

## Agenda

### **FINAL Budget Worksession**

Prior to Budget Ad for Public Hearing

1<sup>st</sup> Floor Conference "Purple" Room

March 4, 2015, 8:00 a.m.

- Memo regarding FY 2016 Committed Costs, p. 2
- Breakdown of possible funding of Public Safety positions, p. 3-5
- Position Information from Fire & Rescue Director and Sheriff , p. 6-8

### **To Be Resolved at This Meeting:**

- Is the \$7.3 million Fund Balance Funding to be included as part of budget public hearing advertisement?
- If so, is the allocation of additional fund balance funding to be the same 57%-43% split between the Schools and General Fund?



COUNTY of FREDERICK

Finance Department  
**Cheryl B. Shiffler**  
Director

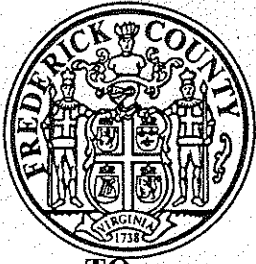
540/665-5610  
Fax: 540/667-0370  
E-mail: [cshiffle@fcva.us](mailto:cshiffle@fcva.us)

TO: Board of Supervisors/Finance Committee  
FROM: Jennifer Place, Budget Analyst *JP*  
DATE: February 26, 2015  
SUBJECT: FY 2016 Budget Information – Committed Costs

As discussed at the February 25, 2015 budget worksession, below is a list of committed costs that make up the majority of the General Fund portion (\$3.7 million) of the \$8.8 million in additional tax revenue:

<u>Description</u>	<u>Amount</u>	
CSA Transfer Increase	286,980	
Regional Jail Increase	111,814	Frederick County Share Increase
Round Hill debt/oper. expenses	209,800	
JJC increased costs	426,000	Approved by Joint FC
Social Services	906,782	Positions & salary increases
Annualization of salary survey	341,444	
New positions	123,675	Supplemental COR/Parks/Inspections
Six Firefighters	337,320	
Sheriff	175,000	P/T Baliffs
Fire & Rescue Overtime	600,000	YTD spent \$1 million; budget \$1 million
Total	3,518,815	

The difference of just over \$260,000 is made up of other operational costs in various departments such as gasoline, property insurance, repair and maintenance, etc.



**COUNTY of FREDERICK**


**MEMORANDUM**

**Kris C. Tierney**  
Assistant County Administrator

540/665-5666  
Fax 540/667-0370

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

**TO:** Board of Supervisors Members

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

**RE:** Proposed Use of Fund Balance for Public Safety Positions

**DATE:** March 2, 2015

In response to discussion at the February 25, 2015 Budget Work Session; below is a scenario for use of \$1.3 million, allotted to General Fund from the additional three million in Fund Balance, to fund Public Safety positions. This amount assumes the established (43%-57%) division between the General Fund and the School system and essentially distributes the funds evenly between the Sheriff and Fire and Rescue.

Position	Base Salary	Fringe	Total Comp	One time	Total/Position
<b>Deputy</b>	\$36,800	\$18,330	\$55,130	\$37,816	\$92,946
				<b>times 7 Court Security</b>	<b>\$650,622</b>
				Reoccurring	\$385,910
				One time	\$264,712
<b>Fire Fighter</b>	\$36,800	\$19,420	\$56,220	\$6,616	\$62,536
				<b>times 6 fire fighters</b>	<b>\$375,216</b>
				Reoccurring	\$337,320
				One time	\$37,869
				<b>times 4 relief staff</b>	<b>\$250, 144</b>
				Reoccurring	\$224,880
				One time	\$25,264
				<b>Fire and Rescue total</b>	<b>\$625,360</b>
				<b>Total for all positions</b>	<b>\$1,275,982</b>

Also included below is a detailed listing of all position requests and indicated costs for salary and fringe.

**FY 2015-2016 NEW POSITION REQUESTS - GENERAL FUND**

<u>Dept Code</u>	<u>Department</u>	<u>New Position Plus Fringes</u>	<u>Amount</u>
1203	Human Resources	<b>HR Administrator</b>	29,500
		FICA	2,257
		VRS	3,130
		Health/Dental	10,500
		Life	351
		Worker's Compensation	30
		Disability	180
		1 Position Total Cost	45,948
1210	Reassessment	<b>Assessor I</b>	43,000
		FICA	3,290
		VRS	4,562
		Health/Dental	10,500
		Life	512
		Worker's Compensation	43
		Disability	265
		1 Position Total Cost	62,172
3102	Sheriff  1 Deputy position salary + fringes = 55,123	<b>Deputy I - 16 x \$36,800</b>	588,800
		<b>AFIS Examiner</b>	60,000
		FICA	49,633
		VRS	68,838
		Health/Dental	178,500
		Life	7,721
		Worker's Compensation	11,743
		17 Positions Total Cost	965,235
3505	Fire and Rescue  1 Firefighter position salary + fringes = 56,220	<b>Firefighter - 49 x \$34,744</b>	1,702,456
		<b>Training Officer</b>	34,744
		<b>Training Officer</b>	34,744
		<b>Secretary I</b>	27,052
		<b>Health &amp; Safety Officer</b>	34,744
		<b>Resource Management Technician</b>	30,000
		FICA	142,576
		VRS	197,743
		Health/Dental	567,000
		Life	22,179
		Worker's Compensation	86,598
		54 Positions Total Cost	2,879,836

<b>Dept Code</b>	<b>Department</b>	<b>New Position Plus Fringes</b>	<b>Amount</b>
4203	Refuse Collection	<b>Laborer II</b>	13,574
		FICA	2,077
		VRS	2,880
		Health/Dental	10,500
		Life	323
		Worker's Compensation	629
		1 Position Total Cost	29,983
4205	Litter Control	<b>Laborer II</b>	13,574
		Position split with Refuse Collection - all fringes included in Refuse Collection	
		Total Cost	13,574
7104	Recreation Centers	<b>Recreation Technician</b>	27,053
		<b>Program Coordinator</b>	34,984
		FICA	4,746
		VRS	6,582
		Health/Dental	21,000
		Life	738
		Worker's Compensation	1,370
		Disability	300
		2 Positions Total Cost	96,773
8101	Planning	<b>Planner I</b>	50,000
		FICA	3,825
		VRS	5,305
		Health/Dental	10,500
		Life	595
		Worker's Compensation	50
		Disability	300
		1 Position Total Cost	70,575
8102	EDA - Fund 31	<b>Research Manager</b>	57,000
		FICA	4,361
		VRS	6,048
		Health/Dental	10,500
		Life	678
		Worker's Compensation	57
		1 Position Total Cost	78,644
<b>78 Positions Total Cost</b>			<b>4,242,740</b>

# FREDERICK COUNTY SHERIFF'S OFFICE

ROBERT T. WILLIAMSON  
Sheriff



MAJOR C.L. VANMETER  
Chief Deputy

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400

## Requested Positions – Prioritized One Time Cost / Recurring Cost

As requested, we are prioritizing the supplemental personnel and costs associated with these additional positions as submitted with our FY16-17 Budget Request.

### Priority:

- 1) Seven (7) Court Security/Civil Process Deputies
- 2) One (1) Animal Control Officer
- 3) Six (6) Patrol Deputies
- 4) Two (2) School Resource Officers
- 5) One (1) AFIS Examiner

The one-time cost of each deputy position would be \$37,816.15. This figure is for uniforms, police equipment, vehicle and vehicle equipment. A breakdown of this cost is included.

The recurring cost of each deputy position would be salary/fringe benefits at \$55,124.00 and Academy dues for training \$468.00 for a total recurring cost of \$55,592.00 per deputy position.

Sheriff R. T. Williamson  
2/19/15

# Deputies Cost of Equipment

## Uniform Equipment

Qty.	Discription	Amount
4 pr.	Pants	\$117.32
8	Shirts	\$312.00
16	Patches	\$27.20
2	Ties	\$15.00
2	Nameplates	\$10.50
	Badge	\$73.00
	Gun Belt	\$47.91
	Mag Pouch	\$50.99
2	Handcuffs	\$44.00
	Holster	\$108.00
	Pepper Spray	\$15.00
	Pepper Spray Holder	\$29.99
	Belt Keepers	\$15.99
2	Hats	\$170.00
	OuterShell Coat	\$117.38
	Boots	\$116.00
	M7R Flashlight	\$120.00
	Search Gloves	\$34.00
2	Handcuff Holders	\$62.00
	Vest	\$625.00
	ASP	\$81.99
	ASP Holder	\$23.99
	Portable	\$850.00
	Traffic Vest	\$10.00
	Raincoat	\$30.00
	Rifle M-4	\$750.00
	Handgun MDP	\$450.00

**Total = \$4,307.26**

## Vehicle Equipment (Marked)

Discription	Amount
Vehicle	\$24,949.00
Console/Stand	\$670.00
Radio	\$2,795.91
Lightbar	\$955.00
Cage	\$683.98
Additional Lights	\$440.00
Stripes	\$295.00
Radar	\$1,895.00
PBT	\$315.00
Spike Strips	\$330.00
Tint Meter	
Digital Recorder	\$50.00
Camera	\$100.00
Evidence Kit	\$30.00

**Total = \$33,508.89**

**Grand Total = \$37,816.15**



COUNTY OF FREDERICK, VIRGINIA

FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive  
Winchester, VA 22602

Dennis D. Linaburg  
Fire Chief

MEMORANDUM

**TO:** Board of Supervisors  
**FROM:** Dennis Linaburg *DOL/ML*  
Fire Chief  
**SUBJECT:** FY16 Personnel Requests Priorities  
**DATE:** February 20, 2015

As requested, we have prioritized our requested positions and are providing a per position cost analysis for your review.

<b>Firefighter/EMT Base Salary</b>	<b>\$36,800.00</b>
FICA (7.65%)	2,815.20
Medical (\$875/month)	10,500.00
VRS (10.61%)	3,904.48
Group Life Insurance (1.19%)	437.92
Worker's Comp (Rate 4.79)	1,752.72
<b>Total Per New Firefighter</b>	<b>\$56,220.32</b>
<b>Training Secretary</b>	<b>\$29,500.00</b>
FICA (7.65%)	2,256.75
Medical (\$875/month)	10,500.00
VRS (10.61%)	3,129.95
Group Life Insurance (1.19%)	351.05
Worker's Comp (Rate .10)	29.50
<b>Total for Training Secretary</b>	<b>\$45,767.25</b>
6 FT Firefighter/EMTs	\$337,321.92
9 FT Relief Firefighter/EMTs	505,982.88
Training Secretary	45,767.25
<b>Total Minimum Recurring Costs</b>	<b>\$889,072.05</b>
Uniforms/PPE x15 (1 time costs)	\$97,740.00 = \$6,316 per firefighter
<b>Total 1<sup>st</sup> Year Costs</b>	<b>\$983,812.05</b>

If you need additional information or have any questions relating to these requests, please feel free to contact me to discuss further.