

CITY OF WINCHESTER
FISCAL YEAR 2013
ADOPTED ANNUAL BUDGET



&
FIVE-YEAR CAPITAL IMPROVEMENT
PROGRAM

**CITY OF WINCHESTER, VIRGINIA
ADOPTED BUDGET**

Fiscal Year
July 1, 2012 through June 30, 2013

CITY COUNCIL

Elizabeth A. Minor, Mayor
Jeffrey B. Buettner, President
John A. Willingham, Vice President
Milton F. McInturff, Sr., Vice Mayor

John P. Tagnesi
John W. Hill
Ben Webber

Evan H. Clark
Les C. Veach

BUDGET OFFICIALS

Dale Iman, City Manager
Craig S. Gerhart, Interim City Manager
Mary M. Blowe, Finance Director
Celeste R. Broadstreet, Assistant Finance Director

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City Manager's FY 13 Budget Message

The fiscal year 2013 budget, in my professional opinion, meets the fundamental obligations of municipal government by funding public safety, public works, public education; meeting local funding obligations for court operations and corrections, appropriate general government administration, community planning, economic development, parks and recreation and health and human services. These are the essential functions of local government, the City's legal obligations. The City's budget was developed and recommended based on the City's mission and provides resources to advance the seven fundamental goals identified by the Council.

City Council's goals are as follows:

1. Improvement of median income
2. Improvement in education for graduation rates, job readiness, general education development rate, and adult education
3. Improvement in economic development in job creation, sales tax revenue, and average salary
4. Police Department to maintain high levels of satisfaction
5. Fire Department to meet National Fire Protection Standards
6. Downtown focus; vibrant, sustainable downtown including focus on major investments, safety and an increase in occupancy of ground floor spaces
7. Continued infrastructure investment

City Staff will continue to monitor sales tax and utility water sales as well as other leading indicators of future revenues. This budget focuses on the implementation of information technology projects; supports City goals; and includes initiatives to encourage an environment of efficiency and effectiveness throughout the organization. We are also proposing that Council create a capital reserve fund to advance Council goals regarding annual capital projects that will arise. Accordingly, this budget includes \$200,000 to begin funding the capital reserve fund this fiscal year.

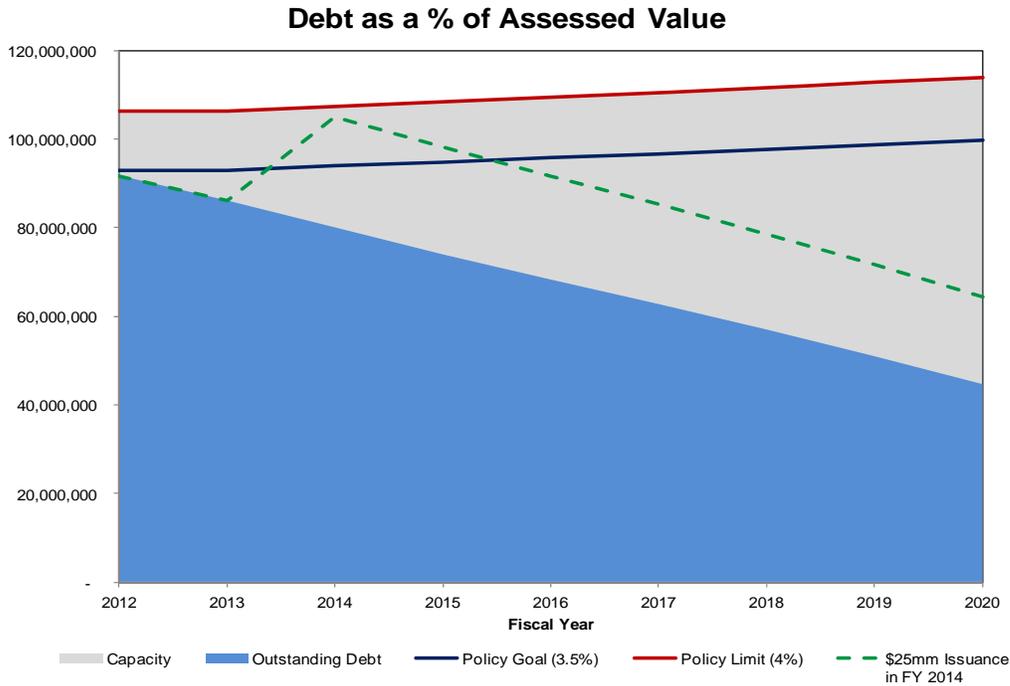
This budget has been developed with an emphasis placed on adherence to the three principals of sound financial planning:

- Fund Balance policy
- Net debt service as a percentage of general fund expenditures (a community's willingness to pay). Our target is 12.5% with a cap of 15%
- Net debt as a percentage of assessed value (a communities ability to pay). Our target is 3.5% with a cap of 4%.

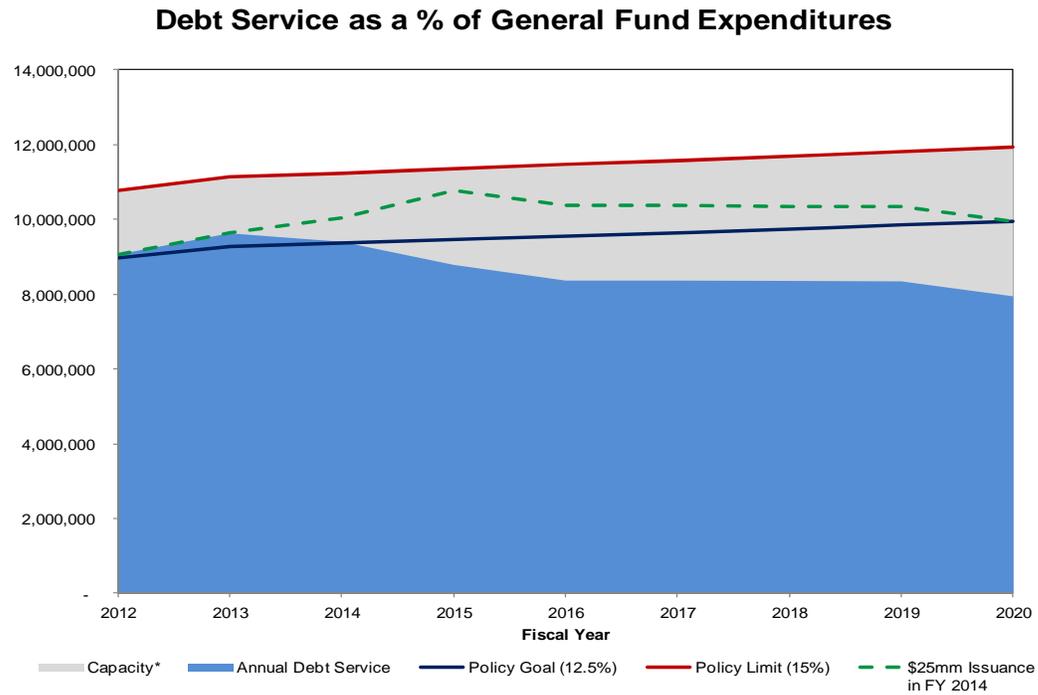
City staff have been very mindful of these Council adopted policies and have developed this budget to not only adhere to our policies but have also put measures in place to ensure future compliance from a fiscal perspective. Council has been made aware that our next re-assessment will be effective January 1, 2013 and based on statewide averages indicate a 3% decrease in assessed values is anticipated. Should a higher decrease result from the re-assessment, our projections and recommendations for the issuance of new debt will need to be modified to ensure the City is staying within our target goal of 3.5% of debt as a percentage of assessed value. With

City Manager's Message

the City's current debt load, we are at 2.9% debt as a percentage of assessed value and 11.8% net debt service as a percentage of general fund expenditures.



Note: Assumes AV declines 3% in FY 2012, Flat in 2013 and increase 1% thereafter.

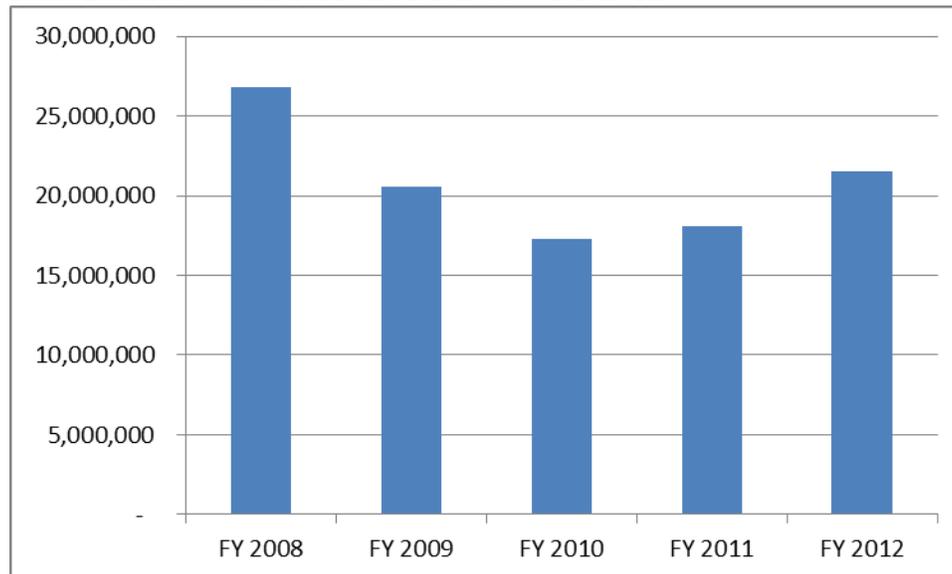


Note: Assumes GF Expenditures increase by \$2.4 million in 2013 and then 1% thereafter.
 *\$1 million of debt service = \$13 million borrowing capacity.

City Manager's Message

The City's strong cash balance (projected to be \$21.5 million at the end of FY 2012) and our disciplined fiscal policies have led the rating agencies to award the City of Winchester a very desirable AA+ bond rating. As a city we need to be cautious not to erode our cash balance to a point where the rating agencies are not comfortable with our debt to cash ratio. A balance of planned spending and debt issuance is paramount to the fiscal strength of Winchester.

Fund Balance – General Fund FY 2008 – FY 2012



This budget reflects modest signs of economic recovery which are evidenced by projected revenue increases for fiscal year 2013 which include:

- Sales Tax increasing \$700,000 or 9%
- Business Licenses increasing \$300,000 or 11.5%
- Fines & Forfeitures increasing \$150,000 or 100%
- Meals & Motel taxes increasing \$150,600 or 3%
- Recovered costs increasing \$155,000 or 21%

My recommendation (and adopted) increase in the real property tax rate to \$0.95 is in response to future capital planning for Schools and other General City government initiatives that need to be addressed to insure future success. Some of the items supported by the new revenue generated from this tax increase include the following:

- Schools employees salary increases
- City employees salary increases
- Equipment replacement
- Information Technology Strategic Plan
- Additional Schools operating
- Police Crime Prevention Position
- Funding of a contingency reserve fund

City Manager's Message

Within the base budget we were able to include many items that are necessary to continue City operations without reducing the level of services to the citizens of Winchester. However, in order to achieve a balanced budget some employee benefits will be reduced. The increase to the base includes:

• Other Post-Employment Benefit (OPEB) increase	\$147,500
• Virginia Retirement System (VRS) employee 5% contribution costs:	237,000
• Eliminate flex dollars/change to % method	(157,000)
• VRS employer premium increases (4.12%)	578,000
• VRS Line of Duty Act (LODA)	67,500
• 4 police positions (1/2 year funding)	115,800
• ECC- maintenance service contracts	55,000
• Tuition assistance	6,000
• OTDB personnel costs	90,000
• Volunteer fire dept. contribution increase	<u>93,900</u>
○ Subtotal:	\$1,233,700
• 2 new firefighter positions:	100,000
• Transit Supervisor (\$51,200)	0
• Economic Development/Grants position	0
• Paving	<u>225,000</u>
○ Total New initiatives in the base	\$325,000

Total Additional Base Expenditures **\$1,558,700**

I would like to highlight some very important changes to the organization through this budget process. The first change is with Employees health insurance. In the past, we have always utilized a flex dollar approach to computing employee premiums. This has become very difficult to sustain due to some very high increases in premiums over the last couple years. This year, the City employees will absorb a 3.5% increase from our health insurance carrier (Anthem). To address this issue we have proposed to eliminate the flex dollars and instead use Antheams expected premiums to set a percentage that the City will pay for each plan that we offer our employees. We feel even with these changes, we will still remain competitive with our benefit package.

The State of Virginia has passed legislation requiring existing local government employees (plan 1) pay 5% of their retirement costs. In the past the City has paid the full amount for our employees' retirement contributions. Effective July 1, 2012, employees will pay 5% for their VRS benefit and the City will increase each applicable employee's salary by 5%. With this change, employee's salaries will be higher, so FICA and other benefits will increase. The net effect on the City' budget is an increased cost of approximately \$237,000 which is included in the adopted base budget. To help offset some of the negative impact on employees, in the adopted budget there is an average 2% increase in employee's salaries in addition to the 5% as noted above.

City Manager's Message

My budget includes three new positions:

- Transit Supervisor
- EDA/Finance support
- Assistant City Manager (funded but requires Council approval to fill)

The budget also includes replacing the following funded equipment:

Department	Equipment	Request	Funded	Unfunded
Information Tech	Servers (12)	\$60,000	\$35,000	\$25,000
Sheriff	Vehicles (2)	50,000	50,000	0
Police	Vehicles (8)	200,000	150,000	50,000
Inspections	Small SUV	20,000	20,000	0
Refuse	Recycling Truck	170,000	0	170,000
Streets	Salt Spreaders	30,000	0	30,000
Traffic	Bucket Truck	100,000	100,000	0
Parks & Recreation	Small Sedan	14,000	14,000	0
Parks & Recreation	Trash Truck	82,000	0	82,000
Parks & Recreation	Post Hole Digger	4,000	0	4,000
Total		\$730,000	\$369,000	\$361,000

The City will receive some one-time funds that I propose using for the following projects:

- IT strategic Plan (non-recurring costs) \$200,000
- HR time and attendance software 70,000
- Police incident reporting software 50,000
- Police evidence tracking software 40,000
- Police equipment- MDT's 16,000
- Capital reserve- 200,000

Total One-time Funding \$576,000

It is also important to identify organizational needs and requests that are not included in the budget:

- Highway Maintenance Paving \$125,000
- Personnel requests 690,240
- Outside Agency 333,119
- Department operating 860,513

Total Unfunded Requests \$2,008,872

City Manager's Message

The City has been very proactive towards directing funds to support City Council's goals. Downtown development is a goal of City Council and I have recommended in this budget for the Old Town Development Board (OTDB) personnel expenses to come from general fund revenues. This change will allow for \$50,000 of the Primary & Secondary Real Estate Taxes each year to go towards reimbursing the general fund \$600,000 for the Downtown improvement projects requested by the OTDB. In addition, \$40,000 could be utilized for branding and downtown welcome center expenses. The utilities fund will soon embark on the pedestrian mall and Indian alley improvements investing approximately \$6.5M to replace the water and sewer systems in that area of downtown.

As suggested in the Citizen survey, only 18% of respondents are very satisfied with the condition of sidewalks in their neighborhood and 33% of respondents are dissatisfied with the condition of their neighborhood sidewalks. In the budget, there is \$500,000 available to either extend or replace sidewalks. I would also like to suggest that approximately \$20,000 of these funds be utilized for increased lighting.

The City has many challenges as we plan for the future, but it would be foolish to not anticipate for future cuts from the State in the following areas:

- Constitutional offices and Courts
- Regional jails and detention centers
- K-12 education
- Comprehensive Services Act
- Social Services
- Categorical and non-categorical aid service
- Benefits and insurance for employees
- Libraries

It would also be reasonable to assume that in future years the State will pass along growing VRS costs to the City and our employees.

There are several future considerations to keep in mind as we develop long range fiscal plans. We have an Emergency Communications project that will need to be implemented. This project would include the replacement of subscriber units (portables and mobiles) as well as upgrades to our communications infrastructure. In addition, our schools have many capital improvements that extend well into the future that must be planned for appropriately. Exploring different avenues with increased revenue generation will help the City be able to meet these obligations and others as we strive to move Winchester forward.

Budget Overview

The main purpose of the City of Winchester's annual budget is to communicate to its Citizens the goals for the upcoming year as well as the activities that will be carried out and the resources that will be used to accomplish those activities. The City's annual budget is a short-term plan subject to change based on circumstances that influence its execution such as shifting priorities, changes in the financial environment, and/or unforeseen events. This year's annual budget is focused towards supporting the following goals set by City Council:

1. Improvement of median family income
2. Improvement in education for graduation rate, job readiness, general education development rate, and adult education
3. Improvement in economic development job creation, sales tax revenue, and average salary
4. Police to maintain high levels of satisfaction
5. Fire to meet National Fire Protection Standards
6. Downtown Focus; vibrant, sustainable downtown including focus on major investments, safety and an increase in occupancy of ground floor spaces
7. Continued infrastructure improvement

Budget Hierarchy

The City's FY 2013 Approved Budget is presented in discrete levels, the broadest of which is represented by the Appropriation Ordinance adopted by City Council. Within the Ordinance, reference is made to the Funds that comprise the overall budget, of which there are six basic types:

1. **Governmental Funds** which include the General Fund and the School Operating Funds. Operational activities and services are budgeted in these Funds. The sources of revenue are varied, but include local tax receipts, charges for services, various fees, Federal and State receipts.
2. **Special Revenue Funds** include the Human Services Fund, Highway Maintenance Fund, Transit Fund, Emergency Medical Services Fund, Tourism Fund, and Law Library Fund. The sources of revenue are Local, Federal and State funds which may be used only for a specific purpose.
3. **Capital Projects Funds** to account for the financing and construction of capital projects of the government. Financing is provided by local revenue and bond issues.
4. **Proprietary funds** of which there are two types: *Enterprise Funds*, including the Utilities Fund and Internal Service Funds including the Equipment Operating Fund, Employee Benefits Fund and the Other Post-Employment Benefits Fund. The sources of revenue for the Enterprise Fund are the fees charged to users for goods and services provided. The revenue sources for the City's Internal Services Funds are allocations charged to City departments on a cost reimbursement basis.

Budget Overview

- Fiduciary Funds** are used to account for resources held for the benefit of parties outside the government. The City has three fiduciary funds: the Special Welfare Fund, Northwestern Regional Jail Authority Construction Fund, and Northwestern Regional Juvenile Detention Center Fund. The accounting used for fiduciary funds is much like that used for proprietary funds.

Funds are further divided into **Department and Divisions**, such as the Public Safety Department which has a specific **Division** for Police. These budgetary units are established based on function and are used for planning and reporting departmental activities.

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

Fund – 111 = General Fund
Department – 31 = Law Enforcement
Division – 11 = Police
Activity – 43 = Public Safety
Sub Activity – 1 = Law Enforcement
Element – 11 = Wages
Object – 01 = Regular

Budget Accounting

The City's budget is presented and periodically reported using the modified accrual method of accounting. This method refers to when revenues and expenditures are recognized in the accounts. In modified accrual accounting, revenues are recognized when they are both measurable and available to finance current expenditures. Expenditures are recognized when the services are incurred or goods received. With the exception of the Enterprise Funds, which are presented in the City's CAFR using the full accrual method of accounting, the remaining funds are presented using the modified accrual method.

Revenue

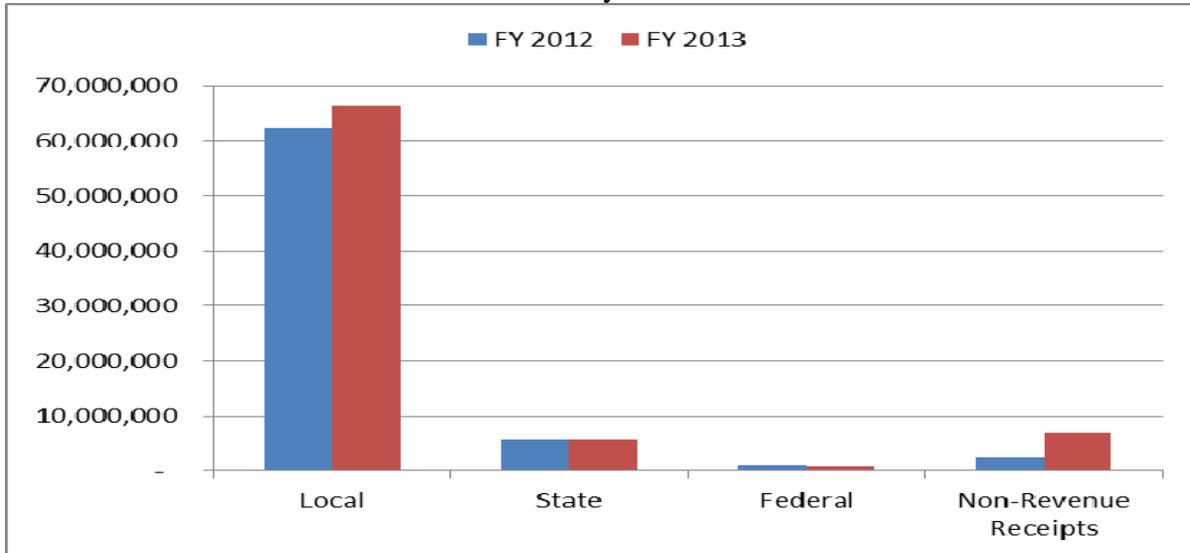
Revenue estimates are developed with a conservative and practical approach based on general economic conditions, historic experience, and expected changes in activities and services. A team consisting of the City Manager, the Treasurer, the Commissioner of the Revenue, the Finance Director, and the Assistant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

Budget Overview

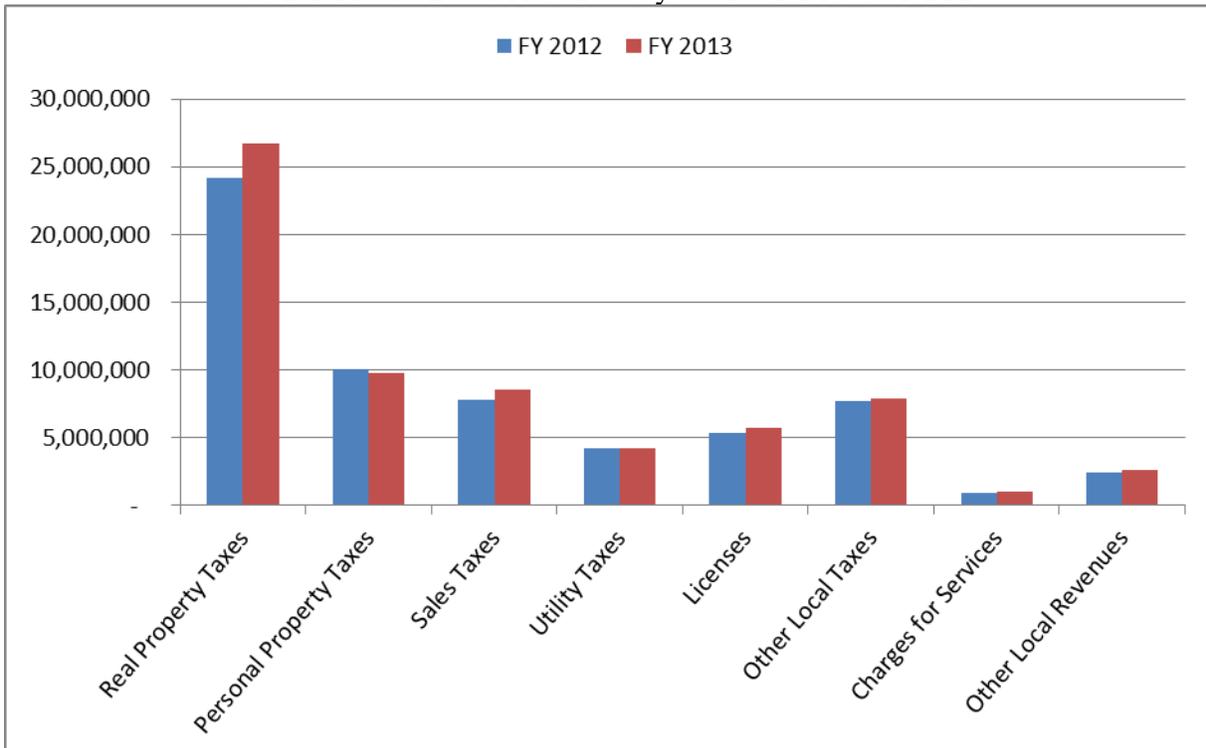
General Fund Revenues:

General Fund estimated revenues total \$78,876,000, an increase of \$8,081,000, or 11 % from the FY 2012 adopted budget. The following chart illustrates General Fund revenue increase for the City of Winchester. Revenues are divided into four categories: (1) Local, (2) State, (3) Federal, and (4) Non-Revenue Receipts. More detailed trend information for these three categories is presented in the following pages.

General Fund Revenues by Source FY13 vs. FY12

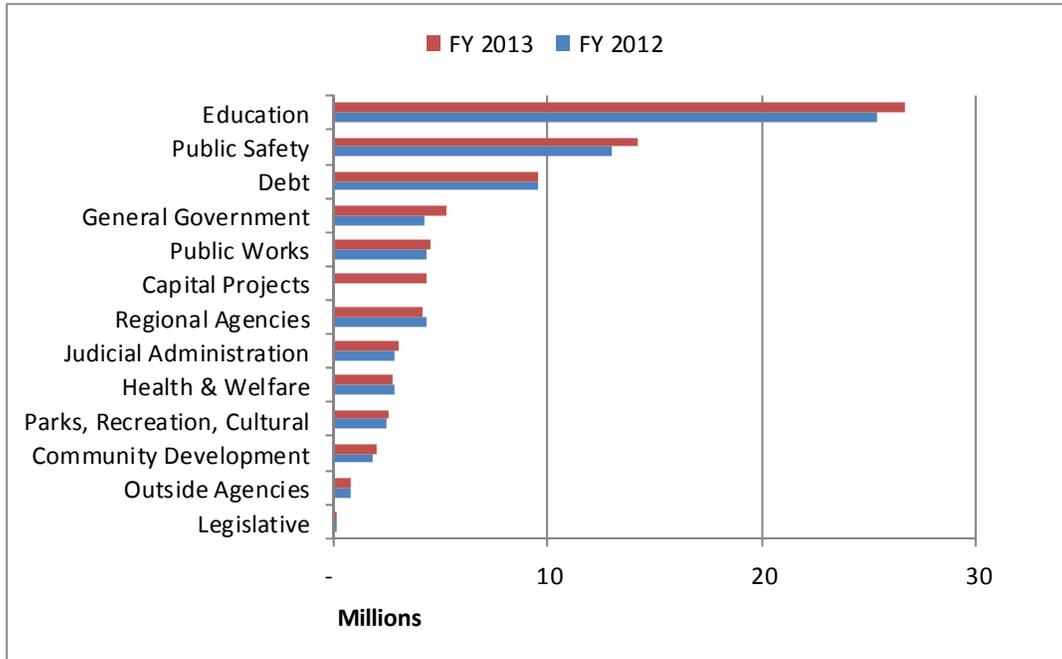


General Fund Local Revenues by Source FY13 vs. FY12



Budget Overview

General Fund Use of Funds FY 2013 vs. FY 2012



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

Increased Revenue Budget
Compared with FY12 Adopted

A. Local Taxes

\$3,633,100

Local taxes are the largest category of revenues for the City. Local taxes comprise 33.2% of all FY 2013 General Fund revenues. The local tax category is expected to increase approximately 4.9% compared to the adopted estimate for FY 2012. Economic improvements have positively impacted most areas in this category, most notable in the sales tax category. Increases and decreases in major revenues or categories of revenue are noted below:

1. **Real Property Tax – \$2,439,000** - The real estate tax is the single largest source of revenues for the City of Winchester. Assessments to establish property values occur on a bi-annual calendar year basis. Assessments on new construction are done throughout the year. The City’s latest complete assessment was effective January 1, 2011. The rate at which taxes on real property are assessed was increased \$0.09 effective January 1, 2012 from \$0.86/\$100 valuation to \$0.95/\$100.
2. **Personal Property Tax – (\$140,000)** - Personal Property taxes are levied on all tangible property owed within the City’s limits, including registered vehicles and business furniture and equipment. Mobile Homes are also included in this category for taxation purposes. Rates for personal property remain unchanged from last year at \$4.50/\$100 assessed valuation.

Budget Overview

3. **Sales Tax – \$700,000** – Sales tax is expected to increase 9% when compared to the FY 2012 adopted revenue estimate. Sales tax has improved significantly in the current year as the economy shows signs of improvement.
4. **Business and Professional Occupational License Tax (BPOL) - \$300,000** – The BPOL tax is another major local tax and is based on gross receipts of businesses operating within the City. The BPOL tax is expected to increase by 5.7% when compared to the FY 2012 adopted revenue estimate.
5. **Meals Tax - \$100,600** - Meals tax is another major revenue source for the City of Winchester. It is a consumer-driven source of revenue. The City's rate for FY 2013 remains unchanged at 5%.
6. **Other Local Taxes - \$120,000** – Other local taxes include taxes, such as motor vehicle licenses, bank franchise fees, and lodging taxes.

B. Charges for Services/Miscellaneous \$244,900

The Charges for Services category is the smallest revenue category. Most of the revenue in this category is generated from fees charged for services rendered to our citizens. This category comprises only 3.5% of the General Fund revenues. The major charges for services categories are discussed as follows:

1. **Court Costs - \$40,000** – Revenue in this category includes fees charged by the various courts for sheriff costs, security and maintenance. The growth is mainly attributable to increased courthouse security and compliance fees.
2. **Permits, Fees, and Licenses – \$2,900** – This category of revenue is comprised mainly of inspection fees and permits related to the construction industry. Revenues are expected to decrease due to the current economy and slow growth in the construction.
3. **Fines and Forfeitures - \$150,000** – This category of revenue consists of fines and forfeitures assessed and collected by the courts. The growth in this category is due to increase in fees assessed by the courts.
4. **Revenue/Use of Money – (\$100,000)** – This category of revenue consists of interest earned on investments. The decrease in this category is due to the extremely low interest rates on investments.
5. **Recovered Cost/Miscellaneous - \$225,900** – Revenues in this category include interest earned on investments, and recovered costs such as landfill recycling.

C. Intergovernmental Revenue

(\$181,000)

This revenue category is primarily comprised of State funds designated for specific programs. There is little local discretionary use of these funds, much of which is paid to the City on a reimbursement basis. This category represents only 8.3% of the total General Fund revenue budget. The FY 2013 revenue estimate is projected to decrease 2.7% from the FY 2012 adopted budget. The major categories of intergovernmental revenue are discussed as follows:

1. **Non-Categorical Aid - \$118,000** – This category of State taxes is comprised of revenues from personal property tax relief, rental car, recordation, rolling stock taxes, and local aid to the Commonwealth. The largest source of revenue in this category is personal property tax relief. The amount provided by the State is frozen at approximately \$2.6 million annually. The overall increase in this category is attributed to increases in recordation and rental car tax.
2. **Shared Expenses – (\$46,500)** – This category of revenue accounts for reimbursement to the City for the State share of salaries and operating expenses of the Constitutional Offices including Commonwealth's Attorney, Sheriff, and Commissioner of the Revenue, Treasurer, and Registrar. The FY 2013 revenue is projected to decrease by 2.9% from the FY 2012 adopted revenue estimate.
3. **Other Categorical Aid – (\$252,500)** – This category of revenue consists of State 599 police funds and Federal grants funding. The 8.9% decline is mainly attributed to the expiration of the Federal COPS grant.

Special Revenue Fund Revenues

1. **Human Services Fund** – Estimated revenues for the Human Services Fund total \$7,205,000. Revenues are comprised of state revenues of \$2,968,179, federal revenues of \$1,949,421 and General Fund support of \$2,278,400.
2. **Highway Maintenance Fund** – Estimated revenues of the Highway Maintenance Fund total \$3,596,000. Revenues are comprised of state revenues of \$2,671,000 and General Fund supplement of \$925,000. The General Fund supplement will cover \$500,000 of sidewalk additions and replacement and \$425,000 for paving.
3. **Transit Fund** – Estimated revenues of the Transit Fund total \$940,000. Revenues are comprised of \$95,000 charges for services, \$128,000 state revenues, \$449,000 federal revenues, and \$268,000 of General Fund support.
4. **Emergency Medical Services Fund (EMS)** – Estimated revenues of the EMS Fund total \$918,000. Revenues are comprised of fees charged for Ambulance service.

Budget Overview

5. **Win-Frederick Co. Convention and Visitors Bureau Fund** – Estimated revenues of the Win-Frederick Co. Convention and Visitors Bureau Fund are comprised mainly from the local support of the City of Winchester and Frederick County governments.
6. **Winchester Parking Authority (WPA) Fund** – Estimated revenues of the Winchester Parking Authority Fund total \$1,100,000 and are generated from the parking facilities through user fees and ticket violations. The WPA operates four parking garages, on-street parking meters, and off-street parking meters.

Enterprise Fund Revenues

Utilities Fund revenues are estimated to be \$19,307,000. Utilities Fund revenues are derived from the sale of water and sewer services. The Utilities department issues revenue bonds to upgrade water facilities and replace antiquated water and sewer lines. This budget includes a 14% rate increase to support the increased debt service for recently issued bonds.

Internal Service Funds

1. **Employee Benefits Fund** – Revenues are estimated to be \$4,200,000. The revenues are comprised of billings to user funds and departments for employee health insurance and worker's compensation premiums,
2. **Equipment Fund** – Revenues are estimated to be \$1,222,000. The revenues are comprised of billings to user funds and departments for equipment repairs and maintenance.
3. **Other Post-Employment Benefits (OPEB) Fund** - Revenues are estimated to be \$477,000. The revenues are comprised of billings to funds and departments for actuarially determined allocation of OPEB costs.

Budget Overview

City-wide staffing changes and authorizations from FY 2012 to FY 2013 are shown in the following table. As was the case in FY 2012, a position may exist, but not be funded. This budget includes three new positions. However, seven positions were unfunded in FY 2012 and seven remain unfunded in FY 2013. Unfunded but authorized positions are listed in the comments column.

FY 2013 City-wide Staffing Changes and Authorizations					
Dept/ Div #	Name	Positions Authorized FT & PT Classified	Funding Authorized for PT Non-Classified	Change	Comments
General Fund					
1101	City Council	0	\$ 33,600	None	
1102	Clerk of Council	0.50		None	1 FT split 50% with 1211
1211	City Manager	2.50		Increased 1 FT position	1 FT split 50% with 1102; 1 FT funded for ½ year
1221	City Attorney	3.00		None	
1226	Human Resources	4.50	\$ 27,000	None	1 FT position unfunded
1231	Comm of Rev	8.00	\$ 15,200	None	
1241	Treasurer	7.00		None	1 FT position unfunded
1243	Finance	7.50		Decreased \$20,000 PT funding to add 0.5 FT position	1 FT position unfunded New FT split 50% with 8151
1251	IT	7.00		None	1 FT position unfunded
1311	Electoral Board		\$ 9,500	None	
1321	Registrar	1.00	\$ 30,000	None	
2111	Circuit Court	1.00		None	
2121	General District Court	0	\$ 7,000	Increased \$7,000 new PT funding	
2151	J&D Court	0	\$ 25,000	Increased PT funding by \$10,000	
2161	Clerk of Circuit Court	8.00		None	
2171	Sheriff	11.80	\$ 67,000	None	1 FT split 80% with 4322
2173	Courthouse Security	1.00	\$ 75,000	Increased PT funding by \$75,000	Moved PT funding from 4322
2211	Comm Attorney	13.00		None	
2223	Victim Witness	2.00		None	
3111	Police	87.50	\$ 85,000	Increased PT funding by \$25,500	Requested 2 FT positions not approved, 1 FT split 50% with 3421
3211	Fire & Rescue	56.67		Increased 2 positions	Requested 6 additional positions, 2 approved; 1 FT split 67% with 3561
3421	Inspections	6.50		None	1 FT split 50% with 3111
3521	Animal Control	2.00		None	

Budget Overview

FY 2013 City-wide Staffing Changes and Authorizations					
Gen Fund	Name	Positions Authorized FT & PT Classified	Funding Authorized for PT Non-Classified	Change	Comments
3551	Emergency Services	0	\$ 34,000	Increased PT funding by \$8,000	Requested 1 additional FT position not approved
3561	HazMat	0.33		None	1 FT split 33% with 3211
3572	ECC	15.00	\$ 30,000	None	2 FT positions unfunded
4135	Loudoun Mall	1.00	\$ 4,000	None	
4231	Refuse	18.40	\$ 6,000	None	1 FT funded at 40%
4322	JJC	4.20		Decreased PT funding by \$65,000	1 FT split 20% with 2171, Moved PT funding to 2173
4324	Facilities Maint	9.50		None	Requested PT to FT not approved
7111	P&R Supervision	6.50		None	1 FT split 50% with 8153
7121	P&R Maintenance	11.00	\$ 42,000	None	1 FT unfunded
7125	P&R Recreation Activities	1.00	\$ 1,500	None	
7132	P&R Outdoor Pool	0	\$ 52,000	None	
7133	P&R Indoor Pool	2.00	\$ 70,550	Increased 1 FT position	1 FT moved from 7135
7135	P&R War Memorial Bldg	1.00	\$ 62,500	Decreased 1 FT position	1 FT moved to 7133
7137	P&R After School	3.00	\$ 24,000		
7138	P&R Athletics	2.00	\$ 8,000		
8111	Planning	2.50		None	1 FT split 50% with 8141
8141	Zoning	2.50		None	1 FT split 50% with 8111
8151	Economic Development	1.50		Decreased \$11,500 in PT funding to add 0.5 FT position	1 FT split 50% with 1243
8171	OTDB	1.00	\$ 11,500	None	
8181	GIS	1.00		None	
	Total General Fund	313.90	\$ 720,350		
Human Services					
5311	Welfare Administration	39.50	\$ 65,200	Increased 1 FT position, decreased PT funding by \$20,000	1 FT split 50% with 5351
5351	CSA	1.50		None	1 FT split 50% with 5311
5327	Housing Assist	3.00		None	
	Total Human Services	44.00	\$ 65,200		

Budget Overview

FY 2013 City-wide Staffing Changes and Authorizations					
Dept/Div#	Name	Positions Authorized FT & PT Classified	Funding Authorized for PT Non-Classified	Change	Comments
Highway Maintenance					
4111	Administration	3.35		None	1 FT funded at 25%, 1 FT funded at 10%
4121	Streets	12.65		None	1 FT split 65% with 4131
4131	Storm Drainage	0.35		None	1 FT split 35% with 4121
4133	Snow & Ice	1.00		None	
4142	Traffic	5.00		None	
4151	Arborist	1.00		None	
	Total Highway Maintenance	23.35	\$ -		
Transit Fund					
4611	Fixed Route	9.00	\$ 15,000	Increased 1 FT position	Added Transit Supervisor position
4612	Paratransit	3.00		None	
4614	Trolley Routes		\$ 40,000	None	
	Total Transit	12.00	\$ 55,000		
Emergency Medical Services Fund					
3231	EMS	9.00		None	
	Total EMS	9.00	\$ -		
Win-Fred CVB Fund					
8153	Tourism	1.50	\$ 34,000	None	1 FT split 50% with 7111
	Total WFCVB	1.50	\$ 34,000		
Winchester Parking Authority					
4701	Parking	5.00		None	
4706	Parking Control	1.00		None	
	Total WPA	6.00	\$ -		

Budget Overview

FY 2013 City-wide Staffing Changes and Authorizations					
Dept/Div#	Name	Positions Authorized FT & PT Classified	Funding Authorized for PT Non- Classified	Change	Comments
Utilities Fund					
4801	Administration	4.85		None	1 FT funded at 80%, 1 FT funded at 70%, and 1 FT funded at 35%
4802	Source of Supply	12.33	\$ 25,000	None	1 FT funded at 33%
4803	Transmission	17.67		None	1 FT funded at 67%
4810	Engineering	5.00		None	
	Total Utilities	39.85	\$ 25,000		
Employee Benefits Fund					
1227	Payroll & Benefits	1.00		None	
	Total Employee Benefits	1.00	\$ -		
Equipment Fund					
1252	Automotive	5.00		None	
	Total Equipment Fund	5.00	\$ -		
Frederick-Winchester Service Authority					
4811	FWSA	21.40		None	2 FT funded at 20%
4812	FWSA	2.00		None	
	Total FWSA	23.40	\$ -		
Juvenile Detention Center Fund					
3323	Juvenile Detention	35.00	\$ 18,000	None	
	Total JDC	35.00	\$ 18,000		
Total City-Wide					
		514.00	\$ 917,550		

Financial Management Policies and Program Goals

The City of Winchester has an important responsibility to its citizens to plan for the future and manage public funds with accuracy and integrity. Planning has been an important focus of the City of Winchester, as we constantly adapt and change to meet the needs of our community. City Council along with City Staff have created and implemented many financial policies to demonstrate our commitment to sound financial management.

The City of Winchester has implemented a 20 year financial planning model which aids us in evaluating our policies and making sure we meet our targets. Our model incorporates all of our CIP, revenues and expenditures. Using a past performance and changing factors in our community we use percent increases/decreases to project into the future. We are constantly preparing and changing to meet the needs of our community in the following areas:

- Provide housing to low income and citizens with special needs.
- Recognize the City's potential markets with the redevelopment of historical properties for a different and more prosperous use.
- Continue to keep tax rates at low levels

Policy Goals

Our policies include many issues such as cash and investment management, expenditure control, asset management, debt management and planning concepts, in order to:

- Demonstrate to the citizens of the City of Winchester, the investment community and the bond rating agencies that we are committed to a being a fiscally strong organization.
- Make goals & policies clear so new Council members or staff members will be able to continue with our currently policies and change them as the needs of our community change.
- Continue to conform to Generally Accepted Accounting Principles (GAAP) as well as Governmental Accounting Standards Board (GASB) regulations.
- Insulate from financial crisis.
- Plan for projects to spread the costs of larger projects over a longer period of time.
- Maintain City's bond rating.

A. General Budget Policies

1. The City discourages departments from requesting supplemental appropriations from fund balance, outside of their budgeted amounts. This helps eliminate a possible negative balance in future years.
2. Departments have access to their own budgets and have the ability to print their budget on demand at any time of the month.
3. City Manager receives monthly revenue & expenditure reports for review and has established a revenue team comprised of the Treasurer, Commissioner of the Revenue and Finance Director to ensure the City is receiving all revenue and ensures proper classification of revenues.

Budget Overview

B. Revenue Policies

1. City strives to maintain diversified sources of revenue to guard against potential problems if one source of revenue is lost. This also allows us to distribute taxes among all citizens or businesses.
2. City appraises property at 100 percent of fair market value. The City out-sources the appraisal process to ensure a fair and equitable process. Property is re-assessed every two years.
3. The City adopts a policy of aggressive tax collection and uses all legal authority to collect these taxes.

C. Debt Management Policies

1. The City incorporates all debt service policies into our financial planning model to ensure all payments will be made, and by what funding source.
2. The City will not use long term debt to finance current operations.
3. The City will evaluate all possible ways to incur debt and choose the best method for the issue in question, including but not limited to the State Literary funds, VML/VACo programs, Virginia Resources Authority, and the Virginia Public School Authority.
4. City must maintain net debt as a percentage of Assessed value targeted at less than 3.5% with a maximum level at 4%. Net debt is General Obligation debt and capital lease obligation exclusive of debt or leases payable from Enterprise funds.
5. General Obligation debt service and capital lease payments as a percentage of total governmental fund expenditures shall be targeted at less than 12.5%, with a maximum level of 15%.

D. Capital Policies

1. The City develops a five-year Capital Improvement Program which is updated every year.
2. The City will make all capital improvements in accordance with an adopted capital improvement program, excluding emergency situations.
3. The City will identify future costs of the anticipated projects and budget accordingly to reduce budget overages, before approval.
4. The City will finance the Capital projects in the most cost effective way possible.

E. Fund Balance Policy

1. The City established and maintained an amount equal to 20% of the projected expenditures of the general fund and the school fund less any capital outlay projects funded with bond proceeds.
2. The City committed to having a healthy reserve for unforeseen emergencies that may occur.

Budget Overview

F. Investment Policy

1. The primary goal of the investment policy is to maximize the return on investment while minimizing the risk to the investment.
2. Treasurer will diversify use of investment instruments to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions or maturities.
3. The Treasurer, in cooperation with the City's Finance Department reports at the end of each month the amount of money on deposit with each depository to City Council.
4. All investments are recorded and reviewed with internal and independent auditors and meets the requirements of the Governmental Accounting Standards Board (GASB).

Balanced Budget

The City shall prepare an itemized budget for each fund and each program within the fund. The budget should be balanced with current revenues equal to or greater than current expenditures/expenses using the following strategies: improve revenues; create new service fees or raise existing fees based on the cost of services; reduce or eliminate programs; use fund balances, if available; increase property taxes; or reduce or eliminate services. In any fund in which expenditures/expenses shall exceed revenues, operating reserves shall be used to meet the shortfalls. The FY 2013 budget was balanced using a combination of expenditure reductions, and increased property taxes.

Budget Process Overview

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

1. Prior to March 30 of each year, the City Manager submits to the Common Council a proposed operating and capital budget for the next fiscal year commencing the following July 1. The operating and capital budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain citizen comments.
3. Prior to June 30, the annual budget is legally enacted through passage of an Appropriations Ordinance. The appropriated annual budget is adopted for the General, Special Revenue and Capital Projects Funds of the primary government and School Board Component Unit.
4. The Appropriations Ordinance is adopted at the fund, function and department level and places legal restrictions on expenditures at the departmental level. The appropriation for each department can be revised only by the Common Council. The City Manager is authorized to transfer budgeted amounts within general government departments; however, the School Board is authorized to transfer budgeted amounts within the School System's departmental categories.

Budget Overview

5. Formal budgetary integration is employed as a management control device during the year for the General Fund, Special Revenue Funds and the Capital Projects Funds. The discreetly presented School Board Component Unit is integrated only at the level of legal adoption.
6. All budgets are adopted on a basis substantially consistent with generally accepted accounting principles.
7. Appropriations lapse on June 30 for all City funds.
8. All budget data presented in the Comprehensive Annual Financial Report is the appropriated budget as of June 30, as amended.

We are committed to increasing communications about our budget to citizens and staff. Therefore, as part of the budget process this fiscal year, we asked numerous citizens and staff their opinion of the format and readability of our budget document. Using this feedback plus guidelines set by the Government Finance Officers Association (GFOA) for effective budget presentations we have completely revised our budget document. The new budget document is intended to be informational, easy to read and interpret.

**CITY OF WINCHESTER BUDGET CALENDAR
FOR FISCAL YEAR 2013**

OPERATING BUDGET	
<i>Date</i>	<i>Activity</i>
October 26, 2011 2:00 P.M. Exhibit Hall	Budget kickoff meeting and distribution of instructions and forms (Finance)
October 26, 2011	Distribute Payroll Projection Reports (Finance)
October 26, 2011	Distribute General Fund revenue projection worksheets to City Manager, Treasurer, and Commissioner of Revenue (Finance)
November 2-3, 2011	HTE budget module training for departments (Finance)
November 4, 2011	Distribute contribution request packages to agencies (Finance)
December 15, 2011	Submit personnel budget worksheets to Administration (Departments)
December 15, 2011	Deadline for agencies to submit contribution requests (Finance)
December 15, 2011	Complete operating budget entry (all operating departments/divisions)
January, 2012	Complete revenue projection entry (depts/divisions with fund responsibility)
January, 2012	Finance reviews department budgets with Department Directors
February 2012	Finance submits budget to City Manager
February 2012	City Manager reviews budgets
March 2012	City Manager submits budgets to Council Committee
March - April 2012	Council Committee holds budget hearings with Department Directors
April 2012	Final budget revisions from Council Committee made, and package prepared for submission to Council (Finance)
May, 2012	Advertisement submitted to newspaper for final budget hearing (Finance)
June, 2012	Council adopts budget and CIP
July 2012	Budget & CIP printed & distributed (Finance)
CAPITAL IMPROVEMENT PROGRAM	
December 15, 2011	Submit Five-Year Capital Improvement Program (CIP) forms to CIP Committee (Departments)
January, 2012	CIP Committee reviews CIP
February 2012	City Manager reviews CIP
March, 2012	City Manager submits CIP to Council Committee
April, 2012	Planning Director presents CIP to Planning Commission for recommendation

In the Activity column, the items in parenthesis designate who has responsibility for performing the activity.

Budget Summary by Funds

Revenue & Expenditure Summary by Fund

	2010 Actual	2011 Actual	FY 2012 Original Budget	FY 2013 Adopted Budget	FY 2013 Budget Incr/(Decr)
CITY FUNDS					
111 General					
GF	67,124,846	71,256,929	70,800,000	78,985,000	8,185,000
PARKS	2,618,568	2,555,460	2,590,000	2,615,000	25,000
OTDB	161,532	167,022	161,000	161,000	-
TRANSFERS	(1,730,000)	(1,756,000)	(1,756,000)	(1,885,000)	(129,000)
REVENUE	68,174,946	72,223,411	71,795,000	79,876,000	8,081,000
GF	69,840,789	69,064,803	70,800,000	78,985,000	8,185,000
PARKS	2,683,170	2,694,213	2,590,000	2,615,000	25,000
OTDB	156,709	159,571	161,000	161,000	-
TRANSFERS	(1,730,000)	(1,756,000)	(1,756,000)	(1,885,000)	(129,000)
EXPENDITURES	70,950,668	70,162,587	71,795,000	79,876,000	8,081,000
Surplus/(Deficit)	(2,775,722)	2,060,824	-	-	-
211 Human Services					
Revenues	4,252,793	6,894,263	7,668,000	7,205,000	(463,000)
Expenditures	4,365,851	6,913,767	7,668,000	7,205,000	(463,000)
Surplus/(Deficit)	(113,058)	(19,504)	-	-	-
241 Highway Maintenance					
Revenues	3,098,839	2,920,728	3,801,000	3,596,000	(205,000)
Expenditures	3,240,181	2,947,578	3,801,000	3,596,000	(205,000)
Surplus/(Deficit)	(141,342)	(26,850)	-	-	-
242 Transit					
Revenues	944,882	676,742	1,005,000	940,000	(65,000)
Expenditures	948,030	870,194	1,005,000	940,000	(65,000)
Surplus/(Deficit)	(3,148)	(193,452)	-	-	-

Budget Summary by Funds

Revenue & Expenditure Summary by Fund

	2010 Actual	2011 Actual	FY 2012 Original Budget	FY 2013 Adopted Budget	FY 2013 Budget Incr/(Decr)
271 EMS					
Revenues	824,436	866,017	884,000	918,000	34,000
Expenditures	791,424	815,894	884,000	918,000	34,000
Surplus/(Deficit)	33,012	50,123	-	-	-
281 Tourism					
Revenues	259,294	237,205	231,000	286,000	55,000
Expenditures	253,595	196,800	231,000	286,000	55,000
Surplus/(Deficit)	5,699	40,405	-	-	-
291 Law Library					
Revenues	50,045	54,470	30,000	50,000	20,000
Expenditures	30,253	31,395	30,000	50,000	20,000
Surplus/(Deficit)	19,792	23,075	-	-	-
292 Parking Authority					
Revenues	731,774	873,356	1,122,000	1,100,000	(22,000)
Expenditures	1,202,604	1,243,345	1,122,000	1,100,000	(22,000)
Surplus/(Deficit)	(470,830)	(369,989)	-	-	-
312 CIP					
Revenues	5,496,325	308,023	2,897,000	14,440,000	11,543,000
Expenditures	5,646,360	358,004	2,897,000	14,440,000	11,543,000
Surplus/(Deficit)	(150,035)	(49,981)	-	-	-
531 Utilities Operating					
Revenues	38,643,396	31,272,799	18,305,000	19,307,000	1,002,000
Expenditures	26,198,225	27,112,725	18,305,000	19,307,000	1,002,000
Surplus/(Deficit)	12,445,171	4,160,074	-	-	-

Budget Summary by Funds

Revenue & Expenditure Summary by Fund

	2010 Actual	2011 Actual	FY 2012 Original Budget	FY 2013 Adopted Budget	FY 2013 Budget Incr/(Decr)
535 Utilities CIP					
Revenues	13,152,670	13,541,830	17,380,000	15,165,000	(2,215,000)
Expenditures	24,321,781	16,214,468	17,380,000	15,165,000	(2,215,000)
Surplus/(Deficit)	(11,169,111)	(2,672,638)	-	-	-
633 Employee Benefits					
Revenues	3,174,723	3,633,825	4,010,000	4,200,000	190,000
Expenditures	3,436,383	3,840,452	4,010,000	4,200,000	190,000
Surplus/(Deficit)	(261,660)	(206,627)	-	-	-
643 Equipment					
Revenues	1,191,877	1,129,964	987,000	1,222,000	235,000
Expenditures	1,042,462	1,112,445	987,000	1,222,000	235,000
Surplus/(Deficit)	149,415	17,519	-	-	-
644 Other Post Empl Benefits					
Revenues	204,144	230,327	252,000	477,000	225,000
Expenditures	199,000	238,335	252,000	477,000	225,000
Surplus/(Deficit)	5,144	(8,008)	-	-	-
773 NW Reg Jail Auth Capital Fund					
Revenues	1,139,948	1,135,852	1,128,000	1,140,000	12,000
Expenditures	1,138,174	1,135,620	1,128,000	1,140,000	12,000
Surplus/(Deficit)	1,774	232	-	-	-
774 FWSA					
Revenues	3,333,514	3,786,333	3,924,000	4,185,000	261,000
Expenditures	3,333,514	3,768,708	3,924,000	4,185,000	261,000
Surplus/(Deficit)	-	17,625	-	-	-

Budget Summary by Funds

Revenue & Expenditure Summary by Fund

	2010 Actual	2011 Actual	FY 2012 Original Budget	FY 2013 Adopted Budget	FY 2013 Budget Incr/(Decr)
776 NRJDC Operating Fund					
Revenues	2,491,488	2,529,489	2,550,000	2,620,000	70,000
Expenditures	2,318,365	2,381,422	2,550,000	2,620,000	70,000
Surplus/(Deficit)	173,123	148,067	-	-	-

Total City Revenue	147,165,094	142,314,634	137,969,000	156,727,000	18,758,000
Total City Expenditures	149,416,870	139,343,739	137,969,000	156,727,000	18,758,000
Total City Surplus/(Deficit)	(2,251,776)	2,970,895	-	-	-

SCHOOLS FUNDS

920 School Cafeteria Fund

Revenues	1,804,283	1,971,380	1,778,105	1,839,938	61,833
Expenditures	1,802,277	1,687,606	1,778,105	1,839,938	61,833
Surplus/(Deficit)	2,006	283,774	-	-	-

921 School Operating Fund

Revenues	42,902,783	41,458,075	41,686,912	44,736,704	3,049,792
Expenditures	42,900,636	39,625,231	41,686,912	44,736,704	3,049,792
Surplus/(Deficit)	2,147	1,832,844	-	-	-

922 Federal Grants Fund

Revenues	3,319,720	3,283,559	2,940,804	2,656,684	(284,120)
Expenditures	3,319,724	3,199,071	2,940,804	2,656,684	(284,120)
Surplus/(Deficit)	(4)	84,488	-	-	-

923 Textbook Fund

Revenues	502,189	203,751	300,000	300,000	-
Expenditures	275,476	104,647	300,000	300,000	-
Surplus/(Deficit)	226,713	99,104	-	-	-

Budget Summary by Funds

Revenue & Expenditure Summary by Fund

	2010 Actual	2011 Actual	FY 2012 Original Budget	FY 2013 Adopted Budget	FY 2013 Budget Incr/(Decr)
930 School Fund Raising Fund					
Revenues	4,331,757	2,354,555	200,000	200,000	-
Expenditures	4,831,024	1,029,950	200,000	200,000	-
Surplus/(Deficit)	(499,267)	1,324,605	-	-	-
931 School Capital Improvements Fund					
Revenues	1,791,308	1,756,461	53,000	100,000	47,000
Expenditures	1,725,477	958,916	53,000	100,000	47,000
Surplus/(Deficit)	65,831	797,545	-	-	-
951 School Insurance Fund					
Revenues	3,913,755	3,879,146	4,626,000	4,174,100	(451,900)
Expenditures	3,532,586	4,195,926	4,626,000	4,174,100	(451,900)
Surplus/(Deficit)	381,169	(316,780)	-	-	-
952 Facilities Maintenance Fund					
Revenues	1,124,284	1,166,873	1,205,704	1,271,461	65,757
Expenditures	1,124,083	1,166,612	1,205,704	1,271,461	65,757
Surplus/(Deficit)	201	261	-	-	-
98X Scholarship Funds					
Revenues	97,111	98,126	112,100	88,100	(24,000)
Expenditures	75,108	66,357	112,100	88,100	(24,000)
Surplus/(Deficit)	22,003	31,769	-	-	-
Total Schools Revenue	59,787,190	56,129,219	52,902,625	55,366,987	2,464,362
Total Schools Expend	59,586,391	52,034,316	52,902,625	55,366,987	2,464,362
Total Schools Surplus/(Deficit)	200,799	4,094,903	-	-	-
CITY & SCHOOLS					
TOTAL REVENUE	206,952,284	198,443,853	190,871,625	212,093,987	21,222,362
TOTAL EXPEND	209,003,261	191,378,055	190,871,625	212,093,987	21,222,362
TOTAL SURPLUS/(DEFICIT)	(2,050,977)	7,068,798	-	-	-

Revenues, Expenditures & Changes in Fund Balances

General Fund	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012	Adopted FY 2013
Revenues					
General Property Taxes	33,704,350	33,821,252	33,942,158	34,209,500	36,620,000
Other Local Taxes	25,209,373	24,052,050	25,568,470	24,968,500	26,191,100
Permits, privilege fees	285,131	392,290	292,644	274,500	277,400
Fines & forfeitures	159,077	147,721	221,715	152,000	302,000
Revenues from use of money & property	487,719	410,518	299,931	400,500	297,500
Charges for services	849,838	839,867	839,375	902,500	943,500
Miscellaneous	176,307	200,521	604,176	854,000	853,000
Recovered costs	1,443,981	969,904	1,008,042	736,000	891,000
Intergovernmental					
Commonwealth	5,682,244	7,259,614	6,218,343	5,804,500	5,804,000
Federal	14,795	19,578	759,422	931,000	750,500
Total revenues	68,012,815	68,113,315	69,754,276	69,233,000	72,930,000
Expenditures					
General government administration	3,999,143	3,803,786	3,690,586	4,341,978	5,103,700
Judicial administration	2,377,534	2,390,806	2,737,509	2,809,200	3,059,800
Public safety	16,609,516	15,786,849	16,544,510	16,853,569	17,934,160
Public works	2,996,891	2,727,921	2,941,043	3,356,900	3,308,500
Health & Welfare	1,177,685	1,135,309	1,078,574	1,084,379	1,055,261
Education	27,924,540	25,416,114	25,378,193	25,383,157	26,689,093
Parks, recreation, and culture	3,141,617	3,009,890	3,047,340	3,021,926	3,016,459
Community development	1,149,853	1,103,741	2,135,250	1,897,391	2,073,027
Debt service	10,026,255	10,123,381	9,893,159	9,577,000	9,529,500
Total expenditures	69,403,034	65,497,797	67,446,164	68,325,500	71,769,500
Excess (deficiency) of revenues over (under) expenditures	(1,390,219)	2,615,518	2,308,112	907,500	1,160,500
Other Financing Sources (Uses)					
Sale of right-of-way	43,198	-	250,000	-	-
Insurance recoveries	15,237	114,754	4,304	-	-
Transfers in	1,248,751	1,600,000	2,211,528	1,600,000	1,600,000
Transfers out	(6,181,498)	(5,982,694)	(2,713,105)	(3,469,500)	(8,106,500)
Total other financing sources & uses	(4,874,312)	(4,267,940)	(247,273)	(1,869,500)	(6,506,500)
Net change in fund balances	(6,264,531)	(1,652,422)	2,060,839	(962,000)	(5,346,000)
Beginning fund balance	26,842,432	20,577,901	18,925,479	20,986,318	20,024,318
Ending fund balance	20,577,901	18,925,479	20,986,318	20,024,318	14,678,318

Revenues, Expenditures & Changes in Fund Balances

Non-major Governmental Funds	Actual FY 2009	Actual FY 2010	Actual FY 2011	Budget FY 2012	Budget FY 2013
Revenues					
Revenues from use of money & property	42,144	29,003	15,075	5,000	5,000
Charges for services	910,949	866,192	1,006,658	960,500	1,005,000
Miscellaneous	268,594	253,100	160,751	148,500	285,500
Recovered costs	10,823	9,865	37,181	-	-
Intergovernmental					
Commonwealth	5,596,942	5,539,693	5,054,663	7,944,933	11,637,179
Federal	3,099,937	3,594,127	2,704,860	3,413,567	4,458,421
Total revenues	9,929,389	10,291,980	8,979,188	12,472,500	17,391,100
Expenditures					
Judicial administration	196,614	300,021	31,396	30,000	50,000
Public safety	1,297,829	1,177,131	927,112	884,000	4,418,000
Public works	5,614,470	7,798,620	4,017,679	6,166,000	14,211,000
Health & Welfare	6,364,441	6,069,826	6,648,612	7,668,000	7,205,000
Education		-	-		
Parks, recreation, and culture	575,316	867,919	70,316	537,000	1,265,000
Community development	607,884	470,635	196,799	231,000	286,000
Capital Projects	2,027,584				
Debt service	208,359	50,179	-	-	-
Total expenditures	16,892,497	16,734,331	11,891,914	15,516,000	27,435,000
Excess (deficiency) of revenues over (under) expenditures	(6,963,108)	(6,442,351)	(2,912,726)	(3,043,500)	(10,043,900)
Other Financing Sources (Uses)					
Insurance recoveries	3,339	-	-	-	-
Sale of Bonds	-	-	-	-	-
Transfers in	6,401,264	6,380,231	3,222,191	3,469,500	7,851,500
Transfers out	(114,367)	(353,537)	(876,681)	-	-
Total other financing sources & uses	6,290,236	6,026,694	2,345,510	3,469,500	7,851,500
Net change in fund balances	(672,872)	(415,657)	(567,216)	426,000	(2,192,400)
Beginning fund balance	3,764,729	3,091,857	2,676,200	2,108,984	2,534,984
Ending fund balance	3,091,857	2,676,200	2,108,984	2,534,984	342,584

Revenues, Expenditures & Changes in Fund Balances

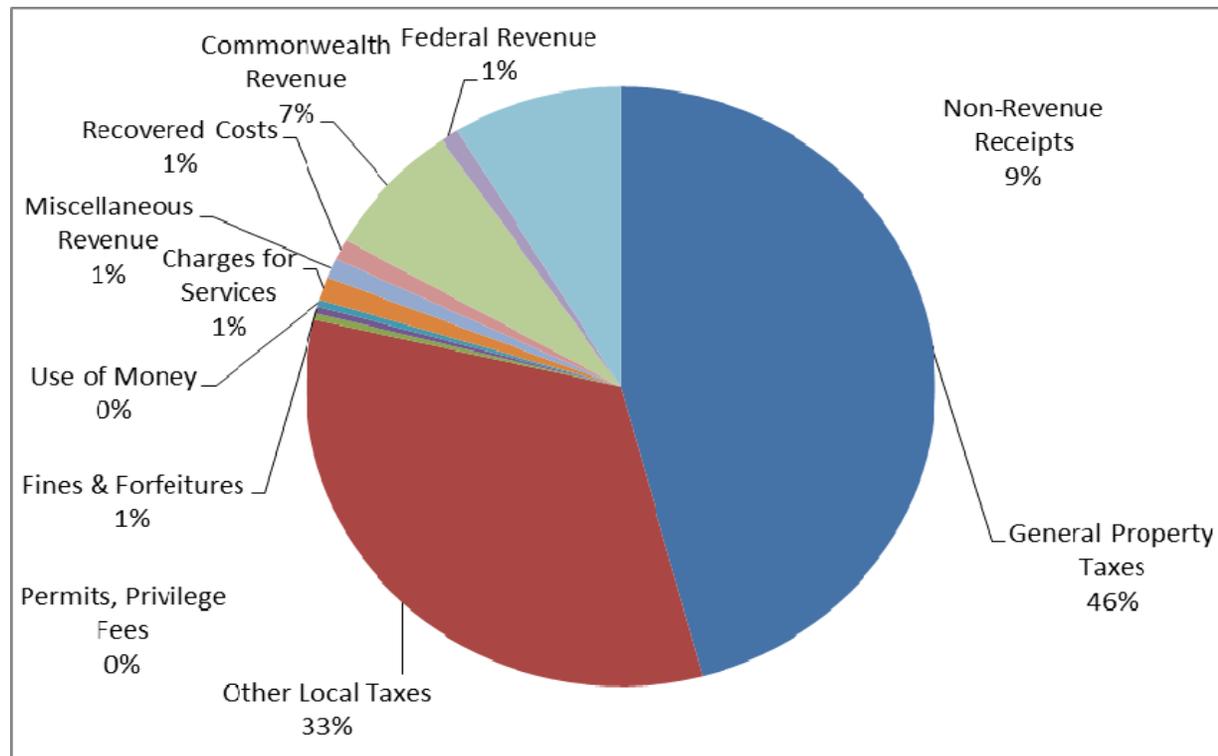
Internal Service Funds	Actual FY 2009	Actual FY 2010	Actual FY 2011	Budget FY 2012	Budget FY 2013
Operating Revenues					
Revenues from use of property		-	-		
Charges for services	4,089,934	4,538,269	4,979,695	5,234,000	5,889,000
Total operating revenues	4,089,934	4,538,269	4,979,695	5,234,000	5,889,000
Operating Expenses					
Personal services	517,370	522,385	509,262	585,441	813,800
Contractual services	149,830	94,034	131,053	101,700	158,800
Other supplies and expenses	609,922	679,448	765,780	613,200	790,100
Insurance claims and expenses	3,127,047	3,377,543	3,783,612	3,948,659	4,136,300
Depreciation	1,250	995	1,525		
Total operating expenses	4,405,419	4,674,405	5,191,232	5,249,000	5,899,000
Excess (deficiency) of revenues over (under) expenditures	(315,485)	(136,136)	(211,537)	(15,000)	(10,000)
Nonoperating revenues (expenses)					
Investment earnings	13,582	25,475	14,422	15,000	10,000
Loss on disposal of capital assets	-	(3,437)	-	-	-
Total nonoperating revenues (expenses)	13,582	22,038	14,422	15,000	10,000
Income (Loss) before transfers & contributions	(301,903)	(114,098)	(197,115)	-	-
Transfers in	-	220,000	-		
Change in net assets	(301,903)	105,902	(197,115)	-	-
Beginning net assets	1,247,724	945,821	1,051,723	854,608	854,608
Ending net assets	945,821	1,051,723	854,608	854,608	854,608

Revenues, Expenditures & Changes in Fund Balances

Enterprise Funds	Actual FY 2009	Actual FY 2010	Actual FY 2011	Budget FY 2012	Budget FY 2013
Operating Revenues					
Revenues from use of property	4,200	3,850	3,850	4,000	4,000
Charges for services	14,288,360	14,862,019	15,864,280	17,400,000	19,378,000
Miscellaneous	3,902	42,152	45,146	3,000	2,000
Recovered costs	3,637,858	3,374,391	3,768,710	3,924,000	4,185,000
Total operating revenues	17,934,320	18,282,412	19,681,986	21,331,000	23,569,000
Operating Expenses					
Personal services	3,500,082	3,515,696	3,540,613	3,871,350	4,114,500
Contractual services	5,949,697	4,311,522	4,530,503	4,835,450	4,692,400
Other supplies and expenses	3,505,498	3,474,018	3,591,103	3,822,185	3,985,350
Depreciation	1,267,398	1,929,967	2,675,909	3,000,000	3,500,000
Total operating expenses	14,222,675	13,231,203	14,338,128	15,528,985	16,292,250
Excess (deficiency) of revenues over (under) expenditures	3,711,645	5,051,209	5,343,858	5,802,015	7,276,750
Nonoperating revenues (expenses)					
Intergovernmental					
Commonwealth	-	-	-	125,000	1,000,000
Federal	-	65,254	208,171	289,000	1,289,000
Investment earnings	125,631	55,950	12,746	15,000	2,000
Interest and fiscal charges	(1,751,938)	(1,948,078)	(2,607,171)	(3,412,800)	(4,191,600)
Loss on disposal of capital assets	-	(753,840)	(160,809)	-	-
Total nonoperating revenues (expenses)	(1,626,307)	(2,580,714)	(2,547,063)	(2,983,800)	(1,900,600)
Income (Loss) before transfers & contributions	2,085,338	2,470,495	2,796,795	2,818,215	5,376,150
Capital contributions	2,656,540	894,570	290,650	-	-
Transfers out	(1,688,000)	(2,089,000)	(1,600,000)	(1,600,000)	(1,600,000)
Change in net assets	3,053,878	1,276,065	1,487,445	1,218,215	3,776,150
Beginning net assets	38,812,666	41,866,544	43,142,609	44,630,054	45,848,269
Ending net assets	41,866,544	43,142,609	44,630,054	45,848,269	49,624,419

General Fund - Revenue

Revenue Sources	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
General Property Taxes	33,821,252	33,942,158	34,209,500	36,620,000	2,410,500
Other Local Taxes	24,052,051	25,568,468	24,968,500	26,191,100	1,222,600
Permits, Privilege Fees	392,290	292,645	274,500	277,400	2,900
Fines & Forfeitures	147,721	221,716	152,000	302,000	150,000
Use of Money	410,516	299,931	400,500	297,500	(103,000)
Charges for Services	839,867	839,377	902,500	943,500	41,000
Miscellaneous Revenue	200,522	604,176	854,000	853,000	(1,000)
Recovered Costs	969,903	1,007,870	736,000	891,000	155,000
Commonwealth Revenue	5,600,337	6,212,807	5,804,500	5,804,000	(500)
Federal Revenue	25,733	768,259	931,000	750,500	(180,500)
Non-Revenue Receipts	1,714,754	2,466,004	2,562,000	6,946,000	4,384,000
General Fund Revenue	68,174,946	72,223,411	71,795,000	79,876,000	8,081,000



General Fund - Revenue

Revenue Detail:

Account Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Original Budget	FY 2013 Adopted	FY 2013 Adopted Inc/-Dec
CURRENT	22,297,579	22,533,503	22,600,000	25,039,000	2,439,000
DELINQUENT	902,981	857,691	800,000	850,000	50,000
PENALTIES	91,331	83,459	70,000	80,000	10,000
INTEREST	47,431	41,221	35,000	35,000	-
REAL ESTATE	515,904	516,571	500,000	545,000	45,000
PERSONAL PROPERTY	1,207	763	500	500	-
CURRENT	7,422,018	7,148,680	7,500,000	7,300,000	(200,000)
DELINQUENT	798,996	729,762	700,000	550,000	(150,000)
MOBILE HOME TAXES	1,179	1,281	1,000	1,000	-
MACHINERY & TOOLS	1,418,746	1,690,170	1,700,000	1,900,000	200,000
PENALTIES	124,424	121,888	100,000	110,000	10,000
INTEREST	43,845	60,937	50,000	50,000	-
GENERAL PROPERTY TAXES	33,665,641	33,785,926	34,056,500	36,460,500	2,404,000
STATE SALES TAX	7,389,558	8,086,528	7,800,000	8,500,000	700,000
COMMUNICATIONS TAXES	2,207,059	2,260,141	2,200,000	2,200,000	-
ELECTRIC UTILITY	1,239,460	1,297,975	1,300,000	1,300,000	-
GAS UTILITY	525,588	527,367	520,000	520,000	-
ELECTRIC CONSUMPTION	128,132	138,846	121,000	121,000	-
GAS CONSUMPTION	22,053	22,839	21,000	21,000	-
CONTRACTING	278,847	315,235	300,000	300,000	-
RETAIL	1,727,944	1,871,681	1,800,000	2,000,000	200,000
PROFESSIONAL	2,040,857	2,066,825	2,100,000	2,100,000	-
REPAIR & PERSONAL	837,653	880,213	800,000	900,000	100,000
WHOLESALE	188,899	176,529	200,000	200,000	-
OTHER	5,386	4,950	4,000	4,000	-
PENALTIES	65,558	57,739	65,000	65,000	-
TELEPHONE	91,425	78,081	90,000	90,000	-
CABLE	-	2	-	-	-

General Fund - Revenue

Account Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Original Budget	FY 2013 Adopted	FY 2013 Adopted Inc/-Dec
ELECTRICAL	209,124	227,568	200,000	230,000	30,000
TELEPHONE ROW	71,223	72,683	50,000	70,000	20,000
GAS	48,750	48,750	50,000	50,000	-
LICENSES	455,986	539,554	450,000	550,000	100,000
PENALTIES	29,115	45,086	30,000	50,000	20,000
BANK FRANCHISE	610,789	468,980	520,000	420,000	(100,000)
RECORDATION	156,512	188,178	200,000	200,000	-
WILL PROBATE	6,309	10,219	10,000	10,000	-
CIGARETTES	252,108	461,608	530,000	530,000	-
ADMISSIONS	74,998	35,060	30,000	30,000	-
PENALTIES	-	-	-	-	-
INTEREST	-	-	-	-	-
MOTEL	573,286	593,173	550,000	600,000	50,000
PENALTIES	40	28	-	-	-
INTEREST	-	-	-	-	-
MEALS	4,790,638	5,059,316	5,000,000	5,100,000	100,000
PENALTIES	11,302	18,069	15,000	15,000	-
INTEREST	594	1,024	-	600	600
SHORT TERM	12,564	14,208	12,500	14,500	2,000
PENALTIES	292	10	-	-	-
INTEREST	2	3	-	-	-
OTHER LOCAL TAXES	24,052,051	25,568,468	24,968,500	26,191,100	1,222,600
DOG	11,518	11,844	8,000	11,000	3,000
ON STREET PARKING	5	155	-	-	-
TRANSFER FEES	659	602	1,000	1,000	-
EROSION, SEDIMENT CONTROL	5,984	4,075	6,000	6,000	-
WEAPONS	3,481	3,624	3,500	3,500	-
RE PUBLIC HEARING FEE	720	40	-	-	-
HAZARDOUS USE	1,050	1,950	1,000	1,000	-

General Fund - Revenue

Account Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Original Budget	FY 2013 Adopted	FY 2013 Adopted Inc/-Dec
TAXI	758	756	800	800	-
BUILDING	196,231	114,109	100,000	100,000	-
ELECTRICAL	679	551	600	600	-
PLUMBING	30,065	19,288	20,000	20,000	-
MECHANICAL	29,410	30,152	25,000	25,000	-
ELEVATOR	3,200	3,580	3,000	3,000	-
OCCUPANCY	1,450	1,200	1,500	1,500	-
FIRE PROTECTION	9,224	9,645	8,000	9,000	1,000
GAS	135	319	200	300	100
BUILDING PERMITS - SIGNS	3,400	4,320	3,000	4,000	1,000
LAND USE APPLICATION FEES	23,558	31,675	20,000	30,000	10,000
PLANNING ADVERTISING FEES	675	650	600	600	-
RE-ZONING & SUBDIV PERMIT	9,650	14,756	12,000	12,000	-
SIGNS, PERMITS & INSPECTI	2,050	4,450	3,000	3,000	-
ARCHITECTURAL REVIEW	600	-	600	600	-
BOARD OF ZONING APPEALS	9,900	7,325	10,200	10,000	(200)
MISC FEES	1,150	1,800	1,000	2,500	1,500
CIVIL PENALTIES	3,150	910	3,000	3,000	-
RNTL HOUSING/INSPECTIONS	34,575	15,380	30,000	15,000	(15,000)
RNTL HOUSING/PENALTIES	7,961	4,443	8,000	4,000	(4,000)
MISC FEES	1,052	5,046	4,000	10,000	6,000
PERMITS, PRIVILEGE FEES	392,290	292,645	274,000	277,400	3,400
COURTS	145,438	218,455	150,000	300,000	150,000
REGISTRAR	-	200	-	-	-
INTEREST	2,283	3,061	2,000	2,000	-
FINES AND FORFEITURES	147,721	221,716	152,000	302,000	150,000
INTEREST EARNINGS	253,951	135,589	250,000	150,000	(100,000)
SOCIAL SERVICES BUILDING	6,753	-	-	-	-
USE OF MONEY/PROP	260,704	135,589	250,000	150,000	(100,000)

General Fund - Revenue

Account Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Original Budget	FY 2013 Adopted	FY 2013 Adopted Inc/-Dec
SHERIFF FEES	2,949	2,949	3,000	3,000	-
CASE ASSESSMENT	28,092	44,695	30,000	30,000	-
COURTHOUSE SECURITY FEE	46,345	60,417	50,000	60,000	10,000
MISCELLANEOUS FEES	8,718	7,019	6,000	6,000	-
COURTHOUSE COMPLIANCE FEE	21,162	30,201	20,000	50,000	30,000
COMMONWEALTH ATTY FEE	2,491	3,550	2,500	2,500	-
MISC POLICE FEES	4,215	4,284	3,000	3,000	-
POLICE O/T REIMBURSEMENT	19,491	16,472	-	-	-
HAZ/MAT	3,073	3,198	5,000	5,000	-
LEPC FUNDS	6,584	8,971	7,000	7,000	-
ALARM FEES	3,600	3,600	5,000	5,000	-
FALSE ALARM FEES	24,500	14,600	30,000	30,000	-
ANIMAL IMPOUNDING FEES	266	1,272	1,000	1,000	-
GAS INSPECTION	54,000	54,000	54,000	54,000	-
WASTE COLL/DISPOSAL FEES	3,066	3,109	4,000	4,000	-
SALE OF RECYCLE MATERIAL	33,335	40,259	20,000	50,000	30,000
CHARGES FOR SERVICES	261,887	298,596	240,500	310,500	70,000
PAYMENT IN LIEU OF TAXES	82,051	405,224	805,000	805,000	-
BAD CHECKS	1,000	725	1,000	1,000	-
ADMIN & COLLECTION FEES	33,914	39,195	30,000	30,000	-
SALE OF SUPPLIES	1,200	508	1,000	1,000	-
SALE OF SURPLUS PROPERTY	458	12,705	5,000	5,000	-
SALE OF COPIES & DOCUMENT	5,349	1,231	5,000	5,000	-
DONATIONS-PUBLIC WORKS	-	50	-	-	-
DONATIONS-FIRE DEPT	2,022	270	-	-	-
DONATIONS-POLICE DEPT.	4,785	3,445	-	-	-
SHERIFF	-	1,000	-	-	-
FREDERICK COUNTY	42,500	33,039	-	-	-
MISCELLANEOUS	2,433	542	-	-	-
MISCELLANEOUS REVENUE	175,712	497,934	847,000	847,000	-

General Fund - Revenue

Account Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Original Budget	FY 2013 Adopted	FY 2013 Adopted Inc/-Dec
MISCELLANEOUS	7,118	11,224	-	-	-
SHERIFF	1,015	115	-	-	-
EXTERNAL RECOVERIES	26,238	4,080	-	-	-
PUBLIC WORKS	-	519	-	-	-
FIRE DEPARTMENT	145	9,363	1,000	1,000	-
SOCIAL SERVICES	68,604	70,083	50,000	75,000	25,000
COMMISSIONER OF REVENUE	-	350	-	-	-
CIRCUIT COURT	66,932	66,366	60,000	60,000	-
JJC BUILDING	401,474	463,996	405,000	415,000	10,000
INSPECTIONS/ZONING	-	6,250	-	-	-
LANDFILL-RECYCLING	167,162	166,680	50,000	170,000	120,000
POLICE DEPARTMENT	7,415	8,359	-	-	-
DATA PROCESSING	176,825	200,150	170,000	170,000	-
VML - SAFETY GRANT	1,313	-	-	-	-
RECOVERED COSTS	924,241	1,007,535	736,000	891,000	155,000
MOBILE HOME TITLING TAXES	-	14,665	-	-	-
TAX ON DEEDS	76,095	109,034	50,000	100,000	50,000
RAILROAD ROLLING STOCK TX	6,452	232	7,000	7,000	-
GRANTOR'S TAX	132,055	64,658	75,000	75,000	-
RENTAL CARS TAX	128,670	186,860	140,000	175,000	35,000
PERSONAL PROPERTY REIMB.	2,488,005	2,622,084	2,600,000	2,633,000	33,000
NON-CATEGORICAL AID	2,831,277	2,997,533	2,872,000	2,990,000	118,000
COMMONWEALTH'S ATTORNEY	614,748	633,352	682,500	642,000	(40,500)
SHERIFF	333,353	317,416	313,000	313,000	-
SHERIFF MILEAGE	5,798	10,340	3,000	3,000	-
COMMISSIONER OF REVENUE	107,220	96,307	96,000	96,000	-
TREASURER	111,468	95,990	94,000	94,000	-
REGISTRAR/ELECTORAL BOARD	46,121	40,767	46,000	40,000	(6,000)
CLERK OF CIRCUIT COURT	323,532	330,929	324,000	324,000	-

General Fund - Revenue

Account Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Original Budget	FY 2013 Adopted	FY 2013 Adopted Inc/-Dec
JURY REIMBURSEMENT	9,900	8,310	15,000	15,000	-
SHARED-VICTIM WITNESS	-	24,520	24,000	24,000	-
SHARED-WITNESS FEES	-	926	-	-	-
SHARED EXPENSES	1,552,140	1,558,857	1,597,500	1,551,000	(46,500)
JUV & DOMESTIC RELATIONS	8,232	10,114	8,000	8,000	-
LITTER CONTROL	5,292	6,103	6,000	6,000	-
FIRE PROGRAMS FUND	65,069	68,099	64,000	64,000	-
TWO FOR LIFE GRANT	20,503	22,882	20,000	20,000	-
COMMISSION OF ARTS GRANT	5,000	5,000	5,000	5,000	-
HAZ MAT TEAM PHYSICALS	525	4,515	-	-	-
HAZ MAT FUNDING	15,000	24,485	15,000	15,000	-
POLICE	812,595	796,329	813,000	813,000	-
JAIL	99,177	79,844	100,000	28,000	(72,000)
HEALTH DEPARTMENT	122,041	252,089	252,000	252,000	-
GENERAL DISTRICT COURT	9,161	7,799	7,000	7,000	-
GOVERNOR'S OPPORTUNITY FD	-	300,000	-	-	-
ASSET FORFEITURE POLICE	-	2,557	-	-	-
ASSET FORFEITURE COMM ATY	-	2,852	-	-	-
DEPARTMENT OF HEALTH	-	11,866	-	-	-
FIRE PROGRAM FUNDS GRANT	-	1,669	-	-	-
WIRELESS E911 SERVICE BD	49,125	44,914	45,000	45,000	-
DEPT OF HISTORIC RESOURCE	-	12,000	-	-	-
STATE CATEGORICAL FUNDS	1,211,720	1,653,117	1,335,000	1,263,000	(72,000)
JUSTICE ASSISTANCE GRANTS	2,366	-	-	-	-
EMERGENCY SERVICE GRANT	8,905	8,905	-	-	-
ASSET FORFEITURE FUNDS	-	4,512	-	-	-
SAFE STREET ACT REIMBURSE	10,673	6,630	-	-	-
PUBLIC AWARENESS	-	500	-	-	-

General Fund - Revenue

Account Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Original Budget	FY 2013 Adopted	FY 2013 Adopted Inc/-Dec
ARRA STIMULUS	-	13,219	-	-	-
JUVENILE JUSTICE	-	4,155	-	-	-
POLICE - DCJS GRANTS	-	42,129	-	-	-
GRAND JURY	-	1,267	-	-	-
JUSTICE ASSISTANCE GRANTS	-	17,567	-	-	-
COPS	-	210,891	225,500	100,000	(125,500)
CDBG GRANT	-	183,775	515,000	460,000	(55,000)
BALLISTIC VEST PROGRAM	3,789	8,837	-	-	-
DEPT OF HISTORIC RESOURCE	-	14,500	-	-	-
VICTIM WITNESS	-	73,560	72,000	72,000	-
DMV GRANTS	-	37,166	38,500	38,500	-
HOMELAND SECURITY/ODP	-	60,688	-	-	-
NVRDTF GRANT	-	79,958	80,000	80,000	-
CATEGORICAL AID	25,733	768,259	931,000	750,500	(180,500)
INSURANCE RECOVERIES	18,729	4,054	-	-	-
LAND	-	250,000	-	-	-
CDBG LOANS PRINCIPAL	-	121	-	-	-
CDBG LOANS INTEREST	-	51	-	-	-
HOUSING FUND	-	297,672	-	-	-
UTILITIES FUND	1,600,000	1,600,000	1,600,000	1,600,000	-
OTDB	5,000	5,000	5,000	55,000	50,000
ASSET FORFEITURE FUND	-	24,099	-	-	-
CDBG FUND	-	289,757	-	-	-
FUND BALANCE	-	-	800,000	5,346,000	4,546,000
ASSIGNED-CDBG	-	-	110,000	-	(110,000)
ASSIGNED FIRE PROGRAMS	-	-	25,000	-	(25,000)
NON-REVENUE RECEIPTS	1,623,729	2,470,754	2,540,000	7,001,000	4,461,000
SUBTOTAL GENERAL FUND	67,124,846	71,256,929	70,800,000	78,985,000	8,185,000

General Fund - Revenue

Account Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Original Budget	FY 2013 Adopted	FY 2013 Adopted Inc/-Dec
PARKS & RECREATION					
Interest Earnings	4,797	1,400	4,000	1,000	(3,000)
Rental Rec Prop/Facility	138,450	158,580	145,000	145,000	-
Concession Rentals	6,124	3,897	1,000	1,000	-
USE OF MONEY	149,371	163,877	150,000	147,000	(3,000)
Recreation Activities	11,760	7,402	10,000	10,000	-
Indoor Pool	132,171	126,409	143,000	143,000	-
Outdoor Pool	71,468	62,694	72,000	72,000	-
Admissions & Memberships	100,797	96,349	120,000	120,000	-
Athletics	88,071	79,644	88,000	88,000	-
Child Care	173,713	156,555	180,000	180,000	-
Concession Sales	-	11,728	49,000	20,000	(29,000)
CHARGES FOR SERVICES	577,980	540,781	662,000	633,000	(29,000)
Donations/Special Gifts	11,134	70,623	-	5,000	5,000
Sale of Supplies	885	1,321	-	-	-
Sale of Surplus Property	511	18,218	-	-	-
Ticket Sales	-	1,555	-	-	-
Parks & Recreation	12,000	7,500	-	-	-
MISCELLANEOUS REVENUE	24,530	99,217	-	5,000	5,000
Parks & Recreation	45,662	335	-	-	-
RECOVERED COSTS	45,662	335	-	-	-
Insurance Recoveries	96,025	250	-	-	-
General Fund	1,725,000	1,751,000	1,751,000	1,830,000	79,000
Fund Balance	-	-	27,000	-	(27,000)
NON-REVENUE RECEIPTS	1,821,025	1,751,250	1,778,000	1,830,000	52,000
TOTAL PARKS & RECREATION	2,618,568	2,555,460	2,590,000	2,615,000	25,000

General Fund - Revenue

Account Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Original Budget	FY 2013 Adopted	FY 2013 Adopted Inc/-Dec
OTDB					
Delinquent	11,565	6,879	5,000	8,000	3,000
Primary District	68,595	68,212	68,000	70,000	2,000
Secondary District	73,716	80,338	79,000	80,500	1,500
Penalties	1,324	453	600	600	-
Interest	411	350	400	400	-
GENERAL PROPERTY TAXES	155,611	156,232	153,000	159,500	6,500
Street Permits	-	-	500	-	(500)
PERMITS, PRIVILEGE FEES	-	-	500	-	(500)
Interest Earnings	441	465	500	500	-
REVENUE USE OF MONEY	441	465	500	500	-
Artscape Program	280	6,825	7,000	1,000	(6,000)
Donations	-	200	-	-	-
MISCELLANEOUS REVENUE	280	7,025	7,000	1,000	(6,000)
Virginia Main Street Program	5,200	3,300	-	-	-
COMMONWEALTH	5,200	3,300	-	-	-
TOTAL OTDB	161,532	167,022	161,000	161,000	-
LESS TRANSFERS PARKS	(1,725,000)	(1,751,000)	(1,751,000)	(1,830,000)	(79,000)
LESS TRANSFERS OTDB	(5,000)	(5,000)	(5,000)	(55,000)	(50,000)
TOTAL TRANSFERS	(1,730,000)	(1,756,000)	(1,756,000)	(1,885,000)	(129,000)
TOTAL GENERAL FUND REVENUE	68,174,946	72,223,411	71,795,000	79,876,000	8,081,000

General Fund Department Summary

	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted Budget	FY 2013 Adopted Budget	FY 2013 Changes Inc/(Decr)
CITY COUNCIL	101,548	90,901	90,200	95,400	5,200
CLERK OF COUNCIL	27,477	27,498	32,600	36,500	3,900
CITY MANAGER	376,234	230,532	233,100	246,100	13,000
CITY ATTORNEY	232,466	294,723	348,000	351,000	3,000
INDEPENDENT AUDITORS	70,000	38,748	66,000	68,000	2,000
HUMAN RESOURCES	360,560	326,584	335,000	451,800	116,800
COMMISSIONER OF REVENUE	548,092	552,582	584,000	565,000	(19,000)
TREASURER	431,790	422,742	435,800	451,500	15,700
FINANCE	545,409	523,899	623,600	697,500	73,900
INFORMATION TECHNOLOGY	774,557	791,737	1,138,800	1,525,100	386,300
ELECTORAL BOARD OFFICIALS	33,328	30,398	56,100	56,100	-
REGISTRAR	100,244	100,960	122,600	122,700	100
CIRCUIT COURT	71,240	71,911	76,100	79,800	3,700
GENERAL DISTRICT COURT	18,583	18,269	24,000	31,600	7,600
J & D RELATION DIST COURT	23,665	32,907	37,700	48,800	11,100
CLERK OF CIRCUIT COURT	486,778	470,549	485,200	496,800	11,600
CITY SHERIFF	861,473	940,445	959,800	1,011,100	51,300
COURTHOUSE SECURITY	-	76,265	70,400	183,800	113,400
JUROR SERVICES	20,000	13,000	23,000	23,000	-
COMMONWEALTH ATTORNEY	909,067	981,662	996,700	1,045,000	48,300
VICTIM WITNESS		132,501	136,300	139,900	3,600
POLICE DEPARTMENT	6,580,420	6,476,644	6,752,000	7,426,700	674,700
POLICE GRANTS	-	422,458	343,500	234,500	(109,000)
FIRE DEPARTMENT	3,951,915	4,017,130	4,198,200	4,726,500	528,300
EMERGENCY MEDICAL	46,777	47,782	61,200	61,200	-
FIRE GRANTS	-	129,542	25,000	-	(25,000)

General Fund Department Summary

	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted Budget	FY 2013 Adopted Budget	FY 2013 Changes Inc/(Decr)
PROBATION OFFICE	1,471	1,818	2,900	3,200	300
INSPECTIONS DEPARTMENT	436,051	436,460	458,900	489,700	30,800
ANIMAL CONTROL	121,517	124,939	129,300	135,800	6,500
EMERGENCY SERVICES CD	42,045	44,074	36,900	47,100	10,200
HAZARDOUS MATERIAL	32,024	29,261	39,800	41,800	2,000
COMMUNICATION OPERATIONS	814,219	841,559	931,500	993,700	62,200
STREETS	21,287	16,716	24,400	28,600	4,200
STORM DRAINAGE	3,000	3,000	10,000	35,000	25,000
LOUDOUN MALL	75,504	61,677	96,400	76,000	(20,400)
REFUSE COLLECTION	1,102,203	1,132,490	1,245,100	1,295,800	50,700
JOINT JUDICIAL CENTER	571,709	623,276	782,700	690,300	(92,400)
FACILITIES MAINTENANCE	411,512	1,095,136	1,176,300	1,162,800	(13,500)
ELDERLY - PROP TAX RELIEF	609,126	576,946	550,000	520,000	(30,000)
APPLE BLOSSOM FESTIVAL	31,616	32,696	32,700	29,500	(3,200)
PLANNING DEPARTMENT	289,420	223,753	243,100	263,500	20,400
HOUSING & NEIGHBORHD DEVL	40,000	362,095	625,000	460,200	(164,800)
ZONING DEPARTMENT	110,662	194,956	169,800	182,600	12,800
ECONOMIC DEVELOPMENT	434,065	1,037,944	461,100	736,000	274,900
OTDB	-	-	-	92,900	92,900
GIS	79,937	65,119	95,900	90,300	(5,600)
OTHER	202,087	259,292	276,178	692,000	415,822
OUTSIDE AGENCIES	798,695	786,000	804,418	831,681	27,263
REGIONAL AGENCIES	4,062,830	4,319,596	4,318,502	4,166,317	(152,185)
TRANSIT	225,000	27,000	253,000	268,000	15,000
SOCIAL SERVICES	1,145,000	1,021,000	1,316,000	1,238,000	(78,000)
CSA	840,000	970,247	1,000,000	1,000,000	-
GRANTS	32,194	-	-	-	-
SCHOOLS OPERATING	25,386,902	25,351,902	25,351,902	26,651,702	1,299,800

General Fund Department Summary

	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted Budget	FY 2013 Adopted Budget	FY 2013 Changes Inc/(Decr)
PARKS & RECREATION	1,725,000	1,751,000	1,751,000	1,830,000	79,000
TOURISM	100,500	100,500	100,500	100,500	-
HIGHWAY MAINTENANCE	-	299,959	725,000	925,000	200,000
CAPITAL IMPROVEMENTS	3,600,000	294,400	75,000	4,320,000	4,245,000
CITY DEBT SERVICE	2,377,534	2,290,202	1,697,500	1,717,500	20,000
SCHOOLS DEBT SERVICE	7,546,056	7,427,421	7,764,300	7,694,100	(70,200)
GENERAL FUND SUBTOTAL	69,840,789	69,064,803	70,800,000	78,985,000	8,185,000
PARKS SUPERVISION	372,547	481,155	439,600	470,700	31,100
PARKS MAINTENANCE	872,267	899,029	856,400	825,310	(31,090)
RECREATION ACTIVITIES	63,167	82,222	77,900	83,400	5,500
OUTDOOR SWIMMING POOL	102,328	104,560	97,900	97,950	50
INDOOR SWIMMING POOL	159,381	177,753	168,700	223,500	54,800
WAR MEMORIAL	549,638	433,219	474,500	420,900	(53,600)
CHILD CARE	190,774	164,590	182,500	182,300	(200)
ATHLETICS	173,277	176,151	177,300	193,040	15,740
DEBT SERVICE	199,791	175,534	115,200	117,900	2,700
PARKS SUBTOTAL	2,683,170	2,694,213	2,590,000	2,615,000	25,000
OTDB ADMINISTRATION	151,709	154,571	156,000	106,000	(50,000)
TRANSFERS	5,000	5,000	5,000	55,000	50,000
OTDB SUBTOTAL	156,709	159,571	161,000	161,000	-
Less Park Transfer	(1,725,000)	(1,751,000)	(1,751,000)	(1,830,000)	(79,000)
Less OTDB Transfer	(5,000)	(5,000)	(5,000)	(55,000)	(50,000)
TRANSFERS	(1,730,000)	(1,756,000)	(1,756,000)	(1,885,000)	(129,000)
TOTAL GENERAL FUND	70,950,668	70,162,587	71,795,000	79,876,000	8,081,000

Legislative – City Council

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

Council Goals:

- Improvement of median family income
- Improvement in education for graduation rate, job readiness, general education development rate, and adult education
- Improvement in economic development job creation, sales tax revenue, and average salary
- Police to maintain high levels of satisfaction
- Fire to meet National Fire Protection Standards
- Downtown Focus; vibrant, sustainable downtown including focus on major investments, safety and an increase in occupancy of ground floor spaces
- Continued infrastructure improvement

Expenditure Summary:

Expenditure by Classification	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Personnel Services	36,334	36,245	36,300	36,300	-
Contractual Services	27,585	18,718	14,000	19,200	5,200
Internal Services	2,906	2,402	3,000	3,000	-
Other Charges	34,723	33,536	36,900	36,900	-
TOTAL COUNCIL	101,548	90,901	90,200	95,400	5,200

Legislative – City Council

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Mayor	4,800	4,800	4,800	4,800	-
Councilors	28,800	28,800	28,800	28,800	-
FICA	2,570	2,570	2,600	2,600	-
Worker's Compensation	164	75	100	100	-
PERSONNEL	36,334	36,245	36,300	36,300	-
Other Professional Services	15,013	2,325	-	5,200	5,200
Printing & Binding	233	86	500	500	-
Local Media	11,475	16,307	13,000	13,000	-
Food Services	864	-	500	500	-
CONTRACTUAL SERVICES	27,585	18,718	14,000	19,200	5,200
Copier Charges	2,906	2,402	3,000	3,000	-
INTERNAL SERVICES	2,906	2,402	3,000	3,000	-
Postal Services	201	256	600	600	-
Office Equipment Rental	-	-	-	-	-
Mileage & Transportation	598	617	1,200	1,200	-
Travel - Convention & Education	651	1,532	800	800	-
Dues & Association Memberships	29,991	29,460	30,500	30,500	-
Office Supplies	130	158	500	500	-
Food & Food Service	2,372	549	1,500	1,500	-
Books & Subscriptions	-	15	300	300	-
Other Operating Supplies	117	40	500	500	-
Awards, Plaques, Other	663	909	1,000	1,000	-
OTHER CHARGES	34,723	33,536	36,900	36,900	-
TOTAL CITY COUNCIL	101,548	90,901	90,200	95,400	5,200

Legislative – Clerk of Council

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

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	23,917	23,885	28,065	32,000	3,935
Other Charges	3,560	3,613	4,535	4,500	(35)
TOTAL EXPENDITURES	27,477	27,498	32,600	36,500	3,900

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Clerk of Council	0.5	0.5	0.5	0.5	0
Total	0.5	0.5	0.5	0.5	0

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	16,758	16,876	20,000	21,414	1,414
Part-time Non-Classified	476	-	-	-	-
FICA	1,091	1,062	1,287	1,537	250
VRS-Employer	2,247	2,422	2,868	2,660	(208)
Insurance Employer	102	47	56	283	227
Worker's Compensation	26	26	30	33	3
Flex Benefits Admin Fee	24	24	24	24	-
Flex Benefits -Employee	3,137	3,403	3,770	6,019	2,249
VRS Health Ins Credit	56	25	30	30	-
PERSONNEL	23,917	23,885	28,065	32,000	3,935

Legislative – Clerk of Council

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Postal Services	73	103	100	100	-
Mileage & Transportation	620	1,085	725	700	(25)
Travel - Education	1,707	1,309	1,100	1,100	-
Dues & Association Memberships	225	235	250	250	-
Misc Charges & Fees	-	55	-	-	-
Office Supplies	266	652	885	900	15
Books & Subscriptions	88	95	150	150	-
Other Operating Supplies	215	79	200	200	-
Computer Hardware/Software	-	-	1,125	1,100	(25)
Awards, Plaques, Other	366	-	-	-	-
OTHER CHARGES	3,560	3,613	4,535	4,500	(35)
TOTAL CLERK OF COUNCIL	27,477	27,498	32,600	36,500	3,900

General Government – City Manager

The City Manager serves as chief administrative officer of the City of Winchester. This activity includes serving as the primary contact point for citizens seeking information regarding City activities; developing and maintaining a management program for all City of Winchester departments; developing recommendations for Council concerning any and all operations of the City; and performing vital recordkeeping functions. The City Manger represents the City at various meetings and conferences. The City Manager serves as liaison with other local, state, and federal agencies, as well as directing and coordinating all projects; issuing proper reporting of staff activities and their progress; handling statutory research; and drafting of various documents.

Expenditure Summary:

Expenditure by Classification	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Personnel Services	328,821	220,255	222,900	235,900	13,000
Contractual Services	20,712	243	500	500	-
Internal Services	1,221	1,023	1,100	1,100	-
Other Charges	25,480	9,011	8,600	8,600	-
TOTAL EXPENDITURES	376,234	230,532	233,100	246,100	13,000

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
City Manager	2.5	1.5	1.5	2.5	1
Total	2.5	1.5	1.5	2.5	1

Expenditure Detail:

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	213,812	171,043	173,400	179,914	6,514
Part-time Non-Classified	55,161	-	-	-	-
FICA	18,735	10,287	9,134	13,419	4,285
VRS-Employer	24,045	23,317	23,661	21,600	(2,061)
Insurance Employer	1,051	455	462	2,330	1,868
Worker's Compensation	437	265	264	264	-
City of Winchester		49			FY 2013 Budget

General Government – City Manager

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Deferred Comp Contribution	2,068	4,362	4,350	-	(4,350)
Flex Benefits Admin Fee	96	73	72	72	-
Flex Benefits -Employee	12,821	10,209	11,310	18,057	6,747
VRS Health Ins Credit	595	244	247	244	(3)
PERSONNEL	328,821	220,255	222,900	235,900	13,000
Other Professional Services	20,266	-	-	-	-
Repairs & Maintenance	428	-	-	-	-
Computer Hardware/Software	-	243	-	-	-
Printing & Binding	18	-	500	500	-
CONTRACTUAL SERVICES	20,712	243	500	500	-
Data Processing	1,000	1,000	1,000	1,000	-
Copier Charges	221	23	100	100	-
INTERNAL SERVICES	1,221	1,023	1,100	1,100	-
Postal Services	49	42	200	200	-
Telecommunications	2,248	1,047	1,000	1,000	-
Mileage & Transportation	4,175	867	1,000	1,000	-
Travel - Convention & Education	1,953	3,334	2,700	2,700	-
Dues & Association Memberships	2,530	1,792	2,000	2,000	-
Misc Charges & Fees	5,528	889	-	-	-
Moving Expenses	8,229	-	-	-	-
Office Supplies	175	54	500	500	-
Food & Food Services	388	353	400	400	-
Books & Subscriptions	153	-	300	300	-
Other Operating Supplies	52	343	500	500	-
Computer Hardware/Software	-	290	-	-	-
OTHER CHARGES	25,480	9,011	8,600	8,600	-
TOTAL CITY MANAGER	376,234	230,532	233,100	246,100	13,000

General Government – City Attorney

The City Attorney’s office manages the legal affairs of the City, and provides legal advice to City Council, the City Manager, the City staff, and to the various Boards, Agencies, and Commissions of the City. The office drafts ordinances and resolutions for consideration by City Council, and prosecutes violations of all City ordinances. The City Attorney’s office updates and maintains the City Code. The office administers all pending civil litigation by and against the City. The office staff consists of the City Attorney, Assistant City Attorney, and Paralegal.

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	208,672	231,526	300,315	303,300	2,985
Contractual Services	7,640	38,774	28,300	28,300	-
Internal Services	2,943	3,312	2,910	2,900	(10)
Other Charges	13,211	21,111	16,475	16,500	25
TOTAL CITY ATTORNEY	232,466	294,723	348,000	351,000	3,000

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
City Attorney	2	3	3	3	0
Total	2	3	3	3	0

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	162,725	181,612	233,979	240,344	6,365
Part-time Non-Classified	881	-	1,200	-	(1,200)
FICA	12,462	12,893	16,430	15,744	(686)
VRS-Employer	21,838	26,017	30,278	29,851	(427)

General Government – City Attorney

EXPENDITURES	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Insurance Employer	985	508	655	3,173	2,518
Worker's Compensation	521	192	248	253	5
Flex Benefits Admin Fee	97	104	144	144	-
Flex Benefits -Employee	8,620	9,928	17,030	13,455	(3,575)
VRS Health Ins Credit	543	272	351	336	(15)
PERSONNEL	208,672	231,526	300,315	303,300	2,985
Medical, Dental, & Hospitalization	20	80	100	100	-
Legal Services	2,451	32,780	26,300	23,800	(2,500)
Other Professional Services	3,966	2,741	300	2,800	2,500
Maintenance Service Contracts	-	295	-	-	-
Printing & Binding	1,203	1,440	1,300	1,300	-
Local Media	-	1,438	300	300	-
CONTRACTUAL SERVICES	7,640	38,774	28,300	28,300	-
Data Processing	1,800	1,800	1,800	1,800	-
Copier Charges	1,143	1,512	1,110	1,100	(10)
INTERNAL SERVICES	2,943	3,312	2,910	2,900	(10)
Postal Services	749	794	1,300	1,300	-
Telecommunications	945	959	1,850	1,850	-
Mileage & Transportation	1,134	1,427	1,450	1,450	-
Travel - Convention & Education	1,227	3,559	2,750	2,750	-
Dues & Association Memberships	805	1,105	1,700	1,700	-
Court Filing Fees	56	428	240	250	10
Background Checks	-	-	25	-	(25)
Office Supplies	2,187	4,334	1,200	1,200	-
Food & Food Service	-	-	60	-	(60)

General Government – City Attorney

			FY 2012		FY 2013
	FY 2010	FY 2011	ORIGINAL	FY 2013	BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Books & Subscriptions	4,839	4,660	4,800	4,800	-
Other Operating Supplies	956	2,482	800	900	100
Computer Hardware/Software	313	1,363	300	300	-
OTHER CHARGES	13,211	21,111	16,475	16,500	25
TOTAL CITY ATTORNEY	232,466	294,723	348,000	351,000	3,000

General Government – Independent Auditors

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

Goals and Objectives:

To perform an efficient and accurate audit of the City's financial records and accounts.

Expenditure Summary:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Accounting & Auditing	54,100	35,248	50,000	52,000	2,000
Other Professional Services	15,900	3,500	16,000	16,000	-
CONTRACTUAL SERVICES	70,000	38,748	66,000	68,000	2,000
TOTAL INDEPENDENT AUDITORS	70,000	38,748	66,000	68,000	2,000

General Government – Human Resources

The Human Resources Department provides administrative and human resources support services for all City Departments and the 475+ employee workforce. The Department is responsible for the administration of the City's Comprehensive Employee Management System and payroll and benefits program. The primary responsibilities include recruitment and selection, testing, records management, training, marketing and public relations, employee relations and counseling, and merit system administration.

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	281,841	241,375	253,400	275,500	22,100
Contractual Services	40,401	33,424	35,700	59,700	24,000
Internal Services	14,771	14,467	16,500	15,500	(1,000)
Other Charges	23,547	37,318	29,400	31,100	1,700
Capital	-	-	-	70,000	70,000
TOTAL EXPENDITURES	360,560	326,584	335,000	451,800	116,800

Staffing Summary:

<i>Full-Time Employees*</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Human Resources	5.5	4.5	4.5	4.5	0
Total	5.5	4.5	4.5	4.5	0

*1 Full-time position is unfunded.

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	176,936	143,863	141,294	163,613	22,319
Overtime	-	231	1,000	1,000	-
Part-time Classified	12,431	12,488	14,352	14,638	286
Part-time Non-Classified	19,236	21,888	27,000	27,000	-
FICA	15,489	13,621	14,116	15,118	1,002
City of Winchester		55			FY 2013 Budget

General Government – Human Resources

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
VRS-Employer	22,534	17,879	20,262	20,321	59
Retirees	7,973	10,140	10,700	11,000	300
Insurance Employer	1,068	349	396	2,160	1,764
Worker's Compensation	319	273	281	315	34
Flex Benefits Admin Fee	230	181	192	192	-
Flex Benefits -Employee	25,063	20,275	23,595	19,914	(3,681)
VRS Health Ins Credit	562	187	212	229	17
PERSONNEL	281,841	241,375	253,400	275,500	22,100
Medical, Dental, & Hospitalization	-	80	400	400	-
EAP Services	21,375	22,563	18,000	30,200	12,200
Management Consulting	8,276	-	-	-	-
Other Professional Services	-	4,210	-	-	-
Travel - Convention & Education	1,860	2,616	5,000	8,000	3,000
Repairs & Maintenance	-	-	300	300	-
Computer Hardware/Software	-	-	-	8,800	8,800
Printing & Binding	527	692	5,000	5,000	-
Local Media	3,787	1,418	2,000	2,000	-
Microfilm	1,978	-	-	-	-
Food & Food Services	2,598	1,845	5,000	5,000	-
CONTRACTUAL SERVICES	40,401	33,424	35,700	59,700	24,000
Data Processing	12,500	12,500	12,500	12,500	-
Copier Charges	2,271	1,967	4,000	3,000	(1,000)
INTERNAL SERVICES	14,771	14,467	16,500	15,500	(1,000)
Postal Services	2,808	2,715	3,500	3,500	-
Telecommunications	-	333	200	1,900	1,700
Equipment	-	-	200	200	-

General Government – Human Resources

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Mileage & Transportation	817	497	1,000	1,000	-
Travel - Convention & Education	267	1,650	2,100	2,100	-
Dues & Association Memberships	1,620	1,095	900	900	-
Court Filing Fees	-	570	-	-	-
Misc Charges & Fees	80	-	-	-	-
Office Supplies	2,554	7,677	3,000	3,000	-
Food & Food Service	1,286	659	1,000	1,000	-
Books & Subscriptions	295	2,162	1,000	1,000	-
Other Operating Supplies	2,036	3,293	4,000	4,000	-
Computer Hardware/Software	3,322	8,156	2,500	2,500	-
Awards, Plaques, Other	8,462	8,511	10,000	10,000	-
OTHER CHARGES	23,547	37,318	29,400	31,100	1,700
Computer Software	-	-	-	70,000	70,000
CAPTIAL	-	-	-	70,000	70,000
TOTAL HUMAN RESOURCES	360,560	326,584	335,000	451,800	116,800

General Government – Commissioner of the Revenue

The Commissioner of the Revenue office is divided into three categories: (1) the assessment, mapping and detailing of all real estate in the City, including tax exempt property, tax relief for the elderly, land use program and making any changes; (2) the discovery, assessment and proration of all personal property in the City; and (3) business licensing, meals, lodging, admission, and short-term rental taxes and the discovery, filing, assessment and adjustment of all business equipment, furniture and fixtures and machinery and tools.

Expenditure Summary:

	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Expenditure by Classification					
Personnel Services	463,109	458,474	505,685	484,200	(21,485)
Contractual Services	16,727	24,505	19,200	20,700	1,500
Internal Services	24,181	24,422	24,600	24,600	-
Other Charges	44,075	45,181	34,515	35,500	985
TOTAL EXPENDITURES	548,092	552,582	584,000	565,000	(19,000)

Funding Sources:

Funding Sources	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Miscellaneous Revenue	-	350	-	-	-
Revenue from Commonwealth	107,220	96,307	96,000	96,000	-
Designated Funding Sources	107,220	96,657	96,000	96,000	-
Net General Tax Support	440,872	455,925	488,000	469,000	(19,000)

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Commissioner of the Revenue	9	9	8	8	0
Total	9	9	8	8	0

General Government – Commissioner of the Revenue

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	322,930	316,288	341,456	333,050	(8,406)
Part-time Non-Classified	14,824	14,197	22,200	15,200	(7,000)
FICA	25,262	24,571	27,348	29,791	2,443
VRS-Employer	42,732	45,223	48,965	41,365	(7,600)
Insurance Employer	1,932	883	955	4,396	3,441
Worker's Compensation	1,545	1,506	1,547	1,572	25
Flex Benefits Admin Fee	422	423	432	384	(48)
Flex Benefits -Employee	52,400	54,910	62,270	57,976	(4,294)
VRS Health Ins Credit	1,062	473	512	466	(46)
PERSONNEL	463,109	458,474	505,685	484,200	(21,485)
Medical, Dental, & Hospital	140	-	-	-	-
Other Professional Services	4,545	16,152	5,500	5,500	-
Travel - Convention & Education	5,667	1,040	6,000	6,000	-
Boards/Commission Members	675	-	-	-	-
Repairs & Maintenance	428	-	-	-	-
Vehicle Repairs & Maintenance	26	325	500	500	-
Maintenance Service Contracts	2,127	772	400	400	-
Computer Hardware/Software	695	2,000	1,900	1,900	-
Printing & Binding	1,329	3,397	1,500	1,500	-
Local Media	285	819	900	900	-
State Computer Services	810	-	1,000	1,000	-
Billing Service	-	-	1,500	3,000	1,500
CONTRACTUAL SERVICES	16,727	24,505	19,200	20,700	1,500
Data Processing	23,500	23,500	23,500	23,500	-
Equipment Maintenance/Fuel	307	281	500	300	(200)
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General Government – Commissioner of the Revenue

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Equipment Parts	-	131	-	100	100
Equipment Labor	-	198	-	100	100
Copier Charges	374	312	600	600	-
INTERNAL SERVICES	24,181	24,422	24,600	24,600	-
Postal Services	7,845	7,604	7,700	7,700	-
Telecommunications	248	383	400	400	-
Motor Vehicle Insurance	417	785	800	800	-
Office Equipment	629	508	1,000	1,000	-
Mileage & Transportation	1,538	1,489	1,650	1,650	-
Travel - Convention & Education	4,112	5,252	3,950	3,950	-
Dues & Association Memberships	721	545	1,100	1,100	-
Misc Charges & Fees	45	-	100	100	-
Office Supplies	2,684	4,360	2,215	1,700	(515)
Vehicle & Equipment Fuels	11	-	-	-	-
Books & Subscriptions	4,177	5,949	4,000	4,500	500
Other Operating Supplies	2,598	1,549	2,000	2,000	-
Cigarette Tax Stamps	7,819	8,359	8,000	9,000	1,000
Computer Hardware/Software	11,231	8,398	1,600	1,600	-
OTHER CHARGES	44,075	45,181	34,515	35,500	985
TOTAL COMM OF REVENUE	548,092	552,582	584,000	565,000	(19,000)

General Government - Treasurer

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

Expenditure Summary:

Expenditure by Classification	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Personnel Services	368,925	360,852	371,100	386,000	14,900
Contractual Services	30,737	25,947	32,100	26,100	(6,000)
Internal Services	13,000	13,000	13,000	13,000	-
Other Charges	19,128	22,943	19,600	26,400	6,800
TOTAL EXPENDITURES	431,790	422,742	435,800	451,500	15,700

Funding Sources:

Funding Sources	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Miscellaneous Revenue	34,914	39,920	31,000	31,000	-
Revenue from Commonwealth	111,468	95,990	94,000	94,000	-
Designated Revenue	146,382	135,910	125,000	125,000	-
Net General Tax Support	285,408	286,832	310,800	326,500	15,700

Staffing Summary:

<i>Full-Time Employees*</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Treasurer	7	7	7	7	0
Total	7	7	7	7	0

*1 Full-time position is unfunded.

General Government - Treasurer

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	268,506	260,433	264,538	281,486	16,948
Overtime	134	57	500	500	-
FICA	20,041	19,300	20,004	20,619	615
VRS-Employer	36,046	37,361	37,935	34,961	(2,974)
Insurance Employer	1,658	730	741	3,716	2,975
Worker's Compensation	1,466	1,453	1,458	1,536	78
Flex Benefits Admin Fee	323	290	288	288	-
Flex Benefits -Employee	39,854	40,837	45,240	42,500	(2,740)
VRS Health Ins Credit	897	391	396	394	(2)
PERSONNEL	368,925	360,852	371,100	386,000	14,900
Legal Services	-	2,383	-	-	-
Other Professional Services	959	264	2,000	2,000	-
Repairs & Maintenance	241	78	-	-	-
Printing & Binding	404	833	1,100	1,100	-
Local Media	2,698	6,614	2,500	2,500	-
State Computer Services	400	300	500	500	-
Billing Service	26,035	15,475	26,000	20,000	(6,000)
CONTRACTUAL SERVICES	30,737	25,947	32,100	26,100	(6,000)
Data Processing	13,000	13,000	13,000	13,000	-
INTERNAL SERVICES	13,000	13,000	13,000	13,000	-
Postal Services	7,763	8,521	8,000	8,000	-
Telecommunications	376	298	500	500	-
Office Equipment	1,438	1,379	1,700	1,700	-
State Computer Services	-	-	200	950	750
Mileage & Transportation	751	507	700	750	50
Travel - Convention & Education	1,608	1,932	2,000	2,000	-

General Government - Treasurer

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Dues & Association Memberships	375	205	400	400	-
Court Filing Fees	282	-	300	300	-
Tax Collection Expenses	137	1,400	500	500	-
Misc Charges & Fees	1,270	1,565	-	-	-
Office Supplies	3,286	3,507	3,100	3,100	-
Laundry & Janitorial	22	-	-	-	-
Books & Subscriptions	50	38	-	-	-
Other Operating Supplies	1,376	1,233	2,000	2,000	-
Computer Hardware/Software	394	2,358	200	6,200	6,000
OTHER CHARGES	19,128	22,943	19,600	26,400	6,800
TOTAL TREASURER	431,790	422,742	435,800	451,500	15,700

General Government – Finance

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

- General accounting reviews and updates all general ledger transactions generated from other software applications, prepares and posts all monthly journal entries, reconciles all City-wide bank statements, and coordinates the annual audit.
- Budget preparation is responsible for coordinating with City departments and agencies to prepare the City’s annual budget.
- Debt management works with financial advisors and bond counsel to coordinate bond issuances for new money as well as continually looks for refunding opportunities.
- Accounts receivable is responsible for reconciling outstanding receivable balances.
- Accounts payable is responsible for receiving and processing invoices for payment and generating and filing 1099 tax forms. The function is also responsible for managing unclaimed property and, after carrying out due diligence as required by the Commonwealth, remitting unclaimed property to the State Treasurer.
- Payroll processes 26 pay periods per calendar year for approximately 475+ full-time employees. During the summer session, when the hiring of part-time employees reaches a peak, payroll may process wages for more than 600 employees. On a quarterly basis, the payroll division is responsible for filing federal and state withholding reports. On an annual basis, the payroll division processes W-2 forms.
- Risk Management is responsible for assisting the City Manager by monitoring the City’s insurance coverage, updating policies, filing claims, and depositing payments.
- Purchasing is responsible for the direct preparation or assistance in preparing solicitations for all City projects, major purchases, and contracts. Purchasing ensures that purchases are carried out in accordance with the VPPA and City policies by processing all purchase requisitions and issuing all purchase orders.
- Real estate reassessment is the process of re-determining the assessed value of all real property for the purposes of taxation to insure that each property is valued fairly and accurately. The purpose of the general reassessment is to realign the values of real property so that equalization and current market values are obtained.

Staffing Summary:

<i>Full-Time Employees*</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Finance	6	6	7	7.5	0.5
Total	6	6	7	7.5	0.5

*1 Full-time position is unfunded.

General Government – Finance

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	398,274	380,412	404,100	474,800	70,700
Contractual Services	30,319	36,047	103,000	104,500	1,500
Internal Services	46,041	46,031	46,200	46,200	-
Other Charges	70,775	61,409	70,300	72,000	1,700
TOTAL EXPENDITURES	545,409	523,899	623,600	697,500	73,900

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	295,408	271,113	280,334	349,448	69,114
Overtime	67	-	500	500	-
Part-time Non-Classified	-	9,386	20,000	-	(20,000)
FICA	21,958	20,810	22,963	27,382	4,419
VRS-Employer	39,514	38,189	40,200	45,848	5,648
Retirees	4,160	5,070	500	-	(500)
Insurance Employer	1,804	746	784	4,873	4,089
Worker's Compensation	453	427	459	562	103
Flex Benefits Admin Fee	286	241	240	312	72
Flex Benefits -Employee	33,639	34,031	37,700	45,358	7,658
VRS Health Ins Credit	985	399	420	517	97
PERSONNEL	398,274	380,412	404,100	474,800	70,700
Medical, Dental, & Hospital	-	60	200	200	-
Other Professional Services	26,280	33,803	95,000	97,000	2,000
Travel - Convention & Education	-	98	-	-	-

General Government – Finance

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Boards/Commission Members	-	-	2,300	3,500	1,200
Repairs & Maintenance	390	-	300	300	-
Computer Hardware/Software	-	800	-	-	-
Printing & Binding	2,243	1,117	2,500	2,000	(500)
Local Media	1,406	169	2,700	1,500	(1,200)
CONTRACTUAL SERVICES	30,319	36,047	103,000	104,500	1,500
Data Processing	46,000	46,000	46,000	46,000	-
Copier Charges	41	31	200	200	-
INTERNAL SERVICES	46,041	46,031	46,200	46,200	-
Postal Services	4,690	4,522	6,500	5,500	(1,000)
Telecommunications	796	228	900	500	(400)
Office Equipment	2,476	2,692	2,500	3,000	500
Mileage & Transportation	544	1,258	550	1,000	450
Travel - Convention & Education	962	2,045	650	2,100	1,450
Dues & Association Memberships	2,920	3,455	3,000	3,500	500
Misc Charges & Fees	482	472	500	500	-
Office Supplies	2,541	2,481	3,000	3,000	-
Books & Subscriptions	175	125	700	400	(300)
Other Operating Supplies	3,070	3,058	3,500	3,500	-
Computer Hardware/Software	3,992	2,093	1,500	2,000	500
Awards, Plaques, Other	-	147	-	-	-
OTHER CHARGES	22,648	22,576	23,300	25,000	1,700
RISK MANAGEMENT					
Public Official Liability	4,475	-	5,000	5,000	-
General Liability	43,652	38,833	42,000	42,000	-
OTHER CHARGES	48,127	38,833	47,000	47,000	-
TOTAL FINANCE	545,409	523,899	623,600	697,500	73,900

General Government – Information Technology

The Information Technology Department (IT) is responsible for the City’s computer systems and connecting network. IT ensures the system is functional at all times and conducts data backup during off hours so as to minimize impacts on users. IT coordinates support and training on the SunGard software suite for staff, thus allowing the City Departments to operate more efficiently. In response to increased demand for existing and new services, IT identifies and evaluates software solutions to enhance service delivery to customers. IT manages the City’s web services to give citizens access to City information.

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	441,971	463,800	527,600	612,100	84,500
Contractual Services	191,017	152,760	205,700	205,700	-
Internal Services	224	1,830	500	500	-
Other Charges	141,345	155,347	320,000	206,800	(113,200)
Capital	-	18,000	85,000	500,000	415,000
TOTAL EXPENDITURES	774,557	791,737	1,138,800	1,525,100	386,300

Staffing Summary:

<i>Full-Time Employees*</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Information Technology	7	7	7	7	0
Total	7	7	7	7	0

*1 Full-time position is unfunded.

General Government – Information Technology

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	337,793	350,001	390,688	457,101	66,413
Overtime	1,135	1,440	1,000	1,000	-
FICA	25,013	25,845	31,352	34,498	3,146
VRS-Employer	45,612	50,204	56,609	56,772	163
Insurance Employer	2,059	980	1,164	6,034	4,870
Worker's Compensation	515	533	635	696	61
Flex Benefits Admin Fee	221	241	288	288	-
Flex Benefits -Employee	28,490	34,031	45,240	55,071	9,831
VRS Health Ins Credit	1,133	525	624	640	16
PERSONNEL	441,971	463,800	527,600	612,100	84,500
Medical, Dental, & Hospital	80	-	100	100	-
Other Professional Services	9,723	7,077	17,500	17,500	-
Travel - Convention & Education	430	288	7,500	7,500	-
Repairs & Maintenance	4,308	-	100	100	-
Vehicle Repairs & Maintenance	20	-	500	500	-
Computer Hardware/Software	176,257	145,361	179,000	179,000	-
Printing & Binding	-	34	100	100	-
Local Media	194	-	400	400	-
Refuse Service	5	-	500	500	-
CONTRACTUAL SERVICES	191,017	152,760	205,700	205,700	-
Equipment Fuel	58	67	300	300	-
Equipment Parts	42	169	-	-	-
Equipment Labor	22	1,547	-	-	-
Copier Charges	102	47	200	200	-
INTERNAL SERVICES	224	1,830	500	500	-

General Government – Information Technology

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Postal Services	11	11	200	200	-
Telecommunications	84,181	103,383	164,900	128,600	(36,300)
Motor Vehicle Insurance	542	491	500	500	-
Mileage & Transportation	421	922	250	250	-
Travel - Convention & Education	5,157	3,561	17,700	2,500	(15,200)
Dues & Association Memberships	390	195	500	500	-
Misc Charges & Fees	-	-	100	100	-
Office Supplies	590	477	1,500	1,500	-
Food & Food Service	-	-	100	100	-
Laundry & Janitorial	60	-	-	-	-
Building Repair/Maintenance	8	-	-	-	-
Vehicle & Equipment Fuels	-	-	200	200	-
Vehicle & Equipment Supplies	-	-	200	200	-
Books & Subscriptions	1,719	1,978	5,300	2,000	(3,300)
Other Operating Supplies	1,978	2,155	10,500	8,000	(2,500)
Computer Hardware/Software	46,288	42,174	118,050	62,150	(55,900)
OTHER CHARGES	141,345	155,347	320,000	206,800	(113,200)
Computer Equipment & Hardware	-	18,000	85,000	-	(85,000)
IT Improvements	-	-	-	500,000	500,000
CAPITAL	-	18,000	85,000	500,000	415,000
TOTAL INFO TECHNOLOGY	774,557	791,737	1,138,800	1,525,100	386,300

General Government – Electoral Board

The Winchester Electoral Board is governed by Title 24.2, Chapter 3, of the Code of Virginia Election Laws. The Electoral Board supervises and coordinates elections scheduled each year: November general elections and any primaries or special elections called by the State Board of Elections. The Board appoints Officers of Election to serve in all elections held that year, and trains them in performing their duties. The Board’s responsibilities include preparing ballots, programming voting machines, oversight for absentee voting, supervising polling places, and coordinating with local government to establish new polling places in a timely manner.

Funding Sources:

Funding Sources	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Revenue from Commonwealth	7,718	6,720	8,000	6,000	(4,000)
Designated Revenue	7,718	6,720	8,000	6,000	(4,000)
Net General Tax Support	25,610	23,678	48,100	50,100	4,000

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	9,915	10,256	10,300	10,300	-
Contractual Services	19,601	18,718	40,200	40,200	-
Internal Services	53	19	100	100	-
Other Charges	3,759	1,405	5,500	5,500	-
TOTAL EXPENDITURES	33,328	30,398	56,100	56,100	-

General Government – Electoral Board

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	9,197	9,514	9,514	9,514	-
FICA	704	728	728	771	43
Worker's Compensation	14	14	58	15	(43)
PERSONNEL	9,915	10,256	10,300	10,300	-
Other Professional Services	3,775	2,979	7,500	7,500	-
Temporary Help/Other	8,260	6,145	19,000	19,000	-
Repairs & Maintenance	162	-	200	200	-
Maint Service Contracts	4,765	5,286	5,000	5,000	-
Computer Hardware/Software	1,822	3,071	7,500	7,500	-
Printing & Binding	817	1,134	1,000	1,000	-
Local Media	-	103	-	-	-
CONTRACTUAL SERVICES	19,601	18,718	40,200	40,200	-
Copier Charges	53	19	100	100	-
INTERNAL SERVICES	53	19	100	100	-
Postal Services	146	226	800	800	-
Mileage & Transportation	250	145	200	200	-
Travel - Convention & Education	161	305	400	400	-
Dues & Association Memberships	200	100	100	100	-
Misc Charges & Fees	500	500	1,500	1,500	-
Office Supplies	404	9	1,500	1,500	-
Other Operating Supplies	2,098	120	1,000	1,000	-
OTHER CHARGES	3,759	1,405	5,500	5,500	-
TOTAL ELECTORAL BOARD	33,328	30,398	56,100	56,100	-

General Government – Voter Registrar

The Voter Registrar and staff are committed to providing qualified Winchester residents the opportunity to register to vote. We are dedicated to helping each citizen exercise his or her right to vote in accordance with Virginia’s election laws, the Constitution of the Commonwealth of Virginia, and the United States.

Funding Sources:

Funding Sources	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Revenue from Commonwealth	38,403	34,047	38,000	34,000	(4,000)
Designated Revenue	38,403	34,047	38,000	34,000	(4,000)
Net General Tax Support	61,841	66,913	84,600	88,700	4,100

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	93,492	94,146	99,200	99,300	100
Contractual Services	345	924	5,200	5,200	-
Internal Services	1,000	1,000	1,000	1,000	-
Other Charges	5,407	4,890	17,200	17,200	-
TOTAL EXPENDITURES	100,244	100,960	122,600	122,700	100

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Voter Registrar	1	1	1	1	0
Total	1	1	1	1	0

General Government – Voter Registrar

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	47,776	47,776	47,647	50,024	2,377
Overtime	213	-	1,000	500	(500)
Part-time Non-Classified	26,496	26,878	30,000	30,000	-
FICA	5,716	5,466	5,807	5,910	103
VRS-Employer	6,405	6,852	6,833	6,213	(620)
Insurance Employer	292	134	133	660	527
Worker's Compensation	113	114	120	122	2
Flex Benefits Admin Fee	48	48	48	48	-
Flex Benefits -Employee	6,274	6,806	7,540	5,753	(1,787)
VRS Health Ins Credit	159	72	72	70	(2)
PERSONNEL	93,492	94,146	99,200	99,300	100
Other Professional Services	-	-	2,500	2,500	-
Repairs & Maintenance	40	296	400	400	-
Printing & Binding	182	452	1,000	1,000	-
Local Media	123	176	1,300	1,300	-
CONTRACTUAL SERVICES	345	924	5,200	5,200	-
Data Processing	1,000	1,000	1,000	1,000	-
INTERNAL SERVICES	1,000	1,000	1,000	1,000	-
Postal Services	2,390	1,777	8,000	8,000	-
Telecommunications	139	751	1,000	1,000	-
Mileage & Transportation	255	255	475	475	-
Travel - Convention & Education	305	331	750	750	-
Dues & Association Memberships	140	140	240	240	-
Office Supplies	111	134	2,000	2,000	-

General Government – Voter Registrar

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	BUDGET Inc/-Dec
Food & Food Service	-	179	300	300	-
Books & Subscriptions	139	163	200	200	-
Other Operating Supplies	563	1,160	2,460	2,460	-
Computer Hardware/Software	1,365	-	1,775	1,775	-
OTHER CHARGES	5,407	4,890	17,200	17,200	-
TOTAL REGISTRAR	100,244	100,960	122,600	122,700	100

Judicial Administration – Circuit Court

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

Goals and Objectives:

The Circuit Court strives to administer its cases fairly, efficiently, and courteously.

Expenditure Summary:

Expenditure by Classification	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Personnel Services	67,135	67,977	70,100	73,800	3,700
Contractual Services	119	-	200	200	-
Other Charges	3,986	3,934	5,800	5,800	-
TOTAL EXPENDITURES	71,240	71,911	76,100	79,800	3,700

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Circuit Court	1	1	1	1	0
Total	1	1	1	1	0

Expenditure Detail:

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	49,825	49,870	50,939	54,496	3,557
FICA	3,753	3,800	3,962	4,149	187
VRS-Employer	6,680	7,153	7,305	6,768	(537)
Insurance Employer	304	140	143	719	576
Worker's Compensation	85	85	87	92	5
City of Winchester		75			FY 2013 Budget

Judicial Administration – Circuit Court

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Flex Benefits Admin Fee	48	48	48	48	-
Flex Benefits -Employee	6,274	6,806	7,540	7,452	(88)
VRS Health Ins Credit	166	75	76	76	-
PERSONNEL	67,135	67,977	70,100	73,800	3,700
Printing & Binding	119	-	200	200	-
CONTRACTUAL SERVICES	119	-	200	200	-
Postal Services	103	141	500	500	-
Telecommunications	286	543	600	600	-
Office Equipment	2,079	2,248	2,800	2,800	-
Office Supplies	614	239	700	700	-
Books & Subscriptions	794	424	800	800	-
Other Operating Supplies	110	339	400	400	-
OTHER CHARGES	3,986	3,934	5,800	5,800	-
TOTAL CIRCUIT COURT	71,240	71,911	76,100	79,800	3,700

Judicial Administration – General District Court

The Winchester-Frederick General District Court is in the Twenty-sixth Judicial District of Virginia. It has original jurisdiction over traffic infractions and misdemeanor cases for traffic and criminal divisions. This office holds preliminary hearings for felony cases and has jurisdiction over all civil cases where the amount of monies involved are \$15,000 and under. Court files and records are maintained for ten-year period.

Goals and Objectives:

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

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	-	-	-	7,000	7,000
Contractual Services	2,760	2,451	5,000	4,800	(200)
Other Charges	15,823	15,818	19,000	19,800	800
TOTAL EXPENDITURES	18,583	18,269	24,000	31,600	7,600

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Part-time Non-Classified	-	-	-	6,500	6,500
FICA	-	-	-	490	490
Worker's Compensation	-	-	-	10	10
PERSONNEL	-	-	-	7,000	7,000

Judicial Administration – General District Court

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Legal Services	780	120	2,000	1,500	(500)
Repairs & Maintenance	-	-	500	500	-
Contracted Parking	1,980	2,331	2,500	2,800	300
CONTRACTUAL SERVICES	2,760	2,451	5,000	4,800	(200)
Postal Services	9,397	8,808	9,500	9,500	-
Telecommunications	57	57	1,300	1,300	-
Office Equipment	2,537	2,294	3,000	3,500	500
Magistrate Operating	3,477	2,642	4,000	4,000	-
Dues & Association Memberships	-	-	100	100	-
Office Supplies	259	1,781	900	1,200	300
Books & Subscriptions	96	223	200	200	-
Other Operating Supplies	-	13	-	-	-
OTHER CHARGES	15,823	15,818	19,000	19,800	800
TOTAL GEN DIST COURT	18,583	18,269	24,000	31,600	7,600

Judicial Administration – Juvenile & Domestic Relations District Court

The Winchester Juvenile and Domestic Relations District Court hears all matters involving juveniles, such as criminal or traffic matters. Juvenile delinquency cases are cases involving a minor under the age of 18 who has been accused of committing an offense that would be considered criminal if committed by an adult. In addition, this Court handles other matters involving the family, such as custody, support and visitation. The Court also hears family abuse cases, cases where adults have been accused of child abuse or neglect, and criminal cases where the defendants and alleged victim are family or household members.

Goals and Objectives:

Our goal is to perform the duties of this Court as prescribed by statute and policy and also by procedures set as guidelines for this Court by the Office of the Executive Secretary of the Supreme Court of Virginia.

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	5,793	9,863	15,000	25,000	10,000
Contractual Services	1,410	2,061	2,400	3,000	600
Other Charges	16,462	20,983	20,300	20,800	500
TOTAL EXPENDITURES	23,665	32,907	37,700	48,800	11,100

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Part-time Non-Classified	5,374	9,149	13,926	23,150	9,224
FICA	411	700	1,053	1,815	762
Worker's Compensation	8	14	21	35	14
PERSONNEL	5,793	9,863	15,000	25,000	10,000

Judicial Administration – Juvenile & Domestic Relations District Court

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Legal Services	-	438	600	600	-
Repairs & Maintenance	165	-	300	300	-
Contracted Parking	1,245	1,623	1,500	2,100	600
CONTRACTUAL SERVICES	1,410	2,061	2,400	3,000	600
Postal Services	10,497	11,438	13,000	13,000	-
Telecommunications	-	-	400	400	-
Office Equipment	4,715	4,600	4,750	5,000	250
Travel - Convention & Education	-	92	250	200	(50)
Dues & Association Memberships	173	35	200	200	-
Office Supplies	541	4,503	700	1,000	300
Food & Food Service	20	25	100	100	-
Books & Subscriptions	246	246	300	300	-
Other Operating Supplies	270	-	500	500	-
Computer Hardware/Software	-	44	-	-	-
Awards, Plaques, Other	-	-	100	100	-
OTHER CHARGES	16,462	20,983	20,300	20,800	500
J & D RELATIONS DIST COURT	23,665	32,907	37,700	48,800	11,100

Judicial Administration – Clerk of the Circuit Court

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

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

Goals and Objectives:

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

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	437,687	434,370	444,025	455,600	11,575
Contractual Services	25,137	13,227	19,425	16,550	(2,875)
Other Charges	23,954	22,952	21,750	24,650	2,900
TOTAL EXPENDITURES	486,778	470,549	485,200	496,800	11,600

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Clerk of the Circuit Court	8	8	8	8	0
Total	8	8	8	8	0

Judicial Administration – Clerk of the Circuit Court

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	322,640	319,446	321,774	336,285	14,511
FICA	24,133	23,940	24,507	23,903	(604)
VRS-Employer	43,259	44,788	44,956	41,766	(3,190)
Insurance Employer	1,970	887	901	4,439	3,538
Worker's Compensation	1,887	1,882	1,881	1,970	89
Flex Benefits Admin Fee	386	374	384	384	-
Flex Benefits -Employee	42,337	42,578	49,140	46,382	(2,758)
VRS Health Ins Credit	1,075	475	482	471	(11)
PERSONNEL	437,687	434,370	444,025	455,600	11,575
Accounting & Auditing	3,622	2,282	4,500	3,000	(1,500)
Other Professional Services	2,905	2,905	-	3,000	3,000
Repairs & Maintenance	-	443	1,000	1,000	-
Maintenance Service Contracts	6,310	-	3,000	1,000	(2,000)
Computer Hardware/Software	11,095	6,310	1,425	6,550	5,125
Printing & Binding	715	812	1,000	1,000	-
Contracted Parking	490	475	1,000	1,000	-
Microfilm/Indexing	-	-	7,500	-	(7,500)
CONTRACTUAL SERVICES	25,137	13,227	19,425	16,550	(2,875)
Postal Services	5,998	5,663	6,000	6,000	-
Telecommunications	139	-	500	500	-
Lease/Rent of Equipment	-	528	-	-	-
Office Equipment	6,061	5,805	5,000	5,500	500
Mileage & Transportation	103	-	100	100	-
Travel - Convention & Education	347	437	750	750	-

Judicial Administration – Clerk of the Circuit Court

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Dues & Association Memberships	470	495	500	500	-
Office Supplies	7,286	8,410	8,500	8,500	-
Food & Food Service	12	21	-	-	-
Books & Subscriptions	-	-	200	200	-
Other Operating Supplies	38	-	200	200	-
Computer Hardware/Software	3,500	1,593	-	2,400	2,400
OTHER CHARGES	23,954	22,952	21,750	24,650	2,900
CLERK OF CIRCUIT COURT	486,778	470,549	485,200	496,800	11,600

Judicial Administration – City Sheriff/Courthouse Security

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

Goals and Objectives:

- To provide a safe and secure atmosphere for people using the Joint Judicial Center.
- Continue to provide courtroom security with the increasing number of cases and courts.
- Hire and maintain qualified personnel.
- Continue fast and efficient serving of civil papers and evictions.
- Continue to provide assistance to the Winchester Police Dept. when requested.
- Continue to assist complainants with criminal matters.
- Apply for available grants.

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	753,351	883,095	930,100	1,043,200	113,100
Contractual Services	17,740	29,616	10,600	25,600	15,000
Internal Services	18,146	23,706	19,000	26,000	7,000
Other Charges	45,858	54,123	45,500	50,100	4,600
Capital	26,378	26,170	25,000	50,000	25,000
TOTAL EXPENDITURES	861,473	1,016,710	1,030,200	1,194,900	164,700

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Sheriff	11.8	11.8	11.8	11.8	0
Courthouse Security	1	1	1	1	0
Total	12.8	12.8	12.8	12.8	0

Judicial Administration – City Sheriff/Courthouse Security

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
CITY SHERIFF					
Regular	503,074	528,218	543,126	543,401	275
Overtime	20,730	32,839	20,000	30,000	10,000
Part-time Non-Classified	26,871	51,508	67,000	67,000	-
FICA	41,998	46,650	48,268	48,051	(217)
VRS-Employer	67,100	71,999	75,818	67,491	(8,327)
Retirees	9,707	11,408	16,000	22,000	6,000
Insurance Employer	3,103	1,442	1,521	7,173	5,652
Worker's Compensation	11,218	12,552	13,194	13,346	152
Flex Benefits Admin Fee	544	565	566	566	-
Flex Benefits -Employee	67,336	70,473	77,792	72,612	(5,180)
VRS Health Ins Credit	1,670	772	815	760	(55)
PERSONNEL	753,351	828,426	864,100	872,400	8,300
Medical, Dental, & Hospital	-	614	-	-	-
Repairs & Maintenance	5,650	174	200	200	-
Vehicle Repairs & Maintenance	8,233	8,514	6,000	9,000	3,000
Maintenance Service Contracts	3,035	4,962	2,100	5,000	2,900
Printing & Binding	810	1,095	500	1,000	500
Local Media	-	-	300	300	-
Laundry & Dry Cleaning	12	36	100	100	-
Food & Food Services	-	74	-	-	-
CONTRACTUAL SERVICES	17,740	15,469	9,200	15,600	6,400
Data Processing	1,000	1,000	1,000	1,000	-
Equipment Maintenance/Fuel	17,144	22,682	18,000	25,000	7,000
Equipment Parts	2	2	-	-	-
Equipment Labor	-	22	-	-	-
INTERNAL SERVICES	18,146	23,706	19,000	26,000	7,000

Judicial Administration – City Sheriff/Courthouse Security

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL	ADOPTED	BUDGET
			BUDGET		Inc/-Dec
Postal Services	1,209	1,017	2,000	2,000	-
Telecommunications	5,908	5,962	6,000	6,000	-
Motor Vehicle Insurance	5,024	7,001	5,500	8,000	2,500
Mileage & Transportation	408	3,912	250	550	300
Travel - Convention & Education	4,788	5,611	1,200	6,000	4,800
Extradition of Prisoners	34	-	3,000	-	(3,000)
Dues & Association Memberships	7,134	7,524	7,000	7,600	600
Misc Charges & Fees	405	213	100	100	-
Office Supplies	2,099	2,106	2,800	2,100	(700)
Food & Food Service	-	-	-	100	100
Vehicle & Equipment Fuels	2,324	3,745	2,400	3,700	1,300
Vehicle & Equipment Supplies	2,246	2,329	1,500	3,000	1,500
Police Supplies	6,203	2,601	4,400	2,600	(1,800)
Uniforms & Apparel	4,105	2,874	4,000	3,000	(1,000)
Books & Subscriptions	-	-	100	100	-
Other Operating Supplies	988	1,105	1,000	1,000	-
Computer Hardware/Software	2,983	674	1,250	1,250	-
OTHER CHARGES	45,858	46,674	42,500	47,100	4,600
Motor Vehicle & Equipment	26,378	26,170	25,000	50,000	25,000
CAPITAL	26,378	26,170	25,000	50,000	25,000
TOTAL CITY SHERIFF	861,473	940,445	959,800	1,011,100	51,300
COURTHOUSE SECURITY					
Regular	-	32,180	42,973	48,277	5,304
Overtime	-	8,851	5,000	15,000	10,000
Part-time Non-Classified	-	-	-	75,000	75,000
FICA	-	2,894	3,116	10,596	7,480
VRS-Employer	-	4,498	6,162	5,996	(166)

Judicial Administration – City Sheriff/Courthouse Security

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	BUDGET Inc/-Dec
Insurance Employer	-	88	120	637	517
Worker's Compensation	-	865	976	3,140	2,164
Flex Benefits Admin Fee	-	36	48	48	-
Flex Benefits -Employee	-	5,210	7,540	12,038	4,498
VRS Health Ins Credit	-	47	65	68	3
PERSONNEL	-	54,669	66,000	170,800	104,800
Repairs & Maintenance	-	14,147	1,400	10,000	8,600
CONTRACTUAL SERVICES	-	14,147	1,400	10,000	8,600
Police Supplies	-	105	3,000	-	(3,000)
Other Operating Supplies	-	4,447	-	3,000	3,000
Computer Hardware/Software	-	2,897	-	-	-
OTHER CHARGES	-	7,449	3,000	3,000	-
TOTAL COURTHOUSE SECURITY	-	76,265	70,400	183,800	113,400
TOTAL SHERIFF/COURTHOUSE SECURITY	861,473	1,016,710	1,030,200	1,194,900	164,700

Judicial Administration – Juror Services

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

Goals and Objectives:

- Continue to provide an appropriate listing of City residents from which to build a jury pool for use by the Sheriff's Department.
- Continue to provide quality services to City residents serving as jurors.

Expenditure Summary:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012	FY 2013	FY 2013
			ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Juror Services - Grand Jury	6,000	3,000	5,000	5,000	-
Juror Services - Criminal Jury	9,000	5,000	9,000	9,000	-
Juror Services - Civil Jury	5,000	5,000	9,000	9,000	-
OTHER CHARGES	20,000	13,000	23,000	23,000	-
JUROR SERVICES	20,000	13,000	23,000	23,000	-

Judicial Administration – Commonwealth Attorney

The Commonwealth's Attorney is an elected official and is responsible for enforcement of State Laws. This is affected through the prosecution of criminal activity in the Court. Cases are prosecuted in General District, Juvenile and Domestic Relations and Circuit Court. This office handles a wide range of cases from misdemeanors to serious felony offenses. We are in court three and four days per week. We are also responsible for the investigation of crimes through the Multi-Jurisdictional Grand Jury.

Goals and Objectives:

- Provide protection to the Citizens of Winchester by prosecuting criminal offenses to the fullest extent of the law.
- Assist law enforcement by providing assistance and legal advice when obtaining charges against defendants.
- Work together with local committees to better serve the victims of crime, especially in the area of sexual assault against women and children.
- Improve the quality of life in Winchester by coordinating law enforcement efforts with citizens throughout the city.

Expenditure Summary:

Expenditure by Classification	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL	ADOPTED	BUDGET
			BUDGET		Inc/-Dec
Personnel Services	887,355	930,064	974,000	1,022,300	48,300
Contractual Services	1,560	24,730	2,200	2,200	-
Other Charges	20,152	26,868	20,500	20,500	-
TOTAL EXPENDITURES	909,067	981,662	996,700	1,045,000	48,300

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Commonwealth Attorney	12	12	13	13	0
Total	12	12	13	13	0

Judicial Administration – Commonwealth Attorney

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	666,684	675,004	725,280	766,834	41,554
Overtime	53	-	-	-	-
Part-time Non-Classified	4,823	23,922	-	-	-
FICA	49,878	51,707	53,245	53,658	413
VRS-Employer	88,398	96,820	104,005	95,241	(8,764)
Insurance Employer	3,999	1,892	2,030	10,122	8,092
SUTA	4,776	5,052	-	-	-
Worker's Compensation	917	1,075	888	938	50
Flex Benefits Admin Fee	563	583	624	624	-
Flex Benefits -Employee	65,068	72,995	86,840	93,809	6,969
VRS Health Ins Credit	2,196	1,014	1,088	1,074	(14)
PERSONNEL	887,355	930,064	974,000	1,022,300	48,300
Medical, Dental, & Hospital	80	-	-	-	-
Repairs & Maintenance	298	891	600	600	-
Maintenance Service Contracts	1,031	957	1,000	1,000	-
Computer Hardware/Software	53	22,529	-	-	-
Printing & Binding	98	306	600	600	-
Contracted Parking	-	47	-	-	-
CONTRACTUAL SERVICES	1,560	24,730	2,200	2,200	-
Postal Services	1,975	1,938	2,000	2,000	-
Telecommunications	150	156	600	600	-
Office Equipment	2,233	2,412	2,700	2,700	-
Mileage & Transportation	1,751	1,463	1,200	1,200	-
Court Witness	-	818	-	-	-
Travel - Convention & Education	3,227	4,449	2,500	2,500	-
Dues & Association Memberships	3,665	3,410	3,800	3,800	-
Office Supplies	1,365	5,232	4,000	4,000	-

Judicial Administration – Commonwealth Attorney

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Food & Food Service	599	581	800	800	-
Books & Subscriptions	2,869	2,424	1,900	1,900	-
Other Operating Supplies	671	1,290	1,000	1,000	-
Computer Hardware/Software	1,647	2,695	-	-	-
OTHER CHARGES	20,152	26,868	20,500	20,500	-
TOTAL COMMONWEALTH ATTORNEY	909,067	981,662	996,700	1,045,000	48,300

Judicial Administration – Victim Witness

The Victim Witness program provides assistance to the victims of crime in the City of Winchester. We provide courtroom support, assist with compensation through the criminal injuries fund, and work closely with the Commonwealth Attorney's office to prepare victims for their courtroom testimony. We primarily work in Circuit Court; however, we do assist when needed in General District and Juvenile and Domestic Relations Court. We monitor, collect and distribute restitution in all three courts. We are a liaison with several committees including CAC, Crime Solvers, DVSA, and Court watch. We assist the Commonwealth Attorney in locating victims for trials and interviews, and offer support throughout the trial process for the victims and their families.

Goals and Objectives:

- Assist victims in filing for criminal injuries.
- Assist the Commonwealth Attorney's office in preparing victims for trial.
- Provide courtroom support for victims and their families.
- Collect, monitor, and distribute restitution.

Expenditure Summary:

Expenditure by Classification	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL	ADOPTED	BUDGET
			BUDGET		Inc/-Dec
Personnel Services	-	132,178	136,300	139,900	3,600
Other Charges	-	323	-	-	-
TOTAL EXPENDITURES	-	132,501	136,300	139,900	3,600

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Victim Witness	2	2	2	2	0
Total	2	2	2	2	0

Judicial Administration – Victim Witness

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	-	96,645	98,717	105,622	6,905
FICA	-	7,419	7,698	7,879	181
VRS-Employer	-	13,863	14,156	13,118	(1,038)
Insurance Employer	-	271	276	1,394	1,118
Worker's Compensation	-	126	129	138	9
Flex Benefits Admin Fee	-	97	96	96	-
Flex Benefits -Employee	-	13,612	15,080	11,505	(3,575)
VRS Health Ins Credit	-	145	148	148	-
PERSONNEL	-	132,178	136,300	139,900	3,600
Court Witness	-	218	-	-	-
Office Supplies	-	105	-	-	-
OTHER CHARGES	-	323	-	-	-
TOTAL VICTIM WITNESS	-	132,501	136,300	139,900	3,600

Public Safety – Police Department

Mission Statement

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

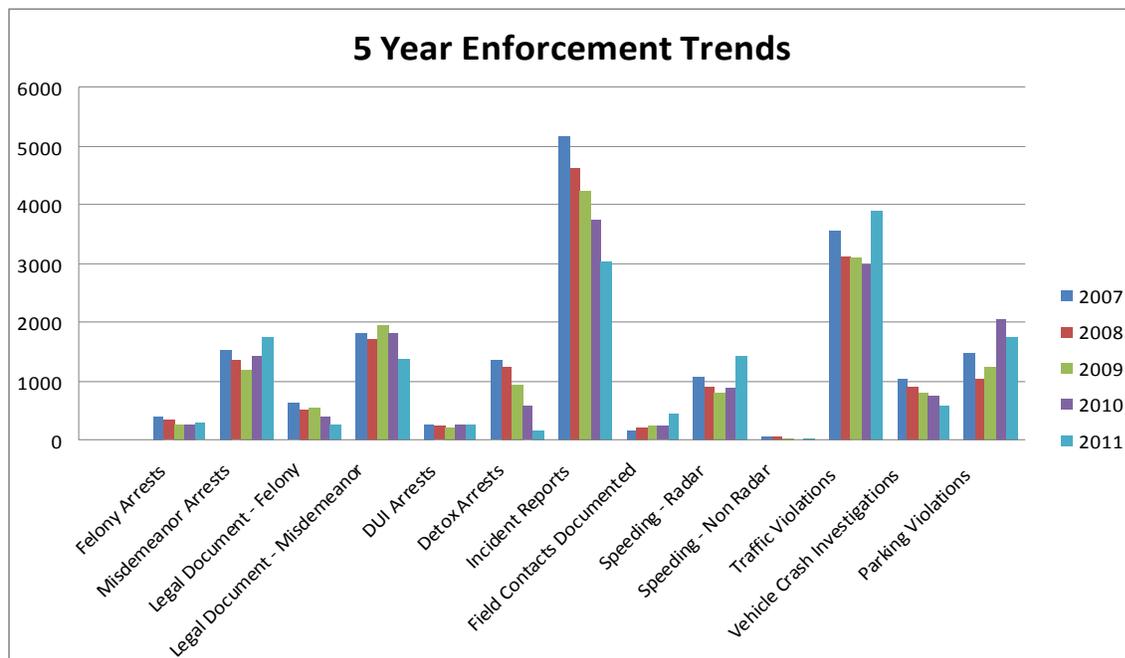
Council Goal: Police Department to maintain high levels of satisfaction

Police Department Strategies:

- Maintain high visibility in hotspot areas through foot and bike patrol
- Generate better coverage of positive stories coming out of the police department
- Seek and conduct appropriate quality service training for staff
- Promote special functions provided beyond normal police services. These include 911/EMD, CRT, fitness initiative, SWAT, critical incident team, Timbrook House.
- Highlight department accreditation and internal investigation process
- Develop police Honor Guard unit for special details and events
- Develop a community resource guide to assist citizens that are seeking help with issues that may not be a traditional law enforcement issue

Outcomes/Trends

Crime Statistics	2007	2008	2009	2010	2011
Grand Theft	150	164	159	146	150
Motor Vehicle Theft	38	27	26	15	23
Robbery	21	30	33	16	20
Rape	8	6	5	5	3
Breaking & Entering	122	164	123	130	91



Public Safety – Police Department

Emergency Communication Center:

The Winchester Emergency Communications Center (ECC) is the vital link in the public safety chain providing emergency and non-emergency communications with compassion and professionalism, while striving for excellence in customer service. The ECC is responsible for communications with the public, police, fire, emergency medical services, and animal control. The ECC is also the after-hours contact for other City departments. Emergency Communications Specialists enter all warrants into the Records Management System, as well as the State and National Database.

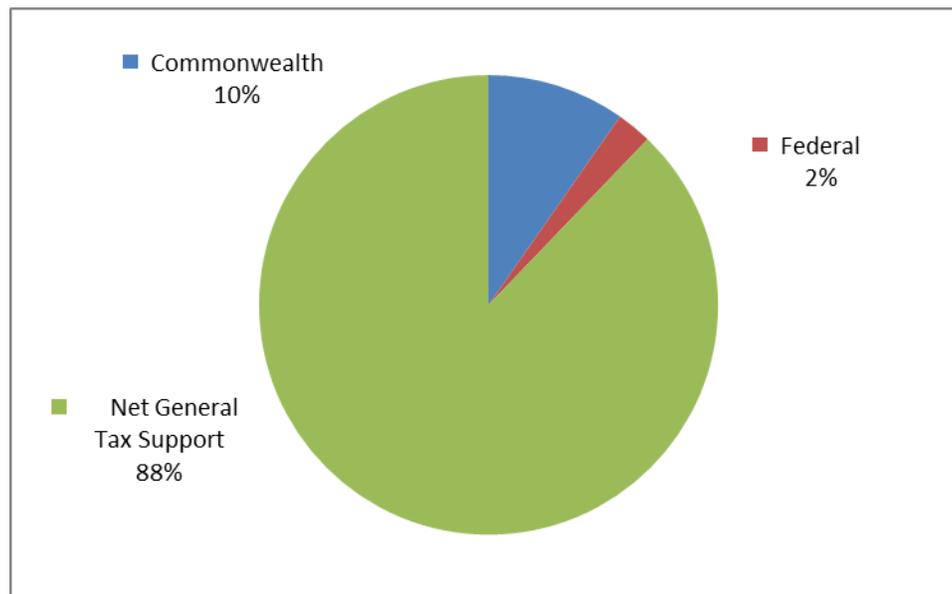
Goals and Objectives:

- Provide quality access for reporting emergencies and non-emergencies by answering telephone calls in a timely manner.
- Respond consistently and provide a timely entry and dispatch of calls for service.
- To provide quality customer service.
- Attract and retain a diverse and well-qualified applicant pool and a high-performing work force by creating a superior work environment that promotes effective leadership, teamwork, innovation, and employee well-being.

Public Safety – Police Department

Funding Sources:

Funding Sources	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Miscellaneous Revenue	9,266	9,001	4,000	4,000	-
Recovered Costs	26,906	24,831	-	-	-
Commonwealth	861,720	843,800	858,000	858,000	-
Federal	25,733	412,083	344,000	218,500	(125,500)
Subtotal Designated Revenue	923,625	1,289,715	1,206,000	1,080,500	(125,500)
Net General Tax Support	6,634,576	6,619,959	6,987,200	7,757,300	770,100



Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Police	87.5	82.5	82.5	84.5	2.0
Police Grants	1.0	5.0	5.0	3.0	-2.0
Animal Control	2.0	2.0	2.0	2.0	0
Emergency Services	0	0	0	0	0
Emergency Communications*	15	15	15	15	0
Total Full-Time Employees	105.5	104.5	104.5	104.5	0
Authorized Sworn Strength	76.5	76.5	76.5	76.5	0

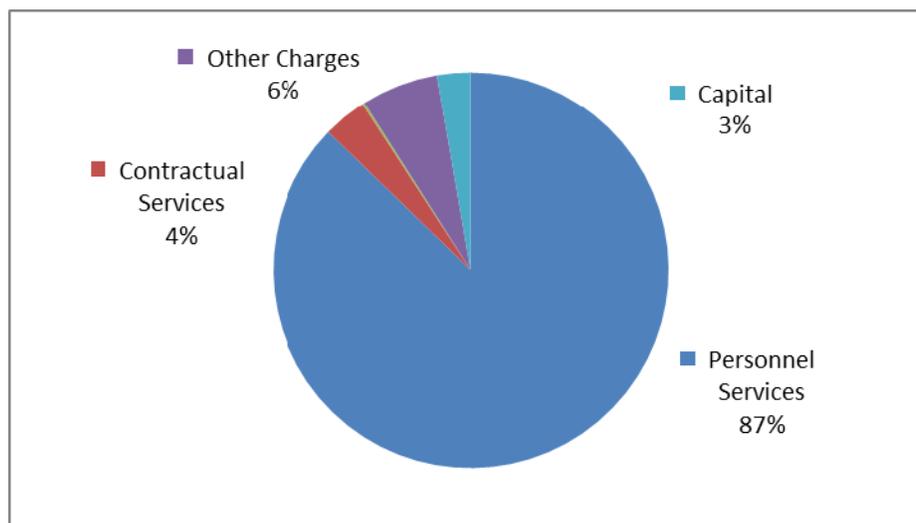
*2 Full-time positions unfunded.

Public Safety – Police Department

Expenditure Summary:

Expenditure by Division	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Police	6,580,420	6,476,644	6,752,000	7,426,700	674,700
Police Grants	-	422,458	343,500	234,500	(109,000)
Animal Control	121,517	124,939	129,300	135,800	6,500
Emergency Services	42,045	44,074	36,900	47,100	10,200
Emergency Communications	814,219	841,559	931,500	993,700	62,200
TOTAL EXPENDITURES	7,558,201	7,909,674	8,193,200	8,837,800	644,600

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	6,805,313	6,959,605	7,284,125	7,711,300	427,175
Contractual Services	254,897	268,013	245,950	315,400	69,450
Internal Services	9,465	6,319	14,500	16,000	1,500
Other Charges	488,526	577,013	533,625	555,100	21,475
Capital	-	98,724	115,000	240,000	125,000
TOTAL EXPENDITURES	7,558,201	7,909,674	8,193,200	8,837,800	644,600



Public Safety – Police Department

Expenditure Detail:

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ORIGINAL	ADOPTED	BUDGET
POLICE	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Regular	3,990,953	3,857,756	3,900,110	4,299,200	399,090
Overtime	342,899	315,327	393,000	355,000	(38,000)
Part-time Non-classified	65,525	43,717	59,500	85,000	25,500
FICA	331,081	317,394	316,036	346,723	30,687
VRS-Employer	527,701	525,334	556,683	545,837	(10,846)
VRS-LODA	-	-	-	39,500	39,500
Retirees	35,230	43,637	36,500	27,500	(9,000)
Insurance-Employer	24,315	8,299	11,151	58,011	46,860
SUTA	6,390	-	-	-	-
Worker's Compensation	88,247	85,342	90,936	99,915	8,979
Clothing Allowance	8,718	8,421	10,000	10,000	-
Tuition Assistance	(92)	-	-	6,000	6,000
Flex Benefits - Admin Fee	3,934	3,778	3,912	4,056	144
Flex Benefits - Employee	479,434	504,741	580,198	594,803	14,605
VRS Health Insurance Credit	13,124	5,605	5,974	6,155	181
PERSONNEL	5,917,459	5,719,351	5,964,000	6,477,700	513,700
Medical, Dental, & Hospital	11,431	11,328	9,000	9,000	-
Medical Examiner-Coroner	400	390	1,000	1,000	-
Interpreter Fees	31,863	28,933	20,000	20,000	-
Other Professional Services	5,864	8,177	7,000	7,000	-
Repairs & Maintenance	11,713	8,094	10,000	10,000	-
Vehicle Repairs & Maintenance	115,325	103,845	90,000	90,000	-
Maintenance Service Contracts	1,124	863	1,000	1,000	-
Computer Service Contracts	13,342	14,497	15,000	15,000	-
Printing & Binding	7,358	7,423	7,500	7,500	-
Local Media	2,047	2,714	5,800	5,800	-

Public Safety – Police Department

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Laundry & Dry Cleaning	469	430	650	650	-
Probation Monitoring/ASAP	-	5,360	-	14,200	14,200
Food Services - Catering	61	694	250	250	-
CONTRACTUAL SERVICES	200,997	192,748	167,200	181,400	14,200
Data Processing	4,000	4,000	4,000	4,000	-
Fuel	84	-	4,000	4,000	-
Parts	878	-	2,000	2,000	-
Labor	3,160	88	4,000	4,000	-
INTERNAL SERVICES	8,122	4,088	14,000	14,000	-
Postal Services	4,752	3,822	5,000	5,000	-
Telecommunications	40,507	41,454	38,100	38,100	-
Motor Vehicle Insurance	46,983	39,344	50,000	50,000	-
Group Accident	310	310	500	500	-
Law Enforcement Liability	16,461	16,461	18,000	18,000	-
Office Equipment Rental	5,633	3,727	5,500	5,500	-
Mileage & Transportation	4,164	219	700	700	-
Travel - Convention & Education	18,539	8,866	42,700	42,700	-
NW VA Reg Drug Task Force	8,912	9,066	12,500	12,500	-
Dues & Association Memberships	33,058	34,885	31,300	31,300	-
Misc Charges & Fees	1,000	160	2,200	2,200	-
Background Checks	3,076	3,342	3,000	3,000	-
Office Supplies	8,900	9,917	10,500	10,500	-
Food & Food Service	2,027	1,387	750	750	-
Landscaping/Agricultural Supplies	1,066	800	1,450	1,450	-
Medical & Laboratory	1,629	841	2,000	2,000	-
Laundry & Janitorial	-	-	500	500	-
Repairs & Maintenance	574	36	600	600	-
Vehicle & Equipment Fuels	123,285	157,752	120,000	125,800	5,800
Vehicle & Equipment Supplies	2,173	3,222	7,000	7,000	-

Public Safety – Police Department

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Police Supplies	55,956	44,301	53,000	53,000	-
Uniforms & Apparel	22,534	41,244	27,300	27,300	-
Books & Subscriptions	3,024	2,414	3,000	3,000	-
Other Operating Supplies	28,158	24,046	31,000	31,000	-
Computer Supplies	14,715	7,934	9,000	25,000	16,000
K9 Dog Supplies	624	1,633	4,200	4,200	-
Awards, Plaques, Other	686	920	1,000	1,000	-
Community Policing	2,625	3,243	5,500	5,500	-
Crime Prevention	2,471	387	3,000	3,000	-
OPEC Oper Team Training	-	-	2,500	2,500	-
OTHER CHARGES	453,842	461,733	491,800	513,600	21,800
Motor Vehicle & Equipment	-	98,724	115,000	150,000	35,000
Computer Software	-	-	-	90,000	90,000
CAPITAL	-	98,724	115,000	240,000	125,000
TOTAL POLICE	6,580,420	6,476,644	6,752,000	7,426,700	674,700
POLICE GRANTS					
Regular	-	200,708	209,622	139,381	(70,241)
Overtime	-	38,235	40,000	40,000	-
FICA	-	17,501	19,308	13,458	(5,850)
VRS-Employer	-	28,605	30,060	17,311	(12,749)
Insurance-Employer	-	558	587	1,840	1,253
Worker's Compensation	-	5,017	5,668	4,073	(1,595)
Flex Benefits - Admin Fee	-	241	240	144	(96)
Flex Benefits - Employee	-	33,848	37,700	18,098	(19,602)
VRS Health Insurance Credit	-	299	315	195	(120)
PERSONNEL	-	325,012	343,500	234,500	(109,000)

Public Safety – Police Department

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	BUDGET Inc/-Dec
Medical, Dental, & Hospital	-	10,775	-	-	-
Other Professional Services	-	4,240	-	-	-
CONTRACTUAL SERVICES	-	15,015	-	-	-
Office Supplies	-	536	-	-	-
Police Supplies	-	24,792	-	-	-
Uniforms & Apparel	-	666	-	-	-
Books & Subscriptions	-	267	-	-	-
Other Operating Supplies	-	53,028	-	-	-
Computer Equipment & Supplies	-	3,142	-	-	-
OTHER CHARGES	-	82,431	-	-	-
TOTAL POLICE GRANTS	-	422,458	343,500	234,500	(109,000)
ANIMAL CONTROL					
Regular	78,181	79,486	83,748	91,569	7,821
Overtime	6,713	7,274	2,000	2,000	-
FICA	6,400	6,535	6,532	6,945	413
VRS-Employer	10,413	11,400	12,009	11,373	(636)
Retirees	3,786	3,833	4,200	4,000	(200)
Insurance Employer	474	222	234	1,209	975
Worker's Compensation	881	897	1,002	1,094	92
Flex Benefits Admin Fee	128	125	144	96	(48)
Flex Benefits -Employee	12,548	13,612	15,080	13,186	(1,894)
VRS Health Ins Credit	259	119	126	128	2
PERSONNEL	119,783	123,503	125,075	131,600	6,525
Medical, Dental, & Hospital	-	-	100	100	-
Other Professional Services	4	-	-	-	-
CONTRACTUAL SERVICES	4	-	100	100	-

Public Safety – Police Department

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Telecommunications	425	452	425	500	75
Travel - Convention & Education	999	260	1,000	1,000	-
Dues & Association Memberships	45	45	100	100	-
Office Supplies	-	-	100	100	-
Landscaping/Agricultural Supplies	119	100	400	300	(100)
Uniforms & Apparel	68	569	1,500	1,500	-
Other Operating Supplies	74	10	600	600	-
OTHER CHARGES	1,730	1,436	4,125	4,100	(25)
TOTAL ANIMAL CONTROL	121,517	124,939	129,300	135,800	6,500
EMERGENCY SERVICES					
Overtime	1,209	-	-	-	-
Part-time Non-Classified	33,154	33,920	26,000	34,000	8,000
FICA	2,629	2,595	1,960	2,648	688
Worker's Compensation	454	454	40	52	12
PERSONNEL	37,446	36,969	28,000	36,700	8,700
Other Professional Services	-	150	-	-	-
Repairs & Maintenance	-	226	-	300	300
Vehicle Repairs & Maintenance	10	-	-	-	-
Printing & Binding	-	-	250	250	-
Local Media	161	60	250	250	-
Other Purchased Services	114	-	-	-	-
CONTRACTUAL SERVICES	285	436	500	800	300
Fuel	603	909	500	1,000	500
Parts	100	651	-	500	500
Labor	192	671	-	500	500
Copier Charges	448	-	-	-	-
INTERNAL SERVICES	1,343	2,231	500	2,000	1,500

Public Safety – Police Department

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Postal Services	49	-	400	100	(300)
Telecommunications	633	616	900	800	(100)
Motor Vehicle Insurance	882	801	-	800	800
Office Equipment	90	162	700	400	(300)
Mileage & Transportation	261	80	-	100	100
Travel - Convention & Education	535	675	300	600	300
Dues & Association Memberships	75	75	100	100	-
Background Checks	-	-	-	-	-
Office Supplies	173	84	1,400	1,400	-
Food & Food Service	-	114	-	100	100
Vehicle & Equipment Fuels	-	-	500	100	(400)
Vehicle & Equipment Supplies	-	-	500	500	-
Other Operating Supplies	38	231	2,500	2,000	(500)
Computer Hardware/Software	235	1,600	600	600	-
OTHER CHARGES	2,971	4,438	7,900	7,600	(300)
TOTAL EMERGENCY SERVICES	42,045	44,074	36,900	47,100	10,200
EMERGENCY COMMUNICATIONS CENTER					
Regular	476,340	481,435	529,306	555,200	25,894
Overtime	40,212	51,796	30,000	30,000	-
Part-time Non-Classified	28,131	25,654	30,000	30,000	-
FICA	41,027	41,517	48,071	46,717	(1,354)
VRS-Employer	63,270	69,278	76,624	68,956	(7,668)
Insurance Employer	2,862	1,353	1,552	7,328	5,776
SUTA	3,258	-	-	-	-
Worker's Compensation	811	825	934	934	-
Flex Benefits Admin Fee	599	592	672	624	(48)
Flex Benefits -Employee	72,544	81,596	105,560	90,263	(15,297)
VRS Health Ins Credit	1,571	724	831	778	(53)
PERSONNEL	730,625	754,770	823,550	830,800	7,250

Public Safety – Police Department

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Medical, Dental, & Hospital	870	3,370	3,000	3,000	-
Repairs & Maintenance	1,474	888	2,425	2,400	(25)
Maintenance Service Contracts	6,909	7,966	6,885	17,900	11,015
Computer Hardware/Software	9,070	8,120	20,100	67,100	47,000
E911 Name/Address Service	34,944	38,002	44,800	41,800	(3,000)
Printing & Binding	344	-	440	400	(40)
Local Media	-	1,468	500	500	-
CONTRACTUAL SERVICES	53,611	59,814	78,150	133,100	54,950
Postal Services	132	153	200	200	-
Telecommunications	7,807	8,398	9,200	9,200	-
Property Insurance	-	-	-	-	-
Office Equipment	-	-	300	300	-
Mileage & Transportation	352	49	-	-	-
Travel - Convention & Education	4,793	2,176	1,800	1,800	-
Dues & Association Memberships	7,232	7,150	7,100	7,100	-
Background Checks	-	-	-	-	-
Office Supplies	1,774	1,940	2,100	2,100	-
Food & Food Service	970	926	1,200	1,200	-
Laundry & Janitorial	-	59	-	-	-
Vehicle & Equipment Fuels	70	14	150	150	-
Uniforms & Apparel	2,050	1,947	2,200	2,200	-
Books & Subscriptions	39	218	200	200	-
Other Operating Supplies	4,049	3,616	3,600	3,600	-
Computer Hardware/Software	715	329	1,750	1,750	-
OTHER CHARGES	29,983	26,975	29,800	29,800	-
TOTAL ECC	814,219	841,559	931,500	993,700	62,200
TOTAL POLICE DEPARTMENT	7,558,201	7,909,674	8,193,200	8,837,800	644,600

Public Safety – Fire and Rescue Department

Mission Statement

To develop and deploy a coordinated service delivery mechanism through which the Community is provided public safety services in a professional and cost effective manner. The mission will comprehensively address Emergency Communications, Fire, EMS, and Hazardous Materials Operations involving career and volunteer personnel, while coordinating operational and support functions with internal and external agencies and individuals.

City Council Goal: Fire to meet National Fire Protection Association Standards

Fire Department Strategies:

- Continue the implementation of 2009 City Council Endorsed Staffing Plan for 24 additional Firefighter/EMT positions to meet NFPA 1710 Standard
- Respond to and safely arrive at emergency incidents by attaining:
 - Emergency incident response time <= 4 minutes
 - Advanced Life Support (ALS) on Scene <= 6 minutes
 - Preventable accidents while responding = 0
- Ensure the health and safety of all career and volunteer firefighters
- Attain a cardiac arrest resuscitation rate of > 15%

Outcome Targets/Trends

	FY 10 Requested	FY10 Actual	FY11 Requested	FY11 Actual	FY 12 Requested	FY 12 Actual	FY 13 Requested
• Number of new Firefighter/EMT's	3	3	3	1	5	2	6

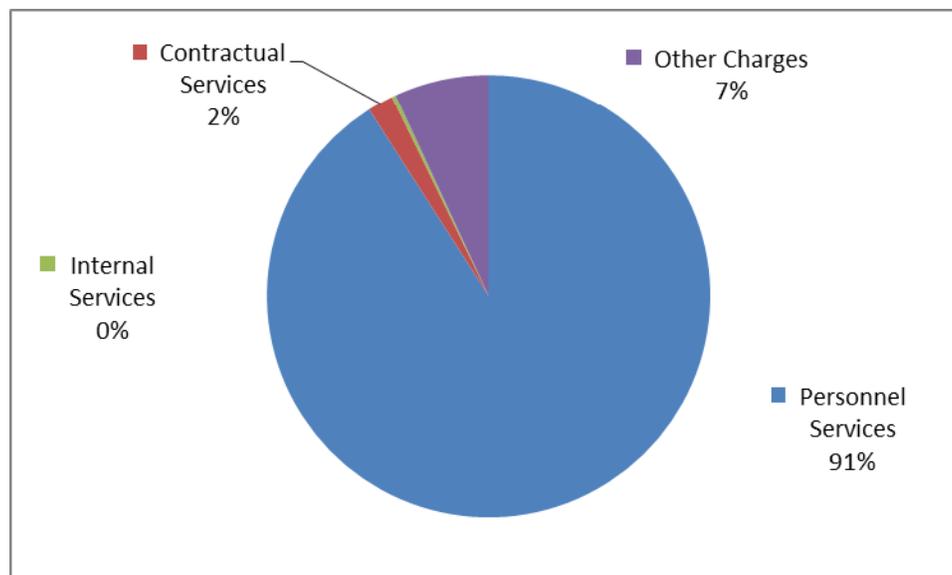
	FY 10 Adopted	FY 10 Actual	FY 11 Adopted	FY11 Actual	FY 12 Adopted	FY12 Actual	FY 13 Adopted
• Emergency incident response <= 4	NA	50.1%	NA	51.1%	>50%	TBD	>50%
• ALS on scene <= 6 minutes	NA	94.3%	NA	93.3%	>94%	TBD	>94%
• Avoidable accidents while responding	NA	1	NA	1	<=2	TBD	<=2
• Personnel Incident Related Casualties	NA	4	NA	1	<=3	TBD	<=3
• Cardiac Arrest Resuscitation Rate	NA	23%	NA	33%	=>20%	TBD	=>20%

Expenditure Summary:

	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Fire	3,951,915	4,017,130	4,198,200	4,726,500	528,300
Emergency Medical	46,777	47,782	61,200	61,200	-
Fire Grants	-	129,542	25,000	-	(25,000)
Hazardous Materials	32,024	29,261	39,800	41,800	2,000
TOTAL EXPENDITURES	4,030,716	4,223,715	4,324,200	4,829,500	505,300

Public Safety – Fire and Rescue Department

Expenditure by Classification	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Personnel Services	3,697,169	3,750,404	3,956,925	4,391,400	434,475
Contractual Services	90,268	78,207	88,300	91,000	2,700
Internal Services	10,805	10,759	14,100	13,600	(500)
Other Charges	232,474	315,404	264,875	333,500	68,625
Capital	-	68,941	-	-	-
TOTAL EXPENDITURES	4,030,716	4,223,715	4,324,200	4,829,500	505,300



Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Fire	51.67	52.67	54.67	56.67	2.0
Emergency Medical	0	0	0	0	0
Fire Grants	0	0	0	0	0
Hazardous Materials	0.33	0.33	0.33	0.33	0
Total Full-Time Employees	52.0	53.0	55.0	57.0	2.0
Firefighters	50.0	51.0	53.0	55.0	2.0

Public Safety – Fire and Rescue Department

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
FIRE & RESCUE					
Regular	2,033,190	2,023,089	2,066,867	3,024,301	957,434
Overtime	115,108	92,958	163,000	163,000	-
Mandatory Overtime	575,730	598,681	600,000	-	(600,000)
FICA	206,232	204,384	216,950	240,509	23,559
VRS-Employer	327,235	357,445	371,667	370,652	(1,015)
VRS - LODA	-	-	-	28,000	28,000
Retirees	36,156	50,842	46,000	35,000	(11,000)
Insurance-Employer	14,848	6,980	7,522	39,392	31,870
Worker's Compensation	81,518	81,382	97,157	107,046	9,889
Flex Benefits - Admin Fee	2,343	2,466	2,624	2,720	96
Flex Benefits - Employee	283,221	314,739	366,082	361,500	(4,582)
VRS Health Insurance Credit	8,134	3,738	4,031	4,180	149
PERSONNEL	3,683,715	3,736,704	3,941,900	4,376,300	434,400
Medical, Dental, & Hospital	15,326	6,421	14,000	14,000	-
Hepatitis Maintenance Program	124	250	1,000	1,000	-
Travel - Convention & Education	348	-	600	600	-
Repairs & Maintenance	17,974	2,556	4,400	4,400	-
Vehicle Repairs & Maintenance	1,601	746	2,500	2,500	-
Maintenance Service Contracts	1,075	3,816	3,500	3,500	-
Fire Apparatus Testing	3,911	1,103	2,500	2,500	-
Mowing & Trimming	1,350	450	1,000	1,000	-
Computer Hardware/Software	1,745	1,745	2,400	2,400	-
Printing & Binding	407	863	2,000	2,000	-
Local Media	1,580	1,549	1,200	1,200	-
Laundry & Dry Cleaning	13,555	14,178	13,000	13,000	-
Sanitary Landfill Usage	24	-	300	300	-

Public Safety – Fire and Rescue Department

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Volunteer Fire Stations	-	3,500	3,500	3,500	-
Food Services	184	1,608	800	800	-
CONTRACTUAL SERVICES	59,204	38,785	52,700	52,700	-
Fuel	9,962	10,493	12,000	12,000	-
Labor	-	16	-	-	-
INTERNAL SERVICES	9,962	10,509	12,000	12,000	-
Electrical Services	812	1,258	800	800	-
Water & Sewer	7,659	9,533	7,000	7,000	-
Postal Services	511	256	1,100	1,100	-
Telecommunications	3,207	2,756	3,000	3,000	-
Property Insurance	888	312	400	400	-
Motor Vehicle Insurance	4,482	3,029	6,500	6,500	-
Group Accident	16,153	29,128	22,000	22,000	-
Office Equipment	448	350	1,000	1,000	-
Mileage & Transportation	242	48	200	200	-
Travel - Convention & Education	6,124	7,293	18,000	18,000	-
Volunteer Fire Department	98,100	98,100	98,100	192,000	93,900
Volunteer Fireman Incentive Program	283	471	500	500	-
Dues & Association Memberships	459	474	500	500	-
Misc Charges & Fees	-	10	-	-	-
Background Checks	80	40	200	200	-
Office Supplies	1,676	1,923	3,500	3,500	-
Food & Food Service	730	692	1,000	1,000	-
Laundry & Janitorial	147	273	500	500	-
Repairs & Maintenance	-	-	200	200	-
Vehicle & Equipment Fuels	420	172	800	800	-
Vehicle & Equipment Supplies	444	1,168	1,000	1,000	-
Uniforms & Apparel	27,357	10,567	10,300	10,300	-
Books & Subscriptions	504	1,196	2,000	2,000	-

Public Safety – Fire and Rescue Department

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL	ADOPTED	BUDGET
			BUDGET		Inc/-Dec
Other Operating Supplies	28,144	8,929	13,000	13,000	-
Computer Hardware/Software	164	43	-	-	-
OTHER CHARGES	199,034	178,021	191,600	285,500	93,900
Motor Vehicle & Equipment	-	53,111	-	-	-
CAPITAL	-	53,111	-	-	-
TOTAL FIRE	3,951,915	4,017,130	4,198,200	4,726,500	528,300
EMERGENCY MEDICAL					
Medical, Dental, & Hospital	135	134	500	500	-
Hepatitis Maintenance Program	-	-	500	500	-
Other Professional Services	10,800	10,800	11,000	11,000	-
Travel - Convention & Education	-	-	500	500	-
Repairs & Maintenance	351	142	1,000	1,000	-
Vehicle Repairs & Maintenance	61	26	1,000	1,000	-
Maintenance Service Contracts	8,866	9,938	10,000	10,000	-
Printing & Binding	-	-	500	500	-
Food Services	770	-	-	-	-
CONTRACTUAL SERVICES	20,983	21,040	25,000	25,000	-
Fuel	-	-	100	100	-
INTERNAL SERVICES	-	-	100	100	-
Telecommunications	457	422	500	500	-
Office Equipment	351	337	400	400	-
Mileage & Transportation	65	-	200	200	-
Travel - Convention & Education	4,040	3,043	13,000	13,000	-
Dues & Association Memberships	60	60	500	500	-
Background Checks	-	104	-	-	-
Office Supplies	113	138	200	200	-
Food & Food Service	79	-	-	-	-
Medical & Laboratory	17,726	12,018	14,000	14,000	-

Public Safety – Fire and Rescue Department

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Laundry & Janitorial	824	608	800	800	-
Vehicle & Equipment Fuels	15	20	200	200	-
Vehicle & Equipment Supplies	-	-	300	300	-
Books & Subscriptions	165	3,995	2,000	2,000	-
Other Operating Supplies	1,701	5,997	4,000	4,000	-
Computer Hardware/Software	198	-	-	-	-
OTHER CHARGES	25,794	26,742	36,100	36,100	-
TOTAL EMERGENCY MEDICAL	46,777	47,782	61,200	61,200	-
FIRE GRANTS					
Repairs & Maintenance	-	7,232	-	-	-
Maintenance Service Contracts	-	2,904	-	-	-
CONTRACTUAL SERVICES	-	10,136	-	-	-
Travel - Convention & Education	-	6,365	25,000	-	(25,000)
Uniforms & Apparel	-	4,286	-	-	-
Books & Subscriptions	-	2,264	-	-	-
Other Operating Supplies	-	89,662	-	-	-
Computer Hardware/Software	-	999	-	-	-
OTHER CHARGES	-	103,576	25,000	-	(25,000)
Machinery & Equipment	-	15,830	-	-	-
CAPITAL	-	15,830	-	-	-
TOTAL FIRE GRANTS	-	129,542	25,000	-	(25,000)
HAZARDOUS MATERIAL					
Regular	9,299	9,331	10,159	10,873	714
FICA	720	714	847	787	(60)
VRS-Employer	1,247	1,339	1,457	1,350	(107)
Insurance Employer	57	26	28	144	116

Public Safety – Fire and Rescue Department

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Worker's Compensation	14	14	15	17	2
Flex Benefits Admin Fee	16	16	16	16	-
Flex Benefits -Employee	2,070	2,246	2,488	1,898	(590)
VRS Health Ins Credit	31	14	15	15	-
PERSONNEL	13,454	13,700	15,025	15,100	75
Repairs & Maintenance	-	923	1,500	1,500	-
Vehicle Repairs & Maintenance	338	16	1,100	1,100	-
Volunteer Fire Stations	-	601	-	-	-
CONTRACTUAL SERVICES	10,081	8,246	10,600	13,300	2,700
Fuel	-	199	2,000	500	(1,500)
Parts	359	-	-	500	500
Labor	484	51	-	500	500
INTERNAL SERVICES	843	250	2,000	1,500	(500)
Postal Services	90	77	100	100	-
Telecommunications	2,826	2,438	4,100	3,000	(1,100)
Motor Vehicle Insurance	1,811	1,624	-	2,400	2,400
Office Equipment	351	337	500	500	-
Mileage & Transportation	-	-	500	100	(400)
Travel - Convention & Education	1,284	947	1,100	1,100	-
Office Supplies	126	43	500	200	(300)
Vehicle & Equipment Fuels	220	220	100	100	-
Vehicle & Equipment Supplies	50	-	475	100	(375)
Books & Subscriptions	127	142	500	200	(300)
Other Operating Supplies	761	1,237	4,000	4,000	-
Computer Hardware/Software	-	-	300	100	(200)
OTHER CHARGES	7,646	7,065	12,175	11,900	(275)
TOTAL HAZARDOUS MATERIAL	32,024	29,261	39,800	41,800	2,000
TOTAL FIRE DEPARTMENT	4,030,716	4,223,715	4,324,200	4,829,500	505,300

Public Safety – Juvenile Probation

We are part of Virginia's Department of Juvenile Justice. The Mission of the Department of Juvenile Justice is "To protect the public through a balanced approach of comprehensive services that prevents and reduces juvenile crime through partnerships with families, schools, law enforcement, and other agencies, while providing delinquent youth the opportunity to become responsible and productive citizens." Some of our functions are:

- (1) Provide intake services
- (2) Investigations and reports for the Juvenile Court
- (3) Provide probation supervision
- (4) Provide parole supervision

Goals and Objectives:

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

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Contracted Parking	1,220	1,634	1,900	2,300	400
CONTRACTUAL SERVICES	1,220	1,634	1,900	2,300	400
Telecommunications	176	184	600	250	(350)
Office Supplies	-	-	300	550	250
Other Operating Supplies	75	-	100	100	-
OTHER CHARGES	251	184	1,000	900	(100)
TOTAL PROBATION	1,471	1,818	2,900	3,200	300

Public Safety – Inspections

The Inspections Department is dedicated to administering the Uniform Statewide Building Code, Property Maintenance Code regulations, and associated laws of the Commonwealth of Virginia and the City of Winchester, in a courteous, responsive, and professional manner, contributing to the overall sustainability, health, safety and well-being of the citizens.

Council Goals: Raise Median Household Income; Improvement in Educational Attainment; Improvement in Economic Development; Downtown Focus

Departmental Objectives:

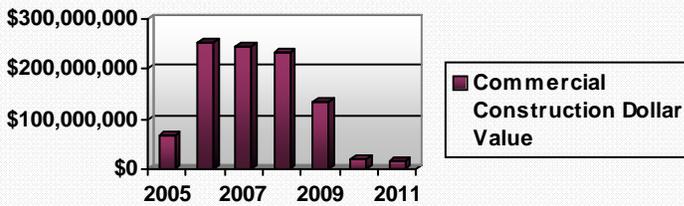
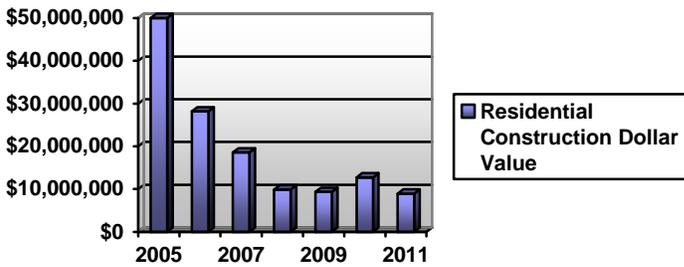
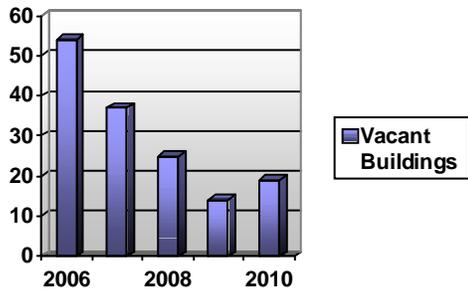
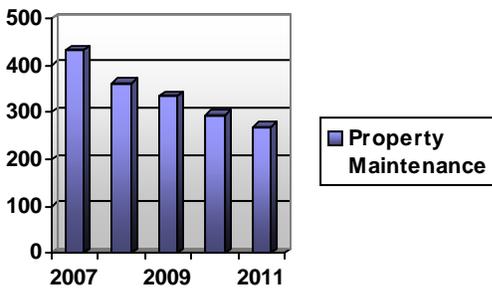
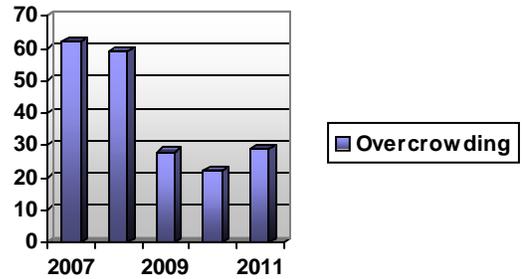
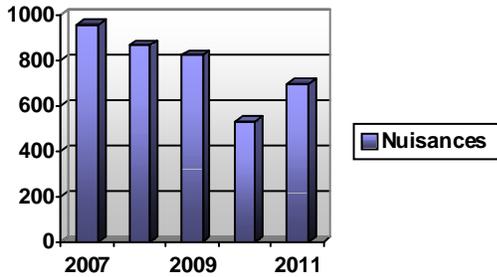
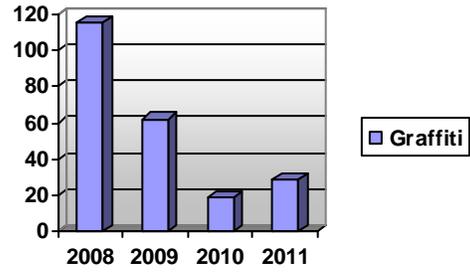
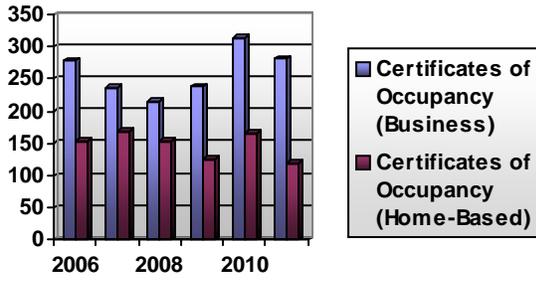
- Attract new homeowners (young professionals & seniors) through enforcement of Property Maintenance Code, nuisance, and residential overcrowding provisions
- Attract and encourage citizens to establish home occupations, which focus on technology and professional services
- Attract new businesses and encourage expansion of existing businesses within the City through Property Maintenance Code enforcement and illegal sign enforcement
- Implement a more aggressive campaign against blight, derelict buildings and vacant properties
- Survey and expand the nationally-designated Winchester Historic District to allow for more federal tax credit incentive opportunities for rehabilitation
- Expedite plans review and permitting processes related to new commercial construction, demolition, change of use, and building additions
- Relieve the burden of overcrowded classrooms in the City's public schools, through continued enforcement and prevention of residential overcrowding

Departmental Strategies:

- Increase proactive enforcement by conducting walking tours, door-to-door visits, neighborhood civic group meetings, and inspection checklists
- Measure effectiveness & efficiency of current enforcement practices through cost analysis
- Update website and improve public awareness regarding Property Maintenance Code and overcrowding violations
- Market the City's simple process for obtaining a home occupation permit and business license
- Conduct surveys and/or participate in meetings with the Old Town Development Board and Board of Architectural Review to discuss increased density for downtown living

Public Safety – Inspections

Outcomes/Trends



Public Safety – Inspections

Expenditure Summary:

Expenditure by Classification	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Personnel Services	384,366	389,619	402,550	413,400	10,850
Contractual Services	24,728	4,063	20,600	20,600	-
Internal Services	12,243	13,035	14,800	14,800	-
Other Charges	14,714	15,678	20,950	20,900	(50)
Capital	-	14,065	-	20,000	20,000
TOTAL EXPENDITURES	436,051	436,460	458,900	489,700	30,800

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Inspections	7.5	6.5	6.5	6.5	0
Total	7.5	6.5	6.5	6.5	0

Expenditure Detail:

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Regular	280,953	281,265	288,132	305,074	16,942
Overtime	140	528	1,000	1,000	-
FICA	21,596	21,751	22,593	22,959	366
VRS-Employer	37,676	40,347	41,318	37,890	(3,428)
Insurance Employer	1,716	788	807	4,027	3,220
Worker's Compensation	4,429	4,438	4,535	4,773	238
Flex Benefits Admin Fee	314	314	312	312	-
Flex Benefits -Employee	36,605	39,766	43,420	36,938	(6,482)
VRS Health Ins Credit	937	422	433	427	(6)
PERSONNEL	384,366	389,619	402,550	413,400	10,850

Public Safety – Inspections

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Medical, Dental, & Hospital	23	-	-	-	-
Other Professional Services	13,583	-	-	-	-
Training/Education	-	-	100	100	-
Repairs & Maintenance	-	-	250	250	-
Vehicle Repairs & Maintenance	135	114	1,000	1,000	-
Mowing & Trimming	4,570	4,090	4,500	4,500	-
Printing & Binding	205	74	350	350	-
Local Media	-	-	400	400	-
Clean-up Private Parcels	6,212	(215)	14,000	14,000	-
CONTRACTUAL SERVICES	24,728	4,063	20,600	20,600	-
Data Processing	4,200	4,200	4,200	4,200	-
Fuel	4,360	5,339	10,250	6,250	(4,000)
Parts	1,056	1,678	-	2,000	2,000
Labor	2,433	1,665	-	2,000	2,000
Copier Charges	194	153	350	350	-
INTERNAL SERVICES	12,243	13,035	14,800	14,800	-
Postal Services	5,135	4,342	5,500	5,500	-
Telecommunications	3,133	3,242	2,750	2,750	-
Motor Vehicle Insurance	3,347	2,625	4,000	4,000	-
Mileage & Transportation	81	-	50	50	-
Travel - Convention & Education	647	440	625	625	-
Dues & Association Memberships	390	215	900	900	-
Court Filing Fees	406	138	1,500	1,500	-
Misc Charges & Fees	-	-	100	100	-
Office Supplies	829	923	1,250	1,250	-
Vehicle & Equipment Fuels	-	-	150	100	(50)
Uniforms & Apparel	197	630	725	725	-
Books & Subscriptions	-	1,194	1,000	1,000	-
Other Operating Supplies	549	1,798	1,000	1,000	-

Public Safety – Inspections

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	BUDGET Inc/-Dec
Computer Hardware/Software	-	131	1,300	1,300	-
Awards, Plaques, Other	-	-	100	100	-
OTHER CHARGES	14,714	15,678	20,950	20,900	(50)
Motor Vehicle & Equipment	-	14,065	-	20,000	20,000
CAPITAL	-	14,065	-	20,000	20,000
TOTAL INSPECTIONS	436,051	436,460	458,900	489,700	30,800

Public Works – Streets/Storm Drainage

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Contractual Services	9,757	6,139	21,816	51,500	29,684
Other Charges	14,530	13,577	12,584	12,100	(484)
TOTAL EXPENDITURES	24,287	19,716	34,400	63,600	29,200

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
STREETS					
Engineering & Architect	1,203	-	-	-	-
Repairs & Maintenance	2,473	2,774	3,500	3,000	(500)
Landscaping	-	-	-	7,500	7,500
Maintenance Service Contracts	1,501	749	3,514	3,000	(514)
Laundry & Dry Cleaning	3,485	1,378	4,302	1,500	(2,802)
Refuse Service	1,095	1,238	500	1,500	1,000
CONTRACTUAL SERVICES	9,757	6,139	11,816	16,500	4,684
Electrical Services	1,785	637	2,600	2,600	-
Telecommunications	765	-	-	-	-
General Liability Insurance	5,598	6,706	6,484	6,000	(484)
Office Equipment Rental	56	-	-	-	-
Dues & Association Memberships	-	-	-	-	-
Uniforms & Apparel	2,282	3,020	3,000	3,000	-
Streets & Sidewalks	1,044	214	500	500	-
OTHER CHARGES	11,530	10,577	12,584	12,100	(484)
TOTAL STREETS	21,287	16,716	24,400	28,600	4,200

Public Works – Streets/Storm Drainage

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL	ADOPTED	BUDGET
			BUDGET		Inc/-Dec
STORM DRAINAGE					
Engineering & Architect	-	-	10,000	35,000	25,000
CONTRACTUAL SERVICES	-	-	10,000	35,000	25,000
Misc Charges & Fees	3,000	3,000	-	-	-
OTHER CHARGES	3,000	3,000	-	-	-
TOTAL STORM DRAINAGE	3,000	3,000	10,000	35,000	25,000
TOTAL STREETS/STORM DRAINAGE	24,287	19,716	34,400	63,600	29,200

Public Works – Loudoun Mall

The Old Town Maintenance Crew does the general maintenance of the Mall plus the upkeep of the general property grounds.

Goals and Objectives:

Continue to provide quality maintenance and upkeep services as required by the Old Town Development Board.

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	28,687	30,001	71,200	50,800	(20,400)
Contractual Services	28,275	6,915	2,300	2,300	-
Internal Services	6,337	9,069	8,000	8,000	-
Other Charges	12,205	15,692	14,900	14,900	-
TOTAL EXPENDITURES	75,504	61,677	96,400	76,000	(20,400)

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Loudoun Mall	2	2	1	1	0
Total	2	2	1	1	0

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Regular	22,930	23,737	43,295	32,094	(11,201)
Overtime	67	-	-	-	-
Part-time Non-classified	-	-	4,000	4,000	-
FICA	1,734	1,759	3,573	2,607	(966)
VRS-Employer	2,782	3,472	6,208	3,986	(2,222)

Public Works – Loudoun Mall

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Insurance Employer	131	68	121	424	303
Worker's Compensation	837	893	2,556	1,843	(713)
Flex Benefits Admin Fee	38	36	72	48	(24)
Flex Benefits -Employee	101	-	11,310	5,753	(5,557)
VRS Health Ins Credit	67	36	65	45	(20)
PERSONNEL	28,687	30,001	71,200	50,800	(20,400)
Medical, Dental, & Hospital	-	129	-	-	-
Employment Agencies	-	49	-	-	-
Repairs & Maintenance	27,058	6,647	1,000	1,000	-
Vehicle Repairs & Maintenance	492	-	300	300	-
Laundry & Dry Cleaning	725	90	1,000	1,000	-
CONTRACTUAL SERVICES	28,275	6,915	2,300	2,300	-
Fuel	2,321	2,719	4,000	4,000	-
Parts	1,782	5,190	2,000	2,000	-
Labor	2,234	1,160	2,000	2,000	-
INTERNAL SERVICES	6,337	9,069	8,000	8,000	-
Electrical Services	6,895	11,294	10,000	10,000	-
Water & Sewer	671	746	800	800	-
Telecommunications	406	138	-	-	-
Landscaping/Agricultural Supplies	-	-	100	100	-
Laundry & Janitorial	1,519	1,174	1,700	1,700	-
Repairs & Maintenance	1,605	1,879	500	500	-
Vehicle & Equipment Fuels	204	-	300	300	-
Vehicle & Equipment Supplies	92	-	400	400	-
Uniforms & Apparel	346	-	500	500	-
Other Operating Supplies	-	-	250	250	-
Chemicals	467	461	350	350	-
OTHER CHARGES	12,205	15,692	14,900	14,900	-
TOTAL LOUDOUN MALL	75,504	61,677	96,400	76,000	(20,400)

Public Works – Refuse & Recycling

The City provides the essential service of curbside refuse, recycling, and yard waste collection to all residences and some small businesses throughout the City. Collection of refuse and recycling occurs on a weekly basis throughout the year. Yard waste collection also occurs on a weekly basis in all months except January and February. Large and bulky items can also be scheduled and collected for a fee. The City does not provide large container (i.e. dumpster) service.

The City does not charge a separate fee for refuse and recycling collection. The cost of providing this service is a part of the City's General Fund.

The amount of recycling in the City has increased during the past several years while the amount of refuse collected has declined. The following table summarizes the volume of refuse and recycling collected each of the past three years:

	FY 2009	FY 2010	FY 2011
Refuse Collected (tons)	6,650	6,537	6,430
Recycling Collected (tons)	2,117	2,908	2,931

Expenditure Summary:

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
Expenditure by Classification	ACTUAL	ACTUAL	ORIGINAL	ADOPTED	BUDGET
			BUDGET		Inc/-Dec
Personnel Services	745,307	761,399	854,100	935,400	81,300
Contractual Services	163,800	155,151	166,550	157,450	(9,100)
Internal Services	125,763	158,402	140,000	140,000	-
Other Charges	67,333	57,538	54,450	62,950	8,500
Capital	-	-	30,000	-	(30,000)
TOTAL EXPENDITURES	1,102,203	1,132,490	1,245,100	1,295,800	50,700

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Refuse	18	18	18	18.4	0.4
Total	18	18	18	18.4	0.4

Public Works – Refuse & Recycling

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Regular	473,588	496,132	551,262	619,237	67,975
Overtime	28,471	8,885	10,000	10,000	-
Part-time Non-classified	3,589	6,613	6,000	6,000	-
FICA	37,996	38,171	44,859	46,662	1,803
VRS-Employer	62,387	66,882	73,983	76,910	2,927
Insurance Employer	2,831	1,362	1,544	8,175	6,631
Worker's Compensation	25,461	25,888	29,042	30,629	1,587
Flex Benefits Admin Fee	808	808	864	883	19
Flex Benefits -Employee	108,594	115,927	135,720	136,037	317
VRS Health Ins Credit	1,582	731	826	867	41
PERSONNEL	745,307	761,399	854,100	935,400	81,300
Medical, Dental, & Hospital	395	595	1,150	1,150	-
Employment Agencies	73	4,562	2,000	2,000	-
Repairs & Maintenance	3,888	1,655	2,000	2,000	-
Vehicle Repairs & Maintenance	5,739	432	1,000	1,000	-
Maintenance Service Contracts	358	140	500	500	-
Printing & Binding	3,715	2,198	2,800	2,800	-
Local Media	501	722	500	500	-
Laundry & Dry Cleaning	5,087	5,740	6,500	6,500	-
Sanitary Landfill Usage	144,044	139,107	150,100	141,000	(9,100)
CONTRACTUAL SERVICES	163,800	155,151	166,550	157,450	(9,100)
Fuel	49,317	67,951	60,000	60,000	-
Parts	27,978	38,068	30,000	30,000	-
Labor	48,468	52,383	50,000	50,000	-
INTERNAL SERVICES	125,763	158,402	140,000	140,000	-

Public Works – Refuse & Recycling

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Postal Services	200	2,378	250	250	-
Telecommunications	3,051	4,871	3,000	3,000	-
Motor Vehicle Insurance	7,373	7,531	8,000	8,000	-
Office Equipment Rental	690	854	700	700	-
Mileage & Transportation	-	-	-	1,000	1,000
Travel - Convention & Education	-	10	-	2,500	2,500
Non-classified Expenses	57	-	-	-	-
Background Checks	-	-	-	-	-
Recycling Processing	9,211	9,688	17,000	17,000	-
Office Supplies	292	681	500	500	-
Food & Food Service	201	880	400	400	-
Medical & Laboratory	476	1,049	1,500	1,500	-
Laundry & Janitorial	609	958	1,000	1,000	-
Repairs & Maintenance	96	81	100	100	-
Vehicle & Equipment Fuels	338	-	-	-	-
Vehicle & Equipment Supplies	187	-	500	500	-
Uniforms & Apparel	7,518	7,774	8,500	8,500	-
Other Operating Supplies	37,034	20,783	13,000	18,000	5,000
OTHER CHARGES	67,333	57,538	54,450	62,950	8,500
Motor Vehicle & Equipment	-	-	30,000	-	(30,000)
CAPITAL	-	-	30,000	-	(30,000)
TOTAL REFUSE & RECYCLING	1,102,203	1,132,490	1,245,100	1,295,800	50,700

Public Works – Facilities Maintenance

The Facilities Maintenance Division of the Public Services Department is responsible for maintaining several City owned buildings and properties. These include:

- City Hall
- Timbrook Public Safety Center
- Joint Judicial Center (City and Frederick County)
- City Yards (Public Works and Transit)
- Loudoun Street Pedestrian Mall
- Stonewall Jackson’s House
- Abrams Delight
- George Washington’s Office

The maintenance activities that Facility Maintenance is responsible for includes:

- Interior building maintenance
- Exterior building maintenance
- Landscaping maintenance
- Daily custodial services

In addition to the routine maintenance of the facilities, Facilities Maintenance also manages and oversees capital improvements to these City owned buildings and properties.

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	685,679	626,349	671,900	574,500	(97,400)
Contractual Services	71,202	269,693	380,600	380,600	-
Internal Services	4,290	4,331	6,000	4,000	(2,000)
Other Charges	222,050	818,039	865,500	894,000	28,500
Capital	-	-	35,000	-	(35,000)
TOTAL EXPENDITURES	983,221	1,718,412	1,959,000	1,853,100	(105,900)

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Facilities Maintenance	8	8	9.5	9.5	0
JJC	4.2	4.2	4.2	4.2	0
Total	12.2	12.2	13.7	13.7	0

Public Works – Facilities Maintenance

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Joint Judicial Center					
Regular	131,407	88,141	97,315	101,932	4,617
Overtime	20,131	13,901	25,000	5,000	(20,000)
Part-time Non-classified	67,079	63,014	65,000	-	(65,000)
FICA	16,409	12,363	14,877	7,197	(7,680)
VRS-Employer	17,672	11,609	11,767	12,660	893
Insurance Employer	797	248	272	1,346	1,074
SUTA	-	435	-	-	-
Worker's Compensation	4,204	3,032	2,253	1,760	(493)
Flex Benefits Admin Fee	244	184	202	202	-
Flex Benefits -Employee	30,843	24,676	31,668	25,860	(5,808)
VRS Health Ins Credit	440	133	146	143	(3)
PERSONNEL	289,226	217,736	248,500	156,100	(92,400)
Medical, Dental, & Hospital	-	120	-	-	-
Engineering & Architect	3,800	-	-	-	-
Other Professional Services	231	-	-	-	-
Employment Agencies	-	1,977	-	-	-
Repairs & Maintenance	39,871	105,669	200,000	200,000	-
Maintenance Service Contracts	20,766	25,964	30,000	30,000	-
Mowing & Trimming	150	375	300	300	-
Computer Equipment & Supplies	-	-	-	-	-
CONTRACTUAL SERVICES	64,818	134,105	230,300	230,300	-
Fuel	792	-	2,000	-	(2,000)
INTERNAL SERVICES	792	-	2,000	-	(2,000)

Public Works – Facilities Maintenance

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/Dec
Electrical Services	102,000	143,416	126,100	126,100	-
Heating Services	33,879	41,075	75,000	75,000	-
Water & Sewer	15,707	18,071	19,500	19,500	-
Telecommunications	26,247	18,001	30,000	30,000	-
Property Insurance	6,514	8,824	7,000	7,000	-
General Liability Insurance	1,412	1,034	2,000	1,500	(500)
Office Supplies	132	-	500	500	-
Food & Food Service	168	118	-	-	-
Landscaping/Agricultural Supplies	31	-	300	300	-
Laundry & Janitorial	12,513	15,490	20,000	19,000	(1,000)
Repairs & Maintenance	13,032	21,688	20,000	20,000	-
Uniforms & Apparel	81	-	-	-	-
Other Operating Supplies	1,939	340	1,500	1,000	(500)
Chemicals	3,218	3,378	-	4,000	4,000
OTHER CHARGES	216,873	271,435	301,900	303,900	2,000
TOTAL JJC	571,709	623,276	782,700	690,300	(92,400)
FACILITIES MAINTENANCE					
Regular	262,434	271,809	279,583	287,581	7,998
Overtime	5,725	1,024	1,800	1,800	-
Part-time Non-classified	-	1,544	-	-	-
FICA	19,897	20,355	21,663	21,551	(112)
VRS-Employer	35,268	37,517	40,092	35,718	(4,374)
Insurance Employer	1,596	746	782	3,796	3,014
SUTA	662	-	-	-	-
Worker's Compensation	7,540	7,685	6,975	6,577	(398)
Flex Benefits Admin Fee	438	447	456	432	(24)
Flex Benefits -Employee	62,015	67,086	71,630	60,542	(11,088)

Public Works – Facilities Maintenance

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
VRS Health Ins Credit	878	400	419	403	(16)
PERSONNEL	396,453	408,613	423,400	418,400	(5,000)
Medical, Dental, & Hospital	65	616	-	-	-
Other Professional Services	-	40	-	-	-
Employment Agencies	-	74	-	-	-
Repairs & Maintenance	-	70,465	74,000	74,000	-
Vehicle Repairs & Maintenance	270	1,868	1,600	1,600	-
Maintenance Service Contracts	-	56,710	60,700	60,700	-
Mowing & Trimming	-	1,330	5,400	5,400	-
Computer Equipment & Supplies	140	190	500	500	-
Local Media	-	362	100	100	-
Laundry Dry Cleaning	5,909	3,933	8,000	8,000	-
CONTRACTUAL SERVICES	6,384	135,588	150,300	150,300	-
Fuel	1,393	2,345	2,000	2,000	-
Parts	862	450	1,000	1,000	-
Labor	1,243	1,536	1,000	1,000	-
INTERNAL SERVICES	3,498	4,331	4,000	4,000	-
Electrical Services	-	122,085	134,500	134,500	-
Heating Services	-	24,662	38,000	38,000	-
Water & Sewer	-	10,176	11,200	11,200	-
Postal Services	-	125	-	-	-
Telecommunications	-	53,671	68,000	68,000	-
Boiler Insurance	-	-	1,500	-	(1,500)
Property Insurance	-	31,378	13,500	40,000	26,500
Motor Vehicle Insurance	2,756	1,935	2,900	2,900	-
Lease/Rent of Equipment	-	1,771	-	-	-

Public Works – Facilities Maintenance

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/Dec
Building Rent	-	252,000	252,000	252,000	-
Mileage & Transportation	-	8	-	-	-
Travel - Education	572	98	500	500	-
Background Checks	-	-	-	-	-
Office Supplies	395	196	500	500	-
Food & Food Service	-	88	100	100	-
Landscaping/Agricultural Supplies	55	1,228	500	500	-
Laundry & Janitorial	-	17,058	18,100	18,100	-
Repairs & Maintenance	204	20,980	18,500	18,500	-
Vehicle & Equipment Fuel	-	-	500	500	-
Vehicle & Equipment Supplies	61	295	500	500	-
Uniforms & Apparel	927	4,142	1,000	1,000	-
Other Operating Supplies	-	1,830	1,800	1,800	-
Chemicals	(30)	1,958	-	1,500	1,500
Computer Equipment & Supplies	237	920	-	-	-
OTHER CHARGES	5,177	546,604	563,600	590,100	26,500
Motor Vehicle & Equipment	-	-	35,000	-	(35,000)
CAPITAL	-	-	35,000	-	(35,000)
FACILITIES MAINTENANCE	411,512	1,095,136	1,176,300	1,162,800	(13,500)
TOTAL FACILITIES MAINT	983,221	1,718,412	1,959,000	1,853,100	(105,900)

Health & Welfare – Elderly Tax Relief

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Elderly Property Tax Relief	609,126	576,946	550,000	520,000	(30,000)
OTHER CHARGES	609,126	576,946	550,000	520,000	(30,000)
TOTAL TAX RELIEF	609,126	576,946	550,000	520,000	(30,000)

Recreation, Parks, Cultural – Apple Blossom Festival

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Regular	11,507	3,897	5,000	-	(5,000)
Overtime	3,682	9,561	10,000	10,000	-
FICA	1,157	1,017	1,550	773	(777)
VRS-Employer	2,145	1,982	2,000	-	(2,000)
Insurance Employer	-	39	200	-	(200)
Worker's Compensation	779	709	400	227	(173)
Flex Benefits Admin Fee	-	33	-	-	-
VRS Health Ins Credit	40	15	50	-	(50)
PERSONNEL	19,310	17,253	19,200	11,000	(8,200)
National Guard Personnel	10,000	10,000	10,000	15,000	5,000
Printing & Binding	814	299	500	500	-
CONTRACTUAL SERVICES	10,814	10,299	10,500	15,500	5,000
Equipment Rental	880	4,050	2,000	2,000	-
Laundry & Janitorial	-	-	-	-	-
Repairs & Maintenance Supplies	612	1,094	1,000	1,000	-
OTHER CHARGES	1,492	5,144	3,000	3,000	-
TOTAL APPLE BLOSSOM	31,616	32,696	32,700	29,500	(3,200)

Parks, Recreation & Cultural – Parks & Recreation

The Winchester Parks and Recreation Department offers a diverse selection of recreational services for Winchester residents and the surrounding communities. Recreational services include: recreational, instructional, and developmental classes; and leagues and special events in the areas of aquatics, athletics, youth, senior and special needs. The Department also coordinates and hosts over 40 special events throughout the year. The City's park system is comprised of 14 parcels of property totaling over 240 acres of green space and recreational facilities including playgrounds, athletic fields, basketball courts, tennis courts, indoor pool, outdoor pool, fitness facility, racquetball court, pavilions, a BMX track, a radio-controlled car track, horseshoe courts, walking trails, dog park, disc golf, recreation center, community meeting space, various memorials, a fishing lake, wetlands, natural preserves, and historical and interpretive sites.

Goals and Objectives:

- Develop new programming, administer and evaluate current programming, construct new recreational facilities and improve existing facilities and park spaces.
- Improve customer service through better communication between park divisions; sharing pertinent information; updating our website; and incorporating recreational software into our daily operations to provide web registration, e-mail notices to users, direct and cost-effective marketing, and services for on-site phone and on-line registrations.
- Conduct yearly surveys to determine customer satisfaction, identify needs, and assess current performance. Information gathered will establish a performance benchmark to measure our performance from year to year.
- Increase participation in program offerings by 5% over the next two years. Diversify program offerings to include more outreach programming and services in community parks targeting minorities and at-risk youth. Provide financial aid opportunities in partnership with the Winchester Parks Foundation for City residents who may not be able to afford services.
- Generate additional revenue through the development of a new fee schedule focusing in on new fees for non-residents and outside group users.

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Supervision Division	5	5	6.5	6.5	0
Maintenance Division*	11	11	11	11	0
Recreation Activities Division	1	1	1	1	0
Indoor Pool Division	1	1	1	2	0
War Memorial Division	2	2.5	2	1	0
Child Care Division	4	4	3	3	0
Athletics Division	2	2	1	2	0
Total	26	26.5	26.5	26.5	0

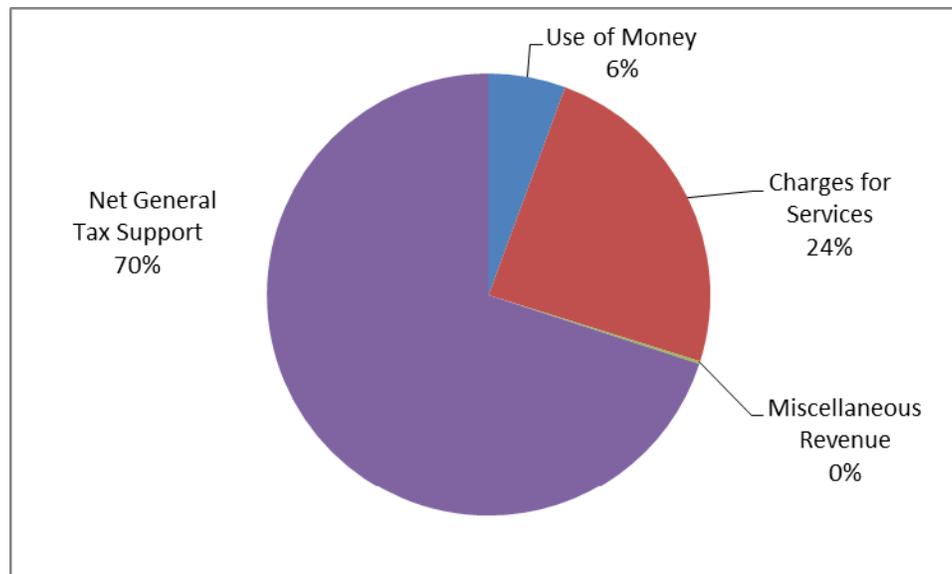
*1 Full-time position unfunded.

Parks, Recreation & Cultural – Parks & Recreation

Revenue Summary:

Revenue Sources	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Use of Money	149,371	163,877	150,000	147,000	(3,000)
Charges for Services	577,980	540,781	662,000	633,000	(29,000)
Miscellaneous Revenue	24,530	99,217	-	5,000	5,000
Recovered Costs	45,662	335	-	-	-
Insurance Recoveries	96,025	250	-	-	-
Subtotal Designated Revenue	893,568	804,460	812,000	785,000	(27,000)
Net General Tax Support	1,725,000	1,751,000	1,778,000	1,830,000	52,000

Revenue Sources:



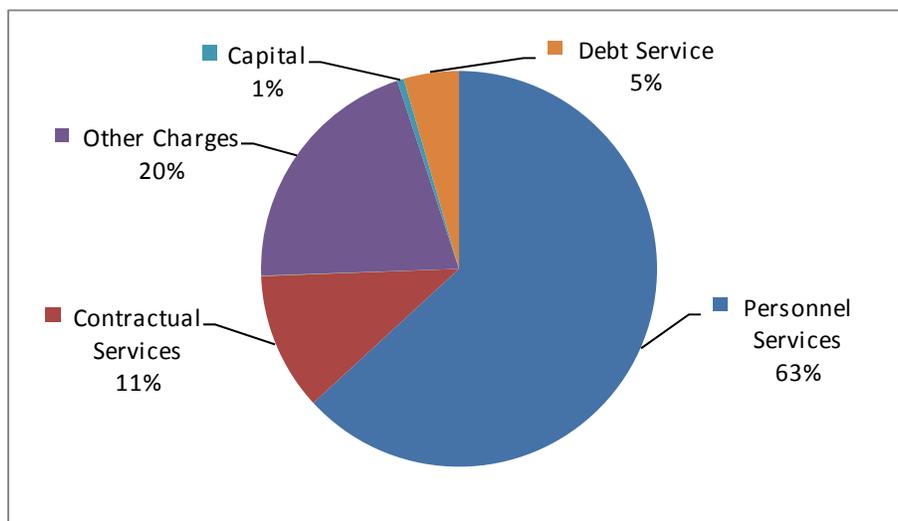
Parks, Recreation & Cultural – Parks & Recreation

Expenditure Summary:

Expenditure by Division	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Supervision	372,547	481,155	439,600	470,700	31,100
Maintenance	872,267	899,029	856,400	825,310	(31,090)
Recreation Activities	63,167	82,222	77,900	83,400	5,500
Outdoor Swimming Pool	102,328	104,560	97,900	97,950	50
Indoor Swimming Pool	159,381	177,753	168,700	223,500	54,800
War Memorial & Additions	549,638	433,219	474,500	420,900	(53,600)
School Age Child Care	190,774	164,590	182,500	182,300	(200)
Athletic Programs	173,277	176,151	177,300	193,040	15,740
Debt Service	199,791	175,534	115,200	117,900	2,700
TOTAL EXPENDITURES	2,683,170	2,694,213	2,590,000	2,615,000	25,000

Expenditure by Classification

Personnel Services	1,520,222	1,548,915	1,660,875	1,651,310	(9,565)
Contractual Services	462,152	429,310	280,850	294,550	13,700
Internal Services	9,333	1,782	1,000	1,000	-
Other Charges	461,272	538,672	532,075	536,240	4,165
Capital	30,400	-	-	14,000	14,000
Debt Service	199,791	175,534	115,200	117,900	2,700
TOTAL EXPENDITURES	2,683,170	2,694,213	2,590,000	2,615,000	25,000



Parks, Recreation & Cultural – Parks & Recreation

Revenue Detail:

REVENUE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Interest Earnings	4,797	1,400	4,000	1,000	(3,000)
Rental Rec Prop/Facility	138,450	158,580	145,000	145,000	-
Concession Rentals	6,124	3,897	1,000	1,000	-
USE OF MONEY	149,371	163,877	150,000	147,000	(3,000)
Recreation Activities	11,760	7,402	10,000	10,000	-
Indoor Pool	132,171	126,409	143,000	143,000	-
Outdoor Pool	71,468	62,694	72,000	72,000	-
Admissions & Memberships	100,797	96,349	120,000	120,000	-
Athletics	88,071	79,644	88,000	88,000	-
Child Care	173,713	156,555	180,000	180,000	-
Concession Sales	-	11,728	49,000	20,000	(29,000)
CHARGES FOR SERVICES	577,980	540,781	662,000	633,000	(29,000)
Donations/Special Gifts	11,134	70,623	-	5,000	5,000
Sale of Supplies	885	1,321	-	-	-
Sale of Surplus Property	511	18,218	-	-	-
Ticket Sales	-	1,555	-	-	-
Parks & Recreation	12,000	7,500	-	-	-
MISC REVENUE	24,530	99,217	-	5,000	5,000
Parks & Recreation	45,662	335	-	-	-
RECOVERED COSTS	45,662	335	-	-	-
Insurance Recoveries	96,025	250	-	-	-
General Fund	1,725,000	1,751,000	1,751,000	1,830,000	79,000
Fund Balance	-	-	27,000	-	(27,000)
NON-REVENUE RECEIPTS	1,821,025	1,751,250	1,778,000	1,830,000	52,000
TOTAL PARKS & RECREATION	2,618,568	2,555,460	2,590,000	2,615,000	25,000

Parks, Recreation & Cultural – Parks & Recreation

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
SUPERVISION					
Regular	247,578	282,227	292,527	306,883	14,356
Overtime	226	609	500	500	-
FICA	18,489	20,630	22,999	22,346	(653)
VRS-Employer	32,780	36,792	39,379	38,115	(1,264)
Retirees	12,592	19,932	24,500	37,400	12,900
Insurance-Employer	1,501	728	819	4,051	3,232
Worker's Compensation	1,131	941	1,215	1,911	696
Flex Benefits - Admin Fee	246	273	314	312	(2)
Flex Benefits - Employee	31,169	36,891	49,108	50,952	1,844
VRS Health Insurance Credit	815	390	439	430	(9)
PERSONNEL	346,527	399,413	431,800	462,900	31,100
Medical, Dental, & Hospital	-	160	-	-	-
Other Professional Services	5,000	1,193	-	-	-
Repairs & Maintenance	-	1,996	-	-	-
Printing & Binding	114	8,586	-	-	-
Local Media	252	19,361	-	-	-
CONTRACTUAL SERVICES	5,366	31,296	-	-	-
Data Processing	1,000	1,000	1,000	1,000	-
Copier Charges	10	4	-	-	-
INTERNAL SERVICES	1,010	1,004	1,000	1,000	-
Postal Services	210	8	-	-	-
Telecommunications	1,125	1,404	2,000	1,370	(630)
Office Equipment Rental	3,279	-	-	-	-
Mileage	-	729	200	200	-
Travel - Convention & Education	1,035	1,611	-	-	-
Dues & Association Memberships	800	175	800	800	-

Parks, Recreation & Cultural – Parks & Recreation

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Misc Charges & Fees	7,611	33,750	-	-	-
Background Checks	541	148	100	100	-
Office Supplies	476	458	500	500	-
Food & Food Service	638	280	200	200	-
Uniforms & Apparel	30	4,036	-	-	-
Books & Subscriptions	519	80	500	140	(360)
Other Operating Supplies	891	3,097	1,000	1,000	-
Computer Supplies	2,489	3,652	1,500	2,490	990
Awards, Plaques, Other	-	14	-	-	-
OTHER CHARGES	19,644	49,442	6,800	6,800	-
TOTAL SUPERVISION	372,547	481,155	439,600	470,700	31,100
MAINTENANCE					
Regular	316,895	308,735	333,992	308,782	(25,210)
Overtime	8,460	3,339	5,000	5,000	-
Part-time Non-Classified	28,935	38,202	42,000	42,000	-
FICA	27,270	26,869	29,680	26,375	(3,305)
VRS-Employer	42,431	43,639	47,894	38,351	(9,543)
Retirees	4,160	5,070	5,400	5,500	100
Insurance-Employer	1,944	852	936	4,076	3,140
Worker's Compensation	10,981	10,793	11,708	11,915	207
Flex Benefits - Admin Fee	526	503	528	480	(48)
Flex Benefits - Employee	60,455	61,974	71,760	51,399	(20,361)
VRS Health Insurance Credit	1,057	457	502	432	(70)
PERSONNEL	503,114	500,433	549,400	494,310	(55,090)
Medical, Dental, & Hospital	220	265	500	500	-
Engineering & Architect	-	5,238	-	-	-
Other Professional Services	2,254	840	2,000	2,000	-
Repairs & Maintenance	106,468	152,921	57,400	67,200	9,800

Parks, Recreation & Cultural – Parks & Recreation

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Landscaping	1,843	4,405	3,000	3,000	-
Vehicle Repair & Maintenance Services	5,992	9,148	5,000	5,000	-
Maintenance Service Contracts	3,182	5,616	3,000	8,000	5,000
Printing & Binding	790	6,010	1,000	1,000	-
Local Media	231	284	-	-	-
Sanitary Landfill Usage	2,645	1,648	4,500	4,500	-
Refuse Service	4,578	5,500	5,000	5,000	-
CONTRACTUAL SERVICES	128,203	191,875	81,400	96,200	14,800
Equipment Fuel	105	70	-	-	-
Equipment Parts	2,731	208	-	-	-
Equipment Labor	5,325	500	-	-	-
INTERNAL SERVICES	8,161	778	-	-	-
Electrical Services	51,629	53,656	52,000	52,000	-
Heating Services	2,088	2,859	2,200	2,200	-
Water & Sewer	15,748	19,048	22,300	22,300	-
Telecommunications	7,166	5,741	4,400	4,400	-
Property Insurance	18,508	11,617	19,000	19,000	-
Motor Vehicle Insurance	8,695	8,923	9,500	9,500	-
Equipment Rental	12,639	17,658	15,000	5,200	(9,800)
Mileage & Transportation	-	11	-	-	-
Travel - Convention & Education	60	2,319	1,000	1,000	-
Dues & Association Memberships	70	70	150	150	-
Misc Charges & Fees	-	9	100	100	-
Background Checks	-	37	-	-	-
Office Supplies	67	-	200	200	-
Food & Food Service	593	661	500	500	-
Landscaping/Agricultural Supplies	8,512	10,850	15,500	15,500	-
Medical & Laboratory	36	27	100	100	-
Laundry & Janitorial Services	6,960	6,169	7,000	7,000	-

Parks, Recreation & Cultural – Parks & Recreation

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Building Repair & Maintenance	28,471	22,593	25,750	30,750	5,000
Vehicle & Equipment Fuels	19,955	19,827	20,000	20,000	-
Vehicle & Equipment Supplies	9,985	8,258	10,000	10,000	-
Uniforms & Apparel	2,727	2,699	3,500	3,500	-
Other Operating Supplies	7,889	10,889	16,200	16,200	-
Chemicals	591	2,022	1,200	1,200	-
OTHER CHARGES	202,389	205,943	225,600	220,800	(4,800)
Motor Vehicle & Equipment	-	-	-	14,000	14,000
Facilities Renovations	30,400	-	-	-	-
CAPITAL	30,400	-	-	14,000	14,000
TOTAL MAINTENANCE	872,267	899,029	856,400	825,310	(31,090)
 RECREATION ACTIVITIES					
Regular	34,351	34,373	35,110	40,040	4,930
Overtime	141	253	-	-	-
Part-time Non-classified	90	839	1,500	1,500	-
FICA	2,639	2,667	2,830	3,059	229
VRS-Employer	4,606	4,932	5,035	4,973	(62)
Insurance-Employer	210	96	98	528	430
Worker's Compensation	742	760	786	862	76
Flex Benefits - Admin Fee	48	48	48	48	-
Flex Benefits - Employee	6,274	6,806	7,540	7,434	(106)
VRS Health Insurance Credit	114	52	53	56	3
PERSONNEL	49,215	50,826	53,000	58,500	5,500
Other Professional Services	-	8,434	9,800	9,800	-
Training/Education	245	-	-	-	-
Instructors	4,703	2,532	1,200	1,200	-

Parks, Recreation & Cultural – Parks & Recreation

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Printing & Binding	1,904	4,695	1,500	1,500	-
Local Media	2,700	3,343	-	-	-
CONTRACTUAL SERVICES	9,552	19,004	12,500	12,500	-
Postal Services	-	62	-	-	-
Telecommunications	319	-	-	-	-
Equipment Rental	-	1,543	3,600	3,600	-
Mileage & Transportation	-	227	-	-	-
Travel - Convention & Education	-	302	-	-	-
Dues & Association Memberships	145	186	300	300	-
Parks & Rec Activities	216	2,460	-	-	-
Misc Charges & Fees	-	821	-	-	-
Background Checks	251	37	400	400	-
Office Supplies	454	207	500	500	-
Food & Food Service	282	628	3,250	3,250	-
Medical & Laboratory	31	3	100	100	-
Uniforms & Apparel	174	449	300	300	-
Books & Subscriptions	-	160	100	100	-
Other Operating Supplies	1,979	4,796	3,000	3,000	-
Arts & Crafts Supplies	342	463	600	600	-
Awards, Plaques, Other	207	48	250	250	-
OTHER CHARGES	4,400	12,392	12,400	12,400	-
TOTAL RECREATION ACTIVITIES	63,167	82,222	77,900	83,400	5,500
 OUTDOOR SWIMMING POOL					
Overtime	888	473	-	-	-
Part-time Non-classified	60,356	53,138	52,000	52,000	-
FICA	4,689	4,101	3,934	3,984	50
Worker's Compensation	1,184	1,148	1,116	1,116	-
PERSONNEL	67,117	58,860	57,050	57,100	50

Parks, Recreation & Cultural – Parks & Recreation

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Medical, Dental & Hospital	280	260	-	-	-
Other Professional Services	300	80	-	-	-
Repairs & Maintenance	4,422	13,620	12,000	12,000	-
Maintenance Service Contracts	-	200	-	-	-
Printing & Binding	36	-	200	200	-
Local Media	43	278	-	-	-
CONTRACTUAL SERVICES	5,081	14,438	12,200	12,200	-
Facility Maintenance	162	-	-	-	-
INTERNAL SERVICES	162	-	-	-	-
Electrical Service	10,272	10,805	10,500	10,500	-
Telecommunications	467	108	-	-	-
Misc Charges & Fees	-	285	-	-	-
Background Checks	-	-	-	-	-
Office Supplies	-	6	-	-	-
Food & Food Service	11	-	-	-	-
Medical & Laboratory	65	159	100	100	-
Laundry & Janitorial	1,208	1,445	800	800	-
Repair & Maintenance	1,045	2,773	3,000	3,000	-
Uniforms & Apparel	1,528	1,242	1,500	1,500	-
Other Operating Supplies	3,385	1,565	3,450	3,450	-
Chemicals	11,307	12,073	9,300	9,300	-
Computer Equipment & Supplies	680	801	-	-	-
OTHER CHARGES	29,968	31,262	28,650	28,650	-
TOTAL OUTDOOR POOL	102,328	104,560	97,900	97,950	50
 INDOOR SWIMMING POOL					
Regular	34,559	34,664	37,419	69,368	31,949
Overtime	209	132	-	-	-
Part-time Non-classified	74,626	74,429	70,550	70,550	-
City of Winchester	141		FY 2013 Budget		

Parks, Recreation & Cultural – Parks & Recreation

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
FICA	8,395	8,388	8,298	11,108	2,810
VRS-Employer	4,633	4,973	5,366	8,616	3,250
Insurance-Employer	211	97	105	916	811
Worker's Compensation	2,348	2,372	2,318	3,046	728
Flex Benefits - Admin Fee	48	48	48	96	48
Flex Benefits - Employee	6,274	3,384	7,540	7,703	163
VRS Health Insurance Credit	115	52	56	97	41
PERSONNEL	131,418	128,539	131,700	171,500	39,800
Medical, Dental, & Hospital	340	200	-	-	-
Training/Education	2,248	250	-	-	-
Instructors	3,615	3,510	4,000	4,000	-
Repairs & Maintenance	7,548	29,403	10,000	25,000	15,000
Printing & Binding	146	136	700	700	-
Local Media	374	-	500	500	-
CONTRACTUAL SERVICES	14,271	33,499	15,200	30,200	15,000
Telecommunications	399	410	450	450	-
Equipment Rental	-	-	300	300	-
Travel - Convention & Education	24	343	2,700	2,700	-
Dues & Association Memberships	160	276	400	400	-
Background Checks	163	426	400	400	-
Office Supplies	753	71	800	800	-
Food & Food Service	71	252	400	400	-
Medical & Laboratory	347	339	400	400	-
Laundry & Janitorial	462	497	-	-	-
Building Repair & Maintenance	418	1,451	3,000	3,000	-
Uniforms & Apparel	1,800	783	1,800	1,800	-
Books & Subscriptions	-	80	-	-	-
Other Operating Supplies	6,286	6,736	7,050	7,050	-
Chemicals	2,809	3,877	4,000	4,000	-

Parks, Recreation & Cultural – Parks & Recreation

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Computer Equipment & Supplies	-	-	-	-	-
Awards, Plaques, Other	-	174	100	100	-
OTHER CHARGES	13,692	15,715	21,800	21,800	-
TOTAL INDOOR POOL	159,381	177,753	168,700	223,500	54,800
WAR MEMORIAL & ADDITIONS					
Regular	26,487	27,220	27,082	-	(27,082)
Overtime	112	513	-	-	-
Part-time Classified	38,336	39,176	44,864	44,900	36
Part-time Non-classified	44,278	56,970	62,500	62,500	-
Temporary Help	6,152	-	-	-	-
FICA	8,826	9,293	9,630	8,207	(1,423)
VRS-Employer	3,559	3,652	3,883	-	(3,883)
Insurance-Employer	162	71	76	-	(76)
SUTA	255	461	-	-	-
Worker's Compensation	2,514	2,610	2,767	2,359	(408)
Flex Benefits - Admin Fee	145	141	144	96	(48)
Flex Benefits - Employee	9,207	9,322	9,978	2,438	(7,540)
VRS Health Insurance Credit	88	38	41	-	(41)
PERSONNEL	140,121	149,467	160,965	120,500	(40,465)
Medical, Dental, & Hospital	100	140	200	200	-
Engineering & Architect	496	-	-	-	-
Other Professional Services	400	2,105	1,500	1,500	-
Employment Agencies	-	1,292	-	-	-
Repairs & Maintenance	200,183	42,909	50,500	44,400	(6,100)
Maintenance Service Contracts	30,205	23,868	43,000	33,000	(10,000)
Printing & Binding	7,929	13,346	9,000	9,000	-
Local Media	9,748	5,560	7,800	7,800	-

Parks, Recreation & Cultural – Parks & Recreation

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Food Services	-	-	200	200	-
CONTRACTUAL SERVICES	249,061	89,220	112,200	96,100	(16,100)
Electrical Services	74,829	76,679	67,980	71,000	3,020
Heating Services	28,663	37,297	35,000	35,000	-
Water & Sewer	8,687	8,684	11,000	11,000	-
Postal Services	10,135	820	10,800	10,800	-
Telecommunications	6,021	5,394	6,275	6,250	(25)
General Liability Insurance	4,694	4,622	5,500	5,500	-
Equipment Rental	392	-	500	500	-
Office Equipment Rental	-	3,577	3,500	3,500	-
Mileage & Transportation	-	-	-	-	-
Travel - Convention & Education	-	-	50	50	-
Dues & Association Memberships	26	239	100	100	-
Misc Charges & Fees	808	8,100	6,000	6,000	-
Background Checks	145	167	200	200	-
Office Supplies	2,668	2,368	2,500	2,500	-
Food & Food Service	189	331	20,000	20,000	-
Medical & Laboratory	72	107	200	200	-
Laundry & Janitorial Services	11,176	16,720	12,250	12,250	-
Building Repair & Maintenance	2,672	4,038	5,000	5,000	-
Uniforms & Apparel	433	605	900	900	-
Books & Subscriptions	-	358	200	200	-
Other Operating Supplies	7,704	12,382	13,380	13,350	(30)
Merchandise for Resale	-	9,534	-	-	-
Chemicals	-	-	-	-	-
Computer Supplies	1,152	2,374	-	-	-
Awards, Plaques, Other	(10)	136	-	-	-
OTHER CHARGES	160,456	194,532	201,335	204,300	2,965
TOTAL WAR MEMORIAL	549,638	433,219	474,500	420,900	(53,600)

Parks, Recreation & Cultural – Parks & Recreation

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
SCHOOL AGE CHILD CARE					
Regular	116,715	96,634	93,600	100,173	6,573
Overtime	15	-	-	-	-
Part-time Non-classified	11,303	12,993	24,000	24,000	-
Temporary Help	-	536	-	-	-
FICA	9,840	8,472	9,233	9,373	140
VRS-Employer	15,646	13,809	13,422	12,441	(981)
Insurance-Employer	713	270	262	1,322	1,060
Worker's Compensation	201	242	179	671	492
Flex Benefits - Admin Fee	193	156	144	144	-
Flex Benefits - Employee	23,265	22,496	22,620	15,136	(7,484)
VRS Health Insurance Credit	389	144	140	140	-
PERSONNEL	178,280	155,752	163,600	163,400	(200)
Medical, Dental, & Hospital	40	40	400	400	-
Other Professional Services	-	-	200	200	-
Instructors	-	-	3,600	3,600	-
Printing & Binding	425	299	400	400	-
Local Media	102	163	-	-	-
CONTRACTUAL SERVICES	567	502	4,600	4,600	-
Telecommunications	1,336	132	-	-	-
Mileage & Transportation	-	22	100	100	-
Travel - Convention & Education	68	48	200	200	-
Dues & Association Memberships	-	55	-	-	-
Parks & Rec Activities	2,041	2,453	2,000	2,000	-
Background Checks	73	37	150	150	-
Office Supplies	63	189	300	300	-
Food & Food Services	2,882	2,075	4,000	4,000	-
Medical & Laboratory	212	170	300	300	-

Parks, Recreation & Cultural – Parks & Recreation

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Laundry & Janitorial Services	91	206	250	250	-
Uniforms & Apparel	1,158	1,142	1,000	1,000	-
Other Operating Supplies	3,346	664	3,500	3,500	-
Computer Equipment & Supplies	-	801	1,500	1,500	-
Arts & Crafts Supplies	657	342	1,000	1,000	-
OTHER CHARGES	11,927	8,336	14,300	14,300	-
TOTAL CHILD CARE	190,774	164,590	182,500	182,300	(200)
 ATHLETIC PROGRAMS					
Regular	69,368	69,411	71,760	76,794	5,034
Overtime	-	236	-	-	-
Part-time Non-classified	5,161	4,800	8,000	8,000	-
FICA	5,701	5,613	6,113	6,258	145
VRS-Employer	9,300	9,964	10,290	9,538	(752)
Insurance-Employer	424	195	201	1,014	813
Worker's Compensation	1,600	1,593	1,712	1,820	108
Flex Benefits - Admin Fee	97	97	96	96	-
Flex Benefits - Employee	12,548	13,612	15,080	19,472	4,392
VRS Health Insurance Credit	231	104	108	108	-
PERSONNEL	104,430	105,625	113,360	123,100	9,740
Medical, Dental, & Hospital	20	80	300	300	-
Other Professional Services	108	709	500	500	-
Training/Education	-	-	-	-	-
Instructors	49,362	47,211	40,450	40,450	-
Printing & Binding	561	1,311	1,500	1,500	-
Local Media	-	165	-	-	-
CONTRACTUAL SERVICES	50,051	49,476	42,750	42,750	-

Parks, Recreation & Cultural – Parks & Recreation

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Telecommunications	728	-	-	-	-
Travel - Convention & Education	940	-	500	500	-
Dues & Association Memberships	140	26	140	140	-
Parks & Rec Activities	883	295	-	-	-
Background Checks	1,088	2,226	2,200	2,200	-
Office Supplies	170	844	200	200	-
Food & Food Service	301	71	500	500	-
Medical & Laboratory	-	316	200	200	-
Building Repair & Maintenance	-	46	-	-	-
Uniforms & Apparel	9,011	7,142	11,000	11,000	-
Books & Subscriptions	17	-	-	-	-
Other Operating Supplies	2,286	8,167	4,950	10,950	6,000
Merchandise for Resale	-	-	-	-	-
Computer Supplies	1,852	-	-	-	-
Awards, Plaques, Other	1,380	1,917	1,500	1,500	-
OTHER CHARGES	18,796	21,050	21,190	27,190	6,000
TOTAL ATHLETIC PROGRAMS	173,277	176,151	177,300	193,040	15,740
DEBT					
Principal	129,124	110,568	55,000	60,000	5,000
Interest	70,667	64,966	60,200	57,900	(2,300)
DEBT SERVICE	199,791	175,534	115,200	117,900	2,700
TOTAL PARKS & RECREATION	2,683,170	2,694,213	2,590,000	2,615,000	25,000

Community Development - Planning

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

Goals and Objectives:

- Incorporate the principles of New Urbanism from the adopted Comprehensive Plan into the policies of the City.
- Assist with planning and implementation of the Green Circle Trail and other efforts to improve walkability in the City.
- Make it easy for people to obtain developmental approval from the City of Winchester, while assuring the quality of the built environment.
- Improve the transportation system to make it easy to get from one part of the City to another as well as within the larger Win-Fred MPO region.
- Promote residential infill in the downtown and as a component of mixed land use in key redevelopment areas outside of the downtown.
- Evaluate Corridor Enhancement (CE) District standards and guidelines and consider implementation of additional CE Districts, as called out in the adopted Comprehensive Plan.

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	200,453	202,025	208,400	228,800	20,400
Contractual Services	78,050	9,029	18,500	18,500	-
Internal Services	6,646	7,349	7,400	7,400	-
Other Charges	4,271	5,350	8,800	8,800	-
TOTAL EXPENDITURES	289,420	223,753	243,100	263,500	20,400

Community Development - Planning

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Planning	2.5	2.5	2.5	2.5	0
Total	2.5	2.5	2.5	2.5	0

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Regular	151,384	151,528	155,116	165,984	10,868
Overtime	-	6	-	-	-
FICA	11,307	10,737	11,167	12,664	1,497
VRS-Employer	20,297	21,737	22,244	20,615	(1,629)
Insurance Employer	924	424	434	2,191	1,757
Worker's Compensation	230	230	236	252	16
Flex Benefits Admin Fee	121	121	120	120	-
Flex Benefits -Employee	15,685	17,015	18,850	26,742	7,892
VRS Health Ins Credit	505	227	233	232	(1)
PERSONNEL	200,453	202,025	208,400	228,800	20,400
Medical, Dental, & Hospital	20	20	-	-	-
Engineering & Architect	73,853	4,080	6,000	13,000	7,000
Computer Service Contracts	-	1,200	-	-	-
Printing & Binding	1,455	342	1,800	1,800	-
Local Media	2,622	3,387	3,600	3,600	-
Other Government Services	-	-	7,000	-	(7,000)
Food Services - Catering	100	-	100	100	-
CONTRACTUAL SERVICES	78,050	9,029	18,500	18,500	-
Data Processing	6,000	6,000	6,000	6,000	-
Copier Charges	646	1,349	1,400	1,400	-
INTERNAL SERVICES	6,646	7,349	7,400	7,400	-

Community Development - Planning

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Postal Services	238	500	1,200	1,200	-
Telecommunications	-	533	600	600	-
Mileage & Transportation	494	266	600	600	-
Travel - Convention & Education	998	1,048	1,100	1,100	-
Dues & Association Memberships	520	652	800	800	-
Background Checks	-	-	-	-	-
Office Supplies	374	1,180	1,000	1,000	-
Food & Food Supplies	65	232	400	400	-
Books & Subscriptions	-	-	100	100	-
Other Operating Supplies	597	808	700	700	-
Computer Equipment Supplies	966	131	2,200	2,200	-
Awards, Plaques, Other	19	-	100	100	-
OTHER CHARGES	4,271	5,350	8,800	8,800	-
TOTAL PLANNING	289,420	223,753	243,100	263,500	20,400

Community Development – Community Development Block Grant

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

Goals and Objectives:

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

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Regular	-	11,905	5,081	5,437	356
FICA	-	930	336	374	38
VRS-Employer	-	1,709	729	675	(54)
Insurance Employer	-	33	14	72	58
Worker's Compensation	-	42	32	34	2
Flex Benefits Admin Fee	-	15	2	2	-
Flex Benefits -Employee	-	1,842	98	98	-
VRS Health Ins Credit	-	18	8	8	-
PERSONNEL	-	16,494	6,300	6,700	400
Local Media	-	883	1,500	1,500	-
Other Government Services	-	27,510	44,200	44,200	-
Community Development	40,000	317,208	573,000	407,800	(165,200)
CONTRACTUAL SERVICES	40,000	345,601	618,700	453,500	(165,200)
TOTAL CDBG	40,000	362,095	625,000	460,200	(164,800)

Community Development - Zoning Department

The Zoning Department is dedicated to administering the Zoning Ordinance and associated laws of the Commonwealth of Virginia and the City of Winchester, in a courteous, responsive, and professional manner, contributing to the overall sustainability, health, safety and well-being of the citizens.

Council Goals: Raise Median Household Income; Improvement in Educational Attainment; Improvement in Economic Development; Downtown Focus

Departmental Objectives:

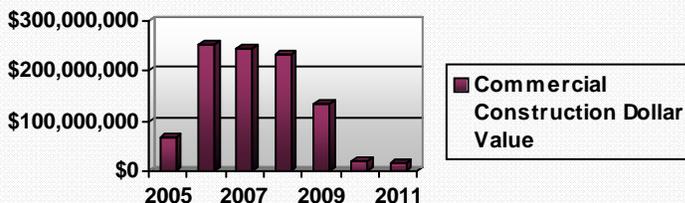
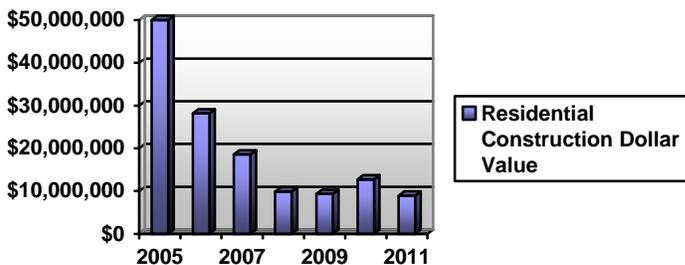
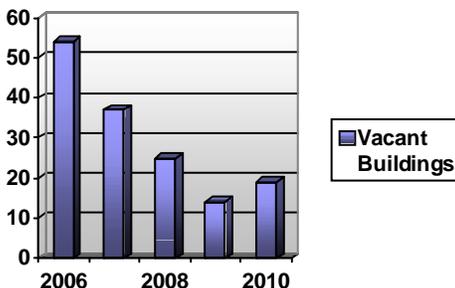
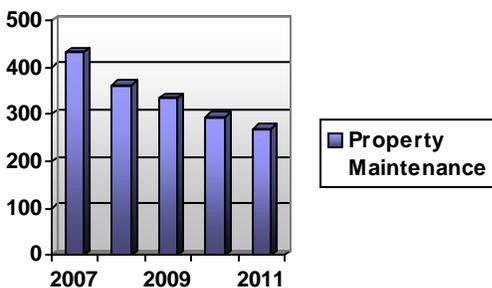
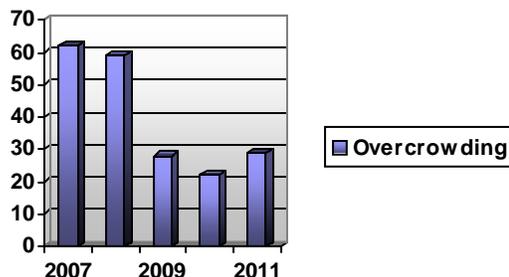
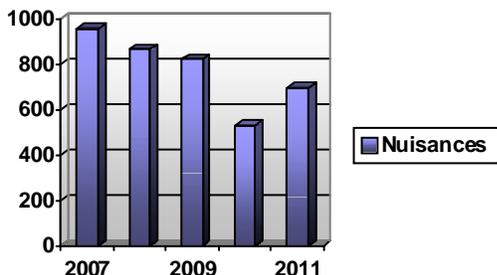
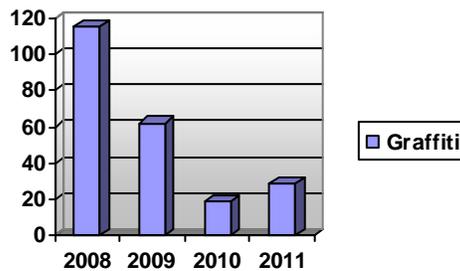
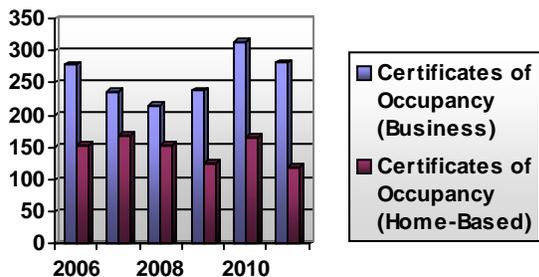
- Attract new homeowners (young professionals & seniors) through enforcement of Property Maintenance Code, nuisance, and residential overcrowding provisions
- Attract and encourage citizens to establish home occupations, which focus on technology and professional services
- Attract new businesses and encourage expansion of existing businesses within the City through Property Maintenance Code enforcement and illegal sign enforcement
- Implement a more aggressive campaign against blight, derelict buildings and vacant properties
- Survey and expand the nationally-designated Winchester Historic District to allow for more federal tax credit incentive opportunities for rehabilitation
- Expedite plans review and permitting processes related to new commercial construction, demolition, change of use, and building additions
- Relieve the burden of overcrowded classrooms in the City's public schools, through continued enforcement and prevention of residential overcrowding

Departmental Strategies:

- Increase proactive enforcement by conducting walking tours, door-to-door visits, neighborhood civic group meetings, and inspection checklists
- Measure effectiveness & efficiency of current enforcement practices through cost analysis
- Update website and improve public awareness regarding Property Maintenance Code and overcrowding violations
- Market the City's simple process for obtaining a home occupation permit and business license
- Conduct surveys and/or participate in meetings with the Old Town Development Board and Board of Architectural Review to discuss increased density for downtown living

Community Development - Zoning Department

Outcomes/Trends



Community Development - Zoning Department

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	102,431	150,052	159,700	171,000	11,300
Contractual Services	4,262	38,545	4,100	4,100	-
Internal Services	467	1,399	1,300	1,800	500
Other Charges	3,502	4,960	4,700	5,700	1,000
TOTAL EXPENDITURES	110,662	194,956	169,800	182,600	12,800

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Zoning	2.5	2.5	2.5	2.5	0
Total	2.5	2.5	2.5	2.5	0

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Regular	79,409	112,977	119,569	129,147	9,578
Overtime	-	19	-	-	-
FICA	5,946	8,393	8,906	9,683	777
VRS-Employer	10,647	15,964	17,146	16,040	(1,106)
Insurance Employer	485	316	335	1,705	1,370
Worker's Compensation	124	175	185	196	11
Flex Benefits Admin Fee	72	116	120	120	-
Flex Benefits -Employee	5,483	11,925	13,260	13,928	668
VRS Health Ins Credit	265	167	179	181	2
PERSONNEL	102,431	150,052	159,700	171,000	11,300

Community Development - Zoning Department

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Medical, Dental, & Hospital	148	20	-	-	-
Other Professional Services	-	35,315	-	-	-
Vehicle Repairs & Maintenance	-	16	100	100	-
Printing & Binding	127	399	500	500	-
Local Media	3,987	2,795	3,500	3,500	-
CONTRACTUAL SERVICES	4,262	38,545	4,100	4,100	-
Fuel	53	789	700	800	100
Parts	-	128	-	150	150
Labor	16	126	-	250	250
Copier Charges	398	356	600	600	-
INTERNAL SERVICES	467	1,399	1,300	1,800	500
Postal Services	364	557	800	800	-
Telecommunications	674	712	800	800	-
Motor Vehicle Insurance	451	407	750	750	-
Mileage & Transportation	410	643	231	600	369
Travel - Convention & Education	890	1,536	750	750	-
Dues & Association Memberships	160	339	350	350	-
Court Filing Fees	-	-	100	100	-
Office Supplies	248	288	400	400	-
Food & Food Service	20	80	100	450	350
Vehicle & Equipment Fuels	-	-	50	50	-
Books & Subscriptions	-	-	150	150	-
Other Operating Supplies	285	267	219	500	281
Computer Hardware/Software	-	131	-	-	-
OTHER CHARGES	3,502	4,960	4,700	5,700	1,000
TOTAL ZONING	110,662	194,956	169,800	182,600	12,800

Community Development – Economic Redevelopment

Economic Redevelopment works to facilitate appropriate economic development activities in downtown Winchester and throughout the City to maximize the use of industrial and commercial property, and to work toward the development of the workforce to enable its fullest potential.

Goals and Objectives:

- Redevelop vacant and underutilized property.
- Appropriately develop underdeveloped property.

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	144,808	144,547	156,900	181,800	24,900
Contractual Services	10	-	400	400	-
Internal Services	121	267	300	300	-
Other Charges	289,126	893,130	303,500	553,500	250,000
TOTAL EXPENDITURES	434,065	1,037,944	461,100	736,000	274,900

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Econ Redevelopment	1	1	1	1.5	0.5
Total	1	1	1	1.5	0.5

Community Development – Economic Redevelopment

Expenditure Summary:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Regular	113,208	112,161	112,902	138,622	25,720
Overtime	-	-	-	-	-
Part-time Non-classified	-	488	11,502	-	(11,502)
FICA	8,296	8,303	8,044	8,950	906
VRS-Employer	15,377	16,088	16,190	17,217	1,027
Insurance Employer	685	314	316	1,830	1,514
Worker's Compensation	172	171	189	211	22
Flex Benefits Admin Fee	54	48	48	72	24
Flex Benefits -Employee	6,634	6,806	7,540	14,704	7,164
VRS Health Ins Credit	382	168	169	194	25
PERSONNEL	144,808	144,547	156,900	181,800	24,900
Printing & Binding	10	-	400	400	-
CONTRACTUAL SERVICES	10	-	400	400	-
Copier Charges	121	267	300	300	-
INTERNAL SERVICES	121	267	300	300	-
Postal Services	172	486	500	500	-
Telecommunications	749	1,019	1,000	1,000	-
Mileage & Transportation	-	77	100	100	-
Travel - Convention & Education	35	-	100	100	-
Business Development Grant	287,143	290,835	300,000	350,000	50,000
Other Payments/Contributions	-	600,000	-	200,000	200,000
Dues & Association Memberships	-	-	300	300	-
Office Supplies	129	206	500	500	-
Books & Subscriptions	235	-	250	250	-

Community Development – Economic Redevelopment

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	BUDGET Inc/-Dec
Other Operating Supplies	663	376	750	750	-
Computer Equipment Supplies	-	131	-	-	-
OTHER CHARGES	289,126	893,130	303,500	553,500	250,000
TOTAL ECONOMIC REDEV	434,065	1,037,944	461,100	736,000	274,900

Community Development – Old Town Development Board

The Old Town Development Board, funded primarily through a special assessment on properties within the commercial historic district, operates as a department of the City of Winchester and serves as the management and permitting office for the primary and secondary Old Town assessment districts. The Old Town Development Board is responsible to the City Council for the improvement, maintenance, development, planning, and promotion of Old Town Winchester.

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

Goals and Objectives:

- Incorporate the principles of New Urbanism to encourage appropriate mixed-use and in-fill development, higher density and walkability in order to maximize the use of properties in the district which will attract and retain a dynamic blend of businesses, create residential options, blend of businesses, create residential options, and draw consumers and visitors.
- Develop amenities consistent with the principles of New Urbanism to enhance the downtown to make it attractive for business development and as a destination.
- Participate with Virginia Main Street program and meet National Main Street program requirements.
- Promote opportunities for hosting special events, activities and retail promotions in Old Town that are appealing to professionals, residents and visitors.
- Promote the district's assets to identified target markets using a variety of communication and media mechanisms.

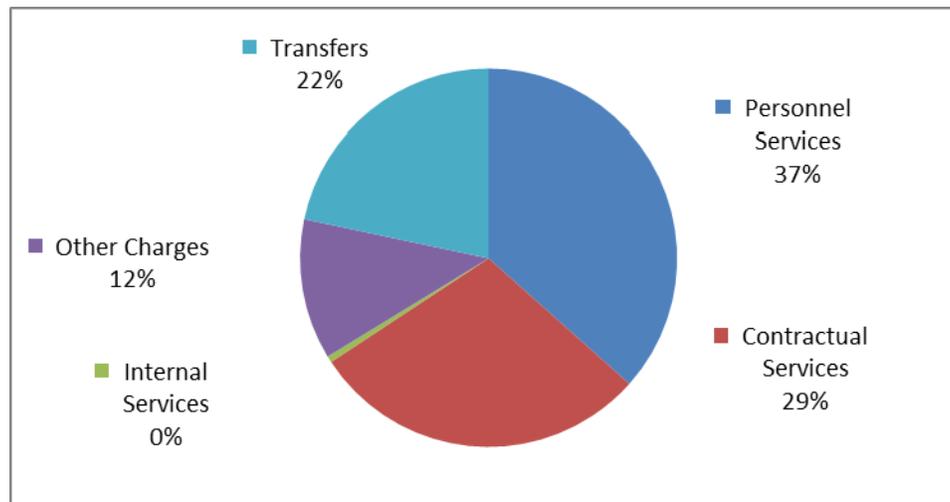
Revenue Summary:

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL	ADOPTED	BUDGET
Revenue Sources	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
General Property Taxes	155,611	156,232	153,000	159,500	6,500
Permits, Privilege Fees	-	-	500	-	(500)
Revenue Use of Money	441	465	500	500	-
Miscellaneous Revenue	280	7,025	7,000	1,000	(6,000)
Commonwealth	5,200	3,300	-	-	-
General Fund	-	-	-	92,900	92,900
TOTAL REVENUE	161,532	167,022	161,000	253,900	92,900

Community Development – Old Town Development Board

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	100,383	84,351	90,200	92,900	2,700
Contractual Services	28,235	43,435	35,000	74,000	39,000
Internal Services	1,276	1,223	1,400	1,400	-
Other Charges	21,815	25,562	29,400	30,600	1,200
Transfers	5,000	5,000	5,000	55,000	50,000
TOTAL EXPENDITURES	156,709	159,571	161,000	253,900	92,900



Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
OTDB	1.5	1.5	1	1	0
Total	1.5	1.5	1	1	0

Community Development – Old Town Development Board

Revenue Detail:

REVENUE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Delinquent	11,565	6,879	5,000	8,000	3,000
Primary District	68,595	68,212	68,000	70,000	2,000
Secondary District	73,716	80,338	79,000	80,500	1,500
Penalties	1,324	453	600	600	-
Interest	411	350	400	400	-
GENERAL PROPERTY TAXES	155,611	156,232	153,000	159,500	6,500
Street Permits	-	-	500	-	(500)
PERMITS, PRIVILEGE FEES	-	-	500	-	(500)
Interest Earnings	441	465	500	500	-
REVENUE USE OF MONEY	441	465	500	500	-
Artscape Program	280	6,825	7,000	1,000	(6,000)
Donations	-	200	-	-	-
MISCELLANEOUS REVENUE	280	7,025	7,000	1,000	(6,000)
Virginia Main Street Program	5,200	3,300	-	-	-
COMMONWEALTH	5,200	3,300	-	-	-
GENERAL FUND	-	-	-	92,900	92,900
TOTAL OTDB	161,532	167,022	161,000	253,900	92,900

Community Development – Old Town Development Board

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Regular	77,235	65,436	60,300	64,501	4,201
Part-time Non-classified	203	-	-	11,500	11,500
FICA	-	-	12,500	5,830	(6,670)
VRS-Employer	6,019	5,060	5,554	8,011	2,457
Retirees	10,285	9,319	8,644	852	(7,792)
Insurance-Employer	592	747	830	118	(712)
SUTA	484	182	169	48	(121)
Worker's Compensation	121	103	115	1,950	1,835
Flex Benefits - Admin Fee	66	54	48	90	42
Flex Benefits - Employee	5,123	3,352	1,950	-	(1,950)
VRS Health Insurance Credit	255	98	90	-	(90)
PERSONNEL	100,383	84,351	90,200	92,900	2,700
Promotions	1,000	950	1,100	1,100	-
Other Professional Services	1,319	13,451	9,000	46,000	37,000
Training/Education	162	-	-	-	-
Repairs & Maintenance	250	-	-	-	-
Landscaping	4,918	3,344	5,000	5,000	-
Printing & Binding	12,713	10,460	9,000	11,000	2,000
Local Media	7,506	11,433	10,500	10,500	-
Contracted Parking	360	367	400	400	-
Refuse Service	7	-	-	-	-
Food Services	-	3,430	-	-	-
CONTRACTUAL SERVICES	28,235	43,435	35,000	74,000	39,000
Data Processing	1,000	1,000	1,000	1,000	-
Copier Charges	276	223	400	400	-
INTERNAL CHARGES	1,276	1,223	1,400	1,400	-

Community Development – Old Town Development Board

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Electrical Services	3,179	-	-	-	-
Postal Services	1,515	1,404	2,300	2,300	-
Telecommunications	-	-	-	700	700
General Liability Insurance	301	287	500	500	-
Office Equipment Rental	-	3,133	-	-	-
Building Rental	200	-	-	-	-
Mileage & Transportation	519	740	1,000	1,000	-
Travel - Convention & Education	1,032	1,313	2,000	2,000	-
Dues & Association Memberships	375	250	500	500	-
Misc. Charges & Fees	50	1,226	2,000	2,000	-
Office Supplies	420	430	1,000	1,000	-
Food & Food Service	8,134	1,096	1,900	1,900	-
Landscaping/Agricultural Supplies	172	-	2,000	2,000	-
Repairs & Maintenance	186	2,506	-	500	500
Books & Subscriptions	70	717	1,000	1,000	-
Other Operating Supplies	5,459	12,460	12,600	12,600	-
Computer Supplies	-	-	2,500	2,500	-
Awards, Plaques, Other	203	-	100	100	-
OTHER CHARGES	21,815	25,562	29,400	30,600	1,200
Transfer to General Fund	5,000	5,000	5,000	55,000	50,000
TRANSFER	5,000	5,000	5,000	55,000	50,000
TOTAL OTDB	156,709	159,571	161,000	253,900	92,900

Community Development – GIS - Mapping

GIS is a part of the Engineering Division within the Public Services Department. GIS provides assistance to the public and support to all the other City departments in producing a wide range of maps for various uses. Many of these maps can be accessed online from the City’s website and paper copies can also be produced. Some of the maps maintained by GIS are:

- Tax maps
- Zoning maps
- Infrastructure maps for Utilities and Public Works
- Floodplain maps
- School bus routes
- Transit routes
- Refuse and Recycling Collection routes
- Aerial photos of the City

GIS can also produce specially designed maps to show a wide range of possible data or information.

Expenditure Summary:

Expenditure by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Personnel Services	66,535	56,412	63,350	66,500	3,150
Contractual Services	9,500	7,046	6,850	14,900	8,050
Other Charges	3,902	1,661	5,700	8,900	3,200
Capital	-	-	20,000	-	(20,000)
TOTAL EXPENDITURES	79,937	65,119	95,900	90,300	(5,600)

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
GIS	1	1	1	1	0
Total	1	1	1	1	0

Community Development – GIS - Mapping

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Regular	43,652	40,948	45,490	48,672	3,182
FICA	3,341	3,134	3,485	3,499	14
VRS-Employer	5,853	5,752	6,523	6,045	(478)
Insurance Employer	267	112	127	642	515
SUTA	6,888	287	-	-	-
Worker's Compensation	66	62	69	74	5
Flex Benefits Admin Fee	48	41	48	48	-
Flex Benefits -Employee	6,274	6,016	7,540	7,452	(88)
VRS Health Ins Credit	146	60	68	68	-
PERSONNEL	66,535	56,412	63,350	66,500	3,150
Medical, Dental & Hospital	-	80	-	-	-
Repairs & Maintenance	-	-	500	500	-
Computer Service Contracts	9,500	6,649	6,350	14,400	8,050
Local Media	-	317	-	-	-
CONTRACTUAL SERVICES	9,500	7,046	6,850	14,900	8,050
Mileage & Transportation	-	-	100	100	-
Travel - Convention & Education	-	-	500	500	-
Office Supplies	577	698	2,000	2,000	-
Books & Subscriptions	-	-	100	100	-
Other Operating Supplies	-	645	1,000	3,200	2,200
Computer Equipment Supplies	3,325	318	2,000	3,000	1,000
OTHER CHARGES	3,902	1,661	5,700	8,900	3,200
Computer Equipment	-	-	20,000	-	(20,000)
CAPITAL	-	-	20,000	-	(20,000)
TOTAL GIS	79,937	65,119	95,900	90,300	(5,600)

Other

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Retirees	109,773	141,373	156,178	302,000	145,822
PERSONNEL	109,773	141,373	156,178	302,000	145,822
Contracted Parking	92,314	117,919	120,000	135,000	15,000
CONTRACTUAL SERVICES	92,314	117,919	120,000	135,000	15,000
Contingency/Capital Reserve	-	-	-	255,000	255,000
OTHER CHARGES	-	-	-	255,000	255,000
TOTAL OTHER	202,087	259,292	276,178	692,000	415,822

Outside Agencies

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Lord Fairfax EMS Council	8,306	8,306	8,306	8,306	-
SPCA	115,000	115,000	115,000	115,000	-
Win-Fred Metro Planning Org	7,668	8,752	22,000	20,000	(2,000)
State Health Department	247,926	223,133	257,884	258,766	882
Our Health	23,750	20,188	20,188	20,188	-
NW Community Services	183,307	183,307	183,307	183,307	-
Shen Area Agency on Aging	20,000	20,000	20,000	20,000	-
Apple Country Head Start	2,000	2,000	-	-	-
Boys & Girls Club	10,000	10,000	10,000	10,000	-
Healthy Families	3,000	10,000	10,000	10,000	-
The Laurel Center	3,000	3,000	3,000	3,000	-
Winchester Day Nursery	5,000	10,000	10,000	10,000	-
Fremont Street Nursery	5,000	10,000	10,000	10,000	-
Youth Development Center	7,000	10,000	10,000	10,000	-
LFCC	29,212	26,291	31,255	37,391	6,136
VA Commission of the Arts	10,000	10,000	10,000	10,000	-
Old Courthouse Civil War Museum	20,719	11,789	-	-	-
Discovery Museum	-	10,000	10,000	10,000	-
Historical Society	79,156	79,156	57,400	79,525	22,125
LF Soil & Water Conservancy	-	-	1,000	1,000	-
NSV Regional Commission	15,078	15,078	15,078	15,198	120
Early Action Compact	3,573	-	-	-	-
TOTAL OUTSIDE AGENCIES	798,695	786,000	804,418	831,681	27,263

Regional Agencies

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Juvenile Detention Center	347,458	292,056	255,957	267,090	11,133
Detox	90,000	-	-	-	-
CFFW Regional Jail	3,199,650	3,557,480	3,495,106	3,383,564	(111,542)
Early Intervention	16,200	-	-	-	-
Handley Library Capital	-	-	52,000	-	(52,000)
Handley Regional Library	385,026	385,026	385,026	390,334	5,308
Winc/Fred Co EDC	-	72,000	72,000	72,000	-
Winchester Regional Airport	6,955	10,413	10,413	10,413	-
Regional Airport Capital	17,541	2,621	48,000	42,916	(5,084)
TOTAL REGIONAL AGENCIES	4,062,830	4,319,596	4,318,502	4,166,317	(152,185)

Transfers/Debt Service

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Transit Fund	225,000	27,000	253,000	268,000	15,000
Human Services Fund	1,145,000	1,021,000	1,316,000	1,238,000	(78,000)
Community Service Pool Fund	840,000	970,247	1,000,000	1,000,000	-
Grants Fund	32,194	-	-	-	-
Schools Operating Fund	25,351,902	25,351,902	25,351,902	26,651,702	1,299,800
Schools Operating Other	35,000	-	-	-	-
City CIP Fund	3,600,000	294,400	75,000	4,320,000	4,245,000
Recreation Fund	1,725,000	1,751,000	1,751,000	1,830,000	79,000
NSV Tourism	100,500	100,500	100,500	100,500	-
Highway Maintenance Fund	-	299,959	725,000	925,000	200,000
TOTAL TRANSFERS	33,054,596	29,816,008	30,572,402	36,333,202	5,760,800

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
City Principal	1,611,467	1,564,221	1,055,500	1,134,700	79,200
Literary Principal	240,000	-	-	-	-
City Interest	764,067	700,751	639,000	581,800	(57,200)
Literary Interest	17,040	-	-	-	-
Bond Issuance Costs	-	24,730	-	-	-
Paying Agent Fees	2,000	500	3,000	1,000	(2,000)
Schools Principal	3,808,202	4,086,202	4,579,000	4,769,600	190,600
Schools Interest	3,480,814	3,341,219	3,185,300	2,924,500	(260,800)
TOTAL DEBT SERVICE	9,923,590	9,717,623	9,461,800	9,411,600	(50,200)

Human Services Fund

Human Services provides the following programs: Supplemental Nutritional Assistance Program (SNAP), Medicaid, Temporary Assistance to Needy Families (TANF), Virginia Initiative for Employment not Welfare (VIEW employment services), Child Care Assistance, adoption services, foster care, Child Protective Services (CPS), independent living, family preservation and support services, adult protective services, and adult home-based services. Also provided are services under the Comprehensive Services Act for at-risk children, as well as Homeless Prevention Services, and the Housing Choice Voucher Program.

Council Goal: Raise Median Household Income

Human Services Strategies:

- Promote workforce development activities for low income, and disabled citizens
- Continue agency transition from income support programs toward self-sufficiency and family strengthening programs
- Develop fatherhood programs that re-engage non-custodial fathers, and provide job skills and educational programs
- Explore ways to improve access for city residents to workforce investment board funding/programs
- Maintain current support programs to help stabilize families during periods of unemployment or re-training

Council Goal: Improvement in Economic Development

Human Services Strategies:

- Help secure a more reliable workforce by providing day care assistance, transportation assistance, life skills training, resource development, and job coaching to at-risk workers entering the workforce.
- Help stabilize real estate investments by providing housing assistance through housing choice vouchers and homeless prevention funds

Council Goal: Improve Educational Attainment

Human Services Strategies:

- Continue to develop partnership with LFCC to bring Middle College and related programs to city residents on an ongoing basis
- Expand truancy prevention programming in collaboration with schools, police, Commonwealth's Attorney and JDR court
- Continue to evaluate and refine Family Team Decision making technique
- Maintain Community Planning and Management Team (CPMT) commitment to providing non-mandated services to combat truancy, and avoid more costly interventions.
- Partner with schools to provide family services and Family Team Meeting facilitation to at-risk children, and their families.

Human Services Fund

Council Goal: Police to Maintain High Level of Satisfaction

Human Services Strategies:

- Maintain a cadre of certified forensic interviewers among CPS staff who will partner with WPD investigative staff for timely and accurate investigations of child abuse or neglect.
- Promote collaborative investigations and prosecutions through the Multidisciplinary Team and Child Advocacy Center to insure appropriate criminal convictions are upheld.
- Support efforts at Timbrook House to re-direct court-involved youth.

Revenue and Expenditure Summary:

	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Revenue by Classification					
Use of Money	-	1,449	-	-	-
Recovered Costs	133,429	9,956	-	-	-
State Revenue	2,160,180	2,355,630	3,241,033	2,968,179	(272,854)
Federal Revenue	2,087,074	2,270,829	2,079,967	1,949,421	(130,546)
Non-Revenue Receipts	1,985,000	2,256,399	2,347,000	2,287,400	(59,600)
TOTAL REVENUE	6,365,683	6,894,263	7,668,000	7,205,000	(463,000)
Expenditure by Classification					
Personnel Services	2,399,024	2,401,161	2,624,105	2,854,000	229,895
Contractual Services	141,084	127,496	171,045	149,850	(21,195)
Internal Services	83,026	81,155	102,550	88,350	(14,200)
Other Charges	3,865,404	4,021,705	4,752,300	4,112,800	(639,500)
Capital	-	17,098	18,000	-	(18,000)
TOTAL EXPENDITURES	6,488,538	6,648,615	7,668,000	7,205,000	(463,000)

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Welfare Admin	39	39	38.5	39.5	1
CSA	3.5	1	1.5	1.5	0
Housing Choice Voucher	2.5	2.5	3	3	0
Total	45	42.5	43	44	1

Human Services Fund

REVENUE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Interest Earnings	-	1,449	-	-	-
USE OF MONEY	-	1,449	-	-	-
Local	67,890	9,217	-	-	-
Miscellaneous	64,862	-	-	-	-
Guardian/Conservator Fees	677	739	-	-	-
RECOVERED COSTS	133,429	9,956	-	-	-
Public Assistance & Admin	1,273,928	1,223,338	1,810,831	1,488,651	(322,180)
Foster Care	741,157	811,515	1,150,000	1,029,000	(121,000)
Administration Funds	8,639	8,639	9,000	9,000	-
CSA Support Enforcement	37,850	24,002	22,000	22,000	-
Section 8 VHDA Admin Fees	-	140,627	140,000	125,000	(15,000)
CSA EI840 Grant	96,756	144,307	106,000	294,528	188,528
Child Care Quality Initiative	1,850	3,202	3,202	-	(3,202)
STATE REVENUE	2,160,180	2,355,630	3,241,033	2,968,179	(272,854)
Public Assistance & Admin	1,786,333	1,870,821	1,941,326	1,837,949	(103,377)
ARRA Stimulus	107,913	63,694	-	-	-
Child Care Quality Initiative	4,641	4,641	4,641	-	(4,641)
Early Intervention	188,187	159,999	134,000	111,472	(22,528)
ARRA - Early Intervention	-	171,674	-	-	-
FEDERAL REVENUE	2,087,074	2,270,829	2,079,967	1,949,421	(130,546)
Social Services	-	19,596	-	-	-
General Fund	1,985,000	1,991,247	2,316,000	2,238,000	(78,000)
Assigned HCVP	-	245,556	31,000	49,400	18,400
NON-REVENUE RECEIPTS	1,985,000	2,256,399	2,347,000	2,287,400	(59,600)
TOTAL HUMAN SERVICES REVENUE	6,365,683	6,894,263	7,668,000	7,205,000	(463,000)

Human Services Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
WELFARE ADMIN					
Regular	1,505,277	1,501,309	1,625,843	1,805,436	179,593
Overtime	18,557	22,017	15,000	28,000	13,000
Part-time Non-Classified	47,543	64,043	85,200	65,200	(20,000)
FICA	118,773	119,105	130,965	139,113	8,148
VRS-Employer	198,283	211,311	229,617	224,236	(5,381)
Retirees	27,616	33,640	36,600	56,600	20,000
Insurance-Employer	9,013	4,153	4,553	23,831	19,278
SUTA	14,820	-	-	-	-
Worker's Compensation	9,078	9,117	9,610	10,010	400
Flex Benefits - Admin Fee	1,831	1,833	1,840	1,890	50
Flex Benefits - Employee	209,155	226,776	245,239	252,757	7,518
VRS Health Insurance Credit	4,925	2,226	2,438	2,527	89
PERSONNEL	2,164,871	2,195,530	2,386,905	2,609,600	222,695
Medical, Dental, & Hospital	620	560	1,500	1,000	(500)
Legal Services	29,471	37,396	60,000	40,000	(20,000)
Other Professional Services	33,696	31,476	31,200	35,000	3,800
Training/Education	600	-	-	-	-
Employment Agencies	5,447	670	6,000	1,000	(5,000)
Repairs & Maintenance	13,569	693	3,000	1,000	(2,000)
Vehicle Repair & Maintenance Services	1,021	2,232	3,000	3,000	-
Maintenance Service Contracts	9,620	5,094	5,800	5,800	-
Computer Services	4,489	1,976	3,000	3,000	-
Printing & Binding	1,205	1,225	3,000	3,000	-
Local Media	1,096	1,570	2,000	2,000	-
Tuition Paid - Other	-	-	2,200	-	(2,200)
State Computer Services	-	-	500	-	(500)

Human Services Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Contracted Parking	15,722	20,474	23,000	26,000	3,000
Refuse Service	-	-	-	900	900
Food Services	-	116	545	1,450	905
CONTRACTUAL SERVICES	116,556	103,482	144,745	123,150	(21,595)
Data Processing	8,500	8,500	8,500	8,500	-
Equipment Fuel	3,655	791	13,500	1,900	(11,600)
Equipment Parts	314	394	-	500	500
Equipment Labor	1,940	1,218	-	2,000	2,000
Charges	68,604	70,083	80,000	75,000	(5,000)
Copier Charges	13	3	50	50	-
INTERNAL SERVICES	83,026	80,989	102,050	87,950	(14,100)
Electrical Services	5,657	-	-	-	-
Heating Services	889	-	-	-	-
Water & Sewer	1,957	-	-	-	-
Postal Services	14,969	15,912	16,000	17,000	1,000
Telecommunications	45,401	28,144	25,000	30,000	5,000
Property Insurance	1,238	782	2,000	1,500	(500)
Motor Vehicle Insurance	4,808	3,975	6,000	5,000	(1,000)
General Liability Insurance	11,496	9,063	13,000	11,000	(2,000)
Office Equipment Rental	5,235	5,907	6,000	6,000	-
Buildings	139,953	225,729	234,000	226,000	(8,000)
Mileage	277	357	1,000	1,000	-
Travel - Convention & Education	9,419	11,423	15,000	15,000	-
Dues & Association Memberships	715	1,290	1,500	1,500	-
Misc Charges & Fees	2,055	72	500	500	-
Background Checks	240	9	300	300	-
Office Supplies	164,011	13,906	25,000	16,000	(9,000)

Human Services Fund

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Food & Food Service	1,387	1,357	2,000	2,000	-
Laundry & Janitorial Services	1,575	378	1,000	1,000	-
Building Repair & Maintenance	2,594	3,373	-	-	-
Vehicle & Equipment Fuels	5,082	8,783	3,000	10,000	7,000
Vehicle & Equipment Supplies	-	35	-	-	-
Books & Subscriptions	558	444	1,000	1,000	-
Other Operating Supplies	12,587	12,918	11,000	13,500	2,500
Computer Supplies	5,539	7,750	2,000	2,000	-
OTHER CHARGES	437,642	351,607	365,300	360,300	(5,000)
Motor Vehicle & Equipment	-	17,098	18,000	-	(18,000)
CAPITAL	-	17,098	18,000	-	(18,000)
TOTAL WELFARE ADMINISTRATION	2,802,095	2,748,706	3,017,000	3,181,000	164,000
PUBLIC ASSISTANCE					
Shared Personnel Cost	23,442	23,336	25,000	25,000	-
CONTRACTUAL SERVICES	23,442	23,336	25,000	25,000	-
VA Cooperative Extension	9,281	9,281	9,281	-	(9,281)
General Relief	10,124	6,505	15,000	15,000	-
AUX Grants - Aged	45,766	44,662	100,719	70,719	(30,000)
AUX Grants - Blind	-	-	-	-	-
AUX Grants - Disabled	142,008	137,749	130,000	150,000	20,000
TANF Manual Checks	-	(25)	3,000	3,000	-
AFDC - Foster Care	139,584	144,321	450,000	200,000	(250,000)
Emergency Assistance	-	-	1,000	1,000	-
Refugee Resettlement	-	-	1,000	1,000	-
Other Purchased Service	1,083	6,625	4,000	4,000	-
Child Day Care/At Risk	53,435	78,058	71,000	-	(71,000)

Human Services Fund

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Child Day Care/100% Federal	169,078	123,624	155,000	-	(155,000)
Special Needs Adoption Maint	89,311	113,196	500,000	300,000	(200,000)
Adoption Subsidy F/S/L	271,986	291,148	200,000	350,000	150,000
Special Needs Adoption P.S.	139,424	51,195	150,000	100,000	(50,000)
Family Preservation	3,751	4,416	5,000	3,751	(1,249)
Independent Living Skills	17,171	15,104	20,000	15,000	(5,000)
Adult Protective Services	5,672	5,841	6,000	6,000	-
Safe & Stable Families	22,917	19,857	22,000	22,330	330
VIEW - Purchased Service	2,800	7,472	15,000	10,000	(5,000)
VIEW - Supportive Service	52,513	66,196	60,000	60,000	-
Head Start Trans	22,785	19,393	29,000	-	(29,000)
VIEW Working Day Care	142,585	172,630	111,000	-	(111,000)
Transitional DC	11,560	15,330	21,000	-	(21,000)
Home-Based Companion	12,942	8,950	20,000	10,000	(10,000)
TANF Working Day Care	19,464	22,039	20,000	-	(20,000)
VIEW Transitional Day Care	35,959	34,444	15,000	-	(15,000)
VIEW Transportation	3,314	24,465	15,000	30,000	15,000
VIEW Transitional Transportation	654	-	-	-	-
Respite Care	840	1,895	2,000	2,000	-
OTHER CHARGES	1,426,007	1,424,371	2,151,000	1,353,800	(797,200)
TOTAL PUBLIC ASSISTANCE	1,449,449	1,447,707	2,176,000	1,378,800	(797,200)
HOUSING ASSISTANCE ADMIN					
Regular	80,090	91,667	104,568	111,892	7,324
Overtime	73	-	300	-	(300)
FICA	6,232	7,116	8,259	8,180	(79)
VRS-Employer	10,605	13,149	14,995	13,897	(1,098)
Retirees	1,183	1,246	1,380	3,200	1,820
Insurance-Employer	497	257	293	1,477	1,184

Human Services Fund

EXPENDITURES	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Worker's Compensation	145	164	184	196	12
Flex Benefits - Admin Fee	111	135	146	146	-
Flex Benefits - Employee	14,220	18,809	22,718	17,355	(5,363)
VRS Health Insurance Credit	264	138	157	157	-
PERSONNEL	113,420	132,684	153,000	156,500	3,500
Printing & Binding	-	230	200	-	(200)
Contracted Parking	-	-	100	300	200
CONTRACTUAL SERVICES	-	230	300	300	-
Equipment Fuel	-	101	200	200	-
Equipment Parts	-	5	100	100	-
Equipment Labor	-	60	200	100	(100)
INTERNAL SERVICES	-	166	500	400	(100)
Postal Services	-	2,029	2,000	2,000	-
Telecommunications	-	1,254	1,300	1,300	-
Office Equipment Rental	-	2,712	2,500	2,500	-
Buildings	-	-	8,000	8,000	-
Mileage	-	-	500	500	-
Travel - Convention & Education	-	-	500	500	-
Office Supplies	705	1,779	1,000	1,000	-
Food & Food Services	-	254	400	400	-
Books & Subscriptions	-	95	-	-	-
Other Operating Supplies	-	1,023	1,000	1,000	-
OTHER CHARGES	705	9,146	17,200	17,200	-
TOTAL HOUSING ASSISTANCE	114,125	142,223	171,000	174,400	3,400

Human Services Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
CSA					
Regular	90,413	51,353	58,671	62,786	4,115
FICA	6,899	3,953	4,596	4,907	311
VRS-Employer	9,943	7,403	8,413	7,798	(615)
Retirees	1,183	498	555	1,600	1,045
Insurance-Employer	511	145	164	829	665
Worker's Compensation	534	271	291	311	20
Flex Benefits - Admin Fee	90	67	73	73	-
Flex Benefits - Employee	10,910	9,183	11,349	9,508	(1,841)
VRS Health Insurance Credit	250	77	88	88	-
PERSONNEL	120,733	72,950	84,200	87,900	3,700
Medical, Dental, & Hospital	80	40	300	300	
Local Media	421	-	300	300	-
Contracted Parking	585	408	400	800	400
CONTRACTUAL SERVICES	1,086	448	1,000	1,400	400
Postal Services	-	44	-	100	100
Telecommunications	493	264	700	500	(200)
Buildings	-	2,271	6,200	3,000	(3,200)
Mileage	2,480	-	1,000	1,000	-
Travel - Convention & Education	1,406	483	700	700	-
Office Supplies	-	234	700	700	-
Other Operating Supplies	-	4	200	200	-
Computer Supplies	-	-	2,300	2,300	-
OTHER CHARGES	4,379	3,300	11,800	8,500	(3,300)
TOTAL CSA	126,198	76,698	97,000	97,800	800

Human Services Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
SPECIAL ASSISTANCE					
Regular Foster Care	1,577,965	1,757,301	1,967,000	1,967,000	-
Other Purchased Services	418,706	475,980	240,000	406,000	166,000
OTHER CHARGES	1,996,671	2,233,281	2,207,000	2,373,000	166,000
TOTAL SPECIAL ASSISTANCE	1,996,671	2,233,281	2,207,000	2,373,000	166,000
TOTAL HUMAN SERVICES FUND	6,488,538	6,648,615	7,668,000	7,205,000	(463,000)

Highway Maintenance Fund

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

- Maintenance of over 230 lane miles of streets and alleys
- Operation and maintenance of 54 traffic signals
- Maintenance of City sidewalks and trees within City right-of-way
- Coordination with Shenandoah Valley Electric on maintenance of streetlights
- Snow and ice removal on City streets
- Maintenance of storm water drainage system

The majority of the funding for the maintenance of the City's streets (\$2.6 million) is received from the state based on the total number of lane miles of streets maintained. This level of funding from the state is not sufficient to maintain the streets and sidewalks at an acceptable level. Therefore, \$960,000 in additional revenue for FY 2013 will come from the General Fund and will be used to specifically address the following City Council goal.

Council Goal: Continue Investing in the City's Infrastructure

Highway Maintenance is proposing to complete the following investment in infrastructure in FY2013:

- **Sidewalk Replacements - \$500,000**
 - **Street Repaving - \$460,000**
- Total Infrastructure Improvements: \$960,000**

Outcome Measures

	FY 2010	FY 2011	FY 2012 (Estimated)	FY 2013 (Proposed)
Lane Miles of Streets Paved	14.5	2.2	5.0	8.0
Linear Feet of Sidewalks Replaced	24,000	3,300	30,000	20,000

Highway Maintenance Fund

	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Revenue by Classification					
Use of Money	1,038	7,184	-	-	-
Miscellaneous Revenue	26,606	11,321	-	-	-
Recovered Costs	2,103	1,685	-	-	-
State Revenue	2,464,061	2,576,104	3,076,000	2,671,000	(405,000)
Federal Revenue	25,471	1,005	-	-	-
Non-Revenue Receipts	579,560	323,429	725,000	925,000	200,000
TOTAL REVENUE	3,098,839	2,920,728	3,801,000	3,596,000	(205,000)

Expenditure by Classification

Personnel Services	1,244,496	1,209,665	1,316,100	1,303,100	(13,000)
Contractual Services	867,543	364,047	1,287,100	1,084,100	(203,000)
Internal Services	233,736	263,619	165,050	279,050	114,000
Other Charges	792,350	823,507	807,750	829,750	22,000
Capital	32,056	286,740	225,000	100,000	(125,000)
Transfers	70,000	-	-	-	-
TOTAL EXPENDITURES	3,240,181	2,947,578	3,801,000	3,596,000	(205,000)

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Administration Division	4	4	4	3.35	(0.65)
Streets Division	12.65	12.65	12.65	12.65	0
Storm Drainage Division	0.35	0.35	0.35	0.35	0
Snow & Ice Removal Div	1	1	1	1	0
Traffic Division	5	5	5	5	0
Trees Division	1	1	1	1	0
Total	24	24	24	23.35	(0.65)

Highway Maintenance Fund

REVENUE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Interest Earnings	1,038	1,134	-	-	-
General Property Rental	-	6,050	-	-	-
USE OF MONEY	1,038	7,184	-	-	-
Sale of Surplus Property	1,006	10,421	-	-	-
Adopt a Tree Program	600	900	-	-	-
Proffers: Capital Projects	25,000	-	-	-	-
MISC REVENUE	26,606	11,321	-	-	-
Public Works	2,103	1,685	-	-	-
RECOVERED COSTS	2,103	1,685	-	-	-
Street & Highway Maintenance	2,464,061	2,576,104	2,576,000	2,671,000	95,000
Public Assistance Grant	-	-	500,000	-	(500,000)
STATE REVENUE	2,464,061	2,576,104	3,076,000	2,671,000	(405,000)
Dept of Forestry	25,471	1,005	-	-	-
FEDERAL REVENUE	25,471	1,005	-	-	-
Insurance Recoveries	7,023	23,470	-	-	-
Utilities Fund	489,000	-	-	-	-
General Fund	-	286,740	725,000	925,000	-
CDBG Fund	83,537	13,219	-	-	-
NON-REVENUE RECEIPTS	579,560	323,429	725,000	925,000	-
TOTAL REVENUE HIGHWAY MAINT FUND	3,098,839	2,920,728	3,801,000	3,596,000	(205,000)

Highway Maintenance Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
ADMINISTRATION					
Regular	183,962	192,605	207,210	160,366	(46,844)
Overtime	639	495	-	-	-
Part-time Classified	5,658	1,835	4,103	4,185	82
FICA	14,585	14,707	15,947	12,124	(3,823)
VRS-Employer	24,257	24,889	26,792	19,918	(6,874)
Retirees	12,238	12,082	13,400	24,600	11,200
Insurance-Employer	1,084	511	580	2,117	1,537
Worker's Compensation	289	335	415	339	(76)
Flex Benefits - Admin Fee	185	186	206	175	(31)
Flex Benefits - Employee	22,911	25,785	30,453	23,951	(6,502)
VRS Health Insurance Credit	603	274	311	225	(86)
PERSONNEL	266,411	273,704	299,417	248,000	(51,417)
Medical, Dental, & Hospital	155	155	200	200	-
Repairs & Maintenance	228	272	500	500	-
Vehicle Repair & Maint Services	-	-	-	-	-
Computer Services	1,528	1,368	1,600	1,600	-
Printing & Binding	92	336	300	300	-
Local Media	-	2,710	-	-	-
CONTRACTUAL SERVICES	2,003	4,841	2,600	2,600	-
Data Processing	1,050	1,050	1,050	1,050	-
Equipment Fuel	42	172	600	600	-
Equipment Parts	10	124	100	100	-
Equipment Labor	44	330	300	300	-
Copier Charges	1	-	-	-	-
INTERNAL SERVICES	1,147	1,676	2,050	2,050	-
Postal Services	136	9	200	200	-
Telecommunications	1,613	4,019	2,000	2,000	-
Property Insurance	1,099	934	1,200	1,200	-

Highway Maintenance Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Motor Vehicle Insurance	1,348	2,017	2,000	2,000	-
Office Equipment Rental	689	854	1,000	1,000	-
Mileage	-	-	600	600	-
Travel - Convention & Education	-	30	3,650	3,650	-
Dues & Association Memberships	-	-	100	100	-
Background Checks	-	-	-	-	-
Office Supplies	996	2,229	1,500	1,500	-
Food & Food Service	394	401	500	500	-
Laundry & Janitorial Services	161	689	100	100	-
Building Repair & Maintenance	-	-	-	-	-
Books & Subscriptions	-	-	-	-	-
Other Operating Supplies	237	348	400	400	-
Computer Supplies	140	1,984	2,700	2,700	-
OTHER CHARGES	6,813	13,514	15,950	15,950	-
TOTAL ADMINISTRATION	276,374	293,735	320,017	268,600	(51,417)
STREETS					
Regular	361,045	382,251	404,482	411,941	7,459
Overtime	51,592	28,897	40,000	40,000	-
Part-time Classified	4,941	2,042	-	-	-
FICA	31,065	30,856	33,726	33,654	(72)
VRS-Employer	46,793	53,397	58,003	51,164	(6,839)
Insurance-Employer	2,115	1,044	1,132	5,437	4,305
SUTA	590	(199)	-	-	-
Worker's Compensation	26,076	26,179	28,841	29,143	302
Flex Benefits - Admin Fee	614	608	612	607	(5)
Flex Benefits - Employee	80,849	90,228	90,545	90,878	333
VRS Health Insurance Credit	1,218	567	607	576	(31)
PERSONNEL	606,898	615,870	657,948	663,400	5,452

Highway Maintenance Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/Dec
Medical, Dental, & Hospital	535	190	500	500	-
Engineering & Architect	-	4,500	-	-	-
Repairs & Maintenance	14,127	10,487	13,000	13,000	-
Vehicle Repair & Maint Services	5	151	3,900	3,900	-
Maintenance Service Contracts	160	996	10,800	10,800	-
R & M Sidewalk Repair	21,450	35,863	1,100,000	500,000	(600,000)
R & M Resurfacing/Planning	257,369	194,265	74,600	460,000	385,400
Printing & Binding	1,065	807	950	950	-
Local Media	337	227	750	650	-
Laundry & Dry Cleaning	4,549	5,023	5,000	5,000	-
Sanitary Landfill Usage	331	-	-	-	-
CONTRACTUAL SERVICES	299,928	252,509	1,209,500	994,800	(214,700)
Equipment Fuel	43,569	51,901	50,000	50,000	-
Equipment Parts	54,357	65,507	25,000	75,000	50,000
Equipment Labor	66,175	91,747	25,000	93,000	68,000
INTERNAL SERVICES	164,101	209,155	100,000	218,000	118,000
Electrical Services	6,157	7,312	6,100	6,100	-
Heating Services	7,658	7,035	10,000	10,000	-
Telecommunications	5,073	7,420	4,900	4,900	-
Motor Vehicle Insurance	15,370	13,408	16,000	16,000	-
Equipment Rental	5,014	-	4,000	4,000	-
Office Equipment Rental	633	739	500	500	-
Travel - Convention & Education	25	194	2,700	2,700	-
Office Supplies	366	542	300	300	-
Food & Food Service	1,107	563	1,200	1,200	-
Landscaping/Agricultural Supplies	5,091	2,764	1,500	1,500	-
Medical & Laboratory	234	-	-	-	-
Laundry & Janitorial Services	1,059	1,331	1,000	1,000	-

Highway Maintenance Fund

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Building Repair & Maintenance	9,303	10,589	10,000	10,000	-
Vehicle & Equipment Fuels	130	-	300	300	-
Vehicle & Equipment Supplies	2,743	4,382	5,000	5,000	-
Uniforms & Apparel	4,078	4,157	3,500	3,500	-
Other Operating Supplies	8,960	1,141	1,000	1,000	-
Streets & Sidewalks	38,360	45,632	50,000	50,000	-
Chemicals	284	215	1,100	1,100	-
Computer Supplies	210	-	-	-	-
OTHER CHARGES	111,855	107,424	119,100	119,100	-
Motor Vehicle & Equipment	32,056	286,740	225,000	-	(225,000)
CAPITAL	32,056	286,740	225,000	-	(225,000)
TOTAL STREETS	1,214,838	1,471,698	2,311,548	1,995,300	(316,248)
STORM DRAINAGE					
Regular	5,802	8,786	6,651	9,966	3,315
Overtime	388	-	-	-	-
FICA	465	654	526	756	230
VRS-Employer	774	1,280	954	1,238	284
Insurance-Employer	46	25	19	132	113
Worker's Compensation	398	559	443	664	221
Flex Benefits - Admin Fee	18	18	12	17	5
Flex Benefits - Employee	-	-	1,885	2,013	128
VRS Health Insurance Credit	20	13	10	14	4
PERSONNEL	7,911	11,335	10,500	14,800	4,300
Repairs & Maintenance	3,754	7,085	13,800	13,800	-
CONTRACTUAL SERVICES	3,754	7,085	13,800	13,800	-
Misc Charges & Fees	-	-	500	500	-
Landscaping/Agricultural Supplies	67	461	-	-	-
Building Repair & Maintenance	3,822	2,558	2,500	2,500	-

Highway Maintenance Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Vehicle & Equipment Supplies	3,600	-	100	100	-
Other Operating Supplies	29	-	-	-	-
Streets & Sidewalks	-	336	600	600	-
OTHER CHARGES	7,518	3,355	3,700	3,700	-
TOTAL STORM DRAINAGE	19,183	21,775	28,000	32,300	4,300
STREET LIGHTS					
Repairs & Maintenance	2,482	-	-	-	-
CONTRACTUAL SERVICES	2,482	-	-	-	-
Electrical Services	345,976	371,898	375,000	405,000	30,000
OTHER CHARGES	345,976	371,898	375,000	405,000	30,000
TOTAL STREET LIGHTS	348,458	371,898	375,000	405,000	30,000
SNOW & ICE REMOVAL					
Regular	47,247	30,887	26,603	34,590	7,987
Overtime	33,468	5,851	-	-	-
FICA	6,058	2,751	2,105	2,502	397
VRS-Employer	11,515	5,475	3,815	4,296	481
Insurance-Employer	680	110	74	456	382
Worker's Compensation	4,362	2,271	1,774	2,307	533
Flex Benefits - Admin Fee	84	61	48	48	-
Flex Benefits - Employee	-	-	7,540	5,753	(1,787)
VRS Health Insurance Credit	202	52	40	48	8
PERSONNEL	103,616	47,458	41,999	50,000	8,001
Repairs & Maintenance	459,302	28,933	10,000	10,000	-
Printing & Binding	-	768	-	-	-
CONTRACTUAL SERVICES	459,302	29,701	10,000	10,000	-

Highway Maintenance Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Equipment Fuel	3,722	177	8,000	4,000	(4,000)
Equipment Parts	12,829	7,638	8,000	8,000	-
Equipment Labor	28,846	12,276	14,000	14,000	-
INTERNAL SERVICES	45,397	20,091	30,000	26,000	(4,000)
Electrical Services	783	331	800	800	-
Equipment Rental	2,962	-	3,000	3,000	-
Travel - Convention & Education	5,523	224	1,100	1,100	-
Building Repair & Maintenance	192	9	1,500	1,500	-
Vehicle & Equipment Supplies	7,821	-	-	-	-
Streets & Sidewalks	11,165	10,923	-	-	-
Chemicals	160,707	127,339	60,000	60,000	-
OTHER CHARGES	189,153	138,826	66,400	66,400	-
TOTAL SNOW & ICE REMOVAL	797,468	236,076	148,399	152,400	4,001
TRAFFIC SIGNALS					
Regular	124,779	128,649	161,928	173,285	11,357
Overtime	15,131	8,725	10,000	10,000	-
FICA	10,415	10,058	13,092	13,774	682
VRS-Employer	15,825	17,006	21,890	21,522	(368)
Insurance-Employer	708	351	453	2,287	1,834
Worker's Compensation	9,077	9,003	11,464	12,438	974
Flex Benefits - Admin Fee	214	218	240	240	-
Flex Benefits - Employee	29,706	33,214	37,700	38,411	711
VRS Health Insurance Credit	409	191	243	243	-
PERSONNEL	206,264	207,415	257,010	272,200	15,190
Medical, Dental, & Hospital	150	170	-	-	-
Training/Education	-	-	1,000	-	(1,000)
Repairs & Maintenance	7,396	19,692	9,900	24,600	14,700
Maintenance Service Contracts	5,276	1,761	2,000	2,000	-

Highway Maintenance Fund

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
R & M Street Striping	-	-	-	-	-
Printing & Binding	104	-	100	100	-
Local Media	-	-	-	-	-
Laundry & Dry Cleaning	-	2,066	2,000	500	(1,500)
Miss Utility Service	-	246	300	300	-
CONTRACTUAL SERVICES	12,926	23,935	15,300	27,500	12,200
Equipment Fuel	6,293	7,143	10,000	10,000	-
Equipment Parts	6,095	12,144	10,000	10,000	-
Equipment Labor	8,989	11,474	10,000	10,000	-
INTERNAL SERVICES	21,377	30,761	30,000	30,000	-
Electrical Services	53,498	48,002	60,000	60,000	-
Heating Services	-	1,847	300	300	-
Postal Services	390	488	200	200	-
Telecommunications	4,911	7,649	6,000	6,000	-
Motor Vehicle Insurance	-	3,742	3,400	3,400	-
Equipment Rental	199	1,980	2,500	2,500	-
Mileage & Transportation	-	-	1,050	1,050	-
Travel - Convention & Education	-	2,920	5,250	5,250	-
Dues & Association Memberships	-	-	-	-	-
Background Checks	-	-	-	-	-
Office Supplies	424	395	500	500	-
Landscaping/Agricultural Supplies	-	-	-	-	-
Laundry & Janitorial Services	982	633	1,000	1,000	-
Building Repair & Maintenance	38,502	37,553	70,000	40,000	(30,000)
Vehicle & Equipment Fuels	771	783	2,500	2,500	-
Vehicle & Equipment Supplies	13	449	2,000	2,000	-
Uniforms & Apparel	1,293	1,775	1,700	3,200	1,500
Books & Subscriptions	39	663	300	300	-
Other Operating Supplies	62	589	500	500	-
Signs	16,583	37,739	30,000	40,000	10,000
Computer Supplies	1,603	2,386	2,000	2,000	-

Highway Maintenance Fund

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	BUDGET Inc/-Dec
Pavement Marking Materials	9,306	32,211	30,000	40,000	10,000
OTHER CHARGES	128,576	181,804	219,200	210,700	(8,500)
Motor Vehicle & Equipment	-	-	-	100,000	100,000
CAPITAL	-	-	-	100,000	100,000
TOTAL TRAFFIC SIGNALS	369,143	443,915	521,510	640,400	118,890
TREES DIVISION					
Regular	37,585	39,814	34,798	39,728	4,930
Overtime	392	-	-	-	-
FICA	2,907	3,010	2,694	2,804	110
VRS-Employer	5,025	4,492	3,250	4,934	1,684
Insurance-Employer	227	92	97	524	427
Worker's Compensation	813	879	747	853	106
Flex Benefits - Admin Fee	48	40	48	48	-
Flex Benefits - Employee	6,274	5,506	7,540	5,753	(1,787)
VRS Health Insurance Credit	125	50	52	56	4
PERSONNEL	53,396	53,883	49,226	54,700	5,474
Medical, Dental, & Hospital	115	80	-	-	-
Repairs & Maintenance	81,836	45,556	35,000	34,500	(500)
Vehicle Repairs & Maintenance	5,097	-	-	-	-
Maintenance Service Contracts	-	-	500	500	-
Printing & Binding	100	127	100	100	-
Local Media	-	213	100	100	-
Sanitary Landfill Usage	-	-	200	200	-
CONTRACTUAL SERVICES	87,148	45,976	35,900	35,400	(500)

Highway Maintenance Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Equipment Fuel	1,172	1,225	3,000	3,000	-
Equipment Parts	172	359	-	-	-
Equipment Labor	370	352	-	-	-
INTERNAL SERVICES	1,714	1,936	3,000	3,000	-
Postal Services	42	68	200	200	-
Telecommunications	610	1,624	700	700	-
Motor Vehicle Insurance	-	-	2,000	2,000	-
Mileage & Transportation	-	-	-	-	-
Travel - Convention & Education	125	585	2,100	2,100	-
Dues & Association Memberships	245	-	500	500	-
Office Supplies	99	242	200	200	-
Food & Food Services	93	51	100	100	-
Landscaping/Agricultural Supplies	535	3,435	500	791	291
Laundry & Janitorial Services	61	-	-	-	-
Building Repair & Maintenance	-	-	250	250	-
Vehicle & Equipment Fuels	-	10	250	250	-
Vehicle & Equipment Supplies	166	24	500	500	-
Uniforms & Apparel	274	346	500	500	-
Books & Subscriptions	-	-	50	259	209
Other Operating Supplies	129	277	300	300	-
Chemicals	80	24	250	250	-
OTHER CHARGES	2,459	6,686	8,400	8,900	500
TOTAL TREES DIVISION	144,717	108,481	96,526	102,000	5,474
Equipment Fund	70,000	-	-	-	-
TRANSFERS	70,000	-	-	-	-
TOTAL HIGHWAY MAINT FUND	3,240,181	2,947,578	3,801,000	3,596,000	(205,000)

Transit Fund

Winchester Transit provides public transportation services within the City of Winchester through the following services; six (6) fixed routes, one trolley route, and Americans with Disabilities Act (ADA) complimentary para-transit routes.

Council Goal: Focus on Improvements to Downtown

For several years, implementing a Downtown Tourism Trolley Route that would operate between the Visitor's Center, downtown, and the Museum of the Shenandoah Valley has been considered. The service would be operated between April and October with the primary goal to increase the number of visitors to the downtown area. If this would become an established route, federal funds could possibly be obtained for a portion of the operating costs.

Revenues and Expenditures:

	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Revenue by Classification					
Use of Money	60	30	-	-	-
Charges for Services	89,504	93,114	90,500	95,000	4,500
State Revenue	143,337	120,592	127,900	128,000	100
Federal Revenue	479,943	433,027	533,600	449,000	(84,600)
Non-Revenue Receipts	232,038	29,979	253,000	268,000	15,000
TOTAL REVENUE	944,882	676,742	1,005,000	940,000	(65,000)
Expenditure by Classification					
Personnel Services	544,556	564,537	559,200	609,800	50,600
Contractual Services	36,848	23,820	21,200	29,745	8,545
Internal Services	152,795	202,110	215,000	228,000	13,000
Other Charges	79,779	66,229	47,600	72,455	24,855
Capital	134,052	13,498	162,000	-	(162,000)
TOTAL EXPENDITURES	948,030	870,194	1,005,000	940,000	(65,000)

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Fixed Route Division	8	8	8	9	1
Para Transit Division	3	3	3	3	0
Total	11	11	11	12	1

Transit Fund

REVENUE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Interest Earnings	60	30	-	-	-
USE OF MONEY	60	30	-	-	-
Fixed Route - Meter Fares	62,060	65,987	58,000	66,000	8,000
Fixed Route - Adult Fares	10,116	9,574	10,000	10,000	-
Fixed Route - Half Fares	2,242	3,840	2,000	4,000	2,000
Para transit Meter Fares	3,213	2,951	5,000	3,000	(2,000)
Advertising	4,602	3,600	4,000	4,000	-
Trolley Meter Fares	2,415	1,352	2,000	2,000	-
Para transit Adult Ticket	1,227	-	6,500	1,000	(5,500)
Para transit Half Fare	3,600	5,011	3,000	5,000	2,000
Para transit No Show Fees	8	-	-	-	-
Miscellaneous	21	799	-	-	-
CHARGES FOR SERVICES	89,504	93,114	90,500	95,000	4,500
Formula Assistance	132,641	116,291	126,000	126,000	-
Capital Projects	10,696	4,301	1,900	2,000	100
STATE REVENUE	143,337	120,592	127,900	128,000	100
ARRA Stimulus	-	-	150,000	-	(150,000)
Federal Programs	370,577	406,300	374,000	433,000	59,000
Capital Projects	109,366	26,727	9,600	16,000	6,400
FEDERAL REVENUE	479,943	433,027	533,600	449,000	(84,600)
Insurance Recoveries	7,038	2,979	-	-	-
General Fund	225,000	27,000	253,000	268,000	15,000
NON-REVENUE RECEIPTS	232,038	29,979	253,000	268,000	15,000
TOTAL TRANSIT REVENUE	944,882	676,742	1,005,000	940,000	(65,000)

Transit Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
FIXED ROUTE SERVICE					
Regular	231,216	236,790	233,584	275,850	42,266
Overtime	6,716	15,176	10,000	10,000	-
Part-time Classified	4,941	3,876	4,103	4,185	82
Part-time Non-Classified	13,899	19,695	15,000	15,000	-
FICA	19,196	20,302	18,515	22,340	3,825
VRS-Employer	30,246	31,614	30,962	34,261	3,299
Retirees	8,498	10,675	9,810	11,600	1,790
Insurance-Employer	1,363	639	654	3,642	2,988
SUTA	3,573	-	-	-	-
Worker's Compensation	5,902	6,547	6,111	6,211	100
Flex Benefits - Admin Fee	393	398	398	446	48
Flex Benefits - Employee	49,601	54,872	60,613	48,379	(12,234)
VRS Health Insurance Credit	752	342	350	386	36
PERSONNEL	376,296	400,926	390,100	432,300	42,200
Medical, Dental, & Hospital	1,240	1,180	3,200	1,500	(1,700)
Repairs & Maintenance	20,001	3,016	1,100	1,000	(100)
Vehicle Repair & Maint Services	-	1,390	-	500	500
Maintenance Service Contracts	1,610	2,806	2,100	3,000	900
Printing & Binding	1,360	2,659	6,000	10,000	4,000
Local Media	4,971	5,782	2,000	6,000	4,000
Laundry & Dry Cleaning	7,276	6,562	6,000	6,645	645
CONTRACTUAL SERVICES	36,458	23,395	20,400	28,645	8,245
Equipment Fuel	47,933	70,821	100,000	75,000	(25,000)
Equipment Parts	30,167	37,329	25,000	40,000	15,000
Equipment Labor	45,875	54,428	25,000	55,000	30,000
INTERNAL SERVICES	123,975	162,578	150,000	170,000	20,000

Transit Fund

EXPENDITURES	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Electrical Services	5,684	5,588	5,500	5,500	-
Heating Services	8,704	7,043	7,000	7,000	-
Water & Sewer	2,296	2,367	1,500	1,500	
Postal Services	214	217	350	300	(50)
Telecommunications	1,685	2,717	1,400	3,500	2,100
Property Insurance	1,629	1,225	3,700	3,700	-
Motor Vehicle Insurance	15,477	10,330	15,000	15,000	-
General Liability Insurance	2,219	1,844	2,200	2,200	-
Office Equipment Rental	372	115	500	-	(500)
Mileage	59	-	100	-	(100)
Travel - Convention & Education	-	-	800	800	-
Dues & Association Memberships	616	616	550	620	70
Background Checks	-	-	-	235	235
Office Supplies	639	2,838	2,500	2,500	-
Food & Food Service	713	726	500	500	-
Medical & Laboratory	147	459	-	500	500
Laundry & Janitorial Services	2,213	6,418	2,000	2,500	500
Building Repair & Maintenance	233	184	300	200	(100)
Vehicle & Equipment Fuels	10	-	-	-	-
Vehicle & Equipment Supplies	12	1,097	200	200	-
Uniforms & Apparel	65	234	-	500	500
Other Operating Supplies	32,397	22,211	2,000	25,000	23,000
Computer Supplies	4,395	-	1,500	-	(1,500)
Awards, Plaques, Other	-	-	-	200	200
OTHER CHARGES	79,779	66,229	47,600	72,455	24,855
Facilities Construction	-	13,498	-	-	-
Machinery & Equipment	-	-	162,000	-	(162,000)
Depreciation Expense	134,052	-	-	-	-
CAPITAL	134,052	13,498	162,000	-	(162,000)

Transit Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
TOTAL FIXED ROUTE SERVICE	750,560	666,626	770,100	703,400	(66,700)
PARATRANSIT SERVICE					
Regular	82,906	79,921	81,037	86,632	5,595
Overtime	3,939	5,614	-	-	-
Part-time Non-Classified	-	-	-	-	-
FICA	6,454	6,084	5,897	6,385	488
VRS-Employer	10,914	11,096	11,621	10,760	(861)
Insurance-Employer	497	217	227	1,143	916
Worker's Compensation	2,783	2,698	2,932	2,790	(142)
Flex Benefits - Admin Fee	145	141	144	144	-
Flex Benefits - Employee	14,894	19,705	22,620	25,225	2,605
VRS Health Insurance Credit	272	116	122	121	(1)
PERSONNEL	122,804	125,592	124,600	133,200	8,600
Medical, Dental, & Hospital	315	200	600	600	-
CONTRACTUAL SERVICES	315	200	600	600	-
Equipment Fuel	11,342	11,802	25,000	15,000	(10,000)
Equipment Parts	1,464	2,438	5,000	3,000	(2,000)
Equipment Labor	2,915	4,653	5,000	5,000	-
INTERNAL SERVICES	15,721	18,893	35,000	23,000	(12,000)
TOTAL PARATRANSIT SERVICE	138,840	144,685	160,200	156,800	(3,400)
TROLLEY ROUTES					
Overtime	1,906	1,247	-	-	-
Part-time Non-classified	39,111	33,057	40,000	40,000	-
FICA	3,138	2,624	3,211	3,011	(200)
Worker's Compensation	1,301	1,091	1,289	1,289	-
PERSONNEL	45,456	38,019	44,500	44,300	(200)

Transit Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Medical, Dental, & Hospital	75	225	200	500	300
CONTRACTUAL SERVICES	75	225	200	500	300
Equipment Fuel	6,018	5,469	12,000	14,400	2,400
Equipment Parts	2,060	8,432	3,000	8,300	5,300
Equipment Labor	5,021	6,738	15,000	12,300	(2,700)
INTERNAL SERVICES	13,099	20,639	30,000	35,000	5,000
TOTAL TROLLEY ROUTES	58,630	58,883	74,700	79,800	5,100
TOTAL TRANSIT EXPENDITURES	948,030	870,194	1,005,000	940,000	(65,000)

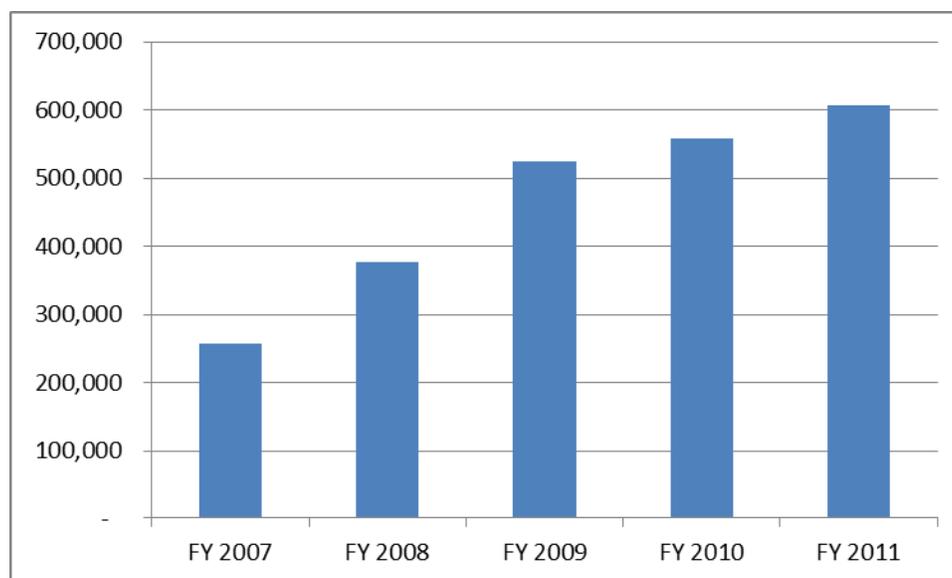
Emergency Medical Services (EMS) Fund

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

Goals and Objectives:

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

EMS Reserve Funds by Year:



Revenue and Expenditure Summary:

	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Revenue by Classification					
Revenue Use of Money	7,814	5,625	5,000	5,000	-
Charges for Services	816,622	860,392	840,000	860,000	20,000
Non-Revenue Receipts	-	-	39,000	53,000	14,000
TOTAL REVENUE	824,436	866,017	884,000	918,000	34,000
			FY 2012		FY 2013
City of Winchester		198			FY 2013 Budget

Emergency Medical Services (EMS) Fund

	FY 2010 ACTUAL	FY 2011 ACTUAL	ORIGINAL BUDGET	FY 2013 ADOPTED	BUDGET Inc/-Dec
Expenditure by Classification					
Personnel Services	474,287	522,193	581,200	615,200	34,000
Contractual Services	230,418	233,414	231,450	241,450	10,000
Other Charges	86,719	60,287	71,350	61,350	(10,000)
TOTAL EXPENDITURES	791,424	815,894	884,000	918,000	34,000

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Administration	1	1	1	1	0
Firefighters	8	8	8	8	0
Total	9	9	9	9	0

Revenue Detail:

	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Interest Earnings	7,814	5,625	5,000	5,000	-
REVENUE USE OF MONEY	7,814	5,625	5,000	5,000	-
EMS Transport Fees	816,622	860,392	840,000	860,000	20,000
CHARGES FOR SERVICES	816,622	860,392	840,000	860,000	20,000
Fund Balance	-	-	39,000	53,000	14,000
NON-REVENUE RECEIPTS	-	-	39,000	53,000	14,000
TOTAL REVENUE	824,436	866,017	884,000	918,000	34,000

Emergency Medical Services (EMS) Fund

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Regular	256,504	278,053	313,546	428,678	115,132
Overtime	6,853	6,198	11,056	11,000	(56)
Mandatory Overtime	77,755	88,482	85,000	-	(85,000)
FICA	25,512	27,388	31,439	32,855	1,416
VRS-Employer	42,182	48,829	52,806	51,503	(1,303)
VRS-LODA	-	-	-	4,000	4,000
Retirees	3,549	4,484	5,000	9,500	4,500
Insurance-Employer	1,849	977	1,065	5,474	4,409
Worker's Compensation	9,250	10,227	12,425	13,541	1,116
Flex Benefits - Admin Fee	382	427	432	432	-
Flex Benefits - Employee	49,405	56,605	67,860	57,636	(10,224)
VRS Health Insurance Credit	1,046	523	571	581	10
PERSONNEL	474,287	522,193	581,200	615,200	34,000
Medical, Dental, & Hospital	3,335	2,273	3,000	10,500	7,500
Hepatitis Maintenance Program	62	-	-	-	-
Other Professional Services	52,802	56,055	54,000	56,500	2,500
Computer Services	340	340	350	350	-
Printing & Binding	1,014	1,062	1,100	1,100	-
Local Media	446	1,500	600	600	-
Laundry & Dry Cleaning Services	2,419	2,184	2,400	2,400	-
Volunteer Fire Stations	170,000	170,000	170,000	170,000	-
CONTRACTUAL SERVICES	230,418	233,414	231,450	241,450	10,000

Emergency Medical Services (EMS) Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Postal Services	292	23	1,000	500	(500)
Telecommunications	678	564	650	650	-
Office Equipment Rental	351	337	400	400	-
Travel - Convention & Education	260	4,996	500	500	-
Volunteer Fire Department	50,659	30,284	40,000	30,500	(9,500)
Misc. Charges & Fees	5,360	4,192	4,500	4,500	-
Background Checks	-	89	-	-	-
Office Supplies	227	312	500	500	-
Medical Laboratory	20,511	15,599	20,450	20,450	-
Vehicle & Equipment Fuels	-	32	50	50	-
Uniforms & Apparel	6,956	2,127	1,000	1,000	-
Books & Subscriptions	185	198	200	200	-
Other Operating Supplies	1,072	384	2,100	2,100	-
Computer Supplies	168	1,150	-	-	-
OTHER CHARGES	86,719	60,287	71,350	61,350	(10,000)
TOTAL EMS FUND	791,424	815,894	884,000	918,000	34,000

Winchester-Frederick County Convention & Visitors Bureau Fund

The Winchester-Frederick County Convention & Visitors Bureau (CVB) is the official tourism promotional organization for the City of Winchester and Frederick County. The CVB promotes tourism-related service providers, organizations, attractions, museums and points of interest by marketing our community as a destination so the City of Winchester and Frederick County will benefit either directly or indirectly.

Goals and Objectives:

- Continue cooperative advertising partnerships with regional tourism entities.
- Conduct sales missions and attend travel shows targeting tour operators.
- Develop media relationships through familiarization tours and press kits.
- Study research tracking methods and determine best method of tourism measurement for CVB.
- Increase revenue through duratran rental, co-op advertising with local partners, and gift shop sales.

Revenue and Expenditure Summary:

	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Revenue by Classification					
Revenue Use of Money	190	269	-	-	-
Miscellaneous Revenue	158,604	136,436	130,500	135,500	5,000
Non-Revenue Receipts	100,500	100,500	100,500	150,500	50,000
TOTAL REVENUE	259,294	237,205	231,000	286,000	55,000
Expenditure by Classification					
Personnel Services	142,986	109,384	132,180	137,200	5,020
Contractual Services	63,339	40,308	43,720	95,200	51,480
Other Charges	47,270	47,108	55,100	53,600	(1,500)
TOTAL EXPENDITURES	253,595	196,800	231,000	286,000	55,000

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Administration	2	2	1.5	1.5	0
Total	2	2	1.5	1.5	0

Winchester-Frederick County Convention & Visitors Bureau Fund

Revenue Detail:

REVENUE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Interest Earnings	190	269	-	-	-
REVENUE USE OF MONEY	190	269	-	-	-
Special Projects	37,616	16,433	12,000	12,000	-
Gift Shop Sales	20,351	19,503	18,000	23,000	5,000
Frederick County	100,637	100,500	100,500	100,500	-
MISC REVENUE	158,604	136,436	130,500	135,500	5,000
General Fund	100,500	100,500	100,500	100,500	
Fund Balance	-	-	-	50,000	50,000
NON-REVENUE RECEIPTS	100,500	100,500	100,500	150,500	50,000
TOTAL TOURISM FUND	259,294	237,205	231,000	286,000	55,000

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Regular	80,055	54,077	70,335	74,568	4,233
Part-time Non-classified	31,260	32,400	33,824	34,000	176
FICA	8,355	6,597	5,681	7,817	2,136
VRS-Employer	9,692	6,906	9,388	9,261	(127)
Retirees	789	996	1,110	1,600	490
Insurance-Employer	476	136	197	984	787
SUTA	-	434	-	-	-
PERSONNEL	142,986	109,384	132,180	137,200	5,020

Winchester-Frederick County Convention & Visitors Bureau Fund

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	BUDGET Inc/-Dec
Medical, Dental, & Hospital	120	120	-	-	-
Other Professional Services	10,576	3,242	3,150	6,500	3,350
Maintenance Contracts	1,234	851	1,250	1,250	-
Printing & Binding	20,858	5,624	5,000	3,000	(2,000)
Local Media	30,551	26,496	34,320	84,450	50,130
Other Purchased Services	-	3,975	-	-	-
CONTRACTUAL SERVICES	63,339	40,308	43,720	95,200	51,480
Electrical Services	-	174	-	-	-
Postal Services	3,399	5,553	5,000	5,000	-
Telecommunications	3,052	2,918	3,500	3,500	-
Property Insurance	1,999	1,167	1,500	1,500	-
General Liability Insurance	508	454	500	500	-
Office Equipment Rental	1,951	1,778	2,500	2,500	-
Building Rental	15,900	11,925	16,500	17,000	500
Mileage & Transportation	1,742	1,232	2,000	2,000	-
Travel - Convention & Education	1,898	804	2,000	2,000	-
Dues & Association Memberships	2,265	1,760	2,000	2,000	-
Misc. Charges & Fees	351	604	1,000	1,000	-
Office Supplies	753	739	1,000	1,000	-
Food & Food Service	325	605	1,000	2,000	1,000
Laundry & Janitorial	-	2	-	-	-
Books & Subscriptions	215	199	400	400	-
Other Operating Supplies	679	815	1,000	400	(600)
Merchandise for Resale	12,131	12,688	12,000	12,000	-
Computer Supplies	-	3,633	3,000	600	(2,400)
Awards, Plaques, Other	102	58	200	200	-
OTHER CHARGES	47,270	47,108	55,100	53,600	(1,500)
TOTAL CVB FUND	253,595	196,800	231,000	286,000	55,000

Law Library Fund

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

Goals and Objectives:

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

Revenues and Expenditures:

REVENUE	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Interest Earnings	475	518	-	-	-
USE OF MONEY	475	518	-	-	-
City Fees	37,750	40,208	23,000	36,000	13,000
County Fees	11,820	13,744	7,000	14,000	7,000
CHARGES FOR SERVICES	49,570	53,952	30,000	50,000	20,000
TOTAL REVENUE LAW LIBRARY FUND	50,045	54,470	30,000	50,000	20,000

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Part-time Non-classified	6,035	6,035	6,000	6,000	-
PERSONNEL	6,035	6,035	6,000	6,000	-
Maintenance Service Contracts	957	1,052	900	900	
Printing & Binding	25	-	-	-	
CONTRACTUAL SERVICES	982	1,052	900	900	-

Law Library Fund

EXPENDITURES	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Telecommunications	1,439	1,342	1,500	2,000	500
Books & Subscriptions	21,797	22,966	20,300	30,000	9,700
Other Operating Supplies	-	-	200	6,100	5,900
Computer Supplies	-	-	1,100	5,000	3,900
OTHER CHARGES	23,236	24,308	23,100	43,100	20,000
TOTAL EXPEND LAW LIBRARY FUND	30,253	31,395	30,000	50,000	20,000

Winchester Parking Authority Fund

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

Goals and Objectives:

- To plan for future parking needs.
- Collaborate with other departments to make sure they have parking for future projects and businesses.
- Continue preventative maintenance on all garages and equipment to maintain good operations and cut costs.
- Address the capital needs of the garages including, renovation priorities and repair needs over the next 2-5 years.
- Continue to seek new technologies for our parking operation.

Revenue and Expenditure Summary:

	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Revenue by Classification					
Local Revenue	125,490	153,069	132,000	133,000	1,000
Charges for Services	605,612	714,588	724,000	862,000	138,000
Miscellaneous Revenue	672	5,699	-	-	-
Non-Revenue Receipts	-	-	266,000	105,000	(161,000)
TOTAL REVENUE	731,774	873,356	1,122,000	1,100,000	(22,000)
Expenditure by Classification					
Personnel Services	385,150	366,696	320,050	317,100	(2,950)
Contractual Services	32,169	106,959	42,900	35,600	(7,300)
Internal Services	3,412	2,042	3,800	4,300	500
Other Charges	150,453	141,747	173,250	163,000	(10,250)
Capital	202,216	204,738	-	-	-
Debt	429,204	421,163	582,000	580,000	(2,000)
TOTAL EXPENDITURES	1,202,604	1,243,345	1,122,000	1,100,000	(22,000)

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Administration	7.5	7.5	5	5	0
Parking Enforcement	1	1	1	1	0
Total	8.5	8.5	6	6	0
City of Winchester	207		FY 2013 Budget		

Winchester Parking Authority Fund

Revenue Detail:

REVENUE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Other Local Taxes	12,500	-	-	-	-
Parking Fines	97,560	142,134	126,000	130,000	4,000
Interest Earnings	15,430	10,935	6,000	3,000	(3,000)
LOCAL REVENUE	125,490	153,069	132,000	133,000	1,000
Parking Meters - On Street	70,951	94,992	90,000	89,000	(1,000)
Parking Meters - Off Street	39,007	38,486	40,000	40,000	-
Auto Park Fees - Court Square	36,895	33,736	36,000	50,000	14,000
Auto Park Fees - Loudoun	16,360	14,622	13,000	20,000	7,000
Auto Park Fees - Braddock	49,572	49,884	50,000	75,000	25,000
Auto Park Fees - GW	48,413	61,818	45,000	80,000	35,000
Parking - Off Street Rental	15,900	23,654	15,000	30,000	15,000
Auto Park Rent - Court Square	109,377	113,246	130,000	154,000	24,000
Auto Park Rent - Loudoun	67,694	94,652	120,000	111,000	(9,000)
Auto Park Rent - Braddock	51,374	57,361	60,000	53,000	(7,000)
Auto Park Rent - GW	96,919	129,187	120,000	150,000	30,000
Validated Parking - DDB	3,150	2,950	5,000	10,000	5,000
CHARGES FOR SERVICES	605,612	714,588	724,000	862,000	138,000
VML Grant	-	2,995	-	-	-
Sales of Surplus Property	445	-	-	-	-
Other	227	2,704	-	-	-
MISCELLANEOUS REVENUE	672	5,699	-	-	-
Fund Balance	-	-	266,000	105,000	(161,000)
NON-REVENUE RECEIPTS	-	-	266,000	105,000	(161,000)
TOTAL WPA REVENUE	731,774	873,356	1,122,000	1,100,000	(22,000)

Winchester Parking Authority Fund

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
WPA ADMINISTRATION					
Regular	236,603	212,957	173,534	181,979	8,445
Overtime	4,581	2,232	10,000	2,000	(8,000)
Part-time Classified	-	1,094	2,735	2,790	55
FICA	18,465	16,521	14,461	13,956	(505)
VRS-Employer	27,966	31,156	24,885	22,602	(2,283)
Retirees	7,512	9,305	7,400	6,310	(1,090)
Insurance-Employer	1,233	609	486	2,402	1,916
Worker's Compensation	3,317	3,305	3,501	3,295	(206)
Flex Benefits - Admin Fee	332	334	250	250	-
Flex Benefits - Employee	42,205	45,351	37,895	34,561	(3,334)
VRS Health Insurance Credit	696	326	260	255	(5)
PERSONNEL	342,910	323,190	275,407	270,400	(5,007)
Engineering & Architect	-	67,665	-	-	-
Legal Services	-	2,841	-	-	-
Other Professional Services	-	475	-	-	-
Temporary Help/Other	-	115	-	200	200
Repairs & Maintenance	586	20	250	250	-
Vehicle Repair & Maint Services	20	-	250	250	-
Printing & Binding	2,232	4,412	2,500	2,500	-
Local Media	-	552	-	-	-
Laundry & Dry Cleaning	484	504	500	1,000	500
CONTRACTUAL SERVICES	3,322	76,584	3,500	4,200	700
Equipment Fuel	927	1,024	2,000	2,000	-
Equipment Parts	929	430	500	1,000	500

Winchester Parking Authority Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Equipment Labor	1,364	280	1,000	1,000	-
Copier Charges	192	308	300	300	-
INTERNAL SERVICES	3,412	2,042	3,800	4,300	500
Postal Services	115	88	200	200	-
Telecommunications	141	1,406	1,000	1,000	-
Motor Vehicle Insurance	1,600	983	2,000	1,500	(500)
General Liability Insurance	2,773	2,996	3,500	3,500	-
Mileage	-	360	-	200	200
Travel - Convention & Education	-	474	1,500	1,500	-
Dues & Association Memberships	-	100	-	100	100
Misc Charges & Fees	1,757	3,542	1,000	7,000	6,000
Office Supplies	833	356	750	750	-
Food & Food Service	53	48	300	200	(100)
Landscaping/Agricultural Supplies	-	24	-	50	50
Vehicle & Equipment Supplies	95	8	100	100	-
Uniforms & Apparel	106	117	500	-	(500)
Books & Subscriptions	-	-	200	-	(200)
Other Operating Supplies	1,908	1,849	2,500	3,500	1,000
Chemicals	367	360	500	500	-
Computer Equipment Supplies	346	103	1,500	1,500	-
OTHER CHARGES	10,094	12,814	15,550	21,600	6,050
Depreciation Expense	202,216	204,738	-	-	-
CAPITAL	202,216	204,738	-	-	-
TOTAL WPA ADMINISTRATION	561,954	619,368	298,257	300,500	2,243

Winchester Parking Authority Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
OFF-STREET LOTS					
Repairs & Maintenance	-	272	500	500	-
CONTRACTUAL SERVICES	-	272	500	500	-
Electrical Services	4,805	4,957	5,000	5,000	-
Rent - Parking Lots	6,160	5,700	6,500	6,500	-
Landscaping/Agricultural Supplies	-	236	200	200	-
Repairs & Maintenance	1,028	65	500	500	-
Other Operating Supplies	17,780	872	17,000	12,300	(4,700)
OTHER CHARGES	29,773	11,830	29,200	24,500	(4,700)
TOTAL OFF-STREET LOTS	29,773	12,102	29,700	25,000	(4,700)
BRADDOCK AUTOPARK					
Repairs & Maintenance	-	4,777	1,000	2,000	1,000
Maintenance Service Contracts	1,217	35	1,000	-	(1,000)
CONTRACTUAL SERVICES	1,217	4,812	2,000	2,000	-
Electrical Services	12,086	12,064	13,000	13,000	-
Water & Sewer	598	654	1,000	500	(500)
Telecommunications	1,864	2,189	2,000	2,200	200
Property Insurance	3,186	3,287	3,300	3,300	-
Misc Charges & Fees	-	-	2,000	-	(2,000)
Office Supplies	54	9	100	-	(100)
Laundry & Janitorial	1,317	1,052	1,300	1,000	(300)
Repair & Maintenance	559	1,077	2,100	2,100	-
Other Operating Supplies	19	3,135	500	-	(500)
OTHER CHARGES	19,683	23,467	25,300	22,100	(3,200)
TOTAL BRADDOCK AUTOPARK	20,900	28,279	27,300	24,100	(3,200)

Winchester Parking Authority Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
COURT SQUARE AUTOPARK					
Repairs & Maintenance	5,376	6,211	5,300	5,300	-
Landscaping	-	-	1,000	-	(1,000)
Maintenance Service Contracts	1,345	1,902	5,000	2,000	(3,000)
CONTRACTUAL SERVICES	6,721	8,113	11,300	7,300	(4,000)
Electrical Services	19,980	20,789	20,000	20,000	-
Telecommunications	3,436	3,457	3,500	1,800	(1,700)
Property Insurance	4,362	4,011	4,500	4,500	-
Misc Charges & Fees	-	-	1,800	-	(1,800)
Office Supplies	59	5	100	-	(100)
Laundry & Janitorial	1,040	1,568	1,600	1,600	-
Repair & Maintenance	1,484	2,891	2,000	800	(1,200)
Other Operating Supplies	-	59	100	100	-
OTHER CHARGES	30,361	32,780	33,600	28,800	(4,800)
TOTAL COURT SQUARE AUTOPARK	37,082	40,893	44,900	36,100	(8,800)
LOUDOUN AUTOPARK					
Repairs & Maintenance	11,629	641	5,000	5,000	-
Maintenance Service Contracts	1,524	1,446	5,500	1,500	(4,000)
CONTRACTUAL SERVICES	13,153	2,087	10,500	6,500	(4,000)
Electrical Services	19,100	19,972	20,000	20,000	-
Water & Sewer	749	1,166	800	1,000	200
Telecommunications	2,727	2,696	3,000	2,000	(1,000)
Property Insurance	4,096	3,765	4,100	4,100	-
Misc Charges & Fees	-	-	1,200	-	(1,200)
Office Supplies	36	-	100	-	(100)
Laundry & Janitorial	1,652	1,033	2,000	2,000	-

Winchester Parking Authority Fund

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Repair & Maintenance	929	1,780	2,000	2,000	-
Other Operating Supplies	478	50	500	500	-
OTHER CHARGES	29,767	30,462	33,700	31,600	(2,100)
TOTAL LOUDOUN AUTOPARK	42,920	32,549	44,200	38,100	(6,100)
PARKING ENFORCEMENT					
Regular	28,952	29,790	29,619	31,699	2,080
Overtime	365	115	500	500	-
FICA	2,025	2,046	2,126	2,146	20
VRS-Employer	3,884	4,159	4,247	3,937	(310)
Insurance-Employer	177	81	83	418	335
Worker's Compensation	419	417	436	456	20
Flex Benefits - Admin Fee	48	48	48	48	-
Flex Benefits - Employee	6,274	6,806	7,540	7,452	(88)
VRS Health Insurance Credit	96	44	44	44	-
PERSONNEL	42,240	43,506	44,643	46,700	2,057
Repairs & Maintenance	2,200	-	2,200	2,200	-
Maintenance Service Contracts	-	-	2,200	2,200	-
Printing & Binding	-	474	1,200	1,200	-
Laundry & Dry Cleaning	309	530	500	500	-
CONTRACTUAL SERVICES	2,509	1,004	6,100	6,100	-
Telecommunications	228	256	200	300	100
Uniforms & Apparel	89	143	300	300	-
Other Operating Supplies	-	-	100	100	-
OTHER CHARGES	317	399	600	700	100
TOTAL PARKING ENFORCEMENT	45,066	44,909	51,343	53,500	2,157

Winchester Parking Authority Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
GEORGE WASHINGTON AUTOPARK					
Repairs & Maintenance	3,642	7,715	3,000	3,000	-
Maintenance Service Contracts	1,605	6,372	6,000	6,000	-
CONTRACTUAL SERVICES	5,247	14,087	9,000	9,000	-
Electrical Services	20,157	19,219	20,000	20,000	-
Water & Sewer	803	575	1,000	1,000	-
Telecommunications	1,319	1,856	4,000	2,500	(1,500)
Property Insurance	4,535	5,004	5,000	5,000	-
Misc Charges & Fees	2,084	2,053	1,800	-	(1,800)
Laundry & Janitorial	614	597	2,000	1,700	(300)
Repair & Maintenance	260	424	1,000	2,000	1,000
Other Operating Supplies	361	267	500	500	-
Computer Equipment/Supplies	325	-	-	1,000	1,000
OTHER CHARGES	30,458	29,995	35,300	33,700	(1,600)
TOTAL GW AUTOPARK	35,705	44,082	44,300	42,700	(1,600)
DEBT					
Principal	-	-	160,000	165,000	5,000
Interest	429,204	421,163	422,000	415,000	(7,000)
TOTAL DEBT SERVICE	429,204	421,163	582,000	580,000	(2,000)
TOTAL WPA EXPENDITURES	1,202,604	1,243,345	1,122,000	1,100,000	(22,000)

City Capital Improvement Fund

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

Revenue and Expenditure Summary:

	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Revenue by Classification					
Miscellaneous Revenue	-	3,160	18,000	150,000	132,000
Recovered Costs	-	8,127	-	-	-
State Revenue	857,872	2,336	300,000	5,870,000	5,570,000
Federal Revenue	1,038,453	-	800,000	2,060,000	1,260,000
Non-Revenue Receipts	3,600,000	294,400	1,779,000	6,360,000	4,581,000
TOTAL REVENUE	5,496,325	308,023	2,897,000	14,440,000	11,543,000
Expenditure by Classification					
Public Safety	-	111,217	1,000,000	3,500,000	2,500,000
Public Works	4,628,441	199,914	1,360,000	9,675,000	8,315,000
Parks, Recreation, Cultural	867,919	46,873	537,000	1,265,000	728,000
Transfers	150,000	-	-	-	-
TOTAL EXPENDITURES	5,646,360	358,004	2,897,000	14,440,000	11,543,000

City Capital Improvement Fund

Revenue Detail:

REVENUE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Parks & Recreation	-	-	18,000	-	(18,000)
Capital Projects	-	3,160	-	-	-
Frederick County	-	-	-	150,000	150,000
MISC REVENUE	-	3,160	18,000	150,000	132,000
Public Works	-	8,127	-	-	-
RECOVERED COSTS	-	8,127	-	-	-
Street & Highway Maintenance	857,872	-	250,000	900,000	650,000
State Grants	-	2,336	50,000	4,970,000	4,920,000
STATE REVENUE	857,872	2,336	300,000	5,870,000	5,570,000
ISTEA Grant	802,470	-	200,000	800,000	600,000
Transportation Improvement	235,983	-	600,000	1,260,000	660,000
FEDERAL REVENUE	1,038,453	-	800,000	2,060,000	1,260,000
Sale of Bonds	-	-	1,000,000	-	(1,000,000)
General Fund	3,600,000	294,400	75,000	4,320,000	4,645,000
Fund Balance	-	-	704,000	2,040,000	936,000
NON-REVENUE RECEIPTS	3,600,000	294,400	1,779,000	6,360,000	4,581,000
TOTAL REVENUE CIP FUND	5,496,325	308,023	2,897,000	14,440,000	11,543,000

City Capital Improvement Fund

Expenditure Detail:

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Communication Equipment	-	111,217	1,000,000	3,500,000	2,500,000
PUBLIC SAFETY	-	111,217	1,000,000	3,500,000	2,500,000
Road Improvements	27,567	183,183	-	4,900,000	4,900,000
Valley Avenue Drainage	-	-	-	700,000	700,000
Storm Sewer Improvements	-	-	260,000	2,100,000	1,840,000
Old Town Mall Improvements	-	-	-	600,000	600,000
Pedestrian Signals	549,269	-	-	-	-
Traffic Signals	3,906,273	-	225,000	-	(225,000)
Refuse Truck	145,332	-	-	-	-
Phone System	-	16,731	-	-	-
Generator	-	-	375,000	375,000	-
JJC Improvements	-	-	-	300,000	300,000
Transit Building	-	-	500,000	700,000	200,000
PUBLIC WORKS	4,628,441	199,914	1,360,000	9,675,000	8,315,000
Equipment Replacement	-	46,873	-	-	-
Green Circle	867,919	-	250,000	1,000,000	750,000
Barnett Park Improvements	-	-	287,000	265,000	(22,000)
PARKS, REC, CULTURAL	867,919	46,873	537,000	1,265,000	728,000
Transfers	150,000	-	-	-	-
TRANSFERS	150,000	-	-	-	-
TOTAL EXPENDITURES CIP FUND	5,646,360	358,004	2,897,000	14,440,000	11,543,000

Utilities Fund

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

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

Within the adopted FY2013 budget, the following City Council goals are specifically addressed by Utilities and Engineering:

Council Goal: Focus on Improvements to Downtown

Council Goal: Continue Investing in the City's Infrastructure

Utilities and Engineering is planning to complete two major projects in FY2013:

- **Indian Alley Improvements Project**
- **Pedestrian Mall Improvements Project**

Estimated Cost: \$7 million

Both of these projects will be replace the underground water and sewer infrastructure that is very old and in poor condition. The Pedestrian Mall Project will also provide an opportunity for the City to make additional improvements to enhance the Mall. The funding for both of these projects has already been obtained from the Virginia Resources Authority.

Outcome Measures:

	FY 2010	FY 2011	FY 2012 (Estimated)	FY 2013 (Proposed)
Linear Feet of Water Mains Replaced	18,300	2,500	12,000	6,200

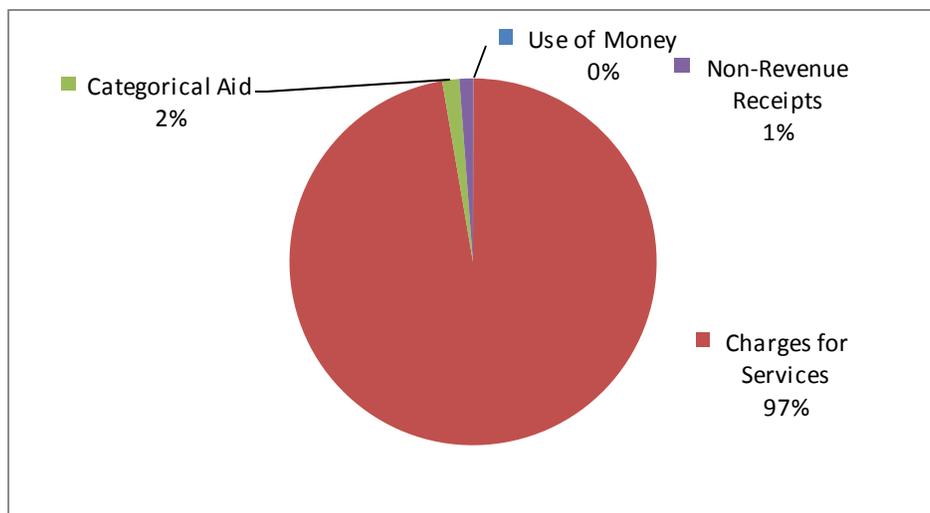
Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Administration	4.8	4.8	4.8	4.85	0.05
Source of Supply	12.33	12.33	12.33	12.33	0
Sewer Division	17.67	17.67	17.67	17.67	0
Engineering	5	5	5	5	0
Total	39.8	39.8	39.8	39.85	0.05

Utilities Fund

Revenue Summary:

Revenue Sources	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Use of Money	21,634	5,905	19,000	6,000	(13,000)
Charges for Services	14,409,434	15,321,844	16,800,000	18,778,000	1,978,000
Miscellaneous Revenue	2,875	1,856	3,000	2,000	(1,000)
Recovered Costs	930,545	291,568	-	-	-
Categorical Aid	-	-	145,000	289,000	144,000
Non-Revenue Receipts	23,278,908	15,651,626	1,338,000	232,000	(1,106,000)
TOTAL REVENUE	38,643,396	31,272,799	18,305,000	19,307,000	1,002,000



Revenue Detail:

REVENUE	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Interest Earnings	17,784	2,055	15,000	2,000	(13,000)
Rental Rec Prop/Facility	3,850	3,850	4,000	4,000	-
USE OF MONEY	21,634	5,905	19,000	6,000	(13,000)

Utilities Fund

REVENUE	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Sale of Water	7,809,603	8,303,557	9,136,000	10,240,000	1,104,000
Sale of Sewer	6,410,310	6,811,379	7,466,000	8,370,000	904,000
Reconnection Charges	37,530	32,595	40,000	10,000	(30,000)
Special Sewer	8,074	6,282	3,000	3,000	-
Lab Service Charges	5,120	5,850	5,000	5,000	-
Penalties	133,353	161,945	150,000	150,000	-
TV Inspections	5,419	236	-	-	-
Meter Testing	25	-	-	-	-
CHARGES FOR SERVICES	14,409,434	15,321,844	16,800,000	18,778,000	1,978,000
Bad Checks	2,875	1,845	3,000	2,000	(1,000)
Sale of Surplus Property	-	11	-	-	-
MISC REVENUE	2,875	1,856	3,000	2,000	(1,000)
Miscellaneous	35,975	918	-	-	-
Capital Contribution	894,570	290,650	-	-	-
RECOVERED COSTS	930,545	291,568	-	-	-
ARRA - Stimulus	-	-	145,000	289,000	144,000
CATEGORICAL AID	-	-	145,000	289,000	144,000
Insurance Recoveries	40,878	-	-	-	-
Utilities Fund	23,238,030	15,651,626	1,338,000	232,000	(1,106,000)
NON-REVENUE RECEIPTS	23,278,908	15,651,626	1,338,000	232,000	(1,106,000)
TOTAL UTILITIES REVENUE	38,643,396	31,272,799	18,305,000	19,307,000	1,002,000

Utilities Fund

Expenditure Summary:

Expenditure by Division	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL	ADOPTED	BUDGET
			BUDGET		Inc/-Dec
Administration	456,644	487,084	698,500	780,000	81,500
Source of Supply	2,395,426	2,478,708	2,590,300	2,533,100	(57,200)
Transmission/Distribution	1,890,584	1,740,234	2,005,500	1,983,200	(22,300)
FWSA Service Fee	2,680,428	2,656,566	3,000,000	2,900,000	(100,000)
Engineering	2,366,219	2,949,911	469,700	471,600	1,900
Insurance	108,393	106,674	113,000	123,000	10,000
Interfund Transfers	15,436,204	14,516,591	1,600,000	1,600,000	-
Debt Service	864,327	2,176,957	7,828,000	8,916,100	1,088,100
TOTAL EXPENDITURES	26,198,225	27,112,725	18,305,000	19,307,000	1,002,000

Expenditure by Classification

Personnel Services	2,360,926	2,340,061	2,533,350	2,698,200	164,850
Contractual Services	1,033,915	1,076,077	1,130,750	1,023,000	(107,750)
Internal Services	92,924	84,443	94,900	98,500	3,600
Other Charges	1,691,141	1,612,076	1,910,000	1,868,200	(41,800)
Capital	1,929,967	2,543,280	95,000	80,000	(15,000)
FWSA Service Fee	2,680,428	2,656,566	3,000,000	2,900,000	(100,000)
Insurance	108,393	106,674	113,000	123,000	10,000
Interfund Transfers	15,436,204	14,516,591	1,600,000	1,600,000	-
Debt Service	864,327	2,176,957	7,828,000	8,916,100	1,088,100
TOTAL EXPENDITURES	26,198,225	27,112,725	18,305,000	19,307,000	1,002,000

Utilities Fund

Expenditure Detail:

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
ADMINISTRATION					
Regular	241,416	239,912	251,855	309,955	58,100
Overtime	47	142	400	400	-
FICA	18,044	17,872	18,115	22,092	3,977
VRS-Employer	31,867	33,047	34,849	38,496	3,647
Retirees	15,381	19,929	21,900	41,950	20,050
Insurance-Employer	1,477	655	705	4,091	3,386
Worker's Compensation	362	363	383	472	89
Flex Benefits - Admin Fee	203	198	221	233	12
Flex Benefits - Employee	26,477	26,492	27,144	29,077	1,933
VRS Health Insurance Credit	793	351	378	434	56
PERSONNEL	336,067	338,961	355,950	447,200	91,250
Medical, Dental, & Hospital	-	160	250	200	(50)
Engineering & Architect	-	-	75,000	75,000	-
Other Professional Services	-	1,142	-	-	-
Travel - Convention & Education	-	5,610	7,000	7,000	-
Employment Agencies	-	292	-	-	-
Repairs & Maintenance	-	-	1,000	-	(1,000)
Landscaping	-	3,533	10,000	5,000	(5,000)
Vehicle Repair & Maintenance Services	343	52	2,000	2,000	-
Computer Hardware/Software	11,715	15,923	15,000	15,000	-
Printing & Binding	4,535	2,652	4,500	4,500	-
Local Media	702	1,092	2,000	1,800	(200)
Contracted Parking	4,459	5,988	6,300	7,600	1,300
Billing Services	40,290	41,150	45,000	45,000	-
Food Services	-	-	-	2,200	2,200
CONTRACTUAL SERVICES	62,044	77,594	168,050	165,300	(2,750)

Utilities Fund

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL	ADOPTED	BUDGET
			BUDGET		Inc/-Dec
Data Processing	3,600	3,600	3,600	3,600	-
Copier Charges	-	499	1,400	1,400	-
INTERNAL SERVICES	3,600	4,099	5,000	5,000	-
Postal Services	10,325	12,834	8,000	13,000	5,000
Telecommunications	2,726	2,086	4,000	4,000	-
Land	-	4,000	5,000	5,000	-
Mileage & Transportation	-	250	1,000	1,500	500
Travel - Convention & Education	625	1,137	3,000	4,000	1,000
State Health Dept Utility Fee	22,944	23,022	24,000	24,000	-
Dues & Association Memberships	6,345	8,485	7,000	7,000	-
Misc Charges & Fees	-	5,010	5,000	5,000	-
Office Supplies	4,335	4,823	7,000	7,000	-
Food & Food Service	356	300	500	500	-
Vehicle & Equipment Fuels	-	87	250	250	-
Vehicle & Equipment Supplies	-	17	250	250	-
Uniforms & Apparel	-	-	500	500	-
Books & Subscriptions	88	95	500	500	-
Other Operating Supplies	6,479	4,071	6,000	6,000	-
Computer Hardware/Software	710	73	2,500	2,500	-
Awards, Plaques, Other	-	140	-	1,500	1,500
OTHER CHARGES	54,933	66,430	74,500	82,500	8,000
Motor Vehicle & Equipment	-	-	25,000	-	(25,000)
Computer Equipment/Hardware	-	-	20,000	30,000	10,000
Computer Software	-	-	50,000	50,000	-
CAPITAL	-	-	95,000	80,000	(15,000)
TOTAL ADMINISTRATION	456,644	487,084	698,500	780,000	81,500

Utilities Fund

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
EXPENDITURES	ACTUAL	ACTUAL	ORIGINAL	ADOPTED	BUDGET
			BUDGET		Inc/-Dec
SOURCE OF SUPPLY					
Regular	436,878	425,876	480,988	504,266	23,278
Overtime	96,352	96,809	100,000	100,000	-
Part-time Non-Classified	29,088	27,654	25,000	25,000	-
FICA	42,330	40,763	43,331	46,050	2,719
VRS-Employer	57,767	60,882	63,851	62,181	(1,670)
Retirees	-	1,690	-	-	-
Insurance-Employer	2,641	1,212	1,339	6,609	5,270
Worker's Compensation	13,490	13,380	15,304	15,842	538
Flex Benefits - Admin Fee	516	543	592	592	-
Flex Benefits - Employee	65,647	70,903	87,378	80,060	(7,318)
VRS Health Insurance Credit	1,435	649	717	700	(17)
PERSONNEL	746,144	740,361	818,500	841,300	22,800
Medical, Dental, & Hospital	250	230	200	200	-
Engineering & Architect	2,210	-	-	-	-
Other Professional Services	3,022	300	-	-	-
Travel - Convention & Education	495	539	5,000	5,000	-
Employment Agencies	14,451	19,573	-	-	-
Repairs & Maintenance	253,909	370,982	275,000	200,000	(75,000)
Vehicle Repair & Maint Services	2,165	18,456	2,000	2,000	-
Maintenance Service Contracts	52,724	46,923	23,400	23,400	-
Mowing & Trimming	3,076	2,174	7,500	7,500	-
Computer Hardware/Software	8,531	13,849	9,000	9,000	-
Printing & Binding	755	445	500	500	-
Local Media	1,244	-	1,000	1,000	-
Laundry & Dry Cleaning	10,146	9,750	11,000	11,000	-
Other	8,750	58	10,000	10,000	-
Refuse Service	2,405	2,680	2,600	2,600	-
Lab Services	12,026	9,683	15,000	15,000	-
CONTRACTUAL SERVICES	376,159	495,642	362,200	287,200	(75,000)

Utilities Fund

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Equipment Fuel	26,975	60,175	30,000	60,000	30,000
Equipment Parts	16,369	9,454	6,000	10,000	4,000
Equipment Labor	19,857	9,279	8,000	20,000	12,000
INTERNAL SERVICES	63,201	78,908	44,000	90,000	46,000
Electrical Services	510,132	519,662	565,800	565,800	-
Heating Services	320	1,299	-	-	-
Postal Services	1,327	1,009	1,500	1,500	-
Telecommunications	7,992	12,423	7,000	13,000	6,000
Equipment Rental	8,290	309	5,000	5,000	-
Office Equipment	1,276	1,159	1,300	1,300	-
Mileage & Transportation	-	-	2,000	2,000	-
Travel - Convention & Education	2,774	3,281	6,000	6,000	-
Dues & Association Memberships	1,540	340	3,300	3,300	-
Local Real Estate Taxes	22,333	5,979	20,000	20,000	-
Misc Charges & Fees	1,334	2,029	1,500	1,500	-
Office Supplies	4,235	2,882	2,500	2,500	-
Food & Food Service	280	-	200	200	-
Medical & Laboratory	27,954	26,505	30,000	30,000	-
Laundry & Janitorial Services	4,717	4,871	6,000	6,000	-
Repair & Maintenance	70,428	52,883	95,000	81,000	(14,000)
Vehicle & Equipment Fuels	18,660	12,004	5,000	12,000	7,000
Vehicle & Equipment Supplies	1,342	1,923	1,500	1,500	-
Uniforms & Apparel	4,732	3,369	5,000	5,000	-
Books & Subscriptions	383	199	500	500	-
Other Operating Supplies	6,731	8,076	3,000	3,000	-
Chemicals	524,077	502,639	600,000	550,000	(50,000)
Computer Hardware/Software	40	956	3,000	3,000	-
Awards, Plaques, Other	500	-	500	500	-
OTHER CHARGES	1,221,397	1,163,797	1,365,600	1,314,600	(51,000)

Utilities Fund

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
EXPENDITURES	ACTUAL	ACTUAL	ORIGINAL	ADOPTED	BUDGET
			BUDGET		Inc/-Dec
Machinery & Equipment	(11,475)	-	-	-	-
CAPITAL	(11,475)	-	-	-	-
TOTAL SOURCE OF SUPPLY	2,395,426	2,478,708	2,590,300	2,533,100	(57,200)
TRANS/ DISTRIBUTION					
Regular	565,100	567,857	582,652	627,584	44,932
Overtime	63,434	66,650	91,500	91,500	-
Part-time Classified	-	1,094	2,736	2,790	54
FICA	47,130	47,529	51,887	53,843	1,956
VRS-Employer	71,459	76,112	82,346	77,946	(4,400)
Retirees	16,396	15,775	14,900	6,600	(8,300)
Insurance-Employer	3,323	1,486	1,631	8,284	6,653
Worker's Compensation	25,932	27,044	27,280	30,130	2,850
Flex Benefits - Admin Fee	783	801	858	858	-
Flex Benefits - Employee	100,875	107,888	127,837	132,986	5,149
VRS Health Insurance Credit	1,780	796	873	879	6
PERSONNEL	896,212	913,032	984,500	1,033,400	48,900
Medical, Dental, & Hospital	160	794	1,000	1,000	-
Travel - Convention & Education	-	-	1,000	1,000	-
Repair & Maintenance	439,281	275,227	375,000	348,000	(27,000)
Vehicle Repairs & Maintenance	9,377	11,051	16,000	16,000	-
Maintenance Service Contracts	71,969	120,454	100,500	100,500	-
Mowing & Trimming	10,701	13,800	9,500	9,500	-
Computer Hardware/Software	4,045	11,394	5,000	12,000	7,000
Printing & Binding	1,781	99	300	300	-
Local Media	461	1,760	2,500	2,500	-
Laundry & Dry Cleaning	10,149	10,669	15,500	7,500	(8,000)
Sanitary Landfill Usage	-	240	200	200	-
Miss Utility Service	3,782	5,046	6,500	4,500	(2,000)
CONTRACTUAL SERVICES	551,706	450,534	533,000	503,000	(30,000)

Utilities Fund

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Equipment Fuel	23,116	452	43,400	1,000	(42,400)
Equipment Parts	896	-	-	-	-
Equipment Labor	876	-	-	-	-
INTERNAL SERVICES	24,888	452	43,400	1,000	(42,400)
Electrical Services	45,670	72,612	68,500	68,500	-
Heating Services	2,354	2,020	4,700	2,500	(2,200)
Water & Sewer	1,031	1,188	1,400	1,200	(200)
Postal Services	390	2,751	500	3,500	3,000
Telecommunications	24,324	17,349	22,000	10,000	(12,000)
Property Insurance	21,365	18,631	22,000	27,000	5,000
Equipment Rental	422	9,906	1,500	10,000	8,500
Office Equipment	192	557	1,300	1,000	(300)
Lease/Rent of Buildings	1,047	1,242	2,100	1,500	(600)
Mileage & Transportation	-	-	1,500	1,500	-
Travel - Convention & Education	430	1,491	6,000	6,000	-
Dues & Association Memberships	5,843	7,157	8,300	8,300	-
Misc Charges & Fees	10	338	-	5,000	5,000
Office Supplies	652	3,018	1,700	1,700	-
Food & Food Service	306	25	200	200	-
Landscaping/Agricultural Supply	388	179	-	-	-
Medical & Laboratory	292	114	500	500	-
Laundry & Janitorial Services	6,303	4,017	6,800	6,800	-
Repair & Maintenance	239,645	164,734	230,000	225,000	(5,000)
Vehicle & Equipment Fuels	166	1,528	1,500	1,500	-
Vehicle & Equipment Supplies	5,452	4,435	8,500	8,500	-
Uniforms & Apparel	3,940	7,690	6,100	6,100	-
Books & Subscriptions	-	79	-	-	-
Other Operating Supplies	1,862	7,601	3,500	3,500	-
Streets & Sidewalks	40,145	37,863	40,000	40,000	-

Utilities Fund

EXPENDITURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ADOPTED	BUDGET Inc/-Dec
Chemicals	904	7,411	2,600	2,600	-
Computer Hardware/Software	3,070	2,230	3,000	3,000	-
Awards, Plaques, Other	100	50	400	400	-
OTHER CHARGES	406,303	376,216	444,600	445,800	1,200
Machinery & Equipment	11,475	-	-	-	-
CAPITAL	11,475	-	-	-	-
TOTAL TRANSMISSION/DISTRIBUTION	1,890,584	1,740,234	2,005,500	1,983,200	(22,300)
FWSA SERVICE FEE					
FWSA Service Fee	2,680,428	2,656,566	3,000,000	2,900,000	(100,000)
TOTAL FWSA SERVICE FEE	2,680,428	2,656,566	3,000,000	2,900,000	(100,000)
ENGINEERING					
Regular	265,539	253,310	264,098	273,104	9,006
Overtime	24,588	1,352	10,000	10,000	-
FICA	21,105	18,414	20,933	21,367	434
VRS-Employer	34,638	37,091	37,872	33,919	(3,953)
Insurance-Employer	1,577	724	739	3,605	2,866
Worker's Compensation	2,584	2,356	2,422	2,436	14
Flex Benefits - Admin Fee	241	241	240	240	-
Flex Benefits - Employee	31,370	33,831	37,700	31,246	(6,454)
VRS Health Insurance Credit	861	388	396	383	(13)
PERSONNEL	382,503	347,707	374,400	376,300	1,900
Copier Charges	1,235	984	2,500	2,500	-
INTERNAL SERVICES	1,235	984	2,500	2,500	-
Engineering & Architect	41,899	44,935	60,000	60,000	-
Vehicle Repairs & Maintenance	107	34	1,000	1,000	-
Computer Hardware/Software	1,843	7,274	4,500	4,500	-
Printing & Binding	157	64	200	200	-

Utilities Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Local Media	-	-	1,800	1,800	-
CONTRACTUAL SERVICES	44,006	52,307	67,500	67,500	-
Postal Services	2	-	200	200	-
Telecommunications	3,943	2,974	5,000	5,000	-
Mileage & Transportation	339	-	2,000	2,000	-
Travel - Convention & Education	1,965	1,563	7,000	7,000	-
Dues & Association Memberships	180	100	1,000	1,000	-
Food & Food Service	-	29	-	150	150
Vehicle & Equipment Fuels	-	31	100	100	-
Uniforms & Apparel	258	112	500	500	-
Books & Subscriptions	-	-	300	300	-
Other Operating Supplies	191	18	2,500	2,350	(150)
Computer Hardware/Software	1,630	796	6,500	6,500	-
Awards, Plaques, Other	-	10	200	200	-
OTHER CHARGES	8,508	5,633	25,300	25,300	-
Depreciation Expense	1,929,967	2,543,280	-	-	-
CAPITAL	1,929,967	2,543,280	-	-	-
TOTAL ENGINEERING	2,366,219	2,949,911	469,700	471,600	1,900
INSURANCE					
Property Insurance	31,313	30,042	33,000	33,000	-
Motor Vehicle Insurance	28,275	24,190	30,000	30,000	-
General Liability	48,805	52,442	50,000	60,000	10,000
OTHER CHARGES	108,393	106,674	113,000	123,000	10,000
TOTAL INSURANCE	108,393	106,674	113,000	123,000	10,000

Utilities Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
INTERFUND					
General Fund	1,600,000	1,600,000	1,600,000	1,600,000	-
Capital Improvement Fund	12,593,364	12,755,782	-	-	-
Highway Maintenance Fund	489,000	-	-	-	-
TRANSFERS	14,682,364	14,355,782	1,600,000	1,600,000	-
Capital Asset transfer	753,840	160,809	-	-	-
OTHER	753,840	160,809	-	-	-
TOTAL INTERFUND	15,436,204	14,516,591	1,600,000	1,600,000	-
DEBT					
Redemption of Principal - Bonds	-	-	3,002,200	3,523,500	521,300
Interest - Bonds	575,601	1,667,393	2,760,800	3,258,600	497,800
Bond Issuance Costs	288,726	-	-	-	-
FWSA Debt	-	509,564	2,065,000	2,134,000	69,000
DEBT SERVICE	864,327	2,176,957	7,828,000	8,916,100	1,088,100
TOTAL UTILITIES FUND	26,198,225	27,112,725	18,305,000	19,307,000	1,002,000

Utilities Capital Improvement Fund

Revenue and Expenditure Summary:

Revenue by Classification	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Use of Money	38,166	10,691	-	-	-
Charges for Services	452,584	542,436	600,000	600,000	-
Recovered Costs	3,302	24,750	-	-	-
State Categorical	-	-	125,000	1,000,000	875,000
Federal Categorical	65,254	208,171	144,000	1,000,000	856,000
Non-Revenue Receipts	12,593,364	12,755,782	16,511,000	12,565,000	(3,946,000)
TOTAL REVENUE	13,152,670	13,541,830	17,380,000	15,165,000	(2,215,000)

Expenditure by Classification

Capital	-	-	15,390,000	14,000,000	(1,390,000)
Interfund Transfers	23,238,030	15,651,626	1,338,000	232,000	(1,106,000)
Debt Service	1,083,751	562,842	652,000	933,000	281,000
TOTAL EXPENDITURES	24,321,781	16,214,468	17,380,000	15,165,000	(2,215,000)

Revenue Detail:

REVENUE	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Interest Earnings	38,166	10,691	-	-	-
USE OF MONEY/PROP	38,166	10,691	-	-	-
Availability Fee -Water	209,304	232,636	300,000	300,000	-
Availability Fee - Sewer	243,280	309,800	300,000	300,000	-
CHARGES FOR SERVICE	452,584	542,436	600,000	600,000	-

Utilities Capital Improvement Fund

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
REVENUE	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
Miscellaneous	3,302	24,750	-	-	-
RECOVERED COSTS	3,302	24,750	-	-	-
Misc State Funds	-	-	125,000	1,000,000	875,000
STATE CATEGORICAL	-	-	125,000	1,000,000	875,000
ARRA - Stimulus	65,254	208,171	144,000	-	(144,000)
Drinking Water Grant	-	-	-	1,000,000	1,000,000
FEDERAL CATEGORICAL	65,254	208,171	144,000	1,000,000	856,000
Sale of Bonds	-	-	15,000,000	12,000,000	(3,000,000)
Utilities Fund	12,593,364	12,755,782	-	-	-
Fund Balance	-	-	1,511,000	565,000	(946,000)
NON-REVENUE RECEIPTS	12,593,364	12,755,782	16,511,000	12,565,000	(3,946,000)
TOTAL REV CAP IMPROV	13,152,670	13,541,830	17,380,000	15,165,000	(2,215,000)

Expenditure Detail:

	FY 2010	FY 2011	FY 2012 ORIGINAL	FY 2013	FY 2013 BUDGET
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	Inc/-Dec
SOURCE OF SUPPLY					
Facility Upgrade	-	-	5,000,000	-	(5,000,000)
Water Transmission Line	-	-	10,000,000	14,000,000	4,000,000
CAPITAL	-	-	15,000,000	14,000,000	(1,000,000)
TOTAL SOURCE OF SUPPLY	-	-	15,000,000	14,000,000	(1,000,000)

Utilities Capital Improvement Fund

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
MAINT OF SEWER SYSTEM					
Motor Vehicle & Equipment	-	-	90,000	-	(90,000)
Maintenance Building	-	-	300,000	-	(300,000)
CAPITAL	-	-	390,000	-	(390,000)
TOTAL MAINT OF SEWER SYSTEM	-	-	390,000	-	(390,000)
INTERFUND					
Utilities Operating	23,238,030	15,651,626	1,338,000	232,000	(1,106,000)
TRANSFERS	23,238,030	15,651,626	1,338,000	232,000	(1,106,000)
TOTAL INTERFUND	23,238,030	15,651,626	1,338,000	232,000	(1,106,000)
DEBT					
Interest - Bonds	1,083,751	562,842	652,000	933,000	281,000
DEBT SERVICE	1,083,751	562,842	652,000	933,000	281,000
TOTAL CAPITAL IMPROV FUND	24,321,781	16,214,468	17,380,000	15,165,000	(2,215,000)

Employee Benefits Fund

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

Revenue and Expenditure Summary:

	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Revenue by Classification					
Use of Money	20,331	11,288	10,000	10,000	-
Recovered Costs	3,154,392	3,622,537	4,000,000	4,190,000	190,000
TOTAL REVENUE	3,174,723	3,633,825	4,010,000	4,200,000	190,000
Expenditure by Classification					
Personnel Services	58,840	56,840	61,341	63,700	2,359
Contractual Services	3,377,543	3,783,612	3,948,659	4,136,300	187,641
TOTAL EXPENDITURES	3,436,383	3,840,452	4,010,000	4,200,000	190,000

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Employee Benefits Fund	1	1	1	1	0

Employee Benefits Fund

REVENUE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Interest Earnings	20,331	11,288	10,000	10,000	-
USE OF MONEY	20,331	11,288	10,000	10,000	-
Worker's Compensation	432,231	431,894	450,000	460,000	10,000
Health Insurance	2,722,161	3,190,643	3,550,000	3,730,000	180,000
RECOVERED COSTS	3,154,392	3,622,537	4,000,000	4,190,000	190,000
TOTAL EMPLOYEE BENEFITS FUND	3,174,723	3,633,825	4,010,000	4,200,000	190,000

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Regular	42,836	40,518	43,326	45,490	2,164
FICA	3,277	3,114	3,402	3,293	(109)
VRS-Employer	5,391	5,627	6,213	5,650	(563)
Retirees	493	498	560	1,052	492
Insurance-Employer	248	110	121	600	479
Worker's Compensation	66	60	66	69	3
Flex Benefits - Admin Fee	48	48	48	48	-
Flex Benefits - Employee	6,347	6,806	7,540	7,434	(106)
VRS Health Insurance Credit	134	59	65	64	(1)
PERSONNEL	58,840	56,840	61,341	63,700	2,359
Health Insurance Charges	2,921,541	3,343,257	3,490,659	3,668,300	177,641
Wellness Programs	6,878	4,835	8,000	8,000	-
Worker's Compensation	449,124	435,520	450,000	460,000	10,000
CONTRACTUAL SERVICES	3,377,543	3,783,612	3,948,659	4,136,300	187,641
TOTAL EMPLOYEE BENEFITS FUND	3,436,383	3,840,452	4,010,000	4,200,000	190,000

Equipment Fund

The mission of the Equipment Maintenance Team is to replace, maintain, and manage City owned vehicles, equipment and attachments for safe and appropriate use.

Goals and Objectives:

- Improve and build on the technical skills of all shop staff by attending relevant continuing education opportunities.
- Respond to all emergency service calls within 20 minutes.
- Strive to have all vehicles functional at least 95% of the time.

Revenue and Expenditure Summary:

	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 PROPOSED	FY 2013 BUDGET Inc/-Dec
Revenue by Classification					
Recovered Costs	971,877	1,129,964	987,000	1,222,000	235,000
Non-Revenue Receipts	220,000	-	-	-	-
TOTAL REVENUE	1,191,877	1,129,964	987,000	1,222,000	235,000
Expenditure by Classification					
Personnel Services	264,546	258,345	272,100	273,100	1,000
Contractual Services	94,034	131,055	101,700	158,800	57,100
Internal Services	8,143	6,415	40,000	40,000	-
Other Charges	674,744	715,105	573,200	750,100	176,900
Depreciation	995	1,525	-	-	-
TOTAL EXPENDITURES	1,042,462	1,112,445	987,000	1,222,000	235,000

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Equipment Fund	5	5	5	5	0

Equipment Fund

REVENUE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
External Recoveries	-	799	-	-	-
Fuel	417,433	524,260	420,000	544,000	124,000
Labor	336,251	355,791	350,000	448,000	98,000
Parts	218,193	249,114	217,000	230,000	13,000
RECOVERED COSTS	971,877	1,129,964	987,000	1,222,000	235,000
Transfer - Highway Maintenance Fund	70,000	-	-	-	-
Transfer - Capital Improvement Fund	150,000	-	-	-	-
NON-REVENUE RECEIPTS	220,000	-	-	-	-
TOTAL EQUIPMENT FUND	1,191,877	1,129,964	987,000	1,222,000	235,000

Equipment Fund

	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 PROPOSED	FY 2013 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	176,423	176,119	182,707	193,814	11,107
Overtime	11,609	4,459	9,143	2,000	(7,143)
FICA	14,339	13,582	13,972	14,346	374
VRS-Employer	23,046	23,901	26,200	24,072	(2,128)
Retirees	6,132	7,485	3,300	5,300	2,000
Insurance-Employer	1,056	471	511	2,558	2,047
Worker's Compensation	3,684	3,586	3,643	3,858	215
Flex Benefits - Admin Fee	241	232	240	240	-
Flex Benefits - Employee	27,442	28,257	32,110	26,641	(5,469)
VRS Health Insurance Credit	574	253	274	271	(3)
PERSONNEL	264,546	258,345	272,100	273,100	1,000
Medical, Dental, & Hospital	150	1,368	-	-	-
Repairs & Maintenance	548	2,475	1,000	5,000	4,000
Vehicle Repair & Maintenance Services	82,904	115,110	86,000	139,000	53,000
Maintenance Service Contracts	778	667	3,000	3,000	-
Computer Services	6,500	7,890	7,800	7,800	-
Printing & Binding	-	-	100	100	-
Local Media	-	319	100	200	100
Laundry & Dry Cleaning Services	3,154	3,226	3,700	3,700	-
CONTRACTUAL SERVICES	94,034	131,055	101,700	158,800	57,100
Data Processing	1,000	1,000	1,000	1,000	-
Equipment Fuel	566	1,451	3,000	3,000	-
Equipment Parts	3,702	1,258	3,000	3,000	-
Equipment Labor	2,875	2,706	3,000	3,000	-
Billing Clearing Account	-	-	30,000	30,000	-
INTERNAL SERVICES	8,143	6,415	40,000	40,000	-
Electrical Services	6,805	6,994	9,500	10,000	500
Heating Services	4,271	3,545	8,300	8,500	200
Water & Sewer	2,143	2,629	5,000	5,000	-
Postal Services	175	-	200	200	-
Telecommunications	2,113	3,719	2,700	4,000	1,300
Motor Vehicle Insurance	449	-	500	500	-
General Liability Insurance	2,028	1,808	4,500	4,500	-
Office Equipment Rental	558	173	1,000	1,000	-
Mileage	-	-	200	500	300
Travel - Convention & Education	195	343	400	1,000	600
Misc. Charges & Fees	137	-	-	-	-
Loss Disposal of Assets	3,437	-	-	-	-
Office Supplies	345	420	1,000	1,000	-
Food & Food Service	-	-	-	-	-
Laundry & Janitorial Services	1,499	1,374	3,900	3,900	-
Building Repair & Maintenance	1,990	149	3,100	3,100	-
Vehicle & Equipment Fuels	375,083	475,450	390,000	475,000	85,000
Vehicle & Equipment Supplies	226,616	211,389	136,000	220,000	84,000
Uniforms & Apparel	2,108	640	2,200	2,200	-
Books & Subscriptions	-	-	100	100	-
Other Operating Supplies	37,942	6,472	1,000	6,000	5,000
Computer Supplies	6,850	-	3,600	3,600	-
OTHER CHARGES	674,744	715,105	573,200	750,100	176,900
Depreciation Expense	995	1,525	-	-	-
TOTAL EQUIPMENT FUND	1,042,462	1,112,445	987,000	1,222,000	235,000

Other Post-Employment Benefits Fund

The Other Post-Employment Benefits Fund is used to account for the costs associated with providing healthcare benefits to current and future eligible retirees of the City of Winchester.

Revenues and Expenditures:

REVENUE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Interest Earnings	5,144	3,134	5,000	-	(5,000)
USE OF MONEY	5,144	3,134	5,000	-	(5,000)
Other Post-Employment Benefits	199,000	227,193	247,000	477,000	230,000
CHARGES FOR SERVICES	199,000	227,193	247,000	477,000	230,000
TOTAL REVENUE OPEB FUND	204,144	230,327	252,000	477,000	225,000

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Retirees	199,000	194,077	252,000	477,000	225,000
PERSONNEL	199,000	194,077	252,000	477,000	225,000
Refunds	-	44,258	-	-	-
OTHER CHARGES	-	44,258	-	-	-
TOTAL EXPENDITURES OPEB FUND	199,000	238,335	252,000	477,000	225,000

Northwestern Regional Jail Authority Construction Fund

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

Revenues and Expenditures:

REVENUE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Interest Earnings	1,804	1,471	-	-	-
USE OF MONEY	1,804	1,471	-	-	-
Debt Service	1,138,144	1,134,381	1,128,000	1,140,000	12,000
CHARGES FOR SERVICES	1,138,144	1,134,381	1,128,000	1,140,000	12,000
TOTAL REVENUE NW JAIL FUND	1,139,948	1,135,852	1,128,000	1,140,000	12,000

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Principal	395,000	405,000	405,000	425,000	20,000
Interest	743,144	730,620	722,500	714,500	(8,000)
Paying Agent Fees	30	-	500	500	-
DEBT SERVICES	1,138,174	1,135,620	1,128,000	1,140,000	12,000
TOTAL EXPENDITURES NW JAIL FUND	1,138,174	1,135,620	1,128,000	1,140,000	12,000

Frederick-Winchester Service Authority

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

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

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

Revenue and Expenditure Summary:

	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Revenue by Classification					
Charges for Services	3,333,514	3,768,710	3,924,000	4,185,000	261,000
Recovered Costs	-	17,623	-	-	-
TOTAL REVENUE	3,333,514	3,786,333	3,924,000	4,185,000	261,000
Expenditure by Classification					
Personnel Services	1,153,378	1,182,326	1,338,000	1,416,300	78,300
Contractual Services	598,579	798,706	704,700	769,400	64,700
Internal Services	16,557	21,838	23,000	23,000	-
Other Charges	1,565,000	1,765,838	1,858,300	1,976,300	118,000
TOTAL EXPENDITURES	3,333,514	3,768,708	3,924,000	4,185,000	261,000

Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
FWSA Administration	21.4	21.4	21.4	21.4	0
Authority Staff	2	2	2	2	0
FWSA Fund	23.4	23.4	23.4	23.4	0

Frederick-Winchester Service Authority

REVENUE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Charges for Services	3,333,514	3,768,710	3,924,000	4,185,000	261,000
Miscellaneous Revenue	-	17,623	-	-	-
TOTAL FWSA FUND	3,333,514	3,786,333	3,924,000	4,185,000	261,000

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Regular	616,281	648,214	728,649	787,140	58,491
Overtime	66,560	86,496	55,500	70,000	14,500
Part-time Classified	16,624	-	13,302	-	(13,302)
Part-time Non-Classified	8,557	2,922	25,000	40,000	15,000
FICA	53,493	54,971	63,879	65,916	2,037
VRS-Employer	80,070	84,851	96,300	97,577	1,277
Retirees	8,676	-	13,200	8,000	(5,200)
Insurance-Employer	3,632	1,716	2,021	10,370	8,349
SUTA	3,804	-	-	-	-
Worker's Compensation	14,881	15,490	18,231	19,846	1,615
Flex Benefits - Admin Fee	901	892	979	979	-
Flex Benefits - Employee	109,985	116,370	148,356	138,373	(9,983)
VRS Health Insurance Credit	1,991	920	1,083	1,099	16
PERSONNEL	985,455	1,012,842	1,166,500	1,239,300	72,800
Medical, Dental, & Hospital	1,397	600	1,200	1,200	-
Other Professional Services	558	-	-	-	-
Training/Education	5,095	4,368	5,000	5,000	-
Employment Agencies	17,863	66,063	-	-	-
Repairs & Maintenance	134,616	236,041	200,000	255,000	55,000

Frederick-Winchester Service Authority

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Landscaping	-	-	-	5,000	5,000
Vehicle Repair & Maint Service	26,322	31,868	30,000	30,000	-
Maintenance Service Contracts	6,363	16,542	17,000	43,700	26,700
Mowing & Trimming	17,058	17,724	15,000	15,000	-
Computer Services	9,763	32,570	13,000	13,000	-
Printing & Binding	486	672	500	500	-
Local Media	472	2,249	2,000	2,000	-
Laundry & Dry Cleaning	17,985	17,005	21,000	14,000	(7,000)
Tuition-Other	-	-	1,000	-	(1,000)
Sanitary Landfill Usage	331,380	338,399	365,000	350,000	(15,000)
Refuse Service	13,965	14,628	14,000	15,000	1,000
Lab Services	15,256	19,977	20,000	20,000	-
CONTRACTUAL SERVICES	598,579	798,706	704,700	769,400	64,700
Equipment Fuel	14,397	20,010	20,000	20,000	-
Equipment Parts	735	921	1,000	1,000	-
Equipment Labor	1,425	907	2,000	2,000	-
INTERNAL SERVICES	16,557	21,838	23,000	23,000	-
Electrical Services	458,341	568,787	575,000	610,000	35,000
Heating Services	33,841	62,457	50,000	50,000	-
Postal Services	1,486	1,946	3,200	3,200	-
Telecommunications	13,860	13,874	15,000	15,500	500
Motor Vehicle Insurance	3,338	2,537	3,500	3,500	-
General Liability Insurance	7,411	7,112	8,000	8,000	-
Equipment Rental	759	417	1,500	1,500	-
Office Equipment Rental	1,445	1,312	2,000	2,000	-
Mileage	145	200	500	500	-
Convention & Education	1,309	1,434	10,000	10,000	-
Dues & Assoc Memberships	6,559	5,175	7,000	7,000	-

Frederick-Winchester Service Authority

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Misc. Charges & Fees	474	983	-	-	-
Office Supplies	2,093	1,399	3,200	3,200	-
Food & Food Service	2,600	2,444	2,600	2,600	-
Landscaping Supplies	445	87	500	500	-
Medical & Laboratory Supplies	37,755	43,529	43,000	43,000	-
Laundry & Janitorial Services	12,369	10,388	13,000	13,000	-
Building Repair & Maintenance	204,926	247,434	200,000	281,000	81,000
Vehicle & Equipment Fuels	2,641	5,492	4,000	5,000	1,000
Vehicle & Equipment Supplies	2,235	3,150	2,000	3,000	1,000
Uniforms & Apparel	7,204	7,142	7,500	7,000	(500)
Books & Subscriptions	196	825	300	300	-
Other Operating Supplies	2,509	4,462	4,000	4,000	-
Chemicals	760,659	772,742	900,000	900,000	-
Computer Supplies	400	430	2,000	2,000	-
Awards, Plaques & Other	-	80	500	500	-
OTHER CHARGES	1,565,000	1,765,838	1,858,300	1,976,300	118,000
TOTAL FWSA ADMIN	3,165,591	3,599,224	3,752,500	4,008,000	255,500
Regular	127,141	127,171	127,653	136,594	8,941
FICA	9,697	9,623	9,622	9,638	16
VRS-Employer	17,047	18,241	18,306	16,965	(1,341)
Insurance-Employer	776	356	357	1,803	1,446
Worker's Compensation	193	193	194	208	14
Flex Benefits - Admin Fee	97	97	96	96	-
Flex Benefits - Employee	12,548	13,612	15,080	11,505	(3,575)
VRS Health Insurance Credit	424	191	192	191	(1)
PERSONNEL	167,923	169,484	171,500	177,000	5,500
TOTAL FWSA AUTHORITY	167,923	169,484	171,500	177,000	5,500
TOTAL EXPEND FWSA FUND	3,333,514	3,768,708	3,924,000	4,185,000	261,000

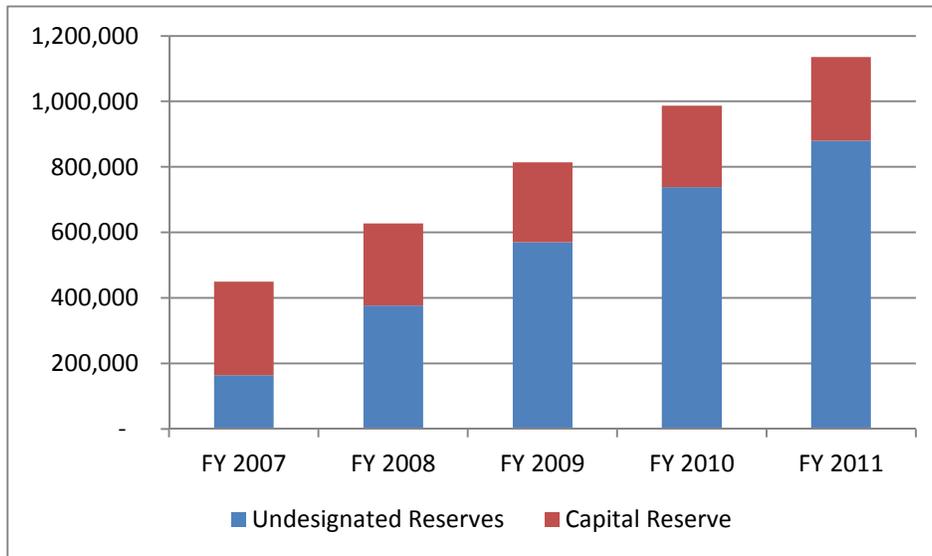
Northwestern Regional Juvenile Detention Center

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

Goals and Objectives:

- Continue staff development through trainings.
- Continue the collaborative efforts with CSU's to keep population within facility capacity.

Undesignated & Capital Reserve History:



Staffing Summary:

<i>Full-Time Employees</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>Inc/-Dec</i>
Juvenile Detention Staff	35	35	35	35	0
NRJDC Fund	35	35	35	35	0

Northwestern Regional Juvenile Detention Center

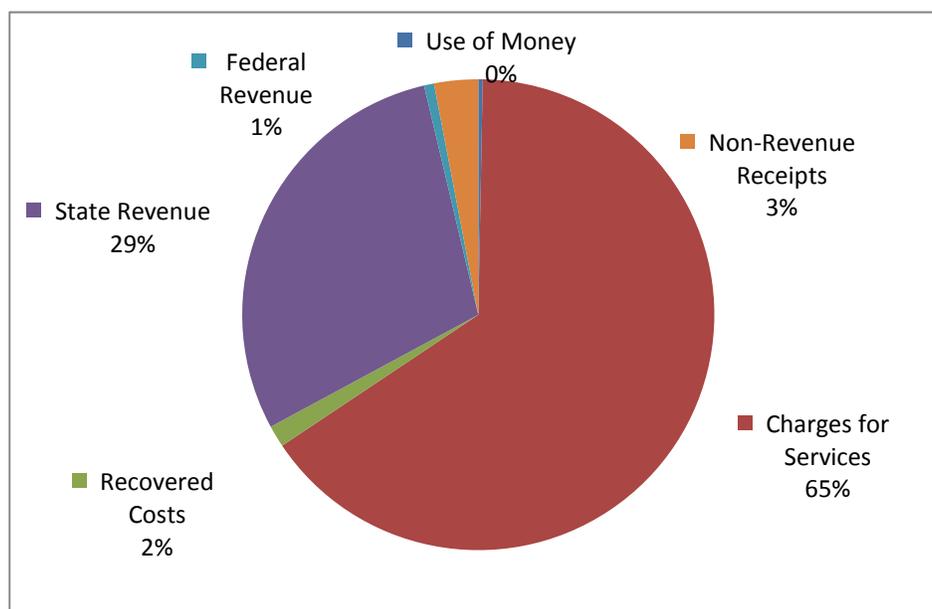
Revenue and Expenditure Summary:

Revenue by Classification	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Use of Money	9,998	10,111	7,620	8,000	380
Charges for Services	1,624,393	1,626,311	1,638,380	1,711,018	72,638
Recovered Costs	38,070	81,403	38,000	39,000	1,000
State Revenue	794,333	788,149	800,000	765,182	(34,818)
Federal Revenue	24,694	23,515	20,000	18,000	(2,000)
Non-Revenue Receipts	-	-	46,000	78,800	32,800
TOTAL REVENUE	2,491,488	2,529,489	2,550,000	2,620,000	70,000

Expenditure by Classification

Personnel Services	2,048,002	2,043,427	2,218,600	2,243,186	24,586
Contractual Services	149,189	199,099	195,650	241,118	45,468
Internal Services	2,465	1,789	1,500	2,000	500
Other Charges	118,709	137,107	134,250	133,696	(554)
TOTAL EXPENDITURES	2,318,365	2,381,422	2,550,000	2,620,000	70,000

Funding Sources:



Northwestern Regional Juvenile Detention Center

REVENUE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Interest Earnings	9,998	10,111	7,620	8,000	380
USE OF MONEY	9,998	10,111	7,620	8,000	380
Clarke County	40,285	25,693	25,884	50,817	24,933
Frederick County	351,519	359,379	362,046	395,759	33,713
Page County	167,637	259,533	261,459	383,952	122,493
Shenandoah County	480,333	408,001	411,028	361,538	(49,490)
Warren County	237,161	281,649	283,739	251,862	(31,877)
Winchester	347,458	292,056	294,224	267,090	(27,134)
CHARGES FOR SERVICES	1,624,393	1,626,311	1,638,380	1,711,018	72,638
Miscellaneous Revenue	38,070	81,403	38,000	39,000	1,000
RECOVERED COSTS	38,070	81,403	38,000	39,000	1,000
Block Grant	792,483	785,099	800,000	765,182	(34,818)
Juvenile Detention Ward Days	1,850	3,050	-	-	
STATE REVENUE	794,333	788,149	800,000	765,182	(34,818)
USDA Food Services	24,694	23,515	20,000	18,000	(2,000)
FEDERAL REVENUE	24,694	23,515	20,000	18,000	(2,000)
Fund Balance	-	-	46,000	78,800	32,800
NON-REVENUE RECEIPTS	-	-	46,000	78,800	32,800
TOTAL NRJDC FUND	2,491,488	2,529,489	2,550,000	2,620,000	70,000

Northwestern Regional Juvenile Detention Center

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED	FY 2013 BUDGET Inc/-Dec
Regular	1,385,431	1,374,803	1,443,541	1,516,339	72,798
Overtime	83,684	96,674	112,000	104,000	(8,000)
Part-time Non-Classified	14,992	8,315	30,000	14,000	(16,000)
FICA	110,992	110,683	119,314	119,673	359
VRS-Employer	185,236	196,519	203,771	188,329	(15,442)
Retirees	13,409	-	19,400	20,000	600
Insurance-Employer	8,396	3,838	4,041	20,015	15,974
Worker's Compensation	37,562	37,360	41,148	40,623	(525)
Flex Benefits - Admin Fee	1,656	1,627	1,680	1,680	-
Flex Benefits - Employee	202,041	211,553	241,540	216,404	(25,136)
VRS Health Insurance Credit	4,603	2,055	2,165	2,123	(42)
PERSONNEL	2,048,002	2,043,427	2,218,600	2,243,186	24,586
Medical, Dental, & Hospital	1,155	390	4,000	3,000	(1,000)
Accounting and Auditing	2,750	3,500	3,200	3,200	-
Health Services - Residents	34,600	33,600	35,000	35,000	-
Legal Services	-	-	750	750	-
Other Professional Services	128	-	2,500	10,000	7,500
Training/Education	1,086	1,098	2,000	1,500	(500)
Repairs & Maintenance	9,807	49,830	15,000	12,500	(2,500)
Vehicle Repair & Maintenance Services	-	441	1,500	1,500	-
Maintenance Service Contracts	-	798	2,200	3,500	1,300
Computer Services	725	8,752	-	-	-
Printing & Binding	93	177	600	600	-
Local Media	-	170	1,000	1,000	-
Overpopulation Charges	750	-	-	46,768	46,768
Other Purchased Services	94,859	96,300	124,000	118,000	(6,000)
Refuse Service	3,236	4,043	3,900	3,800	(100)
CONTRACTUAL SERVICES	149,189	199,099	195,650	241,118	45,468
Equipment Fuel	746	501	1,500	1,000	(500)
Equipment Parts	733	454	-	500	500
Equipment Labor	986	834	-	500	500
INTERNAL SERVICES	2,465	1,789	1,500	2,000	500

Northwestern Regional Juvenile Detention Center

EXPENDITURES	FY 2010 ACTUAL	FY 2011 ACTUAL	ORIGINAL BUDGET	FY 2013 ADOPTED	BUDGET Inc/-Dec
Electrical Services	23,973	24,785	18,700	23,551	4,851
Heating Services	8,289	8,442	12,000	8,700	(3,300)
Postal Services	2,010	1,636	1,650	1,725	75
Telecommunications	11,070	10,853	11,000	11,000	-
Boiler Insurance	584	-	900	900	-
Other Property Insurance	5,279	5,472	6,000	5,400	(600)
Motor Vehicle Insurance	1,042	945	1,500	1,500	-
General Liability Insurance	6,740	4,571	7,500	6,000	(1,500)
VA Risk 2	-	-	1,800	1,800	-
Office Equipment Rental	4,979	5,264	5,000	4,900	(100)
Mileage	617	2,218	1,300	1,400	100
Travel - Convention & Education	6,008	8,092	6,500	5,400	(1,100)
Dues & Association Memberships	250	300	1,000	1,100	100
Background Checks	-	-	-	400	400
Office Supplies	5,404	8,912	5,000	5,000	-
Food & Food Service	7,145	6,514	8,000	7,100	(900)
Landscaping Supplies	-	-	700	700	-
Medical & Laboratory Supplies	6,404	3,257	4,500	4,800	300
Laundry & Janitorial Services	11,032	10,130	11,800	11,350	(450)
Linen Supplies	-	404	400	600	200
Building Repair & Maintenance	2,948	12,529	5,000	6,500	1,500
Vehicle & Equipment Fuels	1,044	1,654	3,100	3,000	(100)
Vehicle & Equipment Supplies	-	-	1,000	1,000	-
Police Supplies	-	-	700	700	-
Uniforms & Apparel	406	118	2,000	3,000	1,000
Books & Subscriptions	593	585	700	570	(130)
Other Operating Supplies	7,931	9,613	9,500	8,600	(900)
Computer Supplies	2,850	5,690	4,000	4,000	-
Wear and Apparel - Detainees	2,011	2,769	3,000	3,000	-
Awards, Plaques & Other	100	2,354	-	-	-
OTHER CHARGES	118,709	137,107	134,250	133,696	(554)
TOTAL EXPENDITURES NRJDC FUND	2,318,365	2,381,422	2,550,000	2,620,000	70,000

Winchester Public Schools

TOTAL SCHOOL BUDGET BY SOURCES

FUND NAME	DESCRIPTION	REVENUE					Percent of FY 2011
		FY 2010 ACTUAL REVENUE	FY 2011 ACTUAL REVENUE	FY 2012 ORIGINAL REVENUE	FY 2013 ADOPTED REVENUE		
School Operating	Use of money and property	152,764	58,220	95,000	60,000	-36.84%	
	Charges for services	143,563	206,151	81,843	113,043	38.12%	
	Miscellaneous	96,278	66,747	24,400	134,600	451.64%	
	Recovered Costs	89,827	84,000	84,000	80,000	-4.76%	
	State	15,303,743	15,339,197	16,049,767	18,349,159	14.33%	
	Federal Revenue	1,563,558	302,138	0	0	0.00%	
	City Appropriation	25,386,902	25,351,902	25,351,902	25,999,902	2.56%	
	Proceeds from indebtedness	154,948	0	0	0	0.00%	
	Transfer In	11,200	0	0	0	0.00%	
	Supplemental Appropriation	0	7,013	0	0	0.00%	
	TOTAL SCHOOL OPERATING	42,902,783	41,415,368	41,686,912	44,736,704	7.32%	
Federal Grants	Federal	3,319,719	3,283,559	2,940,804	2,656,684	-9.66%	
	TOTAL FEDERAL GRANTS	3,319,719	3,283,559	2,940,804	2,656,684	-9.66%	
Food Services	Use of money and property	1,234	1,782	1,500	1,500	0.00%	
	Charges for services	737,283	674,144	727,616	720,000	-1.05%	
	Miscellaneous	569	4,885	5,000	5,000	0.00%	
	State	30,556	33,050	34,089	35,646	4.57%	
	Federal	1,034,642	1,257,519	1,009,900	1,077,792	6.72%	
	Supplemental Appropriation	0	0	0	0	0.00%	
	TOTAL FOOD SERVICES	1,804,284	1,971,380	1,778,105	1,839,938	3.48%	
Textbook Fund	Use of money and property	2,189	3,751	0		0.00%	
	Miscellaneous revenue	0	0	0		0.00%	
	Supplemental Appropriation	0	0	300,000	300,000	0.00%	
	Transfer in Operating Fund	500,000	200,000			0.00%	
	TOTAL TEXTBOOK	502,189	203,751	300,000	300,000	0.00%	
Fund Raising	Use of money and property	2,532	6,040	2,500		100.00%	
	Miscellaneous revenue	3,049,225	2,348,515	197,500	200,000	1.27%	
	Supplemental Appropriation	1,280,000	0	0	0	0.00%	
	TOTAL FUND RAISING	4,331,757	2,354,555	200,000	200,000	0.00%	
Capital Improvements	Use of money and property	6,799	9,846	0	0	0.00%	
	Miscellaneous revenue	23,958	12,670	0	0	0.00%	
	Recovered costs	55,310	102,904	0	0	0.00%	
	Supplemental Appropriation	0	0	53,000	100,000	88.68%	
	Transfer in School Operating	1,705,241	1,631,041	0	0	0.00%	
	TOTAL CAPITAL IMPROVEMENTS	1,791,308	1,756,461	53,000	100,000	88.68%	
Insurance	Use of money and property	22,428	17,906	12,000	18,000	50.00%	
	Employer share health costs						
	Transfer in	2,518,717	2,480,646	2,520,000	2,581,488	2.44%	
	Charges for services	1,372,575	1,380,629	1,428,500	1,566,612	9.67%	
	Miscellaneous revenue	35	(35)	0	0	0.00%	
	Supplement Appropriation	0	0	665,500	8,000	-98.80%	
	TOTAL INSURANCE	3,913,753	3,879,146	4,626,000	4,174,100	-9.77%	

Winchester Public Schools

TOTAL SCHOOL BUDGET BY SOURCES

FUND NAME	DESCRIPTION	REVENUE				
		FY 2010 ACTUAL REVENUE	FY 2011 ACTUAL REVENUE	FY 2012 ORIGINAL REVENUE	FY 2013 ADOPTED REVENUE	Percent of FY 2011
Facilities Management	Use of money and property	199	261	0	0	0.00%
	Charges for Services	1,124,085	1,166,612	1,205,704	1,271,461	5.45%
	TOTAL FACILITIES MAINTENANCE	1,124,285	1,166,873	1,205,704	1,271,461	5.45%
Private Purpose Trust	Use of money and property	42,973	42,335	36,900	24,600	-33.33%
	Miscellaneous	40,484	49,091	62,000	59,800	-3.55%
	Transfers in	13,655	6,700	13,200	3,700	-71.97%
	TOTAL PRIVATE PURPOSE TRUST	97,111	98,126	112,100	88,100	-21.41%
	TOTAL ALL BUDGETS	59,787,190	56,129,219	52,902,625	55,366,987	4.66%
	LESS TRANSFERS OUT OF FUNDS (Within School Funds)	4,735,158	2,600,000	2,520,000	2,581,488	2.44%
	LESS CONSOLIDATED MAINTENANCE (Total in Operating fund)	1,124,285	1,166,873	1,205,704	1,271,461	5.45%
	LESS SCHOLARSHIP FUNDS	97,110	98,126	112,100	88,100	-21.41%
	TOTAL SCHOOL BUDGET	53,830,637	52,264,220	49,064,821	51,425,938	4.81%

Use of money and property	187,945	97,545	111,000	79,500	-28.38%
Charges for services	2,253,421	2,260,924	2,237,959	2,399,655	7.23%
Miscellaneous	3,170,064	2,432,782	226,900	339,600	49.67%
Recovered costs	145,137	186,904	84,000	80,000	-4.76%
State	15,334,299	15,372,247	16,083,856	18,384,805	14.31%
Federal	5,917,920	4,843,216	3,950,704	3,734,476	-5.47%
City Appropriation	25,386,902	25,351,902	25,351,902	25,999,902	2.56%
Proceeds from Indebtedness	154,948	0	0	0	0.00%
Supplemental Appropriation	1,280,000	7,013	1,018,500	408,000	-59.94%
Transfer in other					
TOTAL BUDGET	53,830,636	50,552,533	49,064,821	51,425,938	4.81%

Winchester Public Schools

TOTAL SCHOOL BUDGET BY CATEGORY

FUND NAME	DESCRIPTION	EXPENDITURES				
		FY 2010 ACTUAL EXPENDITURE	FY 2011 ACTUAL EXPENDITURE	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED BUDGET	Percent of FY 2012
School	Instruction	29,559,954	29,489,679	30,854,165	33,538,446	8.70%
Operating	Administration, Attendance & Hlth	1,807,624	1,727,420	1,844,227	1,985,521	7.66%
	Pupil Transportation	1,554,728	1,530,144	1,679,679	1,805,279	7.48%
	Operation & Maintenance	4,925,276	4,889,516	5,239,526	5,216,564	-0.44%
	Facilities	3,999	2,758	4,000	4,000	0.00%
	Debt & Fund Transfers	3,105,673	0	0	0	0.00%
	Technology	1,943,382	1,985,714	2,065,315	2,186,894	5.89%
	TOTAL SCHOOL OPERATING		42,900,636	39,625,231	41,686,912	44,736,704
Federal Grants	Instruction	2,925,584	3,098,041	2,858,773	2,574,458	-9.95%
	Pupil Transportation	148,311	29,497	4,535	3,579	-21.08%
	Food Services	1,397	9,500	3,500	0	100.00%
	Technology	244,432	62,033	73,996	78,647	6.29%
	TOTAL FEDERAL GRANTS		3,319,724	3,199,071	2,940,804	2,656,684
Food Services	Food Services	1,801,604	1,686,523	1,777,105	1,838,938	3.48%
	Operation & Maintenance	673	1,083	1,000	1,000	0.00%
	TOTAL FOOD SERVICES	1,802,277	1,687,606	1,778,105	1,839,938	3.48%
Textbook Fund	Instruction	270,906	104,647	300,000	300,000	0.00%
	Technology	4,570	0	0	0	0.00%
	TOTAL TEXTBOOK	275,476	104,647	300,000	300,000	0.00%
Fund Raising	Administration, Attendance & Hlth	23,058	2,026	0	0	0.00%
	Facilities	2,617,052	125,033	200,000	200,000	0.00%
	Debt & Fund Transfers	2,190,914	902,891	0	0	0.00%
	TOTAL FUND RAISING	4,831,024	1,029,950	200,000	200,000	0.00%
Capital Improvements	Technology	202,354	81,772	0	0	0.00%
	Facilities	1,523,123	877,144	0	100,000	100.00%
	Debt (Capital Leases)			53,000	0	100.00%
TOTAL CAPITAL IMPROVEMENTS		1,725,477	958,916	53,000	100,000	88.68%
Insurance	Other noninstructional operations	1,013,869	1,715,280	2,106,000	1,592,612	-24.38%
	Transfer in from other funds	2,518,717	2,480,646	2,520,000	2,581,488	2.44%
	TOTAL INSURANCE	3,532,586	4,195,926	4,626,000	4,174,100	-9.77%
Facilities	Facilities	1,124,083	1,166,612	1,205,704	1,271,461	5.45%
	TOTAL FACILITIES MAINTENANCE	1,124,083	1,166,612	1,205,704	1,271,461	5.45%
Private	Other noninstructional operations	75,108	66,357	112,100	88,100	-21.41%
Purpose Trust	TOTAL PRIVATE PURPOSE TRUST	75,108	66,357	112,100	88,100	-21.41%
TOTAL ALL BUDGETS		59,586,391	52,034,316	52,902,625	55,366,987	4.66%

Winchester Public Schools

TOTAL SCHOOL BUDGET BY CATEGORY

FUND NAME	DESCRIPTION	EXPENDITURES				Percent of FY 2012
		FY 2010 ACTUAL EXPENDITURE	FY 2011 ACTUAL EXPENDITURE	FY 2012 ORIGINAL BUDGET	FY 2013 ADOPTED BUDGET	
	LESS TRANSFERS OUT OF FUNDS (Within School Funds)	4,735,158	2,480,646	2,520,000	2,581,488	2.44%
	LESS FACILITIES MAINTENANCE (Total in Operating fund)	1,124,083	1,166,612	1,205,704	1,271,461	5.45%
	LESS SCHOLARSHIP FUNDS	75,108	66,357	112,100	88,100	-21.41%
	TOTAL SCHOOL BUDGET	53,652,042	48,320,701	49,064,821	51,425,938	4.81%

TOTAL BUDGET ALL FUNDS LESS TRANSFERS, SCHOLARSHIP FUNDS AND INSURANCE FUNDS BY CATEGORY						
Instruction	32,756,444	32,692,367	34,012,938	36,412,904	7.06%	
Administration, Attendance & Health	1,830,682	1,729,446	1,844,227	1,985,521	7.66%	
Pupil Transportation	1,703,039	1,559,641	1,684,214	1,808,858	7.40%	
Operation & Maintenance	4,925,949	4,890,599	5,240,526	5,217,564	-0.44%	
Food Service	1,803,001	1,696,023	1,780,605	1,838,938	3.28%	
Facilities	4,144,174	1,004,935	204,000	304,000	49.02%	
Debt & Fund Transfers	3,080,146	902,892	53,000	0	100.00%	
Other noninstructional operations	1,013,869	1,715,280	2,106,000	1,592,612	-24.38%	
Technology	2,394,738	2,129,519	2,139,311	2,265,541	5.90%	
TOTAL BUDGET	53,652,042	48,320,702	49,064,821	51,425,938	4.81%	

Five-Year Capital Improvement Plan

Introduction

The Five-Year Capital Improvement Plan (CIP) is a plan for purchasing capital expenditures over a period of five years to meet capital needs arising from the long-term work program. It sets forth each project or other contemplated expenditure and specifies the full resources estimated to be available to finance the project. City Council appropriates the projects scheduled for the first year of the plan at the same time as the operating budget. The projects scheduled in the next four years of the CIP are included for planning purposes. The information in the prior and future years are intended only to show the complete cost of a project that may be partially undertaken in a year not included in the five-year plan.

Defining Capital Expenditures

Only major capital items are included in the CIP. Major capital expenditures are defined as follows:

- The item is tangible,
- the value is \$50,000,
- the life expectancy is at least seven years; and
- if an improvement, then the value of the asset is increased, or the useful life is extended beyond that originally anticipated.

Major capital assets may include such items or projects, as refuse truck, water line replacement, and construction of a building.

Minor capital expenditures will be budgeted at the department/division level and are not included in the Capital Improvement Program. Minor capital expenditures are defined as follows: 1) item is tangible; 2) value is at least \$10,000, but less than \$50,000; and 3) life expectancy is at least two (2) years.

Five-Year Capital Improvement Plan

Project Description	Funding Source	Prior Years	2013	2014	2015	2016	2017	Future	Total Project
<u>General Government</u>									
City Hall Generator	CIP Fund		375,000						375,000
Public Safety Radio Network	Gen Fund		3,100,000						3,100,000
	CIP Fund		400,000						400,000
Fire Burn Building	Bonds			2,500,000					2,500,000
JJC Improvements	Gen Fund		150,000	750,000	850,000				1,750,000
	Other		150,000	750,000	850,000				1,750,000
Pedestrian Mall Improvements	Gen Fund		600,000						600,000
Court Square Plaza	Gen Fund			100,000	150,000	100,000			350,000
Green Circle	Federal	2,000,000	800,000	500,000	500,000	500,000	500,000		4,800,000
	Gen Fund	753,000	200,000	125,000	125,000	125,000	125,000		1,453,000
S Loudoun/Abrams Drainage	State	100,000	900,000						1,000,000
	CIP Fund	100,000	1,200,000						1,300,000
Valley Ave Drainage & Sidewalks	Bonds			2,500,000					2,500,000
	State			2,500,000					2,500,000
	Federal		700,000						700,000
Storm Drainage Improvement	Gen Fund			800,000					800,000
	Other			1,500,000	1,500,000	1,500,000	1,500,000	10,000,000	16,000,000
Traffic Signal Improvements	State	1,700,000							1,700,000
	Federal	200,000							200,000
	Gen Fund	4,650,000		220,000	225,000	230,000	460,000	550,000	6,335,000
Intersection Improvements	Gen Fund			300,000		300,000			600,000
Monticello Street Extension	State	100,000	4,900,000						5,000,000
Spring Street	Other			600,000					600,000
Hope Drive Extension	Bonds					3,000,000	5,500,000		8,500,000
	Gen Fund	100,000							100,000
Meadow Branch Ave Ext	Other					4,000,000			4,000,000
Featherbed Lane Improvements	Gen Fund						750,000		750,000

Five-Year Capital Improvement Plan

Project Description	Funding Source	Prior Years	2013	2014	2015	2016	2017	Future	Total Project
Weems Lane Improvements	Gen Fund							1,000,000	1,000,000
Shawnee Drive Improvements	Bonds							2,000,000	2,000,000
Papermill Road Improvements	Bonds							3,500,000	3,500,000
Park Roadway Resurfacing	Gen Fund				300,000				300,000
Park Maint Shop Improvements	Gen Fund					350,000			350,000
Parks ADA Phase	Gen Fund				250,000				250,000
	CIP Fund		65,000						65,000
Amphitheater Renov	Gen Fund				100,000				100,000
	Parks			25,000					25,000
	Other					1,000,000			1,000,000
Athletic Field Renovations	Gen Fund		200,000	275,000					475,000
Outdoor Pool Sprayground	Gen Fund				275,000				275,000
Parks Waterline Repl	Bonds			1,750,000					1,750,000
Transit Admin Bldg	Federal	32,000	560,000						592,000
	State	1,600	70,000						71,600
	Gen Fund	6,400	70,000						76,400
Total General Government			9,743,000	14,440,000	15,195,000	5,125,000	11,105,000	8,835,000	17,050,000

Funding Summary	Prior	FY2013	FY2014	FY2015	FY2016	FY2017	Future	
Gen Fund	5,509,400	4,320,000	2,570,000	2,275,000	1,105,000	1,335,000	7,050,000	24,164,400
Bonds			6,750,000	-	3,000,000	5,500,000		15,250,000
State	1,901,600	5,870,000	2,500,000				-	10,271,600
Federal	2,232,000	2,060,000	500,000	500,000	500,000	500,000		6,292,000
Contr/Other	100,000	150,000	2,850,000	2,350,000	6,500,000	1,500,000	10,000,000	23,450,000
CIP Fund		2,040,000						
Parks			25,000					25,000
Total		9,743,000	14,440,000	15,195,000	5,125,000	11,105,000	8,835,000	17,050,000

Five-Year Capital Improvement Plan

Project Description	Funding Source	Prior Years	2013	2014	2015	2016	2017	Future	Total Project
<u>UTILITIES</u>									
<u>CAPITAL FUND</u>									
Water main Replacements	Bonds	25,000,000	12,000,000	5,000,000	6,000,000	6,000,000	6,000,000	75,000,000	135,000,000
	State		1,000,000						1,000,000
	Federal		1,000,000						1,000,000
New Maintenance Facility	Bonds			400,000	6,000,000				6,400,000
Dam Structural Repairs	Reserves			100,000	500,000				600,000
Sewage Lift Station Replacement	Reserves			550,000	550,000	550,000	550,000	1,000,000	3,200,000
Water Storage Tank Replacement	Bonds					4,000,000			4,000,000
	Reserves				250,000				250,000
Demolish Old Digesters	Operating							750,000	750,000
UTILITIES TOTAL		25,000,000	14,000,000	6,050,000	13,300,000	10,550,000	6,550,000	76,750,000	152,200,000

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: General Fund - Public Services

Project Title: City Hall Backup Generator

Project No.:

Budget Code: 312-4321-443-82-01

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES		\$ 375,000						\$ 375,000
OTHER								\$ -
TOTAL	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000

Location Map:



**PROJECTED
ANNUAL
OPERATING
COSTS (\$)**

FY2013	
FY2014	
FY2015	
FY2016	
FY2017	
TOTAL	\$ -

Project Description: Project would consist of installing a backup power generator for City Hall.

Project Objectives/Justification: City Hall does not have a backup power supply. The City's ability to provide services is greatly reduced in the event of a prolonged power failure. This project would allow the City to provide critical services at City Hall in the event of an emergency where the power is disrupted for a long duration.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: General Fund - Police

Project Title: Public Safety Radio Network

Project No.:

Budget Code: 312-3572-435.81-03

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES		\$ 3,500,000						\$ 3,500,000
OTHER								\$ -
TOTAL	\$ -	\$ 3,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS (\$)	
FY2013	
FY2014	
FY2015	
FY2016	
FY2017	
TOTAL	\$ -

Project Description: Implementation of a radio network system for City use.

Project Objectives/Justification: Necessary to meet federal requirements by 2013.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: Fire & Rescue

Project Title: Fire Training Burn Building

Project No.:

Budget Code: 312-3211-432-81-41

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS			\$ 2,500,000					\$ 2,500,000
STATE								\$ -
FEDERAL								\$ -
RESERVES								\$ -
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000

Location Map:

Woodstock Lane

**PROJECTED
ANNUAL
OPERATING
COSTS (\$)**

FY 2013

FY 2014

FY 2015

FY 2016

FY 2017

TOTAL \$ -

Project Description:

New construction of burn building tower for firefighter training. This facility is used for the Regional Firefighter Academy.

Project Objectives/Justification:

The current structure is outdated and has been refurbished numerous times. The stability of the structure is not suitable for additional refurbishment. It has deficiencies that will warrant it unacceptable for use by the Virginia Department of Fire Programs (VDFP), the agency that certifies all firefighters in Virginia. Without a VDFP suitable burn building the Winchester Fire and Rescue Department will find it more difficult to provide quality live fire fighting training for our personnel.

Project Status:

The need for replacement of the burn building has been identified by both Winchester Fire and Rescue and Frederick County Fire and Rescue Departments. Each department is seeking local funding from their respective jurisdictions for the project. Winchester Fire and Rescue Department would apply for a grant from the VDFP and the federal Firefighter Assistance Grant seeking the additional monies needed to complete the project. Both grants would require a match from the jurisdiction which is the basis of this CIP request.

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: General Fund - Public Services

Project Title: JJC Building Improvements

Project No.:

Budget Code: 312-4322-443-81-41

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES		\$ 150,000	\$ 750,000	\$ 850,000				\$ 1,750,000
OTHER		\$ 150,000	\$ 750,000	\$ 850,000				\$ 1,750,000
TOTAL	\$ -	\$ 300,000	\$ 1,500,000	\$ 1,700,000	\$ -	\$ -	\$ -	\$ 3,500,000

Location Map:

Revise Concept Plan: July 2012 – December 2012

Final Design Drawings: January 2013 – August 2013

Bid Project: September 2013 – October 2013

Award Contract: November 2013

Construction: January 2014 – December 2014

**PROJECTED
ANNUAL
OPERATING
COSTS (\$)**

FY2013

FY2014

FY2015

FY2016

FY2017

TOTAL \$ -

Project Description: Office reconfiguration to allow for a new courtroom and various office moves in the building, as determined by the JJC Users Group and Judge Wetsel. These moves are possible since the Frederick County Sheriff's Department and County 911 Center moved out of the building to their new facility.

Project Objectives/Justification: Changes would allow for better use of space in the building and to allow for expansion of some spaces necessary due to increase of use.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: General Fund - OTDB

Project Title: Pedestrian Mall Improvements

Project No.:

Budget Code: 312-4135-441.83-53

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES		\$ 600,000						\$ 600,000
OTHER								\$ -
TOTAL	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000

Location Map:

Construction: January 2013 – April 2013

Cost Summary:

Public Restroom Facility: \$250,000
 Splash Pad Water Feature: \$150,000
 North Gateway Feature: \$85,000
 South Gateway Feature: \$85,000
 Center Gateway Feature: \$30,000

**PROJECTED
ANNUAL
OPERATING
COSTS (\$)**

FY 2013	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
TOTAL	\$ -

Project Description: As a part of the utility replacement project, the OTDB is requesting some additional improvements on the Pedestrian Mall including: a public restroom, a water feature, and three gateway features.

Project Objectives/Justification: One of City Council's primary goals is to make improvements to downtown.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

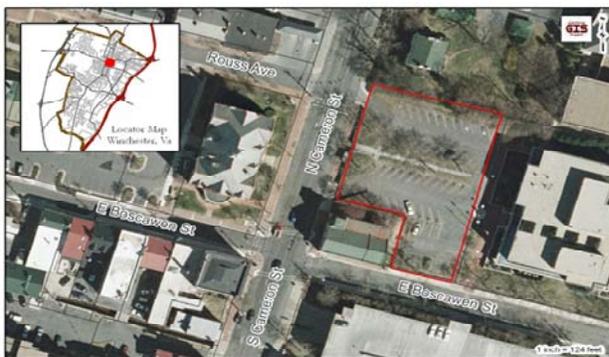
Fund & Department: General Fund

Project Title: Court Square Plaza

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES			\$ 100,000	\$ 150,000	\$ 100,000			\$ 350,000
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ 100,000	\$ 150,000	\$ 100,000	\$ -	\$ -	\$ 350,000

Location Map:
North-east corner
of Cameron and
Boscawen streets.



PROJECTED ANNUAL OPERATING COSTS (\$)

FY 2013	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
TOTAL	\$ -

Project Description: Creation of an exciting urban green space that would link the Joint Judicial Center and Roush City Hall and bring into being a significant place on Cameron Street by converting the Court Square Plaza from parking to an area of green space, thus, creating a central downtown civic plaza that fosters a sense of community and offers a unique gathering place. The plaza could be a shaded respite area, lunching area or gathering area for entertainment functions in Old Town Winchester.

The 1983 Old Town Streetscape Design Implementation Plan identified the Court Square Plaza as an important place to connect the traffic, pedestrians and the people in the buildings by providing a beautiful civic area of green space in a park like setting. The Downtown Development Board (Old Town Development Board) proposed this improvement concept as a long range priority to be implemented in five years (27 years ago). Having adequate parking in downtown has been a significant consideration for not implementing the park concept, however, there is now ample parking with the opening of downtown's fourth autopark in 2009.

Project Objectives/Justification: The City desires to promote residential living in the Old Town Winchester district. Public enhancements to the Old Town streetscape with public green spaces are crucial as amenities for the viability of downtown as a residential district. This is the only publicly owned property in the core downtown which could be converted into a much needed green space. The Court Square Plaza could either be designed to be multifunctional to include limited parking for daytime use and a staging area used for entertainment on weekends/evenings with the center as a permanent green space area; or be entirely converted into green space with a permanent stage added in the future.

Project Status: New Project.

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: General Fund - Public Services

Project Title: Green Circle

Budget Code: 312-7111-471-8312

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL	\$ 2,000,000	\$ 800,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000		\$ 4,800,000
RESERVES	\$ 753,000	\$ 200,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000		\$ 1,453,000
OTHER								\$ -
TOTAL	\$ 2,753,000	\$ 1,000,000	\$ 625,000	\$ 625,000	\$ 625,000	\$ 625,000	\$ -	\$ 6,253,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY2013	
FY2014	
FY2015	
FY2016	
FY2017	
TOTAL	\$ -

Project Description: Construction of the next phase of Green Circle multi-use recreational trail from near the intersection of Kent Street/Pall Mall Street north along Town Run to Cecil Street.

Project Objectives/Justification: This project has been an on-going effort to construct a recreational trail around and through the City of Winchester to provide opportunities to move within the City by walking, jogging, bicycle, etc. The project includes over \$2 million in federal grants.

Project Status: The construction of Phase I of the project was completed in December 2009.

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

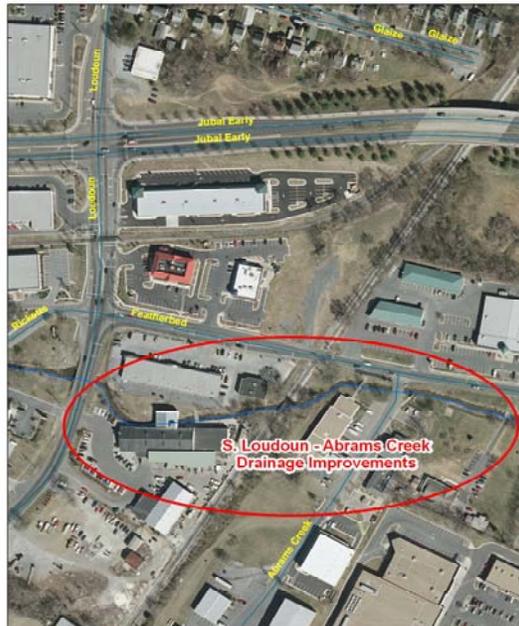
Fund & Department: General Fund - Public Services

Project Title: South Loudoun/Abrams Creek Drainage Improvements

Budget Code: 312-4121-441.81-34

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE	\$ 100,000	\$ 900,000						\$ 1,000,000
FEDERAL								\$ -
RESERVES								\$ -
OTHER	\$ 100,000	\$ 1,200,000						\$ 1,300,000
TOTAL	\$ 200,000	\$ 2,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,300,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)	
FY 2013	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
TOTAL	\$ -

Project Description: Project consists of improving and modifying the stormwater drainage along Abrams Creek just downstream of S. Loudoun. Funding sources are \$1 million in State Revenue Sharing Funds and \$1.3 million the City will receive from VDOT as reimbursement for Jubal Early Project.

Project Objectives/Justification: This project would correct the long-standing drainage problem in this area that was exacerbated following the completion of the S. Loudoun widening project that was completed by VDOT in 2009.

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: General Fund - Public Services

Project Title: Valley Avenue Drainage and Sidewalk Improvements

Budget Code: 312-4121-441.83-68

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS			\$ 2,500,000					\$ 2,500,000
STATE			\$ 2,500,000					\$ 2,500,000
FEDERAL		\$ 700,000						\$ 700,000
RESERVES								\$ -
OTHER								\$ -
TOTAL	\$ -	\$ 700,000	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ 5,700,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)	
FY2013	
FY2014	
FY2015	
FY2016	
FY2017	
TOTAL	\$ -

Project Description: Project consists of installing curb & gutter and storm drainage infrastructure on Valley Avenue from Middle Road to Lake Drive and installing sidewalks on both sides of the street from Middle Road to the southern City limit. Proposed Revenue Sharing Project with VDOT.

Project Objectives/Justification: This project would correct the long-standing drainage problem on Valley near the vicinity of Tevis and would also improve pedestrian safety along this major corridor.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: General Fund - Public Services

Project Title: Storm Drainage Improvements

Budget Code: 312-4121-441.81-34

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES								\$ -
OTHER			\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$10,000,000	\$ 16,000,000
TOTAL	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$10,000,000	\$ 16,000,000

Location Map:

See below for project proposed in FY 2013 on Valley Avenue near the intersection of Whitlock.



PROJECTED ANNUAL OPERATING COSTS (\$)	
FY2013	
FY2014	
FY2015	
FY2016	
FY2017	
TOTAL	\$ -

Project Description: Project would consist of various storm drainage improvements at locations throughout the City. Proposed project funding in future years (FY14+) would be from implementing a storm water utility.

The project proposed in FY 2014 is needed to alleviate a significant existing drainage problem near the intersection of Valley Avenue/Whitlock. This existing drainage problem caused significant property damage in 2009 and 2010 and presents a major safety hazard to motorists and pedestrians on Valley Avenue due to large volume of water that collects on Valley Avenue and the potential for vehicles to hydroplane and cause accidents.

Project Objectives/Justification: There are numerous locations throughout the City where drainage problems exist. In addition, much of the existing storm drainage infrastructure is old and needs to be replaced or upgraded.

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: General Fund - Public Services

Project Title: Traffic Signal Improvements

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE	\$ 1,700,000							\$ 1,700,000
FEDERAL	\$ 200,000							\$ 200,000
RESERVES	\$ 4,650,000		\$ 220,000	\$ 225,000	\$ 230,000	\$ 460,000	\$ 550,000	\$ 6,335,000
OTHER								\$ -
TOTAL	\$ 6,550,000	\$ -	\$ 220,000	\$ 225,000	\$ 230,000	\$ 460,000	\$ 550,000	\$ 8,235,000

Location Map:

FY2014: Commercial/N. Loudoun

FY2015: Shawnee/Papermill

FY2016: Wyck/N. Loudoun

FY2017: S. Loudoun/Southwerk
S. Loudoun/Whitlock

FY2018: N. Loudoun/Brick Kiln

FY2019: Weems/Wilson

**PROJECTED
ANNUAL
OPERATING
COSTS (\$)**

FY2013

FY2014

FY2015

FY2016

FY2017

TOTAL \$ -

Project Description: The majority of the traffic signals within the City were upgraded by the summer of 2010. This project will upgrade all the remaining old traffic signals.

Project Objectives/Justification: These traffic signals are very old, have reached the end of their useful life, and need to be replaced.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: General Fund - Public Services

Project Title: Intersection Improvements

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES			\$ 300,000		\$ 300,000			\$ 600,000
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ 600,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY 2013	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
TOTAL	\$ -

Project Description: This project consists of modifications to several existing intersections to facilitate and improve traffic flow. The intersections include:

- Pleasant Valley/Cork (FY 2014)
- Pleasant Valley/Adams (FY 2016)
- Pleasant Valley/Patsy Cline (FY 2016)

Project Objectives/Justification: These projects would improve traffic flow at these key intersections.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: General Fund - Public Services

Project Title: Monticello Street Extension

Project No.:

Budget Code: 312-4121-441-83-08

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE	\$ 100,000	\$ 4,900,000						\$ 5,000,000
FEDERAL								\$ -
RESERVES								\$ -
OTHER								\$ -
TOTAL	\$ 100,000	\$ 4,900,000	\$ -	\$ 5,000,000				



PROJECTED ANNUAL OPERATING COSTS (\$)

FY2013	
FY2014	
FY2015	
FY2016	
FY2017	
TOTAL	\$ -

Project Description: Project consists of extending Monticello Street from its current terminus to Battaile Drive in the Winchester Industrial Park. The project will include a new bridge over the CSX railroad tracks and also improvements to the existing section of Monticello. Funding for this project is entirely from grant funds from the state.

Project Objectives/Justification: This project will provide for an additional ingress/egress for Rubbermaid and was part of the reason they are currently expanding their facility here in Winchester.

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: General Fund - Public Services

Project Title: Spring Street Extension

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES								\$ -
OTHER			\$ 600,000					\$ 600,000
TOTAL	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY2013	
FY2014	
FY2015	
FY2016	
FY2017	
TOTAL	\$ -

Project Description: Project would consist of extending Spring Street to be able to access the existing traffic signal light on Pleasant Valley.

Project Objectives/Justification: This project would improve traffic flow and safety in this area.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

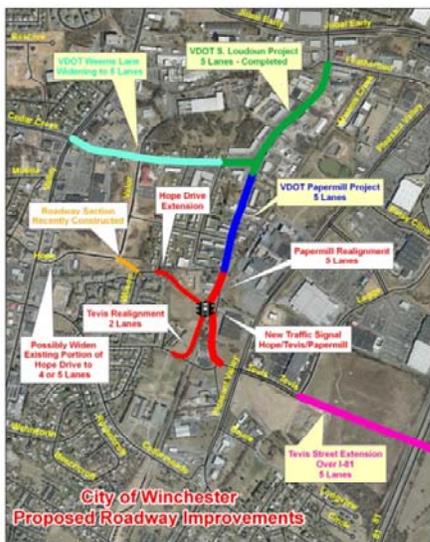
Fund & Department: General Fund - Public Services

Project Title: Hope Drive Extension

Budget Code: 312-4121-441-8310

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS					\$ 3,000,000	\$ 5,500,000		\$ 8,500,000
STATE								\$ -
FEDERAL								\$ -
RESERVES	\$ 100,000							\$ 100,000
OTHER								\$ -
TOTAL	\$ 100,000	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 5,500,000	\$ -	\$ 8,600,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY 2013	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
TOTAL	\$ -

Project Description: Project consists of extending Hope Drive from Wilson Blvd. to Papermill Road, realigning Papermill Road, realigning Tevis Street, and possibly widening the existing portion of Hope Drive. In addition to the roadway components of the project there will be right-of-way acquisition, utility relocations, and a new railroad crossing.

Project Objectives/Justification: This project will provide for an east-west arterial in the southern part of the City. It will also connect to the Papermill widening project that VDOT completed in 2009.

Project Status: Project on hold.

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: General Fund - Public Services

Project Title: Meadow Branch Extension

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES								\$ -
OTHER					\$ 4,000,000			\$ 4,000,000
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 4,000,000	\$ -	\$ -	\$ 4,000,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)	
FY2013	
FY2014	
FY2015	
FY2016	
FY2017	
TOTAL	\$ -

Project Description: Project would consist of constructing a four-lane divided roadway from the current terminus of Meadow Branch Avenue to Amherst Street.

Project Objectives/Justification: This project would provide for a much more straightforward route from the west side of the City to the middle of the City and would significantly reduce the amount of cut-through traffic on Merrimans Lane and Amherst Street.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: General Fund - Public Services

Project Title: Featherbed Lane Improvements

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES						\$ 750,000		\$ 750,000
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ 750,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY 2013
FY 2014
FY 2015
FY 2016
FY 2017

TOTAL \$ -

Project Description: Project would consist of constructing curb & gutter and sidewalks on Featherbed Lane.

Project Objectives/Justification: This project would significantly improve safety on this street.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

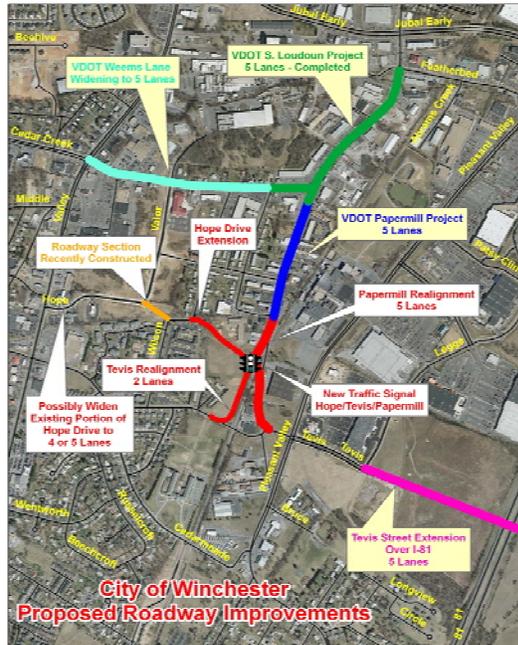
Fund & Department: General Fund - Public Services

Project Title: Weems Lane Improvements

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES							\$ 1,000,000	\$ 1,000,000
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY2013	
FY2014	
FY2015	
FY2016	
FY2017	
TOTAL	\$ -

Project Description: Project would consist of installing curb & gutter and sidewalks along Weems Lane.

Project Objectives/Justification: Project would significantly improve safety and drainage on this arterial street.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: General Fund - Public Services

Project Title: Shawnee Drive Improvements

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS							\$ 2,000,000	\$ 2,000,000
STATE								\$ -
FEDERAL								\$ -
RESERVES								\$ -
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)	
FY2013	
FY2014	
FY2015	
FY2016	
FY2017	
TOTAL	\$ -

Project Description: Project would consist of widening Shawnee between Papermill Road and the City limit from two lanes to three lanes (one lane each direction and a center turn lane), bike lanes, curb & gutter, and sidewalks.

Project Objectives/Justification: This project would significantly improve traffic flow and safety along this corridor.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

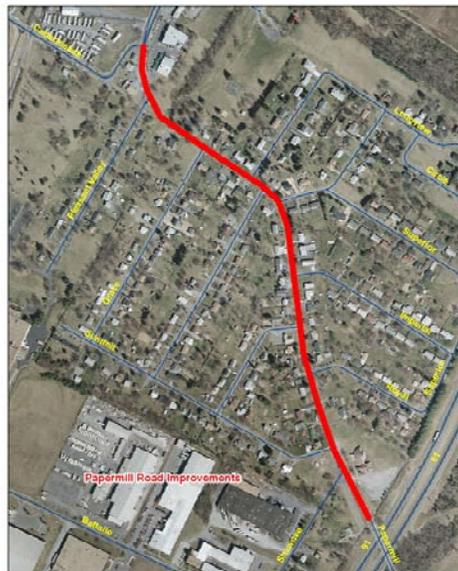
Fund & Department: General Fund - Public Services

Project Title: Papermill Road Improvements

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS							\$ 3,500,000	\$ 3,500,000
STATE								\$ -
FEDERAL								\$ -
RESERVES								\$ -
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY2013

FY2014

FY2015

FY2016

FY2017

TOTAL \$ -

Project Description: Project would consist of widening Papermill Road between Cedar Meade and the City limit from two lanes to three lanes (one lane each direction and a center turn lane), bike lane, curb & gutter, and sidewalks.

Project Objectives/Justification: This project would significantly improve traffic flow and safety along this corridor.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: Winchester Parks & Recreation
Department

Project Title: Park Roadway Resurfacing

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES				\$ 300,000				\$ 300,000
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY2013	\$ -
FY2014	\$ -
FY2015	\$ -
FY2016	\$ -
FY2017	\$ -
TOTAL	\$ -

Project Description: Asphalt overlay on all park roadways and new asphalt for existing gravel roadways and parking lots.

Project Objectives/Justification: Park roadways are in poor condition and need to be repaved. As part of the repaving project, consideration should be given to the following: install paving for ADA parking at Bodie Grim Field; paving around various high-use shelter areas; roadway extension from the Antique Car Shelter to the Rotary Shelter for better traffic flow; extend walking trail from the Par Course to the parking lot at the Optimist Shelter; pave gravel lot at maintenance shop; expand parking at the heavily used dog park; and pave the pull off area atop the hill along Maple Drive. The ideal time to pave would be after the park receives funding to install new water and sewer lines.

Project Status: Pricing secured. Requesting funds in FY2015

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: Winchester Parks & Recreation
Department

Project Title: Park Maintenance Shop Demolition and
Addition

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES					\$ 350,000			\$ 350,000
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY 2013	\$ -
FY 2014	\$ -
FY 2015	\$ -
FY 2016	\$ -
FY 2017	\$ 15,000
TOTAL	\$ 15,000

Project Description: Park Maintenance Shop Addition

Project Objectives/Justification: Demolition of the old section of the park maintenance facility and add onto the new section of the building with a pre-engineered structure. Design services and costs will be limited with a pre-engineered building. Estimated costs are approximately \$350,000. The older sections of the maintenance compound are quickly deteriorating and can not be used during snow events as the roof bows in and leaks. The facility would be used to store maintenance equipment and supplies and sectioned off to provide spaces for operational functions (woodworking, drive thru bays, etc.) The new facility should also be properly insulated.

Project Status: Requesting funds in FY2016. Some funding is currently budgeted for heating and cooling of the proposed new facility.

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: Winchester Parks & Recreation Department

Project Title: ADA Project Phase - Accessible Parking & Access to Certain Park Facilities and Restrooms

Project No.:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES		\$ 65,000		\$ 250,000				\$ 315,000
OTHER		\$ -						\$ -
TOTAL	\$ -	\$ 65,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 315,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY2013	\$ -
FY2014	\$ -
FY2015	\$ -
FY2016	\$ -
FY2017	\$ -
TOTAL	\$ -

Project Description: Phase #2 of the park's ADA accessibility project will focus in on the construction of a new paved parking lot with sidewalks around the BMX track and to Bridgeforth Field from satellite parking lots in Jim Barnett Park. In addition, phase #2 will include the installation of a restroom facility at the BMX track and renovations to the existing Bridgeforth Field restrooms. Design services and budgeting estimates for this phase of the project are currently being prepared by a civil engineer. This project's budget will be presented for consideration in the FY2014 budget cycle.

Project Objectives/Justification: The primary objective is to make our park system more accessible to everyone. Access to the BMX track and to Bridgeforth Field from the existing gravel parking lot along Cork Street and Bridgeforth Drive does not meet ADA standards for accessibility. Furthermore, there are no public restrooms in this area of the park and it is currently difficult for anyone in a wheelchair or walker to cross the uneven terrain to use portable toilets. Currently there is no ADA viewing area at the existing BMX bleachers or at Bridgeforth Field which is required at public facilities. This phase will address the barriers and bring this portion of the facility up to required standards.

Project Status: Planning by staff

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: Winchester Parks & Recreation
Department

Project Title: Amphitheater Renovation Design Services & Construction

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING			\$ 25,000					\$ 25,000
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES				\$ 100,000				\$ 100,000
OTHER					\$ 1,000,000			\$ 1,000,000
TOTAL	\$ -	\$ -	\$ 25,000	\$ 100,000	\$ 1,000,000	\$ -	\$ -	\$ 1,125,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY2013	\$ -
FY2014	\$ -
FY2015	\$ -
FY2016	TBD
FY2017	TBD
TOTAL	\$ -

Project Description: Renovation of the existing amphitheater in Jim Barnett Park including upgrading of electrical system, seating, stage construction, lighting and trail renovation. Funding for this project should include contributions from the City's General Fund, non-profit organizations, Shenandoah University, private contributions and grant funding. Funding requested in FY 2014 for preliminary design services. Funding requested in FY 2015 for full design services. Funding requested in FY 2016 for construction.

Project Objectives/Justification: Renovation and revitalization of an existing park facility. Several groups have expressed a desire in renovating the facility including Shenandoah University and other organizations. The facility has the ability to generate revenue for the City through ticket sales and sales tax from hotels and restaurants from those who travel to our community to participate and watch shows and productions. Such events could include theatrical, educational presentations, concerts and private events. The goal in developing this facility will be to ensure it is self-sustaining. Private promoters may also have an interest in seeing this facility developed.

Project Status: Pre-design negotiations to include renderings and preliminary budget estimates.

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: Winchester Parks & Recreation
Department

Project Title: Athletic Field Turf Renovations

Project No.:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES		\$ 200,000	\$ 275,000	\$ -		\$ -		\$ 475,000
OTHER		\$ -						\$ -
TOTAL	\$ -	\$ 200,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 475,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY 2013	\$ 15,000
FY 2014	\$ 25,000
FY 2015	\$ 25,000
FY 2016	\$ 25,000
FY 2017	\$ 25,000
TOTAL	\$ 115,000

Project Description: Conversion of a athletic field turf from turf-type fescue to bermuda grass is a growing trend in our region. WPRD proposes that over the next 2-3 years, athletic fields (baseball, soccer and lacrosse fields) be converted over to bermuda grass. Bermuda is more tolerant to wear than traditional cool season grass fields and recovers quickly during the summer months (between league seasons) when cool season grasses burn up.

Project Objectives/Justification: The conversion along with the all-grass infield on baseball fields has proven to cut maintenance costs (labor and materials) at other facilities in our region by reducing the number of man hours needed to prepare athletic fields, reduces wear and tear on field prepping equipment, reduces the amount of drying ingredients and dirt field mix, practically eliminates rain-outs because there is limited skinned (or dirt) areas that collect water and provides a consistent, even and safe playing surface. The conversion plan began in 2011 when Blue Ridge Youth Soccer and Winchester-Frederick County Youth Football contributed \$93,000 to renovate Preston Field in Jim Barnett Park into bermuda grass multi-use sports fields including two lighted rectangular fields for youth and a adult play area and a baseball/softball field with an all-grass infield. Preston Sports Complex fields are currently the only lighted recreation rectangular fields in our area. In preparation for the 2011 World Series, Yost Field was converted to bermuda grass and has stood up well to heavy use. Funding for that conversion came from the sale of old maintenance equipment. In FY2013, we propose to convert Bodie Grim and Rotary Fields to all bermuda grass fields. Both fields need to be regraded and a new sod installed and provides a perfect opportunity to convert over to bermuda. In FY2014 we propose converting the T-ball Field and Friendship and Whittier soccer fields into all bermuda grass fields. Beyond 2015 we will work with the Winchester Public Schools to begin converting their sports fields at public schools over to bermuda grass.

Some contractual services will be required to assist staff in maintaining the bermuda grass fields however those costs are already factored into the budget for seed and fertilizers for the existing fields. Specialized equipment (used reel mowers) have already been purchased to mow the turf fields.

Project Status: Request funding to continue project

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: Winchester Parks & Recreation
Department

Project Title: Outdoor Pool Sprayground

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES				\$ 275,000				\$ 275,000
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ 275,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY 2013	\$ -
FY 2014	\$ -
FY 2015	\$ 10,000
FY 2016	\$ 10,000
FY 2017	\$ 10,000
TOTAL	\$ 30,000

Project Description: Spraygrounds have become popular features to outdoor pool facilities and in neighborhood parks. The addition of a sprayground will increase the daily visitor count at our outdoor pool complex while costing very little to operate. Spraygrounds do not require additional lifeguard staffing however they offer a facility that non-swimmers can enjoy.

Project Objectives/Justification: Spraygrounds target a different market in our community. Users do not have to know how to swim to participate. The sprayground are designed to accommodate different age groups and the water used can be reclaimed if the recycling feature is purchased. The outdoor pool currently attracts visitors from around the region including out of state visitors from the Eastern Panhandle. General inquiries to sprayground manufacturers shows that an investment as little as \$100,000 can get you a small to medium size sprayground that will attract new local visitors to a facility and generate additional revenue where larger spraygrounds serve as a destination and have more of a regional draw.

Project Status: Design services required in FY2014. Design services offered by manufacturer at no cost.

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: Winchester Parks & Recreation
Department

Project Title: Jim Barnett Park Waterline Replacement

Project No.:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS			\$ 1,750,000					\$ 1,750,000
STATE								\$ -
FEDERAL								\$ -
RESERVES								\$ -
OTHER		\$ -						\$ -
TOTAL	\$ -	\$ -	\$ 1,750,000	\$ -	\$ -	\$ -	\$ -	\$ 1,750,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY2013	\$ -
FY2014	\$ -
FY2015	\$ -
FY2016	\$ -
FY2017	\$ -
TOTAL	\$ -

Project Description: The existing waterlines to certain park facilities are very old and leak on a regular basis. With the construction of the Active Living Center, a new water main was installed in the park and the plan is to tap into the new water main and run new lines to existing facilities within the park including: shelters, maintenance facility, Familyland, water fountains, athletic fields and restrooms.

Project Objectives/Justification: Annually, the park experiences a moderate to major water leak in our water lines. Oftentimes, the leak is not detected until we receive a water bill. Existing water lines are not deep enough into the ground and require that staff blow out lines each fall so that pipes are not damaged by freezing temperatures. Current water lines have been pieced together with different materials and are oftentimes difficult to trace to make repairs.

Project Status: Request funding for project

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department:

Transit

Project Title:

Transit Administration Building

Budget Code:

312-4611-444-8139

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING	\$ 6,400	\$ 70,000						\$ 76,400
BONDS								\$ -
STATE	\$ 1,600	\$ 70,000						\$ 71,600
FEDERAL	\$ 32,000	\$ 560,000						\$ 592,000
RESERVES								\$ -
OTHER								\$ -
TOTAL	\$ 40,000	\$ 700,000	\$ -	\$ 740,000				

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY2013	
FY2014	
FY2015	
FY2016	
FY2017	
TOTAL	\$ -

Project Description:

Transit Department Administrative Building

Project Objectives/Justification:

In FY2007, the transit department received a grant to design administrative offices. FTA is encouraging the construction of administrative offices to separate the transit department from the equipment division due to federal grant monies used in the day-to-day operations and maintenance of the existing facility. Building offices for the transit department will also enable the equipment division to expand its operations and have full use of the existing facility. This project will consist of the new office building and all interior furnishings.

Project Status:

Design is complete. Ready to begin bid process.

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: Utilities

Project Title: Water & Sewer Main Replacements

Project No.:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS	\$25,000,000	\$12,000,000	\$ 5,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$75,000,000	\$ 135,000,000
STATE		\$ 1,000,000						\$ 1,000,000
FEDERAL		\$ 1,000,000						\$ 1,000,000
RESERVES								\$ -
OTHER								\$ -
TOTAL	\$25,000,000	\$14,000,000	\$ 5,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$75,000,000	\$ 137,000,000

Location Map:

FY13: Finish Amherst Street and North End Projects.
Also complete Indian Alley and Pedestrian Mall Projects.

**PROJECTED
ANNUAL
OPERATING
COSTS (\$)**

FY 2013	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
TOTAL	\$ -

Project Description: Replacement of the City's existing water & sewer mains and services.

Project Objectives/Justification: The City operates one of the oldest water & sewer systems in the nation and many existing water mains are 100 - 150 years old. This infrastructure needs to be replaced to ensure that the City can provide a reliable water supply to the residents and businesses in the future.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: Utilities and Highway Maintenance

Project Title: New Maintenance Facility

Project No.:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS			\$ 400,000	\$ 6,000,000				\$ 6,400,000
STATE								\$ -
FEDERAL								\$ -
RESERVES								\$ -
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ 400,000	\$ 6,000,000	\$ -	\$ -	\$ -	\$ 6,400,000

Location Map:

FY14: Design

FY15: Construction

PROJECTED ANNUAL OPERATING COSTS (\$)

FY 2013

FY 2014

FY 2015

FY 2016

FY 2017

TOTAL

\$ -

Project Description: Project would consist of constructing a new maintenance facility that would be shared and paid for by both Utilities and Public Works.

Project Objectives/Justification: The existing maintenance facilities/buildings on Woodstock Lane and at City Yards are old and in very poor condition. The buildings are in constant need of maintenance and need to be replaced. A new, shared facility would lower the maintenance costs of maintaining the existing old buildings and would improve the efficiency of the operation. In addition, equipment would last longer and stay in better condition because it could be stored inside, as opposed to outdoors in the current operation.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: Utilities

Project Title: Structural Repairs to Dam at Water Treatment Plant Intake Structure

Project No.:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES			\$ 100,000	\$ 500,000				\$ 600,000
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ 100,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 600,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)

FY 2013

FY 2014

FY 2015

FY 2016

FY 2017

TOTAL

\$

-

Project Description: Project would consist of repairing the dam structures at the intake for the water treatment plant located on the North Fork of the Shenandoah River.

Project Objectives/Justification: The original dam structure was constructed in the 1950's and major structural repairs are necessary so that the dam is reliable and in service in the future. The water supply for Winchester's residents and businesses is dependent on the proper operation of the intake/dam at the river.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: Utilities

Project Title: Sewage Lift Station Replacements

Project No.: 535-4805-448-8615

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES			\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 1,000,000	\$ 3,200,000
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 1,000,000	\$ 3,200,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS (\$)	
FY 2013	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
TOTAL	\$ -

Project Description: Replacement of existing sewage pump stations.

Project Objectives/Justification: The City operates several sewage pump stations that are getting old and need to be replaced.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: Utilities

Project Title: Water Storage Tank Replacement

Project No.:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS					\$ 4,000,000			\$ 4,000,000
STATE								\$ -
FEDERAL								\$ -
RESERVES				\$ 250,000				\$ 250,000
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ 250,000	\$ 4,000,000	\$ -	\$ -	\$ 4,250,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS (\$)	
FY 2013	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
TOTAL	\$ -

Project Description: Project would consist of constructing a new water storage tank, most likely on the north end of the City.

Project Objectives/Justification: Two of the City's existing water storage tanks present significant operational problems. The first, the Tennyson Tank, is 80+ years old and is starting to develop numerous leaks. The second, Strothers Lane, is not at an ideal elevation and the water often becomes stagnant and loses its chlorine residual during the summer. This project would consist of replacing one or both tanks, with one or two new storage tanks.

Project Status:

Five-Year Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2013 - 2017

Fund & Department: Utilities

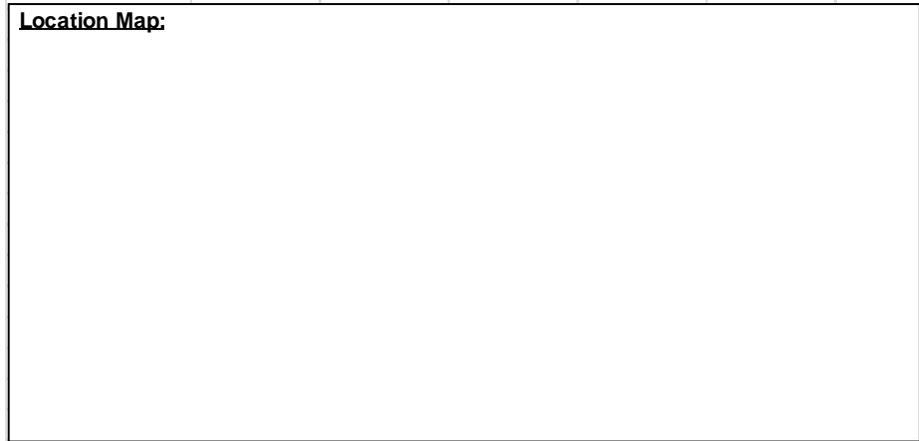
Project Title: Demolish Old Digesters

Project No.:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future Years	Project Total
OPERATING								\$ -
BONDS								\$ -
STATE								\$ -
FEDERAL								\$ -
RESERVES							\$ 750,000	\$ 750,000
OTHER								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ 750,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS (\$)	
FY 2013	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
TOTAL	\$ -

Project Description: Demolish/restoration of the old sewage digesters at the Woodstock property.

Project Objectives/Justification: This is the site of the old wastewater treatment facility. The old digesters are in poor structural condition and need to be demolished at some time in the future from a safety standpoint.

Project Status:

Winchester Virginia

EQUIPMENT REPLACEMENT PLAN 2013-2017



Five-Year Equipment Replacement Plan

Introduction and Background

The Equipment Replacement Plan is a five-year forecast of equipment replacement needs in the City of Winchester. It is intended to alert the Council and citizens of equipment replacement needs that are required to maintain the efficiency of city services and the safety of the staff. The first year of the plan becomes the adopted budget, however the equipment is again re-evaluated before the final approval is given for purchase. The remainder four years represents estimated replacement needs and related funding. The Equipment Replacement Plan does not include proposed capital projects. A document relating specifically to capital projects needs has been developed into a separate document.

The Equipment Replacement Plan's basic premise is scheduled replacement of present equipment. In the initial year of the replacement plan, FY2013, over one-third of the cost is designated for Public Safety vehicles that are ten years plus in age including eight police vehicles that are either above 120,000 miles currently or will reach this threshold by the end of fiscal year 2012. Additionally, two vehicles within the Public Works Department, which are both over ten years in age, combine for another 37% of the total cost. Information Technology is requesting replacement dollars for twelve servers on the system. The warranty on all of these units will expire in fiscal year 2013. The equipment replacement charges for FY2013 represent approximately 1% of the total general fund expenditures. Flexibility of the plan is established through annual review and revision, if necessary.

This five-year planning document along with the policy replacement criteria was developed by the Finance Department and represents the combined efforts of all city departments. Please use the information provided to assist in the understanding of the City's equipment needs as they relate to the delivery of service to the citizens of Winchester.

Equipment Replacement Plan 2013-2017

The Equipment Replacement Plan is five-year plan outlining the vehicle and machinery replacement requirements for the City of Winchester. It is intended to inform the Council and citizens of the major needs on the horizon. The objective is to standardize the capital replacement process in order to create a managed system of purchasing and funding capital equipment, thereby allowing the City to accurately plan and budget for future departmental capital equipment requirements.

The Equipment Plan provides for the replacement intervals on an annual basis to reduce capital, operating and maintenance costs in order to maximize the safety and efficiency of the fleet. The attached listing is broken down by fiscal year, department, and the cost associated with each piece of equipment in need of replacement.

The targeted replacement cycles, in terms of years and miles for the current equipment, are as follows:

Description with Age/Miles:

- General Automobiles – Sedan 10 years/120,000 miles
- Public Safety Vehicles – 10 years/120,000 miles
- Light Duty Trucks – Sports Utility, Pickup and 4x4 – 10 years/100,000 miles
- Medium Heavy Duty trucks – 10 years/100,000 miles
- Buses – Medium Duty and Purpose-Built 7 years/200,000 miles, Light-Duty Small Bus, Cutaways, and Modified Vans 4 years/100,000 miles.
- Replacement of Fixed, add-on Equipment – 10 years, Miscellaneous equipment – By condition.
- Information technology – comprised of all IT hardware and voice/data communications technology. This equipment ranges from network infrastructure enhancements to the replacement of obsolete hardware, software, and data communication components. The information Technology Department will work with all City departments to identify technology replacement needs (both hardware and software) and establish a list of IT projects that should be funded.

Five-Year Equipment Replacement Plan

General Procedures

- A. Department heads will conduct an annual utilization study of the existing capital equipment. The study will identify vehicles and equipment that meet the minimum replacement criteria.
- B. Based on the study, the department heads will initiate the equipment request cycle each fiscal year within the regular budgeting process. Department heads will recommend specific vehicles and equipment for replacement based on the factors identifies below.
- C. Department Heads will review recommended capital replacements with the Finance Department and will submit a final recommendation to the City Manager for further analysis.

Vehicle and Equipment Replacement Criteria

- A. Type of Equipment: New technology and manpower savings are all considerations for this criterion. Safer equipment may also fall into this category.
- B. Mission/Service: New or additional equipment may be needed for new county services/tasks.
- C. Maintenance Costs: Excessive breakdowns, repairs or proprietary parts may make it no longer feasible (financially or operationally) to retain a certain piece, type, or brand of equipment.
- D. Useful life: Safety is a primary concern. Older vehicles present significant challenges to keep operational and acquire parts and may present unique safety issues once past their useful life.
- E. Use of equipment: Underutilized equipment will be recommended for reassignment, sale or declared surplus/salvage. Heavily used equipment will also be given a higher priority for replacement; i.e., daily use is often more important than monthly, seasonal or sporadic use.
- F. Odometer miles or hours of use: High miles/hours create excessive wear and tear on major systems components. Wear and tear of City equipment is a key measure.
- G. Availability of Funds; Monies available each year may make modification of the proposed equipment list necessary, even if many of the other criteria are met.

Five-Year Equipment Replacement Plan

City of Winchester Equipment Replacement Plan 2013 - 2017

Equipment by Year

Department	Current Equipment	New Equipment	Cost
<u>2013</u>			
Information Technology	Servers (7)	Servers (7)	35,000
Sheriff	Sheriff Vehicles (2)	Sheriff Vehicles (2)	50,000
Police	Police Vehicles (6)	Marked Patrol Vehicles (6)	150,000
Inspections	1999 Chevy Blazer	Small SUV	20,000
Traffic	1999 GMC Bucket Truck	Bucket Truck	100,000
Parks & Recreation	1997 GMC Jimmy	Sedan	14,000
Total for 2013			369,000
<u>2014</u>			
Information Technology	1997 SUV	SUV	20,000
Information Technology	Servers (12)	Servers (12)	60,000
Sheriff	Sheriff Vehicles (2)	Sheriff Vehicles (2)	50,000
Police	Police Vehicles (8)	Police Vehicles (8)	220,000
Police	Box Truck for SWAT	SSV Rapid Deployment Vehicle	50,000
Fire	Battalion Vehicle	Battalion Vehicle	50,000
Inspections	2001 Sedan	Sedan	20,000
Refuse	2002 Toyota Truck	Pickup Truck	30,000
Refuse	2001 IHC Refuse/Recycling Truck	Refuse/Recycling Truck	170,000
Facilities Maintenance	1996 Pickup	Pickup Truck	30,000
Streets	Salt Spreaders (2)	Salt Spreaders (2)	30,000
Streets	1992 Dump Truck	Dump Truck	105,000
Streets	1996 Truck	Pickup Truck	35,000
Traffic	1999 Sign/Marking Truck	Sign/Marking Truck	60,000

Five-Year Equipment Replacement Plan

Equipment by Year

Department	Current Equipment	New Equipment	Cost
Parks & Recreation	1997 F-250	4x4 Pickup Truck	22,000
Parks & Recreation	1989 F-350	4x4 Diesel Pickup Truck	31,000
Parks & Recreation		Snow Plow	6,000
Parks & Recreation		Dump Bed	9,000
Parks & Recreation	2001 GMC 4x2	4x2 Pickup Truck	17,500
Parks & Recreation		Snow Plow or Blower	5,500
Parks & Recreation		3 pt Chipper for Tractor	8,300
Parks & Recreation		Box Trailer 7 x 16	3,000
Parks & Recreation	Trash Truck	4x4 Diesel Truck w/Trash Compactor	82,000
Human Services	2001 Sedan	Sedan	20,000
Transit		Para Transit Van	60,000
Public Services			150,000
	Total for 2014		1,344,300
 <u>2015</u> 			
Information Technology	Servers (12)	Servers (12)	60,000
Information Technology	IBM i5	IBM i5 upgrade	50,000
Tax Assessment	2004 Sedan	Sedan	20,000
Sheriff	Sheriff Vehicles (2)	Sheriff Vehicles (2)	55,000
Police	Police Vehicles (8)	Police Vehicles (8)	225,000
Police	1990 Utility Van	Utility Van	20,000
Fire	Regional Hazmat Unit	Regional Hazmat Unit	150,000
Inspections	2001 Sedan	Sedan	20,000
Refuse	2001 IHC Refuse/Recycling Truck	Refuse/Recycling Truck	175,000
Streets	Dump Trucks (2)	Dump Trucks (2)	210,000
Parks & Recreation	1998 GMC 4x4	4x4 Diesel Pickup w/Snow Plow	38,000
Parks & Recreation	SmithCo Groomer	Groomer	15,000

Five-Year Equipment Replacement Plan

Equipment by Year

Department	Current Equipment	New Equipment	Cost
Parks & Recreation	Zero Turn Mower #2	Zero Turn Mower	14,000
Parks & Recreation	Toro Workman	Toro Workman	12,000
Parks & Recreation	Brush Hog	Brush Hog	4,000
Parks & Recreation		Bobcat Snow Blower	6,500
Parks & Recreation		Bobcat Backhoe (used)	5,500
Human Services	2001 Sedan	Sedan	20,000
Transit	Para Transit Vans	Para Transit Vans	520,000
Public Services			150,000
Total for 2015			1,770,000
 <u>2016</u> 			
Information Technology	Servers (12)	Servers (12)	60,000
Information Technology	Network Equipment	Network Equipment	260,000
Sheriff	Sheriff Vehicles (2)	Sheriff Vehicles (2)	55,000
Police	Police Vehicles (8)	Police Vehicles (8)	230,000
Inspections	2005 Sedan	Sedan	20,000
Streets	2008 Street Sweeper	Street Sweeper	250,000
Parks & Recreation	15-Passenger Van	15-Passenger Van	60,000
Parks & Recreation	Zero Turn Mowers (2)	Zero Turn Mowers (2)	28,000
Parks & Recreation	Salt Spreader	Salt Spreader	6,500
Parks & Recreation	Large Snow Blower	Large Snow Blower	1,000
Parks & Recreation	Small Snow Blower	Small Snow Blower	1,200
Parks & Recreation	Reel Mower	Reel Mower	45,000
Human Services	2005 Sedan	Sedan	20,000
Public Services			150,000
Total for 2016			1,186,700

Five-Year Equipment Replacement Plan

Equipment by Year

Department	Current Equipment	New Equipment	Cost
<u>2017</u>			
Information Technology	Servers (12)	Servers (12)	60,000
Sheriff	Sheriff Vehicles (2)	Sheriff Vehicles (2)	55,000
Police	Police Vehicles (8)	Police Vehicles (8)	235,000
Inspections	2005 Sedan	Sedan	20,000
Refuse	2004 Refuse/Recycling Truck	Refuse/Recycling Truck	180,000
Streets	Dump Trucks (2)	Dump Trucks (2)	230,000
Parks & Recreation	1998 Truck	4x4 Pickup	22,000
Parks & Recreation	Toro Workman	Toro Workman	14,000
Parks & Recreation	1968 Ford Tractor	Small Tractor w/Cab & Loader	42,000
		Plasma Cutter	2,500
Human Services	2005 Van	Van	30,000
Public Services			150,000
	Total for 2017		1,040,500
Grand Total			5,710,500

Five-Year Equipment Replacement Plan

DEPARTMENT SUMMARY

Department	2013	2014	2015	2016	2017	Total
Tax Assessment			20,000			20,000
Information Technology	35,000	80,000	110,000	320,000	60,000	605,000
Sheriff	50,000	50,000	55,000	55,000	55,000	265,000
Police	150,000	270,000	245,000	230,000	235,000	1,130,000
Fire	-	50,000	150,000	-	-	200,000
Inspections	20,000	20,000	20,000	20,000	20,000	100,000
Facilities Maintenance	-	30,000	-	-	-	30,000
Refuse	-	200,000	175,000	-	180,000	555,000
Streets	-	170,000	210,000	250,000	230,000	860,000
Traffic	100,000	60,000	-	-	-	160,000
Parks & Recreation	14,000	184,300	95,000	141,700	80,500	515,500
Human Services	-	20,000	20,000	20,000	30,000	90,000
Transit	-	60,000	520,000	-	-	580,000
Public Services	-	150,000	150,000	150,000	150,000	600,000
Grand Total	369,000	1,344,300	1,770,000	1,186,700	1,040,500	5,710,500

Five-Year Equipment Replacement Plan

EQUIPMENT BY DEPARTMENT

Department	2013	2014	2015	2016	2017	Total
<u>Tax Assessment</u>						
Sedan			20,000			20,000
Total Tax Assessment	-	-	20,000	-	-	20,000
<u>Information Technology</u>						
Servers	35,000	60,000	60,000	60,000	60,000	275,000
IBM i5			50,000			50,000
Network Equipment				260,000		260,000
SUV		20,000				20,000
Total Information Technology	35,000	80,000	110,000	320,000	60,000	605,000
<u>Sheriff</u>						
Marked Vehicles	50,000	50,000	55,000	55,000	55,000	265,000
Total Sheriff	50,000	50,000	55,000	55,000	55,000	265,000
<u>Police</u>						
Marked Patrol Vehicles	150,000	220,000	225,000	230,000	235,000	1,060,000
Utility Van			20,000			20,000
SSV Rapid Deployment Vehicle		50,000				50,000
Total Police	150,000	270,000	245,000	230,000	235,000	1,130,000
<u>Fire</u>						
Marked Vehicles		50,000				50,000
Regional Hazmat Unit			150,000			150,000
Total Fire	-	50,000	150,000	-	-	200,000
<u>Inspections</u>						
Small SUV	20,000					20,000
Sedan		20,000	20,000	20,000	20,000	80,000
Total Inspections	20,000	20,000	20,000	20,000	20,000	100,000

Five-Year Equipment Replacement Plan

EQUIPMENT BY DEPARTMENT

Department	2013	2014	2015	2016	2017	Total
<u>Facilities Maintenance</u>						
Marked Vehicles		30,000				30,000
Total Facilities Maintenance	-	30,000	-	-	-	30,000
<u>Public Works/Refuse</u>						
Pickup Truck		30,000				30,000
Refuse/Recycling Truck		170,000	175,000		180,000	525,000
Total Refuse	-	200,000	175,000	-	180,000	555,000
<u>Public Works/Streets</u>						
Salt Spreaders		30,000				30,000
Dump Trucks		105,000	210,000		230,000	545,000
Pickup Trucks		35,000				35,000
Street Sweeper				250,000		250,000
Total Streets	-	170,000	210,000	250,000	230,000	860,000
<u>Public Works/Traffic</u>						
Bucket Truck	100,000					100,000
Sign/Marking Truck		60,000				60,000
Total Traffic	100,000	60,000	-	-	-	160,000
<u>Parks & Recreation</u>						
SUV	14,000					14,000
Pickup Trucks		39,500			22,000	61,500
Pickup Truck - Diesel		31,000	38,000			69,000
Trash Truck		82,000				82,000
15-Passenger Van				60,000		60,000
Snow Plow		11,500				11,500
Dump Bed		9,000				9,000
<hr/>						
City of Winchester		302				FY 2013 Budget

Five-Year Equipment Replacement Plan

EQUIPMENT BY DEPARTMENT

Department	2013	2014	2015	2016	2017	Total
3 pt Chipper for Tractor		8,300				8,300
Box Trailer 7 x 16		3,000				3,000
Groomer			15,000	28,000		43,000
Zero Turn Mower			14,000			14,000
Reel Mower				45,000		45,000
Toro Workman			12,000		14,000	26,000
Brush Hog			4,000			4,000
Snow Blower			6,500	2,200		8,700
Backhoe (used)			5,500			5,500
Salt Spreader				6,500		6,500
Small Tractor w/Cab & Loader					42,000	42,000
Plasma Cutter					2,500	2,500
Total Parks & Recreation	14,000	184,300	95,000	141,700	80,500	515,500
<u>Human Services</u>						
Sedan		20,000	20,000	20,000		60,000
Van					30,000	30,000
Total Human Services	-	20,000	20,000	20,000	30,000	90,000
<u>Transit</u>						
Paratransit Vans		60,000	520,000			580,000
Total Transit	-	60,000	520,000	-	-	580,000
<u>Public Services</u>						
Heavy Equipment		150,000	150,000	150,000	150,000	600,000
Total Public Services	-	150,000	150,000	150,000	150,000	600,000
Grand Total	369,000	1,344,300	1,770,000	1,186,700	1,040,500	5,710,500

Pay Grade/Position Title Listing

City of Winchester Pay Grade/Position Title July 1, 2012

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
1		17,992.00	8.65	23,400.00	11.25	28,808.00	13.85
2		18,907.20	9.09	24,564.80	11.81	30,243.20	14.54
3		19,843.20	9.54	25,792.00	12.40	31,761.60	15.27
4		20,841.60	10.02	27,081.60	13.02	33,342.40	16.03
5	Custodian	21,881.60	10.52	28,433.60	13.67	35,006.40	16.83
6	Account Clerk I Clerk Receptionist Recreation Center Attendant I Travel Counselor	22,963.20	11.04	29,868.80	14.36	36,753.60	17.67
7	Laborer I Lead Custodian Recreation Center Attendant II	24,128.00	11.60	31,366.40	15.08	38,604.80	18.56
8	Bus Driver Customer Service Assistant Laborer II Office Assistant Office Associate Recreation Center Attendant III Sanitation Worker Utility Meter Attendant	25,334.40	12.18	32,926.40	15.83	40,518.40	19.48
9	Account Clerk II Maintenance Technician I Recreation Program Specialist Utility Service Mechanic I Warrants Clerk W/WTP Operator Trainee	26,603.20	12.79	34,569.60	16.62	42,556.80	20.46

Pay Grade/Position Title Listing

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
10	Communications Technician Human Services Assistant Police Fleet Manager Secretary Visitor & Comm Relations Manager W/WTP Lab Technician I W/WTP Operator I	27,934.40	13.43	36,296.00	17.45	44,678.40	21.48
11	Account Clerk III Aquatics Program Specialist Benefit Programs Specialist I Code Enforcement Technician Communications Specialist I Convention & Visitor Services Project Manager Maintenance Technician II Office Supervisor Parking Control Officer Plant Mechanic Records Analyst Clerk Utility Service Mechanic II	29,328.00	14.10	38,126.40	18.33	46,904.00	22.55
12	Athletics Program Specialist I Benefit Programs Specialist II Community Resource Officer Crew Leader Deputy Treasurer Dewatering Operator Equipment Parts Manager Executive Secretary Fiscal Assistant Planning Technician Senior Account Clerk W/WTP Lab Technician II W/WTP Operator II	30,784.00	14.80	40,019.20	19.24	49,254.40	23.68
13	Benefit Programs Specialist III Communications Specialist II Detention Specialist I Legal Secretary Maintenance Technician III Traffic Signal Technician	32,323.20	15.54	42,016.00	20.20	51,729.60	24.87

Pay Grade/Position Title Listing

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>	<u>Mid</u>	<u>Maximum</u>
14		33,945.60	16.32	44,116.80
	Accounting Analyst			21.21
	Administrative Assistant I			54,308.80
	Administrative Programs Assistant			26.11
	Arborist			
	Athletics Program Specialist II			
	Automotive Mechanic			
	Benefit Programs Specialist IV			
	Construction Inspector			
	Environmental Program Coord			
	Evidence Clerk Specialist			
	Housing Specialist			
	Probationary Firefighter (13.5998)	Hrs per year 2496		
	Self-Sufficiency Specialist			
	Senior Utility Service Mechanic			
15		35,630.40	17.13	46,321.60
	Code Compliance Inspector			22.27
	Communications Specialist III			57,012.80
	Computer Support Technician			27.41
	Computer/Network Support Tech			
	Crime Prevention/Comm Invol Spec			
	Deputy Sheriff I			
	Deputy Zoning Administrator			
	Detention Specialist II			
	GIS Technician			
	Licensed Practical Nurse			
	Planner I			
	Prevention Case Manager			
	Senior Laboratory Technician			
	Shop Foreman			
	System Project Manager			
	Transit Supervisor			
	Victim Witness Assistant Director			
	W/WTP Operator III			
16		37,419.20	17.99	48,651.20
	Accountant			23.39
	Administrative Assistant II			59,883.20
	Assistant Facility Manager			28.79
	Chief Deputy Treasurer			
	Crew Supervisor			
	CRO/Community Outreach			
	Coordinator			
	Deputy Sheriff II			
	Firefighter/EMT (14.9916)			

Pay Grade/Position Title Listing

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
16	(continued) EMS Billing Manager Facilities Coordinator Grants Coordinator/Project Specialist Marketing Coordinator Paralegal Parks Administrative Coordinator Payroll & Benefits Coordinator Police Officer I Police Officer I/Code Compliance Inspector Recreation Coordinator - Aquatics Services Recreation Coordinator - Special Events Recreation Coordinator - Sports & Athletics Services Recreation Coordinator - Youth Services	37,419.20	17.99	48,651.20	23.39	59,883.20	28.79
17	Administrative Services Manager Assessment Analyst Benefit Programs - Fraud Investigator Benefit Programs Supervisor Chief Environmental Program Coordinator Deputy Sheriff III Engineering Inspector Instrumentation Technician/Electrician Lead Communications Specialist Planner II Police Officer II Senior Codes Compliance Inspector/Police Officer II Senior Detention Specialist Social Worker I Tax Field Auditor Utilization Management Coordinator W/WTP Lead Operator	39,291.20	18.89	51,084.80	24.56	62,857.60	30.22
18	Automotive Service Supervisor CSA Coordinator Detective I Detention Specialist Supervisor	41,246.40	19.83	53,643.20	25.79	66,019.20	31.74

Pay Grade/Position Title Listing

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
18	(continued) Firefighter Technician (16.5248) Police Officer III Refuse/Recycling Coordinator Risk Manager/Purchasing Manager Social Worker II W/WTP Chief Operator	41,246.40	19.83	53,643.20	25.79	66,019.20	31.74
19	Assistant Commonwealth Atty I Assistant Fire Marshal Communications Operations Supervisor Deputy Building Official Detective II Engineer I Master Police Officer Senior Paralegal/Office Administrator Payroll & Benefits Manager Senior Planner Sheriff Sergeant Traffic Division Supervisor	43,326.40	20.83	56,305.60	27.07	69,305.60	33.32
20	Facility Manager GIS Coordinator Maintenance Supervisor Police Sergeant Real Estate Administrator Social Worker III Superintendent of Parks Victim Witness Director	45,489.60	21.87	59,134.40	28.43	72,779.20	34.99
21	Assistant Commonwealth Atty II Chief Accountant Customer Service Manager Director of Emergency Communications Fire & Rescue Lieutenant (19.1334) Police Lieutenant Social Worker IV	47,756.80	22.96	62,088.00	29.85	76,419.20	36.74

Pay Grade/Position Title Listing

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
22	Building Official Senior Computer Programmer Senior Network Engineer Social Work Supervisor Transit Director Webmaster	50,148.80	24.11	65,187.20	31.34	80,225.60	38.57
23	Assistant Commonwealth Atty III Assistant Human Resources Dir Assistant Parks & Recreation Dir Fire & Rescue Battalion Chief Fire Marshall Juvenile Detention Center Assistant Superintendent Operations Superintendent Police Captain Social Work Manager	52,644.80	25.31	68,452.80	32.91	84,240.00	40.50
24	Assistant Finance Director Assistant Social Services Director Executive Director Winchester Parking Authority Executive Director WFCCVB Old Town Development Board Executive Director	55,287.40	26.58	71,864.00	34.55	88,462.40	42.53
25	Assistant City Attorney City Engineer Deputy Commonwealth Attorney Fire & Rescue Deputy Chief Police Major	58,052.80	27.91	75,462.40	36.28	92,892.80	44.66
26		60,944.00	29.30	79,248.00	38.10	97,531.20	46.89
27	Assistant Public Services Director Juvenile Detention Center Superintendent Parks & Recreation Director Planning Director Public Works Director	64,001.60	30.77	83,200.00	40.00	102,398.40	49.23

Pay Grade/Position Title Listing

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
28	Assistant City Manager Human Resources Director Information Technology Director Director of Zoning & Inspections	67,204.80	32.31	87,360.00	42.00	107,515.20	51.69
29	Finance Director Fire & Rescue Chief Human Services Director Economic Redevelopment Director Police Chief Public Services Director	70,553.60	33.92	91,728.00	44.10	112,902.40	54.28
30		74,089.60	35.62	96,324.80	46.31	118,539.20	56.99
31		77,792.00	37.40	101,129.60	48.62	124,467.20	59.84
32		81,681.60	39.27	106,184.00	51.05	130,686.40	62.83
33		85,779.20	41.24	111,508.80	53.61	137,238.40	65.98
34		90,064.00	43.30	117,083.20	56.29	144,102.40	69.28
35		94,556.80	45.46	122,928.00	59.10	151,299.20	72.74

Health Insurance Plans/Rates

City of Winchester FY 2013 Health Insurance Rates KeyCare1000 & HSA 312

Athem KeyCare 1000

Calendar Year Deductible		\$1,000 per member \$2,000 per family			
Out-of-pocket maximum		\$4,000 per member \$8,000 per family			
	Monthly Expected Rates	Employer Contribution	%	Employee Contribution	%
Employee Only	455.58	455.58	100%	-	0%
Employee/Child	688.33	619.50	90%	68.83	10%
Employee/Spouse	827.95	620.96	75%	206.99	25%
Employee/Family	1,433.11	1,003.18	70%	429.93	30%
	Bi-Weekly Expected Rates	Employer Contribution	%	Employee Contribution	%
Employee Only	210.27	210.27	100%	-	0%
Employee/Child	317.69	285.92	90%	31.77	10%
Employee/Spouse	382.13	286.60	75%	95.53	25%
Employee/Family	661.44	463.00	70%	198.44	30%

Athem HSA 312

Calendar Year Deductible		\$1,250 per member \$2,500 per family			
Out-of-pocket maximum		\$2,500 per member \$5,000 per family			
	Monthly Expected Rates	Employer Contribution	%	Employee Contribution	%
Employee Only	417.77	417.77	100%	-	0%
Employee/Child	631.20	599.64	95%	31.56	5%
Employee/Spouse	759.23	607.38	80%	151.85	20%
Employee/Family	1,314.16	985.62	75%	328.54	25%
	Bi-Weekly Expected Rates	Employer Contribution	%	Employee Contribution	%
Employee Only	192.82	192.82	100%	-	0%
Employee/Child	291.32	276.76	95%	14.56	5%
Employee/Spouse	350.41	280.33	80%	70.08	20%
Employee/Family	606.54	454.90	75%	151.64	25%

Dental Insurance Plans/Rates

City of Winchester FY 2013 Dental Insurance Rates Delta Premier and Buy-up Plan

Delta Dental Premier

Annual Deductible		\$25/\$75	
Annual Benefit maximum		\$1,000 per member	
	Monthly Expected Rates	Employer Contribution	Employee Contribution
Employee Only	23.80	23.80	-
Employee/Child	44.98	-	44.98
Employee/Spouse	47.06	-	47.06
Employee/Family	77.04	-	77.04
	Bi-Weekly Expected Rates	Employer Contribution	Employee Contribution
Employee Only	10.98	10.98	0.00
Employee/Child	20.76	-	20.76
Employee/Spouse	21.72	-	21.72
Employee/Family	35.56	-	35.56

Delta Dental Buy-Up Plan

Annual Deductible		\$25/\$75	
Annual Benefit maximum		\$2,500 per member	
Lifetime Orthodontic Max		\$2,500 per member	
	Monthly Expected Rates	Employer Contribution	Employee Contribution
Employee Only	44.38	23.80	20.58
Employee/Child	86.56	-	86.56
Employee/Spouse	87.76	-	87.76
Employee/Family	147.96	-	147.96
	Bi-Weekly Expected Rates	Employer Contribution	Employee Contribution
Employee Only	20.48	10.98	9.50
Employee/Child	39.95	-	39.95
Employee/Spouse	40.50	-	40.50
Employee/Family	68.29	-	68.29

Debt Summary

Summary of Outstanding Bond Issues					As of June 30, 2011	
ISSUE	PURPOSE	AMOUNT ISSUED	ISSUE DATE	MATURITY DATE	BALANCE CITY/SCH	BALANCE UTILITIES
General Obligation Debt						
Public Improvement Bond Series 1999A	Finance public safety facility, library renovations, and water projects	10,000,000	6/16/1999	6/1/2019	2,572,020	2,572,020
Public Improvement Bond Series 2001	Finance public safety facility, park, library, & water projects	10,000,000	10/5/2001	9/1/2021	2,697,800	3,882,200
Public Improvement Bond Series 2002A	Finance Schools, parking project, courtroom renovations, Town Run Project and complete East Lane Park.	3,680,000	12/19/2002	1/15/2023	2,500,000	-
Public Improvement Refunding Bonds, Series 2002B	Finance Schools, and water & sewer projects	6,320,000	12/19/2002	1/15/2014	1,812,000	453,000
Public Improvement Bond Series 2003	Finance schools, public utility project, public works and courtroom projects.	9,595,000	12/18/2003	9/1/2023	4,905,806	2,109,194
Public Improvement Bond Series 2004	Finance schools and public utility projects.	35,020,000	10/21/2004	1/15/2025	18,591,914	5,598,087
Public Improvement Bond Series 2005	Finance schools, Public Utility, roads, emergency communication, and buildings.	45,000,000	11/1/2005	1/15/2025	34,075,000	5,410,000
Public Improvement Bond Series 2006	Finance Schools and Public Utility Projects	23,660,000	12/21/2006	12/1/2026	16,495,000	3,755,000
Public Improvement Bond Series 2007	Finance Schools Projects and Active Living center project	7,200,000	9/12/2007	9/1/2027	6,460,000	-
Revenue bonds-VRA Series 2008	Utilities Capital Projects	12,100,000	11/21/2008	10/1/2028	-	11,685,000
Revenue bonds- VRA Series 2009	Utilities Capital Projects	11,820,000	6/1/2009	10/1/2029		11,465,000
Revenue bonds- VRA Series 2009B	Utilities Capital Projects	12,295,000	11/1/2009	10/2/2029		12,295,000
Revenue bonds- VRA Series 2010C	Utilities Capital Projects	12,165,000	11/1/2010	10/1/2031		12,165,000
Total - All Outstanding Bonds		198,855,000			90,109,540	71,389,501

Glossary

The following definitions of terms are provided to aid in understanding the terminology employed in the text of the budget and other financial documents.

Activity	Classification of City services based on type of service provided, including legislative, administration, courts, public safety, public works, health & welfare, education, parks & recreation, and community development.
Appropriation	An authorization made by the Council that permits City departments and agencies to incur obligations against, and to make expenditures of, governmental resources. The amount is fixed and authorized until the fiscal year ends at which time by law the appropriation lapses.
Assessed Value	The fair market value placed on personal and real property owned by taxpayers, as determined by the City.
Biennial Budget	A budget that is prepared for a period covering two years.
Bond – General Obligation	A type of security sold to finance capital improvement projects, with the principal and interest payments guaranteed by the full faith and credit of the City through its taxing authority.
Budget Calendar	The schedule of key dates involved in the process of adopting and then executing an adopted budget.
Budgetary Control	The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
Capital Assets - Operating	Tangible property which has a value of at least \$10,000, but less than \$50,000, and a useful life of more than one year. Operating capital is budgeted in the operating funds. Also called fixed assets.
Capital Assets – Major	Any tangible property with a value of at least \$50,000 and an expected life of at least seven years is classified as a major capital asset. Such assets are budgeted in the Capital Improvement Plan (CIP). These items are of significant value and require a longer planning horizon.
Capital Improvement	Expenditures related to the acquisition, expansion or rehabilitation of an element of the governments' physical facilities and infrastructure.
Capital Improvement Program	A plan for purchasing capital expenditures over a period of years to meet capital needs arising from the long-term work program. It sets forth each project or other contemplated expenditure and specifies the full resources estimated to be available to finance the projected expenditures.
Contractual Services	Services rendered to a government by private firms, individuals, or other governmental agencies on a fee basis or fixed time contract basis. Examples include payments for engineering services, legal services, printing, and advertising.
Debt Limit	The maximum amounts of gross or net debt which is legally permitted.
Debt Service	The payment of principal and interest on borrowed funds, such as bonds.
Department/Division	A department consists of one or more divisions. The division is the basic organizational unit of government which is functionally unique in its delivery of services.

Glossary

Depreciation	The decrease in value of capital assets due to use and the passage of time.
Designations	Relates to the unreserved portion of fund balance, in which management specifies an intended use for a portion of those funds. Such designations are tentative and may be changed.
Disbursement	The expenditure of monies from an account.
Expenditure	The actual payment of cash for the purpose of acquiring goods or services.
Expense	Charges incurred for goods and services, whether paid immediately or unpaid.
Fiscal Year	A twelve-month period designated as the operating year for accounting and budgeting purposes, and at the end of which a government determines its financial position and the results of its operations. For the City the fiscal year begins on July 1 and ends on June 30.
Fixed Assets	Assets of a long-term character which are not intended to be sold for profit, but which are to be used in an organization's normal course of business, such as land, buildings, improvements other than buildings, machinery and equipment.
Franchise	A special privilege granted by a government permitting the continuing use of public property, such as city streets and usually involving the elements of monopoly and regulation.
Fringe Benefits	The payment of benefits to employees as part of a compensation package, including social security, Medicare, retirement, and health insurance.
Function	A subset of expenditures or expenses, which are related by classification e.g., salary, fringe benefits, contractual services, and debt service.
Fund	A set of interrelated accounts to record assets, liabilities, equity, revenues and expenditures associated with a specific purpose or activity.
Fund Balance	Generally refers to the City's undesignated General Fund Balance, which is the accumulated total of all prior years' actual revenues in excess of expenditures, or surplus. These funds are available for appropriation by the Common Council.
Fund Type	In governmental accounting, all funds are classified into eight generic fund types: General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service and Trust and Agency.
General Fund	A fund containing revenues such as property taxes not designated by law for a special purpose. Some of the departments that are part of the General Fund include Administration, Fire, Police, Public Works and Recreation.
Grants	Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.
Infrastructure	The physical assets of a government, e.g., streets, water, sewer, public buildings and parks.
Intergovernmental Revenues	Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

Glossary

Internal Services	The charges to user departments for internal services provided by another government department or agency, such as data processing, equipment maintenance, or insurance funded from a central pool.
Line-Item Budget	A budget prepared along departmental lines that focuses on what is to be purchased by each type of product or service.
Long-Term Debt	Debt with a maturity of more than one year after the date of issuance.
Object of Expenditure	An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.
Operating Budget	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled. Law usually requires the use of an annual operating budget.
Operating Expenses	The cost for personnel, materials and equipment required for a department to function.
Operating Revenue	Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.
Ordinance	A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute, it has the full force and effect of law within the boundaries of the municipality to which it applies. Ordinances require two public readings and legal advertisement prior to adoption. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be done by ordinance.
Other Costs	Refers to costs that are not personnel, operating or capital in nature, such as debt service and transfers between funds.
Pay-as-You-Go Basis	A term used to describe the financial policy of a government that finances all of its capital outlays from current revenues rather than by borrowing. A government that pays for some improvements from current revenues and others by borrowing is said to be on a partial or modified pay-as-you-go-basis.
Personal Services	Expenditures for salaries, wages, and overtime for full-time and part-time employees.
Program	A program is a distinct, clearly identifiable activity, function, cost center, or organizational unit that is budgeted as a sub-unit of a department. A program budget utilizes the separate program budgets as its basic component.
Projections	Estimates of anticipated revenues, expenditures, or other budget amounts for specific time periods, usually fiscal years.
Property Tax	A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.
Reserve	A portion of a fund's balance that is restricted for a specific purpose and not available for general appropriation.

Glossary

Revenues

Sources of funds received by the government that finance the operations. These receipts may include tax payments, interest earnings, service charges, grants, and intergovernmental payments.

Transfers

The payment to an internal department to provide for the delivery of services to the public. For example, the General Fund transfers funding to the Schools to cover educational costs, and to Social Services to provide assistance in the form of health and welfare programs.