



Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610  
Fax: 540/667-0370  
E-mail: [cshiffle@fcva.us](mailto:cshiffle@fcva.us)

**TO:** Board of Supervisors  
**FROM:** Finance Committee  
**DATE:** February 15, 2017  
**SUBJECT:** Finance and Audit Committee Report and Recommendations, and Budget Work Session

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A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, February 15, 2017 at 8:00 a.m. There was an Audit Committee meeting prior and a Budget Work Session following. Member Angela Rudolph was absent. (b) Items 2, 3, 4, and 5 were approved under consent agenda.

#### FINANCE COMMITTEE

1. The Blue Ridge Youth Soccer Association, Inc. (BRYSA) requests real property tax exemption for land owned by the organization. See attached information, p. 4 – 10. The committee forwards to the Board with no recommendation.
2. (b) The Sheriff requests a General Fund supplemental appropriation in the amount of \$5,529.12. This amount represents Treasury Department reimbursements. No local funds required. See attached memo, p. 11.
3. (b) The Sheriff requests a General Fund supplemental appropriation in the amount of \$160. This amount represents court ordered restitution. No local funds required. See attached memo, p. 12 – 14.
4. (b) The Sheriff requests a General Fund supplemental appropriation in the amount of \$150. This amount represents a DARE donation. No local funds required. See attached memo, p. 15 – 16.

5.  The Sheriff requests a General Fund supplemental appropriation in the amount of \$2,900. This amount represents an auto claim reimbursement. No local funds required. See attached memo, p. 17 – 18.
6. The Sheriff request a General Fund supplemental appropriation in the amount of \$64,220 (federal grant funds) and an intradepartmental funds transfer in the amount of \$64,220 (local share). These amounts represent the implementation of 120 deputy body cameras with a total year 1 cost of \$128,440 (additional funds would be required for years 2-5). See attached information, p. 19 – 40. The committee recommends approval.
7. The Sheriff requests a General Fund supplemental appropriation in the amount of \$70,495. This amount represents the implementation of an electronic summons (eSummons) system. No local funds are required. See attached information, p. 41 – 48. The committee recommends approval.

#### **AUDIT COMMITTEE**

1. (no action required) David Foley from Robinson, Farmer, Cox Associates will present the FY 2016 CAFR and be available for discussion of the upcoming FY 2017 audit. The FY 2016 CAFR is available in dropbox or online at: [www.fcva.us/CAFR](http://www.fcva.us/CAFR). See attached, p. 49 – 50.

#### **BUDGET WORK SESSION**

1. (no action required) See attachments, p. 51 – 66.

#### **INFORMATION ONLY**

1. The Finance Director provides a Fund 10 Transfer Report for January 2017. See attached, p. 67.

2. The Finance Director provides an FY 2016 Fund Balance Report ending February 9, 2017.  
See attached, p. 68.
  
3. The Finance Director provides financial statements for the month ending  
January 31, 2017. See attached, p. 69 – 79.

Respectfully submitted,

FINANCE COMMITTEE

Judith McCann-Slaughter, Chairman

Charles DeHaven

Gary Lofton

By   
Cheryl B. Shiffler, Finance Director



# Frederick County, Virginia

OFFICE OF

COMMISSIONER OF THE REVENUE

107 North Kent Street  
Winchester VA 22601

P.O. Box 552  
Winchester VA 22604-0552

[emurphy@fcva.us](mailto:emurphy@fcva.us)  
[www.fcva.us/cor](http://www.fcva.us/cor)



ELLEN E. MURPHY  
COMMISSIONER

Phone: 540-665-5681  
Fax: 540-667-6487

## MEMORANDUM

TO: Rod Williams, County Attorney

FROM: Ellen Murphy, Commissioner of the Revenue

DATE: January 30, 2017

RE: Blue Ridge Youth Soccer Association, Inc.

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Attached, in connection with the request for real property tax exemption, are Blue Ridge Youth Soccer Association's letter to the Board of Supervisors, Application for Exemption, and IRS exemption determination.

For 2016, the taxes for Map No. 77-A-26A were \$751.80 and for Map No. 77-A-26B were \$992.55. This year they did not re-apply for land use as they have applied for tax exemption.

I have let Mr. Lanham know that this will be presented to the Finance Committee on February 15 and to the Board of Supervisors on February 22. In addition, I have let Mr. Lanham know that if the exemption is granted, we will request it to be retroactive to the date of purchase of the property at his request.

Thank you.



The Executive Committee  
Recreational & Travel Divisions  
4 Weems Lane #136  
Winchester, VA 22601

January 18, 2017

ATTN: Frederick County, VA, Board of Supervisors

**RE: Blue Ridge Youth Soccer Association Inc. (BRYSA) Request for Property Tax Exemption**

Dear Board of Supervisors,

By means of this letter and as an active member of the BRYSA Executive Committee, I respectfully request Real Property Tax Exemption for the land owned by our organization with property ID's of 77-A-26-A & 77-A-26-B. We have a 501(c)(3) Federal Tax Designation and have provided the application required by the Commissioner of Revenue.

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

Respectfully,

Ray Lanham Member-At-Large, Secretary



**FREDERICK COUNTY, VIRGINIA**  
 Ellen E. Murphy, Commissioner of the Revenue  
 P O. Box 552, Winchester VA 22604-0552  
 Phone: 540-665-5680 Fax: 540-667-6487  
 www.fcva.us/cor \* www.fcva.us/re

**DATE:** 1/18/17  
**FILE APPLICATION  
 TRIENNIALLY**

**APPLICATION FOR REAL PROPERTY TAX EXEMPTION**

This Application must be completed by Applicants seeking to maintain their existing exemption and new Applicants seeking exemption.

Frederick County Code Section 155-153(B):

*Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.*

**\*\*\* COMPLETE AS LEGALLY APPROPRIATE PER THE DATE OF THIS APPLICATION. \*\*\***

<b>Organization's Name:</b>	Blue Ridge Youth Soccer Association Inc.		
<b>Organization's Federal Employer Identification No. (EIN):</b>	54-1269291		
<b>Contact Name:</b>	Ray Lanham	<b>Phone Number:</b>	540-974-5588
<b>Contact Title:</b>	Executive Committee Member	<b>Email:</b>	rlanham@des.com
<b>Mailing Address:</b>	4 Weems Ln # 136		
<b>Frederick County Location Address:</b>	Property ID's: 77-A-26-A & 77-A-26-B		
<b>Date Organization Began or Will Begin Operating in Frederick County:</b>	Currently Operating in Frederick County		

**1. What is the organization's purpose?**

Youth Soccer Organization for Recreation and Travel Soccer

**2. What is the organization's federal tax designation (select one):**

501(c)(3)     501(c)(4)     501(c)(6)     501(c)(7)     Other [specify]:

**3. How is the organization funded?**

Participant Registration Fee's

**4. What activities or services does the organization provide that enhances Frederick County and its citizens?**

Low cost organized soccer for youth ages 4 - 18.

**5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):**

MAP NO.	PROPERTY ADDRESS	DATE ACQUIRED	USE OF PROPERTY
77-A-26-A	West Parkins Mill Rd.	8/28/15	Outdoor Recreational Facility
77-A-26-B	West Parkins Mill Rd.	8/28/15	Outdoor Recreational Facility

[continues on page 2]

# APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

**6. Select the category of exemption under which your organization qualifies:**

- Church or Religious Body or Religious Organization *[provide supporting documentation]*
- Non-Profit Cemetery
- Library or Non-Profit Institution of Learning
- Museum
- Historic Preservation
- Park
- Playground
- Club, Scouts, or nationally-known helpful organization *[specify]:* Local Youth Soccer Association
- College Foundation or Alumni Association
- Recognized Farming Association *[specify]:* \_\_\_\_\_
- Veterans Association or Auxiliary of same *[specify]:* \_\_\_\_\_

**NOTE:** A copy of your most recent exempt IRS tax return and/or your latest detailed financial statements may be requested.

**7. List the following information for all officers who have the legal authority to represent the organization:**

NAME	TITLE	MAILING ADDRESS	TELEPHONE NO.	EMAIL ADDRESS
Ray Lanham	Member at Large Executive Comm.	327 S. Timber Ridge Cross Junction, Va 22625	540-974-5588	rlanham@des.com
Jim Carden	Executive Director Winchester United	11 Glaize Ave Winchester, VA 22601	540-247-1942	lcarden31@gmail.com
Nathan Laing	Commissioner BRYSA	12 N. Braddock Rd. Winchester, VA 22601	540-974-6454	nlaing@onesource screening.com

### DECLARATION AND SIGNATURE

If the real estate owner is a business entity such as a trust, partnership, limited liability company, or corporation, this Application must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. *It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11)*

**DECLARATION:** I do swear or affirm under penalty of perjury (1) that the information herein and in any attachment(s) hereto are true, complete, and correct to the best of my knowledge and belief, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign this Application and represent the organization during the tax exemption application process.

Ray Lanham
 Owner OR
Executive Committee
7/18/2017

*Signature*
*Print Name*
 If Business, Title
Member
*(e.g., President, VP etc.)*
*Date*

**\*\*\* FOR OFFICE USE ONLY \*\*\***

Date Received: _____	<input type="checkbox"/> Copy sent to Rod Williams on _____	Initials: _____	Disposition: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
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[Rev. 10/2014]

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: AUG 17 1988

BLUE RIDGE YOUTH SOCCER ASSOCIATION  
INC  
PO BOX 2865  
WINCHESTER, VA 22604

Employer Identification Number:  
54-1269291  
DLN:  
17053140023008  
Contact Person:  
D. A. DOWNING  
Contact Telephone Number:  
(513) 241-5199  
Accounting Period Ending:  
October 31  
Form 990 Required:  
Yes  
Addendum Applies:  
Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

Letter 947 (DO/CG)



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## BLUE RIDGE YOUTH SOCCER ASSOCIATION

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Letter 947 (DO/CG)

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## BLUE RIDGE YOUTH SOCCER ASSOCIATION

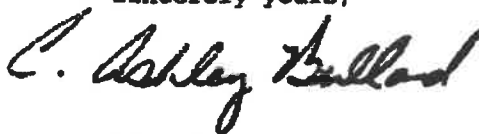
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

Enclosure(s):  
Addendum

Letter 947 (DO/CG)

FREDERICK COUNTY SHERIFF'S OFFICE

FREDERICK COUNTY  
FEB 0 9 2017  
TREASURY DEPARTMENT



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400

To : Cheryl Shiffler  
From : Sheriff Millholland  
Date : February 1, 2017  
Subject : Appropriation of Reimbursements

We are requesting the reimbursements received from the Treasury Department totaling \$5,529.12 that was posted to 3-010-033010-0025 be appropriated as follows:

3102-1005-000-000 - \$2,837.35 (overtime paid out for cigarette case)

3102-5506-000-000 - \$2,691.77 (travel/lodging/meals – court in New York)

Thank you,

LWM/adl

C.S. 2745.65 - 1/9/17  
2783.47 - 1/10/17

# FREDERICK COUNTY SHERIFF'S OFFICE

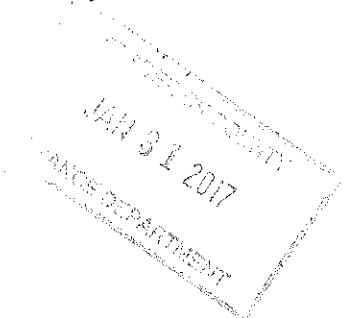


Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400



TO : Angela Whitacre, Treasurer's Office  
FROM : Sheriff Lenny Millholland  
SUBJECT : Restitution  
DATE : January 27, 2017

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Attached please find a check in the amount of \$160.00. This amount represents court ordered restitution for medical/lab charges involving Cruelty to Animal case.

We are requesting this amount be posted to revenue line 3-010-019040-0010 (10CZ)

A copy of this memo will be sent to Finance for appropriation.

Thank you.

LWM/asw

~~Cc: Finance – appropriate into 3102-5413-000-000 (copy of invoice paid attached)~~

C.S. 2/2/17



RICH  
 Virginia Department of Agriculture & Consumer Services  
 VDACS Office of Laboratory Services  
 P.O. Box 430  
 Richmond, VA 23218-0430  
 Phone: (804)786-9202 Fax: (804)371-2380

Bill End Date: 8/31/2016  
 Bill Number: B048133

**Monthly Account Summary**

Prev. Balance: \$0.00      New Charges: \$310.00      New Credits: \$0.00      Total Amt. Due: \$310.00

FREDERICK COUNTY SHERIFF  
 1080 COVERSTONE  
 WINCHESTER VA 22602

Account No: A04159

Accession #	Owner	Vet	ID	Invoice Date	Cost
W1637878			Sadie		\$150.00
W1638493			Champ		\$160.00

**Billing Policy**

Payment is due 30 days after Bill End Date, unless a contract or the Code of Virginia requires different payment terms. If your payment was forwarded to our office within the last few days, you may disregard this bill.

The Code of Virginia authorizes the Department of Agriculture and Consumer Services to charge interest, late fees, collection costs and/or administrative costs and to deny services on past due accounts. A \$50 fee will be assessed on each returned check.

Unfortunately, at this time, VDACS OLS is only able to accept payment via check (either by mail or in person at a regional laboratory) or cash (at the laboratory). We do not have the capability to accept debit or credit cards, online payments or payments by telephone.

If you would prefer your monthly statement emailed to you instead of sent through the postal service, please contact the Office of Lab Services at [Cecelia.Freeland@vdacs.virginia.gov](mailto:Cecelia.Freeland@vdacs.virginia.gov)

**PLEASE REMIT THIS SECTION WITH YOUR PAYMENT**

Account No: A04159      Bill No: B048133

Bill End Date: 8/31/2016  
 Previous Balance: \$0.00  
 New Charges: \$310.00  
 New Credits: \$0.00

**Total Amount Due: \$310.00**

Amount Paid:

Frederick County Sheriff

Make checks payable to:

Treasurer of Virginia  
 VDACS Office of Laboratory Services  
 P.O. Box 430  
 Richmond VA 23218-0430

Change Of Address

Name/ Business Name	
Street Address	
City / State / Zip	
Phone / Fax	



*ok-asw*  
 5413-000-000  
 AP 10/16/16 paid

**Accession Cost Details**

**Account:** A04159 - Frederick County Sheriff

**Bill Number:** B048133

Accession	Date	Veterinarian	Owner	Animal ID	Qty	Price	Total
W1638493	7/29/2016			Champ			160.00
	Pathology (Microscopic Exam)				1	0.00	0.00
	Pathology				1	150.00	150.00
	Parasite Unknown ID (Fecal Floatation Sugar)				1	0.00	0.00
	Carcass Disposal < 100 lbs.					10.00	10.00

Accession	Date	Veterinarian	Owner	Animal ID	Qty	Price	Total
W1637878	7/25/2016			Sadie			150.00
	Pathology (Microscopic Exam)				1	0.00	0.00
	Bacterial Unknown ID (Aerobic Culture)				2	0.00	0.00
	Pathology				1	150.00	150.00

# FREDERICK COUNTY SHERIFF'S OFFICE

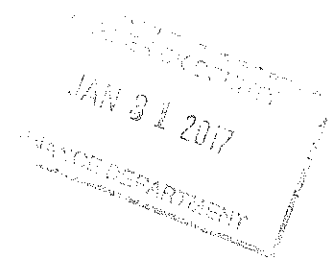


Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400



TO : Angela Whitacre, Treasurer's Office  
FROM : Sheriff Lenny Millholland  
SUBJECT : Donation – DARE  
DATE : January 27, 2017

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Attached please find a check in the amount of \$150.00. This amount represents a donation to the DARE Program.

We are requesting this amount be posted to revenue line 3-010-018990-0015 (100J)

A copy of this memo will be sent to Finance for appropriation.

Thank you.

LWM/asw

Cc: Finance – appropriate into 3102-5413-000-001

C.S. 2/2/17

PLEASE DO NOT REMOVE THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND ORIGINAL DOCUMENT SECURITY SCREEN ON BACK WITH PADLOCK SECURITY ICON

**JKSolutions for Business LLC**

PO Box 3574  
Winchester, VA 22604  
540-539-2380

2629

68-297514

12/19/2016

PAY TO THE ORDER OF Frederick County Sheriffs Dept. - DARE

One Hundred Fifty and 00/100 \*\*\*\*\* \$ \*\*150.00 \*\*\*\*\*

Frederick County Sheriffs Dept. - DARE

DOLLARS  
Security features included  
Details on back.

MEMO For all that you do for our kids. Thank you.

[REDACTED]

[REDACTED]

AUTHORIZED SIGNATURE

[Handwritten Signature]



FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400

TO : Cheryl Shiffler, Finance Department  
FROM : Sheriff Lenny Millholland  
SUBJECT : Insurance Reimbursement  
DATE : January 31, 2017

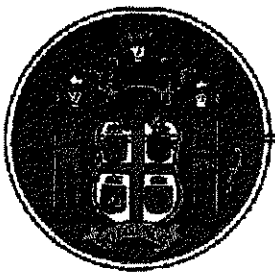
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We are requesting the insurance check received in the amount of \$2,900.00 for the auto claim dated August 27, 2016 involving Nathan Spence be appropriated into our budget line of 3102-3004-000-002.

Thank you.

LWM/adl

C.S. 11/21/16 3-010-018990-0001



COUNTY of FREDERICK

Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610  
Fax: 540/667-0370  
E-mail: [cshiffle@fcva.us](mailto:cshiffle@fcva.us)

MEMORANDUM

TO: Angela Williamson, Sheriff's Office

FROM: Jennifer L. Place, Finance Department *JLP*

DATE: November 18, 2016

SUBJECT: Insurance Reimbursement

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Attached is a copy of two checks received totaling \$2,900.00 for the auto claim dated August 27, 2016 involving Nathan Spence. This vehicle was determined to be a total loss. This amount represents the vehicle appraisal minus the \$500 deductible.

If you would like these funds appropriated to your budget, please send the Finance Department a memo requesting appropriation to forward to the Finance Committee.

If you have any questions, please give me a call.

# FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400

TO : Cheryl Shiffler, Director of Finance

FROM : Sheriff Lenny Millholland

SUBJECT : Supplemental Appropriation and Funds Transfer

DATE : February 8, 2017

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The Frederick County Sheriff's Office has been approved for a partnership in a cooperative agreement through a DCJS grant awarded to the City of Winchester for the implementation of a body worn camera system. This is a five year program where the grant covers only half of the total first year costs. In addition, local funds in the amount of \$61,080 will be needed for each year 2 – 5. The total cost of the project for the County for year one is \$128,440.00. Half of that, \$64,220, are reimbursable Federal grant funds, and the other half is the County's portion.

We are requesting a supplemental appropriation in the amount \$64,220.00 for the Federal portion, and an intradepartmental transfer of funds from budget line 3102-2005-000-000 (Health/Dental Plans) in the amount of \$64,220.00 into budget line 3102-5409-000-000 to cover the cost of purchasing the cameras and software for year one. The Finance Department has verified that there are sufficient funds in the FY 17 health insurance line item to accommodate the transfer request.

This is a sole source purchase due to the project being compatible with our existing TASER program. I have spoken with IT – Scott Varner – and he has no immediate concerns about this project. Mr. Varner and I will both be at the Finance Committee meeting to address any questions.

Thank you for your consideration in this request.

LWM/asw

	Purchase	# Purchased	Total	Federal Share	Local share
<b>Body Camera</b>	\$ 399.00	120	\$ 47,880.00	\$ 23,940	\$ 23,940.00
<b>Auto Upgrade</b>	\$ 204.00	120	\$ 24,480.00	\$ 12,240	\$ 12,240.00
<b>Evidence .com license</b>	\$ 180.00	120	\$ 21,600.00	\$ 10,800	\$ 10,800.00
<b>Docking Stations</b>	\$ 599.00	20	\$ 11,980.00	\$ 5,990	\$ 5,990.00
<b>Premium Service</b>	\$ 7,500.00	1	\$ 7,500.00	\$ 3,750	\$ 3,750.00
<b>Storage</b>	\$ 1,500.00	10	\$ 15,000.00	\$ 7,500	\$ 7,500.00
<b>Total Cost 120 Cameras</b>			\$ 128,440.00	\$ 64,220	\$ 64,220.00

Year 1

64220

2.6

Yearly Cost

	\$/Unit	# Units	total
License	180	120	\$ 21,600.00
Storage/Terabyte	1500	10	\$ 15,000.00
cameras*	204	120	\$ 24,480.00
			\$ 61,080.00

\* yearly upgrade

Years 2-5 (local funds)

### Service Price Quotation

<b>PREPARED BY:</b>	MARK HAYES	<b>DATE:</b>	10/18/2016
<b>TELEPHONE:</b>	703-483-0786	<b>ACCOUNT EXECUTIVE:</b>	MARK HAYES
<b>ADDRESS:</b>	124345 SUNRISE VALLEY DRIVE, SUITE G, RESTON VA 20191	<b>AE PHONE#:</b>	703-483-0786
<b>AE E-MAIL:</b>	MARK_HAYES@CABLE.COMCAST.COM	<b>AE FAX:</b>	N/A
<b>ACCOUNT NAME:</b>	COUNTY OF FREDERICK, VA	<b>TOTAL NUMBER OF SITES:</b>	1
<b>ATTENTION:</b>	PATRICK FLY		
<b>ADDRESS:</b>	107 NORTH KENT STREET, WINCHESTER VA 22601	<b>CUSTOMER PHONE #:</b>	540-665-5614
<b>CUSTOMER E-MAIL:</b>	PFLY@FCVA.US	<b>FAX:</b>	N/A

### Service Description

<b>SERVICE OFFERING:</b>	ETHERNET DEDICATED INTERNET
<b>SITE: EXECUTIVE BLDG.</b>	1080 COVERSTONE DRIVE, WINCHESTER VA 22602

SERVICE TYPE & LOCATION	ANTICIPATED SERVICE INSTALLATION DATE (FROM AGREEMENT EXECUTION)	UP FRONT PAYMENT (NRC) -1 TIME	MONTHLY RECURRING PAYMENT (MRC)	TERM
50/50 MBPS ETHERNET DEDICATED INTERNET	30-45 DAYS	WAIVED	\$1250	36 MONTHS

#### SPECIAL NOTES

This price quotation does not constitute an offer by Comcast Business Services to sell a service or product, but is instead an invitation to issue a purchase order to Comcast until the quotation valid date specified on this quotation. Such a purchase order will be subject to Comcast Business Services standard agreement, procedures, terms and conditions for the acceptance of purchase orders.

#15,000



U.S. Department of Justice

Office of Justice Programs

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Office of the Assistant Attorney General

Washington, D.C. 20531

September 26, 2016

Ms. Eden Freeman  
City of Winchester  
15 N. Cameron Street  
Winchester, VA 22601-4764

Dear Ms. Freeman:

On behalf of Attorney General Loretta Lynch, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 16 Body-Worn Camera Policy and Implementation Program: Implementation or Expansion of BWC Programs for Mid-Sized Agencies in the amount of \$104,828 for City of Winchester.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Stephen Fender, Program Manager at (202) 598-9490; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Karol V. Mason".

Karol Virginia Mason  
Assistant Attorney General

Enclosures



## OFFICE FOR CIVIL RIGHTS

Office of Justice Programs  
U.S. Department of Justice  
810 7th Street, NW  
Washington, DC 20531

Tel: (202) 307-0690  
TTY: (202) 307-2027  
E-mail: askOCR@usdoj.gov  
Website: [www.ojp.usdoj.gov/ocr](http://www.ojp.usdoj.gov/ocr)

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September 26, 2016

Ms. Eden Freeman  
City of Winchester  
15 N. Cameron Street  
Winchester, VA 22601-4764

Dear Ms. Freeman:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

### **Ensuring Access to Federally Assisted Programs**

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <http://ojp.gov/about/ocr/vawafaqs.htm>.

### **Enforcing Civil Rights Laws**

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

### **Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

### **Ensuring Equal Treatment for Faith-Based Organizations**

The DOJ regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at [http://www.ojp.usdoj.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm).

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

### **Using Arrest and Conviction Records in Making Employment Decisions**

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at [http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction\\_Advisory.pdf](http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf). Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

### **Complying with the Safe Streets Act**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), 205(c)(5)).



### Meeting the EEOP Requirement

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at [EEOsubmission@usdoj.gov](mailto:EEOsubmission@usdoj.gov).

### Meeting the Requirement to Submit Findings of Discrimination

If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

### Ensuring the Compliance of Subrecipients

SAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**Cooperative Agreement**

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1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Winchester 15 N. Cameron Street Winchester, VA 22601-4764		4. AWARD NUMBER: 2016-BC-BX-K037	
		5. PROJECT PERIOD: FROM 10/01/2016 TO 09/30/2018 BUDGET PERIOD: FROM 10/01/2016 TO 09/30/2018	
		6. AWARD DATE 09/26/2016	7. ACTION Initial
2a. GRANTEE IRS/VENDOR NO. 546001684	8. SUPPLEMENT NUMBER 00		
2b. GRANTEE DUNS NO. 069380574	9. PREVIOUS AWARD AMOUNT		\$ 0
3. PROJECT TITLE Body-worn Camera Implementation Program	10. AMOUNT OF THIS AWARD		\$ 104,828
	11. TOTAL AWARD		\$ 104,828
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY 16(BJA - Body-Worn Camera Program) Pub. L. No. 114-113, 129 Stat 2242, 2308			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.835 - Body Worn Camera Policy and Implementation Program			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Karol Virginia Mason Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Eden Freeman City Manager	
17. SIGNATURE OF APPROVING OFFICIAL <i>Karol V. Mason</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES		21. RBCUGT1094	
FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. REG.
		OFC.	SUB.
			POMS
			AMOUNT
X	B	BC	80 00 00
			104828

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

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



U.S. Department of Justice  
Office of Justice Programs  
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**AWARD CONTINUATION  
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PROJECT NUMBER 2016-BC-BX-K037

AWARD DATE 09/26/2016

*SPECIAL CONDITIONS*

1. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this 2016 award from the Office of Justice Programs (OJP).

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this 2016 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded in 2014 or earlier years), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2016 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the Office of Justice Programs (OJP) website at <http://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

2. Compliance with DOJ Grants Financial Guide

The recipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

3. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <http://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.



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PROJECT NUMBER 2016-BC-BX-K037

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*SPECIAL CONDITIONS*

4. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

5. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

6. Requirements related to System for Award Management and Unique Entity Identifiers

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <http://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <http://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

7. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <http://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: Award Condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.



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PROJECT NUMBER 2016-BC-BX-K037

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*SPECIAL CONDITIONS*

8. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

9. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

10. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

11. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

12. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.



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*SPECIAL CONDITIONS*

13. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

14. The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

15. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

17. Restrictions on "lobbying"

Federal funds may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government.

Should any question arise as to whether a particular use of Federal funds by a recipient (or subrecipient) would or might fall within the scope of this prohibition, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.



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PROJECT NUMBER 2016-BC-BX-K037

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*SPECIAL CONDITIONS*

18. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2016)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

19. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.



U.S. Department of Justice  
Office of Justice Programs  
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PROJECT NUMBER 2016-BC-BX-K037

AWARD DATE 09/26/2016

*SPECIAL CONDITIONS*

20. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.





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**AWARD CONTINUATION  
SHEET**  
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PROJECT NUMBER 2016-BC-BX-K037

AWARD DATE 09/26/2016

*SPECIAL CONDITIONS*

21. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

22. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

23. The award recipient agrees to participate in a data collection process measuring program outputs and outcomes. The data elements for this process will be outlined by the Office of Justice Programs.
24. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
25. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
26. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
27. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).



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*SPECIAL CONDITIONS*

28. Award recipients must verify Point of Contact(POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.
29. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to OJP all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).
30. The recipient acknowledges that the Office of Justice Programs (OJP) reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward; and (2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support.
- The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under an award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).
- It is the responsibility of the recipient (and of each subrecipient, if applicable) to ensure that this condition is included in any subaward under this award.
- The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.
31. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:
- "This Web site is funded [insert "in part," if applicable] through a grant from the [insert name of OJP component], Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."
- The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.



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PROJECT NUMBER 2016-BC-BX-K037

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*SPECIAL CONDITIONS*

32. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2016-BC-BX-K037 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.
33. All program authority and responsibility inherent in the Federal stewardship role shall remain with the Bureau of Justice Assistance (BJA). BJA will work in conjunction with the recipient to routinely review and refine the work plan so that the program's goals and objectives can be effectively accomplished. BJA will monitor the project on a continual basis by maintaining ongoing contact with the recipient and will provide input to the program's direction, in consultation with the recipient, as needed.
34. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
35. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov/>) using the SF 425 Federal Financial Report form (available for viewing at [www.whitehouse.gov/omb/grants/standard\\_forms/ff\\_report.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf)), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
36. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.



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PROJECT NUMBER 2016-BC-BX-K037

AWARD DATE 09/26/2016

*SPECIAL CONDITIONS*

37. Within 45 calendar days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:

- 1) name of event;
- 2) event dates;
- 3) location of event;
- 4) number of federal attendees;
- 5) number of non-federal attendees;
- 6) costs of event space, including rooms for break-out sessions;
- 7) costs of audio visual services;
- 8) other equipment costs (e.g., computer fees, telephone fees);
- 9) costs of printing and distribution;
- 10) costs of meals provided during the event;
- 11) costs of refreshments provided during the event;
- 12) costs of event planner;
- 13) costs of event facilitators; and
- 14) any other costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, Privately Owned Vehicle (POV)); and,
- 4) local transportation (e.g., rental car, POV) at event location.

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

Further instructions regarding the submission of this data, and how to determine costs, are available in the OJP Financial Guide Conference Cost Chapter.



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PROJECT NUMBER 2016-BC-BX-K037

AWARD DATE 09/26/2016

*SPECIAL CONDITIONS*

38. The recipient is authorized to obligate, expend, or draw down funds in an amount not to exceed 10% of this award for the sole purpose of developing a Body-Worn Camera (BWC) policy. The BWC policy must be submitted no later than 180 days of award acceptance, unless an extension for good cause shown has been granted by BJA. The recipient is not authorized to incur any additional obligations, make any additional expenditures, or draw down any additional funds until BJA has approved the recipient's completed BWC policy and has issued a Grant Adjustment Notice (GAN) removing this condition.
39. The recipient agrees to participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request.
40. The recipient may not obligate, expend, or draw down any award funds until: (1) it has provided to the grant manager for this OJP award either an "applicant disclosure of pending applications" for federal funding or a specific affirmative statement that no such pending applications (whether direct or indirect) exist, in accordance with the detailed instructions in the program solicitation, (2) OJP has completed its review of the information provided and of any supplemental information it may request, (3) the recipient has made any adjustments to the award that OJP may require to prevent or eliminate any inappropriate duplication of funding (e.g., budget modification, project scope adjustment), (4) if appropriate adjustments to a discretionary award cannot be made, the recipient has agreed in writing to any necessary reduction of the award amount in any amount sufficient to prevent duplication (as determined by OJP), and (5) a Grant Adjustment Notice has been issued removing this special condition.
41. The recipient is authorized to incur obligations, expend, and draw down funds for travel, lodging, and per diem costs only, in an amount not to exceed \$15,000, for the sole purpose of attending a required OJP conference associated with this grant award. The grantee is not authorized to incur any additional obligations, or make any additional expenditures or draw downs until the awarding agency and the Office of the Chief Financial Officer (OCFO) has reviewed and approved the recipient's budget and budget narrative, and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.



**U.S. Department of Justice**  
Office of Justice Programs  
*Bureau of Justice Assistance*

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Washington, D.C. 20531

**Memorandum To:** Official Grant File  
**From:** Orbin Terry, NEPA Coordinator  
**Subject:** Categorical Exclusion for City of Winchester

Awards under this program will be used to plan or implement a body worn camera program. None of the following activities will be conducted whether under the Office of Justice Programs federal action or a related third party action:

- (1) New construction.
- (2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species.
- (3) A renovation which will change the basic prior use of a facility or significantly change its size.
- (4) Research and technology whose anticipated and future application could be expected to have an effect on the environment.
- (5) Implementation of a program involving the use of chemicals.

Additionally, the proposed action is neither a phase nor a segment of a project which when reviewed in its entirety would not meet the criteria for a categorical exclusion. Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.



U.S. Department of Justice  
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**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**

**Cooperative Agreement**

PROJECT NUMBER  
2016-BC-BX-K037

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This project is supported under FY16(BJA - Body-Worn Camera Program) Pub. L. No. 114-113, 129 Stat 2242, 2308

1. STAFF CONTACT (Name & telephone number)

Stephen Fender  
(202) 598-9490

2. PROJECT DIRECTOR (Name, address & telephone number)

Tyler Schenk  
Program Manager  
15 N. Cameron Street  
Winchester, VA 22601  
(540) 667-1815

3a. TITLE OF THE PROGRAM

BJA FY 16 Body-Worn Camera Policy and Implementation Program: Implementation or Expansion of BWC Programs for Mid-Sized Agencies

3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)

4. TITLE OF PROJECT

Body-worn Camera Implementation Program

5. NAME & ADDRESS OF GRANTEE

City of Winchester  
15 N. Cameron Street  
Winchester, VA 22601-4764

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2016 TO: 09/30/2018

8. BUDGET PERIOD

FROM: 10/01/2016 TO: 09/30/2018

9. AMOUNT OF AWARD

\$ 104,828

10. DATE OF AWARD

09/26/2016

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Body Worn Camera Policy and Implementation program (BWC PIP) provides funding to limited public agencies (i.e., states, units of local government, (including tribal government, recognized by the Secretary of the Interior), combinations of such states or units, or any department, agency, or instrumentality of the foregoing), that perform criminal justice functions; and national and regional public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, and institutions of higher education (including tribal institutions of higher education) that support initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to forgo any profit or management fee.

The BWC PIP, funded under the 2016 Department of Justice Appropriations Act (P.L. 114-113), will support the implementation of body-worn camera programs in law enforcement agencies across the country. The intent of the program is help agencies develop, implement, and evaluate a BWC program as one tool in a law

enforcement agency's comprehensive problem solving approach to enhance officer interactions with the public and build community trust. Elements of such an approach include; Implementation of a BWC program developed in a planned and phased approach; Collaboration that leverages partnerships with cross-agency criminal justice stakeholders including prosecutors and advocacy organizations; Implementation of appropriate privacy policies; Implementation of operational procedures and tracking mechanisms; Training of officers, administrators, and associated agencies requiring access to digital multimedia evidence (DME); Adoption of practices and deployment of BWC programs appropriately addressing operational requirements.

The City of Winchester body-worn camera program is designed to create a comprehensive and inclusive platform that welcomes community involvement and input. The program's proposed partnership between the City of Winchester and County of Frederick will maximize our program's impact on the Northern Shenandoah Valley region. The partnership intends to procure 195 BWCs with accompanying software licensing and related accessories for the Winchester Police Department and Sheriff's Office and Frederick County Sheriff's Office law enforcement officers. These cameras will be accompanied by a comprehensive policy manual and training program that dictates protocol and procedure for the daily operation of the devices. In addition, the Winchester Commonwealth's Attorney and Frederick County Commonwealth's Attorney have both pledged their support to our program and understand the capabilities of our BWC initiative.

CA/NCF



# FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400

To : Cheryl Shiffler, Director of Finance  
From : Sheriff Lenny Millholland  
Subject : Transfer of Revenue Funds – E-Summons  
Date : February 8, 2017

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Pursuant to §17.1-279.1 of the Code of Virginia, a fee is assessed as part of the costs in each criminal or traffic case in the Frederick County courts. Chapter 155, Article XII of the Code of Frederick County states the Treasurer shall hold funds subject to disbursement by the Board of Supervisors to the Sheriff of Frederick County solely to fund software, hardware, and associated equipment costs for the implementation and maintenance of an electronic summons systems. The total cost for the implementation of this program will be \$95,495.00 (Attached is the Sungard quote for the E-Summons system).

We are requesting a supplemental appropriation in the amount of \$70,495.00 from the E-Summons revenue to be posted to our budget line 3102-5409-000-005 for the purpose of implementing the electronic summons system. We requested and received an appropriation in the amount of \$25,000 in August and this is the remaining amount needed for the program. We have spoken with IT, Scott Varner, and he has no immediate concerns with this program. Both Scott and I will be at the Finance Committee meeting to address any questions.

Thank you.

LWM/adl

## § 17.1-279.1. Additional assessment for electronic summons system

Any county, city, or town, through its governing body, may assess an additional sum not in excess of \$5 as part of the costs in each criminal or traffic case in the district or circuit courts located where such cases are brought in which the defendant is charged with a violation of any statute or ordinance, which violation in the case of towns arose within the town. The imposition of such assessment shall be by ordinance of the governing body, which may provide for different sums in circuit courts and district courts. The assessment shall be collected by the clerk of the court in which the action is filed, remitted to the treasurer of the appropriate county, city, or town, and held by such treasurer subject to disbursements by the governing body to a local law-enforcement agency solely to fund software, hardware, and associated equipment costs for the implementation and maintenance of an electronic summons system. The imposition of a town assessment shall replace any county fee that would otherwise apply.

2014, c. [325](#);2015, cc. [546](#), [643](#).

eSummons Funds

**NOTES:**

VA Code 17.1-279.1 (2014)

Frederick County Code 155-47 (10/8/2014)

Middletown Code 9-22 (12/14/2015) - funds are distributed to Middletown monthly.

Stephens City Code - cannot find, if they have not adopted anything then we do not distribute their funds. County Attorney, Rod Williams, advises to hold funds.

State Police - per Cpt. Craig Worsham there are no provisions in the Code of VA for the State Police to collect monies related to e-summons initiatives, only local agencies.

Per Lt. Bruce Walters funds collected by the State Police are available for use by the County. County Attorney, Rod Williams, confirmed that funds can be used by County.

**FY 2017**

**Revenue Received through 12/31/16** (Middletown collections distributed)

3-010-016010-0015 eSummons SP	16,355.71	
3-010-016010-0013 eSummons Fees	17,536.36	
		33,892.07

**Reserved eSummons Fund Balance 0-010-000240-2506**

7/1/16 beginning balance	103,763.75	
9/14/16 supplemental appropriation	(25,000.00)	
		78,763.75

**eSummons 4-010-031020-5409-000-005**

7/1/16 beginning balance	-	
9/14/16 supplemental appropriation	25,000.00	
		25,000.00

Total		137,655.82
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less Stephens City through 6/30/16	(1,021.00)	
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less Stephens City June - Dec 2016 (FY17)	(749.00)	
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	135,885.82	
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**Quote Prepared By:**

Amy Shultz  
4000 OSSI Court  
High Point, NC 27265  
Phone: (336) 885-0911 Fax: (336) 885-5329  
Email: amy.shultz@sungardps.com

**Quote Prepared For:**

Joey Henry, Lt.  
Frederick County Sheriff's Office  
1080 Coverstone Dr  
Winchester, VA 22602  
540-504-6538

Quote	Date	Valid Until
Q-00022663	01/12/2017	03/20/2017

**License Fees**

**Record Management**

Product Code	Product Name	Quantity	Ext Price	Maintenance
RMS-INT-VSCCITA	ONESolution Virginia Supreme Court Citation Data Transfer	1	5,500.00	880.00
		<b>Totals:</b>	<b>\$5,500.00</b>	<b>\$880.00</b>

**Mobile**

Product Code	Product Name	Quantity	Ext Price	Maintenance
MCT-MFR-CITATION	ONESolution MFR Client-Citation	50	20,000.00	3,200.00
		<b>Totals:</b>	<b>\$20,000.00</b>	<b>\$3,200.00</b>

**Hardware**

Product Code	Product Name	Quantity	Ext Price	Maintenance
DAT-BCR	DataLogic Magellan 2D Barcode Reader	50	20,900.00	-
NEW-MISC-HW	Seiko MP-A40 50 - Bluetooth Printer Bundle - \$910 Each	1	45,500.00	-
		<b>Totals:</b>	<b>\$66,400.00</b>	<b>-</b>

**Professional Services**

**Mobile**

Product Code	Product Name	Proj Mgmt	Installation	Tech Svcs	Training	Impl Svcs	Consulting	Development	Total Services
MCT-MFR-CITATION	ONESolution MFR Client-Citation	Ext Price:	960.00	2,800.00	-	640.00	-	-	4,400.00
		<b>Totals:</b>	<b>\$960.00</b>	<b>\$2,800.00</b>	<b>-</b>	<b>\$640.00</b>	<b>-</b>	<b>-</b>	<b>\$4,400.00</b>

**Record Management**

Product Code	Product Name	Proj Mgmt	Installation	Tech Svcs	Training	Impl Svcs	Consulting	Development	Total Services
RMS-INT-VSCCITA	ONESolution Virginia Supreme Court Citation Data Transfer	Ext Price:	800.00	2,800.00	-	-	-	-	3,600.00
		<b>Totals:</b>	<b>\$800.00</b>	<b>\$2,800.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$3,600.00</b>

<b>Services</b>										
Product Code	Product Name		Proj Mgmt	Installation	Tech Svcs	Training	Impl Svcs	Consulting	Development	Total Services
OS-IBRCD	ONESolution Barcoding Installation Services	Ext Price:	320.00	700.00	-	-	-	-	-	1,020.00
<b>Totals:</b>			<b>\$320.00</b>	<b>\$700.00</b>	-	-	-	-	-	<b>\$1,020.00</b>

<b>Product &amp; Services</b>	
	<b>License Fees:</b> \$25,500.00
	<b>Professional Services:</b> \$9,020.00
	<b>Third Party Hardware:</b> \$66,400.00
	<b>Subtotal:</b> \$100,920.00

<b>Discounts</b>	
	<b>License Fee Discount:</b> \$5,425.00

<b>Product &amp; Services Totals</b>	
	<b>Net License Fees:</b> \$20,075.00
	<b>Net Professional Services:</b> \$9,020.00
	<b>Net Hardware:</b> \$66,400.00
	<b>Total:</b> \$95,495.00
	<b>Maintenance:</b> \$4,080.00

**Comments:**

Seiko MP-A40 Bluetooth Printer Bundle -  
Includes the printer, battery, belt clip, shoulder strap, AC Power Supply, and cord starter paper roll and USB Cable.  
Bluetooth and USB Connectivity

DataLogic Magellan 2D Barcode Reader

**Payment terms as follows, unless otherwise notated below for Special Payment Terms by Product:**

License, Project Planning, Project Management, Consulting, Technical Services, Conversion, Third Party Product Software and Hardware Fees are due upon execution of this Quote. Project Management Fees will be invoiced as one combined fee. Training fees and Travel & Living expenses are due as incurred monthly. Installation is due upon completion. Custom Modifications, System Change Requests or SOW's for customization, and Third Party Product Implementation Services fees are due 50% on execution of this Quote and 50% due upon invoice, upon completion. Unless otherwise provided, other Professional Services are due monthly, as such services are delivered. Additional services, if requested, will be invoiced at then-current rates. Any shipping charges shown are estimated only and actual shipping charges will be due upon invoice, upon delivery.

Annual Subscription Fee(s): Initial annual subscription fees are due 100% on the Execution Date. The initial annual subscription term for any subscription product(s) listed above shall commence on the Execution Date of this Agreement and extend for a period of one (1) year. Thereafter, the subscription terms shall automatically renew for successive one (1) year terms, unless either party gives the other party written notice of non-renewal at least sixty (60) days prior to expiration of the then-current term. The then-current fee will be specified by SunGard Public Sector in an annual invoice to Customer thirty (30) days prior to the expiration of then-current annual period.

SunGard Public Sector Application Annual Support: Customer is committed to the initial term of Maintenance and Support Services for which the support fee is included in the License fee(s) and begins upon execution of this Quote and extends for a twelve (12) month period. Subsequent terms of support will be for twelve (12) month periods, commencing at the end of the prior support period. Support fees shown are for the second term of support for which SunGard Public Sector is committed and which shall be due prior to the start of that term. Fees for subsequent terms of support will be due prior to the start of each term at the then-prevailing rate. Subsequent

terms will renew automatically until such time SunGard Public Sector receives written notice from the Customer thirty (30) days prior to the expiration of the then current term. Notification of non-renewal is required prior to the start of the renewal term. Customer will be invoiced, and payment is due, upon renewal.

Third Party Product Annual Support Fees: The support fee for the initial annual period is included in the applicable Third Party Product License fees(s) unless otherwise stated. Subsequent terms invoiced by SunGard Public Sector will renew automatically at then-prevailing rates until such time SunGard Public Sector receives written notice of non-renewal from the Customer ninety (90) days in advance of the expiration of the then-current term. Notification of non-renewal is required prior to the start of the renewal term. Customer will be invoiced, and payment is due, upon renewal. As applicable for certain Third Party Products that are invoiced directly by the third party to Customer, payment terms for any renewal term(s) of support shall be as provided by the third party to Customer.

**Additional Terms:**

This Quote constitutes a Supplement to the Contract and Agreement by and between the parties hereto. Except as otherwise provided herein, all terms and conditions of the Contract and Agreement shall remain in full force and effect. As applicable for certain customers, the term "Contract and Agreement" is defined as the Software License & Services Agreement and the License Program Support Agreement between the parties hereto.

Should Customer terminate this agreement per the "Term of Contract" Section of the Contract and Agreement, the Customer agrees to pay, immediately upon termination, the remaining balance for all hardware, software, and services delivered prior to the termination date together with travel reimbursements, if any, related to the foregoing. Notwithstanding any language in the Contract and Agreement to the contrary, the purchase of support services is NOT necessary for the continuation of Customer's License.

Licensed Program(s) are provided in and may be used in machine-readable object code form only. SunGard Public Sector offers the Customer, through a third party escrow agent, a Source Code Escrow Agreement that provides for release of the source code version of the Licensed Program(s) from escrow upon the occurrence of certain release events, such as FIS Public Sector's failure to provide required maintenance services as agreed.

Applicable taxes are not included, and, if applicable, will be added to the amount in the payment of invoice(s) being sent separately. Travel and living expenses are in addition to the prices quoted above and shall be governed by the SunGard Public Sector Corporate Travel Policy.

The SunGard Public Sector application software warranty shall be for a period of one (1) year after Delivery. There is no Testing and Acceptance period on the Licensed Program(s) herein.

Any interfaces listed above are interfaces only. Customer shall be responsible for obtaining the applicable software, hardware and system software from the appropriate third party vendor.

Preprinted conditions and all other terms not included in this Quote or in the Contract and Agreement, stated on any purchase order or other document submitted hereafter by Customer are of no force or effect, and the terms and conditions of the Contract and Agreement and any amendments thereto shall control unless expressly accepted in writing by SunGard Public Sector to Customer.

Third party hardware/software maintenance and/or warranty will be provided by the third party hardware and software manufacturer(s). SunGard Public Sector makes no representations as to expected performance, suitability, or the satisfaction of Customer's requirements with respect to the hardware or other third party products specified in this Quote. The return and refund policy of each individual third party hardware/software supplier shall apply.

This Agreement is based on the current licensing policies of each third party software manufacturer as well as all hardware manufacturers. In the event that a manufacturer changes any of these respective policies or prices, SunGard Public Sector reserves the right to adjust this proposal to reflect those changes.

This Quote shall be effective notwithstanding any provisions as to non-availability of funds contained in the Contract and Agreement.

The date of delivery is the date on which SunGard Public Sector delivers, F.O.B. SunGard Public Sector's place of shipment, the Licensed Program(s) to Customer.

For training and on-site project management sessions which are cancelled at the request of Customer within fourteen (14) days of the scheduled start date, Customer is responsible for entire price of the training or on-site project management plus incurred expenses.

**Frederick County Sheriff's Office**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

*(Answers, in red, provided by Joey Henry)*

Do you not need the \$4,080 for the maintenance? Or is that included as part of the \$95,495?

- *The \$4,080.00 maintenance & support payment begins year two. Not needed for the initial purchase*

*(Note: eSummons funds can be used for future years maintenance costs)*

How are you dealing with procurement?

- *Software is proprietary (sole source), an add program to our current Records Management/Mobile product*
- *We will solicit item specific quotes for the hardware*

*So, there will be hardware costs in addition to the \$95k quote submitted with this request?*

- *No, see quote, \$66,400 of the amount is listed to cover hardware. The remaining covers software and professional services.*

Has this gone through IT?

- *The Sheriff and I spoke with Scott about the eSummons and Body Camera projects. He has no immediate concerns about either project. Both will be present at the next Finance Committee to entertain questions, if needed.*



# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

## Communication with Those Charged with Governance

### To the Audit Committee County of Frederick, Virginia

We have audited the financial statements of the governmental activities, business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the County of Frederick ("County") for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and the Uniform Guidance as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 15, 2016. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the County are described in Note 1 to the financial statements. As described in Note 20 to the financial statements, the County changed accounting policies by adopting the following GASB statements, Statement of Governmental Accounting Standards (GASB Statement) Nos. 72, *Fair Value Measurement and Application*, GASB Nos. 79 *Certain External Investment Pools and Pool Participants*, and Nos. 82 *Pension Issues- an amendment*. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the County's financial statements were:

Management's estimate of the depreciable lives of capital assets is based on the actual lives of prior assets and industry standards. We evaluated the key factors and assumptions used to develop the depreciable lives in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of other post-employment benefit liabilities is based on the actuarial valuation performed by a qualified independent actuary. We evaluated the key factors and assumptions used to develop the estimated liability in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 28, 2016.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Matters*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Audit Committee and management of the County of Frederick and is not intended to be and should not be used by anyone other than these specified parties.

*Robinson, Farnell, Cox Associates*

Charlottesville, Virginia  
November 28, 2016

FY 18 Budget Request Reductions to Balance at Several Options at \$.60 cent Real Estate Tax Rate

COUNTY ADMINISTRATOR'S WORKING PAPERS

ANALYSIS OF OPTIONS -- NOT A FINAL BUDGET RECOMMENDATION

		Option 1	Option 2	Option 3
		Use \$.60 Tax Revenue	Set Aside Rev From \$.60 Tax Rate for Capital	Set Aside Rev From \$.60 Tax Rate for Capital
		Include \$4.6 M Fund Bal for One Time Capital		
		Continue Use of \$3.6 M Fund Bal	Continue Use of \$3.6 M Fund Bal	Reduce \$3.5 M Use of Fund Bal to \$1.8 M
<b>Total General Fund Budgeted FY 16-17 Revenue*</b>	<b>A</b>	<b>163,306,583</b>	<b>163,306,583</b>	<b>163,306,583</b>
<b>Add:</b>				
Natural increase in local taxes	B	5,021,855	5,021,855	5,021,855
Proposed RE Tax Rate of \$.60 (increase over equalized tax rate)	C	4,323,620	4,323,620	4,323,620
Non-tax increase in revenue (not available to share with schools)**	D	2,517,701	1,517,701	1,517,701
Reduction in Use of Fund Balance from Last Year	E	0	0	-1,800,000
Use of Fund Balance for One Time Capital (F & R SCBA to match \$1M est grant rev)**	F	2,000,000	0	0
Use of Fund Balance for One Time School Capital (in proportion to county FB cap)**	G	2,651,163	0	0
<b>Total Additional Revenue (B + C + D + E + F + G)</b>	<b>H</b>	<b>16,514,339</b>	<b>10,863,176</b>	<b>9,063,176</b>
<b>Total Revised General Fund Projected Revenues (A + H)</b>	<b>I</b>	<b>179,820,922</b>	<b>174,169,759</b>	<b>172,369,759</b>
<b>Revenue set aside for Capital Reserve Fund</b>	<b>K</b>	<b>-1,000,000</b>	<b>-4,323,620</b>	<b>-4,323,620</b>
<b>Total Revised General Fund Projected Revenues Available for Operating Budgets (I-K)</b>	<b>OO</b>	<b>178,820,922</b>	<b>169,846,139</b>	<b>168,046,139</b>
<b>Less Revenue for Schools (see calculation below)</b>	<b>QQ</b>	<b>-7,408,084</b>	<b>-2,862,457</b>	<b>-1,836,457</b>
<b>General Fund Revenue available after School allocation and capital set aside</b>	<b>SS</b>	<b>171,412,838</b>	<b>166,983,682</b>	<b>166,209,682</b>
<b>School Detail:</b>				
<b>Increase in Local School Funding Requested (operating, debt service, capital)</b>	<b>PP</b>	<b>8,682,797</b>	<b>8,682,797</b>	<b>8,682,797</b>
<b>Revenue available for schools:</b>				
Natural increase in local taxes	B	5,021,855	5,021,855	5,021,855
Proposed RE Tax Rate of \$.60 (increase over equalized tax rate)	C	4,323,620	4,323,620	4,323,620
Less set-aside for capital	K	-1,000,000	-4,323,620	-4,323,620
Less reduction in use of fund balance compared to last year	E			-1,800,000
<b>Increase in revenue available to share (B + C + K + E)</b>	<b>AA</b>	<b>8,345,475</b>	<b>5,021,855</b>	<b>3,221,855</b>
<b>Total new operating revenue for schools from RE and PP tax increases (57% of AA)~</b>	<b>CC</b>	<b>4,756,921</b>	<b>2,862,457</b>	<b>1,836,457</b>
<b>Add School capital set aside</b>	<b>G</b>	<b>2,651,163</b>		
<b>Total new operating revenue for schools and capital set aside (CC + G)</b>	<b>QQ</b>	<b>7,408,084</b>	<b>2,862,457</b>	<b>1,836,457</b>
<b>Reduction in School Request (PP - QQ)</b>	<b>RR</b>	<b>1,274,713</b>	<b>5,820,340</b>	<b>6,846,340</b>
<b>Total General Fund Expenditure Requests (not including schools)</b>	<b>J</b>	<b>177,759,613</b>	<b>177,759,613</b>	<b>177,759,613</b>
<b>Difference between projected revenues and expenditure requests over (short) (SS-J)</b>	<b>TT</b>	<b>-6,346,775</b>	<b>-10,775,931</b>	<b>-11,549,931</b>
<b>Less Proposed Capital Cuts to General Fund Requests:</b>				
<b>All General Fund Capital Requests^</b>	<b>L</b>	<b>6,968,107</b>	<b>6,968,107</b>	<b>6,968,107</b>
<b>Capital Requests Recommended for Funding:</b>				
BOS: FOIA tracking system		0	0	0
Sheriff: K9		8,800	8,800	0
Sheriff: 31 req; 12 replacement vehicles (8 interceptors, 4 SUVs), 8 (5 & 3) , 0		321,824	215,612	0
Inspections: 1 vehicle for new position		28,000	28,000	0
F & R: SCBA**		3,000,000	0	0
F & R: 1 F250		31,000	31,000	0
F & R: Hydraulic Extrication Equipment		60,000	60,000	0
Pub Saf Comm: Vesta 911 Equipment		70,000	70,000	0
County Office Buildings: Heat pump replacement		40,000	40,000	0
	<b>M</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total General Fund Capital Items Funded (sum)</b>	<b>LL</b>	<b>3,559,624</b>	<b>453,412</b>	<b>0</b>

**FY 18 Budget Request Reductions to Balance at Several Options at \$.60 cent Real Estate Tax Rate**

**COUNTY ADMINISTRATOR'S WORKING PAPERS**

**ANALYSIS OF OPTIONS -- NOT A FINAL BUDGET RECOMMENDATION**

		<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
		<b>Use \$.60 Tax Revenue</b>	<b>Set Aside Rev From \$.60 Tax Rate for Capital</b>	<b>Set Aside Rev From \$.60 Tax Rate for Capital</b>
		<b>Include \$4.6 M Fund Bal for One Time Capital</b>		
		<b>Continue Use of \$3.6 M Fund Bal</b>	<b>Continue Use of \$3.6 M Fund Bal</b>	<b>Reduce \$3.5 M Use of Fund Bal to \$1.8 M</b>
<b>Total Reductions in Proposed Capital Expenditures (L-LL)</b>	<b>N</b>	<b>3,408,483</b>	<b>6,514,695</b>	<b>6,968,107</b>
<b>Positions Recommended for Funding (not deducted from requests)</b>				
Treasurer: 2 Cashiers (mid-year hires); Fund 1, 0, 0		27,226	0	0
Sheriff: 11 Patrol Deputies, 1 Investigator; Fund 2, 1, 0 patrol deputies		112,088	56,044	0
Inspections: 1 Inspector; Fund 1		73,908	73,908	73,908
Fire and Rescue: 29 positions; Fund 12, 6, 6 firefighters		671,340	335,670	335,670
Social Services: 1 Admin, Fund 1, 1, 0		53,424	53,424	0
Parks and Recreation: 1 Technician; Fund 1, 0, 0		46,495	0	0
<b>Positions Recommended for Funding (not deducted from requests)</b>	<b>O</b>	<b>984,481</b>	<b>519,046</b>	<b>409,578</b>
<b>Less Proposed New Requested Postions Not Recommended for Funding:</b>				
Treasurer: 2 Cashiers (mid-year hires); Not Funded 1, 2, 2		27,225	54,451	54,451
Sheriff: 11 Patrol Deputies, 1 Investigator; Not funded 10, 11, 12		576,807	632,851	688,895
Inspections: 1 Inspector; Not funded 0, 0, 0		0	0	0
Fire and Rescue: 29 positions; Not funded 17, 23, 23		951,054	1,286,724	1,286,724
Social Services: 1 Admin, Not funded 0, 0, 1,		0	0	53,424
Parks and Recreation: 1 Technician; Not funded 0, 1, 1		0	46,495	46,495
<b>Total Reductions in New Position Requests</b>	<b>P</b>	<b>1,555,086</b>	<b>2,020,521</b>	<b>2,129,989</b>
<b>Total General Fund Personnel Requests</b>		<b>2,539,567</b>	<b>2,539,567</b>	<b>2,539,567</b>
<b>Less Positions Not Recommended for Funding</b>	<b>P</b>	<b>1,555,086</b>	<b>2,020,521</b>	<b>2,129,989</b>
<b>Remainder of Positions Recommended for Funding</b>	<b>O</b>	<b>984,481</b>	<b>519,046</b>	<b>409,578</b>
<b>Original Number of New Position Requests</b>		<b>46</b>	<b>46</b>	<b>46</b>
<b>Less New Positions Not Recommended for Funding</b>	<b>P</b>	<b>28</b>	<b>37</b>	<b>39</b>
<b>Number of general fund positions recommended for funding</b>	<b>O</b>	<b>18</b>	<b>9</b>	<b>7</b>
<b>Less Proposed Operating Costs Reductions (Increases) in Requests:</b>				
Part Time Receptionist		11,205	11,205	11,205
BOS FOIA Tracking System		-5,500	-5,500	-5,500
Postage and Telephone		2,000	2,000	2,000
Office Supplies		2,100	2,100	2,100
<b>Board of Supervisors Total (1101)</b>		<b>9,805</b>	<b>9,805</b>	<b>9,805</b>
Printing and binding		500	500	500
Postage and Telephone		2,688	2,688	2,688
Travel		3,000	3,000	3,000
<b>County Administrator Total (1201)</b>		<b>6,188</b>	<b>6,188</b>	<b>6,188</b>
Salary adjustment		1,929	1,929	1,929
<b>County Attorney Total (1202)</b>		<b>1,929</b>	<b>1,929</b>	<b>1,929</b>
Tuition assistance		6,000	6,000	6,000
Advertising		3,200	3,200	3,200
<b>Human Resources Total (1203)</b>		<b>9,200</b>	<b>9,200</b>	<b>9,200</b>
<b>Independent Auditor Total (1208)</b>		<b>0</b>	<b>0</b>	<b>0</b>
Salary adjustments		33,160	33,160	33,160

FY 18 Budget Request Reductions to Balance at Several Options at \$.60 cent Real Estate Tax Rate

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	Include \$4.6 M Fund Bal for One Time Capital		
	Continue Use of \$3.6 M Fund Bal	Continue Use of \$3.6 M Fund Bal	Reduce \$3.5 M Use of Fund Bal to \$1.8 M
<b>Commissioner of the Revenue Total (1209)</b>	<b>33,160</b>	<b>33,160</b>	<b>33,160</b>
Salary adjustments	3,397	3,397	3,397
Part time help (eliminate 2 of 3 PT positions requested)	39,708	39,708	39,708
Advertising	800	800	800
Central stores - gasoline	1,000	1,000	1,000
<b>Reassessment Total (1210)</b>	<b>44,905</b>	<b>44,905</b>	<b>44,905</b>
	0	0	0
<b>Treasurer Total (1213)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Advertising	1,000	1,000	1,000
Office Supplies	1,000	1,000	1,000
Other operating supplies	1,000	1,000	1,000
Travel	1,000	1,000	1,000
<b>Finance Total (1214)</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
Professional Services	41,604	41,604	41,604
Tuition	7,350	7,350	7,350
Travel	10,000	10,000	10,000
<b>IT Total (1220)</b>	<b>58,954</b>	<b>58,954</b>	<b>58,954</b>
	0	0	0
<b>M.I.S. Total (1222)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Professional services - other	14,000	14,000	14,000
Blue Ridge Legal Services	5,547	5,547	5,547
Bluemont Concert Series	8,000	8,000	8,000
CLEAN	5,000	5,000	5,000
Our Health	5,000	5,000	5,000
<b>Other Total (1224)</b>	<b>37,547</b>	<b>37,547</b>	<b>37,547</b>
	0	0	0
<b>Electoral Board Total (1301)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Salary Supplement	26,019	26,019	26,019
<b>Registrar Total (1302)</b>	<b>26,019</b>	<b>26,019</b>	<b>26,019</b>
	0	0	0
<b>Circuit Court Total (2101)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Supplement to staff salaries	28,446	28,446	28,446
<b>General District Court Total (2102)</b>	<b>28,446</b>	<b>28,446</b>	<b>28,446</b>
Salary supplements	23,252	23,252	23,252
<b>J &amp; D Court Total (2105)</b>	<b>23,252</b>	<b>23,252</b>	<b>23,252</b>
Professional services	1,000	1,000	1,000
Lease of equipment	2,000	2,000	2,000
<b>Clerk of the Circuit Court Total (2106)</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
	0	0	0
<b>Law Library Total (2108)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Salary increases	6,589	6,589	6,589
Tuition assistance	3,500	3,500	3,500
Printing and binding	1,000	1,000	1,000
<b>Commonwealth's Attorney Total (2201)</b>	<b>11,089</b>	<b>11,089</b>	<b>11,089</b>
Office supplies	19,038	19,038	19,038
Travel	2,000	2,000	2,000

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<b>Include \$4.6 M Fund Bal for One Time Capital</b>	<b>Continue Use of \$3.6 M Fund Bal</b>	<b>Continue Use of \$3.6 M Fund Bal</b>	<b>Reduce \$3.5 M Use of Fund Bal to \$1.8 M</b>
<b>Victim Witness Total (2202)</b>	<b>21,038</b>	<b>21,038</b>	<b>21,038</b>
Overtime	50,000	50,000	50,000
Prof Health Services (\$6120 for 12 positions requested)	5,100	5,610	6,120
Repair & Maint - Vehicles (\$1900 for each veh requested)	36,100	43,700	58,900
Repair & Maint - Vehicles (excess?)	100,000	100,000	100,000
Auto insurance (add 2 veh @\$550)	-1,100	-550	0
Office Supplies (adjust to history)	-30,519	-30,519	-30,519
Office Supplies (remove computers @\$6,063 for vehicles not funded; add for new officers)	175,827	181,890	187,953
Vehicle and Powered Equipment (for vehicles not funded @ \$4800.67)	262,287	306,979	396,363
Police supplies (taser equipment for positions not funded @\$2326)	23,260	25,586	27,912
Uniforms	18,230	20,053	21,876
Taser Training for new positions requested, but not funded	17,000	18,200	19,400
<b>Sheriff Total (3102)</b>	<b>656,185</b>	<b>720,949</b>	<b>838,005</b>
Fuel assistance for fire companies	187,690	187,690	187,690
<b>Volunteer Fire Depts. Total (3202)</b>	<b>187,690</b>	<b>187,690</b>	<b>187,690</b>
<b>Ambulance and Rescue Service Total (3203)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Jail Total (3301)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Juvenile Court Probation Total (3303)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Salary changes (changes in personnel)	28,524	28,524	28,524
Overtime	10,000	10,000	10,000
Professional Services Other	2,000	2,000	2,000
Travel	1,750	1,750	1,750
<b>Inspections Total (3401)</b>	<b>42,274</b>	<b>42,274</b>	<b>42,274</b>
Increase in OT	50,000	50,000	50,000
Rep and Maint -- New veh equip	23,750	23,750	23,750
Maintenance service contracts	125	125	125
Printing and binding	9,800	9,800	9,800
Advertising	5,000	5,000	5,000
Other contractual services (\$600 physical each)	10,200	13,800	13,800
Central stores - gasoline	13,000	13,000	13,000
Food supplies	1,000	1,000	1,000
Ag supplies	500	500	500
Vehicle and powered equipment (equipment for new veh not funded)	117,900	117,900	117,900
Uniforms (\$6879 each)	207,141	248,415	248,415
Other operating supplies - 10 treadmills	58,190	58,190	58,190
Travel (\$50 each)	5,850	6,150	6,150
<b>Fire and Rescue Total (3505)</b>	<b>502,456</b>	<b>547,630</b>	<b>547,630</b>
Electrical services	1,175	1,175	1,175
Heating services	390	390	390
<b>Public Safety Communications Total (3506)</b>	<b>1,565</b>	<b>1,565</b>	<b>1,565</b>
<b>Road Administration Total (4102)</b>	<b>0</b>	<b>0</b>	<b>0</b>

**FY 18 Budget Request Reductions to Balance at Several Options at \$.60 cent Real Estate Tax Rate**

**COUNTY ADMINISTRATOR'S WORKING PAPERS**

**ANALYSIS OF OPTIONS -- NOT A FINAL BUDGET RECOMMENDATION**

	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
	<b>Use \$.60 Tax Revenue</b>	<b>Set Aside Rev From \$.60 Tax Rate for Capital</b>	<b>Set Aside Rev From \$.60 Tax Rate for Capital</b>
	<b>Include \$4.6 M Fund Bal for One Time Capital</b>		
	<b>Continue Use of \$3.6 M Fund Bal</b>	<b>Continue Use of \$3.6 M Fund Bal</b>	<b>Reduce \$3.5 M Use of Fund Bal to \$1.8 M</b>
<b>Street Lights Total (4104)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Repair and maintenance equipment	1,400	1,400	1,400
Maintenance service contract	200	200	200
Central stores - gasoline	1,525	1,525	1,525
Travel	1,000	1,000	1,000
<b>General Engineering Admin Total (4201)</b>	<b>4,125</b>	<b>4,125</b>	<b>4,125</b>
Electrical services	3,276	3,276	3,276
Postage and telephone	264	264	264
Travel	800	800	800
<b>Refuse Collection Total (4203)</b>	<b>4,340</b>	<b>4,340</b>	<b>4,340</b>
<b>Refuse Disposal Total (4204)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Printing and binding	500	500	500
Advertising	200	200	200
<b>Litter Control Total (4205)</b>	<b>700</b>	<b>700</b>	<b>700</b>
Vehicle and powered equipment supplies	500	500	500
<b>Maintenance Total (4301)</b>	<b>500</b>	<b>500</b>	<b>500</b>
Heating services	25,500	25,500	25,500
Water and sewage	15,000	15,000	15,000
Postage and telephone	1,300	1,300	1,300
Materials and supplies CAB	7,000	7,000	7,000
Repair and maintenance supplies CAB	6,000	6,000	6,000
Vehicle and powered equipment	2,500	2,500	2,500
<b>County Office Buildings Total (4304)</b>	<b>57,300</b>	<b>57,300</b>	<b>57,300</b>
Professional health services	5,250	5,250	5,250
Professional services - other	4,010	4,010	4,010
Other contractual services	1,780	1,780	1,780
Postage and telephone	920	920	920
Boiler insurance	100	100	100
Dog food	1,300	1,300	1,300
Medical and lab supplies	2,000	2,000	2,000
Laundry/Housekeeping and janitorial	2,800	2,800	2,800
<b>Animal Shelter Total (4305)</b>	<b>18,160</b>	<b>18,160</b>	<b>18,160</b>
<b>Health Department Total (5101)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Northwestern Comm. Serv. Total (5205)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Contribution (eliminate increase)	2,000	2,000	2,000
<b>Area Agency on Aging Total (5305)</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
	0	0	0
<b>Property Tax Relief Total (5306)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Laurel Center Requested Increase	2,000	2,000	2,000
<b>Social Services Administration Total (5316)</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
	0	0	0
<b>Public Assistance Total (5317)</b>	<b>0</b>	<b>0</b>	<b>0</b>
	0	0	0

FY 18 Budget Request Reductions to Balance at Several Options at \$.60 cent Real Estate Tax Rate

COUNTY ADMINISTRATOR'S WORKING PAPERS

ANALYSIS OF OPTIONS -- NOT A FINAL BUDGET RECOMMENDATION

	Option 1	Option 2	Option 3
	Use \$.60 Tax Revenue	Set Aside Rev From \$.60 Tax Rate for Capital	Set Aside Rev From \$.60 Tax Rate for Capital
	Include \$4.6 M Fund Bal for One Time Capital		
	Continue Use of \$3.6 M Fund Bal	Continue Use of \$3.6 M Fund Bal	Reduce \$3.5 M Use of Fund Bal to \$1.8 M
<b>Community College Total (6401)</b>	0	0	0
<b>Parks and Recreation Total (7101)</b>	0	0	0
<b>Parks Maintenance Total (7103)</b>	0	0	0
Printing and binding	20,000	20,000	20,000
Medical and lab supplies	3,478	3,478	3,478
Repair and maintenance supplies	500	500	500
Uniforms/Admin		0	0
<b>Recreation Centers and Playgrounds Total (7104)</b>	<b>23,978</b>	<b>23,978</b>	<b>23,978</b>
Other contractual services	0	0	0
<b>Clearbrook Park Total (7109)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other contractual services			
<b>Sherando Park Total (7110)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Handley Library Total (7302)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Repair and maintenance equipment	700	700	700
Motor vehicle insurance	500	500	500
Office supplies	4,925	4,925	4,925
Travel	2,000	2,000	2,000
<b>Planning Total (8101)</b>	<b>8,125</b>	<b>8,125</b>	<b>8,125</b>
Reduce transfer for FT position requested	70,205	70,205	70,205
Restore PT funding	-48,418	-48,418	-48,418
<b>Economic Development Total (8102)</b>	<b>21,787</b>	<b>21,787</b>	<b>21,787</b>
<b>Zoning Board Total (8104)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Building Appeals Board Total (8106)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Reduction in request from NSVRC Board	11,992	11,992	11,992
<b>NSVRC (Northern Shenandoah Valley Regional Commission) Total (8107)</b>	<b>11,992</b>	<b>11,992</b>	<b>11,992</b>
Eliminated requested increase	4,250	4,250	4,250
<b>Soil and Water Conservation District Total (8203)</b>	<b>4,250</b>	<b>4,250</b>	<b>4,250</b>
Travel	500	500	500
<b>Agriculture (Extension) Total (8301)</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Misc. Transfers/Debt Service Total (9301)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Unidentified Reductions (increases)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Various General Fund Reductions (Increases) from Above</b>	<b>Q 1,868,459</b>	<b>1,978,397</b>	<b>2,095,453</b>
<b>GF COLA/merit @ 3% to 2.5% (school budget include 2.5% step increase)</b>	<b>R 216,667</b>	<b>216,667</b>	<b>216,667</b>
<b>Reduce (Increase) County Adm. Contingency (\$750K proposed) - [plug]</b>	<b>T 0</b>	<b>45,652</b>	<b>139,716</b>
<b>Reserve for implementation of Fire and Rescue Study (Increase)</b>	<b>U -701,920</b>		
<b>Other reductions (increases) not identified</b>	<b>V 0</b>	<b>0</b>	<b>0</b>
<b>Adjustments</b>	<b>W 0</b>	<b>0</b>	<b>0</b>
<b>Total reductions in other GF operating requests (Q + R + T + U + V + W)</b>	<b>X 1,383,206</b>	<b>2,240,716</b>	<b>2,451,836</b>
<b>Total Reductions in Proposed Capital Expenditures</b>	<b>N 3,408,483</b>	<b>6,514,695</b>	<b>6,968,107</b>



**FY 18 Budget Request Reductions to Balance at Several Options at \$.60 cent Real Estate Tax Rate**

**COUNTY ADMINISTRATOR'S WORKING PAPERS**

**ANALYSIS OF OPTIONS -- NOT A FINAL BUDGET RECOMMENDATION**

		<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
		<b>Use \$.60 Tax Revenue</b>	<b>Set Aside Rev From \$.60 Tax Rate for Capital</b>	<b>Set Aside Rev From \$.60 Tax Rate for Capital</b>
		<b>Include \$4.6 M Fund Bal for One Time Capital</b>		
		<b>Continue Use of \$3.6 M Fund Bal</b>	<b>Continue Use of \$3.6 M Fund Bal</b>	<b>Reduce \$3.5 M Use of Fund Bal to \$1.8 M</b>
<b>Total Reductions in New Position Requests</b>	<b>P</b>	<b>1,555,086</b>	<b>2,020,521</b>	<b>2,129,989</b>
<b>Total reductions in GF requests (X + N + P)</b>	<b>Y</b>	<b>6,346,775</b>	<b>10,775,932</b>	<b>11,549,932</b>
<b>Total Revised Projected General Fund Expenditures (J - Y)</b>	<b>Z</b>	<b>171,412,838</b>	<b>166,983,681</b>	<b>166,209,681</b>
<b>Balanced if 0 (SS - Z)</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Check on balance (TT + Y)</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Difference (Should be 0)</b>		<b>0</b>	<b>0</b>	<b>0</b>

<b>Fund Balance Analysis:</b>				
Current excess fund balance		7,000,000	7,000,000	7,000,000
Increase in fund balance generated in June 17 from reassessment FY 16-17		2,161,810	2,161,810	2,161,810
<b>Total excess fund balance anticipated</b>		<b>9,161,810</b>	<b>9,161,810</b>	<b>9,161,810</b>
<b>Proposed use of fund balance:</b>				
Continue level of fund balance use from last year	<b>E</b>	3,600,000	3,600,000	1,800,000
Use of fund balance for county project	<b>F</b>	2,000,000	0	0
Use of fund balance for one time school projects	<b>G</b>	2,651,163	0	0
<b>Proposed use of fund balance</b>		<b>8,251,163</b>	<b>3,600,000</b>	<b>1,800,000</b>
<b>Remainder</b>		<b>910,647</b>	<b>5,561,810</b>	<b>7,361,810</b>
<b>Sets aside capital reserve for undesignated future capital projects</b>	<b>K</b>	<b>1,000,000</b>	<b>4,323,620</b>	<b>4,323,620</b>

**Notes:**

\*FY 16-17 Revenue includes the use of \$3.6 M in fund balance as a source of revenue. Some scenarios attempt to reduce that to \$1.8 or \$0 M.

~Increase in school local funding request is calculated as 57% of available revenue.

\*\*Options 2 and 3 eliminate the use of fund balance for county and school capital in the total amount of \$4,651,163 and reduce the funds not available to share with schools by \$1 M for matching grant.

**FY 2018 BUDGET SUMMARY INFORMATIONAL USE ONLY**

Dept Code	Department	Budget Changes	Requested	.60 RE tax revenue		Set Aside Rev from .60 Tax		Set Aside Rev from .60 Tax	
				3.6 Use of F/B to Balance		Rate for Captial		Rate for Captial	
				4.6 Use of F/B for Capital		3.6 Use of F/B to Balance		1.8 Use of F/B to Balance	
				Option 1	Option 1	Option 2	Option 2	Option 3	Option 3
	IN	OUT	IN	OUT	IN	OUT			
1101	Board of Supervisors	New Part-timer	11,205	0	11,205	0	11,205	0	11,205
		Professional Services	5,250	5,250	0	5,250	0	5,250	0
		Advertising	2,600	2,600	0	2,600	0	2,600	0
		Central Stores - Copies	1,000	1,000	0	1,000	0	1,000	0
		Other Operating Supplies	2,000	2,000	0	2,000	0	2,000	0
		Travel	3,265	3,265	0	3,265	0	3,265	0
		Social Media archiving component for FOIA tracking system	5,500	5,500	0	5,500	0	5,500	0
		Postage and Telephone			2,000		2,000		2,000
		Office Supplies			2,100		2,100		2,100
1201	County Administrator	Travel	8,000	5,000	3,000	5,000	3,000	5,000	3,000
		Dues and Assoc. Memberships	2,000	2,000	0	2,000	0	2,000	0
		Printing and Binding			500		500		500
		Postage and Telephone			2,688		2,688		2,688
1202	County Attorney	Salary Adjustment for 1 employee		0	1,929	0	1,929	0	1,929
1203	Human Resources	Tuition Assistance	6,000	0	6,000	0	6,000	0	6,000
		Other Contractual Services - Training	12,000	12,000	0	12,000	0	12,000	0
		Other Operating Supplies	2,129	2,129	0	2,129	0	2,129	0
		Advertising			3,200		3,200		3,200
1209	Commissioner of Revenue	Salary Adjustments for 11 employees	33,160	0	33,160	0	33,160	0	33,160
1210	Reassessment	Increase in PT help and Salary Adjustment for 1 employee	54,897	11,792	43,105	11,792	43,105	11,792	43,105
		Prof. Services - Change Finder product for Pictometry	40,000	40,000	0	40,000	0	40,000	0
		Maintenance Service Contracts	3,000	3,000	0	3,000	0	3,000	0
		IT Equipment	8,500	8,500	0	8,500	0	8,500	0
		Advertising			800		800		800
		Central Stores - Gas			1,000		1,000		1,000
1213	Treasurer	2 New Cashiers - Mid Hire	54,451	27,226	27,225	0	54,451	0	54,451
		Postage & Telephone	5,000	5,000	0	5,000	0	5,000	0
		Office Supplies	2,000	2,000	0	2,000	0	2,000	0

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Dept Code	Department	Budget Changes	Requested	.60 RE tax revenue		Set Aside Rev from .60 Tax		Set Aside Rev from .60 Tax	
				3.6 Use of F/B to Balance		Rate for Capital		Rate for Capital	
				4.6 Use of F/B for Capital		3.6 Use of F/B to Balance		1.8 Use of F/B to Balance	
				Option 1	Option 1	Option 2	Option 2	Option 3	Option 3
		IN	OUT	IN	OUT	IN	OUT		
1214	Finance	Office Supplies - includes scanner replacement	6,000	5,000	1,000	5,000	1,000	5,000	1,000
		IT Equipment - OpenGov software	27,000	27,000	0	27,000	0	27,000	0
		Advertising			1,000		1,000		1,000
		Other Operating			1,000		1,000		1,000
		Travel			1,000		1,000		1,000
1220	Information Technology	Tuition Assistance	7,350	0	7,350	0	7,350	0	7,350
		Pictometry Imaging	118,604	77,000	41,604	77,000	41,604	77,000	41,604
		Other Contractual Services - Microsoft Office365	160,000	160,000	0	160,000	0	160,000	0
		Postage and Telephone	7,150	7,150	0	7,150	0	7,150	0
		Internet Access	10,000	10,000	0	10,000	0	10,000	0
		Office Supplies	7,000	7,000	0	7,000	0	7,000	0
		Refresh Program Total	65,000	65,000	0	65,000	0	65,000	0
		Travel	12,990	2,990	10,000	2,990	10,000	2,990	10,000
		Lease/Rent of Equipment - Data Center Refresh lease	107,794	107,794	0	107,794	0	107,794	0
1224	Other	Professional Services - Lobbying	14,000	0	14,000	0	14,000	0	14,000
		Other Contractual Services - Lease for employee parking	5,376	5,376	0	5,376	0	5,376	0
		Fire Insurance	2,000	2,000	0	2,000	0	2,000	0
		General Liability Insurance	5,000	5,000	0	5,000	0	5,000	0
		Line of Duty - possible increase in premium	2,000	2,000	0	2,000	0	2,000	0
		Other Expenses - Includes retiree health insurance expense	23,000	23,000	0	23,000	0	23,000	0
		Blue Ridge Legal Services - NEW REQUEST	5,547	0	5,547	0	5,547	0	5,547
		Bluemont Concert Series - NEW REQUEST	8,000	0	8,000	0	8,000	0	8,000
		CLEAN, Inc. - increase in contribution request	5,000	0	5,000	0	5,000	0	5,000
		Airport Operating Contribution - Total = \$129,897	10,161	10,161	0	10,161	0	10,161	0
		CSA Fund transfer - Total = \$1,691,949	428,491	428,491	0	428,491	0	428,491	0
		Our Health - increase in contribution request	5,000	0	5,000		5,000		5,000
1301	Electoral Board	Salaries and Fringes - increase in Election Officials	1,102	1,102	0	1,102	0	1,102	0
		Other Contractual Services	17,560	17,560	0	17,560	0	17,560	0
1302	Registrar	Salary Supplement - Registrar (includes fringes)	26,019	0	26,019	0	26,019	0	26,019
2102	General District Court	Requested supplements to staff salaries: 11 employees x \$2,400 yearly supplement each = \$26,400	28,446	0	28,446	0	28,446	0	28,446

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				3.6 Use of F/B to Balance		Rate for Capital		Rate for Capital	
				4.6 Use of F/B for Capital		3.6 Use of F/B to Balance		1.8 Use of F/B to Balance	
				Option 1	Option 1	Option 2	Option 2	Option 3	Option 3
	IN	OUT	IN	OUT	IN	OUT			
2105	J & D Court	Requested supplements to staff salaries: 9 employees x \$2,400 yearly supplement each = \$21,600	23,252	0	23,252	0	23,252	0	23,252
2106	Clerk of Circuit Court	Increase in Part time help Supreme Court TTF Grant Professional Services Lease of Equipment	15,634 4,170	15,634 4,170	0 0	15,634 4,170	0 0	15,634 4,170	0 0
2201	Commonwealth Attorney	Salary Adj. & tuition assistance Maintenance Service Contracts Travel Printing and Binding	10,089 3,500 2,000	0 3,500 2,000	10,089 0 0	0 3,500 2,000	10,089 0 0	0 3,500 2,000	10,089 0 0
2202	Victim Witness	Office supplies Travel	19,038 3,520	0 1,520	19,038 2,000	0 1,520	19,038 2,000	0 1,520	19,038 2,000
3102	Sheriff	11 NEW DEPUTIES & 1 NEW INVESTIGATOR = \$688,895 (2/1/0) Increase in Overtime Professional Health Serv. Includes \$6,120 for new positions Repair and Maintenance - Equipment Repair and Maintenance - Vehicle Maintenance Service Contracts (inc. Taser plan) Other Contractual Services - includes training academy Postage and Telephone Auto Insurance Office Supplies - includes 42 computer replacements Dog Food/K-9 Maintenance Vehicle and Powered Equipment - equip for replacement vehicles Police Supplies - includes Taser equipment; supplies for new positions/vehicles \$27,912 Police Supplies - E-Summons Police Supplies - ERT/Search and Rescue Uniforms for 12 new positions \$21,876 Travel - includes taser training for 12 new positions \$14,400 Machinery/Equip. - K9 replacement due to retirement/health Motor Vehicles - 19 replacement, 12 new: 16 police interceptors - @ \$28,800 = \$460,800	688,895 217,744 2,550 3,300 135,636 43,694 2,088 6,252 20,730 146,573 4,720 346,363 58,942 25,000 35,004 21,876 22,620 8,800 930,752	112,088 167,744 NA 3,300 NA 43,694 2,088 6,252 20,730 NA 4,720 84,076 35,682 25,000 35,004 3,646 5,620 8,800 321,824	576,807 50,000 5,100 0 136,100 0 0 0 0 145,308 0 262,287 23,260 0 0 18,230 17,000 0 608,928	56,044 167,744 NA 3,300 NA 43,694 2,088 6,252 20,730 NA 4,720 39,384 33,356 25,000 35,004 1,823 4,420 8,800 215,612	632,851 50,000 5,610 0 143,700 0 0 0 0 151,371 0 306,979 25,586 0 0 20,053 18,200 0 715,140	0 167,744 NA 3,300 NA 43,694 2,088 6,252 20,730 NA 4,720 NA 30,580 25,000 35,004 0 3,220 0 0	688,895 50,000 6,120 0 158,900 0 0 0 20,730 157,464 4,720 396,363 27,912 0 0 21,876 19,400 8,800 930,752

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				3.6 Use of F/B to Balance		Rate for Captial		Rate for Captial	
				4.6 Use of F/B for Capital		3.6 Use of F/B to Balance		1.8 Use of F/B to Balance	
				Option 1	Option 1	Option 2	Option 2	Option 3	Option 3
	IN	OUT	IN	OUT	IN	OUT			
		14 police interceptor SUV's @ \$31,318 = \$438,452 1 F150 Animal Control \$31,500 Auto Insurance		1,100	0	550	0	0	0
3202	Volunteer Fire Depts.	Fire Program Fuel Assistance to Fire Companies	30,000 187,690	30,000 0	0 187,690	30,000 0	0 187,690	30,000 0	0 187,690
3401	Inspections	New Inspector (includes fringes) Changes in Personnel Office Supplies Motor Vehicles - 1 Pickup or SUV for replacement Overtime Professional Services - Other Travel	73,908  2,000 28,000  2,000 1,750	73,908 NA 2,000 28,000  10,000 2,000 1,750	0 28,524 0 0  10,000 2,000 1,750	73,908 NA 2,000 28,000  10,000 2,000 1,750	0 28,524 0 0  10,000 2,000 1,750	73,908 NA 2,000 28,000  10,000 2,000 1,750	0 28,524 0 0  10,000 2,000 1,750
3505	Fire and Rescue	Increase in Overtime 27 NEW FIREFIGHTERS, 2 TRAINING OFFICERS (12/6/6) Increase in Career Devopment Education and Tuition Assistance Repair and Maintenance - Equip., includes LifePak maint. Repair and Maintenance - Vehicle inc. new vehicle equip. Other Contractual Services: physicals/tests new employees Internet Access Repair & Maintenance Supplies Vehicle & Powered Equip. Supplies - includes equipment for new vehicles Police Supplies Uniforms - includes uniforms for new hires Books and Subscriptions Other Operating Supplies-10 treadmills, SCBA cylinder replacement, equip. for new FM's, LEMPG Grant Travel Haz Mat Response Unit - Virginia HAZMAT Grant Radio Equipment - includes equip. for new vehicles Motor Vehicles 1 2017 Chevrolet Tahoe 4WD - (BATT 10-2) \$37,000 1 2017 Ford F250 4WD (Replace FM10-6) - \$31,000 1 2017 Ford F150 SuperCrew Cab 4WD (New FM's) - \$34,000 1 2017 Chevrolet Tahoe 4WD - (Replace TR 10) \$37,000	73,469 1,622,394 33,966 2,500 75,850 27,250 13,400 9,828 5,500 134,400  3,828 226,529 2,500 95,987 2,416 55,000 38,500 401,000  31,000	23,469 671,340 33,966 2,500 75,850 3,500 3,200 9,828 5,500 16,500  3,828 19,380 2,500 37,797 NA 55,000 0 38,500  370,000	50,000 951,054 0 0 0 23,750 10,200 0 0 117,900  0 207,141 0 58,190 5,850 0 38,500  370,000	23,469 335,670 33,966 2,500 75,850 3,500 NA 9,828 5,500 16,500  3,828 248,415 0 58,190 6,150 55,000 0 38,500  370,000	50,000 1,286,724 0 0 0 23,750 13,800 0 0 117,900  0 248,415 0 37,790 6,150 0 0 38,500  370,000	23,469 335,670 33,966 2,500 75,850 3,500 NA 9,828 5,500 16,500  3,828 NA 2,500 37,790 NA 55,000 0 0  0	50,000 1,286,724 0 0 0 23,750 13,800 0 0 117,900  0 248,415 0 58,190 6,150 0 0 38,500  401,000

**FY 2018 BUDGET SUMMARY INFORMATIONAL USE ONLY**

Dept Code	Department	Budget Changes	Requested	.60 RE tax revenue		Set Aside Rev from .60 Tax		Set Aside Rev from .60 Tax	
				3.6 Use of F/B to Balance		Rate for Capital		Rate for Capital	
				4.6 Use of F/B for Capital		3.6 Use of F/B to Balance		1.8 Use of F/B to Balance	
				Option 1	Option 1	Option 2	Option 2	Option 3	Option 3
		IN	OUT	IN	OUT	IN	OUT		
		1 2017 Ford F250 Crew Cab 4WD (New TR) - \$31,000 1 2017 Ford F250 4WD (Replacement TR10-1) - \$31,000 Replacement of Engine 10 (Used) - \$200,000 Miscellaneous Equipment 2 Thermal Imaging Cameras \$16,000 SCBA Grant (AFG up to \$1 million) \$3,000,000 BullEx Bullseye System \$11,000 Hydraulic Extrication Equipment \$60,000 Maintenance Service Contracts Printing and Binding Advertising Central Stores - Gasoline Food Supplies AG Supplies	3,087,000						
					16,000		16,000		16,000
				3,000,000		0	3,000,000	0	3,000,000
					11,000		11,000		11,000
				60,000		60,000		0	60,000
					125		125		125
					9,800		9,800		9,800
					5,000		5,000		5,000
					13,000		13,000		13,000
					1,000		1,000		1,000
					500		500		500
3506	Public Safety Comm.	Maintenance Service Contracts Other Operating Supplies Travel IT Equipment - Vesta 911 Equipment SMS, 5 yr ITS service, TXT 2 911 recurring fee & related services & installation Electrical Services Heating Services	19,303 2,000 2,940 70,000	19,303 2,000 2,940 70,000	0 0 0 0	19,303 2,000 2,940 70,000	0 0 0 0	19,303 2,000 2,940 0	0 0 0 70,000
					1,175		1,175		1,175
					390		390		390
4201	General Engineering	Motor Vehicles - 1 Pickup Replacement Repair and Maintenance Equipment Maintenance Service Contract Central Stores - Gasoline Travel	30,000	0	30,000	0	30,000	0	30,000
					1,400		1,400		1,400
					200		200		200
					1,525		1,525		1,525
					1,000		1,000		1,000
4203	Refuse Collection	Increase in PT/OT Other Contractual Services - Hauling contract - 3.8% anticipated increase Electrical Services Other Operating Supplies Construction Equipment: 1 packer & 1 recycling container Postage and Telephone Travel	6,534 45,024 3,276 6,366 18,800	6,534 45,024 0 6,366 18,800	0 0 3,276 0 0	6,534 45,024 0 6,366 18,800	0 0 3,276 0 0	6,534 45,024 0 6,366 18,800	0 0 3,276 0 0
					264		264		264
					800		800		800

**FY 2018 BUDGET SUMMARY INFORMATIONAL USE ONLY**

Dept Code	Department	Budget Changes	Requested	.60 RE tax revenue		Set Aside Rev from .60 Tax		Set Aside Rev from .60 Tax	
				3.6 Use of F/B to Balance		Rate for Capital		Rate for Capital	
				4.6 Use of F/B for Capital		3.6 Use of F/B to Balance		1.8 Use of F/B to Balance	
Option 1	Option 1	Option 2	Option 2	Option 3	Option 3	Option 3	Option 3		
IN	OUT	IN	OUT	IN	OUT	IN	OUT		
4204	Refuse Disposal	Based on FY 2016 average for refuse disposal plus a factor for rate increase, population, and waste increases of 6%	20,304	20,304	0	20,304	0	20,304	0
4205	Litter Control	Increase in Part time Printing and Binding Advertising	7,195	7,195	0	7,195	0	7,195	0
					500		500		500
					200		200		200
4301	Maintenance	Increase in Part time Motor Vehicle - 1 Pickup Replacement Vehicle and Powered Equipment Supplies	2,052 35,000	2,052 0	0 35,000	2,052 0	0 35,000	2,052 0	0 35,000
					500		500		500
4304	County Office Buildings	Repair & Maintenance - Bldg. & Grounds - CAB & Courthouse includes carpet replacement in Social Services Fire Insurance - CAB County Share - JJC - Total = \$500,000 Machinery & Equipment - Heat Pump Replacement 2nd & 3rd floors - South Building Heating Services Water and Sewage Postage and Telephone Materials and Supplies - CAB Vehicle and Power Equipment	113,500	107,500	6,000	107,500	6,000	107,500	6,000
			3,000	3,000	0	3,000	0	3,000	0
			100,000	100,000	0	100,000	0	100,000	0
			40,000	40,000	0	40,000	0	0	40,000
					25,500		25,500		25,500
					15,000		15,000		15,000
					1,300		1,300		1,300
					7,000		7,000		7,000
					2,500		2,500		2,500
4305	Animal Shelter	Increase in Part time Professional Health Services Repair & Maintenance - Equipment Medical & Lab Supplies Professional Services - Other Other Contractual Postage and Telephone Boiler Insurance Dog Food Laundry/Housekeeping/Janitorial	14,444 10,750 2,100 2,000	14,444 5,500 2,100 0	0 5,250 0 2,000	14,444 5,500 2,100 0	0 5,250 0 2,000	14,444 5,500 2,100 0	0 5,250 0 2,000
					4,010		4,010		4,010
					1,780		1,780		1,780
					920		920		920
					100		100		100
					1,300		1,300		1,300
					2,800		2,800		2,800
5101	Health Department	Increase in contribution request	4,907	4,907	0	4,907	0	4,907	0

**FY 2018 BUDGET SUMMARY INFORMATIONAL USE ONLY**

Dept Code	Department	Budget Changes	Requested	.60 RE tax revenue		Set Aside Rev from .60 Tax		Set Aside Rev from .60 Tax	
				3.6 Use of F/B to Balance		Rate for Capital		Rate for Capital	
				4.6 Use of F/B for Capital		3.6 Use of F/B to Balance		1.8 Use of F/B to Balance	
				Option 1	Option 1	Option 2	Option 2	Option 3	Option 3
		IN	OUT	IN	OUT	IN	OUT		
5205	Northwestern Comm. Serv.	Increase in contribution request	34,344	34,344	0	34,344	0	34,344	0
5305	Area Agency on Aging	Increase in contribution request	2,000	0	2,000	0	2,000	0	2,000
5306	Property Tax Relief		20,000	20,000	0	20,000	0	20,000	0
5316	Social Services Admin.	New Position	53,424	53,424	0	53,424	0	0	53,424
		Insurance	3,500	3,500	0	3,500	0	3,500	0
		Training	2,000	2,000	0	2,000	0	2,000	0
		Contribution - The Laurel Center - increase in request	2,000	0	2,000	0	2,000	0	2,000
		Motor Vehicles - replacement vehicle	25,000	0	25,000	0	25,000	0	25,000
		Lease/Rent of Building	30,000	30,000	0	30,000	0	30,000	0
5317	Public Assistance	AFDC - Foster Care	200,000	200,000	0	200,000	0	200,000	0
		Adoption Subsidy	20,000	20,000	0	20,000	0	20,000	0
		Fostering Futures IVE FC	10,000	10,000	0	10,000	0	10,000	0
		Adoption Incentive Payment	3,000	3,000	0	3,000	0	3,000	0
		Family Preservation	11,247	11,247	0	11,247	0	11,247	0
		Adult Services	27,854	27,854	0	27,854	0	27,854	0
		VIEW Purchased Services	2,000	2,000	0	2,000	0	2,000	0
7101	Parks Administration	Postage	2,340	2,340	0	2,340	0	2,340	0
		Motor Vehicle Insurance - moved from 7103	14,850	14,850	0	14,850	0	14,850	0
		Office Supplies	2,000	2,000	0	2,000	0	2,000	0
		Other Operating Supplies	7,311	7,311	0	7,311	0	7,311	0
		Improvements - Snowden Bridge Construction \$300,000	841,000	0	841,000	0	841,000	0	841,000
		Abrams Creek Design and Easements \$61,000							
		Indoor Aquatic Center Design \$480,000							
7104	Recreation Centers	New Position - REC tech	46,495	46,495	0	19,300	46,495	19,300	46,495
		Increase in Part time	95,220	95,220	0	95,220	0	95,220	0
		Trips & Excursions	20,060	20,060	0	20,060	0	20,060	0
		Contracted Rental	18,195	18,195	0	18,195	0	18,195	0
		Food Supplies	4,556	4,556	0	4,556	0	4,556	0
		Uniforms	4,203	4,203	0	4,203	0	4,203	0



**FY 2018 BUDGET SUMMARY INFORMATIONAL USE ONLY**

Dept Code	Department	Budget Changes	Requested	.60 RE tax revenue		Set Aside Rev from .60 Tax		Set Aside Rev from .60 Tax	
				3.6 Use of F/B to Balance		Rate for Capital		Rate for Capital	
				4.6 Use of F/B for Capital		3.6 Use of F/B to Balance		1.8 Use of F/B to Balance	
				Option 1	Option 1	Option 2	Option 2	Option 3	Option 3
		IN	OUT	IN	OUT	IN	OUT		
		Other Operating Supplies	11,544	11,544	0	11,544	0	11,544	0
		Awards	5,803	5,803	0	5,803	0	5,803	0
		Treadmills - replace eight due to age	26,392	26,392	0	26,392	0	26,392	0
		Motor Vehicles - Van to replace van and bus	60,000	0	60,000	0	60,000	0	60,000
		Printing and Binding			20,000		20,000		20,000
		Medical and Lab Supplies			3,478		3,478		3,478
		Repair and Maintenance			500		500		500
7109	Clearbrook Park	Increase in Part time	3,492	3,492	0	3,492	0	3,492	0
		Repair & Maintenance - Vehicle	5,964	5,964	0	5,964	0	5,964	0
		Other Contractual Services	34,800	34,800	0	34,800	0	34,800	0
		Agricultural Supplies	19,042	19,042	0	19,042	0	19,042	0
		Repair & Maintenance Supplies	8,420	8,420	0	8,420	0	8,420	0
		Machinery & Equipment - Mower Z Turn \$15,000 Tractor 50 HP 4 Wheel Drive \$33,500 1 Work Cart to replace old golf cart \$11,000	59,500	0	59,500	0	59,500	0	59,500
		Motor Vehicles - 1 pickup truck to replace old truck	30,000	0	30,000	0	30,000	0	30,000
		Improvements - Slide Spray Ground \$312,000 Frederick Heights Trail/Parking \$197,000	509,000	0	509,000	0	509,000	0	509,000
7110	Sherando Park	Increase in Part time	15,352	15,352	0	15,352	0	15,352	0
		Repair & Maintenance - Bldg. & Grounds	8,250	8,250	0	8,250	0	8,250	0
		Other Contractual Services	38,350	38,350	0	38,350	0	38,350	0
		Agricultural Supplies	27,374	27,374	0	27,374	0	27,374	0
		Laundry Supplies	4,883	4,883	0	4,883	0	4,883	0
		Other Operating Supplies	11,468	11,468	0	11,468	0	11,468	0
		Machinery & Equipment - Soccer Goals 2 pair \$11,000 Utility work cart - diesel to replace pickup truck \$12,000 Main pool circulation pump/motor \$8,000 Infield Drag replacement \$12,000	43,000	0	43,000	0	43,000	0	43,000
		Motor Vehicles - Replacement pickup truck	30,000	0	30,000	0	30,000	0	30,000
		Improvements - Rose Hill Playground \$100,000 Slide Spray Ground \$312,000 Sherando Construction Design for Area 4 \$176,663	588,663	0	588,663	0	588,663	0	588,663
7302	Handley Library	Increase in contribution request	145,544	145,544	0	145,544	0	145,544	0
8101	Planning	Motor Vehicles - 4WD vehicle	26,700	0	26,700	0	26,700	0	26,700

**FY 2018 BUDGET SUMMARY INFORMATIONAL USE ONLY**

Dept Code	Department	Budget Changes	Requested	.60 RE tax revenue		Set Aside Rev from .60 Tax		Set Aside Rev from .60 Tax	
				3.6 Use of F/B to Balance		Rate for Captial		Rate for Captial	
				4.6 Use of F/B for Capital		3.6 Use of F/B to Balance		1.8 Use of F/B to Balance	
				Option 1	Option 1	Option 2	Option 2	Option 3	Option 3
	IN	OUT	IN	OUT	IN	OUT			
		Repair and Maintenance Equipment Motor Vehicles Insurance Office Supplies Travel			700 500 4,925 2,000		700 500 4,925 2,000		700 500 4,925 2,000
8102	EDA Transfer - Fund 31	New Position - Research Manager <b>(Will need to increase P/T if position not approved)</b> Professional Services - Website Development Other Operating Supplies	70,205  2,000 2,000	0 48,418	70,205 0	0 48,418	70,205 0	0 48,418	70,205 0
8107	NSVRC	Increase in request	24,436	12,444	11,992	12,444	11,992	12,444	11,992
8203	Soil/Water Conservation	Increase in contribution request	4,250	0	4,250	0	4,250	0	4,250
8301	Extensions	Professional Services - Other - Tech Agent Salaries Travel	2,116	2,116	0 500	2,116	0 500	2,116	0 500
9201	Transfers/Contingency	School Transfers - Operating School Transfers - Capital Operational Contingency Merit/Fringes Contingency reserve Reserve for Fire and Rescue Study Recommendations Capital Transfers	  750,000 1,500,000  701,290 1,000,000	4,756,921 2,651,163 750,000 1,283,333  701,290 1,000,000	964,854 309,859 0 216,667  0 0	2,862,457 0 704,348 1,283,333  4,323,620	2,859,318 2,961,022 45,652 216,667  0	1,836,457 0 610,284 1,283,333  4,323,620	3,885,318 2,961,022 139,716 216,667  0

FY2017 JANUARY BUDGET TRANSFERS

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
1/1/2017	HUMAN RESOURCES	RECLASSIFICATION AND CAREER DEVELOPMENT	1203	1001	000	001	2,606.00
	HUMAN RESOURCES		1203	1001	000	043	(2,606.00)
	FINANCE DEPARTMENT		1214	1001	000	003	2,847.00
	FINANCE DEPARTMENT		1214	5506	000	000	(2,847.00)
	FIRE AND RESCUE		3505	1001	000	013	2,349.00
	FIRE AND RESCUE		3505	1007	000	001	(2,349.00)
	FIRE AND RESCUE		3505	1001	000	094	2,380.57
	FIRE AND RESCUE		3505	1007	000	001	(2,380.57)
	FIRE AND RESCUE		3505	1001	000	056	4,626.19
	FIRE AND RESCUE		3505	1001	000	058	(4,626.19)
	FIRE AND RESCUE		3505	1001	000	127	2,348.00
	FIRE AND RESCUE		3505	1007	000	001	(2,348.00)
	FIRE AND RESCUE		3505	1001	000	069	3,752.00
	FIRE AND RESCUE		3505	1001	000	058	(3,752.00)
	ROAD ADMINISTRATION		4102	3010	000	000	(2,500.00)
	PLANNING		8101	1001	000	009	2,500.00
1/9/2017	PARKS MAINTENANCE	TO COVER ELECTRIC COST AT ROSE HILL PARK	7103	5101	000	000	350.00
	PARKS MAINTENANCE		7103	5101	000	000	100.00
	CLEARBROOK PARK		7109	5101	000	000	(100.00)
	SHERANDO PARK		7110	5101	000	000	(350.00)
1/11/1017	MAINTENANCE ADMINISTRATION	TO COVER VEHICLE INSURANCE	4301	5408	000	000	(149.67)
	MAINTENANCE ADMINISTRATION		4301	5305	000	000	149.67
1/11/2017	COMMONWEALTH'S ATTORNEY	SOFTWARE MANAGEMENT SYSTEM MAINTENANCE	2201	5401	000	000	(6,200.00)
	COMMONWEALTH'S ATTORNEY		2201	3005	000	000	6,200.00
1/17/2017	PARKS MAINTENANCE	TO PURCHASE TOPDRESSER	7103	5403	000	000	(1,999.99)
	SHERANDO PARK		7110	8001	000	000	1,999.99
1/18/2017	INSPECTIONS	RETIREMENT PAYOUT	3401	1001	000	057	23,737.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(23,737.00)
1/31/2017	INFORMATION TECHNOLOGY	STORMWIND(ON LINE TECHNOLOGY TRAINING PROVIDER)	1220	5506	000	000	12,000.00
	INFORMATION TECHNOLOGY		1220	5413	000	000	(5,020.00)
	INFORMATION TECHNOLOGY		1220	5506	000	000	5,020.00
	MANAGEMENT INFORMATION SYSTEMS		1222	5401	000	000	(12,000.00)
1/31/2017	GENERAL ENGINEERING/ADMINISTRATION	UNUSED FUNDS FOR PUBLIC WORKS VEHICLE	4201	8005	000	000	(2,500.00)
	TRANSFERS/CONTINGENCY		9301	5899	000	000	2,500.00

**County of Frederick, VA**  
**Report on Unreserved Fund Balance**  
**February 9, 2017**

**Unreserved Fund Balance, Beginning of Year, July 1, 2016** **44,322,798**

**Prior Year Funding & Carryforward Amounts**

C/F Clearbrook Convenience Site	(35,000)
C/F capital contingency	(2,366,365)
School encumbrances	(903,813)
C/F Fire Company Capital	(218,002)
Adjust PEG grant reserves	3,523
C/F Rose Hill project	(13,163)
C/F Sherando Park master plan	(4,112)
C/F Data center refresh lease	(108,032)
C/F Abbott grant	(514)
C/F 3rd floor carpet	(31,203)
C/F School operating	(670,619)
C/F Forfeited assets	(97,298)
Accrue FY16 auto rental tax	9,526
	(4,435,072)

**Other Funding / Adjustments**

Victim Witness	7,241
COR refund - General Motors	(6,308)
COR refund - Walmart	(3,812)
COR refund - Andres Godinez Jr.	(2,978)
COR refund - Interstate Resuce	(9,267)
COR refund - Toyota Lease	(3,477)
Airport Capital budget	(157,333)
COR refund - Plaza Pet Clinic	(3,910)
COR refund - Lake Holiday Countyr Club	(3,605)
COR refund - Leda Enterprises	(7,379)
COR refund - Virginia 10 RSA	(13,203)
COR refund - Food Lion	(19,326)
COR refund - Ryder Truck Rental	(3,185)
F&R LEMP grant	16,297
Return unspent FY16 VJCCCA funds	(29,264)
COR refund - Aqua Virginia	(3,029)
COR refund - Brian Omps Towing	(4,235)
COR refund - Capital Meats	(8,274)
COR refund - Rutherford LLC	(2,674)
COR refund - Valley Proteins	(36,739)
COR refund - R. Hawkins	(3,672)
COR refund - Enterprise FM Trust	(3,239)
	(301,372)

**Fund Balance, February 9, 2017** **39,586,354**

County of Frederick  
 General Fund  
 January 31, 2017

ASSETS	FY17 <u>1/31/17</u>	FY16 <u>1/31/16</u>	Increase <u>(Decrease)</u>
Cash and Cash Equivalents	45,763,625.13	44,136,008.06	1,627,617.07 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Taxes, Commonwealth, Reimb.P/P	3,363,834.52	3,005,945.46	357,889.06
Streetlights	1,355.98	1,536.86	(180.88)
Miscellaneous Charges	25,462.58	40,330.34	(14,867.76)
Due from Fred. Co. San. Auth.	734,939.23	734,939.23	0.00
Prepaid Postage	3,760.38	4,862.03	(1,101.65)
GL controls (est.rev / est. exp)	<u>(9,344,974.97)</u>	<u>(13,869,685.30)</u>	<u>4,524,710.33</u> (1) Attached
<b>TOTAL ASSETS</b>	<b><u>40,549,557.85</u></b>	<b><u>34,055,491.68</u></b>	<b><u>6,494,066.17</u></b>
LIABILITIES			
Performance Bonds Payable	859,596.67	438,090.46	421,506.21
Taxes Collected in Advance	193,783.39	168,674.30	25,109.09 *B
Deferred Revenue	<u>3,391,871.17</u>	<u>3,048,111.66</u>	<u>343,759.51</u> *C
<b>TOTAL LIABILITIES</b>	<b>4,445,251.23</b>	<b>3,654,876.42</b>	<b>790,374.81</b>
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	207,489.09	399,617.29	(192,128.20) (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant	205,675.38	137,071.75	68,603.63
Prepaid Items	949.63	949.63	0.00
Advances	734,939.23	734,939.23	0.00
Employee Benefits	93,120.82	93,120.82	0.00
Courthouse Fees	312,512.63	269,039.57	43,473.06
Historical Markers	17,403.11	17,339.18	63.93
Animal Shelter	335,530.02	335,530.02	0.00
Proffers	3,261,503.96	1,850,419.80	1,411,084.16 (3) Attached
Parks Reserve	9,810.01	6,932.25	2,877.76
E-Summons Funds	78,763.75	38,816.25	39,947.50
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>30,405,559.14</u>	<u>26,075,789.62</u>	<u>4,329,769.52</u> (4) Attached
<b>TOTAL EQUITY</b>	<b><u>36,104,306.62</u></b>	<b><u>30,400,615.26</u></b>	<b><u>5,703,691.36</u></b>
<b>TOTAL LIAB. &amp; EQUITY</b>	<b><u>40,549,557.85</u></b>	<b><u>34,055,491.68</u></b>	<b><u>6,494,066.17</u></b>

**NOTES:**

\*A Cash increase includes an increase in revenue, expenditures, and fund balance, and a decrease in transfers (refer to the comparative statement of revenues, expenditures, transfers and change in fund balance).

\*B Prepayment of taxes.

\*C Deferred revenue includes taxes receivable, street lights, misc.charges, dog tags, and motor vehicle registration.

**BALANCE SHEET**

(1) GL Controls	FY17	FY16	Inc/(Decrease)
Est.Revenue	160,235,018	147,654,112	12,580,906
Appropriations	(71,198,603)	(68,462,203)	(2,736,400)
Est.Tr.to Other fds	(98,588,879)	(93,461,211)	(5,127,668)
Encumbrances	207,489	399,617	(192,128)
	(9,344,975)	(13,869,685)	4,524,710

**(1) General Fund Purchase Orders @1/31/17**

DEPARTMENT	Amount	
HR	4,061.72	Furniture
	4,225.74	Projector TV
County Office Buildings	21,949.20	Tracer System HVAC Controls
	4,947.50	Parking Lot Repair County Administration Building
Fire and Rescue	3,440.00	(2)Roof Top Units /Heat Pump Replacements
	46,109.58	Uniforms
	11,265.00	(3) Motorola Radios
	7,694.01	Hazmat Supplies for RAE System
	3,294.64	Bailout Equipment
General District Court	2,732.80	(14) Mesh Back Chairs
General Fund Departments	1,113.11	PC Refresh
Parks	5,456.92	Program & Staff Shirts
	4,425.38	Arts & Crafts Supplies
	12,999.99	TopDressor
Sheriff	6,164.50	Ammunition
	8,475.00	Body Armor
	5,760.00	(2) Apple Computers
	4,329.00	(3) Radar Units
	24,130.00	(20) Riot Suits
	24,915.00	COPsync 911 Software
<b>Total</b>	<b>207,489.09</b>	

(3)Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance @1/31/17	953,404.62	187,458.54	470,228.70	1,650,412.10	3,261,503.96

**Designated Other Projects Detail**

Administration	256,929.10			
Bridges	2,500.00			
Historic Preservation	126,000.00	12/11/14 Board Action designated \$50,000 for final debt payment		
Library	134,968.00	on the Huntsberry property.		
Rt.50 Trans.Imp.	10,000.00			
Rt. 50 Rezoning	25,000.00			
Rt. 656 & 657 Imp.	25,000.00			
RT.277	162,375.00			
Sheriff	57,950.00			
Solid Waste	12,000.00			
Stop Lights	52,445.00			
BPG Properties/Rt.11 Corridor	330,000.00			
Blackburn Rezoning	452,745.00			
Clearbrook Bus.Ctr.Rezoning	2,500.00			
<b>Total</b>	<b>1,650,412.10</b>			

**Other Proffers @1/31/17**

(4) Fund Balance Adjusted	
Ending Balance 1/31/17	39,586,355.45
Revenue 1/17	79,238,972.90
Expenditures 1/17	(39,786,246.23)
Transfers 1/17	(48,633,522.98)
<b>1/17 Adjusted Fund Balance</b>	<b>30,405,559.14</b>

County of Frederick  
 Comparative Statement of Revenues, Expenditures  
 and Changes in Fund Balance  
 January 31, 2017

<b>REVENUES:</b>	<u>Appropriated</u>	FY17 1/31/2017 <u>Actual</u>	FY16 1/31/2016 <u>Actual</u>	YTD Actual <u>Variance</u>
General Property Taxes	109,067,433.00	47,540,596.13	43,527,199.07	4,013,397.06 <b>(1)</b>
Other local taxes	34,831,980.00	13,686,088.72	12,680,208.25	1,005,880.47 <b>(2)</b>
Permits & Privilege fees	1,283,923.00	1,231,229.88	1,335,382.16	(104,152.28) <b>(3)</b>
Revenue from use of money and property	162,976.00	163,000.08	103,250.36	59,749.72 <b>(4)</b>
Charges for Services	2,710,296.00	1,638,302.93	1,519,297.43	119,005.50
Miscellaneous	513,947.49	962,886.63	210,094.51	752,792.12 <b>*A</b>
Recovered Costs	1,568,266.00	986,472.74	1,023,652.65	(37,179.91) <b>(5)</b>
Proffers	.	976,751.31	1,239,406.62	(262,655.31) <b>(5)</b>
Intergovernmental:				
Commonwealth	10,046,660.00	12,021,922.42	11,833,816.57	188,105.85 <b>(6)</b>
Federal	49,536.58	31,722.06	45,950.45	(14,228.39) <b>(7)</b>
Transfers	.	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<u>160,235,018.07</u>	<u>79,238,972.90</u>	<u>73,518,258.07</u>	<u>5,720,714.83</u>
<b>EXPENDITURES:</b>				
General Administration	11,111,532.95	6,763,904.91	6,827,293.01	(63,388.10)
Judicial Administration	2,677,014.22	1,478,060.21	1,315,053.20	163,007.01
Public Safety	34,842,502.22	20,016,262.74	18,810,693.18	1,205,569.56
Public Works	5,262,059.61	2,717,273.03	2,354,369.53	362,903.50
Health and Welfare	8,712,321.00	4,484,365.40	4,210,360.89	274,004.51
Education	78,819.00	39,409.50	28,000.00	11,409.50
Parks, Recreation, Culture	7,144,154.64	3,526,875.72	3,404,484.28	122,391.44
Community Development	1,978,031.94	760,094.72	749,323.94	10,770.78
<b>TOTAL EXPENDITURES</b>	<u>71,806,435.58</u>	<u>39,786,246.23</u>	<u>37,699,578.03</u>	<u>2,086,668.20 <b>(8)</b></u>
<b>OTHER FINANCING SOURCES ( USES):</b>				
Operating transfers from / to	97,981,046.55	48,633,522.98	49,087,333.29	(453,810.31) <b>(9)</b>
 <b>Excess (deficiency)of revenues &amp; other sources over expenditures &amp; other uses</b>	 (9,552,464.06)	 (9,180,796.31)	 (13,268,653.25)	 (4,087,856.94)
 <b>Fund Balance per General Ledger</b>		<u>39,586,355.45</u>	<u>39,344,442.87</u>	<u>241,912.58</u>
 <b>Fund Balance Adjusted to reflect Income Statement @1/31/17</b>		 30,405,559.14	 26,075,789.62	 4,329,769.52

\*A The Animal Shelter has received \$600,000 in donations.

(1)General Property Taxes	FY17	FY16	Increase/Decrease
Real Estate Taxes	25,497,060	23,238,948	2,258,112
Public Services Current Taxes	1,194,760	1,347,709	(152,949)
Personal Property	20,110,869	18,270,296	1,840,573
Penalties and Interest	615,956	511,831	104,125
Credit Card Chgs./Delinq.Advertising	(43,980)	(29,150)	(14,830)
Adm.Fees For Liens&Distress	165,932	187,566	(21,634)
	47,540,596	43,527,199	4,013,397

**(2) Other Local Taxes**

Local Sales and Use Tax	5,736,683.87	5,437,611.56	299,072.31
Communications Sales Tax	535,951.47	545,402.43	(9,450.96)
Utility Taxes	1,677,447.98	1,477,018.66	200,429.32 *1
Business Licenses	1,430,097.79	1,313,954.72	116,143.07
Auto Rental Tax	61,045.19	64,727.84	(3,682.65)
Motor Vehicle Licenses Fees	439,831.36	404,248.12	35,583.24
Recordation Taxes	1,014,832.18	911,177.40	103,654.78
Meals Tax	2,429,498.21	2,252,936.79	176,561.42
Lodging Tax	340,175.59	253,659.72	86,515.87
Street Lights	16,415.08	15,330.20	1,084.88
Star Fort Fees	4,110.00	4,140.81	(30.81)
<b>Total</b>	<b>13,686,088.72</b>	<b>12,680,208.25</b>	<b>1,005,880.47</b>

**(3)Permits&Privileges**

Dog Licenses	24,102.00	19,496.00	4,606.00
Land Use Application Fees	5,500.00	9,600.00	(4,100.00)
Transfer Fees	2,030.17	1,924.20	105.97
Development Review Fees	221,669.60	354,004.14	(132,334.54)
Building Permits	759,734.27	697,024.68	62,709.59
2% State Fees	8,430.44	4,678.42	3,752.02
Electrical Permits	57,171.00	63,869.00	(6,698.00)
Plumbing Permits	13,000.40	12,142.00	858.40
Mechanical Permits	51,585.00	78,575.00	(26,990.00)
Sign Permits	3,725.00	2,526.72	1,198.28
Explosive Storage Permits	-	800.00	(800.00)
Commercial Burning Permits	125.00	50.00	75.00
Blasting Permits	135.00	315.00	(180.00)
Land Disturbance Permits	83,472.00	88,927.00	(5,455.00)
Residential Pump and Haul Fee	50.00	-	50.00
Septic Haulers Permit	300.00	300.00	-
Sewage Installation License	-	1,150.00	(1,150.00)
Transfer Development Rights	200.00	-	200.00
<b>Total</b>	<b>1,231,229.88</b>	<b>1,335,382.16</b>	<b>(104,152.28)</b>

**(4) Revenue from use of**

Money	138,532.03	75,758.21	62,773.82
Property	24,468.05	27,492.15	(3,024.10)
<b>Total</b>	<b>163,000.08</b>	<b>103,250.36</b>	<b>59,749.72</b>

\*1 Timing of the receipt of the utility taxes in the previous year.



(5) Recovered Costs	FY17	FY16	Increase/Decrease
	1/31/2017	1/31/2016	
Recovered Costs Treasurer's Office	33,861.00	44,626.00	(10,765.00)
Worker's Comp	700.00	750.00	(50.00)
Purchasing Card Rebate	161,675.29	124,206.59	37,468.70
Recovered Costs-IT/GIS	20,000.00	20,313.98	(313.98)
Fire & Rescue Fee Recovery	145,574.24	362,043.85	(216,469.61)
Recovered Cost Fire Companies	120,674.40	38,672.90	82,001.50
Reimbursement Circuit Court	5,523.73	7,858.76	(2,335.03)
Reimb.Public Works/Planning Clean Up	2,590.00	2,496.25	93.75
Clarke County Container Fees	40,899.04	32,620.45	8,278.59
City of Winchester Container Fees	34,692.81	29,589.25	5,103.56
Refuse Disposal Fees	65,556.55	46,069.92	19,486.63
Recycling Revenue	42,587.11	42,606.06	(18.95)
Fire & Rescue Merchandise(Resale)	-	1,050.00	(1,050.00)
Container Fees Bowman Library	1,088.58	875.28	213.30
Litter-Thon/Keep VA Beautiful Grant	750.00	500.00	250.00
Restitution Victim Witness	9,229.79	260.00	8,969.79
Reimb.of Expenses Gen.District Court	20,346.25	14,313.04	6,033.21
Reimb.Task Force	32,206.05	39,792.74	(7,586.69)
Reimb. Elections	5,460.29	-	5,460.29
Sign Deposits- Planning	-	100.00	(100.00)
Westminster Canterbury Lieu of Taxes	13,967.40	12,456.00	1,511.40
Grounds Maintenance Frederick Co.Schools	135,347.57	129,382.99	5,964.58
Comcast PEG Grant	62,810.50	53,839.80	8,970.70
Fire School Programs	17,435.00	11,224.25	6,210.75
Clerks Reimbursement to County	5,304.07	6,466.95	(1,162.88)
Sheriff Reimbursement	8,193.07	1,537.59	6,655.48
Subtotal Recovered Costs	986,472.74	1,023,652.65	(37,179.91)
Proffer-Other	-	483,090.46	(483,090.46) *1
Proffer Lynnhaven	50,674.65	20,269.86	30,404.79
Proffer Redbud Run	83,902.00	38,724.00	45,178.00
Proffer Canter Estates	53,143.61	53,143.61	-
Proffer Village at Harvest Ridge	13,851.00	12,312.00	1,539.00
Proffer Southern Hills	44,190.00	19,640.00	24,550.00
Proffer Snowden Bridge	450,214.05	390,882.69	59,331.36
Proffer Meadows Edge Racey Tract	241,728.00	181,296.00	60,432.00
Proffer Cedar Meadows	39,048.00	39,048.00	-
Proffer Westbury Commons	-	1,000.00	(1,000.00)
Subtotal Proffers	976,751.31	1,239,406.62	(262,655.31)
Grand Total	1,963,224.05	2,263,059.27	(299,835.22)

\*1 Transportation Costs for Blackburn Commerce Ctr.& Clearbrook Business Ctr.

(6) Commonwealth Revenue	1/31/2017	1/31/2016	
	FY17	FY16	Increase/Decrease
Motor Vehicle Carriers Tax	26,854.52	37,721.45	(10,866.93)
Mobile Home Titling Tax	104,845.41	98,521.12	6,324.29
Recordation Taxes	299,794.03	284,889.59	14,904.44
P/P State Reimbursement	6,526,528.18	6,526,528.26	(0.08)
Shared Expenses Comm.Atty.	268,682.87	240,050.33	28,632.54
Shared Expenses Sheriff	1,183,704.31	1,224,066.44	(40,362.13)
Shared Expenses Comm.of Rev.	107,162.53	108,245.01	(1,082.48)
Shared Expenses Treasurer	81,068.49	81,715.97	(647.48)
Shared Expenses Clerk	241,364.00	213,710.85	27,653.15
Public Assistance Grants	2,646,803.42	2,486,317.93	160,485.49 *1
Litter Control Grants	15,152.00	15,687.00	(535.00)
Emergency Services Fire Program	219,662.00	214,535.00	5,127.00
DMV Grant Funding	13,450.55	8,880.11	4,570.44
State Grant Emergency Services	-	30,754.29	(30,754.29)
Sheriff State Grants	17,381.86	-	17,381.86
JJC Grant Juvenile Justice	64,180.00	96,269.00	(32,089.00)
Rent/Lease Payments	156,578.17	97,931.09	58,647.08
Spay/Neuter Assistance - State	187.78	2,318.10	(2,130.32)
Wireless 911 Grant	35,054.68	33,262.38	1,792.30
State Forfeited Asset Funds	13,177.82	30,270.65	(17,092.83)
F&R OEMS Reimbursement	289.80	2,142.00	(1,852.20)
<b>Total</b>	<b>12,021,922.42</b>	<b>11,833,816.57</b>	<b>188,105.85</b>

\*1 Increase for Special Needs

**County of Frederick**

**General Fund**

**January 31, 2017**

<b>(7) Federal Revenue</b>	FY17	FY16	Increase/Decrease
Federal Forfeited Assets	-	11,538.45	(11,538.45)
Housing Illegal Aliens-Federal	9,803.00	12,581.00	(2,778.00)
Federal Funds Sheriff	15,444.06	8,983.00	6,461.06
Emergency Services Grant	6,475.00	12,848.00	(6,373.00)
<b>Total</b>	<b>31,722.06</b>	<b>45,950.45</b>	<b>(14,228.39)</b>

**(8) Expenditures**

Expenditures increased \$2,086,668.20. . **Public Safety** increased \$1,205,569.56 and reflects an increase of the local contribution to the Jail of \$147,460.50. Additionally, the year to date salaries and fringe benefits increased \$1,022,753.32 impacted by staff turnover, position reclassifications, and the addition of seven deputy and sixteen firefighter positions. The Transfers decreased \$453,810.31. See chart below:

<b>(9) Transfers Decreased \$453,810.31</b>	FY17	FY16	Increase/Decrease
Transfer to School Operating	39,093,518.88	36,743,038.31	2,350,480.57
Transfer to Debt Service Schools	7,986,237.50	7,313,075.50	673,162.00
Transfer to School Construction	0.00	3,200,000.00	(3,200,000.00)
Transfer to Debt Service County	1,679,466.80	1,431,080.22	248,386.58
Transfer to School Operating Capital	0.00	314,746.72	(314,746.72)
Operational Transfers	-125,700.20	85,392.54	(211,092.74)
<b>Total</b>	<b>48,633,522.98</b>	<b>49,087,333.29</b>	<b>(453,810.31)</b>

\*1 Increase in FY17 School Operating Fund Transfer

\*2 Increase in FY17 School Debt Service Transfer

\*3 Payments include the Bowman Library, Roundhill, Millwood Station, Public Safety Building, the Animal Shelter, and The City of Winchester for Courtroom, Roof, and HVAC Projects.

\*4 Timing of insurance charge outs.

County of Frederick  
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER  
 January 31, 2017

ASSETS	FY2017 <u>1/31/2017</u>	FY2016 <u>1/31/2016</u>	Increase <u>(Decrease)</u>
Cash	8,084,038.12	7,229,767.85	854,270.27 *1
GL controls(est.rev/est.exp)	<u>(808,205.92)</u>	<u>(764,761.03)</u>	<u>(43,444.89)</u>
<b>TOTAL ASSETS</b>	<b><u>7,275,832.20</u></b>	<b><u>6,465,006.82</u></b>	<b><u>810,825.38</u></b>
LIABILITIES			
Accrued Operating Reserve Costs	<u>2,395,005.00</u>	<u>2,258,904.00</u>	<u>136,101.00</u>
<b>TOTAL LIABILITIES</b>	<b><u>2,395,005.00</u></b>	<b><u>2,258,904.00</u></b>	<b><u>136,101.00</u></b>
EQUITY			
Fund Balance Reserved			
Encumbrances Undesignated Fund Balance	73,398.50	13,391.31	60,007.19
	<u>4,807,428.70</u>	<u>4,192,711.51</u>	<u>614,717.19</u> *2
<b>TOTAL EQUITY</b>	<b><u>4,880,827.20</u></b>	<b><u>4,206,102.82</u></b>	<b><u>674,724.38</u></b>
<b>TOTAL LIABILITY &amp; EQUITY</b>	<b><u>7,275,832.20</u></b>	<b><u>6,465,006.82</u></b>	<b><u>810,825.38</u></b>

**NOTES:**

\*1 Cash increased \$854,270.27. Refer to the following page for comparative statement of revenues, expenditures and changes in fund balance.

\*2 Fund balance increased \$614,719.19. The beginning balance was \$3,860,407.45 and includes adjusting entries, budget controls for FY17(\$746,029), the first bond payment for the security system upgrade(\$105,475.42), and the year to date revenue less expenditures of \$1,798,525.67.

<b>Current Unrecorded Accounts Receivable-</b>	<u>FY2017</u>
Prisoner Billing:	26,878.57
Compensation Board Reimbursement 2/17	<u>456,673.06</u>
<b>Total</b>	<b>483,551.63</b>

County of Frederick  
 Comparative Statement of Revenues, Expenditures  
 and Changes in Fund Balance  
 1/31/2017

**FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER**

<b>REVENUES:</b>	<u>Appropriated</u>	FY2017 1/31/2017 <u>Actual</u>	FY2016 1/31/2016 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Probation	-	80.15	85.34	(5.19)
Interest		14,740.00	6,448.55	8,291.45
Supervision Fees	38,896.00	17,574.62	20,531.00	(2,956.38)
Drug Testing Fees	1,000.00	200.00	-	200.00
Work Release Fees	414,868.00	181,579.18	186,257.80	(4,678.62)
Federal Bureau Of Prisons	0.00	1,263.28	1,147.52	115.76
Local Contributions	6,988,314.00	5,241,235.50	4,871,329.50	369,906.00
Miscellaneous	6,500.00	21,761.11	3,785.21	17,975.90
Phone Commissions	420,000.00	139,909.53	147,463.89	(7,554.36)
Food & Staff Reimbursement	112,000.00	33,528.14	30,740.41	2,787.73
Elec.Monitoring Part.Fees	85,000.00	51,675.38	58,607.42	(6,932.04)
Share of Jail Cost Commonwealth	1,250,000.00	348,291.51	747,470.60	(399,179.09)
Medical & Health Reimb.	75,000.00	41,864.28	43,670.46	(1,806.18)
Shared Expenses CFW Jail	5,200,000.00	2,692,698.50	2,664,685.40	28,013.10
State Grants	276,233.00	136,060.00	73,340.94	62,719.06
Local Offender Probation	247,636.00	139,079.00	68,238.00	70,841.00
Bond Proceeds	0.00	2,197.44	0.00	2,197.44
Transfer From General Fund	5,299,912.00	3,974,934.00	3,827,473.50	147,460.50
<b>TOTAL REVENUES</b>	<b>20,415,359.00</b>	<b>13,038,671.62</b>	<b>12,751,275.54</b>	<b>287,396.08</b>
<b>EXPENDITURES:</b>	<b>21,296,963.42</b>	<b>11,240,145.95</b>	<b>11,042,988.57</b>	<b>197,157.38</b>
<b>Excess(Deficiency)of revenues over expenditures</b>		<b>1,798,525.67</b>	<b>1,708,286.97</b>	<b>90,238.70</b>
<b>FUND BALANCE PER GENERAL LEDGER</b>		<b><u>3,008,903.03</u></b>	<b><u>2,484,424.54</u></b>	<b><u>524,478.49</u></b>
<b>Fund Balance Adjusted To Reflect Income Statement 1/31/17</b>		<b>4,807,428.70</b>	<b>4,192,711.51</b>	<b>614,717.19</b>

County of Frederick  
Fund 12 Landfill  
January 31, 2017

ASSETS	<u>FY2017</u> <u>1/31/2017</u>	<u>FY2016</u> <u>1/31/2016</u>	<u>Increase</u> <u>(Decrease)</u>
Cash	34,463,799.20	33,384,874.09	1,078,925.11
Receivables:			
Accounts Receivable			
Fees	516,707.83	591,919.43	(75,211.60) *1
Accounts Receivable Other	1,988.93	1,285.86	703.07
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	45,498,224.85	44,899,611.07	598,613.78
Accumulated Depreciation	(27,824,334.18)	(26,818,616.30)	(1,005,717.88)
GL controls(est.rev/est.exp)	<u>(1,720,280.21)</u>	<u>(731,470.00)</u>	<u>(988,810.21)</u>
TOTAL ASSETS	<u>50,852,106.42</u>	<u>51,243,604.15</u>	<u>(391,497.73)</u>
LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	183,021.61	191,362.47	(8,340.86)
Accrued Remediation Costs	12,516,507.64	12,233,415.93	283,091.71 *2
Retainage Payable	26,133.20	0.00	26,133.20
Deferred Revenue Misc.Charges	<u>1,988.93</u>	<u>1,285.86</u>	<u>703.07</u>
TOTAL LIABILITIES	<u>12,727,651.38</u>	<u>12,426,064.26</u>	<u>301,587.12</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	769,924.19	0.00	769,924.19 *3
Land Acquisition	1,048,000.00	1,048,000.00	0.00
New Development Costs	3,812,000.00	3,812,000.00	0.00
Environmental Project Costs	1,948,442.00	1,948,442.00	0.00
Equipment	3,050,000.00	3,050,000.00	0.00
Undesignated			
Fund Balance	<u>27,496,088.85</u>	<u>28,959,097.89</u>	<u>(1,463,009.04) *4</u>
TOTAL EQUITY	<u>38,124,455.04</u>	<u>38,817,539.89</u>	<u>(693,084.85)</u>
TOTAL LIABILITY AND EQUITY	<u>50,852,106.42</u>	<u>51,243,604.15</u>	<u>(391,497.73)</u>

**NOTES:**

\*1 Landfill fees decreased \$75,211.60. Landfill fees for 1/17 were \$464,764.18 compared to \$388,966.58 at 1/16 for an increase of \$75,797.60. Delinquent fees for 1/17 were \$49,535.31 compared to \$182,872.32 at 1/16 for a decrease of \$133,337.01.

\*2 Remediation increased \$283,091.71 and includes \$252,368.00 for post closure and \$30,723.71 interest.

\*3 The encumbrance balance at 1/31/17 was \$769,924.19 and includes \$118,050.19 for CDD Landfill partial closure of Area 1, Phase 1, and \$651,874 for a Cat 826K compactor.

\*4 Fund balance decreased \$1,463,009.04. The beginning balance was \$27,678,717.24 and includes adjusting entries budget controls for FY17(\$645,965), carry forward funds of (\$15,000) for chiller repair on the landfill gas treatment skid, (\$200,000) carry forward funds for the partial closure of Area 1, CDD landfill, and \$678,336.61 year to date revenue less expenditures.

Note that FY16 budget controls (\$75,138.00) compared to FY17(\$645,965) for a difference of \$570,827.00 reduction in fund balance.

County of Frederick  
 Comparative Statement of Revenue, Expenditures  
 and Changes in Fund Balance  
 January 31, 2017

<b>FUND 12 LANDFILL REVENUES</b>	<u>Appropriated</u>	<u>FY17 1/31/2017 Actual</u>	<u>FY16 1/31/2016 Actual</u>	<u>YTD Actual Variance</u>
Credit Card Charges	0.00	2,090.83	2,119.66	(28.83)
Interest on Bank Deposits	60,000.00	57,713.64	35,118.91	22,594.73
Salvage and Surplus	0.00	63,997.70	41,433.75	22,563.95
Sanitary Landfill Fees	5,516,450.00	3,176,499.84	3,035,019.56	141,480.28
Charges to County	0.00	292,296.75	227,440.80	64,855.95
Charges to Winchester	0.00	121,292.88	66,383.20	54,909.68
Tire Recycling	120,000.00	80,129.85	39,866.38	40,263.47
Reg. Recycling Electronics	66,000.00	31,187.00	25,822.00	5,365.00
Greenhouse Gas Credit Sales	10,000.00	0.00	0.00	0.00
Miscellaneous	63,049.96	3,315.96	234.00	3,081.96
Wheel Recycling	70,000.00	0.00	0.00	0.00
Renewable Energy Credits	116,262.00	123,331.78	83,505.00	39,826.78
Landfill Gas To Electricity	370,758.00	212,031.48	208,678.57	3,352.91
Waste Oil Recycling		0.00	1,920.53	(1,920.53)
<b>TOTAL REVENUES</b>	<b>6,392,519.96</b>	<b>4,163,887.71</b>	<b>3,767,542.36</b>	<b>396,345.35</b>
Operating Expenditures	5,538,485.06	1,904,916.94	1,716,651.44	188,265.50
Capital Expenditures	3,344,239.30	1,580,634.16	747,426.75	833,207.41
<b>TOTAL Expenditures</b>	<b>8,882,724.36</b>	<b>3,485,551.10</b>	<b>2,464,078.19</b>	<b>1,021,472.91</b>
<b>Excess(deficiency)of revenue over expenditures</b>		<b>678,336.61</b>	<b>1,303,464.17</b>	<b>(625,127.56)</b>
<b>Fund Balance Per General Ledger</b>		<b>26,817,752.24</b>	<b>27,655,633.72</b>	<b>(837,881.48)</b>
<b>FUND BALANCE ADJUSTED</b>		<b>27,496,088.85</b>	<b>28,959,097.89</b>	<b>(1,463,009.04)</b>