



REPORT AND RECOMMENDATIONS

FINANCE COMMITTEE

WEDNESDAY, JANUARY 21, 2026

8:30 AM

FIRST FLOOR CONFERENCE ROOM
107 NORTH KENT STREET
WINCHESTER, VA 22601

ATTENDEES

Committee Members Present: Gary Oates, Chairman; Al Orndorff; Jason Aikens; Angela Wiseman; Chad DeHaven; and Don Price.

Non-Voting Liaison Present: Tonya Sibert, Commissioner of the Revenue; and William Orndoff, Treasurer.

Committee Members Absent: none.

Staff Present: Sharon Kibler, Assistant Finance Director; Missi Neal, Budget Analyst; Michael Bollhoefer, County Administrator; Jay Tibbs, Deputy County Administrator; Andrew Fox, County Attorney; John Jewell, BOS Chairman; Lenny Millholland, Sheriff; Andy Robbins, Deputy Commonwealth's Attorney; Rich Venskoske, Director of Elections; Stacy Herbaugh, Parks & Recreation Director; Joe Wilder, Public Works Director; Melody Ramey, Payroll Manager; Karen Orndorff, Purchasing Manager; and Nicholas Pearson, Finance Specialist.

Others Present: none.

A. **Consent Agenda** – The following item(s) could be considered on consent if the committee chooses. All are 'no local funds required'.

The committee recommends approval of the consent agenda.

A.1. The Parks & Recreation Director requests a \$900 General Fund supplemental appropriation representing a donation for a memorial bench at Clearbrook Park; no local funds required.

[CB Memorial Bench Thompson.pdf](#)

A.2. The Sheriff requests a \$22,015 General Fund supplemental appropriation representing restricted eSummons revenues for eSummons system printers;

no local funds required.

[Sheriff eSummons.pdf](#)

A.3. The Sheriff requests a \$4,000 General Fund supplemental appropriation representing court ordered restitution funds to be applied toward overtime costs; no local funds required.

[Sheriff Restitution.pdf](#)

A.4. The Sheriff requests a \$500 General Fund supplemental appropriation representing a donation received for Shop With a Cop; no local funds required.

[Sheriff Donation ShopCop.pdf](#)

A.5. The Sheriff requests a \$1,805 General Fund supplemental appropriation representing donations to be used toward impound lot building; no local funds required.

[Sheriff Donations Bldg.pdf](#)

A.6. The Sheriff requests a \$8,827.83 General Fund supplemental appropriation representing vehicle insurance proceeds for the repair cost of the damaged vehicle; no local funds required.

[SheriffAutoClaim.pdf](#)

A.7. The Public Works Director requests a \$4,004.53 General Fund supplemental appropriation representing court ordered restitution received in FY 2025 for the Animal Shelter to be used toward veterinary costs; no local funds required. This request has been approved by the Public Works Committee.

[AnShltr Restitution.pdf](#)

B. **Discussion & Action Items** – The following item(s) are presented for committee discussion and action.

B.1. The Deputy Commonwealth's Attorney requests a \$46,550 General Fund supplemental appropriation representing an additional Assistant Commonwealth's Attorney salary and fringes for the remainder of FY 2026 (March - June). The Virginia Compensation Board has determined that Frederick County Commonwealth's Attorney's Office is understaffed and has awarded funding to partially cover the cost. Of the \$46,550 requested, local funds in the amount of \$32,822 are required.

The committee recommends approval.

[CA position.pdf](#)

B.2. The Director of Elections requests a General Fund supplemental appropriation

upon completion of finalized plans, contractor bids, and the establishment of a project timeline for remodeling and facility upgrades to the Frederick County Voting Center. Local funds in the amount of \$325,000 are recommended by the County Administrator.

The committee recommends a supplemental appropriation in the amount of \$75,000.

[Registrar Bldg Remodel.pdf](#)
[Registrar Sunnyside.pdf](#)

C. **Discussion Items (No Action Required)** – The following item(s) are presented for committee discussion and feedback and do not require formal action.

C.1. The Assistant Finance Director provides a high-level General Fund financial snapshot to facilitate discussion on the types of financial information the Finance Committee finds most valuable. This item is intended to gather feedback and clarify the desired content, level of detail, format, and frequency to ensure future reports are meaningful, focused, and aligned with the Committee's priorities.

The committee discussed quarterly reports that include budget-actual comparisons by department, information on the various fund balances, and a dashboard summary.

[202512 Fund 10.pdf](#)
[FY2026_FundBalance.pdf](#)



Finance Committee

Agenda Item Detail

Meeting Date: January 21, 2026

Agenda Section: ATTENDEES

Title: Committee Members Present: Gary Oates, Chairman; Al Orndorff; Jason Aikens; Angela Wiseman; Chad DeHaven; and Don Price.

Non-Voting Liaison Present: Tonya Sibert, Commissioner of the Revenue; and William Orndorff, Treasurer.

Committee Members Absent: none.

Staff Present: Sharon Kibler, Assistant Finance Director; Missi Neal, Budget Analyst; Michael Bollhoefer, County Administrator; Jay Tibbs, Deputy County Administrator; Andrew Fox, County Attorney; John Jewell, BOS Chairman; Lenny Millholland, Sheriff; Andy Robbins, Deputy Commonwealth's Attorney; Rich Venskoske, Director of Elections; Stacy Herbaugh, Parks & Recreation Director; Joe Wilder, Public Works Director; Melody Ramey, Payroll Manager; Karen Ordnorff, Purchasing Manager; and Nicholas Pearson, Finance Specialist.

Others Present: none.

Attachments:



Finance Committee

Agenda Item Detail

Meeting Date: January 21, 2026

Agenda Section: Consent Agenda

Title: The Parks & Recreation Director requests a \$900 General Fund supplemental appropriation representing a donation for a memorial bench at Clearbrook Park; no local funds required.

Attachments:

[CB Memorial Bench Thompson.pdf](#)



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

MEMO

To: Finance Committee
From: Stacy Herbaugh, Director Parks and Recreation
Subject: Supplemental Appropriation
Date: November 24, 2025

Please transfer \$900 from Donation Line 3-010-01899-0003 to Expenditure Line 4-010-071090-5407-000-000 which represents a donation from Brian and Chris Thompson who wish to place a memorial bench at Clearbrook Park.

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

c.s. 10/20/25



Finance Committee

Agenda Item Detail

Meeting Date: January 21, 2026

Agenda Section: Consent Agenda

Title: The Sheriff requests a \$22,015 General Fund supplemental appropriation representing restricted eSummons revenues for eSummons system printers; no local funds required.

Attachments:

[Sheriff eSummons.pdf](#)

Frederick County Sheriff's Office



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 Coverstone Drive
Winchester, Virginia 22602

Office (540) 662-6168
Fax (540) 504-6400

TO: Cherly Shiffler, Director of Finance
FROM: Sheriff Lenny Millholland
SUBJECT: Transfer of Revenue Funds – eSummons
DATE: December 22, 2025

Pursuant to §17.1-279.1, Code of Virginia, a fee is assessed as part of the costs in each criminal or traffic case in the Frederick County courts. Chapter 155, Article XII, Code of Frederick County, states the Treasurer shall hold funds subject to disbursement by the Board of Supervisors to the Sheriff of Frederick County solely to fund software, hardware, and associated equipment costs for the implementation and maintenance of the Department's electronic summons systems.

As the Sheriff's Office continues to expand the use of the eSummons System, additional printers are required. The printers listed below accommodate a recent request by the Courts to switch to a larger format printer that will produce printouts that measure 8 ½ in. by 11 in. For this reason, the Sheriff's Office requests that an additional \$22,015.00 be appropriated for the purchase of the following:

Quantity	Item	Cost
35	Brother Pocket Jet 8 Printers, Car Adapters, USB Cables, Tier 2 Support	\$22,015.00

- eSummons line-item number is 3102-5409-000-005.
- The above items are compatible with our existing system. All items were previously reviewed and approved by the County IT Department.
- eSummons Revenue balance report by Finance as of December 22, 2025, was \$228,227.74.

Thank you,

A handwritten signature in black ink, appearing to read "Lenny Millholland".

Sheriff Lenny Millholland



Finance Committee

Agenda Item Detail

Meeting Date: January 21, 2026

Agenda Section: Consent Agenda

Title: The Sheriff requests a \$4,000 General Fund supplemental appropriation representing court ordered restitution funds to be applied toward overtime costs; no local funds required.

Attachments:

[Sheriff Restitution.pdf](#)

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff R. Lenny Millholland
SUBJECT : Sheriff Restitution
DATE : December 1, 2025

The Frederick County Sheriff's Office has received a payment in the amount of **\$4,000.00** as part of the restitution ordered by the Frederick County General District Court in the matter of Mr. L.

████████████████████ Case Number ██████████

This amount has been posted to **3-010-019040-0010 (Sheriff Restitution)**.

We are requesting that this amount be **appropriated to line item 4-010-31020-1005-000-000 (Overtime)**. The funds will be used to cover overtime hours worked by our deputies.

Thank you.

LWM/adc

c.s. 10/23/25



Overtime

**FREDERICK COUNTY VICTIM WITNESS PROGRAM
OFFICE OF THE
COMMONWEALTH'S ATTORNEY**

107 NORTH KENT STREET, 4th Floor WINCHESTER, VIRGINIA 22601
(540) 665-6369 Fax (540) 667-3454

October 8, 2025

Frederick County Sheriff's Office
1080 Coverstone Drive
Winchester, VA 22602

**RE: COMMONWEALTH vs. [REDACTED]
Incident Number: [REDACTED]**

Frederick County Sheriff's Office:

Enclosed please find a Trust Check #1653 drawn on the account of William August Bassler, PLC in the amount of **\$4000.00** toward payment of any restitution that may be ordered by the **Frederick County General District Court** from the above referenced defendant.

Thank you for your cooperation in this matter. If you have any questions or concerns, please do not hesitate to contact our office at (540) 665-6369.

Sincerely,

Frederick County Victim Witness Program/Ellen Malone

Enclosure: Bassler Trust Check #1653
cc: File



Finance Committee

Agenda Item Detail

Meeting Date: January 21, 2026

Agenda Section: Consent Agenda

Title: The Sheriff requests a \$500 General Fund supplemental appropriation representing a donation received for Shop With a Cop; no local funds required.

Attachments:

[Sheriff Donation ShopCop.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 –Christmas Donation for Shop with a Cop
DATE : December 16, 2025

The Frederick County Sheriff's Office has received a donation in the amount of \$500.00 from The Sons of the American Legion. This amount has been posted to 3-010-018990-0006.

We are requesting the donation received be appropriated in line item 4-010-31020-5413-000-000(Other Supplies). This amount will go towards the supplies for Shop with a Cop.

Thank you,

LWM/adc

c.s. 12/18/25



Finance Committee

Agenda Item Detail

Meeting Date: January 21, 2026

Agenda Section: Consent Agenda

Title: The Sheriff requests a \$1,805 General Fund supplemental appropriation representing donations to be used toward impound lot building; no local funds required.

Attachments:

[Sheriff Donations Bldg.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 : January 6, 2026

The Frederick County Sheriff's Office has received donations totaling **\$1,805.00**, which have been posted to account **3-010-018990-0006**. The breakdown of donations is as follows:

- **November 10, 2025** – \$505.00 from Tractor Supply
- **December 1, 2025** – \$100.00 from Mr. Bageant
- **January 5, 2026** - \$200.00 from Ms. Henry
- **January 5, 2026** - \$1,000.00 from WaWa

We are requesting the total amount of **\$1,805.00** be appropriated to line item **31020-8900-000-000** (Improvements Other Than Buildings). These funds will be used for improvements related to the building at the impound lot.

Thank you,

LWM/adc

c.s. 11/12/25; 12/2/25; 1/7/26



Finance Committee

Agenda Item Detail

Meeting Date: January 21, 2026

Agenda Section: Consent Agenda

Title: The Sheriff requests a \$8,827.83 General Fund supplemental appropriation representing vehicle insurance proceeds for the repair cost of the damaged vehicle; no local funds required.

Attachments:

[SheriffAutoClaim.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 : January 7, 2026
SUBJECT : Insurance Reimbursement

The Frederick County Sheriff's Office has received a reimbursement check from VACoRP totaling **\$8,827.83** related to an auto claim. These funds have been posted into **Revenue Line Item 3-010-018990-001 (Miscellaneous)**. The claims and associated amounts are as follows:

- Auto claim dated October 23, 2025, involving Master Deputy [REDACTED] Car 22-14 (VIN # ending 5901)

We are requesting that the following appropriation be made from the deposited reimbursement funds to Line Item **31020-3004-000-002 (Motor Vehicles Maintenance)** to support the repairs of the vehicle.

Thank you,
LWM/adc

c.s. 12/22/25



November 21, 2025

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

FREDERICK
COUNTY
DEC 15 2025
FINANCE
DEPARTMENT

VA Association of Counties Group Self-Insurance Risk Pool

Participant: Frederick County
Claim Number: [REDACTED] 90535
Date of Loss: 10/23/2025

Dear Ms. Place,

Enclosed please find a VAcorp property damage check payable to Frederick County in the amount of \$8827.83. This check is for the payment for the repairs of damage to the 2022 Ford Explorer VIN 5901. This amount was determined by the appraisal prepared by S&S Appraisal Services, LLC. Damage repair estimate \$9327.83 - \$500.00 your plan deductible= \$8827.83. If you should have any questions regarding this payment, please do not hesitate to contact our office.

Sincerely,

David Fields
Claims Associate

Enclosure: Check



Finance Committee

Agenda Item Detail

Meeting Date: January 21, 2026

Agenda Section: Consent Agenda

Title: The Public Works Director requests a \$4,004.53 General Fund supplemental appropriation representing court ordered restitution received in FY 2025 for the Animal Shelter to be used toward veterinary costs; no local funds required. This request has been approved by the Public Works Committee.

Attachments:

[AnShltr Restitution.pdf](#)



COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Cheryl Shiffler, Director of Finance

FROM: Joe C. Wilder, Director of Public Works

SUBJECT: Supplemental Appropriation Request

DATE: December 17, 2025

At its regularly scheduled meeting on December 9, 2025, the Public Works Committee unanimously endorsed the following request:

Animal Shelter Budget

1. Line Item 10-4305-3001-00 – Professional Health Services (Other)
Request a supplemental appropriation in the amount of \$4,004.53 to be funded from the restitution line item 10DR 3-010-019040-0014.
(Attachment 1)

Please include the above supplemental appropriation request on the agenda for the next Finance Committee meeting.

JCW/kco

attachments as stated

cc: file

FREDERICK COUNTY - ANIMAL SHELTER

Christina Tasker
 Shelter Manager
 540/667-9192 ext. 2502
 FAX 540/722-6108
 E-mail: ctasker@fcva.us

MEMORANDUM

TO: Joe Wilder, Director of Public Works

FROM: Christina Tasker, Shelter Manager

SUBJECT: Supplemental Appropriation Request
 Court Case Restitution – Professional Health Services

DATE: 11/10/2025

The shelter is requesting funding in the amount of \$ 4004.53 be appropriated to line item 010-04305-3001-00 Professional Health Services from 10DR 3-010-019040-0014 restitution fund in FY 25. Please contact me if you have any questions.

This amount represents funding received from court ordered restitution in the following cases:

6/17/2024	Whitacre	\$700.00	12/2/2024	Rosales	\$17.40
7/12/2024	Rosales	\$8.70	1/7/2025	Lopez	\$100.00
7/23/2024	Kent	\$11.13	2/7/2025	Lopez	\$260.00
8/6/2024	Rosales	\$8.70	2/20/2025	Hall	\$53.12
8/15/2024	Whitacre	\$400.00	2/20/2025	nicolas-jose	\$200.00
8/22/2024	kent	\$11.13	3/31/2025	Rosales	\$179.10
9/6/2024	hall	\$6.58	4/11/2025	Vickers	\$330.00
9/9/2024	Rosales	\$8.70	4/25/2025	Solaris	\$223.63
9/12/2024	Whitacre	\$400.00	6/12/2025	Hall	\$157.80
10/28/2024	Whitacre	\$400.00	6/12/2025	Omar	\$191.14
10/28/2024	Rosales	\$17.40	Total		\$4,004.53
11/27/2024	Whitacre	\$320.00			

CAT:TLB



Finance Committee

Agenda Item Detail

Meeting Date: January 21, 2026

Agenda Section: Discussion & Action Items

Title: The Deputy Commonwealth's Attorney requests a \$46,550 General Fund supplemental appropriation representing an additional Assistant Commonwealth's Attorney salary and fringes for the remainder of FY 2026 (March - June). The Virginia Compensation Board has determined that Frederick County Commonwealth's Attorney's Office is understaffed and has awarded funding to partially cover the cost. Of the \$46,550 requested, local funds in the amount of \$32,822 are required.

The committee recommends approval.

Attachments:

[CA position.pdf](#)

POSITION: **RANGE:**

	enter highlighted fields	FY26 rates:	7.65%	\$	15,035	12.55%	1.18%	0.53% HYBRID	0.05	Less hybrid Disability	total fringes	less hybrid disability	
			SALARY	FICA	MEDICAL/DENTAL	VRS	GROUP LIFE	DISABILITY*	WORK COMP				
12 months			90,000.00	6,885.00	15,035.00	11,295.00	1,062.00	477.00	45.00	124,799.00	124,322.00	34,799.00	34,322.00
11 months			82,500.00	6,311.25	13,782.08	10,353.75	973.50	437.25	41.25	114,399.08	113,961.83	31,899.08	31,461.83
10 months			75,000.00	5,737.50	12,529.17	9,412.50	885.00	397.50	37.50	103,999.17	103,601.67	28,999.17	28,601.67
9 months			67,500.00	5,163.75	11,276.25	8,471.25	796.50	357.75	33.75	93,599.25	93,241.50	26,099.25	25,741.50
8 months			60,000.00	4,590.00	10,023.33	7,530.00	708.00	318.00	30.00	83,199.33	82,881.33	23,199.33	22,881.33
7 months			52,500.00	4,016.25	8,770.42	6,588.75	619.50	278.25	26.25	72,799.42	72,521.17	20,299.42	20,021.17
6 months			45,000.00	3,442.50	7,517.50	5,647.50	531.00	238.50	22.50	62,399.50	62,161.00	17,399.50	17,161.00
5 months			37,500.00	2,868.75	6,264.58	4,706.25	442.50	198.75	18.75	51,999.58	51,800.83	14,499.58	14,300.83
4 months			30,000.00	2,295.00	5,011.67	3,765.00	354.00	159.00	15.00	41,599.67	41,440.67	11,599.67	11,440.67
3 months			22,500.00	1,721.25	3,758.75	2,823.75	265.50	119.25	11.25	31,199.75	31,080.50	8,699.75	8,580.50
2 months			15,000.00	1,147.50	2,505.83	1,882.50	177.00	79.50	7.50	20,799.83	20,720.33	5,799.83	5,720.33
1 month			7,500.00	573.75	1,252.92	941.25	88.50	39.75	3.75	10,399.92	10,360.17	2,899.92	2,860.17

*Hybrid disability does not apply to CO, sheriff deputy or firefighters because they are not hybrid VRS (does apply to administrative staff).

Employed 1/1/14 or after.

022010-3005-000-000	Maintenance and Service Contracts (Additional annual license for Case Management Software)	1,200
022010-5411-000-000	Books and Subscriptions (Updates to VA Code and other printed reference materials)	250
022010-5506-000-000	Travel (Annual CASC and VACA Training)	2,500
022010-5801-000-000	Dues and Assoc. Memberships (Virginia State Bar annual fees, VACA membership dues and local Bar Association dues)	1,000
		operating
		4,950
	FY 2026 salary & fringes	41,600 *
	s/a request	46,550
3-010-023010-0001	Revenue from the Comp Bd (approx 1/3 of salary & fringes: 41,600 * .33)	(13,728)
	FY 2026 local funds	32,822

Position Justification Statement for
One (1) Assistant Commonwealth's Attorney Position (Range 222)

The Frederick County Commonwealth's Attorney's Office has been awarded funding from the Virginia Compensation Board (hereinafter "Comp Board") for one additional Assistant Commonwealth's Attorney position within our office. This new funding has been awarded to our office following a lengthy studyⁱ conducted by the Comp Board to re-evaluate the staffing standards for prosecutors' offices throughout the Commonwealth. In short, the Comp Board has determined that the Frederick County Commonwealth's Attorney's Office is understaffed, given our current population and workload. We should have as many as twelve attorneys on staff.

CC	LOCALITY	Compensation Board Funded/Felonies						Misdemeanors/Total		
		FY23 CB funded (FTE) Atty	Locally Funded Atty	Total attorneys incl Local	Total need (CA + ACAs) CB Funded/ Felonies	Net Add'l Pos Due (CB pos)	Net Whole Add'l Atty Pos Due (CB Pos)	Total CB Atty Pos Due per Standards	Attorney Need for Misdemeanor Prosecutions (FTE)	Felony Plus Misdemeanor Need Combined
067	Franklin	5	1	6	7.92	2.92	3.00	8.00	3.07	10.99
069	Frederick	6	2	8	7.67	1.67	2.00	8.00	3.88	11.55
630	Fredericksburg	6	2	8	7.02	1.02	1.00	7.00	2.91	9.93

See attached "Comprehensive Review and Time Study...", at page 7

The amount allocated by the Comp Board for the new position is approximately \$85,820.00, which includes both a base salary allocation and an estimated fringe benefits package supplement. The attached "New Position Request" spreadsheet prepared by the Commonwealth's Attorney proposes a base salary of up to \$90,000.00 for the new attorneyⁱⁱ, and adds additional sums for fringe benefits and other expenses, bringing the total annual cost for this position to \$130,954.00. In sum, to fully fund this request, Frederick County would only have to supplement the Comp Board funds by approximately \$45,134.00 annually, or just a bit more than one-third of the total annual cost for this new attorney position.

As is pointed out in the table above, Frederick County already fully funds two of our attorneys without any contribution from the Comp Board. One might ask, "why can't we just slide one of those attorneys into the new Comp Board funded position?" Unfortunately, the 2024-2026 Biennial Budget legislation under which these new positions have been funded specifically prohibits this.

Item 64, Paragraph L.

L.1. Out of the amounts in this item, \$5,506,783 from the general fund the second year is for the allocation of 70 additional Assistant Commonwealth's Attorney

*positions, to be distributed in accordance with current staffing standard needs to assist with anticipated workload increases resulting from implementation of House Bill 2723 and Senate Bill 1466 of the 2025 Acts of Assembly. Localities shall utilize such funding to **supplement, not supplant**, local funds provided for salaries of Commonwealth's Attorneys and their employees.*

In Conclusion, the Virginia Compensation Board will contribute approximately 65% of the annual costs in support of a new attorney for our office. The citizens of Frederick County deserve the additional safety and security that a fully staffed Commonwealth's Attorney's Office can provide.

ⁱ <http://www.scb.virginia.gov/docs/2023CAWorkloadreport.pdf>

ⁱⁱ Although the Comp Board provides a base salary of \$77,976.00, it has been our experience with our most recent hires that such a salary will not attract applicants with the necessary training and experience to serve the citizens of Frederick County.

County of Frederick, Virginia

Position Details

Position Title: Assistant Commonwealth's Attorney	Date Position Created:	
Department: Commonwealth's Attorney	Reports To: Ross P. Spicer	
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Date Prepared: 1/9/2025	Prepared By: Andrew M. Robbins
Range: \$83,316 - \$137,321	Range: 222	Salary: D.O.Q.
G/L Line Item: 022010-1001-000-054		

Job Description

Job Purpose: Performs complex prosecutorial legal services for the Commonwealth. Prepares and researches criminal cases involving complex issues of constitutional law, evidence, and trial strategy in all courts of the Commonwealth, State, and Federal. Advises County and State law enforcement officials on a wide variety of problems having legal implications. Performs related duties as assigned.

Essential Functions

- With minimal supervision: Effectively prosecute complex criminal cases, including necessary research, witness interview, negotiations with opposing counsel, preparation of jury instruction, and presentation of cases at trial
- Uses tact and discretion in order to establish effective relationships with other judicial agencies, victims, witnesses, and law enforcement officials, adequately documenting in writing all actions and providing sufficient justification to support recommendations
- Prepare legal briefs and memoranda of law
- Prepare cases for trial including interview witnesses
- Prepare case evaluations
- Prepare discovery and Bills of Particulars
- Provide advice to law enforcement officers and County and State officials

Job Requirements:

Education: Active Membership in good standing in the Virginia State Bar. Completion of continuing education courses in all categories of criminal law.

Experience: Four years of experience as a criminal prosecutor or three years of experience as a criminal prosecutor and two additional years of experience in general practice law, or equivalent combination of education and experience and training which provides the required knowledge, skills, and abilities.

Knowledge/Skills: Thorough knowledge and use of the principles, practices, and procedures of law, particularly criminal law and procedure. Knowledge of legal research methodology. Knowledge and use of the Code of Professional Responsibility for Attorneys. Knowledge and use of principles, practices and procedures of local and State law and Court decisions. Knowledge of County ordinances. Knowledge and use of Rules of Evidence. Skilled in trial tactics and trial strategy. Ability to speak extemporaneously and persuasively. Ability to prepare and present a variety of clear and concise reports. Ability to express complex ideas orally and in writing. Ability to establish and maintain effective, professional working relationship with co-workers, law enforcement officers, County and State official's agencies and the general public and possess professional telephone etiquette.

Working Conditions:

Physical Demands:

Supervisory Responsibilities:



Finance Committee

Agenda Item Detail

Meeting Date: January 21, 2026

Agenda Section: Discussion & Action Items

Title: The Director of Elections requests a General Fund supplemental appropriation upon completion of finalized plans, contractor bids, and the establishment of a project timeline for remodeling and facility upgrades to the Frederick County Voting Center. Local funds in the amount of \$325,000 are recommended by the County Administrator.

The committee recommends a supplemental appropriation in the amount of \$75,000.

Attachments:

[Registrar Bldg Remodel.pdf](#)

[Registrar Sunnyside.pdf](#)



OFFICE OF VOTER REGISTRATION

Richard M. Venskoske Director of Elections
343 Sunnyside Plaza Drive, Winchester, Virginia 22603
E-mail: rich.venskoske@fcva.us Telephone: 540-665-5660

TO: Finance Committee

FROM: Rich Venskoske, Director of Elections

DATE: December 29, 2025

RE: Funding Request for Remodeling of the Frederick County Voting Center

1. This memorandum requests approval of \$300,000 to fund critical remodeling and facility upgrades at the Frederick County Voting Center. These improvements are necessary to ensure the facility meets current safety, accessibility, and operational standards in advance of this year's election cycle.
2. The Frederick County Voting Center, located at 341 Sunnyside Plaza Drive, serves as the primary site for early voting, ballot processing, staff training, and election equipment storage. The current facility layout results in significant unused space, and lingering odors from previous tenants continue to create an unprofessional and, at times, unpleasant working environment for staff and visitors.
3. Investment in these upgrades will enhance operational efficiency for election staff, improve the voter experience by reducing wait times, and better position the facility to accommodate anticipated growth in early voter participation, which currently stands at 36%. Failure to address these issues may result in operational disruptions, higher long-term maintenance costs, and potential compliance concerns.
4. I respectfully request approval of the \$300,000 allocation so that remodeling may begin upon completion of finalized plans, contractor bids, and the establishment of a project timeline.
5. During the construction period, I propose utilizing the space adjacent to the Asian restaurant—successfully used for this purpose in 2019—to accommodate any election-related activities or early voting that may occur.



COUNTY of FREDERICK

Michael Bollhoefer
County Administrator

540/665-6382
Fax: 540/667-0370
E-mail: michael.bollhoefer@fcva.us

TO: Sharron Kibler
FROM: Mike Bollhoefer, County Administrator
SUBJECT: Sunnyside Voting Center
DATE: January 13, 2026

The Registrar has submitted a request to finance the remodeling of the west side of the Frederick County Voting Center. I have included additional information with this memo that may assist you in your decision regarding the remodeling. I have included an email from our Maintenance Supervisor detailing an estimate to completely refurbish the building (\$707,600 to \$884,500). I have also included an estimate from Construction Management, Inc. to repair and/or replace items specifically requested by the Registrar (\$256,064). If the Committee decides to move forward with this proposal, I recommend budgeting \$325,000 to cover incidental costs, contingencies and funding to prepare the space adjacent to China Garden restaurant to be used as a temporary voting place during construction.

Attachments: **1. Email from Maintenance Supervisor**
2. Construction Management, Inc. estimate

Michael Bollhoefer

From: Thomas Watring
Sent: Tuesday, July 15, 2025 10:52 AM
To: Michael Bollhoefer; Joe Wilder; Jay Tibbs
Subject: RE: Sunnyside Voting Center

Good morning, Mike,

I contacted Joe this morning and sent him the information that was provided to me, we had a long conversation sent him the information that was provided to me. The space is 3538sqft and the last remodel came in at approximately \$200 per square foot, were thinking that the renovation will be somewhere around \$200 to \$250 per square foot which would put the renovation at \$707,600 to \$884,500 not including the architectural drawings or anything that might not be seen. Not sure if you want to get together and discuss further what you want or if this is good for now until we see if the board wants to proceed from these budgetary prices.

Respectfully yours,

Tommy Watring
Maintenance Supervisor
County of Frederick
1080 Coverstone Drive
Winchester, VA 22602
Office: (540) 504-6545
Cell: (540) 533-2377
E-mail: thomas.watring@fcva.us



From: Michael Bollhoefer <michael.bollhoefer@fcva.us>
Sent: Monday, July 14, 2025 10:17 AM
To: Thomas Watring <thomas.watring@fcva.us>
Subject: FW: Sunnyside Voting Center

From: Rich Venskoske <rich.venskoske@fcva.us>
Sent: Monday, January 13, 2025 11:35 AM
To: Michael Bollhoefer <michael.bollhoefer@fcva.us>
Subject: Sunnyside Voting Center

Mike,

Construction Management, Inc.

GENERAL CONTRACTORS

360-2 McGhee Road Winchester, VA 22603 (540) 665-0693 Fax (540) 665-8047

August 11, 2025

Frederick County
Director of Elections
Mr. Rich Venskoske
343 Sunnyside Plaza Drive
Winchester, VA 22603
rich.venskoske@fcva.us

RE: Sunnyside Early Voting Center Remodeling

Construction Management, Inc. will provide equipment, materials and labor for the attached Remodeling Scope & Schedule of Values

- Bidding Scope includes items #5 through #14
- We have evaluated existing HVAC equipment and recommend replacing system
- We have evaluated Hot Water Heater and recommend replacing
- We have evaluated existing Parking Lot for additional Handicap spaces and overall conditions of asphalt and recommend mill & install 1-1/2" new asphalt overlay

Total Scope of Work: \$256,064.00

Terms:

- Progress Billing – Net-30

Scope Excludes:

- Architectural Drawings
- Bonding
- Retainage
- Any Changes to Schedule of Values will be documented with a Change Order agreed upon by Frederick County and CMI

Construction Management, Inc.

Date of Acceptance _____

By _____ **by** _____
Ted Kiracofe

	Frederick County - Sunnyside Voting Center	8/11/2025	By: Ted
	CSI Trades Table	Bid \$	
	Division 1 - General Requirements		
01.120	Building Permits & ComCheck	\$ 700.00	
01.300	Portable Restroom	\$ 300.00	
01.135	Trash Removal	\$ 1,500.00	
01.110	CMI Labor	\$ 1,700.00	
01.111	CMI Supervision	\$ 4,600.00	
01.187	Final Clean-up	\$ 1,200.00	
01.900	Insurance	\$ 700.00	
			\$ 10,700.00
	Division 2 - Site Construction		
02.730	Asphalt Concrete Paving	\$ 24,510.00	
02.895	Pavement Markings & Signage	\$ 4,000.00	
			\$ 28,510.00
	Division 3 - Foundation & Concrete		\$
	Division 4 - Masonry		
	Division 5 - Metals		
	Division 6 - Wood and Plastics		
	Division 7 - Thermal and Moisture Protection		
	Division 8 - Doors and Windows		
08.100	Frames & Hardware	\$ 1,000.00	
			\$ 1,000.00
	Division 9 - Finishes		
09.200	Appliances - (1) GE Microwave	\$ 425.00	
09.220	Demolition of Existing Walls & Ceiling	\$ 5,200.00	
09.260	Framing & Drywall	\$ 8,200.00	
09.510	Acoustical Ceiling	\$ 18,055.00	
09.610	Floor Treatment & Coating	\$ 900.00	
09.651	Flooring - Vinyl Plank w/ Basecoat	\$ 15,679.00	
09.700	Cabinets - 11 LF	\$ 6,500.00	
09.900	Painting & Wallcovering	\$ 3,800.00	
			\$ 58,759.00
	Division 10 - Specialties		
	Division 11 - Equipment		
	Division 12 - Furnishings		
12.490	Window Treatments	\$ 3,148.00	
			\$ 3,148.00
	Division 13 - Special Construction		
	Division 14 - Conveying Systems		
	Division 15 - Mechanical		
15.100	Plumbing	\$ 21,750.00	
15.200	Heating & Air	\$ 50,550.00	
			\$ 72,300.00
	Division 16 - Electrical		
16.100	Electrical	\$ 47,247.00	
16.720	Remove Hood & Dry System	\$ 1,000.00	
			\$ 48,247.00
	Division 17 - Instrumentation & Controls		
	TOTAL		\$ 222,664.00
99.100	Overhead & Profit	\$ 33,400.00	\$ 33,400.00
		\$ 256,064.00	\$ 256,064.00



OFFICE OF VOTER REGISTRATION

Richard M. Venskoske Director of Elections
343 Sunnyside Plaza Drive, Winchester, Virginia 22603
E-mail: rich.venskoske@fcva.us Telephone: 540-665-5660

MEMORANDUM

TO: Michael Bollhoefer
County Administrator

FROM: Rich Venskoske *fm*
Director of Elections

DATE: January 13, 2025

RE: Sunnyside Early Voting Center Remodeling

1. The current unpleasant smells affect both voters and poll workers with health and well-being issues.
2. The current condition does not reflect well on the county or the Office of Elections.
3. Remodeling now will create a healthier environment for everyone.
4. Remodeling now will likely have long-term savings and gains.
5. Removal of walls, sinks, flooring, and bathroom fixtures:
 - a. Pic1 and Pic2 – right side of main room, remove walls in the blue room
 - b. Pic3 – same with orange room
 - c. Pic4 and Pic6 – light blue room, remove front wall and four sinks
 - d. Pic5 – remove half height walls in the back
 - e. Pic7 - remove half height wall across the back
 - f. Pic8 – remove gate walls and sink
 - g. Pic9 – remove bathroom fixtures to create Storage room #1
 - h. Pic10 - remove bathroom fixtures to create Storage room #2
 - i. Pic11- replace fixtures with handicap fixtures, repaint, create Bathroom #2
 - j. Pic15 – move sink up or replace, repaint, upgrade current Bathroom #1
 - k. Pic12 – remove carpet in front of bathrooms
 - l. Pic13 – remove carpet from main area
 - m. Pic14 – remove all floor tile
6. Seal the concrete floor to prevent odors and replace matching tiles in the entire room.
7. Patch and repaint walls.
8. Replace ceiling tile.
9. Add a retractable multimedia projector screen in the back, in front of storage 2 and bathroom 2.
10. Add a Public Address System with at least eight speakers in the ceiling.
11. Add blinds to windows.
12. Add several data drop connections to the right side of the room.
13. Add three additional Handi-cap parking spaces.
14. Add Do Not Enter and One Way signs for one way traffic in lower parking lot.

P #1



2

X

X

X

X



3

X

X



X



X





6

X

X

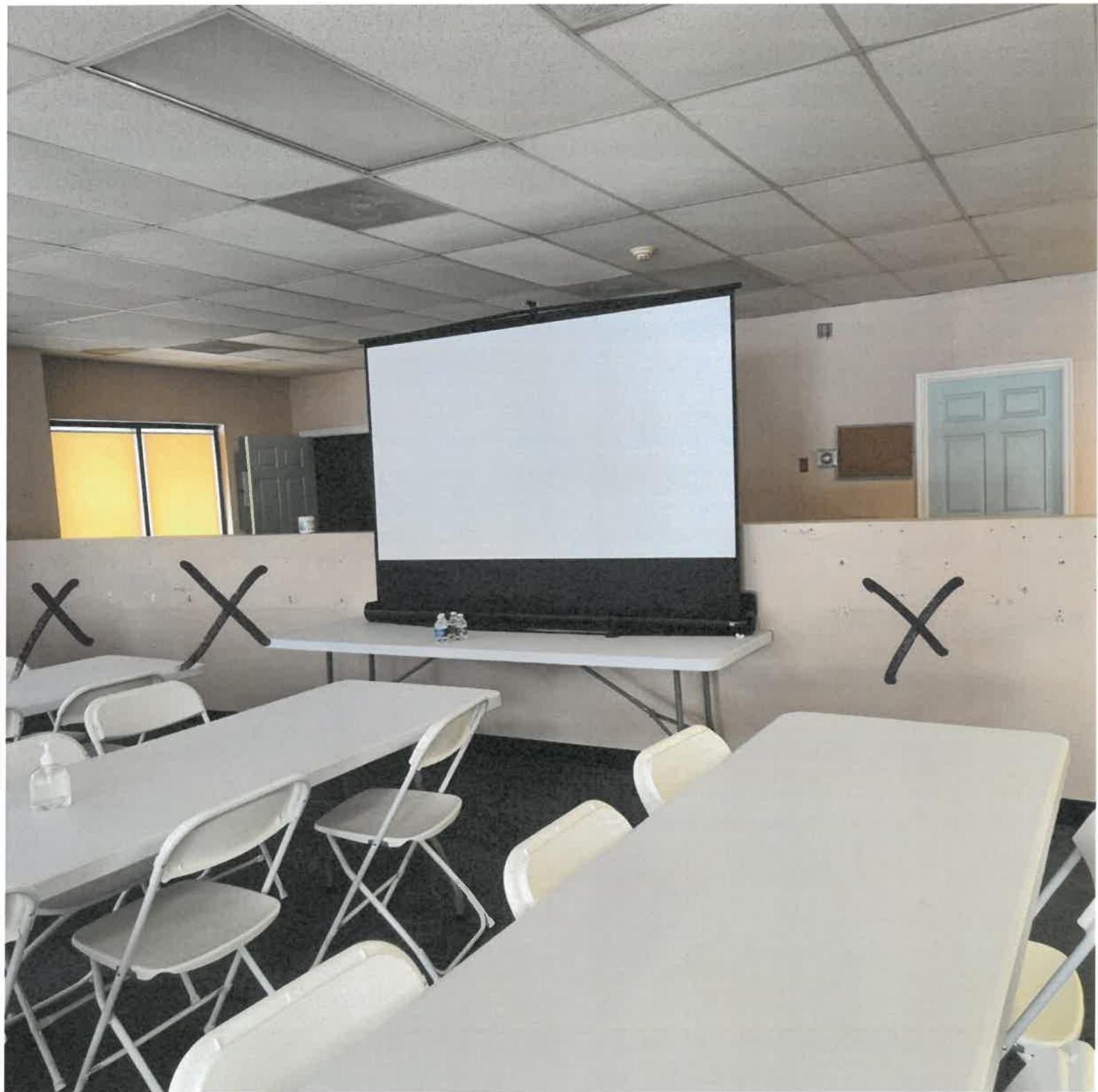
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5



7



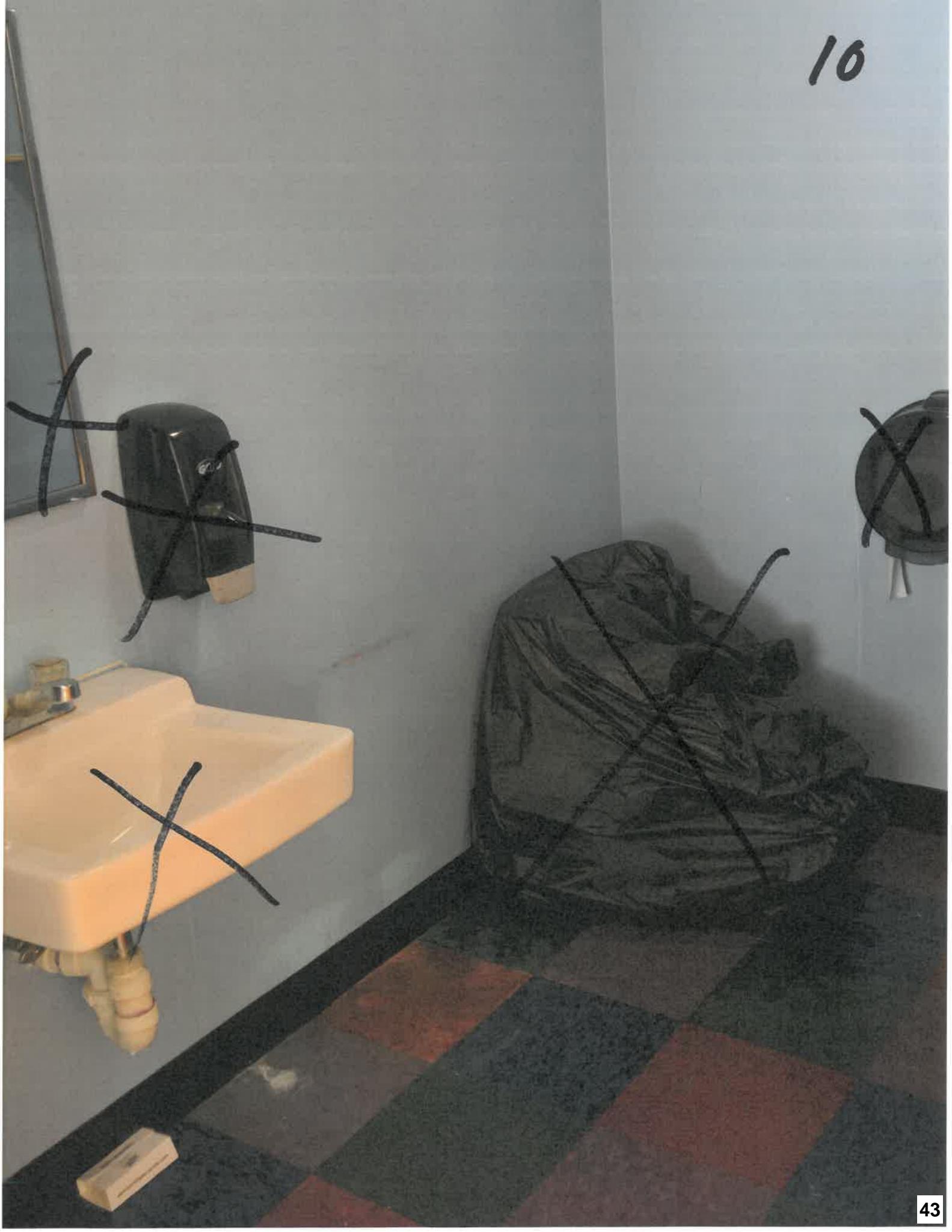
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9



10



Bathroom
#1

"

Replace





upgrade

15

Bathroom #2





12

13







Finance Committee

Agenda Item Detail

Meeting Date: January 21, 2026

Agenda Section: Discussion Items (No Action Required)

Title: The Assistant Finance Director provides a high-level General Fund financial snapshot to facilitate discussion on the types of financial information the Finance Committee finds most valuable. This item is intended to gather feedback and clarify the desired content, level of detail, format, and frequency to ensure future reports are meaningful, focused, and aligned with the Committee's priorities.

The committee discussed quarterly reports that include budget-actual comparisons by department, information on the various fund balances, and a dashboard summary.

Attachments:

[202512 Fund 10.pdf](#)

[FY2026_FundBalance.pdf](#)

December 2025 Snapshot

(A) General Fund Revenues

Fiscal Year	Annual Revenues (1)	December YTD Revenues	% of Annual Revenues
2023	250,377,248	96,216,852	38%
2024	259,207,630	117,758,501	45%
2025	267,493,031	120,801,196	45%
2026	270,035,864	126,467,913	47%

(1) Prior years = total audited actual revenues.

Current year = total appropriated.



(B) General Fund Expenditures

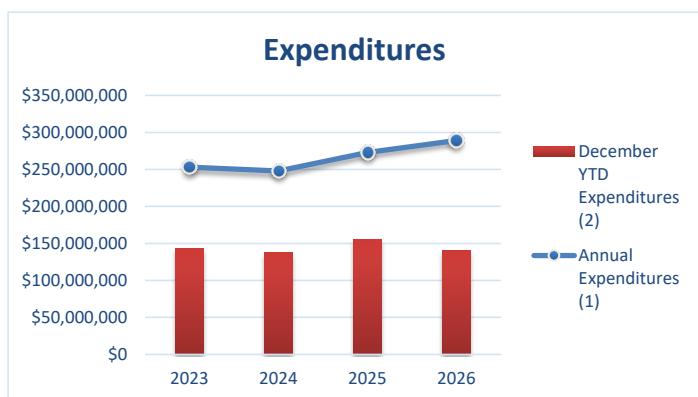
Fiscal Year	Annual Expenditures (1)	December YTD Expenditures (2)	% of Annual Expenditures
2023	253,193,590	142,650,123	56%
2024	247,888,986	137,427,055	55%
2025	272,999,153	155,570,733	57%
2026	289,075,683	140,826,488	49%

(1) Prior years = total audited actual expenditures.

Current year = total appropriated.

(2) Open purchase orders not included.

Open PO Balance at 12/31/25 = \$4,494,309



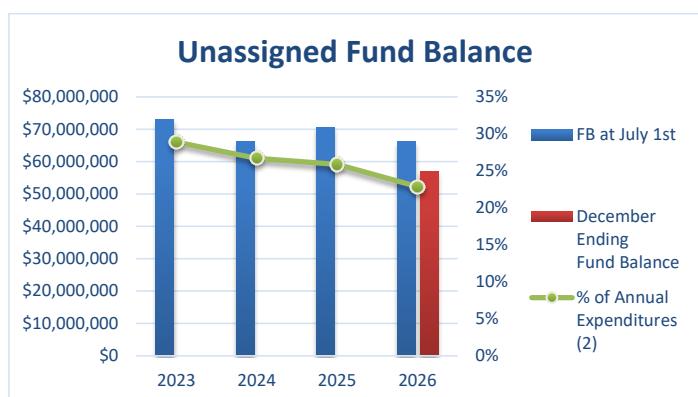
(C) General Fund Unassigned Fund Balance

Fiscal Year	FB at July 1st	December Ending Fund Balance	% of Annual Expenditures (2)
2023	73,138,931		29%
2024	66,222,292		27%
2025	70,674,165		26%
2026	66,121,808	56,846,377	23%

20%
(1)

(1) As of 12/31/25, fund balance is 20% of total appropriated expenditures. GFOA recommends 17%.

(2) County policy requires that any General Fund fund balance in excess of 20% of annual expenditures be transferred to the county capital fund following the close of the prior year.



County of Frederick, VA
Report on Unassigned Fund Balance
Ending December 31, 2025

Unreserved Fund Balance, Beginning of Year, July 1, 2025 **66,121,808**

Prior Year Funding & Carryforward Amounts

C/F IT Cognos project	(72,084)
C/F COR CAMA project	(30,000)
C/F Fire Company Capital	(313,783)
C/F forfeited asset funds	(247,884)
VJCCCA return upsent FY25 funds	(131)
C/F Smithfield HVAC and roof projects	(1,050,000)
C/F Cost of Land Uses Fiscal Impact Analysis	(22,772)
C/F Zoning ordinance update phase 1	(37,590)
C/F Abrams Creek project	(968,790)
C/F Sherando soccer/softball fields project	(243,624)
C/F Rose Hill exercise equipment (proffer)	(60,179)
C/F School restricted funds	(273,610)
C/F Clearbrook Park sprayground	(109,464)
C/F Old Charlestown Rd Park	(94,505)
C/F Inspections vehicle insurance claim	(25,334)
C/F DSS replacement vehicle	(30,000)
Unclaimed Property	408
C/F Sheriff impound lot building funds	(122,619)
C/F Sheriff vehicle insurance claim	(8,594)
C/F Sheriff vehicle equipment	(2,932)
C/F Sheriff scrap metal recycling funds	(2,695)
C/F Sheriff donations	(325)
	<hr/>
	(3,716,507)

Other Funding / Adjustments

DSS (3) positions	(137,162)
COR refund - Fedex	(224,932)
COR refund - GenEx Services	(40,575)
COR refund - James River	(10,486)
COR refund - Valley Proteins	(37,644)
Transfer to County Capital Fund (F/B above 20%)	(2,240,347)
School Operating unobligated FY25 C/F for capital	(2,815,185)
COR refund - Amankrah & Co	(34,836)
COR refund - Byte Systems	(18,191)
COR refund - Geodis Logistics	(19,567)
Fleming Trust funds budgeted (correction)	20,000
	<hr/>
	(5,558,924)

Unassigned Fund Balance, December 31, 2025

56,846,377