



**REPORT & RECOMMENDATIONS**  
**FINANCE COMMITTEE**  
**WEDNESDAY, JANUARY 15, 2025**  
**8:30 AM**  
**FIRST FLOOR CONFERENCE ROOM**  
**107 NORTH KENT STREET**  
**WINCHESTER, VA 22601**

**ATTENDEES**

Committee Members Present: Heather Lockridge, Chairman; Josh Ludwig; Robert Liero; Mike Stottlemeyer; Delane Karalow; and Brandon Monk (remote).

Non-voting liaisons: Tonya Sibert, Commissioner of the Revenue; and William Orndoff, Treasurer.

Committee Members Absent: None.

Staff Present: Cheryl Shiffler, Finance Director; Michael Bollhoefer, County Administrator; Steve Hawkins, Sheriff Major; Jennifer McVeigh, Old Dominion ASAP Director; and Stacy Herbaugh, Parks & Recreation Director.

Others Present: Kristen Anderson, FCPS Assistant Director of Finance; and Dr. George Hummer, FCPS Superintendent.

**A. Action Items**

- A.1. The Department of Social Services Administrative Services Manager requests a General Fund supplemental appropriation in the amount of \$15,738.**

This amount represents an auto insurance claim and will be applied toward the cost of a replacement vehicle. No local funds required.

The committee recommends approval.

[DSS Auto Claim.pdf](#)

- A.2. The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$2,694.**

This amount represents an auto insurance claim and will be applied toward the cost of repairs to the damaged vehicle. No local funds required.

The committee recommends approval.

[Parks Auto Claim.pdf](#)

**A.3. The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$900.**

This amount represents a donation for a memorial park bench at Clearbrook Park. No local funds required.

The committee recommends approval.

[Parks Bench Donation.pdf](#)

**A.4. The Sheriff requests a General Fund supplemental appropriation in the amount of \$1,932.**

This amount represents donations to go toward the impound lot building. No local funds required.

The committee recommends approval.

[Sheriff Donations.pdf](#)

**A.5. The Sheriff requests a General Fund supplemental appropriation in the amount of \$4,233.56.**

This amount represents an auto insurance claim and will be used for repairs to the damaged vehicle. No local funds required.

The committee recommends approval.

[Sheriff Insurance Claim.pdf](#)

**A.6. The Finance Director and FCPS Finance Department requests an amendment to the FY 2025 budget resolution.**

The FCPS Special Grants Fund 44 was established in December 2023 for the State All In Virginia funds received. The funds were one-time state dollars for the implementation of the Virginia Literacy Act, learning loss, and additional operating and infrastructure support. No local funds required.

This fund was inadvertently omitted from the FY 2025 budget resolution that allows the appropriation of the unspent funds.

The committee recommends approval.

[FCPS Special Grants fund.pdf](#)  
[FiscalYear2024-2025Budget Resolution excerpt.pdf](#)

**A.7. The Old Dominion ASAP Director requests a Court Services fund supplemental appropriation in the amount of \$59,329.**

This amount represents additional funds received from the Commission on VASAP to be used for purposes deemed necessary. Any salary increases are pending approval from the Regional Jail Authority. No additional local funds required.

The committee recommends approval.

[Court Services SA.pdf](#)

**B. Items For Information Only**

- B.1. The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement in Popular Annual Financial Reporting for the June 30, 2023 Popular Annual Financial Report (PAFR). This is the 18th consecutive year that Frederick County has received this achievement.

[2023 PAFR Award.pdf](#)

- B.2. The Government Finance Officers Association (GFOA) has awarded the County the Certificate of Achievement for Excellence in Financial Reporting for the June 30, 2023 Annual Comprehensive Financial Report (ACFR). This is the 38th consecutive year that Frederick County has received this achievement.

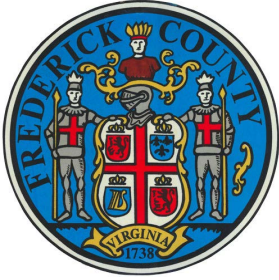
[2023 ACFR Award.pdf](#)

- B.3. The Government Finance Officers Association (GFOA) has awarded the County the Distinguished Budget Presentation Award for the 2025 fiscal year. This is the 38th consecutive year that Frederick County has received this award.

[2025 Budget Award.pdf](#)

- B.4. The Director of Elections returns the full \$25,000 unspent postage funds that were requested in August 2024.

[Registrar Postage.pdf](#)



Finance Committee  
Agenda Item Detail  
Meeting Date: January 15, 2025  
Agenda Section: ATTENDEES

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**Title:** Committee Members Present: Heather Lockridge, Chairman; Josh Ludwig; Robert Liero; Mike Stottlemeyer; Delane Karalow; and Brandon Monk (remote).

Non-voting liaisons: Tonya Sibert, Commissioner of the Revenue; and William Orndoff, Treasurer.

Committee Members Absent: None.

Staff Present: Cheryl Shiffler, Finance Director; Michael Bollhoefer, County Administrator; Steve Hawkins, Sheriff Major; Jennifer McVeigh, Old Dominion ASAP Director; and Stacy Herbaugh, Parks & Recreation Director.

Others Present: Kristen Anderson, FCPS Assistant Director of Finance; and Dr. George Hummer, FCPS Superintendent.

**Attachments:**





Finance Committee  
Agenda Item Detail  
Meeting Date: January 15, 2025  
Agenda Section: Action Items

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**Title: The Department of Social Services Administrative Services Manager requests a General Fund supplemental appropriation in the amount of \$15,738.**

This amount represents an auto insurance claim and will be applied toward the cost of a replacement vehicle. No local funds required.

The committee recommends approval.

**Attachments:**

[DSS Auto Claim.pdf](#)

# Memo

**To:** Finance Committee/Cheryl Shiffler  
**From:** Delsie D. Jobe  
**CC:** Tamara Green, Director  
**Date:** November 12, 2024  
**Re:** FY 2025 General Fund Supplemental Appropriation Request

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Department of Social Services is requesting a general fund supplemental appropriation in the amount of \$15,738.00 for an auto claim dated September 17, 2024.

We wish to have this funding within our budget in order to apply to the cost of a replacement vehicle.

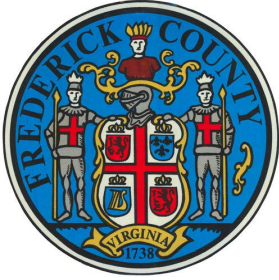
g/l code: 4-010-053160-8005-000-000

Thank you for your consideration.

  
Delsie D. Jobe, Administrative Services Manager

C.S. 10/30/24

3010-018990-0001



Finance Committee  
Agenda Item Detail  
Meeting Date: January 15, 2025  
Agenda Section: Action Items

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**Title: The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$2,694.**

This amount represents an auto insurance claim and will be applied toward the cost of repairs to the damaged vehicle. No local funds required.

The committee recommends approval.

**Attachments:**

[Parks Auto Claim.pdf](#)



## COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: [fcprd@fcva.us](mailto:fcprd@fcva.us)

[www.fcprd.net](http://www.fcprd.net)

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# MEMO

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**To:** Cheryl Shiffler, Director of Finance  
**From:** Stacy Herbaugh, Director Parks and Recreation  
**Subject:** Insurance Reimbursement  
**Date:** December 23, 2024

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Frederick County has received a check in the amount of \$2,694 from VACORP for an auto claim filed on November 13, 2024. This amount was posted to revenue line 3-010-018990-0001.

The Parks and Recreation Department is requesting an appropriation of the above amount into line item 4-010-071090-3004-000-002 (Repair and Maintenance-Vehicles) to go towards the repair.

Please contact me should you have any questions, (540)722-8304.

C.S. 9/4/24



FREDERICK  
COUNTY  
DEC 14 2024  
FILED  
CLERK

December 3, 2024

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

VA Association of Counties Group Self-Insurance Risk Pool  
Participant: Frederick County  
Claim Number: [REDACTED] 66552  
Date of Loss: 11/13/2024

Dear Ms. Place,

Enclosed please find a VAcorp property damage check payable to Frederick County in the amount of \$2694.40. This check is for the payment for the repairs of damage to the 2019 Honda Odyssey VIN [REDACTED]. This amount was determined by the appraisal prepared by S&S Appraisal Services, LLC. Damage appraisal repair estimate \$3194.40 - \$500.00 plan deductible= \$2694.40.

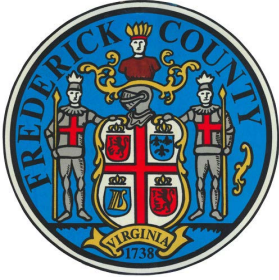
If you should have any questions regarding this payment, please do not hesitate to contact our office.

Sincerely,

[REDACTED]

David Fields  
Claims Associate

Enclosure: Check



Finance Committee  
Agenda Item Detail  
Meeting Date: January 15, 2025  
Agenda Section: Action Items

---

**Title: The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$900.**

This amount represents a donation for a memorial park bench at Clearbrook Park. No local funds required.

The committee recommends approval.

**Attachments:**

[Parks Bench Donation.pdf](#)



## COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: [fcprd@fcva.us](mailto:fcprd@fcva.us)

[www.fcprd.net](http://www.fcprd.net)

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# MEMO

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**To:** Finance Committee  
**From:** Stacy Herbaugh, Director Parks and Recreation [REDACTED]  
**Subject:** Supplemental Appropriation  
**Date:** November 18, 2024

Please transfer \$900 from Donation Line 3-010-01899-0003 to Expenditure Line 4-010-071090-5407-000-000 which represents a donation from Mr. Larry Crim and sisters to place a park bench in honor of Victor, Madelene, and Cheryl Crim in Clearbrook Park.

Please contact me should you have any questions, (540)722-8304.

c.s. 11/6/24



Finance Committee  
Agenda Item Detail  
Meeting Date: January 15, 2025  
Agenda Section: Action Items

---

**Title: The Sheriff requests a General Fund supplemental appropriation in the amount of \$1,932.**

This amount represents donations to go toward the impound lot building. No local funds required.

The committee recommends approval.

**Attachments:**

[Sheriff Donations.pdf](#)



# FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540-662-6168  
FAX 540-504-6400

TO : Cheryl Shiffler Director of Finance  
FROM : Sheriff Lenny Millholland  
SUBJECT : Appropriation of Funds – building  
DATE : December 9, 2024

The Frederick County Sheriff's Office has received the following donations totaling \$1932.00.  
This amount has been posted to 3-010-018990-0006

10/16/24 - \$100.00 from Ms. Winters

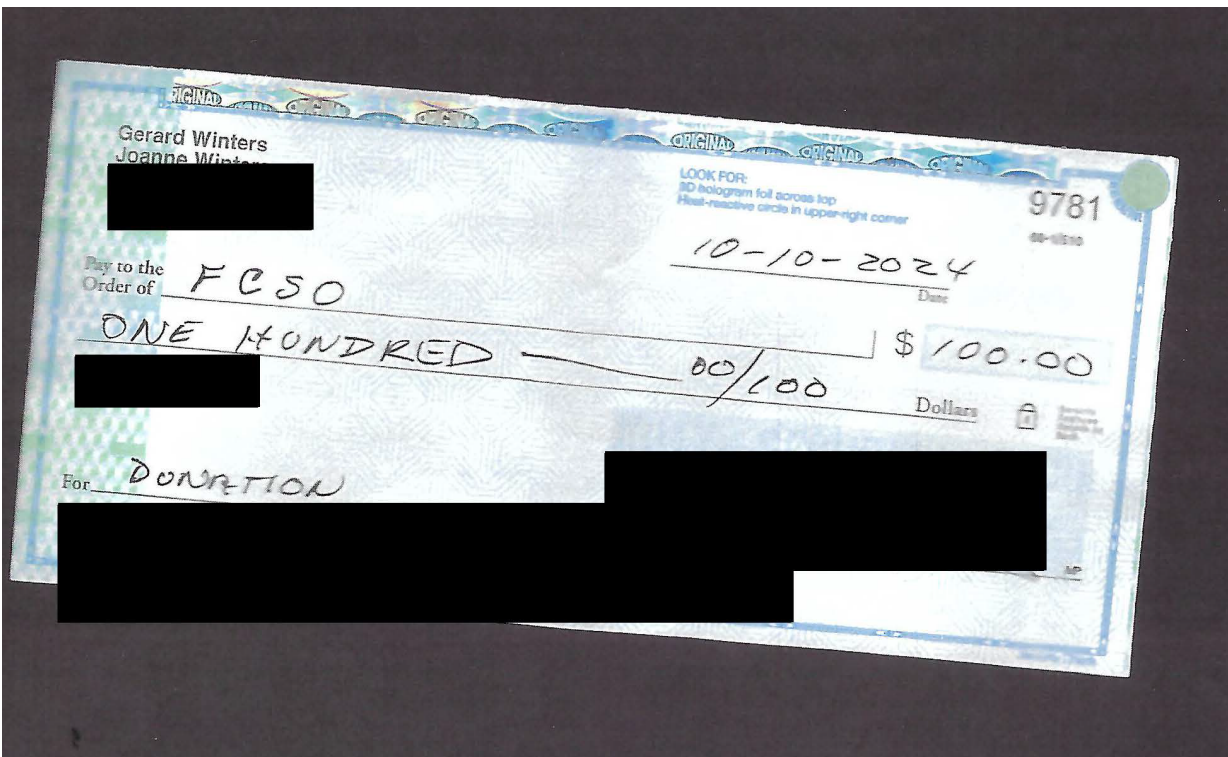
10/23/24 – 1,832.00 from Mission BBQ

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

Thank you,

LWM/adc

C.S. 10/17/24  
10/25/24



THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND ORIGINAL DOCUMENT SECURITY SCREEN ON BACK WITH PADLOCK SECURITY ICON.

MISSION BBQ MGMT LLC - WINCHESTER, VA

0330000853

10-4/220

10/4/2024

PAY TO THE ORDER OF Frederick County Sheriff's Office

\$ 1,832.00

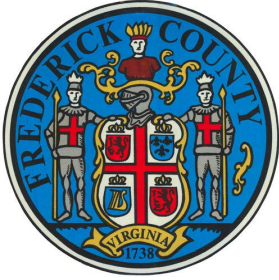
one thousand eight hundred thirty-two and 00/100

DOLLARS

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

MEMO HTH Cup Checks 09.11.24

WHEN NEXT SPRING MAKE SURE



Finance Committee  
Agenda Item Detail  
Meeting Date: January 15, 2025  
Agenda Section: Action Items

---

**Title: The Sheriff requests a General Fund supplemental appropriation in the amount of \$4,233.56.**

This amount represents an auto insurance claim and will be used for repairs to the damaged vehicle. No local funds required.

The committee recommends approval.

**Attachments:**

[Sheriff Insurance Claim.pdf](#)



# FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540-662-6168  
FAX 540-504-6400

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

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The Frederick County Sheriff's Office has received a check from VACoRP totaling \$4,223.56 for the auto claims dated September 18, 2024, involving Deputy Roy. The amount was posted to revenue line item 3-010-018990-001 (Miscellaneous)

We are requesting the following amount to be appropriated in line item 31020-3004-000-002 (Vehicle Maintenance).

Thank you,

(Note: to be used for vehicle repairs.)

LWM/adc

c.s. 10/23/24



FREDERICK  
COUNTY

OCT 21 2024

FINANCE  
DEPARTMENT

October 15, 2024

Frederick County  
107 N. Kent Street  
Winchester, Va. 22601  
ATTN: Jennifer Place

VA Association of Counties Group Self-Insurance Risk Pool

Participant: [REDACTED]

Claim Number [REDACTED]

Date of Loss: 09/18/2024

Dear Ms. Place,

Enclosed please find a VAcorp property damage check payable to Frederick County in the amount of \$4223.56. This check is for the payment for repairs of damage to the 2019 Ford Police Utility VIN [REDACTED]. This amount was determined by the appraisal prepared by S&S Appraisal Services, LLC. Damage repairs estimate \$4723.56 - \$500.00 your plan deductible = \$4223.56.

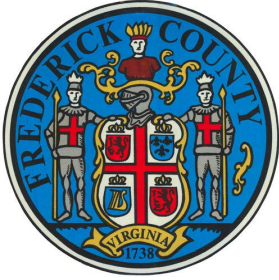
If you should have any questions regarding this payment, please do not hesitate to contact our office.

Sincerely,

[REDACTED]

David Fields  
Claims Associate

Enclosure: Check



Finance Committee  
Agenda Item Detail  
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**Title: The Finance Director and FCPS Finance Department requests an amendment to the FY 2025 budget resolution.**

The FCPS Special Grants Fund 44 was established in December 2023 for the State All In Virginia funds received. The funds were one-time state dollars for the implementation of the Virginia Literacy Act, learning loss, and additional operating and infrastructure support. No local funds required.

This fund was inadvertently omitted from the FY 2025 budget resolution that allows the appropriation of the unspent funds.

The committee recommends approval.

**Attachments:**

[FCPS Special Grants fund.pdf](#)

[FiscalYear2024-2025Budget Resolution excerpt.pdf](#)

# **“All in Funding” - \$4,163,705**

## **Special Grants Fund**

One-time state dollars for the implementation of the Virginia Literacy Act, learning loss, and additional operating and infrastructure support. Funds expire in 2026.

The Governor recommends that schools focus on 70% Grade 3-8 high-intensity tutoring, 20% on Virginia Literacy Act, and 10% on chronic absenteeism.



School Operating Fund	238,323,836
School Debt Service Fund	20,992,393
School Capital Projects Fund	4,000,000
School Nutrition Services Fund	11,321,757
NREP Operating Fund	7,689,233
NREP Textbook Fund	20,000
Consolidated Services/Maintenance Fund	5,500,000
School Private Purpose Funds	1,000,000
School Textbook Fund	5,110,074

BE IT FURTHER RESOLVED that appropriations are hereby authorized for the central stores fund, special welfare fund, comprehensive services fund, county health insurance fund, school health insurance fund, employee benefits fund, maintenance insurance fund, development project/transportation fund, ARPA fund, sales tax fund, commonwealth sales tax fund, unemployment compensation fund, Forfeited Assets Program, Four-For-Life Funds, Fire Programs, and Economic Incentive funds equal to the total cash balance on hand at July 1, 2024, plus the total amount of receipts for the fiscal year 2024-2025, The County Capital Fund, Airport Capital Fund and Fire Company Capital appropriation will include the current year appropriation plus any unused funds at the end of the fiscal year 2024. The County Capital appropriation shall include funds transferred from and to other capital funds for classification and policy purposes.

BE IT FURTHER RESOLVED that funding for all outstanding encumbrances at June 30, 2024, are re-appropriated to the 2024-2025 fiscal year to the same department and account for which they are encumbered in the 2023-2024 fiscal year.

BE IT FURTHER RESOLVED that the construction fund projects are appropriated as a carryforward in the amount that equals the approved original project cost, less expenditures and encumbrances through June 30, 2024.

Res. No. 067-24

Insert FCPS Special Grants Fund





Finance Committee  
Agenda Item Detail  
Meeting Date: January 15, 2025  
Agenda Section: Action Items

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**Title: The Old Dominion ASAP Director requests a Court Services fund supplemental appropriation in the amount of \$59,329.**

This amount represents additional funds received from the Commission on VASAP to be used for purposes deemed necessary. Any salary increases are pending approval from the Regional Jail Authority. No additional local funds required.

The committee recommends approval.

**Attachments:**

[Court Services SA.pdf](#)

# Memo

**To:** Superintendent Clay Corbin

**From:** Jen McVeigh, Director

**cc:** Major Tana Jones; Chief of Finance Lynn McKinley

**Date:** 12/20/2024

**Re:** COV funding disbursement appropriation

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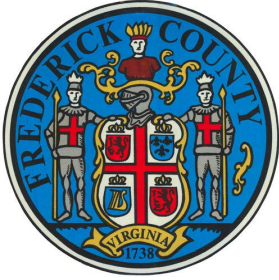
Old Dominion Court Services has been awarded an additional \$59,329 in funds from the from the Commission on VASAP on December 5, 2024. The COVASAP disbursed these funds to the agency to be used for whatever purposes deemed necessary-salaries, fringes, other operating expenses such as office supplies, drug tests, shipping, electronic equipment, etc.

The agency intends to appropriate a portion of the funds for salary increases for existing personnel to better align with the SAP. The proposed increases are sustainable for future years without the additional funding from the COV. The salary increases are pending approval through NRADC jail board.

Other funds will be used to supplement the P/T Instructor and P/T Secretary line items to cover increased client volume (i.e. additional classes, added staffing hours). Remaining funds will be used to supplement Other Operating and Office Supplies for the purchase of needed equipment (i.e. Intoxalyzers, additional office equipment for new staff),

The funding is a single disbursement for FY25, with the possibility of continued funding in FY26, pending COVASAP board approval.

Please advise if further information is needed.



Finance Committee

Agenda Item Detail

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**Title:** The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement in Popular Annual Financial Reporting for the June 30, 2023 Popular Annual Financial Report (PAFR). This is the 18th consecutive year that Frederick County has received this achievement.

**Attachments:**

[2023 PAFR Award.pdf](#)



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

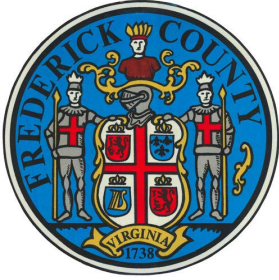
11/20/2024

**For more information contact:**  
**Michele Mark Levine, Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**Email: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)**

(Chicago, Illinois)—Government Finance Officers Association is pleased to announce that **County of Frederick** has received GFOA's Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR Award) for its Popular Annual Financial Report for the fiscal year ended June 30, 2023.

The Award represents a significant achievement by the entity. In order to be eligible for the PAFR Award, a government must also submit its annual comprehensive financial report to GFOA's Certificate of Achievement for Excellence in Financial Reporting Program and receive the Certificate for the current fiscal year. Each eligible report is reviewed by judges who evaluate the report based on the following categories: reader appeal, understandability, distribution methods, creativity and other elements.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.*



Finance Committee

Agenda Item Detail

Meeting Date: January 15, 2025

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**Title:** The Government Finance Officers Association (GFOA) has awarded the County the Certificate of Achievement for Excellence in Financial Reporting for the June 30, 2023 Annual Comprehensive Financial Report (ACFR). This is the 38th consecutive year that Frederick County has received this achievement.

**Attachments:**

[2023 ACFR Award.pdf](#)



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

9/17/2024

**For more information contact:**  
**Michele Mark Levine, Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**Email: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)**

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **County of Frederick** for its annual comprehensive financial report for the fiscal year ended June 30, 2023. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

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.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.*



Finance Committee  
Agenda Item Detail  
Meeting Date: January 15, 2025  
Agenda Section: Items For Information Only

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**Title:** The Government Finance Officers Association (GFOA) has awarded the County the Distinguished Budget Presentation Award for the 2025 fiscal year. This is the 38th consecutive year that Frederick County has received this award.

**Attachments:**

[2025 Budget Award.pdf](#)



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

9/3/2024

**For more information, contact:**  
**Technical Services Center**  
**Phone: (312) 977-9700**  
**Email: [budgetaward@gfoa.org](mailto:budgetaward@gfoa.org)**

(Chicago, Illinois)—Government Finance Officers Association is pleased to announce that **County of Frederick, Virginia** received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 22,500 members and the communities they serve.*





Finance Committee  
Agenda Item Detail  
Meeting Date: January 15, 2025  
Agenda Section: Items For Information Only

---

**Title:** The Director of Elections returns the full \$25,000 unspent postage funds that were requested in August 2024.

**Attachments:**  
[Registrar Postage.pdf](#)



## OFFICE OF VOTER REGISTRATION

Richard M. Venskoste

Director of Elections

343 Sunnyside Plaza Drive,

Winchester, Virginia 22603

E-mail: rich.venskoste@fcva.us

Telephone: 540-665-5660

To: Frederick County Finance Committee

From: Rich Venskoste *RV*

Subj: Postage Funds Returned

Date: Monday, November 25, 2024

1. The Director of Elections requested a Supplemental Budget Request for funding additional postage for the November 5, 2024, Election and was placed on the August 21, 2024, Agenda.
2. The amount of the Supplemental Budget Request was \$25,000.00. This was to cover an expected higher than normal request for mailed ballots.
3. The actual amount was only about a quarter of what was anticipated. The actual cost of postage for mailed ballots was \$9,800.30.
4. Please take the \$25,000.00 out of 13020-5204 and put it back into the General Fund.

*orig BS# 250142*

*BT# 250337*

*1301-5204 \$10,000*

*1302-5204 \$15,000*

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*9301-5890 \$25,000*