E/NE _____ Range _____ Step _____

Evaluation Date: _____ EEO4: _____

Term emp

Remove H/D COBRA Code _____ Reason _____

Finance Section:

FEDW _____ STW _____ VRS _____ DENTAL _____

941 _____ W/C _____ HOSP _____

Commonwealth of Virginia

COUNTY OF FREDERICK

GLENN R. WILLIAMSON
Commonwealth's Attorney

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**OFFICE OF THE
COMMONWEALTH'S ATTORNEY**
107 NORTH KENT STREET WINCHESTER, VIRGINIA 22601
(540) 665-6383 FAX (540) 667-3454

July 25, 2012



John R. Riley, Jr.
County Administrator
County of Frederick
107 North Kent Street
Winchester, Virginia 22601

Dear John:

I know that this is not a good time to make a request for additional funds but I feel I have no choice.

According to the latest available staffing standards (2012) of the State Compensation Board, my Office should have 8 Assistant Commonwealth's Attorneys. As you know, I have four (4) Assistants. Thanks to the positive governance of our County through the salary supplements provided, I have top-notch Assistants who are able to handle more than an average caseload. But even quality has its limitations. We are in desperate need of another Assistant.

Even though we are ranked 3rd in terms of need among all Commonwealth's Attorney Offices and 1st among "mid-size" Offices, our annual requests to the Compensation Board for an additional Assistant have not been granted and the prospects of getting one this year, as I understand, are practically none.

Therefore, reluctantly, what I am proposing is that the position of Administrative Assistant, presently filled by Dan Hoopes (Budget item 1003-000) be eliminated and, in its place, I be permitted to hire an additional Assistant Commonwealth's Attorney, which would be funded entirely by the County. The minimum salary for an Assistant required by the Compensation Board is \$ 45,385, I think. However, in order to hire a quality prosecutor I think

it would require a salary of approximately \$ 60,000. This would require an additional \$ 20,000 plus the cost of benefits from the County.

I know this is a difficult time for all but I wouldn't make this request unless I thought it necessary to continue the same level of quality service to the citizens.

Please advise me of any additional action necessary on my part or any additional information you may need.

As always, thank you for your assistance and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Glenn R. Williamson".

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

Cpmmonwealth's Attorneys FY12 Staffing Standards - Assistant Attorneys

RANK	FIPS	LOCALITY	Tot Attys Pos FY12	CY08-10 AVG FEL DEF & AVG FY08-10 SENT EVENTS	RATING	ADD'L POS DUE	WHOLE ADD'L POS DUE	PERCENT OF NEED	UNFUNDED ATTY POSITIONS
1	033	Caroline	0.92	169.67	SMALL	1.51	2	163.88%	0.0
2	007	Amelia	0.86	129.67	SMALL	0.99	1	116.04%	0.0
3	069	Frederick	4.69	714.00	MID	3.71	4	79.08%	0.0
4	051	Dickenson	1.33	159.00	SMALL	0.94	1	70.88%	0.5
5	079	Greene	0.92	106.67	SMALL	0.60	1	65.25%	0.0
6	169	Scott	2.40	272.33	SMALL	1.49	1	62.15%	0.0
7	059	Fairfax/Fairfax City	24.49	4,841.67	SUPER	14.25	14	58.18%	2.0
8	037	Charlotte	0.94	100.33	SMALL	0.50	0	53.05%	0.0
9	520	Bristol	3.74	482.00	MID	1.93	2	51.49%	0.0
10	145	Powhatan	1.33	140.00	SMALL	0.67	1	50.40%	0.0
11	141	Patrick	1.96	203.67	SMALL	0.95	1	48.54%	0.0
12	159	Richmond County	0.93	96.67	SMALL	0.45	0	48.11%	0.0
13	101	King William	0.96	99.00	SMALL	0.46	0	47.75%	0.0
14	113	Madison	0.96	98.33	SMALL	0.45	0	46.93%	0.0
15	183	Sussex	1.79	182.67	SMALL	0.82	1	45.92%	0.0
16	071	Giles	2.89	293.00	SMALL	1.30	1	44.83%	1.0
17	191	Washington	3.77	464.00	MID	1.69	2	44.73%	0.0
18	185	Tazewell	7.58	925.33	MID	3.31	3	43.70%	0.0
19	063	Floyd	1.00	100.33	SMALL	0.43	0	43.33%	0.0
20	161	Roanoke County	6.57	784.67	MID	2.66	3	40.47%	0.0
21	139	Page	2.37	231.67	SMALL	0.94	1	39.77%	0.0
22	197	Wythe	5.00	589.00	MID	1.93	2	38.59%	0.0
23	135	Nottoway	1.86	178.33	SMALL	0.69	1	37.08%	0.0
24	003	Albemarle	4.56	526.67	MID	1.64	2	35.99%	0.0
25	095	James City/Williamsburg	4.93	569.00	MID	1.76	2	35.74%	0.0
26	193	Westmoreland	2.00	188.67	SMALL	0.70	1	34.76%	0.0
27	790	Staunton	3.77	430.33	MID	1.29	1	34.18%	1.0
28	163	Rockbridge/Lexington	2.98	279.33	SMALL	1.01	1	33.79%	0.0
29	153	Prince William/Man/Man Pk	20.74	2,736.67	LARGE	6.63	7	31.95%	2.0
30	107	Loudoun	7.66	856.67	MID	2.42	2	31.54%	0.0
31	117	Mecklenburg	4.79	535.67	MID	1.51	2	31.43%	1.0
32	031	Campbell	4.62	514.33	MID	1.43	1	30.98%	0.0



WINCHESTER REGIONAL AIRPORT

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

To: Cheryl Shiffler, Finance Director, Frederick County
From: Renny Manuel, Director, Winchester Airport
Date: July 31, 2012
Re: Fund 85 – Capital FY 2013 Budget Appropriations

On behalf of the Winchester Regional Airport Authority, I respectfully request a budget appropriation in Fund 85 (Capital) as listed below for new projects; encumbered balances for projects in progress at year end FY 2012 and unencumbered balances for land acquisition projects in progress at year end FY 2012.

Revenue appropriations:

85-033010-0012	Federal Reimbursements	\$1,275,689
85-024040-0012	State Reimbursements	\$ 131,676
85-019110-5150	Transfer from General Fund – County Share	\$ 45,320
85-019110-0009	Local Contribution – City Share	\$ 18,064
85-019110-0009	Local Contribution – Other Localities	\$ 10,000

Expenditure appropriations:

85-081030-8801-000-060	FY 12 Bal–Acquire Land APR Mini Storage	\$647,830
85-081030-8801-000-071	FY 12 Bal– Land Acquisition Parcel 64	\$295,000
85-081030-7801-000-043	NEW - State Eligible Maintenance Repairs	\$ 50,000
85-081030-7801-000-XXX	NEW – Rehab & Relocate South Apron	\$400,000
85-081030-7801-000-XXX	NEW – Maintenance Facility Design	\$ 87,919

The land acquisition projects are ongoing and are not encumbered therefore the balances are not automatically carried into the current fiscal year. All listed projects are programmed for Federal and/or State funding grants.

Supporting documents are attached for reference.

Should you need additional information or have any questions, please do not hesitate contacting me.

Thank you for your continued support and assistance.



Winchester Regional Airport Authority

FY 2012 - 2013 Budget Request Capital Improvement Funds

2013 FISCAL YEAR BUDGET

AIRPORT AUTHORITY CAPITAL OUTLAY

ACQUIRE LAND - BUFFLICK ROAD:

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

MAINTENANCE ITEMS: This item will provide for the general maintenance of eligible Airport facilities including vegetation, lighting and navigation equipment, pavement upkeep and airfield maintenance. Most maintenance items are funded on a State/Local level on a 80/20 basis.

REHABILITATE & RELOCATE SOUTH APRON

Relocation of the south apron was originally to be included in Phase I of the Taxiway "A" Relocation Project. The TW "A" project schedule is changed to later years out. Due to deteriorating conditions of the existing South Ramp, this project has been given a higher priority for funding and will begin prior to any taxiway relocation work. The project is include in the 20 Year Master Plan within the T/W "A" Phase I relocation project.

AIRFIELD MAINTENANCE EQUIPMENT STORAGE FACILITY

Basic storage facility approximately 100' x 50' for airport equipment & apparatus with a single bay unit with a restroom on the end for light maintenance & supplies storage area.

GOALS:

Provide a safe, efficient all weather facility to meet current and future demands for air transportation as the community continues with economic development and growth.

	FY 2011 BUDGET	FY 2012 BUDGET	FY 2013 BUDGET
COSTS:			
Personnel	0	0	0
Operating	0	0	0
Capital	8,330,000	1,600,399	1,480,749
TOTAL	8,330,000	1,600,399	1,480,749

	FY 2011 BUDGET	FY 2012 BUDGET	FY 2013 BUDGET
REVENUES:			
Other Jurisidictions	60,771	22,412	28,064
State/Federal	8,154,400	1,559,391	1,407,365
County Funding	114,829	18,596	45,320
TOTAL	8,330,000	1,600,399	1,480,749

FY 2013 PROPOSED CAPITAL IMPROVEMENT EXPENDITURES

Winchester Regional Airport

Description		DETAIL AMOUNT	TOTAL AMOUNT
Acquire Land - APR Mini Storage Parcel	FY 12 Appropriation balance	\$647,830	\$647,830
Acquire Land - Parcel 64B A 33A: Beaver	FY 12 Appropriation balance	\$295,000	\$295,000
Rehabilitate & Relocate South Apron - Design Phase	Design phase for rehabilitation & relocating South Apron to meet FAA safety design standards and replace deteriorating asphalt	\$400,000	\$400,000
Maintenance Facility - Design Phase	Design phase for construction and site work for airfield field maintenance equipment storage facility	\$87,919	\$87,919
State Eligible Annual Maintenance Repairs	General Repairs F & E repairs, lighting supplies, etc	\$35,000 \$15,000	\$35,000 \$15,000
	TOTAL	\$1,480,749	\$1,480,749

FY 2013 - PROPOSED CAPITAL IMPROVEMENT REVENUES

Winchester Regional Airport

Description	REVENUE SOURCE			
	STATE	FEDERAL	LOCAL	TOTAL
Acquire Land - APR Mini Storage Parcel	19,434	615,439	12,957	647,830
Acquire Land - Parcel 64B A 33A: Beaver	8,850	280,250	5,900	295,000
Rehabilitate & Relocate South Apron - Design Phase	12,000	380,000	8,000	400,000
Maintenance Facility - Design Phase	51,392	0	36,527	87,919
State Eligible Annual Maintenance Repairs	28,000 12,000	0 0	7,000 3,000	35,000 15,000
Total Revenue Breakdown	131,676	1,275,689	73,384	1,480,749

Local Revenue Breakdown	
Contribution Clarke County	5,000
Contribution Warren County	0
Contribution Shenandoah County	5,000
Frederick Co/City of Winchester	63,384
Local Revenue	73,384

County	City
71.5%	28.5%
45,320	18,064

**CAPITAL PROJECT JUSTIFICATIONS
WINCHESTER REGIONAL AIRPORT**

The Winchester Regional Airport Authority plans to continue the development of the Winchester Regional Airport in accordance with the Twenty Year Master Plan developed to enhance services to the community and nearby localities.

ITEM: LAND ACQUISITION BUFFLUCK ROAD

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

For several years, development requiring land acquisition at the Winchester Regional Airport has focused on the Runway 32 (southwest) end. With that land acquisition project complete, several parcels within the Runway 14 (northeast) end also need to be acquired. Acquisition is necessary because many of the identified parcels are located within the Airport's FAR Part 77 primary surface and/or approach surface. In addition, several of the residential parcels are located inside the FAA's projected DNL 65 noise contour. The FAA considers residential use within the noise contour non-compatible with airport operations and encourages airport to resolve the non-compatibility through acquisition fee simple where feasible. Parcels designated for acquisition will be scheduled and budgeted based upon FAA and Virginia Department of Aviation safety criteria. It is anticipated that the airport will budget approximately two parcels a year for acquisition over the next ten years.

Safe and efficient approach systems into the airport are essential in attracting business traffic into this region especially during adverse weather conditions which could produce more revenue for the region and additional operating revenue for the airport to help the airport be more self-sustaining.

Funding is on a 95/3/2 Federal/State/Local basis

ITEM: REHABILITATE & RELOCATE SOUTHEAST APRON (Inc. partial relocation of T/W "A" to 400') - DESIGN PHASE

The design phase to reahabilitate & relocate the South Apron is included in Section I of the Taxiway "A" relocation project. Due to deteriorating conditions of the existing ramp this project will begin prior to work for relocating the existing taxiway. The taxiway relocation project will be phased in four sections spanning over a five-year period and will be postponed until asphalt conditions move the project to a higher priority.

This project is part of the 20 Year Master Plan adopted in October 2005.

Funding is on a 95/3/2 Federal/State/Local basis

ITEM: AIRFIELD MAINTENANCE STORAGE FACILITY

Currently all airfield maintenance equipment is being stored in various location throughout the airport. Airport dump trucks, snow removal equipment and some tractors are stored in an old wooden t-hangar structure. The structure is slated for removal as part of the Master Plan due to its location within the safety area. The structure has dirt floors, barn type sliding doors most of which have broken off from age & weather, is open and unsecured. Birds are quickly destroying the finish on equipment and making nests inside of engine compartments. A new storage facility will include a small attached bay area large enough to accommodate airport equipment for preventative maintenance by staff. Currently the airport uses one of the t-hangar units to store supplies and to use for light maintenance such as oil changes, brake pads, etc. performed by staff. The t-hangar unit is unheated with no restroom facility and because of its current use for parts storage, etc. it is not being leased resulting is a slight loss of operating revenue potential.

Certain aspects of this project are eligible for limited funding from the State and will be largely funded from local funds.

Funding for the design phase is State - \$51,392; Local \$36,527

ITEM: MAINTENANCE ITEMS

A. General Maintenance

This item will provide funds for the general maintenance of eligible Airport facilities including vegetation control.

Funding is on an 80/20 State/Local basis.

B. F & E Repairs, lighting supplies, etc.

This item will provide funds for the general maintenance of all airfield lighting including fixtures, bulbs, flanges, etc.

Funding is on an 80/20 State/Local basis. With some items being funded on a State only basis.

C. AWOS and Lighting Equipment Maintenance Contract

Airfield maintenance is eligible for State funding through the Department of Aviation's maintenance program. Maintenance of airfield lighting is required by State grant assurances. There is no increase to the operating budget from this project. Without State funding, the operating budget would have to cover these maintenance items.

Funding is on an 90/10 State/Local basis.

FY 2013. The City approved a larger amount than currently needed on Capital because the budget packet in December included Phase I of the Taxiway Relocation project. That project is being delayed until the asphalt warrants giving it a higher funding priority per the FAA. The memo is just for your FYI.

There are only 3 NEW projects – the other three are in FY 2012.

If you need me to submit some other layout let me know or if you have any questions just call. Thanks as always for your help, Renny

Serena (Renny) Manuel
Executive Director
Winchester Regional Airport Authority
491 Airport Road
Winchester, Virginia 22602
(540) 662-5786
okvmanuel@comcast.net

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 : Angela Whitacre – Treasurer's Office
FROM : Sheriff Robert T. Williamson *RTW*
SUBJECT : Donation – DARE Program
DATE : June 11, 2012

Attached please find a check in the amount of \$100.00 from Evendale Elementary School. This amount represents a donation to the DARE Program.

We are requesting this amount be posted to 3-010-018990-0015 (100J). A separate memo will be sent to Finance requesting the funds be appropriated into the DARE operating budget.

Thank you.

RTW/asw

Cc: Finance

C.S. 6/13/12

4-010-031020-5413-000-001

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 : Angela Whitacre – Treasurer's Office
FROM : Sheriff Robert T. Williamson *RTW*
SUBJECT : Donation – DARE Program
DATE : June 25, 2012

Attached please find a check in the amount of \$55.00 from the Evendale Elementary School PTO. This check represents a donation to the DARE Program. We are requesting this amount be posted to 3-010-018990-0015 (100J). A separate memo will be sent to Finance requesting this amount be appropriated into our operating budget for DARE.

Thank you,

RTW/asw

Cc: Finance

C.S. 6/27/12

4-010-031020-5413-000-001

MICHAEL J WILSON
USACE/MED
USACE MIDDLE EAST DIVISION
201 PRINCE FREDRICK DR.
WINCHESTER, VA 22602

United States Government
For Official Use Only
US Government Tax Exempt

1007

17-2/910 77770

MJW418

11 Jul 2012 DATE

PAY TO THE ORDER OF Frederick County Sheriff's Office \$ 500.00

Five Hundred and 00/100 DOLLARS

usbank. U.S. BANK CONVENIENCE CHECK

NOT VALID FOR MORE THAN \$3000.00

U.S. Bank National Association
Minneapolis, MN 55440

RANGE USE (UC)

FOR Qtrly Invoice (Jul-Sep 12)

Office

JOR R. C. ECKMAN
Chief Deputy

Fax (540) 504-6400

TO : Angela Whitacre – Treasurer's Office
FROM : Sheriff Robert T. Williamson RTW
SUBJECT : Quarterly Payment – Use of Range
DATE : July 18, 2012

Attached please find a check in the amount of \$500.00 from the Army Corps of Engineer – Middle East Division for their quarterly payment for use of our firing range.

We are requesting this amount be posted to 3-010-019110-0058 (10FL).

A separate memo will be sent to Finance with a copy of this memo requesting appropriation in our budget.

Thank you.

4-010-31020-5409-000-000

RTW/asw

Attachment

Cc: Finance

C.S. 7/20/12

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 : Angela Whitacre – Treasurer's Office
FROM : Sheriff Robert T. Williamson *RTW*
SUBJECT : Quarterly Payment – Use of Range
DATE : June 25, 2012

Attached please find a check in the amount of \$500.00 from the Army Corps of Engineers for use of our firing range.

We are requesting this amount be posted to 3-010-019110-0058 (10FL). A separate memo will be sent to Finance requesting this amount be appropriated into our operating budget.

Thank you,

RTW/asw

Cc: Finance

C.S. 6/27/12

4-010-031020-5409-000-000



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Garth L. Wheeler
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

June 30, 2012

Mr. John R. Riley, Jr.
County Administrator
Frederick County
107 North Kent St., 2nd Fl.
Winchester, VA 22601

Title: **Internet Crimes Against Children**

Dear Mr. Riley:

I am pleased to advise you that grant number **13-B2273AC13** for the above-referenced grant program has been approved for a total award of **\$76,964** in Special Funds.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. ***Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).***

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Heather Smolka at (804) 371-0635.

Sincerely,

A handwritten signature in black ink that reads "Garth L. Wheeler".

Garth L. Wheeler

Enclosures

cc: The Hon. Robert Williamson, Sheriff
Ms. Cheryl B. Shiffler, Finance Director
Ms. Heather Smolka, DCJS Monitor

3-010-024040-0030 (10BN)

Criminal Justice Service Board • Committee on Training • Advisory Committee on Juvenile Justice
Advisory Committee to Court Appointed Special Advocate and Children's Justice Act Programs
Private Security Services Advisory Board • Criminal Justice Information Systems Committee

Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

Statement of Grant Award/Acceptance

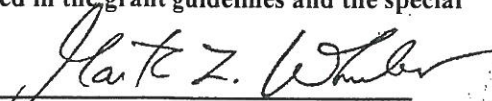
Subgrantee: Frederick County		Date: July 30, 2012	
Grant Period:		Grant Number:	
From: 07/01/2012	Through: 06/30/2013	13-B2273AC13	

Project Director	Project Administrator	Finance Officer
The Hon. Robert Williamson Sheriff Frederick County 1080 Coverstone Drive Winchester, VA 22602 Phone: (540) 504-6580 Email: rwilliam@co.frederick.va.us	Mr. John R. Riley, Jr. County Administrator Frederick County 107 North Kent Street, 2nd Floor Winchester, VA 22601 Phone: (540) 665-5666 Email: jriley@co.frederick.va.us	Ms. Cheryl B. Shiffler Finance Director Frederick County 107 North Kent Street, 2nd Floor Winchester, VA 22601 Phone: (540) 665-5610 Email: cshiffler@co.frederick.va.us

Grant Award Budget

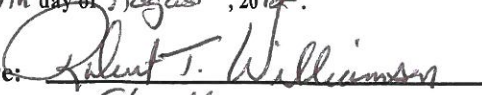
Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$0	\$0
Personnel	\$0	\$0	\$76,964	\$0	\$76,964
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$76,964	\$0	\$76,964

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.



 Garth L. Wheeler, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this 7th day of August, 2012.

Signature: 

 Title: Sheriff

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

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

Internet Crimes Against Children (ICAC) Grant Program – Localities

Subgrantee: Frederick County

Grant Number: 13-B2273AC13

Title: Internet Crimes Against Children

Date: June 30, 2012

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
 - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
 - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.
2. The Subgrantee agrees to submit such reports as requested by DCJS. Funds from this grant will not be disbursed, if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
3. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 90 days after the end of the grant period.
4. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
5. Subgrantee may follow their own established travel rates if they have an established travel policy. If a subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate: <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>: Transportation costs for air and rail must be at coach rates.
6. Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not started during this period, the subgrantee must report to the DCJS, by letter, the steps taken to initiate the project and the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the subgrantee must receive approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds to another program.
7. **No amendment to the approved budget may be made without the prior approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested using the online Grants Management Information System, (GMIS), accompanied with a narrative. No budget amendments will be allowed after April 30, 2013.**
8. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
9. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS. Permission to make sole source procurements must be obtained from DCJS in advance.

10. Acceptance of this grant award by the local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
11. PROJECT INCOME: Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
12. DCJS will require the same Quarterly data collection form with the specific data to be collected through each Grant Quarter reporting period. A reporting schedule will be included in the Statement of Grant Award documentation. If you have any questions regarding your reporting requirements, please contact DCJS Grant Monitor Heather Smolka at Heather.Smolka@dcjs.virginia.gov.
13. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:
 - a) Please return the signed and dated Internet Crimes Against Children (ICAC) Fund Certification form to DCJS by August 31, 2012. The form must be received prior to requesting funds.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

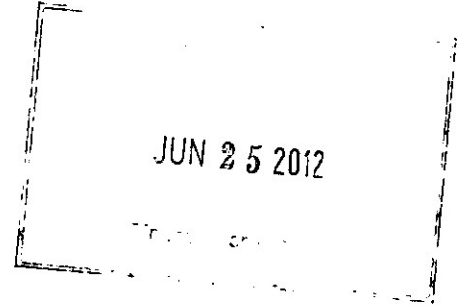
Garth L. Wheeler
Director

June 18, 2012

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

Mr. John R. Riley, Jr.
County Administrator
Frederick County
107 North Kent Street, 2nd Floor
Winchester, VA 22601

Title: **Internet Crimes Against Children**



Dear Mr. Riley:

I am pleased to advise you that grant number **13-A2585AC13** for the above-referenced grant program has been approved for a total award of \$14,778 in Special Funds.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. **Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).**

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Heather Smolka at (804) 371-0635.

Sincerely,

Garth L. Wheeler

Enclosures

cc: The Hon. Robert Williamson, Sheriff
Ms. Cheryl B. Shiffler, Finance Director
Ms. Heather Smolka, DCJS Monitor

3-010-024040-0030 (10BN)

Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

Statement of Grant Award/Acceptance

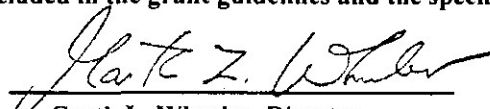
Subgrantee: Frederick County		Date: June 18, 2012	
Grant Period:		Grant Number:	
From: 07/01/2012	Through: 06/30/2013	13-A2585AC13	

Project Director	Project Administrator	Finance Officer
The Hon. Robert Williamson Sheriff Frederick County 1080 Coverstone Drive Winchester, VA 22602 Phone: (540) 504-6580 Email: rwilliam@co.frederick.va.us	Mr. John R. Riley, Jr. County Administrator Frederick County 107 North Kent Street, 2nd Floor Winchester, VA 22601 Phone: (540) 665-6382 Email: jriley@co.frederick.va.us	Ms. Cheryl B. Shiffler Finance Director Frederick County 107 North Kent Street, 2nd Floor Winchester, VA 22601 Phone: (540) 665-5610 Email: cshiffle@co.frederick.va.us

Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$8,399	\$0	\$8,399
Personnel	\$0	\$0	\$0	\$0	\$0
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$6,379	\$0	\$6,379
Consultant	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$14,778	\$0	\$14,778

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.



 Garth L. Wheeler, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this _____ day of _____, 20_____.

Signature: _____

Title: _____



Commonwealth of Virginia
Department of Criminal Justice Services
Grants Management & Administration

Date: _____

Locality and Grant number

**Internet Crimes Against Children (ICAC) Fund
Equipment, Overtime and Training Certification
For NOVA ICAC Affiliates**

I certify that any funds awarded under the grant period July 1, 2012 to June 30, 2013 will be used to supplement existing funds for ICAC **Equipment, Overtime Pay, and Training** and will not replace (supplant) local funds. The ICAC Fund will be used to provide funding directly to local law enforcement agencies to enhance affiliate members' ability to comply with response and operational guidelines established by OJJDP. While working **Overtime** hours paid with grant funds, the ICAC Investigator must be assigned to conduct investigations related to ICAC affiliated cases for the employing law enforcement agency and the ICAC affiliate law enforcement agencies within the Investigator's ICAC District. **Equipment and Training** purchased with grant funds must be utilized solely for the purpose of conducting ICAC affiliated cases for the employing law enforcement agency.

Signature of Grant Project Director

Locality

Title

Phone # and email

Mail completed form to:
Department of Criminal Justice Services
Grants Management
1100 Bank St.
Richmond, VA 23219

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

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

Internet Crimes Against Children (ICAC) Grant Program – Localities

Subgrantee: Frederick County

Grant Number: 13-A2585AC13

Title: Internet Crimes Against Children

Date: June 18, 2012

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
 - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
 - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.
2. The Subgrantee agrees to submit such reports as requested by DCJS. Funds from this grant will not be disbursed, if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
3. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 90 days after the end of the grant period.
4. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
5. Subgrantee may follow their own established travel rates if they have an established travel policy. If a subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate: <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>: Transportation costs for air and rail must be at coach rates.
6. Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not started during this period, the subgrantee must report to the DCJS, by letter, the steps taken to initiate the project and the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the subgrantee must receive approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds to another program.
7. **No amendment to the approved budget may be made without the prior approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested using the online Grants Management Information System, (GMIS), accompanied with a narrative. No budget amendments will be allowed after April 30, 2013.**
8. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
9. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS. Permission to make sole source procurements must be obtained from DCJS in advance.

10. Acceptance of this grant award by the local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
11. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
12. DCJS will require the same Quarterly data collection form with the specific data to be collected through each Grant Quarter reporting period. A reporting schedule will be included in the Statement of Grant Award documentation. If you have any questions regarding your reporting requirements, please contact DCJS Grant Monitor Heather Smolka at Heather.Smolka@dcjs.virginia.gov.
13. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:
 - a) Please return the signed and dated Internet Crimes Against Children (ICAC) Fund Certification form to DCJS by August 31, 2012. The form must be received prior to requesting funds.

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 : Insurance Reimbursement
DATE : July 18, 2012

We are requesting the amount received of \$5,032.85 for the auto claim dated June 24, 2012 be appropriated into our operating budget to cover the cost of repair to the vehicle.

Appropriation line: 3102-3004-002.

Thank you.

*3-010-18990-0001
C.S. 7/13/12*

RTW/asw



MEMORANDUM

TO: Cheryl B. Shiffler, Director of Finance

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

SUBJECT: Carry Forward/Supplemental Appropriation Request Fiscal Year Budget 2011/2012 to Fiscal Year Budget 2012/2013

DATE: August 7, 2012

In a scheduled meeting dated June 26, 2012, the public works committee endorsed the following carry forward requests for referral to the finance committee:

Landfill	- 12-4204	\$1,055,000	(Attachment 1)
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In addition to the above carry forward request, the committee reviewed and endorsed a request to fund the development of a new citizens' convenience site to replace the woefully inadequate Gainesboro site which continues to be subjected to illegal dumping. This particular site has been on our capital improvement list for at least seven (7) years due to the aging equipment and limited site constraints.

It should be noted that only recently have we been able to acquire a site for the relocation of the convenience center. The sale of the old Gainesboro Elementary School resulted in retaining a 1.4 acre parcel that can accommodate the development of a new convenience site. We also retained a 60 foot right-of-way across the former school property. We are proposing that the site be developed using the revenue generated from the sale of the property (\$74,000) and all funds remaining from the public works refuse budgets (Fiscal Year 2011/2012), citizens' refuse disposal (10-4204) and refuse collection (4203) with estimated year end remaining funds of \$142,000 and \$71,500, respectively. Preliminary budget estimates indicate that the design and development of the site will cost approximately \$325,000 (see attachment 2). The difference between the above fund sources and the estimated budget will be derived from the current Fiscal Year 2012/2013 budget.

We are requesting that the finance committee consider a supplemental appropriation in the amount of \$287,500 to be placed in the Fiscal Year 2012/2013 refuse collection budget line item 10-4203-8900-00 – Improvements Other than Buildings.

HES/rls

Attachments: as stated

cc: file



COUNTY of FREDERICK
Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Public Works Committee
FROM: Steve Frye, Landfill Manager
THROUGH: Harvey E. Strawsnyder, Director of Public Works *HEE*
SUBJECT: Carry Forwards to 2012/2013
DATE: June 18, 2012

We are requesting that the following funds be carried over from the 2011/2012 budget into the new 2012/2013 budget. The total amount of this request is \$1,055,000 and is itemized as follows:

- **12-4204-3002-00 Professional Services**

We are requesting that \$200,000 be carried forward and allocated to line item 12-4204-3002-00 for professional services. These funds were allocated for construction quality assurance monitoring for a new CDD cell that will be completed in the fall of 2012. It will also be used to improve on the Permit 40 storm water infiltration design. These projects are ongoing and will require funding in the 12/13 budget.

- **12-4204-3010-00 Other Contractual Services**

We are requesting that \$125,000 be carried forward and allocated to line item 12-4204-3010-00 for other contractual services. The landfill needs to relocate a power line that is located on the Clarke County property. In addition, there is a large stockpile of concrete and rock that we would like to have crushed and reduced to make useable material.

- **12-4204-8006-00 Construction Vehicles and Equipment**

We are requesting to carry forward \$30,000 in this line item. We have included a new water truck in the 2012/2013 budget. During preliminary discussions with vendors, we have found that our initial budget is below actual anticipated costs of the vehicle.

- **12-4204-8900-00 Improvements Other Than Buildings**

We are requesting that \$700,000 be carried forward to complete projects that were planned for the 2011/ 2012 that did not get completed. These projects include upgrades to the permit 40 leachate collection basin along with improvements to the storm water management system.

COUNTY OF FREDERICK

Department of Engineering & General Services



(703) 665-5643

Job No:	Item: Budget Estimate Summary	By: HES.	Date: 7/31/12
Project: New Gainesboro (Competition Site)	Sheet 1 of 1	Check:	Date:

Budget Summary

New Access Road	-	\$ 72,082
Site Development	-	173,591
Other Project Costs	-	79,300
		Total - \$ 324,973

Recommend project budget of \$ 325,000

COUNTY OF FREDERICK

Department of Engineering & General Services



(703) 665-5643

Job No:	Item: Cost Est for Access Road.	By: HED	Date: 7/10/12
Project: New Gainesboro Compactor Site	Sheet 1 of 2	Check:	Date:

New Access Road: Construct an access road from the entrance to the existing "old" Gainesboro elementary school. The new access road will have a width of 24' and a length of approximately 720'. The new road will incorporate a portion of an existing drive lane and require minor clearing. A majority of the new road alignment will traverse the school's play field. An adequate right-of-way was established during the sale of the 4 acre parcel which contained the school buildings.

Pavement Section

Adopt the following pavement section:

1 1/2" - SMA 2A

2 1/2" - IM mix

6" - 21B

Quantity / Cost Estimates

Grading (Cuts, Fills, Stripping) (Assume 1 cut)

$$28' \times 720' \times 1' = \frac{20,160}{27} = 750 \text{CY}$$

$$750 \text{CY} \times \$6.00 / \text{CY} = \$4,500$$

COUNTY OF FREDERICK

Department of Engineering & General Services



(703) 665-5643

Job No:	Item: Cost Est. for Access Road	By: HSS	Date: 7/10/12
Project: New Gainesboro Compact Site	Sheet 2 of 2	Check:	Date:
<u>Asphalt</u>			
$720' \times 24' \times 4\frac{1}{2}'' = 5760 \text{ cf} \times 135\#/\text{cf} = 390 \text{ tons}$			
$2000\#/\text{ton}$			
$390 \text{ tons} \times \$100/\text{ton} = \$39,000$			
<u>Base Stone (Assume 28' width)</u>			
$720' \times 28' \times 6\frac{1}{2}'' = 10,080 \text{ cf} \times 125\#/\text{cf} = 630 \text{ tons}$			
$2000\#/\text{ton}$			
$630 \text{ tons} \times \$25/\text{ton} = \$15,750$			
<u>Culverts (Assume 3-15" CP @ 40' ea.)</u>			
$120' @ \$25/\text{LF} = \$3,000$			
<u>Guard Rail (Assume 100' w/ 2 end sects.)</u>			
$100' \times \$30/\text{LF} = \$3,000$			
2 end sections - 400			
Guard Rail - \$3,400			
Misc. (Fine grading, minor demolition) - \$3,000			
Subtotal - \$68,650			
Add 5% Contingency - 3,432			
Total Access Road \$72,082			

COUNTY OF FREDERICK

Department of Engineering & General Services



(703) 665-5643

Job No:	Item: Cost Estimate for Site Develop	By: HGB	Date: 7/10/12
Project: New Gainesboro Compactor Site	Sheet 1 of 4	Check:	Date:

Project Description

The existing Gainesboro compactor site will be closed in favor of the development of a new citizens convenience site on a 1.4 acre parcel of land behind the old Gainesboro elementary school which has been sold. The development of the new compactor site will include the construction of a 720' access road and the installation of a single trash compactor and related recycling areas on approximately 0.62 acres of the 1.4 acre parcel.

The development of the approximate 0.62 acres as a citizens convenience site will include clearing and grubbing, earthwork, construction of concrete and gabion retaining walls, rigid and flexible paving, fencing, minor landscaping and the installation of a Marathon 575 trash compactor and related hopper. A preliminary site plan has been developed to determine a budget estimate for the project. The following quantities were derived from this preliminary site plan and were used to determine the various cost estimates.

COUNTY OF FREDERICK

Department of Engineering & General Services



(703) 665-5643

Job No:	Item: <u>Cost Est. for Site Development</u>	By: <u>HES</u>	Date: <u>7/10/12</u>
Project: <u>New Gainesboro Composter Site</u>	Sheet <u>2</u> of <u>4</u>	Check:	Date:

1. Mob./Demob Includes costs related to mobil/demobil of equipment/materials and performance bonds
 Assume L.S. - \$4,000

2. Clearing, Grubbing & Stripping (0.62 acres)
 Assume L.S. - \$3,000

3. Erosion and Sediment Control: Includes sediment trap, silt fence etc.
 Assume L.S. - \$3,500

4. Earthwork
 - a. Cuts (Assume avg 4' over 130' x 36' area)
 $4' \times 130' \times 36' = 18,720 \text{ cf} \approx 700 \text{ cy}$
 27 cf/cy
 $700 \text{ cy} \times \$6/\text{cy} = \$4,200$

 - b. Fill (Assume 2' over 110' x 30' area)
 $2' \times 110' \times 30' = 6,600 \text{ cf} \approx 250 \text{ cy}$
 27 cf/cy
 $250 \text{ cy} \times \$6/\text{cy} = 1,500$
 $\underline{\hspace{1cm}}$
 $\$5,700 \rightarrow \$5,700$

5. Rigid Slabs (8" 4000 psi concrete w/ fiber mesh) over 4" 21B
 - a. Equipment Slab - $36' \times 100' \times 8/12 = 2400 \text{ cf} \approx 90 \text{ cy}$
 27 cf/cy

 - b. Recycling Slab - $24' \times 80' \times 8/12 = 1280 \text{ cf} \approx 48 \text{ cy}$
 27 cf/cy

COUNTY OF FREDERICK

Department of Engineering & General Services



(/UJ) 003-3043

Job No:	Item: Cost Est. for Site Development	By: HES.	Date: 7/10/12
Project: New Gainesboro Compactor Site	Sheet 3 of 4	Check:	Date:

Total cy of rigid slab = 138 cy
 Cost Est. = 138 cy x \$250/cy = \$34,500

$4" \cdot 213 (3600s.f + 1920) (4/12) = 1840 c.f. \times 125 \# / c.f. = 115 tons$
 $2000 \# / ton$
 Cost = 115 tons x \$25/ton = \$2,875

6 Flexible Pavement (Assume 15' x 125')

a. Grading (12" cut/fill)
 $115 \times 125 \times 1' = 14,375 c.f. = 532 cy \times 6/cy = 3,200$
 $27 c.f. / cy$

b. Base Stone
 $14,375 \times 6/12 = 7187 c.f. \times 125 \# / c.f. = 449 tons$
 $2000 \# / ton$
 $449 tons \times 25 / ton = 11,225$

c. Asphalt (4" Thick)
 $14,375 \times 4/12 = 4791 c.f. \times 135 \# / c.f. = 323 tons$
 $2000 \# / ton$
 $323 tons \times 100 / ton = 32,300$

7 Retaining Walls

a. Gabion baskets (3' x 3' x 6' - 150' LF)
 $150 LF @ 55 / LF = 8,250$

COUNTY OF FREDERICK

Department of Engineering & General Services



(703) 665-5643

Job No:	Item: <u>Cost Est. for Site Development</u>	By: <u>HES.</u>	Date: <u>7/10/12</u>
Project: <u>New Gainesboro Compactor Site</u>	Sheet <u>4</u> of <u>4</u>	Check:	Date:

b. <u>Reinf Concrete Retaining Wall (100' long)</u> Assume 9' stem - 8" thick w/ 5' fdn base - 12" thick $(9' \times 8/12 + 5' \times 1) \times 11 \text{ cf conc / LF of Wall}$ $100 \times 11 = \frac{1100 \text{ cf}}{27 \text{ cf/cy}} \approx 41 \text{ cy}$	
Use $\$650/\text{cy} \times 41 \text{ cy} =$	\$26,650
c. <u>Drainage Stone behind wall L.S. =</u>	1,500
8. <u>Fencing (8' chain link w/ 3 strands & barbwire)</u> (Assume 625' w/ 1 - 24' gate)	
$625 @ \$25/\text{ft} =$	15,625
1 - 24' gate $\times 1,000$	1,000
Subtotal Fencing	\$16,625
9. <u>Electric (Includes equip hookup & light)</u>	
L.S.	\$6,000
10. <u>Striping & Parking Chocks</u>	
L.S.	\$3,000
11. <u>Landscaping (Double row of evergreens)</u>	
L.S.	3,000
Subtotal Site Development	165,325
Add 5% (contingency)	8,266
43 Total	\$173,591

COUNTY OF FREDERICK

Department of Engineering & General Services



(703) 665-5643

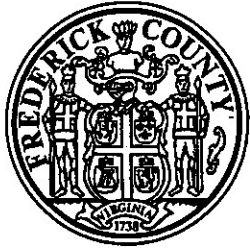
Job No:	Item: <u>Additional Project Costs</u>	By: <u>HES.</u>	Date: <u>7/31/12</u>
Project: <u>New Gainesboro Compactor Site</u>	Sheet <u>1</u> of <u>1</u>	Check:	Date:

Additional Project Costs

a. Survey & Design (Including layout)	\$ 10,500 *
b. Marathon 575 trash compactor	\$ 37,000
c. New steel hopper (Built under Allied contract)	\$ 11,000 *
d. New 40cy container	\$ 8,000 *
e. New Signs	\$ 3,000 *
f. Steel rails / guides (Installed by staff)	\$ 6,000 *
g. New shed	\$ 3,800 *
Total ADDITIONAL COSTS	\$ 79,300

* These costs will be funded from current FY 12/13 budget
 Remaining project funds will be obtained from
 sale of property (\$74,000), carry forward from
 refuse disposal budget (\$71,500) and carry forwards
 from citizen collection budget (\$142,000)

~~FY 11/12~~



COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Cheryl B. Shiffler
Director of Finance

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

THROUGH: Harvey E. Strawsnyder, Jr., P.E. *[Signature]*
Director of Public Works

RE: Expenditure Reimbursement;
Transfer of Grant Funds

DATE: July 23, 2012

Please transfer \$5,489.94 from code 100 G (3-010-024040-0017) into line item 10-4203-3006-00 (Printing and Binding) in the Refuse Collection budget.

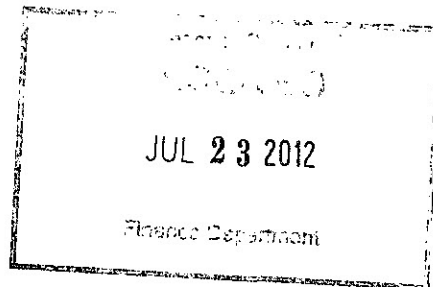
Funds are a final reimbursement from the Virginia Department of Mines, Minerals and Energy and represent grant proceeds for environmental education outreach.

If you have any questions, please contact Gloria Puffinburger, solid waste manager, at Extension 8219.

C.S. 7/11/12

HES/gmp

cc: file



MEMORANDUM

TO: Cheryl B. Shiffler

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

SUBJECT: Carry Forward Request Fiscal Year Budget 2011/2012 to Fiscal Year Budget 2012/2013
– Lake Holiday Dam Spillway Upgrade Project

DATE: August 7, 2012

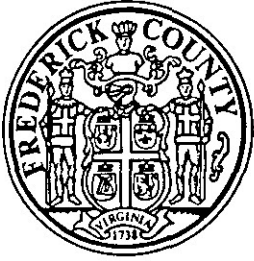
The Lake Holiday Dam Spillway Upgrade project was initiated during the Fiscal Year 2011-2012. One of the conditions of Lake Holiday becoming a sanitary district, was that Frederick County would administer the subject project. Administering the project was relegated to the public works department and includes overall project management, onsite meetings with the contractor on a daily basis and utility companies as necessary, construction inspections of work performed, as well as payment of all invoices associated with the project.

A specific budget line item was established for payment of all costs associated with this project. The line item is 4-029-012290-8900-000-002 – Improvements Other Than Buildings. To ensure that funding was available for the project, The Lake Holiday Country Club (LHCC) and the county secured a loan from the Virginia Resources Authority in the amount of \$9,169,898.63. All funds disbursed for costs associated with this project (i.e., staff time for project management, construction inspections, professional services, payment of the construction contractor as well as miscellaneous costs) are reimbursed from this loan.

It is anticipated that the project will be completed in February, 2013. Consequently, we are requesting that all unencumbered funds for this project be carried forward and placed in the Fiscal Year 2012/2013 budget line item 4-029-012290-8900-000-002 – Improvements Other Than Buildings. As of August 2, 2012, an unencumbered amount of \$1,968,141.70 remains. Please carry this amount forward for completion of the subject project.

JCW/rls

cc: Kris Tierney, Assistant County Administrator
David J. Burlison, Jr., General Manager, Lake Holiday Country Club, Inc.
file




MEMORANDUM

Kris C. Tierney
Assistant County Administrator

540/665-5666
Fax 540/667-0370

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

TO: Finance Committee
FROM: Kris C. Tierney, Assistant County Administrator 
RE: Carry Forward Request
DATE: June 26, 2012

The Maintenance Department has a number of projects which were initiated in the 2012 Fiscal Year, but for a variety of reasons were not completed prior to the end of the fiscal year. Funding for each of the projects will be charged to our REPAIR AND MAINTENANCE – BUILDING (4-010-043040-3004-000-003) budget line item. The department is requesting a carry forward in the total amount of \$37,385.00. Below is a listing of the individual projects, their associated cost, and a brief description of each.

Project	Contractor	Cost
1) Bowman Library Painting	Color World Painting	\$ 5,885.00

Exterior Trim - The Bowman library is a now 10 years old and is a County owned building. While the Handley Regional Library, in coordination with the County School's Buildings and Grounds Department provides day-to-day maintenance, the County is responsible for capital projects and major repair and maintenance issues. Due to availability of the contractor, this work is scheduled to commence on July 15, 2012.

2) Old Courthouse Painting	Color World Painting	\$31,500.00
----------------------------	----------------------	-------------

All Exterior Woodwork - Although the bulk of the building is brick, the exterior wood work, including windows and doors, is in dire need of painting. This is the same contractor that was awarded the work on the Bowman Library. The work is scheduled to commence in late July, immediately following the completion of work at the Bowman Library.

TOTAL CARRY FORWARD REQUEST **\$37,385.00**

Should you have any questions, please let me know.

JUN 27 2012

COLOR WORLD PAINTING
 P.O. Box 1754
 WINCHESTER, VA 22604
 540-662-3399

**PROPOSAL AND
 ACCEPTANCE**

PROPOSAL SUBMITTED TO <i>Frederick Co. Administration</i>	PHONE	DATE <i>5/21/12</i>
STREET <i>107 Kent St</i>	JOB NAME <i>Bowman Library</i>	
CITY, STATE AND ZIP CODE <i>Winchester VA</i>	JOB LOCATION <i>871 Tasker Rd.</i>	
ARCHITECT	DATE OF PLANS <i>11/7/11</i>	JOB PHONE

We hereby submit specifications and estimates for: *Exterior Trim Painting FASCIA APPX 980' and 2 Porches*

- ① Remove all Loose Paint
- ② Repair Corners where uneven
- ③ Restain all surfaces

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Five Thousand Eight Hundred Eighty Five dollars (\$ *5885.00*).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature *Jeffrey S. Fahrveitich*

Note: This proposal may be withdrawn by us if not accepted within 60 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____ Signature _____

COLOR WORLD PAINTING

P.O. Box 1754
 WINCHESTER, VA 22604
 540-662-3399

PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO <u>Frederick County Administration</u>		PHONE	DATE <u>5/30/12</u>
STREET <u>107 Kent St.</u>		JOB NAME <u>Old Frederick County Court House</u>	
CITY, STATE AND ZIP CODE <u>Winchester Va</u>		JOB LOCATION <u>Loudoun St MA 1120 North Loudoun</u>	
ARCHITECT	DATE OF PLANS <u>5/27/12</u>	JOB PHONE	

We hereby submit specifications and estimates for: Exterior Priming and Painting

- ① Power wash all surfaces to be painted
- ② Remove all loose or damaged caulk
- ③ Remove deficient wood or fill and sand smooth ready for paint
- ④ Recaulk where necessary
- ⑤ Re place glazing in window where needed
- ⑥ Sand and touch up bottom of railings where rust is located
- ⑦ Repair doors, windows columns, soffit, gables, low metal roof and porch ceiling on front

Materials- Primer Sherwin Williams K33W00100
 Finish Paint Sherwin Williams Duration Exterior Super white Satin

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Thirty one Thousand five Hundred dollars (\$ 31500.00)

Payment to be made as follows:

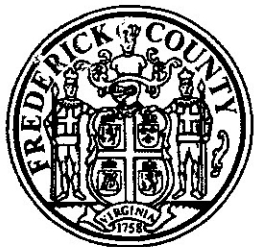
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature Jeffery S Falvestock
 Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____
 Signature _____

Date of Acceptance _____




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, Fire Chief
Fire & Rescue Department 

SUBJECT: 2010 Snow Reimbursement

DATE: June 25, 2012

As you are well aware, the County experienced a snow storm during February, 2010. The Commonwealth of Virginia began the process of reimbursing localities at an approved 91% of the eligible obligated amount for all five (5) projects submitted by Frederick County, Virginia. The first reimbursement payment for said projects was received by the County of Frederick in February, 2012 in the amount of \$88,693.23.

I submit at this time a detailed listing of the disbursement for the 2nd and final payment received by the County of Frederick June 14, 2012. This final payment focuses on the remaining and only open Project #303. A total reimbursement for all five (5) projects of \$119,428.73 has been received by the County as of this date. This officially completes the 2010 Snow Storm reimbursement. If you have any questions regarding the attached information or any previous information submitted, please do not hesitate to contact me.

DDL:jlc
Attachment: as stated
Cc: File

SNOW STORM REIMBURSEMENT - FEBRUARY 2010

Reimbursee	Emer Protective Measures Project 485	Reimbursement		
Frederick County PS Communications	485	\$2,864.63		
Clearbrook Fire & Rescue	485	\$571.84		
Round Hill Fire & Rescue	485	\$450.89		
Middletown Hill Fire & Rescue	485	\$185.69		
Gainesboro Hill Fire & Rescue	485	\$1,594.51		
Millwood Fire & Rescue	485	\$803.10		
Frederick County (OT) (Various Depts.)	485	\$20,865.99		
Dept Social Services (Shelter Staffing)	485	\$7,630.96		
Frederick County Public Schools (Shelter Staffing)	485	\$6,670.33		
Millwood Fire & Rescue	485	\$1,054.83		
North Mpuntain Fire & Rescue	485	\$198.06		
Star Tannery Fire & Rescue	485	\$263.90		
Gainesboro Hill Fire & Rescue	485	\$922.29		
Stephens City Fire & Rescue	485	\$1,093.67		
Clearbrook Fire & Rescue	485	\$674.97		
Middletown Fire & Rescue	485	\$556.92		
Gore Fire & Rescue	485	\$156.98		
Greenwood Fire & Rescue	485	\$713.03		
Round Hill Fire & Rescue	485	\$733.55		
Reynolds Store Fire & Rescue	485	\$436.80		
Frederick County Fire & Rescue	485	\$198.15		
Frederick County Fire & Rescue	485	\$837.45		
Total Reimbursement For Project		\$49,478.54		
Reimbursee	Emer Snow Removal Project 303	Reimbursement		
Town of Middletown	303	\$640.14		
Town of Stephens City	303	\$3,845.96		
Frederick County Animal Shelter	303	\$182.00		
Frederick County Public Schools (Snow Removal)	303	\$12,531.82		
Frederick County (Snow Removal)	303	\$501.41		
Frederick County Public Works	303	\$109.24		
Middletown Hill Fire & Rescue	303	\$ 136.50		No proof of pymt
Clearbrook Fire & Rescue	303	\$ 91.00		No proof of pymt
Reynolds Store Fire & Rescue	303	\$ 409.50		No proof of pymt
Millwood Fire & Rescue	303	\$725.72		
Frederick County Fire & Rescue	303	\$1,296.85		
Frederick County Shawnee Sanitary District	303	\$298.68		
Gainesboro Hill Fire & Rescue	303	\$24.74		
Northwestern Regional Adult Detention Center	303	\$31.49		
Frederick County Parks and Rec	303	\$293.00		
Frederick County (Snow Removal)	303	\$11,696.34		
		\$32,177.39		
Balance of reimbursement remaining		\$1,987.90		
50% Reimbursement Rec'd For Project		\$34,165.29		
Reimbursee	Northwestern Adult Det Ctr Project 316	Reimbursement		
Northwestern Regional Adult Det. Ctr.	316	\$910.00		
Total Reimbursement For Project		\$910.00		

• 37,125.51 51

Reimbursee	Middletown Police Dept. Project 377	Reimbursement
Middletown Police Dept	377	\$227.50
Total Reimbursement For Project		\$227.50
Reimbursee	Donated Resources Project 378	Reimbursement
Stephens City Fire & Rescue	378	\$821.65
Middletown Hill Fire & Rescue	378	\$334.93
Clearbrook Fire & Rescue	378	\$287.98
Gore Fire & Rescue	378	\$94.51
Round Hill Fire & Rescue	378	\$42.07
Gainesboro Hill Fire & Rescue	378	\$691.25
Star Tannery Fire & Rescue	378	\$229.06
Greenwood Fire & Rescue	378	\$251.22
North Mpuntain Fire & Rescue	378	\$160.65
Reynolds Store Fire & Rescue	378	\$233.94
Millwood Fire & Rescue	378	\$764.64
Total Reimbursement For Project		\$3,911.90
Total Reimbursement Rec'd - February, 2012		\$88,693.23

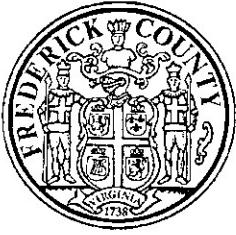
3-010-024040-0015 C.S. 2/15/12 \$88,693.23

• 4,139.40

SNOW STORM REIMBURSEMENT - FEBRUARY 2010				
Reimbursee	Emer Snow Removal Project: 303	Reimbursement		
Town of Middletown	303	\$640.14		
Town of Stephens City	303	\$3,845.96		
Frederick County Animal Shelter	303	\$182.00		
Frederick County Public Schools (Snow Removal)	303	\$12,531.82		
Frederick County (Snow Removal)	303	\$501.41		
Frederick County Public Works	303	\$109.24		
Middletown Hill Fire & Rescue	303	\$ 136.50	No proof of pymt	
Clearbrook Fire & Rescue	303	\$ 91.00	No proof of pymt	
Reynolds Store Fire & Rescue	303	\$ 409.50	No proof of pymt	
Millwood Fire & Rescue	303	\$725.72		
Frederick County Fire & Rescue	303	\$1,296.85		
Frederick County Shawnee Sanitary District	303	\$298.68		
Gainesboro Hill Fire & Rescue	303	\$24.74		
Northwestern Regional Adult Detention Center	303	\$31.49		
Frederick County Parks and Rec	303	\$293.00		
Frederick County (Snow Removal)	303	\$11,696.34		
		\$32,177.39		
June 14, 2012 Reimbursement Rec'd For Project		\$30,735.50		
February, 2012 Reimbursement Rec'd For Project		\$34,165.29		
Total Reimbursement Rec'd For Project		\$64,900.79		
Total Reimbursement Due For Project		\$64,354.77		
Difference (Overpayment)		\$546.02		

3-010-024040-0015 C.S. 6/20/12 \$30,735.50

• 18,098.55



COUNTY OF FREDERICK

Information Technologies
(540) 665-5614

MEMORANDUM

To: Finance Committee Members
From: Walter Banks
Subject: Carry forward of FY11-12 funds
Date: June 14, 2012

I am requesting to carry forward funds in the amount of \$36,041.00 from the account 010-012200-3002-000-000 (Professional Services) into the 2012-2013 Fiscal Year.

The funds are needed to support the Vision Website content management system conversion project and are the remainder of \$45,000 appropriated for the project stated above. No additional funds are needed.

If there are any questions please feel free to contact me.
540-722-8261, wbanks@co.frederick.va.us

Respectfully,

*\$45,000 appropriated FY12
\$ 8,959 paid 4/10/12
\$36,041 remaining*

107 North Kent Street, Winchester, Virginia 22601-5039
ndunleav@co.frederick.va.us or fax 540-722-2169

Cheryl Shiffler

From: John Bishop
Sent: Thursday, June 07, 2012 9:20 AM
To: Cheryl Shiffler
Subject: Renaissance

Cheryl;

This email is to request that funds appropriated by the board to the Renaissance Drive project be carried over into the next fiscal year. This project is currently out for bid with an award coming very soon but I don't know with certainty that a PO would be issued prior to the end of the fiscal year.

In addition, Bev Shoemaker is preparing to submit her \$1m in matching funds for this project and I wanted to check with you on the appropriate procedure for her submission and our acceptance of these funds and what form they should be in.

Thank You

John

4-027-012270-5413-000-006
balance : \$480,183 @ 8/8/12

Company No: 912 Account Number: 4010 320205604 000 007 Period:
 Date: 8/07/12 CONTRIBUTION TO STEPHENS CITY FIRE Time: 1147
 Budget Amount Year To Date Encumbrances Balance
 \$115,183.17 \$71,404.00 \$ 0.00 \$43,779.17

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Date    Source Reference Number      PO#      Amount Period Description
08092011 AP    1    FY2012                              $56,374.00 201108 STEPHENS CITY VOLUNTEERH- 20748
06222012 AP    1    5111202                              $15,030.00 201206 UNITED ROOFING            BH- 20849
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*****      Encumbrance-
*****      A/P Holding File-
*****      P/R Holding File-
*****      U/T Holding File-
*****      A/R Holding File-
*****      G/L Holding File-
*****      S/S Holding File-
*****      INV Holding File-
07122011 BA    1    0000398                              $56,374.00 201107 -APPROPRIATION ENTRY-
02282011 BS    1    165                                    $58,609.17 201109 B.A.9/28/11 SCFR PROFFER
*****      Budget Amount-
  
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COUNTY of FREDERICK

Finance Department
Cheryl B. Shiffler
Director

540/665-5610

Fax: 540/667-0370

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

TO: Finance Committee

FROM: Cheryl Shiffler, Finance Director

DATE: May 30, 2012

SUBJECT: General Fund Vehicle Repair Budgets

At the May Finance Committee, staff was directed to review the Consolidated Vehicle Maintenance Agreement and report back to the Committee information on the impact that the proposed agreement would have on general fund budgets. Staffed worked with those departments that represent the majority maintenance costs and would like to offer information that would allow the committee to sustain our participation in the Consolidated Maintenance Agreement or continue with current practices.

The average hourly cost that the county currently pays for vehicle repair and maintenance is \$65.95. This amount represents vendor rates that average from \$50 to \$75. The labor rate for light duty repair provided by the consolidated agreement is \$84.90. This rate has been proposed to be reduced for the first year to \$74.90 if the county agrees to pay start up costs. The startup costs of \$67,000 are anticipated to cover the reduced billing for the first year. Since the reduced rate does not allow for a direct analysis, the unreduced rate was used in comparison by staff for this analysis. Therefore, staff is comparing the current average rate of \$65.95 that is being paid to the proposed consolidated light duty rate of \$84.90. This rate comparison represents an increase of 28 percent. It should be noted that the consolidated agreement provides for parts to be charged at cost. The markup by outside vendors is unknown and is not considered part of this analysis. Staff did review part charges on several invoices to internet supplier prices and it appeared to be at least 10 percent markup on those reviewed.

The General Fund currently has a total budget of \$252,743. for vehicle repair and maintenance. Applying the rate increase being proposed in relationship to the budget would represent a budget increase in the amount of \$70,768.

Frederick County
Cash Proffer Policy

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

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

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

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

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

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

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

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
5/9/2012	SHERANDO PARK	BACKHOE FOR UTILITY REPAIR	7110	5413	000	000	(595.10)
	SHERANDO PARK		7110	3004	000	003	595.10
5/9/2012	PARKS MAINTENANCE	COST OF EXTRA HELP	7103	1003	000	000	(5,012.17)
	CLEARBROOK PARK		7109	1003	000	000	5,012.17
5/9/2012	PARKS MAINTENANCE	COST OF SECURITY PERSONNEL	7103	1003	000	000	(667.33)
	CLEARBROOK PARK		7109	1003	000	002	667.33
5/9/2012	CLEARBROOK PARK	MOWER REPAIR	7109	5408	000	000	(1,781.95)
	CLEARBROOK PARK		7109	3004	000	001	1,781.95
5/9/2012	SHERANDO PARK	MULCH FOR SHERANDO PARK	7110	5405	000	000	(403.25)
	SHERANDO PARK		7110	5403	000	000	403.25
5/9/2012	TREASURER	POSTAL ASSOCIATION	1213	3006	000	000	(40.00)
	TREASURER		1213	5801	000	000	40.00
5/9/2012	PARKS AND RECREATION ADMINISTRATION	EXPENDITURES	7101	5801	000	000	(107.00)
	PARKS AND RECREATION ADMINISTRATION		7101	5415	000	000	107.00
5/10/2012	INFORMATION TECHNOLOGY	ABS BILL	1220	8007	000	003	(1,400.00)
	INFORMATION TECHNOLOGY		1220	3002	000	000	1,400.00
5/10/2012	INFORMATION TECHNOLOGY	DELL LEASED EQUIPMENT	1220	8007	000	000	(84,392.24)
	INFORMATION TECHNOLOGY		1220	9001	000	000	84,392.24
5/10/2012	ANIMAL SHELTER	EXPENDITURES	4305	3002	000	001	(3,500.00)
	ANIMAL SHELTER		4305	3004	000	000	3,500.00
5/10/2012	ANIMAL SHELTER	EXPENDITURES	4305	5102	000	000	(5,500.00)
	ANIMAL SHELTER		4305	5405	000	000	5,500.00
5/10/2012	SHERIFF	GRANT FUNDS	3102	5409	000	004	(3,381.97)
	SHERIFF		3102	3002	000	002	3,381.97
5/10/2012	INFORMATION TECHNOLOGY	MEMORY PURCHASE	1220	8007	000	003	(1,030.00)
	INFORMATION TECHNOLOGY		1220	5413	000	000	1,030.00
5/10/2012	SHERIFF	TRANSFER GRANT FUNDS	3102	8005	000	000	(1,622.98)
	SHERIFF		3102	3002	000	002	1,622.98
5/11/2012	REGISTRAR	COMPUTERS	1302	3007	000	000	(1,000.00)
	REGISTRAR		1302	5401	000	000	1,000.00
	REGISTRAR		1302	5506	000	000	(600.00)
	REGISTRAR		1302	5401	000	000	600.00
5/11/2012	COUNTY ADMINISTRATOR	POSTAGE&TELEPHONE EXPENSE	1201	5506	000	000	(600.00)
	COUNTY ADMINISTRATOR		1201	5204	000	000	600.00
5/14/2012	PUBLIC SAFETY COMMUNICATION	COMPUTERS FOR UPGRADED VERSION OF CAD	3506	5506	000	000	(7,500.00)
	PUBLIC SAFETY COMMUNICATION		3506	5413	000	000	7,500.00
5/14/2012	BOARD OF SUPERVISORS	EXPENDITURES	1101	5506	000	000	(600.00)
	BOARD OF SUPERVISORS		1101	5413	000	000	600.00
5/14/2012	ECONOMIC DEVELOPMENT COMMISSION	OFFICE SUPPLIES	8102	5506	000	000	(300.00)
	ECONOMIC DEVELOPMENT COMMISSION		8102	5401	000	000	300.00
5/17/2012	GENERAL ENGINEERING/ADMINISTRATION	OVERTIME COST	4201	4003	000	002	(2,000.00)
	GENERAL ENGINEERING/ADMINISTRATION		4201	1005	000	000	2,000.00
5/21/2012	COUNTY OFFICE BUILDINGS/COURT	CAB WATER/SEWER	4304	5103	000	005	(2,800.00)
	COUNTY OFFICE BUILDINGS/COURT		4304	5103	000	000	2,800.00
5/21/2012	PARKS AND RECREATION ADMINISTRATION	COPIER EXPENSES	7101	3006	000	000	(774.41)
	PARKS AND RECREATION ADMINISTRATION		7101	9001	000	000	774.41
5/22/2012	AGRICULTURE	ASSOCIATION MEMBERSHIP	8301	5401	000	000	(58.01)
	AGRICULTURE		8301	5801	000	000	58.01
5/22/2012	PARKS MAINTENANCE	COVER PHONE BILL FY12	7103	3002	000	000	(1,000.00)
	PARKS MAINTENANCE		7103	5204	000	000	1,000.00
5/22/2012	FIRE AND RESCUE	SCBA PAKS & CYLINDERS	3505	3004	000	001	(3,500.00)
	FIRE AND RESCUE		3505	5413	000	000	3,500.00
5/22/2012	COUNTY ATTORNEY	TRAVEL EXPENSES	1202	5401	000	000	(171.56)
	COUNTY ATTORNEY		1202	5506	000	000	171.56
5/23/2012	SHERIFF	TRAVEL/TRAINING EXPENSES	3102	5506	000	001	(3,000.00)
	SHERIFF		3102	5506	000	000	3,000.00
5/24/2012	TREASURER	BAI RECEIPT PRGM	1213	3002	000	001	(350.00)
	TREASURER		1213	3002	000	000	350.00
5/24/2012	REGISTRAR	COPIER/PRINTER LEASE	1302	3007	000	000	(66.00)
	REGISTRAR		1302	9001	000	000	66.00
5/24/2012	COUNTY ADMINISTRATOR	WIRELESS PRINTER	1201	5506	000	000	(350.00)
	COUNTY ADMINISTRATOR		1201	5401	000	000	350.00
6/1/2012	GENERAL DISTRICT COURT	CORRECT BUDGET	2102	1005	000	000	(3,500.00)
	GENERAL DISTRICT COURT		2102	1003	000	000	3,500.00

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
6/4/2012	PARKS AND RECREATION ADMINISTRATION	BACKGROUND CHECK EXPENSES	7101	3006	000	000	(594.75)
	PARKS AND RECREATION ADMINISTRATION		7101	5415	000	000	594.75
6/4/2012	JUVENILE COURT PROBATION	OFFICE SUPPLIES (GRANT)	3303	5506	000	000	(165.00)
	JUVENILE COURT PROBATION		3303	5401	000	001	165.00
6/6/2012	HUMAN RESOURCES	OFFICE SUPPLIES	1203	5506	000	001	(600.00)
	HUMAN RESOURCES		1203	5401	000	000	600.00
6/7/2012	SHERANDO PARK	EQUIPMENT RENTAL FOR REPAIRS	7110	5413	000	001	(295.55)
	SHERANDO PARK		7110	3004	000	003	295.55
6/7/2012	SHERANDO PARK	EQUIPMENTS REPAIRS	7110	5413	000	001	(185.34)
	SHERANDO PARK		7110	3004	000	001	185.34
6/7/2012	CLEARBROOK PARK	MOWER REPAIR	7109	3004	000	003	(285.00)
	CLEARBROOK PARK		7109	3004	000	001	285.00
6/7/2012	PARKS MAINTENANCE	POOL SUPPLIES	7103	5305	000	000	(191.61)
	PARKS MAINTENANCE		7103	5412	000	000	191.61
6/8/2012	COMMISSIONER OF THE REVENUE	COPIER PURCHASE	1209	3006	000	000	(2,000.00)
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	2,000.00
	COMMISSIONER OF THE REVENUE		1209	4003	000	002	(2,000.00)
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	2,000.00
6/8/2012	HUMAN RESOURCES	PC	1203	5413	000	000	(600.00)
	HUMAN RESOURCES		1203	5401	000	000	600.00
6/11/2012	ECONOMIC DEVELOPMENT COMMISSION	DUES & MEMBERSHIP	8102	5506	000	000	(320.00)
	ECONOMIC DEVELOPMENT COMMISSION		8102	5801	000	000	320.00
6/12/2012	REFUSE COLLECTION	CLOTHING ALLOWANCE	4203	5405	000	000	(300.00)
	REFUSE COLLECTION		4203	5410	000	000	300.00
6/12/2012	REFUSE COLLECTION	(6) 40 YARD RECEIVER CANS	4203	3010	000	000	(40,000.00)
	REFUSE COLLECTION		4203	8006	000	000	40,000.00
6/12/2012	REFUSE COLLECTION	SUPPLIES FOR MAINTENANCE	4203	3010	000	000	(2,000.00)
	REFUSE COLLECTION		4203	5407	000	000	2,000.00
6/13/2012	COUNTY OFFICE BUILDINGS/COURT	ROOF EXAMINATIONS BOWAN LIBRARY	4304	3010	000	000	(2,925.00)
	COUNTY OFFICE BUILDINGS/COURT		4304	3002	000	000	2,925.00
6/14/2012	COMMISSIONER OF THE REVENUE	CAPITAL EXPENDITURE	1209	5401	000	000	(5,910.65)
	COMMISSIONER OF THE REVENUE		1209	8007	000	000	5,910.65
6/14/2012	SHERANDO PARK	OVERTIME FY12	7110	1003	000	000	(280.86)
	CLEARBROOK PARK		7109	1005	000	000	280.86
6/14/2012	SHERIFF	REPLACING EXPIRED VESTS	3102	5204	000	000	(3,000.00)
	SHERIFF		3102	5410	000	000	3,000.00
6/14/2012	CLEARBROOK PARK	SECURITY PERSONNEL FY12	7109	1003	000	002	140.71
	SHERANDO PARK		7110	1003	000	000	(394.40)
	SHERANDO PARK		7110	1003	000	002	394.40
	SHERANDO PARK		7110	1003	000	000	(140.71)
6/19/2012	LITTER CONTROL GRANT	CLASS 2 SAFETY VESTS	4205	3007	000	000	(500.00)
	LITTER CONTROL GRANT		4205	5405	000	000	500.00
6/19/2012	PUBLIC SAFETY COMMUNICATION	RADIO EQUIPMENT	3506	3004	000	001	(6,000.00)
	PUBLIC SAFETY COMMUNICATION		3506	5413	000	000	6,000.00
6/20/2012	REFUSE COLLECTION	PACKER CAN & COMPACTOR REPAIRS	4203	3010	000	000	(5,100.00)
	REFUSE COLLECTION		4203	3004	000	001	5,100.00
6/20/2012	COUNTY OFFICE BUILDINGS/COURT	PAINT OUTSIDE OF OLD COURTHOUSE	4304	3010	000	005	(8,000.00)
	COUNTY OFFICE BUILDINGS/COURT		4304	3004	000	003	8,000.00
	COUNTY OFFICE BUILDINGS/COURT		4304	5102	000	005	(4,000.00)
	COUNTY OFFICE BUILDINGS/COURT		4304	3004	000	003	4,000.00
	COUNTY OFFICE BUILDINGS/COURT		4304	5605	000	005	(19,500.00)
	COUNTY OFFICE BUILDINGS/COURT		4304	3004	000	003	19,500.00
6/21/2012	ANIMAL SHELTER	EXPENSES REMAINDER OF FY12	4305	5506	000	000	(300.00)
	ANIMAL SHELTER		4305	4003	000	002	300.00
6/21/2012	FIRE AND RESCUE	FM BODY ARMOR	3505	3007	000	000	(3,620.00)
	FIRE AND RESCUE		3505	5409	000	000	3,620.00

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
6/21/2012	COUNTY OFFICE BUILDINGS/COURT	JANITORIAL SUPPLIES AT CAB	4304	5405	000	005	(335.89)
	COUNTY OFFICE BUILDINGS/COURT		4304	5405	000	000	335.89
6/21/2012	FIRE AND RESCUE	RECONCILE SHORTFALL IN GASOLINE	3505	5305	000	000	(5,143.34)
	FIRE AND RESCUE		3505	4003	000	002	5,143.34
6/21/2012	FIRE AND RESCUE	VHF MOBILE RADIOS	3505	3007	000	000	(1,700.00)
	FIRE AND RESCUE		3505	5408	000	000	1,700.00
6/25/2012	FIRE AND RESCUE	BOOKS FOR FIRE & EMS	3505	5605	000	000	(5,318.00)
	FIRE AND RESCUE		3505	5411	000	000	5,318.00
6/25/2012	FIRE AND RESCUE	FIRE AND EMS BOOKS FOR TRAINING	3505	5404	000	000	(3,235.00)
	FIRE AND RESCUE		3505	5411	000	000	3,235.00
6/25/2012	BOARD OF SUPERVISORS	BOS ROOM EQUIPMENT INSTALLATION	1101	8007	000	000	(6,150.00)
	BOARD OF SUPERVISORS		1101	3002	000	000	6,150.00
6/25/2012	COUNTY ADMINISTRATOR	POSTAGE & TELEPHONE	1201	5506	000	000	(1,000.00)
	COUNTY ADMINISTRATOR		1201	5204	000	000	1,000.00
6/25/2012	FIRE AND RESCUE	UNIFORMS	3505	3006	000	000	(2,000.00)
	FIRE AND RESCUE		3505	5410	000	000	2,000.00
6/25/2012	FIRE AND RESCUE	UNIFORMS	3505	3007	000	000	(2,000.00)
	FIRE AND RESCUE		3505	5410	000	000	2,000.00
6/26/2012	FIRE AND RESCUE	SCBA PARTS	3505	3004	000	001	(2,100.00)
	FIRE AND RESCUE		3505	5407	000	000	2,100.00
6/27/2012	FIRE AND RESCUE	UNIFORMS	3505	5413	000	000	(10,000.00)
	FIRE AND RESCUE		3505	5410	000	000	10,000.00
6/27/2012	FIRE AND RESCUE	VEHICLE STORAGE UNIT	3505	3004	000	001	(4,100.00)
	FIRE AND RESCUE		3505	5410	000	000	4,100.00
6/28/2012	REFUSE COLLECTION	MAINTENANCE EXPENSE	4203	3010	000	000	(325.00)
	REFUSE COLLECTION		4203	3004	000	001	325.00
6/28/2012	COUNTY OFFICE BUILDINGS/COURT	VACUUM CLEANER FOR PSB	4304	5407	000	000	(1,520.51)
	COUNTY OFFICE BUILDINGS/COURT		4304	5407	000	005	1,520.51
7/3/2012	LITTER CONTROL GRANT	END OF YEAR EXPENSES	4205	3007	000	000	(100.00)
	LITTER CONTROL GRANT		4205	5405	000	000	100.00
7/3/2012	CLERK OF THE CIRCUIT COURT	PARKING AUTHORITY INVOICE	2106	5401	000	000	(60.00)
	CLERK OF THE CIRCUIT COURT		2106	3010	000	000	60.00
7/3/2012	COUNTY OFFICE BUILDINGS/COURT	UTILITY BILL AT PSB	4304	5103	000	005	(415.40)
	COUNTY OFFICE BUILDINGS/COURT		4304	5101	000	005	415.40
7/6/2012	REFUSE COLLECTION	END OF YEAR EXPENDITURES	4203	3010	000	000	(200.00)
	REFUSE COLLECTION		4203	5407	000	000	200.00
7/6/2012	PARKS MAINTENANCE	EQUIPMENT REPAIRS	7103	3010	000	000	(305.00)
	SHERANDO PARK		7110	3004	000	001	305.00
7/6/2012	PARKS MAINTENANCE	MEDICAL SUPPLIES	7103	5407	000	000	(7.03)
	PARKS MAINTENANCE		7103	5404	000	000	7.03
7/6/2012	PARKS MAINTENANCE	PHONE AT CLEARBROOK PARK	7103	5407	000	000	(332.18)
	CLEARBROOK PARK		7109	5204	000	000	332.18
7/6/2012	CLEARBROOK PARK	PHONES AT SHERANDO PARK	7109	5101	000	000	(407.02)
	SHERANDO PARK		7110	5204	000	000	407.02
7/6/2012	PARKS MAINTENANCE	RECREATION SUPPLIES	7103	5407	000	000	(50.23)
	PARKS MAINTENANCE		7103	5412	000	000	50.23
7/9/2012	REGISTRAR	OFFICE SUPPLIES	1302	5506	000	000	(350.00)
	REGISTRAR		1302	5401	000	000	350.00
	REGISTRAR		1302	5411	000	000	(126.04)
	REGISTRAR		1302	5401	000	000	126.04
	REGISTRAR		1302	3007	000	000	(159.30)
	REGISTRAR		1302	5401	000	000	159.30
7/9/2012	COUNTY ATTORNEY	PARKING D.C. TRAVEL	1202	5401	000	000	(137.00)
	COUNTY ATTORNEY		1202	5506	000	000	137.00
	COUNTY ATTORNEY	TREATISE UPDATE SUBSCRIPTION	1202	5401	000	000	(83.89)
	COUNTY ATTORNEY		1202	5411	000	000	83.89
	COUNTY ATTORNEY	FEDERAL COURT BAR RENEWALS	1202	3002	000	000	(85.00)
	COUNTY ATTORNEY		1202	5801	000	000	85.00

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
7/12/2012	ECONOMIC DEVELOPMENT COMMISSION	POSTAGE	8102	3007	000	000	(50.00)
	ECONOMIC DEVELOPMENT COMMISSION		8102	5204	000	000	50.00
	ECONOMIC DEVELOPMENT COMMISSION	SUPPLIES	8102	3007	000	000	(600.00)
	ECONOMIC DEVELOPMENT COMMISSION		8102	5413	000	000	600.00
	ECONOMIC DEVELOPMENT COMMISSION	UTILITIES	8102	3007	000	000	(400.00)
	ECONOMIC DEVELOPMENT COMMISSION		8102	5101	000	000	400.00
7/13/2012	COUNTY OFFICE BUILDINGS/COURT	EQUIPMENT REPAIR	4304	3004	000	003	(199.27)
	COUNTY OFFICE BUILDINGS/COURT		4304	3004	000	001	199.27
7/13/2012	REFUSE COLLECTION	ROLLERS FOR CAN REPAIR	4203	3010	000	000	(2,500.00)
	REFUSE COLLECTION		4203	3004	000	001	2,500.00
7/16/2012	CLEARBROOK PARK	ELECTRIC/SHERANDO	7109	5101	000	000	(930.76)
	SHERANDO PARK		7110	5101	000	000	930.76
7/16/2012	PARKS AND RECREATION ADMINISTRATION	BACKGROUND CHECKS	7101	5401	000	000	(487.77)
	PARKS AND RECREATION ADMINISTRATION		7101	5415	000	000	487.77
7/16/2012	CLEARBROOK PARK	ELECTRIC/SHERANDO	7109	5101	000	000	(1,367.29)
	SHERANDO PARK		7110	5101	000	000	1,367.29
7/16/2012	PARKS MAINTENANCE	ELECTRIC/SHERANDO	7103	3010	000	000	(873.14)
	SHERANDO PARK		7110	5101	000	000	873.14
7/16/2012	SHERIFF	VEHICLE MAINTENANCE	3102	5506	000	001	(1,300.00)
	SHERIFF		3102	3004	000	002	1,300.00
7/16/2012	SHERIFF	LEASE/RENTAL EQUIPMENT	3102	5204	000	000	(4,721.64)
	SHERIFF		3102	9001	000	000	4,721.64
	SHERIFF		3102	5402	000	001	(1,700.00)
	SHERIFF		3102	9001	000	000	1,700.00
7/16/2012	SHERIFF	PROPANE	3102	5802	000	000	(1,000.00)
	SHERIFF		3102	5408	000	002	1,000.00
	SHERIFF		3102	5408	000	000	(1,193.83)
	SHERIFF		3102	5408	000	002	1,193.83
7/16/2012	SHERIFF	VEHICLE MAINTENANCE	3102	5506	000	001	(1,300.00)
	SHERIFF		3102	3004	000	002	1,300.00
7/16/2012	COMMISSIONER OF THE REVENUE	OFFICE SUPPLIES	1209	3004	000	002	(200.00)
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	200.00
7/18/2012	REASSESSMENT/BOARD OF ASSESSORS	IT EQUIPMENT	1210	3006	000	000	(1,200.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5401	000	000	1,200.00
7/23/2012	FIRE AND RESCUE	COVER YEAR END EXPENSES	3505	3010	000	000	(250.00)
	FIRE AND RESCUE		3505	5401	000	000	250.00
	FIRE AND RESCUE		3505	3010	000	000	(100.00)
	FIRE AND RESCUE		3505	5409	000	000	100.00
	FIRE AND RESCUE		3505	3010	000	000	(150.00)
	FIRE AND RESCUE		3505	5411	000	000	150.00
	FIRE AND RESCUE		3505	3010	000	000	(1,200.00)
	FIRE AND RESCUE		3505	5506	000	000	1,200.00

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
7/1/2012	PARKS MAINTENANCE	CORRECT BUDGET AGRICULTURAL SUPPLIES	7103	5403	000	000	43,466.00
	CLEARBROOK PARK		7109	5403	000	000	(23,898.00)
	SHERANDO PARK		7110	5403	000	000	(19,568.00)
7/9/2012	ALL GENERAL FUND DEPARTMENTS	VRS OFFSETTING SALARIES AND FRINGES					1,330,610.88
	RESERVE FOR FRINGE BENEFITS		9301	5807	000	002	(237,571.68)
	RESERVE FOR INCREASES		9301	5807	000	001	(1,093,039.20)
7/12/2012	BOARD OF SUPERVISORS	PAY INCREASE IN FY13 VACO	1101	5506	000	000	(414.00)
	BOARD OF SUPERVISORS		1101	5801	000	000	414.00
7/13/2012	COUNTY OFFICE BUILDINGS	CHAINSAW TO CUT UP FALLEN TREES	4304	5407	000	000	(156.26)
	COUNTY OFFICE BUILDINGS		4304	5407	000	005	156.26
7/16/2012	REASSESSMENT/BOARD OF ASSESSORS	COMPUTER EQUIPMENT	1210	3006	000	000	(1,200.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5401	000	000	1,200.00
7/18/2012	PARKS MAINTENANCE	ANIMATED LIGHT DISPLAY	7103	3010	000	000	(767.00)
	PARKS MAINTENANCE		7103	5412	000	000	767.00
8/2/2012	HUMAN RESOURCES	PART-TIME HELP	1203	5413	000	000	(6,000.00)
	HUMAN RESOURCES		1203	1003	000	000	6,000.00
	HUMAN RESOURCES		1203	3007	000	000	(6,000.00)
	HUMAN RESOURCES		1203	1003	000	000	6,000.00



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

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

Dear Mr. Riley

On behalf of the AARP Tax Aide Program, I would like to extend to you our sincere thanks and grateful appreciation for enabling us to work at the War Memorial Building in Jim Barrett Park this past tax season. It was another successful tax season, we prepared 1283 tax returns according to my site records. We answered questions, dispensed tax forms and instruction booklets to another 234 people that were recorded, I am sure that there were an equal number that went unrecorded.

We are now looking forward to the next tax season that begins the first of January 2013. Will you be able to incorporate what has been our annual supplement of \$2100 into the Frederick County budget for 2013?

It was mentioned last year by one of the supervisors that he would like to know the number of people that are classified 'low-income elderly'. We are limited as to any type of personal information that we can keep. We have names, addresses and telephone numbers. We were able to run a program that showed numbers from the local areas – Winchester – 455, Frederick County – 669, White Post – 11, Clark County – 75, Counties of the Northern Shenandoah Valley - 56, misc localities - 17 (containing a few from WV). As you know this is a much needed service for our low income citizens. They appreciate our help and truly need our services.

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

Sincerely,

Helen Sperry

June 7, 2012



FOUNDATION
TO FREDERICK COUNTY FINANCE COMMITTEE
From AARP Tax Aide in Winchester VA

1. THE INTERNAL REVENUE SERVICE and the AARP FOUNDATION (the NON-PROFIT ARM OF AARP) are the joint and prime supporters of AARP TAX AIDE. AARP TAX AIDE is a FREE SERVICE.
2. The AARP FOUNDATION and the IRS provide our computers, printers, the tax programs, the training materials, all paper forms and printing paper, paper shredders, file cabinets for the tax sites.
3. The individual sites are responsible for paying for their telephone service and internet service. The Winchester site's telephone and internet service is funded by generous donation from the Rotary every year.
4. The individual Tax Aide sites are expected to find FREE SPACE to use for their tax services.
5. Five years ago we moved to the War Memorial Building in Jim Barnett Park. After 2 years of free usage, it was determined that 30-31% of the people served were residents of City of Winchester and the balance were mainly residents of Frederick County (There are 1 or 2% that come from other counties.). The City of Winchester agreed to defray 1/3 of the Park's expense if AARP TAX AIDE could get Frederick County to provide the balance of the cost of our usage.
6. At that time, we came to Frederick County and asked for the annual \$2100.00 to be paid to Winchester Parks and Recreation to defray their expense in providing the space that AARP TAX AIDE needs every year. City of Winchester defrays the balance due.
7. We prepared 1283 returns and recorded 234 Q&A's (many of these go unrecorded) in 2012. This SEASON, we were able to run an end of season tabulation that will answer an annual question from the Frederick County Finance Committee which is how many people from which locality:
 - Frederick County = 669 returns
 - City of Winchester = 455
 - White Post = 11 (contains residents from Frederick County, Winchester & Clark County)
 - Clark County = 75
 - Counties in Northern Shenandoah Valley = 56
 - Misc localities = 17 (containing a few from WV)

Respectfully submitted by,

Helen Sperry, Local Coordinator for AARP Tax Aide

606 Old Fort Road, Winchester VA 22601

June 7, 2012



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

06/28/2012

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **County of Frederick** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Finance Department, County of Frederick

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806



June 28, 2012

John R. Riley, Jr.
County Administrator
County of Frederick
107 North Kent Street
Winchester

VA 22601

Dear Mr. Riley:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2011** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The Certificate of Achievement plaque will be shipped to:

Cheryl B. Shiffler
Finance Director

under separate cover in about eight weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, www.gfoa.org.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,
Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

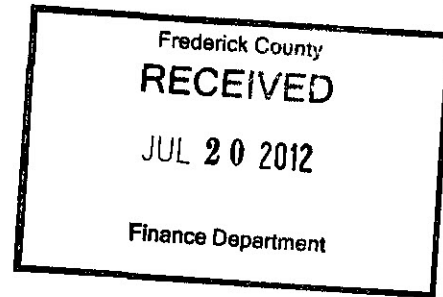
SJG/ds



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

July 6, 2012

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



Dear Ms. Shiffler:

A panel of independent reviewers has completed its examination of your Popular Annual Financial Report (PAFR). We are pleased to notify you that your PAFR for the fiscal year ended June 30, 2011, has substantially met the requirements of the PAFR Program. In the absence of authoritative standards governing the presentation, these requirements were based on an evaluation of creativity, presentation, understandability and reader appeal. The report received a weighted average score of 75.00 percent or above from three of the four highest individual reviews.

The PAFR award is valid for one year. To continue your participation in the program, it will be necessary for you to submit your next PAFR to the Government Finance Officers Association within 6 months of the end of your entity's fiscal year. Enclosed is an application form to facilitate a timely submission. Four copies of this form should be submitted with four copies of your PAFR, accompanied by the appropriate fee.

Each entity submitting a report to the PAFR Program is provided with confidential comments and suggestions for possible improvements in next year's presentation. Your comments and suggestions, as well as the summary of grading sheet are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare next year's report.

Your award plaque will be mailed separately and should arrive in approximately eight weeks. A camera-ready reproduction of the award is included for your convenience and may be included in your next report.

Cheryl B. Shiffler
July 6, 2012
Page 2

We appreciated your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain a well, presented PAFR. If we can be of further assistance, please contact Jim Phillips in the Technical Services Center.

Sincerely,

A handwritten signature in cursive script that reads "Stephen J. Gauthier". The signature is written in black ink and is positioned above the typed name.

Stephen J. Gauthier, Director
Technical Service Center

SJG/jp
Enclosure