

FINANCE COMMITTEE REPORT to the BOARD OF SUPERVISORS
Wednesday, August 21, 2019
8:00 a.m.
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, August 21, 2019 at 8:00 a.m.

ATTENDEES:

Committee Members Present: Judith McCann-Slaughter, Chairman; Charles DeHaven; Gary Lofton; Jeffrey Boppe; Angela Rudolph-Wiseman; and non-voting liaison William Orndoff, Treasurer.

Committee Members Absent: Non-voting liaison Ellen Murphy, Commissioner of the Revenue.




Staff present: Cheryl Shiffler, Finance Director; Sharon Kibler, Assistant Finance Director; Kris Tierney, County Administrator; Jay Tibbs, Deputy County Administrator; Rod Williams, County Attorney; Lenny Millholland, Sheriff; Jason Robertson, Parks & Recreation Director; Nick Sabo, Airport Executive Director; Denny Linaburg, Fire & Rescue Chief; Joe Wilder, Public Works Director; Mark Fleet, Building Official; Kathy Whetzel, Animal Shelter Manager; Holly Grim, Assistant Animal Shelter Manager; Ron Kimble, Landfill Manager; Kevin Alderman, Shawneeland Manager; and Gloria Puffinburger, Solid Waste Manager.

Others present: William Garrett, City of Winchester Fire & Rescue Chief; and J.D. Orndorff, City of Winchester Fire & Rescue Deputy Chief.

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

(*) Items 1, 4, 7, 8, and 9 were approved under consent agenda.

1. (*) The Sheriff requests a General Fund supplemental appropriation in the amount of \$13,229.82. This amount represents insurance reimbursements for two auto claims. No local funds required. See attached memo, p. 5 – 8.
2. The Sheriff requests a General Fund supplemental appropriation in the amount of \$400. This amount represents payment for a ballistic vest. No local funds required. See attached memo, p. 9 – 10. The committee recommends approval.
3. The Public Works Director request the following supplemental appropriations, which are carry forwards of unspent FY 2019 funds. All items have been approved by the Public Works Committee. See attached memo, p. 11 – 12.

- a. Shawneeland Fund supplemental appropriation not to exceed \$151,300.55 for ongoing road improvements. See attached memo, p. 13. The committee recommends approval;
 - b. General Fund supplemental appropriation not to exceed \$23,890.24 for animal shelter spay/neuter and new building design funds. See attached memo, p. 14. The committee recommends approval;
 - c. General Fund supplemental appropriation not to exceed \$337,656.54 for ongoing refuse projects, which include Stephenson, Albin, and Middletown convenience sites and costs associated with increased hauling rates and the recycling program. See attached memo, p. 15. The committee recommends approval;
 - d. Landfill Fund supplemental appropriation not to exceed \$1,284,579.55 for ongoing landfill projects including Phase 3, Cell A rock removal and the completion of a new leachate lagoon. See attached memo, p. 16. The committee recommends approval.
4. () The Public Works Director requests a General Fund supplemental appropriation in the amount of \$15,000. This amount represents funds from the Flemming Trust for spay/neuter. No local funds required. See attached memo, p. 17 – 19.
 5. The WRAA Executive Director requests an Airport Capital Fund supplemental appropriation in the amount of \$1,550,000. This amount represents bond proceeds for the purchase of a hanger facility and associated projects. See the attached memo, p. 20. The committee recommends approval.
 6. The WRAA Executive Director requests an Airport Fund supplemental appropriation in the amount of \$37,000 and a General Fund supplemental appropriation in the amount of \$27,750. These amounts represent projected debt service for FY 2020 and the County's local share. See attached memo, p. 20. The committee recommends approval.
 7. () The Parks & Recreation Director requests a General Fund supplemental appropriation not to exceed \$71,942.45. This amount represents a carry forward of unspent FY 2019 for the ongoing Recreation Access Project at Northwest Sherando Park. See attached memo, p. 21.
 8. () The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$500. This amount represents a donation from the Molden family for a park bench at Rose Hill Park. No local funds required. See attached memo, p. 22.

9. () The Deputy County Administrator requests a General Fund supplemental appropriation not to exceed \$52,754.95. This amount represents ongoing projects for building repair and maintenance. See attached memo, p. 23.
10. The Fire & Rescue Chief requests a General Fund supplemental appropriation in the amount of \$257,018.69 to assist the Winchester City Fire & Rescue in completing the Burn Building Replacement Project. This item has been endorsed by the Public Safety Committee. Local funds are required. See attached memo, p. 24 – 36. The committee recommends approval.
11. The Finance/Audit Committee charter adopted by the Board of Supervisors requires an annual review and reassessment. See attached charter, p. 37 – 39. The committee recommends approval of the charter with no changes.
12. Supervisor Trout is requesting the County to consider donating to the Virginia War Memorial Foundation. See attached letter, p. 40 – 42. The committee denied the request.

NO ACTION REQUIRED BY BOARD OF SUPERVISORS:

1. The Public Works Director requests a General Fund supplemental appropriation not to exceed \$59,669 (exact amount will depend on hire date and starting salary). This amount represents nine months salary and fringes for the addition of a full-time Plan Review Specialist in the Inspections Department. This item has been approved by the Public Works Committee. Local funds are required. See attached memo, p. 43 – 44. The committee consented that County Administrator budget transfers for new positions that do not require supplemental appropriations do not need to be approved by the Finance Committee. Funds are available to transfer for this position.
2. The Finance Director provides updated debt information reflecting the additional \$3.2 million for the Aylor school replacement project. See attached, p. 45 – 47.

INFORMATION ONLY:

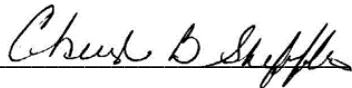
1. The Finance Director provides a Fund 10 Transfer Report for July 2019. See attached, p. 48 – 49.

2. Fund balance information will be provided after the County closes FY19.
3. The FY19 year-end open purchase orders have been provided by the County and the Schools. See attachments, p. 50 – 58.
4. The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement for Outstanding Achievement in Popular Annual Financial Reporting for the June 30, 2018 Popular Annual Financial Report (PAFR). This is the 13th consecutive year that Frederick County has received this achievement. See attached, p. 59 – 61.
5. The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement for Excellence in Financial Reporting for the June 30, 2018 Comprehensive Annual Financial Report (CAFR). This is the 33rd consecutive year that Frederick County has received this achievement. See attached, p. 62 – 64.

Respectfully submitted,

FINANCE COMMITTEE

Judith McCann-Slaughter, Chairman
Charles DeHaven
Gary Lofton
Jeffrey Boppe
Angela Rudolph-Wiseman

By 
Cheryl B. Shiffler, Finance Director

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
DATE : August 6, 2019
SUBJECT : Insurance Reimbursement

We are requesting the insurance check received in the amount of \$9,375.00 for the auto claim dated July 1, 2019 involving Deputy Bentley be appropriated into the following line items. This amount is for items that has been damaged in the accident and needs to be replaced.

Please appropriate to line item 31020-3004-000-002

Thank you

A blue ink handwritten signature, appearing to be "Lenny Millholland".

LWM

3-010-018990-0001
C.S. 8/6/19



VACORP

FREDERICK
COUNTY
AUG - 2 2019
FINANCE
DEPARTMENT

July 29, 2019

Frederick County
Attn: Jennifer Place
107 North Kent Street
Winchester, VA. 22601

Virginia Association of Counties Self Insurance Risk Pool

Member: Frederick County
Claim Number: 0342019247116
Date of Loss: 7/1/2019

Dear Ms. Place:

Enclosed please find VACORP property damage check in the amount of \$9,375.00 for the total loss of the 2014 Ford Taurus VIN 5465 that was damaged on 7/1/2019. This payment was based on the Actual Cash Value of \$9,875.00 less the \$500.00 deductible.

If you should have any questions regarding this payment, please feel free to call me at 1-888-822-6772 ext. 174.

Sincerely,

J. Mullen

Jared Mullen
Claims Specialist

Enclosed - Check

6466

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
DATE : July 31, 2019
SUBJECT : Insurance Reimbursement

We are requesting the insurance check received in the amount of \$3,854.82 for the auto claim dated July 5, 2019 involving Deputy Umbel be appropriated into the following line items. This amount is for items that has been damaged in the accident and needs to be replaced.

Please appropriate to line item 31020-3004-000-002

Thank you

LWM

3-010-018990-0001
C.S. 7/31/19

VACORP CLAIMS

1819 Electric Rd, Suite C
Roanoke, VA 24016
540-345-8500

68-183/514

412 VOID AFTER 180 DAYS

PAY
TO
THE
ORDER
OF

Three Thousand Eight Hundred Fifty-Four and 82/100 Dollars*****

DATE	CHECK NO.
7/22/2019	366349
AMOUNT	
\$	3,854.82

FREDERICK COUNTY
107 North Kent Street
Winchester, VA 22601

AUTHORIZED ACCOUNT SIGNER
TWO SIGNATURES REQUIRED OVER \$30,000

SECURITY FEATURES INCLUDED. DETAILS ON BACK

REMITTANCE STATEMENT - PLEASE DETACH BEFORE DEPOSITING

Description	From Date	To Date	Invoice #	Invoice Amt	Amount
Auto Collision	7/5/2019	7/5/2019		\$4,354.82	\$4,354.82
Auto Collision	7/5/2019	7/5/2019	deductible	(\$500.00)	(\$500.00)

Claim Number: 0342019247161 Claimant: Frederick County Payee: FREDERICK COUNTY
Check Number: 366349 Total Check Amt: \$3,854.82 Event Date: 7/5/2019 Department: 034 Frederick Date of Check: 7/22/2019
Memo: VIN#8205 *247161
Enclosure

3-010-018990-
0001
1096

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 : Ballistic Vest for Veach
DATE : August 6, 2019

Attached is a check from Sheriff & Treasurer of Hampshire County in the amount of \$400.00. The amount represents payment for a ballistic vest. Please post this amount in line item 3-010-015020-0007.

Deputy Veach worked with the Frederick County Sheriff's Office and had recently left and went to Hampshire County. They offered to buy Deputy Veach's vest because he had one.

We are requesting this amount be posted to into line item 31020-5410-000-000. We're going to use this amount to put towards another ballistic vest. A copy of the memo will be sent to Finance

Thank you,

LWM

Cc: Finance

per A. Lineweaver: new vest is \$595

SHERIFF & TREASURER OF HAMPSHIRE COUNTY
PAYABLE OUT OF COUNTY FUND
ROMNEY, WV 26757

69-192
522

No.

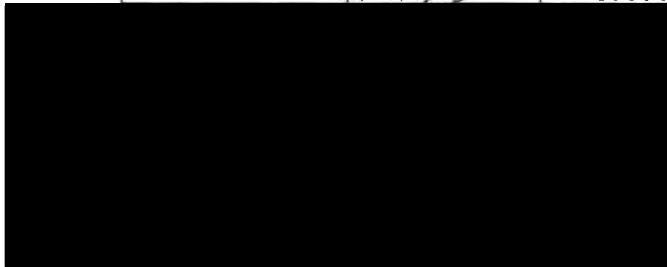
092588



PAY TO THE ORDER OF

four hundred and xx / 100

I.D. NO.	DATE	AMOUNT
FREDERICKCO	06/25/2019	400.00



FREDERICK COUNTY SHERIFF





MEMORANDUM

TO: Cheryl Shiffler, Director of Finance
FROM: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Carry Forward Requests
DATE: June 28, 2019

In a regularly scheduled meeting held on May 28, 2019, the Public Works Committee unanimously endorsed the following carry forward requests: *Balances as of 8/14/19 (includes Aug prand)*

a. Shawneeland Sanitary District Budget

1. Line Item 16-8108-3004-04 Road Improvements *\$ 151,300.55*
Request any unspent funds from this line item be placed in same line item in FY2020 Budget.
(Attachment 1)

b. Animal Shelter Budget

1. Line Item 10-4305-3001-00 Professional Health Services *\$ 1,488.54*
Line Item 10-4305-3002-00 Professional Services Engineering and Design *\$ 7,585.00 22,407.70*
Request any unspent funds from these line items be placed in same line items in FY2020 Budget.
(Attachment 2)

c. Solid Waste Budget

1. Line Item 10-4303-8900-00 Improvements Other Than *\$ 89,200.36*
Line Item 10-4203-3002 Professional Services *\$ 66,250.00*
Line Item 10-4203-3004-03 Repair and Maintenance – Building *\$ 109,927.08*
Line Item 10-4203-3010-00 Contractual Services *\$ 72,278.50*
Request any unspent funds from these line items be placed in same line items in FY2020 Budget.
(Attachment 3)

d. Landfill Budget

1. Line Item 12-4204-3002-00 Professional Services *⊘*

Carry Forward Requests

Page 2

June 7, 2016

Line Item 12-4204-8900-00 Improvements other than **\$ 1,284,579.55**
Request any unspent funds from these line items be placed in same line items in FY2020
Budget.
(Attachment 4)

Please include the above carry forward requests on the next Finance Committee agenda.

JCW/kco

attachments as stated

cc: file



COUNTY of FREDERICK

Sanitary District of Shawneeland

Kevin Alderman
District Manager

Office: 540/877-1035
Fax: 540/877-1361

MEMORANDUM

TO: Joe Wilder, Director of Public Works

FROM: Kevin C. Alderman, District Manager, Shawneeland Sanitary District *KCA*

SUBJECT: Carry Forward of Funds from Fiscal Year 2018-2019 Budget to Fiscal Year 2019-2020 Budget

DATE: May 13, 2019

I am requesting that the remaining ending balance from line item 16-8108-3004-004-Road Improvements be carried forward from the Fiscal Year 2018-2019 Shawneeland Sanitary district budget to line item 16-8108-3004-04-Road Improvements in the Fiscal Year 2019-2020 budget. We are currently spending from this line item as we continue to make road improvements stemming from the heavy rains that Shawneeland has received in the past year.

If you have any questions, please do not hesitate to call me.

KCA/pms

Cc: file

FREDERICK COUNTY - ANIMAL SHELTER

Kathy M. Whetzel
Shelter Manager
540/667-9192 ext. 2502
FAX 540/722-6108
E-mail: kwhetzel@fcva.us

MEMORANDUM

TO: Joe Wilder, Director of Public Works
FROM: Kathy M. Whetzel, Shelter Manager
SUBJECT: FY 18/19 Carry Forwards
DATE: 5/15/19

The Shelter is requesting a funding carry forward from FY 18/19 into line item 10-4305-3001-00 Professional Health Services in the amount of \$4,426.88 or the remaining portion thereof. This amount is the unused portion of spay/neuter funding. The funds were appropriated from the Fleming donation for spaying and neutering shelter pets.

The shelter is requesting a funding carry forward from FY 18/19 into line item 10-4305-3002-02 Professional Services Engineering and Design in the amount of \$22,401.70 or the remaining portion thereof. This amount is the unused portion of the new building design funds. The funds were appropriated from the Loy donation for the design of the new shelter building.

Please contact me if you have any questions.

KMW:hag



MEMORANDUM

TO: Joe C. Wilder
Director of Public Works

FROM: Gloria M. Puffinburger ^{-GMP}
Solid Waste Manager

RE: Carryforward Request; FY 18/19
Refuse Collection (4203)

DATE: May 22, 2018

The purpose of this memo is to request a carryforward amount of \$89,200, or the remaining balance at the end of the fiscal year, from line item 10-4203-8900-00 (*Improvements Other Than Buildings*) for costs associated with the final completion of the Stephenson citizens' convenience site. Requested funds should be placed into the 10-4203-8900-00 line item in the FY 19/20 fiscal year. Also requested carryforwards from the current fiscal year to FY 19/20 from the Refuse Collection (4203) budget include:

- Line item 10-4203-3002-0 (*Professional Services*) -- \$66,200 or the remaining balance; fund continued design work for relocation of the Albin citizens' convenience site
- Line item 10-4203-3004-03 (*Repair and Maintenance/Building*) -- \$68,425 or the remaining balance; funds for completion of site improvements at the Middletown convenience sites. Work is in the design phase.
- Line item 10-4203-3010-00 (*Contractual Services*) -- \$140,000 or remaining balance; funds for increased hauling costs based on May CPI figures and increased costs associated with recycling program.

Carryforward requests total \$363,825 or such balances that remain in the various line items at the close of the current fiscal year.

If you have any questions, please do not hesitate to contact me at Extension 8219.



COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Joe C. Wilder, Director of Public Works

FROM: Ron Kimble, Landfill Manager

SUBJECT: Carry Forwards to 2019/2020

DATE: May 22, 2019

The purpose of this memo is to request a carry forward of the remaining balance at the end of the fiscal year, from line item 12-4204-8900-00 (Improvements Other Than) for cost associated with on-going projects at the landfill. The on-going projects include Phase 3, Cell A rock removal and the completion of the new leachate lagoon. Requested funds should be placed into the 12-4204-8900-00 line item in the fiscal year 2019/2020 budget. We also request the remaining balance from at the end of the fiscal year from line item 12-4204-3002-

If you have any questions, please do not hesitate to contact me at 540-665-5658.



MEMORANDUM

TO: Cheryl Shiffler, Director of Finance
FROM: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Supplemental Appropriation Requests
DATE: August 5, 2019

At the July 30, 2019 Public Works Committee meeting, the following items were unanimously approved to be sent to the Finance Committee for consideration:

1. Request from the Building Official for an additional plan review position in the Inspections Department. See attached justification. Funds are not available in the current fiscal year 2020 budget for this position. Local funds are requested.
(Attachment 1)
2. Request from the Animal Shelter manager for a supplemental appropriation in the amount of \$15,000 for the spay/neuter program. Funds are available from donations in the reserve fund line item 10-240-2501. Please see the attached justification.
(Attachment 2)

Please include the above supplemental appropriation requests on the next Finance Committee agenda.

JCW/kco

attachments as stated

cc: file

ATTACHMENT 2

FREDERICK COUNTY - ANIMAL SHELTER

Kathy M. Whetzel
Shelter Manager
540/667-9192 ext. 2502
FAX 540/722-6108
E-mail: kwhetzel@fcva.us

MEMORANDUM

TO: Joe Wilder, Director of Public Works
FROM: Kathy M. Whetzel, Shelter Manager
SUBJECT: FY 20 Donation Fund Appropriation
DATE: 7/16/19

The Shelter is requesting an appropriation from 1034 donation fund, into line item 10-4305-3001-01 Professional Services - Donation, in the amount of \$15,000.00 for the FY 20 Budget.

The funding is part of the Dorothy Flemming trust given for the purpose of spaying and neutering shelter pets.

Please contact me if you have any questions.

KMW:hag

Dorothy Fleming Spay Neuter Fund

Date	Additions	Appropriations	Balance	
3/23/2017	\$10,000.00			
3/23/2017	\$214,214.00			
8/14/2018	\$30,845.38			
9/5/2017		\$10,000.00		
12/19/2018		\$10,000.00		
FY 19/20				
FY 20/21				
FY 21/22				
FY 22/23				
FY 23/24				
FY 24/25				
FY 25/26				
FY 26/27				
TOTAL	\$255,059.38	\$20,000.00		\$235,059.38



WINCHESTER REGIONAL AIRPORT

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

MEMORANDUM

To: Cheryl Shiffler, Frederick County Finance Director
From: Nick Sabo, Winchester Regional Airport Authority Executive Director
Date: August 14, 2019
RE: Finance Committee Agenda Item | FY20 Supplemental Appropriation

The Winchester Regional Airport Authority anticipates loan approval from the Virginia Resources Authority in the amount not to exceed \$1,550,000 for purchase of a hangar facility and associated projects. The Executive Director requests a supplemental appropriation in the amount of \$310,000 to revenue line item 3-085-041040-0002 and \$310,000 to a newly created expense line item. This figure represents bond proceeds that will be used for 1) relocation of a gate and installation of new security fence, 2) acquisition of equipment, 3) minor improvements, and 4) facility operating costs.

Bond Amount:	\$1,550,000
Less Hangar Purchase Price:	(\$1,240,000)
Remaining:	\$310,000

Further, the Executive Director requests a supplemental appropriation in the amount of \$37,000 for line item 4-017-081090-9101-000-000 to fund projected debt service for the remainder of FY20. The loan is structured to have interest-only payments for the first 12 months and interest will only be assessed on the amount actually drawn down on the loan. Local funds will be required; the County's share is \$27,750.

I appreciate your consideration in this matter. Please advise if you have questions or need additional information.

Sincerely,

Nick Sabo, A.A.E.
Executive Director



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

FREDERICK
COUNTY

AUG 14 2019

FINANCE
DEPARTMENT

MEMO

To: Frederick County Finance Committee
From: Jason Robertson, Director of Parks & Recreation
Date: August 13, 2019
Subject: Carry Forward Request FY 19 to FY 20

The Parks and Recreation Department is requesting carry forward of the following funds, unspent by the end of FY 19.

Balances as of 8/14/19:

- Line item 010-07101-3002-00: **\$33,925**
 - \$20,647.44. This represents Design/Engineering work for the ongoing Recreation Access Project at Northwest Sherando Park;
- Line item 010-07110-8900-00: **\$51,295.01**
 - \$51,295.01. This represents work associated with the ongoing Recreation Access Project at Northwest Sherando Park



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

FREDERICK
COUNTY

AUG 14 2019

FINANCE
DEPARTMENT

MEMO

To: Finance Department
From: Jason Robertson, Director
Subject: Fund Transfer
Date: August 14, 2019

Please transfer \$500 from Donation Line 3-010-01899-0003 to Expenditure Line 4-010-071100-5413-000-000 which represents a donation from the Molden Family for a park bench at Rose Hill Park.

CS. 7/15/19



COUNTY of FREDERICK

Jay E. Tibbs

Deputy County Administrator

540/665-5666

Fax 540/667-0370

E-mail:

jtibbs@fcva.us

TO: Finance Committee

FROM: Jay E. Tibbs., Deputy County Administrator *Jay E. Tibbs*

DATE: August 13, 2019

RE: Carry Forward for Repair & Maintenance – Building Projects

This is a request for a General Fund supplemental appropriation in the amount of **\$52,754.95**. This amount represents a carry forward request for the following projects:

Balances as of 8/15/19 includes Aug p/cas of Aug

1. **\$3,447.92** for the cleaning of the condenser coils in the roof top units at 107 N. Kent Street. Due to the contractor's schedule we were unable to get the work completed prior to the end of FY 19. (GL Code: 4-010-043040-3004-000-003)
2. **\$22,857.03** for replacement of carpet on the first floor of the south building (IT Department, Hallway, First Floor Conference Room) at 107 N. Kent Street. Carpet squares were ordered in FY19 but due to production schedules have not yet been received. (GL Code: 4-010-043040-3004-000-003)
3. **\$21,700.00** for caulking of the control joints and sidewalk at the Public Safety Building. Due to weather and the contractor's schedule we were unable to get the work completed prior to the end of FY 19. (GL Code: 4-010-043040-3004-000-006)
4. **\$4,750.00** for the sealing and lining of the parking lot at Millwood Fire Station. Due to weather and the contractor's schedule we were unable to get the work completed prior to the end of FY 19. (GL Code: 4-010-043040-3004-000-021)

\$45,447.26

\$21,700.00

\$4,750.00

All projects were procured in FY19 utilizing a standing purchase order. Unfortunately, a standing purchase order does not encumber the funds for these projects.

We respectfully request approval of these carry-forward funds.


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



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Finance Committee

FROM: Dennis D. Linaburg, Chief
Fire & Rescue 

SUBJECT: Regional Training Center Burn Building Replacement Project

DATE: August 15, 2019

The Winchester City Fire and Rescue Department was awarded a Virginia Department of Fire Programs Live Fire Training Structure Grant to replace the current burn building at the Regional Winchester/Frederick Training Facility off Woodstock Lane. Due to unforeseen issues at the early stages of the project, funding shortages have occurred.

I met with representatives from Winchester City Fire and Rescue on July 29, 2019, to discuss the continued partnership between Winchester and Frederick County regarding the Regional Winchester/Frederick Training Facility and reviewed a draft Memorandum of Understanding to support our partnership.

I have included several documents for your review outlining the funding request and shortage, draft Memorandum of Understanding and a breakdown of potential cost savings associated with having a local burn building for the Department to utilize.

The project was presented at the August 15, 2019 Public Safety Committee meeting and was unanimously endorsed to move forward to the Finance Committee.

At this time, I am requesting your endorsement regarding the supplemental funding request of \$257,018.69 to assist the Winchester City Fire and Rescue in completing the Burn Building Replacement Project.

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

DDL/kbu

Attachments (7)

Regional Live Fire Training Facility

Funding

Item	Total	Remarks
VDFP Burn Building	\$450,000.00	\$112,500
VDFP A/E Expenses	\$30,000.00	
City of Winchester	\$270,000.00	
Other	\$0.00	
TOTAL Funding	\$750,000.00	
Expenses		
Item	Total	Remarks
Previous Contract	\$75,207.00	
Current Contract	\$282,211.69	
TOTAL Expenses	\$357,418.69	

Overall Budget Remaining	\$392,581.31
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Original Bids

Bids	Base	Options	Total
Callas Construction	\$640,000.00	\$37,000.00	\$677,000.00
Lantz Construction	\$629,600.00	\$34,600.00	\$664,200.00
Difference	\$10,400.00	\$2,400.00	\$12,800.00

Electrical Upgrades		\$3,100	\$667,300.00
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Revisit Lantz Contract	\$ (17,700.00)
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Funding Shortage	-\$257,018.69
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Record as of July 12, 2019

Prior Expenditures

Date	Vendor	Amount	Purpose	Invoice #
2/5/2016	Painter Lewis	\$15,248.75	Engineering	500127
2/18/2016	WECl	\$535.00	Asbestos Inspection	RRW-018-16
4/26/2016	Painter Lewis	\$18,795.00	Engineering	105036
6/10/2016	Painter Lewis	\$9,804.60	Engineering	105081
8/23/2016	Piccadilly Printing	\$240.00	Drawing Reproduction	89822
8/30/2016	Painter Lewis	\$11,385.00	Engineering	105144
8/16/2016	Frederick County	\$327.19	Permits	0001571-2016
1/25/2017	Painter Lewis	\$2,147.00	Engineering	500257
7/19/2017	Painter Lewis	\$175.00	Engineering	105511
10/6/2017	L.N. Curtis	\$15,000.00	Cancelation Fee	132353
8/31/2016	Winchester Star	\$171.60	Add	
	UPS Store Postage	\$82.95	Plans to VDFP	
10/12/2017	Painter Lewis	\$1,295.00	Engineering	500385
Total		\$75,207.09		

Current Expenditures

Date	Vendor	Amount	Purpose	Invoice #
3/29/2019	Osburn Associates	\$1,236.00	Signage	264016
2/11/2019	Piccadilly Printing	\$96.00	Drawing Reproduction	99250
2/12/2019	Harbor Freight	\$168.47	Tarp	N/A
2/15/2019	Winchester Equipment	\$475.19	Equipment Rental	WINCH046
2/28/2019	Fire Facilities	\$271,745.00	Building Package	199710
3/20/2019	Piccadilly Printing	\$27.00	Drawing Reproduction	99652
3/28/2019	Osburn Associates	\$185.85	Sign Material	263908
4/16/2019	Osburn Associates	\$172.00	Sign Material	264539
5/7/2019	Piccadilly Printing	\$32.40	Drawing Reproduction	100161
5/22/2019	Painter Lewis	\$2,540.00	Engineering	106212
5/29/2019	Painter Lewis	\$2,076.80	Electrical Engineering	203152
2/27/2019	Amazon	\$21.98	Tape for Signs	6439426
4/4/2019	Painter Lewis	\$3,435.00	Engineering	106157
Total		\$282,211.69		

The Creamery Building
21 South Kent Street, Suite 301
Winchester, Virginia 22601

Telephone: (540) 662-2298
FAX: (540) 542-1318
Website: www.winchesterva.gov

July 30, 2019

Denny Linaburg, Chief
Frederick County Fire and Rescue
1080 Coverstone Drive
Winchester, Virginia 22602

Dear Denny:

As you are aware we are in the process of performing a facility replacement for the Regional Training Center Burn Building located on Woodstock Lane. Funding for this project thus far has been a combination of City of Winchester Capital Improvement Funds and funding received from a Department of Fire Programs Grant.

We have taken delivery of the prefab burn building materials and we have also received a contract from Lantz Construction for construction. The construction contract requires signatures on or before July 5, 2019.

Burn Building Expenses

Actual bid for construction including electrical upgrade to bathroom	\$667,300.00
Budget Remaining from City Investment and VDFP Grant	\$392,581.31
Renegotiation of Lantz Construction Contract	<u>(\$17,700.00)</u>
Funding Shortage	\$257,018.69

We are requesting funding assistance from Frederick County in the amount of \$257,018.69 to complete this project. In conjunction with the financial support a Memorandum of Understanding will be signed by both the City of Winchester and Frederick County about the use of the facility upon completion.

Thank you in advance for your prompt attention regarding this, if I may be of further assistance please feel free to contact my office.

Sincerely,



William Garrett
Fire Chief



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Rod Williams
County Attorney

FROM: Dennis Linaburg
Fire Chief 

SUBJECT: Review – Memorandum of Understanding – Burn Building

DATE: July 27, 2018

The Winchester City Fire and Rescue Department was awarded a Virginia Department of Fire Programs Live Fire Training Structure Grant to replace the current burn building at the Regional Winchester/Frederick Training Facility off Woodstock Lane. Due to unforeseen issues at the early stages of the project, funding shortages have occurred.

I met with representatives from Winchester City Fire and Rescue on July 29, 2019, to discuss the continued partnership between Winchester and Frederick County, their funding request for the Regional Winchester/Frederick Training Facility and reviewed a draft Memorandum of Understanding to support our partnership.

At this time, we are requesting your office review the attached draft and recommend any necessary changes. If you have any questions regarding the Memorandum of Understanding, please do not hesitate to contact me to discuss it further.

/mhn
Attachments



COUNTY OF FREDERICK, VIRGINIA

FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive
Winchester, VA 22602

Dennis D. Linaburg
Fire Chief

July 25, 2019

William Garrett, Chief
Winchester City Fire & Rescue
21 S. Kent Street, Suite 301
Winchester, VA 22601

Dear William:

Thank you for sending the requested documents regarding the replacement Regional Training Center Burn Building project. We are reviewing the supplied documents and have a few follow-up questions regarding the funding request.

Your letter dated June 24, 2019 requested funding assistance from Frederick County totaling \$274,718.69, however, a funding breakdown dated July 12, 2019 shows a \$17,700 credit from the Lantz Contract. Is the requested assistance decreasing as a result of the credit and is this credit related to the original contract? Also listed on the funding breakdown are two expenses related to "Previous Contract" and "Current Contract." It appears these contracts are in addition to the construction costs provided by Lantz Construction and we would like more information regarding what these contracts include.

As this project is being partially funded through a Virginia Department of Fire Programs Live Fire Training Structure Grant, please also provide any requirements stipulated within the grant award and the cost breakdowns for the burn building itself and the architect/engineering expenses related to this project.

We will be scheduling a meeting with the County Attorney for review of the Memorandum of Understanding and the provided documentation within the next few days. Once we have discussed the project with the County Attorney, we should be able to begin moving forward with the funding request.

If I may be of further assistance or if you have any questions regarding this request, please feel free to contact me.

Sincerely,

Dennis D. Linaburg
Chief



Memorandum of Understanding Between Winchester Fire and Rescue Department and Frederick County Fire and Rescue Department for Use of the Regional Training Facility

Purpose:

This Agreement shall become effective upon the date hereof, and shall remain in full force and effect until canceled by mutual agreement of the parties hereto, or by written notice of one party to the other party, giving sixty (60) days notice of cancellation.

Scope: This MOU provides the understanding that the Winchester Fire and Rescue Department (WFRD) is the fiscal agent responsible for the training grounds located at 1716 Woodstock Lane Winchester, VA 22601. The training props will be the responsibility of the agency as listed below with the understanding through direct communication that their use will be common between WFRD and Frederick County Fire and Rescue Department (FCFRD). The WFRD will maintain the classroom and bathroom.

Live Fire Training Structure: Will be the responsibility of WFRD for the maintenance and inspection as set by the Virginia Department of Fire Programs Live Fire Training Structure Grant Program requirements. The use of the building will be authorized through WFRD.

Cold Training Structure: Will be the responsibility of WFRD for the maintenance of the structure. The use of the building will be authorized through WFRD. There will be no live fire training permitted in this building.

Conex Maze Trailer: This trailer will be the responsibility of WFRD for any and all maintenance. The use of the maze will be authorized through WFRD.

Rapid Intervention Structure: Will be the responsibility of FCFRD for the maintenance of the structure. The use of the building will be authorized through FCFRD. There will be no live fire training permitted in this building.

Training Equipment Trailers: The training equipment trailers located on site are the property of FCFRD. The use of any and all equipment will be authorized through FCFRD.

Forcible Entry Prop: This prop will be the responsibility of FCFRD. The use of the prop will be authorized through FCFRD.

Air Cascade Trailer: The air trailer will be the responsibility of FCFRD for any and all maintenance. The use of the trailer will be authorized through FCFRD.

Trailer Maze: The maze trailer will be the responsibility of FCFRD with any and all maintenance. The use of the maze will be authorized through FCFRD.

Additional Terms: All personnel utilizing the training center or any and all props shall be knowledgeable in proper use, operation, and maintenance. This also includes all safety operations while equipment, props, and/or buildings are being utilized for training. A pre-use inspection shall be performed prior to a training event followed by a post-use inspection after the training event. Any defects discovered prior to use shall be corrected prior to use. Any defects discovered after use shall be corrected after use. Any outside agency use of the training grounds will only be authorized through the WFRD.

Frederick County Fire and Rescue
Department

Winchester Fire and Rescue
Department

By: _____

By: _____

(name)

(name)

(title)

(title)

Date: _____

Date: _____

The Creamery Building
 21 South Kent Street, Suite 301
 Winchester, VA 22601

Telephone: (540) 662-2298
 FAX: (540) 542-1318
 Website: www.winchesterva.gov

Timeline for Regional Live Fire Training Facility

The goal of this document is to illustrate the timeline for the burn building project. The existing burn building shall only be used for cold training (no live fire). This building was taken out of service in late 2013. Prior to 2013, it was not approved as a burn building by the state because of only being one floor. Therefore, this building would not be able to certify firefighters in the region.

Concrete Building	
14-Aug	Started discussion about the feasibility of pursuing grant with VDFP.
15-May	Grant application submitted
15-Aug	VDFP grant orientation meeting
15-Oct	Meeting with city, contracted engineers and city engineers to discuss plans for new building
15-Nov	Presented concrete building to be built
15-Nov	Met with stakeholder to update on where we were at with the grant and overall facility development
16-Sep	Invitation to Bid for concrete building released
16-Oct	Bids for concrete building over budget
Metal Building	
16-Nov	Request sent to VDFP for alternate building acceptance due to over budget for concrete building
17-Feb	VDFP accepts change request
17-Apr	Moved forward with purchase of metal building through GSA contract
17-Sep	Presented burn building Frederick County volunteer association
17-Oct	Building cancelled due to allegations of unfair procurement practice
	Time delay due to allegations of unfair purchasing. This affected three jurisdictions including Winchester.
18-Mar	Invitation to Bid for pre-manufactured building
18-Jun	Bid opening - Fire Facilities was low bidder and later awarded contract
19-May	Invitation to Bid for construction of burn building - Lantz was low bidder and awarded contract
19-May	Building permit obtained from Frederick County, all required information sent to VDFP for cursory review
19-Jul	VDFP engineer comments received, teleconference held with VDFP to discuss comments
20-May	Burn building must be completed to meet grant performance requirements

Frederick County Fire and Rescue Department
Reasons for Support of the Burn Building Project

1. Gives the department a greatly improved educational platform:
 - a. Before we could not practice moving hose lines up and down stairs or attacking fires on a above grade and below grade level.
 - b. Brings a burn building back to our base of operation
 - c. This will allow us to train for situations that we could not do before due to not having a multilevel building.
 - d. Expands our capabilities to perform multiple drills at the training center at the same time.
 - e. Will allow us to practice standpipe operations for high rise buildings that we have not been able to do here at all.
 - f. It will give us a building that we can flow water in and teach hose line movement much better.
 - g. It will have a rappelling tower on the building. Before we would have to secure an outside private building to do this in. This brought up liability concerns for the owners of the building.
 - h. Able to teach drafting more efficiently at the Training Center
 - i. Will give us a roof prop to use off an aerial or ground ladder.
 - j. It will give us a permanent sprinkler prop to use at the Training Center.

2. Time Savings
 - a. Our staff spends countless hours preparing to go to other burn buildings by getting pallets, hay and other support equipment days ahead of the burn.
 - b. On the day of the training the time lost in travel can be from two to three hours for the day. This time could be used for training instead of being spent on the road.
 - c. Once the training is completed the staff then spends extra time on returning equipment back from the site as well.

3. Logistical Benefit

- a. All our training supplies is located at the training center.
- b. Currently our staff must set up portable lights for training at night, with this project it will give us better lighting.
- c. Currently for pump training to do drafting we have to set up a portable tank and is hard to do more than one apparatus at a time. With the drafting pits it will give us great flexibility in training for pumping as well.
- d. This reduce the movement of equipment to multiple locations.
- e. Current burn buildings around the area are busy due to multiple hiring processes or classes going in so it causes many scheduling problems and sometimes the buildings are not available, and we must travel farther to another building.

4. Financial Benefit

- a. The extra time our staff spends on transporting equipment to and from the other burn buildings either takes away from other duties or costs us overtime.
- b. The travel time to and from training results in cost in overtime.
- c. Decreases the amount of fuel used due to not having to travel all the time.
- d. Decreases the wear and tear on vehicles and maintenance cost.
- e. Decreases the chances for accidents while traveling

5. Overall Advantages

- a. Decreases preparation time for class and allow the staff to focus on the class.
- b. Gives us a much flexibility in our training programs
- c. FCFRD on the average year would use the building for structural burns 14 times. This does not include the numerous times the department would use the building. For example, we would use the building a minimum of 27 times in our current recruit school for other drills besides live fire training.

- d. In the past three years the FCFRD has not conducted shift burns due to having to travel and the limited time that it affords us. We have substituted other training in its place.
- e. It would add a huge component to the training center that allows for multiple operations or classes to happen at the same time.
- f. Decreases overtime cost that we have from travel time and preparation time.

Frederick County Board of Supervisor's

Finance/Audit Committee Charter

I. Organization

There shall be a committee of the Board of Supervisors ("Board") of Frederick County, Virginia ("County") known as the Finance Committee ("Committee"). The Committee shall be comprised of three (3) members of the Board of Supervisors who will be appointed by the Chairman of the Board, with one appointed as Chair, three (3) citizen members as appointed by the Chairman of the Board, and two (2) non-voting liaisons: the County Treasurer and the County Commissioner of the Revenue. The Finance Director will serve as secretary of the Committee with the duties including preparing agendas and reports to the Board. This Charter shall govern the Committee with regard to its duties and responsibilities. The goal of the Committee shall be to provide oversight for all financial policies, procurement policy, financial planning, risk management, debt issuance, budget development and other fiscal related issues.

II. Purpose

The primary function of the Committee is to review matters of a financial nature including proposed changes to fiscal/procurement policies and the review and recommendation for matters of a financial nature coming forward to the Board including, but not limited to, supplemental appropriations, transfers and contracts. The Committee's primary duties and responsibilities are as follows:

- To provide to the Board means for determining the manner in which policies, programs, and resources authorized by the Board are being deployed by management consistent with the intent of the Board and in compliance with all appropriate statutes, ordinances, and directives.
- Develop and submit reports, draft policies and/or recommendations regarding audits and the finances of the County to the full Board for its consideration.
- To serve as the Audit Committee to assist the Board in carrying out its oversight responsibilities by reviewing financial information provided in the County's annual financial report.

The Committee will primarily fulfill these responsibilities by carrying out the activities enumerated in Section IV of this Charter.

III. Meetings and Quorum

The Committee shall meet monthly or more or less frequently as circumstances dictate. The Chairman of the Board, the Chair of the Committee, or a majority of the Committee members may call or cancel meetings of the Committee. The Chair of the Committee shall prepare or approve an agenda in advance of each meeting. The County Administrator and the Director(s) with the responsibilities for finance shall be invited to all meetings. Other management officials and counsel to the Board may be invited as necessary. With the exception of Directors, the Chair may excuse any non-Committee members from attendance at any meeting or portion of any meeting. A majority of the total Committee composition shall constitute a quorum for the purposes of conducting the business of the Committee.

IV. Responsibilities

The Committee shall have the following duties and responsibilities:

A. Finance

1. Review and advise the Board and senior management of the County with respect to finance initiatives, policies and procedures, including activities relating to procurement.
2. Provide direction during the preparation of the annual budget. Review the County Administrator's final budget proposal and provide recommendations to the Board with respect to those proposals including tax rates and fees.
3. Review and advise the Board on supplemental appropriation requests, transfers and change orders as dictated by policy.
4. Review the budgetary and financial implications of management's tactical and strategic plans.
5. Review periodic or interim budget and/or financial statements to ensure the County is operating within approved financial and budgetary allocations and that the County is appropriately safeguarding its financial resources.

B. Audit

1. Perform independent review and execute oversight of the financial reporting process, internal controls and independent auditors.
2. Provide a forum separate from management in which auditors and other interested parties can discuss the annual audit.
3. Meet with the external auditors during the entrance and exit conferences and at other times as needed or upon request of the external auditors. Review and approve the annual external audit engagement letter.
4. Manage the County's internal audit function including review and approval of the internal annual audit work plan, reports and recommendations. The internal auditor shall report functionally to the Chair of the committee or designee. The Committee chair, along with the County Administrator and Finance Director, shall conduct annual evaluations of the auditor's performance. The Committee Chairman shall participate in decisions regarding the appointment of the internal auditor and the acceptance of the internal audit plan.

C. Other Duties Related to Review, Reports and Improvement Procedures

1. Review and reassess annually the adequacy of this Charter, and conduct an annual self-assessment of this Committee's performance.
2. Report all meetings of the Committee to the Board on the matters discussed at each Committee meeting, as appropriate.

3. Perform any other activities consistent with this Charter, the County's goals, objectives and governing law, as the Committee or the Board deems necessary or appropriate.

Original: Adopted by Board of Supervisors 1/25/2012

Revisions:

9/9/2013: reduced Board of Supervisor representatives from four (4) to three (3)

9/29/2014: no changes

10/21/2015: no changes

9/13/2017: no changes

9/12/2018: no changes



August 2019

Board of Directors

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RADM Frank F. Rennie IV,
USN (Ret.)

Immediate Past Chair
Mr. David A. Christian

1st Vice-Chair
Mr. Stephen Y. Dickinson

2nd Vice-Chair
Mr. John V. Cogbill III

Secretary
LTG Joseph R. Inge,
USA (Ret.)

Treasurer
Mr. Michael L. Santoro, Jr.

Mr. Robert A. Archer
Mr. Joseph C. Barto III
Mrs. Peter W. Brown
Mr. Bill Davis
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MG LH Ginn, USA (Ret.)
CDR Paul E. Galanti,
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Emeritus

Dr. Charles F. Bryan, Jr.
Hon. Frank D. Hargrove, Sr.

Executive Director

John G. Hekman
RDML, SC, USN (Ret.)

Mr. Kris C. Tierney
Frederick County Administrator
107 North Kent Street
Winchester, VA 22601

Dear Mr. Tierney

There is a saying that we all die two deaths: the first when our bodies expire, and the second when our name is spoken for the final time. At the Virginia War Memorial, we are dedicated to never letting that second death happen to those Virginians who have made the ultimate sacrifice in the wars of our nation, from World War II through our ongoing engagements in Iraq and Afghanistan and around the world.

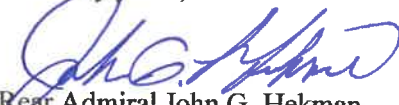
I invite Frederick County to recognize its citizens who have laid down their lives in service to the United States. As a part of our *Speak their Names* Campaign, we are asking each Virginia municipality to recognize its sons and daughters whose names are among the nearly 12,000 names inscribed on the walls of the Virginia War Memorial's Shrine of Memory by allocating a small amount for each name to the Virginia War Memorial Foundation on an annual basis. We suggest a dollar for each name.

These funds will help underwrite the educational and patriotic programs that connect current Virginians to stories of service and sacrifice, and which are available free of charge to Frederick County's students and teachers. I attach a listing of those Frederick County heroes enshrined here at the War Memorial. Those 35 names represent the very best of our country and the very best of Virginia. I hope that the current residents of Frederick County will ensure that these names continue to be spoken and inspire generations now and for years to come.

Some municipalities have already joined in this partnership. We will recognize all partners in this effort in the Foundation's Annual Report, in our online presence, and here at the Virginia War Memorial, as well as assisting in local press releases as appropriate.

Mr. Tierney, I thank you for considering this proposal. If you have any questions, please do not hesitate to contact me.

Sincerely yours,


Rear Admiral John G. Hekman
Virginia War Memorial Foundation
Executive Director
804.338.2938
jhekman@vawarmemorial.org

cc: Jay E. Tibbs, Deputy County Administrator, Ann W. Phillips, Deputy Clerk to the Board of Supervisors



Speak their Names:
Frederick County

First Name	Middle	Last Name	Conflict
Raymond	H.	Boggs	WWII
Robert	W.	Brown	WWII
Harry	J.	Carbaugh	WWII
Hollie	G.	Cullers	WWII
Floyd	L.	Derflinger, Jr.	WWII
Mitchell	T.	Franks	WWII
Leigh	A.	Fuller	WWII
Charles	C.	Gilmore	WWII
Earl	V.	Good	WWII
Franklin	L.	Hockman	WWII
Robert		Kendrick	WWII
Allen	H.	Leftridge	WWII
Wilmer	O.	Lupton	WWII
Alfred	M.	Luttrell	WWII
Harry	W.	Miller	WWII
William	C.	Miller	WWII
Paxton	W.	Orndorff	WWII
Charles	E.	Owens	WWII
William	G.	Pingley, Jr.	WWII
Ray	J.	Rudolph	WWII
Gilbert		Shade	WWII
Charles	M.	Smallwood	WWII
Robert	W.	Stover	WWII
Richard	Jonathan	Zoner	WWII
Philip		Braithwaite	Korea
Charles	M.	Clem	Korea
Edward	L.	Collier	Korea
Charles	A.	Green	Korea
Wallace	A.	Tinsman	Korea
Hugh	D.	Whitacre	Korea
Thomas	S.	Clem	Vietnam
Dallas	A.	Driver	Vietnam
Lewis	D.	Lamkin	Vietnam
James	R.	McIlwee	Vietnam
Harry	James	Yost	Vietnam



Speak Their Names

CITIES AND COUNTIES REPLY FORM

YES! Our city/county wishes to honor our fallen by committing to an annual contribution of:

__\$20/name __\$10/name __\$1/name __Other \$_____

Please send an invoice here:

NAME: _____ CITY/COUNTY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

EMAIL: _____

Yes, please include this email on e-correspondence from the Virginia War Memorial & Fndtn.

Thank you for your support!

The Virginia War Memorial Foundation is the 501(c)(3) non-profit organization that solely funds the educational and patriotic programs and outreach, documentary films, and historic exhibits of the Virginia War Memorial. All contributions are tax-deductible as allowed by law.





MEMORANDUM

TO: Cheryl Shiffler, Director of Finance
FROM: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Supplemental Appropriation Requests
DATE: August 5, 2019

At the July 30, 2019 Public Works Committee meeting, the following items were unanimously approved to be sent to the Finance Committee for consideration:

1. Request from the Building Official for an additional plan review position in the Inspections Department. See attached justification. Funds are not available in the current fiscal year 2020 budget for this position. Local funds are requested.
(Attachment 1)
2. Request from the Animal Shelter manager for a supplemental appropriation in the amount of \$15,000 for the spay/neuter program. Funds are available from donations in the reserve fund line item 10-240-2501. Please see the attached justification.
(Attachment 2)

Please include the above supplemental appropriation requests on the next Finance Committee agenda.

JCW/kco

attachments as stated

cc: file



COUNTY of FREDERICK

Inspections Department

Mark A. Fleet, Building Official
540-665-5650
Fax 540-678-0682

ATTACHMENT 1

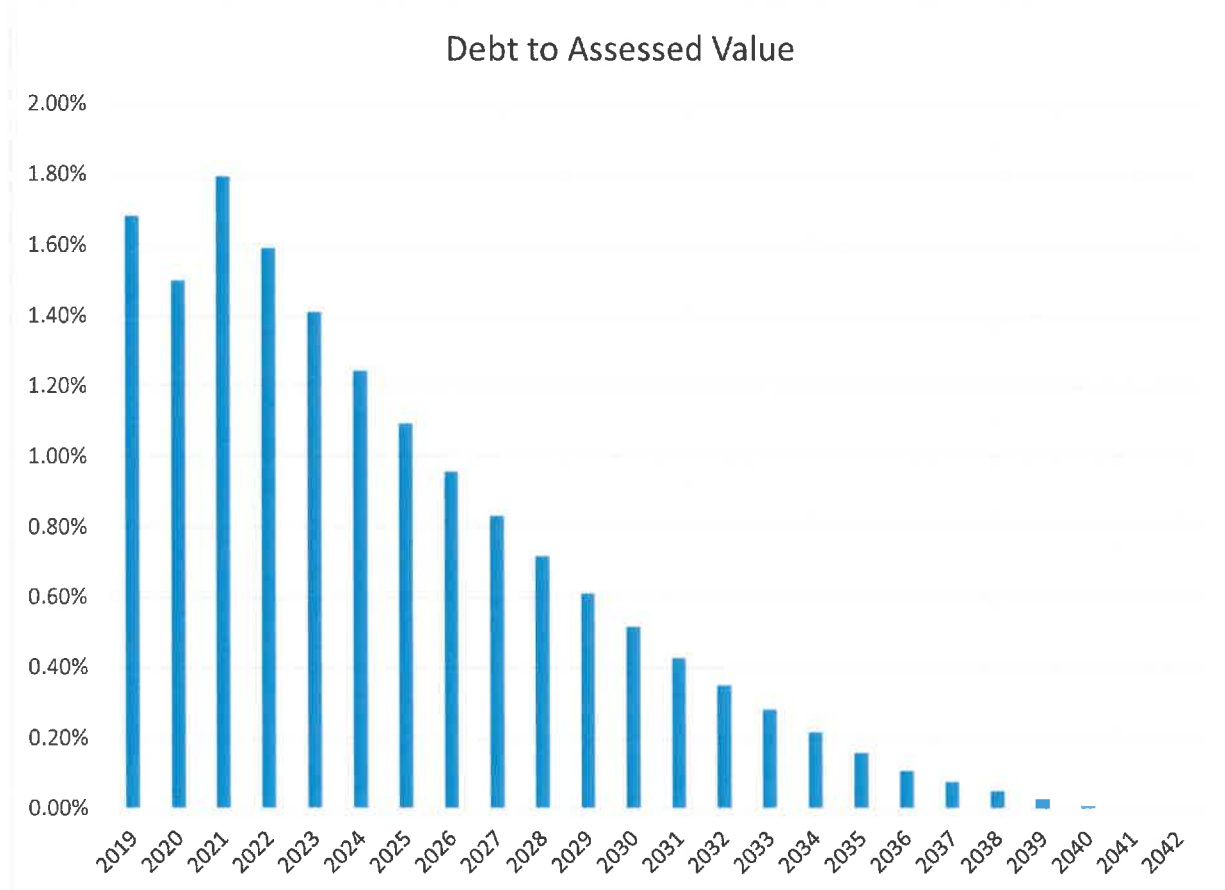
Memorandum

To: Joe Wilder, Director of Public Works
From: Mark Fleet, Building Official
Date: July 23, 2019
Subject: Request for funding of additional plan review specialist

I would like to request additional funding in the amount of \$79,885.00 for an additional plan review specialist. The 2015 code becomes mandatory in September which will create an influx of master plans that will need to be updated on top of our current heavy workload. One of our Senior Design Review Specialist will also be retiring in May and this additional plan reviewer would help ensure that the plan review schedule would not be interrupted. The current SAP for this position is \$43,516 – 69,582. The position if approved would be offered at a starting salary of between \$43,416 and \$55,000. The requested funding would cover a salary and fringes for a position paying \$55,000. Upon retirement of the Senior Plan Reviewer we would re-evaluate the workload to determine whether the vacated position would need to be refilled.

Key Debt Ratio

Debt to Assessed Value



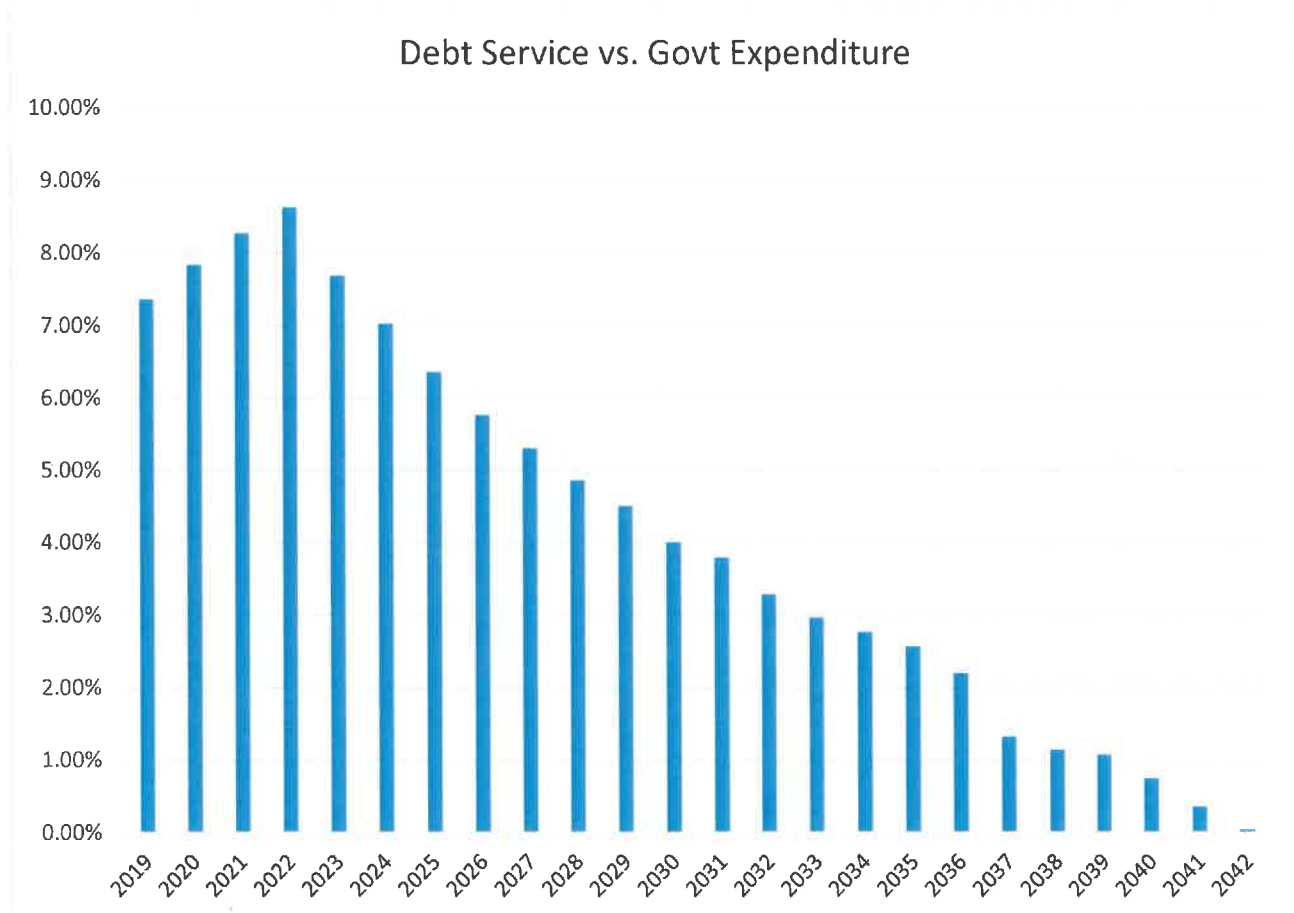
.75-1.75 % is County guideline

Assessed value from 2018 CAFR Table 5, 2017 value is \$11,864,865,020

Growth in assessed value is 2% average

Key Debt Ratio

Debt Service to Expenditures



\$244,501,274 2017

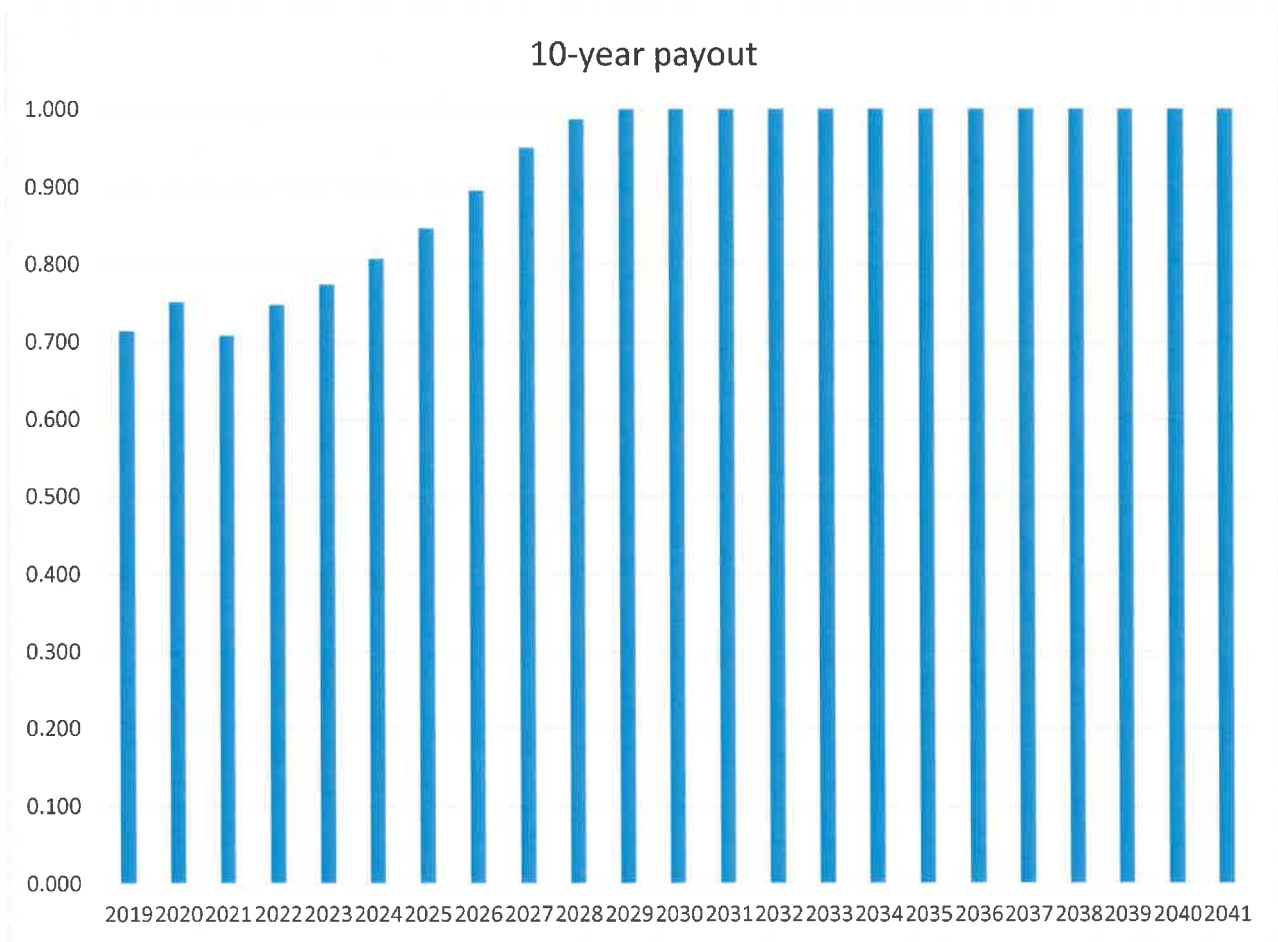
\$242,739,212 2018

2019 & beyond (2%)

8% -12% range is the adopted County debt policy guideline

Key Debt Ratio

Tax Supported Debt Service



Amount of principal to be retired in the next 10 years.

65% is the County guideline

REAMS 3.2M

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
7/1/2019	PUBLIC SAFETY COMMUNICATIONS	NORTH MOUNTAIN TOWER AC	3506	3004	000	001	7,934.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(7,934.00)
7/1/2019	COMMISSIONER OF THE REVENUE	CD F&R	1209	1001	000	005	3,895.00
	FIRE AND RESCUE		3505	1007	000	001	(25,153.00)
	FIRE AND RESCUE	CORR. CAREER DEVELOPMENT	3505	1007	000	001	80,000.00
	TRANSFERS/CONTINGENCY		9301	5807	000	000	(80,000.00)
	COUNTY ADMINISTRATOR	CORR FY20 SALLINE ITEMS	1201	1001	000	001	14,466.07
	COUNTY ATTORNEY		1202	1001	000	001	19,226.05
	SHERIFF		3102	1002	000	059	624.22
	SHERIFF		3102	1002	000	090	624.22
	SHERIFF		3102	1002	000	091	624.22
	SHERIFF		3102	1002	000	092	624.22
	SHERIFF		3102	1002	000	093	624.22
	SHERIFF		3102	1002	000	094	624.22
	SHERIFF		3102	1002	000	095	624.22
	SHERIFF		3102	1002	000	096	624.22
	SHERIFF		3102	1002	000	097	624.22
	FIRE AND RESCUE		3505	1001	000	001	3,458.55
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	007	3,622.32
	RECREATION CENTERS AND PLAYGROUNDS		7104	1001	000	011	1,599.87
	TRANSFERS/CONTINGENCY		9301	5807	000	001	(47,990.84)
	FIRE AND RESCUE	F&R CDP	3505	1007	000	001	(74,855.88)
	INFORMATION TECHNOLOGY	JUNE&JULY SALARY INCREASES	1220	1001	000	024	(2,134.08)
	INFORMATION TECHNOLOGY		1220	1001	000	057	(9,712.00)
	REGISTRAR		1302	1001	000	001	(5,902.00)
	TRANSFERS/CONTINGENCY		9301	5807	000	001	17,748.08
	COMMISSIONER OF THE REVENUE	BUDGET&SALARY CORRECTIONS &PROMOTIONS	1209	1001	000	003	3,283.00
	COMMISSIONER OF THE REVENUE		1209	1001	000	004	2,952.00
	COMMISSIONER OF THE REVENUE		1209	1001	000	047	3,382.00
	COMMISSIONER OF THE REVENUE		1209	1001	000	069	3,286.00
	COMMISSIONER OF THE REVENUE		1209	1001	000	066	5,072.00
	COMMISSIONER OF THE REVENUE		1209	1001	000	001	(21,870.00)
	TREASURER		1213	1001	000	041	5,196.84
	TREASURER		1213	1001	000	058	(5,196.84)
	SHERIFF		3102	1002	000	013	5,643.00
	SHERIFF		3102	1007	000	001	(5,643.00)
	INSPECTIONS		3401	1001	000	075	(14,473.59)
	INSPECTIONS		3401	1001	000	075	(14,473.59)
	FIRE AND RESCUE		3505	1001	000	001	(9,226.00)
	FIRE AND RESCUE		3505	1001	000	010	4,775.91
	FIRE AND RESCUE		3505	1001	000	012	2,908.00
	FIRE AND RESCUE		3505	1001	000	016	3,946.68
	FIRE AND RESCUE		3505	1001	000	022	1,000.00
	FIRE AND RESCUE		3505	1001	000	031	4,714.06
	FIRE AND RESCUE		3505	1001	000	032	4,735.38
	FIRE AND RESCUE		3505	1001	000	085	3,945.89
	FIRE AND RESCUE		3505	1001	000	053	3,946.73
	FIRE AND RESCUE		3505	1001	000	054	4,441.08
	FIRE AND RESCUE		3505	1001	000	058	3,960.92
	FIRE AND RESCUE		3505	1001	000	067	3,942.25
	FIRE AND RESCUE		3505	1001	000	084	3,948.91
	FIRE AND RESCUE		3505	1001	000	085	4,647.52
	FIRE AND RESCUE		3505	1001	000	092	3,943.21
	FIRE AND RESCUE		3505	1001	000	093	3,944.48
	FIRE AND RESCUE		3505	1001	000	102	(1,305.00)
	FIRE AND RESCUE		3505	1001	000	106	3,947.97
	FIRE AND RESCUE		3505	1001	000	125	4,770.55
	FIRE AND RESCUE		3505	1001	000	126	(2,337.00)
	FIRE AND RESCUE		3505	1001	000	127	4,762.10
	FIRE AND RESCUE		3505	1001	000	128	5,479.24
	FIRE AND RESCUE		3505	1001	000	129	737.00
	FIRE AND RESCUE		3505	1007	000	001	9,226.00
	FIRE AND RESCUE		3505	1001	000	003	737.00
	FIRE AND RESCUE		3505	1001	000	004	(23,246.00)
	FIRE AND RESCUE		3505	1001	000	043	5,416.00
	FIRE AND RESCUE		3505	1001	000	128	5,479.00
	FIRE AND RESCUE		3505	1001	000	078	7,478.00
	FIRE AND RESCUE		3505	1001	000	006	6,307.00
	FIRE AND RESCUE		3505	1001	000	030	5,877.00
	FIRE AND RESCUE		3505	1001	000	079	8,283.00
	FIRE AND RESCUE		3505	1001	000	074	8,135.00
	FIRE AND RESCUE		3505	1001	000	068	7,608.00
	FIRE AND RESCUE		3505	1001	000	020	7,162.00
	FIRE AND RESCUE		3505	1001	000	061	6,900.00
	FIRE AND RESCUE		3505	1001	000	063	6,989.00
	FIRE AND RESCUE		3505	1001	000	081	6,936.00
	FIRE AND RESCUE		3505	1007	000	001	(82,570.00)
	FIRE AND RESCUE		3505	1001	000	064	9,201.00
	FIRE AND RESCUE		3505	1001	000	069	8,037.00
	FIRE AND RESCUE		3505	1001	000	070	7,915.00
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	006	5,414.12

BUDGET TRANSFERS JULY 2019

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFERS	FROM	TO	ACCT	CODE	AMOUNT
7/1/2019	PUBLIC SAFETY COMMUNICATIONS	BUDGET&SALARY CORRECTIONS AND PROMOTIONS	3506	1001	000	018	(10,221.00)
	PAKS AND RECREATION ADMINISTRATION		7101	1001	000	005	(22,607.75)
	RECREATION CENTERS AND PLAYGROUNDS		7104	1001	000	028	(469.37)
	CLEARBROOK PARK		7109	1001	000	076	366.40
	CLEARBROOK PARK		7109	1001	000	086	(1,421.45)
	SHERANDO PARK		7110	1001	000	093	(806.67)
	SHERANDO PARK		7110	1001	000	095	(16,539.00)
	TRANSFERS/CONTINGENCY		9301	5807	000	001	14,473.59
	TRANSFERS/CONTINGENCY		9301	5807	000	001	83,267.31
	SHERIFF		3102	1001	000	022	5,694.77
	SHERIFF		3102	1001	000	036	5,643.51
	SHERIFF		3102	1001	000	050	7,324.43
	SHERIFF		3102	1001	000	054	6,189.87
	SHERIFF		3102	1001	000	056	7,749.94
	SHERIFF		3102	1001	000	063	5,883.80
	SHERIFF		3102	1001	000	065	4,011.72
	SHERIFF		3102	1001	000	067	9,629.26
	SHERIFF		3102	1001	000	071	4,027.65
	SHERIFF		3102	1001	000	072	3,949.90
	SHERIFF		3102	1002	000	005	4,990.86
	SHERIFF		3102	1002	000	008	4,994.87
	SHERIFF		3102	1002	000	013	(36,927.93)
	SHERIFF		3102	1002	000	019	1,187.86
	SHERIFF		3102	1002	000	032	(6,423.00)
	SHERIFF		3102	1002	000	041	(6,353.00)
	SHERIFF		3102	1002	000	045	5,648.74
	SHERIFF		3102	1002	000	053	15,820.00
	SHERIFF		3102	1002	000	054	(6,751.00)
	SHERIFF		3102	1002	000	069	6,052.37
	SHERIFF		3102	1002	000	072	6,698.92
	SHERIFF		3102	1002	000	079	4,994.87
	SHERIFF		3102	1002	000	085	4,867.95
	SHERIFF		3102	1002	000	088	6,325.16
	SHERIFF		3102	1007	000	001	(65,231.52)
	SHERIFF	COVER SALARY FOR FY20	3102	1001	000	003	(1,001.15)
	SHERIFF		3102	1001	000	038	1,001.15
	SHERIFF		3102	1001	000	003	(2,965.59)
	SHERIFF		3102	1002	000	080	2,965.59
7/16/2019	GENERAL ENGINEERING/ADMINISTRATION	NEW LINE ITEM FOR COPIER	4201	5401	000	000	(1,100.00)
	GENERAL ENGINEERING/ADMINISTRATION		4201	9001	000	000	1,100.00
7/18/2019	INFORMATION TECHNOLOGY	DISYS PURCHASE ADDED TO PURCHASE ORDER	1220	3002	000	000	(9,547.20)
	INFORMATION TECHNOLOGY		1200	8007	000	003	9,547.20
7/18/2019	COMMISSIONER OF THE REVENUE	VEHICLE MAINTENANCE AND REPAIR	1209	3004	000	002	(1,500.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	3004	000	002	1,500.00
7/24/2019	DSS ADMINISTRATION	TR.FUNDS SOCIAL SRVCS.SALARY	5316	1001	000	000	130,500.00
	DSS ADMINISTRATION		5316	2001	000	000	9,983.00
	DSS ADMINISTRATION		5316	2002	000	000	12,006.00
	DSS ADMINISTRATION		5316	2006	000	000	1,710.00
	DSS ADMINISTRATION		5316	2008	000	000	363.00
	DSS ADMINISTRATION		5316	2011	000	000	471.00
	TRANSFERS/CONTINGENCY		9301	5807	000	001	(155,033.00)
7/29/2019	COMMISSIONER OF THE REVENUE	ASSOCIATION DUES AND MEMBERSHIPS	1209	3005	000	000	(1,200.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5801	000	000	1,200.00
7/29/2019	REASSESSMENT/BOARD OF ASSESSORS	RE RELATED BOOKS AND SUBSCRIPTIONS	1210	3005	000	000	(4,000.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5411	000	000	4,000.00
7/29/2019	PUBLIC SAFETY COMMUNICATIONS	REPAIR FENCE	3506	3004	000	001	(2,100.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	3004	000	003	2,100.00
7/29/2019	HUMAN RESOURCES	TO COVER OVERTIME COSTS	1203	5401	000	000	(321.12)
	HUMAN RESOURCES		1203	1001	000	042	321.12
7/29/2019	COMMISSIONER OF THE REVENUE	TRAVEL RELATED EXPENSES FOR CLASSES, CONFERENCES	1209	3006	000	000	(2,000.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5506	000	000	2,000.00

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
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0022183	010531	METRO RECREATION INC	4010-071100-8900-000-000-	10/19/2017	80,710.30			GREENFIELDS OUTDOOR FITNESS EQ
0022183	010531	METRO RECREATION INC	4010-071100-8900-000-000-	3/23/2018	40,355.15-	40,355.15		

						40,355.15 *		
0022236	005006	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-160-	4/10/2018	74,935.00			TASK ORDER #7 PROF SERVICES
0022236	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-160-	5/22/2018	14,371.94-			
0022236	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-160-	7/12/2018	28,517.06-			
0022236	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-160-	8/08/2018	5,024.34-			
0022236	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-160-	10/23/2018	1,039.74-			
0022236	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-160-	11/08/2018	4,819.98-			
0022236	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-160-	11/26/2018	1,716.86-			
0022236	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-160-	1/22/2019	3,294.76-			
0022236	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-160-	2/06/2019	3,583.57-			
0022236	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-160-	3/06/2019	4,379.60-	8,187.15		

						8,187.15 *		
0022249	010708	FUG INTERBUILD INC	4010-071090-8900-000-000-	4/30/2018	193,000.00			FREDERICK HEIGHT TRAIL
0022249	010708	FUG INTERBUILD INC	4010-071090-8900-000-000-	9/10/2018	52,325.00-			
0022249	010708	FUG INTERBUILD INC	4010-071090-8900-000-000-	9/19/2018	4,850.00			CONCRETE CRADLE AND 2 PIERS
0022249	010708	FUG INTERBUILD INC	4010-071090-8900-000-000-	10/11/2018	6,450.00			INSTALL CULVERT PIPES
0022249	010708	FUG INTERBUILD INC	4010-071090-8900-000-000-	10/23/2018	28,720.00-			
0022249	010708	FUG INTERBUILD INC	4010-071090-8900-000-000-	11/26/2018	75,040.00-			
0022249	010708	FUG INTERBUILD INC	4010-071090-8900-000-000-	11/27/2018	7,842.00			BASKETBALL COURT PAVING
0022249	010708	FUG INTERBUILD INC	4010-071090-8900-000-000-	1/07/2019	45,450.90-	10,606.10		

						10,606.10 *		
0022277	010405	SUPERION LLC	4010-031020-5409-000-005-	6/14/2018	4,540.00	4,540.00		ECITATION MILIT-STATE ADDN

						4,540.00 *		
0022334	007783	KICKIN ASPHALT PAVING &	4010-071100-8900-000-000-	9/27/2018	269,700.00			ENTRANCE AND ROADWAY
0022334	007783	KICKIN ASPHALT PAVING &	4010-071100-8900-000-000-	9/27/2018	223,500.00			PARKING LOT
0022334	007783	KICKIN ASPHALT PAVING &	4010-071100-8900-000-000-	9/27/2018	10,000.00			RESTROOM WATERLINE
0022334	007783	KICKIN ASPHALT PAVING &	4010-071100-8900-000-000-	9/27/2018	24,000.00			RESTROOM SEWER LINE
0022334	007783	KICKIN ASPHALT PAVING &	4010-071100-8900-000-000-	2/22/2019	64,220.00-			
0022334	007783	KICKIN ASPHALT PAVING &	4010-071100-8900-000-000-	3/21/2019	36,195.00-			
0022334	007783	KICKIN ASPHALT PAVING &	4010-071100-8900-000-000-	4/09/2019	40,707.50-			
0022334	007783	KICKIN ASPHALT PAVING &	4010-071100-8900-000-000-	5/21/2019	20,500.00			SHERANDO PARK BUILDING PAD
0022334	007783	KICKIN ASPHALT PAVING &	4010-071100-8900-000-000-	5/24/2019	81,510.00-			
0022334	007783	KICKIN ASPHALT PAVING &	4010-071100-8900-000-000-	5/24/2019	6,250.00			CHANGE ORDER FOR NW SHERANDO P
0022334	007783	KICKIN ASPHALT PAVING &	4010-071100-8900-000-000-	5/24/2019	7,500.00			CHANGE ORDER FOR NW SHERANDO P
0022334	007783	KICKIN ASPHALT PAVING &	4010-071100-8900-000-000-	5/24/2019	97,800.00			CHANGE ORDER FOR NW SHERANDO P
0022334	007783	KICKIN ASPHALT PAVING &	4010-071100-8900-000-000-	6/06/2019	139,545.50-			
0022334	007783	KICKIN ASPHALT PAVING &	4010-071100-8900-000-000-	7/23/2019	134,543.75-	162,528.25		

						162,528.25 *		
0022339	005822	AMERICAN UNIFORMS SALE	4010-031020-5410-000-000-	10/09/2018	2,255.06			FROPPER HDU TROUSER BROWN
0022339	005822	AMERICAN UNIFORMS SALE	4010-031020-5410-000-000-	10/09/2018	2,255.06			TACTICAL DRESS SHIRT L/S BRN

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
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0022339	005822	AMERICAN UNIFORMS SALE	4010-031020-5410-000-000-	10/09/2018	1,879.06			TACTICAL DRESS SHIRT S/S BROWN
0022339	005822	AMERICAN UNIFORMS SALE	4010-031020-5410-000-000-	10/09/2018	752.00			CUSTOMIZATION SEW ON PATCHES
0022339	005822	AMERICAN UNIFORMS SALE	4010-031020-5410-000-000-	2/19/2019	6,253.53-	887.65		

						887.65 *		
0022353	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-002-	11/06/2018	596.88			DEF323-SC 12-CRAM LOW ROLL
0022353	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-002-	11/06/2018	519.00			DEF217-DEF-TEC 12 GA. DRAG
0022353	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-002-	11/06/2018	366.72			DEF-6325-A DEF TEC EXACT
0022353	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-002-	11/06/2018	242.10			DEF-1030-117712 TRI-CHAMBER
0022353	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-002-	11/06/2018	799.00			DEF-1425 40MM GRENADE LAUNCHER
0022353	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-002-	11/06/2018	118.53			DEF327-LAUNCHER BAG
0022353	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-002-	11/06/2018	768.00			1304700700-DEF-TEC DISTRACTION
0022353	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-002-	11/06/2018	110.40			DEF111 - DEF-TEC LOW ROLL DEV
0022353	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-002-	11/06/2018	172.80			DEF286 - DEF-TEC 12 GA CS
0022353	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-002-	11/06/2018	523.95			MON762B - MONADNOCK CUTTER
0022353	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-002-	2/19/2019	523.95-			
0022353	008568	ATLANTIC TACTICAL INC	4010-031020-5409-000-002-	3/25/2019	3,583.03-	110.40		

						110.40 *		
0022362	010946	ROCHEL INC	4010-031020-8005-000-000-	11/21/2018	127,600.00	127,600.00		2018 MERCEDES SPRINTER 3500

						127,600.00 *		
0022364	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	11/30/2018	26,300.00			GLOBE CLASSIC COAT KOMBAT FLEX
0022364	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	11/30/2018	21,000.00			GLOBE CLASSIC PANT KOMBAT FLEX
0022364	005769	MUNICIPAL EMERGENCY SERVI	4010-035050-5410-000-000-	4/19/2019	40,205.00-	7,095.00		

						7,095.00 *		
0022372	007692	EAST COAST EMERGENCY	4010-035050-8005-000-000-	12/21/2018	10,235.23	10,235.23		EMERGENCY LIGHTING AND INSTALL

						10,235.23 *		
0022373	002411	SHEEHY FORD	4011-033010-8005-000-000-	12/26/2018	26,631.30			2019 FORD FORD SEDAN AWD
0022373	002411	SHEEHY FORD	4011-033010-8005-000-000-	12/26/2018	30,482.53			2019 FORD TRANSIT VAN
0022373	002411	SHEEHY FORD	4011-033010-8005-000-000-	1/03/2019	26,631.30-			2019 FORD POLICE SEDAN
0022373	002411	SHEEHY FORD	4011-033010-8005-000-000-	1/03/2019	26,631.30			2019 FORD SEDAN BLACK AWD
0022373	002411	SHEEHY FORD	4011-033010-8005-000-000-	6/20/2019	26,631.30-	30,482.53		

						30,482.53 *		
0022378	005205	CALLS LLC	4010-031020-5410-000-000-	1/28/2019	8,992.35			POINT BLK HI LITE LEVEL XPLIITA
0022378	005205	CALLS LLC	4010-031020-5410-000-000-	5/21/2019	2,997.45-			
0022378	005205	CALLS LLC	4010-031020-5410-000-000-	5/21/2019	599.49-	5,395.41		

						5,395.41 *		
0022387	009791	SMITH-MIDLAND CORPORATION	4010-071100-8900-000-000-	2/07/2019	104,372.00			RESTROOM FACILITY

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
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0022387	009791	SMITH-MIDLAND CORPORATION	4010-071100-8900-000-000-	5/07/2019	1,220.00-	103,152.00		

						103,152.00 *		
0022392	007692	EAST COAST EMERGENCY	4010-035050-8005-000-000-	2/27/2019	15,780.71			WHELEN EMERGENCY LIGHTING PKG-
0022392	007692	EAST COAST EMERGENCY	4010-035050-8005-000-000-	2/27/2019	510.00	16,290.71		WESTIN PUSH BUMPER

						16,290.71 *		
0022393	010071	EXPRESS PRESS	4010-071040-5410-000-000-	2/27/2019	2,572.50			TRAILS 4 MILES RACE
0022393	010071	EXPRESS PRESS	4010-071040-5410-000-000-	2/27/2019	599.00			RUNNING CLUB
0022393	010071	EXPRESS PRESS	4010-071040-5410-000-000-	2/27/2019	943.00			AQUATICS SWIM TEAM
0022393	010071	EXPRESS PRESS	4010-071040-5410-000-000-	2/27/2019	307.50			AQUATICS STAFF
0022393	010071	EXPRESS PRESS	4010-071040-5410-000-000-	2/27/2019	551.25			AQUATICS STAFF
0022393	010071	EXPRESS PRESS	4010-071040-5410-000-000-	2/27/2019	599.00			YOUTH TRIATHLON
0022393	010071	EXPRESS PRESS	4010-071040-5410-000-000-	4/19/2019	2,855.00-			
0022393	010071	EXPRESS PRESS	4010-071040-5410-000-000-	5/10/2019	1,620.00			ADDITIONAL TRAILS 4 MILES RACE
0022393	010071	EXPRESS PRESS	4010-071040-5410-000-000-	5/10/2019	200.00			TRAILS 4 MILES RACE
0022393	010071	EXPRESS PRESS	4010-071040-5410-000-000-	5/10/2019	858.00			SUMMER LEAGUE BASKETBALL
0022393	010071	EXPRESS PRESS	4010-071040-5410-000-000-	5/21/2019	1,820.00-			
0022393	010071	EXPRESS PRESS	4010-071040-5410-000-000-	6/19/2019	587.02-			
0022393	010071	EXPRESS PRESS	4010-071040-5410-000-000-	6/19/2019	862.80-			
0022393	010071	EXPRESS PRESS	4010-071040-5410-000-000-	7/22/2019	945.00-	1,180.43		
0022393	010071	EXPRESS PRESS	4010-071100-5410-000-000-	2/27/2019	858.00			SUMMER LEAGUE BASKETBALL
0022393	010071	EXPRESS PRESS	4010-071100-5410-000-000-	5/10/2019	858.00-	.00		SUMMER LEAGUE BASKETBALL

						1,180.43 *		
0022402	009070	DISYS SOLUTIONS INC	4010-012200-8007-000-003-	3/11/2019	199,469.48			CATALYST 9400 SERIES
0022402	009070	DISYS SOLUTIONS INC	4010-012200-8007-000-003-	4/19/2019	45,534.06-			
0022402	009070	DISYS SOLUTIONS INC	4010-012200-8007-000-003-	4/19/2019	3,720.30-			
0022402	009070	DISYS SOLUTIONS INC	4010-012200-8007-000-003-	7/22/2019	50,000.00-			
0022402	009070	DISYS SOLUTIONS INC	4010-012200-8007-000-003-	7/22/2019	32,215.12-			
0022402	009070	DISYS SOLUTIONS INC	4010-012200-8007-000-003-	7/22/2019	50,000.00-	18,000.00		

						18,000.00 *		
0022410	003900	LANDSCAPE SUPPLY INC	4010-071090-5403-000-000-	3/19/2019	2,160.00			ARENA
0022410	003900	LANDSCAPE SUPPLY INC	4010-071090-5403-000-000-	3/19/2019	1,178.40			15-0-2. .17 DIMENSION
0022410	003900	LANDSCAPE SUPPLY INC	4010-071090-5403-000-000-	4/11/2019	998.40			25-0-15 W/UFLEX
0022410	003900	LANDSCAPE SUPPLY INC	4010-071090-5403-000-000-	5/21/2019	1,195.90-	3,140.90		
0022410	003900	LANDSCAPE SUPPLY INC	4010-071100-5403-000-000-	3/19/2019	2,160.00			ARENA
0022410	003900	LANDSCAPE SUPPLY INC	4010-071100-5403-000-000-	3/19/2019	1,178.40			15-0-2. .17 DIMENSION
0022410	003900	LANDSCAPE SUPPLY INC	4010-071100-5403-000-000-	4/11/2019	998.40			25-0-15 W/UFLEX
0022410	003900	LANDSCAPE SUPPLY INC	4010-071100-5403-000-000-	5/21/2019	1,195.90-	3,140.90		

						6,281.80 *		
0022416	004411	PINE KNOLL CONSTRUCTION	4010-071090-8900-000-000-	3/26/2019	213,266.00			CB PARK PARKING EXPANSION
0022416	004411	PINE KNOLL CONSTRUCTION	4010-071090-8900-000-000-	6/24/2019	16,868.00			CB PARK PARKING EXPANSION
0022416	004411	PINE KNOLL CONSTRUCTION	4010-071090-8900-000-000-	6/24/2019	1,702.00			CHANGE ORDER FOR CB PARKING
0022416	004411	PINE KNOLL CONSTRUCTION	4010-071090-8900-000-000-	7/22/2019	92,376.08-	139,459.92		

139,459.92 *

AP240 8/15/2019 COUNTY OF FREDERICK VA. OPEN PURCHASE ORDERS * OPEN * PAGE 4

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
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0022418	003836	SITE CONCEPTS LLC	4010-071100-8900-000-000-	3/28/2019	18,750.00	18,750.00		SHADE STRUCTURE AS PER QUOTE
						18,750.00 *		
0022420	003836	SITE CONCEPTS LLC	4010-071090-8900-000-000-	3/29/2019	18,750.00	18,750.00		SHADE STRUCTURE AS PER QUOTE
						18,750.00 *		
0022421	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-007-	4/02/2019	9,800,000.00			CROSSOVER BLMD RD
0022421	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-007-	4/02/2019	7,792,682.83			CROSSOVER BLMD RD
0022421	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-007-	6/24/2019	219,451.50-			
0022421	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-007-	6/24/2019	182,836.00-			
0022421	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-007-	7/11/2019	297,063.15-			
0022421	003868	PERRY ENGINEERING CO INC	4027-012270-5413-000-007-	7/11/2019	294,858.10-	16,598,474.08		
						16,598,474.08 *		
0022425	005802	SHEEHY FORD OF RICHMOND	4011-033010-8005-000-000-	4/08/2019	13,722.55			PRISONER TRANSPORT INSERT
0022425	005802	SHEEHY FORD OF RICHMOND	4011-033010-8005-000-000-	4/08/2019	6,170.71			EMERGENCY EQUIPMENT
0022425	005802	SHEEHY FORD OF RICHMOND	4011-033010-8005-000-000-	4/08/2019	3,477.50			LABOR
0022425	005802	SHEEHY FORD OF RICHMOND	4011-033010-8005-000-000-	4/08/2019	1,423.02			SHIPPING
0022425	005802	SHEEHY FORD OF RICHMOND	4011-033010-8005-000-000-	4/08/2019	428.00	25,221.78		MISC. PARTS
						25,221.78 *		
0022430	011062	RESCUE PHONE INC	4010-031020-8001-000-000-	5/10/2019	21,490.00	21,490.00		CRISIS RESPONSE MODULE/SYSTEM
						21,490.00 *		
0022432	011137	DISCOVERY CONTRACTORS INC	4011-033010-3004-000-003-	5/22/2019	16,385.50	16,385.50		CONSTRUCT 2 ROOMS IN
						16,385.50 *		
0022434	008568	ATLANTIC TACTICAL INC	4011-033010-5409-000-000-	5/29/2019	7,856.80			SAFARILAND EXTREME VESTS
0022434	008568	ATLANTIC TACTICAL INC	4011-033010-5409-000-000-	5/29/2019	3,231.36			SAFARILAND VI CARRIER AWS
0022434	008568	ATLANTIC TACTICAL INC	4011-033010-5409-000-000-	5/29/2019	332.64			SAFARI SOFT TRAUMA PLATE 5X8
0022434	008568	ATLANTIC TACTICAL INC	4011-033010-5409-000-000-	5/29/2019	95.04			PROTECH ID PATCH
0022434	008568	ATLANTIC TACTICAL INC	4011-033010-5409-000-000-	5/29/2019	95.04			SAFARILAND SMALL CUSTOM PATCH
0022434	008568	ATLANTIC TACTICAL INC	4011-033010-5409-000-000-	5/29/2019	63.20			EMBROIDERED NAME TAPE
0022434	008568	ATLANTIC TACTICAL INC	4011-033010-5409-000-000-	5/29/2019	32.00	11,706.08		SEW ON VELCRO
						11,706.08 *		
0022439	004243	MARYLAND FIRE EQUIPMENT	4010-035050-5410-000-000-	5/31/2019	20,055.00			GLOBE CLASSIX TURNOUT JACKET
0022439	004243	MARYLAND FIRE EQUIPMENT	4010-035050-5410-000-000-	5/31/2019	16,680.00			GLOBE CLASSIX TURNOUT PANTS
0022439	004243	MARYLAND FIRE EQUIPMENT	4010-035050-5410-000-000-	5/31/2019	180.00	36,915.00		SHIPPING
						36,915.00 *		

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	FO Description
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0022440	004649	PHYSIO-CONTROL INC	4030-013300-5404-000-000-	5/31/2019	47,850.00			11996-000393 MCGRATH MAC BMS
0022440	004649	PHYSIO-CONTROL INC	4030-013300-5404-000-000-	5/31/2019	1,044.00	48,894.00		MCGRATH 3.6V BMS BATTERY

						48,894.00 *		
0022441	003802	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-203-	6/05/2019	205,000.00	205,000.00		DESIGN SERVICES

						205,000.00 *		
0022442	011151	SCAN TECHNOLOGY INC	4010-031020-5409-000-005-	6/10/2019	8,475.00	8,475.00		L-TRON 4910LR-151-LTRK

						8,475.00 *		
0022443	010472	AMERICAN FITNESS REPAIR	4010-031020-5413-000-000-	6/10/2019	2,237.00	2,237.00		1/2 SPIRIT CE 900 COMM
0022443	010472	AMERICAN FITNESS REPAIR	4010-035050-5413-000-000-	6/10/2019	2,237.00	2,237.00		1/2

						4,474.00 *		
0022444	011161	COMMONWEALTH SCHOOL EQUIP	4010-033030-5413-000-002-	6/10/2019	1,232.00			PANTO SWING LUPO CHAIRS
0022444	011161	COMMONWEALTH SCHOOL EQUIP	4010-033030-5413-000-002-	6/10/2019	2,436.00			THUMBPRINT DESKS
0022444	011161	COMMONWEALTH SCHOOL EQUIP	4010-033030-5413-000-002-	6/10/2019	1,084.00			SHIFT PLUS FUSION TABLES
0022444	011161	COMMONWEALTH SCHOOL EQUIP	4010-033030-5413-000-002-	6/10/2019	3,360.00			FLIP TABLES
0022444	011161	COMMONWEALTH SCHOOL EQUIP	4010-033030-5413-000-002-	6/10/2019	148.00			HOKKI STOOLS 18" HIGH
0022444	011161	COMMONWEALTH SCHOOL EQUIP	4010-033030-5413-000-002-	6/10/2019	976.00			AMERICA MODEL COMPASS STOOL
0022444	011161	COMMONWEALTH SCHOOL EQUIP	4010-033030-5413-000-002-	6/10/2019	1,296.00			COMPASS 4 LEG CHAIR ON CASTORS
0022444	011161	COMMONWEALTH SCHOOL EQUIP	4010-033030-5413-000-002-	6/10/2019	1,713.00			CURVED BENCH UNITS UPHOLSTERED
0022444	011161	COMMONWEALTH SCHOOL EQUIP	4010-033030-5413-000-002-	6/10/2019	1,932.00			DOUBLE SIDED MOBILE WHITE BOARD
0022444	011161	COMMONWEALTH SCHOOL EQUIP	4010-033030-5413-000-002-	6/10/2019	1,886.00			SQUARE RONDO LIFT TABLES
0022444	011161	COMMONWEALTH SCHOOL EQUIP	4010-033030-5413-000-002-	6/10/2019	1,790.00	17,853.00		ARMLESS SOFA 67X31 UPHOLSTERED

						17,853.00 *		
0022445	005809	CUTTING EDGE SMALL ENGINE	4012-042040-8006-000-000-	6/11/2019	31,172.50	31,172.50		VENTRAC SLOPE MOWER

						31,172.50 *		
0022446	009804	MILLERS SUPPLIES AT WORK	4010-012090-5401-000-000-	6/21/2019	996.00			GUEST CHAIR W/ ARMS
0022446	009804	MILLERS SUPPLIES AT WORK	4010-012090-5401-000-000-	6/21/2019	443.00			TASK CHAIR
0022446	009804	MILLERS SUPPLIES AT WORK	4010-012090-5401-000-000-	6/21/2019	1,153.00			KNEESPACE CREDENZA
0022446	009804	MILLERS SUPPLIES AT WORK	4010-012090-5401-000-000-	6/21/2019	561.00			CONFERENCE TABLE TOP
0022446	009804	MILLERS SUPPLIES AT WORK	4010-012090-5401-000-000-	6/21/2019	431.00			CONFERENCE TABLE BASE
0022446	009804	MILLERS SUPPLIES AT WORK	4010-012090-5401-000-000-	6/21/2019	200.00	3,784.00		INSTALLATION SERVICES

						3,784.00 *		
0022447	001878	NATIONAL BUSINESS	4010-012140-5401-000-000-	6/19/2019	1,784.00			U DESK COMPLETE OFFICE
0022447	001878	NATIONAL BUSINESS	4010-012140-5401-000-000-	6/19/2019	249.00			HIGH BACK MESH CHAIR
0022447	001878	NATIONAL BUSINESS	4010-012140-5401-000-000-	6/19/2019	238.00			GUEST CHAIR W/ ARMS
0022447	001878	NATIONAL BUSINESS	4010-012140-5401-000-000-	6/19/2019	347.16	2,618.16		SHIPPING

						2,618.16 *		

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
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0022448	011162	TOTAL SECURITY SOLUTIONS	4011-033010-3004-000-003-	6/10/2019	29,828.00	29,828.00		BALLISTIC GLASS

						29,828.00 *		
0022449	008797	AXON ENTERPRISE INC	4011-033010-5409-000-000-	6/11/2019	858.00			APPM BATTERY PACK
0022449	008797	AXON ENTERPRISE INC	4011-033010-5409-000-000-	6/11/2019	312.00			LEFT HAND BLACKHAWK X2 HOLSTER
0022449	008797	AXON ENTERPRISE INC	4011-033010-5409-000-000-	6/11/2019	234.00			RIGHT HAND BLACKHAWK X3 HOLSTER
0022449	008797	AXON ENTERPRISE INC	4011-033010-5409-000-000-	6/11/2019	2,440.00			BLACK X2 CEW TASER
0022449	008797	AXON ENTERPRISE INC	4011-033010-5409-000-000-	6/11/2019	3,198.00	7,042.00		15 FT SMART CARTRIDGE (X2)

						7,042.00 *		
0022450	007019	COMMERCIAL LAUNDRY EQUIP	4010-035050-8009-000-000-	6/12/2019	25,914.00			CONTINENTAL 55 LB. EXTRACTOR
0022450	007019	COMMERCIAL LAUNDRY EQUIP	4010-035050-8009-000-000-	6/12/2019	820.00			EXTRACTOR 6" STEEL BASE
0022450	007019	COMMERCIAL LAUNDRY EQUIP	4010-035050-8009-000-000-	6/12/2019	1,000.00			SHIPPING DELIVERY INSTALLATION
0022450	007019	COMMERCIAL LAUNDRY EQUIP	4010-035050-8009-000-000-	6/12/2019	1,250.00			SHIPPING DELIVERY INSTALLATION
0022450	007019	COMMERCIAL LAUNDRY EQUIP	4010-035050-8009-000-000-	6/12/2019	1,250.00			SHIPPING DELIVERY INSTALLATION
0022450	007019	COMMERCIAL LAUNDRY EQUIP	4010-035050-8009-000-000-	6/12/2019	810.00	31,044.00		6' BASE INSTALLATION, MOVING

						31,044.00 *		
0022451	003954	DELL MARKETING LP	4010-031020-5401-000-000-	6/12/2019	2,689.77			DELL MOBILE PRECISION 5530
0022451	003954	DELL MARKETING LP	4010-031020-5401-000-000-	6/12/2019	39.65			DELL USB SLIM DVD/RW DRIVE
0022451	003954	DELL MARKETING LP	4010-031020-5401-000-000-	6/12/2019	224.39	2,953.81		DELL THUNDERBOLT DOCK

						2,953.81 *		
0022453	006828	INTERSTATE RESCUE LLC	4010-035050-5413-000-000-	6/13/2019	14,747.70			K55 320X240 THERMAL CAMERA KIT
0022453	006828	INTERSTATE RESCUE LLC	4010-035050-5413-000-000-	6/13/2019	8,393.00			K55 320X240 THERMAL CAMERA KIT
0022453	006828	INTERSTATE RESCUE LLC	4010-035050-5413-000-000-	7/22/2019	14,747.70-	8,393.00		

						8,393.00 *		
0022454	005411	EMERGENCY MEDICAL	4030-013300-5404-000-000-	6/13/2019	4,000.00			LA RESCUE LAA070R BAG
0022454	005411	EMERGENCY MEDICAL	4030-013300-5404-000-000-	6/13/2019	1,350.00			STATPACKS FIRST AIDE KIT
0022454	005411	EMERGENCY MEDICAL	4030-013300-5404-000-000-	6/13/2019	761.20	6,111.20		1040BK PELICAN CASE

						6,111.20 *		
0022455	009334	ATLANTIC EMERGENCY	4010-035050-5413-000-000-	6/14/2019	1,540.11			24 FT. EXTENSION LADDER
0022455	009334	ATLANTIC EMERGENCY	4010-035050-5413-000-000-	6/14/2019	635.64			28 FT. EXTENSION LADDER
0022455	009334	ATLANTIC EMERGENCY	4010-035050-5413-000-000-	6/14/2019	840.00	3,015.75		SHIPPING

						3,015.75 *		
0022456	006820	CAS SEVERN	4010-012220-5413-000-000-	6/12/2019	2,550.00	2,550.00		DOUBLE LASERVAULT BACKUP DISK

						2,550.00 *		

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
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0022457	011168	FLASHPOINT FIRE EQUIPMENT	4010-035050-8009-000-000-	6/17/2019	5,995.00			FIRE DYNAMICS TRAINING PROP
0022457	011168	FLASHPOINT FIRE EQUIPMENT	4010-035050-8009-000-000-	6/17/2019	799.00			TRANSPORT CASE FOR FDTP
0022457	011168	FLASHPOINT FIRE EQUIPMENT	4010-035050-8009-000-000-	6/17/2019	85.00			FDTP ACCESSORIES KIT
0022457	011168	FLASHPOINT FIRE EQUIPMENT	4010-035050-8009-000-000-	6/17/2019	351.54	7,230.54		SHIPPING

						7,230.54 *		
0022458	010779	ISIMULATE LLC	4010-035050-8009-000-000-	6/17/2019	17,990.00	17,990.00		REALITI 360 PLUS SIMULATION SE

						17,990.00 *		
0022459	004394	SOUTHERN AIR INC	4010-043040-3004-000-022-	6/17/2019	6,131.00	6,131.00		HEIL 15 SEER AC UNIT

						6,131.00 *		
0022460	004942	FRITCHEIT CONTROLS INC	4010-043040-8001-000-005-	6/18/2019	30,100.00	30,100.00		UPGRADE VAV BOX CONTROLLER

						30,100.00 *		
0022461	011173	GALMARD SCIENTIFIC COMPAN	4010-035050-8009-000-000-	6/18/2019	4,500.00			NOELLE BIRTHING TORSO TRAINER
0022461	011173	GALMARD SCIENTIFIC COMPAN	4010-035050-8009-000-000-	6/18/2019	16,990.00			CODE BLUE III ADULT MANIKIN
0022461	011173	GALMARD SCIENTIFIC COMPAN	4010-035050-8009-000-000-	6/18/2019	4,990.00			HAL ADULT AIRWAY/CPR MANIKIN
0022461	011173	GALMARD SCIENTIFIC COMPAN	4010-035050-8009-000-000-	6/18/2019	3,590.00			BLOOD PRESSURE TRAINING SYSTEM
0022461	011173	GALMARD SCIENTIFIC COMPAN	4010-035050-8009-000-000-	6/18/2019	474.00	30,544.00		FREIGHT

						30,544.00 *		
0022464	002497	TURF EQUIPMENT & SUPPLY	4010-071090-8001-000-000-	6/24/2019	13,711.25	13,711.25		Z MASTER 6000 SERIES MOWER

						13,711.25 *		
0022465	002497	TURF EQUIPMENT & SUPPLY	4010-071090-8001-000-000-	6/24/2019	5,703.10	5,703.10		SAND PRO 3040 ACCESSORIES

						5,703.10 *		
0022466	007900	MOSCA DESIGN INC	4010-071040-8900-000-000-	6/24/2019	13,750.00	13,750.00		WINTER WONDERLAND ARCHES

						13,750.00 *		
0022468	004486	RECREONICS INC	4010-071040-5412-000-000-	6/24/2019	8,116.40	8,116.40		14 FOOT DURAFLEX DIVING BOARD

						8,116.40 *		
0022470	004181	GOHER SPORT	4010-071040-5412-000-000-	6/25/2019	4,116.06	4,116.06		VOLLEYBALL STANDARDS

						4,116.06 *		

AP240 8/15/2019

COUNTY OF FREDERICK VA.

OPEN PURCHASE ORDERS

* OPEN *

PAGE 8

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	DATE	\$ AMOUNT \$	\$ TOTAL \$	APPRVD BY	PO Description
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0022471	011191	ME FLOW INC	4017-081090-3004-000-003-	6/26/2019	5,221.00	5,221.00		5-TON 14 SEER A/C SYSTEM
						5,221.00 *		
						17,995,901.94 **		

Account Description	Fund Description	PO#	Vendor Name	PO Date	Balance	General Comments
Maint Service Contracts	School Operating	20190317	Riddleberger Bros., Inc.	08/15/2018	6,180.00	Chiller SVC Agreement
Repairs and Maintenance	School Operating	20190338	Area Access, Inc.	08/22/2018	3,437.50	JWMS Motor Installation
Contr Serv Staff Dev	School Operating	20190506	Tyler Technologies, Inc.	10/15/2018	6,231.41	Scheduling training
Repairs and Maintenance	School Operating	20190657	Greenway Engineering	01/23/2019	5,782.50	water testing
Repair & Maint Parts Supplies	School Operating	20190751	Lenovo, Inc.	03/15/2019	7,015.00	Chromebook Parts
Capital Outlay Replacement	School Operating	20190760	Pro Source Incorporated	03/22/2019	37,350.00	MHS Refinish Gym Floors
Repairs and Maintenance	School Operating	20190831	Overhead Door Company of Shenandoah Valley	05/13/2019	2,765.00	Emergency Stop Shoes (Garage Door)
Repairs and Maintenance	School Operating	20190847	Alan Tye & Associates, LC	05/16/2019	2,939.43	Trans lift repairs
Capital Outlay Additions	School Operating	20190871	Integrity Electrical Services	05/21/2019	4,950.00	DJH electrical panel replacement
Repairs and Maintenance	School Operating	20190893	Barnes Custom Painting	05/30/2019	5,400.00	PAINTING COMMONS AREAS
Capital Outlay Additions	School Operating	20190911	Lenny Campbell Service Co. Inc.	06/04/2019	19,967.69	Trans DJH fuel tank relocation
Other Operating Supplies	School Operating	20190916	Ferguson Enterprises, Inc.	06/05/2019	3,040.51	Facilities Svcs equipment
Repairs and Maintenance	School Operating	20190917	Gear Clean, Inc.	06/05/2019	1,608.21	APRES Asbestos Abatement
Repairs and Maintenance	School Operating	20190918	Gear Clean, Inc.	06/05/2019	3,415.97	DJH Asbestos Abatement
Repairs and Maintenance	School Operating	20190922	Gear Clean, Inc.	06/06/2019	7,224.47	SBO abatement
Capital Outlay Replacement	School Operating	20190926	Lenny Campbell Service Co. Inc.	06/06/2019	35,435.00	Trans bus wash doors
Other Operating Supplies	School Operating	20190928	Zen-tinel, Inc.	06/07/2019	35,000.00	25 Cameras for Buses
Other Operating Supplies	School Operating	20190943	Hon Company	06/11/2019	1,951.84	Conference tables and chairs
Noncapitalized Tech Hardware	School Operating	20190950	CDW Government, LLC	06/12/2019	17,650.00	Chromebooks
Other Operating Supplies	School Operating	20190952	TreeTopProducts.com	06/12/2019	4,094.61	Tables
Instructional Materials	School Operating	20190953	Commonwealth School Equipment, Inc.	06/12/2019	4,996.00	4 ERG Round Cafe Height Tables
Other Operating Supplies	School Operating	20190962	Educational Furniture, LLC	06/13/2019	4,860.01	Furniture
Purchased Services	School Operating	20190973	Marsh & Legge Land Surveyors, PLC	06/19/2019	4,250.00	REAMS Easement Plats Surveys
Total Fund 50	School Operating Fund				225,545.15	
Capital Outlay Replacement	Captial Projects	20190944	OWPR	06/11/2019	9,000.00	SHS water heater
Capital Outlay Replacement	Captial Projects	20190727	ATC Corp	03/01/2019	345,325.48	SHS refurbish tennis court
Capital Outlay Replacement	Captial Projects	20190012	OWPR	06/08/2018	3,200.00	DJH ROOF REPLACEMENT
Capital Outlay Replacement	Captial Projects	20190779	Anderson Roofing & Sheet Metal	04/12/2019	195,872.00	DJH partial roof replacement
Repairs and Maintenance	Captial Projects	20190033	OWPR	06/13/2018	2,850.00	FCMS TRAFFIC LANE IMPROVEMENT
Repairs and Maintenance	Captial Projects	20190752	W-L Construction & Paving, Inc.	03/15/2019	7,420.35	Route 522 Turn Lane Extension
Capital Outlay Additions	Captial Projects	20190665	OWPR	01/25/2019	25,600.00	Design Fees Security Enhancements 8 Locations
Total Fund 59	Captial Projects Fund				589,267.83	
Purchased Services	Construction	46469	OWPR	12/22/2016	236,000.00	A&E 4th HS Design
Purchased Services	Construction	49808	OWPR	12/22/2016	7,770.00	A&E Services for Armel Renovations
Purchased Services	Construction	20180837	Grimm and Parke	06/01/2018	186,893.52	12th Elem-Construction
Purchased Services	Construction	20180890	Viola Engineeri	06/15/2018	5,255.95	12th Elem. Testing Services
Purchased Services	Construction	20190799	Branch Builds, Inc.	04/24/2019	3,134,178.55	CMAR for REAMS replacement
Purchased Services	Construction	20190789	RRMM Architects, PC	04/16/2019	1,559,676.34	A&E Services for REAMS
Purchased Services	Construction	20190371	C&W-TESCO, Inc.	08/30/2018	25,090.00	12th Elem. Commissioning Servi
Purchased Services	Construction	20190452	Kinsley Construction, Inc.	09/27/2018	15,546,699.33	12th Elementary Construction P
Purchased Services	Construction	20190642	Shenandoah Valley Electric Cooperative	01/18/2019	8,713.00	Agreement Purch Power 12th Ele
Total Fund 60	Construction Fund				20,710,276.69	
Total All Funds					21,525,089.67	



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



July 31, 2019

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

Dear Ms. Shiffler:

A panel of independent reviewers has completed its examination of your Popular Annual Financial Report (PAFR) submitted to Government Finance Officers Association (GFOA). We are pleased to notify you that your PAFR for the fiscal year ended June 30, 2018, has substantially met the requirements of the PAFR Program. In the absence of authoritative standards governing the presentation, these requirements are based on an evaluation of information presented, reader appeal, understandability, distribution, and other elements (such as whether the PAFR is a notable achievement for the government given the government's type and size, and the PAFR's creativity and usefulness). The report received a weighted average score of 75.00 percent or above from three of the four highest individual reviews.

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

Continuing participants will find a Certificate and brass medallion enclosed with these results. The brass medallion may be mounted on your ten-year plaque. First-time recipients will find a Certificate enclosed with these results and will receive a plaque in approximately 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a PAFR Award may include a reproduction of the Certificate in its immediately subsequent PAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions.

Cheryl B. Shiffler
July 31, 2019
Page 2

The PAFR Award is valid for one year. To continue your participation in the program, it will be necessary for you to submit your next PAFR to GFOA within six months of the end of your entity's fiscal year. A Popular Annual Financial Reporting Award Program Application is posted on GFOA's website at www.gfoa.org.

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to pafr@gfoa.org and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain a well-presented PAFR. If we can be of further assistance, please do not hesitate to contact the PAFR Program staff in the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services Center

Enclosures



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

July 31, 2019

For more information, contact:

Michele Mark Levine, Director/TSC

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: mlevine@gfoa.org

(Chicago, Illinois) – Government Finance Officers Association is pleased to announce that **County of Frederick, Virginia** has received GFOA’s Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR award).

The award represents a significant achievement by the entity. In order to be eligible for the PAFR award, a government must also submit its comprehensive annual financial report (CAFR) to GFOA’s Certificate of Achievement for Excellent in Financial Reporting Program and receive the CAFR award for the current fiscal year. Each eligible report is reviewed by judges who evaluate the report based on the following categories: reader appeal, understandability, distribution methods, creativity and other elements.

Government Finance Officers Association is a major professional association servicing the needs of over 20,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C. For more information about GFOA and this and other award programs, please visit GFOA.org.



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

July 19, 2019

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

Dear Ms. Shiffler:

We are pleased to notify you that your 2018 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to cafrprogram@gfoa.org and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive style with a large initial "M".

Michele Mark Levine
Director, Technical Services Center



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

07/19/2019

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

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

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

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

Government Finance Officers Association is a major professional association servicing the needs of over 20,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.