

FY 16 Budget Process

January 27, 2015 5:30 pm

Joint Government Center

Presentations:

1. Social Services (p. 1)
2. Registrar (p. 10)
3. Parks and Recreation (p. 15)
4. Sheriff (p. 56)

CSA
PREPARED 01/21/2015

CSA PROJECTED EXPENDITURES 2015/16					
Special Education Residential (3)	489,948				
Special Ed Sevices Day Placements (2)	124,200				
Special Ed Wrap Around (6)	14,000				
Total	628,148				
Regular Foster Care (5)	41,000				
Prevention Foster Care (12)	40,000				
Non-Mandated (10)	10,000				
Foster Care Residential (1)	159,600				
Treatment Foster Care (1)	43,200				
Total DSS	293,800				
Total - Schools & DSS	921,948				
Local Costs					
Local Share CSA (Figured at 47.97% of \$921,948)	442,258				
CSA Coordinator (1)	25,000				
Local Cost Non-Mandated	20,000				
Total Local Costs	487,258				
CSA Costs					
CSA	921,948				
CSA Coordinator (State Contributes 6,500)	31,000				
Non-Reimburse CSA (20,000 non-mandated)	20,000				
Total CSA Costs	972,948				
FY					
	15/16				
State Share	487,258				
Local Share	485,690				
Total CSA	972,948				
COMPARISON					
	PROJECTED(1/14)		PROJECTED (1/15)		PROJECTED
	FY	FY	FY	FY	FY
	12/13	13/14	14/15	14/15	15/16
Total CSA	423,925	594,241	607,000	654,818	972,948
Local Share	253,921	290,921	300,543	334,151	485,690

Actual CSA Coordinator cost is 31,000 (state contributes 6,500).

Budget Explanation for Clarke Social Services

FY 15/16

Proposal #1- Includes the funding for salary increases awarded in December retroactive to July 1, 2014 and the corresponding increases in FICA, Retirement, and Life Insurance. This also includes a 10% increase in health insurance costs. Operational costs include increase of legal fees (\$5000), car insurance (\$500) and communications equipment (\$4000). Also operation costs no longer include any budgeted amount for rent (approx. \$51,000) in either the current operations budget nor for the proposed 15/16. This is due to the current dispute over the allowable rent charge. DSS has not paid rent/depreciation to the county since May of 2014. Proposal #1 would require \$420,108 of local tax dollars. This is \$52,279 less than the current FY appropriation for 14/15 (\$472,387-this figure includes the additional dollars awarded due to salary increases plus the corresponding increases in fica, retirement and life insurance). The reduction in local dollars is largely due the reimbursement rate by the Federal Pass through staying constant at 29% and the fact that rent is not included in the FY 15/16 projection (approx. \$51,000).

Proposal #2-Includes all of the above items and a request to create two new half time positions. We are asking to hire an additional part time Benefit Program Specialist II position to handle the increasing caseload of SNAP (formerly Food Stamps), Medicaid and TANF. The state of Virginia is undergoing a complete overhaul of case processing. The new computer system (VACMS) is not performing as expected and has increased the processing time for applications significantly. This, coupled with increased applications, has created a back log of reviews and workers are not able to process cases timely. The introduction of this new system has caused many experienced workers to take early retirement. We have had one worker who took this option and another worker who will probably leave at the end of this year because of this system. The pool from which to hire experienced workers is shallow. It takes about 2 years for an inexperienced worker to be able to work independently. The cost for the position is \$23,683 (salary/Fica).

DSS is also asking for a part time Human Services Assistant III (old terminology case aide). We are currently spending a great deal of time in transporting foster children to visitations with family. Four of these children are under the age of 6 so having contact with their parents is crucial. Due to the shortage of foster parents and the behavior issues of one particular child we have a foster placement in Shenandoah. This is an hour down to pick the child up, and hour to bring him back to Clarke, have a 2 hours visit, then an hour to take him back to Shenandoah and an hour for the worker to return to Clarke. DSS has committed 6 hours weekly to this process. Currently the children in care have significant needs either due to visitation or counseling sessions. It is not likely that these children will be going home or adopted any time soon. This person would also help in transporting elderly/disabled clients to and from doctor's appointments. We serve a large caseload of elderly/disabled clients who have no family support in the area. This person will also assist in helping to enter data in the various computer systems.

Cost of the Human Services Assistant III position is \$21,238 (Salary/Fica).

The total cost of these two positions is \$44,923 of which the county share would be \$29,628 with Federal Pass Through contributing \$15,295.

The addition of these two positions would bring the total local dollars to \$449,726 as opposed to the \$472,387 that is appropriated for this current FY 14/15 (savings of \$22,651)

In summary the county could fund these two additional part time positions and still decrease the local contribution by \$22,651. This is due in large part to the Federal Pass Through rate holding at 29% and the removal of approximately \$51,000 for rent/depreciation.

The Clarke Board of Social Services met on January 21, 2015 and approved Proposal #2 as their first priority.

CLARKE COUNTY DEPARTMENT OF SOCIAL SERVICES

FY 2015-2016

PROPOSAL # 1

POSITION	NAME	SALARY	FICA	RETIRE.	HEALTH	LIFE
DIRECTOR	JONES	69,562	5,321	7,554	6,404	918
ADM OFFICE MGR	PEERY	53,173	4,068	5,775	6,404	702
ADM PROG ASST II	MCDONALD	35,535	2,718	3,859	6,989	469
OFFICE ASSOC. II	MINARS	26,945	2,061	2,926	6,404	356
OFFICE ASSOC. II	SNYDER	11,051	845			
BENEFITS PROG SUPV	Smith	47,190	3,610	5,125	6,404	623
BENEFITS PROG SPEC II	Payne	34,000	2,601	3,692	6,404	449
BENEFITS PROG SPEC II	Cresce	43,578	3,334	4,733	6,404	575
BENEFITS PROG SPEC II	Turkowsky	43,578	3,334	4,733	6,404	575
BENEFITS PROG SPEC II	Hayes	43,578	3,334	4,733	6,404	575
SOCIAL WKR II	Allen	62,974	4,818	6,839	6,989	831
SOCIAL WKR II	Austin	44,898	3,435	4,876	6,404	593
SOCIAL WKR II	Casrotti	44,898	3,435	4,876	6,404	593
SOCIAL WKR II	Chanselle	54,242	4,150	5,891	6,404	716
SOCIAL WKR II	Mason	44,455	3,401	4,828	6,404	587
SOCIAL WKR II	Johnson	32,579	2,492			
Unallocated Funds to DSS		9,592	734	1,041		127
Total Salaries & Fringe		701,828	53,691	71,481	90,826	8,689

Operations:	Current:	Proposed:	Increase	Decrease
Legal	25,000	30,000	5,000	
Repair Maint:Auto/Car Wash	5,000	5,000		
Contractual:postage meter/translation	4,000	4,000		
Advertisement	1,000	1,000		
Gift Cert:Foster children	1,000	1,000		
Postage	8,000	8,000		
Telephone	4,000	4,000		
Car Ins.	2,000	2,500	500	
Public Official Liability Ins.	900	900		
Office Supplies	12,000	12,000		
Janitorial Supplies	600	600		
Misc.: Petty Cash, etc.	500	500		
Vehicle Supplies: Gas/oil/tires	2,500	2,500		
Mileage	5,000	5,000		
Convention/Education	5,500	5,500		
Finger Printing/Health Dept.	1,000	1,000		
Dues/Memberships	600	600		
Furniture/Equipment	2,000	2,000		
Communications Equipment: Cells	5,500	9,500	4,000	
Total Operations	86,100	95,600	9,500	-

Public Assistance:	Current:	Proposed:	Increase:	Decrease:	Local \$
Adoption Subsidy	50,000	50,000			
Auxiliary Grants (Aged/Disabled)	30,000	30,000			6,000
ADC Manual Checks	400	400			
I-VE Foster Care	20,000	70,000	50,000		
ADC-FC Emergency Assist.	1,000	1,000			
State Adoption Assistance	110,000	110,000			
Total Public Assistance	211,400	261,400	50,000	-	6,000

Purchased Services:	Current:	Proposed:	Increase:	Decrease:	Local \$
Companion	25,000	25,000			17,545
Family Preservation	3,000	3,000			1,522
View Other Services	10,000	10,000			1,550
Safe & Stable Families	18,814	18,814			2,916
Adult Protective Services - APS	10,000	10,000			1,500
Independent Living	1,000	1,000			
Quality Initiative	8,250	8,250			1,279
Total Purchased Services	76,064	76,064	-	-	26,312

PROPOSAL # 1: FY 2015-16 - INCLUDES INCREASES TO OPERATIONS, & PUBLIC ASSISTANCE & N/C TO POS

Salaries	701,828
FICA 7.65%	53,691
Retirement 10.86	71,481
Health Ins. 10% inc.	90,826
Life Ins. 1.32	8,689
On Call	8,913
Board Salaries & FICA	1,159
Workmen's Comp	4,000
Operations	95,600
Grand Total Salaries & Operations	1,036,187
Public Assistance	261,400
Purchased Services	76,064
CFW Training Local Share	15,150
CFW Adm Training Local Share	1,050
Total Budget	1,389,851

	REVENUE		
	Fed/State	Local	Total
Regular Administration 15.5%	397,076	72,836	469,912
Pass Thru Administration 29%	164,219	402,056	566,275
Public Assistance	255,400	6,000	261,400
Purchased Services	49,752	26,312	76,064
Joint FC Trng (873)	5,636	9,514	15,150
Joint FC Adm (875)	260	790	1,050
Fred/WInc Share	54,000	(54,000)	-
Central Service	43,400	(43,400)	-
Grand Total	969,743	420,108	1,389,851
2014-15 Local \$		472,387	
2015-16 Local \$		<u>420,108</u>	
		(52,279)	

This proposal reflects a 10% increase to health insurance; an increase in car ins (\$500); increase to legal fees (\$5000); and an increase to cell phones for all social workers (\$4000).

CLARKE COUNTY DEPARTMENT OF SOCIAL SERVICES

FY 2015-2016

PROPOSAL # 2

POSITION	NAME	SALARY	FICA	RETIRE.	HEALTH	LIFE
DIRECTOR	JONES	69,562	5,321	7,554	6,404	918
ADM OFFICE MGR	PEERY	53,173	4,068	5,775	6,404	702
ADM PROG ASST II	MCDONALD	35,535	2,718	3,859	6,989	469
OFFICE ASSOC. II	MINARS	26,945	2,061	2,926	6,404	356
OFFICE ASSOC. II	SNYDER	11,051	845			
BENEFITS PROG SUPV	Smith	47,190	3,610	5,125	6,404	623
BENEFITS PROG SPEC II	Payne	34,000	2,601	3,692	6,404	449
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BENEFITS PROG SPEC II	Hayes	43,578	3,334	4,733	6,404	575
SOCIAL WKR II	Allen	62,974	4,818	6,839	6,989	831
SOCIAL WKR II	Austin	44,898	3,435	4,876	6,404	593
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SOCIAL WKR II	Chanselle	54,242	4,150	5,891	6,404	716
SOCIAL WKR II	Mason	44,455	3,401	4,828	6,404	587
SOCIAL WKR II	Johnson	32,579	2,492			
Unallocated Funds to DSS		9,592	734	1,041		127
HUMAN SERVICES ASST III		19,731	1,509			
BENEFITS PROG SPEC II		22,000	1,683			
Total Salaries & Fringe		743,559	53,691	71,481	90,826	8,689

Operations:	Current:	Proposed:	Increase	Decrease
Legal	25,000	30,000	5,000	
Repair Maint:Auto/Car Wash	5,000	5,000		
Contractual:postage meter/translation	4,000	4,000		
Advertisement	1,000	1,000		
Gift Cert:Foster children	1,000	1,000		
Postage	8,000	8,000		
Telephone	4,000	4,000		
Car Ins.	2,000	2,500	500	
Public Official Liability Ins.	900	900		
Office Supplies	12,000	12,000		
Janitorial Supplies	600	600		
Misc.: Petty Cash, etc.	500	500		
Vehicle Supplies: Gas/oil/tires	2,500	2,500		
Mileage	5,000	5,000		
Convention/Education	5,500	5,500		
Finger Printing/Health Dept.	1,000	1,000		
Dues/Memberships	600	600		
Furniture/Equipment	2,000	2,000		
Communications Equipment: Cells	5,500	9,500	4,000	
Total Operations	86,100	95,600	9,500	

Public Assistance:	Current:	Proposed:	Increase:	Decrease:	Local \$
Adoption Subsidy	50,000	50,000			
Auxiliary Grants (Aged/Disabled)	30,000	30,000			6,000
ADC Manual Checks	400	400			
I-VE Foster Care	20,000	70,000	50,000		
ADC-FC Emergency Assist.	1,000	1,000			
State Adoption Assistance	110,000	110,000			
Total Public Assistance	211,400	261,400	50,000	-	6,000

Purchased Services:	Current:	Proposed:	Increase:	Decrease:	Local \$
Companion	25,000	25,000			17,545
Family Preservation	3,000	3,000			1,522
View Other Services	10,000	10,000			1,550
Safe & Stable Families	18,814	18,814			2,916
Adult Protective Services - APS	10,000	10,000			1,500
Independent Living	1,000	1,000			
Quality Initiative	8,250	8,250			1,279
Total Purchased Services	76,064	76,064	-	-	26,312

PROPOSAL # 2: FY 2015-16 - INCLUDES INCREASES TO OPERATIONS, & PUBLIC ASSISTANCE & N/C TO POS

Salaries	743,559
FICA 7.65%	53,691
Retirement 10.86	71,481
Health Ins. 10% Inc.	90,826
Life Ins. 1.32	8,689
On Call	8,913
Board Salaries & FICA	1,159
Workmen's Comp	4,000
Operations	95,600
Grand Total Salaries & Operations	1,077,918
Public Assistance	261,400
Purchased Services	76,064
CFW Training Local Share	15,150
CFW Adm Training Local Share	1,050
Total Budget	1,431,582

	REVENUE		
	Fed/State	Local	Total
Regular Administration 15.5%	397,076	72,836	469,912
Pass Thru Administration 29%	176,322	431,684	608,006
Public Assistance	255,400	6,000	261,400
Purchased Services	49,752	26,312	76,064
Joint FC Trng (873)	5,636	9,514	15,150
Joint FC Adm (875)	260	790	1,050
Fred/Winc Share	54,000	(54,000)	-
Central Service	43,400	(43,400)	-
Grand Total	981,846	449,736	1,431,582
2014-15 Local \$		472,387	
2015-16 Local \$		<u>449,736</u>	
		(22,651)	

Proposal II - reflects the same increase to fringe and operations as Proposal I. In addition, Proposal II reflects a request of 2 part-time employees.

	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 BUDGET	FY 16 REQUEST	NOTES
FUNC 13100 ELECTORAL BOARD AND OFFICIAL					See attached justifications
3000 PURCHASED SERVICES	4,509	3,476	4,200	7,300	
3160 BOARD MEMBER FEES	9,123	4,637	7,975	12,590	
3320 MAINTENANCE SERVICE CONTRACT	4,702	4,702	5,000	5,000	
3500 PRINTING AND BINDING	531	349	2,576	6,000	
3600 ADVERTISING	236	116	340	360	
5210 POSTAL SERVICES	1,423	1,204	1,500	750	
5400 LEASES AND RENTALS	1,050	525	1,050	1,350	
5510 TRAVEL MILEAGE	365	284	350	570	
5540 TRAVEL CONVENTION & EDUCATION	10	595	900	900	
5810 DUES,SUBSCRIPTIONS & MEMBERSHIPS	125	125	150	150	
6000 MATERIAL AND SUPPLIES	1,556	1,906	1,670	1,670	
8201 MACHINERY & EQUIPMENT	3,584	3,948	-	110,000	See capital request
13100 ELECTORAL BOARD AND OFFICIALS	27,213	21,867	25,711	146,640	
FUNC 13200 REGISTRAR					See attached justifications
3000 PURCHASED SERVICES*	-	-	-	200	
3310 REPAIR & MAINTENANCE	251	-	200	200	
3320 MAINTENANCE & SERVICE CONTRACT	134	92	180	180	
5210 POSTAL SERVICES				750	
5230 TELECOMMUNICATIONS	671	551	1,000	1,000	
5510 TRAVEL MILEAGE	148	334	250	250	
5540 TRAVEL CONVENTION & EDUCATION	607	1,003	1,470	1,470	
5810 DUES,SUBSCRIPTIONS & MEMBERSHIPS	195	140	150	150	
6001 OFFICE SUPPLIES	897	559	725	725	
13200 REGISTRAR	2,904	2,679	3,975	4,725	
<i>Revenue</i>					
230601 REGISTRAR/ELECTORAL BOARD	38,549	39,796	38,549	36,334	

* New line item

FY16 Budget Justifications

13100 Electoral Board and Officials

13100 Electoral Board Item/Description	FY15 Appropriated	Revenue	FY16 Requested	Variance	FY16 Appropriated	Justification
1300: Salaries Part-time §24.2-108 Electoral Board salary is established by GA and reimbursed by the SBE	6,194	5,025	6,194	0.00		From SBE – with no anticipated increase Chairman: \$1,548.50 Vice Chairman: \$1,548.50 Secretary: \$3,097.00 (SBE previously reimbursed 82% - of authorized salary)
3000: Purchased Services	4,200		7,300	+3,100		Election Equipment Programming: '15 General Election: \$3,300 '16 Primary(s) (not confirmed) \$2,000 x 2: \$4,000 3/1/2016, 6/14/2016 if held
3160: Electoral Board Services	7,975		12,590	+4,615		Election Officials \$95 election day / \$10 training Chief Officers \$125 election day / \$10 training <u>2015 November Election</u> \$4,690 5 precincts X 5 officials @ \$105 ea \$2,625 2 precincts X 4 officials @ \$105 ea \$ 840 1 precinct X 2 officials @ \$105 ea \$ 210 8 precincts X 1 chief @ \$145 ea \$1,015 1 precinct X 1 chief @ 105 ea \$ 105 <u>2016 Primary(s) (possible)</u> \$ 3,950 x 2 = \$7,900 3/1/2016, 6/14/2016 if held 5 precincts X 4 officials @ \$105 ea \$2,100 2 precincts X 3 officials @ \$105 ea \$ 630 1 precinct X 2 officials @ \$ 85 ea \$ 170 7 precincts X 1 chief @ \$135 ea \$ 945 1 precinct X 1 chief @ 105 ea \$ 105
3320: Maintenance Service	5,000		*5,000	0.00		Maintenance: *1 yr. service included in purchase of new equipment (pending) 11 scanners @ \$175 / 10 ADA @ \$115 Firmware/Software Fee: *1 yr. service included in purchase of new equipment (pending) 11 scanners @ \$75 / 10 ADA @ \$50
3500: Printing and Binding	2,576		6,000	+3,424		Paper ballots \$2,400- 11/3/15 \$1,500 ea primary 3/1/16, 6/14/16 Absentee Ballot Envelopes \$200 Pollbooks: \$100 Miscellaneous \$200

13100 Electoral Board Item/Description	FY15 Appropriated	Revenue	FY16 Requested	Variance	FY16 Appropriated	Justification
3600: Advertising	340		360	+20		3-information ads @ \$120 ea 1-General Election / 2-Primaries (pending)
5210: Postal Service	1,500		750	-750		Absentee Ballots (approx. \$1.15 ea) Move \$750 to 13200-5210
5400: Lease/ Rentals	1050		1,350	+300		6 polling precincts @ \$75.00 each x 3 elections
5510: Travel Mileage	350		570	+217		Electoral Board Mileage – 50 mi x 3 EB x 3 elections Mileage for Chief Officers of Election \$105 x 3 elections Pickup/Delivery of Election Supplies at each election
5540: Travel Convention Ed.	900		900	0.00		Mandatory Annual Training + Room/Meals \$300 x 3 members
5810: Dues, Subscriptions, Memberships	150		150	0.00		Membership Fees
6000: Material and Supplies	1,670		1,670	0.00		Election day / training supplies / signs
8201: Machinery & Equipment			110,000			Voting System (see CIP Request

13200 Registrar Item/Description	FY15 Appropriated	Revenue	FY16 Requested	Variance	FY16 Appropriated	Justification
1100: Salaries – Regular §24/2-111: Established by the GA and reimbursed by the SBE		31,309				Revenue: 2014 Reimbursement - 70% of salary authorized by SBE
1300: Salaries Part time	8,840		8,840	0.00		§24.2-112 The electoral board shall determine the number and set the term for assistant registrars.....Any county or city whose population is 15,500 or less shall have at least one substitute registrar who is able to take over the duties of the general registrar in an emergency and who shall assist the general registrar when he requests. Office Assistant: \$8,340 625 hrs @ \$13.25 Equipment custodian: \$500 Election Day: \$150 x 2 10 hrs @ \$20
3000: Purchased Services	0		200	+200		Confidential document shredding
3310: Repair & Maint.	200		200	0.00		Office Equipment/Printer
3320: Maintenance Service	180		180	0.00		Copier Maintenance Service & Supplies
5210: Postal Service	(included in 13100-5210)		750	+750		Voter Registration Cards / Correspondences
5230: Telecommunication	1,000		1,000	0.00		Office phone \$325 Cell phone \$575
5510: Travel Mileage	250		250	0.00		Conference/Training/Meetings @ .55
5540: Travel Convention	1470		1,470	0.00		SBE Training/ Misc meetings: Lodging \$840 (Room @ \$120 x 7) Registrar Assoc: \$390 (Meeting/ Training Registration Fee: \$150 / \$240 Room @ 120 x 2 nights) Meals: \$240 (\$30 X 8 days)
5810: Dues, Subscriptions	150		150	0.00		Annual Registrar Association Fee
6001: Office Supplies	725		725	0.00		Copier Paper / printer supplies / miscellaneous office supplies Registrar Envelopes: Voter Card Envelopes
8202 Furniture and Fixtures	0.00		400	+400		

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: Electoral Board

Account Manager or Contact Person: Barbara Bosserman

Object or Project Name: Voting Equipment Replacement

Month & Year Needed: August 2015 New or Replacement? Replacement

Cost: \$110,000

Non-local Revenue for Object: Source: _____

Amount: _____

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

Funds are needed to replace current Direct Recording Electronic (touch screen) voting equipment with a Digital Scan voting system. The equipment is nearing the end of its useful life and experiencing malfunctions before and during elections.

- 24.2-626 of the Code of Virginia prohibits future purchase of DRE voting equipment but allows for their use for the remainder of their useful life.
- DREs currently in use for voting in all precincts are becoming increasingly unreliable. The Electoral Board determined in 2013 the need to move forward with transitioning to a digital scan voting system and presented a Capital Improvement Plan.
- During preparation for the November 2014 General Election, several DREs malfunctioned during testing and were set aside for maintenance. On election day, precincts experienced voting equipment malfunctions which led to equipment being taken out of service and replacements delivered. The delay in voting caused a considerable wait time in one precinct.
- A digital scan voting system would provide a method to count ballots should the voting equipment fail to function properly on election day and will also provide a viewable audit to aide in determining the voter's intent in the event of a recount such as occurred in 2013.
- A digital scan voting system would reduce the wait time for voters by allowing for sufficient ballot marking stations before processing the ballot through the tabulator; thereby, reducing the time the voter spends at the voting device.
 - In 2012 extremely long wait time was experience throughout election day in at least one precinct due to equipment malfunctions and a long, complicated ballot
- It is crucial to implement the new voting system prior to the 2016 Presidential Election.
 - Implementation at the 2015 general election will allow election officials and voters to become familiar with the voting system prior to the projected 80% turnout in 2016.

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 and Recreation

Account Manager or Contact Person: Lisa Cooke

Object or Project Name: Kohn Property Master Plan

Month & Year Needed: _____ New or Replacement? _____ Cost: \$30,000 *

Non-local Revenue for Object:

Source: _____

Amount:

JUSTIFICATION

- (Could be reduced to \$20,000 if allowed to use \$10,000 in Park expansion)

Phase I of Master Plan of Kohn Property:

It is important to begin the planning phase of the Kohn property with public input through community meetings, surveys, etc... This initial Master Plan needs to be done by someone that the public sees as non-biased and impartial. It is essential to have a plan in place for this property so that when it officially becomes property of the county we have a sound direction in which to move.

In 1998, the current park master plan was done at a cost of \$20,000. The architectural plan, a more in depth Phase II portion of this plan was paid for in 2000 at a cost of \$45,763. The Kohn property would need this Phase II part as well at a later date.

While this Master Plan is being done, Daniel Sheetz and I will be putting an Advisory Board Committee together which will be looking at costs associated with the new property and how we can best fund such costs. We know at this time we do have assets at the property such as the cabin to help offset these costs, so this committee will be charged with the best way to take what assets we do have to offset the costs in the most efficient manner possible.

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 and Recreation

Account Manager or Contact Person: Lisa Cooke

Object or Project Name: County Recreation Needs Assessment/Comprehensive Plan

Month & Year Needed: _____ New or Replacement? _____ Cost: \$30,000

Non-local Revenue for Object:

Source: _____

Amount:

JUSTIFICATION

As our county committee was working on the County Recreation Plan, one item that was brought up was that when the Park was doing their next Master Plan, it was important that a County Needs Assessment/Comprehensive Plan needed to be done at the same time. A very in depth plan with community input, program analysis, operational planning and a detail oriented, statistically valid survey would probably run the County between \$50,000-\$80,000. I think in our case, in talking with a consultant, we could do a plan based on more of an online type of survey, meeting with users groups etc... We could also supply most of the inventory of facilities which would cut down on costs. In doing these types of things, we could get a plan for around \$25,000-30,000.

Programs Revenue FY14

\$261,036

Programs Projected Revenue FY16

\$265,000

Programs Budget Justification

With the programs budget, I do not turn in the detailed budget detailed budget the programmers request to me. It is usually based on maximum numbers and is much higher than our approved budget. Below you will find the line items that I feel we need adjustments in along with the justification for these increases.

Part-time salaries: \$105,900 Part-time +\$1,400 to accommodate salary increases plus new part-time positions needed for increased programs.

6013

Educational Rec \$6,500 + \$500 Additional supplies needed on daily basis due to increased maximum number of participants in Play camp and Afterschool program.

6014

Other Operating \$2,500 +\$500 Additional misc. materials (napkins, cleaning supplies, handwipes, etc) due to increased enrollments in Play camp and Afterschool.

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures

Fund 71100/Administration Item # 1300 Description Part – Time Salaries Total Request: \$16,020.00

ITEM	COST	JUSTIFICATION
Park Attendants	16,020.00	27 weeks x 5 days per week x 5.5hrs x \$10 p/h = \$7,425.00 6 weeks X 2 days per week x 4.0 hrs x \$10 p/h = \$480.00 29 weekends x 26.5 hrs per weekend x \$10 p/h = \$7,685.00 July 4 th 2 X 10 hrsX \$10p/h = \$200.00 (2 extra park attendants) 23 misc. hrs. (late ball games, etc...) x \$11 p/h = \$230.00

Clarke County Parks & Recreation
 FY16 Budget

Detailed Expenditures

Fund 71100 Administration Item # 3320 Description Maintenance Service Contract Total Request: \$6241.00

ITEM	COST	JUSTIFICATION
Copier	\$3,300	Maintenance Service Contract for Copier
Vermont System	\$2,941	Maintenance Service Contract for Rec Trac Contract runs 7/2015 – 6/2016

Clarke County Parks & Recreation
 FY16 Budget

Detailed Expenditures Request

Fund 71100 Administration Item # 3500 Description **Printing and Binding** Total Request: **\$ 1,000**

ITEM	COST	JUSTIFICATION
Envelopes	470	5000 x 2 @ \$235
Letter Head	380	1000 x 2 @ \$190
Business Cards	150	7 individuals X \$21.42 per set of cards

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures Request

Fund **71100 Administration** Item # **3600** Description **Advertising** Total Request: **\$885.00**

ITEM	COST	JUSTIFICATION
Classifieds	885.00	2 Regular Employment Ads: 2 x \$177 = \$354 1 Summer Employment Ads: 2 x \$177= \$354 1 Park Ads: 3 x 177 = \$177

Clarke County Parks & Recreation
 FY16 Budget

Detailed Expenditures Request

Fund 71100 Administration Item # 5210 Description Postal Services Total Request: 3463.00

ITEM	COST	JUSTIFICATION
1 st class postage	2,352	Regular mail: 400/mo. @ .49
Permits: Bulk mailing	220	Saturation Mailing Annual Fee: \$220
Core Mailing	693.00 198.00	350 x .66 x 3 times per year 100 additional pieces mailed 3x per year
	3463.00	

Clarke County Parks & Recreation
 FY16 Budget

Detailed Expenditures Request

Fund 71100 Administration Item # 5230 Description Telecommunications Total Request: \$2,000.00

ITEM	COST	JUSTIFICATION
Basic Service/Long Distance Long Distance	2,000	

Clarke County Parks & Recreation
 FY16 Budget

Detailed Expenditures Request

Fund 71100 Administration Item # 5400 Description Leases and Rentals Total Request: \$530

ITEM	COST	JUSTIFICATION
Water Cooler Office Pool	120 50 360	\$10 x 12 months \$10 x 5 months 60 bottles H2O @\$6.00 per bottle

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures Request

Fund **71100 Administration** Item # **5540** Description **Travel Convention & Education** Total Request: **\$2,274**

ITEM	COST	JUSTIFICATION
VRPS Conference Registrations	760	3 staff members @ \$200 each for VRPS Annual Conf. - \$600 2 small conferences @\$80 each - \$160
Lodging	514	2 rooms @ \$120 per night x 2 nights = \$240 1 room @ \$110.00 per night x 1 night = \$110 10% tax = \$56
Meals	480	3 staff x 6 meals x \$15 x 1 training = \$270 1 staff x 6 meals x \$15 = \$90 8 day meetings x 1 meal x \$15 = \$120
National Training: LTI & Playground Safety Certification	520	1 staff x \$410 for Playground Institute plus \$110 for exam = \$520.00

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures Request

Fund **71100 Administration** Item # **5810** Description **Dues & Memberships** Total Request: **\$1,850**

ITEM	COST	JUSTIFICATION
Memberships Virginia Recreation & Park Society	575	Organizational Fee (includes 2 staff) \$200 + 5 staff @ \$70 + 1 staff @\$25.00
National Recreation & Park Association	550	Annual Fee
Costco	80	Portion of County Membership Fee
Newspaper Winchester Star	105.00	Annual Subscription to Star - \$105.00
Background Checks on Staff	540.00	20 @ \$27 each for criminal background

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures Request

Fund **71100 Administration** Item # **6001** Description **Office Supplies** Total Request: **\$2500**

ITEM	COST	JUSTIFICATION
Copier Paper	870	30 cases (white) @ \$29. per case
	270	75 reams (color) @ \$3.60 per ream
Printer Cartridges	820	4 toners @ \$205 each
Fax Machine	120	2 black/1color 3@ \$40.00
Miscellaneous Supplies	420	

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures Request

Fund **71100 Administration** Item # **6003** Description **Agricultural Supplies** Total Request: **\$800**

ITEM	COST	JUSTIFICATION
Mulch	550	20 yards @ \$25 per yard + \$50 delivery
Top Soil	120	30 bags x \$4
Spring/Fall Plantings	130	

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures Request

Fund 71100 Administration Item # 6008 Description Vehicle and Equip Fuel Total Request: \$ 1,400

ITEM	COST	JUSTIFICATION
Fuel	1,400	Fuel for Gator used by Park Attendants to monitor Park and drag ballfields

Clarke County Parks & Recreation
 FY16 Budget

Detailed Expenditures Request

Fund 71100 Administration Item # 6011 Description **Uniform and Wearing Apparel** Total Request: **\$1,000**

ITEM	COST	JUSTIFICATION
Long Sleeve Shirts/Sweatshirts	500	Fall Purchase
Short Sleeved Shirts	500	Spring Purchase

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures Request

Fund **71100 Administration** Item # **6014** Description **Other Operating Supplies** Total Request: **\$1,856**

ITEM	COST	JUSTIFICATION
Plastic Storage Containers for files	156	
Miscellaneous Office Minor Maintenance Items	150	Duck Tape, Fly Strips, Hardware Items
Office First Aid Supplies	200	Ice Packs, Band-Aids, Hand Sanitizer, Thermometers, etc.
Staff Recognition Picnic Items	150	Plates, Utensils, Cups, Drink Mixes, Cakes
Mutt Mitts	1200.00	\$400 per order x 3 orders per year

Clarke County Parks & Recreation
Actual Revenue
2014 Season May - Sept
Fund #71320 Pool

Revenue Name	Actual Revenue	Actual Number of Admissions
Admission/Resident/Child	\$1,335.50	534
Admission/Resident/Youth	9,471.60	3118
Admission/Resident/Adult	7,448.200	1856
Admission/Resident/Senior	810.00	324
Admission/NR/Child	791.00	225
Admission/NR/Youth	3952.00	988
Admission/NR/Adult	4,256.00	848
Admission/NR/Senior	462.00	132
Admission/LH/Res/Child	65.00	65
Admission/LH/Res/Youth	225.00	225
Admission/LH/Res/Adult	346.00	173
Admission/LH/Res/Senior	68.00	68
Admission/LH/NR/Child	9.00	9
Admission/LH/NR/Youth	33.00	33
Admission/LH/NR/Adult	20.00	10
Admission/LH/NR/Senior	1.00	1
Pass/Child	150.00	5
Pass/Youth	1,960.00	49
Pass/Adult	1,200.00	20
Pass/Senior	180.00	6
Lessons	21,440.00	
Private Lessons		
Swim Team Programs/Classes	15,043.26	
Rentals	430.00	
Merchandise for Resale	585.00	
Misc. Income	1,049.00	Swim Meet
Total	\$76,252.10	8689

FY14 Concession Stand Revenue	
FY14	\$ 12,254.00

Clarke County Parks & Recreation
 FY16 Budget
 Detailed Expenditures

Fund **71330 Pool Concession Stand** Item # **1300** Description **Part-Time Salaries** Appropriated: **\$4,125.00**

ITEM	COST	JUSTIFICATION
Concession Stand Staff	\$4,125.00	92 days x 6 hrs = 550 x 7.75 = \$4,125
Total:	\$4,125.00	

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures

Fund **71330 Pool Concession Stand** Item # **6015** Description **Merchandise for Resale** Appropriated: **\$10,300**

ITEM	COST	JUSTIFICATION
Hunt Bros. Pizza	\$3,500	Pizza, Pizza Serving Supplies
Misc. Concession Supplies	\$400	Napkins, Utensils, Cleaning Materials
Hot Dogs	\$900	Hotdogs, Buns, Condiments
Garbers Ice Cream	\$1,000	Ice Cream for Resale
Coca Cola Drinks	\$3,500	Soda, Water, etc. for Resale
Candy, Chips, Etc.	\$1,000	Food for Resale
Total:	\$10,300	

**Clarke County Parks & Recreation
Actual Revenue
FY 2015
Fund #71310 Recreation Center**

Revenue Name	Revenue	Number of Admissions
Admission/Resident/Youth	\$3,370.00	1836
Admission/Resident/Adult	3,942.00	1315
Admission/Resident/Senior	141.50	95
Admission/Resident/Child	30.00	20
Admission/NR/Youth	69.00	23
Admission/NR/Adult	180.00	42
Admission/NR/Senior	50.00	20
Admissions/NR/Child	10.50	7
Vending	3,008.39	1981
Pass/Youth	420.00	14
Pass/Adult	1,650.00	33
Pass/Senior	980.00	49
Pass/NR Youth		
Pass/NR Adult	140.00	2
Pass/NR Senior		
Center Rentals	18,957.50	
Wee Gym	202.00	205
Merchandise for Resale/Vending		
Miscellaneous Income	189.00	131.80
Emp/Res/Youth	1.00	1
Emp/N/R/Youth		
Emp/Res/Adult	52.50	33
Emp/NR/Adult	6.00	3
Emp/Res/Senior	.75	1
Gift Certificate		
Rec Center Programs	442	2390
Gift Certificate	400	302.50
Year Pass Senior Res	500	5
Total	\$35,042.14	

**Clarke County Parks & Recreation
Projected Revenue
FY16
Fund #71310 Recreation Center**

Revenue Name	Revenue	Comments
Admission/Resident/Youth	\$2,820.00	1410 X 2.00
Admission/Resident/Adult	4,050.00	1350 X 3.00
Admission/Resident/Senior	82.50	55 X 1.50
Admission/Resident/Child	30.00	20 X 1.50
Admission/NR/Youth	60.00	20 X 3.00
Admission/NR/Adult	300.00	75 X 4.00
Admission/NR/Senior	12.50	5 X 2.50
Admissions/NR/Child	12.50	5 X 2.50
Vending / Concessions	2,000.00	
Pass/Youth	90.00	2
Pass/Adult	1,250.00	25
Pass/Senior	200.00	10
Pass/Youth/Year	600.00	3
Pass/Senior/Year	1,500.00	15
Center Rentals	19,000.00	
Wee Gym	310.00	
Emp/Res/Adult	84.00	56 Admissions
Emp/NR/Adult		
Emp/Res/Senior		
Rec Center Programs	2600.00	
Total	\$35,001.50	

Proposed FY16 Revenue: \$35,001.50

Clarke County Parks & Recreation
FY16 Budget

Fund 71310 Recreation
Center

Item # 1300

Description Part – Time Salaries

Appropriated: \$30,179

ITEM	COST	JUSTIFICATION		
Building Supervisors	\$13,762.	Winter	Mon: 4:15-9:30P = 5.25 hrs Tue: 5:30-9:30P = 4.0 hrs Fri: 5:30-9:30P = 4.0 hrs Sat: 2:30P- 9:30P = 7hrs Sun: 9:45A – 7:30P= 9.75hrs	5.25 hrs x 31 shifts = 162.75 hrs 4 hrs x 70 shifts = 280 hrs 7 hrs x 34 shifts = 238 hrs 9.75 hrs x 34 shifts = 331.50 hrs Total Winter Hours: 1012.25 hrs
		Summer	Sat: 11:45A- 6:30P = 6.75hrs Mon: 4:15-9:30P = 5.25 hrs	6.75 hrs x 18 shifts = 114.75 hrs 5.25 hrs x 17 shifts = 89.25 hrs Total Summer Hours: 204 hrs
		1012.25 hrs + 204 hrs + 160 misc. hrs = 1376.25 @ \$10.00 per hr = \$13,762.50		
Desk Clerks	\$15,538	Winter	M-F: 4:15 -9:30P = 5.25 hrs Sat: 9:00A-9:30P = 12.5 hrs Sun: 12P -7:30P = 7.5 hrs	5.25 hrs x 171 shifts = 897.75 hrs 12.5 hrs x 34 shifts = 425 hrs 7.5 hrs x 34 shifts = 255 hrs Total Winter Hours: 1577.75 hrs
		Summer	M-F: 4-6:30P = 2.5 hrs Sat: 12P-6:30P = 6.5 hrs	2.5 hrs x 39 shifts = 97.5 hrs 6.5 hrs x 18 shifts = 117 hrs Total Summer Hours: 214.5 hrs
		1577.75 hrs + 214.5 hrs + 150 misc. hrs = 1942.25 hrs @ \$8.00 per hour = \$15,538		
Total:	\$29,300 x3% increase for staff \$30,179			

Clarke County Parks & Recreation
FY16 Budget

Fund **71310 Recreation
Center**

Item # **6002**

Description **Food Supplies**

Appropriated: **\$1,300**

ITEM	COST	JUSTIFICATION
Pizzas	\$900	50 Pizzas (Special Events, parties, etc.) x \$18.00 = \$900
Misc other Food Supplies	\$400	Drinks, napkins, tablecloths, cups, plates, and other food items for Special Events and Parties
Total:	\$1,300.00	

Clarke County Parks & Recreation
FY16 Budget

Fund 71310 Recreation Center Item # 6013 Description Educational & Recreational Appropriated: \$3,190
Supplies

ITEM	COST	JUSTIFICATION
Carts to move weights & Fitness supplies from Rec Center to Senior Center & Gym	\$200	10 balls @ \$50 each = \$500 (Basketballs for Open Gym Use) New weights to replace cracked and worn weights
Basketballs	\$500	
Weights	\$400	
Soccer Balls	\$70	2 Balls @ \$35.00 each = \$70.00
Special Event Supplies	\$500	prizes, ribbons, games, decorations for Rec Center special events
TV	\$400	Programs Rentals Supplies and new Equipment for Wee Gym
Wee Gym	\$400	
Misc, Supplies	\$700	Volley Ball Net System Replacement Parts, Basketball Nets, Wrestling/Gymnastic mats, Etc
Total:	\$3,190	

Clarke County Parks & Recreation
FY16 Budget

Fund **71310 Recreation Center** Item # **6014** Description **Other Operating Supplies** Appropriated: **\$4,200**

ITEM	COST	JUSTIFICATION
Birthday Party Supplies	\$1,000	\$50 per party x 20 parties = \$1000
I.D. Supplies	\$350	Film, Laminating Supplies, I.D. Forms
Floor Tape	\$650	\$6.50 per roll x 100 rolls = \$620
Gym Floor and Room Floor Supplies Runners & Mats	\$1000	Replacement Dust mops & Mop Heads for Gym Floor and Tile floors Runners & Mats
Misc Supplies	\$850	Batteries, Bulletin Board Supplies, Disinfect Wipes for Fitness Room
Helium Tank Refill	\$350	Refills for Helium Tank. Used for Birthday Parties and Special Events
Total:	\$4,200	

Clarke County Parks & Recreation
FY16 Budget

Fund **71310 Recreation Center** Item # **6015** Description **Merchandise for Resale** Appropriated: **\$5,000**

ITEM	COST	JUSTIFICATION
Drinks for Vending Machines	\$3,000	Restocking of Vending Machines
Snacks for Vending Machine	2,000	Restocking of Snack Machine
Total:	\$5,000	

Clarke County Parks & Recreation
FY16 Budget

Fund **71310 Recreation
Center**

Item # **6001**

Description **Office Supplies**

Appropriated:

ITEM	COST	JUSTIFICATION
Misc. Office Supplies	\$350	Clipboards, Sign holders, Magazine and brochure racks, thermal pouches, chair etc.
Total:	\$350	

County Parks & Recreation
 FY16 Budget

Detailed Expenditures

Fund 71310 Recreation Center Item # 5830 Description Refunds Appropriated 200

ITEM	COST	JUSTIFICATION
Refunds	200	

County Parks & Recreation
FY16 Budget

Detailed Expenditures

Fund 71310 Recreation Center Item # 3600 Description Advertising Appropriated 200

ITEM	COST	JUSTIFICATION
Advertising	200	

**Clarke County Parks & Recreation
 FY 16 Projected Revenue
 2015 Season May 15 – Sept 16
 Fund #71320 Pool**

Revenue Name	Projected Revenue	Projected Number of Admissions
Admission/Resident/Child	\$1,335.00	534 X 2.50
Admission/Resident/Youth	9,360.00	3120 X 3.00
Admission/Resident/Adult	7,440.00	1860 X 4.00
Admission/Resident/Senior	812.50	325 X 2.50
Admission/NR/Child	787.50	225 X 3.50
Admission/NR/Youth	4,000.00	1000 X 4.00
Admission/NR/Adult	4,250.00	850 X 5.00
Admission/NR/Senior	390.00	130 X 3.50
Admission/LH/Res/Child	70.00	70 X 1.00
Admission/LH/Res/Youth	225.00	225 X 1.00
Admission/LH/Res/Adult	350.00	175 X 2.00
Admission/LH/Res/Senior	75.00	75 X 1.00
Admission/LH/NR/Child	10.00	10 X 1.00
Admission/LH/NR/Youth	35.00	35 X 1.00
Admission/LH/NR/Adult	20.00	10X 2.00
Admission/LH/NR/Senior	10.00	10 X 1.00
Pass/Child	300.00	10 X 30
Pass/Youth	2,000.00	50 X 40
Pass/Adult	1,500.00	25 X 60
Pass/Senior	150.00	5 X 30
Lessons	22,700.00	
Private Lessons		
Swim Team Programs/Classes	15,000.00	
Rentals	5,000.00	
Merchandise for Resale	600.00	
Misc. Income		
Total	\$76,420.00 Plus \$5,000 from the Town of Berryville \$81,420.00	

Projected 2015 Season Concession Stand Revenue	
2015 Season	\$15,000

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures

Fund 71320 Swimming Pool Item # 1300 Description Part – Time Salaries Appropriated 60,251

ITEM	COST	JUSTIFICATION
Aquatics Director	9,600	\$15.00 p/h for 40 hours a week for 16 weeks
Operations Supervisor	10,645.00	2 positions @ \$11.50 p/h for 35 hours a week for 13 weeks
Head Lifeguard	6160.00	1 position @ \$11 p/h for 40 hrs for 14 weeks
Lifeguards	17,569.00	689 hours of operation at an average of \$8.50 p/h x 3 guards an hour
Desk Clerks	5,512.00	689 hours of operation at an average of \$8.00 p/h
Pool Parties	2,677.00	35 parties x 3 hrs x 3 guards = 315 hrs. at \$8.50
Instructors	7,488.00	Instructors: 24 – ½ hour classes in the AM, 12 – ½ hour classes in the PM = 18 hours of instruction x 32 days at \$9 p/h = \$5,184 Aides: 9 hrs x 32 days @ \$8 p/h = \$2,304
Private Lessons	600.00	100 ½ hour lessons @ \$12 p/h
Total	60,251	

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures

Fund 71320 Swimming Pool Item # 3100 Description Professional Services Appropriated 2900

ITEM	COST	JUSTIFICATION
Contracted instructor: Water Exercise	600.00	48 participants @12.50 p/p
Red Cross Classes	2,300.00	Water Safety Instructor: 6 @ \$75 each = 450 Lifeguarding: 20 @ \$75 each = \$1,500 Lifeguard Instructor: 2 @ \$100 each = \$200 CPR for Professional Rescuer: 10 @ \$15 each = \$150
TOTAL	2,900.00	

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures

Fund 71320 Swimming Pool Item # 5540 Description Travel Convention & Education Appropriated 350

ITEM	COST	JUSTIFICATION
AFO Recertification needed for Carol and Shannon (Aquatics Facilities Operator)	350	Pool staff trainings in AFO.

Clarke County Parks & Recreation
 FY16 Budget

Detailed Expenditures

Fund 71320 Swimming Pool Item # 5810 Description Dues & Memberships Appropriated 1725

ITEM	COST	JUSTIFICATION
Shenandoah Swim League Fee	1,725	\$15.00 per swimmer x 125
Total	1,725	

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures

Fund 71320 Swimming Pool Item # 5830 Description Refunds Appropriated 500

ITEM	COST	JUSTIFICATION
Refunds on Swim Programs	500	

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures

Fund 71320 Swimming Pool Item # 6011 Description Uniform and Wearing Apparel Appropriated 1143

ITEM	COST	JUSTIFICATION
Lifeguard Suits	756.00	12 male suits @ \$23 = \$276 16 female suits @ \$30 = \$480
Lifeguard T-shirts	287.00	35 shirts @ \$7.50 each
Lifeguard Sweatshirts	100.00	10 sweatshirts @ \$10 each
TOTAL	1,143.00	

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures

Fund 71320 Swimming Pool Item # 6013 Description Educational & Recreational Supplies Appropriated: 1700

ITEM.	COST	JUSTIFICATION
Fins, Goggles	400.00	
Kickboards, Noodles	400.00	
Misc. for Swim lessons and Swim Team and new dummies for Red Cross Training.	900.00	
TOTAL	1,700.00	

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures

Fund 71320 Swimming Pool Item # 6014 Description Other Operating Supplies Appropriated 1700

ITEM	COST	JUSTIFICATION
Misc. Opening Supplies, Cleaning Supplies for Scum Line	600.00	Brushes, cleaners, chemical
Safety equipment	400.00	Whistles, Lifeguard Rescue Tubes, etc...
Trophies	500.00	Trophies for Swim Team
Misc.	200.00	Garden Hoses, incidentals needed throughout season
TOTAL	1,700.00	

Clarke County Parks & Recreation
FY16 Budget

Detailed Expenditures

Fund 71320 Swimming Pool Item # 6015 Description Merchandise for Resale Appropriated: 2000

ITEM	COST	JUSTIFICATION
Swim Team T-Shirts	575.00	Swim Team T-Shirts; fee included in registration fee 125 participants x \$5.00 per shirt=\$625
Swim Goggles, Diapers	400.00	To be purchased by customer for a small profit to department
Sweatshirts	1,025.00	For staff and Swim Team to purchase at regular cost
TOTAL	2,000.00	

FY 13 FY 14 FY 15 FY 16
 ACTUAL ACTUAL BUDGET REQUEST NOTES

FUNC 31200 SHERIFF

3100	PROFESSIONAL SERVICES	2,842	1,468	7,000	8,000	To cover Accreditation costs (Assessment)
3310	REPAIR & MAINTENANCE	9,569	11,400	4,000	25,000	Increase adjusts per for Labor costs which had been in 6007.
3320	MAINTENANCE SERVICE CONTRACT	29,219	31,650	17,500	18,200	Includes new copier, Code Red, RMS
3350	INSURED REPAIRS	-	1,788	500	500	Based on FY 15 YTD
5210	POSTAL SERVICES	1,239	2,102	2,000	2,200	Based on FY 15 YTD
5230	TELECOMMUNICATIONS	19,633	14,344	20,000	25,000	Based on FY 15 YTD
5305	MOTOR VEHICLE INSURANCE	12,325	13,338	13,000	13,000	Based on FY 15 YTD
5530	TRAVEL SUBSISTANCE & LODGING	8,548	5,579	8,500	9,000	Additional Training needs
5540	TRAVEL CONVENTION & EDUCATION	2,572	3,140	4,500	5,000	Additional Training needs
5800	MISCELLANEOUS CHARGES	2,710	144	1,500	1,000	Continuing efforts to reduce this line item
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	2,125	2,436	2,700	3,600	Adds VALORS, ROCIC, IAPE (evidence)
6001	OFFICE SUPPLIES	4,514	5,472	5,000	6,000	Based on FY 15 YTD
6007	REPAIR AND MAINTENANCE SUPPLIES	25,905	15,821	40,000	20,000	See 3310
6008	VEHICLE AND EQUIPMENT FUEL	75,491	67,181	77,000	70,000	Based on FY 15 YTD
6010	POLICE SUPPLIES	11,498	4,566	14,500	10,000	Reduced because of TASER purchase in FY15
6011	UNIFORM AND WEARING APPAREL	4,834	5,884	6,000	6,300	Additional uniform needs
6017	SUPPLIES - AMMUNITION	8,028	8,977	9,000	11,000	Additional Training needs
6024	INSURED REPAIRS	1,925	350	11,000	11,000	
31200	SHERIFF	222,976	195,640	243,700	244,800	

FUNC 31210 CRIMINAL JUSTICE TRAINING CENTER

5699	CIVIC CONTRIBUTIONS	16,300	13,448	19,185	18,582	Includes payment for on line training
31210	CRIMINAL JUSTICE TRAINING CENTER	16,300	13,448	19,185	18,582	

FUNC 31220 DRUG TASK FORCE

5699	CIVIC CONTRIBUTIONS	9,314	9,421	12,500	12,500	No change
31220	DRUG TASK FORCE	9,314	9,421	12,500	12,500	

FUNC 35600 COMMUNICATIONS

3000	PURCHASED SERVICES	285	238	200	300	Language Line
3310	REPAIR & MAINTENANCE	-	288	-	-	
3320	MAINTENANCE SERVICE CONTRACT	50,537	51,063	104,443	113,000	
3330	SOFTWARE LICENSES	5,710	-	-	-	
5230	TELECOMMUNICATIONS	23,643	25,629	25,250	30,000	Increase based on FY15 YTD
5420	RENTAL OF BUILDINGS/TOWERS	27,412	27,412	27,500	27,500	Radio Tower
5510	TRAVEL MILEAGE	-	371	-	1,000	Actual Cost
5540	TRAVEL CONVENTION & EDUCATION	1,924	1,271	3,000	3,000	
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	230	230	300	300	
6001	OFFICE SUPPLIES	2,608	1,517	1,800	2,000	Copier Maintenance
6011	UNIFORM AND WEARING APPAREL	938	1,248	1,400	1,400	
6014	OTHER OPERATING SUPPLIES	226	42	500	500	
6032	EDUCATIONAL/TRAINING MATERIALS	-	521	-	500	
35600	COMMUNICATIONS	113,513	109,830	164,393	179,500	

PJT 402 DMV SELECTIVE ENFORCEMENT-ALCOHOL

FUNC 31200 SHERIFF

6010	POLICE SUPPLIES	3,200	-	-		
31200	SHERIFF	3,200	-	-		
402	DMV SELECTIVE ENFORCEMENT-ALCOHOL	3,200	-	-		

PJT 403 DMV SELECTIVE ENFORCEMENT-SPEED

6010	POLICE SUPPLIES					
31200	SHERIFF					

PJT 410 ICAC TASK FORCE GRANT

FUNC 31200 SHERIFF

5230	TELECOMMUNICATIONS	-	234	-		
6001	SUPPLIES - OFFICE	-	5,227	-		
6010	SUPPLIES - OFFICE	-	18	-		
31200	SHERIFF	-	5,478	-		

410	ICAC TASK FORCE GRANT	-	5,478	-		
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PJT 602 DOJ VEST GRANT

FUNC 31200 SHERIFF

6010	POLICE SUPPLIES	807	-	-		
31200	SHERIFF	807	-	-		
602	DOJ VEST GRANT	807	-	-		

REVENUE

330114	MULTI-AGENCY FEDERAL TASK FORCE	60,576	22,562			
316607	DMV 402 GRANT	10,334	6,834	9,000	9,000	
316710	CJS GRANTS FOR LAW ENFORCEMENT	403	-	-		
240401	DOJ LOCAL LAW ENFORCEMENT BLOCK GRANT	2,226	-	1,906	2,000	
340101	ARRA BYRNE JUSTICE ASSISTANCE GRANT	5,423	-	-		
230201	SHERIFF	692,082	747,010	750,887		
160103	SHERIFF'S FEES	796	796	797	800	
160302	Central Alarm Control - Town of Berryvi	2,000	2,000	2,000	2,000	
160501	JAIL PROCESSING FEE	2,404	1,611	1,500	1,500	
160602	911 Emergency Fees	-				
160606	WIRELESS E-911 GRANT	35,716	40,742	39,285	40,000	
130328	WEAPONS PERMITS	7,567	5,472	6,000	5,000	Anecdotal Evidence of slowdown
140101	COURT FINES AND FORFEITURES	347,687	237,835	280,000	250,000	Based on FY15 YTD
140103	COURTHOUSE SECURITY FEES	52,467	43,219	53,812	52,000	Based on FY15 YTD
240110	EXTRADITION	3,626	-	-		
340102	SCAAP GRANT	3,671	3,074	3,074		

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: Vehicle Repeaters

Month & Year Needed: July, 2015 New or Replacement? New Cost: \$144,000

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 continues to have a lack of coverage when using portable radios. Since implementation of the new radio system several years ago portable coverage has been reduced. This means there are certain parts of the county where, when a deputy is out of his vehicle, he has no radio communications with the Emergency Communications Center. Also, portable coverage inside of a building is almost non-existent.

Most threats are encountered inside a building, and communication is paramount when tragedy occurs. For example, in an active shooter situation in one of our schools the School Resource Officer needs to communicate with other incoming officers to coordinate the response in order to keep injuries and casualties a minimum. Another example, in the summer of 2014 a patrol Sergeant was fighting with an individual in a room at the Mountain View Motel. The suspect was attempting to obtain the Sergeant's pistol. The Sergeant was trying to call for help but could not transmit out.

A solution to this issue is to use vehicle repeaters. Vehicle repeaters will allow the deputy transmit from their portable radios back to their vehicles. The vehicle then will transmit the signal through the mobile radio back to another officer and the Emergency Communications Center. Portables transmit using 5 watts of power. Mobile radios in a vehicle transmit using 50 watts of power.

Utilizing a grant from the Virginia Attorney General's Office, we were able to purchase two (2) vehicle repeaters. These repeaters were installed in two of the Sheriff's Office patrol vehicles. Extensive testing has been done with the two Deputy Sheriff's issued these repeaters. We have found a dramatic increase in portable coverage. For example, the Chief Deputy went inside the Clarke County High School and could only transmit on his portable radio without the use of a vehicle repeater 5% of the time. When utilizing the

vehicle repeater, he was able to transmit out 100% of the time.

We currently have the mobile and portable radios to use with the vehicle repeaters. The cost to outfit 12 vehicles is \$144,000.00.

CLARKE COUNTY FY 16 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 2015 New or Replacement? Replacement Cost: \$91,000

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.

FY16

- 2 - 2015 Ford Police Interceptor Utility for Field Staff. \$44,371.00 each. Total - \$88,742 (Based off of Summer 2014 prices)
- Total Requested \$91,000. All of these vehicles come fully equipped with the price including installation and labor costs. An additional \$2,300 has been included in the vehicle costs for possible inflation and / or price increases.

(In FY15, the Sheriff's Office purchase two vehicles for departmental use utilizing funds from the asset forfeiture funds)

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 VH Radios

Month & Year Needed: July 2020 New or Replacement? Replacement Cost: \$331,085.50

Non-local Revenue for Object:

Source: _____

Amount: _____

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

In October of 2014, when asking Motorola Solutions about a preventive maintenance plan for our mobile and portable radios, this office was informed that our current radios (mobile and portable) will no longer be manufactured as of November 2014. Motorola Solutions will service the radios for any repairs for only until November 2019.

After November 2019, if a radio breaks, a new radio will have to be purchased to replace it. Motorola provided me prices for the radio that will replace our current radios. The costs of the radios are broken down as follows:

Portable Radios

APX6000 VHF Portable Radio (Model 2.5) \$4954.00. Currently we have 21 portable radios for a total cost of \$104,034.00

Mobile Radios

APX 7500 Dual Band VHF/800 Radios - \$8732.75. Currently we have 26 mobile radios for a total cost of \$227,051.50

Prices given are at full list price. At the time of the purchase, Clarke County will have access to any number of contracts for reduction in costs. Most contracts give a 20% discount. If we receive a 20% discount, the total costs can be reduced by roughly \$66,000.

CLARKE COUNTY FY 16 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: Sheriff

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

Title of Requested Position: PT Court Security Hours/ Week: _____

Weeks, days, or months per year (specify): _____
Position Cost (salary only, annual basis): 30,000

Month and Year needed : July, 2015

Non-local Revenue for Position:

Source: _____

Amount: _____

JUSTIFICATION

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

The Sheriff's Office does not currently operate our metal detector for every court in session because of staffing concerns. Our goal is to begin that function.

Secondly, changes in court scheduling will place more than one court in session at a time, a scheduling issue we currently do not have to contend with.

Finally, an analysis of YTD current budget reflects this need.

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CLARKE COUNTY FY 16 BUDGET

Technology Request

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: Emergency Medical Dispatch System Replacement

Month and Year Needed: July 2015 New or Replacement? Replacement Cost: \$57,454.00

Non-local Revenue for Object (if any):

Source: Rescue Squad Assistance Fund Grant

Amount: \$45,963.20

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

During the Fire & EMS Committee meetings it was brought up that our existing Emergency Medical Dispatch Program may not be meeting the needs of the Fire & EMS personnel. While the existing program does provide the necessary components to give pre-arrival instructions to our callers it has fallen short in the quality assurance module. The program that we are seeking to purchase not only will improve the quality assurance issue it should reduce the amount of time it takes to complete a call utilizing EMD. This program will use a single point of entry for both CAD and EMD. Currently that is a 3 step process. This program will also incorporate the usage of Fire & Law Enforcement standardized questioning and pre arrival instruction. I have information available on the program if you would like to review it.