

Budget Calendar

FY 2022-2023

October 20, 2021	Budget information available to departments and requests sent to outside agencies
November 30, 2021	Budget requests from departments and outside agencies due back to the Finance Department
January 12, 2022	Distribution of Budget Notebooks
January 19, 2022	Budget Work Session following Finance Committee 8:30 AM
January 26, 2022	Budget Work Session prior to BOS meeting 5:30 PM
February 2, 2022	Budget Work Session 5:30 PM
February 09, 2022	Budget Work Session prior to BOS meeting 5:30 PM
February 16, 2022	Budget Work Session following Finance Committee 8:30 AM
February 23, 2022	Budget Work Session prior to BOS meeting 5:30 PM
March 2, 2022	Budget Work Session 5:30 PM
March 09, 2022	Budget Work Session prior to BOS meeting. Final Budget meeting prior to Public Hearing. 5:30 PM
March 15, 2022	Budget Ad in paper
March 23, 2022	Budget Public Hearing 7:00 PM
March 30, 2022	Budget Work Session if needed 5:30 PM
April 6, 2022	Budget Work Session if needed 5:30 PM
April 13, 2022	BOS meeting. Adopt Budget 7:00 PM
April 27, 2022	Mail Tax Bills

Dates/times are subject to change

FY 2022-2023 BUDGET SUMMARY - GENERAL FUND

<u>Dept Code</u>	<u>Department</u>	<u>2021-2022 Original Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
1101	Board of Supervisors	314,443	359,533	45,090	14.34%	Professional Services - Other Repair & Maintenance - Equipment Printing and Binding Advertising Central Stores - Copies Cable Channel PEG Funds - Granicus subscription renewal Books and Subscriptions Other Operating Supplies Travel Dues and Assoc. Memberships	2,000 (250) (500) 3,000 1,400 37,000 (500) (500) (1,300) (850)
1201	County Administrator	1,000,895	1,039,675	38,780	3.87%	Professional Services Postage and Telephone Office Supplies Travel Dues & Assoc. Memberships	1,000 (500) (1,100) (2,500) (1,000)
1202	County Attorney	491,468	489,664	(1,804)	-0.37%	Professional Services-outside counsel for complex litigation Central Stores - Copies Postage and Telephone Office Supplies Books and Subscriptions Travel Dues & Assoc. Memberships	5,000 (150) (25) (250) 450 100 100
1203	Human Resources	744,294	896,863	152,569	20.50%	\$5,000 increase for 1 employee w/certification completion \$15,000 P/T help if full-time position not approved Repair & Maintenance - Equipment Maintenance Service Contracts - laserfische license for P/T position Advertising Other Contractual Serv. - Benefit Management System \$50000 yrly Postage and Telephone	5,000 5,000 250 972 27,500 51,000 500

<u>Dept Code</u>	<u>Department</u>	<u>2021-2022 Original Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
						Office Supplies Books and Subscriptions Other Operating Supplies - Increase in background checks Other Expenses Travel - SHRM conference and certifications increases Dues & Assoc. Memberships Lease/Rent of Equipment	3,060 1,140 5,435 1,480 6,445 35 (1,800)
1208	Independent Auditor	66,000	66,000	0	0.00%		
1209	Commissioner of Revenue	1,583,372	1,832,337	248,965	15.72%	Repair & Maintenance - Equipment Printing and Binding Other Contractual Services Central Stores - Gasoline Postage and Telephone Motor Vehicle Insurance Office Supplies	1,000 350 (100) (700) (2,000) (600) (2,000)
1210	Reassessment	474,952	392,966	(81,986)	-17.26%	Repair & Maintenance - Vehicle Advertising Gasoline Postage and Telephone Motor Vehicle Insurance Office Supplies Books and Subscriptions Travel	(800) 500 (300) 13,000 (500) 3,000 (500) 2,000
1213	Treasurer	1,786,518	1,994,681	208,163	11.65%	Prof. Services - Increase in projected tax sales Prof. Services - DMV Stops Repair & Maint.-Equip Maintenance Service Contracts Advertising - Increase in projected tax sales Postage & Telephone - postage increase & projected growth Office Supplies	50,000 25,000 2,250 6,500 15,000 17,100 4,100

<u>Dept Code</u>	<u>Department</u>	<u>2021-2022 Original Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
						Books and Subscriptions	(200)
1214	Finance	1,091,973	1,180,397	88,424	8.10%	Advertising Office Supplies Other Operating Supplies Travel	(1,500) (100) (1,000) 1,500
1220	Information Technology	2,097,136	2,564,986	467,850	22.31%	Professional Services Maint. Service Contracts-inc. security contracts & virus protections Other Contract. Services-Learning Mgmt. System, cyber security Postage and Telephone Internet Access Office Supplies Office Supplies - Network - port switches for Data Center Refresh Program Total = \$188,924; Sheriff 120 units \$95,475; iPad Replacement F&R \$30,107; Other County 50 units \$57,000 Books and Subscriptions Other Operating Supplies-Network-monitoring expenses Travel	6,904 167,904 64,339 510 12,828 (6,000) 21,640 93,449 (200) 14,405 3,345
1222	M. I. S.	699,699	747,041	47,342	6.77%	Professional Services Maintenance Service Contracts Internet Access Office Supplies	5,252 2,956 216 1,100
1224	Other	3,792,640	4,106,513	313,873	8.28%	Fire & Rescue Audits Maintenance Service Contracts Public Officials Liability Insurance General Liability Insurance Line of Duty Program Other Expenses Blue Ridge Legal Services - NEW REQUEST NW Works - Total = \$55,000 Access Independence - Total = \$16,000	450 750 (4,000) (2,000) 2,000 60,000 4,591 30,000 5,000

<u>Dept Code</u>	<u>Department</u>	<u>2021-2022 Original Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
						Tourism contribution - Total = \$569,000 Airport Operating Contribution - Total = \$56,250 Airport Capital Contribution CSA Fund Transfer - Total = \$1,990,177 Public Defender's Office - NEW REQUEST	149,000 (12,238) (53,818) 116,633 17,505
1301	Electoral Board	199,617	182,240	(17,377)	-8.71%	Professional Services Repair and Maintenance - Equipment Maintenance Service Contracts Advertising Other Contractual Services Postage and Telephone Property Insurance Office Supplies Travel Lease/Rent of Equipment	(3,000) (5,500) 530 450 4,830 5,050 40 (2,551) (1,332) 660
1302	Registrar	285,742	323,505	37,763	13.22%	Advertising Postage and Telephone Office Supplies Books and Subscriptions Travel	1,950 (6,560) 2,676 74 500
2101	Circuit Court	95,400	120,400	25,000	26.21%	Compensation of Jurors and Witnesses - increase in trial numbers Other expenses - Jury	24,000 1,000
2102	General District Court	24,810	64,034	39,224	158.10%	Requested supplements to staff salaries: 11 x \$2,400 yearly & 2 x \$4,800 yearly supplement each = \$31,200 Other Contractual Services	38,786 600
2105	J & D Court	30,515	62,837	32,322	105.92%	Requested supplements to staff salaries: 10 x \$3,000 yearly + fringes	32,322

<u>Dept Code</u>	<u>Department</u>	<u>2021-2022 Original Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
2106	Clerk of Circuit Court	893,097	1,015,055	121,958	13.66%	Supreme Court TTF Grant Lease/Rent of Building	16,847 1,533
2108	Law Library	12,000	12,000	0	0.00%		
2201	Commonwealth Attorney	1,846,147	1,940,605	94,458	5.12%	Salaries and Fringes	80,317
2202	Victim Witness	225,600	241,437	15,837	7.02%	Postage and Telephone Office Supplies Travel	500 700 (700)
3102	Sheriff	17,733,521	19,208,779	1,475,258	8.32%	O/T = \$1,200,000, \$200,000 over present level P/T = \$225,000, \$25,000 over present level Career Development = \$45,094, \$65,271 below present level Prof. Health Services Prof. Services - Other - migration to County Laserfische system Repair and Maintenance - Equipment Repair and Maintenance - Vehicle Maint. Service Contracts Other Contractual Services-possible increase in Academy dues Gasoline Utilities Postage and Telephone Fire Insurance Motor Vehicle Insurance Office Supplies - includes new Laserfische licenses Medical & Laboratory Supplies Vehicle and Powered Equip-Routers & outdated modems, antenna Police Supplies Police Supplies - Dive Team Police Supplies - Swat - helmets, shields, gloves Police Supplies-Bike Patrol/Search & Rescue Police Supplies-CDT & CRT Team-rifles, crowd control suits Police Supplies - E-Summons	200,000 25,000 (65,271) (375) 36,150 14,900 (19,000) 2,383 15,184 220,000 600 (396) (500) (23,100) (44,360) 2,000 108,300 (41,538) (3,367) 95,464 3,900 39,573 (27,000)

<u>Dept Code</u>	<u>Department</u>	<u>2021-2022 Original Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
						Police Supplies-Crisis Negotiation Uniforms Uniforms - Special Op Teams Books & Subscriptions Other Operating Supplies Crime Prevention/Public Relations Explorer Post 152 Cadet Program Travel Dues & Memberships Vehicles	(500) 27,206 26,200 10,108 (6,000) 1,000 1,500 26,835 4,210 (62,148)
3202	Volunteer Fire Depts.	1,197,496	1,403,246	205,750	17.18%	Motor Vehicle Insurance - approved FY2022 after budget adoption Response Unit Supplement	210,000 (4,250)
3203	Ambulance & Rescue	416,250	422,050	5,800	1.39%	Lord Fairfax EMS Council - increase in request VA Four For Life Funds	800 5,000
3301	Public Safety Contributions	6,249,161	7,903,540	1,654,379	26.47%	NRADC Contribution - total = \$7,423,711 Juvenile Detention Center contribution = \$479,829	1,634,843 19,536
3303	Juvenile Court Probation	157,373	160,298	2,925	1.86%		2,924
3401	Inspections	1,499,790	1,594,020	94,230	6.28%	Repair and Maintenance - Vehicle Gasoline Postage & Telephone Office Supplies Books and Subscriptions Dues and Assoc. Memberships	(132) (205) 148 2,712 310 325
3505	Fire and Rescue	17,319,645	19,120,497	1,800,852	10.40%	Overtime = \$2,104,100, \$356,718 over present level Part-time = \$186,000, \$56,400 over present level Incentive pay = \$169,304, \$14,696 below present level	356,718 56,400 (14,696)

<u>Dept Code</u>	<u>Department</u>	<u>2021-2022 Original Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
						ALS Tuition Assistance - Total = \$42,000 Repair & Maintenance - Equipment Repair & Maintenance - Vehicle Maintenance Service Contracts Printing and Binding Advertising Other Contractual Services: Behavioral health services-NEW Gasoline Fire Insurance Motor Vehicle Insurance Office Supplies Medical and Lab Supplies-inc. 50% grant match for training supplies; Zoll Mechanical Ventilators (4) \$70,500 Vehicle & Powered Equip. Supplies Police Supplies Uniforms Books and Subscriptions Other Operating Supplies-inc. grant for training supplies Travel - new schools and training	6,000 (2,525) 6,000 105 1,250 4,964 40,489 3,500 450 1,220 8,224 126,150 1,575 1,500 (34,777) 34,420 25,163 13,550
3506	Public Safety Comm.	1,923,139	2,123,100	199,961	10.40%	Career Development - Total = \$10,000 Overtime-Total=\$140,000 inc. shift differential to enhance retention efforts and essential employee holiday pay Professional Services - Other Maintenance Service Contracts Contractual Services Postage and Telephone Internet Access Property Insurance Travel Comm. Equip.-complete upgrade NG9-1-1 system-revenue assoc. Total = \$157,303 Lease/Rent of Equipment	6,520 105,000 200 10,585 850 (30,000) 400 (400) 1,180 34,303 506
4102	Road Administration	15,000	17,000	2,000	13.33%		2,000

<u>Dept Code</u>	<u>Department</u>	<u>2021-2022 Original Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
4104	Street Lights	32,112	29,956	(2,156)	-6.71%		
4201	General Engineering	504,794	548,792	43,998	8.72%	Office Supplies Books and Subscriptions	62 200
4203	Refuse Collection	1,868,413	1,938,091	69,678	3.73%	P/T compactor attendants = \$432,452, \$63,681 over present level Professional Services = \$35,000 Design/survey work for expanded Double Tollgate site Repair & Maintenance - Equipment Repair & Maintenance - Bldg. & Grounds Printing and Binding Other Contractual Services - includes hauling contract = \$960,540 Gasoline Electrical Services Postage and Telephone Motor Vehicle Insurance Laundry Supplies Repair & Maintenance Supplies Other Operating Supplies	63,681 6,600 (3,900) (820) 1,256 (822) 1,152 445 (800) (1,659) (5,221) 883
4204	Refuse Disposal	849,984	803,832	(46,152)	-5.43%	Based on FY 2022 3-month average for refuse disposal plus rate increase, population, and waste flow increase of 8%	(46,152)
4205	Litter Control	27,925	38,459	10,534	37.72%	Part-time increase Repair & Maintenance - Vehicle Gasoline Postage and Telephone Motor Vehicle Insurance Laundry/Housekeeping Supplies Repair & Maintenance Supplies Other Operating Supplies	9,608 400 482 (100) (250) 260 24 110

<u>Dept Code</u>	<u>Department</u>	<u>2021-2022 Original Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
4301	Maintenance	715,044	761,860	46,816	6.55%	Salaries and Fringes	46,816
4304	County Office Buildings	1,479,938	1,498,912	18,974	1.28%	Professional Services - CAB Professional Services - Millwood Repair & Maint.-Bldg. & Grounds-CAB-remove wallpaper-3rd floor Repair & Maintenance - Bldg. & Grounds - PSB Repair & Maintenance - Bldg. & Grounds - Bowman Library Repair & Maintenance - Bldg. & Grounds - Round Hill Repair & Maintenance - Bldg. & Grounds - Millwood Repair & Maintenance - Equip. - Millwood Maintenance Service Contracts - CAB Maintenance Service Contracts - PSB Maintenance Service Contracts - Round Hill Maintenance Service Contracts - Millwood Other Contractual Services - CAB Other Contractual Services - PSB Other Contractual Services - Millwood Other Contractual Services - Sunnyside Electrical Services - CAB Electrical Services - PSB Electrical Services - Round Hill Electrical Services - Millwood Electrical Services - Smithfield Ave. Heating Services - CAB Heating Services - Round Hill Heating Services - Millwood Heating Services - Smithfield Ave. Water & Sewage Services - CAB Water & Sewage Services - PSB Water & Sewage Services - Round Hill Water & Sewage Services - Millwood Water & Sewage Services - Sunnyside Boiler Insurance - CAB Boiler Insurance - PSB Fire Insurance - CAB Fire Insurance - Round Hill Fire Insurance - Millwood	(2,000) (500) 77,000 (8,000) 2,500 (18,000) 7,300 (1,000) (2,412) 21,436 104 (498) 6,310 680 745 (10,641) (17,000) (1,000) (12,000) (5,400) (5,000) (2,000) (1,200) (1,400) 2,500 500 2,100 600 (300) 600 200 350 (3,200) (1,600) (1,300)

<u>Dept Code</u>	<u>Department</u>	<u>2021-2022 Original Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
						Materials and Supplies - CAB Materials and Supplies - PSB Office Supplies - CAB Janitorial Supplies - Round Hill Janitorial Supplies - Millwood Repair and Maintenance Supplies - PSB FCMS Expenses	3,000 1,000 (1,000) (200) 500 1,000 (13,500)
4305	Animal Shelter	792,821	865,810	72,989	9.21%	Part-time help increase - total = \$91,000 Professional Health Services Professional Services - Donations Professional Services - Other Repair & Maintenance - Equipment Repair & Maintenance - Vehicle Repair & Maintenance - Buildings & Grounds Other Contractual Services Gasoline Postage and Telephone Fire Insurance Office Supplies Medical & Laboratory Supplies Other Operating Supplies Dues and Assoc. Memberships	23,400 4,000 90 (1,750) 2,000 (500) 1,000 1,976 (265) 720 (1,400) 600 1,680 4,400 (301)
5101	Health Department	436,439	453,676	17,237	3.95%	Increase in contribution request	17,237
5205	Northwestern Comm. Serv.	416,507	437,332	20,825	5.00%	Increase in contribution request	20,825
5305	Area Agency on Aging	63,000	63,000	0	0.00%		
5306	Property Tax Relief	840,000	950,000	110,000	13.10%	Increase in projected relief	110,000

<u>Dept Code</u>	<u>Department</u>	<u>2021-2022 Original Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
5316	Social Services Admin.	7,819,038	8,259,948	440,910	5.64%	Contractual Services - Legal Advertising Office Supplies The Laurel Center - Total = \$125,000 - for cash match to VSGP grant requirement & to provide additional operational funding	75,000 500 (7,500) 119,000
5317	Public Assistance	2,158,810	2,357,382	198,572	9.20%	Adoption Subsidy Child Welfare Substance Abuse IV-E Prevention Services ILF Education & Training Independent Living - Basic Promoting Safe & Stable Families Foster Parent Training - Local Support CPR Training Quality Initiative Child Care	80,000 10,000 89,322 5,000 3,500 11,000 2,200 (450) (2,000)
6401	Community College	81,308	92,045	10,737	13.21%	Increase in contribution request	10,737
7101	Parks Administration	1,877,666	1,948,870	71,204	3.79%	Maintenance Service Contracts Postage Property Insurance Motor Vehicle Insurance Office Supplies Other Operating Supplies Processing Fees Dues and Assoc. Memberships Improvements Other Than Buildings-Abrams Creek = \$508,915	(2,672) (7,250) (30) (2,000) (1,350) 14,300 2,375 615 28,930
7104	Recreation Centers	3,322,426	3,829,457	507,031	15.26%	Part-time = \$1,607,352, 312,493 over present level Title & range change for Program Coord. to Program Supervisor Contractual Services Trips and Excursions Contracted Rental Food Supplies	312,493 8,961 86,460 (2,392) 5,500 (292)

<u>Dept Code</u>	<u>Department</u>	<u>2021-2022 Original Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
						Medical and Lab. Supplies Uniforms Educational & Rec. Supplies Awards Dues and Assoc. Memberships	1,585 (2,186) 4,040 21,940 600
7109	Clearbrook Park	945,970	1,056,150	110,180	11.65%	Repair & Maintenance - Equipment Repair & Maintenance - Bldg. & Grounds Electrical Services Heating Services Water and Sewage Services Property Insurance Agricultural Supplies Laundry/Housekeeping Supplies Repair and Maintenance Supplies Vehicle and Powered Equipment Supplies Uniforms Educational and Recreational Supplies Other Operating Supplies Road & Street Materials School Grounds Maint. Equip. Fund =\$44,500- revenue associated Lease/Rent of Equipment	1,571 32,200 4,373 308 (3,423) (400) 1,425 312 17,540 2,445 250 450 14,100 (1,500) (3,171) 1,800
7110	Sherando Park	869,200	1,044,298	175,098	20.14%	Repair & Maintenance - Equipment Repair & Maintenance - Bldg. & Grounds Other Contractual Services Electrical Services Heating Services Water and Sewage Services Property Insurance Agricultural Supplies Laundry/Housekeeping Supplies Repair and Maintenance Supplies Vehicle and Powered Equipment Supplies Uniforms Recreation Supplies	1,575 65,265 2,000 14,538 1,083 3,440 (170) 1,710 500 1,934 2,547 750 (1,000)

<u>Dept Code</u>	<u>Department</u>	<u>2021-2022 Original Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
						Other Operating Supplies Road & Street Materials School Grounds Maint. Equip. Fund =\$34,350- revenue associated Lease/Rent of Equipment	22,725 1,000 (585) 750
7302	Handley Library	1,218,200	1,325,000	106,800	8.77%	Increase in contribution request	106,800
8101	Planning	1,255,380	1,338,320	82,940	6.61%	Professional Services Repair and Maintenance - Equipment Repair and Maintenance - Vehicle Postage and Telephone Motor Vehicle Insurance Office Supplies - Drafting Vehicle & Powered Equipment Supplies Books and Subscriptions Other Operating Supplies Travel	(4,000) (500) (1,250) (7,500) (500) (1,500) (300) (2,000) (3,400) 2,000
8102	EDA Transfer - Fund 31	621,876	644,891	23,015	3.70%	Professional Services Prof. Services - Industry Call Team Prof. Services - Website Development Prof. Services - Ozone Printing and Binding Advertising Central Stores - Copies Postage Books and Subscriptions Other Operating Supplies Travel Dues and Assoc. Memberships	12,960 (1,500) 15,820 (2,000) (1,535) 8,600 (500) (300) 11,198 (10,700) (10,500) 1,754
8104	Board of Zoning Appeals	7,821	10,321	2,500	31.97%	Advertising increase	2,500

<u>Dept Code</u>	<u>Department</u>	<u>2021-2022 Original Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>	<u>Budget Changes</u>	<u>Increase (Decrease)</u>
8106	Building Appeals Board	561	561	0	0.00%		
8107	NSVRC	74,348	81,885	7,537	10.14%	Increase in request	7,537
8203	Soil/Water Conservation	11,250	11,500	250	2.22%	Increase in request	250
8301	Extension	288,927	307,087	18,160	6.29%	Professional Services - Other - Tech Agent Salaries Postage and Telephone Office Supplies Lease/Rent of Buildings	4,559 250 450 370
9201	School Operating Transfer	92,891,547	92,891,547	0	0.00%		
	School Debt Transfer	18,076,918	18,076,918	0	0.00%		
	Merit/COLA	2,900,000	4,500,000	1,600,000			
	Debt Service	2,285,042	1,938,882	(346,160)	-15.15%		
	Op Contingency	705,840	300,000	(405,840)			

209,706,798 219,990,081

Total General Fund 209,706,798 219,990,081 10,283,283

Capital Requests 10,240,293 Not included on this spreadsheet

New Position Requests 2,840,074 Not included on this spreadsheet

		----- Current Year -----									
		Prior Years	Prior Years	Amended	Actual On	Projected		Dept Request		Admin Request	
		FY/2020	FY/2021	Budget	2022/01	Expenditure	Inc./Dec.	%	FY/2023	Inc./Dec.	% FY/2023
		-----	-----	-----	-----	-----	-----	-	-----	-----	- -----
011010	GENERAL OPERATING FUND										
011010-0001	CURRENT R.E. TAXES - 1990 1ST.					-----			-----		-----
011010-0002	CURRENT REAL ESTATE TAX-1989 1					-----			-----		-----
011010-0003	CURRENT R.E. TAXES - 1989 2ND.					-----			-----		-----
011010-0004	DELINQ.RE TAXES					-----			-----		-----
011010-0005	CURRENT R.E.TAXES 1990 2ND HAL					-----			-----		-----
011010-0006	CURRENT R.E.TAXES 1991 1ST HAL					-----			-----		-----
011010-0007	TAX RECEIV.1991 R.E.2ND HALF					-----			-----		-----
011010-0008	TAX RECEIV.1992 R.E.1ST HALF					-----			-----		-----
011010-0009	TAX RECEIV. 1992 R.E.2ND.HALF					-----			-----		-----
011010-0010	TAX RECEIV. 1993 R.E. 1ST HALF					-----			-----		-----
011010-0011	TAX RECEIV. 1993 R.E. 2ND HALF					-----			-----		-----
011010-0012	TAXES RECEIVABLE 1994 R.E.1st					-----			-----		-----
011010-0013	TAXES RECEIVABLE 1994 R.E.2ND					-----			-----		-----
011010-0014	TAXES RECEIVABLE 1995 RE 1ST H					-----			-----		-----
011010-0015	TAXES RECEIVABLE 1995 RE 2ND H					-----			-----		-----
011010-0016	TAXES RECEIVABLE 1996 R.E. 1ST					-----			-----		-----
011010-0017	TAXES RECEIVABLE 1996 R.E. 2ND					-----			-----		-----
011010-0018	TAXES RECEIVABLE 1997 R.E.1ST					-----			-----		-----
011010-0019	TAXES RECEIVABLE 1997 R.E.2ND					-----			-----		-----
011010-0020	TAXES RECEIVABLE 1998 R.E.1ST					-----			-----		-----
011010-0021	TAX RECEIVABLE 1998 RE 2ND HAL					-----			-----		-----
011010-0022	TAX RECEIVABLE 1999 R.E.1ST HA					-----			-----		-----
011010-0023	TAX RECEIVABLE 1999 RE 2ND HAL	9-				-----			-----		-----
011010-0024	TAXES RECEIVABLE 2000 R/E 1ST					-----			-----		-----
011010-0025	TAXES RECEIVABLE 2000 R/E 2ND	13-	65-			-----			-----		-----
011010-0026	TAXES RECEIVABLE 2001 R/E 1ST					-----			-----		-----
011010-0027	TAXES RECEIVABLE 2001 R/E 2ND	41-	277-		6-	-----	6-	100.00	-----		-----
011010-0028	2002 REAL ESTATE 1ST. HALF					-----			-----		-----
011010-0029	2002 REAL ESTATE 2ND. HALF	37-	56-		12-	-----	12-	100.00	-----		-----
011010-0030	2003 R/E 1ST HALF	22-	36-		7-	-----	7-	100.00	-----		-----
011010-0031	2003 R/E 2ND HALF	22-	47-		7-	-----	7-	100.00	-----		-----
011010-0032	2004 R/E 1ST HALF	22-	47-		7-	-----	7-	100.00	-----		-----
011010-0033	2004 R/E 2ND HALF	22-	47-		7-	-----	7-	100.00	-----		-----
011010-0034	2005 R/E 1ST HALF	186-	45-		5-	-----	5-	100.00	-----		-----
011010-0035	2005 R/E 2ND HALF	72-	235-		5-	-----	5-	100.00	-----		-----
011010-0036	2006 R/E 1ST HALF	18-	541-		23-	-----	23-	100.00	-----		-----
011010-0037	2006 R/E 2ND HALF	18-	361-		5-	-----	5-	100.00	-----		-----
011010-0038	2007 R/E 1ST. HALF	345-	328-		5-	-----	5-	100.00	-----		-----
011010-0039	2007 R/E 2ND HALF	383-	328-		5-	-----	5-	100.00	-----		-----
011010-0040	2008 R/E 1ST HALF	517-	336-		5-	-----	5-	100.00	-----		-----
011010-0041	2008 R/E 2ND. HALF	638-	678-		25-	-----	25-	100.00	-----		-----
011010-0042	2009 R/E 1ST. HALF	728-	925-		19-	-----	19-	100.00	-----		-----
011010-0043	2009 R/E 2ND HALF	1,077-	935-		60-	-----	60-	100.00	-----		-----
011010-0044	2010 R/E 1ST HALF	957-	1,433-		19-	-----	19-	100.00	-----		-----
011010-0045	2010 R/E 2ND HALF	876-	1,616-		76-	-----	76-	100.00	-----		-----
011010-0046	2011 R.E. 1ST HALF	956-	1,370-		407	-----	407	100.00	-----		-----
011010-0047	2011 R.E. 2ND HALF	2,584-	2,105-		590-	-----	590-	100.00	-----		-----

		Prior Years	Prior Years	-----	Current	Year	-----								
		FY/2020	FY/2021	Amended	Actual On	Projected		Dept Request		Admin Request					
				Budget	2022/01	Expenditure	Inc./Dec.	%	FY/2023	Inc./Dec.	%	FY/2023			
		-----	-----	-----	-----	-----	-----	-	-----	-----	-	-----			
GENERAL OPERATING FUND															
011010-0048	2012 R/E 1ST HALF	2,549-	2,817-		285	-----	285	100.00	-----			-----			
011010-0049	2012 R/E 2ND HALF	3,317-	4,458-		868-	-----	868-	100.00	-----			-----			
011010-0050	2013 R/E 1ST HALF	2,974-	4,329-		31-	-----	31-	100.00	-----			-----			
011010-0051	2013 R/E 2ND HALF	5,316-	4,742-		1,494-	-----	1,494-	100.00	-----			-----			
011010-0052	2014 R/E 1ST HALF	3,796-	5,187-		1,057-	-----	1,057-	100.00	-----			-----			
011010-0053	2014 R/E 2ND HALF	6,218-	5,475-		1,912-	-----	1,912-	100.00	-----			-----			
011010-0054	2015 R/E 1ST HALF	4,267-	9,344-		1,443-	-----	1,443-	100.00	-----			-----			
011010-0055	2015 R/E 2ND HALF	10,525-	12,742-		3,434-	-----	3,434-	100.00	-----			-----			
011010-0056	2016 R/E 1ST HALF	15,912-	11,152-		3,558-	-----	3,558-	100.00	-----			-----			
011010-0057	2016 R/E 2ND HALF	26,914-	16,780-		11,633-	-----	11,633-	100.00	-----			-----			
011010-0058	2017 R/E 1ST HALF	28,503-	12,572-		5,238-	-----	5,238-	100.00	-----			-----			
011010-0059	2017 R/E 2ND HALF	77,851-	29,074-		14,140-	-----	14,140-	100.00	-----			-----			
011010-0060	2018 R/E 1ST HALF	79,032-	31,362-		6,613-	-----	6,613-	100.00	-----			-----			
011010-0061	2018 R/E 2ND HALF	129,578-	53,864-		20,891-	-----	20,891-	100.00	-----			-----			
011010-0062	2019 RE 1ST HALF	363,005-	58,797-		17,244-	-----	17,244-	100.00	-----			-----			
011010-0063	2019 RE 2ND HALF	32,035,521-	112,418-		32,785-	-----	32,785-	100.00	-----			-----			
011010-0064	2020 RE 1ST HALF	31,989,740-	434,577-		33,156-	-----	33,156-	100.00	-----			-----			
011010-0065	2020 RE 2ND HALF		32,807,040-		54,050-	-----	54,050-	100.00	-----			-----			
011010-0066	2021 RE 1ST HALF		35,392,875-		448,998-	-----	448,998-	100.00	-----			-----			
011010-0067	2021 RE 2ND HALF			71,330,616-	35,199,241-	-----	36,131,375	50.65-	-----	71,330,616	100.00-	-----			
011010-0068	2022 RE 1ST HALF					-----			-----			-----			
011010-0069	2022 RE 2ND HALF					-----			76,300,000-	76,300,000-	100.00	-----			
011010-0098	FUND 10 TAX REFUNDS UNDER \$5.0	432-	350-		133-	-----	133-	100.00	-----			-----			
011010-0099	TAX REFUNDS	52	38-		12,642-	-----	12,642-	100.00	-----			-----			
011010-3005	REPAIR AND MAINTENANCE-EQUIP.					-----			-----			-----			
		64,794,941-	69,021,804-	71,330,616-	35,870,757-				76,300,000-						
--TOTAL DEPARTMENT--		64,794,941-	69,021,804-	71,330,616-	35,870,757-		35,459,859	49.71-	76,300,000-	4,969,384-	6.97				
011020	REAL/PERSONAL PUBLIC SERV.CORP														
011020-0001	CURRENT PUBLIC SERVICE CORP.TA			2,800,000-		-----	2,800,000	100.00-	-----	2,800,000	100.00-	-----			
011020-0002	DELIQ. P.S. TAXES - PRIOR YEAR					-----			-----			-----			
011020-0003	PUBLIC SERVICES CURRENT TAXES	2,864,071-	2,512,992-		1,333,883-	-----	1,333,883-	100.00	2,500,000-	2,500,000-	100.00	-----			
		2,864,071-	2,512,992-	2,800,000-	1,333,883-				2,500,000-						
--TOTAL DEPARTMENT--		2,864,071-	2,512,992-	2,800,000-	1,333,883-		1,466,117	52.36-	2,500,000-	300,000	10.71-				
011030	PERSONAL PROPERTY TAXES														
011030-0001	CURRENT PERSONAL PROPERTY TAXE					-----			-----			-----			
011030-0002	DELIQ.TAXES COLLECTED P.P.					-----			-----			-----			
011030-0003	1990 PERSONAL PROPERTY					-----			-----			-----			
011030-0004	1991 PERSONAL PROPERTY					-----			-----			-----			
011030-0005	1992 PERSONAL PROPERTY 1ST HAL					-----			-----			-----			
011030-0006	CURRENT MOBILE HOME TAXES	190,480-	187,481-	200,000-		-----	200,000	100.00-	200,000-			-----			
011030-0007	1992 PERSONAL PROPERTY 2ND HAL					-----			-----			-----			
011030-0008	1993 PERSONAL PROPERTY 1ST HAL					-----			-----			-----			
011030-0010	1993 P.P. 2nd HALF					-----			-----			-----			

		----- Current Year -----									
		Prior Years	Prior Years	Amended	Actual On	Projected	Inc./Dec.		Dept Request	Inc./Dec.	Admin Request
		FY/2020	FY/2021	Budget	2022/01	Expenditure		%	FY/2023		% FY/2023
		-----	-----	-----	-----	-----	-----	-	-----	-----	- -----
PERSONAL PROPERTY TAXES											
011030-0011	1994 P.P. 1st HALF										
011030-0012	TAXES RECEIVABLE 1994 P.P.2ND										
011030-0013	TAXES RECEIVABLE 1995 P.P. 1ST										
011030-0014	TAXES RECEIVABLE 1995 PP 2nd H										
011030-0015	TAXES RECEIVABLE 1996 P.P. 1ST										
011030-0016	TAXES RECEIVABLE 1996 P.P.2ND										
011030-0017	TAXES RECEIVABLE 1997 P.P.1ST										
011030-0018	TAXES RECEIVABLE 1997 P.P.2ND										
011030-0019	TAXES RECEIVABLE 1998 P.P. 1ST										
011030-0020	TAXES RECEIVABLE-1998 P.P. 2ND										
011030-0021	TAXES RECEIVABLE-1999 P.P. 1ST										
011030-0022	TAXES REC. 1999 PER.PROP.2ND H										
011030-0023	TAXES REC. 2000 PER.PROP. 1ST										
011030-0024	TAXES REC.2000 PERS.PROP.2ND H										
011030-0025	TAXES REC.2001 PERS.PROP.1ST.H										
011030-0026	TAXES REC.2001 PERS.PROP. 2ND.										
011030-0027	2002 PERS.PROP.1ST HALF										
011030-0028	2002 PERS.PROP 2ND HALF										
011030-0029	2003 PERS.PROP. 1ST HALF										
011030-0030	2003 PERS.PROP. 2ND HALF										
011030-0031	2004 PERS.PROP.1ST HALF	430-	136-								
011030-0032	2004 PERS.PROP.2ND HALF	25-	463-								
011030-0033	2005 PERS. PROP. 1ST HALF										
011030-0034	2005 PERS. PROP. 2ND HALF										
011030-0035	2006 PERS. PROP. 1ST HALF	248-									
011030-0036	2006 PERS. PROP. 2ND HALF	248-									
011030-0037	2007 PERS.PROP. 1ST.HALF	215-	39-								
011030-0038	2007 PERS.PROP. 2ND HALF	233-	52-								
011030-0039	2008 PERS.PROP. 1ST.HALF	226-	181-		52-		52-	100.00			
011030-0040	2008 PERS. PROP. 2ND HALF	847-	194-		181-		181-	100.00			
011030-0041	2009 PERS. PROP. 1ST HALF	816-	415-		169-		169-	100.00			
011030-0042	2009 PERS PROP. 2ND HALF	1,025-	196-		182-		182-	100.00			
011030-0043	2010 PERS. PROP. 1ST HALF	1,934-	246-		165-		165-	100.00			
011030-0044	2010 PERS. PROP. 2ND HALF	2,395-	371-								
011030-0045	SHORT TERM RENTAL- NOW 3-10-11										
011030-0046	2011 PERS PROP 1ST HALF	2,240-	490-								
011030-0047	2011 PERS PROP 2ND HALF	2,310-	1,006-								
011030-0048	2012 P/P 1ST HALF	2,591-	708-		554-		554-	100.00			
011030-0049	2012 P/P 2ND HALF	2,727-	644-		564-		564-	100.00			
011030-0050	2013 P/P 1ST HALF	1,922-	557-		393-		393-	100.00			
011030-0051	2013 P/P 2ND HALF	4,569-	1,860-		158-		158-	100.00			
011030-0052	2014 P/P 1ST HALF	4,065-	2,351-								
011030-0053	2014 P/P 2ND HALF	7,825-	2,255-		1,263-		1,263-	100.00			
011030-0054	2015 P/P 1ST HALF	11,645-	3,872-		395-		395-	100.00			
011030-0055	2015 P/P 2ND HALF	25,207-	10,161-		882-		882-	100.00			
011030-0056	2016 P/P 1ST HALF	14,484-	11,493-		3,431-		3,431-	100.00			
011030-0057	2016 P/P 2ND HALF	36,817-	29,376-		5,696-		5,696-	100.00			

		----- Current Year -----									
		Prior Years	Prior Years	Amended	Actual On	Projected		Dept Request		Admin Request	
		FY/2020	FY/2021	Budget	2022/01	Expenditure	Inc./Dec.	%	FY/2023	Inc./Dec.	%
		-----	-----	-----	-----	-----	-----	-	-----	-----	-
PERSONAL PROPERTY TAXES											
011030-0058	2017 P/P 1ST HALF	19,971-	17,681-		3,980-	-----	3,980-	100.00	-----		-----
011030-0059	2017 P/P 2ND HALF	111,897-	50,919-		8,461-	-----	8,461-	100.00	-----		-----
011030-0060	2018 P/P 1ST HALF	103,591-	33,545-		2,972-	-----	2,972-	100.00	-----		-----
011030-0061	2018 P/P 2ND HALF	674,558-	128,356-		25,133-	-----	25,133-	100.00	-----		-----
011030-0062	2019 PP 1ST HALF	1,362,138-	171,995-		3,408-	-----	3,408-	100.00	-----		-----
011030-0063	2019 PP 2ND HALF	21,054,383-	808,710-		103,100-	-----	103,100-	100.00	-----		-----
011030-0064	2020 PP 1ST HALF	18,587,164-	1,628,217-		12,235-	-----	12,235-	100.00	-----		-----
011030-0065	2020 PP 2ND HALF		22,724,676-		410,711-	-----	410,711-	100.00	-----		-----
011030-0066	2021 PP 1ST HALF		21,334,310-		1,122,275-	-----	1,122,275-	100.00	-----		-----
011030-0067	2021 PP 2ND HALF			59,841,600-	26,959,077-	-----	32,882,523	54.95-	-----	59,841,600	100.00-
011030-0068	2022 PP 1ST HALF					-----			-----		-----
011030-0069	2022 PP 2ND HALF					-----			71,700,000-	71,700,000-	100.00
		42,229,226-	47,152,956-	60,041,600-	28,665,437-				71,900,000-		
--TOTAL DEPARTMENT--		42,229,226-	47,152,956-	60,041,600-	28,665,437-		31,376,163	52.26-	71,900,000-	11,858,400-	19.75
MACHINERY AND TOOLS TAXES											
011040	CURRENT MACHINERY AND TOOLS TA	8,206,790-	8,046,898-	8,000,000-		-----	8,000,000	100.00-	8,100,000-	100,000-	1.25
011040-0001	DELINQ.MACHINERY & TOOLS TAX					-----			-----		-----
011040-0002	SHORT TERM RENTAL TAX	222,106-	269,712-	220,000-	65,385-	-----	154,615	70.28-	220,000-		-----
011040-0003		8,428,896-	8,316,610-	8,220,000-	65,385-				8,320,000-		-----
--TOTAL DEPARTMENT--		8,428,896-	8,316,610-	8,220,000-	65,385-		8,154,615	99.20-	8,320,000-	100,000-	1.22
MERCHANTS CAPITAL TAXES											
011050	CURRENT MERCHANTS CAPITAL TAXE					-----			-----		-----
011050-0001	DELINQ.MERCHANTS CAPITAL					-----			-----		-----
011050-0002	PENALTIES AND INTEREST					-----			-----		-----
011060	PENALTIES	1,138,422-	1,363,767-	1,200,000-	436,560-	-----	763,440	63.62-	1,200,000-		-----
011060-0001	INTEREST AND COSTS ON TAXES	605,001-	659,390-	575,000-	209,485-	-----	365,515	63.57-	600,000-	25,000-	4.35
011060-0002	DEFERRED PENALTIES COLLECTED					-----			-----		-----
011060-0003	INTEREST WINCHESTER CONTAINER					-----			-----		-----
011060-0004		1,743,423-	2,023,157-	1,775,000-	646,045-				1,800,000-		-----
--TOTAL DEPARTMENT--		1,743,423-	2,023,157-	1,775,000-	646,045-		1,128,955	63.60-	1,800,000-	25,000-	1.41
LAND REDEMPTIONS											
011070	DELINQ. R.E. TAXES - FR. YEARS					-----			-----		-----
011070-0001	DELINQ. P.S. TAXES - FR. YEARS					-----			-----		-----
011070-0002	DELINQ. P.P. TAXES - FR. YEARS					-----			-----		-----
011070-0003	CREDIT CARD CHARGE -TREASURER					-----			-----		-----
011080	CREDIT CARD CHARGE -PARKS					-----		100.00	-----		-----
011080-0001	Inspections Credit Card Charge				887-	-----	887-	100.00	-----		-----
011080-0002		32,319-	50,581-		32,986-						
--TOTAL DEPARTMENT--		32,319-	50,581-		32,986-		32,986-				

		----- Current Year -----									
		Prior Years	Prior Years	Amended	Actual On	Projected	Inc./Dec.	Dept Request	Inc./Dec.	Admin Request	
		FY/2020	FY/2021	Budget	2022/01	Expenditure		% FY/2023		% FY/2023	
		-----	-----	-----	-----	-----	-----	-	-----	-	-----
011090	NEWSPAPER ADV.FOR DELINQ.ACCTS										
011100	ADMIN.FEES FOR LIENS AND DISTR										
011100-0001	WARRANT IN DEBT TREASURER	450,452-	508,349-	455,000-	265,311-	_____	189,689	41.69-	510,000-	55,000-	12.09
		450,452-	508,349-	455,000-	265,311-				510,000-		
	--TOTAL DEPARTMENT--	450,452-	508,349-	455,000-	265,311-		189,689	41.69-	510,000-	55,000-	12.09
TOTAL - GENERAL OPERATING FUND		120,543,328-	129,586,449-	144,622,216-	66,879,804-		77,742,412	53.76-	161,330,000-	16,707,784-	11.55
012000	OTHER LOCAL TAXES										
012010-0001	LOCAL SALES AND USE TAXES	16,037,305-	18,640,707-	16,605,234-	6,896,605-	_____	9,708,629	58.47-	21,436,800-	4,831,566-	29.10
012010-0002	COMMUNICATIONS SALES TAX	1,119,231-	994,118-	1,200,000-	329,038-	_____	870,962	72.58-	1,000,000-	200,000	16.67-
		17,156,536-	19,634,825-	17,805,234-	7,225,643-				22,436,800-		
	--TOTAL DEPARTMENT--	17,156,536-	19,634,825-	17,805,234-	7,225,643-		10,579,591	59.42-	22,436,800-	4,631,566-	26.01
012020	CONSUMERS' UTILITY TAXES										
012020-0002	UTILITY TAXES - ELECTRIC	2,548,207-	2,589,235-	2,672,526-	1,042,606-	_____	1,629,920	60.99-	2,600,000-	72,526	2.71-
012020-0003	UTILITY TAXES - GAS	1,225,725-	1,273,027-	1,213,575-	420,185-	_____	793,390	65.38-	1,250,000-	36,425-	3.00
012020-0004	GROSS RECEIPTS TAX - UTILITIES					_____					
		3,773,932-	3,862,262-	3,886,101-	1,462,791-				3,850,000-		
	--TOTAL DEPARTMENT--	3,773,932-	3,862,262-	3,886,101-	1,462,791-		2,423,310	62.36-	3,850,000-	36,101	.93-
012030	BUSINESS LICENSE TAXES										
012030-0001	BUSINESS LICENSE TAXES	8,589,974-	8,491,750-	7,500,000-	1,159,584-	_____	6,340,416	84.54-	8,700,000-	1,200,000-	16.00
		8,589,974-	8,491,750-	7,500,000-	1,159,584-				8,700,000-		
	--TOTAL DEPARTMENT--	8,589,974-	8,491,750-	7,500,000-	1,159,584-		6,340,416	84.54-	8,700,000-	1,200,000-	16.00
012050	MOTOR VEHICLE LICENSES										
012050-0001	MOTOR VEHICLE LICENSES					_____					
012050-0002	AUTO RENTAL TAX				84,797-	_____	84,797-	100.00	_____		
012050-0003	MOBILE HOME REGISTRATION TAX					_____			_____		
012050-0004	MOTOR VEHICLE LICENSE 1995					_____			_____		
012050-0005	MOTOR VEHICLE LICENSE 1996					_____			_____		
012050-0006	MOTOR VEHICLE LICENSE 1997					_____			_____		
012050-0007	MOTOR VEHICLE LICENSE 1998					_____			_____		
012050-0008	MOTOR VEHICLE LICENSE 1999					_____			_____		
012050-0009	MOTOR VEHICLE LICENSE 2000					_____			_____		
012050-0010	MOTOR VEHICLE LICENSE 2001					_____			_____		
012050-0011	MOTOR VEHICLE LICENSE 2002					_____			_____		
012050-0012	MOTOR VEHICLE LICENSE 2003					_____			_____		
012050-0013	MOTOR VEHICLE LICENSE 2004					_____			_____		
012050-0014	MOTOR VEHICLE LICENSE 2005					_____			_____		
012050-0015	MOTOR VEHICLE LICENSE 2006					_____			_____		

		----- Current Year -----									
		Prior Years	Prior Years	Amended	Actual On	Projected	Inc./Dec.	Dept Request	Inc./Dec.	Admin Request	
		FY/2020	FY/2021	Budget	2022/01	Expenditure		% FY/2023		% FY/2023	
		-----	-----	-----	-----	-----	-----	-	-----	-	-----
MOTOR VEHICLE LICENSES											
012050-0016	MOTOR VEHICLE LICENSE 2007					-----		-----			-----
012050-0017	MOTOR VEHICLE LICENSE 2008	50-	175-		25-	-----	25-	100.00	-----		-----
012050-0018	MOTOR VEHICLE LICENSE 2009	224-	125-		50-	-----	50-	100.00	-----		-----
012050-0019	MOTOR VEHICLE LIC 2010+	2,665,457-	2,683,411-	2,650,000-	417,889-	-----	2,232,111	84.23-	2,650,000-		-----
		2,665,731-	2,683,711-	2,650,000-	502,761-				2,650,000-		
	--TOTAL DEPARTMENT--	2,665,731-	2,683,711-	2,650,000-	502,761-		2,147,239	81.03-	2,650,000-		
012060-0001	BANK STOCK TAXES & BANK FRANCH	532,223-	501,992-	500,000-		-----	500,000	100.00-	500,000-		-----
		532,223-	501,992-	500,000-					500,000-		
	--TOTAL DEPARTMENT--	532,223-	501,992-	500,000-			500,000	100.00-	500,000-		
012070	TAXES ON RECORDATION AND WILLS										
012070-0001	RECORDATION TAXES	1,626,368-	2,320,507-	1,500,000-	1,204,978-	-----	295,022	19.67-	1,600,000-	100,000-	6.67
012070-0002	TAX ON WILLS	19,116-	24,723-	19,000-	11,150-	-----	7,850	41.32-	20,000-	1,000-	5.26
012070-0003	ADDITIONAL TAX ON DEEDS OF CON	423,211-	557,944-	420,000-	301,506-	-----	118,494	28.21-	500,000-	80,000-	19.05
		2,068,695-	2,903,174-	1,939,000-	1,517,634-				2,120,000-		
	--TOTAL DEPARTMENT--	2,068,695-	2,903,174-	1,939,000-	1,517,634-		421,366	21.73-	2,120,000-	181,000-	9.33
012100	LODGING & MEALS TAX										
012100-0001	HOTEL AND MOTEL ROOM TAXES					-----			-----		-----
012100-0002	MEALS TAX					-----			-----		-----
012100-0003	HOTEL & MOTEL ROOM TAXES 1992					-----			-----		-----
012100-0004	HOTEL & MOTEL ROOM TAXES 1993					-----			-----		-----
012100-0005	HOTEL & MOTEL ROOM TAXES 1994					-----			-----		-----
012100-0006	MEALS TAX 1992					-----			-----		-----
012100-0007	MEALS TAX 1993					-----			-----		-----
012100-0008	MEALS TAX 1994					-----			-----		-----
012100-0009	MEALS TAX 1995					-----			-----		-----
012100-0010	HOTEL & MOTEL TAXES 1995					-----			-----		-----
012100-0011	HOTEL & MOTEL ROOM TAX 1996					-----			-----		-----
012100-0012	MEALS TAX 1996					-----			-----		-----
012100-0013	HOTEL & MOTEL ROOM TAX 1997					-----			-----		-----
012100-0014	MEALS TAX 1997					-----			-----		-----
012100-0015	HOTEL & MOTEL ROOM TAX 1998					-----			-----		-----
012100-0016	MEALS TAX 1998					-----			-----		-----
012100-0017	MEALS TAX 1999					-----			-----		-----
012100-0018	HOTEL & MOTEL ROOM TAX 1999					-----			-----		-----
012100-0019	HOTEL & MOTEL ROOM TAX 2000					-----			-----		-----
012100-0020	MEALS TAX 2000					-----			-----		-----
012100-0021	HOTEL & MOTEL ROOM TAX 2001					-----			-----		-----
012100-0022	MEALS TAX 2001					-----			-----		-----
012100-0023	HOTEL & MOTEL ROOM TAX 2002					-----			-----		-----
012100-0024	MEALS TAX 2002					-----			-----		-----
012100-0025	HOTEL & MOTEL ROOM TAX 2003					-----			-----		-----

		----- Current Year -----						Dept Request		Admin Request	
		Prior Years	Prior Years	Amended	Actual On	Projected	Inc./Dec.	%	FY/2023	Inc./Dec.	%
		FY/2020	FY/2021	Budget	2022/01	Expenditure					
		-----	-----	-----	-----	-----	-----	-	-----	-----	-
LODGING & MEALS TAX											
012100-0026	MEALS TAX 2003					-----			-----		-----
012100-0027	LODGING TAX 2004					-----			-----		-----
012100-0028	MEALS TAX 2004					-----			-----		-----
012100-0029	LODGING TAX 2005					-----			-----		-----
012100-0030	MEALS TAX 2005					-----			-----		-----
012100-0031	LODGING TAX 2006					-----			-----		-----
012100-0032	MEALS TAX 2006					-----			-----		-----
012100-0033	LODGING TAX 2007					-----			-----		-----
012100-0034	MEALS TAX 2007					-----			-----		-----
012100-0035	LODGING TAX 2008					-----			-----		-----
012100-0036	MEALS TAX 2008					-----			-----		-----
012100-0037	LODGING TAX 2009					-----			-----		-----
012100-0038	MEALS TAX 2009					-----			-----		-----
012100-0039	Lodging Tax 2010					-----			-----		-----
012100-0040	Meals Tax 2010					-----			-----		-----
012100-0041	LODGING TAX	782,838-	883,050-	1,020,000-	576,298-	-----	443,702	43.50-	1,324,575-	304,575-	29.86
012100-0042	MEALS TAX	5,044,155-	5,633,330-	8,086,032-	2,556,685-	-----	5,529,347	68.38-	7,323,329-	762,703	9.43-
		5,826,993-	6,516,380-	9,106,032-	3,132,983-				8,647,904-		
--TOTAL DEPARTMENT--		5,826,993-	6,516,380-	9,106,032-	3,132,983-		5,973,049	65.59-	8,647,904-	458,128	5.03-
012120	STREET LIGHTS & STAR FORT FEES										
012120-0001	ST. LIGHT PROP. ASSESSMENT-198					-----			-----		-----
012120-0002	DEFERRED STREET LIGHT ASSESSME					-----			-----		-----
012120-0003	STREET LIGHTS RECEIV.1993 1ST					-----			-----		-----
012120-0004	STREET LIGHTS RECEIV.1993 2ND					-----			-----		-----
012120-0005	STREET LIGHTS 1994 1ST HALF					-----			-----		-----
012120-0006	STREET LIGHTS 1994 2ND HALF					-----			-----		-----
012120-0007	STREET LIGHTS 1995 1ST HALF					-----			-----		-----
012120-0008	STREET LIGHTS 1995 2ND HALF					-----			-----		-----
012120-0009	STREET LIGHTS 1996 1ST HALF					-----			-----		-----
012120-0010	STREET LIGHTS 1996 2ND HALF					-----			-----		-----
012120-0011	1997 STREET LIGHTS 1ST HALF					-----			-----		-----
012120-0012	1997 STREET LIGHTS 2ND HALF					-----			-----		-----
012120-0013	1998 STREET LIGHTS 1ST HALF					-----			-----		-----
012120-0014	1998 STREET LIGHTS 2ND HALF					-----			-----		-----
012120-0015	1999 STREET LIGHTS 1ST HALF					-----			-----		-----
012120-0016	1999 STREETS LIGHTS 2ND HALF					-----			-----		-----
012120-0017	2000 STREET LIGHTS 1ST HALF					-----			-----		-----
012120-0018	2000 STREET LIGHTS 2ND HALF					-----			-----		-----
012120-0019	2001 STREET LIGHTS 1ST.HALF					-----			-----		-----
012120-0020	2001 STREET LIGHTS 2ND HALF					-----			-----		-----
012120-0021	2002 STREET LIGHTS 1ST HALF					-----			-----		-----
012120-0022	2002 STREET LIGHTS 2ND. HALF					-----			-----		-----
012120-0023	2003 STREET LIGHTS 1ST HALF					-----			-----		-----
012120-0024	2003 STREET LIGHTS 2ND HALF					-----			-----		-----
012120-0025	2004 STREET LIGHTS 1ST HALF					-----			-----		-----

		----- Current Year -----									
		Prior Years	Prior Years	Amended	Actual On	Projected	Inc./Dec.	Dept Request	Inc./Dec.	Admin Request	
		FY/2020	FY/2021	Budget	2022/01	Expenditure		% FY/2023		% FY/2023	
		-----	-----	-----	-----	-----	-----	-	-----	-	-----
STREET LIGHTS & STAR FORT FEES											
012120-0026	2004 STREET LIGHTS 2ND HALF					-----		-----			-----
012120-0027	2005 STREET LIGHTS 1ST HALF					-----		-----			-----
012120-0028	2005 STREET LIGHTS 2ND HALF					-----		-----			-----
012120-0029	2006 STREET LIGHTS 1ST HALF					-----		-----			-----
012120-0030	2006 STREET LIGHTS 2ND HALF					-----		-----			-----
012120-0031	2007 STREET LIGHTS 1ST HALF					-----		-----			-----
012120-0032	2007 STREET LIGHTS 2ND HALF					-----		-----			-----
012120-0033	2008 STREET LIGHTS 1ST HALF					-----		-----			-----
012120-0034	2008 STREET LIGHTS 2ND. HALF					-----		-----			-----
012120-0035	2009 STREET LIGHTS 1ST HALF					-----		-----			-----
012120-0036	2009 STREET LIGHTS 2ND HALF					-----		-----			-----
012120-0037	2010+ STREET LIGHTS 1ST 1/2	11,915-	11,932-	11,956-	336-	-----	11,620	97.19-	10,878-	1,078	9.02-
012120-0038	2010+ STREET LIGHTS 2ND HALF	11,543-	12,364-	11,956-	10,529-	-----	1,427	11.94-	10,878-	1,078	9.02-
012120-0050	STAR FORT FEES	8,040-	8,130-	8,200-	3,960-	-----	4,240	51.71-	8,200-		-----
		31,498-	32,426-	32,112-	14,825-				29,956-		
	--TOTAL DEPARTMENT--	31,498-	32,426-	32,112-	14,825-		17,287	53.83-	29,956-	2,156	6.71-
TOTAL - OTHER LOCAL TAXES		40,645,582-	44,626,520-	43,418,479-	15,016,221-		28,402,258	65.42-	48,934,660-	5,516,181-	12.70
013000	PERMITS PRIVILEGE FEES & REGUL										
013010	DOG LICENSES										
013010-0001	DOG LICENSES - 3501	45,243-	41,796-	40,000-	18,455-	-----	21,545	53.86-	40,000-		-----
		45,243-	41,796-	40,000-	18,455-				40,000-		
	--TOTAL DEPARTMENT--	45,243-	41,796-	40,000-	18,455-		21,545	53.86-	40,000-		
013030	PERMITS AND OTHER LICENSES										
013030-0004	LAND USE APPLICATION FEES - 12	3,350-	4,225-	4,000-	5,650-	-----	1,650-	41.25	4,200-	200-	5.00
013030-0005	TRANSFER FEES - 2106	3,468-	4,165-	3,500-	2,322-	-----	1,178	33.66-	3,500-		-----
013030-0006	FRANCHISE FEES					-----					-----
013030-0007	DEVELOPMENT REVIEW FEES	409,039-	453,116-	380,000-	268,722-	-----	111,278	29.28-	460,000-	80,000-	21.05
013030-0008	BUILDING PERMITS - 3401	1,375,754-	1,397,090-	1,173,750-	552,764-	-----	620,986	52.91-	1,173,750-		-----
013030-0009	2% STATE FEES	730-			6,341-	-----	6,341-	100.00			-----
013030-0010	ELECTRICAL PERMITS - 3401	135,300-	94,771-	90,980-	80,782-	-----	10,198	11.21-	90,980-		-----
013030-0012	PLUMBING PERMITS - 3401	30,997-	26,675-	27,789-	12,071-	-----	15,718	56.56-	27,789-		-----
013030-0014	MECHANICAL PERMITS - 3401	111,738-	103,750-	102,211-	54,159-	-----	48,052	47.01-	102,211-		-----
013030-0015	SPECIAL INSPECTIONS - 3401					-----					-----
013030-0019	SIGN PERMITS - 3401	6,575-	4,150-	5,270-	2,225-	-----	3,045	57.78-	5,270-		-----
013030-0024	EROSION & SEDIMENT CONTROL PER					-----					-----
013030-0031	PERMITS - COMMERCIAL BURNING	150-		150-		-----	150	100.00-		150	100.00-
013030-0032	DONATIONS - RECREATION IMPACT					-----					-----
013030-0033	SET OFF DEBT-FEES					-----					-----
013030-0034	EMERGENCY SERVICES					-----					-----
013030-0035	EXPLOSIVE STORAGE PERMITS	2,300-		2,300-		-----	2,300	100.00-		2,300	100.00-

		----- Current Year -----									
		Prior Years	Prior Years	Amended	Actual On	Projected	Inc./Dec.	Dept Request	Inc./Dec.	Admin Request	
		FY/2020	FY/2021	Budget	2022/01	Expenditure		% FY/2023		% FY/2023	
		-----	-----	-----	-----	-----	-----	-	-----	-	-----
PERMITS AND OTHER LICENSES											
013030-0036	BLASTING PERMITS	300-	430-	300-			300	100.00-		300	100.00-
013030-0037	INSTITUTIONAL INSPECTIONS PERM		10,350-	100,000-	2,800-		97,200	97.20-	9,180-	90,820	90.82-
013030-0038	DAY CARE FACILITIES PERMIT										
013030-0039	FM TRAINING SERVICES										
013030-0040	ANNUAL BLASTING PERMIT										
013030-0041	ANNUAL BURNING PERMIT										
013030-0042	FIRE PROTECTION SYSTEMS TESTS										
013030-0043	FIRE SPRINKLER PERMITS										
013030-0044	LAND DISTURBANCE PERMITS (4201	157,101-	281,500-	222,255-	140,924-		81,331	36.59-	229,505-	7,250-	3.26
013030-0045	FIRE LANE VIOLATIONS										
013030-0046	SEPTIC HAULERS PERMIT	300-	200-		200-		200-	100.00			
013030-0047	SEWAGE INSTALLATION LICENSE	300-	300-								
013030-0048	RESIDENTIAL PUMP AND HAUL FEE		200-								
013030-0049	COMMERCIAL PUMP AND HAUL FEE										
013030-0050	TRANSFER DEVELOPMENT RIGHTS	1,600-	1,500-		1,500-		1,500-	100.00			
013030-0051	FIRE INSPECTIONS/PERMITS/REVIE										
013030-0052	SMALL CELL TOWER PERMIT	950-	200-		100-		100-	100.00			
		2,239,952-	2,382,622-	2,112,505-	1,130,560-				2,106,385-		
	--TOTAL DEPARTMENT--	2,239,952-	2,382,622-	2,112,505-	1,130,560-		981,945	46.48-	2,106,385-	6,120	.29-
TOTAL - PERMITS PRIVILEGE FEES & REGUL		2,285,195-	2,424,418-	2,152,505-	1,149,015-		1,003,490	46.62-	2,146,385-	6,120	.28-
FINES AND FORFEITURES											
014000	FINES AND FORFEITURES										
014010	FINES AND FORFEITURES										
014010-0001	COURT FINES & BOND FORFEITURES	234,406-	185,191-	250,000-	98,838-		151,162	60.46-	280,000-	30,000-	12.00
014010-0002	SHERIFF FINES										
014010-0003	PENALTY - BAD CHECKS	12,905-	14,203-	12,000-	6,978-		5,022	41.85-	12,000-		
014010-0004	REGISTRAR FINES	800-			300-		300-	100.00			
014010-0005											
		248,111-	199,394-	262,000-	106,116-				292,000-		
	--TOTAL DEPARTMENT--	248,111-	199,394-	262,000-	106,116-		155,884	59.50-	292,000-	30,000-	11.45
TOTAL - FINES AND FORFEITURES		248,111-	199,394-	262,000-	106,116-		155,884	59.50-	292,000-	30,000-	11.45
REVENUE FROM USE OF MONEY AND											
015000	REVENUE FROM USE OF MONEY										
015010	REVENUE FROM USE OF MONEY										
015010-0001	INTEREST ON BANK DEPOSITS	877,349-	155,142-	215,098-	98,090-		117,008	54.40-	300,000-	84,902-	39.47
015010-0004	INTEREST OTHER										
015010-0005	INTEREST LORD FAIRFAX COMM SCI										
015010-0006	INTEREST LORD F/F COMM COLL CE										
		877,349-	155,142-	215,098-	98,090-				300,000-		
	--TOTAL DEPARTMENT--	877,349-	155,142-	215,098-	98,090-		117,008	54.40-	300,000-	84,902-	39.47

		----- Current Year -----									
		Prior Years	Prior Years	Amended	Actual On	Projected	Inc./Dec.	Dept Request	Inc./Dec.	Admin Request	
		FY/2020	FY/2021	Budget	2022/01	Expenditure		% FY/2023		% FY/2023	
		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
015020	REVENUE FROM USE OF PROPERTY										
015020-0001	RENTAL OF GENERAL PROPERTY	1,160-		680-			680	100.00-	680-		
015020-0002	SUNNYSIDE RENTAL INCOME	90,575-	99,679-	123,658-	48,117-		75,541	61.09-	120,838-	2,820	2.28-
015020-0003	SALE OF RAIN BARRELS										
015020-0005	SALE OF SURPLUS - TREASURER										
015020-0006	SALE OF SALVAGE AND SURPLUS	2,725-	9,736-	2,076-	2,076-					2,076	100.00-
015020-0007	SALE OF SALVAGE AND SURPLUS-SH	22,031-	27,885-	15,000-	3,000-		12,000	80.00-	25,000-	10,000-	66.67
015020-0008	SALE OF BOCA BOOKS										
015020-0009	USE OF COUNTY FACILITIES - WIN										
015020-0010	SALE OF MAPS, BOOKS, ETC.	8-	72-		5-		5-	100.00			
015020-0011	PARK RECEIPTS-REFRESHMENT STAN										
015020-0012	PARK RECEIPTS - FIREWOOD	100-									
015020-0013	PARK RECEIPTS - SALE SURPLUS E	2,244-		1,500-			1,500	100.00-	1,000-	500	33.33-
015020-0014	PARK RECEIPTS-CLEARERK.CONCESS	800-	753-	1,250-	740-		510	40.80-	1,250-		
015020-0015	PARK RECEIPTS-S.CITY CONCESS.-	1,781-	768-	1,250-	720-		530	42.40-	1,250-		
015020-0016	SALE OF RECREATION EQUIPMENT										
015020-0017	RENTAL OF RECREATION EQUIPMENT										
015020-0018	SALE OF SALVAGE & SURPLUS - PA										
015020-0019	FORFEITED PROPERTY AND FUNDS		11,138-								
015020-0020	SALE OF FIRE REPORT	21-		41-			41	100.00-		41	100.00-
015020-0021	SALE OF PROPERTY		2,820,000-		101,750-		101,750-	100.00			
015020-0022	FACTS & FIGURES EDC										
		121,445-	2,970,031-	145,455-	156,408-				150,018-		
	--TOTAL DEPARTMENT--	121,445-	2,970,031-	145,455-	156,408-		10,953-	7.53	150,018-	4,563-	3.14
TOTAL - REVENUE FROM USE OF MONEY AND		998,794-	3,125,173-	360,553-	254,498-		106,055	29.41-	450,018-	89,465-	24.81
016000	CHARGES FOR SERVICES										
016010	COURT COSTS										
016010-0002	EXCESS FEES OF CLERKS - 2106	103,371-	193,983-	117,653-	78,805-		38,848	33.02-	150,000-	32,347-	27.49
016010-0003	SHERIFF'S FEES	2,524-	2,524-	2,524-	2,524-				2,500-	24	.95-
016010-0004	COURT CASES-ATTORNEY FEES										
016010-0005	LAW LIBRARY FEES - 2108	11,969-	9,771-	12,000-	6,024-		5,976	49.80-	12,000-		
016010-0006	EMERGENCY 911 FEES										
016010-0007	HANDGUN PERMIT FEES	42,655-	69,160-	45,000-	17,100-		27,900	62.00-	42,000-	3,000	6.67-
016010-0008	CLERK FEES-COURTHOUSE SECURITY	98,672-	83,486-	98,000-	58,502-		39,498	40.30-	98,000-		
016010-0009	STATE COLLECTIONS REIMBURSEMEN										
016010-0010	BOND MANAGEMENT FEES-PLANNING	28,100-	41,400-	30,000-	22,000-		8,000	26.67-	40,000-	10,000-	33.33
016010-0011	COURTHOUSE ADA MAINTENANCE FEE	34,340-	25,350-	35,000-	12,481-		22,519	64.34-	25,000-	10,000	28.57-
016010-0013	E-SUMMONS FEES	19,573-	15,189-	27,000-	4,978-		22,022	81.56-	27,000-		
016010-0014	BLOOD/DNA TEST FEES	1,214-	1,630-		821-		821-	100.00			
016010-0015	COMMONWEALTH E-SUMMONS FEES	7,463-	8,147-		2,323-		2,323-	100.00			
		349,881-	450,640-	367,177-	205,558-				396,500-		
	--TOTAL DEPARTMENT--	349,881-	450,640-	367,177-	205,558-		161,619	44.02-	396,500-	29,323-	7.99

		Prior Years FY/2020	Prior Years FY/2021	Amended Budget	Current Year Actual On 2022/01	Projected Expenditure	Inc./Dec.	Dept Request % FY/2023		Admin Request % FY/2023	
016020											
016020-0001	COMMONWEALTH'S ATTORNEY FEES -										
016030	CHARGES-LAW ENFORCEMENT/TRAFFI										
016030-0001	SHERIFF PARKING TICKETS	1,400-	510-		560-		560-	100.00			
016030-0007	WORK RELEASE FEES-JAIL FUND 10										
016030-0008	PRISONER FEES FM OTHER LOCALI				765-		765-	100.00			
016030-0009	FEDERAL BUREAU OF PRISONS										
		1,400-	510-		1,325-						
	--TOTAL DEPARTMENT--	1,400-	510-		1,325-		1,325-				
016040-0001	PURCHASED SERVICES-TITLE XX										
016050	CHARGES FOR CORRECTION AND DET										
016060	CHARGES FOR OTHER PROTECTION										
016060-0002	DONATIONS,ADOPT/RECLAIM FEES	54,523-	43,744-	66,000-	26,797-		39,203	59.40-	66,000-		
016060-0003	SPAY/NEUTER FEE	14,390-	10,970-	15,500-	4,080-		11,420	73.68-	9,000-	6,500	41.94-
016060-0004	DONATIONS, CONSERVATION EASEME										
		68,913-	54,714-	81,500-	30,877-				75,000-		
	--TOTAL DEPARTMENT--	68,913-	54,714-	81,500-	30,877-		50,623	62.11-	75,000-	6,500	7.98-
016130	CHARGES FOR PARKS AND RECREATI										
016130-0005	RECREATION ADMISSION FEES	39,149-	38,962-	66,000-	45,556-		20,444	30.98-	80,000-	14,000-	21.21
016130-0006	PARK FEES - PADDLE BOATS - CLE										
016130-0007	PARK FEES - PADDLE BOATS - STE										
016130-0008	COMMUNITY RECREATION PROGRAM F	1,322,058-	1,345,497-	2,215,345-	815,048-		1,400,297	63.21-	2,527,873-	312,528-	14.11
016130-0009	RECREATION BALLFIELD USER FEES	37,767-	40,386-	44,150-	38,892-		5,258	11.91-	44,150-		
016130-0010	RECREATION LEAGUE FEES	130,322-	67,503-	186,819-	79,876-		106,943	57.24-	213,656-	26,837-	14.37
016130-0011	RECREATION TOURNAMENT FEES	6,310-	2,265-	6,644-	6,830-		186-	2.80	9,853-	3,209-	48.30
016130-0012	RECREATION SPONSORSHIP FEES										
016130-0013	COMMUNITY RECREATION INSTRUCT.	91,706-	164,038-	342,851-	64,506-		278,345	81.19-	355,351-	12,500-	3.65
016130-0014	COMMUNITY RECREATION SPECIAL E	203,605-	119,411-	285,055-	270,270-		14,785	5.19-	403,012-	117,957-	41.38
016130-0015	COMMUNITY REC.TRIPS & EXCURSIO	17,129-	600-	32,150-	5,710-		26,440	82.24-	33,889-	1,739-	5.41
016130-0016	RECREATION FEES - VENDING MACH										
016130-0017	PARKS REFUNDS										
016130-0018	PARKS PROGRAM FEES		56,100-								
016130-0019	USER FEE - CONCESSION STAND -										
016130-0020	FACILITY RENTAL	44,598-	28,143-	67,816-	4,131-		63,685	93.91-	65,626-	2,190	3.23-
016130-0021	RECREATION CLUB FEES										
016130-0022	USER FEES - SHELTERS - CLEARER	18,863-	23,906-	28,000-	9,832-		18,168	64.89-	28,000-		
016130-0023	USER FEES - SHELTERS - STEPHEN	10,673-	18,732-	14,750-	7,048-		7,702	52.22-	14,750-		
016130-0024	TICKETS FOR RESALE	755-									
016130-0025	SALE OF TICKETS - BUSCH GARDEN										
016130-0026	SALE OF TICKETS - VRPS										
016130-0027	RECREATION MERCHANDISE FOR RES	731-		2,625-	100-		2,525	96.19-	5,000-	2,375-	90.48
016130-0028	VENDING MACHINE COMMUNITY CENT										
016130-0033	SPORTS AND ATHLETICS INSTRUCT										
016130-0034	SPORTS AND ATHLETICS SPEC.EVEN										

		----- Current Year -----									
		Prior Years	Prior Years	Amended	Actual On	Projected	Inc./Dec.	Dept Request	Inc./Dec.	Admin Request	
		FY/2020	FY/2021	Budget	2022/01	Expenditure		% FY/2023		% FY/2023	
		-----	-----	-----	-----	-----	-----	-	-----	-	-----
CHARGES FOR PARKS AND RECREATI											
016130-0035	SPORTS AND ATHLETICS TRIPS & E					-----		-----			-----
016130-0036	VENDING MACHINES - SHERANDO					-----		-----			-----
016130-0037	PARK MERCHANDISE FOR RESALE					-----		-----			-----
		1,923,666-	1,905,543-	3,292,205-	1,347,799-			3,781,160-			
--TOTAL DEPARTMENT--		1,923,666-	1,905,543-	3,292,205-	1,347,799-		1,944,406	59.06-	3,781,160-	488,955-	14.85
CHARGES - PLANNING/COMMUNITY D											
016160											
016160-0001	SALE OF MAPS, SURVEYS, AND ETC	15-	148-			-----		-----			-----
016160-0002	SALE OF COUNTY CODE	40-				-----		-----			-----
016160-0003	ROAD NAME CHANGES					-----		-----			-----
016160-0004	SALE OF REPORTS-TREAS.					-----		-----			-----
016160-0005	SALE OF HOUSE NUMBER D-BASE					-----		-----			-----
016160-0006	SALE OF HISTORIC PLAQUES					-----		-----			-----
016160-0007	SALE OF FREDERICK COUNTY BOOK	65-				-----		-----			-----
016160-0008	LEGAL FEES					-----		-----			-----
016160-0009	SALE OF GIS PRODUCTS	310-	115-		225-	-----	225-	100.00	-----		-----
016160-0010	POSTPONEMENT FEES-PLANNING				500-	-----	500-	100.00	-----		-----
		430-	263-		725-						
--TOTAL DEPARTMENT--		430-	263-		725-		725-				
CHARGES - FIRE AND RESCUE											
016170											
016170-0001	SCBA PARTS / REPAIR					-----		-----			-----
016170-0002	UNIFORMS/ GEAR					-----		-----			-----
016170-0003	FIRE EQUIPMENT & SUPPLIES					-----		-----			-----
016170-0004	EMS EQUIPMENT & SUPPLIES					-----		-----			-----
016170-0005	FIRE EXTINGUISHER & REFILLS					-----		-----			-----
TOTAL - CHARGES FOR SERVICES		2,344,290-	2,411,670-	3,740,882-	1,586,284-		2,154,598	57.60-	4,252,660-	511,778-	13.68
MISCELLANEOUS REVENUE											
018000											
018020-0001	ANNEXATION PAYMENTS-LOSS OF NE					-----		-----			-----
018990	MISCELLANEOUS										
018990-0001	MISCELLANEOUS	30,557-	232,906-		64,809-	-----	64,809-	100.00	-----		-----
018990-0003	RECREATION DONATIONS	41,535-	57,204-	60,195-	18,985-	-----	41,210	68.46-	57,100-	3,095	5.14-
018990-0004	INDUSTRIAL PARK ASSOC.-DONATIO					-----		-----			-----
018990-0005	DONATIONS - OTHER	37,500-	33,021-		126,000-	-----	126,000-	100.00	-----		-----
018990-0006	SHERIFF DONATIONS	2,050-	8,624-	5,650-	6,550-	-----	900-	15.93	-----	5,650	100.00-
018990-0007	FORFEITED PROP.SURP.SHERIFF-LO				1,340-	-----	1,340-	100.00	-----		-----
018990-0008	FORFEITED PROPERTY-SURPLUS COM					-----		-----			-----
018990-0010	REFUNDS-OTHER	528-	23,246-		265-	-----	265-	100.00	-----		-----
018990-0011	RETURNED CHECKS COLLECTED					-----		-----			-----
018990-0012	REIMB. HAZ MAT&OTHER F&R REFUN	569-		569-		-----	569	100.00-	-----	569	100.00-
018990-0013	OVER/SHORT COLLECTIONS PARKS					-----		-----			-----
018990-0014	REFUNDS - WORKER'S COMP./INSUR	25,982-	26,653-		75,858-	-----	75,858-	100.00	-----		-----

019020 REIMBURSEMENT OF EXPENSES-CIRC

		----- Current Year -----									
		Prior Years	Prior Years	Amended	Actual On	Projected	Inc./Dec.		Dept Request	Inc./Dec.	Admin Request
		FY/2020	FY/2021	Budget	2022/01	Expenditure		%	FY/2023		% FY/2023
		-----	-----	-----	-----	-----	-----	-	-----	-----	- -----
REIMBURSEMENT OF EXPENSES-CIRC											
019020-0001	REIMBURSEMENT - CLARKE COUNTY					-----			-----		-----
019020-0002	REIMBURSEMENT - COMMONWEALTH -	8,651-	9,020-	8,600-	4,229-	-----	4,371	50.83-	8,600-		-----
019020-0003	REIMBURSEMENT - CIRCUIT COURT					-----			-----		-----
019020-0004	IDA AERIAL PHOTO					-----			-----		-----
019020-0005	REIMB.-P.WORKS/PLANNING CLEAN	725-	1,800-		650-	-----	650-	100.00	-----		-----
		9,376-	10,820-	8,600-	4,879-	-----			8,600-		-----
	--TOTAL DEPARTMENT--	9,376-	10,820-	8,600-	4,879-	-----	3,721	43.27-	8,600-		-----
019040-0001	CONTAINER FEES - CLARKE CO. -	55,767-	64,460-	66,288-	35,424-	-----	30,864	46.56-	56,124-	10,164	15.33-
019040-0002	CONTAINER FEES - FRED.CO.SCH.B					-----			-----		-----
019040-0003	CONTAINER FEES CITY OF WINCHES	45,914-	59,916-	60,696-	31,490-	-----	29,206	48.12-	59,688-	1,008	1.66-
019040-0004	REFUSE DISPOSAL FEES	113,953-	126,620-	147,096-	66,215-	-----	80,881	54.99-	108,564-	38,532	26.20-
019040-0005	COMPACTOR FEES					-----			-----		-----
019040-0006	RECYCLING REVENUE	19,680-	20,081-	13,200-	11,651-	-----	1,549	11.73-	18,500-	5,300-	40.15
019040-0007	FOSTER PARENT RECRUIT.WINC/CLA					-----			-----		-----
019040-0008	ECHO VILLAGE SEWER					-----			-----		-----
019040-0009	LITTER CONTROL CHARGES-CLARKE					-----			-----		-----
019040-0010	SHERIFF RESTITUTION	539-	391-			-----			-----		-----
019040-0011	FIRE & RESCUE MERCHANDISE (RES					-----			-----		-----
019040-0012	CONTAINER FEES - BOWMAN LIBRAR	2,051-	1,655-	1,740-	1,071-	-----	669	38.45-	2,184-	444-	25.52
019040-0013	CONTAINER FEES - OTHER					-----			-----		-----
019040-0014	RESTITUTION-OTHER	3,359-	2,347-		1,509-	-----	1,509-	100.00	-----		-----
019040-0015	LITTER-THON/KEEP VA BEAUTIFUL	750-				-----			-----		-----
019040-0016	RESTITUTION-VICTIM WITNESS					-----			-----		-----
		242,013-	275,470-	289,020-	147,360-	-----			245,060-		-----
	--TOTAL DEPARTMENT--	242,013-	275,470-	289,020-	147,360-	-----	141,660	49.01-	245,060-	43,960	15.21-
019050-0001	GASOLINE TAX REFUNDS - VEA - 5					-----			-----		-----
019050-0002	REFUNDS - VEA CLIENTS					-----			-----		-----
019060	JAIL COSTS					-----			-----		-----
019060-0001	SHARE OF JAIL COSTS - COMMONWE					-----			-----		-----
019060-0002	PRISONER BOARD - OTHER LOCAL -					-----			-----		-----
019060-0003	REIMB.COURT SECURITY CITY OF W					-----			-----		-----
019070-0001	REIMB. OF EXPENSES-GEN. DIST.	22,942-	17,249-	23,000-	8,468-	-----	14,532	63.18-	17,000-	6,000	26.09-
019070-0002	REIMB-PUBLIC WORK SALARIES	20,000-	20,000-	20,000-		-----	20,000	100.00-	20,000-		-----
019070-0003	REIMB.-PROJECT MANAGEMENT					-----			-----		-----
		42,942-	37,249-	43,000-	8,468-	-----			37,000-		-----
	--TOTAL DEPARTMENT--	42,942-	37,249-	43,000-	8,468-	-----	34,532	80.31-	37,000-	6,000	13.95-
019080-0001	REIMB. OF EXPENSES - J & D COU					-----			-----		-----
019090-0001	REIMB. - HEALTH DEPARTMENT - 5					-----			-----		-----
019100-0001	REIMB. COMMONWEALTH -ATTY.'S F					-----			-----		-----
019100-0003	WINCHESTER EDC					-----			-----		-----
019100-0004	FREDERICK W.RELEASE					-----			-----		-----

		----- Current Year -----									
		Prior Years	Prior Years	Amended	Actual On	Projected		Dept Request		Admin Request	
		FY/2020	FY/2021	Budget	2022/01	Expenditure	Inc./Dec.	%	FY/2023	Inc./Dec.	%
		-----	-----	-----	-----	-----	-----	-	-----	-----	-
REIMB. COMMONWEALTH -ATTY.'S F											
019100-0005	CLARKE W.RELEASE					-----			-----		-----
019100-0006	REIMB. LYNCHBURG					-----			-----		-----
019100-0010	STATE SAL. REIMB.HAZ MAT					-----			-----		-----
019100-0011	REIMB. - TREASURER ASSOC.					-----			-----		-----
019110	REIMBURSEMENTS					-----			-----		-----
019110-0001	REIMBURSEMENT-LFSW CONSERVATIO					-----			-----		-----
019110-0002	REIMB. - VA. TECH. - EXTENSION					-----			-----		-----
019110-0003	REIMB.TASK FORCE	72,593-	74,255-	74,000-	38,397-	-----	35,603	48.11-	77,000-	3,000-	4.05
019110-0004	C & P - JAIL					-----			-----		-----
019110-0005	REIMB.-GYPSY MOTH					-----			-----		-----
019110-0006	RABBIES CLINIC FEES					-----			-----		-----
019110-0007	EDC REVENUE/RECOVERED COSTS					-----			-----		-----
019110-0008	SIGN DEPOSITS-PLANNING		440-		500-	-----	500-	100.00	-----		-----
019110-0009	EDC REIMBURSEMENTS BROCHURES					-----			-----		-----
019110-0010	RECYCLING REIMB. FROM LANDFILL					-----			-----		-----
019110-0011	CASH PROFFERS MACEDONIA ROAD					-----			-----		-----
019110-0012	REIMBURSEMENT-CONSTRUCTION PRO					-----			-----		-----
019110-0013	REIMB.-SHERANDO WATER LINE					-----			-----		-----
019110-0014	REIMB - ELECTIONS	1,803-	5,230-		2,107-	-----	2,107-	100.00	-----		-----
019110-0015	WESTMINSTER CANTERBURY LIEU OF	37,924-	18,962-	37,924-	39,384-	-----	1,460-	3.85	39,384-	1,460-	3.85
019110-0016	REIMB.-CALEB HEIGHTS					-----			-----		-----
019110-0017	REIMB. STREET SIGNS					-----			-----		-----
019110-0018	LABOR-GROUNDS MAINT.FRED CO.SC	291,396-	270,233-	330,429-	100,341-	-----	230,088	69.63-	402,214-	71,785-	21.72
019110-0019	REIMB.- ORCHARDALE					-----			-----		-----
019110-0020	CHAMBER REIMBURSEMENT-EDC					-----			-----		-----
019110-0021	REIMB-CITY SHARE CLERKS FRINGE					-----			-----		-----
019110-0022	REIMBURSEMENT FEASIBILITY STUD					-----			-----		-----
019110-0023	REIMB. - NW WORKS					-----			-----		-----
019110-0024	TUITION REIMBURSEMENT					-----			-----		-----
019110-0025	PROFFERS - WOODSIDE ESTATES					-----			-----		-----
019110-0026	CONTRIBUTIONS - GRIM PROPERTY					-----			-----		-----
019110-0027	COMCAST - PEG GRANT	89,395-	86,348-		41,087-	-----	41,087-	100.00	-----		-----
019110-0028	PROFFERS - SARATOGA MEADOWS					-----			-----		-----
019110-0029	PROFFERS - FIRE DEPT.				30,000-	-----	30,000-	100.00	-----		-----
019110-0030	PROFFERS - PREMIER PLACE (etto					-----			-----		-----
019110-0031	REIMB.STATE - RT. 37					-----			-----		-----
019110-0032	PROFFERS EASTGATE COMMERCE CEN					-----			-----		-----
019110-0033	PROFFERS - VALLEY MILL ESTATES					-----			-----		-----
019110-0034	REIMBURSEMENT- WARRIOR ROAD					-----			-----		-----
019110-0035	REIMB.-ROSE MEMORIAL					-----			-----		-----
019110-0036	TELECOMMUNICATIONS CENTER REIM					-----			-----		-----
019110-0037	PROFFERS BRIARWOOD ESTATE SEC.					-----			-----		-----
019110-0038	PROFFERS-OTHER				1,141,128-	-----	1,141,128-	100.00	-----		-----
019110-0039	BATTLEFIELD LOCAL GRANTS					-----			-----		-----
019110-0040	FIRE SCHOOL PROGRAMS	10,229-	10,688-	10,550-	6,930-	-----	3,620	34.31-	5,400-	5,150	48.82-
019110-0041	REIMB.TEACHING CER-F&R					-----			-----		-----
019110-0042	PROFFER SOVEREIGN VILLAGE	7,317-			29,270-	-----	29,270-	100.00	-----		-----

[illegible]

		Prior Years FY/2020	Prior Years FY/2021	Amended Budget	Current Year Actual On 2022/01	Projected Expenditure	Inc./Dec.	%	Dept Request FY/2023	Inc./Dec.	Admin Request FY/2023
		-----	-----	-----	-----	-----	-----	-	-----	-----	-
NON-CATEGORICAL AID											
022010-0015	2008 P/P STATE REIMB					-----			-----		-----
022010-0016	2009 P/P STATE REIMB.					-----			-----		-----
022010-0017	2010 P/P STATE REIMB					-----			-----		-----
022010-0018	2011 P.P. STATE REIMB					-----			-----		-----
022010-0019	2012 P/P STATE REIMB.					-----			-----		-----
022010-0020	RECORDATION TAXES	414,196-				-----			-----		-----
022010-0021	AUTO RENTAL TAX	172,460-	189,949-	170,000-		-----	170,000	100.00-	170,000-		-----
022010-0022	P/P STATE REIMB	12,741,898-	12,741,898-		6,526,528-	-----	6,526,528-	100.00	-----		-----
022010-0023	STATE NONCATEGORICAL FUNDING		67,536-		12,960-	-----	12,960-	100.00	-----		-----
		13,471,678-	13,113,080-	306,000-	6,639,951-				306,000-		
	--TOTAL DEPARTMENT--	13,471,678-	13,113,080-	306,000-	6,639,951-		6,333,951-	69.92	306,000-		
TOTAL - NON-CATEGORICAL AID		13,471,678-	13,113,080-	306,000-	6,639,951-		6,333,951-	69.92	306,000-		
023000	SHARED EXPENSES - CATEGORICAL										
023010-0001	SHARED EXPENSES - COMM. ATTORN	577,122-	574,525-	608,159-	203,133-	-----	405,026	66.60-	600,000-	8,159	1.34-
		577,122-	574,525-	608,159-	203,133-				600,000-		
	--TOTAL DEPARTMENT--	577,122-	574,525-	608,159-	203,133-		405,026	66.60-	600,000-	8,159	1.34-
023020-0001	SHARED EXPENSES - SHERIFF	2,665,475-	2,695,337-	2,945,072-	930,970-	-----	2,014,102	68.39-	3,075,138-	130,066-	4.42
		2,665,475-	2,695,337-	2,945,072-	930,970-				3,075,138-		
	--TOTAL DEPARTMENT--	2,665,475-	2,695,337-	2,945,072-	930,970-		2,014,102	68.39-	3,075,138-	130,066-	4.42
023030-0001	SHARED EXPENSES-COMM. OF REVEN	228,969-	223,127-	204,932-	101,922-	-----	103,010	50.27-	215,888-	10,956-	5.35
		228,969-	223,127-	204,932-	101,922-				215,888-		
	--TOTAL DEPARTMENT--	228,969-	223,127-	204,932-	101,922-		103,010	50.27-	215,888-	10,956-	5.35
023040-0001	SHARED EXPENSES - TREASURER -	183,766-	176,592-	178,000-	68,453-	-----	109,547	61.54-	214,500-	36,500-	20.51
		183,766-	176,592-	178,000-	68,453-				214,500-		
	--TOTAL DEPARTMENT--	183,766-	176,592-	178,000-	68,453-		109,547	61.54-	214,500-	36,500-	20.51
023050-0001	SHARED EXPENSES - MEDICAL EXAM					-----			-----		-----
023060-0001	SHARED EXPENSES-REGISTRAR/ELEC	92,828-	55,024-	47,849-		-----	47,849	100.00-	84,309-	36,460-	76.20
		92,828-	55,024-	47,849-					84,309-		
	--TOTAL DEPARTMENT--	92,828-	55,024-	47,849-			47,849	100.00-	84,309-	36,460-	76.20
023070-0001	SHARED EXPENSES-CFW REGIONAL J					-----			-----		-----
023080-0001	SHARED EXPENSES-CLERK	470,592-	452,860-	595,555-	214,934-	-----	380,621	63.91-	450,837-	144,718	24.30-
		470,592-	452,860-	595,555-	214,934-				450,837-		
	--TOTAL DEPARTMENT--	470,592-	452,860-	595,555-	214,934-		380,621	63.91-	450,837-	144,718	24.30-
TOTAL - SHARED EXPENSES - CATEGORICAL		4,218,752-	4,177,465-	4,579,567-	1,519,412-		3,060,155	66.82-	4,640,672-	61,105-	1.33

		Prior Years		Amended	Current	Year	Dept Request		Admin Request			
		FY/2020	FY/2021	Budget	2022/01	Projected	Inc./Dec.	%	FY/2023	Inc./Dec.	%	FY/2023
024000	CATEGORICAL AID											
024010	WELFARE											
024010-0001	STATE AND LOCAL HOSPITALIZATIO											
024010-0002	PUBLIC ASSISTANCE GRANTS	1,645,935-	1,450,166-	6,024,563-	2,407,764-		3,616,799	60.03-	6,219,653-	195,090-	3.24	
024010-0003	COMPREHENSIVE SERVICES											
		1,645,935-	1,450,166-	6,024,563-	2,407,764-				6,219,653-			
	--TOTAL DEPARTMENT--	1,645,935-	1,450,166-	6,024,563-	2,407,764-		3,616,799	60.03-	6,219,653-	195,090-	3.24	
024020-0013	FIRE PROGRAM											
024030	EMERGENCY SERVICES											
024030-0001	COR GRANT FUNDS											
024030-0002	VIRGINIA COMM FOR THE ARTS - P											
024040	OTHER CATEGORICAL AID											
024040-0001	CHILD CARE - PARKS											
024040-0002	EMERGENCY SERVICES GRANTS - 35											
024040-0007	LITTER CONTROL GRANTS - 4205	13,000-	14,931-	14,931-	21,374-		6,443-	43.15	21,374-	6,443-	43.15	
024040-0008	DEPT. OF TRANSPORTATION SAFETY											
024040-0009	LITTER RECYCLING GRANT (comp											
024040-0010	OTHER REVENUE FROM THE COMMONW	1,650-	193-		429-		429-	100.00				
024040-0011	FOUR-FOR-LIFE FUNDS		96,393-	94,369-	94,370-		1-		95,000-	631-	.67	
024040-0012	FREDERICK COUNTY COURTHOUSE GR											
024040-0013	EMERGENCY SERVICES FIRE PROGRA	273,930-	286,630-	304,416-	304,416-				280,000-	24,416	8.02-	
024040-0014	SPECIAL PROSECUTOR GRANT											
024040-0015	CARES ACT-CORONA RELIEF											
024040-0016	ABANDONED VEHICLE FEES											
024040-0017	RECYCLING GRANT											
024040-0018	CLEAN GRANT											
024040-0020	YOUTH RISK PREVENTION											
024040-0022	DMV - GRANT FUNDING			58,545-	12,164-		46,381	79.22-	50,000-	8,545	14.60-	
024040-0023	D.A.R.E. GRANTS											
024040-0024	ENHANCE SELECTIVE ENF.GRANT-DM											
024040-0025	CRIME ANALYSIS GRANT											
024040-0026	STATE GRANT- EMERGENCY SERVICE	30,000-		197,297-	13,381-		183,916	93.22-	257,500-	60,203-	30.51	
024040-0027	STATE REIMBURSE - ELECTIONS											
024040-0028	PARKS - STATE GRANTS	190,846-	69,352-	580,985-			580,985	100.00-	508,915-	72,070	12.40-	
024040-0029	GRANTS-PLANNING											
024040-0030	SHERIFF STATE GRANTS	148,050-	66,882-	445,000-	82,320-		362,680	81.50-	595,000-	150,000-	33.71	
024040-0031	SHERIFF COMM.TRAFFIC GRANT											
024040-0032	GRANTS SOIL & WATER											
024040-0033	JJC GRANT - JUVENILE JUSTICE	128,358-	128,358-	128,358-	64,180-		64,178	50.00-	128,358-			
024040-0034	CLERK'S FRINGE REIMBURSEMENT											
024040-0035	RENT/LEASE PAYMENTS	265,960-	217,072-	265,502-	134,032-		131,470	49.52-	268,063-	2,561-	.96	
024040-0036	RECORDS PRESERVATION											
024040-0037	SPAY/NEUTER ASSISTANCE-STATE	2,434-	2,116-	2,355-			2,355	100.00-	2,445-	90-	3.82	
024040-0038	STATE REIMBURSEMENT - EDC											
024040-0039	VIEM GRANT - SHERIFF											
024040-0040	HISTORIC RESOURCES GRANT(court											

		----- Current Year -----									
		Prior Years	Prior Years	Amended	Actual On	Projected	Inc./Dec.		Dept Request	Inc./Dec.	Admin Request
		FY/2020	FY/2021	Budget	2022/01	Expenditure		%	FY/2023		% FY/2023
		-----	-----	-----	-----	-----	-----	-	-----	-----	- -----
OTHER CATEGORICAL AID											
024040-0041	WORK FORCE INVESTMENT ACT					_____			_____		_____
024040-0042	WIRELESS 911 GRANT	270,923-	440,821-	249,588-	136,192-	_____	113,396	45.43-	279,035-	29,447-	11.80
024040-0043	GYPSY MOTH PROGRAM - STATE					_____			_____		_____
024040-0044	VDOT-ROADS					_____			_____		_____
024040-0045	STATE FORFEITED ASSET FUNDS	20,685-	20,828-		3,410-	_____	3,410-	100.00	_____		_____
024040-0046	VA DEPT OF HEALTH					_____			_____		_____
024040-0047	VICTIM WITNESS-COMMONWEALTH OF	58,051-	39,930-	207,470-	43,457-	_____	164,013	79.05-	207,470-		_____
024040-0048	SOCIAL SERVICES TANF CPS GRANT					_____			_____		_____
024040-0049	Social Services VOCA Grant					_____			_____		_____
024040-0050	STATE FUNDS-COMMUNICATIONS CEN			124,152-		_____	124,152	100.00-	94,152-	30,000	24.16-
024040-0051	F/R OEMS REIMB.					_____			_____		_____
024040-0052	AUTO RENTAL TAX					_____			_____		_____
024040-0053	REIMB. PURCHASE DEV RIGHTS					_____			_____		_____
024040-0054	IT/GLS GRANTS					_____			_____		_____
		1,403,887-	1,383,506-	2,672,968-	909,725-				2,787,312-		
	--TOTAL DEPARTMENT--	1,403,887-	1,383,506-	2,672,968-	909,725-		1,763,243	65.97-	2,787,312-	114,344-	4.28
TOTAL - CATEGORICAL AID		3,049,822-	2,833,672-	8,697,531-	3,317,489-		5,380,042	61.86-	9,006,965-	309,434-	3.56
031000	PAYMENTS IN LIEU OF TAXES										
031010	PAYMENTS IN LIEU OF TAXES										
031010-0001	PAYMENTS IN LIEU OF TAXES	17,649-	17,712-			_____			_____		_____
031010-0002	WESTMINSTER CANTERBURY LIEU OF					_____			_____		_____
		17,649-	17,712-								
	--TOTAL DEPARTMENT--	17,649-	17,712-								
TOTAL - PAYMENTS IN LIEU OF TAXES		17,649-	17,712-								
032000	CATEGORICAL AID - FEDERAL										
032040-0001	CETA GRANTS - 8101					_____			_____		_____
033000	CATEGORICAL AID - FEDERAL										
033010-0001	TELECOMMUTING CENTER					_____			_____		_____
033010-0002	FEDERAL BUREAU OF PRISONS					_____			_____		_____
033010-0003	NATIONAL PARK SERVICE					_____			_____		_____
033010-0004	FEDERAL GRANT-SHERIFF-use 10PN			40,000-		_____	40,000	100.00-	_____	40,000	100.00-
033010-0005	JUSTICE GRANT	4,972-	4,977-			_____			_____		_____
033010-0006	DMV GRANTS - FEDERAL	16,544-	15,863-			_____			_____		_____
033010-0007	CDB GRANT PLANNING - FEDERAL					_____			_____		_____
033010-0008	PUBLIC ASSISTANCE GRANTS - FED	4,052,762-	4,057,614-			_____			_____		_____
033010-0009	JCC GRANT - JUVENILE GRANT-FED					_____			_____		_____
033010-0010	FEDERAL GRANTS - DCUS					_____			_____		_____

		Prior Years FY/2020	Prior Years FY/2021	Amended Budget	Current Year Actual On 2022/01	Year Projected Expenditure	Inc./Dec.	%	Dept Request FY/2023	Inc./Dec.	%	Admin Request FY/2023
		-----	-----	-----	-----	-----	-----	-	-----	-----	-	-----
TELECOMMUTING CENTER												
033010-0011	CLEAN GRANT - FEDERAL					_____			_____			_____
033010-0012	DCJS SHERIFF - FEDERAL					_____			_____			_____
033010-0013	CRIME ANALYSIS GRANT					_____			_____			_____
033010-0014	OTHER REVENUE - FEDERAL					_____			_____			_____
033010-0015	GYPSY MOTH PROGRAM - FEDERAL					_____			_____			_____
033010-0016	CRIME VICTIM ASST.FEDERAL					_____			_____			_____
033010-0017	DRUG CONTROL FEDERAL (SHERIFF)					_____			_____			_____
033010-0018	HUD GRANT- COURTROOM					_____			_____			_____
033010-0019	EMERGENCY SERVICES					_____			_____			_____
033010-0020	FED FORFEITED ASSETS - DOJ	6,838-	8,909-			_____			_____			_____
033010-0021	EPA GRANT					_____			_____			_____
033010-0022	HOUSING ILLEGAL ALIENS-FEDERAL	41,607-				_____			_____			_____
033010-0023	FEDERAL VEC GRANT					_____			_____			_____
033010-0024	METH GRANT 2008+					_____			_____			_____
033010-0025	FEDERAL FUNDS-SHERIFF	55,305-	10,999-		26,849-	_____	26,849-	100.00	_____			_____
033010-0026	VICTIM WITNESS FEDERAL	85,720-	208,224-			_____			_____			_____
033010-0027	ARRA SHERIFF SESE FUNDS					_____			_____			_____
033010-0028	PUBLIC ASSISTANCE GRANTS ARRA					_____			_____			_____
033010-0029	CDBG					_____			_____			_____
033010-0030	EMERGENCY SERVICES GRANT-FEDER	23,171-	79,772-	11,252-	200-	_____	11,052	98.22-	_____	11,252	100.00-	_____
033010-0031	FED FORFEITED ASSETS - TREASUR					_____			_____			_____
		4,286,919-	4,386,358-	51,252-	27,049-							
	--TOTAL DEPARTMENT--	4,286,919-	4,386,358-	51,252-	27,049-		24,203	47.22-		51,252	100.00-	
TOTAL - CATEGORICAL AID - FEDERAL		4,286,919-	4,386,358-	51,252-	27,049-		24,203	47.22-		51,252	100.00-	
NON-REVENUE RECEIPTS												
041000	NON-REVENUE RECEIPTS											
041010-0001	INSURANCE RECOVERIES	7,703-	9,684-			_____			_____			_____
041010-0002	HEALTH INSURANCE					_____			_____			_____
		7,703-	9,684-									
	--TOTAL DEPARTMENT--	7,703-	9,684-									
041040-0001	LOAN PROCEEDS					_____			_____			_____
041040-0002	SALE OF LAND					_____			_____			_____
TOTAL - NON-REVENUE RECEIPTS		7,703-	9,684-									
TRANSFERS												
051000	TRANSFERS											
051010-0009	NEW ELEMENTARY SCHOOL #3					_____			_____			_____
051010-0010	GAINESBORO					_____			_____			_____
051010-0017	TRANSFER OF FUNDS TO AIRPORT A					_____			_____			_____
051010-0018	TRANSFERS TO CONSOLIDATED SERV					_____			_____			_____

		Prior Years	Prior Years	Amended	Current Year	Projected	Dept Request			Admin Request	
		FY/2020	FY/2021	Budget	2022/01	Expenditure	Inc./Dec.	%	FY/2023	Inc./Dec.	% FY/2023
		-----	-----	-----	-----	-----	-----	-	-----	-----	- -----
051020	TRANSFERS										
051020-0001	SCHOOL OPERATING FUND										
051020-0002	SALES TAX FUND										
051020-0003	SCHOOL CONSTRUCTION FUNDS										
051020-0004	SALES TAX FUND										
051020-0005	REVENUE SHARING TRUST FUND										
051020-0006	INDIAN HOLLOW ELEM.SCHOOL CAP.										
051020-0007	DOWELL J. HOWARD-NREP PROJECT										
051020-0008	TRANSFER FROM ANIMAL SHELTER F										
051020-0009	TRANSFER FROM CO CAPITAL FD (BO	3,783,655-	72,570-								
051020-0010	NEW ELEMENTARY SCHOOL #3										
051020-0011	NEW HIGH SCHOOL #1										
051020-0012	FREDERICK COUNTY MIDDLE SCHOOL										
051020-0013	TR FROM FUND ADM.RENOVATION										
051020-0021	REG.JAIL PROJECT FD 11										
051020-0022	TRANSFERS OTHER										
051020-0030	ADMINISTRATION BUILDING										
051020-0031	TRANSFER FROM FD.84 (AIRPORT)										
051020-0032	TRANSFER FROM JAMES WOOD (fund										
051020-0033	TRANSFER FROM FD.20 CENTRAL ST										
051020-0034	TRANSFER FROM FUND 21										
051020-0035	TRANSFER FOR HEALTH INS FUND										
051020-0036	TRANSFER FROM LIBRARY CONST.FU										
051020-0037	TRANSFER FROM CAP PROJ (26)										
		3,783,655-	72,570-								
	--TOTAL DEPARTMENT--	3,783,655-	72,570-								
051050-0002	TRANSFERS CARES/AREA FUND		74,301-	1,509,000-	1,509,000-				1,509,000	100.00-	
			74,301-	1,509,000-	1,509,000-						
	--TOTAL DEPARTMENT--		74,301-	1,509,000-	1,509,000-				1,509,000	100.00-	
TOTAL - TRANSFERS		3,783,655-	146,871-	1,509,000-	1,509,000-				1,509,000	100.00-	
TOTAL FOR FUND		203,999,222-	216,365,298-	211,821,421-	101,364,815-		110,456,606	52.15-	233,692,809-	21,871,388-	10.33
FINAL TOTAL		203,999,222-	216,365,298-	211,821,421-	101,364,815-		110,456,606	52.15-	233,692,809-	21,871,388-	10.33

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
11010	BOARD OF SUPERVISORS											
0000	BOARD OF SUPERVISORS											
1000	BOARD OF SUPERVISORS											
1001	COMPENSATION OF MEMBERS	133,270	136,876	137,739	69,580		137,739					
1003	RECEPTIONIST	16,842	22,970	29,835	13,233		32,774					
1005	OVERTIME		81									
1006	COMPENSATION OF COMMITTEE MEMB	2,250	2,100	10,800	700		8,000					
1009	ACCURED SALARIES	3,043	2,200-									
1010	EXTRA PAY			3,000	3,000							
	..PERSONAL SERVICES....	155,405	159,827	181,374	86,513		178,513					
2000	FRINGE BENEFITS											
2001	F. I. C. A.	11,585	12,347	12,819	6,575		13,044					
2002	RETIREMENT - V. S. R. S.	6,812	7,981	8,228	4,114		9,003					
2005	HOSPITAL/MEDICAL PLANS	8,129	8,235	13,020	4,296		14,975					
2006	GROUP INSURANCE	912	932	960	481		854					
2008	SHORT & LONG TERM DISABILITY											
2011	WORKER'S COMPENSATION - COMMO	69	80	90	47		94					
2019	ACCURED FRINGES	45-	184-									
	..EMPLOYEE BENEFITS....	27,462	29,391	35,117	15,513		37,970					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES-OTHER	17,814	18,275	16,800	11,919		18,800					
3004	REPAIR AND MAINTENANCE-EQUIP.			250								
3005	MAINTENANCE SERVICE CONTRACTS	960	960									
3006	PRINTING AND BINDING	43	114	1,500			1,000					
3007	ADVERTISING	14,984	18,336	15,000	7,490		18,000					
3010	OTHER CONTRACTUAL SERVICES											
	..PURCHASED SERVICES...	33,801	37,685	33,550	19,409		37,800					
4000	INTERNAL SERVICES											
4001	DATA PROCESSING SERVICES											
4003	CENTRAL STORES-COPIES	5,260	5,820	4,400	2,646		5,800					
	..INTERNAL SERVICES....	5,260	5,820	4,400	2,646		5,800					
5200	COMMUNICATION											
5204	POSTAGE AND TELEPHONE	6,653	6,228	6,000	2,619		6,000					
5300	INSURANCE											
5305	MOTOR VEHICLE INSURANCE											
5401	OFFICE SUPPLIES	109,437	44,654	12,500	1,216		49,500					
5408	VEHICLE TIRES AND PARTS											
5410	UNIFORMS & WEARING APPAREL											
5411	BOOKS AND SUBSCRIPTIONS	1,657	1,865	3,000	1,191		2,500					
5413	OTHER OPERATING SUPPLIES	14,622	6,456	4,500	4,494		4,000					
5506	TRAVEL	1,082		12,350	539		11,050					
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	26,774	23,420	27,250	21,894		26,400					
	..OTHER CHARGES.....	160,225	82,623	65,600	31,953		99,450					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
12010	COUNTY ADMINISTRATOR											
0000	COUNTY ADMINISTRATOR											
1000	PERSONNEL SERVICES											
1001	COUNTY ADMINISTRATOR	597,542	600,514	739,755	354,065		742,469					
1003	INTERN											
1005	OVERTIME				743							
1009	ACCURED SALARIES	1,367	796									
1010	EXTRA PAY			18,000	18,000							
	..PERSONAL SERVICES....	598,909	601,310	757,755	372,808		742,469					
2000	FRINGE BENEFITS											
2001	F. I. C. A.	40,411	40,351	52,000	26,415		53,283					
2002	RETIREMENT - V. S. R. S.	63,633	73,970	84,849	27,045		93,180					
2005	HOSPITAL/MEDICAL PLANS	81,345	80,781	98,540	33,970		104,825					
2006	GROUP INSURANCE	7,845	8,058	9,912	3,111		8,835					
2008	SHORT & LONG TERM DISABILITY	187	192	826	187		865					
2011	WORKER'S COMPENSATION -COMMO	538	540	661	335		668					
2013	EDUCATION - TUITION ASSISTANCE											
2019	ACCURED FRINGES	99	2,808									
	..EMPLOYEE BENEFITS....	194,058	206,700	246,788	91,063		261,656					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES	4,714	719	12,000	474		13,000					
3004	REPAIR AND MAINTENANCE-EQUIP.											
3005	MAINTENANCE SERVICE CONTRACTS											
3006	PRINTING AND BINDING			500			500					
3007	ADVERTISING											
3010	OTHER CONTRACTUAL SERVICES											
	..PURCHASED SERVICES...	4,714	719	12,500	474		13,500					
4000	INTERNAL SERVICES											
4001	DATA PROCESSING SERVICES											
4003	CENTRAL STORES - COPIES											
5200	COMMUNICATION											
5204	POSTAGE AND TELEPHONE	4,027	3,616	4,100	1,530		3,600					
5300	INSURANCE											
5305	MOTOR VEHICLE INSURANCE											
5306	SURETY BONDS	43	42	50	42		50					
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES	1,519	1,577	6,500	1,533		5,400					
5408	VEHICLE AND POWERED EQUIPMENT											
5410	UNIFORMS & WEARING APPAREL											
5411	BOOKS AND SUBSCRIPTIONS	137		500			500					
5413	OTHER OPERATING SUPPLIES	15										
5415	OTHER EXPENSES											
5506	TRAVEL	4,365	150	10,000	1,214		7,500					
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	1,518	3,040	6,000	1,606		5,000					
	..OTHER CHARGES.....	11,624	8,425	27,150	5,925		22,050					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
8000	LEASE AND RENTALS											
8002	FURNITURE AND FIXTURES											
8003	COMMUNICATION EQUIPMENT											
8005	MOTOR VEHICLES AND EQUIPMENT											
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
8008	CAPITAL LEASES											
8800	BUILDINGS											
	TOTAL FOR DEPT	809,305	817,154	1,044,193	470,270		1,039,675					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
12020	COUNTY ATTORNEY											
0000	COUNTY ATTORNEY											
1000	PERSONNEL SERVICES											
1001	COUNTY ATTORNEY	327,064	317,173	340,394	142,187		327,307					
1003	SUMMER INTERN											
1009	ACCRUED SALARIES	1,128	3,528-									
1010	EXTRA PAY			6,000	6,000							
	..PERSONAL SERVICES....	328,192	313,645	346,394	148,187		327,307					
2000	FRINGE BENEFITS											
2001	F.I.C.A	20,887	19,479	22,293	7,338		21,255					
2002	RETIREMENT - VRS	32,132	35,215	39,043	16,379		41,077					
2005	HOSPITAL / MEDICAL	50,811	48,936	54,060	22,079		44,925					
2006	GROUP INSURANCE	4,299	4,114	4,561	1,913		3,895					
2008	SHORT & LONG TERM DISABILITY	452	335	460	107		660					
2011	WORKER'S COMPENSATION	294	349	340	148		295					
2019	ACCRUED FRINGES	90	266-									
	..EMPLOYEE BENEFITS....	108,965	108,162	120,757	47,964		112,107					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES - OTHER	14,560	12,088	30,000	14,233		35,000					
3004	REPAIRS/MAINT. - EQUIPMENT			150			150					
3006	PRINTING & BINDING			200	58		200					
3007	ADVERTISING		75	150			150					
	..PURCHASED SERVICES...	14,560	12,163	30,500	14,291		35,500					
4000	INTERNAL SERVICES											
4003	CENTRAL STORES - COPIES	595	382	1,150	311		1,000					
	..INTERNAL SERVICES....	595	382	1,150	311		1,000					
5000												
5204	POSTAGE & TELEPHONE	1,836	1,030	2,125	356		2,100					
5306	SURETY BONDS	16	16	150	16		150					
5401	OFFICE SUPPLIES	1,146	1,048	2,350	624		2,100					
5411	BOOKS & SUBSCRIPTIONS	1,289	2,024	1,750	337		2,200					
5413	OTHER OPERATING	159	40	400	198		400					
5506	TRAVEL	1,899	1,050	4,200	1,831		4,300					
5801	DUES & MEMBERSHIPS	2,057	2,392	2,400	1,738		2,500					
	..OTHER CHARGES.....	8,402	7,600	13,375	5,100		13,750					
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
	TOTAL FOR DEPT	460,714	441,952	512,176	215,853		489,664					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
12080	INDEPENDENT AUDITOR											
0000	INDEPENDENT AUDITOR											
3000	CONTRACTED SERVICES											
3002	PROFESSIONAL SERVICES-OTHER	63,500	63,500	66,000			66,000					
	..PURCHASED SERVICES...	63,500	63,500	66,000			66,000					
TOTAL FOR DEPT		63,500	63,500	66,000			66,000					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
12090	COMMISSIONER OF THE REVENUE											
0000	COMMISSIONER OF THE REVENUE											
1000	PERSONNEL SERVICES											
1001	COMMISSIONER OF THE REVENUE	1,098,193	1,057,652	1,196,572	553,860		1,205,243					
1003	PART TIME/EXTRA HELP											
1005	OVERTIME											
1009	ACCURED SALARIES	1,615-	1,038									
1010	EXTRA PAY			54,000	54,000							
	..PERSONAL SERVICES....	1,096,578	1,058,690	1,250,572	607,860		1,205,243					
2000	FRINGE BENEFITS											
2001	F. I. C. A.	82,673	80,429	85,097	46,243		92,201					
2002	RETIREMENT - V. S. R. S.	106,009	121,432	127,591	63,807		151,257					
2005	HOSPITAL/MEDICAL PLANS	216,175	226,445	234,360	125,735		299,500					
2006	GROUP INSURANCE	14,185	14,187	14,906	7,455		14,342					
2008	SHORT & LONG TERM DISABILITY	1,086	1,284	1,315	642		1,400					
2011	WORKER'S COMPENSATION - COMMO	7,479	7,022	7,140	3,595		6,844					
2013	EDUCATION - TUITION ASSISTANCE											
2019	ACCURED FRINGES	137-	94-									
	..EMPLOYEE BENEFITS....	427,470	450,705	470,409	247,477		565,544					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES-OTHER											
3004	REPAIR AND MAINTENANCE-EQUIP.			660	660		1,000					
3005	MAINTENANCE SERVICE CONTRACTS		1,230									
3006	PRINTING AND BINDING			515	315		350					
3007	ADVERTISING	686	1,848	2,200	406		2,200					
3010	OTHER CONTRACTUAL SERVICES	1,962	1,802	2,100	1,022		2,000					
	..PURCHASED SERVICES...	2,648	4,880	5,475	2,403		5,550					
4000	INTERNAL SERVICES											
4001	DATA PROCESSING SERVICES											
4003	CENTRAL STORES-COPIES	539	223	2,200	64		1,500					
	..INTERNAL SERVICES....	539	223	2,200	64		1,500					
5200	COMMUNICATION											
5204	POSTAGE AND TELEPHONE	9,427	10,306	15,000	4,322		13,000					
5300	INSURANCE											
5305	MOTOR VEHICLE INSURANCE	2,049	1,333	2,100	1,019		1,500					
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES	16,003	23,809	20,825	4,325		20,000					
5408	VEHICLE AND POWERED EQUIPMENT											
5411	BOOKS AND SUBSCRIPTIONS	2,802	4,801	7,000	2,323		7,000					
5413	EMERGENCY/DISASTER EXPENSE	119	13,107									
5415	OTHER EXPENSES		10									
5500	TRAVEL											
5506	TRAVEL	6,474	975	10,000	7,259		10,000					
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	2,480	1,955	3,000	1,310		3,000					
	..OTHER CHARGES.....	39,354	56,296	57,925	20,558		54,500					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
8001	MACHINERY AND EQUIPMENT											
8002	FURNITURE AND FIXTURES											
8003	COMMUNICATIONS EQUIPMENT											
8005	MOTOR VEHICLES AND EQUIPMENT	29,258										
8007	INTEGRATED TECHNOLOGY EQUIPMEN		8,444									
	..CAPITAL OUTLAY.....	29,258	8,444									
9001	LEASE/RENT OF EQUIPMENT											
	TOTAL FOR DEPT	1,595,847	1,579,238	1,786,581	878,362		1,832,337					

FUND #-010

GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
8002	FURNITURE AND FIXTURES											
8003	COMMUNICATIONS EQUIPMENT											
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
	TOTAL FOR DEPT	1,563,921	1,661,565	1,920,930	848,706		1,994,681					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
	TOTAL FOR DEPT	1,040,400	1,076,255	1,164,244	592,496		1,180,397					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
12200	INFORMATION TECHNOLOGY											
0000	INFORMATION TECHNOLOGY											
1000	PERSONNEL SERVICES											
1001	MIS DIRECTOR	680,935	730,027	841,330	403,371		832,031					
1003	GIS INTERN - P/T											
1005	OVERTIME	2,775	4,553									
1009	ACCRUED SALARIES	555	1,961-									
1010	EXTRA PAY			33,000	33,000							
	..PERSONAL SERVICES....	684,265	732,619	874,330	436,371		832,031					
2000	FRINGE BENEFITS											
2001	F. I. C. A.	48,592	51,362	63,944	31,135		63,357					
2002	RETIREMENT - V. S. R. S.	66,116	80,921	96,499	45,931		104,420					
2005	HOSPITAL/MEDICAL PLANS	162,365	163,758	189,640	95,657		232,700					
2006	GROUP INSURANCE	8,847	9,454	11,273	5,366		9,901					
2008	SHORT & LONG TERM DISABILITY	1,806	1,885	2,143	971		2,100					
2011	WORKER'S COMPENSATION - COMMO	7,973	9,039	7,629	4,632		5,978					
2013	EDUCATION - TUITION ASSISTANCE											
2019	ACCRUED FRINGES	269	382-									
	..EMPLOYEE BENEFITS....	295,968	316,037	371,128	183,692		418,456					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES-OTHER	84,566	100,917	94,000	92,948		98,904					
3004	REPAIR & MAINT. - VEHICLE											
3005	MAINTENANCE SERVICE CONTRACTS	292,096	328,104	356,157	232,604		530,061					
3006	PRINTING/BINDING											
3007	ADVERTISING											
3010	OTHER CONTRACTUAL SERVICES	216,608	238,489	243,341	220,206		307,680					
	..PURCHASED SERVICES...	593,270	667,510	693,498	545,758		936,645					
4000	INTERNAL SERVICES											
4003	CENTRAL STORES-COPIES-MIS	36		350	54		350					
	..INTERNAL SERVICES....	36		350	54		350					
5200	COMMUNICATION											
5204	POSTAGE AND TELEPHONE	10,096	11,200	11,454	3,607		11,964					
5299	INTERNET ACCESS	48,870	64,716	64,776	27,054		77,604					
5302	PROPERTY INSURANCE											
5305	MOTOR VEHICLE INSURANCE											
5306	SURETY BONDS	81	84	84	84		84					
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES	18,223	41,850	118,135	16,928		223,224					
5411	BOOKS AND SUBSCRIPTIONS	321	50	250	50		50					
5413	OTHER OPERATING SUPPLIES	29,154	386,450	336,791	299,678		36,465					
5506	TRAVEL	20,978	24,296	22,736	5,735		26,081					
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	969	209	1,900			1,900					
	..OTHER CHARGES.....	128,692	528,855	556,126	353,136		377,372					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
12220	MANAGEMENT INFORMATION SYSTEMS											
0000	MANAGEMENT INFORMATION SYSTEMS											
1000	PERSONNEL SERVICES											
1001	DIRECTOR - MIS	408,020	394,976	423,090	210,773		423,091					
1005	OVERTIME											
1009	ACCRUED SALARIES	658	172-									
1010	EXTRA PAY			12,000	12,000							
	..PERSONAL SERVICES....	408,678	394,804	435,090	222,773		423,091					
2000	FRINGE BENEFITS											
2001	F.I.C.A.	29,786	29,651	31,815	15,845		32,048					
2002	RETIREMENT - V.R.S.	40,010	46,900	48,528	24,264		53,098					
2005	HOSPITAL/MEDICAL PLANS	55,518	62,084	64,080	32,392		74,900					
2006	GROUP INSURANCE	5,353	5,479	5,669	2,835		5,035					
2008	SHORT & LONG TERM DISABILITY	466	555	475	439		950					
2011	WORKER'S COMPENSATION	367	368	384	201		381					
2013	EDUCATION - TUITION ASSISTANCE											
2019	ACCRUED FRINGES	38	17-									
	..EMPLOYEE BENEFITS....	131,538	145,020	150,951	75,976		166,412					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES - OTHER	31,418	35,642	40,700	39,168		45,952					
3004	REPAIR AND MAINTENANCE-EQUIP.			3,000			3,000					
3005	MAINTENANCE SERVICE CONTRACTS	16,513	23,106	21,210	17,290		24,166					
3006	PRINTING AND BINDING											
3007	ADVERTISING											
	..PURCHASED SERVICES...	47,931	58,748	64,910	56,458		73,118					
4000	INTERNAL SERVICES											
4003	CENTRAL STORES - COPIES											
5200	COMMUNICATIONS											
5204	POSTAGE AND TELEPHONE	870	797	700	517		700					
5299	INTERNET ACCESS	1,389	1,462	1,284	760		1,500					
5305	MOTOR VEHICLE INSURANCE											
5306	SURETY BONDS											
5401	OFFICE SUPPLIES	24,793	14,096	33,000	3,317		34,100					
5411	BOOKS AND SUBSCRIPTIONS			200			200					
5413	OTHER OPERATING SUPPLIES		20,332	7,000			7,000					
5506	TRAVEL	2,588		2,700	666		2,700					
5801	DUES AND ASSOC. MEMBERSHIPS			220			220					
	..OTHER CHARGES.....	29,640	36,687	45,104	5,260		46,420					
8000	CAPITAL OUTLAY											
8001	MACHINERY AND EQUIPMENT											
8002	FURNITURE AND FIXTURES											
8005	MOTOR VEHICLES AND EQUIPMENT											
8007	INTEGRATED TECHNOLOGY EQUIPMEN			100,086								
	..CAPITAL OUTLAY.....			100,086								

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
9001	LEASE/RENT OF EQUIPMENT	38,390	38,040	38,000	19,181		38,000					
	..OTHER USES OF FUNDS..	38,390	38,040	38,000	19,181		38,000					
TOTAL FOR DEPT		656,177	673,299	834,141	379,648		747,041					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
12240	OTHER											
0000	OTHER											
1000	PERSONNEL SERVICES											
1001	TEMPORARY DIRECTOR											
2000	PRINCE BENEFITS											
2001	F.I.C.A.											
2002	RETIREMENT- V.R.S.											
2005	HOSPITAL/MEDICAL PLANS											
2006	GROUP INSURANCE											
2011	WORKER'S COMPENSATION- COMMO	270,644-	159,689-									
	..EMPLOYEE BENEFITS....	270,644-	159,689-									
3000	CONTRACTUAL SERVICES											
3001	PROFESSIONAL SERVICES											
3002	PROFESSIONAL SERVICES-OTHER	220,083	227,136	195,000	98,037		195,450					
3004	REPAIR & MAINTENANCE-EQUIPMENT											
3005	MAINTENANCE SERVICE CONTRACTS		750				750					
3006	PRINTING AND BINDING											
3010	OTHER CONTRACTUAL SERVICES	31,940	32,420	33,600	13,550		33,600					
	..PURCHASED SERVICES...	252,023	260,306	228,600	111,587		229,800					
4000	INTERNAL SERVICES											
4003	CENTRAL STORES-COPIES											
5204	TELEPHONE & POSTAGE	4										
5300	INSURANCE											
5302	FIRE INSURANCE	530	508	700	438		700					
5303	CYBER RISK INSURANCE	6,660	10,000	12,000	10,000		12,000					
5307	PUBLIC OFFICIALS LIABILITY INS	60,029	60,143	62,000	55,684		58,000					
5308	GENERAL LIABILITY INSURANCE	42,688	43,266	45,000	39,403		43,000					
5309	LINE OF DUTY PROGRAM	137,921	149,652	155,000	112,024		157,000					
5400	MATERIALS AND SUPPLIES											
5413	EMERGENCY/DISASTER EXPENSE		12,312									
5415	OTHER EXPENSES	505,646	529,033	696,000	279,498		756,000					
5506	TRAVEL											
5600	ECONOMIC DEVELOPMENT INCENTIVE											
5604	CONTRIBUTIONS TO CIVIC AND COM	2,594,334	2,367,648	2,985,940	2,765,757		2,847,613					
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS											
5808	INTEREST AND TAX REFUNDS	201,764	129,476	360,350	360,351							
	..OTHER CHARGES.....	3,549,576	3,302,038	4,316,990	3,623,155		3,874,313					
8000	LEASES AND RENTALS											
8001	EQUIPMENT MAIL MACHINE											
8002	FURNITURE AND FIXTURES											
8003	COMMUNICATIONS EQUIPMENT											
9001	LEASE/RENT OF EQUIPMENT	660	660	2,400	165		2,400					
	..OTHER USES OF FUNDS..	660	660	2,400	165		2,400					
	TOTAL FOR DEPT	3,531,615	3,403,315	4,547,990	3,734,907		4,106,513					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
13010	ELECTORAL BOARD AND OFFICIALS											
0000	ELECTORAL BOARD AND OFFICIALS											
1000	PERSONNEL SERVICES											
1003	PART TIME/EXTRA HELP	9,443	5,553	28,000	8,559		15,750					
1005	OVERTIME											
1006	COMPENSATION OF BOARD OF ELECT	85,023	107,464	75,006	40,843		70,758					
1009	MERIT RESERVE		115									
	..PERSONAL SERVICES....	94,466	113,132	103,006	49,402		86,508					
2000	FRINGE BENEFITS											
2001	FICA	1,420	6,087	2,988	2,531		2,998					
2008	SHORT & LONG TERM DISABILITY											
2011	WORKER'S COMPENSATION	7	50	93	26		27					
2019	ACCRUED FRINGES		9									
	..EMPLOYEE BENEFITS....	1,427	6,146	3,081	2,557		3,025					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES-OTHER			3,000								
3004	REPAIR AND MAINTENANCE-EQUIP.			10,500			5,000					
3005	MAINTENANCE SERVICE CONTRACTS	13,500	13,500	13,500	26,605		14,030					
3007	ADVERTISING	980	1,882	1,000	145		1,450					
3010	OTHER CONTRACTUAL SERVICES	38,969	55,388	42,910	3,100		47,740					
	..PURCHASED SERVICES...	53,449	70,770	70,910	29,850		68,220					
4000	INTERNAL SERVICES											
5204	POSTAGE AND TELEPHONE	735	16,114	5,824	2,160		10,874					
5300	INSURANCE											
5302	PROPERTY INSURANCE	290	292	336	335		340					
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES	14,353	15,551	8,318	492		5,803					
5411	BOOKS AND SUBSCRIPTIONS											
5413	OTHER OPERATING SUPPLIES	232	35,839									
5506	TRAVEL	935	560	3,752	347		2,420					
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	180	180	300	180		300					
	..OTHER CHARGES.....	16,725	68,536	18,530	3,514		19,737					
8001	MACHINERY AND EQUIPMENT		11,960									
8002	FURNITURE AND FIXTURES											
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
8009	MISCELLANEOUS EQUIPMENT											
8011	ALTERATIONS TO OLD BUILDINGS											
	..CAPITAL OUTLAY.....		11,960									
9000	LEASES AND RENTALS											
9001	LEASE/RENTAL OF EQUIPMENT	1,775	3,717	4,090	809		4,750					
	..OTHER USES OF FUNDS..	1,775	3,717	4,090	809		4,750					
	TOTAL FOR DEPT	167,842	274,261	199,617	86,132		182,240					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
13020	REGISTRAR											
0000	REGISTRAR											
1000	PERSONNEL SERVICES											
1001	DIRECTOR OF ELECTIONS/GR	125,048	131,827	201,970	96,373		198,147					
1003	ASST. REGISTRAR P/T	13,013	37,712	20,424	3,070		5,500					
1005	OVERTIME	3,161	13,587	10,000	4,206		7,000					
1009	ACCURED SALARIES	2,883-	1,450									
1010	EXTRA PAY			6,000	6,000							
	..PERSONAL SERVICES....	138,339	184,576	238,394	109,649		210,647					
2000	FRINGE BENEFITS											
2001	F. I. C. A.	10,186	12,687	15,028	8,281		16,114					
2002	RETIREMENT-V.R.S.	11,960	15,343	18,457	10,680		24,867					
2005	HOSPITAL/MEDICAL PLANS	22,967	23,395	39,060	13,653		44,925					
2006	GROUP INSURANCE	1,600	1,792	2,214	1,311		2,358					
2008	SHORT & LONG TERM DISABILITY	393	435	574	349		1,050					
2011	WORKER'S COMPENSATION - COMMO	123	160	176	97		190					
2019	ACCURED FRINGES	44	113									
	..EMPLOYEE BENEFITS....	47,273	53,925	75,509	34,371		89,504					
3000	CONTRACTUAL SERVICES											
3004	REPAIR AND MAINT.EQUIPMENT											
3005	MAINTENANCE SERVICE CONTRACTS											
3007	ADVERTISING						1,950					
3010	OTHER CONTRACTUAL SERVICES											
	..PURCHASED SERVICES...						1,950					
4000	INTERNAL SERVICES											
5204	POSTAGE AND TELEPHONE	6,042	10,410	12,860	4,650		6,300					
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES	2,302	6,190	6,165	640		8,915					
5407	REPAIR AND MAINTENANCE SUPPLIE											
5410	UNIFORMS/WEARING APPARAL											
5411	BOOKS AND SUBSCRIPTIONS	140	159	199	199		199					
5413	EMERGENCY/DISASTER EXPENSE											
5506	TRAVEL	1,487	372	2,000	148		2,500					
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	330	300	400			400					
	..OTHER CHARGES.....	10,301	17,431	21,624	5,637		18,314					
8001	MACHINERY AND EQUIPMENT											
8002	FURNITURE AND FIXTURES											
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
8009	MISCELLANEOUS EQUIPMENT											
9000	LEASES AND RENTALS											
9001	LEASE/RENT OF EQUIPMENT	2,485	3,677	3,090	2,575		3,090					
	..OTHER USES OF FUNDS..	2,485	3,677	3,090	2,575		3,090					
	TOTAL FOR DEPT	198,398	259,609	338,617	152,232		323,505					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
21010	CIRCUIT COURT											
0000	CIRCUIT COURT											
1009	MERIT RESERVE											
3000	CONTRACTUAL SERVICES											
3010	JURY-OTHER CONTRACTUAL SERVICE	1,710	6,333	25,400	12,717		49,400					
	..PURCHASED SERVICES...	1,710	6,333	25,400	12,717		49,400					
5413	EMERGENCY/DISASTER EXPENSE											
5415	OTHER EXPENSES/SUPPLIES- JURY	381	53		175		1,000					
	..OTHER CHARGES.....	381	53		175		1,000					
6005	CITY OF WINCHESTER - CIRCU	66,893	71,008	70,000			70,000					
	..MATERIALS & SUPPLIES.	66,893	71,008	70,000			70,000					
8002	FURNITURE AND FIXTURES											
	TOTAL FOR DEPT	68,984	77,394	95,400	12,892		120,400					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
21020	GENERAL DISTRICT COURT											
0000	GENERAL DISTRICT COURT											
1000	PERSONNEL SERVICES											
1003	PART TIME/EXTRA HELP	8,317	2,701	9,750			45,600					
1005	OVERTIME											
1009	MERIT RESERVE											
	..PERSONAL SERVICES....	8,317	2,701	9,750			45,600					
2001	F.I.C.A.	636	207	746			3,488					
2011	WORKERS COMP.	8	2	9			41					
2013	EDUCATION - TUITION ASSISTANCE											
	..EMPLOYEE BENEFITS....	644	209	755			3,529					
3000	CONTRACTUAL SERVICES											
3004	REPAIR AND MAINTENANCE-EQUIP.			400			400					
3005	MAINTENANCE SERVICE CONTRACTS											
3010	CONTRACTUAL SERVICES	5,135	5,431	6,280	2,709		6,880					
	..PURCHASED SERVICES...	5,135	5,431	6,680	2,709		7,280					
4000	INTERNAL SERVICES											
5200	COMMUNICATION											
5201	POSTAL SERVICES											
5203	TELECOMMUNICATIONS											
5204	POSTAGE AND TELEPHONE			100			100					
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES	338	289	2,000	61		2,000					
5410	UNIFORMS AND WEARING APPAREL			525			525					
5411	BOOKS AND SUBSCRIPTIONS	170	183	400			400					
5413	EMERGENCY/DISASTER EXPENSE											
5506	TRAVEL			400			400					
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	100	100	200	100		200					
	..OTHER CHARGES.....	608	572	3,625	161		3,625					
8000	LEASES AND RENTALS											
8001	MACHINERY AND EQUIPMENT											
8002	FURNITURE AND FIXTURES											
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
9001	LEASE/RENT OF EQUIPMENT	4,018	3,849	4,000	1,565		4,000					
	..OTHER USES OF FUNDS..	4,018	3,849	4,000	1,565		4,000					
	TOTAL FOR DEPT	18,722	12,762	24,810	4,435		64,034					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
21050	JUVENILE AND DOMESTIC COURT											
0000	JUVENILE AND DOMESTIC COURT											
1003	PART TIME/EXTRA HELP	560		6,864			36,864					
1005	OVERTIME											
1009	MERIT RESERVE											
	..PERSONAL SERVICES....	560		6,864			36,864					
2000	FRINGE BENEFITS-GRANT											
2001	FICA-GRANT	43		525			2,820					
2002	RETIREMENT-V.S.R.S.-GRANT											
2005	HOSPITAL/MEDICAL-GRANT											
2006	GROUP INSURANCE - GRANT											
2011	WORKER'S COMPENSATION-GRANT			6			33					
2013	EDUCATION - TUITION ASSISTANCE											
	..EMPLOYEE BENEFITS....	43		531			2,853					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES-LEGAL FE											
3004	REPAIR AND MAINTENANCE-EQUIP.											
3005	MAINTENANCE SERVICE CONTRACTS											
3010	OTHER CONTRACTUAL SERVICES	4,532	4,508	4,600	2,227		4,600					
	..PURCHASED SERVICES...	4,532	4,508	4,600	2,227		4,600					
4000	INTERNAL SERVICES											
5200	COMMUNICATION											
5204	POSTAGE AND TELEPHONE											
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES	2,636	3,589	5,800	696		5,800					
5410	UNIFORMS AND WEARING APPAREL			500			500					
5411	BOOKS AND SUBSCRIPTIONS	369	528	590			590					
5413	EMERGENCY/DISASTER EXPENSE											
5506	TRAVEL			2,000			2,000					
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	250	350	630			630					
	..OTHER CHARGES.....	3,255	4,467	9,520	696		9,520					
8000	LEASES AND RENTALS											
8002	FURNITURE AND FIXTURES											
8900	IMPROVEMENTS OTHER THAN BLDG.											
9000	LEASE/RENT OF EQUIPMENT	8,992	7,976	9,000	2,760		9,000					
	..OTHER USES OF FUNDS..	8,992	7,976	9,000	2,760		9,000					
	TOTAL FOR DEPT	17,382	16,951	30,515	5,683		62,837					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
21060	CLERK OF THE CIRCUIT COURT											
0000	CLERK OF THE CIRCUIT COURT											
1000	PERSONNEL SERVICES											
1001	CLERK	484,642	496,642	564,256	260,037		557,648					
1003	PART TIME/EXTRA HELP	34,597	34,657	86,008	14,415		70,000					
1005	OVERTIME											
1006	COMPENSATION OF CLERK											
1009	ACCRUED SALARIES	631-	417-									
1010	EXTRA PAY			30,000	30,000							
	..PERSONAL SERVICES....	518,608	530,882	680,264	304,452		627,648					
2000	FRINGE BENEFITS											
2001	F. I. C. A.	36,605	37,362	48,155	20,285		46,258					
2002	RETIREMENT - V. S. R. S.	48,139	55,935	65,110	30,102		69,985					
2005	HOSPITAL/MEDICAL PLANS	110,262	115,455	138,400	72,522		179,750					
2006	GROUP INSURANCE	6,442	6,535	7,607	3,517		6,636					
2008	SHORT & LONG TERM DISABILITY	632	764	1,003	521		1,275					
2011	WORKER'S COMPENSATION - COMMO	467	478	587	274		565					
2019	ACCRUED FRINGES	87-	158-									
	..EMPLOYEE BENEFITS....	202,460	216,371	260,862	127,221		304,469					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES-OTHER	2,387		4,000	2,678		4,000					
3004	REPAIR AND MAINTENANCE-EQUIP.		461	1,000	231		1,000					
3005	MAINTENANCE SERVICE CONTRACTS		1,440	1,500			1,500					
3006	PRINTING AND BINDING		2,760	4,000	2,514		4,000					
3007	ADVERTISING											
3010	OTHER CONTRACTUAL SERVICES											
	..PURCHASED SERVICES...	2,387	4,661	10,500	5,423		10,500					
5200	COMMUNICATION											
5204	POSTAGE AND TELEPHONE	5,146	6,780	7,000	1,722		7,000					
5306	SURETY BONDS	49	47	75	52		75					
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES	30,914	33,948	38,153	21,898		55,000					
5413	EMERGENCY/DISASTER EXPENSE	51	11,085									
5415	OTHER EXPENSES		2,296									
5506	TRAVEL											
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	345	345	345	345		345					
	..OTHER CHARGES.....	36,505	54,501	45,573	24,017		62,420					
8000	LEASES AND RENTALS											
8001	MACHINERY AND EQUIPMENT											
8002	FURNITURE AND FIXTURES											
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
8800	BUILDINGS											
8900	IMPROVEMENTS OTHER THAN BLDG.											
9001	LEASE/RENT OF EQUIPMENT	5,825	7,024	7,000	1,958		7,000					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
22010	COMMONWEALTH'S ATTORNEY											
0000	COMMONWEALTH'S ATTORNEY											
1000	PERSONNEL SERVICES											
1001	COMMONWEALTH'S ATTORNEY	1,186,184	1,176,437	1,315,159	651,784		1,309,380					
1003	PART TIME/EXTRA HELP	6,225										
1005	OVERTIME											
1007	INCENTIVE PAY											
1009	ACCURED SALARIES	5,523	2,425-									
1010	EXTRA PAY			45,000	45,000							
	..PERSONAL SERVICES....	1,197,932	1,174,012	1,360,159	696,784		1,309,380					
2000	FRINGE BENEFITS											
2001	F. I. C. A.	80,435	80,986	95,922	46,386		95,188					
2002	RETIREMENT - V. S. R. S.	116,257	133,033	150,849	74,714		164,327					
2005	HOSPITAL/MEDICAL PLANS	208,082	194,068	224,320	101,348		245,600					
2006	GROUP INSURANCE	15,564	15,542	17,623	8,729		15,582					
2008	SHORT & LONG TERM DISABILITY	460	539	800	464		800					
2011	WORKER'S COMPENSATION - COMMO	1,073	1,287	1,315	695		1,178					
2012	CLOTHING ALLOWANCE											
2013	EDUCATION - TUITION ASSISTANCE											
2019	ACCURED FRINGES	1-	4-									
	..EMPLOYEE BENEFITS....	421,870	425,451	490,829	232,336		522,675					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES-OTHER	2,718	7,079	5,000	1,875		5,000					
3004	REPAIR AND MAINTENANCE-EQUIP.	542	567	2,500	5		2,500					
3005	MAINTENANCE SERVICE CONTRACTS	17,360	15,761	22,500	1,633		22,500					
3006	PRINTING AND BINDING	188	398	2,500	240		2,500					
3007	ADVERTISING	3,807		1,500			1,500					
3010	OTHER CONTRACTUAL SERVICES			500			500					
	..PURCHASED SERVICES...	24,615	23,805	34,500	3,753		34,500					
4000	INTERNAL SERVICES											
4001	DATA PROCESSING SERVICES											
4003	CENTRAL STORES-COPIES	149	635	1,200	370		1,200					
	..INTERNAL SERVICES....	149	635	1,200	370		1,200					
5200	COMMUNICATION											
5204	POSTAGE AND TELEPHONE	2,747	2,998	3,000	1,230		3,000					
5305	MOTOR VEHICLE INSURANCE	512	512	600	392		600					
5306	SURETY BONDS	421	85	500	84		500					
5309	LAW ENFORCEMENT											
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES	17,109	28,652	24,200	6,265		26,000					
5408	VEHICLE AND POWERED EQUIPMENT			1,000			1,000					
5409	POLICE SUPPLIES	775	72	750	60		750					
5410	UNIFORMS AND WEARING APPAREL											
5411	BOOKS AND SUBSCRIPTIONS	2,225	2,831	4,300	4,289		2,500					
5413	OTHER OPERATING SUPPLIES	7,251	14,718	41,405	9,443		1,500					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
5415	OTHER EXPENSES											
5506	TRAVEL	12,362	684-	20,000	7,953		20,000					
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	6,305	4,830	10,000	5,080		10,000					
	..OTHER CHARGES.....	49,707	54,014	105,755	34,796		65,850					
8000	LEASES AND RENTALS											
8001	MACHINERY AND EQUIPMENT											
8002	FURNITURE AND FIXTURES											
8003	COMMUNICATIONS EQUIPMENT											
8005	MOTOR VEHICLES AND EQUIPMENT											
8007	INTEGRATED TECHNOLOGY EQUIPMEN		875									
	..CAPITAL OUTLAY.....		875									
9001	LEASE/RENT OF EQUIPMENT	6,301	6,277	7,000	2,717		7,000					
	..OTHER USES OF FUNDS..	6,301	6,277	7,000	2,717		7,000					
	TOTAL FOR DEPT	1,700,574	1,685,069	1,999,443	970,756		1,940,605					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
22020	VICTIM WITNESS PROGRAM											
0000	VICTIM WITNESS PROGRAM											
1000	PERSONNEL SERVICES											
1001	VICTIM WITNESS PROGRAM MANAGER	140,694	129,780	150,544	73,659		151,529					
1003	PART TIME/EXTRA HELP	1,180										
1005	OVERTIME											
1009	ACCURED SALARIES	2,528	2,345-									
1010	EXTRA PAY			9,000	9,000							
	..PERSONAL SERVICES....	144,402	127,435	159,544	82,659		151,529					
2000	FRINGE BENEFITS											
2001	F.I.C.A.	10,518	9,473	11,516	6,040		11,592					
2002	RETIREMENT - V.S.R.S.	13,921	14,488	17,267	8,690		19,017					
2005	HOSPITAL/MEDICAL PLANS	15,175	11,342	39,060	7,877		44,925					
2006	GROUP INSURANCE	1,865	1,693	2,017	1,015		1,803					
2008	SHORT & LONG TERM DISABILITY	154	70	175	87		185					
2011	WORKER'S COMPENSATION - COMMO	128	117	135	74		136					
2019	ACCURED FRINGES	126	185-									
	..EMPLOYEE BENEFITS....	41,887	36,998	70,170	23,783		77,658					
3002	PROFESSIONAL SERVICES OTHER											
3004	REPAIR AND MAINTENANCE-EQUIPME			350			350					
3005	MAINTENANCE SERVICE CONTRACTS											
3007	ADVERTISING											
	..PURCHASED SERVICES...			350			350					
4003	CENTRAL STORES-OFFICE SUPPLIES											
5101	ELECTRICAL SERVICES											
5200	COMMUNICATION											
5204	POSTAGE AND TELEPHONE	3,541	3,459	3,000	1,124		3,500					
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES	3,708	5,667	5,483	3,595		4,000					
5411	BOOKS & SUBSCRIPTIONS											
5413	OTHER OPERATING SUPPLIES	67	220									
5415	OTHER EXPENSES											
5506	TRAVEL	2,976	420	4,700	1,073		4,000					
5800	MISCELLANEOUS											
5801	DUES AND ASSOC.MEMBERSHIPS	50	150	400			400					
	..OTHER CHARGES.....	10,342	9,916	13,583	5,792		11,900					
8001	MACHINERY AND EQUIPMENT											
8002	FURNITURE AND FIXTURES											
8007	INTEGRATED TECHNOLOGY EQUIPMEN	7,894										
	..CAPITAL OUTLAY.....	7,894										
9001	LEASE/RENT OF EQUIPMENT											
	TOTAL FOR DEPT	204,525	174,349	243,647	112,234		241,437					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
31020	SHERIFF											
0000	SHERIFF											
1000	PERSONNEL SERVICES											
1001	SHERIFF	3,649,016	3,647,887	4,131,252	1,909,278		4,092,529					
1002	DEPUTY II	5,228,162	5,210,339	5,648,505	2,695,920		5,612,635					
1003	PART TIME/EXTRA HELP	193,846	235,596	200,000	100,721		225,000					
1005	OVERTIME	1,143,197	938,773	1,000,000	685,990		1,200,000					
1007	INCENTIVE PAY			83,600			45,094					
1008	REORGANIZATION/SALARY INCREASE											
1009	ACCRUED SALARIES	33,424	10,850-									
1010	EXTRA PAY			444,000	444,000							
	..PERSONAL SERVICES....	10,247,645	10,021,745	11,507,357	5,835,909		11,175,258					
2000	FRINGE BENEFITS											
2001	F. I. C. A.	744,135	728,015	867,798	425,756		853,474					
2002	RETIREMENT - V. S. R. S.	869,631	1,009,851	1,118,676	524,943		1,217,985					
2005	HOSPITAL/MEDICAL PLANS	1,883,718	1,963,905	2,050,650	1,032,087		2,358,563					
2006	GROUP INSURANCE	116,426	118,547	130,689	62,010		115,490					
2008	SHORT & LONG TERM DISABILITY	956	844	975	544		975					
2011	WORKER'S COMPENSATION - COMMO	219,204	217,069	276,403	131,907		321,243					
2012	CLOTHING ALLOWANCES											
2013	EDUCATION - TUITION ASSISTANCE											
2019	ACCRUED FRINGES	2,976	594									
	..EMPLOYEE BENEFITS....	3,837,046	4,038,825	4,445,191	2,177,247		4,867,730					
3000	CONTRACTUAL SERVICES											
3001	PROFESSIONAL HEALTH SERVICES	2,955	5,078	6,375	134		6,000					
3002	PROFESSIONAL SERVICES - OTHER	4,705	1,160	13,900	1,499		50,050					
3004	REPAIR AND MAINTENANCE-EQUIP.	392,242	327,445	399,600	128,292		395,500					
3005	MAINTENANCE SERVICE CONTRACTS	272,507	217,047	295,612	175,615		297,995					
3006	PRINTING AND BINDING	2,916	1,715	5,277	2,292		5,327					
3007	ADVERTISING	156	346	1,300	58		1,300					
3008	LAUNDRY & DRY CLEANING	378	66	600			600					
3010	OTHER CONTRACTUAL SERVICES	78,219	80,774	84,951	84,596		100,135					
	..PURCHASED SERVICES...	754,078	633,631	807,615	392,486		856,907					
4000	INTERNAL SERVICES											
4001	DATA PROCESSING SERVICES											
4003	CENTRAL STORES-COPIES	251,168	275,956	280,000	149,086		500,000					
	..INTERNAL SERVICES....	251,168	275,956	280,000	149,086		500,000					
5101	UTILITIES	1,166	1,197	1,200	307		1,800					
5200	COMMUNICATIONS											
5204	POSTAGE AND TELEPHONE	139,231	119,697	129,396	39,647		129,000					
5299	INTERNET ACCESS	2,500	4,783	7,708	1,234		7,711					
5300	INSURANCE											
5302	FIRE INSURANCE	6,422	6,922	7,500	6,487		7,000					
5305	MOTOR VEHICLE INSURANCE	96,894	87,578	98,100	66,479		75,000					
5306	SURETY BONDS	157	153	175	152		175					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT FY/2023	ADMIN FY/2023	ADOPTED FY/2023	DEPT FY/2024	ADMIN FY/2024	ADOPTED FY/2024
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
32030	AMBULANCE AND RESCUE SERVICE											
0000	AMBULANCE AND RESCUE SERVICE											
3002	PROFESSIONAL SVC - FIREBALL DE											
5404	VACCINATION PROGRAM											
5413	EMERGENCY/DISASTER EXPENSE											
5604	CONTRIBUTIONS TO AMBULANCE AND	321,150	387,793	450,369	442,370		422,050					
	..OTHER CHARGES.....	321,150	387,793	450,369	442,370		422,050					
	TOTAL FOR DEPT	321,150	387,793	450,369	442,370		422,050					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
33030	JUVENILE COURT PROBATION											
0000	JUVENILE COURT PROBATION											
1001	TIMBEROCK ACH. CENTER COOR.	59,791	41,000	41,000	20,500		41,000					
1003	PART TIME OFFICE STAFF	960										
1005	EXTRA HELP/OVERTIME	140										
1009	MERIT RESERVE	188										
1010	EXTRA PAY			3,000	3,000							
	..PERSONAL SERVICES....	61,079	41,000	44,000	23,500		41,000					
2000	FRINGE BENEFITS (grant)											
2001	FICA(grant)	4,487	3,075	3,137	1,767		3,137					
2002	RETIREMENT-VRS (grant)	5,486	4,703	4,703	2,351		5,146					
2005	HOSPITAL/MEDICAL (grant)	14,494	8,556	13,020	4,464		14,975					
2006	GROUP INSURANCE (grant)	734	549	549	275		488					
2008	SHORT & LONG DISABILITY	201	216	225	108		225					
2011	WORKERS COMP (grant)	1,724	1,254	1,054	693		1,242					
2019	ACCURED FRINGES	52-										
	..EMPLOYEE BENEFITS....	27,074	18,353	22,688	9,658		25,213					
3002	SUPERVISION PLAN SERVICES	7,741	33,777	83,645	25,745		83,645					
3007	ADVERTISING											
3010	OTHER CONTRACTUAL SERVICES	2,400	2,400	2,400	1,200		2,400					
	..PURCHASED SERVICES...	10,141	36,177	86,045	26,945		86,045					
5204	POSTAGE AND TELEPHONE	5,469	4,975	5,640	1,503		5,640					
5305	MOTOR VEHICLE INSURANCE				392		400					
5401	OFFICE SUPPLIES	124	78	2,000	446		2,000					
5404	MEDICAL SUPPLIES-DRUG TESTING											
5413	PAYMENTS RETURNED TO STATE	36,963	16,065	35,149	35,150							
5506	TRAVEL & TRAINING(grant)											
5800	MISCELLANEOUS											
5810	PAYMENT OF UNEMPLOYMENT CLAIMS											
	..OTHER CHARGES.....	42,556	21,118	42,789	37,491		8,040					
8002	FURNITURE AND FIXTURES											
8005	MOTOR VEHICLES & EQUIPMENT		36,426									
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
	..CAPITAL OUTLAY.....		36,426									
	TOTAL FOR DEPT	140,850	153,074	195,522	97,594		160,298					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
34010	INSPECTIONS											
0000	INSPECTIONS											
1000	PERSONNEL SERVICES											
1001	SR PERMIT TECHNICIAN	928,790	871,786	1,010,966	458,336		1,000,739					
1003	PART-TIME	5,694	4,296									
1005	OVERTIME	100		937			10,000					
1007	INCENTIVE PAY											
1009	ACCURED SALARIES	370	1,921-									
1010	EXTRA PAY			45,000	45,000							
	..PERSONAL SERVICES....	934,954	874,161	1,056,903	503,336		1,010,739					
2000	FRINGE BENEFITS											
2001	F. I. C. A.	67,870	63,717	78,658	36,930		77,322					
2002	RETIREMENT - V. S. R. S.	88,988	99,682	115,846	52,919		125,593					
2005	HOSPITAL/MEDICAL PLANS	200,722	191,329	225,340	103,775		264,575					
2006	GROUP INSURANCE	11,908	11,646	13,533	6,182		11,909					
2008	SHORT & LONG TERM DISABILITY	1,638	1,890	2,168	1,056		2,300					
2011	WORKER'S COMPENSATION - COMMO	21,256	19,309	24,881	11,121		18,276					
2013	EDUCATION - TUITION ASSISTANCE											
2019	ACCURED FRINGES	46	135-									
	..EMPLOYEE BENEFITS....	392,428	387,438	460,426	211,983		499,975					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES-OTHER			8,000	10		8,000					
3004	REPAIR AND MAINTENANCE-EQUIP.	4,801	4,780	7,023	1,508		6,891					
3005	MAINTENANCE SERVICE CONTRACTS	1,920	900	2,689	2,218		2,689					
3006	PRINTING AND BINDING	3,735	3,890	4,500	352		4,500					
3007	ADVERTISING											
3010	OTHER CONTRACTUAL SERVICES											
	..PURCHASED SERVICES...	10,456	9,570	22,212	4,088		22,080					
4000	INTERNAL SERVICES											
4001	DATA PROCESSING SERVICES											
4003	CENTRAL STORES - GASOLINE	10,587	11,027	17,199	5,982		16,994					
	..INTERNAL SERVICES....	10,587	11,027	17,199	5,982		16,994					
5200	COMMUNICATION											
5204	POSTAGE AND TELEPHONE	7,961	7,722	8,388	2,585		8,536					
5300	INSURANCE											
5305	MOTOR VEHICLE INSURANCE	5,634	5,229	6,600	3,840		6,600					
5306	SURETY BONDS	22	21	60	26		60					
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES	25,173	16,032	14,953	7,218		17,665					
5408	VEHICLE AND POWERED EQUIPMENT											
5410	UNIFORMS AND WEARING APPAREL	598	236	1,650	96		1,650					
5411	BOOKS AND SUBSCRIPTIONS	2,274	2,389	2,490	2,303		2,800					
5413	OTHER OPERATING SUPPLIES	827	521	500			500					
5414	MERCHANDISE FOR RESALE											
5506	TRAVEL	1,941	1,364	2,136			2,136					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	770	860	1,080	55		1,405					
5806	RESERVE FOR CONTINGENCIES											
	..OTHER CHARGES.....	45,200	34,374	37,857	16,123		41,352					
8000	LEASES AND RENTALS											
8001	MACHINERY AND EQUIPMENT											
8002	FURNITURE AND FIXTURES											
8003	COMMUNICATIONS EQUIPMENT											
8005	MOTOR VEHICLES AND EQUIPMENT											
8007	INTEGRATED TECHNOLOGY EQUIPMENT											
9001	LEASE/RENT OF EQUIPMENT	2,869	2,675	2,880	1,030		2,880					
	..OTHER USES OF FUNDS..	2,869	2,675	2,880	1,030		2,880					
	TOTAL FOR DEPT	1,396,494	1,319,245	1,597,477	742,542		1,594,020					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
35050	FIRE AND RESCUE											
0000	FIRE AND RESCUE											
1000	PERSONNEL SERVICES											
1001	FIRE & RESCUE DEPUTY CHIEF	8,031,652	8,010,745	9,192,330	4,382,222		9,474,047					
1003	COMPENSATION OF EMERGENCY SERV	110,386	125,262	129,600	40,670		186,000					
1005	OVERTIME	1,172,646	1,142,651	1,947,382	818,535		2,104,100					
1007	INCENTIVE PAY	497,231	590,922	160,082	296,692		259,304					
1009	ACCURED SALARIES	33,201	17,922									
1010	EXTRA PAY			405,000	405,000							
	..PERSONAL SERVICES....	9,845,116	9,887,502	11,834,394	5,943,119		12,023,451					
2000	FRINGE BENEFITIS											
2001	F.I.C.A.	714,322	717,989	882,697	435,105		919,794					
2002	RETIREMENT - V.S.R.S.	788,668	920,458	1,062,090	502,839		1,188,993					
2005	HOSPITAL/MEDICAL PLANS	1,828,176	1,844,637	1,959,510	995,994		2,298,663					
2006	GROUP INSURANCE	105,532	107,974	124,084	58,746		112,741					
2008	SHORT & LONG TERM DISABILITY	565	610	600	321		600					
2011	WORKERS COMPENSATION - COMM	438,371	488,004	660,171	315,901		617,177					
2013	EDUCATION-TUITION ASSISTANCE		4,408	36,000	6,258		42,000					
2019	ACCURED FRINGES	1,103-	4,689									
	..EMPLOYEE BENEFITIS....	3,874,531	4,088,769	4,725,152	2,315,164		5,179,968					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES - OTHER											
3003	TEMPORARY HELP SERVICE FEES											
3004	REPAIR AND MAINTENANCE-EQUIP.	158,120	176,768	327,011	40,430		327,350					
3005	MAINTENANCE SERVICE CONTRACTS	1,189	1,642	1,620	1,621		1,625					
3006	PRINTING AND BINDING	8,086	6,913	15,800	3,003		17,050					
3007	ADVERTISING	11,516	11,069	22,000	6,812		26,964					
3009	CENTRAL DISPATCH	14,871	14,871	14,871	14,871		14,872					
3010	OTHER CONTRACTUAL SERVICES	77,362	122,491	189,949	52,290		230,438					
	..PURCHASED SERVICES...	271,144	333,754	571,251	119,027		618,299					
4000	INTERNAL SERVICES											
4003	CENTRAL STORES - GASOLINE	22,561	22,428	35,000	14,333		38,500					
	..INTERNAL SERVICES....	22,561	22,428	35,000	14,333		38,500					
5100	UTILITIES											
5101	ELECTRICAL SERVICES											
5200	COMMUNICATION											
5204	POSTAGE AND TELEPHONE	17,779	17,324	21,804	7,080		21,804					
5299	INTERNET ACCESS	11,609	13,641	16,592	5,496		16,592					
5302	FIRE INSURANCE	1,736	2,326	3,403	3,404		3,700					
5305	MOTOR VEHICLE INSURANCE	14,844	13,326	17,280	10,834		18,500					
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES	52,773	35,386	32,350	7,239		40,574					
5402	FOOD SUPPLIES	1,101	1,010	3,600	282		3,600					
5403	AGRICULTURAL SUPPLIES			500			500					
5404	MEDICAL AND LABORATORY SUPPLIE	15,703	14,610	93,234	18,615		206,000					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
5407	REPAIR AND MAINTENANCE SUPPL	36,105	55,127	196,602	159,647		41,647					
5408	VEHICLE AND POWERED EQUIPMENT	11,960	14,062	18,047	7,065		26,125					
5409	POLICE SUPPLIES	5,864	1,760	10,664	1,439		8,200					
5410	UNIFORMS & WEARING APPAREL	272,522	248,323	434,053	37,359		345,836					
5411	BOOKS AND SUBSCRIPTIONS	51,838	65,702	61,551	34,180		92,051					
5413	OTHER OPERATING SUPPLIES	64,013	197,053	228,576	36,927		292,714					
5415	OTHER EXPENSES											
5506	TRAVEL	42,278	36,796	65,266	34,498		78,816					
5600	PAYMENTS TO OTHER MUNIC	257,019										
5604	TOP OF VA SEARCH/RESCUE											
5605	COUNTY SHARE - SARA, TITLE III	16,026	34,571	47,745	21,847		47,745					
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	2,553	1,252	3,375	1,001		3,375					
5806	RESERVE FOR CONTINGENCIES											
	..OTHER CHARGES.....	875,723	752,269	1,254,642	386,913		1,247,779					
8001	MACHINERY AND EQUIPMENT											
8002	FURNITURE AND FIXTURES											
8003	COMMUNICATIONS EQUIPMENT	32,483										
8005	MOTOR VEHICLES AND EQUIPMENT	84,382	76,858	246,144	188,503							
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
8009	MISCELLANEOUS EQUIPMENT	75,867	32,356	73,406	73,387							
	..CAPITAL OUTLAY.....	192,732	109,214	319,550	261,890							
9001	LEASE/RENT OF EQUIPMENT	22,973	9,910	12,500	4,161		12,500					
9201	CONTINGENCY FOR POSITIONS											
	..OTHER USES OF FUNDS..	22,973	9,910	12,500	4,161		12,500					
	TOTAL FOR DEPT	15,104,780	15,203,846	18,752,489	9,044,607		19,120,497					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
41020	ROAD ADMINISTRATION											
0000	ROAD ADMINISTRATION											
1009	MERIT RESERVE											
3006	PRINTING & BINDING											
3007	ADVERTISING											
3010	OTHER CONTRACTUAL SERVICES	8,393	13,412	15,000	4,397		17,000					
	..PURCHASED SERVICES...	8,393	13,412	15,000	4,397		17,000					
5204	POSTAGE AND TELEPHONE											
5400	MATERIALS AND SUPPLIES											
5413	OTHER OPERATING SUPPLIES											
5415	OTHER EXPENSES											
8001	MACHINERY AND EQUIPMENT											
	TOTAL FOR DEPT	8,393	13,412	15,000	4,397		17,000					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
42010	GENERAL ENGINEERING/ADMINISTRA											
0000	GENERAL ENGINEERING/ADMINISTRA											
1000	PERSONNEL SERVICES											
1001	SR PROJECT MANAGER	274,730	296,842	336,528	167,110		337,647					
1005	OVERTIME				416							
1009	ACCRUED SALARIES	445	1,667									
1010	EXTRA PAY			15,000	15,000							
	..PERSONAL SERVICES....	275,175	298,509	351,528	182,526		337,647					
2000	FRINGE BENEFITS											
2001	F. I. C. A.	19,626	21,235	25,561	13,278		25,830					
2002	RETIREMENT - V. S. R. S.	26,940	34,239	38,325	19,299		42,375					
2005	HOSPITAL/MEDICAL PLANS	63,880	69,320	77,100	37,466		91,875					
2006	GROUP INSURANCE	3,605	4,000	4,476	2,255		4,018					
2008	SHORT & LONG TERM DISABILITY	428	547	650	339		750					
2011	WORKER'S COMPENSATION - COMMO	6,625	7,214	7,872	4,308		6,149					
2013	EDUCATION - TUITION ASSISTANCE											
2019	ACCRUED FRINGES	32	134									
	..EMPLOYEE BENEFITS....	121,136	136,689	153,984	76,945		170,997					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES-OTHER											
3004	REPAIR AND MAINTENANCE-EQUIP.	1,680	2,514	3,800	202		5,300					
3005	MAINTENANCE SERVICE CONTRACTS											
3007	ADVERTISING											
3010	OTHER CONTRACTUAL SERVICES											
	..PURCHASED SERVICES...	1,680	2,514	3,800	202		5,300					
4000	INTERNAL SERVICES											
4003	CENTRAL STORES - GASOLINE	2,423	3,249	4,638	2,317		4,638					
	..INTERNAL SERVICES....	2,423	3,249	4,638	2,317		4,638					
5200	COMMUNICATION											
5204	POSTAGE AND TELEPHONE	3,666	4,445	5,220	1,608		5,220					
5300	INSURANCE											
5305	MOTOR VEHICLE INSURANCE	2,049	1,846	3,000	1,803		3,000					
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES	4,343	10,443	2,372	676		6,070					
5407	REPAIR/MAINTENANCE SUPPLIES											
5408	VEHICLE AND POWERED EQUIPMENT	176										
5411	BOOKS AND SUBSCRIPTIONS			7,850	7,404		8,050					
5412	EDUCATIONAL SUPPLIES											
5413	OTHER OPERATING SUPPLIES	847	7,809	1,470	279		1,470					
5500	TRAVEL											
5506	TRAVEL	1,796	892	4,103	586		5,000					
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	303	223	400			400					
	..OTHER CHARGES.....	13,180	25,658	24,415	12,356		29,210					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
42040	REFUSE DISPOSAL											
0000	REFUSE DISPOSAL											
1009	MERIT RESERVE											
3000	CONTRACTUAL SERVICES											
3009	COUNTY PAYMENTS - CITIZENS COL	647,498	675,127	849,984	360,130		803,832					
3010	OTHER CONTRACTUAL SERVICES											
	..PURCHASED SERVICES...	647,498	675,127	849,984	360,130		803,832					
5413	EMERGENCY/DISASTER EXPENSE											
5810	EEOC Claims											
8000												
8001	MACHINERY AND EQUIPMENT											
8002	FURNITURE AND FIXTURES											
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
	TOTAL FOR DEPT	647,498	675,127	849,984	360,130		803,832					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
42050	LITTER CONTROL GRANT											
0000	LITTER CONTROL GRANT											
1001	LITTER CREW - LABORER II											
1003	LITTER CREW - PART-TIME	10,763	5,430	14,040	4,060		22,620					
1005	OVERTIME			436	435							
1009	MERIT RESERVE											
1010	EXTRA PAY											
	..PERSONAL SERVICES....	10,763	5,430	14,476	4,495		22,620					
2000	FRINGE BENEFITS											
2001	F. I. C. A.	823	415	1,074	344		1,730					
2011	WORKER'S COMPENSATION	655	356	969	300		1,341					
	..EMPLOYEE BENEFITS....	1,478	771	2,043	644		3,071					
3000	CONTRACTED SERVICES											
3004	REPAIR AND MAINTENANCE-VEHICLE	1,332	2,160	2,000	227		2,400					
3006	PRINTING AND BINDING	108	75	300	182		300					
3007	ADVERTISING	473	76	1,385			1,385					
3010	OTHER CONTRACTED SERVICES											
	..PURCHASED SERVICES...	1,913	2,311	3,685	409		4,085					
4000	INTERNAL SERVICES											
4003	CENTRAL STORES - GASOLINE	1,313	901	1,944	1,066		2,862					
	..INTERNAL SERVICES....	1,313	901	1,944	1,066		2,862					
5204	POSTAGE AND TELEPHONE	6		100								
5214	LITTERHON PROGRAM											
5300	INSURANCE											
5305	MOTOR VEHICLE INSURANCE	512	309	600	235		350					
5400	MATERIALS & SUPPLIES											
5401	OFFICE SUPPLIES											
5405	LAUNDRY/HOUSEKEEPING AND JANIT	1,603	653	2,603	1,763		2,863					
5407	REPAIR & MAINTENANCE SUPPLIES	451	7	849	33		873					
5408	VEHICLE AND POWERED EQUIPMENT	107	110	200	65		200					
5410	UNIFORMS											
5412	EDUCATIONAL SUPPLIES	445		675			675					
5413	OTHER OPERATING SUPPLIES	285	290	750	113		860					
5500	TRAVEL											
5506	TRAVEL											
5600	CONTRIBUTIONS TO CIVIC & COMM											
5604	OTHER PAYMENTS TO CIVIC ORGAN											
	..OTHER CHARGES.....	3,409	1,369	5,777	2,209		5,821					
8005	MOTOR VEHICLES AND EQUIPMENT											
	TOTAL FOR DEPT	18,876	10,782	27,925	8,823		38,459					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
43010	MAINTENANCE ADMINISTRATION											
0000	MAINTENANCE ADMINISTRATION											
1000	PERSONNEL SERVICES											
1001	MAINTENANCE SPECIALIST	392,465	418,200	418,954	206,853		418,960					
1003	PART TIME/EXTRA HELP	57,540	41,490	73,160	13,428		73,160					
1005	OVERTIME	233	820	2,500	2,186		2,500					
1009	ACCURED SALARIES	44	1,721									
1010	EXTRA PAY			30,000	30,000							
	..PERSONAL SERVICES....	450,282	462,231	524,614	252,467		494,620					
2000	FRINGE BENEFITS											
2001	F. I. C. A.	32,525	32,936	37,839	18,055		37,838					
2002	RETIREMENT - V. S. R. S.	37,888	46,150	48,054	23,877		52,579					
2005	HOSPITAL/MEDICAL PLANS	108,285	117,128	130,200	65,069		149,750					
2006	GROUP INSURANCE	5,070	5,392	5,613	2,789		4,986					
2008	SHORT & LONG TERM DISABILITY	385	885	430	565		1,180					
2011	WORKER'S COMPENSATION - COMMO	7,815	8,284	9,793	4,834		8,507					
2019	ACCURED FRINGES	71-	67-									
	..EMPLOYEE BENEFITS....	191,897	210,708	231,929	115,189		254,840					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES - OTHER											
3004	REPAIR AND MAINTENANCE-EQUIP.	852	561	1,650	30		1,650					
3005	MAINTENANCE SERVICE CONTRACTS											
3007	ADVERTISING											
3010	OTHER CONTRACTUAL SERVICES											
	..PURCHASED SERVICES...	852	561	1,650	30		1,650					
4003	CENRAL STORES - COPIES	1,534	1,763	3,000	950		3,000					
	..INTERNAL SERVICES....	1,534	1,763	3,000	950		3,000					
5101	ELECTRICAL SERVICES											
5200	COMMUNICATION											
5204	POSTAGE AND TELEPHONE	3,100	3,299	4,000	1,189		4,000					
5305	MOTOR VEHICLE INSURANCE	2,049	1,333	1,650	1,019		1,650					
5401	OFFICE SUPPLIES	2,613	5,900	1,600	669		1,600					
5408	VEHICLE & POWERED EQUIP. SUPPL	5	31	250	105		250					
5413	EMERGENCY/DISASTER EXPENSE											
5506	TRAVEL		125	250			250					
	..OTHER CHARGES.....	7,767	10,688	7,750	2,982		7,750					
8001	MACHINERY & EQUIPMENT											
8002	FURNITURE & FIXTURES											
8005	MOTOR VEHICLES&EQUIPMENT											
8800	BUILDINGS											
8900	IMPROVEMENTS OTHER THAN BUILDI											
	TOTAL FOR DEPT	652,332	685,951	768,943	371,618		761,860					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
8800	BUILDINGS											
8900	IMPROVE. OTHER THAN BLDGS. -CAB											
	..CAPITAL OUTLAY.....	68,694	10,505	36,946								
9001	LEASE/RENT OF EQUIPMENT											
	TOTAL FOR DEPT	1,254,253	1,437,658	1,548,387	498,411		1,498,912					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
5401	OFFICE SUPPLIES	2,620	3,277	2,780	239		3,380					
5402	DOG FOOD	2,017	469	4,000	778		4,000					
5404	MEDICAL AND LABORATORY SUPPL	8,950	7,570	11,620	4,620		13,300					
5405	LAUNDRY/HOUSEKEEPING AND JANIT	10,176	6,790	15,000	3,828		15,000					
5407	REPAIR AND MAINTENANCE SUPPL	2,620	4,048	5,580	1,396		5,580					
5408	VEHICLE & POWERED EQUIPMENT SU											
5410	UNIFORMS AND WEARING APPAREL		176	750	163		750					
5413	OTHER OPERATING SUPPLIES	9,728	9,345	16,232	8,178		20,632					
5506	TRAVEL	149		1,375			1,375					
5801	DUES AND ASSOC. MEMBERSHIPS	90	120	421			120					
5802	CLAIMS & BOUNTIES											
	..OTHER CHARGES.....	73,721	68,471	103,749	34,945		109,448					
8001	MACHINERY AND EQUIPMENT											
8002	FURNITURE AND FIXTURES											
8005	MOTOR VEHICLES AND EQUIPMENT		30,619									
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
8009	MISCELLANEOUS EQUIPMENT											
8011	ALTERATIONS TO OLD BUILDINGS											
8800	BUILDINGS											
	..CAPITAL OUTLAY.....		30,619									
	TOTAL FOR DEPT	735,540	757,959	859,605	392,331		865,810					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
53050	AREA AGENCY ON THE AGING											
0000	AREA AGENCY ON THE AGING											
5600	CONTRIBUTIONS TO CIVIC AND COM											
5605	LOCAL CONTRIBUTION	63,000	63,000	63,000	31,500		63,000					
	..OTHER CHARGES.....	63,000	63,000	63,000	31,500		63,000					
6000	PAYMENT TO JOINT OPERATIONS											
	TOTAL FOR DEPT	63,000	63,000	63,000	31,500		63,000					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
53060	PROPERTY TAX RELIEF FOR THE EL											
0000	PROPERTY TAX RELIEF FOR THE EL											
5800	MISCELLANEOUS											
5805	EXONERATION OF PROPERTY TAXES	808,696	873,071	840,000			950,000					
	..OTHER CHARGES.....	808,696	873,071	840,000			950,000					
TOTAL FOR DEPT		808,696	873,071	840,000			950,000					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
53160	DEPARTMENT OF SOCIAL SERVICES											
0000	DEPARTMENT OF SOCIAL SERVICES											
1001	SALARIES	3,814,813	4,042,146	4,787,839	2,086,623		4,787,839					
1005	ON CALL COMPENSATION/OT	53,097	41,141	50,000	33,031		50,000					
1006	BOARD COMPENSATION	3,050	1,200	4,800	1,100		4,800					
1009	ACCRUED SALARIES	8,108	5,401									
1010	EXTRA PAY			204,000	204,000							
	..PERSONAL SERVICES....	3,879,068	4,089,888	5,046,639	2,324,754		4,842,639					
2001	F.I.C.A.	276,187	290,848	371,504	168,197		371,504					
2002	RETIREMENT VRS	358,471	446,851	527,627	229,624		587,849					
2005	error	1,039,186	1,130,290	1,451,364	519,299		1,496,106					
2006	LIFE INSURANCE	48,013	52,208	62,512	26,847		55,740					
2008	SHORT & LONG TERM DISABILITY	9,022	11,142	13,898	5,903		14,638					
2009	UNEMPLOYMENT INSURANCE	5,584	699	10,000	3,412		10,000					
2011	WORKERS COMPENSATION	8,291	9,713	16,080	3,867		14,872					
2013	EDUCATION-TUITION ASSISTANCE											
2019	ACCURED FRINGES	561	177									
	..EMPLOYEE BENEFITS....	1,745,315	1,941,928	2,452,985	957,149		2,550,709					
3001	PROFESSIONAL SERVICES-OTHER											
3002	CONTRACT SERVICES-LEGAL	150,000	149,968	150,000	101,451		225,000					
3005	MAINTENANCE SERVICE CONTRACTS	14,018	6,337	15,500	7,317		15,500					
3007	ADVERTISMENT	2,475	1,855	2,500	1,820		3,000					
3010	CONTRACTUAL SERVICES-NON LEGAL	61,555	58,227	67,700	30,909		67,700					
	..PURCHASED SERVICES...	228,048	216,387	235,700	141,497		311,200					
4002	GASOLINE/REPAIRS-VEHICLES	17,724	8,489	28,000	9,021		28,000					
	..INTERNAL SERVICES....	17,724	8,489	28,000	9,021		28,000					
5201	POSTAGE	11,916	12,746	17,000	5,505		17,000					
5202	TELECOMMUNICATIONS	19,994	20,439	35,000	11,585		35,000					
5300	INSURANCE	11,084	10,012	14,000	8,200		14,000					
5401	OFFICE SUPPLIES	36,866	38,157	52,500	12,008		45,000					
5405	TRAINING	5,288	8,124	10,000	5,991		10,000					
5413	EMERGENCY/DISASTER	273	67,525									
5506	TRAVEL	2,628	6,819	20,000	6,701		20,000					
5584	COURT ORDERED FEES											
5600	CONTRIBUTION THE LAUREL CENTER	6,000	6,000	6,000	6,000		125,000					
5801	DUES&ASSOC.MEMBERSHIP	1,060	1,000	3,000	430		3,000					
5807	RESERVE FOR SALARY INCREASES											
	..OTHER CHARGES.....	95,109	170,822	157,500	56,420		269,000					
8005	MOTOR VEHICLES&EQUIPMENT			25,000	23,772							
8007	INTEGRATED TECH. EQUIPMENT											
	..CAPITAL OUTLAY.....			25,000	23,772							
9001	LEASE/RENT OF EQUIPMENT	6,122	8,340	8,400	4,170		8,400					
9002	LEASE/RENT OF BUILDING	231,378	182,948	250,000	116,970		250,000					
	..OTHER USES OF FUNDS..	237,500	191,288	258,400	121,140		258,400					
	TOTAL FOR DEPT	6,202,764	6,618,802	8,204,224	3,633,753		8,259,948					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
5413	OTHER OPERATING SUPPLIES	41,722	35,816	60,700	27,829		75,000					
5415	PROCESSING FEES	8,192	7,001	7,000	5,185		9,375					
5500	TRAVEL											
5506	TRAVEL	32,274	9,510	29,000	5,710		29,000					
5604	WINC.-FRED. CO. YOUTH FOOTBALL	25,000	25,000	25,000			25,000					
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	1,215	2,450	2,000	1,334		2,615					
	..OTHER CHARGES.....	183,176	127,654	184,990	62,050		191,650					
8000	LEASES AND RENTALS											
8001	MACHINERY AND EQUIPMENT											
8002	FURNITURE AND FIXTURES											
8003	LEASE/RENT OF LAND											
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
8700	LAND											
8800	BUILDINGS											
8900	IMPROVEMENTS OTHER THAN BUILDI			580,985			508,915					
	..CAPITAL OUTLAY.....			580,985			508,915					
9001	LEASE/RENT OF EQUIPMENT	7,468	4,605	5,000	1,787		5,000					
9003	LEASE/RENT OF LAND			1			1					
	..OTHER USES OF FUNDS..	7,468	4,605	5,001	1,787		5,001					
	TOTAL FOR DEPT	1,124,887	1,195,239	2,221,991	671,249		1,948,870					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
5801	DUES AND ASSOC. MEMBERSHIPS			2,400	1,935		3,000					
	..OTHER CHARGES.....	163,323	126,949	303,815	130,047		321,244					
8000	LEASES AND RENTALS											
8001	MACHINERY AND EQUIPMENT											
8002	FURNITURE AND FIXTURES											
8003	COMMUNICATIONS EQUIPMENT											
8005	MOTOR VEHICLES AND EQUIPMENT											
8007	INTEGRATED TECHNOLOGY EQUIPMENT											
8900	IMPROVEMENTS OTHER THAN BUILDI	27,132										
	..CAPITAL OUTLAY.....	27,132										
9000	LEASES AND RENTALS											
	TOTAL FOR DEPT	2,555,472	1,985,150	3,423,408	1,305,721		3,829,457					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT FY/2023	ADMIN FY/2023	ADOPTED FY/2023	DEPT FY/2024	ADMIN FY/2024	ADOPTED FY/2024
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
8005	MOTOR VEHICLES AND EQUIPMENT	46,260										
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
8011	ALTERATIONS TO OLD BUILDINGS											
8800	BUILDINGS											
8900	IMPROVEMENTS OTHER THAN BUILDI	344,182	109,339	45,411								
	..CAPITAL OUTLAY.....	390,442	185,040	65,489			34,350					
9001	LEASE/RENT OF EQUIPMENT	2,147	4,811	7,500	1,496		8,250					
	..OTHER USES OF FUNDS..	2,147	4,811	7,500	1,496		8,250					
	TOTAL FOR DEPT	1,071,991	974,425	931,358	440,837		1,044,298					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
73020	REGIONAL LIBRARY											
0000	REGIONAL LIBRARY											
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES											
5600	CONTRIBUTIONS-WASHINGTON EAR											
5605	HANDLEY LIBRARY	1,218,200	1,218,200	1,250,465	619,855		1,325,000					
	..OTHER CHARGES.....	1,218,200	1,218,200	1,250,465	619,855		1,325,000					
8800	BUILDINGS											
	TOTAL FOR DEPT	1,218,200	1,218,200	1,250,465	619,855		1,325,000					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
5411	BOOKS AND SUBSCRIPTIONS	2,202	2,342	1,000	209		1,000					
5413	OTHER OPERATING SUPPLIES	5,002	4,650	7,676	1,263		8,250					
5500	TRAVEL											
5506	TRAVEL	5,217	430-	8,000	2,493		10,000					
5600	CONTRIBUTIONS TO OTHER ENTIT											
5604	ECONOMIC DEVELOPMENT COMMI											
5605	CITY TRANSPORTATION											
5800	MISCELLANEOUS											
5801	DUES AND ASSOC. MEMBERSHIPS	2,641	3,031	3,000	1,419		3,000					
	..OTHER CHARGES.....	34,103	33,537	43,621	15,028		37,795					
8000	LEASES AND RENTALS											
8001	MACHINERY AND EQUIPMENT											
8002	FURNITURE AND FIXTURES											
8003	COMMUNICATIONS EQUIPMENT											
8005	MOTOR VEHICLES AND EQUIPMENT											
8007	INTEGRATED TECHNOLOGY EQUIPMEN			11,374								
	..CAPITAL OUTLAY.....			11,374								
9001	LEASE/RENT OF EQUIPMENT											
	TOTAL FOR DEPT	1,193,490	1,189,349	1,343,471	672,665		1,338,320					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
81020	ECONOMIC DEVELOPMENT COMMISSIO											
0000	ECONOMIC DEVELOPMENT COMMISSIO											
1000	PERSONNEL SERVICES											
1001	PERSONNEL SERVICES											
1003	PART TIME/EXTRA HELP											
1005	OVERTIME											
1009	MERIT RESERVE											
2000	FRINGE BENEFITS											
2001	F.T.C.A.											
2002	RETIREMENT-VSRS											
2005	HOSPITAL/MEDICAL PLANS											
2006	GROUP INSURANCE											
2008	SHORT & LONG TERM DISABILITY											
2011	WORKER'S COMP.-COMMON CARRIER											
3000	CONTRACTUAL SERVICES											
3001	REPAIR & MAINTENANCE -VEHICLE											
3002	PROFESSIONAL SERVICES - OTHER											
3004	REPAIR AND MAINTENANCE - EQUIP											
3005	MAINTENANCE/SERVICE CONTRACTS											
3006	PRINTING & BINDING											
3007	ADVERTISING											
4000	INTERNAL SERVICES											
4003	CENTRAL STORES - COPIES											
5101	UTILITIES											
5200	COMMUNICATION											
5204	POSTAGE & TELEPHONE											
5305	MOTOR VEHICLE INSURANCE											
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES											
5408	VEHICLE EQUIPMENT SUPPLIES											
5411	BOOKS AND SUBSCRIPTIONS											
5413	OTHER OPERATING SUPPLIES											
5415	OTHER EXPENSES											
5500	TRAVEL											
5506	TRAVEL											
5600	CONTRIBUTIONS											
5800	MISCELLANEOUS											
5801	DUES & MEMBERSHIPS											
5880	CONTRIBUTION TO EDA (FD31)	593,057	614,301	621,876			644,891					
	..OTHER CHARGES.....	593,057	614,301	621,876			644,891					
8000	LEASES AND RENTALS											
8001	LEASE/RENT OR EQUIPMENT- (CAR L											
8002	FURNITURE AND FIXTURES											
8003	COMMUNICATIONS EQUIPMENT											
8005	MOTOR VEHICLES AND EQUIPMENT											
8007	INTEGRATED TECHNOLOGY EQUIPMEN											
9001	LEASE/RENT OF EQUIPMENT (CAR LE											
9002	LEASE/RENT OF BUILDING											
	TOTAL FOR DEPT	593,057	614,301	621,876			644,891					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
81040	ZONING BOARD											
0000	ZONING BOARD											
1000	PERSONNEL SERVICES											
1006	COMPENSATION OF MEMBERS	500	2,400	4,200	750		4,200					
	..PERSONAL SERVICES....	500	2,400	4,200	750		4,200					
2001	FICA	31	165	321	57		321					
	..EMPLOYEE BENEFITS....	31	165	321	57		321					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES-OTHER											
3007	ADVERTISING	844	4,195	2,000	1,188		4,500					
	..PURCHASED SERVICES...	844	4,195	2,000	1,188		4,500					
4000	INTERNAL SERVICES											
4003	CENTRAL STORES - OFFIC											
5200	COMMUNICATION											
5204	POSTAGE AND TELEPHONE	60	177	300	56		300					
5400	MATERIALS AND SUPPLIES											
5401	OFFICE SUPPLIES			200			200					
5500	TRAVEL											
5506	TRAVEL	70		800			800					
	..OTHER CHARGES.....	130	177	1,300	56		1,300					
	TOTAL FOR DEPT	1,505	6,937	7,821	2,051		10,321					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
81060	BUILDING APPEALS BOARD											
0000	BUILDING APPEALS BOARD											
1000	PERSONNEL SERVICES											
1006	COMPENSATION OF MEMBERS	75	75	150			150					
	..PERSONAL SERVICES....	75	75	150			150					
2001	F.I.C.A.	2	2	11			11					
	..EMPLOYEE BENEFITS....	2	2	11			11					
3000	CONTRACTUAL SERVICES											
3002	PROFESSIONAL SERVICES-OTHER			270			270					
3007	ADVERTISING			50			50					
	..PURCHASED SERVICES...			320			320					
4000	INTERNAL SERVICES											
4003	CENTRAL STORES-COPIES											
5200	COMMUNICATION											
5204	POSTAGE AND TELEPHONE			30			30					
5401	OFFICE SUPPLIES			50			50					
	..OTHER CHARGES.....			80			80					
	TOTAL FOR DEPT	77	77	561			561					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
82030	SOIL AND WATER CONSERVATION DI						REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
0000	SOIL AND WATER CONSERVATION DI											
5604	LORD FAIRFAX SOIL DISTRICT	11,250	11,250	11,250	5,625		11,500					
	..OTHER CHARGES.....	11,250	11,250	11,250	5,625		11,500					
TOTAL FOR DEPT		11,250	11,250	11,250	5,625		11,500					

FUND #-010

GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
9002	LEASE/RENT OF BUILDING	1,788	1,836	2,160	2,160		2,300					
	. .OTHER USES OF FUNDS. .	1,788	1,836	2,160	2,160		2,300					
TOTAL FOR DEPT		250,033	265,304	301,060	120,593		307,087					

FUND #-010 GENERAL OPERATING FUND

		FY/2020	FY/2021	AMENDED	2022/01	PROJECTED	DEPT	ADMIN	ADOPTED	DEPT	ADMIN	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	FY/2023	FY/2023	FY/2023	FY/2024	FY/2024	FY/2024
							REQUEST	RECOMMEND	BUDGET	REQUEST	RECOMMEND	BUDGET
93010	TRANSFERS/CONTINGENCY											
0000	TRANSFERS/CONTINGENCY											
2011	WORKER'S COMP FOR WELLNESS	62	667		17							
	..EMPLOYEE BENEFITS....	62	667		17							
5800	MISCELLANEOUS											
5807	RESERVE FOR MERIT/COLA INCREAS	11,508,620	13,034,856	26,627,091	26,101,900		4,500,000					
5890	OPERATIONAL CONTINGENCY		2,306,731-	718,753	282,086-		300,000					
5891	BOS CONTINGENCY											
5899	CAPITAL CONTINGENCY											
	..OTHER CHARGES.....	11,508,620	10,728,125	27,345,844	25,819,814		4,800,000					
	TOTAL FOR DEPT	11,508,682	10,728,792	27,345,844	25,819,831		4,800,000					
	FUND TOTAL	199,233,247	202,591,614	243,053,519	133,683,197		219,990,081					
	FINAL TOTAL	199,233,247	202,591,614	243,053,519	133,683,197		219,990,081					

FY 2022-2023 PRIORITIZED CAPITAL REQUEST LIST (BY DEPT) - GENERAL FUND

<u>Department</u>	<u>Line Item</u>	<u>Description</u>	<u>Capital Amount</u>	<u>Associated Operating</u>	<u>Total per Department</u>
1224 - Other	8001	New postage machine	9,000		9,000
3102 - Sheriff	8005	29 replacement Police Interceptor SUV @ \$38,000 each and all related equipment	1,413,141		3,100,015
	8007	LX6-S 10-Channel USB Win Polygraph and laptop	9,635		
	8900	Impound Lot fence repair and gate replacement	20,000		
	8001	Skydio Drone for Search and Rescue Operations	17,000		
	8001	Mechanical targets for gun range	25,000		
	8005	3 motorcycles & equipment for speed enforcement and special detail	96,000		
	8001	Tri-Pod Lifting System for Search and Rescue	10,000		
	8001	Autel EVO II Kit public safety made drone	9,239		
	8900	OneSolution RMS CentralSquare program - public safety software	1,000,000		
	8005	DIVE team vehicle - revenue associated (included in budget)	500,000		
3505 - Fire and Rescue	8005	Ford 4WD Pick-Up (NEW) & related equipment-Emergency Mgmt.	56,600		388,400
	3004	Repairs/Maintenance		1,250	
	5305	Vehicle Insurance		550	
	8005	Ambulance (Replacement of 10-1)	330,000		
3506 - Public Safety Communications	8003	Complete upgrade on NG 9-1-1 system - revenue associated	123,000		157,303
	8003	Carousel - complete upgrade for NG 9-1-1 compliance These items are included in budget-partially state grant funded	34,303		
4203 - Refuse Collection	8800	Expand and upgrade Double Toll Gate Convenience Site to include a trash compactor; site improvements for improved traffic flow; electrical upgrades to site; landscaping , additional fencing and lighting; Included in CIP request	750,000		750,000

FY 2022-2023 PRIORITIZED CAPITAL REQUEST LIST (BY DEPT) - GENERAL FUND

<u>Department</u>	<u>Line Item</u>	<u>Description</u>	<u>Capital Amount</u>	<u>Associated Operating</u>	<u>Total per Department</u>
4301 - Maintenance 4304 - County Office Buildings	8009 8009 8009 8005 8001 8009 8001 8002 8009 8009	New structural steel frame for cooling towers at CAB south building Roof replacement CAB north building Installation of Plymovent Vehicle Exhaust Extraction System at Millwood Station-contingent on grant funding Vehicle for Maintenance Specialist - using personal vehicle to/from eight County properties to perform general and preventative 2 stage air compressor & air lines - Millwood Station Sidewalk repair - PSB Installation of kitchen exhaust hood - Round Hill Station Topside kitchen cabinets - Rount Hill Station Remove & replace entire vehicle bay floor - Millwood Station Asphalt repair and relining of parking lot - PSB	100,000 105,000 150,000 45,000 10,000 16,495 10,000 8,000 311,531 11,000		767,026
5316 - Social Services	8005 8007	Vehicle Replace and upgrade agency cell phones	35,000 25,000		60,000
7101-7110 Parks & Recreation	8900 8001 8001 8005 8900 8001 8001 8900 8900 8900 8900 8900 8900 8001 8001	Abrams Creek Trail Construction - Admin - 100% grant reimburseable Replacement Equipment SGMEF Clearbrook - revenue recovered Replacement Equipment SGMEF Sherando - revenue recovered Mobile Recreation Van - Rec Centers Old Charlestown Road Park Development - Clearbrook Replace wide area mower - Sherando Replace wide area mower - Clearbrook Softball Complex Design - Sherando Playground replacement - Clearbrook Lakeside Lake fishing pier - Sherando Clearbrook Park pool slide Sherando Park pool slide Z-Turn Mower - Sherando Z-Turn Mower - Clearbrook	508,915 44,500 34,350 45,284 3,570,000 85,000 85,000 90,000 367,500 30,000 50,000 50,000 15,500 15,500		4,991,549

FY 2022-2023 PRIORITIZED CAPITAL REQUEST LIST (BY DEPT) - GENERAL FUND

<u>Department</u>	<u>Line Item</u>	<u>Description</u>	<u>Capital Amount</u>	<u>Associated Operating</u>	<u>Total per Department</u>
8101 - Planning	8002	Side tab shelving for file room	8,000		
	8007	Replace nine Planning Commission tablets with low end laptops	9,000		17,000

Total Capital Requests - General Fund

10,240,293

2022-2023 CAPITAL REQUESTS			
DEPARTMENT Other		DEPARTMENT CODE 1224	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
4-010-012240-8001-000-000	EQUIPMENT MAIL MACHINE New Postage Machine	9,000	9,000

2022-2023 CAPITAL REQUESTS

DEPARTMENT SHERIFF		DEPARTMENT CODE 3102	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
31020-8001-000-000	MACHINERY AND EQUIPMENT Skydio Drone for Search and Rescue Operations - This drone is currently sold through Axon and is compatible with Evidence.com Autel EVO II Kit public safety made drone - includes drone, controller, batteries, chargers, 24/7 365 support. Tri-Pod Lifting System for Search and Rescue Mechanical Targets for gun range Total	17,000 9,239 10,000 25,000	61,239
31020-8003-000-000	COMMUNICATIONS EQUIPMENT		
31020-8005-000-000	MOTOR VEHICLES AND EQUIPMENT Requesting 29 vehicles. 20 of the vehicles requested already have over 100,000 miles or will be over 1000,000 miles within the next budget year. Average annual mileage for a department vehicle is 25,000 to 30,000 miles. 9 New vehicles are being requested for the new positions Cost of vehicle: 29 Police Interceptor SUV @ \$38,000 We will need to equip the new vehicles and add decals- Equipment cost includes all the hardware, lights and sirens. \$ 9,689 per vehicle, Decals - amount includes the decals and labor \$1000 per vehicle and fire extinguishers \$40 per vehicle. totaling \$10,730 per vehicle x 29	1,102,000 311,141	

2022-2023 CAPITAL REQUESTS

DEPARTMENT SHERIFF		DEPARTMENT CODE 3102	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
31020-8005-000-000	MOTOR VEHICLES AND EQUIPMENT (CON'T)		
	We are requesting funding for 3 motorcycles to be used for speed enforcement and a select group of other uses such as funeral details, assorted escorts, parades and events. \$22,000 per motorcycle x 3	66,000	
	To equip the motorcycles it would cost approximately \$10,000 per unit. This would include the hardware (lights and sirens) and labor.	30,000	
	Vehicle for the DIVE Team. This will include all the equipment, labor, lights, decals - State Homeland Security Grant	500,000	
	Total		2,009,141
31020-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT		
	We are requesting funding for a LX6-S 10-Channel USB Win Polygraph and laptop. Frederick County Sheriff's Office has three licensed polygraph examiners but only one polygraph instrument. Having an additional polygraph instrument and laptop would allow us to conduct multiple polygraph examinations and if one would need maintenance we would have a second one available.	9,635	
	Total		9,635
31020-8900-000-000	IMPROVEMENTS OTHER THAN BUILDINGS		
	ONESolution RMS CentralSquare program. This program is a public safety software. Enables agencies to collect, store, and access data gathered during daily activities. Supports remote access to an agency's CAD and RMS data. The software we have is over 20 years old. We are requesting funding for this software because ONESolution will no longer support what we have	1,000,000	

2022-2023 CAPITAL REQUESTS

DEPARTMENT SHERIFF		DEPARTMENT CODE 3102	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
31020-8900-000-000	IMPROVEMENTS OTHER THAN BUILDINGS (CON'T)		
	We are requesting funding to do maintenance at the impound lot. The 10 foot fence needs repaired and painted, and new gates. Fence is starting to rust;	20,000	
	Total		1,020,000
	TOTAL PURCHASED SERVICES		3,100,015

SHERIFF – Capital request prioritized list

Vehicles

Polygraph

Impound Maintenance

Skydio Drone

Mechanical Targets

Motorcycles

Lifting System for Search and Rescue

Autel EVO II Kit Drone

ONESolution RMS CentralSquare

Angela Carroll

From: Lenny Millholland
Sent: Wednesday, November 17, 2021 2:42 PM
To: Angela Carroll
Subject: Motorcycle unit

MOTORCYCLE ENFORCEMENT

I am again thinking about the possibility of requesting 3 motorcycles to be used for speed enforcement and a select group of other uses. Thoughts are speed enforcement, such as Back Mountain Road, additional rural routes, use of Sheriff motorcycles to conduct red light running campaigns etc. Motorcycles can be assigned at busy intersections to monitor traffic light violations. The motorcycle's surveillance of the area can be overt to maximize the visible deterrent impact or covert to maximize tactical objectives. By their nature, high traffic areas can make it difficult to position a patrol car. Motorcycles, however, can be more effective at these locations due to the ease with which they can be positioned. Motorcycles can also move into traffic for enforcement purposes easier than conventional patrol vehicles.

Many agencies have also used motorcycles with success to combat aggressive driving. The police motorcycle can be utilized easily to observe a busy highway for the types of violations that are indicative of aggressive driving. Some agencies have used unconventional vehicles to monitor traffic flow and detect violations, and then communicated violation data to waiting motorcycle officers. Once these violations have been observed, and in some instances documented with on board video cameras, the motorcycle officer can maneuver through traffic to make the stop.

Motorcycle operations can be used in conjunction with public information and education campaigns. Some agencies have even used these types of events to roll out new programs and purchases of police motorcycles. The purchase of motorcycles can be associated with specific problems, whether it is red light running, speeding, aggressive driving, funeral details, assorted escorts or some other traffic problem in our jurisdiction.

Tentatively, the cost of 3 units would be approximately, \$66,000.00. 2 units would be used, and the 3rd would be utilized for training etc. You will normally cause some damage during training, as part of the training. Then you would

have to consider the cost of equipment such as helmet, boots, weather gear, uniform, gloves, emergency lights, siren etc. The estimated cost of this would be approximately \$15,000.00 per unit.

\$5K for uniform 10K for Equipment

Our personnel choices would have to be made early in the planning stage. We would need to seriously think about the number of personnel for the motor unit. Once this decision is made, training and equipment needs would have to be addressed.

As you know, a motorcycle unit assignment, is not for everyone and I don't want it to look like it is. A Deputy considered for this type of assignment would have to have extensive work experience and should be self-motivated, mature, safety-oriented, capable of making good decisions, and physically able to handle the assignment and motor unit.

Our training criteria should not be based on non-police riding experience, which can have little merit if a good training program is in place. It has been proven by many agencies, that an inexperienced rider will often outperform the experienced rider by the end of the training period. Respect for the motorcycle and the agency goals appear to outweigh riding experience.

Equip = \$10K (Hardware/labels) = \$30K

Uniform = \$5K (boots uniform, helmet, weather gear + gloves)

TO: Sheriff Lenny Millholland

FROM: Investigator Glenn Culp

DATE: November 18, 2021

RE: Justification for polygraph instrument expenditure

The purpose of this memorandum is to provide supporting justification for the expenditure of purchasing a new polygraph instrument and accompanying laptop for the Frederick County Sheriff's Office.

Between January 1, 2021 and November 18, 2021, Frederick County Sheriff's Office Polygraph Examiners conducted 89 polygraph examinations consisting of 86 pre-employment polygraph examinations and 3 criminal polygraph examinations. Fifteen additional polygraph examinations have been scheduled with several more expected. I expect a total of approximately 120 polygraph examinations will be conducted in 2021.

The Frederick County Sheriff's Office currently has three licensed polygraph examiners, but only one polygraph instrument. Each polygraph examination occupies the polygraph instrument for approximately four hours. Therefore, only one or two polygraph examinations are usually scheduled for a workday. The situation is further complicated by the scheduling of applicant academies. Basic academy classes for several departments start at approximately the same time causing a bottleneck of applicant polygraphs as departments attempt to get their applicants through the hiring process prior to the start of basic academy classes in January and July of each year.

An additional polygraph instrument and the laptop computer required to operate the instrument would allow us to conduct multiple polygraph examinations simultaneously. If one instrument developed a maintenance issue a second instrument would be available.

In conclusion, the number of polygraph examinations requested of the Frederick County Sheriff's Office has reached the maximum capacity that can be conducted with one polygraph instrument. An additional instrument would allow polygraph examiners to conduct more examinations, expedite the applicant hiring process for departments requiring pre-employment polygraph examinations, and provide better support to criminal investigators requiring polygraph examinations. An additional polygraph instrument would also extend the lifespan of the existing polygraph instrument.

Thank you for your consideration of this request.

Respectfully,

Glenn Culp

Attached: 11/18/2021 Quote from Lafayette Instrument for polygraph instrument
09/04/2019 Quote from Frederick County Information Technology for laptop computer
2016 - 2020 Frederick County Sheriff's Office Polygraph stats

Polygraph Statistics

2016 – 2019

Requesting Agency	Exams Completed	Percentage
Frederick County Sheriff's Office	101	24%
Northwestern Regional Adult Detention Center	150	35%
Frederick County Fire and Rescue	119	28%
Other Agencies	57	13%
<hr/>		
Total polygraph examinations	427	

Northwestern Regional Adult Detention Center and Frederick County Fire and Rescue accounted for 63% of all polygraph examinations.

2020 statistics was not used because COVID-19 restrictions caused agencies to cancel hiring processes

**Frederick County Sheriff's Office
2019 Polygraph Examinations**

Pre-employment Examinations: 92

Criminal Examinations: 3

Total Polygraph Examinations: 95

Polygraph examinations were conducted for the following agencies during 2019

Agency	Pre-Employment Examinations	Criminal Examinations
Frederick County Fire and Rescue Department	21	0
Frederick County Public Safety Communications Center	4	0
Frederick County Sheriff's Office	22	3
Front Royal Police Department	1	0
Leesburg Police Department	3	0
Middletown Police Department	1	0
Northwestern Regional Adult Detention Center	39	0
Winchester Police Department	1	0
TOTAL	92	3

**Frederick County Sheriff's Office
2019 Polygraph Examinations by Examiner**

Examiner	Pre-Employment Examinations	Criminal Examinations	Total
Inv. Glenn Culp	86	3	89
Inv. Eric Varnau	6	0	6

**Frederick County Sheriff's Office
2018 Polygraph Examinations**

Pre-employment Examinations: 104

Criminal Examinations: 10

Total Polygraph Examinations: 114

Polygraph examinations were conducted for the following agencies during 2018

Agency	Pre-Employment Examinations	Criminal Examinations
Frederick County Fire and Rescue Department	30	0
Frederick County Public Safety Communications Center	6	0
Frederick County Sheriff's Office	16	10
Leesburg Police Department	6	0
Northwestern Regional Adult Detention Center	45	
Winchester Police Department	1	0
TOTAL	104	10

**Frederick County Sheriff's Office
2018 Polygraph Examinations by Examiner**

Examiner	Pre-Employment Examinations	Criminal Examinations	Total
Inv. Glenn Culp	101	10	111
Inv. Eric Varnau	3	0	3

**Frederick County Sheriff's Office
2017 Polygraph Examinations**

Pre-employment Examinations: 89

Criminal Examinations: 14

Total Polygraph Examinations: 103

Polygraph examinations were conducted for the following agencies during 2017

Agency	Pre-Employment Examinations	Criminal Examinations
Clarke County Sheriff's Office	0	1
Frederick County Fire and Rescue Department	33	0
Frederick County Public Safety Communications Center	4	0
Frederick County Sheriff's Office	18	11
Front Royal Police Department	2	0
Leesburg Police Department	3	0
Middletown Police Department	1	0
Northwestern Regional Adult Detention Center	28	1
United States Attorney's Office	0	1
TOTAL	89	14

**Frederick County Sheriff's Office
2016 Polygraph Examinations by Examiner**

Examiner	Pre-Employment Examinations	Criminal Examinations	Total
Inv. Glenn Culp	87	14	101
Inv. Eric Varnau	2	0	2

**Frederick County Sheriff's Office
2016 Polygraph Examinations**

Pre-employment Examinations	101
Criminal Examinations	5
Total Polygraph Examinations	106

Polygraph examinations were conducted for the following agencies during 2016

Agency	Pre-Employment Examinations	Criminal Examinations
Frederick County Sheriff's Office	16	5
Frederick County Public Safety Communications Center	6	0
Frederick County Fire and Rescue:	35	0
Northwestern Regional Adult Detention Center	37	0
Front Royal Police Department	3	0
Leesburg Police Department	2	0
Middletown Police Department	2	

**Frederick County Sheriff's Office
2016 Polygraph Examinations by Examiner**

Examiner	Pre-Employment Examinations	Criminal Examinations	Total
Inv. Glenn Culp	94	5	99
Inv. Eric Varnau	7	0	7

Special Assistance to Other Agencies

At the request of the Virginia State Police, Special Agent Shawn McCurry conducted some criminal polygraph examinations for the Frederick County Sheriff's Office in 2016. This allowed Special Agent McCurry to conduct the necessary criminal examinations for his initial licensure as a polygraph examiner in Virginia.

Improvements

A new polygraph instrument was purchased from Lafayette Instrument Company in 2016.
A new video camera was purchased for use with the polygraph instrument in 2016.

Procedural Changes

All agencies requesting pre-employment polygraphs from the Frederick County Sheriff's Office were notified of the American's With Disabilities Act (ADA) requirements related to polygraph examinations. Specifically, the ADA prohibits the asking of any questions of an applicant that would reveal a disability prior to a conditional offer of employment. All agencies that regularly utilize the polygraph services of the Frederick County Sheriff's Office now offer a conditional offer of employment to applicants prior to the polygraph examination. This practice lowers the liability of the Frederick County Sheriff's Office in regard to ADA requirements related to pre-employment polygraph examinations and improves the quality of the polygraph examination.

Training

Inv. Glenn Culp and Inv. Eric Varnau completed the Northeast Counter Drug Training Center 40 hour Senior Polygraph Examiner Course in Fairfax, VA in July 2016.

Inv. Glenn Culp attended the American Polygraph Association Polygraph Seminar in Virginia Beach in November 2016.

2022-2023 CAPITAL REQUESTS

DEPARTMENT FIRE AND RESCUE		DEPARTMENT CODE 3505	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3505-8005-000	MOTOR VEHICLE & EQUIPMENT		
	Ford 4WD Pick-Up EM (NEW) EMERGENCY MANAGEMENT	\$ 36,000.00	\$ 58,400.00
	Bed cover / bedliner TR (New)	\$ 3,600.00	
	Lettering/stripping EM (New)	\$ 1,500.00	
	Emergency Lighting / Brush Guard / Console / Siren / Install EM (New)	\$ 15,500.00	
	Vehicle Repairs & Maintenance	\$ 1,250.00	
	Vehicle Insurance	\$ 550.00	
	New Ambulance (Replacement of 10-1)	\$ 330,000.00	\$ 330,000.00
	TOTAL CAPITAL REQUESTS		\$ 388,400.00

CAPITAL REQUESTS

3505-8005-000 - Motor Vehicle and Equipment

\$388,400 Requested

4WD Pick-Up and equipment (NEW EM10) \$58,400

This vehicle will be utilized by the current Emergency Management Coordinator. This position became a full-time position in May 2021 and currently, there is no dedicated vehicle for this position. The Emergency Management Coordinator will be on a 24 hour on call status to respond to incidents and disasters plus attending all required meetings and trainings around the Commonwealth of Virginia.

This position will respond to a variety of incidents for multiple reasons to support equipment needs, incident planning, damage assessment, and many other reasons. The EM Coordinator also serves as the lead of the Department's Drone Program. The vehicle will support the transport and deployment of the Drone Platform and provide the latest technology to the Incident Commander for managing significant incidents. Other tasks include participation in the Regional Pet Sheltering and moving the Red Cross trailers as needed for training and storm-related events.

4WD Ambulance Replacement for 10-1 \$330,000

Replacement for M10-1: The current Medic 10-1, a 2003 Ford Ambulance, has over 95,930 miles as of November 2019. The current condition of this vehicle is fair to good at best. Due to its original use as the first line ambulance, excessive wear and tear is evident. Medic 10-1 plays a crucial role as a bariatric unit for all of Frederick County. This ambulance also serves as a reserve unit to be utilized by any of the 11 volunteer stations. With the high mileage on this vehicle, a significant increase in maintenance and repair costs has occurred during the past two fiscal years. The chassis does not meet the current specifications for weight to continue to be used as a bariatric unit.

2022-2023 CAPITAL REQUESTS

DEPARTMENT PUBLIC SAFETY COMMUNICATIONS		DEPARTMENT CODE 3506	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3506-8003-000	• Complete upgrade on NG9-1-1 system		123,000
	• Carousel - complete upgrade for NG911 compliance		34,303
			157,303

2022-2023 CAPITAL REQUESTS

DEPARTMENT Refuse Collection		DEPARTMENT CODE 10-4203	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-8900-00	Improvements Other Than Buildings		750,000
	Expand Double Toll Gate location onto existing leased property; add second trash compactor; site improvements for better traffic flow; landscaping; additional fencing and lighting; electrical upgrades. Included in CIP request. Design work included in FY 22-23 budget. Expansion necessary to keep pace with growing usage.		750,000

2022-2023 CAPITAL REQUESTS

DEPARTMENT MAINTENANCE ADMINISTRATION		DEPARTMENT CODE 43010	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
010-043010-8005-000-000	<p>Vehicle for Maintenance Department at County Administration Building</p> <p>The Maintenance Specialist is driving his own vehicle to and from our eight County properties to perform general and preventative maintenance without receiving any compensation for mileage or fuel for the use of his own vehicle to perform maintenance at the County properties.</p> <p>This is #4 on Maintenances' Priority List of Capital Expenditures.</p>	45,000	45,000

2022-2023 CAPITAL REQUESTS

DEPARTMENT COUNTY ADMINISTRATION		DEPARTMENT CODE 43040	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
010-043040-8001-000-007	<p>Installation of Kitchen Exhaust Hood at Round Hill Fire Station.</p> <p>There was no exhaust hood installed over top of the kitchen stove. When using the stove it allows fumes and sometimes sets off the the smoke alarm.</p> <p>This is #7 on County Administrations' Priority List of Capital Expenditures.</p>	10,000	410,495
010-043040-8001-000-021	<p>Purchase 2 Stage Air Compressor and Air Lines for Millwood Fire Station. The Fire Station currently has no way of putting air in the truck tires. They have to take the Fire Trucks to Greenwood or another Fire Station to put air in the tires; wasting fuel and time.</p> <p>This is #5 on County Administrations' Priority List of Capital Expenditures.</p>	10,000	
010-043040-8002-000-007	<p>Request for Topside Kitchen Cabinets in the kitchen at Round Hill Fire Station. There is a lack of cabinet space in the kitchen.</p> <p>This is #8 on County Administrations' Priority List of Capital Expenditures.</p>	8,000	

2022-2023 CAPITAL REQUESTS

DEPARTMENT COUNTY ADMINISTRATION		DEPARTMENT CODE 43040	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
010-043040-8009-000-000	<p>New Structural Steel Frame for Cooling Towers at County Administration South Building.</p> <p>The steel frame has experienced considerable water damage over the years and needs structural repairs/reinforcing to safely support the existing Cooling Towers. This was determined by a structural engineering company.</p> <p>This is #1 on County Administrations' Priority List of Capital Expenditures.</p>	100,000	
	<p>Roof Replacement County Administration North Building</p> <p>Shingles have been replaced numerous times in the past on the roof of the County Administration North Building . The plywood roof needs to be replaced and resingled.</p> <p>This is #2 on County Administrations' Priority List of Capital Expenditures.</p>	105,000	

2022-2023 CAPITAL REQUESTS

DEPARTMENT COUNTY ADMINISTRATION		DEPARTMENT CODE 43040	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
010-043040-8009-000-005	<p>Sidewalk Repair at the Public Safety Building.</p> <p>The sidewalk has sank and is very uneven. This has become a safety issue and needs to be repaired to reduce falls and injuries.</p> <p>This is #6 on County Administrations' Priority List of Capital Expenditures.</p>	16,495	
	<p>Asphalt repair and relining of the parking lot at the Public Safety Building. This would include asphalt repair, crack filling and pavement marking. The asphalt in the parking lot has a lot of dips and sunken holes that need to be repaired,</p> <p>This is #10 on County Administrations' Priority List of Capital Expenditures.</p>	11,000	

2022-2023 CAPITAL REQUESTS

DEPARTMENT COUNTY ADMINISTRATION		DEPARTMENT CODE 43040	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
010-043040-8009-000-021	<p>Installation of Plymovent Vehicle Exhaust Extraction System at Millwood Fire Station to remove diesel fumes from the bay area. This system is similar to the system that was installed at Round Hill Fire Station.</p> <p>This is contingent on a submittal for Grant Funding. The grant should cover approximately 2/3 of the cost and the county would be responsible for the local match.</p> <p>This is #3 on County Administrations' Priority List of Capital Expenditures.</p>	150,000	
	<p>Remove and replace entire vehicle bay floor at Millwood Fire Station with a new trench drain and nonslip commercial epoxy coating. The vehicle bay floor is uneven and does not drain and is a fall and trip hazard.</p> <p>This is #9 on County Administrations Priority List of Capital Expenditures.</p>	311,531	

2022-2023 County Administration Capital Request Justification

1. Cooling Tower Structural Steel Framing Replacement is needed because the frame is literally crumbling and falling apart. Ruckman Engineering looked at the framing and provided a stamped drawing stating that the framework needs to be supported and then replaced within a year. If the cooling tower framework were to collapse it would leave the County Administration Building South without any cooling and could possibly damage the building to where it could be unoccupied. (010-043040-8009-000-000 - \$100,000).
2. The County Administration Building North needs a new shingle roof. The roof has been repaired numerous times over the past few years and we have spent thousands of dollars repairing the existing roof. The shingles have been on the building since it was built and they were only twenty-year shingles that were initially installed. (010-043040-8009-000-000 - \$105,000).
3. Millwood Fire Department needs a vehicle exhaust system to remove the truck exhaust fumes. The fumes are getting into the main building area which includes the sleeping quarters and could cause carbon monoxide poisoning. We are trying to get a grant to help with the installation cost of this system. (010-043040-8009-000-021 - \$150,000).
4. The Maintenance Department needs another truck. The Maintenance Specialist is currently driving his personal vehicle to all the County properties to be able to perform his job. The properties include, Public Safety Building, Smithfield Avenue location, Ester Boyd Animal Shelter, Round Hill Fire Department, Millwood Fire Department and Bowman Library. We also haul trash from the County Administration Building every day or every other day, which is occupying the use of the County truck that we have at the County Administration Building. The Maintenance Specialist is driving his own vehicle, performing County business, without any compensation for mileage, wear and tear or fuel reimbursement. (010-043010-8005-000-000 - \$45,000).
5. Millwood Fire Department needs a commercial air compressor installed to be able to put air in their fire truck tires. These tires require over a 120psi of air pressure in each tire. They are currently taking the fire trucks to one of the other fire departments to put air in the tires. This is a waste of time and fuel and could put them out of there service area whenever the tires require air. (010-043040-8001-000-021 - \$10,000).

6. The Public Safety Building sidewalks need to be repaired. There has been one accident where an individual fell and got hurt due to the uneven concrete walkways. There have been numerous other individuals who have tripped but didn't fall to the ground. This creates a huge liability for the County if someone were to trip and seriously injured. (010-043040-8009-000-005 - \$16,495).
7. Round Hill Fire Department needs a kitchen exhaust hood installed. When the building was built, an exhaust system was not installed. They cook on the stove daily and the fumes and sometimes smoke from what is being cooked goes into the rest of the building giving nuisance fire alarms. (010-043040-8001-000-007 - \$10,000).
8. Round Hill Fire Department require more kitchen cabinet space. When the building was built, the topside cabinets were removed from the plans as a cost saving measure. They are currently storing items on the counter, and this creates a hazard specially when it falls onto the floor. (010-043040-8002-000-007 - \$8,000).
9. Millwood Fire Department needs to have the garage bay floor removed and replaced due to it being a trip and fall hazard. The floor is uneven from a poor installation from the initial building and has raised and lowered areas which creates a trip hazard. The floor goes from ground level to six inches and looks like a wash board. It is a miracle that first responders have not been seriously injured running out to leave for a response call. The uneven floor could become a liability if someone were to fall and seriously injured. (010-043040-8009-000-021- \$311,531).
10. Public Safety Building parking lot needs to be repaired. The parking lot is starting to crack and crumble which is going to create potholes and more costly repairs if it is not addressed. The asphalt is thin in spots and from the vehicle traffic and shear weight of a lot of the trucks is causing the parking lot to crumble. (010-043040-8009-000-005 - \$11,000).

2022-2023 CAPITAL REQUESTS

DEPARTMENT

DEPARTMENT CODE

EXPENDITURE
LINE ITEM

DESCRIPTION

DETAIL
AMOUNT

TOTAL AMOUNT
(PER LINE ITEM)

4-010-053160-8005-000-000

Motor Vehicles

35,000

35,000

4-010-053160-8007-000-000

Integrated Equipment

25,000

25,000

Frederick County Department of Social Services

Notes to Budget Request FY 2023

Benefits

- Increase in Health in is due to 15% increase in premium projection per county; from 16 vacant positions, we used variety of plans: family plan, employee only, and employee + child
- Increase in VRS, is due to higher rates from 11.47% to 12.55%
- Decrease in VRS life is due lower rates 1.34% to 1.19%
- Increase in Disability, is for 16 vacancies projection.
- Decrease in Workers Comp is due to lower rates for services .69% to .59%

Operating expenses

- Increase in legal fees due to nature of cases, increase from \$150 to \$185 or more, per attorney.
 - Increase in advertisement is due to our consent turnover.
 - Decrease in office supplies due to monitoring supplies and less demand cause of telework employees.
 - Increase in vehicles to replace another older vehicle in fleet, need bigger SUV and the cost has rose on them. We have not had larger SUV since 2013.
 - Increase in technical equipment is to replace and upgrade agency cell phones, most are iphone 6 and 7 models, current cost range from \$700-\$1,000 per phone. We have 35 workers that require cellular service for their job. We will try to see if current budget can absorb some replacement this year.
-
-

2022-2023 CAPITAL REQUESTS

DEPARTMENT PARKS AND RECREATION		DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
071010-9001-000-000	LEASE/RENT OF EQUIPMENT		5,001
	Copy Machine-leased under Virginia Business Systems	5,000	
	Lease/rent of Land-Museum of the Shenandoah Valley	1	
071040-8005-000-000	MOTOR VEHICLES AND EQUIPMENT		45,284
#4 PRIORITY	Mobile Recreation Van	45,284	
	Ford Transit Cargo Van-not state contrac (none available at this time). Includes seating for 5 and additional rear cargo space for supplies. Price includes 1 lockable shelf, 5 storage bookshelves, and logo decals/wrap for van with Department logo.		
071090-8001-000-000	MACHINERY AND EQUIPMENT		100,500
#14 PRIORITY	Z-Turn Mower to replace a 2007 Toro 2000D with 4,172 hours (10 yr. lifespan/3,250 hours)	15,500	
#7 PRIORITY	Wide Area Mower Replacement (2004 Toro Z Mower with 4,600 hours (5-7 yr. lifespan/1750 hours)).	85,000	

071090-8900-000-000	IMPROVEMENTS OTHER THAN		4,496,415
#11 PRIORITY	Clearbrook Park Pool Slide	50,000	
#1 PRIORITY	Abrams Creek Trail Construction (100% Reimbursable)	508,915	
#9 PRIORITY	Playground Replacement	367,500	
#5 PRIORITY	Old Charlestown Road Park Development	3,570,000	
071090-9001-000-000	LEASE/RENT OF EQUIPMENT		7,800
	Man-Lift	7,800	
071090-5604-000-000	SGMEF CAPITAL CONTINGENCY		44,500
#2 PRIORITY	SGMEF CAPITAL CONTINGENCY	44,500	
	Replacement Equipment Z turn mower to replace a 2014 Toro Z w/1,328 hours* 5-7 year lifespan, 1,750 hours Z Turn Mower to replace a 2004 Toro 4100D w/3,362 hours 10 yr lifespan, 3,250 hours *Mower did not live up to lifespan-no longer operable being used for parts		
071100-8001-000-000	MACHINERY AND EQUIPMENT		100,500
#13 PRIORITY	Z-Mower (To replace a 2005 Toro Z Mower with 4,4448 hrs) 5-7 year lifespan/1750 hours	15,500	
#6 PRIORITY	Wide Area Mower (Replace 2007 Toro 4100D with 5,600 hrs 10 year lifepsan/3,250 hours	85,000	
071100-8900-000-000	IMPROVEMENTS OTHER THAN		170,000
#12 PRIORITY	Lakeside Lake Fishing Pier	30,000	
#10 PRIORITY	Sherando Park Pool Slide	50,000	
#8 PRIORITY	SH Softball Complex Design	90,000	

071100-9001-000-000	LEASE/RENT OF EQUIPMENT		8,250
	Man Lift	5,500	
	Tree Removal - Stump Grinder(1)	1,250	
	Mountain Bike Trail - Toro Dingo Rental	1,500	
071100-5604-000-000	SGMEF CAPITAL CONTINGENCY		34,350
#3 PRIORITY	Replacement Equipment	34,350	
	Z turn mower to replace a 2006 Toro Z mower w/3,891 hrs 5-7 yr lifespan, 1,750 hours		
	Z turn mower to replace a 2007 Toro Z mower w/1,674 hrs 5-7 yr lifespan, 1,750 hours		
	Z turn mower to replace a 2014 Toro Z mower w/3,391 hrs 5-7 yr lifespan, 1,750 hours		

FY 2022-2023 NEW POSITION REQUESTS - GENERAL FUND

Dept Code	Department	Position and Related Costs	Amount
1203	Human Resources	Human Resource Assistant - salary/fringes	54,947
		Office Supplies - Computer & supplies	3,880
		1 Position Total Cost	58,827
1209	Commissioner of the Revenue	Assessor I - salary/fringes	77,311
		1 Position Total Cost	77,311
3102	Sheriff 1 new Deputy = \$149,813	Deputy I Patrol - 3 x \$65,821 salary/fringes	197,463
		Deputy I Traffic - 3 x \$65,821 salary/fringes	197,463
		Deputy I Civil - 2 x \$65,821 salary/fringes	131,642
		Investigator - 1 x \$84,198 salary/fringes	84,198
		Deputy I Crime Prevention - 1 x \$65,821 salary/fringes	65,821
		Operating Costs - 9 Deputy Positions \$21,918 each	197,262
		Capital Costs - 9 Deputy Positions \$62,074 each	558,666
		Operating Costs - 1 Investigator Position	8,050
		Capital Costs - 1 Investigator Position	23,000
		10 Positions Total Cost	1,463,565
3505	Fire and Rescue 1 new Firefighter/EMT = \$43,048	Firefighter/EMT - 8 x \$33,365 salary/fringes - mid-year hire	266,920
		Operating Costs for 8 Firefighter/EMT Positions \$9,683 each	77,464
		8 Positions Total Cost	344,384
3506	Public Safety Communications	Radio Technician - salary/fringes	92,071
		Communications Officer - 3 x \$58,740 salary/fringes	176,220
		4 Positions Total Cost	268,291
4201	Engineering	Environmental Inspector - salary/fringes	71,559
		Office Supplies - Computer, desk, supplies	4,200
		4x4 pickup truck	32,100
		1 Position Total Cost	107,859
4301	Maintenance	Custodian - salary/fringes	47,121
		1 Position Total Cost	47,121

<u>Dept Code</u>	<u>Department</u>	<u>Position and Related Costs</u>	<u>Amount</u>
5316	Social Services	Fiscal Assistant Supervisor - salary/fringes	104,315
		Fiscal Assistant II - salary/fringes	54,658
		2 Positions Total Cost	158,973
7104 7110	Parks	basicREC Coordinator - salary/fringes	65,712
		Park Maintenance Technician - salary/fringes	50,547
		Operating Costs - Training/Uniforms - Park Maintenance Tech	335
		2 Positions Total Cost	116,594
8101	Planning & Development	Planner I - salary/fringes	76,217
		1 Position Total Cost	76,217
Fund 18	CSA Fund Approval of this position would increase the General Fund contribution to the CSA fund by \$120,932	CSA UR/CQI Assessor - salary/fringes	82,857
		Office Supplies, training	11,075
		Vehicle	27,000
		1 Position Total Cost	120,932

32 Positions Total Cost 2,840,074

2022-2023 NEW POSITION REQUEST

DEPARTMENT	Human Resources	DEPARTMENT CODE	1203
------------	-----------------	-----------------	------

DEPARTMENT	Human Resources	DEPARTMENT CODE	1203
------------	-----------------	-----------------	------

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

- PLEASE INCLUDE:**
- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
 - JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
 - ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE
- **DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
4-010-012030-1001-000-046	Human Resource Assistant	32,760	32,760
4-010-031020-2001-000-000	F.I.C.A.	2,506	2,506
4-010-031020-2002-000-000	Retirement - V.R.S.	4,111	4,111
4-010-031020-2005-000-000	Hospital/Medical Plans	14,975	14,975
4-010-031020-2006-000-000	Group Life Insurance	390	390
4-010-012030-2008-000-000	Short & Long Term Disability	175	175
4-010-031020-2011-000-000	Worker's Compensation	30	30
4-010-012030-5401-000-000	Computer, 2 monitors, mouse and stand for New Position	2,420	2,420
4-010-012030-3005-000-000	Adobe Acrobat Pro DC	360	360
4-010-012030-3005-000-000	LaserFiche Program	1,100	1,100
	Total Cost for New Position		58,827



Michael J. Marciano
Director of Human Resources

(540) 665-5668
Fax: (540) 665-5669
Michael.Marciano@fcva.us

TO: Board of Supervisors

FROM: Michael J. Marciano

DATE: November 30, 2021

SUBJECT: Position Justification for Human Resources Assistant Position in the
FY 2022/2023 Budget

Overview of Department

The Human Resources (HR) Department at Frederick County, VA is comprised of six employees: a Director of Human Resources, Benefits Administrator, Human Resources Manager, Human Resources Generalist – Data Analyst & Training and Development, Human Resources Generalist – Recruitment & Compliance, and Human Resources Assistant.

The department administers comprehensive programs aimed at attracting, motivating, and retaining a professional and industrious workforce. The demands on this department continue to grow as the number of employees increases. This department provides nearly 730 full-time and about 180 part-time local government employees with services related to recruitment, selection, and retention; compensation and benefits; performance management; employee relations; policy development and interpretation; organizational development; training and development; and employment law compliance.

Duties of HR Assistant Currently Being Done by Other Members of the Department

The HR Department currently has one HR Assistant, but this employee is kept busy greeting the public, entering data into the AS-400 (which serves as the Human Resources Information System) and personnel files housed in LaserFiche, preparing new hire packets, processing verifications of employment, etc. As a result, the current members of the department often must perform duties that fall under the HR Assistant's job description, thereby decreasing their own productivity. For instance, the Director of Human Resources frequently is entering data into reports that should be provided for his final review. The Benefits Administrator spends a great deal of time answering basic benefit questions that a lower-level employee could assist with. The Human Resources Manager would not have to spend time entering data, maintaining spreadsheets, and performing LaserFiche filing for workers' compensation claims if an extra HR Assistant were hired. The Human Resources Generalist – Data Analyst & Training and Development spends hours each month printing, sorting, and organizing documents associated

with the Affordable Care Act, tasks a lower-level employee could perform. And the Human Resources Generalist – Recruitment & Compliance could benefit from having someone to help with tracking, follow-up and recruiting steps associated with processing the numerous part-time hires.

Human Resources Department Serves More Employees Without Added Personnel

As mentioned in past budgetary memoranda, while the Human Resources Department continues to look for ways to streamline processes and utilize technology to serve the needs of Frederick County's employees, it is increasingly clear that the work volume requires an additional Human Resources Assistant to help manage aspects of the workload, particularly in the benefits area. By way of example, since 2013, the number of full-time employees at Frederick County has grown by 120 employees, amounting to an increase of 20%. Yet the number of people in our department serving these employees has remained constant.

Our department is understaffed, if we follow guidelines issued by the Society of Human Resource Management (SHRM). SHRM provides guidance to human resources professionals to make sure that all of a company's (or in this case, county's) employees have easy and efficient access to information when they have questions about company policies, benefit programs, or any other concerns that might crop up during the typical workday. SHRM's HR-to-Staff Ratio Spreadsheet indicates that, if we were to increase the number of human resources professionals in our department to 7, we would be able to effectively support 700 employees – which is 100 employees fewer than we are currently asked to support. Having an additional staff member to assist with routine tasks would bring us close to the level of employees SHRM estimates we should have to meet the needs of County employees effectively, and it would come a long way toward reducing stress and fatigue among the members of the HR Department.

We have also assessed the staffing levels of comparable counties within the Commonwealth of Virginia. The below chart is a listing of our findings, and it supports the assertion that we are short-staffed by one person.

County	Number of HR Employees (PT Employees Count as Half of Full-Time Employee)	Total Number of Employees	Number of Employees Served by Each HR Employee
Frederick County	6	727 FT, 175 PT = 902	150
Albemarle County Local Government ^a	3 – New dept goal to hire total 15	850 FT	57 (Based on hiring goal)
York	8 FT, 2 PT	Over 700	78
Loudoun	43 FTEs	4,450	103

^a Albemarle County local government was combined with schools. They will have separate HR departments.

County	Number of HR Employees (PT Employees Count as Half of Full-Time Employee)	Total Number of Employees	Number of Employees Served by Each HR Employee
Stafford	10	1,071 FT, 64 PT = 1,135	114
Hanover	11	1,200 FT, 80 PT = 1,280	116
Warren	3	272 FT, 88 PT = 360	120
Albemarle County Schools	23 FT & 2 PT	2,240 FT, 400 PT, 659 Active Temps and Substitutes = 3,299	137
Fauquier ^b	20	770 FT, 50 PT = 820 School 1,975 FT, 135 PT temps = 2,110	147
Roanoke City	14	1,700 FT, 700 PT = 2,400	171
Roanoke County	9	1,036 FT, 605 PT = 1,641	182
Augusta	3	375 FT, 196 PT = 571	190
James City County	7 FT, 1 PT	1,100 FT, 400 PT = 1,500	200
Rockingham	4	641 FT, 189 PT = 830	208
Spotsylvania	7	1,150 FT, 384 PT = 1,534	219
	Average = 185.5/15 = 12.36	Average = 24,382/15 = 1,625.47	Average = 131.47

As outlined above in the section dealing with “HR Department Challenges,” the HR Department needs greater assistance with employment law compliance. Employers, especially larger ones like Frederick County, often require a greater number of human resources professionals to ensure that compliance is maintained with all state and federal regulations governing an organization of that size. If the HR Department had an additional Human Resources Assistant to help with other tasks and projects, more senior staff members would be freed up to focus on pressing issues such as this.

Hiring another HR Assistant will also enable more experienced HR team members to be proactive and not reactive to projects and deadlines that face the HR Department. “Reactive HR” is a traditional approach to human resources. It is where HR or business leaders only make HR decisions as they are needed or based on prior experience. Reacting to problems as

^b Fauquier County and Public Schools – Local Government and Schools are combined in one department.

they occur requires immediate time and resources to solve them. A better plan would be to think of HR more strategically through a proactive approach.

“Proactive HR” studies the business and its goals to identify potential problems and create practices to prevent or address problems before they occur. Often data and workforce planning are used to create a successful proactive HR strategy. For example, prioritizing how to hire people and improve compensation, training, and turnover are all aspects of this approach. An additional HR Assistant will help the HR Department implement an approach that is “proactive” in nature. Adopting this approach will allow us to set actionable goals that will drive the County forward, and effectively communicate the relevance of our work to other department leaders who do not necessarily understand or appreciate the importance of the HR Department beyond benefit enrollment. Applying proactive HR results in better hires, increased productivity, less turnover, and higher levels of job satisfaction among our employees.

Human Resources Department Challenges

The HR Department at Frederick County faces significant challenges as its role becomes much more demanding, and as noted above, despite all the added challenges facing us, our department is often so busy doing routine work--tasks that an HR Assistant could do—that we are left scrambling trying to accomplish our own duties. Some of the most common HR challenges faced by our department include:

1. Legal and Regulatory Compliance: We know that not complying with federal and state employment laws, including those that govern hiring practices, wages, workplace safety, etc., can lead to hefty fines. Additionally, navigating employment during the COVID-19 pandemic has presented even greater administrative burdens on the department as we provide a safe workplace for all our employees. Most recently, the challenges of complying with OSHA’s Vaccination and Testing Emergency Temporary Standards is just another example of a department being stretched too thin.
2. Finding the Right Employees: Hiring is one of the first things that come to mind while thinking about the HR Department’s duties. Though this is not the only one, it is undoubtedly an essential aspect of the work. Furthermore, the quality of the County’s service to the citizens depends a lot on its workforce.

The recruiting challenges are widespread, and, simply put, there does not appear to be a workforce interested in filling many openings. This makes our recruiting efforts more time consuming and challenging as we match employee applicants to the available openings. Currently, the County has approximately 75 unfilled positions – which is a significant number and reflective of the labor shortages happening throughout the nation.

3. Retaining Talented Employees: Sometimes keeping talented employees can be as difficult as finding the right employees in the first place. We are anticipating that retaining the best employees will be the greatest HR challenge in 2022, according to a poll by the SHRM. We are increasingly witnessing employees tending to job hop in search of higher levels of pay and an attractive benefits package.

4. Training Employees: Frederick County is trying to provide a more robust training program for its employees. In 2020 and 2021, we have provided 5 webinar training sessions covering COVID-19 compliance and non-harassment/non-discrimination training. Additionally, face-to-face training was provided by a labor law attorney for our supervisors on how to address and deal with harassment in the workplace and ensure discrimination does not take place. Despite these achievements, so much more can and should be done because training is vital as it helps cut the cost of bringing in new employees for every opening that may exist. Specifically, additional training for our employees who are appointed to supervisory roles is necessary to direct them on how to supervise employees, conduct annual reviews, handle interviews, comply with labor law provisions such as Family Medical Leave Act, implement performance improvement plans, and investigate inappropriate behavior in the workplace.
5. Compensation and Benefits Package: Compensation is an area where the HR Department invests significant time. With the Board of Supervisors' support, a comprehensive salary survey is underway to be certain we are compensating our employees appropriately based upon our resources and on what the competition may be paying.

The County continues to ensure that our benefits package ranks high when we recruit applicants. This requires constant analysis to ensure our offerings are the best we can offer and at a reasonable cost.

6. Managing COVID-19: COVID-19 continues to bring to the workplace a significant challenge. This pandemic has brought uncertainty regarding the economy and created stressful situations in the workplace. The HR Department at Frederick County has done everything it can to keep the workplace safe and ensure that the business of Frederick County takes place. Stress, anxiety, and other mental health issues have always been in the workplace; however, the COVID-19 outbreak has heightened these issues. Managing the pandemic and quarantines has increased the burdens that each department faces while, at times, working shorthanded. The role of HR to provide the calm and equilibrium to keep business running smoothly has been a challenge to achieve.
7. Antiquated Technology: Finally, the department does not have a Human Resource Information System to help administer benefits. The computer system we principally rely on dates to the 1980s, is paper intensive, and does not provide the administrative support to track and process enrollment data. Because of this, the burden on the department is heightened. We are required to perform hours of manual cross checking to ensure that the information that is entered is correct and has been received from employees. An added HR Assistant could help with all of this. (Note: An improved system was suggested in our most recent budget request.)

Succession Planning is Required of the Human Resources Department

Our department faces challenges not only in meeting our current workload, but also in planning for the future. We are fortunate to have a Benefits Administrator, Barbara Allegra, who has worked with the County over 40 years. While she has no imminent plans to retire, we need to prepare for that inevitable day. To that end, I foresee that the majority of a new Human Resources Assistant's time will be consumed by working with the Benefits Administrator. This staffing arrangement will enhance the efficient handling of all benefit plans, allow the staff member to learn from the Benefits Administrator, and enable the new HR Assistant to provide the necessary backup for this critical role. Currently, such a backup scenario does not exist for the crucial position of Benefits Administrator. Additionally, it will allow both the Benefits Administrator and the new HR Assistant the ability to navigate the nuances built into the Virginia Retirement System Hybrid Plan. As we continue to move forward in time, our Hybrid participants will continue to increase, and we must become proficient in our ability to answer participant questions and manage this plan.

Conclusion

The hiring of an additional Human Resources Assistant will provide the immediate support to address employees' requests daily and alleviate the burden on more senior staff, have a department staffed close to the levels recommended by SHRM, and give us a department size comparable to that of competing counties. An added staff member will allow us to more capably meet the many challenges facing us in the future and pave the way for succession planning in benefits support. We recognize the importance of prudent fiscal management, and we believe that the benefits of adding the position will far outweigh the costs in terms of the current and future improvements to the department that will be realized with the creation of such a position.

2022-2023 NEW POSITION REQUEST

DEPARTMENT COMMISSIONER OF THE REVENUE

DEPARTMENT CODE 1209

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
4-010-012090-1001-000-65	Assessor I	50,195	50,195
4-010-012090-2001-000-000	F.I.C.A.	3,840	3,840
4-010-012090-2002-000-000	Retirement - V.R.S.	6,299	6,299
4-010-012090-2005-000-000	Hospital/Medical Plans	14,975	14,975
4-010-012090-2006-000-000	Group Insurance	597	597
4-010-012090-2011-000-000	Worker's Compensation	1,139	1,139
4-010-012090-2008-000-000	Short & Long-Term Disability	266	266
Total Cost for New Position			77,311



Frederick County, Virginia

OFFICE OF

COMMISSIONER OF THE REVENUE

107 North Kent Street
Winchester VA 22601

P.O. Box 552
Winchester VA 22604-0552

seth.thatcher@fcva.us

www.fcva.us/cor



SETH T. THATCHER
COMMISSIONER

Phone: 540-665-5681
Fax: 540-667-6487

November 30, 2021

TO: Human Resources Committee
Michael Marciano, HR Director
CC: Cheryl Shiffler, Finance Director
FROM: Seth T. Thatcher, Commissioner of the Revenue
RE: Requests in FY 23 Budget for One Additional Position

According to the U.S. Census Bureau, the population of Frederick County was as follows:

- 78,305 in 2010,
- 81,319 in 2013,
- 84,421 in 2016, and
- 89,313 in 2019 (2 years ago)

As a result of the County's population and economic growth, the need for additional staff has likewise substantially grown. The Commissioner of the Revenue's office would be best positioned to meet the County's needs with the hiring of at least one additional full-time Assessor I at this time.

Assessor I

The request for another full-time Assessor I in the Real Estate Department would be paid through the Reassessment Budget 1210. Such Assessor I position is requested with a starting salary of \$50,195 plus fringe benefits.

In 2010, the Real Estate Department had 11 full-time positions. Despite the increased population and resultant real estate-related duties, the Department currently is down to 10 full-time positions:

- 1 = Chief Administrator (also Chief Deputy)
- 1 = GIS Analyst
- 1 = Assessor III
- 1 = Assessor II
- 3 = Assessor I
- 1 = Assessor I (to be filled)
- 1 = Administrative Assistant
- 1 = Secretary

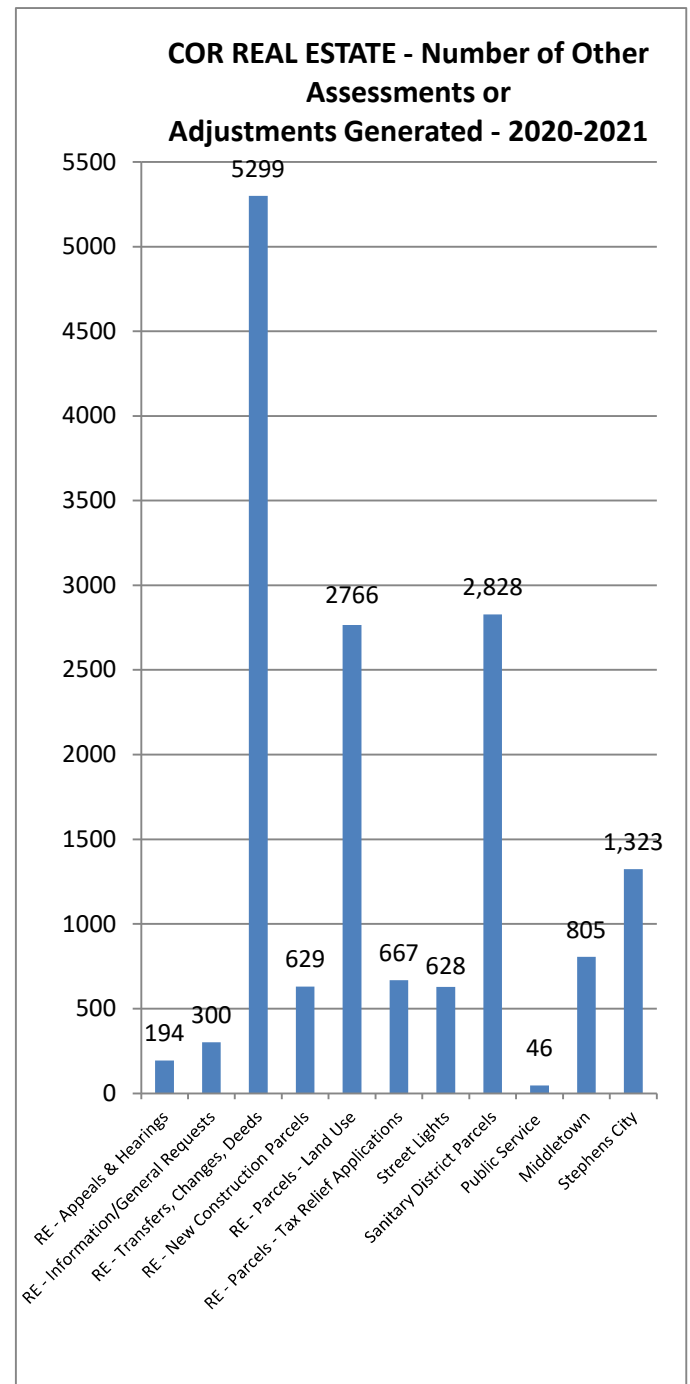
As you know, reassessment is the periodic mass revaluation process required by law to recalculate fair market value of real property per effective date of January 1. Frederick County now conducts reassessments on a 2-year cycle.

Real estate taxation is the single most important source of revenue for Frederick County. All real property is assessed, and the tax applies to all unless specifically exempted.

NET VALUE OF RE ASSESSMENTS OR ADJUSTMENTS		
	2020	2021
Real Estate Parcels Assessed (Taxable)	\$10,708,721,733	\$11,868,216,100
Real Estate Parcels Assessed (Exempt)	\$1,190,169,400	\$1,269,528,100
Sanitary District Parcels	\$104,749,200	\$174,566,600
Public Service Parcels	\$430,541,635	\$407,944,934
Public Service Personal Property at RE Rate	\$2,626,303	\$2,488,464

Such taxation is generally handled by a Commissioner of the Revenue office or Department of Finance in Virginia. More importantly, in most localities, Reassessment and Real Estate are two separate departments with separate staff and very discrete functions. However, in Frederick County, the entire Real Estate Department has concurrent duties involving:

- entire reassessment process from assessment to appeals and hearings
- new construction parcels
- supplementals
- land use deferral programs (agricultural, horticultural, forestry and open space) including compliance letters and forestry plans
- application of roll-back taxes for non-qualifying land use changes
- applications and triennial re-applications for tax exemption
- taxpayer inquiries
- tax map/GIS maintenance
- real estate record adjustments to reflect deed changes, transfers, surveys, ownership changes, transfer of development rights (TDRs) etc.
- tax relief programs for those who qualify (elderly, disabled, 100% service-connected disabled veterans, surviving spouses of armed forces members killed in action, surviving spouses of certain persons killed in line of duty)
- sanitary district and public service property
- creating computer programs and check systems
- and tax payment deferral program for elderly and disabled who qualify for the tax relief program.



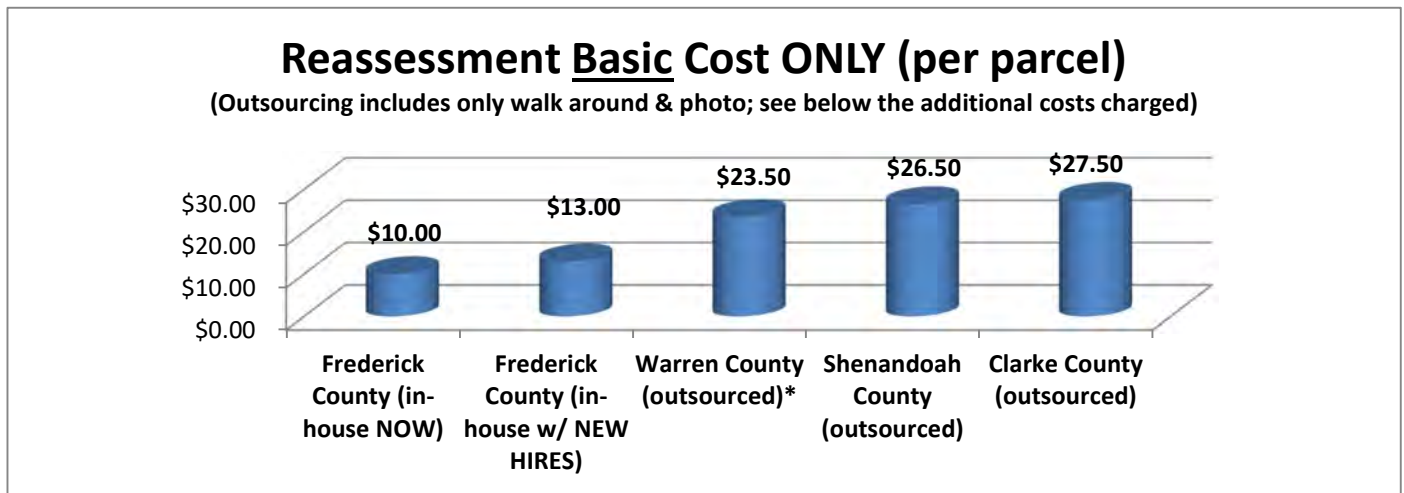
The Real Estate Department staff also review County building permits which reflect all significant construction activity to identify properties whose characteristics are likely to change in order to inspect them on a timely basis and update data accordingly. Changes are brought about by new construction, new parcels, remodeling, demolition and destruction. The construction of new subdivisions at Madison Run II (Rt. 522), Freedom Manor LLC (Rt. 551), Commercial Tyson (Tyson Dr.), and Hiatt Run continues at a rapid pace. In addition, issued building permits almost doubled in 2020 from the prior year and include such subdivisions as Lake Frederick and Snowden Bridge. Other subdivisions which have not had permits pulled in many years are also now being issued. Known recent increases to the real estate listings in the commercial and industrial sector are: FBI, various fast food restaurants, numerous medical offices and facilities. There is no end in sight for growth and construction.

The Real Estate Department conducts in-house reassessment of approximately 50,000 land parcels in Frederick County every two years. The advantages of an in-house reassessment include:

- staff who are trained and familiar with the locality which results in a better quality assessment
- ensures properties are assessed uniformly and improves the outcome
- results in a cost savings to taxpayers
- maintains control of data including the ability to make adjustments
- taxpayer can contact assessor directly with questions

Some of the potential drawbacks of outsourcing a reassessment include:

- hired company may use untrained staff or data collectors with no RE background
- hired company's response not guaranteed to taxpayer inquiries
- hired company may use a different methodology which would be difficult for RE Department to explain to taxpayers
- lack of local control over data



***NOTE: Warren County only receives 1 photo, data, and other changes for the charge.**

<p>Additional costs of outsourcing that would be billed to us by outsourcing company:</p> <ul style="list-style-type: none"> • parcel keying • BOE hearings • Court costs/Appeals 	<p>County would have to provide to outsourcing company out of our budget:</p> <ul style="list-style-type: none"> • space • postage • furniture & fixtures • current changes (adds & deletes) • field cards • maps • assistance on locations • prior data • recorded changes
---	---

Using the same outsourcing rate paid by Shenandoah County, Frederick County's cost of an outsourced reassessment would be **\$1,325,000 (50,000 parcels x \$26.50 per parcel)**. Using the same outsourcing rate paid by Clarke County, Frederick County's cost of an outsourced reassessment would be **\$1,375,000.00 (50,000 parcels x \$27.50 per parcel)**.

The International Association of Assessing Officers (IAAO) is the internationally recognized leader and preeminent source for innovation, education and research in property appraisal, assessment administration, and property tax policy. IAAO suggests that the ratio of 1 full-time assessor for every 2500 parcels is an adequate staffing ratio. Per IAAO, the workload average is 1500-1700 parcels per employee for smaller jurisdictions, and 3000-3500 parcels per employee for larger jurisdictions. *However, for Frederick County, the actual workload average is 9000-10,000 parcels per assessor.*

Mass appraisal requires complete and accurate data, effective valuation models, and appropriate management of resources. Properly administered reassessments result in a valuation system characterized by accuracy, uniformity, equity, and reliability. Correct values depend first and foremost on completeness and accuracy of property characteristics and market data and must be consistently collected to ensure this.

Therefore, the Real Estate Department staff must collect and maintain property characteristics data sufficient for classification and valuation. In order to accomplish this, staff uses various methods including conducting a physical comprehensive inspection of the land and exterior (and possible interior) of all structures on every parcel in the County. Staff also use computer programs (CAMRA, Pictometry, Changefinder) and databases (MRIS, MLS etc.) to identify improvements and update property characteristics.

The main features of an appraisal are the land, improvements, and location. Staff also observes conditions including the age and physical depreciation or other changes. They review photographs and measurements as well as record data and notations including:

- size and type of construction
- quality of every aspect of the property
- number of rooms and bathrooms
- square footage of structures
- flood plain, power lines and other noteworthy issues
- type of road, frontage
- quality of location (market area, submarket neighborhood, view of golf course, water frontage)
- secondary areas such as basements, garages, covered porches etc.
- outbuildings or other improvements such as barns, guest houses etc.

For commercial property, additional needed data includes any specialty rooms, income and lease information, costs and expenses, as well as sales information. Industrial property includes complex building changes, permanently attached equipment, and unusual features such as special utilities, tanks, and sizes.

Staff then key in the information to update the County's data as necessary. Lastly, staff review comparable sales, conduct a sales analysis, and perform multiple queries, and use various valuation tools to make an appraisal. Staff must keep up-to-date on values and statistical analysis as set by the Department. In addition, they use technical data and systems to update information in order to assure that fair market value is kept on all property (both taxable and exempt).

With the increasing needs of the County as a result of its continuing population growth and renewed economic development, hiring an additional Assessor is needed and warranted in order to benefit the County.

2022-2023 NEW POSITION REQUEST

DEPARTMENT

DEPARTMENT CODE

PLEASE INCLUDE:

- **NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM**
- **JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED**
- **ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE**

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

4-010-031020-1001-000-079	Deputy - Patrol	40,867	40,867
4-010-031020-2001-000-000	F.I.C.A.	3,126	3,126
4-010-031020-2002-000-000	Retirement - V.R.S.	5,129	5,129
4-010-031020-2005-000-000	Hospital/Medical Plans	14,975	14,975
4-010-031020-2006-000-000	Group Insurance	486	486
4-010-031020-2011-000-000	Worker's Compensation	1,238	1,238
4-010-0310120-3001-000-000	Testing - Physicals & Psychological	1,000	1,000
4-010-031020-3005-000-000	Maintenance Contracts - Taser/Body cam	1,500	1,500
4-010-031020-3010-000-000	Contractual Services - Pay dues for the academy.		
	Skyline Regional Academy	468	468
4-010-031020-3004-000-002	Repair/Maintenance Vehicles - installation of equipment	2,500	2,500
4-010-031020-5305-000-000	Motor Vehicle Insurance	550	550
4-010-031020-5401-000-000	Laptop and software	8,400	8,400
4-010-031020-5409-000-000	Police Supplies - Drug test kits, DNA swabs and holders, evidence tags fingerprint kits, syringe tubes, pill box, crime scene tape, shoe covers brown bags, rifle boxes, pistol boxes, knife boxes, PBT breath tubes rifles, flex ties, flashlights, department gun, taser	5,000	5,000
4-010-031020-5410-000-000	Uniforms - duty pants, shirts, ties, hats, coats, hat covers, traffic vests gun belt, belts, belt keepers, badges, leather gear, gloves, boots, patches Vests, outer vest & pouches	2,500	2,500
4-010-031020-8003-000-000	Communications Equipment - Radio vehicle	8,000	8,000
4-010-031020-8005-000-000	Motor Vehicles - Cruiser	38,000	38,000
	Vehicle and Powered Equipment - decals, push bumper, push bumper light channel, mobile radio, Radio antenna, GPS antenna, partition Light bar, siren box, siren speaker, siren box mounting kit, signal surface mount lights, mounting bracket kits, computer console, long gun locking device.	8,074	8,074
	Portable radios	8,000	8,000

Total cost for new position

149,813

2022-2023 NEW POSITION REQUEST

DEPARTMENT

DEPARTMENT CODE

PLEASE INCLUDE:

- **NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM**
- **JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED**
- **ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE**

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

4-010-031020-1001-000-082	Deputy - Traffic	40,867	40,867
4-010-031020-2001-000-000	F.I.C.A.	3,126	3,126
4-010-031020-2002-000-000	Retirement - V.R.S.	5,129	5,129
4-010-031020-2005-000-000	Hospital/Medical Plans	14,975	14,975
4-010-031020-2006-000-000	Group Insurance	486	486
4-010-031020-2011-000-000	Worker's Compensation	1,238	1,238
4-010-031020-3001-000-000	Testing - Physicals & Psychological	1,000	1,000
4-010-031020-3005-000-000	Maintenance Contracts - Taser/Body cam	1,500	1,500
4-010-031020-3010-000-000	Contractual Services - Pay dues for the academy.		
	Skyline Regional Academy	468	468
4-010-031020-3004-000-002	Repair/Maintenance Vehicles - installation of equipment	2,500	2,500
4-010-031020-5305-000-000	Motor Vehicle Insurance	550	550
4-010-031020-5401-000-000	Laptop and software	8,400	8,400
4-010-031020-5409-000-000	Police Supplies - Drug test kits, DNA swabs and holders, evidence tags fingerprint kits, syringe tubes, pill box, crime scene tape, shoe covers brown bags, rifle boxes, pistol boxes, knife boxes, PBT breath tubes rifles, flex ties, flashlights, department gun, taser	5,000	5,000
4-010-031020-5410-000-000	Uniforms - duty pants, shirts, ties, hats, coats, hat covers, traffic vests gun belt, belts, belt keepers, badges, leather gear, gloves, boots, patches Vests, outer vest & pouches	2,500	2,500
4-010-031020-8003-000-000	Communications Equipment - Radio vehicle	8,000	8,000
4-010-031020-8005-000-000	Motor Vehicles - Cruiser	38,000	38,000
	Vehicle and Powered Equipment - decals, push bumper, push bumper light channel, mobile radio, Radio antenna, GPS antenna, partition Light bar, siren box, siren speaker, siren box mounting kit, signal surface mount lights, mounting bracket kits, computer console, long gun locking device.	8,074	8,074
	Portable radios	8,000	8,000

Total cost for new position

149,813

2022-2023 NEW POSITION REQUEST

DEPARTMENT

DEPARTMENT CODE

PLEASE INCLUDE:

- **NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM**
- **JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED**
- **ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE**

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

4-010-031020-1001-000-085	Deputy - Civil	40,867	40,867
4-010-031020-2001-000-000	F.I.C.A.	3,126	3,126
4-010-031020-2002-000-000	Retirement - V.R.S.	5,129	5,129
4-010-031020-2005-000-000	Hospital/Medical Plans	14,975	14,975
4-010-031020-2006-000-000	Group Insurance	486	486
4-010-031020-2011-000-000	Worker's Compensation	1,238	1,238
4-010-031020-3001-000-000	Testing - Physicals & Psychological	1,000	1,000
4-010-031020-3005-000-000	Maintenance Contracts - Taser/Body cam	1,500	1,500
4-010-031020-3010-000-000	Contractual Services - Pay dues for the academy.		
	Skyline Regional Academy	468	468
4-010-031020-3004-000-002	Repair/Maintenance Vehicles - installation of equipment	2,500	2,500
4-010-031020-5305-000-000	Motor Vehicle Insurance	550	550
4-010-031020-5401-000-000	Laptop and software	8,400	8,400
4-010-031020-5409-000-000	Police Supplies - Drug test kits, DNA swabs and holders, evidence tags fingerprint kits, syringe tubes, pill box, crime scene tape, shoe covers brown bags, rifle boxes, pistol boxes, knife boxes, PBT breath tubes rifles, flex ties, flashlights, department gun, taser	5,000	5,000
4-010-031020-5410-000-000	Uniforms - duty pants, shirts, ties, hats, coats, hat covers, traffic vests gun belt, belts, belt keepers, badges, leather gear, gloves, boots, patches Vests, outer vest & pouches	2,500	2,500
4-010-031020-8003-000-000	Communications Equipment - Radio vehicle	8,000	8,000
4-010-031020-8005-000-000	Motor Vehicles - Cruiser	38,000	38,000
	Vehicle and Powered Equipment - decals, push bumper, push bumper light channel, mobile radio, Radio antenna, GPS antenna, partition Light bar, siren box, siren speaker, siren box mounting kit, signal surface mount lights, mounting bracket kits, computer console, long gun locking device.	8,074	8,074
	Portable radios	8,000	8,000

Total cost for new position

149,813

2022-2023 NEW POSITION REQUEST

DEPARTMENT

DEPARTMENT CODE

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

4-010-031020-1001-000-044	Investigator	55,637	55,637
4-010-031020-2001-000-000	F.I.C.A.	4,256	4,256
4-010-031020-2002-000-000	Retirement - V.R.S.	6,982	6,982
4-010-031020-2005-000-000	Hospital/Medical Plans	14,975	14,975
4-010-031020-2006-000-000	Group Insurance	662	662
4-010-031020-2011-000-000	Worker's Compensation	1,686	1,686
4-010-031020-3004-000-002	Repair/Maintenance Vehicles - installation of equipment	2,000	2,000
4-010-031020-5305-000-000	Motor Vehicle Insurance	550	550
4-010-031020-5408-000-000	Vehicle and Powered Equipment - Light channel, mobile radio Radio antenna, GPS antenna, signal surface mount lights, mounting bracket kits, computer console.	3,000	3,000
4-010-031020-5409-000-000	Police Supplies - Cameras, recorders, evidence tags, crime scene tape, shoe covers and other items that will help with the investigation.	1,500	1,500
4-010-031020-5410-000-000	Uniforms - badges, boots, shirts	1,000	1,000
4-010-031020-8003-000-000	Communications Equipment - Radio	8,000	8,000
4-010-031020-8005-000-000	Motor Vehicles - Cruiser. Cost for used vehicles	15,000	15,000
	Total cost for new position		115,248

2022-2023 NEW POSITION REQUEST

DEPARTMENT

DEPARTMENT CODE

PLEASE INCLUDE:

- **NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM**
- **JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED**
- **ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE**

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

4-010-031020-1001-000-087	Deputy - Crime Prevention Deputy	40,867	40,867
4-010-031020-2001-000-000	F.I.C.A.	3,126	3,126
4-010-031020-2002-000-000	Retirement - V.R.S.	5,129	5,129
4-010-031020-2005-000-000	Hospital/Medical Plans	14,975	14,975
4-010-031020-2006-000-000	Group Insurance	486	486
4-010-031020-2011-000-000	Worker's Compensation	1,238	1,238
4-010-031020-3001-000-000	Testing - Physicals & Psychological	1,000	1,000
4-010-031020-3005-000-000	Maintenance Contracts - Taser/Body cam	1,500	1,500
4-010-031020-3010-000-000	Contractual Services - Pay dues for the academy.		
	Skyline Regional Academy	468	468
4-010-031020-3004-000-002	Repair/Maintenance Vehicles - installation of equipment	2,500	2,500
4-010-031020-5305-000-000	Motor Vehicle Insurance	550	550
4-010-031020-5401-000-000	Laptop and software	8,400	8,400
4-010-031020-5409-000-000	Police Supplies - Drug test kits, DNA swabs and holders, evidence tags fingerprint kits, syringe tubes, pill box, crime scene tape, shoe covers brown bags, rifle boxes, pistol boxes, knife boxes, PBT breath tubes rifles, flex ties, flashlights, department gun, taser	5,000	5,000
4-010-031020-5410-000-000	Uniforms - duty pants, shirts, ties, hats, coats, hat covers, traffic vests gun belt, belts, belt keepers, badges, leather gear, gloves, boots, patches Vests, outer vest & pouches	2,500	2,500
4-010-031020-8003-000-000	Communications Equipment - Radio vehicle	8,000	8,000
4-010-031020-8005-000-000	Motor Vehicles - Cruiser	38,000	38,000
	Vehicle and Powered Equipment - decals, push bumper, push bumper light channel, mobile radio, Radio antenna, GPS antenna, partition Light bar, siren box, siren speaker, siren box mounting kit, signal surface mount lights, mounting bracket kits, computer console, long gun locking device.	8,074	8,074
	Portable radios	8,000	8,000

Total cost for new position

149,813

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

TO: Budget Committee

FROM: Sheriff Lenny Millholland

SUBJECT: FY23 Budget request for positions

DATE: November 22, 2021

The Frederick County Sheriff's Office is requesting 10 new positions for the FY23 budget. Adding more deputies to cover shifts to allow deputies to take time off after accumulating deserved PTO, vacation time etc. We are requesting following:

6 Patrol units – With the increase of calls and the types of calls that are handled, we need to bring Patrol up to a workable level. Out of the 6 patrol units we are planning to put 3 under the traffic division.

2 Civil Deputies – to help serve civil papers, transportation of inmates and TDO transport. One of the requested positions would be to fill a spot that a retiring Deputy will leave vacant, and the other requested position is to help fill from the two that have previously retired. Two of our Civil deputies are assigned to other special assignments out of the courthouse. These are Drug Court monitoring and Project Lifesaver leaving those duties to be cover by other units when they are available.

1 Investigator - to handle the increase of criminal cases that have put a bind on workload. We have some cases that are being passed over handle the more serious cases.

1 Crime Prevention Deputy – The Frederick County Sheriff's Office has a goal of becoming a Certified Crime Prevention Community. The Sheriff's Office currently meets several of the requirements to obtain the goal. One of the missing elements is having a dedicated Crime Prevention Deputy. This deputy must complete a certain amount of training and perform numerous duties in the community to achieve the certifications. The amount of work involved in this position to achieve and maintain the certification for the deputy and the Frederick County would require the position to be full time position with aforementioned duties.

Thank you

Sheriff Lenny Millholland

From: Warren Gosnell
Sent: Monday, November 15, 2021 12:30 PM
To: Lenny Millholland
Cc: Angela Carroll; Steve Hawkins
Subject: Justification: Traffic Division Personnel

Sheriff,

Per your request, please find below a brief outline concerning the justification of my request for additional personnel assigned to the Traffic Division of the Sheriff's Office:

1. Crash Response / Investigations

- a. Currently the Area 13 Office of the Virginia State Police services Frederick, Clarke and Warren Counties and is operating with a 30% reduction in manpower. This has resulted in there being times when we have been told that there will be no VSP presence or response available in Frederick County for anything off Interstate 81 and have even had times when FCSO must take care of matters on the interstate due to incidents already in progress that VSP is handling.
- b. The Traffic Division is handling more serious injury and fatal crashes, which often requires greater knowledge and experience than the typical patrol deputy possesses. The proper investigation and documentation of these crashes is imperative when individuals are later dealing with insurance companies and lawyers seeking restitution and the recovery of damages or when criminal charges may be warranted after a driver has maimed or caused the death of another individual. Our Traffic Units receive the additional training necessary and apply that training on a regular and ongoing basis, so those skills and abilities do not diminish resulting in improper or inaccurate investigations.
- c. Most of our responses are not for serious injury or fatal crashes but do involve property damage, lane blockage and/or road closures. When this happens, there is a minimum number of units needed to properly manage the crash scene and prevent any further harm to those involved while also preventing secondary crashes. When we block lanes or close roads, many more motorists become impacted by the investigation, and we strive to clear the scene as quickly as possible to lessen the risk to personnel working the crash and get everyone freely moving again. This usually requires a minimum of 2-3 deputies including the one investigating and documenting the crash and while most patrol deputies can handle traffic control assignments, it pulls them away from the other duties they have and leaves them unavailable for service calls. Crash scenes can be chaotic and confusing to everyone, including first responders, and is another reason why those with the proper knowledge and expertise who handle such things on a regular basis are those best suited to perform these tasks best.
- d. As of the date of this email, FCSO has handled 475 reportable crashes. This number does not include the number of minor crashes that do not meet the DMV threshold for generating a report. Of those reportable crashes documented by our agency, the Traffic Division has handled 285 which is equal to 60% and means that, on average, each member of the division handles 6 reportable crashes each month. This does not include those non-reportable crashes, hit & run reports, and other vehicular mishaps. This is before any of the other obligations and duties listed below.

2. Citizen Complaints

- a. As you are aware, traffic complaints remain one of the top three ongoing issues reported by members of our community. The traffic division handles:
 - i. Speeding Complaints
 1. Neighborhoods, communities, subdivisions, primary roads, secondary roads, and rural roads.

- ii. Parking Complaints
 - 1. Fires Lanes (Apartment complexes, Townhouses and Businesses)
 - 2. Handicap Access
 - 3. Disabled / Abandoned Vehicles
 - 4. Expired Registration / Inspection
 - 5. Blocking access
 - iii. School Zones / Bus Stops
 - 1. Requests to enforce reduced limits in active school zones
 - 2. Motorists running bus lights during loading / unloading of children
 - iv. Safety Violations
 - 1. ATV / Dirt Bikes on the roadway
 - 2. Reckless Driving
 - 3. Cell Phone While Driving
- b. The Traffic Division also addresses the following complaints and concerns
- i. Set up and monitor traffic volume and speeds with electronic measuring devices
 - ii. Observe and act upon complaints of ongoing traffic issues (stop signs, red lights, etc.) within a specified area

3. Special Assignments / Requests

- a. Members of the Traffic Division are required to assist with:
 - i. DMV Grant-funded Checkpoints and Click it or Ticket campaigns 3 times each year
 - ii. Funeral Escorts / Memorial Rides
 - iii. Traffic Control for special events:
 - 1. Apple Blossom
 - 2. Newtown Festival – Stephens City
 - 3. July 4th parade – Middletown
 - 4. Sherando Park Fireworks Display
 - 5. Battle of Cedar Creek Reenactment
 - 6. FCPR Half-Marathon
 - 7. Christmas Parade – Middletown
 - iv. Presentations / Demonstrations for various businesses and schools
 - v. Assisting with temporary lane / road closures for road construction / traffic light malfunctions or maintenance

Sheriff, this is just a quick glance at what we are handling on the roadways of Frederick County daily and with our community's growth exceeding the current capacity of our highways, it will only get busier for this division. I believe the most important aspect of the Traffic Division's mission is TRYING TO SAVE LIVES. Members of the Traffic Division are dedicated to proactive enforcement, whenever they are available to do so, and look to promote overall traffic safety by searching out careless / reckless behaviors, excessive speeds, and safety equipment violations. Our Traffic Units remain visible and active creating a temporary deterrent to the behaviors I just mentioned, but I currently have only 1-2 units on any given day to attempt to cover our 421 square miles. One crash call now takes those units off the road to handle the call while members of patrol are actively handling their own calls for service, leaving us no one, for a time, in requested areas being proactive. This is especially true when we try to cover the weekday rush hours, school zones and bus stops, parking complaints, reckless driving concerns and ongoing speeding issues while experiencing the increased number of crashes and dwindling support from other agencies such as VSP.

I am proud of how the team remains professional and courteous to those they deal with during a time when many members of the public are vilifying law enforcement professionals and can be much less than polite and cooperative on traffic stops. I worry though of the early onset of career burnout that could occur within this team as I currently have only 5 units trying to cover the many miles of roadway, daily calls for service, public requests for assistance and the growing number of crashes. You and I both know that mental fatigue can present the greatest danger to a law

enforcement officer and one of the riskiest aspects of this job revolves around traffic stops. I need my team to be fresh and alert for the duties we are asking them to perform daily and having more units assigned to handle traffic complaints / duties means fewer times where they are running from one call to the next and the next because they are the only traffic unit available. The addition of the requested three personnel will not fix all the traffic-related issues taking place in Frederick County, but it will help the team and this agency to better handle and respond to the tasks we are facing. Thank you for your time and consideration. Respectfully – Warren.

Lt. Warren W. Gosnell

Traffic Safety Coordinator / PIO
Frederick County Sheriff's Office
1080 Coverstone Drive
Winchester, Va. 22602
(540) 504-6554 – Office
(540) 303-3566 – Work Cell
wgosnell@fcva.us

"Efforts and courage are not enough without purpose and direction." - John F. Kennedy



The information in this email and any attachments may be confidential and privileged. Access to this email by anyone other than the intended addressee is unauthorized. If you are not the intended recipient (or the employee or agent responsible for delivering this information to the intended recipient) please notify the sender by reply email and immediately delete this email and any copies from your computer and/or storage system. The sender does not authorize the use, distribution, disclosure or reproduction of this email (or any part of its contents) by anyone other than the intended recipient(s). No representation is made that this email and any attachments are free of viruses. Virus scanning is recommended and is the responsibility of the recipient.

2022-2023 NEW POSITION REQUEST

DEPARTMENT Fire and Rescue

DEPARTMENT CODE 3505

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

3505-1001-160	Firefighter/EMT	20,434	20,434
3505-1005-000	Extra Help/Overtime		0
	FLSA Time	-	
	Holiday	-	
	Training	-	
	Other/Incidental/Physical/Hold-Over	-	
3505-1007-000	Incentive Pay		0
3505-2001-000	F.I.C.A.	1,563	1,563
3505-2002-000	Retirement - V.R.S.	2,564	2,564
3505-2005-000	Hospital/Medical Plans	7,488	7,488
3505-2006-000	Group Insurance	243	243
3505-2011-000	Worker's Compensation	1,073	1,073
3505-3010-000	Other Contractual Services		1,135
	Pre-Employment Physical	750	
	Third Party Polygraph	300	
	Target Solutions Internet Based Training	85	
3505-5410-000	Uniforms & Wearing Apparel		8,548
	Station Uniform	1,896	
	Personal Protective Equipment	5,600	
	Class-A Uniform	1,052	
	TOTAL POSITION COST		43,048

**FREDERICK COUNTY FIRE AND RESCUE DEPARTMENT
FISCAL YEAR 2023 BUDGET JUSTIFICATIONS**

Over the past few years, the County's growth and demands on emergency services has provided us with a very challenging mission. As our organization grows and changes to meet the new challenges within Frederick County, so do our budgetary needs. We are at a crossroads in the development of our department and have critical decisions to make to determine which path will provide the necessary services to our community.

We are a unique organization to the county, as we encompass both career and volunteer staff, of which 147 are career uniformed staff, seven (7) civilian employees and several hundred volunteer members.

Personnel Request

Compensation of Firefighter/EMT (8 total)
\$163,468.00 requested (\$20,433.50/each)

3505-1001-000-160 through 3505-1001-000-163 Plus 3505-1001-000-165 through 3505-1001-000-168

- **8 - Full-Time Firefighter/EMTs**

Demands on the County's Fire and Rescue System continue to increase as the population grows. Emergency incident volume has increased by 18% year over year through October 2021.

Increases in both residential and non-residential development have created coverage deficiencies and stretch existing resources. The System must be capable of not only handling rural hazards, but also an expanding suburban/urban area and the hazards of a growing commercial and industrial footprint in the community.

The Fire and Rescue System is a combination system where career staff work with eleven (11) volunteer Fire and Rescue companies to provide services to the community. The volunteer companies continue to provide and maintain 9 of the 11 fire stations and all the operational apparatus utilized in the System. The career staff provides most of the operational staffing but is augmented by a dedicated core of operational volunteer firefighters and EMS providers.

The Department staffs the fire stations 24-hours per day, 365 days per year with a targeted minimum staffing with additional positions built-in to account for sick, vacation, and injury leave. Our staffing ratios were stretched even more thinly this past two years due to the COVID pandemic and increasing number of long-term injuries. As the Department addresses the need to increase minimum staffing to meet the demands on the system, an increase in relief staffing is also necessary.

As the County continues to grow, the demands on staffing will continue to increase. Ensuring the safety of our personnel, obtaining an acceptable level of service, and meeting new standards adopted by State and Federal agencies are the immediate challenges facing our Fire and Rescue Department.

Building minimum staffing levels takes advance planning, because typically it takes 18 months from the announcement of a new job opening for a new Firefighter/EMT to count towards effective minimum staffing.

Our request for eight (8) new positions beginning on January 1, 2023, would allow us to effectively post and recruit of the new positions and maintain capacity in the planned fire academy class for potential attrition among existing staff. The eight new positions when they are released to serve as minimum staffing would allow us to upstaff stations so that each of the three battalions (geographic areas of the county) have a minimum staffing of 12 personnel across all three shifts. The increased staffing would contribute to several objectives – notably:

- ✓ Allow multiple units from one station to respond to calls for service.
 - Decrease response times within 1st Due areas
 - Increase staffing at busiest stations
- ✓ Address safety concerns due to understaffing.
- ✓ Decrease the dependence of automatic aid/mutual aid resources.
- ✓ Address coverage for Vacation, Sick, Injury/FMLA, and Training Leave.
- ✓ Alleviate Overtime coverage for unexpected leave.
- ✓ Decrease employee injuries

3505-1003-003 Part-Time

\$186,000 Requested

- Increase of \$56,400

The increase will allow the hiring of part-time EMS-only Paramedic positions to staff up to 48 hours a week. The System has a critical shortage of Advanced Life Support (ALS) EMS providers which strains our ability to maintain minimum staffing. The System is piloting using part-time ALS providers to augment existing overtime to ease an over-reliance on existing staff and to potentially create opportunities for targeted surge staffing to address increased call volumes efficiently.

3505-1005-000 Overtime

\$2,104,100 Requested

- Increase of \$200,000

The requested funds in FLSA Pay include expenses related to scheduled hours worked over 2756. Currently, the three-shift 24/7/365 schedule worked by Fire and Rescue Operations Division staff totals 2,928 hours worked annually per employee. The Overtime budget should be an accurate depiction of overtime worked that is not easily accounted for due to its unpredictability. The table details the expected overtime expenses to be paid during FY23.

FLSA Time (current OPS employees)	746,872
Holiday (current OPS employees)	448,632
Shift Training (current OPS employees)	451,596
NEW STAFF	0
Hold-Over/Incidental Coverage	300,000
FM Response	45,000
Academies/Training Personnel	77,000
Other/Meetings/Physicals	35,000

2022-2023 NEW POSITION REQUEST

DEPARTMENT PUBLIC SAFETY COMMUNICATIONS

DEPARTMENT CODE 3506

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
4-010-035060-1001-000-020	Communications Officer	\$35,870	\$35,870
4-010-035060-2001-000-000	F.I.C.A.	\$2,744	\$2,744
4-010-035060-2002-000-000	Retirement - V.R.S.	\$4,502	\$4,502
4-010-035060-2005-000-000	Hospital/Medical Plans	\$14,975	\$14,975
4-010-035060-2006-000-000	Group Insurance	\$427	\$427
4-010-035060-2008-000-000	Short & long term disability	\$190	\$190
4-010-035060-2011-000-000	Worker's Compensation	\$32	\$32
Total Cost for New Position			\$58,740

2022-2023 NEW POSITION REQUEST

DEPARTMENT PUBLIC SAFETY COMMUNICATIONS

DEPARTMENT CODE 3506

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
4-010-035060-1001-000-016	Radio Technician	\$63,188	\$63,188
4-010-035060-2001-000-000	F.I.C.A.	\$4,834	\$4,834
4-010-035060-2002-000-000	Retirement - V.R.S.	\$7,930	\$7,930
4-010-035060-2005-000-000	Hospital/Medical Plans	\$14,975	\$14,975
4-010-035060-2006-000-000	Group Insurance	\$752	\$752
4-010-035060-2008-000-000	Short & long term disability	\$335	\$335
4-010-035060-2011-000-000	Worker's Compensation	\$57	\$57
Total Cost for New Position			\$92,071



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

1080 Coverstone Dr, Winchester, VA 22602

Tel: 540-665-6356

Fax: 540-723-8848

Tamara Perez,
Director of Public Safety

To: Cheryl Shiffler, Finance Director

From: Tamara Perez, Public Safety Communications Director

Date: November 30, 2021

Ref: Justification for 3 Additional FTE positions

The Public Safety Communications (PSC) is requesting three (3) FTEs Emergency Communications Officers.

The additional positions will allow Public Safety Communications to continue our hiring and retention efforts. We are in the process of being fully staffed with 14 Communications Officers and 3 Shift Supervisors. We are working to fall in line with the best practices for Public Safety Communications Centers set by the Association of Public-Safety Communications Officials (APCO).

This year, Public Safety Communications completed the APCO Project Retains to review our staffing needs based on our call, incident volume, as well as to evaluate the future needs of the communication center to adequately serve the citizens and field responders.

The information used to formulate the report reflects size of the center, the number of full-time position that we are allotted, the historical records for call volume and calls for service as well as the potential growth of the community. We want to make recruiting a consistent priority to not only fill authorized position, but to be able to deal with future attrition and turnover.

Public Safety Communications would like to stay ahead of the burnout that consistent overtime causes and work to retain our current staff. The safety of personnel in the field and the well-being of citizens depends on our ability to have a consistently staffed center. We are requesting the additional positions so that we can continue to handle the workload as well as provide our staff with the work life balance that they need for their mental and physical health.

APCO PROJECT RETAINS.

APCO Project RETAINS Summary Report

Prepared by Tamara Perez

For Frederick Co Dept of Public Safety Communications
1080 Coverstone Dr
Winchester, VA 22602



Table of Contents

- I. Summary Report of Current and Estimated Staffing Needs
- II. Workload Summary
- III. Staffing Summary
- IV. Positions Calculations
- V. Dispatcher Guidelines
- VI. Narrative
- VII. Job Descriptions

Agency Overview

Demographics	
Service Population	90000
Square Miles	416
Service Area	Suburban
Sworn Employees	0
Civilian Employees	20
Number of VOIP Calls	2497
Number of TDD Calls	0
Number of Domestic Violence Calls	853
Average Time for Domestic Violence Calls	1.23
Number of EMD Calls	9700
Average Time for EMD Calls	1.40
Number of Text to 9-1-1 Calls	69
Average Time for Text to 9-1-1 Calls	38.10

Communication Services Provided

Emergency Calls	Call	
	Taking	Dispatch
Law Enforcement	✓	✓
Fire	✓	✓
Medical (EMS)	✓	✓
Medical (EMD)	✓	✓
Hazmat	✓	✓
NCIC/CIC	✓	✓

Non-Emergency Calls	Call	
	Taking	Dispatch
Administrative Calls	✓	✓
Public Works/Utilities	✓	✓
Animal Control	✓	✓
Emergency Weather Information	✓	✓
After Hours (for public emergencies)	✓	✓

Workload Summary

	Total Number	Percent of Total
Total Call Volume	170042	100%
Incoming Call Volume	166729	98.1%
9-1-1/Emergency Call Volume	31048	18.3%
Dispatched 9-1-1/Emergency Call Volume	41676	24.5%
Wireless Call Volume	26338	15.5%

This provides an annual summary of total call volume including a categorized breakdown of types of calls and their percentage of the total volume.

Staffing Summary

Coverage Positions

Coverage Positions handle a particular task or "cover" a work station for a specified length of time.

Position	Current Authorized	Estimated FTE	Difference
Supervisor	3.00	6.68	3.68
Dispatcher	15.00	26.74	11.74
<i>Subtotal</i>	18.00	33.42	

Function Positions

Function Positions are roles that are independent of coverage or call volume.

Position	Current Authorized	Estimated FTE
Director	1.00	1.00
Ops. Supervisor	1.00	1.00
<i>Subtotal</i>	2.00	2.00

	Current Authorized	Estimated FTE
<i>Overall Staffing Total</i>	20.00	35.42

Positions Calculations

Coverage Positions

Full-time employees (FTE) = Hours needing coverage ÷ Employee Availability Turnover Adjustment

Position	Hours Needing Coverage	÷	Employee Availability	=	Staff Needed	Turnover Rate (%)	=	FTE
Supervisor	8759.52	÷	1612.00	=	5.43	23.00	=	6.68
Dispatcher	35038.08	÷	1612.00	=	21.74	23.00	=	26.74

Staffing Availability

Coverage Positions (independent of volume)

Coverage Positions are based on a particular task or work station that must be staffed or "covered."

Position	Total Contract Hours	Holiday/Vacation Leave Hours	Sick Leave Hours	Personal Leave Hours	Training Leave Hours	Military/FMLA, etc. Hours	Total Meal/Break Hours	Total Other Hours	Total Hours Unavailable	NAWH Per Person
Supervisor	2080	0	0	181	20	40	219	8	468	1612
Dispatcher	2080	0	0	181	20	40	219	8	468	1612

Guidelines to Defining and Staffing the Dispatch Position

There is no equation or formula to estimate the most appropriate ratio of dispatcher to unit, dispatcher to number of channels or number of units per channel. The RETAINS 2018 study addresses several factors affecting dispatcher ability to serve units assigned to a dispatch position. When trying to discern the differences in workloads by center size, agency type, even time frame of individual dispatch shifts, it is important to closely review the non-radio responsibilities of individual positions.

ECCs offer a range of public services. These include essential emergency services, such as law enforcement, EMS, and fire, as well as a host of supplementary non-emergency services (e.g., animal control, public utilities assistance, and weather notifications). Some ECCs provide both calltaking and dispatch for their services, while others only provide dispatch. PST workload levels result from the combination of how many units, channels, and frequencies are monitored. These, in turn, are highly dependent upon factors such as call, incident volume, dispatcher experience, and total staffing.

Virtually all ECCs provide both calltaking and dispatch services for law enforcement (97%), fire (88.3%) and EMS (81.2%). Most ECCs also

provide administrative calltaking and dispatch (92.9%), and many also provide calltaking and dispatch for animal control (75.7%) and after hours calls (62.1%).

Survey findings from the RETAINS 2018 study underscore the differences between dispatcher work requirements in centers of different sizes and settings. Specialization is a very important consideration because PSTs covering a variety of disciplines are likely to experience greater job complexity. In terms of specialization, small ECCs have a rate of specialization of 13.87 percent, medium ECCs specialize at a rate of 10.61 percent, and large ECCs average a rate of 42.96 percent.

One difference that presents itself here is that small ECCs have seemingly increased their rates of specialization since the last report. In 2017, 40.1 percent of ECCs report that their dispatch positions cover only one discipline at a time, such as law enforcement or fire, meaning that close to 60.0 percent of ECCs—a sizeable majority—have their dispatch positions handle multiple disciplines at a time. Here, too, there are significant differences between ECCs of different sizes.

Nearly all large ECCs (91.7%) report that their dispatch positions only focus on one discipline at a time. A majority of medium ECCs report this to be the case (55.5%), although less than a quarter of small ECCs indicate this to be true. Indeed, in small ECCs, fully 76.0 percent of dispatch positions are working with multiple disciplines at one time compared to 44.5 percent of medium ECCs and just 8.3 percent of large ECCs. These findings echo those of the 2009 report, where 71.0 percent of large ECCs, 47.0 percent of medium ECCs, and 17.0 percent of small ECCs had their dispatch positions handle only one discipline at a time.

It is clear from the data that there is a strong positive relationship between increasing ECC size and increasing rates of specialization. Given the data on the quantity of disciplines covered by ECCs and the divergent rates of specialization within ECCs of different sizes, it is important to examine the quantity of units that PSTs handle at a given time to determine the average workload for the dispatch position.

There are statistically significant differences between the average workloads of the dispatch position across ECCs of different sizes. PSTs at large ECCs handle a higher proportion of both law enforcement units and fire units at once, averaging 26 and 14, respectively. PSTs in medium ECCs average 16 law enforcement units and 11 fire units at once, and PSTs in small ECCs average just 8 law enforcement units and 5 fire units at once.

ECC size is not significantly related to the number of primary or secondary radio channels managed.

Medium ECC Comparison	Data from RETAINS 2018 Report	Your Emergency Communications Center
Number of Primary Radio Channels per PST	3	1
Number of Secondary Radio Channels per PST	3	2
Average number of Law Enforcement Units monitored per PST	16	16
Average number of Fire / EMS Units monitored per PST	11	11

Following is a comparison of the data from the 2009 RETAINS NG Study and the 2018 RETAINS Report			
Dispatcher workload reported by ECC Directors of Medium ECCS	2009	2018	
Average law enforcement units a dispatcher handles at one time	28	16	
Average fire/EMS units a dispatcher handles at one time	25	11	
Number of primary radio channels a dispatcher is responsible for	3	3	
Number of secondary radio channels a dispatcher is responsible for	5	3	

Following is a comparison of the data from the 2009 RETAINS NG Study and the 2018 RETAINS Report

Dispatcher workload reported by ECC Directors of Medium ECCS	2009	2018
Number of voice transactions required to see an incident through for law enforcement	7	N/A
Number of voice transactions required to see an incident through for fire or EMS	8	N/A
Total number of radio transactions per hour	260	N/A

Frederick County Public Safety is the link between citizens and all Law Enforcement/Fire & Rescue emergency and non-emergency services. Call takers are trained to handle the enormous variety in call content such as calls about illegally parked vehicles, domestic disturbances, traffic accidents, and life-saving medical calls.

If it is determined that a call for service is necessary, a call will be entered into our Computer Aided Dispatch (CAD) system. The system contains detailed GIS mapping for Frederick County.

The law enforcement dispatcher is responsible for maintaining unit locations while responders perform their varying duties such as traffic stops, assists, or investigations, and assigning the incoming calls for service to the appropriate responding unit, following up on license plates to ensure vehicles are not stolen, and sending a backup unit when needed. Law enforcement dispatchers are also responsible for assisting deputy's with warrant checks on persons and querying stolen property. They are trained to read specialized computer returns to ensure thorough and correct information is relayed to field responders. During their dispatching duties, they are also required to assist with wrecker request, sending emergency bulletins (BOLOs) to units in the field, as well as neighboring agencies.

The fire & rescue dispatcher can operate several radio channels at any given time. They are responsible for the timely dispatching of fire & EMS calls not only for Frederick County but sending assistance to our surrounding partner jurisdictions.

Job Descriptions

Director

Directs, coordinates, and reviews the organization, staffing, budgets, and operational activities for the Public Safety Communications Center -- including call taking and dispatching services and activities.

- Develops and prioritizes goals; identifies core performance measures; and participates in strategic planning activities.
- Ensures staff receive ongoing and relevant training, there are consistent policies in place, and they are communicated to staff in a timely manner.
- Reviews all inquiries and complaints received at the communications center and signs off on dispositions.
- Maintains an in-depth knowledge of emergency communications coordination regulations, thorough knowledge of public safety equipment including computer aided dispatch (CAD) system, and evaluates equipment needs.
- Ensures highly reliable performance is maintained through support of training programs, quality improvement, and call review.
- Reviews and analyzes pertinent statutes, regulations, ordinances, and policies in terms of impact to communication center performance; ensures compliance.
- Participates in the accreditation process for the Communications Center; ensures development and maintenance of policies and procedures and the quality assurance program required for accreditation.
- Plans and implements the department's short- and long-range goals and objectives.
- Provides 24-hour on-call response to emergency situations.

Operations Supervisor

Supervises assigned employees; prioritizes and assigns work, and conducts performance evaluations to ensure staff are sufficiently trained.

- Facilitates employee relations, to include mediating workplace conflicts, recommending and assisting in the resolution of grievances, and participating and advising in employee performance management processes.
- Assesses daily activities of direct reports, reviews dispatch audio recordings, and counsels and mentors assigned employees as needed.
- Monitors equipment and works with staff and vendors to resolve equipment failures.
- Participates in the development and review of policies, procedures, long- and short-range plans and strategy guidelines for operations to ensure reliable emergency communications.
- Responds to critical issues during non-business hours.
- Maintains high level of confidential and sensitive information in a discrete and professional manner.

- Perform duties of Operations Shift Supervisor or Emergency Communications Officer functions to assist with daily operations as needed.
- Serves as Agency Terminal Agency Coordinator (TAC).
- Punctual and regular attendance to work;
- Performs other duties as assigned.

Shift Supervisor

Supervises and coordinates Emergency Communication Officers (ECO) engaged in the answering of emergency and non-emergency calls for law enforcement, fire and emergency medical assistance; and ensures information input or retrieved from criminal databases is accurate and meets requirements or standards.

- Monitors staff for performance, training, and compliance with guidelines and standards.
- Serves as subject matter experts as needed including de-escalating situations or identifying opportunities for improvements to policies and procedures.
- Provides technical assistance by monitoring various systems such as: the radio system, the phone system, the Computerized Aided Dispatching (CAD) system, and others.
- Notifies appropriate staff of malfunctions, recommends corrective action, and documents appropriately.
- Reviews scheduling and ensures proper coverage, assigns overtime as needed; re, and reviews timekeeping records
- Partners with management and training coordinator to continuously monitor and improve performance, processes, and procedures; conduct quality assurance reviews on radio traffic, calls, etc. as needed.
- Prepares various documents and reports to include shift reports, incident summaries, and other administrative paperwork.
- Assists with performance reviews for staff, closely supervises and provides counseling for staff on performance • Performs ECO functions to assist with daily operations as needed.
- Supports the relationship between the Frederick County Public Safety Communications and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and Frederick County staff.
- Maintains high level of confidential and sensitive information in a discrete and professional manner.
- Demonstrates a strong leadership presence that promotes the mission of Frederick County Public Safety Communications.
- Punctual and regular attendance to work.
- Performs other duties as assigned.

Emergency Communications Officer I

- Answers emergency and non-emergency calls requests for service for law enforcement, fire, and emergency medical assistance.
- Prioritizes and dispatches emergency responders and appropriate resources.
- Relays pertinent information to public safety personnel (law enforcement, fire, medical) via radio in a concise, organized, and understandable manner; monitors radio traffic and provides immediate information and assistance.
- Utilizes the Computer Aided Dispatch (CAD) system to maintain status and awareness for variety of public safety and personnel (law enforcement, fire, medical), resources and incidents; documents update and changes in the CAD system as required; and notifies key supervisory and management personnel on critical incidents.
- Coordinates with other agencies, citizens, and businesses to gather information, make referrals, or dispatch assistance.
- Conducts computer searches through local, state, and national databases for possible wanted persons or stolen property, and interprets and provides information to the requesting field responder; confirms stolen property, wanted persons, and missing persons; enters data into Virginia Criminal Information Network (VCIN) as requested; sends and receives teletypes.
- Performs other duties as assigned.
- Supports the relationship between communications and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, Frederick County staff; maintains confidentiality of work related issues and Frederick County Communications information.
- Punctual and regular attendance to work.
- Must be able to work: days, nights, holidays, and irregular hours on short notice.
- Performs other duties as assigned.
- All applicants will be required to participate in a background investigation to include criminal history check, history of drug use and a polygraph examination.

Emergency Communications Officer II

- Answer emergency and non-emergency calls requests for service for law enforcement, fire, and emergency medical assistance.
- Prioritizes and dispatches emergency responders and appropriate resources.
- Relays pertinent information to public safety personnel (law enforcement, fire, medical) via radio in a concise, organized, and understandable manner; monitors radio traffic and provides immediate information and assistance.
- Utilizes the Computer Aided Dispatch (CAD) system to maintain status and awareness for variety of public safety and personnel (law enforcement, fire, medical), resources and incidents; documents update and changes in the CAD system as required; and notifies key supervisory and management personnel on critical incidents.
- Coordinates with other agencies, citizens, and businesses to gather information, make referrals, or dispatch assistance.
- Conducts computer searches through local, state, and national databases for possible wanted persons or stolen property and interprets

and provides information to the requesting field responder; confirms stolen property, wanted persons, and missing persons; enters data into Virginia Criminal Information Network (VCIN) as requested; sends and receives teletypes.

- Supports the relationship between communications and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, Frederick County staff; maintains confidentiality of work related issues and Frederick County Communications information.
- Punctual and regular attendance to work.
- Must be able to work days, nights, holidays, and irregular hours on short notice.
- Performs other duties as assigned.
- All applicants will be required to participate in a background investigation to include criminal history check, history of drug use and a polygraph examination

Emergency Communications Officer III

Answers emergency and non-emergency calls requests for service for law enforcement, fire, and emergency medical assistance.

- Prioritizes and dispatches emergency responders and appropriate resources.
- Relays pertinent information to public safety personnel (law enforcement, fire, medical) via radio in a concise, organized, and understandable manner; monitors radio traffic and provides immediate information and assistance.
- Utilizes the Computer Aided Dispatch (CAD) system to maintain status and awareness for variety of public safety and personnel (law enforcement, fire, medical), resources and incidents; documents update and changes in the CAD system as required; and notifies key supervisory and management personnel on critical incidents.
- Coordinates with other agencies, citizens, and businesses to gather information, make referrals, or dispatch assistance.
- Conducts computer searches through local, state, and national databases for possibly wanted persons or stolen property and interprets and provides information to the requesting field responder; confirms stolen property, wanted persons, and missing persons; enters data into Virginia Criminal Information Network (VCIN) as requested; sends and receives teletypes.
- Supports the relationship between communications and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, Frederick County staff; maintains confidentiality of work related issues and Frederick County Communications information.
- Punctual and regular attendance to work.
- Participates in all aspects of training including on the job, classroom and other training deemed necessary by the Director and/or Operations Supervisor.
- Acts as the on-duty Operations Shift Supervisor in the absence of the assigned Operations Shift Supervisor
- Maintain confidentiality
- Punctual and regular attendance to work.
- Must be able to workdays, nights, weekends, holidays, and irregular hours on short notice.
- Performs other duties as assigned.
- All applicants will be required to participate in a background investigation to include criminal history check, history of drug use and a polygraph examination.



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

1080 Coverstone Dr. Winchester, VA 22602

To: Finance Committee

From: Tamara Perez, Public Safety Communications Director

Date: November 30, 2021

Ref: Radio Administrator Justification

The Department of Public Safety Communications (PSC) would like to request approval to fund the Radio Administrator position, salary range 6 (63,188 to 101,168). The Radio Administrator position will serve as the primary contact for the Frederick County radio system.

The Radio Administrator will manage the contract for the radio system, ensure vendors and Frederick County operate within contractual obligations. This position will install and support the radio application utilized by Frederick County public safety, implement new products, and system updates, as well as coordinate with outside vendors and contractors. The Radio Administrator will maintain, monitor, and ensure the integrity of the radio equipment and key applications.

This position will also assist users with setup, use, and optimize the radio technology including software and hardware. The position will participate in meetings with vendors related to the needs and future projects, software and hardware upgrades and infrastructure repairs as well as provide advanced technical support and management.

We are requesting this position to go along with the recent EFJ radio system project as this project is in the early stages and having personnel that can be involved from the beginning as well as assist county personnel with decision making from an area of expertise.

2022-2023 NEW POSITION REQUEST

DEPARTMENT ENGINEERING

DEPARTMENT CODE 4201

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
4-010-042010-1002-000-000	Environmental Inspector	45,563	45,563
4-010-042010-2001-000-000	F.I.C.A.	3,486	3,486
4-010-042010-2002-000-000	Retirement - V.R.S.	5,718	5,718
4-010-042010-2005-000-000	Hospital/Medical Plans	14,975	14,975
4-010-042010-2006-000-000	Group Insurance	542	542
4-010-042010-2008-000-000	Short and Long Term Disability	241	241
4-010-042010-2011-000-000	Worker's Compensation	1,034	1,034
4-010-042010-5401-000-000	Office Supplies - Computer Desk	1,200 3,000	4,200
4-010-042010-8005-000-000	One (1) 4x4 pick-up truck	32,100	32,100
	Total Cost for New Position		107,859



MEMORANDUM

TO: Cheryl Shiffler, Director of Finance

FROM: Joe C. Wilder, Director of Public Works *JCW*

SUBJECT: Request to Fund Position, FY 2023 Engineering Budget

DATE: January 7, 2022

In the proposed Fiscal Year 2023 budget for the Engineering Department, we are requesting an additional Environmental Inspector I position be funded.

As more growth and development occur in Frederick County, it has become apparent that the need for this position is warranted. We have seen additional state Department of Environmental Quality (DEQ) requirements come through that are requiring us to do more erosion and sediment control inspections and stormwater enforcement actions. Recently, DEQ has performed audits of our program and have recommended we bring more staff on board to perform more inspections. We are currently under a corrective action agreement with DEQ and one of our main issues is the need for more frequent inspections on projects.

Therefore, we are requesting funding for the Environmental Inspector I position at a salary of \$45,563.00. We will also need to purchase a new 4x4 pickup truck at a cost of \$32,100.00, since this position will be in the field. The total request to include office equipment, the new vehicle, the salary and fringe benefits will be \$107,367.00. We have submitted a new position request form in the Engineering budget packet.

If you should have any questions or need any further information, please do not hesitate to contact me.

JCW/kco

cc: file

2022-2023 NEW POSITION REQUEST

DEPARTMENT MAINTENANCE

DEPARTMENT CODE 43010

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
4-010-043010-1001-000-xxx	Custodian (Full Time)	26,000	26,000
4-010-043010-2001-000-000	F.I.C.A.	1,989	1,989
4-010-043010-2002-000-000	Retirement - V.R.S.	3,263	3,263
4-010-043010-2005-000-000	Hospital/Medical Plans	14,975	14,975
4-010-043010-2006-000-000	Group Insurance	309	309
4-010-043010-2008-000-000	Short & Long Term Disability	138	138
4-010-043010-2011-000-000	Worker's Compensation	447	447
Total Cost for New Position			47,121



County of Frederick

Department of County Administration

(540) 665-6382
Fax : (540) 667-0370
jtibbs@fcva.us

To: Board of Supervisors
From: Jay E. Tibbs, Deputy County Administrator
Date: December 1, 2021
Subject: Request for Full-Time Custodian

As part of Maintenance budget submission, we are proposing to add a full-time custodian position. This position would be responsible for cleaning the Voter Registrar's office space at Sunnyside Plaza as well as assisting with the nightly cleaning of the County Administration Building. Staff has tried to meet existing custodial needs utilizing part-time help; however, we have been unable to fill the current part-time vacancy, which has been open since March 2021. We believe a full-time position is needed to attract not only quality candidates, but any candidates. We conducted one interview for the current part-time vacancy and the individual declined the position because they were interested in receiving benefits.

Since the pandemic, the custodial staff have been charged with cleaning and disinfecting the frequently touched surfaces as well as disinfecting offices of COVID positive employees. In addition to these added duties, we have struggled to maintain our current limited staff levels as we have lost work hours due to COVID exposures, quarantine requirements, etc.

As always, please let me know if you have any questions or would like to discuss the request.

2022-2023 NEW POSITION REQUEST

DEPARTMENT Social Services

DEPARTMENT CODE 053160

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
4-010-053160-1001-000-000	Fiscal Assistant Supervisor	61,745	61,745
4-010-053160-2001-000-000	F.I.C.A.	4,723	4,723
4-010-053160-2002-000-000	Retirement - V.R.S.	7,749	7,749
4-010-053160-2005-000-000	Hospital/Medical Plans (Family Plan)	28,980	28,980
4-010-053160-2006-000-000	Group Insurance	735	735
4-010-053160-2008-000-000	Short/Long-term Disability	327	327
4-010-053160-2011-000-000	Worker's Compensation	56	56
	Federal/State dollars	30,251	30,251
	Local dollars	74,064	74,064
	Total Cost for New Position	104,315	104,315

2022-2023 NEW POSITION REQUEST

DEPARTMENT Social Services

DEPARTMENT CODE

053160

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
4-010-053160-1001-000-000	Fiscal Assistant II	32,760	32,760
4-010-053160-2001-000-000	F.I.C.A.	2,506	2,506
4-010-053160-2002-000-000	Retirement - V.R.S.	4,111	4,111
4-010-053160-2005-000-000	Hospital/Medical Plans (ee+child)	14,688	14,688
4-010-053160-2006-000-000	Group Insurance	390	390
4-010-053160-2008-000-000	Short/Long-term Disability	174	174
4-010-053160-2011-000-000	Worker's Compensation	29	29
	Federal/State dollars	15,851	15,851
	Local dollars	38,808	38,808
	Total Cost for New Position	54,658	54,658



Tamara Green
Director

FREDERICK COUNTY DEPARTMENT OF SOCIAL SERVICES

107 N. KENT STREET, THIRD FLOOR
WINCHESTER, VA 22601

(540) 665-5688

(540) 535-2146 FAX

Memorandum

To: Finance Committee/Cheryl Shiffler

From: Tamara Green, Director

Date: 11/30/21

Re: Request for new positions (Fiscal Assistant Supervisor & Fiscal Assistant II)

The Frederick County Department of Social Services requests two additional positions for our FY 2023 budget year. Upon recommendation from our Administrative Board, this memo provides justification for the position requests.

The Department of Social Services has grown in the last 15 years from 55 FT/2 PT employees to our current staff of 84 FT/4 PT employees. With this growth, we have not added to our administrative unit that handles all the department's finances, IT, and Human Resources. Frederick County Social Services is unique from most other local social services as we handle all the payroll processing, onboarding, and most of our employee's IT tickets. The unit is currently staffed with three employees who individually handle one of those job functions and are supervised by the Administrative Services Manager (ASM). The structure within our agency is such that each unit has a manager > supervisors > senior workers > line staff. The administrative team does not have this layered structure. In the absence or vacancy of these three employees, the ASM must take on those responsibilities. With only three staff members who have specialized duties combined with the fact that their time is maximized each day, it has been challenging to cross-train on a large scale. Overflow work falls on the ASM. There is also no one to back up the ASM on duties that only she knows and does, and there is no one else in the agency who can assist or cover in the ASM's absence.

We request a **Fiscal Assistant Supervisor** to be responsible for coordinating and supervising the operations of the fiscal duties, supervision of human services assistants in the services unit that work closely with the administrative team already and serve as a backup to the ASM. We also request a **Fiscal Assistant II** responsible for processing payroll for staff, onboarding, background checks, benefits, and other HR functions to help the current HR employee and serve as a backup to the current Fiscal Assistant III. These two positions would require a total allocation of \$158,973 to be added to our FY 2023 salary and benefit budget lines. The local dollars needed in the FY 2023 budget year is \$112,872.

The impact on our budget to add the additional positions is as follows:

- Fiscal Assistant Supervisor: total dollar amount of \$104,315 (\$30,251 Fed/State+ \$74,064 Local).
- Fiscal Assistant II: total dollar amount of \$54,658 (\$15,851 Fed/State + \$38,808 Local).

My sincere appreciation for your time and consideration.

Tamara Green, Director

2022-2023 NEW POSITION REQUEST

DEPARTMENT PARKS AND RECREATION

DEPARTMENT CODE 7104

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
4-010-071040-1001-000-013	basicRec Coordinator	40,867	40,867
4-010-071040-2001-000-000	F.I.C.A.	3,126	3,126
4-010-071040-2002-000-000	Retirement - V.R.S.	5,129	5,129
4-010-071040-2005-000-000	Hospital/Medical Plans	14,975	14,975
4-010-071040-2006-000-000	Group Insurance	486	486
4-010-071040-2008-000-000	Short & Long Term Disability	217	217
4-010-071040-2011-000-000	Worker's Compensation	912	912
Total Cost for New Position			65,712

2022-2023 NEW POSITION REQUEST

DEPARTMENT Parks and Recreation

DEPARTMENT CODE

71100

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
4-010-071100-1001-000-xxx	Park Maintenance Technician	28,651	28,651
4-010-071100-2001-000-000	F.I.C.A.	2,192	2,192
4-010-071100-2002-000-000	Retirement - V.R.S.	3,596	3,596
4-010-071100-2005-000-000	Hospital/Medical Plans	14,975	14,975
4-010-071100-2006-000-000	Group Insurance	341	341
4-010-071100-2008-000-000	Short & Long Term Disability	152	152
4-010-071100-2011-000-000	Worker's Compensation	640	640
0-410-071100-5410-000-000	Uniforms	250	250
0-410-07101-5506-000-000	Training/CPR	85	85
	Total Cost for New Position		50,882

New Position Justification

basicRec Coordinator

The Parks and Recreation Commission is requesting a basicREC Coordinator be funded in the FY 2023 Budget Request. The basicREC Coordinator is a range 5 position on the County Salary Administration Program (SAP) with a starting salary of \$ 40,867. The basicREC Coordinator will provide much needed administrative support to the basicREC program and has zero impact on the local tax as its salary and benefits would be offset by basicREC program fees.

The basicREC program is a before and after school program held in all twelve elementary schools and a full day program during the summer months held in six to eight locations throughout the County. There are twelve full time Recreation Technicians and approximately 35 part time employees on site executing the program. The basicREC Coordinator will assist the basicREC Manager with staff scheduling, staff oversight, program monitoring, assisting with customer accounts, and responding to customer inquiries.

Not having a basicREC Coordinator for a program with the number of participants and staff, multiple locations, and importance of basicREC has been a challenge over the years. This position will strengthen the Parks and Recreation Department in the provision of quality recreational programs for the community and will help to ensure the continuation of the success of the basicRec and Camp basicRec programs.

There is no local government position comparable to the basicREC Coordinator. There is no cost to the local taxpayer for the basicREC Coordinator.

Please find the attached job description for the basicREC Coordinator.

County of Frederick



Job Title: basicREC Coordinator

DATE: 5/17/2021

PREPARED BY: Chris Konyar

HR APPROVAL: Michael Marciano

HR APPROVAL DATE: 5/17/2021

SALARY RANGE: 5

DEPARTMENT: Parks & Recreation

REPORTS TO: Superintendent of Recreation

☐ **Essential**

☐ **Exempt**

☒ **Non-Essential**

☒ **Non-Exempt**

JOB PURPOSE

SUMMARY: Plans and supervises county-wide specialized recreation programs and activities. does related work as required. The basicREC Coordinator will supervise the work of part-time professional staff, volunteer helpers and activity participants. The employee may be required to direct recreation activities of a highly specialized nature. General supervision is received from the basicREC Manager.

ESSENTIAL FUNCTIONS

ESSENTIAL DUTIES AND RESPONSIBILITIES: The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Reports directly to the basicREC Manager in the Recreation Division.
- Assists with the development, planning, implementation, and evaluation of basicREC and Camp basicREC programs.
- Develops a comprehensive recreation program, including site procurement, recruitment, and preparation of promotional information and securing of community support.
- Compiles figures to prepare budget recommendations for activities in assigned division.
- Prepares and maintains administrative records and reports of revenues, expenditures, activities, work schedule, program attendance, supplies, and other recreational information.
- Interacts with the Marketing Manager to prepare plan for promoting assigned activities through newsletters, program brochures, posters, and other promotional materials for programs.
- Recruits, selects, trains, and supervises part-time, seasonal, and volunteer staff to fulfill program needs.
- Serves as professional/technical liaison with various agency and interagency staff members, as well as community organizations and committees.
- Assists with the basicREC program as needed including monitoring timesheets, substituting on site, and other tasks as defined.
- Supervises all aspects of the basicREC and Camp basicREC program in absence of the basicREC Manager.
- Ability to assist other program areas as needed and based on availability.

JOB REQUIREMENTS

EDUCATION: Any combination of education and/or experience equivalent to graduation from an accredited college with a degree in recreation or a related field or relevant experience.

EXPERIENCE: Three (3) to four (4) years of experience in professional community recreation work and or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of professional recreation work. Good knowledge of one or more phases of community recreation activities, and ability to schedule and coordinate a recreation program on a County-wide basis. Ability to provide working leadership to a group of recreation personnel. Knowledge of methods involved in age appropriate recreational activities for youth. Ability to establish and maintain effective working relationships with co-workers, community officials, employees, volunteer groups, program participants, and the general public through effective and professional communication

CERTIFICATES, LICENSES AND/OR REGISTRATIONS: Possesses a valid driver's license. Possession of, or ability to acquire in six months, Cardiopulmonary Resuscitation (CPR) and Community First Aid certification, Ukeru Crisis Training, and Medication Administration Training (MAT) Certification. Must possess. or have the ability to acquire in six months, Ukeru Crisis Trainer and CPR/First Aid Trainer.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Requires walking, talking, writing, typing, stooping, kneeling, bending, reaching, climbing, balancing, lifting, pushing and pulling, sitting, gripping. Working and lifting with equipment and materials up to 30 pounds is common.

ENVIRONMENTAL CONDITIONS: Indoor and outdoor work is conducted in variable weather conditions. Exposed to high or low temperatures and wet / humid conditions.

ACKNOWLEDGMENT OF JOB DESCRIPTION

I understand that it is my responsibility to comply with all the policies and procedures of the County and that such may be changed by the County at any time. I recognize that this job description is not intended to be all-inclusive, and I may be asked to perform other reasonably-related job responsibilities as assigned and required by management. I also realize that this job description, or other oral or written statements, do not constitute an expressed or implied employment contract, and such are not intended to bind the County of Frederick contractually. All employees are employed "at will" and either the employee or the County may terminate employment at any time, for any or no reason, with or without notice.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Employee Name

Position Justification

Park Maintenance Technician

The Parks and Recreation Commission is requesting a Park Maintenance Technician be funded in the Fiscal Year 2023 budget. The Park Maintenance Technician is a Range 2 position on the County Salary Administration Program (SAP) with a \$ 28,651 annual salary.

The Park Maintenance Technician position is being requested to meet the labor needed to maintain our parks, outdoor maintenance of Frederick County Public School (FCPS) grounds outline in the Cooperative Use Agreement between Frederick County and FCPS, and other County facilities. The 35% increase in FCPS facilities, additional park amenities, and other county property since the last increase to full time Park Maintenance staff in 2004 necessitates this request.

The requested Park Maintenance Technician will cost Frederick County \$ 53,358 in salary and benefits. These costs will be partially offset by:

- Approximately 20%, or \$ 10,671 of salary and benefits are offset by FCPS revenue per the Cooperative Use Agreement
- Reduce part time extra help by 1,800 hours, or \$ 27,000
- Increased reliability of staff and reduction of training costs as full-time employee turnover is less than part time
- Reducing/Eliminating the amount of deferred maintenance as several part-time positions went unfilled as there were no applicants. We were unable to perform certain trail, picnic table, disc golf course and athletic field maintenance this year as well as removing dead trees and not meeting open space mowing standards.

County of Frederick



Job Title: Park Maintenance Technician

DATE: 4/1/2021

PREPARED BY: Cory Smith

HR APPROVAL: Click or tap here to enter text.

HR APPROVAL DATE: Click drop down to enter date.

SALARY RANGE: 2

DEPARTMENT: Parks & Recreation

REPORTS TO: Assistant Park Manager / Park Manager

☐ **Essential**

☐ **Exempt**

☒ **Non-Essential**

☒ **Non-Exempt**

JOB PURPOSE

SUMMARY: Performs responsible skilled work in the care, maintenance, and repair of the County's parks and schools' buildings and grounds. Conducts related duties as assigned. Work is performed with limited supervision from the Assistant Park Manager or Park Manager. Supervision may be assigned over part time staff and volunteers.

ESSENTIAL FUNCTIONS

ESSENTIAL DUTIES AND RESPONSIBILITIES: The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Drives and operates light to heavy equipment such as mowing equipment, dump truck, tractor, and backhoe.
- Maintains grounds and landscaping. Assists with mowing, trimming, planting, sodding, pruning, pest control, aerating, and cultivating trees, shrubs, and turf;
- Supervises part time labor and volunteers;
- Completes assigned tasks and maintain records of work performed including time, materials, and equipment;
- Monitors, evaluates, inspects, and assists in electrical, plumbing, and carpentry repair and maintenance of park grounds, equipment and amenities such as restrooms, concessions buildings, disc golf, bike park and trails, walkways, gates, fences, backstops, shelters, signs, benches;
- Inspects, documents, and repairs playgrounds to meet the CPSC standards;
- Assists in repairing equipment and vehicles;
- Performs pool mechanical system operations, maintenance and chemical treatments to state health standards;
- Prepares athletic fields for school and recreational activities including turfgrass maintenance, dragging, lining, measuring and painting fields;
- Participates in snow removal operations;
- Conducts janitorial duties in the parks, cleans bathrooms and shelters, debris pickup and disposal from park grounds and athletic facilities utilizing light automotive and power equipment;
- Opens and secures parks and facilities as required;
- Ability to work nights, weekends and holidays;
- Purchase and delivery of supplies and materials as needed;
- Assists in inventory of supplies, tools, and equipment;
- Ability to utilize computer for documenting daily tasks and personnel time management;

JOB REQUIREMENTS

EDUCATION: Any combination of education and experience equivalent to a high school diploma or General Education Degree (GED) is required.

EXPERIENCE: Thorough knowledge of the practices, methods, equipment, and procedures of grounds maintenance used in park maintenance activities.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Ability to read and comprehend written and oral instructions in English. Ability to safely use standard hand tools. General knowledge of equipment and materials used in the standard building maintenance trades. Ability to operate automotive and light to heavy equipment used in grounds maintenance activities. Develop skills acquired through on the job experience and training. Ability to supervise personnel. Ability to establish and maintain effective working relationships with co-workers and communicate well with general public.

CERTIFICATES, LICENSES AND/OR REGISTRATIONS: Must possess and maintain a valid Drivers License, Certification in child and adult CPR/AED and First Aid or ability to obtain within six (6) months of hire;

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (position?) Good physical condition. Requires regular physical effort including but not limited to walking, talking, writing, typing, stooping, kneeling, bending, reaching, climbing, balancing, lifting, pushing and pulling, sitting, gripping. Working and lifting with equipment and materials over 60 pounds is common.

ENVIRONMENTAL CONDITIONS: Indoor and outdoor work is conducted in variable weather conditions. Exposed to high or low temperatures, humid conditions, and other unfavorable conditions.

ACKNOWLEDGMENT OF JOB DESCRIPTION

I understand that it is my responsibility to comply with all of the policies and procedures of the County and that such may be changed by the County at any time. I recognize that this job description is not intended to be all-inclusive, and I may be asked to perform other reasonably-related job responsibilities as assigned and required by management. I also realize that this job description, or other oral or written statements, do not constitute an expressed or implied employment contract, and such are not intended to bind the County of Frederick contractually. All employees are employed "at will" and either the employee or the County may terminate employment at any time, for any or no reason, with or without notice.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Employee Name

2022-2023 NEW POSITION REQUEST

DEPARTMENT PLANNING

DEPARTMENT CODE 8810

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****

LINE ITEM	DESCRIPTION	AMOUNT	(PER LINE ITEM)
081010-1001-000-003	Planner I	50,195	50,195
081010-2001-000-000	F.I.C.A.	3,840	3,840
081010-2002-000-000	Retirement - V.R.S.	6,299	6,299
081010-2005-000-000	Hospital/Medical Plans	14,975	14,975
081010-2006-000-000	Group Insurance	597	597
081010-2011-000-000	Worker's Compensation	45	45
081010-2008-000-000	Short & Long Term Disability	266	266
Total Cost for New Position			76,217



COUNTY of FREDERICK

Department of Planning and Development
Wyatt Pearson, AICP, Director
540/ 665-5651
Fax: 540/ 665-6395
E-mail: wyatt.pearson@fcva.us

TO: Frederick County Human Resources Department

FROM: Wyatt Pearson, Director of Planning and Development

RE: **SAP Modification & Position Justification – Planner I & Planner II**

DATE: December 30, 2021

The Department of Planning and Development requests a modification to the Salary Administration Program (SAP), to create an entry level planner position (Planner I). The SAP currently identifies an unfunded position titled 'Planner' with the assigned salary range 9. This request seeks to retitle the existing Planner position to Planner II at a salary range 9, while adding the entry level Planner I position to the SAP at a salary range 7. The departments FY 23 budget request includes funding the Planner I position only. As proposed, the minimum salary for the Planner I position would be \$50,195, and with fringe benefits, the position cost would total \$76,217. It is worth noting that the Department's FY23 revenue projections for Development Review Fees are anticipated to be \$80,000 higher than what was received in FY22, which could offset the annual cost of this position request if approved.

Proposed Amendment to SAP		
Title	Department	Range
PLANNER I	PLANNING & DEVELOPMENT	7
PLANNER II	PLANNING & DEVELOPMENT	9

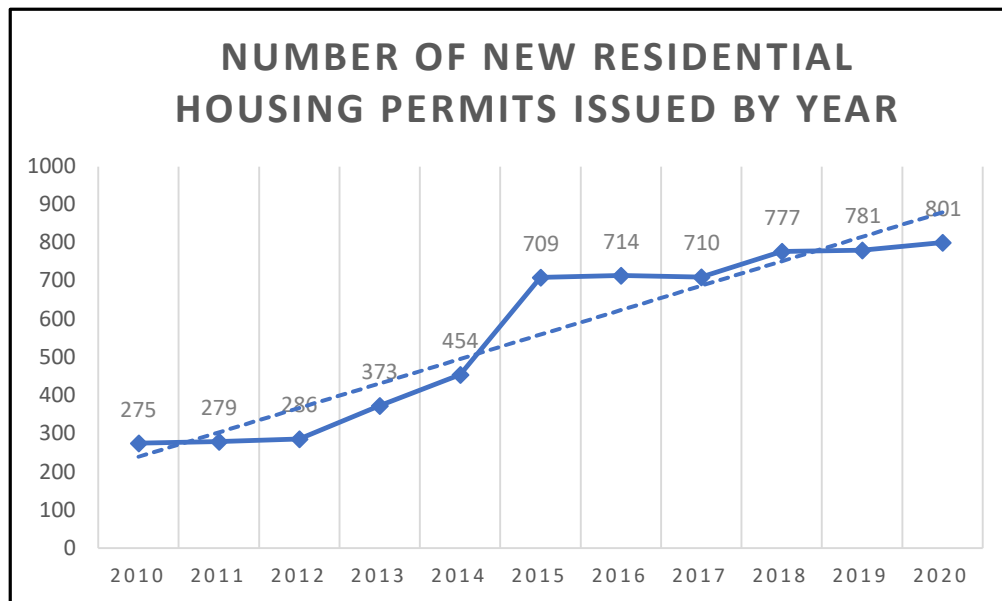
SALARY RANGES					
Adopted July 2021					
Range	Minimum	Progress	Midpoint	Advance	Maximum
9	\$63,188	\$72,739	\$82,178	\$91,617	\$101,168
8	\$55,637	\$63,965	\$72,295	\$80,623	\$88,953
7	\$50,195	\$57,746	\$65,297	\$72,850	\$80,402

Justification

Since 2008 the Department of Planning & Development has operated with three fewer positions due to the decrease in submitted development applications. Prior to defunding these positions and thus becoming vacant in 2008, they served as entry level planning and zoning positions. These positions provided staff with a pathway for advancement and helped ease staff turnover and the loss of institutional knowledge. The absence of entry level positions in the Department has created a situation which necessitates senior level staff to

dedicate large amounts of time to handle entry level applications and to matters not traditionally associated with their job description and/or background.

Additionally, the current economy has led to an increase in development applications in recent years. This increase may not be readily apparent from the outside looking in, as the vast majority of projects were legislatively approved (e.g. rezonings) prior to 2010. There are two useful metrics shown below which help demonstrate how the current market impacts the Department's administrative functions (site plans, MDPs, etc.).



As the Department continues to transition and conduct more proactive comprehensive planning activities, transportation funding initiatives, and begins working on updates for improved monetary guarantee policies, it is expected that additional staff time will be necessary for senior level staff to accomplish these Board directives. The creation and funding of a new entry level Planner I position would provide other Staff within the Department with time to begin working on these priority projects. This entry level position and modification to the existing 'Planner' position would also create a pathway for advancement within the Department to help address succession planning as senior staff approach retirement.

Comparable Positions and Pay

The charts below show comparable positions and pay scales. It is important to note that each other locality has a different range of positions with some having as many as five or six different planner positions. This requires us to select position titles that may not exactly match our position titles but accurately represent the associated work the position is being asked to do.

Planner I Comparable Position and Pay			
Locality	Position Title	Salary Minimum	Salary Maximum
Frederick County	Planner I	\$50,195	\$80,402
Albemarle County	Planner	\$48,791	\$79,643
Albemarle County	Senior Planner	\$52,348	\$85,448
Augusta County	Planner I	\$42,363	\$65,845
Fauquier County	Planner I	\$47,229	\$89,184
Fauquier County	Planner II	\$52,065	\$98,312
Spotsylvania County	Planner I	\$50,004	\$80,006
Stafford County	Planner I	\$50,960	\$86,632
Loudoun County	Planner II	\$60,103	\$105,181
Fairfax County	Planner I	\$52,323	\$87,205

Planner II Comparable Position and Pay			
Locality	Position Title	Salary Minimum	Salary Maximum
Frederick County	Planner II	\$63,188	\$101,168
Albemarle County	Senior Planner II	\$56,165	\$91,678
Albemarle County	Principal Planner	\$60,260	\$98,361
Fauquier County	Principal Planner	\$60,255	\$113,789
Spotsylvania County	Planner II	\$55,129	\$88,207
Spotsylvania County	Planner III	\$63,819	\$102,110
Stafford County	Planner II	\$58,344	\$99,195
Loudoun County	Planner III	\$66,638	\$116,616
Fairfax County	Planner III	\$69,407	\$115,678
Fairfax County	Planner II	\$60,276	\$100,461

Position Specifics

The Planner I position will contribute to the Department by:

- Assisting senior staff by conducting research on planning and policy matters.
- Reviewing administrative development applications.
- Serving as staff planner for routine Conditional Use Permit applications.
- Working directly with the general public answering questions and addressing concerns.
- Assisting other members of the Planning staff with tasks identified in the departments work program.

Please find attached both draft job descriptions. The Departments FY23 budget proposal will only include a request for funding of the Planner I position.

Attached: Planner I Position Job Description
 Planner II Position Job Description

County of Frederick

Job Title: Planner I



DATE: 11/30/2021

PREPARED BY: Wyatt Pearson

HR APPROVAL: Click or tap here to enter text.

HR APPROVAL DATE: Click drop down to enter date.

SALARY RANGE: 7

DEPARTMENT: Planning & Development

REPORTS TO: Planning Director

☐ **Essential**

☒ **Exempt**

☒ **Non-Essential**

☐ **Non-Exempt**

JOB PURPOSE

SUMMARY: Entry-level planning position responsible for a variety of functions related to long-range and current land use planning. This position assists with the review of land development applications, zoning ordinance amendments, conducting planning research, and will assist with special projects as necessary. This position also provides support to the Board of Supervisors, Planning Commission, Planning Director, and various committees.

ESSENTIAL FUNCTIONS

ESSENTIAL DUTIES AND RESPONSIBILITIES: The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Conducts research on issues, policies, and concepts pertaining to land use planning.
- Assists with various planning issues including short- and long-range projects, plan updates, and amendments to the zoning and subdivision ordinances.
- Provides preliminary review of various development applications including master development plans, conditional use permits, and site plans.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Assists with the preparation and presentation of staff reports analyzing compliance of development proposals with the County's development regulations and Comprehensive Plan.
- Provides staff support to the Board of Supervisors, Planning Commission and various committees; attends and presents at meetings as necessary.
- Communicates in person, electronically and by telephone, with the public, other professionals, and government officials, concerning planning and development rules, regulations, policies, procedures, and activities.
- Performs related duties as assigned.

JOB REQUIREMENTS

EDUCATION: Bachelor's Degree in Urban Planning or related field, or any equivalent combination of experience and/or training which provides the required knowledge, skills and abilities. Considerable practical experience may be considered for degree requirements.

EXPERIENCE: Two (2) years of professional planning experience preferred but not required.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of land use planning and local government regulations. Ability to conduct extensive research, write technical reports and prepare data. Strong written and verbal communication skills as well as the ability to adapt to a variety of situations including frequent interactions with staff, applicants, governmental officials, and citizens. Ability to perform a wide variety of tasks simultaneously, including handling interruptions, with accuracy and speed under the pressure of time-sensitive deadlines. Able to work independently, with minimal supervision, functions well under pressure and maintains a calm

and professional demeanor under stressful conditions. Proficiency with standard office software tools such as databases, word processing, spreadsheets, presentations, email, and Internet browser programs.

CERTIFICATES, LICENSES AND/OR REGISTRATIONS: Possesses a valid driver's license.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Requires light physical effort working almost exclusively with lightweight materials (up to 30 pounds) including but not limited to walking, talking, stooping, sitting (for extended periods), kneeling, bending, reaching and gripping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels, and visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Office work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g., business office, light traffic).

ENVIRONMENTAL CONDITIONS: Heated and air-conditioned office. The worker is not subject to adverse environmental conditions. May be exposed to high or low temperatures, humid conditions, and other unfavorable weather conditions throughout the year.

ACKNOWLEDGMENT OF JOB DESCRIPTION

I understand that it is my responsibility to comply with all of the policies and procedures of the County and that such may be changed by the County at any time. I recognize that this job description is not intended to be all-inclusive, and I may be asked to perform other reasonably-related job responsibilities as assigned and required by management. I also realize that this job description, or other oral or written statements, do not constitute an expressed or implied employment contract, and such are not intended to bind the County of Frederick contractually. All employees are employed "at will" and either the employee or the County may terminate employment at any time, for any or no reason, with or without notice.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Employee Name

2022-2023 NEW POSITION REQUEST

DEPARTMENT Children's Services

DEPARTMENT CODE 5302

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM ONLY****


EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
4 018 053020 1001 000	Utilization Review/Continuous Quality Improvement Assessor	55,637	55,637
			0
4 018 053020 2001 000	F.I.C.A.	4,256	4,256
4 018 053020 2002 000	Retirement - V.R.S.	6,982	6,982
4 018 053020 2005 000	Hospital/Medical Plans	14,975	14,975
4 018 053020 2006 000	Group Insurance	662	662
4 018 053020 2011 000	Worker's Compensation	50	50
4 018 053020 2008 000	Short & Long Term Disability	295	295
			0
4 018 053020 5506 000	Travel	6,625	6,625
TBD	Motor Vehicle	27,000	27,000
TBD	Insurance	500	500
TBD	Repair & Maintenance - Vehicle	750	750
	Tires, Oil changes, regular scheduled maintenance		
4 018 053020 5401 000	Office Supplies		
	Computer, Printer, Desk, Chair	2,200	2,200
	Training/Conferences	1,000	1,000
	Total	120,932	120,932



COUNTY of FREDERICK

Office of the Children's Services Act
CSA Coordinator
540.722.8395

MEMORANDUM

To: Human Resources Committee
From: Jacquelynn Jury, CSA Coordinator 
Date: December 3, 2021
Re: Request for Utilization Review/Continuous Quality Assessor

With the support of the Community Policy and Management Team (CPMT), the CSA Office is requesting the addition of a full-time employee. The need of a Utilization Review/Continuous Quality (UR/CQI) Assessor position is the result of several causes including an increase in state mandates, complexity and high needs of the youth and families served, and higher cost of services. The individual hired for this position would perform an in-depth review of treatment and services to ensure CSA funds are being utilized in line with best practices and in a cost effective manner. A new job description for this position is attached.

Substantial changes and growth have occurred since the initial passing of the CSA legislation in 1993. Over the course of 28 years across the Commonwealth and locally, CSA Offices have seen significant growth in the number of youth/families served, the average cost of services per child, and the increased use of high dollar residential treatment services. Local funds spent have increased from \$685,044.00 in FY 13 to an estimated \$1,873,544.00 for FY22, an increase of almost \$1.2 million. Meanwhile, the mental health/behavioral needs of the youth and families served by CSA have intensified immeasurably, in addition to added mandates and legislative changes that have made it virtually impossible to perform adequate UR. A UR/CQI Assessor position will require a Master's Degree in a Human Services field and clinical experience. A salary commensurate with that level of qualification would fall under salary range 8 (\$55,637 to \$88,953). The primary responsibility of the UR/CQI Assessor will be:

- Clinical/administrative oversight ensuring that a child and family receives the appropriate level of services to best serve identified needs.

- Verifying that all funded services meet the administrative requirements defined under the Children's Services Act and local Frederick County CSA policy.

- Monitoring cases to ensure that the process best serves the identified needs of the child and family in the most effective, efficient and fiscally responsible manner using Evidence Based Practices whenever possible.

- Monitoring quality of care through on-site review, review of clinical documentation, and standards compliance with contracted providers.

Outcome data, face to face interviews, review of the Mandatory Uniform Assessment Instrument and chart review will be used to ensure contract compliance, quality of service, and treatment plan compliance.

In accordance with COV§ 2.2-5206. Community Policy and Management Teams; powers and duties, Section 6 requires that local CPMTs, “Establish quality assurance and accountability procedures for program utilization and funds management”. The CPMT's Strategic Plan concentrates on developing and implementing a more robust and effective utilization review plan.

A Utilization Review and Continuous Quality Improvement Assessor will focus on ensuring CSA funds are being utilized for the most effective treatment in a cost efficient manner and in the least restrictive environment. An effective UR/CQI plan can help improve outcomes for youth and families, improve family engagement, and prevent youth from being placed out of their home and/or reduce the length of stay if they are out-placed. Many local CSA offices who have implemented a robust UR/CQI plan have seen cost savings in their localities.

Thank you for your consideration.

County of Frederick



Job Title: Utilization Review/Continuous Quality Improvement Assessor

DATE: 11/18/2021

PREPARED BY: Jacquelynn Jury

HR APPROVAL: Click or tap here to enter text.

HR APPROVAL DATE: Click drop down to enter date.

SALARY RANGE: 8

DEPARTMENT: Children's Services

REPORTS TO: Jacquelynn Jury

☐ **Essential**

☒ **Exempt**

☒ **Non-Essential**

☐ **Non-Exempt**

JOB PURPOSE

SUMMARY: The CSA UR/CQI Assessor is responsible for clinical/administrative oversight ensuring that a child and family receives the appropriate level of services to best serve identified needs; verifying that all funded services meet the administrative requirements defined under the Children's Services Act and local Frederick County CSA procedures; monitoring cases to ensure that the process best serves the identified needs of the child and family in the most effective, efficient and fiscally responsible manner using Evidence Based Practices whenever possible. The CQI Assessor is responsible for monitoring quality of care through on-site review, review of clinical documentation, and standards compliance with contracted providers. Outcome data, face to face interviews, review of CANS assessments and chart review is used to ensure contract compliance, quality of service, and treatment plan compliance.

ESSENTIAL FUNCTIONS

ESSENTIAL DUTIES AND RESPONSIBILITIES: The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Determine client eligibility for CSA funding, verify all other funding services have been exhausted, and notify case manager of other funding sources if applicable.
- Evaluate new referrals and monitor ongoing clients, via documentation review and personal interview to collect client data, resulting in written case assessment (bio-psycho-social, clinical recommendations, discharge plans, and Child and Adolescent Needs and Strengths (CANS) tool), to ensure the most clinically appropriate, cost effective services are being provided in the least restrictive environment.
- Ensure vendor treatment plans are aligned with FAPT goals, and document progress, interventions used, serious incidents, barriers to progress, discharge planning, and comply with Frederick County policy and contracts.
- Review documents submitted for FAPT are complete and thorough.
- Participate in and provide written and oral recommendations, suggesting evidence based interventions whenever possible, to FAPT utilizing CANS to address needs of client, and document FAPT discussion and decisions.
- Complete monthly/quarterly site visits for identified cases and notify case manager of any concerns and/or findings and provide summary of visit.
- Participate in Intermediary Funding Team and notify CSA Account Specialist of all approvals to initiate the Purchase of Service process.
- Be proficient in utilizing the CANS, become a certified CANS SuperUser, and provide support to case managers as needed.

JOB REQUIREMENTS

EDUCATION: A Master's Degree in Social Work, Psychology, Counseling, or other Human Services field and one year minimum experience working in a clinical setting. Internships may count toward experience.

EXPERIENCE: Candidate must have excellent verbal and written communication skills, including ability to effectively communicate and collaborate with professionals in other agencies, state and local representatives, vendors and the public. Must be able to manage conflict while providing high quality results, and work under pressure to meet deadlines, while maintaining a positive attitude. The individual must be able to work independently and manage time effectively.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Candidate should be proficient using Microsoft Office software, have good clinical skills, excellent communication skills and must be able to understand complex policies and manage conflict well. Knowledge of the Children's Services Act is preferred.

CERTIFICATES, LICENSES AND/OR REGISTRATIONS: Become a Certified CANS SuperUser, Clinical license preferred

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Frequent travel is required for approximately 25-50% of work hours. Sitting and typing for long periods of time in an office setting can be expected. Walking, bending, standing, and

ENVIRONMENTAL CONDITIONS: Work primarily occurs in an office setting.

ACKNOWLEDGMENT OF JOB DESCRIPTION

I understand that it is my responsibility to comply with all of the policies and procedures of the County and that such may be changed by the County at any time. I recognize that this job description is not intended to be all-inclusive, and I may be asked to perform other reasonably-related job responsibilities as assigned and required by management. I also realize that this job description, or other oral or written statements, do not constitute an expressed or implied employment contract, and such are not intended to bind the County of Frederick contractually. All employees are employed "at will" and either the employee or the County may terminate employment at any time, for any or no reason, with or without notice.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Employee Name

**OUTSIDE AGENCIES
FY 2022-2023**

Organizations W/OUT MOU/Funding Formula	2021-2022 Approved Budget	2022-2023 Budget Request	\$ Difference	% Difference
Public Defender's Office - NEW REQUEST	\$0	\$17,505	\$17,505	100%
Blue Ridge Legal Services, Inc. - NEW REQUEST	\$0	\$4,591	\$4,591	100%
Our Health, Inc.	\$20,000	\$20,000	\$0	0%
NW Works, Inc.	\$25,000	\$55,000	\$30,000	120%
Access Independence, Inc.	\$11,000	\$16,000	\$5,000	45%
NSV Substance Abuse Coalition	\$60,000	\$60,000	\$0	0%
Lord Fairfax EMS Council, Inc.	\$16,000	\$16,800	\$800	5%
Health Department	\$436,439	\$453,676	\$17,237	4%
Northwestern Community Services	\$416,507	\$437,332	\$20,825	5%
Shenandoah Area Agency on Aging	\$63,000	\$63,000	\$0	0%
The Laurel Center	\$6,000	\$125,000	\$119,000	1983%
Lord Fairfax SWCD	\$11,250	\$11,500	\$250	2%

Total	\$1,065,196	\$1,280,404	\$215,208	
--------------	--------------------	--------------------	------------------	--

Organizations WITH MOU/Funding Formula	2021-2022 Approved Budget	2022-2023 Budget Request	\$ Difference	% Difference
Tourism Program - City of Winchester	\$420,000	\$569,000	\$149,000	35%
Lord Fairfax Community College	\$81,308	\$92,045	\$10,737	13%
The Handley Library	\$1,218,200	\$1,325,000	\$106,800	9%
NSV Regional Commission	\$74,348	\$81,885	\$7,537	10%

Total	\$1,793,856	\$2,067,930	\$274,074	
--------------	--------------------	--------------------	------------------	--

Total Both Categories	\$2,859,052	\$3,348,334	\$489,282	
------------------------------	--------------------	--------------------	------------------	--

FY 2022-2023 BUDGET TOTALS - ALL NON-SCHOOL FUNDS

<u>Fund #</u>	<u>Fund</u>	<u>2021-2022 Adopted Budget</u>	<u>2022-2023 Proposed Budget</u>	<u>Difference</u>	<u>% Change</u>
10	General Fund	209,706,798	219,990,081	10,283,283	4.90%
11	NRADC	25,643,264	26,778,599	1,135,335	4.43%
12	Landfill	11,263,660	13,059,596	1,795,936	15.94%
13	Division of Court Services	473,935	473,961	26	0.01%
16	Shawneeland	981,768	912,765	(69,003)	-7.03%
17	Airport Operating <small>Airport Capital is adopted outside normal budget process</small>	2,023,033	2,404,408	381,375	18.85%
29	Lake Holiday	779,998	779,998	0	0.00%
30	EMS Revenue Recovery	1,984,041	2,200,000	215,959	10.88%
31	EDA	647,926	670,941	23,015	3.55%