

MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: 2/14/2019

RE: *FY 20 Presentations*

Please find attached several documents related to the FY 20 Budget.

- 1. **Friends of the Shenandoah River.** / Packet Page 2
- 2. **Soil and Water Conservation District.** 48 Packet Page 9
- 3. **Shenandoah Area Agency on Aging.** 13 Packet Page 14

Use this form to request a cash grant from the Board of Supervisors for the next fiscal year.
Attach additional information as you wish. Call Tom Judge @ 955-6172 with questions.

Agency Name: Friends of the Shenandoah River

Contact (name, phone, and fax if any): Bud Nagelvoort, FOSR Treasurer, (540)277-7629

1. CASH GRANT: Amount Requested FY 20: \$15,000

Total clients served in FY 18: All residents of Shenandoah Valley Number from Clarke: All residents of Clarke County

Please attach a copy of your most recent audited financial statements, including balance sheet and income/expense statement, as well as your most recent form 990. In addition, please provide a history of salary increases for the most recent three years.

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible.

The Friends of the Shenandoah River appreciates this opportunity to present this \$15,000 budget request for FY2019-2020 to the Clarke County Board of Supervisors. Below is a list of programs that the FOSR is currently engaged in in Clarke County and programs for our participation requested by Clarke County. These programs provide justification for the funds requested.

- Alison Teetor, Clarke County Natural Resource Planner, has asked the FOSR to partner with Clarke County to expand our current water-quality monitoring program in Clarke County to an area of Clarke County's interest along the east side of the county, between Route 50 and Shenandoah University's Cool Spring property along the mountain ridge. Six tributary sites have been identified for this project.

As Alison Teetor describes, "The primary goal of the project is to establish monitoring of six perennial streams on the west slope of the Blue Ridge that feed into the Shenandoah River. Currently these identified perennial streams are monitored by either DEQ or the Friends of the Shenandoah River (FOSR). Monitoring would assess overall water quality to determine if permanent monitoring sites should be established by FOSR. The monitoring would also establish if these streams should be listed as impaired waters on the 303(d) Impaired Waters List. The monitoring sites would also identify sources of pollution that may help in Total Maximum Daily Load (TMDL) development, identify waters for future monitoring by DEQ; and educate the community on local impacts to water quality and land use activities."

- The continuation of the FOSR's Volunteer Citizen-Scientist Water Quality Monitoring Program that Provides a long-term assessment of the water quality in the Shenandoah River watershed. This program includes 12 established monitoring sites in Clarke County. The value of the accredited long-term water-quality data that the FOSR has been compiling over the past three decades increase with the length of the record. It is a vital tool crucial to understanding the water quality impairments and improvements of the Shenandoah River and its tributaries in Clarke County over the short term as well as the long term.
- In response to the public concerns about exposure to pathogens associated with reported increased bacteria levels in the Shenandoah River, in 2017 FOSR launched a Summer Pilot Study of *E. coli* levels in

the Shenandoah River at public access and recreational areas in Clarke County. The results of the pilot study indicated a need for this testing to keep the public informed of current bacteria levels and potential health risks when engaging in primary recreational use activities in the river at the sites tested.

With the need identified to provide relevant, timely, and accredited information about the potential health risk exposure associated with *E. coli* levels in the Shenandoah River at designated public access and recreational areas in the Shenandoah River watershed, the FOSR continued this program in 2018. The program was expanded to include sites on the North Fork, South Fork, and main-stem of the Shenandoah River. The 2018 program was launched the first week of May and continued through the last week of September with once-a-week testing performed. Three of the sites were located in Clarke County. With continued support, we will continue the summer *E. coli* testing program with the hopes to once again expand the number of sites and the frequency that each site is tested.

This program provides a snapshot of the *E. coli* bacteria concentrations at the designated sites on the date, time, and under the conditions that the water samples were collected. Increased and secured funding would allow for:

- Expanding the program to include more public access recreational sites in the Shenandoah River watershed.
- Increasing the frequency of the testing
 - 2, 3, or maybe 4 times a week
 - Continued sampling and testing after rain events
 - Developing an APP for mobile devices developed so that the *E. coli* program data can be easily accessible to provide recreational users, within the waters tested, a tool (accredited level III water-quality data) to make an informed decision about the potential health risks.
 - Developing and installing kiosks at the monitored recreational sites with QR codes that citizens can scan for the most recent FOSR's *E. coli* testing data results. The kiosks would also include vital education and prevention information related to potential health risks exposure.

To: Clarke County Attn Tom Judge

January 14, 2019

From Friends of the Shenandoah River

Subject: Additional Documents for fiscal 2020 Grant Request enclosed

2018 Profit and Loss Statement (preliminary)

2018 Balance Sheet (Preliminary)

2017 IRS 990 EZ

Not audited

Staff Salaries:

Lab Manager/Administrator

2016 - \$	54,248.40	<u>Bonus</u>	
2017	54,248.40	+ 1500	
2018	54,248.40	+ 1500	+ 2,000

Lab Assistant

2016	28,185.12		
2017	29,037.84	1,000	
2018	29,037.84	500	1500

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Cash Basis

FRIENDS OF THE SHENANDOAH RIVER INC.
Profit & Loss Budget vs. Actual
January through December 2018

	<u>Jan - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
RESTRICTED INCOME				
VA DEQ Algae Partner Project				
DEQ Algae Study Income	900.91			
VA DEQ Algae Partner Expense	<u>-900.91</u>			
Total VA DEQ Algae Partner Project	0.00			
E-Coli Endocrins Program	34,633.77	5,000.00	29,633.77	692.68%
Friends of the Middle River				
Pure Water Forum Grant	760.00	760.00	0.00	100.0%
Year End Donations	4,710.00	3,000.00	1,710.00	157.0%
Event Insurance Fees Received	0.00	250.00	-250.00	0.0%
Event Fees Received	180.00	185.00	15.00	109.09%
Event Sponsor	4,050.00	2,100.00	1,950.00	192.86%
Raffle ticket sales	1,868.00	1,200.00	668.00	155.67%
T Shirt Sales	144.00	310.00	-166.00	46.45%
Donations	10,395.00	13,080.00	-2,685.00	79.47%
Total Friends of the Middle River	<u>22,107.00</u>	<u>20,865.00</u>	<u>1,242.00</u>	<u>105.95%</u>
GRANTS				
DEQ Monitoring Program	10,000.00	10,000.00	0.00	100.0%
Total GRANTS	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>100.0%</u>
Total RESTRICTED INCOME	<u>66,740.77</u>	<u>35,865.00</u>	<u>30,875.77</u>	<u>186.09%</u>
UNRESTRICTED INCOME				
Shenandoah Valley SWCD	550.00			
Blue Ridge Coalifton	0.00	5,000.00	-5,000.00	0.0%
Lake Holiday	8,982.60	3,000.00	5,982.60	299.42%
Warren County Grant	5,000.00	5,000.00	0.00	100.0%
Clarke County Grant	3,000.00	3,000.00	0.00	100.0%
DONATIONS				
PayPal Donations	1,522.77	1,000.00	522.77	152.28%
Corporate Donations	3,122.37	5,000.00	-1,877.63	62.45%
INDIVIDUAL DONATIONS	<u>65,817.00</u>	<u>60,000.00</u>	<u>5,817.00</u>	<u>109.7%</u>
Total DONATIONS	<u>70,462.14</u>	<u>66,000.00</u>	<u>4,462.14</u>	<u>106.76%</u>
DUES	668.61	4,000.00	-3,331.39	16.72%
Interest Income	16.66			
Total UNRESTRICTED INCOME	<u>88,680.01</u>	<u>88,000.00</u>	<u>2,680.01</u>	<u>103.12%</u>
Total Income	<u>155,420.78</u>	<u>121,865.00</u>	<u>33,555.78</u>	<u>127.54%</u>
Gross Profit	155,420.78	121,865.00	33,555.78	127.54%
Expense				
Payroll Expenses	42,686.38			
RESTRICTED EXPENSES				
Friends of Middle River				
Salt Monitoring	159.96			
Phone	195.57			
Union Bank Charges	25.00			
Restricted Funds Expenditure	1,000.00			
Restricted Funds Expenditure	4,000.00			
Board Expenses	418.65			
Payroll Taxes	950.53	919.17	31.36	103.41%
FOMR Payroll	12,425.00	12,015.00	410.00	103.41%
Ford Lease Maintenance Expense	400.00	450.00	-50.00	88.89%
T-Shirts	0.00	180.00	-180.00	0.0%
Advertising & Marketing	0.00	65.00	-65.00	0.0%
Benthic Monitoring Expense	0.00	120.00	-120.00	0.0%

FRIENDS OF THE SHENANDOAH RIVER INC.
Profit & Loss Budget vs. Actual
January through December 2018

	<u>Jan - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Square Reader Charges	1.31			
Computers & Software	204.83			
Insurance	1,256.00	1,558.00	-302.00	80.62%
Event supplies	1,282.24			
E-coli monitoring	834.16	868.36	-34.20	96.06%
web site management	59.00	240.00	-181.00	24.58%
Raffle items	0.00	400.00	-400.00	0.0%
Miscellaneous	57.10	150.00	-92.90	38.07%
Office supplies	489.07	120.00	369.07	407.56%
Postage	797.18	420.00	377.18	189.81%
P.O. Box rental	54.00	58.00	-4.00	93.1%
PayPal Charges	59.25	60.00	-0.75	98.75%
Dues and Subscriptions	370.00	300.00	70.00	123.33%
Sponsorships	929.52	1,850.00	-920.48	50.24%
Printing	1,639.48	1,080.00	559.48	151.8%
Total Friends of Middle River	27,607.85	20,853.53	6,754.32	132.39%
Water System Maintenance	0.00	500.00	-500.00	0.0%
Lachet System Maintenance	2,102.69	12,000.00	-9,897.31	17.52%
HEALTH INSURANCE	13,804.03	15,117.74	-1,313.71	91.31%
DUPLICATION	100.73	180.00	-79.27	55.96%
EDUCATION	163.05	300.00	-136.95	54.35%
LAB & MONITORING	8,153.90	12,000.00	-3,846.10	67.95%
MISCELLANEOUS	0.00	60.00	-60.00	0.0%
OFFICE SUPPLIES	0.00	120.00	-120.00	0.0%
PAYROLL SALARY EXPENSES	56,172.48	96,000.00	-39,827.52	58.51%
PAYROLL SS/MEDICARE TAXES	7,886.07	6,432.00	1,454.07	122.61%
POSTAGE & SHIPPING	38.47	120.00	-81.53	32.06%
TELEPHONE	301.69	660.00	-358.31	45.71%
TRAVEL	3,185.81	3,600.00	-414.19	88.5%
Total RESTRICTED EXPENSES	119,516.77	167,943.27	-48,426.50	71.17%
UNRESTRICTED EXPENSES				
Winchester Vehicle Property Tax	747.60			
FOSR Promotional Materials	421.20	500.00	-78.80	84.24%
Newsletter				
Newsletter Production	0.00	1,500.00	-1,500.00	0.0%
Total Newsletter	0.00	1,500.00	-1,500.00	0.0%
Clarke Car Tax	0.00	200.00	-200.00	0.0%
VA AN CORP TAX	25.00	25.00	0.00	100.0%
Display materials	0.00	50.00	-50.00	0.0%
Computer System	0.00	1,500.00	-1,500.00	0.0%
Education	201.22	480.00	-278.78	41.92%
Internet Web Site Quarterly Fee	388.80	360.00	28.80	108.0%
Bank Service Charges	266.82	50.00	216.82	533.64%
VADACS 102 An Fee	200.00	200.00	0.00	100.0%
Web Page Development	0.00	500.00	-500.00	0.0%
COMPUTER SOFTWARE	285.28	200.00	85.28	142.64%
Property Maintenance Fee	0.00	625.00	-625.00	0.0%
INSURANCE	3,166.58	3,600.00	-433.42	87.96%
Web Site Management	0.00	1,000.00	-1,000.00	0.0%
MEMBERSHIP FEE	0.00	50.00	-50.00	0.0%
MISCELLANEOUS	65.00	50.00	15.00	130.0%
OFFICE SUPPLIES	0.00	720.00	-720.00	0.0%
POSTAGE & SHIPPING	105.36	120.00	-14.64	87.8%
PRINTING	0.00	300.00	-300.00	0.0%
PUBLIC RELATIONS	0.00	100.00	-100.00	0.0%

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 01/14/19
 Cash Basis

FRIENDS OF THE SHENANDOAH RIVER INC.
Profit & Loss Budget vs. Actual
 January through December 2018

	<u>Jan - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
RENT	1,740.00	1,560.00	180.00	111.54%
TELEPHONE	0.00	50.00	-50.00	0.0%
TRAVEL	209.34	50.00	159.34	418.68%
VENDOR FEE	130.00			
Total UNRESTRICTED EXPENSES	<u>7,952.20</u>	<u>13,790.00</u>	<u>-5,837.80</u>	<u>57.67%</u>
Total Expense	<u>170,155.35</u>	<u>181,733.27</u>	<u>-11,577.92</u>	<u>93.63%</u>
Net Ordinary Income	<u>-14,734.57</u>	<u>-59,858.27</u>	<u>45,133.70</u>	<u>24.61%</u>
Other Income/Expense				
Other Expense				
depreciation	0.00	3,600.00	-3,600.00	0.0%
Total Other Expense	<u>0.00</u>	<u>3,600.00</u>	<u>-3,600.00</u>	<u>0.0%</u>
Net Other income	<u>0.00</u>	<u>-3,600.00</u>	<u>3,600.00</u>	<u>0.0%</u>
Net Income	<u>-14,734.57</u>	<u>-63,458.27</u>	<u>48,733.70</u>	<u>23.22%</u>

FRIENDS OF THE SHENANDOAH RIVER INC.

Balance Sheet

As of December 31, 2018

Dec 31, 18

ASSETS

Current Assets

Checking/Savings

CASH

Union Bank

Union Bank Charges -1,478.84

Union Bank - Other 13,220.79

Total Union Bank 11,741.95

Bank of Clarke Gen2 46,640.82

Bank of Clarke Co. - Petty 714.87

Total CASH 59,097.64

Total Checking/Savings 59,097.64

Total Current Assets 59,097.64

Fixed Assets

FIXED ASSETS

Toyota Rav-4 19,155.53

LAB EQUIPMENT 151,817.23

OFFICE EQUIPMENT 14,788.04

ACCUMULATED DEPRECIATION -166,605.27

Total FIXED ASSETS 19,155.53

Total Fixed Assets 19,155.53

TOTAL ASSETS 78,253.17

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities

FEDERAL INC TAX WITHHELD -337.89

FICA PAYABLE 126.00

Total Payroll Liabilities -211.89

Total Other Current Liabilities -211.89

Total Current Liabilities -211.89

Total Liabilities -211.89

Equity

FUND BALANCES

Fran Endicott Endowment Fund 2,865.00

Total FUND BALANCES 2,865.00

Retained Earnings 90,334.63

Net Income -14,734.57

Total Equity 78,465.06

TOTAL LIABILITIES & EQUITY 78,253.17



722-B East Queen Street
Strasburg, VA 22657
Telephone: (540) 465-2424, Ext. 5
Website: <http://lfsxcd.org>

We work with the people who work the land.

January 9, 2019

Mr. Thomas J. Judge
Clarke Co. Department of Joint Administrative Services
524 Westwood Road
Berryville, VA 22611

Dear Mr. Judge:

The Lord Fairfax Soil and Water Conservation District is pleased to submit a budget request to Clarke County for the 2019-2020 fiscal year in the amount of **\$10,000**. You will find among the attached "Justifications" that the LFSWCD:

- actively administers a growing Virginia Conservation Assistance Program to mitigate the negative impact of storm water runoff in Clarke County;
- positively affected 685 Clarke County farmland acres in FY 2018 through its Agricultural BMP Cost Share Programs; another 1767 Clarke County acres are in the process of being improved in FY 2019;
- protected, or is in the process of protecting, nearly 15,000 linear feet of Clarke County streams in Fiscal Years 2018/19;
- maintains its conservation easement responsibilities in Clarke County and
- carried out exciting programs of education and of farming excellence recognition; these programs affect both Clarke County adults and students (K-12).

Please note that all of our efforts and programs for Clarke County are in the ascendant. To help maintain this upward direction, I sincerely hope you will agree that Clarke County's investment in the LFSWCD is a wise one, and see fit to grant its request for \$10,000.

We plan to attend the related budget hearing and answer any questions the Clarke County Board of Supervisors may have in this regard.

If you have any questions, please contact Director Wayne Webb at [\(540\) 877.0962](tel:5408770962), or you may email him at we66@comcast.net; or Director Justin Mackay-Smith at [\(540\) 533.7797](tel:5405337797), or you may email him at windfallmh@gmail.com.

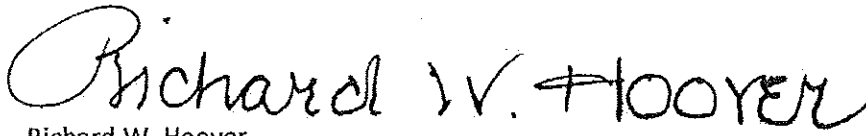
Lord Fairfax Soil & Water Conservation District programs, activities and employment opportunities are available to all people regardless of race, color, religion, sex, age, disability, national origin or political affiliation.
An equal/affirmative action employer.

Mr. Thomas J. Judge
Clarke Co. Dept. of Joint Administrative Services
2019-2020 Budget Request
January 9, 2019

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Thank you for the opportunity to present this budget request. We look forward to a continuing positive and productive relationship with Clarke County in fiscal 2020.

Sincerely,



Richard W. Hoover
Chairman
Lord Fairfax Soil & Water Conservation District

Lord Fairfax Soil & Water Conservation District programs, activities and employment opportunities are available to all people regardless of race, color, religion, sex, age, disability, national origin or political affiliation.
An equal/affirmative action employer.

CLARKE COUNTY FY 19-20 BUDGET

Cash Grant Request

Use this form to request a cash grant from the Board of Supervisors for the next fiscal year. Attach additional information as you wish. Call Tom Judge @ 955-6172 with questions.

Agency Name: Lord Fairfax Soil & Water Conservation District

Contact (name, phone, and fax if any): Wayne E. Webb, (540) 877-0962

1. CASH GRANT: Amount Requested FY 20 \$10,000

Total clients served in FY 18: 43 Number from Clarke: 6

Please attach a copy of your most recent audited financial statements, including balance sheet and income/expense statement, as well as your most recent form 990. In addition, please provide a history of salary increases for the most recent three years.

Clarke County Cash Grant Receipt – 2019-2020

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible.

The Lord Fairfax Soil and Water Conservation District (LFSWCD) is a non-profit political subdivision of the Commonwealth of Virginia and serves as a conservation information and services resource group to the general public and local governing officials. LFSWCD serves the City of Winchester and Clarke, Frederick, Warren and Shenandoah Counties. All district programs are offered on a nondiscriminatory basis, without regard to race, color, national origin, sex, age, marital status, handicap or political affiliation.

The district serves as an environmental resource information source and works with landowners to solve conservation related problems on private and public lands with the installation of best management practices (BMPs) as defined in the Department of Conservation and Recreation (DCR) BMP handbook. This cost-share program encourages the installation of conservation measures on agricultural lands to improve water quality and soil health for all jurisdictions and ultimately the Chesapeake Bay

The District provides other technical advice and assistance regarding land use, best management practices, soil health improvement, wildlife management, wetland concerns, stormwater management, and other conservation concerns.

Residents benefit from the following programs and education of landowners and youth of Clarke County by the district:

Virginia Conservation Assistance Program (VCAP)

The Virginia Conservation Assistance Program (VCAP) continues to provide technical and financial assistance to urban areas to treat stormwater at its source and conserve our local water supply. The district has continued outreach about this program to those eligible to participate: private homeowners, businesses, municipalities, schools, and non-profits. Outreach in the last fiscal year included public presentations in Berryville and technical assistance to several homeowners within Clarke County. The district would like to continue to promote this program and provide technical and financial assistance to those interested in treating stormwater runoff and increasing the water quality within Clarke County and beyond.

VCAP has become increasingly popular due to the success of those districts participating within the Chesapeake Bay Watershed, Loud Fairfax SWCD included. Demand is high and grant funds ran out last year and an over \$500 million backlog is currently awaiting new funding sources. The district has active projects in each of our four counties and Winchester City. Clarke County is home to one of two completed VCAP projects in the district. There are three projects in the works within Clarke County, from conservation landscaping to rain gardens to tree plantings. With your funding we can continue to grow this program and provide technical and financial assistance to Clarke County residents, businesses and municipalities looking to mitigate the negative impacts of stormwater runoff and improve the quality of our watershed.

Virginia Agricultural BMP Cost Share

--In FY2018, we completed practices to improve conservation on 685 acres of crop, pasture, and forestland, and protected 13,076 linear feet of stream in Clarke County. These projects represent the very last of the backlogged practices in Clarke County that were generated during the 100% cost share stream exclusion program that was offered from 2013-2015. So far in FY2019, we have approved 898 acres of cover crops in Clarke County. In addition to cover crops, other best management practices to be implemented in this fiscal year, include 1,633 linear feet of stream protection, 20 acres of conversion of cropland to forest land, 76 acres of conversion of cropland to hay/pasture land and nutrient management plan implementation on 773 acres of cropland.

Conservation Easements

The District holds 437.6 acres in conservation easements in Clarke County.

Education

Lord Fairfax Soil and Water Conservation District continues to expand our educational programming to the residents of Clarke County. Our biggest efforts focus on the K-12 students within the county.

We have strengthened our relationship with Mountain Vista Governor's School, which receives students from Clarke County. The Governor's School prepared a team to participate in our annual Envirothon competition, who took first place in 2018. The students and teachers at Mountain Vista have also been instrumental in constructing the Conservation Education Trail at Lord Fairfax Community College. This training center will serve as an educational tool for all students and adults in Clarke County and beyond.

The LFSWCD also tabled at the Clarke County STEM Fair at the high school. This event showcased our work to all students in the county. From this experience, we were connected with science curriculum directors and those involved in a watershed education implementation grant that we look forward to working with in the future.

Our relationship with Powhatan School has also grown in the past year. LFSWCD has assisted in many conservation events at the school, including the 4th Grade Conservation Fair and the Wetland Field Day. From this relationship and the work being done at Powhatan, the district nominated Robin Coutts, Lower School Science Teacher, to the Virginia Association of Soil and Water Conservation Districts for Conservation Teacher of the Year. Out of all nominated, Robin was selected as the Elementary Teacher of the Year Award and recognized at the VASWCD Annual Meeting in Roanoke.

In addition to our education efforts, LFSWCD awarded three Clarke County conservation leaders at our 2018 Annual Awards Luncheon. The awardees are as follows:

- Agronomic Award: P.T. McIntire & Sons
- Clean Water Farm Award: Harvue Farm, David M. Hardesty & Family
- Conservation Farm Award: Audley Farm

CLARKE COUNTY FY 19-20 BUDGET

Cash Grant Request

Use this form to request a cash grant from the Board of Supervisors for the next fiscal year. Attach additional information as you wish. Call Tom Judge @ 955-6172 with questions.

Agency Name: Shenandoah Area Agency on Aging

Contact (name, phone, and fax if any): Linda Holtzapple, Executive Director
(540) 551-5612 FAX: (540) 636-7810
L.holtzapple@shenandoahaaa.com

I. CASH GRANT: Amount Requested FY 20 40,000 (No Increase) > 1.5% of SAAA's
annual budget

Total clients served in FY 18: 3595 Number from Clarke: 330 (9.17% of total services)

Please attach a copy of your most recent audited financial statements, including balance sheet and income/expense statement, as well as your most recent form 990. In addition, please provide a history of salary increases for the most recent three years.

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible.

Clarke's older population comprises about 8% of all older adults in the regional service area: (Clarke, Frederick, Page, Shenandoah and Warren Counties; Winchester City)

Below is a summary of the major services provided in Clarke County, Total for the region (Clarke, Frederick, Page, Shenandoah, Warren Counties and Winchester City); and the percent of the total provided in Clarke County 10/1/17—9/30/18:

Major Services Provided	Clarke County	Total	% of Total Provided in Clarke County
Senior Center Meals	3,884	26,298	15%
Meals on Wheels(Meals Delivered)	3,210	43,964	7%
Adult Day/Respite (Hours)	410	4,172	10%
In-home Personal Care/Homemaker	486	5,775	8%
Information & Referral individuals Assisted	561	9,417	6%
Transportation (to Centers)	2,215	18,992	12%
Wellness Programs at Centers	3,983	39,294	10%
Well Tran (adults 18+ medical Transportation)	1,101	10,917	10%
VICAP # Helped with Medicare/Insurance*		307	
Care Management (Hours)	91	1,206	8%
Chronic Disease Self-Management Classes	42	253	17%
Ombudsman (Nursing Home Investigations)	37	105	35%

SAAA Local (Jurisdictional) Funding Overview

FY 19--20

	2015 Census	Seniors 60+	Request FY 19	Actual 2019	Request 2020	% Total Requested
Clarke	14,250	3,793 (7%)	40,000	40,000	40,000	12%
Frederick	83,998	17,901 (33%)	63,000	63,000	75,000	23%
Page	23,586	6,474 (12%)	65,000	65,000	65,000	20%
Shenandoah	41,938	11,464 (21%)	83,000	78,000	83,000	25%
Warren	39,181	8,387 (16%)	54,000	54,000	54,000	16%
Winchester	27,531	5,741 (11%)	20,000	0	20,000	6%
Total	230484	53,577 (100%)	325,000	300,000	337,000	102%

Total may equal more than 100% due to rounding

Shenandoah Area Agency on Aging

History of Salary & Benefit Increases for the Last 3-years

Fiscal 2016, 2017 and 2018

Based on SAAA FY 10/1—9/30

- FY 2016 (October 1, 2015 through September 2016): Individual performance was reviewed against performance targets/goals (summer of 2016). **No increases** were given during the fiscal year. Employees continue to pay 20% of their health insurance premiums and the deductibles have increased. Employees must be with the agency 5 years to be fully vested in the retirement plan.
- FY 2017 (October 1, 2016 through September 2017): Individual performance was reviewed against performance targets/goals (August 2017). **No increases** were given during the fiscal year. Employees continue to pay 20% of their health insurance premiums. Employees must be with the agency for 5 years to be fully vested in the retirement plan.
- FY 2018 (October 1, 2017 through September 2018): Individual performance was reviewed against performance targets/goals (August 2018). **No increases** were given during the fiscal year. Employees continue to pay 20% of their health insurance premiums. Employees must be with the agency for 5 years to be fully vested in the retirement plan.

Balance Sheet by Category

Shenandoah Area Agency on Aging, Inc.

Run Date: 10/31/18
Run Time: 12:14:41 pm
Page 1 of 1

Period Ending: 09/30/18
Format: 1 Audit Report Format

Assets:

Cash & Cash Equivalents	202,442.91
Accounts & Grants Receivable	202,327.39
Inventory	7,490.54
Prepaid Expenses	25,185.18
Property & Equipment, Net	563,909.70

Total Assets:	\$1,001,355.72
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Liabilities:

Accounts Payable	50,596.52
Accrued Expenses	81,450.92
Notes Payable	342,081.00
Cost Allocation Control	0.02

Total Liabilities:	\$474,128.46
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Equity:

Net Assets Restricted	3,990.50
Invested in Fixed Assets	563,909.70
Net Assets Unrestricted	-40,672.94

Total Equity:	\$527,227.26
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Total Liabilities and Equity	\$1,001,355.72
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Balance:	\$0.00
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MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: 2/14/2019

RE: *FY 20 Personnel and Capital*

Please find attached several documents related to the FY 20 Budget.

1. **FY Fund Balance Designations. (p 1)** Packet Page 20
2. **FY 20 Major Capital Requests (p 2).** Packet Page 21
3. **FY 20 Personnel Requests (p 3).** Packet Page 22
4. **FY 20 Minor Capital Requests (p 4).** Packet Page 23

Title: General Fund Balance

Source: Clarke County Joint Administrative Services

	<u>PRIOR</u>	<u>CURRENT</u>
General Fund Balance	11,556,252	11,556,252
<i>Designations</i>		
Liquidity Designation @ 12% of FY 19 Budgeted Operating Revenue	(\$3,518,828)	(\$3,518,828)
Stabilization Designation @ 3% of FY 19 Budgeted Operating Revenue	(879,707)	(879,707)
Continuing Local GF Appropriations for Capital Projects	(3,347,526)	-
Conservation Easements from Government Savings	(167,938)	(150,000)
School Operating Savings	(392,979)	(105,221)
Comprehensive Services Act Shortfall	(300,000)	(300,000)
Parks Master Plan	(130,000)	(130,000)
Emergency Vehicles	(75,000)	(75,000)
Government Savings (GenGov, JAS, DSS)	(500,000)	(414,223)
Data and Communications Technology	(600,000)	(600,000)
Leave Liability	(300,000)	(269,667)
Community Facilities	(350,000)	(319,667)
Economic Development	(150,000)	(150,000)
FY 18/19 Original Budget Surplus (Deficit)	(339,590)	(339,590)
TOTAL Designations	(11,051,568)	(7,251,903)
FY 18/19 Supplemental and Adjusted Expenditure	(336,614)	(4,350,690)
FY 18/19 Supplemental and Adjusted Revenue	185,233	584,200
Undesignated With FY 19 Supplementals and Adjustments	353,303	537,859
 <i>Changes to Government Savings:</i>		
<i>Barns of Rose Hill Donation</i>	5,000	
<i>Health Department</i>	37,326	
<i>Historic Book</i>	1,000	
<i>Resource Officer</i>	38,272	
<i>Social Services Office</i>	4,179	
<i>TOTAL</i>	85,777	
 <i>Changes to Conservation Easement: Opequon</i>		
<i>Changes to Leave Liability</i>	17,938	
	30,333	

Government Projects	FY 2019 Revised	FY 2019 Available	FY 2020 Requested	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Notes
Public Safety							
Sheriff Vehicles	136,685	3,485	212,000	159,000	159,000	159,000	\$53K ea. equipped
Sheriff Equipment	10,000	0	10,000	59,000	10,000	10,000	Copier and vests in minor capital
Sheriff Furniture				20,000	10,000		
Communications: Radios System upgrade	414,045	56,286	562,085				Available balance may be needed
Communications: Handset Replacement Sheriff			25,000	25,000	25,000	25,000	No imminent need, contingency
Communications: Handset Replacement EMS			68,000	34,000	34,000	34,000	No imminent need?
Communications: Phone System (Next Gen E911)			209,858				
Communications: Phone System (Recorder/EMD)			31,594	60,000			
Volunteer Fire Company Equipment 10% share			82,000	63,600	45,800	78,500	See Capital Plan
Parks							
New Projects							
Park Buildings	57,964	30,258	45,610				Balance from new shelter?
Parks Sitework	24,101	24,101				200,000	
Kohn Property Development	15,000	15,000					
Major Capital Asset Renovation and Repair							
Parks Replace ballfield and pool fencing	81,036	81,036	10,000	10,000	10,000	10,000	What is savings goal?
Community Development							
Real Property Assessment	200,000	22,295					
Real Property Assessment System	112,000	112,000					Not needed for now
General							
Regular Capital Asset Renovation and Repair							
Technology	144,339	39,652	40,000	40,000	40,000	40,000	
Vehicles	36,097	-377	30,000	30,000	30,000	30,000	FY 20=Maintenance vehicle
General			50,000	50,000	50,000	50,000	
HVAC	14,109	2,173	130,000				FY 20=GD Court
Roofing	121,039	121,039					
Landscaping	25,375	25,375					
Asphalt, Sidewalk, Path	3,136	3,136					
Courthouse Complex	66,373	31,221					
Convenience Center	732,911	-43,912					
Josephine Roof	18,785	852					
ERP	9,618	-3,822					
Swimming Pool	56,302	56,302					
Park Trash Cans	501	501					
Tourism Signs		-6,697					
Recreation Center Addition	1,200	1,200					
Totals	2,280,616	571,104	1,506,147	550,600	413,800	636,500	

Sources

Revenue							
	FEMA Grant for EMS Radios		34,000				
	Wireless Grants for 911 Phone System		241,452				
Total Revenue			275,452				
Fund Balance for Capital (pay-as-you-go):							
	Parks Master Plan	30,000					
	Emergency Vehicles		75,000				
	Data and Communications Technology	137,000	600,000				
	Assessment	150,000					
Total Fund Balance for Capital		317,000	675,000				
General Fund Transfer net of Revenue and Pay-as-you go	1,963,616		555,695	550,600	413,800	636,500	

**CLARKE COUNTY
NEW POSITIONS REQUESTED
FY 20 BUDGET
Source: Joint Services**

GENERAL GOVERNMENT PERSONNEL ISSUES

02/13/19 15:18

<u>Title</u>	<u>Department</u>	<u>Current Wage</u>	<u>New Wage</u>	<u>Change</u>	<u>Notes</u>
Victim Witness Coordinator pay increase	Commonwealth's Atty	46887	57846	10,959	Requesting salary increase
Legal Asst pay increase	Commonwealth's Atty	15038	17919	2,881	Requesting salary increase
Communications Specialist	Sheriff	-	33,204	33,204	
School Resource Officer	Sheriff	-	44,678	44,678	Grant Funding Phaseout
Emergency Medical Medic	Fire/EMS/EM	0	49,920	49,920	
Emergency Medical Medic	Fire/EMS/EM	-	49,920	49,920	
Emergency Medical Medic	Fire/EMS/EM	-	49,920	49,920	
Emergency Medical Technician	Fire/EMS/EM	-	46,800	46,800	
Emergency Medical Technician	Fire/EMS/EM	-	46,800	46,800	
Fire and EMS Overtime	Fire/EMS/EM	63,358	99,438	36,080	Add 36080 for new position overtime
Fire and EMS PT	Fire/EMS/EM	55,000	50,000	(5,000)	
Assistant Registrar	Registrar	11,450	12,650	1,200	Increase PT hours by 80
Electoral Board	Voting Equipment Custodian	6,646	7,096	450	Function now show in Registrar, should be Electoral Board
Medicaid Position	Social Services	-	63,136	63,136	State funding phase out in 2020
Maintenance Assistant	Maintenance	-	27,000	27,000	
Parks Admin PT	Parks	24,340	25,760	1,420	
Parks Rec Center PT	Parks	31,783	32,792	1,009	
Parks Concession PT	Parks	4,208	4,725	517	
Fire and Emergency Medical LEOS	Fire/EMS/EM	-	70,492	70,492	
Chief Deputy Treasurer Reclass	Treasurer	36,902	46,448	9,546	The Treasurer requests review of her staff salaries
Deputy Treasurer II Reclass	Treasurer	34,766	37,932	3,166	
Deputy Commissioner III	Commissioner	41,028	46,448	5,420	
TOTAL CHANGE				549,518	

Cost of 1% Salary Full Time = approx. 59,579 Gov, SS

Cost of 1% Salary Part Time = approx. 6,420 gov, SS

**CLARKE COUNTY
MINOR CAPITAL REQUESTS & ACTIONS
FY 20 BUDGET**

<u>Source</u>	<u>Item</u>	<u>Request Amount</u>	<u>Revenue</u>	<u>FY 20 System Status</u>	<u>Approved Amount</u>	<u>Status</u>
Sheriff Communications	Copier	6,000	-			From carryover?
Parks	Dog Park Picnic Tables (2)	1,576				
Electoral Board	Electronic Pollbooks	2,400				
Registrar	Digital Recorder	200				
Registrar	Ipad	500				
Sheriff	Bullet Proof Vests	14,400	4,000			Long lead time: capital? Order in April?
Maintenance	Rec Center Lights	4,800				
Maintenance	Ball Field drag	2,100				
Circuit Court Clerk	Additional Shelving	6,000				No specific request, but perennial?
Total		30,400			-	-
<i>FY 19 Contingency</i>						12,000

Use this form to request technology improvements including hardware, software, telephone service, training, programming, and maintenance. Complete a separate sheet for each project. Attach additional information as necessary.

Department, School, or Agency Name: Clarke County Sheriff's Office

Account Manager or Contact Person: Anthony W. Roper

Technology Object or Project Name: Communications Copier

Month and Year Needed: July 2019 New or Replacement? New Cost: \$6,000

Non-local Revenue for Object (if any):

Source: _____

Amount: _____

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

Currently the Communications Center utilizes two printer to run the shop. One of the printers serves as a fax machine/color printer where the other is a laser printer. The cartridges for the ink of these two printers are becoming expensive. We need to upgrade to a copier, printer, fax machine (all in one) that will better serve the needs of the center.

CLARKE COUNTY FY 20 BUDGET

Personnel Request

Use this form to request a new position or an expansion in hours for an existing position. Complete a separate sheet for each request. Attach additional information as necessary.

Department, School, or Agency Name: Clarke County Sheriff's Office

Account Manager or Contact Person (Name): Anthony W. Roper

Title of Requested Position: School Resource Officer Hours/Week: 40

Weeks, days, or months per year (specify): 52 weeks (Full Time)

Position Cost (salary only, annual basis): \$44,678.00

Month and Year needed : July 2019

Non-local Revenue for Position:

Source: _____

Amount: _____

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible:

The Clarke County Sheriff's Office asks the County to continue funding the School Resource Officer position that is assigned to Johnson Williams Middle School. The Sheriff's Office received a grant to fund the position for one year. The grant funding will end on September 30, 2019.

CLARKE COUNTY FY 20 BUDGET

Capital Outlay Request

Use this form to request a capital outlay item including furniture, equipment, vehicles, major maintenance, or other similar infrequent large dollar purchase. Use the Technology Request form for computers, printers, etc. Complete a separate sheet for each request, and attach additional information as necessary.

Department, School, or Agency Name: Clarke County Sheriff's Office

Account Manager or Contact Person: Anthony W. Roper

Object or Project Name: Vehicles

Month & Year Needed: July 2019 New or Replacement? Replacement Cost: \$212,000

Non-local Revenue for Object:

Source: _____

Amount: _____

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

The Clarke County Sheriff's Office cannot perform its function to our citizens without the use of cruisers and investigation vehicles. It is imperative that we provide the best possible equipment to our deputies so they can strive to perform their role as law enforcement officers safely and efficiently. When a citizen calls for the service of a deputy, they expect the deputy to arrive quickly. Having vehicles in our fleet with excessively high mileage and / or age can make meeting that need difficult. Newer vehicles will aid us in providing the service our citizens expect and deserve.

FY20

- 4 – 2019 Ford Police Interceptor Utility for Field Staff. \$53,000 each. Total - \$212,000
- All of these vehicles come fully equipped with the price including installation and labor costs.

Use this form to request a capital outlay item including furniture, equipment, vehicles, major maintenance, or other similar infrequent large dollar purchase. Use the Technology Request form for computers, printers, etc. Complete a separate sheet for each request, and attach additional information as necessary.

Department, School, or Agency Name: Clarke County Sheriff's Office
Account Manager or Contact Person: Anthony W. Roper
Object or Project Name: Camera System

Month & Year Needed: July 2019 New or Replacement? New Cost: \$10,000

Non-local Revenue for Object:

Source: _____

Amount: _____

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

We need to continue to install cameras in the Courthouse complex. We were asked to spread this project over several years to accommodate the budget. The total projected cost in total was \$35,000. We have completed phase one, the amount requested is for phase two.

FY-19 Justifications statement: The Clarke County Sheriff's Office requires the installation of cameras in the courthouse complex and courtrooms to enhance security. The cameras will be placed in several areas and will be monitored by Communications staff. The video footage can be recorded and played back in the event an incident or a crime occurs. This is a long overdue necessity that will provide a safe environment for all persons in the complex.

Use this form to request a capital outlay item including furniture, equipment, vehicles, major maintenance, or other similar infrequent large dollar purchase. Use the Technology Request form for computers, printers, etc. Complete a separate sheet for each request, and attach additional information as necessary.

Department, School, or Agency Name: Clarke County Sheriff's Office

Account Manager or Contact Person: Anthony W. Roper, Sheriff

Object or Project Name: Radio System Upgrade

Month & Year Needed: July 2019 *New or Replacement?* Replacement *Cost:* \$562,085.00

Non-local Revenue for Object: None

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

This is Phase 2 project to replace outdated and non-manufactured equipment for our existing county wide public safety radio system. These figures and phases have been recommended by our consulting Firm OmniComm after an in depth needs assessment. This project has been discussed with the finance committee and has the support of both the technology committee and the EMS Commission.

CLARKE COUNTY FY 20 BUDGET

Capital Outlay Request

Use this form to request a capital outlay item including furniture, equipment, vehicles, major maintenance, or other similar infrequent large dollar purchase. Use the Technology Request form for computers, printers, etc. Complete a separate sheet for each request, and attach additional information as necessary.

Department, School, or Agency Name: Clarke County Sheriff's Office

Account Manager or Contact Person: Anthony W. Roper

Object or Project Name: Bullet Proof Vest

Month & Year Needed: July 2019 New or Replacement? Replacement Cost: \$14,400

Non-local Revenue for Object:

Source: Department of Justice

Amount: \$4,000

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

Every five year our Bullet Proof Vests expire. This is the year we need to purchase the vests.

CLARKE COUNTY FY 20 BUDGET

Capital Outlay Request

Use this form to request a capital outlay item including furniture, equipment, vehicles, major maintenance, or other similar infrequent large dollar purchase. Use the Technology Request form for computers, printers, etc. Complete a separate sheet for each request, and attach additional information as necessary.

Department, School, or Agency Name: Clarke County Sheriff's Office
Account Manager or Contact Person: Anthony W. Roper
Object or Project Name: Mobile and Portable Radios

Month & Year Needed: July 2019 New or Replacement? Replacement Cost: \$25,000

Non-local Revenue for Object:

Source: _____

Amount: _____

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

The radios the field staff use (mobile and radios) are set to sundown in November 2019. Motorola may not be able to repair the radios after this time period. We are confident that our radios will still last beyond this time frame. We are asking for the County to set aside \$25,000 a year. This money will be used to replace a radio if it is not serviceable. We may not use the money in this fiscal year however having the money designated will save time through the procurement process. If we replaced all of the mobile and portable radios now it would costs roughly \$330,000. We feel this approach is more fiscally responsible.

Use this form to request a new position or an expansion in hours for an existing position. Complete a separate sheet for each request. Attach additional information as necessary.

Department, School, or Agency Name: Emergency Communications Center, Sheriff's Office

Account Manager or Contact Person (Name): Pamela Hess

Title of Requested Position: Communications Specialist Hours/Week: 40

Weeks, days, or months per year (specify): 12 months

Position Cost (salary only, annual basis): \$33,204.00 (salary)+\$12,614.00 (benefits) \$45,818.00 (total)

Month and Year needed : July 1, 2019

Non-local Revenue for Position:

Source: Virginia Wireless Fund

Amount: **Varies based on overall personnel costs

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible:

We operate a 24x7 operation with a minimum staffing of 2 people. We submitted an overtime budget last year to assist us in being able to use leave and assist in reducing leave liability. With the fact that we operate at minimum staffing as it is as soon as we lose one person it automatically means that we start using overtime. As our overtime usage indicates it is obvious when we are short staffed. We have a compounded problem of operating exactly at the minimum staffing that is required to work a reasonable 2x24x7 schedule & constantly suffering from not being able to retain trained employees. I stand firm with my contention that it is necessary to hire at least one additional staff member. Bringing our staffing level to one above minimum staffing should significantly reduce our current overtime usage. While we eventually are able to get our new hires trained they many times are thrown to the wolves and have to be a partner and not a trainee on a shift. This leads to incredible anxiety, trying to learn and perform something that is emergent. I believe this could be one of the reasons we have a high turnover rate. We have wrestled for several years to maintain full staffing levels and have turned over 5 employees since December of 2017.

Use this form to request technology improvements including hardware, software, telephone service, training, programming, and maintenance. Complete a separate sheet for each project. Attach additional information as necessary.

Department, School, or Agency Name: Clarke County Emergency Communications Center

Account Manager or Contact Person: Pamela L. Hess, Director

Technology Object or Project Name: Recorder Replacement

Month and Year Needed: July 2019 New or Replacement? NEW Cost: \$31,593.50

Non-local Revenue for Object (if any):

Source: Wireless Services Board Grant

Amount: \$31,593.50

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

Our existing recorder is at end of life due to the company being sold to NICE. We are seeking to replace the recorder as part of the overall text to 911 upgrade that is being submitted under a separate request. If we are unable to obtain the grant funds it will need to be funded locally.

Use this form to request technology improvements including hardware, software, telephone service, training, programming, and maintenance. Complete a separate sheet for each project. Attach additional information as necessary.

Department, School, or Agency Name: Clarke County Emergency Communications Center

Account Manager or Contact Person: Pamela L. Hess, Director

Technology Object or Project Name: Next Generation 911 Migratrtration

Month and Year Needed: July 2019 New or Replacement? NEW Cost: \$209,858.05

Non-local Revenue for Object (if any):

Source: Wireless Services Board Grant

Amount: \$209,858.05

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

The Commonwealth of Virginia is funding the FCC mandate that all 911 Public Safety Answering Points be enabled to answer text to 911 emergency notifications. As part of this they have decided to migrate the existing 911 system over to Internet Protocol based network (Next Generation 9-1-1) with no single point of failure. Virginia has chosen AT&T to be the provider that is on State Contract. The upgrade is being fully funded. They are also including 24 months of the recurring monthly charges and that is reflected in the above figure. Our existing monthly charges are \$1013.29 so at the end of the 24 months we will see an increase and the total monthly amount will become \$3,180.17 which will be an increase of \$2,155.88. Whether the Commonwealth will decide to continue to incur those monthly costs beyond the 24 months has not yet been discussed. See attached migration proposal.



County of Clarke, Virginia
Department of Fire, EMS and Emergency Management
Director Brian Lichty



MEMORANDUM

To: Tom Judge, JAS Director

From: Brian Lichty, Director Fire, EMS and Emergency Management

Cc: David Ash, County Administrator

Date: January 11th, 2019

RE: Amendment to Fire-EMS Commission Recommendation

At the January 10th Fire-EMS Commission meeting a motion was made and voted passed by a unanimous vote to increase the staffing request from 3 FTE's to 5 FTE's. This change was in reference to item #5 of the Commission recommendations as outlined below;

5. Staffing – The addition of 3 5 FTE's to provide additional Firefighter/EMT or Firefighter/Medic Monday thru Friday seven days a week, 12-hours a day.
 - The need for additional career personnel to assist with system performance has been identified by the current temporary staffing in place at the Blue Ridge Volunteer Fire Department. It is the recommendation of the Commission these positions will have significant impact on system performance, assisting to reduce response time and continuation to standardize equipment and processes throughout the Fire-EMS system.

On behalf of the Fire-EMS Commission I am requesting to present this information to the Finance Committee as they prepare the Fiscal Year 2020 budget. In presenting to the Committee I hope to answer any questions they may have.

Should you have any questions please feel free to contact me.

CLARKE COUNTY FY 20 BUDGET

Capital Outlay Request

Use this form to request a capital outlay item including furniture, equipment, vehicles, major maintenance, or other similar infrequent large dollar purchase. Use the Technology Request form for computers, printers, etc. Complete a separate sheet for each request, and attach additional information as necessary.

Department, School, or Agency Name: Fire and EMS

Account Manager or Contact Person: Brian Lichty

Object or Project Name: Radio Replacements

Month & Year Needed: July 2019 New or Replacement? Replacement Cost: \$68,000

Non-local Revenue for Object:

Source: FEMA – Aid to Localities (ATL)

Amount: \$34,000

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

All Fire-Rescue radios are in the "Sun Down Phase" or the radios are no longer going to be support and/or this radio is no longer being manufactured. Although most radios are currently operational, any costs to maintain are not recommended and this is a phased approach to purchasing radios over the course of the next several years (12-14 years). The estimated cost of each radio is \$8,500, the goal is to purchase 8 through the use of a grant (\$34,000 from grant, \$34,000 local match). If grant is not awarded will be seeking to replace 4 radios for a total of \$34,000 (matching funds for grant).

Use this form to request a capital outlay item including furniture, equipment, vehicles, major maintenance, or other similar infrequent large dollar purchase. Use the Technology Request form for computers, printers, etc. Complete a separate sheet for each request, and attach additional information as necessary.

Department, School, or Agency Name: Fire and EMS

Account Manager or Contact Person: Brian Lichty

Object or Project Name: Capital Needs Plan replacement

Month & Year Needed: July 2019 New or Replacement? Replacement Cost: \$60,000

Non-local Revenue for Object:

Source: _____

Amount: _____

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

Fire-Rescue has worked out a Capital Plan (Attached) that outlines large purchases (any purchase \$50,000 or more) over the next 10 years. This plan is for Clarke County to contribute up to 10% of projected yearly costs. Example -- As shown in FY20 the total projected cost of capital needs is \$600,000; Clarke County contribution for FY 20 would be \$60,000 (10%). See the memo reference Fiscal Year 2020 Budget Recommendations for further information.

CLARKE COUNTY FY 20 BUDGET

Personnel Request

Use this form to request a new position or an expansion in hours for an existing position. Complete a separate sheet for each request. Attach additional information as necessary.

Department, School, or Agency Name: Fire and EMS

Account Manager or Contact Person (Name): Brian Lichty

Title of Requested Position: FF/EMT (2-FTE) & FF/Medic (3-FTE) x5

Hours/Week: 48 Weeks, days, or months per year (specify): 52-Weeks

Position Cost (salary only, annual basis): FF/EMT-\$46,800ea FF/Medic-\$49,920ea

Month and Year needed : July 2019

Non-local Revenue for Position:

Source: _____

Amount: _____

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible:

After evaluating response time standards for the past two years the Fire-EMS Commission has recommended the addition of 3 FTEs. These new positions will give support to the Fire-Rescue system by providing two additional personnel for 12-hours a day Monday thru Friday each week. The 3 FTE's are for 2-FF/Medic and 1-FF/EMT.

Position	Base Salary	# FTEs	Total
Firefighter (FF)/Medic	\$49,920	3	\$149,760
Firefighter (FF)/EMT	\$46,800	2	\$93,600
	Total-	3	\$243,360

See the attached Fire-EMS Commission Recommendation memo for further information (this is staffing option 2).

Use this form to request a new position or an expansion in hours for an existing position. Complete a separate sheet for each request. Attach additional information as necessary.

Department, School, or Agency Name: Fire and EMS

Account Manager or Contact Person (Name): Brian Lichty

Title of Requested Position: Overtime Increase Hours/Week: _____

Weeks, days, or months per year (specify): 52-Weeks

Position Cost (salary only, annual basis): Increase to \$100,080

Month and Year needed : July 2019

Non-local Revenue for Position:

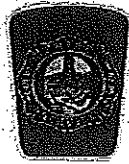
Source: _____

Amount: _____

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible:

This overtime increase is for estimated costs for 3 new FTEs and for sending 1 current employee to Medic class. Sending this employee to class will require paying overtime for any class time outside normal working hours. If new employees are not awarded the increase is estimated at \$18,000. See the Table below for further explanation;

	<u>Estimated Cost</u>	<u>Notes</u>
<u>3-FTEs</u>	<u>\$24,000</u>	<u>Estimated cost per employee-\$8,000</u>
<u>Class</u>	<u>\$12,080</u>	<u>If no additional FTEs – est. cost-\$18,000</u>
<u>Total Increase-</u>	<u>\$36,080</u>	



County of Clarke, Virginia
Department of Fire, EMS and Emergency Management
Director Brian Lichty



MEMORANDUM

To: Tom Judge, JAS Director
From: Brian Lichty, Director Fire, EMS and Emergency Management
Cc: David Ash, County Administrator
Date: January 3rd, 2019
RE: Fiscal Year 2020 Fire-EMS Commission Recommendations

After a careful consideration and evaluation the Clarke County Fire-EMS Commission is making the following recommendations for the Fiscal Year 2020 Budget.

1. Volunteer Department Stipends – Keep current stipend funding levels (no increase)
 - This will allow the volunteer departments to maintain their current operational expenses without eliminating programs, services or equipment
2. Keep For-For-Life and Fire Program funding with the Volunteer Departments
 - These funding sources are included into the operational budgets for each department. Any removal of these funds would have direct effects on their ability to maintain current programs, services or equipment.
3. Add a line item for 1582 National Fire Protection Association (NFPA) physicals in the amount of \$12,000
 - NFPA 1582 physicals are essential to identifying and maintaining the health and welfare of firefighters. This program allows personnel in the Fire-EMS system to obtain an annual physical designed to identify medical conditions that could have adverse effects on their ability to perform and recover from firefighting operations.
4. Maintain the current Volunteer Incentive Program funding of \$15,000
 - In order to fully evaluate the effectiveness of this program additional time is needed. This program was initiated in Fiscal Year 2019 and initial effects on system performance is being evaluated monthly.
5. Staffing – The addition of 3 FTE's to provide additional Firefighter/EMT or Firefighter/Medic Monday thru Friday, 12-hours a day.
 - The need for additional career personnel to assist with system performance has been identified by the current temporary staffing in place at the Blue Ridge Volunteer Fire Department. It is the recommendation of the Commission these positions will have significant impact on system performance, assisting to reduce response time and continuation to standardize equipment and processes throughout the Fire-EMS system.

Office: 540-955-5113

101 Chalmers Ct., Suite B
Berryville, VA 22611

Fax: 540-955-5180

6. Add a line item for EMS training and recruitment with a funding level of \$5,000
 - As identified in #3 and #6 of the Strategic Goals recruitment and training are critical elements in improving the Fire-EMS system. This funding will go toward providing local training. In addition, this funds will be used to identify and solicit key markets in recruiting new members.
7. Add a line item for the replacement of 3-5 radios annually (estimated costs is \$42,500)
 - All current radios in the Fire-EMS system are quickly becoming obsolete due to the "sun-downing" phase (a phase where this type of radios are no longer being produced). This plan will begin the replacement of these radios. This process will take several years to complete.
8. Adding a Capital purchasing plan to include estimated replacement timeline and cost for all front line apparatus and equipment exceeding \$50,000, with an annual contribution of 10%.
 - Example – In Fiscal year 2020 the projected costs are \$600,000; therefore a contribution of \$60,000 for fiscal year 2020)

The Fire-EMS system is grateful for the continued support of the Clarke County Government. Over the past several years the leadership in County Government has shown their commitment to improving the Fire-EMS system. Although much has already been done, additional support is needed. Each of the recommendations listed above are focused on meeting one or more of the Strategic Goals.

On behalf of the Fire-EMS Commission I am requesting to present this information to the Finance Committee as they prepare the Fiscal Year 2020 budget. In presenting to the Committee I hope to answer any questions they may have.



County of Clarke, Virginia
Department of Fire, EMS and Emergency Management
Director Brian Lichty



MEMORANDUM

To: Tom Judge, JAS Director
 From: Brian Lichty, Director Fire, EMS and Emergency Management
 Cc: David Ash, County Administrator
 Date: December 20th, 2018
 RE: Budget Projections for Fee for Service Fiscal Year 2020

In projecting Fiscal Year 2020's total revenue I have examined the past three full years of collections. From fiscal year 2016 to 2017 there was a 15.3% increase. Since this time we have seen only a minimal increase in revenue. The increase over the past four fiscal years are listed in the table below.

	Collected	Increase from Previous Year
FY 2016	\$354,919	0.0%
FY 2017	\$409,373	15.3%
FY 2018	\$411,785	0.5%
FY 2019*	\$404,252	-1.8%

*Estimate based on current year collections

The addition of TNTs (Treated not Transported) and patient balance billing were estimated to have an additional revenue of approximately \$80,000 in FY 19. Although these combined monthly collections are rising, there is not enough information to support future projections. The overall TNT incidents has also decreased in the past two months with unknown reasoning. The table below shows the TNTs and Patient balance collections for the current fiscal year;

	Jul.	Aug.	Sept.	Oct.	Nov.
TNTs	\$0	\$150	\$735	\$585	\$487.50
Patient Balance	\$607	\$916.10	\$1,037.91	\$1,639.80	\$2,280.90

In the first five months of this fiscal year we have also seen a steady decrease in ALS (advanced life support) billable transports. ALS transports reflect our highest revenue and it is down an estimated 16% from the same time last year.

The overall estimate of revenue for fiscal year 2020 is \$432,500, this includes \$390,000 from transports and \$42,500 from TNTs and Patient balances. I will try and set up a meeting with you prior to the budget kick-off process to review my estimates. Thank you and should you have any further questions please feel free to contact me.

Use this form to request a capital outlay item including furniture, equipment, vehicles, major maintenance, or other similar infrequent large dollar purchase. Use the Technology Request form for computers, printers, etc. Complete a separate sheet for each request, and attach additional information as necessary.

Department, School, or Agency Name: Maintenance Department
Account Manager or Contact Person: Joey Braithwaite
Object or Project Name: Ball field drag

Month & Year Needed: 7/19 New or Replacement? replacement Cost: \$2,100

Non-local Revenue for Object:

Source: _____

Amount: _____

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

Maintenance request a new drag/ field groomer for the park baseball fields. The one we are using is a shop made drag and a chain link groomer. This machine would eliminate the second pass and help maintain a quality safe playing surface.

Use this form to request a new position or an expansion in hours for an existing position. Complete a separate sheet for each request. Attach additional information as necessary.

Department, School, or Agency Name: Maintenance Department

Account Manager or Contact Person (Name): Joey Braithwaite

Title of Requested Position: Maintenance Assistant

Hours/Week: 40 Weeks, days, or months per year (specify): Full Time

Position Cost (salary only, annual basis): \$27,000

Month and Year needed : July 2019

Non-local Revenue for Position:

Source: _____

Amount: \$27,000

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible:

With the expanding properties and increasing task the Maintenance department request a Maintenance Assistant. CCPR continues to grow in the use of Baseball, Soccer and now Lacrosse field maintenance and game preparations.

The Kohn Property and the new Convenience Center has added new task and maintenance responsibilities. All schools Work Order request continue to increase.

Currently the Work order backlog stays around the 100 work order mark. We project with the addition of 1 person we can change some from be totally reactive to 20% proactive

Use this form to request a capital outlay item including furniture, equipment, vehicles, major maintenance, or other similar infrequent large dollar purchase. Use the Technology Request form for computers, printers, etc. Complete a separate sheet for each request, and attach additional information as necessary.

Department, School, or Agency Name: Maintenance Department
Account Manager or Contact Person: Joey Braithwaite
Object or Project Name: Rec Center Gym Lights

Month & Year Needed: _____ New or Replacement? _____ Cost: \$4,800

Non-local Revenue for Object:

Source: _____

Amount: _____

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

Request for new gym lighting for the Rec Center. Maintenance would like to replace all 20 lights in the gym in house labor. We can get 1 LED light for the same price or less than it we spend on one ballast and bulb to repair. We repair on average 4 to 5 lights in the gym each year. There will also be a significant electrical usage with LED lighting.

Use this form to request a capital outlay item including furniture, equipment, vehicles, major maintenance, or other similar infrequent large dollar purchase. Use the Technology Request form for computers, printers, etc. Complete a separate sheet for each request, and attach additional information as necessary.

Department, School, or Agency Name: Maintenance Department
Account Manager or Contact Person: Joey Braithwaite
Object or Project Name: General District Court HVAC

Month & Year Needed: 7//2019 New or Replacement? Replacement Cost: \$130,000

Non-local Revenue for Object:

Source: _____
Amount: _____

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

We had LPA Engineering Group research possible permanent fix for the ongoing issues with the HVAC units in the courtroom attic at General District Court. The units continue to have condensation evacuation problems that cause leaks and damage to the court room ceiling.

LPA presented 2 possible solutions.

- 1) Replace the 3 units in the attic with new commercial brand units and raise them up off the deck 2 feet to allow for proper Condensate containment and route to a interior drain to prevent frozen lines causing overflow \$40,000
- 2) Remove the 3 units from the attic and replace with a new outdoor heat pump. Issue may be with a suitable outdoor location. \$130,000

These prices were budgetary estimates from the engineer not quotes from contractor

CLARKE COUNTY FY 20 BUDGET

Capital Outlay Request

Use this form to request a capital outlay item including furniture, equipment, vehicles, major maintenance, or other similar infrequent large dollar purchase. Use the Technology Request form for computers, printers, etc. Complete a separate sheet for each request, and attach additional information as necessary.

Department, School, or Agency Name: Maintenance Department

Account Manager or Contact Person: Joey Braithwaite

Object or Project Name: Vehicle

Month & Year Needed: 09/01/2019 New or Replacement? New Cost: 30,000

Non-local Revenue for Object:

Source: _____

Amount: _____

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

Maintenance and County vehicle fleet has several vehicles that are requiring substantial maintenance dollars to keep them operational. Animal Shelter Van, IT handed down car from the sheriff's department and a 2002 truck within the maintenance department. We project at least one of these will fail and will need replacement this year.

Use this form to request a capital outlay item including furniture, equipment, vehicles, major maintenance, or other similar infrequent large dollar purchase. Use the Technology Request form for computers, printers, etc. Complete a separate sheet for each request, and attach additional information as necessary.

Department, School, or Agency Name: Clarke County Parks & Rec
 Account Manager or Contact Person: Lisa Cooke
 Object or Project Name: Storage Facility

Month & Year Needed: _____ New or Replacement? R Cost: _____

Non-local Revenue for Object:

Source: _____

Amount: \$45,610.00

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

24 x 30 A-Frame Smart Board or Vinyl Storage Building w/
 16' Garage Door and 2nd Floor w/stairs on inside \$29,000.00

Amended Site Plan Application		625.00
Site Plan (Unless we can amend Master Plan) based on shelter cost	Approx.	6,537.50
Building Permit (Does not include sub-panel, but includes electric)		185.85
Concrete (based on \$8 per square ft. which is what shelter avg. out to be)		5,760.00
Electric		3,500.00

Storage building will be used to replace barn. It will allow us to have tractor at park, as well as room to store all items in one central location. At the present time, everything is scattered at various locations throughout the Park as well as other locations. This causes inefficient use of personnel time, etc... Also, various user groups such as basketball and soccer in the past used the barn for storage, now they have no place to store items except individual's homes. Soccer has already requested space to put a storage shed like little league at the park to have storage here at the park. We really need one central storage area instead of little buildings utilized throughout the park.

CLARKE COUNTY FY 20 BUDGET

Personnel Request

Use this form to request a new position or an expansion in hours for an existing position. Complete a separate sheet for each request. Attach additional information as necessary.

Department, School, or Agency Name: Commonwealth's Attorney

Account Manager or Contact Person (Name): Anne Williams

Title of Requested *Position: Victim Witness Director

Hours/ Week: N/A Weeks, days, or months per year (specify): N/A

Position Cost (salary only, annual basis): Requesting salary increase for current position from \$46,887.15 to at least \$50,000 and up to \$57,846.18

Month and Year needed : July 1, 2019

Non-local Revenue for Position:

Source: Possibly VSTOP and Victim Witness Grants

Amount: unclear at this time

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible:

This office respectfully requests a salary increase for the current Victim Witness Director position.

The Victim Witness Director is designated as a GG17 on the County's adopted Pay Grade Schedule. The minimum salary for a GG17 is \$44,497.06, the midpoint is \$57,846.18 and the maximum is \$71,195.29. The current salary for the position is \$46, 887.15. This request is to raise the salary to an amount closer to, or at, the midpoint of the paygrade. Specifically, the salary requested is at least \$50,000 and up to \$57,846.18.

While the current salary, which is roughly \$2,300 above the minimum, reflects an amount which might be appropriate for a new employee entering the position, the current Director has served in this position for what will be fourteen (14) years in May 2019, with excellent execution of duties for Clarke County. An increase in salary to the midpoint of the paygrade most accurately reflects the position being filled with a dedicated employee with over a decade of experience and stellar job performance.

It is expected that there will be available funds in this office's salary budget due to a position being filled at a lower salary than the previous employee. It is also possible to explore funding from the VSTOP and Victim Witness Grants that currently fund the Victim Witness Director position. However, current grant submissions have not requested a funding increase for the Director's salary.

Use this form to request a new position or an expansion in hours for an existing position. Complete a separate sheet for each request. Attach additional information as necessary.

Department, School, or Agency Name: Commonwealth's Attorneys Office

Account Manager or Contact Person (Name): Anne Williams

Title of Requested Position: Legal Assistant Hours/ Week: N/A

Weeks, days, or months per year (specify): N/A

Position Cost (salary only, annual basis): \$17.23/hour

Month and Year needed : July 1, 2019

Non-local Revenue for Position:

Source: _____

Amount: _____

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible:

The Commonwealth's Attorneys Office respectfully requests an increase in the part-time budget from \$15,038 to at least \$17,919 (which does not account for FICA) to accommodate the pay raise implemented for part-time employees. We have one (1) part-time employee in the position of Legal Assistant whose hourly rate was increased, effective July 1, 2018, as a result of the pay increase approved by the Board of Supervisors.¹ The current hourly rate for this employee is \$17.23, and the position requires up to twenty (20) hours of work per week. Therefore, it is requested that the current budget of \$15,038 be increased to account for the current hourly rate.

¹ Thank you for increasing all part-time employees' pay.

Use this form to request a new position or an expansion in hours for an existing position. Complete a separate sheet for each request. Attach additional information as necessary.

Department, School, or Agency Name: Registrar's Office

Account Manager or Contact Person (Name): Barbara Bosserman

Title of Requested Position: Voting Equipment Custodian

Hours/ Annual: 40 hrs @ \$20

Days/ Annual: 3 election days @ 150

Position Cost (salary only, annual basis): \$1,250

Month and Year needed : 11/2019, 3/2020, 6/2020

Non-local Revenue for Position:

Source: Virginia Department of Elections

Amount: Estimated \$200 for Presidential Primary Reimbursement

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible:

Increase of one additional election day + hours due to the pending Presidential Primary in March 2020.

The Voting Equipment Custodian's function is to support elections and should be associated with the Electoral Board's budget. Perhaps it should be moved from the Registrar's 'Part-time Salaries' to the Electoral Board's 'Electoral Board Services', which includes the officers of election.

Use this form to request a new position or an expansion in hours for an existing position. Complete a separate sheet for each request. Attach additional information as necessary.

Department, School, or Agency Name: Registrar’s Office

Account Manager or Contact Person (Name): Barbara Bosserman

Title of Requested Position: Assistant Registrar

Hours/ Annual: 848 hrs – see below

Weeks, days, or months per year (specify): See Below

Position Cost (salary only, annual basis): \$12,720

Month and Year needed : July 1, 2019

Non-local Revenue for Position:

Source: Virginia Department of Elections

Amount: Estimated \$200 for Presidential Primary Reimbursement

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible:

Due to the increased workload and complexity of required tasks, it is necessary to increase the number of hours for the asst. registrar. Additional hours are also required to cover the 2020 Presidential primaries and election, along with the preparation for redistricting in 2021.

Increase number of hours to 848 hours @ \$15 (average): (increase of 80 hrs over FY19)

40 wks @ 12 hrs = 480 hrs

5 wks @ 20 hrs = 100 hrs

3 wks @ 36 hrs = 108 hrs

4 wks @ 40 hrs. = 160 hrs (vacation and week before a general election)

Use this form to request technology improvements including hardware, software, telephone service, training, programming, and maintenance. Complete a separate sheet for each project. Attach additional information as necessary.

Department, School, or Agency Name: Electoral Board

Account Manager or Contact Person: Barbara Bosserman

Technology Object or Project Name: Lenovo Laptops – Electronic Pollbooks

Month and Year Needed: 08/2019 New or Replacement? New Cost: \$2,400

Non-local Revenue for Object (if any):

Source: _____

Amount: _____

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

Elections rely on the Electronic Pollbooks to check-in voters on election day. We currently have 2-laptops for each precinct, which is the minimum number allowed, with are only 5 - spares to cover when there is a technical failure and none to use for expansion. Purchasing 4 additional laptops would allow expansion to use 3-EPBs at 5 precincts during the presidential election and still have back-up units.

Use this form to request a new position or an expansion in hours for an existing position. Complete a separate sheet for each request. Attach additional information as necessary.

Department, School, or Agency Name: Treasurer's Office

Account Manager or Contact Person (Name): Sharon Keeler

Title of Requested Position: _____ Hours/ Week: _____

Weeks, days, or months per year (specify): _____

Position Cost (salary only, annual basis): _____

Month and Year needed : ASAP

Non-local Revenue for Position:

Source: _____

Amount: _____

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible:

I am requesting that my staff are brought up to the salary standards that others in the same pay grade, with the same years of employment are paid, within the County. As you can see in the attachments, I have two employees that are nowhere near their respective pay grades. I ask that my Chief Deputy be paid the same salary of \$46,447.73, which is the same as others with the same pay grade and number of years worked in the County. I also ask that my Deputy II be paid a salary of \$37,932.20. This would make their salary comparable to others with the same pay grade with an additional \$1,000 per year of experience. These salaries would be before any additional percentage increase given by the County.

My office's workload has increased significantly with the new computer system. If I cannot pay at the comparable pay level (pay grade) I will likely lose staff.

Department	Title	Years of Service	Grade	CY Salary	Proposal (match CCSO- same Grade and Years of Experience)	New Salary Total
CCSO	Administrative Assistant	10	10	\$46,447.73		
T	Chief- Deputy Treasurer III	10	10	\$36,902.53	\$9,545.20	\$46,447.73

Department	Title	Years of Service	Grade	CY Salary	Proposal A (Match CoR-Same Grade)	Proposal B For Additional years of experience (\$1000*2years)	Proposal Sum	New Salary Total
CoR	Deputy Commissioner of the Revenue II	1	8	\$35,932.20				
T	Deputy Treasurer II	3	8	\$34,765.86	\$1,166.34	\$2,000.00	\$3,166.34	\$37,932.20

CLARKE COUNTY FY 20 BUDGET

Personnel Request

Use this form to request a new position or an expansion in hours for an existing position. Complete a separate sheet for each request. Attach additional information as necessary.

Department, School, or Agency Name: Donna Mathews Peake
Commissioner of Revenue
 Account Manager or Contact Person (Name): Clarke County
P.O. Box 67
Borryville VA 22611
 Title of Requested Position: COR Deputy III 120 hrs Week: _____
 Weeks, days, or months per year (specify): _____
 Position Cost (salary only, annual basis): _____

Month and Year needed : _____

Non-local Revenue for Position: _____
 Source: please see
 Amount: attached

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible:

Would like my Deputy brought up to the same salary as another employee with same grade + years of service. The employee also works in a constitutional office.

Department	Title	Years of Service	Grade	CY Salary	Proposal (match CCSO)	Total
CCSO	Administrative Assistant	10	10	\$46,447.73		
CoR	Deputy Commissioner of the Revenue III	10	10	\$41,027.76	\$5,419.97	\$46,447.73