

FINANCE COMMITTEE REPORT to the BOARD OF SUPERVISORS
Wednesday, January 19, 2022
8:00 a.m.
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

A Finance Committee meeting was held in the Board of Supervisors meeting room at 107 North Kent Street on Wednesday, January 19, 2022 at 8:00 a.m.

ATTENDEES:

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

Committee Members Absent: None.

Staff present: Cheryl Shiffler, Finance Director; Sharon Kibler, Assistant Finance Director; Michael Bollhoefer, County Administrator; Jay Tibbs, Assistant County Administrator; Rod Williams, County Attorney; Delsie Jobe, DSS Administrative Services Manager; Lenny Millholland, Sheriff; Rich Venskoske, Director of Elections; and Jon Turkel, Assistant P&R Director.

Others present: Justin Kerns, Winchester-Frederick County Tourism.

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

Items 4, 5, and 7 - 11 were approved under consent agenda.

1. Winchester-Frederick County Tourism requests an ARPA Fund supplemental appropriation in the amount of \$160,000. This amount represents ARPA funds allocated to localities by the Commonwealth of Virginia via the Virginia Tourism Corporation. Frederick County must serve as the pass-through entity. If funds are not completely expended in the current fiscal year, they will be carried forward to subsequent year(s) until the eligibility period is complete. No local funds required. See attached information, p. 4 – 5. The committee recommends approval.
2. The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$105,000. This amount represents proffer funds for the construction of a playground at Sherando Park. This item was approved by the P&R Commission. No local funds required. See attached information, p. 6 – 18. The committee recommends approval.

3. The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$95,000. This amount represents proffer funds for the installation of pickleball courts at Clearbrook Park. This item was approved by the P&R Commission. No local funds required. See attached information, p. 19 – 29. The committee recommends approval.
4. The Public Works Director requests a General Fund supplemental appropriation in the amount of \$1,501.54. This amount represents court ordered restitution received. No local funds required. See attached memo, p. 30 – 31.
5. The Department of Social Services requests a General Fund supplemental appropriation in the amount of \$13,336. This amount represents an insurance reimbursement for an auto claim. No local funds required. See attached memo, p. 32.
6. The Director of Elections requests a General Fund supplemental appropriation in the amount of \$150,000. This amount represents funds needed for expenses to accommodate seven (7) new precincts due to redistricting. Local funds are required. See attached memo, p. 33 – 34. The Director of Elections amended the request at the meeting to include eight (8) precincts for \$150,000. The committee recommends approval.
7. The Deputy County Administrator requests a General Fund supplemental appropriation in the amount of \$41,351.14. This amount represents insurance reimbursement for lightening damage. No local funds required. See attached memo, p. 35.
8. The Sheriff requests a General Fund supplemental appropriation in the amount of \$3,584.42. This amount represents insurance reimbursement for vehicle damage to be used for repairs. No local funds required. See attached memo, p. 36 – 37.
9. The Sheriff requests a General Fund supplemental appropriation in the amount of \$16,114.84. This amount represents reimbursement from the DEA for overtime. No local funds required. See attached memo, p. 38 – 39.
10. The Sheriff requests a General Fund supplemental appropriation in the amount of \$5,206.30. This amount represents reimbursement from the Secret Service for overtime and office supplies. No local funds required. See attached memo, p. 40 – 43.

11. The Sheriff requests a General Fund supplemental appropriation in the amount of \$900.
This amount represents donations received by the department and will be applied towards a building at the impound lot. No local funds required. See attached memo, p. 44 – 46.
12. The Sheriff requests a General Fund supplemental appropriation in the amount of \$3,784.29.
This amount represents funds received for recycling scrap metal and will be used for firing range supplies. No local funds required. See attached memo, p. 47. The committee recommends approval.

INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for December 2021. See attached, p. 48 – 49.
2. The Finance Director provides financial statements ending December 31, 2021. See attached, p. 50 – 60.
3. The Finance Director provides an FY 2022 Fund Balance Report ending January 14, 2022. See attached, p. 61.
4. The Government Finance Officers Association (GFOA) has awarded the County the Distinguished Budget Presentation Award for the 2022 fiscal year. This is the 35th consecutive year that Frederick County has received this award. See attached, p. 62 – 63.
5. The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement in Popular Annual Financial Reporting for the June 30, 2020 Popular Annual Financial Report (PAFR). This is the 15th consecutive year that Frederick County has received this achievement. See attached, p. 64 – 65.

Respectfully submitted,

FINANCE COMMITTEE

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

By *Cheryl B. Shiffler*
Finance Director



Winchester-Frederick County Sports Tourism Assessment, Strategy, Marketing & Website

Frederick County Tourism ARPA Fund Project

Wednesday, January 12, 2022

Below is a narrative summary of the sports tourism initiative portion of the Tourism ARPA grant funds that were recently allocated across the state. There is no locality match required for any of these funds. The \$80,000 detailed below constitutes one half of the Tourism ARPA funds allocated to Frederick County. The second half of the funds allocated will be for a project(s) not yet determined which will also go through the approval process as dictated by the Virginia Tourism Corporation.

Sports Tourism has been identified as a top priority for our community as a pandemic-related recovery initiative during our fall/winter strategic planning session in late 2021. The 3-year strategic plan, facilitated by Don Anderson of Destination Consultancy Group (DCG), was crafted using input from numerous local stakeholders, VTC DRIVE 2.0 data, and current industry best practices and trends.

The Sports Tourism Ad-Hoc Committee, working as a function of the Winchester-Frederick County CVB, has confirmed the opportunity for sports tourism growth and solidification in the City-County area, and the need for further assessment, development of a strategy, brand and creative assets for marketing, and website.

The Winchester-Frederick County CVB and Tourism Board is thus submitting a plan focusing on Sports Tourism as a Tourism ARPA project totaling \$80,000, all of which is being requested as part of the advance funds available to Frederick County.

The plan shall include: a detailed locality-specific assessment and focused recommendation plan, an annual Sports ETA organizational membership, trade show displays and materials, development of a stand-alone website to host our destination sports tourism information, events calendar and marketing materials, brand/logo/ad creative development for sports tourism, which will be necessary to allow our destination to stand out online and at conference/symposium events for marketing our unique destination, and strategic targeted online and print placement of the professional creative assets.

The intended outcome of the above efforts would be to increase the frequency of travel sports tourism events in our community, as well as encourage the creation of new destination-unique events to draw new visitors and spending in our community.

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	County Administration				
Name of Grant	ARPA Tourism Recovery Plan				
Grantor	COV & Virginia Tourism Corporation				
Grant deadline for submission	12/31/2021				
Total Amount of Anticipated Award	\$ 160,000.00				
Purpose of grant (summary)	New projects to increase visitation to the County. \$80k provided up front, remaining \$80k received on a reimbursement basis. Expenditure docs must be submitted to VTC.				
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	no				
Continuing obligation and cost (fin comm/BOS approval required)	no				
Addition of Staff and cost (Yes/No) (fin comm/BOS approval required)	No	How many?		Total cost, including fringes:	
Revenue and Expenditure codes & amounts	3-049-033010-0002 (49AH) 4-049-049090-5413-000-004 will need to go to finance cmte for appropriation				
Department Contact (name, email, phone)	Justin Kerns, Winc-Fred Co Tourism, 540-542-1326 justin.kerns@visitwinchesterva.com				
Department Head approval to apply for grant				Date	
BOS approval date (if applicable)					
Finance review of grant policy compliance	Sharon Kibler			Date	12/17/2021
County Administrator approval to apply for grant				Date	12/17/21

Notes:

Funds from State ARPA we're allocated to Virginia Tourism, who in turn is allocating to each County, but strongly suggest that the local Destination Marketing Organization administer, which for us is Winc-Fred Co Tourism Office.



MEMO

To: Finance Committee
From: Jason Robertson, Director
Subject: Proffer Request, Playground at Sherando Park
Date: November 30, 2021

The Frederick County Parks and Recreation Commission is requesting Parks and Recreation proffer funds for the installation of a Playground at Sherando Park. Information requested in the Frederick County Proffer Policy (Attachment 1) is provided below.

1. Amount of funds requested: \$105,000
2. Total project cost:
 - a. The project cost will not exceed \$105,000. Staff has received a quote of \$104,725 (Attachment 2). Staff will work with the vendor to understand any changes in cost due to material surcharges as the quote received was only valid for 5 days and modify the specifications if required by budgetary constraint. A description of the price variability due to volatile material costs is included (Attachment 3). The vendor is associated with a Cooperative Purchasing agreement the County is part of (Attachment 4). Any unused funds will be returned to the Parks and Recreation proffer account.
3. Detailed description of the project:
 - a. The proposed playground location is near the new Warrior Drive entrance of Sherando Park (Attachment 5). A playground structure in this location is in response to expressed community interest and is consistent with existing development and development plans for the area. Playgrounds provide cognitive, social, and physical benefits for users and provide an age-appropriate location for parents or guardians to allow children to realize those benefits. The playground project is to include a tower type structure, a ropes climbing feature and/or swing set, accessible play features on the path leading to the playground area, and the accessible 5' concrete path. Examples of the playground concept is provided (Attachment 6).
 - b. Population increase in the service area of Sherando Park is driving the need for park development. Proffer contributing developments in the Sherando Park service area include; Madison Village, Harvest Ridge, South Hills, Racey Tract, Cedar Meadows, Village at Harvest Ridge, and Abrams Chase.
4. Project listed on the County's Capital Improvement Plan (CIP):

- a. The development of Sherando Park consistent with the 2016 Sherando Park Master Plan update and is included on the County CIP (Attachment 7).

The Parks and Recreation Proffer balance is \$472,771 as of October 31, 2021.

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

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.)



GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

11/03/2021
 Quote #157853-01-02

Sherando Park

Frederick County Parks and Recreation
 Attn: Jon Turkel
 107 North Kent Street
 Winchester, VA 22601
 jturkel@fcva.us

Ship to Zip 22601

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - PrimeTime Modular Unit (Per Drawing) [Basic: _____] [Accent: _____] [Deck:Pvc: _____] [Deck:Pvc: _____] [Tube: _____] [Fabric 1: _____] [Roto Plastic: _____] [Tube: _____] [Arch: _____] [2 Color HDPE: _____] [HDPE: _____] [HDPE 2: _____]	\$42,815.00	\$42,815.00
1	178749	GameTime - Owner's Kit	\$60.00	\$60.00
1	4858	GameTime - Access Playcurb-W/Adap	\$561.00	\$561.00
61	4862	GameTime - 12" Playground Border	\$56.00	\$3,416.00
1	12583	GameTime - Ada Primetime Swing Frame, 3 1/2" Od [Basic: _____]	\$1,293.00	\$1,293.00
1	5128	GameTime - Expression Swing 3 1/2" X 8' [Basic: _____]	\$1,336.00	\$1,336.00
1	5165	GameTime - Expression Swing w Adaptive Seat 3 1/2 [Basic: _____] [Roto Plastic: _____]	\$2,007.00	\$2,007.00
1	5173	GameTime - Adaptive Swing w/Rung Belt	\$186.00	\$186.00
1	5942SP	GameTime - Star 2 [Basic: _____] [Basic 2: _____] [Netting: _____]	\$13,380.00	\$13,380.00
1	Freenotes Butterflies Ensemble IG	Freenotes - Freenotes Butterflies Inground Ensemble Collection	\$3,825.00	\$3,825.00
1	Surcharge	Freenotes - Freenotes Material Surcharge	\$286.88	\$286.88
175	EWF	GT-Impax - Engineered Wood Fiber Safety Surfacing (CY)- • Area: 3,524 Sq.Ft. • Thickness (Compacted): 12"	\$26.10	\$4,567.50
1	INSTALL	MISC - Installation of Above Equipment- Pricing includes: -Installation of above equipment -Provision and installation of 15' x 5' sidewalk	\$26,261.00	\$26,261.00
Contract: OMNIA			Sub Total	\$99,994.38
			Discount	(\$12,475.65)
			Material Surcharge	\$9,315.56
			Freight	\$7,891.12
			Total	\$104,725.41



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

11/03/2021
Quote #157853-01-02

Sherando Park

Comments

* Site must be clear, level, free of obstructions, and accessible. Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs.

* Taxes, if applicable, will be applied at the time of invoice. Please provide a copy of your tax exempt certificate to avoid the addition of taxes.

*Pricing valid until 11/08/21 only

GAMETIME - TERMS & CONDITIONS:

- **PRICING:** Due to volatile economic demand, pricing is valid for 30 days. Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.
- **TERMS OF SALE:** For equipment & material purchases, Net 30 days from date of invoice for governmental agencies and those with approved credit. All others, full payment for equipment, taxes and freight up front. Balance for services & materials due upon completion or as otherwise negotiated upon credit application review. Pre-payment may be required for equipment orders totaling less than \$5,000. Payment by VISA, MasterCard, or AMEX is accepted. Checks should be made payable to Playcore Wisconsin, Inc. d/b/a GameTime unless otherwise directed.
- **CREDIT APPLICATION:** Required for all non-governmental agencies and those entities who have not purchased from GameTime within the previous twelve calendar months.
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or maximum permitted by law) will be added to all invoices over 30 days past due.
- **CASH WITH ORDER DISCOUNT:** Orders for GameTime equipment paid in full at time of order via check or electronic funds transfer (EFT) are eligible for a 3% cash-with-order (CWO) discount.
- **ORDERS:** All orders shall be in writing by purchase order, signed quotation or similar documentation. Purchase orders must be made out to Playcore Wisconsin, Inc. d/b/a GameTime.
- **FREIGHT CHARGES:** Shipments shall be F.O.B. destination. Freight charges prepaid and added separately.
- **SHIPMENT:** Standard Lead time is 12-14 weeks (some items may take longer) after receipt and acceptance of purchase order, credit application, color selections and approved drawings or submittals.
- **PACKAGING:** All goods shall be packaged in accordance with acceptable commercial practices and marked to preclude confusion during unloading and handling.
- **RECEIPT OF GOODS:** Customer shall coordinate, receive, unload, inspect and provide written acceptance of shipment. Any damage to packaging or equipment must be noted when signing delivery ticket. If damages are noted, receiver must submit a claim to Cunningham Recreation within 15 Days. Receiver is also responsible for taking inventory of the shipment and reporting any concealed damage or discrepancy in quantities received within 60 days of receipt.
- **RETURNS:** Returns are only available on shipments delivered within the last 60 days. A 25% (min.) restocking fee will be deducted from any credit due. Customer is responsible for all packaging & shipping charges. Credit is based on condition of items upon return. All returns must be in unused and merchantable condition. GameTime reserves the right to deduct costs associated with restoring returned goods to merchantable condition. Uprights & custom products cannot be returned.
- **TAXES:** Sales tax is shown as a separate line item when included. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.

INSTALLATION CONDITIONS:

- **ACCESS:** Site should be clear, level and allow for unrestricted access of trucks and machinery.
- **STORAGE:** Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. Once equipment has delivered to the site, the owner is responsible should theft or vandalism occur unless other arrangements are made and noted on the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only. Customer shall be responsible for unknown conditions such as buried utilities (public & private), tree stumps, rock, or any concealed materials or conditions that may result in additional labor or materials cost.
- **UTILITIES:** Installer will contact Miss Utility to locate all public utilities prior to layout and excavation of any footer holes. Owner is responsible for locating any private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise noted. Price includes ONLY what is stated in this quotation. If additional site work or specialized equipment is required, pricing is subject to change.

GameTime Division
PlayCore Wisconsin, Inc.
150 PlayCore Drive SE
Fort Payne, Alabama 35967
Telephone: 800.235.2440

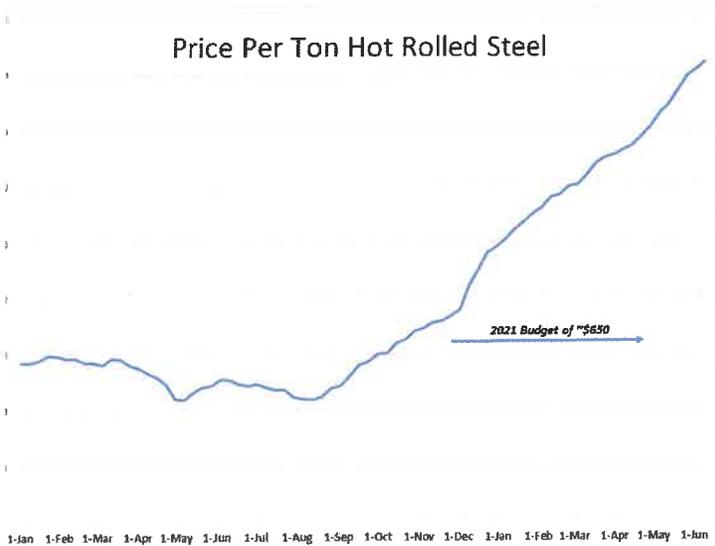


Dear Valued Customer:

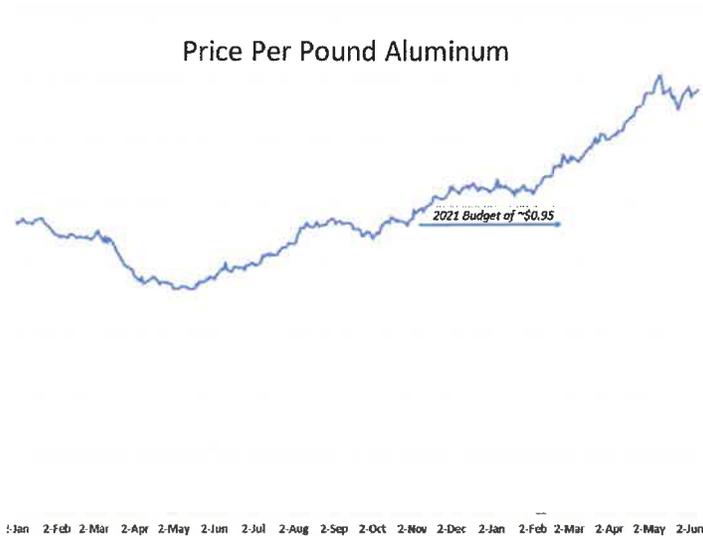
While we remain committed to effectively managing our product pricing to the best of our ability, we continue to experience unprecedented volatility in commodity prices with COVID-19 related production slowdowns and capacity challenges our raw material suppliers are facing, as depicted in the following summary. Due to the dramatic impact of these increases, it has become necessary for GameTime to implement an additional material surcharge effective for orders submitted on or after July 12th, 2021.

Along with our local representatives, we will ensure your projects continue to meet the best-in-class product quality and service you expect from GameTime. We will monitor market conditions closely and communicate with you to ensure your projects provide exceptional value to the communities you serve.

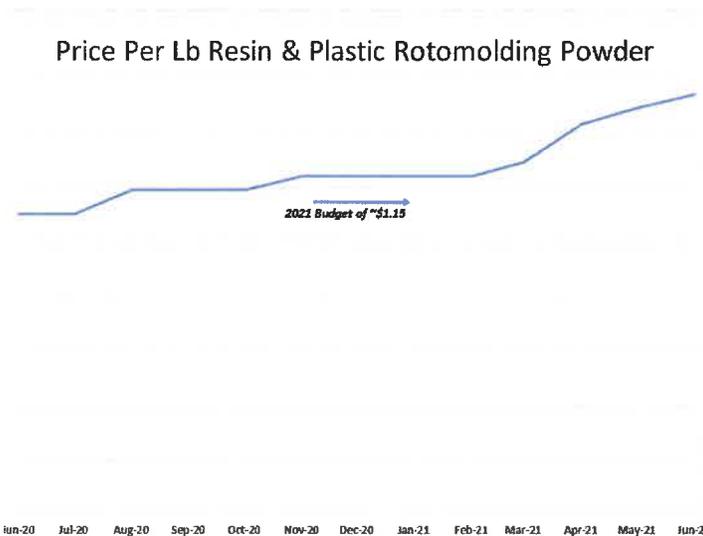
Thank you for partnering with us to build communities and enrich lives through play and recreation. We are grateful for your continued resilience and commitment to creating playful places for all ages and abilities. If you have any questions or a project you would like to discuss, please contact your local GameTime representative at 800-235-2440.



- Suppliers idled furnaces in 2020, pushing inventories to scarce levels
- 2021 demand returning at a rate faster than supply
- Many suppliers continue facing challenges with ramping up production due to COVID-19 related restrictions
- YOY cost increases exceeding 275%



- Strong exports to Asia in 2020 depleted U.S. inventories
- Continued strength in export market and increased demand in U.S. manufacturing resulting in supply chain difficulty
- YOY cost increases exceeding 65%



- Most active Atlantic hurricane season on record caused suppliers to idle production
- Many suppliers implementing 50% material allocation to primary buyers in attempt to catch up to normal production and inventory levels
- YOY cost increase exceeding 35%



S. Spencer Cheak
 GameTime President
 150 PlayCore Drive S.E.
 Fort Payne, AL 35967

GameTime is a leading US manufacturer of commercial playgrounds, custom play spaces and outdoor fitness equipment. Our products combine play research with thoughtful design to create award-winning playgrounds for people of all abilities. Since 1929 we have partnered with local and national advocates for play to build healthy, active communities for this generation and the next. Find out more about our mission of enriching the lives of children and families through play at www.gametime.com.



MENU

REGISTER



GameTime
Playground Solutions

Click to expand menu ▾

U.S. Communities and National IPA, both wholly-owned subsidiaries of OMNIA Partners, have come together as OMNIA Partners, Public Sector. All public sector participants already registered with National IPA or U.S. Communities continue to have access to all contracts, with certain exceptions, in the portfolio and do not need to re-register to use a legacy National IPA, legacy U.S. Communities, or new OMNIA Partners contract. U.S. Communities and National IPA remain separate legal entities and lead agency contracts completed under each brand are effective and available for use through the contract’s approved term. In the event we believe re-registration is necessary for any reason, OMNIA Partners will let you know.

Playground and Outdoor Fitness Equipment, Site Accessories, Surfacing, and Related Products and Services

City of Charlotte, NC

Contract Number: 2017001134

July 1, 2017 through June 30, 2022

Option to renew for two (2) additional two-year periods through June 30, 2026

Executive Summary

- Uniform Guidance
- Due Diligence

Master Agreement Documents

- GameTime Contract 2017001134
- Contract Amendment 1
- Contract Amendment 2
- Contract Amendment 3
- Contract Amendment 4
- Contract Amendment 5
- Contract Amendment 6
- Contract Amendment 7
- Contract Amendment 8
- Contract Amendment 9
- Contract Amendment 10

Solicitation Process

- RFP Playground Equipment 269-2017-028
- RFP 269-2017-028 Addendum 1
- RFP 269-2017-028 Addendum 2
- RFP 269-2017-028 Addendum 3
- RFP 269-2017-028 Postings Document

**REQUEST CONTRACT
INFORMATION**

Click to Download

Best Price. No Hassles.
Guaranteed.

GameTime was awarded the OMNIA Partners, Public Sector Playground Equipment and Solutions Contract through a competitive bid process by Lead Public Agency City of Charlotte/Hicklory County, North Carolina.

GameTime
PLAYCORE

OMNIA
PARTNERS
CHATEAUX IPA

Contact Information

Tyler McCall

Senior Manager, Strategic Partnerships

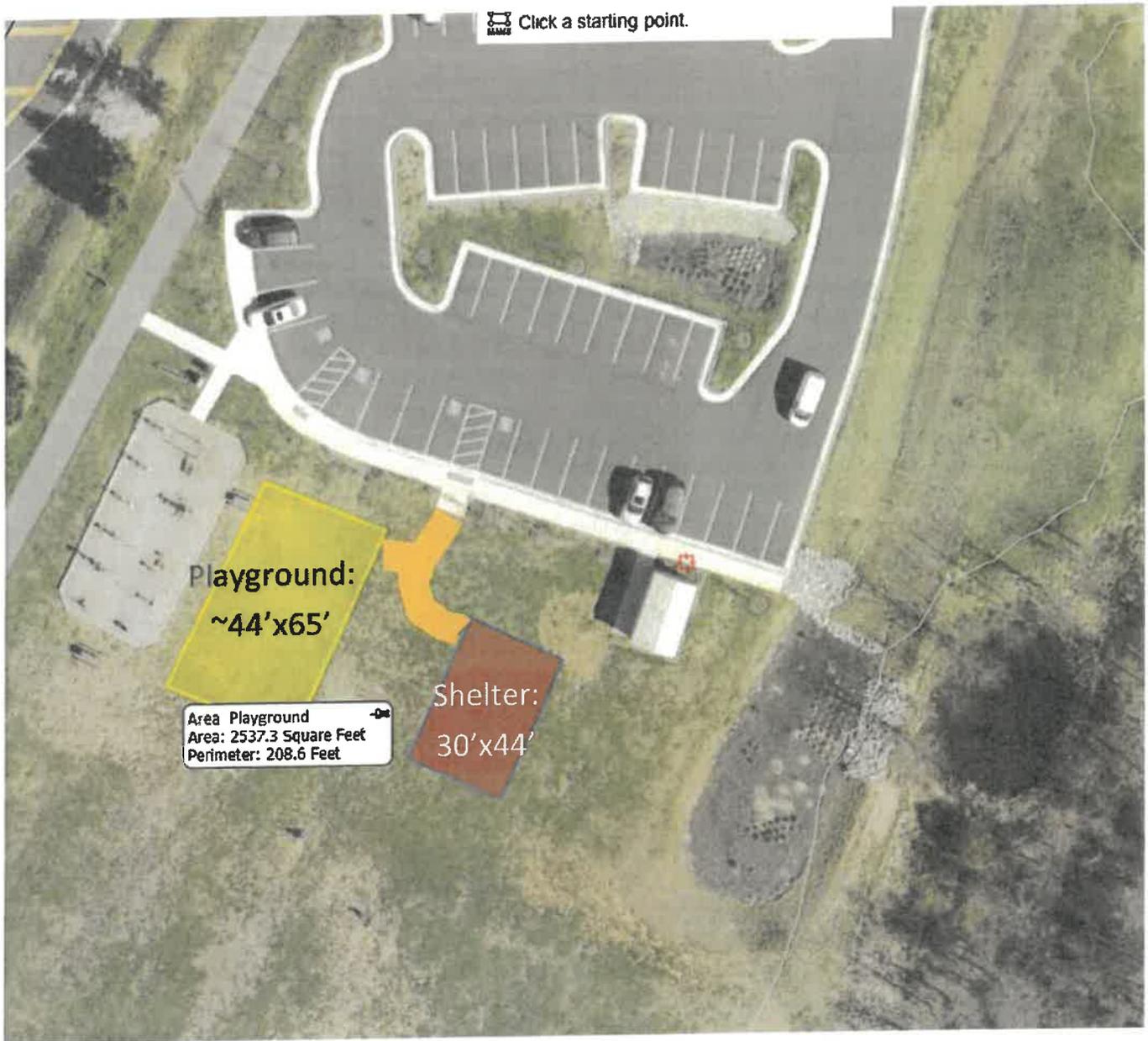
GameTime/PlayCore

Mobile: (704)776-3193

tyler.mccall@gametime.com

www.gametime.com

SHERANDO PARK: WARRIOR DRIVE ENTRANCE PARKING AREA



Sherando Park: Warrior Drive entrance. Existing outdoor gym and restroom. Planned playground and shelter as shown. 5' concrete sidewalk to be included approximately as shown. For sidewalk, approximately 9cy of concrete per facility to be included, (18cy total).



Sherando Park Stephens City, VA

Design • Build • PLAY!



www.cunninghamrec.com

800.438.2780

Table 1 - 2021-2026 Capital Improvement Plan Requests											
Contribution Per Fiscal Year											
	Projects - Ranked by Department	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026+	Long Range Comprehensive Plan Projects	County Contributions	Notes	Total Project Costs
Department		Ensuing Fiscal Year	Year 2	Year 3	Year 4	Year 5	Beyond Year 6+				
Public Schools											
	Indian Hollow Elementary School Renovation	\$5,800,000	\$3,800,000	\$2,400,000							
	James Wood High School Additions/Renovations	\$3,600,000	\$30,000,000	\$20,000,000	\$20,000,000				\$12,000,000		\$12,000,000
	Armel Elementary School Renovation/Expansion	\$8,100,000	\$5,400,000	\$2,600,000					\$73,600,000		\$73,600,000
	School Board Office IT Addition		\$4,800,000	\$1,600,000					\$16,100,000		\$16,100,000
	Fourth High School			\$35,300,000	\$23,500,000	\$23,500,000	\$11,700,000		\$6,400,000		\$6,400,000
	Sherando High School Renovation/Expansion								\$94,400,000		\$94,400,000
	Apple Pie Ridge Elementary School Phase 2 Renovation										TBD
											TBD
	Total	\$17,900,000	\$44,000,000	\$61,900,000	\$43,500,000	\$23,500,000	\$11,700,000		\$202,500,000		\$202,100,000
Parks & Recreation											
	Abrams Creek Greenway Trail Recreation Center	\$479,985	\$508,915	\$1,210,000				\$1,630,000	\$3,828,900		\$3,828,900
	Old Charlestown Road Park	\$3,400,000	\$850,000	\$9,250,000					\$9,900,000		\$9,900,000
	Indoor Aquatic Facility	\$835,000	\$12,000,000						\$3,400,000		\$3,400,000
	Jordan Springs Elementary Gym Addition	\$75,000	\$1,325,000						\$12,835,000		\$12,835,000
	Water Slide/Sprayground		\$1,030,000						\$1,400,000		\$1,400,000
Sherando	Sherando Park Area 1 Rec Access Phase 2	\$100,000	\$1,315,000						\$1,030,000		\$1,030,000
Clearbrook	Clearbrook Park Development	\$220,000	\$200,000						\$1,415,000		\$1,415,000
Sherando	Sherando Park Softball Complex	\$115,000	\$1,625,000						\$420,000		\$420,000
Sherando	Sherando Park Area 3 Development		\$110,000	\$2,350,000					\$1,740,000		\$1,740,000
	Playground Replacement		\$350,000	\$300,000	\$150,000	\$250,000			\$2,460,000		\$2,460,000
Sherando	Sherando Ballfield Light Replacement		\$945,000						\$1,050,000		\$1,050,000
	Community Parks			\$1,040,000	\$1,154,000				\$945,000		\$945,000
	Neighborhood Parks			\$293,000	\$600,000				\$2,194,000		\$2,194,000
	Regional Parks					\$5,400,000	\$4,110,000	\$4,131,000	\$5,024,000		\$5,024,000
Sherando	South Sherando Park Development						\$2,465,000	\$6,320,000	\$15,830,000		\$15,830,000
	National Guard Armory Gym Addition				\$630,000				\$2,465,000		\$2,465,000
	Fleet Trip Vehicles								\$630,000		\$630,000
Sherando	SH Park Area 1 and 2 Development				\$3,450,000			\$340,000	\$340,000		\$340,000
	Indoor Ice Rink							\$6,930,000	\$6,930,000		\$6,930,000
	Total	\$5,224,985	\$20,958,915	\$14,443,000	\$5,184,000	\$9,650,000	\$6,575,000	\$17,721,000	\$77,286,900		\$77,286,900
Regional Library											
	Galnesboro Library	\$155,023	\$1,340,000	\$225,736	\$128,275				\$1,849,034		\$1,849,034
	Senseny/Greenwood Library								TBD		TBD
	522 South Library								TBD		TBD
	Total	\$155,023	\$1,340,000	\$225,736	\$128,275	\$0	\$0		\$1,849,034		\$1,849,034
County Administration											
	Gore Convenience Site Expansion	\$750,000							\$750,000	E	\$750,000
	Double Toll Gate Convenience Site		\$35,000	\$550,000					\$585,000		\$585,000
	County Office Annex (Sunnyside)						TBD	TBD			TBD
	General Government Capital Expenditures	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000			\$1,000,000	E	\$1,000,000
	County/School Board Administration Building						TBD	TBD		E	TBD
	Joint Judicial Center New Facility						TBD	TBD			TBD
	Total	\$950,000	\$235,000	\$750,000	\$200,000	\$200,000	\$0		\$2,335,000		\$2,335,000



MEMO

To: Finance Committee
From: Jason Robertson, Director
Subject: Proffer Request, Pickleball Courts at Clearbrook Park
Date: November 30, 2021

The Frederick County Parks and Recreation Commission is requesting Parks and Recreation proffer funds for the installation of Pickleball Courts at Clearbrook Park. Information requested in the Frederick County Proffer Policy (Attachment 1) is provided below.

1. Amount of funds requested: \$95,000
2. Total project cost:
 - a. The project cost will not exceed \$95,000. Staff has received quotes from vendors it has worked with in the past on similar projects. Current estimates put construction and bonding costs around \$81,000 (Attachment 2), a design allocation and contingency (rock, material cost changes, etc.) makes up the remainder of the \$95,000 request. Obtaining the required number of quotes for construction is planned after an allocation to allow staff to meet the expiration date of quotes received. Any unused funds will be returned to the Parks and Recreation proffer account.
3. Detailed description of the project:
 - a. The pickleball court concept consists of three courts and an access path from the existing parking lot near the pool. Consistent with the Clearbrook Park Master Plan, the proposed area is to the east of the park entrance, in the open space between the entrance road and the Carmeuse quarry property. A location map is attached (Attachment 3). The proposed court complex will be visible to park visitors, encouraging use of the courts. The programming potential for the pickleball facility includes lessons, league and open play. Pickleball is currently the fastest growing sport by participation in the United States and while enjoyed by all age groups, is particularly popular among those older than 50. Examples of what a pickleball complex looks like is provided in the attached images (Attachment 4).
 - b. Population increases in the service area of Clearbrook Park is driving the need for park development such as this pickleball court complex. Proffer contributing developments in the Clearbrook Park service area include Redbud Run, Lynnehaven, Snowden Bridge, South Hills, Sovereign Village, and Butcher/Steeplechase.

4. Project listed on the County's Capital Improvement Plan (CIP)
 - a. The development of Clearbrook Park is consistent with the Clearbrook Park Master Plan and is included on the County CIP (Attachment 5).

The Parks and Recreation Proffer balance is \$472,771 as of October 31, 2021.

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

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.)

EST. 1945

ATC
C O R P

FORMERLY AMERICAN TENNIS COURTS

CERTIFIED MINORITY BUSINESS ENTERPRISE

TO: Frederick County Park and Rec

DATE: 11/29/2021

ATTN: Mr. Jon Turkel

EMAIL:

FROM: Nick Rouhana

RE: Pickleball Court Color Coating at Frederick County Park – Pickleball Court Options

TOTAL NUMBER OF PAGES (Including Cover Sheet): 4

Mr. Turkel:

We are pleased to submit the following alternate proposals, to perform the work specified therein, at the above referenced project.

ALTERNATE 1: Two (2) Pickleball Courts

- A) Furnish and install (4) concrete net post foundations. Foundations shall be 3'x3'x3' in depth, and bell-shaped at the bottom. Ground sleeves shall be constructed of a schedule 40 PVC pipe and fitted with an airtight cannon plug to prevent concrete seepage into the sleeve.
- B) Furnish and install (2) center tie down anchor(s) shall be a "SureGrip" heavy duty tie down anchor set into a concrete foundation 12" x 12" x 12".
- C) Furnish and install one (1) coat of **PREMIER COATINGS®** Acrylic Resurfacer on court.
- D) Furnish and install three (3) coats of **PREMIER COATINGS®** Acrylic Color Sealer, the 100% acrylic color-in-depth surfacing system in the color(s) of your choice, on court.
- E) Layout and line Pickleball courts.
- F) Furnish and install (2) Douglas net posts.
- G) Furnish and install (2) Douglas nets.

ALTERNATE 1 PRICE: \$24,750.00.

ALTERNATE 2: Three (3) Pickleball Courts

- A) Furnish and install (6) concrete net post foundations. Foundations shall be 3'x3'x3' in depth, and bell-shaped at the bottom. Ground sleeves shall be constructed of a schedule 40 PVC pipe and fitted with an airtight cannon plug to prevent concrete seepage into the sleeve.
- B) Furnish and install (3) center tie down anchor(s) shall be a "SureGrip" heavy duty tie down anchor set into a concrete foundation 12" x 12" x 12".
- C) Furnish and install one (1) coat of **PREMIER COATINGS®** Acrylic Resurfacer on court.
- D) Furnish and install three (3) coats of **PREMIER COATINGS®** Acrylic Color Sealer, the 100% acrylic color-in-depth surfacing system in the color(s) of your choice, on court.
- E) Layout and line Pickleball courts.
- F) Furnish and install (3) Douglas net posts.
- A) Furnish and install (3) Douglas nets.

ALTERNATE 2 PRICE: \$33,275.00.

NOTE: ABOVE PRICING IS BASED ON NEWLY PAVED AND CLEAN ASPHALT SURFACE READY FOR COATING APPLICATION. PATCHING AND CLEANING ARE EXCLUDED FROM SCOPE OF WORK.

CONDITIONS

Permits, if necessary, to be obtained by and paid for by others. ATC CORP will be using heavy trucks and equipment to perform the work set forth in this proposal. Proper access to be provided by Customer, or Customer's representative. ATC CORP, is not responsible and Customer agrees to hold ATC CORP, harmless for all damage(s) incurred by mobilization through provided access, and to any unavoidable disturbance to the area adjacent to the work (or access route), unless specifically provided for in this contract. Landscaping, seeding, sodding, or topsoil not included in base bid. The cost to repair any unforeseen failure of the existing sub-base, base, surface or fence system that is encountered during the execution of this contract will be charged to the Customer on a time plus materials basis. Vegetative growth on and around track area is to be treated with herbicide and/or removed by others, prior to commencement of work. The cost of the removal and or treatment of such vegetative growth shall be paid for by others. Quoted price is based upon the paving being delivered to ATC CORP, in acceptable condition, and does not include any patching or cleaning. If any patching or cleaning is required, this will entail an extra charge to be agreed upon by Customer and ATC CORP. Due to the temperature and climatic conditions, the surface may not be installed when the ambient temperature is less than 55 degrees Fahrenheit, or when rain is imminent. Quoted price is based upon performing the proposed scope of work in a single mobilization. Any additional mobilization(s) that are required due to any negligence, oversight, or misrepresentation by the Customer (or Customer's representative) or due to events beyond the control of ATC CORP, shall result in an additional charge to be paid by the Customer. This additional charge will be computed, and subsequently authorized by the Customer (or Customer's representative) prior to any re-mobilization. Customer will be responsible for prohibiting access on the track and events by general public, animals, wildlife, employees, school personnel and others during performance



When Details Matter

Lump Sum Proposal

CLIENT: Frederick County Parks & Recreation
Jon Turkel – Assistant Director

EMAIL: jturkel@fcva.us

PHONE: 540-722-8300

PLANS DATED:

PROPOSAL DATE: 10/21/2021

PREPARED BY: Jeff Hutzler

JOB NAME: Asphalt Pickle Ball Court and Access at Clearbrook Park

PROJECT DESCRIPTION

Please find listed below Carroll Construction Co.’s budget price for installing an asphalt pickle ball court and access at Clearbrook Park.

SCOPE OF WORK

Asphalt Paving

- Excavation of sod and topsoil to 6” over 700 square yards
- Fine grading of 700 square yards
- Installation of an average of 12” dirty tailings subbase stone over 500 square yards
- Installation of 5” of VA #21A base stone over 700 square yards
- Installation of 2” of (compacted thickness) of SM-9.5AL bituminous concrete over 665 square yards

WE QUOTE A LUMP SUM BID PRICE OF

\$31,850.00

Jonathan Turkel

From: Jeff Hutzler <jhutzler@carrollcon.com>
Sent: Monday, November 29, 2021 5:01 PM
To: Jonathan Turkel
Subject: '[External]'RE: '[External]'RE: '[External]'RE: '[External]'Proposal for Clearbrook Park

Jon,
I believe our bond rate is 2% but, in my experience, Whenever I have bid a project such as this, there is typically a 5% bid bond required. So, you may want to ask around your office regarding that..?

Have a Good Evening,
Jeff

From: Jonathan Turkel <jturkel@fcva.us>
Sent: Monday, November 29, 2021 3:31 PM
To: Jeff Hutzler <jhutzler@carrollcon.com>
Subject: RE: '[External]'RE: '[External]'RE: '[External]'Proposal for Clearbrook Park

This is great. I did just find out we now require performance and payment bonds for construction projects and this is one. Can you let me know about what your fee for bonding this would be?

From: Jeff Hutzler <jhutzler@carrollcon.com>
Sent: Monday, November 29, 2021 3:30 PM
To: Jonathan Turkel <jturkel@fcva.us>
Subject: '[External]'RE: '[External]'RE: '[External]'Proposal for Clearbrook Park

Hey Jon,
I think your estimated figure would be good. I would suggest leaning toward the high side of it but, I believe somewhere around \$12,500.00 would be a safe estimate for adding the extra area.
Asphalt prices have stayed in line pretty well throughout the 2021 season and although, No one knows what might happen next season, It is a fairly small paving project that would only take 100-120 tons of asphalt so, even if the price goes up \$5.00 per ton, You are only looking at a \$500.00 increase which seems reasonable to me based on the monetary figure for the project.

Please let me know if you need anything else, Otherwise I will watch for the formal ITB to come out.

Best Regards,
Jeff

From: Jonathan Turkel <jturkel@fcva.us>
Sent: Monday, November 29, 2021 12:41 PM
To: Jeff Hutzler <jhutzler@carrollcon.com>
Subject: RE: '[External]'RE: '[External]'Proposal for Clearbrook Park

Jeff,
I appreciate you getting back to me. While I do need the numbers sooner, I don't need a commitment quote at this point. Hopefully I can save some time with what I've done below. I've done some rough figuring based on the numbers you previously sent out – if you can let me know if I'm in a reasonable range then I can work with that for budgeting

purposes at this point. Once we get funds allocated we'll have to go through our legally required procurement – probably 4 quotes for this project. Then I will need a formal quote.

Here is my figuring:

Current quote (attached):	\$31,850
Area in Trail:	27%
Area in Courts:	73% = \$23,288
Need 1 more court:	= \$11,644 (50% of current 2 court area)

Would it be safe to assume \$10,000-\$15,000 more for the 3rd court? Also, for budget contingency purposes, can you tell me how stable/volatile asphalt costs are?

Thanks,
Jon

From: Jeff Hutzler <jhutzler@carrollcon.com>
Sent: Monday, November 29, 2021 11:14 AM
To: Jonathan Turkel <jturkel@fcva.us>
Subject: '[External]'RE: '[External]'Proposal for Clearbrook Park

Hello Jon,

I was out of the office all of last week and just returned this morning to find your email request along with several others. I will be glad to get you a revised price but, I have some others with deadlines that need my attention sooner. Can you tell me when you need the pricing by ?
(I am not sure that I can get it to you this week...)

Please Advise,

Thanks,
Jeff

From: Jonathan Turkel <jturkel@fcva.us>
Sent: Wednesday, November 24, 2021 9:30 AM
To: Lorre Duncan <lduncan@carrollcon.com>; Jeff Hutzler <jhutzler@carrollcon.com>
Subject: FW: '[External]'Proposal for Clearbrook Park

Hello Jeff,

I appreciate you sending over the previous quote. As we've reflected on the project, there is interest in going for 3 courts instead of 2. The pad we had you quote earlier was for two. I've attached your quote and an updated image showing the new dimensions of the desired pad: 102' x 64'. The trail section would remain the same. Could you send over a new quote with the increased pad size?

Let me know if you have any questions.

Thanks,
Jon

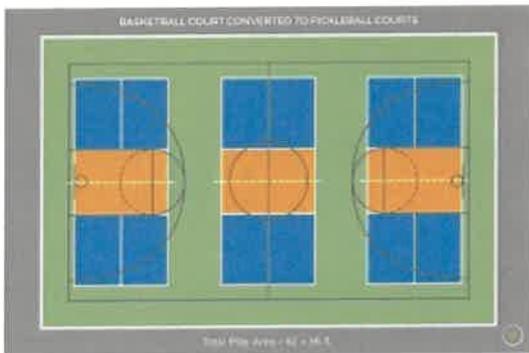
From: Lorre Duncan <lduncan@carrollcon.com>
Sent: Thursday, October 21, 2021 11:45 AM
To: Jonathan Turkel <jturkel@fcva.us>
Subject: '[External]'Proposal for Clearbrook Park

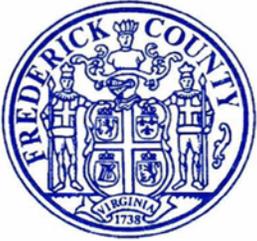


Pickleball court layout and example:



3 courts layout





MEMORANDUM

TO: Cheryl Shiffler, Director of Finance

FROM: Joe C. Wilder, Director of Public Works [REDACTED]

SUBJECT: Supplemental Appropriation Request

DATE: December 1, 2021

At the November 30, 2021, Public Works Committee Meeting the committee unanimously approved a supplemental appropriation request for the Animal Shelter. The shelter is requesting funding in the amount of \$1,501.54 be appropriated to line item 10-4305-3001-00 Professional Health Services from 3-10-1904-14 restitution fund. This amount represents funding received from various court cases.

(Attachment 1)

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

JCW/kco

Attachments: as stated

cc: file

c.s. 9/24/21; 10/14/21; 11/8/21

FREDERICK COUNTY - ANIMAL SHELTER

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

MEMORANDUM

TO: Joe Wilder, Director of Public Works

FROM: Kathy Whetzel, Shelter Manager

SUBJECT: Supplemental Appropriation Request
Court Case Restitution – Professional Health Services

DATE: 11/19/21

The shelter is requesting funding in the amount of \$1501.54 be appropriated to line item 010-04305-3001-00 Professional Health Services from 10DR 3-010-019040-0014 restitution fund in FY22. This amount represents funding received from court ordered restitution in the following cases: Donovan case \$1,460; Hall case \$7.69 and \$33.85. Restitution is from court cases in 2020.

Please contact me if you have any questions.

KMW:hag

Memo

To: Finance Committee/Cheryl Shiffler
From: Delsie D. Jobe
CC: Tamara Green, Director
Date: January 14, 2022
Re: FY 2022 General Fund Supplemental Appropriation Request

Department of Social Services is requesting a general fund supplemental appropriation in the amount of \$13,336.00 for an auto claim dated October 28, 2021.

We wish to have this funding within our budget to pay the to the auto repair vendor for expenses and to help fund cost of replacement vehicle.

Thank you for your consideration.


Delsie D. Jobe, Administrative Services Manager

4-010-053160-8005-000-000
c.s. 11/17/21; 12/27/21



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: Frederick County Finance Committee

From: Rich Venskoske 

Subject: Supplemental Budget Request for the Redistricting of Frederick County

Date: Thursday, December 16, 2021

The Director of Elections requests to be placed on the Fredrick County Finance Committee Agenda for the Wednesday, January 19, 2022, meeting. The purpose of this request is to seek approval of the Supplemental Budget Request for the furnishing of seven new precincts and new voter letters for approximately 66,000 voters.

The amount of the Supplemental Budget Request is \$150,000. This amount will cover the additional expenses needed to purchase additional voting equipment, postage, and etc.

This Supplemental Budget Request is to be done from the 2021 – 2022 Budget year.

2021/2022 Redistricting

Supplemental Budget Request

Line Item Budget requests

13010 - Electoral Board

1003-000	Part time/Extra help	\$5,000
3007-000	Advertising	\$4,000
5204-000	Postage	\$38,500
5401-000	Office Supplies	\$30,500
8001-000	Election Equipment	\$77,000

Total **\$150,000**



COUNTY of FREDERICK

Jay E. Tibbs

Deputy County Administrator

540/665-6382

Fax: 540/667-0370

E-mail: jtibbs@fcva.us

TO: Finance Committee
FROM: Jay E. Tibbs, Deputy County Administrator
DATE: January 13, 2022
RE: Appropriation of Insurance Claim

This is a request for a General Fund supplemental appropriation in the amount of \$41,351.14. This amount represents a payment of a property damage claim due to damage from lightning that occurred on July 17, 2021. The insurance reimbursement is for the following:

1. Replace material for the fire panel at 107 N. Kent Street - \$22,700.97
2. Replace Labor for fire panel at 107 N. Kent Street – \$13,000.00
3. Replace Server at 107 N. Kent Street - \$3,755.00
4. Replace Fire Station Alarm Ssystem at Round Hill Fire Hall - \$2,895.17

We respectfully request approval of this appropriation so we can complete the project necessary repairs.

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

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 6, 2021
SUBJECT : Insurance Reimbursement

The Frederick County Sheriff's Office has received a check from VACoRP in the amount of \$3,584.42 for auto claim dated May 16, 2021. This amount was posted to 3-010-018990-0001

We are requesting this amount to be appropriated to our vehicle maintenance line item 31020-3004-000-002. This amount will go towards repairs.



LWIM/adc

c.s. 11/22/21



VACORP

Fredrick County
Frederick County
Frederick County
Frederick County

September 15, 2021

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

VA Association of Counties Group Self-Insurance Risk Pool
Participant: Frederick County
Claim Number: 0342021279485
Date of Loss: 05/04/2021
Vehicle: 2016 Ford Taurus
VIN: [REDACTED] 8293

Dear Jennifer,

Enclosed please find a VACORP property damage check in the amount of \$3,584.42 for the repairs to the above referenced vehicle.

This amount is based on submitted supplement invoices from S&S Appraisal Services, LLC and Signs@Work, Inc.. for repair cost estimates in the amount of \$3,199.42 + \$385.00 = \$3,584.42.

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

Sincerely,

[REDACTED]
Justin Shelor
Claims Associate

Enclosed: check

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 : DEA Federal Reimbursements
DATE : December 3, 2021

Frederick County Sheriff's Office has received reimbursements from the DEA totaling \$16,114.84. This amount has been posted to 3-010-033010-0025.

We are requesting the total amount to be appropriated in our overtime line item 4-010-031020-1005-000-000.

Thank you



LWM

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 : Federal Forfeited Reimbursements
DATE : December 3, 2021

Frederick County Sheriff's Office has received reimbursements from the Secret Services totaling \$5,206.30 this amount has been posted to 3-010-033010-0025.

We are requesting these amounts to be appropriated in the following line items

\$ 846.30 - 4-010-031020-1005-000-000 (Overtime)

\$4,360.00 – 4-010-031020-5401-000-000 (Office Supplies)

Thank you,



LWM/adc

c.s. 9/2/21; 11/29/21

Cellebrite, Inc.

7 Campus Drive
Suite 210
Parsippany NJ 07054
United States
Tel: +1 201 848 8552
Fax: +1 201 848 9982
Tax ID #: 22-3770059
DUN #: 033095568



Cellebrite

Digital intelligence
for a safer world

Invoice

Invoice #: INVUS233705
Date: 09/10/2021
Sales Order #SOUS76151

31020-5401-000-005

Bill To

Frederick County Sheriff's Office
1080 Coverstone Drive
Winchester Virginia 22602
United States



Ship To

Frederick County Sheriff's Office
1080 Coverstone Drive
Winchester VA 22602
United States



End Customer: Frederick County Sheriff's Office

Fulfillment #ITF124967

PO #	Shipping Method	Ship Date	Terms	Freight term	Currency
Q-203051	UPS	09/10/2021	Net 30	DAP	USD

Item	Quantity	Period Start Date	Period End Date	Unit Price	Ext. Price
S-UFD-15-088 UFED Cloud Full Analyzer Subscription	1	09/11/2021	09/25/2022	4,200.00	4,200.00
F-KAS-00-001 UFED Dongle Kit	1			75.00	75.00

Subtotal	\$4,275.00
Shipping and Handling	\$85.00
Total	\$4,360.00
Amount Due	\$0.00

Item	Serial Numbers
S-UFD-15-088 UFED Cloud Full Analyzer Subscription	
F-KAS-00-001 UFED Dongle Kit	83908362

Order Creator: Judline Tumson



Revised 12/98

The Department of the Treasury
LOCAL, COUNTY, AND STATE LAW ENFORCEMENT AGENCY
REQUEST FOR REIMBURSEMENT OF JOINT OPERATIONS EXPENSES

TO: _____ ATF _____ CUSTOMS _____ IRS _____ X SECRET SERVICE
OCDETF CASE YES NO
OCDETF CASE # _____ TFF TRACKING NUMBER

NAME OF AGENCY: Frederick County Sheriff's Office TAX ID NUMBER: V00301675F
ADDRESS: 1080 Coverstone Drive Winchester, VA. 22601
CONTACT PERSON: _____ TELEPHONE NO: (540) 504-6555

DATES FOR WHICH THE REIMBURSEMENT IS REQUESTED: FROM: 09/10/2021 TO: 09/10/2021

OVERTIME EXPENSES

Table with 5 columns: NAME OF OFFICER, TITLE, HOURS WORKED, HOURLY RATE, TOTAL. Multiple rows with \$0.00 in the TOTAL column.

TOTAL OVERTIME AMOUNT REQUESTED

\$0.00

TOTAL NUMBER OF REGULAR HOURS WORKED DURING THIS BILLING PERIOD(S) ON CASES WHICH OVERTIME WAS REQUESTED BY THE OFFICERS LISTED ABOVE. 0.00 HOURS

OTHER EXPENSES

Table with 2 columns: PURPOSE AND OR TYPE OF EXPENSE, TOTAL. Row: Cellebrite, \$4,360.00

TOTAL OTHER EXPENSE REQUESTED \$4,360.00

TOTAL REIMBURSEMENT REQUESTED \$4,360.00

certify that the information provided above is accurate and represents actual costs incurred by this agency

_____, 09/13/2021

(Requesting Agency) NAME TITLE SIGNATURE DATE

TREASURY AGENT REVIEW SIGNATURE DATE

BOAF APPROVAL DATE BOAF APPROVAL DATE

NOTE: OCDETF CASES - A COPY OF THIS DOCUMENT SHALL BE SENT TO THE AGENCY CORE CITY COORDINATOR

**The Department of the Treasury
 LOCAL, COUNTY, AND STATE LAW ENFORCEMENT AGENCY
 REQUEST FOR REIMBURSEMENT OF JOINT OPERATION EXPENSES**

TO: ATF IRS USCS USSS **TFF TRACKING NUMBER**
 2-21-68-2355

NAME OF AGENCY: Frederick County Sheriff's Office **OCDETF CASE:** YES NO
ADDRESS: 1080 Coverstone Drive **OCDETF CASE #:**
 Winchester, VA 22602 **TAX**

CONTACT PERSON: [REDACTED] **IDENTIFICATION #:** 54-6001290
TELEPHONE #: 540-504-6508

DATES FOR WHICH THIS REIMBURSEMENT IS REQUESTED: FROM: 07/01/2021 TO: 07/31/2021

OVERTIME EXPENSES

NAMES OF OFFICERS	TITLE(S)	# OF HOURS	COST PER HOUR	TOTAL: \$
[REDACTED]	Sergeant	14.00	\$60.45	\$846.30
Page 1 Sub Total				
TOTAL OVERTIME REQUESTED:				\$846.30

TOTAL NUMBER OF REGULAR HOURS WORKED DURING THIS BILLING PERIOD ON CASES FOR WHICH OVERTIME WAS REQUESTED BY THE OFFICERS LISTED ABOVE: 160 HOURS

OTHER EXPENSES

PURPOSE AND OR TYPE OF EXPENSES	COST (\$)	
TOTAL OTHER EXPENSE AMOUNT REQUESTED:		\$0.00
TOTAL AMOUNT REIMBURSEMENT REQUESTED		\$846.30

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE OR AS ATTACHED HERETO IS/ARE ACCURATE AND REPRESENT ACTUAL COSTS INCURRED BY THIS AGENCY FOR PROVIDING RESOURCES TO THE TREASURY LAW ENFORCEMENT AGENCY.

Lenny Millholland **Sheriff** [REDACTED] **08/05/2021**
 NAME TITLE/HEAD OF AGENCY SIGNATURE DATE

CERTIFIED BY: _____
 NAME/TITLE/SIGNATURE OF TREASURY LAW ENFORCEMENT AGENCY PRINCIPAL FIELD OFFICE

TFF REVIEW: _____ DATE: _____

NOTE: OCDETF CASES - A copy of this document shall be sent to the Agency Core City Coordinator

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 – Donation
DATE : January 11, 2022

We are requesting the donations received and posted to 3-010-018990-0006 (10CR) to be appropriated in the improvements other than buildings budget line 4-010-031020-8900-000-000.

\$200.00 – Mr. & Mrs. Blankenship
\$500.00 – Lake Frederick Marines
\$200.00 – Joan Henry
Total - \$900.00

This amount will go towards the building we would like to purchase that will be located at the impound lot.

Thank you,

LWM/adc

CAROLYN L. BLANKENSHIP OR
ROBERT BLANKENSHIP

65-270/559

2062

Date 12/10/2021

Pay to the order of FREDERICK COUNTY SHERIFF

\$ 200.00

TWO HUNDRED & 00/100

Dollars

ACH RT 061000104

Memo DONATION

2062

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

LAKE FREDERICK MARINES

179

68-7497/2560

DATE DEC 6, 2021

PAY TO THE ORDER OF FREDERICK COUNTY SHERIFF'S OFFICE

\$ 500.00

FIVE HUNDRED AND 00/100

DOLLARS

CREDIT CARD FOR RANGE

2486
68-426/514

JOAN E HENRY

[Redacted]

4/06/2021
Date

Pay to the Order of Frederick County Sheriff's Dept \$ 200.00
Two hundred and no/100 Dollars

Photo Safe
Details on back

[Redacted]

[Redacted]

For [Redacted] 2486

GUARDIAN SAFETY YELLOW

Horizontal Cloture

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 : Recycling of Scrap Metal
DATE : January 11, 2022

The Frederick County Sheriff's Office had collected scrap metal (steel, aluminum, and copper) from the impound lot. We've received two payments totaling \$3,784.29 from Auto Recyclers LLC. This amount has been posted to 3-010-018990-0001

We are requesting the total amount to be appropriated in our police supplies line item 4-010-031020-5409-000-000. This amount will go towards supplies for the fire range

Thank you

[REDACTED]

LWM

c.s. 12/17/21

BUDGET TRANSFERS DECEMBER 2021							
DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
1/6/2022	LITTER CONTROL GRANT	COVER OVERTIME CHARGES	4205	1005	000	000	436.00
	LITTER CONTROL GRANT		4205	4003	000	002	(436.00)
1/6/2022	PUBLIC SAFETY COMMUNICATIONS	COVER SALARY FOR REMAINDER OF YEAR	3506	1001	000	003	(5,000.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	004	(5,000.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	008	(10,000.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	012	(5,000.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	012	(93.35)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	012	(58.13)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	018	58.13
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	019	5,000.00
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	019	5,000.00
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	019	10,000.00
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	019	5,000.00
1/7/2022	PARKS AND RECREATION ADMINISTRATION	TO COVER OVERTIME EXPENSE	7101	1005	000	001	487.67
	RECREATION CENTERS AND PLAYGROUNDS		7104	1003	000	000	(487.67)
	RECREATION CENTERS AND PLAYGROUNDS		7104	1003	000	000	(5,574.73)
	RECREATION CENTERS AND PLAYGROUNDS		7104	1005	000	000	5,574.73
	CLEARBROOK PARK		7109	1003	000	000	(1,457.05)
	CLEARBROOK PARK		7109	1005	000	001	1,457.05
	SHERANDO PARK		7110	1003	000	000	(1,176.17)
	SHERANDO PARK		7110	1005	000	001	1,176.17

County of Frederick
General Fund
December 31, 2021

ASSETS	<u>FY22</u> <u>12/31/21</u>	<u>FY21</u> <u>12/31/20</u>	Increase <u>(Decrease)</u>
Cash and Cash Equivalents	54,065,354.77	50,940,101.37	3,125,253.40 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Receivable Arrears Pay Deferred	394,915.16	447,891.28	(52,976.12)
Taxes, Commonwealth, Reimb.P/P	10,226,205.99	4,314,216.63	5,911,989.36
Streetlights	806.26	797.37	8.89
Miscellaneous Charges	59,288.34	79,772.24	(20,483.90)
Due from Fred. Co. San. Auth.	0.00	0.00	0.00
Prepaid Postage	5,510.84	1,315.48	4,195.36
GL controls (est.rev / est. exp)	<u>(30,469,855.89)</u>	<u>(15,242,010.15)</u>	<u>(15,227,845.74)</u> (1) Attached
TOTAL ASSETS	<u>34,283,780.47</u>	<u>40,543,639.22</u>	<u>(6,259,858.75)</u>
LIABILITIES			
Accrued Wages Payable	1,526,742.87	1,532,417.87	(5,675.00)
Retainage Payable	0.00	60,658.15	(60,658.15)
Performance Bonds Payable	1,033,431.49	641,372.02	392,059.47
Taxes Collected in Advance	233,205.59	237,581.70	(4,376.11)
Deferred Revenue	<u>10,286,599.59</u>	<u>4,394,456.47</u>	<u>5,892,143.12</u> *B
TOTAL LIABILITIES	13,079,979.54	6,866,486.21	6,213,493.33
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	762,562.10	1,917,180.22	(1,154,618.12) (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant	530,887.25	457,784.03	73,103.22
Prepaid Items	949.63	949.63	0.00
Advances	657,083.23	657,083.23	0.00
Courthouse Fees	513,310.91	487,960.80	25,350.11
Animal Shelter	1,232,526.42	1,209,505.42	23,021.00
Sheriff's Reserve	1,000.00	1,000.00	0.00
Proffers	5,306,217.71	4,085,258.38	1,220,959.33 (3) Attached
Parks Reserve	111,003.70	86,948.99	24,054.71
E-Summons Funds	195,802.97	164,573.40	31,229.57
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>11,451,407.16</u>	<u>24,167,859.06</u>	<u>(12,716,451.90)</u> (4) Attached
TOTAL EQUITY	<u>21,203,800.93</u>	<u>33,677,153.01</u>	<u>(12,473,352.08)</u>
TOTAL LIAB. & EQUITY	<u>34,283,780.47</u>	<u>40,543,639.22</u>	<u>(6,259,858.75)</u>

NOTES:

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

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

BALANCE SHEET

(1) GL Controls	FY22	FY21	Inc/(Decrease)
Estimated Revenue	211,821,422	197,667,587	14,153,835
Appropriations	(124,541,973)	(97,616,446)	(26,925,527)
Est. Transfers to Other Funds	(118,511,867)	(117,210,331)	(1,301,536)
Encumbrances	762,562	1,917,180	(1,154,618)
Total	(30,469,856)	(15,242,010)	(15,227,846)

(2) General Fund Purchase Orders @12/31/21

	Amount	
County Office Buildings	7,241.00	Heat Pump
	29,705.70	Fire Alarm Replacement
Fire and Rescue	25,648.00	Apparatus Pump, Ladder, Hose Testing
	51,041.75	Emergency Vehicle Lighting&Equipment
	53,440.00	Uniforms
	82,528.00	Firefighter Jackets and Pants
	2,626.08	Ammunition
	12,379.22	Command Boards
	38,561.49	Rural Water Supply Equipment
	6,552.50	Kimtek UTV Skid
IT	41,160.00	Annual Maintenance Cost for the Security Project
	5,523.80	ISP for connection rollover
	14,532.00	Lenovo Workstations, Thinkpads
MIS	100,086.00	IBM I Series Power 9
Parks and Recreation	9,720.00	Winter Uniforms
	5,716.75	Fall Uniforms
	22,000.00	Pool Chlorine/Pulsar Briquettes for Clearbrook and Sherando
	20,078.39	Kubota Tractor and Loader
	32,811.20	Ventract Kawasaki Tractor
	28,332.00	Super Z Hyper Drive 72" Mower
	551.00	Basic Rec Staff Hoodies
Planning	10,484.60	Scanner
Sheriff	21,884.00	Ammunition
	10,290.00	Point Blank Body Armor
	42,789.82	Emergency Vehicle Equipment
	10,573.00	Livescan inkless fingerprinting scanners
	9,825.00	Loki Drone for Swat Team
	37,021.86	2021 Dodge Durango
	6,900.00	New Vehicle Upfitting
	5,098.94	Laser Scanner
Volunteer Fire Departments	17,460.00	Loadmaster Trailer-SHSP Grant-Swiftwater Team
Total	762,562.10	

(3) Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance @ 12/31/21	2,431,966.15	422,040.89	301,254.64	2,150,956.03	5,306,217.71

Designated Other Projects Detail

Administration	453,289.71
Bridges	16,214.32
Historic Preservation	129,000.00
Library	321,105.00
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	138,082.00
Solid Waste	12,000.00
Stop Lights	52,445.00
Treasurer	700.00
Freedom Manor Transportation	20,500.00
BPG Properties/Rt.11 Corridor	330,000.00
Blackburn Rezoning	452,745.00
Clearbrook Bus.Ctr.Rezoning	2,500.00
Total	2,150,956.03

Other Proffers 12/31/21

(4) Fund Balance Adjusted	
Beginning Balance 12/21	42,145,762.26
Revenue 12/21	102,555,405.45
Expenditures 12/21	(49,050,081.93)
Transfers 12/21	(84,199,678.62)
Ending Balance 12/21	11,451,407.16

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 December 31, 2021

REVENUES:	<u>Appropriated</u>	FY22 12/31/21 <u>Actual</u>	FY21 12/31/20 <u>Actual</u>	YTD Actual <u>Variance</u>
General Property Taxes	144,622,216.00	66,967,816.18	59,597,432.15	7,370,384.03 (1)
Other local taxes	43,418,479.00	15,050,763.94	13,276,193.54	1,774,570.40 (2)
Permits & Privilege fees	2,152,505.00	1,149,085.91	1,160,342.95	(11,257.04) (3)
Revenue from use of money and property	360,553.00	272,601.21	189,370.11	83,231.10 (4)
Charges for Services	3,740,882.00	1,586,283.85	899,584.91	686,698.94
Miscellaneous	448,239.00	355,095.68	285,501.74	69,593.94
Recovered Costs	1,935,197.00	1,184,438.34	1,145,639.94	38,798.40 (5)
Proffers		2,028,096.30	786,985.39	1,241,110.91 (5)
Intergovernmental:				
Commonwealth	13,583,098.60	12,425,174.95	11,798,612.61	626,562.34 (6)
Federal	51,252.79	27,049.09	17,760.05	9,289.04 (7)
Insurance Recoveries	0.00	0.00	9,684.00	(9,684.00)
Transferred from the Cares Act	1,509,000.00	1,509,000.00	74,301.00	1,434,699.00
TOTAL REVENUES	211,821,422.39	102,555,405.45	89,241,408.39	13,313,997.06
EXPENDITURES:				
General Administration	16,552,831.36	9,429,046.80	8,424,189.50	1,004,857.30
Judicial Administration	3,411,517.16	1,568,601.92	1,371,404.53	197,197.39
Public Safety	50,657,331.63	26,213,838.59	22,173,012.58	4,040,826.01
Public Works	6,735,718.96	2,611,752.58	2,749,178.53	(137,425.95)
Health and Welfare	12,208,302.00	4,915,925.93	4,674,047.76	241,878.17
Education	81,308.00	40,654.00	40,654.00	0.00
Parks, Recreation, Culture	8,823,635.08	3,432,268.97	3,096,989.76	335,279.21
Community Development	2,360,396.34	837,993.14	1,353,558.65	(515,565.51)
TOTAL EXPENDITURES	100,831,040.53	49,050,081.93	43,883,035.31	5,167,046.62 (8)
OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	142,222,799.85	84,199,678.62	65,069,446.60	19,130,232.02 (9)
Excess (deficiency)of revenues & other sources over expenditures & other uses	(31,232,417.99)	(30,694,355.10)	(19,711,073.52)	10,983,281.58
Fund Balance per General Ledger		42,145,762.26	43,878,932.58	(1,733,170.32)
Fund Balance Adjusted to reflect Income statement 12/31/21		11,451,407.16	24,167,859.06	(12,716,451.90)

(1)General Property Taxes	FY22	FY21	Increase/Decrease
Real Estate Taxes	35,886,886	32,170,889	3,715,997
Public Services	1,333,883	1,238,998	94,885
Personal Property	28,791,011	25,322,638	3,468,373
Penalties and Interest	656,105	606,499	49,606
Credit Card Chgs./Delinq.Advertising	33,906	17,204	16,702
Adm.Fees For Liens&Distress	266,026	241,205	24,821
	66,967,816	59,597,433	7,370,383

(2) Other Local Taxes

Local Sales Tax	6,896,604.65	5,925,366.26	971,238.39
Communications Sales Tax	329,038.36	344,057.01	(15,018.65)
Utility Taxes	1,462,791.09	1,418,838.02	43,953.07
Business Licenses	1,191,406.01	1,183,311.30	8,094.71
Auto Rental Tax	84,797.43	76,793.31	8,004.12
Motor Vehicle Licenses Fees	420,664.11	398,496.65	22,167.46
Recordation Taxes	1,517,633.81	1,451,638.31	65,995.50
Meals Tax	2,556,684.60	2,120,223.60	436,461.00
Lodging Tax	576,298.21	342,196.33	234,101.88
Street Lights	10,885.67	11,282.75	(397.08)
Star Fort Fees	3,960.00	3,990.00	(30.00)
Total	15,050,763.94	13,276,193.54	1,774,570.40

(3)Permits&Privileges

Dog Licenses	18,525.00	20,361.00	(1,836.00)
Land Use Application Fees	5,650.00	4,025.00	1,625.00
Transfer Fees	2,322.45	2,189.70	132.75
Development Review Fees	268,721.82	181,243.50	87,478.32
Building Permits	552,764.26	692,277.62	(139,513.36)
2% State Fees	6,341.38	8,107.13	(1,765.75)
Electrical Permits	80,782.00	57,971.00	22,811.00
Plumbing Permits	12,071.00	17,400.00	(5,329.00)
Mechanical Permits	54,159.00	66,321.00	(12,162.00)
Sign Permits	2,225.00	2,250.00	(25.00)
Blasting Permits	-	430.00	(430.00)
Land Disturbance Permits	140,924.00	105,717.00	35,207.00
Institutional Inspections Permit	2,800.00	1,850.00	950.00
Septic Haulers Permit	200.00	-	200.00
Transfer Development Rights	1,500.00	-	1,500.00
Small Cell Tower Permit	100.00	200.00	(100.00)
Total	1,149,085.91	1,160,342.95	(11,257.04)

(4) Revenue from use of

Money	116,192.75	99,120.85	17,071.90
Property	156,408.46	90,249.26	66,159.20 *1
Total	272,601.21	189,370.11	83,231.10

*1 Sale of Old Albin Convenience site for \$101,750.00 FY22.

(5) Recovered Costs	FY22 12/31/2021	FY21 12/31/2020	Increase/Decrease
Recovered Costs Treasurers Office	816.00	-	816.00
Recovered Costs Social Services	19,910.22	29,654.51	(9,744.29)
Purchasing Rebate	185,263.43	180,864.99	4,398.44
Recovered Costs-IT/GIS	27,261.00	-	27,261.00
Recovered Costs-F&R Fee Recovery	200,791.55	202,387.24	(1,595.69)
Recovered Cost Fire Companies	175,620.57	173,664.17	1,956.40
Recovered Costs Sheriff	72,580.00	80,665.00	(8,085.00)
Reimbursement Circuit Court	4,229.34	3,954.12	275.22
Reimb.Public Works/Planning Clean Up	650.00	300.00	350.00
Clarke County Container Fees	35,423.82	27,996.20	7,427.62
City of Winchester Container Fees	31,489.63	28,469.00	3,020.63
Refuse Disposal Fees	66,214.75	61,111.73	5,103.02
Recycling Revenue	11,651.10	11,650.00	1.10
Sheriff Restitution	-	230.52	(230.52)
Container Fees Bowman Library	1,070.95	667.59	403.36
Restitution Other	1,509.23	-	1,509.23
Reimb.of Expenses Gen.District Court	8,468.12	8,271.70	196.42
Reimb.Task Force	38,396.52	37,043.06	1,353.46
Reimb. Elections	2,107.00	5,230.00	(3,123.00)
Sign Deposits -Planning	500.00	-	500.00
Westminister Canterbury Lieu of Tax	39,384.00	18,961.80	20,422.20
Labor-Grounds Maint.Fred.Co.Schools	201,846.17	208,669.51	(6,823.34)
Comcast PEG Grant	41,086.50	43,743.50	(2,657.00)
Fire School Programs	6,930.00	10,610.00	(3,680.00)
Clerks Reimbursement to County	5,311.05	6,075.10	(764.05)
Reimb. Sheriff	5,927.39	5,420.20	507.19
Subtotal Recovered Costs	1,184,438.34	1,145,639.94	38,798.40
Proffer Fire Dept.Carbaugh	30,000.00	-	30,000.00
Proffer-Carbaugh Business Center	1,141,128.00	-	1,141,128.00
Proffer Sovereign Village	29,269.84	-	29,269.84
Proffer Southern Hills	-	166,126.22	(166,126.22)
Proffer Snowden Bridge	548,120.96	436,170.77	111,950.19
Proffer Cedar Meadows	24,405.00	68,334.00	(43,929.00)
Proffer Madison Village	243,922.50	108,854.40	135,068.10
Proffer Freedom Manor	11,250.00	7,500.00	3,750.00
Subtotal Proffers	2,028,096.30	786,985.39	1,241,110.91
Grand Total	3,212,534.64	1,932,625.33	1,279,909.31

*1 Carbaugh Business Center Proffer for use by the Board in its discretion for fire and rescue purposes.

*2 Carbaugh Business Center Proffer to be used after the start of construction on the extension of Renaissance Drive that will connect with Shady Elm Road. Such funds can be used by the Board of Supervisors in its discretion for transportation improvements related to the extension of Renaissance Drive.

(6) Commonwealth Revenue	FY22	FY21	
	12/31/2021	12/31/2020	Increase/Decrease
Motor Vehicle Carriers Tax	39,495.49	35,394.04	4,101.45
Mobile Home Titling Tax	60,968.49	34,430.84	26,537.65
State Noncategorical Funding	12,960.00	25,920.00	(12,960.00)
P/P State Reimbursement	6,526,528.18	6,526,528.18	-
Shared Expenses Comm.Atty.	256,869.66	213,718.65	43,151.01
Shared Expenses Sheriff	1,380,009.65	1,054,442.57	325,567.08
Shared Expenses Comm.of Rev.	101,922.40	91,606.60	10,315.80
Shared Expenses Treasurer	86,330.96	71,744.87	14,586.09
Shared Expenses Clerk	214,934.48	186,634.01	28,300.47
Public Assistance Grants	2,835,430.37	2,689,561.14	145,869.23
Litter Control Grant	21,374.00	14,931.00	6,443.00
Emergency Services Fire Program	304,416.00	286,630.00	17,786.00
Other Revenue From The Commonwealth	429.45	-	429.45
Four-For-Life Funds	94,369.60	96,393.44	(2,023.84)
DMV Grant Funding	12,164.03	9,436.69	2,727.34
Parks State Grants	-	69,351.58	(69,351.58)
State Grant Emergency Services	13,381.00	2,772.00	10,609.00
Sheriff State Grants	82,320.00	12,086.66	70,233.34
JJC Grant Juvenile Justice	64,180.00	32,090.00	32,090.00
Rent/Lease Payments	134,031.84	113,469.85	20,561.99
Wireless 911 Grant	136,191.83	116,998.76	19,193.07
State Forfeited Asset Funds	3,410.40	1,922.18	1,488.22
Victim Witenss-Commonwealth Office	43,457.12	112,549.55	(69,092.43)
Total	12,425,174.95	11,798,612.61	626,562.34

County of Frederick

General Fund

December 31, 2021

(7) Federal Revenue	FY22	FY21	Increase/Decrease
Federal Forfeited Assets	-	5,349.82	(5,349.82)
Federal Funds Sheriff	26,849.09	12,410.23	14,438.86
Emergency Services Grant-Federal	200.00	-	200.00
Total	27,049.09	17,760.05	9,289.04

(8) Expenditures

Expenditures increased \$5.2 million that includes \$1,686,000 bonuses paid from ARPA Funds and \$177,000 from the Compensation Board. **General Administration** increased \$1 million and includes an increase of \$124,213 to CSA over the previous year and an increase of \$273,440 in COR tax refunds. **Public Safety** increased \$4 million and includes the purchase of 8 vehicles (\$465,937), and a \$409,352 increase in donations to Fire Companies and Rescue Squads and \$183,540 for rescue units (Rescue Engine 12 and Wagon 19) to serve as reserve units for the entire system. Additionally, the local contribution to the Jail increased \$182,828.

The transfers increased \$19,130,232.02. See chart below.

(9) \$19,130,232.02	FY22	FY21	Increase/Decrease
Transfer to School Operating Fund	47,964,220.00	45,846,367.24	2,117,852.76 *1
Transfer to Debt Service Schools	9,038,459.00	8,542,765.50	495,693.50
Transfer to Debt Service County	1,586,247.82	1,598,251.32	(12,003.50) *2
Operational Transfers	(209,078.83)	(28,700.53)	(180,378.30) *3
Reserve for Merit/COLA Increases	1,916.63	29,858.07	(27,941.44)
Operational Contingency	(282,086.00)	(719,095.00)	437,009.00
Reserve for Capital	26,100,000.00	9,800,000.00	16,300,000.00 *4
Total	84,199,678.62	65,069,446.60	19,130,232.02

*1 School Operating FY22 includes \$1,064,170.38 C/F Encumbrances and \$454,276.12 unspent restricted funds. Additionally, \$46,445,773.50 for half of the School Operating. FY21 includes \$1,397,457.67 C/F encumbrances and \$294,942.57 for FY20 unspent restricted funds and \$44,153,967 for half of the School Operating.

*2 Payments include the Bowman Library and the City of Winchester for Courtroom, Roof and HVAC Projects.

*3 Timing of Insurance Charge Outs.

*4 \$26,100,000 represents General Fund FY2020-2021 Yearend Unreserved Fund Balance in Excess of 20% that was transferred to the County Capital Fund Per the Board of Supervisors Adopted Policy.

County of Frederick
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER
 December 31, 2021

ASSETS	FY22 <u>12/31/21</u>	FY21 <u>12/31/20</u>	Increase <u>(Decrease)</u>
Cash	10,743,523.12	11,000,598.94	(257,075.82) *1
Receivable Arrears Pay Deferred	111,051.74	123,198.38	(12,146.64)
GL controls(est.rev/est.exp)	<u>(2,640,738.98)</u>	<u>(1,453,967.80)</u>	<u>(1,186,771.18)</u>
TOTAL ASSETS	<u>8,213,835.88</u>	<u>9,669,829.52</u>	<u>(1,455,993.64)</u>
LIABILITIES			
Accrued Wages Payable	429,795.90	440,238.90	(10,443.00)
Accrued Operating Reserve Costs	<u>2,859,074.91</u>	<u>2,679,115.00</u>	<u>179,959.91</u>
TOTAL LIABILITIES	<u>3,288,870.81</u>	<u>3,119,353.90</u>	<u>169,516.91</u>
EQUITY			
Fund Balance Reserved			
Encumbrances Undesignated Fund Balance	80,649.27	13,369.76	67,279.51
	<u>4,844,315.80</u>	<u>6,537,105.86</u>	<u>(1,692,790.06) *2</u>
TOTAL EQUITY	<u>4,924,965.07</u>	<u>6,550,475.62</u>	<u>(1,625,510.55)</u>
TOTAL LIABILITY & EQUITY	<u>8,213,835.88</u>	<u>9,669,829.52</u>	<u>(1,455,993.64)</u>

NOTES:

*1 Cash decreased \$257,175.82. Refer to the following page for comparative statement of revenues and expenditures and changes in fund balance.

*2 Fund balance decreased \$1,692,790.06. The beginning balance was \$5,839,505.33 and includes adjusting entries, budget controls FY22(\$2,396,196.00), (\$66,150.00) for the HVAC Control System, (\$148,517.00) for the Network Upgrade Project, (\$3,451.99), unspent FY2021 grant funds to be returned to the State, and the year to date revenue less expenditures \$1,619,125.46.

Current Unrecorded Accounts Receivable-	<u>FY22</u>
Prisoner Billing:	25,604.47
Compensation Board Reimbursement 12/21	<u>531,246.72</u>
Total	556,851.19

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 December 31, 2021

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

REVENUES:	<u>Appropriated</u>	FY22 12/31/2021 <u>Actual</u>	FY21 12/31/2020 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Probation	-	221.33	246.41	(25.08)
Interest	100,000.00	3,872.50	3,490.13	382.37
Supervision Fees	35,654.00	10,522.50	15,126.25	(4,603.75)
Drug Testing Fees	1,000.00	180.00	90.00	90.00
Work Release Fees	348,000.00	123,359.86	95,929.20	27,430.66
Federal Bureau Of Prisons	0.00	385.00	55.00	330.00
Local Contributions	7,883,470.00	5,785,108.00	5,190,282.00	594,826.00
Miscellaneous	15,000.00	6,498.40	7,238.55	(740.15)
Phone Commissions	545,000.00	122,274.00	238,746.40	(116,472.40)
Food & Staff Reimbursement	75,000.00	23,745.11	28,489.97	(4,744.86)
Elec.Monitoring Part.Fees	90,000.00	29,127.91	26,184.96	2,942.95
Share of Jail Cost Commonwealth	1,220,000.00	386,613.43	303,440.00	83,173.43
Medical & Health Reimb.	54,000.00	32,237.31	15,655.87	16,581.44
Shared Expenses CFW Jail	6,517,779.00	2,860,659.87	2,311,721.28	548,938.59
State Grants	339,897.00	84,506.00	84,129.00	377.00
Local Offender Probation	330,302.00	90,921.00	67,473.00	23,448.00
Pretrial Expansion Grant	299,098.00	29,777.00		
Transfer Funds/CARES/ARPA	183,000.00	183,000.00		
Transfer From General Fund	5,788,868.00	4,341,651.00	4,140,718.50	200,932.50
TOTAL REVENUES	<u>23,826,068.00</u>	<u>14,114,660.22</u>	<u>12,529,016.52</u>	<u>1,372,866.70</u>
EXPENDITURES:	<u>26,547,456.25</u>	<u>12,495,534.76</u>	<u>11,245,791.70</u>	<u>1,249,743.06</u> *1
Excess(Deficiency)of revenues over expenditures	(2,721,388.25)	1,619,125.46	1,283,224.82	335,900.64
FUND BALANCE PER GENERAL LEDGER		<u>3,225,190.34</u>	<u>5,253,881.04</u>	<u>(2,028,690.70)</u>
Fund Balance Adjusted To Reflect Income Statement 12/31/21		4,844,315.80	6,537,105.86	(1,692,790.06)

*1 Expenditures include bonuses totaling \$537,000. ARPA funds covered \$141,000 and Compensation Board covered \$396,000.

County of Frederick
Fund 12 Landfill
December 31, 2021

ASSETS	FY22 <u>12/31/21</u>	FY21 <u>12/31/20</u>	Increase <u>(Decrease)</u>
Cash	37,417,856.29	37,315,045.88	102,810.41
Receivables:			
Accounts Receivable	(33,743.60)	8,990.11	(42,733.71)
Fees	788,182.00	507,048.76	281,133.24 *1
Receivable Arrears Pay Deferred	18,551.34	21,520.06	(2,968.72)
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	60,976,077.03	56,682,005.22	4,294,071.81
Accumulated Depreciation	(38,369,357.59)	(35,591,828.07)	(2,777,529.52)
GL controls(est.rev/est.exp)	<u>(4,004,462.53)</u>	<u>(2,632,745.00)</u>	<u>(1,371,717.53)</u>
 TOTAL ASSETS	 <u>56,709,102.94</u>	 <u>56,226,036.96</u>	 <u>483,065.98</u>
 LIABILITIES			
Accrued VAC.Pay and Comp TimePay	199,328.15	195,919.35	3,408.80
Accrued Remediation Costs	14,344,656.18	14,012,177.36	332,478.82 *2
Deferred Revenue Misc.Charges	(33,743.60)	8,990.11	(42,733.71)
Accrued Wages Payable	<u>55,918.70</u>	<u>57,529.70</u>	<u>(1,611.00)</u>
 TOTAL LIABILITIES	 <u>14,566,159.43</u>	 <u>14,274,616.52</u>	 <u>293,153.91</u>
 EQUITY			
Fund Balance			
Reserved:			
Encumbrances	0.00	38,953.00	(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>32,284,501.51</u>	<u>32,054,025.44</u>	<u>230,476.07</u> *4
 TOTAL EQUITY	 <u>42,142,943.51</u>	 <u>41,951,420.44</u>	 <u>191,523.07</u>
 TOTAL LIABILITY AND EQUITY	 <u>56,709,102.94</u>	 <u>56,226,036.96</u>	 <u>483,065.98</u>

NOTES:

*1 Landfill receivables decreased \$42,733.71. Landfill fees at 12/21 were \$782,459.95 compared to \$625,414.25 at 12/20 for an increase of \$157,045.70. Delinquent fees at 12/21 were \$97,141.02 compared to \$71,008.70 at 12/20 for an increase of \$26,132.32.

*2 Remediation increased \$332,478.82 that includes \$325,772.00 for post closure and \$6,706.82 in interest.

*3 There were no incumbrances at 12/31/21.

*4 Fund balance increased \$230,4756.07. The beginning balance was \$34,748,951.25 and includes adjusting entries, budget controls for FY22(\$2,656,013), and \$191,563.26 year to date revenue less expenses.

County of Frederick
 Comparative Statement of Revenue, Expenditures
 and Changes in Fund Balance
 December 31, 2021

FUND 12 LANDFILL REVENUES	<u>Appropriated</u>	FY22 12/31/21 <u>Actual</u>	FY21 12/31/20 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Charges	0.00	2,871.06	2,824.80	46.26
Interest on Bank Deposits	300,000.00	10,427.36	13,862.59	(3,435.23)
Salvage and Surplus	110,000.00	112,341.27	72,641.50	39,699.77
Sanitary Landfill Fees	7,457,350.00	3,967,625.10	3,470,757.38	496,867.72
Charges to County	0.00	360,130.43	348,361.25	11,769.18
Charges to Winchester	0.00	108,536.86	112,917.20	(4,380.34)
Tire Recycling	259,250.00	160,512.29	174,572.21	(14,059.92)
Reg. Recycling Electronics	80,000.00	19,390.00	18,960.00	430.00
Greenhouse Gas Credit Sales	10,000.00	5,195.86	0.00	5,195.86
Miscellaneous	0.00	89.00	0.00	89.00
Renewable Energy Credits	113,530.00	91,065.00	6,269.90	84,795.10
Landfill Gas To Electricity	277,517.00	252,747.08	143,508.02	109,239.06
Transfer from CARES/ARPA	81,000.00	81,000.00		
Insurance Recoveries	0.00	0.00	0.00	0.00
TOTAL REVENUES	<u>8,688,647.00</u>	<u>5,171,931.31</u>	<u>4,364,674.85</u>	<u>726,256.46</u>
Operating Expenditures	6,595,227.34	2,258,225.66	1,798,803.34	459,422.32 *1
Capital Expenditures	6,097,882.19	2,722,142.39	2,465,206.72	256,935.67
TOTAL Expenditures	<u>12,693,109.53</u>	<u>4,980,368.05</u>	<u>4,264,010.06</u>	<u>716,357.99</u>
Excess(deficiency)of revenue over expenditures	(4,004,462.53)	191,563.26	100,664.79	90,898.47
Fund Balance Per General Ledger		<u>32,092,938.25</u>	<u>31,953,360.65</u>	<u>139,577.60</u>
FUND BALANCE ADJUSTED		32,284,501.51	32,054,025.44	230,476.07

*1 Included in the total expenditures were ARPA funded bonuses in the amount of \$81,000.

County of Frederick, VA
Report on Unreserved Fund Balance
January 14, 2022

Unreserved Fund Balance, Beginning of Year, July 1, 2021 **70,953,832**

Prior Year Funding & Carryforward Amounts

C/F forfeited asset funds - Comm Atty	(39,906)
C/F forfeited asset funds - Sheriff	(39,847)
C/F Treasurer legal fees	(49,408)
C/F Fire Company Capital	(257,960)
C/F Registrar training new employee	(3,600)
C/F Stephenson Convenience Site building	(108,188)
C/F Sheriff vehicle routers	(50,001)
C/F Spay/Neuter Fleming trust	(9,717)
C/F Salary survey	(66,000)
C/F Sunnyside reno for Registrar office	(50,000)
C/F DSS vehicle	(25,000)
Reserve P&R SGEMF	(25,388)
C/F Animal shelter restitution received	(1,347)
C/F Retroaire unit	(2,460)
C/F Clearbrook Fire reno	(305,549)
C/F Sheriff vehicle equipment	(7,540)
C/F Sheriff donations & insurance reimbursement	(74,121)
C/F Sheriff hazardous duty wet suits	(12,080)
C/F School restricted funds	(454,276)
C/F Parks proffers	(225,311)
	(1,807,700)

Other Funding / Adjustments

Clerk new comp board position	(19,534)
COR refund - CCAP Auto Lease	(5,110)
COR refund - JP Morgan Chase	(6,064)
COR refund - Old Castle APG	(12,419)
COR refund - Toyota Lease	(6,873)
COR refund - disabled vet	(5,936)
COR refund - DL Peterson	(285,136)
Handley Library contribution	(32,265)
IT position reclass	(9,820)
COR refund - disabled vet	(9,848)
F&R FY21 volunteer dept supplements	(48,250)
Yardmaster Ct completion	(85,000)
VJCCA return upsent FY21 funds	(35,150)
Transfer to County Capital Fund (F/B above 20%)	(26,100,000)
COR refund - ARI Fleet	(7,408)
COR refund - disabled veteran	(6,657)
COR refund - Miller Honda	(14,900)
Marion Dr completion	(310,000)
COR refund - Campbell Trucking	(7,530)
COR refund - Ryder Truck Rental	(12,162)
COR refund - Toyota Lease	(5,036)
COR refund - MYB Inc	(8,596)
	(27,033,694)

Fund Balance, January 14, 2022 **42,112,438**

FOR IMMEDIATE RELEASE

November 09, 2021

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 1,700 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 21,000 members and the communities they serve.



**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Finance Department
Frederick County, Virginia**



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards

Executive Director

Christopher P. Morill

Date: **November 09, 2021**

FOR IMMEDIATE RELEASE

December 14, 2021

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 to GFOA’s Certificate of Achievement for Excellent in Financial Reporting Program and receive the Certificate 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

**Award for
Outstanding
Achievement in
Popular Annual
Financial Reporting**

Presented to

County of Frederick

Virginia

For its Annual Financial Report
for the Fiscal Year Ended

June 30, 2020

Christopher P. Morrill

Executive Director/CEO