


COUNTY of FREDERICK

Finance Department
Cheryl B. Shiffler
Director

540/665-5610

Fax: 540/667-0370

E-mail: cshiffle@co.frederick.va.us

TO: Finance Committee
FROM: Cheryl B. Shiffler, Finance Director 
DATE: February 15, 2008
SUBJECT: Finance Committee Agenda

The Finance Committee will meet in the First Floor Conference Room at 107 North Kent Street on Wednesday, February 20, 2008 at 8:00 a.m.

1. The Victim Witness Director requests a General Fund supplemental appropriation in the amount of \$4,615. This amount represents an overpayment made to the County by DCJS. See attached memo, p. 1 – 3.
2. The Victim Witness Director requests a General Fund budget transfer (amount not determined) from the health insurance line item. This amount represents funds for IT purchases. See attached memo, p. 1.
3. The Jail Superintendent requests a Jail Fund supplemental appropriation in the amount of \$198,000. This amount represents funds needed for overtime costs. See attached memo, p. 4.
4. The Sheriff requests a General Fund supplemental appropriation in the amount of \$100. This amount represents donations received. See attached memo, p. 5.

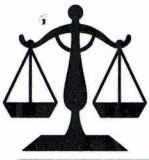
5. The Deputy County Administrator requests a General Fund supplemental appropriation in the amount of \$7,850. This amount represents costs associated with an energy audit for the County to help identify potential financial savings in energy costs through conservation measures. See attached memo, p. 6.

6. The Finance Director requests a General Fund supplemental appropriation in the amount of \$3988. This amount represents funds needed for the County portion of the Circuit Court costs for FY 08. See attached information, p. 7 – 10.

Information Only

1. The Finance Director provides a fund balance report. See attached, p. 11.

**THERE WILL BE A BUDGET WORKSESSION IMMEDIATELY
FOLLOWING THE FINANCE COMMITTEE MEETING.**



Frederick County Victim Witness Program

Office of the Commonwealth's Attorney

Melissa D. Rice, Director
mrice@co.frederick.va.us
Fax: (540) 667-3454

107 North Kent Street, 4th Floor
Winchester, Virginia 22601
(540) 665-6369

Date: January 31, 2008
To: Cheryl Shiffler, Finance Director
From: Melissa D. Rice, Director
RE: Finance Committee Agenda

Melissa D. Rice



Please place these two requests on the Finance Committee Agenda coming up on February 20, 2008 at 8:00 a.m.

1. Repayment / Overpayment by the Department of Criminal Justice Services – overpayment was made to Frederick County for FY 2006-2007 in the amount of \$4,614.25. Please see memo attached and also the request for funds which was submitted to DCJS by the program director. A request for funds was submitted to DCJS totaling \$98,256.25 (approved was for \$98,258) – but DCJS sent \$102,872.25 as payment to Frederick County Finance. **I spoke to Mr. Charles Baber at DCJS and he advised that there was an overpayment in the amount of \$4,614.25 – an error on their part.**
2. Currently, Kristy Ritter, my Assistant Director does not participate in our health care package which means that her portion of health/medical \$6576.00 is not being used. I am hereby requesting a transfer of funds from line item 2202-2005 which is Hospital/Medical to the appropriate line item to replace the computers and possibly purchase a copy machine. I have submitted a request to the IT Department for prices on the computers, which will then give me a better idea of how much money we will need to transfer. The Department of Criminal Justice Services provides the funding for our health and medical coverage through the county, so the county is reimbursed for this cost through them. Do to cut backs with DCJS – there has been no funding available for computers and/or copier replacement, with our county cut backs there has been no money for these items neither.

Thank you for your assistance.

Subject: 07-k9261vw06
From: "Baber, Charles" <Charles.Baber@dcjs.virginia.gov>
Date: Thu, 24 Jan 2008 14:02:08 -0500
To: <mrice@co.frederick.va.us>

January 24, 2008

SECOND REQUEST

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

RE: Accounts Receivable
DCJS Grant Number: 07-K9261VW06

Dear Ms. Shiffler:

On December 21, 2007 we notified you that our records revealed an unexpended balance of \$4,614.25 in federal funds disbursed to you and requested the return of these funds.

The grant ended June 30, 2007. Sub-grantees have an additional ninety (90) day period following grant expiration date to liquidate all unpaid obligations. Before we can close the grant and submit a final report, we must receive all unexpended grant funds. Please return these funds so that we may close this grant. Also, please remember that disbursements for the current grant year may be withheld pending resolution of prior year financial obligations.

The Commonwealth considers these type requests as reportable accounts receivable and they are reported to the State Comptroller. We would appreciate your assistance to expedite the early return of the grant's unexpended funds.

If you require further information concerning this request, please contact Mr. Charles Baber at (804) 786-6534.

Sincerely,

Reeva G. Tilley
Financial Manager

Enclosure

cc: Mrs. Melissa D. Rice, Victim Witness Director
Erin Osborne, DCJS Grant Monitor
Ms. Judy Lloyd, DCJS
Mr. Charles Baber, DCJS

Print Report

You have marked this report as your Final Expense Report.
 The expenses you have entered exceed the funds you have received.
 Please submit a "Request for Funds" form and send it to DCJS Grants Administration.
 Federal Voucher - 20411.6

This is your Grant Expenses-To-Date Cumulative Expenses, Obligations, and Cash On Hand. If the totals on this page are incorrect, click on the Revise button at the bottom of the page and check the Quarterly data you entered.

Grant Expenses-To-Date Cumulative Verification Report

Grant Number 07-K9261VW06	Reporting Period 06/30/2007	Project Title Victim Witness Program
Report Date 07/13/2007	Project Completed 06/30/2007	Final Report Yes

Status: Approved

Grant Expenses-To-Date				
Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	General		
Consultant	0.00	0.00	0.00	\$0.00
Equipment	960.00	240.00	0.00	\$1,200.00
Indirect Cost	0.00	0.00	0.00	\$0.00
Personnel	72612.80	18153.20	0.00	\$90,766.00
Supplies/Other	3997.60	999.40	0.00	\$4,997.00
Travel	1035.00	258.25	0.00	\$1,293.25
Total	78605.40	19650.85	0.00	\$98,256.25

Grant Obligations as of this Reporting Period				
Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	General		
Consultant	0.00	0.00	0.00	\$0.00
Equipment	0.00	0.00	0.00	\$0.00
Indirect Cost	0.00	0.00	0.00	\$0.00
Personnel	0.00	0.00	0.00	\$0.00
Supplies/Other	0.00	0.00	0.00	\$0.00
Travel	0.00	0.00	0.00	\$0.00
Total	0.00	0.00	0.00	\$0.00

Cash On Hand for this Reporting Period			
	Federal	State	Total Program
Cash On Hand	-53140.90	-19650.85	(\$72,791.75)

Quarterly View

Northwestern Regional Adult Detention Center

Fred D. Hildebrand - Superintendent
Bruce R. Conover - Assistant Superintendent



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

MEMORANDUM

TO: Cheryl Shiffler, Frederick County Finance

FROM: Fred D. Hildebrand, Superintendent

A handwritten signature in black ink, appearing to read "Fred D. Hildebrand", is written over the printed name in the "FROM" field.

DATE: February 1, 2008

SUBJECT: Finance Committee Request for Appropriation

Request an appropriation of \$198,000 from the Northwestern Regional Jail's Unreserved Fund Balance, 11-000240-2530, to Overtime, 11-3301-1005-000-000.

The Jail Authority will approve this request at their next scheduled meeting in March 2008. However, the appropriation is required now by Frederick County to keep the line item solvent.

Thank you for considering this request.

FinCommApproOT2-1-08/jw

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FREDERICK COUNTY SHERIFF'S OFFICE



ROBERT T. WILLIAMSON
Sheriff

MAJOR R.C. ECKMAN
Chief Deputy

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/722-4001

TO : Finance Department
FROM : Sheriff R. T. Williamson *RTW*
SUBJECT : Donation
DATE : February 7, 2008

10CR 3-010-018990-000

Attached are two checks totaling \$100.00 from Debra and Bryan LeFew. These checks are donations to the department to be used "where needed". We are requesting these checks be appropriated into our crime prevention line: 3102-5413-004.

Thank you.

RTW/asw

68-7851-2560 1922

DEBRA A LEFEW
BRYAN D LEFEW
540-722-6711
129 OLD WAGON ROAD
WINCHESTER, VA 22602

1/20/08 20

pay to the order of *Frederick Co Sheriff's Office* \$50.00
Fifty and 00/100 Dollars

APPLE FEDERAL CREDIT UNION
P.O. BOX 1200
FAIRFAX, VIRGINIA 22030

For *Where Needed* *[Signature]*

2560785142 0000018916000 1922

DEBRA A LEFEW
BRYAN D LEFEW
540-722-6711
129 OLD WAGON ROAD
WINCHESTER, VA 22602

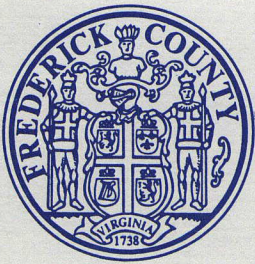
1/13/08 20

pay to the order of *Frederick Co Sheriff's Office* \$50.00
Fifty and 00/100 Dollars

APPLE FEDERAL CREDIT UNION
P.O. BOX 1200
FAIRFAX, VIRGINIA 22030

For *Where Needed* *[Signature]*

2560785142 0000018916000 1922



John R. Riley, Jr.
County Administrator

MEMORANDUM

TO: John R. Riley, Jr., County Administrator
FROM: Jay E. Tibbs, Deputy County Administrator *Jay Tibbs*
SUBJECT: Energy Audit
DATE: February 13, 2008

540/665-5666
Fax 540/667-0370
E-mail: jriley@co.frederick.va.us

As you know, the mid-managers group heard a presentation from Jon Turkel, Parks & Recreation, and Gloria Puffinburger, Solid Waste Coordinator, regarding a proposed energy audit for Frederick County. The goal of the proposed audit would allow the county to identify potential financial savings in energy costs through conservation measures.

Mr. Turkel applied the annual savings identified in the Virginia Energy Plan to Frederick County and, based on FY 2006/2007 electric expenses, the county would recognize an annual savings of \$32,000 in five years. This project would not only look at electricity, but gasoline, natural gas, etc.; therefore, the annual savings would be greater. By comparison, Henrico County, although a much larger organization, saves \$360,000 annually in energy reductions and has recognized \$2,000,000 in savings through the four and a half years since starting this initiative.

The audit would be conducted by an Environmental Sciences student from either Shepherd University or James Madison University and the total cost for this project is \$7,850. The expenditure breakdown is as follows:

\$1,200 – ICLEI – Local Governments for Sustainability membership; Access to audit software, best practices, technical services, & consultation.

\$6,150 – JMU or Shepherd University Intern – Data collection, data entry, interpretation, & Recommendations totaling 400 hours. (salary, FICA).

\$ 500 – Training, Material, & Supplies.

Members of the mid-managers group have attempted to identify alternative funding sources (e.g. e-Civis, National Association of Counties, Hampton Roads Clean Cities, Virginia Department of Mines, Minerals, and Energy, and Allegheny Power) but have been unsuccessful. Understanding the current financial situation in the county, we feel this project could reap some financial benefits and cost savings for the County. Based on the projected savings in electric service this investment would be recouped within the first 12-15 months.

The mid-managers group was very supportive of this proposal from a cost savings stand point and also saw this as an opportunity for the Board to get some good p.r. given the state and federal government's current focus on energy and energy conservation. There is a time constraint should we choose to pursue the audit for this year, as the students will work during the summer; therefore, we would need to have funding in place by mid-April in order to process the membership and secure a student.

Please advise how you would like us to proceed.

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City of Winchester, Virginia
15 N. Cameron Street
Winchester, Virginia 22601

INVOICE

Phone (540) 667-1815
FAX (540) 722-3618

Invoice	
Number:	6150
Date:	1/23/08

TO:

FREDERICK COUNTY ATTN: FINANCE DEPARTMENT 107 NORTH KENT STREET WINCHESTER, VA 22601

Customer No:
3/35

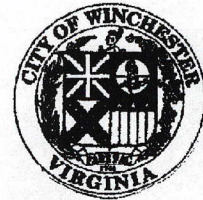
Customer Type:
SHARED EXPENSES

Quantity	Description	Unit Price	Extended Price
1.00	REVISED CIRCUIT COURT FY08 EXCLUDING WARREN CO	6,291.74	6,291.74
4-010-021010-6005-000-000 CBS			
Total Amount Due			\$6,291.74

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

Date
1/23/08

Due Date
2/22/08



INVOICE

Remit and Make Check Payable To:	
CITY OF WINCHESTER 15 N CAMERON STREET ATTN TREASURER WINCHESTER	VA 22601

Customer No: 3

Invoice No: 6150
Customer Type: SE/ 35

Terms:	30 DAYS
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Total Amount Due	\$6,291.74
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**City of Winchester
Circuit Court Revised Billing
FY 2008**

LOCALITY	POPULATION(*)	%AGE	FY08 BUDGET	FY08 BILLING	PLUS % of FY07 DEFICIT	REVISED TOTAL DUE	AMOUNT PAID	BALANCE DUE
CLARKE	14,565	13.12%	67,000.00	\$ 8,790.14	\$ 414.32	\$ 9,204.47	\$ 7,917.16	\$ 1,287.31
FREDERICK	71,187	64.12%	67,000.00	42,962.15	2,024.99	44,987.14	38,695.40	6,291.74
WINCHESTER	25,265	22.76%	67,000.00	15,247.70	718.69	15,966.39	13,733.39	2,233.00
	111,017	100.00%		<u>\$67,000.00</u>	<u>\$ 3,158.00</u>	<u>\$ 70,158.00</u>	<u>\$60,345.95</u>	<u>\$ 9,812.05</u>

(*) population based on 2006 Population estimates- U.S. Census Data
Note: Circuit Court judges no longer serving Warren County.

FY07 BUDGET VS. ACTUAL SURPLUS OR (DEFICIT)		
FY07 BUDGET	FY07 ACTUAL	SURPLUS(DEFICIT)
\$61,000.00	\$64,158.00	(\$3,158.00)

FY07 ORIGINAL VS. AMENDED BUDGET		
ORIGINAL	AMENDED	DIFFERENCE
\$61,000.00	\$64,200.00	(\$3,200.00)

TOTAL ADDITIONAL BILLING		
FY07 BUDGET BILLED	FY07 ACTUAL EXPENDITURES	ADD'L DUE
\$61,000.00	\$64,158.00	\$3,158.00



CITY OF WINCHESTER, VIRGINIA

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601

Telephone: (540) 667-1815
FAX: (540) 723-0238

January 23, 2008

Frederick County
Finance Department
107 N. Kent Street
Winchester, VA 22601

Dear Cheryl,

Enclosed is a revised bill for your locality's cost for the Circuit Court for Fiscal Year FY 2008. Warren County notified this office that the Judge from Winchester no longer serves Warren County effective January 2007. Therefore, I have revised the billing to exclude Warren County.

If you have any questions, please contact me at (540) 667-1815 extension 1378.

Respectfully,

A handwritten signature in cursive script that reads "Celeste".

Celeste Broadstreet
Assistant Finance Director



Company No: 001 Account Number: 4010 210106005 000 000 Period:
 Date: 2/05/08 CITY OF WINCHESTER - CIRCU Time: 1552
 Budget Amount Year To Date Encumbrances Balance
 \$41,000.00 \$38,695.40 \$.00 \$2,304.60

 Date Source Reference Number PO# Amount Description
 12122007 AP 1 6025 \$38,695.40 200712 CITY OF WINCHESTER B

***** Encumbrance-
 ***** A/P Holding File-
 ***** P/R Holding File-
 ***** U/T Holding File-
 ***** A/R Holding File-
 ***** G/L Holding File-
 ***** S/S Holding File-
 ***** INV Holding File-

08082007 BA 1 0000352 \$41,000.00 200707 -APPROPRIATION ENTRY -
 ***** Budget Amount- \$41,000.00

**County of Frederick, VA
Report on Fund Balance
January 2008**

Fund Balance, Beginning of Year, July 1, 2007 **32,685,256**

Prior Year Funding & Carry forward Amounts

Adjust Forfeited Assets	(1,530)	
Document Imaging carry forward	(7,000)	
Inspections scheduling system carry forward	(31,318)	
Clearbrook Convenience Site carry forward	(168,627)	
Gypsy Moth spraying carry forward	(175,000)	
Transportation carry forward	(225,500)	
Sheriff donation carry forward	(200)	
School operating funds carry forward	(87,538)	
School insurance proceeds carry forward	(28,311)	
Social Services carry forward	(70,300)	
School capital funds carry forward	(918,429)	
Sheriff prisoner transport reimbursement carry forward	(3,000)	
DARE carry forward	(4,880)	
Litter-Thon funds carry forward	(1,222)	
Public Safety training carry forward	(10,325)	
		(1,733,179)

Other Funding / Adjustments

Audit Adjustments (includes School Operating)	2,215,694	
Adjust Fire Company Capital Reserves	(135,832)	
Commonwealth Attorney (2) new positions	(39,438)	
Enhanced LEOS benefit	(136,111)	
Correct 45 day taxes	(283,216)	
Radio Tech position	(128,140)	
Voting machine upgrades	(13,511)	
eCivis grants software	(26,000)	
New position - County Attorney	(120,000)	
COR reassessment	(9,457)	
Youth Development Center	(125,000)	
Shenandoah Valley Discovery Museum	(500,000)	
Replace Sheriff weapons	(30,823)	
Airport Capital	(25,792)	
Homeland Security interest refund	(5,344)	
Smeltzer property	(164,900)	
PSB Custodian & part time help	(37,117)	
State funds for add'l court security	5,909	
Presidential Primary	(22,410)	
County Administration professional services	(60,000)	
Audit Adjustments- tax accruals	130,795	
S&W Tours public transit grant match	(9,000)	
		480,308

Fund Balance, January 2008 **31,432,385**