



COUNTY of FREDERICK

Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610

Fax: 540/667-0370

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

**TO:** Finance Committee  
**FROM:** Cheryl B. Shiffler, Finance Director  
**DATE:** March 14, 2008  
**SUBJECT:** Finance Committee Agenda

*CB*

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The Finance Committee will meet in the First Floor Conference Room at 107 North Kent Street on Wednesday, March 19, 2008 at 8:00 a.m.

1. The Jail Superintendent requests a Jail Fund supplemental appropriation in the amount of \$219,599.07. This amount represents interest earned and unused funds from the construction bond. No local funds required. See attached memo, p. 1.
2. The Jail Superintendent requests a Jail Fund supplemental appropriation in the amount of \$468,836. This amount represents funds needed for emergency HVAC repair, debt service reimbursement, overtime costs, inmate medical costs and the purchase of security system video equipment. See attached memo, p. 2 – 3.
3. The Sheriff requests a General Fund supplemental appropriation in the amount of \$1,571.50. This amount represents reimbursements for DARE t-shirts and a donation to the DARE program. No local funds needed. See attached memo, p. 4 – 5.
4. The Sheriff requests a General Fund supplemental appropriation in the amount of \$8,506.13. This amount represents proceeds from the Sheriff's surplus sale. No local funds needed. See attached memo, p. 6.

5. The Sheriff requests a General Fund supplemental appropriation in the amount of \$20,744. This amount represents funds received from the VA State Police Meth Grant. No local funds required. See attached memo, p. 7.
6. The Director of Public Works requests approval of proposed fees for septic and well permits. See attached information, p. 8 – 11.
7. The Director of Public Works requests a General Fund supplemental appropriation in the amount of \$14,700. This amount represents funds needed to complete the Stephenson Road Drainage Improvements Project and will be reimbursed by VDOT. See attached memo, p. 12 – 13.
8. The Director of Public Works requests a General Fund supplemental appropriation in the amount of \$9,500 to cover heating costs for the remainder of the fiscal year. Local funds required. See attached memo, p. 14.
9. The Fire & Rescue department requests a General Fund supplemental appropriation in the amount of \$3,745.61. This amount represents funds from the Shingleton Trust to be disbursed to county fire companies. No local funds required. See attached memo, p. 15.
10. The County Administrator requests a General Fund supplemental appropriation in the amount of \$3,000 to fund a partnership with SeniorNavigator.com. Local funds required. See attached information, p. 16 – 34.
11. The County Administrator requests a General Fund supplemental appropriation in the amount of \$2,500 to support E-Government Day. Local funds required. See attached information, p. 35 – 39.

12. The Assistant County Administrator provides, for discussion, a redefined draft policy regarding cash proffers. See attached information, p. 40 – 41.
  
13. The County Administrator request a General Fund budget transfer in the amount of \$227,300. This amount represents available funds budgeted for fringe benefits to fund crucial capital needs in the current budget year. Additional funds not required. See attached memo, p. 42.
  
14. The County Administrator requests discussion regarding the vehicle license fees for public safety personnel. See attached information, p. 43 – 47.
  
15. The County Administrator provides possible cost saving initiatives for discussion and input. See attached memo, p. 48 – 49.
  
16. The Finance Director requests consideration in presenting the budget resolution by totals due to the amount of unknown factors.

**Information Only**

1. The Finance Director provides a fund balance report. See attached, p. 50.

# Northwestern Regional Adult Detention Center

Fred D. Hildebrand - Superintendent  
Bruce R. Conover - Assistant Superintendent



141 Fort Collier Road, Winchester, VA 22603  
(540) 665-6374 (540) 665-1615 FAX

## MEMORANDUM

To: Ms. Cheryl Shiffler, Director of Finance  
From: Fred D. Hildebrand, Superintendent *Fred D. Hildebrand*  
Date: March 4, 2008  
Subject: Application of Revenue from Construction Bond

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The City of Winchester has transmitted \$219,599.07 that represents interest earned and unused funds from our Construction Bond.

Request appropriation of this revenue from #3011-41040-0001 Bond Proceeds to #04-011-092010-5880-000-001 Transfer to Debt Service. This is replenishment into Debt Service for payments we requested on January 2, 2008 and January 25, 2008 paying the bond anticipation note.

Thank you for your prompt attention to this matter.

Bondrevenue2-27-08/jw



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# Northwestern Regional Adult Detention Center

Fred D. Hildebrand - Superintendent  
Bruce R. Conover - Assistant Superintendent

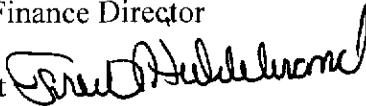


141 Fort Collier Road, Winchester, VA 22603  
(540) 665-6374 (540) 665-1615 FAX

## MEMORANDUM



TO: Cheryl Shiffler, Frederick County Finance Director

FROM: Fred D. Hildebrand, Superintendent 

DATE: March 11, 2008

SUBJECT: Fund Balance Transfer Request

Request approval to transfer \$468,836.00 from 11-000240-2530, Unreserved Fund Balance, to the following line items for the reasons cited:

- \$26,500.00 to 11-3301-3004-001, Repair & Maintenance- Equipment. The transfer is necessary to complete emergency repair of the Main Jail HVAC Rooftop Units.
- \$64,336.00 to 011-092010-5880-000-001, Debt Service, to replace funds drawn from this line item to make the January 25, 2008 final payment on the Jail's Expansion Bond Anticipatory Note. The final payment was due prior to receiving the state's anticipated reimbursement share. The state share has since been received and the Note paid in full.
- \$198,000.00 to 11-3301-1005-000, Overtime, to provide funding for overtime thru the remainder of the FY. In September 2008, DOC validated a requirement for 45 additional Jail positions. In the absence of funding for these positions, overtime costs continue to grow.
- \$165,000.00 to 11-3301-3001-000-000, Professional Health Services. Inmate medical costs have exceeded expectations. The additional resources are needed to ensure adequate funding thru the remainder of the FY.
-

- \$15,000.00 to 11-33010-8001-000-000, Machinery & Equipment, for the purchase of two (2) security system video recording collectors. When the Jail's security system video collectors requirement maintenance, the ability to record inmate conduct in the housing units is eliminated during the period of repair. The two (2) required collectors will serve as a float stock to ensure continuous recording of inmate activity for security reasons.

The Regional Jail Authority Finance Committee has authorized these expenditures at their meeting on March 11, 2008.

Thank you for considering this request.

Fundbal3-08/jw

# Frederick County Sheriff's Office



ROBERT T. WILLIAMSON  
Sheriff

MAJOR R. C. ECKMAN  
Chief Deputy

1080 Coverstone Drive  
Winchester, Virginia 22602

(540) 662-6168  
Fax (540) 722-4001

TO : Finance Department

FROM : Sheriff R. T. Williamson *RTW*

SUBJECT : Reimbursement/Donation

DATE : February 13, 2008

*100J*  
*3-010-18990-0015*

Attached please find endorsed checks totaling \$1,571.50 from the following elementary schools and the Winchester-Shawnee Lions Club;

- Stonewall Elementary
- Indian Hollow Elementary
- Orchard View Elementary
- Gainsboro Elementary

These checks represent reimbursement for DARE t-shirts and a donation to the DARE program. We are requesting this amount be appropriated into our budget line for the DARE Program; 3102-5413-01.

Thank you.

Security enhanced document. See back for details.

WINCHESTER-SHAWNEE LIONS CLUB 09-07 149

PO BOX 106  
WINCHESTER, VA 22604 68-258/514  
12

PAY TO THE ORDER OF D.A.R.E. \$ 100.00

One Hundred and no/100 DOLLARS

FIRST BANK  
208 CROOK WELLS MILL DR., WINCHESTER, VIRGINIA 22603  
www.firstbank-va.com

FOR [REDACTED]

*[Signature]*

STONEWALL ELEMENTARY SCHOOL PTO 08/06  
3165 MARTINSBURG PIKE  
CLEAR BROOK, VA 22624

1113  
68-426/514  
47001

1/29/08

PAY to the order of Frederick County Dare Program \$ 364.50  
Three Hundred Sixty Four and 50/100 Dollars

**BB&T**

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

For DARE T-Shirts

Signature: [Signature]

[Redacted MICR line]

INDIAN HOLLOW ELEMENTARY SCHOOL PTO  
1548 N. HAYFIELD RD.  
WINCHESTER, VA 22603

1539  
68-532/514  
04

Date 2/8/08

Pay to the Order of D.A.R.E \$ 324.00  
Three Hundred Twenty Four and 00/100 Dollars

**THE MARATHON BANK**  
"Going the distance for you"

1447 North Frederick Pike, Winchester, Virginia 22603

For returned check / DARE

Signature: Kelley D. Bova Junior

[Redacted MICR line]

ORCHARD VIEW ELEMENTARY P. T. O. 08/00  
4275 MIDDLE ROAD  
WINCHESTER, VA 22602

2576  
68-426/514  
47002

DATE 12-17-07

PAY TO THE ORDER OF Frederick County D.A.R.E. program \$ 364.50  
Three hundred sixty four dollars and 50/100 DOLLARS

**BB&T**

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

FOR T-Shirts

Signature: Jill Rogers

[Redacted MICR line]

GAINESBORO ELEMENTARY SCHOOL PTO 08/91  
4651 N. FREDERICK PIKE  
WINCHESTER, VA 22603

1626  
68-426/514  
47002

DATE 12-12-07

PAY TO THE ORDER OF Frederick County DARE Program \$ 418.50  
Four hundred eighteen and 50/100 DOLLARS

**BB&T**

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

FOR T-shirt

Signature: Opie White Kameen P. Messin

- 5 -

[Redacted MICR line]

# FREDERICK COUNTY SHERIFF'S OFFICE



ROBERT T. WILLIAMSON  
Sheriff

MAJOR R.C. ECKMAN  
Chief Deputy

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/722-4001

TO : Finance Department  
FROM : Sheriff R. T. Williamson *RTW*  
SUBJECT : Proceeds from Sheriff's Sale  
DATE : February 27, 2008

1014

Attached please find a check in the amount of \$8,506.13. This amount represents proceeds from selling department cruisers that had been taken off the road, unclaimed found property and seized vehicles.

We are requesting this amount be posted to revenue line 3-010-1502-<sup>0007</sup>~~000~~ (Share of Salvage-Sheriff's Sales and then transferred into operating line 3102-3004-02 (Repair/Maintenance of Vehicles)

Thank you.

RTW/asw

FREDERICK COUNTY SHERIFF'S OFFICE  
LEVY/SHERIFF'S SALE  
5 NORTH KENT STREET  
WINCHESTER, VA 22601

Date 2/27/08 1175  
68-251/514  
06

Pay to the Order of County of Frederick \$ 8506.13  
Eight thousand five hundred six <sup>13</sup>/<sub>100</sub> Dollars

BANK of CLARKE COUNTY  
40 W. PICCADILLY ST., WINCHESTER, VA 22601

For Sheriff's sale Angel Williams NP

# FREDERICK COUNTY SHERIFF'S OFFICE



ROBERT T. WILLIAMSON  
Sheriff

MAJOR R.C. ECKMAN  
Chief Deputy

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/722-4001

TO : Finance Department  
FROM : Sheriff R. T. Williamson *RTW/asw*  
SUBJECT : Appropriation Transfer  
DATE : February 29, 2008

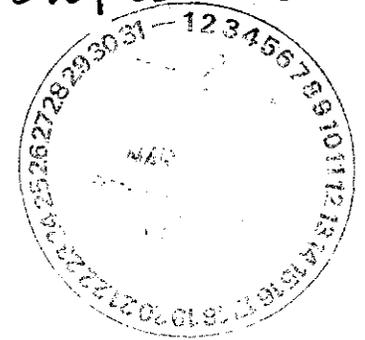
*rec'd c.s. 11-20-07*

We are requesting the check received and appropriated into revenue line ~~3-10-3010-1902-010~~ *3-010-19010-0010* in the amount of \$20,744.21 be transferred into 4-010-3102-1002-079. This check is recovered costs for the Crime Analyst salary under the Methamphetamine Grant from the Virginia State Police. This will be the last check we will be receiving from the Virginia State Police for reimbursement for the Crime Analyst's salary. Frederick County has become the fiscal agent for this grant and we have attached an invoice requesting a budget transfer from ~~revenue line 3-10-3010-1902-010~~ into 4-010-3102-1002-079 (Cheye-Anne Salyards) for the time period of 8/16/07 - 3/1/08 in the amount of \$23,816.38 for reimbursement for salary paid out.

*BT → 4-010-31029-5409-000-003*

Thank you.

RTW/asw





**COUNTY of FREDERICK**

**Department of Public Works**

540/665-5643

FAX: 540/678-0682

**MEMORANDUM**

**TO:** Cheryl B. Shiffler, Director of Finance

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

**SUBJECT:** Local Health Department Fees

**DATE:** March 10, 2008

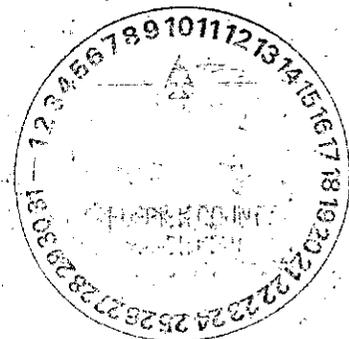
On March 4, 2008, the public works committee endorsed a proposal from the Lord Fairfax Health District Administrator, David Crabtree, to create local fees related to processing septic and well permits. The attached memorandum from Mr. Crabtree, dated February 5, 2008, provides justification for these proposed fees which will be \$90 and \$50 for septic and well permits, respectively. These fees will be in addition to the state fees that are currently being charged.

The proposed fees are being submitted to the finance committee for their review.

HES/rls

Attachment: as stated

cc: file



- 8 -



# Lord Fairfax Health District

150 Commercial Street  
 Winchester, Virginia 22601  
 (540) 722-3470 FAX (540) 722-3475

*Counties of: Clarke, Frederick, Page, Shenandoah, Warren, and City of Winchester*

To: John R. Riley, Jr., County Administrator ✓  
 Cheryl B. Shiffler, County Finance Director ✓  
 Frederick County, Virginia

From: David D. Crabtree, Administrator  
 Lord Fairfax Health District

Date: February 5, 2008

Subject: FY 2009 Budget and Local Fee's

I have been reviewing ways to reduce the financial cost to the Frederick County FY 2009 budget request while ensuring adequate funding to meet the operational needs of the department. Our increased costs in the areas of automation, general and medical supply account for the major part of the \$98,000 increase over our FY 2008 request. Additionally our revenue projections for FY 2009 are down \$30,000 for an overall impact of \$128,000. Our FY 2009 budget increases the Frederick County matching funds by approximately \$56,800 over the current FY 2008 level.

The "Net Budget View" (page 2) marked "Alternative #1" represents the same operational costs of \$1,198,517 as submitted in the FY 2009 budget request. The difference is the inclusion of a new revenue fee, permitted by the State that estimates an increase in our overall revenue collections by \$100,500. The additional revenue comes from a local Environmental Health (EH) "user fee" (see details on page 3) in the amount of \$90.00 for Septic applications and \$50.00 for Well applications.

The local fee would need to be reviewed and approved by Frederick County to allow the Frederick County Health Department to collect the fee. These two levels of local EH fees are comparable to the fees that Warren County currently has in place. You will also note on page three that Clarke County currently has local EH fees of \$237.50 and \$162.50 respectively.

As shown on the "Net Budget View" illustration marked as "Alternative #1" the Frederick County calculated match would be \$359,809. This is a \$44,477 reduction from the original FY 2009 budget request. The remaining FY 2009 increase in County funds would then be just over 3.5% higher than the current FY 2008 funding level.

This action, if approved by Frederick County, moves the burden from all Frederick County tax payers to an "EH user fee" for those acquiring the use of our Environmental Health programs. As indicated above, both Clarke and Warren counties have similar fee structures in place that are outlined on page three.

This local EH fee would assist with the shortfall of revenue and increased operating expenses facing the Frederick County Health Department in the current fiscal budget as well as the FY 2009 fiscal budget. Any actions we can take to increase the department's revenue now will help to offset or neutralize the probability of a year end deficit in FY 2008.

I look forward to your comments and considerations. Please feel free to contact me at 540 722-3470, ext. #124 or by email at [david.crabtree@vdh.virginia.gov](mailto:david.crabtree@vdh.virginia.gov).

"Net Budget View"	FY 2009	Alternative #1
TOTAL BUDGET - - - - -	\$1,198,517	\$1,198,517
LESS ANTICIPATED REVENUE	\$285,000	\$285,000
Additional Lee Fee's	0	\$100,500
NET BUDGET TOTAL = = =	\$913,517	\$813,017

STATE SHARE	\$509,231	\$453,208
LOCAL SHARE	\$404,286	\$359,809

The Frederick County share of the "Net" budgeted expenditures is set by the General Assembly [JLARC] at 44.256%, with the State share set at 55.744%.

Frederick County Department of Health  
 Budget Challenge Review of EH Fee's

**Possible Effect of Increasing Environmental User Fees**

**Level of Local Fees - - - >**

**3 Years Average Applications**

Septic Applications	700
Well Applications	750
<b>Additional Revenue</b>	

Septic / Well	Septic / Well
\$25 & \$10	\$45 & \$25
\$ 17,500	\$ 31,500
\$ 7,500	\$ 18,750
<b>\$ 25,000</b>	<b>\$ 50,250</b>

Septic / Well	Septic / Well
\$75 & \$35	\$90 & \$50
\$ 52,500	\$ 63,000
\$ 26,250	\$ 37,500
<b>\$ 78,750</b>	<b>\$ 100,500</b>

**Other Localities Local Fee**

Local Fees	Septic	Well
Warren Fee's	\$90	\$50
Clarke Fee's	\$237.50	\$162.50

Walk-Over's
\$0
\$75



**COUNTY of FREDERICK**

**Department of Public Works**

540/665-5643

FAX: 540/678-0682

**MEMORANDUM**

**TO:** Cheryl B. Shiffler, Director of Finance

**THROUGH:** John R. Riley, Jr., County Administrator

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

**SUBJECT:** Supplemental Appropriation Request for the Stephenson Road Drainage Improvements Project

**DATE:** March 10, 2008

We are requesting a supplemental appropriation in the amount of \$14,700 to complete the relocation of an existing ten (10)-inch water line, the removal of a tree and other downstream channel improvements as a critical part of the Stephenson Road Drainage Improvements Project. These funds will be reimbursed to the County in their entirety by the Virginia Department of Transportation upon completion of the project. We anticipate the project to begin on or about April 1, 2008. The attached quote to complete the work was submitted by W-L Construction. The funding should be placed in the Engineering Budget line item 10-4201-8900-01 - Storm Water Improvements.

/msn

Attachment: as stated

cc: file

-12-

540-662-4008

540-662-4330

**Re: Quote to The Frederick County Public Works Department  
Waterline Relocation off Rt. 664 to facilitate box culvert installation  
ATTEN: Mr. Michael Newlin**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	10" Water	60.00	LF	245.000	14,700.00
<b>GRAND TOTAL</b>					<b>\$14,700.00</b>

**NOTES:**

1. This price includes the relocation of 60 lf of water line located on RT 664 near the corner of W-L Construction & Paving Property.
2. This price includes the removal of a tree located at the corner of W-L Construction & Paving Inc. property.
3. This price includes the removal of storm drain piping and replacement of Rip Rap at the same location as directed by Frederick County P.W.D.
- 3A. Frederick County P.W.D. to supply and deliver Rip Rap (not to exceed two dump truck loads) for placement by our firm.
- 3B. Frederick County P.W.D. to supply two advanced warning signs of new Rip Rap Crossing.
- 3C. Crossing to be built as per direction and approval of Frederick County P.W.D.
- 3D. W-L Construction & Paving Inc. shall be held safe and harmless from any and all claims and/or liability arising from this work either now or in the future. The Frederick County Public Works Dept. Will be responsible for supplying documentation for all parties involved signatures agreeing to release W-L Construction to the above referenced crossing.



MEMORANDUM

**TO:** Cheryl B. Shiffler, Director of Finance

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

**SUBJECT:** Request for Supplemental Appropriation to Additional Heating Services at the Animal Shelter

**DATE:** March 12, 2008

We are requesting a supplemental appropriation in the amount of \$9,500 to cover additional cost related to heating the new animal shelter. Attempts have been made to transfer funds from other line items to address the heating needs. However, at this point in time, we cannot afford to continue to deplete line items that are necessary to perform the daily operation of the animal shelter.

At the time the current budget was developed, we did not have a utility usage history for the new animal shelter. Our estimates for water and sewer and electrical costs have been very close to the actual expenditures. Unfortunately, our estimate for heating services was severely underestimated. We are currently installing a new automated system which should dramatically reduce our future heating costs.

The supplemental appropriation should be placed in the animal shelter budget line item 10-4305-5102-00 – Heating Services.

HES/rls

cc: file



Gary A. DuBrueler  
Chief

## MEMORANDUM

**TO:** Sharon Kibler, Asst. Director  
Finance Department

**FROM:** Judy L. Combs, Administrative Assistant  
Frederick County Fire and Rescue

**SUBJECT:** Newton B. Shingleton Trust

**DATE:** March 12, 2008

*JLC*

*3-12-08 - Verified w/  
Bill that funds  
were received.*

*1034*

*3-010-18990-0005*

Treasurer, C. William Orndoff, Jr., recently informed me that the County of Frederick has again received funds from the Newton B. Shingleton Trust. He received 11 checks each made payable to the County of Frederick in the amount of \$340.51. It is at this time that I request the 11 checks totaling \$3,745.61 be deposited into the Frederick County Fire and Rescue Department line item 3505-5413-000 Other Operating Supplies. Upon deposit please then issue individual checks in the amount of \$340.51 each to the following 11 county fire companies:

Stephens City Fire and Rescue  
Middletown Fire and Rescue  
Clear Brook Fire and Rescue  
Gore Fire and Rescue  
Round Hill Fire and Rescue  
Gainesboro Fire and Rescue

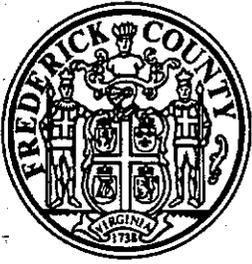
Star Tannery Fire and Rescue  
Greenwood Fire and Rescue  
North Mountain Fire and Rescue  
Reynolds Store Fire and Rescue  
Millwood Station Fire and Rescue

If you have any questions, please do not hesitate to contact me. Thank you for your assistance in this matter.

/jlc

Cc: Christine Franchok, Vol. Coordinator  
File

*-15-*



John R. Riley, Jr.  
County Administrator

540/665-5666

Fax 540/667-0370

E-mail:

jriley@co.frederick.va.us

**MEMORANDUM**

Frederick County  
**RECEIVED**

<b>TO:</b>	Finance Committee	FEB 28 2008
<b>FROM:</b>	John R. Riley, Jr., County Administrator	Finance Department
<b>SUBJECT:</b>	Funding Request for SeniorNavigator.com	
<b>DATE:</b>	February 28, 2008	

This is a request for a supplemental appropriation in the amount of \$3,000 to fund a partnership with SeniorNavigator.com, which provides health and aging information to seniors, caregivers, and adults with disabilities. This would be a "co-branded one-stop-resource" for health and aging information which would help address the needs of approximately 27,655 residents in Frederick County. Access to this service would be via the County's website and would provide seniors, caregivers, and family members with a comprehensive list of services available to this population. The \$3,000 cost is an annual fee based on the County's total population and equates to approximately \$0.04 per resident. Should this proposal move forward, it is my intent to execute the necessary memorandum of understanding with SeniorNavigator and spend the next few months developing the web page and marketing materials with this program to be up and operational by July 1, 2008.

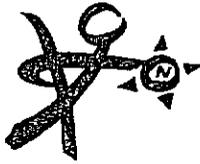
You will find attached the materials presented to staff by the representatives from SeniorNavigator.

If you need further information, please do not hesitate to contact me.

JRR/jet

Attachment

-16-



SeniorNavigator.com™

## Frederick County & SeniorNavigator: A Partnership for Healthy Aging

**SENIORNAVIGATOR OVERVIEW:** SeniorNavigator is a free, statewide public-private partnership, 501c3 non-profit, whose mission is to provide health and aging information to seniors, caregivers, and adults with disabilities, supporting independence, confidentiality, dignity and quality of life. Accredited by Health on the Net, it has grown into one of the most comprehensive databases of its type in the country, and has been recognized nationally for its innovative partnerships with volunteers, businesses, local governments and other non-profits, bringing community and technology together as the One-Stop-Resource for health and aging in Virginia.

### **HIGH TECH & HIGH TOUCH:** SeniorNavigator features:

- An in-depth database, detailing over 21,000 services, searchable by city/county, planning district, or zip code. The services are presented in a variety of styles and consolidated into one easy access point.
- Hundreds of informative articles that empower consumers to make healthy life decisions.
- A "Community Calendar" which provides information on everything from health programs to educational workshops.
- A "Needs Assessment" which guides consumers through an interactive questionnaire to find local support services tailored to their personal needs.
- "Things You Should Know" which features time-sensitive health or aging-related information.
- "Ask an Expert" where consumers can confidentially ask questions and receive personal one-on-one attention to address any concerns they may have related to health and aging. "Ask an Expert" is powered by 58 subject-matter experts who volunteer their time to help people in need find comfort, resolution and answers.
- 541 SeniorNavigator Centers allow all Virginians to locate free health and aging information regardless of income, education level or locality. Specifically designed for individuals without a home computer or Internet access, all of the community-based Centers, such as senior centers, libraries, hospitals, churches, etc. have trained staff who use the SeniorNavigator website to assist seniors and caregivers in obtaining information about support services.

**BENEFITS TO FREDERICK COUNTY RESIDENTS:** We know that you are preparing for the growing senior population within Frederick County. There are approximately 12,706 seniors and adults with disabilities (2006 Census) who reside in the County, and, if Frederick County is aligned with the national trend, an additional 14,949 residents (21% of the population), are also providing care for an aging loved one. By partnering with SeniorNavigator, we can help Frederick County address the needs of these 27,655 residents by:

- Providing a Frederick County/SeniorNavigator co-branded one-stop-resource for health and aging information for Frederick County seniors, their families, and their caregivers that can include information about the services the County offers, the Area Agency on Aging that serves your residents, and more.
- Identifying, collecting, and maintaining a database of information describing all of the programs and services that serve Frederick County residents.
- Providing a Community Calendar on SeniorNavigator specific for seniors and caregivers in Frederick County.
- Providing Frederick County residents with increased access to services through the website and SeniorNavigator Centers.
- Providing information for Frederick County seniors to protect them from fraud and abuse.

**BENEFITS TO FREDERICK COUNTY GOVERNMENT:** Through the Subscription Program, SeniorNavigator can support Frederick County by:

- Providing a Frederick County presence on SeniorNavigator through co-branded web pages for residents.
- Reducing the need for printed service directories by updating and maintaining data online.
- Assigning a SeniorNavigator Customer Service Representative to ensure top priority in adding and updating Frederick County information listed in the SeniorNavigator database.
- Assisting residents to become more self-directed through comprehensive information and self-assessment tools, enabling Frederick County Health & Human Services agencies to focus on more critical cases.
- Helping Frederick County market resources to a broader audience by enabling non-residents to seek information about services located in Frederick County.
- Providing county residents, who are long distance caregivers, access to resources across Virginia.
- Creating a personal Frederick County web page for special or emergency information and announcements on Virginia's One-Stop-Resource website.
- Developing a comprehensive marketing plan highlighting health and aging resources each year considering county-specific needs.
- Creating, printing and distributing co-branded marketing materials to Frederick County residents.
- Conducting free trainings for County employees.
- Providing support to establish new SeniorNavigator Centers throughout the County.
- Developing annual customized reports to show measurable results and providing information to forecast future trends.

**RETURN ON INVESTMENT:**

Government agencies stretch their dollars:

- By allowing more time to focus on critical issues.
- By eliminating the need for individual HHS Agency databases.
- By reducing the cost of publishing service directories.
- By providing a valuable venue for public information.
- By providing information to forecasting future trends.

**WHAT HELPS FUND SENIORNAVIGATOR:** Although SeniorNavigator is a public-private initiative, 90% of its initial funding came from the private sector and 10% from the State Department for the Aging. While the generous support of the private sector provided sufficient funding for development and start-up, corporate support alone cannot sustain this public service indefinitely. Therefore, the current funding model was designed to provide the platform for long-term sustainability which reflects an equal split between the public and private sectors. The Commonwealth has already made their commitment for 25%, and the Local Government Subscription Program is being launched to cover the other 25%. Since healthcare is delivered on the local level, communities actually receive the greatest benefit from increased access to information about local services; the Local Government Subscription Program helps to ensure that this valuable public service will continue to meet the needs of Virginia's communities without any one locality shouldering the burden of its expense. The sliding fee scale, based on each city/county's population, was established to ensure equity across localities. With approximately 71,187 residents (2006 Census), Frederick County's annual contribution to help support SeniorNavigator is \$3,000—which equates to just 4 cents per resident.

**Memorandum of Agreement  
Between SeniorNavigator and Frederick County, Virginia**

This agreement is entered into as a partnership between **FREDERICK COUNTY** and **SENIORNAVIGATOR**.

THE PARTIES LISTED ABOVE ARE MUTALLY AGREED TO EXECUTE THIS AGREEMENT ACCORDING TO THE FOLLOWING TERMS:

1.) PERIOD OF THE CONTRACT: The agreement covers the time period of \_\_\_\_\_ - \_\_\_\_\_. At the expiration of the agreement term, unless either party deems otherwise, the agreement will be automatically renewed for another annual term.

2.) SERVICES:

SeniorNavigator will provide the following benefits:

- 6,000 co-branded marketing materials
- Co-branded web pages accessible from the Frederick County website
- Collaborate with Frederick County to establish and provide continuing education and support for 1 SeniorNavigator Center per 25,000 residents or a minimum of 3 Centers within the County
- Free hands-on training for County employees
- Personal County webpage for special events/announcements
- Customized action plan to increase residents' knowledge and awareness of available services
- SeniorNavigator Data Customer Service Representative assigned to assist Frederick County in ensuring all County services are listed with current information
- Customized reports provided annually measuring the demand for services within Frederick County to assist with forecasting future trends to meet the needs of the growing aging population

Frederick County agrees to:

- Provide SeniorNavigator with logo to be posted on co-branded webpages and in marketing materials
- Develop customized language to be included on the co-branded marketing brochure
- Assist SeniorNavigator in determining locations for SeniorNavigator Centers within Frederick County
- Work with SeniorNavigator to identify programs offered by the County not currently listed on SeniorNavigator's website.
- Assign a staff member from each department to review data twice annually and work with SeniorNavigator to update information.

3.) COST: Frederick County agrees to pay SeniorNavigator \$3,000, based on the County's total population.

4.) METHOD OF PAYMENT: Frederick County agrees to pay SeniorNavigator at the rate specified in Section 3 of this agreement upon receipt of an invoice from SeniorNavigator prior to execution of this agreement.

Approval: The signature of representatives from each party indicates agreement with the terms and conditions set forth in this document.

\_\_\_\_\_  
Frederick County Official, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director, SeniorNavigator

\_\_\_\_\_  
Date

# Local Government Subscription Program (1.31.08)

## CURRENTLY SUBSCRIBED

- Bath County
- Buena Vista
- Caroline County
- Chesterfield County
- Covington
- Goochland County
- Fairfax County
- King George County
- Lexington
- Prince George County
- Richmond (City of)
- Washington County
- Wise County

## PROBABLE TO SUBSCRIBE IN CURRENT FISCAL YEAR

- Albemarle County (JABA)
- Bristol
- Charlottesville (JABA)
- Fluvanna County (JABA)
- Greene County (JABA)
- Louisa County (JABA)
- Nelson County (JABA)
- Smyth County

## PROBABLE TO SUBSCRIBE IN FY09

- Buchanan County
- Fredericksburg
- Harrisonburg
- Powhatan County
- Rockingham County
- Spotsylvania County

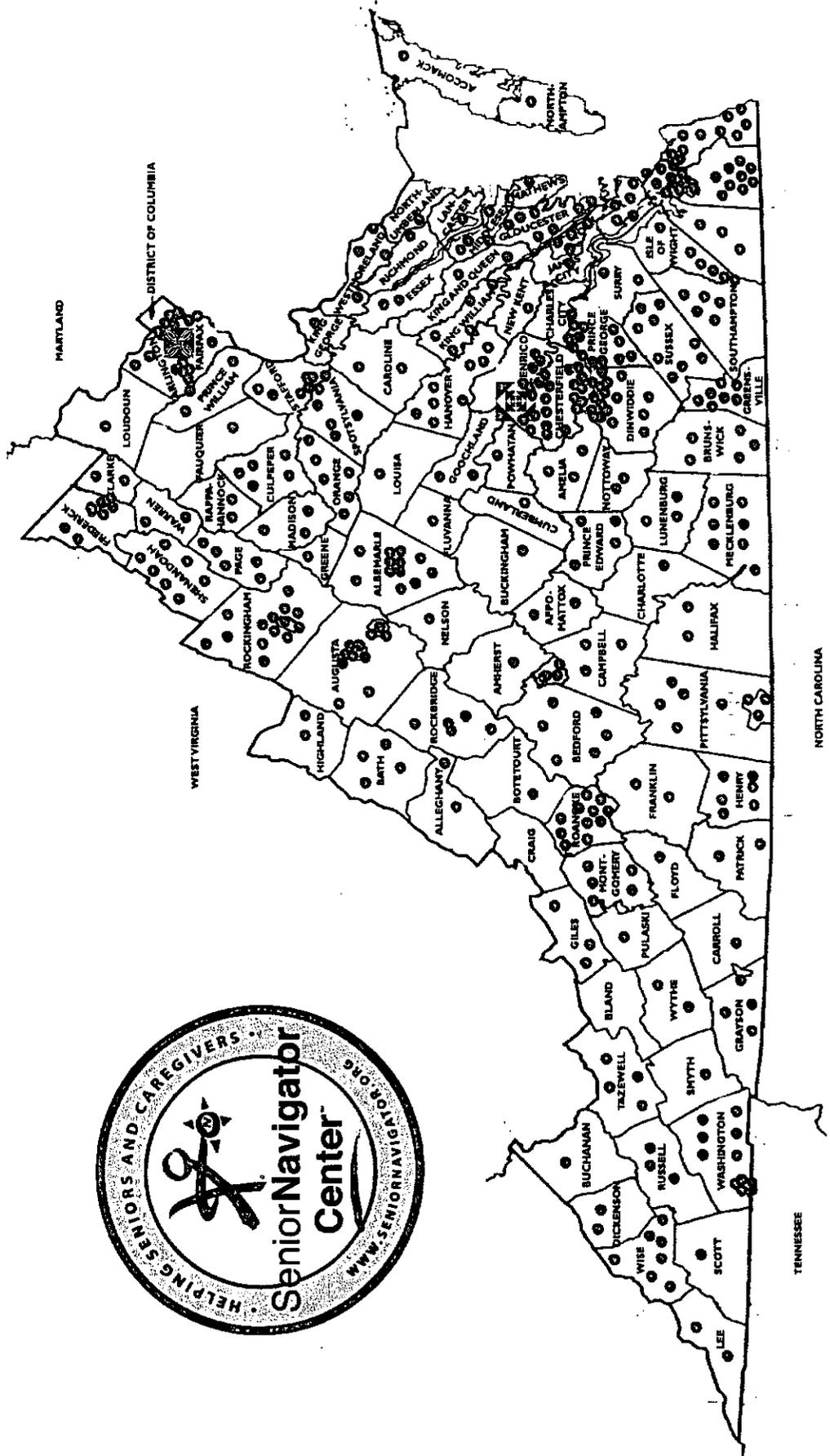
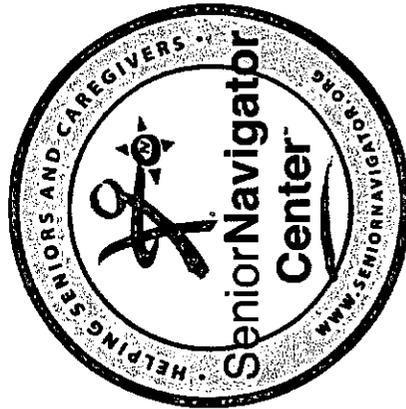
## IN PROGRESS—SUBMITTED FORMAL WRITTEN REQUEST TO BOARD

- Charles City County
- Stafford County

## IN PROGRESS

- Arlington County
- Augusta County
- Bland County
- Carroll County
- Chesapeake
- Colonial Heights
- Franklin (City of)
- Frederick County
- Galax
- Giles County
- Grayson County
- Henrico County
- Isle of Wight County
- James City County
- Manassas
- Manassas Park
- Newport News
- Norfolk
- Petersburg
- Prince William County
- Portsmouth
- Roanoke (City of)
- Rockbridge County
- Russell County
- Salem
- Shenandoah County
- Southampton County
- Staunton
- Suffolk
- Tazewell County
- Virginia Beach
- Waynesboro
- Williamsburg
- Wythe County
- York County

# 547 SeniorNavigator Centers



Represents 35 SeniorNavigator Centers



Represents 85 SeniorNavigator Centers



# Current SeniorNavigator Centers by Location

Across Virginia, hospitals, libraries, clinics, Area Agencies on Aging, schools, senior centers, even sheriff's departments and churches have volunteered to serve as SeniorNavigator Centers.

Specifically designed for individuals without a home computer or Internet access, these Centers have trained staff who use the SeniorNavigator website to assist seniors and caregivers in obtaining health and aging information.

(To locate the SeniorNavigator Center nearest you visit [www.seniornavigator.org](http://www.seniornavigator.org) or call (804)827-1280, toll-free 1-866-393-0957)

## Accomack County

Eastern Shore Agency on Aging/Community Action Agency

## Albemarle County

Senior Center, Inc.  
Esmont Senior Center, (JABA)  
Jefferson-Madison Regional Library, Northside Branch  
Scottsville Senior Center, (JABA)

## Alexandria

Alexandria Library, Charles E. Beatley, Jr. Central Library  
Alexandria Library, Ellen Coolidge Burke Branch  
Alexandria Library, James M. Duncan, Jr. Branch  
Alexandria Library, Kate Waller Barrett Branch  
Senior Services of Alexandria

## Alleghany County

## Amelia County

Amelia County Parks and Recreation  
James L. Hamner Public Library  
Virginia Cooperative Extension—Amelia County

## Amherst County

Independent Lifestyles

## Appomattox County

J. Robert Jamerson Memorial Library  
J. Robert Jamerson Memorial Library—Pamplin City Branch

## Arlington County

Arlington Agency on Aging  
Hispanic Committee of Virginia

## Augusta County

Augusta County Library—Churchville Branch  
Churchville Senior Center

## Bath County

Bath County Community Senior Center  
Bath County Library, Rockbridge Regional Library  
Bath County Parks and Recreation  
Virginia Cooperative Extension, Bath County

## Bedford (City of)

Bedford Public Library System, Bedford Central Library

## Bedford County

Bedford Public Library System, Big Island Library  
Bedford Public Library System, Forest Library

Bedford Public Library System, Moneta/Smith Mountain Lake Library  
Bedford Public Library System, Montvale Library  
Bedford Public Library System, Stewartsville Library

## Bland County

## Botetourt County

Home Instead Senior Care

## Bristol (VA/TN)

Bristol Public Library, VA  
Douglas School Apartments LLC, VA  
Douglass Senior Center, VA  
Bristol Tennessee Leisure Services, TN  
YMCA of Bristol, TN

## Brunswick County

Brunswick County Library, Meherrin Regional Library  
Brunswick Literacy Council, Inc.  
HomeAid (Lawrenceville Office)  
Southside Senior Citizen's Center, Inc.  
Southside Virginia Community College, Julian M. Howell Library

## Buchanan County

Buchanan County Public Library

## Buckingham County

Central Virginia Regional Library, Buckingham County Public Library

## Buena Vista

Maury River Senior Center

## Campbell County

Adult Care Center of Central Virginia -Timberlake Road  
Campbell County Public Library, Campbell County Main Library  
Campbell County Public Library, Staunton River Memorial Library  
Campbell County Public Library, Timbrook Library

## Caroline County

Caroline Library, Inc. Bowling Green Branch  
Caroline Library, Inc. Dawn Branch  
Caroline Library, Inc. Ladysmith Branch  
Caroline Library, Inc. Port Royal Branch

## Carroll County

Galax-Carroll Regional Library, Carroll County Public Library

## Charles City County

## **Charlotte County**

Workforce Investment Board

## **Charlottesville**

Mary Williams Senior Center, (JABA)  
Jefferson-Madison Regional Library, Central Library  
Jefferson-Madison Regional Library, Gordon Avenue  
Martha Jefferson Hospital  
United Way – Thomas Jefferson Area  
University of Virginia Health System  
Wagner Hearing Aid Center

## **Chesapeake**

Chesapeake Public Library, Bookmobile Branch  
Chesapeake Public Library, Central Branch  
Chesapeake Public Library, Greenbrier Branch  
Chesapeake Public Library, Indian River Branch  
Chesapeake Public Library, Major Hilliard Branch  
Chesapeake Public Library, Russell Memorial Branch  
Chesapeake Public Library, South Norfolk Branch  
City of Chesapeake South Norfolk Community Center  
Trinity Baptist Church Faith Diamond Ministry

## **Chesterfield County**

Bermuda Baptist Church  
Bethia United Methodist Church  
Brandermill Woods Retirement Community  
Care-4-U  
Chester Village  
Chesterfield Colonial Heights Alliance for Social Ministry  
Chesterfield County Administration Building  
Chesterfield County Senior Advocate  
Chesterfield County Parks & Recreation  
Chesterfield County Parks & Recreation, Ettrick Community Building  
Chesterfield County Parks & Recreation, Bensley Community Building  
Chesterfield County Public Library, Meadowdale Branch  
Chesterfield County Public Library, Central Branch  
Chesterfield County Public Library, Chester Branch  
Chesterfield County Public Library, Enon Branch  
Chesterfield County Public Library, La Prade Branch  
Chesterfield County Public Library, Bon Air Branch  
Chesterfield County Public Library, Midlothian Branch  
Chesterfield County Public Library, Law Library  
Chesterfield County Public Library, Clover Hill Branch  
Chesterfield County Public Library, Outreach Services  
Chesterfield Disability Service Board  
Epiphany Baptist Church  
HCC Personal Care, Inc  
Home Care Connections-Healthcare Services  
Lifelong Learning Institute  
Lucy Corr Village  
Mansilla Medical Practice, P.C., Olivia Karol A. Mansilla M.D.  
Matoaca United Methodist Church  
Petersburg Baptist Association Parish Nurse Ministry  
Primary Health Group – Johnston Willis, Dr. Joseph A. James  
Shepherd's Center of Chesterfield  
Robious Sports & Fitness  
Swift Creek Baptist Church  
The Atlantic at Charter Colony  
Webber Memorial Church

## **Clarke County**

Clark County Senior Center  
Handley Regional Library, Clarke County Library

## **Clifton Forge**

Clifton Forge Public Library

## **Colonial Heights**

Alzheimer's Association-Tri-City Office

Colonial Heights Baptist Church  
Colonial Heights Health Care and Rehabilitation Center  
Colonial Heights Public Library  
Crater Caregivers Coalition  
Crater Community Hospice  
Immanuel Baptist Church  
Mt. Pleasant Baptist Church

Sterling Geriatric Care Management  
Woodlawn Baptist Church

## **Covington**

Charles P. Jones Memorial Library

## **Craig County**

## **Culpeper County**

Culpeper County Library  
Piedmont United Way  
Rappahannock Rapidan Community Services Board  
Virginia Cooperative Extension, Culpeper County  
Wagner Hearing Aid Center

## **Cumberland County**

Cumberland County Public Library

## **Danville**

Ballou Recreation Center  
Danville Regional Health System  
Danville Public Library

## **Dickenson County**

Lonesome Pine Regional Library, Jonnie B. Deel Memorial  
Lonesome Pine Regional Library, Haysi Public Library

## **Dinwiddie County**

Appomattox Regional Library System, Rohic Library  
Appomattox Regional Library System, Carson Depot Library  
Appomattox Regional Library System, McKenney Library  
Appomattox Regional Library System, Dinwiddie Library  
Pine Grove Baptist Church  
Smyrna Baptist Church  
Western Heights Baptist Church  
West End Baptist Church

## **Emporia**

Calvary Baptist Church  
Emporia Senior Citizen Center  
Family YMCA of Emporia-Greensville  
Main Street Baptist Church  
Meherrin Regional Library, Richardson Memorial  
Senior Circle – Southern Virginia Chapter

## **Essex County**

Essex Active Lifestyle Center  
Essex Public Library

## **Fairfax (City of)**

City of Fairfax Senior Center  
Fairfax County Public Library, Fairfax City Regional

## **Fairfax County**

Access Fairfax  
Bailey's Senior Center  
Fairfax County Department of Community and Recreation Services,  
Gum Springs Senior Center  
Fairfax County Public Library, Access Services  
Fairfax County Public Library, Centreville Regional

Fairfax County Public Library, Chantilly Regional  
 Fairfax County Public Library, Dolley Madison Library  
 Fairfax County Public Library, George Mason  
 Fairfax County Public Library, Great Falls  
 Fairfax County Public Library, Herndon Fortnightly  
 Fairfax County Public Library, John Marshall  
 Fairfax County Public Library, Kings Park  
 Fairfax County Public Library, Kingstowne  
 Fairfax County Public Library, Lorton  
 Fairfax County Public Library, Martha Washington  
 Fairfax County Public Library, Patrick Henry  
 Fairfax County Public Library, Pohick Regional  
 Fairfax County Public Library, Reston Regional  
 Fairfax County Public Library, Richard Byrd  
 Fairfax County Public Library, Sherwood Regional  
 Fairfax United Methodist Church  
 Franconia - Springfield Senior Center  
 Groveton Senior Center  
 Hispanic Committee of Virginia  
 Hollin Hall Senior Center  
 Huntington Community Center  
 Inova Health Source  
 Jewish Community Center of Northern Virginia  
 Korean Central Senior Center  
 Lewinsville Senior Center  
 Lincolnia Senior Center  
 Little River Glen Senior Center  
 Lorton Senior Center  
 Northern Virginia Resource Center for Deaf & Hard of Hearing Persons  
 Northern Virginia's Information and Referral Network  
 Reston/Herndon Senior Center  
 Pimmit Hills Senior Center  
 Pinn Community Center  
 Sully Senior Center  
 Shepherd's Center of Oakton-Vienna  
 Wakefield Senior Center

### **Falls Church**

Fairfax County Public Library, Thomas Jefferson  
 Fairfax County Public Library, Tysons-Pimmit Regional  
 Fairfax County Public Library, Woodrow Wilson  
 James Lee Senior Center  
 The Arc of Northern Virginia

### **Fauquier County**

Fauquier County Public Library

### **Floyd County**

Montgomery-Floyd Regional Library, Floyd Public Library

### **Fluvanna County**

Fluvanna Senior Center, (JABA)

### **Franklin (City of)**

Franklin Baptist Church  
 Blackwater Regional Library, Ruth Camp Campbell Memorial Branch  
 Southampton Memorial Hospital - Senior Circle

### **Franklin County**

Franklin County Public Library  
 Franklin County Dept. of Aging Services

### **Frederick County**

Frederick County Senior Center  
 Mary Jane & James L. Bowman Library

### **Fredericksburg**

Central Rappahannock Regional Library  
 Comfort Keepers of Fredericksburg

Home Instead Senior Care  
 Mary Washington Hospital  
 Richmond Financial Group  
 Senior Care Services of Mary Washington Hospital  
 The disAbility Resource Center

### **Galax**

Galax-Carroll Regional Library, Galax Public Library

### **Giles County**

Giles Senior Center  
 Giles Wellness Center  
 Pearisburg Public Library

### **Gloucester County**

Gloucester Active Lifestyle Center  
 Gloucester Library, Gloucester Point Branch  
 Gloucester Library, Main Branch  
 National Association of Retired Federal Employees,  
 Middle Peninsula Chapter

### **Goochland County**

Center for Caring  
 Pamunkey Regional Library, Goochland Branch

### **Grayson County**

Fries Public Library  
 Grayson County Public Library  
 Whitetop Public Library

### **Greene County**

Greene County Senior Center

### **Greensville County**

Purdy Baptist Church

### **Halifax County**

Halifax County Library  
 South Boston Branch Library

### **Hampton**

Hampton Redevelopment and Housing Authority  
 Sentara Careplex Hospital - Sentara Living

### **Hanover County**

Caroline Library, Inc. Dawn Branch  
 Goodwill of Central Virginia, Community Employment Center  
 Hanover Community Center  
 Pamunkey Regional library, Richard S. Gillis/Ashland Branch  
 Pamunkey Regional Library, Atlee Branch  
 Pamunkey Regional Library, Hanover Branch  
 Pamunkey Regional Library, Lois Wickham Jones/Montpelier Branch  
 Pamunkey Regional Library, Mechanicsville Branch  
 Pamunkey Regional Library, Rockville Branch

### **Harrisonburg**

Alzheimer's Association, Harrisonburg Regional Office  
 Caregiver's Community Network  
 Community Resource Center  
 Massanutten Regional Library  
 Price Rotary Senior Center  
 Rockingham Memorial Hospital, RMH Senior Advantage  
 Virginia Workforce Center, Rockingham Area  
 Wagner Hearing Aid Center

### **Henrico County**

A Grace Place Adult Care Center

Arthritis Foundation, Virginia Chapter  
Comfort Keepers  
Henrico County Public Library, Bookmobile Branch  
Henrico County Public Library, Dumbarton Branch  
Henrico County Public Library, Fairfield Branch  
Henrico County Public Library, Gayton Branch  
Henrico County Public Library, Glen Allen Branch  
Henrico County Public Library, Innsbrook Branch  
Henrico County Public Library, Law Library  
Henrico County Public Library, North Park Branch  
Henrico County Public Library, Sandston Branch  
Henrico County Public Library, Tuckahoe Branch  
Henrico County Public Library, Varina Branch  
Lakeside Presbyterian Church  
Mass Mutual Financial Services  
Mature Options  
Overbrook Presbyterian Church  
Poplar Springs Baptist Church  
Spring Arbor of Richmond  
Virginia Department for the Aging

### **Henry County**

Blue Ridge Regional Library, Bassett Branch  
Blue Ridge Regional Library, Ridgeway Branch  
Collinsville Branch Library  
Martinsville - Henry County Coalition for Health and Wellness

### **Highland County**

Highland County Public Library  
Highland County Senior Center

### **Hopewell**

Appomattox Regional Library, Maude Langhorne Nelson  
City of Hopewell Department of Recreation and Parks  
First Baptist Church of City Point  
First Baptist Church of Hopewell  
Powers Memorial Baptist Church  
Woodlawn Baptist Church

### **Isle of Wight County**

Blackwater Regional Library, Carrollton Branch  
Blackwater Regional Library, Smithfield  
Blackwater Regional Library, Windsor Branch

### **James City County**

Virginia Workforce Center  
Williamsburg Regional Library, James City Co. Branch

### **King and Queen County**

King and Queen Active Lifestyle Center, St. Stephens Church  
Pamunkey Regional Library, King and Queen Branch

### **King George County**

L.E. Smoots Memorial Library

### **King William County**

Middle King William Active Lifestyle Center  
Pamunkey Regional Library, Upper King William Branch  
Pamunkey Regional Library, West Point Branch  
Upper King William Active Lifestyle Center  
West Point Active Lifestyle Center, West Point

### **Lancaster County**

Lancaster Active Lifestyle Center, Kilmarnock

### **Lee County**

Lonesome Pine Regional Library, Lee County Public Library  
Lonesome Pine Regional Library, Rose Hill Community Library

### **Lexington**

Rockbridge Regional Library-Headquarters  
United Way of Lexington - Rockbridge County

### **Loudoun County**

Loudoun Community Health Center

### **Louisa County**

Louisa County Senior Center

### **Lunenburg County**

Southside Regional Library - Ripberger Public Library  
Southside Regional Library - Victoria Branch  
STEPS, Inc. Southside Training and Employment Placements Services

### **Lynchburg**

Beard Center on Aging and the Life Course  
Bethlehem Lutheran Church  
Home Instead Senior Care  
United Way of Central Virginia

### **Madison County**

Madison County Library  
Madison County Department of Social Services  
Virginia Cooperative Extension-Madison County Office

### **Manassas**

Prince William Senior Center at Manassas

### **Manassas Park**

### **Martinsville**

Blue Ridge Regional Library System  
Southern Area Agency on Aging

### **Mathews County**

Mathews Active Lifestyle Center

### **Mecklenburg County**

Community Memorial Healthcenter  
Lake Country Area Agency on Aging  
Southside Regional Library-Boydton Headquarters  
Southside Regional Library - Butler Memorial Branch  
Southside Regional Library - Clarksville Branch  
Southside Regional Library, R.T. Arnold Public Library  
Virginia Employment Commission, South Hill

### **Middlesex County**

Bay Aging  
Middlesex County Active Lifestyle Center  
Middlesex County Public Library, Urbanna  
Middlesex County Public Library, Deltaville Branch

### **Montgomery County**

Christiansburg Department of Parks & Recreation  
Montgomery-Floyd Regional Library, Blacksburg Library  
Montgomery-Floyd Regional Library, Christiansburg Library  
Montgomery-Floyd Regional Library, Meadowbrook Public Library  
RSVP of Montgomery County and Radford

### **Nelson County**

Nelson Senior Center, (JABA)

### **New Kent County**

Heritage Public Library

## Newport News

Fort Monroe Soldier and Family Support Center  
Peninsula Agency on Aging, Inc.  
Visiting Angels

## Norfolk

Eulalie Bobbitt Midrise Apartments  
Huntersquare Midrise  
Lake Taylor Transitional Care Hospital  
Norfolk Public Library, Larchmont Branch  
Senior Services of Southeastern Virginia  
The Planning Council  
Vivian C. Mason Arts & Technology Center  
Young Terrace Senior Center

## Northampton County

AARP Northampton County Chapter #5283

## Northumberland County

Northumberland Active Lifestyle Center

## Norton

Norton Department of Social Services, The Nice Center

## Nottoway County

Dominion Worship Center  
HomeAid, Inc.

## Orange County

Orange County Sheriff's Office, TRIAD  
Orange County TRIAD, information Request Box at the Germanna Heights Apartments  
Orange County TRIAD, information Request Box at the Lake of the Woods Church  
Orange County TRIAD, information Request Box at the Low Clubhouse  
Orange County TRIAD, information Request Box at the Wilderness Library  
Orange County TRIAD, information Request Box at the Clubhouse - Lake of the Woods

## Page County

Massanutten Regional Library - Page Public Library  
Massanutten Regional Library - Shenandoah Community Library  
Massanutten Regional Library - William Kibler Community Library  
Page County Senior Center  
Shenandoah Community Computer Center

## Patrick County

Patrick County Branch Library  
PCH Home Medical Supply

## Petersburg

Chesterfield County Public Library, Ettrick-Matoaca  
Crater District Area Agency on Aging  
Crowder Memorial Baptist Church  
Goodwill of Central Virginia—Employment Center  
Monumental Baptist Church  
NARFE - Petersburg Chapter #0028  
Petersburg Public Library, A.P. Hill Branch  
Petersburg Public Library, Rodof Sholom Branch  
Petersburg Public Library, William B. McKenney Branch  
Second Baptist Church  
Senior Circle - Southside Regional Chapter  
Walnut Hill Baptist Church

## Pittsylvania County

Chatham Baptist Church  
Chatham Community Center  
Pittsylvania County Library, Brosville/Cascade Branch  
Pittsylvania County Library, Gretna Branch  
Pittsylvania County Library, Main Branch

## Poquoson

Poquoson Ave. Senior Center

## Portsmouth

Ansell Garden Residential Service Center  
FamilyCare Senior Solutions, Inc.  
Senior Station  
Urban League of Hampton Roads, Inc.

## Powhatan County

Powhatan County Public Library

## Prince Edward County

HomeAid (Farmville Office)  
Southside Community Hospital  
STEPS, Inc. Southside Training and Employment Placement Services  
Virginia Employment Commission Workforce Center

## Prince George County

Appomattox Regional Library, Burrowsville Branch  
Appomattox Regional Library, Disputana  
Shiloh Baptist Church  
Unity Baptist Church

## Prince William County

Potomac Hospital  
Prince William Area Agency on Aging, Senior Center at Woodbridge

## Pulaski County

New River Valley Area Agency on Aging- RSVP Office

## Radford

## Rappahannock County

Rappahannock County Library  
Rappahannock County Department of Social Services

## Richmond (City of)

Ann Hardy/Highland Park Plaza Community Center  
Battery Park and Community Center  
Bellemeade Community Center  
Blackwell Community Center  
Bon Secours Richmond Health System  
Broad Rock Community Center  
Calhoun Community Center  
CARES Ministries, LLC  
Chimborazo Community Center  
City Hall-Customer Service  
Creighton Court Community Center  
Fisher Community Center  
GH Reid Community Center  
Heartfields Assisted Living of Richmond  
Heritage Oaks  
Hickory Hill Community Center  
Hillside Community Center  
Home Instead Senior Care  
Homewatch Caregivers of Richmond  
Humphrey Calder Community Center  
JVNA Health Care  
Mosby Court Community Center  
NET 30 Inc.  
Pine Camp Arts and Community Center

Powhatan Community Center  
Randolph Community Center  
Richmond Ambulance Authority  
Richmond Dept. of Parks, Recreation & Community Facilities,  
Hotchkiss Community Center  
Richmond Dept. of Parks, Recreation & Community Facilities, Linwood  
Robinson Senior Center  
Richmond Goodwill Industries, Inc.  
Richmond Public Library, Belmont Branch  
Richmond Public Library, Broad Rock Branch  
Richmond Public Library, Hull Street Branch  
Richmond Public Library, Main Branch  
Senior Center, A Community Partnership  
Senior Connections, The Capital Area Agency on Aging  
Southside Community Center  
Thomas B. Smith Community Center  
United Way of Greater Richmond and Petersburg, Information and  
Referral Center  
VCU Community Health Education Center  
Westhampton Community Center  
Westover Community Center  
Whitcomb Court Community Center  
Windsor Senior Living

### **Richmond County**

Richmond County Active Lifestyle Center

### **Roanoke (City of)**

Carilion Center for Healthy Aging  
Council of Community Services  
Family Service of Roanoke Valley  
LOA Area Agency on Aging  
Roanoke Public Libraries  
Roanoke County Public Library, Williamson Road Branch

### **Roanoke County**

Good Samaritan Hospice  
Home Instead Senior Care

### **Rockbridge County**

Rockbridge Regional Library, Buena Vista Public Library  
Rockbridge Regional Library, Goshen Public Library  
Rockbridge Regional Library, Glasgow Public Library

### **Rockingham County**

Massanutten Regional Library, Bergton Branch  
Massanutten Regional Library, Elkton Community Library  
Massanutten Regional Library, Grottoes Branch Library  
Massanutten Regional Library, North River Library  
Massanutten Regional Library, Village Library  
Skyline Literacy Coalition

### **Russell County**

Oxbow Resource Center  
Russell County Public Library, Honaker Community Library  
Russell County Public Library, Lebanon Branch Library

### **Salem**

City of Salem Parks and Recreation-Salem Senior Citizens Center  
Salem Public Library

### **Scott County**

Lonesome Pine Regional Library, Scott County Public Library

### **Shenandoah County**

Shenandoah County Library, Fort Valley Community Library  
Shenandoah County Library System  
Shenandoah County Senior Center  
Shenandoah County Library System -Mt. Jackson Community Library

Shenandoah County Library System -Shenandoah County Library  
Shenandoah County Library System -Strasburg Community Library  
Shenandoah Memorial Hospital

### **Smyth County**

District Three Senior Services

### **Southampton County**

Blackwater Regional Library, Bookmobile Branch  
Blackwater Regional Library, Walter Cecil Rawls Branch  
Capron Baptist Church  
Hebron Baptist Church  
Thomas Memorial Baptist Church

### **Spotsylvania County**

Central Rappahannock Regional Library, C. Melvin Snow Branch  
Central Rappahannock Regional Library, Salem Church Baptist Branch  
Medi Home Health & Hospice

### **Stafford County**

Central Rappahannock Regional Library, J.M. Porter Branch  
Rappahannock Area Agency on Aging, Inc.

### **Staunton**

American Red Cross of the Blue Ridge  
Family Resource & Referral Center of Staunton-Augusta  
Home Instead Senior Care #319  
Staunton Public Library  
Staunton Senior Center  
Wagner Hearing Aid Center

### **Suffolk**

The Library at Sentara-Obici Hospital  
Suffolk Senior Service Center  
Suffolk Health Department

### **Surry County**

Blackwater Regional Library, Claremont Branch  
Blackwater Regional Library, Surry Branch

### **Sussex County**

Antioch Baptist Church  
Fort Grove United Methodist Church  
High Hills Baptist Church  
Miles B. Carpenter Museum  
Readville Baptist Church  
Sappony Baptist Church  
Blackwater Regional Library, Troxler Memorial, Wakefield Branch  
Blackwater Regional Library, Agnes Taylor Gray Branch, Waverly  
Branch  
Wakefield Municipal Airport

### **Tazewell County**

Appalachian Agency for Senior Citizens  
Tazewell County Public Library  
Tazewell County Public Library - Bluefield Branch  
Tazewell County Public Library - Richlands Branch

### **Virginia Beach**

Catholic Charities of Eastern Virginia Inc.  
First Colonial Inn  
Lynnhaven Colony Congregational Church, VCC  
Sentara CarePlex Hospital-Sentara Living  
Vietnamese Community Association  
Virginia Beach Public Library, Bayside & Special Services Library  
Virginia Beach Public Library, Kempsville Area Library  
Virginia Beach Public Library, Pungo-Blackwater Library

**Warren County**

Shenandoah Area Agency on Aging  
Warren County Senior Center

**Washington County**

Ecumenical Faith in Action  
Washington County Public Library  
Washington County Public Library System, Glade Spring Branch  
Library  
Washington County Public Library System, Mendota Branch Library  
Washington County Public Library System, Hayters Gap Branch Library  
Washington County Public Library System, Damascus Branch Library

**Waynesboro**

Daily Living Center  
Wagner Hearing Aid Center  
Waynesboro Senior Center

**Westmoreland County**

Central Rappahannock Regional Library, Cooper Branch  
Central Rappahannock Regional Library, Montross Branch  
Central Rappahannock Regional Library, Newton Branch  
Westmoreland Active Lifestyle Center, Colonial Beach

**Williamsburg**

Historic Triangle Senior Center  
Williamsburg Regional Library, Williamsburg Library

**Winchester**

Handley Regional Library  
Valley Health, Senior Health Advocate  
Winchester Medical Center  
Winchester Rehabilitation Center  
Winchester Senior Center

**Wise County**

Junction Center for Independent Living  
Lonesome Pine Regional Library, Wise County Public Library  
Lonesome Pine Regional Library, C. Bascom Slemp Memorial Library  
Lonesome Pine Regional Library, Coeburn Community Library  
Lonesome Pine Regional Library, J. Fred Matthews Memorial Library  
Mountain Empire Older Citizens, Inc.

**Wythe County**

Rural Retreat Public Library  
Wythe County Public Library

**York County**

York County Community Service, Special Programs Division  
York County Public Library, Tabb Library

# www.SeniorNavigator.org

Virginia's Number One Resource for Health and Aging Information

SeniorNavigator.org - Home Page - Resources for Seniors and Their Caregivers

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**SeniorNavigator** Virginia's Resource for Health and Aging

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**CUSTOMIZED SEARCH**  
**NEEDS ASSESSMENT**

- ▶ Ask An Expert
- ▶ E-Quicktips
- ▶ Community Calendar
- ▶ My Library
- ▶ Update Agency Information
- ▶ SeniorNavigator Centers
- ▶ Feedback
- ▶ Help
- ▶ About Us
- ▶ Donate Now

Welcome to SeniorNavigator, where community and technology come together. Virginia's award-winning program combines the Internet with a network of volunteers to bring over 20,000 health and aging resources – both public and private – to seniors, their families and caregivers.

Simply type a topic and zip code in the "Quick Search" box to access hundreds of services available in your own backyard. Or click on Customized Search or Needs Assessment for a more tailored list of services for your unique needs. Click on "Ask an Expert" to receive confidential answers to your own personal questions. Check out the "Community Calendar" to find out what's going on around the state. Sign-up for "E-Quicktips", find your nearest SeniorNavigator Center, or become a member and receive free additional benefits. You'll be amazed at what you can find on SeniorNavigator.org.

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We subscribe to the [HONcode](#) principles of the [Health on the Net Foundation](#)

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# How to Take Advantage of the Great Features on SeniorNavigator

## 1 Search By Subject



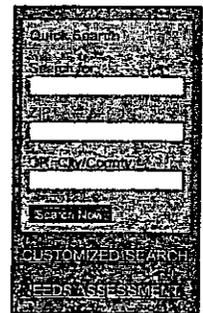
These buttons, located across the top of the homepage, are the six main areas of the website. By selecting each button, you may search for articles or links on a particular subject.

## 2 Search for Services

**Quick Search** - If you know exactly what service you are seeking, type the topic and zip code or city/county into the Quick Search box.

**Customized Search** - If you need a little more help, click the Customized Search, select a topic or location from the menu, and add filters to refine your search.

**Needs Assessment** - If you have no idea where to start, click the Needs Assessment and answer 12 simple questions. You will be provided with local programs and services tailored to your needs.



## 3 Membership has extra benefits. It's free.

Becoming a member is completely free of charge and provides access to the following extra features:

**Ask An Expert** - a valuable feature that allows you to email a personal question to be answered confidentially by our volunteer experts.

**Needs Assessment** - an interactive guide to finding support services tailored to your own personal needs.

**Community Calendar** - view community programs or add your own event.

**My Library** - creates a customized library with articles, services and links that you want to revisit, email to a friend or print later.

**Agency Information Update For Professionals** - access online Agency Information Tool to update your organization's information and services at your convenience.



### Founding Partners

AOL Foundation	Community Memorial Healthcenter	Theresa A. Thomas Foundation
Carilion Health System	Inova Health System	Virginia Health Care Foundation
CollisWarner Foundation		

### Leadership Partners

Anthem Blue Cross and Blue Shield	Dominion	Novartis Pharmaceuticals
Virginia Department for the Aging		

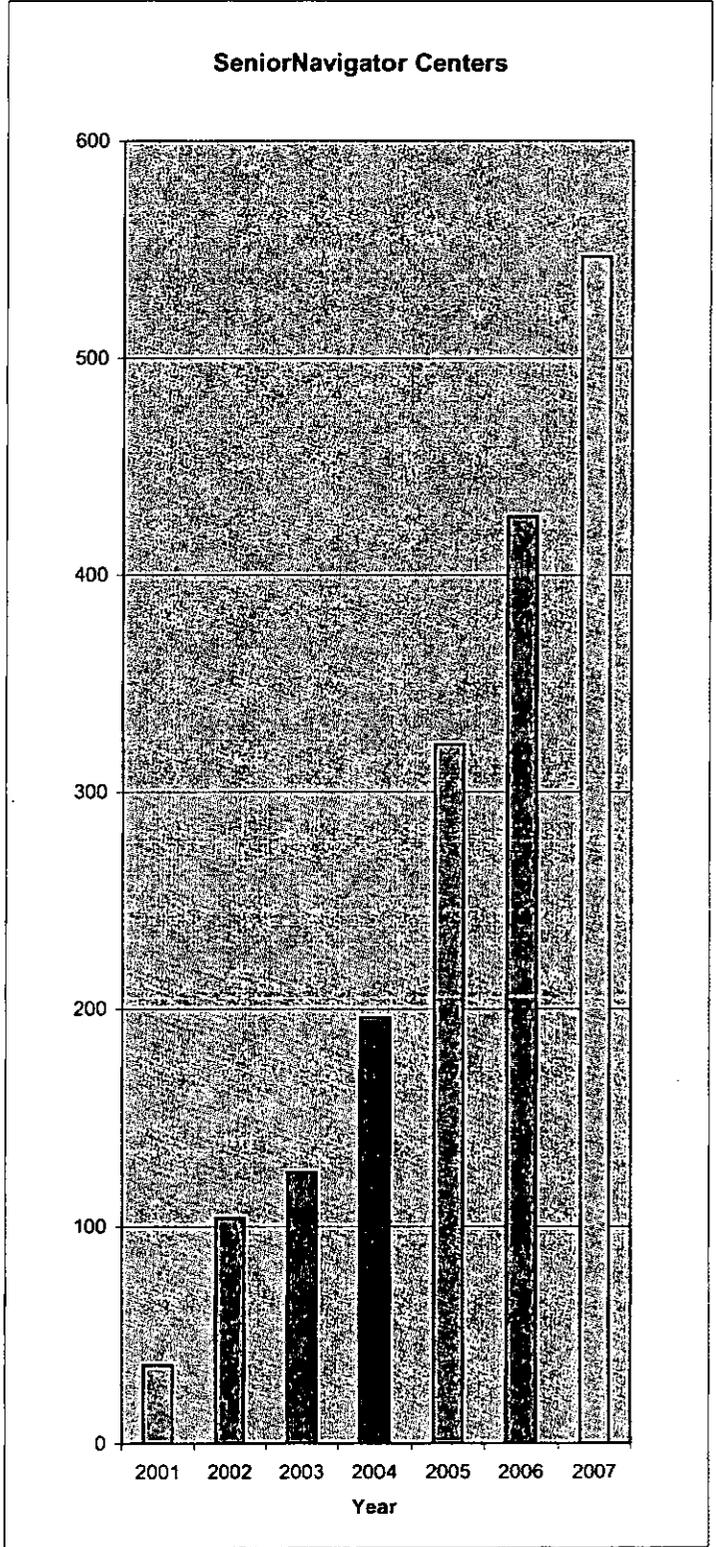
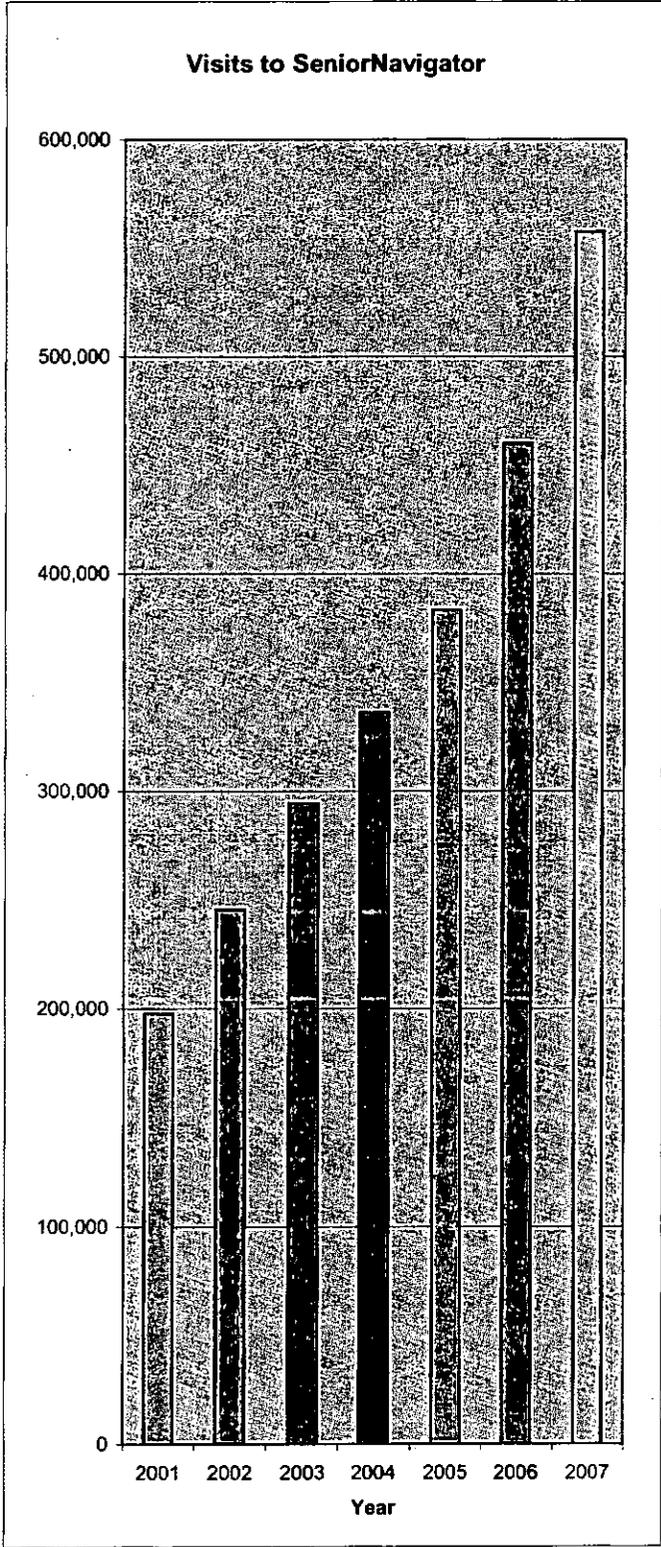
### Contributing Partners

Brandywine Realty Trust	Owens & Minor, Inc.	Verizon Foundation
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### Community Sponsors

Bon Secours Richmond Health System	Inova Health System	Rockingham Memorial Hospital
Carilion Health System	John Randolph Foundation	Sentara Healthcare
Centra Health	MediCorp Health System	Valley Health
Community Memorial Healthcenter	Potomac Hospital	

# SeniorNavigator At a Glance



**I just need a little help for  
my mother...my husband...  
my dad...my grandma...myself!**



*"My dad was lonely after my mom died. I needed to find a day care where he could feel at home."*



*"My patient needed in-home care following rehab discharge. I helped her find the best options."*



*"My husband and I can't drive anymore. We needed to find transportation to remain independent."*



*"I had to move my dad into a nursing home and I didn't know where to look or what questions to ask."*



*"My grandma needed to find information about prescription assistance. We found it together."*



**SeniorNavigator.org**

Virginia's Resource For Health & Aging™

## City of Richmond & SeniorNavigator -A Partnership for Healthy Aging-

The City of Richmond and SeniorNavigator® have developed a partnership to address the needs of seniors and those who care for them. Our goal is to provide access to information on hundreds of services that help seniors remain independent and assist caregivers meeting the challenges of eldercare.

### Here's How It Works:

**Go to [www.richmondgov.com/seniors](http://www.richmondgov.com/seniors) and click on SeniorNavigator.**

**Quick Search:** Type the topic of interest and ZIP code or city into the blue box located in the left column.

**Customized Search:** Directly below the Quick Search box, click the Customized Search, select a topic or location from the menu, and add filters to refine your search.

**Search by Subject:** If your main interest is finding articles and links, click on one of the six main topic buttons located across the top of the homepage.

### Additional Features of SeniorNavigator:

**Ask an Expert:** One-on-one professional help with medical, legal, financial and housing concerns.

**E-Quicktips:** Free informational emails providing up-to-date aging and caregiving tips twice a month.

**Needs Assessment:** An interactive guide to finding support services tailored to your own personal needs.

**Don't have a computer?** Contact SeniorNavigator to locate the nearest SeniorNavigator Center where a trained professional can help you find the services you need.



For more information, contact  
Yvette Jones, City of Richmond  
Senior & Special Needs Advocate  
(804) 646-1082  
[e.jones@richmondgov.com](mailto:e.jones@richmondgov.com)

## Wise County and SeniorNavigator® – A Partnership for Healthy Aging –

Wise County and SeniorNavigator® have developed a partnership to address the needs of seniors and those who care for them. Our goal is to provide access to information on hundreds of services that help seniors remain independent and assist caregivers in meeting the challenges of elder care.

To find health and aging services  
go to [www.wisecounty.org](http://www.wisecounty.org) and  
click on SeniorNavigator®.

**Mountain Empire Older Citizens, Inc. (MEOC)** serves as the Area Agency on Aging and Public Transit Service for the counties of Lee, Scott, and Wise, and the City of Norton. MEOC provides thirty-five different services to older citizens and their families including:

- Support for Caregivers
- Home Delivered Meals
- Personal Care
- Pharmacy Assistance
- Wellness Services
- In-Home Services
- Emergency Services
- Care Coordination
- Transportation
- Elder Rights

*For more information, contact Mountain Empire Older Citizens, (276) 523-4202 or (800) 252-6362.*

The **Wise County Sheriff's Office** offers the following programs designed to support the security of older citizens:

- **Wise TRIAD** works to improve the quality of life for seniors by providing an active exchange of crime prevention information between local law enforcement and seniors.
- **Wise Project Lifesaver** is a cooperative effort to rapidly respond in the search and rescue of county residents. Through the use of electronic locator transmitters, persons with disorders which cause wandering can be located and safely returned home.
- **Good Morning Wise County** is a telephone reassurance program where communication dispatchers call enrolled older citizens on a daily basis to check on their welfare and dispatch assistance if needed.

*For more information, contact Wise County Sheriff's Department, (276) 328-3566 or (276) 328-3756.*



**Wise County:**  
*Mining Tomorrow's Innovation*



## COUNTY OF FREDERICK, VIRGINIA

### INFORMATION TECHNOLOGIES

Phone: 540.665-5614

FAX: 540.722.2169

**TO: Finance Committee**

**THROUGH: John R. Riley, Jr., County Administrator**

**FROM: The Frederick County Web Committee**

**RE: Funding for E-Government Day**

**DATE: February 19, 2008**



The Web Committee of Frederick County is requesting funding in the amount of \$2,500.00 to support E-Government Day as outlined in the following pages.

The requested funding would be utilized to promote this important County-wide effort.

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## **E-Government Day Proposal**

### **Program Summary**

E-Government Day is a civic event intended to promote Frederick County's online government services. Frederick County, like other governments, is under increased pressure to find better ways to manage and save taxpayer dollars and e-services as a way to accomplish this is being embraced by government agencies far and wide. "E-Government is a growing concept around the globe that changes the way government organizations exchange information and services between themselves and with their citizens."<sup>1</sup>

Widely practiced in other countries, the mission of e-government services is for governments to provide better and increased services to, and more interaction with, their citizens. E-Government Day is Frederick County's opportunity to promote our web services in conjunction with the launch of our newly designed Web site. Various departments have made efforts to promote their on-line services and have met with interest and success. This will be the first opportunity for the County to promote its on-line presence as a whole, cohesive entity.

### **Program Concept**

The first year, E-Government Day will coincide with the launch of Frederick County's redesigned Web site and the event will partner with GIS Day in November 2008. GIS Day has been very successful for the past three years and the inaugural E-Government Day will tap into their core audience. E-Government Day organizers/participants will benefit from the mentorship of GIS Day organizers as E-Government Day is moved to a stand-alone event in subsequent years.

The event will have a trade show format with each department acting as a vendor. Departments will be encouraged to create professional displays about their departments' e-services. Knowledgeable personnel from participating departments will be equipped with network PCs to interactively demonstrate the capabilities of their departments' e-services and answer questions from the public. The venue will be the Board of Supervisors room and surrounding hallways.

In addition to departmental staff, the Web Committee will request the presence of County Administration, members of the Board of Supervisors, the Information Technology Steering Committee, and all county department heads and other staff members. Members of the local media will also be invited to cover the event as well as run pre-event pieces to encourage attendance and visits to the Web site.

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<sup>1</sup> Juniper Networks, "Enabling E-Government Initiatives", September 2007

To encourage attendance the Web Committee is considering door prizes and other incentives.

### **Program Objectives**

- Establish E-Government Day as an annual event.
- Promote awareness of the Frederick County's Web site and online services.
- Educate attendees via the use of hands-on, interactive demonstrations of the County's e-government services.
- Promote the convenience, efficiency, and cost savings of online services.
- Create awareness and excitement in the local media about the County's on-line services, the new Web site, and E-Government Day.

### **Anticipated Program Outcomes**

- A first-class public relations effort by the county.
- A public educated about communications and e-government services available from Frederick County. An educated public will stay informed about and involved in their local government.
- A revitalized Web site that is more visually appealing, easier to navigate, and emphasizes function as well as information.
- A program that allows County Departments to engage the public and promote their e-services in a positive atmosphere where the County is being proactive to the needs of the community.

### **Measurements of Program Success**

- Attendance at the event will be recorded.
- Comment and suggestion cards will be available for event attendees and for staff.
- An effort will be made to track the number of web hits after the event and compare the usage to pre-event numbers.
- File report of results with suggestions for the following year.

### **Target Population**

- Frederick County Residents
- Frederick County businesses and organizations
- Potential residents and businesses
- Local media
- Visitors to the area

### **Program Staff**

- Web Committee Members
- GIS Department for GIS Day
- Departmental staff representing their department
- Maintenance for tables, etc.
- IT for network connections

### **Program Costs**

\$1,750.00	Advertising and other promotional materials; event day handout
\$ 750.00	Program support materials (such as extension cords, table skirts, refreshments for the public, etc.)

## **Endorsements**

In the Treasurer's Office, we see a lot of potential for the future of e-government. We are currently collecting about 8% of our receivables through our Web site. However, considering the population growth that Frederick County has experienced in recent years, we are certain this number will continue to grow. We feel confident in saying our on-line bill paying service has saved us from requesting new personnel while significantly reducing lines at our counters, especially during tax season. We feel that future increases in Web site use are dependent upon 2 factors: educating the public about the site and web access. E-government Day provides an excellent opportunity to address the first factor.

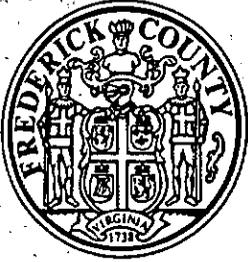
*C. William Orndoff, Jr., Treasurer*

E-Government Day is important to the Public Works Department due to the wide variety of services included within the department's domain. The variety of services and information available ranges from what pets are available for adoption at the animal shelter; the date of the next electronics recycling or hazardous waste collection event; or the land disturbance requirements for those planning to build a new home.

*Ed Strawsnyder, Director, Public Works*

The Frederick County Parks and Recreation Department strongly endorses the concept of E-Government Day in conjunction with the launch of a new Web site. FCPRD utilizes the internet for marketing as well as informational purposes and has recently launched on-line registration. It is vital that the community at large be informed of the services available through the County Web site and we are hopeful that these services will continue to grow, and be enhanced through new technology and access.

*Jim Doran, Director, Parks and Recreation*



## COUNTY of FREDERICK

Kris C. Tierney  
Assistant County Administrator

540/665-5666

Fax 540/667-0370

E-mail:

ktierney@co.frederick.va.us

### MEMORANDUM

**TO:** Finance Committee

**FROM:** Kris C. Tierney, Assistant County Administrator *KCT*

**RE:** Refined Draft Policy for Use of Cash Proffers and  
Inclusion of Fire and Rescue Company needs in the CIP

**DATE:** March 3, 2008



Following-up on discussion at the Committee's January meeting staff met again with Mr. Mitchell, our new County Attorney, Mr Williams, and our Planning Director to further refine the proposed Proffer Policy in response to the Committee's comments. As members may recall, concerns were raised regarding; 1) insuring the proffered funds would be available for County agencies as well as private Fire and Rescue Companies, and; 2) clarifying that, in the absence of other specifications in a proffer statement, funds would be earmarked for the *first due* company.

As the Committee members are likely aware, at their February 27 meeting the Board of Supervisors adopted the 2008 CIP which includes a category for miscellaneous fire and rescue equipment. The addition of this line was in direct response to issues discussed at the Finance Committee pertaining to the process for volunteer companies to access proffered funds for equipment or other capital. The generic line item enables us to avoid frequent revisions to the CIP to accommodate any unforeseen capital needs of the companies.

### Proposed Cash Proffer Policy

Proffered funds received by Frederick County will be held for the specified use for which the funds were proffered. In the case of funds proffered to offset impacts to fire and rescue services, in the absence of other proffered specifications, the funds will be earmarked for the *first due company* in the area of subject rezoning. All proffered funds will be collected, held, and will accumulate until such time as a capital project funding request is received *from a qualifying County department, agency, or volunteer fire and rescue company.*

Agency or departmental requests to access proffered funds shall be submitted to the County's Finance Department for processing. The Finance Department will forward requests to the Finance

Committee for a recommendation to the Board of Supervisors. Requests to utilize proffered funds should specify the amount of funds requested and include a detailed description of the desired capital project or purchase, give the total project cost and, indicate whether or not the item or project is listed on the County's Capital Improvements Plan (CIP).

In order to comply with State Code §15.2-2-2298 (A) the Planning staff, working in conjunction with the County Attorney, will attempt to insure that cash proffers associated with future rezonings are appropriately addressed through inclusion in the County's CIP *prior to* acceptance of the proffered funds.

### Inclusion of Fire and Rescue Companies in the CIP

Beginning in 2008 the Planning and Development will include the County's Fire and Rescue Coordinator on the list of recipients of the CIP request packages. The Coordinator will in turn distribute copies of the packages to each Fire and Rescue Company to be completed and returned back to the Coordinator by the specified deadline. The Coordinator will then deliver all the packages to the Planning Department for processing.

### CIP Criteria

For the purpose of determining whether a project or item is appropriate for individual listing on the CIP a threshold value of \$100,000 and useful life of at least five year shall be utilized.



COUNTY of FREDERICK

John R. Riley, Jr.  
County Administrator

540/665-5666

Fax 540/667-0370

E-mail:

jriley@co.frederick.va.us

TO: Finance Committee

FROM: John R. Riley, Jr., County Administrator 

DATE: February 29, 2008

SUBJECT: Budget transfers

With direction that the FY 09 budget would not include a tax increase and for staff to attempt to give salary increases, we have reviewed the FY 08 budget to look for areas to fund crucial capital needs. Transfers between departments in excess of \$25,000 require Board approval. I would propose the following transfers from the Fringe Benefit Line item. These funds are available since the amounts budgeted for health insurance increases were greater than the rate increase.

Finance	Scanner	4,900
Information Technology	Server	6,000
Information Technology	Cisco Switches	7,000
Information Technology	Cisco Firewall	5,000
Electoral Board	Voting Machine	5,500
Registrar	Software Upgrade	2,500
Clerk of the Circuit Court	Office Space Upgrade - JJC	15,000
Communications Center	D 6600 Receiver	6,800
Communications Center	Computer Replacement	20,000
Communications Center	Printers	2,500
Refuse Collection	Trash Compactor	67,500
Refuse Collection	Recycling Contain./Packer	43,400
Social Services	Network Server	12,000
Social Services	Software	40,000

The requested transfer is for a total of \$227,300 and is crucial to meet the Board's budget directive for FY 09. Thank you for your consideration.



COUNTY OF FREDERICK

**Roderick B. Williams**  
County Attorney

540/722-8383

Fax 540/667-0370

E-mail:

rwillia@co.frederick.va.us

**MEMORANDUM**

TO: John R. Riley, Jr.  
County Administrator

FROM: Roderick B. Williams *RBW*  
County Attorney

DATE: March 10, 2008

RE: County motor vehicle license fees for deputy sheriffs, police officers, officers of the State Police, salaried firefighters, and salaried emergency medical technicians

You have asked regarding whether the County may exempt certain public safety personnel from payment of the County motor vehicle license fee. Pursuant to a change made at the 2007 Session of the General Assembly, a local government may issue free of charge to deputy sheriffs, police officers, officers of the State Police, salaried firefighters, and salaried emergency medical technicians a local motor vehicle license for any one motor vehicle owned or leased by each such person. 2007 Acts of Assembly c. 865 (amending Va. Code § 46.2-752).

Under this authority, if the County is interested in establishing such an exemption, the County need not exempt all categories of such persons, but may limit the exemption to all persons in any one or more of the categories (that is, any combination of all deputy sheriffs, all police officers, all officers of the State Police, all salaried firefighters, and all salaried emergency medical technicians). With respect to "police officers", § 46.2-752 contains no requirement that such "police officers" be officers of the particular locality and, therefore, as the County has only a Sheriff's Office and not a separate police department, any exemption of "police officers" would apply to "police officers" from all localities.

Should the County wish to consider enacting an exemption, I have prepared and attached a mark-up of the County Code provisions on County Vehicle Licenses, Article III of Chapter 158 of the County Code, to include a proposed new § 158-9.4 (the addition shows as underlined). As written, the proposed section exempts all eligible categories, but it can be readily revised to limit the categories to which the exemption would apply.

Attachment

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**ARTICLE III County Vehicle Licenses [Added 10-28-1987; amended 3-8-1989; 10-9-1991; 12-9-1992; 9-8-1993] - WITH DRAFT SECTION TO EXEMPT PUBLIC SAFETY PERSONNEL FROM VEHICLE LICENSE FEE**

**§ 158-7. Word usage.**

The terms "motor vehicle," "owner" or "operator" when used in this article shall, for the purpose of this article, have the meanings respectively ascribed to them in § 46.2-100 of the Code of Virginia, 1950, as amended, which is adopted herein as far as necessary by this reference, except in those instances where the context clearly indicates a different meaning.

**§ 158-8. Vehicles required to be licensed.**

Every motor vehicle which is normally garaged, stored or parked in the County or every motor vehicle for which it cannot be determined where such motor vehicle is normally garaged, stored or parked and the domicile of the owner or operator thereof is in the County shall be licensed in the County and display a valid County license, except such motor vehicles which are exempt from this requirement as provided in § 46.2-755 of the Code of Virginia, 1950, as amended.

**§ 158-9. Fees. [Amended 5-22-2002; 5-14-2003 Editor's Note: This ordinance provided that it take effect 7-1-2003. ]**

There is hereby levied and assessed a license tax, fee or charge on all such motor vehicles required to be licensed in the County in the amount of \$25, except motorcycles, for which the license tax, fee or charge is \$10, and further except that such license tax, fee or charge shall in no event be greater than the amount of the license tax, fee or charge by the commonwealth on such motor vehicles.

**§ 158-9.1. Exemptions from fees. [Added 2-22-1995]**

In accordance with the Code of Virginia, 1950, as amended, § 46.2-755, no County license fee shall be imposed for any one motor vehicle owned and used personally by any veteran who holds a current state motor vehicle registration card establishing that he has received a disabled veteran's exemption from the Division of Motor Vehicles and has been issued a disabled veteran's motor vehicle license plate as prescribed in the Code of Virginia, 1950, as amended, § 46.2-739.

**§ 158-9.2. Exemption from motor vehicle license decal fee for Volunteer Fire and/or Rescue Department personnel. [Added 2-13-1996]**

Pursuant to the authority granted by § 46.2-752, Code of Virginia, no County license fee shall be imposed for any one motor vehicle owned and used personally by an active member of a Volunteer Fire and/or Rescue Department, which motor vehicle is declared to be in a separate class of property for tangible personal property taxation pursuant to § 155-26 of this Code, and the Treasurer shall issue a license decal free of charge for any such vehicle.

**§ 158-9.3. Exemption from license fee for former prisoners of war. [Added 6-13-2007]**

In accordance with the Code of Virginia, 1950, as amended, § 46.2-755, no County license fee shall be imposed for any one motor vehicle owned and used personally by any prisoner of war who holds a current state motor vehicle registration card establishing that he has received a prisoner of war exemption from the Division of Motor Vehicles and has been issued a prisoner of war motor vehicle license plate as prescribed in the Code of Virginia, 1950, as amended, § 46.2-746.

**§ 158-9.4. Exemption from license fee for deputy sheriffs, police officers, officers of the State Police, salaried firefighters, and salaried emergency medical technicians.**

In accordance with the Code of Virginia, 1950, as amended, § 46.2-755, no County license fee shall be imposed for any one motor vehicle owned and used personally by any deputy sheriff, police officer, officer of the State Police, salaried firefighter, or salaried emergency medical technician, and the Treasurer shall issue a license decal free of charge for any such vehicle.

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**§ 158-10. Treasurer's responsibilities; license period of validity; proration.**

- A. The Treasurer shall issue a County license plate, sticker or decal for each motor vehicle upon which such license tax, fee or charge has been paid, subject to the provisions of § 158-12; provided, however, the Treasurer may issue a County license plate, sticker or decal prior to payment and bill the license tax, fee or charge on the next personal property tax bill. If such license tax, fee or charge is not paid by the due date for such personal property tax, such license shall thereafter be invalid and display of such license on a motor vehicle shall constitute a *misdemeanor punishable by a fine not to exceed \$250*. All license taxes, fees or charges collected by the Treasurer under this article shall be deposited by the Treasurer in the same manner as prescribed for other County funds, and all revenue derived from County license tax, fee or charge shall be applied to general County purposes. The license year for County licenses shall be from the 15th day of February of each year to the 14th day of February of the next year, at which time such license shall expire. The County license plate, sticker or decal as issued by the Treasurer shall be permanent in nature and shall be valid from license year to license year, provided that the licensee remains the owner and that the license tax, fee or charge for each license year is paid by the due date and all personal property taxes owed by the licensee are paid by the due date. If the license tax, fee or charge is not paid for any license year or the licensee owes delinquent personal property taxes, then the County license plate, sticker or decal is expired and invalid. The County license tax, fee or charge for a license year shall be prorated as follows: Vehicle license tax, fee or charge shall be \$10 for all motor vehicles not required to be licensed prior to November 1 of the license year, except for motorcycles, which license tax, fee or charge shall be \$5. [Amended 12-17-2002; 5-14-2003 Editor's Note: This ordinance provided that it shall take effect 7-1-2003. ; 11-8-2006]
- B. The Board of Supervisors may, upon finding that the Treasurer is unable to efficiently issue the replacement license before the date of expiration or that the persons seeking to secure such license are, as a group, unable to do so without being substantially inconvenienced, declare a grace period for the replacement of such license, which shall have the effect of postponing the expiration of the license to be replaced.

**§ 158-11. Display of license.**

The County license shall consist of either a plate, sticker or decal, the County having the option of issuing either a metal plate or a windshield sticker or decal. Any sticker or decal issued by the County shall be affixed to the inside of the windshield in accordance with state law and shall be in open and obvious view insofar as allowed by state law.

**§ 158-12. Payment of personal property tax required. [Amended 2-23-1994]**

- A. No motor vehicle shall be licensed by the County until the applicant for such license has produced satisfactory evidence that all personal property taxes upon the motor vehicle to be licensed have been paid and satisfactory evidence that any delinquent motor vehicle personal property taxes owing have been paid which have been properly assessed or are assessable against the applicant by the County.
- B. Conditional County license.
- (1) A conditional County license may be issued for no more than one motor vehicle assessable to

an applicant, even though such licensure would be prohibited by Subsection A above, if the applicant produces satisfactory evidence that any personal property tax delinquency by the applicant is a result of extraordinary financial hardship due to matters outside the control of the applicant and without fault of the applicant and the applicant has entered into a written payment plan which provides for payment in full of all such delinquency, including penalty and interest, no later than December 5 of the year of such County license and periodic payments of at least 10% per month of all such delinquency, including penalty and interest. Such conditional license may be of a different designation than the ordinary County license.

- (2) The Treasurer may revoke any conditional license so issued upon failure of the applicant to timely make any periodic payment required by the aforesaid payment plan.
- (3) Issuance of a conditional license shall be a matter of grace within the discretion of the Treasurer and not a matter of right of the applicant.

**§ 158-13. Transfer or replacement of license.**

- A. A valid license issued by the County or any town herein and change of situs of vehicle for taxation from any town herein to the County, or vice versa, shall be transferred from one vehicle of like category of license taxation, fee or charge to another of the same category (e.g., from a passenger car to a passenger car) upon application of the owner or operator and payment of a transfer tax, fee or charge of \$1 for each transfer, provided that the owner or operator of the vehicle for which the license to be transferred from is the same person as the owner or operator of the vehicle for which the license is to be transferred to.
- B. A replacement license shall be issued for a lost, stolen or mutilated license upon application by the owner or operator, satisfactory proof that such license has been lost, stolen or mutilated and payment of the license tax, fee or charge of \$12.50. [Amended 5-14-2003 Editor's Note: This ordinance provided that it shall take effect 7-1-2003. ]
- C. Transfer of license. If any motor vehicle is initially required to be licensed in the County at such time as the license thereby required shall be valid for a period of less than 11 months and such motor vehicle had and displays a valid license by a County, city or town of this commonwealth outside the County of Frederick with a remaining period of validity of less than 12 months, such other local license shall be transferred and a County license issued therefor upon application and payment of a transfer license tax, fee, or charge of \$1, provided that the owner of such vehicle remains the same. [Added 3-10-1999]

**§ 158-14. Penalty for failure to obtain and display license and for display of expired license. [Amended 7-13-1994; 12-17-2002; 7-14-2004; 11-8-2006]**

- A. It shall be unlawful for the owner or operator of any motor vehicle required to be licensed in the County under this article to fail to obtain and display the required County license or to display upon such motor vehicle any County license after its expiration date; provided, however, that a grace period of 60 days is granted from the date of purchase or acquisition of any motor vehicle, within which the owner or operator shall pay the license tax, fee or charge and obtain and display the required license on such motor vehicle. A violation hereof shall constitute a misdemeanor, punishable by a fine not to exceed \$250. A violation hereof may not be discharged by payment of a fine except upon presentation of satisfactory evidence that the required license has been obtained. Fines shall be the maximum allowed by law, as determined by the courts.
- B. There shall be imposed a penalty of \$5 for each motor vehicle required to be licensed if such license was not purchased by February 15 of each tax license year or within 60 days from the date of purchase or acquisition of any motor vehicle, of which the total tax, fee or charge, including such penalty, shall in no event be greater than the amount of license tax, fee or charge by the

commonwealth.

**§ 158-15. Enforcement of Uniform Regional Compact for Cross-Jurisdictional Enforcement of Local Motor Vehicle Licensing Requirements. [Amended 4-12-1995; 7-14-2004]**

Pursuant to the Code of Virginia, § 46.2-752K, as amended, and the Regional Compact for Cross-Jurisdictional Enforcement of Local Motor Vehicle Licensing Requirements entered into by Frederick County, the City of Winchester, the Town of Stephens City, the Town of Middletown, the Town of Berryville, the Town of Boyce, and the County of Clarke, any owner or operator of a motor vehicle or any other person required by law to obtain and display a valid local license by any jurisdiction which has entered into the Regional Compact for Cross-Jurisdictional Enforcement of Local Motor Vehicle Licensing Requirements (participating jurisdiction) must display any such license while a motor vehicle upon which such license is required to be displayed is operated or parked (public street) within the boundaries of this jurisdiction.

**§ 158-15.1. Violations and penalties; effective date.**

- A. A violation of § 158-15 shall constitute a misdemeanor, punishable by a fine of not more than \$250. Fines shall be the maximum allowed by law, as determined by the courts. [Amended 7-14-2004]
- (1) When the operator is the owner of the cited vehicle, such violation shall be discharged by payment of the requisite fine except upon presentation of satisfactory evidence that the required license has been obtained.
  - (2) When the operator is not the owner of the cited vehicle, the violation may be discharged by payment of the requisite fine.
- B. Section 158-15 shall be effective on January 1, 1994.



John R. Riley, Jr.  
County Administrator

540/665-5666

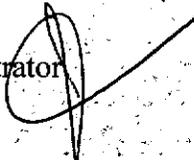
Fax 540/667-0370

E-mail:

jriley@co.frederick.va.us

## MEMORANDUM

**TO:** Finance Committee

**FROM:** John R. Riley, Jr., County Administrator 

**DATE:** March 6, 2008

**SUBJECT:** Possible cost saving initiatives

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Per the Board of Supervisors' directive to explore measures to reduce expenditures, I offer you the following items for discussion and input.

1. Frederick County currently awaits health insurance renewals annually with hope that the claims paid did not increase more than the funds budgeted. What are the options available for the county to take a more active role in managing health care? Examples could be wellness programs and on-site screening. Another thought is that the county could have goals that assess risk (Valley Health currently does this through offering fitness classes).

Parks and Recreation may be able to help supplement a wellness program. They are interested in exploring their involvement plus other ways to reduce expenditures.

The Extensions Agent feels developing a wellness plan is a great idea and would love to be involved in identifying and helping get a program off the ground.

2. Frederick County invested in eCivis for the availability of a database for grants. While the eCivis can be a valuable tool, the county could benefit from having a more defined grant program. Loudoun County has such a program that could be studied to look at the investment and return to the county.
3. Review current policies with cost savings in mind.
  - a. Review commuting patterns of those who take home County owned vehicles. Without restrictions, vehicles could have unnecessary wear and tear, and uncontrolled fuel costs.
  - b. Review uniform purchases. Total uniform expenses have increased.

4. Review agency locations for which the County is paying rent. Consider relocation over office expansion when existing space is available.
5. Look at developing relationships with vendors that could offer drastic discounts for items/services used on a regular basis. Once discounts are defined, mandate that the specific vendors are used by all County departments.
6. The County has negotiated a 3% return on all purchasing card transactions. It is estimated that if fully utilized, this amount could reach \$1,000,000 annually. This amount is currently equivalent to a 4% salary increase.
7. Review all fees currently charged to ensure that all direct costs are recovered. Define direct costs and, if administration costs are not part of the fee, further consideration should be given to recover this cost.
8. Review lease agreements to ensure that the lease terms are proper for usage.
9. Pre-approve and limit all out-of-state travel/training.
10. The county could pursue the availability of sponsorships. We have athletic fields that could be corporately sponsored that would allow us to offset the costs of maintenance (i.e. Nextel Field). Examine the interest in advertisements at compactor sites?
11. Are there opportunities for revenue recovery?
  - a. Fee for service.
  - b. Review the impact on the Sheriff's Department of security systems. Is there an opportunity for revenue for false alarm calls?
  - c. Cost recovery for convictions of traffic violations such as DUI, leaving the scene of an accident, etc.
12. Consider selling surplus property/equipment.

Thank you.

**County of Frederick, VA  
Report on Fund Balance  
February 2008**

**Fund Balance, Beginning of Year, July 1, 2007** **32,685,256**

**Prior Year Funding & Carry forward Amounts**

Adjust Forfeited Assets	(1,530)	
Document Imaging carry forward	(7,000)	
Inspections scheduling system carry forward	(31,318)	
Clearbrook Convenience Site carry forward	(168,627)	
Gypsy Moth spraying carry forward	(175,000)	
Transportation carry forward	(225,500)	
Sheriff donation carry forward	(200)	
School operating funds carry forward	(87,538)	
School insurance proceeds carry forward	(28,311)	
Social Services carry forward	(70,300)	
School capital funds carry forward	(918,429)	
Sheriff prisoner transport reimbursement carry forward	(3,000)	
DARE carry forward	(4,880)	
Litter-Thon funds carry forward	(1,222)	
Public Safety training carry forward	(10,325)	
		(1,733,179)

**Other Funding / Adjustments**

Audit Adjustments (includes School Operating)	2,215,694	
Adjust Fire Company Capital Reserves	(135,832)	
Commonwealth Attorney (2) new positions	(39,438)	
Enhanced LEOS benefit	(136,111)	
Correct 45 day taxes	(283,216)	
Radio Tech position	(128,140)	
Voting machine upgrades	(13,511)	
eCivis grants software	(26,000)	
New position - County Attorney	(120,000)	
COR reassessment	(9,457)	
Youth Development Center	(125,000)	
Shenandoah Valley Discovery Museum	(500,000)	
Replace Sheriff weapons	(30,823)	
Airport Capital	(25,792)	
Homeland Security interest refund	(5,344)	
Smeltzer property	(164,900)	
PSB Custodian & part time help	(37,117)	
State funds for add'l court security	5,909	
Presidential Primary	(22,410)	
County Administration professional services	(60,000)	
Audit Adjustments- tax accruals	130,795	
S&W Tours public transit grant match	(9,000)	
Victim Witness grant refund	(4,615)	
Gainesboro School assessment study	(20,000)	
Energy Audit	(7,850)	
Additional Circuit Court costs	(3,988)	
		443,855

**Fund Balance, February 2008** **31,395,932**