

FINANCE COMMITTEE REPORT to the BOARD OF SUPERVISORS
Wednesday, January 20, 2021
8:00 a.m.
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

A Finance Committee meeting was held in the Board of Supervisors Room at 107 North Kent Street on Wednesday, January 20, 2021 at 8:00 a.m.

ATTENDEES:

Committee members present: Judith McCann-Slaughter, Chairman; Charles DeHaven; Robert Wells; Jeffrey Boppe; Angela Rudolph-Wiseman; Gary Oates; and non-voting liaisons William Orndoff, Treasurer and Seth Thatcher, Commissioner of the Revenue.

Committee member absent: none.

Staff present: Cheryl Shiffler, Finance Director; Kris Tierney, County Administrator; Rod Williams, County Attorney; Sharon Kibler, Assistant Finance Director; Jennifer Place, Budget Analyst; Steve Hawkins, Sheriff Major; Jason Robertson, Parks & Recreation Director; Jon Turkel, Parks and Recreation Assistant Director; Tamara Perez, Public Safety Communications Director; Kim Chmura, Community Corrections Chief; Clay Corbin, NRADC Superintendent; and Rich Venskoske, Director of Elections.

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

(*) Items 1, 5, 6, 7 and 9 were approved under consent agenda.

1. (*) The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$30,000. This amount represents a donation for the installation of two (2) sand volleyball courts at Clearbrook Park. No local funds required. See attached memo, p. 5.
2. The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$55,000. This amount represents a request for proffer funds for the construction of an amphitheater behind the Bowman Library. The request has been approved by the Parks and Recreation Commission. See attached memo, p. 6 – 8. The committee did not make a motion.
3. The NRADC Superintendent requests an NRADC Fund supplemental appropriation in the amount of \$161,852. This amount represents additional grant funds from DCJS to expand pretrial services. This expansion does require the addition of four (4) grant funded Probation Officer positions as caseloads increase. No additional local funds required. See attached information, p. 9 – 37. The committee recommends approval.

4. The NRADC Superintendent requests an NRADC Fund supplemental appropriation in the amount of \$16,305. This amount represents an expansion of PAPIS pre-release services. No additional local funds required. See attached information, p. 38 – 67. The committee recommends approval.
5. (*) The Sheriff requests a General Fund supplemental appropriation in the amount of \$9,989.76. This amount represents two (2) insurance reimbursements for auto claims. No local funds required. See attached information, p. 68 – 77.
6. (*) The Sheriff requests a General Fund supplemental appropriation in the amount of \$1,100. This amount represents two (2) donations to the department. No local funds required. See attached memos, p. 78 – 81.
7. (*) The Public Safety Communications Director requests a General Fund supplemental appropriation in the amount of \$32,120. This amount represents additional funds from VDEM for the NG911 system migration. No additional local funds required. See attached information, p. 82 – 85.
8. The Director of Elections requests authorization to convert a part-time Assistant Registrar position to a full-time position. No additional local funds are required; however, budget transfers in the amount of \$22,642 from the Electoral Board budget to the Voter Registrar budget are necessary. See attached memo, p. 86. Committee member Wells voted no. The committee recommends approval.
9. (*) The Finance Director requests a General Fund supplemental appropriation in the amount of \$16,065.30. This amount represents unspent VJCCA funds in FY 2020 that must be returned to the State. No local funds required. See attached letter, p. 87.
10. The Finance Director requests a General Fund and a County Capital Fund supplemental appropriation in the amount of \$3,204,306. This amount represents prior year audit adjustments to account for the debt write-off for the Sanitation Authority and FY 2020 CARES funds for budgeted public safety salaries. Per policy, amounts in excess of 20% operating reserve at year end are to be transferred to the Capital Fund. No local funds required. See attached Report on Unreserved Fund Balance, p. 88 -89. Committee member Oates abstained. The committee recommends approval.

NO ACTION REQUIRED:

1. The Commissioner of the Revenue provided information for discussion of the cigarette tax that counties are permitted to levy effective July 1, 2021. See attached memo, p. 90 – 91.
2. The Commissioner of the Revenue provided information for reassessment discussion. See attached presentation, p. 92 – 116.

INFORMATION ONLY:

1. The Finance Director provides a Fund 10 Transfer Report for December 2020. See attached, p. 117.
2. The Finance Director provides financial statements ending December 30, 2020. See attached, p. 118 – 128.
3. The Finance Director provides an FY 2021 Fund Balance Report ending January 14, 2021. See attached, p. 129.
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, 2019 Popular Annual Financial Report (PAFR). This is the 14th consecutive year that Frederick County has received this achievement. See attached, p. 130 – 132.
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, 2019 Comprehensive Annual Financial Report (CAFR). This is the 34th consecutive year that Frederick County has received this achievement. See attached, p. 133 – 134.
6. The Government Finance Officers Association (GFOA) has awarded the County the Distinguished Budget Presentation Award for the annual budget for the fiscal year beginning July 1, 2020. This is the 34th consecutive year that Frederick County has received this award. See attached, p. 135 – 137.
7. The Director of Elections provides information on the final costs of the November 2020 election. A supplemental appropriation in the amount of \$94,577 was approved for the new

No Excuse Early Voting (NEEV) in July 2020 based on estimates. Of that amount, \$34,205 was not spent and will be returned to fund balance. See attached memo, p. 138.

Respectfully submitted,

FINANCE COMMITTEE

Judith McCann-Slaughter, Chairman
Charles DeHaven
Robert Wells
Jeffrey Boppe
Angela Rudolph-Wiseman
Gary Oates

By *Cheryl B. Shiffler*
Cheryl B. Shiffler, Finance Director



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

MEMO

To: Finance Department
From: Jason Robertson, Director
Subject: Fund Transfer
Date: December 9, 2020

Please transfer \$30,000 from Donation Line 1033-1899-0003 to Expenditure Line 4-010-071090-5412-000-000 which represents a donation from the Blue Ridge Volleyball Association for the installation of two sand volleyball courts at Clearbrook Park.

3-010-018990-0003
C.S. 11/30/20



MEMO

To: Finance Committee

From: Jason Robertson, Director

Subj: Proffer Request; Amphitheater at Bowman Lake

Date: January 13, 2021

The Frederick County Parks and Recreation Commission is requesting \$55,000 in Parks and Recreation proffer funds for the construction of an amphitheater behind the Bowman Library. This project is identified as a priority for the provision of Neighborhood Park amenities at this location in the 2020 Capital Improvements Plan. There are several proffer contributing developments in the service area. The proposed amphitheater will address an identified community need for an outdoor performance arts venue.

The amphitheater project is supported by the Handley Regional Library System. (Attachment 1).

The Parks and Recreation Proffer balance is \$376,807 as of December 31, 2020.

Please feel free to contact me in advance with any questions you may have regarding this request at (540) 722-8294.



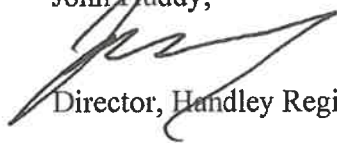
**HANDLEY REGIONAL
LIBRARY SYSTEM**
WINCHESTER • FREDERICK CO. • CLARKE CO.

Dear Members of the Frederick County Parks and Recreation Board,

This note is to let you know that the Handley Regional Library is fully behind the effort to build the amphitheater behind the Bowman Library. We have been in discussions with members of the Parks and Recreation team and have worked out issues to the mutual satisfaction of all concerned.

Thank you for all you do on behalf of Frederick County citizens!

Sincerely,
John Huddy,



Director, Handley Regional Library System

www.handleyregional.org

Library Administration
P.O. Box 58
Winchester, VA 22604
(540) 662-9041, ext.25
Fax (540) 662-9053

Clarke County Library
101 Chalmers Ct.; Suite C
Berryville, VA 22611
(540) 955-5144
Fax (540) 955-5178

Handley Library
100 West Piccadilly Street
Winchester, VA 22601
(540) 662-9041
Fax (540) 662-9053

Mary Jane & James L. Bowman Library
P.O. Box 1300
871 Tasker Road
Stephens City, VA 22655
(540) 869-9000
Fax (540) 869-9001

Frederick County
Cash Proffer Policy

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

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

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

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

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

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

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

Northwestern Regional Adult Detention Center

James F. Whitley - Superintendent



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

MEMORANDUM

To: Ms. Cheryl Shiffler, Director of Finance
From: James F. Whitley, Superintendent *JFW*
Date: December 29, 2020
Subject: Pretrial Expansion grant – new money

Request that \$161,852 in new grant money from DCJS be appropriated into a new revenue line item. This grant money will be used to expand pretrial services to Warren, Shenandoah and Page counties. Attached is the Frederick Co. Grant Application as DCJS did not require Frederick County Administrator's signature on the original submission and the Fred. Co. grant application was not submitted in March of 2020. Attached is the budget and line items for these funds.

Additionally, in FY 22, there will be \$323,704 of DCJS grant money allocated for the funding of this pretrial expansion. Attached is the budget and the Frederick Co. grant application.

Thank you for your prompt attention to this matter.


Grant 21-A5030CC21



S. K. Chmura, CC Chief
860 Smithfield Avenue
Winchester, VA 22601

OLD DOMINION COURT SERVICES
PRETRIAL & LOCAL PROBATION

Telephone: 540-665-5633
Fax Number: 540-667-3875

To: Cheryl Shiffler, Frederick Co. Finance Director
From: S. Kimberly Chmura, Community Corrections Chief 
Date: January 13, 2021
Subject: Finance Committee Agenda Item – Pretrial Expansion Grant

Old Dominion Court Services requests the Committee approve for FY 21 the additional grant funding from DCJS in the amount of \$161,852. The funding is to implement pretrial services in the Counties of Page, Shenandoah and Warren. There is no required local match. Additional funds from DCJS will be available for FY 22 in the amount of \$323,704.

No NRADC funds or probationer supervision fees will be used to support this expansion.

Historical:

In 1994, the Virginia enacted the establishment of local probation and pretrial services (CCCA/PSA Act). In 1995, City of Winchester and Counties of Clarke and Frederick, by joint action, resolved to implement this act. The Counties of Page, Shenandoah and Warren elected to only participate in the local probation aspect of this act. Frederick County was selected as the Administrative and Fiscal Agent. Department of Criminal Justice Services monitored grant funding for pretrial services and local probation. NRADC facilitated pretrial services and ASAP oversaw local probation as it was replacing the CDI program.

Since that time, Page, Shenandoah and Warren have recognized the benefits of pretrial services and desired to have this service provided to their communities. Unfortunately, legislative funding for expanding the CCCA/PSA rarely occurs, and DCJS did not have the funds to accommodate this request.

In 2010, local probation merged with pretrial services and the two agencies became Old Dominion Court Services. At the time, there were two program managers and in 2011, after the retirement of one of the directors, those two positions were combined into one director, the Community Corrections Chief.

In 2017, there was a state budget that included funding for expanding local probation and pretrial services. Through ODCS and Frederick Co. these localities applied for funding. The grant application was approved for funding, but ultimately funding was eliminated.

In March of 2020, application for pretrial expansion was announced again. Through ODCS and Frederick Co. the three localities applied again. Grant was approved and the funding was unallotted due to COVID and then restored for the remainder of FY 21.

Impact for the Communities:

This grant provides services to RSW Regional Jail and Page Co. Jail, as well as pretrial supervision to the three counties. Pretrial Services enhances communities by increasing public safety and court

appearance through releasing inmates on bail based on risk, reducing jail transport, providing another alternative to financially based release (bail bondsmen), and providing appropriate supervision and resources to released defendants. When implemented properly, localities have seen an increase in the release rates from jails with no significant increase in criminal arrests.

In an average year, it is estimated that pretrial services would complete about 700 interviews with inmates which would provide recommendations to the Courts based on a validated actuarial risk assessment. Of these 700 bail hearings, about 400 inmates would be released on bail. It is estimated that annually the three counties would have about 500 defendants placed on pretrial supervision with an average daily caseload of 150. With these forecasted numbers, the average daily cost of pretrial supervision is \$5.91.

New Staff:

This expansion will require four fulltime employees. Currently, there are 9-line staff personnel. The Community Corrections Chief is the only supervisor for ODCS and would supervise these new employees.

Tasks for Implementation:

1. Hire 2-3 new staff (4 months). Oversee DCJS training (e-learning/in person), coordinate orientation at NRADC, RSW, PCJ, ensure VCIN certification and provide on-the-job training (12 months).
2. Work with RSW IT, Office of Executive Secretary of Supreme Court, Fred Co/NRADC IT to have connections between ODCS and jail. Ensure staff are able to print from RSW. Address video arraignment issues between RSW and the courts. Purchase additional hardware/software, if necessary.
3. Establish a court bail hearing schedule with 9 courts. There has been frustration from Courts signing on while others are in court which has led to additional jail transport.
4. Coordinate with RSW IT to have all pretrial investigation forms available electronically and allow electronic signatures of inmates that would permit virtual interviewing, if needed. Once this process is in place, it could be re-created at NRADC. By having multiple staff able to complete interviews/investigations from one location, it provides additional support not presently available.
5. Purchase cell phones for these staff members. Negotiate the contract for service; there is only one provider whose service extends to RSW.
6. Meet with PCJ to find space for VCIN terminal. Negotiate internet service for this terminal. Purchase computer and software license. Meet with local VSP for installation of software.
7. Hire IT consultant to resolve printing issues in Warren Office.
8. Purchase needed equipment and supplies: 3 laptops, mobile printer, 2 breathalyzers, supply cabinets, mobile storage, drug tests, an additional desk for Warren Office, order NCR referrals forms, 6 new monitors for sub-offices and possible docking stations, COVID supplies (hand sanitizer stations, etc.). Evaluate need for commercial copier. Speak with True Shred for additional shred box in Warren Office and possibly Shen Office.
9. Meet with 9 clerks to establish process of paperwork and distribution. Meet with Magistrates to ensure proper paperwork is distributed to courts and ODCS staff. This will be an involved task as every court will request a different process. It will require significant time and planning.
10. Met with the Director of Fauquier Adult Services and RSW Superintendent to discuss Rappahannock inmates and their pretrial investigations. Address concerns.
11. Educate Judges about pretrial services. Due to the autonomy of judges, it is necessary to train them separately from other stakeholders.
12. Educate other stakeholders, three Commonwealth Attorney Offices, Magistrates, Public Defender's Office and other criminal defense attorneys, 9 clerks offices and jail staff/Jail

Authority. These presentations will be tailored to the specific discipline. Presentations will include validity of the risk instrument, purpose of pretrial, maximizing release of appropriate inmates, and not over utilizing pretrial supervision. Discussion of national pretrial justice trends, DCJS standards and local procedures.

13. Ensure data collection is accurate and complete. When requested, provide data to each BOS and Jail Authority in regard to implementation and effectiveness. Maintain separate data in order to report to DCJS as required. Report progress and performance measures to the Old Dominion Community Criminal Justice Board as outlined in COV.
14. Observe video arraignment in the courts for period of time in order to be available to judicial officers to explain the individual recommendations.
15. Continued meeting with the stakeholders and adjusting the process.

This list will evolve and be added to as the implementation process continues.

I look forward to reviewing this request with the Committee and welcome any questions.

Thank you.

FY21 21-A5030CC21 awarded 12/4/20

Grant Application Request Form

The Grant Application & Acceptance Policy, adopted by the Board of Supervisors on March 23, 2016, outlines the policies for submitting grant applications on behalf of Frederick County and for the acceptance and appropriation of all grant awards. This policy applies to any Frederick County program, department or constitutional office preparing and submitting grant applications to agencies outside the County government for funds, materials or equipment to be received and administered by the County or by an agency for which the County acts as fiscal agent.

Please refer to the policy flow chart on the back of this form to assist in determining the appropriate course of action. The policy in its entirety can be found on the Finance intranet page.

Complete the information below and attach as the cover to all grant applications sent to the County Administrator for approval.

Requesting Department	Northwestern Regional Adult Detention Center				
Name of Grant	CCCA/PSA Expansion Funds				
Grantor	Department of Criminal Justice Services (DCJS)				
Grant deadline for submission	03/27/2020				
Total Amount of Anticipated Award	\$ 161,852.00				
Purpose of grant (summary)	This grant is specifically for the expansion of pretrial services in Warren, Shenandoah and Page counties. Currently these counties only have local probation which is operated by ODCS with Frederick County designated as the Administrator/Fiscal Agent				
Grant approved through budget process? (Yes/No)	No				
Local Match Requirement (Yes/No)	No	Amount:			
If yes, Source(s) & amount(s) of local match (fin comm/BOS approval required if match requires a budget amendment)					
Other associated costs	None.				
Continuing obligation and cost (fin comm/BOS approval required)	expansion is 100% funded by DCJS, if grant is eliminated in the future, positions and expenses would also be eliminated. (per Ms. Chmura)				
Addition of Staff and cost (Yes/No) (fin comm/BOS approval required)	Yes	How many?	4	Total cost, including fringes:	\$ 108,600.00
Revenue and Expenditure codes & amounts	Ms. Shiffler to assign new codes FY 21 - 6 months of funding - Jan 1, 2021 - June 30, 2021=161,852				
Department Contact (name, email, phone)	Kim Chmura, Community Corrections Chief kchmura@fcva.us Ext. 2602				
Department Head approval to apply for grant	James F. Whitley	Digitally signed by James F. Whitley Date: 2020.12.28 14:43:31 -05'00'		Date	12/28/2020
BOS approval date (if applicable)					
Finance review of grant policy compliance	[Signature]			Date	12/29/20
County Administrator approval to apply for grant				Date	

Notes:

[sk] 12/29/20 - grant is an expansion of grant 21-W6362CC21; however, DCJS assigned it a new grant number when awarded for tracking purposes. Support & approval of grant application was made in March by email, but grant app form not completed at that time due to the assumption that grant numbers would be the same.

2020-2021 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		OLD DOMINION COMMUNITY CORRECTIONS PROGRAM		Pretrial Expansion	Date: 12/23/2020
Expenditure Line Item		DETAIL AMOUNT	TOTAL AMOUNT PER LINE ITEM	TOTAL PER CATEGORY	
Personnel			\$73,000		
011-021120-1001-000-005	Chief Chmura DOH: 11/2010 (6 months)	\$7,500			
011-033010-1001-000-054	Lynn McKinley (6 months)	\$2,500			
	Pretrial Probation Officer (6 months)	\$21,000			
	Pretrial Probation Officer (6 months)	\$21,000			
	Pretrial Probation Officer	\$21,000			
	Pretrial Probation Officer	\$0			
Fringe Benefits			\$35,600		
-2001-000-000	F. I. C. A.7.65%	\$5,585			
-2002-000-000	Retirement - V. S. R. S. 11.47%	\$8,373			
-2005-000-000	Hospital/Medical Plan (\$12,400 x 3 for 6 months)	\$18,600			
-2006-000-000	Group Insurance 1.31%	\$956			
-2008-000-000	Disability FTE DOH after 1/1/14: .53%	\$334			
-2011-000-000	Worker's Compensation (2.40%)	\$1,752			
TOTAL PERSONNEL SERVICES					\$108,600
Contractual Services			\$2,800		
-3001-000-000	Lab testing for drug confirmation & K2/Spice	\$300			
-3004-000-001	Repair & Maintenance - Equipment	\$250			
	Printer & Computer Repair: \$50				
	General repairs: \$200				
-3004-000-002	Car Maintenance	\$400			
	2 @ \$40= 80 for oil changes				
	\$320 for general repairs				
-3004-000-003	Repair & Maintenance - Building & Grounds	\$200			
-3005-000-000	Maintenance Service Contracts	\$200			
	VCIN - \$200				
-3006-000-000	Printing & Binding	\$250			
	NCR referrals: \$250				
-3010-000-000	Other Contractual Services	\$1,200			
	Stamps.com-\$216, Shred Box \$319				
-4003-000-002	Gasoline	\$1,000		\$1,000	
Other Charges				\$49,452	
-5204-000-000	Postage & Telephone	\$6,263			
	Cell Service \$1320				
	VCIN: \$1649				
	Shen. Co telephone \$1116				
	Warren Co. telephone: \$1,140				
	Postage: \$400 Comcast: \$266 Verizon \$372				
-5299-000-000	Internet	\$3,570			
-5301-000-000	Boiler Insurance	\$0			
-5302-000-000	Property Insurance (Renter's)	\$0			
-5305-000-000	Car insurance	\$0			
-5401-000-000	Office Supplies	\$9,000			
	Cubical for FR, Desks,				

-5404-000-000	Medical & Laboratory Supplies	\$7,000	
-5405-000-000	Laundry/Housekeeping Supplies	\$850	
	General Hsk, trash bags, paper towels, gloves, etc.		
-5407-000-000	Repair & Maintenance Supplies	\$250	
	Deicer salt, liquid plumber, etc.		
-5413-000-000	Other Operating	\$12,000	
	3 laptops - \$3500, 6 monitors \$1000		
	Zoom - \$300, Video equipment, etc. \$2500		
	Ink \$1,100, 3 Cell phones \$3000, Other \$600		
-5413-000-001	Reduction to localities (Grant refund)	\$0	
-5413-000-999	COVID: masks, handsantizer stations	\$4,185	
-5506-000-000	Travel	\$2,259	
	VCCJA conference for 2-3 staff: \$1,000		
	EBP Training funds: 1000		
	General training: \$259		
-5801-000-000	Dues & Association Memberships	\$75	
	3 VCCJA memberships @ 25.00		
-5810-00	Unemployment claims	\$2,000	
-9001-000-000	Lease: Copier	\$2,000	
Total Operational Expenses			\$53,252
Total Budget			\$161,852



OLD DOMINION COURT SERVICES
PRETRIAL & LOCAL PROBATION

Telephone: 540-665-5633
Fax Number: 540-667-3875

S. K. Chmura, CC Chief
860 Smithfield Avenue
Winchester, VA 22601

March 27, 2020

Ms. Shannon Dion, Director
Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, VA 23219

RE: Application for Expansion of Pretrial Services to Unserved Localities
Specifically: **Page, Shenandoah and Warren Counties**

Director Dion,

Enclosed is the application for expansion of Pretrial Services to Unserved Localities from Old Dominion Court Services. The application is to provide pretrial services to Page, Shenandoah and Warren counties with pretrial investigations in both RSW Regional Jail and Page Co. Jail. Frederick County is the administrative and fiscal agent for ODCS and is willing to be for this grant as well.

Unfortunately, not all stakeholders who are supportive about the expansion have had the opportunity to provide this in writing. Capt. R. Williams, Page Co. Jail Administrator, is supportive, but understands that there will be logistical issues to be resolved, such as no VCIN available at his jail and limited space for the investigator. Robert Bell, Warren Co. Commonwealth Attorney, is supportive. I was unable to speak with Commonwealth Attorney for Shenandoah, but do not foresee opposition for the expansion should ODCS be selected.

Enclosed are letters or emails from the following stakeholders:

Amity N. Moler, Page Co. Administrator	Page 2
Evan Vass, Shenandoah Co. Administrator	Page 4
Douglas P. Stanley, Warren Co. Administrator	Page 5
Kris C. Tierney, Frederick Co. Administrator	Page 6
Chief W. Neal White, CCJB Chairman	Page 7
Supt. Russell W. Gilkison, RSW Regional Jail	Page 12
Judge W. Dale Houff, GDC in Warren/Page/Shenandoah	Page 13
Judge Daryl L. Funk, JDR in Warren	Page 14
Judge Chad A. Logan, JDR in Shenandoah	Page 15
Timothy S. Coyne, Esq., Office of the Public Defender	Page 16
Iona L. White, Esq., Asst. Commonwealth Attorney in Page Co.	Page 17

Please advise if additional information is needed.

Sincerely,

Community Corrections Chief

Kim Chmura

From: Amity Moler <amoler@pagecounty.virginia.gov>
Sent: Thursday, March 05, 2020 2:19 PM
To: Kim Chmura
Subject: '[External]'RE: Pretrial Expansion

Yes, we are interested in the service and I believe we have a room you can use. We have a room with a conference table that is used for office supply storage and auditor space (two weeks a year). The room is located across from the restrooms on the top floor of the County Administration Building. The only time it may be an issue, are the weeks the auditors may be here, but we will let you know ahead of time.

Amity N. Moler
County Administrator
County of Page
103 South Court St., Suite F
Luray, VA 22835
w(540) 743-4142
c (540)244-5408



From: Kim Chmura [mailto:kchmura@fcva.us]
Sent: Wednesday, March 04, 2020 5:01 PM
To: Amity Moler <amoler@pagecounty.virginia.gov>
Cc: Neal White <chiefofpolice@berryvilleva.gov>
Subject: Pretrial Expansion

[NOTICE: DO NOT CLICK on links or open attachments unless you are sure the content is safe. No email should ever ask you for your username or password.]

Good Afternoon,

Thank you for speaking with me yesterday. Attached are the letter requesting support from Page County, the DCJS correspondence, and an information sheet about pretrial.

Please advise if you need any additional information.

Thanks,

Kim Chmura

From: Evan Vass <evass@shenandoahcountyva.us>
Sent: Wednesday, March 25, 2020 11:15 AM
To: Kim Chmura
Subject: '[External]''RE: '[External]''RE: '[External]''RE: Pretrial Expansion

Kim, I am so, so sorry.

Please consider this email as my endorsement of your grant request.

From: Kim Chmura [mailto:kchmura@fcva.us]
Sent: Wednesday, March 25, 2020 11:11 AM
To: Evan Vass <evass@shenandoahcountyva.us>
Subject: RE: '[External]''RE: '[External]''RE: Pretrial Expansion

Good Morning Mr. Vass,

Just as a follow up, Ms. Moler sent me an email indicating her support. Warren Co. is a little different this go around since they have 3 new board members. Per the instructions, page 2, first bullet point, I must have support of the County Administrator to submit the grant. I attempted to call my grant monitor to see if this could be waived for Shenandoah County due to addressing COVID 19, no public meetings and the current budget process, but I have not heard back from him. I understand how busy you are and how this is not a priority, but if you could just shoot me an email, that would be sufficient documentation to include Shenandoah Co. in the application. Unless of course, you would rather not be included. I have been unsuccessful in contact Ms. Wisely, so it is possible that you two have spoken and don't want pretrial services in Shenandoah Co., and if so I'll stop bugging you.

Sincerely,

Kim Chmura

From: Doug Stanley [mailto:Dstanley@warrencountyva.net]
Sent: Thursday, March 19, 2020 10:04 AM
To: Kim Chmura <kchmura@fcva.us>; 'Evan Vass' <evass@shenandoahcountyva.us>
Subject: '[External]''RE: '[External]''RE: Pretrial Expansion

Evan –

Our Board approved Tuesday night to support grant.

Doug

Douglas P. Stanley, AICP ICMA-CM
County Administrator
County of Warren
220 North Commerce Avenue
Suite 100
Front Royal, VA, 22630
(540) 636-4600

COUNTY OF WARREN



County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630

Phone: (540) 636-4600
FAX: (540) 636-6066
Email: dstanley@warrencountyva.net

Douglas P. Stanley
County Administrator

March 18, 2020

BOARD OF SUPERVISORS

CHAIRMAN

Walter J. Mabe
Shenandoah District

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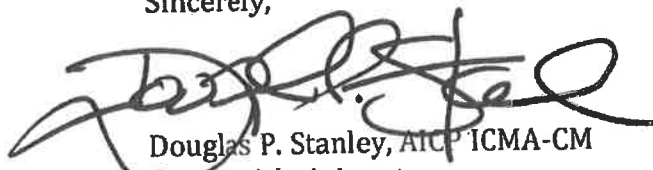
Douglas P. Stanley
County Administrator

Kim Chmura, Community Corrections Chief
Old Dominion Court Services
860 Smithfield Avenue
Winchester, Virginia 22601

Dear Ms. Chmura:

The Warren County Board of Supervisors, at its regular meeting of March 17, 2020, approved the request to authorize the Old Dominion Court Services (ODCS) to apply for a grant to expand pretrial services to Warren County, which is subject to no local matching funds being required. Should you have any further questions regarding this approval, please do not hesitate to contact me.

Sincerely,



Douglas P. Stanley, AICP, ICMA-CM
County Administrator

EAM



COUNTY of FREDERICK

Kris C. Tierney
County Administrator

540/665-6382
Fax: 540/667-0370
E-mail: ktierney@fcva.us

March 25, 2020

Shannon Dion, Director
Department of Criminal Justice Services
1100 Bank Street
Richmond VA 23219

Re: Application for Expansion of Pretrial Services to Unserved Localities

Ms. Dion,

In response to your memorandum dated February 20, 2020, please be advised that I am aware that Old Dominion Court Services is submitting an application to expand pretrial to Page, Shenandoah, and Warren Counties.

Frederick County supports this expansion as it will increase the public safety to our neighboring counties. As the administrative and fiscal agent of Old Dominion Court Services, please be advised that should additional funding be awarded, Frederick County is willing to be the administrative and fiscal agent for this purpose as well.

Please advise if additional information is needed.

Sincerely,

Kris C. Tierney
County Administrator

107 North Kent Street • Winchester, Virginia 22601

W. Neal White, Chairman
Timothy Coyne, Vice Chair

OLD DOMINION COMMUNITY CRIMINAL JUSTICE BOARD

*Serving the Communities of Clarke, Frederick, Page, Shenandoah, Warren
Counties and the City of Winchester*



March 20, 2020

Shannon Dion, Director
Department of Criminal Justice
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Re: Page, Shenandoah and Warren Counties Pretrial Expansion

Dear Ms. Dion,

I would like to take this opportunity to express my support for Old Dominion Court Services— Pretrial Services to be expanded to Page, Shenandoah and Warren counties. As Chairperson of the Community Criminal Justice Board, I believe this addition would be a great asset to the courts of these counties.

The addition of pretrial services will promote community safety through the risk-informed bail decisions that are recommended by pretrial. This expansion will increase the effective use of jail beds and reduce transportation costs for the jail. Furthermore, it will promote public safety and increase court appearances with the availability of Pretrial Supervision. It will be a vital tool that has been missing from the courts.

We welcome this expansion and will be there to assist in anyway necessary to make this a smooth and valuable transition. We trust fully that this expansion will be a vital change to the communities of Page, Shenandoah and Warren Counties, and hopefully, you will approve the request of ODCS for funding.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. Neal White', with a large, stylized flourish at the end.

W. Neal White, Chairperson
Community Criminal Justice Board

Narrative Description

Application for Expansion of Pretrial Services to Page, Shenandoah and Warren Counties
Old Dominion Court Services - Frederick County, Administrative/Fiscal Agent

Overview

Old Dominion Court Services (ODCS) is requesting funds to expand pretrial services to Page, Shenandoah and Warren counties. ODCS provides local probation to Page, Shenandoah and Warren counties. There are sub-offices in Shenandoah and Warren counties. This expansion would allow for pretrial investigations in Page Co. Jail and RSW Regional Jail and pretrial supervision in all three (3) localities.

The purpose of this expansion is to provide risk assessments and recommendations that will assist the judicial officers in determining or reconsidering bail decisions and conditions in lieu of a secure bond, and to provide risk-driven pretrial supervision as a viable option in lieu of secure bonds. At this time, judicial officers of Page, Shenandoah and Warren counties cannot make risk-informed decisions and rely heavily on secured bonds with the condition of being drug and/or alcohol tested by the jail, as there is no pretrial supervision. Additionally, many of the Judges have previously or currently sit in courts where pretrial services are available. Jurisdictions such as Clarke, Frederick, Winchester or Harrisonburg, have pretrial services; therefore those Judges are accustomed to the advantages of risk-informed decisions and find the lack of in Page, Shenandoah and Warren a hindrance.

Needs Analysis

In regards to RSW Regional Jail (RSWRJ), the population of inmates has increased. About 55% are pretrial status. Currently RSWRJ staff transport inmates to Warren and Shenandoah Courts for most hearings and, if court ordered, are conducting drug and alcohol testing. Providing pretrial services to RSWRJ would reduce transportation and eliminate pretrial defendants returning to the jail for drug testing.

At RSWRJ, the inmate population has increased including the number of pretrial status inmates. The community would be better served by having a formalized pretrial services opportunity. Additionally, comprehensive supervision provided by pretrial services promotes court appearance, public safety and adherence to court-ordered conditions; therefore reducing jail population without increasing public risk.

Average Daily Population per DCJS document

At RSWRJ in 2018, the Local Responsible inmates totaled 291, in 2019 this increased to 349. The percent that was identified as pretrial status for both years was around 55% of the local responsible. Due to the increase in population, from 2018 to 2019 this increased about 25 inmates per day. Total ADP for 2018 was 410 and increased to 483 in 2019.

Admission for jail that had the majority of commitments for localities eligible for pretrial expansion:

In 2018, RSWRJ had 2,254 commitments. Of those, not all inmates would be eligible for a pretrial investigation; exclusions for example include arrests/holds for other jurisdictions, detainees, charges for capital offenses, bailing out prior to investigations and PB 15's.

In comparison, FY18 Northwestern Regional Adult Detention Center (NRADC) had 3,625 commitments and ODCS completed 877 investigations that resulted in 489 inmates being given orders of release. At NRADC, 61% of inmates who received an assessment scored 4 or higher on the VPRAI. ODCS staff recommended release in 60% of these cases. In FY 18, Praxis Compliance Rate was 85%. Following that logic, at RSWRJ in 2018, ODCS could have

Narrative Description

Application for Expansion of Pretrial Services to Page, Shenandoah and Warren Counties
Old Dominion Court Services - Frederick County, Administrative/Fiscal Agent

completed approximately 564 investigations and had an estimated 309 hearing resulting in release orders.

In regards to Page Co. Jail, the jail capacity is listed at 34 and average daily population is about 70. As this is a very small jail, it is often necessary to hold inmates in other facilities. Approximately 45% of their commitments are held in other jails, namely RSWRJ. Therefore, providing pretrial services to Page Co. Jail would not only positively impact this jail, but also the other jail listed in this grant application.

Admission for jail that had the majority of commitments for localities eligible for pretrial expansion:

In 2018, Page Co. Jail had 521 pretrial commitments. If ODCS completed 24% of those commitments, 125 investigations would have been completed with around 70 hearings resulting in release orders. It is noted that Page Co. is not only experiencing an opiate epidemic, but also has had a significant increase in methamphetamine use. Unfortunately, this leads to increased crime including domestic assaults and violent crimes, which may result in a higher detention rate as compared to other local jurisdictions.

While Page Co. Jail attempts to house the inmates who have frequent court appearances, occasionally it is necessary to transport recently arrested inmates to RSWRJ. Since ODCS would be providing pretrial investigations at both localities, the investigations and recommendations would be completed and the inmate would be able to have the bail hearings through video arraignment, thus reducing transportation runs. It is noted that this would also apply to the inmates held in NRADC for charges in Page, Shenandoah or Warren Courts.

Page County is spending \$37.00 per day per inmate to have other jails house their inmates. Typically, there are roughly 50 Page Co. pretrial inmates at RSW which costs \$1,850 per day. Placing 50 inmates per year on pretrial supervision would result in a significant savings for Page Co.

Forecasting Number of Pretrial Supervision Placements:

According to FY19 Praxis Report, NRADC conducted 1,140 bail hearings which resulted in 630 orders of release. Of those 458 or 73% were ordered into pretrial supervision and there were 334 placements opened that were either based on or against recommendation or 73%. Using this logic, if RSWRJ/Page Co. Jail investigators conduct 760 bail hearings which would result in 417 orders of release. Of those 417, 304 would be ordered into pretrial supervision and would result in 222 placements being activated.

About half of ODCS placements are through video arraignment, therefore if 222 placements are from video and another 220 are from Magistrates or Circuit Court Judges, this would result in 442 active referrals for these 3 localities per year.

Unfortunately, average length of supervision cannot be forecasted. It is noted that in FY19, ODCS's 705 active placements resulted in 84,257 total days of supervision. It is hoped that the average daily active/inactive placements of this expansion do not exceed 150 defendants.

The counties in this application are rural and have limited resources. In 2017, median household income in Page County was \$46,140 with a 17% poverty rate, Shenandoah was \$53,934 with a 10% poverty rate and in Warren is \$65,353 with a 10% poverty rate.

Narrative Description

Application for Expansion of Pretrial Services to Page, Shenandoah and Warren Counties Old Dominion Court Services - Frederick County, Administrative/Fiscal Agent

Comparably, neighboring communities: Frederick County's median income is \$71,037 with a 6% poverty rate and Loudoun County's is \$139,915 with a 4% poverty rate. It is noted Virginia's median household income is \$72,577. Page, Shenandoah and Warren counties do not have the funds to provide pretrial services even though the County Administrators, Courts and Commonwealth Attorneys have voiced the need for pretrial services. The communities have been able to demonstrate their commitment to ODCS by providing free of charge office space and utilities.

Justification of FTE Staffing

There will need to be four (4) full time employees. Two (2) investigators and two (2) pretrial supervision officers. All four staff will be titled as Pretrial/Probation Officers and sworn to service all 6 jurisdictions. Per Frederick Co. HR Salary Administration Program, Pretrial/Probation Officers are Grade 5. For FY21, salary and benefits for these 4 positions would be estimated at \$272,792. Additional funds for operational needs and supervisory duties would need to be accounted for as well. It is noted that no secretarial position or intake officer is being requested to assist with the duties of these localities.

RSWRJ investigator would have court 5 days a week and provide investigations to 4 different courts. Between GDC and JDR for Warren and Shenandoah counties, there would be about 11-15 investigations per week with some investigations being provided for two bail hearings. The RSWRJ investigator would be responsible for data entering the placements into PTCC prior to turning the paperwork over to the supervision officers.

Page Co. Jail investigator would have investigations on 3-4 days per week. The heaviest days on Mondays and Wednesdays. Monday due to JDR arraignment all of the arrests over the weekend and Thursday is the set day for bail hearings in GDC. At this time, it appears that many inmates have 2 bail hearings in one week, one in JDR on Monday and then reviewed in GDC on Thursday. It is uncertain if the Courts would be open to adjusting current practices. The investigator would also be responsible for providing pretrial supervision to some of the pretrial defendants. When the caseload becomes too big, the Shenandoah County pretrial supervision officer will assist the Page Co. investigator with supervision. The Page Co. investigator would also be able to assist in covering other assignments in the event of training or time off. The Page Co. investigator would be responsible for bringing closed case files and other paperwork to the main office in Winchester and would act as a runner between Page, Warren, Shenandoah and Winchester.

Two supervision officers would be responsible to supervise the defendants in Warren and Shenandoah Counties. At this time, no transfer requests are accepted for these 3 localities. Additionally at any given time, there are approximately 10 pretrial defendants in ODCS who live in these localities who would chose to be supervised in Page, Shenandoah or Warren. While it is anticipated that the caseload will hover around 75 per officer, it is possible that these caseloads could be much higher. It is noted that these officers will not have any assistance from the secretary or case officer and will be responsible to make case files, complete intakes, close cases and maintain internal data. There are many more tasks that these officers will need to complete that the existing supervision officers do not. It is expected that these officers will be in their respective sub-office 4 out of 5 days per week and report to the main office one day per week. It is noted they will be sharing the desk of the probation supervision officer assigned to these localities.

Narrative Description

**Application for Expansion of Pretrial Services to Page, Shenandoah and Warren Counties
Old Dominion Court Services - Frederick County, Administrative/Fiscal Agent**

ODCS current pretrial supervision officers are trained in EBP/MI, participate in monthly learning teams and use STEPS in their daily activities. Current outcome measures are satisfactory, see below. It would be expected that this expanded area would embody the same pretrial justice philosophies and would see similar outcomes.

ODCS Pretrial Services FY19	Misdemeanor	Felony
Success Rate (460)	85%	75%
Court Appearance Rate (51)	94%	92%
Public Safety Rate (65)	94%	91%
PS- non-violence Rate (3)	99.86%	99.73%
Technical Compliance Rate (44)	97%	92%

Timetable and Implementation Plan

If approved for the grant, ODCS would begin the hiring process immediately. Secondly, beginning with the jails, establish adequate work space, update the video arraignment equipment, and provide training to existing staff for these jails. Per Supt. Gilkison, our staff would need to complete his jail orientation, which is several days.

Typically, it takes about 4 months to post, interview and complete a background check to have a new employee hired. The hiring process may take longer for hiring 4 new positions. If the funding is approved in May, ODCS would collaborate with Frederick HR to have the new positions approved by the BOS and the hiring process would begin shortly thereafter. New positions could be hired by October.

Training for judicial officers and clerks of court would be completed between September and December.

Supervision office space is established in Warren and Shenandoah Counties. Scheduling for probation and pretrial staff would be coordinated. Page Co. has agreed to allow Court Services to utilize a vacant conference room one day per week to see clients. Establishing this routine could begin in July with the probationers who live in Page Co.

It is anticipated that implementation could begin by January 2021. ODCS may request a waiver from DCJS to allow 2 of the 4 staff to attend a different CORE training so that the newly implemented investigations and pretrial supervision does not shut down due to training.

Summary

By implementing pretrial services in these localities, the communities will be better served with a more formalized pretrial justice system. The communities want pretrial services. There is a desire and commitment to be data driven and a collaborative willingness to implement this program, should DCJS grant this request.

Kim Chmura

From: Russ Gilkison <russ.gilkison@rswregionaljail.com>
Sent: Wednesday, March 18, 2020 2:00 PM
To: Kim Chmura
Subject: '[External]RE: Pretrial Expansion

As the Superintendent of the RSW Regional Jail, I fully support the use of pretrial services for the counties of Warren and Shenandoah of which we serve.

Russell W. Gilkison
Superintendent
RSW Regional Jail
6601 Winchester Road
Front Royal, VA 22630
Office (540) 622-5006
Fax (540) 622- 2846
Email: russ.gilkison@rswregionaljail.com



From: Kim Chmura [<mailto:kchmura@fcva.us>]
Sent: Wednesday, March 18, 2020 1:13 PM
To: 'Judge Houff (dhouff@vacourts.gov)' <dhouff@vacourts.gov>; 'Judge amy Tisinger - GDC 26th Judicial Circuit' <atisinger@courts.state.va.us>; 'Daryl Funk (dfunk@vacourts.gov)' <dfunk@vacourts.gov>; 'rfigura@vacourts.gov' <rfigura@vacourts.gov>; 'clogan@vacourts.gov' <clogan@vacourts.gov>; 'jbell@warrencountyva.net' <jbell@warrencountyva.net>; 'awiseley@shenandoahcountyva.us' <awiseley@shenandoahcountyva.us>; 'kalger@pagecounty.virginia.gov' <kalger@pagecounty.virginia.gov>; 'Tim Coyne (tcoyne@vadefenders.org)' <tcoyne@vadefenders.org>; 'russ.gilkison@rswregionaljail.com' <russ.gilkison@rswregionaljail.com>; 'Lt. Seal' <dmseal@pagesheriff.com>
Cc: 'Neal White' <chiefofpolice@berryvilleva.gov>; James Whitley <jwhitley@fcva.us>
Subject: RE: Pretrial Expansion

Good Afternoon,

An update on pretrial expansion grant. I have heard from Warren and Page Counties. They are in support of applying for the grant. I have received letters of support from Tim Coyne, Judge Houff and Judge Funk. Due to the current COVID-19, DCJS has advised that emails indicating support for the use of pretrial services by our locality would suffice.

Therefore, if it would be easier, please respond to this email and it will be included in the grant application.

Thanks,

Kim Chmura

From: W. Dale Houff <dhouff@vacourts.gov>
Sent: Tuesday, March 17, 2020 12:31 PM
To: Kim Chmura; Daryl L. Funk
Subject: '[External]'Re: Warren Co. BOS

Ms. Chmura,

Yes I would use pre-trial and believe it would be a benefit. Sorry for my delay, but we are swamped with so many changes these last few days.

Dale Houff

From: Kim Chmura <kchmura@fcva.us>
Sent: Tuesday, March 17, 2020 11:35 AM
To: W. Dale Houff <dhouff@vacourts.gov>; Daryl L. Funk <dfunk@vacourts.gov>
Subject: Warren Co. BOS

Good Morning,

I am attending the Warren Co. BOS meeting this evening where they will be discussing whether or not they support ODCS applying for the pretrial expansion grant. I may be asked if the local Judges want this service in their courts. I know that due to current events, everything is a little crazy, but if you could just let me know if you would use pretrial supervision, consider the recommendations of pretrial staff for release/detain decisions and if you support us moving forward with the grant, so that I may advise the BOS if I am asked.

THANKS!

Hope you are having a great day,

Kim Chmura, Chief
Old Dominion Court Services
Pretrial and Local Probation
860 Smithfield Ave.
Winchester, VA 22601
540.535.7155

ODCS-Pretrial
ODCS-Probation



COMMONWEALTH of VIRGINIA

DARYL L. FUNK
JUDGE

*Juvenile and Domestic Relations
District Court for Warren County*
Courthouse, 2nd Floor
1 E. Main Street
Front Royal, Virginia 22630
540-635-4107
TDD USERS: 1-800-828-1120
FAX: 540-635-8207

SHANNA L. HENRY
CLERK

Shannon Dion
Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Dear Ms. Dion:

I write to request that you favorably consider the application of ODCS for funding to expand pretrial services to Warren, Shenandoah, and Page Counties.

The availability of these service will help judges in this district make an earlier and more informed decision about defendants' detention or release which should in turn lead to better use of resources for the courts and jails, increase public safety, and promote the administration of justice. Proper supervision of these defendants with appropriate conditions will enhance public safety and may connect the defendant with local resources.

I urge you to grant ODCS's request for funding to expand these vital pretrial services to our communities.

Sincerely,

A handwritten signature in cursive script that reads "Daryl L. Funk".

Daryl L. Funk

Kim Chmura

From: Chad A. Logan <clogan@vacourts.gov>
Sent: Thursday, March 19, 2020 2:54 PM
To: Kim Chmura
Subject: '[External]'Re: Pretrial Expansion

To Whom it May Concern,

As the Presiding Judge in the Shenandoah County Juvenile and Domestic Relations Court, I write to give my support to expanding pretrial services to serve Shenandoah County. Currently our options for pretrial supervision are very limited, leaving the court with few resources when addressing bond in cases with complicating factors. This becomes compounded in this Court as this Court routinely hears matters involving strangulation, which carries, by default, a presumption against bond, and cases relating to substance abuse while in a caretaking role of children. Currently the only substance abuse screening option available to this Court is to order individuals on bond to travel to RSW jail for screens, which can impact work schedules of those so ordered. A pretrial services office would be a great asset to our jurisdiction, and to those who are alleged to have committed offenses but await their day in court.

Sincerely,

Chad A. Logan
Presiding Judge
Shenandoah County Juvenile and Domestic Relations Court
26th Judicial District.

From: Kim Chmura <kchmura@fcva.us>
Sent: Wednesday, March 18, 2020 1:12 PM
To: W. Dale Houff <dhouff@vacourts.gov>; Amy B. Tisinger <atisinger@vacourts.gov>; Daryl L. Funk <dfunk@vacourts.gov>; Rachel Figura <rfigura@vacourts.gov>; Chad A. Logan <clogan@vacourts.gov>; 'jbell@warrencountyva.net' <jbell@warrencountyva.net>; 'awiseley@shenandoahcountyva.us' <awiseley@shenandoahcountyva.us>; 'kalger@pagecounty.virginia.gov' <kalger@pagecounty.virginia.gov>; 'Tim Coyne (tcoyne@vadefenders.org)' <tcoyne@vadefenders.org>; 'russ.gilkison@rswregionaljail.com' <russ.gilkison@rswregionaljail.com>; 'Lt. Seal' <dmseal@pagesheriff.com>
Cc: 'Neal White' <chiefofpolice@berryvilleva.gov>; James Whitley <jwhitley@fcva.us>
Subject: RE: Pretrial Expansion

Good Afternoon,

An update on pretrial expansion grant. I have heard from Warren and Page Counties. They are in support of applying for the grant. I have received letters of support from Tim Coyne, Judge Houff and Judge Funk. Due to the current COVID-19, DCJS has advised that emails indicating support for the use of pretrial services by our locality would suffice.

Therefore, if it would be easier, please respond to this email and it will be included in the grant application.

Thanks,

Kim Chmura



VIRGINIA DEFENDERS
OFFICE OF THE PUBLIC DEFENDER

Public Defender
Timothy S. Coyne

Deputy Public Defender
Kathleen M. Griffin

Senior Assistant Public Defenders
Peter K. McDermott
Bradley L. Buster

City of Winchester
Counties of Clarke, Frederick, Page,
Shenandoah, and Warren

Assistant Public Defenders
Daniel F. O'Brien
Tyler P. Simmers
Lael A. Pierce
Alasen L. Schell
Paula E. De Man
Katlyn A. McClenahan
DaRong P. Hultman

March 8, 2020

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

Re: Grant Application of Old Dominion Court Services

Dear Ms. Dion:

I am writing in full support of the application of Old Dominion Court Services for funding to expand pretrial services to Page, Shenandoah and Warren Counties. In my role as the Public Defender for the City of Winchester and Counties of Clarke, Frederick, Page, Shenandoah and Warren, I can attest to the vital role that Pre-trial Services plays in helping the courts make risk-informed bail determinations that encourage a sense of fairness and better enable defendants to assist in their own defense. The right to a fair bail determination is imbedded in the U.S. and Virginia Constitutions. Pre-trial Services has proven to be an important component of that determination for the Courts in the City of Winchester and Counties of Clarke and Frederick.

I firmly believe that the addition of pretrial services for Page, Shenandoah and Warren Counties will provide valuable information and data to the Courts in making their bail determinations, increase the effective use of the jail beds, reduce transportation necessities, and increase the productivity of video arraignment. Proper supervision of these defendants with appropriate conditions will enhance public safety, and may connect the defendant with local resources that will assist them during the pre-trial process.

I urge you to grant ODCS's request for funding to expand these vital pretrial services to our communities.

Sincerely,

Timothy S. Coyne, Esq.
Public Defender

Winchester Office:
117 East Piccadilly Street, 3rd Floor
Winchester, Virginia 22601
Phone: (540) 722-3450 | Fax (540) 722-7555

Front Royal Office:
1516 North Shenandoah Avenue, Suite A
Front Royal, Virginia 22630
Phone: (540) 631-1163 | Fax: (540) 631-1201

Kim Chmura

From: Ilona White <iwhite@pagecounty.virginia.gov>
Sent: Wednesday, March 25, 2020 3:44 PM
To: Kim Chmura
Cc: Kenneth Alger
Subject: '[External]'RE: State Funding Opportunity for Pretrial Services

Kim,

Good Afternoon.

As Deputy Commonwealth's Attorney, who handles Page County General District Court, please let this email be sufficient support, due to the COVID-19 pandemic and Judicial Emergency in effect, that our Commonwealth Attorney's Office fully supports the pretrial expansion grant. We entirely support the use of pretrial services by and for our locality.

Ilona

Ilona L. White, Esquire
Deputy Commonwealth's Attorney
Page County Commonwealth's Attorney's Office
116 South Court Street, Suite D
Luray, VA 22835
540-743-4517 (Main)
540-743-2045 (Fax)



From: Kenneth Alger
Sent: Wednesday, March 25, 2020 3:32 PM
To: Ilona White <iwhite@pagecounty.virginia.gov>
Subject: FW: State Funding Opportunity for Pretrial Services

Kenneth L. Alger II, Esquire
Commonwealth's Attorney of Page County
116 South Court Street, Suite D
Luray, VA 22835



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

To: City Managers and County Administrators of Eligible Localities for Pretrial Services Expansion (Localities that receive funding for local probation but do not receive state funding for local pretrial services)

From: Shannon Dion, Director

CC: Administrative Agents of Local Probation-Only Agencies (Agencies that provide local probation but do not provide pretrial services)
All Local Probation and Pretrial Services Agency Directors

Date: February 20, 2020

Subject: Application for Expansion of Pretrial Services to Unserved Localities

The Department of Criminal Justice Services (DCJS) is soliciting grant applications for pretrial services expansion from localities that do not currently receive state funds for pretrial services. The Governor's proposed biennium budget for Fiscal Years 2021 and 2022 includes \$2.3 million for the expansion of pretrial services and local probation (see [Item 406, C.1](#)).

This past weekend, the money committees of the General Assembly released their approved amendments. This expansion money was kept in the House's budget, but removed from the Senate's budget in Fiscal Year 2021. Even though the final Appropriations Act will not be codified until at least the end of April, DCJS is soliciting applications for expansion at this time in order to provide you with as much notice as possible to ensure a timely grant awarding process should the General Assembly ultimately keep the expansion funding in the Appropriations Act.

The pretrial expansion funding will provide information to assist judicial officers in making more informed bail decisions and to provide pretrial supervision of court-ordered defendants to ensure court appearance and public safety. The requirements of pretrial services are set forth in the Pretrial Services Act (PSA) [§19.2-152.2 et seq.](#) of the *Code of Virginia*.

To ensure successful implementation, expansion funding will only be provided to established local probation (CCCA) agencies to extend pretrial services to the unserved localities. There are currently 37 local probation agencies serving 128 of the 133 localities in Virginia and 33 local pretrial agencies serving 100 localities.

DCJS invites you to send an application for expansion funding by March 27, 2020. The application must include the following information:

- A letter from you, the county administrator or city manager of the expansion locality,
- A cover memo from the administrative agent, i.e. the county administrator or city manager of the CCCA agency agreeing to expand pretrial services to the expansion locality,
- A letter of support from the Community Criminal Justice Board (CCJB) of the CCCA agency agreeing to expand services to the expansion locality,
- A narrative description of the proposed project (up to eight pages) to include:
 - A needs analysis using data to indicate the target population (jail data attached, but additional data is encouraged),
 - A needs analysis and justification for the number of full time employees for which funding is requested,
 - A timetable and implementation plan to provide services no later than January 1, 2021,
- Letters of support from criminal justice stakeholders most affected or involved with your efforts to expand services.

Send your application to CCCAPSA@dcjs.virginia.gov by 5:00pm on March 27, 2020.

DCJS anticipates a competitive process and it is possible that DCJS will not be able to fund all requests. Applications will be evaluated and scored based on the clarity, substance, and strength of the request for funding. The primary grant program elements will be evaluated based on ratings of Excellent, Acceptable, Marginal, or Unacceptable. The weighted rating points that can be awarded for each primary grant program element will likely be:

- | | |
|---|-------------|
| • Needs Analysis of Target Population (20%) | 0-12 points |
| • Needs Analysis of Staffing (20%) | 0-12 points |
| • Implementation Plan (20%) | 0-12 points |
| • Locality Commitment and Collaboration (35%) | 0-21 points |
| • Technical Compliance (5%) | 0-3 points |

After receiving your application, we will provide technical assistance to aid in developing your finalized budget, a detailed work plan for implementing and providing these services, and any other necessary information to complete a grant statement of award package.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant applications, and the finalized budgets, to make funding recommendations to the CJSB. **The CJSB will make final grant award decisions at its meeting on May 21, 2020.** DCJS will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic

revisions may be required as a condition of funding. The grant cycle will be from July 1, 2020 to June 30, 2021.

Please note that the funding for the selected sites is for implementation funding and that DCJS does not guarantee continued funding at the amount awarded for implementation. In the next year, DCJS, in consultation with the Virginia Community Criminal Justice Association (VCCJA), will develop a funding formula that will inform how state funds are distributed to localities for local probation and pretrial services. In developing this funding formula, DCJS and the VCCJA will conduct a detailed workload study to determine the right staffing levels for pretrial and probation. DCJS will also consult with the Virginia Municipal League, the Virginia Association of Counties, VCCJA, and other partners in determining the factors that should be considered in a funding formula.

If you have any questions regarding the application process, please contact Ken Rose at (804) 225-4329 or Paula Harpster at (804) 786-1140.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

December 4, 2020

Mr. Kris C. Tierney
County Administrator
Frederick County
107 North Kent Street
Winchester, VA 22601-5039

RE: Expansion Funding for Comprehensive Community Corrections Act and Pretrial Services Act

Dear Mr. Tierney:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number of **21-A5030CC21** and was approved for a total award of **\$161,852**. The project period is **01/01/2021** through **06/30/2021**.

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Please note hard copies of the General Special Conditions, as well as the Reporting Requirements and Projected Due Dates, are no longer included as part of the Grant Award Package. Instead, these documents have been combined and are now referred to as **Conditions and Requirements** and are posted online at: <https://www.dcjs.virginia.gov/grants/grant-requirements>.

In addition to the General Special Conditions, there may be Specific Special Conditions related to your Grant Award. At this time, you are required to view these conditions online via the Grants Management Information System (GMIS) at: <https://grants.dcjs.virginia.gov/> under menu item View Status -> Special Conditions. If you have not previously done so, you must obtain a user name and password set up by your Finance Officer in order to use this web-based system.

Please be advised, we are in the final stages of finalizing the new and improved grants management system to replace GMIS. Beginning early next year, DCJS will transition to OGMS (On-line Grant Management System) to provide our subrecipients with a more comprehensive and user-friendly experience. DCJS is committed to keeping all constituents informed to ensure a smooth transition for everyone. Additional resources and training opportunities for the new system will be available soon.

Mr. Kris C. Tierney
December 4, 2020
Page Two

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to grantsmgmt@dcjs.virginia.gov. If you have questions, contact Kenneth Rose at (804) 225-4329 or via email at Kenneth.Rose@dcjs.virginia.gov.

Sincerely,


Shannon Dion

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Expansion Funding for Comprehensive Community Corrections Act and Pretrial Services Act
--

Subgrantee: Frederick DCJS Grant Number: 21-A5030CC21 Grant Start Date: 01/01/2021 Grant End Date: 06/30/2021
--

Indirect Cost Rate: _____% *If applicable
--

Federal Funds:	\$ 0
State General Funds:	\$161,852
State Special Funds:	\$ 0
Local Match:	<u>\$ 0</u>
Total Budget:	\$161,852

Project Director	Project Administrator	Finance Officer
Ms. S. Kimberly Chmura Community Corrections Chief Frederick County 860 Smithfield Avenue Winchester, VA 22601-5410 (540) 535-7155 kchmura@fcva.us	Mr. Kris C. Tierney County Administrator Frederick County 107 North Kent Street Winchester, VA 22601-5039 (540) 665-6382 ktierney@fcva.us	Ms. Cheryl B. Shiffler Finance Director Frederick County 107 North Kent Street Winchester, VA 22601-5039 (540) 665-5610 cshiffle@fcva.us

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____

Authorized Official (Project Administrator)

Title: _____

Date: _____

Northwestern Regional Adult Detention Center

James F. Whitley - Superintendent



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

MEMORANDUM

To: Ms. Cheryl Shiffler, Director of Finance
From: James F. Whitley, Superintendent *JFW*
Date: December 21, 2020
Subject: PAPIS grant – new money

Request that \$16,305 in new grant money from DCJS be appropriated to revenue line item 03-011-024040-001.

Request the following:

\$14,816 be added to the current amount in Part Time, 4-011-033010-1003-000

\$1,133 be added to FICA, 4-011-033010-2001

\$356 be added to W.C., 4-011-033010-2011

Thank you for your prompt attention to this matter.

updated 12/28/20

FY21

21-A5026PA21

Grant Application Request Form

The Grant Application & Acceptance Policy, adopted by the Board of Supervisors on March 23, 2016, outlines the policies for submitting grant applications on behalf of Frederick County and for the acceptance and appropriation of all grant awards. This policy applies to any Frederick County program, department or constitutional office preparing and submitting grant applications to agencies outside the County government for funds, materials or equipment to be received and administered by the County or by an agency for which the County acts as fiscal agent.

Please refer to the policy flow chart on the back of this form to assist in determining the appropriate course of action. The policy in its entirety can be found on the Finance intranet page.

Complete the information below and attach as the cover to all grant applications sent to the County Administrator for approval.

Requesting Department	Northwestern Regional Adult Detention Center		
Name of Grant	Pre- and Post-Incarceration Services (PAPIS)		
Grantor	Virginia Department of Criminal Justice (DCJS)		
Grant deadline for submission	03/27/2020		
Total Amount of Anticipated Award	\$ 32,610.00 \$ 16,305 awarded		
Purpose of grant (summary)	NRADC/Frederick County has received PAPIS funding for over 20 years. The current grant amount covers one full-time and one part-time staff position to provide reentry services at the jail. DCJS is inviting PAPIS members to apply for additional FY2021 funding for service expansion.		
Grant approved through budget process? (Yes/No)	Yes NO, supplemental appropriation required		
Local Match Requirement (Yes/No)	No	Amount:	
if yes, Source(s) & amount(s) of local match (fin comm/BOS approval required if match requires a budget amendment)	N/A		
Other associated costs	None		
Continuing obligation and cost (fin comm/BOS approval required)	N/A		
Addition of Staff and cost (Yes/No) (fin comm/BOS approval required)	Yes	How many?	1 Total cost, including fringes: \$ 32,610.00
Revenue and Expenditure codes & amounts	03-011-024040 0001- PAPIS \$32,610 \$32,610 \$16,305 awarded see attached memo for exp. codes		
Department Contact (name, email, phone)	Kim Rodrigue, PAPIS Grant/Reentry Coordinator; krodri@fcva.us; Ext. 2125		
Department Head approval to apply for grant	[Signature]		Date
BOS approval date (if applicable)	N/A		
Finance review of grant policy compliance	[Signature]		Date 3/13/20
County Administrator approval to apply for grant	[Signature]		Date 3/16/2020

Notes:

This is an application for expansion funding (if awarded), in addition to the FY2021 request of \$111,110. A new part-time position of 29 hours/week is proposed. If both full amounts are granted, the FY2021 PAPIS total award would be \$143,720. (The FY2020 PAPIS award amount was \$107,984.)

[sk] original grant app request form indicated this grant was approved in the budget. Upon award, it was discovered that it was NOT approved in the budget, so a S/A is required. Original grant app was for \$32,610, only half was awarded. 1/15/2019



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

December 4, 2020

Mr. Kris C. Tierney
County Administrator
Frederick County
107 North Kent Street
Winchester, VA 22601-5039

RE: Pre-Release and Post-Incarceration Services (PAPIS)

Dear Mr. Tierney:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **21-A5026PA21** and was approved for a total award of **\$16,305**. The project period is **01/01/2021** through **06/30/2021**.

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Please note hard copies of the General Special Conditions, as well as the Reporting Requirements and Projected Due Dates, are no longer included as part of the Grant Award Package. Instead, these documents have been combined and are now referred to as **Conditions and Requirements** and are posted online at: <https://www.dcjs.virginia.gov/grants/grant-requirements>.

In addition to the General Special Conditions, there may be Specific Special Conditions related to your Grant Award. You are required to view these conditions online via the Grants Management Information System (GMIS) at: <https://grants.dcjs.virginia.gov/> under menu item View Status -> Special Conditions. If you have not previously done so, you must obtain a user name and password set up by your Finance Officer in order to use this web-based system.

Please be advised we are in the final stages of finalizing the new and improved grants management system to replace GMIS. Beginning early next year, DCJS will transition to OGMS (On-line Grant Management System) to provide our subrecipients with a more comprehensive and user-friendly experience. DCJS is committed to keeping all constituents informed to ensure a smooth transition for everyone. Additional resources and training opportunities for the new system will be available soon.

Mr. Kris C. Tierney
December 4, 2020
Page Two

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to grantsmgmt@dcjs.virginia.gov. If you have questions, contact Aja Pappas at (804) 225-4127 or via email at aja.pappas@dcjs.virginia.gov.

Sincerely,

A handwritten signature in cursive script that reads "Shannon Dion".

Shannon Dion

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Pre-Release and Post-Incarceration Services
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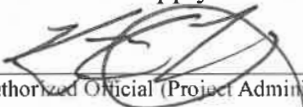
Subgrantee: Frederick County DCJS Grant Number: 21-A5026PA21 Grant Start Date: 01/01/2021 Grant End Date: 06/30/2021 Indirect Cost Rate: _____% *If applicable

Federal Funds:	\$ 0
State General Funds:	\$ 16,305
State Special Funds:	\$ 0
Local Match:	\$ 0
 Total Budget:	 \$ 16,305

Project Director	Project Administrator	Finance Officer
Mr. James F. Whitley Superintendent Northwestern Reg. Adult Det. Ctr. 141 Fort Collier Road Winchester, VA 22603 (540) 665-6374 jwhitley@fcva.us	Mr. Kris C. Tierney County Administrator Frederick County 107 North Kent Street Winchester, VA 22601-5039 (540) 665-6382 ktierney@fcva.us	Ms. Cheryl B. Shiffler Finance Director Frederick County 107 North Kent Street Winchester, VA 22601-5039 (540) 665-5610 cshiffle@fcva.us

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____


 Authorized Official (Project Administrator)

Title: _____

County Administrator

Date: _____

12-29-20

FY2021 PAPIS Service Expansion Grant Application- NRADC

Program Narrative

The Northwestern Regional Adult Detention Center (NRADC) in Winchester, Virginia provides pre-release services for offenders serving local and Virginia State Department of Corrections (DOC) sentences from, and returning to, the following jurisdictions: the Counties of Frederick, Clarke and Fauquier; and the City of Winchester, Virginia. In FY2019, the average daily population (ADP) for the entire facility was **613** offenders. As of January 31, 2020, the FY2020 ADP was **565** offenders. A total of **588** offenders were provided with PAPIS Reentry services while incarcerated at the Regional Jail in FY2019, up from **507** in FY2018.

The geographical area served by NRADC is primarily rural and has been significantly impacted by the nation's opioid epidemic. The local agencies who provide substance abuse and mental health treatment are overwhelmed and understaffed. As a result, funding and resources for reentry have been unable to keep up with the demand for services. The jail has become one of the primary agencies addressing the needs of this population. Frederick County, Virginia lies along the I-81 interstate corridor and was named a High Intensity Drug Trafficking Area (HIDTA) by the Obama Administration in November 2013. We are the only entity providing comprehensive Reentry Services in our jurisdiction.

I. Description of Expanded Service Request

NRADC is funded for 149 sworn officers and 55 civilian staff positions. Currently, there are five unfunded positions, consisting of four civilian and one sworn officer position. Of the currently funded civilian employees, there are two full-time jail Mental Health Clinicians and four and one-half (4.5) Inmate Program Staff positions serving entire the jail population. One and a half (1.5) of the Program Staff positions are PAPIS grant funded.

We appreciate the additional PAPIS funding awarded in FY2020. This enabled us to hire a part-time Inmate Programs Assistant in service of the PAPIS grant. They currently work twenty hours per week and have responsibility for administrative duties serving reentry efforts. These duties

include coordinating monthly “Making It on Supervision” classes with District 11 Probation and Parole, facilitating quarterly visits by DMV Connect for photo identification, requesting birth certificates, making referrals for treatment and housing, scheduling phone interviews for offenders and answering multiple inmate requests.

Our request for expansion funding is for a total of \$32,610 to fund a second part-time person who would work 29 hours per week on PAPIS grant and reentry activities. We initially planned to request additional funding to convert our current part-time position to full-time. However, we discussed the cost advantage of not having to pay for full benefits. There would be two primary job tasks for this position. First, we would be able to institute pre-release enrollment in the Cover Virginia Medicaid expansion program. Secondly, they would be able to set up a new system to identify incarcerated veterans in need of pre-release services and referrals upon release.

II. Needs Analysis and Justification

Historically, NRADC has recognized the need for our offenders to have assistance obtaining health insurance for post-release medical care. However, we simply do not have the personnel resources to dedicate, as each Medicaid application requires one-on-one staff attention of up to two hours to complete. Since the Expansion of Virginia Medicaid, we attended presentations on how to implement a process to identify and assist with Medicaid applications. With an additional PAPIS dedicated staff member, we could make this happen.

On March 5, 2020, we attended a meeting with Virginia Veterans and Family Support staff. We have assisted a small number of veterans with their reentry plans, but as they stressed in the meeting, self-report numbers are very low. We would like to begin using the Veterans Reentry Search Service (VRSS) system to identify eligible veterans and then increase service referrals for both pre- and post-release offenders.

At current staffing levels, we do not have the manpower to dedicate sufficient time to these two activities.

III. Program Capabilities and Competencies

For the upcoming FY2021 grant cycle, NRADC will continue to offer the following reentry services: identification of medium to high-risk offenders using a validated Risk/Needs assessment tool (M/OST); provision of evidence-based treatment modalities geared toward addressing criminogenic needs and recidivism risk factors; educational and vocational assistance; and targeted case management to facilitate coordination of services to address substance abuse, mental health, medical and housing needs upon reentry.

Within the NRADC Community Corrections Division, the Inmate Programs Department runs the Offender Reentry Transitional Program (ORTP), which uses a residential therapeutic community model. Participants in this program live together in gender specific dormitory housing units separate from the general population. The ORTP program provides services to offenders who report having substance use and co-occurring disorders. Four full-time Programs staff members provide psychoeducational classes, groups and case management services five days per week. On December 9, 2019 the ORTP program was increased from ninety (90) days, to one-hundred and twenty (120) days in length. This was done in order to expand treatment services, account for a programming adjustment period, and due to frequent inmate requests and suggestions for the program to be longer.

New ORTP intakes are assessed for criminogenic needs and risk factors using the M/OST validated risk/needs assessment tool. Each participant creates an individualized case plan with their assigned counselor to address these needs/risk factors, formulate therapeutic goals, and begin any necessary pre- and post-release individual service plans.

Additionally, reentry services are offered to offenders who are not participating in ORTP, but are either self or staff referred for assistance. NRADC coordinates reentry planning with Probation and Parole and community treatment providers.

IV. Impact and Outcomes

In FY2019, PAPIS Reentry services were offered to **588** offenders (up from 507 in FY2018), with **196** of those assigned to the Offender Reentry Transitional Program (ORTP), our Intensive Reentry Services (IRS) program. There were **137** successful ORTP completions. Additionally, the following services were provided to both ORTP and non-program offenders: **154** received

educational and vocational services, to include 17 obtaining GED's; 141 post-release referrals were made to outside agencies (for housing, treatment, mental health, medical services, etc.) with 22 receiving Peer Services, 33 identification documents were obtained (Birth Certificates and Virginia State ID cards), and Aids Response Effort (ARE) conducted HIV/Hepatitis C testing for one-hundred and twenty-two (122) inmates. FY2020 numbers are poised to match or exceed these service units. Since FY2019 Peer Recovery Specialist services have been provided for inmates requesting services within 30 days of release. There were twenty-two (22) referrals in FY2019 and continued expansion of this service is anticipated. We are poised to meet or exceed these service numbers for FY2020 and FY2021.

V. Implementation

If approved for this additional funding, we would advertise for the second part-time position to fill immediately in July 2020. Current NRADC Program staff working on the PAPIS grant have the necessary knowledge and professional contacts to implement the proposed projects.

Respectfully Submitted,



Kimberly Rodrigue, CSAC

NRADC PAPIS Grant/Reentry Coordinator

Attachments A-E:

- A. PAPIS Grant Annual Report Spreadsheet- NRADC FY2017- FY2019
- B. NRADC PAPIS Initial Funding Request FY2021
- C. FY2021-2022 PAPIS Coalition Biennial Budget Request- Oct. 2019
- D. Letters of Support for Increased PAPIS Funding- NRADC
- E. Newspaper Article "Feds tag Frederick County for high drug trafficking"-
HIDTA Designation 11.15.13

ITEMIZED BUDGET

FY2021

1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Name of Employee	Position Title	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
New part-time (29 hrs/wk)	Inmate Programs Assistant	\$19.65/Hour	1508		\$29,632	\$0	\$0	\$29,632
								\$0
TOTAL				\$0	\$29,632	\$0	\$0	\$29,632
b. Fringe Benefits								\$0
FICA 7.65% =					\$2,267			\$2,267
RETIREMENT 11.47% =					\$0			\$0
HEALTH INS (for 1 full-time)=					\$0			\$0
GROUP INS 1.31% =					\$0			\$0
WORKERS COMP 2.4% =					\$711			\$711
TOTAL				\$0	\$2,978	\$0	\$0	\$2,978
TOTAL PERSONNEL (A+B)				\$0	\$32,610	\$0	\$0	\$32,610

2. Consultants (including Travel and Subsistence)				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
a. Individual Consultants								
Type								\$0
Hours Devoted:								\$0
TOTAL				\$0	\$0	\$0	\$0	\$0
b. Organizations and Associations								
Type:								\$0
Fee:								\$0
Time Devoted:								\$0
TOTAL				\$0	\$0	\$0	\$0	\$0
c. Consultants' Subsistence and Travel								
Number of Days:								
Rate/Day:								\$0
TOTAL				\$0	\$0	\$0	\$0	\$0
TOTAL CONSULTANTS (a+b+c)				\$0	\$0	\$0	\$0	\$0

3. Travel and Subsistence for Project Personnel				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
a. Local Milage = No. of Miles X Rate Per mile			X					\$0
b. Non Local Milage = No. of Miles X Rate Per mile			X					\$0
c. Subsistence = number of days X rate per day			X					\$0
d. Air or other fares								\$0
TOTAL TRAVEL:				\$0	\$0	\$0	\$0	\$0

4. Equipment				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	STATE	CASH	IN-KIND	

								\$0
TOTAL EQUIPMENT:			\$0	\$0	\$0	\$0	\$0	\$0

5. Supplies and Other Expenses			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
Type	Quantity	Price					
							\$0
TOTAL SUPPLES AND OTHER:			\$0	\$0	\$0	\$0	\$0

6. Indirect Cost			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
							\$0
TOTAL INDIRECT COST:			\$0	\$0	\$0	\$0	\$0

GRAND TOTAL:	\$0	\$32,610	\$0	\$0	\$32,610
7. Cash Funds					
Cash funds from sources other than grant program supporting this project- (itemize)					
Do not add to requested Project Budget Summary accounts.)					
TOTAL:					

FY2021 PAPIS Budget Narrative- NRADC

1. **Personnel/Employees:** The Northwestern Regional Adult Detention Center (NRADC) is requesting the entire award of DCJS/PAPIS expansion money be allocated to personnel. We are requesting an additional \$32,610 per year in order to hire a second part-time staff member.

Please see the following breakdown:

- a. Part-time PAPIS Grant Assistant- A second part-time new hire at a rate of \$19.65 per hour to provide up to 1508 hours annually to reentry efforts in service of the PAPIS grant.

Grant \$29,632

- b. Employee Benefits- The annual cost of benefits for one part-time position includes: FICA \$2,267 (7.65%), and Workman’s Comp \$711 (2.40%). The part-time position benefits include only FICA and Workman’s Compensation

Grant \$2,978

- | | |
|--|----------|
| 2. Consultants: | 0 |
| 3. Travel: | 0 |
| 4. Equipment: | 0 |
| 5. Supplies and Other Expenses: | 0 |
| 6. Indirect Costs: | 0 |
| 7. Cash Funds from other Sources: | 0 |

SUMMARY

Local	\$0
Grant	<u>\$32,610</u>
Grand Total	\$32,610

ATTACHMENT A

PAPIS Grant Annual Report Data

NRADC FY2017 - FY2019

PAPIS Grant

Agency: Northwestern Regional Adult Detention Center

FY 2017 (7.01.16- 6.30.17)

FY 2018 (7.01.17- 6.30.18)

FY 2019 (7.01.18- 6.30.19)

Cost per Reentry client (=Grant amt. awarded/Re-entry clients)	\$77.41 (= per diem) Corrected to \$285.47 on FY17 Annual rpt.	\$251.08 (Per Diem Rate = \$83.61)	\$212.65 (Per Diem Rate = \$89.34)
Total Unique Clients served (not juveniles)	307 TOTAL (175 P1a + 57 P3a+ 75 Jan-May '17 RR Class)	507 TOTAL	588
From the total number above how many were Reentry Clients	146 (P2b- assigned to ORTP)	166	196
From the total number above how many were Community Service clients (not juveniles) This will only be added to in another section not in total clients served in 2017 Annual report	0	0	0
# Reentry staff- Full time	1	1	1
# Reentry staff- part time	0	0	0
# Unique clients receiving Employment related services	121 TOTAL (113 ORTP Completions + 8 CRC's earned)	162 TOTAL (128 ORTP Completions + 34 CRC's earned)	143 TOTAL (137 ORTP Completions + 6 to Work Release)
# of jobs obtained by clients	<i>Not Reported</i>	<i>Not Reported</i>	6 (former ORTP graduates who found jobs on Work Release)
# of clients receiving Housing assistance	14	<i>Not Reported</i>	94
# of ID documents service units	57 TOTAL (44 Birth Certificates + 13 State ID's)	38 TOTAL (16 Birth Certificates + 22 State ID's)	33
# of clothing assistance service units	18	<i>Not Reported</i>	10
# of transportation assistance service units	0	0	2
# of clients receiving pre and post release educational/vocational	137 TOTAL (113 ORTP Completions + 16 GED's + 8 CRC)	174 TOTAL (128 ORTP Grads + 12 GED's + 34 CRC)	154 TOTAL (137 ORTP Grads + 17 GED's)
# of referrals to other agencies	88 TOTAL (79 Treatment/Housing + 6 Food + 3 Medical)	Over 100	141 TOTAL (25 Mental Health + 94 Housing + 22 Peer Services)
# of Volunteers	29	Total appv'd= 68; Monthly Avg= 24	Total appv'd= 61; Monthly Avg= 23
# of Volunteer Hours	856.00	872	957
Risk levels of clients- NEW categories	Low- 4, Medium- 103, High- 48	incomplete data	5 Low; 139 Medium; 28 High
Clients participating in EBP (T4C, MRT) - New categories	MRT- 21 completed	"Moving on" (ORTP Women)= 61 51 T- 0 (Class not offered this FY)	"Moving on" (ORTP Women)= 106 ; MRT (General pop. Males)= 38

PAPIS Grant		Agency: Northwestern Regional Adult Detention Center	
State Funding received	\$41,679.00	\$41,679.00	\$41,679.00
Federal Funding	\$0.00	\$0.00	\$0.00
Foundations funding	\$0.00	\$0.00	\$0.00
United Way funding (grant not CFC or individuals)	\$0.00	\$0.00	\$0.00
Private funding	\$0.00	\$0.00	\$0.00
Federal one time grants	\$0.00	\$0.00	\$0.00
Local Government funding	\$13,286.00	\$39,811	\$39,811
Other funding	\$0.00	\$0.00	\$0.00
DOC Contracts funding	\$0.00	\$0.00	\$0.00
Value of Volunteer hours (\$20.91 per hour) AUTOMATIC Calculation	at \$21.91/hr. = \$17,898.96	at \$24.69/hr. = \$21,529.68	at \$25.43/hr. = \$24,336.51
In-Kind Contribution funding	\$0.00	\$0.00	\$0.00

ATTACHMENT B

NRADC PAPIS Initial Funding Request FY2021

to Legislature via Two Capitols Consulting

10.08.19

PAPIS Grant Request for FY2021- Northwestern Regional Adult Detention Center (NRADC)

The FY2020 Current Budget for NRADC is **\$107,984**. The bulk of the award covers personnel, to include the full-time PAPIS Grant Coordinator and a part-time PAPIS Grant Assistant.

This is the breakdown:

1. Personnel (one full-time employee with benefits, plus one part-time person without benefits):	\$106,782
2. Travel (for PAPIS meetings & trainings):	\$952
3. Supplies and Other Expenses (Postage):	\$250
Grand Total	\$107,984

FY2021 Amount Requested is \$165,000- to convert second position from part-time to full-time, cover benefits, training and travel for second person, add contracted treatment services and evidence based curriculum, plus cover cost of obtaining identity documents (ID's and Birth Certificates):

1. Personnel (2 full-time with benefits):	\$146,000
2. Treatment Curriculum materials, Training and Contracted services:	\$12,000
3. Travel (meetings & trainings):	\$2,000
4. Supplies and Other Expenses (postage, ID's Birth Certificates):	\$5,000
Grand Total	\$165,000

ATTACHMENT C
PAPIS Coalition FY 2021-2022
Biennial Budget Request
October 2019

PAPIS Coalition: Virginia's Reentry Service Providers
Promoting Successful Second Chances
Biennial Budget Request
FY 2021-2022

Executive Summary

The Pre-release And Post-Incarceration Services (PAPIS) Coalition is composed of nine re-entry services organizations serving 96 of the 133 jurisdictions located throughout the Commonwealth. Since the early 1970's, PAPIS Coalition members have been working to ensure that those returning to society are better prepared to become productive members of their communities. Six of the nine PAPIS organizations are community-based non-profits, with active Boards of Directors and dedicated volunteers - over 800 statewide - who work tirelessly every day to help fellow Virginians in need. The remaining three programs are jail-based.¹ Together, PAPIS Coalition members serve over 10,400 participants annually, both during and after incarceration, by helping participants make a successful return to society. In order to continue this work, the PAPIS Coalition requests an additional \$2.35 million in the first year and \$2.2 million in the second year of the FY21-22 biennial budget.

PAPIS Coalition Model

PAPIS Coalition members are financed through multiple funding streams, including a state appropriation of \$2.2 million that is administered by the Department of Criminal Justice Services (DCJS). PAPIS programs incorporate research-informed recidivism reduction into their service delivery, helping participants overcome the disconnect between incarceration and life back in their communities. Specifically, they focus on assessing clients for risk and needs related to recidivism, evidence-based cognitive-behavioral programming, and job readiness and employment services. Placement services are emphasized in the scope of service delivery by potential grant recipients, as employment is a key to being successful for any individual returning to society.

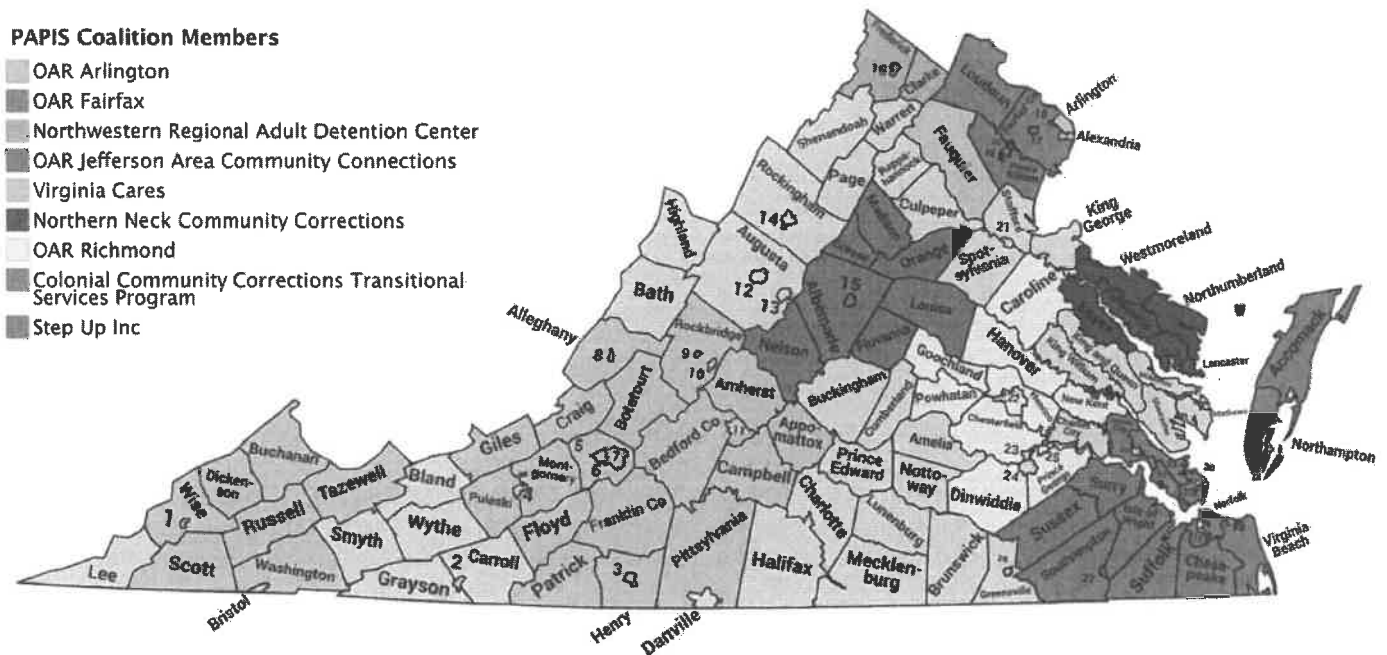
Pre-release services are intended to prepare offenders for their transitions from incarceration to life within the community. Jail pre-release services include risk assessment, reentry and transition planning, training, counseling, mentoring, tutoring, information, and referral. Training programs focus on job readiness and employment skills, budgeting, consumer skills, family relationships, transition expectations, and related areas of values. Pre-release services in state correctional institutions include assisting prison staff in delivering the Department of Corrections'

¹ PAPIS: Virginia Re-entry Coalition Summary of Programs in Virginia FY2016
<https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/corrections/papis-virginia-re-entry-coalition-summary-programs-virginia-fy2016.pdf>

PAPIS Coalition: Virginia's Reentry Service Providers
Promoting Successful Second Chances
Biennial Budget Request
FY 2021-2022

Life Skills Program, developing reentry and transition plans for difficult placement cases, and connection with community services soon after release.

Post-Incarceration services are provided to clients that have been recently released from incarceration. These services are intended to address the specific needs of individual offenders after release from prisons or jails to support successful reintegration into the community and sustain crime-free lifestyles. In addition to the services offered through pre-release programs, post-incarceration services also assist clients in obtaining stabilization and emergency services such as locating food, clothing, transportation, and shelter.²



Funding Request

Prior to 2008, the PAPIS coalition received \$3 million annually in state appropriations. Today, PAPIS receives \$2.2 million. With rising program costs and increased demand for services, Coalition members face a tight budget as they provide these critical services. In order to improve access, delivery, and results, Coalition members need to hire additional staff, retain

² Virginia Department of Criminal Justice Services PAPIS: Virginia Prisoner Reentry Program <https://www.dcjs.virginia.gov/correctional-services/grants/papis-virginia-prisoner-reentry-program>

PAPIS Coalition: Virginia's Reentry Service Providers
Promoting Successful Second Chances
Biennial Budget Request
FY 2021-2022

experienced staff, and expand programs to serve more Virginians. The following breakdown shows a funding request of an additional \$2.35 million in the first year and \$2.2 million in the second year of the FY21-22 biennial budget to provide these critical services, as well as expand services to more Virginians across the Commonwealth:

- Virginia Cares is a statewide organization which serves programs in every region of the Commonwealth, including jurisdictions surrounding Roanoke, Farmville, Lynchburg, Blacksburg, Bristol, Martinsville, Danville, Covington, Fredericksburg, Virginia Beach, and Newport News. Virginia Cares intends to increase services to five existing programs including the following: Lynchburg Community Action Program (Lyn-CAG), New River Community Action Agency (NRCAA), People, Incorporated of Virginia (PEOPLE), Pittsylvania County Community Action (PCCA), Total Action for Progress (TAP). Virginia Cares will also launch a new statewide Women's Reentry Program designed to empower and provide gender-responsive services to women who are re-entering their communities, to include connections to transitional housing, mental health and substance abuse treatment, transportation, childcare, education and workforce training, and monthly empowerment workshops. The program will be implemented at Hampton Roads Community Action Program (HRCAP), Lynchburg Community Action Program (Lyn-CAG), New River Community Action Agency (NRCAA), People, Incorporated of Virginia (PEOPLE), Pittsylvania County Community Action (PCCA), and Total Action for Progress (TAP). **Virginia Cares requests an additional \$1,215,543 annually to accomplish these goals.**

- Step-Up, Inc serves Hampton Roads. Their request will cover increased rent at the main office as well as add satellite offices to expand to unserved areas such as the Eastern Shore and Middle Peninsula, including Middle Peninsula Jail, VA Peninsula Regional Jail and Gloucester Jail. This will require four full-time case workers, office supplies, IT services, staff training, and client assessment materials. **Step-Up, Inc. requests an additional \$271,500 annually.**

- OAR Fairfax covers the counties of Fairfax, Prince William and Loudoun. The bulk of this request is to add additional staff, including a full time case worker in Loudoun County and a part-time case workers in both Fairfax and Prince William. OAR Fairfax will also build training capacity with their existing staff so new hires can receive important skills training from within the organization. **OAR Fairfax requests an additional \$103,600 annually.**

- OAR Arlington covers Arlington County, and the cities of Alexandria, and Falls Church. They also serve the population from the Coffeewood Correctional Center in Culpeper,

PAPIS Coalition: Virginia's Reentry Service Providers
Promoting Successful Second Chances
Biennial Budget Request
FY 2021-2022

which is a Virginia Department of Corrections facility for men from the Northern Virginia region. OAR Arlington would like to add a Re-entry Clinical Coordinator to their team, to provide intensive case management, facilitate post-release evidence-based groups, connect participants with vocational training and employment program, and coordinate behavioral health services. OAR Arlington will also add contracted services from Clinical Behavioral Health Specialists, who will implement weekly cognitive-behavioral health therapy using evidence-based interventions to assess criminogenic risk factors. Due to the high cost of living in their region, OAR Arlington would also like to increase direct service funds for emergency services such as food, shelter, clothing, transportation, identification, smartphones, and educational or vocational tuition and fees. **OAR Arlington requests an additional \$250,000 annually.**

- OAR Jefferson serves the City of Charlottesville, counties of Albemarle, Fluvanna, Goochland, Greene, Louisa, Madison, Nelson and Orange. OAR Jefferson will add a full-time Reentry Coordinator for rural counties served by the Central Virginia Regional Jail. **OAR Jefferson requests an additional \$63,750 annually.**

- OAR Richmond serves the counties of Hanover, Henrico, and Chesterfield as well as the City of Richmond. OAR Richmond intends to add an Assistant Director Position to provide client services as well as supervise direct service staff, lead program expansion in jails, and implement new programs in the central office. Additionally, OAR Richmond would like to add two part-time case manager positions for Chesterfield County and Hanover/Louisa Counties. OAR Richmond will also increase financial assistance, emergency services (food, clothing, shelter), copies of identification, mental health services, bus tickets, vocational training, and employment necessities (uniforms and worker supplies). **OAR Richmond requests an additional \$200,000 annually.**

- Northwestern Regional Adult Detention Center (NRADC) serves the counties of Clarke, Fauquier, Frederick, and the City of Winchester. NRADC has one full-time PAPIS grants coordinator and one part-time grants assistant to help increase annual budget through outside funding sources. In the second year, the part-time position will convert to full-time. NRADC will also add contracted treatment services and evidence-based curriculum, plus cover the cost of obtaining identification documents. **NRADC requests an additional \$57,016 annually.**

- Colonial Community Corrections Transitional Services Program (CCCTSP) serves James City County. They intend to add contracted job skills programs as well as opioid reentry continuity of care services. **CCCTSP requests an additional \$25,000 annually.**

PAPIS Coalition: Virginia’s Reentry Service Providers
Promoting Successful Second Chances
Biennial Budget Request
FY 2021-2022

- Northern Neck Community Corrections serves the counties of Richmond, Westmoreland, Northumberland, Gloucester, and the town of Warsaw. Northern Neck will provide cost of living increases to existing staff salaries with **an additional request of \$15,000 annually.**

- Additionally, **the overall PAPIS Coalition requests \$150,000 in the first year only** for two overall initiatives to support re-entry services across the Commonwealth:
 - Staff training and professional development opportunities, including motivational interviewing skills, cultural competency, addressing internal biases, etc;
 - Research and data analytics for a recidivism study.

Conclusion

In order for Virginia to have a statewide network of reentry programs that reduce recidivism, promote public safety, and provide supportive services to rehabilitate returning citizens, the PAPIS Coalition respectfully requests additional state funding to match growing demand and rising costs to serve more Virginians in need of these critical services to ensure they have a successful second chance in the Commonwealth. Reentry services are a proven method for providing second chances, and increasing their funding will reduce long-term costs while decreasing recidivism in the Commonwealth.

ATTACHMENT D

Letters of Support on Behalf of NRADC
to Governor Northam
for Increased PAPIS Funding



305 East Piccadilly Street
Winchester, Virginia 22601
(540) 536-5000
www.roadtorecovery.info

November 19, 2019

The Honorable Ralph S. Northam
Governor, Commonwealth of Virginia
1111 East Broad Street
Richmond, VA 23219

RE: Pre-Release and Post-Incarceration Services (PAPIS) Coalition

Dear Governor Northam:

As the Executive Director of the Northern Shenandoah Valley Substance Abuse Coalition (NSVSAC), I am pleased to offer support for the increased funding request for the Pre-Release and Post-Incarceration Services (PAPIS) Coalition in your 2021-2022 budget. As an active member of your Advisory Commission on Opioids and Addiction, I have seen the need for more comprehensive re-entry services in our community and across the Commonwealth. With your support of the increased funding request for the PAPIS Coalition in your next budget we can implement best practices for assisting justice-involved individuals with a successful transition to society.

The Northwestern Regional Adult Detention Center (NRADC) has been a key partner of the NSVSAC since our organization's inception in 2014. The NSVSAC has partnered with NRADC on connecting Certified Peer Recovery Specialists with individuals who are nearing discharge from the jail. We have also collaborated to explore implementation of Medication Assisted Treatment (MAT) in the detention center. In addition, NRADC has been instrumental in coordinating opportunities for therapists to enter the facility to complete clinical needs assessments for eligible individuals of the Northwest Regional Adult Drug Treatment Court (NRADC).

Members of the PAPIS Coalition are financed through multiple funding streams, including an annual state appropriation. With rising program costs, the PAPIS Coalition struggles to provide these critical services at the levels needed for increased demand. As you prepare your budget in the coming weeks, I hope you will consider the work of the PAPIS Coalition in providing re-entry services which reduce recidivism and better invest the Commonwealth's financial resources.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lauren Cummings".

Lauren Cummings
Executive Director, Northern Shenandoah Valley Substance Abuse Coalition (NSVSAC),
Winchester, VA

Cc: Mr. Matt Mansell, Legislative Director

Travis Jobe
288 Myrtle Lane
Lynchburg VA, 24502

November 19, 2019

The Honorable Ralph S. Northam
Governor, Commonwealth of Virginia
1111 East Broad Street
Richmond, VA 23219

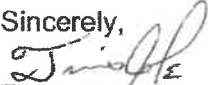
Dear Governor Northam:

I am writing to express my support for the increased funding request for the Pre-Release and Post-Incarceration Services (PAPIS) Coalition in your 2021-2022 budget. I am an Outreach Coordinator for a 501c3 tax exempt organization named Oxford House Inc. and my community is served by The Offender Re-entry Training Program (ORTP) in the Northwestern Regional Adult Detention Center.

Re-entry services are a proven public safety strategy to reduce recidivism by assisting justice-involved individuals with a successful return to society. Each year, over 10,000 Virginians receive evidence-based services. I am a graduate of the ORTP program, with the information that I was given there laid out a solid foundation for my recovery as well as helped me merge back into being a functioning member of society. After many failed attempts at sobriety it took the knowledge about my addiction that I was given in the program to really understand the science behind what was happening. Since being released I have started my career around recovery housing and I owe a majority to programs like these. In our history, our country has not always been supportive of second chances for those who are returning to society, but the data shows these services have a proven track record of success. Re-entry services reduce recidivism and better invest the Commonwealth's financial resources in the long run.

Member of the PAPIS Coalition are financed through multiple funding streams, including an annual state appropriation. With rising program costs, the PAPIS Coalition struggles to provide these critical services at the levels needed for increased demand. As you prepare for the upcoming legislative session, I strongly urge you to include the increased funding request for the PAPIS Coalition in your next budget.

Sincerely,


Travis A. Jobe

Oxford House Outreach Coordinator

ATTACHMENT E

Frederick News Post Article

11.15.13

https://www.fredericknewspost.com/news/crime_and_justice/cops_and_crime/feds-tag-frederick-county-for-high-drug-trafficking/article_c4b731b5-50b9-56fc-906f-f1d53ca9bd43.html

FEATURED

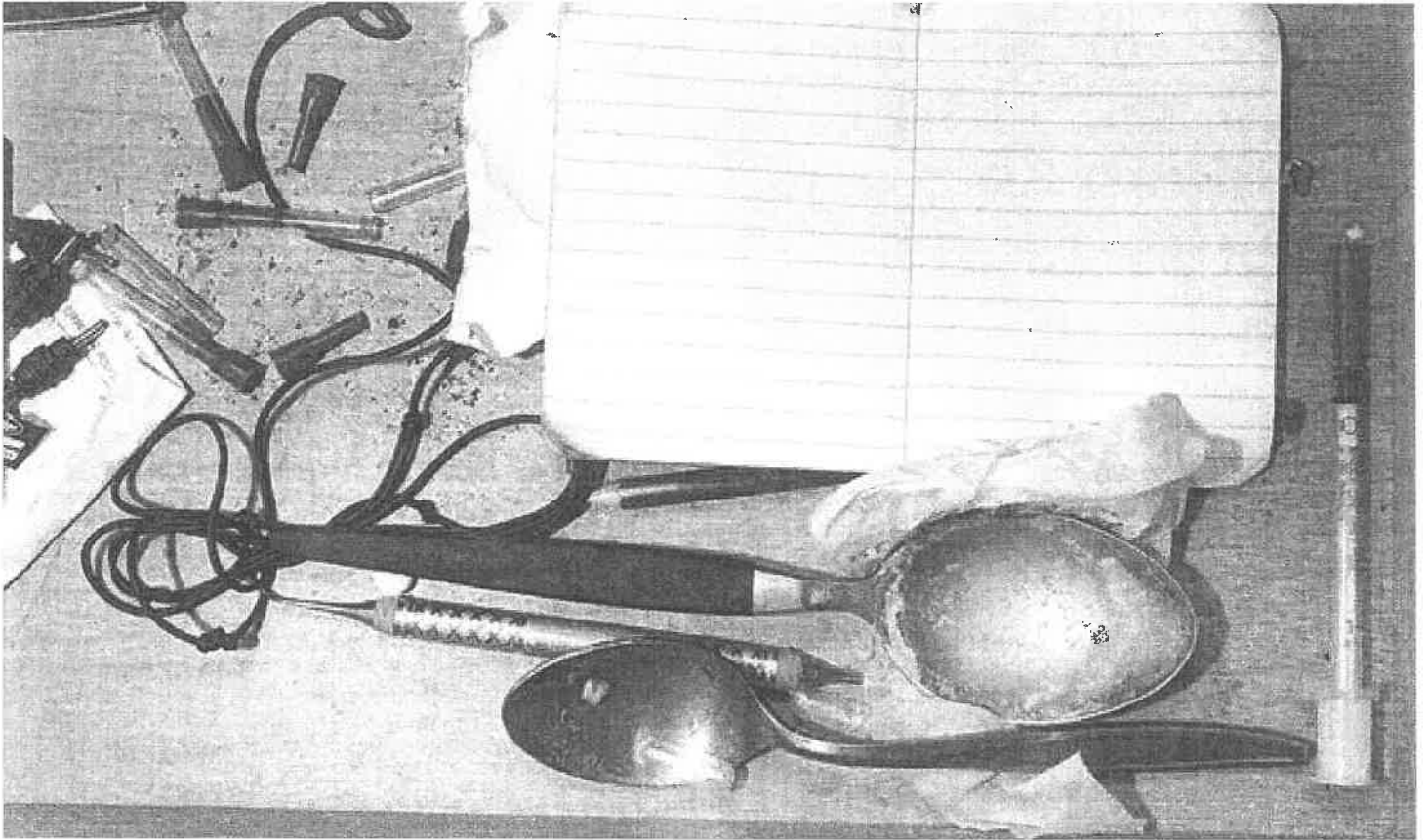
War on drugs

Feds tag Frederick County for high drug trafficking

Status will allow additional funds to combat problem

By Danielle E. Gaines News-Post Staff

Nov 15, 2013



Spoons used for cooking, syringes and a number of other drug paraphernalia items were found in a drawer during a bust in October at a local hotel that involved seven arrests.

Staff file photo by Bill Green

The Obama administration on Thursday designated Frederick County as a high-intensity drug trafficking area.

Frederick is one of 12 counties across the country newly identified as such by the Office of National Drug Control Policy.

The office has named 28 high-intensity drug trafficking areas, or HIDTAs, in the U.S.

Frederick County was added to the Baltimore-Washington HIDTA, which was established in 1994.

Cecil County in Maryland and Roanoke County in Virginia were also added to the HIDTA list Thursday.

The designation allows law enforcement agencies in the counties to receive additional money from the federal government to combat drug trafficking.

The 12 new counties will share \$660,000 to fight their drug problems.

To qualify as an HIDTA, a county must show four things:

- n It is a significant center of illegal drug production, manufacturing, importation or distribution.
- n State and local law enforcement have committed resources to respond to drug trafficking issues.
- n Drug-related activities in the area are having a significant harmful impact.
- n A significant increase in federal funds is needed to respond to the problem.

The Baltimore-Washington HIDTA coordinates programs that allow police to compare details among different cases, track gang members across the state, extract and compare data from cellphones seized from arrestees, and map crimes throughout the region.

Other counties in the Baltimore-Washington HIDTA are Anne Arundel, Baltimore, Charles, Hartford, Howard, Montgomery, Prince George's and Wicomico, along with Baltimore city, in Maryland, and Arlington, Chesterfield, Fairfax, Hanover, Henrico, Loudoun, Prince George and Prince William counties and the cities of Alexandria, Petersburg and Richmond in Virginia; and Washington.

The Frederick County Sheriff's Office and Frederick Police Department did not respond to requests for comment on the new designation.

Follow Danielle E. Gaines on Twitter: @danielleegaines.

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 : December 5, 2020
SUBJECT : Insurance Reimbursement

The Frederick County Sheriff's Office has received a check from VACoRP for an auto claim dated November 3, 2020. In the amount of \$2,614.76. This amount was posted to 3-010-018990-0001

We are requesting this amount to be appropriated to line item 31020-3004-000-002

Thank you

LWM/adc

3-010-018990-0001
c.s. 11/30/20



VACORP

November 12, 2020

Frederick County
Attn: Jennifer Place
107 N. Kent Street
Winchester, Virginia 22601

Virginia Association of Counties Group Self-Insurance Risk Pool

Member: Frederick County
Claim Number: 0342020272280
Date of Loss: 11/03/2020

To Frederick County:

Enclosed please find a VACORP property damage check in the amount of \$2,614.76 for the damages to the 2016 Ford Taurus VIN#6973. We issued payment of \$3,114.76 (estimate) – \$500.00 (deductible) = \$2,614.76 to Frederick County. This repair was determined by S&S Appraisal Services.

If you should have any questions regarding this payment, please do not hesitate to contact our office.

Sincerely,

Corey Reese

Claims Associate
Enclosed: check
Cc: Jennifer Place

Date: 11/ 8/2020 11:25 AM
 Estimate ID: 1825842
 Estimate Version: 0
 Committed
 Profile ID: * PDA VA
 Quote ID: 76313133

S&S Appraisal Services, LLC

P.O. BOX 3153, ROANOKE, VA 24015
 (540) 816-9813
 Fax: (866) 724-2778
 Email: ssassignments@hotmail.com

Submit supplements via email supplements@ianetwork.net or
 Website <http://ianetwork.net/supplements/>

Not An Authorization For repair
 Read disclaimers following appraisal calculations.

Damage Assessed By: Derrick Manley
 Classification: Field

Appraised For: CORY REESE
 (888) 822-6772 ext. 124

Condition Code: Fair
 Date of Loss: 11/ 3/2020
 Date Assigned: 11/ 5/2020
 Deductible: UNKNOWN
 File Number: 1825842
 Claim Number: 0342020272280

Type of Loss: Collision

Insured: FREDERICK COUNTY SHERIFF
 Owner: FREDERICK COUNTY SHERIFF
 Address: 1080 COVERSTONE RD, WINCHESTER, VA 22601
 Telephone: Home Phone: (540) 327-4473

Mitchell Service: 911354

Description: 2016 Ford Taurus Police
 Body Style: 4D Sed
 VIN: 1FAHP2MK9GG116973
 Mileage: 122,694
 OEM/ALT: A
 Parts Profile:
 Color: WHITE
 Options: POWER DRIVER SEAT, POWER WINDOW, POWER STEERING, POWER BRAKE
 REAR WINDOW DEFOGGER, CRUISE CONTROL, TILT STEERING COLUMN, FM RADIO, CD PLAYER

Vehicle Production Date: 3/16
 Drive Train: 3.7L Inj 6 Cyl 6A AWD
 License: 192858L VA
 Parts Profile Version: 0

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
<u>Front Bumper</u>							
1		BDY	OVERHAUL	Frnt Bumper Cover Assy			2.1 #
2	101817	BDY	REMOVE/REPLACE	Frnt Bumper Cover	EG1Z 17D957 DPTM	556.57	INC #
3		REF	REFINISH	Frnt Bumper Cover			C 3.2
<u>Grille</u>							
4	100547	BDY	REMOVE/REPLACE	Grille Assembly	DG1Z 8200 AA	173.52	INC #
5		BDY	REMOVE/INSTALL	Frnt Bumper Cover			INC
<u>Front Lamps</u>							
6	102418	BDY	REMOVE/REPLACE	R Frnt Combination Lamp Assembly	FG1Z 13008 D	679.07	INC #
7		BDY	CHECK/ADJUST	Headlamps			0.4
<u>A/C /Heater/Ventilation</u>							
8	100651	MCH	REMOVE/REPLACE	A/C Condenser -M	** QUAL REPL PART	217.00	1.6 #
9		MCH	REMOVE/REPLACE	Evacuate & Recharge A/C -M			1.4
<u>Front Fender</u>							
10	100692	BDY	REMOVE/REPLACE	R Fender Panel	** QRP Certified	354.00	2.5 #

ESTIMATE RECALL NUMBER: 11/08/2020 11:24:45 1825842
 Mitchell Data Version: OEM: OCT_20_V Alternate Parts: 11/08/2020 11:15:29
 Copyright (C) 1994 - 2020 Mitchell International
 Software Version: 7.1.239 All Rights Reserved

Date: 11/ 8/2020 11:25 AM
 Estimate ID: 1825842
 Estimate Version: 0
 Committed
 Profile ID: * PDA VA
 Quote ID: 76313133

11	REF	REFINISH	R Fender Outside						C 2.0
12	REF	REFINISH	R Add To Edge Fender						C 0.5
<u>Additional Costs & Materials</u>									
13	936014	ADD'L COST	Flex Additive				7.00	*	
<u>Additional Operations</u>									
14	REF	ADD'L OPR	Clear Coat						1.8
15	933005	BDY	ADD'L OPR	Restore Corrosion Protection			10.00	*	0.3*
<u>Additional Costs & Materials</u>									
16		ADD'L COST	Paint/Materials				240.00	*	
17		ADD'L COST	Hazardous Waste Disposal				5.00	*	
<u>Special/Manual Entry</u>									
18	900500	BDY*	REPAIR	Car Cover				Existing	0.3*

* - Judgment Item
 # - Labor Note Applies
 ** QRP Certified - Quality Replacement Parts - Certified
 ** QUAL REPL PART - Quality Replacement Parts
 C - Included in Clear Coat Calc

KEYSTONE HIG KEYSIQ
 23750 PEBBLE RUN DR.
 STERLING
 VA 20166
 (703) 661-0894 (800) 390-4600

KEYSTONE KEYSIQ
 4803 HOLLINS FERRY RD.
 HALETHROPE
 MD 21227
 (800) 390-4600 (410) 636-4600

8 ** CND4435 217.00 10 ** FO1241277PP 354.00

Estimate Totals

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	5.6	46.00	10.00	0.00	267.60	Taxable Parts	1,980.16
Refinish	7.5	46.00	0.00	0.00	345.00		
Mechanical	3.0	90.00	0.00	0.00	270.00	Total Replacement Parts Amount	1,980.16
Non-Taxable Labor					882.60		
Labor Summary	16.1				882.60		
III. Additional Costs					Amount	IV. Adjustments	
Taxable Costs					252.00	Customer Responsibility	
Total Additional Costs					252.00	Amount	
Paint Material Method: Rates						0.00	
Init Rate = 32.00 , Init Max Hours = 99.9, Addl Rate = 0.00							
						I. Total Labor:	882.60
						II. Total Replacement Parts:	1,980.16
						III. Total Additional Costs:	252.00
						Gross Total:	3,114.76
						IV. Total Adjustments:	0.00
						Net Total:	3,114.76

Date: 11/ 8/2020 11:25 AM
Estimate ID: 1825842
Estimate Version: 0
Committed
Profile ID: * PDA VA
Quote ID: 76313133

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF AUTOMOTIVE PARTS NOT MADE BY THE ORIGINAL MANUFACTURER. PARTS USED IN THE REPAIR OF YOUR VEHICLE BY OTHER THAN THE ORIGINAL MANUFACTURER ARE REQUIRED TO BE AT LEAST EQUAL IN LIKE, KIND AND QUALITY IN TERMS OF FIT, QUALITY AND PERFORMANCE TO THE ORIGINAL MANUFACTURER PARTS THEY ARE REPLACING.

Point(s) of Impact
1 Right Front Corner (P)

Insurance Co: VACORP
Address: 1819 ELECTRIC RD
STE C
ROANOKE, VA 24018
Telephone: (888) 822-6772

Inspection Site: BUSINESS
Address: 1080 Coverstone Dr.
WINCHESTER, VA 22602
Inspection Date: 11/ 6/2020

*****Notice*****
This is not an authorization for repair. All costs of repairs are the sole responsibility of the vehicle owner, who must authorize all repairs. Failure to deliver a copy of this appraisal to the repair shop by the vehicle owner may result in out of pocket expense to the vehicle owner. Providing a copy of this appraisal is not an acceptance of coverage or liability and all issues of coverage or liability are to be determined by the insurance carrier.

*****Notice*****
Deductibles may or may not be addressed or included in this appraisal. If applicable, the repairer should collect the deductible from the vehicle owner prior to the release of the repaired vehicle.

*****Supplement Procedure Notice*****
It is the repairer's responsibility to send notification of the supplement via or email to supplements@ianetwork.net or website <http://ianetwork.net/supplements/>, including a statement whether the repairs have been halted on the vehicle. PDA will respond to your request within 24 hours. Please allow 48 hours to complete supplement processing from the date of request to ensure timely release of the vehicle.

*****Notice*****
This appraisal is subject to the complete review and approval by the assigning insurance company to assure accuracy, cost effectiveness, and that accepted industry repair standards are met. The insurance company listed has the right to accept or reject any part or all of this appraisal or make any changes they feel necessary.

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

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 : November 4, 2020
SUBJECT : Insurance Reimbursement

The Frederick County Sheriff's Office has received a check from VACoRP for an auto claim dated September 2, 2020. We are requesting \$7,375.00 be appropriated into the following line item. This amount was posted to 3-010-018990-0001

We are requesting this amount to be appropriated to line item 31020-8005-000-000

Thank you

LWM/adc

3-010-018990-0001
c.s. 10/14/20



VACORP

October 2, 2020

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: 0342020269689
Date of Loss: 9/2/2020

Dear Ms. Place:

Enclosed please find VACORP property damage check in the amount of \$7,375.00 for the total loss of the 2014 Ford Taurus VIN 6460 that was damaged on 9/2/2020. This payment was based on the Actual Cash Value of \$7,875.00 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,

Jared Mullen
Claims Specialist

Enclosed – Check

Date: 9/25/2020 03:22 PM
 Estimate ID: 1790289
 Estimate Version: 0
 Committed
 Profile ID: * SSVA
 Quote ID: 74068628

S&S Appraisal Services, LLC

P.O. BOX 3153, ROANOKE, VA 24015
 (540) 816-9813
 Fax: (866) 724-2778
 Email: ssassignments@hotmail.com

Not An Authorization For repair
 Read disclaimers following appraisal calculations.

SUBMIT SUPPLEMENTS ONLINE AT :
<https://account.claimleader.com/public/api/supplement?id=1138>

Damage Assessed By: Derrick Manley
 Classification: Field

Appraised For: JARED MULLEN
 (888) 822-6772

Condition Code: Fair
 Date of Loss: 9/ 2/2020
 Date Assigned: 9/21/2020
 Deductible: UNKNOWN
 File Number: 1790289
 Claim Number: 0342020269689

Type of Loss: Collision

Insured: FREDERICK COUNTY SHERIFF
 Owner: FREDERICK COUNTY SHERIFF
 Address: 1080 COVERSTONE RD, WINCHESTER, VA 22601
 Telephone: Home Phone: (540) 327-4473

Mitchell Service: 911354

Description: 2014 Ford Taurus Police
 Body Style: 4D Sed
 VIN: 1FAHP2MK8EG156460
 Mileage: 130,278
 OEM/ALT: A
 Color: WHITE

Vehicle Production Date: 1/14
 Drive Train: 3.7L Inj 6 Cyl 6A AWD
 License: 162212L VA

Search Code: B1023022

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
<u>Front Bumper</u>							
1		BDY	OVERHAUL	Frnt Bumper Cover Assy			2.1 #
2	101817	BDY	REMOVE/REPLACE	Frnt Bumper Cover	EG1Z 17D957 DPTM	607.16	INC #
3		REF	REFINISH	Frnt Bumper Cover			C 3.2
4	100541	BDY	REMOVE/REPLACE	R Frnt Bumper Reinforcement	** QUAL REPL PART	8.00	0.2 #
5		BDY	REMOVE/INSTALL	Frnt Bumper Cover			INC
6	100542	BDY	REMOVE/REPLACE	L Frnt Bumper Reinforcement	** QUAL REPL PART	8.00	INC #
7	100540	BDY	REMOVE/REPLACE	Frnt Bumper License Plate Bracket	** QUAL REPL PART	32.00	INC
8	100543	BDY	REMOVE/REPLACE	Frnt Bumper Energy Absorber	** QRP Certified	89.00	INC
9	100544	BDY	REMOVE/REPLACE	Frnt Bumper Impact Bar (UHSS)	** QRP Certified	165.00	0.7 #
<u>Front Lamps</u>							
10	100551	BDY	REMOVE/INSTALL	R Front Combination Lamp			0.3 #
11	101947	BDY	REMOVE/REPLACE	L Frnt Combination Lamp Assembly	DG1Z 13008 D	673.33	0.3 #
12		BDY	CHECK/ADJUST	Headlamps			0.4
<u>Hood</u>							
13	100619	BDY	REMOVE/REPLACE	Hood Panel	** QRP Certified	768.00	1.7
14		REF	REFINISH	Hood Outside			C 2.8
15		REF	REFINISH	Add For Hood Underside			C 1.4

ESTIMATE RECALL NUMBER: 09/25/2020 15:22:00 1790289

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MAPP:SEP_20_V

Software Version: 7.1.238

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Page 1 of 4

Date: 9/25/2020 03:22 PM
 Estimate ID: 1790289
 Estimate Version: 0
 Committed
 Profile ID: * SSVA
 Quote ID: 74068628

<u>Front Fender</u>							
16	100692	BDY	REPAIR	R Fender Panel	Existing		1.0*#
17		REF	REFINISH	R Fender Outside			C 1.6
18	100693	BDY	REMOVE/REPLACE	L Fender Panel	** QRP Certified	358.00	2.5 #
19		REF	REFINISH	L Fender Outside			C 1.6
20		REF	REFINISH	L Add To Edge Fender			C 0.5
21	100703	BDY	REMOVE/REPLACE	L Fender Liner	** QUAL REPL PART	41.00	INC
22	101382	BDY	REMOVE/INSTALL	R Fender Applique			0.4 #
<u>Front Inner Structure</u>							
23	100718	BDY	REMOVE/REPLACE	Lwr Frt Body Air Deflector	DG1Z 8327 A	106.87	0.3
24	100750	BDY	REMOVE/REPLACE	L Frt Body Sidemember Assy (HSS) -S	DG1Z 5410009 A	619.75	12.0 #
25		REF	REFINISH	L Front Sidemember			1.0
<u>Wheel</u>							
26	100820	BDY	REMOVE/REPLACE	Wheel Cover	DG1Z 1130 A	108.76	
<u>Front Door</u>							
27	101138	BDY	REPAIR	L Frt Door Repair Panel	Existing		6.0*#
28		REF	REFINISH	L Frt Door Outside			C 1.8
29	101143	BDY	REMOVE/INSTALL	L Frt Rear View Mirror			0.3
30	101145	BDY	REMOVE/INSTALL	L Frt Upr Door Moulding			0.2
31	101169	BDY	REMOVE/INSTALL	L Frt Door Trim Panel			0.4
32	101213	BDY	REMOVE/INSTALL	L Frt Otr Door Handle			0.3
<u>Rear Door</u>							
33	100273	BDY	REMOVE/INSTALL	L Rear Otr Door Handle			0.3
34	101344	BDY	REPAIR	L Rear Door Outside Handle	Existing		0.5*#
35		REF	REFINISH	L Rear Otr Handle			C 0.5
<u>Additional Costs & Materials</u>							
36	936014		ADD'L COST	Flex Additive		7.00	*
<u>Additional Operations</u>							
37		REF	ADD'L OPR	Clear Coat			3.3
38	933005	BDY	ADD'L OPR	Restore Corrosion Protection		10.00	* 0.3*
<u>Additional Costs & Materials</u>							
39			ADD'L COST	Paint/Materials		566.40	*
40			ADD'L COST	Hazardous Waste Disposal		3.00	*
<u>Special/Manual Entry</u>							
41	900500	BDY*	REPAIR	Unibody Set-up and Measure	Existing		2.0*
42	900500	FRM*	REPAIR	Unibody Pull to Align	Existing		2.0*
43	900500	MCH*	ADD'L LABOR OP	4 Wheel Alignment	Sublet	89.95	* 0.0*
44	900500	BDY*	REPAIR	Car Cover	Existing		0.3*

* - Judgment Item
 # - Labor Note Applies
 ** QRP Certified - Quality Replacement Parts - Certified
 ** QUAL REPL PART - Quality Replacement Parts
 C - Included in Clear Coat Calc

KEYSTONE-INS QUALITY PRT
 23750 PEBBLE RUN DR.
 STERLING
 VA 20166
 (703) 661-0894 (800) 390-4600

KEYSTONE KEYSIQ
 23750 PEBBLE RUN DR.
 STERLING
 VA 20166
 (703) 661-0894 (800) 390-4600

8	** FO1070187DSC	89.00	4	** FO1043153	8.00
21	** FO1248144	41.00	6	** FO1042153	8.00
			7	** FO1068150	32.00
			9	** FO1006255C	165.00
			13	** FO1230328C	768.00
			18	** FO1240277PP	358.00

ESTIMATE RECALL NUMBER: 09/25/2020 15:22:00 1790289

Mitchell Data Version: OEM: SEP_20_V

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Page 2 of 4

Date: 9/25/2020 03:22 PM
 Estimate ID: 1790289
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 Committed
 Profile ID: * SSV
 Quote ID: 74068628

Estimate Totals

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	32.5	46.00	10.00	0.00	1,505.00	Taxable Parts	3,584.87
Refinish	17.7	46.00	0.00	0.00	814.20		
Frame	2.0	50.00	0.00	0.00	100.00		
Mechanical	0.0	85.00	0.00	89.95	89.95	Total Replacement Parts Amount	3,584.87
Non-Taxable Labor					2,509.15		
Labor Summary	52.2				2,509.15		
						IV. Adjustments	Amount
III. Additional Costs				Amount		Customer Responsibility	0.00
Taxable Costs				573.40			
Non-Taxable Costs				3.00			
Total Additional Costs				576.40			
Paint Material Method: Rates Init Rate = 32.00 , Init Max Hours = 99.9, Addl Rate = 0.00							
						I. Total Labor:	2,509.15
						II. Total Replacement Parts:	3,584.87
						III. Total Additional Costs:	576.40
						Gross Total:	6,670.42
						IV. Total Adjustments:	0.00
						Net Total:	6,670.42
						TOTAL LOSS	

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF AUTOMOTIVE PARTS NOT MADE BY THE ORIGINAL MANUFACTURER. PARTS USED IN THE REPAIR OF YOUR VEHICLE BY OTHER THAN THE ORIGINAL MANUFACTURER ARE REQUIRED TO BE AT LEAST EQUAL IN LIKE, KIND AND QUALITY IN TERMS OF FIT, QUALITY AND PERFORMANCE TO THE ORIGINAL MANUFACTURER PARTS THEY ARE REPLACING.

Point(s) of Impact
 11 Left Front Corner (P)

Insurance Co: VACORP
 Address: 1819 ELECTRIC RD
 STE C
 ROANOKE, VA 24018
 Telephone: (888) 822-6772

Inspection Site: BUSUNESS
 Address: 1080 Coverstone Drive
 WINCHESTER, VA 22602
 Inspection Date: 9/25/2020

ESTIMATE RECALL NUMBER: 09/25/2020 15:22:00 1790289

Mitchell Data Version: OEM: SEP_20_V

Software Version: MAPP:SEP_20_V 7.1.238

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Page 3 of 4

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Appropriation of Funds – K9
DATE : December 7, 2020, 2020

The Frederick County Sheriff's Office has received a donation in the amount of \$100.00 from Mr. Albright. This amount has been posted to 3-010-018990-0006

We are requesting the donation received be appropriated in line item 31020-5402-000-001. This amount will go towards supplies needed for are K9's such as food and supplies

Thank you,

LWM/adc

3-010-018990-0006
c.s. 11/16/20

MICHAEL B ALBRIGHT

1604

[Redacted]

DATE 11/5/20

25-80/440
BRANCH 100

PAY TO THE
ORDER OF

Fred Cty Sheriff's Office

\$ 100.00

One hundred and 00/100

DOLLARS  Security Features
Included.
Details on Back

[Redacted]

[Redacted]

FOR

[Redacted]

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Appropriation of Funds – Range
DATE : January 6, 2021

The Frederick County Sheriff's Office has received a donation in the amount of \$1000.00 from Mr. Albright. This amount has been posted to 3-010-018990-0006

We are requesting the donation received be appropriated in line item 31020-5409-000-000. This amount will go towards supplies needed for our fire range

Thank you,

LWM/adc

3-010-018990-0006
c.s. 12/15/20

MICHAEL B ALBRIGHT 01/06
PH 540 888 4244

1168
68-426/514

[Redacted]

11/27/20
Date

PAY

to the order of Frederick County Sheriff's Office \$ 1,000.00
One thousand ~~00~~ Dollars

Security Features Details on Back

[Redacted]

ACCESS BANKING

For Mary Thauks

Signature [Redacted]

[Redacted]



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

1080 Coverstone Dr, Winchester, VA 22602

Tamara Perez
Director

TO: Finance Committee

FROM: Tamara Perez, Director
Public Safety Communications

DATE: 01/05/2021

REF: January Committee Agenda

I would like to be placed on the Finance Committee's January 20th agenda for funding for the Department of Public Safety Communications for \$32,120, through procurement RFP #2019-10C. These funds are for the NG911 system migration. This amount has already been approved for immediate reimbursement by the Virginia Department of Emergency Management. We are asking that the funds be placed into FY 20-21-line item: 3506-8003-000-000.

If you have any questions, please call me at your convenience.

From: [Amy Ozeki](#)
To: [Tamara Perez](#)
Cc: [Stefanie McAlister](#)
Subject: "[External]"Frederick County: Public Safety Building Conduit Installation Quote Approved
Date: Thursday, December 31, 2020 11:10:07 AM
Attachments: [Public Safety Building Conduit Installationestimate.doc](#)
[NG911Txt102120.xlsx](#)

Hi Tamara,

Stefanie McAlister, NGS Operations Manager and my supervisor, informed me the following request has been approved: \$32,120 has been added to cover connectivity work from the property line into building. The estimate LeeAnna shared is attached. You may have your contractor start working on this, if it hasn't begun already. You'll also receiving an amendment letter from Lisa Nicholson (the PSAP grants manager) with Frederick's updated NG9-1-1 migration budget.

\$30,000 (original amount in CHE i3 services) (You can find this in the table on page 13 in Frederick County's Migration Proposal.)

+32,120 (amount added)

\$62,120 (total amount in i3 Services)

Once you receive the invoice, Frederick County will pay for it, then...

- 1) Submit a reimbursement form with the invoice attached. Select *CHE i3 Services (A)*.
 - a. I've attached the blank form. You can also find the form on the PSAP Grants webpage under *Reports and Forms*.
- 2) Send the completed form along with invoice to psapgrants@vdem.virginia.gov and copy me on the submission.

Please contact me if you have questions.

Thank you.

Amy

Amy Ozeki

Regional Coordinator - Region 2

9-1-1 & Geospatial Services (NGS) Bureau

Virginia Department of Emergency Management

Amy.Ozeki@vdem.virginia.gov

www.vaemergency.gov

540-929-0343 (office)

540-223-6165 (mobile)

NGS Bureau: <https://www.vaemergency.gov/911-geospatial/>

-----Original Message-----

From: Amy Ozeki <amy.ozeki@vdem.virginia.gov>

GENERAL EXCAVATION, INC.

9757 RIDER ROAD
WARRENTON, VA 20187
T 540.439.2202 | F 540.439.3795

December 8, 2020

Joe Wilder
County of Frederick

RE: Public Safety Building Conduit Installation

Mr. Wilder,

It is our pleasure to provide the following proposal to **FURNISH AND INSTALL** the items as listed herein generally described as **Public Safety Building Conduit Installation.**

<i>Item No.</i>	<i>Description of work</i>
1.	Install (2) 4" conduits from building to the Coverstone Drive w/ .25" pull rope and (1) junction box at the termination point at the building
2.	Install (1) 2" conduit in the interior of the building from the exterior wall to the communication room w/ .25" pull rope and (3) junction box's
3.	Sod all denuded areas
4.	Repair Asphalt
5.	Repair Curb & Gutter

The budget cost for the preceding item 1-5. is \$32,120.00 to be billed as Time and Material per the contract rates.

SUPPLEMENTAL CONDITIONS

The preceding proposal is based on the following supplemental conditions:

- 1-. **QUALIFICATIONS:**
 - 1-1. **Our price is firm for 30 days.**

- 2-. **PAYMENT CONDITIONS and TERMS:**
 - 2-1. Payment terms are net 30 days.
 - 2-1.2 Unpaid accounts will accrue finance charges at 1.50% per month (18% annual), and will be considered just cause for work stoppage, and/or additional costs for demobilization, remobilization, etc.
 - 2.1.3 Unpaid accounts which are referred for legal action for collection shall be subject to all costs associated with said collection, such as legal/attorney's fees, court fees, professional fees, etc.
 - 2-1.4 Rental of our equipment or personnel shall not become part of this contract or be incorporated into a change order. Billing will be by separate invoice and is due within Ten (10) days of billing date.

- 3-. **CONTRACT PROVISIONS:**

GENERAL EXCAVATION, INC.

9757 RIDER ROAD
WARRENTON, VA 20187
T 540.439.2202 | F 540.439.3795

- 3-1. By signing this proposal, you are agreeing to the terms and items listed above.
- 3-2. Prior to entering into a formal or informal contract, General Excavation, Inc. reserves the right to ascertain financial information pertinent to this project to protect itself against insolvency.
- 3-3. Should, during the construction of the project, General Excavation, Inc. discover a reducing material, technique, installation, etc., it may provide a proposal to perform the work as a VALUE ENGINEERING modification. In the event a Value Engineering Proposal is accepted or incorporated into the work, General Excavation, Inc. shall be entitled to 50% of the net savings, after expenses.

EXCLUSIONS

Provision, payment or installation of additional work OR the following items are excluded from this offer, but may be included for cost plus 20%:

- 1. Soils testing, compaction testing, soil samples, CBR testing or results.
- 2. Any permit fees, bonds.
- 3. Utility relocation
- 4. Blasting of any kind
- 5. Demo of any structures
- 6. Hazardous material handling, removal, or disposal.
- 7. Power pole, telephone pole, guy wires or other utility line (overhead or underground) bracing, relocating or supporting.

We hope the preceding proposal meets with your approval and should you be in need of further information or clarification, please advise.

Grant White
General Excavation, Inc.

Customer Authorized Representative Signature: _____ Date: _____

Customer Authorized Representative Name & Capacity (Printed): _____



OFFICE OF VOTER REGISTRATION

Richard M. Venskoske Director of Elections
107 N. Kent Street, Suite 102, Winchester, VA 22601-5039
E-mail: rich.venskoske@fcva.us Telephone: 540-665-5660

TO: Finance Committee and Board of Supervisors
FROM: Rich Venskoske, Director of Elections
DATE: January 14, 2021
RE: Full-time Assistant Registrar Position

Frederick County added over 5,000 new voters this past year and with early voting , we increased our votes prior to Election Day by 728.75% over 2016. My current part-time Assistant Registrar has been working 40 plus hours (as much as 15 hours a day) almost every week since she started in August, even though the General Election concluded in November.

The Registrar’s office currently has two (2) full-time positions, a Director of Elections/General Registrar and a Deputy Registrar. My Assistant Registrar is currently a part-time position originally anticipated to work 24 hours per week. Due to the reasons explained above, an additional full-time Assistant Registrar is necessary. I would like to request the current part-time Assistant Registrar position be converted to a full-time position. The position already exists in the County Salary Administration Plan.

The full year cost, including salary and benefits, for a full-time position is \$54,341. With an estimated hire date of February 1, 2021, the cost for the remainder of FY21 is \$22,642. Funds currently are available in the existing Electoral Board budget to cover the expense for the remainder of FY21. Below are the details of the transfers necessary to convert from full-time to part-time in the current year.

ASSISTANT REGISTRAR POSITION (full-time)	
FY1 ONLY - full year salary & fringes	\$ 54,341
5 months (est. hire 2/1/21)	22,642
FY 21 transfers to cover salary	
1301-1006-002 COMP OF ELECTION OFFICIALS	(14,000)
1301-1005-000 OVERTIME	(6,000)
1301-1003-000 PART TIME/EXTRA HELP	(2,642)
Funds needed for remainder of FY21	(0)

A new full-time position has been submitted with my FY22 budget request. Upon approval to hire in the current year, that request would be withdrawn and replaced with this position. In addition, the FY22 budget request in the amount of \$20,000 for the existing part-time position would be eliminated.

The Frederick County Electoral Board gives their full support for a Full-time Assistant Registrar.

If you have any questions or wish to discuss this in greater detail, please do not hesitate to contact me.

Thank you in advance for your consideration.



COMMONWEALTH OF VIRGINIA

Valerie L. Boykin
Director

Department of Juvenile Justice

September 22, 2020

Peter Roussos, VJCCA Plan Contact
21 South Kent Street
Suite 102
Winchester, VA 22601

Dear Mr. Roussos:

The VJCCA FY20 end of the year financial certification form for your locality has been received and the expenditure report has been reviewed. According to the report, Frederick/Winchester/Clarke expended \$112,292.70 of its total approved budget of \$128,358.00. The breakdown of funds expended is as follows:

Table with 4 columns: Item, Amount, State Funds Provided to the Locality, and OWED TO THE STATE. Rows include Required Maintenance of Effort, State Funds Expended, Additional Local Funds, and TOTAL EXPENDITURES.

State funds in the amount of \$128,358.00 were provided to the locality. Because the state funds were not totally expended, we request that the balance of \$16,065.30 be returned to the state by November 1, 2020. Please make your check payable to Treasurer, Commonwealth of Virginia and mail it to:

Department of Juvenile Justice
c/o Petty Cash Cashier
PO Box 1110
Richmond, VA 23218-1110

Additional funds for FY21 may not be released to your locality until the FY20 unexpended funds are returned. We thank you for the prompt report and all that your locality does for its youth and families before the Court Service Unit.

Sincerely,

Beth Mohler Stinnett (handwritten signature)

Beth Mohler Stinnett
Statewide Program Manager

- cc: Chris Boies, County Administrator – Clarke County
Mary T. Price, Interim City Manager – City of Winchester
Kris Tierney, County Administrator – Frederick County
Cheryl B. Shifflet, Finance Director – Frederick County
Dee Kirk, Northern Region Program Manager

County of Frederick, VA
Report on Unreserved Fund Balance
January 13, 2021

Unreserved Fund Balance, Beginning of Year, July 1, 2020 **51,749,766**

Prior Year Funding & Carryforward Amounts

C/F forfeited asset funds - Sheriff	(27,262)
C/F forfeited asset funds - Comm Atty	(35,508)
C/F Albin convenience center	(250,000)
C/F Fire Company Capital	(168,999)
Reserve F&R proffer	(15,000)
C/F unfinished maintenance projects	(51,281)
C/F Chesapeake Bay grant	(2,495)
C/F Sheriff insurance proceeds for impound lot bldg	(40,021)
C/F Old Charlestown Rd park	(152,890)
Reduce P&R retainage	31,005
CARES expenses	288,351
Sheriff grants received for budgeted expenses	48,086
Reserve P&R SGEMF	(66,669)
C/F school restricted funds	(294,943)
AA: FY20 CARES funds - public safety salaries	3,861,389
AA: Sanitation Authority debt write-off per agreement	(657,083)
	2,466,680

Other Funding / Adjustments

Airport Capital local share	(414,376)
No Excuse Early Voting	(94,577)
DHCD grant Inspections	(1,650)
COR refund - Toyota Lease Trust	(6,627)
COR refund - disabled veteran	(5,264)
COR refund - Artisan Plumbing	(6,254)
COR refund - Brian Omps Towing	(3,660)
COR refund - Fernando Velasco	(3,808)
COR refund - Lease Plan USA	(25,297)
COR refund - disabled veteran	(5,912)
COR refund - CAB East LLC	(5,945)
COR refund - Toyota Lease Trust	(7,638)
VDEM SHSP grant	60,000
Transfer to County Capital Fund (F/B above 20%)	(9,800,000)
COR refund - Toyota Lease Trust	(6,068)
COR refund - disabled veteran	(10,437)
COR refund - ARI Fleet	(7,005)
	(10,344,518)

Fund Balance, January 14, 2021 **43,871,928**

Mr. Tierney discussed the proposed County Capital Fund. He said staff proposes creating a policy for an annual funding source that could be added to the current Board capital reserve or separately identified. He noted the current unreserved fund balance policy requires 17% (or two months) operating reserve. Mr. Tierney proposed establishing a policy that funds in excess of 20% be transferred annually to a County Capital Fund. He added that creating a Capital Reserve Fund would enable the Board to eliminate the use of Unreserved Fund Balance in the FY 20 proposed budget. The Board discussed annual review of the Capital Fund balance and its use for both short- and long-term capital needs. By consensus, the Board agreed to establish a policy creating a Capital Fund.

DIRECTIVES FOR MORE INFORMATION

The Board and staff discussed the next steps in reviewing the budget. Mr. Tierney noted that the Board's decision on maintaining the tax rate following the reassessment will be necessary before staff can determine which priorities can be funded in the budget.

Supervisor Slaughter requested that the Finance Department review the previously supplied budget scenario in light of identified cost reductions in operating expenses.

ADJOURN

There being no further business, the work session was adjourned at 6:28 p.m.



Charles S. DeHaven, Jr.
Chairman, Board of Supervisors



Kris C. Tierney
Clerk, Board of Supervisors

Minutes Prepared By:



Ann W. Phillips
Deputy Clerk, Board of Supervisors



Frederick County, Virginia

OFFICE OF

COMMISSIONER OF THE REVENUE

107 North Kent Street
Winchester VA 22601

P.O. Box 552
Winchester VA 22604-0552

seth.thatcher@fcva.us

www.fcva.us/cor



SETH T. THATCHER
COMMISSIONER

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

January 13, 2021

TO: Kris Tierney, County Administrator
Cheryl Shiffler, Finance Director
Finance Committee

FROM: Seth T. Thatcher, Commissioner of the Revenue

RE: Cigarette Tax

Background:

The cigarette tax is a user-tax. Effective July 1, 2021, all counties are authorized to levy a tax on cigarettes (under prior law, only cities, towns, and two counties were authorized to tax cigarettes).

The maximum cigarette tax allowed by the Code of Virginia for Counties will be 2¢ per cigarette or 40¢ per pack. This tax applies to cigarettes including bidis/beedies (small cigars) and roll-your-own tobacco.

Other tobacco products are subject to the tax as listed below.

Loose Leaf Tobacco Products	<ul style="list-style-type: none"> • 42¢ for each unit less than 4 ounces • 80¢ for each unit that is at least 4 ounces but not more than 8 ounces • \$1.40 for each unit more than 8 ounces but not more than 24 ounces • Units that exceed 24 ounces are taxed at 42¢ per unit plus 42¢ for each 4-ounce increment that exceeds 16 ounces
Moist Snuff	36¢ per ounce
Liquid Nicotine ("Vape Juice")	6.6¢ per milliliter
Heated Tobacco Products	2.25¢ per stick
All Other Tobacco Products	20% of the manufacturer's sales price

Licensed stamping agents are subject to the tax. Stamping agents pay the tax by buying Virginia Revenue Stamps ("cigarette stamps"). They attach a stamp to each pack of cigarettes to show that the tax has been paid for those cigarettes. Most stamping agents are cigarette wholesalers.

Cigarette stamps may be purchased from Virginia Tax who is the only authorized dealer of Virginia cigarette stamps. Only licensed stamping agents may purchase Virginia cigarette stamps. Stamps may not be resold. They also may not be purchased from, transferred to, or returned to anyone but Virginia Tax.

Potential Options for Implementing Cigarette Tax in Counties:

OPTION A = Virginia Department of Taxation (VATAX) sells stamps, collects tax, and remits tax to locality

OPTION B = Regional cigarette board sells stamps, enforces the tax, and hires and administrator and field inspectors

Currently, Northern Virginia Cigarette Tax Board (NVCTB) includes:

Fairfax County	Hillsboro	Clifton
City of Fairfax	Middleburg	Herndon
Alexandria	Haymarket	Vienna
Falls Church	Dumfries	Fredericksburg
Manassas	Purcellville	Round Hill
Manassas Park	Leesburg	
Lovettsville	Warrenton	

OPTION C = Commissioner of the Revenue and/or Treasurer’s office administers the tax

- Wholesaler sends purchase invoice & payment for stamp to locality
- Locality ships stamps or has available for in-person purchase
- Wholesaler affixes the stamp or imprints a metered stamp on each pack of cigarettes
- Locality audits records & performs physical inspections of vendors to ensure cigarette packs have been properly stamped
- Locality authorized any refunds for stamps unused, damaged, or unfit for use

Recommendations:

Frederick County should oversee the cigarette tax program or, alternatively, join a Regional Board rather than have it controlled by VATAX for the following reasons:

1. Any proceeds from confiscated product of non-compliant sellers can be kept locally if program is administered locally.
2. If VATAX administers, we lose timely/accurate reporting as well as the visibility of the detail to validate program compliance. Audits will increase in shared zip codes to make sure the correct locality is getting the tax dollars. This has been observed most recently in the way VA TAX is poorly managing the Games of Skill programs reporting and taxation.
3. IF VATAX administers, they will improve their financial benefits through increased and hidden administration fees to this revenue as needed, leaving the locality at risk for losing this and possibly other locally managed taxes (such as meals/lodging) to the State.
4. Administering locally will allow us to ensure taxpayer compliance and guarantees a constant revenue stream. This may also assist in establishing a robust framework for future taxation of vaping and legalized marijuana, if approved by the General Assembly.
5. Local administration of the cigarette tax is currently used successfully by Virginia Cities and Towns. It has become an important way of diversifying local revenue streams to fund local services. Our taxpayers deserve the benefits of this tax to be reinvested in our local community instead of paying overhead at the state level.

Furthermore, we should tax the maximum of up to \$0.40 per cigarette pack as City of Winchester currently charges \$0.50 per pack and administers their own program internally.



FREDERICK COUNTY IN-HOUSE REASSESSMENT



SETH T. THATCHER
Commissioner of the Revenue
January 2021

Real Estate Taxation & Assessment

- ❖ **RE Tax = single most important source of revenue for localities**
- ❖ **All real property is assessed; tax applies to all unless specifically exempted**



Reassessment

- ❖ “Reassessment” = periodic mass revaluation process required by law to recalculate fair market value of real property per effective date of January 1 of reassessment year
- ❖ **Frederick County** = 2-year reassessment cycle of all **47,770 parcels** of real estate



2019

2021

2023

Team Required

- ❖ **Department Head or Supervisor/Manager**
- ❖ **Assessors and/or Statisticians**
- ❖ **Data Collectors**
- ❖ **Administrative/Secretarial Staff**
- ❖ **Mapping Specialist (with GIS program)**



Assessor Qualifications

- ❖ Educational background in real estate or equivalent
- ❖ Continuing education classes
- ❖ In-house training
- ❖ Familiarity with locality
- ❖ Pursuit of Master Deputy COR certification through **UVA/WCC**



To In-House or Not To In-House ... That Is The Question



❖ *Advantages of In-House:*

- trained staff = better **quality** assessment
- ensures properties are assessed **uniformly**
- improves **outcome**
- **cost savings** to taxpayers
- **control of data** = ability to make adjustments
- taxpayer can **contact** assessor directly with questions

❖ *Possible Drawbacks of Outsourcing:*

- may use untrained staff
- may use data collectors or staff with no RE background
- response not guaranteed to taxpayer inquiries
- may use a different methodology = difficult for COR staff to explain to taxpayers
- lack of control over data

Concurrent Duties

- ❖ **Frederick County assessors also perform multiple other functions while reassessing:**
 - new construction
 - supplementals
 - land use
 - data entry
 - assessor hearings
 - taxpayer inquiries
 - tax map maintenance
 - RE record adjustment
 - public service property
 - multiple tax relief programs (veterans, elderly, disabled etc.)

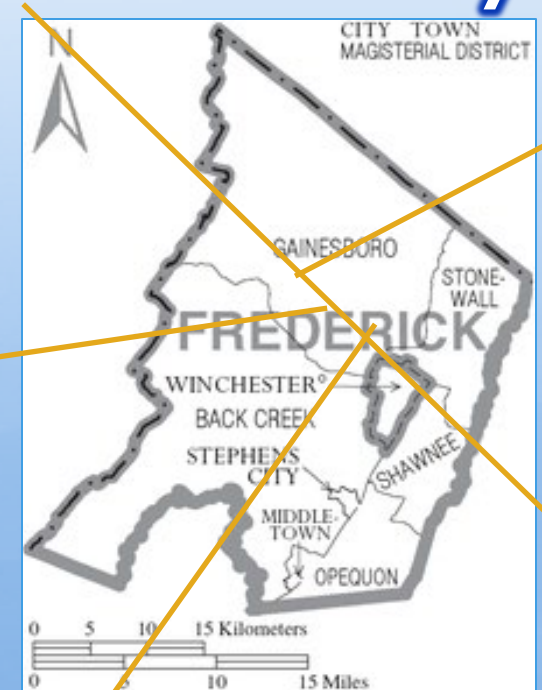


First Step: Dividing Up the Locality

- ❖ **Parcels assigned by section to assessors for residential; one assessor for commercial**

- ❖ **IAAO suggests:**

1 Full-time Employee/Assessor
2500 Parcels



- ❖ **Smaller jurisdictions workload average: 1500-1700 parcels per employee**
- ❖ **Larger jurisdictions workload average: 3000-3500 parcels per employee**
- ❖ **Frederick County = average 7900 parcels per assessor (actually divided up to vary from 5000-10,000 parcels per assessor)**

Field Work: Procedures

- ❖ **Inspect exterior:** observe condition, age, physical depreciation, changes
- ❖ **Record:** document new data or notations
- ❖ **Take photographs**
- ❖ **Measure:** record measurements of new structures to update records



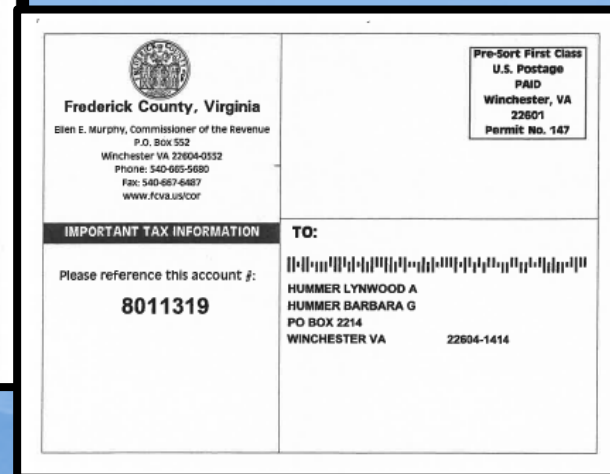
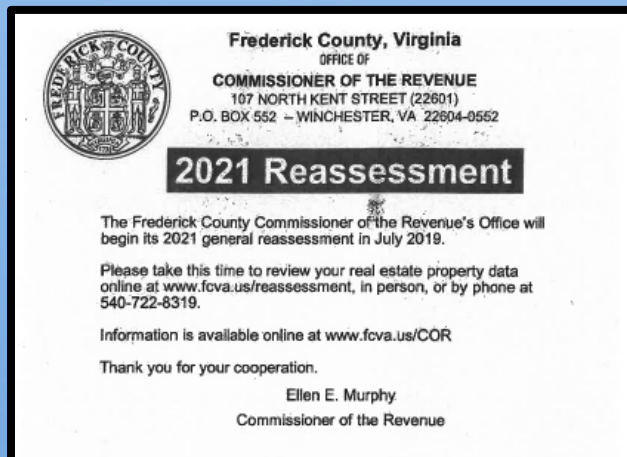
Field Work: Residential Data Collection

- ❖ **Size and type** of construction of all buildings
- ❖ **Quality** of every aspect of property
- ❖ **Number** of rooms/bathrooms
- ❖ **Amount of sq. footage** of structures
- ❖ **Flood plain, power lines, other noteworthy issues**
- ❖ **Type of road, frontage**
- ❖ **Quality of location**
- ❖ **Outbuildings or other improvements**



Field Work: Inspection Completion

- ❖ Mail postcard to each resident during early stages requesting info / Review returned info
- ❖ Verify field sheet info with owner



Field Work: Commercial Property Data

- ❖ Physical data, including specialty rooms
- ❖ Income & lease info
- ❖ Costs / expenses
- ❖ Sales info



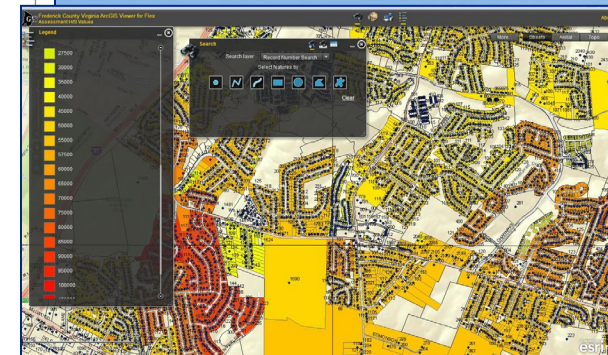
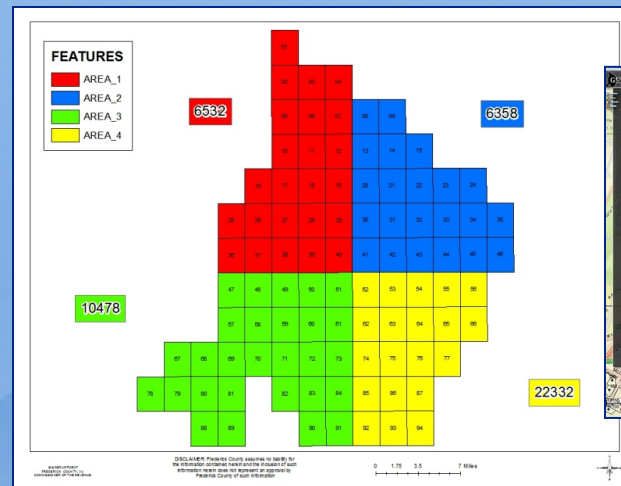
Parcel Record: Updating Data

- ❖ Assessors then enter data onsite using hand-held equipment
 - ❖ **Benefits:** no paper = cost savings
no data to be input later = time savings
minimizes redundancy



Additional Tools: Mapping-GIS-Pictometry

- ❖ Merge database & files to create maps
- ❖ Data can be color coded, then displayed
- ❖ Mapping site tied to parcel file
- ❖ Assessors use maps to visually review outcome
- ❖ Certain types of created maps:
 - Parcels: divided into sections by assessor
 - Parcels tracking reassessment completions (updated monthly)
 - Parcel values:
 - Assessment
 - Improvements
 - Land
 - House Site
 - Other Acreage



Next Step: Calculations

- ❖ **Assessed at 100% fair market value**
- ❖ **Fair market value = determined by arms-length sales of property**
 - **Sales = like & kind properties selling in market**
 - **Cost approach = replacement cost less depreciation**
 - **Income approach = capitalizes the revenue from the property**



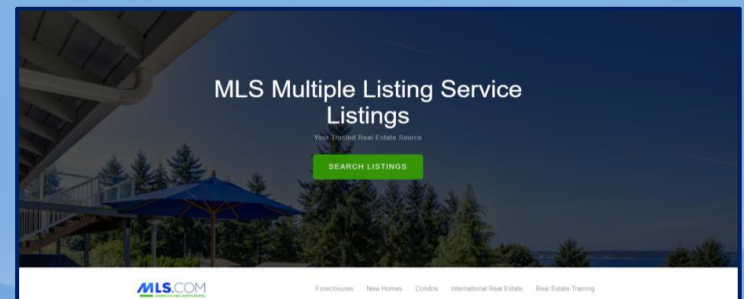
Considerations

- ❖ **Physical Depreciation**
- ❖ **Economic Depreciation**
(external forces – *e.g.*,
adverse development)
- ❖ **Functional Depreciation**
(outmoded or inadequate
design)



Valuation Tools

- ❖ **Marshall & Swift (books & updates)**
 - cost valuation updated monthly
 - special construction features & types
- ❖ **MRIS (sales)**
- ❖ **Income Surveys (income approach)**
- ❖ **SLEAC (land use)**

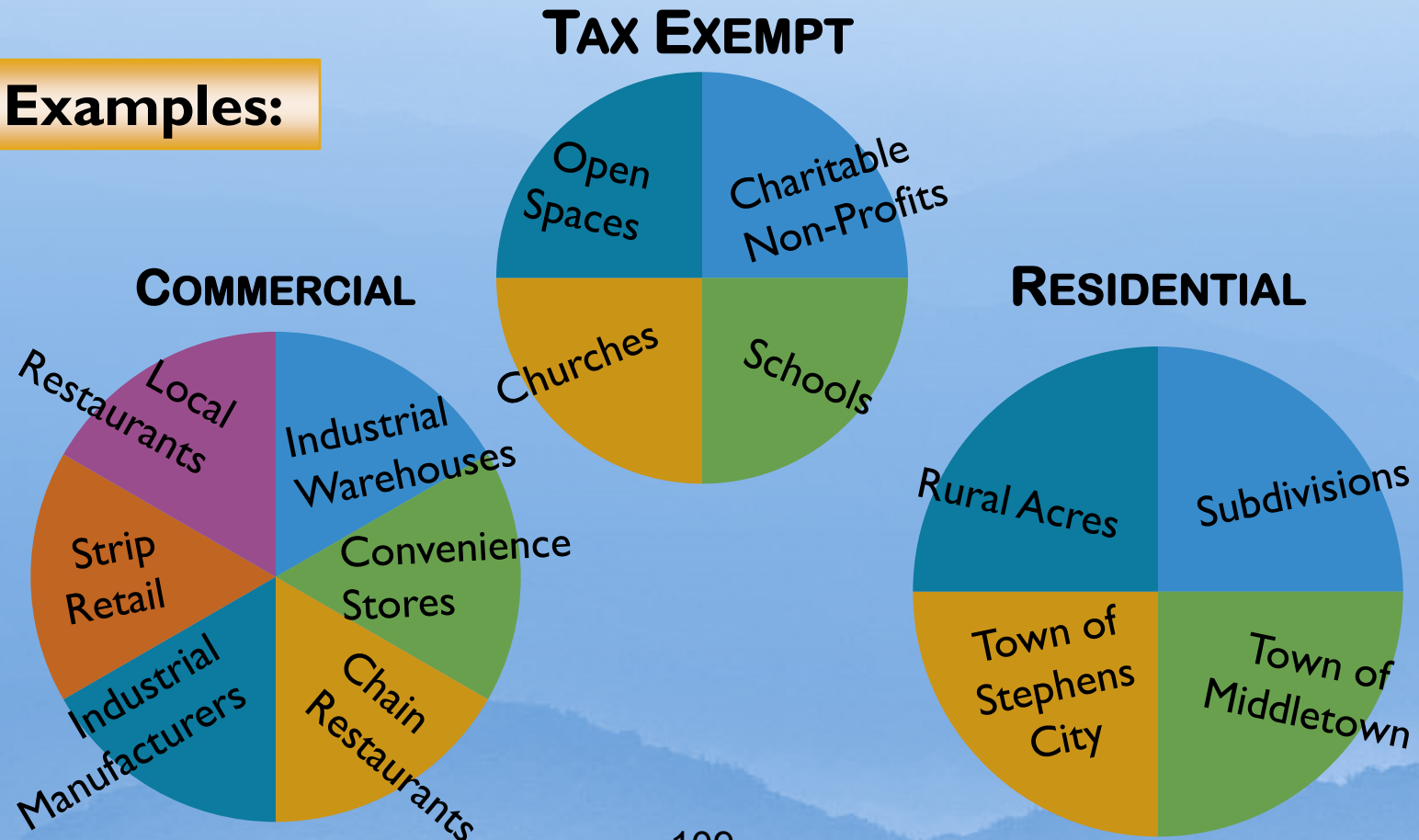


Mathematics

- ❖ Real estate as a whole = 50+ submarkets

- ❖ Generally, follows zoning categories

Examples:

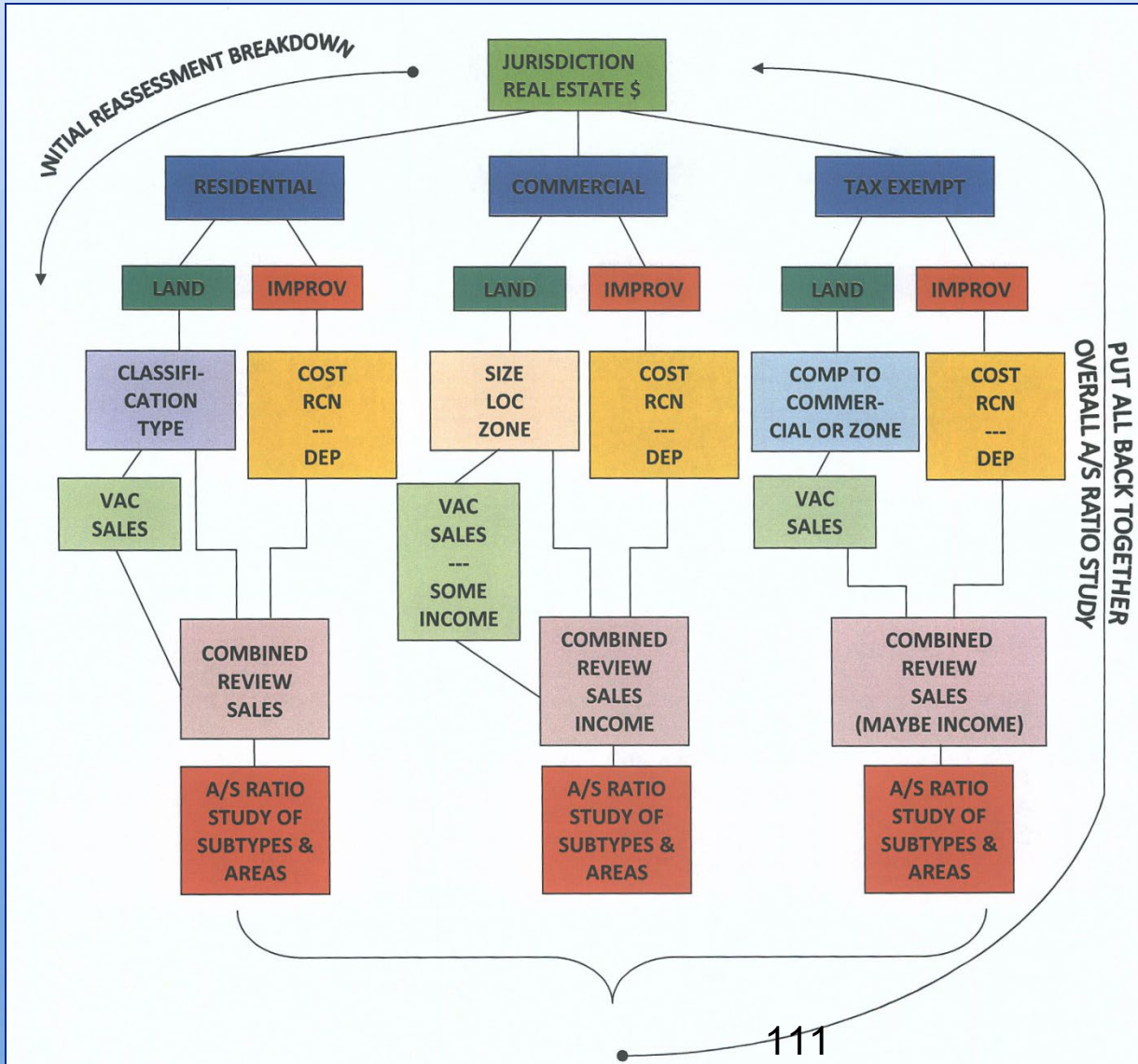


Set Rate

- ❖ Determine the rate for each category:
 - For **commercial** ⇒ use sales, cost, income
 - For **residential** ⇒ use sales, cost, limited income
- ❖ FC has developed a sales program to view **comparables**
- ❖ Can make **mass changes** to groups or types of properties by using certain parameters



Methodology

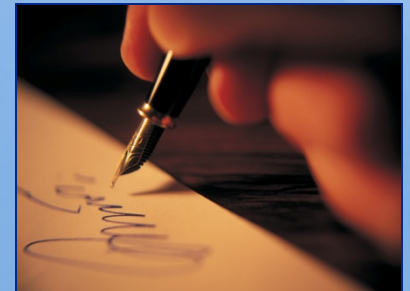


A/S RATIO STUDY BY SUBTYPES & OVERALL SHOULD INCLUDE THE FOLLOWING:

-
- X
- Median
- Wt. Mean
- AAD
- COD
- STDEV
- COV
- PRD

Final Steps: Update & Monitoring

- ❖ **Update assessment rates**
- ❖ **Perform queries to ensure complete & accurate**
- ❖ **Study assessment/sales ratio**
- ❖ **Commissioner to review prior to final**



Notification: Mass Mailing

❖ **Mass mailing: notice of reassessed values of real estate to all taxpayers**

County of Frederick, Virginia
COMMISSIONER OF THE REVENUE
P.O. Box 552
Winchester, Virginia 22604

THIS IS NOT A TAX BILL

A hearing to discuss this assessment will be held by appointment only. To schedule an appointment, please call the indicated telephone number from 9:00 AM - 4:00 PM (Monday - Friday).

NOTICE:
State law requires prior information to be displayed on this notice.

If property has been sold please forward this notice to the new owner. **NOTICE OF REAL ESTATE REASSESSMENT FOR 2021 / 2022**

Date: 9/22/2020

THATCHER SETH TIMOTHY
PO BOX 301
STEPHENS CITY VA 22655 0301

District: STEPHENS CITY
Acreage: .00
Record #: 22533
Map Number: 74A03 A 74
LOT 29
Telephone Number: 540 722 8319
Hearing Location: 107 North Kent Street
Winchester, Virginia

2021 New Reassessed Value	Land	Improvements	Total	Tax Rate
	67,000	124,900	191,900	* NOT SET

Tax Year	Land	Improvements	Total Value	Tax Rate	Tax Amount	Percent Change	
2020	67,000	110,200	177,200	.61	1,080.92	%	Tax Amount % change from 2019
2019	67,000	110,200	177,200	.61	1,080.92		

Assessed Values are reflective of 100% of the subject property's estimated Fair Market Value as established by the Real Estate Assessment Office in accordance with County and State statutes for the tax year represented. You may obtain additional information on the County's website WWW.FCVA.VA.GOV. If you believe your property is not assessed at fair market value, you may appeal to this office by the stated deadline. If appealing, you need to provide information that makes the assessment erroneous in fact, or present fair market sales (not foreclosures) that makes your assessment inequitable. To make an appointment for an appeal hearing, you may do so by writing a letter, an email to realstate@coa.us, or by calling the telephone number listed below. Upon appeal, values may be raised, affirmed, or lowered based on factual information.

For any appeal, an appeal application must be filled out to completion. A form can be obtained from our website or the Commissioner's Office. Appellant must provide contact information to get the results of their appeal.

CALL NO LATER THAN NOVEMBER 2, 2020 TO SCHEDULE AN APPOINTMENT.

* The 2021 tax rate has not been set as of this date. The Frederick County Board of Supervisors will meet during the month of April 2021 to set the rate for all of 2021. The date of that meeting will be advertised in the Winchester Star prior to the meeting.

Frederick County Notice of Reassessment Hearings

Due to COVID-19, all reassessment hearings will be held VIA online appeal forms, written appeals, or by phone conference call. All documentation that supports your appeal must be submitted with your online appeal, written appeal, or submitted to our office prior to your scheduled conference call. Information concerning the reassessment notices or to schedule a conference call appeal, please call 540-722-8319 between the hours of 9:00 AM to 4:00 PM (Monday-Friday).

Section 58.1-3330 of the Code of Virginia states if you no longer own the property or are a person other than the owner who receives such assessment notice, you shall transmit the notice to such owner, at their last known address, immediately on the receipt thereof.

Section 58.1-3331 of the Code of Virginia allows for disclosure of certain non-revenue related assessment working papers. Please review that section.

FORM: REASSESS

Data Access: Real Estate Lookup

www.fcva.us/re

Property Record Card - Search

Choose the type of search you wish to conduct

Owner Name

Map#

Street Name



Assessment Values (Map#: 01A 2 3 456)

Return to Search Screen

Building 1:	\$ xxx,xxx
Land Value:	\$ xx,xxx
Other Improvements:	\$ x,xxx
Total Value:	\$ xxx,xxx

Property Information (Map#: 01A 2 3 456)

Acreage Description (Map#: 01A 2 3 456)

Other Improvements (Map#: 01A 2 3 456)

Sales Information (Map#: 01A 2 3 456)

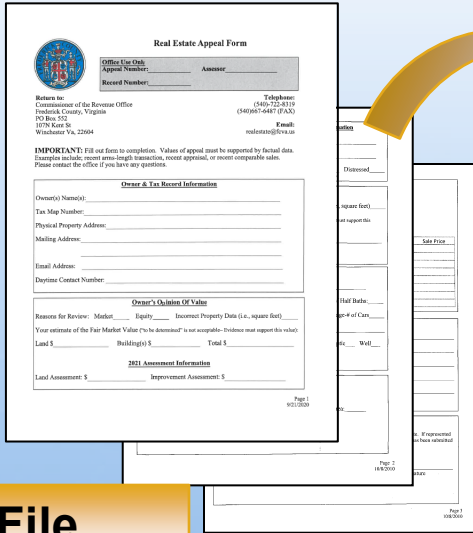
Transaction History (Map#: 01A 2 3 456)

Building Information (Map#: 01A 2 3 456)

Sketch (Map#: 01A 2 3 456)

Photos (Map#: 01A 2 3 456)

Appeal Process



Real Estate Appeal Form

Office Use Only
Appeal Number: _____ Assessor: _____
Record Number: _____

Return to: Telephone:
Commissioner of the Revenue Office (347) 722-8119
Franklin County, Virginia (404) 661-6481 (FAX)
P.O. Box 312
10700 Route 58, Charlottesville, VA 22904 Email: realtax@dcva.us

IMPORTANT: Fill out form in completion. Values of appeal must be supported by factual data. Examples include: recent arms-length transaction, recent appraisal, or recent comparable sales. Please contact the office if you have any questions.

Owner & Tax Record Information

Owner's Name(s): _____
Tax Map Number: _____
Physical Property Address: _____
Mailing Address: _____
Email Address: _____
Deputy Contact Number: _____

Owner's Opinion Of Value

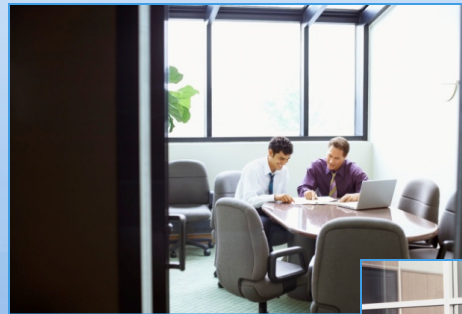
Reasons for Review: Market _____ Equity _____ Incorrect Property Data (i.e., square feet) _____
Your estimate of the Fair Market Value ("to be determined" or not comparable. Instances that support this value):
Land \$ _____ Building(s) \$ _____ Total \$ _____

2021 Assessment Information

Land Assessment: \$ _____ Improvement Assessment: \$ _____

Page 1 of 2
9/21/2020

**File
APPEAL**



**Assessor
Hearing**



**Board of
Equalization
Hearing**



**Appeal to
Court**

or straight to

115

**2021 = 149
APPEALS**

RE Tax Projected Revenue

2021 Reassessment		
Residential Properties	11.03% average increase	
Commercial Properties	7.05% average increase	
@ Current Tax Rate	\$0.610	\$70,914,699.66
Additional Revenue if billed at Current Tax Rate	8.56% increase	\$5,591,497.09
Revenue Neutral	\$0.567	\$65,323,202.57

BUDGET TRANSFERS DECEMBER 2020

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
12/4/2020	SHERIFF	NEW VEHICLE EQUIPMENT	3102	8005	000	000	119,391.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(119,391.00)
12/4/2020	CLEARBROOK PARK	TO PURCHASE VENTRAC MOWER	7109	8001	000	000	(15,167.50)
	SHERANDO PARK		7110	8001	000	000	15,167.50
12/8/2020	PUBLIC SAFETY COMMUNICATIONS	APCO MEMBERSHIP DUES FOR NEW DIRECTOR	3506	5506	000	000	(96.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	5801	000	000	96.00
12/8/2020	SHERIFF	NEW VEHICLE TO REPLACE ONE THAT WAS IN AN ACCIDENT	3102	3004	000	002	(28,612.65)
	SHERIFF		3102	8005	000	000	28,612.65
12/8/2020	COUNTY OFFICE BUILDINGS/COURTHOUSE	WASHINGTON GAS BILL AT SMITHFIELD AVENUE	4304	5302	000	000	(747.15)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5102	000	086	747.15
12/9/2020	INFORMATION TECHNOLOGY	TO PURCHASE NEW ID BADGE PRINTER	1220	5413	000	003	(2,000.00)
	INFORMATION TECHNOLOGY		1220	5401	000	000	2,000.00
12/14/2020	SHERIFF	(2) NEW POSITIONS OPERATING EXPENSES	3102	3001	000	000	525.00
	SHERIFF		3102	3004	000	002	4,500.00
	SHERIFF		3102	3005	000	000	1,500.00
	SHERIFF		3102	3010	000	000	468.00
	SHERIFF		3102	5401	000	000	8,400.00
	SHERIFF		3102	5408	000	000	3,000.00
	SHERIFF		3102	5409	000	000	6,500.00
	SHERIFF		3102	5410	000	000	3,500.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(28,393.00)
12/15/2020	TRANSFERS/CONTINGENCY	(2) NEW POSITIONS OPERATING EXPENSES	9301	5890	000	043	(52,935.44)
	SHERIFF		3102	1001	000	042	18,167.42
	SHERIFF		3102	1001	000	000	24,733.50
	SHERIFF		3102	2001	000	000	3,281.92
	SHERIFF		3102	2002	000	000	4,920.73
	SHERIFF		3102	2006	000	000	574.87
	SHERIFF		3102	2008	000	000	227.38
	SHERIFF		3102	2011	000	000	1,029.62
12/21/2020	COUNTY OFFICE BUILDINGS/COURTHOUSE	HEATING SMITHFIELD AVENUE	4304	5302	000	000	(500.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5102	000	086	500.00
12/29/2020	REFUSE COLLECTION	RENEW NEWSPAPER SUBSCRIPTION	4203	3007	000	000	(100.00)
	REFUSE COLLECTION		4203	5411	000	000	100.00
12/29/2020	COUNTY OFFICE BUILDINGS/COURTHOUSE	COVER DEFICIT IN WATER & SEWER SMITHFIELD	4304	3004	000	053	(400.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5103	000	086	400.00
12/31/2020	REASSESSMENT/BOARD OF ASSESSORS	DUES/MEMBERSHIP FOR VAAO	1210	3005	000	000	(600.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5801	000	000	600.00
12/31/2020	FIRE AND RESCUE	PROMOTIONS 12/20	3505	1007	000	001	(2,443.00)
	FIRE AND RESCUE		3505	1001	000	106	2,443.00
	FIRE AND RESCUE		3505	1007	000	001	(2,179.00)
	FIRE AND RESCUE		3505	1001	000	139	2,179.00
	FIRE AND RESCUE		3505	1007	000	001	(2,445.00)
	FIRE AND RESCUE		3505	1001	000	093	2,445.00
	FIRE AND RESCUE		3505	1007	000	001	(2,245.00)
	FIRE AND RESCUE		3505	1001	000	053	2,445.00
	FIRE AND RESCUE		3505	1007	000	001	(2,416.00)
	FIRE AND RESCUE		3505	1001	000	084	2,416.00
	FIRE AND RESCUE		3505	1007	000	001	(2,881.00)
	FIRE AND RESCUE		3505	1001	000	085	2,881.00
	FIRE AND RESCUE		3505	1007	000	001	(2,440.00)
	FIRE AND RESCUE		3505	1001	000	092	2,440.00
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	010	(33,178.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	004	(1,848.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	014	35,026.00
	MAINTENANCE ADMINISTRATION		4301	1003	000	000	(11,860.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5605	000	005	(14,425.00)
	MAINTENANCE ADMINISTRATION		4301	1001	000	022	26,285.00
12/31/2020	COMMONWEALTH'S ATTORNEY	TO FUND PROFESSIONAL SERVICES	2201	5401	000	000	(1,000.00)
	COMMONWEALTH'S ATTORNEY		2201	3002	000	000	1,000.00

County of Frederick
General Fund
December 31, 2020

ASSETS	<u>FY21</u> <u>12/31/20</u>	<u>FY20</u> <u>12/31/19</u>	Increase <u>(Decrease)</u>
Cash and Cash Equivalents	50,940,101.37	47,326,487.54	3,613,613.83 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Receivable Arrears Pay Deferred	447,891.28	507,047.18	(59,155.90) *B
Taxes, Commonwealth, Reimb.P/P	4,314,216.63	4,149,606.24	164,610.39
Streetlights	797.37	877.83	(80.46)
Miscellaneous Charges	79,772.24	56,003.57	23,768.67
Due from Fred. Co. San. Auth.	0.00	657,083.23	(657,083.23)
Prepaid Postage	1,315.48	2,817.57	(1,502.09)
GL controls (est.rev / est. exp)	<u>(15,242,010.15)</u>	<u>(14,056,739.35)</u>	<u>(1,185,270.80)</u> (1) Attached
TOTAL ASSETS	<u>40,543,639.22</u>	<u>38,644,738.81</u>	<u>1,898,900.41</u>
LIABILITIES			
Accrued Wages Payable	1,532,417.87	1,439,785.27	92,632.60 *B
Retainage Payable	60,658.15	91,663.30	(31,005.15)
Performance Bonds Payable	641,372.02	945,006.03	(303,634.01)
Taxes Collected in Advance	237,581.70	179,791.85	57,789.85
Deferred Revenue	<u>4,394,456.47</u>	<u>4,200,149.65</u>	<u>194,306.82</u> *C
TOTAL LIABILITIES	6,866,486.21	6,856,396.10	10,090.11
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	1,917,180.22	776,244.80	1,140,935.42 (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant	457,784.03	371,751.60	86,032.43
Prepaid Items	949.63	949.63	0.00
Advances	657,083.23	657,083.23	0.00
Courthouse Fees	487,960.80	453,620.55	34,340.25
Animal Shelter	1,209,505.42	1,181,179.07	28,326.35
Sheriff's Reserve	1,000.00	1,000.00	0.00
Proffers	4,085,258.38	6,323,097.26	(2,237,838.88) (3) Attached
Parks Reserve	86,948.99	17,174.06	69,774.93
E-Summons Funds	164,573.40	167,905.08	(3,331.68)
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>24,167,859.06</u>	<u>21,397,287.58</u>	<u>2,770,571.48</u> (4) Attached
TOTAL EQUITY	<u>33,677,153.01</u>	<u>31,788,342.71</u>	<u>1,888,810.30</u>
TOTAL LIAB. & EQUITY	<u>40,543,639.22</u>	<u>38,644,738.81</u>	<u>1,898,900.41</u>

NOTES:

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

*B Frederick County has converted to an arrears payroll schedule.

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

BALANCE SHEET

(1) GL Controls	FY21	FY20	Inc/(Decrease)
Estimated Revenue	197,667,587	190,787,255	6,880,332
Appropriations	(97,616,446)	(93,352,217)	(4,264,230)
Est. Transfers to Other Funds	(117,210,331)	(116,051,677)	(1,158,654)
Est. Transfers From Other Funds	-	3,783,655	(3,783,655)
Encumbrances	1,917,180	776,245	1,140,935
	(15,242,010)	(14,056,739)	(1,185,271)

(2) General Fund Purchase Orders 12/31/20

	Amount	Cares Act Funds Indicated by Asterisk*
Reassessment	28,912.40	2021 Chevrolet Colorado
Commonwealth's Attorney	9,237.50	Document Management System.*
County Office Buildings	7,065.00	Bowman Library BAS Upgrade Control
	8,248.65	Glass Enclosure at Receptionists Desk Public Safety Building *
	216,060.93	Atmosair Bi-Polar Ionization System for HVAC Systems at County Facilities *
	30,620.82	2021 Ford Explorer
Fire and Rescue	50,780.00	Uniforms
	6,312.00	Quarterly Air Testing and Annual Compressor Maintenance
	11,792.50	Scott Respirator Adapters and Filters
	43,994.00	Kappler Gowns
	53,539.00	Training Room Smart System.*
	7,094.00	Leonard Custom Cargo Trailer
	64,053.90	(2) F250 3/4 Ton Pick Up Crew Cab
	25,412.24	(2) Porta Respirators
IT	340,837.90	PSB Security Cameras, AS Video Intercom, Round Hill Access Control Cards *
Parks and Recreation	3,808.75	Ballfield Diamond Mix
	5,315.74	Cloud Hosting Services for RECTRAC Software
	5,587.50	Thanksgiving 5K Event Shirts (750)
	10,071.00	Power Pole Relocation for Volleyball Court
	2,749.50	Broyhill Stadium Sprayer(Clearbrook)
	13,333.00	Hustler 72" Z Mower(Clearbrook)
	33,000.40	Ventrac w/Tough Cut and Finish(Sherando)
	2,749.50	Broyhill Stadium Sprayer(Sherando)
	13,082.00	Hustler Z Mower(Sherando)
Public Works	29,325.40	2021 Chevrolet Colorado
Sheriff	7,809.80	Ammunition
	8,771.70	Body Armour Vests with Carriers
	49,657.16	2020 Transit 350 Passenger Van *
	7,048.83	(1) Mobile Radio for Transit Passenger Van *
	11,542.70	Advanced Pole Camera
	62,256.87	Taser Upgrade
	14,364.08	(2) Motorola Radios
	140,673.01	(3) 2020 Ford Utility Police Interceptors (1) 2020 Ford F150 Pickup
	277,462.40	(8) 2021 Ford Utility Police SUV
	88,971.24	Emergency Equipment
	12,675.00	(25) Seiko Printers with Adapters
	14,340.00	(40) Microphone Drivers License Readers
	34,682.80	2020 Ford Utility Police Interceptor
	5,296.00	(2) 2019 F150 Bed C/C 5.5
	144,445.00	2020 Chevrolet Tahoe & (3) 2020 Durangos
	14,200.00	Install Emergency Equipment
Total	1,917,180.22	

(3) Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance 12/31/2020	1,039,211.95	261,023.70	749,574.47	2,035,448.26	4,085,258.38

Designated Other Projects Detail	
Administration	412,304.94
Bridges	16,214.32
Historic Preservation	129,000.00
Library	278,357.00
Rt. 50 Trans. Imp.	10,000.00
Rt. 50 Rezoning	25,000.00
Rt. 656 & 657 Imp.	25,000.00
RT.277	162,375.00
Sheriff	122,557.00
Solid Waste	12,000.00
Stop Lights	52,445.00
Treasurer	700.00
Freedom Manor Transportation	4,250.00
BPG Properties/Rt.11 Corridor	330,000.00
Blackburn Rezoning	452,745.00
Clearbrook Bus.Ctr.Rezoning	2,500.00
Total	2,035,448.26

Other Proffers 12/31/20	
(4) Fund Balance Adjusted	
Beginning Balance 12/31/20	43,878,932.58
Revenue 12/20	89,241,408.39
Expenditures 12/20	(43,883,035.31)
Transfers 12/20	(65,069,446.60)
Ending Balance 12/20	24,167,859.06

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 December 31, 2020

REVENUES:		FY21	FY20	YTD
	<u>Appropriated</u>	<u>12/31/20</u> <u>Actual</u>	<u>12/31/19</u> <u>Actual</u>	<u>Actual</u> <u>Variance</u>
General Property Taxes	135,657,816.00	59,597,432.15	57,630,129.64	1,967,302.51 (1)
Other local taxes	39,705,976.00	13,276,193.54	12,962,046.55	314,146.99 (2)
Permits & Privilege fees	2,266,235.00	1,160,342.95	1,084,336.57	76,006.38 (3)
Revenue from use of money and property	1,395,998.80	189,370.11	814,044.49	(624,674.38) (4)
Charges for Services	3,498,694.00	899,584.91	1,622,694.57	(723,109.66) *1
Miscellaneous	550,381.05	285,501.74	242,173.32	43,328.42
Recovered Costs	1,910,958.00	1,145,639.94	1,078,202.98	67,436.96 (5)
Proffers		786,985.39	1,029,233.92	(242,248.53) (5)
Intergovernmental:				
Commonwealth	12,449,752.44	11,798,612.61	12,148,344.69	(349,732.08) (6)
Federal	157,474.73	17,760.05	44,915.01	(27,154.96) (7)
Insurance Recoveries	0.00	9,684.00	7,703.11	1,980.89
Transferred from Cares Act	74,301.00	74,301.00	3,783,654.99	(3,709,353.99) *2
TOTAL REVENUES	197,667,587.02	89,241,408.39	92,447,479.84	(3,206,071.45)
EXPENDITURES:				
General Administration	14,968,928.80	8,424,189.50	10,073,895.56	(1,649,706.06)
Judicial Administration	3,138,849.42	1,371,404.53	1,420,334.79	(48,930.26)
Public Safety	44,327,604.39	22,173,012.58	22,251,575.71	(78,563.13)
Public Works	6,393,201.32	2,749,178.53	2,415,944.36	333,234.17
Health and Welfare	11,203,633.00	4,674,047.76	4,509,337.60	164,710.16
Education	81,308.00	40,654.00	40,654.00	0.00
Parks, Recreation, Culture	7,833,509.09	3,096,989.76	3,938,350.15	(841,360.39)
Community Development	2,233,723.91	1,353,558.65	742,841.29	610,717.36
TOTAL EXPENDITURES	90,180,757.93	43,883,035.31	45,392,933.46	(1,509,898.15) (8)
OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	124,646,019.46	65,069,446.60	65,073,708.36	(4,261.76) (9)
Excess (deficiency)of revenues & other sources over expenditures & other uses	(17,159,190.37)	(19,711,073.52)	(18,019,161.98)	1,691,911.54
Fund Balance per General Ledger		43,878,932.58	39,416,449.56	4,462,483.02
Fund Balance Adjusted to reflect Income Statement 12/31/20		24,167,859.06	21,397,287.58	2,770,571.48
*1 Decrease in Parks and Recreation Fees.				
*2 Transferred from the Board of Supervisors Funds'				

(1)General Property Taxes	FY21	FY20	Increase/Decrease
Real Estate Taxes	32,170,889	31,260,674	910,215
Public Services	1,238,998	1,422,115	(183,117)
Personal Property	25,322,638	24,145,648	1,176,989
Penalties and Interest	606,499	559,048	47,451
Credit Card Chgs./Delinq.Advertising	17,204	17,514	(310)
Adm.Fees For Liens&Distress	241,205	225,131	16,074
	59,597,432	57,630,130	1,967,303

(2) Other Local Taxes

Local Sales Tax	5,925,366.26	5,504,446.97	420,919.29
Communications Sales Tax	344,057.01	376,866.13	(32,809.12)
Utility Taxes	1,418,838.02	1,403,486.45	15,351.57
Business Licenses	1,183,311.30	1,362,695.58	(179,384.28)
Auto Rental Tax	76,793.31	74,620.98	2,172.33
Motor Vehicle Licenses Fees	398,496.65	443,634.34	(45,137.69)
Recordation Taxes	1,451,638.31	1,121,156.66	330,481.65
Meals Tax	2,120,223.60	2,230,472.55	(110,248.95)
Lodging Tax	342,196.33	429,957.57	(87,761.24)
Street Lights	11,282.75	10,749.32	533.43
Star Fort Fees	3,990.00	3,960.00	30.00
Total	13,276,193.54	12,962,046.55	314,146.99

(3)Permits&Privileges

Dog Licenses	20,361.00	20,358.00	3.00
Land Use Application Fees	4,025.00	3,200.00	825.00
Transfer Fees	2,189.70	1,866.60	323.10
Development Review Fees	181,243.50	205,342.00	(24,098.50)
Building Permits	692,277.62	602,434.54	89,843.08
2% State Fees	8,107.13	6,152.43	1,954.70
Electrical Permits	57,971.00	77,108.00	(19,137.00)
Plumbing Permits	17,400.00	16,888.00	512.00
Mechanical Permits	66,321.00	49,597.00	16,724.00
Sign Permits	2,250.00	4,550.00	(2,300.00)
Commerical Burning	-	50.00	(50.00)
Explosive Storage Permits	-	200.00	(200.00)
Blasting Permits	430.00	195.00	235.00
Institutional Inspections Permit	1,850.00	-	1,850.00
Land Disturbance Permits	105,717.00	95,295.00	10,422.00
Transfer Development Rights	-	1,100.00	(1,100.00)
Small Cell Tower Permit	200.00	-	200.00
Total	1,160,342.95	1,084,336.57	76,006.38

(4) Revenue from use of

Money	99,120.85	754,710.44	(655,589.59) *1
Property	90,249.26	59,334.05	30,915.21
Total	189,370.11	814,044.49	(624,674.38)

*1 Difference is due to lower interest rates.

(5) Recovered Costs	FY21	FY20	Increase/Decrease
	12/31/2020	12/31/2019	
Recovered Costs Treasurer's Office	-	30,561.00	(30,561.00)
Recovered Costs Social Services	29,654.51	25,789.33	3,865.18
Purchasing Card Rebate	180,864.99	216,723.44	(35,858.45)
Recovered Costs-IT/GIS	-	15,000.00	(15,000.00)
Recovered Costs-F&R Fee Recovery	202,387.24	160,396.96	41,990.28
Recovered Cost Fire Companies	173,664.17	173,429.97	234.20
Recovered Costs Sheriff	80,665.00	51,462.50	29,202.50
Reimbursement Circuit Court	3,954.12	4,198.15	(244.03)
Reimb.Public Works/Planning Clean Up	300.00	725.00	(425.00)
Clarke County Container Fees	27,996.20	25,081.54	2,914.66
City of Winchester Container Fees	28,469.00	19,889.10	8,579.90
Refuse Disposal Fees	61,111.73	51,885.68	9,226.05
Recycling Revenue	11,650.00	14,543.16	(2,893.16)
Sheriff Restitution	230.52	250.60	(20.08)
Container Fees Bowman Library	667.59	942.02	(274.43)
Restitution-Other	-	3,180.00	(3,180.00)
Litter-Thon/Keep VA Beautiful Grant	-	750.00	(750.00)
Reimb.of Expenses Gen.District Court	8,271.70	13,673.45	(5,401.75)
Reimb.Task Force	37,043.06	36,010.04	1,033.02
Reimb. Elections	5,230.00	1,802.57	3,427.43
Westminister Canterbury Lieu of Tax	18,961.80	18,961.80	-
Labor-Grounds Maint.Fred.Co.Schools	208,669.51	107,404.78	101,264.73
Comcast PEG Grant	43,743.50	44,770.00	(1,026.50)
Fire School Programs	10,610.00	9,829.00	781.00
Clerks Reimbursement to County	6,075.10	5,003.86	1,071.24
Equip-Grounds Maint. Fred. Co. Schoolds	-	33,500.27	(33,500.27)
Reimb. Sheriff	5,420.20	12,438.76	(7,018.56)
Subtotal Recovered Costs	1,145,639.94	1,078,202.98	67,436.96
Proffer Redbud Run	-	19,362.00	(19,362.00)
Proffer Southern Hills	166,126.22	172,515.69	(6,389.47)
Proffer Snowden Bridge	436,170.77	577,166.31	(140,995.54)
Proffer Cedar Meadows	68,334.00	117,144.00	(48,810.00)
Proffer Madison Village	108,854.40	-	108,854.40
Proffer Freedom Manor	7,500.00	1,750.00	5,750.00
Proffer The Village At Middletown	-	141,295.92	(141,295.92)
Subtotal Proffers	786,985.39	1,029,233.92	(242,248.53)
Grand Total	1,932,625.33	2,107,436.90	(174,811.57)

(6) Commonwealth Revenue	FY21	FY20	
	12/31/20	12/31/19	Increase/Decrease
Motor Vehicle Carriers Tax	35,394.04	36,457.81	(1,063.77)
Mobile Home Titling Tax	34,430.84	60,989.94	(26,559.10)
Recordation Taxes	-	220,378.64	(220,378.64) *1
P/P State Reimbursement	6,526,528.18	6,526,528.18	-
State Noncategorical Funding	25,920.00	-	25,920.00
Shared Expenses Comm.Atty.	213,718.65	231,273.89	(17,555.24)
Shared Expenses Sheriff	1,054,442.57	1,056,117.88	(1,675.31)
Shared Expenses Comm.of Rev.	91,606.60	96,271.02	(4,664.42)
Shared Expenses Treasurer	71,744.87	71,574.04	170.83
Shared Expenses Clerk	186,634.01	190,924.50	(4,290.49)
Public Assistance Grants	2,689,561.14	2,725,612.76	(36,051.62)
Litter Control Grants	14,931.00	13,000.00	1,931.00
Four-For-Life Funds	96,393.44	-	96,393.44
Emergency Services Fire Program	286,630.00	273,930.00	12,700.00
DMV Grant Funding	9,436.69	13,641.39	(4,204.70)
Parks State Grants	69,351.58	190,845.50	(121,493.92)
State Grant Emergency Services	2,772.00	39,646.20	(36,874.20)
Sheriff State Grants	12,086.66	36,329.10	(24,242.44)
JJC Grant Juvenile Justice	32,090.00	64,180.00	(32,090.00)
Rent/Lease Payments	113,469.85	133,208.38	(19,738.53)
Wireless 911 Grant	116,998.76	110,262.58	6,736.18
State Forfeited Asset Funds	1,922.18	5,185.00	(3,262.82)
Victim Witness-Commonwealth Office	112,549.55	51,987.88	60,561.67
Total	11,798,612.61	12,148,344.69	(349,732.08)

*1 Recordation Taxes will not be distributed from the Commonwealth in FY21.

County of Frederick**General Fund**

December 31, 2020

(7) Federal Revenue	FY21	FY20	Increase/Decrease
Payments in Lieu of Taxes	-	142.00	(142.00)
Federal Forfeited Assets	5,349.82	6,837.80	(1,487.98)
Housing Illegal Aliens-Federal	-	15,175.00	(15,175.00)
Federal Funds Sheriff	12,410.23	22,760.21	(10,349.98)
Total	17,760.05	44,915.01	(27,154.96)

(8) Expenditures

Expenditures decreased \$1.5 million. **General Administration** decreased \$1.7 million and Reflect the purchase of Sunnyside Plaza for \$2.1 million in the previous year. **Public Works** increased \$333,234.17 and includes \$365,716.51 for the Albin Compactor Site. The **Parks and Recreation** decrease of \$841,360.39 was impacted by the Clearbrook Park Parking Expansion Project and the Sherando Park Recreation Access Project in FY20. **Community Development** increased \$610,717.36 and reflects the \$614,301.00 budgeted transfer to the Economic Development Authority. The transfers decreased \$4,261.76. See Chart below:

(9) Transfers Decreased \$4,261.76	FY21	FY20	Increase/Decrease
Transfer to School Operating Fund	45,846,367.24	43,795,984.71	2,050,382.53
Transfer to Debt Service Schools	8,542,765.50	8,124,150.00	418,615.50
Transfer to Debt Service County	1,598,251.32	1,576,296.86	21,954.46
Operational Transfers	(28,700.53)	69,001.50	(97,702.03)
Reserve for Merit/COLA Increases	29,858.07	3,755.29	26,102.78
Reserve for Capital	9,800,000.00	11,504,520.00	(1,704,520.00)
Operational Contingency	(719,095.00)	-	(719,095.00)
Total	65,069,446.60	65,073,708.36	(4,261.76)

*1 School Operating FY21 includes \$1,397,457.67 C/F Encumbrances and \$294,942.57 for FY20 unspent restricted funds. Additionally, \$44,153,967.00 for half of the School Operating. The FY20 total was \$225,545.15 C/F Encumbrances and \$347,857.06 represents restricted grant funds received and \$43,222,582.50 for half of the School Operating.

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

*3 Timing of Insurance Charge Outs.

*4 Reimburse Contingency for Capital.

County of Frederick
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER
 December 31, 2020

ASSETS	FY21 <u>12/31/2020</u>	FY20 <u>12/31/19</u>	Increase <u>(Decrease)</u>
Cash	11,000,598.94	11,853,954.50	(853,355.56) *1
Receivable Arrears Pay Deferred	123,198.38	135,924.66	(12,726.28)
Receivables Other	0.00	0.00	0.00
GL controls(est.rev/est.exp)	<u>(1,453,967.80)</u>	<u>(2,129,198.39)</u>	<u>675,230.59</u>
TOTAL ASSETS	<u>9,669,829.52</u>	<u>9,860,680.77</u>	<u>(190,851.25)</u>
LIABILITIES			
Accrued Wages Payable	440,238.90	425,780.15	14,458.75
Accrued Operating Reserve Costs	<u>2,679,115.00</u>	<u>2,614,497.00</u>	<u>64,618.00</u>
TOTAL LIABILITIES	<u>3,119,353.90</u>	<u>3,040,277.15</u>	<u>79,076.75</u>
EQUITY			
Fund Balance Reserved			
Encumbrances Undesignated Fund Balance	13,369.76	45,904.70	(32,534.94)
	<u>6,537,105.86</u>	<u>6,774,498.92</u>	<u>(237,393.06) *2</u>
TOTAL EQUITY	<u>6,550,475.62</u>	<u>6,820,403.62</u>	<u>(269,928.00)</u>
TOTAL LIABILITY & EQUITY	<u>9,669,829.52</u>	<u>9,860,680.77</u>	<u>(190,851.25)</u>

NOTES:

*1 Cash decreased \$853,355.56. Refer to the following page for comparative statement of revenues and expenditures and changes in fund balance.

*2 Fund balance decreased \$237,393.06. The beginning balance was \$6,695,415.04 and includes adjusting entries, budget controls FY21(\$1,441,534.00) and the year to date revenue less expenditures \$1,283,224.82.

Current Unrecorded Accounts Receivable-	<u>FY21</u>
Prisoner Billing:	18,734.66
Compensation Board Reimbursement 12/20	<u>566,073.64</u>
Total	584,808.30

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 December 31, 2020

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

REVENUES:	<u>Appropriated</u>	FY21 12/31/20 <u>Actual</u>	FY20 12/31/19 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Probation	-	246.41	242.84	3.57
Interest	100,000.00	3,490.13	36,174.09	(32,683.96)
Salvage/Surplus	-	-	475.00	(475.00)
Supervision Fees	87,376.00	15,126.25	22,872.50	(7,746.25)
Drug Testing Fees	1,000.00	90.00	-	90.00
Work Release Fees	380,000.00	95,929.20	167,716.29	(71,787.09)
Prisoner Fees From Other Localities	0.00	55.00	79.32	(24.32)
Federal Bureau Of Prisons	0.00	0.00	1,430.00	(1,430.00)
Local Contributions	7,706,061.00	5,190,282.00	5,679,402.75	(489,120.75)
Miscellaneous	14,000.00	7,238.55	7,887.41	(648.86)
Phone Commissions	600,000.00	238,746.40	102,052.27	136,694.13
Food & Staff Reimbursement	82,000.00	28,489.97	37,018.27	(8,528.30)
Elec.Monitoring Part.Fees	126,000.00	26,184.96	36,432.31	(10,247.35)
Share of Jail Cost Commonwealth	1,275,000.00	303,440.00	320,085.46	(16,645.46)
Medical & Health Reimb.	58,000.00	15,655.87	18,984.41	(3,328.54)
Shared Expenses CFW Jail	5,750,000.00	2,311,721.28	2,328,851.76	(17,130.48)
State Grants	365,050.00	84,129.00	84,809.00	(680.00)
D.J.C.P. Grant	0.00	0.00	66,392.00	(66,392.00)
Local Offender Probation	247,933.00	67,473.00	0.00	67,473.00
Bond Proceeds	0.00	0.00	1,236,529.57	(1,236,529.57)
Transfer From General Fund	5,520,958.00	4,140,718.50	3,803,653.50	337,065.00
TOTAL REVENUES	22,313,378.00	12,529,016.52	13,951,088.75	(1,422,072.23)
EXPENDITURES:	23,780,715.56	11,245,791.70	10,566,939.28	678,852.42
Excess(Deficiency)of revenues over expenditures	(1,467,337.56)	1,283,224.82	3,384,149.47	(2,100,924.65)
FUND BALANCE PER GENERAL LEDGER		<u>5,253,881.04</u>	<u>3,390,349.45</u>	<u>1,863,531.59</u>
Fund Balance Adjusted To Reflect Income Statement 12/31/20		6,537,105.86	6,774,498.92	(237,393.06)

County of Frederick
Fund 12 Landfill
December 31, 2020

ASSETS	FY21 <u>12/31/20</u>	FY20 <u>12/31/19</u>	Increase <u>(Decrease)</u>
Cash	37,315,045.88	37,795,364.01	(480,318.13)
Receivables:			
Accounts Receivable	8,990.11	2,588.65	6,401.46
Fees	507,048.76	598,586.61	(91,537.85) *1
Receivable Arrears Pay Deferred	21,520.06	24,905.02	(3,384.96)
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	56,682,005.22	52,132,978.40	4,549,026.82
Accumulated Depreciation	(35,591,828.07)	(33,332,386.56)	(2,259,441.51)
GL controls(est.rev/est.exp)	<u>(2,632,745.00)</u>	<u>(3,590,102.30)</u>	<u>957,357.30</u>
TOTAL ASSETS	<u>56,226,036.96</u>	<u>53,547,933.83</u>	<u>2,678,103.13</u>
LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	195,919.35	175,948.75	19,970.60
Accrued Remediation Costs	14,012,177.36	13,590,045.91	422,131.45 *2
Deferred Revenue Misc.Charges	8,990.11	2,588.65	6,401.46
Accrued Wages Payable	<u>57,529.70</u>	<u>55,847.62</u>	<u>1,682.08</u>
TOTAL LIABILITIES	<u>14,274,616.52</u>	<u>13,824,430.93</u>	<u>448,503.51</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	38,953.00	0.00	38,953.00 *3
Land Acquisition	1,048,000.00	1,048,000.00	0.00
New Development Costs	3,812,000.00	3,812,000.00	0.00
Environmental Project Costs	1,948,442.00	1,948,442.00	0.00
Equipment	3,050,000.00	3,050,000.00	0.00
Undesignated			
Fund Balance	<u>32,054,025.44</u>	<u>29,865,060.90</u>	<u>2,188,964.54</u> *4
TOTAL EQUITY	<u>41,951,420.44</u>	<u>39,723,502.90</u>	<u>2,227,917.54</u>
TOTAL LIABILITY AND EQUITY	<u>56,226,036.96</u>	<u>53,547,933.83</u>	<u>2,678,103.13</u>

NOTES:

*1 Landfill receivables decreased \$91,537.85. Landfill fees at 12/20 were \$625,414.25 compared to \$576,340.57 at 12/19 for an increase of \$49,073.68. Delinquent fees at 12/20 were \$71,008.70 compared to \$67,587.38 at 12/19 for an increase of \$3,421.32.

*2 Remediation increased \$422,131.45 that includes \$316,375.00 for post closure and \$105,756.45 in interest.

*3 The encumbrance balance at 12/31/20 was \$38,953.00 for an upgrade to software(Cares Act funds).

*4 Fund balance increased \$2,188,964.54. The beginning balance was \$34,554,088.65 and includes adjusting entries, budget controls for FY21(1,273,430.00), C/F(\$1,327,298.00), and \$100,664.79 for a year to date revenue less expenses.

County of Frederick
 Comparative Statement of Revenue, Expenditures
 and Changes in Fund Balance
 December 31, 2020

FUND 12 LANDFILL REVENUES	<u>Appropriated</u>	FY21 12/31/20 <u>Actual</u>	FY20 12/31/19 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Charges	0.00	2,824.80	3,031.20	(206.40)
Interest on Bank Deposits	300,000.00	13,862.59	161,427.49	(147,564.90)
Salvage and Surplus	110,000.00	72,641.50	58,855.35	13,786.15
Sanitary Landfill Fees	7,268,650.00	3,470,757.38	3,345,871.12	124,886.26
Charges to County	0.00	348,361.25	301,938.07	46,423.18
Charges to Winchester	0.00	112,917.20	81,579.40	31,337.80
Tire Recycling	181,640.00	174,572.21	183,262.40	(8,690.19)
Reg. Recycling Electronics	80,000.00	18,960.00	24,234.00	(5,274.00)
Greenhouse Gas Credit Sales	10,000.00	0.00	3,200.00	(3,200.00)
Miscellaneous	0.00	0.00	105.00	(105.00)
Renewable Energy Credits	55,714.00	6,269.90	29,219.30	(22,949.40)
Landfill Gas To Electricity	367,920.00	143,508.02	114,895.91	28,612.11
Insurance Recoveries	0.00	0.00	0.00	0.00
TOTAL REVENUES	8,373,924.00	4,364,674.85	4,307,619.24	57,055.61
Operating Expenditures	5,840,465.00	1,798,803.34	2,171,390.96	(372,587.62)
Capital Expenditures	5,205,157.00	2,465,206.72	2,478,480.49	(13,273.77)
TOTAL Expenditures	11,045,622.00	4,264,010.06	4,649,871.45	(385,861.39)
Excess(deficiency)of revenue over expenditures	(2,671,698.00)	100,664.79	(342,252.21)	442,917.00
Fund Balance Per General Ledger		<u>31,953,360.65</u>	<u>30,207,313.11</u>	<u>1,746,047.54</u>
FUND BALANCE ADJUSTED		32,054,025.44	29,865,060.90	2,188,964.54

County of Frederick, VA
Report on Unreserved Fund Balance
January 13, 2021

Unreserved Fund Balance, Beginning of Year, July 1, 2020 **51,749,766**

Prior Year Funding & Carryforward Amounts

C/F forfeited asset funds - Sheriff	(27,262)
C/F forfeited asset funds - Comm Atty	(35,508)
C/F Albin convenience center	(250,000)
C/F Fire Company Capital	(168,999)
Reserve F&R proffer	(15,000)
C/F unfinished maintenance projects	(51,281)
C/F Chesapeake Bay grant	(2,495)
C/F Sheriff insurance proceeds for impound lot bldg	(40,021)
C/F Old Charlestown Rd park	(152,890)
Reduce P&R retainage	31,005
CARES expenses	288,351
Sheriff grants received for budgeted expenses	48,086
Reserve P&R SGEMF	(66,669)
C/F school restricted funds	(294,943)
AA: FY20 CARES funds - public safety salaries	3,861,389
AA: Sanitation Authority debt write-off per agreement	(657,083)
	2,466,680

Other Funding / Adjustments

Airport Capital local share	(414,376)
No Excuse Early Voting	(94,577)
DHCD grant Inspections	(1,650)
COR refund - Toyota Lease Trust	(6,627)
COR refund - disabled veteran	(5,264)
COR refund - Artisan Plumbing	(6,254)
COR refund - Brian Omps Towing	(3,660)
COR refund - Fernando Velasco	(3,808)
COR refund - Lease Plan USA	(25,297)
COR refund - disabled veteran	(5,912)
COR refund - CAB East LLC	(5,945)
COR refund - Toyota Lease Trust	(7,638)
VDEM SHSP grant	60,000
Transfer to County Capital Fund (F/B above 20%)	(9,800,000)
COR refund - Toyota Lease Trust	(6,068)
COR refund - disabled veteran	(10,437)
COR refund - ARI Fleet	(7,005)
	(10,344,518)

Fund Balance, January 14, 2021 **43,871,928**



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

October 22, 2020

Cheryl B. Shiffler
Finance Director
County of Frederick
107 North Kent St.
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, 2019, 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
October 22, 2020
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

October 22, 2020

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 (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312.977.9700 fax: 312.977.4806

10/12/2020

Kris Tierney
Administrator
County of Frederick, Virginia

Dear Mr. Tierney:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2019 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 by a government and its management.

When a Certificate of Achievement 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. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

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

Sincerely,

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

10/12/2020

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

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **County of Frederick** for its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2019. 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.

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.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.

December 1, 2020

Jennifer Place
Risk Manager/Budget Analyst
Frederick County
107 North Kent Street
Winchester, VA 22601

Dear Ms. Place:

We are pleased to inform you, based on the examination of your budget document by a panel of independent reviewers, that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. A Distinguished Budget Program application is posted on GFOA's website. This application must be completed and accompany your next submission. (See numbers 12 and 13 on page 2 of the application for fee information and submission instructions.)

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

Finance Department

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive an award plaque that will be mailed separately and should arrive within eight to ten weeks. Also enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

The following standardized text should be used:

Jennifer Place

December 1, 2020

Page 2

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Frederick County, Virginia**, for its Annual Budget for the fiscal year beginning **July 1, 2020**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

Upon request, GFOA can provide a video from its Executive Director congratulating your specific entity for winning the Budget Award.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of 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, flowing style.

Michele Mark Levine
Technical Services Center

Enclosure

FOR IMMEDIATE RELEASE

December 1, 2020

For more information, contact:

Technical Services Center

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **Frederick County, Virginia**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Finance Department**.

There are over 1,600 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 20,500 members and the communities they serve.



OFFICE OF VOTER REGISTRATION

Richard M. Venskoske Director of Elections
 107 N. Kent Street, Suite 102, Winchester, VA 22601-5039
 E-mail: rich.venskoske@fcva.us Telephone: 540-665-5660

TO: Finance Committee and Board of Supervisors
 FROM: Rich Venskoske, Director of Elections
 DATE: January 14, 2021
 RE: Supplemental Budget Request Excess

In my memorandum dated July 8, 2020, Supplemental Budget Request for the November 3, 2020 General and Special Election, I requested a \$94,577 supplemental appropriation to fund the No Excuse Early Voting (NEEV) that the General Assembly had recently passed for the November 3rd Election. With the additional CARES funds, I received from the state, the full \$94,577 was not needed. My intentions from the beginning, was to return anything that was not needed. Of the \$94,577 appropriated for NEEV, only \$60,372 was needed. I am returning \$34,205 back to the General Fund.

I know I can count on the Finance Committee and the Frederick County Board of Supervisors to provide the funds needed for all elections and want to make sure I do my part and give back what I do not use.

Please see below, the summary of the total cost of the November 3, 2020 Election.

NOVEMBER 2020 ELECTION	
NO EXCUSE EARLY VOTING	
Supplemental Appropriation	94,577
Expenses	60,372
Balance	34,205
CARES/COVID	
Supplemental Appropriation	74,301
Expenses	74,301
Balance	0
NON NEEV/CARES	
Expenses	71,997
TOTAL ELECTION EXPENSE	206,669

If you have any questions or wish to discuss this in greater detail, please do not hesitate to contact me.