



Finance Department
Cheryl B. Shiffler
Director

540/665-5610
Fax: 540/667-0370
E-mail: cshiffle@fcva.us

TO: Board of Supervisors
FROM: Finance Committee
DATE: July 20, 2016
SUBJECT: Finance Committee Report and Recommendations

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, July 20, 2016 at 8:00 a.m. All members were present. (b) Items 1, 2, and 4 were approved under consent agenda.

1. (b) The Sheriff requests an FY 2016 General Fund supplemental appropriation in the amount of \$100. This amount represents a DARE donation. No additional local funds required. See attached memo, p. 5.
2. (b) The Sheriff requests an FY 2016 General Fund supplemental appropriation in the amount of \$887.70. This amount represents an investigation reimbursement. No local funds required. See attached memo, p. 6.
3. The EDA Executive Director requests an FY 2017 EDA Fund supplemental appropriation in the amount of \$16,800. This amount represents compensation for the EDA Board of Directors. No local funds required. See attached memo, p. 7. The committee recommends approval.
4. (b) The Public Safety Communications Director requests an FY 2017 General Fund supplemental appropriation in the amount of \$2,000. This amount represents a PSAP Education Program Grant. No local funds required. See attached memo, p. 8 – 9.

5. The Public Works Director requests an FY 2017 General Fund supplemental appropriation in the amount of \$82,000. This amount represents funds needed for the purchase of three mid-size pickup trucks (2 for Inspections, 1 for Engineering). See attached information, p. 10 – 18. The committee recommends approval.
6. The Director of Public Works requests an FY 2017 General Fund supplemental appropriation in the amount of \$35,000. This amount represents unspent FY 2016 funds to be used for site testing to relocate the Clearbrook citizens' convenience site. See attached information, p. 19. The committee recommends approval.
7. The Victim Witness Director requests an FY 2017 General Fund supplemental appropriation in the amount of \$100,173. This amount represents an increase in grant funds for FY 2017. No local funds required. See attached information, p. 20 – 24. The committee recommends approval.
8. The Fire & Rescue Chief requests an FY 2016 EMS Recovery Fund (Fund 30) supplemental appropriation in the amount of \$324,465. This amount represents funds needed for 4th quarter mileage and 3rd quarter revenue recovery payments. No local funds required. See attached memo, p. 25. The committee recommends approval.
9. The Transportation Director requests an FY 2017 Development Projects Fund (Fund 27) supplemental appropriation in the amount of \$12,751,872. This amount represents an executed revenue sharing agreement for the I-81 Bridge/Tevis/Roundabout/Airport Road project. The project will be shared by VDOT and R 150 SPE LLC. No local funds required. This item will require a public hearing. See attached information, p. 26 – 37. The committee recommends advertising for a public hearing.
10. The Parks and Recreation Commission requests the donations received in FY16 for the PLAY Fund in the amount of \$2877.76 be reserved, subject to future appropriations. This amount represents the collection of \$3,595 reduced by the financial assistance provided during FY16 in the amount of \$717.24. No local funds required. See attached memo, p. 38 – 41. The committee recommends approval.

11. Greenwood Volunteer Fire & Rescue Company requests an FY 2017 General Fund supplemental appropriation in the amount of \$37,771. This amount represents proffer funds to assist with the purchase of a ladder truck. No local funds required. See attached Proffer Policy and letter, p. 42 – 43. The committee recommends approval.
12. The County Administrator requests an FY 2017 General Fund supplemental appropriation in the amount of \$2,366,365. This amount represents unspent FY 2016 capital contingency funds. See attached information, p. 44. The committee recommends approval.

INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for June 2016. See attached, p. 45 – 46.
2. The Finance Director provides a **preliminary** FY 2016 Fund Balance Report ending June 30, 2016. See attached, p. 47.
3. The Voter Registrar provides information on the reimbursement received for the March 1, 2016 presidential primaries. See attached memo, p. 48.
4. The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement for Outstanding Achievement in Popular Annual Financial Reporting for the June 30, 2015 Popular Annual Financial Report (PAFR). This is the 9th consecutive year that Frederick County has received this achievement. See attached, p. 49 – 50.
5. The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement for Excellence in Financial Reporting for the June 30, 2015 Comprehensive Annual Financial Report (CAFR). This is the 30th consecutive year that Frederick County has received this achievement. See attached, p. 51 – 52.

Respectfully submitted,

FINANCE COMMITTEE

Judith McCann-Slaughter, Chairman

Charles DeHaven

Gary Lofton

Bill Ewing

Angela Rudolph

By 
Cheryl B. Shiffler, Finance Director

FREDERICK COUNTY SHERIFF'S OFFICE



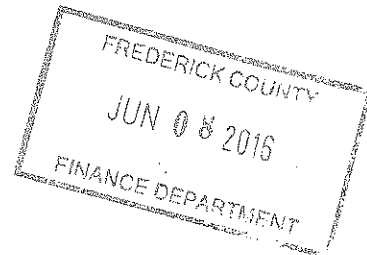
Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

TO : Angela Whitacre, – Treasurer's Office
FROM : Sheriff Lenny Millholland
SUBJECT : Donation to DARE
DATE : June 7, 2016



Attached please find a check in the amount of \$100.00 from Evendale Elementary School. This check represents a donation to our DARE program from the Just Say No Club.

This amount can be posted to: 3-010-018990-0015 (100J).

A copy of the memo will be sent to Finance for appropriation in our operating budget line of 3102-5413-000-001.

Thank you.

LWM/adl

Cc: Finance Department

C.S. 6/8/16

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 L. Millholland
SUBJECT : Reimbursement
DATE : June 21, 2016

We are requesting the reimbursement received from the Treasury Department in the amount of \$887.70 that was posted to 3010-19110-0058 on 6/9/16, be appropriated into our budget line of 3102-5506-000-000. This amount represents reimbursement for the use of rental vehicles during an investigation.

Thank you.

LWM/asw

DATE July 6, 2016

TO: Cheryl Shiffler
Finance Director

FROM: Patrick Barker, CEcD
Executive Director

CC: Brenda Garton
County Administrator

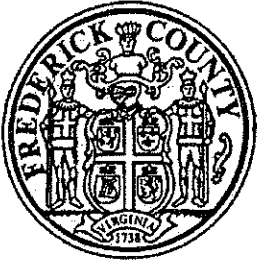
RE: EDA Board Compensation

The Economic Development Authority (EDA) would like the Frederick County Board of Supervisors (BOS) to consider compensation for EDA Board of Directors pursuant to §15.2-4904 (D) of the Code of Virginia, which provides the mechanism for this action to occur. Such compensation recognizes Board of Directors' time and efforts. Compensation also reminds the Directors of their obligation and commitment.

The EDA prefers to compensate each Board of Director \$200 per meeting and any reasonable necessary travel and other expenses incurred in the performance of their duties. To accomplish this, the EDA request supplemental appropriation of \$16,800 for compensation of committee members/EDA Board of Directors which the EDA will then reimburse Frederick County from its investment account.

We hope this request can be added to the next appropriate County meeting agenda. Please advise our office if you anticipate a delay. Thank you for your consideration.

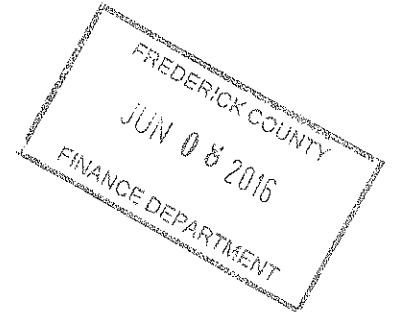
4-031-081010-1006-000-000 (new)
3-031-019110-0007



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS
5 North Kent Street, Winchester, VA 22601

LeeAnna Pyles
Director



TO: Finance Committee

FROM: LeeAnna Pyles, Director
Public Safety Communications

DATE: June 8, 2016

REF: July Committee Agenda

I would like be placed on the Finance Committee's July agenda for grant appropriations for the Department of Public Safety Communications. The grant, from the Virginia E-911 Wireless Education Program, is in the amount of \$2,000 for training and education. We are asking that the funds be accepted into FY 16-17 line item: 3506-5506-000-000 from Revenue line item: 3-010-024040-0042 (10DB).

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

- did not follow grant policy because applied in Sept 2015 and awarded in Jan 2016. Grants policy adopted March 2016.
- In the future will include during budget process.
- No local funds required.



COMMONWEALTH of VIRGINIA
Virginia E-911 Services Board

Jeffrey D. Stern
Chairman
VDEM

Jim Junkins
Vice Chairman
Harrisonburg-
Rockingham ECC

January 21, 2016

Dorothy Spears-Dean
PSC Coordinator
(804) 416-6201

Terry D. Mayo
Board Administrative
Assistant
(804) 416-6197

David A. Von Moll
Treasurer
Comptroller

Danny Garrison
Richmond Ambulance
Authority

Dennis E. Hale
Chief of Fire & EMS
Dinwiddie County

Honorable Kevin W. Hall
Sheriff of the City of
Covington

Diane Harding
Verizon Wireless

Steve Hudson
Chief of Police
Prince William County

Robert Layman
AT & T

Anthony McDowell
Fire Chief
Henrico County

Nelson P. Moe
CIO - VITA

Kathleen Seay
Hanover County

Jolena Young
Twin County

Dep Secretary Adam Thiel
Office of the Governor
Advisor

Dear Frederick PSAP:

Thank you for submitting a FY17 PSAP Education Program Grant application. Your application meets the current Grant Guidelines and was recommended for funding by the PSAP Grant Committee. I am pleased to advise you that the Virginia E-911 Services Board has approved your request. You have been awarded \$2,000 for your individual training opportunities, grant ID 046.

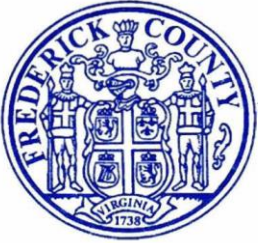
Funding for this grant award will be available on a reimbursement basis beginning July 1, 2016. Reimbursements will only be made for items allowable under the current Grant Guidelines. All funding requests must be submitted on the Public Safety Grant Payment Request Form, which is available on the ISP website. The receipt(s) that substantiates the amount requested must be attached to the request at the time of submission.

Finally, in order for a funding request to be processed, the PSAP must have already submitted any required financial and grant progress reports for any previous fiscal years by the identified deadline. This includes required submission of any true-ups and supporting documentation.

If you have any questions, please do not hesitate to contact your Regional Coordinator or me. Congratulations on your grant award!

Sincerely,

Lisa Nicholson
PSAP Grant Program Manager



MEMORANDUM

TO: Cheryl Shiffler, Director of Finance

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

SUBJECT: Request for Supplemental Appropriation to Purchase Mid-Size Pickup Trucks

DATE: July 11, 2016

In a regularly scheduled meeting held on May 31, 2016, the Public Works Committee reviewed and unanimously endorsed requests for supplemental appropriations to purchase two (2) mid-size pickup trucks for Inspections (\$54,000.00) and one (1) mid-size pickup truck for Engineering (\$28,000.00). These vehicles are needed to replace older, high mileage trucks that are incurring higher maintenance costs. It should be noted that these vehicles incur a great deal of off road travel to access construction sites which greatly increases the maintenance costs.

The above requests were included in the Fiscal Year 2017 budget submittals in keeping with Frederick County's long term capital purchase requirements. However, these requests were eliminated during the budget process.

Because there is still a need to replace aging vehicles with high mileage and increasing maintenance costs, we are requesting permission to purchase the vehicles, using funds derived from the additional revenue generated by the Inspections and Engineering departments in FY 2016. To highlight this additional revenue, we offer the following comparisons:

<u>Department</u>	<u>Fiscal Year 2016 Projections</u>	<u>Actual Fiscal Year 2016 Revenue</u>
Inspections	\$850,000	\$1,552,416
Engineering	\$92,700	\$152,449

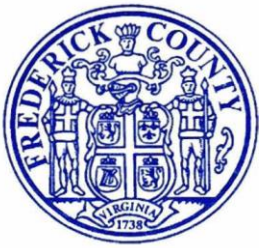
July 11, 2016

The attached memoranda from Mr. John Trenary (Inspections) and Mr. Joe Wilder (Engineering) provide additional details to justify the purchases.

HES/kco

Attachments: as stated

cc: file



MEMORANDUM

TO: Public Works Committee

FROM: Joe C. Wilder, Deputy Director of Public Works *JCW*

SUBJECT: Request to Purchase Replacement Vehicle

DATE: May 24, 2016 (Revised June 2, 2016)

We requested a replacement vehicle in the Fiscal Year 2017 Engineering budget (see attached). This vehicle was intended to replace a 2007 GMC Canyon four wheel drive truck which has approximately 150,000 miles. We requested an amount of \$28,000 to purchase a new four wheel drive pickup truck. . The request was subsequently cut during the budget review process.

During preparation of the current 2016 Engineering budget, a revenue amount of \$92,700 was projected for the issuance of land disturbance and stormwater permits. To date, we have collected a total amount of \$129,350 and anticipate total revenue of at least \$140,000 by the end of the current fiscal year. That amounts to more than \$47,300 over our projected revenue.

Therefore, I am requesting a supplemental appropriation for the purchase of a replacement four wheel drive vehicle. I am requesting a transfer in the amount of \$28,000 from line item 10-1303-44 Land Disturbance Permit Revenue to line item 10-4201-8005-00 Motor Vehicle and Equipment. Also, I am requesting a carry forward of these funds into Fiscal Year 2016/2017 budget. Obtaining a new vehicle through the state contract is very difficult at this time of the year with changing of model years.

This request was approved by the Public Works Committee on May 31, 2016. They requested we provide some additional information at the Finance Committee meeting. We do require a four wheel drive vehicle since we have to access new construction sites on a daily basis. There are usually no roads and we must get onto the sites to comply with state and County mandates regarding environmental inspections. In light of the recent budgetary constraints, we continue to push higher mileage on the vehicles which will eventually yield higher maintenance costs. Since the additional revenue is available at this time, we are making the request. This vehicle is averaging over 25,000 miles per year, therefore, this vehicle would have over 175,000 miles next year at this time.

If you should have any questions, I will be in attendance at the Finance Committee meeting.

JCW/kco

cc: File

2016-2017 CAPITAL REQUESTS

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-8005-00	One (1) crew cab 4x4 pickup truck * (Replace 2007 truck - with approximately 150,000 miles)	28,000	28,000
<p>*Due to higher mileage, plan to replace 2007 GMC Canyon in budget request.</p> <p>Original request made in Fiscal Year 2014-2015 budget.</p> <p>See attached request. Based on recent purchase a higher amount has been budgeted.</p>			

2014-2015 CAPITAL REQUESTS

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
Fiscal Year 2015-2016 10-4201-8005-00	One (1) crew cab pickup truck 4x4 (Replace 2006 truck - nine (9) years old with 150,000 miles)	25,000	25,000
Fiscal Year 2016-2017	One (1) crew cab pickup truck 4x4 (Replace 2004 truck - 12 years old with 120,000 miles)	26,000	26,000
Fiscal Year 2017-2018	One (1) crew cab pickup truck 4x4 (Replace 2007 truck - ten (10) years old with 140,000 miles)	27,000	27,000
<i>*It should be noted that all mileage is estimated based on current usage.</i>			




Inspections Department

John S. Trenary, Building Official
540-665-5650
Fax 540-678-0682

MEMORANDUM

TO: Public Work Committee

THROUGH: Harvey E. Strawsnyder Jr., PE, Director of Public Works

FROM: John S. Trenary, Building Code Official 

SUBJECT: Funding Request for Replacement Vehicles

DATE: May 25, 2016

The Building Inspection Department is requesting a supplemental appropriation in the amount of \$54,000 be placed into Capital line item, Motor Vehicles and Equipment #34010-8005-000, to fund the replacement of two compact four / all-wheel drive vehicles. The purchases will replace two of the Departments vehicles that currently have extensive mileage and are at least nine years old. The replacement vehicles were requested within the Fiscal Year 2017 Inspections budget (see attached). Without replacement, the projected mileage range of the vehicles will be between 124,000 miles and 143,000 miles with an average of ten plus service years by the end of FY 2017.

The Inspection Department has collected \$1,431,632 thru May 25, 2016 with projected revenue exceeding \$1,500,000 by the end of the current fiscal year. This amount has already far exceeded the FY2016 projected budget revenue of \$850,000. We are anticipating an approximate expenditure of \$1,195,500 for the Department's operations. The appropriated amount funded within the FY2016 budget for the Inspections Department is \$1,250,288.

Thank you for consideration on the matter and if you have any questions or need additional information please contact me.

Addendum to Building Inspection Department May 25, 2016 Vehicle Replacement Memorandum

Cost information related to vehicle use and maintenance.

Fuel Consumption Comparison,

The new replacement four wheel drive vehicle will average approximately two (2) additional miles per gallon over the current two wheel drive vehicle. The rate of savings would be as follows :

Current two wheel drive vehicle,

$$15,000 \text{ miles} / 18.5 \text{ mpg} = 811 \text{ gallons fuel} \times \$2.25 \text{ per gallon} = \$1,824.00 \text{ per year.}$$

New 4x4 vehicle,

$$15,000 \text{ miles} / 20.5 \text{ mpg} = 731 \text{ gallons fuel} \times \$2.25 \text{ per gallon} = \$1,646.00 \text{ per year.}$$

The annual savings would be **\$356.00** per year in fuel expenditures for the two vehicles.

Annual estimated maintenance required for ten year old vehicles with extended mileage,

Oil change at 5000 miles @ \$35.00 x 3 = \$110.00

Tires, Alignment, Brakes, Tune-up, Electrical repairs, Labor = \$1,100.00

Engine or Transmission repair = \$2,200.00

Annual maintenance expenditure on new vehicle,

Oil change at 7000 miles @ \$35.00 x 2 = \$70.00

The potential annual savings could be between **\$2,000.00** and **\$6,000.00** on the two vehicles.

2014/2015 - 2019/2020 CAPITAL REQUESTS

DEPARTMENT		DEPARTMENT CODE	
Inspections		3401	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
FY 14/15			25,000
3401-8005-000	1 Extended Cab Pickup Truck 4x4 (Replace 2006 truck - 7 years old with 123,200 miles)	25,000	
FY15/16			53,650
3401-8005-000	2 Extended Cab Pickup Trucks 4x4 (Replace 2004 truck - 12 years old with 125,000 miles and 2006 truck - 10 years old with 125,000 miles)	52,000	
3401-8002-000	Replace six secretarial chairs at \$275 each	1,650	
FY16/17			57,300
3401-8005-000	2 Extended Cab Pickup Trucks 4x4 (Replace 2006 truck - 11 years old with 121,500 miles and 2007 truck - 10 years old with 133,000 miles)	54,000	
3401-8002-000	Replace 12 chairs in lobby at \$275 each	3,300	
	*All mileage is estimated based on current use.		

2016-2017 CAPITAL REQUESTS

DEPARTMENT	Inspections	DEPARTMENT CODE	3401
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
401-8005-00	<p>Motor Vehicles and Equipment</p> <p>2 Extended Cab Pickup Trucks 4x4 or Sport Utility Vehicle (Replace 2005 truck - 12 years old with 125,000 miles and 2007 truck - 10 years old with 125,000 miles) (Note: 2014/2015 - 2019/2020 Capital Requests submitted) (Department will be operating 6 vehicles in excess of 110,000 miles in FY17)</p>	54,000	54,000
401-9001-00	<p>Lease Equipment</p> <p>This money is requested for lease of our copier under state contract. This copier replaced our old copier with high maintenance.</p>	3,534	3,534



MEMORANDUM

TO: Cheryl Shiffler
Director of Finance

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

RE: Carryforward Request; FY 15/16

DATE: July 5, 2016

The purpose of this memo is to request that a total of \$35,000 be carried forward from Refuse Collection line item 10-4203-3002-00 (*Professional Services*) in the FY 15/16 budget to line item 10-4203-3002-00 in the FY 16/17 budget. Funds will be used for site testing and exploration and possibly design services necessary to relocate the Clear Brook citizens' convenience site.

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

/gmp

cc: file

Victim Witness Program

COUNTY OF FREDERICK

ROSS P. SPICER

Commonwealth's Attorney

ANDREW M. ROBBINS

Deputy Commonwealth's Attorney

ERIC W. HEFLIN

Investigator

107 North Kent Street, 4th Floor, Winchester, VA 22601
Winchester, VA 22601
(540) 665-6369 / Fax (540) 667-3454

NICHOLAS L. MANTHOS

DANIEL H. COHAN

HEATHER D. ENLOE

MARIE E. ACOSTA

CINDY LEIGH DECKER

Assistant Commonwealth's Attorney

MELISSA D. RICE

Victim/Witness Director

mrice@fcva.us

Date: July 7, 2016

To: Finance Committee

From: Melissa Rice

RE: Additional Funds

The Department of Criminal Justice has allocated additional funds AT NO COST to Frederick County. The Frederick County Victim Witness Program has been given \$100,173.00 in additional Grant Funds, which will be allocated for the FY 2016-2017 year. These monies will be appropriated in the following manner and will continue to be funded for each thereafter”

1. Full-time Program Assistant
(Cover Salary and Benefits)
2. Training for new employees and the current employees
3. New Computer
4. New Desk
5. New Copy Machine
6. Office Supplies

These funds were distributed differently across the state, to all the jurisdictions, you will notice I have attached the sheet. These amounts represent services, direct and indirect to Victims and Witnesses in Frederick County.

3-010-24040-0047

Grant No	Location Name	Proj Title	Total Funds Awarded
17-T9568VG16	Accomack County	Victim Witness Program	\$104,494
17-T9593VW15	Albemarle County	Victim Witness Program	\$131,692
17-W8558VW15	Alexandria, City	Victim Witness Program	\$290,825
17-S3033VW15	Alleghany County	Victim Witness Program	\$182,589
17-T9577VW15	Amelia County	Victim Witness Program	\$69,778
17-W8569VG16	Amherst County	Victim Witness Program	\$99,493
17-T9585VW15	Appomattox County	Victim Witness Program	\$58,266
17-S3031VW15	Arlington County	Victim Witness Program	\$270,353
17-W8564VW15	Augusta County	Victim Witness Program	\$108,523
17-U9276VW15	Bedford County	Victim Witness Program	\$149,150
17-S3028VW15	Bland County	Victim Witness Program	\$60,064
17-W8570VW15	Bristol, City	Victim Witness Program	\$108,770
17-U9272VW15	Brunswick County	Victim Witness Program	\$112,263
17-T9562VW15	Buchanan County	Victim Witness Program	\$97,416
17-A4000VW15	Buckingham County	Victim Witness Program	\$69,283
17-T9581VW15	Buena Vista, City	Victim Witness Program	\$69,317
17-W8565VW15	Campbell County	Victim Witness Program	\$217,131
17-Q3589VW15	Caroline County	Victim Witness Program	\$83,303
17-U9277VW15	Carroll County	Victim Witness Program	\$78,279
17-T9579VW15	Charlotte County	Victim Witness Program	\$67,148
17-W8566VW15	Charlottesville, City	Victim Witness Program	\$218,902
17-W8571VG16	Chesapeake City	Victim Witness Program	\$697,961
17-W8587VW15	Chesterfield County	Victim Witness Program	\$677,268
17-Q3591VW15	Clarke County	Victim Witness Program	\$70,775
17-U9280VW15	Colonial Heights, City	Victim Witness Program	\$107,898
17-W8572VW15	Culpeper County	Victim Witness Program	\$90,578
17-A4001VW15	Cumberland County	Victim Witness Program	\$69,832
17-U9271VW15	Danville, City	Victim Witness Program	\$173,611

17-T9596VG16	Dept. of Corrections	Victim Witness Program	\$92,047
17-H6120VW15	Dickenson County	Victim Witness Program	\$62,605
17-S3034VW15	Dinwiddie County	Victim Witness Program	\$107,100
17-W8567VG16	Emporia, City	Victim Witness Program	\$110,876
17-T9587VW15	Essex County	Victim Witness Program	\$22,357
17-U9279VG16	Fairfax County	Victim Witness Program	\$474,055
17-K5261VW15	Fluvanna County	Victim Witness Program	\$37,586
17-A4002VW15	Franklin County	Victim Witness Program	\$70,000
17-U9261VW15	Frederick County	Victim Witness Program	\$203,403
17-W8573VW15	Fredericksburg, City	Victim Witness Program	\$133,726
17-U9270VW15	Gloucester County	Victim Witness Program	\$102,658
17-T9582VW15	Goochland County	Victim Witness Program	\$70,225
17-T9592VW15	Grayson County	Victim Witness Program	\$69,099
17-S3029VW15	Greene County	Victim Witness Program	\$61,432
17-W8563VG16	Halifax County	Victim Witness Program	\$86,271
17-W8574VW15	Hampton, City	Victim Witness Program	\$395,033
17-T9600VW15	Hanover County	Victim Witness Program	\$164,438
17-W8568VW15	Henrico County	Victim Witness Program	\$660,936
17-W8556VW15	Henry County	Victim Witness Program	\$165,893
17-W8575VG16	Hopewell, City	Victim Witness Program	\$177,472
17-W8555VW15	Isle of Wight County	Victim Witness Program	\$100,513
17-W8579VW15	James City County	Victim Witness Program	\$179,667
17-Q3595VW15	King George County	Victim Witness Program	\$59,739
17-Q3596VW15	King William County	Victim Witness Program	\$103,242
17-T9595VW15	Lancaster County	Victim Witness Program	\$64,243
17-S3032VW15	Lee County	Victim Witness Program	\$100,047
17-T9586VW15	Louisa County	Victim Witness Program	\$52,413
17-T9580VW15	Lunenburg County	Victim Witness Program	\$69,721
17-U9267VW15	Lynchburg, City	Victim Witness Program	\$365,745

17-Q3592VW15	Madison County	Victim Witness Program	\$53,188
17-U9266VW15	Martinsville, City	Victim Witness Program	\$110,744
17-H6156VW15	Mathews County	Victim Witness Program	\$32,033
17-U9263VG16	Mecklenburg County	Victim Witness Program	\$65,043
17-H6157VW15	Middlesex County	Victim Witness Program	\$65,388
17-W8581VW15	Montgomery County	Victim Witness Program	\$206,543
17-T9563VW15	Nelson County	Victim Witness Program	\$59,594
17-T9597VW15	New Kent County	Victim Witness Program	\$95,719
17-W8583VW15	Newport News, City	Victim Witness Program	\$362,938
17-W8576VG16	Norfolk, City	Victim Witness Program	\$715,553
17-T9589VW15	Northampton County	Victim Witness Program	\$56,689
17-T9598VW15	Northumberland County	Victim Witness Program	\$44,712
17-D3162VW15	Nottoway County	Victim Witness Program	\$76,950
17-T9588VG16	Office of the Attorney General	Victim Witness Program	\$204,433
17-T9571VW15	Orange County	Victim Witness Program	\$92,153
17-S3035VW15	Page County	Victim Witness Program	\$59,084
17-W8562VW15	Patrick County	Victim Witness Program	\$41,808
17-W8586VW15	Petersburg, City	Victim Witness Program	\$283,505
17-W8612VW15	Pittsylvania County	Victim Witness Program	\$109,844
17-W8577VG16	Portsmouth, City	Victim Witness Program	\$382,595
17-T9572VW15	Powhatan County	Victim Witness Program	\$58,683
17-T9591VW15	Prince Edward County	Victim Witness Program	\$70,000
17-Q3594VW15	Prince George County	Victim Witness Program	\$100,010
17-T9590VW15	Prince William County	Victim Witness Program	\$462,538
17-U9274VW15	Pulaski County	Victim Witness Program	\$185,318
17-U9275VW15	Radford, City	Victim Witness Program	\$126,873

17-A4003VW15	Richmond County	Victim Witness Program	\$59,273
17-W8585VG16	Richmond, City	Victim Witness Program	\$743,047
17-W8561VG16	Roanoke County	Victim Witness Program	\$142,868
17-W8554VW15	Roanoke, City	Victim Witness Program	\$277,109
17-T9578VW15	Rockbridge County	Victim Witness Program	\$71,978
17-T9573VW15	Rockingham County	Victim Witness Program	\$178,787
17-Q3590VW15	Russell County	Victim Witness Program	\$62,619
17-T9575VW15	Salem, City	Victim Witness Program	\$105,512
17-U9265VG16	Scott County	Victim Witness Program	\$94,404
17-T9576VW15	Shenandoah	Victim Witness Program	\$103,625
17-T9569VW15	Smyth County	Victim Witness Program	\$101,375
17-U9281VW15	Southampton County	Victim Witness Program	\$103,252
17-U9259VW15	Spotsylvania County	Victim Witness Program	\$255,150
17-T9564VW15	Stafford County	Victim Witness Program	\$190,934
17-U9264VW15	Staunton, City	Victim Witness Program	\$110,341
17-W8580VW15	Suffolk, City	Victim Witness Program	\$396,494
17-T9599VW15	Surry County	Victim Witness Program	\$55,978
17-T9574VG16	Sussex County	Victim Witness Program	\$78,025
17-W8559VW15	Tazewell County	Victim Witness Program	\$149,299
17-W8560VG16	Va Beach, City	Victim Witness Program	\$561,588
17-M4512VG16	VA Parole Board	Victim Witness Program	\$73,277
17-W8578VW15	Warren County	Victim Witness Program	\$107,432
17-U9278VW15	Washington County	Victim Witness Program	\$103,601
17-U9273VW15	Waynesboro, City	Victim Witness Program	\$102,387
17-U9282VW15	Westmoreland County	Victim Witness Program	\$97,657
17-W8584VW15	Winchester, City	Victim Witness Program	\$155,593
17-T9583VW15	Wise County	Victim Witness Program	\$88,671
17-T9570VW15	Wythe County	Victim Witness Program	\$95,402
17-W8557VW15	York County	Victim Witness Program	\$130,226



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Cheryl Shiffler, Director
Finance Department

FROM: Dennis D. Linaburg, Chief
Fire and Rescue Department

SUBJECT: Request for Supplemental Appropriation

DATE: July 13, 2016

Our Department is respectfully requesting the following amount to be transferred into Fund 30 for covering of end of Fiscal Year 2016 expenses. A shortage occurred due to a revenue lapse while transferring between billing companies. The revenue is now being caught up but will be showing as Fiscal Year 2017 revenue. We are requesting a total appropriation of **\$324,465**

This money is needed for the 4th quarter mileage and the 3rd quarter revenue recovery payments.

DDL:cmb
Cc: File

MEMORANDUM

TO: Finance Committee

FROM: John A. Bishop AICP, Assistant Director - Transportation

RE: Project Increase Request – I-81 Bridge/Tevis/Roundabout/Airport Road

DATE: July 14, 2016

Staff has recently received the executed revenue sharing agreement (attached) from MMA which allows the County to proceed with the full construction project of the I-81 Bridge, Roundabout, and Airport Road. In keeping with this development staff is requesting that the board increase the line item for this project by \$12,751,872 to allow for the construction portion of the current project. Please note, these construction funds do not include the Tevis Street Extension across the Glaize Property which will need to be negotiated under an agreement with that property owner.

Attachments: Revenue Sharing Agreement, Map of project area, construction cost breakdown

JAB/bhd

REVENUE SHARING AGREEMENT

THIS AGREEMENT, made and dated this 17th day of June , 2016, is made by and between the **COUNTY OF FREDERICK, VIRGINIA** (the “County”), a political subdivision of Virginia, and **R 150 SPE, LLC** (“R 150 SPE”), a Virginia limited liability company.

RECITALS:

R 150 SPE is the owner of the following lots or parcels of land encompassed by Frederick County Rezoning #10-15 (the “Rezoning”): tax parcel numbers 63-A-150, 64-A-10, and 64-A-12 (collectively, the “Property”).

1. The parties desire to arrange for the design and construction of multiple street sections as follows (the “Project”):
 - a. Airport Road, as a segment from Route 522 to a roundabout intersection with the Tevis Street extension, the segment being more fully identified as Section A on the Generalized Development Plan (the “GDP”), the GDP having been included as Exhibit A to the Proffer Statement approved as part of the Rezoning. This segment shall be designed and constructed as an Urban Four-Lane Divided Section (U4D) with curb and gutter, a 10' asphalt pedestrian and bicycle trail and 5' concrete sidewalk; and intersections providing full access and/or partial access commercial entrances into Land Bay 1 and Land Bay 2 (as the Land Bays are identified on the GDP) that meet or exceed Virginia Department of Transportation (“VDOT”) entrance spacing requirements that are in force at the time of final road design plan approval.
 - b. Tevis Street, as a segment including a bridge over Interstate 81 from the City of Winchester to a roundabout intersection with the Tevis Street extension and including the roundabout intersection, the segment being more fully identified as Section B on the GDP. This segment shall be designed and constructed as a bridge with four travel lanes, a raised concrete median, and sidewalks; an Urban Four-Lane Divided Section (U4D) with curb and gutter, a 10' asphalt pedestrian and bicycle trail and 5' concrete sidewalk for East Tevis Street between the Interstate 81 bridge and the roundabout; and a dual-lane roundabout with a 10' asphalt pedestrian and bicycle trail and 5' concrete sidewalk; and intersections providing full access and/or partial access commercial entrances into Land Bay 1 and Land Bay 2 (as the Land Bays are identified on the GDP) that meet or exceed VDOT entrance spacing requirements that are in force at the time of final road design plan approval.
2. The parties desire to finance the Project using funds that R 150 SPE will provide (the “R 150 SPE Funds”), along with funds to be provided by VDOT (the “VDOT Funds”). In

- d. The County shall enter into agreements, if necessary, with: utility companies, VDOT, railroad companies, or unforeseen others as relate to the Project.
- e. As project manager, the County shall supervise all aspects of the Project, which shall be done in a good and workmanlike fashion in accordance with applicable VDOT standards.
- f. The County shall give written notice to R 150 SPE of any unforeseen design, engineering, construction, or environmental issues that are encountered within forty-eight hours of discovery of such issues. Thereafter, the County shall promptly provide written notice to R 150 SPE of the intended remediation measures and costs thereof prior to commencement of such work. Such notice shall specify the recommended remediation work which shall be verified and approved by the County and shall further set forth the date upon which the remediation work shall commence, which date shall be not less than five days after the date that notice of the intended commencement of the remediation work is given to R 150 SPE. Following approval of the remediation work by R 150 SPE, or in the event that R 150 SPE fails to object to the remediation work within the five-day period referenced above, R 150 SPE shall provide payment of the Additional Funds through the usual and customary invoicing procedures under this Agreement. In the event that R 150 SPE objects to the Remediation Work during the five-day period referenced above, then such dispute shall be submitted to a neutral engineering firm to be agreed upon by R 150 SPE and the County, whose decision shall be final and binding upon the County and R 150 SPE.
- g. In the event that a mechanic's lien or other claim is filed against the Property arising from or in connection with the Project, the County shall promptly bond off any such mechanic's lien or claim with a portion of the Project Funds, to the extent permissible under applicable law.
- h. The County will make a good faith effort to procure the VDOT Funds from VDOT. In the event the County is unable to procure the VDOT Funds from VDOT, which results in a decision not to continue the Project, any funds provided by the parties hereto shall be returned to the respective parties, to the extent not used for the Project, and the parties hereto shall have no further obligations under this Agreement
- i. The County shall return all unspent R 150 SPE Funds to R 150 SPE at the conclusion of the Project.

h. In the event that unforeseen costs are encountered, R 150 SPE agrees to expend Additional Funds as are necessary in order to address such unforeseen issues and the County agrees to match these Additional Funds with the VDOT Funds, if available.

5. **NOTICES:** All notices, demands, or other communications that may be necessary or proper hereunder shall be deemed duly given if personally delivered, or when deposited in the United States mail, postage prepaid, first class, registered or certified, return receipt requested, addressed respectively as follows:

County: Department of Planning and Development
107 North Kent Street, Suite 202
Winchester, VA 22601
Attn: John A. Bishop, AICP

With a copy to: Roderick Williams, Esquire
County Attorney
107 North Kent Street
Winchester, VA 22601

R 150 SPE:

R 150 SPE, LLC
c/o MMA Capital Management, LLC
3600 O'Donnell Street, Suite 600
Baltimore, MD 21224
Attention: Brooks Martin

With a copy to: Gallagher Evelius & Jones, LLP
218 N. Charles Street, Suite 400
Baltimore, MD 21201
Attention: Philip F. Diamond, Esquire

6. **ENTIRE AGREEMENT; AMENDMENTS; TIME:**

- a. This Agreement constitutes the entire agreement of the parties and supersedes any prior understandings, whether oral or written, of the parties regarding the subject matter of the Agreement and no amendment to this Agreement shall be effective unless made in writing and signed by both parties.
- b. Time is of the essence with respect to all matters set forth in this Agreement.

June 16, 2016

BY FEDERAL EXPRESS

Kris C. Tierney
Deputy County Administrator for Community Development
Frederick County, Virginia
107 North Kent Street
Winchester, VA 22601
(540) 665-6382

*Re: R 150 SPE, LLC—Performance Bond, Revenue Sharing
Agreement*

Dear Kris:

With respect to the Russell 150 development, please find enclosed the following **original** documents:

1. Performance Bond (SUR60000785) executed by Ironshore Indemnity Inc., as surety, and by R 150 SPE, LLC, as principal, effective June 17, 2016; and
2. Revenue Sharing Agreement, dated June 17, 2016, executed by R 150 SPE, LLC.

Please deliver one **original** signature page to the Revenue Sharing Agreement executed by the County to my attention, so that R 150 SPE, LLC can keep an original agreement for its records.

MMA and I look forward to working with you and the County on the development of the property.

#562162
011322-0046

**Performance Bond
Frederick County, Virginia**

Bond Number: SUR60000785

Owners of Property: R 150 SPE, LLC

Property Description and Name of Project: Frederick County, Virginia Residential Planned

Community (R4) District, Tax Map Parcels 63-A-150, 64-A-10, and 64-A-12, approximately 150.59 acres.

KNOW ALL MEN BY THESE PRESENTS, That we, R 150 SPE, LLC,
PRINCIPAL; and Ironshore Indemnity Inc., SURETY, are obligated by this bond dated
June 17, 2016, to pay Frederick County, Virginia ("County"), a political subdivision of the
Commonwealth of Virginia, the sum of Six Million Three Hundred Seventy-Five Thousand Nine
Hundred Thirty-Six and 00/100
Dollars (\$ 6,375,936.00). Heirs, executors, administrators, successors and assigns of the Principal,
and the Surety are also obligated to pay the designated sum. The Principal and the Surety waive any
homestead exemption related to payment of this obligation.

This bond shall be in effect for a period of one (1) year from the date hereof and shall
automatically renew for additional terms of six (6) months from the present or future expiration date,
unless and until (Ironshore Indemnity Inc.) shall give sixty (60) days prior written notice to the
County to: "*Zoning and Subdivision Administrator, Frederick County Planning Department, Suite
202, 107 North Kent Street, Winchester, Virginia 22601*", by certified mail, return receipt requested, of
its intent to terminate same at the expiration of the sixty (60) day period. This bond shall also be
terminated upon the Subdivision Administrator (or Designee) giving written release stating that
(R 150 SPE, LLC) has well and truly performed and fulfilled the obligations of the agreement.

The condition of the above Obligation is such, that if the Principal complies with the provisions of
Chapter 144, subdivision Ordinance, Chapter 165, Zoning Ordinance and/or Chapter 79, Erosion and
Sediment Control Ordinance, of the Frederick County, Virginia Code related to all physical
improvements that include, but are not limited to, streets, curbing, gutter, sidewalks, above ground
utilities and facilities, recreational facilities, drainage systems, erosion and sediment control measures,
designated open space and other required improvements located in or on
Residential Planned Community (R4) District,
Tax Map Parcels 63-A-150, 64-A-10 and 64-A-12 the approved subdivision or site plan.

If Principal fails to complete its obligations, the County shall notify the Principal and Surety. If
such obligations are not completed by the Principal or Surety or their agents within fifteen (15) days after
date of notification by the County, the Surety shall pay the full amount or the bond, or such lesser amount
as may be demanded by the County, to the County, within thirty (30) days of the date of initial
notification referenced above. The amount payable may include administrative or other costs. Payment by
the Surety shall not be conditional on suit by the County.

The drawing will be held by the County for the sole purpose of providing for the completion
and/or maintenance of the site plan and/or subdivision requirements to the satisfaction of the Subdivision
Administrator or their authorized Representative. This bond shall be terminated upon the Subdivision
Administrator or their authorized representative giving written release to (Permittee or Developer)
R 150 SPE, LLC stating that they have satisfactorily performed and
fulfilled the obligations and requirements of the approved site or subdivision plan.

**COUNTY OF FREDERICK
PERFORMANCE BOND**

BOND NO.

SUR60000785

DATE BOND EXECUTED:

June 17, 2016

PRINCIPAL(S)/CO-PRINCIPAL(S)

(Legal Name(s), Status, and Business Address(es) and Telephone Number(s))

R 150 SPE, LLC
3600 O'Donnell Street
Suite 600
Baltimore, MD 21224
(443) 263-2900

TYPE OF ORGANIZATION: (Check One)

- Individual
 Partnership
 Limited Liability Company
 Corporation
 Other (Specify) _____

(Hereinafter "Principal" whether one or more than one)

STATE OF INCORPORATION OR ORGANIZATION:

Virginia

SURETY(IES):

(Name(s) and Business Address(es) and Telephone Number(s))

Ironshore Indemnity Inc.
28 Liberty Street
4th Floor
New York, NY 10004
(615) 553-9500

SUM OF BOND

Million(s)	Thousand(s)	Hundred(s)
6	375	936

6 | 375 | 936

DATE OF AGREEMENT: June 17, 2016

PLAN NAME:

PLAN NO.: CPAP- _____ - _____

[STPL- _____ - _____]

(Hereinafter "Surety" whether one or more than one)

and any and all revisions of such plans however numbered or designated.



COMMONWEALTH OF VIRGINIA
BUREAU OF INSURANCE

JACQUELINE K. CUNNINGHAM
COMMISSIONER OF INSURANCE
STATE CORPORATION
COMMISSION
BUREAU OF INSURANCE
P.O. BOX 1157
RICHMOND, VIRGINIA 23218
TELEPHONE: (804) 371-9631
TDD/VOICE: (804) 371-9206
www.scc.virginia.gov/boi

Licensees shall report to the Bureau within 30 days any change in residence at www.scc.virginia.gov/boi/online.aspx

A producer licensee is entitled to be appointed as an agent to transact the business of insurance on behalf of Virginia licensed insurers pursuant to Title 38.2 of the Code of Virginia.

This license is perpetual and is in effect from its issue date unless surrendered, terminated, suspended, revoked or an expiration date is noted.

Nonresidents only: This license is limited to the authority granted by the licensee's home state.

Producer

Property & Casualty

BROOK THOMAS SMITH

19 POPLAR HILL RD

LOUISVILLE, KY 40207

is authorized to transact business as described above

License No: 640506

Issue Date: 08-06-1997

Expiration Date:

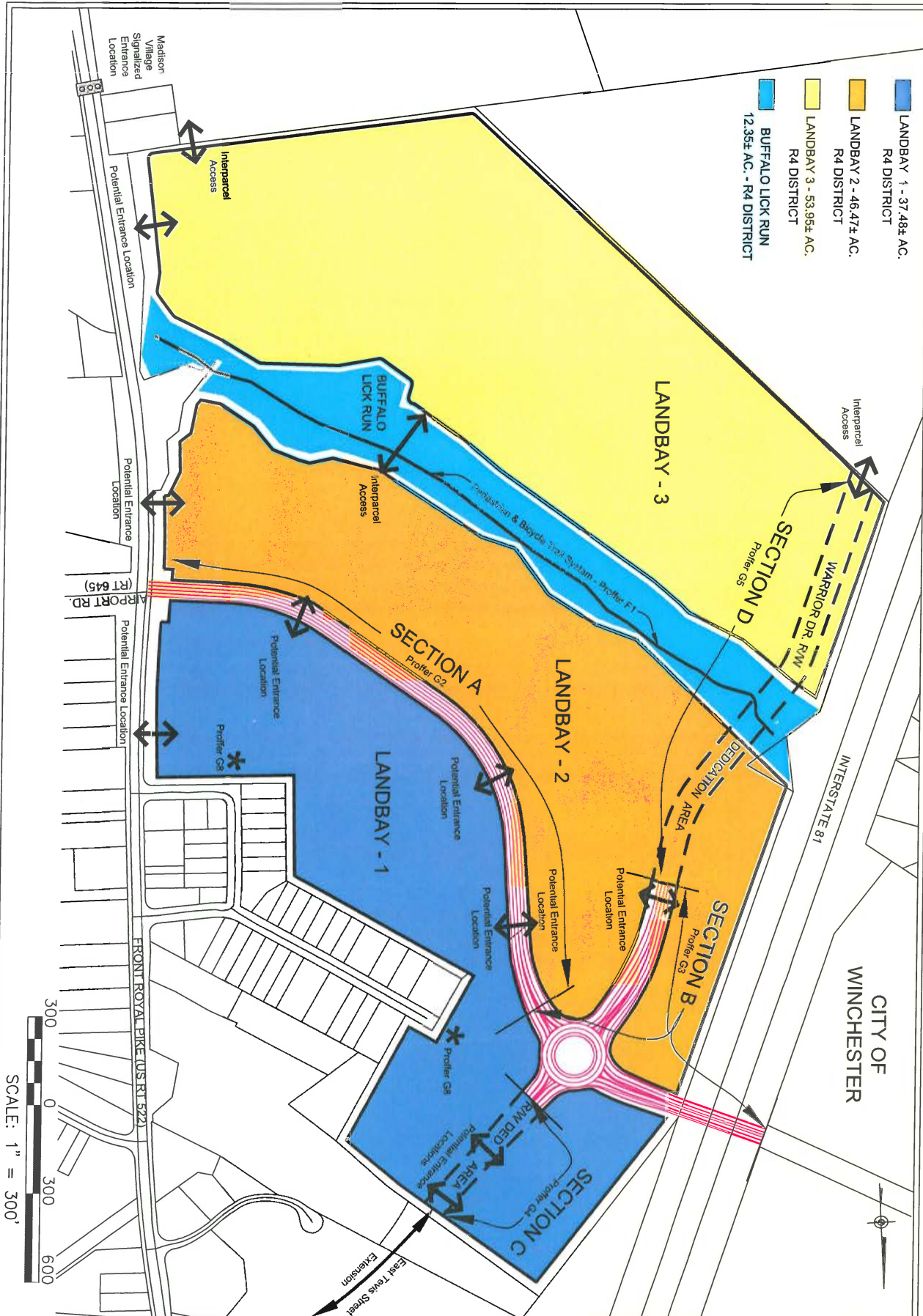
Generated by Sircon 96073635

<p>COMMONWEALTH OF VIRGINIA BUREAU OF INSURANCE THIS IS TO CERTIFY THAT</p>		<p>IS HEREBY AUTHORIZED TO TRANSACT BUSINESS IN ACCORDANCE TO THE LICENSE DESCRIPTION SHOWN BELOW:</p>
<p>BROOK THOMAS SMITH 19 POPLAR HILL RD, LOUISVILLE, KY 40207</p>	<p>Producer Property & Casualty</p>	<p>Issue Date: 08-06-1997 Generated by Sircon 96073635 Expiration Date:</p>
<p>LICENSE NUMBER: 640506</p>		

state or when failing to pay the statutorily required continuance fee by November 30 of every even-numbered year. Visit www.VirginiaInsuranceCE.com to pay the continuance fee and to review additional continuing education information.

Active Appointment Information

	Appointment Type	Effective Date	Company Affiliation	Company Number
View Company	Property & Casualty	2/27/2016	ACE AMERICAN INSURANCE COMPANY	22667
View Company	Property & Casualty	2/27/2016	ACE PROPERTY AND CASUALTY INSURANCE COMPANY	20699
View Company	Property & Casualty	12/26/2013	ALLIED WORLD INSURANCE COMPANY	22730
View Company	Property & Casualty	12/26/2013	ALLIED WORLD SPECIALTY INSURANCE COMPANY	16624
View Company	Property & Casualty	4/25/2016	ARGONAUT INSURANCE COMPANY	19801
View Company	Property & Casualty	5/1/2013	ATLANTIC SPECIALTY INSURANCE COMPANY	27154
View Company	Property & Casualty	6/23/2005	BOND SAFEGUARD INSURANCE COMPANY	27081
View Company	Property & Casualty	3/24/2010	COLONIAL AMERICAN CASUALTY AND SURETY COMPANY	34347
View Company	Property & Casualty	8/1/2006	CONTINENTAL HERITAGE INSURANCE COMPANY	39551
View Company	Property & Casualty	6/16/2005	DEVELOPERS SURETY AND INDEMNITY COMPANY	12718
View Company	Property & Casualty	8/1/2006	EVERGREEN NATIONAL INDEMNITY COMPANY	12750
View Company	Property & Casualty	10/25/2013	FEDERAL INSURANCE COMPANY	20281
View Company	Property & Casualty	3/24/2010	FIDELITY AND DEPOSIT COMPANY OF MARYLAND	39306
View Company	Property & Casualty	2/27/2016	INDEMNITY INSURANCE COMPANY OF NORTH AMERICA	43575
		4/23/2013		23647



- LANDBAY 1 - 37.48± AC.
R4 DISTRICT
- LANDBAY 2 - 46.47± AC.
R4 DISTRICT
- LANDBAY 3 - 53.95± AC.
R4 DISTRICT
- BUFFALO LICK RUN
12.35± AC. - R4 DISTRICT



**EXHIBIT A - HERITAGE COMMONS
GENERALIZED DEVELOPMENT PLAN**

SHAWNEE MAGISTERIAL DISTRICT
FREDERICK COUNTY, VA



151 Windy Hill Lane
Winchester, Virginia 22602
Telephone: (540) 662-4185
Fax: (540) 722-9528
www.greenwayeng.com

DATE: 10/29/2015
SCALE: 1"=300'
DESIGNED BY: EAW
JOB NO. 3701HC
SHEET 1 OF 1

I-81 Bridge/Roundabout/Airport Road Construction Estimate Breakdown

Bridge and abutments Estimate (Pennoni 4/15/16)	\$6,331,165.00
Roundabout Estimate (Pennoni 4/15/16)	\$820,707.00
Airport to 522/Signalization at 522 and associated improvements for new intersection (based on revenue sharing application amounts)	<u>\$5,600,000.00</u>
TOTAL:	\$12,751,872.00

APPENDIX B 3

Locality Frederick County Original Agreement Date 3/13/2014
Date Appendix B Modified _____

Locality Program Coordinator: John Bishop (540) 665-5643
Department Program Coordinator: Steve Damron (540) 332-7389

CONSTRUCTION PROJECTS (Include all existing and new projects that are part of the Programmatic Project Administrative Agreement for Revenue Sharing)

UPC	Project #	ORIGINAL State Match Approved Amount	Date of CTB Approval	Date ORIGINAL Appendix A Signed by District	Date REVISED Appendix A Signed by District*	Appendix A Version #	Modified State Match
104262	RS14-034-R35	\$2,800,000	6/19/2013	3/27/2014			
101204	0659-034-R00	\$1,000,000	6/15/2011	4/8/2014		R-1	\$3,600,000
105633	0000-034-R15	\$4,068,350	6/18/2014	8/28/2014			
87616	0788-034-R13	\$4,545,702	6/20/2012				
107227	1538-034-R16	\$2,000,000	6/17/2015				

MAINTENANCE PROJECTS (Include all existing and new projects that are part of the Programmatic Project Administrative Agreement for Revenue Sharing)

UPC	Project #	State Match Approved Amount	Date of CTB Approval	Signed by District	Date Appendix A Revised	Modified State Match

NOTE: Transfers between construction and maintenance projects should not be assumed but will be evaluated on a case-by-case basis.

Brenda H. [Signature] 4/13/16
Authorized Locality Official Date

[Signature] 4/18/16
Authorized VDOT Official Date



MEMO

To: Finance Committee
From: Stacy Herbaugh, Operations Manager ^(SR)
Through: Jason Robertson, Director
Subject: Recreation Assistance Fund
Date: July 13, 2016

The Recreation Reserve Fund was created in FY 15 to provide financial assistance to Frederick County residents so that children could participate in recreation programs and to assist Frederick County in raising funds for future capital projects. There are three types of funds within the Recreation Reserve Fund, the Recreation Assistance Fund (PLAY Fund), specific capital project funds, and a general park improvement fund.

During FY 16 \$3520.00 was donated to the PLAY Fund and \$75 was donated to the general park improvement fund (3-010-018990-0027). The Parks and Recreation Commission is requesting that \$717.25 from the PLAY Fund be moved to the FY 16 revenue codes as outlined in attachment A.

The Parks and Recreation Department is requesting that the remaining balance of \$2877.75 be moved to the Fund Balance Reserve-Parks and Recreation (0-010-000240-2444) for future requests.



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

Attachment A

3-010-016130-0013	\$421.74
3-010-016130-0010	\$186.75
3-010-016130-0008	\$ 25.00
3-010-018990-0027	\$ 83.75

These totals represent participation in the following activities:

- Cheer Camp
- Pee Wee Basketball
- Youth Basketball
- Teen Basketball
- Summer Basketball
- Swim Lessons
- Volleyball Camp
- Tennis Camp
- Lego Camp
- Art Camp
- Pre-school Karate

RECREATION RESERVE FUND

500.20

PURPOSE:

The Recreation Reserve Fund within the Frederick County Reserve Fund will be used for Frederick County residents who need financial assistance for their children to participate in recreation programs and to assist Frederick County in raising funds to fund capital projects identified in the Frederick County Comprehensive Plan. This fund is not intended to provide funds which can be substituted for traditional tax base funding.

GOAL:

Increase Frederick County youth participation in recreation for those who are unable to afford recreation programs and provide recreation facilities identified in the Frederick County Comprehensive Plan.

POLICY:

There are three types of funds within the Recreation Reserve Fund, the Recreation Assistance Fund, specific capital project funds, and a general park improvement fund.

A. Recreation Assistance Fund:

Funds dedicated for Recreation Assistance will be placed in the Recreation Reserve Fund within Frederick County's Reserve Fund as they are received. Each donation will be noted in a revenue code (10GL-3-010-018990-0027). Donations are non-refundable.

These funds will be utilized for individuals seeking recreation assistance based on their income level according to the Economic Assistance Policy (#500.08). Each time an individual requests assistance, Parks and Recreation staff will apply the standards from Policy #500.08. If the individual is eligible to receive assistance and funds are available, assistance will be provided and accounted in the department's registration system. Staff will request the Commission to recommend receiving the discounted registration fees from the Recreation Reserve Fund's Recreation Assistance Fund at the July Parks and Recreation Commission meeting. This request will be forwarded to the Finance Committee for recommendation to the Board of Supervisors for reimbursement. The Recreation Assistance Fund is known as the PLAY Fund, an acronym for People Lending Assistance to Youth.

B. Capital Project Funds

A capital project fund may be created for any capital project approved by the Frederick County Parks and Recreation Commission and Frederick County Board of Supervisors. Twenty percent of the total project cost must be pledged prior to the establishment and acceptance of donations for a specific capital project fund in a revenue code (10GL-3-010-018990-0027).

The Frederick County Parks and Recreation Commission will recommend utilizing the money from the Recreation Reserve Fund within the Frederick County Reserve Fund to the Frederick County Finance Committee to recommend to the Frederick County Board of Supervisors. The

Frederick County Board of Supervisors must approve the disbursement of the Recreation Reserve Fund money within the Frederick County Reserve Fund.

C. General Park Improvement Fund

The general park improvement fund is for donations made to improve existing parks or facilities. Donations may be of any amount, deposited into revenue code (10GL-3-010-018990-0027), and are non-refundable.

The Parks and Recreation Commission will recommend the use of General Park Improvement Funds to the Finance Committee and the Board of Supervisors specifying the particular improvement.

Auditing/Accountability:

All funds within the Recreation Reserve Fund will be accounted for annually by the Parks and Recreation Department based on the balance provide by the Frederick County Finance Department and the Parks and Recreation Department. This balance and activity will be reported to the Parks and Recreation Commission annually.

Approved: May 2015



Greenwood Vol. Fire & Rescue Company, Inc.

PO Box 3023
Winchester, VA 22604
(540) 667-9417

8 July 2016

Proffer Fund Request

Kris C. Tierney
Deputy County Administrator for Community Development
Frederick County, Virginia
107 North Kent Street
Winchester, VA 22601

Dear Mr. Tierney,

The Greenwood Volunteer Fire & Rescue Company, Inc. has signed an order for a replacement Ladder Truck, which we expect to take delivery of in October 2016. We are requesting your assistance to process our request for "proffered funds" from the County. Our request is for \$35,771.00, which should be the amount allocated to Greenwood.

The new Ladder Truck is manufactured by Smeal will have a 105' ladder. The cost of the new truck will be \$912,836.00. This truck will replace our current 1995 Smeal 75' Quint. With the increased development of Townhome "Sub-Divisions" in our 1st due response area we felt the citizens would be best served with a ladder truck that could better reach the top of their houses. We also felt the additional; 30' of ladder would better support the warehousing and multi-story manufacturing facilities in the surrounding jurisdictions that we provide mutual aid. Our call volume as well as the request for the Aerial support has increased over the past several years. Last year we ran approximately 2,100 calls, of those calls the Quint was 1st due on approximately 400 of them.

We have submitted to the County our intent purchase for inclusion on the County Capital Improvement Plan for the past four years.

Thank you in advance for your attention to this matter.

Sincerely,

Daniel C. Cunningham
President

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.)

Capital Contingency Fund
4-010-093010-5899-000-000
FY 15-16

Date	Item	Department	Amount	Balance
2/24/2016	Opening Balance			\$3,000,000.00
2/29/2016	Equipment: Portacount, gas meters, PPE extractors, SCBA cylinders	F&R	-\$181,703.00	\$2,818,297.00
3/9/2016	Tasers/Police supplies	SHERIFF	-\$166,954.32	\$2,651,342.68
3/23/2016	Gun locks	SHERIFF	-\$21,065.00	\$2,630,277.68
4/7/2016	Mail stuffer machine	TREASURER	-\$40,357.00	\$2,589,920.68
6/14/2016	Parking lot resurface - CAB	CO OFFICE BUILDINGS	-\$12,260.00	\$2,577,660.68
6/14/2016	Parking lot resurface - Bowman Library	CO OFFICE BUILDINGS	-\$27,022.93	\$2,550,637.75
6/14/2016	Security system cameras - CAB	CO OFFICE BUILDINGS	-\$25,655.07	\$2,524,982.68
6/14/2016	Roof top unit & heat pump replace - CAB	CO OFFICE BUILDINGS	-\$124,849.00	\$2,400,133.68
6/14/2016	HVAC controls - Courthouse	CO OFFICE BUILDINGS	-\$33,768.00	\$2,366,365.68
				\$2,366,365.68
	LifePak 15	F&R	-\$1,200,000.00	\$1,166,365.68 PENDING
	Radio system	E-911	-\$839,000.00	\$327,365.68 PENDING
Note:	Clearbrook Compactor Site		-\$540,000.00	PENDING

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
6/8/2016	PARKS & RECREATION ADMINISTRATION	PSYCHOLOGICAL TESTING FOR BASIC REC PARTICIPANT	7101	5204	000	002	(160.00)
	PARKS & RECREATION ADMINISTRATION		7101	3002	000	000	160.00
6/8/2016	PARKS & RECREATION ADMINISTRATION	TO COVER CREDIT CARD FEES	7101	5204	000	002	(157.87)
	PARKS & RECREATION ADMINISTRATION		7101	5413	000	000	157.87
6/13/2016	MANAGEMENT INFORMATION SYSTEMS	CELL PHONE HARDWARE UPGRADE	1222	5401	000	000	(2,000.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	5204	000	000	2,000.00
6/13/2016	COUNTY OFFICE BUILDINGS/COURTHOUSE	REPAIR TRACER SYSTEM FOR AC COUNTY ADM. BUILDING	4304	3004	000	003	(183.84)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	001	183.84
6/14/2016	PUBLIC SAFETY COMMUNICATIONS	BALANCE PERSONNEL LINE ITEM	3506	1001	000	003	(233.34)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	011	233.34
6/14/2016	COMMONWEALTH'S ATTORNEY	FOR OFFICE SUPPLIES	2201	5411	000	000	(500.00)
	COMMONWEALTH'S ATTORNEY		2201	5401	000	000	500.00
6/14/2016	COMMONWEALTH'S ATTORNEY	FOR TRAVEL EXPENSES	2201	5411	000	000	(1,470.00)
	COMMONWEALTH'S ATTORNEY		2201	5506	000	000	1,470.00
6/14/2016	FIRE AND RESCUE	PURCHASE RADIO BATTERIES	3505	4003	000	002	(4,000.00)
	FIRE AND RESCUE		3505	5407	000	000	4,000.00
6/14/2016	PARKS MAINTENANCE	PURCHASE TRACTOR/LOADER/BACKHOE	7103	5403	000	000	(500.00)
	SHERANDO PARK		7110	8001	000	000	500.00
6/14/2016	COUNTY OFFICE BUILDINGS/COURTHOUSE	PARKING LOT REPAIRS	4304	8900	000	000	12,260.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE	PARKING LOT REPAIRS	4304	8900	000	006	27,022.93
	COUNTY OFFICE BUILDINGS/COURTHOUSE	ROOF TOP UNIT & HEAT PUMPS	4304	8001	000	000	158,617.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE	SECURITY CAMERA SYSTEM	4304	8007	000	000	25,655.07
	TRANSFERS/CONTINGENCY	COUNTY ADMINISTRATION BUILDINGS	9301	5899	000	000	(223,555.00)
6/15/2016	GENERAL DISTRICT COURT	CONTRACTUAL SERVICES	2102	9001	000	000	(10.50)
	GENERAL DISTRICT COURT		2102	3010	000	000	10.50
6/15/2016	COUNTY OFFICE BUILDINGS/COURTHOUSE	PARKING LOT REPAIRS AT BOWMAN LIBRARY	4304	3004	000	007	(1,800.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8900	000	006	1,800.00
6/15/2016	RECREATION CENTERS AND PLAYGROUNDS	PURCHASE DUMP TRAILER	7104	5410	000	000	(6,655.00)
	SHERANDO PARK		7110	8001	000	000	6,655.00
6/15/2016	PARKS AND RECREATION ADMINISTRATION	PURCHASE UTILITY CART	7101	5401	000	000	(9,599.20)
	CLEARBROOK PARK		7109	8001	000	000	9,599.20
6/15/2016	GENERAL DISTRICT COURT	TRANSFER TO DUES AND ASSOCIATION MEMBERSHIPS	2102	9001	000	000	(71.00)
	GENERAL DISTRICT COURT		2102	5801	000	000	71.00
6/15/2016	INFORMATION TECHNOLOGY	VISUAL SOUND INTERACTIVE DISPLAY FOR IT PROJECTS	1220	5413	000	003	(1,000.00)
	INFORMATION TECHNOLOGY		1220	5413	000	000	1,000.00
6/16/2016	COUNTY ADMINISTRATOR	FOIA TRACKING	1201	3010	000	000	6,100.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(6,100.00)
6/17/2016	GENERAL DISTRICT COURT	MONITORS	2102	5401	000	000	5,139.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(5,139.00)
6/21/2016	COUNTY ATTORNEY	ADDITIONAL PAYROLL EXPENSE	1202	3004	000	001	(250.00)
	COUNTY ATTORNEY		1202	1003	000	000	250.00
	COUNTY ATTORNEY		1202	5204	000	000	(327.50)
	COUNTY ATTORNEY		1202	1003	000	000	327.50
6/21/2016	COMMISSIONER OF THE REVENUE	BPOL PROGRAM CAVS SUBSCRIPTION	1209	5204	000	000	(1,500.00)
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	1,500.00
	COMMISSIONER OF THE REVENUE		1209	5506	000	000	(1,400.00)
	COMMISSIONER OF THE REVENUE		1209	5411	000	000	1,400.00
6/21/2016	COMMISSIONER OF THE REVENUE	COMPUTER MONITORS	1209	3010	000	000	(600.00)
	COMMISSIONER OF THE REVENUE		1209	5401	000	000	600.00
6/21/2016	REFUSE COLLECTION	FUND SUPPLIES	4203	5408	000	002	(2,000.00)
	REFUSE COLLECTION		4203	5407	000	000	2,000.00
6/21/2016	PUBLIC SAFETY COMMUNICATIONS	RADIO REPAIR	3506	5204	000	000	(1,400.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	3004	000	001	1,400.00
6/21/2016	INSPECTIONS	TO COVER DEFICIT FOR PAYROLL	3401	4003	000	002	(101.42)
	INSPECTIONS		3401	2008	000	000	101.42
6/22/2016	PARKS AND RECREATION ADMINISTRATION	CREDIT CARD FEES FOR MAY	7101	5204	000	002	(4,323.01)
	PARKS AND RECREATION ADMINISTRATION		7101	5413	000	000	4,323.01
6/22/2016	COUNTY ADMINISTRATOR	TO COVER DEFICIT IN TRAVEL	1201	5506	000	000	3,000.00
	OTHER		1224	3002	000	000	(3,000.00)
6/23/2016	DSS ADMINISTRATION	TELEPHONE EXPENSES	5316	5202	000	000	550.00
	DSS ADMINISTRATION		5316	5401	000	000	(550.00)
6/23/2016	HUMAN RESOURCES	ACA REPORTING	1203	3010	000	000	6,849.50
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(6,849.50)
6/27/2016	VOLUNTEER FIRE DEPARTMENTS	NORTH MTN F&R CONSTRUCTION	3202	5604	000	090	94,553.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(94,553.00)
6/27/2016	SHERIFF	PURCHASE MOBILE LAPTOPS FOR NEW CRUISERS	3102	5401	000	000	22,000.00
	SHERIFF		3102	5408	000	000	(22,000.00)
6/27/2016	FIRE AND RESCUE	COVER TRAINING CENTER REPAIR	3505	4003	000	002	(2,000.00)
	FIRE AND RESCUE		3505	5407	000	000	2,000.00
6/27/2016	CLEARBROOK PARK	PURCHASE TORO CART	7109	5408	000	000	(1,300.80)
	CLEARBROOK PARK		7109	8001	000	000	1,300.80
6/28/2016	AGRICULTURE	SUPPLIES TO ENHANCE PROGRAM/OFFICE OPERATION	8301	5204	000	000	(93.00)
	AGRICULTURE		8301	5401	000	000	26.66
	AGRICULTURE		8301	5401	000	000	93.00
	AGRICULTURE		8301	5506	000	000	(26.66)
6/28/2016	GENERAL ENGINEERING/ADMINISTRATION	ADDITIONAL COST OF OVERTIME	4201	1005	000	000	2,500.00
	GENERAL ENGINEERING/ADMINISTRATION		4201	4003	000	002	(2,500.00)

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
6/29/2016	FIRE AND RESCUE	HYDRO TESTING OF CYLINDER	3505	3004	000	001	500.00
	FIRE AND RESCUE		3505	5408	000	000	(500.00)
6/29/2016	FIRE AND RESCUE	VEHICLE REPAIRS	3505	3004	000	002	1,000.00
	FIRE AND RESCUE		3505	3006	000	000	(1,000.00)
6/30/2016	COUNTY ATTORNEY	REPLACEMENT OF BROKEN DELIPIDATED OFFICE FURNITURE	1202	3002	000	000	(287.62)
	COUNTY ATTORNEY		1202	5401	000	000	287.62
7/1/2016	HUMAN RESOURCES	COVER POSTAGE/TELEPHONE FOR REMAINDER OF YEAR	1203	3002	000	000	(300.00)
	HUMAN RESOURCES		1203	5204	000	000	300.00
7/1/2016	TREASURER	LEXIS NEXIS SUBSCRIPTION HIGHER	1213	3002	000	000	(400.00)
	TREASURER		1213	5411	000	000	400.00
7/1/2016	HUMAN RESOURCES	MILEAGE REIMBURSEMENT	1203	3002	000	000	(98.00)
	HUMAN RESOURCES		1203	5506	000	000	98.00
7/1/2016	ANIMAL SHELTER	SUPPLEMENT LINE ITEM FOR YEAR END	4305	3002	000	000	(100.00)
	ANIMAL SHELTER		4305	3010	000	000	100.00
7/1/2016	MAINTENANCE ADMINISTRATION	VEHICLE REPAIR COST 2006 FORD TRUCK	4301	3004	000	002	1,271.96
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5302	000	006	(1,271.96)
7/6/2016	CLEARBROOK PARK	CLEARBROOK ELECTRICAL COST	7109	5101	000	000	364.46
	CLEARBROOK PARK		7109	5102	000	000	(364.46)
7/6/2016	CLEARBROOK PARK	CLEARBROOK ELECTRICAL COST	7109	5101	000	000	1,444.33
	CLEARBROOK PARK		7109	5101	000	000	2,591.81
	CLEARBROOK PARK		7109	5103	000	000	(1,444.33)
	CLEARBROOK PARK		7109	5408	000	000	(2,591.81)
7/6/2016	PARKS AND RECREATION ADMINISTRATION	COVER BACKGROUND CHECKS FOR JUNE	7101	5204	000	002	(219.50)
	PARKS AND RECREATION ADMINISTRATION		7101	5415	000	000	219.50
7/6/2016	COUNTY ATTORNEY	FILING FEES FOR ADDITIONAL COURT DOCUMENTS	1202	3002	000	000	(42.00)
	COUNTY ATTORNEY		1202	5413	000	000	42.00
7/6/2016	ELECTORAL BOARD AND OFFICIALS	GENERAL REGISTRAR'S TRAVEL	1301	5204	000	000	(500.00)
	REGISTRAR		1302	5506	000	000	500.00
7/7/2016	HUMAN RESOURCES	BOOK PURCHASE	1203	5411	000	000	20.00
	HUMAN RESOURCES		1203	5415	000	000	(20.00)
7/7/2016	COMMISSIONER OF THE REVENUE	PHONE BILLS	1209	3004	000	002	(900.00)
	COMMISSIONER OF THE REVENUE		1209	5204	000	000	900.00
7/7/2016	HUMAN RESOURCES	COVER OFFICE SUPPLIES	1203	3002	000	000	(1,500.00)
	HUMAN RESOURCES		1203	5401	000	000	1,500.00
	HUMAN RESOURCES		1203	5401	000	000	933.00
	HUMAN RESOURCES		1203	5415	000	000	(933.00)
7/8/2016	RECREATION CENTERS AND PLAYGROUNDS	TO COVER AWARD FOR JUNE	7104	5412	000	000	(1,833.48)
	RECREATION CENTERS AND PLAYGROUNDS		7104	5415	000	000	1,833.48
7/8/2016	PARKS AND RECREATION ADMINISTRATION	TO COVER BACKGROUND CHECK	7101	5204	000	002	(177.14)
	PARKS AND RECREATION ADMINISTRATION		7101	5413	000	000	177.14
7/8/2016	SHERANDO PARK	TO COVER BALLFIELD SUPPLIES	7110	3004	000	003	(2,335.58)
	SHERANDO PARK		7110	5413	000	000	2335.58
7/8/2016	RECREATION CENTERS AND PLAYGROUNDS	TO COVER BASICREC SUMMER FIELD TRIPS CAMP	7104	3010	000	000	(2,116.91)
	RECREATION CENTERS AND PLAYGROUNDS		7104	3011	000	000	2,116.91
7/8/2016	CLEARBROOK PARK	TO COVER EQUIPMENT RENTAL	7109	5408	000	000	(320.10)
	CLEARBROOK PARK		7109	9001	000	000	320.10
7/8/2016	SHERANDO PARK	TO COVER JANITORIAL SUPPLIES	7110	3004	000	003	(1,789.94)
	SHERANDO PARK		7110	5405	000	000	1,789.94
7/8/2016	SHERANDO PARK	TO COVER MAINTENANCE SUPPLIES	7110	3004	000	003	(864.67)
	SHERANDO PARK		7110	5407	000	000	864.67
7/8/2016	SHERANDO PARK	TO COVER RENTAL EQUIPMENT	7110	3004	000	003	(1,496.78)
	SHERANDO PARK		7110	9001	000	000	1,496.78
7/8/2016	CLEARBROOK PARK	VEHICLE REPAIR	7109	3004	000	001	(4,047.03)
	CLEARBROOK PARK		7109	3004	000	002	4,047.03
7/8/2016	PUBLIC ASSISTANCE	VIEW-SMARTBOARD	5317	5861	000	000	(2,579.00)
	PUBLIC ASSISTANCE		5317	5872	000	000	2,579.00
7/11/2016	INFORMATION TECHNOLOGY	BALANCE LINE ITEM	1220	5299	000	000	(1,100.00)
	INFORMATION TECHNOLOGY		1220	5401	000	000	3,200.00
	INFORMATION TECHNOLOGY		1220	5401	000	000	1,100.00
	INFORMATION TECHNOLOGY		1220	5413	000	002	(3,200.00)
7/11/2016	REFUSE COLLECTION	COLLECTION UNIT SHOES/TEXTILES RECYCLING	4203	5407	000	000	(1,830.00)
	REFUSE COLLECTION		4203	8006	000	000	1,830.00
7/11/2016	BOARD OF SUPERVISORS	TO COVER DEFICIT IN BOOKS	1101	3002	000	000	(491.00)
	BOARD OF SUPERVISORS		1101	5411	000	000	491.00
7/11/2016	COUNTY ADMINISTRATOR	TO COVER DEFICIT IN TRAVEL	1201	5506	000	000	201.00
	COUNTY ADMINISTRATOR		1201	5801	000	000	(201.00)

County of Frederick, VA
Report on Unreserved Fund Balance
June 30, 2016 *PRELIMINARY*

Unreserved Fund Balance, Beginning of Year, July 1, 2015 **42,344,282**

Prior Year Funding & Carryforward Amounts

C/F Rose Hill Park	(168,000)
C/F Sherando Park master plan	(22,780)
C/F DARE	(400)
C/F Abbott Grant	(33,854)
C/F Fire Company Capital	(274,086)
Reserve E-summons funds	(38,816)
C/F Fire Program funds	(29,521)
Reserve P&R Play Fund funds	(6,932)
School encumbrances	(581,267)
C/F Forefeited assets	(58,035)
C/F School Capital to School Operating	(314,747)
C/F School Operating	(123,737)
C/F F&R vehicle equipment	(40,000)
C/F F&R uniforms	(64,000)
	(1,756,175)

Other Funding / Adjustments

Parks returned unused proffer	(710)
COR refund - Brookfield Stephenson Village	(20,539)
COR refund - Ally Financial	(5,405)
COR refund - Ford Motor Credit	(2,930)
COR refund - Opal Oil	(4,070)
Treasurer drive through repair	(30,000)
Circuit Clerk - deputy clerk position	(10,913)
Airport capital	(63,818)
Gainesboro site retainage	5,960
COR refund - disabled veteran	(3,689)
COR refund - Greenway Engineering	(12,753)
COR refund - Navitus Engineering	(42,560)
COR refund - Citizens Asset Finance	(5,736)
COR refund - Carrier Enterprises	(144,392)
Armel Elementary renovation design	(200,000)
NSVRC contribution	(1,216)
PPEA refund - administration building	(47,897)
COR refund - Daimler Trust	(8,679)
COR refund - Aqua Lake Holiday Utilities	(2,759)
COR refund - Probuild CO LLC	(13,282)
COR refund - Lawrence Fabrications	(6,533)
COR refund - Washington Gas	(89,697)
COR refund - Carrier Enterprises	(106,516)
COR refund - Britt Louis Nemeth	(3,019)
COR refund - Admiral Security Services	(2,815)
COR refund - Shenandoah Gas	(17,706)
COR refund - Glass America	(2,834)
COR refund - Crown Cork & Seal	(352,334)
3/2016 Presidential Primary Election	(38,614)
FY15 VJCCA refund	(1,142)
COR refund - disabled veteran	(7,065)
FY16 School & County capital	(7,000,000)
COR refund - Atlantic Construction	(13,574)
Security Drive	(4,390)
COR refund - Unimin Corp	(11,662)
COR refund - Shen-Valley Lime Corp	(6,282)
Reduce DSS local share	10,325
COR refund - Regional Ceilings	(2,600)
COR refund - DL Peterson Trust	(6,269)
COR refund - Valley Proteins	(6,053)
	(8,284,168)

Year End Adjustments

Remove FY16 budget	20,089,843
	20,089,843

Fund Balance, June 30, 2016 *PRELIMINARY* **52,393,781**



OFFICE OF VOTER REGISTRATION & ELECTION ADMINISTRATION

General Registrar of Voters

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

Rick Miller
540/665-5660
Fax 540/665-8976

MEMORANDUM

To: Sharon Kilber, Assistant Finance Director
"For Information Only" to Frederick County Finance Committee

From: Rick Miller, Voter Registrar *RM*

Subject: Reimbursement received from Department of Elections for Democratic Party
and Republican Party Presidential Primaries held on March 1, 2016

Date: Friday, July 8, 2016

The Voter Registrar wishes to report the total and final expenses occurred by Frederick County for the Democratic Party and Republican Party Presidential Primaries held on Tuesday, March 1, 2016 and on the Department of Elections reimbursement to Frederick County for these Primaries.

Our supplemental budget request approved by the Frederick County Finance Committee and the Frederick County Board of Supervisors was \$ 38,613.59. **I am happy to convey that the actual amount spent for this Primary was \$ 37,846.99. Included in these total costs was the additional emergency polling place relocation expense of \$ 1,194.33 to relocate the Russells Precinct polling place from the Round Hill Fire Event Center (again, as the building was still not completed – this also had to be done for the November 2015 Elections) to the old Round Hill Fire Hall Social Room. For the Primaries the County still saved a total of \$ 766.60.**

These expenses were communicated to the State Board of Elections in April by email survey as requested by the Department of Elections, with the hope that our locality would receive a 100 % reimbursement for our expenses. The Department of Elections emailed all localities in June 2016, that due the much larger than expected costs submitted by all 133 localities in the Commonwealth (76% above the 2012 expenses submitted), that the amount of each locality's reimbursement would be approximately 61 % of the total submitted. On June 30, 2016, Frederick County received \$ 23,454.00 – 62 % of our actual expenses for these Primaries from the Commonwealth.

If any member of the Finance Committee has any questions, please have them contact me.



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

June 8, 2016

Cheryl B. Shiffler
Finance Director
County of Frederick
107 N. Kent Street
Winchester, VA 22601

Dear Ms. Shiffler:

A panel of independent reviewers has completed its examination of your Popular Annual Financial Report (PAFR). We are pleased to notify you that your PAFR for the fiscal year ended June 30, 2015, has substantially met the requirements of the PAFR Program. In the absence of authoritative standards governing the presentation, these requirements are based on an evaluation of information presented, reader appeal, understandability, distribution, and other elements (such as whether the PAFR is a notable achievement for the government given the government's type and size, and the PAFR's creativity and usefulness). The report received a weighted average score of 75.00 percent or above from three of the four highest individual reviews.

Each entity submitting a report to the PAFR Program is provided with confidential comments and suggestions for possible improvements in the subsequent year's presentation. Your comments and suggestions, as well as the summary of grading sheet, are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next PAFR.

Continuing participants will find a certificate and brass medallion enclosed with these results. The brass medallion may be mounted on your ten-year plaque. First-time recipients will find a certificate enclosed with these results to be followed by a plaque in approximately six weeks. The award certificate commemorates your achievement and may be used for formal presentations.

A current holder of a PAFR award may include a reproduction of the award in its immediately subsequent PAFR. A camera ready copy of your award is enclosed for that purpose. If you reproduce your award in your next report, please refer to the enclosed instructions.

Cheryl B. Shiffler
June 8, 2016
Page 2

The PAFR award is valid for one year. To continue your participation in the program, it will be necessary for you to submit your next PAFR to the Government Finance Officers Association within 6 months of the end of your entity's fiscal year. Enclosed is an application form to facilitate a timely submission. If submitting electronically, the completed application can be scanned and emailed along with a link to the electronic version of the PAFR. If hard copies are submitted, four copies of the completed application should be enclosed with four copies of the PAFR. The appropriate fee may be paid by credit card or check.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain a well presented PAFR. If we can be of further assistance, please contact Jim Phillips in the Technical Services Center.

Sincerely,

A handwritten signature in cursive script that reads "Stephen J. Gauthier". The signature is written in black ink and is positioned to the left of the typed name.

Stephen J. Gauthier, Director
Technical Services Center



Government Finance Officers Association
 203 N. LaSalle Street - Suite 2700
 Chicago, IL 60601
 Phone (312) 977-9700 Fax (312) 977-4806

May 17, 2016

Brenda Garton
 County Administrator
 County of Frederick
 107 North Kent Street
 Winchester VA 22601

Congrats Cheryl!
How do we normally handle this?
Karen, can you do a press release please?
File
cc. Cheryl Brenda Karen

B

Dear Ms. Garton:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2015** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management

An award for the Certificate of Achievement has been mailed to:

Cheryl B. Shiffler
Finance Director

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, www.gfoa.org.

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

Sincerely,
 Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds



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05/17/2016

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **County of Frederick** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Finance Department, County of Frederick

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.