



Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610  
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**TO:** Board of Supervisors  
**FROM:** Finance Committee  
**DATE:** June 3, 2015  
**SUBJECT:** Finance Committee Report and Recommendations

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A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, June 3, 2015 at 8:00 a.m. All members were present. (b) Items 3, 4, 5 and 6 were approved under consent agenda.

1. The Finance Director requests a funding discussion regarding the Northern Shenandoah Valley Substance Abuse Coalition requests for funding which will advance a number of initiatives addressing substance abuse, most prominently, the creation of a Drug Court. See attached application, p. 4 – 26. A consensus was met by the committee on moving forward with the FY 2016 funding request. No action required.
2. The Department of Social Services requests a net General Fund supplemental appropriation in the amount of \$325,600, of which, \$335,600 is an increase in State/Federal dollars and \$10,000 is a reduction of local funds. See attached information, p. 27 – 29. The committee recommends approval.
3. (b) The Parks and Recreation Director requests a General Fund supplemental appropriation in the amount of \$8,560 in order reimburse CLEAN, Inc. for the Third Annual Glow Run 5K registrations collected on their behalf. No local funds required. See attached memo, p. 30.

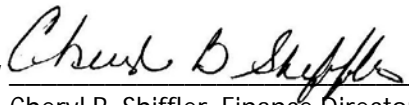
4. (b) The Sheriff requests a General Fund supplemental appropriation in the amount of \$600. This amount represents a donation to the K-9 program. No local funds required. See attached memo, p. 31.
5. (b) The Sheriff requests a General Fund supplemental appropriation in the amount of \$32. This amount represents a reimbursement for a prisoner extradition. No local funds required. See attached information, p. 32.
6. (b) The Sheriff requests a General Fund supplemental appropriation in the amount of \$3,183. This amount represents reimbursements from the Secret Service. No local funds required. See attached information, p. 33.
7. The Public Works Director requests an FY 2016 General Fund supplemental appropriation in the amount of \$27,000 in order to purchase a vehicle. See attached memo, p. 34. The committee recommends approval.
8. The Winchester Regional Airport requests an Airport Operating Fund supplemental appropriation in the amount of \$50,000 to cover anticipated cash deficit. A General Fund supplemental appropriation in the amount of \$37,550 is also required for the County portion (local funds). See attached information, p. 35 – 41. The committee recommends approval.
9. The County Attorney requests a Lake Holiday Sanitary District Fund supplemental appropriation in the amount of \$860,000 for the outstanding sanitary district taxes on 557 undeveloped lots to be acquired by Lake Holiday Country Club, Inc. See attached memo, p. 42 – 43. The committee recommends approval subject to the following:
  - a. Bond counsel accepting the arrangement,
  - b. Use of the appropriation is limited to the transaction involving the transfer of lots from Lake Holiday Land, Inc. to Lake Holiday Country Club, Inc.,
  - c. Payment of real estate taxes in full, and
  - d. Completion of all transactions by December 31, 2015.

**INFORMATION ONLY**

1. The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement for Excellence in Financial Reporting for the June 30, 2014 Comprehensive Annual Financial Report (CAFR). This is the 29th consecutive year that Frederick County has received this achievement. See attached, p. 44 – 46.
2. At the request of the committee, the EDA Executive Director will provide an overview of final reporting mechanism by the Economic Development Authority (EDA) on Local Economic Development Incentive Grants (LEDIG) at the next Finance Committee meeting.

Respectfully submitted,

FINANCE COMMITTEE  
Charles DeHaven, Chairman  
Richard Shickle  
Judy McCann-Slaughter  
Angela Rudolph  
Gary Lofton  
Bill Ewing

By   
Cheryl B. Shiffler, Finance Director

Northern Shenandoah Valley  
Substance Abuse Coalition  
Funding Request  
For  
Frederick County

**PROPOSAL PREPARATION & PROPOSAL SUBMISSIONS**

**All applications must be completed and received, either via e-mail or by hard copy delivery, by December 8, 2014 at 5:00 p.m.**

Applications may be submitted electronically to [jplace@fcva.us](mailto:jplace@fcva.us) if the organization is able to submit the application, including required attachments, **preferably as a single electronic file** . Electronic submissions (a completed application that is signed and scanned into a single document) must be in the same format as hard copy submissions and submitted by **December 8, 2014 at 5:00 p.m.** Hard-copy submittals may be delivered by the same **December 8, 2014 at 5:00 p.m.** deadline to the address below:

Attn: Jennifer L. Place, Risk Manager/Budget Analyst  
County of Frederick, Virginia  
Finance Department  
107 North Kent Street  
Winchester, VA 22601

**A. Agency Information**

Agency Name	Northern Shenandoah Valley Substance Abuse C	Agency Email	Kevin.Sanzenbacher@winchest
Agency Address			
Agency Phone	+1 (540) 545-4701	Agency Fax	
Website	www.roadtorecovery.info	Federal Tax ID #	
Contact Person	Kevin Sanzenbacher	Job Title	Chairperson
Contact Email	Kevin.Sanzenbacher@winchesterva.gov	Contact Phone	+1 (540) 545-4701
Funding Request Amount	\$60000.00		
Signature of Authorized Individual	Rucker, Chris	<small>Digitally signed by Rucker, Chris DN: dc=nom, dc=valleyhealthlink, dc=ns, ou=Winchester, ou=VHS Non-Winchester, ou=VRE, ou=Support, cn=Rucker, Chris Date: 2015.04.27 09:41:22 -0400</small>	

\*By signing this document you agree that you are in compliance with all local, state, and federal laws.

**B. General Information. Responses may not exceed a total of two pages for all questions in this section.**

1. Mission
2. Year Founded
3. Years operating in Frederick County providing described services
4. Major agency milestones
5. Unduplicated clients/individuals served between July 1, 2013 and June 30, 2014

## **FREDERICK COUNTY OUTSIDE AGENCY FUNDING REQUEST**

### **B. General Information:**

- 1. Mission:** The mission of the Northern Shenandoah Valley Substance Abuse Coalition (NSVSAC) is to eliminate deaths resulting from heroin and opioid abuse, prevent addiction in the community through comprehensive education efforts, treat those suffering from addiction as a disease, and support the responsible enforcement of the laws of the Commonwealth to ensure public safety.
- 2. Year Founded:** 2014
- 3. Years operating in Frederick County providing described services:** 1 year.
- 4. Major Agency Milestones:** The NSVSAC originally formed in early 2014 as the Heroin Task Force in response to the unprecedented rise in opioid and heroin related overdoses deaths in the Northern Shenandoah Valley. In 2012, one person died from an opioid/heroin overdose in the Northern Shenandoah Valley catchment area served by the Northwest Virginia Regional Drug Task Force. In 2013, that number had risen to twenty-one (21) persons who died as a result of an opioid/heroin overdose. By the end of 2014, 33 persons had died as a result of an opioid/heroin overdose. A dedicated group of individuals representing law enforcement, Valley Health, the judicial system, local community service board, private substance abuse and mental health providers, non-profit organizations, and concerned citizens began meeting regularly to discuss ways to effectively address this public health crisis. Out of these efforts, a number of community events were held:
  - April 2014 – Summit at Shenandoah University attended by approximately 200 people representing the U.S. Attorney’s Office, Drug Enforcement Agency, Valley Health, local law enforcement, and concerned community members
  - September 2014 – An educational forum for local medical providers sponsored by Valley Health. Approximately 200 medical professionals attended the conference and

heard presentations from local law enforcement and the DEA about the opioid and heroin crisis in our community

- November 2014 – A community summit was convened at Valley Health for local decision-makers and stakeholders. This summit was held with the great assistance of Casey Family Programs and was attended by approximately 100 community leaders. The participants were presented with key data highlighting the community-wide effects of opioid and heroin addiction in our community
- March 2015 – A community forum was held at Shenandoah University. This forum was attended by approximately 125 people from the community who heard a compelling presentation from a recovering addict, were presented with the data from the November 2014 summit, and were given a presentation by a member of the Northwest Virginia Regional Drug Task Force. There was also an hour-long Q&A session that provided excellent community feedback
- April 2015 – An educational forum was held at John Handley High School entitled “Your Kids Know More Than You Do.” This forum was led Dr. Will Rushton, an emergency room physician and poison control expert. Approximately 150 people attended this forum.
- Implementation of the RX123 program through a grant awarded to CLEAN, Inc. that educates individuals receiving prescriptions on the proper use, storage and disposal of prescription medications
- Installation of Drug Take Back Boxes at the Winchester Police Department and Frederick County Sheriff’s Department through grants awarded by CVS pharmacy

5. **Unduplicated clients/individuals served between July 1, 2013 and June 30, 2014:** This information is not available.
6. **Number of households served between July 1, 2013 and June 30, 2014:** This information is not available.
7. **Number of unduplicated clients/individuals that are Frederick County residents:** This information is not available.

**C. Agency Services:**

- 1. Please provide a brief description of the services provided in Frederick County, including:**
  - a) Program activity and description**
  - b) How many years you have provided the service and client service numbers for the last three (3) years**
  - c) The achievement of target goals**

The NSVSAC has been engaged in a community-wide effort to educate and engage citizens, decision-makers and stakeholders about the opioid and heroin epidemic that is ravaging our community. The NSVSAC has been very active since April 2014 organizing and convening the community summits and forums described in the preceding section. These events have been extremely well attended and the quality of the presentations has been excellent.

**2. Please describe the method of measuring target goals.**

At the November 2014 summit, the following “Desired Future State” was adopted:

“By January 1, 2017 the Winchester, Frederick, and Clarke community will have a comprehensive coordinated approach to the prevention, treatment and adverse societal impact of addiction, as evidenced by:

- A decrease in mortality from overdoses
- A decrease in the incidence of substance exposed infants
- A decrease in the incidence of children needing social services intervention due to parental/caregiver addiction
- A decrease in the incidence of crimes attributable to addiction”

By continuing to track data in the key areas of opioid/heroin related overdose deaths, the number of substance exposed infants treated at the Winchester Medical Center, the number and cost of social services caused by parental or caregiver addiction, and the incidence of crimes attributed to addiction, the NSVSAC will be able to determine whether we are having the desired impact in these target areas.

In order to achieve the “Desired Future State,” the NSVSAC has adopted the following recommendations as “Best Practices:”

- Prevention and Education Programs



- Medical Provider Education Programs
- Drug Take-Back Programs
- Treatment/Detox Programs
- Options for the uninsured and underinsured patients
- Prescription Monitoring Programs
- Drug Treatment Courts
- Transitional care after incarceration
- Peer Recovery Network

**3. Please explain your collaborations with other agencies within Frederick County (including County Departments) who may be providing similar or related programs.**

The NSVSAC is truly a community-based organization with participation from a large number of local agencies, community mental health and substance abuse providers, Valley Health, educational institutions, non-profit organizations, and concerned citizens. The Frederick County Sheriff's Department, Commonwealth Attorney's Office, Department of Social Services and School Board have all participated in and contributed to the success of the events previously described. Moving forward, these agencies will be critical participants in the efforts to implement effective prevention and education programs, improve the delivery of substance abuse treatment services in our community, and create a regional drug treatment court that will serve the criminal justice system in the City of Winchester and Counties of Frederick and Clarke. Agencies from the City of Winchester and Clarke County have also been actively involved in the efforts of the NSVSAC, as well as regional agencies such as the Northwestern Community Services Board and Northwest Regional Drug Task Force. Valley Health has been a critical and integral partner in the efforts of the NSVSAC. The extensive collaboration of local and regional partners has made it possible for the NSVSAC to achieve the success it has to date, and will be critical for all efforts moving forward.

**4. Please explain the positive impacts your services will have on Frederick County.**

By implementing the Best Practices recommendations identified to date, the positive impacts in Frederick County will include:

- A reduction in the number of deaths of Frederick County citizens resulting from opioid and heroin overdoses
- A reduction in the harm caused to Frederick County citizens by non-fatal opioid and heroin overdoses

- A reduction in the number of substance exposed infants from Frederick County requiring treatment in the Neo-Natal Intensive Care Unit
- A reduction in the number of Frederick County children placed in foster care due to the addiction of their parents or caregivers
- A reduction in the costs of treatment necessary to enable substance addicted parents and caregivers to regain custody of their children
- A reduction in the incidents of criminal activity in Frederick County attributed to substance abuse
- A reduction in the cost to incarcerate individuals who commit criminal offenses in Frederick County due to substance abuse and addiction

**5. What changes have been made within your agency from the previous year (including the increase in clients) and what are your goals for this year? Please indicate if there have been none.**

Over the past year, the NSVSAC has moved from calling itself the Heroin Task Force, to the Addiction Action Committee, to the Northern Shenandoah Valley Substance Abuse Coalition. The reason for these changes is the realization that the current public health epidemic in our community is broader than just heroin addiction. The addiction epidemic involves the abuse of prescription medications, opioids, heroin, and many other substances. With the recent decision to call ourselves the Northern Shenandoah Valley Substance Abuse Coalition, the group intends to incorporate as a Virginia non-profit corporation and seek 501(c)(3) status from the IRS. The NSVSAC has adopted a charter document that sets out the basic structure and governance of the organization.

The NSVSAC has adopted specific goals for 2015. These goals are:

- Establish a Drug Treatment Court for Winchester, Frederick and Clarke by Jul 1, 2016
- Secure High Intensity Drug Trafficking (HIDTA) designation by the end of 2015
- Establish a medical detox unit in the region and have detox linked to community support/treatment network
- Improved utilization of the recovery community
- Expand school-based prevention programs and curriculum by the start of the 2015-16 school year

- Conduct regular monthly town hall meetings on the various components of addiction, prevention and treatment

**6. Please describe specifically how you will use Frederick County funds identifying at least three measureable goals.**

The NSVSAC intends to use the funds received from Frederick County, in combination with other funds received from the City of Winchester, Valley Health and Clarke County, to hire an Executive Director to coordinate and further the efforts of the organization. Valley Health would serve as fiscal agent for this position. The Executive Director will be an employee of Valley Health answerable to the executive committee of the NSVSAC. One of the primary initial duties of the executive director will be to plan and implement a drug treatment court that would serve the City of Winchester and counties of Frederick and Clarke. The executive director will also be responsible for implementing other best practices identified by the NSVSAC, seeking grant opportunities from various sources, and coordinating with local, regional and state agencies. A detailed description of the duties and responsibilities of this position is attached.

**7. Describe how your agency uses volunteer services.**

All work performed to date by NSVSAC has been provided by volunteers or donated as in-kind work on behalf of participating organizations. NSVSAC anticipates much of the work going forward will continue to be provided by volunteers, but will be augmented and coordinated by staff funded through this grant process.

**8. When was your last financial audit? If your organization hasn't been audited, explain why. Please provide copy of latest audit.**

NSVSAC is in the process of registering and applying for recognition as a non-profit agency; accordingly it does not have audited financial statements. In the interim, donations are being received and accounted for in the City of Winchester Police Foundation and grant applications are being submitted with Valley Health as the fiscal agent.

**9. For currently funded agencies only: What would the impact be if Frederick County eliminates its funding to your agency?**

N/A, not a currently funded agency.

**10. For currently funded agencies only: Explain how your agency uses Frederick County funding as leverage to obtain funding from other sources and what other efforts you use to obtain funding.**

N/A, not a currently funded agency.

**11. For new applicants/ applicants not currently funded only: What will the impact of receiving funding be on your agency/project?**

The NSVSAC intends to use the funds received from Frederick County, in combination with other funds received from the City of Winchester, Valley Health and Clarke County, to hire an Executive Director to coordinate and further the efforts of the organization. Valley Health would serve as fiscal agent for this position. The Executive Director will be an employee of Valley Health answerable to the executive committee of the NSVSAC. One of the primary initial duties of the executive director will be to plan and implement a drug treatment court that would serve the City of Winchester and counties of Frederick and Clarke. The executive director will also be responsible for implementing other best practices identified by the NSVSAC, seeking grant opportunities from various sources, and coordinating with local, regional and state agencies. A detailed description of the duties and responsibilities of this position is attached.

**12. For new applicants/ applicants not currently funded only: What other funding resources is your agency utilizing to fund your agency/project? Include requests that have been submitted, considered, and awarded**

In addition to funding from Frederick County, NSVSAC has received commitments for matching funding from City of Winchester and Valley Health, as well as an as yet undetermined level of funding from Clarke County. In addition to this funding request, the NSVSAC has received donations from the public, from the Casey Family Foundation, and Valley Health System.

#### **D. Financial Information**

The agency uses a fiscal year based on a calendar year (January to December)

Please see the following pages for additional financial information.

## Proposed Budget

## Northern Shenandoah Valley Substance Abuse Coalition

### Funding Sources FY 16

Frederick County	\$60,000
Winchester	\$60,000
Valley Health	\$60,000
Clarke County	\$7,500
Cash Contributions	\$5,000
	<u>\$192,500</u>

*Frederick County % of Total 31%*

### Budget

Salary	\$92,290
Benefits	\$23,995
Subtotal	<u>\$116,285</u>

### Operations

Occupancy	\$0
Telecommunications	\$1,500
Postage	\$1,000
Printing/Copying	\$3,000
Equipment	\$5,000
Travel	\$1,000
Professional Development	\$3,000
Office Supplies	\$1,500
Professional Services	\$35,000
Dues & Subscriptions	\$1,000
Other	\$24,215
	<u>\$192,500</u>

Scope of Services/  
Organizational Charter

# NORTHERN SHENANDOAH VALLEY SUBSTANCE ABUSE COALITION CHARTER

- I. **PURPOSE:** The Northern Shenandoah Valley Substance Abuse Coalition (“NSVSAC”) was formed by community organizations and concerned citizens in the City of Winchester and Counties of Clarke and Frederick in response to the growing epidemic of heroin and opioid abuse in the Northern Shenandoah Valley. The number of deaths resulting from heroin and opioid abuse has risen to an unprecedented and unacceptable number from 2011 to 2014, prompting a committed call for action from a diverse group of community stakeholders. The NSVSAC is created for the purpose of eliminating deaths resulting from heroin and opioid abuse, preventing addiction in our community through comprehensive education efforts, treating those suffering from addiction, and supporting the responsible enforcement of the laws of the Commonwealth to ensure public safety.
  
- II. **DESIRED FUTURE STATE:** The NSVSAC has adopted as its vision and desired future state the following:  
“By January 1, 2017, the Winchester and Frederick County community will have a comprehensive coordinated approach to the prevention, treatment and adverse societal impact of addiction, as evidenced by:
  - \* A decrease in mortality from overdoses;
  - \* A decrease in the incidence of substance exposed infants;
  - \* A decrease in the incidence of children needing social services intervention due to parental/caregiver addiction;
  - \* A decrease in the incidence of crimes attributable to addiction.”
  
- III. **PARTICIPANTS:** Participants with the NSVSAC shall be approved by the Executive Committee after consideration of the application of any concerned citizen or community organization. Any approved participant with the NSVSAC agrees to use his or her knowledge, experience and commitment to further the purpose of the NSVSAC. All participants shall work together in a respectful and collaborative manner to achieve the goals of the organization. The NSVSAC will develop specific



recommendations for action steps to meet the purposes of the organization and to achieve the desired future state.

- IV. **CHAIRPERSON:** The approved participants of the NSVSAC shall elect one person to serve as Chairperson of the Committee. The Chairperson shall be responsible for preparing agendas for meetings, leading meetings of the Committee, and selecting members of any sub-committees. The Chairperson shall serve for a two year term.
  
- V. **EXECUTIVE COMMITTEE:** The Executive Committee shall consist of no more than eight (8) persons appointed by the Chairperson. The specific responsibilities of the Executive Committee shall include:
  - a. Plan community meetings to educate and engage the public about the dangers, risks and consequences of addiction;
  - b. Collaborate with local government officials, business leaders, and community organizations to develop plans for implementation of the recommendations of the NSVSAC;
  - c. Direct and oversee any staff employed to implement the recommendations of the NSVSAC;
  - d. Oversee any receipts and expenditures on behalf of the NSVSAC;
  - e. Establish goals and measures for the NSVSAC and review those goals and measures to determine the progress of the efforts.
  
- VI. **STANDING COMMITTEES:** Other standing committees shall be formed to further the goals of the NSVSAC. These standing committees shall meet as necessary to complete assigned tasks and responsibilities. Currently, the established standing committees are Funding, Community Outreach and Education, and Best Practices.
  
- VII. **MEETINGS:** The NSVSAC will meet monthly, or as otherwise called by the chair, to update the members on the progress made to date, to review and revise any recommendations, and make new recommendations to meet the goals of the committee. The Executive Committee shall meet at least monthly and additionally as necessary to further the goals of the committee. Other sub-committees shall meet as necessary to further the goals of the committee.

- VIII. **REPORTS AND COMMUNICATION:** The NSVSAC will develop a plan for communication among the membership, and a plan for communication with the community. At monthly meetings, the committee will receive and review the following reports:
- a. Executive Committee
  - b. Funding
  - c. Community Outreach and Education
  - d. Best Practices
  - e. Any other standing committee formed to further the goals of the organization
- IX. **ANNUAL COMMITTEE GOALS:** The NSVSAC will establish annual goals specifying its principal work focus areas for the coming year.

## Executive Committee Members

**Northern Shenandoah Valley  
Substance Abuse Coalition  
Executive Committee**

**Chairperson**

Kevin Sanzenbacher

**Members**

Steve Cluss

Timothy Coyne

Elizabeth Kellas

Nick Restrepo

Chris Rucker

Job Description  
Executive Director

# JOB DESCRIPTION

Position No. 10-

**JOB TITLE:** EXECUTIVE DIRECTOR- Northern Shenandoah Valley Substance Abuse Coalition

**DEPARTMENT:**

**REPORTS TO:** VHS VICE PRESIDENT – AMBULATORY AND WELLNESS (Matrix to NSVSAC Chairperson)

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an “essential function” is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer.

## QUALIFICATIONS:

- 5 years of progressive leadership responsibility in a criminal justice, judicial, health, or human services organization.
- Governmental or non-profit leadership experience preferred.
- Bachelor’s degree in related field required.
- Master’s Degree highly preferred.
- Prior experience in grant writing, grant administration, community / public relations, and financial management preferred.
- Prior experience with Drug Courts preferred.

## TEMPERAMENT:

Flexible individual who is optimistic, cooperative and willing to learn. This person must have a professional positive attitude and be willing to deal with ambiguity and work productively under stress and time restraints with multiple stakeholders.

## PHYSICAL DEMANDS:

**Administrative Support Staff – Staff positions that provide administrative type of job functions that have no direct patient care duties (sedentary).**

Requires functional range of body mobility that requires moving about freely in the work place accessing and/or operating office equipment.

May require manual and finger dexterity and eye-hand coordination sufficient to assist customers and/or to handle and use machinery/tools with moving parts.

Requires sufficient hearing and eye-sight to record, prepare, discern and communicate appropriate reports.

Requires sufficient verbal communication skills to interact directly and indirectly. Able to respond and communicate to spoken words and other auditory sounds in the workplace.

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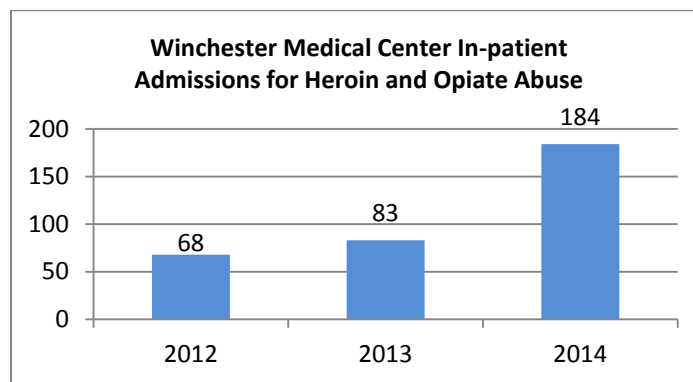
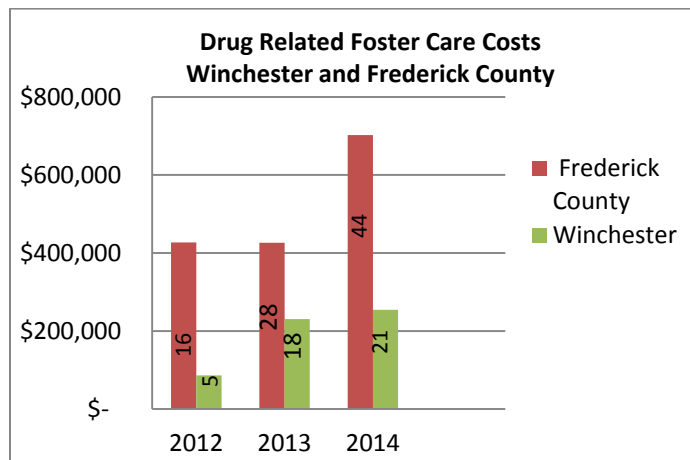
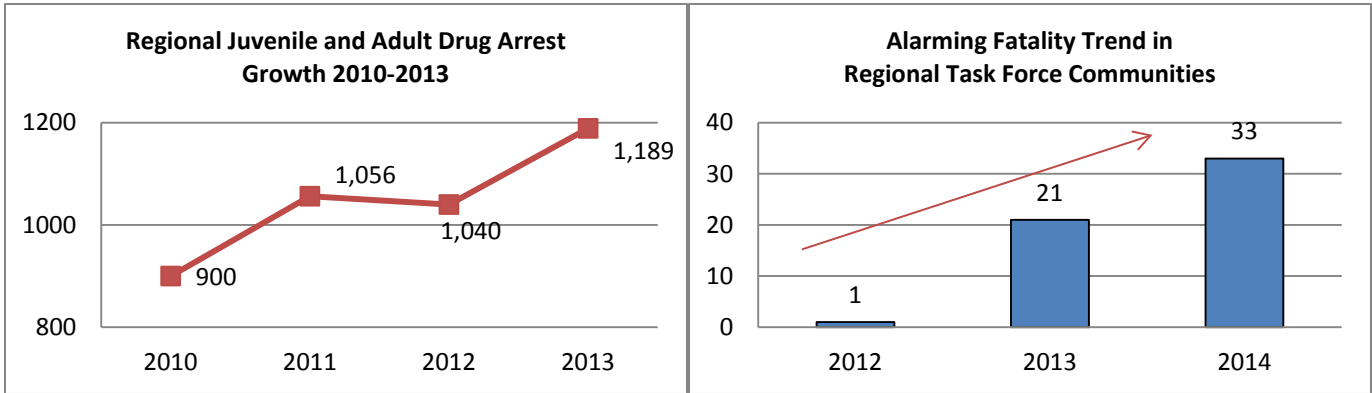
Effective Date:  
Revision Date:  
Review Date:  
Human Resources:

<p><b>Responsibility Area and Performance Standards</b> (Evaluated with team member input)</p>	<p>Performance Rating*</p>
<p>* Performance Rating Key: 1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding</p>	<p>1   2   3   4</p>

<p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Advocates for and implements plan for drug courts.</li> <li>• Serves as Drug Court Administrator once operational.</li> <li>• Interfaces with key community stakeholders in addressing community substance abuse issues.</li> <li>• Seeks and develops grant submittals</li> <li>• Develop contracts and agreements with partner organizations to build capacity, create required drug-court wraparound services, and accomplish shared goals.</li> <li>• Directs efforts to implement new community-wide programs or expansion of existing substance abuse related programs including drug court, education and prevention programs, treatment, and aftercare.</li> <li>• Serves as the healthcare / human services interface for substance abuse issues to judicial and law enforcement stakeholders.</li> <li>• Interfaces with community stakeholders and media for substance abuse related issues.</li> <li>• Develop a communication plan to update stakeholders on the progress of the initiative. Promote and educate community on initiative through awareness campaigns, public relations, community forums, town hall meetings, schools, etc.</li> <li>• Oversee and advise the planning, implementation, and tracking of the <i>Community Action Substance Abuse Initiative- Winchester, Clarke, and Frederick Counties</i>.</li> <li>• Plan and direct fund-raising campaigns.</li> <li>• Supervise project staff and volunteers affiliated with the initiative.</li> <li>• Ensure deliverables are within budget and delivered timely.</li> <li>• Develop contracts and agreements with partner organizations to build capacity and accomplish shared goals.</li> <li>• Identify internal and external stakeholders and cultivate positive relationships at the community, county, and state levels.</li> <li>• Determine the objectives and measures upon which projects will be evaluated.</li> <li>• Define the scope of work and detailed work plan with management, including short/long-term goals, measures, deliverables, time, and sequence of activities.</li> </ul>				
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# Addiction Fact Sheet





**Substance Exposed Infants in Neonatal ICU 2012-2014:**

34 infants  
 Average Length of Stay = 27.9 days  
 Average Cost of Stay = \$46,608 per infant  
*vs. non-substance exposed infants:*  
 Average Length of Stay = 2 days  
 Average Cost of Stay = \$5000 per infant

**Cost of ORTP Program at NWRADC (Jan 2012 – Oct 2014):**

888 inmates with a 50% graduation rate x 90 days x \$81/day = \$3,236,760

In 2012, one person died from an opioid/heroin overdose in the Northern Shenandoah Valley catchment area served by the Northwest Virginia Regional Drug Task Force. In 2013, that number had risen to twenty-one (21) persons who died as a result of an opioid/heroin overdose. By the end of 2014, 33 persons had died as a result of an opioid/heroin overdose.

Concerned by this unprecedented and tragic rise in the loss of life, a committed and diverse group of community stakeholders began meeting and formed the Addiction Action Committee. This committee was created for the purpose of eliminating deaths resulting from heroin and opioid abuse, preventing addiction in the community through comprehensive education efforts, treating those suffering from addiction as a disease, and supporting the responsible enforcement of the laws of the Commonwealth to ensure public safety.

In November 2014, the Addiction Action Committee sponsored a community summit that was attended by nearly 100 stakeholders, decision-makers and concerned citizens. At that summit, the following “Desired Future State” was adopted:

“By January 1, 2017 the Winchester, Frederick, and Clarke community will have a comprehensive coordinated approach to the prevention, treatment and adverse societal impact of addiction, as evidenced by:

- A decrease in mortality from overdoses
- A decrease in the incidence of substance exposed infants
- A decrease in the incidence of children needing social services intervention due to parental/caregiver addiction
- A decrease in the incidence of crimes attributable to addiction”

In order to achieve that “Desired Future State,” the Addiction Action Committee has adopted the following recommendations as “Best Practices:”

- Prevention and Education Programs
- Medical Provider Education Programs
- Drug Take-Back Programs
- Treatment/Detox Programs
- Options for the uninsured and underinsured patients
- Prescription Monitoring Programs
- Drug Treatment Courts
- Transitional care after incarceration
- Peer Recovery Network

# Memo

**To:** Finance Committee/Cheryl Shiffler

**From:** Delsie D. Jobe

**CC:**

**Date:** May 27, 2015

**Re:** Appropriation adjustments

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The attached spreadsheet contains twenty-two (22) budget lines that need to be adjusted in order to bring our County budget in line with our State budget.

Of that twenty-two, one (1) program needs to be reduced by a total of \$50,000, of which **\$10,000** is a **reduction** in Local dollars. This program had a decrease in caseload in FY 2015. Five (5) other program budget lines need to be increased by a total of \$375,600. Three of these budget lines are State mandated programs and we spent our initial allocation and the State gave us additional funding. The net of these adjustments results in an **increase** of **\$325,600** of Federal/State dollars.

The remaining sixteen (16) adjustments were to our Administrative budget lines and those adjustments were only to absorb negative amounts in certain operating line items, salary raises and alignments, new staff, and building renovations. The net of these adjustments are \$0.00 as we were able to absorb these negatives due to Health insurance savings, VRS, vehicle repairs, and motor vehicles.

**No** additional local dollars is needed.

Thank you for your consideration.

  
Delsie D. Jobe

Administrative Services Manager

## 2014-2015 BUDGET INFORMATION - REVISED BUDGET

DEPARTMENT: Frederick Co. DSS - Administration

EXPENDITURE LINE ITEM	DESCRIPTION	Approved Budget	NEW Adjusted Budget	Difference
1001	Salaries & Wages	2,722,053	2,752,053	(30,000)
1005	Extra help/overtime	29,700	32,700	(3,000)
1006	Compensation of Board members	4,800	4,800	-
2001	FICA	210,482	210,482	-
2002	VRS	295,480	289,580	5,900
2005	Health	602,127	540,127	62,000
2006	Group Life Insurance	30,871	31,871	(1,000)
2008	Short/Long Term Disability	1,101	3,601	(2,500)
2009	Unemployment Insurance	10,000	10,000	-
2011	Workers Comp	10,186	10,186	-
3002	Contract Services - Legal	86,000	90,000	(4,000)
3005	Maintenance Service Contracts	15,500	17,500	(2,000)
3007	Advertisement	1,500	2,400	(900)
3010	Contract Services - Not Legal	70,900	85,900	(15,000)
4002	Gasoline/Repairs - Vehicles	33,200	21,700	11,500
5201	Postage	27,000	30,200	(3,200)
5202	Telecommunications	15,000	34,000	(19,000)
5300	Insurance	8,000	8,000	-
5401	Office Supplies	70,200	70,200	-
5505	Training	3,000	3,000	-
5506	Travel	5,000	5,000	-
5600	Contribution Shelter for Abused Women	6,000	6,000	-
5801	Dues & Association Memberships	1,200	2,000	(800)
8005	Motor Vehicles	25,000	17,800	7,200
8007	Integrated Tech Equipment	-	5,200	(5,200)
9001	Lease/Rent of Equipment	11,000	11,000	-
9002	Lease/Rent of Building	275,000	275,000	-
	<b>TOTALS</b>	<b>4,570,300</b>	<b>4,570,300</b>	<b>-</b>

## 2014-2015 BUDGET INFORMATION - FINAL REVISED BUDGET

DEPARTMENT: Frederick Co. DSS - Public Assistance

DEPARTMENT CODE: '053170

EXPENDITURE LINE ITEM	DESCRIPTION	Approved Budget	New Adjusted Budget	Difference	Local match
5804	Auxiliary Grant	141,000	91,000	50,000	10,000
5808	Tanf Manual checks	600	600	0	
5811	AFDC - Foster Care	270,000	335,000	(65,000)	
5812	Adoption Subsidy	480,000	625,000	(145,000)	
5813	General Relief	10,000	10,000	0	
5817	Special Needs Adoption	270,000	430,000	(160,000)	
5819	Refugee Resettlement	-	-	0	
5829	Family Preservation	6,753	9,353	(2,600)	
5833	Adult Services	76,996	76,996	0	
5848	TANF-UP Manual Checks	400	400	0	
5861	ILF Education/Training	4,600	4,600	0	
5862	Independent Living - BASIC	5,732	5,732	0	
5864	Foster Parent Respite Care	3,500	3,500	0	
5866	Promoting Safe and Stable	33,537	33,537	0	
5872	VIEW Purchase Service	110,000	110,000	0	
5873	Foster Parent Training - Local	30,000	30,000	0	
5890	Quality Initiative Child Care	11,000	11,000	0	
5895-000	Adult Protective Services	8,967	11,967	(3,000)	
<b>Total</b>		<b>1,463,085</b>	<b>1,788,685</b>	<b>(325,600)</b>	<b>10,000</b>



COUNTY of FREDERICK

Parks and Recreation Department  
540-665-5678  
FAX: 540-665-9687  
www.fcprd.net  
e-mail: fcprd@fcva.us

FREDERICK COUNTY

MAY 19 2015

FINANCE DEPARTMENT

# MEMO

**TO:** Finance Committee  
**FROM:** Jason Robertson  
Director, Parks and Recreation  
**SUBJ:** GLOW Run 5k  
**DATE:** May 19, 2015

CLEAN, Inc. recently held its Third Annual Glow Run 5k. This race is a fund raiser for CLEAN, Inc. This year Frederick County Parks and Recreation (FCPRD) provided pre-race day registration for this event. FCPRD is requesting \$8,560 be transferred from revenue code 1613-08 to expenditure code 7104-3010-00 for an \$ 8,560 check payable to CLEAN, Inc.

# FREDERICK COUNTY SHERIFF'S OFFICE



ROBERT T. WILLIAMSON  
Sheriff

MAJOR C.L. VANMETER  
Chief Deputy

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400

FREDERICK COUNTY  
MAY 08 2015  
FINANCE DEPARTMENT  
**COPY**

TO : Angela Whitacre, Treasurer's Office  
FROM : Sheriff R. T. Williamson *RTW*  
SUBJECT : Donation to K-9 Program  
DATE : May 7, 2015

Attached please find a check in the amount of \$600.00 from the Shawquon Ruritan Club. This amount represents a donation to our K-9 program for the purchase of equipment for the dogs.

Please post this amount to 10CR 3-010-018990-0006. A copy of this memo will be sent to the Finance Department requesting appropriation into our budget.

Thank you.

RTW/asw

*C.S. 5/13/15*

Attachment

Cc: Finance – please appropriate into 3102-5402-000-001

SHAWQUON RURITAN CLUB 43-1591643, 01/69  
 PH. 540-868-9456  
 5048 BARLEY DRIVE  
 STEPHENS CITY, VA 22655

68-426/514

4-20-15  
Date

Pay to the Order of Frederick County Sheriff \$ 600<sup>00</sup>  
Six hundred ~~XX~~ Dollars

BB&T BRANCH BANKING AND TRUST COMPANY  
 1-800-BANK BBT BBT.com

For K9 Program *[Signature]*

# Frederick County Sheriff's Office

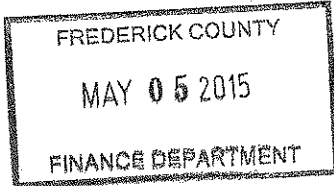
ROBERT T. WILLIAMSON  
Sheriff



MAJOR C.L. VANMETER  
Chief Deputy

1080 Coverstone Drive  
Winchester, Virginia 22602

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



**COPY**

TO : Angela Whitacre, Treasurer's Office  
FROM : Sheriff R. T. Williamson *RTW*  
SUBJECT : Reimbursement – Extradition  
DATE : May 4, 2015

Attached please find a check in the amount of \$32.00 from Commonwealth of Virginia – Circuit Courts. This amount represents reimbursement for an extradition our agency conducted. Please post this amount to 10FL 3010-019110-0058.

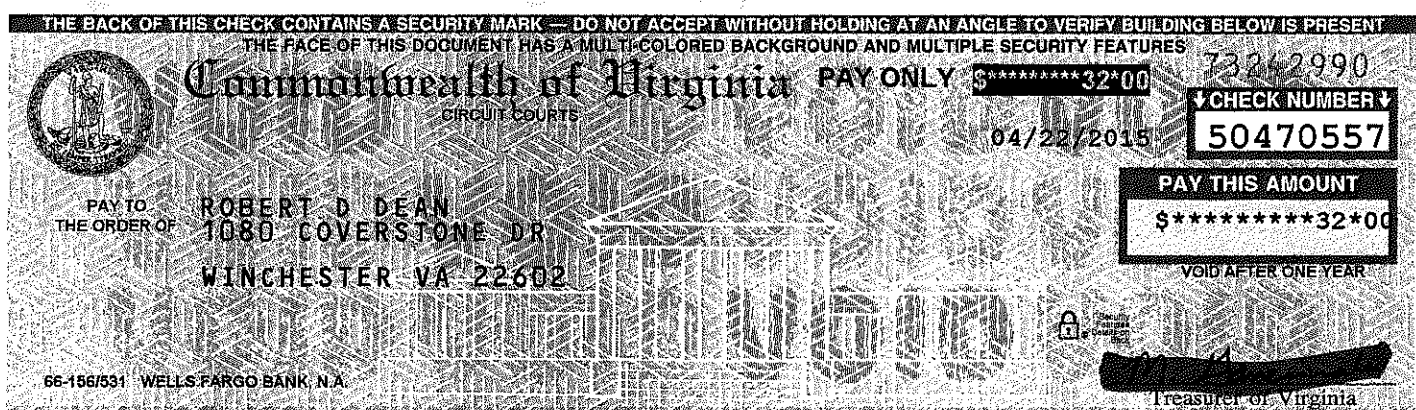
A copy of this memo will be sent to Finance requesting appropriation.

Thank you.

RTW/asw

Attachment

Cc: Finance: appropriation; 3102-5506-000-001





# Frederick County Sheriff's Office

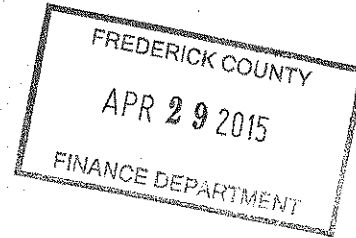


ROBERT T. WILLIAMSON  
Sheriff

MAJOR C.L. VANMETER  
Chief Deputy

1080 Coverstone Drive  
Winchester, Virginia 22602

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



TO : Finance  
FROM : Sheriff R. T. Williamson *RTW*  
SUBJECT : Reimbursements – Secret Service  
DATE : April 27, 2015

---

We are requesting the reimbursements received from the Secret Service and posted to the following revenue lines be appropriated into our operating budget:

3-010-033010-00025 <sup>\$659</sup> \$625.00 appropriated into 3102-5409-000-000 *C.S. 2-12-2015*  
3-010-019110-0058 \$1924.00 and \$600.00 appropriated into 3102-5401-000-000 *C.S. 4-1-2015*  
*C.S. 3-24-2015*

Thank you.

*per Aigie:*  
*Criminal Investigations → Computer software + equipment*

RTW/asw



MEMORANDUM

TO: Cheryl B. Shiffler, Director of Finance

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

SUBJECT: Purchase of New Vehicle for Inspections

DATE: May 8, 2015

---

In their regularly scheduled meeting on April 28, 2015 the public works committee unanimously endorsed a request from the building official to purchase an additional vehicle in the current fiscal year budget. This request is an addition to the approval of the interim county administrator to purchase one (1) vehicle in the current fiscal year budget. The additional purchase fulfills the department's original request to obtain two (2) vehicles in next fiscal year's budget. The latter request was cut from the Fiscal Year 2015/2016 budget.

The committee concurred that the approximately \$300,000 increase in revenue above the budget projection is more than adequate justification for the purchase of the additional vehicle. Consequently, staff is requesting a supplemental appropriation of \$27,000 which is approximately equal to the amount that has already been approved for the purchase of the other vehicle.

HES/rls


cc: file



## WINCHESTER REGIONAL AIRPORT

491 AIRPORT ROAD  
WINCHESTER, VIRGINIA 22602  
(540) 662-5786

### Memo

**To:** Cheryl Shiffler, Finance Director, Frederick County  
**CC:** Brenda G. Garton, Administrator, Frederick County  
Gene Fisher, Frederick County Board of Supervisors  
Mary Blowe, Finance Director, City of Winchester  
**From:** Renny Manuel, Director, Winchester Regional Airport   
**Date:** May 28, 2015  
**Re:** Supplemental Revenue Request – Operating Fund Contribution

---

On behalf of the Winchester Regional Airport Authority I respectfully request a revenue supplemental appropriation from the County of Frederick and the City of Winchester for the Airport Operating Fund in the amount of \$50,000 to cover anticipated expenses through current year ending June 30, 2015 to cover anticipated cash deficit in the general fund.

Based on budget estimates revenues generated from the sale of aviation fuel would equal approximately 73% of the total revenue budget. Revenue from the sale of fuel is based on estimated number of gallons to be sold as far out as 18 months. For fiscal year FY 2015 the budget number was estimated at 201,000 gallons unfortunately fuel sales have continued to decline and we anticipate a revenue shortfall creating a cash deficit at year end. Based on estimated year end revenues and expenditures, we have reduced the anticipated number of gallons for the months of May and June. The revenue chart included with this document shows that the sale of fuel would only be generating approximately 62% of the total budget revenues.

Estimated expenses and revenues through June 30, 2015 are depicted on the attached sheets. Purchase and sale of fuel is based on one load of Jet-A fuel approximately 7,500 gallons and no additional AVGAS utilizing current inventory. We have dropped the minimum levels of fuel inventory to maintain on hand in an effort to reduce costs. I have included a chart showing the history of fuel gallons sold over the past several years.

The airport generates a higher profit margin on Jet-A fuel than AVGAS and with the loss of based turbine aircraft from this and prior years and a continued decline in corporate and business aviation traffic, we are selling less than what was projected in the FY 2015 budget. We have attempted to hold down operating costs and balance the upkeep and minimum maintenance required to operate the facility. The continued support and financial assistance provided by the County of Frederick and the City of Winchester is critical and invaluable in helping to maintain and operate the Winchester Regional Airport.

Thank you for your continued support and assistance. If you require additional information or have any questions, please do not hesitate to contact me.

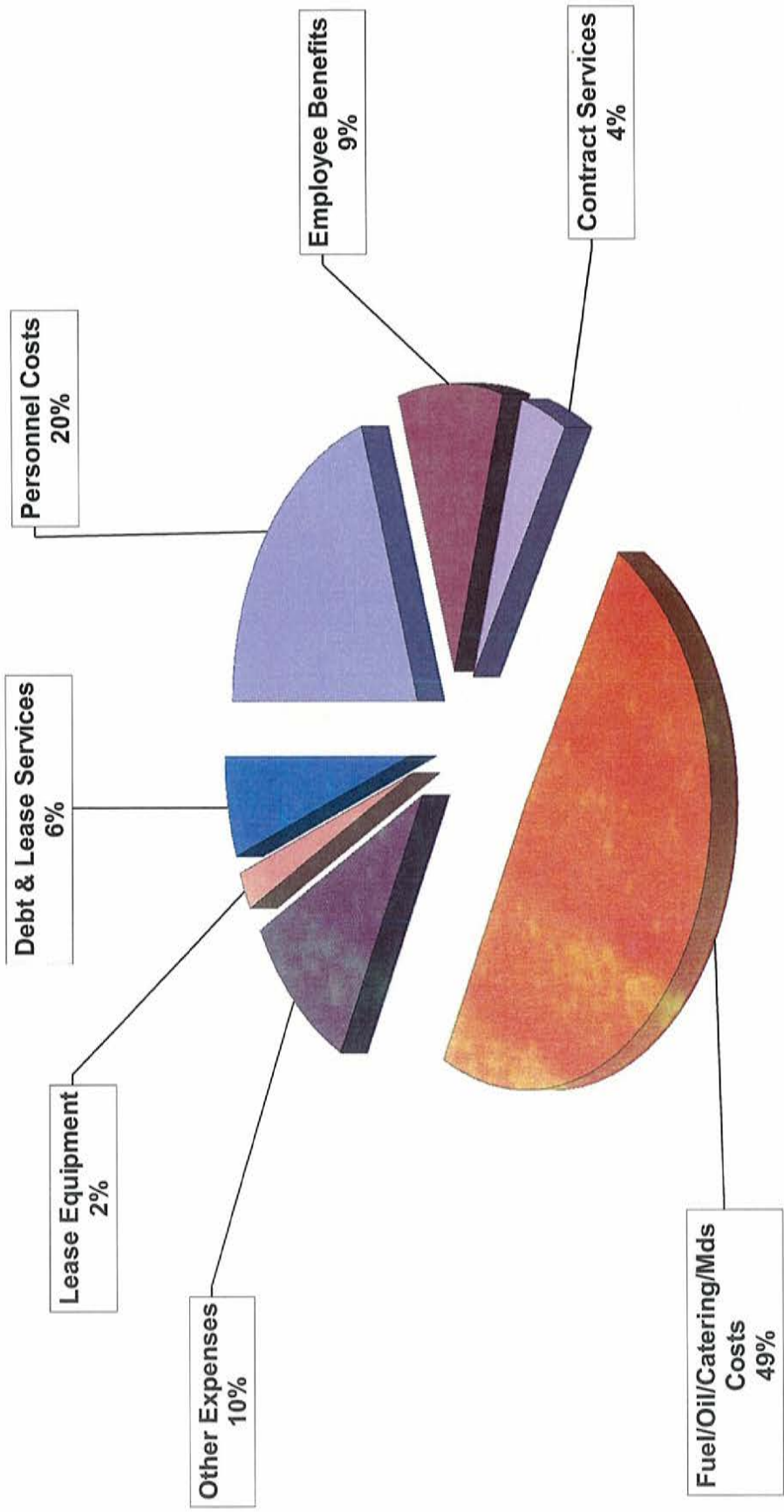
Winchester Regional  
Airport  
Fuel Gallons Sold

GALLONS OF TOTAL PRODUCT SOLD													Increase/(Decrease) Over Prior Year			
Fiscal Year	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Over/ (Short)
July	23,509	28,082	29,067	29,004	32,148	39,991	44,406	52,458	42,724	29,277	31,814	36,654	18,673	19,778	15,431	(4,347)
August	26,762	27,600	31,600	30,703	32,205	49,471	44,298	53,349	36,611	26,159	24,324	34,261	19,755	17,900	15,552	(2,348)
September	26,767	27,763	31,584	31,070	32,730	47,833	40,415	41,111	36,983	29,081	27,575	6,733	19,177	20,136	20,680	545
October	34,004	35,891	35,137	44,219	42,898	49,156	48,472	54,712	40,344	36,999	32,623	5,658	17,645	20,085	21,535	1,450
November	21,332	36,267	28,229	36,589	32,256	37,899	40,906	44,937	28,282	26,294	26,193	4,599	25,527	13,361	12,474	(888)
December	11,139	21,518	22,104	25,514	34,088	32,217	34,816	30,299	24,216	23,396	19,468	9,701	17,367	11,706	9,372	(2,334)
January	18,199	24,778	19,881	26,933	34,354	33,370	36,369	25,001	20,456	21,370	23,108	16,610	21,208	10,443	7,351	(3,093)
February	17,036	29,163	16,372	36,979	39,873	41,432	30,564	28,430	18,250	15,900	23,091	19,477	11,316	8,987	7,587	(1,400)
March	25,421	25,862	24,803	52,501	48,839	55,044	30,069	25,002	28,433	23,362	29,594	17,122	13,238	12,287	6,922	(5,365)
April	23,431	24,297	30,834	46,511	56,674	53,708	32,760	34,396	29,187	31,277	23,299	16,214	14,214	13,910	13,692	(218)
May	27,861	31,703	26,609	40,725	43,364	51,963	45,042	39,383	26,908	31,700	29,507	28,509	21,282	13,669		
June	27,196	31,353	25,836	47,148	53,309	50,846	40,219	38,584	35,972	34,248	30,783	21,605	19,214	18,127		
Total	282,657	344,297	322,055	447,894	482,738	542,931	468,336	467,661	366,366	329,063	321,378	217,142	218,618	180,388	130,595	(17,998)

BREAKDOWN BY FUEL TYPE - GALLONS ONLY

Fiscal Year	FY 2008		FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		FY 2014		FY 2015		Increase/(Decrease)		AVGAS		
	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	TRUCK	SARA	
July	40,729	11,729	33,940	8,784	23,974	7,840	29,620	7,034	13,227	5,446	14,211	5,567	10,055	5,376	(4,156)	(191)	2,344	3,032			
August	42,553	10,796	28,650	7,961	17,810	8,349	28,547	5,714	13,919	5,836	13,172	4,728	9,768	5,784	(3,404)	1,056	3,153	2,631			
September	27,033	14,075	29,983	7,000	23,054	6,027	20,674	6,901	5,013	1,720	13,529	5,648	12,525	6,370	1,785	(1,241)	3,489	2,881			
October	43,307	11,405	30,879	9,455	29,528	7,471	23,795	8,828	3,162	2,496	11,602	6,043	13,605	4,888	3,042	(1,592)	2,525	2,363			
November	37,402	7,595	23,637	4,645	20,924	5,370	18,459	7,734	2,374	2,225	18,795	6,732	9,002	4,359	(856)	(32)	1,917	1,586			
December	26,948	3,351	20,456	3,760	19,562	3,834	14,455	5,013	7,605	2,096	14,273	3,094	8,751	2,955	(2,577)	243	1,787	1,410			
January	19,851	5,150	16,692	3,764	17,365	4,005	19,156	3,952	13,661	2,949	17,876	3,332	8,348	2,095	(2,912)	(181)	997	918			
February	24,057	4,373	14,205	4,045	13,397	2,503	18,794	4,297	16,482	2,995	9,341	1,975	6,063	2,924	(520)	(880)	1,332	713			
March	18,723	6,279	21,670	6,763	17,077	6,285	22,797	6,797	13,285	3,837	9,293	3,945	9,523	2,764	(4,968)	(397)	1,351	1,016			
April	27,810	6,586	23,724	5,463	24,612	6,665	18,591	4,708	12,039	4,175	9,821	4,393	8,757	5,153	41	2,807	2,388				
May	31,346	8,037	20,546	6,362	24,932	6,768	24,154	5,353	22,495	6,014	16,227	5,055	8,749	4,920							
June	31,002	7,582	28,144	7,828	26,398	7,850	23,656	7,127	15,558	6,047	13,245	5,969	11,976	6,151							
Total	370,761	96,900	292,526	75,840	255,555	73,507	244,479	76,899	169,841	47,301	161,148	57,470	124,682	55,706	89,956	40,639	(3,997)	21,702	21,474		

# FY 2015 BUDGET REQUEST - OPERATING EXPENDITURES



FUND #-017 AIRPORT AUTHORITY FUND

		FY 15 Dept	Estimated	(Short)/
		APPROVED	End of Year	Unexpended
			Expenses	Bal
081090	AIRPORT AUTHORITY			
	PERSONAL SERVICES			
081090-1001-000-001	EXECUTIVE DIRECTOR/MANAGER	85,776	93,350	(7,574)
081090-1001-000-036	ADMINISTRATIVE ASSISTANT	0	0	0
081090-1001-000-037	CUSTOMER SERV.REP.I	32,409	33,327	(918)
081090-1001-000-038	FACILITY MAINT.TECH.	32,406	35,488	(3,081)
081090-1001-000-039	FACILITY MAINTENANCE TECH.	28,705	31,230	(2,525)
081090-1001-000-040	FLIGHT LINE TECH	33,737	36,243	(2,506)
081090-1001-000-041	FLIGHT LINE TECH.	29,524	31,679	(2,155)
081090-1001-000-042	AIRPORT LABORER			0
081090-1001-000-071	OPERATIONS SUPV.	51,705	57,519	(5,814)
081090-1001-000-072	CUSTOMER SERV. REP I	24,011	25,253	(1,241)
081090-1001-000-073	FLIGHT LINE TECH	40,948	44,436	(3,488)
081090-1001-000-074	ACCOUNT CLERK II	29,439	31,820	(2,380)
081090-1001-000-075	FLIGHT LINE TECH.	32,412	33,376	(965)
081090-1003-000-000	PART-TIME SALARIES AND WAGES	0	0	0
081090-1005-000-000	OVERTIME	29,497	29,497	0
081090-1009-000-000	MERIT RESERVE	0	0	0
	PERSONAL SERVICES	450,571	483,217	(32,646)
081090-2001-000-000	F.I.C.A.	34,468	36,966	(2,498)
081090-2002-000-000	V.R.S.	47,960	51,522	(3,562)
081090-2005-000-000	HOSPITAL/MEDICAL PLANS	100,323	100,323	0
081090-2006-000-000	GROUP INSURANCE	5,011	5,399	(388)
081090-2011-000-000	WORKER'S COMPENSATION	16,311	17,548	(1,237)
081090-2015-000-000	UNEMPLOYMENT BENEFITS			
	EMPLOYEE BENEFITS	204,073	211,759	(7,686)
081090-3002-000-000	PROFESSIONAL SERVICES	23,560	23,558	2
081090-3004-000-001	REPAIR & MAINTENANCE EQUIP.	10,065	2,694	7,371
081090-3004-000-002	STATE F&E REPAIRS	0	0	0
081090-3004-000-003	REPAIR & MAINTENANCE BLDG.&G	12,900	12,522	378
081090-3005-000-000	MAINTENANCE SERVICE CONTRACT	7,500	6,431	1,069
081090-3005-000-001	STATE FUNDED MAINTENANCE CONTRACTS	6,500	3,140	3,360
081090-3007-000-000	ADVERTISING	500	0	500
081090-3010-000-000	OTHER CONTRACTUAL SERVICES	29,012	29,012	0
	PURCHASED SERVICES	90,037	77,357	12,680
081090-4003-000-001	CENTRAL STORES-COPIES	0		0
	INTERNAL SERVICES	0	0	0
081090-5101-000-000	ELECTRICAL SERVICES	68,000	67,259	741
081090-5102-000-000	HEATING SERVICES	9,600	9,018	582
081090-5103-000-000	WATER & SEWAGE SERVICES	3,100	3,042	58
081090-5204-000-001	POSTAGE	500	150	350
081090-5204-000-002	TELEPHONE	7,250	7,248	2
081090-5302-000-000	FIRE INSURANCE	12,035	12,035	0
081090-5305-000-000	MOTOR VEHICLE INSURANCE	6,084	6,084	0
081090-5307-000-000	PUBLIC OFFICIALS LIABILITY I	600	516	84
081090-5308-000-000	GENERAL LIABILITY INSURANCE	18,966	18,542	424
081090-5401-000-000	OFFICE SUPPLIES	5,000	2,183	2,817
081090-5405-000-000	JANITORIAL SUPPLIES	2,000	1,246	754
081090-5407-000-000	REPAIR AND MAINTENANCE SUPPL	10,960	6,028	4,932

## FUND #-017 AIRPORT AUTHORITY FUND

		FY 15 Dept APPROVED	Estimated End of Year Expenses	(Short)/ Unexpended Bal
081090-5407-000-001	STATE - PARTS AND SUPPLIES	7,000	1,943	5,057
081090-5408-000-000	VEHICLE AND POWERED EQUIP SU	15,050	6,260	8,790
081090-5408-000-001	VEHICLE GAS-AIRPORT USE	20,000	20,000	0
081090-5410-000-000	UNIFORMS	2,500	0	2,500
081090-5413-000-000	OTHER OPERATING SUPPLIES	4,440	1,855	2,585
081090-5413-000-001	LINE SERVICE EQUIPMENT	2,000	643	1,357
081090-5413-000-002	SECURITY MATERIALS & SUPPLIE	6,000	949	5,051
081090-5414-000-000	MERCHANDISE FOR RESALE	1,094,654	489,371	605,283
081090-5415-000-000	OTHER EXPENSE-CREDIT CARD FE			0
081090-5506-000-000	TRAVEL	2,200	2,193	7
081090-5714-000-000	INSURANCE DEDUCT.			0
081090-5715-000-000	PROMOTIONAL FUND	3,078	848	2,230
081090-5801-000-000	DUES & MEMBERSHIP	1,500	924	576
081090-5804-000-000	TAXES-FED.EXCISE & STATE	500	42	458
081090-5806-000-000	SNOW REMOVAL CONTINGENCY	11,000	6,862	4,138
081090-5810-000-000	PAYMENT OF UNEMPLOYMENT CLAI			0
	OTHER CHARGES	1,314,017	665,240	648,777
081090-8001-000-000	MACHINERY AND EQUIPMENT			0
081090-8002-000-000	FURNITURE AND FIXTURES			0
081090-8002-000-001	LEASE BUILDING/CITY			0
081090-8002-000-002	PRINCIPAL/INTEREST-HANGER			0
081090-8002-000-003	LEASE - GOODMAN HANGER			0
081090-8003-000-000	COMMUNICATIONS EQUIPMENT			0
081090-8007-000-000	INTEGRATED TECHNOLOGY EQUIPM			0
	CAPITAL OUTLAY	0	0	0
081090-9001-000-000	LEASE/RENT OF EQUIPMENT	47,600	20,278	27,322
081090-9002-000-000	LEASE/RENT OF BUILDING			0
081090-9002-000-002	PRINCIPAL/INTEREST-HANGER			0
081090-9002-000-003	PRINCIPAL/INTEREST VRA LOAN			0
081090-9003-000-000	LEASE/LAND NBD			0
081090-9101-000-000	PAYMENT OF LOANS	126,400	126,400	(0)
	OTHER USES OF FUNDS-	174,000	146,677	27,322
	SUB TOTAL	2,232,697	1,584,250	648,448
	TOTAL	2,232,697	1,584,250	648,448
092010-5880-000-000	TRANSFER TO AIRPORT CAPITAL			0
	OTHER CHARGES	0		0
093010-5807-000-001	MERIT RESERVE			0
093010-5807-000-002	MERIT RESERVE FRINGES			0
	OTHER CHARGES	0	0	0
	SUB TOTAL	0	0	0
	TOTAL	0		0
TOTAL FOR FUND		2,232,697	1,584,250	648,448

**FY 2015 BUDGET REQUEST - OPERATING REVENUES**

DEPARTMENT CODE 017

WINCHESTER REGIONAL AIRPORT

REVENUE LINE ITEM	FUNDING SOURCES	SOURCE OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
SALE JET-A FUEL		566,731				566,731
SALE AVGAS FUEL		333,247				333,247
FET - JET FUEL REFUND		4,100				4,100
CREDIT CARD HANDLING FEE		(20,059)				(20,059)
SALE OIL		500				500
SALE MERCHANDISE		500				500
SALE CATERING		0				0
SALE DEICING CHEMICALS		0				0
RENT - MONTHLY TIEDOWN		24,565				24,565
RENT - METAL T-HANGARS		248,040				248,040
RENT - CLEARSPAN HANGAR		72,000				72,000
RENT - FBO BLDG 1st FLOOR OFFICES		24,960				24,960
RENT - FBO BUILDING SECOND FLOOR		18,500				18,500
RENT - FBO BLDG - HANGAR SPACE		37,812				37,812
LAND LEASES		49,048				49,048
FUEL FLOW FEE		14,000				14,000
OVERNIGHT PARKING FEE		4,600				4,600
FLIGHT LINE LABOR		1,000				1,000
CONFERENCE ROOM FEES		0				0
CARGO/PART 135 TRANSIENT FEE		10,940				10,940
FORKLIFT FEES		800				800
GPU/LAV CART SERVICES		2,450				2,450
MISC REVENUE		3,900				3,900
UTILITIES REIMBURSEMENT		8,000				8,000
AFTER HOURS FEE		0				0
A/R LATE CHARGES		325				325
STATE SALES TAX		42				42
STATE REIMBURSABLE REPAIRS			4,406			4,406
STATE REIMBURSABLE PROMOTIONAL			425			425
STATE REIMBURSABLE SECURITY			0			0
<b>FREDERICK COUNTY - PAID</b>					53,161	53,161
<b>WINCHESTER - PAID</b>					17,649	17,649
<b>TOTAL</b>		1,406,003	4,831		70,810	1,481,643

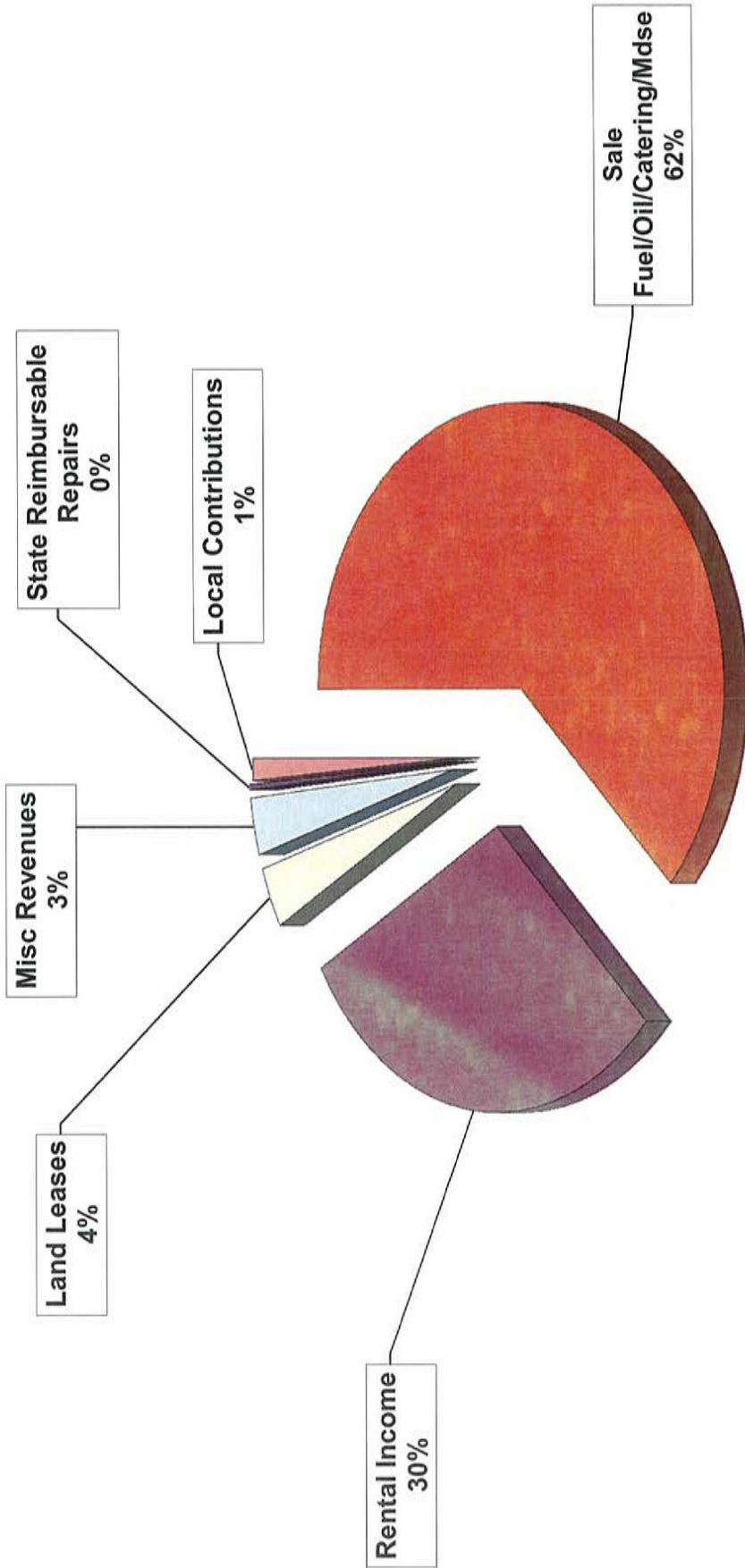
6/30/2014 Beg Cash **58,919**

ESTIMATED YR END **(SHORT)/OVER** **(43,688)**

Based on Weldon Cooper Center population estimate for 2013 published on 01/27/2014		FY 15 BUDGET
26,961	CITY OF WINCHESTER	Supplemental <b>10,878</b>
81,207	COUNTY OF FREDERICK	<b>32,809</b>
108,168		



# FY 2015 BUDGET REQUEST - OPERATING REVENUES





COUNTY OF FREDERICK

**Roderick B. Williams**  
County Attorney

540/722-8383  
Fax 540/667-0370  
E-mail:  
rwillia@fcva.us

## MEMORANDUM

TO: Finance Committee

FROM: Roderick B. Williams  
County Attorney

DATE: May 28, 2015

RE: Lake Holiday Sanitary District – Requested Appropriation Relative to Prospective Purchase of Open Space Lots by Lake Holiday Country Club, Inc.

Request is made for an appropriation of \$860,000.00 from Lake Holiday Sanitary District funds, for the purpose of facilitating the acquisition by Lake Holiday Country Club, Inc. (LHCC) (as the automatic membership association/property owners' association for the Lake Holiday subdivision) of 557 undeveloped lots in the subdivision, as true open space. Specifically, the appropriation would be available to permit LHCC, upon acquisition of the lots, to pay the outstanding sanitary district taxes on the lots. Given the particulars of the contemplated transaction, as the appropriation would ultimately be repaid to the sanitary district, the appropriation would have a net zero effect on the sanitary district's cash balance.

By way of background, following the 2009 creation of the sanitary district, the Board of Supervisors imposed per lot sanitary district taxes beginning in 2011. The sanitary district taxes are presently \$678 per lot for buildable lots (lots for which water and sewer service is available) and \$264 per lot for membership lots (lots for which water and sewer service is not available).

In 2012, LHCC brought a lawsuit against the County, alleging that the County is not permitted to collect sanitary district taxes against lots owned by LHCC. LHCC's argument is based on a statutory provision that the tax assessed value of lots owned by a POA (such as LHCC) is passed through to the other lots in the development, so that the POA does not pay taxes on the lots it owns. LHCC's argument is flawed, however, in that the sanitary district taxes are not based on the value of the lots taxed, but are a flat rate per lot, and, therefore, there is no value to pass through the other lots in the development.

In the meantime since establishment of the sanitary district taxes, LHCC has expressed an interest in acquiring, as open space, the lots currently owned by Lake Holiday Land, Inc. Lake Holiday Land, Inc., a subsidiary of Miller & Smith, originally acquired the lots for development purposes. The lots are, however, presently all vacant – Miller & Smith had development plans on hold prior to the creation of the sanitary district and, with the creation of the sanitary district, abandoned those plans and declined to pay the sanitary district taxes. The outstanding sanitary district taxes on the lots, which taxes amount to \$781,805.20,<sup>\*</sup> are an impediment to the contemplated transaction, as LHCC, as the purchaser of the lots, would then become responsible for payment of the outstanding sanitary district taxes, unless an alternative arrangement could be made. The proposed appropriation represents a viable alternative arrangement that would alleviate the problem.

In short, if the appropriation is approved, LHCC would use the appropriated funds from the sanitary district to pay directly back to the sanitary district the amount of outstanding sanitary district taxes owed on the acquired lots. Therefore, as stated above, the appropriation would ultimately have a net zero effect on the sanitary district's cash balance. It should further be noted that, if the outstanding sanitary district taxes are paid in this manner, the action is also not likely to have a detrimental effect in any other respect on the finances of the sanitary district, as the current owner of the lots at issue, Lake Holiday Land, Inc., is believed to be a single-purpose entity with no other assets and therefore would be judgment-proof. Likewise, a tax sale of the lots is not necessarily likely to produce significant proceeds, on account of the costs of that process and the fact that the lots do not have water and sewer service or infrastructure available at the present time.

Finally, it is noted here that, prior to final consummation of the contemplated transaction, we will confirm with bond counsel for the sanitary district that the transaction does not encounter any restrictions relative to the outstanding sanitary district bonds.

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<sup>\*</sup> The proposed appropriation includes a ten percent contingency, to account for further penalty and interest accrual and in the event of any particular differentials in the exact amounts involved. Again, though, the amount actually paid out would be the same as that paid back to the sanitary district, so as to result in a net zero effect.



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

May 20, 2015

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

Dear Ms. Shiffler:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2014, 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.

Each entity submitting a report to the Certificate of Achievement review process is provided with a "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements in its financial reporting techniques. Your list has been enclosed. You are strongly encouraged to implement the recommended improvements into the next report and submit it to the program. If it is unclear what must be done to implement a comment or if there appears to be a discrepancy between the comment and the information in the CAFR, please contact the Technical Services Center (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

Certificate of Achievement program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. Your written responses should provide detail about how you choose to address each item that is contained within this report. These responses will be provided to those Special Review Committee members participating in the review.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. Enclosed is an AFRA for:

**Finance Department, County of Frederick**

Continuing participants will find a certificate and brass medallion enclosed with these results. First-time recipients will find a certificate enclosed with these results followed by a plaque in about 10 weeks. 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 has been enclosed. We suggest that you provide copies of it to local newspapers, radio stations and television stations. 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](http://www.gfoa.org).

A current holder of a Certificate of Achievement may include a reproduction of the award in its immediately subsequent CAFR. A camera ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year. To continue to participate in the Certificate of Achievement Program it will be necessary for you to submit your next CAFR to our review process.

In order to expedite your submission we have enclosed a Certificate of Achievement Program application form to facilitate a timely submission of your next report. This form should be completed and sent (postmarked) with three copies of your report, three copies of your application, three copies of your written responses to the program's comments and suggestions for improvement from the prior year, and any other pertinent material with the appropriate fee by December 31, 2015.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact Delores Smith ([dsmith@gfoa.org](mailto:dsmith@gfoa.org) or (312) 578-5454).

Sincerely,  
Government Finance Officers Association



Stephen J. Gauthier, Director  
Technical Services Center

SJG/ds



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

05/20/2015

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.