



Frederick County, Maryland

Staff Report Concurrence Form

To: Office of the County Executive

Date: 07/21/2022

Division Director: Barbara Brookmyer

Approved: Barbara Brookmyer

From: Amanda Sherwood

Division: Health Services

Phone #: 301-600-3115

Staff Report Topic:


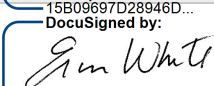
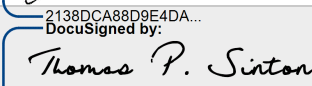
Budget Journal – Health Services Division (HSD), Department of Behavioral Health Services (BHS) – New Vehicle Purchase

Time Sensitive? Yes (if yes, deadline for approval: _____) No

Action Requested by Executive's Office: Signature Requested OR Information Only

Staff Report Review:

This staff report has been thoroughly reviewed first by the appropriate divisions/agencies noted on Page 2 followed by those outlined below:

	Name	Signature	Date
Budget Office	Kelly Weaver		7/28/2022
Finance Division	Erin White		7/28/2022
County Attorney's Office	Thomas P. Sinton		8/5/2022

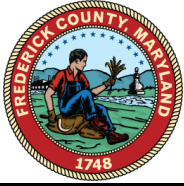
Refer to County Council? Yes No

(County Attorney's Office to complete)

Chief Administrative Officer	Rick Harcum		8/5/2022
County Executive	Jan Gardner		8/11/2022

Forward to Council? Yes No

(County Executive to complete)



Frederick County, Maryland

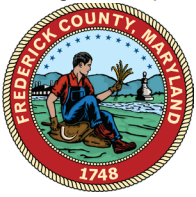
Staff Report Concurrence Form

Other Reviewers:

	Title	Name	Signature	Date
3.	Deputy Chief Admin Officer	Monica Bearden	DocuSigned by: <i>Monica Bearden</i>	7/22/2022
4.	Fleet Services, Dept. Head	Jeremy Endlich	A0EE218C2969431... DocuSigned by: <i>Jeremy Endlich</i>	7/22/2022
5.				
6.				
7.				
8.				
9.				
10.				

Comments:

From	Date	Comment
Kelly Weaver	7/28/2022	The supplemental appropriation requires County Council approval.



FREDERICK COUNTY GOVERNMENT

Jan H. Gardner
County Executive

DIVISION OF HEALTH SERVICES

Barbara A. Brookmyer, M.D., M.P.H., Health Officer

TO: County Council

THROUGH: County Executive Jan Gardner

DS
JG

THROUGH: Dr. Barbara Brookmyer, Director, Health Services Division

BS

FROM: Amanda Sherwood, Director of Administration and Finance, Health Services Division

AS

DATE: July 21, 2022

SUBJECT: Budget Journal – Health Services Division (HSD), Department of Behavioral Health Services (BHS) – New Vehicle Purchase

ISSUE:

Should the County Council approve a budget journal (Attachment 1) reflecting the \$51,290 increase in State Operating revenue for HSD-BHS to purchase a new vehicle?

BACKGROUND:

HSD would like to purchase a new vehicle using State funds. The vehicle will be used by the Behavioral Health Services Division to provide outreach services for client transport, which will eliminate a major barrier to accessing behavioral health services. There is a need to transport individuals who lack adequate access to reliable transportation to behavioral health treatment, somatic care, recovery supports, harm reduction services, housing, and other SUD recovery-related services. As done in years past, the Frederick County Department of Fleet Services will purchase the new County owned vehicle and invoice HSD for the full amount. The vehicle will be agency owned. The vehicle quote information is provided as Attachment 2.

RECOMMENDATION:

HSD is recommending the County Council approve the Budget Transfer in the amount of \$51,290.

FINANCIAL IMPACT: Yes – Direct

1. Fiscal Year of Financial Impact: FY 2023
2. Existing Account Unit / Activity & Account: 10.33.285.999-47012; 10.33.285.999-55301
3. New Account Unit / Activity & Account: N/A
4. Budget Balance as of July 21, 2022: \$0
5. Budget Journal Required: Yes – Included
6. Amount of County Funding Requested: \$0 (State funding will be utilized: \$51,290)
7. Other Pertinent Information: N/A

Staff Report Memo - Budget Journal - Health Services Division (HSD), Department of Behavioral
Health Services (BHS) - New Vehicle Purchase
July 21, 2022

Page 2

ATTACHMENT(S):

Attachment 1 - Budget Journal

Attachment 2 - Vehicle Quote

**FREDERICK COUNTY
BUDGET JOURNAL**

J-23-034

FY 23

Period # 2

Page 1 of 1

JOURNAL NUMBER

Entered:
Budget Office Use Only:

7/21/2022 Administration and Finance, Amanda Sherwood, Director

Request Date Department & Requestor

Amanda Sherwood Dr. Barbara Brookmyer, Director, Health Services Division

Department Head Division Director

DESCRIPTION/REASON FOR REQUEST:

To purchase an agency owned vehicle for the Health Services Division, Department of Behavioral Health Services. The vehicle will be purchased with State funds.

REVENUE:

Accounting Unit# - Account#	Activity# - Account Category#	Activity Name & Account Description	Increase	Decrease
10.33.285.999-47012		Misc Rev-State Operating	51,290	
TOTAL			51,290	0

Net Change

EXPENDITURES:

Accounting Unit# - Account#	Activity# - Account Category#	Activity Name & Account Description	Increase	Decrease
10.33.285.999-55301		Capital Vehicles Additional	51,290	
TOTAL			51,290	0

Net Change 0

DocuSigned by:

Kelly Weaver
15B09697D28946D...
BUDGET OFFICE APPROVAL

7/28/2022
DATE

COUNTY COUNCIL PRESIDENT DATE

DocuSigned by:

Jan Gardner
D9BB2CAD87AF435...
COUNTY EXECUTIVE 8/11/2022
DATE

2023 Transit-350 Passenger RWD Low Roof Van 148" WB XL (X2Y)

Price Level: 315



Client Proposal

Prepared by:

Nelson Raines

Office: 717-860-9577

Email: nraines@keystoneford.com

Quote ID: fredlopass

Date: 06/15/2022





Prepared by: Nelson Raines

06/15/2022

Keystone Ford | 301 Walker Road Chambersburg Pennsylvania | 172013507

2023 Transit-350 Passenger RWD Low Roof Van 148" WB XL (X2Y)

Price Level: 315 | Quote ID: fredlopass

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
X2Y	Base Vehicle Price (X2Y)	\$48,630.00
Packages		
301A	Order Code 301A <i>Includes:</i> - Engine: 3.5L PFDi V6 Flex-Fuel Includes port injection and auto start-stop technology. - Transmission: 10-Spd Automatic w/OD & SelectShift Includes auxiliary transmission oil cooler. - 3.73 Axle Ratio - Tires: 235/65R16C 121/119 R AS BSW - Wheels: 16" Silver Steel w/Black Hubcap - Radio: AM/FM Stereo Includes 4.0" multi-function display, Bluetooth and dual USB ports. - 8 Speakers (4 Front/4 Rear)	N/C
Powertrain		
998	Engine: 3.5L PFDi V6 Flex-Fuel <i>Includes port injection and auto start-stop technology.</i>	Included
44U	Transmission: 10-Spd Automatic w/OD & SelectShift <i>Includes auxiliary transmission oil cooler.</i>	Included
X73	3.73 Axle Ratio	Included
NONGV	GVWR: 9,400 lbs	Included
Wheels & Tires		
STDTR	Tires: 235/65R16C 121/119 R AS BSW	Included
STDWL	Wheels: 16" Silver Steel w/Black Hubcap	Included
Seats & Seat Trim		
21G	Dark Palazzo Gray Vinyl Bucket Seats <i>Deletes driver lumbar support and passenger armrest. Includes 2-way manual driver seat, 2-way manual passenger seat and driver armrest.</i>	N/C
V	Vinyl Front Bucket Seats	N/C

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Nelson Raines

06/15/2022

Keystone Ford | 301 Walker Road Chambersburg Pennsylvania | 172013507

2023 Transit-350 Passenger RWD Low Roof Van 148" WB XL (X2Y)

Price Level: 315 | Quote ID: fredlopass

As Configured Vehicle (cont'd)

Code	Description	MSRP
96P	15-Passenger Seats <i>Includes 1st row: 2 seats, 2nd row: 3 seats, 3rd row: 3 seats, 4th row: 3 seats and 5th row: 4 seats.</i> <i>Includes:</i> - GVWR: 9,400 lbs	\$1,495.00

Other Options

PAINT	Monotone Paint Application	STD
148WB	148" Wheelbase	STD
58U	Radio: AM/FM Stereo <i>Includes 4.0" multi-function display, Bluetooth and dual USB ports.</i> <i>Includes:</i> - 8 Speakers (4 Front/4 Rear)	Included
86F	2 Additional Keys (4 Total) <i>Includes key fobs.</i>	\$75.00
43R	Reverse Sensing System	\$295.00

Fleet Options

FLADCR	Fleet Advertising Credit	\$0.00
WARANT	Fleet Customer Powertrain Limited Warranty Requires valid FIN code.	N/C

Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.

Emissions

425	50-State Emissions System	STD
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Interior Color

VK_03	Dark Palazzo Gray w/Vinyl Front Bucket Seats	N/C
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Exterior Color

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Prepared by: Nelson Raines

06/15/2022

Keystone Ford | 301 Walker Road Chambersburg Pennsylvania | 172013507

2023 Transit-350 Passenger RWD Low Roof Van 148" WB XL (X2Y)Price Level: 315 | Quote ID: fredlopass

As Configured Vehicle (cont'd)

Code	Description	MSRP
YZ_01	Oxford White	N/C
SUBTOTAL		\$50,495.00
Destination Charge		\$1,795.00
TOTAL		\$52,290.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Nelson Raines

06/15/2022

Keystone Ford | 301 Walker Road Chambersburg Pennsylvania | 172013507

2023 Transit-350 Passenger RWD Low Roof Van 148" WB XL (X2Y)

Price Level: 315 | Quote ID: fredlopass

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$48,630.00
Options	\$1,865.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,795.00
Subtotal	\$52,290.00

Pre-Tax Adjustments

Code	Description	MSRP
1	CoStars Allowance 025-155/discount	-\$1,000.00
Total		\$51,290.00

 Customer Signature

 Acceptance Date