



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:** June 13, 2008  
**SUBJECT:** Finance Committee Agenda

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The Finance Committee will meet in the First Floor Conference Room at 107 North Kent Street on Wednesday, June 18, 2008 at 8:00 a.m.

1. The Court Services Director requests a Court Services Fund supplemental appropriation in the amount of \$4,000. This amount represents additional funds received from DCJS. No local funds required. See attached memo, p. 1.
2. The NRADC Superintendent requests an FY09 Jail Fund supplemental appropriation in the amount of \$224,187. This amount represents remaining bond proceeds needed to perform major repairs and maintenance projects. See attached memo, p. 2.
3. The NRADC Superintendent requests an FY09 Jail Fund supplemental appropriation in the amount of \$301,000. This amount represents a carry forward needed to replace boilers and resurface showers. See attached memo, p. 2.
4. The Director of Public Works requests a General Fund supplemental appropriation in the amount of \$600. This amount represents Litter-Thon donations. No local funds required. See attached memo, p. 3.

5. The Director of Public Works requests a General Fund supplemental appropriation in the amount of \$3,000. This amount represents funds needed for lead paint and asbestos tests at the Old Gainesboro School and has been endorsed by the Public Works Committee. Local funds required. See attached memo, p. 4 – 6.
6. The Director of Public Works requests a General Fund supplemental appropriation in the amount of \$151,800 to correct deficiencies at the Old Gainesboro School building and add fire alarm and security systems. The Public Works Committee has endorsed this request. Local funds required. See attached memo, p. 7 – 9.
7. The Director of Public Works requests a Shawneeland Fund supplemental appropriation in the amount of \$500,000. This amount represents funds needed to perform foundation repairs of the Lake Cherokee dam and has been endorsed by the Public Works Committee. See attached memo, p. 7 – 9.
8. The Sheriff requests a General Fund supplemental appropriation in the amount of \$3,568.50. This amount represents private and DARE donations, DARE Bowl-a-Thon proceeds and DARE t-shirt reimbursements. No local funds required. See attached memos, p. 10 – 13.
9. The Sheriff requests a General Fund supplemental appropriation in the amount of \$74,000. This amount represents federal funds reimbursed for the purchase of IT equipment. It is requested that funds be appropriated in the operating budget in order to cover gasoline expenditures and a mandatory incinerator test. No local funds required. See attached memo, p. 14.
10. The Juvenile & Domestic Relations and General District courts request an FY 2009 General Fund supplemental appropriation in the amount of \$14,000 for salary supplements. Local funds required. See attached memo, p. 15 – 16.

11. As requested, The Parks & Recreation Director provides a review and analysis of the Parks & Recreation fees for discussion. See attached information, p. 17 – 22.
  
12. The Commonwealth Attorney's Office requests an FY09 General Fund supplemental appropriation in the amount of \$4,000. This represents a carry forward needed for installation of the VCAIS computer system. See attached memo, p. 23.

**Information Only**

1. The Finance Director provides a fund balance report. See attached, p. 24.



Division of Court Services  
317 South Cameron St.  
Winchester, VA 22601

540/665-5633  
Fax 540/678-0730

MEMORANDUM

To: Frederick County Finance Committee  
Through: Cheryl Shiffler – Frederick County Finance Director  
From: Scott Anderson - Division of Court Services Director  
Date: April 21, 2008  
Re: Additional Grant Funding  
Grant Number: 08-L6362CC08

Frederick County  
RECEIVED  
APR 22 2008  
Finance Department

3-013-24040-0017 rec'd 3-25-08

Additional grant funding in the amount of \$4000.00 has been received from the Department of Criminal Justice Services for the Old Dominion Community Corrections Program. We are requesting that this additional funding be placed in the FY 08 budget in the following line items:

13-21120-2002-000	Retirement – VRS	\$3,960.00
13-21120- <del>8007</del> -000	IT Equipment	40.00
5401		

Please contact me if you have any questions.

pc: Patricia Lowery – Administrative Assistant - Division of Court Services  
Suzanne Morehead – Community Corrections Program Coordinator – DCS  
File

# 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: Ms. Cheryl Shiffler, Director of Finance

From: Fred D. Hildebrand, Superintendent

Date: June 11, 2008

Subject: Carry Forward Funds

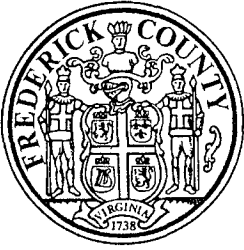
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Request that \$224,187.00 in the Jail's Revenue Account #11-33010-4104-0001 be carried forward into FY09. This requested amount represents remaining Jail Expansion Bond Proceeds to be appropriated in FY09 to perform major repairs and maintenance projects required at the Regional Detention Center.

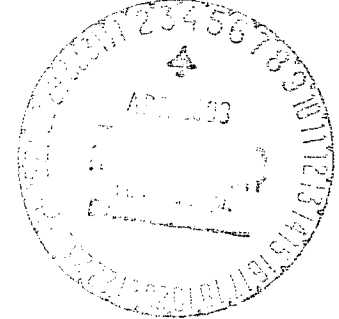
Request that \$301,000.00 in expenditure code #11-3301-3004-003, approved by the Board of Supervisors for replacement boilers and resurfacing showers at the Detention Center, be carried forward into FY09.

Thank you for your prompt attention to this matter.

CarryFwd-08/jw



MEMORANDUM



**TO:** Cheryl B. Shiffler  
Director of Finance

**FROM:** Gloria M. Puffinburger  
Solid Waste Manager *gmp*

**THROUGH:** Harvey E. Strawsnyder Jr., P.E.  
Director of Public Works *HES*

**RE:** Request to Expend Funds  
for Litter-Thon

**DATE:** April 4, 2008

Attached you will find two checks totaling \$600. Please deposit the checks into revenue line item 3-010-019040-0015-10DT.

This money represents funds donated by Waste Management Inc. and SP Recycling Corp. to fund Litter-Thon 2008. I would like to request that the money be transferred into expenditure line item 10-4205-3010-00 (Contractual Services) so that it may be used to pay volunteers.

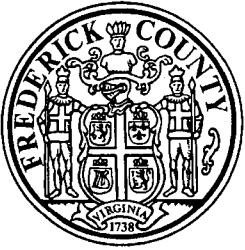
At the end of the fiscal year, I will request that all remaining funds be carried forward to FY 08/09.

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

attachments


/gmp

cc: file  
C. William Orndoff Jr., Treasurer



MEMORANDUM

**TO:** Cheryl B. Shiffler, Director of Finance

**FROM:** Harvey E. Strawsnyder, Jr., P.E., Director of Public Works 

**SUBJECT:** Supplemental Appropriation Request for a Lead Paint/Asbestos Study of Old Gainesboro School

**DATE:** May 7, 2008

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During a regularly scheduled meeting on April 29, 2008, the public works committee endorsed a proposal from Triad Engineering, Inc. to perform a lead paint study at the Old Gainesboro Elementary School. The committee recommended that the study be expanded to include asbestos testing of the built-up roof material with a resulting fee not to exceed \$3,000. Consequently, we are requesting a supplemental appropriation in that amount be placed in line item 10-4304-3002-06 – Professional Services – Gainesboro School.

HES/rls

Attachment: as stated

cc: file



March 31, 2008

Mr. Ed Strawsnyder, Jr., P.E.  
Director of Public Works  
Frederick County, Virginia  
107 N. Kent Street  
Winchester, Virginia 22601

**RE: Proposal for Lead Containing Paint survey – Old Gainesboro Elementary School, Gainesboro, Virginia  
Triad Proposal No P-390NV**

Dear Mr. Strawsnyder:

Per your request, Triad Engineering is pleased to provide you with a cost proposal to conduct a lead containing paint survey of the old Gainesboro Elementary School located in Gainesboro, Virginia. The survey will be conducted by a Commonwealth of Virginia licensed lead paint inspector.

#### **SCOPE OF WORK**

Triad will conduct the lead based paint survey of the interior and exterior of the building to generally identify building components coated with lead to provide contractors with general information regarding lead-containing surface coatings within the building. The lead-based paint survey will be conducted in general accordance with the procedures and directives described in the *Virginia Lead-Based Paint Activities Regulations*, Commonwealth of Virginia Title 54.1 Chapter 5 as codified in the Commonwealth of Virginia Annotated Code (18 VAC 15-30).

A visual inspection of the surveyed area will be conducted by a Commonwealth of Virginia licensed inspector to determine representative areas which are visually similar in color, texture, general appearance, and which appear to have been installed at the same time. The assessment will include a visual survey of the painted surfaces of interior and exterior components which are accessible and/or exposed.

Sampling locations will be chosen randomly to be representative of the homogeneous painted areas. Where possible, based on random sample locations, samples will be taken preferentially from already distressed painted surfaces. In-place field screening for lead-based paint will be performed by X-ray fluorescence (XRF) field testing. If the XRF provides an inconclusive measurement, a paint chip of the surface area will be collected and submitted to an accredited laboratory for analysis.

Our report will provide general recommendations concerning appropriate response actions for those materials that are found to contain lead paint.



Mr. Ed Strawsynder  
March 31, 2008  
Page 2

### **LIMITATIONS**

The completed report is intended for your sole and exclusive use and may not be issued to any others, in whole or in part, without the written permission of TRIAD. The report will be prepared in accordance with generally accepted environmental practices and industry standards and will not include any services that are not specifically defined in this proposal.

### **ESTIMATED COSTS AND SCHEDULE**

TRIAD proposes to perform the above services for a not to exceed fee of **\$2,451.50**. TRIAD will not exceed these costs without your prior approval. This quote includes all costs to complete the lead paint assessment, for analysis of the samples, and to complete the survey report.

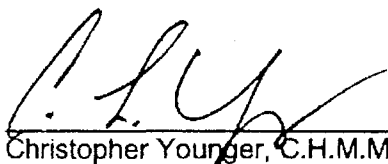
### **AUTHORIZATION**

This proposal and the prevailing contract(s) represent the entire understanding between you and Triad Engineering, Inc. with respect to the above-described lead containing paint survey. If our scope of services and related costs are acceptable, please issue a Purchase Order and/or otherwise authorize us to proceed. Our receipt of an executed Purchase Order will constitute formal notice to proceed.

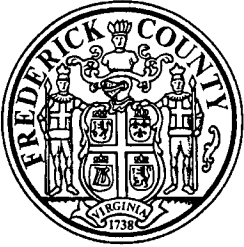
We thank you for considering our services and look forward to working with you on this project.

Sincerely,

**TRIAD ENGINEERING, INC.**



Christopher Younger, C.H.M.M., C.I.A.Q.P.  
Project Environmental Scientist



MEMORANDUM

**TO:** Cheryl B. Shiffler, Director of Finance  
**FROM:** Harvey E. Strawsnyder, Jr., P.E., Director of Public Works  
**SUBJECT:** Supplemental Appropriation Requests  
**DATE:** May 30, 2008

HES  
rls

During a regularly scheduled meeting on May 27, 2008, the public works committee reviewed and unanimously endorsed the following supplemental appropriation requests:

1. Old Gainesboro School: The committee endorsed an amount of \$151,800 to correct deficiencies at the old school building as well as add fire alarm and security systems. This cost estimate was derived from a building evaluation performed by OWPR, Inc. A majority of the remedial repairs will be associated with the existing roof system which is currently leaking in several areas. At this time, the funds shall be placed in the maintenance and grounds budget line item 10-4304-3004-07 – Repair and Maintenance Buildings and Grounds – Gainesboro School. A request to establish a capital asset line item to encumber funds for the necessary repairs will be made at a later date. (Attachment 1)
2. Shawneeland Dam: The committee endorsed a request from the Shawneeland Sanitary District (SSD) Advisory Committee to proceed with the grouting of the foundation under the Lake Cherokee dam to repair leaks and prevent further deterioration of the foundation materials. Staff has estimated the cost of these repairs at approximately \$500,000. Consequently, we are requesting a supplemental appropriation in this amount derived from the SSD reserve account. The funds shall be placed in the SSD budget line item 16-8108-8900-00 – Improvements Other Than Buildings. (Attachment 2)

HES/rls

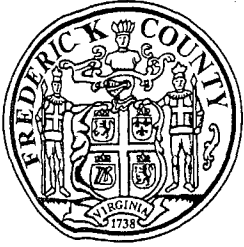
cc: file

## COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682



## MEMORANDUM

**TO:** Public Works Committee

**FROM:** Harvey E. Strawsnyder, Jr., P.E., Director of Public Works *HES.*

**SUBJECT:** Old Gainesboro Elementary School

**DATE:** May 21, 2008

During our last meeting held on April 29, 2008, the committee reviewed and endorsed an expenditure not to exceed \$3,000 to perform a lead paint study and to test the built-up roof for asbestos. Because the finance committee meeting scheduled for May 21, 2008, was cancelled, this request will be included in their June agenda.

We are recommending that the costs for "moth balling" the school also be included with the above request. The committee reviewed these costs in conjunction with discussing the contents of the OWPR report dated March 19, 2008, which described the existing deficiencies and recommended corrective action. The committee recommended that the corrective action be limited to fixing the roof system and adding the fire alarm and security systems. These two systems combined will cost \$17,000. The roof repairs/maintenance is estimated at \$121,000. Including a ten (10) percent contingency factor would result in a total estimated cost of \$151,800.

We are requesting the committee's endorsement to submit this amount to the finance committee for their consideration.

HES/rls

cc: file

U:\rsargent\Rhonda\PWCOMMITTEE\STABILIZATIONOFOLDGAINESBOROSCHOOL

8

**Date:** May 21, 2008  
**To:** Ed Strawsnyder, Director of Public Works, Frederick County  
**Through:** Kevin Alderman, Manager, Shawneeland Sanitary District  
**From:** Clare Mullett, chairman SSD Advisory Committee  
**Subject:** Grouting Lake Cherokee Dam

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During the past year Shawneeland property owners have been confronted with major repairs to stop water leakage from Lake Cherokee. The county hired Triad Engineering to conduct a series of subsurface studies. The conclusion of their studies was that water was seeping through fissures in the limestone under the lake. The County Engineers believe that installing a grout curtain under the dam area has a very good chance of stopping the leakage. The grouting would extend at least 100 feet below the base of the dam.

The cost of this project was estimated to be between \$400,000 and \$500,000. It was such a large expenditure that we felt it was necessary to survey all of the tax paying property owners to see if they wanted us to proceed with the repairs. Your office prepared labels for the survey, mailed surveys to owners, collected the returns and tallied the results. The owners voted overwhelmingly to make the repairs. The final count was 302 favoring making repairs to 89 opposed. This is a strong mandate from the owners with more than three out of four owners responding in favor of making the repairs.

The SSDAC requests that the County authorize expenditure from the Sanitary District reserve fund to repair the lake up to a limit of \$500,000.

cc: Jack Beeler, Jack Black, Tammy Furr, Ann Stant  
George Ludwig, Bob Hartman, Rhonda Sargent

# 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 : May 8, 2008

*10CR*

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Attached please find a check in the amount of \$50.00 from Bryan and Debra LeFew.

We are requesting this donation be appropriated into our Crime Prevention/Public Relations budget line of 3102-5413-04.

Thank you.

RTW/asw

# 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 : Proceeds/Donations

DATE : May 8, 2008

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Enclosed please find endorsed checks and cash totaling \$962.00. This amount represents donations and proceeds from the DARE Bowl-a-thon.

We are requesting this amount be appropriated into the revenue line of 3102-1899-15 and then transferred into the expenditure line of 3102-5413-001, DARE Program.

Thank you.

RTW/asw



1005

# 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 : DARE Reimbursement

DATE : May 19, 2008

1005

Attached please find checks from two county elementary schools (Armel and Apple Pie Ridge).

The schools are reimbursing the DARE Program for DARE t-shirts. We are requesting this amount, \$832.50 be posted to revenue line; 3102-1899-15 and then transferred to the operating budget line for DARE; 3102-5413-01.

Thank you.

RTW/asw



# 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 : Reimbursement for DARE shirts/Donation  
DATE : June 5, 2008

1005

Enclosed please find endorsed checks payable to the DARE program. This amount, \$1,724.00, represent reimbursement for DARE shirts and a donation to the DARE program.

We are requesting this amount be appropriated into our budget line for DARE, 3102-5413-01.

I am also requesting the remainder of funds left in the DARE line after expenditures have been paid in this current budget, be carried forward to the 08-09 fiscal budget for DARE. I am also requesting notification of the amount that will be carried forward.

Thank you.

RTW/asw



# 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 : Federal Grant Reimbursement Funds  
DATE : May 19, 2008

*10BU*

*3-010-33010-0004 \$74,042 rec'd*

*5-8-08*

The Federal funds received in the amount of \$74,000.00 represent reimbursement for the purchase of portable radios/equipment and Dell Laptop computers. The radios were requested and purchased under Purchase Order #20700 and the computers were on Purchase Order #20667.

We are requesting these funds be appropriated into the operating budget for this department as follows:

- 1) \$64,000 appropriated into Central Stores-Gasoline, 4003-002
- 2) \$10,000 appropriated into Professional Services – Other, 3002-000

**Justification for 1:** We currently have a deficient of \$11,194.12 (as of 5/12/08) in gasoline charges. In looking at our spending level for gasoline, we estimate that we will purchase approximately \$67,127 through the end of June 2008. We are requesting \$64,000 of the Federal grant funds to be appropriated into our operating line for gasoline to cover current deficient and to cover additional expenditures in this line.

**Justification for 2:** We have been notified that we must conduct a “stack test” on the incinerator before it is put into operation. This is a mandatory test that we were not aware of when requesting operating funds in our current budget therefore we are requesting \$10,000 of the Federal grant funds be appropriated into our operating budget to cover this test. We are in the process of obtaining price quotes regarding this test and the only one we have received to date is in the amount of \$8,900.00

Any consideration in these requests would be greatly appreciated.

RTW/asw



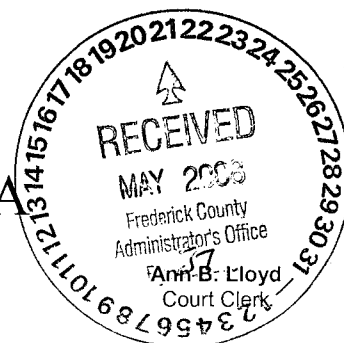
# COMMONWEALTH of VIRGINIA

William W. Sharp  
Chief Judge

Elizabeth Kellas  
Judge

## JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT CITY OF WINCHESTER — COUNTY OF FREDERICK

JUDICIAL CENTER  
5 North Kent Street  
Winchester, Virginia 22601  
(540) 667-5770  
(For TDD Users - Call VRC 1-800-828-1120)  
FAX Number: (540) 723-8886



May 19, 2008

John Riley, County Administrator  
County of Frederick  
107 North Kent Street  
Winchester, VA 22601

Dear Mr. Riley:

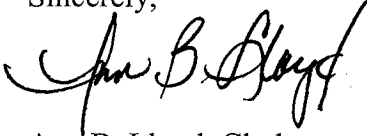
During the last legislative session the legislature amended the statute to allow localities to supplement the district courts for personnel. While the circuit courts have had this ability for many years, this is a first for both the Juvenile and Domestic Relations and General District courts. At this time Frederick County provides both salary supplements and personnel allocations for the Circuit Court.

Currently the Juvenile and Domestic Relations Court for our locality is understaffed by three full time positions and the General District is understaffed by two full time positions. These figures are based on 2006 caseload statistics and do not incorporate the 2007 statistics. With the ever-growing population as well as increases in the number of law enforcement officers, prosecutors and others in the legal field, we find ourselves and our staff at a point where we must ask for local assistance.

We are asking that each of our courts be granted a supplement of \$7,000.00 to be used for personnel. This amount is much less than the amount currently allotted to the Frederick County Circuit Court for the same purpose. It would be a tremendous asset to both of our courts as well as the citizens and other agencies we serve.

We ask your consideration of this request, which would be the first allocation of this nature for the district courts in our 40-year history. Please feel free to contact us if we can provide further information for you. We have kept our request brief however we are glad to produce any supplement information you may need.

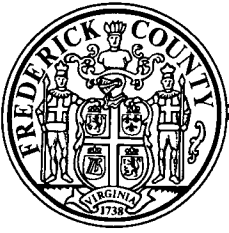
Sincerely,



Ann B. Lloyd, Clerk  
Frederick County JDR Court



Brenda L. Vance, Clerk  
Frederick County General District Court

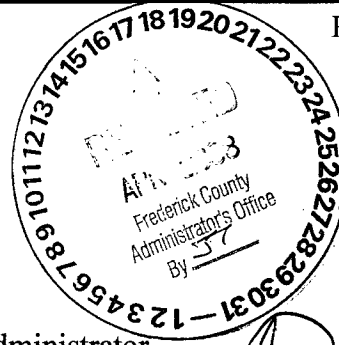


## COUNTY of FREDERICK

Parks and Recreation Department  
James M. Doran, Director  
540-665-5678  
FAX: 540-665-9687  
www.co.frederick.va.us  
e-mail: fcprd@co.frederick.va.us

### MEMORANDUM

TO: John R. Riley, Jr., County Administrator  
FROM: James M. Doran, Director, Parks and Recreation  
SUBJECT: Parks and Recreation Fees  
DATE: April 17, 2008



The Parks and Recreation Department's proposed FY 2009 spending plan offers an 82 cent return on each dollar spent on recreation programs. This includes 100% return on all direct costs and an additional \$40,634 covering indirect expenditures associated with the Recreation Division. After contacting a professional consulting firm specializing in analyzing the operation of parks and recreation departments, it is apparent that this department's return on dollars spent on recreational programs ranks high nationally. Considering we are limited due to the small number of revenue generating facilities under our direction, an 82 cent return on the dollar becomes even more significant. Additionally, the last four fiscal years indicate that the actual return on the dollar for the Recreation Division is an average of 6.5 cents higher than projected in our appropriated budgets.

Please find attached a summary of recreational program revenues and expenditures. We have included the across the board impact of a 13%, 20% and 26% increase in program fees. A 26% increase would be needed to recoup all Recreation Division direct and indirect cost. To illustrate the impact of a 26% increase, a family with children in the before and after school programs would pay an additional \$839 annually for each child registered.

Although our activities are very well received, we believe there is a price point which will turn customers away. When developing our programs we are very conscious of this and include in the activities only that for which we believe the consumer will be willing to pay while still offering a quality experience. In short, we believe increasing program fees will result in a decrease in participation and revenue. Furthermore, the need for affordable close to home leisure opportunities is becoming more critical. To price local recreational opportunities out of the reach of those who may need them the most would have a negative affect on the quality of life for many of our residents. Our recommendation is that program fees remain unchanged.

17

107 North Kent Street  
Winchester, VA 22601

Recreation Division

Total Operating Expenses	\$ 2,325,541		
Supt of Rec and Prog Supervisors	\$ 368,586		
Supt and PS benes	\$ 152,903		
Travel and Training Rec Division	\$ 17,800		
Op Exp less Supt, PS, and Training	\$ 1,786,252		
Marketing Material from Admin Budget	\$ 80,725		
Total Direct Op Costs	\$ 1,866,977		
Total Indirect Costs	\$ 539,289		
Budgeted Recreation Revenue	\$ 1,907,611		
Costs not recovered	\$ 498,655		
Increase needed in revenue to recover all costs	26.14%		
Additional Revenue Recovered	13% increase	20%	26%
	\$ 247,989.43	\$ 381,522.20	\$ 495,978.86

Notes:

Revenue includes donations form Board of Supervisor and private entities

Increase in fees may lead to a decrease in participation, the above increases does not include a reduction in participants

Original Recreation budget proposes a return of \$ .82 on the budgeted dollar

In 2007, \$ .79 was projected to be returned, \$ .88 was actually returned

In 2006, \$ .80 was projected to be returned, \$ .88 was actually returned

In 2005, \$ .78 was projected to be returned, \$ .82 was actually returned

In 2004, \$ .75 was projected to be returned, \$ .79 was actually returned

Recreation Programs Fee increase Impact on Participant

	Fee per participant	13% increase	20% increase	26% increase
basicREC AM	\$ 1,505.00	\$ 1,700.65	\$ 1,806.00	\$ 1,896.30
basicREC PM	\$ 1,720.00	\$ 1,943.60	\$ 2,064.00	\$ 2,167.20
basicREC both	\$ 3,225.00	\$ 3,644.25	\$ 3,870.00	\$ 4,063.50
Camp basic	\$ 824.00	\$ 931.12	\$ 988.80	\$ 1,038.24
Cheer Camp	\$ 90.00	\$ 101.70	\$ 108.00	\$ 113.40
Summer basketball Lg	\$ 450.00	\$ 508.50	\$ 540.00	\$ 567.00
Football Camp	\$ 70.00	\$ 79.10	\$ 84.00	\$ 88.20
Last Band Standing	\$ 10.00	\$ 11.30	\$ 12.00	\$ 12.60
3v3 Bball Tnt	\$ 45.00	\$ 50.85	\$ 54.00	\$ 56.70
Sports Trips	\$ 78.00	\$ 88.14	\$ 93.60	\$ 98.28
Pee Wee Flag Football	\$ 35.00	\$ 39.55	\$ 42.00	\$ 44.10
Start Smart Football	\$ 52.00	\$ 58.76	\$ 62.40	\$ 65.52
Start Smart Soccer	\$ 53.00	\$ 59.89	\$ 63.60	\$ 66.78
Adult Flag Football	\$ 474.00	\$ 535.62	\$ 568.80	\$ 597.24
Pee Wee Basketball	\$ 25.00	\$ 28.25	\$ 30.00	\$ 31.50
Mini Basketball	\$ 33.00	\$ 37.29	\$ 39.60	\$ 41.58
Youth Wrestling	\$ 44.00	\$ 49.72	\$ 52.80	\$ 55.44
Start Smart Basketball	\$ 55.00	\$ 62.15	\$ 66.00	\$ 69.30
Easter Eggstravaganz	\$ 5.00	\$ 5.65	\$ 6.00	\$ 6.30
Youth Rugby	\$ 30.00	\$ 33.90	\$ 36.00	\$ 37.80
Mother's Day Tea	\$ 25.00	\$ 28.25	\$ 30.00	\$ 31.50
Kids on Golf	\$ 70.00	\$ 79.10	\$ 84.00	\$ 88.20
Cont a Kid on Golf	\$ 65.00	\$ 73.45	\$ 78.00	\$ 81.90
Golf Mini Clinic	\$ 44.00	\$ 49.72	\$ 52.80	\$ 55.44
Golf X 2	\$ 140.00	\$ 158.20	\$ 168.00	\$ 176.40
Jr Golf Clinic	\$ 85.00	\$ 96.05	\$ 102.00	\$ 107.10
Jr Golf Lg	\$ 96.00	\$ 108.48	\$ 115.20	\$ 120.96
Summer Mayhem	\$ 120.00	\$ 135.60	\$ 144.00	\$ 151.20
Fun w/ Clay	\$ 29.00	\$ 32.77	\$ 34.80	\$ 36.54
Mudworks	\$ 125.00	\$ 141.25	\$ 150.00	\$ 157.50
Start Smart Golf	\$ 35.00	\$ 39.55	\$ 42.00	\$ 44.10
Hook a Kid on Golf	\$ 22.00	\$ 24.86	\$ 26.40	\$ 27.72
Thanksgiving 5k	\$ 15.00	\$ 16.95	\$ 18.00	\$ 18.90
Baseball U	\$ 65.00	\$ 73.45	\$ 78.00	\$ 81.90
Aquathon	\$ 15.00	\$ 16.95	\$ 18.00	\$ 18.90
7 on 7 Passing lg	\$ 175.00	\$ 197.75	\$ 210.00	\$ 220.50
Volleyball U	\$ 65.00	\$ 73.45	\$ 78.00	\$ 81.90
Youth Sports Scramblk	\$ 75.00	\$ 84.75	\$ 90.00	\$ 94.50
Youth Flag Football	\$ 35.00	\$ 39.55	\$ 42.00	\$ 44.10
Teen Flag Football	\$ 35.00	\$ 39.55	\$ 42.00	\$ 44.10
Flag Football Cheer	\$ 34.00	\$ 38.42	\$ 40.80	\$ 42.84
Officiating Clinic	\$ 65.00	\$ 73.45	\$ 78.00	\$ 81.90
Youth Volleyball	\$ 32.00	\$ 36.16	\$ 38.40	\$ 40.32
Youth Basketball	\$ 30.00	\$ 33.90	\$ 36.00	\$ 37.80
Basketball Cheer	\$ 30.00	\$ 33.90	\$ 36.00	\$ 37.80
30 and Over Bball Lg	\$ 50.00	\$ 56.50	\$ 60.00	\$ 63.00
Start Smart Baseball	\$ 51.00	\$ 57.63	\$ 61.20	\$ 64.26
Father Son Golf Tnt	\$ 83.00	\$ 93.79	\$ 99.60	\$ 104.58
Hip Hop Fitness	\$ 42.00	\$ 47.46	\$ 50.40	\$ 52.92

Stability Ball	\$ 28.00	\$ 31.64	\$ 33.60	\$ 35.28
Games Tnt	\$ 25.00	\$ 28.25	\$ 30.00	\$ 31.50
PiYo	\$ 33.00	\$ 37.29	\$ 39.60	\$ 41.58
Turbo Kick	\$ 46.00	\$ 51.98	\$ 55.20	\$ 57.96
Zumba	\$ 39.00	\$ 44.07	\$ 46.80	\$ 49.14
Pilates	\$ 43.00	\$ 48.59	\$ 51.60	\$ 54.18
Ageless	\$ 42.00	\$ 47.46	\$ 50.40	\$ 52.92
Kidsfit	\$ 43.00	\$ 48.59	\$ 51.60	\$ 54.18
Dog School	\$ 64.00	\$ 72.32	\$ 76.80	\$ 80.64
Creative Movement	\$ 39.00	\$ 44.07	\$ 46.80	\$ 49.14
Preschool Camps	\$ 77.00	\$ 87.01	\$ 92.40	\$ 97.02
Art Series	\$ 30.00	\$ 33.90	\$ 36.00	\$ 37.80
Scuba	\$ 401.00	\$ 453.13	\$ 481.20	\$ 505.26
Red Cross Program	\$ 47.00	\$ 53.11	\$ 56.40	\$ 59.22
Youth Bowling	\$ 50.00	\$ 56.50	\$ 60.00	\$ 63.00
Synchronized Swimmii	\$ 45.00	\$ 50.85	\$ 54.00	\$ 56.70
SO Bowling	\$ 70.00	\$ 79.10	\$ 84.00	\$ 88.20
SO Bocce	\$ 10.00	\$ 11.30	\$ 12.00	\$ 12.60
SO Aquatics	\$ -	\$ -	\$ -	\$ -
SO Rollerskating	\$ -	\$ -	\$ -	\$ -
SO Softball	\$ 39.00	\$ 44.07	\$ 46.80	\$ 49.14
SO Vball	\$ 20.00	\$ 22.60	\$ 24.00	\$ 25.20
SO Basketball	\$ 20.00	\$ 22.60	\$ 24.00	\$ 25.20
SO Track	\$ 17.00	\$ 19.21	\$ 20.40	\$ 21.42
Sr Clubs	\$ 34.00	\$ 38.42	\$ 40.80	\$ 42.84
Christmas Bnqt	\$ 28.00	\$ 31.64	\$ 33.60	\$ 35.28
T'giving Bnqt	\$ 6.00	\$ 6.78	\$ 7.20	\$ 7.56
Annual Picnic	\$ 29.00	\$ 32.77	\$ 34.80	\$ 36.54
Lights Tour	\$ 21.00	\$ 23.73	\$ 25.20	\$ 26.46
Scrabble Club	\$ 21.00	\$ 23.73	\$ 25.20	\$ 26.46
Kayak Rolling	\$ 39.00	\$ 44.07	\$ 46.80	\$ 49.14
Kayak School	\$ 144.00	\$ 162.72	\$ 172.80	\$ 181.44
Guitar Lessons	\$ 23.00	\$ 25.99	\$ 27.60	\$ 28.98
River Riders	\$ 249.00	\$ 281.37	\$ 298.80	\$ 313.74
Rock Climbing	\$ 55.00	\$ 62.15	\$ 66.00	\$ 69.30
Adv Links Overnight	\$ 325.00	\$ 367.25	\$ 390.00	\$ 409.50
Mission 22	\$ 59.00	\$ 66.67	\$ 70.80	\$ 74.34
Mtn View Prim. Tech	\$ 229.00	\$ 258.77	\$ 274.80	\$ 288.54
4-H Caving	\$ 25.00	\$ 28.25	\$ 30.00	\$ 31.50
Kids Running Clinic	\$ 25.00	\$ 28.25	\$ 30.00	\$ 31.50
Kids Yoga	\$ 49.00	\$ 55.37	\$ 58.80	\$ 61.74
Ropeworks	\$ 25.00	\$ 28.25	\$ 30.00	\$ 31.50
Ski Bus pass	\$ 82.00	\$ 92.66	\$ 98.40	\$ 103.32
Boat and Train Trips	\$ 41.00	\$ 46.33	\$ 49.20	\$ 51.66
Theatre	\$ 45.00	\$ 50.85	\$ 54.00	\$ 56.70
Day Trips	\$ 18.00	\$ 20.34	\$ 21.60	\$ 22.68
Overnight Trips	\$ 125.00	\$ 141.25	\$ 150.00	\$ 157.50
Trout Derby	\$ 7.00	\$ 7.91	\$ 8.40	\$ 8.82
Kite Fest	\$ -	\$ -	\$ -	\$ -
Canine Carnival	\$ -	\$ -	\$ -	\$ -
Winter Wonderland	\$ 2.00	\$ 2.26	\$ 2.40	\$ 2.52
Chrstmas Tea	\$ 24.00	\$ 27.12	\$ 28.80	\$ 30.24

Halloween Happening:	\$ 5.00	\$ 5.65	\$ 6.00	\$ 6.30
4th of July	\$ -	\$ -	\$ -	\$ -
Men's Ind Softball	\$ 425.00	\$ 480.25	\$ 510.00	\$ 535.50
Women's Sball	\$ 425.00	\$ 480.25	\$ 510.00	\$ 535.50
4v4 Soccer	\$ 21.00	\$ 23.73	\$ 25.20	\$ 26.46
Adult Tennis	\$ 43.00	\$ 48.59	\$ 51.60	\$ 54.18
Teen Basketball	\$ 47.00	\$ 53.11	\$ 56.40	\$ 59.22
Co-Rec Volleyball	\$ 270.00	\$ 305.10	\$ 324.00	\$ 340.20
Co-Rec Fall Softball	\$ 387.00	\$ 437.31	\$ 464.40	\$ 487.62
Father Daughter Danc	\$ 41.00	\$ 46.33	\$ 49.20	\$ 51.66
Men's Frostbite Softba	\$ 339.00	\$ 383.07	\$ 406.80	\$ 427.14
Hip Hop Dance	\$ 34.00	\$ 38.42	\$ 40.80	\$ 42.84
Tennis Camp	\$ 55.00	\$ 62.15	\$ 66.00	\$ 69.30
Magic Camp	\$ 65.00	\$ 73.45	\$ 78.00	\$ 81.90
Softball Tnt	\$ 176.00	\$ 198.88	\$ 211.20	\$ 221.76
Co-Rec Summer Softt	\$ 307.00	\$ 346.91	\$ 368.40	\$ 386.82
Tennis Tournament	\$ 48.00	\$ 54.24	\$ 57.60	\$ 60.48
Basketball Camp	\$ 125.00	\$ 141.25	\$ 150.00	\$ 157.50
Fall Baseball	\$ 46.00	\$ 51.98	\$ 55.20	\$ 57.96
Futsal	\$ 45.00	\$ 50.85	\$ 54.00	\$ 56.70
DC United Camp	\$ 175.00	\$ 197.75	\$ 210.00	\$ 220.50
Moravek Soccer Camp	\$ 170.00	\$ 192.10	\$ 204.00	\$ 214.20
Moravek half day	\$ 130.00	\$ 146.90	\$ 156.00	\$ 163.80
Moravek Soccer Tots	\$ 69.00	\$ 77.97	\$ 82.80	\$ 86.94
Youth Tennis	\$ 70.00	\$ 79.10	\$ 84.00	\$ 88.20
Swim Lesson	\$ 33.00	\$ 37.29	\$ 39.60	\$ 41.58
Adult Swim Lessons	\$ 36.00	\$ 40.68	\$ 43.20	\$ 45.36
Adaptive Aquatics	\$ 25.00	\$ 28.25	\$ 30.00	\$ 31.50
Private Swim Lessons	\$ 15.00	\$ 16.95	\$ 18.00	\$ 18.90
Swim Team	\$ 80.00	\$ 90.40	\$ 96.00	\$ 100.80
Morning Water Exercis	\$ 32.00	\$ 36.16	\$ 38.40	\$ 40.32
Lifeguarding	\$ 150.00	\$ 169.50	\$ 180.00	\$ 189.00
Jr Lifeguard Camp	\$ 50.00	\$ 56.50	\$ 60.00	\$ 63.00
Summer Cycling Exp	\$ 285.00	\$ 322.05	\$ 342.00	\$ 359.10
Magic Camp	\$ 65.00	\$ 73.45	\$ 78.00	\$ 81.90
ARC Babysitting	\$ 40.00	\$ 45.20	\$ 48.00	\$ 50.40



Pool Admission	\$ 3.50	\$ 3.96	\$ 4.20	\$ 4.41
Fitness Room	\$ 2.00	\$ 2.26	\$ 2.40	\$ 2.52
Racquetball ct	\$ 6.00	\$ 6.78	\$ 7.20	\$ 7.56
Open gym	\$ 2.00	\$ 2.26	\$ 2.40	\$ 2.52
Baseball Fld	\$ 23.00	\$ 25.99	\$ 27.60	\$ 28.98
Lights	\$ 10.00	\$ 11.30	\$ 12.00	\$ 12.60
Soccer Fields	\$ 15.00	\$ 16.95	\$ 18.00	\$ 18.90
Open Space	\$ 60.00	\$ 67.80	\$ 72.00	\$ 75.60
Paddleboats	\$ 2.00	\$ 2.26	\$ 2.40	\$ 2.52
Gyms	\$ 30.00	\$ 33.90	\$ 36.00	\$ 37.80
MPRM	\$ 20.00	\$ 22.60	\$ 24.00	\$ 25.20
MPRM	\$ 12.00	\$ 13.56	\$ 14.40	\$ 15.12
Fit Room	\$ 15.00	\$ 16.95	\$ 18.00	\$ 18.90
Vendors	\$ 10.00	\$ 11.30	\$ 12.00	\$ 12.60
Vendors	\$ 25.00	\$ 28.25	\$ 30.00	\$ 31.50
Vendors	\$ 45.00	\$ 50.85	\$ 54.00	\$ 56.70
Vendors	\$ 50.00	\$ 56.50	\$ 60.00	\$ 63.00
Amusements	\$ 35.00	\$ 39.55	\$ 42.00	\$ 44.10
Vendor Fee	15.00%	16.95%	18.00%	18.90%

# Commonwealth of Virginia

COUNTY OF FREDERICK

**GLENN R. WILLIAMSON**  
Commonwealth's Attorney

**ROSS P. SPICER**  
Deputy Commonwealth's Attorney

**ANDREW M. ROBBINS**  
Assistant Commonwealth's Attorney

**DENNIS J. MCLOUGHLIN, JR.**  
Assistant Commonwealth's Attorney



**C. TODD GILBERT**  
Assistant Commonwealth's Attorney

**ERIC W. HEFLIN**  
Investigator

**MELISSA D. RICE**  
Victim/Witness Director – 665-6369

**OFFICE OF THE  
COMMONWEALTH'S ATTORNEY**

107 NORTH KENT STREET WINCHESTER, VIRGINIA 22601  
(540) 665-6383 FAX (540) 667-3454

**TO: Jennifer Place  
Budget Analyst  
Frederick County Finance Department**

**FROM: Charles W. Stansfield  
Adminstrator  
Frederick County Commonwealth's Attorney Office**

**DATE: June 12, 2008**

**RE: Finance Committee Meeting  
June 18, 2008 @ 8:00 a.m.  
Request to carry over funds to FY – 09,  
Line Item 2201-3002-000, Professional Services.**

*Charlie*

**Frederick County  
RECEIVED  
JUN 12 2008  
Finance Department**

*\* balance \$5,085*

The Frederick County Commonwealth's Attorney's Office respectfully requests that \$ 4,000.00 in the current FY-08 budget be carried forward to FY-09 to cover costs of installation of the VCAIS computer System.

This work was scheduled to be performed during June, 2008 but, due to a delay in the state computer technician's schedule the installation will not take place until after July 1, 2008.

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

<b>Fund Balance, Beginning of Year, July 1, 2007</b>	<b>32,685,256</b>
 <b>Prior Year Funding &amp; Carry forward Amounts</b>	
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 insurnace 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)
 <b>Other Funding / Adjustments</b>	
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 addt'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)
Victim Witness grant refund	(4,615)
Gainesboro School assessment study	(20,000)
Energy Audit	(7,850)
Additional Circuit Court costs	(3,988)
Additional Animal Shelter heating costs	(9,500)
seniornavigator.com	(3,000)
E-Gov Day	(2,500)
National Guard Building	(35,000)
Reduce local funding for Victim Witness	2,233
June 08 primary election	(22,410)
SVBF Star Fort fence	(15,338)
Reduce VJCCCA budget	11,712
	370,052
 <b>Fund Balance, May 2008</b>	 <b><u><u>31,322,129</u></u></b>