



Fiscal Year 2023

# ADOPTED BUDGET

July 1, 2022-June 30, 2023





## ANNUAL BUDGET FISCAL YEAR 2023

ADOPTED MAY 24, 2022

## EXPLORE OUR BUDGET

The City of Winchester's Digital Budget Book provides our community with an easy to use, interactive and engaging version of our annual publication. Use this site to browse all the departments, agencies and projects that support our City.

### BUDGET OVERVIEW

- City Manager's Message
- Organizational Chart
- City Council
- Strategic Plan
- Budget Process Overview and Calendar
- Budget Organization
- Operating Funds Structure
- Long Range Financial Planning and Forecasts
- Community Profile

### OPERATING BUDGET BY FUND

- Operating Budget Summary

### BUDGET SUMMARY

- Budget Highlights
- Revenues & Expenditures by Funds
- Revenues, Expenditures & Changes in Fund Balances
- Position Summary Schedule
- General Fund Revenue Summary
- General Fund Expenditure Summary
- Budget Trends
- Budget in Brief

### FIVE YEAR CAPITAL IMPROVEMENT PLAN

- Five Year Capital Plan Summary

DEBT INFORMATION

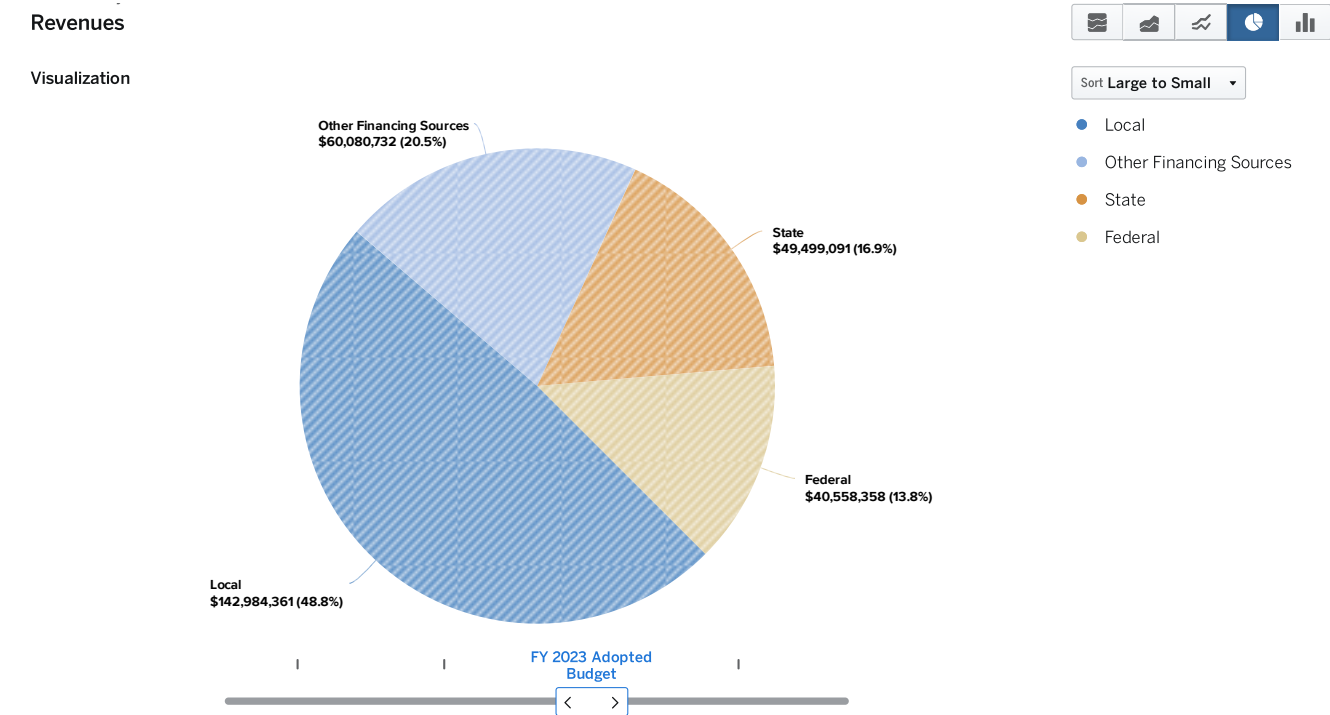
- Debt Summary
- Legal Debt Margin
- Debt Obligation Policy

OTHER INFORMATION

- Financial Management Policies
- Fund Balance Policy
- GFOA Distiinguished Budget Presentation Award
- Glossary

OPERATING BUDGET BY THE NUMBERS

\$293,122,542 M Total 2023 Adopted Operating Budget



# Winchester Virginia BUDGET OVERVIEW

FY 2023 ANNUAL BUDGET



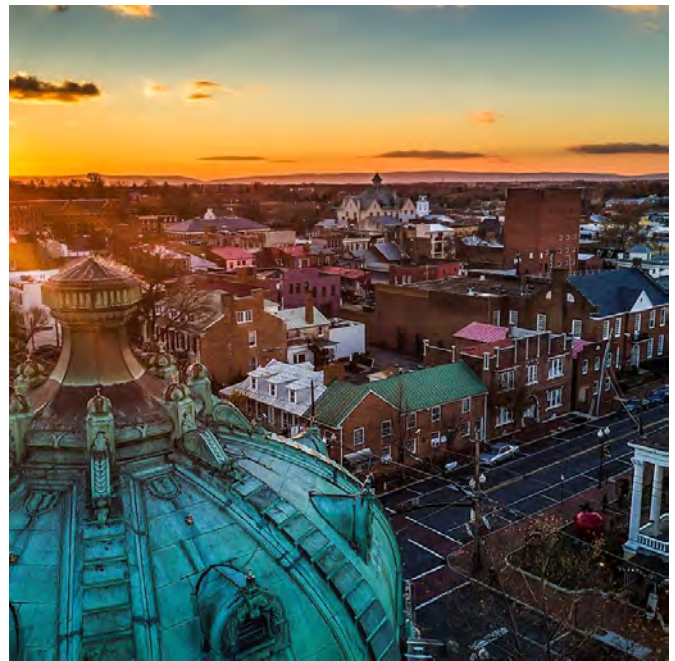
The City of Winchester's budget serves as a financial and policy plan that guides decisions made during each fiscal year. It also serves to communicate to its Citizens the goals for the upcoming year as well as the activities that will be carried out and the resources that will be used to accomplish those activities. The City's annual budget is a short-term plan subject to change based on circumstances that influence its execution such as shifting priorities, changes in the financial environment, and/or unforeseen events.

## BUDGET OVERVIEW LINKS

- [City Manager's Message](#)
- [Organizational Chart](#)
- [City Council](#)
- [Strategic Plan](#)
- [Budget Process Overview](#)
- [Budget Calendar](#)
- [Budget Organization](#)
- [Operating Funds Structure](#)
- [Community Profile](#)

## BUDGET OFFICIALS

- [Dan Hoffman, City Manager](#)
- [Mary M. Blowe, Deputy City Manager/Chief Financial Officer](#)
- [Celeste R. Broadstreet, Finance Director/Real Estate Administrator](#)







Honorable Members of Council and Citizens of Winchester:

I am pleased to present to you and the citizens and businesses of the City of Winchester the FY 2023 City Manager's Proposed Budget. The preparation of the annual budget is one of the most important processes undertaken by the City each year. The Budget is the financial plan that provides the resources required to carry out the priority projects identified in the City's Strategic Plan. The 2021 Strategic Plan was adopted by Council on September 28, 2021 and is the guidebook that provides the direction needed by City staff to develop the FY 2023 Proposed Budget. For budget planning purposes, the FY 2023 Proposed Budget is predicated on the City's five main strategic plan goals:

1. Working Winchester - Encourage economic opportunity for all residents through small business supports and workforce development.
2. Building Winchester - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.
3. Strengthening Winchester - Foster a safe, healthy, and diverse community with ample opportunities for recreation and wellness.
4. Moving Winchester - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.
5. Supporting Winchester - Support the City's high-performing operations with effective communication, innovation, and sound fiscal policies.

The budget development process for FY 2023 began in November 2021 when City Offices and Departments began developing their budget requests. City Offices and Departments were asked to carefully review their budgets and recommend cuts where possible, excluding mandatory and contractual obligations. Initial requests were submitted to the City's Finance Department by December 31, 2021 and totaled \$101,593,052, an increase of \$8,568,052 when compared to the current fiscal year. Individual meetings were held with departments and offices to review their budget requests in January 2022. During the months of February and March staff developed a budget based on the revenue trends and projected above average organic growth in personal property, sales, and meals taxes.

City staff will continue to closely monitor revenues and expenditures during the fiscal year due to the ongoing economic impacts of the COVID-19 pandemic and bring back to City Council any necessary budget amendments to the FY 2023 Adopted Budget. The City received the first half of grant funds through the Federal Government under the American Rescue Plan Act (ARPA) in FY 2021 and is expecting to receive the second half at the end of FY 2022.

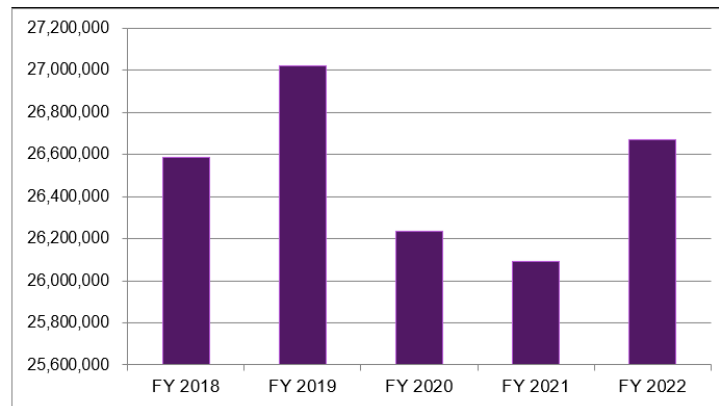
### **DISCIPLINED FISCAL POLICIES:**

City staff is mindful of Council's adopted financial policies and have developed this budget to not only adhere to our policies but have also implemented measures to ensure future compliance from a fiscal perspective. In addition, this budget has been developed with an emphasis placed on adherence to the three principals of sound financial planning:

- Fund Balance Policy
- Debt Policy
- Investment Policy

The City's healthy fund balance (total fund balance is projected to be \$26.6 million at the end of FY 2022, or approximately 29.7% of general fund expenditures; unassigned fund balance is projected to be \$22.1 million or 24.6% of general fund expenditures) and our disciplined fiscal policies have resulted in the City of Winchester receiving the highly coveted AAA bond rating. As a city, we understand the importance of not allowing our cash balance to erode to a point where rating agencies are not comfortable with our debt to cash ratio. Maintaining a balance of planned spending and debt issuance is paramount to the fiscal strength of Winchester.

**Fund Balance – General Fund FY 2018 – FY 2022\***



### **REVENUES:**

Based on the consensus of Council, the FY 2023 Proposed Budget has been developed based on the real estate tax rate of 93¢ per \$100 of assessed value. We have conservatively estimated revenues and continue to budget expenditures as cautiously as possible. Year-to-date FY 2022 revenue numbers are on target and some areas are exceeding projections. At the end of FY 2022, we are projecting an increase in the unassigned General Fund balance of \$1.0 million to \$22.1 million (24.6% of General Fund Expenditures). This increase is due to higher than projected revenue collections, including sales, meals, and motel taxes for FY 2022. Based on an analysis of current revenues, we have projected an above average increase for FY 2023 local funds revenue (\$6,724,400), which is attributed to positive trends in personal property, sales, and meals taxes. Additionally, we are projecting a decrease of (\$75,650) from state revenue sources, a decrease in Federal contributions of (\$24,450) and an increase in fund balance use of \$1,025,700.

### **FUNDING FOR CORE SERVICES:**

The FY 2023 Proposed Budget provides funding for expenditures that are required for the continued operations of the City without reducing the level of services to the citizens of Winchester. The following are some of the major increases/(decreases) to the core services included in the proposed revenue neutral budget option:

- 4.0 percent COLA increase, 1.0 to 2.0 percent merit increase and a 2.0 percent adjustment to the pay scale (total cost of \$1,144,000 to the General Fund). These salary enhancements support City efforts to remain competitive with surrounding localities and assists our recruitment and retention efforts.
- Health insurance increase of \$430,700 for the General Fund.
- Increase of \$573,300 in personnel changes in the General Fund. Including five (5) new positions as follows: two (2) deputy sheriff positions; two (2) maintenance technicians; and one (1) information

technology position. Also funding for one (1) currently unfunded property maintenance inspector and to convert one (1) part-time finance specialist position to a full-time position.

- Increase of \$423,700 in the Information and Innovation Services department for ongoing annual licenses and subscription fees; and hardware/software replacement.
- Increase of \$359,000 for equipment replacement including public safety and public works vehicles.
- The City participates in the Northwestern Regional Adult Detention Center and the jail operating costs are allocated between the participating jurisdictions based on usage, the City allocation increased \$626,864 for FY2023.
- Increase of \$1,000,000 or 3.2% (total funding \$32,309,102) for the Winchester Public Schools (WPS). The WPS requested an increase of \$1,900,000 or 6.1%. The City is the major source of revenue (43.86%) for WPS along with State and Federal sources.

## **STAFFING:**

Another key component of the budget process was to review all staffing levels with the Council goal to “Support the City's high-performing operations with effective communication, innovation, and sound fiscal policies” in mind. As a result of the staffing analysis, the FY 2023 Proposed Budget includes thirteen new positions, and funding for one previously unfunded position as follows:

	<b>Department</b>	<b>Position</b>
New	Innovation & Information	Junior Network/System Administrator
New	Finance	Part-time to Full-time Finance Specialist I
New	Sheriff	2 Deputy Sheriffs
Funded	Inspections	Property Maintenance Inspector
New	Facilities Maintenance	2 Maintenance Technicians I
New	Social Services	Human Services Assistance
New	Social Services	Benefits Program Specialist
New	Grants Fund	3 Firefighters
New	Transit	Crew Supervisor
New	Utilities	Senior Utility Service Mechanic
New	Maintenance Fund	Grounds Maintenance Technician I

## **EQUIPMENT REPLACEMENT:**

The City recognizes the importance of providing employees with the tools they need to do their jobs effectively and efficiently, which is included in Goal 4 of the City’s adopted strategic plan. Therefore, the City implemented a Five-Year Equipment Replacement Plan in FY 2013 to address the growing need to replace worn and aging equipment. The plan is reviewed each fiscal year and serves as a dedicated funding source for future equipment funding. The General Fund FY 2023 allocation for equipment replacement will increase by \$359,000 over the FY 2022 allocation.

<b>Department</b>	<b>Equipment</b>	<b>Amount</b>
Sheriff	2 Replacement Vehicles	\$ 90,000
Police	4 Replacement Vehicles	160,000
Refuse	Small Refuse Truck Replacement	150,000
Refuse	Pickup Truck Replacement	30,000
Facilities Maintenance	2 new Vehicles	80,000
Grounds Maintenance	Pickup Truck Replacement	45,000
Grounds Maintenance	Dump Truck Replacement	65,000
Highway Maintenance	Heavy Duty Truck Replacement	65,000
Highway Maintenance	Pickup Truck Replacement	40,000

## **CAPITAL IMPROVEMENT PLAN (CIP):**

The CIP is a five-year plan for investment in facilities, transportation, schools, water, sewer, and stormwater infrastructure. Major projects that have recently been completed or are under construction include the Douglass Community Learning Center and Creamery Building renovations. These projects are mainly funded with general obligation bonds or reserves.

Transportation projects are funded mainly by federal and state grants and general obligation bonds. Ongoing projects include the final phase of the Green Circle Trail which started in 2009 and is an on-going project to construct a recreational trail around and through the City of Winchester for walking, jogging and bicycling. Other road and storm drainage improvement projects include North Cameron Street Drainage, Hope Drive Extension, Valley Avenue Drainage and Sidewalk improvements.

Utility projects are funded mainly by revenue bonds paid for by the water and sewer fees collected by the Utilities Fund. The City operates the third oldest distribution system in the United States, some of the existing water pipes are over 190 years old. Therefore, replacing existing water lines or lining existing sewer mains that are old and in poor condition is a necessity and is an ongoing project well into future years.

## **CAPITAL RESERVES:**

In 2012, the City amended the 2003 adopted Fund Balance policy to ensure that the City maintains a stable financial base. This policy requires that the City establish and keep an unassigned fund balance of 20% of the General Fund expenditures. In addition, a capital reserve of \$500,000 was established at the end of FY 2014, as of June 30, 2021, the capital reserve is \$1,300,000. As stated earlier, we project a healthy fund balance at the end of FY 2022 of \$26.6 million (29.6% of General Fund expenditures). This reserve will allow the City to complete numerous capital improvement projects during FY 2023 by using \$1,270,000 of fund balance, including Parks Eagles Field improvements, Social Services Building Roof Replacement, replace Mechanical System in the City Hall Elevator, Synthetic Ice Rink, and Athletic Field Lighting.

## **UNFUNDED REQUESTS:**

It is also important to recognize that there are many organizational needs and requests that are not included in the budget due to limited financial resources. Unfunded budget requests include:

Equipment requests - \$251,000  
Personnel requests - \$768,900  
Operating requests - \$690,649  
Information Technology requests - \$435,051  
Capital Improvement Projects - \$699,000  
School operating requests - \$400,000

Total Unfunded Requests\* \$3,244,600

\*2.8% of Original Budget Requests

## **ISSUES FOR THE FUTURE:**

The City has many challenges and opportunities as we look to the future. We would be overly optimistic if we did not anticipate future funding cuts from the State such as, K-12 education, reduced revenue sharing as well as increases in unfunded mandates.

- The City's OPEB funds are currently fully funded based on the market value of the trust funds and the City's funding policy. In FY 2022, the City expects to continue to see healthy returns on plan investments.



If current trends hold, the City will be able to draw funds from the trust to pay current year retiree health insurance premiums freeing up operating funds for other critical needs.

- Economic development and private investment in the City are critical to generating the revenue necessary to provide critical services to its citizens, such as public safety and infrastructure. The City should encourage and promote redevelopment and new construction through economic development tools which increase property values and enable the City to sustain services and infrastructure without rate increases.
- The City offers competitive benefits and insurance rates for its employees and has locked in the FY 2021 health insurance rates through FY 2022. Health insurance premiums continue to rise, so the City will need to review its benefits and look for innovative ways to remain an employer of choice in the region.
- The City's current strategic plan was developed in 2016 and updated in 2018. City Council and staff are currently working with a consultant to update the strategic plan goals and objectives based on public feedback.

The City of Winchester continues to achieve the strongest AAA credit rating from Standards & Poor's, an Aa2 rating from Moody's Investors Service and AA+ from Fitch Ratings. Sound financial management and policies pave the way for accomplishing the City's goals, such as maintaining a fund balance of at least 20% of expenditures, building a capital reserves fund for future investments in capital projects, and using one-time money such as grants and fund balance only for one-time expenditures and not for ongoing expenses.

I am extremely fortunate to be assisted by an unrivaled team who were instrumental in creating this budget for your consideration. Mary Blowe, Deputy City Manager and Chief Financial Officer and Celeste Broadstreet, Director of Finance, have worked tirelessly to provide invaluable analysis and review in the development of this document. I am also privileged to work with an incomparable team of Department Directors and staff who are proud to provide the highest quality public services to our residents, businesses and visitors.



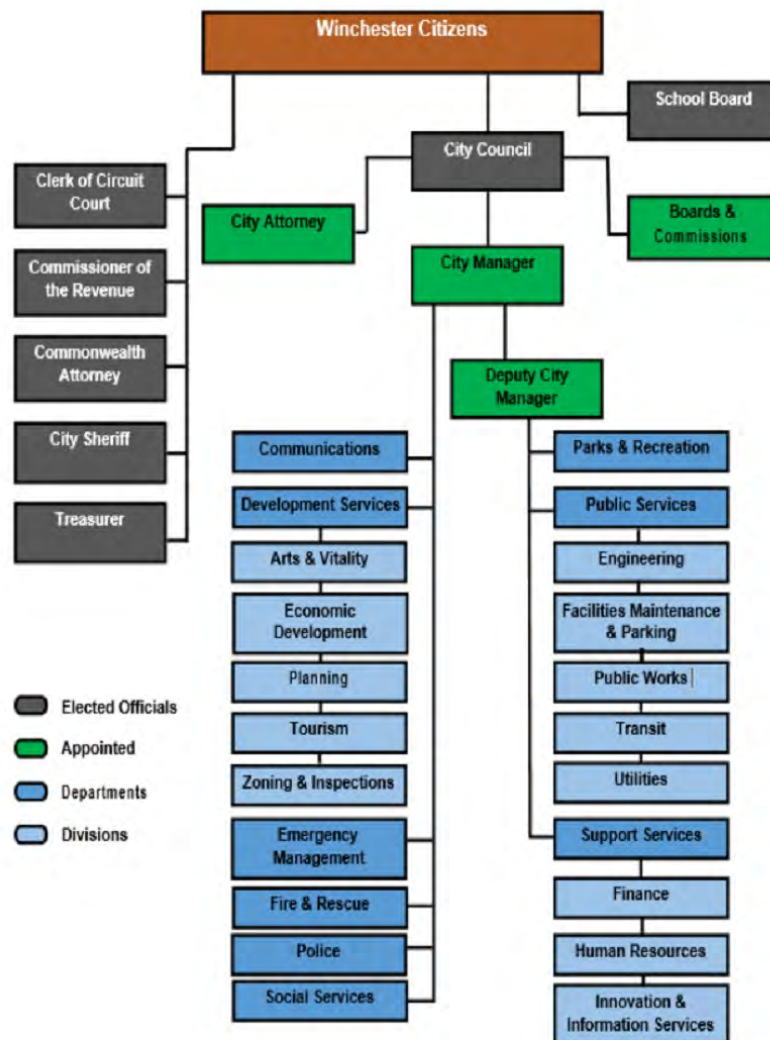
In conclusion, the City of Winchester's FY 2023 Adopted Budget is a sound fiscal document that provides resources to ensure a well-run City government and meets the needs of our community now and into the future.

Respectfully submitted,

Dan Hoffman  
City Manager

# ORGANIZATIONAL CHART

FY 2023 ANNUAL BUDGET





# Winchester Virginia CITY COUNCIL

FY 2023 ANNUAL BUDGET



**FIRST WARD**



**Les Veach**  
*First Elected 2008*



**Richard Bell**  
*Elected 2022*

**SECOND WARD**



**Evan Clark**  
*First Elected 2006*



**John Hill**  
*First Elected 2008*

**THIRD WARD**



**Kim Herstritt**  
*First Elected 2018*



**Corey Sullivan**  
*First Elected 2014*

**FOURTH WARD**



**Madelyn Rodriguez**  
*Appointed 2021*




**Phil Milstead**  
*First Elected 2020*

## 2022 Council Officers

Mayor and President:  
John David Smith, Jr.  
Vice-Mayor: John Hill  
Vice-President: Kim Herstritt





**John David Smith, Jr.**  
*First Elected Mayor 2016*

# Winchester Virginia STRATEGIC PLAN

FY 2023 ANNUAL BUDGET



The 2021 Strategic Plan is the guidebook that provides the direction for City staff to develop the FY 2023 budget. The proposed FY 2023 budget is a result driven document that focuses on the City's five main goals as developed through the strategic planning process.

The strategic plan is the product of many months of diligent work by City Council and City Staff and provides a benchmark for where we currently are, where we would like to be, and how we plan to get there. The City's updated Strategic Plan was developed during 2021. Visit the City's website at [Strategic Plan Progress Story](#) to view the entire plan.

CITY OF WINCHESTER, VA

# STRATEGIC PLAN

2021-2026

## GOALS

- 1 WORKING WINCHESTER**  
Promote economic opportunity for all residents through small business supports and workforce development
- 2 BUILDING WINCHESTER**  
Establish the foundation for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure
- 3 STRENGTHENING WINCHESTER**  
Foster a safe, healthy and diverse community for all with ample opportunities for recreation, wellness, and cultural activities
- 4 MOVING WINCHESTER**  
Facilitate the movement of people and goods around the city with comfortable sidewalks and trails, expanded transit, and safe streets
- 5 SUPPORTING WINCHESTER**  
Support the City's high-performing operations with effective and open communication, innovation, and sound fiscal policies

## MISSION

To provide a safe, vibrant, sustainable city while striving to constantly improve the quality of life in our community and the business climate for economic partners

## VISION

To be a beautiful, vibrant city with a thriving downtown, growing economy, and safe neighborhoods with a range of housing options and easy movement





## BUDGET PROCESS

The City prepares an annual budget in which each department within the City government is required to submit its estimate to the City Manager. The City Manager reviews the estimates and other data and recommends the annual budget to the Common Council under the following guidelines and procedures.

1. Budget preparation begins in October with departments assessing their needs and formulating their budget requests based on guidance from the City Manager. Department budget requests are due by December 31st of each year.
2. Revenue estimates are derived from a review of current and projected economic indicators, current and proposed federal and state legislation, knowledge of future events in the City and a review of historic trends.
3. Meetings are held between the departments and the City Manager to discuss their budget requests. Requests from departments are reviewed and evaluated for priority by the City Manager.
4. Meetings are held with the Finance Committee and other Council Committees as appropriate to review and discuss the budget requests.
5. Based on estimated revenues, funding is requested by the City Manager for the programs, services and staffing required to maintain an essential level of service or to provide for enhancements to programs identified as priorities by City Council.
6. City Council advertises the proposed real estate tax rate (mid to late March).
7. Prior to April 30 of each year, the City Manager submits to the Common Council a proposed operating and capital budget for the next fiscal year commencing the following July 1. The operating and capital budget includes proposed expenditures and the means of financing them.
8. City Council reviews the proposed budget and a public hearing is held to ensure the budget is responsive to citizen needs and to provide the public with an opportunity to comment.
9. After careful deliberation, the proposed budget, as modified for additions and deletions, the real estate tax rate and all other rates and levies are enacted by City Council as the adopted budget.
10. By law, local government budgets must be balanced; i.e., expenditures may not exceed revenues.
11. Prior to June 30, the annual budget is legally enacted through passage of an Appropriations Ordinance. The appropriated annual budget is adopted for the Governmental, Proprietary, and Fiduciary Funds of the primary government and the Winchester Parking Authority (WPA) and the School Board Component Units.
12. The Adopted Operating Budget takes effect July 1, the beginning of the fiscal year.
13. The Appropriations Ordinance is adopted at the fund, function and department level and places legal restrictions on expenditures at the departmental level. The appropriation for each department can be revised only by the Common Council. The City Manager is authorized to transfer budgeted amounts within general government departments. The School Board is authorized to transfer budgeted amounts within the School System's departmental categories.
14. All budgets are adopted on a basis substantially consistent with generally accepted accounting principles.
15. Appropriations lapse on June 30 for all City funds. Capital Improvement projects not completed at the fiscal year may be re-appropriated in the following budget year.
16. The budget can only be amended by the City Council after proper notice and public hearing.

## AMENDING THE BUDGET

The budget may be amended or revised in several ways. The City Manager is authorized to transfer amounts within departments. All other amendments in the form of transfers between departments or supplemental appropriations must be approved by City Council. In addition, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by publishing a notice of a meeting and a public hearing once in a newspaper having general circulation in the City at least seven days prior to the public hearing date. After hearing from citizens, City Council may amend the budget.

## BASIS OF BUDGETING

The City's budget is adopted annually on a basis consistent with generally accepted accounting principles (GAAP). Governmental and Fiduciary Funds use the modified accrual method of accounting under which revenues are recognized when they are both measurable and available to finance current expenditures; and expenditures are recognized when the services are incurred, or goods received. Enterprise Funds use the full accrual method of accounting, which recognizes the financial effect of events that impact the fund during the accounting period, regardless of whether cash was received or spent. The remaining funds are presented using the modified accrual method. All budget appropriations lapse at year-end. The accounting method used for City budgeting does not materially differ from that used for financial reporting (all funds), with the notable exceptions of depreciation and amortization, which are excluded for budgeting purposes and are included in the City's Comprehensive Annual Financial Report.

## BUDGET CALENDAR

Month	Action
November 2021	Budget Kick off meeting and departments begin development budgets
December 31, 2021	Deadline for Departments and Constitutional Offices to submit requests to Finance Department
February 1-18, 2022	Finance submits budget to City Manager for review; City Manager reviews budgets with Department Directors and Constitutional Officers
March 1, 2022	City Manager reviews budget options with Finance Committee
March 16, 2022	City Manager reviews selected budgets with Public Health and Safety Committee
March 22, 2022	City Manager presents FY2023 Proposed Budget Summary to City Council for Council feedback
March 24, 2022	City Manager reviews selected budgets with Planning and Economic Development Committee
April 5, 2022	City Manager reviews selected budgets with Finance Committee
April 12, 2022	Winchester Public School Budget Presentation to City Council
April 26, 2022	City Manager presents FY2023 Proposed Budget to City Council
May 10, 2022	City Council First Reading of FY2023 Budget Ordinance
May 24, 2022	Public Hearing and City Council Vote on FY2023 Budget





## BUDGET ORGANIZATION

The City's financial operations are budgeted and accounted for in numerous funds. A fund is a separate accounting unit. Funds are approved through the appropriation ordinance adopted by City Council. Within the Ordinance, reference is made to the Funds that comprise the overall budget, of which there are three basic types plus component units as illustrated in the Operating Funds Structure chart. The following funds are appropriated, except two of the Fiduciary Funds mentioned below:

### GOVERNMENTAL FUNDS

Government Funds account for activities primarily supported by taxes, grants, and similar revenue sources.

#### GENERAL FUND

The main operating fund for the City and accounts for expenditures which are not required to be accounted for in other funds and provides for the regular day-to-day operations. The sources of revenue are varied, but include local tax receipts, charges for services, various fees, Federal and State receipts. General government services and expenditures are organized in the following functions: Legislative, General Government, Judicial Administration, Public Safety, Public Works, Health and Welfare, Recreation and Cultural, Community Development, and Non-Departmental.

#### SPECIAL REVENUE FUNDS

Account for the proceeds of specific revenue sources (other than trusts for individuals, private organizations, or other governments or for major capital projects) that are legally restricted to expenditure for specified purposes. The City has the following Special Revenue Funds:

- Social Services Fund to account for the provision of health and welfare services. In addition to the General Fund transfer, financing is primarily provided by federal and state funds, which may be used only for this purpose.
- Highway Maintenance Fund to account for the proceeds of state street highway maintenance grants, and the related expenditure which is to be used for this purpose. This fund is only used for maintenance related expenditures, capital expenditures are recorded in other applicable funds.
- Transit Fund to account for federal and state grants and monies received and used for the operations of the City's public transit system.
- Emergency Medical Services Fund to account for the provision of emergency medical transportation services. Financing is provided by fees charged to customers and insurance providers.
- Winchester-Frederick County Convention and Visitors Bureau Fund to account for the costs of a shared visitors bureau. Financing is provided by the City of Winchester and Frederick County based on a Memorandum of Agreement.

- Law Library Fund to account for the purchase of reference material for the law library. Financing is provided by fees paid by local attorneys; such fees are limited to expenditures for this purpose.

## CAPITAL PROJECTS FUND

Each year the City adopts a five-year Capital Improvement Plan (CIP) Fund to account for the financing and construction of capital projects of the City government. Financing is provided by transfers from other Funds (primarily the General Fund); bond issues; federal and state aid; private contributions; and other outside sources.

## PROPRIETARY FUNDS

Account for operations that receive significant support from fees and charges and are operated on the accrual basis of accounting.

1. Enterprise Funds account for the fees charged to users for goods and services provided. The City's Utilities Fund provides water and sanitary sewer service to approximately 11,000 customers located within the City and in specific areas of Frederick County, Virginia.
2. Internal Service Funds are used to account for fees charged to other funds for goods or services provided on a cost reimbursement basis. The City has two internal service funds, Equipment Operating Fund and Employee Benefits Fund.

## FIDUCIARY FUNDS

Fiduciary Funds are used to account for resources held for the benefit of parties outside the government. The City has two appropriated fiduciary funds: Northwestern Regional Jail Authority Construction Fund and Northwestern Regional Juvenile Detention Center Fund. The accounting used for fiduciary funds is much like that used for proprietary funds. The City has two other fiduciary funds; the Special Welfare Fund and Economic Development Authority Fund which are included in the financial statements but are not appropriated with the budget.

## COMPONENT UNITS

Component Units are legally separate organizations for which the City is financially accountable but does not provide services exclusively to the City, and therefore its financial information is reported in a separate column on the City's government-wide financial statements.

1. School Board: In November 2019 the residents of Winchester voted via a referendum to transition from an appointed School Board to one that is elected. The School Board consists of seven members, four of the seats were elected in November 2020 and the remaining seats will be elected in November 2022. The Board is authorized to oversee the operation and management of the City's primary and secondary school system. The School Board sets its own budget and requests an annual transfer from the General Government. Excess of revenues over expenditures are returned to the General Government at each year-end and reappropriated to the School Board the following fiscal year. These excess funds are available for the School Board's use in future years for capital improvement projects. The School Board does not have the ability to raise taxes or issue debt. All debts are issued by the General Government and associated debt service payments are budgeted by the General Government.
2. The Winchester Parking Authority (WPA) operates and maintains four parking garages, on-street parking meters, and off-street parking meters. The WPA has the authority to issue revenue bonds for the Parking Authority, payable solely from its revenues. The WPA is responsible for the imposition and



collection of parking rates, rentals, fees, and charges for the use of and for the services furnished by the parking facilities. All members of the WPA are appointed by the City's Common Council.

## BUDGET EXPENDITURES

---

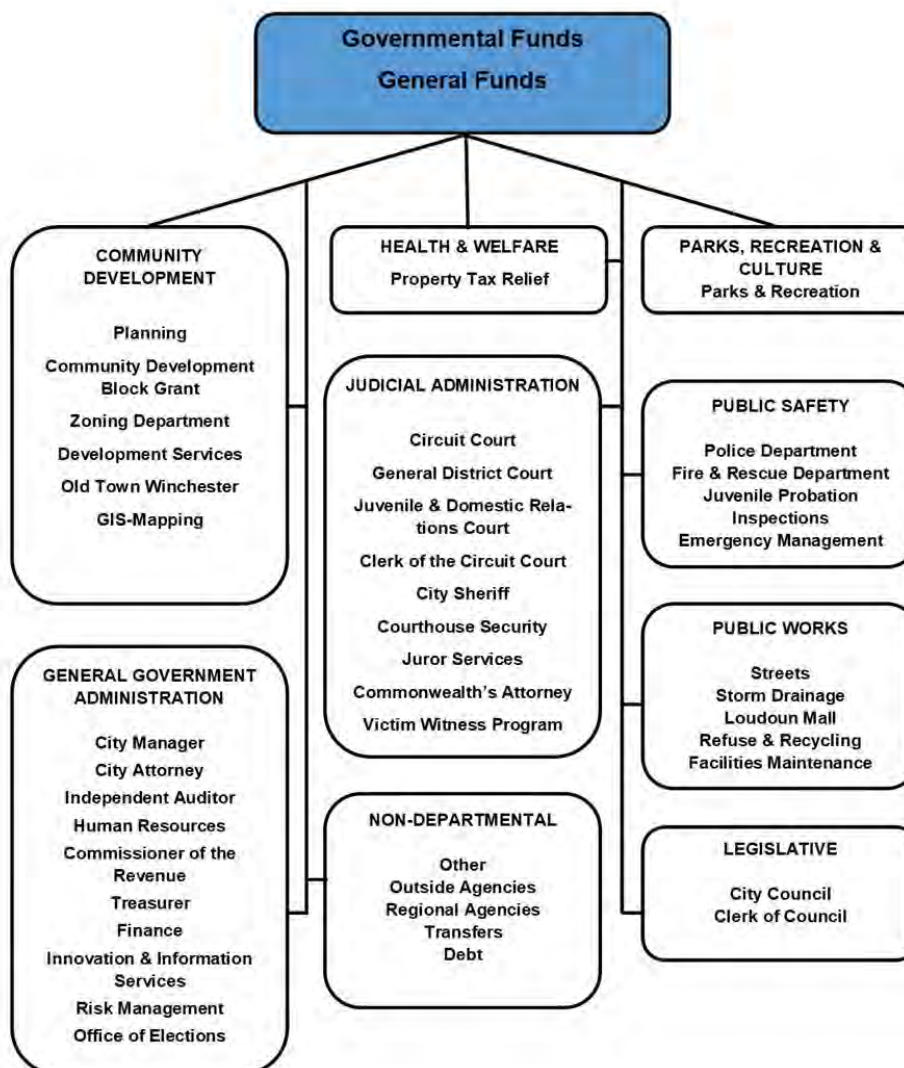
Budget expenditure sections (Departments and Divisions) are organized according to categories prescribed by the Commonwealth of Virginia's Auditor of Public Accounts. Departmental summaries may be found in the Budget Summary section of this document. Funds are further divided into Department and Divisions, such as the Public Safety Department which has a specific Division for Police. These budgetary units are based on function and are used for planning and reporting departmental activities. See the [Operating Funds Structure diagrams](#).

The budgeted expenditures within Division are delineated by Budget Line Items which further break down expenses into specific categories which is necessary to provide the City with the data needed to comply with its many reporting requirements. The City uses a fourteen-digit account number format where the first three digits represent the Fund, the next four digits represent the Department and Division, the next three digits represent the Activity and Sub Activity, the next four digits represent the element (expenditure category) and the object (expenditure detail). For example: Account number 111-3111-431-11-01

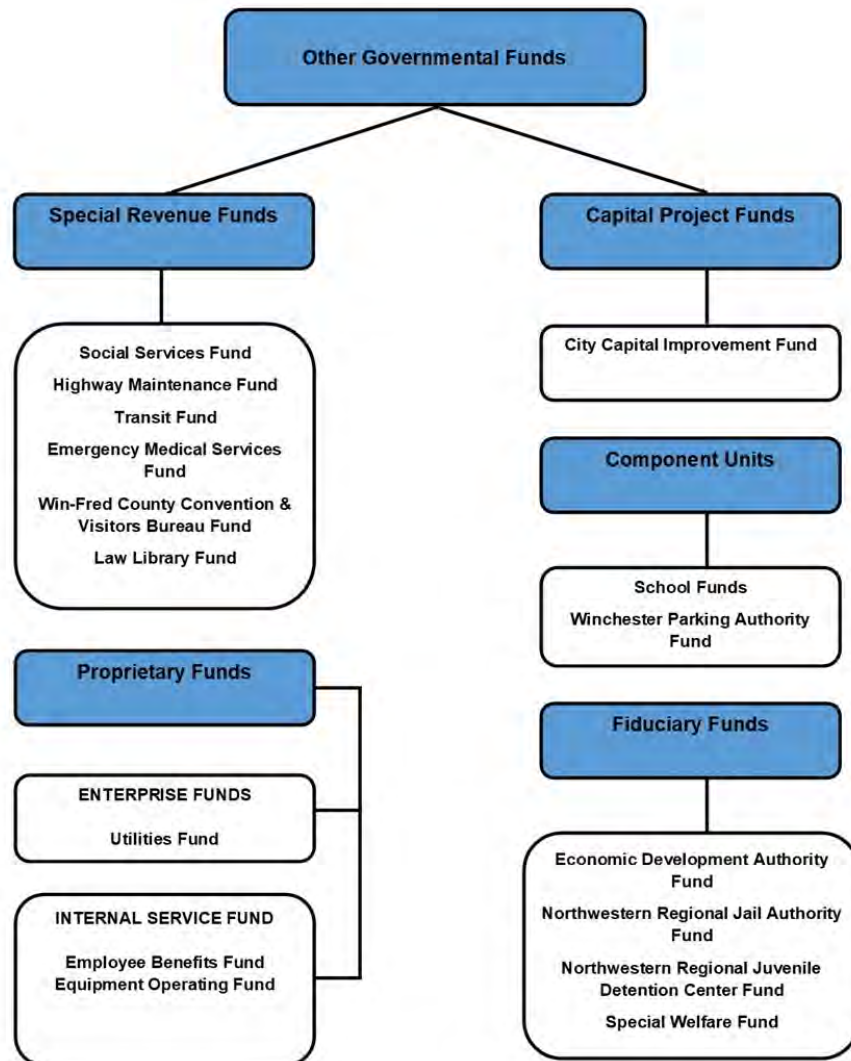
# OPERATING FUNDS STRUCTURE

FY 2023 ANNUAL BUDGET

## Operating Funds Structure



## Operating Funds Structure





# LONG RANGE FINANCIAL PLANNING AND FORECASTS

FY 2023 ANNUAL BUDGET



## LONG RANGE PLANNING

The City's long-range financial plan aligns the strategic goals of City Council with the financial resources needed to deliver programs and services to meet the needs of the community. A five-year forecast is a planning tool that helps with fiscal management and accountability by showing historical and projected revenue and expenditures, provides an opportunity to engage the community and anticipate and adapt to economic conditions that impact the budgeting process. The City's financial forecast is based on City Council priorities; historical revenue performance; expenditure trends; maintaining competitive salaries and benefits; maintaining school funding; and following the City's financial policies.

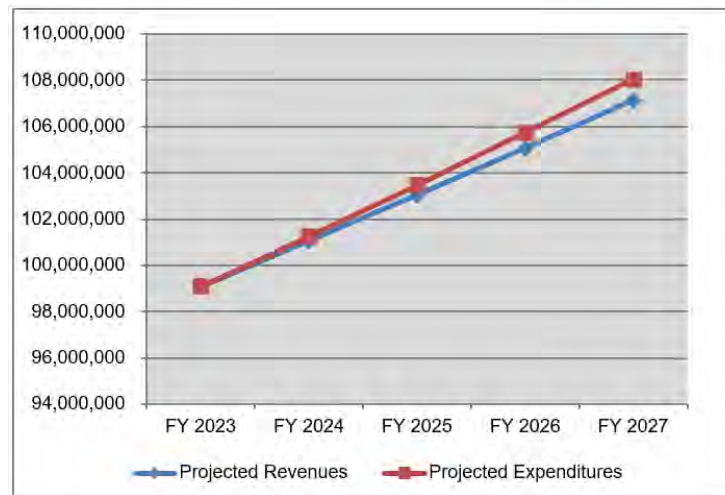
The City's budget serves as a roadmap to implement the strategic plan and outline a vision for the community, identifying priorities and providing a means to measure success in achieving the desired outcomes. In addition to the City budget, the City utilizes an on-line platform Town Hall to gather public feedback on projects via surveys and public comment. This information is analyzed and is incorporated as appropriate in project and budget planning. The City's FY 2023 budget projections for local revenues are based on the FY 2022 actual revenues and historical trends. The City is well position to deal with any negative impacts from the ongoing pandemic due to its strong management, healthy reserves and financial policies. During FY 2022, the City saw significant increases in sales, meals and lodging taxes due to the robust economic recovery from the COVID-19 pandemic. The FY 2023 is projecting a 3.7% increase in general property taxes, 14.0% increase in other local taxes, (including 23.8% increase in sales tax revenues). Overall, the FY 2023 budget is 8.2% higher than the FY 2022 budget. The City will continue to monitor revenues and expenditures and adjust as necessary to the changing environment.

The City values real property every two years. The last City real estate reassessment dated January 1, 2021 resulted in an average taxable property assessment value increase of 6.1%. The housing market has continued to be strong with increasing values; therefore, the City expects to see moderate growth in real estate taxes in FY 2023 equal to or greater than the last reassessment. City Council will have the option to maintain the real estate tax at at \$0.93 cents per \$100 of assesed value or lower the 2023 rate to a revenue neutral rate to be determined once the reassessment is completed.

Factored into the financial planning model are anticipated future major capital projects and any ongoing associated operating costs. The City is excited to be partnering with a local Volunteer Fire Company and planning for it's first City owned fire station. And the City is in the process of entering a partnership agreement with a local organization leveraging City and private funds to renovate and improve soccer fields in the City's Park. The Five-Year Capital Improvement Plan also includes funding for several road improvements projects that will leverage State revenue sharing funds and general obligation bonds. In addition, Winchester Public Schools is planning for HVAC improvements at several of it's school facilities.

Going forward, City Council will need to carefully address tax rates and focus on diversifying the resources that the City currently has, such as increased redevelopment efforts throughout the City. City departments operationally will need to continue to find efficiencies and reduce departmental costs or find additional sources of revenue to mitigate any forecasted future revenue shortfall. These projections are based on past trends and anticipated future trends; however, it should be noted that these projections are not future commitments and are only presented for planning purposes and subject to change.

## PROJECTED REVENUES AND EXPENDITURES FY 2023 - FY 2027



## FY 2023 - FY 2027 REVENUE PROJECTIONS

Major Revenue Sources					
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Real Estate Tax	33,089,000	33,750,780	34,425,796	35,114,312	35,816,598
% change	-0.1%	2.0%	2.0%	2.0%	2.0%
Personal Property Tax	15,377,900	15,685,458	15,999,167	16,319,151	16,645,534
% change	12.8%	2.0%	2.0%	2.0%	2.0%
Business License Taxes	7,609,500	7,723,643	7,839,497	7,957,090	8,076,446
% change	13.4%	1.5%	1.5%	1.5%	1.5%
Sales Taxes	12,500,000	12,750,000	13,005,000	13,265,100	13,530,402
% change	23.8%	2.0%	2.0%	2.0%	2.0%
Meals Taxes	9,530,500	9,721,110	9,915,532	10,113,843	10,316,120
% change	11.7%	2.0%	2.0%	2.0%	2.0%
Other Revenues	20,975,200	21,402,752	21,839,425	22,285,411	22,740,904
% change	-1.4%	2.0%	2.0%	2.0%	2.0%
<b>Total Revenues*</b>	<b>99,082,100</b>	<b>101,033,742</b>	<b>103,024,417</b>	<b>105,054,905</b>	<b>107,126,003</b>
% change	-1.4%	2.0%	2.0%	2.0%	2.0%

\*Less one-time fund balance usage.

These five revenue sources comprise approximately 78.8% of the General Fund's operating budget, not including one-time fund balance usage in FY 2023:

Real Estate Tax: The total value of real taxable property, including new construction, increased by 6.1% in FY 2022. The City assesses real property every two years; the latest assessment was effective January 1, 2021. Residential assessments increased by 10.8% and multi-family assessments increased by 10.3%. The

next reassessment will be effective January 1, 2023. Growth projections based on historical trends following a large increase are 2.0% in future years.

**Personal Property Tax:** In addition to changes in personal property tax assessments, this revenue may also grow as the burden is shifted from the State (frozen Car Tax Relief) to the taxpayer. State car tax relief percentages are adjusted and approved by City Council every year. Due to inflationary pressures and the demand for used cars we are projecting a significant increase of 12.8% for FY 2023. However, based on historical trends projections are 2% in future years.

**Business License Taxes:** Based on FY 2022 revenues we are projecting a significant increase of 13.4% for FY 2023. The City's local economy remains strong and continues to grow due to the City's location within the Shenandoah Valley and proximity to Washington D.C., therefore, growth projections are 1.5% in future years.

**Sales Taxes:** This revenue has shown consistent growth over the 5 years prior to COVID-19 and only saw a one-year dip in FY 2021 due to the pandemic. After an adjustment in FY 2022 for the pandemic, historical trends and state projections, the City anticipates the growth to continue at a modest 2.0% per year.

**Meals Taxes:** Historically, due to the City's central location in the region its meals tax revenue has been strong, and we saw significant growth in this revenue during FY 2022. The FY 2023 revenue is projected to increase 11.7%. We anticipate future year revenues will return to historical trends, so growth projections are 2.0% in future years.

## FY 2023 - FY 2027 EXPENDITURE PROJECTIONS

Major Expenditure Sources	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Local School Contribution	32,039,102	32,679,884	33,333,482	34,000,151	34,680,154
% change	3.2%	2.0%	2.0%	2.0%	2.0%
Employee Salaries & Benefits	31,383,400	32,167,985	32,972,185	33,796,489	34,641,401
% change	7.6%	2.5%	2.5%	2.5%	2.5%
Debt Service	12,555,000	12,806,100	13,062,222	13,323,466	13,589,936
% change	8.0%	2.0%	2.0%	2.0%	2.0%
NWRDC Regional Jail	5,626,066	5,766,718	5,910,886	6,058,658	6,210,124
% change	12.5%	2.5%	2.5%	2.5%	2.5%
Social Services/CSA	3,518,658	3,589,031	3,660,812	3,734,028	3,808,709
% change	3.9%	2.0%	2.0%	2.0%	2.0%
Other Expenditures	13,959,874	14,239,071	14,523,853	14,814,330	15,110,617
% change	14.0%	2.0%	2.0%	2.0%	2.0%
<b>Total Expenditures*</b>	<b>99,082,100</b>	<b>101,248,789</b>	<b>103,463,439</b>	<b>105,727,123</b>	<b>108,040,941</b>
% change	-1.4%	2.2%	2.2%	2.2%	2.2%

\*Less one-time fund balance usage.

**Local School Contribution:** The City does not have a set funding formula for the Winchester Public Schools. The Winchester Public School Board adopts a proposed budget with the recommended local funding amount included. The City Manager then makes a recommendation for the School contribution to City Council based on the City's projected revenues and expenditures.

**Employee Salaries and Benefits:** This represents the total amount needed to cover employee's salaries and benefits. The future projected growth is 2.5% per year.

**Debt Service:** These funds are required to pay off the City's long-term debt and are based on the Five-Year Capital Improvement Plan and Debt Service payment schedules.



NWRDC Regional Jail: These funds are required to pay for the City's share of the Adult Regional Jail costs. It is difficult to project these costs as they are driven by inmate population and operational costs of the Jail.

Social Services/CSA: The City of Winchester is the fiscal agent for funds provided under the Comprehensive Services Act (CSA). The City of Winchester is responsible for the overall administration of these funds in accordance with state and local policy. The purpose of these funds is to preserve families and provide appropriate services while protecting the welfare of children and maintaining the safety of the public. With recent changes at the State level, there has been an increase in residential placements pushing the budget for the City of Winchester higher. There are also more children being served with these funds.

# Winchester Virginia COMMUNITY PROFILE

FY 2023 ANNUAL BUDGET



## COMMUNITY PROFILE

The City of Winchester is located in the northern tip of Virginia in the Shenandoah Valley. Winchester, founded in 1744, is the oldest city in Virginia west of the Blue Ridge Mountains. The City currently occupies a land area of 9.3 square miles and serves a resident population of approximately 28,310. Two major interstate highways, I-81 and I-66, and four major state highways, Routes 50, 7, 11, and 522, provide direct access to eastern markets, including Washington, D.C., 72 miles away, and Baltimore, MD, 97 miles away. As a regional employment and health care center, the City's daytime population increases to approximately 41,000.

The City of Winchester has a Council/Manager form of government. The nine-member Council consists of a Mayor and eight Councilors elected from four wards in the city with each ward electing two members from the territory of the ward, and the mayor elected at-large and serving for a period of four years. In the governance of the City, the Council is charged with the responsibility of establishing policies and enacting ordinances and resolutions. The Council elects one of the councilors to serve as President for a two-year term. The City Manager is appointed by the Council and is charged with the responsibility of administering daily operations and implementing Council directives.

The City provides a full range of services, including the following: police and fire protection; emergency response and rescue services; education; water and sewer services; refuse removal and disposal services; construction and maintenance of highways, streets and infrastructure; parks and recreational activities; cultural events; parking facilities; transit services; social services; planning and zoning; and general administration. All moneys required to support these services are reflected in this budget.



## CITY GOVERNMENT

Founded - 1744  
 Date of the Town Charter - 1752  
 Date of the Independent City  
 Charter - 1874  
 Form of Government - Council-  
 Manager  
 City Employees - December  
 2021\* - 635  
 \*Includes Part time employees.

### Taxes

Real Estate Tax Rate  
 CY 2021:  
 \$0.93  
 CY 2022:  
 \$0.93  
 Personal Property Tax Rate  
 CY 2020 Personal/Business:  
 \$4.80/\$4.50  
 CY 2021 Personal/Business:  
 \$4.80/\$4.50

### City Finances – Bond Rating

Standard & Poor's - AAA  
 Moody's Investors Service, Inc. -  
 Aa2  
 Fitch - AA+

Land Area - 9.3 Square Miles  
 Paved Lane Miles - 223.7 miles  
 Sidewalks - 133.0 miles

## DEMOGRAPHICS

### Population

2020 U.S. Census - 28,310  
 2010 U.S. Census - 26,203  
 1990 U.S. Census - 21,947

### Population Percent Change (2010-2020)

Winchester - 9.5%  
 Virginia - 9.3%

### Age (2020 est.)

Persons under 19 years - 29.4%  
 Persons 20-64 - 53.9%  
 Persons 65 years and over -  
 16.7%

### Race and Ethnicity (2020 est.)

White - 64.9%  
 Hispanic or Latino - 17.8%  
 Asian - 2.1%  
 Black or African American -  
 10.0%  
 Other - 5.2%

High School graduate or higher  
 percent of persons of age 25  
 years+ (2016-2020) - 86.2%

Bachelor's degree or higher  
 percent of persons of age 25  
 years+ (2016-2020) - 34.3%

## OTHER

### Unemployment      Mar 2021 Mar 2022

City of Winchester 4.0%  
 2.3%  
 Virginia 5.1%  
 3.0%  
 United States 6.2%  
 3.6%

### Median Household Income (2020)

Winchester - \$61,102  
 Virginia - \$74,222

### Housing Units

2020 U.S. Census - 10,669  
 2010 U.S. Census - 11,872  
 2000 U.S. Census - 10,321

### Average Household Size

2020 U.S. Census - 2.52  
 2010 U.S. Census - 2.39

### Largest Private Employers (2020)

Valley Health System  
 Shenandoah University  
 Wal-Mart  
 Ignite Holdings, LLC.  
 American Woodmark Corporation.  
 O'Sullivan Films, Inc.

## PRINCIPAL PROPERTY TAXPAYERS

	<u>Total Assessed Value</u>
1. Mayflower Apple Blossom LP	\$ 39,318,700
2. TSO Winchester Station LP	24,010,600
3. Denstock Meadow Branch LLC	23,561,300
4. PDK Winchester LC	20,989,400
5. Rubbermaid Commercial Prod Inc	20,389,000
6. Canterbury Hill LLC	20,180,700
7. Wal-Mart Realty Company	19,477,400
8. DDRM Apple Blossom Corners LLC	18,405,900
9. Jubal Square LLC	16,450,500
10. PV Associates LLC	14,688,300
Total	\$ 217,471,800





## REAL PROPERTY TAX RATE TAX COMPARISON

City	Population	Tax Rate
Winchester	28,310	\$0.93
Lynchburg	81,266	1.11
Charlottesville	49,447	0.95
Harrisonburg	54,049	0.86
Staunton	25,110	0.92
Roanoke	99,795	1.22

## EMPLOYMENT BY INDUSTRY

The largest major industry sector was Health Care and Social Assistance with 28.6% of the employment followed by Retail Trade with 17.3%, and Government with 12.3%. The following is a listing of major industries and the number of employed in those sectors for the 4th quarter of 2021 in the City of Winchester.

INDUSTRY GROUP	EMPLOYEES
Health Care and Social Assistance	7,121
Retail Trade	4,317
Government	3,071
Accommodation and Food Services	2,364
Management of Companies and Enterprises	1,318
Manufacturing	1,310
Educational Services	1,195
Professional, Scientific, and Technical Service	834
Administrative and Support and Waste Management	804
Other Services (except Public Administration)	599
Finance and Insurance	544
Wholesale Trade	300
Construction	283
Arts, Entertainment, and Recreation	276
Transportation and Warehousing	231
Real Estate, Rental and Leasing	193
Information	95

## ECONOMIC OUTLOOK AND CONDITION

Winchester's economy continues to show signs of continued strength and growth in a robust and diverse manner. Job creation in the city and Metropolitan Statistical Area (MSA) remains strong and since hitting a low point in 2010 with 53,100, our MSA has seen consistent private sector investment leading to a current job total of 68,901. With the overall growth of the region, Winchester has seen the significant interest from outside businesses and developers accelerate.



## EMPLOYMENT BY SECTORS

Employment in the Health Care and Social Assistance field has continued to show moderate growth in Winchester, but with Manufacturing, Transportation/Warehousing, Construction and Administrative/Support seeing an annual growth of 1.0%, 2.0%, 1.4% and 1.5% respectively, the economy is seeing continued diversification and less reliance on single employers/industry sectors. As an employment sector Health Care and Social Assistance counts for roughly 15.1% of the region's total employment, has continued to expand, remains the region's largest employment sector, and has seen a healthy rebound since dipping during the 2020 pandemic. The Health Care and Social Assistance sector has a projected average annual growth rate of 1.1% with current employment numbers being at 10,280 for the region.

Employment in the Accommodation and Food Service industry historically showed growth in the Winchester, MSA but numbers dropped in 2020-2021 from 4,936 employees to 4,572. This drop can be directly attributed to the Coronavirus pandemic and the disproportionate impact it had on the hospitality industry. Fortunately, employment growth in this sector is currently regrowing to pre-pandemic numbers. Currently, the city boasts 4,922 employees in this sector, only 14 below pre-pandemic numbers.

Winchester's continued growth pattern provides valuable information into the growing employment sectors and the overall economic health of the community. Our exponential growth in the health care and social assistance sector displays our prominence as the professional medical hub of the Northern Shenandoah Valley region. Further, it is an indicator of Winchester's overall environment and provides evidence that the community will continue its economic growth and advancement into the future. The city serves as the economic, cultural, financial, legal, real estate, political/government and social center of the northern Shenandoah Valley.

## RECENT DEVELOPMENTS

The COVID-19 outbreak and measures implemented to contain its spread have altered, and continue to alter, business operations and citizens' behavior in a manner that is having negative effects on global and local economies, including the City's. Since the start of the COVID-19 pandemic, these measures have included, at various times, statewide mask-wearing and social distancing guidelines, limitations on public and private in-person gatherings, the closure of certain businesses deemed non-essential, a statewide stay-at-home order, and the cancellation of in-person instruction at schools. Over time, some restrictions have been lifted or eased, but, in some cases, have subsequently been re-imposed depending on the trends in new cases and hospitalizations. On May 14, 2021, the Governor lifted the public health restrictions imposed to mitigate the spread of COVID-19, citing the effectiveness and wide availability of the COVID-19 vaccines. In addition, the Governor's declaration of a state of emergency expired on June 30, 2021.

At this time, it remains difficult to predict the continuing impact of the COVID-19 pandemic on the City's economy and operations. While the Common Council adopted the FY 2023 budget on May 24, 2022, City staff and the Common Council continue to monitor the financial and operating effects of the pandemic and expect to amend the FY 2023 budget as needed to address changing conditions and expectations.

Based on preliminary projections for FY 2022, the City's real estate tax revenues are expected to meet budget projections, while sales, personal property, occupational license, lodging and meals taxes appear to have exceeded budget projections. Total City revenues for FY 2022 are projected to exceed budget expectations by approximately \$5 million.

The City has received approximately \$4.9 million in federal funding under the Coronavirus Aid, Relief, and Economic Security (CARES) Act (of which approximately \$2.5 million was received in FY 2020 and \$2.4 million was received in FY 2021). The City has used approximately \$0.9 million to provide small business grants through the City's Economic Development Authority and approximately \$0.6 million to provide assistance to local non-profits. The remaining funds have been used to offset costs associated with preparing and responding to the COVID-19 pandemic. Of the total CARES Act funding received, the City spent approximately \$750,000 in FY 2020 and the remaining \$4,150,000 in FY 2021. The City received approximately \$6.2 million of funding under the American Rescue Plan Act (ARPA) in fiscal year 2021 and expects to receive an additional \$6.2 million of ARPA funding in FY 2022. The Common Council has appropriated the first round of funding for a range of purposes including revenue replacement, COVID-19-related facility improvements, water quality and sanitation, digital services improvements and homeowner assistance.

There can be no assurance that new executive orders and mandates will not be issued in order to mitigate the continued effects of the COVID-19 pandemic. In addition, all of the short-term and long-term effects of the pandemic on the economies of the United States, the Commonwealth and the City cannot be determined at this time, and such effects may be materially adverse to the operating and financial conditions of the United States, the Commonwealth and the City.

## LOCAL ECONOMY

The City of Winchester is in the northern tip of Virginia in the Shenandoah Valley. Winchester, founded in 1744, is the oldest city in Virginia west of the Blue Ridge Mountains. The city currently occupies a land area of 9.3 square miles and serves a resident population of approximately 28,310. Winchester's regional labor force participation rate (civilian population 16 years old and over) stands at 65.4% percent of the population, or 18,591 people. Of individuals 25 years old and older in Winchester, 34.3% have a bachelor's degree or higher which compares with 32.9% in the nation.

Two major interstate highways, I-81 and I-66, and four major state highways, Routes 50, 7, 11, and 522, provide direct access to eastern markets, including Washington, D.C., 72 miles away, and Baltimore, 97 miles away. The city is the first substantial community encountered upon when traveling west after passing the Blue Ridge Mountains and is surrounded by Frederick County.

As a regional employment and health care center, the city's daytime population increases by approximately 13,000 people due to commuters, which raises the population to approximately 41,000.

The City is the region's commercial, industrial, and medical center serving a 75-mile radius. Because of the City's position as a regional economic center and its extensive highway system, the City's workforce is





drawn from a substantially broader area. Employers in the area offer a wide variety of private sector jobs ranging from agriculture, forestry, and manufacturing, to retail, professional, educational, and medical services.



## VALLEY HEALTH SYSTEMS

The City's largest employer is Valley Health Systems, which owns and operates the Winchester Medical Center and five smaller primary care hospitals in the region along with other related services such as urgent care clinics, home health services, a childcare facility, and transport services. As a level II trauma center, the Winchester Medical Center is a non-profit, regional referral hospital, serving the tri-state region surrounding the city. The 445-bed facility offers a full range of inpatient and outpatient diagnostic, medical, surgical and rehabilitative services. Valley Health has shown additional commitment to growth of and excellence in healthcare offerings in Winchester by investing \$30 million in a medical office building on their Winchester campus. In addition to Valley Health's growing presence in Winchester, the healthcare sector is growing through alternative providers expanding within the City of Winchester as well. Healthcare Development Partners have received approval for and began the development of an investment of approximately \$50 million into the former Winchester Medical Center hospital site on Cork Street. This facility would consist of a mix of residential and medical offerings broadening the city's appeal as a destination for healthcare services but also for retirement.

## SHENANDOAH UNIVERSITY

Also, located within Winchester is Shenandoah University, a United Methodist Church-affiliated institution, which was founded in 1875 in Dayton, Virginia, and moved to Winchester in 1960. Today, Shenandoah University has an enrollment of approximately 4,000 students. These students participate in more than 200 programs of study at the undergraduate, graduate, doctorate and professional levels in seven schools: the College of Arts and Sciences, School of Business, School of Health Professions, Shenandoah Conservatory, School of Pharmacy, School of Nursing, and School of Education and Human Development. The University has continued to grow and despite the impacts of COVID-19, 2020 saw the largest Freshman class in SU's history.

*Shenandoah University photo by Caleb Rouse.*





## SHOPPING

The City serves as the major retail center for the region. Apple Blossom Mall, an enclosed regional shopping center, contains Belk, J.C. Penney, and AMC Classic Cinema as its anchors, along with an additional 85 specialty stores. Plazas such as Apple Blossom Corners, Winchester Crossing, Winchester Station and Winchester Plaza house Martin's, Staples, Kohl's, Home Goods, Books-A-Million, Michael's, Old Navy, Bed Bath and Beyond, Dick's Sporting Goods, and Planet Fitness. Also, serving the area are a Wal-Mart Supercenter, Lowe's, Home Depot, Target, T.J. Maxx, and PetSmart. There are also several anchorless retail centers and one lifestyle center that houses Ann Taylor Loft, Talbots, Jos A Bank Clothier, J Jill, and other high-end retail stores. The city is also home to several national chain restaurants. The city also has several class A office buildings serving the professional services sector and business service entities.

The Old Town Mall, a pedestrian mall in the City's downtown, offers a wide range of boutiques, specialty shops and restaurants and is often viewed as the cultural center of the community. Recent revitalization efforts have led to continued investment in real estate and 11 new businesses opened in Old Town in 2020, even amidst a pandemic.

In addition to the retail and healthcare industries, another top industry in Winchester is manufacturing, with large and medium-sized companies that include Continental AG, National Fruit Company (White House Foods), Rubbermaid Commercial Products, and Ashworth Brothers, Inc. The companies in Winchester's manufacturing industry provide more than 1,500 jobs for the city.



# Winchester Virginia BUDGET SUMMARY

FY 2023 ANNUAL BUDGET



## ALL FUNDS SUMMARY - REVENUE

### General Fund Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
<b>Local</b>				
General Property Taxes	\$45,850,960	\$46,746,900	\$48,466,900	\$1,720,000
Other Local Taxes	\$33,685,972	\$32,256,600	\$36,779,600	\$4,523,000
Permits, Privilege Fees	\$345,145	\$441,200	\$511,100	\$69,900
Fines and Forfeitures	\$62,821	\$125,000	\$85,000	-\$40,000
Revenue, Use of Money	\$121,508	\$257,000	\$525,000	\$268,000
Charges for Services	\$857,702	\$1,629,900	\$1,843,300	\$213,400
Miscellaneous Revenue	\$844,427	\$954,300	\$814,800	-\$139,500
Recovered Costs	\$918,908	\$883,600	\$993,200	\$109,600
<b>LOCAL TOTAL</b>	<b>\$82,687,443</b>	<b>\$83,294,500</b>	<b>\$90,018,900</b>	<b>\$6,724,400</b>
State	\$6,548,373	\$6,603,750	\$6,528,100	-\$75,650
Federal	\$4,545,868	\$1,059,550	\$1,035,100	-\$24,450
Other Financing Sources	\$13,981,708	\$2,067,200	\$3,092,900	\$1,025,700
<b>TOTAL</b>	<b>\$107,763,392</b>	<b>\$93,025,000</b>	<b>\$100,675,000</b>	<b>\$7,650,000</b>

### Social Services Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
<b>Local</b>				
Recovered Costs	\$510	\$0	\$0	\$0
<b>LOCAL TOTAL</b>	<b>\$510</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
State	\$4,025,881	\$3,889,082	\$4,588,499	\$699,417
Federal	\$3,172,280	\$3,512,878	\$3,904,843	\$391,965
Other Financing Sources	\$3,235,401	\$3,387,040	\$3,518,658	\$131,618
<b>TOTAL</b>	<b>\$10,434,072</b>	<b>\$10,789,000</b>	<b>\$12,012,000</b>	<b>\$1,223,000</b>

### City Grants Fund Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
Federal	\$0	\$0	\$8,141,000	\$8,141,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,141,000</b>	<b>\$8,141,000</b>

### Highway Maintenance Fund Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
<b>Local</b>				
Revenue, Use of Money	\$1,752	\$0	\$0	\$0
Miscellaneous Revenue	\$2,075	\$0	\$0	\$0
Recovered Costs	\$762	\$0	\$0	\$0
<b>LOCAL TOTAL</b>	<b>\$4,590</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
State	\$3,400,576	\$3,441,000	\$3,561,000	\$120,000



	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
<b>Federal</b>	\$3,713	\$4,000	\$4,000	\$0
<b>Other Financing Sources</b>	\$3,158	\$0	\$105,000	\$105,000
<b>TOTAL</b>	<b>\$3,412,036</b>	<b>\$3,445,000</b>	<b>\$3,670,000</b>	<b>\$225,000</b>

#### Transit Fund Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
<b>Local</b>				
Charges for Services	\$77,188	\$30,000	\$30,000	\$0
Miscellaneous Revenue	\$6,311	\$0	\$0	\$0
<b>LOCAL TOTAL</b>	<b>\$83,498</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>
<b>State</b>	\$249,183	\$189,000	\$396,500	\$207,500
<b>Federal</b>	\$764,455	\$1,046,000	\$2,639,000	\$1,593,000
<b>Other Financing Sources</b>	\$115,375	\$0	\$146,500	\$146,500
<b>TOTAL</b>	<b>\$1,212,511</b>	<b>\$1,265,000</b>	<b>\$3,212,000</b>	<b>\$1,947,000</b>

#### Emergency Medical Services (EMS) Fund Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
<b>Local</b>	\$1,142,425	\$1,150,000	\$1,150,000	\$0
<b>Federal</b>	\$43,437	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,185,862</b>	<b>\$1,150,000</b>	<b>\$1,150,000</b>	<b>\$0</b>

#### Winc-Fred Co Convention & Visitor's Bureau Fund Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
<b>Local</b>				
Revenue, Use of Money	\$128	\$0	\$150	\$150
Miscellaneous Revenue	\$421,185	\$408,500	\$525,350	\$116,850
Recovered Costs	\$0	\$10,000	\$20,000	\$10,000
<b>LOCAL TOTAL</b>	<b>\$421,313</b>	<b>\$418,500</b>	<b>\$545,500</b>	<b>\$127,000</b>
<b>Federal</b>	\$70	\$0	\$0	\$0
<b>Other Financing Sources</b>	\$150,500	\$150,500	\$150,500	\$0
<b>TOTAL</b>	<b>\$571,883</b>	<b>\$569,000</b>	<b>\$696,000</b>	<b>\$127,000</b>

#### Law Library Fund Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
<b>Local</b>				
Revenue, Use of Money	\$142	\$0	\$0	\$0
Charges for Services	\$18,876	\$33,000	\$33,000	\$0
<b>LOCAL TOTAL</b>	<b>\$19,019</b>	<b>\$33,000</b>	<b>\$33,000</b>	<b>\$0</b>
<b>Other Financing Sources</b>	\$0	\$17,000	\$17,000	\$0
<b>TOTAL</b>	<b>\$19,019</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>

#### City Capital Improvement Fund Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
<b>Local</b>				
Revenue, Use of Money	\$14,602	\$0	\$0	\$0
Miscellaneous Revenue	\$922,471	\$0	\$205,000	\$205,000
Recovered Costs	\$0	\$20,000	\$525,000	\$505,000
<b>LOCAL TOTAL</b>	<b>\$937,073</b>	<b>\$20,000</b>	<b>\$730,000</b>	<b>\$710,000</b>
<b>State</b>	\$2,662,588	\$2,820,000	\$1,000,000	-\$1,820,000
<b>Federal</b>	\$697,086	\$162,000	\$3,000,000	\$2,838,000
<b>Other Financing Sources</b>	\$36,291,880	\$13,100,000	\$2,370,000	-\$10,730,000
<b>TOTAL</b>	<b>\$40,588,628</b>	<b>\$16,102,000</b>	<b>\$7,100,000</b>	<b>-\$9,002,000</b>

#### Utilities Fund Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
<b>Local</b>				
Revenue, Use of Money	\$12,236	\$40,000	\$40,000	\$0
Charges for Services	\$24,561,794	\$25,814,000	\$27,605,000	\$1,791,000
Miscellaneous Revenue	\$27,853	\$2,000	\$2,000	\$0
Recovered Costs	\$410,967	\$0	\$0	\$0
<b>LOCAL TOTAL</b>	<b>\$25,012,851</b>	<b>\$25,856,000</b>	<b>\$27,647,000</b>	<b>\$1,791,000</b>
<b>Federal</b>	<b>\$428,676</b>	<b>\$127,000</b>	<b>\$127,000</b>	<b>\$0</b>
<b>Other Financing Sources</b>	<b>\$21,026,651</b>	<b>\$364,000</b>	<b>\$188,000</b>	<b>-\$176,000</b>
<b>TOTAL</b>	<b>\$46,468,178</b>	<b>\$26,347,000</b>	<b>\$27,962,000</b>	<b>\$1,615,000</b>

#### Utilities Capital Improvements Fund Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
<b>Local</b>				
Revenue, Use of Money	\$52,056	\$0	\$0	\$0
Charges for Services	\$537,630	\$0	\$0	\$0
Recovered Costs	\$8,267	\$0	\$0	\$0
<b>LOCAL TOTAL</b>	<b>\$597,954</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Financing Sources</b>	<b>\$35,227,668</b>	<b>\$12,300,000</b>	<b>\$7,400,000</b>	<b>-\$4,900,000</b>
<b>TOTAL</b>	<b>\$35,825,622</b>	<b>\$12,300,000</b>	<b>\$7,400,000</b>	<b>-\$4,900,000</b>

#### Internal Service Funds Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
<b>Local</b>	<b>\$3,912,236</b>	<b>\$2,332,000</b>	<b>\$3,313,000</b>	<b>\$981,000</b>
<b>Federal</b>	<b>\$14,652</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Financing Sources</b>	<b>\$0</b>	<b>\$275,000</b>	<b>\$0</b>	<b>-\$275,000</b>
<b>TOTAL</b>	<b>\$3,926,888</b>	<b>\$2,607,000</b>	<b>\$3,313,000</b>	<b>\$706,000</b>

#### Fiduciary Funds Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
<b>Local</b>				
Charges for Services	\$9,411,184	\$9,583,771	\$10,108,631	\$524,860
Recovered Costs	\$61,361	\$55,000	\$55,000	\$0
Revenue, Use of Money	\$4,064	\$11,870	\$11,941	\$71
<b>LOCAL TOTAL</b>	<b>\$9,476,609</b>	<b>\$9,650,641</b>	<b>\$10,175,572</b>	<b>\$524,931</b>
<b>State</b>	<b>\$825,154</b>	<b>\$806,689</b>	<b>\$806,689</b>	<b>\$0</b>
<b>Federal</b>	<b>\$137,406</b>	<b>\$223,670</b>	<b>\$252,739</b>	<b>\$29,069</b>
<b>Other Financing Sources</b>	<b>\$0</b>	<b>\$84,000</b>	<b>\$111,000</b>	<b>\$27,000</b>
<b>TOTAL</b>	<b>\$10,439,170</b>	<b>\$10,765,000</b>	<b>\$11,346,000</b>	<b>\$581,000</b>

#### Winchester Parking Authority Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
<b>Local</b>				
Fines and Forfeitures	\$111,953	\$130,000	\$115,000	-\$15,000
Revenue, Use of Money	\$1,164	\$0	\$0	\$0
Charges for Services	\$1,093,338	\$1,223,000	\$1,220,000	-\$3,000
Miscellaneous Revenue	\$1,909	\$3,000	\$3,000	\$0
<b>LOCAL TOTAL</b>	<b>\$1,208,364</b>	<b>\$1,356,000</b>	<b>\$1,338,000</b>	<b>-\$18,000</b>
<b>Federal</b>	<b>\$1,318</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$1,209,682</b>	<b>\$1,356,000</b>	<b>\$1,338,000</b>	<b>-\$18,000</b>

#### School Funds Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
Local	\$7,744,901	\$7,453,087	\$8,003,389	\$550,302
State	\$29,882,907	\$29,913,356	\$32,618,303	\$2,704,947
Federal	\$6,941,757	\$11,161,365	\$21,454,676	\$10,293,311
Other Financing Sources	\$43,362,955	\$41,788,406	\$42,981,174	\$1,192,768
<b>TOTAL</b>	<b>\$87,932,520</b>	<b>\$90,316,214</b>	<b>\$105,057,542</b>	<b>\$14,741,328</b>

#### All Funds Total Revenues

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
Local	\$134,668,711	\$131,593,728	\$142,984,361	\$11,390,633
State	\$47,594,661	\$47,662,877	\$49,499,091	\$1,836,214
Federal	\$16,750,716	\$17,296,463	\$40,558,358	\$23,261,895
Other Financing Sources	\$153,401,606	\$73,533,146	\$60,080,732	-\$13,452,414
<b>TOTAL</b>	<b>\$352,415,694</b>	<b>\$270,086,214</b>	<b>\$293,122,542</b>	<b>\$23,036,328</b>

## ALL FUNDS SUMMARY - EXPENDITURES

#### General Fund

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
GENERAL GOVERNMENT ADMINISTRATION	\$7,122,608	\$6,734,400	\$7,513,500	\$779,100
JUDICIAL ADMINISTRATION	\$4,294,695	\$4,391,975	\$4,780,901	\$388,926
PUBLIC SAFETY	\$18,791,121	\$18,613,200	\$19,574,701	\$961,501
PUBLIC WORKS	\$5,061,155	\$5,027,800	\$5,465,200	\$437,400
HEALTH & WELFARE	\$208,579	\$225,000	\$250,000	\$25,000
PARKS, RECREATION AND CULTURE	\$2,606,079	\$2,790,800	\$3,413,800	\$623,000
COMMUNITY DEVELOPMENT	\$2,499,043	\$1,619,500	\$1,639,698	\$20,198
NONDEPARTMENTAL	\$7,548,210	\$7,422,783	\$8,252,440	\$829,657
TRANSFERS OUT	\$35,698,104	\$34,576,642	\$37,229,760	\$2,653,118
DEBT SERVICE	\$24,073,942	\$11,622,900	\$12,555,000	\$932,100
<b>TOTAL</b>	<b>\$107,903,536</b>	<b>\$93,025,000</b>	<b>\$100,675,000</b>	<b>\$7,650,000</b>

#### Other Governmental Fund Expenditures

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
SOCIAL SERVICE FUND	\$10,434,072	\$10,789,000	\$12,012,000	\$1,223,000
CITY GRANTS FUND	\$0	\$0	\$8,141,000	\$8,141,000
HIGHWAY MAINTENANCE FUND	\$3,450,037	\$3,445,000	\$3,670,000	\$225,000
TRANSIT FUND	\$1,212,511	\$1,265,000	\$3,212,000	\$1,947,000
EMERGENCY MEDICAL SERVICE	\$1,185,862	\$1,150,000	\$1,150,000	\$0
TOURISM	\$511,199	\$569,000	\$696,000	\$127,000
LAW LIBRARY FUND	\$36,630	\$50,000	\$50,000	\$0
<b>TOTAL</b>	<b>\$16,830,309</b>	<b>\$17,268,000</b>	<b>\$28,931,000</b>	<b>\$11,663,000</b>

#### City Capital Improvement Expenditures

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
PUBLIC SAFETY	\$0	\$0	\$300,000	\$300,000
PUBLIC WORKS	\$5,724,448	\$13,402,000	\$2,380,000	-\$11,022,000
PARKS, RECREATION, CULTURAL	\$2,281,760	\$2,400,000	\$4,420,000	\$2,020,000
TRANSFERS	\$11,949,233	\$0	\$0	\$0
DEBT	\$17,127,714	\$300,000	\$0	-\$300,000
<b>TOTAL</b>	<b>\$37,083,154</b>	<b>\$16,102,000</b>	<b>\$7,100,000</b>	<b>-\$9,002,000</b>



#### Utilities Fund Expenditures

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
PUBLIC WORKS	\$18,341,009	\$12,350,600	\$14,138,301	\$1,787,701
NONDEPARTMENTAL	\$153,365	\$168,000	\$168,000	\$0
TRANSFERS	\$36,727,668	\$1,500,000	\$1,500,000	\$0
DEBT	\$5,211,845	\$12,328,400	\$12,155,700	-\$172,700
<b>TOTAL</b>	<b>\$60,433,887</b>	<b>\$26,347,000</b>	<b>\$27,962,001</b>	<b>\$1,615,001</b>

#### Utilities Capital Improvement Fund Expenditures

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
PUBLIC WORKS	\$0	\$12,300,000	\$7,400,000	-\$4,900,000
TRANSFERS	\$21,026,651	\$0	\$0	\$0
DEBT	\$762,887	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$21,789,538</b>	<b>\$12,300,000</b>	<b>\$7,400,000</b>	<b>-\$4,900,000</b>

#### Internal Service Funds Expenditures

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
EMPLOYEE BENEFITS	\$1,020,026	\$883,000	\$644,000	-\$239,000
MAINTENANCE OPERATING FUND	\$1,495,489	\$1,724,000	\$2,669,001	\$945,001
<b>TOTAL</b>	<b>\$2,515,515</b>	<b>\$2,607,000</b>	<b>\$3,313,001</b>	<b>\$706,001</b>

#### Fiduciary Fund Expenditures

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
NW REG JAIL AUTH CAPITAL	\$1,228,525	\$1,217,000	\$1,224,000	\$7,000
FRED-WINC SERV AUTH FUND	\$5,959,153	\$6,287,000	\$6,809,000	\$522,000
NRJDC OPERATING FUND	\$3,011,935	\$3,261,000	\$3,313,000	\$52,000
<b>TOTAL</b>	<b>\$10,199,613</b>	<b>\$10,765,000</b>	<b>\$11,345,999</b>	<b>\$580,999</b>

#### Component Units - Expenditures

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
PARKING AUTHORITY FUND	\$1,097,631	\$1,356,000	\$1,337,999	-\$18,001
SCHOOL FUNDS	\$83,009,429	\$90,211,964	\$104,953,292	\$14,741,328
Scholarship Funds	\$55,023	\$104,250	\$104,250	\$0
<b>TOTAL</b>	<b>\$84,162,083</b>	<b>\$91,672,214</b>	<b>\$106,395,541</b>	<b>\$14,723,327</b>

#### All Funds - Expenditure Summary

	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Variance
CITY FUNDS	\$175,629,758	\$141,123,000	\$152,703,000	\$11,580,000
UTILITIES FUNDS	\$82,223,425	\$38,647,000	\$35,362,001	-\$3,284,999
SCHOOL FUNDS	\$83,064,452	\$90,316,214	\$105,057,542	\$14,741,328
<b>TOTAL</b>	<b>\$340,917,635</b>	<b>\$270,086,214</b>	<b>\$293,122,542</b>	<b>\$23,036,328</b>

VIEW BUDGET TRENDS HERE

# Winchester Virginia BUDGET HIGHLIGHTS

FY 2023 ANNUAL BUDGET



## GENERAL FUND REVENUE AND EXPENDITURES CHANGES

The following charts highlight the major changes in revenues and expenses from last year's budget:

### General Fund Revenue Changes

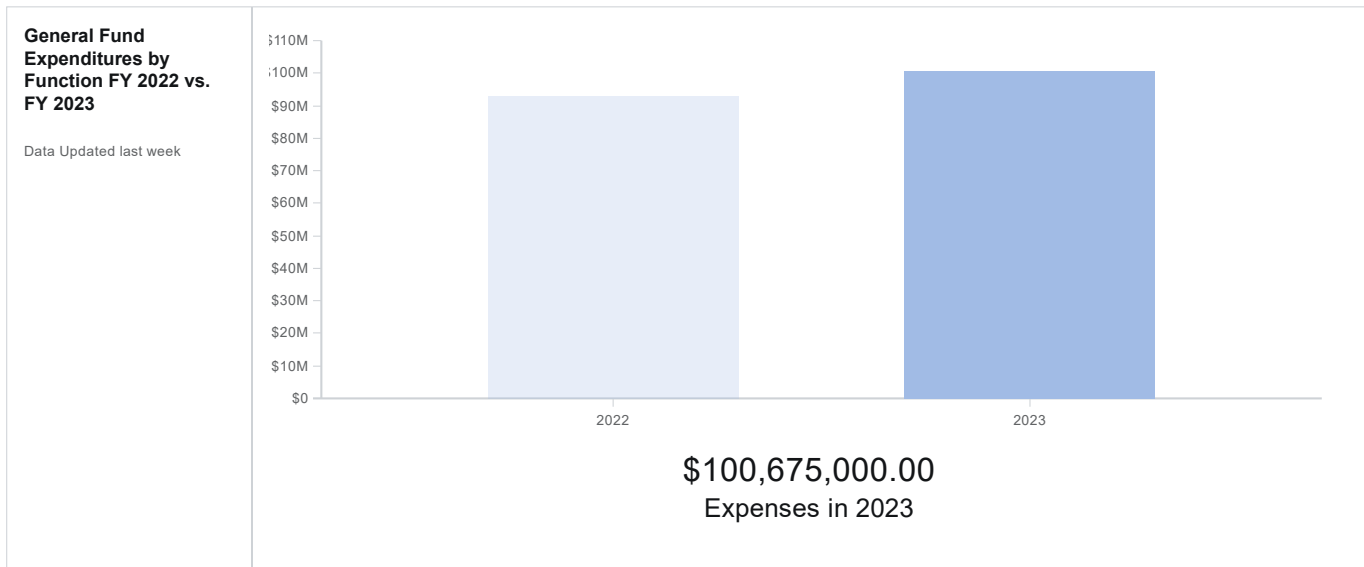
	FY 2023 Incr(Decr)
<b>Local</b>	
General Property Taxes	\$1,720,000
Other Local Taxes	\$4,523,000
Permits, Privilege Fees	\$69,900
Fines and Forfeitures	-\$40,000
Revenue, Use of Money	\$268,000
Charges for Services	\$213,400
Miscellaneous Revenue	-\$139,500
Recovered Costs	\$109,600
<b>LOCAL TOTAL</b>	<b>\$6,724,400</b>
<b>State</b>	<b>-\$75,650</b>
<b>Federal</b>	<b>-\$24,450</b>
<b>Other Financing Sources</b>	<b>\$1,025,700</b>
<b>TOTAL</b>	<b>\$7,650,000</b>

### General Fund Expenditure Changes

	FY 2023 Incr(Decr)
<b>PERSONNEL</b>	<b>\$2,214,800</b>
<b>CONTRACTUAL SERVICES</b>	<b>\$1,004,036</b>
<b>INTERNAL SERVICES</b>	<b>\$499,350</b>
<b>OTHER CHARGES</b>	<b>\$506,996</b>
<b>CAPITAL CHARGES</b>	<b>-\$160,400</b>
<b>DEBT</b>	<b>\$932,100</b>
<b>TRANSFERS OUT</b>	
FUND TRANSFERS	
BUS SERVICE FUND	\$146,500
SOCIAL SERVICE FUND	\$167,068
COMMUNITY SERV POOL FUND	-\$35,450
SCHOOLS OPERATING FUND	\$1,000,000
CITY CIP FUND	\$1,270,000
HIGHWAY MAINTENANCE FUND	\$105,000
<b>FUND TRANSFERS TOTAL</b>	<b>\$2,653,118</b>
<b>TRANSFERS OUT TOTAL</b>	<b>\$2,653,118</b>
<b>TOTAL</b>	<b>\$7,650,000</b>



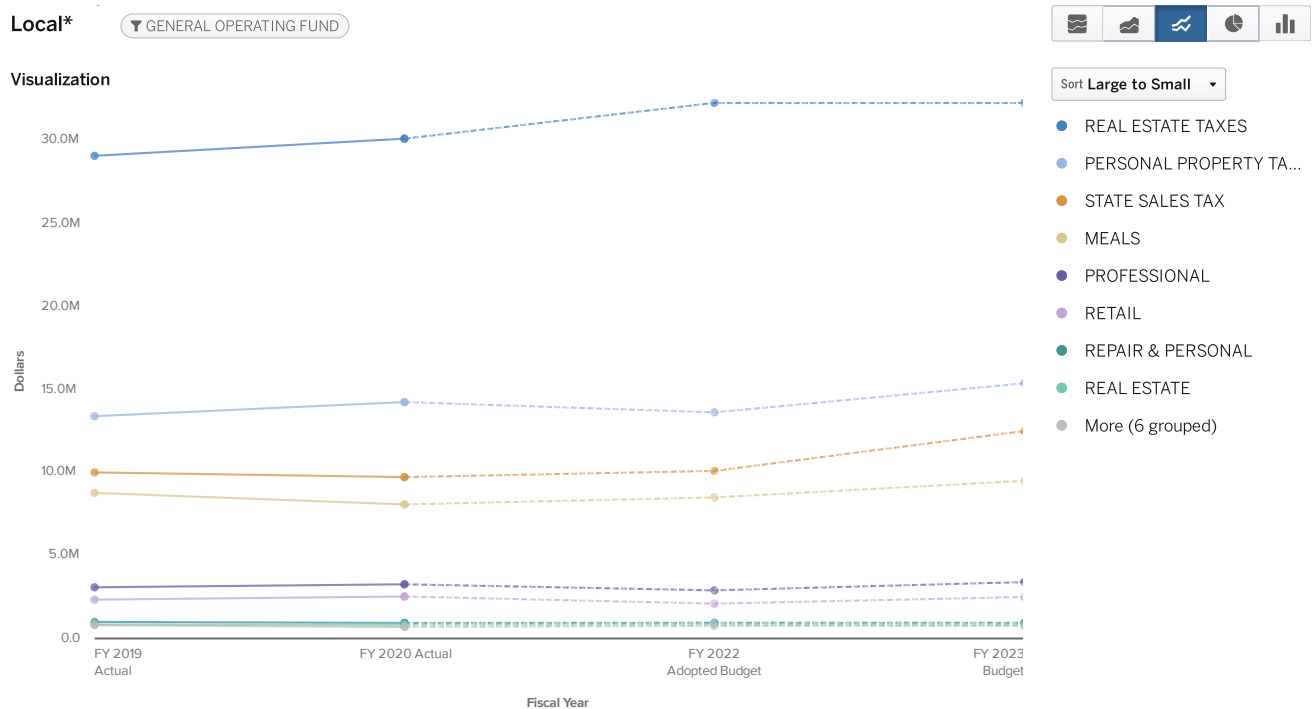




## REVENUE ESTIMATES

Revenue estimates are developed with a conservative and practical approach based on general economic conditions, historic experience, and expected changes in activities and services. A team consisting of the City Manager, the Treasurer, the Commissioner of the Revenue, the Chief Financial Officer, and the Finance Director prepares operating revenue projections for the General Fund. For all other Funds, individual Department Directors are responsible for projecting revenue.

## GENERAL FUND MAJOR LOCAL REVENUE – TREND DATA



## GENERAL FUND - MAJOR REVENUES

An analysis of changes in the major General Fund categories of revenue is as follows:

## LOCAL TAXES

The largest category of revenues for the City. Local taxes comprise 89.4% of all fiscal year 2023 General Fund revenues. The local tax category is expected to increase approximately 8.1% or \$6,724,400 compared to the adopted fiscal year 2022 budget. Economic improvements have positively impacted most areas in this category, most notable in the sales tax category. Increases and decreases in major revenues or categories of revenue are noted below:

### 1. Real Property Tax – \$30,000

The real estate tax is the single largest source of revenues for the City of Winchester. Real property taxes are expected to increase slightly in fiscal year 2023. The City reassess real property every two years. Overall real property assessment values increased by 5.2% in fiscal year 2022, while taxable values increased by 5.8% during the two-year period. Assessments on new construction are completed throughout the year. The City's next reassessment will be effective January 1, 2023. For fiscal year 2023, the rate at which taxes on real property are assessed is \$0.93 per \$100 of assessed value, the same rate as fiscal year 2022.

### 2. Personal Property Tax – \$1,750,000

Personal Property taxes are expected to increase 12.8% over the fiscal year 2022 adopted revenue budget due to rising personal property values. The Commissioner of the Revenue changed the assessment valuation method to mitigate the tax increase to citizens. Personal Property taxes are levied on all tangible property owed within the City's limits, including registered vehicles and business furniture and equipment. Mobile Homes are also included in this category for taxation purposes. Rates for business furniture and equipment remain unchanged from last year at \$4.50/\$100 assessed valuation. Rates for all other personal property including vehicles increased effective July 1, 2017 to \$4.80/\$100 assessed valuation, this new revenue neutral rate eliminates the annual license fee ranging from \$10 to \$36 per year and incorporates into the new rate.

### 3. Sales Tax – \$2,4000,000

Sales tax is anticipated to increase 23.8% over the fiscal year 2022 adopted revenue budget based on trends. Sales Taxes are revenues received by the City from the 5.3 cent State sales tax generated within the City. While sales tax initially declined in fiscal year 2021 due to COVID-19, fiscal year 2022 growth in this revenue has been positive and we project that this positive trend will continue to be strong as confidence in the economy improves.

### 4. Business and Professional License Tax - \$900,000

The business license tax revenue is typically a good economic indicator on the strength of the local economy. Business license tax is expected to increase 13.4% over the fiscal year 2022 adopted budget. Fiscal year 2022 growth in this revenue has been positive and we project that this positive trend will continue to be strong as confidence in the economy improves.

### 5. Meals Tax – \$1,000,000

Meals tax is a consumer-driven source of revenue and another major revenue source for the City of Winchester. The current Meals tax rate is 6.0%. Meals tax revenue is expected to increase 10.5% over the fiscal year 2022 revenue budget. Meals tax revenue decreased during fiscal year 2021 due to the COVID-19 virus, but has recovered in fiscal year 2022 and we are projecting it to continue to increase during fiscal year 2023.

## **CHARGES FOR SERVICES/MISCELLANEOUS - \$481,400**

The Charges for Services category is the smallest revenue category. Most of the revenue in this category is generated from fees charged for services rendered to our citizens. This category comprises only 4.6% of the General Fund revenues. The major charges for services categories are discussed as follows:

1. Permits, Fees, and Licenses – \$69,900 – This category of revenue is comprised mainly of inspection fees and permits related to the construction industry. The increase is mainly due to an increase in building permit fees to be implemented in fiscal year 2023 and fiscal year 2024.
2. Charges for Services – \$213,400 – This category of revenue consists of fees for services, such as fire inspection, false alarm, and parks and recreation fees. The increase is due to an increase in the monthly sanitation fee to \$7.00 for a 35-gallon container; \$9.00 for a 65-gallon container; and \$11.00 for a 95-gallon container. This is the second year of a three year plan to increase the sanitation fee.
3. Recovered Cost/Miscellaneous – \$198,100 – Revenues in this category include interest earned on investments and recovered costs such as landfill recycling. The increase in this category is mainly due to the general property rents from the Social Services Building.

## **INTERGOVERNMENTAL REVENUE - (100,100)**

This revenue category is primarily comprised of State funds designated for specific programs. There is little local discretionary use of these funds, much of which is paid to the City on a reimbursement basis. This category represents only 7.5% of the total General Fund revenue budget. The fiscal year 2023 revenue estimate is projected to decrease 1.3% from the fiscal year 2022 adopted budget. The major categories of intergovernmental revenue are discussed as follows:

1. Non-Categorical Aid – \$30,600 – This category of State taxes is comprised of revenues from personal property tax relief, rental car, recordation, rolling stock taxes, and local aid to the Commonwealth. The largest source of revenue in this category is personal property tax relief. The amount provided by the State is frozen at approximately \$2.6 million annually.
2. Shared Expenses – \$3,900 – This category of revenue accounts for reimbursement to the City for the State share of salaries and operating expenses of the Constitutional Offices including the Commonwealth's Attorney, Sheriff, Treasurer, and Commissioner of the Revenue.
3. Other Categorical Aid – \$(134,600) – This category of revenue consists of State 599 police funds and Federal grants funding. The decrease in revenue in this category is due to Federal one-time grant funding in fiscal year 2022 for public safety.

## **SPECIAL REVENUE FUND REVENUES**

1. Social Services Fund – Estimated revenues for the Social Services Fund total \$10,012,000, an increase of \$1,223,000 over the fiscal year 2022 budget. Fiscal year 2023 revenues are mainly comprised of state revenues totaling \$4,588,499, an increase of \$699,417 or 18.0%; federal revenues of \$ 3,904,843, an increase of \$391,965 or 11.2%; and General Fund support of \$3,518,658, an increase of \$131,618 or 3.9%. The revenue increases include funding for 2 new positions and increased costs in the Comprehensive Services Act (CSA) program.
2. Highway Maintenance Fund – Estimated revenues of the Highway Maintenance Fund total \$3,670,000 an increase of \$225,000 from the fiscal year 2022 budget. Fiscal year 2023 revenues are mainly comprised of state revenues of \$3,561,000 for the maintenance of City streets.

3. Transit Fund – Estimated revenues of the Transit Fund total \$3,212,000, an increase of \$1,947,000 over the fiscal year 2022 budget. Fiscal year 2023 revenues are comprised of \$396,500 state revenues, an increase of \$207,500 or 109.8%; and \$2,639,000 in federal revenues, an increase of \$1,593,000 due to Federal transit COVID funds; and General Fund increase of \$146,500 or 100% for grant grant for new equipment. The City will receive the additional Federal COVID funds in fiscal year 2023 and fiscal year 2024.

4. Emergency Medical Services Fund (EMS) – Estimated revenues of the EMS Fund total \$1,150,000, the same as the prior year. Revenues are comprised of fees charged for Ambulance service.

5. Winchester-Frederick County Convention and Visitors Bureau Fund – Estimated revenues of the Winchester-Frederick County Convention and Visitors Bureau Fund are \$696,000, an increase of \$127,000 or 22.3%. Revenues are comprised mainly from a portion of the transit occupancy taxes from the City of Winchester (no change from fiscal year 2022) and Frederick County, an increase of \$108,350 or 29.4% from fiscal year 2022.

6. Law Library Fund – Estimated revenues of the Law Library Fund are \$50,000, the same as the prior year and are comprised of fees collected by the local courts.

## OTHER FUNDS REVENUES

### Capital Improvement Fund Revenues

Capital Improvement Fund revenues are estimated to be \$7,100,000, a decrease of (\$9,002,000) or 55.9% from the fiscal year 2022 budget. These revenues consist of Local funds, an increase of \$710,000; State funds, a decrease of (\$1,820,000) or 64.5% of revenue sharing funds for road projects; \$3,000,000 in Federal funds, an increase of \$2,838,000; General Fund transfer, an increase of \$1,270,000 or 100%; and proceeds from the sale of general obligation bond, a decrease of (\$12,000,000) or 91.6%.

### Enterprise Fund Revenues

Utilities Fund revenues are primarily derived from the sale of water and sewer services. Utilities Fund revenues are estimated to be \$27,962,000 an increase of \$1,615,000 or 6.1% from the fiscal year 2022 budget. The increase is comprised of \$1,791,000 in charges for services due to a scheduled increase in the Water and Sewer rates; and a decrease of (\$176,000) in use of reserves. The Utilities department issues revenue bonds to upgrade water facilities and replace antiquated water and sewer lines.

### Internal Service Funds

1. Employee Benefits Fund – Fiscal year 2023 revenues are estimated to be \$664,000, a decrease of (\$239,000) or 27.1% from the fiscal year 2022 budget. The revenues are comprised of billings to user funds and departments for worker's compensation premiums. Also included in the revenue amount is fund balance usage for an employee incentive program and retiree health insurance premiums.

2. Maintenance Fund – Fiscal year 2023 revenues are estimated to be \$2,669,000, an increase of \$974,000 or 54.8% from the fiscal year 2022 budget. The revenues are comprised of billings to user funds and departments for grounds maintenance, equipment repairs and maintenance. The large increase for fiscal year 2023 is due to the City adding a grounds maintenance division during fiscal year 2022.



# POSITION SUMMARY SCHEDULE

FY 2023 ANNUAL BUDGET

## POSITION SUMMARY

City-wide staffing changes and authorizations from fiscal year 2019 to fiscal year 2023 are shown in the following table. Position requests for fiscal year 2023 budget totaled 19 new positions, 13 new positions and funding for one unfunded position were approved, including 5 public safety positions, 5 public works positions, 2 health and welfare positions and 1 general government position. There is one authorized but unfunded position in FY 2023.

### General Fund

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Circuit Court	1.00	1.00	1.00	1.00	1.00
City Attorney	3.00	2.00	0.00	0.00	0.00
City Manager	2.50	2.50	3.50	3.50	3.50
Clerk of Circuit Court	8.00	8.00	8.00	8.00	8.00
Clerk of Council	0.50	0.50	0.50	0.50	0.50
Commissioner of the Revenue	8.00	8.00	8.00	8.00	8.00
Commonwealth Attorney	15.00	16.00	17.00	17.00	17.00
Communications	2.00	2.00	2.00	2.00	2.00
Courthouse Security	1.00	1.00	1.00	1.00	1.00
Development Services	3.00	5.00	5.00	5.00	5.00
Emergency Communications Center	15.00	15.00	15.00	16.00	16.00
Emergency Management	2.00	2.00	2.00	2.00	2.00
Facilities Maintenance	16.00	16.00	16.00	19.00	21.00
Finance	6.00	6.00	5.50	5.50	6.00
Fire & Rescue	62.00	63.00	63.00	66.00	66.00
GIS	2.00	1.00	1.00	2.00	2.00
Human Resources	5.00	5.00	5.00	5.00	5.00
Innovation & Information Services	9.00	10.00	10.00	9.00	10.00
Inspections	7.50	7.50	7.50	7.50	7.50
Joint Judicial Center	3.00	3.00	3.00	3.00	3.00
Office of Elections	2.00	2.00	2.00	2.00	2.00
Parks Administration	4.00	4.00	4.00	4.00	4.00
Parks Athletics Division	2.00	2.00	2.00	2.00	2.00
Parks Child Care Division	3.00	3.00	3.00	3.00	3.00
Parks Community Recreation	1.00	1.00	1.00	1.00	1.00
Parks Facilities Maintenance	2.00	2.00	2.00	3.00	3.00
Parks Indoor Pool	2.00	2.00	2.00	2.00	2.00
Parks Maintenance	9.00	8.00	8.00	0.00	0.00
Parks Special Events	1.00	1.00	1.00	1.00	1.00
Planning	3.00	3.00	2.50	3.00	3.00
Police	87.00	89.00	89.00	89.00	89.00
Police Grants	0.00	1.00	1.00	1.00	1.00
Refuse	18.00	18.00	18.00	18.00	18.00
Sheriff	15.00	15.00	15.00	15.00	17.00

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
Storm Drainage	1.00	1.00	1.00	1.00	1.00
Streets	1.00	1.00	1.00	1.00	1.00
Treasurer	6.00	6.00	6.00	6.00	6.00
Victim Witness	2.00	2.00	2.00	3.00	3.00
Zoning	2.50	2.50	2.00	2.50	2.50
<b>FTE AMOUNT</b>	<b>333.00</b>	<b>338.00</b>	<b>336.50</b>	<b>338.50</b>	<b>344.00</b>

#### Social Services

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Housing Assistance	2.00	2.00	2.00	2.00	2.00
Welfare Administration	48.00	51.00	51.00	59.00	61.00
<b>FTE AMOUNT</b>	<b>50.00</b>	<b>53.00</b>	<b>53.00</b>	<b>61.00</b>	<b>63.00</b>

#### Grants Fund

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Fire & Rescue	0.00	0.00	0.00	1.00	4.00
<b>FTE AMOUNT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>4.00</b>

#### Highway Maintenance

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Arborist	2.00	2.00	2.00	1.00	1.00
Highway Maintenance Admin	3.00	3.00	3.00	4.00	4.00
Snow & Ice	1.00	1.00	1.00	1.00	1.00
Streets	13.00	13.00	13.00	10.00	10.00
Traffic	6.00	6.00	6.00	6.00	6.00
<b>FTE AMOUNT</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>22.00</b>	<b>22.00</b>

#### Transit Fund

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Fixed Route	9.00	11.00	11.00	15.00	16.00
Paratransit	3.00	3.00	3.00	3.00	3.00
<b>FTE AMOUNT</b>	<b>12.00</b>	<b>14.00</b>	<b>14.00</b>	<b>18.00</b>	<b>19.00</b>

#### Emergency Medical Services Fund

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Emergency Medical Services	11.00	11.00	11.00	11.00	11.00
<b>FTE AMOUNT</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>

#### Win-Fred CVB Fund

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Tourism	2.00	2.00	2.00	3.00	3.00
<b>FTE AMOUNT</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

#### Utilities Fund

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Engineering	3.00	3.00	3.00	3.00	3.00
Mechanical & Electrical	4.00	4.00	5.00	6.00	6.00

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
Source of Supply	11.50	11.50	11.50	13.50	13.50
Transmission	22.50	35.50	35.50	37.50	38.50
Utilities Administration	6.50	6.50	6.50	6.50	6.50
<b>FTE AMOUNT</b>	<b>47.50</b>	<b>60.50</b>	<b>61.50</b>	<b>66.50</b>	<b>67.50</b>

Maintenance (Equipment) Fund

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Fleet Maintenance	9.00	9.00	9.00	9.00	9.00
Grounds Maintenance	0.00	0.00	0.00	11.00	12.00
<b>FTE AMOUNT</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>20.00</b>	<b>21.00</b>

Winchester Parking Authority

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Parking Administration	5.00	5.00	5.00	5.00	5.00
Parking Control	1.00	2.00	2.00	2.00	2.00
<b>FTE AMOUNT</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

Frederick-Winchester Service Authority

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
FWSA	27.50	27.50	27.50	26.50	26.50
FWSA Executive	2.00	2.00	1.50	1.50	1.00
<b>FTE AMOUNT</b>	<b>29.50</b>	<b>29.50</b>	<b>29.00</b>	<b>28.00</b>	<b>27.50</b>

Juvenile Detention Center Fund

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Juvenile Detention	35.00	35.00	35.00	35.00	35.00
<b>FTE AMOUNT</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>

Total - All Funds

	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
FTE Amount	560.00	584.00	583.00	611.00	624.00
<b>FTE AMOUNT</b>	<b>560.00</b>	<b>584.00</b>	<b>583.00</b>	<b>611.00</b>	<b>624.00</b>

# FINANCIAL SCHEDULES AND CHANGES IN FUND BALANCE

FY 2023 ANNUAL BUDGET

## REVENUE SUMMARY BY FUND

Total City Revenues

	General Fund	Special Revenue Fund	Capital Improvement Fund	Winchester Parking Authority	School Funds	Enterprise Funds	Internal Service Funds
<b>Local</b>							
General Property Taxes	\$48,466,900	\$0	\$0	\$0	\$0	\$0	\$0
Other Local Taxes	\$36,779,600	\$0	\$0	\$0	\$0	\$0	\$0
Permits, Privilege Fees	\$511,100	\$0	\$0	\$0	\$0	\$0	\$0
Fines and Forfeitures	\$85,000	\$0	\$0	\$115,000	\$0	\$0	\$0
Revenue, Use of Money	\$525,000	\$2,150	\$0	\$0	\$59,200	\$40,000	\$300
Charges for Services	\$1,843,300	\$1,211,000	\$0	\$1,220,000	\$7,323,940	\$27,605,000	\$0
Miscellaneous Revenue	\$814,800	\$525,350	\$205,000	\$3,000	\$519,999	\$2,000	\$0
Recovered Costs	\$993,200	\$20,000	\$525,000	\$0	\$0	\$0	\$3,312,700
<b>LOCAL TOTAL</b>	<b>\$90,018,900</b>	<b>\$1,758,500</b>	<b>\$730,000</b>	<b>\$1,338,000</b>	<b>\$7,903,139</b>	<b>\$27,647,000</b>	<b>\$3,313,000</b>
<b>State</b>	\$6,528,100	\$8,545,999	\$1,000,000	\$0	\$32,618,303	\$0	\$0
<b>Federal</b>	\$1,035,100	\$14,688,843	\$3,000,000	\$0	\$21,454,676	\$127,000	\$0
<b>Other Financing Sources</b>	\$3,092,900	\$3,937,658	\$2,370,000	\$0	\$42,977,174	\$7,588,000	\$0
<b>TOTAL</b>	<b>\$100,675,000</b>	<b>\$28,931,000</b>	<b>\$7,100,000</b>	<b>\$1,338,000</b>	<b>\$104,953,292</b>	<b>\$35,362,000</b>	<b>\$3,313,000</b>

	Fiduciary Funds	Total All Funds
<b>Local</b>		
General Property Taxes	\$0	\$48,466,900
Other Local Taxes	\$0	\$36,779,600
Permits, Privilege Fees	\$0	\$511,100
Fines and Forfeitures	\$0	\$200,000
Revenue, Use of Money	\$11,941	\$672,891
Charges for Services	\$10,108,631	\$49,311,871
Miscellaneous Revenue	\$0	\$2,136,099
Recovered Costs	\$55,000	\$4,905,900
<b>LOCAL TOTAL</b>	<b>\$10,175,572</b>	<b>\$142,984,361</b>
<b>State</b>	\$806,689	\$49,499,091
<b>Federal</b>	\$252,739	\$40,558,358
<b>Other Financing Sources</b>	\$111,000	\$60,080,732
<b>TOTAL</b>	<b>\$11,346,000</b>	<b>\$293,122,542</b>



# EXPENDITURE SUMMARY BY FUND

Total City Expenditures

	General Fund	Special Revenue Fund	Capital Improvement Fund	Winchester Parking Authority	School Funds	Enterprise Funds	Internal Service Funds
GENERAL GOVERNMENT ADMINISTRATION	\$7,513,500	\$880,000	\$0	\$0	\$0	\$0	\$2,669,001
JUDICIAL ADMINISTRATION	\$4,780,901	\$50,000	\$0	\$0	\$0	\$0	\$0
PUBLIC SAFETY	\$19,574,701	\$4,090,000	\$300,000	\$0	\$0	\$0	\$0
PUBLIC WORKS	\$5,465,200	\$8,578,000	\$2,380,000	\$0	\$0	\$0	\$0
PARKING AUTHORITY	\$0	\$0	\$0	\$817,599	\$0	\$0	\$0
WATER AND SEWER	\$0	\$500,000	\$0	\$0	\$0	\$17,538,301	\$0
HEALTH & WELFARE	\$250,000	\$12,812,000	\$0	\$0	\$0	\$0	\$0
INSTRUCTION	\$0	\$0	\$0	\$0	\$74,873,227	\$0	\$0
ADMIN, ATTEND, & HEALTH	\$0	\$0	\$0	\$0	\$3,063,068	\$0	\$0
TRANSPORTATION	\$0	\$0	\$0	\$0	\$2,713,661	\$0	\$0
OPERATIONS	\$0	\$0	\$0	\$0	\$3,890,351	\$0	\$0
SCHL FOOD SVCS & OTR NONI	\$0	\$0	\$0	\$0	\$9,155,859	\$0	\$0
BUILDING IMPROVEMENTS	\$0	\$0	\$0	\$0	\$7,497,420	\$0	\$0
TECHNOLOGY	\$0	\$0	\$0	\$0	\$3,759,706	\$0	\$0
PARKS, RECREATION AND CULTURE	\$3,413,800	\$1,300,000	\$4,420,000	\$0	\$0	\$0	\$0
COMMUNITY DEVELOPMENT	\$1,639,698	\$721,000	\$0	\$0	\$0	\$0	\$0
NONDEPARTMENTAL	\$8,252,440	\$0	\$0	\$0	\$0	\$4,168,000	\$644,000
TRANSFERS OUT	\$37,229,760	\$0	\$0	\$0	\$0	\$1,500,000	\$0
DEBT SERVICE	\$12,555,000	\$0	\$0	\$520,400	\$0	\$12,155,700	\$0
<b>TOTAL</b>	<b>\$100,675,000</b>	<b>\$28,931,000</b>	<b>\$7,100,000</b>	<b>\$1,337,999</b>	<b>\$104,953,292</b>	<b>\$35,362,001</b>	<b>\$3,313,001</b>

	Fiduciary Funds	Total All Funds
GENERAL GOVERNMENT ADMINISTRATION	\$0	\$11,062,500
JUDICIAL ADMINISTRATION	\$0	\$4,830,901
PUBLIC SAFETY	\$3,313,000	\$27,277,701
PUBLIC WORKS	\$0	\$16,423,200
PARKING AUTHORITY	\$0	\$817,599
WATER AND SEWER	\$6,809,000	\$24,847,300
HEALTH & WELFARE	\$0	\$13,062,000
INSTRUCTION	\$0	\$74,873,227
ADMIN, ATTEND, & HEALTH	\$0	\$3,063,068
TRANSPORTATION	\$0	\$2,713,661
OPERATIONS	\$0	\$3,890,351
SCHL FOOD SVCS & OTR NONI	\$0	\$9,260,109
BUILDING IMPROVEMENTS	\$0	\$7,497,420
TECHNOLOGY	\$0	\$3,759,706
PARKS, RECREATION AND CULTURE	\$0	\$9,133,800
COMMUNITY DEVELOPMENT	\$0	\$2,360,698
NONDEPARTMENTAL	\$0	\$13,064,440
TRANSFERS OUT	\$0	\$38,729,760
DEBT SERVICE	\$1,224,000	\$26,455,100
<b>TOTAL</b>	<b>\$11,345,999</b>	<b>\$293,122,542</b>

# GENERAL FUND - REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

General Fund	Actual FY 2019	Actual FY 2020	Actual FY 2021	Projected FY 2022	Budget FY 2023
<b>Revenues</b>					
General Property Taxes	43,326,891	45,189,753	45,850,960	46,862,634	48,466,900
Other Local Taxes	33,590,323	32,152,096	33,685,972	36,369,497	36,541,600
Permits, privilege fees	366,388	294,552	345,145	502,000	455,100
Fines & forfeitures	124,210	93,011	62,821	75,000	85,000
Revenues from use of money & property	441,864	409,353	121,508	245,000	525,000
Charges for services	1,307,749	1,052,360	857,702	1,439,194	1,843,300
Miscellaneous	957,860	1,058,267	844,427	825,000	814,800
Recovered costs	753,098	1,076,468	919,508	915,620	993,200
Intergovernmental					
Commonwealth	6,635,948	6,926,049	6,548,373	6,448,371	6,515,200
Federal	582,659	1,254,046	4,545,868	430,000	923,000
Total revenues	88,086,990	89,505,955	93,782,284	94,112,316	97,163,100
<b>Expenditures</b>					
General government administration	6,102,281	6,605,455	7,312,681	6,886,384	7,754,363
Judicial administration	3,955,867	4,265,902	4,321,867	4,391,975	4,698,600
Public safety	22,103,127	22,132,088	24,498,130	24,201,742	25,988,104
Public works	4,014,706	4,234,745	5,079,121	4,968,200	5,444,600
Health & Welfare	770,747	794,554	1,208,831	826,021	883,778
Education	30,516,542	30,372,759	29,956,852	32,003,941	32,101,228
Parks, recreation, and culture	3,195,797	2,966,816	3,041,134	3,336,841	3,844,300
Community development	1,565,316	1,431,887	2,554,980	1,675,707	1,614,369
Capital Outlay	914,879	895,246	-	-	-
Debt service	10,758,029	11,210,058	11,802,408	11,622,900	12,755,000
Total expenditures	83,897,291	84,909,510	89,776,004	89,913,711	95,084,342
Excess (deficiency) of revenues over (under) expenditures	4,189,699	4,596,445	4,006,280	4,198,605	2,078,758
<b>Other Financing Sources (Uses)</b>					
Sale of property	5,117	62,000	1,928	5,218	-
Insurance recoveries	106,450	22,672	41,085	22,656	-
Proceeds from bond issuance	-	-	12,388,095	-	-
Proceeds from premium on bond issuance	-	-	-	-	-
Issuance of refunding debt	-	-	(12,271,534)	-	-
Transfers in	1,524,000	1,400,000	1,500,000	1,500,000	1,550,000
Transfers out	(5,391,933)	(6,867,520)	(5,805,998)	(5,124,593)	(5,171,658)
Total other financing sources & uses	(3,756,366)	(5,382,848)	(4,146,424)	(3,596,719)	(3,621,658)
Net change in fund balances	433,333	(786,403)	(140,144)	601,886	(1,542,900)
Beginning fund balance	26,586,803	27,020,136	26,233,733	26,093,589	26,695,475
<b>Ending fund balance</b>	<b>27,020,136</b>	<b>26,233,733</b>	<b>26,093,589</b>	<b>26,695,475</b>	<b>25,152,575</b>
<b>Percent Change</b>	<b>1.6%</b>	<b>-2.9%</b>	<b>-0.5%</b>	<b>2.3%</b>	<b>-5.8%</b>

The General Fund is projected to use \$1.2 million of fund balance in FY 2023 for capital improvement projects. The City currently has a healthy fund balance which falls above the fund balance policy limit and has decided to use some of these reserves to meet the City's capital improvement needs.

# CAPITAL IMPROVEMENT FUND - REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Capital Improvement Fund	Actual FY 2019	Actual FY 2020	Actual FY 2021	Projected FY 2022	Budget FY 2023
<b>Revenues</b>					
Revenues from use of money & property	77,033	69,167	14,602	27,307	-
Recovered costs	390,235	1,057,562	922,471	-	730,000
Intergovernmental					
Frederick County	-	257,019	-	-	-
Commonwealth	744,758	1,383,186	2,662,588	3,667,000	1,000,000
Federal	154,721	286,112	697,086	131,816	3,000,000
Total revenues	1,366,747	3,053,046	4,296,747	3,826,123	4,730,000
<b>Expenditures</b>					
Education	-	10,500,000	11,949,233	-	-
Capital Outlay	5,683,257	10,148,804	8,006,208	16,141,422	7,100,000
Bond issuance costs	23,720	272,255	389,062	232,681	-
Total expenditures	5,706,977	20,921,059	20,344,503	16,374,103	7,100,000
Excess (deficiency) of revenues over (under) expenditures	(4,340,230)	(17,868,013)	(16,047,756)	(12,547,980)	(2,370,000)
<b>Other Financing Sources (Uses)</b>					
Proceeds from bond issuance	1,000,000	15,000,000	31,573,535	11,956,070	-
Proceeds from premium on bond issuance	-	2,176,851	2,413,428	1,087,165	-
Payment to refunded bond escrow agent	-	-	(16,738,652)	-	-
Transfers in	1,223,541	2,438,900	2,304,918	1,585,000	1,270,000
Transfers out	-	-	-	-	-
Total other financing sources & uses	2,223,541	19,615,751	19,553,229	14,628,235	1,270,000
Net change in fund balances	(2,116,689)	1,747,738	3,505,473	2,080,255	(1,100,000)
Beginning fund balance	3,645,374	1,528,685	3,276,423	6,781,896	8,862,151
<b>Ending fund balance</b>	<b>1,528,685</b>	<b>3,276,423</b>	<b>6,781,896</b>	<b>8,862,151</b>	<b>7,762,151</b>
<b>Percent Change</b>	<b>-58.1%</b>	<b>114.3%</b>	<b>107.0%</b>	<b>30.7%</b>	<b>-12.4%</b>

The City issued bonds in FY 2021 and FY 2022 which will be used in FY 2022 and FY 2023 to complete ongoing projects.

# NON-MAJOR GOVERNMENTAL FUNDS - REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Non-major Governmental Funds	Actual FY 2019	Actual FY 2020	Actual FY 2021	Projected FY 2022	Budget FY 2023
<b>Revenues</b>					
Revenues from use of money & property	11,663	12,850	3,084	5,100	2,150
Charges for services	1,274,995	1,264,083	1,237,427	1,250,000	1,228,000
Miscellaneous	74,981	88,773	55,745	82,000	48,500
Recovered costs	-	-	-	-	20,000
Intergovernmental					
Frederick County	150,500	342,562	378,450	400,000	476,850
Commonwealth	7,367,241	7,912,683	7,675,640	8,250,000	8,545,999
Federal	3,297,952	3,863,007	3,983,955	6,500,000	14,688,843
Total revenues	12,177,332	13,483,958	13,334,301	16,487,100	25,010,342
<b>Expenditures</b>					
General Government Administration	-	-	-	500,000	880,000
Judicial administration	48,873	43,380	36,629	45,000	50,000
Public safety	1,144,715	1,158,654	1,142,425	1,145,000	4,090,000
Public works	5,394,471	5,220,510	4,649,797	4,750,000	9,078,000
Health & Welfare	9,298,110	10,044,829	10,409,048	11,000,000	12,812,000
Parks, recreation, and culture	-	-	-	-	1,300,000
Community development	365,397	435,888	511,199	500,000	721,000
Capital Outlay	362,210	668,353	81,209	2,250,000	-
Total expenditures	16,613,776	17,571,614	16,830,307	20,190,000	28,931,000
Excess (deficiency) of revenues over (under) expenditures	(4,436,444)	(4,087,656)	(3,496,006)	(3,702,900)	(3,920,658)
<b>Other Financing Sources (Uses)</b>					
Transfers in	4,168,392	4,428,620	3,501,080	3,750,000	3,920,658
Transfers out	-	-	-	-	-
Total other financing sources & uses	4,168,392	4,428,620	3,501,080	3,750,000	3,920,658
Net change in fund balances	(268,052)	340,964	5,074	47,100	-
Beginning fund balance	916,638	648,586	989,550	994,624	1,041,724
<b>Ending fund balance</b>	<b>648,586</b>	<b>989,550</b>	<b>994,624</b>	<b>1,041,724</b>	<b>1,041,724</b>
<b>Percent Change</b>	<b>-29.2%</b>	<b>52.6%</b>	<b>0.5%</b>	<b>4.7%</b>	<b>0.0%</b>



# INTERNAL SERVICE FUNDS - REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Internal Service Funds	Actual FY 2019	Actual FY 2020	Actual FY 2021	Projected FY 2022	Budget FY 2023
<b>Operating Revenues</b>					
Charges for services	2,313,604	2,041,547	2,199,597	3,087,466	3,312,700
Total operating revenues	2,313,604	2,041,547	2,199,597	3,087,466	3,312,700
<b>Operating Expenses</b>					
Personal services	731,812	924,155	731,077	925,915	1,331,800
Contractual services	320,635	274,680	232,520	300,846	277,200
Other supplies and expenses	939,034	782,419	793,708	1,250,058	1,074,000
Insurance claims and expenses	495,005	593,230	747,961	581,285	630,000
Depreciation	10,156	10,156	10,249	10,351	-
Total operating expenses	2,496,642	2,584,640	2,515,515	3,068,455	3,313,000
Excess (deficiency) of revenues over (under) expenditures	(183,038)	(543,093)	(315,918)	19,011	(300)
<b>Nonoperating revenues (expenses)</b>					
Intergovernmental					
Federal	-	936	14,652	-	-
Investment earnings	10,365	4,927	391	58	300
Gain on disposal of capital assets	-	2,775	-	-	-
Total nonoperating revenues (expenses)	10,365	8,638	15,043	58	300
Income (Loss) before transfers & contributions	(172,673)	(534,455)	(300,875)	19,069	-
Transfers out	(124,000)	-	-	-	-
Change in net assets	(296,673)	(534,455)	(300,875)	19,069	-
Beginning net assets, as restated	1,619,132	1,322,459	788,004	487,129	506,198
<b>Ending net assets</b>	<b>1,322,459</b>	<b>788,004</b>	<b>487,129</b>	<b>506,198</b>	<b>506,198</b>
<b>Percent Change</b>	<b>-18.3%</b>	<b>-40.4%</b>	<b>-38.2%</b>	<b>3.9%</b>	<b>0.0%</b>

# ENTERPRISE FUNDS - REVENUES, EXPENDITURES AND CHANGES IN NET POSITION

Enterprise Funds	Actual FY 2019	Actual FY 2020	Actual FY 2021	Projected FY 2022	Budget FY 2023
<b>Operating Revenues</b>					
Charges for services	24,513,908	25,541,168	25,099,424	27,605,000	27,605,000
Miscellaneous	39,196	67,151	50,383	5,000	2,000
Recovered costs	6,579,346	5,554,005	5,958,561	6,500,000	6,809,000
Total operating revenues	31,132,450	31,162,324	31,108,368	34,110,000	34,416,000
<b>Operating Expenses</b>					
Personal services	4,728,895	5,131,159	5,882,207	5,267,476	4,884,600
Contractual services	6,083,767	6,096,397	7,182,163	6,500,000	8,169,200
Other supplies and expenses	5,757,560	4,925,109	4,942,362	4,800,000	8,061,500
Depreciation	5,364,668	5,766,043	6,446,795	5,800,000	-
Total operating expenses	21,934,890	21,918,708	24,453,527	22,367,476	21,115,300
Excess (deficiency) of revenues over (under) expenditures	9,197,560	9,243,616	6,654,841	11,742,524	13,300,700
<b>Nonoperating revenues (expenses)</b>					
Intergovernmental:					
Federal	270,721	233,366	428,676	265,000	127,000
Investment earnings	957,384	378,324	64,293	65,000	40,000
Interest and fiscal charges	(5,782,969)	(5,053,790)	(5,974,732)	(5,700,000)	(12,155,700)
Gain on disposal of capital assets	(4,853)	-	-	-	-
Total nonoperating revenues (expenses)	(4,559,717)	(4,442,100)	(5,481,763)	(5,370,000)	(11,988,700)
Income (Loss) before transfers & contributions	4,637,843	4,801,516	1,173,078	6,372,524	1,312,000
<b>Capital contributions</b>	1,208,398	2,695,234	397,297	1,500,000	
<b>Transfers out</b>	(1,400,000)	(1,400,000)	(1,500,000)	(1,500,000)	(1,500,000)
Change in net position	4,446,241	6,096,750	70,375	6,372,524	(188,000)
Total net position - beginning	66,841,678	71,287,919	77,384,669	77,455,044	77,455,044
Total net position - ending	<b>71,287,919</b>	<b>77,384,669</b>	<b>77,455,044</b>	<b>83,827,568</b>	<b>77,267,044</b>
<b>Percent Change</b>	<b>6.7%</b>	<b>8.6%</b>	<b>0.1%</b>	<b>8.2%</b>	<b>-0.2%</b>



## CITY FUNDS

The City's financial operations are budgeted and accounted for in numerous funds. A fund is a separate accounting unit. Funds are approved through the appropriation ordinance adopted by City Council. Within the Ordinance, reference is made to the Funds that comprise the overall budget, of which there are three basic types plus component units as illustrated in the Operating Funds Structure chart. The following funds are appropriated, except two of the Fiduciary Funds mentioned below. A list of all of the City's funds is provided below along with links to each Department/Fund page.

### GENERAL FUND

#### GENERAL GOVERNMENTAL DEPARTMENTS:

- City Council
- Clerk of City Council
- City Manager
- Communications
- City Attorney
- Independent Auditors
- Human Resources
- Commissioner of the Revenue
- Treasurer
- Finance
- Innovation and Information Services
- Risk Management
- Office of Elections

#### JUDICIAL ADMINISTRATION DEPARTMENTS:

- Circuit Court
- General District Court/Magistrate
- Juvenile & Domestic Relations District Court Clerk
- Clerk of the Circuit Court
- City Sheriff
- Courthouse Security
- Juror Services
- Commonwealth Attorney
- Victim Witness

### GENERAL FUND - CONTINUED

#### PUBLIC WORKS DEPARTMENTS:

- Streets/Storm Drainage
- Loudoun Mall
- Refuse & Recycling
- Joint Judicial Center (JCC)
- Facilities Maintenance

#### HEALTH & WELFARE - REAL ESTATE TAX RELIEF

#### PARKS & RECREATION

- Supervision
- Special Events
- Parks Maintenance
- Community Recreation
- Indoor Pool
- Outdoor Pool
- Parks Facilities Maintenance
- Child Care
- Athletics

## PUBLIC SAFETY DEPARTMENTS:

- Police
- Police Grants
- Emergency Communications Center
- Fire & Rescue Department
  - Fire Grants
  - Hazardous Materials
- Juvenile Domestic Relations Court Services (Probation)
- Inspections
- Emergency Management

## OTHER GOVERNMENTAL FUNDS

### SPECIAL REVENUE FUNDS:

- Social Services Fund
- City Grants Fund
- Highway Maintenance Fund
- Transit Fund
- Emergency Medical Services Fund
- Win-Fred County Convention & Visitor's Bureau
- Law Library Fund

### CAPITAL IMPROVEMENT FUNDS:

- City Capital Improvement Fund
- Utilities Capital Improvement Fund

## COMMUNITY DEVELOPMENT DEPARTMENTS:

- Planning
- Redevelopment and Housing (CDBG)
- Zoning Department
- Development Services
- Old Town Winchester
- GIS

### NON-DEPARTMENTAL:

- Other
- Regional Agencies
- Transfers/Debt

## OTHER FUNDS

### PROPRIETARY FUNDS:

- Enterprise Fund:
  - Utilities Fund
- Internal Service Funds:
  - Employee Benefits Fund
  - Maintenance Fund

### FIDUCIARY FUNDS:

- Northwestern Regional Jail Authority Construction Fund
- Frederick-Winchester Service Authority Fund
- Northwestern Regional Juvenile Detention Center Fund

### COMPONENT UNITS:

- Winchester Parking Authority
- Winchester Public Schools



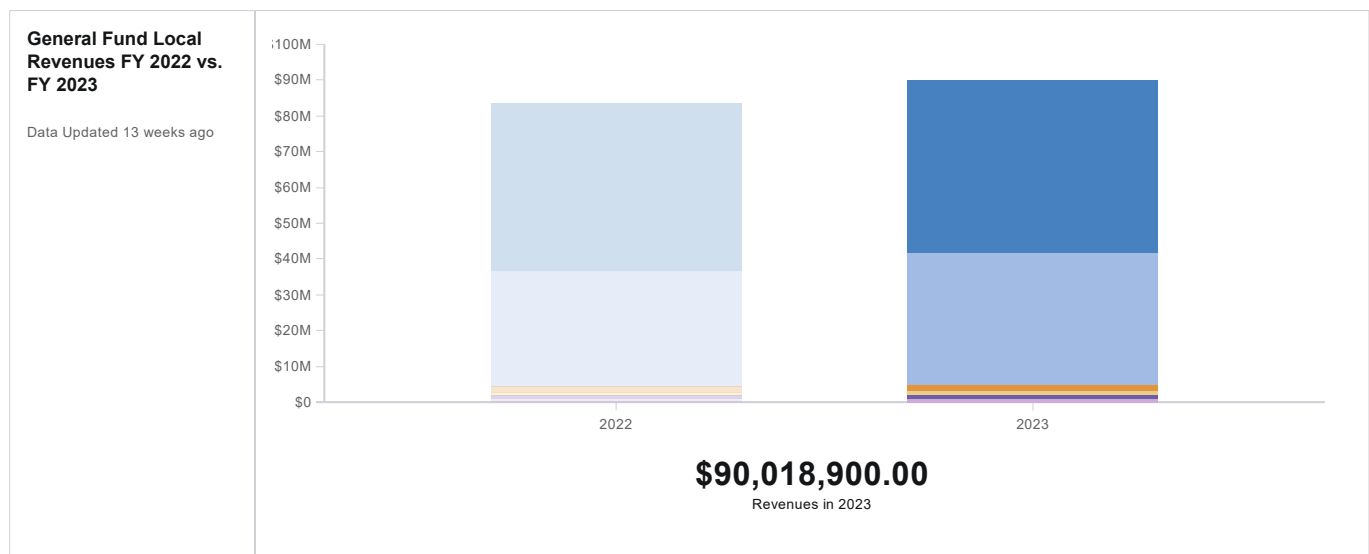


## DESCRIPTION

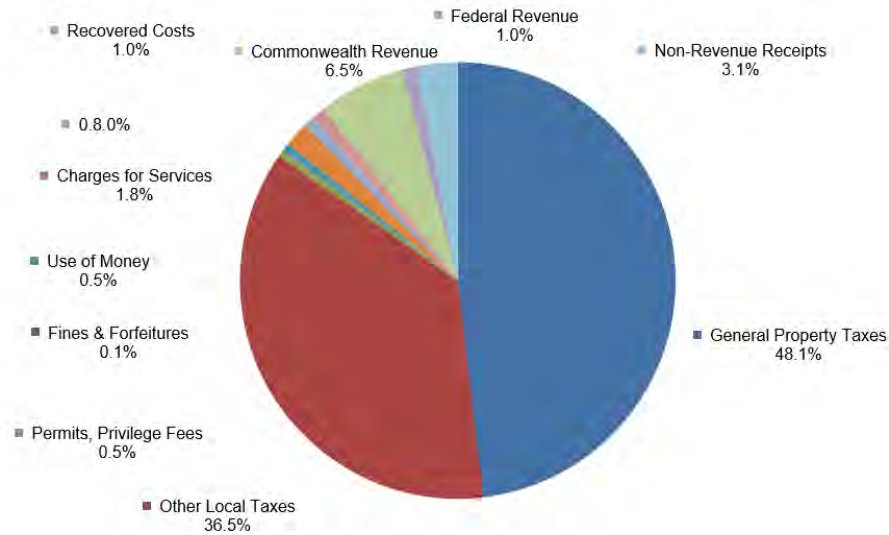
The General Fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. The General Fund is considered a major fund for financial accounting purposes.

## REVENUES

General Fund estimated revenues total \$100,675,000, an increase of \$7,650,000 from the FY 2022 adopted budget. The FY 2023 Proposed Budget has been developed without any local tax increases. It is based on the real estate tax rate of 93¢ per \$100 of assessed value. The FY 2023 budget increase includes: local funds revenue increase of \$6,724,400, which is attributed to positive trends in personal property, sales, and meals taxes; a decrease of \$75,650 from state revenue sources; a decrease in Federal contributions of \$24,450; and an increase in fund balance use of \$1,025,700. For the fiscal year ending June 30, 2022, we are projecting an increase in the unassigned General Fund balance of \$1.0 million to \$22.1 million (24.6% of General Fund Expenditures). This increase is due to higher than projected revenue collections, including sales, meals, and motel taxes for FY 2022. The following chart compares FY 2022 to FY 2023 General Fund local revenues.



## FY 2023 GENERAL FUND REVENUES BY CATEGORY



## REVENUE SUMMARY

### General Fund Revenue Summary

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>REVENUE FROM LOCAL SOURCE</b>					
GENERAL PROPERTY TAXES	\$45,189,753	\$45,850,960	\$46,746,900	\$48,466,900	\$1,720,000
OTHER LOCAL TAXES	\$32,152,096	\$33,685,972	\$32,256,600	\$36,779,600	\$4,523,000
PERMITS, PRIVILEGE FEES	\$294,552	\$345,145	\$441,200	\$511,100	\$69,900
FINES AND FORFEITURES	\$93,011	\$62,821	\$125,000	\$85,000	-\$40,000
REVENUE-USE OF MONEY/PROP	\$409,353	\$121,508	\$257,000	\$525,000	\$268,000
CHARGES FOR SERVICES	\$1,052,360	\$857,702	\$1,629,900	\$1,843,300	\$213,400
MISCELLANEOUS REVENUE	\$1,058,230	\$844,427	\$954,300	\$814,800	-\$139,500
RECOVERED COSTS	\$1,076,168	\$918,908	\$883,600	\$993,200	\$109,600
<b>REVENUE FROM LOCAL SOURCE TOTAL</b>	<b>\$81,325,524</b>	<b>\$82,687,443</b>	<b>\$83,294,500</b>	<b>\$90,018,900</b>	<b>\$6,724,400</b>
<b>REVENUE FROM COMMONWEALTH</b>	<b>\$6,926,049</b>	<b>\$6,548,373</b>	<b>\$6,603,750</b>	<b>\$6,528,100</b>	<b>-\$75,650</b>
<b>REVENUE FROM FEDERAL GOVT</b>	<b>\$1,254,046</b>	<b>\$4,545,868</b>	<b>\$1,059,550</b>	<b>\$1,035,100</b>	<b>-\$24,450</b>
<b>OTHER FINANCING SOURCES</b>	<b>\$1,534,972</b>	<b>\$13,981,708</b>	<b>\$2,067,200</b>	<b>\$3,092,900</b>	<b>\$1,025,700</b>
<b>TOTAL</b>	<b>\$91,040,591</b>	<b>\$107,763,392</b>	<b>\$93,025,000</b>	<b>\$100,675,000</b>	<b>\$7,650,000</b>

## EXPENDITURE SUMMARY

### General Fund Expenditure Summary

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	<b>\$27,144,916</b>	<b>\$27,975,674</b>	<b>\$29,168,600</b>	<b>\$31,383,400</b>	<b>\$2,214,800</b>
<b>CONTRACTUAL SERVICES</b>	<b>\$4,105,083</b>	<b>\$5,296,539</b>	<b>\$4,475,203</b>	<b>\$5,479,239</b>	<b>\$1,004,036</b>
<b>INTERNAL SERVICES</b>	<b>\$351,267</b>	<b>\$392,924</b>	<b>\$348,950</b>	<b>\$848,300</b>	<b>\$499,350</b>
<b>OTHER CHARGES</b>	<b>\$10,945,491</b>	<b>\$13,514,729</b>	<b>\$12,052,305</b>	<b>\$12,559,301</b>	<b>\$506,996</b>
<b>CAPITAL CHARGES</b>	<b>\$895,246</b>	<b>\$951,624</b>	<b>\$780,400</b>	<b>\$620,000</b>	<b>-\$160,400</b>
<b>DEBT</b>	<b>\$11,210,059</b>	<b>\$24,073,942</b>	<b>\$11,622,900</b>	<b>\$12,555,000</b>	<b>\$932,100</b>
<b>TRANSFERS OUT</b>	<b>\$37,174,996</b>	<b>\$35,698,104</b>	<b>\$34,576,642</b>	<b>\$37,229,760</b>	<b>\$2,653,118</b>
<b>TOTAL</b>	<b>\$91,827,059</b>	<b>\$107,903,536</b>	<b>\$93,025,000</b>	<b>\$100,675,000</b>	<b>\$7,650,000</b>

# STAFFING SUMMARY

## General Fund Staff Summary - General Government

	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
FTE Amount	44.00	44.00	42.50	41.50	43.00
<b>FTE AMOUNT</b>	<b>44.00</b>	<b>44.00</b>	<b>42.50</b>	<b>41.50</b>	<b>43.00</b>

## General Fund Staff Summary - Judicial Administration

	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
FTE Amount	42.00	43.00	44.00	45.00	47.00
<b>FTE AMOUNT</b>	<b>42.00</b>	<b>43.00</b>	<b>44.00</b>	<b>45.00</b>	<b>47.00</b>

## General Fund Staff Summary - Public Safety

	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
FTE Amount	173.50	177.50	177.50	181.50	181.50
<b>FTE AMOUNT</b>	<b>173.50</b>	<b>177.50</b>	<b>177.50</b>	<b>181.50</b>	<b>181.50</b>

## General Fund Staff Summary - Public Works

	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
FTE Amount	39.00	39.00	39.00	42.00	44.00
<b>FTE AMOUNT</b>	<b>39.00</b>	<b>39.00</b>	<b>39.00</b>	<b>42.00</b>	<b>44.00</b>

## General Fund Staff Summary - Parks, Rec & Culture

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Parks Community Recreation	1.00	1.00	1.00	1.00	1.00
Parks Child Care Division	3.00	3.00	3.00	3.00	3.00
Parks Facilities Maintenance	2.00	2.00	2.00	3.00	3.00
Parks Athletics Division	2.00	2.00	2.00	2.00	2.00
Parks Indoor Pool	2.00	2.00	2.00	2.00	2.00
Parks Administration	4.00	4.00	4.00	4.00	4.00
Parks Special Events	1.00	1.00	1.00	1.00	1.00
Parks Maintenance	9.00	8.00	8.00	0.00	0.00
<b>FTE AMOUNT</b>	<b>24.00</b>	<b>23.00</b>	<b>23.00</b>	<b>16.00</b>	<b>16.00</b>

## General Fund Staff Summary - Community Development

	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
FTE Amount	10.50	11.50	10.50	12.50	12.50
<b>FTE AMOUNT</b>	<b>10.50</b>	<b>11.50</b>	<b>10.50</b>	<b>12.50</b>	<b>12.50</b>

## General Fund Total

Fund	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
General Fund	333.00	338.00	336.50	338.50	344.00
<b>FTE AMOUNT</b>	<b>333.00</b>	<b>338.00</b>	<b>336.50</b>	<b>338.50</b>	<b>344.00</b>

# REVENUE DETAIL

## General Fund Revenue Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
General Property Taxes					
REAL ESTATE TAXES					
CURRENT	\$28,214,714	\$29,191,931	\$30,618,000	\$30,618,000	\$0
DELINQUENT	\$1,499,107	\$1,275,987	\$1,300,000	\$1,300,000	\$0
DELINQUENT-PRIM/SECOND	\$13,899	\$13,061	\$7,000	\$7,000	\$0
PRIMARY DISTRICT	\$69,194	\$69,811	\$74,000	\$74,000	\$0
SECONDARY DISTRICT	\$86,462	\$84,558	\$85,000	\$85,000	\$0
PENALTIES	\$150,305	\$119,914	\$115,000	\$115,000	\$0
INTEREST	\$85,111	\$67,545	\$75,000	\$75,000	\$0
<b>REAL ESTATE TAXES TOTAL</b>	<b>\$30,118,792</b>	<b>\$30,822,806</b>	<b>\$32,274,000</b>	<b>\$32,274,000</b>	<b>\$0</b>
PUBLIC SERVICE					
REAL ESTATE	\$822,669	\$784,066	\$845,000	\$815,000	-\$30,000
PERSONAL PROPERTY	\$2,058	\$1,951	\$2,000	\$2,000	\$0
<b>PUBLIC SERVICE TOTAL</b>	<b>\$824,727</b>	<b>\$786,017</b>	<b>\$847,000</b>	<b>\$817,000</b>	<b>-\$30,000</b>
PERSONAL PROPERTY TAXES					
CURRENT	\$11,706,478	\$11,967,465	\$11,000,000	\$13,000,000	\$2,000,000
DELINQUENT	\$461,792	\$467,130	\$600,000	\$600,000	\$0
MOBILE HOME TAXES	\$839	\$992	\$900	\$900	\$0
MACHINERY & TOOLS	\$1,766,693	\$1,444,100	\$1,750,000	\$1,350,000	-\$400,000
PENALTIES	\$220,245	\$257,696	\$185,000	\$300,000	\$115,000
INTEREST	\$90,187	\$104,755	\$90,000	\$125,000	\$35,000
<b>PERSONAL PROPERTY TAXES TOTAL</b>	<b>\$14,246,234</b>	<b>\$14,242,137</b>	<b>\$13,625,900</b>	<b>\$15,375,900</b>	<b>\$1,750,000</b>
<b>GENERAL PROPERTY TAXES TOTAL</b>	<b>\$45,189,753</b>	<b>\$45,850,960</b>	<b>\$46,746,900</b>	<b>\$48,466,900</b>	<b>\$1,720,000</b>
Other Local Taxes					
LOCAL SALES & USE TAXES					
STATE SALES TAX	\$9,724,767	\$10,834,790	\$10,100,000	\$12,500,000	\$2,400,000
COMMUNICATIONS TAXES	\$1,771,153	\$1,573,184	\$1,700,000	\$1,500,000	-\$200,000
<b>LOCAL SALES &amp; USE TAXES TOTAL</b>	<b>\$11,495,919</b>	<b>\$12,407,974</b>	<b>\$11,800,000</b>	<b>\$14,000,000</b>	<b>\$2,200,000</b>
CONSUMER'S UTILITY TAXES					
ELECTRIC UTILITY	\$1,278,937	\$1,262,828	\$1,275,000	\$1,300,000	\$25,000
GAS UTILITY	\$510,095	\$512,176	\$500,000	\$500,000	\$0
ELECTRIC CONSUMPTION	\$125,625	\$126,003	\$125,000	\$125,000	\$0
GAS CONSUMPTION	\$20,272	\$20,582	\$20,000	\$20,000	\$0
<b>CONSUMER'S UTILITY TAXES TOTAL</b>	<b>\$1,934,929</b>	<b>\$1,921,589</b>	<b>\$1,920,000</b>	<b>\$1,945,000</b>	<b>\$25,000</b>
BUSINESS LICENSE TAXES					
CONTRACTING	\$407,626	\$377,651	\$425,000	\$425,000	\$0
RETAIL	\$2,530,243	\$2,312,098	\$2,100,000	\$2,500,000	\$400,000
PROFESSIONAL	\$3,266,002	\$3,296,685	\$2,900,000	\$3,400,000	\$500,000
REPAIR & PERSONAL	\$939,607	\$926,117	\$950,000	\$950,000	\$0
WHOLESALE	\$180,900	\$198,405	\$200,000	\$200,000	\$0
OTHER	\$2,089	\$1,573	\$2,500	\$2,500	\$0
PENALTIES	\$43,930	\$75,641	\$65,000	\$65,000	\$0
INTEREST	\$7,906	\$7,637	\$12,000	\$12,000	\$0
TELEPHONE	\$50,385	\$28,498	\$55,000	\$55,000	\$0
<b>BUSINESS LICENSE TAXES TOTAL</b>	<b>\$7,428,688</b>	<b>\$7,224,306</b>	<b>\$6,709,500</b>	<b>\$7,609,500</b>	<b>\$900,000</b>
FRANCHISE LICENSE TAXES					
CABLE	\$0	\$1	\$0	\$0	\$0
ELECTRICAL	\$228,153	\$216,768	\$225,000	\$225,000	\$0
TELEPHONE ROW	\$179,853	\$159,012	\$150,000	\$150,000	\$0
GAS	\$133,242	\$135,241	\$130,000	\$130,000	\$0
<b>FRANCHISE LICENSE TAXES TOTAL</b>	<b>\$541,248</b>	<b>\$511,022</b>	<b>\$505,000</b>	<b>\$505,000</b>	<b>\$0</b>
MOTOR VEHICLE					
LICENSES	\$17,461	\$5,384	\$0	\$0	\$0
PENALTIES	\$3,525	\$1,100	\$0	\$0	\$0
<b>MOTOR VEHICLE TOTAL</b>	<b>\$20,986</b>	<b>\$6,484</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
BANK STOCK TAX					
BANK FRANCHISE	\$558,143	\$878,191	\$830,000	\$868,000	\$38,000
<b>BANK STOCK TAX TOTAL</b>	<b>\$558,143</b>	<b>\$878,191</b>	<b>\$830,000</b>	<b>\$868,000</b>	<b>\$38,000</b>
TAXES-RECORDATION & WILLS					
RECORDATION	\$340,358	\$424,271	\$300,000	\$500,000	\$200,000
WILL PROBATE	\$8,880	\$7,780	\$6,000	\$6,000	\$0
<b>TAXES-RECORDATION &amp; WILLS TOTAL</b>	<b>\$349,238</b>	<b>\$432,052</b>	<b>\$306,000</b>	<b>\$506,000</b>	<b>\$200,000</b>
TOBACCO TAXES					
CIGARETTES	\$819,095	\$730,104	\$800,000	\$800,000	\$0
<b>TOBACCO TAXES TOTAL</b>	<b>\$819,095</b>	<b>\$730,104</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$0</b>
ADMISSION & AMUSEMENT TAX					
ADMISSIONS	\$96,659	\$18,223	\$140,000	\$100,000	-\$40,000
PENALTIES	\$372	\$41	\$500	\$500	\$0
INTEREST	\$0	\$0	\$0	\$0	\$0
<b>ADMISSION &amp; AMUSEMENT TAX TOTAL</b>	<b>\$97,031</b>	<b>\$18,264</b>	<b>\$140,500</b>	<b>\$100,500</b>	<b>-\$40,000</b>
UNDESIGNATED					
MOTEL	\$808,381	\$692,675	\$700,000	\$900,000	\$200,000
PENALTIES	\$1,270	\$201	\$500	\$500	\$0
INTEREST	\$0	\$0	\$0	\$0	\$0
<b>UNDESIGNATED TOTAL</b>	<b>\$809,651</b>	<b>\$692,876</b>	<b>\$700,500</b>	<b>\$900,500</b>	<b>\$200,000</b>
RESTAURANT FOOD TAXES					
MEALS	\$8,079,315	\$8,818,626	\$8,500,000	\$9,500,000	\$1,000,000
PENALTIES	\$16,091	\$30,220	\$30,000	\$30,000	\$0
INTEREST	\$129	\$1,398	\$500	\$500	\$0
<b>RESTAURANT FOOD TAXES TOTAL</b>	<b>\$8,095,535</b>	<b>\$8,850,244</b>	<b>\$8,530,500</b>	<b>\$9,530,500</b>	<b>\$1,000,000</b>
RENTAL TAX					
SHORT TERM	\$1,634	\$12,587	\$14,600	\$14,600	\$0
PENALTIES	\$0	\$203	\$0	\$0	\$0
INTEREST	\$0	\$77	\$0	\$0	\$0
<b>RENTAL TAX TOTAL</b>	<b>\$1,634</b>	<b>\$12,867</b>	<b>\$14,600</b>	<b>\$14,600</b>	<b>\$0</b>
<b>OTHER LOCAL TAXES TOTAL</b>	<b>\$32,152,096</b>	<b>\$33,685,972</b>	<b>\$32,256,600</b>	<b>\$36,779,600</b>	<b>\$4,523,000</b>
Permits, Privilege Fees					
ANIMAL LICENSES					
DOG	\$10,530	\$10,529	\$13,500	\$10,500	-\$3,000
<b>ANIMAL LICENSES TOTAL</b>	<b>\$10,530</b>	<b>\$10,529</b>	<b>\$13,500</b>	<b>\$10,500</b>	<b>-\$3,000</b>
PERMITS AND OTHER LICENSE					
ON STREET PARKING	\$25	\$80	\$100	\$100	\$0
TRANSFER FEES	\$709	\$835	\$1,000	\$1,000	\$0
EROSION, SEDIMENT CONTROL	\$2,150	\$8,190	\$5,000	\$5,000	\$0
STORMWATER MGMT PERMIT	\$6,968	\$13,346	\$10,000	\$10,000	\$0
RIGHTS OF WAY FEES	\$0	\$4,815	\$60,000	\$60,000	\$0
WEAPONS	\$8,978	\$11,172	\$10,000	\$10,000	\$0
RE PUBLIC HEARING FEE	\$1,170	\$780	\$0	\$0	\$0
HAZARDOUS USE	\$1,700	\$800	\$2,000	\$2,000	\$0
TAXI	\$1,740	\$2,660	\$2,500	\$2,500	\$0
STREET PERMITS	\$2,260	\$2,830	\$3,000	\$3,000	\$0
<b>PERMITS AND OTHER LICENSE TOTAL</b>	<b>\$25,700</b>	<b>\$45,508</b>	<b>\$93,600</b>	<b>\$93,600</b>	<b>\$0</b>
BUILDING PERMITS/LICENSES					
BUILDING	\$72,499	\$108,456	\$100,000	\$166,000	\$66,000
ELECTRICAL	\$634	\$1,893	\$600	\$1,500	\$900
PLUMBING	\$26,915	\$28,663	\$30,000	\$30,000	\$0
MECHANICAL	\$24,070	\$28,243	\$35,000	\$35,000	\$0
ELEVATOR	\$3,481	\$4,060	\$4,000	\$4,000	\$0
FIRE PROTECTION	\$4,714	\$3,855	\$10,000	\$10,000	\$0
GAS	\$346	\$225	\$500	\$500	\$0
BUILDING PERMITS - SIGNS	\$3,562	\$3,360	\$5,000	\$5,000	\$0
<b>BUILDING PERMITS/LICENSES TOTAL</b>	<b>\$136,221</b>	<b>\$178,754</b>	<b>\$185,100</b>	<b>\$252,000</b>	<b>\$66,900</b>
PLANNING AND ZONING					
LAND USE APPLICATION FEES	\$44,225	\$46,175	\$50,000	\$50,000	\$0
PLANNING ADVERTISING FEES	\$400	\$750	\$1,000	\$1,000	\$0
RE-ZONING & SUBDIV PERMIT	\$17,350	\$31,590	\$15,000	\$30,000	\$15,000

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
SIGNS, PERMITS & INSPECTI	\$5,220	\$1,590	\$7,500	\$1,500	-\$6,000
ARCHITECTURAL REVIEW	\$1,800	\$600	\$500	\$500	\$0
BOARD OF ZONING APPEALS	\$1,200	\$1,800	\$5,000	\$2,000	-\$3,000
MISC FEES	\$4,450	\$6,100	\$5,000	\$5,000	\$0
CIVIL PENALTIES	\$7,850	\$1,900	\$15,500	\$15,500	\$0
<b>PLANNING AND ZONING TOTAL</b>	<b>\$82,495</b>	<b>\$90,505</b>	<b>\$99,500</b>	<b>\$105,500</b>	<b>\$6,000</b>
CODE ENFORCEMENT					
RNTL HOUSING/INSPECTIONS	\$20,775	\$14,600	\$35,000	\$35,000	\$0
RNTL HOUSING/PENALTIES	\$12,009	\$2,500	\$9,500	\$9,500	\$0
MISC FEES	\$6,823	\$2,749	\$5,000	\$5,000	\$0
<b>CODE ENFORCEMENT TOTAL</b>	<b>\$39,607</b>	<b>\$19,849</b>	<b>\$49,500</b>	<b>\$49,500</b>	<b>\$0</b>
<b>PERMITS, PRIVILEGE FEES TOTAL</b>	<b>\$294,552</b>	<b>\$345,145</b>	<b>\$441,200</b>	<b>\$511,100</b>	<b>\$69,900</b>
Fines and Forfeitures					
FINES AND FORFEITURES					
COURTS	\$89,082	\$58,671	\$120,000	\$80,000	-\$40,000
INTEREST	\$3,930	\$4,151	\$5,000	\$5,000	\$0
<b>FINES AND FORFEITURES TOTAL</b>	<b>\$93,011</b>	<b>\$62,821</b>	<b>\$125,000</b>	<b>\$85,000</b>	<b>-\$40,000</b>
<b>FINES AND FORFEITURES TOTAL</b>	<b>\$93,011</b>	<b>\$62,821</b>	<b>\$125,000</b>	<b>\$85,000</b>	<b>-\$40,000</b>
Revenue, Use of Money					
INTEREST	\$169,373	\$25,175	\$75,000	\$75,000	\$0
REVENUE-USE OF PROPERTY	\$239,981	\$96,334	\$182,000	\$450,000	\$268,000
<b>REVENUE, USE OF MONEY TOTAL</b>	<b>\$409,353</b>	<b>\$121,508</b>	<b>\$257,000</b>	<b>\$525,000</b>	<b>\$268,000</b>
Charges for Services					
COURT COST					
SHERIFF FEES	\$2,949	\$2,949	\$3,000	\$3,000	\$0
CASE ASSESSMENT	\$11,709	\$9,735	\$20,000	\$10,000	-\$10,000
COURTHOUSE SECURITY FEE	\$31,365	\$40,170	\$65,000	\$45,000	-\$20,000
MISCELLANEOUS FEES	\$7,045	\$7,455	\$7,000	\$7,000	\$0
COURTHOUSE COMPLIANCE FEE	\$16,330	\$13,029	\$25,000	\$15,000	-\$10,000
ELECTRONIC SUMMONS FEE	\$14,410	\$11,929	\$20,000	\$10,000	-\$10,000
<b>COURT COST TOTAL</b>	<b>\$83,807</b>	<b>\$85,268</b>	<b>\$140,000</b>	<b>\$90,000</b>	<b>-\$50,000</b>
COMMONWEALTH ATTORNEY FEE	\$6,211	\$5,567	\$6,000	\$6,000	\$0
FIRE & RESCUE					
HAZ/MAT	\$4,295	\$3,754	\$15,000	\$15,000	\$0
FALSE ALARM FEES	\$18,200	\$14,400	\$15,000	\$15,000	\$0
<b>FIRE &amp; RESCUE TOTAL</b>	<b>\$22,495</b>	<b>\$18,154</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>
PUBLIC SAFETY					
MISC POLICE FEES	\$4,313	\$3,567	\$5,000	\$5,000	\$0
TOWING INSPECTION FEE	\$1,650	\$1,700	\$2,000	\$2,000	\$0
POLICE O/T REIMBURSEMENT	\$9,098	\$1,494	\$15,000	\$10,000	-\$5,000
<b>PUBLIC SAFETY TOTAL</b>	<b>\$15,061</b>	<b>\$6,761</b>	<b>\$22,000</b>	<b>\$17,000</b>	<b>-\$5,000</b>
SANITATION & WASTE REMOVE					
SANITATION FEE	\$518,404	\$516,853	\$824,000	\$1,077,000	\$253,000
WASTE COLL/DISPOSAL FEES	\$230	\$237	\$4,000	\$400	-\$3,600
SALE OF RECYCLE MATERIAL	\$16,395	\$17,637	\$10,000	\$20,000	\$10,000
<b>SANITATION &amp; WASTE REMOVE TOTAL</b>	<b>\$535,029</b>	<b>\$534,727</b>	<b>\$838,000</b>	<b>\$1,097,400</b>	<b>\$259,400</b>
PARKS AND RECREATION					
RECREATION ACTIVITIES	\$17,382	\$7,241	\$26,000	\$26,000	\$0
INDOOR POOL	\$33,013	\$7,463	\$78,000	\$78,000	\$0
OUTDOOR POOL	\$46,336	\$33,931	\$85,000	\$85,000	\$0
ADMISSIONS & MEMBERSHIPS	\$66,852	\$43,296	\$99,000	\$99,000	\$0
ATHLETICS	\$28,150	\$23,304	\$55,000	\$55,000	\$0
CHILD CARE	\$167,667	\$64,030	\$228,600	\$228,600	\$0
CONCESSION SALES	\$104	\$0	\$300	\$300	\$0
PARKS CAPITAL REPL FEES	\$28,275	\$27,961	\$21,000	\$30,000	\$9,000
SPECIAL EVENTS	\$1,980	\$0	\$1,000	\$1,000	\$0
<b>PARKS AND RECREATION TOTAL</b>	<b>\$389,757</b>	<b>\$207,225</b>	<b>\$593,900</b>	<b>\$602,900</b>	<b>\$9,000</b>
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$1,052,360</b>	<b>\$857,702</b>	<b>\$1,629,900</b>	<b>\$1,843,300</b>	<b>\$213,400</b>
Miscellaneous Revenue					
PAYMENT IN LIEU OF TAXES	\$701,398	\$701,354	\$700,000	\$700,000	\$0
MISCELLANEOUS REVENUE					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
SPECIAL EVENTS	\$165,141	\$1,696	\$150,000	\$0	-\$150,000
OLD TOWN WINCHESTER MISC	\$3,312	\$1,600	\$4,000	\$4,000	\$0
OLD TOWN PUBLIC RESTROOM	\$2,977	\$3,063	\$5,000	\$5,000	\$0
MISCELLANEOUS REVENUE TOTAL	<b>\$171,430</b>	<b>\$6,359</b>	<b>\$159,000</b>	<b>\$9,000</b>	<b>-\$150,000</b>
FEES					
BAD CHECKS	\$475	\$275	\$500	\$500	\$0
ADMIN & COLLECTION FEES	\$58,506	\$48,878	\$55,000	\$55,000	\$0
DONATIONS/SPEC GIFTS	\$0	\$100	\$0	\$0	\$0
FEES TOTAL	<b>\$58,981</b>	<b>\$49,253</b>	<b>\$55,500</b>	<b>\$55,500</b>	<b>\$0</b>
DONATIONS & SPECIAL GIFTS					
SALE OF SUPPLIES	\$330	\$363	\$0	\$0	\$0
SALE OF SURPLUS PROPERTY	\$56,147	\$49,802	\$21,500	\$50,000	\$28,500
SALE OF COPIES & DOCUMENT	\$334	\$100	\$300	\$300	\$0
DONATIONS-FIRE DEPT	\$9,051	\$6,016	\$13,000	\$0	-\$13,000
PARKS & RECREATION	\$0	\$2,156	\$0	\$0	\$0
COMMONWEALTH ATTORNEY	\$0	\$0	\$5,000	\$0	-\$5,000
MISCELLANEOUS	\$60,559	\$29,025	\$0	\$0	\$0
DONATIONS & SPECIAL GIFTS TOTAL	<b>\$126,421</b>	<b>\$87,461</b>	<b>\$39,800</b>	<b>\$50,300</b>	<b>\$10,500</b>
MISCELLANEOUS REVENUE TOTAL	<b>\$1,058,230</b>	<b>\$844,427</b>	<b>\$954,300</b>	<b>\$814,800</b>	<b>-\$139,500</b>
Recovered Costs					
RECOVERIES					
MISCELLANEOUS	\$4,233	\$7,228	\$0	\$0	\$0
REBATES	\$5,759	\$6,128	\$5,900	\$6,200	\$300
PUBLIC WORKS	\$57,572	\$0	\$0	\$0	\$0
FIRE DEPARTMENT	\$945	\$299	\$0	\$0	\$0
SOCIAL SERVICES	\$96,171	\$107,405	\$100,000	\$110,000	\$10,000
CIRCUIT COURT	\$85,250	\$90,281	\$87,000	\$87,000	\$0
JJC BUILDING	\$496,653	\$407,650	\$500,000	\$500,000	\$0
INSPECTIONS/ZONING	\$14,924	\$0	\$0	\$0	\$0
LANDFILL-RECYCLING	\$42,949	\$49,323	\$45,000	\$45,000	\$0
POLICE DEPARTMENT	\$180,486	\$182,848	\$54,700	\$180,000	\$125,300
PARKS & RECREATION	\$597	\$2,846	\$0	\$0	\$0
DATA PROCESSING	\$40,000	\$40,000	\$40,000	\$40,000	\$0
FREDERICK COUNTY	\$50,630	\$24,900	\$51,000	\$25,000	-\$26,000
RECOVERIES TOTAL	<b>\$1,076,168</b>	<b>\$918,908</b>	<b>\$883,600</b>	<b>\$993,200</b>	<b>\$109,600</b>
RECOVERED COSTS TOTAL	<b>\$1,076,168</b>	<b>\$918,908</b>	<b>\$883,600</b>	<b>\$993,200</b>	<b>\$109,600</b>
LOCAL TOTAL	<b>\$81,325,524</b>	<b>\$82,687,443</b>	<b>\$83,294,500</b>	<b>\$90,018,900</b>	<b>\$6,724,400</b>
State					
State Non-Categorical Aid					
NON-CATEGORICAL AID					
MOTOR VEHICLE CARRIER TAX	\$2,798	\$1,466	\$0	\$1,500	\$1,500
MOBILE HOME TITLING TAXES	\$165	\$75	\$1,000	\$100	-\$900
TAX ON DEEDS	\$64,565	\$0	\$0	\$0	\$0
RAILROAD ROLLING STOCK TX	\$7,419	\$7,253	\$7,500	\$7,500	\$0
GRANTOR'S TAX	\$89,401	\$111,387	\$95,000	\$100,000	\$5,000
RENTAL CARS TAX	\$287,168	\$296,046	\$275,000	\$300,000	\$25,000
PERSONAL PROPERTY REIMB.	\$2,622,084	\$2,622,084	\$2,622,100	\$2,622,100	\$0
OTHER	\$0	\$29,520	\$0	\$0	\$0
NON-CATEGORICAL AID TOTAL	<b>\$3,073,601</b>	<b>\$3,067,832</b>	<b>\$3,000,600</b>	<b>\$3,031,200</b>	<b>\$30,600</b>
STATE NON-CATEGORICAL AID TOTAL	<b>\$3,073,601</b>	<b>\$3,067,832</b>	<b>\$3,000,600</b>	<b>\$3,031,200</b>	<b>\$30,600</b>
State Shared Expenses					
STATE SHARED EXPENSES					
COMMONWEALTH'S ATTORNEY	\$807,375	\$818,044	\$862,900	\$862,900	\$0
SHERIFF	\$373,914	\$378,895	\$395,700	\$395,700	\$0
SHERIFF MILEAGE	\$14,409	\$3,505	\$18,000	\$18,000	\$0
COMMISSIONER OF REVENUE	\$119,526	\$122,478	\$147,700	\$147,700	\$0
STATE FUNDS TREASURER	\$108,564	\$109,024	\$121,200	\$121,200	\$0
REGISTRAR/ELECTORAL BOARD	\$61,995	\$44,536	\$80,000	\$80,000	\$0
CLERK OF CIRCUIT COURT	\$372,693	\$383,622	\$404,000	\$404,000	\$0
JURY REIMBURSEMENT	\$0	\$1,860	\$6,300	\$5,600	-\$700
STATE SHARED EXPENSES TOTAL	<b>\$1,858,475</b>	<b>\$1,861,965</b>	<b>\$2,035,800</b>	<b>\$2,035,100</b>	<b>-\$700</b>

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
GRANTS					
SHARED-VICTIM WITNESS	\$39,676	\$39,668	\$39,000	\$47,600	\$8,600
VML GRANTS	\$0	\$3,983	\$4,000	\$0	-\$4,000
<b>GRANTS TOTAL</b>	<b>\$39,676</b>	<b>\$43,651</b>	<b>\$43,000</b>	<b>\$47,600</b>	<b>\$4,600</b>
<b>STATE SHARED EXPENSES TOTAL</b>	<b>\$1,898,151</b>	<b>\$1,905,616</b>	<b>\$2,078,800</b>	<b>\$2,082,700</b>	<b>\$3,900</b>
State Categorical Aid					
OTHER CATEGORICAL AID					
JUV & DOMESTIC RELATIONS	\$16,323	\$14,957	\$17,000	\$17,000	\$0
LITTER CONTROL	\$5,345	\$22,174	\$7,000	\$7,000	\$0
FIRE PROGRAMS FUND	\$95,435	\$99,860	\$67,700	\$91,700	\$24,000
TWO FOR LIFE GRANT	\$0	\$26,473	\$29,000	\$35,700	\$6,700
HAZ MAT FUNDING	\$30,000	\$30,000	\$80,000	\$30,000	-\$50,000
POLICE	\$903,948	\$953,032	\$900,000	\$900,000	\$0
JAIL	\$26,384	\$0	\$25,000	\$25,000	\$0
HEALTH DEPARTMENT	\$258,382	\$260,586	\$258,300	\$180,000	-\$78,300
GENERAL DISTRICT COURT	\$10,451	\$8,327	\$10,000	\$10,000	\$0
GOVERNOR'S OPPORTUNITY FD	\$187,931	\$0	\$0	\$0	\$0
<b>OTHER CATEGORICAL AID TOTAL</b>	<b>\$1,534,199</b>	<b>\$1,415,409</b>	<b>\$1,394,000</b>	<b>\$1,296,400</b>	<b>-\$97,600</b>
SOCIAL SERVICES					
ASSET FORFEITURE POLICE	\$19,520	\$14,057	\$0	\$0	\$0
ASSET FORFEITURE COMM ATY	\$6,011	\$8,000	\$0	\$0	\$0
<b>SOCIAL SERVICES TOTAL</b>	<b>\$25,531</b>	<b>\$22,057</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
GRANTS					
VIRGINIA MAIN STREET PROG	\$1,000	\$0	\$0	\$0	\$0
DEPARTMENT OF HEALTH	\$24,597	\$0	\$0	\$0	\$0
HOUSING & COMMUNITY DEVEL	\$0	\$2,000	\$0	\$0	\$0
TERRORISM RESPONSE	\$368,970	\$135,459	\$117,800	\$117,800	\$0
RESCUE SQUAD ASST FUND	\$0	\$0	\$12,550	\$0	-\$12,550
<b>GRANTS TOTAL</b>	<b>\$394,567</b>	<b>\$137,459</b>	<b>\$130,350</b>	<b>\$117,800</b>	<b>-\$12,550</b>
<b>STATE CATEGORICAL AID TOTAL</b>	<b>\$1,954,297</b>	<b>\$1,574,925</b>	<b>\$1,524,350</b>	<b>\$1,414,200</b>	<b>-\$110,150</b>
<b>STATE TOTAL</b>	<b>\$6,926,049</b>	<b>\$6,548,373</b>	<b>\$6,603,750</b>	<b>\$6,528,100</b>	<b>-\$75,650</b>
<b>Federal</b>					
Federal					
PUBLIC SAFETY					
CONFICATED DRUG MONIES	\$0	\$14	\$0	\$0	\$0
EMERGENCY SERVICE GRANT	\$8,905	\$8,905	\$8,900	\$8,900	\$0
ASSET FORFEITURE FUNDS	\$6,832	\$6,586	\$0	\$0	\$0
FIREFIGHTERS ASSIST GRANT	\$0	\$0	\$619,550	\$440,000	-\$179,550
<b>PUBLIC SAFETY TOTAL</b>	<b>\$15,737</b>	<b>\$15,505</b>	<b>\$628,450</b>	<b>\$448,900</b>	<b>-\$179,550</b>
OTHER CATEGORICAL AID					
CARES ACT	\$651,261	\$3,921,776	\$0	\$0	\$0
COMMISSION OF ARTS GRANT	\$4,500	\$2,875	\$4,500	\$4,500	\$0
<b>OTHER CATEGORICAL AID TOTAL</b>	<b>\$655,761</b>	<b>\$3,924,651</b>	<b>\$4,500</b>	<b>\$4,500</b>	<b>\$0</b>
PARKS & RECREATION					
CHILD/ADULT CARE FOOD	\$2,359	\$860	\$4,000	\$4,000	\$0
<b>PARKS &amp; RECREATION TOTAL</b>	<b>\$2,359</b>	<b>\$860</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$0</b>
GRANTS					
JUVENILE JUSTICE	\$0	\$9,849	\$0	\$120,000	\$120,000
WASH/BALTIMORE HIDTA	\$0	\$125,373	\$70,600	\$70,600	\$0
DEPT OF FORESTERY	\$0	\$4,960	\$0	\$0	\$0
DEPT HOUSING & COMM DEV	\$10,000	\$0	\$0	\$0	\$0
CDBG GRANT	\$322,032	\$222,915	\$200,000	\$225,000	\$25,000
BALLISTIC VEST PROGRAM	\$1,277	\$440	\$5,000	\$5,000	\$0
VICTIM WITNESS	\$119,025	\$119,029	\$119,000	\$111,100	-\$7,900
DMV GRANTS	\$11,866	\$10,238	\$28,000	\$28,000	\$0
PUBLIC ASSISTANCE GRANT	\$78,950	\$26,317	\$0	\$0	\$0
HOMELAND SECURITY/ODP	\$37,039	\$85,731	\$0	\$18,000	\$18,000
<b>GRANTS TOTAL</b>	<b>\$580,188</b>	<b>\$604,851</b>	<b>\$422,600</b>	<b>\$577,700</b>	<b>\$155,100</b>
<b>FEDERAL TOTAL</b>	<b>\$1,254,046</b>	<b>\$4,545,868</b>	<b>\$1,059,550</b>	<b>\$1,035,100</b>	<b>-\$24,450</b>
<b>FEDERAL TOTAL</b>	<b>\$1,254,046</b>	<b>\$4,545,868</b>	<b>\$1,059,550</b>	<b>\$1,035,100</b>	<b>-\$24,450</b>
<b>Other Financing Sources</b>					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Other Financing Sources					
INSURANCE					
INSURANCE RECOVERIES	\$22,672	\$41,085	\$0	\$0	\$0
INSURANCE TOTAL	\$22,672	\$41,085	\$0	\$0	\$0
SALE OF PROPERTY					
LAND	\$62,000	\$1,928	\$0	\$0	\$0
SALE OF PROPERTY TOTAL	\$62,000	\$1,928	\$0	\$0	\$0
PROCEEDS FROM INDEBTEDNES					
CDBG LOANS PRINCIPAL	\$223	\$457	\$0	\$0	\$0
CDBG LOANS INTEREST	\$77	\$143	\$0	\$0	\$0
PREMIUMS ON BONDS	\$0	\$2,368,095	\$0	\$0	\$0
SALE OF BONDS	\$0	\$10,020,000	\$0	\$0	\$0
PROCEEDS FROM INDEBTEDNES TOTAL	\$300	\$12,388,695	\$0	\$0	\$0
RESERVES					
FUND BALANCE	\$0	\$0	\$517,200	\$1,542,900	\$1,025,700
RESERVES TOTAL	\$0	\$0	\$517,200	\$1,542,900	\$1,025,700
OTHER FINANCING SOURCES TOTAL	\$84,972	\$12,431,708	\$517,200	\$1,542,900	\$1,025,700
Transfers In					
TRANSFERS					
UTILITIES FUND	\$1,400,000	\$1,500,000	\$1,500,000	\$1,500,000	\$0
OTDB	\$50,000	\$50,000	\$50,000	\$50,000	\$0
TRANSFERS TOTAL	\$1,450,000	\$1,550,000	\$1,550,000	\$1,550,000	\$0
TRANSFERS IN TOTAL	\$1,450,000	\$1,550,000	\$1,550,000	\$1,550,000	\$0
OTHER FINANCING SOURCES TOTAL	\$1,534,972	\$13,981,708	\$2,067,200	\$3,092,900	\$1,025,700
TOTAL	\$91,040,591	\$107,763,392	\$93,025,000	\$100,675,000	\$7,650,000

## EXPENDITURES BY DEPARTMENT SUMMARY

### General Fund Department Summary

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>GENERAL GOVERNMENT ADMINISTRATION</b>					
CITY COUNCIL	\$219,529	\$242,134	\$219,000	\$244,600	\$25,600
CLERK OF COUNCIL	\$43,096	\$41,606	\$48,200	\$50,100	\$1,900
CITY MANAGER	\$423,695	\$531,294	\$505,000	\$530,600	\$25,600
COMMUNICATIONS	\$263,799	\$244,760	\$291,200	\$294,000	\$2,800
CITY ATTORNEY	\$357,829	\$274,803	\$200,000	\$216,000	\$16,000
INDEPENDENT AUDITORS	\$88,389	\$100,784	\$95,000	\$100,000	\$5,000
HUMAN RESOURCES	\$526,168	\$548,591	\$536,400	\$559,600	\$23,200
COMMISSIONER OF THE REVENUE	\$598,270	\$619,999	\$633,300	\$689,000	\$55,700
TREASURER	\$509,062	\$531,526	\$546,700	\$574,400	\$27,700
FINANCE	\$703,789	\$660,472	\$728,700	\$786,100	\$57,400
INNOVATION & INFORMATION SERVICES	\$2,606,118	\$2,996,327	\$2,607,200	\$3,140,300	\$533,100
RISK MANAGEMENT	\$36,824	\$41,447	\$45,000	\$50,000	\$5,000
OFFICE OF ELECTIONS	\$250,494	\$288,865	\$278,700	\$278,800	\$100
GENERAL GOVERNMENT ADMINISTRATION TOTAL	\$6,627,061	\$7,122,608	\$6,734,400	\$7,513,500	\$779,100
<b>JUDICIAL ADMINISTRATION</b>					
CIRCUIT COURT	\$105,254	\$105,580	\$105,400	\$106,700	\$1,300
GENERAL DISTRICT COURT	\$22,541	\$18,563	\$32,400	\$31,900	-\$500
MAGISTRATE	\$2,823	\$2,647	\$3,975	\$4,100	\$125
J & D RELATION DIST COURT	\$48,745	\$42,458	\$59,200	\$59,200	\$0
CLERK OF CIRCUIT COURT	\$579,951	\$599,262	\$614,600	\$642,500	\$27,900
CITY SHERIFF	\$1,401,556	\$1,401,892	\$1,425,400	\$1,684,000	\$258,600
COURTHOUSE SECURITY	\$297,937	\$283,493	\$288,700	\$282,100	-\$6,600
JUROR SERVICES	\$20,000	\$20,000	\$20,000	\$20,000	\$0
COMMONWEALTH ATTORNEY	\$1,590,286	\$1,603,103	\$1,617,700	\$1,703,700	\$86,000
VICTIM WITNESS PROGRAM	\$221,555	\$217,696	\$224,600	\$246,700	\$22,100
JUDICIAL ADMINISTRATION TOTAL	\$4,290,648	\$4,294,695	\$4,391,975	\$4,780,901	\$388,926
<b>PUBLIC SAFETY</b>					



	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
POLICE DEPARTMENT	\$8,112,513	\$7,946,607	\$8,453,000	\$8,898,100	\$445,100
POLICE GRANTS	\$510,002	\$449,792	\$108,700	\$243,700	\$135,000
FIRE DEPARTMENT	\$6,176,382	\$7,298,186	\$6,638,100	\$7,024,000	\$385,900
FIRE GRANTS	\$146,126	\$578,186	\$827,800	\$585,400	-\$242,400
J&D RELATIONS COURT SERVICES	\$71,656	\$3,277	\$4,600	\$4,600	\$0
INSPECTIONS DEPARTMENT	\$547,325	\$544,539	\$572,700	\$656,300	\$83,600
EMERGENCY MANAGEMENT	\$602,564	\$792,076	\$658,000	\$684,500	\$26,500
HAZARDOUS MATERIAL	\$55,120	\$57,071	\$76,600	\$81,600	\$5,000
COMMUNICATION OPERATIONS	\$1,092,140	\$1,121,385	\$1,273,700	\$1,396,500	\$122,800
<b>PUBLIC SAFETY TOTAL</b>	<b>\$17,313,828</b>	<b>\$18,791,121</b>	<b>\$18,613,200</b>	<b>\$19,574,701</b>	<b>\$961,501</b>
<b>PUBLIC WORKS</b>					
STREETS	\$155,620	\$184,521	\$184,800	\$170,100	-\$14,700
STORM DRAINAGE	\$43,429	\$55,766	\$73,600	\$85,500	\$11,900
LOUDOUN MALL	\$81,432	\$104,964	\$116,200	\$120,200	\$4,000
REFUSE COLLECTION	\$1,723,440	\$1,943,399	\$2,171,600	\$2,100,900	-\$70,700
JOINT JUDICIAL CENTER	\$557,129	\$568,064	\$582,300	\$620,000	\$37,700
FACILITIES MAINTENANCE	\$1,648,907	\$2,204,441	\$1,899,300	\$2,368,500	\$469,200
<b>PUBLIC WORKS TOTAL</b>	<b>\$4,209,956</b>	<b>\$5,061,155</b>	<b>\$5,027,800</b>	<b>\$5,465,200</b>	<b>\$437,400</b>
<b>HEALTH &amp; WELFARE</b>					
ELDERLY - PROP TAX RELIEF	\$211,263	\$208,579	\$225,000	\$250,000	\$25,000
<b>HEALTH &amp; WELFARE TOTAL</b>	<b>\$211,263</b>	<b>\$208,579</b>	<b>\$225,000</b>	<b>\$250,000</b>	<b>\$25,000</b>
<b>PARKS, RECREATION AND CULTURE</b>					
SUPERVISION PARKS & REC	\$364,930	\$332,546	\$525,400	\$623,100	\$97,700
SPECIAL EVENTS	\$95,064	\$79,073	\$80,000	\$104,800	\$24,800
PARKS GROUNDS MAINTENANCE	\$700,983	\$868,372	\$650,000	\$1,015,600	\$365,600
COMMUNITY REC PROGRAMS	\$51,054	\$20,077	\$83,500	\$88,000	\$4,500
OUTDOOR SWIMMING POOL	\$204,845	\$246,892	\$230,700	\$261,700	\$31,000
INDOOR POOL	\$218,896	\$190,470	\$302,800	\$294,900	-\$7,900
PARKS FACILITIES MAINTENANCE	\$437,832	\$475,455	\$434,800	\$450,600	\$15,800
SCHOOL AGE CHILD CARE	\$258,280	\$235,933	\$286,900	\$346,600	\$59,700
ATHLETIC PROGRAMS	\$159,290	\$157,261	\$196,700	\$228,500	\$31,800
<b>PARKS, RECREATION AND CULTURE TOTAL</b>	<b>\$2,491,173</b>	<b>\$2,606,079</b>	<b>\$2,790,800</b>	<b>\$3,413,800</b>	<b>\$623,000</b>
<b>COMMUNITY DEVELOPMENT</b>					
PLANNING DEPARTMENT	\$278,220	\$261,292	\$290,900	\$312,300	\$21,400
REDEVELOPMENT & HOUSING	\$30,054	\$31,028	\$23,600	\$224,900	\$201,300
ZONING DEPARTMENT	\$222,692	\$204,803	\$205,400	\$211,300	\$5,900
DEVELOPMENT SERVICES	\$492,866	\$1,678,208	\$679,500	\$546,500	-\$133,000
OLD TOWN WINCHESTER	\$282,474	\$230,847	\$309,500	\$174,500	-\$135,000
GIS	\$88,381	\$92,866	\$110,600	\$170,200	\$59,600
<b>COMMUNITY DEVELOPMENT TOTAL</b>	<b>\$1,394,688</b>	<b>\$2,499,043</b>	<b>\$1,619,500</b>	<b>\$1,639,698</b>	<b>\$20,198</b>
<b>NONDEPARTMENTAL</b>					
OTHER	\$280,310	\$276,750	\$283,273	\$320,999	\$37,726
OUTSIDE AGENCIES	\$0	\$416,035	\$0	\$0	\$0
REGIONAL AGENCIES	\$6,623,077	\$6,855,425	\$7,139,510	\$7,931,441	\$791,931
<b>NONDEPARTMENTAL TOTAL</b>	<b>\$6,903,387</b>	<b>\$7,548,210</b>	<b>\$7,422,783</b>	<b>\$8,252,440</b>	<b>\$829,657</b>
<b>TRANSFERS OUT</b>					
INTERFUND	\$37,174,996	\$35,698,104	\$34,576,642	\$37,229,760	\$2,653,118
<b>TRANSFERS OUT TOTAL</b>	<b>\$37,174,996</b>	<b>\$35,698,104</b>	<b>\$34,576,642</b>	<b>\$37,229,760</b>	<b>\$2,653,118</b>
<b>DEBT SERVICE</b>					
DEBT	\$11,210,059	\$24,073,942	\$11,622,900	\$12,555,000	\$932,100
<b>DEBT SERVICE TOTAL</b>	<b>\$11,210,059</b>	<b>\$24,073,942</b>	<b>\$11,622,900</b>	<b>\$12,555,000</b>	<b>\$932,100</b>
<b>TOTAL</b>	<b>\$91,827,059</b>	<b>\$107,903,536</b>	<b>\$93,025,000</b>	<b>\$100,675,000</b>	<b>\$7,650,000</b>

## GENERAL FUND DEPARTMENTS

### GENERAL GOVERNMENTAL DEPARTMENTS:

City Council  
Clerk of City Council  
City Manager  
Communications  
City Attorney  
Independent Auditors  
Human Resources  
Commissioner of the Revenue  
Treasurer  
Finance  
Innovation and Information Services  
Risk Management  
Office of Elections

### JUDICIAL ADMINISTRATION DEPARTMENTS:

Circuit Court  
General District Court/Magistrate  
Juvenile & Domestic Relations District Court Clerk  
Clerk of the Circuit Court  
City Sheriff  
Courthouse Security  
Juror Services  
Commonwealth Attorney  
Victim Witness

### PUBLIC SAFETY DEPARTMENTS:

Police  
Police Grants  
Emergency Communications Center  
Fire & Rescue Department  
    Fire Grants  
    Hazardous Materials  
Juvenile Domestic Relations Court Services  
(Probation)  
Inspections  
Emergency Management

i k s o t i s g e e t o e t o i Budget Book  
i k s o e e u d e t s o g e s 2  
d 3 o t i s Budget Book

### PUBLIC WORKS DEPARTMENTS:

Streets/Storm Drainage  
Loudoun Mall  
Refuse & Recycling  
Joint Judicial Center (JCC)  
Facilities Maintenance

### HEALTH & WELFARE - REAL ESTATE TAX RELIEF

### PARKS & RECREATION

Supervision  
Special Events  
Parks Maintenance  
Community Recreation  
Indoor Pool  
Outdoor Pool  
Parks Facilities Maintenance  
Child Care  
Athletics

### COMMUNITY DEVELOPMENT DEPARTMENTS:

Planning  
Redevelopment and Housing (CDBG)  
Zoning Department  
Development Services  
Old Town Winchester  
GIS

### NON-DEPARTMENTAL:

Other  
Regional Agencies  
Transfers/Debt



## DESCRIPTION

The City of Winchester operates under the council/manager form of government as provided for in the Code of Virginia. The city consists of four wards each represented by two (2) elected representatives while the City elects its Mayor-at-large. City Council collectively sets policy for the City and enacts those ordinances which are deemed necessary (state law permitting). Council appoints the City Manager, most boards, commissions, authorities, and committees to examine and conduct various aspects of city business.

## STRATEGIC PLAN GOALS

- Working Winchester – Encourage economic opportunity for all residents through small business supports and workforce development.
- Building Winchester – Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.
- Strengthening Winchester - Foster a safe, healthy, and diverse community with ample opportunities for recreation and wellness.
- Moving Winchester – Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.
- Supporting Winchester – Support the City's high-performing operations with effective communication, innovation, and sound fiscal policies.

## EXPENDITURES

### City Council - Summary Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$162,474	\$158,010	\$162,500	\$178,700	\$16,200
<b>CONTRACTUAL SERVICES</b>	\$16,757	\$45,824	\$16,600	\$24,500	\$7,900
<b>OTHER CHARGES</b>	\$40,298	\$38,300	\$39,900	\$41,400	\$1,500
<b>TOTAL</b>	<b>\$219,529</b>	<b>\$242,134</b>	<b>\$219,000</b>	<b>\$244,600</b>	<b>\$25,600</b>

City Council - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
PART-TIME SALARIES					
NON-CLASSIFIED REGULAR	\$0	\$0	\$0	\$21,000	\$21,000
MAYOR	\$10,800	\$10,800	\$10,800	\$10,800	\$0
COUNCILORS	\$72,000	\$71,850	\$72,000	\$72,000	\$0
<b>PART-TIME SALARIES TOTAL</b>	<b>\$82,800</b>	<b>\$82,650</b>	<b>\$82,800</b>	<b>\$103,800</b>	<b>\$21,000</b>
FICA	\$4,725	\$4,919	\$4,797	\$6,670	\$1,873
WORKER'S COMPENSATION	\$50	\$62	\$62	\$64	\$2
OTHER BENEFITS					
HEALTH INSURANCE	\$74,900	\$70,379	\$74,841	\$68,166	-\$6,675
<b>OTHER BENEFITS TOTAL</b>	<b>\$74,900</b>	<b>\$70,379</b>	<b>\$74,841</b>	<b>\$68,166</b>	<b>-\$6,675</b>
<b>PERSONNEL TOTAL</b>	<b>\$162,474</b>	<b>\$158,010</b>	<b>\$162,500</b>	<b>\$178,700</b>	<b>\$16,200</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$2,350	\$25,900	\$6,000	\$6,000	\$0
PRINTING & BINDING	\$9	\$1,508	\$500	\$500	\$0
ADVERTISING	\$14,397	\$18,416	\$10,000	\$18,000	\$8,000
PURCHASED SERVICES OTHER	\$0	\$0	\$100	\$0	-\$100
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$16,757</b>	<b>\$45,824</b>	<b>\$16,600</b>	<b>\$24,500</b>	<b>\$7,900</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS	\$69	\$64	\$300	\$100	-\$200
TRAVEL	\$1,590	\$855	\$2,000	\$1,500	-\$500
MISCELLANEOUS	\$38,626	\$36,901	\$36,000	\$39,000	\$3,000
MATERIALS & SUPPLIES	\$14	\$479	\$1,600	\$800	-\$800
<b>OTHER CHARGES TOTAL</b>	<b>\$40,298</b>	<b>\$38,300</b>	<b>\$39,900</b>	<b>\$41,400</b>	<b>\$1,500</b>
<b>TOTAL</b>	<b>\$219,529</b>	<b>\$242,134</b>	<b>\$219,000</b>	<b>\$244,600</b>	<b>\$25,600</b>



## DESCRIPTION

The Clerk of Council serves the City Council and various organizations and committees. The Clerk prepares for, and attends, all Council meetings, and takes meeting minutes and maintains the minute books. In addition, the Clerk maintains ordinances and resolutions, and furnishes the media with all necessary information.

## STAFFING SUMMARY

### Clerk of Council

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Clerk of Council	0.50	0.50	0.50	0.50	0.50
<b>FTE AMOUNT</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

## EXPENDITURES

### Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$35,596	\$37,403	\$37,800	\$40,000	\$2,200
<b>OTHER CHARGES</b>	\$4,677	\$3,506	\$6,200	\$5,900	-\$300
<b>CONTRACTUAL SERVICES</b>	\$2,823	\$696	\$4,200	\$4,200	\$0
<b>TOTAL</b>	<b>\$43,096</b>	<b>\$41,606</b>	<b>\$48,200</b>	<b>\$50,100</b>	<b>\$1,900</b>

### Clerk of Council - Detailed Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$26,961	\$28,176	\$28,608	\$30,046	\$1,438
FICA	\$2,046	\$2,138	\$2,152	\$2,277	\$125
RETIREMENT	\$2,420	\$2,854	\$2,927	\$3,074	\$147
GROUP INSURANCE	\$353	\$373	\$384	\$403	\$19
DISABILITY INSURANCE	\$145	\$147	\$151	\$159	\$8
WORKER'S COMPENSATION	\$16	\$20	\$22	\$23	\$1
<b>OTHER BENEFITS</b>					
BENEFITS ADMIN FEE	\$18	\$18	\$18	\$18	\$0
HEALTH INSURANCE	\$3,604	\$3,649	\$3,510	\$3,972	\$462
<b>OTHER BENEFITS TOTAL</b>	<b>\$3,623</b>	<b>\$3,668</b>	<b>\$3,528</b>	<b>\$3,990</b>	<b>\$462</b>



	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
VRS HEALTH INS CREDIT	\$32	\$28	\$28	\$28	\$0
<b>PERSONNEL TOTAL</b>	<b>\$35,596</b>	<b>\$37,403</b>	<b>\$37,800</b>	<b>\$40,000</b>	<b>\$2,200</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$2,650	\$667	\$4,000	\$4,000	\$0
PRINTING & BINDING	\$173	\$30	\$200	\$200	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$2,823</b>	<b>\$696</b>	<b>\$4,200</b>	<b>\$4,200</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
LEASES & RENTALS	\$2,912	\$2,539	\$3,025	\$3,000	-\$25
TRAVEL	\$1,149	\$275	\$1,800	\$1,500	-\$300
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$280	\$455	\$275	\$500	\$225
MISC CHARGES & FEES	\$216	\$0	\$200	\$200	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$496</b>	<b>\$455</b>	<b>\$475</b>	<b>\$700</b>	<b>\$225</b>
<b>MATERIALS &amp; SUPPLIES</b>					
OFFICE SUPPLIES	\$92	\$22	\$650	\$200	-\$450
FOOD & FOOD SERVICE	\$0	\$215	\$0	\$0	\$0
BOOKS & SUBSCRIPTIONS	\$0	\$0	\$100	\$0	-\$100
OTHER OPERATING SUPPLIES	\$28	\$0	\$150	\$500	\$350
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$120</b>	<b>\$237</b>	<b>\$900</b>	<b>\$700</b>	<b>-\$200</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$4,677</b>	<b>\$3,506</b>	<b>\$6,200</b>	<b>\$5,900</b>	<b>-\$300</b>
<b>TOTAL</b>	<b>\$43,096</b>	<b>\$41,606</b>	<b>\$48,200</b>	<b>\$50,100</b>	<b>\$1,900</b>



## DESCRIPTION

The City Manager, as chief executive officer of the City of Winchester, implements City Council policy and manages the activities of the City offices and departments.

### Services and Products:

- Annual operating and capital budget
- Annual legislative program
- Special projects and reports
- Data and information analyses
- Manage Strategic Plan projects and action items

## STRATEGIC PLAN GOALS

To ensure that resources funded by City Council are well managed and available to provide a variety of needed and/or desired municipal services to City citizens. To ensure the appropriate level of funding is directed to fund City Council priorities as outlined in Council's Strategic Plan. (Strategic Plan Goal 5)

### Objectives:

- Provide Council with information and data necessary for formulating policy
- Direct and control departments and offices
- Exercise fiscal control over operations and submit an annual budget to City Council
- Respond to citizen inquires and requests
- Evaluate programs and projects for effectiveness
- Conduct research and develop methodology for new programs
- Communicate Council policy to departments and offices
- Manage work force and create high performing organizational structure
- Act as liaison to the General Assembly and monitor legislation affecting City citizens
- Provide appropriate, effective and consistent internal and external communication to inform the public about City policies

## PERFORMANCE MEASURES

Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
<b>Output Measures</b>					
Analysis and research to support Council policy formulation	As Necessary	As Necessary	As Necessary	As Necessary	As Necessary
Operating department performance reviews	As Necessary	As Necessary	As Necessary	As Necessary	As Necessary
Contacts with Legislative Delegation and VML staff members	As Necessary	As Necessary	As Necessary	As Necessary	As Necessary
<b>Outcome Measures</b>					
% of time operating budget expenditures conform to established budgetary guidelines	100%	100%	100%	100%	100%
Information requests from Mayor or City Council answered within 10 days	100%	100%	100%	100%	100%
Information requests from the public answered within 10 days	100%	100%	100%	100%	100%

## STAFFING SUMMARY

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
City Manager	2.50	2.50	3.50	3.50	3.50
<b>FTE AMOUNT</b>	<b>2.50</b>	<b>2.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>

## EXPENDITURES

### Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$415,558	\$497,319	\$498,000	\$517,000	\$19,000
<b>CONTRACTUAL SERVICES</b>	\$1,189	\$26,539	\$1,000	\$5,500	\$4,500
<b>OTHER CHARGES</b>	\$6,948	\$7,436	\$6,000	\$8,100	\$2,100
<b>TOTAL</b>	<b>\$423,695</b>	<b>\$531,294</b>	<b>\$505,000</b>	<b>\$530,600</b>	<b>\$25,600</b>

### Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$336,899	\$388,463	\$388,363	\$400,089	\$11,726
OVERTIME	\$127	\$0	\$0	\$0	\$0
PART-TIME SALARIES	\$5,936	\$0	\$0	\$0	\$0
FICA	\$21,883	\$29,895	\$20,300	\$20,885	\$585
RETIREMENT	\$20,732	\$32,479	\$38,993	\$40,849	\$1,856
GROUP INSURANCE	\$3,018	\$4,242	\$5,106	\$5,260	\$154
DISABILITY INSURANCE	\$844	\$870	\$1,058	\$1,129	\$71
WORKER'S COMPENSATION	\$209	\$291	\$286	\$313	\$27
OTHER BENEFITS	\$25,634	\$40,766	\$43,514	\$48,122	\$4,608
VRS HEALTH INS CREDIT	\$276	\$314	\$380	\$354	-\$26
<b>PERSONNEL TOTAL</b>	<b>\$415,558</b>	<b>\$497,319</b>	<b>\$498,000</b>	<b>\$517,000</b>	<b>\$19,000</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$625	\$26,500	\$0	\$5,000	\$5,000
PRINTING & BINDING	\$564	\$39	\$1,000	\$500	-\$500
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$1,189</b>	<b>\$26,539</b>	<b>\$1,000</b>	<b>\$5,500</b>	<b>\$4,500</b>

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$173	\$57	\$200	\$200	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$173</b>	<b>\$57</b>	<b>\$200</b>	<b>\$200</b>	<b>\$0</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$275	\$0	\$0	\$0	\$0
TRAINING & EDUCATION	\$1,561	\$0	\$1,500	\$1,500	\$0
<b>TRAVEL TOTAL</b>	<b>\$1,835</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$3,900	\$5,743	\$2,000	\$4,000	\$2,000
MISC CHARGES & FEES	\$0	\$765	\$0	\$100	\$100
<b>MISCELLANEOUS TOTAL</b>	<b>\$3,900</b>	<b>\$6,508</b>	<b>\$2,000</b>	<b>\$4,100</b>	<b>\$2,100</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$400	\$265	\$900	\$900	\$0
FOOD & FOOD SERVICE	\$151	\$6	\$100	\$100	\$0
UNIFORMS & APPAREL	\$0	\$0	\$0	\$500	\$500
BOOKS & SUBSCRIPTIONS	\$269	\$159	\$300	\$300	\$0
OTHER OPERATING SUPPLIES	\$221	\$440	\$1,000	\$500	-\$500
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$1,040</b>	<b>\$870</b>	<b>\$2,300</b>	<b>\$2,300</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$6,948</b>	<b>\$7,436</b>	<b>\$6,000</b>	<b>\$8,100</b>	<b>\$2,100</b>
<b>TOTAL</b>	<b>\$423,695</b>	<b>\$531,294</b>	<b>\$505,000</b>	<b>\$530,600</b>	<b>\$25,600</b>



## DESCRIPTION

The City's Communications Office facilitates public access to information to ensure the community is accurately informed of City government services, activities, and programs in a timely, effective, and efficient manner.

Department staff also serve as the City's Public Information Officer, Freedom of Information Act Officer, Records Management Officer, webmaster, in-house graphic designer, photographer, and videographer.

Services and Products:

- Responses to requests for information and public records
- Strategic Plan projects and action items
- Publications: annual reports, brochures, flyers, reports, strategic plan document, annual informational calendar, and electronic newsletters
- Citizen's Academy
- Media releases and advisories
- Crisis communications plan
- Records management program
- Websites and social media sites and archival system
- Government access television channel
- Mobile app
- 3-1-1 service request system
- Knowledgebase
- Photography and video production
- Community outreach events/programs
- Podcasts

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goal 5):

- Provide timely and accurate information to the community and media representatives
- Offer a variety of useful and interactive ways to communicate with the community
- Stay up to date and continue to offer innovative communication tools to reach a broader audience and hard to reach populations
- Be prepared for emergencies
- Respond to all FOIA requests as provided by law
- Provide exceptional and courteous customer service at all times
- Provide an accurate, user-friendly and beautiful public-facing website



- Manage the City's public records according to the Library of Virginia retention schedules and prepare for disaster recovery
  - Educate residents concerning City services and programs and the value received for their tax dollars
- Objectives:
- Provide appropriate, effective, and consistent internal and external communication to inform the public about City policies, services, programs, and events using up to date and effective resource methods
  - Manage the City's response to all Freedom of Information Act requests of public records
  - Manage all social media, television, e-newsletter, online, and emergency communications
  - Conduct citizen survey every three years
  - Provide creative and innovative graphic design and video services to all City departments
  - Provide an interactive and informative annual citizen's academy
  - Manage and update the City's website and all related content
  - Manage the City's records and their appropriate retention
  - Oversee the City's 3-1-1 service request system, knowledgebase and mobile app
  - Distribute media releases, handle media requests for information and serve as the City's chief public information officer/spokesperson
  - Serve as the City's Emergency Support Function #15-External Affairs during emergencies and major incidents
  - Assist other City departments/divisions with promoting their programs, services and events

## PERFORMANCE MEASURES

Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
<b>Output Measures</b>					
Prepare the City's Annual Report	Yes	Yes	Yes	Yes	Yes
News releases distributed and information posted on social media/TV channels	As Necessary	As Necessary	As Necessary	As Necessary	As Necessary
Increase the number of visitors to <a href="http://www.winchesterva.gov">www.winchesterva.gov</a> by 10%	n/a	Yes	Yes	Yes	Yes
Increase social media followers by 5%	n/a	Yes	Yes	Yes	Yes
Increase use of 3-1-1 service request system by 10%	n/a	Yes	Yes	Yes	Yes
Distribute annual information calendar	Yes	Yes	Yes	Yes	Yes
<b>Outcome Measures</b>					
Information requests from the public answered within 3 days	100%	100%	100%	100%	100%
Freedom of Information Act requests from the public/media answered within 5 days (or extension requested)	100%	100%	100%	100%	100%
INSIGHT Citizen's Academy provided annually at maximum capacity	100%	100%	100%	100%	100%

## STAFFING SUMMARY

### Communications

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Communications	2.00	2.00	2.00	2.00	2.00
<b>FTE AMOUNT</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

# EXPENDITURES

## Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$180,375	\$184,069	\$187,200	\$205,600	\$18,400
<b>CONTRACTUAL SERVICES</b>	\$72,116	\$51,010	\$95,400	\$75,400	-\$20,000
<b>OTHER CHARGES</b>	\$11,308	\$9,681	\$8,600	\$13,000	\$4,400
<b>TOTAL</b>	<b>\$263,799</b>	<b>\$244,760</b>	<b>\$291,200</b>	<b>\$294,000</b>	<b>\$2,800</b>

## Communications - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$134,354	\$135,341	\$138,677	\$150,072	\$11,395
PART-TIME SALARIES	\$0	\$245	\$0	\$2,000	\$2,000
FICA	\$9,726	\$9,785	\$10,082	\$10,914	\$832
RETIREMENT	\$12,120	\$13,729	\$14,186	\$15,532	\$1,346
GROUP INSURANCE	\$1,763	\$1,796	\$1,858	\$2,011	\$153
DISABILITY INSURANCE	\$277	\$270	\$276	\$294	\$18
WORKER'S COMPENSATION	\$81	\$98	\$106	\$115	\$9
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$73	\$73	\$72	\$72	\$0
HEALTH INSURANCE	\$21,822	\$22,598	\$21,804	\$24,456	\$2,652
OTHER BENEFITS TOTAL	<b>\$21,895</b>	<b>\$22,670</b>	<b>\$21,876</b>	<b>\$24,528</b>	<b>\$2,652</b>
VRS HEALTH INS CREDIT	\$161	\$134	\$139	\$135	-\$4
<b>PERSONNEL TOTAL</b>	<b>\$180,375</b>	<b>\$184,069</b>	<b>\$187,200</b>	<b>\$205,600</b>	<b>\$18,400</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$62,836	\$48,576	\$85,000	\$65,000	-\$20,000
PRINTING & BINDING	\$8,333	\$2,169	\$10,000	\$10,000	\$0
ADVERTISING	\$947	\$265	\$400	\$400	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$72,116</b>	<b>\$51,010</b>	<b>\$95,400</b>	<b>\$75,400</b>	<b>-\$20,000</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$872	\$4,486	\$2,300	\$2,500	\$200
TELECOMMUNICATIONS	\$68	\$11	\$50	\$50	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$940</b>	<b>\$4,497</b>	<b>\$2,350</b>	<b>\$2,550</b>	<b>\$200</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$448	\$38	\$0	\$450	\$450
TRAINING & EDUCATION	\$2,383	\$360	\$0	\$2,500	\$2,500
<b>TRAVEL TOTAL</b>	<b>\$2,832</b>	<b>\$398</b>	<b>\$0</b>	<b>\$2,950</b>	<b>\$2,950</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$489	\$89	\$1,000	\$1,000	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$489</b>	<b>\$89</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$981	\$36	\$500	\$500	\$0
FOOD & FOOD SERVICE	\$446	\$0	\$450	\$1,500	\$1,050
UNIFORMS & APPAREL	\$71	\$0	\$500	\$700	\$200
BOOKS & SUBSCRIPTIONS	\$1,763	\$2,512	\$2,300	\$2,300	\$0
OTHER OPERATING SUPPLIES	\$3,786	\$2,150	\$1,500	\$1,500	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$7,047</b>	<b>\$4,698</b>	<b>\$5,250</b>	<b>\$6,500</b>	<b>\$1,250</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$11,308</b>	<b>\$9,681</b>	<b>\$8,600</b>	<b>\$13,000</b>	<b>\$4,400</b>
<b>TOTAL</b>	<b>\$263,799</b>	<b>\$244,760</b>	<b>\$291,200</b>	<b>\$294,000</b>	<b>\$2,800</b>



## DESCRIPTION

The City Attorney's office manages the legal affairs of the City, and provides legal advice to City Council, the City Manager, City staff, and to the various Boards, Agencies, and Commissions of the City. Our City Attorney's office is comprised of a lead Attorney and a team of Attorney's from Litten & Sipe, LLP. Collectively, they provide a wide array of legal advice for the City as well as reviewing ordinances and resolutions for consideration by City Council.

## STAFFING SUMMARY

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
City Attorney	3.00	2.00	0.00	0.00	0.00
<b>FTE AMOUNT</b>	<b>3.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## EXPENDITURES

### Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$28,166	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SERVICES</b>	\$324,085	\$273,645	\$200,000	\$216,000	\$16,000
<b>OTHER CHARGES</b>	\$5,578	\$1,158	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$357,829</b>	<b>\$274,803</b>	<b>\$200,000</b>	<b>\$216,000</b>	<b>\$16,000</b>

### City Attorney - Detail Expenditures

	FY 2020 Actual	FY2021 Actual	FY 2022 Adopted Budget	FY 2023 Proposed Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$22,380	\$0	\$0	\$0	\$0
FICA	\$1,738	\$0	\$0	\$0	\$0
RETIREMENT	\$1,693	\$0	\$0	\$0	\$0
GROUP INSURANCE	\$247	\$0	\$0	\$0	\$0
WORKER'S COMPENSATION	\$13	\$0	\$0	\$0	\$0
OTHER BENEFITS	\$2,072	\$0	\$0	\$0	\$0
VRS HEALTH INS CREDIT	\$23	\$0	\$0	\$0	\$0
<b>PERSONNEL TOTAL</b>	<b>\$28,166</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$323,948	\$273,645	\$200,000	\$216,000	\$16,000

	FY 2020 Actual	FY2021 Actual	FY 2022 Adopted Budget	FY 2023 Proposed Budget	FY 2023 Budget Variance
PRINTING & BINDING	\$138	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$324,085</b>	<b>\$273,645</b>	<b>\$200,000</b>	<b>\$216,000</b>	<b>\$16,000</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS	\$50	\$27	\$0	\$0	\$0
LEASES & RENTALS	\$692	\$0	\$0	\$0	\$0
MISCELLANEOUS	\$1,308	\$1,131	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES</b>					
OFFICE SUPPLIES	\$205	\$0	\$0	\$0	\$0
BOOKS & SUBSCRIPTIONS	\$3,227	\$0	\$0	\$0	\$0
OTHER OPERATING SUPPLIES	\$96	\$0	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$3,528</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$5,578</b>	<b>\$1,158</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$357,829</b>	<b>\$274,803</b>	<b>\$200,000</b>	<b>\$216,000</b>	<b>\$16,000</b>



## DESCRIPTION

The Independent Auditor function exists to record the costs of the annual audit and other examinations of accounts and records of the City by an independent auditor. An independent auditor is one who works for the Auditor of Public Accounts, a private firm or an internal auditor who is hired by and reports only to the City Council.

## STRATEGIC PLAN GOALS

Goal:

To perform an efficient and accurate audit of the City's financial records and accounts. (Strategic Plan Goal 5)

Objective:

Each year the City's financial audit meets all required criteria and earns the Certificate of Achievement of Excellence in Financial Reporting from the Government Finance Officers Association.

## EXPENDITURES

### Independent Auditor - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
ACCOUNTING AND AUDITING	\$69,919	\$91,934	\$75,000	\$80,000	\$5,000
OTHER PROFESSIONAL SERV	\$18,470	\$8,850	\$20,000	\$20,000	\$0
PROFESSIONAL SERVICES TOTAL	<b>\$88,389</b>	<b>\$100,784</b>	<b>\$95,000</b>	<b>\$100,000</b>	<b>\$5,000</b>
CONTRACTUAL SERVICES TOTAL	<b>\$88,389</b>	<b>\$100,784</b>	<b>\$95,000</b>	<b>\$100,000</b>	<b>\$5,000</b>
TOTAL	<b>\$88,389</b>	<b>\$100,784</b>	<b>\$95,000</b>	<b>\$100,000</b>	<b>\$5,000</b>





## DESCRIPTION

The City of Winchester's Human Resources Department administers comprehensive programs aiming to attract, motivate, and retain an efficient, diverse, and productive work force. The HR Department provides programs and services to a work force of approximately 600 full time and part time employees, primarily responsible for providing outstanding government services to our citizens. In addition, the HR department assists the City Manager with Risk Management by monitoring the City's insurance coverage, updating policies, filing claims, and depositing payments.

Services Provided:

- Policy development and interpretation
- Recruitment, hiring, and employee orientation
- Compensation and Benefit administration
- Employee Professional Development
- Employee relations/advice/guidance

## STRATEGIC PLAN GOALS

Goal:

To develop Human Resource policies to meet the needs of the organization while ensuring legal compliance. (Strategic Plan Goal 5)

Objectives:

- Provide employee relations counseling to City employees, supervisors, and managers to improve work relationships and the work environment
- Administer a total compensation program that attracts applicants, maintains internal equity, competes in relevant labor markets, and retains high performers
- Provide professional development programs designed to meet the needs of the work force by enhancing their knowledge, skills, and abilities; and preparing employees for future challenges and opportunities

## STAFFING SUMMARY

### Human Resources

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Human Resources	5.00	5.00	5.00	5.00	5.00
<b>FTE AMOUNT</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

# EXPENDITURES

## Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$458,973	\$454,401	\$453,600	\$479,000	\$25,400
<b>CONTRACTUAL SERVICES</b>	\$36,878	\$63,617	\$42,500	\$36,500	-\$6,000
<b>OTHER CHARGES</b>	\$30,317	\$30,573	\$40,300	\$44,100	\$3,800
<b>TOTAL</b>	<b>\$526,168</b>	<b>\$548,591</b>	<b>\$536,400</b>	<b>\$559,600</b>	<b>\$23,200</b>

## Human Resources - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$326,731	\$338,959	\$342,932	\$363,887	\$20,955
OVERTIME	\$242	\$499	\$500	\$500	\$0
PART-TIME SALARIES	\$20,933	\$1,298	\$0	\$0	\$0
FICA	\$25,555	\$24,929	\$23,653	\$24,690	\$1,037
RETIREMENT	\$29,473	\$33,732	\$34,995	\$37,503	\$2,508
GROUP INSURANCE	\$4,287	\$4,412	\$4,584	\$4,859	\$275
DISABILITY INSURANCE	\$729	\$711	\$778	\$786	\$8
UNEMPLOYMENT INSURANCE	\$0	\$2,208	\$0	\$0	\$0
WORKER'S COMPENSATION	\$209	\$246	\$261	\$283	\$22
OTHER BENEFITS					
TUITION ASSISTANCE	\$4,377	\$0	\$0	\$0	\$0
BENEFITS ADMIN FEE	\$183	\$181	\$180	\$180	\$0
HEALTH INSURANCE	\$45,862	\$46,895	\$45,372	\$45,986	\$614
<b>OTHER BENEFITS TOTAL</b>	<b>\$50,422</b>	<b>\$47,076</b>	<b>\$45,552</b>	<b>\$46,166</b>	<b>\$614</b>
VRS HEALTH INS CREDIT	\$391	\$329	\$345	\$326	-\$19
<b>PERSONNEL TOTAL</b>	<b>\$458,973</b>	<b>\$454,401</b>	<b>\$453,600</b>	<b>\$479,000</b>	<b>\$25,400</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
HEALTH CARE SERVICES	\$31,380	\$44,842	\$28,500	\$28,500	\$0
OTHER PROFESSIONAL SERV	\$388	\$8,353	\$0	\$0	\$0
TRAINING/EDUCATION	\$500	\$25	\$0	\$0	\$0
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$32,268</b>	<b>\$53,220</b>	<b>\$28,500</b>	<b>\$28,500</b>	<b>\$0</b>
TEMPORARY HELP	\$2,703	\$0	\$0	\$0	\$0
PRINTING & BINDING	\$561	\$0	\$3,000	\$1,500	-\$1,500
ADVERTISING	\$1,347	\$10,275	\$10,000	\$6,500	-\$3,500
PURCHASED SERVICES OTHER	\$0	\$122	\$1,000	\$0	-\$1,000
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$36,878</b>	<b>\$63,617</b>	<b>\$42,500</b>	<b>\$36,500</b>	<b>-\$6,000</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS	\$898	\$504	\$1,500	\$1,500	\$0
LEASES & RENTALS	\$3,465	\$3,443	\$5,400	\$3,700	-\$1,700
TRAVEL					
MILEAGE & TRANSPORTATION	\$397	\$0	\$0	\$0	\$0
TRAINING & EDUCATION	\$2,892	\$1,394	\$0	\$0	\$0
<b>TRAVEL TOTAL</b>	<b>\$3,290</b>	<b>\$1,394</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$1,327	\$1,875	\$1,600	\$1,600	\$0
MISC CHARGES & FEES	\$871	\$1,667	\$1,300	\$1,300	\$0
BACKGROUND CHECKS	\$5,750	\$6,166	\$8,000	\$10,000	\$2,000
<b>MISCELLANEOUS TOTAL</b>	<b>\$7,947</b>	<b>\$9,708</b>	<b>\$10,900</b>	<b>\$12,900</b>	<b>\$2,000</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$3,768	\$1,923	\$5,000	\$5,000	\$0
FOOD & FOOD SERVICE	\$141	\$194	\$1,500	\$1,500	\$0
BOOKS & SUBSCRIPTIONS	\$144	\$1,500	\$1,000	\$1,000	\$0
OTHER OPERATING SUPPLIES	\$1,306	\$336	\$4,000	\$4,000	\$0
AWARDS, PLAQUES, OTHER	\$7,910	\$9,626	\$9,500	\$13,000	\$3,500
MEMORIALS	\$1,447	\$1,945	\$1,500	\$1,500	\$0

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
MATERIALS & SUPPLIES TOTAL	\$14,717	\$15,524	\$22,500	\$26,000	\$3,500
OTHER CHARGES TOTAL	\$30,317	\$30,573	\$40,300	\$44,100	\$3,800
TOTAL	\$526,168	\$548,591	\$536,400	\$559,600	\$23,200



## DESCRIPTION

The Commissioner of the Revenue is directly accountable to the citizens of Winchester through an elected professional position. As the chief tax assessment officer for the City, the Commissioner is responsible for fair and equitable assessment of local taxes pursuant to state and local law while providing a high level of customer service:

- Business Taxes: including business licenses; business personal property; excise taxes of meals, short-term lodging, admissions, and short-term rental; discovery, audit and appeals programs
- Vehicle Taxes: including personal property tax, personal property tax relief, vehicle license fees, exemptions, and proration
- Real Estate Records and Taxes: including annual billing; transfers of ownership; assessment and recordation of changes; tax exemptions and deductions; tax incentives
- Other Taxes: Including public service corporations; bank franchise; cigarette stamps

The Commissioner's office also provides assistance with Virginia Individual Income Tax Returns, maintains a library of tax returns, monitors pending state legislation which may affect our community, and is an active member of the Community Response Team with a unified approach to resolve community concerns at the source.

## PERFORMANCE MEASURES

Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
<b>Real Estate</b>					
Parcels of Land	9,945	9,981	9,691	10,003	10,020
Tax Relief Applications	255	234	230	210	254
Real Estate Transfers	757	705	823	890	900
Public Service Corporations	27	25	25	27	27
<b>Personal Property</b>					
Vehicle Assessments	30,124	34,427	37,824	36,034	36,100
Personal Property Tax Relief Compliance	25,943	29,217	32,319	30,725	30,750
Vehicle New Registrations	11,669	14,311	13,452	16,138	16,200
Vehicle Registration Deletions	5,532	11,464	25,541	6,755	6,800
Business Personal Property Assessments	3,114	3,190	3,252	3,237	3,250
<b>Business Taxes</b>					
Business Licenses Assessed	3,806	4,022	3,851	3,852	3,850
Excise Taxes Assessed	289	288	262	269	270
Financial Institutions	11	11	10	10	10

## FUNDING SOURCES

### Revenue from the Commonwealth

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
COMMISSIONER OF REVENUE	\$119,526	\$122,478	\$147,700	\$147,700	\$0
TOTAL	\$119,526	\$122,478	\$147,700	\$147,700	\$0

## STAFFING SUMMARY

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
FTE Amount					
Commissioner of the Revenue	8.00	8.00	8.00	8.00	8.00
FTE AMOUNT	8.00	8.00	8.00	8.00	8.00

## EXPENDITURES

### Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$556,174	\$569,267	\$574,500	\$618,900	\$44,400
OTHER CHARGES	\$36,020	\$44,226	\$41,950	\$60,800	\$18,850
CONTRACTUAL SERVICES	\$5,407	\$4,998	\$16,250	\$8,700	-\$7,550
INTERNAL SERVICES	\$669	\$1,508	\$600	\$600	\$0
TOTAL	\$598,270	\$619,999	\$633,300	\$689,000	\$55,700

### Commissioner of the Revenue - Detailed Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL					
SALARIES & WAGES	\$410,470	\$414,456	\$423,626	\$444,932	\$21,306
OTHER BENEFITS					
HEALTH INSURANCE	\$52,967	\$57,455	\$50,336	\$67,516	\$17,180
BENEFITS ADMIN FEE	\$293	\$290	\$288	\$288	\$0
OTHER BENEFITS TOTAL	\$53,260	\$57,745	\$50,624	\$67,804	\$17,180
RETIREMENT	\$36,975	\$41,840	\$43,336	\$46,185	\$2,849
FICA	\$32,230	\$32,414	\$33,419	\$35,187	\$1,768
PART-TIME SALARIES	\$17,119	\$16,552	\$16,925	\$17,602	\$677
GROUP INSURANCE	\$5,375	\$5,476	\$5,677	\$5,962	\$285
DISABILITY INSURANCE	\$482	\$470	\$559	\$744	\$185
WORKER'S COMPENSATION	\$256	\$311	\$334	\$484	\$150
OVERTIME	\$7	\$2	\$0	\$0	\$0
VRS HEALTH INS CREDIT	\$0	\$0	\$0	\$0	\$0
PERSONNEL TOTAL	\$556,174	\$569,267	\$574,500	\$618,900	\$44,400
OTHER CHARGES					
MATERIALS & SUPPLIES					
BOOKS & SUBSCRIPTIONS	\$8,449	\$9,281	\$11,750	\$17,100	\$5,350
CIGARETTE TAX STAMPS	\$0	\$6,815	\$7,000	\$10,200	\$3,200
OTHER OPERATING SUPPLIES	\$4,114	\$7,017	\$3,500	\$5,000	\$1,500
OFFICE SUPPLIES	\$2,594	\$2,687	\$2,600	\$2,900	\$300
COMPUTER HARDWARE/SOFTWAR	\$0	\$81	\$0	\$0	\$0
LAUNDRY & JANITORIAL	\$0	\$13	\$0	\$0	\$0
MATERIALS & SUPPLIES TOTAL	\$15,158	\$25,893	\$24,850	\$35,200	\$10,350
COMMUNICATIONS					
POSTAL SERVICES	\$11,498	\$14,474	\$12,700	\$16,500	\$3,800
COMMUNICATIONS TOTAL	\$11,498	\$14,474	\$12,700	\$16,500	\$3,800
TRAVEL					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
TRAINING & EDUCATION	\$4,428	\$820	\$0	\$3,500	\$3,500
MILEAGE & TRANSPORTATION	\$1,481	\$0	\$0	\$1,000	\$1,000
TRAVEL TOTAL	<b>\$5,909</b>	<b>\$820</b>	<b>\$0</b>	<b>\$4,500</b>	<b>\$4,500</b>
LEASES & RENTALS					
OFFICE EQUIPMENT	\$1,723	\$1,256	\$2,400	\$2,400	\$0
LEASES & RENTALS TOTAL	<b>\$1,723</b>	<b>\$1,256</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$1,350	\$1,520	\$1,400	\$1,600	\$200
MISC CHARGES & FEES	\$120	\$0	\$100	\$100	\$0
MISCELLANEOUS TOTAL	<b>\$1,470</b>	<b>\$1,520</b>	<b>\$1,500</b>	<b>\$1,700</b>	<b>\$200</b>
INSURANCE					
MOTOR VEHICLE INSURANCE	\$262	\$263	\$500	\$500	\$0
INSURANCE TOTAL	<b>\$262</b>	<b>\$263</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>
OTHER CHARGES TOTAL	<b>\$36,020</b>	<b>\$44,226</b>	<b>\$41,950</b>	<b>\$60,800</b>	<b>\$18,850</b>
<b>CONTRACTUAL SERVICES</b>					
PURCHASED SERVICES OTHER	\$2,286	\$2,292	\$2,600	\$2,600	\$0
PROFESSIONAL SERVICES					
OTHER PROFESSIONAL SERV	\$1,040	\$800	\$1,050	\$1,500	\$450
LEGAL SERVICES	\$0	\$0	\$10,000	\$2,000	-\$8,000
PROFESSIONAL SERVICES TOTAL	<b>\$1,040</b>	<b>\$800</b>	<b>\$11,050</b>	<b>\$3,500</b>	<b>-\$7,550</b>
PRINTING & BINDING	\$1,986	\$1,692	\$2,000	\$2,000	\$0
ADVERTISING	\$0	\$118	\$500	\$500	\$0
PURCHASE SERV OTHER GOVMT	\$95	\$95	\$100	\$100	\$0
CONTRACTUAL SERVICES TOTAL	<b>\$5,407</b>	<b>\$4,998</b>	<b>\$16,250</b>	<b>\$8,700</b>	<b>-\$7,550</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND LABOR	\$601	\$1,102	\$200	\$200	\$0
EQUIPMENT FUND PARTS	\$46	\$367	\$150	\$150	\$0
EQUIPMENT FUND MAINT/FUEL	\$23	\$39	\$250	\$250	\$0
MOTOR POOL INTERNAL SVC TOTAL	<b>\$669</b>	<b>\$1,508</b>	<b>\$600</b>	<b>\$600</b>	<b>\$0</b>
INTERNAL SERVICES TOTAL	<b>\$669</b>	<b>\$1,508</b>	<b>\$600</b>	<b>\$600</b>	<b>\$0</b>
TOTAL	<b>\$598,270</b>	<b>\$619,999</b>	<b>\$633,300</b>	<b>\$689,000</b>	<b>\$55,700</b>





## DESCRIPTION

The Treasurer is a locally elected official and is directly responsible to the Citizens of Winchester. The Treasurer processes tax billing and is responsible for the receipting of all funds from all sources including Real Estate, Personal Property, Business Licenses, Vehicle Licenses, Permit Fees, Court Fees, Dog Tags. The revenue is invested in various approved funds for the highest yields following the Investment Policy of the Treasurer. The office is also responsible for the collection of all delinquencies, and uses methods afforded the Treasurer by the Commonwealth of Virginia to collect, which include: DMV Registration Holds, Wage and Bank Liens, Distress Warrants, and use of other collection agencies when all other remedies have been exhausted.

## STRATEGIC PLAN

Strategic Plan Goal 5. Supporting Winchester - Support the City's high-performing operations with effective communication, innovation, and sound fiscal policies.

## PERFORMANCE MEASURES

Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projected
<b>Real Estate</b>					
Current Collections	\$27,161,070	\$27,751,661	\$28,214,714	\$29,191,931	\$30,618,000
Collection Rate	99%	99%	99%	99%	99%
Delinquent Collections	\$1,095,205	\$992,603	\$1,499,107	\$1,275,987	\$1,300,000
Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projected
<b>Personal Property</b>					
Current Collections	\$10,070,148	\$10,912,875	\$11,706,478	\$11,967,465	\$11,445,000
Collection Rate	98%	98%	98%	98%	98%
Delinquent Collections	\$555,009	\$556,846	\$461,792	\$467,130	\$600,000

## FUNDING SOURCES

### Treasurer - Funding Sources

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget
BAD CHECKS	\$600	\$475	\$275	\$500	\$500
ADMIN & COLLECTION FEES	\$54,188	\$58,506	\$48,878	\$55,000	\$55,000
TREASURER	\$105,074	\$108,564	\$109,024	\$121,200	\$121,200
TOTAL	\$159,862	\$167,545	\$158,177	\$176,700	\$176,700

## STAFFING SUMMARY

### Treasurer

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
FTE Amount					
Treasurer	6.00	6.00	6.00	6.00	6.00
FTE AMOUNT	6.00	6.00	6.00	6.00	6.00

## EXPENDITURES

### Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	Variance
PERSONNEL	\$449,102	\$460,575	\$470,000	\$497,900	\$27,900
CONTRACTUAL SERVICES	\$35,536	\$41,071	\$50,600	\$44,600	-\$6,000
OTHER CHARGES	\$24,424	\$29,880	\$26,100	\$31,900	\$5,800
TOTAL	\$509,062	\$531,526	\$546,700	\$574,400	\$27,700

### Treasurer - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL					
SALARIES & WAGES	\$316,745	\$320,500	\$330,216	\$349,232	\$19,016
OVERTIME	\$1,369	\$684	\$1,000	\$1,000	\$0
FICA	\$23,092	\$23,170	\$23,916	\$25,284	\$1,368
RETIREMENT	\$28,588	\$32,399	\$33,781	\$36,247	\$2,466
HOSPITAL/MEDICAL PLANS	\$7,140	\$7,288	\$7,005	\$7,944	\$939
GROUP INSURANCE	\$4,156	\$4,241	\$4,426	\$4,680	\$254
DISABILITY INSURANCE	\$364	\$356	\$436	\$397	-\$39
WORKER'S COMPENSATION	\$190	\$231	\$252	\$276	\$24
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$220	\$218	\$216	\$216	\$0
HEALTH INSURANCE	\$67,239	\$71,488	\$68,752	\$72,624	\$3,872
OTHER BENEFITS TOTAL	\$67,458	\$71,705	\$68,968	\$72,840	\$3,872
VRS HEALTH INS CREDIT	\$0	\$0	\$0	\$0	\$0
PERSONNEL TOTAL	\$449,102	\$460,575	\$470,000	\$497,900	\$27,900
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
LEGAL SERVICES	\$0	\$0	\$10,000	\$2,000	-\$8,000
OTHER PROFESSIONAL SERV	\$1,220	\$2,075	\$2,400	\$2,400	\$0
PROFESSIONAL SERVICES TOTAL	\$1,220	\$2,075	\$12,400	\$4,400	-\$8,000
PRINTING & BINDING	\$1,594	\$60	\$500	\$500	\$0
ADVERTISING	\$231	\$522	\$700	\$700	\$0
PURCHASED SERVICES OTHER	\$32,491	\$38,414	\$37,000	\$39,000	\$2,000
CONTRACTUAL SERVICES TOTAL	\$35,536	\$41,071	\$50,600	\$44,600	-\$6,000
OTHER CHARGES					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
COMMUNICATIONS					
POSTAL SERVICES	\$10,047	\$9,713	\$10,000	\$10,000	\$0
TELECOMMUNICATIONS	\$396	\$0	\$500	\$500	\$0
COMMUNICATIONS TOTAL	<b>\$10,443</b>	<b>\$9,713</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$0</b>
LEASES & RENTALS	\$2,325	\$2,324	\$2,500	\$2,500	\$0
TRAVEL					
MILEAGE & TRANSPORTATION	\$81	\$78	\$0	\$1,100	\$1,100
TRAINING & EDUCATION	\$475	\$1,615	\$0	\$4,650	\$4,650
TRAVEL TOTAL	<b>\$556</b>	<b>\$1,693</b>	<b>\$0</b>	<b>\$5,750</b>	<b>\$5,750</b>
MISCELLANEOUS					
BANKING FEES	\$2,295	\$4,614	\$0	\$0	\$0
DUES & ASSOC MEMBERSHIPS	\$495	\$3,095	\$2,100	\$2,150	\$50
MISC CHARGES & FEES	\$1,048	\$1,266	\$1,400	\$1,400	\$0
MISCELLANEOUS TOTAL	<b>\$3,838</b>	<b>\$8,975</b>	<b>\$3,500</b>	<b>\$3,550</b>	<b>\$50</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$4,271	\$3,474	\$5,400	\$5,400	\$0
BOOKS & SUBSCRIPTIONS	\$127	\$148	\$200	\$200	\$0
OTHER OPERATING SUPPLIES	\$2,863	\$3,553	\$4,000	\$4,000	\$0
MATERIALS & SUPPLIES TOTAL	<b>\$7,262</b>	<b>\$7,175</b>	<b>\$9,600</b>	<b>\$9,600</b>	<b>\$0</b>
OTHER CHARGES TOTAL	<b>\$24,424</b>	<b>\$29,880</b>	<b>\$26,100</b>	<b>\$31,900</b>	<b>\$5,800</b>
TOTAL	<b>\$509,062</b>	<b>\$531,526</b>	<b>\$546,700</b>	<b>\$574,400</b>	<b>\$27,700</b>



## DESCRIPTION

The Finance Department is responsible for the following major functions: general accounting, budget preparation, debt management, accounts receivable, accounts payable, payroll processing, purchasing, and real estate reassessment.

- General accounting reviews and updates all general ledger transactions generated from other software applications, prepares and posts all monthly journal entries, reconciles all City-wide bank statements, and coordinates the annual audit.
- Budget preparation is responsible for coordinating with City departments and agencies to prepare the City's annual budget.
- Debt management works with financial advisors and bond counsel to coordinate bond issuances for new money as well as continually looks for refunding opportunities.
- Accounts receivable is responsible for reconciling outstanding receivable balances.
- Accounts payable is responsible for receiving and processing invoices for payment and generating and filing 1099 tax forms. The function is also responsible for managing unclaimed property.
- Processes payroll for 26 pay periods per calendar year for approximately 600+ full-time employees. During the summer session, when the hiring of part-time employees reaches a peak, payroll may process wages for more than 650 employees. On a quarterly basis, the payroll division is responsible for filing federal and state withholding reports. On an annual basis, the payroll division processes W-2 forms.
- Purchasing is responsible for the direct preparation or assistance in preparing solicitations for all City projects, major purchases, and contracts. Purchasing ensures that purchases are carried out in accordance with the Virginia Public Procurement Act and City policies by processing all purchase requisitions and issuing all purchase orders.
- Real estate reassessment is the process of re-determining the assessed value of all real property for the purposes of taxation to insure that each property is valued fairly and accurately. The purpose of the general reassessment is to realign the values of real property so that equalization and current market values are obtained.

## STRATEGIC PLAN GOALS

Goal 5: Supporting Winchester – Support the City's high-performing operations with effective communication, innovation, and sound fiscal policies.

## PERFORMANCE MEASURES

The Finance department continues to meet all mandates and guidelines for the City's financial reporting. The City's FY 2021 Comprehensive Annual Financial Report was awarded a Certificate of Achievement of Excellence in Financial Reporting and the City's FY 2022 Budget document was awarded the Distinguished Budget Presentation upon review by GFOA. Also, in FY 2014 the City's Standard and Poor's bond rating was upgrade to AAA and reaffirmed in FY 2022.

Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
<b>Output Measures</b>					
Prepare monthly reports for City Council	12	12	12	12	12
Improve efficiency by decreasing the number of Vendor checks issued	7,786	7,460	7,817	7,301	7,200
Improve efficiency by increasing the number of Electronic Funds vendor payments (EFTs)	2,641	2,771	3,028	2,840	2,900
Prepare monthly and quarterly payroll reports and send to State and Federal agencies	Yes	Yes	Yes	Yes	Yes
Purchase orders issued	302	285	222	281	275
<b>Outcome Measures</b>					
Receive "clean" annual audit opinion as reported in the Comprehensive Annual Financial Report	Yes	Yes	Yes	Yes	Yes
Maintain Aa2 and AAA bond ratings	Yes	Yes	Yes	Yes	Yes
Obtain the Government Finance Officers Association (GFOA) Certificate of Achievement	Yes	Yes	Yes	Yes	Yes
Obtain GFOA Distinguished Budget Presentation Award for operating budget	Yes	Yes	Yes	Yes	Yes
Prepare City Manager's budget that supports a result driven document to support City Council's strategic plan	Yes	Yes	Yes	Yes	Yes

## STAFFING SUMMARY

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Finance	6.00	6.00	5.50	5.50	6.00
<b>FTE AMOUNT</b>	<b>6.00</b>	<b>6.00</b>	<b>5.50</b>	<b>5.50</b>	<b>6.00</b>

## EXPENDITURES

### Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$611,803	\$532,859	\$589,300	\$642,400	\$53,100
<b>CONTRACTUAL SERVICES</b>	\$73,616	\$111,790	\$119,000	\$119,000	\$0
<b>OTHER CHARGES</b>	\$18,370	\$15,824	\$20,400	\$24,700	\$4,300
<b>TOTAL</b>	<b>\$703,789</b>	<b>\$660,472</b>	<b>\$728,700</b>	<b>\$786,100</b>	<b>\$57,400</b>

**Detailed Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$460,132	\$394,813	\$443,454	\$480,376	\$36,922
OTHER BENEFITS	\$68,995	\$62,947	\$60,954	\$71,985	\$11,031
RETIREMENT	\$41,564	\$39,717	\$45,336	\$49,913	\$4,577
FICA	\$34,084	\$29,288	\$32,606	\$32,453	-\$153
GROUP INSURANCE	\$6,037	\$5,202	\$5,938	\$6,430	\$492
VRS HEALTH INS CREDIT	\$550	\$388	\$442	\$432	-\$10
WORKER'S COMPENSATION	\$275	\$284	\$370	\$369	-\$1
OVERTIME	\$165	\$191	\$200	\$200	\$0
DISABILITY INSURANCE	\$0	\$29	\$0	\$242	\$242
<b>PERSONNEL TOTAL</b>	<b>\$611,803</b>	<b>\$532,859</b>	<b>\$589,300</b>	<b>\$642,400</b>	<b>\$53,100</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
OTHER PROFESSIONAL SERV	\$69,534	\$107,560	\$115,000	\$115,000	\$0
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$69,534</b>	<b>\$107,560</b>	<b>\$115,000</b>	<b>\$115,000</b>	<b>\$0</b>
ADVERTISING					
LOCAL MEDIA	\$2,195	\$2,104	\$2,000	\$2,000	\$0
<b>ADVERTISING TOTAL</b>	<b>\$2,195</b>	<b>\$2,104</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>
PRINTING & BINDING	\$1,887	\$1,900	\$1,500	\$1,500	\$0
TEMPORARY HELP	\$0	\$225	\$500	\$500	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$73,616</b>	<b>\$111,790</b>	<b>\$119,000</b>	<b>\$119,000</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
MATERIALS & SUPPLIES					
OTHER OPERATING SUPPLIES	\$4,640	\$3,919	\$5,000	\$5,000	\$0
OFFICE SUPPLIES	\$2,267	\$2,836	\$4,000	\$3,500	-\$500
BOOKS & SUBSCRIPTIONS	\$137	\$159	\$300	\$300	\$0
FOOD & FOOD SERVICE	\$64	\$0	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$7,109</b>	<b>\$6,914</b>	<b>\$9,300</b>	<b>\$8,800</b>	<b>-\$500</b>
COMMUNICATIONS					
POSTAL SERVICES	\$3,807	\$4,123	\$3,500	\$5,000	\$1,500
<b>COMMUNICATIONS TOTAL</b>	<b>\$3,807</b>	<b>\$4,123</b>	<b>\$3,500</b>	<b>\$5,000</b>	<b>\$1,500</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$3,551	\$1,005	\$3,000	\$2,500	-\$500
MISC CHARGES & FEES	\$1,633	\$1,219	\$1,600	\$1,600	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$5,184</b>	<b>\$2,224</b>	<b>\$4,600</b>	<b>\$4,100</b>	<b>-\$500</b>
LEASES & RENTALS	\$2,150	\$2,477	\$3,000	\$2,800	-\$200
TRAVEL					
TRAINING & EDUCATION	\$120	\$85	\$0	\$3,000	\$3,000
MILEAGE & TRANSPORTATION	\$0	\$0	\$0	\$1,000	\$1,000
<b>TRAVEL TOTAL</b>	<b>\$120</b>	<b>\$85</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$4,000</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$18,370</b>	<b>\$15,824</b>	<b>\$20,400</b>	<b>\$24,700</b>	<b>\$4,300</b>
<b>TOTAL</b>	<b>\$703,789</b>	<b>\$660,472</b>	<b>\$728,700</b>	<b>\$786,100</b>	<b>\$57,400</b>





## DESCRIPTION

The Innovation and Information Services Department (IIS) provides leadership, governance and expertise in the development and deployment of modern technological resources to improve government efficiency and effectiveness. Furthermore, IIS consistently strives for improvement by researching new technology trends and by promoting an ongoing pursuit of innovation within the department to empower our internal users while enhancing our citizenry's access to government.

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goal 5):

- Encourage collaboration and efficient utilization of technology through the procurement and implementation of innovative technology-based applications and equipment.
- Attain internal customer satisfaction of 90%, based on customer experience surveys, through the implementation of effective and practical technological resources that reduce outages and promote overall efficiency.
- Close 75% of help tickets (incidents) on first contact.
- Design and maintain a technology base that incorporates mobile and/or virtual utilization of the City's various applications and products to increase our citizenry's ease of access to their local government.

## PERFORMANCE MEASURES

Objectives:

- Average time needed to resolve help tickets (incidents) – 31 Hours
- Percentage of incidents closed on first contact – 70%
- Total number of general user devices managed - 720
- Internal employee satisfaction – 98%
- Number of new or improved business opportunities leveraging technology - 11

Results: FY 2021 Help Desk Data

- Total Requests completed by the Help Desk team- 2,951
- Total Requests completed by Help Desk Team with first contact: 591
- Percentage of Requests completed with first contact: 20%

# STAFFING SUMMARY

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Innovation & Information Services	9.00	10.00	10.00	9.00	10.00
<b>FTE AMOUNT</b>	<b>9.00</b>	<b>10.00</b>	<b>10.00</b>	<b>9.00</b>	<b>10.00</b>

# EXPENDITURES

## Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$876,468	\$907,857	\$890,100	\$979,500	\$89,400
<b>CONTRACTUAL SERVICES</b>	\$824,224	\$1,250,821	\$1,005,800	\$1,423,460	\$417,660
<b>INTERNAL SERVICES</b>	\$650	\$351	\$900	\$900	\$0
<b>OTHER CHARGES</b>	\$696,859	\$697,797	\$495,500	\$736,440	\$240,940
<b>CAPITAL CHARGES</b>	\$207,916	\$139,502	\$214,900	\$0	-\$214,900
<b>TOTAL</b>	<b>\$2,606,118</b>	<b>\$2,996,327</b>	<b>\$2,607,200</b>	<b>\$3,140,300</b>	<b>\$533,100</b>

## Innovation and Information Services - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$656,503	\$666,668	\$659,317	\$713,176	\$53,859
OVERTIME	\$2,574	\$8,263	\$1,000	\$1,000	\$0
FICA	\$48,278	\$48,931	\$47,348	\$50,746	\$3,398
RETIREMENT	\$58,429	\$66,953	\$67,363	\$73,330	\$5,967
HOSPITAL/MEDICAL PLANS	\$0	\$0	\$0	\$7,944	\$7,944
GROUP INSURANCE	\$8,495	\$8,763	\$8,824	\$9,491	\$667
DISABILITY INSURANCE	\$1,322	\$1,421	\$1,465	\$2,133	\$668
WORKER'S COMPENSATION	\$394	\$488	\$490	\$574	\$84
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$323	\$336	\$342	\$360	\$18
HEALTH INSURANCE	\$99,376	\$105,379	\$103,294	\$120,120	\$16,826
<b>OTHER BENEFITS TOTAL</b>	<b>\$99,698</b>	<b>\$105,716</b>	<b>\$103,636</b>	<b>\$120,480</b>	<b>\$16,844</b>
VRS HEALTH INS CREDIT	\$774	\$654	\$657	\$625	-\$32
<b>PERSONNEL TOTAL</b>	<b>\$876,468</b>	<b>\$907,857</b>	<b>\$890,100</b>	<b>\$979,500</b>	<b>\$89,400</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
SOFTWARE AS A SERVICE	\$230,307	\$647,271	\$581,200	\$907,730	\$326,530
OTHER PROFESSIONAL SERV	\$38,006	\$105,723	\$22,200	\$67,530	\$45,330
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$268,313</b>	<b>\$752,993</b>	<b>\$603,400</b>	<b>\$975,260</b>	<b>\$371,860</b>
MAINTENANCE SERVICE					
VEHICLE REPAIRS/MAINT.	\$0	\$0	\$200	\$200	\$0
COMPUTER HARDWARE/SOFTWAR	\$555,812	\$497,708	\$401,700	\$447,500	\$45,800
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$555,812</b>	<b>\$497,708</b>	<b>\$401,900</b>	<b>\$447,700</b>	<b>\$45,800</b>
PRINTING & BINDING	\$100	\$120	\$500	\$500	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$824,224</b>	<b>\$1,250,821</b>	<b>\$1,005,800</b>	<b>\$1,423,460</b>	<b>\$417,660</b>
<b>INTERNAL SERVICES</b>	\$650	\$351	\$900	\$900	\$0
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$551	\$130	\$600	\$600	\$0
TELECOMMUNICATIONS	\$311,783	\$372,042	\$371,200	\$438,110	\$66,910
<b>COMMUNICATIONS TOTAL</b>	<b>\$312,334</b>	<b>\$372,173</b>	<b>\$371,800</b>	<b>\$438,710</b>	<b>\$66,910</b>
INSURANCE	\$726	\$296	\$900	\$400	-\$500
TRAVEL					
MILEAGE & TRANSPORTATION	\$765	\$0	\$0	\$0	\$0
TRAINING & EDUCATION	\$6,693	\$137	\$0	\$0	\$0

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>TRAVEL TOTAL</b>	<b>\$7,458</b>	<b>\$137</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$587	\$1,511	\$800	\$700	-\$100
MISC CHARGES & FEES	\$1,054	\$2	\$400	\$400	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$1,641</b>	<b>\$1,513</b>	<b>\$1,200</b>	<b>\$1,100</b>	<b>-\$100</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$2,198	\$1,173	\$2,100	\$2,100	\$0
UNIFORMS & APPAREL	\$245	\$0	\$0	\$0	\$0
BOOKS & SUBSCRIPTIONS	\$12,443	\$13,776	\$12,500	\$12,500	\$0
OTHER OPERATING SUPPLIES	\$7,880	\$10,433	\$7,000	\$10,000	\$3,000
COMPUTER HARDWARE/SOFTWAR	\$351,935	\$298,296	\$100,000	\$271,630	\$171,630
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$374,701</b>	<b>\$323,678</b>	<b>\$121,600</b>	<b>\$296,230</b>	<b>\$174,630</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$696,859</b>	<b>\$697,797</b>	<b>\$495,500</b>	<b>\$736,440</b>	<b>\$240,940</b>
<b>CAPITAL CHARGES</b>	<b>\$207,916</b>	<b>\$139,502</b>	<b>\$214,900</b>	<b>\$0</b>	<b>-\$214,900</b>
<b>TOTAL</b>	<b>\$2,606,118</b>	<b>\$2,996,327</b>	<b>\$2,607,200</b>	<b>\$3,140,300</b>	<b>\$533,100</b>



# RISK MANAGEMENT

FY 2023 ANNUAL BUDGET



## DESCRIPTION

Risk Management falls under the Human Resources (HR) department. The HR department assists the City Manager with Risk Management by monitoring the City's insurance coverage, updating policies, filing claims, and depositing payments.

## EXPENDITURES

### Risk Management - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>OTHER CHARGES</b>					
INSURANCE					
GENERAL LIABILITY	\$36,824	\$41,447	\$45,000	\$50,000	\$5,000
<b>INSURANCE TOTAL</b>	<b>\$36,824</b>	<b>\$41,447</b>	<b>\$45,000</b>	<b>\$50,000</b>	<b>\$5,000</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$36,824</b>	<b>\$41,447</b>	<b>\$45,000</b>	<b>\$50,000</b>	<b>\$5,000</b>
<b>TOTAL</b>	<b>\$36,824</b>	<b>\$41,447</b>	<b>\$45,000</b>	<b>\$50,000</b>	<b>\$5,000</b>



## DESCRIPTION

The Office of Elections staff is committed to providing qualified Winchester residents the opportunity to register to vote and the opportunity to participate in fair, legal, safe and transparent elections. We are dedicated to helping each citizen exercise his or her right to vote in accordance with Virginia's election laws, the Constitution of the Commonwealth of Virginia, and the Constitution of the United States. At the center of each daily task is the maintenance of Election Integrity.

All aspects of election administration and voter registration are governed by Code of Virginia §24.2 and Virginia Administrative Code Title 1 Agency 20.

## STRATEGIC PLAN GOALS

### Goal:

To administer voter registration and conduct Elections in accordance with Federal and State voter registration and election laws. (Strategic Plan Goal 5)

### Objectives:

#### Voter Registration-

- Complete all voter list maintenance functions to ensure registration lists are as accurate as possible
- Provide written communication to voters regarding their polling location, Ward, House, Senate, and Congressional Districts

#### Election Administration-

- Process filings to qualify candidates desiring to be on the ballot
- Receive and document campaign finance reports for all local candidates
- Order and approve the coding of voting system & printing of paper ballots
- Successfully load elections onto voting system to equipment prior to each election
- Oversee Logic & Accuracy testing of voting system to demonstrate accuracy of vote tabulation
- Recruit and train Officers of Elections to be proficient in all areas of polling place work
- Maintain and staff the Election Office polling place 45 days prior to all election days for voters opting to vote early
- Process all absentee ballot applications and ballots in a timely manner
- Successfully conduct Election Days with polls opening and closing on time
- Update, compile, and pack forms and supplies for each polling place
- Perform all procedures necessary for deployment of accurately designed electronic poll books, prepare emergency paper poll books

- Administratively maintain the disposition (approval & meeting standards) of seven polling locations in the city, assuring fulfillment of state and federal requirements
- Assists Electoral Board in Official Canvass of Election Results
- Maintain security plan for voting equipment
- Compile election night results data & statistics; submit to Department of Elections
- Maintain Election Day Emergency Plan; Coordinating with City Emergency Management
- Complete routine in educational coursework offered by the Department of Elections and through both of the state associations for Election Professionals; Director maintains state-required certification
- Maintain understanding of current election law. Stay informed of new legislation and its impact on future election administration
- Maintain public information and written communications regarding elections, deadlines, and changes in polling places

## PERFORMANCE MEASURES

Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
<b>Output Measures</b>					
Number of elections	2	2	3	2	2
Number of registered voters at FY start	15,617	16,278	16,345	16,895	17,703
Number of registered voters at FY end	16,278	16,345	16,895	17,703	18,074
Voters participating in elections (check-ins at polls)	9,522	9,175	10,747	13,217	9,055
Officers of Election (shifts) working Election Days at polls	120	73	157	132	94
Early Voting Assistant hours worked	n/a	n/a	n/a	1,920	796
Early Voting voters (on-site in Office)	n/a	n/a	n/a	5,857	3,084
Days of Voting	2	2	3	66	66
Number of transactions (adds, changes, deletions & transferred out)	9,747	11,294	7,635	12,196	9,969
Number of absentee ballot applications processed	714	955	820	2,981	883

## FUNDING SOURCES

### Commonwealth Funding

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget
<b>REGISTRAR/ELECTORAL BOARD</b>	\$42,436	\$61,995	\$44,536	\$80,000	\$80,000
<b>TOTAL</b>	<b>\$42,436</b>	<b>\$61,995</b>	<b>\$44,536</b>	<b>\$80,000</b>	<b>\$80,000</b>

## STAFFING SUMMARY

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Office of Elections	2.00	2.00	2.00	2.00	2.00
<b>FTE AMOUNT</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>



# EXPENDITURES

## Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$158,664	\$172,335	\$183,500	\$203,400	\$19,900
<b>CONTRACTUAL SERVICES</b>	\$51,044	\$76,891	\$48,800	\$50,000	\$1,200
<b>OTHER CHARGES</b>	\$40,786	\$39,639	\$46,400	\$25,400	-\$21,000
<b>TOTAL</b>	<b>\$250,494</b>	<b>\$288,865</b>	<b>\$278,700</b>	<b>\$278,800</b>	<b>\$100</b>

## Office of Elections - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$92,782	\$99,632	\$112,864	\$124,176	\$11,312
OVERTIME	\$3,336	\$5,131	\$500	\$500	\$0
PART-TIME SALARIES	\$21,807	\$24,191	\$24,160	\$27,698	\$3,538
FICA	\$8,629	\$9,495	\$10,202	\$11,169	\$967
RETIREMENT	\$8,313	\$9,467	\$11,546	\$12,780	\$1,234
GROUP INSURANCE	\$1,210	\$1,238	\$1,512	\$1,664	\$152
DISABILITY INSURANCE	\$499	\$488	\$596	\$656	\$60
WORKER'S COMPENSATION	\$167	\$92	\$243	\$229	-\$14
OTHER BENEFITS	\$21,921	\$22,601	\$21,877	\$24,528	\$2,651
VRS HEALTH INS CREDIT	\$0	\$0	\$0	\$0	\$0
<b>PERSONNEL TOTAL</b>	<b>\$158,664</b>	<b>\$172,335</b>	<b>\$183,500</b>	<b>\$203,400</b>	<b>\$19,900</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$6,355	\$3,063	\$6,000	\$6,000	\$0
TEMPORARY HELP	\$27,425	\$52,277	\$27,000	\$27,000	\$0
<b>MAINTENANCE SERVICE</b>					
REPAIRS & MAINTENANCE	\$900	\$0	\$600	\$600	\$0
COMPUTER HARDWARE/SOFTWAR	\$4,040	\$4,490	\$4,800	\$4,800	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$4,940</b>	<b>\$4,490</b>	<b>\$5,400</b>	<b>\$5,400</b>	<b>\$0</b>
PRINTING & BINDING	\$11,755	\$16,946	\$10,000	\$11,200	\$1,200
ADVERTISING	\$569	\$116	\$400	\$400	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$51,044</b>	<b>\$76,891</b>	<b>\$48,800</b>	<b>\$50,000</b>	<b>\$1,200</b>
<b>OTHER CHARGES</b>					
<b>COMMUNICATIONS</b>					
POSTAL SERVICES	\$2,650	\$10,068	\$8,000	\$8,000	\$0
TELECOMMUNICATIONS	\$0	\$381	\$0	\$0	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$2,650</b>	<b>\$10,449</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$0</b>
LEASES & RENTALS	\$3,148	\$3,413	\$3,400	\$3,400	\$0
<b>TRAVEL</b>					
MILEAGE & TRANSPORTATION	\$746	\$0	\$0	\$1,000	\$1,000
TRAINING & EDUCATION	\$1,585	\$0	\$0	\$4,200	\$4,200
<b>TRAVEL TOTAL</b>	<b>\$2,331</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,200</b>	<b>\$5,200</b>
<b>MISCELLANEOUS</b>					
DUES & ASSOC MEMBERSHIPS	\$630	\$630	\$600	\$700	\$100
MISC CHARGES & FEES	\$1,550	\$1,200	\$1,800	\$1,800	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$2,180</b>	<b>\$1,830</b>	<b>\$2,400</b>	<b>\$2,500</b>	<b>\$100</b>
<b>MATERIALS &amp; SUPPLIES</b>					
OFFICE SUPPLIES	\$4,053	\$3,862	\$2,000	\$2,000	\$0
FOOD & FOOD SERVICE	\$745	\$403	\$600	\$600	\$0
BOOKS & SUBSCRIPTIONS	\$217	\$185	\$200	\$200	\$0
OTHER OPERATING SUPPLIES	\$4,373	\$9,938	\$1,500	\$1,500	\$0
COMPUTER HARDWARE/SOFTWAR	\$21,090	\$9,559	\$28,300	\$2,000	-\$26,300
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$30,477</b>	<b>\$23,947</b>	<b>\$32,600</b>	<b>\$6,300</b>	<b>-\$26,300</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$40,786</b>	<b>\$39,639</b>	<b>\$46,400</b>	<b>\$25,400</b>	<b>-\$21,000</b>
<b>TOTAL</b>	<b>\$250,494</b>	<b>\$288,865</b>	<b>\$278,700</b>	<b>\$278,800</b>	<b>\$100</b>



## DESCRIPTION

The Circuit Court is the trial court of general jurisdiction, and it has the jurisdiction to try the complete range of civil and criminal cases arising under Virginia law. It is the court in which all jury trials and felonies are tried, and it also hears appeals from the General District Court and the Juvenile and Domestic Relations District Court.

## STRATEGIC PLAN GOALS

The Circuit Court strives to administer its cases fairly, efficiently, and courteously. (Strategic Plan Goal 3)

## PERFORMANCE MEASURES

Objectives:

- To resolve disputes justly.
- To conduct all proceedings in an expeditious and fair manner, applying the rules of the law.
- To schedule cases using segmented dockets to reduce the amount of waiting time for the public.

## FUNDING SOURCES

### Designated Local Funding

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget
<b>CIRCUIT COURT</b>	\$87,181	\$85,250	\$90,281	\$87,000	\$87,000
<b>TOTAL</b>	<b>\$87,181</b>	<b>\$85,250</b>	<b>\$90,281</b>	<b>\$87,000</b>	<b>\$87,000</b>

## STAFFING SUMMARY

### Circuit Court

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Circuit Court	1.00	1.00	1.00	1.00	1.00
<b>FTE AMOUNT</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

# EXPENDITURES

## Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$94,197	\$95,681	\$97,300	\$98,600	\$1,300
<b>CONTRACTUAL SERVICES</b>	\$3,000	\$3,976	\$3,000	\$3,000	\$0
<b>OTHER CHARGES</b>	\$8,057	\$5,924	\$5,100	\$5,100	\$0
<b>TOTAL</b>	<b>\$105,254</b>	<b>\$105,580</b>	<b>\$105,400</b>	<b>\$106,700</b>	<b>\$1,300</b>

## Circuit Court - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$69,650	\$70,134	\$71,802	\$50,003	-\$21,799
PART-TIME SALARIES	\$0	\$0	\$0	\$24,000	\$24,000
FICA	\$5,437	\$5,431	\$5,564	\$5,734	\$170
RETIREMENT	\$6,293	\$7,108	\$7,346	\$5,115	-\$2,231
GROUP INSURANCE	\$914	\$931	\$962	\$670	-\$292
DISABILITY INSURANCE	\$0	\$0	\$0	\$0	\$0
WORKER'S COMPENSATION	\$45	\$55	\$59	\$59	\$0
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$37	\$36	\$36	\$36	\$0
HEALTH INSURANCE	\$11,738	\$11,916	\$11,459	\$12,935	\$1,476
OTHER BENEFITS TOTAL	<b>\$11,775</b>	<b>\$11,952</b>	<b>\$11,495</b>	<b>\$12,971</b>	<b>\$1,476</b>
VRS HEALTH INS CREDIT	\$83	\$69	\$72	\$47	-\$25
<b>PERSONNEL TOTAL</b>	<b>\$94,197</b>	<b>\$95,681</b>	<b>\$97,300</b>	<b>\$98,600</b>	<b>\$1,300</b>
<b>CONTRACTUAL SERVICES</b>					
PRINTING & BINDING	\$0	\$976	\$0	\$0	\$0
PURCHASE SERV OTHER GOVMT	\$3,000	\$3,000	\$3,000	\$3,000	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$3,000</b>	<b>\$3,976</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS	\$643	\$616	\$700	\$700	\$0
LEASES & RENTALS	\$2,055	\$2,224	\$2,200	\$2,200	\$0
MISCELLANEOUS	\$45	\$0	\$0	\$0	\$0
MATERIALS & SUPPLIES	\$5,314	\$3,084	\$2,200	\$2,200	\$0
<b>OTHER CHARGES TOTAL</b>	<b>\$8,057</b>	<b>\$5,924</b>	<b>\$5,100</b>	<b>\$5,100</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$105,254</b>	<b>\$105,580</b>	<b>\$105,400</b>	<b>\$106,700</b>	<b>\$1,300</b>

# GENERAL DISTRICT COURT/MAGISTRATE

FY 2023 ANNUAL BUDGET

## DESCRIPTION

The Winchester-Frederick General District Court is in the Twenty-sixth Judicial District of Virginia. It has original jurisdiction over traffic infractions and misdemeanor cases for traffic and criminal divisions. This office holds preliminary hearings for felony cases and has jurisdiction over all civil cases where the amount of monies involved are \$25,000 and under and up to \$50,000 for personal injury actions. Examples of civil cases are landlord and tenant disputes, contract disputes and personal injury actions, garnishments and interrogatories. The District Court handles protective orders and mental commitment hearings. Virginia's Judicial System is online at [www.courts.state.va.us](http://www.courts.state.va.us).

## STRATEGIC PLAN GOALS

The Circuit Court strives to administer its cases fairly, efficiently, and courteously. (Strategic Plan Goal 3)

Objectives:

- To resolve disputes justly.
- To conduct all proceedings in an expeditious and fair manner, applying the rules of the law.
- To schedule cases using segmented dockets to reduce the amount of waiting time for the public.

Trends:

Caseload	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
New Cases	33,386	31,815	20,774	21,145	22,464

## EXPENDITURES

### Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
OTHER CHARGES	\$17,741	\$13,763	\$18,700	\$18,700	\$0
CONTRACTUAL SERVICES	\$4,800	\$4,800	\$6,300	\$5,800	-\$500
PERSONNEL	\$0	\$0	\$7,400	\$7,400	\$0
TOTAL	\$22,541	\$18,563	\$32,400	\$31,900	-\$500

### General District Court - Expenditure Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
OTHER CHARGES					
COMMUNICATIONS	\$10,451	\$8,327	\$10,000	\$10,000	\$0

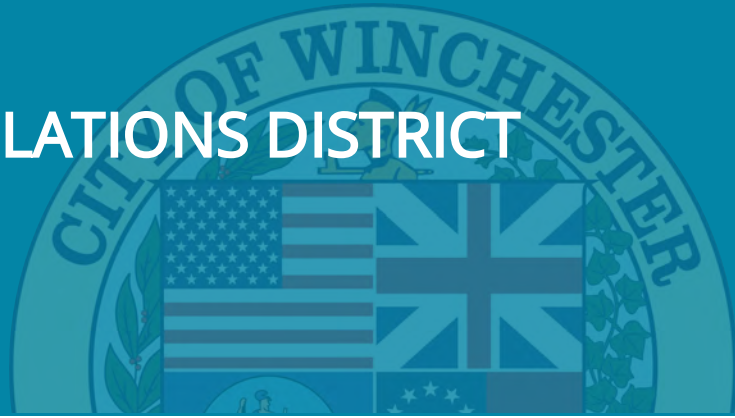
	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
LEASES & RENTALS	\$4,246	\$4,186	\$4,500	\$4,500	\$0
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$1,640	\$277	\$2,500	\$2,500	\$0
BOOKS & SUBSCRIPTIONS	\$552	\$652	\$700	\$700	\$0
OTHER OPERATING SUPPLIES	\$852	\$10	\$500	\$500	\$0
UNIFORMS & APPAREL	\$0	\$251	\$0	\$0	\$0
MATERIALS & SUPPLIES TOTAL	<b>\$3,044</b>	<b>\$1,190</b>	<b>\$3,700</b>	<b>\$3,700</b>	<b>\$0</b>
TRAVEL	\$0	\$0	\$300	\$300	\$0
MISCELLANEOUS	\$0	\$60	\$200	\$200	\$0
OTHER CHARGES TOTAL	<b>\$17,741</b>	<b>\$13,763</b>	<b>\$18,700</b>	<b>\$18,700</b>	<b>\$0</b>
CONTRACTUAL SERVICES					
PURCHASE SERV OTHER GOVMT	\$4,800	\$4,800	\$6,000	\$5,500	-\$500
PROFESSIONAL SERVICES	\$0	\$0	\$300	\$300	\$0
CONTRACTUAL SERVICES TOTAL	<b>\$4,800</b>	<b>\$4,800</b>	<b>\$6,300</b>	<b>\$5,800</b>	<b>-\$500</b>
PERSONNEL					
PART-TIME SALARIES	\$0	\$0	\$6,830	\$6,830	\$0
FICA	\$0	\$0	\$562	\$512	-\$50
WORKER'S COMPENSATION	\$0	\$0	\$8	\$58	\$50
PERSONNEL TOTAL	<b>\$0</b>	<b>\$0</b>	<b>\$7,400</b>	<b>\$7,400</b>	<b>\$0</b>
TOTAL	<b>\$22,541</b>	<b>\$18,563</b>	<b>\$32,400</b>	<b>\$31,900</b>	<b>-\$500</b>

## MAGISTRATE DETAIL EXPENDITURES

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
OTHER CHARGES					
COMMUNICATIONS	\$859	\$963	\$1,350	\$1,350	\$0
LEASES & RENTALS	\$860	\$920	\$1,000	\$1,000	\$0
TRAVEL	\$0	\$48	\$500	\$500	\$0
MISCELLANEOUS	\$0	\$63	\$125	\$75	-\$50
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$628	\$355	\$500	\$500	\$0
BOOKS & SUBSCRIPTIONS	\$336	\$198	\$250	\$425	\$175
OTHER OPERATING SUPPLIES	\$140	\$101	\$250	\$250	\$0
MATERIALS & SUPPLIES TOTAL	<b>\$1,105</b>	<b>\$654</b>	<b>\$1,000</b>	<b>\$1,175</b>	<b>\$175</b>
OTHER CHARGES TOTAL	<b>\$2,823</b>	<b>\$2,647</b>	<b>\$3,975</b>	<b>\$4,100</b>	<b>\$125</b>
TOTAL	<b>\$2,823</b>	<b>\$2,647</b>	<b>\$3,975</b>	<b>\$4,100</b>	<b>\$125</b>

# JUVENILE & DOMESTIC RELATIONS DISTRICT COURT CLERK

FY 2023 ANNUAL BUDGET



## DESCRIPTION

The Juvenile and Domestic Relations District (JDR) Court hears all matters involving juveniles such as criminal or traffic matters. Juvenile delinquency cases are cases involving a minor under the age of 18 who has been accused of committing an offense that would be considered criminal if committed by an adult. Other juvenile offenses may be referred to as status offenses. Status offenses are those acts that are unlawful only because they are committed by a minor.

In addition, this court handles other matters involving the family such as custody, support, and visitation. The court also hears family abuse cases, cases where adults have been accused of child abuse or neglect, and criminal cases where the defendant and alleged victim are family or household members.

The JDR courts are district courts, which in Virginia means they are not courts of record and there are no jury trials. All cases are heard and decided by the judge. Parties to a case can appeal the final decisions of the JDR court to the circuit court, which is a court of record and may involve a jury trial.

JDR district courts differ from other courts in their duty to protect the confidentiality and privacy of juveniles and their families who have legal matters before the court. In addition to protecting the public and holding delinquent juveniles accountable, the court considers services needed to provide for rehabilitation. Also, like all other courts in the Commonwealth, protection of victim rights and constitutional safeguards remain the same.

## STRATEGIC PLAN GOALS

### Goal:

Our goal is to perform the duties of this Court as prescribed by statute and policy and by procedures set as guidelines for this Court by the Office of the Executive Secretary of the Supreme Court of Virginia. (Strategic Plan Goal 3)

### Performance Measures - Outcomes/Trends:

This court is unique in that it handles JDR court cases for two localities: City of Winchester and Frederick County. This court maintains separate caseload statistical reports and financial records for each locality. The chart below depicts only City of Winchester JDR Court statistical information. Frederick County JDR Court statistics are not included. This court has four judges, two which are in Winchester full-time and two in Winchester part-time. On average, this court conducts 11.6 dockets per week.



## OFFICE TRENDS

Caseload	2018	2019	2020	2021	2022
	Actual	Actual	Actual	Actual	Estimated
New Cases	2,811	2,703	2,340	2,533	2,384
Hearings Held	5,950	5,539	5,123	5,784	5,459

## EXPENDITURES

### Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$17,358	\$12,083	\$25,800	\$25,800	\$0
<b>CONTRACTUAL SERVICES</b>	\$4,200	\$4,200	\$4,320	\$4,320	\$0
<b>OTHER CHARGES</b>	\$27,188	\$26,175	\$29,080	\$29,080	\$0
<b>TOTAL</b>	<b>\$48,745</b>	<b>\$42,458</b>	<b>\$59,200</b>	<b>\$59,200</b>	<b>\$0</b>

### J&D Court Clerk - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
OVERTIME	\$0	\$24	\$0	\$0	\$0
PART-TIME SALARIES	\$16,115	\$11,193	\$24,000	\$24,000	\$0
FICA	\$1,233	\$858	\$1,775	\$1,775	\$0
WORKER'S COMPENSATION	\$10	\$8	\$25	\$25	\$0
<b>PERSONNEL TOTAL</b>	<b>\$17,358</b>	<b>\$12,083</b>	<b>\$25,800</b>	<b>\$25,800</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$0	\$0	\$120	\$120	\$0
PURCHASE SERV OTHER GOVMT					
CONTRACTED PARKING	\$4,200	\$4,200	\$4,200	\$4,200	\$0
<b>PURCHASE SERV OTHER GOVMT TOTAL</b>	<b>\$4,200</b>	<b>\$4,200</b>	<b>\$4,200</b>	<b>\$4,200</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$4,200</b>	<b>\$4,200</b>	<b>\$4,320</b>	<b>\$4,320</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$16,323	\$15,013	\$16,500	\$16,500	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$16,323</b>	<b>\$15,013</b>	<b>\$16,500</b>	<b>\$16,500</b>	<b>\$0</b>
LEASES & RENTALS	\$8,573	\$9,168	\$8,600	\$8,600	\$0
TRAVEL	\$50	\$0	\$0	\$0	\$0
MISCELLANEOUS	\$160	\$85	\$440	\$440	\$0
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$0	\$0	\$1,500	\$1,500	\$0
FOOD & FOOD SERVICE	\$8	\$0	\$200	\$200	\$0
MEDICAL & LABORATORY	\$1,512	\$1,294	\$1,300	\$1,300	\$0
BOOKS & SUBSCRIPTIONS	\$129	\$0	\$0	\$0	\$0
OTHER OPERATING SUPPLIES	\$433	\$0	\$270	\$540	\$270
COMPUTER HARDWARE/SOFTWAR	\$0	\$616	\$0	\$0	\$0
AWARDS, PLAQUES, OTHER	\$0	\$0	\$270	\$0	-\$270
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$2,081</b>	<b>\$1,910</b>	<b>\$3,540</b>	<b>\$3,540</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$27,188</b>	<b>\$26,175</b>	<b>\$29,080</b>	<b>\$29,080</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$48,745</b>	<b>\$42,458</b>	<b>\$59,200</b>	<b>\$59,200</b>	<b>\$0</b>



## DESCRIPTION

The Office of Clerk of the Circuit Court is an elected office serving an eight-year term. The Office of the Clerk of the Circuit Court dates from 1619 when constitutional offices in Virginia were created by the House of Burgesses.

The Clerk handles the court's administrative functions and has authority to probate wills, grant administration of estates and appoint guardians. The Clerk is the custodian of the court records, and the Clerk's office also records deeds and land records, issues marriage licenses, issues notary commissions, and business name applications, prepares and issues witness subpoenas, issues concealed handgun permits, and administers the oath of public office to elected officials, sheriff deputies, and to citizens appointed to local or state commission posts. The Clerk also provides passport application services.

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goal 3):

- To conduct the activities and duties of the Office of the Clerk of the Circuit Court as enumerated by the Code of Virginia.
- To provide quality services to the citizens of the City of Winchester.

## FUNDING SOURCES

### Commonwealth Funding

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget
<b>CLERK OF CIRCUIT COURT</b>	\$358,966	\$372,693	\$383,622	\$404,000	\$404,000
<b>TOTAL</b>	<b>\$358,966</b>	<b>\$372,693</b>	<b>\$383,622</b>	<b>\$404,000</b>	<b>\$404,000</b>

## STAFFING SUMMARY

### Clerk of the Circuit Court

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Clerk of Circuit Court	8.00	8.00	8.00	8.00	8.00
<b>FTE AMOUNT</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

# EXPENDITURES

## Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$546,221	\$564,898	\$574,500	\$602,000	\$27,500
<b>CONTRACTUAL SERVICES</b>	\$18,537	\$18,538	\$22,100	\$21,500	-\$600
<b>OTHER CHARGES</b>	\$15,193	\$15,827	\$18,000	\$19,000	\$1,000
<b>TOTAL</b>	<b>\$579,951</b>	<b>\$599,262</b>	<b>\$614,600</b>	<b>\$642,500</b>	<b>\$27,900</b>

## Clerk of the Circuit Court - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$388,744	\$393,621	\$408,632	\$428,043	\$19,411
OVERTIME	\$15,837	\$14,768	\$12,000	\$15,000	\$3,000
FICA	\$30,306	\$30,310	\$29,877	\$31,437	\$1,560
RETIREMENT	\$33,353	\$39,304	\$41,803	\$44,365	\$2,562
HOSPITAL/MEDICAL PLANS					
RETIREE HEALTH INSURANCE	\$5,355	\$7,288	\$3,503	\$0	-\$3,503
<b>HOSPITAL/MEDICAL PLANS TOTAL</b>	<b>\$5,355</b>	<b>\$7,288</b>	<b>\$3,503</b>	<b>\$0</b>	<b>-\$3,503</b>
GROUP INSURANCE	\$4,851	\$5,141	\$5,475	\$5,736	\$261
DISABILITY INSURANCE	\$854	\$942	\$1,085	\$1,068	-\$17
WORKER'S COMPENSATION	\$576	\$968	\$997	\$1,253	\$256
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$276	\$282	\$288	\$288	\$0
HEALTH INSURANCE	\$66,069	\$72,273	\$70,840	\$74,810	\$3,970
<b>OTHER BENEFITS TOTAL</b>	<b>\$66,345</b>	<b>\$72,555</b>	<b>\$71,128</b>	<b>\$75,098</b>	<b>\$3,970</b>
VRS HEALTH INS CREDIT	\$0	\$0	\$0	\$0	\$0
<b>PERSONNEL TOTAL</b>	<b>\$546,221</b>	<b>\$564,898</b>	<b>\$574,500</b>	<b>\$602,000</b>	<b>\$27,500</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
ACCOUNTING AND AUDITING	\$2,248	\$1,793	\$3,000	\$2,500	-\$500
OTHER PROFESSIONAL SERV	\$1,442	\$2,092	\$2,000	\$2,000	\$0
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$3,690</b>	<b>\$3,885</b>	<b>\$5,000</b>	<b>\$4,500</b>	<b>-\$500</b>
MAINTENANCE SERVICE	\$14,635	\$14,166	\$13,500	\$14,000	\$500
PRINTING & BINDING	\$212	\$487	\$600	\$500	-\$100
PURCHASE SERV OTHER GOVMT	\$0	\$0	\$3,000	\$2,500	-\$500
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$18,537</b>	<b>\$18,538</b>	<b>\$22,100</b>	<b>\$21,500</b>	<b>-\$600</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$6,624	\$6,566	\$7,800	\$7,800	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$6,624</b>	<b>\$6,566</b>	<b>\$7,800</b>	<b>\$7,800</b>	<b>\$0</b>
LEASES & RENTALS	\$5,325	\$5,436	\$5,500	\$5,500	\$0
TRAVEL					
MILEAGE & TRANSPORTATION	\$148	\$0	\$0	\$500	\$500
TRAINING & EDUCATION	\$0	\$600	\$0	\$500	\$500
<b>TRAVEL TOTAL</b>	<b>\$148</b>	<b>\$600</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$495	\$470	\$500	\$500	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$495</b>	<b>\$470</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$2,601	\$2,755	\$4,000	\$4,000	\$0
FOOD & FOOD SERVICE	\$0	\$0	\$200	\$200	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$2,601</b>	<b>\$2,755</b>	<b>\$4,200</b>	<b>\$4,200</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$15,193</b>	<b>\$15,827</b>	<b>\$18,000</b>	<b>\$19,000</b>	<b>\$1,000</b>
<b>TOTAL</b>	<b>\$579,951</b>	<b>\$599,262</b>	<b>\$614,600</b>	<b>\$642,500</b>	<b>\$27,900</b>



## DESCRIPTION

The Winchester Sheriff's office is responsible for overall security within the Joint Judicial Center (JJC). Responsibilities include, but are not limited to, scanning persons entering the JJC and the use of magnetometers and x-ray machines. The Sheriff's Office provides overall security within all of the court rooms, except Frederick County's Circuit Court. Other responsibilities include jury security, processing civil papers, criminal papers, evictions, prisoner transports and extraditions, mental health commitments and transports, and juvenile transports. These are done at the request of the different courts. The Winchester Sheriff's Office may respond to calls for service and issue summonses when there is a violation of State or City Code. Deputies also work cases when a request is made by citizens. Prisoners housed within the JJC are the responsibility of the Winchester Sheriff's Office until they are returned to the Jail or released by the courts.

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goal 3):

- Provide a professional work environment that attracts and retains a diverse group of quality applicants
- Reward employee excellence and promote leadership through education and training
- Assure effective judicial and detention processes and services

Objectives:

- Continue Accreditation Status
- Maintain and expand the Body Worn Camera Program
- Acquire and implement new Civil Process Software
- Maintain the safety and security of the Joint Judicial Center and the Citizens of Winchester
- Actively work to improve community relations
- Implement initiatives to improve Deputy's wellness
- Search for and attempt to obtain grants to help supplement the budget

## PERFORMANCE MEASURES

Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
Persons passing through the metal detectors	423,809	373,346	303,353	329,991	350,000
Number of days courthouse security provided	245	245	246	242	245
Civil papers served	14,268	11,593	7,928	6,985	7,500
Evictions	238	267	102	57	100
Temporary Detention Orders (mental transports)	64	69	68	70	70
Prisoner transports	235	201	95	94	100
Community Events	18	52	15	13	15
School Board Meetings	24	24	12	20	24
Extraditions of prisoners	74	83	60	58	75
Miles traveled for prisoner transports, extradition and TDOs (excluding air miles)	69,569	50,843	37,659	34,384	50,000
Juvenile Transports	52	100	51	36	65
K9 Deployments	0	18	1	11	15
Inmates Held at JJC	5,352	4,486	3,090	2,552	3,000

FY 2020 numbers lower due to COVID-19.

## FUNDING SOURCES

### Sheriff - Funding Sources

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget
SHERIFF FEES	\$2,949	\$2,949	\$2,949	\$3,000	\$3,000
COURTHOUSE SECURITY FEE	\$44,861	\$31,365	\$40,170	\$65,000	\$45,000
COURTHOUSE COMPLIANCE FEE	\$25,196	\$16,330	\$13,029	\$25,000	\$15,000
MISCELLANEOUS	\$3,612	\$4,233	\$7,228	\$0	\$0
SHERIFF	\$362,947	\$373,914	\$378,895	\$395,700	\$395,700
SHERIFF MILEAGE	\$24,917	\$14,409	\$3,505	\$18,000	\$18,000
TOTAL	\$464,481	\$443,199	\$445,776	\$506,700	\$476,700

## STAFFING SUMMARY

### Staffing by Division

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
FTE Amount					
Courthouse Security	1.00	1.00	1.00	1.00	1.00
Sheriff	15.00	15.00	15.00	15.00	17.00
FTE AMOUNT	16.00	16.00	16.00	16.00	18.00

## EXPENDITURES

### Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$1,491,947	\$1,492,044	\$1,506,200	\$1,705,201	\$199,001

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CONTRACTUAL SERVICES</b>	\$43,093	\$44,129	\$52,700	\$52,700	\$0
<b>INTERNAL SERVICES</b>	\$19,155	\$18,640	\$25,000	\$25,000	\$0
<b>OTHER CHARGES</b>	\$120,551	\$71,066	\$90,200	\$93,200	\$3,000
<b>CAPITAL CHARGES</b>	\$24,746	\$59,506	\$40,000	\$90,000	\$50,000
<b>TOTAL</b>	<b>\$1,699,493</b>	<b>\$1,685,385</b>	<b>\$1,714,100</b>	<b>\$1,966,101</b>	<b>\$252,001</b>

#### Sheriff - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$792,902	\$798,019	\$819,527	\$971,915	\$152,388
OVERTIME	\$56,404	\$51,499	\$37,500	\$37,500	\$0
PART-TIME SALARIES	\$12,758	\$7,774	\$14,349	\$14,349	\$0
FICA	\$63,549	\$63,054	\$65,715	\$76,989	\$11,274
RETIREMENT					
VRS-EMPLOYER	\$68,722	\$79,697	\$81,254	\$95,857	\$14,603
VRS - LODA	\$17,644	\$19,367	\$20,000	\$20,000	\$0
<b>RETIREMENT TOTAL</b>	<b>\$86,366</b>	<b>\$99,064</b>	<b>\$101,254</b>	<b>\$115,857</b>	<b>\$14,603</b>
HOSPITAL/MEDICAL PLANS					
RETIREE HEALTH INSURANCE	\$21,420	\$21,865	\$20,431	\$15,888	-\$4,543
<b>HOSPITAL/MEDICAL PLANS TOTAL</b>	<b>\$21,420</b>	<b>\$21,865</b>	<b>\$20,431</b>	<b>\$15,888</b>	<b>-\$4,543</b>
GROUP INSURANCE	\$9,984	\$10,435	\$10,644	\$12,358	\$1,714
DISABILITY INSURANCE					
VA LOCAL DISABILITY PLAN	\$179	\$160	\$174	\$705	\$531
<b>DISABILITY INSURANCE TOTAL</b>	<b>\$179</b>	<b>\$160</b>	<b>\$174</b>	<b>\$705</b>	<b>\$531</b>
UNEMPLOYMENT INSURANCE	\$0	\$134	\$0	\$0	\$0
WORKER'S COMPENSATION	\$14,410	\$18,228	\$18,591	\$29,594	\$11,003
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$528	\$541	\$540	\$612	\$72
HEALTH INSURANCE	\$160,425	\$169,345	\$162,975	\$181,533	\$18,558
<b>OTHER BENEFITS TOTAL</b>	<b>\$160,953</b>	<b>\$169,886</b>	<b>\$163,515</b>	<b>\$182,145</b>	<b>\$18,630</b>
VRS HEALTH INS CREDIT	\$0	\$3	\$0	\$0	\$0
<b>PERSONNEL TOTAL</b>	<b>\$1,218,925</b>	<b>\$1,240,120</b>	<b>\$1,251,700</b>	<b>\$1,457,300</b>	<b>\$205,600</b>
<b>CONTRACTUAL SERVICES</b>					
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$330	\$197	\$2,200	\$2,200	\$0
VEHICLE REPAIRS/MAINT.	\$16,841	\$17,372	\$13,500	\$13,500	\$0
COMPUTER HARDWARE/SOFTWAR	\$4,536	\$2,318	\$4,500	\$4,500	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$21,707</b>	<b>\$19,887</b>	<b>\$20,200</b>	<b>\$20,200</b>	<b>\$0</b>
PRINTING & BINDING	\$514	\$351	\$500	\$500	\$0
LAUNDRY & DRY CLEANING	\$535	\$192	\$500	\$500	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$22,756</b>	<b>\$20,431</b>	<b>\$21,200</b>	<b>\$21,200</b>	<b>\$0</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$19,109	\$18,640	\$25,000	\$25,000	\$0
EQUIPMENT FUND LABOR	\$46	\$0	\$0	\$0	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$19,155</b>	<b>\$18,640</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$19,155</b>	<b>\$18,640</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$815	\$738	\$1,000	\$1,000	\$0
TELECOMMUNICATIONS	\$2,498	\$180	\$200	\$200	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$3,313</b>	<b>\$918</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$0</b>
INSURANCE					
MOTOR VEHICLE INSURANCE	\$9,463	\$8,683	\$11,300	\$11,300	\$0
<b>INSURANCE TOTAL</b>	<b>\$9,463</b>	<b>\$8,683</b>	<b>\$11,300</b>	<b>\$11,300</b>	<b>\$0</b>
LEASES & RENTALS	\$2,286	\$2,190	\$2,700	\$2,700	\$0
TRAVEL					
MILEAGE & TRANSPORTATION	\$15,320	\$3,788	\$14,000	\$14,000	\$0
TRAINING & EDUCATION	\$8,068	\$5,286	\$7,000	\$7,000	\$0
EXTRADITION OF PRISONERS	\$105	\$0	\$500	\$500	\$0



	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>TRAVEL TOTAL</b>	<b>\$23,493</b>	<b>\$9,074</b>	<b>\$21,500</b>	<b>\$21,500</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$14,744	\$14,837	\$15,000	\$18,000	\$3,000
MISC CHARGES & FEES	\$30	\$17	\$100	\$100	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$14,774</b>	<b>\$14,854</b>	<b>\$15,100</b>	<b>\$18,100</b>	<b>\$3,000</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$1,192	\$2,178	\$2,100	\$2,100	\$0
FOOD & FOOD SERVICE	\$350	\$425	\$400	\$400	\$0
LAUNDRY & JANITORIAL	\$324	\$0	\$0	\$0	\$0
VEHICLE & EQUIPMENT FUELS	\$2,852	\$4,899	\$3,700	\$3,700	\$0
VEHICLE/EQUIPMT SUPPLIES	\$1,151	\$294	\$2,000	\$2,000	\$0
POLICE SUPPLIES	\$42,755	\$8,091	\$15,100	\$15,100	\$0
UNIFORMS & APPAREL	\$8,273	\$6,961	\$9,800	\$9,800	\$0
BOOKS & SUBSCRIPTIONS	\$399	\$95	\$100	\$100	\$0
OTHER OPERATING SUPPLIES	\$5,212	\$4,480	\$2,500	\$2,500	\$0
COMPUTER HARDWARE/SOFTWAR	\$137	\$54	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$62,646</b>	<b>\$27,476</b>	<b>\$35,700</b>	<b>\$35,700</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$115,974</b>	<b>\$63,195</b>	<b>\$87,500</b>	<b>\$90,500</b>	<b>\$3,000</b>
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MOTOR VEHICLE & EQUIPMENT	\$24,746	\$0	\$40,000	\$90,000	\$50,000
<b>REPLACEMENT TOTAL</b>	<b>\$24,746</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$90,000</b>	<b>\$50,000</b>
ADDITIONS	\$0	\$59,506	\$0	\$0	\$0
<b>CAPITAL CHARGES TOTAL</b>	<b>\$24,746</b>	<b>\$59,506</b>	<b>\$40,000</b>	<b>\$90,000</b>	<b>\$50,000</b>
<b>TOTAL</b>	<b>\$1,401,556</b>	<b>\$1,401,892</b>	<b>\$1,425,400</b>	<b>\$1,684,000</b>	<b>\$258,600</b>

#### Courthouse Security - Detail Expenditures

	FY 2020 Actual	FY2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$72,869	\$75,880	\$72,561	\$69,414	-\$3,147
OVERTIME	\$9,621	\$8,838	\$10,000	\$10,000	\$0
PART-TIME SALARIES	\$147,433	\$124,088	\$130,000	\$130,000	\$0
FICA	\$17,213	\$15,795	\$14,942	\$13,387	-\$1,555
RETIREMENT	\$5,944	\$6,701	\$6,934	\$7,189	\$255
GROUP INSURANCE	\$863	\$878	\$909	\$924	\$15
WORKER'S COMPENSATION	\$3,884	\$4,411	\$4,320	\$4,014	-\$306
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$37	\$36	\$36	\$36	\$0
HEALTH INSURANCE	\$15,159	\$15,296	\$14,798	\$12,936	-\$1,862
<b>OTHER BENEFITS TOTAL</b>	<b>\$15,195</b>	<b>\$15,332</b>	<b>\$14,834</b>	<b>\$12,972</b>	<b>-\$1,862</b>
VRS HEALTH INS CREDIT	\$0	\$0	\$0	\$0	\$0
<b>PERSONNEL TOTAL</b>	<b>\$273,022</b>	<b>\$251,924</b>	<b>\$254,500</b>	<b>\$247,900</b>	<b>-\$6,600</b>
<b>CONTRACTUAL SERVICES</b>					
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$15,556	\$23,120	\$31,500	\$31,500	\$0
COMPUTER HARDWARE/SOFTWAR	\$4,536	\$0	\$0	\$0	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$20,092</b>	<b>\$23,120</b>	<b>\$31,500</b>	<b>\$31,500</b>	<b>\$0</b>
PRINTING & BINDING	\$245	\$578	\$0	\$0	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$20,337</b>	<b>\$23,698</b>	<b>\$31,500</b>	<b>\$31,500</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$125	-\$381	\$0	\$0	\$0
LAUNDRY & JANITORIAL	\$0	\$1,035	\$0	\$0	\$0
OTHER OPERATING SUPPLIES	\$4,453	\$7,218	\$2,700	\$2,700	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$4,578</b>	<b>\$7,872</b>	<b>\$2,700</b>	<b>\$2,700</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$4,578</b>	<b>\$7,872</b>	<b>\$2,700</b>	<b>\$2,700</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$297,937</b>	<b>\$283,493</b>	<b>\$288,700</b>	<b>\$282,100</b>	<b>-\$6,600</b>



## DESCRIPTION

Juror services include providing administrative and clerical support for the purpose of building a jury pool for use by the Sheriff's Department; and to efficiently process payments to City residents for jury duty.

## STRATEGIC PLAN GOALS

Goal (Strategic Plan Goal 3):

To provide quality services to City residents serving as jurors.

Objectives:

Provide an appropriate listing of City residents from which to build a jury pool for use by the Sheriff's Department.

## EXPENDITURES

### Juror Services - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CONTRACTUAL SERVICES</b>					
TEMPORARY HELP					
JUROR SERV- GRAND JURY	\$4,000	\$4,000	\$4,000	\$4,000	\$0
JUROR SERV- CRIMINAL JURY	\$9,000	\$9,000	\$9,000	\$9,000	\$0
JUROR SERV- CIVIL JURY	\$7,000	\$7,000	\$7,000	\$7,000	\$0
TEMPORARY HELP TOTAL	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$0</b>
CONTRACTUAL SERVICES TOTAL	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$0</b>
TOTAL	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$0</b>



## DESCRIPTION

The Office of the Commonwealth's Attorney is charged primarily with the prosecution of crime. This office prosecutes criminal matters in the Winchester General District Court, criminal and delinquency matters in the Juvenile and Domestic Relations District Court, and all felony cases in the Winchester Circuit Court. The Commonwealth's Attorney is a Constitutional Officer of the Commonwealth of Virginia. As such, he is not an officer or employee of the City from which he was elected. In this jurisdiction, the Commonwealth's Attorney is elected by voters of the City of Winchester.

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goal 3):

- To prosecute all criminal cases in the City of Winchester including all felony cases occurring in the City of Winchester for which sufficient evidence is available to support charges.
- Improve the quality of life in Winchester by coordinating law enforcement efforts with citizens throughout the city.

Objectives:

- Fully provide protection to the citizens of Winchester by prosecuting criminal offenses of the law.
- Assist law enforcement by providing assistance and legal advice when obtaining charges against defendants.
- Work together with local committees to better serve the victims of crime, especially in sexual assault against women and children.

## PERFORMANCE MEASURES - TRENDS

CASES PROSECUTED	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
Juvenile & Domestic Court	3,152	1,543**	1,374**	1,585**	1,700
General District Court	9,971	2,533**	3,047**	3,428**	3,500
Circuit Court	9,000*	3,543**	2,579**	2,556**	3,000
Total	22,123*	7,619**	7,000**	7,569**	8,200

Note: \*2018 Actual cases is being totaled differently to include all cases prosecuted not just new cases.

\*\*2019 is prosecuted, new and concluded cases in each court pulled from the Commonwealth Attorney's data base.

## FUNDING SOURCES

### Designated Funding Sources

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget
COMMONWEALTH'S ATTORNEY	\$757,098	\$807,375	\$818,044	\$862,900	\$862,900
WASH/BALTIMORE HIDTA	\$0	\$0	\$125,373	\$70,600	\$70,600
TOTAL	\$757,098	\$807,375	\$943,417	\$933,500	\$933,500

## STAFFING SUMMARY

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Commonwealth Attorney	15.00	16.00	17.00	17.00	17.00
FTE AMOUNT	15.00	16.00	17.00	17.00	17.00

## EXPENDITURES

### Commonwealth Attorney - Summary Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$1,419,847	\$1,547,142	\$1,573,700	\$1,639,600	\$65,900
CONTRACTUAL SERVICES	\$13,144	\$18,522	\$12,100	\$10,100	-\$2,000
OTHER CHARGES	\$157,295	\$37,439	\$31,900	\$54,000	\$22,100
TOTAL	\$1,590,286	\$1,603,103	\$1,617,700	\$1,703,700	\$86,000

### Commonwealth Attorney - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$1,075,613	\$1,156,430	\$1,181,971	\$1,227,949	\$45,978
OVERTIME	\$87	\$747	\$500	\$500	\$0
PART-TIME SALARIES	\$0	\$2,998	\$0	\$0	\$0
FICA	\$79,942	\$86,241	\$84,696	\$87,110	\$2,414
RETIREMENT	\$97,180	\$116,041	\$120,917	\$127,426	\$6,509
GROUP INSURANCE	\$14,127	\$15,188	\$15,839	\$16,454	\$615
DISABILITY INSURANCE	\$1,310	\$1,319	\$1,562	\$1,463	-\$99
WORKER'S COMPENSATION	\$1,297	\$1,641	\$1,361	\$1,927	\$566
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$586	\$613	\$612	\$612	\$0
HEALTH INSURANCE	\$149,653	\$165,880	\$166,175	\$176,116	\$9,941
OTHER BENEFITS TOTAL	\$150,239	\$166,492	\$166,787	\$176,728	\$9,941
VRS HEALTH INS CREDIT	\$52	\$44	\$67	\$43	-\$24
PERSONNEL TOTAL	\$1,419,847	\$1,547,142	\$1,573,700	\$1,639,600	\$65,900
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
LEGAL SERVICES	\$0	\$0	\$2,000	\$0	-\$2,000
PROFESSIONAL SERVICES TOTAL	\$0	\$0	\$2,000	\$0	-\$2,000
TEMPORARY HELP	\$2,915	\$0	\$0	\$0	\$0
MAINTENANCE SERVICE					
COMPUTER HARDWARE/SOFTWAR	\$9,650	\$17,282	\$9,100	\$9,100	\$0
MAINTENANCE SERVICE TOTAL	\$9,650	\$17,282	\$9,100	\$9,100	\$0
PRINTING & BINDING	\$580	\$40	\$1,000	\$1,000	\$0
PURCHASE SERV OTHER GOVMT					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
CONTRACTED PARKING	\$0	\$1,200	\$0	\$0	\$0
PURCHASE SERV OTHER GOVMT TOTAL	\$0	\$1,200	\$0	\$0	\$0
CONTRACTUAL SERVICES TOTAL	\$13,144	\$18,522	\$12,100	\$10,100	-\$2,000
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$1,919	\$2,014	\$1,900	\$1,900	\$0
TELECOMMUNICATIONS	\$0	\$0	\$2,600	\$2,600	\$0
COMMUNICATIONS TOTAL	\$1,919	\$2,014	\$4,500	\$4,500	\$0
LEASES & RENTALS					
OFFICE EQUIPMENT	\$5,660	\$4,730	\$5,400	\$5,400	\$0
BUILDINGS	\$107,187	\$0	\$0	\$0	\$0
LEASES & RENTALS TOTAL	\$112,848	\$4,730	\$5,400	\$5,400	\$0
TRAVEL					
MILEAGE & TRANSPORTATION	\$2,608	\$0	\$0	\$4,900	\$4,900
COURT WITNESS	\$0	\$0	\$0	\$16,300	\$16,300
TRAINING & EDUCATION	\$8,095	\$0	\$0	\$0	\$0
TRAVEL TOTAL	\$10,703	\$0	\$0	\$21,200	\$21,200
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$9,671	\$6,661	\$7,400	\$7,400	\$0
MISC CHARGES & FEES	\$0	\$903	\$0	\$0	\$0
MISCELLANEOUS TOTAL	\$9,671	\$7,564	\$7,400	\$7,400	\$0
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$6,943	\$1,342	\$4,000	\$4,000	\$0
FOOD & FOOD SERVICE	\$954	\$136	\$1,000	\$500	-\$500
BOOKS & SUBSCRIPTIONS	\$6,317	\$7,735	\$5,000	\$6,400	\$1,400
OTHER OPERATING SUPPLIES	\$3,892	\$2,497	\$4,600	\$4,600	\$0
COMPUTER HARDWARE/SOFTWAR	\$4,049	\$11,421	\$0	\$0	\$0
MATERIALS & SUPPLIES TOTAL	\$22,155	\$23,132	\$14,600	\$15,500	\$900
OTHER CHARGES TOTAL	\$157,295	\$37,439	\$31,900	\$54,000	\$22,100
TOTAL	\$1,590,286	\$1,603,103	\$1,617,700	\$1,703,700	\$86,000



## DESCRIPTION

The Winchester Victim/Witness Program has been in existence since 1986 and is supported by federal funds available to Virginia through the federal Victims of Crime Act (VOCA), special funds available through the Virginia Crime Victim/Witness Fund, and Winchester City. All grant funded programs must provide information to crime victims as required by Virginia's Crime Victim and Witness Rights Act.

The purpose of this law is to ensure that victims and witnesses of crime:

- a) Are informed of their rights
- b) Are treated with dignity, respect and sensitivity and that their privacy is protected where the law allows
- c) Receive authorized services
- d) Have opportunity to make the courts aware of the full impact of the crime
- e) Have the opportunity to be heard at critical stages of the criminal justice process

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goal 3):

- To assist crime victims and witnesses through the criminal justice system and to provide services required by Virginia's Crime Victim and Witness Rights Act.
- To inform the public of victim's rights regarding protection, assistance, and social services, notices, courtroom assistance, and rights regarding protection, employer services, confidentiality and interpreter services

Objectives:

- Assist victims and witnesses in obtaining available protection from appropriate authorities and obtaining the issuance of protective orders for victims of abuse and victims of stalking
- Assist victims in applying for crime victim's compensation by filing claims with Virginia Victims Fund for those that qualify
- Assist Victims in retrieving any property being held for evidentiary purposes
- Assist victims and witnesses in seeking reimbursement for traveling from out of town to court for criminal cases
- Assist victims in seeking and securing restitution by completing a provided Victim Impact Statement
- Assist victims in completing notification request forms to ensure they are notified of all court proceedings
- Assist victims in completing notification request forms with the Attorney General's
- Office to be contacted when an appeal to the VA Court of Appeals is granted
- Assist in obtaining the services of a qualified interpreter if needed



- Assist victims and witnesses in completing confidentiality request forms

## FUNDING SOURCES

### Designated Funding Sources

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget
SHARED-VICTIM WITNESS	\$39,676	\$39,676	\$39,668	\$39,000	\$47,600
VICTIM WITNESS	\$119,029	\$119,025	\$119,029	\$119,000	\$111,100
TOTAL	<b>\$158,705</b>	<b>\$158,701</b>	<b>\$158,697</b>	<b>\$158,000</b>	<b>\$158,700</b>

## STAFFING SUMMARY

### Victim Witness

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Victim Witness	2.00	2.00	2.00	3.00	3.00
<b>FTE AMOUNT</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

## EXPENDITURES

### Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$211,132	\$208,539	\$208,900	\$231,000	\$22,100
CONTRACTUAL SERVICES	\$744	\$1,394	\$2,100	\$2,100	\$0
OTHER CHARGES	\$9,679	\$7,763	\$13,600	\$13,600	\$0
TOTAL	<b>\$221,555</b>	<b>\$217,696</b>	<b>\$224,600</b>	<b>\$246,700</b>	<b>\$22,100</b>

### Victim Witness - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$133,452	\$135,193	\$137,732	\$179,462	\$41,730
OVERTIME	\$44	\$0	\$0	\$0	\$0
PART-TIME SALARIES	\$36,452	\$30,751	\$28,560	\$0	-\$28,560
FICA	\$12,784	\$12,404	\$12,463	\$13,532	\$1,069
RETIREMENT	\$12,057	\$13,619	\$14,090	\$18,634	\$4,544
GROUP INSURANCE	\$1,751	\$1,784	\$1,846	\$2,405	\$559
DISABILITY INSURANCE	\$0	\$0	\$0	\$184	\$184
WORKER'S COMPENSATION	\$102	\$120	\$127	\$137	\$10
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$73	\$73	\$72	\$108	\$36
HEALTH INSURANCE	\$14,417	\$14,597	\$14,010	\$16,538	\$2,528
<b>OTHER BENEFITS TOTAL</b>	<b>\$14,491</b>	<b>\$14,669</b>	<b>\$14,082</b>	<b>\$16,646</b>	<b>\$2,564</b>
VRS HEALTH INS CREDIT	\$0	\$0	\$0	\$0	\$0
<b>PERSONNEL TOTAL</b>	<b>\$211,132</b>	<b>\$208,539</b>	<b>\$208,900</b>	<b>\$231,000</b>	<b>\$22,100</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$461	\$862	\$1,000	\$1,000	\$0
MAINTENANCE SERVICE					
COMPUTER HARDWARE/SOFTWAR	\$183	\$0	\$400	\$400	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$183</b>	<b>\$0</b>	<b>\$400</b>	<b>\$400</b>	<b>\$0</b>
PRINTING & BINDING	\$100	\$532	\$500	\$500	\$0
PURCHASE SERV OTHER GOVMT	\$0	\$0	\$200	\$200	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$744</b>	<b>\$1,394</b>	<b>\$2,100</b>	<b>\$2,100</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS	\$1,143	\$1,657	\$1,600	\$1,600	\$0

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
TRAVEL	\$5,051	\$468	\$7,500	\$7,500	\$0
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$80	\$680	\$200	\$200	\$0
MISC CHARGES & FEES	\$0	\$39	\$0	\$0	\$0
MISCELLANEOUS TOTAL	\$80	\$719	\$200	\$200	\$0
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$754	\$1,071	\$3,000	\$3,000	\$0
FOOD & FOOD SERVICE	\$0	\$0	\$200	\$200	\$0
BOOKS & SUBSCRIPTIONS	\$534	\$381	\$100	\$100	\$0
OTHER OPERATING SUPPLIES	\$819	\$3,330	\$1,000	\$1,000	\$0
COMPUTER HARDWARE/SOFTWAR	\$1,299	\$137	\$0	\$0	\$0
MATERIALS & SUPPLIES TOTAL	\$3,405	\$4,919	\$4,300	\$4,300	\$0
OTHER CHARGES TOTAL	\$9,679	\$7,763	\$13,600	\$13,600	\$0
TOTAL	\$221,555	\$217,696	\$224,600	\$246,700	\$22,100



## DESCRIPTION

The Winchester Police Department is committed to improving the quality of life for all people by preventing crime in the city. We will accomplish this by enforcing the law with impartiality, creating partnerships through communication and education, and problem solving using innovative policing strategies.

## STRATEGIC PLAN GOALS

Goal 3: Strengthening Winchester - Foster a safe, healthy, and diverse community with ample opportunities for recreation and wellness.

Objectives:

- As staffing levels have increased, we will expand our community outreach events and programs in areas throughout the City to ensure accessibility and visibility.
- Partner with Fire and Rescue and Department of Social Services to address mental health and substance misuse.
- Increase presence and enforcement on the Downtown Mall.
- Analyze traffic crash and intersection data to develop a plan to increase traffic safety.
- Develop a monthly training program to maintain legal updates and enhance critical thinking abilities and job skills.
- Analyze SRO program in areas of school safety, crime prevention, and delinquency for future personnel and program expansion.
- Secure one additional narcotics canine.
- Conduct technology review to improve performance in public safety and customer service.
- Implementation of National Testing and Validated standards, to include physical fitness, to attract and retain highly qualified police personnel.

## CRIME STATISTICS

Crime Statistics	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual
Grand Theft	144	128	70	43	45
Motor Vehicle Theft	22	38	22	36	20
Robbery	26	16	6	11	14
Rape	12	9	6	11	12
Breaking & Entering*	93	86	78	58	73

\*Includes Unlawful Entry

## FUNDING SOURCES

### Police

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget
REVENUE FROM LOCAL SOURCE	\$57,996	\$195,547	\$189,609	\$76,700	\$197,000
REVENUE FROM COMMONWEALTH	\$870,016	\$903,948	\$953,032	\$900,000	\$900,000
REVENUE FROM FEDERAL GOVT	\$27,990	\$13,143	\$10,678	\$33,000	\$33,000
TOTAL	\$956,001	\$1,112,638	\$1,153,319	\$1,009,700	\$1,130,000

## STAFFING SUMMARY

### Police

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
FTE Amount					
Police	87.00	89.00	89.00	89.00	89.00
FTE AMOUNT	87.00	89.00	89.00	89.00	89.00

### Police Grants

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
FTE Amount					
Police Grants	0.00	1.00	1.00	1.00	1.00
FTE AMOUNT	0.00	1.00	1.00	1.00	1.00

## EXPENDITURES

### Police Department Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$7,522,597	\$7,575,120	\$7,712,900	\$8,368,201	\$655,301
CONTRACTUAL SERVICES	\$151,475	\$142,728	\$188,300	\$158,300	-\$30,000
INTERNAL SERVICES	\$221	\$5	\$0	\$0	\$0
OTHER CHARGES	\$377,372	\$434,398	\$474,500	\$455,300	-\$19,200
CAPITAL CHARGES	\$570,850	\$244,148	\$186,000	\$160,000	-\$26,000
TOTAL	\$8,622,514	\$8,396,400	\$8,561,700	\$9,141,801	\$580,101

**Police Department Expenditures by Division**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>POLICE DEPARTMENT</b>	\$8,112,513	\$7,946,607	\$8,453,000	\$8,898,100	\$445,100
<b>POLICE GRANTS</b>	\$510,002	\$449,792	\$108,700	\$243,700	\$135,000
<b>TOTAL</b>	<b>\$8,622,514</b>	<b>\$8,396,400</b>	<b>\$8,561,700</b>	<b>\$9,141,801</b>	<b>\$580,101</b>

**Police - Detail Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$4,925,887	\$4,943,846	\$5,177,547	\$5,376,131	\$198,584
OVERTIME	\$293,148	\$310,369	\$273,000	\$365,500	\$92,500
PART-TIME SALARIES	\$117,280	\$84,107	\$75,000	\$75,000	\$0
FICA	\$390,848	\$393,513	\$398,844	\$423,043	\$24,199
RETIREMENT	\$491,144	\$530,869	\$579,943	\$619,269	\$39,326
HOSPITAL/MEDICAL PLANS	\$36,890	\$48,843	\$35,025	\$86,080	\$51,055
GROUP INSURANCE	\$62,995	\$64,235	\$69,417	\$71,973	\$2,556
DISABILITY INSURANCE	\$1,016	\$1,321	\$1,942	\$1,911	-\$31
UNEMPLOYMENT INSURANCE	\$0	\$700	\$0	\$0	\$0
WORKER'S COMPENSATION	\$91,323	\$113,678	\$115,193	\$166,193	\$51,000
OTHER BENEFITS					
CLOTHING ALLOWANCES	\$9,086	\$6,375	\$6,750	\$7,500	\$750
TUITION ASSISTANCE	\$3,910	\$0	\$0	\$0	\$0
BENEFITS ADMIN FEE	\$2,999	\$2,982	\$3,204	\$3,204	\$0
HEALTH INSURANCE	\$878,949	\$835,227	\$868,155	\$928,819	\$60,664
OTHER BENEFITS TOTAL	<b>\$894,944</b>	<b>\$844,584</b>	<b>\$878,109</b>	<b>\$939,523</b>	<b>\$61,414</b>
VRS HEALTH INS CREDIT	\$5,724	\$4,677	\$5,180	\$4,878	-\$302
<b>PERSONNEL TOTAL</b>	<b>\$7,311,199</b>	<b>\$7,340,741</b>	<b>\$7,609,200</b>	<b>\$8,129,500</b>	<b>\$520,300</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
HEALTH CARE SERVICES	\$949	\$0	\$2,000	\$2,000	\$0
MEDICAL EXAMINER-CORONER	\$340	\$680	\$1,000	\$1,000	\$0
INTERPRETER FEES	\$7,760	\$5,765	\$8,000	\$8,000	\$0
OTHER PROFESSIONAL SERV	\$13,533	\$14,876	\$17,000	\$17,000	\$0
TRAINING/EDUCATION	\$169	\$43	\$0	\$0	\$0
VETERINARIAN SERVICES	\$1,712	\$1,740	\$0	\$0	\$0
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$24,462</b>	<b>\$23,105</b>	<b>\$28,000</b>	<b>\$28,000</b>	<b>\$0</b>
TEMPORARY HELP					
NATIONAL GUARD PERSONNEL	\$0	\$0	\$15,000	\$15,000	\$0
<b>TEMPORARY HELP TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$0</b>
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$1,407	\$2,306	\$1,000	\$1,000	\$0
VEHICLE REPAIRS/MAINT.	\$96,473	\$81,013	\$110,000	\$80,000	-\$30,000
COMPUTER HARDWARE/SOFTWAR	\$750	\$7,000	\$0	\$0	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$98,630</b>	<b>\$90,319</b>	<b>\$111,000</b>	<b>\$81,000</b>	<b>-\$30,000</b>
PRINTING & BINDING	\$4,459	\$2,740	\$6,500	\$6,500	\$0
ADVERTISING	\$0	\$0	\$200	\$200	\$0
LAUNDRY & DRY CLEANING	\$678	\$494	\$300	\$300	\$0
PURCHASE SERV OTHER GOVMT					
PROBATION MONITOR/ASAP	\$23,245	\$26,070	\$26,100	\$26,100	\$0
<b>PURCHASE SERV OTHER GOVMT TOTAL</b>	<b>\$23,245</b>	<b>\$26,070</b>	<b>\$26,100</b>	<b>\$26,100</b>	<b>\$0</b>
PURCHASED SERVICES OTHER					
FOOD SERVICES	\$0	\$0	\$1,200	\$1,200	\$0
<b>PURCHASED SERVICES OTHER TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$151,475</b>	<b>\$142,728</b>	<b>\$188,300</b>	<b>\$158,300</b>	<b>-\$30,000</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$65	\$0	\$0	\$0	\$0
EQUIPMENT FUND PARTS	\$25	\$5	\$0	\$0	\$0
EQUIPMENT FUND LABOR	\$130	\$0	\$0	\$0	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$221</b>	<b>\$5</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$221</b>	<b>\$5</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$4,577	\$3,368	\$5,000	\$3,500	-\$1,500
TELECOMMUNICATIONS	\$125	\$0	\$0	\$0	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$4,702</b>	<b>\$3,368</b>	<b>\$5,000</b>	<b>\$3,500</b>	<b>-\$1,500</b>
INSURANCE					
MOTOR VEHICLE INSURANCE	\$45,743	\$42,751	\$54,800	\$50,000	-\$4,800
GROUP ACCIDENT	\$340	\$340	\$500	\$500	\$0
<b>INSURANCE TOTAL</b>	<b>\$46,083</b>	<b>\$43,091</b>	<b>\$55,300</b>	<b>\$50,500</b>	<b>-\$4,800</b>
LEASES & RENTALS	\$6,407	\$5,830	\$7,000	\$7,000	\$0
TRAVEL					
MILEAGE & TRANSPORTATION	\$864	\$570	\$0	\$0	\$0
TRAINING & EDUCATION	\$26,856	\$17,672	\$30,000	\$20,000	-\$10,000
<b>TRAVEL TOTAL</b>	<b>\$27,720</b>	<b>\$18,242</b>	<b>\$30,000</b>	<b>\$20,000</b>	<b>-\$10,000</b>
CONTRIBUTION OTHER ENTITY					
NW VA REG DRUG TASK FORCE	\$13,842	\$12,499	\$11,500	\$12,500	\$1,000
<b>CONTRIBUTION OTHER ENTITY TOTAL</b>	<b>\$13,842</b>	<b>\$12,499</b>	<b>\$11,500</b>	<b>\$12,500</b>	<b>\$1,000</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$45,551	\$47,472	\$49,000	\$53,600	\$4,600
MISC CHARGES & FEES	\$350	\$187	\$100	\$100	\$0
BACKGROUND CHECKS	\$270	\$585	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$46,171</b>	<b>\$48,244</b>	<b>\$49,100</b>	<b>\$53,700</b>	<b>\$4,600</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$7,443	\$7,309	\$10,500	\$7,500	-\$3,000
FOOD & FOOD SERVICE	\$1,252	\$1,381	\$1,000	\$1,000	\$0
LANDSCAPNG/AGRICULT SUPPL	\$2,727	\$1,825	\$3,000	\$3,000	\$0
MEDICAL & LABORATORY	\$4,056	\$2,273	\$1,500	\$3,000	\$1,500
LAUNDRY & JANITORIAL	\$848	\$188	\$100	\$100	\$0
BLDG REPAIR/MAINTENANCE	\$329	\$0	\$0	\$0	\$0
VEHICLE & EQUIPMENT FUELS	\$80,371	\$86,966	\$99,200	\$120,000	\$20,800
VEHICLE/EQUIPMT SUPPLIES	\$1,792	\$3,675	\$2,500	\$2,500	\$0
POLICE SUPPLIES	\$77,174	\$87,487	\$121,700	\$100,000	-\$21,700
UNIFORMS & APPAREL	\$15,370	\$35,396	\$40,000	\$40,000	\$0
BOOKS & SUBSCRIPTIONS	\$544	\$704	\$2,100	\$1,000	-\$1,100
OTHER OPERATING SUPPLIES	\$21,984	\$18,228	\$25,000	\$20,000	-\$5,000
COMPUTER HARDWARE/SOFTWAR	\$39	\$813	\$0	\$0	\$0
K9 DOG SUPPLIES	\$4,120	\$2,659	\$5,000	\$5,000	\$0
AWARDS, PLAQUES, OTHER	\$0	\$432	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$218,048</b>	<b>\$249,336</b>	<b>\$311,600</b>	<b>\$303,100</b>	<b>-\$8,500</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$362,972</b>	<b>\$380,609</b>	<b>\$469,500</b>	<b>\$450,300</b>	<b>-\$19,200</b>
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MOTOR VEHICLE & EQUIPMENT	\$274,680	\$82,524	\$186,000	\$160,000	-\$26,000
<b>REPLACEMENT TOTAL</b>	<b>\$274,680</b>	<b>\$82,524</b>	<b>\$186,000</b>	<b>\$160,000</b>	<b>-\$26,000</b>
ADDITIONS					
FURNITURE & FIXTURES	\$11,966	\$0	\$0	\$0	\$0
<b>ADDITIONS TOTAL</b>	<b>\$11,966</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL CHARGES TOTAL</b>	<b>\$286,646</b>	<b>\$82,524</b>	<b>\$186,000</b>	<b>\$160,000</b>	<b>-\$26,000</b>
<b>TOTAL</b>	<b>\$8,112,513</b>	<b>\$7,946,607</b>	<b>\$8,453,000</b>	<b>\$8,898,100</b>	<b>\$445,100</b>

#### Police Grants - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$44,672	\$54,898	\$54,383	\$57,118	\$2,735
OVERTIME	\$132,741	\$141,425	\$21,500	\$141,500	\$120,000
PART-TIME SALARIES	\$431	\$0	\$0	\$0	\$0
FICA	\$13,086	\$14,469	\$5,326	\$14,691	\$9,365
RETIREMENT	\$4,129	\$4,753	\$5,563	\$5,952	\$389
GROUP INSURANCE	\$600	\$623	\$728	\$765	\$37
WORKER'S COMPENSATION	\$3,190	\$4,461	\$1,309	\$2,076	\$767

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>OTHER BENEFITS</b>					
BENEFITS ADMIN FEE	\$37	\$36	\$36	\$36	\$0
HEALTH INSURANCE	\$12,457	\$13,670	\$14,799	\$16,512	\$1,713
<b>OTHER BENEFITS TOTAL</b>	<b>\$12,493</b>	<b>\$13,705</b>	<b>\$14,835</b>	<b>\$16,548</b>	<b>\$1,713</b>
VRS HEALTH INS CREDIT	\$53	\$46	\$56	\$51	-\$5
<b>PERSONNEL TOTAL</b>	<b>\$211,397</b>	<b>\$234,380</b>	<b>\$103,700</b>	<b>\$238,700</b>	<b>\$135,000</b>
<b>OTHER CHARGES</b>					
<b>MISCELLANEOUS</b>					
MISC CHARGES & FEES	\$1,500	\$0	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>MATERIALS &amp; SUPPLIES</b>					
OFFICE SUPPLIES	\$0	\$2,807	\$0	\$0	\$0
POLICE SUPPLIES	\$1,386	\$3,036	\$5,000	\$5,000	\$0
UNIFORMS & APPAREL	\$4,298	\$18,010	\$0	\$0	\$0
OTHER OPERATING SUPPLIES	\$2,367	\$29,935	\$0	\$0	\$0
COMPUTER HARDWARE/SOFTWAR	\$4,849	\$0	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$12,900</b>	<b>\$53,789</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$14,400</b>	<b>\$53,789</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>
<b>CAPITAL CHARGES</b>					
<b>REPLACEMENT</b>					
MOTOR VEHICLE & EQUIPMENT	\$11,229	\$0	\$0	\$0	\$0
COMPUTER EQUIP/HARDWARE	\$90,232	\$0	\$0	\$0	\$0
<b>REPLACEMENT TOTAL</b>	<b>\$101,461</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
ADDITIONS	\$182,743	\$161,624	\$0	\$0	\$0
<b>CAPITAL CHARGES TOTAL</b>	<b>\$284,204</b>	<b>\$161,624</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$510,002</b>	<b>\$449,792</b>	<b>\$108,700</b>	<b>\$243,700</b>	<b>\$135,000</b>





## DESCRIPTION

Vision: Winchester Fire and Rescue Department strives to be a leader in combination Fire and Rescue Services.

Mission: To professionally provide and enhance life safety and fire protection service in a safe, resolute, and respectful manner for all our community partners.

## STRATEGIC PLAN GOALS

City Strategic Plan: Goal 3 – Strengthening Winchester

Objective 3.1 – Expand programs that improve mental health and wellbeing for all residents, especially those in crisis.

Objective 3.4 – Establish a Community Paramedicine Program to address the social determinants of health and community wellness.

Objective 3.7 – Expand risk reduction and safety education programs.

Fire Department Strategic Plan:

Goal 1 – Utilize partnerships to augment and improve Fire and Rescue response.

Goal 2 – Develop Fire and Rescue “Human Capital” and develop Fire and Rescue people and processes.

Goal 3 – Plan for Fire and Rescue facility, equipment, and apparatus capital requirements.

Goal 4 – Engage the community for improved risk reduction.

Fire Department Goals:

- Provide adequate resources for the defined core city services and service levels.
- Address the action items identified in the fire department strategic plan.
- ☐ Increase staffing on suppression apparatus to reach adequate staffing levels for operational safety and to meet community service expectations.
- ☐ Assess critical infrastructure needs and develop a plan to procure a station and apparatus to meet service delivery demands.
- Maintain a high level of customer satisfaction with fire department services.
- ☐ Respond to and safely arrive at emergency incidents by attaining:
  - Preventable apparatus accidents = 0
  - OSHA reportable firefighter casualties = 0
  - Unit Mobilization Interval < or = 2 minutes
  - Response Time Interval (emergency incidents) < or = 6 minutes
- ☐ Provide effective lifesaving efforts and property conservation by attaining:
  - All cardiac arrest resuscitation rate > or = 30%
  - Department training hours > or = 38,000/40,000

- An increase in the number of operational volunteers > or = 6/12
- Enhance community risk reduction activities by attaining:
  - Community Paramedic Program Contacts > or = 50/100
  - Community Paramedic Program Participants > or = 25/50
  - Remembering When Program Contacts > or = 200/300
  - Remembering When Program Participants > or = 25/50
  - Annual Inspections > or = 600/800/1000
  - Public Education Attendees > or = 2500/3000
  - Smoke/CO Alarm and/or battery Installs > or = 50/100
  - Car Seat Installs > or = 50/100
- Determine cost of business by assessing:
  - Number of overtime hours worked
  - Cost per call for service (EMS and Fire)

## PERFORMANCE MEASURES

### Objectives:

#### New Firefighters

- Achieve adequate staffing levels by adding a total of 14 new career firefighters through general funds and SAFER grant.
- Adequate staffing levels will ensure a minimum of three firefighters on each piece of in-service suppression apparatus.

#### Preventable Apparatus Accidents

- Achieve not having any preventable apparatus accidents each year.

#### OSHA Recordable Causalities

- Achieve not having any OSHA recordable causalities each year.

#### Unit Mobilization Interval

- Achieve response within two minutes for any service requested at least 96% of the time each year.

#### Response Time Interval (Emergent)

- Achieve arriving on the emergency incident scene within 6 minutes of response at least 96% of the time each year.

#### Cardiac Resuscitation Rate

- Achieve successfully resuscitating cardiac arrest patients at least 30% of the time each year.

#### Department Training Hours

- Achieve increasing overall department training hours each year to enhance knowledge, skills, and abilities.
- Hours will be tracked by category to include EMS training, driver training, facility training, hazardous materials training, officer training and company level training.
- A minimum of 228 hours for all fire training (career members), 24 hours of training (volunteer members), and EMS certification or recertification hours (hours will vary) will be tracked per individual.

#### Station Volunteers

- Achieve increasing the number of operational volunteers in the system.

#### Community Paramedic Program Contacts

- Achieve increasing CPP contacts each year to assess the medical and social determinants of health community members are experiencing.
- Contact numbers will capture all CPP efforts that engage community members by offering to provide assistance and resources to those in need.

#### Community Paramedic Program Participants

- Achieve increasing CPP participants each year to address the medical and social determinants of health community members are experiencing.
- Participant numbers will capture all the community members that participate in the CPP program.

#### Remembering When Program Contacts

- Achieve increasing Remembering When community member contacts each year to provide information on fire and fall safety.

- Contact numbers will capture all community members attending Remembering When presentations or contacts during community canvassing.

#### Remembering When Program Participants

- Achieve increasing Remembering When community member participants each year to enhance fire and fall safety through home inspections.

- Participant numbers will capture all community members that allow a home safety inspection after review of the program.

#### Inspections

- Achieve increasing inspections each year to reduce fire risk to the community.

- Inspections will consist of annual fire inspections, re-inspections, new business inspections, sprinkler inspections, fire alarm inspections, extinguishing system inspections, site inspections and other inspections conducted by the community risk reduction division.

#### Public Education Attendees

- Achieve increasing the number of public education event attendees each year to reduce the overall fire risk to the community by enhancing public awareness and prevention activities.

- Public education events will include but are not limited to smoke alarm & CO alarm installs, car seat installs, school events, hands only CPR, station tours and community events.

#### Smoke and/or CO Alarm Installs

- Achieve increasing the number of smoke and CO alarm installations each year to enhance public safety through fire prevention.

#### Car Seat Installs

- Achieve increasing the number of car seat installations each year to enhance child safety while riding in a motor vehicle.

#### Number of Overtime Hours Worked

- Achieve tracking the number of overtime hours worked by career staff to ensure fiscal responsibility to the taxpayers.

- Overtime will be tracked through several categories that include staffing coverage, sick leave coverage, injury leave coverage, FMLA leave coverage, mandatory training events, optional training events, training instruction, annual physicals, and special event coverage (i.e., Apple Blossom).

#### Cost Per Call For Service (Fire)

- Achieve tracking the cost per call for service on fire incidents to identify current expenses and forecast future expenses to ensure fiscal responsibility to the taxpayers.

- Cost per call for service will be tracked through an average of cost per mile for engines and ladders as established through a nationally recognized formula. Call types and response metrics will determine how many pieces of apparatus are deployed to best assess cost measures.

#### Cost Per Call For Service (EMS)

- Achieve tracking the cost per call for service on EMS incidents to identify current expenses and forecast future expenses to ensure fiscal responsibility to the taxpayers.

- Cost per call for service will be tracked through an average of cost per mile for EMS units as established through a nationally recognized formula. Call types and response metrics will determine how many pieces of apparatus are deployed to best assess cost measures.

## DEPARTMENT TRENDS

Objectives	2019		2020		2021		2022
	Request/ Adopt	Actual	Request/ Adopt	Actual	Request/ Adopt	Actual	Request/ Goals
New Firefighters	3	1	3	1	3	3	3
Accidents while Responding	0	2	0	1	0	2	0
OSHA Recordable Causalties	0	3	0	4	0	3	0
Unit Mobilization Interval <=2 minutes	=>96%	93.75%	=>96%	90.92%	=>96%	92.74%	=>96%
Response Time Interval <=6 minutes	=>96%	73.88%	=>96%	69.60%	=>96%	77.25%	=>96%
Total Response Time <=8 minutes	=>90%	84.41%	=>90%	78.76%	=>90%	91.01%	=>90%
All Cardiac Resuscitation Rate	=>40%	38.10%	=>40%	56%	=>40%	47.22%	=>40%
All Cardiac Arrest Hospital Discharge Rate	Not Established	75%	Not Established	17.39%	Not Established	8.3%	Not Established
V-Fib/V-Tach Cardiac Resuscitation Rate	=>40%	33%	=>40%	55%	=>40%	0%	=>40%
V-Fib/V-Tach Hospital Discharge Rate	=>30%	100%	=>30%	44.44%	=>30%	0%	=>30%

## STAFFING SUMMARY

### Fire & Rescue

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Fire & Rescue	62.00	63.00	63.00	66.00	66.00
<b>FTE AMOUNT</b>	<b>62.00</b>	<b>63.00</b>	<b>63.00</b>	<b>66.00</b>	<b>66.00</b>

## EXPENDITURES

### Fire Department Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$5,552,818	\$6,239,264	\$6,440,600	\$6,851,601	\$411,001
<b>CONTRACTUAL SERVICES</b>	\$242,418	\$195,918	\$265,900	\$221,400	-\$44,500
<b>INTERNAL SERVICES</b>	\$67,119	\$67,277	\$71,500	\$81,500	\$10,000
<b>OTHER CHARGES</b>	\$482,791	\$1,138,606	\$565,000	\$536,500	-\$28,500
<b>CAPITAL CHARGES</b>	\$32,482	\$292,377	\$199,500	\$0	-\$199,500
<b>TOTAL</b>	<b>\$6,377,629</b>	<b>\$7,933,443</b>	<b>\$7,542,500</b>	<b>\$7,691,001</b>	<b>\$148,501</b>

### Fire Department Expenditures by Division

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>FIRE DEPARTMENT</b>	\$6,176,382	\$7,298,186	\$6,638,100	\$7,024,000	\$385,900
<b>FIRE GRANTS</b>	\$146,126	\$578,186	\$827,800	\$585,400	-\$242,400
<b>HAZARDOUS MATERIAL</b>	\$55,120	\$57,071	\$76,600	\$81,600	\$5,000
<b>TOTAL</b>	<b>\$6,377,629</b>	<b>\$7,933,443</b>	<b>\$7,542,500</b>	<b>\$7,691,001</b>	<b>\$148,501</b>

### Fire & Rescue Division Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$3,713,754	\$3,685,658	\$3,981,662	\$4,192,533	\$210,871

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
OVERTIME	\$244,713	\$744,408	\$202,600	\$304,600	\$102,000
PART-TIME SALARIES	\$50,860	\$120,830	\$44,700	\$44,700	\$0
FICA	\$297,194	\$338,004	\$309,217	\$331,815	\$22,598
RETIREMENT	\$372,117	\$404,738	\$453,465	\$497,551	\$44,086
HOSPITAL/MEDICAL PLANS	\$58,310	\$61,463	\$56,040	\$72,820	\$16,780
GROUP INSURANCE	\$47,309	\$47,698	\$53,780	\$56,912	\$3,132
DISABILITY INSURANCE	\$201	\$209	\$208	\$289	\$81
UNEMPLOYMENT INSURANCE	\$378	\$3,409	\$0	\$0	\$0
WORKER'S COMPENSATION	\$128,301	\$172,572	\$160,519	\$189,158	\$28,639
OTHER BENEFITS					
TUITION ASSISTANCE	\$3,227	\$0	\$0	\$0	\$0
BENEFITS ADMIN FEE	\$2,146	\$2,150	\$2,371	\$2,371	\$0
HEALTH INSURANCE	\$605,640	\$626,555	\$654,434	\$682,462	\$28,028
<b>OTHER BENEFITS TOTAL</b>	<b>\$611,013</b>	<b>\$628,705</b>	<b>\$656,805</b>	<b>\$684,834</b>	<b>\$28,029</b>
VRS HEALTH INS CREDIT	\$4,310	\$3,543	\$4,004	\$3,788	-\$216
<b>PERSONNEL TOTAL</b>	<b>\$5,528,459</b>	<b>\$6,211,237</b>	<b>\$5,923,000</b>	<b>\$6,379,000</b>	<b>\$456,000</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
HEALTH CARE SERVICES	\$16,823	\$15,782	\$18,000	\$25,300	\$7,300
OTHER PROFESSIONAL SERV	\$62,292	\$13,519	\$28,200	\$25,200	-\$3,000
TRAINING/EDUCATION	\$50,350	\$736	\$51,000	\$41,000	-\$10,000
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$129,465</b>	<b>\$30,036</b>	<b>\$97,200</b>	<b>\$91,500</b>	<b>-\$5,700</b>
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$25,316	\$54,554	\$64,200	\$35,100	-\$29,100
VEHICLE REPAIRS/MAINT.	\$31,126	\$39,430	\$30,000	\$20,000	-\$10,000
FIRE APPARATUS TESTING	\$8,544	\$11,212	\$10,500	\$10,500	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$64,987</b>	<b>\$105,196</b>	<b>\$104,700</b>	<b>\$65,600</b>	<b>-\$39,100</b>
PRINTING & BINDING	\$465	\$1,425	\$1,500	\$1,500	\$0
LAUNDRY & DRY CLEANING	\$22,663	\$27,047	\$26,700	\$10,000	-\$16,700
PURCHASED SERVICES OTHER					
REFUSE SERVICE	\$200	\$200	\$0	\$0	\$0
<b>PURCHASED SERVICES OTHER TOTAL</b>	<b>\$200</b>	<b>\$200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$217,780</b>	<b>\$163,904</b>	<b>\$230,100</b>	<b>\$168,600</b>	<b>-\$61,500</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$50,054	\$49,586	\$55,000	\$65,000	\$10,000
EQUIPMENT FUND PARTS	\$4,484	\$5,717	\$4,000	\$4,000	\$0
EQUIPMENT FUND LABOR	\$11,011	\$10,688	\$11,000	\$11,000	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$65,549</b>	<b>\$65,991</b>	<b>\$70,000</b>	<b>\$80,000</b>	<b>\$10,000</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$65,549</b>	<b>\$65,991</b>	<b>\$70,000</b>	<b>\$80,000</b>	<b>\$10,000</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$2,612	\$4,542	\$4,800	\$4,800	\$0
<b>UTILITIES TOTAL</b>	<b>\$2,612</b>	<b>\$4,542</b>	<b>\$4,800</b>	<b>\$4,800</b>	<b>\$0</b>
COMMUNICATIONS					
POSTAL SERVICES	\$1,323	\$813	\$1,700	\$1,200	-\$500
TELECOMMUNICATIONS	\$2,000	\$0	\$400	\$0	-\$400
<b>COMMUNICATIONS TOTAL</b>	<b>\$3,323</b>	<b>\$813</b>	<b>\$2,100</b>	<b>\$1,200</b>	<b>-\$900</b>
INSURANCE					
PROPERTY INSURANCE	\$1,126	\$1,410	\$1,600	\$1,700	\$100
MOTOR VEHICLE INSURANCE	\$7,579	\$7,281	\$9,100	\$9,100	\$0
GROUP ACCIDENT	\$19,051	\$19,991	\$25,300	\$23,300	-\$2,000
<b>INSURANCE TOTAL</b>	<b>\$27,756</b>	<b>\$28,682</b>	<b>\$36,000</b>	<b>\$34,100</b>	<b>-\$1,900</b>
LEASES & RENTALS	\$421	\$447	\$1,000	\$500	-\$500
TRAVEL					
MILEAGE & TRANSPORTATION	\$6	\$0	\$0	\$0	\$0
TRAINING & EDUCATION	\$5,619	\$7,849	\$0	\$10,000	\$10,000
<b>TRAVEL TOTAL</b>	<b>\$5,625</b>	<b>\$7,849</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>
CONTRIBUTION OTHER ENTITY					
VOLUNTEER FIRE DEPARTMENT	\$192,000	\$192,000	\$192,000	\$192,000	\$0
VOL FIREMEN INCENTIVE PGM	\$0	\$0	\$500	\$500	\$0

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CONTRIBUTION OTHER ENTITY TOTAL</b>	<b>\$192,000</b>	<b>\$192,000</b>	<b>\$192,500</b>	<b>\$192,500</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$1,687	\$3,745	\$2,550	\$2,550	\$0
MISC CHARGES & FEES	\$30	\$0	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$1,717</b>	<b>\$3,745</b>	<b>\$2,550</b>	<b>\$2,550</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$3,787	\$4,401	\$4,000	\$4,000	\$0
FOOD & FOOD SERVICE	\$874	\$1,607	\$3,000	\$3,000	\$0
MEDICAL & LABORATORY	\$42,775	\$30,123	\$34,000	\$22,000	-\$12,000
LAUNDRY & JANITORIAL	\$1,087	\$1,726	\$1,300	\$1,300	\$0
VEHICLE & EQUIPMENT FUELS	\$685	\$2,432	\$2,000	\$2,000	\$0
VEHICLE/EQUIPMT SUPPLIES	\$472	\$910	\$2,000	\$2,000	\$0
UNIFORMS & APPAREL	\$36,091	\$38,062	\$85,400	\$70,000	-\$15,400
BOOKS & SUBSCRIPTIONS	\$1,205	\$3,236	\$2,750	\$2,750	\$0
OTHER OPERATING SUPPLIES	\$43,733	\$536,008	\$40,300	\$42,400	\$2,100
COMPUTER HARDWARE/SOFTWAR	\$431	\$471	\$1,300	\$1,300	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$131,140</b>	<b>\$618,976</b>	<b>\$176,050</b>	<b>\$150,750</b>	<b>-\$25,300</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$364,594</b>	<b>\$857,054</b>	<b>\$415,000</b>	<b>\$396,400</b>	<b>-\$18,600</b>
<b>TOTAL</b>	<b>\$6,176,382</b>	<b>\$7,298,186</b>	<b>\$6,638,100</b>	<b>\$7,024,000</b>	<b>\$385,900</b>

#### Fire Grants Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$0	\$0	\$305,060	\$308,147	\$3,087
OVERTIME	\$0	\$0	\$50,000	\$0	-\$50,000
FICA	\$0	\$0	\$23,436	\$23,573	\$137
RETIREMENT	\$0	\$0	\$31,207	\$32,109	\$902
GROUP INSURANCE	\$0	\$0	\$4,088	\$4,129	\$41
WORKER'S COMPENSATION	\$0	\$0	\$9,152	\$8,628	-\$524
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$0	\$0	\$252	\$252	\$0
HEALTH INSURANCE	\$0	\$0	\$66,500	\$62,946	-\$3,554
<b>OTHER BENEFITS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,752</b>	<b>\$63,198</b>	<b>-\$3,554</b>
VRS HEALTH INS CREDIT	\$0	\$0	\$305	\$216	-\$89
<b>PERSONNEL TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$490,000</b>	<b>\$440,000</b>	<b>-\$50,000</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
TRAINING/EDUCATION	\$7,225	\$0	\$0	\$18,000	\$18,000
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$7,225</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,000</b>	<b>\$18,000</b>
MAINTENANCE SERVICE					
VEHICLE REPAIRS/MAINT.	\$2,928	\$0	\$0	\$0	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$2,928</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
LAUNDRY & DRY CLEANING	\$2,788	\$19,432	\$11,000	\$10,000	-\$1,000
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$12,941</b>	<b>\$19,432</b>	<b>\$11,000</b>	<b>\$28,000</b>	<b>\$17,000</b>
<b>OTHER CHARGES</b>					
TRAVEL					
TRAINING & EDUCATION	\$4,722	\$6,641	\$3,500	\$17,700	\$14,200
<b>TRAVEL TOTAL</b>	<b>\$4,722</b>	<b>\$6,641</b>	<b>\$3,500</b>	<b>\$17,700</b>	<b>\$14,200</b>
MATERIALS & SUPPLIES					
MEDICAL & LABORATORY	\$15,880	\$20,364	\$500	\$24,000	\$23,500
LAUNDRY & JANITORIAL	\$0	\$4,742	\$0	\$0	\$0
UNIFORMS & APPAREL	\$53,616	\$145,392	\$50,000	\$64,000	\$14,000
BOOKS & SUBSCRIPTIONS	\$2,830	\$2,327	\$1,700	\$4,700	\$3,000
OTHER OPERATING SUPPLIES	\$22,522	\$85,113	\$71,600	\$7,000	-\$64,600
COMPUTER HARDWARE/SOFTWAR	\$1,133	\$1,798	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$95,981</b>	<b>\$259,735</b>	<b>\$123,800</b>	<b>\$99,700</b>	<b>-\$24,100</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$100,703</b>	<b>\$266,376</b>	<b>\$127,300</b>	<b>\$117,400</b>	<b>-\$9,900</b>
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MACHINERY & EQUIPMENT	\$32,482	\$137,571	\$199,500	\$0	-\$199,500

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>REPLACEMENT TOTAL</b>	<b>\$32,482</b>	<b>\$137,571</b>	<b>\$199,500</b>	<b>\$0</b>	<b>-\$199,500</b>
ADDITIONS					
BUILDING	\$0	\$154,807	\$0	\$0	\$0
<b>ADDITIONS TOTAL</b>	<b>\$0</b>	<b>\$154,807</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL CHARGES TOTAL</b>	<b>\$32,482</b>	<b>\$292,377</b>	<b>\$199,500</b>	<b>\$0</b>	<b>-\$199,500</b>
<b>TOTAL</b>	<b>\$146,126</b>	<b>\$578,186</b>	<b>\$827,800</b>	<b>\$585,400</b>	<b>-\$242,400</b>

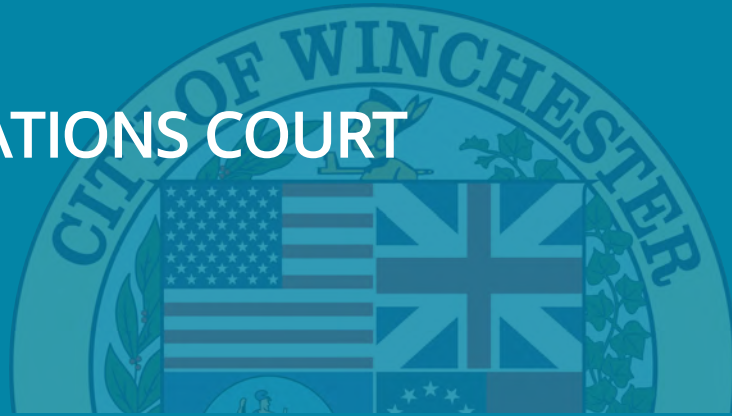
Hazardous Materials Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$16,350	\$14,682	\$14,380	\$18,198	\$3,818
OVERTIME	\$2,251	\$7,215	\$7,500	\$7,500	\$0
FICA	\$1,408	\$1,654	\$1,631	\$1,977	\$346
RETIREMENT	\$1,490	\$1,484	\$1,471	\$1,862	\$391
GROUP INSURANCE	\$217	\$194	\$193	\$244	\$51
DISABILITY INSURANCE	\$76	\$76	\$76	\$76	\$0
WORKER'S COMPENSATION	\$151	\$285	\$11	\$378	\$367
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$16	\$12	\$12	\$12	\$0
HEALTH INSURANCE	\$2,379	\$2,408	\$2,312	\$2,335	\$23
<b>OTHER BENEFITS TOTAL</b>	<b>\$2,395</b>	<b>\$2,420</b>	<b>\$2,324</b>	<b>\$2,347</b>	<b>\$23</b>
VRS HEALTH INS CREDIT	\$22	\$17	\$14	\$18	\$4
<b>PERSONNEL TOTAL</b>	<b>\$24,359</b>	<b>\$28,028</b>	<b>\$27,600</b>	<b>\$32,600</b>	<b>\$5,000</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$10,474	\$8,085	\$10,700	\$10,700	\$0
MAINTENANCE SERVICE	\$654	\$4,497	\$6,600	\$6,600	\$0
PURCHASE SERV OTHER GOVMT	\$569	\$0	\$7,500	\$7,500	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$11,697</b>	<b>\$12,582</b>	<b>\$24,800</b>	<b>\$24,800</b>	<b>\$0</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$139	\$84	\$500	\$500	\$0
EQUIPMENT FUND PARTS	\$409	\$131	\$500	\$500	\$0
EQUIPMENT FUND LABOR	\$1,022	\$1,072	\$500	\$500	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$1,570</b>	<b>\$1,287</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$0</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$1,570</b>	<b>\$1,287</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$10	\$0	\$100	\$100	\$0
TELECOMMUNICATIONS	\$0	\$0	\$3,000	\$3,000	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$10</b>	<b>\$0</b>	<b>\$3,100</b>	<b>\$3,100</b>	<b>\$0</b>
INSURANCE					
MOTOR VEHICLE INSURANCE	\$1,902	\$1,907	\$2,300	\$2,300	\$0
<b>INSURANCE TOTAL</b>	<b>\$1,902</b>	<b>\$1,907</b>	<b>\$2,300</b>	<b>\$2,300</b>	<b>\$0</b>
LEASES & RENTALS					
OFFICE EQUIPMENT	\$205	\$180	\$500	\$500	\$0
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$205</b>	<b>\$180</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$0	\$0	\$100	\$100	\$0
TRAINING & EDUCATION	\$0	\$5,625	\$1,100	\$1,100	\$0
<b>TRAVEL TOTAL</b>	<b>\$0</b>	<b>\$5,625</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$0	\$0	\$200	\$200	\$0
VEHICLE & EQUIPMENT FUELS	\$0	\$0	\$100	\$100	\$0
VEHICLE/EQUIPMT SUPPLIES	\$0	\$365	\$100	\$100	\$0
BOOKS & SUBSCRIPTIONS	\$0	\$0	\$200	\$200	\$0
OTHER OPERATING SUPPLIES	\$15,377	\$7,099	\$15,000	\$15,000	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$15,377</b>	<b>\$7,463</b>	<b>\$15,600</b>	<b>\$15,600</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$17,494</b>	<b>\$15,176</b>	<b>\$22,700</b>	<b>\$22,700</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$55,120</b>	<b>\$57,071</b>	<b>\$76,600</b>	<b>\$81,600</b>	<b>\$5,000</b>



# JUVENILE DOMESTIC RELATIONS COURT SERVICES

FY 2023 ANNUAL BUDGET



## DESCRIPTION

The juvenile and domestic relations district (JDR) court hears all matters involving juveniles such as criminal or traffic matters. Juvenile delinquency cases are cases involving a minor under the age of 18 who has been accused of committing an offense that would be considered criminal if committed by an adult. Other juvenile offenses may be referred to as status offenses. Status offenses are those acts that are unlawful only because they are committed by a minor.

In addition, this court handles other matters involving the family such as custody, support, and visitation. The court also hears family abuse cases, cases where adults have been accused of child abuse or neglect, and criminal cases where the defendant and alleged victim are family or household members.

The JDR courts are district courts, which in Virginia means they are not courts of record and there are no jury trials. All cases are heard and decided by the judge. Parties to a case can appeal the final decisions of the JDR court to the circuit court, which is a court of record and may involve a jury trial.

JDR district courts differ from other courts in their duty to protect the confidentiality and privacy of juveniles and their families who have legal matters before the court. In addition to protecting the public and holding delinquent juveniles accountable, the court considers services needed to provide for rehabilitation. Also, like all other courts in the Commonwealth, protection of victim rights and constitutional safeguards remain the same.

## STRATEGIC PLAN GOALS

Goal (Strategic Plan Goal 3):

Our goal is to carry out the Mission of the Department of Juvenile Justice and provide the best possible services to the citizens of Winchester.

## EXPENDITURES

### J&DR Court Services (Probation) - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CONTRACTUAL SERVICES</b>					
PURCHASE SERV OTHER GOVMT					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
CONTRACTED PARKING	\$2,400	\$2,400	\$2,400	\$2,400	\$0
PURCHASE SERV OTHER GOVMT TOTAL	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$0</b>
CONTRACTUAL SERVICES TOTAL	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
TELECOMMUNICATIONS	\$148	\$169	\$300	\$300	\$0
COMMUNICATIONS TOTAL	<b>\$148</b>	<b>\$169</b>	<b>\$300</b>	<b>\$300</b>	<b>\$0</b>
LEASES & RENTALS					
BUILDINGS	\$67,507	\$0	\$0	\$0	\$0
LEASES & RENTALS TOTAL	<b>\$67,507</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$252	\$282	\$1,500	\$1,500	\$0
FOOD & FOOD SERVICE	\$494	\$0	\$400	\$400	\$0
OTHER OPERATING SUPPLIES	\$855	\$425	\$0	\$0	\$0
MATERIALS & SUPPLIES TOTAL	<b>\$1,601</b>	<b>\$708</b>	<b>\$1,900</b>	<b>\$1,900</b>	<b>\$0</b>
OTHER CHARGES TOTAL	<b>\$69,256</b>	<b>\$877</b>	<b>\$2,200</b>	<b>\$2,200</b>	<b>\$0</b>
TOTAL	<b>\$71,656</b>	<b>\$3,277</b>	<b>\$4,600</b>	<b>\$4,600</b>	<b>\$0</b>



## DESCRIPTION

The Inspections Department is dedicated to administering the Uniform Statewide Building Code, Property Maintenance Code regulations, and associated laws of the Commonwealth of Virginia and the City of Winchester, in a courteous, responsive, and professional manner, contributing to the overall sustainability, health, safety and well-being of the citizens. This includes working in concert with other City agencies and our customers (residents, tenants, business owners, building owners, architects, engineers, builders, tradesmen, contractors, and developers) as part of the development team.

## STRATEGIC PLAN GOALS

### Goals:

- Provide a development environment which is transparent, consistent, fair, timely and equitable for all customers (residents, homeowners, contractors, design professionals, developers, etc.). (Strategic Plan Goal 4)
- Develop and implement an aggressive and effective campaign against blight, derelict buildings and vacant properties. (Strategic Plan Goal 2)

### Objectives and Strategies:

- Attract new homeowners (young professionals and seniors) by focusing on quality of life enhancements through enforcement of Property Maintenance Code, nuisance, and residential overcrowding provisions.
- Continue to find ways to improve departmental effectiveness by achieving desired objectives with minimal departmental resources.
- Implement a strategy to improve customer service, resulting in faster building permit approval, answering of citizen inquires, and resolving nuisance and property maintenance violations.
- Increase proactive enforcement by conducting walking tours, door-to-door visits, neighborhood civic group meetings, and inspection checklists.
- Update website and improve public awareness regarding the Uniform Statewide Building Code and Property Maintenance Code as well as updating forms and creating development guides to make new development and redevelopment projects easier to understand and complete.

## PERFORMANCE MEASURES - OUTCOMES/TRENDS

Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
<b>Output Measures</b>					
Graffiti Abatement	6	5	8	20	5
Nuisance	480	774	759	473	600
Overcrowding	16	15	7	2	10
Property Maintenance	225	355	586	220	375
Rental Housing	551	510	382	209	450
Vacant Building Registry	74	66	35	43	60
Total Number of Building Permits Issued	1828	1015	4218	1859	1500
Residential Construction Value	\$12,310,789	\$25,873,604	\$13,184,977	16,437,486	\$12,000,000
Commercial Construction Value	\$40,066,551	\$58,253,507	\$32,117,865	57,2007,903	\$30,000,000

## STAFFING SUMMARY

### Inspections

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Inspections	7.50	7.50	7.50	7.50	7.50
<b>FTE AMOUNT</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>

## EXPENDITURES

### Inspections - Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$497,528	\$518,587	\$537,800	\$622,800	\$85,000
<b>CONTRACTUAL SERVICES</b>	\$6,248	\$8,791	\$9,700	\$9,400	-\$300
<b>INTERNAL SERVICES</b>	\$5,808	\$3,625	\$10,200	\$7,200	-\$3,000
<b>OTHER CHARGES</b>	\$15,866	\$13,536	\$15,000	\$16,900	\$1,900
<b>CAPITAL CHARGES</b>	\$21,875	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$547,325</b>	<b>\$544,539</b>	<b>\$572,700</b>	<b>\$656,300</b>	<b>\$83,600</b>

### Inspections - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$360,269	\$365,448	\$376,052	\$438,339	\$62,287
OVERTIME	\$562	\$1,423	\$350	\$350	\$0
FICA	\$26,777	\$26,838	\$27,447	\$32,143	\$4,696
RETIREMENT	\$32,529	\$37,040	\$38,470	\$45,356	\$6,886
HOSPITAL/MEDICAL PLANS	\$7,140	\$7,288	\$14,010	\$7,944	-\$6,066
GROUP INSURANCE	\$4,731	\$4,846	\$5,040	\$5,874	\$834
DISABILITY INSURANCE	\$609	\$606	\$681	\$694	\$13
WORKER'S COMPENSATION	\$1,841	\$2,273	\$2,327	\$2,803	\$476
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$242	\$236	\$234	\$270	\$36
HEALTH INSURANCE	\$62,397	\$72,228	\$72,813	\$88,628	\$15,815
OTHER BENEFITS TOTAL	<b>\$62,639</b>	<b>\$72,464</b>	<b>\$73,047</b>	<b>\$88,898</b>	<b>\$15,851</b>
VRS HEALTH INS CREDIT	\$431	\$362	\$376	\$398	\$22
<b>PERSONNEL TOTAL</b>	<b>\$497,528</b>	<b>\$518,587</b>	<b>\$537,800</b>	<b>\$622,800</b>	<b>\$85,000</b>

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CONTRACTUAL SERVICES</b>					
MAINTENANCE SERVICE					
VEHICLE REPAIRS/MAINT.	\$72	\$55	\$500	\$400	-\$100
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$72</b>	<b>\$55</b>	<b>\$500</b>	<b>\$400</b>	<b>-\$100</b>
PRINTING & BINDING	\$130	\$367	\$700	\$500	-\$200
PURCHASED SERVICES OTHER					
CLEAN-UP PRIVATE PARCELS	\$6,045	\$8,369	\$8,500	\$8,500	\$0
<b>PURCHASED SERVICES OTHER TOTAL</b>	<b>\$6,045</b>	<b>\$8,369</b>	<b>\$8,500</b>	<b>\$8,500</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$6,248</b>	<b>\$8,791</b>	<b>\$9,700</b>	<b>\$9,400</b>	<b>-\$300</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$2,446	\$1,591	\$4,000	\$3,500	-\$500
EQUIPMENT FUND PARTS	\$636	\$464	\$2,000	\$700	-\$1,300
EQUIPMENT FUND LABOR	\$2,727	\$1,570	\$4,000	\$3,000	-\$1,000
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$5,808</b>	<b>\$3,625</b>	<b>\$10,000</b>	<b>\$7,200</b>	<b>-\$2,800</b>
COST ALLOCATION					
COPIER CHARGES	\$0	\$0	\$200	\$0	-\$200
<b>COST ALLOCATION TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200</b>	<b>\$0</b>	<b>-\$200</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$5,808</b>	<b>\$3,625</b>	<b>\$10,200</b>	<b>\$7,200</b>	<b>-\$3,000</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$5,236	\$1,795	\$1,700	\$1,700	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$5,236</b>	<b>\$1,795</b>	<b>\$1,700</b>	<b>\$1,700</b>	<b>\$0</b>
INSURANCE					
MOTOR VEHICLE INSURANCE	\$2,061	\$1,847	\$2,500	\$2,500	\$0
<b>INSURANCE TOTAL</b>	<b>\$2,061</b>	<b>\$1,847</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$0</b>
LEASES & RENTALS	\$807	\$1,514	\$0	\$1,600	\$1,600
TRAVEL					
MILEAGE & TRANSPORTATION	\$0	\$0	\$100	\$100	\$0
TRAINING & EDUCATION	\$2,732	\$1,439	\$2,900	\$2,900	\$0
<b>TRAVEL TOTAL</b>	<b>\$2,732</b>	<b>\$1,439</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$330	\$300	\$400	\$400	\$0
COURT FILING FEES	\$24	\$12	\$300	\$200	-\$100
MISC CHARGES & FEES	\$5	\$0	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$359</b>	<b>\$312</b>	<b>\$700</b>	<b>\$600</b>	<b>-\$100</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$1,558	\$583	\$1,500	\$1,500	\$0
VEHICLE & EQUIPMENT FUELS	\$38	\$0	\$100	\$100	\$0
UNIFORMS & APPAREL	\$684	\$892	\$1,400	\$1,400	\$0
BOOKS & SUBSCRIPTIONS	\$1,042	\$2,182	\$2,500	\$2,500	\$0
OTHER OPERATING SUPPLIES	\$1,339	\$1,189	\$1,100	\$1,500	\$400
COMPUTER HARDWARE/SOFTWAR	\$10	\$1,783	\$500	\$500	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$4,672</b>	<b>\$6,629</b>	<b>\$7,100</b>	<b>\$7,500</b>	<b>\$400</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$15,866</b>	<b>\$13,536</b>	<b>\$15,000</b>	<b>\$16,900</b>	<b>\$1,900</b>
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MOTOR VEHICLE & EQUIPMENT	\$21,875	\$0	\$0	\$0	\$0
<b>REPLACEMENT TOTAL</b>	<b>\$21,875</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL CHARGES TOTAL</b>	<b>\$21,875</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$547,325</b>	<b>\$544,539</b>	<b>\$572,700</b>	<b>\$656,300</b>	<b>\$83,600</b>



## DESCRIPTION

The City of Winchester Emergency Management Program is a coordinated process for engaging federal, state, and local stakeholders to prepare, prevent, mitigate, respond, and recover from natural or man-made disasters. The program's goal is to reduce the loss of life, property, and environmental impact. Events covered by emergency management include; response to natural and man-made disasters, coordination, communication, collaboration, exercise and training, and engagement with volunteer organizations, private businesses, and the citizens. Additionally, the program is responsible for maintaining the City radio communication system and directing the Small Unmanned Aircraft System program (sUAS).

## STRATEGIC PLAN GOALS AND OBJECTIVES

### Goal 2: Building Winchester:

- Objective 2.5: Invest in smart infrastructure to create efficiencies and reduce costs
  - Action/Activity 2.5.1: Expand a drone pilot program to support public services activities
  - Action/Activity 2.5.3: Evaluate and implement smart technology opportunities for improving the energy efficiency of City buildings.

### Goal 3: Strengthening Winchester:

- Objective 3.7: Expand risk reduction and safety education programs.
  - Action/Activity 3.7.3: Develop/implement a comprehensive safety education program for Winchester Public Schools, local businesses, and residents.

### Goal 5: Supporting Winchester:

- Objective 5.2: Leverage innovation via new technologies and process improvements
  - Action/Activity 5.2.1: Create a streamlined program to test and pilot new technologies

### Objectives:

- Update the Emergency Management webpage on the City website to include enhanced safety messages.
- Maintain an online dashboard for emergency operations quick reaction statistical tracking with the assistance of the GIS division
- Continue to enhance the use of the City mass notification system (Everbridge) by conducting training to specified users
- Conduct ongoing training and exercise programs to prepare staff for Emergency Operations Center (EOC) activations and operations
  - Training and Exercise =>6 per year

- Review and Maintain the City's Emergency Operations Plan (EOP) and related Essential Support Functions (ESFs)
  - Review the EOP/ESFs =>4 times per year
- Engage community stakeholders through meetings, public awareness, and preparedness education utilizing social media outlets, safety fairs, and training
  - Community contact =>6 times per year
- Review the Regional Mitigation Plan
  - Review plan =>2 times per year
- Conduct maintenance on the public safety radio system infrastructure to ensure continued reliability
  - Scheduled maintenance => 4 times per year
- Maintain a well-trained Small Unmanned Aircraft System (sUAS) program that is ready at all times to support public safety emergency responses
  - Training sessions =>12

## PERFORMANCE MEASURES

Objectives	FY 2020		FY 2021		FY 2022		FY 2023
	Request/ Adopt	Actual	Request/ Adopt	Actual	Request/ Adopt	Actual	Request/ Goals
Conduct Ongoing training and exercise programs to prepare staff for Emergency Operations Center (EOC) activations and operations	=>3	5	=>3	5	=>3	3	=>6
Review and Maintain the City's Emergency Operations Plan (EOP) and related Essential Support Functions (ESFs)	=>2	4	=>2	4	=>2	2	=>4
Engage community stakeholders through meetings, public awareness and preparedness education utilizing media outlets, safety fairs and trainings	=>5	5	=>5	5	=>5	6	=>6
Review the Regional Mitigation Plan	=>2	2	=>2	2	=>2	2	=>2
Conduct maintenance on the public safety radio system infrastructure maintenance to ensure continued reliability	=>4	4	=>4	4	=>4	4	=>4
Maintain a (sUAS) program through organized training	=>6	10	=>6	10	=>6	12	=>12

## STAFFING SUMMARY

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Emergency Management	2.00	2.00	2.00	2.00	2.00
<b>FTE AMOUNT</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>



# EXPENDITURES

## Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$173,856	\$213,525	\$219,900	\$238,500	\$18,600
<b>CONTRACTUAL SERVICES</b>	\$366,177	\$371,593	\$417,100	\$425,000	\$7,900
<b>INTERNAL SERVICES</b>	\$9,512	\$5,995	\$3,750	\$3,750	\$0
<b>OTHER CHARGES</b>	\$53,018	\$104,874	\$17,250	\$17,250	\$0
<b>CAPITAL CHARGES</b>	\$0	\$96,091	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$602,564</b>	<b>\$792,076</b>	<b>\$658,000</b>	<b>\$684,500</b>	<b>\$26,500</b>

## Emergency Management - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$131,785	\$162,588	\$169,185	\$182,798	\$13,613
OVERTIME	\$360	\$0	\$0	\$0	\$0
SPECIAL PAY	\$1,106	\$0	\$0	\$0	\$0
FICA	\$10,035	\$12,383	\$12,001	\$12,482	\$481
RETIREMENT	\$11,680	\$16,498	\$17,261	\$19,048	\$1,787
GROUP INSURANCE	\$1,695	\$2,161	\$2,265	\$2,449	\$184
DISABILITY INSURANCE	\$74	\$0	\$27	\$53	\$26
WORKER'S COMPENSATION	\$204	\$446	\$453	\$554	\$101
OTHER BENEFITS					
TUITION ASSISTANCE	\$1,882	\$0	\$0	\$0	\$0
BENEFITS ADMIN FEE	\$52	\$73	\$72	\$72	\$0
HEALTH INSURANCE	\$14,828	\$19,214	\$18,464	\$20,880	\$2,416
<b>OTHER BENEFITS TOTAL</b>	<b>\$16,762</b>	<b>\$19,287</b>	<b>\$18,536</b>	<b>\$20,952</b>	<b>\$2,416</b>
VRS HEALTH INS CREDIT	\$154	\$161	\$172	\$164	-\$8
<b>PERSONNEL TOTAL</b>	<b>\$173,856</b>	<b>\$213,525</b>	<b>\$219,900</b>	<b>\$238,500</b>	<b>\$18,600</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$0	\$106	\$0	\$0	\$0
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$361,554	\$371,005	\$416,600	\$424,500	\$7,900
VEHICLE REPAIRS/MAINT.	\$3,105	\$0	\$0	\$0	\$0
COMPUTER HARDWARE/SOFTWAR	\$1,488	\$0	\$0	\$0	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$366,147</b>	<b>\$371,005</b>	<b>\$416,600</b>	<b>\$424,500</b>	<b>\$7,900</b>
PRINTING & BINDING	\$30	\$481	\$500	\$500	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$366,177</b>	<b>\$371,593</b>	<b>\$417,100</b>	<b>\$425,000</b>	<b>\$7,900</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$1,177	\$1,132	\$1,050	\$1,050	\$0
EQUIPMENT FUND PARTS	\$1,306	\$785	\$1,200	\$1,200	\$0
EQUIPMENT FUND LABOR	\$7,029	\$4,078	\$1,500	\$1,500	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$9,512</b>	<b>\$5,995</b>	<b>\$3,750</b>	<b>\$3,750</b>	<b>\$0</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$9,512</b>	<b>\$5,995</b>	<b>\$3,750</b>	<b>\$3,750</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$3,701	\$3,479	\$4,200	\$4,200	\$0
HEATING SERVICES	\$0	\$0	\$0	\$500	\$500
<b>UTILITIES TOTAL</b>	<b>\$3,701</b>	<b>\$3,479</b>	<b>\$4,200</b>	<b>\$4,700</b>	<b>\$500</b>
COMMUNICATIONS					
POSTAL SERVICES	\$71	\$0	\$400	\$200	-\$200
TELECOMMUNICATIONS	\$110	\$0	\$0	\$0	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$180</b>	<b>\$0</b>	<b>\$400</b>	<b>\$200</b>	<b>-\$200</b>
INSURANCE					
PROPERTY INSURANCE	\$0	\$281	\$0	\$0	\$0
MOTOR VEHICLE INSURANCE	\$1,999	\$1,948	\$2,400	\$2,000	-\$400
<b>INSURANCE TOTAL</b>	<b>\$1,999</b>	<b>\$2,229</b>	<b>\$2,400</b>	<b>\$2,000</b>	<b>-\$400</b>

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
LEASES & RENTALS					
OFFICE EQUIPMENT	\$200	\$0	\$0	\$0	\$0
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$118	\$0	\$0	\$0	\$0
TRAINING & EDUCATION	\$2,807	\$36	\$0	\$0	\$0
<b>TRAVEL TOTAL</b>	<b>\$2,925</b>	<b>\$36</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$0	\$170	\$300	\$200	-\$100
MISC CHARGES & FEES	\$0	\$5	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$0</b>	<b>\$175</b>	<b>\$300</b>	<b>\$200</b>	<b>-\$100</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$686	\$77	\$1,200	\$1,200	\$0
FOOD & FOOD SERVICE	\$55	\$2,354	\$100	\$100	\$0
LAUNDRY & JANITORIAL	\$0	\$0	\$0	\$500	\$500
VEHICLE & EQUIPMENT FUELS	\$776	\$152	\$500	\$400	-\$100
VEHICLE/EQUIPMT SUPPLIES	\$206	\$241	\$400	\$300	-\$100
UNIFORMS & APPAREL	\$424	\$317	\$450	\$350	-\$100
OTHER OPERATING SUPPLIES	\$41,856	\$93,331	\$7,300	\$7,300	\$0
COMPUTER HARDWARE/SOFTWAR	\$10	\$2,482	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$44,013</b>	<b>\$98,955</b>	<b>\$9,950</b>	<b>\$10,150</b>	<b>\$200</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$53,018</b>	<b>\$104,874</b>	<b>\$17,250</b>	<b>\$17,250</b>	<b>\$0</b>
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MACHINERY & EQUIPMENT	\$0	\$96,091	\$0	\$0	\$0
<b>REPLACEMENT TOTAL</b>	<b>\$0</b>	<b>\$96,091</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL CHARGES TOTAL</b>	<b>\$0</b>	<b>\$96,091</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$602,564</b>	<b>\$792,076</b>	<b>\$658,000</b>	<b>\$684,500</b>	<b>\$26,500</b>

# EMERGENCY COMMUNICATIONS CENTER

FY 2023 ANNUAL BUDGET

## DESCRIPTION

The Winchester Emergency Communications Center (ECC) is the vital link between citizens and first responders. The ECC is responsible for communications with the public, police, fire, emergency medical services, and animal control. The ECC is also the after-hours contact for other City departments. Emergency Communications Specialists enter all warrants into the Records Management System, as well as the State and National Database.

## STRATEGIC PLAN GOALS

Goal (Strategic Plan Goal 3):

Attract and retain a diverse and well-qualified applicant pool and a high-performing work force by creating a superior work environment that promotes effective leadership, teamwork, innovation, and employee well-being.

Objectives:

- Provide quality access for reporting emergencies and non-emergencies by answering telephone calls in a timely manner.
- Respond consistently and provide a timely entry and dispatch of calls for service.
- To provide quality customer service.
- Facilitate the deployment process of the ESInet for a successful implementation of NextGen 911.

## PERFORMANCE MEASURES

Indicators	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual
Fire & Rescue Calls for Service	6,616	6,217	6,133	6,133	6,133
Police Calls for Service	44,785	45,584	43,856	43,856	43,856
Police Dispatched Calls	19,266	18,467	18,579	18,579	18,579
911 Calls	21,592	20,406	20,370	20,370	20,370
Total Phone Calls	132,421	127,947	120,075	120,075	120,075

# STAFFING SUMMARY

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Emergency Communications Center	15.00	15.00	15.00	16.00	16.00
<b>FTE AMOUNT</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>16.00</b>	<b>16.00</b>

# EXPENDITURES

## Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$1,024,962	\$1,063,202	\$1,163,900	\$1,288,700	\$124,800
<b>CONTRACTUAL SERVICES</b>	\$38,986	\$33,610	\$85,400	\$83,400	-\$2,000
<b>OTHER CHARGES</b>	\$28,192	\$24,573	\$24,400	\$24,400	\$0
<b>TOTAL</b>	<b>\$1,092,140</b>	<b>\$1,121,385</b>	<b>\$1,273,700</b>	<b>\$1,396,500</b>	<b>\$122,800</b>

## Emergency Communications Center - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$678,155	\$699,466	\$806,040	\$871,826	\$65,786
OVERTIME	\$55,329	\$68,653	\$42,000	\$57,500	\$15,500
PART-TIME SALARIES	\$21,664	\$11,108	\$0	\$0	\$0
FICA	\$54,631	\$56,374	\$60,308	\$72,264	\$11,956
RETIREMENT	\$61,126	\$69,203	\$82,969	\$91,803	\$8,834
GROUP INSURANCE	\$8,884	\$9,056	\$10,868	\$11,845	\$977
DISABILITY INSURANCE	\$943	\$952	\$1,688	\$1,873	\$185
WORKER'S COMPENSATION	\$443	\$547	\$541	\$1,032	\$491
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$502	\$481	\$576	\$576	\$0
HEALTH INSURANCE	\$142,477	\$146,686	\$158,098	\$179,184	\$21,086
<b>OTHER BENEFITS TOTAL</b>	<b>\$142,979</b>	<b>\$147,167</b>	<b>\$158,674</b>	<b>\$179,760</b>	<b>\$21,086</b>
VRS HEALTH INS CREDIT	\$809	\$676	\$812	\$798	-\$14
<b>PERSONNEL TOTAL</b>	<b>\$1,024,962</b>	<b>\$1,063,202</b>	<b>\$1,163,900</b>	<b>\$1,288,700</b>	<b>\$124,800</b>
<b>CONTRACTUAL SERVICES</b>					
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$0	\$1,264	\$5,300	\$3,300	-\$2,000
E911 NAME/ADDRESS SERVICE	\$38,539	\$31,970	\$79,700	\$79,700	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$38,539</b>	<b>\$33,234</b>	<b>\$85,000</b>	<b>\$83,000</b>	<b>-\$2,000</b>
PRINTING & BINDING	\$447	\$375	\$400	\$400	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$38,986</b>	<b>\$33,610</b>	<b>\$85,400</b>	<b>\$83,400</b>	<b>-\$2,000</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$0	\$110	\$175	\$125	-\$50
TELECOMMUNICATIONS	\$1,070	\$1,170	\$1,005	\$1,100	\$95
<b>COMMUNICATIONS TOTAL</b>	<b>\$1,070</b>	<b>\$1,280</b>	<b>\$1,180</b>	<b>\$1,225</b>	<b>\$45</b>
INSURANCE					
PROPERTY INSURANCE	\$155	\$157	\$0	\$0	\$0
<b>INSURANCE TOTAL</b>	<b>\$155</b>	<b>\$157</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
LEASES & RENTALS	\$119	\$40	\$600	\$600	\$0
TRAVEL					
TRAINING & EDUCATION	\$4,687	\$2,425	\$3,000	\$3,000	\$0
<b>TRAVEL TOTAL</b>	<b>\$4,687</b>	<b>\$2,425</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$8,741	\$8,764	\$8,785	\$9,825	\$1,040
MISC CHARGES & FEES	\$3	\$0	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$8,744</b>	<b>\$8,764</b>	<b>\$8,785</b>	<b>\$9,825</b>	<b>\$1,040</b>

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$4,918	\$3,050	\$3,935	\$3,050	-\$885
FOOD & FOOD SERVICE	\$947	\$978	\$400	\$400	\$0
VEHICLE & EQUIPMENT FUELS	\$0	\$0	\$100	\$0	-\$100
UNIFORMS & APPAREL	\$2,082	\$2,203	\$2,200	\$2,200	\$0
BOOKS & SUBSCRIPTIONS	\$0	\$17	\$200	\$100	-\$100
OTHER OPERATING SUPPLIES	\$5,435	\$5,601	\$3,900	\$3,900	\$0
COMPUTER HARDWARE/SOFTWAR	\$36	\$0	\$0	\$0	\$0
AWARDS, PLAQUES, OTHER	\$0	\$57	\$100	\$100	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$13,418</b>	<b>\$11,907</b>	<b>\$10,835</b>	<b>\$9,750</b>	<b>-\$1,085</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$28,192</b>	<b>\$24,573</b>	<b>\$24,400</b>	<b>\$24,400</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$1,092,140</b>	<b>\$1,121,385</b>	<b>\$1,273,700</b>	<b>\$1,396,500</b>	<b>\$122,800</b>

# GENERAL FUND STREETS/STORM DRAINAGE

FY 2023 ANNUAL BUDGET

## DESCRIPTION

The Public Works Division is responsible for maintaining the City's streets and storm drainage system and the Engineering Division is responsible for ensuring that the City adheres to all applicable regulatory requirements related to storm water. The majority of expenditures for maintaining the City's streets and storm drainage system are within the Highway Maintenance Fund budget. The funds provided by the General Fund for these activities are used to maintain alleys within the City (that are not eligible for state roadway maintenance funds) and also pay for costs associated with storm water regulatory compliance that includes a full-time storm water engineer position.

## STRATEGIC PLAN GOALS

Goal (Strategic Plan Goal 4):

To ensure that the City maintains compliance with its storm water discharge permit and effectively plan and prepare for future regulations that are expected to be put in place.

## STAFFING SUMMARY

Staffing by Division

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Storm Drainage	1.00	1.00	1.00	1.00	1.00
Streets	14.00	14.00	14.00	11.00	11.00
<b>FTE AMOUNT</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>12.00</b>	<b>12.00</b>

## EXPENDITURES

Streets/Storm Drainage Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$114,655	\$128,529	\$164,100	\$166,000	\$1,900
<b>CONTRACTUAL SERVICES</b>	\$73,858	\$104,632	\$78,500	\$78,500	\$0
<b>OTHER CHARGES</b>	\$10,536	\$7,126	\$15,800	\$11,100	-\$4,700
<b>TOTAL</b>	<b>\$199,048</b>	<b>\$240,287</b>	<b>\$258,400</b>	<b>\$255,600</b>	<b>-\$2,800</b>

Street/Storm Drainage Expenditures by Division

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>STREETS</b>	\$155,620	\$184,521	\$184,800	\$170,100	-\$14,700
<b>STORM DRAINAGE</b>	\$43,429	\$55,766	\$73,600	\$85,500	\$11,900
<b>TOTAL</b>	<b>\$199,048</b>	<b>\$240,287</b>	<b>\$258,400</b>	<b>\$255,600</b>	<b>-\$2,800</b>

General Fund Streets - Detail Expenditures

	FY 2020 Actual	FY2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$53,611	\$54,073	\$69,957	\$59,259	-\$10,698
OVERTIME	\$3,201	\$3,276	\$4,000	\$4,000	\$0
PART-TIME SALARIES	\$0	\$2	\$0	\$0	\$0
FICA	\$4,298	\$4,332	\$5,412	\$4,772	-\$640
RETIREMENT	\$4,614	\$5,451	\$5,827	\$6,062	\$235
GROUP INSURANCE	\$673	\$712	\$763	\$794	\$31
DISABILITY INSURANCE	\$275	\$278	\$300	\$313	\$13
WORKER'S COMPENSATION	\$434	\$444	\$341	\$467	\$126
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$39	\$38	\$36	\$36	\$0
HEALTH INSURANCE	\$7,210	\$7,296	\$7,005	\$7,944	\$939
<b>OTHER BENEFITS TOTAL</b>	<b>\$7,249</b>	<b>\$7,335</b>	<b>\$7,041</b>	<b>\$7,980</b>	<b>\$939</b>
VRS HEALTH INS CREDIT	\$61	\$53	\$59	\$53	-\$6
<b>PERSONNEL TOTAL</b>	<b>\$74,417</b>	<b>\$75,956</b>	<b>\$93,700</b>	<b>\$83,700</b>	<b>-\$10,000</b>
<b>CONTRACTUAL SERVICES</b>					
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$0	\$60,236	\$0	\$0	\$0
LANDSCAPING	\$73,858	\$44,396	\$78,500	\$78,500	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$73,858</b>	<b>\$104,632</b>	<b>\$78,500</b>	<b>\$78,500</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$73,858</b>	<b>\$104,632</b>	<b>\$78,500</b>	<b>\$78,500</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
TELECOMMUNICATIONS	\$0	\$465	\$0	\$0	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$0</b>	<b>\$465</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
INSURANCE					
GENERAL LIABILITY	\$4,204	\$3,468	\$5,900	\$5,900	\$0
<b>INSURANCE TOTAL</b>	<b>\$4,204</b>	<b>\$3,468</b>	<b>\$5,900</b>	<b>\$5,900</b>	<b>\$0</b>
LEASES & RENTALS	\$0	\$0	\$1,000	\$0	-\$1,000
MATERIALS & SUPPLIES					
LANDSCAPNG/AGRICULT SUPPL	\$0	\$0	\$5,000	\$2,000	-\$3,000
LAUNDRY & JANITORIAL	\$1,538	\$0	\$200	\$0	-\$200
BLDG REPAIR/MAINTENANCE	\$11	\$0	\$500	\$0	-\$500
OTHER OPERATING SUPPLIES	\$1,591	\$0	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$3,141</b>	<b>\$0</b>	<b>\$5,700</b>	<b>\$2,000</b>	<b>-\$3,700</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$7,345</b>	<b>\$3,933</b>	<b>\$12,600</b>	<b>\$7,900</b>	<b>-\$4,700</b>
<b>TOTAL</b>	<b>\$155,620</b>	<b>\$184,521</b>	<b>\$184,800</b>	<b>\$170,100</b>	<b>-\$14,700</b>

General Fund Storm Drainage - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$30,749	\$35,502	\$52,458	\$55,078	\$2,620
FICA	\$2,354	\$2,433	\$4,462	\$3,814	-\$648
RETIREMENT	\$2,552	\$3,615	\$5,366	\$5,739	\$373
GROUP INSURANCE	\$372	\$473	\$703	\$738	\$35
DISABILITY INSURANCE	\$156	\$187	\$277	\$291	\$14
WORKER'S COMPENSATION	\$18	\$27	\$40	\$42	\$2
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$20	\$26	\$36	\$36	\$0
HEALTH INSURANCE	\$3,983	\$10,275	\$7,005	\$16,512	\$9,507
<b>OTHER BENEFITS TOTAL</b>	<b>\$4,003</b>	<b>\$10,301</b>	<b>\$7,041</b>	<b>\$16,548</b>	<b>\$9,507</b>



	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
VRS HEALTH INS CREDIT	\$34	\$35	\$53	\$50	-\$3
<b>PERSONNEL TOTAL</b>	<b>\$40,238</b>	<b>\$52,573</b>	<b>\$70,400</b>	<b>\$82,300</b>	<b>\$11,900</b>
<b>OTHER CHARGES</b>					
MISCELLANEOUS					
MISC CHARGES & FEES	\$3,191	\$3,193	\$3,200	\$3,200	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$3,191</b>	<b>\$3,193</b>	<b>\$3,200</b>	<b>\$3,200</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$3,191</b>	<b>\$3,193</b>	<b>\$3,200</b>	<b>\$3,200</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$43,429</b>	<b>\$55,766</b>	<b>\$73,600</b>	<b>\$85,500</b>	<b>\$11,900</b>



## DESCRIPTION

The City's Facility Maintenance Division is responsible for the maintenance and upkeep of the Pedestrian Walking Mall. In addition to keeping the Mall clean every day, staff are also responsible for maintaining the following amenities on the Mall:

- Public restroom facility
- Splash pad water feature
- The water features at each end of the Mall
- Landscaping and flower plantings
- Taylor Pavilion
- Security Bollards
- Security Cameras
- WIFI network

## STRATEGIC PLAN GOALS

Goal (Strategic Plan Goal 3):

To ensure that the Pedestrian Mall is always maintained at a very high level so that it is vibrant and attracts as many visitors as possible.

## EXPENDITURES

### Loudoun Mall - Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$1,631	\$1,442	\$4,300	\$0	-\$4,300
<b>CONTRACTUAL SERVICES</b>	\$52,699	\$75,294	\$80,200	\$80,200	\$0
<b>INTERNAL SERVICES</b>	\$377	\$248	\$600	\$4,900	\$4,300
<b>OTHER CHARGES</b>	\$26,725	\$27,980	\$31,100	\$35,100	\$4,000
<b>TOTAL</b>	<b>\$81,432</b>	<b>\$104,964</b>	<b>\$116,200</b>	<b>\$120,200</b>	<b>\$4,000</b>

### Loudoun Mall - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$146	\$1,205	\$0	\$0	\$0
PART-TIME SALARIES	\$1,311	\$0	\$4,000	\$0	-\$4,000
FICA	\$113	\$90	\$240	\$0	-\$240

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
RETIREMENT	\$12	\$108	\$0	\$0	\$0
GROUP INSURANCE	\$2	\$14	\$0	\$0	\$0
DISABILITY INSURANCE	\$1	\$4	\$0	\$0	\$0
WORKER'S COMPENSATION	\$46	\$18	\$60	\$0	-\$60
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$0	\$1	\$0	\$0	\$0
OTHER BENEFITS TOTAL	\$0	\$1	\$0	\$0	\$0
VRS HEALTH INS CREDIT	\$0	\$1	\$0	\$0	\$0
PERSONNEL TOTAL	\$1,631	\$1,442	\$4,300	\$0	-\$4,300
CONTRACTUAL SERVICES					
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$30,939	\$47,508	\$50,200	\$50,200	\$0
LANDSCAPING	\$21,760	\$27,786	\$30,000	\$30,000	\$0
MAINTENANCE SERVICE TOTAL	\$52,699	\$75,294	\$80,200	\$80,200	\$0
CONTRACTUAL SERVICES TOTAL	\$52,699	\$75,294	\$80,200	\$80,200	\$0
INTERNAL SERVICES					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$377	\$248	\$600	\$600	\$0
MOTOR POOL INTERNAL SVC TOTAL	\$377	\$248	\$600	\$600	\$0
GROUNDS MAINTENANCE					
GROUNDS LABOR	\$0	\$0	\$0	\$4,000	\$4,000
GROUNDS PARTS	\$0	\$0	\$0	\$300	\$300
GROUNDS MAINTENANCE TOTAL	\$0	\$0	\$0	\$4,300	\$4,300
INTERNAL SERVICES TOTAL	\$377	\$248	\$600	\$4,900	\$4,300
OTHER CHARGES					
UTILITIES					
ELECTRICAL SERVICES	\$8,760	\$7,229	\$10,000	\$10,000	\$0
UTILITIES TOTAL	\$8,760	\$7,229	\$10,000	\$10,000	\$0
COMMUNICATIONS					
TELECOMMUNICATIONS	\$10,500	\$8,250	\$10,000	\$10,000	\$0
COMMUNICATIONS TOTAL	\$10,500	\$8,250	\$10,000	\$10,000	\$0
MATERIALS & SUPPLIES					
LAUNDRY & JANITORIAL	\$800	\$5,508	\$3,000	\$3,000	\$0
BLDG REPAIR/MAINTENANCE	\$5,617	\$3,838	\$7,000	\$10,000	\$3,000
VEHICLE/EQUIPMT SUPPLIES	\$17	\$0	\$0	\$0	\$0
OTHER OPERATING SUPPLIES	\$300	\$2,755	\$100	\$100	\$0
CHEMICALS	\$731	\$400	\$1,000	\$2,000	\$1,000
MATERIALS & SUPPLIES TOTAL	\$7,465	\$12,501	\$11,100	\$15,100	\$4,000
OTHER CHARGES TOTAL	\$26,725	\$27,980	\$31,100	\$35,100	\$4,000
TOTAL	\$81,432	\$104,964	\$116,200	\$120,200	\$4,000



## DESCRIPTION

The City provides the essential service of curbside refuse, recycling, and yard waste collection to all residences and some small businesses throughout the City. Collection of refuse and recycling occurs on a weekly basis throughout the year. Yard waste collection also occurs on a weekly basis in all months except January and February. Large and bulky items can also be scheduled and collected for a fee. The City does not provide large container (i.e. dumpster) service. The City charges all customers that receive refuse service a monthly fee based upon the size and number of City-supplied containers that each customer uses.

In FY 2023, the City will begin operating a glass crusher to recycle glass. Glass drop-off locations will be set up at multiple locations within the City to allow residents to bring their glass for recycling. The crushed glass material will be used as aggregate in construction projects.

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goals 3 and 5):

- Foster a safe, healthy, and diverse community for all.
- Support the City's high-performing operations with effective and open communication, innovation, and sound fiscal policies.

## PERFORMANCE MEASURES

The amount of refuse and recycling in the City has remained consistent the past several years. The following table summarizes five years of refuse and recycling collected:

	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual
Output Measures					
Refuse Collected (tons)	6,561	6,561	6,794	7,181	6,941
Recycling Collected (tons)	2,962	2,859	2,206	2,218	1,948

## STAFFING SUMMARY

## Refuse

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Refuse	18.00	18.00	18.00	18.00	18.00
<b>FTE AMOUNT</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>

## EXPENDITURES

### Refuse - Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$1,031,581	\$998,202	\$1,047,000	\$1,117,900	\$70,900
<b>CONTRACTUAL SERVICES</b>	\$386,635	\$372,652	\$328,000	\$381,400	\$53,400
<b>INTERNAL SERVICES</b>	\$214,624	\$249,348	\$222,000	\$222,000	\$0
<b>OTHER CHARGES</b>	\$90,599	\$203,197	\$494,600	\$199,600	-\$295,000
<b>CAPITAL CHARGES</b>	\$0	\$120,000	\$80,000	\$180,000	\$100,000
<b>TOTAL</b>	<b>\$1,723,440</b>	<b>\$1,943,399</b>	<b>\$2,171,600</b>	<b>\$2,100,900</b>	<b>-\$70,700</b>

### Refuse - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$669,327	\$635,857	\$682,166	\$709,230	\$27,064
OVERTIME	\$41,173	\$38,466	\$25,000	\$40,000	\$15,000
FICA	\$52,565	\$49,466	\$54,123	\$56,287	\$2,164
RETIREMENT	\$58,530	\$63,359	\$69,785	\$76,443	\$6,658
HOSPITAL/MEDICAL PLANS	\$7,140	\$7,288	\$7,005	\$15,888	\$8,883
GROUP INSURANCE	\$8,561	\$8,298	\$9,142	\$9,839	\$697
DISABILITY INSURANCE	\$1,223	\$1,221	\$1,446	\$1,944	\$498
UNEMPLOYMENT INSURANCE	\$0	\$1,132	\$0	\$0	\$0
WORKER'S COMPENSATION	\$27,758	\$31,530	\$34,212	\$39,557	\$5,345
<b>OTHER BENEFITS</b>					
TUITION ASSISTANCE	\$3,583	\$0	\$0	\$0	\$0
BENEFITS ADMIN FEE	\$628	\$620	\$655	\$655	\$0
HEALTH INSURANCE	\$160,317	\$160,343	\$162,779	\$167,394	\$4,615
<b>OTHER BENEFITS TOTAL</b>	<b>\$164,529</b>	<b>\$160,964</b>	<b>\$163,434</b>	<b>\$168,050</b>	<b>\$4,616</b>
VRS HEALTH INS CREDIT	\$775	\$621	\$687	\$661	-\$26
<b>PERSONNEL TOTAL</b>	<b>\$1,031,581</b>	<b>\$998,202</b>	<b>\$1,047,000</b>	<b>\$1,117,900</b>	<b>\$70,900</b>
<b>CONTRACTUAL SERVICES</b>					
<b>PROFESSIONAL SERVICES</b>					
OTHER PROFESSIONAL SERV	\$150	\$8	\$0	\$0	\$0
TRAINING/EDUCATION	\$0	\$354	\$0	\$0	\$0
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$150</b>	<b>\$362</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
TEMPORARY HELP	\$31,868	\$30,692	\$0	\$30,000	\$30,000
<b>MAINTENANCE SERVICE</b>					
REPAIRS & MAINTENANCE	\$1,152	\$1,334	\$3,500	\$3,500	\$0
VEHICLE REPAIRS/MAINT.	\$1,023	\$546	\$1,500	\$6,400	\$4,900
COMPUTER HARDWARE/SOFTWAR	\$19,188	\$0	\$0	\$0	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$21,363</b>	<b>\$1,880</b>	<b>\$5,000</b>	<b>\$9,900</b>	<b>\$4,900</b>
PRINTING & BINDING	\$2,677	\$1,565	\$1,000	\$1,000	\$0
ADVERTISING	\$2,301	\$35	\$2,000	\$500	-\$1,500
LAUNDRY & DRY CLEANING	\$15,716	\$15,092	\$15,000	\$15,000	\$0
<b>PURCHASE SERV OTHER GOVMT</b>					
SANITARY LANDFILL USAGE	\$312,561	\$322,251	\$305,000	\$325,000	\$20,000
<b>PURCHASE SERV OTHER GOVMT TOTAL</b>	<b>\$312,561</b>	<b>\$322,251</b>	<b>\$305,000</b>	<b>\$325,000</b>	<b>\$20,000</b>
PURCHASED SERVICES OTHER	\$0	\$775	\$0	\$0	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$386,635</b>	<b>\$372,652</b>	<b>\$328,000</b>	<b>\$381,400</b>	<b>\$53,400</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
EQUIPMENT FUND MAINT/FUEL	\$57,276	\$52,219	\$60,000	\$60,000	\$0
EQUIPMENT FUND PARTS	\$42,054	\$54,228	\$42,000	\$42,000	\$0
EQUIPMENT FUND LABOR	\$115,294	\$142,901	\$120,000	\$120,000	\$0
MOTOR POOL INTERNAL SVC TOTAL	<b>\$214,624</b>	<b>\$249,348</b>	<b>\$222,000</b>	<b>\$222,000</b>	<b>\$0</b>
INTERNAL SERVICES TOTAL	<b>\$214,624</b>	<b>\$249,348</b>	<b>\$222,000</b>	<b>\$222,000</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$0	\$0	\$0	\$6,900	\$6,900
HEATING SERVICES	\$0	\$0	\$0	\$5,000	\$5,000
UTILITIES TOTAL	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,900</b>	<b>\$11,900</b>
COMMUNICATIONS					
POSTAL SERVICES	\$55	\$110	\$500	\$500	\$0
TELECOMMUNICATIONS	\$647	\$4,386	\$0	\$19,300	\$19,300
COMMUNICATIONS TOTAL	<b>\$702</b>	<b>\$4,496</b>	<b>\$500</b>	<b>\$19,800</b>	<b>\$19,300</b>
INSURANCE					
MOTOR VEHICLE INSURANCE	\$8,006	\$7,664	\$9,600	\$9,600	\$0
INSURANCE TOTAL	<b>\$8,006</b>	<b>\$7,664</b>	<b>\$9,600</b>	<b>\$9,600</b>	<b>\$0</b>
LEASES & RENTALS	\$1,392	\$9,187	\$1,500	\$1,500	\$0
TRAVEL					
MILEAGE & TRANSPORTATION	\$45	\$0	\$0	\$0	\$0
TRAINING & EDUCATION	\$452	\$395	\$0	\$0	\$0
TRAVEL TOTAL	<b>\$497</b>	<b>\$395</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$788	\$743	\$200	\$200	\$0
RECYCLING PROCESSING	\$38,439	\$55,652	\$50,000	\$50,000	\$0
MISCELLANEOUS TOTAL	<b>\$39,227</b>	<b>\$56,395</b>	<b>\$50,200</b>	<b>\$50,200</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$313	\$207	\$500	\$500	\$0
FOOD & FOOD SERVICE	\$2,971	\$615	\$2,700	\$1,500	-\$1,200
MEDICAL & LABORATORY	\$1,613	\$981	\$2,500	\$1,500	-\$1,000
LAUNDRY & JANITORIAL	\$1,763	\$1,523	\$1,000	\$2,000	\$1,000
BLDG REPAIR/MAINTENANCE	\$75	\$0	\$100	\$100	\$0
VEHICLE & EQUIPMENT FUELS	\$31	\$1,321	\$0	\$0	\$0
VEHICLE/EQUIPMT SUPPLIES	\$220	\$724	\$1,000	\$1,000	\$0
UNIFORMS & APPAREL	\$16,749	\$14,162	\$25,000	\$20,000	-\$5,000
OTHER OPERATING SUPPLIES	\$17,031	\$105,527	\$400,000	\$80,000	-\$320,000
COMPUTER HARDWARE/SOFTWAR	\$10	\$0	\$0	\$0	\$0
MATERIALS & SUPPLIES TOTAL	<b>\$40,775</b>	<b>\$125,060</b>	<b>\$432,800</b>	<b>\$106,600</b>	<b>-\$326,200</b>
OTHER CHARGES TOTAL	<b>\$90,599</b>	<b>\$203,197</b>	<b>\$494,600</b>	<b>\$199,600</b>	<b>-\$295,000</b>
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MOTOR VEHICLE & EQUIPMENT	\$0	\$120,000	\$80,000	\$180,000	\$100,000
REPLACEMENT TOTAL	<b>\$0</b>	<b>\$120,000</b>	<b>\$80,000</b>	<b>\$180,000</b>	<b>\$100,000</b>
CAPITAL CHARGES TOTAL	<b>\$0</b>	<b>\$120,000</b>	<b>\$80,000</b>	<b>\$180,000</b>	<b>\$100,000</b>
TOTAL	<b>\$1,723,440</b>	<b>\$1,943,399</b>	<b>\$2,171,600</b>	<b>\$2,100,900</b>	<b>-\$70,700</b>



## DESCRIPTION

The Facilities Maintenance Division is responsible for maintaining several City owned buildings and properties. These include, but are not limited to:

- City Hall
- Timbrook Public Safety Center, Timbrook Annex Facility, Timbrook House
- Joint Judicial Center (City and Frederick County)
- City Yards (Public Works, sign shop, bus garage and Transit)
- Loudoun Street Pedestrian Mall
- Stonewall Jackson's House
- Abrams Delight & Hollingsworth Mill
- George Washington's Office
- Creamery Building
- Health Department and Social Services Offices
- Public Works Admin Building
- War Memorial Building & Active Living Center
- Indoor & Outdoor Pools
- Concession stands, outdoor restroom facilities and playground equipment in Jim Barnett Park

The maintenance activities that Facility Maintenance is responsible for includes: Interior building maintenance, exterior building maintenance, landscaping maintenance, and daily custodial services. In addition to the routine maintenance of the facilities, Facilities Maintenance also manages and oversees capital improvements to these City owned buildings and properties.

## STRATEGIC PLAN GOALS

Goal:

To help achieve the Strategic Plan goal 5 of supporting the City's high-performing operations with effective and open communication, innovation, and sound fiscal policies.

## STAFFING SUMMARY

### Facilities Maintenance Staffing by Division

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
FTE Amount					



Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
Facilities Maintenance	16.00	16.00	16.00	19.00	21.00
Joint Judicial Center	3.00	3.00	3.00	3.00	3.00
FTE AMOUNT	19.00	19.00	19.00	22.00	24.00

## EXPENDITURES

### JJC/Facilities Maintenance Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$859,127	\$878,829	\$945,600	\$1,287,401	\$341,801
<b>CONTRACTUAL SERVICES</b>	\$331,918	\$927,953	\$364,500	\$658,000	\$293,500
<b>INTERNAL SERVICES</b>	\$13,075	\$12,492	\$12,000	\$42,100	\$30,100
<b>OTHER CHARGES</b>	\$1,001,915	\$953,231	\$1,099,500	\$921,000	-\$178,500
<b>CAPITAL CHARGES</b>	\$0	\$0	\$60,000	\$80,000	\$20,000
<b>TOTAL</b>	<b>\$2,206,036</b>	<b>\$2,772,505</b>	<b>\$2,481,600</b>	<b>\$2,988,501</b>	<b>\$506,901</b>

### JJC - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$96,003	\$89,420	\$100,588	\$109,920	\$9,332
OVERTIME	\$257	\$1,578	\$500	\$500	\$0
FICA	\$7,027	\$6,694	\$7,330	\$8,408	\$1,078
RETIREMENT	\$8,439	\$9,128	\$10,290	\$11,454	\$1,164
GROUP INSURANCE	\$1,228	\$1,194	\$1,348	\$1,473	\$125
DISABILITY INSURANCE	\$296	\$315	\$327	\$580	\$253
WORKER'S COMPENSATION	\$1,147	\$1,299	\$1,540	\$2,748	\$1,208
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$110	\$101	\$108	\$108	\$0
HEALTH INSURANCE	\$26,138	\$23,539	\$25,469	\$23,832	-\$1,637
OTHER BENEFITS TOTAL	<b>\$26,248</b>	<b>\$23,640</b>	<b>\$25,577</b>	<b>\$23,940</b>	<b>-\$1,637</b>
VRS HEALTH INS CREDIT	\$112	\$89	\$100	\$77	-\$23
<b>PERSONNEL TOTAL</b>	<b>\$140,756</b>	<b>\$133,356</b>	<b>\$147,600</b>	<b>\$159,100</b>	<b>\$11,500</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$1,233	\$0	\$0	\$0	\$0
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$126,667	\$190,870	\$120,000	\$40,000	-\$80,000
LANDSCAPING	\$0	\$0	\$0	\$120,000	\$120,000
MAINTENANCE SERVICE TOTAL	<b>\$126,667</b>	<b>\$190,870</b>	<b>\$120,000</b>	<b>\$160,000</b>	<b>\$40,000</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$127,900</b>	<b>\$190,870</b>	<b>\$120,000</b>	<b>\$160,000</b>	<b>\$40,000</b>
<b>INTERNAL SERVICES</b>					
GROUNDS MAINTENANCE					
GROUNDS LABOR	\$0	\$0	\$0	\$5,000	\$5,000
GROUNDS PARTS	\$0	\$0	\$0	\$500	\$500
GROUNDS MAINTENANCE TOTAL	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,500</b>	<b>\$5,500</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,500</b>	<b>\$5,500</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$131,135	\$100,788	\$135,000	\$135,000	\$0
HEATING SERVICES	\$22,722	\$28,232	\$35,000	\$35,000	\$0
WATER & SEWER	\$26,876	\$27,775	\$34,000	\$34,000	\$0
UTILITIES TOTAL	<b>\$180,733</b>	<b>\$156,796</b>	<b>\$204,000</b>	<b>\$204,000</b>	<b>\$0</b>
COMMUNICATIONS					
TELECOMMUNICATIONS	\$44,392	\$34,852	\$65,000	\$45,000	-\$20,000
COMMUNICATIONS TOTAL	<b>\$44,392</b>	<b>\$34,852</b>	<b>\$65,000</b>	<b>\$45,000</b>	<b>-\$20,000</b>
INSURANCE					
PROPERTY INSURANCE	\$9,141	\$9,296	\$10,900	\$10,900	\$0
GENERAL LIABILITY	\$567	\$587	\$800	\$800	\$0
INSURANCE TOTAL	<b>\$9,708</b>	<b>\$9,883</b>	<b>\$11,700</b>	<b>\$11,700</b>	<b>\$0</b>
LEASES & RENTALS					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
OFFICE EQUIPMENT	\$240	\$540	\$0	\$700	\$700
BUILDINGS	\$0	\$3,000	\$0	\$0	\$0
LEASES & RENTALS TOTAL	<b>\$240</b>	<b>\$3,540</b>	<b>\$0</b>	<b>\$700</b>	<b>\$700</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$22,727	\$13	\$2,500	\$2,500	\$0
FOOD & FOOD SERVICE	\$365	\$0	\$500	\$500	\$0
LAUNDRY & JANITORIAL	\$11,658	\$19,063	\$15,000	\$15,000	\$0
BLDG REPAIR/MAINTENANCE	\$10,191	\$4,904	\$15,000	\$15,000	\$0
VEHICLE & EQUIPMENT FUELS	\$0	\$451	\$0	\$0	\$0
UNIFORMS & APPAREL	\$531	\$37	\$0	\$0	\$0
OTHER OPERATING SUPPLIES	\$7,929	\$13,135	\$1,000	\$1,000	\$0
CHEMICALS	\$0	\$1,159	\$0	\$0	\$0
COMPUTER HARDWARE/SOFTWAR	\$0	\$6	\$0	\$0	\$0
MATERIALS & SUPPLIES TOTAL	<b>\$53,400</b>	<b>\$38,767</b>	<b>\$34,000</b>	<b>\$34,000</b>	<b>\$0</b>
OTHER CHARGES TOTAL	<b>\$288,472</b>	<b>\$243,838</b>	<b>\$314,700</b>	<b>\$295,400</b>	<b>-\$19,300</b>
TOTAL	<b>\$557,129</b>	<b>\$568,064</b>	<b>\$582,300</b>	<b>\$620,000</b>	<b>\$37,700</b>

#### Facilities Maintenance - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$504,554	\$524,837	\$562,826	\$810,867	\$248,041
OVERTIME	\$5,929	\$6,772	\$6,000	\$6,000	\$0
FICA	\$38,201	\$39,879	\$42,994	\$59,203	\$16,209
RETIREMENT	\$45,214	\$52,015	\$57,543	\$80,980	\$23,437
GROUP INSURANCE	\$6,580	\$6,806	\$7,537	\$10,414	\$2,877
DISABILITY INSURANCE	\$1,624	\$1,561	\$1,922	\$2,690	\$768
UNEMPLOYMENT INSURANCE	\$0	\$648	\$0	\$0	\$0
WORKER'S COMPENSATION	\$6,078	\$8,495	\$9,671	\$14,680	\$5,009
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$507	\$501	\$547	\$691	\$144
HEALTH INSURANCE	\$109,084	\$103,451	\$108,397	\$142,086	\$33,689
OTHER BENEFITS TOTAL	<b>\$109,591</b>	<b>\$103,953</b>	<b>\$108,944</b>	<b>\$142,777</b>	<b>\$33,833</b>
VRS HEALTH INS CREDIT	\$599	\$508	\$563	\$689	\$126
PERSONNEL TOTAL	<b>\$718,371</b>	<b>\$745,473</b>	<b>\$798,000</b>	<b>\$1,128,300</b>	<b>\$330,300</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$875	\$2,500	\$40,000	\$45,000	\$5,000
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$201,925	\$731,380	\$200,000	\$445,000	\$245,000
VEHICLE REPAIRS/MAINT.	\$18	\$1,261	\$3,000	\$3,000	\$0
MAINTENANCE SERVICE TOTAL	<b>\$201,943</b>	<b>\$732,641</b>	<b>\$203,000</b>	<b>\$448,000</b>	<b>\$245,000</b>
PURCHASED SERVICES OTHER					
REFUSE SERVICE	\$1,200	\$1,942	\$1,500	\$5,000	\$3,500
PURCHASED SERVICES OTHER TOTAL	<b>\$1,200</b>	<b>\$1,942</b>	<b>\$1,500</b>	<b>\$5,000</b>	<b>\$3,500</b>
CONTRACTUAL SERVICES TOTAL	<b>\$204,018</b>	<b>\$737,082</b>	<b>\$244,500</b>	<b>\$498,000</b>	<b>\$253,500</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$3,615	\$4,855	\$5,500	\$6,200	\$700
EQUIPMENT FUND PARTS	\$2,908	\$2,027	\$1,500	\$2,200	\$700
EQUIPMENT FUND LABOR	\$6,551	\$5,610	\$5,000	\$5,700	\$700
MOTOR POOL INTERNAL SVC TOTAL	<b>\$13,075</b>	<b>\$12,492</b>	<b>\$12,000</b>	<b>\$14,100</b>	<b>\$2,100</b>
GROUNDS MAINTENANCE					
GROUNDS LABOR	\$0	\$0	\$0	\$20,000	\$20,000
GROUNDS PARTS	\$0	\$0	\$0	\$2,500	\$2,500
GROUNDS MAINTENANCE TOTAL	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,500</b>	<b>\$22,500</b>
INTERNAL SERVICES TOTAL	<b>\$13,075</b>	<b>\$12,492</b>	<b>\$12,000</b>	<b>\$36,600</b>	<b>\$24,600</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$152,614	\$141,859	\$215,000	\$252,000	\$37,000
HEATING SERVICES	\$15,275	\$20,436	\$20,000	\$22,000	\$2,000
WATER & SEWER	\$93,934	\$79,238	\$100,000	\$104,600	\$4,600

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
UTILITIES TOTAL	\$261,823	\$241,533	\$335,000	\$378,600	\$43,600
COMMUNICATIONS					
TELECOMMUNICATIONS	\$49,145	\$48,785	\$65,000	\$72,500	\$7,500
COMMUNICATIONS TOTAL	\$49,145	\$48,785	\$65,000	\$72,500	\$7,500
INSURANCE					
PROPERTY INSURANCE	\$57,969	\$60,833	\$65,000	\$70,000	\$5,000
MOTOR VEHICLE INSURANCE	\$2,896	\$3,250	\$3,400	\$4,100	\$700
INSURANCE TOTAL	\$60,865	\$64,083	\$68,400	\$74,100	\$5,700
LEASES & RENTALS					
EQUIPMENT	\$5,772	\$6,882	\$0	\$0	\$0
BUILDINGS	\$258,383	\$266,587	\$254,000	\$0	-\$254,000
LEASES & RENTALS TOTAL	\$264,155	\$273,469	\$254,000	\$0	-\$254,000
TRAVEL					
MILEAGE & TRANSPORTATION	\$331	\$0	\$0	\$0	\$0
TRAINING & EDUCATION	\$1,240	\$840	\$2,000	\$2,000	\$0
TRAVEL TOTAL	\$1,571	\$840	\$2,000	\$2,000	\$0
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$488	\$119	\$500	\$500	\$0
MISC CHARGES & FEES	\$31	\$0	\$100	\$100	\$0
MISCELLANEOUS TOTAL	\$519	\$119	\$600	\$600	\$0
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$847	\$273	\$1,000	\$1,000	\$0
LANDSCAPNG/AGRICULT SUPPL	\$157	\$4	\$400	\$400	\$0
LAUNDRY & JANITORIAL	\$21,938	\$20,402	\$25,000	\$40,000	\$15,000
BLDG REPAIR/MAINTENANCE	\$32,962	\$31,316	\$27,000	\$50,000	\$23,000
VEHICLE & EQUIPMENT FUELS	\$112	\$1,744	\$300	\$300	\$0
VEHICLE/EQUIPMT SUPPLIES	\$126	\$228	\$300	\$300	\$0
UNIFORMS & APPAREL	\$2,785	\$3,876	\$3,000	\$3,000	\$0
OTHER OPERATING SUPPLIES	\$15,526	\$21,830	\$1,800	\$1,800	\$0
CHEMICALS	\$912	\$881	\$1,000	\$1,000	\$0
COMPUTER HARDWARE/SOFTWAR	\$0	\$13	\$0	\$0	\$0
MATERIALS & SUPPLIES TOTAL	\$75,365	\$80,565	\$59,800	\$97,800	\$38,000
OTHER CHARGES TOTAL	\$713,443	\$709,394	\$784,800	\$625,600	-\$159,200
CAPITAL CHARGES					
REPLACEMENT					
MOTOR VEHICLE & EQUIPMENT	\$0	\$0	\$0	\$80,000	\$80,000
REPLACEMENT TOTAL	\$0	\$0	\$0	\$80,000	\$80,000
ADDITIONS					
MACHINERY & EQUIPMENT	\$0	\$0	\$60,000	\$0	-\$60,000
ADDITIONS TOTAL	\$0	\$0	\$60,000	\$0	-\$60,000
CAPITAL CHARGES TOTAL	\$0	\$0	\$60,000	\$80,000	\$20,000
TOTAL	\$1,648,907	\$2,204,441	\$1,899,300	\$2,368,500	\$469,200



## DESCRIPTION

The City of Winchester has several programs for real estate tax relief and exemption. The Office of the Commissioner of the Revenue is responsible for administering these programs. Programs for tax relief include:

1. Local real estate tax exemption or deferral for the elderly and disabled
2. Local real estate tax exemption for qualifying disabled veterans
3. Exemptions for substantially rehabilitated residential, commercial and industrial property
4. Exemptions for abated derelict property conditions
5. Property exempt from taxation by designation and classification
6. Exemptions for solar energy equipment, facilities and devices
7. Special land use taxation for qualifying agricultural or horticultural property.

## EXPENDITURES

### Real Estate Tax Relief - Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>OTHER CHARGES</b>	\$211,263	\$208,579	\$225,000	\$250,000	\$25,000
<b>TOTAL</b>	<b>\$211,263</b>	<b>\$208,579</b>	<b>\$225,000</b>	<b>\$250,000</b>	<b>\$25,000</b>



## DESCRIPTION

The Winchester Parks and Recreation Department offers a diverse selection of recreation services for Winchester residents and the surrounding communities. Recreation services include recreational, instructional, community rec classes and programs; leagues and special events in the areas of aquatics, athletics, youth, adult, senior and special needs. The Department also coordinates and hosts nearly 30 special events in the parks and Old Town throughout the year. The City's park system is comprised of 14 parcels of property totaling more than 270 acres of green space and recreational facilities including playgrounds, athletic fields, basketball courts, tennis courts, indoor pool, outdoor pool, fitness facility, racquetball court, pavilions, a BMX track, horseshoe courts, walking trails, dog park, disc golf, recreation center, community meeting space, various memorials, a fishing lake, wetlands, natural preserves, and historical and interpretive sites.

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goal 3):

- Create a marketing strategy which will enhance all departmental offerings.
- Improve existing facilities, athletic fields and park areas and increase security.
- Diversify and increase Community Recreation programs offerings to all age groups.
- Create awareness and participation in environmental education and sound earth stewardship practices in the City of Winchester in collaboration with other entities including but not limited to Abrams Creek Wetlands.
- Create increased communications and working relationships between the Parks Foundation and the Parks & Recreation Advisory Board
- Work with Park Partners and other area organizations to enhance the beautification and infrastructure of Jim Barnett Park and other City park areas.

Objectives:

- Continue to improve customer service through better communication between park divisions; sharing pertinent information; updating the Park website; and incorporating recreational software into the daily operations to provide web registration, e-mail notices to users, direct and cost-effective marketing, and services for on-site phone and on-line registrations.
- Continue to effectively communicate with Park Partner Groups to solidify and enhance partnerships.
- Collaborate with other City departments, contracted service providers and community groups to enhance special events offerings throughout the City with a focus on Historic Old Town Winchester and Jim Barnett Park.
- Provide and enhance a strong team environment within the Parks and Recreation Department which extends to the partner groups.

- Develop a patron evaluation form relating to programming.
- Conduct a thorough review of all programs and determine which if any programs should be continued or revised.
- Conduct a survey of all programs and facilities with the goal of identifying gaps and how such gaps may be addressed.
- Provide financial aid opportunities in partnership with the Winchester Parks Foundation for City residents who may not be able to afford services.

## PERFORMANCE MEASURES

Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
<b>Outcome Measures</b>					
Winchester Parks & Recreation is open for 354 days per year, 12 hours per day average	Yes	Yes	Yes	Yes	Yes
Maintain an equipment maintenance and replacement program to reduce operational down times	Yes	Yes	Yes	Yes	Yes
Provide safe, comprehensive, quality recreation programs, facilities, and services	Yes	Yes	Yes	Yes	Yes
Offering new affordable Community Recreation programs	Yes	Yes	Yes	Yes	Yes
Expansion of Community Rec programs focusing on Teens and Seniors based on 2015 Needs Assessment	n/a	Yes	Yes	Yes	Yes
Maintain existing facilities to improve customer satisfaction and overall memberships	n/a	Yes	Yes	Yes	Yes

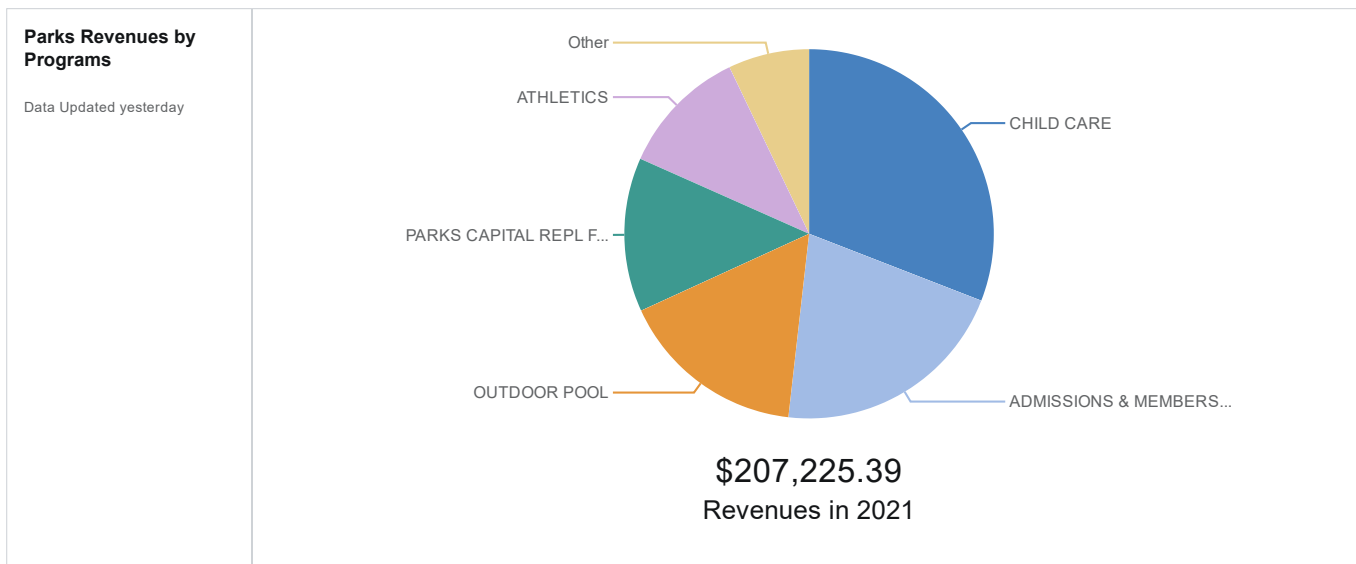
1The totals for rental hours of athletic fields, courts, and tracks are dependent on weather.

2Unsuccessful community programs were eliminated to encourage quality service within the programs currently offered, which are thriving. Available space has become an ever-present factor in the ability to expand programming.

3Park Memberships include all Child Care Programs as well as new memberships and renewals. The report is inclusive of the daily functions.

Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
<b>Output Measures</b>					
Number of seasonal Pavilion rentals	358	525	0	308	525
Number of rental hours for athletic fields, courts, and tracks 1	8,695	12,595	2,722	7,211	10,000
Number of staff hours spent on special events	1,500	1,500	0	550	1,250
Number of Community Recreation Program offerings 2	109	122	34	57	75
Number of Memberships 3	1,173	843	301	697	800
Number of Park Participants	100,000	100,000	75,000	100,000	125,000

## FUNDING SOURCES



# STAFFING SUMMARY

## Parks & Rec - FTE by Division

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Parks Administration	4.00	4.00	4.00	4.00	4.00
Parks Athletics Division	2.00	2.00	2.00	2.00	2.00
Parks Child Care Division	3.00	3.00	3.00	3.00	3.00
Parks Community Recreation	1.00	1.00	1.00	1.00	1.00
Parks Facilities Maintenance	2.00	2.00	2.00	3.00	3.00
Parks Indoor Pool	2.00	2.00	2.00	2.00	2.00
Parks Maintenance	9.00	8.00	8.00	0.00	0.00
Parks Special Events	1.00	1.00	1.00	1.00	1.00
<b>FTE AMOUNT</b>	<b>24.00</b>	<b>23.00</b>	<b>23.00</b>	<b>16.00</b>	<b>16.00</b>

# EXPENDITURES

## Parks Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$1,647,345	\$1,576,691	\$1,939,100	\$1,696,900	-\$242,200
<b>CONTRACTUAL SERVICES</b>	\$350,263	\$445,518	\$340,900	\$560,900	\$220,000
<b>INTERNAL SERVICES</b>	\$18,425	\$32,673	\$0	\$458,900	\$458,900
<b>OTHER CHARGES</b>	\$437,764	\$551,198	\$510,800	\$587,100	\$76,300
<b>CAPITAL CHARGES</b>	\$37,376	\$0	\$0	\$110,000	\$110,000
<b>TOTAL</b>	<b>\$2,491,173</b>	<b>\$2,606,079</b>	<b>\$2,790,800</b>	<b>\$3,413,800</b>	<b>\$623,000</b>

## Parks Expenditures by Division

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>SUPERVISION PARKS &amp; REC</b>	\$364,930	\$332,546	\$525,400	\$623,100	\$97,700
<b>SPECIAL EVENTS</b>	\$95,064	\$79,073	\$80,000	\$104,800	\$24,800
<b>PARKS GROUNDS MAINTENANCE</b>	\$700,983	\$868,372	\$650,000	\$1,015,600	\$365,600
<b>COMMUNITY REC PROGRAMS</b>	\$51,054	\$20,077	\$83,500	\$88,000	\$4,500
<b>OUTDOOR SWIMMING POOL</b>	\$204,845	\$246,892	\$230,700	\$261,700	\$31,000
<b>INDOOR POOL</b>	\$218,896	\$190,470	\$302,800	\$294,900	-\$7,900
<b>PARKS FACILITIES MAINTENANCE</b>	\$437,832	\$475,455	\$434,800	\$450,600	\$15,800
<b>SCHOOL AGE CHILD CARE</b>	\$258,280	\$235,933	\$286,900	\$346,600	\$59,700
<b>ATHLETIC PROGRAMS</b>	\$159,290	\$157,261	\$196,700	\$228,500	\$31,800
<b>TOTAL</b>	<b>\$2,491,173</b>	<b>\$2,606,079</b>	<b>\$2,790,800</b>	<b>\$3,413,800</b>	<b>\$623,000</b>

## Parks Supervision - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$234,225	\$217,302	\$264,321	\$285,177	\$20,856
OVERTIME	\$851	\$692	\$500	\$500	\$0
PART-TIME SALARIES	\$0	\$0	\$91,200	\$114,990	\$23,790
FICA	\$18,021	\$16,598	\$27,323	\$28,906	\$1,583
RETIREMENT	\$20,650	\$20,099	\$27,040	\$29,523	\$2,483
HOSPITAL/MEDICAL PLANS	\$0	\$1,751	\$0	\$0	\$0
GROUP INSURANCE	\$3,006	\$2,626	\$3,542	\$3,810	\$268
DISABILITY INSURANCE	\$536	\$595	\$598	\$291	-\$307
WORKER'S COMPENSATION	\$3,414	\$3,888	\$6,148	\$6,500	\$352
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$127	\$115	\$144	\$144	\$0
HEALTH INSURANCE	\$20,680	\$22,449	\$26,119	\$53,904	\$27,785



	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>OTHER BENEFITS TOTAL</b>	<b>\$20,806</b>	<b>\$22,563</b>	<b>\$26,263</b>	<b>\$54,048</b>	<b>\$27,785</b>
VRS HEALTH INS CREDIT	\$274	\$196	\$265	\$256	-\$9
<b>PERSONNEL TOTAL</b>	<b>\$301,782</b>	<b>\$286,310</b>	<b>\$447,200</b>	<b>\$524,000</b>	<b>\$76,800</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$670	\$0	\$3,400	\$20,400	\$17,000
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$8	\$0	\$500	\$1,000	\$500
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$8</b>	<b>\$0</b>	<b>\$500</b>	<b>\$1,000</b>	<b>\$500</b>
PRINTING & BINDING	\$25,270	\$4,374	\$26,000	\$26,000	\$0
ADVERTISING	\$0	\$7,684	\$1,500	\$2,000	\$500
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$25,948</b>	<b>\$12,058</b>	<b>\$31,400</b>	<b>\$49,400</b>	<b>\$18,000</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$6,859	\$360	\$7,900	\$7,900	\$0
TELECOMMUNICATIONS	\$1,408	\$1,408	\$1,500	\$1,500	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$8,267</b>	<b>\$1,768</b>	<b>\$9,400</b>	<b>\$9,400</b>	<b>\$0</b>
LEASES & RENTALS					
EQUIPMENT	\$0	\$0	\$500	\$500	\$0
OFFICE EQUIPMENT	\$5,346	\$6,666	\$6,500	\$6,500	\$0
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$5,346</b>	<b>\$6,666</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$0</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$233	\$331	\$0	\$0	\$0
TRAINING & EDUCATION	\$881	\$595	\$0	\$1,800	\$1,800
<b>TRAVEL TOTAL</b>	<b>\$1,114</b>	<b>\$926</b>	<b>\$0</b>	<b>\$1,800</b>	<b>\$1,800</b>
CONTRIBUTION OTHER ENTITY	\$2,000	\$2,000	\$2,000	\$2,000	\$0
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$1,328	\$3,069	\$1,400	\$1,400	\$0
MISC CHARGES & FEES	\$13,907	\$7,771	\$16,200	\$16,200	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$15,234</b>	<b>\$10,840</b>	<b>\$17,600</b>	<b>\$17,600</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$3,247	\$4,468	\$4,800	\$4,800	\$0
FOOD & FOOD SERVICE	\$84	\$512	\$400	\$950	\$550
MEDICAL & LABORATORY	\$0	\$0	\$200	\$200	\$0
UNIFORMS & APPAREL	\$39	\$142	\$0	\$0	\$0
BOOKS & SUBSCRIPTIONS	\$245	\$268	\$700	\$1,250	\$550
OTHER OPERATING SUPPLIES	\$1,498	\$2,800	\$4,700	\$4,700	\$0
COMPUTER HARDWARE/SOFTWAR	\$126	\$3,687	\$0	\$0	\$0
AWARDS, PLAQUES, OTHER	\$0	\$100	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$5,240</b>	<b>\$11,977</b>	<b>\$10,800</b>	<b>\$11,900</b>	<b>\$1,100</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$37,201</b>	<b>\$34,177</b>	<b>\$46,800</b>	<b>\$49,700</b>	<b>\$2,900</b>
<b>TOTAL</b>	<b>\$364,930</b>	<b>\$332,546</b>	<b>\$525,400</b>	<b>\$623,100</b>	<b>\$97,700</b>

Parks Special Events - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$50,897	\$50,720	\$50,468	\$54,039	\$3,571
OVERTIME	\$217	\$105	\$0	\$0	\$0
PART-TIME SALARIES	\$299	\$0	\$2,300	\$4,300	\$2,000
FICA	\$3,735	\$3,693	\$3,810	\$3,949	\$139
RETIREMENT	\$4,423	\$4,984	\$5,163	\$5,631	\$468
GROUP INSURANCE	\$642	\$653	\$676	\$724	\$48
WORKER'S COMPENSATION	\$872	\$772	\$1,038	\$61	-\$977
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$37	\$36	\$36	\$36	\$0
HEALTH INSURANCE	\$11,752	\$11,904	\$11,459	\$16,512	\$5,053
<b>OTHER BENEFITS TOTAL</b>	<b>\$11,788</b>	<b>\$11,940</b>	<b>\$11,495</b>	<b>\$16,548</b>	<b>\$5,053</b>
VRS HEALTH INS CREDIT	\$59	\$49	\$50	\$49	-\$1
<b>PERSONNEL TOTAL</b>	<b>\$72,933</b>	<b>\$72,916</b>	<b>\$75,000</b>	<b>\$85,300</b>	<b>\$10,300</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$8,124	\$30	\$0	\$9,000	\$9,000

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
MAINTENANCE SERVICE	\$26	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$8,150</b>	<b>\$30</b>	<b>\$0</b>	<b>\$9,000</b>	<b>\$9,000</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$156	\$0	\$0	\$0	\$0
EQUIPMENT FUND PARTS	\$2,443	\$0	\$0	\$0	\$0
EQUIPMENT FUND LABOR	\$6,894	\$51	\$0	\$0	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$9,493</b>	<b>\$51</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$9,493</b>	<b>\$51</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$0	\$110	\$0	\$0	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$0</b>	<b>\$110</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
LEASES & RENTALS	\$675	\$0	\$0	\$0	\$0
TRAVEL					
MILEAGE & TRANSPORTATION	\$0	\$82	\$0	\$0	\$0
TRAINING & EDUCATION	\$402	\$208	\$0	\$0	\$0
<b>TRAVEL TOTAL</b>	<b>\$402</b>	<b>\$290</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MISCELLANEOUS					
MISC CHARGES & FEES	\$580	\$0	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$580</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
FOOD & FOOD SERVICE	\$469	\$0	\$500	\$500	\$0
OTHER OPERATING SUPPLIES	\$2,361	\$5,676	\$4,500	\$10,000	\$5,500
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$2,830</b>	<b>\$5,676</b>	<b>\$5,000</b>	<b>\$10,500</b>	<b>\$5,500</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$4,487</b>	<b>\$6,075</b>	<b>\$5,000</b>	<b>\$10,500</b>	<b>\$5,500</b>
<b>TOTAL</b>	<b>\$95,064</b>	<b>\$79,073</b>	<b>\$80,000</b>	<b>\$104,800</b>	<b>\$24,800</b>

Parks Grounds Maintenance - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$262,573	\$263,964	\$266,765	\$0	-\$266,765
OVERTIME	\$2,024	\$5,907	\$5,000	\$0	-\$5,000
PART-TIME SALARIES	\$32,513	\$36,598	\$50,000	\$0	-\$50,000
FICA	\$22,433	\$22,964	\$20,451	\$0	-\$20,451
RETIREMENT	\$23,033	\$25,400	\$27,290	\$0	-\$27,290
GROUP INSURANCE	\$3,352	\$3,323	\$3,574	\$0	-\$3,574
DISABILITY INSURANCE	\$542	\$666	\$1,408	\$0	-\$1,408
UNEMPLOYMENT INSURANCE	\$0	\$1,220	\$0	\$0	\$0
WORKER'S COMPENSATION	\$7,326	\$9,971	\$8,897	\$0	-\$8,897
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$253	\$250	\$252	\$0	-\$252
HEALTH INSURANCE	\$61,907	\$69,059	\$62,396	\$0	-\$62,396
<b>OTHER BENEFITS TOTAL</b>	<b>\$62,160</b>	<b>\$69,309</b>	<b>\$62,648</b>	<b>\$0</b>	<b>-\$62,648</b>
VRS HEALTH INS CREDIT	\$306	\$248	\$267	\$0	-\$267
<b>PERSONNEL TOTAL</b>	<b>\$416,263</b>	<b>\$439,570</b>	<b>\$446,300</b>	<b>\$0</b>	<b>-\$446,300</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$0	\$105	\$0	\$0	\$0
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$67,676	\$113,295	\$75,000	\$238,000	\$163,000
LANDSCAPING	\$5,820	\$23,997	\$10,000	\$40,000	\$30,000
VEHICLE REPAIRS/MAINT.	\$1,952	\$1,189	\$8,000	\$8,000	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$75,447</b>	<b>\$138,482</b>	<b>\$93,000</b>	<b>\$286,000</b>	<b>\$193,000</b>
PURCHASE SERV OTHER GOVMT					
SANITARY LANDFILL USAGE	\$4,374	\$2,111	\$4,500	\$4,500	\$0
<b>PURCHASE SERV OTHER GOVMT TOTAL</b>	<b>\$4,374</b>	<b>\$2,111</b>	<b>\$4,500</b>	<b>\$4,500</b>	<b>\$0</b>
PURCHASED SERVICES OTHER					
REFUSE SERVICE	\$3,500	\$3,375	\$5,000	\$5,000	\$0
<b>PURCHASED SERVICES OTHER TOTAL</b>	<b>\$3,500</b>	<b>\$3,375</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$83,321</b>	<b>\$144,072</b>	<b>\$102,500</b>	<b>\$295,500</b>	<b>\$193,000</b>

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$0	\$1,520	\$0	\$0	\$0
EQUIPMENT FUND PARTS	\$1,658	\$15,934	\$0	\$0	\$0
EQUIPMENT FUND LABOR	\$7,273	\$15,167	\$0	\$0	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$8,932</b>	<b>\$32,622</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
GROUNDS MAINTENANCE					
GROUNDS LABOR	\$0	\$0	\$0	\$406,300	\$406,300
GROUNDS PARTS	\$0	\$0	\$0	\$52,600	\$52,600
<b>GROUNDS MAINTENANCE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$458,900</b>	<b>\$458,900</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$8,932</b>	<b>\$32,622</b>	<b>\$0</b>	<b>\$458,900</b>	<b>\$458,900</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$65,213	\$94,798	\$0	\$0	\$0
HEATING SERVICES	\$2,801	\$4,300	\$0	\$0	\$0
<b>UTILITIES TOTAL</b>	<b>\$68,014</b>	<b>\$99,098</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
COMMUNICATIONS					
TELECOMMUNICATIONS	\$2,691	\$2,276	\$3,000	\$3,000	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$2,691</b>	<b>\$2,276</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>
INSURANCE					
PROPERTY INSURANCE	\$15,136	\$14,494	\$17,200	\$17,200	\$0
MOTOR VEHICLE INSURANCE	\$5,240	\$5,028	\$6,300	\$6,300	\$0
<b>INSURANCE TOTAL</b>	<b>\$20,376</b>	<b>\$19,522</b>	<b>\$23,500</b>	<b>\$23,500</b>	<b>\$0</b>
LEASES & RENTALS	\$11,478	\$30,090	\$10,950	\$10,950	\$0
TRAVEL					
MILEAGE & TRANSPORTATION	\$80	\$0	\$0	\$0	\$0
TRAINING & EDUCATION	\$75	\$85	\$0	\$0	\$0
<b>TRAVEL TOTAL</b>	<b>\$155</b>	<b>\$85</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$0	\$85	\$500	\$500	\$0
MISC CHARGES & FEES	\$5	\$0	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$5</b>	<b>\$85</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$0	\$2,458	\$0	\$0	\$0
FOOD & FOOD SERVICE	\$78	\$500	\$500	\$500	\$0
LANDSCAPNG/AGRICULT SUPPL	\$9,782	\$28,509	\$10,000	\$15,000	\$5,000
MEDICAL & LABORATORY	\$231	\$0	\$250	\$250	\$0
LAUNDRY & JANITORIAL	\$10,319	\$4,713	\$7,000	\$7,000	\$0
BLDG REPAIR/MAINTENANCE	\$7,880	\$18,819	\$5,000	\$50,000	\$45,000
VEHICLE & EQUIPMENT FUELS	\$11,063	\$14,128	\$17,000	\$17,000	\$0
VEHICLE/EQUIPMT SUPPLIES	\$2,855	\$4,148	\$9,000	\$9,000	\$0
UNIFORMS & APPAREL	\$1,957	\$5,650	\$4,500	\$4,500	\$0
OTHER OPERATING SUPPLIES	\$7,915	\$22,030	\$10,000	\$10,000	\$0
CHEMICALS	\$289	\$0	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$52,371</b>	<b>\$100,953</b>	<b>\$63,250</b>	<b>\$113,250</b>	<b>\$50,000</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$155,090</b>	<b>\$252,109</b>	<b>\$101,200</b>	<b>\$151,200</b>	<b>\$50,000</b>
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MOTOR VEHICLE & EQUIPMENT	\$37,376	\$0	\$0	\$110,000	\$110,000
<b>REPLACEMENT TOTAL</b>	<b>\$37,376</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$110,000</b>
<b>CAPITAL CHARGES TOTAL</b>	<b>\$37,376</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$110,000</b>
<b>TOTAL</b>	<b>\$700,983</b>	<b>\$868,372</b>	<b>\$650,000</b>	<b>\$1,015,600</b>	<b>\$365,600</b>

Parks Community Recreation Programs - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$21,227	\$5,610	\$35,499	\$38,397	\$2,898
OVERTIME	\$83	\$350	\$0	\$0	\$0
FICA	\$1,633	\$456	\$2,676	\$2,939	\$263
RETIREMENT	\$1,878	\$405	\$3,632	\$4,001	\$369

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
GROUP INSURANCE	\$274	\$53	\$475	\$515	\$40
DISABILITY INSURANCE	\$116	\$21	\$187	\$203	\$16
WORKER'S COMPENSATION	\$13	\$4	\$53	\$29	-\$24
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$17	\$5	\$36	\$36	\$0
HEALTH INSURANCE	\$3,435	\$746	\$7,005	\$7,944	\$939
<b>OTHER BENEFITS TOTAL</b>	<b>\$3,451</b>	<b>\$752</b>	<b>\$7,041</b>	<b>\$7,980</b>	<b>\$939</b>
VRS HEALTH INS CREDIT	\$25	\$4	\$37	\$36	-\$1
<b>PERSONNEL TOTAL</b>	<b>\$28,700</b>	<b>\$7,656</b>	<b>\$49,600</b>	<b>\$54,100</b>	<b>\$4,500</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$200	\$0	\$0	\$0	\$0
TEMPORARY HELP					
INSTRUCTORS	\$20,538	\$4,241	\$30,000	\$30,000	\$0
<b>TEMPORARY HELP TOTAL</b>	<b>\$20,538</b>	<b>\$4,241</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$20,738</b>	<b>\$4,241</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
TRAVEL					
MILEAGE & TRANSPORTATION	\$0	\$317	\$0	\$0	\$0
TRAINING & EDUCATION	\$0	\$554	\$0	\$0	\$0
<b>TRAVEL TOTAL</b>	<b>\$0</b>	<b>\$871</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$210	\$0	\$300	\$300	\$0
MISC CHARGES & FEES	\$75	\$0	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$285</b>	<b>\$0</b>	<b>\$300</b>	<b>\$300</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
FOOD & FOOD SERVICE	\$65	\$0	\$200	\$200	\$0
UNIFORMS & APPAREL	\$0	\$149	\$200	\$200	\$0
BOOKS & SUBSCRIPTIONS	\$180	\$360	\$0	\$0	\$0
OTHER OPERATING SUPPLIES	\$856	\$6,732	\$3,000	\$3,000	\$0
ARTS & CRAFTS SUPPLIES	\$229	\$69	\$0	\$0	\$0
AWARDS, PLAQUES, OTHER	\$0	\$0	\$200	\$200	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$1,331</b>	<b>\$7,310</b>	<b>\$3,600</b>	<b>\$3,600</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$1,616</b>	<b>\$8,181</b>	<b>\$3,900</b>	<b>\$3,900</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$51,054</b>	<b>\$20,077</b>	<b>\$83,500</b>	<b>\$88,000</b>	<b>\$4,500</b>

Parks Outdoor Swimming Pool - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
OVERTIME	\$419	\$79	\$0	\$0	\$0
PART-TIME SALARIES	\$57,374	\$63,807	\$122,200	\$147,330	\$25,130
FICA	\$4,466	\$4,896	\$7,519	\$9,665	\$2,146
UNEMPLOYMENT INSURANCE	\$0	\$403	\$0	\$0	\$0
WORKER'S COMPENSATION	\$976	\$1,220	\$1,981	\$1,705	-\$276
<b>PERSONNEL TOTAL</b>	<b>\$63,235</b>	<b>\$70,404</b>	<b>\$131,700</b>	<b>\$158,700</b>	<b>\$27,000</b>
<b>CONTRACTUAL SERVICES</b>					
MAINTENANCE SERVICE	\$87,989	\$103,299	\$47,300	\$47,300	\$0
PRINTING & BINDING	\$0	\$5,407	\$0	\$0	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$87,989</b>	<b>\$108,706</b>	<b>\$47,300</b>	<b>\$47,300</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$13,697	\$13,668	\$13,000	\$13,000	\$0
<b>UTILITIES TOTAL</b>	<b>\$13,697</b>	<b>\$13,668</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$0	\$18	\$0	\$0	\$0
FOOD & FOOD SERVICE	\$317	\$1,612	\$0	\$0	\$0
MEDICAL & LABORATORY	\$160	\$423	\$100	\$100	\$0
LAUNDRY & JANITORIAL	\$1,384	\$1,048	\$1,100	\$1,100	\$0
BLDG REPAIR/MAINTENANCE	\$691	\$1,278	\$5,000	\$5,000	\$0
UNIFORMS & APPAREL	\$1,223	\$2,699	\$2,500	\$2,500	\$0
OTHER OPERATING SUPPLIES	\$8,158	\$22,791	\$10,000	\$10,000	\$0

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
CHEMICALS	\$27,990	\$24,245	\$20,000	\$24,000	\$4,000
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$39,924</b>	<b>\$54,115</b>	<b>\$38,700</b>	<b>\$42,700</b>	<b>\$4,000</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$53,621</b>	<b>\$67,782</b>	<b>\$51,700</b>	<b>\$55,700</b>	<b>\$4,000</b>
<b>TOTAL</b>	<b>\$204,845</b>	<b>\$246,892</b>	<b>\$230,700</b>	<b>\$261,700</b>	<b>\$31,000</b>

Parks Indoor Pool - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$47,301	\$32,134	\$74,586	\$73,237	-\$1,349
OVERTIME	\$471	\$599	\$0	\$0	\$0
PART-TIME SALARIES	\$74,360	\$86,949	\$111,800	\$112,650	\$850
FICA	\$9,342	\$9,139	\$13,981	\$13,315	-\$666
RETIREMENT	\$4,313	\$2,487	\$7,630	\$7,632	\$2
GROUP INSURANCE	\$629	\$324	\$999	\$981	-\$18
DISABILITY INSURANCE	\$257	\$128	\$394	\$387	-\$7
UNEMPLOYMENT INSURANCE	\$0	\$2,524	\$0	\$0	\$0
WORKER'S COMPENSATION	\$2,072	\$2,296	\$3,952	\$2,666	-\$1,286
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$48	\$25	\$72	\$72	\$0
HEALTH INSURANCE	\$878	\$2,863	\$14,010	\$8,594	-\$5,416
<b>OTHER BENEFITS TOTAL</b>	<b>\$926</b>	<b>\$2,887</b>	<b>\$14,082</b>	<b>\$8,666</b>	<b>-\$5,416</b>
VRS HEALTH INS CREDIT	\$57	\$24	\$76	\$66	-\$10
<b>PERSONNEL TOTAL</b>	<b>\$139,729</b>	<b>\$139,490</b>	<b>\$227,500</b>	<b>\$219,600</b>	<b>-\$7,900</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
TRAINING/EDUCATION	\$3,547	\$992	\$3,600	\$3,600	\$0
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$3,547</b>	<b>\$992</b>	<b>\$3,600</b>	<b>\$3,600</b>	<b>\$0</b>
TEMPORARY HELP					
INSTRUCTORS	\$7,874	\$10,500	\$10,000	\$10,000	\$0
<b>TEMPORARY HELP TOTAL</b>	<b>\$7,874</b>	<b>\$10,500</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$43,405	\$33,781	\$40,000	\$40,000	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$43,405</b>	<b>\$33,781</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$54,826</b>	<b>\$45,273</b>	<b>\$53,600</b>	<b>\$53,600</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
TRAVEL					
MILEAGE & TRANSPORTATION	\$445	\$0	\$0	\$0	\$0
TRAINING & EDUCATION	\$936	\$300	\$0	\$0	\$0
<b>TRAVEL TOTAL</b>	<b>\$1,381</b>	<b>\$300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$0	\$0	\$200	\$200	\$0
MISC CHARGES & FEES	\$275	\$0	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$275</b>	<b>\$0</b>	<b>\$200</b>	<b>\$200</b>	<b>\$0</b>
<b>MATERIALS &amp; SUPPLIES</b>					
OFFICE SUPPLIES	\$0	\$26	\$0	\$0	\$0
FOOD & FOOD SERVICE	\$173	\$0	\$200	\$200	\$0
MEDICAL & LABORATORY	\$0	\$353	\$200	\$200	\$0
LAUNDRY & JANITORIAL	\$0	\$169	\$400	\$400	\$0
BLDG REPAIR/MAINTENANCE	\$1,772	\$208	\$3,000	\$3,000	\$0
UNIFORMS & APPAREL	\$1,282	\$810	\$1,800	\$1,800	\$0
BOOKS & SUBSCRIPTIONS	\$2,046	\$330	\$0	\$0	\$0
OTHER OPERATING SUPPLIES	\$5,898	\$2,338	\$8,400	\$8,400	\$0
CHEMICALS	\$11,183	\$1,173	\$7,500	\$7,500	\$0
COMPUTER HARDWARE/SOFTWAR	\$330	\$0	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$22,685</b>	<b>\$5,407</b>	<b>\$21,500</b>	<b>\$21,500</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$24,342</b>	<b>\$5,707</b>	<b>\$21,700</b>	<b>\$21,700</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$218,896</b>	<b>\$190,470</b>	<b>\$302,800</b>	<b>\$294,900</b>	<b>-\$7,900</b>

Parks Facilities Maintenance - Detail Expenditures

	FY 2020 Actual	FY2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$61,287	\$72,573	\$94,029	\$99,524	\$5,495
OVERTIME	\$1,082	\$1,511	\$0	\$2,000	\$2,000
PART-TIME SALARIES & WAGE	\$44,493	\$197	\$0	\$0	\$0
PART-TIME SALARIES	\$89,844	\$81,704	\$14,000	\$14,000	\$0
FICA	\$14,167	\$11,897	\$4,759	\$8,672	\$3,913
RETIREMENT	\$5,520	\$5,675	\$9,619	\$10,371	\$752
GROUP INSURANCE	\$802	\$743	\$1,260	\$1,334	\$74
DISABILITY INSURANCE	\$0	\$62	\$0	\$350	\$350
UNEMPLOYMENT INSURANCE	\$0	\$3,510	\$0	\$0	\$0
WORKER'S COMPENSATION	\$3,018	\$2,820	\$2,416	\$2,838	\$422
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$142	\$99	\$108	\$108	\$0
HEALTH INSURANCE	\$23,709	\$13,887	\$21,015	\$23,832	\$2,817
<b>OTHER BENEFITS TOTAL</b>	<b>\$23,850</b>	<b>\$13,986</b>	<b>\$21,123</b>	<b>\$23,940</b>	<b>\$2,817</b>
VRS HEALTH INS CREDIT	\$73	\$56	\$94	\$70	-\$24
<b>PERSONNEL TOTAL</b>	<b>\$244,136</b>	<b>\$194,734</b>	<b>\$147,300</b>	<b>\$163,100</b>	<b>\$15,800</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$120	\$0	\$0	\$0	\$0
TEMPORARY HELP					
EMPLOYMENT AGENCIES	\$0	\$2,850	\$0	\$0	\$0
<b>TEMPORARY HELP TOTAL</b>	<b>\$0</b>	<b>\$2,850</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$63,296	\$123,488	\$60,000	\$60,000	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$63,296</b>	<b>\$123,488</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$0</b>
PRINTING & BINDING	\$1,060	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$64,476</b>	<b>\$126,338</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$68,077	\$69,271	\$150,375	\$150,375	\$0
HEATING SERVICES	\$23,054	\$29,434	\$35,000	\$35,000	\$0
<b>UTILITIES TOTAL</b>	<b>\$91,131</b>	<b>\$98,706</b>	<b>\$185,375</b>	<b>\$185,375</b>	<b>\$0</b>
COMMUNICATIONS					
TELECOMMUNICATIONS	\$9,281	\$9,826	\$6,325	\$6,325	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$9,281</b>	<b>\$9,826</b>	<b>\$6,325</b>	<b>\$6,325</b>	<b>\$0</b>
INSURANCE					
GENERAL LIABILITY	\$2,741	\$2,937	\$3,900	\$3,900	\$0
<b>INSURANCE TOTAL</b>	<b>\$2,741</b>	<b>\$2,937</b>	<b>\$3,900</b>	<b>\$3,900</b>	<b>\$0</b>
LEASES & RENTALS					
EQUIPMENT	\$94	\$2,439	\$500	\$500	\$0
OFFICE EQUIPMENT	\$569	\$0	\$0	\$0	\$0
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$663</b>	<b>\$2,439</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$0	\$831	\$0	\$0	\$0
TRAINING & EDUCATION	\$0	\$595	\$0	\$0	\$0
<b>TRAVEL TOTAL</b>	<b>\$0</b>	<b>\$1,426</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$0	\$37	\$0	\$0	\$0
FOOD & FOOD SERVICE	\$613	\$660	\$200	\$200	\$0
MEDICAL & LABORATORY	\$174	\$152	\$200	\$200	\$0
LAUNDRY & JANITORIAL	\$14,814	\$11,281	\$13,000	\$13,000	\$0
BLDG REPAIR/MAINTENANCE	\$1,854	\$4,393	\$7,500	\$7,500	\$0
UNIFORMS & APPAREL	\$12	\$633	\$500	\$500	\$0
OTHER OPERATING SUPPLIES	\$5,448	\$21,892	\$10,000	\$10,000	\$0
COMPUTER HARDWARE/SOFTWAR	\$2,489	\$0	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$25,403</b>	<b>\$39,049</b>	<b>\$31,400</b>	<b>\$31,400</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$129,220</b>	<b>\$154,382</b>	<b>\$227,500</b>	<b>\$227,500</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$437,832</b>	<b>\$475,455</b>	<b>\$434,800</b>	<b>\$450,600</b>	<b>\$15,800</b>

Parks Child Care - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$138,510	\$140,722	\$139,636	\$146,640	\$7,004
OVERTIME	\$1,421	\$220	\$0	\$0	\$0
PART-TIME SALARIES	\$52,460	\$35,481	\$69,000	\$108,165	\$39,165
FICA	\$14,548	\$13,301	\$15,765	\$19,186	\$3,421
RETIREMENT	\$12,236	\$13,785	\$14,284	\$15,280	\$996
GROUP INSURANCE	\$1,777	\$1,806	\$1,871	\$1,965	\$94
UNEMPLOYMENT INSURANCE	\$0	\$1,374	\$0	\$0	\$0
WORKER'S COMPENSATION	\$3,236	\$3,223	\$4,336	\$3,386	-\$950
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$110	\$108	\$108	\$108	\$0
HEALTH INSURANCE	\$15,110	\$15,214	\$14,660	\$16,538	\$1,878
<b>OTHER BENEFITS TOTAL</b>	<b>\$15,221</b>	<b>\$15,322</b>	<b>\$14,768</b>	<b>\$16,646</b>	<b>\$1,878</b>
VRS HEALTH INS CREDIT	\$162	\$135	\$140	\$132	-\$8
<b>PERSONNEL TOTAL</b>	<b>\$239,570</b>	<b>\$225,370</b>	<b>\$259,800</b>	<b>\$311,400</b>	<b>\$51,600</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$0	\$152	\$500	\$500	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$0</b>	<b>\$152</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
TRAVEL					
MILEAGE & TRANSPORTATION	\$806	\$581	\$0	\$1,800	\$1,800
TRAINING & EDUCATION	\$2,350	\$620	\$0	\$3,200	\$3,200
<b>TRAVEL TOTAL</b>	<b>\$3,156</b>	<b>\$1,201</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$0	\$120	\$200	\$200	\$0
PARKS & REC ACTIVITIES	\$1,806	\$0	\$4,500	\$6,500	\$2,000
MISC CHARGES & FEES	\$0	\$0	\$100	\$100	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$1,806</b>	<b>\$120</b>	<b>\$4,800</b>	<b>\$6,800</b>	<b>\$2,000</b>
<b>MATERIALS &amp; SUPPLIES</b>					
OFFICE SUPPLIES	\$0	\$41	\$0	\$0	\$0
FOOD & FOOD SERVICE	\$6,086	\$3,603	\$10,000	\$10,000	\$0
MEDICAL & LABORATORY	\$686	\$315	\$300	\$300	\$0
LAUNDRY & JANITORIAL	\$1,268	\$245	\$800	\$1,500	\$700
UNIFORMS & APPAREL	\$1,138	\$1,789	\$2,000	\$2,000	\$0
OTHER OPERATING SUPPLIES	\$4,114	\$2,152	\$7,800	\$7,800	\$0
MERCHANDISE FOR RESALE	\$123	\$0	\$200	\$200	\$0
ARTS & CRAFTS SUPPLIES	\$288	\$945	\$600	\$1,000	\$400
AWARDS, PLAQUES, OTHER	\$45	\$0	\$100	\$100	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$13,747</b>	<b>\$9,091</b>	<b>\$21,800</b>	<b>\$22,900</b>	<b>\$1,100</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$18,709</b>	<b>\$10,412</b>	<b>\$26,600</b>	<b>\$34,700</b>	<b>\$8,100</b>
<b>TOTAL</b>	<b>\$258,280</b>	<b>\$235,933</b>	<b>\$286,900</b>	<b>\$346,600</b>	<b>\$59,700</b>

Parks Athletic Programs - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$88,816	\$90,734	\$91,676	\$101,983	\$10,307
OVERTIME	\$478	\$74	\$0	\$0	\$0
PART-TIME SALARIES	\$11,419	\$6,831	\$19,900	\$29,850	\$9,950
FICA	\$7,198	\$6,954	\$8,037	\$9,466	\$1,429
RETIREMENT	\$8,012	\$9,079	\$9,379	\$10,626	\$1,247
GROUP INSURANCE	\$1,165	\$1,188	\$1,228	\$1,367	\$139
DISABILITY INSURANCE	\$195	\$190	\$208	\$222	\$14
UNEMPLOYMENT INSURANCE	\$0	\$452	\$0	\$0	\$0
WORKER'S COMPENSATION	\$1,712	\$1,979	\$2,305	\$2,567	\$262
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$73	\$73	\$72	\$72	\$0
HEALTH INSURANCE	\$21,821	\$22,599	\$21,804	\$24,456	\$2,652
<b>OTHER BENEFITS TOTAL</b>	<b>\$21,894</b>	<b>\$22,671</b>	<b>\$21,876</b>	<b>\$24,528</b>	<b>\$2,652</b>



	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
VRS HEALTH INS CREDIT	\$106	\$89	\$91	\$92	\$1
<b>PERSONNEL TOTAL</b>	<b>\$140,996</b>	<b>\$140,241</b>	<b>\$154,700</b>	<b>\$180,700</b>	<b>\$26,000</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
TRAINING/EDUCATION	\$30	\$0	\$0	\$0	\$0
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$30</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
TEMPORARY HELP	\$4,534	\$4,647	\$11,500	\$11,500	\$0
PRINTING & BINDING	\$251	\$0	\$4,100	\$4,100	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$4,815</b>	<b>\$4,647</b>	<b>\$15,600</b>	<b>\$15,600</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
TRAVEL					
MILEAGE & TRANSPORTATION	\$1,121	\$331	\$0	\$1,650	\$1,650
TRAINING & EDUCATION	\$1,600	\$1,545	\$0	\$4,150	\$4,150
<b>TRAVEL TOTAL</b>	<b>\$2,721</b>	<b>\$1,876</b>	<b>\$0</b>	<b>\$5,800</b>	<b>\$5,800</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$0	\$0	\$200	\$200	\$0
PARKS & REC ACTIVITIES	\$3,549	\$1,985	\$10,000	\$10,000	\$0
MISC CHARGES & FEES	\$200	\$0	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$3,749</b>	<b>\$1,985</b>	<b>\$10,200</b>	<b>\$10,200</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
FOOD & FOOD SERVICE	\$128	\$15	\$500	\$500	\$0
MEDICAL & LABORATORY	\$0	\$0	\$200	\$200	\$0
UNIFORMS & APPAREL	\$3,467	\$3,137	\$5,000	\$5,000	\$0
OTHER OPERATING SUPPLIES	\$1,858	\$4,176	\$7,500	\$7,500	\$0
AWARDS, PLAQUES, OTHER	\$1,555	\$1,184	\$3,000	\$3,000	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$7,009</b>	<b>\$8,512</b>	<b>\$16,200</b>	<b>\$16,200</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$13,479</b>	<b>\$12,373</b>	<b>\$26,400</b>	<b>\$32,200</b>	<b>\$5,800</b>
<b>TOTAL</b>	<b>\$159,290</b>	<b>\$157,261</b>	<b>\$196,700</b>	<b>\$228,500</b>	<b>\$31,800</b>

Parks Total

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PARKS &amp; RECREATION</b>	<b>\$2,491,173</b>	<b>\$2,606,079</b>	<b>\$2,790,800</b>	<b>\$3,413,800</b>	<b>\$623,000</b>
<b>TOTAL</b>	<b>\$2,491,173</b>	<b>\$2,606,079</b>	<b>\$2,790,800</b>	<b>\$3,413,800</b>	<b>\$623,000</b>



## DESCRIPTION

The Planning Department assists City Council, the Planning Commission, the Board of Architectural Review, other appointed boards and commissions, and the citizens of Winchester in anticipating the future needs and desires of the community and ensures that physical development within the community is consistent with that vision. This assistance includes long-range planning primarily in the form of the Comprehensive Plan that involves inventorying and analyzing existing demographic, economic, environmental, land use, transportation, and community facility patterns and projecting future trends. Staff also conduct current planning (development plan review), transportation planning, and provide information services such as maintaining updated zoning maps and the City's street addressing system.

## STRATEGIC PLAN GOALS

Goals (from 2021 Strategic Plan Goals 2 through 4):

2. Building Winchester - Establish the foundations for a vibrant community by stimulating development of affordable housing and revitalizing catalyst sites.
3. Strengthening Winchester - Foster a safe, healthy community with ample opportunities for recreation and wellness.
4. Moving Winchester - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails and safe streets.

OBJECTIVE 2.3 Promote and partner to trigger redevelopment of Catalyst sites

Publish, distribute, and promote the Comprehensive Plan, updated and subsequently adopted by Council in March of 2022 in order to guide development of Catalyst and other Redevelopment sites called out in Chapter 11 of the Plan. Promote residential infill in the downtown and as a component of mixed land use in key redevelopment areas outside of the downtown

OBJECTIVE 3.3 Work to establish a quality park within a 10-minute walk of every home in Winchester. Identify potential locations for new city parks and/or green spaces and encourage applicants for PUD rezonings to dedicate neighborhood park land.

OBJECTIVE 4.3 Expand biking facilities and make traffic adjustments that improve cyclist safety. Work with NSVRC to implement a bike sharing program in the City.

Objective 4.5 Continue development of the Green Circle Trail. Assist with planning and implementation of the final segments of the Green Circle Trail and other efforts to improve walkability and safe biking in the City.

OTHER DEPARTMENTAL OBJECTIVES:

Ensure continuous gateway improvement within Corridor Enhancement (CE) Districts as called out in the adopted Comprehensive Plan and Strategic Plan.

Promote historic preservation good community design consistent with Historic Winchester District Design Guidelines.

Continue improving information services, including an updated street addressing master list and creation of an electronic site plan archives.

## PERFORMANCE MEASURES

Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
<b>Measures</b>					
Planning Commission meetings, work sessions, retreats	24	24	24	25	22
Site Plan reviews	57	52	48	52	54
Re-zonings, CUP's and text amendments	25	25	38	31	29
Corridor enhancement reviews	59	76	64	92	89

## STAFFING SUMMARY

### Planning

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Planning	3.00	3.00	2.50	3.00	3.00
<b>FTE AMOUNT</b>	<b>3.00</b>	<b>3.00</b>	<b>2.50</b>	<b>3.00</b>	<b>3.00</b>

## EXPENDITURES

### Planning - Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$260,778	\$248,885	\$277,300	\$299,000	\$21,700
<b>CONTRACTUAL SERVICES</b>	\$12,920	\$9,557	\$10,200	\$9,000	-\$1,200
<b>OTHER CHARGES</b>	\$4,522	\$2,850	\$3,400	\$4,300	\$900
<b>TOTAL</b>	<b>\$278,220</b>	<b>\$261,292</b>	<b>\$290,900</b>	<b>\$312,300</b>	<b>\$21,400</b>

### Planning - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$193,640	\$182,036	\$202,981	\$219,187	\$16,206
OVERTIME	\$2,098	\$1,705	\$500	\$500	\$0
PART-TIME SALARIES	\$4,410	\$0	\$0	\$0	\$0
FICA	\$15,265	\$13,520	\$13,935	\$14,575	\$640
RETIREMENT	\$17,601	\$18,481	\$20,765	\$22,691	\$1,926
GROUP INSURANCE	\$2,561	\$2,417	\$2,720	\$2,937	\$217

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
DISABILITY INSURANCE	\$466	\$379	\$502	\$530	\$28
WORKER'S COMPENSATION	\$121	\$133	\$156	\$174	\$18
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$109	\$91	\$108	\$108	\$0
HEALTH INSURANCE	\$24,273	\$29,941	\$33,820	\$38,100	\$4,280
OTHER BENEFITS TOTAL	<b>\$24,381</b>	<b>\$30,032</b>	<b>\$33,928</b>	<b>\$38,208</b>	<b>\$4,280</b>
VRS HEALTH INS CREDIT	\$233	\$180	\$1,813	\$197	-\$1,616
PERSONNEL TOTAL	<b>\$260,778</b>	<b>\$248,885</b>	<b>\$277,300</b>	<b>\$299,000</b>	<b>\$21,700</b>
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
MANAGEMENT CONSULTING	\$7,936	\$1,984	\$4,000	\$2,600	-\$1,400
OTHER PROFESSIONAL SERV	\$0	\$1,000	\$0	\$0	\$0
PROFESSIONAL SERVICES TOTAL	<b>\$7,936</b>	<b>\$2,984</b>	<b>\$4,000</b>	<b>\$2,600</b>	<b>-\$1,400</b>
PRINTING & BINDING	\$165	\$633	\$600	\$600	\$0
ADVERTISING	\$4,819	\$5,940	\$5,600	\$5,800	\$200
CONTRACTUAL SERVICES TOTAL	<b>\$12,920</b>	<b>\$9,557</b>	<b>\$10,200</b>	<b>\$9,000</b>	<b>-\$1,200</b>
OTHER CHARGES					
COMMUNICATIONS					
POSTAL SERVICES	\$116	\$129	\$300	\$300	\$0
COMMUNICATIONS TOTAL	<b>\$116</b>	<b>\$129</b>	<b>\$300</b>	<b>\$300</b>	<b>\$0</b>
LEASES & RENTALS					
OFFICE EQUIPMENT	\$807	\$1,514	\$600	\$500	-\$100
LEASES & RENTALS TOTAL	<b>\$807</b>	<b>\$1,514</b>	<b>\$600</b>	<b>\$500</b>	<b>-\$100</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$596	\$0	\$0	\$300	\$300
TRAINING & EDUCATION	\$1,090	\$0	\$0	\$600	\$600
TRAVEL TOTAL	<b>\$1,686</b>	<b>\$0</b>	<b>\$0</b>	<b>\$900</b>	<b>\$900</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$1,239	\$787	\$1,200	\$1,200	\$0
MISC CHARGES & FEES	\$0	\$0	\$100	\$100	\$0
MISCELLANEOUS TOTAL	<b>\$1,239</b>	<b>\$787</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$181	\$274	\$300	\$300	\$0
FOOD & FOOD SERVICE	\$0	\$0	\$400	\$400	\$0
OTHER OPERATING SUPPLIES	\$493	\$147	\$500	\$600	\$100
MATERIALS & SUPPLIES TOTAL	<b>\$674</b>	<b>\$420</b>	<b>\$1,200</b>	<b>\$1,300</b>	<b>\$100</b>
OTHER CHARGES TOTAL	<b>\$4,522</b>	<b>\$2,850</b>	<b>\$3,400</b>	<b>\$4,300</b>	<b>\$900</b>
TOTAL	<b>\$278,220</b>	<b>\$261,292</b>	<b>\$290,900</b>	<b>\$312,300</b>	<b>\$21,400</b>

# REDEVELOPMENT AND HOUSING (CDBG)

FY 2023 ANNUAL BUDGET

## DESCRIPTION

Staff within the City Manager's Office manages the City's Community Development Block Grant program and is responsible for advertising, regulating and administering any CDBG funds that are awarded to the City by the federal government. Staff makes certain that all funding applications and or projects are in compliance with HUD guidelines and objectives and awards funding accordingly. Staff also monitors the progress of CDBG projects as they are completed.

## STRATEGIC PLAN GOALS

Goal:

To develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. (Strategic Plan Goal 2)

Objectives:

- Aid in the prevention or elimination of slums or blight.
- Provide a suitable living environment.
- Expand economic opportunities.

## EXPENDITURES

### CDBG - Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$29,540	\$23,095	\$23,000	\$24,300	\$1,300
<b>CONTRACTUAL SERVICES</b>	\$515	\$7,933	\$600	\$200,600	\$200,000
<b>TOTAL</b>	<b>\$30,054</b>	<b>\$31,028</b>	<b>\$23,600</b>	<b>\$224,900</b>	<b>\$201,300</b>

### CDBG - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$22,212	\$17,767	\$17,739	\$18,637	\$898
OVERTIME	\$0	\$1	\$0	\$0	\$0
FICA	\$1,638	\$1,349	\$1,319	\$1,445	\$126

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
RETIREMENT	\$2,007	\$1,595	\$1,815	\$1,942	\$127
GROUP INSURANCE	\$291	\$207	\$238	\$250	\$12
DISABILITY INSURANCE	\$0	\$75	\$94	\$0	-\$94
WORKER'S COMPENSATION	\$13	\$13	\$18	\$14	-\$4
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$10	\$9	\$9	\$9	\$0
HEALTH INSURANCE	\$3,341	\$2,063	\$1,751	\$1,986	\$235
OTHER BENEFITS TOTAL	<b>\$3,351</b>	<b>\$2,072</b>	<b>\$1,760</b>	<b>\$1,995</b>	<b>\$235</b>
VRS HEALTH INS CREDIT	\$27	\$15	\$17	\$17	\$0
PERSONNEL TOTAL	<b>\$29,540</b>	<b>\$23,095</b>	<b>\$23,000</b>	<b>\$24,300</b>	<b>\$1,300</b>
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES	\$0	\$0	\$0	\$200,000	\$200,000
ADVERTISING	\$515	\$7,933	\$600	\$600	\$0
CONTRACTUAL SERVICES TOTAL	<b>\$515</b>	<b>\$7,933</b>	<b>\$600</b>	<b>\$200,600</b>	<b>\$200,000</b>
TOTAL	<b>\$30,054</b>	<b>\$31,028</b>	<b>\$23,600</b>	<b>\$224,900</b>	<b>\$201,300</b>



## DESCRIPTION

The Zoning Department is dedicated to administering the Zoning Ordinance and associated laws of the Commonwealth of Virginia and the City of Winchester, in a courteous, responsive, and professional manner, contributing to the overall sustainability, health, safety and well-being of the citizens. This includes working closely with City Council, the Board of Zoning Appeals, Planning Commission, and other appointed boards and commissions, the citizens of Winchester and the development community to enhance the quality of life of the City of Winchester.

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goal 2):

- Provide a development environment which is transparent, consistent, fair, timely and equitable for all customers (residents, homeowners, contractors, design professionals, developers, etc.).
- Encourage development that provides a range of housing choices.
- Continue promoting redevelopment/development of previously identified catalyst sites as well as redevelopment sites and areas identified in the Strategic Plan.
- Implement a strategy to improve customer service levels resulting in faster and more streamlined permit approvals, answering of citizen inquires, and resolving zoning violations.

Objectives:

- Update Zoning Ordinance to match Comprehensive Plan, Strategic Plan, and Code of Virginia
- Increase proactive enforcement by conducting walking tours, door-to-door visits, neighborhood civic group meetings, and inspection checklists.
- Update website and improve public awareness, including updating forms and create development guides to make new development and redevelopment projects easier to understand and complete.

## STAFFING SUMMARY

### Zoning

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Zoning	2.50	2.50	2.00	2.50	2.50
<b>FTE AMOUNT</b>	<b>2.50</b>	<b>2.50</b>	<b>2.00</b>	<b>2.50</b>	<b>2.50</b>



# EXPENDITURES

## Zoning - Summary Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$204,302	\$189,825	\$195,500	\$192,100	-\$3,400
<b>CONTRACTUAL SERVICES</b>	\$8,558	\$10,294	\$2,000	\$11,900	\$9,900
<b>INTERNAL SERVICES</b>	\$1,632	\$762	\$2,400	\$1,450	-\$950
<b>OTHER CHARGES</b>	\$8,201	\$3,923	\$5,500	\$5,850	\$350
<b>TOTAL</b>	<b>\$222,692</b>	<b>\$204,803</b>	<b>\$205,400</b>	<b>\$211,300</b>	<b>\$5,900</b>

## Zoning - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$150,370	\$126,866	\$146,186	\$142,254	-\$3,932
OVERTIME	\$1,891	\$892	\$200	\$200	\$0
PART-TIME SALARIES	\$5,871	\$20,010	\$0	\$0	\$0
FICA	\$11,301	\$10,919	\$10,793	\$10,942	\$149
RETIREMENT	\$11,624	\$12,833	\$14,955	\$14,823	-\$132
GROUP INSURANCE	\$1,688	\$1,681	\$1,959	\$1,906	-\$53
DISABILITY INSURANCE	\$292	\$384	\$495	\$495	\$0
WORKER'S COMPENSATION	\$92	\$107	\$112	\$113	\$1
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$82	\$73	\$90	\$90	\$0
HEALTH INSURANCE	\$20,936	\$15,935	\$18,952	\$21,134	\$2,182
<b>OTHER BENEFITS TOTAL</b>	<b>\$21,018</b>	<b>\$16,008</b>	<b>\$19,042</b>	<b>\$21,224</b>	<b>\$2,182</b>
VRS HEALTH INS CREDIT	\$154	\$125	\$1,758	\$142	-\$1,616
<b>PERSONNEL TOTAL</b>	<b>\$204,302</b>	<b>\$189,825</b>	<b>\$195,500</b>	<b>\$192,100</b>	<b>-\$3,400</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$3	\$9,150	\$0	\$10,000	\$10,000
TEMPORARY HELP	\$6,919	\$0	\$0	\$0	\$0
PRINTING & BINDING	\$292	\$70	\$500	\$400	-\$100
ADVERTISING	\$1,344	\$1,074	\$1,500	\$1,500	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$8,558</b>	<b>\$10,294</b>	<b>\$2,000</b>	<b>\$11,900</b>	<b>\$9,900</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$339	\$0	\$800	\$500	-\$300
EQUIPMENT FUND PARTS	\$249	\$182	\$600	\$300	-\$300
EQUIPMENT FUND LABOR	\$1,044	\$580	\$1,000	\$650	-\$350
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$1,632</b>	<b>\$762</b>	<b>\$2,400</b>	<b>\$1,450</b>	<b>-\$950</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$1,632</b>	<b>\$762</b>	<b>\$2,400</b>	<b>\$1,450</b>	<b>-\$950</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$130	\$728	\$550	\$550	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$130</b>	<b>\$728</b>	<b>\$550</b>	<b>\$550</b>	<b>\$0</b>
INSURANCE					
MOTOR VEHICLE INSURANCE	\$587	\$888	\$700	\$950	\$250
<b>INSURANCE TOTAL</b>	<b>\$587</b>	<b>\$888</b>	<b>\$700</b>	<b>\$950</b>	<b>\$250</b>
LEASES & RENTALS					
OFFICE EQUIPMENT	\$1,614	\$1,514	\$1,300	\$1,600	\$300
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$1,614</b>	<b>\$1,514</b>	<b>\$1,300</b>	<b>\$1,600</b>	<b>\$300</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$1,102	\$0	\$0	\$0	\$0
TRAINING & EDUCATION	\$2,737	\$160	\$0	\$0	\$0
<b>TRAVEL TOTAL</b>	<b>\$3,839</b>	<b>\$160</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$300	\$300	\$800	\$800	\$0
COURT FILING FEES	\$0	\$0	\$50	\$0	-\$50
<b>MISCELLANEOUS TOTAL</b>	<b>\$300</b>	<b>\$300</b>	<b>\$850</b>	<b>\$800</b>	<b>-\$50</b>

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$321	\$0	\$800	\$700	-\$100
VEHICLE & EQUIPMENT FUELS	\$0	\$0	\$50	\$0	-\$50
UNIFORMS & APPAREL	\$0	\$0	\$100	\$100	\$0
BOOKS & SUBSCRIPTIONS	\$0	\$0	\$150	\$150	\$0
OTHER OPERATING SUPPLIES	\$1,411	\$333	\$1,000	\$1,000	\$0
MATERIALS & SUPPLIES TOTAL	<b>\$1,732</b>	<b>\$333</b>	<b>\$2,100</b>	<b>\$1,950</b>	<b>-\$150</b>
OTHER CHARGES TOTAL	<b>\$8,201</b>	<b>\$3,923</b>	<b>\$5,500</b>	<b>\$5,850</b>	<b>\$350</b>
TOTAL	<b>\$222,692</b>	<b>\$204,803</b>	<b>\$205,400</b>	<b>\$211,300</b>	<b>\$5,900</b>



## DESCRIPTION

The Development Services Department continues to focus on redevelopment efforts in Old Town and on several large catalyst sites in the City but is also initiating a robust business retention and expansion program, facilitating and supporting workforce development activities, and promoting the city's assets for new business growth.

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goal 2):

- Encourage sustainable economic growth and partnerships through business and workforce development
  - Promote and accelerate revitalization of catalyst sites and other areas throughout the city
- Objectives:
- Focus on the expansion and retention of Winchester Business.
  - Promote redevelopment of Winchester's catalyst sites.
  - Assist with workforce development efforts, providing access to resources that guide employers in their workforce training needs and potential employees in labor skill development.
  - Recruit and attract new business to the City.
  - Provide business incentive awards to small businesses in the City.

Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
<b>Measures</b>					
Unemployment Rate	2.8%	2.5%	4.9%	2.6%	2.5%
Combined Commercial Vacancy Rate	4.4%	4.7%	3.5%	6.6%	3.5%
Number of Business Incentives Awarded	6	11	127*	1	5
Dollar Amount of Business Incentives Awarded or Leveraged	\$58,703	\$340,872.90	668,111.79*	\$250,000	\$250,000
Dollar Amount Capital Investment Leveraged	\$1,900.00	\$145,000	N/A	N/A	\$600,000

\* Includes CARES Act Funds

## STAFFING SUMMARY

Development Services

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Development Services	3.00	5.00	5.00	5.00	5.00
<b>FTE AMOUNT</b>	<b>3.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

# EXPENDITURES

## Development Services - Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$422,511	\$333,131	\$362,800	\$404,500	\$41,700
<b>CONTRACTUAL SERVICES</b>	\$46,042	\$77,890	\$42,800	\$57,800	\$15,000
<b>OTHER CHARGES</b>	\$24,314	\$1,267,187	\$273,900	\$84,200	-\$189,700
<b>TOTAL</b>	<b>\$492,866</b>	<b>\$1,678,208</b>	<b>\$679,500</b>	<b>\$546,500</b>	<b>-\$133,000</b>

## Development Services - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$315,136	\$248,689	\$273,839	\$291,867	\$18,028
OVERTIME	\$353	\$129	\$100	\$100	\$0
PART-TIME SALARIES	\$0	\$0	\$0	\$15,000	\$15,000
FICA	\$23,342	\$18,600	\$19,344	\$21,024	\$1,680
RETIREMENT	\$28,170	\$24,732	\$27,969	\$30,068	\$2,099
GROUP INSURANCE	\$4,105	\$3,232	\$3,664	\$3,911	\$247
DISABILITY INSURANCE	\$1,170	\$1,195	\$1,445	\$1,541	\$96
WORKER'S COMPENSATION	\$189	\$179	\$208	\$239	\$31
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$167	\$131	\$144	\$144	\$0
HEALTH INSURANCE	\$49,504	\$36,004	\$35,814	\$40,344	\$4,530
<b>OTHER BENEFITS TOTAL</b>	<b>\$49,671</b>	<b>\$36,135</b>	<b>\$35,958</b>	<b>\$40,488</b>	<b>\$4,530</b>
VRS HEALTH INS CREDIT	\$374	\$241	\$273	\$263	-\$10
<b>PERSONNEL TOTAL</b>	<b>\$422,511</b>	<b>\$333,131</b>	<b>\$362,800</b>	<b>\$404,500</b>	<b>\$41,700</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$46,042	\$77,800	\$42,500	\$57,500	\$15,000
PRINTING & BINDING	\$0	\$90	\$200	\$200	\$0
ADVERTISING	\$0	\$0	\$100	\$100	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$46,042</b>	<b>\$77,890</b>	<b>\$42,800</b>	<b>\$57,800</b>	<b>\$15,000</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$756	\$347	\$400	\$400	\$0
TELECOMMUNICATIONS	\$73	\$0	\$0	\$0	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$829</b>	<b>\$347</b>	<b>\$400</b>	<b>\$400</b>	<b>\$0</b>
LEASES & RENTALS	\$0	\$1,116	\$0	\$0	\$0
TRAVEL					
MILEAGE & TRANSPORTATION	\$716	\$0	\$1,500	\$1,500	\$0
TRAINING & EDUCATION	\$2,260	\$665	\$5,000	\$3,000	-\$2,000
<b>TRAVEL TOTAL</b>	<b>\$2,975</b>	<b>\$665</b>	<b>\$6,500</b>	<b>\$4,500</b>	<b>-\$2,000</b>
CONTRIBUTION OTHER ENTITY					
BUSINESS DEVELOPMENT GRAN	\$0	\$93,980	\$75,000	\$75,000	\$0
OTHER PYMTS/CONTRIBUTIONS	\$17,500	\$1,168,239	\$188,000	\$0	-\$188,000
<b>CONTRIBUTION OTHER ENTITY TOTAL</b>	<b>\$17,500</b>	<b>\$1,262,218</b>	<b>\$263,000</b>	<b>\$75,000</b>	<b>-\$188,000</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$1,730	\$1,605	\$1,500	\$1,800	\$300
MISC CHARGES & FEES	\$0	\$0	\$100	\$100	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$1,730</b>	<b>\$1,605</b>	<b>\$1,600</b>	<b>\$1,900</b>	<b>\$300</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$76	\$593	\$1,000	\$1,000	\$0
FOOD & FOOD SERVICE	\$465	\$88	\$400	\$400	\$0
BLDG REPAIR/MAINTENANCE	\$80	\$0	\$0	\$0	\$0
VEHICLE & EQUIPMENT FUELS	\$38	\$0	\$0	\$0	\$0
BOOKS & SUBSCRIPTIONS	\$0	\$18	\$0	\$0	\$0
OTHER OPERATING SUPPLIES	\$620	\$536	\$1,000	\$1,000	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$1,280</b>	<b>\$1,236</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$24,314</b>	<b>\$1,267,187</b>	<b>\$273,900</b>	<b>\$84,200</b>	<b>-\$189,700</b>
<b>TOTAL</b>	<b>\$492,866</b>	<b>\$1,678,208</b>	<b>\$679,500</b>	<b>\$546,500</b>	<b>-\$133,000</b>



## DESCRIPTION

In July 2019, The Economic Development Department restructured and absorbed the Old Town Winchester Office, creating in its place the Arts & Vitality office. The new division identifies, organizes and supports local art groups and cultural nonprofits; advocates for public art in the City of Winchester; seeks resources and opportunities for local artists and foster community partnerships; and provides oversight on event planning and community programming. The mission of the department is to foster a vibrant community and sense of identity through advocacy and creation of public art, events programming, and support for a thriving and communicative downtown environment. The Department works with the Old Town Advancement Commission (OTAC). OTAC is an advisory board which advises the Common Council and OTW on the expenditure of funds set aside through a special assessment on properties within the commercial historic district. The office assists with the management and permitting for the primary and secondary Old Town assessment districts. The Arts & Vitality office, with the assistance and advisement of OTAC, is responsible to the Common Council for overseeing the improvement, maintenance, development, planning, and promotion of Old Town Winchester. OTAC is also a Virginia Main Street affiliate and ensures Winchester maintains its status as a nationally affiliated Main Street community.

The Board, appointed by the Winchester Common Council, is made up of 11 members representing downtown property owners, business owners, residents, Shenandoah University, and the City of Winchester.

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goal 2):

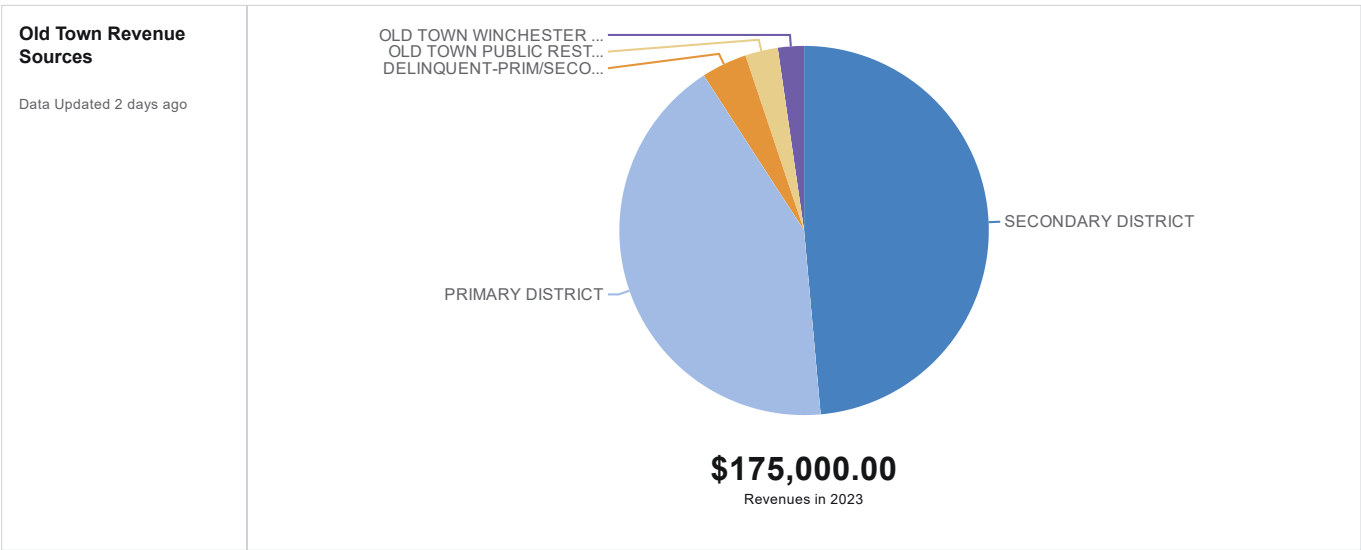
- Encourage appropriate mixed-use and in-fill development, higher density and walkability in order to maximize the use of properties in the district which will attract and retain a dynamic blend of businesses, create residential options, and draw consumers and visitors while encouraging historic preservation.
- Oversee the maintenance and development and overall physical appearance of the downtown.
- Promote opportunities for hosting special events, activities and retail promotions in Old Town that are appealing to professionals, residents and visitors.

Objectives:

- Add new events in the downtown to increase activity within the downtown and direct successful event coordination.
- Participate with Virginia Main Street program and meet National Main Street program requirements.
- Promote the district's assets, brand and events to identified target markets using a variety of communication and media mechanisms including the oldtownwinchesterva.com website, social media as

well as traditional media outlets.

## FUNDING SOURCES



## EXPENDITURES

### Old Town Winchester - Summary Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
CONTRACTUAL SERVICES	\$207,750	\$163,783	\$239,160	\$104,160	-\$135,000
OTHER CHARGES	\$74,724	\$67,064	\$70,340	\$70,340	\$0
TOTAL	\$282,474	\$230,847	\$309,500	\$174,500	-\$135,000

### Old Town Winchester - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES	\$201,761	\$162,097	\$224,750	\$89,750	-\$135,000
PRINTING & BINDING	\$4,021	\$182	\$11,710	\$11,710	\$0
ADVERTISING	\$1,968	\$1,504	\$2,700	\$2,700	\$0
CONTRACTUAL SERVICES TOTAL	\$207,750	\$163,783	\$239,160	\$104,160	-\$135,000
OTHER CHARGES					
COMMUNICATIONS					
POSTAL SERVICES	\$159	\$151	\$455	\$455	\$0
TELECOMMUNICATIONS	\$55	\$109	\$0	\$0	\$0
COMMUNICATIONS TOTAL	\$213	\$260	\$455	\$455	\$0
INSURANCE					
GENERAL LIABILITY	\$283	\$317	\$600	\$600	\$0
INSURANCE TOTAL	\$283	\$317	\$600	\$600	\$0
TRAVEL					
MILEAGE & TRANSPORTATION	\$1,346	\$0	\$600	\$600	\$0
TRAINING & EDUCATION	\$1,530	\$1,533	\$1,600	\$1,600	\$0
TRAVEL TOTAL	\$2,876	\$1,533	\$2,200	\$2,200	\$0
CONTRIBUTION OTHER ENTITY					
VA COMMISSION OF ARTS	\$9,500	\$6,000	\$9,500	\$9,500	\$0
OTHER PYMTS/CONTRIBUTIONS	\$8,500	\$1,500	\$0	\$0	\$0
CONTRIBUTION OTHER ENTITY TOTAL	\$18,000	\$7,500	\$9,500	\$9,500	\$0
MISCELLANEOUS					
DOWNTOWN IMPROV REPAYMENT	\$50,000	\$50,000	\$50,000	\$50,000	\$0
DUES & ASSOC MEMBERSHIPS	\$428	\$375	\$940	\$940	\$0

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
MISC CHARGES & FEES	\$1,119	\$3,735	\$1,750	\$1,750	\$0
MISCELLANEOUS TOTAL	<b>\$51,547</b>	<b>\$54,110</b>	<b>\$52,690</b>	<b>\$52,690</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$114	\$0	\$435	\$435	\$0
FOOD & FOOD SERVICE	\$319	\$0	\$400	\$400	\$0
BOOKS & SUBSCRIPTIONS	\$471	\$928	\$460	\$460	\$0
OTHER OPERATING SUPPLIES	\$902	\$2,415	\$3,600	\$3,600	\$0
MATERIALS & SUPPLIES TOTAL	<b>\$1,805</b>	<b>\$3,343</b>	<b>\$4,895</b>	<b>\$4,895</b>	<b>\$0</b>
OTHER CHARGES TOTAL	<b>\$74,724</b>	<b>\$67,064</b>	<b>\$70,340</b>	<b>\$70,340</b>	<b>\$0</b>
TOTAL	<b>\$282,474</b>	<b>\$230,847</b>	<b>\$309,500</b>	<b>\$174,500</b>	<b>-\$135,000</b>



# GEOGRAPHIC INFORMATION SYSTEM (GIS)

FY 2023 ANNUAL BUDGET

## DESCRIPTION

GIS (Geographic Information System) enables the public and all City departments to make data driven decisions by visualizing data on various temporal and spatial scales. GIS strives to engage the public through the use of online applications and services to increase data transparency and sharing. In addition, GIS provides City departments with cartographic services, geospatial analysis, and programming to help employees improve business processes in order to provide the public with the best service possible.

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goal 5):

- Creation of Hub-Initiatives: Allow for community engagement aimed at improving tourism, economic growth, and quality of life for citizens of the City.
- Build the foundation of ArcGIS Portal to enable City personnel to use GIS to perform better services to citizens.
- Continue to develop/enhance GIS data and the business processes used to create it for the implementation of Next Generation 911.

## STAFFING SUMMARY

### GIS

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
GIS	2.00	1.00	1.00	2.00	2.00
<b>FTE AMOUNT</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>

## EXPENDITURES

### GIS - Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$87,631	\$92,866	\$94,500	\$153,500	\$59,000
<b>CONTRACTUAL SERVICES</b>	\$330	\$0	\$12,500	\$12,500	\$0
<b>OTHER CHARGES</b>	\$420	\$0	\$3,600	\$4,200	\$600
<b>TOTAL</b>	<b>\$88,381</b>	<b>\$92,866</b>	<b>\$110,600</b>	<b>\$170,200</b>	<b>\$59,600</b>

**GIS - Detail Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$66,380	\$67,963	\$69,633	\$117,560	\$47,927
FICA	\$5,008	\$4,668	\$4,825	\$8,433	\$3,608
RETIREMENT	\$5,971	\$6,910	\$7,124	\$12,105	\$4,981
GROUP INSURANCE	\$871	\$902	\$933	\$1,575	\$642
DISABILITY INSURANCE	\$358	\$355	\$368	\$621	\$253
WORKER'S COMPENSATION	\$40	\$49	\$53	\$90	\$37
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$37	\$36	\$36	\$72	\$36
HEALTH INSURANCE	\$8,888	\$11,916	\$11,459	\$12,936	\$1,477
OTHER BENEFITS TOTAL	<b>\$8,925</b>	<b>\$11,952</b>	<b>\$11,495</b>	<b>\$13,008</b>	<b>\$1,513</b>
VRS HEALTH INS CREDIT	\$79	\$67	\$69	\$106	\$37
<b>PERSONNEL TOTAL</b>	<b>\$87,631</b>	<b>\$92,866</b>	<b>\$94,500</b>	<b>\$153,500</b>	<b>\$59,000</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$0	\$0	\$10,000	\$10,000	\$0
MAINTENANCE SERVICE					
COMPUTER HARDWARE/SOFTWAR	\$330	\$0	\$2,500	\$2,500	\$0
MAINTENANCE SERVICE TOTAL	<b>\$330</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$330</b>	<b>\$0</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
TRAVEL					
MILEAGE & TRANSPORTATION	\$0	\$0	\$0	\$100	\$100
TRAINING & EDUCATION	\$335	\$0	\$0	\$300	\$300
TRAVEL TOTAL	<b>\$335</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400</b>	<b>\$400</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$0	\$0	\$100	\$300	\$200
MISCELLANEOUS TOTAL	<b>\$0</b>	<b>\$0</b>	<b>\$100</b>	<b>\$300</b>	<b>\$200</b>
MATERIALS & SUPPLIES					
OTHER OPERATING SUPPLIES	\$85	\$0	\$3,500	\$3,500	\$0
MATERIALS & SUPPLIES TOTAL	<b>\$85</b>	<b>\$0</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$420</b>	<b>\$0</b>	<b>\$3,600</b>	<b>\$4,200</b>	<b>\$600</b>
<b>TOTAL</b>	<b>\$88,381</b>	<b>\$92,866</b>	<b>\$110,600</b>	<b>\$170,200</b>	<b>\$59,600</b>



## DESCRIPTION

Regional Agencies are funded through appropriations from the City's General Fund. These agencies provide cost-effective services to the citizens of Winchester by cooperatively combining resources with other local governments or agencies. City funding is typically based on City overall population estimates or is allocated based on the number of City residents using the service or facility. Funding can also be Federal, or State mandated for some of the agencies.

## EXPENDITURES

### Regional Agencies - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>OTHER CHARGES</b>					
CONTRIBUTION OTHER ENTITY					
STATE HEALTH DEPT	\$338,199	\$355,160	\$349,802	\$369,998	\$20,196
NRJDC OPERATING	\$432,623	\$452,604	\$470,635	\$469,697	-\$938
NW COMMUNITY SERVICES	\$245,092	\$245,092	\$251,219	\$263,780	\$12,561
LORD FAIRFAX EMS COUNCIL	\$10,005	\$10,005	\$11,005	\$11,005	\$0
SPCA	\$150,000	\$240,000	\$280,000	\$320,000	\$40,000
SUBSTANCE ABUSE COALITION	\$60,000	\$60,000	\$90,000	\$60,000	-\$30,000
NW REG ADULT DET CENTER	\$4,790,840	\$4,872,834	\$4,999,202	\$5,626,066	\$626,864
HANDLEY REGIONAL LIBRARY	\$419,020	\$419,020	\$428,041	\$430,500	\$2,459
WINC REGIONAL AIRPORT	\$39,271	\$29,962	\$22,104	\$18,750	-\$3,354
REGIONAL AIRPORT CAPITAL	\$22,554	\$49,834	\$123,557	\$126,367	\$2,810
COMMUNITY COLLEGE-OPERATE	\$65,310	\$64,746	\$60,738	\$62,126	\$1,388
NSV REGIONAL COMMISSION	\$25,374	\$26,140	\$26,207	\$26,152	-\$55
TIMBROOK ACHIEVEMENT CNTR	\$0	\$12,061	\$0	\$120,000	\$120,000
WIN-FRED METRO PLAN ORGAN	\$24,789	\$17,966	\$27,000	\$27,000	\$0
<b>CONTRIBUTION OTHER ENTITY TOTAL</b>	<b>\$6,623,077</b>	<b>\$6,855,425</b>	<b>\$7,139,510</b>	<b>\$7,931,441</b>	<b>\$791,931</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$6,623,077</b>	<b>\$6,855,425</b>	<b>\$7,139,510</b>	<b>\$7,931,441</b>	<b>\$791,931</b>
<b>TOTAL</b>	<b>\$6,623,077</b>	<b>\$6,855,425</b>	<b>\$7,139,510</b>	<b>\$7,931,441</b>	<b>\$791,931</b>



## EXPENDITURES

### Other - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CONTRACTUAL SERVICES</b>					
PURCHASE SERV OTHER GOVMT					
CONTRACTED PARKING	\$186,310	\$182,750	\$189,273	\$196,999	\$7,726
PURCHASE SERV OTHER GOVMT TOTAL	<b>\$186,310</b>	<b>\$182,750</b>	<b>\$189,273</b>	<b>\$196,999</b>	<b>\$7,726</b>
CONTRACTUAL SERVICES TOTAL	<b>\$186,310</b>	<b>\$182,750</b>	<b>\$189,273</b>	<b>\$196,999</b>	<b>\$7,726</b>
<b>OTHER CHARGES</b>					
CONTRIBUTION OTHER ENTITY					
HISTORICAL SOCIETY	\$94,000	\$94,000	\$94,000	\$124,000	\$30,000
CONTRIBUTION OTHER ENTITY TOTAL	<b>\$94,000</b>	<b>\$94,000</b>	<b>\$94,000</b>	<b>\$124,000</b>	<b>\$30,000</b>
OTHER CHARGES TOTAL	<b>\$94,000</b>	<b>\$94,000</b>	<b>\$94,000</b>	<b>\$124,000</b>	<b>\$30,000</b>
<b>TOTAL</b>	<b>\$280,310</b>	<b>\$276,750</b>	<b>\$283,273</b>	<b>\$320,999</b>	<b>\$37,726</b>

### Transfers - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>TRANSFERS OUT</b>					
FUND TRANSFERS					
BUS SERVICE FUND	\$256,000	\$115,180	\$0	\$146,500	\$146,500
SOCIAL SERVICE FUND	\$1,766,500	\$1,656,254	\$1,872,340	\$2,039,408	\$167,068
COMMUNITY SERV POOL FUND	\$1,512,932	\$1,579,147	\$1,514,700	\$1,479,250	-\$35,450
SCHOOLS OPERATING FUND	\$28,881,997	\$27,935,001	\$31,039,102	\$32,039,102	\$1,000,000
CITY CIP FUND	\$2,438,900	\$2,304,917	\$0	\$1,270,000	\$1,270,000
SCHOOL CONSTRUCTION	\$1,425,479	\$1,957,105	\$0	\$0	\$0
NSV TOURISM	\$150,500	\$150,500	\$150,500	\$150,500	\$0
HIGHWAY MAINTENANCE FUND	\$742,689	\$0	\$0	\$105,000	\$105,000
FUND TRANSFERS TOTAL	<b>\$37,174,996</b>	<b>\$35,698,104</b>	<b>\$34,576,642</b>	<b>\$37,229,760</b>	<b>\$2,653,118</b>
TRANSFERS OUT TOTAL	<b>\$37,174,996</b>	<b>\$35,698,104</b>	<b>\$34,576,642</b>	<b>\$37,229,760</b>	<b>\$2,653,118</b>
<b>TOTAL</b>	<b>\$37,174,996</b>	<b>\$35,698,104</b>	<b>\$34,576,642</b>	<b>\$37,229,760</b>	<b>\$2,653,118</b>

### Debt - Detail Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>DEBT</b>					
DEBT SERVICE					
REDEMP OF PRIN - BONDS	\$1,995,077	\$1,696,840	\$1,766,400	\$2,333,500	\$567,100
HUD 108 LOAN PRINCIPAL	\$300,000	\$200,000	\$200,000	\$0	-\$200,000
INTEREST - BONDS	\$826,884	\$936,484	\$1,036,200	\$1,325,100	\$288,900
BOND ISSUANCE COSTS	\$12,090	\$136,634	\$0	\$0	\$0
DEPOSIT WITH ESCROW AGENT	\$0	\$12,271,534	\$0	\$0	\$0

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
HUD108 LOAN INTEREST	\$17,724	\$2,471	\$2,600	\$0	-\$2,600
PAYING AGENT FEES	\$750	\$2,100	\$1,500	\$1,500	\$0
REDEMP OF PRIN - SCHOOLS	\$5,746,525	\$6,278,140	\$6,775,300	\$7,320,500	\$545,200
INTEREST - SCHOOL BONDS	\$2,311,008	\$2,549,740	\$1,840,900	\$1,574,400	-\$266,500
<b>DEBT SERVICE TOTAL</b>	<b>\$11,210,059</b>	<b>\$24,073,942</b>	<b>\$11,622,900</b>	<b>\$12,555,000</b>	<b>\$932,100</b>
<b>DEBT TOTAL</b>	<b>\$11,210,059</b>	<b>\$24,073,942</b>	<b>\$11,622,900</b>	<b>\$12,555,000</b>	<b>\$932,100</b>
<b>TOTAL</b>	<b>\$11,210,059</b>	<b>\$24,073,942</b>	<b>\$11,622,900</b>	<b>\$12,555,000</b>	<b>\$932,100</b>



## DESCRIPTION

The Winchester Department of Social Services is one of one hundred twenty local departments of social services in the Commonwealth. Public Social Services in the Commonwealth is a locally administered, state supervised program financed by federal, state and local funds. The Department is composed of sixty full-time employees and one part-time employee. Winchester Social Services provides a broad range of temporary assistance and social service programs in accordance with state and federal laws and regulations. The Department has two primary objectives, family strengthening and income stability and self-sufficiency. Programs provided by the Winchester Department of Social Services include Medicaid, Temporary Assistance to Needy Families (TANF), Supplemental Nutritional Assistance Program (SNAP), Virginia Initiative for Employment Not Welfare (VIEW), Child Care Subsidy Program, Low Income Home Energy Assistance Program (LIHEAP), Foster Care, Adult Protective Services, Adult Services, and Child Protective Services. The Department also administers the Virginia Housing Development Authority Housing Choice Voucher Program. The Department operates on call services 24 hours a day, 365 days a year for Child and Adult Protective Service emergencies.

Mission: People helping people triumph over poverty, abuse and neglect to shape strong futures for themselves, their families and communities.

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goal 3):

- Collaborate with community groups, organizations and agencies to promote a system of care network for at risk children, youth and families.
- Promote and enhance workforce development opportunities and activities for low income and disabled citizens.
- Provide increased focus on self-sufficiency and family strengthening programming in the provision of core mandated services.
- Continue agency transition from income support programs toward self-sufficiency and family strengthening programs.
- Promote collaborative investigations and prosecutions through the Multidisciplinary Team and Child Advocacy Center (CAC) to ensure the protection and safety of children and that appropriate criminal convictions are upheld.
- Maintain Community Planning and Management Team (CPMT) commitment to provide child-centered, family-focused, strength based and community based services.
- Utilization of a System of Care Philosophy in Child Welfare Programming.
- Promote a Kinship-First agency culture.
- Utilization of innovation and technology to create increased access to services and enhance customer service.

#### Objectives:

- Maintain current support programs to help stabilize families during periods of unemployment or re-training.
- Help secure a more reliable workforce by providing day care assistance, transportation assistance, life skills training, resource development, and job coaching to at-risk workers entering the workforce.
- Support and promote workforce training/development and educational programs, opportunities and initiatives to City residents.
- Develop and support public-private partnerships that support workforce development opportunities.
- Assure Housing Choice Voucher Program (HCVP) assisted units meet the City of Winchester's Rental Housing Inspection Ordinance requirements and VHDA's Housing Quality Standards.
- Maintain a cadre of certified forensic interviewers among Child Protective Services (CPS) staff who will partner with Winchester Police Department (WPD) investigative staff for timely and accurate investigations of child abuse or neglect.
- Provide truancy prevention programming in collaboration with Winchester Public Schools, Winchester Police Department, Commonwealth's Attorney and Juvenile and Domestic Relations Court
- Provide Family Team Meetings at critical decision points in appropriate child welfare cases to ensure family and natural support engagement, family-centered practice, permanency and safety.
- Utilization of the Winchester Social Services Advisory Board to keep apprised on the social service needs of Winchester citizens.
- Implement succession planning for key Social Services positions.
- Implement staff cross training in select program areas to ensure continuity of services.
- Implement retention strategies in Child Welfare Programming to decrease turnover.
- Promote good stewardship and accountability through increased focus on data collection and performance outcomes.
- Increase staff training and development in the areas of substance abuse and treatment, mental health and child safety planning.

## REVENUE AND EXPENDITURE SUMMARY

#### Revenue by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>	\$6	\$510	\$0	\$0	\$0
<b>State</b>	\$3,747,651	\$4,025,881	\$3,889,082	\$4,588,499	\$699,417
<b>Federal</b>	\$3,037,357	\$3,172,280	\$3,512,878	\$3,904,843	\$391,965
<b>Other Financing Sources</b>	\$3,282,262	\$3,235,401	\$3,387,040	\$3,518,658	\$131,618
<b>TOTAL</b>	<b>\$10,067,276</b>	<b>\$10,434,072</b>	<b>\$10,789,000</b>	<b>\$12,012,000</b>	<b>\$1,223,000</b>

#### Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$3,574,808	\$3,608,948	\$4,201,000	\$4,904,050	\$703,050
<b>CONTRACTUAL SERVICES</b>	\$344,806	\$298,045	\$283,800	\$286,600	\$2,800
<b>INTERNAL SERVICES</b>	\$101,824	\$111,532	\$101,200	\$129,500	\$28,300
<b>OTHER CHARGES</b>	\$6,023,392	\$6,390,524	\$6,178,000	\$6,661,850	\$483,850
<b>CAPITAL CHARGES</b>	\$24,818	\$25,023	\$25,000	\$30,000	\$5,000
<b>TOTAL</b>	<b>\$10,069,648</b>	<b>\$10,434,072</b>	<b>\$10,789,000</b>	<b>\$12,012,000</b>	<b>\$1,223,000</b>

#### Expenditures by Division

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>WELFARE ADMINISTRATION</b>	\$4,271,892	\$4,237,327	\$4,844,450	\$5,385,200	\$540,750
<b>PUBLIC ASSISTANCE</b>	\$1,698,383	\$1,783,187	\$1,969,300	\$2,093,300	\$124,000
<b>HOUSING ASSISTANCE ADMIN</b>	\$162,645	\$174,492	\$170,250	\$187,500	\$17,250
<b>SPECIAL ASSISTANCE</b>	\$3,936,728	\$4,239,066	\$3,805,000	\$4,346,000	\$541,000
<b>TOTAL</b>	<b>\$10,069,648</b>	<b>\$10,434,072</b>	<b>\$10,789,000</b>	<b>\$12,012,000</b>	<b>\$1,223,000</b>



# STAFFING SUMMARY

## FTE by Division

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Housing Assistance	2.00	2.00	2.00	2.00	2.00
Welfare Administration	48.00	51.00	51.00	59.00	61.00
<b>FTE AMOUNT</b>	<b>50.00</b>	<b>53.00</b>	<b>53.00</b>	<b>61.00</b>	<b>63.00</b>

# REVENUE DETAIL

## Revenue Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Miscellaneous Revenue	\$6	\$0	\$0	\$0	\$0
Recovered Costs	\$0	\$510	\$0	\$0	\$0
<b>LOCAL TOTAL</b>	<b>\$6</b>	<b>\$510</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>State</b>					
State Categorical Aid	\$3,747,651	\$4,025,881	\$3,889,082	\$4,588,499	\$699,417
<b>STATE TOTAL</b>	<b>\$3,747,651</b>	<b>\$4,025,881</b>	<b>\$3,889,082</b>	<b>\$4,588,499</b>	<b>\$699,417</b>
<b>Federal</b>					
Federal					
OTHER CATEGORICAL AID					
CARES ACT	\$14,589	\$14,588	\$0	\$0	\$0
<b>OTHER CATEGORICAL AID TOTAL</b>	<b>\$14,589</b>	<b>\$14,588</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>SOCIAL SERVICES</b>					
PUBLIC ASSISTANCE & ADMIN	\$2,844,515	\$2,944,032	\$3,327,378	\$3,549,523	\$222,145
EARLY INTERVENTION	\$177,754	\$213,493	\$185,500	\$355,320	\$169,820
<b>SOCIAL SERVICES TOTAL</b>	<b>\$3,022,269</b>	<b>\$3,157,525</b>	<b>\$3,512,878</b>	<b>\$3,904,843</b>	<b>\$391,965</b>
<b>GRANTS</b>					
PUBLIC ASSISTANCE GRANT	\$499	\$166	\$0	\$0	\$0
<b>GRANTS TOTAL</b>	<b>\$499</b>	<b>\$166</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FEDERAL TOTAL</b>	<b>\$3,037,357</b>	<b>\$3,172,280</b>	<b>\$3,512,878</b>	<b>\$3,904,843</b>	<b>\$391,965</b>
<b>FEDERAL TOTAL</b>	<b>\$3,037,357</b>	<b>\$3,172,280</b>	<b>\$3,512,878</b>	<b>\$3,904,843</b>	<b>\$391,965</b>
<b>Other Financing Sources</b>					
Other Financing Sources	\$2,831	\$0	\$0	\$0	\$0
Transfers In	\$3,279,432	\$3,235,401	\$3,387,040	\$3,518,658	\$131,618
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$3,282,262</b>	<b>\$3,235,401</b>	<b>\$3,387,040</b>	<b>\$3,518,658</b>	<b>\$131,618</b>
<b>TOTAL</b>	<b>\$10,067,276</b>	<b>\$10,434,072</b>	<b>\$10,789,000</b>	<b>\$12,012,000</b>	<b>\$1,223,000</b>

# EXPENDITURE DETAIL

## Social Services - Welfare Administration

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$2,427,281	\$2,416,170	\$2,850,975	\$3,347,945	\$496,970
OVERTIME	\$36,496	\$59,666	\$58,000	\$58,000	\$0
PART-TIME SALARIES	\$45,166	\$36,097	\$20,900	\$24,900	\$4,000
FICA	\$183,946	\$186,082	\$222,951	\$256,373	\$33,422
RETIREMENT	\$215,482	\$243,943	\$291,654	\$346,772	\$55,118
HOSPITAL/MEDICAL PLANS	\$28,093	\$33,348	\$34,477	\$0	-\$34,477
GROUP INSURANCE	\$31,428	\$31,909	\$38,205	\$44,872	\$6,667
DISABILITY INSURANCE	\$7,634	\$7,881	\$10,434	\$13,615	\$3,181
UNEMPLOYMENT INSURANCE	\$0	\$1,142	\$0	\$0	\$0
WORKER'S COMPENSATION	\$9,599	\$11,705	\$12,623	\$17,781	\$5,158

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
OTHER BENEFITS	\$446,787	\$432,247	\$516,181	\$620,692	\$104,511
VRS HEALTH INS CREDIT	\$1	\$0	\$0	\$0	\$0
<b>PERSONNEL TOTAL</b>	<b>\$3,431,913</b>	<b>\$3,460,189</b>	<b>\$4,056,400</b>	<b>\$4,730,950</b>	<b>\$674,550</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
HEALTH CARE SERVICES	\$89	\$0	\$0	\$0	\$0
LEGAL SERVICES	\$160,766	\$176,967	\$140,000	\$150,000	\$10,000
OTHER PROFESSIONAL SERV	\$16,274	\$21,098	\$30,000	\$20,000	-\$10,000
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$177,129</b>	<b>\$198,065</b>	<b>\$170,000</b>	<b>\$170,000</b>	<b>\$0</b>
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$76,948	\$17,587	\$18,000	\$18,000	\$0
VEHICLE REPAIRS/MAINT.	\$15,559	\$2,088	\$6,000	\$6,000	\$0
COMPUTER HARDWARE/SOFTWAR	\$1,325	\$1,250	\$1,500	\$1,500	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$93,832</b>	<b>\$20,925</b>	<b>\$25,500</b>	<b>\$25,500</b>	<b>\$0</b>
PRINTING & BINDING	\$1,237	\$1,618	\$1,500	\$1,500	\$0
ADVERTISING	\$0	\$570	\$0	\$0	\$0
PURCHASE SERV OTHER GOVMT	\$40,210	\$40,710	\$42,600	\$46,200	\$3,600
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$312,407</b>	<b>\$261,889</b>	<b>\$239,600</b>	<b>\$243,200</b>	<b>\$3,600</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$0	\$0	\$1,700	\$0	-\$1,700
EQUIPMENT FUND PARTS	\$1,636	\$1,030	\$1,500	\$1,500	\$0
EQUIPMENT FUND LABOR	\$4,017	\$3,097	\$3,000	\$3,000	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$5,653</b>	<b>\$4,127</b>	<b>\$6,200</b>	<b>\$4,500</b>	<b>-\$1,700</b>
COST ALLOCATION	\$96,171	\$107,405	\$95,000	\$125,000	\$30,000
<b>INTERNAL SERVICES TOTAL</b>	<b>\$101,824</b>	<b>\$111,532</b>	<b>\$101,200</b>	<b>\$129,500</b>	<b>\$28,300</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$13,016	\$15,056	\$12,000	\$12,000	\$0
TELECOMMUNICATIONS	\$32,677	\$23,214	\$36,000	\$40,000	\$4,000
<b>COMMUNICATIONS TOTAL</b>	<b>\$45,693</b>	<b>\$38,271</b>	<b>\$48,000</b>	<b>\$52,000</b>	<b>\$4,000</b>
INSURANCE					
MOTOR VEHICLE INSURANCE	\$3,862	\$4,201	\$5,000	\$5,000	\$0
GENERAL LIABILITY	\$10,024	\$11,626	\$13,000	\$13,000	\$0
<b>INSURANCE TOTAL</b>	<b>\$13,886</b>	<b>\$15,827</b>	<b>\$18,000</b>	<b>\$18,000</b>	<b>\$0</b>
LEASES & RENTALS					
OFFICE EQUIPMENT	\$5,269	\$4,767	\$6,200	\$6,200	\$0
BUILDINGS	\$263,922	\$263,922	\$270,000	\$92,600	-\$177,400
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$269,191</b>	<b>\$268,689</b>	<b>\$276,200</b>	<b>\$98,800</b>	<b>-\$177,400</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$1,238	\$3,918	\$2,000	\$2,000	\$0
TRAINING & EDUCATION	\$13,361	\$1,910	\$17,000	\$17,000	\$0
<b>TRAVEL TOTAL</b>	<b>\$14,599</b>	<b>\$5,828</b>	<b>\$19,000</b>	<b>\$19,000</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$820	\$780	\$1,000	\$2,500	\$1,500
MISC CHARGES & FEES	\$289	\$700	\$500	\$500	\$0
BACKGROUND CHECKS	\$0	\$10	\$500	\$0	-\$500
<b>MISCELLANEOUS TOTAL</b>	<b>\$1,109</b>	<b>\$1,490</b>	<b>\$2,000</b>	<b>\$3,000</b>	<b>\$1,000</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$25,516	\$11,110	\$20,000	\$34,000	\$14,000
FOOD & FOOD SERVICE	\$2,742	\$586	\$3,450	\$3,450	\$0
LAUNDRY & JANITORIAL	\$1,338	\$673	\$500	\$500	\$0
VEHICLE & EQUIPMENT FUELS	\$7,506	\$6,883	\$10,000	\$11,700	\$1,700
VEHICLE/EQUIPMT SUPPLIES	\$21	\$47	\$0	\$0	\$0
BOOKS & SUBSCRIPTIONS	\$598	\$1,140	\$500	\$500	\$0
OTHER OPERATING SUPPLIES	\$17,598	\$20,259	\$18,600	\$4,600	-\$14,000
COMPUTER HARDWARE/SOFTWAR	\$1,133	\$7,891	\$6,000	\$6,000	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$56,452</b>	<b>\$48,588</b>	<b>\$59,050</b>	<b>\$60,750</b>	<b>\$1,700</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$400,929</b>	<b>\$378,693</b>	<b>\$422,250</b>	<b>\$251,550</b>	<b>-\$170,700</b>
<b>CAPITAL CHARGES</b>	<b>\$24,818</b>	<b>\$25,023</b>	<b>\$25,000</b>	<b>\$30,000</b>	<b>\$5,000</b>
<b>TOTAL</b>	<b>\$4,271,892</b>	<b>\$4,237,327</b>	<b>\$4,844,450</b>	<b>\$5,385,200</b>	<b>\$540,750</b>

## Social Services - Public Assistance

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CONTRACTUAL SERVICES</b>					
PURCHASE SERV OTHER GOVMT					
SHARED PERSONNEL COST	\$29,000	\$34,289	\$40,000	\$41,000	\$1,000
<b>PURCHASE SERV OTHER GOVMT TOTAL</b>	<b>\$29,000</b>	<b>\$34,289</b>	<b>\$40,000</b>	<b>\$41,000</b>	<b>\$1,000</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$29,000</b>	<b>\$34,289</b>	<b>\$40,000</b>	<b>\$41,000</b>	<b>\$1,000</b>
<b>OTHER CHARGES</b>					
CONTRIBUTION OTHER ENTITY					
VA COOPERATIVE EXTENSION	\$2,291	\$2,255	\$2,500	\$2,500	\$0
<b>CONTRIBUTION OTHER ENTITY TOTAL</b>	<b>\$2,291</b>	<b>\$2,255</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$0</b>
PUBLIC ASSISTANCE PAYMENT					
GENERAL RELIEF	\$8,100	\$11,050	\$15,000	\$15,000	\$0
AUX GRANTS - AGED	\$40,524	\$42,952	\$60,000	\$50,000	-\$10,000
AUX GRANTS - DISABLED	\$77,546	\$90,185	\$110,000	\$100,000	-\$10,000
TANF MANUAL CHECKS	\$5,895	\$2,749	\$3,000	\$3,000	\$0
AFDC - FOSTER CARE	\$483,573	\$408,857	\$500,000	\$500,000	\$0
EMERGENCY ASSISTANCE	\$0	\$0	\$1,000	\$1,000	\$0
REFUGE RESETTLEMENT	\$0	\$0	\$5,000	\$15,000	\$10,000
AFDC - FC DAY CARE	\$9,908	\$16,859	\$16,800	\$16,800	\$0
SP. NEEDS ADOPTION MAINT.	\$109,424	\$89,827	\$100,000	\$100,000	\$0
ADOPTION SUBSIDY F/S/L	\$824,526	\$987,158	\$950,000	\$1,000,000	\$50,000
FAMILY PRESERVATION	\$9,826	\$9,534	\$10,000	\$10,000	\$0
INDEPENDENT LIVING SKILLS	\$3,827	\$6,173	\$9,000	\$5,000	-\$4,000
ADULT PROTECTIVE SERVICES	\$4,738	\$1,665	\$6,000	\$6,000	\$0
SAFE & STABLE FAMILIES	\$53,548	\$61,788	\$53,000	\$53,000	\$0
SUBSTANCE ABUSE SERVICE	\$5,835	\$3,258	\$16,000	\$10,000	-\$6,000
SNAP E&T PUR&SUP SERVICES	\$0	\$0	\$0	\$25,000	\$25,000
VIEW-SUPPORTIVE SERVICE	\$19,963	\$6,341	\$52,000	\$52,000	\$0
HOME-BASED COMPANION	\$3,142	\$3,072	\$6,000	\$6,000	\$0
VIEW TRANSPORTATION	\$4,217	\$1,089	\$10,000	\$10,000	\$0
RESPITE CARE	\$2,500	\$4,085	\$4,000	\$4,000	\$0
TITLE IV-E PREV SERVICES	\$0	\$0	\$0	\$40,000	\$40,000
KinGAP	\$0	\$0	\$0	\$28,000	\$28,000
<b>PUBLIC ASSISTANCE PAYMENT TOTAL</b>	<b>\$1,667,092</b>	<b>\$1,746,642</b>	<b>\$1,926,800</b>	<b>\$2,049,800</b>	<b>\$123,000</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$1,669,383</b>	<b>\$1,748,897</b>	<b>\$1,929,300</b>	<b>\$2,052,300</b>	<b>\$123,000</b>
<b>TOTAL</b>	<b>\$1,698,383</b>	<b>\$1,783,187</b>	<b>\$1,969,300</b>	<b>\$2,093,300</b>	<b>\$124,000</b>

## Social Services - Housing Assistance

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$101,982	\$105,022	\$102,229	\$124,484	\$22,255
OVERTIME	\$1	\$0	\$0	\$0	\$0
FICA	\$7,607	\$7,849	\$7,764	\$9,180	\$1,416
RETIREMENT	\$9,205	\$10,597	\$10,458	\$12,940	\$2,482
HOSPITAL/MEDICAL PLANS	\$1,581	\$2,085	\$2,110	\$0	-\$2,110
GROUP INSURANCE	\$1,337	\$1,388	\$1,370	\$1,668	\$298
DISABILITY INSURANCE	\$35	\$41	\$40	\$86	\$46
WORKER'S COMPENSATION	\$98	\$127	\$127	\$191	\$64
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$79	\$79	\$78	\$81	\$3
HEALTH INSURANCE	\$20,970	\$21,572	\$20,424	\$24,469	\$4,045
<b>OTHER BENEFITS TOTAL</b>	<b>\$21,049</b>	<b>\$21,650</b>	<b>\$20,502</b>	<b>\$24,550</b>	<b>\$4,048</b>
VRS HEALTH INS CREDIT	\$0	\$0	\$0	\$0	\$0
<b>PERSONNEL TOTAL</b>	<b>\$142,895</b>	<b>\$148,759</b>	<b>\$144,600</b>	<b>\$173,100</b>	<b>\$28,500</b>
<b>CONTRACTUAL SERVICES</b>					
MAINTENANCE SERVICE	\$1,265	\$525	\$2,800	\$1,000	-\$1,800
PRINTING & BINDING	\$33	\$142	\$200	\$200	\$0
ADVERTISING	\$900	\$0	\$0	\$0	\$0
PURCHASE SERV OTHER GOVMT					
CONTRACTED PARKING	\$1,200	\$1,200	\$1,200	\$1,200	\$0

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PURCHASE SERV OTHER GOVMT TOTAL</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$3,398</b>	<b>\$1,867</b>	<b>\$4,200</b>	<b>\$2,400</b>	<b>-\$1,800</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$1,841	\$2,624	\$3,000	\$3,000	\$0
TELECOMMUNICATIONS	\$1,336	\$1,758	\$3,250	\$3,250	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$3,177</b>	<b>\$4,382</b>	<b>\$6,250</b>	<b>\$6,250</b>	<b>\$0</b>
LEASES & RENTALS					
OFFICE EQUIPMENT	\$1,999	\$1,916	\$2,500	\$2,500	\$0
BUILDINGS	\$9,151	\$9,242	\$9,450	\$0	-\$9,450
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$11,150</b>	<b>\$11,158</b>	<b>\$11,950</b>	<b>\$2,500</b>	<b>-\$9,450</b>
TRAVEL	\$0	\$0	\$500	\$500	\$0
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$537	\$763	\$1,400	\$1,400	\$0
FOOD & FOOD SERVICE	\$228	\$124	\$200	\$200	\$0
BOOKS & SUBSCRIPTIONS	\$137	\$159	\$150	\$150	\$0
OTHER OPERATING SUPPLIES	\$1,123	\$1,105	\$1,000	\$1,000	\$0
COMPUTER HARDWARE/SOFTWAR	\$0	\$6,176	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$2,025</b>	<b>\$8,326</b>	<b>\$2,750</b>	<b>\$2,750</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$16,352</b>	<b>\$23,867</b>	<b>\$21,450</b>	<b>\$12,000</b>	<b>-\$9,450</b>
<b>TOTAL</b>	<b>\$162,645</b>	<b>\$174,492</b>	<b>\$170,250</b>	<b>\$187,500</b>	<b>\$17,250</b>

Social Services - Special Assistance

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>OTHER CHARGES</b>					
PUBLIC ASSISTANCE PAYMENT					
REGULAR FOSTER CARE	\$3,203,672	\$3,456,249	\$3,300,000	\$3,500,000	\$200,000
OTHER PURCHASED SERVICES	\$733,056	\$782,817	\$505,000	\$846,000	\$341,000
<b>PUBLIC ASSISTANCE PAYMENT TOTAL</b>	<b>\$3,936,728</b>	<b>\$4,239,066</b>	<b>\$3,805,000</b>	<b>\$4,346,000</b>	<b>\$541,000</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$3,936,728</b>	<b>\$4,239,066</b>	<b>\$3,805,000</b>	<b>\$4,346,000</b>	<b>\$541,000</b>
<b>TOTAL</b>	<b>\$3,936,728</b>	<b>\$4,239,066</b>	<b>\$3,805,000</b>	<b>\$4,346,000</b>	<b>\$541,000</b>

Social Service Expenditure Total

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>SOCIAL SERVICE FUND</b>	<b>\$10,069,648</b>	<b>\$10,434,072</b>	<b>\$10,789,000</b>	<b>\$12,012,000</b>	<b>\$1,223,000</b>
<b>TOTAL</b>	<b>\$10,069,648</b>	<b>\$10,434,072</b>	<b>\$10,789,000</b>	<b>\$12,012,000</b>	<b>\$1,223,000</b>



## DESCRIPTION

The City Grants Fund was established in FY 2022 to account for Federal grant funds including the American Rescue Plan Act (ARPA) funds.

## REVENUE AND EXPENDITURE SUMMARY

City Grants Fund Revenue Summary

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Federal	\$0	\$0	\$0	\$8,141,000	\$8,141,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,141,000</b>	<b>\$8,141,000</b>

City Grants Fund Expenditure Summary

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$0	\$0	\$0	\$399,700	\$399,700
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$351,800	\$351,800
OTHER CHARGES	\$0	\$0	\$0	\$1,024,500	\$1,024,500
CAPITAL CHARGES	\$0	\$0	\$0	\$6,365,000	\$6,365,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,141,000</b>	<b>\$8,141,000</b>

## STAFFING SUMMARY

City Grants Fund

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
FTE Amount					
Fire & Rescue	0.00	0.00	0.00	1.00	4.00
<b>FTE AMOUNT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>4.00</b>

## EXPENDITURE DETAIL

City Grants Fund Expenditure Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL					
SALARIES & WAGES	\$0	\$0	\$0	\$225,608	\$225,608
OVERTIME	\$0	\$0	\$0	\$100,000	\$100,000
FICA	\$0	\$0	\$0	\$14,131	\$14,131
RETIREMENT	\$0	\$0	\$0	\$18,947	\$18,947

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
GROUP INSURANCE	\$0	\$0	\$0	\$2,482	\$2,482
WORKER'S COMPENSATION	\$0	\$0	\$0	\$6,482	\$6,482
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$0	\$0	\$0	\$144	\$144
HEALTH INSURANCE	\$0	\$0	\$0	\$31,776	\$31,776
<b>OTHER BENEFITS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,920</b>	<b>\$31,920</b>
VRS HEALTH INS CREDIT	\$0	\$0	\$0	\$130	\$130
<b>PERSONNEL TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$399,700</b>	<b>\$399,700</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
HEALTH CARE SERVICES	\$0	\$0	\$0	\$164,900	\$164,900
SOFTWARE AS A SERVICE	\$0	\$0	\$0	\$66,000	\$66,000
OTHER PROFESSIONAL SERV	\$0	\$0	\$0	\$109,700	\$109,700
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$340,600</b>	<b>\$340,600</b>
LAUNDRY & DRY CLEANING	\$0	\$0	\$0	\$200	\$200
PURCHASED SERVICES OTHER	\$0	\$0	\$0	\$11,000	\$11,000
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$351,800</b>	<b>\$351,800</b>
<b>OTHER CHARGES</b>					
CONTRIBUTION OTHER ENTITY	\$0	\$0	\$0	\$800,000	\$800,000
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$0	\$0	\$0	\$625	\$625
UNIFORMS & APPAREL	\$0	\$0	\$0	\$113,150	\$113,150
BOOKS & SUBSCRIPTIONS	\$0	\$0	\$0	\$525	\$525
OTHER OPERATING SUPPLIES	\$0	\$0	\$0	\$35,300	\$35,300
COMPUTER HARDWARE/SOFTWAR	\$0	\$0	\$0	\$74,900	\$74,900
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$224,500</b>	<b>\$224,500</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,024,500</b>	<b>\$1,024,500</b>
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MACHINERY & EQUIPMENT	\$0	\$0	\$0	\$700,000	\$700,000
MOTOR VEHICLE & EQUIPMENT	\$0	\$0	\$0	\$650,000	\$650,000
STORMWATER IMPROVEMENTS	\$0	\$0	\$0	\$800,000	\$800,000
<b>REPLACEMENT TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,150,000</b>	<b>\$2,150,000</b>
ADDITIONS					
MACHINERY & EQUIPMENT	\$0	\$0	\$0	\$60,000	\$60,000
EDP SOFTWARE	\$0	\$0	\$0	\$550,000	\$550,000
<b>ADDITIONS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$610,000</b>	<b>\$610,000</b>
CITY CIP PROJECTS					
HVAC UPGRADE	\$0	\$0	\$0	\$205,000	\$205,000
PARKS ATHLETIC FIELDS	\$0	\$0	\$0	\$750,000	\$750,000
BARNETT PARK IMPROVEMENTS	\$0	\$0	\$0	\$350,000	\$350,000
PROPERTY ACQUISITION	\$0	\$0	\$0	\$1,800,000	\$1,800,000
<b>CITY CIP PROJECTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,105,000</b>	<b>\$3,105,000</b>
UTILITIES CIP PROJECT					
WATER TRANSMISSION LINE	\$0	\$0	\$0	\$500,000	\$500,000
<b>UTILITIES CIP PROJECT TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$500,000</b>
<b>CAPITAL CHARGES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,365,000</b>	<b>\$6,365,000</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,141,000</b>	<b>\$8,141,000</b>

# HIGHWAY MAINTENANCE FUND

FY 2023 ANNUAL BUDGET



## DESCRIPTION

The Public Works Division of the Public Services Department is responsible for maintaining the City's streets, alleys, streetlights, traffic signals, sidewalks, trees, and storm water drainage system. A summary of the primary functions completed by Highway Maintenance is:

- Maintenance of approximately 223 lane miles of streets
- Maintenance of numerous alleys
- Operation and maintenance of 55 traffic signals
- Maintenance of City sidewalks and trees within City right-of-way
- Coordination with Shenandoah Valley Electric on maintenance of streetlights
- Snow and ice removal on City streets
- Maintenance of storm water drainage system

All the funding for the maintenance of the City's streets in FY 2023 (\$3.6 million) is received from the state based on the total number of lane miles of streets maintained.

In FY 2024, the General Fund plans to issue \$10.7 million in general obligation bonds that will be dedicated to road improvement projects (\$3.0 million), storm drainage improvements (\$5.7 million) and street paving (\$2 million) throughout the City.

## STRATEGIC PLAN GOALS

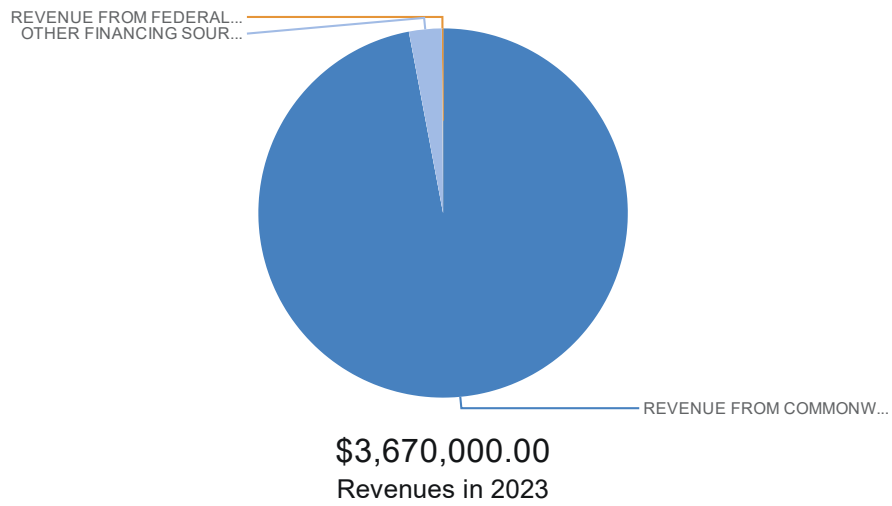
Strategic Plan Goal 4:

To advance the quality of life for all Winchester residents by increasing cultural, recreational and tourism opportunities; enhance and maintain infrastructure; and promote and improve public safety



## Highway Maintenance Revenue Sources

Data Updated 2 days ago



## REVENUE AND EXPENDITURE SUMMARY

### Highway Maintenance Revenue Summary

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local	\$26,350	\$4,590	\$0	\$0	\$0
State	\$3,851,481	\$3,400,576	\$3,441,000	\$3,561,000	\$120,000
Federal	\$0	\$3,713	\$4,000	\$4,000	\$0
Other Financing Sources	\$753,827	\$3,158	\$0	\$105,000	\$105,000
<b>TOTAL</b>	<b>\$4,631,658</b>	<b>\$3,412,036</b>	<b>\$3,445,000</b>	<b>\$3,670,000</b>	<b>\$225,000</b>

### Highway Maintenance - Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$1,553,822	\$1,590,085	\$1,709,200	\$1,686,900	-\$22,300
CONTRACTUAL SERVICES	\$1,273,967	\$487,714	\$382,500	\$371,000	-\$11,500
INTERNAL SERVICES	\$344,144	\$365,770	\$343,600	\$482,400	\$138,800
OTHER CHARGES	\$885,265	\$993,717	\$1,009,700	\$1,024,700	\$15,000
CAPITAL CHARGES	\$298,085	\$12,749	\$0	\$105,000	\$105,000
<b>TOTAL</b>	<b>\$4,355,283</b>	<b>\$3,450,037</b>	<b>\$3,445,000</b>	<b>\$3,670,000</b>	<b>\$225,000</b>

### Highway Maintenance - Expenditures by Division

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
ADMINISTRATION	\$280,652	\$279,229	\$321,000	\$366,200	\$45,200
STREETS	\$2,453,169	\$1,329,644	\$1,315,200	\$1,398,200	\$83,000
STORM DRAINAGE	\$20,823	\$19,518	\$25,000	\$24,500	-\$500
STREET LIGHTS	\$478,523	\$479,825	\$500,000	\$518,600	\$18,600
SNOW & ICE REMOVAL	\$103,022	\$355,656	\$213,100	\$222,200	\$9,100
TRAFFIC SIGNALS	\$730,065	\$683,689	\$764,500	\$836,700	\$72,200
TREES DIVISION	\$289,028	\$302,475	\$306,200	\$303,600	-\$2,600
<b>TOTAL</b>	<b>\$4,355,283</b>	<b>\$3,450,037</b>	<b>\$3,445,000</b>	<b>\$3,670,000</b>	<b>\$225,000</b>

## STAFFING SUMMARY

### Highway Maintenance Fund - Staffing Summary

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Streets	13.00	13.00	13.00	10.00	10.00
Arborist	2.00	2.00	2.00	1.00	1.00

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
Traffic	6.00	6.00	6.00	6.00	6.00
Highway Maintenance Admin	3.00	3.00	3.00	4.00	4.00
Snow & Ice	1.00	1.00	1.00	1.00	1.00
<b>FTE AMOUNT</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>22.00</b>	<b>22.00</b>

## REVENUE DETAIL

### Highway Maintenance Revenue Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Revenue, Use of Money					
INTEREST	\$0	\$102	\$0	\$0	\$0
REVENUE-USE OF PROPERTY	\$6,600	\$1,650	\$0	\$0	\$0
<b>REVENUE, USE OF MONEY TOTAL</b>	<b>\$6,600</b>	<b>\$1,752</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Miscellaneous Revenue	\$16,646	\$2,075	\$0	\$0	\$0
Recovered Costs	\$3,103	\$762	\$0	\$0	\$0
<b>LOCAL TOTAL</b>	<b>\$26,350</b>	<b>\$4,590</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>State</b>					
State Categorical Aid	\$3,851,481	\$3,400,576	\$3,441,000	\$3,561,000	\$120,000
<b>STATE TOTAL</b>	<b>\$3,851,481</b>	<b>\$3,400,576</b>	<b>\$3,441,000</b>	<b>\$3,561,000</b>	<b>\$120,000</b>
<b>Federal</b>					
Federal	\$0	\$3,713	\$4,000	\$4,000	\$0
<b>FEDERAL TOTAL</b>	<b>\$0</b>	<b>\$3,713</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$0</b>
<b>Other Financing Sources</b>					
Other Financing Sources	\$11,138	\$3,158	\$0	\$0	\$0
Transfers In	\$742,689	\$0	\$0	\$105,000	\$105,000
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$753,827</b>	<b>\$3,158</b>	<b>\$0</b>	<b>\$105,000</b>	<b>\$105,000</b>
<b>TOTAL</b>	<b>\$4,631,658</b>	<b>\$3,412,036</b>	<b>\$3,445,000</b>	<b>\$3,670,000</b>	<b>\$225,000</b>

## EXPENDITURE DETAIL

### Highway Maintenance - Administration

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$165,469	\$170,052	\$190,508	\$235,951	\$45,443
OVERTIME	\$6,255	\$3,812	\$6,400	\$6,400	\$0
FICA	\$12,405	\$12,655	\$14,155	\$18,859	\$4,704
RETIREMENT	\$14,930	\$17,209	\$19,489	\$24,586	\$5,097
HOSPITAL/MEDICAL PLANS	\$14,229	\$18,763	\$18,988	\$0	-\$18,988
GROUP INSURANCE	\$2,168	\$2,254	\$2,553	\$3,162	\$609
DISABILITY INSURANCE	\$214	\$213	\$349	\$499	\$150
WORKER'S COMPENSATION	\$102	\$161	\$418	\$1,735	\$1,317
OTHER BENEFITS					
TUITION ASSISTANCE	\$2,889	\$0	\$0	\$0	\$0
BENEFITS ADMIN FEE	\$106	\$105	\$122	\$158	\$36
HEALTH INSURANCE	\$34,971	\$36,378	\$38,624	\$47,228	\$8,604
<b>OTHER BENEFITS TOTAL</b>	<b>\$37,966</b>	<b>\$36,483</b>	<b>\$38,746</b>	<b>\$47,387</b>	<b>\$8,641</b>
VRS HEALTH INS CREDIT	\$198	\$168	\$194	\$222	\$28
<b>PERSONNEL TOTAL</b>	<b>\$253,937</b>	<b>\$261,771</b>	<b>\$291,800</b>	<b>\$338,800</b>	<b>\$47,000</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$3,487	\$64	\$0	\$0	\$0
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$3,931	\$797	\$5,500	\$4,500	-\$1,000
VEHICLE REPAIRS/MAINT.	\$48	\$138	\$100	\$100	\$0
COMPUTER HARDWARE/SOFTWAR	\$4,380	\$5,560	\$4,400	\$4,400	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$8,359</b>	<b>\$6,494</b>	<b>\$10,000</b>	<b>\$9,000</b>	<b>-\$1,000</b>

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PRINTING & BINDING	\$88	\$0	\$300	\$300	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$11,934</b>	<b>\$6,558</b>	<b>\$10,300</b>	<b>\$9,300</b>	<b>-\$1,000</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$146	\$76	\$200	\$200	\$0
EQUIPMENT FUND PARTS	\$47	\$66	\$300	\$300	\$0
EQUIPMENT FUND LABOR	\$615	\$230	\$800	\$800	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$809</b>	<b>\$372</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$0</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$809</b>	<b>\$372</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$0	\$55	\$200	\$200	\$0
TELECOMMUNICATIONS	\$549	\$520	\$1,000	\$1,000	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$549</b>	<b>\$575</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$0</b>
INSURANCE					
PROPERTY INSURANCE	\$2,956	\$2,808	\$3,500	\$3,500	\$0
MOTOR VEHICLE INSURANCE	\$2,223	\$1,483	\$2,600	\$2,600	\$0
<b>INSURANCE TOTAL</b>	<b>\$5,179</b>	<b>\$4,291</b>	<b>\$6,100</b>	<b>\$6,100</b>	<b>\$0</b>
LEASES & RENTALS	\$1,392	\$989	\$1,500	\$1,500	\$0
TRAVEL					
MILEAGE & TRANSPORTATION	\$0	\$0	\$600	\$600	\$0
TRAINING & EDUCATION	\$2,495	\$534	\$2,000	\$2,000	\$0
<b>TRAVEL TOTAL</b>	<b>\$2,495</b>	<b>\$534</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$1,212	\$600	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$1,212</b>	<b>\$600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$617	\$1,842	\$2,800	\$2,500	-\$300
FOOD & FOOD SERVICE	\$229	\$0	\$1,000	\$500	-\$500
LAUNDRY & JANITORIAL	\$712	\$639	\$200	\$200	\$0
BLDG REPAIR/MAINTENANCE	\$0	\$48	\$200	\$200	\$0
UNIFORMS & APPAREL	\$233	\$0	\$200	\$200	\$0
BOOKS & SUBSCRIPTIONS	\$137	\$159	\$200	\$200	\$0
OTHER OPERATING SUPPLIES	\$969	\$765	\$1,000	\$1,000	\$0
COMPUTER HARDWARE/SOFTWAR	\$248	\$87	\$600	\$600	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$3,146</b>	<b>\$3,539</b>	<b>\$6,200</b>	<b>\$5,400</b>	<b>-\$800</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$13,973</b>	<b>\$10,529</b>	<b>\$17,600</b>	<b>\$16,800</b>	<b>-\$800</b>
<b>TOTAL</b>	<b>\$280,652</b>	<b>\$279,229</b>	<b>\$321,000</b>	<b>\$366,200</b>	<b>\$45,200</b>

#### Highway Maintenance - Streets

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$470,875	\$444,638	\$478,058	\$421,928	-\$56,130
OVERTIME	\$46,850	\$40,283	\$65,000	\$68,045	\$3,045
PART-TIME SALARIES	\$6,999	\$5,014	\$15,000	\$15,000	\$0
FICA	\$37,524	\$35,150	\$40,984	\$38,477	-\$2,507
RETIREMENT	\$41,765	\$44,330	\$47,758	\$43,757	-\$4,001
HOSPITAL/MEDICAL PLANS	\$14,280	\$14,577	\$14,010	\$15,888	\$1,878
GROUP INSURANCE	\$6,075	\$5,803	\$6,268	\$5,627	-\$641
DISABILITY INSURANCE	\$1,017	\$1,203	\$1,309	\$1,581	\$272
UNEMPLOYMENT INSURANCE	\$0	\$851	\$0	\$0	\$0
WORKER'S COMPENSATION	\$19,489	\$21,608	\$22,066	\$19,723	-\$2,343
OTHER BENEFITS					
TUITION ASSISTANCE	\$964	\$0	\$0	\$0	\$0
BENEFITS ADMIN FEE	\$485	\$456	\$474	\$402	-\$72
HEALTH INSURANCE	\$148,306	\$153,515	\$136,802	\$117,934	-\$18,868
<b>OTHER BENEFITS TOTAL</b>	<b>\$149,756</b>	<b>\$153,971</b>	<b>\$137,276</b>	<b>\$118,337</b>	<b>-\$18,940</b>
VRS HEALTH INS CREDIT	\$554	\$431	\$571	\$437	-\$134
<b>PERSONNEL TOTAL</b>	<b>\$795,183</b>	<b>\$767,858</b>	<b>\$828,300</b>	<b>\$748,800</b>	<b>-\$79,500</b>
<b>CONTRACTUAL SERVICES</b>					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PROFESSIONAL SERVICES					
ENGINEERING & ARCHITECT	\$0	\$12,009	\$0	\$0	\$0
TRAINING/EDUCATION	\$0	\$6,303	\$0	\$0	\$0
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$0</b>	<b>\$18,312</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
TEMPORARY HELP	\$0	\$17,156	\$0	\$0	\$0
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$31,211	\$91,292	\$60,000	\$55,000	-\$5,000
VEHICLE REPAIRS/MAINT.	\$0	\$6,024	\$2,000	\$2,000	\$0
COMPUTER HARDWARE/SOFTWAR	\$0	\$749	\$0	\$0	\$0
R & M SIDEWALK REPAIR	\$0	\$0	\$3,000	\$3,000	\$0
R & M RESURFACING/PLANING	\$956,042	\$0	\$0	\$0	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$987,253</b>	<b>\$98,066</b>	<b>\$65,000</b>	<b>\$60,000</b>	<b>-\$5,000</b>
PRINTING & BINDING	\$118	\$131	\$400	\$400	\$0
LAUNDRY & DRY CLEANING	\$13,599	\$13,371	\$12,500	\$12,500	\$0
PURCHASED SERVICES OTHER					
REFUSE SERVICE	\$0	\$0	\$800	\$800	\$0
<b>PURCHASED SERVICES OTHER TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$800</b>	<b>\$800</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$1,000,970</b>	<b>\$147,036</b>	<b>\$78,700</b>	<b>\$73,700</b>	<b>-\$5,000</b>
INTERNAL SERVICES					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$35,837	\$36,821	\$45,000	\$45,000	\$0
EQUIPMENT FUND PARTS	\$95,806	\$113,214	\$80,000	\$80,000	\$0
EQUIPMENT FUND LABOR	\$151,962	\$135,118	\$150,000	\$150,000	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$283,605</b>	<b>\$285,153</b>	<b>\$275,000</b>	<b>\$275,000</b>	<b>\$0</b>
GROUND MAINTENANCE	\$0	\$0	\$0	\$100,000	\$100,000
<b>INTERNAL SERVICES TOTAL</b>	<b>\$283,605</b>	<b>\$285,153</b>	<b>\$275,000</b>	<b>\$375,000</b>	<b>\$100,000</b>
OTHER CHARGES					
UTILITIES					
ELECTRICAL SERVICES	\$8,443	\$6,815	\$8,000	\$8,700	\$700
HEATING SERVICES	\$4,759	\$4,704	\$6,500	\$9,000	\$2,500
<b>UTILITIES TOTAL</b>	<b>\$13,202</b>	<b>\$11,519</b>	<b>\$14,500</b>	<b>\$17,700</b>	<b>\$3,200</b>
COMMUNICATIONS	\$7,795	\$10,471	\$14,000	\$14,000	\$0
INSURANCE	\$8,061	\$12,918	\$9,700	\$15,000	\$5,300
LEASES & RENTALS					
EQUIPMENT	\$5,157	\$4,132	\$5,000	\$5,000	\$0
OFFICE EQUIPMENT	\$1,392	\$989	\$1,200	\$1,200	\$0
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$6,549</b>	<b>\$5,121</b>	<b>\$6,200</b>	<b>\$6,200</b>	<b>\$0</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$855	\$0	\$0	\$0	\$0
TRAINING & EDUCATION	\$1,608	\$6,333	\$2,000	\$2,000	\$0
<b>TRAVEL TOTAL</b>	<b>\$2,463</b>	<b>\$6,333</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$425	\$240	\$0	\$0	\$0
MISC CHARGES & FEES	\$10	\$0	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$435</b>	<b>\$240</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$332	\$745	\$500	\$500	\$0
FOOD & FOOD SERVICE	\$1,908	\$1,697	\$3,000	\$2,000	-\$1,000
LANDSCAPNG/AGRICULT SUPPL	\$7,847	\$16,813	\$10,000	\$10,000	\$0
MEDICAL & LABORATORY	\$317	\$110	\$0	\$0	\$0
LAUNDRY & JANITORIAL	\$722	\$1,722	\$1,500	\$1,500	\$0
BLDG REPAIR/MAINTENANCE	\$218	\$326	\$5,000	\$5,000	\$0
VEHICLE & EQUIPMENT FUELS	\$0	\$73	\$300	\$300	\$0
VEHICLE/EQUIPMT SUPPLIES	\$7,271	\$10,346	\$10,000	\$10,000	\$0
UNIFORMS & APPAREL	\$7,244	\$10,778	\$10,000	\$10,000	\$0
BOOKS & SUBSCRIPTIONS	\$148	\$140	\$0	\$0	\$0
OTHER OPERATING SUPPLIES	\$161	\$1,770	\$1,500	\$1,500	\$0
STREETS & SIDEWALKS	\$10,250	\$25,723	\$45,000	\$40,000	-\$5,000
CHEMICALS	\$405	\$0	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$36,822</b>	<b>\$70,245</b>	<b>\$86,800</b>	<b>\$80,800</b>	<b>-\$6,000</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$75,327</b>	<b>\$116,847</b>	<b>\$133,200</b>	<b>\$135,700</b>	<b>\$2,500</b>

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MACHINERY & EQUIPMENT	\$0	\$12,749	\$0	\$0	\$0
MOTOR VEHICLE & EQUIPMENT	\$298,085	\$0	\$0	\$65,000	\$65,000
<b>REPLACEMENT TOTAL</b>	<b>\$298,085</b>	<b>\$12,749</b>	<b>\$0</b>	<b>\$65,000</b>	<b>\$65,000</b>
<b>CAPITAL CHARGES TOTAL</b>	<b>\$298,085</b>	<b>\$12,749</b>	<b>\$0</b>	<b>\$65,000</b>	<b>\$65,000</b>
<b>TOTAL</b>	<b>\$2,453,169</b>	<b>\$1,329,644</b>	<b>\$1,315,200</b>	<b>\$1,398,200</b>	<b>\$83,000</b>

#### Highway Maintenance - Storm Drainage

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CONTRACTUAL SERVICES</b>					
MAINTENANCE SERVICE	\$18,980	\$17,901	\$20,000	\$19,500	-\$500
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$18,980</b>	<b>\$17,901</b>	<b>\$20,000</b>	<b>\$19,500</b>	<b>-\$500</b>
<b>OTHER CHARGES</b>					
MATERIALS & SUPPLIES					
BLDG REPAIR/MAINTENANCE	\$1,843	\$0	\$4,000	\$4,000	\$0
STREETS & SIDEWALKS	\$0	\$1,617	\$1,000	\$1,000	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$1,843</b>	<b>\$1,617</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$1,843</b>	<b>\$1,617</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$20,823</b>	<b>\$19,518</b>	<b>\$25,000</b>	<b>\$24,500</b>	<b>-\$500</b>

#### Highway Maintenance - Street Lights

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$478,523	\$479,825	\$500,000	\$518,600	\$18,600
<b>UTILITIES TOTAL</b>	<b>\$478,523</b>	<b>\$479,825</b>	<b>\$500,000</b>	<b>\$518,600</b>	<b>\$18,600</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$478,523</b>	<b>\$479,825</b>	<b>\$500,000</b>	<b>\$518,600</b>	<b>\$18,600</b>
<b>TOTAL</b>	<b>\$478,523</b>	<b>\$479,825</b>	<b>\$500,000</b>	<b>\$518,600</b>	<b>\$18,600</b>

#### Highway Maintenance - Snow and Ice Removal

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$8,604	\$72,449	\$32,453	\$41,218	\$8,765
OVERTIME	\$0	\$0	\$2,000	\$2,000	\$0
FICA	\$630	\$5,439	\$2,538	\$2,883	\$345
RETIREMENT	\$800	\$5,575	\$3,279	\$4,274	\$995
GROUP INSURANCE	\$117	\$729	\$430	\$550	\$120
DISABILITY INSURANCE	\$30	\$140	\$200	\$200	\$0
WORKER'S COMPENSATION	\$249	\$3,277	\$1,532	\$1,903	\$371
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$5	\$40	\$36	\$36	\$0
<b>OTHER BENEFITS TOTAL</b>	<b>\$5</b>	<b>\$40</b>	<b>\$36</b>	<b>\$36</b>	<b>\$0</b>
VRS HEALTH INS CREDIT	\$10	\$55	\$32	\$36	\$4
<b>PERSONNEL TOTAL</b>	<b>\$10,446</b>	<b>\$87,704</b>	<b>\$42,500</b>	<b>\$53,100</b>	<b>\$10,600</b>
<b>CONTRACTUAL SERVICES</b>					
MAINTENANCE SERVICE	\$9,627	\$62,643	\$25,000	\$25,000	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$9,627</b>	<b>\$62,643</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$0	\$0	\$100	\$100	\$0
EQUIPMENT FUND PARTS	\$12,304	\$30,515	\$25,000	\$25,000	\$0
EQUIPMENT FUND LABOR	\$14,891	\$17,696	\$8,700	\$8,700	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$27,194</b>	<b>\$48,211</b>	<b>\$33,800</b>	<b>\$33,800</b>	<b>\$0</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$27,194</b>	<b>\$48,211</b>	<b>\$33,800</b>	<b>\$33,800</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
UTILITIES					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
ELECTRICAL SERVICES	\$2,083	\$1,447	\$1,800	\$3,800	\$2,000
<b>UTILITIES TOTAL</b>	<b>\$2,083</b>	<b>\$1,447</b>	<b>\$1,800</b>	<b>\$3,800</b>	<b>\$2,000</b>
TRAVEL	\$76	\$2,753	\$0	\$0	\$0
MATERIALS & SUPPLIES					
FOOD & FOOD SERVICE	\$2,421	\$3,479	\$3,500	\$3,500	\$0
LAUNDRY & JANITORIAL	\$0	\$64	\$0	\$0	\$0
BLDG REPAIR/MAINTENANCE	\$0	\$0	\$1,500	\$1,500	\$0
VEHICLE/EQUIPMT SUPPLIES	\$7,912	\$9,764	\$5,000	\$5,000	\$0
OTHER OPERATING SUPPLIES	\$0	\$1,035	\$0	\$0	\$0
CHEMICALS	\$43,263	\$138,556	\$100,000	\$96,500	-\$3,500
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$53,596</b>	<b>\$152,898</b>	<b>\$110,000</b>	<b>\$106,500</b>	<b>-\$3,500</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$55,755</b>	<b>\$157,098</b>	<b>\$111,800</b>	<b>\$110,300</b>	<b>-\$1,500</b>
<b>TOTAL</b>	<b>\$103,022</b>	<b>\$355,656</b>	<b>\$213,100</b>	<b>\$222,200</b>	<b>\$9,100</b>

#### Highway Maintenance - Traffic Signals

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$239,133	\$231,568	\$261,446	\$284,573	\$23,127
OVERTIME	\$22,010	\$24,303	\$28,000	\$28,000	\$0
FICA	\$19,509	\$18,932	\$21,439	\$23,866	\$2,427
RETIREMENT	\$21,806	\$22,963	\$26,746	\$29,652	\$2,906
GROUP INSURANCE	\$3,187	\$2,996	\$3,503	\$3,813	\$310
DISABILITY INSURANCE	\$490	\$552	\$581	\$1,503	\$922
WORKER'S COMPENSATION	\$9,845	\$11,452	\$12,209	\$13,034	\$825
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$208	\$187	\$216	\$216	\$0
HEALTH INSURANCE	\$53,449	\$60,522	\$64,299	\$69,792	\$5,493
<b>OTHER BENEFITS TOTAL</b>	<b>\$53,657</b>	<b>\$60,709</b>	<b>\$64,515</b>	<b>\$70,008</b>	<b>\$5,493</b>
VRS HEALTH INS CREDIT	\$290	\$223	\$261	\$251	-\$10
<b>PERSONNEL TOTAL</b>	<b>\$369,927</b>	<b>\$373,698</b>	<b>\$418,700</b>	<b>\$454,700</b>	<b>\$36,000</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
TRAINING/EDUCATION	\$0	\$100	\$0	\$0	\$0
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$0</b>	<b>\$100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$29,528	\$25,244	\$31,000	\$31,000	\$0
VEHICLE REPAIRS/MAINT.	\$2,357	\$514	\$1,500	\$1,500	\$0
COMPUTER HARDWARE/SOFTWAR	\$347	\$749	\$0	\$0	\$0
R & M STREET STRIPING	\$50,054	\$49,223	\$65,000	\$65,000	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$82,286</b>	<b>\$75,730</b>	<b>\$97,500</b>	<b>\$97,500</b>	<b>\$0</b>
PRINTING & BINDING	\$59	\$0	\$100	\$100	\$0
LAUNDRY & DRY CLEANING	\$0	\$254	\$0	\$0	\$0
PURCHASED SERVICES OTHER					
MISS UTILITY SERVICE	\$1,124	\$1,215	\$700	\$700	\$0
<b>PURCHASED SERVICES OTHER TOTAL</b>	<b>\$1,124</b>	<b>\$1,215</b>	<b>\$700</b>	<b>\$700</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$83,468</b>	<b>\$77,299</b>	<b>\$98,300</b>	<b>\$98,300</b>	<b>\$0</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC	\$23,794	\$21,309	\$23,000	\$23,000	\$0
<b>INTERNAL SERVICES TOTAL</b>	<b>\$23,794</b>	<b>\$21,309</b>	<b>\$23,000</b>	<b>\$23,000</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$60,383	\$53,319	\$66,000	\$68,400	\$2,400
HEATING SERVICES	\$1,236	\$1,424	\$1,500	\$1,500	\$0
<b>UTILITIES TOTAL</b>	<b>\$61,619</b>	<b>\$54,743</b>	<b>\$67,500</b>	<b>\$69,900</b>	<b>\$2,400</b>
COMMUNICATIONS					
POSTAL SERVICES	\$490	\$180	\$400	\$400	\$0
TELECOMMUNICATIONS	\$20,703	\$24,527	\$15,000	\$15,000	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$21,193</b>	<b>\$24,708</b>	<b>\$15,400</b>	<b>\$15,400</b>	<b>\$0</b>
INSURANCE					
MOTOR VEHICLE INSURANCE	\$3,236	\$4,887	\$3,900	\$3,900	\$0

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>INSURANCE TOTAL</b>	<b>\$3,236</b>	<b>\$4,887</b>	<b>\$3,900</b>	<b>\$3,900</b>	<b>\$0</b>
LEASES & RENTALS	\$2,869	\$0	\$2,000	\$2,000	\$0
TRAVEL	\$1,387	\$2,163	\$4,000	\$3,000	-\$1,000
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$1,090	\$910	\$700	\$700	\$0
MISC CHARGES & FEES	\$0	\$55	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$1,090</b>	<b>\$965</b>	<b>\$700</b>	<b>\$700</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$115	\$528	\$1,000	\$1,000	\$0
FOOD & FOOD SERVICE	\$334	\$313	\$300	\$300	\$0
LANDSCAPNG/AGRICULT SUPPL	\$26	\$278	\$1,000	\$1,000	\$0
MEDICAL & LABORATORY	\$0	\$75	\$0	\$0	\$0
LAUNDRY & JANITORIAL	\$384	\$1,153	\$500	\$500	\$0
BLDG REPAIR/MAINTENANCE	\$72,403	\$42,305	\$50,000	\$47,000	-\$3,000
VEHICLE & EQUIPMENT FUELS	\$788	\$839	\$1,500	\$1,500	\$0
VEHICLE/EQUIPMT SUPPLIES	\$3,911	\$1,549	\$2,000	\$2,000	\$0
UNIFORMS & APPAREL	\$4,990	\$4,787	\$3,200	\$5,000	\$1,800
BOOKS & SUBSCRIPTIONS	\$108	\$155	\$1,000	\$1,000	\$0
OTHER OPERATING SUPPLIES	\$1,246	\$6,751	\$500	\$500	\$0
SIGNS	\$58,268	\$45,809	\$50,000	\$47,000	-\$3,000
COMPUTER HARDWARE/SOFTWAR	\$63	\$439	\$0	\$0	\$0
PAYMENT MARKING MATERIALS	\$18,846	\$18,937	\$20,000	\$19,000	-\$1,000
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$161,482</b>	<b>\$123,918</b>	<b>\$131,000</b>	<b>\$125,800</b>	<b>-\$5,200</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$252,876</b>	<b>\$211,383</b>	<b>\$224,500</b>	<b>\$220,700</b>	<b>-\$3,800</b>
<b>CAPITAL CHARGES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$40,000</b>
<b>TOTAL</b>	<b>\$730,065</b>	<b>\$683,689</b>	<b>\$764,500</b>	<b>\$836,700</b>	<b>\$72,200</b>

#### Highway Maintenance - Trees

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$82,422	\$69,746	\$88,237	\$63,608	-\$24,629
OVERTIME	\$1,985	\$970	\$3,800	\$1,000	-\$2,800
FICA	\$6,054	\$5,233	\$7,058	\$4,903	-\$2,155
RETIREMENT	\$7,422	\$6,218	\$9,027	\$6,628	-\$2,399
GROUP INSURANCE	\$1,080	\$813	\$1,182	\$852	-\$330
DISABILITY INSURANCE	\$179	\$285	\$466	\$336	-\$130
WORKER'S COMPENSATION	\$3,192	\$2,798	\$3,958	\$1,156	-\$2,802
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$73	\$52	\$72	\$36	-\$36
HEALTH INSURANCE	\$21,825	\$12,879	\$14,010	\$12,936	-\$1,074
<b>OTHER BENEFITS TOTAL</b>	<b>\$21,898</b>	<b>\$12,931</b>	<b>\$14,082</b>	<b>\$12,972</b>	<b>-\$1,110</b>
VRS HEALTH INS CREDIT	\$98	\$61	\$90	\$46	-\$44
<b>PERSONNEL TOTAL</b>	<b>\$124,330</b>	<b>\$99,055</b>	<b>\$127,900</b>	<b>\$91,500</b>	<b>-\$36,400</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
TRAINING/EDUCATION	\$0	\$18	\$0	\$0	\$0
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$0</b>	<b>\$18</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MAINTENANCE SERVICE	\$148,839	\$176,198	\$150,000	\$145,000	-\$5,000
PRINTING & BINDING	\$149	\$61	\$200	\$200	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$148,988</b>	<b>\$176,277</b>	<b>\$150,200</b>	<b>\$145,200</b>	<b>-\$5,000</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$2,512	\$1,224	\$2,500	\$2,500	\$0
EQUIPMENT FUND PARTS	\$781	\$2,223	\$2,000	\$2,000	\$0
EQUIPMENT FUND LABOR	\$5,448	\$7,278	\$6,000	\$6,000	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$8,741</b>	<b>\$10,725</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$0</b>
GROUPS MAINTENANCE	\$0	\$0	\$0	\$38,800	\$38,800
<b>INTERNAL SERVICES TOTAL</b>	<b>\$8,741</b>	<b>\$10,725</b>	<b>\$10,500</b>	<b>\$49,300</b>	<b>\$38,800</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					



	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
POSTAL SERVICES	\$0	\$55	\$100	\$100	\$0
TELECOMMUNICATIONS	\$496	\$471	\$1,000	\$1,000	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$496</b>	<b>\$526</b>	<b>\$1,100</b>	<b>\$1,100</b>	<b>\$0</b>
INSURANCE					
MOTOR VEHICLE INSURANCE	\$1,804	\$1,662	\$2,200	\$2,200	\$0
<b>INSURANCE TOTAL</b>	<b>\$1,804</b>	<b>\$1,662</b>	<b>\$2,200</b>	<b>\$2,200</b>	<b>\$0</b>
LEASES & RENTALS					
OFFICE EQUIPMENT	\$0	\$114	\$0	\$0	\$0
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$0</b>	<b>\$114</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$0	\$0	\$500	\$500	\$0
TRAINING & EDUCATION	\$270	\$2,060	\$1,500	\$1,500	\$0
<b>TRAVEL TOTAL</b>	<b>\$270</b>	<b>\$2,060</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$270	\$280	\$500	\$500	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$270</b>	<b>\$280</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$132	\$3,493	\$300	\$300	\$0
FOOD & FOOD SERVICE	\$0	\$184	\$100	\$100	\$0
LANDSCAPNG/AGRICULT SUPPL	\$1,437	\$6,026	\$7,500	\$7,500	\$0
BLDG REPAIR/MAINTENANCE	\$0	\$36	\$0	\$0	\$0
VEHICLE & EQUIPMENT FUELS	\$68	\$0	\$200	\$200	\$0
VEHICLE/EQUIPMT SUPPLIES	\$1,153	\$316	\$1,500	\$1,500	\$0
UNIFORMS & APPAREL	\$1,171	\$1,427	\$1,900	\$1,900	\$0
BOOKS & SUBSCRIPTIONS	\$65	\$0	\$100	\$100	\$0
OTHER OPERATING SUPPLIES	\$104	\$293	\$200	\$200	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$4,128</b>	<b>\$11,776</b>	<b>\$11,800</b>	<b>\$11,800</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$6,969</b>	<b>\$16,419</b>	<b>\$17,600</b>	<b>\$17,600</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$289,028</b>	<b>\$302,475</b>	<b>\$306,200</b>	<b>\$303,600</b>	<b>-\$2,600</b>

Highway Maintenance Expense Total

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>HIGHWAY MAINTENANCE FUND</b>	<b>\$4,355,283</b>	<b>\$3,450,037</b>	<b>\$3,445,000</b>	<b>\$3,670,000</b>	<b>\$225,000</b>
<b>TOTAL</b>	<b>\$4,355,283</b>	<b>\$3,450,037</b>	<b>\$3,445,000</b>	<b>\$3,670,000</b>	<b>\$225,000</b>



## DESCRIPTION

Winchester Transit directly operates public transportation services within the City of Winchester through seven (7) fixed routes, one trolley route, and a complimentary Americans with Disabilities Act (ADA) para-transit service.

## STRATEGIC PLAN GOALS

### Strategic Plan Goal 4

To provides Winchester City residents with cost-effective and reliable public transportation throughout the City.

Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
<b>Measures</b>					
Ridership	139,998	134,832	120,844	85,334	132,000
Vehicle Revenue Miles	193,935	190,391	165,973	175,322	180,000
Vehicle Revenue Hours	18,079	17,721	15,681	16,508	17,000
Reportable Incidents	0	2	5	4	0
Injuries	1	0	0	0	0

FY 2021 actuals are lower due to COVID-19

## REVENUE AND EXPENDITURE SUMMARY

### Revenue by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local	\$105,561	\$83,498	\$30,000	\$30,000	\$0
State	\$313,551	\$249,183	\$189,000	\$396,500	\$207,500
Federal	\$824,075	\$764,455	\$1,046,000	\$2,639,000	\$1,593,000
Other Financing Sources	\$265,608	\$115,375	\$0	\$146,500	\$146,500
<b>TOTAL</b>	<b>\$1,508,795</b>	<b>\$1,212,511</b>	<b>\$1,265,000</b>	<b>\$3,212,000</b>	<b>\$1,947,000</b>

### Expenditure by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$796,374	\$832,431	\$869,300	\$1,261,350	\$392,050
CONTRACTUAL SERVICES	\$80,005	\$84,966	\$87,400	\$92,900	\$5,500
INTERNAL SERVICES	\$224,490	\$229,605	\$230,000	\$300,000	\$70,000
OTHER CHARGES	\$62,448	\$65,508	\$78,300	\$132,800	\$54,500
CAPITAL CHARGES	\$345,450	\$0	\$0	\$1,424,950	\$1,424,950
<b>TOTAL</b>	<b>\$1,508,767</b>	<b>\$1,212,511</b>	<b>\$1,265,000</b>	<b>\$3,212,000</b>	<b>\$1,947,000</b>

# STAFFING SUMMARY

## FTE by Division

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Fixed Route	9.00	11.00	11.00	15.00	16.00
Paratransit	3.00	3.00	3.00	3.00	3.00
<b>FTE AMOUNT</b>	<b>12.00</b>	<b>14.00</b>	<b>14.00</b>	<b>18.00</b>	<b>19.00</b>

# REVENUE DETAIL

## Transit Fund - Revenue Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Charges for Services					
TRANSPORTATION					
FIXED-ROUTE METER FARES	\$44,203	\$37,614	\$0	\$0	\$0
FIXED-ROUTE ADULT FARE	\$10,393	\$7,446	\$0	\$0	\$0
FIXED-ROUTE HALF FARE	\$5,190	\$3,507	\$0	\$0	\$0
PARATRANSIT METER FARES	\$1,727	\$1,852	\$0	\$0	\$0
SPECIAL RUNS	\$68	\$0	\$0	\$0	\$0
ADVERTISING	\$32,600	\$24,880	\$30,000	\$30,000	\$0
TROLLEY METER FARES	\$442	\$614	\$0	\$0	\$0
PARATRANSIT ADULT TICKET	\$102	\$156	\$0	\$0	\$0
PARATRANSIT HALF FARE	\$2,546	\$1,120	\$0	\$0	\$0
<b>TRANSPORTATION TOTAL</b>	<b>\$97,270</b>	<b>\$77,188</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$97,270</b>	<b>\$77,188</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>
Miscellaneous Revenue					
DONATIONS & SPECIAL GIFTS					
SALE OF SURPLUS PROPERTY	\$7,627	\$6,275	\$0	\$0	\$0
MISCELLANEOUS	\$664	\$36	\$0	\$0	\$0
<b>DONATIONS &amp; SPECIAL GIFTS TOTAL</b>	<b>\$8,291</b>	<b>\$6,311</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$8,291</b>	<b>\$6,311</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>LOCAL TOTAL</b>	<b>\$105,561</b>	<b>\$83,498</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>
<b>State</b>					
State Categorical Aid					
OTHER CATEGORICAL AID	\$304,297	\$249,183	\$189,000	\$250,000	\$61,000
GRANTS	\$9,254	\$0	\$0	\$146,500	\$146,500
<b>STATE CATEGORICAL AID TOTAL</b>	<b>\$313,551</b>	<b>\$249,183</b>	<b>\$189,000</b>	<b>\$396,500</b>	<b>\$207,500</b>
<b>STATE TOTAL</b>	<b>\$313,551</b>	<b>\$249,183</b>	<b>\$189,000</b>	<b>\$396,500</b>	<b>\$207,500</b>
<b>Federal</b>					
Federal					
OTHER CATEGORICAL AID	\$0	\$649,036	\$0	\$0	\$0
PUBLIC WORKS	\$538,033	\$115,419	\$1,046,000	\$1,463,000	\$417,000
GRANTS	\$286,042	\$0	\$0	\$1,176,000	\$1,176,000
<b>FEDERAL TOTAL</b>	<b>\$824,075</b>	<b>\$764,455</b>	<b>\$1,046,000</b>	<b>\$2,639,000</b>	<b>\$1,593,000</b>
<b>FEDERAL TOTAL</b>	<b>\$824,075</b>	<b>\$764,455</b>	<b>\$1,046,000</b>	<b>\$2,639,000</b>	<b>\$1,593,000</b>
<b>Other Financing Sources</b>					
Other Financing Sources					
INSURANCE	\$9,608	\$194	\$0	\$0	\$0
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$9,608</b>	<b>\$194</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Transfers In					
TRANSFERS					
CITY GENERAL FUND	\$256,000	\$115,180	\$0	\$146,500	\$146,500
<b>TRANSFERS TOTAL</b>	<b>\$256,000</b>	<b>\$115,180</b>	<b>\$0</b>	<b>\$146,500</b>	<b>\$146,500</b>
<b>TRANSFERS IN TOTAL</b>	<b>\$256,000</b>	<b>\$115,180</b>	<b>\$0</b>	<b>\$146,500</b>	<b>\$146,500</b>
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$265,608</b>	<b>\$115,375</b>	<b>\$0</b>	<b>\$146,500</b>	<b>\$146,500</b>
<b>TOTAL</b>	<b>\$1,508,795</b>	<b>\$1,212,511</b>	<b>\$1,265,000</b>	<b>\$3,212,000</b>	<b>\$1,947,000</b>

# EXPENDITURE DETAIL

## Transit Fund - Expenditure Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$511,286	\$536,305	\$531,615	\$836,241	\$304,626
OVERTIME	\$35,819	\$21,387	\$40,000	\$40,000	\$0
PART-TIME SALARIES	\$10,665	\$8,424	\$30,708	\$14,900	-\$15,808
FICA	\$40,978	\$41,408	\$43,993	\$68,892	\$24,899
RETIREMENT	\$44,639	\$52,483	\$54,383	\$86,815	\$32,432
HOSPITAL/MEDICAL PLANS	\$6,324	\$8,339	\$8,439	\$0	-\$8,439
GROUP INSURANCE	\$6,491	\$6,865	\$7,124	\$11,204	\$4,080
DISABILITY INSURANCE	\$938	\$1,017	\$1,263	\$2,593	\$1,330
UNEMPLOYMENT INSURANCE	\$0	\$2,742	\$0	\$0	\$0
WORKER'S COMPENSATION	\$6,652	\$11,270	\$11,646	\$18,601	\$6,955
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$489	\$504	\$503	\$683	\$180
HEALTH INSURANCE	\$131,501	\$141,174	\$139,092	\$180,662	\$41,570
<b>OTHER BENEFITS TOTAL</b>	<b>\$131,990</b>	<b>\$141,678</b>	<b>\$139,595</b>	<b>\$181,346</b>	<b>\$41,751</b>
VRS HEALTH INS CREDIT	\$591	\$512	\$534	\$758	\$224
<b>PERSONNEL TOTAL</b>	<b>\$796,374</b>	<b>\$832,431</b>	<b>\$869,300</b>	<b>\$1,261,350</b>	<b>\$392,050</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$1,232	\$1,541	\$1,700	\$4,200	\$2,500
MAINTENANCE SERVICE	\$65,457	\$77,819	\$78,000	\$78,000	\$0
PRINTING & BINDING	\$9,978	\$2,226	\$4,000	\$7,000	\$3,000
ADVERTISING	\$0	\$0	\$500	\$500	\$0
LAUNDRY & DRY CLEANING	\$3,338	\$3,381	\$3,200	\$3,200	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$80,005</b>	<b>\$84,966</b>	<b>\$87,400</b>	<b>\$92,900</b>	<b>\$5,500</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$52,383	\$51,438	\$63,000	\$103,000	\$40,000
EQUIPMENT FUND PARTS	\$55,577	\$55,223	\$55,000	\$68,000	\$13,000
EQUIPMENT FUND LABOR	\$116,530	\$122,945	\$112,000	\$129,000	\$17,000
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$224,490</b>	<b>\$229,605</b>	<b>\$230,000</b>	<b>\$300,000</b>	<b>\$70,000</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$224,490</b>	<b>\$229,605</b>	<b>\$230,000</b>	<b>\$300,000</b>	<b>\$70,000</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$4,435	\$4,380	\$7,000	\$7,000	\$0
HEATING SERVICES	\$2,882	\$3,682	\$3,500	\$3,500	\$0
WATER & SEWER	\$3,941	\$3,929	\$4,200	\$4,200	\$0
<b>UTILITIES TOTAL</b>	<b>\$11,258</b>	<b>\$11,990</b>	<b>\$14,700</b>	<b>\$14,700</b>	<b>\$0</b>
COMMUNICATIONS					
POSTAL SERVICES	\$239	\$174	\$300	\$300	\$0
TELECOMMUNICATIONS	\$5,945	\$5,501	\$6,000	\$6,000	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$6,185</b>	<b>\$5,676</b>	<b>\$6,300</b>	<b>\$6,300</b>	<b>\$0</b>
INSURANCE					
PROPERTY INSURANCE	\$1,437	\$1,453	\$2,000	\$2,000	\$0
MOTOR VEHICLE INSURANCE	\$7,920	\$9,302	\$13,000	\$13,000	\$0
GENERAL LIABILITY	\$994	\$1,200	\$1,500	\$1,500	\$0
<b>INSURANCE TOTAL</b>	<b>\$10,351</b>	<b>\$11,955</b>	<b>\$16,500</b>	<b>\$16,500</b>	<b>\$0</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$57	\$0	\$500	\$500	\$0
TRAINING & EDUCATION	\$835	\$600	\$1,000	\$1,000	\$0
<b>TRAVEL TOTAL</b>	<b>\$892</b>	<b>\$600</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$812	\$812	\$1,000	\$1,000	\$0
MISC CHARGES & FEES	\$0	\$160	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$812</b>	<b>\$972</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$1,304	\$1,722	\$1,500	\$1,500	\$0
FOOD & FOOD SERVICE	\$0	\$203	\$0	\$0	\$0

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
MEDICAL & LABORATORY	\$329	\$1,844	\$600	\$600	\$0
LAUNDRY & JANITORIAL	\$2,458	\$3,202	\$2,000	\$2,000	\$0
BLDG REPAIR/MAINTENANCE	\$90	\$0	\$200	\$200	\$0
VEHICLE & EQUIPMENT FUELS	\$0	\$965	\$0	\$0	\$0
VEHICLE/EQUIPMT SUPPLIES	\$12,227	\$4,029	\$15,000	\$15,000	\$0
UNIFORMS & APPAREL	\$1,886	\$4,220	\$2,000	\$2,500	\$500
OTHER OPERATING SUPPLIES	\$12,842	\$14,966	\$15,000	\$15,000	\$0
COMPUTER HARDWARE/SOFTWAR	\$1,814	\$3,163	\$2,000	\$56,000	\$54,000
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$32,949</b>	<b>\$34,315</b>	<b>\$38,300</b>	<b>\$92,800</b>	<b>\$54,500</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$62,448</b>	<b>\$65,508</b>	<b>\$78,300</b>	<b>\$132,800</b>	<b>\$54,500</b>
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MACHINERY & EQUIPMENT	\$295,450	\$0	\$0	\$1,221,700	\$1,221,700
BUILDING IMPROVEMENTS	\$50,000	\$0	\$0	\$203,250	\$203,250
<b>REPLACEMENT TOTAL</b>	<b>\$345,450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,424,950</b>	<b>\$1,424,950</b>
<b>CAPITAL CHARGES TOTAL</b>	<b>\$345,450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,424,950</b>	<b>\$1,424,950</b>
<b>TOTAL</b>	<b>\$1,508,767</b>	<b>\$1,212,511</b>	<b>\$1,265,000</b>	<b>\$3,212,000</b>	<b>\$1,947,000</b>

# EMERGENCY MEDICAL SERVICES (EMS) FUND

FY 2023 ANNUAL BUDGET

## DESCRIPTION

The Fee for Service program provides an effective mechanism for the revenue recovery of services provided for emergency medical transport. The City of Winchester began its Fee for Service program on July 1, 2006.

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goal 3):

- Provide courteous and compassionate service for all patients and their families.
- Continue to maintain the collection rate and to generate revenue, while providing quality, compassionate service.

## REVENUE AND EXPENDITURE SUMMARY

EMS Fund - Revenues by Category

	FY 2020 Actual	FY2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	Variance
Local	\$1,148,000	\$1,142,425	\$1,150,000	\$1,150,000	\$0
Federal	\$0	\$43,437	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,148,000</b>	<b>\$1,185,862</b>	<b>\$1,150,000</b>	<b>\$1,150,000</b>	<b>\$0</b>

EMS Fund - Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$743,240	\$741,886	\$747,500	\$747,500	\$0
CONTRACTUAL SERVICES	\$230,070	\$229,047	\$233,950	\$266,650	\$32,700
OTHER CHARGES	\$185,344	\$171,492	\$168,550	\$135,850	-\$32,700
CAPITAL CHARGES	\$0	\$43,437	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,158,653</b>	<b>\$1,185,862</b>	<b>\$1,150,000</b>	<b>\$1,150,000</b>	<b>\$0</b>

## STAFFING SUMMARY

EMS Fund

Division Description	Empty Values
FTE Amount	
<b>FTE AMOUNT</b>	<b>0.00</b>

## REVENUE DETAIL

### EMS Fund - Revenue Detail

	FY 2020 Actual	FY2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	Variance
<b>Local</b>					
Revenue, Use of Money					
INTEREST	\$4,555	\$1,062	\$2,000	\$2,000	\$0
<b>REVENUE, USE OF MONEY TOTAL</b>	<b>\$4,555</b>	<b>\$1,062</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>
Charges for Services	\$1,143,445	\$1,141,363	\$1,148,000	\$1,148,000	\$0
<b>LOCAL TOTAL</b>	<b>\$1,148,000</b>	<b>\$1,142,425</b>	<b>\$1,150,000</b>	<b>\$1,150,000</b>	<b>\$0</b>
<b>Federal</b>	<b>\$0</b>	<b>\$43,437</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$1,148,000</b>	<b>\$1,185,862</b>	<b>\$1,150,000</b>	<b>\$1,150,000</b>	<b>\$0</b>

## EXPENDITURE DETAIL

### EMS Fund - Expenditure Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$502,630	\$439,150	\$490,131	\$491,747	\$1,616
OVERTIME	\$21,865	\$89,661	\$31,300	\$31,300	\$0
FICA	\$35,235	\$37,233	\$40,224	\$40,224	\$0
RETIREMENT	\$47,242	\$47,441	\$53,139	\$45,639	-\$7,500
HOSPITAL/MEDICAL PLANS	\$5,534	\$7,297	\$7,384	\$0	-\$7,384
GROUP INSURANCE	\$5,762	\$5,367	\$5,979	\$5,979	\$0
DISABILITY INSURANCE	\$230	\$217	\$873	\$231	-\$642
WORKER'S COMPENSATION	\$14,736	\$18,227	\$19,129	\$23,408	\$4,279
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$315	\$315	\$389	\$353	-\$36
HEALTH INSURANCE	\$109,167	\$96,577	\$98,506	\$108,174	\$9,668
<b>OTHER BENEFITS TOTAL</b>	<b>\$109,482</b>	<b>\$96,892</b>	<b>\$98,895</b>	<b>\$108,527</b>	<b>\$9,632</b>
VRS HEALTH INS CREDIT	\$523	\$401	\$446	\$446	\$0
<b>PERSONNEL TOTAL</b>	<b>\$743,240</b>	<b>\$741,886</b>	<b>\$747,500</b>	<b>\$747,500</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
HEALTH CARE SERVICES	\$2,838	\$2,043	\$1,300	\$1,300	\$0
OTHER PROFESSIONAL SERV	\$53,204	\$53,125	\$58,500	\$57,500	-\$1,000
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$56,041</b>	<b>\$55,168</b>	<b>\$59,800</b>	<b>\$58,800</b>	<b>-\$1,000</b>
MAINTENANCE SERVICE	\$0	\$0	\$550	\$62,250	\$61,700
PRINTING & BINDING	\$0	\$0	\$600	\$600	\$0
LAUNDRY & DRY CLEANING	\$4,029	\$3,879	\$3,000	\$1,000	-\$2,000
PURCHASED SERVICES OTHER					
VOLUNTEER FIRE STATIONS	\$170,000	\$170,000	\$170,000	\$144,000	-\$26,000
<b>PURCHASED SERVICES OTHER TOTAL</b>	<b>\$170,000</b>	<b>\$170,000</b>	<b>\$170,000</b>	<b>\$144,000</b>	<b>-\$26,000</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$230,070</b>	<b>\$229,047</b>	<b>\$233,950</b>	<b>\$266,650</b>	<b>\$32,700</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$0	\$231	\$100	\$100	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$0</b>	<b>\$231</b>	<b>\$100</b>	<b>\$100</b>	<b>\$0</b>
LEASES & RENTALS	\$205	\$180	\$400	\$400	\$0
TRAVEL	\$881	\$639	\$1,000	\$1,000	\$0
CONTRIBUTION OTHER ENTITY					
VOLUNTEER FIRE DEPARTMENT	\$139,612	\$126,618	\$119,800	\$57,500	-\$62,300
<b>CONTRIBUTION OTHER ENTITY TOTAL</b>	<b>\$139,612</b>	<b>\$126,618</b>	<b>\$119,800</b>	<b>\$57,500</b>	<b>-\$62,300</b>
MISCELLANEOUS	\$1,082	\$2,024	\$5,000	\$5,000	\$0
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$55	\$0	\$200	\$200	\$0
MEDICAL & LABORATORY	\$29,730	\$29,675	\$29,900	\$57,500	\$27,600
LAUNDRY & JANITORIAL	\$0	\$0	\$500	\$500	\$0



	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
UNIFORMS & APPAREL	\$10,090	\$7,894	\$8,900	\$10,900	\$2,000
BOOKS & SUBSCRIPTIONS	\$1,327	\$0	\$0	\$0	\$0
OTHER OPERATING SUPPLIES	\$1,513	\$1,786	\$2,750	\$2,750	\$0
COMPUTER HARDWARE/SOFTWAR	\$850	\$2,444	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$43,565</b>	<b>\$41,800</b>	<b>\$42,250</b>	<b>\$71,850</b>	<b>\$29,600</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$185,344</b>	<b>\$171,492</b>	<b>\$168,550</b>	<b>\$135,850</b>	<b>-\$32,700</b>
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MACHINERY & EQUIPMENT	\$0	\$43,437	\$0	\$0	\$0
<b>REPLACEMENT TOTAL</b>	<b>\$0</b>	<b>\$43,437</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL CHARGES TOTAL</b>	<b>\$0</b>	<b>\$43,437</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$1,158,653</b>	<b>\$1,185,862</b>	<b>\$1,150,000</b>	<b>\$1,150,000</b>	<b>\$0</b>

# WINCHESTER-FREDERICK COUNTY CONVENTION & VISITORS BUREAU (CVB) FUND

FY 2023 ANNUAL BUDGET

## DESCRIPTION

The Winchester-Frederick County Convention & Visitors Bureau (CVB) is the official destination marketing organization for the City of Winchester and Frederick County. The mission of the CBV is to strengthen the area economy by marketing our city, county and communities as a destination, enhancing the visitor experience, and supporting tourism product development and advocacy.



## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goal 3):

- Continually expand and improve our marketing of Winchester-Frederick County as a premier sport, leisure, wedding, group tour and meeting destination in the Shenandoah Valley.
- Use the “Uncommon to the Core” marketing campaign to drive awareness and excitement of our destination through a robust digital, social media, video, print and direct mail campaign through at least 9 months of the FY23 year.

- Continue to support the development of new tourism product, including restaurants, shops, breweries, wineries and attractions.
- Support diversity through our marketing, imagery, partnerships and historical efforts such as new Civil War Trail signs.
- Advance the use of technology in marketing and tourism promotion by continuing the creation of a digital footprint through our website, social media platforms and digital marketing.
- Utilize our recently created Visitor Services Coordinator position to create more tourism and brand awareness and pride within the community through local outreach with civic organizations, after hours events at the Visitor Center, implementation of the Destination Ambassador program, and continued positive exposure in TV, radio and newspaper outlets.

#### Objectives:

- Expand efforts in Old Town Winchester during the peak fall season by creating a “pop-up visitor center” if staffing is possible, or engaging signage if not.
- Develop and implement a new Winchester-Frederick County beer and cider trail using allocated Tourism ARPA funds.
- Develop and implement a new, locally-focused Uncommon to the Core campaign to raise local pride, engage workforce in hospitality jobs, and encourage stay-cations and increased local spending by residents using allocated Tourism ARPA funds.
- Develop and implement a new Sports Tourism marketing initiative to research our best assets, create a marketing plan and creative assets, and begin targeted marketing of our destination to sports teams.
- Draw organic attention to the area by working with vetted travel writers, bloggers and influencers.
- Supplement revenue through co-op advertising, visitor guide ads and gift shop sales.
- Continue efforts to build stronger relationships with local, regional and state stakeholders.
- Continue to develop and engage with regional marketing partnerships such as the Shenandoah Valley Tourism Partnership, Shenandoah Spirits, and Top of Virginia Artisan Trail.

#### Performance Measures:

- Increase the month-over month number of visitors to [www.visitwinchesterva.com](http://www.visitwinchesterva.com) by 10% and maintain our time on site.
- Increase owned image portfolio by 25 professional images and 12 minutes of professional video each year.
- Increase the month-over-month engagement on Facebook, Instagram by 2% each.
- Increase local producer/artist representation at the Visitor’s Center by 2 local producers each year and increase per capita spending by 5% each year.
- Raise \$25,000 in revenue through visitor guide ad sales and \$35,000 in Visitor Center gift shop sales.
- Match or exceed combined City/County hotel occupancy rate and RevPAR (revenue per available room) year-over-year over 2021/22 numbers.
- Continue to produce one monthly featurette video per month to highlight various businesses throughout the City and County.
- Graduate at least 50 Destination Ambassadors annually through our ongoing Destination Ambassador Education program.
- Hold 4 quarterly Newcomer’s Event at the Visitor Center on the 1st Thursday of every quarter to provide information and networking to new residents in our community.

## REVENUE AND EXPENDITURE SUMMARY

#### Tourism - Revenues by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local	\$380,533	\$421,313	\$418,500	\$545,500	\$127,000
Federal	\$1,575	\$70	\$0	\$0	\$0
Other Financing Sources	\$150,500	\$150,500	\$150,500	\$150,500	\$0
<b>TOTAL</b>	<b>\$532,608</b>	<b>\$571,883</b>	<b>\$569,000</b>	<b>\$696,000</b>	<b>\$127,000</b>

## Tourism - Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$200,440	\$204,783	\$239,085	\$271,700	\$32,615
CONTRACTUAL SERVICES	\$174,086	\$253,421	\$250,215	\$338,200	\$87,985
INTERNAL SERVICES	\$0	\$0	\$7,000	\$5,500	-\$1,500
OTHER CHARGES	\$61,362	\$52,994	\$72,700	\$80,600	\$7,900
<b>TOTAL</b>	<b>\$435,888</b>	<b>\$511,199</b>	<b>\$569,000</b>	<b>\$696,000</b>	<b>\$127,000</b>

## STAFFING SUMMARY

### Tourism

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
FTE Amount					
Tourism	2.00	2.00	2.00	3.00	3.00
<b>FTE AMOUNT</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

## REVENUE DETAIL

### Tourism - Revenue Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local					
Revenue, Use of Money	\$821	\$128	\$0	\$150	\$150
Miscellaneous Revenue					
MISCELLANEOUS REVENUE	\$12,584	\$1,006	\$2,000	\$500	-\$1,500
DONATIONS & SPECIAL GIFTS					
OTHER FUNDS	\$0	\$0	\$0	\$0	\$0
GIFT SHOP SALES	\$21,470	\$25,624	\$33,000	\$33,000	\$0
FREDERICK COUNTY	\$342,562	\$378,450	\$368,500	\$476,850	\$108,350
MISCELLANEOUS	\$3,097	\$16,105	\$5,000	\$15,000	\$10,000
<b>DONATIONS &amp; SPECIAL GIFTS TOTAL</b>	<b>\$367,129</b>	<b>\$420,179</b>	<b>\$406,500</b>	<b>\$524,850</b>	<b>\$118,350</b>
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$379,712</b>	<b>\$421,185</b>	<b>\$408,500</b>	<b>\$525,350</b>	<b>\$116,850</b>
Recovered Costs	\$0	\$0	\$10,000	\$20,000	\$10,000
<b>LOCAL TOTAL</b>	<b>\$380,533</b>	<b>\$421,313</b>	<b>\$418,500</b>	<b>\$545,500</b>	<b>\$127,000</b>
Federal	\$1,575	\$70	\$0	\$0	\$0
Other Financing Sources					
Transfers In	\$150,500	\$150,500	\$150,500	\$150,500	\$0
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$150,500</b>	<b>\$150,500</b>	<b>\$150,500</b>	<b>\$150,500</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$532,608</b>	<b>\$571,883</b>	<b>\$569,000</b>	<b>\$696,000</b>	<b>\$127,000</b>

## EXPENDITURE DETAIL

### Tourism - Expenditure Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL					
SALARIES & WAGES	\$119,188	\$122,146	\$154,124	\$171,025	\$16,901
OVERTIME	\$106	\$1	\$0	\$0	\$0
PART-TIME SALARIES	\$39,831	\$38,488	\$27,810	\$40,000	\$12,190
FICA	\$11,814	\$11,951	\$14,023	\$14,663	\$640
RETIREMENT	\$10,781	\$12,181	\$13,855	\$17,805	\$3,950
HOSPITAL/MEDICAL PLANS	\$1,581	\$2,085	\$2,110	\$0	-\$2,110
GROUP INSURANCE	\$1,566	\$1,596	\$2,020	\$2,291	\$271
DISABILITY INSURANCE	\$0	\$0	\$0	\$184	\$184
UNEMPLOYMENT INSURANCE	\$0	\$70	\$0	\$0	\$0

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
WORKER'S COMPENSATION	\$95	\$115	\$123	\$362	\$239
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$73	\$73	\$108	\$108	\$0
HEALTH INSURANCE	\$15,263	\$15,958	\$24,728	\$25,106	\$378
<b>OTHER BENEFITS TOTAL</b>	<b>\$15,336</b>	<b>\$16,031</b>	<b>\$24,836</b>	<b>\$25,214</b>	<b>\$378</b>
VRS HEALTH INS CREDIT	\$143	\$119	\$184	\$155	-\$29
<b>PERSONNEL TOTAL</b>	<b>\$200,440</b>	<b>\$204,783</b>	<b>\$239,085</b>	<b>\$271,700</b>	<b>\$32,615</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$18,669	\$56,704	\$30,000	\$60,000	\$30,000
MAINTENANCE SERVICE	\$1,423	\$1,505	\$1,200	\$1,500	\$300
PRINTING & BINDING	\$20,658	\$23,134	\$30,000	\$30,000	\$0
ADVERTISING	\$133,336	\$172,078	\$189,015	\$246,700	\$57,685
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$174,086</b>	<b>\$253,421</b>	<b>\$250,215</b>	<b>\$338,200</b>	<b>\$87,985</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$0	\$0	\$500	\$500	\$0
EQUIPMENT FUND PARTS	\$0	\$0	\$2,500	\$2,500	\$0
EQUIPMENT FUND LABOR	\$0	\$0	\$4,000	\$2,500	-\$1,500
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$5,500</b>	<b>-\$1,500</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$5,500</b>	<b>-\$1,500</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$4,303	\$5,042	\$5,000	\$5,000	\$0
TELECOMMUNICATIONS	\$3,400	\$3,285	\$3,400	\$3,400	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$7,703</b>	<b>\$8,327</b>	<b>\$8,400</b>	<b>\$8,400</b>	<b>\$0</b>
INSURANCE					
MOTOR VEHICLE INSURANCE	\$0	\$0	\$0	\$700	\$700
GENERAL LIABILITY	\$594	\$693	\$1,000	\$800	-\$200
<b>INSURANCE TOTAL</b>	<b>\$594</b>	<b>\$693</b>	<b>\$1,000</b>	<b>\$1,500</b>	<b>\$500</b>
LEASES & RENTALS					
OFFICE EQUIPMENT	\$2,348	\$2,016	\$2,500	\$500	-\$2,000
BUILDINGS	\$11,925	\$7,950	\$15,900	\$15,900	\$0
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$14,273</b>	<b>\$9,966</b>	<b>\$18,400</b>	<b>\$16,400</b>	<b>-\$2,000</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$3,985	\$236	\$6,000	\$6,000	\$0
TRAINING & EDUCATION	\$5,403	\$1,092	\$7,000	\$8,800	\$1,800
<b>TRAVEL TOTAL</b>	<b>\$9,388</b>	<b>\$1,328</b>	<b>\$13,000</b>	<b>\$14,800</b>	<b>\$1,800</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$3,340	\$4,133	\$4,000	\$5,500	\$1,500
MISC CHARGES & FEES	\$1,095	\$944	\$900	\$900	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$4,435</b>	<b>\$5,077</b>	<b>\$4,900</b>	<b>\$6,400</b>	<b>\$1,500</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$1,021	\$622	\$1,000	\$1,000	\$0
FOOD & FOOD SERVICE	\$435	\$821	\$1,000	\$1,000	\$0
LAUNDRY & JANITORIAL	\$21	\$0	\$0	\$0	\$0
BOOKS & SUBSCRIPTIONS	\$5,138	\$6,119	\$3,000	\$6,000	\$3,000
OTHER OPERATING SUPPLIES	\$881	\$1,695	\$900	\$900	\$0
MERCHANDISE FOR RESALE	\$16,698	\$16,594	\$20,000	\$20,000	\$0
COMPUTER HARDWARE/SOFTWAR	\$775	\$1,752	\$1,000	\$4,000	\$3,000
AWARDS, PLAQUES, OTHER	\$0	\$0	\$100	\$200	\$100
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$24,969</b>	<b>\$27,603</b>	<b>\$27,000</b>	<b>\$33,100</b>	<b>\$6,100</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$61,362</b>	<b>\$52,994</b>	<b>\$72,700</b>	<b>\$80,600</b>	<b>\$7,900</b>
<b>TOTAL</b>	<b>\$435,888</b>	<b>\$511,199</b>	<b>\$569,000</b>	<b>\$696,000</b>	<b>\$127,000</b>



## DESCRIPTION

The Law Library is located on the third floor of the Frederick/Winchester Judicial Center and is maintained by the Circuit Court Judges' secretary. The Law library provides legal library service and reference assistance for the benefit of the judiciary, practicing attorneys, and the general public.

## STRATEGIC PLAN GOALS

Strategic Plan - Goal 5

- Provide legal reference assistance to library patrons.
- Maintain inventory and preserve the physical collection of legal materials.

## REVENUE AND EXPENDITURE SUMMARY

Law Library - Revenues by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local	\$24,242	\$19,019	\$33,000	\$33,000	\$0
Other Financing Sources	\$0	\$0	\$17,000	\$17,000	\$0
<b>TOTAL</b>	<b>\$24,242</b>	<b>\$19,019</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>

Law Library - Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$6,104	\$6,047	\$6,000	\$6,000	\$0
CONTRACTUAL SERVICES	\$6,491	\$0	\$5,000	\$5,000	\$0
OTHER CHARGES	\$30,783	\$30,583	\$39,000	\$39,000	\$0
<b>TOTAL</b>	<b>\$43,377</b>	<b>\$36,630</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>

## REVENUE DETAIL

Law Library Revenue Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local					
Revenue, Use of Money					
INTEREST	\$874	\$142	\$0	\$0	\$0
<b>REVENUE, USE OF MONEY TOTAL</b>	<b>\$874</b>	<b>\$142</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Charges for Services					
COURT COST					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
LAW LIBRARY CITY FEES	\$11,399	\$18,876	\$18,000	\$18,000	\$0
LAW LIBRARY COUNTY FEES	\$11,969	\$0	\$15,000	\$15,000	\$0
<b>COURT COST TOTAL</b>	<b>\$23,368</b>	<b>\$18,876</b>	<b>\$33,000</b>	<b>\$33,000</b>	<b>\$0</b>
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$23,368</b>	<b>\$18,876</b>	<b>\$33,000</b>	<b>\$33,000</b>	<b>\$0</b>
<b>LOCAL TOTAL</b>	<b>\$24,242</b>	<b>\$19,019</b>	<b>\$33,000</b>	<b>\$33,000</b>	<b>\$0</b>
Other Financing Sources	\$0	\$0	\$17,000	\$17,000	\$0
<b>TOTAL</b>	<b>\$24,242</b>	<b>\$19,019</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>

## EXPENDITURE DETAIL

### Law Library - Expenditure Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
PART-TIME SALARIES	\$6,104	\$6,047	\$6,000	\$6,000	\$0
<b>PERSONNEL TOTAL</b>	<b>\$6,104</b>	<b>\$6,047</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES	\$5,891	\$0	\$0	\$0	\$0
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$600	\$0	\$0	\$0	\$0
COMPUTER HARDWARE/SOFTWAR	\$0	\$0	\$5,000	\$5,000	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$600</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$6,491</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS	\$1,479	\$2,513	\$2,600	\$2,600	\$0
LEASES & RENTALS	\$1,239	\$1,145	\$1,400	\$1,400	\$0
MATERIALS & SUPPLIES					
BOOKS & SUBSCRIPTIONS	\$28,065	\$26,925	\$35,000	\$35,000	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$28,065</b>	<b>\$26,925</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$30,783</b>	<b>\$30,583</b>	<b>\$39,000</b>	<b>\$39,000</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$43,377</b>	<b>\$36,630</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>



## DESCRIPTION

The Winchester Parking Authority (WPA) provides safe, clean and convenient parking for customers and employees of downtown businesses and people living or visiting downtown. The WPA also works with other departments to plan for future parking needs.



## OLD TOWN PARKING

Old Town Winchester has approximately 2,000 convenient parking spaces either on streets, in parking lots or in four downtown autoparks all accessible 24/7.



Park in one of downtown's four garages (automated and open 24/7) or use the Parkmobile app for meters. Parkmobile allows you to pay to park at street and lot meters using your smartphone and credit card. Need to stay longer than expected? Open the app wherever you are and add more time to your meter. It's that simple.

## STRATEGIC PLAN GOALS

Goals (Strategic Plan Goals 3):

- To plan for future parking needs.
- Collaborate with other departments to make sure they have parking for future projects and businesses.

Objectives:

- Continue preventative maintenance on all garages and equipment to maintain good operations and cut costs.
- Address the capital needs of the garages including, renovation priorities and repair needs over the next 2-5 years.

## PERFORMANCE MEASURES

Indicators	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimated
<b>Measures</b>					
Number of hourly customers utilizing the garages under normal operations	161,120	151,846	90,319	126,897	139,000
Number of total monthly parkers	1,036	1,142	1,093	1,145	1,195
Number of parkers Friday of Apple Blossom Festival	874	808	N/A*	N/A*	1,293
Number of parkers Saturday of Apple Blossom Festival	940	1,116	N/A*	N/A*	1,174

\* Decline in Hourly Parking and Cancellation of SABF & Parades due to COVID-19/

## REVENUE AND EXPENDITURE SUMMARY

### WPA Revenue by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local	\$1,351,962	\$1,208,364	\$1,356,000	\$1,338,000	-\$18,000
Federal	\$0	\$1,318	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,351,962</b>	<b>\$1,209,682</b>	<b>\$1,356,000</b>	<b>\$1,338,000</b>	<b>-\$18,000</b>

### WPA Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$344,475	\$394,799	\$447,600	\$465,799	\$18,199
CONTRACTUAL SERVICES	\$74,396	\$25,288	\$91,700	\$87,700	-\$4,000
INTERNAL SERVICES	\$3,670	\$5,339	\$7,000	\$7,000	\$0
OTHER CHARGES	\$167,076	\$177,133	\$250,700	\$231,100	-\$19,600
CAPITAL CHARGES	\$254,378	\$260,822	\$26,000	\$26,000	\$0
DEBT	\$244,340	\$234,248	\$518,500	\$520,400	\$1,900
<b>TOTAL</b>	<b>\$1,088,334</b>	<b>\$1,097,631</b>	<b>\$1,341,500</b>	<b>\$1,337,999</b>	<b>-\$3,501</b>

### WPA Summary by Division

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PARKING AUTHORITY</b>					
WPA ADMINISTRATION	\$751,895	\$764,687	\$716,100	\$700,100	-\$16,000
PARKING ENFORCEMENT	\$92,099	\$98,696	\$106,900	\$117,500	\$10,600
<b>PARKING AUTHORITY TOTAL</b>	<b>\$843,994</b>	<b>\$863,383</b>	<b>\$823,000</b>	<b>\$817,599</b>	<b>-\$5,401</b>
<b>DEBT SERVICE</b>					
DEBT	\$244,340	\$234,248	\$518,500	\$520,400	\$1,900
<b>DEBT SERVICE TOTAL</b>	<b>\$244,340</b>	<b>\$234,248</b>	<b>\$518,500</b>	<b>\$520,400</b>	<b>\$1,900</b>
<b>TOTAL</b>	<b>\$1,088,334</b>	<b>\$1,097,631</b>	<b>\$1,341,500</b>	<b>\$1,337,999</b>	<b>-\$3,501</b>

# STAFFING SUMMARY

Winchester Parking Authority

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Parking Administration	5.00	5.00	5.00	5.00	5.00
Parking Control	1.00	2.00	2.00	2.00	2.00
<b>FTE AMOUNT</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

# REVENUE DETAIL

WPA Revenue Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Fines and Forfeitures	\$149,164	\$111,953	\$130,000	\$115,000	-\$15,000
Revenue, Use of Money	\$6,793	\$1,164	\$0	\$0	\$0
Charges for Services	\$1,192,514	\$1,093,338	\$1,223,000	\$1,220,000	-\$3,000
Miscellaneous Revenue	\$3,491	\$1,909	\$3,000	\$3,000	\$0
<b>LOCAL TOTAL</b>	<b>\$1,351,962</b>	<b>\$1,208,364</b>	<b>\$1,356,000</b>	<b>\$1,338,000</b>	<b>-\$18,000</b>
<b>Federal</b>	<b>\$0</b>	<b>\$1,318</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$1,351,962</b>	<b>\$1,209,682</b>	<b>\$1,356,000</b>	<b>\$1,338,000</b>	<b>-\$18,000</b>

# EXPENDITURE DETAIL

WPA Admin Expenditure Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$175,089	\$181,114	\$239,226	\$254,589	\$15,363
OVERTIME	\$13,190	\$12,727	\$18,000	\$12,000	-\$6,000
FICA	\$14,099	\$14,542	\$19,274	\$20,276	\$1,002
RETIREMENT	\$15,585	\$49,018	\$24,464	\$25,860	\$1,396
HOSPITAL/MEDICAL PLANS	\$1,581	\$5,043	\$2,110	\$0	-\$2,110
GROUP INSURANCE	\$2,267	\$2,359	\$3,204	\$3,360	\$156
DISABILITY INSURANCE	\$412	\$421	\$1,264	\$767	-\$497
WORKER'S COMPENSATION	\$3,398	\$4,206	\$4,297	\$5,483	\$1,186
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$159	\$162	\$192	\$192	\$0
HEALTH INSURANCE	\$28,950	\$28,211	\$34,129	\$31,247	-\$2,882
<b>OTHER BENEFITS TOTAL</b>	<b>\$29,109</b>	<b>\$28,372</b>	<b>\$34,321</b>	<b>\$31,439</b>	<b>-\$2,882</b>
VRS HEALTH INS CREDIT	\$207	\$176	\$240	\$226	-\$14
<b>PERSONNEL TOTAL</b>	<b>\$254,937</b>	<b>\$297,978</b>	<b>\$346,400</b>	<b>\$354,000</b>	<b>\$7,600</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
HEALTH CARE SERVICES	\$68	\$0	\$0	\$0	\$0
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$68</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$70,114	\$22,848	\$80,000	\$75,000	-\$5,000
LANDSCAPING	\$300	\$0	\$1,000	\$3,000	\$2,000
VEHICLE REPAIRS/MAINT.	\$9	\$30	\$1,500	\$1,500	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$70,423</b>	<b>\$22,878</b>	<b>\$82,500</b>	<b>\$79,500</b>	<b>-\$3,000</b>
PRINTING & BINDING	\$3,733	\$2,410	\$6,500	\$5,500	-\$1,000
ADVERTISING	\$172	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$74,396</b>	<b>\$25,288</b>	<b>\$89,000</b>	<b>\$85,000</b>	<b>-\$4,000</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
EQUIPMENT FUND MAINT/FUEL	\$1,306	\$1,325	\$3,000	\$3,000	\$0
EQUIPMENT FUND PARTS	\$622	\$1,085	\$2,000	\$2,000	\$0
EQUIPMENT FUND LABOR	\$1,742	\$2,929	\$2,000	\$2,000	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$3,670</b>	<b>\$5,339</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$0</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$3,670</b>	<b>\$5,339</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$65,291	\$66,042	\$79,000	\$79,000	\$0
WATER & SEWER	\$3,192	\$3,377	\$3,200	\$3,200	\$0
<b>UTILITIES TOTAL</b>	<b>\$68,483</b>	<b>\$69,418</b>	<b>\$82,200</b>	<b>\$82,200</b>	<b>\$0</b>
COMMUNICATIONS					
POSTAL SERVICES	\$172	\$112	\$200	\$200	\$0
TELECOMMUNICATIONS	\$13,306	\$21,674	\$11,600	\$11,600	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$13,479</b>	<b>\$21,785</b>	<b>\$11,800</b>	<b>\$11,800</b>	<b>\$0</b>
INSURANCE					
PROPERTY INSURANCE	\$23,585	\$24,189	\$28,300	\$26,000	-\$2,300
MOTOR VEHICLE INSURANCE	\$1,242	\$845	\$1,500	\$1,500	\$0
GENERAL LIABILITY	\$1,794	\$1,403	\$2,500	\$2,500	\$0
<b>INSURANCE TOTAL</b>	<b>\$26,621</b>	<b>\$26,437</b>	<b>\$32,300</b>	<b>\$30,000</b>	<b>-\$2,300</b>
LEASES & RENTALS					
EQUIPMENT	\$0	\$0	\$2,000	\$1,000	-\$1,000
PARKING LOTS	\$5,991	\$6,600	\$7,000	\$6,600	-\$400
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$5,991</b>	<b>\$6,600</b>	<b>\$9,000</b>	<b>\$7,600</b>	<b>-\$1,400</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$563	\$0	\$100	\$100	\$0
TRAINING & EDUCATION	\$1,082	\$69	\$2,500	\$2,500	\$0
<b>TRAVEL TOTAL</b>	<b>\$1,646</b>	<b>\$69</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$1,390	\$795	\$100	\$800	\$700
MISC CHARGES & FEES	\$22,676	\$23,815	\$25,000	\$25,000	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$24,066</b>	<b>\$24,610</b>	<b>\$25,100</b>	<b>\$25,800</b>	<b>\$700</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$2,435	\$2,027	\$2,500	\$3,500	\$1,000
FOOD & FOOD SERVICE	\$4	\$0	\$200	\$200	\$0
LANDSCAPNG/AGRICULT SUPPL	\$0	\$0	\$400	\$400	\$0
LAUNDRY & JANITORIAL	\$1,441	\$4,987	\$1,500	\$3,500	\$2,000
BLDG REPAIR/MAINTENANCE	\$12,569	\$4,982	\$34,000	\$34,000	\$0
VEHICLE/EQUIPMT SUPPLIES	\$84	\$169	\$500	\$500	\$0
UNIFORMS & APPAREL	\$566	\$708	\$1,000	\$500	-\$500
OTHER OPERATING SUPPLIES	\$6,741	\$13,095	\$44,100	\$25,000	-\$19,100
CHEMICALS	\$0	\$296	\$0	\$0	\$0
COMPUTER HARDWARE/SOFTWAR	\$388	\$75	\$500	\$500	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$24,229</b>	<b>\$26,339</b>	<b>\$84,700</b>	<b>\$68,100</b>	<b>-\$16,600</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$164,515</b>	<b>\$175,259</b>	<b>\$247,700</b>	<b>\$228,100</b>	<b>-\$19,600</b>
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MOTOR VEHICLE & EQUIPMENT	\$0	\$0	\$26,000	\$26,000	\$0
<b>REPLACEMENT TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,000</b>	<b>\$26,000</b>	<b>\$0</b>
DEPRECIATION	\$254,378	\$254,033	\$0	\$0	\$0
OTHER USES OF FUNDS	\$0	\$6,789	\$0	\$0	\$0
<b>CAPITAL CHARGES TOTAL</b>	<b>\$254,378</b>	<b>\$260,822</b>	<b>\$26,000</b>	<b>\$26,000</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$751,895</b>	<b>\$764,687</b>	<b>\$716,100</b>	<b>\$700,100</b>	<b>-\$16,000</b>

WPA Parking Enforcement Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$62,700	\$65,541	\$71,329	\$74,547	\$3,218
OVERTIME	\$447	\$210	\$500	\$500	\$0
FICA	\$4,743	\$4,871	\$5,497	\$5,481	-\$16
RETIREMENT	\$5,519	\$6,878	\$7,297	\$7,626	\$329

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
GROUP INSURANCE	\$880	\$898	\$956	\$999	\$43
DISABILITY INSURANCE	\$328	\$354	\$376	\$394	\$18
WORKER'S COMPENSATION	\$753	\$980	\$1,091	\$1,234	\$143
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$72	\$70	\$72	\$72	\$0
HEALTH INSURANCE	\$14,021	\$16,952	\$14,010	\$20,880	\$6,870
<b>OTHER BENEFITS TOTAL</b>	<b>\$14,093</b>	<b>\$17,023</b>	<b>\$14,082</b>	<b>\$20,952</b>	<b>\$6,870</b>
VRS HEALTH INS CREDIT	\$73	\$67	\$72	\$67	-\$5
<b>PERSONNEL TOTAL</b>	<b>\$89,538</b>	<b>\$96,821</b>	<b>\$101,200</b>	<b>\$111,800</b>	<b>\$10,600</b>
<b>CONTRACTUAL SERVICES</b>					
MAINTENANCE SERVICE					
COMPUTER HARDWARE/SOFTWAR	\$0	\$0	\$2,200	\$2,200	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,200</b>	<b>\$2,200</b>	<b>\$0</b>
PRINTING & BINDING	\$0	\$0	\$500	\$500	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,700</b>	<b>\$2,700</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
MATERIALS & SUPPLIES					
UNIFORMS & APPAREL	\$642	\$1,447	\$2,000	\$2,000	\$0
OTHER OPERATING SUPPLIES	\$1,919	\$428	\$1,000	\$1,000	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$2,561</b>	<b>\$1,875</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$2,561</b>	<b>\$1,875</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$92,099</b>	<b>\$98,696</b>	<b>\$106,900</b>	<b>\$117,500</b>	<b>\$10,600</b>

#### WPA Debt Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>DEBT</b>					
DEBT SERVICE					
REDEMP OF PRIN - BONDS	\$0	\$0	\$285,400	\$297,900	\$12,500
INTEREST - BONDS	\$244,340	\$234,248	\$233,100	\$222,500	-\$10,600
<b>DEBT SERVICE TOTAL</b>	<b>\$244,340</b>	<b>\$234,248</b>	<b>\$518,500</b>	<b>\$520,400</b>	<b>\$1,900</b>
<b>DEBT TOTAL</b>	<b>\$244,340</b>	<b>\$234,248</b>	<b>\$518,500</b>	<b>\$520,400</b>	<b>\$1,900</b>
<b>TOTAL</b>	<b>\$244,340</b>	<b>\$234,248</b>	<b>\$518,500</b>	<b>\$520,400</b>	<b>\$1,900</b>

#### WPA Total Budget

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PARKING AUTHORITY FUND</b>	<b>\$1,088,334</b>	<b>\$1,097,631</b>	<b>\$1,341,500</b>	<b>\$1,337,999</b>	<b>-\$3,501</b>
<b>TOTAL</b>	<b>\$1,088,334</b>	<b>\$1,097,631</b>	<b>\$1,341,500</b>	<b>\$1,337,999</b>	<b>-\$3,501</b>

# CITY CAPITAL IMPROVEMENT FUND

FY 2023 ANNUAL BUDGET

## DESCRIPTION

The City Capital Improvement Fund is used to account for the financing and construction of capital projects of the general government. Financing is provided by general government revenue and bond issues.

## REVENUE AND EXPENDITURE SUMMARY

City Capital Improvement Revenue Summary

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>	\$1,383,749	\$937,073	\$20,000	\$730,000	\$710,000
<b>State</b>	\$1,383,186	\$2,662,588	\$2,820,000	\$1,000,000	-\$1,820,000
<b>Federal</b>	\$286,112	\$697,086	\$162,000	\$3,000,000	\$2,838,000
<b>Other Financing Sources</b>	\$19,615,751	\$36,291,880	\$13,100,000	\$2,370,000	-\$10,730,000
<b>TOTAL</b>	<b>\$22,668,798</b>	<b>\$40,588,628</b>	<b>\$16,102,000</b>	<b>\$7,100,000</b>	<b>-\$9,002,000</b>

City Capital Improvement Expenditure Summary

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CAPITAL CHARGES</b>	\$10,148,809	\$8,006,208	\$15,802,000	\$7,100,000	-\$8,702,000
<b>DEBT</b>	\$272,255	\$17,127,714	\$300,000	\$0	-\$300,000
<b>TRANSFERS OUT</b>	\$10,500,000	\$11,949,233	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$20,921,064</b>	<b>\$37,083,154</b>	<b>\$16,102,000</b>	<b>\$7,100,000</b>	<b>-\$9,002,000</b>

## REVENUE DETAIL

City Capital Improvement Revenue Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Revenue, Use of Money	\$69,167	\$14,602	\$0	\$0	\$0
Miscellaneous Revenue	\$1,314,581	\$922,471	\$0	\$205,000	\$205,000
Recovered Costs	\$0	\$0	\$20,000	\$525,000	\$505,000
<b>LOCAL TOTAL</b>	<b>\$1,383,749</b>	<b>\$937,073</b>	<b>\$20,000</b>	<b>\$730,000</b>	<b>\$710,000</b>
<b>State</b>					
State Categorical Aid					
OTHER CATEGORICAL AID					
REVENUE SHARING	\$1,009,383	\$2,662,588	\$2,800,000	\$1,000,000	-\$1,800,000
FIRE PROGRAMS FUND	\$367,500	\$0	\$0	\$0	\$0
<b>OTHER CATEGORICAL AID TOTAL</b>	<b>\$1,376,883</b>	<b>\$2,662,588</b>	<b>\$2,800,000</b>	<b>\$1,000,000</b>	<b>-\$1,800,000</b>
GRANTS	\$6,303	\$0	\$20,000	\$0	-\$20,000
<b>STATE CATEGORICAL AID TOTAL</b>	<b>\$1,383,186</b>	<b>\$2,662,588</b>	<b>\$2,820,000</b>	<b>\$1,000,000</b>	<b>-\$1,820,000</b>

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>STATE TOTAL</b>	<b>\$1,383,186</b>	<b>\$2,662,588</b>	<b>\$2,820,000</b>	<b>\$1,000,000</b>	<b>-\$1,820,000</b>
<b>Federal</b>					
Federal					
PARKS & RECREATION	\$2,708	\$324,951	\$0	\$3,000,000	\$3,000,000
GRANTS	\$283,404	\$372,135	\$162,000	\$0	-\$162,000
<b>FEDERAL TOTAL</b>	<b>\$286,112</b>	<b>\$697,086</b>	<b>\$162,000</b>	<b>\$3,000,000</b>	<b>\$2,838,000</b>
<b>FEDERAL TOTAL</b>	<b>\$286,112</b>	<b>\$697,086</b>	<b>\$162,000</b>	<b>\$3,000,000</b>	<b>\$2,838,000</b>
<b>Other Financing Sources</b>					
Other Financing Sources					
PROCEEDS FROM INDEBTEDNES	\$17,176,851	\$33,986,963	\$13,100,000	\$0	-\$13,100,000
RESERVES	\$0	\$0	\$0	\$1,100,000	\$1,100,000
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$17,176,851</b>	<b>\$33,986,963</b>	<b>\$13,100,000</b>	<b>\$1,100,000</b>	<b>-\$12,000,000</b>
Transfers In	\$2,438,900	\$2,304,917	\$0	\$1,270,000	\$1,270,000
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$19,615,751</b>	<b>\$36,291,880</b>	<b>\$13,100,000</b>	<b>\$2,370,000</b>	<b>-\$10,730,000</b>
<b>TOTAL</b>	<b>\$22,668,798</b>	<b>\$40,588,628</b>	<b>\$16,102,000</b>	<b>\$7,100,000</b>	<b>-\$9,002,000</b>

## EXPENDITURE DETAIL

### City Capital Improvement Expenditure Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MOTOR VEHICLE & EQUIPMENT	\$665,584	\$0	\$0	\$0	\$0
FACILITIES RENOVATIONS	\$3,090,366	\$31,622	\$0	\$300,000	\$300,000
HVAC IMPROVEMENTS	\$186,159	\$0	\$0	\$0	\$0
<b>REPLACEMENT TOTAL</b>	<b>\$3,942,109</b>	<b>\$31,622</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$300,000</b>
ADDITIONS					
SIGNAGE	\$215,261	\$28,820	\$0	\$0	\$0
SITE IMPROVEMENTS	\$0	\$0	\$202,000	\$0	-\$202,000
FACILITIES CONSTRUCTION	\$624,090	\$0	\$0	\$0	\$0
<b>ADDITIONS TOTAL</b>	<b>\$839,350</b>	<b>\$28,820</b>	<b>\$202,000</b>	<b>\$0</b>	<b>-\$202,000</b>
CITY CIP PROJECTS					
PLEASANT VALLEY RD PROJ	\$0	\$0	\$0	\$100,000	\$100,000
N CAMERON/KENT ST IMPROV	\$45,666	\$392,460	\$2,800,000	\$0	-\$2,800,000
STREETS/ROAD IMPROVEMENTS	\$0	\$62,549	\$400,000	\$0	-\$400,000
HOPE DRIVE IMPROVEMENTS	\$1,392,583	\$1,817,659	\$0	\$0	\$0
GREEN CIRCLE/SHAWNEE SPRG	\$16,007	\$465,269	\$2,400,000	\$3,000,000	\$600,000
SAFE ROUTES TO SCHOOL	\$17,642	\$465,823	\$0	\$0	\$0
SIDEWALK REPAIR	\$1,497,752	\$317,524	\$3,000,000	\$0	-\$3,000,000
HVAC UPGRADE	\$0	\$0	\$0	\$205,000	\$205,000
PARKS ATHLETIC FIELDS	\$0	\$0	\$0	\$1,000,000	\$1,000,000
MILLWOOD AVENUE	\$0	\$0	\$0	\$1,600,000	\$1,600,000
HANDLEY LIBRARY	\$1,279,113	\$1,299,743	\$0	\$0	\$0
KERNSTOWN BATTLEFIELD	\$792,221	\$1,816,491	\$0	\$0	\$0
STREET RESURFACING	\$0	\$0	\$2,000,000	\$0	-\$2,000,000
BARNETT PARK IMPROVEMENTS	\$0	\$0	\$0	\$145,000	\$145,000
OUTDOOR LIGHTING	\$0	\$0	\$0	\$275,000	\$275,000
CHILDREN'S PLAYGROUND	\$61,981	\$0	\$0	\$0	\$0
VALLEY AVENUE RECONSTRUCT	\$127,146	\$1,223,643	\$0	\$0	\$0
STORM SEWER IMPROVEMENTS	\$5,611	\$0	\$0	\$0	\$0
PROPERTY ACQUISITION	\$0	\$0	\$5,000,000	\$0	-\$5,000,000
SOCIAL SERVICE BLDG RENOV	\$0	\$0	\$0	\$200,000	\$200,000
CITY HALL BLDG IMPROVMENT	\$125,605	\$36,732	\$0	\$175,000	\$175,000
TRAFFIC SIGNALS	\$6,023	\$47,872	\$0	\$100,000	\$100,000
<b>CITY CIP PROJECTS TOTAL</b>	<b>\$5,367,350</b>	<b>\$7,945,765</b>	<b>\$15,600,000</b>	<b>\$6,800,000</b>	<b>-\$8,800,000</b>
<b>CAPITAL CHARGES TOTAL</b>	<b>\$10,148,809</b>	<b>\$8,006,208</b>	<b>\$15,802,000</b>	<b>\$7,100,000</b>	<b>-\$8,702,000</b>
<b>DEBT</b>					
DEBT SERVICE					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
BOND ISSUANCE COSTS	\$272,255	\$389,062	\$300,000	\$0	-\$300,000
DEPOSIT WITH ESCROW AGENT	\$0	\$16,738,652	\$0	\$0	\$0
DEBT SERVICE TOTAL	\$272,255	\$17,127,714	\$300,000	\$0	-\$300,000
DEBT TOTAL	\$272,255	\$17,127,714	\$300,000	\$0	-\$300,000
TRANSFERS OUT					
FUND TRANSFERS					
SCHOOL CONSTRUCTION	\$10,500,000	\$11,949,233	\$0	\$0	\$0
FUND TRANSFERS TOTAL	\$10,500,000	\$11,949,233	\$0	\$0	\$0
TRANSFERS OUT TOTAL	\$10,500,000	\$11,949,233	\$0	\$0	\$0
TOTAL	\$20,921,064	\$37,083,154	\$16,102,000	\$7,100,000	-\$9,002,000



# Winchester Virginia UTILITIES FUND

FY 2023 ANNUAL BUDGET



## DESCRIPTION

The Utilities Division of the Public Services Department provides water and sanitary sewer service to approximately 11,000 customers located within the City and in specific areas of Frederick County. In addition, the Engineering Division completes engineering functions and manages capital improvement projects for Utilities and other departments within the City. A summary of the primary functions completed by Utilities and Engineering is:

- Operation and maintenance of water treatment plant
- Operation and maintenance of water distribution system and wastewater collection system
- Operation and maintenance of wastewater treatment plant (under contract with Frederick Winchester Service Authority)
- Utility billing for water and sewer services
- Engineering design/review and construction management of capital improvement projects

## REVENUE AND EXPENDITURE SUMMARY

### Utilities Revenue by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local	\$27,790,950	\$25,012,851	\$25,856,000	\$27,647,000	\$1,791,000
Federal	\$233,366	\$428,676	\$127,000	\$127,000	\$0
Other Financing Sources	\$20,865,218	\$21,026,651	\$364,000	\$188,000	-\$176,000
<b>TOTAL</b>	<b>\$48,889,533</b>	<b>\$46,468,178</b>	<b>\$26,347,000</b>	<b>\$27,962,000</b>	<b>\$1,615,000</b>

### Utilities Expenses by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	Variance
PERSONNEL	\$3,353,208	\$4,116,654	\$4,416,600	\$4,884,601	\$468,001
CONTRACTUAL SERVICES	\$4,694,752	\$5,641,999	\$4,713,700	\$5,360,200	\$646,500
INTERNAL SERVICES	\$130,486	\$137,891	\$137,500	\$137,000	-\$500
OTHER CHARGES	\$2,211,616	\$2,151,035	\$2,322,800	\$3,064,500	\$741,700
CAPITAL CHARGES	\$5,766,043	\$6,446,795	\$928,000	\$860,000	-\$68,000
DEBT	\$3,428,577	\$5,211,845	\$12,328,400	\$12,155,700	-\$172,700
TRANSFERS OUT	\$1,400,000	\$36,727,668	\$1,500,000	\$1,500,000	\$0
OTHER	\$181,599	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$21,166,282</b>	<b>\$60,433,887</b>	<b>\$26,347,000</b>	<b>\$27,962,001</b>	<b>\$1,615,001</b>

## Utilities Expenses by Division

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>WATER AND SEWER</b>					
ADMINISTRATION	\$736,378	\$1,083,873	\$881,500	\$949,100	\$67,600
SOURCE OF SUPPLY	\$2,353,553	\$2,548,796	\$2,822,200	\$3,679,500	\$857,300
TRANSMISSION/DISTRIBUTION	\$2,892,573	\$3,155,746	\$4,093,300	\$3,804,900	-\$288,400
INFRASTRUCTURE REPLACMNT	\$0	\$0	\$0	\$645,000	\$645,000
MAINT OF SEWER SYSTEM	\$486,173	\$544,932	\$672,000	\$757,500	\$85,500
ENGINEERING DIVISION	\$6,046,189	\$6,728,176	\$281,600	\$302,300	\$20,700
<b>WATER AND SEWER TOTAL</b>	<b>\$12,514,866</b>	<b>\$14,061,523</b>	<b>\$8,750,600</b>	<b>\$10,138,301</b>	<b>\$1,387,701</b>
<b>NONDEPARTMENTAL</b>					
CITY/COUNTY JOINT PROGRAM	\$3,502,947	\$4,279,487	\$3,600,000	\$4,000,000	\$400,000
INSURANCE	\$138,294	\$153,365	\$168,000	\$168,000	\$0
<b>NONDEPARTMENTAL TOTAL</b>	<b>\$3,641,240</b>	<b>\$4,432,851</b>	<b>\$3,768,000</b>	<b>\$4,168,000</b>	<b>\$400,000</b>
<b>TRANSFERS OUT</b>	<b>\$1,581,599</b>	<b>\$36,727,668</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$0</b>
<b>DEBT SERVICE</b>	<b>\$3,428,577</b>	<b>\$5,211,845</b>	<b>\$12,328,400</b>	<b>\$12,155,700</b>	<b>-\$172,700</b>
<b>TOTAL</b>	<b>\$21,166,282</b>	<b>\$60,433,887</b>	<b>\$26,347,000</b>	<b>\$27,962,001</b>	<b>\$1,615,001</b>

## STAFFING SUMMARY

### Utilities Fund

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Transmission	22.50	35.50	35.50	37.50	38.50
Engineering	3.00	3.00	3.00	3.00	3.00
Utilities Administration	6.50	6.50	6.50	6.50	6.50
Mechanical & Electrical	4.00	4.00	5.00	6.00	6.00
Source of Supply	11.50	11.50	11.50	13.50	13.50
<b>FTE AMOUNT</b>	<b>47.50</b>	<b>60.50</b>	<b>61.50</b>	<b>66.50</b>	<b>67.50</b>

## REVENUE DETAIL

### Utilities Revenue Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Revenue, Use of Money	\$66,971	\$12,236	\$40,000	\$40,000	\$0
Charges for Services	\$24,989,593	\$24,561,794	\$25,814,000	\$27,605,000	\$1,791,000
Miscellaneous Revenue					
FEES	\$1,775	\$1,425	\$2,000	\$2,000	\$0
DONATIONS & SPECIAL GIFTS	\$21,366	\$26,428	\$0	\$0	\$0
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$23,141</b>	<b>\$27,853</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>
Recovered Costs	\$2,711,245	\$410,967	\$0	\$0	\$0
<b>LOCAL TOTAL</b>	<b>\$27,790,950</b>	<b>\$25,012,851</b>	<b>\$25,856,000</b>	<b>\$27,647,000</b>	<b>\$1,791,000</b>
<b>Federal</b>					
Federal					
OTHER CATEGORICAL AID					
CARES ACT	\$17,517	\$295,704	\$0	\$0	\$0
<b>OTHER CATEGORICAL AID TOTAL</b>	<b>\$17,517</b>	<b>\$295,704</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
PUBLIC WORKS					
ARRA - STIMULUS	\$210,879	\$131,315	\$127,000	\$127,000	\$0
<b>PUBLIC WORKS TOTAL</b>	<b>\$210,879</b>	<b>\$131,315</b>	<b>\$127,000</b>	<b>\$127,000</b>	<b>\$0</b>
GRANTS					
PUBLIC ASSISTANCE GRANT	\$4,970	\$1,657	\$0	\$0	\$0
<b>GRANTS TOTAL</b>	<b>\$4,970</b>	<b>\$1,657</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FEDERAL TOTAL</b>	<b>\$233,366</b>	<b>\$428,676</b>	<b>\$127,000</b>	<b>\$127,000</b>	<b>\$0</b>

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>FEDERAL TOTAL</b>	<b>\$233,366</b>	<b>\$428,676</b>	<b>\$127,000</b>	<b>\$127,000</b>	<b>\$0</b>
<b>Other Financing Sources</b>					
Other Financing Sources					
INSURANCE	\$1,000	\$0	\$0	\$0	\$0
RESERVES	\$0	\$0	\$364,000	\$188,000	-\$176,000
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$364,000</b>	<b>\$188,000</b>	<b>-\$176,000</b>
Transfers In	\$20,864,218	\$21,026,651	\$0	\$0	\$0
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$20,865,218</b>	<b>\$21,026,651</b>	<b>\$364,000</b>	<b>\$188,000</b>	<b>-\$176,000</b>
<b>TOTAL</b>	<b>\$48,889,533</b>	<b>\$46,468,178</b>	<b>\$26,347,000</b>	<b>\$27,962,000</b>	<b>\$1,615,000</b>

## EXPENDITURE DETAIL

### Administration Division Expenses

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$344,337	\$341,267	\$390,062	\$374,689	-\$15,373
OVERTIME	\$7,661	\$6,948	\$10,000	\$10,000	\$0
FICA	\$25,204	\$25,180	\$27,084	\$24,808	-\$2,276
RETIREMENT	\$30,349	\$255,852	\$39,881	\$38,811	-\$1,070
HOSPITAL/MEDICAL PLANS	\$33,244	\$39,379	\$35,486	\$7,944	-\$27,542
GROUP INSURANCE	\$4,416	\$4,448	\$6,479	\$5,018	-\$1,461
DISABILITY INSURANCE	\$1,033	\$994	\$1,192	\$1,153	-\$39
WORKER'S COMPENSATION	\$396	\$477	\$810	\$650	-\$160
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$220	\$211	\$259	\$223	-\$36
HEALTH INSURANCE	\$42,416	\$61,829	\$69,253	\$79,867	\$10,614
<b>OTHER BENEFITS TOTAL</b>	<b>\$42,636</b>	<b>\$62,039</b>	<b>\$69,512</b>	<b>\$80,090</b>	<b>\$10,578</b>
VRS HEALTH INS CREDIT	\$402	\$332	\$394	\$337	-\$57
<b>PERSONNEL TOTAL</b>	<b>\$489,679</b>	<b>\$736,916</b>	<b>\$580,900</b>	<b>\$543,500</b>	<b>-\$37,400</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
ENGINEERING & ARCHITECT	\$3,671	\$14,740	\$15,000	\$100,000	\$85,000
OTHER PROFESSIONAL SERV	\$804	\$275	\$0	\$0	\$0
TRAINING/EDUCATION	\$0	\$1,389	\$5,000	\$5,000	\$0
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$4,475</b>	<b>\$16,404</b>	<b>\$20,000</b>	<b>\$105,000</b>	<b>\$85,000</b>
TEMPORARY HELP	\$5,543	\$0	\$0	\$0	\$0
MAINTENANCE SERVICE					
VEHICLE REPAIRS/MAINT.	\$39	\$10	\$500	\$500	\$0
COMPUTER HARDWARE/SOFTWAR	\$17,598	\$27,868	\$50,000	\$50,000	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$17,637</b>	<b>\$27,878</b>	<b>\$50,500</b>	<b>\$50,500</b>	<b>\$0</b>
PRINTING & BINDING	\$4,458	\$2,616	\$5,000	\$5,000	\$0
ADVERTISING	\$3,809	\$193	\$0	\$0	\$0
PURCHASE SERV OTHER GOVMT					
CONTRACTED PARKING	\$16,690	\$14,500	\$16,200	\$16,200	\$0
<b>PURCHASE SERV OTHER GOVMT TOTAL</b>	<b>\$16,690</b>	<b>\$14,500</b>	<b>\$16,200</b>	<b>\$16,200</b>	<b>\$0</b>
PURCHASED SERVICES OTHER	\$52,490	\$48,165	\$55,000	\$55,000	\$0
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$105,103</b>	<b>\$109,756</b>	<b>\$146,700</b>	<b>\$231,700</b>	<b>\$85,000</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$16,332	\$9,581	\$15,000	\$15,000	\$0
TELECOMMUNICATIONS	\$415	\$0	\$800	\$800	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$16,747</b>	<b>\$9,581</b>	<b>\$15,800</b>	<b>\$15,800</b>	<b>\$0</b>
LEASES & RENTALS					
OFFICE EQUIPMENT	\$1,614	\$1,514	\$0	\$0	\$0
LAND	\$4,000	\$6,280	\$7,000	\$7,000	\$0
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$5,614</b>	<b>\$7,794</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$0</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$443	\$0	\$1,000	\$1,000	\$0

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
TRAINING & EDUCATION	\$3,462	\$3,175	\$3,200	\$3,200	\$0
<b>TRAVEL TOTAL</b>	<b>\$3,904</b>	<b>\$3,175</b>	<b>\$4,200</b>	<b>\$4,200</b>	<b>\$0</b>
CONTRIBUTION OTHER ENTITY					
ST. HEALTH DEPT UTIL. FEE	\$32,423	\$32,423	\$34,000	\$34,000	\$0
<b>CONTRIBUTION OTHER ENTITY TOTAL</b>	<b>\$32,423</b>	<b>\$32,423</b>	<b>\$34,000</b>	<b>\$34,000</b>	<b>\$0</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$6,627	\$6,387	\$7,000	\$7,000	\$0
MISC CHARGES & FEES	\$60,809	\$162,313	\$65,000	\$85,000	\$20,000
<b>MISCELLANEOUS TOTAL</b>	<b>\$67,435</b>	<b>\$168,700</b>	<b>\$72,000</b>	<b>\$92,000</b>	<b>\$20,000</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$4,148	\$5,619	\$7,000	\$7,000	\$0
FOOD & FOOD SERVICE	\$240	\$267	\$300	\$300	\$0
VEHICLE & EQUIPMENT FUELS	\$30	\$38	\$100	\$100	\$0
VEHICLE/EQUIPMT SUPPLIES	\$0	\$15	\$0	\$0	\$0
UNIFORMS & APPAREL	\$282	\$114	\$0	\$0	\$0
BOOKS & SUBSCRIPTIONS	\$625	\$159	\$500	\$500	\$0
OTHER OPERATING SUPPLIES	\$7,648	\$5,917	\$8,000	\$8,000	\$0
COMPUTER HARDWARE/SOFTWAR	\$2,501	\$3,400	\$5,000	\$5,000	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$15,473</b>	<b>\$15,528</b>	<b>\$20,900</b>	<b>\$20,900</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$141,597</b>	<b>\$237,201</b>	<b>\$153,900</b>	<b>\$173,900</b>	<b>\$20,000</b>
<b>TOTAL</b>	<b>\$736,378</b>	<b>\$1,083,873</b>	<b>\$881,500</b>	<b>\$949,100</b>	<b>\$67,600</b>

Source of Supply Division Expenses

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$465,580	\$506,869	\$598,834	\$709,973	\$111,139
OVERTIME	\$87,670	\$105,681	\$30,000	\$30,000	\$0
PART-TIME SALARIES	\$15,087	\$2,632	\$0	\$0	\$0
FICA	\$42,759	\$46,207	\$46,239	\$56,967	\$10,728
RETIREMENT	\$41,167	\$77,511	\$58,558	\$73,520	\$14,962
HOSPITAL/MEDICAL PLANS	\$21,420	\$28,278	\$21,015	\$23,832	\$2,817
GROUP INSURANCE	\$5,987	\$6,422	\$7,870	\$9,505	\$1,635
DISABILITY INSURANCE	\$1,331	\$1,506	\$2,040	\$2,693	\$653
UNEMPLOYMENT INSURANCE	\$0	\$2,575	\$0	\$0	\$0
WORKER'S COMPENSATION	\$6,404	\$8,449	\$7,788	\$16,871	\$9,083
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$382	\$391	\$486	\$486	\$0
HEALTH INSURANCE	\$40,263	\$75,010	\$91,091	\$134,416	\$43,325
<b>OTHER BENEFITS TOTAL</b>	<b>\$40,645</b>	<b>\$75,401</b>	<b>\$91,577</b>	<b>\$134,902</b>	<b>\$43,325</b>
VRS HEALTH INS CREDIT	\$545	\$479	\$579	\$638	\$59
<b>PERSONNEL TOTAL</b>	<b>\$728,595</b>	<b>\$862,012</b>	<b>\$864,500</b>	<b>\$1,058,900</b>	<b>\$194,400</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
ENGINEERING & ARCHITECT	\$0	\$58,326	\$0	\$0	\$0
OTHER PROFESSIONAL SERV	\$0	\$3,000	\$0	\$0	\$0
TRAINING/EDUCATION	\$768	\$0	\$0	\$0	\$0
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$768</b>	<b>\$61,326</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
TEMPORARY HELP	\$33,168	\$16,903	\$0	\$0	\$0
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$111,914	\$257,543	\$230,000	\$230,000	\$0
VEHICLE REPAIRS/MAINT.	\$1,979	\$15	\$2,000	\$0	-\$2,000
MOWING & TRIMMING	\$22,240	\$14,990	\$17,000	\$15,500	-\$1,500
COMPUTER HARDWARE/SOFTWAR	\$16,563	\$13,250	\$15,000	\$25,000	\$10,000
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$152,696</b>	<b>\$285,798</b>	<b>\$264,000</b>	<b>\$270,500</b>	<b>\$6,500</b>
PRINTING & BINDING	\$150	\$1,588	\$500	\$500	\$0
PURCHASE SERV OTHER GOVMT	\$0	\$412	\$0	\$0	\$0
PURCHASED SERVICES OTHER					
REFUSE SERVICE	\$50,182	\$66,227	\$80,000	\$68,000	-\$12,000
LAB SERVICES	\$7,296	\$7,698	\$15,000	\$29,000	\$14,000
<b>PURCHASED SERVICES OTHER TOTAL</b>	<b>\$57,478</b>	<b>\$73,925</b>	<b>\$95,000</b>	<b>\$97,000</b>	<b>\$2,000</b>

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$244,260</b>	<b>\$439,951</b>	<b>\$359,500</b>	<b>\$368,000</b>	<b>\$8,500</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$45,830	\$52,755	\$50,000	\$50,000	\$0
EQUIPMENT FUND PARTS	\$26,040	\$30,326	\$27,000	\$27,000	\$0
EQUIPMENT FUND LABOR	\$58,616	\$54,811	\$60,000	\$60,000	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$130,486</b>	<b>\$137,891</b>	<b>\$137,000</b>	<b>\$137,000</b>	<b>\$0</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$130,486</b>	<b>\$137,891</b>	<b>\$137,000</b>	<b>\$137,000</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$526,619	\$507,796	\$575,000	\$530,000	-\$45,000
<b>UTILITIES TOTAL</b>	<b>\$526,619</b>	<b>\$507,796</b>	<b>\$575,000</b>	<b>\$530,000</b>	<b>-\$45,000</b>
COMMUNICATIONS					
POSTAL SERVICES	\$1,809	\$193	\$1,700	\$1,200	-\$500
TELECOMMUNICATIONS	\$10,414	\$13,850	\$28,400	\$28,400	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$12,223</b>	<b>\$14,042</b>	<b>\$30,100</b>	<b>\$29,600</b>	<b>-\$500</b>
LEASES & RENTALS					
EQUIPMENT	\$2,051	\$18,905	\$5,000	\$5,000	\$0
OFFICE EQUIPMENT	\$2,074	\$2,088	\$2,800	\$2,500	-\$300
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$4,125</b>	<b>\$20,993</b>	<b>\$7,800</b>	<b>\$7,500</b>	<b>-\$300</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$116	\$0	\$0	\$0	\$0
TRAINING & EDUCATION	\$7,951	\$7,055	\$11,000	\$10,000	-\$1,000
<b>TRAVEL TOTAL</b>	<b>\$8,067</b>	<b>\$7,055</b>	<b>\$11,000</b>	<b>\$10,000</b>	<b>-\$1,000</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$300	\$304	\$2,100	\$1,800	-\$300
LOCAL REAL ESTATE TAXES	\$25,344	\$23,720	\$30,000	\$30,000	\$0
MISC CHARGES & FEES	\$5	\$0	\$1,000	\$1,000	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$25,649</b>	<b>\$24,024</b>	<b>\$33,100</b>	<b>\$32,800</b>	<b>-\$300</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$3,060	\$2,800	\$1,500	\$1,500	\$0
FOOD & FOOD SERVICE	\$212	\$0	\$200	\$200	\$0
MEDICAL & LABORATORY	\$80,787	\$51,999	\$70,000	\$61,500	-\$8,500
LAUNDRY & JANITORIAL	\$13,012	\$15,355	\$10,000	\$10,000	\$0
BLDG REPAIR/MAINTENANCE	\$191,796	\$110,620	\$175,000	\$150,000	-\$25,000
VEHICLE & EQUIPMENT FUELS	\$8,135	\$9,999	\$15,000	\$20,000	\$5,000
VEHICLE/EQUIPMT SUPPLIES	\$5,524	\$709	\$2,000	\$2,000	\$0
UNIFORMS & APPAREL	\$6,655	\$6,400	\$5,000	\$5,000	\$0
BOOKS & SUBSCRIPTIONS	\$429	\$956	\$500	\$500	\$0
OTHER OPERATING SUPPLIES	\$2,281	\$13,174	\$5,000	\$5,000	\$0
CHEMICALS	\$342,577	\$295,650	\$375,000	\$550,000	\$175,000
COMPUTER HARDWARE/SOFTWAR	\$18,745	\$27,371	\$20,000	\$20,000	\$0
AWARDS, PLAQUES, OTHER	\$316	\$0	\$0	\$0	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$673,528</b>	<b>\$535,033</b>	<b>\$679,200</b>	<b>\$825,700</b>	<b>\$146,500</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$1,250,212</b>	<b>\$1,108,943</b>	<b>\$1,336,200</b>	<b>\$1,435,600</b>	<b>\$99,400</b>
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MACHINERY & EQUIPMENT	\$0	\$0	\$125,000	\$680,000	\$555,000
<b>REPLACEMENT TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$680,000</b>	<b>\$555,000</b>
<b>CAPITAL CHARGES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$680,000</b>	<b>\$555,000</b>
<b>TOTAL</b>	<b>\$2,353,553</b>	<b>\$2,548,796</b>	<b>\$2,822,200</b>	<b>\$3,679,500</b>	<b>\$857,300</b>

Transmission/Distribution Division Expenses

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$1,122,473	\$1,177,966	\$1,525,237	\$1,705,381	\$180,144
OVERTIME	\$144,671	\$180,299	\$145,000	\$145,000	\$0
FICA	\$93,960	\$101,288	\$126,968	\$142,156	\$15,188
RETIREMENT	\$100,630	\$188,888	\$155,397	\$172,553	\$17,156
HOSPITAL/MEDICAL PLANS	\$0	\$17,264	\$0	\$0	\$0

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
GROUP INSURANCE	\$14,763	\$15,631	\$20,356	\$22,262	\$1,906
DISABILITY INSURANCE	\$2,298	\$2,817	\$4,741	\$6,004	\$1,263
WORKER'S COMPENSATION	\$39,577	\$52,842	\$61,753	\$69,000	\$7,247
OTHER BENEFITS					
TUITION ASSISTANCE	\$636	\$0	\$0	\$0	\$0
BENEFITS ADMIN FEE	\$960	\$1,002	\$1,283	\$1,337	\$54
HEALTH INSURANCE	\$124,375	\$239,811	\$285,046	\$313,413	\$28,367
<b>OTHER BENEFITS TOTAL</b>	<b>\$125,971</b>	<b>\$240,813</b>	<b>\$286,329</b>	<b>\$314,750</b>	<b>\$28,421</b>
VRS HEALTH INS CREDIT	\$1,333	\$1,159	\$1,519	\$1,496	-\$23
<b>PERSONNEL TOTAL</b>	<b>\$1,645,678</b>	<b>\$1,978,967</b>	<b>\$2,327,300</b>	<b>\$2,578,600</b>	<b>\$251,300</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
OTHER PROFESSIONAL SERV	\$340	\$35	\$0	\$0	\$0
TRAINING/EDUCATION	\$250	\$5,885	\$7,000	\$4,000	-\$3,000
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$590</b>	<b>\$5,920</b>	<b>\$7,000</b>	<b>\$4,000</b>	<b>-\$3,000</b>
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$614,415	\$582,695	\$400,000	\$400,000	\$0
WATER TANK MAINTENANCE	\$0	\$0	\$0	\$132,000	\$132,000
VEHICLE REPAIRS/MAINT.	\$61,802	\$53,318	\$50,000	\$50,000	\$0
MOWING & TRIMMING	\$12,923	\$19,343	\$16,000	\$21,000	\$5,000
COMPUTER HARDWARE/SOFTWAR	\$0	\$9,965	\$5,000	\$5,000	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$689,141</b>	<b>\$665,321</b>	<b>\$471,000</b>	<b>\$608,000</b>	<b>\$137,000</b>
PRINTING & BINDING	\$3,671	\$1,174	\$1,200	\$1,200	\$0
LAUNDRY & DRY CLEANING	\$49	\$0	\$0	\$0	\$0
PURCHASE SERV OTHER GOVMT	\$42	\$0	\$500	\$500	\$0
PURCHASED SERVICES OTHER					
REFUSE SERVICE	\$1,840	\$2,048	\$1,200	\$1,200	\$0
MISS UTILITY SERVICE	\$10,842	\$12,128	\$12,000	\$12,000	\$0
<b>PURCHASED SERVICES OTHER TOTAL</b>	<b>\$12,682</b>	<b>\$14,176</b>	<b>\$13,200</b>	<b>\$13,200</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$706,174</b>	<b>\$686,590</b>	<b>\$492,900</b>	<b>\$626,900</b>	<b>\$134,000</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$8,795	\$10,820	\$9,000	\$9,000	\$0
HEATING SERVICES	\$2,307	\$1,970	\$2,500	\$2,500	\$0
WATER & SEWER	\$2,127	\$2,066	\$2,200	\$2,200	\$0
<b>UTILITIES TOTAL</b>	<b>\$13,228</b>	<b>\$14,856</b>	<b>\$13,700</b>	<b>\$13,700</b>	<b>\$0</b>
COMMUNICATIONS					
POSTAL SERVICES	\$632	\$1,010	\$800	\$800	\$0
TELECOMMUNICATIONS	\$5,167	\$5,594	\$6,000	\$6,000	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$5,799</b>	<b>\$6,603</b>	<b>\$6,800</b>	<b>\$6,800</b>	<b>\$0</b>
INSURANCE	\$26,638	\$27,778	\$28,000	\$28,000	\$0
LEASES & RENTALS					
EQUIPMENT	\$11,621	\$279	\$7,500	\$5,000	-\$2,500
OFFICE EQUIPMENT	\$3,309	\$2,192	\$2,100	\$2,100	\$0
BUILDINGS	\$1,456	\$1,596	\$1,500	\$1,500	\$0
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$16,385</b>	<b>\$4,067</b>	<b>\$11,100</b>	<b>\$8,600</b>	<b>-\$2,500</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$107	\$0	\$1,000	\$1,000	\$0
TRAINING & EDUCATION	\$8,402	\$0	\$10,000	\$7,000	-\$3,000
<b>TRAVEL TOTAL</b>	<b>\$8,509</b>	<b>\$0</b>	<b>\$11,000</b>	<b>\$8,000</b>	<b>-\$3,000</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$0	\$0	\$500	\$500	\$0
MISC CHARGES & FEES	\$755	\$618	\$1,500	\$1,000	-\$500
<b>MISCELLANEOUS TOTAL</b>	<b>\$755</b>	<b>\$618</b>	<b>\$2,000</b>	<b>\$1,500</b>	<b>-\$500</b>
MATERIALS & SUPPLIES	\$469,407	\$436,268	\$397,500	\$397,800	\$300
<b>OTHER CHARGES TOTAL</b>	<b>\$540,721</b>	<b>\$490,189</b>	<b>\$470,100</b>	<b>\$464,400</b>	<b>-\$5,700</b>
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MOTOR VEHICLE & EQUIPMENT	\$0	\$0	\$113,000	\$135,000	\$22,000
<b>REPLACEMENT TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$113,000</b>	<b>\$135,000</b>	<b>\$22,000</b>
ADDITIONS					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
MOTOR VEHICLE & EQUIPMENT	\$0	\$0	\$690,000	\$0	-\$690,000
<b>ADDITIONS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$690,000</b>	<b>\$0</b>	<b>-\$690,000</b>
<b>CAPITAL CHARGES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$803,000</b>	<b>\$135,000</b>	<b>-\$668,000</b>
<b>TOTAL</b>	<b>\$2,892,573</b>	<b>\$3,155,746</b>	<b>\$4,093,300</b>	<b>\$3,804,900</b>	<b>-\$288,400</b>

Maintenance of Sewer Division Expenses

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$174,722	\$187,324	\$253,663	\$272,668	\$19,005
OVERTIME	\$30,364	\$16,293	\$40,000	\$40,000	\$0
FICA	\$15,176	\$14,869	\$22,153	\$22,461	\$308
RETIREMENT	\$16,236	\$29,193	\$25,886	\$28,107	\$2,221
HOSPITAL/MEDICAL PLANS	\$0	\$2,466	\$0	\$0	\$0
GROUP INSURANCE	\$2,362	\$2,397	\$3,391	\$3,640	\$249
DISABILITY INSURANCE	\$731	\$550	\$956	\$996	\$40
UNEMPLOYMENT INSURANCE	\$1,251	\$0	\$0	\$0	\$0
WORKER'S COMPENSATION	\$2,107	\$2,532	\$3,464	\$4,285	\$821
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$143	\$139	\$180	\$180	\$0
HEALTH INSURANCE	\$32,734	\$48,648	\$53,954	\$73,620	\$19,666
<b>OTHER BENEFITS TOTAL</b>	<b>\$32,876</b>	<b>\$48,787</b>	<b>\$54,134</b>	<b>\$73,800</b>	<b>\$19,666</b>
VRS HEALTH INS CREDIT	\$216	\$179	\$253	\$244	-\$9
<b>PERSONNEL TOTAL</b>	<b>\$276,042</b>	<b>\$304,591</b>	<b>\$403,900</b>	<b>\$446,200</b>	<b>\$42,300</b>
<b>CONTRACTUAL SERVICES</b>					
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$73,000	\$69,981	\$69,000	\$65,000	-\$4,000
VEHICLE REPAIRS/MAINT.	\$1,989	\$9,707	\$7,000	\$7,000	\$0
MOWING & TRIMMING	\$4,285	\$3,644	\$8,500	\$8,000	-\$500
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$79,273</b>	<b>\$83,332</b>	<b>\$84,500</b>	<b>\$80,000</b>	<b>-\$4,500</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$79,273</b>	<b>\$83,332</b>	<b>\$84,500</b>	<b>\$80,000</b>	<b>-\$4,500</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$72,593	\$69,547	\$80,000	\$80,000	\$0
<b>UTILITIES TOTAL</b>	<b>\$72,593</b>	<b>\$69,547</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$0</b>
COMMUNICATIONS					
POSTAL SERVICES	\$450	\$53	\$0	\$0	\$0
TELECOMMUNICATIONS	\$0	\$3,823	\$24,300	\$33,000	\$8,700
<b>COMMUNICATIONS TOTAL</b>	<b>\$450</b>	<b>\$3,876</b>	<b>\$24,300</b>	<b>\$33,000</b>	<b>\$8,700</b>
LEASES & RENTALS	\$0	\$655	\$2,000	\$0	-\$2,000
TRAVEL					
MILEAGE & TRANSPORTATION	\$157	\$0	\$0	\$0	\$0
TRAINING & EDUCATION	\$310	\$845	\$12,000	\$10,000	-\$2,000
<b>TRAVEL TOTAL</b>	<b>\$467</b>	<b>\$845</b>	<b>\$12,000</b>	<b>\$10,000</b>	<b>-\$2,000</b>
MISCELLANEOUS					
MISC CHARGES & FEES	\$0	\$5	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$0</b>	<b>\$5</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$0	\$0	\$500	\$500	\$0
MEDICAL & LABORATORY	\$187	\$0	\$0	\$0	\$0
LAUNDRY & JANITORIAL	\$61	\$0	\$1,000	\$1,000	\$0
BLDG REPAIR/MAINTENANCE	\$43,221	\$73,950	\$52,000	\$50,000	-\$2,000
VEHICLE & EQUIPMENT FUELS	\$415	\$796	\$2,800	\$2,800	\$0
VEHICLE/EQUIPMT SUPPLIES	\$654	\$1,561	\$500	\$500	\$0
UNIFORMS & APPAREL	\$8,564	\$3,319	\$5,000	\$5,000	\$0
BOOKS & SUBSCRIPTIONS	\$0	\$0	\$1,000	\$1,000	\$0
OTHER OPERATING SUPPLIES	\$1,854	\$2,456	\$500	\$500	\$0
COMPUTER HARDWARE/SOFTWAR	\$2,392	\$0	\$2,000	\$2,000	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$57,347</b>	<b>\$82,081</b>	<b>\$65,300</b>	<b>\$63,300</b>	<b>-\$2,000</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$130,857</b>	<b>\$157,009</b>	<b>\$183,600</b>	<b>\$186,300</b>	<b>\$2,700</b>
<b>CAPITAL CHARGES</b>					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
REPLACEMENT					
MOTOR VEHICLE & EQUIPMENT	\$0	\$0	\$0	\$45,000	\$45,000
REPLACEMENT TOTAL	\$0	\$0	\$0	\$45,000	\$45,000
CAPITAL CHARGES TOTAL	\$0	\$0	\$0	\$45,000	\$45,000
TOTAL	\$486,173	\$544,932	\$672,000	\$757,500	\$85,500

Infrastructure Replacement Division

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
TRAINING/EDUCATION	\$0	\$0	\$0	\$2,500	\$2,500
PROFESSIONAL SERVICES TOTAL	\$0	\$0	\$0	\$2,500	\$2,500
PURCHASE SERV OTHER GOVMT					
SANITARY LANDFILL USAGE	\$0	\$0	\$0	\$15,000	\$15,000
PURCHASE SERV OTHER GOVMT TOTAL	\$0	\$0	\$0	\$15,000	\$15,000
CONTRACTUAL SERVICES TOTAL	\$0	\$0	\$0	\$17,500	\$17,500
OTHER CHARGES					
COMMUNICATIONS	\$0	\$0	\$0	\$2,000	\$2,000
LEASES & RENTALS	\$0	\$0	\$0	\$80,000	\$80,000
TRAVEL					
TRAINING & EDUCATION	\$0	\$0	\$0	\$2,000	\$2,000
TRAVEL TOTAL	\$0	\$0	\$0	\$2,000	\$2,000
MATERIALS & SUPPLIES					
FOOD & FOOD SERVICE	\$0	\$0	\$0	\$1,000	\$1,000
MEDICAL & LABORATORY	\$0	\$0	\$0	\$500	\$500
LAUNDRY & JANITORIAL	\$0	\$0	\$0	\$2,500	\$2,500
BLDG REPAIR/MAINTENANCE	\$0	\$0	\$0	\$367,000	\$367,000
VEHICLE & EQUIPMENT FUELS	\$0	\$0	\$0	\$1,000	\$1,000
VEHICLE/EQUIPMT SUPPLIES	\$0	\$0	\$0	\$5,000	\$5,000
UNIFORMS & APPAREL	\$0	\$0	\$0	\$1,500	\$1,500
OTHER OPERATING SUPPLIES	\$0	\$0	\$0	\$5,000	\$5,000
STREETS & SIDEWALKS	\$0	\$0	\$0	\$160,000	\$160,000
MATERIALS & SUPPLIES TOTAL	\$0	\$0	\$0	\$543,500	\$543,500
OTHER CHARGES TOTAL	\$0	\$0	\$0	\$627,500	\$627,500
TOTAL	\$0	\$0	\$0	\$645,000	\$645,000

Engineering Division

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL					
SALARIES & WAGES	\$169,794	\$168,197	\$184,824	\$194,064	\$9,240
OVERTIME	\$2,123	\$3,636	\$1,000	\$1,000	\$0
PART-TIME SALARIES	\$2,768	\$0	\$0	\$0	\$0
FICA	\$13,188	\$12,834	\$14,613	\$14,438	-\$175
RETIREMENT	\$15,294	\$26,596	\$18,907	\$20,135	\$1,228
HOSPITAL/MEDICAL PLANS	\$0	\$1,480	\$0	\$0	\$0
GROUP INSURANCE	\$2,225	\$2,187	\$2,476	\$2,600	\$124
DISABILITY INSURANCE	\$449	\$407	\$486	\$530	\$44
WORKER'S COMPENSATION	\$2,002	\$2,647	\$2,741	\$2,820	\$79
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$102	\$99	\$108	\$108	\$0
HEALTH INSURANCE	\$5,067	\$15,923	\$14,660	\$21,530	\$6,870
OTHER BENEFITS TOTAL	\$5,169	\$16,022	\$14,768	\$21,638	\$6,870
VRS HEALTH INS CREDIT	\$203	\$163	\$185	\$175	-\$10
PERSONNEL TOTAL	\$213,215	\$234,169	\$240,000	\$257,400	\$17,400
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
ENGINEERING & ARCHITECT	\$42,142	\$36,927	\$25,000	\$20,000	-\$5,000
TRAINING/EDUCATION	\$0	\$1,105	\$0	\$0	\$0



	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$42,142</b>	<b>\$38,032</b>	<b>\$25,000</b>	<b>\$20,000</b>	<b>-\$5,000</b>
MAINTENANCE SERVICE					
VEHICLE REPAIRS/MAINT.	\$0	\$0	\$500	\$500	\$0
COMPUTER HARDWARE/SOFTWAR	\$14,563	\$3,732	\$4,000	\$15,000	\$11,000
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$14,563</b>	<b>\$3,732</b>	<b>\$4,500</b>	<b>\$15,500</b>	<b>\$11,000</b>
PRINTING & BINDING	\$4	\$499	\$100	\$100	\$0
PURCHASED SERVICES OTHER					
LAB SERVICES	\$287	\$620	\$500	\$500	\$0
<b>PURCHASED SERVICES OTHER TOTAL</b>	<b>\$287</b>	<b>\$620</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$56,995</b>	<b>\$42,884</b>	<b>\$30,100</b>	<b>\$36,100</b>	<b>\$6,000</b>
<b>INTERNAL SERVICES</b>					
COST ALLOCATION					
COPIER CHARGES	\$0	\$0	\$500	\$0	-\$500
<b>COST ALLOCATION TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	<b>-\$500</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	<b>-\$500</b>
<b>OTHER CHARGES</b>					
COMMUNICATIONS					
POSTAL SERVICES	\$426	\$375	\$200	\$200	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$426</b>	<b>\$375</b>	<b>\$200</b>	<b>\$200</b>	<b>\$0</b>
LEASES & RENTALS	\$1,614	\$0	\$0	\$0	\$0
TRAVEL					
MILEAGE & TRANSPORTATION	\$57	\$0	\$200	\$200	\$0
TRAINING & EDUCATION	\$4,602	\$2,026	\$5,000	\$3,500	-\$1,500
<b>TRAVEL TOTAL</b>	<b>\$4,660</b>	<b>\$2,026</b>	<b>\$5,200</b>	<b>\$3,700</b>	<b>-\$1,500</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$210	\$280	\$500	\$300	-\$200
COURT FILING FEES	\$1,417	\$810	\$500	\$500	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$1,627</b>	<b>\$1,090</b>	<b>\$1,000</b>	<b>\$800</b>	<b>-\$200</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$484	\$132	\$500	\$500	\$0
FOOD & FOOD SERVICE	\$0	\$0	\$1,000	\$500	-\$500
VEHICLE & EQUIPMENT FUELS	\$31	\$32	\$200	\$200	\$0
VEHICLE/EQUIPMT SUPPLIES	\$0	\$0	\$100	\$100	\$0
UNIFORMS & APPAREL	\$0	\$120	\$500	\$500	\$0
BOOKS & SUBSCRIPTIONS	\$0	\$0	\$300	\$300	\$0
OTHER OPERATING SUPPLIES	\$1,095	\$553	\$2,000	\$2,000	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$1,610</b>	<b>\$837</b>	<b>\$4,600</b>	<b>\$4,100</b>	<b>-\$500</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$9,935</b>	<b>\$4,328</b>	<b>\$11,000</b>	<b>\$8,800</b>	<b>-\$2,200</b>
<b>CAPITAL CHARGES</b>					
DEPRECIATION	\$5,766,043	\$6,446,795	\$0	\$0	\$0
<b>CAPITAL CHARGES TOTAL</b>	<b>\$5,766,043</b>	<b>\$6,446,795</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$6,046,189</b>	<b>\$6,728,176</b>	<b>\$281,600</b>	<b>\$302,300</b>	<b>\$20,700</b>

FWSA Charge/Insurance Division

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CONTRACTUAL SERVICES</b>					
PURCHASED SERVICES OTHER					
FWSA SERVICE CHARGE	\$3,502,947	\$4,279,487	\$3,600,000	\$4,000,000	\$400,000
<b>PURCHASED SERVICES OTHER TOTAL</b>	<b>\$3,502,947</b>	<b>\$4,279,487</b>	<b>\$3,600,000</b>	<b>\$4,000,000</b>	<b>\$400,000</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$3,502,947</b>	<b>\$4,279,487</b>	<b>\$3,600,000</b>	<b>\$4,000,000</b>	<b>\$400,000</b>
<b>OTHER CHARGES</b>					
INSURANCE					
PROPERTY INSURANCE	\$60,579	\$65,201	\$65,000	\$65,000	\$0
MOTOR VEHICLE INSURANCE	\$21,526	\$23,933	\$28,000	\$28,000	\$0
GENERAL LIABILITY	\$56,189	\$64,231	\$75,000	\$75,000	\$0
<b>INSURANCE TOTAL</b>	<b>\$138,294</b>	<b>\$153,365</b>	<b>\$168,000</b>	<b>\$168,000</b>	<b>\$0</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$138,294</b>	<b>\$153,365</b>	<b>\$168,000</b>	<b>\$168,000</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$3,641,240</b>	<b>\$4,432,851</b>	<b>\$3,768,000</b>	<b>\$4,168,000</b>	<b>\$400,000</b>

## Debt Division

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>DEBT</b>					
DEBT SERVICE					
REDEMP OF PRIN - BONDS	\$0	\$0	\$6,009,600	\$5,848,200	-\$161,400
INTEREST - BONDS	\$1,946,786	\$3,342,757	\$3,622,000	\$3,692,000	\$70,000
BOND ISSUANCE COSTS	\$98,861	\$542,639	\$0	\$0	\$0
FWSA DEBT	\$1,382,931	\$1,326,449	\$2,696,800	\$2,615,500	-\$81,300
<b>DEBT SERVICE TOTAL</b>	<b>\$3,428,577</b>	<b>\$5,211,845</b>	<b>\$12,328,400</b>	<b>\$12,155,700</b>	<b>-\$172,700</b>
<b>DEBT TOTAL</b>	<b>\$3,428,577</b>	<b>\$5,211,845</b>	<b>\$12,328,400</b>	<b>\$12,155,700</b>	<b>-\$172,700</b>
<b>TOTAL</b>	<b>\$3,428,577</b>	<b>\$5,211,845</b>	<b>\$12,328,400</b>	<b>\$12,155,700</b>	<b>-\$172,700</b>

## Utilities Fund Total

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>UTILITIES OPERATING FUND</b>	\$21,166,282	\$60,433,887	\$26,347,000	\$27,962,001	\$1,615,001
<b>TOTAL</b>	<b>\$21,166,282</b>	<b>\$60,433,887</b>	<b>\$26,347,000</b>	<b>\$27,962,001</b>	<b>\$1,615,001</b>

# UTILITIES CAPITAL IMPROVEMENT FUND

FY 2023 ANNUAL BUDGET

## DESCRIPTION

The Utilities Capital Improvement Fund was established to account for major water and sewer infrastructure improvement projects.

## REVENUE DETAIL

### Utilities Capital Improvement Revenues

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Revenue, Use of Money					
INTEREST	\$311,352	\$52,056	\$0	\$0	\$0
<b>REVENUE, USE OF MONEY TOTAL</b>	<b>\$311,352</b>	<b>\$52,056</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Charges for Services					
TRANSPORTATION	\$551,575	\$537,630	\$0	\$0	\$0
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$551,575</b>	<b>\$537,630</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Recovered Costs					
RECOVERIES	\$0	\$8,267	\$0	\$0	\$0
<b>RECOVERED COSTS TOTAL</b>	<b>\$0</b>	<b>\$8,267</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>LOCAL TOTAL</b>	<b>\$862,927</b>	<b>\$597,954</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Financing Sources</b>					
Other Financing Sources	\$0	\$0	\$12,300,000	\$7,400,000	-\$4,900,000
Transfers In	\$0	\$35,227,668	\$0	\$0	\$0
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$0</b>	<b>\$35,227,668</b>	<b>\$12,300,000</b>	<b>\$7,400,000</b>	<b>-\$4,900,000</b>
<b>TOTAL</b>	<b>\$862,927</b>	<b>\$35,825,622</b>	<b>\$12,300,000</b>	<b>\$7,400,000</b>	<b>-\$4,900,000</b>

## EXPENDITURE DETAIL

### Utilities Capital Improvement Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CAPITAL CHARGES</b>					
UTILITIES CIP PROJECT					
PURCHASE OF WATER METERS	\$0	\$0	\$5,000,000	\$0	-\$5,000,000
CONWAY LIFT STATION	\$0	\$0	\$1,500,000	\$200,000	-\$1,300,000
WATER TRANSMISSION LINE	\$0	\$0	\$5,800,000	\$7,000,000	\$1,200,000
Jefferson Street Water Pump Station	\$0	\$0	\$0	\$200,000	\$200,000
<b>UTILITIES CIP PROJECT TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,300,000</b>	<b>\$7,400,000</b>	<b>-\$4,900,000</b>
<b>CAPITAL CHARGES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,300,000</b>	<b>\$7,400,000</b>	<b>-\$4,900,000</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,300,000</b>	<b>\$7,400,000</b>	<b>-\$4,900,000</b>

# EMPLOYEE BENEFITS FUND

FY 2023 ANNUAL BUDGET

## DESCRIPTION

The Employee Benefits Fund is used to account for the receipt and payment of funds for City employee fringe benefits, including health insurance and worker's compensation. Cost reimbursement revenues paid by departments and agencies of the City, as well as participating employees, are used to provide the employee fringe benefits.

## REVENUE AND EXPENDITURE SUMMARY

Employee Benefits Revenue by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local	\$454,217	\$637,345	\$608,000	\$644,000	\$36,000
Other Financing Sources	\$0	\$0	\$275,000	\$0	-\$275,000
<b>TOTAL</b>	<b>\$454,217</b>	<b>\$637,345</b>	<b>\$883,000</b>	<b>\$644,000</b>	<b>-\$239,000</b>

Employee Benefits Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$206,327	\$272,065	\$275,300	\$0	-\$275,300
CONTRACTUAL SERVICES	\$593,218	\$747,961	\$607,700	\$630,000	\$22,300
OTHER CHARGES	\$0	\$0	\$0	\$14,000	\$14,000
<b>TOTAL</b>	<b>\$799,545</b>	<b>\$1,020,026</b>	<b>\$883,000</b>	<b>\$644,000</b>	<b>-\$239,000</b>

## REVENUE DETAIL

Employee Benefits Revenues

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local					
Revenue, Use of Money					
INTEREST	\$3,503	\$186	\$8,000	\$0	-\$8,000
<b>REVENUE, USE OF MONEY TOTAL</b>	<b>\$3,503</b>	<b>\$186</b>	<b>\$8,000</b>	<b>\$0</b>	<b>-\$8,000</b>
Miscellaneous Revenue					
DONATIONS & SPECIAL GIFTS					
FLEX PLAN FORFEITURES	\$6,264	\$27,156	\$0	\$0	\$0
<b>DONATIONS &amp; SPECIAL GIFTS TOTAL</b>	<b>\$6,264</b>	<b>\$27,156</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$6,264</b>	<b>\$27,156</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Recovered Costs					
RECOVERIES					
MISCELLANEOUS	\$5,510	\$54,118	\$0	\$29,000	\$29,000
<b>RECOVERIES TOTAL</b>	<b>\$5,510</b>	<b>\$54,118</b>	<b>\$0</b>	<b>\$29,000</b>	<b>\$29,000</b>

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
INTERNAL SERVICE					
WORKERS COMPENSATION	\$438,940	\$555,885	\$600,000	\$615,000	\$15,000
INTERNAL SERVICE TOTAL	\$438,940	\$555,885	\$600,000	\$615,000	\$15,000
RECOVERED COSTS TOTAL	\$444,450	\$610,004	\$600,000	\$644,000	\$44,000
LOCAL TOTAL	\$454,217	\$637,345	\$608,000	\$644,000	\$36,000
Other Financing Sources	\$0	\$0	\$275,000	\$0	-\$275,000
TOTAL	\$454,217	\$637,345	\$883,000	\$644,000	-\$239,000

## EXPENDITURE DETAIL

### Employee Benefits Expenditure Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL					
HOSPITAL/MEDICAL PLANS					
RETIREE HEALTH INSURANCE	\$206,327	\$272,065	\$275,300	\$0	-\$275,300
HOSPITAL/MEDICAL PLANS TOTAL	\$206,327	\$272,065	\$275,300	\$0	-\$275,300
PERSONNEL TOTAL	\$206,327	\$272,065	\$275,300	\$0	-\$275,300
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
HEALTH CARE SERVICES	\$2,539	\$2,678	\$0	\$0	\$0
HEALTH INSURANCE CHARGES	\$22,813	\$9,586	\$22,700	\$30,000	\$7,300
PROFESSIONAL SERVICES TOTAL	\$25,352	\$12,264	\$22,700	\$30,000	\$7,300
PURCHASE SERV OTHER GOVMT					
WORKERS COMPENSATION	\$563,466	\$735,697	\$585,000	\$600,000	\$15,000
PURCHASE SERV OTHER GOVMT TOTAL	\$563,466	\$735,697	\$585,000	\$600,000	\$15,000
PURCHASED SERVICES OTHER					
FOOD SERVICES	\$4,400	\$0	\$0	\$0	\$0
PURCHASED SERVICES OTHER TOTAL	\$4,400	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES TOTAL	\$593,218	\$747,961	\$607,700	\$630,000	\$22,300
OTHER CHARGES					
MISCELLANEOUS	\$0	\$0	\$0	\$14,000	\$14,000
OTHER CHARGES TOTAL	\$0	\$0	\$0	\$14,000	\$14,000
TOTAL	\$799,545	\$1,020,026	\$883,000	\$644,000	-\$239,000



## DESCRIPTION

Mission Statement: The Equipment Maintenance Team shall provide quality vehicle/equipment maintenance services by operating in a reliable, safe, timely, orderly and courteous manner to all City staff and departments, and in a cost-effective and transparent manner.

## STRATEGIC PLAN GOALS

Goals and Objectives:

- Control fleet maintenance costs and minimize vehicle downtime by completing regular servicing and maintenance in line with manufacturer's recommendations
- Continue to improve and build on the technical skills of all technicians through relevant continuing education opportunities
- Maintain high levels of customer service and user satisfaction

## REVENUE AND EXPENDITURE SUMMARY

Maintenance Fund Revenue by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>	\$1,595,038	\$1,562,631	\$1,724,000	\$2,669,000	\$945,000
<b>Federal</b>	\$936	\$14,652	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,595,974</b>	<b>\$1,577,283</b>	<b>\$1,724,000</b>	<b>\$2,669,000</b>	<b>\$945,000</b>

Maintenance Fund Expenditure by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$717,829	\$457,892	\$613,100	\$1,331,801	\$718,701
<b>CONTRACTUAL SERVICES</b>	\$275,922	\$235,513	\$302,200	\$277,200	-\$25,000
<b>INTERNAL SERVICES</b>	\$40,960	\$11,368	\$33,000	\$106,700	\$73,700
<b>OTHER CHARGES</b>	\$740,217	\$780,467	\$775,700	\$853,300	\$77,600
<b>CAPITAL CHARGES</b>	\$0	\$0	\$0	\$100,000	\$100,000
<b>TOTAL</b>	<b>\$1,774,927</b>	<b>\$1,485,240</b>	<b>\$1,724,000</b>	<b>\$2,669,001</b>	<b>\$945,001</b>

# STAFFING SUMMARY

## Staffing Summary by Division

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Fleet Maintenance	9.00	9.00	9.00	9.00	9.00
Grounds Maintenance	0.00	0.00	0.00	11.00	12.00
<b>FTE AMOUNT</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>20.00</b>	<b>21.00</b>

# REVENUE DETAIL

## Maintenance Fund Revenue Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Revenue, Use of Money	\$1,431	\$205	\$0	\$300	\$300
Miscellaneous Revenue	\$2,775	\$0	\$0	\$0	\$0
Recovered Costs					
RECOVERIES					
GROUND'S LABOR	\$0	\$0	\$0	\$588,000	\$588,000
GROUND'S PARTS	\$0	\$0	\$0	\$167,000	\$167,000
<b>RECOVERIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$755,000</b>	<b>\$755,000</b>
INTERNAL SERVICE					
FUEL	\$430,878	\$402,988	\$486,000	\$488,750	\$2,750
LABOR	\$802,717	\$737,875	\$869,000	\$934,850	\$65,850
PARTS	\$357,238	\$421,564	\$369,000	\$490,100	\$121,100
<b>INTERNAL SERVICE TOTAL</b>	<b>\$1,590,832</b>	<b>\$1,562,426</b>	<b>\$1,724,000</b>	<b>\$1,913,700</b>	<b>\$189,700</b>
<b>RECOVERED COSTS TOTAL</b>	<b>\$1,590,832</b>	<b>\$1,562,426</b>	<b>\$1,724,000</b>	<b>\$2,668,700</b>	<b>\$944,700</b>
<b>LOCAL TOTAL</b>	<b>\$1,595,038</b>	<b>\$1,562,631</b>	<b>\$1,724,000</b>	<b>\$2,669,000</b>	<b>\$945,000</b>
<b>Federal</b>	<b>\$936</b>	<b>\$14,652</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$1,595,974</b>	<b>\$1,577,283</b>	<b>\$1,724,000</b>	<b>\$2,669,000</b>	<b>\$945,000</b>

# EXPENDITURE DETAIL

## Maintenance Fund Revenue Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Revenue, Use of Money	\$1,431	\$205	\$0	\$300	\$300
Miscellaneous Revenue	\$2,775	\$0	\$0	\$0	\$0
Recovered Costs					
RECOVERIES					
GROUND'S LABOR	\$0	\$0	\$0	\$588,000	\$588,000
GROUND'S PARTS	\$0	\$0	\$0	\$167,000	\$167,000
<b>RECOVERIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$755,000</b>	<b>\$755,000</b>
INTERNAL SERVICE					
FUEL	\$430,878	\$402,988	\$486,000	\$488,750	\$2,750
LABOR	\$802,717	\$737,875	\$869,000	\$934,850	\$65,850
PARTS	\$357,238	\$421,564	\$369,000	\$490,100	\$121,100
<b>INTERNAL SERVICE TOTAL</b>	<b>\$1,590,832</b>	<b>\$1,562,426</b>	<b>\$1,724,000</b>	<b>\$1,913,700</b>	<b>\$189,700</b>
<b>RECOVERED COSTS TOTAL</b>	<b>\$1,590,832</b>	<b>\$1,562,426</b>	<b>\$1,724,000</b>	<b>\$2,668,700</b>	<b>\$944,700</b>
<b>LOCAL TOTAL</b>	<b>\$1,595,038</b>	<b>\$1,562,631</b>	<b>\$1,724,000</b>	<b>\$2,669,000</b>	<b>\$945,000</b>
<b>Federal</b>	<b>\$936</b>	<b>\$14,652</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$1,595,974</b>	<b>\$1,577,283</b>	<b>\$1,724,000</b>	<b>\$2,669,000</b>	<b>\$945,000</b>

# NORTHWESTERN REGIONAL JAIL AUTHORITY CONSTRUCTION FUND

FY 2023 ANNUAL BUDGET

## DESCRIPTION

The Northwestern Regional Jail Authority (NRJA) Construction Fund is used to account for bond proceeds and debt payments related to the construction of the regional jail.

## REVENUE DETAIL

NRJA Construction Revenue Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Revenue, Use of Money	\$59,642	\$2,435	\$0	\$0	\$0
Charges for Services					
CORRECTION & DETENTION	\$1,222,648	\$1,228,525	\$1,217,000	\$1,224,000	\$7,000
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$1,222,648</b>	<b>\$1,228,525</b>	<b>\$1,217,000</b>	<b>\$1,224,000</b>	<b>\$7,000</b>
<b>LOCAL TOTAL</b>	<b>\$1,282,290</b>	<b>\$1,230,960</b>	<b>\$1,217,000</b>	<b>\$1,224,000</b>	<b>\$7,000</b>
<b>TOTAL</b>	<b>\$1,282,290</b>	<b>\$1,230,960</b>	<b>\$1,217,000</b>	<b>\$1,224,000</b>	<b>\$7,000</b>

## EXPENDITURE DETAIL

NRJA Construction Expenditure Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>DEBT</b>					
DEBT SERVICE					
REDEMP OF PRIN - BONDS	\$790,000	\$820,000	\$820,000	\$850,000	\$30,000
INTEREST - BONDS	\$440,125	\$408,525	\$397,000	\$374,000	-\$23,000
<b>DEBT SERVICE TOTAL</b>	<b>\$1,230,125</b>	<b>\$1,228,525</b>	<b>\$1,217,000</b>	<b>\$1,224,000</b>	<b>\$7,000</b>
<b>DEBT TOTAL</b>	<b>\$1,230,125</b>	<b>\$1,228,525</b>	<b>\$1,217,000</b>	<b>\$1,224,000</b>	<b>\$7,000</b>
<b>TOTAL</b>	<b>\$1,230,125</b>	<b>\$1,228,525</b>	<b>\$1,217,000</b>	<b>\$1,224,000</b>	<b>\$7,000</b>



# FREDERICK-WINCHESTER SERVICE AUTHORITY FUND

FY 2023 ANNUAL BUDGET

## DESCRIPTION

The Frederick-Winchester Service Authority (FWSA) was created in 1974 by action taken by the City of Winchester and the County of Frederick, Virginia. The Authority is a public body existing under the provisions of the Virginia Water and Waste Authorities Act that is part of the Code of Virginia (1950) as amended. Although the City of Winchester and the County of Frederick established the Frederick-Winchester Service Authority, they do not exercise any oversight responsibilities of the Authority itself. All policy and financial responsibilities lay in the hands of the Board of the Frederick-Winchester Service Authority.

The Board of the Frederick-Winchester Service Authority is made up of nine members. The Common Council of the City of Winchester and the Board of Supervisors of the County of Frederick make appointments to the Board. Presently the City appoints five members and the County three members. The City and County appoint the ninth member jointly.

To accomplish its adopted purpose, FWSA analyzes capacity needs, undertakes design, and construction of facility improvements and/or expansion to meet needs and regulatory requirements. The FWSA also acquires the financing and sets fees and charges and agreement terms that will provide adequate funds to satisfy debt and operational costs.

## REVENUE AND EXPENDITURE SUMMARY

FWSA Revenue by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local	\$5,577,028	\$5,959,153	\$6,287,000	\$6,809,000	\$522,000
Other Financing Sources	\$3,976	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$5,581,004</b>	<b>\$5,959,153</b>	<b>\$6,287,000</b>	<b>\$6,809,000</b>	<b>\$522,000</b>

FWSA Expenditure by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$1,778,301	\$1,764,863	\$2,020,100	\$2,178,800	\$158,700
CONTRACTUAL SERVICES	\$1,406,884	\$1,548,377	\$1,541,000	\$1,643,500	\$102,500
INTERNAL SERVICES	\$40,743	\$28,572	\$47,500	\$297,500	\$250,000
OTHER CHARGES	\$2,243,831	\$2,272,493	\$2,340,400	\$2,675,200	\$334,800
CAPITAL CHARGES	\$111,246	\$344,848	\$338,000	\$14,000	-\$324,000
<b>TOTAL</b>	<b>\$5,581,004</b>	<b>\$5,959,153</b>	<b>\$6,287,000</b>	<b>\$6,809,000</b>	<b>\$522,000</b>

# STAFFING SUMMARY

## FWSA Staffing by Division

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
FWSA	27.50	27.50	27.50	26.50	26.50
FWSA Executive	2.00	2.00	1.50	1.50	1.00
<b>FTE AMOUNT</b>	<b>29.50</b>	<b>29.50</b>	<b>29.00</b>	<b>28.00</b>	<b>27.50</b>

# REVENUE DETAIL

## FWSA Revenue Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Charges for Services	\$5,549,029	\$5,958,561	\$6,287,000	\$6,809,000	\$522,000
Recovered Costs	\$28,000	\$592	\$0	\$0	\$0
<b>LOCAL TOTAL</b>	<b>\$5,577,028</b>	<b>\$5,959,153</b>	<b>\$6,287,000</b>	<b>\$6,809,000</b>	<b>\$522,000</b>
<b>Other Financing Sources</b>					
Other Financing Sources					
INSURANCE	\$3,976	\$0	\$0	\$0	\$0
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$3,976</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$3,976</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$5,581,004</b>	<b>\$5,959,153</b>	<b>\$6,287,000</b>	<b>\$6,809,000</b>	<b>\$522,000</b>

# EXPENDITURE DETAIL

## FWSA Expenditure Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$1,177,408	\$1,145,057	\$1,283,621	\$1,421,941	\$138,320
OVERTIME	\$88,565	\$94,265	\$100,000	\$100,000	\$0
PART-TIME SALARIES	\$38,203	\$36,317	\$87,440	\$65,800	-\$21,640
FICA	\$96,622	\$94,038	\$111,970	\$117,298	\$5,328
RETIREMENT	\$106,906	\$113,340	\$130,861	\$146,830	\$15,969
HOSPITAL/MEDICAL PLANS	\$11,858	\$15,636	\$15,823	\$0	-\$15,823
GROUP INSURANCE	\$15,555	\$14,825	\$16,612	\$18,973	\$2,361
DISABILITY INSURANCE	\$2,934	\$2,862	\$3,797	\$4,717	\$920
WORKER'S COMPENSATION	\$11,192	\$13,360	\$15,406	\$17,443	\$2,037
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$965	\$895	\$1,015	\$1,033	\$18
HEALTH INSURANCE	\$226,677	\$233,164	\$252,269	\$283,507	\$31,238
<b>OTHER BENEFITS TOTAL</b>	<b>\$227,642</b>	<b>\$234,059</b>	<b>\$253,284</b>	<b>\$284,540</b>	<b>\$31,256</b>
VRS HEALTH INS CREDIT	\$1,416	\$1,106	\$1,286	\$1,258	-\$28
<b>PERSONNEL TOTAL</b>	<b>\$1,778,301</b>	<b>\$1,764,863</b>	<b>\$2,020,100</b>	<b>\$2,178,800</b>	<b>\$158,700</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
HEALTH CARE SERVICES	\$0	\$0	\$3,000	\$3,000	\$0
ENGINEERING & ARCHITECT	\$505	\$3,255	\$65,000	\$15,000	-\$50,000
OTHER PROFESSIONAL SERV	\$0	\$70	\$0	\$0	\$0
TRAINING/EDUCATION	\$3,047	\$0	\$10,000	\$6,000	-\$4,000
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$3,552</b>	<b>\$3,325</b>	<b>\$78,000</b>	<b>\$24,000</b>	<b>-\$54,000</b>
TEMPORARY HELP	\$31,286	\$0	\$10,000	\$10,000	\$0
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$391,981	\$505,582	\$450,000	\$580,000	\$130,000
LANDSCAPING	\$3,070	\$5,476	\$13,500	\$5,000	-\$8,500

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
VEHICLE REPAIRS/MAINT.	\$27,965	\$3,804	\$20,000	\$16,000	-\$4,000
MOWING & TRIMMING	\$31,825	\$33,000	\$32,000	\$31,000	-\$1,000
COMPUTER HARDWARE/SOFTWAR	\$29,337	\$31,356	\$36,000	\$36,000	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$484,178</b>	<b>\$579,218</b>	<b>\$551,500</b>	<b>\$668,000</b>	<b>\$116,500</b>
PRINTING & BINDING	\$1,997	\$298	\$2,000	\$2,000	\$0
ADVERTISING	\$300	\$131	\$500	\$500	\$0
LAUNDRY & DRY CLEANING	\$0	\$0	\$1,000	\$1,000	\$0
PURCHASE SERV OTHER GOVMT					
SANITARY LANDFILL USAGE	\$815,039	\$900,516	\$825,000	\$865,000	\$40,000
<b>PURCHASE SERV OTHER GOVMT TOTAL</b>	<b>\$815,039</b>	<b>\$900,516</b>	<b>\$825,000</b>	<b>\$865,000</b>	<b>\$40,000</b>
PURCHASED SERVICES OTHER					
REFUSE SERVICE	\$23,508	\$26,124	\$28,000	\$32,000	\$4,000
LAB SERVICES	\$47,024	\$38,765	\$45,000	\$41,000	-\$4,000
<b>PURCHASED SERVICES OTHER TOTAL</b>	<b>\$70,532</b>	<b>\$64,889</b>	<b>\$73,000</b>	<b>\$73,000</b>	<b>\$0</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$1,406,884</b>	<b>\$1,548,377</b>	<b>\$1,541,000</b>	<b>\$1,643,500</b>	<b>\$102,500</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$22,260	\$19,387	\$25,000	\$25,000	\$0
EQUIPMENT FUND PARTS	\$5,583	\$3,057	\$7,500	\$7,500	\$0
EQUIPMENT FUND LABOR	\$12,899	\$6,128	\$15,000	\$15,000	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$40,743</b>	<b>\$28,572</b>	<b>\$47,500</b>	<b>\$47,500</b>	<b>\$0</b>
COST ALLOCATION	\$0	\$0	\$0	\$250,000	\$250,000
<b>INTERNAL SERVICES TOTAL</b>	<b>\$40,743</b>	<b>\$28,572</b>	<b>\$47,500</b>	<b>\$297,500</b>	<b>\$250,000</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$375,838	\$463,404	\$455,000	\$375,000	-\$80,000
HEATING SERVICES	\$25,155	\$13,739	\$31,500	\$25,000	-\$6,500
<b>UTILITIES TOTAL</b>	<b>\$400,994</b>	<b>\$477,143</b>	<b>\$486,500</b>	<b>\$400,000</b>	<b>-\$86,500</b>
COMMUNICATIONS					
POSTAL SERVICES	\$1,352	\$4,391	\$4,000	\$5,000	\$1,000
TELECOMMUNICATIONS	\$29,670	\$29,066	\$30,000	\$30,000	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$31,022</b>	<b>\$33,457</b>	<b>\$34,000</b>	<b>\$35,000</b>	<b>\$1,000</b>
INSURANCE					
MOTOR VEHICLE INSURANCE	\$5,572	\$8,702	\$6,000	\$8,200	\$2,200
GENERAL LIABILITY	\$5,732	\$6,489	\$12,000	\$12,000	\$0
<b>INSURANCE TOTAL</b>	<b>\$11,304</b>	<b>\$15,191</b>	<b>\$18,000</b>	<b>\$20,200</b>	<b>\$2,200</b>
LEASES & RENTALS					
EQUIPMENT	\$6,993	\$1,411	\$5,400	\$5,000	-\$400
OFFICE EQUIPMENT	\$2,199	\$2,305	\$2,500	\$2,500	\$0
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$9,192</b>	<b>\$3,715</b>	<b>\$7,900</b>	<b>\$7,500</b>	<b>-\$400</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$861	\$85	\$1,500	\$1,000	-\$500
TRAINING & EDUCATION	\$5,798	\$5,583	\$6,000	\$5,000	-\$1,000
<b>TRAVEL TOTAL</b>	<b>\$6,659</b>	<b>\$5,668</b>	<b>\$7,500</b>	<b>\$6,000</b>	<b>-\$1,500</b>
MISCELLANEOUS					
DUES & ASSOC MEMBERSHIPS	\$8,806	\$12,886	\$9,000	\$8,000	-\$1,000
MISC CHARGES & FEES	\$219	\$0	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$9,025</b>	<b>\$12,886</b>	<b>\$9,000</b>	<b>\$8,000</b>	<b>-\$1,000</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$3,922	\$1,798	\$4,000	\$4,000	\$0
FOOD & FOOD SERVICE	\$5,018	\$4,895	\$5,000	\$5,000	\$0
LANDSCAPNG/AGRICULT SUPPL	\$0	\$0	\$2,000	\$2,000	\$0
MEDICAL & LABORATORY	\$41,990	\$47,630	\$51,000	\$47,000	-\$4,000
LAUNDRY & JANITORIAL	\$16,018	\$19,163	\$13,500	\$13,000	-\$500
BLDG REPAIR/MAINTENANCE	\$448,720	\$497,194	\$450,000	\$475,000	\$25,000
VEHICLE & EQUIPMENT FUELS	\$21,465	\$4,657	\$6,000	\$5,000	-\$1,000
VEHICLE/EQUIPMT SUPPLIES	\$2,704	\$2,064	\$5,500	\$5,000	-\$500
UNIFORMS & APPAREL	\$11,984	\$9,754	\$9,500	\$11,000	\$1,500
BOOKS & SUBSCRIPTIONS	\$323	\$883	\$1,500	\$1,000	-\$500
OTHER OPERATING SUPPLIES	\$13,648	\$26,649	\$4,500	\$5,500	\$1,000
CHEMICALS	\$1,179,577	\$1,097,394	\$1,200,000	\$1,600,000	\$400,000

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
COMPUTER HARDWARE/SOFTWAR	\$30,267	\$12,353	\$25,000	\$25,000	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$1,775,635</b>	<b>\$1,724,433</b>	<b>\$1,777,500</b>	<b>\$2,198,500</b>	<b>\$421,000</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$2,243,831</b>	<b>\$2,272,493</b>	<b>\$2,340,400</b>	<b>\$2,675,200</b>	<b>\$334,800</b>
<b>CAPITAL CHARGES</b>					
REPLACEMENT					
MACHINERY & EQUIPMENT	\$10,091	\$10,997	\$175,000	\$0	-\$175,000
MOTOR VEHICLE & EQUIPMENT	\$101,155	\$0	\$38,000	\$14,000	-\$24,000
FACILITIES RENOVATIONS	\$0	\$237,208	\$0	\$0	\$0
<b>REPLACEMENT TOTAL</b>	<b>\$111,246</b>	<b>\$248,205</b>	<b>\$213,000</b>	<b>\$14,000</b>	<b>-\$199,000</b>
ADDITIONS					
EDP EQUIPMENT & HARDWARE	\$0	\$96,643	\$125,000	\$0	-\$125,000
<b>ADDITIONS TOTAL</b>	<b>\$0</b>	<b>\$96,643</b>	<b>\$125,000</b>	<b>\$0</b>	<b>-\$125,000</b>
<b>CAPITAL CHARGES TOTAL</b>	<b>\$111,246</b>	<b>\$344,848</b>	<b>\$338,000</b>	<b>\$14,000</b>	<b>-\$324,000</b>
<b>TOTAL</b>	<b>\$5,581,004</b>	<b>\$5,959,153</b>	<b>\$6,287,000</b>	<b>\$6,809,000</b>	<b>\$522,000</b>

# NORTHWESTERN REGIONAL JUVENILE DETENTION CENTER FUND

FY 2023 ANNUAL BUDGET

## DESCRIPTION

The Northwestern Regional Juvenile Detention Center (NRJDC) is a 32-bed secure detention center serving the City of Winchester and Clarke, Frederick, Page, Shenandoah, and Warren Counties. The NRJDC provides the temporary care and custody of children and adolescents who cannot be served in an open setting and are referred to the NRJDC by the appropriate authorities pending juvenile court disposition or placement. It is the mission of the NRJDC to provide, a safe and secure setting that offers opportunities for success and personal growth.

## STRATEGIC PLAN GOALS

- Enhance the quality services offered to the residents and families to provide support and to reduce delinquent behavior in their communities.
- Provide staff with the knowledge, skills and abilities to maintain safety while meeting the needs of the residents through relevant and informative training.

## PERFORMANCE MEASURES

Admissions	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated
Clarke County	4	6	2	1	1
Frederick County	70	45	38	41	21
Page County	48	29	20	19	17
Shenandoah County	88	92	62	48	51
Warren County	26	23	30	30	14
Winchester City	74	51	42	51	55
Other Jurisdictions	8	4	2	5	6
<b>Total Admissions</b>	<b>318</b>	<b>250</b>	<b>196</b>	<b>195</b>	<b>165</b>

Child Care Days (Utilization)	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated
Clarke County	37	181	31	1	32
Frederick County	1,196	1,344	815	572	244
Page County	630	453	388	272	394
Shenandoah County	1,493	1,284	1,281	1,146	1,312
Warren County	550	520	510	344	151
Winchester City	1,254	787	998	1,069	1,218
Other Jurisdictions	111	64	42	28	67
<b>Total Admissions</b>	<b>5,161</b>	<b>4,633</b>	<b>4,065</b>	<b>3,432</b>	<b>3,418</b>

FY2021 Estimates reflect COVID-19

## REVENUE AND EXPENDITURE SUMMARY

### Juvenile Detention Revenue by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>	\$2,027,648	\$2,286,496	\$2,146,641	\$2,142,572	-\$4,069
<b>State</b>	\$820,287	\$825,154	\$806,689	\$806,689	\$0
<b>Federal</b>	\$54,293	\$137,406	\$223,670	\$252,739	\$29,069
<b>Other Financing Sources</b>	\$0	\$0	\$84,000	\$111,000	\$27,000
<b>TOTAL</b>	<b>\$2,902,227</b>	<b>\$3,249,056</b>	<b>\$3,261,000</b>	<b>\$3,313,000</b>	<b>\$52,000</b>

### Juvenile Detention Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>	\$2,650,093	\$2,693,033	\$2,784,580	\$2,908,521	\$123,941
<b>CONTRACTUAL SERVICES</b>	\$168,637	\$175,419	\$230,100	\$238,809	\$8,709
<b>INTERNAL SERVICES</b>	\$2,848	\$1,686	\$3,000	\$3,000	\$0
<b>OTHER CHARGES</b>	\$123,081	\$141,797	\$243,320	\$162,670	-\$80,650
<b>TOTAL</b>	<b>\$2,944,659</b>	<b>\$3,011,935</b>	<b>\$3,261,000</b>	<b>\$3,313,000</b>	<b>\$52,000</b>

## STAFFING SUMMARY

### Juvenile Detention

Division Description	FY2019	FY2020	FY2021	FY2022	FY2023
<b>FTE Amount</b>					
Juvenile Detention	35.00	35.00	35.00	35.00	35.00
<b>FTE AMOUNT</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>

## REVENUE DETAIL

### Juvenile Detention Revenue Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Revenue, Use of Money	\$9,956	\$1,629	\$11,870	\$11,941	\$71
Charges for Services					

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>CORRECTION &amp; DETENTION</b>					
OPERATIONS/CLARKE COUNTY	\$17,219	\$36,475	\$37,700	\$37,625	-\$75
OPERATIONS/FREDERICK CTY	\$439,473	\$552,244	\$479,829	\$478,874	-\$955
OPERATIONS/PAGE COUNTY	\$202,909	\$214,848	\$210,720	\$210,301	-\$419
OPERATIONS/SHENANDOAH CTY	\$519,697	\$645,210	\$646,566	\$645,279	-\$1,287
OPERATIONS/WARREN CTY	\$344,769	\$322,717	\$234,321	\$233,855	-\$466
OPERATIONS/WINCHESTER	\$432,623	\$452,604	\$470,635	\$469,697	-\$938
<b>CORRECTION &amp; DETENTION TOTAL</b>	<b>\$1,956,690</b>	<b>\$2,224,098</b>	<b>\$2,079,771</b>	<b>\$2,075,631</b>	<b>-\$4,140</b>
<b>CHARGES FOR SERVICES TOTAL</b>	<b>\$1,956,690</b>	<b>\$2,224,098</b>	<b>\$2,079,771</b>	<b>\$2,075,631</b>	<b>-\$4,140</b>
Recovered Costs					
RECOVERIES	\$53,726	\$52,075	\$55,000	\$55,000	\$0
RESIDENTS	\$7,276	\$8,694	\$0	\$0	\$0
<b>RECOVERED COSTS TOTAL</b>	<b>\$61,002</b>	<b>\$60,769</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$0</b>
<b>LOCAL TOTAL</b>	<b>\$2,027,648</b>	<b>\$2,286,496</b>	<b>\$2,146,641</b>	<b>\$2,142,572</b>	<b>-\$4,069</b>
<b>State</b>					
State Shared Expenses					
JUVENILE DETENTION	\$817,287	\$824,254	\$806,689	\$806,689	\$0
<b>STATE SHARED EXPENSES TOTAL</b>	<b>\$817,287</b>	<b>\$824,254</b>	<b>\$806,689</b>	<b>\$806,689</b>	<b>\$0</b>
State Categorical Aid					
OTHER CATEGORICAL AID					
JUV. DETENTION WARD DAYS	\$3,000	\$900	\$0	\$0	\$0
<b>OTHER CATEGORICAL AID TOTAL</b>	<b>\$3,000</b>	<b>\$900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>STATE CATEGORICAL AID TOTAL</b>	<b>\$3,000</b>	<b>\$900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>STATE TOTAL</b>	<b>\$820,287</b>	<b>\$825,154</b>	<b>\$806,689</b>	<b>\$806,689</b>	<b>\$0</b>
<b>Federal</b>					
Federal					
PUBLIC SAFETY					
JUV JUSTICE & DELINQ PREV	\$0	\$73,495	\$203,670	\$232,739	\$29,069
USDA FOOD SERVICES	\$24,371	\$14,706	\$20,000	\$20,000	\$0
<b>PUBLIC SAFETY TOTAL</b>	<b>\$24,371</b>	<b>\$88,201</b>	<b>\$223,670</b>	<b>\$252,739</b>	<b>\$29,069</b>
OTHER CATEGORICAL AID					
CARES ACT	\$26,631	\$48,108	\$0	\$0	\$0
<b>OTHER CATEGORICAL AID TOTAL</b>	<b>\$26,631</b>	<b>\$48,108</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
GRANTS					
PUBLIC ASSISTANCE GRANT	\$3,291	\$1,097	\$0	\$0	\$0
<b>GRANTS TOTAL</b>	<b>\$3,291</b>	<b>\$1,097</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FEDERAL TOTAL</b>	<b>\$54,293</b>	<b>\$137,406</b>	<b>\$223,670</b>	<b>\$252,739</b>	<b>\$29,069</b>
<b>FEDERAL TOTAL</b>	<b>\$54,293</b>	<b>\$137,406</b>	<b>\$223,670</b>	<b>\$252,739</b>	<b>\$29,069</b>
Other Financing Sources	\$0	\$0	\$84,000	\$111,000	\$27,000
<b>TOTAL</b>	<b>\$2,902,227</b>	<b>\$3,249,056</b>	<b>\$3,261,000</b>	<b>\$3,313,000</b>	<b>\$52,000</b>

## EXPENDITURE DETAIL

### Juvenile Detention Expenditure Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>PERSONNEL</b>					
SALARIES & WAGES	\$1,782,409	\$1,791,508	\$1,851,936	\$1,928,267	\$76,331
OVERTIME	\$173,639	\$124,947	\$123,443	\$138,070	\$14,627
PART-TIME SALARIES	\$34,625	\$35,582	\$47,757	\$50,145	\$2,388
FICA	\$147,234	\$144,315	\$144,958	\$154,400	\$9,442
RETIREMENT	\$157,363	\$178,982	\$189,454	\$200,468	\$11,014
HOSPITAL/MEDICAL PLANS	\$22,925	\$30,229	\$30,591	\$0	-\$30,591
GROUP INSURANCE	\$22,870	\$23,430	\$24,816	\$25,847	\$1,031
DISABILITY INSURANCE	\$1,900	\$2,433	\$2,519	\$2,864	\$345
WORKER'S COMPENSATION	\$30,232	\$19,194	\$28,077	\$31,230	\$3,153
OTHER BENEFITS					
BENEFITS ADMIN FEE	\$1,230	\$1,234	\$1,260	\$1,260	\$0
HEALTH INSURANCE	\$273,584	\$339,429	\$337,917	\$374,234	\$36,317

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>OTHER BENEFITS TOTAL</b>	<b>\$274,814</b>	<b>\$340,664</b>	<b>\$339,177</b>	<b>\$375,494</b>	<b>\$36,317</b>
VRS HEALTH INS CREDIT	\$2,083	\$1,749	\$1,852	\$1,736	-\$116
<b>PERSONNEL TOTAL</b>	<b>\$2,650,093</b>	<b>\$2,693,033</b>	<b>\$2,784,580</b>	<b>\$2,908,521</b>	<b>\$123,941</b>
<b>CONTRACTUAL SERVICES</b>					
PROFESSIONAL SERVICES					
HEALTH CARE SERVICES	\$0	\$0	\$5,000	\$5,000	\$0
ACCOUNTING AND AUDITING	\$5,800	\$5,940	\$6,000	\$6,500	\$500
HEALTH SERVICES-RESIDENTS	\$57,596	\$60,234	\$63,250	\$66,409	\$3,159
LEGAL SERVICES	\$0	\$870	\$1,500	\$1,500	\$0
OTHER PROFESSIONAL SERV	\$1,163	\$771	\$6,000	\$6,000	\$0
TRAINING/EDUCATION	\$684	\$866	\$1,000	\$1,000	\$0
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$65,243</b>	<b>\$68,681</b>	<b>\$82,750</b>	<b>\$86,409</b>	<b>\$3,659</b>
MAINTENANCE SERVICE					
REPAIRS & MAINTENANCE	\$6,294	\$26,416	\$20,000	\$35,000	\$15,000
VEHICLE REPAIRS/MAINT.	\$0	\$0	\$500	\$500	\$0
COMPUTER HARDWARE/SOFTWAR	\$18,890	\$10,003	\$16,000	\$16,000	\$0
<b>MAINTENANCE SERVICE TOTAL</b>	<b>\$25,184</b>	<b>\$36,419</b>	<b>\$36,500</b>	<b>\$51,500</b>	<b>\$15,000</b>
PRINTING & BINDING	\$183	\$72	\$200	\$250	\$50
ADVERTISING	\$0	\$0	\$150	\$150	\$0
PURCHASE SERV OTHER GOVMT					
OVERPOPULATION CHARGES	\$0	\$0	\$6,000	\$6,000	\$0
<b>PURCHASE SERV OTHER GOVMT TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$0</b>
PURCHASED SERVICES OTHER					
OTHER PURCHASED SERVICES	\$73,747	\$65,820	\$100,000	\$90,000	-\$10,000
REFUSE SERVICE	\$4,281	\$4,427	\$4,500	\$4,500	\$0
<b>PURCHASED SERVICES OTHER TOTAL</b>	<b>\$78,028</b>	<b>\$70,247</b>	<b>\$104,500</b>	<b>\$94,500</b>	<b>-\$10,000</b>
<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$168,637</b>	<b>\$175,419</b>	<b>\$230,100</b>	<b>\$238,809</b>	<b>\$8,709</b>
<b>INTERNAL SERVICES</b>					
MOTOR POOL INTERNAL SVC					
EQUIPMENT FUND MAINT/FUEL	\$217	\$180	\$1,000	\$1,000	\$0
EQUIPMENT FUND PARTS	\$776	\$235	\$1,000	\$1,000	\$0
EQUIPMENT FUND LABOR	\$1,855	\$1,271	\$1,000	\$1,000	\$0
<b>MOTOR POOL INTERNAL SVC TOTAL</b>	<b>\$2,848</b>	<b>\$1,686</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>
<b>INTERNAL SERVICES TOTAL</b>	<b>\$2,848</b>	<b>\$1,686</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>
<b>OTHER CHARGES</b>					
UTILITIES					
ELECTRICAL SERVICES	\$24,918	\$23,571	\$30,000	\$30,000	\$0
HEATING SERVICES	\$5,907	\$6,919	\$7,500	\$7,500	\$0
<b>UTILITIES TOTAL</b>	<b>\$30,824</b>	<b>\$30,490</b>	<b>\$37,500</b>	<b>\$37,500</b>	<b>\$0</b>
COMMUNICATIONS					
POSTAL SERVICES	\$242	\$311	\$800	\$800	\$0
TELECOMMUNICATIONS	\$10,862	\$9,703	\$12,000	\$12,000	\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$11,104</b>	<b>\$10,014</b>	<b>\$12,800</b>	<b>\$12,800</b>	<b>\$0</b>
INSURANCE					
BOILER INSURANCE	\$567	\$567	\$700	\$700	\$0
PROPERTY INSURANCE	\$4,898	\$4,898	\$5,100	\$5,100	\$0
MOTOR VEHICLE INSURANCE	\$945	\$1,167	\$1,450	\$1,450	\$0
PUBLIC OFFICIAL LIABILITY	\$757	\$857	\$900	\$1,050	\$150
GENERAL LIABILITY	\$3,912	\$4,675	\$6,000	\$6,000	\$0
FIDELITY & CRIME/SURETY	\$325	\$325	\$350	\$350	\$0
<b>INSURANCE TOTAL</b>	<b>\$11,404</b>	<b>\$12,489</b>	<b>\$14,500</b>	<b>\$14,650</b>	<b>\$150</b>
LEASES & RENTALS					
OFFICE EQUIPMENT	\$5,063	\$4,563	\$5,500	\$5,700	\$200
<b>LEASES &amp; RENTALS TOTAL</b>	<b>\$5,063</b>	<b>\$4,563</b>	<b>\$5,500</b>	<b>\$5,700</b>	<b>\$200</b>
TRAVEL					
MILEAGE & TRANSPORTATION	\$1,164	\$0	\$2,500	\$2,500	\$0
TRAINING & EDUCATION	\$2,544	\$1,846	\$8,500	\$5,000	-\$3,500
<b>TRAVEL TOTAL</b>	<b>\$3,708</b>	<b>\$1,846</b>	<b>\$11,000</b>	<b>\$7,500</b>	<b>-\$3,500</b>
MISCELLANEOUS					
BANKING FEES	\$0	\$0	\$150	\$150	\$0
DUES & ASSOC MEMBERSHIPS	\$505	\$375	\$500	\$500	\$0



	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
BACKGROUND CHECKS	\$120	\$240	\$400	\$400	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$625</b>	<b>\$615</b>	<b>\$1,050</b>	<b>\$1,050</b>	<b>\$0</b>
MATERIALS & SUPPLIES					
OFFICE SUPPLIES	\$5,976	\$5,102	\$5,000	\$5,500	\$500
FOOD & FOOD SERVICE	\$6,933	\$6,454	\$7,500	\$7,500	\$0
LANDSCAPNG/AGRICULT SUPPL	\$0	\$24	\$300	\$300	\$0
MEDICAL & LABORATORY	\$1,388	\$1,898	\$5,500	\$5,500	\$0
LAUNDRY & JANITORIAL	\$11,565	\$16,653	\$13,000	\$13,000	\$0
LINEN SUPPLIES	\$76	\$736	\$600	\$600	\$0
BLDG REPAIR/MAINTENANCE	\$5,510	\$3,359	\$6,000	\$6,000	\$0
VEHICLE & EQUIPMENT FUELS	\$40	\$0	\$300	\$300	\$0
VEHICLE/EQUIPMT SUPPLIES	\$0	\$0	\$150	\$150	\$0
POLICE SUPPLIES	\$0	\$82	\$250	\$250	\$0
UNIFORMS & APPAREL	\$413	\$586	\$2,000	\$2,000	\$0
BOOKS & SUBSCRIPTIONS	\$352	\$368	\$570	\$570	\$0
OTHER OPERATING SUPPLIES	\$8,009	\$19,763	\$6,000	\$8,000	\$2,000
COMPUTER HARDWARE/SOFTWAR	\$17,740	\$24,704	\$109,000	\$30,000	-\$79,000
WEAR & APPAREL-DETAINEES	\$2,301	\$2,013	\$4,000	\$3,000	-\$1,000
AWARDS, PLAQUES, OTHER	\$50	\$37	\$800	\$800	\$0
<b>MATERIALS &amp; SUPPLIES TOTAL</b>	<b>\$60,353</b>	<b>\$81,780</b>	<b>\$160,970</b>	<b>\$83,470</b>	<b>-\$77,500</b>
<b>OTHER CHARGES TOTAL</b>	<b>\$123,081</b>	<b>\$141,797</b>	<b>\$243,320</b>	<b>\$162,670</b>	<b>-\$80,650</b>
<b>TOTAL</b>	<b>\$2,944,659</b>	<b>\$3,011,935</b>	<b>\$3,261,000</b>	<b>\$3,313,000</b>	<b>\$52,000</b>

## DESCRIPTION

The Winchester School Board is authorized to oversee the operation and management of the City's primary and secondary school system. The School Board sets its own budget and requests an annual transfer from the General Government. In November 2019 the residents of Winchester voted via a referendum to transition from an appointed School Board to one that is elected. The School Board consists of seven members, four of the seats were elected in November 2020 and the remaining seats will be elected in November 2022.



L to R: Michael Birchenough, Jason Van Heukelum (Superintendent), Karen Anderson-Holman (Vice Chair), Bryan Pearce-Gonzales, Marie Imoh (Chair), Erica Truban, Carmen Crawford, Elyus Wallace

The School Board does not have the ability to raise taxes or issue debt. All debts are issued by the General Government and associated debt service payments are budgeted by the General Government. Excess of revenues over expenditures are returned to the General Government at each year-end and reappropriated to the School Board the following fiscal year. These excess funds are available for the School Board's use in future years for capital improvement projects. For more detail information on the Winchester Public Schools budget visit the School's website at <http://www.wps.k12.va.us>

Total Cost Per Pupil for FY22 and FY23, equals \$17,050 and \$17,063 respectively. Per Virginia Code §22.1.92, Notification of the estimated average per pupil cost for pupil education in the school division for the coming year to each parent, guardian, or other person having control or charge of a child enrolled in the relevant school division, in accordance with the budget estimates provided to the local governing body or bodies. Such notification shall include actual per pupil state and local education expenditures for the previous school year. The notice may also include federal funds expended for public education in the school division.

Estimated Required Local Effort - FY23 = \$18,010,515

The local required match/effort are funds to be provided by the City for the cost of maintaining an educational program meeting the prescribed Standards of Quality, certain incentive programs, and some lottery funded programs. The total cost is apportioned between the state and the local government. (Reference: Virginia Code § 22.1-94)

# WINCHESTER PUBLIC SCHOOL BUDGET BY FUND

## School Fund Summary

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>SCHOOL FUNDS</b>					
SCHOOL CAFETERIA FUND	\$2,468,373	\$1,625,886	\$2,522,716	\$2,622,119	\$99,403
SCHOOL OPERATING FUND	\$56,139,262	\$56,983,091	\$61,996,161	\$66,144,483	\$4,148,322
FEDERAL GRANTS FUND	\$3,149,843	\$5,615,375	\$9,405,649	\$19,467,695	\$10,062,046
TEXTBOOK FUND	\$0	\$0	\$400,000	\$1,000,000	\$600,000
SCHOOL FUND RAISING	\$3,596	\$2,026	\$620,000	\$1,862,475	\$1,242,475
SCHOOL CAPITAL IMPROVEMTS	\$989,755	\$73,487	\$3,000,000	\$6,194,945	\$3,194,945
SCHOOL CONSTRUCTION FUND	\$3,205,186	\$12,773,728	\$6,384,000	\$1,127,835	-\$5,256,165
SCHOOL INSURANCE	\$5,099,557	\$5,935,837	\$5,883,438	\$6,533,740	\$650,302
<b>SCHOOL FUNDS TOTAL</b>	<b>\$71,055,573</b>	<b>\$83,009,429</b>	<b>\$90,211,964</b>	<b>\$104,953,292</b>	<b>\$14,741,328</b>
Scholarship Funds	\$70,687	\$55,023	\$104,250	\$104,250	\$0
<b>TOTAL</b>	<b>\$71,126,260</b>	<b>\$83,064,452</b>	<b>\$90,316,214</b>	<b>\$105,057,542</b>	<b>\$14,741,328</b>

## REVENUE DETAIL

### School Cafeteria Fund Revenues by Source

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Revenue, Use of Money	\$3,760	\$253	\$2,000	\$2,000	\$0
Charges for Services	\$347,975	\$45,565	\$690,000	\$590,000	-\$100,000
Miscellaneous Revenue	\$45,417	\$28,511	\$15,000	\$15,000	\$0
<b>LOCAL TOTAL</b>	<b>\$397,152</b>	<b>\$74,329</b>	<b>\$707,000</b>	<b>\$607,000</b>	<b>-\$100,000</b>
<b>State</b>					
State Categorical Aid	\$59,615	\$40,112	\$60,000	\$28,138	-\$31,862
<b>STATE TOTAL</b>	<b>\$59,615</b>	<b>\$40,112</b>	<b>\$60,000</b>	<b>\$28,138</b>	<b>-\$31,862</b>
<b>Federal</b>	<b>\$1,855,447</b>	<b>\$1,027,398</b>	<b>\$1,755,716</b>	<b>\$1,986,981</b>	<b>\$231,265</b>
<b>Other Financing Sources</b>					
Transfers In	\$34,893	\$1,500,000	\$0	\$0	\$0
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$34,893</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$2,347,107</b>	<b>\$2,641,839</b>	<b>\$2,522,716</b>	<b>\$2,622,119</b>	<b>\$99,403</b>

### Schools Operating Fund Revenues by Source

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Revenue, Use of Money	\$78,229	\$7,362	\$55,000	\$55,000	\$0
Charges for Services	\$351,314	\$162,911	\$202,400	\$202,400	\$0
Miscellaneous Revenue	\$298,541	\$616,623	\$284,999	\$284,999	\$0
Recovered Costs	\$1,817	\$1,817	\$0	\$0	\$0
<b>LOCAL TOTAL</b>	<b>\$729,901</b>	<b>\$788,713</b>	<b>\$542,399</b>	<b>\$542,399</b>	<b>\$0</b>
<b>State</b>					
State Categorical Aid	\$27,044,555	\$29,592,794	\$29,853,356	\$32,590,165	\$2,736,809
<b>STATE TOTAL</b>	<b>\$27,044,555</b>	<b>\$29,592,794</b>	<b>\$29,853,356</b>	<b>\$32,590,165</b>	<b>\$2,736,809</b>
<b>Other Financing Sources</b>					
Transfers In	\$28,881,997	\$27,935,001	\$31,600,406	\$33,011,919	\$1,411,513
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$28,881,997</b>	<b>\$27,935,001</b>	<b>\$31,600,406</b>	<b>\$33,011,919</b>	<b>\$1,411,513</b>
<b>TOTAL</b>	<b>\$56,656,453</b>	<b>\$58,316,508</b>	<b>\$61,996,161</b>	<b>\$66,144,483</b>	<b>\$4,148,322</b>

School Federal Grants Fund Revenues by Sources

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Federal	\$3,009,156	\$5,914,359	\$9,405,649	\$19,467,695	\$10,062,046
<b>TOTAL</b>	<b>\$3,009,156</b>	<b>\$5,914,359</b>	<b>\$9,405,649</b>	<b>\$19,467,695</b>	<b>\$10,062,046</b>

School Textbook Fund Revenues by Source

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local	\$8,408	\$1,433	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$400,000	\$1,000,000	\$600,000
<b>TOTAL</b>	<b>\$8,408</b>	<b>\$1,433</b>	<b>\$400,000</b>	<b>\$1,000,000</b>	<b>\$600,000</b>

School Fund Raising Fund Revenues by Source

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>Local</b>					
Revenue, Use of Money	\$7,619	\$2,204	\$0	\$0	\$0
Miscellaneous Revenue	\$589,403	\$654,367	\$220,000	\$220,000	\$0
<b>LOCAL TOTAL</b>	<b>\$597,022</b>	<b>\$656,572</b>	<b>\$220,000</b>	<b>\$220,000</b>	<b>\$0</b>
<b>Other Financing Sources</b>					
Other Financing Sources	\$0	\$0	\$400,000	\$1,642,475	\$1,242,475
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$1,642,475</b>	<b>\$1,242,475</b>
<b>TOTAL</b>	<b>\$597,022</b>	<b>\$656,572</b>	<b>\$620,000</b>	<b>\$1,862,475</b>	<b>\$1,242,475</b>

School Capital Improvement Fund Revenues by Source

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local	\$84,607	\$195,976	\$0	\$0	\$0
State	\$293,792	\$250,000	\$0	\$0	\$0
Other Financing Sources	\$1,425,479	\$1,957,105	\$3,000,000	\$6,194,945	\$3,194,945
<b>TOTAL</b>	<b>\$1,803,878</b>	<b>\$2,403,081</b>	<b>\$3,000,000</b>	<b>\$6,194,945</b>	<b>\$3,194,945</b>

School Construction Fund Revenues by Source

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local	\$101,391	\$29,518	\$0	\$0	\$0
Other Financing Sources	\$10,500,000	\$11,949,233	\$6,384,000	\$1,127,835	-\$5,256,165
<b>TOTAL</b>	<b>\$10,601,391</b>	<b>\$11,978,751</b>	<b>\$6,384,000</b>	<b>\$1,127,835</b>	<b>-\$5,256,165</b>

School Insurance Fund Revenues by Source

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local	\$5,501,977	\$5,902,111	\$5,883,438	\$6,533,740	\$650,302
<b>TOTAL</b>	<b>\$5,501,977</b>	<b>\$5,902,111</b>	<b>\$5,883,438</b>	<b>\$6,533,740</b>	<b>\$650,302</b>

School Scholarship Funds Revenues by Source

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
Local	\$77,570	\$96,249	\$100,250	\$100,250	\$0
Other Financing Sources	\$15,148	\$21,616	\$4,000	\$4,000	\$0
<b>TOTAL</b>	<b>\$92,718</b>	<b>\$117,865</b>	<b>\$104,250</b>	<b>\$104,250</b>	<b>\$0</b>

School Funds Revenue Total

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
<b>SCHOOL FUNDS</b>	<b>\$80,525,391</b>	<b>\$87,814,655</b>	<b>\$90,211,964</b>	<b>\$104,953,292</b>	<b>\$14,741,328</b>
Scholarship Funds	\$92,718	\$117,865	\$104,250	\$104,250	\$0
<b>TOTAL</b>	<b>\$80,618,109</b>	<b>\$87,932,520</b>	<b>\$90,316,214</b>	<b>\$105,057,542</b>	<b>\$14,741,328</b>

# EXPENDITURE DETAIL

## School Cafeteria Fund Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$1,222,400	\$1,083,371	\$1,325,582	\$1,386,859	\$61,277
CONTRACTUAL SERVICES	\$36,490	\$27,167	\$47,210	\$47,210	\$0
INTERNAL SERVICES	\$451	\$488	\$774	\$0	-\$774
OTHER CHARGES	\$1,164,127	\$511,592	\$1,149,150	\$1,148,050	-\$1,100
CAPITAL CHARGES	\$44,905	\$3,268	\$0	\$40,000	\$40,000
<b>TOTAL</b>	<b>\$2,468,373</b>	<b>\$1,625,886</b>	<b>\$2,522,716</b>	<b>\$2,622,119</b>	<b>\$99,403</b>

## School Operating Fund Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$46,932,314	\$45,961,939	\$51,952,808	\$55,875,929	\$3,923,121
CONTRACTUAL SERVICES	\$2,253,148	\$2,209,255	\$2,438,768	\$2,546,168	\$107,400
INTERNAL SERVICES	\$566,487	\$461,619	\$548,137	\$548,137	\$0
OTHER CHARGES	\$5,798,866	\$6,441,690	\$6,964,857	\$7,079,658	\$114,801
CAPITAL CHARGES	\$553,554	\$408,589	\$91,591	\$94,591	\$3,000
TRANSFERS OUT	\$34,893	\$1,500,000	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$56,139,262</b>	<b>\$56,983,091</b>	<b>\$61,996,161</b>	<b>\$66,144,483</b>	<b>\$4,148,322</b>

## School Federal Grants Fund Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$2,074,843	\$3,891,581	\$2,856,268	\$8,494,162	\$5,637,894
CONTRACTUAL SERVICES	\$235,962	\$441,506	\$788,239	\$1,702,210	\$913,971
INTERNAL SERVICES	\$5,063	\$4,737	\$12,382	\$32,382	\$20,000
OTHER CHARGES	\$787,626	\$1,102,639	\$5,716,915	\$9,185,256	\$3,468,341
CAPITAL CHARGES	\$46,349	\$174,911	\$31,845	\$53,685	\$21,840
<b>TOTAL</b>	<b>\$3,149,843</b>	<b>\$5,615,375</b>	<b>\$9,405,649</b>	<b>\$19,467,695</b>	<b>\$10,062,046</b>

## School Textbook Fund Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
OTHER CHARGES	\$0	\$0	\$400,000	\$1,000,000	\$600,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$1,000,000</b>	<b>\$600,000</b>

## School Fund Raising Fund Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
CONTRACTUAL SERVICES	\$2,026	\$2,026	\$0	\$0	\$0
OTHER CHARGES	\$1,500	\$0	\$0	\$0	\$0
CAPITAL CHARGES	\$70	\$0	\$620,000	\$1,862,475	\$1,242,475
<b>TOTAL</b>	<b>\$3,596</b>	<b>\$2,026</b>	<b>\$620,000</b>	<b>\$1,862,475</b>	<b>\$1,242,475</b>

## School Capital Improvements Fund Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
CONTRACTUAL SERVICES	\$42,527	\$0	\$0	\$0	\$0
OTHER CHARGES	\$390,965	\$57,826	\$500,000	\$500,000	\$0
CAPITAL CHARGES	\$556,264	\$15,661	\$2,500,000	\$5,694,945	\$3,194,945
<b>TOTAL</b>	<b>\$989,755</b>	<b>\$73,487</b>	<b>\$3,000,000</b>	<b>\$6,194,945</b>	<b>\$3,194,945</b>

## School Construction Fund Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
CAPITAL CHARGES	\$3,205,186	\$12,773,728	\$6,384,000	\$1,127,835	-\$5,256,165
<b>TOTAL</b>	<b>\$3,205,186</b>	<b>\$12,773,728</b>	<b>\$6,384,000</b>	<b>\$1,127,835</b>	<b>-\$5,256,165</b>

School Insurance Fund Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
PERSONNEL	\$84,773	\$102,677	\$82,000	\$82,000	\$0
CONTRACTUAL SERVICES	\$5,014,784	\$5,833,160	\$5,801,238	\$6,451,540	\$650,302
OTHER CHARGES	\$0	\$0	\$200	\$200	\$0
<b>TOTAL</b>	<b>\$5,099,557</b>	<b>\$5,935,837</b>	<b>\$5,883,438</b>	<b>\$6,533,740</b>	<b>\$650,302</b>

School Scholarship Funds Expenditures by Category

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
CONTRACTUAL SERVICES	\$4,242	\$4,123	\$8,100	\$8,100	\$0
OTHER CHARGES	\$30,596	\$26,571	\$74,550	\$74,550	\$0
TRANSFERS OUT	\$35,850	\$24,329	\$21,600	\$21,600	\$0
<b>TOTAL</b>	<b>\$70,687</b>	<b>\$55,023</b>	<b>\$104,250</b>	<b>\$104,250</b>	<b>\$0</b>

School Funds Total Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted Budget	FY 2023 Adopted Budget	FY 2023 Budget Variance
SCHOOL FUNDS	\$71,055,573	\$83,009,429	\$90,211,964	\$104,953,292	\$14,741,328
Scholarship Funds	\$70,687	\$55,023	\$104,250	\$104,250	\$0
<b>TOTAL</b>	<b>\$71,126,260</b>	<b>\$83,064,452</b>	<b>\$90,316,214</b>	<b>\$105,057,542</b>	<b>\$14,741,328</b>

# FIVE-YEAR CAPITAL IMPROVEMENT PLAN (CIP)

FY 2023 ANNUAL BUDGET



## INTRODUCTION

The Five-Year Capital Improvement Plan (CIP) is a plan for purchasing capital expenditures over a period of five years to meet capital needs arising from the long-term work program. It sets forth each project or other contemplated expenditure and specifies the full resources estimated to be available to finance the project. City Council appropriates the projects scheduled for the first year of the plan at the same time as the operating budget. The projects scheduled in the next four years of the CIP are included for planning purposes. The information in the prior and future years are intended only to show the complete cost of a project that may be partially undertaken in a year not included in the five-year plan.

## DEFINING CAPITAL EXPENDITURES

Only major capital items are included in the CIP. Major capital expenditures are defined as follows:

- The item is tangible
- The value is \$50,000 or over
- The life expectancy is at least seven years
- If an improvement, then the value of the asset is increased, or the useful life is extended beyond that originally anticipated.

Major capital assets may include such items or projects, a refuse truck, water line replacement, or construction of a building to name a few.

Minor capital expenditures will be budgeted at the department/division level and are not included in the Capital Improvement Program. Minor capital expenditures are defined as follows:

- 1) item is tangible
- 2) value is at least \$10,000, but less than \$50,000
- 3) life expectancy is at least two (2) years

## IMPACTS OF THE CAPITAL IMPROVEMENT PLAN ON THE OPERATING BUDGET:

Debt Services - The annual payment of principal and interest on general obligation bonds used to finance roads, schools, and other major projects is included in the operating budget as a required expenditure. The FY 2023 tax supported debt service (principal and interest payments) is

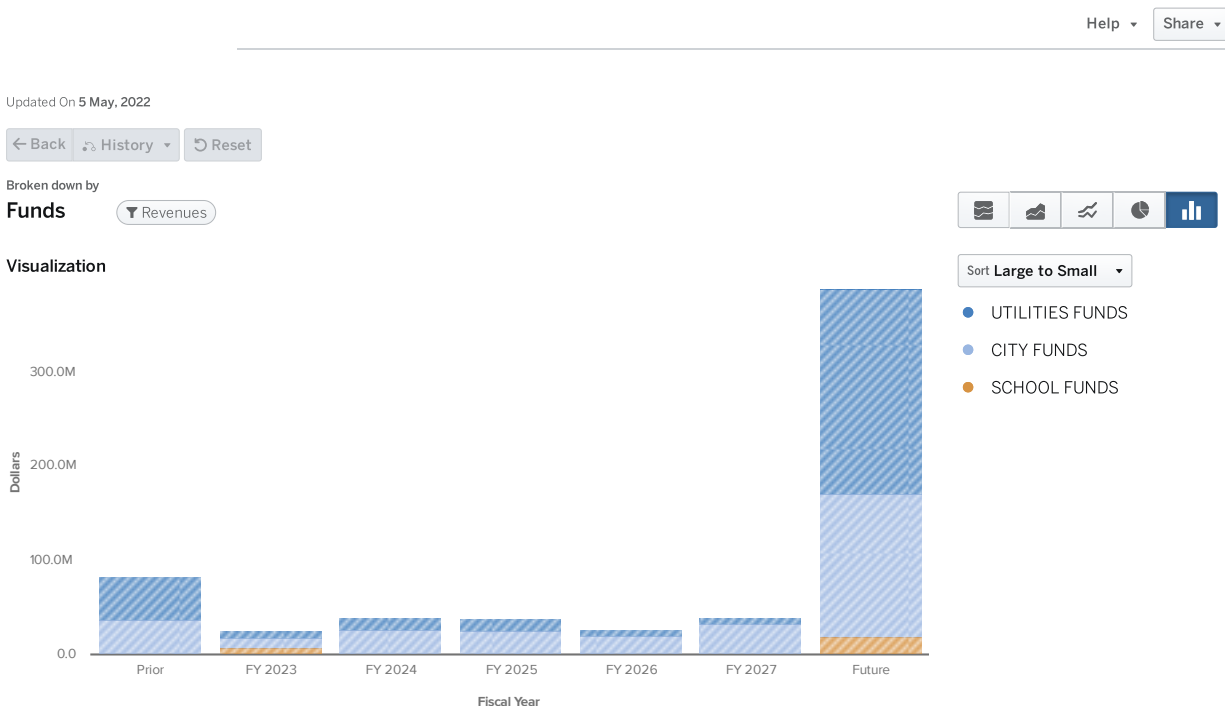
\$12,449,646 (including \$8,893,667 for Schools). In addition, the Utilities Fund debt service for FY 2023 is \$12,926,840. The FY2023 Adopted budget does not include any new debt.

**Reserves** – Some CIP projects are funded with fund balance to avoid the cost of borrowing. These amounts are included in the operating budget as a transfer to the Capital Improvement Fund. The FY 2023 General Fund reserves amount for CIP projects is \$1,270,000. The City has a robust fund balance policy, which allowed the City to fund numerous projects with reserves for several years. This policy enabled the City to keep the debt service within the debt policy limits, while continuing to ensure facilities and infrastructure are functional and maintained to achieve energy efficiency and lower repair and maintenance costs.

**Other Operating Impacts** – The construction of government buildings and facilities usually results in new annual costs for maintenance, utilities, and additional staffing required for facility management and operation. These costs are discussed and reviewed by staff as part of the planning and budgeting process. There could also be anticipated savings as a result of a project being completed, such as decreased maintenance costs as a result of a new facility. The project request forms that follow display the estimated operating impacts for individual projects where applicable.

**Significant Non-recurring Capital** – The FY2023 CIP includes \$2,225,000 for improvements to athletic fields at Jim Barnett Park, \$175,000 to upgrade the elevator at City Hall, and \$410,000 to upgrade the broiler at the Joint Judicial Center. These improvements will result in annual cost savings, including maintenance and utilities expenses.

## PROJECTED FUNDING SOURCES





# FUNDING SUMMARY

## Revenues by Type

	Prior	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future
<b>Local</b>							
Miscellaneous Revenue	\$0	\$230,000	\$175,000	\$500,000	\$500,000	\$8,000,000	\$21,000,000
Recovered Costs	\$750,000	\$500,000	\$0	\$0	\$0	\$0	\$0
<b>LOCAL TOTAL</b>	<b>\$750,000</b>	<b>\$730,000</b>	<b>\$175,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$8,000,000</b>	<b>\$21,000,000</b>
<b>State</b>	<b>\$10,300,000</b>	<b>\$1,000,000</b>	<b>\$8,743,000</b>	<b>\$6,490,000</b>	<b>\$4,090,000</b>	<b>\$8,600,000</b>	<b>\$29,800,000</b>
<b>Federal</b>							
Federal							
OTHER CATEGORICAL AID							
AMERICAN RESCUE ACT-ARPA	\$0	\$8,985,000	\$550,000	\$0	\$0	\$0	\$0
<b>OTHER CATEGORICAL AID TOTAL</b>	<b>\$0</b>	<b>\$8,985,000</b>	<b>\$550,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
GRANTS	\$4,040,000	\$3,000,000	\$13,350,000	\$17,200,000	\$7,600,000	\$0	\$0
<b>FEDERAL TOTAL</b>	<b>\$4,040,000</b>	<b>\$11,985,000</b>	<b>\$13,900,000</b>	<b>\$17,200,000</b>	<b>\$7,600,000</b>	<b>\$0</b>	<b>\$0</b>
<b>FEDERAL TOTAL</b>	<b>\$4,040,000</b>	<b>\$11,985,000</b>	<b>\$13,900,000</b>	<b>\$17,200,000</b>	<b>\$7,600,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Financing Sources</b>							
Other Financing Sources							
PROCEEDS FROM INDEBTEDNES	\$55,650,000	\$8,200,000	\$13,957,000	\$11,822,000	\$11,900,000	\$22,800,000	\$317,300,000
RESERVES	\$0	\$400,000	\$200,000	\$0	\$0	\$0	\$0
FUND BALANCE	\$110,000	\$1,710,000	\$710,000	\$870,000	\$270,000	\$270,000	\$18,530,000
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$55,760,000</b>	<b>\$10,310,000</b>	<b>\$14,867,000</b>	<b>\$12,692,000</b>	<b>\$12,170,000</b>	<b>\$23,070,000</b>	<b>\$335,830,000</b>
Transfers In	\$12,460,000	\$1,270,000	\$2,394,000	\$1,960,000	\$2,400,000	\$510,000	\$2,150,000
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>\$68,220,000</b>	<b>\$11,580,000</b>	<b>\$17,261,000</b>	<b>\$14,652,000</b>	<b>\$14,570,000</b>	<b>\$23,580,000</b>	<b>\$337,980,000</b>
<b>TOTAL</b>	<b>\$83,310,000</b>	<b>\$25,295,000</b>	<b>\$40,079,000</b>	<b>\$38,842,000</b>	<b>\$26,760,000</b>	<b>\$40,180,000</b>	<b>\$388,780,000</b>

# PROJECTED EXPENDITURES

## Projects

	Prior	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future
<b>CITY CIP PROJECTS</b>							
STREETS/ROAD IMPROVEMENTS	\$100,000	\$0	\$1,300,000	\$200,000	\$1,800,000	\$0	\$46,000,000
STORM SEWER IMPROVEMENTS	\$0	\$0	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$40,000,000
FACILITIES RENOVATIONS	\$8,800,000	\$0	\$100,000	\$3,000,000	\$0	\$0	\$35,000,000
SIDEWALK REPAIR	\$6,835,000	\$0	\$3,000,000	\$0	\$3,000,000	\$0	\$16,000,000
GREEN CIRCLE/SHAWNEE SPRG	\$7,850,000	\$3,000,000	\$0	\$1,300,000	\$1,800,000	\$200,000	\$11,800,000
STREET RESURFACING	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$2,000,000	\$14,000,000
MILLWOOD AVENUE	\$700,000	\$1,600,000	\$4,200,000	\$500,000	\$500,000	\$8,000,000	\$0
N CAMERON/KENT ST IMPROV	\$7,425,000	\$0	\$7,500,000	\$0	\$0	\$0	\$0
PLEASANT VALLEY RD PROJ	\$0	\$100,000	\$1,000,000	\$100,000	\$1,500,000	\$0	\$12,000,000
PAPERMILL ROAD IMPROVMNTS	\$0	\$0	\$0	\$200,000	\$800,000	\$13,000,000	\$0
TRAFFIC SIGNALS	\$9,330,000	\$100,000	\$1,100,000	\$380,000	\$380,000	\$0	\$2,200,000
HANDLEY LIBRARY	\$2,700,000	\$0	\$0	\$160,000	\$160,000	\$160,000	\$10,100,000
INTERSECTION IMPROVEMENTS	\$0	\$0	\$0	\$0	\$600,000	\$4,000,000	\$1,400,000
MIDDLE ROAD IMPROVEMENTS	\$0	\$0	\$300,000	\$5,600,000	\$0	\$0	\$0
BARNETT PARK IMPROVEMENTS	\$0	\$2,225,000	\$899,000	\$435,000	\$275,000	\$75,000	\$150,000
SOCIAL SERVICE BLDG RENOV	\$0	\$200,000	\$0	\$0	\$200,000	\$3,000,000	\$0
VALLEY AVENUE RECONSTRUCT	\$0	\$0	\$150,000	\$2,000,000	\$0	\$0	\$0
OUTDOOR LIGHTING	\$0	\$275,000	\$275,000	\$497,000	\$275,000	\$275,000	\$0
BOILER MAINTENANCE	\$0	\$410,000	\$0	\$0	\$0	\$0	\$0
PUBLIC SAFETY BUILDING	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0
CITY HALL BLDG IMPROVMENT	\$0	\$175,000	\$0	\$0	\$0	\$0	\$0
<b>CITY CIP PROJECTS TOTAL</b>	<b>\$45,740,000</b>	<b>\$8,085,000</b>	<b>\$24,074,000</b>	<b>\$16,372,000</b>	<b>\$13,290,000</b>	<b>\$32,710,000</b>	<b>\$188,650,000</b>
<b>UTILITIES CIP PROJECT</b>	<b>\$37,400,000</b>	<b>\$7,400,000</b>	<b>\$13,200,000</b>	<b>\$10,200,000</b>	<b>\$7,200,000</b>	<b>\$7,200,000</b>	<b>\$181,600,000</b>
<b>REPLACEMENT</b>	<b>\$170,000</b>	<b>\$9,410,000</b>	<b>\$1,835,000</b>	<b>\$11,520,000</b>	<b>\$4,770,000</b>	<b>\$270,000</b>	<b>\$18,530,000</b>
<b>ADDITIONS</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$970,000</b>	<b>\$750,000</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$83,310,000</b>	<b>\$25,295,000</b>	<b>\$40,079,000</b>	<b>\$38,842,000</b>	<b>\$26,760,000</b>	<b>\$40,180,000</b>	<b>\$388,780,000</b>

## PROJECTS

### General Government

- Bellview Avenue Improvements
- Berryville Ave Safety Improvements
- Boscawen Street Improvements
- City Hall Elevator Replacement
- Creamery Building Improvements
- Equipment Maintenance Garage
- Featherbed Lane Improvements
- Fire and Rescue - Ambulance
- Fire and Rescue - Fire Engine
- Fire and Rescue - HazMat Unit
- Fire and Rescue - Tower Ladder Truck
- Fire and Rescue Station
- Fox Drive Improvements
- Green Circle Trail
- Handley Library Improvements
- Intersection Improvements
- Jefferson St. Streetlight Replacements
- JJC HVAC System Improvements
- Legge Blvd. Extension
- Middle Road Improvements
- Millwood Ave Pedestrian Bridge
- Millwood Ave Traffic Improvements
- N. Cameron St Drainage
- Papermill Road Improvements
- Parks - Arboretum Nature Trail

## PROJECTS

### Winchester Public Schools

- Schools - Boiler Replacement VACDES
- Schools - Bus Replacement
- Schools - Daniel Morgan Boiler Replacement
- Schools - Daniel Morgan Partial Roof Repl
- Schools - Daniel Morgan Rooftop HVAC Units
- Schools - FDES HVAC Renovation
- Schools - FDES Roof Replacement
- Schools - FDES Traffic Flow
- Schools - GQES Chiller/HVAC Replacement
- Schools - GQES Partial Roof Replacement
- Schools - GQES Rooftop Unit Replacement
- Schools - JHHS Synthetic Turf Replacement
- Schools - JHHS Track Replacement
- Schools - VACDES Chiller/HVAC Replacement

## PROJECTS

### General Government

- Parks - Eagle Field Storm Drainage
- Parks - Neighborhood Park Upgrades
- Parks - Outdoor Fitness Zones
- Parks - Outdoor Pool Lighting
- Parks - Overhead Athletic Field Lighting
- Parks - Pickleball Court Installation
- Parks - Preston Field Improvements
- Parks - Renew Playground Surface – Family Land
- Parks - Restroom Improvements
- Parks - Skate Park
- Parks - Synthetic Ice Rink
- Personal Property Software
- Pleasant Valley Realignment/Extension
- Pleasant Valley Safety Improvements
- Shawnee Drive Improvements
- Sidewalk Improvements
- Social Services Building Improvements
- Storm Drainage Improvements
- Street Repaving
- Taft Avenue Extension
- Timbrook Building Improvements
- Traffic Signal Improvements
- Traffic Signal Synchronization
- Valley Avenue Safety Improvements
- Weems Lane Improvements

## PROJECTS

### Utilities

- Jefferson Street Water Pump Station and Watermain
- Raw Water Storage Reservoir
- Sewer Pump Station Replacement
- Water & Sewer Main Replacements
- Water Treatment Plant Expansion
- Water Treatment Plant Improvements

# BELLVIEW AVENUE IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Bellview Avenue Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-08  
JUSTIFICATION: Improves existing service  
START DATE (FY): TBD  
END DATE (FY): TBD

## PROJECT DESCRIPTION:

Project would consist of adding curb & gutter, sidewalk, and drainage along Bellview Avenue from S. Loudoun Street to Valley Avenue.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Moving Winchester - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

This project would significantly improve traffic flow and safety along this corridor.

## COST ESTIMATE

Cost Estimate - Bellview Avenue Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500,000
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000,000

Itemization Description	Total
Construction	\$4,500,000
Planning	\$500,000
TOTAL	\$5,000,000

# FUNDING SOURCES

Funding Sources - Bellview Avenue Improvments

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
State Categorical Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000,000

Object (Duplicate)	Total
State Categorical Aid	\$2,500,000
Other Financing Sources	\$2,500,000
TOTAL	\$5,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined in the future.

# BERRYVILLE AVE SAFETY IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Berryville Ave Safety Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-08  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2027  
END DATE (FY): 2030

## PROJECT DESCRIPTION:

This project consists of making safety improvements on Berryville Avenue as identified in the STARS study completed in 2021 with assistance from VDOT.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

These projects would improve safety and traffic flow on Berryville Avenue between Pleasant Valley Road and Interstate-81.

## COST ESTIMATE

### Cost Estimate - Berryville Ave Safety Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$1,800,000	\$0	\$0
Planning	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$200,000	\$1,800,000	\$0	\$0

Itemization Description	Total
Construction	\$1,800,000
Planning	\$200,000
TOTAL	\$2,000,000

# FUNDING SOURCES

Funding Sources - Berryville Ave Safety Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
State Categorical Aid	\$0	\$0	\$0	\$200,000	\$1,800,000	\$0	\$0
TOTAL	\$0	\$0	\$0	\$200,000	\$1,800,000	\$0	\$0

Object (Duplicate)	Total
State Categorical Aid	\$2,000,000
TOTAL	\$2,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts are projected to be minimal on this project.

# BOSCAWEN STREET IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Boscawen Street Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-08  
JUSTIFICATION: Remove hazards  
START DATE (FY): 2018  
END DATE (FY): 2024

## PROJECT DESCRIPTION:

Project would consist of making safety improvements on Boscawen Street between Indian Alley and Cameron Street.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

This project would greatly improve safety for pedestrians.

## COST ESTIMATE

### Cost Estimate - Boscawen Street Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$1,300,000	\$0	\$0	\$0	\$0
Planning	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$100,000	\$0	\$1,300,000	\$0	\$0	\$0	\$0

Itemization Description	Total
Construction	\$1,300,000
Planning	\$100,000
TOTAL	\$1,400,000

# FUNDING SOURCES

## Funding Sources - Boscawen Street Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$557,000	\$0	\$0	\$0	\$0
State Categorical Aid	\$0	\$0	\$493,000	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$1,300,000	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Other Financing Sources	\$557,000
State Categorical Aid	\$493,000
Federal	\$250,000
TOTAL	\$1,300,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

The estimated debt service is projected to be \$80,000 annually for 20 years.



# CITY HALL ELEVATOR REPLACEMENT

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: City Hall Elevator Replacement  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4324-443.83-75  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2023  
END DATE (FY): 2023

## PROJECT DESCRIPTION:

Replacement of the mechanical system in the elevator at City Hall.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

## PROJECT OBJECTIVES / STATUS:

The elevator in City Hall was installed in 1986. The mechanical system has reached the end of its useful life and needs to be replaced.

## COST ESTIMATE

### Cost Estimate - City Hall Elevator Replacement

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$175,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$175,000	\$0	\$0	\$0	\$0	\$0

Itemization Description	Total
Construction	\$175,000
TOTAL	\$175,000

# FUNDING SOURCES

Funding Sources - City Hall Elevator Replacement

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$175,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$175,000	\$0	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$175,000
TOTAL	\$175,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

This project will reduce maintenance costs for the elevator.



# CREAMERY BUILDING IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Creamery Building Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4324-443.81-41  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2025  
END DATE (FY): 2025

## PROJECT DESCRIPTION:

Replacement of the existing ballasted roof with a mechanically fastened roof.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

## PROJECT OBJECTIVES / STATUS:

The roof is nearing the end of its useful life and will need to be replaced.

## COST ESTIMATE

### Cost Estimate - Creamery Building Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0

Itemization Description	Total
Construction	\$150,000
TOTAL	\$150,000

# FUNDING SOURCES

Funding Sources - Creamery Building Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$150,000
TOTAL	\$150,000

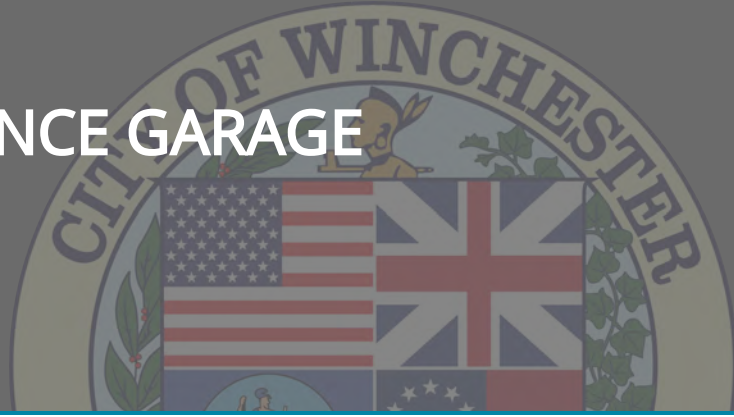
*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

This project will have no impact on operating costs.

# EQUIPMENT MAINTENANCE GARAGE REPLACEMENT

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Equipment Maintenance Garage Replacement  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4611-444.81-39  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2021  
END DATE (FY): 2025

## PROJECT DESCRIPTION:

Project would consist of replacing the existing equipment maintenance garage located at City Yards with a completely new facility that would be constructed in phases where the existing facility is located.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

The existing garage is nearly 40 years old and at the end of its useful life..

## COST ESTIMATE

### Cost Estimate - Equipment Maintenance Garage Replacement

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$5,400,000	\$0	\$0	\$0
Planning	\$60,000	\$0	\$0	\$600,000	\$0	\$0	\$0
TOTAL	\$60,000	\$0	\$0	\$6,000,000	\$0	\$0	\$0

Itemization Description	Total
Construction	\$5,400,000
Planning	\$660,000
TOTAL	\$6,060,000

# FUNDING SOURCES

Funding Sources - Equipment Maintenance Garage Replacement

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Federal	\$40,000	\$0	\$0	\$4,000,000	\$0	\$0	\$0
State Categorical Aid	\$10,000	\$0	\$0	\$1,000,000	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$0
Transfers In	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$60,000	\$0	\$0	\$6,000,000	\$0	\$0	\$0

Object (Duplicate)	Total
Federal	\$4,040,000
State Categorical Aid	\$1,010,000
Other Financing Sources	\$1,000,000
Transfers In	\$10,000
TOTAL	\$6,060,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

The estimated operating impact is \$80,000 in debt service annually for 20 years.

# FEATHERBED LANE IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Featherbed Lane Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-08  
JUSTIFICATION: Remove hazards  
START DATE (FY): TBD  
END DATE (FY): TBD

## PROJECT DESCRIPTION:

Project would consist of constructing curb & gutter and sidewalks on Featherbed Lane.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

This project would significantly improve safety and drainage on this street.

## COST ESTIMATE

### Cost Estimate - Featherbed Lane Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$3,800,000
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000

Itemization Description	Total
Construction	\$3,800,000
Planning	\$200,000
TOTAL	\$4,000,000

# FUNDING SOURCES

## Funding Sources - Featherbed Lane Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
State Categorical Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000

Object (Duplicate)	Total
Transfers In	\$2,000,000
State Categorical Aid	\$2,000,000
TOTAL	\$4,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

The estimated operating impact is \$160,000 in debt service annually for twenty years.



# FIRE AND RESCUE - FIRE ENGINE

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Fire Engine  
DEPARTMENT: Fire and Rescue  
BUDGET CODE: 312-3211-432.82-05  
JUSTIFICATION: Improve existing service  
START DATE (FY): 2024  
END DATE (FY): 2024

## PROJECT DESCRIPTION:

Purchase a department-owned fire engine to support operations and community service delivery. The fire engines currently within the fleet are owned by the Volunteers Fire Stations and they are reaching their service life expectancy and the volunteers have no replacement plan. The current age of the fleet fire engines is anywhere between 11-31 years old with the average being 19 years old. The NFPA's suggested replacement of fire engines is every 10 years.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 5 - Support the City's high-performing operations with effective communication, innovation, and sound fiscal policies.

## PROJECT OBJECTIVES / STATUS:

1. Replace an aging fire engine.
2. Enhance the service delivery capabilities of the department.
3. Reduce the financial burden on the volunteer stations.

## COST ESTIMATE

### Cost Estimate - Fire & Rescue - Fire Engine

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Equipment	\$0	\$0	\$620,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$620,000	\$0	\$0	\$0	\$0

Itemization Description	Total
Equipment	\$620,000
TOTAL	\$620,000

# FUNDING SOURCES

## Funding Sources - Fire & Rescue - Fire Engine

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$0	\$620,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$620,000	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$620,000
TOTAL	\$620,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Minimal or no change in operating costs expected.



# FIRE AND RESCUE - HAZMAT UNIT

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Hazmat Unit  
DEPARTMENT: Fire and Rescue  
BUDGET CODE: 312-3211-432.82-05  
JUSTIFICATION: Replacement of 1990 International 4900  
START DATE (FY): 2025  
END DATE (FY): 2025

## PROJECT DESCRIPTION:

Replacement of the current 1990 International 4900. This unit is utilized for City and regional responses to hazmat incidents. The City is the fiscal agent on record for the Winchester/Frederick County Regional Hazmat Team. Our goal is to seek assistance from Frederick County and the Virginia Department of Emergency Management for available funding.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 5 - Support the City's high-performing operations with effective communication, innovation, and sound fiscal policies.

## PROJECT OBJECTIVES / STATUS:

Replace and update to a more modern unit to provide traveling safety for our responders and the community. This unit is also over capacity and limits the effectiveness of carrying the needed equipment.

## COST ESTIMATE

Cost Estimate - Fire & Rescue - Hazmat Unit

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Equipment	\$0	\$0	\$0	\$750,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$750,000	\$0	\$0	\$0

Itemization Description	Total
Equipment	\$750,000
TOTAL	\$750,000

# FUNDING SOURCES

Funding Sources - Fire & Rescue -Hazmat Unit

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$0	\$0	\$750,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$750,000	\$0	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$750,000
TOTAL	\$750,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Miminal to no change expected on operating costs.

# FIRE AND RESCUE - TOWER LADDER TRUCK

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Tower Ladder Truck  
DEPARTMENT: Fire and Rescue  
BUDGET CODE: 312-3211-432.82-05  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2026  
END DATE (FY): 2026

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 5 - Support the City's high-performing operations with effective communication, innovation, and sound fiscal policies.

## PROJECT DESCRIPTION:

Our current reserve ladder truck is a 1998 Pierce 75' aerial ladder truck. According to the City's public safety vehicle replacement guidelines, it has more than doubled its life expectancy and the City has several buildings that exceed the maximum reach for this truck. In addition, housing setbacks from the street in many areas are greater than the reach of this truck. Moreover, the 1998 Pierce has significant corrosion concerns which have created issues the past few years and getting it to pass the NFPA 1901 Standard Testing for Fire Department Aerial Devices. The department seeks to replace this unit with a 100' Tower Ladder.

## PROJECT OBJECTIVES / STATUS:

1. Replace aging apparatus that has significant corrosion issues of key structural components.
2. The versatility of a tower ladder will enhance operational effectiveness.
3. Ensure that aerial ladders have similar reach capabilities to accommodate building height and setbacks.
4. Provide a safe platform for firefighters to work from and for victim rescue.
5. Enhance technical rescue capabilities.

## COST ESTIMATE

### Cost Estimate - Fire & Rescue - Tower Ladder Truck

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Equipment	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$0

Itemization Description	Total
Equipment	\$1,500,000
TOTAL	\$1,500,000

## FUNDING SOURCES

### Funding Sources - Fire & Rescue - Tower Ladder Truck

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$1,500,000
TOTAL	\$1,500,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

## OPERATING IMPACTS

Future operating costs to be determined.

# FIRE AND RESCUE - AMBULANCE

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Fire and Rescue Ambulance  
DEPARTMENT: Fire and Rescue  
BUDGET CODE: 312-3211-432.82-05  
JUSTIFICATION: Improve existing service  
START DATE (FY): 2024  
END DATE (FY): 2024

## PROJECT DESCRIPTION:

Purchase a department-owned ambulance to support operations and community service delivery.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 5 - Support the City's high-performing operations with effective communication, innovation, and sound fiscal policies.

## PROJECT OBJECTIVES / STATUS:

1. Replace and/or increase service delivery.
2. Enhance the service delivery capabilities of the department.
3. Reduce the financial burden on the volunteer stations.

## COST ESTIMATE

### Cost Estimate - Fire & Rescue -Ambulance

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Equipment	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0

Itemization Description	Total
Equipment	\$350,000
TOTAL	\$350,000

# FUNDING SOURCES

## Funding Sources - Fire & Rescue - Ambulance

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$350,000
TOTAL	\$350,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Annual fuel, insurance and vehicle maintenance costs will increase approximately \$5,000 with the addition of the new ambulance.





# FIRE AND RESCUE STATION

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Fire And Rescue Station  
DEPARTMENT: Public Services  
BUDGET CODE: 312-3211-432.81-41  
JUSTIFICATION: Improves Existing Service  
START DATE (FY): 2023  
END DATE (FY): 2025-26

## PROJECT DESCRIPTION:

Project would consist of constructing a new Fire and Rescue station.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

## PROJECT OBJECTIVES / STATUS:

This would be the first Fire and Rescue station that would be owned by the City. The existing stations are owned by the volunteer companies.

## COST ESTIMATE

### Cost Estimate - Fire and Rescue Station

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$4,500,000	\$4,500,000	\$0	\$0
Land	\$0	\$1,700,000	\$0	\$0	\$0	\$0	\$0
Planning	\$0	\$400,000	\$400,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$2,100,000	\$400,000	\$4,500,000	\$4,500,000	\$0	\$0

Itemization Description	Total
Construction	\$9,000,000
Land	\$1,700,000
Planning	\$800,000
TOTAL	\$11,500,000

## FUNDING SOURCES

### Funding Sources - Fire and Rescue Station

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$400,000	\$400,000	\$4,500,000	\$4,500,000	\$0	\$0
Federal	\$0	\$1,700,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$2,100,000	\$400,000	\$4,500,000	\$4,500,000	\$0	\$0

Object (Duplicate)	Total
Other Financing Sources	\$9,800,000
Federal	\$1,700,000
TOTAL	\$11,500,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

## OPERATING IMPACTS

The estimated operating impacts are \$800,000 annually in debt service and operating expenses.

# FOX DRIVE IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Fox Drive Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-08  
JUSTIFICATION: Improves existing services  
START DATE (FY): TBD  
END DATE (FY): TBD

## PROJECT DESCRIPTION:

Project would consist of adding curb & gutter, sidewalk, and drainage along Fox Drive from Amherst Street to the northern City limit.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

This project would significantly improve traffic flow and safety along this corridor.

## COST ESTIMATE

### Cost Estimate - Fox Drive Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$9,500,000
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000,000

Itemization Description	Total
Construction	\$9,500,000
Planning	\$500,000
TOTAL	\$10,000,000

# FUNDING SOURCES

## Funding Sources - Fox Drive Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
State Categorical Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000,000
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000,000

Object (Duplicate)	Total
State Categorical Aid	\$5,000,000
Other Financing Sources	\$5,000,000
TOTAL	\$10,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Future operating costs to be determined.



## SUMMARY

PROJECT TITLE: Green Circle Trail  
DEPARTMENT: Public Services  
BUDGET CODE: 312-7111-471.83-12  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2009  
END DATE (FY): 2028+

## PROJECT DESCRIPTION:

Continuing phases of the Green Circle Trail..

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

This project has been an on-going effort to construct a recreational trail around and through the City of Winchester to provide opportunities to move within the City by walking, jogging, bicycle, etc.

## COST ESTIMATE

### Cost Estimate - Green Circle Trail

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$5,600,000	\$3,000,000	\$0	\$1,000,000	\$1,800,000	\$0	\$10,800,000
Planning	\$1,300,000	\$0	\$0	\$240,000	\$0	\$200,000	\$1,000,000
Land	\$950,000	\$0	\$0	\$60,000	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$7,850,000</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>\$1,300,000</b>	<b>\$1,800,000</b>	<b>\$200,000</b>	<b>\$11,800,000</b>

Itemization Description	Total
Construction	\$22,200,000
Planning	\$2,740,000
Land	\$1,010,000
<b>TOTAL</b>	<b>\$25,950,000</b>

# FUNDING SOURCES

Funding Sources - Green Circle Trail

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$1,200,000	\$0	\$0	\$1,150,000	\$750,000	\$100,000	\$5,900,000
State Categorical Aid	\$1,350,000	\$0	\$0	\$150,000	\$650,000	\$100,000	\$5,900,000
Federal	\$3,800,000	\$3,000,000	\$0	\$0	\$400,000	\$0	\$0
Transfers In	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$7,850,000	\$3,000,000	\$0	\$1,300,000	\$1,800,000	\$200,000	\$11,800,000

Object (Duplicate)	Total
Other Financing Sources	\$9,100,000
State Categorical Aid	\$8,150,000
Federal	\$7,200,000
Transfers In	\$1,500,000
TOTAL	\$25,950,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Annual debt service costs projected to be \$750,000.

# HANDLEY LIBRARY IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Handley Library Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4324-443.83-44  
JUSTIFICATION: Maintain existing service  
START DATE (FY): 2019  
END DATE (FY): 2027+

## PROJECT DESCRIPTION:

The project would consist of making capital improvements to the Handley Library to ensure the longevity and continued use of the building.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

Handley Library is over 100 years old and certain improvements are needed to maintain the integrity of the building. The large future expenditure will be to replace the copper dome roof.

## COST ESTIMATE

Cost Estimate - Handley Library Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$2,600,000	\$0	\$0	\$150,000	\$150,000	\$150,000	\$10,000,000
Planning	\$100,000	\$0	\$0	\$10,000	\$10,000	\$10,000	\$100,000
TOTAL	\$2,700,000	\$0	\$0	\$160,000	\$160,000	\$160,000	\$10,100,000

Itemization Description	Total
Construction	\$13,050,000
Planning	\$230,000
TOTAL	\$13,280,000

## FUNDING SOURCES

### Funding Sources - Handley Library Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$10,100,000
Transfers In	\$1,950,000	\$0	\$0	\$160,000	\$160,000	\$160,000	\$0
Miscellaneous Revenue	\$750,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$2,700,000	\$0	\$0	\$160,000	\$160,000	\$160,000	\$10,100,000

Object (Duplicate)	Total
Other Financing Sources	\$10,100,000
Transfers In	\$2,430,000
Miscellaneous Revenue	\$750,000
TOTAL	\$13,280,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

## OPERATING IMPACTS

Future operating impacts to be determined.



# INTERSECTION IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Intersection Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-79  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2026  
END DATE (FY): 2028

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT DESCRIPTION:

This project consists of modifications to four existing intersections to facilitate and improve traffic flow. The intersections include: 1. Pleasant Valley/Jubal Early: Add dual left turn lane on west bound Jubal Early turning left onto south bound Pleasant Valley (\$3,600,000) 2. Pleasant Valley/Cork: Add right turn lane north bound Pleasant Valley turning right onto east bound Cork (\$1,500,000) 3. Pleasant Valley/Adams: Add right turn lane on north bound Pleasant Valley turning right onto east bound Adams (\$700,000) 4. Pleasant Valley/Patsy Cline: Add right turn lane on north bound Pleasant Valley turning on east bound Patsy Cline (\$700,000)

## PROJECT OBJECTIVES / STATUS:

These projects would improve traffic flow at these key intersections.

## COST ESTIMATE

### Cost Estimate - Intersection Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$4,000,000	\$1,200,000
Land	\$0	\$0	\$0	\$0	\$400,000	\$0	\$100,000
Planning	\$0	\$0	\$0	\$0	\$200,000	\$0	\$100,000
TOTAL	\$0	\$0	\$0	\$0	\$600,000	\$4,000,000	\$1,400,000

Itemization Description	Total
Construction	\$5,200,000
Land	\$500,000
Planning	\$300,000
TOTAL	\$6,000,000

## FUNDING SOURCES

### Funding Sources - Intersection Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
State Categorical Aid	\$0	\$0	\$0	\$0	\$300,000	\$2,000,000	\$700,000
Other Financing Sources	\$0	\$0	\$0	\$0	\$300,000	\$2,000,000	\$700,000
TOTAL	\$0	\$0	\$0	\$0	\$600,000	\$4,000,000	\$1,400,000

Object (Duplicate)	Total
State Categorical Aid	\$3,000,000
Other Financing Sources	\$3,000,000
TOTAL	\$6,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

## OPERATING IMPACTS

Future operating impacts to be determined.

# JEFFERSON ST. STREETLIGHT REPLACEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Jefferson St. Streetlight Replacements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.81-10  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2024  
END DATE (FY): 2024

## PROJECT DESCRIPTION:

Project would consist of replacing the existing old streetlights on the north side of Jefferson Street between Valley Avenue and Handley High School.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

The existing streetlights are very old and need to be replaced.

## COST ESTIMATE

### Cost Estimate - Jefferson St Streetlight Replacements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$175,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$175,000	\$0	\$0	\$0	\$0

Itemization Description	Total
Construction	\$175,000
TOTAL	\$175,000

# FUNDING SOURCES

Funding Sources - Jefferson St Streetlight Replacements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Miscellaneous Revenue	\$0	\$0	\$175,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$175,000	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Miscellaneous Revenue	\$175,000
TOTAL	\$175,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Projected savings in annual electric costs for the street lights, amount to be determined.



# JJC HVAC SYSTEM IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: JJC HVAC System Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4322-443.83-23  
221-4322-443.83-23  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2023  
END DATE (FY): 2023

## PROJECT DESCRIPTION:

Replacement of a chiller and two boilers at the Joint Judicial Center.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

## PROJECT OBJECTIVES / STATUS:

The existing chiller and two boilers are old and have reached the end of their useful life.

## COST ESTIMATE

Cost Estimate - JJC HVAC System Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$410,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$410,000	\$0	\$0	\$0	\$0	\$0

Itemization Description	Total
Construction	\$410,000
TOTAL	\$410,000

# FUNDING SOURCES

Funding Sources - JJC HVAC System Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Miscellaneous Revenue	\$0	\$205,000	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$205,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$410,000	\$0	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Miscellaneous Revenue	\$205,000
Federal	\$205,000
TOTAL	\$410,000

Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.

# OPERATING IMPACTS

No changes to annual operating impacts projected.

# LEGGE BLVD EXTENSION

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Legge Blvd Extension  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-08  
JUSTIFICATION: Improves existing services  
START DATE (FY): 2027  
END DATE (FY): 2030

## PROJECT DESCRIPTION:

This project consists of extending Legge Blvd. from its current terminus at Patsy Cline Blvd. so that there is a connection to Millwood Avenue.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

These projects would improve traffic flow and congestion on Pleasant Valley Road.

## COST ESTIMATE

### Cost Estimate - Legge Blvd Extension

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000,000

Itemization Description	Total
Construction	\$4,000,000
Planning	\$800,000
Land	\$200,000
TOTAL	\$5,000,000

# FUNDING SOURCES

Funding Sources - Legge Blvd Extension

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
State Categorical Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000,000

Object (Duplicate)	Total
State Categorical Aid	\$5,000,000
TOTAL	\$5,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Future operating costs to be determined.



# MIDDLE ROAD IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Middle Road Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-80  
JUSTIFICATION: Removes Hazards  
START DATE (FY): 2023  
END DATE (FY): 2025

## PROJECT DESCRIPTION:

The project would consist of installing curb & gutter, drainage, and sidewalks along Middle Road where none currently exist.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

Continuing efforts to construct new sidewalks as per the City's Sidewalk Master Plan.

## COST ESTIMATE

### Cost Estimate - Middle Road Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$5,600,000	\$0	\$0	\$0
Planning	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$300,000	\$5,600,000	\$0	\$0	\$0

Itemization Description	Total
Construction	\$5,600,000
Planning	\$300,000
TOTAL	\$5,900,000

# FUNDING SOURCES

## Funding Sources - Middle Road Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
State Categorical Aid	\$0	\$0	\$150,000	\$2,800,000	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$150,000	\$2,800,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$300,000	\$5,600,000	\$0	\$0	\$0

Object (Duplicate)	Total
State Categorical Aid	\$2,950,000
Other Financing Sources	\$2,950,000
TOTAL	\$5,900,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

The estimated annual operating impact is projected to be \$650,000 in debt service.

# MILLWOOD AVE PEDESTRIAN BRIDGE

FY 2023 ANNUAL BUDGET

## SUMMARY

PROJECT TITLE: Millwood Ave Pedestrian Bridge

DEPARTMENT: Public Services

BUDGET CODE: 312-4121-441.83-43

JUSTIFICATION: Improves existing service

START DATE (FY): 2025

END DATE (FY): 2027

## PROJECT DESCRIPTION:

The project would consist of constructing a new pedestrian bridge over Millwood Avenue near the current intersection of Mall Blvd. that could include an extension of the Green Circle Trail.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

Project would greatly improve safety for pedestrians crossing Millwood Avenue at this location.

## COST ESTIMATE

### Cost Estimate - Millwood Ave Pedestrian Bridge

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$8,000,000	\$0
Planning	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0
TOTAL	\$0	\$0	\$0	\$500,000	\$500,000	\$8,000,000	\$0

Itemization Description	Total
Construction	\$8,000,000
Planning	\$500,000
Land	\$500,000
TOTAL	\$9,000,000

# FUNDING SOURCES

Funding Sources - Millwood Ave Pedestrian Bridge

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Miscellaneous Revenue	\$0	\$0	\$0	\$500,000	\$500,000	\$8,000,000	\$0
TOTAL	\$0	\$0	\$0	\$500,000	\$500,000	\$8,000,000	\$0

Object (Duplicate)	Total
Miscellaneous Revenue	\$9,000,000
TOTAL	\$9,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No operating impacts projected at this time.

# MILLWOOD AVE TRAFFIC IMPROVEMENTS

FY 2023 ANNUAL BUDGET

## SUMMARY

PROJECT TITLE: Millwood Ave Traffic Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-43  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2021  
END DATE (FY): 2024-25

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT DESCRIPTION:

The project would consist of removing the existing traffic signal at Millwood/Mall Blvd, extend the center median on Millwood across the intersection to eliminate left turns, and add a double turn lane on westbound Millwood at Apple Blossom Drive. This project will be coordinated with the bridge replacement over I-81 at Exit 313.

## PROJECT OBJECTIVES / STATUS:

Project would greatly improve traffic flow at this congested intersection.

## COST ESTIMATE

### Cost Estimate - Millwood Ave Traffic Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$4,200,000	\$0	\$0	\$0	\$0
Land	\$0	\$1,600,000	\$0	\$0	\$0	\$0	\$0
Planning	\$700,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$700,000</b>	<b>\$1,600,000</b>	<b>\$4,200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Itemization Description	Total
Construction	\$4,200,000
Land	\$1,600,000
Planning	\$700,000
<b>TOTAL</b>	<b>\$6,500,000</b>

# FUNDING SOURCES

Funding Sources - Millwood Ave Traffic Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
State Categorical Aid	\$350,000	\$800,000	\$2,100,000	\$0	\$0	\$0	\$0
Other Financing Sources	\$350,000	\$800,000	\$2,100,000	\$0	\$0	\$0	\$0
TOTAL	\$700,000	\$1,600,000	\$4,200,000	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
State Categorical Aid	\$3,250,000
Other Financing Sources	\$3,250,000
TOTAL	\$6,500,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

The estimated annual operating impact is projected to be approximately \$240,000 in debt service.

# NORTH CAMERON ST DRAINAGE IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: North Cameron St Drainage Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-04  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2018  
END DATE (FY): 2025

## PROJECT DESCRIPTION:

The project would consist of making drainage piping improvements and constructing storm water management ponds to help alleviate the flooding that occurs on N. Cameron Street during large rain events.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

## PROJECT OBJECTIVES / STATUS:

The existing storm drainage infrastructure on N. Cameron is too small and during heavy rain events there is extensive street flooding. This project will help alleviate that flooding.

## COST ESTIMATE

Cost Estimate - North Cameron St Drainage Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$5,450,000	\$0	\$7,500,000	\$0	\$0	\$0	\$0
Land	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0
Planning	\$475,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$7,425,000</b>	<b>\$0</b>	<b>\$7,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Itemization Description	Total
Construction	\$12,950,000
Land	\$1,500,000
Planning	\$475,000
<b>TOTAL</b>	<b>\$14,925,000</b>

## FUNDING SOURCES

### Funding Sources - North Cameron St Drainage Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
State Categorical Aid	\$3,650,000	\$0	\$3,750,000	\$0	\$0	\$0	\$0
Other Financing Sources	\$2,900,000	\$0	\$3,750,000	\$0	\$0	\$0	\$0
Transfers In	\$875,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	<b>\$7,425,000</b>	<b>\$0</b>	<b>\$7,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Object (Duplicate)	Total
State Categorical Aid	\$7,400,000
Other Financing Sources	\$6,650,000
Transfers In	\$875,000
TOTAL	<b>\$14,925,000</b>

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

## OPERATING IMPACTS

The estimated annual operating impact is projected to be \$500,000 in debt service and \$20,000 in storm water maintenance costs.



# PAPERMILL ROAD IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Papermill Road Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-06  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2025  
END DATE (FY): 2027

## PROJECT DESCRIPTION:

Project would consist of widening Papermill Road between Cedarmeade and the City limit from two lanes to three lanes (one lane each direction and a center turn lane), bike lane, curb & gutter, and sidewalks. The project also includes constructing a roundabout at the Papermill/Shawnee intersection.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

This project would significantly improve traffic flow and safety along this corridor.

## COST ESTIMATE

### Cost Estimate - Papermill Road Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$13,000,000	\$0
Planning	\$0	\$0	\$0	\$200,000	\$300,000	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$800,000</b>	<b>\$13,000,000</b>	<b>\$0</b>

Itemization Description	Total
Construction	\$13,000,000
Planning	\$500,000
Land	\$500,000
<b>TOTAL</b>	<b>\$14,000,000</b>

# FUNDING SOURCES

## Funding Sources- Papermill Road Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
State Categorical Aid	\$0	\$0	\$0	\$100,000	\$400,000	\$6,500,000	\$0
Other Financing Sources	\$0	\$0	\$0	\$100,000	\$400,000	\$6,500,000	\$0
TOTAL	\$0	\$0	\$0	\$200,000	\$800,000	\$13,000,000	\$0

Object (Duplicate)	Total
State Categorical Aid	\$7,000,000
Other Financing Sources	\$7,000,000
TOTAL	\$14,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

The estimated annual operating impact is \$525,00 in debt service.

# PARKS ARBORETUM NATURE TRAIL

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Parks Arboretum Nature Trail  
DEPARTMENT: Parks & Recreation  
BUDGET CODE: 312-7121-471.83-59  
JUSTIFICATION: Add a nature trail to the arboretum  
START DATE (FY): 2023  
END DATE (FY): 2024

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.  
Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT DESCRIPTION:

Enhancing Jim Barnett Park by adding a nature trail to the arboretum.

## PROJECT OBJECTIVES / STATUS:

To increase usage and access to the arboretum with a nature trail that emphasizes the importance of nature to the community.

## COST ESTIMATE

### Cost Estimate - Parks Arboretum Nature Trail

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0

Itemization Description	Total
Construction	\$150,000
TOTAL	\$150,000

## FUNDING SOURCES

### Funding Sources - Parks Arboretum Nature Trail

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$150,000
TOTAL	\$150,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

## OPERATING IMPACTS

Future operating impacts to be determined.

# PARKS EAGLE FIELD STORM DRAINAGE

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Parks Eagle Field Storm Drainage  
DEPARTMENT: Parks & Recreation  
BUDGET CODE: 312-7111-471.83-59  
JUSTIFICATION: More efficient use of field  
START DATE (FY): 2023  
END DATE (FY): 2023

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.  
Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.  
Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT DESCRIPTION:

Improvements to the drainage system on Eagles Field for more usage and less time for the field to become playable after adverse weather.

## PROJECT OBJECTIVES / STATUS:

To allow Eagles Field more usage on a regular schedule for Park Partners, in-house programming, and private rentals.

# COST ESTIMATE

Cost Estimate - Parks Eagle Field Storm Drainage

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$105,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$105,000	\$0	\$0	\$0	\$0	\$0

Itemization Description	Total
Construction	\$105,000
TOTAL	\$105,000

# FUNDING SOURCES

Funding Sources - Parks Eagle Field Storm Drainage

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Federal	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$105,000	\$0	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Federal	\$80,000
Miscellaneous Revenue	\$25,000
TOTAL	\$105,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No operating impacts anticipated at this time.

# PARKS NEIGHBORHOOD PARK UPGRADES

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Parks Neighborhood Parks Upgrade  
DEPARTMENT: Parks & Recreation  
BUDGET CODE: 221-7121-471.83-59  
JUSTIFICATION: Upgrade neighborhood parks and amenities  
START DATE (FY): 2023  
END DATE (FY): 2023

## PROJECT DESCRIPTION:

Revitalization of (5) neighborhood parks throughout Winchester City at a rate of one project per FY.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.  
Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.  
Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

Improve infrastructure throughout the City and give residents access to a neighborhood park within walking distance of their residence.

## COST ESTIMATE

Cost Estimate - Parks Neighborhood Park Upgrades

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0

Itemization Description	Total
Construction	\$250,000
TOTAL	\$250,000

# FUNDING SOURCES

Funding Sources - Parks Neighborhood Park Upgrades

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Federal	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Federal	\$250,000
TOTAL	\$250,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No anticipated changes to operating costs.



# PARKS OUTDOOR FITNESS ZONES

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Parks Outdoor Fitness Zones  
DEPARTMENT: Parks & Recreation  
BUDGET CODE: 312-7111-471.83-59  
JUSTIFICATION: Needed for Outdoor Fitness  
START DATE (FY): 2024  
END DATE (FY): 2026

## PROJECT DESCRIPTION:

To enhance outdoor recreation with the implementation of outdoor workout equipment. Create a large pad in underutilized areas with multiple pieces of workout equipment.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.  
Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

The objective is to create outdoor space that can be utilized by park patrons as desired. To encourage exercise and fitness with a variety of outdoor fitness equipment.

## COST ESTIMATE

### Cost Estimate - Parks Outdoor Fitness Zones

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Equipment	\$0	\$0	\$142,000	\$0	\$150,000	\$0	\$0
Construction	\$0	\$0	\$32,000	\$0	\$50,000	\$0	\$0
TOTAL	\$0	\$0	\$174,000	\$0	\$200,000	\$0	\$0

Itemization Description	Total
Equipment	\$292,000
Construction	\$82,000
TOTAL	\$374,000

# FUNDING SOURCES

Funding Sources - Parks Outdoor Fitness Zones

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$0	\$174,000	\$0	\$200,000	\$0	\$0
TOTAL	\$0	\$0	\$174,000	\$0	\$200,000	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$374,000
TOTAL	\$374,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No changes to operating impacts anticipated.

# PARKS OUTDOOR POOL LIGHTING

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Parks Outdoor Pool Lighting  
DEPARTMENT: Parks & Recreation  
BUDGET CODE: 312-7111-471.83-62  
JUSTIFICATION: Extend pool usage  
START DATE (FY): 2024  
END DATE (FY): 2025

## PROJECT DESCRIPTION:

To install lighting which will allow for more outdoor pool rentals and encourage more usage of the Jim Barnett Park.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

Lighting the outdoor pool will allow patrons to utilize the pool for more hours throughout the week and promote a safe swim experience.

## COST ESTIMATE

### Cost Estimate - Parks Outdoor Pool Lightning

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
OUTDOOR LIGHTING	\$0	\$0	\$0	\$222,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$222,000	\$0	\$0	\$0

Object (Duplicate)	Total
OUTDOOR LIGHTING	\$222,000
TOTAL	\$222,000

# FUNDING SOURCES

## Funding Sources - Parks Outdoor Pool Lighting

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$0	\$222,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$222,000	\$0	\$0	\$0

Object (Duplicate)	Total
Other Financing Sources	\$222,000
TOTAL	\$222,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined.

# PARKS OVERHEAD ATHLETIC FIELD LIGHTING

FY23 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Parks Overhead Athletic Field Lighting

DEPARTMENT: Parks & Recreation

BUDGET CODE: 312-7111-471.83-62

JUSTIFICATION: Improve Energy Utilization & Renew Light Poles

START DATE (FY): 2023

END DATE (FY): 2027

## PROJECT DESCRIPTION:

During prior years concerns have been expressed relating to the condition of the overhead wooden structures supporting the light fixtures installed at the athletic fields located in Jim Barnett Park. It has been identified that many of the poles supporting the lighting fixtures have been in place for more than 40 years and the structural integrity of the poles is questionable creating a potentially hazardous condition. Additionally, the lighting fixtures and associated equipment is old and inefficient. It has been documented that one pole did collapse in July of 2012 during the Derecho and another pole broke and fell into the field in 2008.

## PROJECT DESCRIPTION - CONTINUED:

The proposed project will replace all wooden poles with metal poles, replace all electrical wiring, boxes, switches and all elevated lighting fixtures. Each phase of the project will increase the longevity of the field lighting fixtures, eliminate additional hazards associated with wooden poles and create an improved lighting plan for the fields at a reduced operation cost. Within the past year several complaints have been received from citizens in residential neighborhood concerned about the lights from Jim Barnett Park intruding into their homes. According to the Zoning Department there are no provisions within the current zoning regulations addressing this matter and a requirement for corrective measures. The approval of this project will provide for a provision in the project which will address this issue precluding lighting entering residential neighborhoods.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

Establish a replacement plan for all lighting units located at the Athletic Fields mitigating future hazardous conditions created by the wooden poles, improve lighting on all athletic fields and increase efficiency of athletic field lighting thus reducing operational cost associated with electricity use as well as maintenance and serviceability.

## COST ESTIMATE

### Cost Estimate - Parks Overhead Field Lighting

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
OUTDOOR LIGHTING	\$0	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$0
TOTAL	\$0	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$0

Object (Duplicate)	Total
OUTDOOR LIGHTING	\$1,375,000
TOTAL	\$1,375,000

## FUNDING SOURCES

### Funding Sources - Parks Overhead Field Lighting

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$0
TOTAL	\$0	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$0

Object (Duplicate)	Total
Transfers In	\$1,375,000
TOTAL	\$1,375,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

## OPERATING IMPACTS

TBD

# PARKS PICKLEBALL COURT INSTALLATION

FY 2023 ANNUAL BUDGET

## SUMMARY

PROJECT TITLE: Parks Pickleball Court Installation

DEPARTMENT: Parks & Recreation

BUDGET CODE: 312-7111-471.83-59

JUSTIFICATION: Add park amenities

START DATE (FY): 2023

END DATE (FY): 2024

## PROJECT DESCRIPTION:

Grade and install 4 pickleball courts near the current pickleball courts and tennis courts.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

Utilize open space for new pickleball courts to accommodate the wait time and increase usage on the courts. The amount of use the current 4 courts gets is well over taxed.

## COST ESTIMATE

### Cost Estimate - Parks Pickleball Court Installation

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$80,000	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$5,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$85,000	\$0	\$0	\$0

Itemization Description	Total
Construction	\$80,000
Equipment	\$5,000
TOTAL	\$85,000

# FUNDING SOURCES

Funding Sources - Parks Pickleball Court Installation

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$0	\$0	\$85,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$85,000	\$0	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$85,000
TOTAL	\$85,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No changes to operating cost anticipated at this time.



# PARKS - PRESTON FIELD IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Preston Field Improvements  
DEPARTMENT: Parks & Recreation  
BUDGET CODE: 312-7111-471.83-33  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2023  
END DATE (FY): 2024

## PROJECT DESCRIPTION:

Improvements at Preston Field to create two, regulation size, artificial turf soccer fields.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

Improvements will include: additional fill/grading, drainage improvements, demolition of existing retaining wall and restroom/concession building, new retaining wall, new small building, additional lighting, artificial turf fields, and perimeter fencing.

## COST ESTIMATE

### Cost Estimate - Preston Field Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$1,650,000	\$650,000	\$0	\$0	\$0	\$0
Planning	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$1,750,000	\$650,000	\$0	\$0	\$0	\$0

Itemization Description	Total
Construction	\$2,300,000
Planning	\$100,000
TOTAL	\$2,400,000

## FUNDING SOURCES

### Funding Sources - Preston Field Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$500,000	\$650,000	\$0	\$0	\$0	\$0
Federal	\$0	\$750,000	\$0	\$0	\$0	\$0	\$0
Recovered Costs	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$1,750,000	\$650,000	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$1,150,000
Federal	\$750,000
Recovered Costs	\$500,000
TOTAL	\$2,400,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

## OPERATING IMPACTS

Operating impacts to be determined.



# PARKS RENEW PLAYGROUND SURFACE – FAMILY LAND

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Parks Renew Playground Surface – Family Land  
DEPARTMENT: Parks & Recreation  
BUDGET CODE: 312-7111-471.83-59  
JUSTIFICATION: Maintains existing service  
START DATE (FY): 2025  
END DATE (FY): 2025

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT DESCRIPTION:

Replacement of cushioned surface around and under the playground equipment located at Children's Dream Playground at Christianson Familyland in Jim Barnett Park.

## PROJECT OBJECTIVES / STATUS:

Provides cushioned surface under and around playground equipment to meet guidelines for playground safety established by the Consumer Product Safety Commission.

## COST ESTIMATE

Cost Estimate - Parks Renew Playground Surface - Family Land

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0

Itemization Description	Total
Construction	\$50,000
TOTAL	\$50,000

# FUNDING SOURCES

Funding Sources -Parks Renew Playground Surface – Family ...

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$50,000
TOTAL	\$50,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No changes to operating costs anticipated at this time.

# PARKS RESTROOM IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Parks Restroom Improvements  
DEPARTMENT: Parks & Recreation  
BUDGET CODE: 312-7121-471.83-59  
JUSTIFICATION: Improve existing service  
START DATE (FY): 2024  
END DATE (FY): Future

## PROJECT DESCRIPTION:

Revitalization of (5) restroom facilities throughout Jim Barnett Park at a rate of one project per fiscal year.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.  
Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

Improve infrastructure throughout Jim Barnett Park.

## COST ESTIMATE

### Cost Estimate - Parks Restroom Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
<b>BARNETT PARK IMPROVEMENTS</b>	\$0	\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$150,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$150,000</b>

Object (Duplicate)	Total
<b>BARNETT PARK IMPROVEMENTS</b>	<b>\$450,000</b>
<b>TOTAL</b>	<b>\$450,000</b>

# FUNDING SOURCES

## Funding Sources - Parks Restroom Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$150,000
TOTAL	\$0	\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$150,000

Object (Duplicate)	Total
Transfers In	\$450,000
TOTAL	\$450,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No changes in operating costs anticipated.



## SUMMARY

PROJECT TITLE: Parks Skate Park  
DEPARTMENT: Parks & Recreation  
BUDGET CODE: 312-7111-471.83-59  
JUSTIFICATION: Add a Skate Park  
START DATE (FY): 2025  
END DATE (FY): 2025

## PROJECT DESCRIPTION:

Enhancing Jim Barnett Park by adding a skate park.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.  
Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

To increase usage and access to Jim Barnett Park with a unique amenity.

## COST ESTIMATE

### Cost Estimate - Parks Skate Park

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Equipment	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0

Itemization Description	Total
Equipment	\$75,000
TOTAL	\$75,000

# FUNDING SOURCES

## Funding Sources - Parks Skate Park

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$75,000
TOTAL	\$75,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No changes to operating costs anticipated at this time.



# PARKS SYNTHETIC ICE RINK

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Parks Synthetic Ice Rink  
DEPARTMENT: Parks & Recreation  
BUDGET CODE: 312-7111-471.83-59  
JUSTIFICATION: New Service  
START DATE (FY): 2023  
END DATE (FY): 2023

## PROJECT DESCRIPTION:

Create a seasonal synthetic ice rink within Jim Barnett Park through a partnership with various civic, private, non-profit groups and in doing so provide an opportunity which does not exist within the community or within 50 miles of the City. In order to realize this goal, it will be necessary to establish partnerships with various organizations within the area and potentially outside the area to establish a community resource and activity.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 1 - Encourage economic opportunity for all residents through small business supports and workforce development.  
Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.  
Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

Provide ice skating opportunities; increase utilization of Jim Barnett Park during late fall and winter season; and provide for organized activities such as hockey, open skating, lessons, etc.

## COST ESTIMATE

### Cost Estimate - Parks Synthetic Ice Rink

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0

Itemization Description	Total
Construction	\$120,000
TOTAL	324 \$120,000

# FUNDING SOURCES

Funding Sources - Parks Synthetic Ice Rink

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$120,000
TOTAL	\$120,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No changes in operating costs anticipated at this time.

# PERSONAL PROPERTY SOFTWARE

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Personal Property Software  
DEPARTMENT: Commissioner of the Revenue  
BUDGET CODE: 312-1251-415.81-09  
JUSTIFICATION: Improve existing service  
START DATE (FY): 2024  
END DATE (FY): 2024

## PROJECT DESCRIPTION:

This project would replace the existing personal property tax billing software which is a custom in-house product. The City has upgraded the current software over the last 2 years to transition from monthly billing to annual bi-annual billing.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

To explore the acquisition and full implementation of a new personal property taxation software.

## COST ESTIMATE

### Cost Estimate - Personal Property Software

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Expenses	\$0	\$0	\$550,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$550,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Itemization Description	Total
Other Expenses	\$550,000
<b>TOTAL</b>	<b>\$550,000</b>

# FUNDING SOURCES

## Funding Sources - Personal Property Software

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Federal	\$0	\$0	\$550,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$550,000	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Federal	\$550,000
TOTAL	\$550,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

The annual operating impact is projected to be \$150,000 for software maintenance fees.



# PLEASANT VALLEY ROAD REALIGNMENT/EXTENSION

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Pleasant Valley Road  
Realignment/Extension  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-02  
JUSTIFICATION: Other  
START DATE (FY): TBD  
END DATE (FY): TBD

## PROJECT DESCRIPTION:

Project would consist of realigning and extending S. Pleasant Valley Road between Cedarmeade and Battaile.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

Project would allow for the development of a large parcel of currently undeveloped property.

## COST ESTIMATE

Funding Sources - Pleasant Valley Road Realignment/ Exten...

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000,000

Object (Duplicate)	Total
Miscellaneous Revenue	\$12,000,000
TOTAL	\$12,000,000

# FUNDING SOURCES

Funding Sources - Pleasant Valley Road Realignment/ Exten...

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000,000

Object (Duplicate)	Total
Miscellaneous Revenue	\$12,000,000
TOTAL	\$12,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined in the future.



# PLEASANT VALLEY SAFETY IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Pleasant Valley Safety Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-02  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2023  
END DATE (FY): 2026

## PROJECT DESCRIPTION:

This project consists of making safety improvements on Pleasant Valley Road as identified in the STARS study completed in 2020 with assistance from VDOT.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

These projects would improve safety and traffic flow on Pleasant Valley Road between Cork Street and Crossover Blvd.

## COST ESTIMATE

### Cost Estimate - Pleasant Valley Safety Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$1,000,000	\$0	\$1,500,000	\$0	\$0
Planning	\$0	\$100,000	\$0	\$100,000	\$0	\$0	\$0
TOTAL	\$0	\$100,000	\$1,000,000	\$100,000	\$1,500,000	\$0	\$0

Itemization Description	Total
Construction	\$2,500,000
Planning	\$200,000
TOTAL	\$2,700,000

# FUNDING SOURCES

Funding Sources - Pleasant Valley Safety Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
State Categorical Aid	\$0	\$100,000	\$1,000,000	\$50,000	\$750,000	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$50,000	\$750,000	\$0	\$0
TOTAL	\$0	\$100,000	\$1,000,000	\$100,000	\$1,500,000	\$0	\$0

Object (Duplicate)	Total
State Categorical Aid	\$1,900,000
Other Financing Sources	\$800,000
TOTAL	\$2,700,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

The estimated annual operating impact is \$80,000 in debt service.





# SCHOOL - FDES TRAFFIC FLOW

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: School - FDES Traffic Flow  
DEPARTMENT: Winchester Public Schools  
BUDGET CODE: 931-6366-663.82-32  
JUSTIFICATION: Maintains existing service  
START DATE (FY): 2023  
END DATE (FY): 2023

## PROJECT DESCRIPTION:

Traffic backs up on to Cedarmeade Rd, need to redirect traffic

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

Introduction of safer student pickup and drop off.

## COST ESTIMATE

### Cost Estimate - School - FDES Traffic Flow

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
ARCH/ENGINEERING SVCS	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
ARCH/ENGINEERING SVCS	\$400,000
TOTAL	\$400,000

# FUNDING SOURCES

Funding Sources - School - FDES Traffic Flow

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Other Financing Sources	\$400,000
TOTAL	\$400,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No changes to operating costs anticipated.

# SCHOOL BUS REPLACEMENT

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: School Bus Replacement  
DEPARTMENT: Winchester Public Schools  
BUDGET CODE: 931-6366.663.81-05  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2018  
END DATE (FY): Ongoing

## PROJECT DESCRIPTION:

This project allows for continuing bus replacement cycle.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

Ongoing replacement of buses for the school system.

## COST ESTIMATE

### Cost Estimate - School Bus Replacement

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Equipment	\$110,000	\$210,000	\$210,000	\$210,000	\$210,000	\$210,000	\$990,000
TOTAL	\$110,000	\$210,000	\$210,000	\$210,000	\$210,000	\$210,000	\$990,000

Itemization Description	Total
Equipment	\$2,150,000
TOTAL	\$2,150,000

# FUNDING SOURCES

Funding Sources - School Bus Replacement

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$110,000	\$210,000	\$210,000	\$210,000	\$210,000	\$210,000	\$990,000
TOTAL	\$110,000	\$210,000	\$210,000	\$210,000	\$210,000	\$210,000	\$990,000

Object (Duplicate)	Total
Other Financing Sources	\$2,150,000
TOTAL	\$2,150,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating costs include fuel, insurance and vehicle maintenance.

# SCHOOL VACDES BOILER REPLACEMENT

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: School VACDES Boiler Replacement  
DEPARTMENT: Winchester Public Schools  
BUDGET CODE: 931-6660-685.81-01  
JUSTIFICATION: Maintains existing service  
START DATE (FY): 2025  
END DATE (FY): 2025

## PROJECT DESCRIPTION:

In the next 5-years, boilers at VACDES will reach the end of their useful life and will need to be replaced to maintain continuity of operations.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

Replacement of outdated equipment.

## COST ESTIMATE

### Cost Estimate - School VACDES Boiler Replacement

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Equipment	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0

Itemization Description	Total
Equipment	\$200,000
TOTAL	\$200,000

# FUNDING SOURCES

Funding Sources - School VACDES Boiler Replacement

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0

Object (Duplicate)	Total
Other Financing Sources	\$200,000
TOTAL	\$200,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

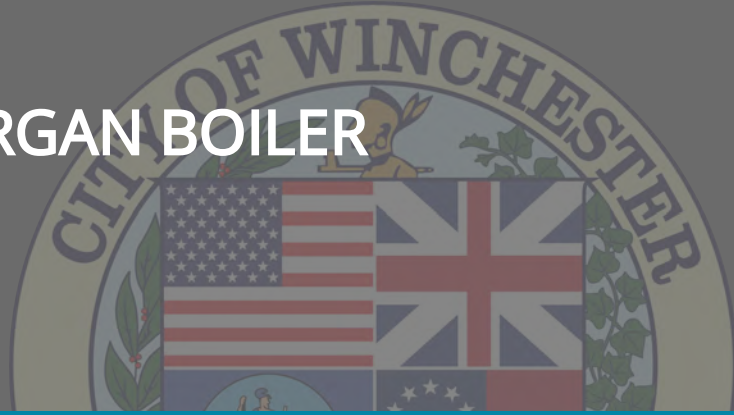
# OPERATING IMPACTS

Operating impacts to be determined.



# SCHOOLS - DANIEL MORGAN BOILER REPLACEMENT

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Schools - Daniel Morgan Boiler Replacement  
DEPARTMENT: Winchester Public Schools  
BUDGET CODE: 931-6660-685.81-01  
JUSTIFICATION: Improves existing service  
START DATE (FY): Future  
END DATE (FY): Future

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT DESCRIPTION:

Placeholder for planning purposes, in next 10 years, boilers at the Daniel Morgan Campus will reach the end of their useful life.

## PROJECT OBJECTIVES / STATUS:

Replacement of outdated equipment.

## COST ESTIMATE

Cost Estimate - Schools - Daniel Morgan Boiler Replacement

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000

Itemization Description	Total
Equipment	\$750,000
TOTAL	\$750,000

# FUNDING SOURCES

Funding Sources -Schools - Daniel Morgan Boiler Replacement

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000

Object (Duplicate)	Total
Other Financing Sources	\$750,000
TOTAL	\$750,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating costs to be determined.





# SCHOOLS - DANIEL MORGAN PARTIAL ROOF REPLACEMENT

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Schools - Daniel Morgan Partial Roof Replacement  
DEPARTMENT: Winchester Public Schools  
BUDGET CODE: 931-6660-685.81-27  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2024  
END DATE (FY): 2024

## PROJECT DESCRIPTION:

Replace approximately 28,000 square feet of existing roof over cafetorium addition.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

The roof section constructed in the 1990's (DMMS Cafetorium) was not replaced in the 2005 renovation. It was reviewed in early 2017 by roofing contractors, minor repairs were made, and staff believes it will not need replacement until 2022.

## COST ESTIMATE

Cost Estimate - Schools - Daniel Morgan Partial Roof Repl...

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$100,000	\$0	\$0	\$0	\$250,000
TOTAL	\$0	\$0	\$100,000	\$0	\$0	\$0	\$250,000

Itemization Description	Total
Construction	\$350,000
TOTAL	\$350,000

# FUNDING SOURCES

Funding Sources - Schools - Daniel Morgan Partial Roof Re...

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$100,000	\$0	\$0	\$0	\$250,000
TOTAL	\$0	\$0	\$100,000	\$0	\$0	\$0	\$250,000

Object (Duplicate)	Total
Other Financing Sources	\$350,000
TOTAL	\$350,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No changes to operating costs anticipated.



# SCHOOLS - DANIEL MORGAN ROOFTOP HVAC UNITS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Schools - Daniel Morgan Rooftop HVAC Units  
DEPARTMENT: Winchester Public Schools  
BUDGET CODE: 931-6650-685.81-01  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2023  
END DATE (FY): 2025

## PROJECT DESCRIPTION:

Replace rooftop HVAC units at Daniel Morgan campus – phased in over 3-year period.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

Replacement of outdated equipment.

## COST ESTIMATE

Cost Estimate - Schools - Daniel Morgan Rooftop HVAC Units

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Equipment	\$0	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0
TOTAL	\$0	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0

Itemization Description	Total
Equipment	\$300,000
TOTAL	\$300,000

# FUNDING SOURCES

Funding Sources - Schools - Daniel Morgan Rooftop HVAC Units

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0
TOTAL	\$0	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0

Object (Duplicate)	Total
Other Financing Sources	\$300,000
TOTAL	\$300,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No changes to operating costs anticipated.

# SCHOOLS - FDES HVAC RENOVATION

FY23 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Schools - FDES HVAC Renovation  
DEPARTMENT: Winchester Public Schools  
BUDGET CODE: 931-6650-685.81-01  
JUSTIFICATION: Maintains existing service  
START DATE (FY): Future  
END DATE (FY): Future

## PROJECT DESCRIPTION:

Renovation of HVAC ductwork, fan motors, and controls.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

Replacement of aged materials.

## COST ESTIMATE

### Cost Estimate - Schools - FDES HVAC Renovation

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Equipment	\$0	\$6,000,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$6,000,000	\$0	\$0	\$0	\$0	\$0

Itemization Description	Total
Equipment	\$6,000,000
TOTAL	\$6,000,000

# FUNDING SOURCES

Funding Sources - Schools - FDES HVAC Renovation

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Federal	\$0	\$6,000,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$6,000,000	\$0	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Federal	\$6,000,000
TOTAL	\$6,000,000

Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.

# OPERATING IMPACTS

TBD

# SCHOOLS - FDES ROOF REPLACEMENT

FY23 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Schools - FDES Roof Replacement  
DEPARTMENT: Winchester Public Schools  
BUDGET CODE: 931-6660-685.81-27  
JUSTIFICATION: Maintains existing service  
START DATE (FY): Future  
END DATE (FY): Future

## PROJECT DESCRIPTION:

Renovation of shingle roofing at FDES.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

Replacement of aged materials.

## COST ESTIMATE

### Cost Estimate - Schools - FDES Roof Replacement

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000

Itemization Description	Total
Construction	\$300,000
TOTAL	\$300,000

# FUNDING SOURCES

## Funding Sources - Schools - FDES Roof Replacement

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000

Object (Duplicate)	Total
Other Financing Sources	\$300,000
TOTAL	\$300,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

TBD





# SCHOOLS - GQES CHILLER/HVAC REPLACEMENT

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Schools - GQES Chiller/HVAC Replacement  
DEPARTMENT: Winchester Public Schools  
BUDGET CODE: 931-6660-685.81-01  
JUSTIFICATION: Maintains existing service  
START DATE (FY): 2022  
END DATE (FY): Future

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT DESCRIPTION:

Chiller at GQES is in its final years of service. This is a scheduled replacement to maintain continuity of operations.

## PROJECT OBJECTIVES / STATUS:

Replacement of outdated equipment.

## COST ESTIMATE

### Cost Estimate - Schools - GQES Chiller/HVAC Replacement

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000,000

Itemization Description	Total
Construction	\$8,000,000
TOTAL	\$8,000,000

# FUNDING SOURCES

Funding Sources - Schools - GQES Chiller/HVAC Replacement

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000,000

Object (Duplicate)	Total
Other Financing Sources	\$8,000,000
TOTAL	\$8,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined.



# SCHOOLS - GQES PARTIAL ROOF REPLACEMENT

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Schools - GQES Partial Roof Replacement  
DEPARTMENT: Winchester Public Schools  
BUDGET CODE: 931-6660-685.81-01  
JUSTIFICATION: Maintains existing service  
START DATE (FY): 2025  
END DATE (FY): 2025

## PROJECT DESCRIPTION:

Renovation of several sections of the GQES roofing.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

Replacement of aged materials.

## COST ESTIMATE

### Cost Estimate - Schools - GQES Partial Roof Replacement

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Equipment	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0

Itemization Description	Total
Equipment	\$300,000
TOTAL	\$300,000

# FUNDING SOURCES

Funding Sources - Schools - GQES Partial Roof Replacement

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0

Object (Duplicate)	Total
Other Financing Sources	\$300,000
TOTAL	\$300,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined.



# SCHOOLS - GQES ROOFTOP UNIT REPLACEMENT

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Schools - GQES Rooftop Unit Replacement  
DEPARTMENT: Winchester Public Schools  
BUDGET CODE: 931-6660-685.81-01  
JUSTIFICATION: Maintains existing service  
START DATE (FY): 2024  
END DATE (FY): 2024

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT DESCRIPTION:

Roof top units at GQES are in their final years of service. This is a scheduled replacement to maintain continuity of operations.

## PROJECT OBJECTIVES / STATUS:

Replacement of outdated equipment.

## COST ESTIMATE

### Cost Estimate - Schools - GQES Rooftop Unit Replacement

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Equipment	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0

Itemization Description	Total
Equipment	\$300,000
TOTAL	\$300,000

# FUNDING SOURCES

Funding Sources - Schools - GQES Rooftop Unit Replacement

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Other Financing Sources	\$300,000
TOTAL	\$300,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No changes to operating costs anticipated.

# SCHOOLS - JHHS TRACK REPLACEMENT

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Schools - JHHS Track Replacement  
DEPARTMENT: Winchester Public Schools  
BUDGET CODE: 931-6650-685.81-31  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2023  
END DATE (FY): 2023

## PROJECT DESCRIPTION:

Replacement of outdoor running track in Handley Bowl.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT OBJECTIVES / STATUS:

Replacement of outdoor running track in Handley Bowl. Surface will reach useful life in the next 3-4 years; required for safe use during high school athletics and by community

## COST ESTIMATE

### Cost Estimate - Schools - JHHS Track Replacement

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0

Itemization Description	Total
Construction	\$1,000,000
TOTAL	\$1,000,000

# FUNDING SOURCES

Funding Sources - Schools - JHHS Track Replacement

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Other Financing Sources	\$1,000,000
TOTAL	\$1,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No changes in operating impacts anticipated.



# SCHOOLS - SYNTHETIC TURF REPLACEMENT JHHS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Schools - Synthetic Turf Replacement JHHS  
DEPARTMENT: Winchester Public Schools  
BUDGET CODE: 931-6660-685.81-31  
JUSTIFICATION: Improves existing service  
START DATE (FY): Future  
END DATE (FY): Future

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness.

## PROJECT DESCRIPTION:

Set aside funding each year to pay for large capital expense in the future.

## PROJECT OBJECTIVES / STATUS:

Replacement cycle for turf field at Handley Bowl. Required for safe use of field for school athletics and community use.

## COST ESTIMATE

### Cost Estimate - Schools - Synthetic Turf Replacement JHHS

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$60,000	\$60,000	\$60,000	\$240,000
TOTAL	\$0	\$0	\$0	\$60,000	\$60,000	\$60,000	\$240,000

Itemization Description	Total
Construction	\$420,000
TOTAL	\$420,000

# FUNDING SOURCES

Funding Sources- Schools - Synthetic Turf Replacement JHHS

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$0	\$60,000	\$60,000	\$60,000	\$240,000
TOTAL	\$0	\$0	\$0	\$60,000	\$60,000	\$60,000	\$240,000

Object (Duplicate)	Total
Other Financing Sources	\$420,000
TOTAL	\$420,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating costs to be determined.



# SCHOOLS - VACDES CHILLER/HVAC REPLACEMENT

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Schools - VACDES Chiller/HVAC Replacement  
DEPARTMENT: Winchester Public Schools  
BUDGET CODE: 931-6660-685.81-01  
JUSTIFICATION: Maintains existing service  
START DATE (FY): 2022  
END DATE (FY): Future

## PROJECT DESCRIPTION:

The chiller at VACDES will reach the end of its useful life and will need to be replaced to maintain continuity of operations.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 3 - Foster a safe, healthy and diverse community with ample opportunities for recreation and wellness..

## PROJECT OBJECTIVES / STATUS:

Replacement of outdated equipment.

## COST ESTIMATE

Cost Estimate - Schools - VACDES Chiller/HVAC Replacement

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000,000

Itemization Description	Total
Construction	\$8,000,000
TOTAL	\$8,000,000

# FUNDING SOURCES

Funding Sources - Schools - VACDES Chiller/HVAC Replacement

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000,000

Object (Duplicate)	Total
Other Financing Sources	\$8,000,000
TOTAL	\$8,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined.

# SHAWNEE DRIVE IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Shawnee Drive Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-08  
JUSTIFICATION: Improves existing service  
START DATE (FY): TBD  
END DATE (FY): TBD

## PROJECT DESCRIPTION:

Project would consist of widening Shawnee between Papermill Road and the City limit from two lanes to three lanes (one lane each direction and a center turn lane), bike lanes, curb & gutter, and sidewalks.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

This project would significantly improve traffic flow and safety along this corridor.

## COST ESTIMATE

### Cost Estimate - Shawnee Drive Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$8,600,000
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$9,000,000

Itemization Description	Total
Construction	\$8,600,000
Planning	\$400,000
TOTAL	\$9,000,000

# FUNDING SOURCES

Funding Sources - Shawnee Drive Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
State Categorical Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500,000
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$9,000,000

Object (Duplicate)	Total
State Categorical Aid	\$4,500,000
Other Financing Sources	\$4,500,000
TOTAL	\$9,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined.

# SIDEWALK IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Sidewalk Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-19  
JUSTIFICATION: Improves existing service/remove hazards  
START DATE (FY): 2022  
END DATE (FY): Ongoing

## PROJECT DESCRIPTION:

Project will consist of replacing existing sidewalks in poor condition and installing new sidewalks in locations where none currently exist.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets..

## PROJECT OBJECTIVES / STATUS:

Sidewalk improvements are a very high priority for residents and City Council. The improvements that will be completed for this project are consistent with the City's Sidewalk Master Plan.

## COST ESTIMATE

### Cost Estimate - Sidewalk Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$6,835,000	\$0	\$3,000,000	\$0	\$3,000,000	\$0	\$16,000,000
TOTAL	\$6,835,000	\$0	\$3,000,000	\$0	\$3,000,000	\$0	\$16,000,000

Itemization Description	Total
Construction	\$28,835,000
TOTAL	\$28,835,000

## FUNDING SOURCES

### Funding Sources - Sidewalk Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$3,000,000	\$0	\$3,000,000	\$0	\$3,000,000	\$0	\$16,000,000
Transfers In	\$2,835,000	\$0	\$0	\$0	\$0	\$0	\$0
State Categorical Aid	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$6,835,000	\$0	\$3,000,000	\$0	\$3,000,000	\$0	\$16,000,000

Object (Duplicate)	Total
Other Financing Sources	\$25,000,000
Transfers In	\$2,835,000
State Categorical Aid	\$1,000,000
TOTAL	\$28,835,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

## OPERATING IMPACTS

The annual projected operating impact is \$500,000 in debt service.



# SOCIAL SERVICES BUILDING IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Social Services Building Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4321-443.83-74  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2023  
END DATE (FY): 2025-26

## PROJECT DESCRIPTION:

Project would consist of improvements to the Social Services building on N. Cameron Street.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

## PROJECT OBJECTIVES / STATUS:

The improvements in FY23 will consist of a roof replacement on a portion of the building. The larger project beginning in FY24 will consist of reconfiguring space in the building for Social Services offices and HVAC system upgrades.

## COST ESTIMATE

### Cost Estimate - Social Services Building Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$200,000	\$0	\$0	\$0	\$3,000,000	\$0
Planning	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0
TOTAL	\$0	\$200,000	\$0	\$0	\$200,000	\$3,000,000	\$0

Itemization Description	Total
Construction	\$3,200,000
Planning	\$200,000
TOTAL	\$3,400,000

# FUNDING SOURCES

## Funding Sources - Social Services Building Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$0	\$0	\$200,000	\$3,000,000	\$0
Transfers In	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$200,000	\$0	\$0	\$200,000	\$3,000,000	\$0

Object (Duplicate)	Total
Other Financing Sources	\$3,200,000
Transfers In	\$200,000
TOTAL	\$3,400,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined.

# STORM DRAINAGE IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Storm Drainage Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4131-441.83-71  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2022  
END DATE (FY): Ongoing

## PROJECT DESCRIPTION:

Storm drainage system improvements in various locations throughout the City.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

## PROJECT OBJECTIVES / STATUS:

There are many storm drainage issues facing the City including flooding at various locations where there is inadequate infrastructure and other issues related to existing old infrastructure that needs to be replaced. In addition, there are capital improvements that the City may be required to meet increasingly stringent storm water regulations that are part of the Chesapeake Bay initiatives.

## COST ESTIMATE

### Cost Estimate - Storm Drainage Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$36,000,000
Planning	\$0	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$4,000,000
TOTAL	\$0	\$0	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$40,000,000

Itemization Description	Total
Construction	\$43,200,000
Planning	\$4,800,000
TOTAL	\$48,000,000

# FUNDING SOURCES

Funding Sources - Storm Drainage Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$40,000,000
TOTAL	\$0	\$0	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$40,000,000

Object (Duplicate)	Total
Other Financing Sources	\$48,000,000
TOTAL	\$48,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

The estimated operating impact is \$320,000 in debt service..



## SUMMARY

PROJECT TITLE: Street Repaving  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-58  
JUSTIFICATION: Improves existing service/remove hazards  
START DATE (FY): 2022  
END DATE (FY): Ongoing

## PROJECT DESCRIPTION:

Project consists of repaving streets within the City based upon the current condition of the street and a priority system where arterial streets with a higher traffic volume have a higher priority.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

The condition of streets within the City is a very high priority for residents and City Council. The improvements that will be completed for this project are consistent with the City's Sidewalk Master Plan.

## COST ESTIMATE

### Cost Estimate - Street Repaving

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$2,000,000	\$14,000,000
TOTAL	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$2,000,000	\$14,000,000

Itemization Description	Total
Construction	\$20,000,000
TOTAL	\$20,000,000

# FUNDING SOURCES

## Funding Sources - Street Repaving

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$2,000,000	\$14,000,000
TOTAL	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$2,000,000	\$14,000,000

Object (Duplicate)	Total
Other Financing Sources	\$20,000,000
TOTAL	\$20,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

The estimated annual operating impact is \$150,000 in debt service.

# TAFT AVENUE EXTENSION

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Taft Avenue Extension  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-08  
JUSTIFICATION: Improves existing service  
START DATE (FY): TBD  
END DATE (FY): TBD

## PROJECT DESCRIPTION:

Project would consist of extending Taft Avenue from its current terminus to Valley Avenue.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

Project would provide a much needed east-west street connection in this area and would greatly facilitate the redevelopment of the Wards Plaza area.

## COST ESTIMATE

### Cost Estimate - Taft Avenue Extension

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500,000
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$9,000,000

Itemization Description	Total
Construction	\$8,500,000
Planning	\$500,000
TOTAL	\$9,000,000

# FUNDING SOURCES

Funding Sources - Taft Avenue Extension

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$9,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$9,000,000

Object (Duplicate)	Total
Miscellaneous Revenue	\$9,000,000
TOTAL	\$9,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined.



# TIMBROOK BUILDING IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Timbrook Building Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4324-443.83-54  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2024  
END DATE (FY): 2024

## PROJECT DESCRIPTION:

Replace the roof and make improvements to the main entrance of the building.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

## PROJECT OBJECTIVES / STATUS:

The roof is 20 years old and numerous leaks have developed. The entrance to the building is failing due to significant deterioration of the doors, window seals, bricks, and metal frames..

## COST ESTIMATE

### Cost Estimate - Timbrook Building Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0

Itemization Description	Total
Construction	\$250,000
TOTAL	\$250,000

# FUNDING SOURCES

Funding Sources - Timbrook Building Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$250,000
TOTAL	\$250,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

No changes in operating costs anticipated.

# TRAFFIC SIGNAL IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Traffic Signal Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4142-441.83-76  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2008  
END DATE (FY): Ongoing

## PROJECT DESCRIPTION:

Replacement of existing traffic signals within the City that are old and at the end of their useful life.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

Improvements are necessary to ensure the signals are reliable and have current technology that is supported by the manufacturer.

## COST ESTIMATE

### Cost Estimate - Traffic Signal Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$7,133,000	\$0	\$0	\$360,000	\$360,000	\$0	\$0
Planning	\$470,000	\$0	\$0	\$20,000	\$20,000	\$0	\$0
TOTAL	\$7,603,000	\$0	\$0	\$380,000	\$380,000	\$0	\$0

Itemization Description	Total
Construction	\$7,853,000
Planning	\$510,000
TOTAL	\$8,363,000

## FUNDING SOURCES

### Funding Sources - Traffic Signal Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Transfers In	\$4,940,000	\$0	\$0	\$190,000	\$190,000	\$0	\$0
State Categorical Aid	\$2,463,000	\$0	\$0	\$190,000	\$190,000	\$0	\$0
Federal	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$7,603,000	\$0	\$0	\$380,000	\$380,000	\$0	\$0

Object (Duplicate)	Total
Transfers In	\$5,320,000
State Categorical Aid	\$2,843,000
Federal	\$200,000
TOTAL	\$8,363,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

## OPERATING IMPACTS

Operating impacts to be determined.

# TRAFFIC SIGNAL SYNCHRONIZATION

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Traffic Signal Synchronization  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4142-441.83-76  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2015  
END DATE (FY): 2024

## PROJECT DESCRIPTION:

Installation of In-Synch traffic adaptive system on some of the traffic signal corridors in the City. This system has recently been installed on Berryville Avenue, Pleasant Valley, Millwood, Jubal Early, and Amherst Street and has significantly improved traffic flow. This project would add this system to the Valley Avenue corridor and Gerrard Street corridor.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

Improve traffic flow on the City's major corridors. Making improvements to traffic was one of the highest priorities in the citizen satisfaction survey that was completed in 2017.

## COST ESTIMATE

### Cost Estimate - Traffic Signal Synchronization

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$1,700,000	\$0	\$1,100,000	\$0	\$0	\$0	\$2,000,000
Planning	\$27,000	\$100,000	\$0	\$0	\$0	\$0	\$200,000
TOTAL	\$1,727,000	\$100,000	\$1,100,000	\$0	\$0	\$0	\$2,200,000

Itemization Description	Total
Construction	\$4,800,000
Planning	\$327,000
TOTAL	\$5,127,000

## FUNDING SOURCES

### Funding Sources - Traffic Signal Synchronization

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
State Categorical Aid	\$1,477,000	\$100,000	\$1,100,000	\$0	\$0	\$0	\$2,200,000
Transfers In	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$1,727,000	\$100,000	\$1,100,000	\$0	\$0	\$0	\$2,200,000

Object (Duplicate)	Total
State Categorical Aid	\$4,877,000
Transfers In	\$250,000
TOTAL	\$5,127,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

## OPERATING IMPACTS

The estimated operating impact is \$75,000 in debt service and \$20,000 in operating.



# UTILITIES - JEFFERSON ST WATER PUMP STATION AND WATERMAIN

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Utilities - Jefferson St Water Pump Station and Watermain  
DEPARTMENT: Public Services  
BUDGET CODE: 535-4802-448.86-32  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2023  
END DATE (FY): 2025

## PROJECT DESCRIPTION:

This project consists of replacing the existing Tennyson booster pump station and Jefferson Street pump station with a single, new pump station. This pump station pumps water to the western portion of the City, including the hospital. The project also includes installing a new 18-inch watermain in Jefferson Street from Valley Avenue to the water tanks where the pump station will be constructed.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

## PROJECT OBJECTIVES / STATUS:

This project will allow the Jefferson pump station that is very old and the Tennyson pump station that is not sized for future growth to be replaced with a single pump station with redundancy. Currently, both the Jefferson pump station and Tennyson pump station are alternately operated.

## COST ESTIMATE

Cost Estimate - Utilities - Jefferson St Water Pump Stati...

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$8,000,000	\$0	\$0	\$0	\$0
Planning	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$200,000	\$8,000,000	\$0	\$0	\$0	\$0

Itemization Description	Total
Construction	\$8,000,000
Planning	\$200,000
TOTAL	\$8,200,000

# FUNDING SOURCES

Funding Sources - Utilities - Jefferson St Water Pump Sta...

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Federal	\$0	\$0	\$8,000,000	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$200,000	\$8,000,000	\$0	\$0	\$0	\$0

Object (Duplicate)	Total
Federal	\$8,000,000
Other Financing Sources	\$200,000
TOTAL	\$8,200,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined.





# UTILITIES - RAW WATER STORAGE RESERVOIR

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Utilities - Raw Water Storage Reservoir  
DEPARTMENT: Public Services  
BUDGET CODE: 535-4802-448.83-41  
JUSTIFICATION: Improves existing service  
START DATE (FY): TBD  
END DATE (FY): TBD

## PROJECT DESCRIPTION:

Construction of a raw water storage reservoir near the water treatment plant.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

## PROJECT OBJECTIVES / STATUS:

To provide water during emergencies such as extreme drought or when the City would be unable to divert water from the river.

## COST ESTIMATE

Cost Estimate - Utilities - Raw Water Storage Reservoir

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$33,000,000
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000,000

Itemization Description	Total
Construction	\$33,000,000
Planning	\$2,000,000
TOTAL	\$35,000,000

# FUNDING SOURCES

## Funding Sources - Utilities - Raw Water Storage Reservoir

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000,000

Object (Duplicate)	Total
Other Financing Sources	\$35,000,000
TOTAL	\$35,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined.

# UTILITIES - SEWER PUMP STATION REPLACEMENT

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Utilities - Sewer Pump Station Replacement  
DEPARTMENT: Public Services  
BUDGET CODE: 535-4805-448.86-13  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2021  
END DATE (FY): 2030

## PROJECT DESCRIPTION:

This project consists of replacing all of the existing sewer pump stations that are old and at the end of their useful life.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

## PROJECT OBJECTIVES / STATUS:

The City operates nine sewage pump stations. These pump stations are at or beyond their expected useful life and need to be replaced to ensure continuous service in the future. All of the replacements will include the addition of a backup power generator.

## COST ESTIMATE

### Cost Estimate - Utilities - Sewer Pump Station Replacement

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$3,000,000	\$0	\$0	\$5,000,000	\$2,000,000	\$2,000,000	\$6,000,000
Planning	\$400,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$600,000
TOTAL	\$3,400,000	\$200,000	\$200,000	\$5,200,000	\$2,200,000	\$2,200,000	\$6,600,000

Itemization Description	Total
Construction	\$18,000,000
Planning	\$2,000,000
TOTAL	\$20,000,000

# FUNDING SOURCES

## Funding Sources - Utilities - Sewer Pump Station Replacement

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$3,400,000	\$200,000	\$200,000	\$0	\$0	\$2,200,000	\$6,600,000
Federal	\$0	\$0	\$0	\$5,200,000	\$2,200,000	\$0	\$0
TOTAL	\$3,400,000	\$200,000	\$200,000	\$5,200,000	\$2,200,000	\$2,200,000	\$6,600,000

Object (Duplicate)	Total
Other Financing Sources	\$12,600,000
Federal	\$7,400,000
TOTAL	\$20,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined.

# UTILITIES - WATER & SEWER MAIN REPLACEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Utilities - Water & Sewer Main Replacements  
DEPARTMENT: Public Services  
BUDGET CODE: 535-4802-448.86-28  
JUSTIFICATION: Maintains existing service  
START DATE (FY): 2019  
END DATE (FY): Ongoing

## PROJECT DESCRIPTION:

Projects will consist of replacing existing water mains and replacing or lining existing sewer mains that are old and in poor condition.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

## PROJECT OBJECTIVES / STATUS:

The City operates a very old water distribution and sanitary collection system. Some of the existing water pipes are over 190 years old which gives Winchester the distinction of operating the third oldest distribution system in the U.S.

## COST ESTIMATE

### Cost Estimate - Utilities - Water & Sewer Main Replacements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$34,000,000	\$7,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$150,000,000
TOTAL	\$34,000,000	\$7,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$150,000,000

Itemization Description	Total
Construction	\$211,000,000
TOTAL	\$211,000,000

## FUNDING SOURCES

### Funding Sources - Utilities - Water & Sewer Main Replacem...

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$34,000,000	\$7,000,000	\$0	\$0	\$0	\$5,000,000	\$150,000,000
Federal	\$0	\$0	\$5,000,000	\$5,000,000	\$5,000,000	\$0	\$0
TOTAL	\$34,000,000	\$7,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$150,000,000

Object (Duplicate)	Total
Other Financing Sources	\$196,000,000
Federal	\$15,000,000
TOTAL	\$211,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

## OPERATING IMPACTS

The estimated annual operating impact is \$400,000 in debt service.



# UTILITIES - WATER TREATMENT PLANT EXPANSION

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Utilities - Water Treatment Plant Expansion  
DEPARTMENT: Public Services  
BUDGET CODE: 535-4802-448.86-15  
JUSTIFICATION: Increased revenues  
START DATE (FY): TBD  
END DATE (FY): TBD

## PROJECT DESCRIPTION:

This project will consist of expanding the capacity of the water treatment plant from 10 million gallons per day to 14 million gallons per day.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

## PROJECT OBJECTIVES / STATUS:

This project is necessary to meet future water demands due to growth.

## COST ESTIMATE

### Cost Estimate - Utilities - Water Treatment Plant Expansion

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$23,000,000
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000,000

Itemization Description	Total
Construction	\$23,000,000
Planning	\$2,000,000
TOTAL	\$25,000,000

# FUNDING SOURCES

Funding Sources - Utilities - Water Treatment Plant Expan...

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000,000

Object (Duplicate)	Total
Other Financing Sources	\$25,000,000
TOTAL	\$25,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined.



# UTILITIES - WATER TREATMENT PLANT IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Utilities - Water Treatment Plant Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 535-4802-448.83-41  
JUSTIFICATION: Maintains existing service  
START DATE (FY): 2018  
END DATE (FY): 2025

## PROJECT DESCRIPTION:

This project consists of reconstructing the river sidewalls for the dam located at the water intake location on the North Fork of the Shenandoah River.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Establish the foundations for a vibrant community by stimulating development of affordable housing, revitalizing catalyst sites, and building smart infrastructure.

## PROJECT OBJECTIVES / STATUS:

This project is necessary to ensure that the City can divert, treat, and pump treated water to all its customers.

## COST ESTIMATE

### Cost Estimate - Utilities - Water Treatment Plant Improve...

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$8,300,000	\$0	\$0	\$3,000,000	\$0	\$0	\$0
Planning	\$500,000	\$0	\$100,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$8,800,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Itemization Description	Total
Construction	\$11,300,000
Planning	\$600,000
<b>TOTAL</b>	<b>\$11,900,000</b>

# FUNDING SOURCES

Funding Sources - Utilities - Water Treatment Plant Impro...

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Other Financing Sources	\$8,800,000	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$100,000	\$3,000,000	\$0	\$0	\$0
TOTAL	\$8,800,000	\$0	\$100,000	\$3,000,000	\$0	\$0	\$0

Object (Duplicate)	Total
Other Financing Sources	\$8,800,000
Federal	\$3,100,000
TOTAL	\$11,900,000

Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.

# OPERATING IMPACTS

Operating impacts to be determined.

# VALLEY AVENUE SAFETY IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Valley Avenue Safety Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-68  
JUSTIFICATION: Improves existing service  
START DATE (FY): 2024  
END DATE (FY): 2025

## PROJECT DESCRIPTION:

Safety improvements on Valley Avenue as recommended in the VDOT Project Pipeline Study.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

The section of Valley Avenue between Middle Road and Bellview Avenue experiences a high number of motor vehicle crashes. These improvements would improve safety on this primary corridor.

## COST ESTIMATE

### Cost Estimate - Valley Avenue Safety Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$0
Planning	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$150,000	\$2,000,000	\$0	\$0	\$0

Itemization Description	Total
Construction	\$2,000,000
Planning	\$150,000
TOTAL	\$2,150,000

# FUNDING SOURCES

Funding Sources - Valley Avenue Safety Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
State Categorical Aid	\$0	\$0	\$150,000	\$2,000,000	\$0	\$0	\$0
TOTAL	\$0	\$0	\$150,000	\$2,000,000	\$0	\$0	\$0

Object (Duplicate)	Total
State Categorical Aid	\$2,150,000
TOTAL	\$2,150,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined.

# WEEMS LANE IMPROVEMENTS

FY 2023 ANNUAL BUDGET



## SUMMARY

PROJECT TITLE: Weems Lane Improvements  
DEPARTMENT: Public Services  
BUDGET CODE: 312-4121-441.83-08  
JUSTIFICATION: Removes hazards  
START DATE (FY): TBD  
END DATE (FY): TBD

## PROJECT DESCRIPTION:

The project would consist of installing curb & gutter and sidewalks along Weems Lane where none currently exist.

## RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 - Facilitate the movement of people and goods around the city in all modes with comfortable sidewalks and trails, reliable transit, and safe streets.

## PROJECT OBJECTIVES / STATUS:

Continuing efforts to construct new sidewalks as per the City's Sidewalk Master Plan.

## COST ESTIMATE

### Cost Estimate - Weems Lane Improvements

Itemization Description	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$3,700,000
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000

Itemization Description	Total
Construction	\$3,700,000
Planning	\$300,000
TOTAL	\$4,000,000

# FUNDING SOURCES

Funding Sources - Weems Lane Improvements

Object (Duplicate)	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
State Categorical Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000

Object (Duplicate)	Total
State Categorical Aid	\$2,000,000
Other Financing Sources	\$2,000,000
TOTAL	\$4,000,000

*Note: Reference period 2021-22 includes all prior years and 2027-28 includes all future years.*

# OPERATING IMPACTS

Operating impacts to be determined.

# Winchester Virginia DEBT SUMMARY

FY 2023 ANNUAL BUDGET



## SUMMARY OF OUTSTANDING DEBT

As of June 30, 2022						
ISSUE	PURPOSE	AMOUNT ISSUED	ISSUE DATE	MATURITY DATE	BALANCE CITY/SCH	BALANCE UTILITIES
<b><u>General Obligation Debt</u></b>						
Public Improvement and Refunding Bond Series 2011	Finance General fund projects, Utilities and Schools Capital projects	31,705,000	9/1/2012	9/1/2023	4,008,819	726,181
Public Improvement and Refunding Bond Series 2012	Finance General fund projects, Utilities and Schools Capital projects	28,635,000	9/1/2012	9/1/2026	2,263,560	356,440
Public Improvement Bond Series 2013	Finance General fund projects and schools capital projects	24,265,000	10/30/2013	9/1/2033	1,165,000	
Public Improvement Bond Series 2014	Finance General fund projects and schools capital projects	14,685,000	10/30/2014	9/1/2037	2,885,000	
Public Improvement and Refunding Bond Series 2017	Finance General fund projects and schools capital projects	16,660,000	7/18/2017	9/1/2033	16,660,000	
Public Improvement and Refunding Bond Series 2019	Finance General fund projects and schools capital projects	15,000,000	10/15/2019	3/1/2040	14,035,000	
Public Improvement and Refunding Bond Series 2020	Finance General fund projects and schools capital projects	24,625,000	7/15/2020	8/1/2040	24,090,000	
Public Improvement and Refunding Bond Series 2021A	Finance General fund projects and schools capital projects	19,850,000	3/30/2021	8/1/2026	16,968,535	2,881,465
Public Improvement Bond Series 2021B	Finance General fund projects and schools capital projects	6,825,000	11/9/2021	8/1/2041	6,825,000	
Public Improvement Bond Series 2021C	Finance General fund projects and schools capital projects	5,135,000	11/9/2021	8/1/2041	5,135,000	
<b><u>Revenue Bonds</u></b>						
Revenue bonds- VRA Series 2009B	Utilities Capital Projects	12,295,000	11/1/2009	10/1/2029		6,290,000
Revenue bonds- VRA Series 2011A	Utilities Capital Projects	1,500,000	10/25/2011	9/1/2042		1,172,804
Revenue bonds- VRA Series 2015A	Utilities Capital Projects	14,810,000	4/28/2015	4/1/2030		11,610,000
Revenue bonds- VRA Series 2017A	Utilities Capital Projects	13,115,000	4/28/2017	4/1/2033		12,975,000
Revenue bonds- VRA Series 2018A	Utilities Capital Projects	37,725,000	5/23/2018	10/1/2039		35,345,000

**Outstanding Debt by Issue**
**As of June 30, 2022**

ISSUE	PURPOSE	AMOUNT ISSUED	ISSUE DATE	MATURITY DATE	BALANCE CITY/SCH	BALANCE UTILITIES
Revenue bonds- VRA Series 2019C	Utilities Capital Projects	6,555,000	9/20/2019	4/1/2030		6,035,000
Revenue bonds- VRA Series 2020B	Utilities Capital Projects	32,655,000	9/20/2019	4/1/2051		32,655,000
Revenue bonds- VRA Series 2022A	Utilities Capital Projects	6,985,000	10/1/2022	4/1/2039		6,985,000
FWSA Opequon Water Facility Obligations	Obligations Payable- FWSA	55,954,557	4/1/2004	10/1/2042		32,210,673
<b>Total - All Outstanding Bonds</b>		<b>368,979,557</b>			<b>94,035,914</b>	<b>149,242,563</b>

## GOVERNMENTAL ACTIVITIES PRINCIPAL AND INTEREST SCHEDULE

Year Ending June 30	General Fund			Winchester Public Schools			Total Governmental Activities Debt Service
	Principal	Interest	Total General Fund Debt Service	Principal	Interest	Total WPS Debt Service	
2023	2,233,478	1,322,501	3,555,979	7,320,478	1,573,189	8,893,667	12,449,646
2024	2,248,809	1,236,998	3,485,807	7,564,606	1,380,129	8,944,735	12,430,542
2025	2,250,917	1,160,497	3,411,415	7,154,526	1,268,230	8,422,756	11,834,170
2026	2,333,913	1,078,445	3,412,357	6,009,062	1,144,059	7,153,121	10,565,479
2027	1,928,424	993,732	2,922,156	3,676,701	1,017,648	4,694,349	7,616,505
2028	2,018,510	905,776	2,924,286	2,421,490	900,211	3,321,700	6,245,986
2029	1,978,239	815,976	2,794,215	2,101,761	793,460	2,895,221	5,689,436
2030	2,049,298	727,313	2,776,611	2,200,702	698,233	2,898,935	5,675,546
2031	2,149,023	632,751	2,781,774	2,305,977	592,115	2,898,092	5,679,866
2032	2,228,739	538,755	2,767,494	2,411,261	484,376	2,895,637	5,663,131
2033	2,326,172	448,765	2,774,937	2,513,828	381,366	2,895,194	5,670,131
2034	2,401,677	364,574	2,766,251	2,608,323	284,482	2,892,805	5,659,056
2035	2,037,084	293,530	2,330,614	1,217,916	216,976	1,434,893	3,765,506
2036	1,669,565	240,589	1,910,154	1,195,435	181,073	1,376,508	3,286,663
2037	1,715,052	192,190	1,907,242	1,229,948	144,910	1,374,858	3,282,100
2038	1,330,854	148,569	1,479,423	1,269,146	107,712	1,376,858	2,856,281
2039	1,371,979	111,350	1,483,329	1,303,021	72,787	1,375,808	2,859,138
2040	1,408,439	74,234	1,482,673	1,336,561	40,297	1,376,858	2,859,531
2041	1,040,000	35,716	1,075,716	700,000	7,000	707,000	1,782,716
2042	775,000	11,044	786,044	-	-	-	786,044
	<b>37,495,174</b>	<b>11,333,305</b>	<b>48,828,479</b>	<b>56,540,740</b>	<b>11,288,255</b>	<b>67,828,996</b>	<b>116,657,474</b>



## BUSINESS-TYPE ACTIVITIES PRINCIPAL AND INTEREST SCHEDULE

Year Ending June 30	Utilities Fund			Winchester Parking Authority			Total Business- Type Activities
	Principal	Interest	Total Utilities Debt Service	Principal	Interest	Total WPA Debt Service	
2023	7,505,833	5,421,007	12,926,840	335,234	137,641	472,875	13,399,715
2024	7,941,066	5,103,525	13,044,591	338,418	130,063	468,481	13,513,072
2025	8,886,800	4,740,669	13,627,469	346,793	122,354	469,147	14,096,615
2026	9,168,584	4,336,626	13,505,210	354,721	114,462	469,183	13,974,393
2027	9,092,722	3,926,160	13,018,882	362,001	106,399	468,400	13,487,282
2028	9,149,999	3,542,870	12,692,869	368,733	98,178	466,911	13,159,780
2029	9,525,520	3,150,654	12,676,174	379,814	89,757	469,571	13,145,745
2030	8,959,827	2,757,496	11,717,323	385,175	81,151	466,326	12,183,649
2031	7,495,705	2,415,269	9,910,974	394,885	72,375	467,260	10,378,234
2032	6,489,969	2,130,721	8,620,690	403,773	63,390	467,163	9,087,853
2033	6,736,768	1,890,419	8,627,187	411,839	54,215	466,053	9,093,240
2034	5,478,203	1,684,454	7,162,657	424,082	44,810	468,893	7,631,550
2035	5,660,105	1,499,375	7,159,480	430,334	35,198	465,532	7,625,012
2036	5,858,450	1,303,956	7,162,406	440,762	25,398	466,160	7,628,566
2037	6,063,655	1,100,182	7,163,837	450,097	15,376	465,473	7,629,310
2038	6,266,416	891,938	7,158,354	458,340	5,156	463,496	7,621,850
2039	6,478,541	680,550	7,159,091	-	-	-	7,159,091
2040	4,524,882	499,296	5,024,177	-	-	-	5,024,177
2041	1,871,994	400,318	2,272,312	-	-	-	2,272,312
2042	1,929,170	348,182	2,277,352	-	-	-	2,277,352
2043	1,943,354	294,109	2,237,464	-	-	-	2,237,464
2044	1,415,000	251,819	1,666,819	-	-	-	1,666,819
2045	1,445,000	220,897	1,665,897	-	-	-	1,665,897
2046	1,475,000	189,325	1,664,325	-	-	-	1,664,325
2047	1,510,000	156,769	1,666,769	-	-	-	1,666,769
2048	1,540,000	123,219	1,663,219	-	-	-	1,663,219
2049	1,575,000	88,947	1,663,947	-	-	-	1,663,947
2050	1,610,000	18,097	1,628,097	-	-	-	1,628,097
2051	1,645,000	53,906	1,698,906	-	-	-	1,698,906
	<b>149,242,563</b>	<b>49,220,755</b>	<b>198,463,318</b>	<b>6,285,000</b>	<b>1,195,923</b>	<b>7,480,923</b>	<b>205,944,241</b>

## LEGAL DEBT MARGIN - LAST FIVE YEARS

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Debt Limit	320,287,966	321,224,942	330,940,692	330,940,692	330,940,692
Total Net Debt Applicable to Limit	95,354,720	85,790,000	91,165,000	91,165,000	98,000,000
Legal Debt Margin	224,933,246	235,434,942	239,775,692	239,775,692	232,940,692
Total Net Debt Applicable to Limit as a % of Debt Limit	29.77%	26.71%	27.55%	27.55%	29.61%

### Legal Debt Margin Calculation for Fiscal Year 2022

Assessed Value of Real Property	3,309,406,924
Debt Limit - 10%	330,940,692
Amount of Debt Applicable to Debt Limit	
General Obligation Bonds	98,000,000
Legal Debt Margin	<u>232,940,692</u>



Adopted December 9, 2003

## I. BACKGROUND AND PURPOSE

This debt policy is designed to provide guidance to the City of Winchester and its operating units in the issuance of debt and similar obligations. For the purposes of this Policy, any Capital Lease obligation whereas not legally considered debt of the City, shall be treated as such. This Policy shall apply to all operating units of the City receiving General Fund support for repayment of debt used to finance Capital Projects. This Policy is designed to be used with other Financial Policies of the City as they exist from time to time.

This Policy will address various types of debt that may be issued by or on behalf of the City, the level of these obligations, the corresponding annual debt service costs of these obligations and the approval requirements for the issuance of such obligations.

The purpose of this Policy is to ensure the issuance and repayment of all debt obligations are properly planned, approved and executed to ensure the efficient and effective financial operations of the City.

## II. PLANNING, PERFORMANCE, AND MONITORING

A. The planning, issuance, and review of outstanding and proposed debt obligations will ensure that compliance with this Policy is maintained.

B. The City may issue debt obligations for the purpose of acquiring, improving, renovating, or constructing Capital Projects including buildings, machinery, equipment, furniture, and fixtures or other similar longer life assets (i.e., water or sewer capacity, etc.).

C. Whenever feasible, similar debt obligations will be issued at one time to minimize issuance costs.

D. The City will annually prepare and adopt a multi-year Capital Improvements Program to identify and establish an orderly plan to meet the City's infrastructure needs with all debt-related projects and the corresponding debt service impact upon the General Funds of the City identified. The City shall discourage any additions to the Program during the course of the year.

E. As a part of the annual budgeting process, the City shall prepare a report summarizing compliance with this policy and present this report to the City Council for approval.

### III. ISSUANCE GUIDELINES

---

- A. The City will not use short-term borrowing to finance operating needs, except in instances as described under Revenue Anticipation Notes.
- B. The City shall prepare an analysis of anticipated revenues, the potential tax impact and future operating costs associated with any project proposal for external financing.
- C. The final maturity of any obligation will not exceed the expected useful life of the assets or project for which the obligation is issued.
- D. Prior to the issuance of any form of debt, the City will ensure that the issuance of such debt will not result in the non-compliance with this Policy.
- E. At a minimum, all such obligations require approval by the City Council. This approval shall indicate the City Council approval of the identified funding for this Project and compliance with this Debt Policy.
- F. Unless approved by the City Council, no obligations shall be issued for an amount less than \$500,000 or for Capital Projects with a useful life of less than three (3) years.
- G. Based on the recommendations of its Financial Advisor and approval by the City Council, all debt obligations shall include funds sufficient to provide, if needed, capitalized interest, a Debt Service Reserve Fund, Rate Stabilization or other similar Funds as well as funds necessary to cover the cost of issuance of the Obligations.

### IV. DEBT PARAMETERS

---

The City shall maintain compliance with the following Debt parameters on a historical basis as well as on a Pro Forma basis after giving effect to the obligation being issued. Given the magnitude of the City's long-term Capital Improvement Program at the time this Policy is being adopted, the City has established a target policy and a maximum policy. While the City will attempt to adhere to the targeted levels, the City realizes that according to current projections it will be out of compliance with the targeted levels during several of the years once all the debt is issued.

- A. Net Debt as a percentage of Assessed Value shall be targeted at less than 3.5%, with a maximum level of 4.0%. (Net Debt is General Obligation debt and Capital Lease Obligation exclusive of debt or leases payable from the Enterprise Fund.)
- B. General Obligation Debt Service and Capital Lease payments as a percentage of Total Governmental Fund Expenditures shall be targeted at less than 12.5%, with a maximum level of 15%. For purposes of this requirement, General Governmental Expenditures shall be that amount reported in the most recent Comprehensive Annual Financial Report.

To the extent that the City proposes issuing debt that will exceed the targeted levels, City staff shall provide City Council for its review prior to authorizing the debt with a calculation of when it expects the City to be back in compliance with the targeted levels.

## V. PERMITTED OBLIGATIONS

---

Based on the implementation of this Policy, the City shall consider the following Obligation as Permitted Obligations for the purposes as stated. Unless stated otherwise in the section below, all such obligations shall be considered Debt for purposes of the Policy.

### A. *Revenue Anticipation Notes*

1. The City's Fund Balance Policy is designed to provide adequate cash flow to avoid the need for Revenue Anticipation Notes (RANs). As such, the use of RANs is discouraged.
2. The City may issue RANs in situations beyond the City's control or ability to forecast when the revenues will be received after the related funds are scheduled to be distributed.
3. The City will issue RANs for a period not to exceed the one year period permitted under the Constitution of Virginia, Article VII Section 10.
4. Prior to the issuance of RANs, the City will advise the City Council of the circumstances creating the need for the RANs and whether this need will continue in the future. In all cases, the City shall attempt to minimize the amount of RANs issued.
5. The issuance of RANs will not be counted as debt for purposes of this Policy.

### B. *Bond Anticipation Notes*

1. The City may issue Bond Anticipation Notes (BANs) in expectation of the issuance of General Obligation Bonds or Revenue Bonds when funds are required for the financed capital project to be initiated or continued but the City does not need to issue all of the permanent funding at that time.
2. The City may issue BANs when the long-term financial markets do not appear appropriate on a given date but have a clear potential for improvement within the next twelve months.
3. The City may issue BANs with a maturity of up to two years in length with no more than one additional two-year period.
4. Prior to issuing BANs, the City will clearly demonstrate its ability to comply with this Debt Policy upon issuance of the permanent financing.

### C. *General Obligation Bonds*

1. The Constitution of Virginia, Article VII Section 10(a), and the Public Finance Act contains a 10% of assessed value of real estate limitation on outstanding indebtedness which a City may incur.
2. The City may issue GO debt for any capital projects or other properly approved projects or programs.

### D. *VPFA Bonds and State Literary Fund Loans*

1. The City may finance its Schools needs with General Obligation debt or lease appropriation debt which may be subject to other provisions of this Policy. Should the City wish to use either the VPFA or Literary Loan to meet these needs, then these additional requirements must be met.
2. School capital projects or other projects permitted to be financed by the VPFA or State Literary Funds may be funded with GO debt as long as such debt is issued either through VPFA or State Literary Fund. The

City shall attempt to use Literary Funds when at all possible; however, preference should be given to accessibility and interest rates when determining whether to use the VPFA or the Literary Fund.

3. Approval of the School Board is required prior to approval by the City Councils for projects funded with VPFA or State Literary Fund Loans.

#### *E. Revenue Bonds*

1. The City may issue Revenue Bonds to fund enterprise activities, such as water and sewer utilities, solid waste disposal facilities or for capital projects which will generate a revenue stream sufficient to fund the annual debt service costs of the Revenue Bonds.

2. The Revenue Bonds will include written covenants that will require that the revenue sources are sufficient to fund operating expenses and all debt service requirements.

#### *F. Capital Leases*

1. The City may execute Capital Leases or Certificates of Participation with independent parties to provide for the use of buildings, machinery, equipment, furniture, and fixtures as long as the asset is acquired at the end of the lease and the Capital Lease, if treated as Debt, complies with this Debt Policy.

#### *G. Moral Obligation Debt*

1. The City may enter into leases, contracts, or other agreements with other public bodies that provide for the payment of debt service when revenues of such public bodies or agencies may prove insufficient to cover debt service.

2. Payment of such moral obligation debt service will be done when the best interest of the City is clearly demonstrated.

3. While such moral obligation support does not affect the debt limit of the City, the amount of bonds issued with the City's moral obligation should be controlled in order to limit potential demands on the City and any expected use of this type of obligation should be clearly within the parameter of this Debt Policy.

4. The City will not count this type of obligation as Debt as long as this Debt remains self-sufficient. Should the City need to fund any of this debt, the City should count its maximum total debt exposure under this agreement as Debt for purposes of this Policy.

## **VI. DISCLOSURE AND COMMUNICATIONS**

A. The City will maintain good communications with bond rating agencies to inform them about the City's financial position by providing them with the City's Comprehensive Annual Financial Report and Operating and Capital Improvements Budget.

B. The City will follow the National Federation of Municipal Analysts and Government Finance Officers Association policy of full continuing disclosure.

C. The City will disclose the preceding ten fiscal year's debt ratios in the Comprehensive Annual Financial Report.

D. As part of its Operating and Capital Improvement Budget, the City will disclose an estimate of the subsequent five fiscal year's debt ratios with an analysis of the impact, if any; moral obligation debt would have on the debt ratios.



The City of Winchester has an important responsibility to its citizens to plan for the future and manage public funds with accuracy and integrity. Planning has been an important focus of the City of Winchester, as we constantly adapt and change to meet the needs of our community. City Council along with City Staff have created and implemented many financial policies to demonstrate our commitment to sound financial management.

The City of Winchester has implemented a 20-year financial planning model which aids us in evaluating our policies and making sure we meet our targets. Our model incorporates all of our CIP, revenues and expenditures. Using past performance and changing factors in our community, we use percent increases/decreases to project into the future. We are constantly preparing and changing to meet the needs of our community in the following areas:

- Continue to monitor debt levels to prepare for future capital needs.
- Recognize the City's potential markets with the redevelopment of historical properties for a different and more prosperous use.
- Continue to keep tax rates at low levels

## POLICY GOALS

Our policies include many issues such as cash and investment management, expenditure control, asset management, debt management and planning concepts, in order to:

- Demonstrate to the citizens of the City of Winchester, the investment community and the bond rating agencies that we are committed to being a fiscally strong organization.
- Make goals and policies clear so new Council members or staff will be able to continue with our current policies and change them as the needs of the community change.
- Continue to conform to Generally Accepted Accounting Principles (GAAP) as well as Governmental Accounting Standards Board (GASB) regulations.
- Insulate from financial crisis.
- Plan for projects to spread the costs of larger projects over a longer period of time.
- Maintain the City's bond rating.

## GENERAL BUDGET POLICY

1. The City discourages departments from requesting supplemental appropriations from fund balance outside of their budgeted amounts. This helps eliminate a possible negative balance in future years.
2. Departments have access to their own budgets and can print their budget on demand at any time of the month.



3. The City Manager receives monthly revenue and expenditure reports for review and has established a revenue team comprised of the Chief Financial Officer and the Director of Finance to ensure the City is receiving all revenue and ensures proper classification of revenues.

## REVENUE POLICY

---

1. The City strives to maintain diversified sources of revenue to guard against potential problems if one source of revenue is lost. This also allows us to distribute taxes among all citizens or businesses.
2. The City appraises property at 100 percent of fair market value. The City out-sources the appraisal process to ensure a fair and equitable process. Property is re-assessed every two years.
3. The City adopts a policy of aggressive tax collection and uses all legal authority to collect these taxes.

## INVESTMENT POLICY

---

1. The primary goal of the investment policy is to maximize the return on investment while minimizing the risk to the investment.
2. The Treasurer will diversify use of investment instruments to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions, or maturities.
3. The Treasurer, in cooperation with the City's Finance Department reports at the end of each month the amount of money on deposit with each depository to City Council.
4. All investments are recorded and reviewed with internal and independent auditors and meets the requirements of the Governmental Accounting Standards Board (GASB).

## OTHER POST-EMPLOYMENT BENEFITS (OPEB) FUNDING POLICY

---

1. The City provides medical insurance to eligible retirees until the age of 65 for employees that were hired before June 30, 2017. Council voted to end this other post-employment benefit for employees hired after July 1, 2017, although costs for retirees and future eligible active employees will continue for some time. Retirees are eligible to receive the same medical coverage they had as active employees.
2. The funding objective is to reach and maintain 70 percent funding for the OPEB liabilities. Maintaining this target funding level will support the payment of 100 percent of the cost of benefits for post-retirement, pre-Medicare eligible retirees and active employees hired prior to July 1, 2017 that will in the future be eligible for benefits.
3. The City will contribute 100 percent of the Actuarially Determined Contribution (ADC) calculated by the plan actuary based on this policy of maintaining a 70 percent funding level. The ADC will be contributed from the City's operating budget each year. The City will contribute the amount required to maintain the 70 percent funding level. If, due to positive experience or other factors, the actuary determines the funded ratio has exceeded 75 percent funding as of a valuation date, the surplus will be amortized over 10 years as an offset against the ADC.

## CAPITAL POLICY

---

1. The City develops a five-year Capital Improvement Program which is updated every year.
2. The City will make all capital improvements in accordance with an adopted capital improvement program, excluding emergency situations.
3. The City will identify future costs of the anticipated projects and budget accordingly to reduce budget overages before approval and will finance Capital projects in the most cost-effective way possible.

## DEBT POLICY

---

The purpose of this debt policy adopted by City Council in 2003 is to ensure the issuance and repayment of all debt obligations are properly planned, approved and executed to ensure the efficient and effective financial operations of the City. Some highlights from this policy follow, the entire policy is presented in the Debt Policy section of this document.

1. The City may issue debt obligations for the purpose of acquiring, improving, renovating, or constructing Capital Projects including buildings, machinery, equipment, furniture, and fixtures or other similar longer life assets (i.e., water or sewer capacity, etc.).
2. The City will not use short-term borrowing to finance operating needs, except in instances as described under Revenue Anticipation Notes.
3. Net Debt as a percentage of Assessed Value shall be targeted at less than 3.5%, with a maximum level of 4.0%. (Net Debt is General Obligation debt and Capital Lease Obligation exclusive of debt or leases payable from the Enterprise Fund.)
4. General Obligation Debt Service and Capital Lease payments as a percentage of Total Governmental Fund Expenditures shall be targeted at less than 12.5%, with a maximum level of 15%. For purposes of this requirement, General Governmental Expenditures shall be that amount reported in the most recent Comprehensive Annual Financial Report.
5. The Constitution of Virginia, Article VII Section 10(a), and the Public Finance Act contains a 10% of assessed value of real estate limitation on outstanding indebtedness which a City may incur. The table below shows the City's audited legal debt margin calculation for FY2021, which indicates the City's applicable debt (\$91,165,000) is well below the 10% limit (\$330,940,692).





Adopted December 9, 2003 and Amended October 9, 2012 and August 23, 2016

## I. BACKGROUND AND PURPOSE

The City believes that sound financial management principles require that sufficient funds be retained by the City to provide a stable financial base at all times. To retain this stable financial base, the City needs to maintain a General Fund Balance sufficient to fund all cash flows of the City, to provide financial reserves for unanticipated expenditures and revenue shortfalls and to provide funds for all existing encumbrances.

The purpose of this policy is to provide guidance as to the composition of this General Fund Balance and a method of funding this balance.

## II. COMPONENTS OF GENERAL FUND BALANCE

The following individual items shall constitute the General Fund Balance:

- A. Non-Spendable – the portion of the fund balance that is not in a spendable form or is required to be maintained intact.
- B. Restricted – the portion of the fund balance that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.
- C. Committed – the portion of fund balance that represents resources whose use is constrained by limitations that the government imposes upon itself at its highest level of decision making.
- D. Assigned – the portion of fund balance that reflects a government's intended use of resources.
- E. Unassigned – the residual classification that includes all spendable amounts not contained in the other classifications. This would grow or decrease depending on whether we have a surplus or deficit at the end of each fiscal year.

## III. FUNDING REQUIREMENTS OF COMPONENTS OF GENERAL FUND BALANCE

- A. An Assigned amount shall be established each year at an amount equal to the appropriated yet unexpected funds at fiscal year-end. These funds shall not be subject to current appropriations without the approval of City Council.
- B. A Committed Balance shall be established at an amount equal to all non-expended Capital Outlay projects, and any re-appropriations of prior year balances.

C. An Unassigned Fund shall be established at an amount equal to 20% of the Total General Fund Expenditures less any Capital Outlay projects funded with Bond Proceeds. If the Unassigned Fund Balance exceeds 25% of Total General Fund Expenditures, amounts over 25% shall be transferred to the Capital Reserve Account up to the funding maximum of \$2,000,000. If the \$2,000,000 maximum funding level of the Capital Reserve Account is reached, excess funds shall remain in the Unassigned Fund Balance. In the event that the Unassigned Fund Balance falls below the 20% minimum requirement, the City will replenish the Fund Balance within three fiscal years.

D. A second Committed ("Capital Reserve Account") shall be established at an amount no less than \$500,000 and no greater than \$2,000,000. The Account can be funded by transfers of excess funds from the Unassigned Fund Balance as discussed above or direct appropriations by City Council. Use of the Fund shall occur only by appropriation of City Council for pay-as-you-go capital projects consistent with Council's goals and objectives. The fund may not be used for new expanded services or for operating or recurring expenditures. In the event that the Fund declines below the \$500,000 minimum requirement, it must be restored within one fiscal year.

## IV. MONITORING AND FUNDING

A. The City shall annually prepare a report documenting compliance with this Policy.

1. If the City is not in compliance at this time of policy adoption, a Plan to comply with this Policy within 36 months of its adoption shall be presented to the Board.

2. If the City is not in compliance with this Policy at a time other than the adoption of this Policy, or within the first 36 months, a plan to comply with the Policy within 12 months of the first notice of non-compliance shall be presented to the Board.

B. The City shall annually demonstrate that it will comply with this Policy based on its proposed Operating and Capital Budget for each year.

C. The Capital Reserve Account will be maintained on a level at or above its current fiscal year Fund Minimum. In the event that the Fund declines below the current fiscal year Fund Minimum, it must be restored within one fiscal year.

## V. FUND BALANCES - OTHER FUNDS

Fund balances in the School Board Fund and Other Funds are encumbrances and/or reappropriation of prior year balances. These funds are otherwise funded by the General Fund with any surplus or deficits at year end reverting back to the General Fund.

Fund Balance (retained earnings) of the Enterprise Funds shall include amounts sufficient to maintain their operations without ongoing operating support from the General Fund.



# GFOA DISTINGUISHED BUDGET PRESENTATION AWARD FOR FISCAL YEAR 2022

FY 2023 ANNUAL BUDGET



GOVERNMENT FINANCE OFFICERS ASSOCIATION

## *Distinguished Budget Presentation Award*

PRESENTED TO

**City of Winchester  
Virginia**

For the Fiscal Year Beginning

**July 01, 2021**

*Christopher P. Morrell*

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Winchester, Virginia, for its Annual Budget for the fiscal year beginning July 1, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



The following definitions of terms are provided to aid in understanding the terminology employed in the text of the budget and other financial documents.

**Accrual Basis of Accounting** – A method of accounting that recognizes the financial effect of transactions, events and inter-fund activities when they occur, regardless of the timing of related cash flows.

**Activity** – Classification of City services based on type of service provided, including legislative, administration, courts, public safety, public works, health & welfare, education, parks & recreation, and community development.

**ADC** – Actuarially Determined Contribution.

**Adopted Budget** – The final operating and capital budget approved by the City Council after public hearings and amendments to the proposed budget, if applicable; becomes legal guidance to City management and departments for spending levels.

**Advance Refunding** – A refinancing transaction in which new (refunding) bonds are issued to repay (refund) outstanding bonds prior to the first call date. The proceeds of the refunding bonds are deposited in an escrow account, invested in government securities, and used to pay debt service (interest, principal and premium, if any) on the refunded bonds through the applicable call date. For accounting purposes, refunded obligations are not considered a part of an issuer's debt.

**Agent Fees** – The fee paid to a financial institution known as the paying agent or registrar that serves two functions: 1) it receives funds from the issuer prior to each debt service payment date and then distributes these monies to the bondholders and 2) as registrar it establishes and maintains records of bond ownership.

**Amortization** – The paying off of debt in regular installments over a period of time.

**Annual Comprehensive Financial Report (ACFR)** – The annual report that represents a locality's financial activities and contains the independent auditor's reports on compliance with laws, regulations and internal controls over financial reporting based on an audit of financial statements performed in accordance with "Government Auditing Standards."

**Appropriation** – An authorization made by the Council that permits City departments and agencies to incur obligations against, and to make expenditures of, governmental resources. The amount is fixed and authorized until the fiscal year ends at which time by law the appropriation lapses.

**Appropriation Ordinance** – The official enactment by City Council establishing the legal authority for City administrative staff to obligate and expend resources.

ARPA – American Rescue Plan Act of 2021 - A COVID-19 relief package that provides \$1.9 trillion in mandatory funding, program changes and tax policies aimed at mitigating the continuing effects of the pandemic.

ARRA – American Recovery and Reinvestment Act – Bill passed by President Obama in February 2009 as an economic stimulus package. The money provided by this program will go towards projects such as improving education, building roads, public transportation, criminal justice, health care, and many other areas. The government is hoping this package will create jobs and provide other economic benefits.

Assessed Value – The fair market value placed on personal and real property owned by taxpayers, as determined by the City.

Balanced Budget – By law, local government budgets must be balanced; i.e., expenditures may not exceed revenues.

Basis of Budgeting and Accounting – Accounting methods, such as accrual basis and modified accrual basis, used to document revenues received and authorized obligations expensed.

Bond – General Obligation A type of security sold to finance capital improvement projects, with the principal and interest payments guaranteed by the full faith and credit of the City through its taxing authority.

Bond Ratings – A rating of quality given on any given bond offering as determined by an independent agency in the business of rating such offerings.

BPOL Tax – Business license or gross receipts tax, this item taxes the total revenues of a business.

Budget – A plan of financial operation including an estimate of proposed means of financing them (revenue estimates). The term also sometimes is used to denote the officially approved expenditure ceilings under which the City and its departments operate.

Budget Calendar – The schedule of key dates involved in the process of adopting and then executing an adopted budget.

Budgetary Control – The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Budget Document – The official written statement prepared by the City's administrative staff which presents the proposed budget to the City Council.

Budget Message – A general discussion of the proposed budget presented to the City Council by the City Manager as a part of or supplement to the budget document. The budget message explains principle budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

Capital Assets – Operating – Tangible property which has a value of at least \$10,000, but less than \$50,000, and a useful life of more than one year. Operating capital is budgeted in the operating funds. Also called fixed assets.

Capital Assets – Major – Any tangible property with a value of at least \$50,000 and an expected life of at least seven years is classified as a major capital asset. Such assets are budgeted in the Capital Improvement Plan (CIP). These items are of significant value and require a longer planning horizon.

Capital Fund – Each year, the City adopts a five-year Capital Improvement Program (CIP) that serves as a blueprint for the long-term physical improvements the City wishes to make. The Capital Fund is funded through a transfer from the general, water and sewer funds, State aid and bond issues. The current year CIP is included as part of the annual budget.

Capital Improvement Expenditures – Related to the acquisition, expansion or rehabilitation of an element of the governments' physical facilities and infrastructure.

Capital Improvement Plan (CIP) – A plan for purchasing capital expenditures over a period of years to meet capital needs arising from the long-term work program. It sets forth each project or other contemplated expenditure and specifies the full resources estimated to be available to finance the projected expenditures.

Capital Lease – A lease obligation that has met the criteria to be categorized as a capital lease as opposed to an operating lease under generally accepted accounting principles. Capital leases are common in certain types of financing transactions involving the use of revenue bonds as opposed to general obligation bonds.

Capital Outlay – An appropriation or expenditure category for government assets with a value of \$10,000 or more and a useful economic life of one year or more.

Capital Projects – Projects which purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or facility.

Capitalized Interest – A portion of the proceeds of a bond issue which is set aside to pay interest on the bonds for a specific period of time. Interest is typically capitalized for bonds issued to finance a revenue-producing project to pay debt service until the project is completed and begins generating revenues.

CDBG – Community Development Block Grant -- funding received from the U. S. Department of Housing and Urban Development. CDBG primarily benefits low- and moderate-income persons through housing, human services, neighborhood improvements and economic development activities, with a secondary emphasis on the reduction of slums and blight.

CIP – Capital Improvement Plan – A plan for capital expenditures, to be incurred each year over a fixed period of several future years, which sets forth each capital project, identifies the expected beginning and ending date for each project, the amount to be expended in each year and the method of financing those expenditures.

City Budget – That portion of the overall General Fund budget under the direct control of the City Manager (excludes the School Budget).

Constitutional Officers – Officials elected to four-year terms of office that are authorized by the Constitution of Virginia to head City departments, the Treasurer, Commissioner of Revenue, City Sheriff, Commonwealth Attorney and the Clerk of the Circuit Court for the City.

Contingency – A budgetary reserve set aside for emergencies or unforeseen expenditures for which no other budget exists.

Contractual Services – Services rendered to a government by private firms, individuals, or other governmental agencies on a fee basis or fixed time contract basis. Examples include payments for engineering services, legal services, printing, and advertising.

CSA – Comprehensive Services Act.

Debt – Any obligations of the City for the payment of money issued pursuant to the Public Finance Act of Virginia.

Debt Limit – The maximum amounts of gross or net debt which is legally permitted.

Debt Per Capita – Total outstanding debt divided by the population of the City.

Debt Ratio – A measure used that determines the annual debt service or outstanding debt as a percentage of some other item which is generally an indication of the ability of the City to repay the debt; examples include annual debt service as a percentage of total annual expenditures and total outstanding debt as a percentage of total assessed value.

Debt Service – The payment of principal and interest on borrowed funds, such as bonds.

Defeasance – Termination of the rights and interests of the bondholders and their lien on the pledged revenues in accordance with the terms of the bond contract for a bond issue. Defeasance usually occurs in connection with the refunding of outstanding bonds after provision has been made for future payment through funds provided by the issuance of the new refunding bonds.

Department/Division – A department consists of one or more divisions. The division is the basic organizational unit of government which is functionally unique in its delivery of services.

Depreciation – The decrease in value of capital assets due to use and the passage of time.

Disbursement – The expenditure of monies from an account.

E-911 Tax – A tax on telephone usage to pay for fire and police emergency dispatch operations.

ECC – Emergency Communications Center.

Economic Development Authority (EDA) – Responsible for encouraging industrial and commercial development in the City.

Emergency Medical Services (EMS) – The Fire and Emergency Medical Services Department provides emergency fire suppression response to incidents involving fires, fire alarms, smoke scares, vehicle accidents and other types of calls where the threat of fire exists. It also provides emergency medical response to incidents involving injury, illness, accidents, and other types of calls where the threat of injury or illness exists.

Encumbrance – A reservation of funds that represents a legal commitment, often established through contract, to pay for future goods or services.

Enterprise Funds – Account for the financing of services to the general public whereby all or most of the operating expenses involved are recorded in the form of charges to users of such services. The enterprise funds consist of the Sewer Utility Fund, the Water Utility Fund and the Transit Fund (although transit is not formally recognized as an enterprise fund).

Expenditure – The actual payment of cash for the purpose of acquiring goods or services.

Expense Charges – Incurred for goods and services, whether paid immediately or unpaid.

Fiscal Year – A twelve-month period designated as the operating year for accounting and budgeting purposes, and at the end of which a government determines its financial position and the results of its operations. For the City the fiscal year begins on July 1 and ends on June 30.



**Fixed Assets** – Assets of a long-term character which are not intended to be sold for profit, but which are to be used in an organization's normal course of business, such as land, buildings, and improvements other than buildings, machinery and equipment.

**Franchise** – A special privilege granted by a government permitting the continuing use of public property, such as city streets and usually involving the elements of monopoly and regulation.

**Fringe Benefits** – The payment of benefits to employees as part of a compensation package, including social security, Medicare, retirement, and health insurance.

**Full Accrual Basis of Accounting** – Basis of accounting that recognizes the financial effect of events that impact an entity during the accounting period, regardless of whether cash was received or spent.

**Full-Time Equivalent (FTE)** – A measure for determining personnel staffing, computed by equating 2,080 hours of work per year (2,496 for firefighters) with one full-time equivalent position.

**Function** – A subset of expenditures or expenses, which are related by classification e.g., salary, fringe benefits, contractual services, and debt service.

**Fund** – A set of interrelated accounts to record assets, liabilities, equity, revenues and expenditures associated with a specific purpose or activity.

**Fund Balance** – Generally refers to the City's unassigned General Fund Balance, which is the accumulated total of all prior years' actual revenues in excess of expenditures, or surplus. These funds are available for appropriation by the Common Council.

**Fund Type** – In governmental accounting, all funds are classified into eight generic fund types: General, Special Revenue, Debt Service, Capital Projects, Enterprise, Internal Service and Trust and Agency.

**FWSA** – Frederick-Winchester Service Authority.

**GAAP** – Generally Accepted Accounting Principles -- is the standard framework of guidelines for financial accounting, mainly used in the U.S.A. It includes the standards, conventions, and rules accountants follow in recording and summarizing transactions, and in the preparation of financial statements.

**Governmental Accounting Standards Board (GASB)** – An organization that provides the ultimate authoritative accounting and financial reporting standards for state and local governments.

**General Fund** – A fund containing revenues such as property taxes not designated by law for a special purpose. Some of the departments that are part of the General Fund include Administration, Fire, Police, Public Works and Recreation.

**General Obligation Bond** – A bond for which the full faith and credit of the City is pledged for payment.

**Goal** – A clear statement of a program's mission, or purpose.

**Government Finance Officers Association (GFOA)** – A professional association, founded in 1906, which represents public finance officials throughout the United States and Canada with more than 19,400 members in federal, state/provincial, and local finance offices. GFOA's mission is to advance excellence in state and local government financial management.

**Governmental Funds** – Funds generally used to account for tax-supported activities.



Grants – Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

HOME – HOME Investment Partnerships Program – Funding received from the U.S. Department of Housing and Urban Development. HOME benefits low- and moderate-income persons through the development of affordable housing.

HUD – U. S. Department of Housing and Urban Development -- the federal government organization whose mission is to increase homeownership, support community development, and increase access to affordable housing free from discrimination.

Indicator – a high level measure of performance.

Infrastructure – The physical assets of a government, e.g., streets, water, sewer, public buildings and parks.

Intergovernmental Revenues – Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

Internal Services – The charges to user departments for internal services provided by another government department or agency, such as data processing, equipment maintenance, or insurance funded from a central pool.

IIS – Innovation and Information Services.

IT – Information Technology.

ITP – Information Technology Plan – Recommends policy direction on a City-wide basis for all information technology, including voice and data communications. The committee will review information and office automation needs and recommend to the City Manager direction and priorities consistent with the long term mission, goals and objectives which have been established for the City.

JDC – Juvenile Detention Center.

JJC – Joint Judicial Center.

Legal Debt Margin – The amount of general obligation bonds and certain other interest bearing obligations (other than revenue bonds) that the City may have outstanding expressed as a percentage of the assessed value of real estate in the City as shown on the last preceding assessment for taxes.

Line-Item Budget – A budget prepared along departmental lines that focuses on what is to be purchased by each type of product or service.

Local Funds – Indicates funding from local sources only and does not include funds received from Federal, State and other sources.

Long-Term Debt – Debt with a maturity of more than one year after the date of issuance.

Median Household Income – Median denotes the middle value in a set of values, in this case, household income.

MGD – Million Gallons per Day.

Mission Statement – Declaration of purpose for an entire organization or one of its programs.

Modified Accrual Basis of Accounting – Basis of accounting according to which revenues are recognized in the accounting period in which they become available and measurable and expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which are recognized when due.

Moral Obligation Bond – A bond which is secured by the revenues from the financed project and, additionally, by a non-bonding agreement that any deficiency in pledged revenues will be reported to the issuer's legislative body (City Council) which may appropriate moneys to make up the shortfall. Typically, the mechanics involve a debt service reserve fund which is drawn upon to make up for any deficiency in pledged revenues. The legislative body is then requested to replenish the reserve fund but is not obligated to do so. These bonds are considered tax-supported debt and impact debt capacity to the extent that pledged revenues are ever insufficient to support debt service.

MSA – Metropolitan Statistical Area.

Non-Departmental Accounts – Accounts used to record expenditures that cannot or have not been allocated to individual departments.

NRJDC – Northwestern Regional Juvenile Detention Center.

NWRDC – Northwestern Regional Detention Center.

Object of Expenditure – An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

Objective – The actual functions or services that a City program must provide in order to achieve its stated goals.

OPEB – Other Post-Employment Benefits.

Operating Budget – Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled.

Operating Expenses – The cost for personnel, materials and equipment required for a department to function.

Operating Revenue – Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Ordinance – A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute, it has the full force and effect of law within the boundaries of the municipality to which it applies. Ordinances require two public readings and legal advertisement prior to adoption. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be done by ordinance.

Other Costs – Refers to costs that are not personnel, operating or capital in nature, such as debt service and transfers between funds.

Outcomes – the desired results that will be seen if the City is successful in providing programs and services that affect the causal factors identified for the priorities.

**Pay-as-You-Go Basis** – A term used to describe the financial policy of a government that finances all of its capital outlays from current revenues rather than by borrowing. A government that pays for some improvements from current revenues and others by borrowing is said to be on a partial or modified pay-as-you-go-basis.

**Performance Measure** – An indicator of the attainment of an objective; it is a specific quantitative measure of work performed or services provided within an activity or program, or it may be a quantitative measure of results obtained through a program or activity.

**Personal Property Tax (PP)** – A City tax levied on motor vehicles and boats based on published listings of values, and on machinery and tools based on a percentage of cost.

**Personal Services** – Expenditures for salaries, wages, and overtime for full-time and part-time employees.

**Program** – A program is a distinct, clearly identifiable activity, function, cost center, or organizational unit that is budgeted as a sub-unit of a department. A program budget utilizes the separate program budgets as its basic component.

**Projections** – Estimates of anticipated revenues, expenditures, or other budget amounts for specific time periods, usually fiscal years.

**Property Tax** – A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

**Proposed Budget** – The operating and capital budgets submitted to the City Council by the City Manager.

**Proprietary Fund** – A fund that accounts for operations that are financed in a manner similar to private business enterprise.

**Public Service Corporation (PSC)** – An entity defined by the Commonwealth of Virginia as providing utilities to residents and businesses; includes power companies, phone companies, gas companies, and other similar type organizations.

**Real Estate Tax (R/E)** – A tax levied by the City Council on real property in the City of Winchester; real property is defined as land and improvements on the land (buildings).

**Recommended Budget** – The budget proposed by the City Manager to City Council for adoption.

**Refunding** – A transaction in which the City refinances an outstanding issue by issuing new (refunding) bonds and using the proceeds to immediately retire the old (refunded) bonds.

**Reserve** – A portion of a fund's balance that is restricted for a specific purpose and not available for general appropriation.

**Revenue** – Sources of funds received by the government that finance the operations. These receipts may include tax payments, interest earnings, service charges, grants, and intergovernmental payments.

**Revenue Bond** – A bond that is payable from a specific source of revenue and to which the full faith and credit of the City's taxing power is not pledged. Revenue bonds are payable from identified sources of revenue, including general fund revenues on occasion, for certain types of appropriation-supported bonds.

**School Fund Budget** – The School Fund revenues and expenditures under the control of the School Board for the operation of Winchester City Schools.

Strategic Issues – Policy choices or decisions which serve as the fundamental basis for the organization's types of services, service levels, cost of services and overall management.

Tax Anticipation Note (TAN) – A short-term debt security issued by a municipal government to finance current operations before tax revenues are received. When the issuer collects the taxes, the proceeds are then used to retire debt.

Tax Levy – The total dollar amount of tax that optimally should be collected based on tax rates and assessed values of personal and real properties.

Tax Rate – The amount of tax levied for each \$100 of assessed value.

Tax-supported Debt – Debt that is expected to be repaid from the general fund tax revenues of the City. This includes general obligation bonds, appropriation-supported bonds, capital leases and in certain circumstances moral obligation bonds. For the purpose of this Debt Policy, net tax-supported debt includes general obligation debt for the City and School Board, certain bonded capital leases, and any moral obligation bonds for which the City has deposited funds to a debt service reserve fund as requested to replenish such reserve fund. Net tax supported debt does not include debt payable by the City's proprietary funds, including self-supporting double-barreled general obligation bonds, and the amount available in the City's debt service fund.

Transfers – The payment to an internal department to provide for the delivery of services to the public. For example, the General Fund transfers funding to the Schools to cover educational costs, and to Social Services to provide assistance in the form of health and welfare programs.

Transit Fund — The Transit fund is used to account for operations of the City's bus system.

User Fees – The payment of a fee for direct receipt of a public service by the person benefiting from the service.

Utility Funds — Sewer and water services are accounted for in the utility funds. The sewer fund and water fund are enterprise funds. Enterprise funds are those funds in which the cost of providing goods or services is financed primarily through user charges.

VDOT – Virginia Department of Transportation – Responsible for building, maintaining, and operating the State's roads, bridges and tunnels. And, through the Commonwealth Transportation Board, it also provides funding for airports, seaports, rail and public transportation.

WPA – Winchester Parking Authority.