



REPORT & RECOMMENDATIONS

FINANCE COMMITTEE

WEDNESDAY, JULY 17, 2024

8:00 AM

FIRST FLOOR CONFERENCE ROOM

107 NORTH KENT STREET

WINCHESTER, VA 22601

ATTENDEES – Committee Members Present: Judith McCann-Slaughter, Chairman; Josh Ludwig; Mike Stottlemeyer; Delane Karalow; and Brandon Monk.

Committee Members Absent: Heather Lockridge. Non-voting liaisons Tonya Sibert, Commissioner of the Revenue and William Orndoff, Treasurer.

Staff Present: Sharon Kibler, Assistant Finance Director; Michael Bollhoefer, County Administrator; Lenny Millholland, Sheriff; Stacy Herbaugh, Parks & Recreation Director; Ginger Whitacre, Public Safety Communications Director; Joe Wilder, Public Works Director; Christine Bauserman, EMS Billing Manager; Clay Corbin, NRADC Superintendent; and Nick Sabo, WRAA Executive Director.

Others Present: Patty Camry, FCPS Executive Director of Finance; and Dr. Hummer, FCPS Superintendent.

A. Action Items

- A.1. The WRAA Executive Director requests a Airport Capital Fund supplemental appropriation in the amount of \$71,000.**

This amount represents a grant from Go Virginia Regional Council 8 for a regional asset study and implementation plan to grow the aviation workforce in the Shenandoah Valley. No local funds are required.

The committee recommends approval.

[AirportGrantGoVA.pdf](#)

- A.2. The FCPS Executive Director of Finance requests a School Operating Fund supplemental appropriation in the amount of \$2,092,925 and a General Fund and School Operating Fund budget reduction in the amount of \$720,647.**

This amount represents additional restricted at-risk state funds received and a reduction the the local funds transfer to the schools.

The committee recommends approval.

[FCPS_AtRiskFunds.pdf](#)
[Acceptable Uses of At Risk Dollars.pdf](#)

A.3. The NRADC Superintendent requests a Jail Fund supplemental appropriation in the amount of \$235,141.

This amount represents an opioid abatement grant to be used to start a Medication Assisted Treatment (MAT) program. No local funds are required.

The committee recommends approval.

[NRADCOpioidGrant.pdf](#)

A.4. The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$25,000.

This amount represents proffer funds for the addition of exercise equipment along the Frederick Heights Park trail. This item has been approved by the P&R Commission. No local funds required.

The committee recommends approval.

[FHP Exercise Equipment Proffer 2024.pdf](#)

A.5. The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$12,000.

This amount represents proffer funds for the addition of a trail corridor fence at Rose Hill Park. The P&R Commission has approved this request. No local funds required.

The committee recommends approval.

[RHP Trail Corridor Fence 2024.pdf](#)

A.6. The Public Works Director requests a General Fund supplemental appropriation in the amount of \$205,789.

This amount represents funds needed to hire a Code Enforcement Inspection and a Permit Technician. The amount includes salary, fringes, and necessary equipment for each position. An anticipated increase of unbudgeted revenues due to increased development in the County will offset the costs. No additional local funds are required. On-going annual costs for both positions will be approximately \$150,000 adjusted by any costs-of-living adjustments.

The committee recommends approval.

[InspectionsPositionsSA.pdf](#)
[Building Permits Graph.pdf](#)

A.7. The Sheriff requests a General Fund supplemental appropriation in the amount of \$5,000.

This amount represents restitution received and will be used for overtime expenses. No local funds required.

The committee recommends approval.

[SheriffRestitution.pdf](#)

A.8. The Sheriff requests a General Fund supplemental appropriation in amount of \$1,907.

This amount represents a donation received to go toward the building at the impound lot. No local funds required.

The committee recommends approval.

[SheriffDonationBldg.pdf](#)

A.9. The Sheriff requests a General Fund supplemental appropriation in the amount of \$50,351.

This amount represents 3 insurance claims and will be used toward the purchase of a new vehicle. No local funds needed.

The committee recommends approval.

[SheriffInsClaims.pdf](#)

A.10. The Sheriff requests a General Fund supplemental appropriation in the amount of \$21,627.83.

This amount represents reimbursements from the DEA and the Secret Service for overtime and office supplies. No local funds required.

The committee recommends approval.

[SheriffDEAREimb.pdf](#)

A.11. The EMS Billing Manager requests an EMS Expense Recovery Fund supplemental appropriation in the amount of \$394,230.12.

This amount represents unbudgeted revenue received in FY24. No local funds required.

The committee recommends approval.

[EMSExpRecoverySA.pdf](#)

- A.12. **The Public Safety Communications Director requests a General Fund revenue appropriation in the amount of \$22,279 and an expenditure appropriation in the amount of \$11,140.**

These amount represent a carry forward for the VDEM grant for the text to 9-1-1 migration project.

The committee recommends approval.

[E911 CF.pdf](#)

- A.13. The Finance/Audit Committee charter adopted by the Board of Supervisors requires an annual review and reassessment.

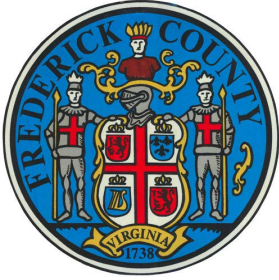
The committee recommends no changes to the charter.

[FinanceCommitteeCharter.pdf](#)

B. **Items For Information Only**

- B.1. The Finance Director provides a Fund 10 Transfer report for June 2024.

[TXFS JUNE 2024.pdf](#)



Finance Committee
Agenda Item Detail
Meeting Date: July 17, 2024
Agenda Section: Action Items

Title: The WRAA Executive Director requests a Airport Capital Fund supplemental appropriation in the amount of \$71,000.

This amount represents a grant from Go Virginia Regional Council 8 for a regional asset study and implementation plan to grow the aviation workforce in the Shenandoah Valley. No local funds are required.

The committee recommends approval.

Attachments:

[AirportGrantGoVA.pdf](#)



WINCHESTER REGIONAL AIRPORT

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

MEMORANDUM

To: Cheryl Shiffler, Frederick County Finance Director
From: Nick Sabo, Winchester Regional Airport Authority Executive Director
Date: April 30, 2024
RE: Finance Committee Agenda Item | Go Virginia Planning Grant Award

The Winchester Regional Airport Authority (WRAA) received a grant offer from Go Virginia Regional Council 8. The project will fund two primary deliverables: a regional asset study and implementation plan to grow the aviation workforce in the Shenandoah Valley. No local funds are required.

Expense: 4 - 085 - 081030 - 3002 - 000 - 000, Professional Services – Other, \$71,000

Revenue: 3 - 085 - 024040 - 0012, State Reimbursement, \$71,000

We sincerely appreciate the support of Frederick County. Please advise if you have questions or need additional information.

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	Winchester Regional Airport		
Name of Grant	AAM Cluster and Workforce Pipeline Development Study		
Grantor	Go Virginia Region 8		
Grant deadline for submission	06/30/2024		
Total Amount of Anticipated Award	\$ 71,000.00		
Purpose of grant (summary)	Funds two studies: region market study and implementation plan to promote the aerospace workforce in the Shenandoah Valley FY25		
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)	<i>(County)</i>		
Other associated costs	All project costs included in above amounts		
Continuing obligation and cost (fin comm/BOS approval required)	No continuing financial obligation after grant closeout		
Addition of Staff and cost (Yes/No) (fin comm/BOS approval required)	No	How many?	Total cost, including fringes:
Revenue and Expenditure codes & amounts	Expense: 4 - 085 - 081030 - 3002 - 000 - 000, Professional Services – Other, \$71,000 Revenue: 3 - 085 - 024040 - 0012, State Reimbursement, \$71,000		
Department Contact (name, email, phone)	Nick Sabo, nsabo@flyokv.com, 540-662-2422		
Department Head approval to apply for grant	Nick Sabo <small>Digitally signed by Nick Sabo Date: 2024.04.30 09:10:22 -04'00'</small>	Date	04/30/2024
BOS approval date (if applicable)	Airport Authority authorized grant application. Info for appropriation purposes.		
Finance review of grant policy compliance	Sharon Kibler <small>Digitally signed by Sharon Kibler Date: 2024.05.02 09:36:19 -04'00'</small>	Date	05/02/2024
County Administrator approval to apply for grant		Date	

Notes:

5/2/24 [sk]

County Administrator approval not required. Per Nick Sabo, Airport Authority has authorized the grant application.

Bos approval required for appropriation



Finance Committee
Agenda Item Detail
Meeting Date: July 17, 2024
Agenda Section: Action Items

Title: The FCPS Executive Director of Finance requests a School Operating Fund supplemental appropriation in the amount of \$2,092,925 and a General Fund and School Operating Fund budget reduction in the amount of \$720,647.

This amount represents additional restricted at-risk state funds received and a reduction the the local funds transfer to the schools.

The committee recommends approval.

Attachments:

[FCPS_AtRiskFunds.pdf](#)

[Acceptable Uses of At Risk Dollars.pdf](#)



Frederick County Public Schools

Executive Director of Finance

Patty D. Camery
cameryp@fcpsk12.net

DATE: June 26, 2024
TO: Cheryl Shiffler, Frederick County Finance Director
FROM: Patty D. Camery, Executive Director of Finance
SUBJECT: FY 2025 Budget Items for Consideration by the Board of Supervisors

On June 25, 2024, the School Board approved the following requests due to additional restricted at-risk state dollars received after the FY25 budget was approved. These items are subject to consideration and approval by the Board of Supervisors. Please include the following items on the agenda for the next County Finance Committee meeting.

Supplemental Appropriation Request for the FY 2025 School Operating Fund

Amount: \$2,092,925

Description: The School Board is requesting a supplemental appropriation of \$2,092,925 to the FY 2025 School Operating Fund. This amount represents additional at-risk state dollars received, which will support the hiring of 15 full-time equivalent (FTE) student-focused positions.

Reduction in Local Dollar Transfer to the FY 2025 School Operating Fund

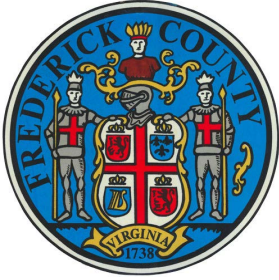
Amount: \$720,647

Description: The School Board is requesting a reduction in the local dollar transfer and appropriation to the School Operating Fund by \$720,647. Items approved in the FY25 budget can be supported by the additional state at-risk dollars, thereby freeing local dollars to be returned to the County.

cc: Dr. George Hummer, Superintendent
Mike Bollhoefer, County Administrator

Acceptable Uses of At-Risk Programs State Dollars

- Teacher recruitment programs and incentives
- Dropout prevention
- Community and school-based truancy officer programs
- Advancement via Individual Determination (AVID)
- Project Discovery and Reading Recovery
- Programs for students who speak English as a second language
- Hiring additional school counselors
- Testing coordinators
- Licensed behavior specialists
- Programs related to increasing the success of disadvantaged students in completing a high school degree and providing opportunities to encourage further education and training



Finance Committee
Agenda Item Detail
Meeting Date: July 17, 2024
Agenda Section: Action Items

Title: The NRADC Superintendent requests a Jail Fund supplemental appropriation in the amount of \$235,141.

This amount represents an opioid abatement grant to be used to start a Medication Assisted Treatment (MAT) program. No local funds are required.

The committee recommends approval.

Attachments:

[NRADCOpioidGrant.pdf](#)

Northwestern Regional Adult Detention Center

Clay A. Corbin - Superintendent



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

MEMORANDUM

TO: Cheryl Shiffler, Finance Director
FROM: Clay Corbin, Superintendent *Clay a Corbin*
DATE: May 29, 2024
SUBJECT: Virginia Opioid Abatement grant

Request that a total of \$235,141 be appropriated to the following revenue line item:

State Grants 3-011-024040-0001

Request that a total of \$235,141 be appropriated to the following expenditure line items:

Professional Services – 4-011-033010-3001-000	\$195,500
Travel and Training – 4-011-033010-5506-000	\$ 24,000
Furniture and Fixtures – 4-011-033010-8002-000	\$ 10,000
Integrated Technology Equip – 4-011-033010-8007-000	\$ 5,641

This amount represents an opioid abatement grant that NRADC was awarded in May, 2024 (effective July 1, 2024), after the budget was approved for FY25.

Thank you for your consideration of this request.

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	Virginia Opioid Abatement		
Grantor	Virginia Opioid Abatement Authority		
Grant deadline for submission	04/01/2024		
Total Amount of Anticipated Award	\$ 235,141.00		
Purpose of grant (summary) PLEASE INCLUDE FISCAL YEAR	FY 25 NRADC is applying for a grant through the Virginia Opioid Abatement Authority to start a Medication Assisted Treatment (MAT) program. This program will provide medical treatment to include counseling for those with opioid addiction. Overdose deaths, following release from incarceration, have spiked tremendously over the past three years. MAT programs has shown great success in combating this epidemic as well as reducing recidivism which is a benefit to the incarcerate, the correctional facility and the society in which they live. Those at high risk will be identified upon initial incarceration. They will be treated throughout their incarceration to include follow up post release.		
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			
Continuing obligation and cost (fin comm/BOS approval required)			
Addition of Staff and cost (Yes/No) (fin comm/BOS approval required)	No	How many?	Total cost, including fringes:
Revenue and Expenditure codes & amounts	3-011-024040-0001 \$235,141 (1104) 4-011-033010 (Multiple expenditure line items)		
Department Contact (name, email, phone)	Clay Corbin; ccorbin@fcva.us; 540-535-3800 ext. 2204		
Department Head approval to apply for grant	Clay A. Corbin	Digitally signed by Clay A. Corbin Date: 2024.03.22 15:50:23 -04'00'	Date 03/22/2024
BOS approval date (if applicable)	no local funds = county admn approval to apply for grant		
Finance review of grant policy compliance	Sharon Kibler	Digitally signed by Sharon Kibler Date: 2024.03.25 09:19:31 -04'00'	Date 03/22/2024
County Administrator approval to apply for grant	Michael Bollhoefer	Digitally signed by Michael Bollhoefer Date: 2024.03.25 09:07:32 -04'00'	Date

Notes:

This grant is a 5-year grant; NRADC will apply each year and will ask for different amounts as needs change with the program.

****[sk] 3/22/24: Upon grant award, appropriation of funds must go through the Finance Committee.**



VIRGINIA OPIOID ABATEMENT AUTHORITY GRANT SUMMARY AND RECOMMENDATIONS

701 East Franklin Street, Suite 803, Richmond, Virginia 23219 | 804-500-1810 | info@voaa.us | www.voaa.us

Project Request

Name of City or County: **Frederick County** Applying as: **Cooperative Partnership Fiscal Agent**
 Contact Person: **Cheryl Shiffler** Title: **Finance Director**
 Email: **cshiffle@fcva.us** Phone: **(540) 665-5610**
 Grant Type(s): Cooperative Partnership N/A N/A
 Application Type: New Category: Justice Involved Treatment N/A N/A

Participating Cities and/or Counties with OAA Matching Grant Funds Where Requested:

Frederick County			Clarke County			Fauquier County		
Match Source	FY2024	FY2025	Match Source	FY2024	FY2025	Match Source	FY2024	FY2025
Individual Dist.	N/A	\$0.00	Individual Dist.	N/A	\$0.00	Individual Dist.	N/A	\$0.00
Gold Standard	N/A	\$0.00	Gold Standard	N/A	\$0.00	Gold Standard	N/A	\$0.00
Indiv Dist. Carryf.	\$0.00	N/A	Indiv Dist. Carryf.	\$0.00	N/A	Indiv Dist. Carryf.	\$0.00	N/A
Gold Std. Carryf.	\$0.00	N/A	Gold Std. Carryf.	\$0.00	N/A	Gold Std. Carryf.	\$0.00	N/A
Total Match	\$0.00	\$0.00	Total Match	\$0.00	\$0.00	Total Match	\$0.00	\$0.00

Winchester City			N/A			N/A		
Match Source	FY2024	FY2025	Match Source	FY2024	FY2025	Match Source	FY2024	FY2025
Individual Dist.	N/A	\$0.00	Individual Dist.	N/A	\$0.00	Individual Dist.	N/A	\$0.00
Gold Standard	N/A	\$0.00	Gold Standard	N/A	\$0.00	Gold Standard	N/A	\$0.00
Indiv Dist. Carryf.	\$0.00	N/A	Indiv Dist. Carryf.	\$0.00	N/A	Indiv Dist. Carryf.	\$0.00	N/A
Gold Std. Carryf.	\$0.00	N/A	Gold Std. Carryf.	\$0.00	N/A	Gold Std. Carryf.	\$0.00	N/A
Total Match	\$0.00	\$0.00	Total Match	\$0.00	\$0.00	Total Match	\$0.00	\$0.00

FY2024 Amounts Requested	
Individual Distribution	N/A
Gold Standard	N/A
Individual Dist. Carryforward	\$0.00
Gold Standard Carryforward	\$0.00
Cooperative Partnership	N/A
Cooperative Carryforward	\$0.00
Unrestricted Support	N/A
Unrestricted Carryforward	N/A
Grant Total FY2024 Requested	\$0.00

FY2025 Amounts Requested	
Individual Distribution	\$0.00
Gold Standard	\$0.00
Individual Dist. Carryforward	N/A
Gold Standard Carryforward	N/A
Cooperative Partnership	\$235,141.00
Cooperative Carryforward	N/A
Unrestricted Support	N/A
Unrestricted Carryforward	N/A
Grand Total FY2025 Requested	\$235,141.00

Project Title: **Northwest Regional Jail MOUD Project**

Project Description: Frederick County is the fiscal agent for this project that includes Winchester City as well as Clarke and Fauquier Counties. It supports the creation of a new treatment program at the Northwestern Regional Adult Detention Center (NRADC). NRADC will be the sole subrecipient for these funds and will use the grant to launch a Medication for Opioid Use Disorder (MOUD) program within the regional jail. The program seeks to provide enhanced SUD and behavioral health screening for up to 100 inmates per year, and FDA approved medication and counseling to an estimated 30 inmates per year. During the first 1-2 years the NRADC will engage services from outside treatment providers, while simultaneously training existing staff and hiring additional staff to assume these responsibilities by year 2.

Staff Review and Recommendations

Summary of Staff Review: The proposed grant focuses on medication and counseling for inmates in a regional jail, which is a core approved use of the settlement funds. Most regional jails in Virginia do not provide this level of treatment despite its recommendation as a best practice and despite warnings from the U.S. Department of Justice that withholding approved medications from people with diagnosed substance use disorder may be a violation of their constitutional rights. The application proposes iterative development of the program over time with staff of the facility taking on more clinical duties each year and serving more inmates in each of the future years. Local matching dollars begin in Year 2 and increase over time.

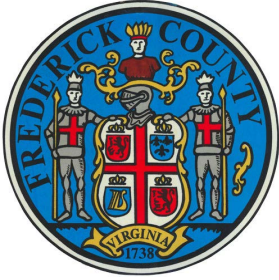
Recommend: **Approval with Contingencies**

Recommend Additional Details: Although the application states that local matches will increase in the future, it also proposes that the OAA increase its award in years 2 through 5. Staff recommends the program be eligible for renewal but with OAA funding capped at the FY25 award amount for each future year. Should the applicants seek OAA funding above the FY25 cap, they will need to compete against other applications.

Recommend FY2024 Amounts	Carryforward	New Award
Individual Distribution	\$0.00	N/A
Gold Standard	\$0.00	N/A
Cooperative Partnership	\$0.00	N/A
Unrestricted Support	N/A	N/A
Total FY2024 Recommended	\$0.00	\$0.00

Recommend FY2025 Amounts	Carryforward	New Award
Individual Distribution	N/A	\$0.00
Gold Standard	N/A	\$0.00
Cooperative Partnership	N/A	\$235,141.00
Unrestricted Support	N/A	\$0.00
Total FY2025 Recommended	\$0.00	\$235,141.00

Recommend Contingencies: **Completion of Operational Agreement** Yes **Must complete before OAA funds transmission**



Finance Committee
Agenda Item Detail
Meeting Date: July 17, 2024
Agenda Section: Action Items

Title: The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$25,000.

This amount represents proffer funds for the addition of exercise equipment along the Frederick Heights Park trail. This item has been approved by the P&R Commission. No local funds required.


The committee recommends approval.

Attachments:

[FHP Exercise Equipment Proffer 2024.pdf](#)



MEMO

To: Finance Committee 
From: Stacy Herbaugh, Director
Subject: Proffer Request, Frederick Heights Park Exercise Equipment
Date: June 20, 2024

The Frederick County Parks and Recreation Commission is requesting Parks and Recreation proffer funds for the addition of exercise equipment along the Frederick Heights Park trail. Information requested in the Frederick County Proffer Policy (Attachment 1) is provided below.

1. Amount of funds requested: \$25,000.
2. Total project cost:
 - a. The project cost is anticipated to be equal to or less than \$25,000. Cost estimate is based on a quote received from supplier. Any unused funds will be returned to the Parks and Recreation proffer account.
3. Detailed description of the project:
 - a. The project entails the purchase and installation of approximately 6 exercise stations located along the ½ mile walking trail at Frederick Heights Park. Equipment will emphasize stretching and strength to complement the walking benefits of the loop trail. Installing this equipment will allow the department to address the identified need for additional adult fitness opportunities in Frederick County.
 - b. Population increases in the service area of Frederick Heights Park is driving the need for park development. Approved proffer contributing developments in the Frederick Heights Park service area include Sovereign Village, Steeplechase, and Abrams Community.
4. Project listed on the County's Capital Improvement Plan (CIP)
 - a. The development of Neighborhood Parks is included in the County CIP.

The Parks and Recreation Proffer balance is \$305,921 as of May 31, 2024.

Please feel free to contact me in advance with any questions you may have regarding this request at (540) 722-8304.

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.)



Finance Committee
Agenda Item Detail
Meeting Date: July 17, 2024
Agenda Section: Action Items

Title: The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$12,000.

This amount represents proffer funds for the addition of a trail corridor fence at Rose Hill Park. The P&R Commission has approved this request. No local funds required.


The committee recommends approval.

Attachments:

[RHP Trail Corridor Fence 2024.pdf](#)



MEMO

To: Finance Committee
From: Stacy Herbaugh, Director 
Subject: Proffer Request, Rose Hill Park Trail Corridor Fencing
Date: June 24, 2024

The Frederick County Parks and Recreation Commission is requesting Parks and Recreation proffer funds for the addition of a trail corridor fence at Rose Hill Park. Information requested in the Frederick County Proffer Policy (Attachment 1) is provided below.

1. Amount of funds requested: \$12,000.
2. Total project cost:
 - a. The project cost is anticipated to be equal to or less than \$12,000. The cost estimate is based on a quote received from a fence contractor. (Quotes will be obtained in accordance with the County's Procurement process.) Any unused funds will be returned to the Parks and Recreation proffer account.
3. Detailed description of the project:
 - a. The project entails the purchase and installation of 900 feet of American Wire fence along the southeastern portion of the Rose Hill property (owned by Museum of the Shenandoah Valley) to allow for public recreation use. Per the Memorandum of Understanding regarding Frederick County's lease of the park, the addition of a trail between Rose Hill and Sandy Ridge will require a fence to be installed to delineate the area intended for public use.
 - b. Population increases in the service area of Rose Hill Park is driving the need for park development. Approved proffer contributing developments in the Rose Hill Park service area include Canter Estates, Cedar Meadows, Meadows Edge, Madison Village, Freedom Manor, Artrip, Willow Run, Crosspoint, and Tasker Woods.
4. Project listed on the County's Capital Improvement Plan (CIP)
 - a. The development of Community Parks is included in the County CIP.

The Parks and Recreation Proffer balance is \$305,921 as of May 31, 2024.

Please feel free to contact me in advance with any questions you may have regarding this request at (540) 722-8304.

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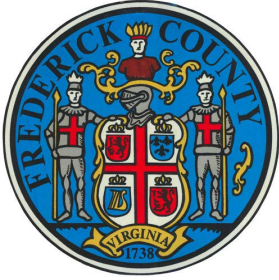
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- 1) the item or project must have a minimum value of five thousand dollars (\$5,000), and;*
- 2) the item/project must have an anticipated useful life of at least five (5) years.*

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.)



Finance Committee
Agenda Item Detail
Meeting Date: July 17, 2024
Agenda Section: Action Items

Title: The Public Works Director requests a General Fund supplemental appropriation in the amount of \$205,789.

This amount represents funds needed to hire a Code Enforcement Inspection and a Permit Technician. The amount includes salary, fringes, and necessary equipment for each position. An anticipated increase of unbudgeted revenues due to increased development in the County will offset the costs. No additional local funds are required. On-going annual costs for both positions will be approximately \$150,000 adjusted by any costs-of-living adjustments.

The committee recommends approval.

Attachments:

[InspectionsPositionsSA.pdf](#)
[Building Permits Graph.pdf](#)



MEMORANDUM

TO: Cheryl Shiffler, Director of Finance
FROM: Joe C. Wilder, Director of Public Works
SUBJECT: Supplemental Appropriation – Building Inspections
DATE: July 11, 2024

The Inspection Department is requesting a supplemental appropriation to fund the addition of one Code Enforcement Inspector and one Permit Technician. These positions were funded under a previous budget cycle but have not been filled for several years. The additional costs for the positions will be offset by increasing the projected revenues for FY2025 due to the increased development in County.

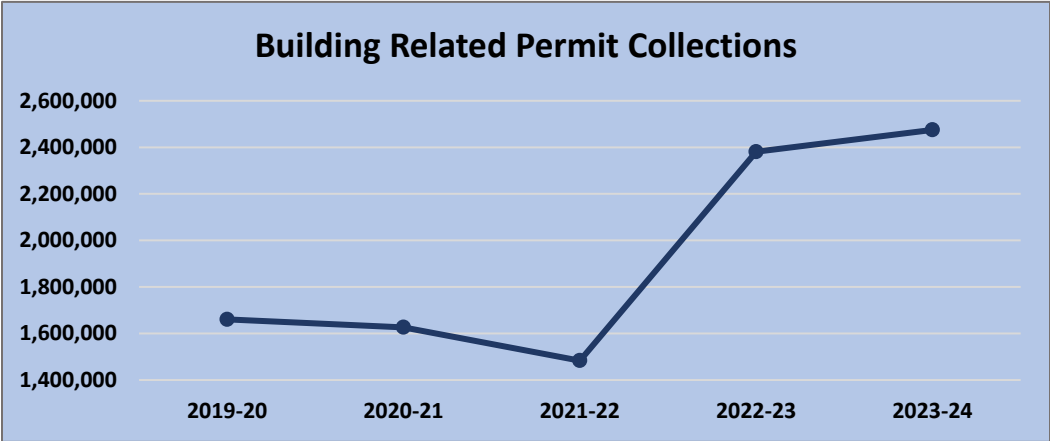
As you know, this area is growing exponentially, and there are no signs of it slowing down. Due to the increased growth, there has been a significant increase in permit and inspections activity. The number of permits issued for FY2024 was 8,255 total permits with Single Family Dwelling permits accounting for 915 of those permits issued. This equates to approximately 30-35 permits per day. The department conducted 21,635 inspections in FY2024. This equates to an average of eleven inspections per day per inspector with fluctuations as high as fourteen inspections per day per inspector. The state recommended number of inspections per day per inspector is ten (10).

The approximate cost associated with the new Permit Technician includes the salary with benefits and one-time purchases of office furniture, a computer, and an office phone would total \$71,446.00. The cost for a new Inspector would include the salary with benefits and one-time purchases of a vehicle, office furniture, a computer, a cell phone, and an office phone would total \$134,343.00. The total amount of this supplemental request is \$205,789.00. The on-going annual costs for these positions will be \$150,000, adjusted by any cost-of-living adjustments.

The Inspections Department closed out FY2024 with a total revenue of \$2,541,589 which is roughly \$1,141,589 over the projected revenue of \$1,400,000 for FY2024. The Department's estimated year-end FY 2024 expenses are \$1,500,000. The department has budgeted a total revenue of \$1,600,000 for FY2025. Our request is to adjust the projected revenue in FY 2025 to be \$1,805,789. The additional revenue will offset the costs for the additional two (2) positions.

If you should have any questions or need any information, please do not hesitate to contact me.

JCW/kco





Finance Committee
Agenda Item Detail
Meeting Date: July 17, 2024
Agenda Section: Action Items

Title: The Sheriff requests a General Fund supplemental appropriation in the amount of \$5,000.

This amount represents restitution received and will be used for overtime expenses. No local funds required.

The committee recommends approval.

Attachments:

[SheriffRestitution.pdf](#)

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 R. Lenny Millholland
SUBJECT : Sheriff Restitution
DATE : May 8, 2024

The Frederick County Sheriff's Office has received a partial payment of \$5,000.00 out of \$6,681.26 of the restitution order by the Frederick County Circuit court from Mr. [REDACTED] for case number [REDACTED]. This amount has been posted to 3-010-019040-0010 (Sheriff Restitution)

We are requesting the amount to be appropriated in line item 4-010-31020-1005-000-000 (overtime). This amount will go towards the overtime hours our deputies worked.

Thank you.

LWM/adl

c.s. 4/19/24 FY24



Finance Committee
Agenda Item Detail
Meeting Date: July 17, 2024
Agenda Section: Action Items

Title: The Sheriff requests a General Fund supplemental appropriation in amount of \$1,907.

This amount represents a donation received to go toward the building at the impound lot. No local funds required.

The committee recommends approval.

Attachments:

[SheriffDonationBldg.pdf](#)

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 – building
DATE : June 4, 2024

The Frederick County Sheriff's Office has received a donation totaling \$1,907.00. This amount has been posted to 3-010-018990-0006

We are requesting this amount to be appropriated in line item 31020-8900-000-000 (Improvements other than buildings). This amount will go towards the building at the impound lot.

Thank you,

LWM/adc

c.s. 5/28/24 FY24

MISSION BBQ MGMT LLC - WINCHESTER, VA

0330000560

THE AMERICAN WAY

[REDACTED]

10-4/220

3/29/2024

PAY TO THE ORDER OF Frederick County Sheriff's Office

\$ 1,907.00

one thousand nine hundred seven and 00/100

DOLLARS

Frederick County Sheriff's Office
c/o Mission BBQ Winchester
2630 S. Pleasant Valley Road
Winchester, VA 22601

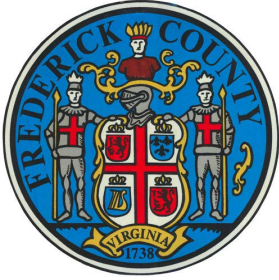


[REDACTED]

MEMO
AHC Blue Cups

[REDACTED]

Security features included. Details on back.



Finance Committee
Agenda Item Detail
Meeting Date: July 17, 2024
Agenda Section: Action Items

Title: The Sheriff requests a General Fund supplemental appropriation in the amount of \$50,351.

This amount represents 3 insurance claims and will be used toward the purchase of a new vehicle. No local funds needed.

The committee recommends approval.

Attachments:

[SheriffInsClaims.pdf](#)

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler Director of Finance
FROM : Sheriff Lenny Millholland
DATE : July 9, 2024
SUBJECT : Insurance Reimbursement

The Frederick County Sheriff's Office has received checks from VACoRP totaling \$50,351.00 for the auto claims dated April 14, 2024, involving Deputy [REDACTED] and Deputy [REDACTED] and May 3, 2024 involving Deputy [REDACTED]. The amounts were posted to 3-010-018990-001

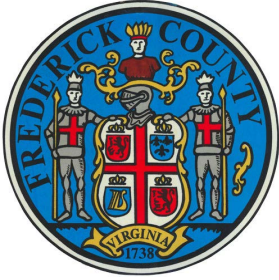
April 14, 2024 (Deputy [REDACTED]) = \$11,126.00
April 14, 2024 (Deputy [REDACTED]) = \$10,925.00
May 3, 2024 (Deputy [REDACTED]) = \$28,300.00

We are requesting the following amount to be appropriated in line item 31020-8005-000-000 (Motor Vehicle and Equipment). This amount will go towards a new vehicle.

Thank you,

LWM/adc

c.s. 5/22/24; 6/14/24 FY24; 7/3/24 FY25



Finance Committee
Agenda Item Detail
Meeting Date: July 17, 2024
Agenda Section: Action Items

Title: The Sheriff requests a General Fund supplemental appropriation in the amount of \$21,627.83.

This amount represents reimbursements from the DEA and the Secret Service for overtime and office supplies. No local funds required.

The committee recommends approval.

Attachments:

[SheriffDEAREimb.pdf](#)

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 : July 9, 2024

Frederick County Sheriff's Office has received reimbursements totaling \$17,307.72. The reimbursements are from the DEA from March 9, 2024 – June 2024 and Secret Services. This amount has been posted to 3-010-033010-0025.

We have \$4,320.11 pending in reimbursements that we are expecting to receive by the end of July or beginning of August. This amount will be posted to 3-010-033010-0025

Total amount \$21,627.83

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

\$17,598.14 DEA = 4-010-031020-1005-000-000 (Overtime)

\$4,029.69 Secret Services = 4-010-31020-5401-000-000 (Office Supplies)

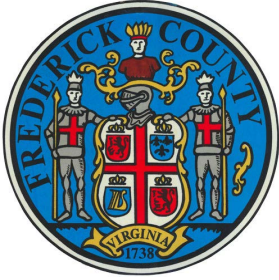
Thank you.

LWM

Reimbursement DEA Reimbursement FY24

Rev. line	Reimb. Amount	Reimb. Received	OT Incurred Date	Date handed in	Date reimb. posted	Comments	Amt. Posted in FY24. This is from FY23
3-010-033010-025	\$1,371.60	\$1,371.60	May 7 - June 3 2023	6/7/2023	7/7/2023		From FY23
3-010-033010-025	\$1,371.60	\$1,371.60	June 4 - July 1 2023	7/11/2023	7/20/2023		This is from FY23
3-010-033010-0025	\$1,218.48	\$1,218.48	June 4 - July 1 2023	7/18/2023	8/7/2023		FY23
		-\$1,371.60	Reverse FY23 A/R		9/6/2023		FY23
		-\$1,371.60	Reverse FY23 A/R		9/6/2023		FY23
		-\$1,218.48	Reverse FY23 A/R		9/6/2023		FY23
3-010-033010-0025	\$1,548.99	\$1,548.92	July 2 - July 29, 2023	8/2/2023	9/18/2023		\$2.93 for receiving 14 days later
3-010-033010-0025	\$1,545.99	-\$1,548.92	July 2 - July 29, 2023	8/2/2023	9/18/2023		
3-010-033010-0025	\$1,653.85	\$1,658.33	July 2 - July 29, 2023	8/2/2023	9/22/2023		
3-010-033010-0025	\$1,600.50	\$1,600.50	July 30 - August 26, 2023	8/28/2023	10/18/2023		
3-010-033010-0025	\$1,172.82	\$1,184.61	Aug 27 - Sept 23, 2023	9/26/2023	1/9/2023		\$11.79 for receiving 74 days later.
3-010-033010-0025	\$533.50	\$533.50	Aug 27 - Sept 23, 2023	9/26/2023	10/18/2023		
3-010-033010-0025	\$1,279.44	\$1,279.44	Sept 24 - Oct. 21, 23	10/24/2023	4/26/2024		Waiting for [redacted] to resubmit & provide information
3-010-033010-0025	\$960.30	\$960.30	Oct 1 - Oct 21 2023	10/24/2023	2/26/2024		
3-010-033010-0025	\$1,813.90	\$1,813.90	October 22 - November 18, 2023	11/27/2023	2/26/2024		
3-010-033010-0025	\$1,545.99	\$1,545.99	October 22 - November 18, 2023	11/27/2023	4/26/2024		Waiting for [redacted] to resubmit & provide information
3-010-033010-0025	\$1,013.65	\$1,013.65	November 19 - December 16, 2023	12/20/2023	2/26/2024		
3-010-033010-0025	\$1,172.82	\$1,172.82	November 19 - December 16, 2023	12/20/2023	4/26/2024		
3-010-033010-0025	\$1,227.05	\$1,227.05	December 17, 2023 - January 13, 2024	1/23/2024	2/26/2024		
3-010-033010-0025	\$1,172.82	\$1,172.82	December 17, 2023 - January 13, 2024	12/20/2023	2/13/2024		
3-010-033010-0025	\$2,025.78	\$2,025.78	January 14, 2024 - February 10, 2024	2/14/2024	2/24/2024		
3-010-033010-0025	\$2,134.00	\$2,134.00	January 14, 2024 - February 10, 2024	2/14/2024	3/1/2024		
3-010-033010-0025	\$1,600.50	\$1,600.50	February 11, 2024 - March 9, 2024	3/12/2024	3/26/2024		
3-010-033010-0025	\$1,279.44	\$1,279.44	February 11, 2024 - March 9, 2024	3/12/2024	4/4/2024		
		-\$18,204.38	DEA reimbursement	4/24/2024			
3-010-033010-0025	\$1,172.82	\$1,172.82	March 10, 2024 - April 6, 2024	4/15/2024	4/25/2024		
3-010-033010-0025	\$1,280.40	\$1,280.40	March 10, 2024 - April 6, 2024	4/15/2024	4/29/2024		
3-010-033010-0025	\$4,029.69	\$4,029.69	ICAC Reimbursement		4/12/2024		Equipment for digital forensic unit
3-010-033010-0025	\$1,386.06	\$1,386.06	April 7, 2024 - May 4, 2024	5/14/2024	6/3/2024		

Rev. line	Reimb. Amount	Reimb. Received	OT Incurred Date	Date handed in	Date reimb. posted	Comments
3-010-0000-00025	\$1,973.95	\$1,973.95	April 7, 2024 - May 4, 2024	5/14/2024	5/21/2024	F
3-010-033010-0025	\$1,599.30	\$1,599.30	May 5, 2024 - June 1, 2024	6/4/2024	6/11/2024	K
3-010-033010-0025	\$1,867.25	\$1,867.25	May 5, 2024 - June 1, 2024	6/4/2024	6/17/2024	f
3-010-033010-0025	\$2,667.50		June 2 - June 29 2024	7/8/2024		F
3-010-033010-0025	\$1,652.61		June 2 - June 29 2024	7/8/2024		K
Total	\$46,869.60	\$17,307.72				



Finance Committee
Agenda Item Detail
Meeting Date: July 17, 2024
Agenda Section: Action Items

Title: The EMS Billing Manager requests an EMS Expense Recovery Fund supplemental appropriation in the amount of \$394,230.12.

This amount represents unbudgeted revenue received in FY24. No local funds required.

The committee recommends approval.

Attachments:

[EMSEXPRecoverySA.pdf](#)



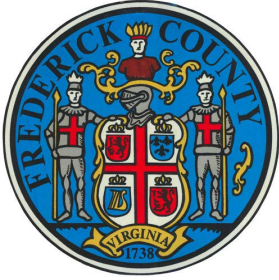
Christine Bauserman *CMB*
EMS Billing Manager

The EMS Expense Recovery Fund (Fund 30) budgeted estimated revenue in the amount of \$2,506,645 for FY24. Through June 30, 2024, revenue has been collected in the amount of \$2,900,875.12.

These totals show a revenue surplus of \$394,230.12 over the estimated budget. Since revenues less expenses are split 50-50 between the County and the Volunteer Companies, a supplemental appropriation in the amount of \$394,230.12 is requested. No local funds are required.

FY24 – Fund 30	
Budgeted revenue	2,506,645
Revenue received through 6/30/24	(2,900,875.12)
Estimated budgeted revenue & exp S/A	(394,230.12)

Thank you.



Finance Committee
Agenda Item Detail
Meeting Date: July 17, 2024
Agenda Section: Action Items

Title: The Public Safety Communications Director requests a General Fund revenue appropriation in the amount of \$22,279 and an expenditure appropriation in the amount of \$11,140.

These amount represent a carry forward for the VDEM grant for the text to 9-1-1 migration project.

The committee recommends approval.

Attachments:

[E911 CF.pdf](#)



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

1080 Coverstone Dr, Winchester, VA 22602

Tel: 540-665-6356

Fax: 540-723-8848

Ginger Whitacre,
Director
Public Safety Communications

TO: Cheryl Shiffler, Finance Director

FROM: Ginger Whitacre, Director

DATE: July 11th, 2024

REF: July Finance Committee Agenda


We would like to be placed on the July Finance Committee's agenda for a carry forward request in the amount of \$11,139.37 from FY24 to FY25. This is the cost to cover the remaining fee for the text to 9-1-1 migration to the NextGen system. The project began on April 15th. Due to delays involving one of the vendors involved, the project was not complete by June 30th. Expected completion is now July 18th. This funding is 100% reimbursed through the NG911 VDEM grant. The revenue will be received in FY25. The revenue expenditure code is: 3010-024040-0050 and the expenditure G/L code is: 4-010-035060-3010-000-000.

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	Public Safety Communications			<input type="checkbox"/>
Name of Grant	NG9-1-1 grant			
Grantor	VDEM			
Grant deadline for submission				
Total Amount of Anticipated Award	\$ 22,278.75			
Purpose of grant (summary) PLEASE INCLUDE FISCAL YEAR	Complete the NG9-1-1 migration			
Grant approved through budget process? (Yes/No)	No			<input type="checkbox"/>
Local Match Requirement (Yes/No)	No	<input type="checkbox"/>	Amount:	
If yes, Source(s) & amount(s) of local match (fin comm/BOS approval required if match requires a budget amendment)				
Other associated costs				
Continuing obligation and cost (fin comm/BOS approval required)				
Addition of Staff and cost (Yes/No) (fin comm/BOS approval required)	No	<input type="checkbox"/>	How many?	Total cost, including fringes:
Revenue and Expenditure codes & amounts	Revenue code - 3010-024040-0050 \$22,278.75 Expenditure code - 4-010-035060-3010-000-000 \$22,278.75			
Department Contact (name, email, phone)	Stefanie Salvato ssalvato@fcva.us 540-665-6356			
Department Head approval to apply for grant	Steve A. Hawkins	Digitally signed by Steve A. Hawkins Date: 2024.04.10 11:01:56 -04'00'	Date	04/10/2024
BOS approval date (if applicable)				
Finance review of grant policy compliance	Sharon Kibler	Digitally signed by Sharon Kibler Date: 2024.04.10 13:58:07 -04'00'	Date	04/10/2024
County Administrator approval to apply for grant				Date

Notes:

FINANCE COMMITTEE 4/17/24



Finance Committee
Agenda Item Detail
Meeting Date: July 17, 2024
Agenda Section: Action Items

Title: The Finance/Audit Committee charter adopted by the Board of Supervisors requires an annual review and reassessment.

The committee recommends no changes to the charter.

Attachments:

[FinanceCommitteeCharter.pdf](#)

Frederick County Board of Supervisor's

Finance/Audit Committee Charter

I. Organization

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

II. Purpose

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

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

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

III. Meetings and Quorum

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

IV. Responsibilities

The Committee shall have the following duties and responsibilities:

A. Finance

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

B. Audit

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

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

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

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

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

Revisions:

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

9/29/2014: no changes

10/21/2015: no changes

9/13/2017: no changes

9/12/2018: no changes

9/11/2019: no changes

9/9/2020: no changes

11/10/2021: no changes

8/10/2022: no changes

8/16/23: no changes



Finance Committee
Agenda Item Detail
Meeting Date: July 17, 2024
Agenda Section: Items For Information Only

Title: The Finance Director provides a Fund 10 Transfer report for June 2024.

Attachments:
[TXFS JUNE 2024.pdf](#)

DATE	BUDGET TRANSFERS JUNE 2024 DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
6/7/2024	SHERIFF	COMMUNICATION/HEARING HEADSETS	3102	3005	000	000	(15,550.00)
	SHERIFF		3102	5409	000	002	15,550.00
6/7/2024	COMMISSIONER OF THE REVENUE	COVER VEHICLE INSPECTIONS	1209	3004	000	001	(300.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	3004	000	002	300.00
6/7/2024	SHERIFF	FORENSICS CRIME SCENE BUNDLE	3102	8007	000	000	(11,600.00)
	SHERIFF		3102	8003	000	000	11,600.00
6/7/2024	SHERIFF	TO COVER DEFICIT	3102	5401	000	000	(1,438.00)
	SHERIFF		3102	5409	000	004	1,438.00
	SHERIFF		3102	5401	000	000	(40.00)
	SHERIFF		3102	5801	000	000	40.00
6/7/2024	CLEARBROOK PARK	TO COVER NEGATIVE BALANCE	7109	5403	000	000	(1,995.00)
	CLEARBROOK PARK		7109	5413	000	000	1,995.00
6/7/2024	ROAD ADMINISTRATION	TO COVER ROAD ADMINISTRATION SHORTAGE	4102	3010	000	000	1,900.00
	PLANNING		8101	5506	000	000	(1,900.00)
6/7/2024	RECREATION CENTERS AND PLAYGROUNDS	TO PURCHASE CONCESSIONS ITEMS FOR RESALE	7104	3010	000	000	(8,000.00)
	RECREATION CENTERS AND PLAYGROUNDS		7104	5414	000	000	8,000.00
6/10/2024	PUBLIC SAFETY COMMUNICATIONS	AMHERST PRICE INCREASE	3506	3004	000	001	(7.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	3002	000	000	7.00
6/10/2024	COUNTY OFFICE BUILDINGS/COURTHOUSE	INSUFFICIENT FUNDS MAINTENANCE CONTRACTS CAB	4304	3010	000	000	(2,000.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3005	000	000	2,000.00
6/10/2024	HUMAN RESOURCES	RECRUITING ITEMS FOR MARKETING AND ADVERTISING	1203	3007	000	000	(10,000.00)
	HUMAN RESOURCES		1203	5401	000	000	10,000.00
6/11/2024	PUBLIC SAFETY COMMUNICATIONS	EPD IMPLEMENTATION	3506	3010	000	000	(114,551.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	9005	000	000	114,551.00
6/11/2024	COUNTY OFFICE BUILDINGS/COURTHOUSE	INSUFFICIENT FUNDS ELECTRICITY CAB	4304	3010	000	000	(7,200.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5101	000	000	7,200.00
6/11/2024	COUNTY OFFICE BUILDINGS/COURTHOUSE	INSUFFICIENT FUNDS FOR WATER/SEWAGE CAB	4304	3010	000	000	(3,600.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5103	000	000	3,600.00
6/12/2024	COUNTY OFFICE BUILDINGS/COURTHOUSE	INSUFFICIENT FUNDS FOR PEST CONTROL VOTER REGISTRATION	4304	3010	000	052	(140.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3005	000	052	140.00
6/12/2024	GENERAL ENGINEERING/ADMINISTRATION	OFFICE SUPPLIES	4201	4003	000	000	(1,500.00)
	GENERAL ENGINEERING/ADMINISTRATION		4201	5401	000	000	1,500.00
6/12/2024	GENERAL ENGINEERING/ADMINISTRATION	PURCHASE FURNITURE	4201	5506	000	000	(4,000.00)
	GENERAL ENGINEERING/ADMINISTRATION		4201	5401	000	000	4,000.00
6/12/2024	INSPECTIONS	TO COVER SHORTAGE ON VEHICLE REPAIRS	3401	3002	000	000	(1,000.00)
	INSPECTIONS		3401	3004	000	002	1,000.00
6/18/2024	COUNTY OFFICE BUILDINGS/COURTHOUSE	AIR QUALITY TEST AT SMITHFIELD AVENUE	4304	3010	000	000	(2,200.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3010	000	086	2,200.00
6/18/2024	COMMISSIONER OF THE REVENUE	BUSINESS CARDS	1209	3007	000	000	(400.00)
	COMMISSIONER OF THE REVENUE		1209	3006	000	000	400.00
6/18/2024	FIRE AND RESCUE	MOVE FUNDS FOR CAPITAL PURCHASE	3505	5404	000	000	(15,822.76)
	FIRE AND RESCUE		3505	8009	000	000	15,822.76
6/18/2024	COUNTY OFFICE BUILDINGS/COURTHOUSE	LOWER BRACKETS ON (6) GARAGE DOORS AT ROUNDHILL	4304	3002	000	008	(500.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	008	500.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3010	000	007	(645.55)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	008	645.55
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5400	000	007	(1,200.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	008	1,200.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5403	000	007	(300.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	008	300.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5405	000	007	(600.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	008	600.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5407	000	007	(900.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	008	900.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5408	000	007	(200.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	008	200.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5413	000	007	(300.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	008	300.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3005	000	007	(2,000.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	008	2,000.00
6/18/2024	FIRE AND RESCUE	MOVE FUNDS TO COVER PARAMEDIC CLASS	3505	5506	000	000	(2,423.00)
	FIRE AND RESCUE		3505	2013	000	000	2,423.00
6/18/2024	CLEARBROOK PARK	TO COVER MAY PURCHASES	7109	5407	000	000	(682.45)
	CLEARBROOK PARK		7109	5103	000	000	682.45
	CLEARBROOK PARK		7109	5407	000	000	(4,019.14)
	CLEARBROOK PARK		7109	5413	000	000	4,019.14
	SHERANDO PARK		7110	3004	000	003	(5,574.27)
	SHERANDO PARK		7110	5408	000	000	5,574.27
6/18/2024	PARKS AND RECREATION ADMINISTRATION	TO COVER JUNE PURCHASES	7101	3006	000	000	(3,686.00)
	PARKS AND RECREATION ADMINISTRATION		7101	3007	000	000	3,686.00
6/18/2024	PARKS AND RECREATION ADMINISTRATION	TO COVER NEGATIVE BALANCE	7101	3002	000	000	(664.77)
	PARKS AND RECREATION ADMINISTRATION		7101	5204	000	001	664.77
	PARKS AND RECREATION ADMINISTRATION		7101	3002	000	000	(46.15)
	PARKS AND RECREATION ADMINISTRATION		7101	5801	000	000	46.15
6/20/2024	CLEARBROOK PARK	CLEARBROOK POOL BATH HOUSE SIDING	7109	5412	000	000	(31,500.00)
	CLEARBROOK PARK		7109	3004	000	003	31,500.00
6/20/2024	PUBLIC SAFETY COMMUNICATIONS	EPD INTERFACE TO CAD	3506	5413	000	000	(4,940.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	9005	000	000	4,940.00
6/20/2024	FIRE AND RESCUE	MOVE FUNDS TO CAPITAL FOR (2) STAIR CHAIRS	3505	5413	000	000	(14,145.52)
	FIRE AND RESCUE		3505	8009	000	000	14,145.52

	FIRE AND RESCUE		3505	5404	000	000	(16,000.00)
	FIRE AND RESCUE		3505	8009	000	000	16,000.00
6/20/2024	FIRE AND RESCUE	MOVE TO CAPITAL FOR QUANTIFIT PURCHASE	3505	5413	000	000	(28,840.00)
	FIRE AND RESCUE		3505	8009	000	000	28,840.00
6/20/2024	SHERANDO PARK	SHERANDO POOL BATH HOUSE SIDING	7110	8900	000	000	(31,500.00)
	SHERANDO PARK		7110	3004	000	003	31,500.00
6/20/2024	FIRE AND RESCUE	TRANSFER FUNDS FOR PURCHASE OF TANKER EQUIPMENT	3505	3004	000	001	(32,476.90)
	FIRE AND RESCUE		3505	5413	000	000	32,476.90
6/21/2024	COUNTY OFFICE BUILDINGS/COURTHOUSE	INSUFFICIENT FUNDS FOR JANITORIAL SUPPLIES PSB	4304	5413	000	005	(879.32)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5405	000	005	879.32
6/24/2024	PARKS AND RECREATION ADMINISTRATION	TO COVER NEGATIVE BALANCE	7101	3002	000	000	(3,095.00)
	PARKS AND RECREATION ADMINISTRATION		7101	3007	000	000	3,095.00
6/24/2024	INSPECTONS	TO COVER OVERAGE OF PRINTING	3401	3002	000	000	(300.00)
	INSPECTONS		3401	3006	000	000	300.00
6/24/2024	CLEARBROOK PARK	TO COVER SHELTER ROOFING	7109	5407	000	000	(7,000.00)
	CLEARBROOK PARK		7109	5408	000	000	(3,552.00)
	SHERANDO PARK		7110	3004	000	003	7,000.00
	SHERANDO PARK		7110	3004	000	003	3,552.00
6/24/2024	FIRE AND RESCUE	PURCHASE OF AED'S	3505	5605	000	000	(10,994.56)
	FIRE AND RESCUE		3505	5404	000	000	10,994.56
6/24/2024	SHERANDO PARK	TO COVER ITEM CODED INCORRECTLY	7110	8900	000	000	(9,995.39)
	SHERANDO PARK		7110	8002	000	000	9,995.39
6/24/2024	ELECTORAL BOARD AND OFFICIALS	TO BALANCE ACCOUNT	1301	1005	000	000	(2,472.13)
	REGISTRAR		1302	1005	000	000	2,472.13
6/26/2024	SHERANDO PARK	TO COVER INCORRECT CODING	7110	8900	000	000	(9,995.39)
	SHERANDO PARK		7110	8002	000	000	9,999.39
6/26/2024	FIRE AND RESCUE	TRANSFER FUNDS TO COVER PURCHASE	3505	5605	000	000	(1,000.00)
	FIRE AND RESCUE		3505	5605	000	002	1,000.00
6/27/2024	PUBLIC SAFETY COMMUNICATIONS	COVER COPIERS PRINT OVERAGES	3506	5413	000	000	(135.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	9001	000	000	135.00
6/27/2024	PUBLIC SAFETY COMMUNICATION	EVERBRIDGE PHONE DATA	3506	5413	000	000	(2,500.00)
	PUBLIC SAFETY COMMUNICATION		3506	9005	000	000	2,500.00
	PUBLIC SAFETY COMMUNICATION		3506	3004	000	001	(2,000.00)
	PUBLIC SAFETY COMMUNICATION		3506	9005	000	000	2,000.00
	PUBLIC SAFETY COMMUNICATION		3506	4003	000	002	(2,200.00)
	PUBLIC SAFETY COMMUNICATION		3506	9005	000	000	2,200.00
6/27/2024	AGRICULTURE	FUNDS NEEDED FOR BOOKS AND SUBSCRIPTIONS	8301	5401	000	000	(75.00)
	AGRICULTURE		8301	5411	000	000	75.00
6/27/2024	AGRICULTURE	FUNDS NEEDED FOR LEASE/RENT OF EQUIPMENT	8301	3004	000	001	(290.00)
	AGRICULTURE		8301	9001	000	000	290.00
6/27/2024	AGRICULTURE	FUNDS NEEDED FOR POSTAGE	8301	5401	000	000	(874.26)
	AGRICULTURE		8301	5204	000	000	874.26
6/27/2024	AGRICULTURE	FUNDS NEEDED FOR POSTAGE/TELEPHONE	8301	5506	000	000	(600.00)
	AGRICULTURE		8301	5204	000	000	600.00
6/27/2024	AGRICULTURE	FUNDS NEEDED FOR PROGRAM	8301	3004	000	001	(210.00)
	AGRICULTURE		8301	5401	000	000	210.00
	AGRICULTURE		8301	5506	000	000	(695.09)
	AGRICULTURE		8301	5401	000	000	695.09
6/27/2024	AGRICULTURE	FUNDS NEEDED FOR TRAVEL	8301	5401	000	000	(4.51)
	AGRICULTURE		8301	5506	000	000	4.51
6/27/2024	RECREATION CENTERS AND PLAYGROUNDS	NEW HIRE 6/24	7104	1003	000	000	(401.00)
	RECREATION CENTERS AND PLAYGROUNDS		7104	1001	000	031	401.00
6/27/2024	SHERIFF	PAYROLL PAYOUT	3102	1002	000	006	(5,262.00)
	SHERIFF		3102	1001	000	024	5,262.00
	SHERIFF		3102	1002	000	006	(5,262.00)
	SHERIFF		3102	1002	000	024	5,262.00
6/27/2024	RECREATION CENTERS AND PLAYGROUNDS	TO COVER NEGATIVE BALANCE	7104	1003	000	000	(22,063.63)
	CLEARBROOK PARK		7109	1003	000	000	22,063.63
6/27/2024	RECREATION CENTERS AND PLAYGROUNDS	TO COVER OVERTIME COSTS	7104	1003	000	000	(1,867.88)
	RECREATION CENTERS AND PLAYGROUNDS		7104	1005	000	000	1,867.88
	CLEARBROOK PARK		7109	1005	000	001	470.18
	SHERANDO PARK		7110	1003	000	000	(49.53)
	SHERANDO PARK		7110	1005	000	001	49.53
	SHERANDO PARK		7110	1003	000	000	(470.18)
7/1/2024	PUBLIC ASSISTANCE	ALLOCATE ADDITIONAL FUNDS	5317	5817	000	000	(24,000.00)
	PUBLIC ASSISTANCE		5317	5811	000	000	24,000.00
7/1/2024	PUBLIC ASSISTANCE	TO ALLOCATE ADULT PROTECTIVE SERVICES	5317	5833	000	000	(837.00)
	PUBLIC ASSISTANCE		5317	5895	000	000	837.00
7/1/2024	PUBLIC ASSISTANCE	TO ALLOCATE REFUGEE FUNDS	5317	5817	000	000	(524.00)
	PUBLIC ASSISTANCE		5317	5819	000	000	524.00
7/1/2024	JUVENILE AND DEMESTIC COURT	TO BALANCE NEGATIVE AMOUNT	2105	5401	000	000	(135.00)
	JUVENILE AND DEMESTIC COURT		2105	5801	000	000	135.00
7/1/2024	SOCIAL SERVICES ADMINISTRATION	TO REALLOCATE FUNDS TO TRAINING NEEDS	5316	3010	000	000	(3,462.00)
	SOCIAL SERVICES ADMINISTRATION		5316	5405	000	000	3,462.00
7/1/2024	PUBLIC ASSISTANCE	TO REALLOCATE LOCAL FUNDS	5317	5833	000	000	(1,931.00)
	PUBLIC ASSISTANCE		5317	5920	000	000	1,931.00
7/1/2024	PUBLIC ASSISTANCE	TO REALLOCATE PSSF FUNDS	5317	5864	000	000	(250.00)
	PUBLIC ASSISTANCE		5317	5866	000	000	250.00
7/1/2024	SOCIAL SERVICES ADMINISTRATION	TO REALLOCATE SALARY FUND	5316	1001	000	000	(6,400.00)
	SOCIAL SERVICES ADMINISTRATION		5316	1005	000	000	6,400.00
7/1/2024	SOCIAL SERVICES ADMINISTRATION	TO REALLOCATE WEBEX LICENSES	5316	3005	000	000	(136.00)
	SOCIAL SERVICES ADMINISTRATION		5316	9005	000	000	136.00