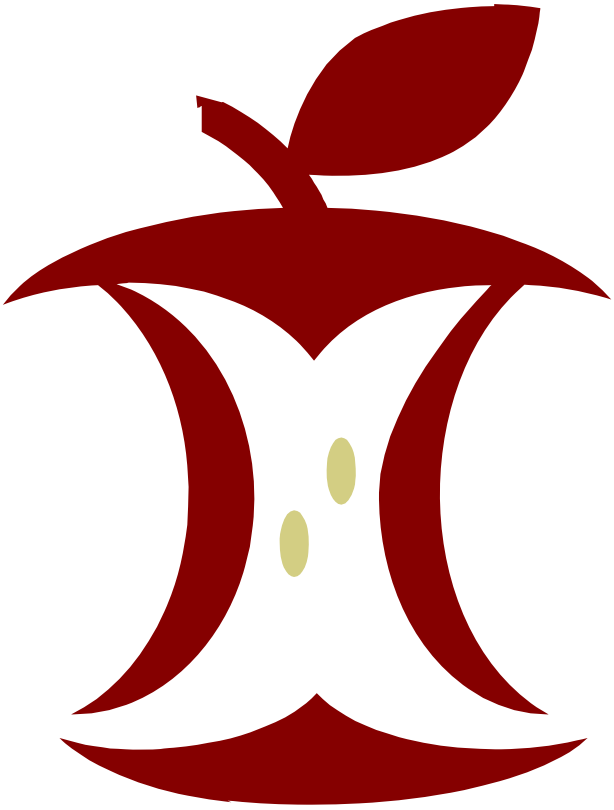
Winchester Virginia

FISCAL YEAR 2014

PROPOSED ANNUAL BUDGET



&

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

CITY OF WINCHESTER, VIRGINIA
PROPOSED BUDGET

Fiscal Year
July 1, 2013 through June 30, 2014

CITY COUNCIL

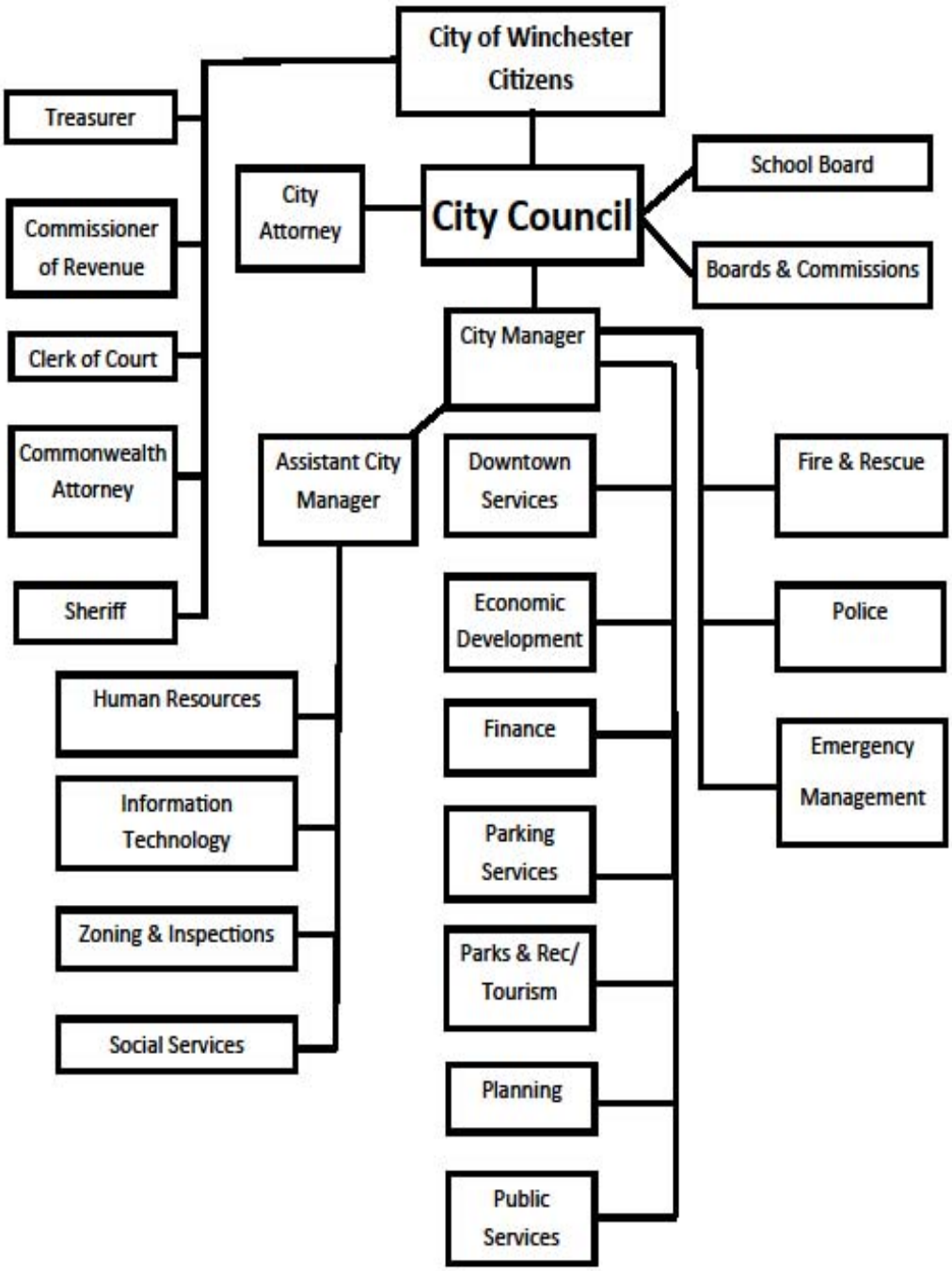
Elizabeth A. Minor, Mayor
John A. Willingham, President
Milton F. McInturff, Sr., Vice President
Les C. Veach, Vice Mayor

John P. Tagnesi
John W. Hill
Ben Webber
Evan H. Clark
Jeffrey B. Buettner

BUDGET OFFICIALS

Dale Iman, City Manager
Mary M. Blowe, Finance Director
Celeste R. Broadstreet, Assistant Finance Director

City of Winchester
Organizational Chart



City of Winchester: Strategic Plan

VISION 2028

WINCHESTER 2028 is a
Beautiful, Historic City
and a Hometown for Families

WINCHESTER 2028 has a
Vibrant Downtown,
a Growing Economy,
Great Neighborhoods with a Range of Housing Choices
and Easy Movement.

GOALS 2018

Grow the Economy

Develop a High Performing Organization

Continue Revitalization of Historic Old Town

Create a More Livable City for All

POLICY AGENDA 2013 – 2014

Top Priority

Career Training Education/Center: Health Professionals

Taylor Hotel Project: Completion

John Kerr Elementary School: Direction, Funding

School Funding: Direction, Proposal, Decision

Ward Plaza Development

Conference Center Strategy: Concept/Market Analysis, Study Location, Discussion with Potential Partner, Direction, Plan, Actions

High Priority

Northend Redevelopment Strategy with Action Plan: Development

Historic Old Town Gateway Enhancements: Direction

National Historic District: Direction

City Gateway Beautification Project (landscaping and Signage): Definition, Development, Actions, Funding

Comprehensive Zoning Ordinance: Rewrite

South Pleasant Valley Development

Meadow Branch Avenue Development

Moderate Priority

Amphitheater: Concept Definition, Direction, City's Role, Partners, Actions, MOU and Funding

Winchester Towers Redevelopment

Sidewalk and Street Master Plan: Development, Policy Direction, Project Priority, Funding Mechanism

Community Events Policy: Direction

Stormwater Management Policy and Plan: Development, Policy Direction, Project Priority, Funding

MANAGEMENT AGENDA 2013 – 2014

Top Priority

Major Employer Attraction Strategy: Pillars of the Economy, Direction/Goals, Plan, Actions

Comprehensive Capital Improvement Plan: Direction (Overall), Development, Project Identification and Priority, Funding Mechanisms

City Reorganization Plan: Development/ Implementation

Events Coordinator and Community Events Expansion Strategy: Assessment of Current Activities, Direction, Partners, Actions

High Priority

Economic Development Performance Standards and Metrics: Development, Reporting

Enterprise Zone Implementation Plan

Downtown Branding: Development

IT Master Plan: Implementation, Funding

Communications and Marketing Plan with Specific Actions: Development

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MANAGEMENT IN PROGRESS
2013 – 2014

Cancer Center: Development, Monitoring

317 S. Cameron Street Redevelopment

Recreation Fees: Review

Employee Wellness Program

Public Safety Communication System

City Boards and Commissions: Direction

Comprehensive Fee and Other Taxes Review

Walking Mall Zoning Amendments

Night Club Ordinance

Zoning Amendments

ADA Compliance: Parks

Millwood Avenue Project

MAJOR PROJECTS
2013 – 2014

Pedestrian Mall (6/13)

Green Circle Trail (Downtown Part) (9/13)

Old Star Building (including Welcome Center/Restrooms) (7/13)

CITY OF WINCHESTER MISSION

The mission of the City of Winchester is to be a

Financially Sound City

providing Top Quality Municipal Services

while Focusing on the Customer

and Engaging our Community.

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City Manager's FY 2014 Budget Message

The preparation of the annual budget is clearly the most important document developed by the City each year. The "Budget" is the financial plan which provides the resources required to carry out the priority projects identified in the City's "Strategic Plan". There is an old quote "don't tell me your values…show me your budget" which simply stated means put your money where your mouth is. The Winchester City Council did just that, working diligently to develop the 2013-2014 Strategic Plan which set the work plan for the FY 2014 budget. The proposed FY 2014 budget is a results driven document that focuses on the City's four main goals as developed through the strategic planning process:

- Grow the Economy
- Develop a high performing organization
- Continue revitalization of Historic Old Town
- Create a more livable City for all

Plan the work and work the plan:

As a result of the City's robust Strategic planning process, the City Council identified and prioritized twenty-seven (27) top, high and moderate priority projects designed to guide the City towards achieving the above stated goals. Each and every one of the twenty-seven "Targets for Action" is addressed in this budget document and includes:

- Career training Education/Center: Health professionals
- Taylor Hotel Project: Completion
- John Kerr Elementary School- Direction and Funding
- Wards Plaza Development
- Conference Center Strategy
- Major Employer Attraction Strategy
- North end redevelopment
- Historic Old Town Gateway Enhancements
- National Historic District Direction
- City Gateway Beautification
- Comprehensive Zoning ordinance review
- South Pleasant Valley Development
- Meadow Branch Avenue Development
- Economic Development Performance Standards and Metrics
- Enterprise Zone Implementation Plan
- Winchester Towers Redevelopment
- Amphitheater Concept and Direction
- Sidewalk and Street Master Plan
- Stormwater Management Policy and Plan

- Events Coordinator and Community Events Expansion Strategy
- Downtown Branding Development
- Consolidated City of Winchester and Winchester Public Schools Capital Improvement Plan (CIP)
- Comprehensive Capital Improvement Plan
- Reorganization Plan
- Information Technology Master Plan Implementation
- Communications and Marketing Plan
- Community Events Policy

Disciplined Fiscal Policies:

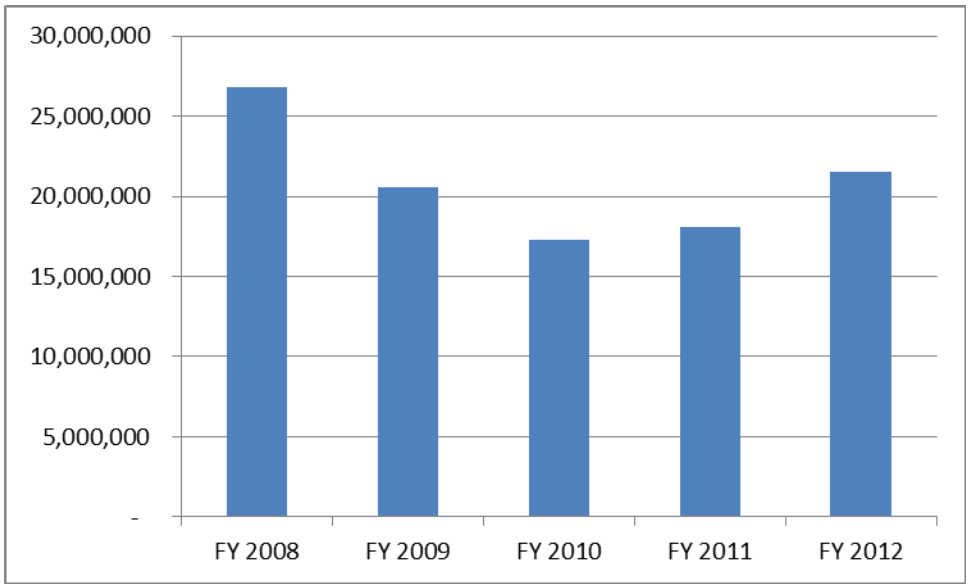
In addition, this budget has been developed with an emphasis placed on adherence to the three principals of sound financial planning:

- Fund Balance Policy
- Debt Policy
- Investment Policy

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. Fiscal strength requires disciplined policies.

The City's healthy cash balance (projected to be $20.3 million at the end of FY 2013) and our disciplined fiscal policies have led the rating agencies to award the City of Winchester a highly coveted AA+ bond rating. As a city we understand the importance of not allowing our cash balance to erode to a point where the rating agencies are not comfortable with our debt to cash ratio. Maintaining a balance of planned spending and debt issuance is paramount to the fiscal strength of Winchester.

Fund Balance – General Fund FY 2008 – FY 2012



Revenues are rebounding:

During the past five years Winchester has experienced some of the most difficult budget years in its long and storied history. The national economic recession has significantly impacted local revenues and required the City to make difficult decisions. However, there are a number of indicators that lead us to believe the worst is now behind us. This FY 2014 budget reflects modest signs of economic recovery which are evidenced by projected revenue increases for fiscal year 2014 which include:

- General Property Taxes increasing……. $413,000 or 1.1%
- Business Licenses increasing……$250,000 or 3.5%
- Meals & Motel taxes increasing…….. $455,900 or 8.0%

Core services funding:

The FY 2014 core budget funds expenditures that are basic to the continued operations of the City without reducing the level of services to the citizens of Winchester. The following are some of the major increases/decreases to the core services included in the proposed budget:

- 2% Increase and Pay Scale Adjustment
- 2% Decrease for Attrition & Vacancy Savings
- Health Insurance switch to Anthem Local Choice
- IT Strategic Plan Implementation
- Level School Operating
- Decrease Comprehensive Service Act Transfer

Staffing:

Yet another key component of the budget process was to review all staffing levels with the Council goal to "Develop a High Performing Organization" in mind. As a result of the staffing analysis the proposed FY 2014 budget includes eight new positions and eliminates two positions as follows:

New Positions:

- Economic Specialist Program Tech – Economic Redevelopment/OTW
- Network/System Administrator – Information Technology
- Deputy Voter Registrar - Registrar
- Probationary Firefighter – Fire & Rescue
- Fire Training Officer – Fire & Rescue
- Benefit Program Specialist I – Social Services
- Maintenance Tech I - Highway Maintenance
- WWTP Operator III – Frederick-Winchester Service Authority

Eliminated Positions:

- Account Clerk II – Treasurer's Office
- Executive Secretary – Housing Choice Voucher Program

Equipment replacement:

The City has experienced difficulty during the down economy in keeping abreast of the growing need to replace worn and aging equipment. The City Council recognizes the importance of providing employees with the tools they need to do their jobs. To address this need the City implemented an Equipment Replacement Plan in FY 2013 which will serve as a dedicated revenue source for future equipment funding. The FY 2014 budget continues that plan including funding for the replacement of the following equipment:

Department	Equipment	Amount
Sheriff	Vehicles (2)	$ 49,400
Police	Vehicles (7)	187,800
Highway Maintenance	Salt Spreaders (2)	32,000
Highway Maintenance	Dump Beds/ Spreaders (4)	100,000
Highway Maintenance	Vehicles (3)	30,000
Parks & Recreation	Vehicles (3)	68,000
Parks & Recreation	Bobcat Tracks	6,000
Parks & Recreation	Box Trailer	7,200
Transit	Buses (2)	495,000
Transit	SUV	26,000
Equipment Fund	Pickup	30,000
	Total	**$1,031,400**

The City will realize some one-time debt savings and the following projects are proposed to be completed to utilize this savings: In FY 2013 the Finance Department took advantage of attractive interest rates and recommended the refinancing of $31 million of previously issued debt. As a result of this action the City will realize significant one-time debt savings amounting to nearly a $500,000. The following projects are proposed to be completed during FY 2014 by utilizing this savings:

• Athletic Field Improvements	$ 200,000
• City Hall HVAC	100,000
• City Yard generator	75,000
• Police equipment	90,600
Total One-time Funding	**$465,600**

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

• Equipment Requests	$948,700
• Personnel requests	842,319
• Outside Agency	240,010
• Department operating	977,112
Total Unfunded Requests	**$3,038,141 or 3.8% of budget**

Issues for the future:

The City has many challenges and opportunities as we plan for the future. We would be overly optimistic if we did not anticipate future funding 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
- Benefits and insurance for employees
- Transportation

Additional issues of concern as we look forward to next year's budget and beyond is the desire for more capital projects to serve both the City and the Winchester Public School system. A more immediate need and one which will help our employees become more productive and effective is the implementation of the City's information technology strategic plan. The City will be required to continue to fund our capital reserve fund thus creating a dedicated source of revenue to fund both expected and unanticipated opportunities which will advance the strategic plan. Progress has been made towards moving forward with establishing storm water utility, to address many existing storm water problems throughout the City.

In conclusion, the City of Winchester has a robust strategic plan and a proposed budget that provides the necessary funding to implement the plan. Moreover, Winchester has dedicated staff that is eager to work the plan, a City Council willing to make the difficult and often unpopular decisions and a citizenry who want nothing less than greatness for this fine City. Our mantra is simple: Plan the work and work the plan. We will abide by that mantra and continue to plan and work until all of our goals are achieved.

Respectfully submitted;

Dale E. Iman
City Manager

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. Grow the Economy
2. Develop a High Performing Organization
3. Continue Revitalization of Historic Old Town
4. Create a More Livable City for All

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.

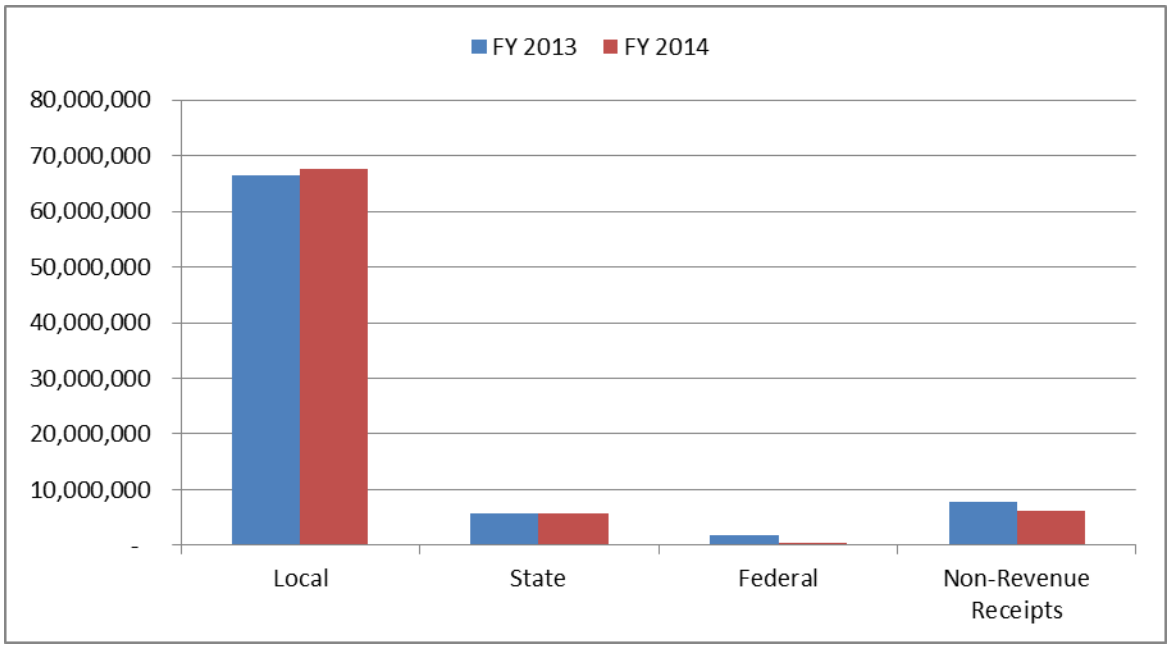
Revenue

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.

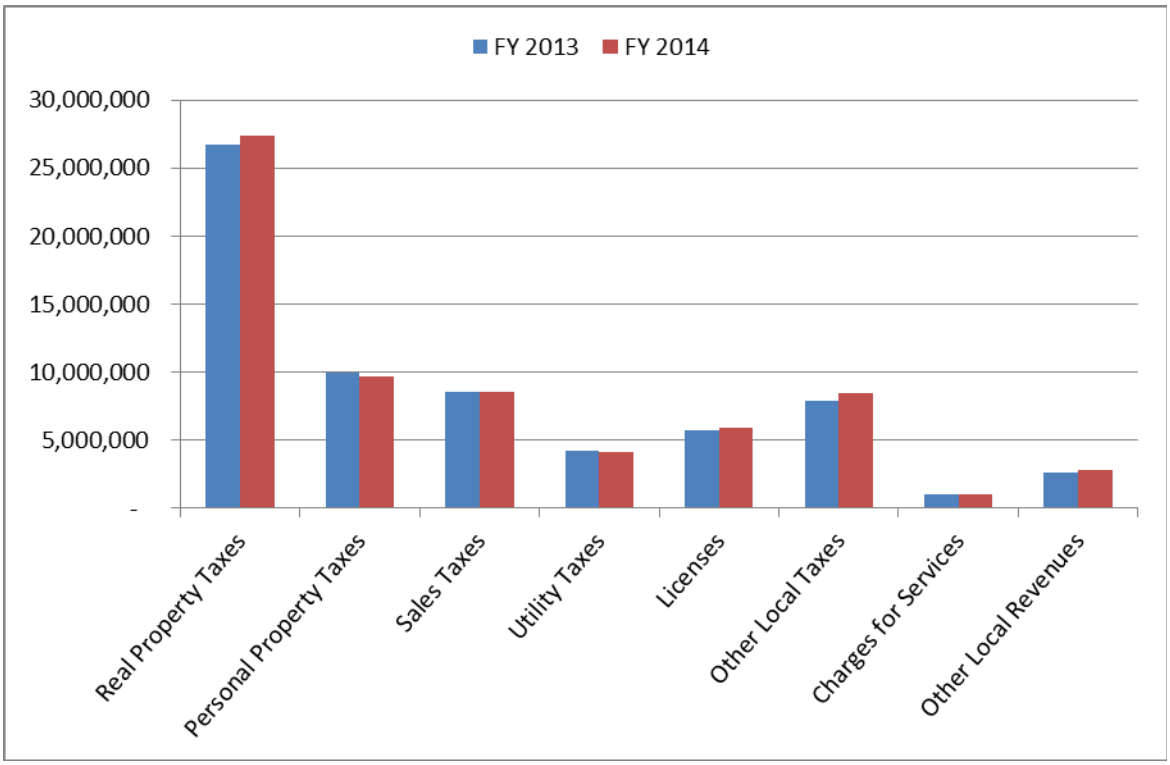
General Fund Revenues:

General Fund estimated revenues total $80,000,000, an increase of $124,000 from the FY 2013 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.

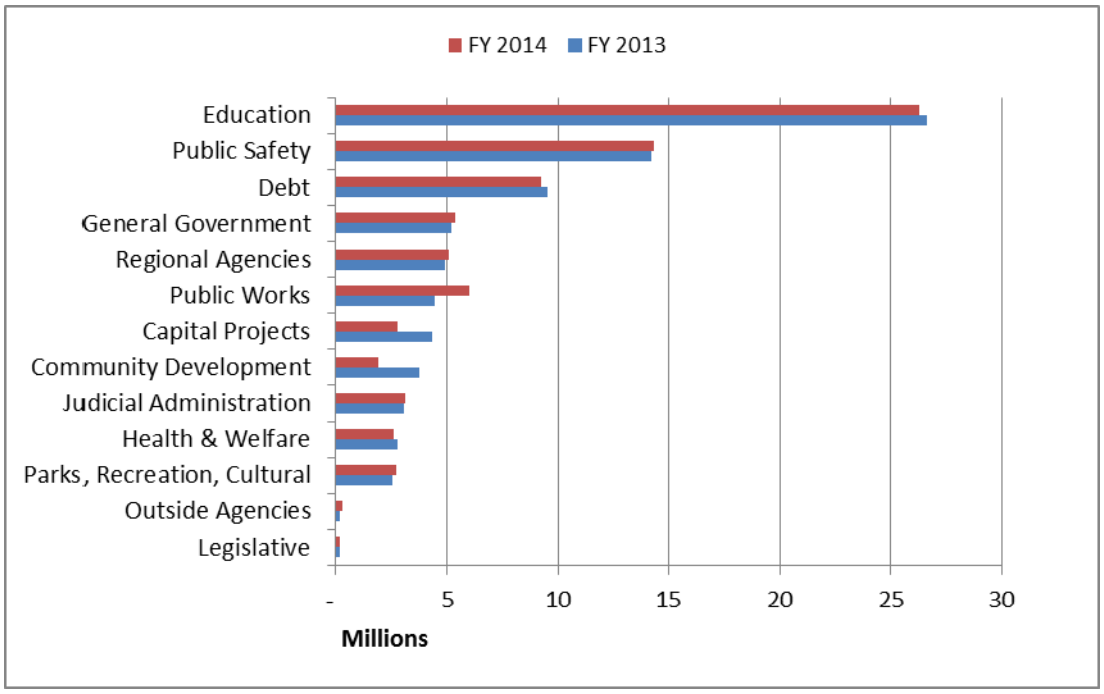
General Fund Revenues by Source FY14 vs. FY13



General Fund Local Revenues by Source FY14 vs. FY13



General Fund Use of Funds FY 2014 vs. FY 2013



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

	Increased Revenue Budget Compared with FY13 Adopted
A. <u>Local Taxes</u>	**$1,096,900**

Local taxes are the largest category of revenues for the City. Local taxes comprise 79.9% of all FY 2014 General Fund revenues. The local tax category is expected to increase approximately 1.7% compared to the adopted estimate for FY 2013. 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 – $578,000** - 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, 2013. The rate at which taxes on real property are assessed $0.95/$100 of assessed value.

2. **Personal Property Tax – ($290,000)** - 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.

3. **Sales Tax – $0** – Sales tax is expected to remain at the same as the FY 2013 adopted revenue estimate.

4. **Business and Professional Occupational License Tax (BPOL) - $250,000** – The BPOL tax is another major local tax and is based on gross receipts of businesses operating within the City.

5. **Meals Tax - $405,400** - 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 2014 remains unchanged at 5%.

6. **Utility Taxes – ($112,000)** – Utility taxes include taxes, such as electric and gas utility and electric and gas consumption taxes.

B. <u>Charges for Services/Miscellaneous</u> $207,700

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. **Permits, Fees, and Licenses – $19,700** – This category of revenue is comprised mainly of inspection fees and permits related to the construction industry. Revenues are expected to increase due to the rental housing inspection fees coming due this year.

2. **Revenue/Use of Money – ($22,500)** – 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.

3. **Charges for Services - $80,500** – This category of revenue consists of fees for services, such as fire inspection, false alarm, and parks and recreation fees.

4. **Recovered Cost/Miscellaneous - $129,000** – Revenues in this category include interest earned on investments, and recovered costs such as landfill recycling.

C. <u>Intergovernmental Revenue</u> ($1,499,800)

This revenue category is primarily comprised of State funds designated for specific programs. There is little local discretionary use of these funds, much of which is paid to the City on a reimbursement basis. This category represents only 7.2% of the total General Fund revenue budget. The FY 2014 revenue estimate is projected to decrease 1.0% from the FY 2013 adopted budget. The major categories of intergovernmental revenue are discussed as follows:

1. **Non-Categorical Aid – ($10,900)** – This category of State taxes is comprised of revenues from personal property tax relief, rental car, recordation, rolling stock taxes, and local aid to

the Commonwealth. The largest source of revenue in this category is personal property tax relief. The amount provided by the State is frozen at approximately $2.6 million annually.

2. **Shared Expenses – ($58,730)** – 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 2014 revenue is projected to decrease by 3.8% from the FY 2013 adopted revenue estimate.

3. **Other Categorical Aid – ($1,403,140)** – This category of revenue consists of State 599 police funds and Federal grants funding. The 46.0% decrease is attributed to the one-time $1.0 million Community Development Block Grant loan to help with the revitalization of Old Town Winchester and expiration of a Federal COPS grant.

Special Revenue Fund Revenues

1. **Human Services Fund –** Estimated revenues for the Human Services Fund total $7,242,000. Revenues are comprised of state revenues of $3,088,912, federal revenues of $2,025,088 and General Fund support of $2,100,000.

2. **Highway Maintenance Fund –** Estimated revenues of the Highway Maintenance Fund total $4,570,000. Revenues are comprised of state revenues of $2,853,400 and General Fund supplement of $1,360,000. The General Fund supplement will cover $800,000 of sidewalk additions and replacement and $500,000 for paving.

3. **Transit Fund –** Estimated revenues of the Transit Fund total $1,640,000. Revenues are comprised of $100,700 charges for services, $254,000 state revenues, $962,800 federal revenues, and $322,500 of General Fund support.

4. **Emergency Medical Services Fund (EMS) –** Estimated revenues of the EMS Fund total $970,000. Revenues are comprised of fees charged for Ambulance service.

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 $1,145,000 and are generated from the parking facilities through user fees and ticket violations. The budget also includes a $1,000,000 transfer from the General Fund to cover repairs and maintenance for three of the parking garages. 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 $20,689,000. 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 $4,338,000. 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 $1,450,000. 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 Hierarchy

The City's FY 2014 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 three basic types as illustrated in the Operating Funds Structure chart. Including the following:

1. **Governmental Funds** – Account for activities primarily supported by taxes, grants, and similar revenue sources.

    a. **General Fund** is the main operating fund for the City and accounts for expenditures which are not accounted for in other funds and provides for the regular day-to-day operations. The sources of revenue are varied, but include local tax receipts, charges for services, various fees, Federal and State receipts.

    b. **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.

    c. **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.

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

    a. **Enterprise Funds** account for the fees charged to users for goods and services provided.

b. **Internal Service Funds** are used to account for fees charged to other funds for goods or services provided on a cost reimbursement basis. The City has three internal service funds, Equipment Operating Fund, Employee Benefits Fund, and Other Post-Employment Benefits Fund.

3. **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.

Budget Expenditures

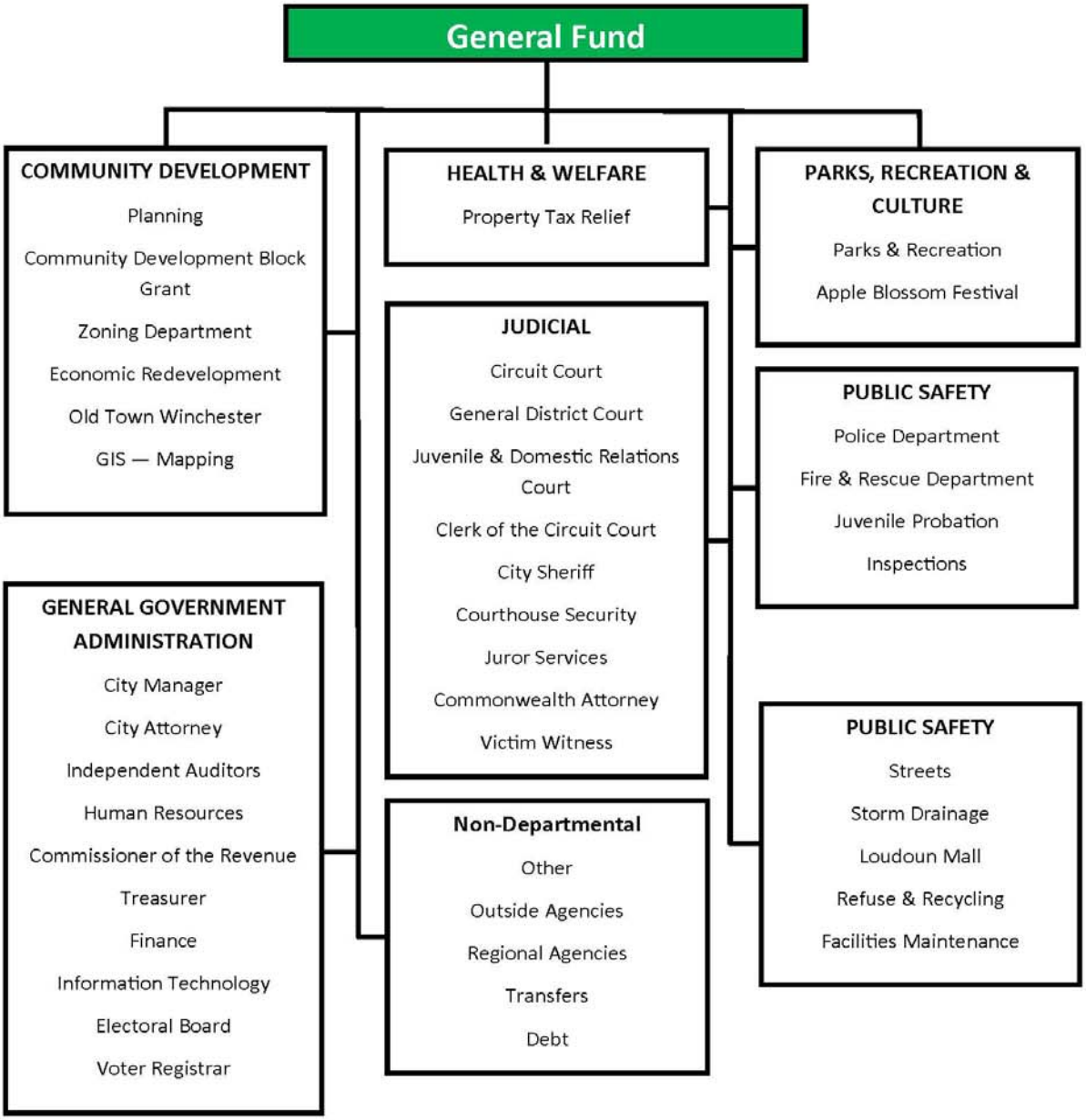
Budget expenditure sections (Departments and Divisions) are organized according to categories prescribed by the Commonwealth of Virginia's Auditor of Public Accounts. Departmental summaries may be found in the Budget Summary section of this document.

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

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

OPERATING FUNDS STRUCTURE



OPERATING FUNDS STRUCTURE

Special Revenue Funds

COMMUNITY DEVELOPMENT

- Social Services Fund
- Highway Maintenance Fund
- Transit Fund
- Emergency Medical Services Fund
- Win-Fred Co Convention & Visitors Bureau Fund
- Law Library Fund

Other Governmental Funds

- School Funds
- Winchester Parking Authority Fund

Capital Project Funds

- City Capital Improvement Fund

Proprietary Funds

ENTERPRISE FUNDS

- Utility Fund

INTERNAL SERVICE FUNDS

- Employee Benefits Fund
- Equipment Fund
- Other Post-Employment Benefits Fund

Fiduciary Funds

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

CITY OF WINCHESTER BUDGET CALENDAR

FOR FISCAL YEAR 2014

OPERATING BUDGET	
Date	***Activity***
November 6, 2012 3:00 P.M. Exhibit Hall	Budget kickoff meeting and distribution of instructions and forms (Finance)
November 6, 2012	Distribute Payroll Projection Reports (Finance)
November 7, 2012	Distribute General Fund revenue projection worksheets to City Manager, Treasurer, and Commissioner of Revenue (Finance)
November 12-13, 2012	HTE budget module training for departments (Finance)
November 12, 2012	Distribute contribution request packages to agencies (Finance)
December 14, 2012	Submit personnel budget worksheets to Human Resources (Departments)
December 14, 2012	Deadline for agencies to submit contribution requests (Finance)
December 14, 2012	Complete operating budget entry (all operating departments/divisions)
January, 2013	Compete revenue projection entry (depts/divisions with fund responsibility)
January, 2013	Finance reviews department budgets with Department Directors
February 2013	Finance submits budget to City Manager
February 2013	City Manager reviews budgets
March 2013	City Manager submits budgets to Council Committee
April 2013	Final budget revisions from Council Committee made, and package prepared for submission to Council (Finance)
May, 2013	Advertisement submitted to newspaper for final budget hearing (Finance)
June, 2013	Council adopts budget and CIP
July 2013	Budget & CIP printed & distributed (Finance)
CAPITAL IMPROVEMENT PROGRAM	
December 14, 2012	Submit Five-Year Capital Improvement Program (CIP) forms to CIP Committee (Departments)
January, 2013	CIP Committee reviews CIP
February 2013	City Manager reviews CIP
March, 2013	City Manager submits CIP to Council Committee
April, 2013	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.

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.

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.

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 2014 budget was balanced using a combination of expenditure reductions and increased local 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.
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.

Amending the Budget

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

City-wide staffing changes and authorizations from FY 2013 to FY 2014 are shown in the following table. As was the case in FY 2013, a position may exist, but not be funded. This budget includes eight new positions, two eliminated positions, and six unfunded positions in FY 2014. Unfunded but authorized positions are listed in the comments column.

FY 2014 Summary of Classified Employee Authorizations and Changes

Div #	Department	FY 2012 Positions Authorized	FY 2013 Positions Authorized	FY 2014 Positions Authorized	Change	Comments
General Fund						
1102	Clerk of Council	0.50	0.50	0.50	None	1 FT split 50% with 1211
1211	City Manager	1.50	2.50	2.50	None	1 FT split 50% with 1102
1221	City Attorney	3.00	3.00	3.00	None	
1226	Human Resources	4.50	4.50	4.50	None	1 FT position unfunded
1231	Comm of Rev	8.00	8.00	8.00	None	
1241	Treasurer	7.00	7.00	6.00	Decreased 1 FT position	Eliminated 1 unfunded Account Clerk II position
1243	Finance	7.00	7.50	7.50	None	2 FT positions unfunded; 1 FT position split with 8151
1251	IT	7.00	7.00	8.00	Added Network/System Administrator position	New position recommended in IT Stragetic Plan
1321	Registrar	1.00	1.00	2.00	Added Deputy Voter Registrar position	Decreased funding for 1 PT non-classified position
2111	Circuit Court	1.00	1.00	1.00	None	
2161	Clerk of Circuit Court	8.00	8.00	8.00	None	
2171	Sheriff	11.80	11.80	11.80	None	1 FT split 80% with 4322
2173	Courthouse Security	1.00	1.00	1.00	None	
2211	Comm Attorney	13.00	13.00	13.00	None	
2223	Victim Witness	2.00	2.00	2.00	None	
3111	Police	87.50	87.50	87.50	None	Requested 2 FT positions not approved, 1 FT split 50% with 3421
3211	Fire & Rescue	54.67	56.67	58.67	Added 2 Firefighter positions	Requested 9 additional positions, 2 approved; 1 FT split 67% with 3561
3421	Inspections	6.50	6.50	6.50	None	1 FT split 50% with 3111
3521	Animal Control	2.00	2.00	2.00	None	
3551	Emergency Services				None	Requested 1 FT position not approved
3561	HazMat	0.33	0.33	0.33	None	1 FT split 33% with 3211
3572	ECC	15.00	15.00	15.00	None	2 FT positions were unfunded in FY13; 1 unfunded in FY14
4135	Loudoun Mall	1.00	1.00	1.00	None	
4231	Refuse	18.40	18.40	18.40	None	1 FT funded at 40%
4322	JJC	4.20	4.20	4.20	None	1 FT split 20% with 2171
4324	Facilities Maint	9.50	9.50	9.50	None	
7111	P&R Supervision	6.50	6.50	6.50	None	1 FT split 50% with 8153
7121	P&R Maintenance	11.00	11.00	11.00	None	3 FT positions unfunded
7125	P&R Recreation Activities	1.00	1.00	1.00	None	
7133	P&R Indoor Pool	1.00	2.00	2.00		
7135	P&R War Memorial Bldg	2.00	1.00	1.00	None	
7137	P&R After School	3.00	3.00	3.00	None	
7138	P&R Athletics	2.00	2.00	2.00	None	
8111	Planning	2.50	2.50	2.50	None	1 FT split 50% with 8141
8141	Zoning	2.50	2.50	2.50	None	1 FT split 50% with 8111
8151	Economic Development	1.00	1.50	2.00	Added .5 FT position	1 FT split with 1243; 1 FT split with 8171
8171	OTDB	1.00	1.00	1.50	Added .5 FT position	1 FT split with 8151
8181	GIS	1.00	1.00	1.00	None	
Total General Fund		***309.90***	***313.90***	***317.90***		

Budget Overview

Div #	Department	FY 2012 Positions Authorized	FY 2013 Positions Authorized	FY 2014 Positions Authorized	Change	Comments
Social Services						
5311	Welfare Administration	38.50	39.50	42.00	Added 2.5 FT positions	2 Benefits Program Specialist positions requested 1 funded and 1.5 positions from 5351
5351	CSA	1.50	1.50	-	Decreased 1.5 FT positions	Moved positions to 5311
5327	Housing Assistance	3.00	3.00	2.00	Decreased 1 FT position	Eliminated Executive Secretary position
Total Social Services		***43.00***	***44.00***	***44.00***		
Highway Maintenance						
4111	Administration	3.35	3.35	3.35	None	1 FT funded at 25%, 1 FT funded at 10%
4121	Streets	12.65	12.65	12.65	None	1 FT split 65% with 4131
4131	Storm Drainage	0.35	0.35	0.35	None	1 FT split 35% with 4121
4133	Snow & Ice	1.00	1.00	1.00	None	
4142	Traffic	5.00	5.00	5.00	None	
4151	Arborist	1.00	1.00	2.00	Increased 1 FT posiiton	Added Maint. Tech 1 position
Total Highway Maintenance		***23.35***	***23.35***	***24.35***		
Transit Fund						
4611	Fixed Route	8.00	9.00	9.00	None	
4612	Paratransit	3.00	3.00	3.00	None	
Total Transit		***11.00***	***12.00***	***12.00***		
Emergency Medical Services Fund						
3231	EMS	9.00	9.00	9.00	None	
Total EMS		***9.00***	***9.00***	***9.00***		
Win-Fred CVB Fund						
8153	Tourism	1.50	1.50	1.50	None	1 FT split 50% with 7111
Total WFCVB		***1.50***	***1.50***	***1.50***		
Winchester Parking Authority						
4701	Parking	5.00	5.00	5.00	None	
4706	Parking Control	1.00	1.00	1.00	None	
Total WPA		***6.00***	***6.00***	***6.00***		
Utilities Fund						
4801	Administration	4.85	4.85	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	12.33	12.33	None	1 FT funded at 33%
4803	Transmission	17.67	17.67	17.67	None	1 FT funded at 67%
4810	Engineering	5.00	5.00	5.00	None	
Total Utilities		***39.85***	***39.85***	***39.85***		
Employee Benefits Fund						
1227	Payroll & Benefits	1.00	1.00	1.00	None	
Total Employee Benefits		***1.00***	***1.00***	***1.00***		
Equipment Fund						
1252	Automotive	5.00	5.00	5.00	None	
Total Equipment Fund		***5.00***	***5.00***	***5.00***		
Frederick-Winchester Service Authority						
4811	FWSA	21.40	21.40	22.40	Added 1 FT position	2 FT funded at 20%
4812	FWSA	2.00	2.00	2.00	None	
Total FWSA		***23.40***	***23.40***	***24.40***		
Juvenile Detention Center Fund						
3323	Juvenile Detention	35.00	35.00	35.00	None	
Total JDC		***35.00***	***35.00***	***35.00***		
Total All Funds		**508.00**	**514.00**	**520.00**		

Community Profile

City Government

Date of Incorporation	1744
Date of City Charter	1752
Form of Government	Council—Manager
City Employees	1250

Physiographic

Land Area – Square Miles	9.3 sq. miles
Paved – Lane Miles	221.5 miles
Sidewalks	115 miles

Utilities

Telephone	Comcast
Electric	Rappahannock Electric Cooperative
Gas	Washington Gas
Water	Winchester Utilities
Wastewater	Winchester Utilities
Cable	Comcast

Largest Private Employers (DATE)

Valley Health System
Rubbermaid Commercial Prod LLC
Winchester City Public Schools
Shenandoah University

Taxes

Real Estate Tax Rate

CY 2013:	$0.95
CY 2012:	$0.86

Personal Property Tax Rate

FY 2013:	$4.50
FY 2012:	$4.50

City Finances – Bond Rating

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

Population

2010 U.S. Census	26,203
2000 U.S. Census	23,585
1990 U.S. Census	21,947

Housing Units

2010 U.S. Census	11,872
2000 U.S. Census	10,321
1990 U.S. Census	9,808

Average Household Size

2011	2.47
2000 U.S. Census	2.28

Age (2010 Census)

Persons under 18 years	22.2%
Persons 19-64	63.8%
Persons 65 years and over	14.0%

Race and Ethnicity (2010 Census)

White	68.9%
Hispanic	15.8%
Asian	2.6%
Black	11.5%
Other/Mixed	1.2%

Unemployment	**Jan. 2012**	**Jan. 2013**
City of Winchester	6.3%	5.3%
Virginia	6.0%	5.6%
United States	8.3%	7.9%

Average Weekly Wage	**2011**	**2010**
Winchester	$819	$802
Virginia	$802	$781

Vacancy Rates	**Dec. 2011**	**Dec. 2012**
Office Space	15.8%	13.5%
Retail Space	5.8%	5.7%
Industrial	10.3%	11.2%

City of Winchester Employment by Industry

The largest major industry sector was Health Care and Social Assistance with 27% of the employment followed by Retail Trade with 17%, Government with 10.4% and Accommodation and Food Services with 10.1%. The following is a listing of major industries and the number of employed in those sectors for 2013 in the City of Winchester.

Industry Group	Employees
Health Care and Social Assistance	6,795
Retail Trade	4,246
Government Total	2,573
Accommodation and Food Services	2,555
Manufacturing	2,269
Administrative and Support and Waste Management	1,543
Educational Services	1,140
Professional, Scientific, and Technical Service	738
Other Services (except Public Administration)	680
Finance and Insurance	632
Wholesale Trade	388
Real Estate and Rental and Leasing	362
Construction	304
Transportation and Warehousing	282
Arts, Entertainment, and Recreation	253
Management of Companies and Enterprises	167
Information	156

Source: Virginia Employment Commission

Economic Condition and Outlook

Winchester's economy has recently shown signs of improvement at the conclusion of 2012. Employment in the region grew 2.9% and unemployment declined 0.6 percentage points over the fourth quarter to 5.3%, the third-lowest rate among the state metro areas trailing only Northern Virginia and Charlottesville. Also, retail sales increased 4.2% and auto registrations jumped 16.0% over the 2012 calendar year, both exceeding national averages. However, employment in Winchester has to reach its pre-recession high of 59,300 jobs. As of December 2012, employment had climbed from the recession low of 53,100 to 55,800, but Winchester will remain in the recovery phase until pre-recession peak has been reached.

The post-recession recover of Winchester has yielded a reform to our job base. For twelve months prior to June 2012, manufacturing in the City has declined by 239 jobs and construction has declined 141 jobs while leisure has grown 246 jobs. In addition, the retail sector has grown 184 jobs and professional and business services have increased 208 jobs.

Professional and business service jobs have risen annually for the past three years and attribute for 8.8% of total employment. This number is much less than the observed 18.6% statewide, but it appears that Winchester's economy is evolving from its pre-recession form.

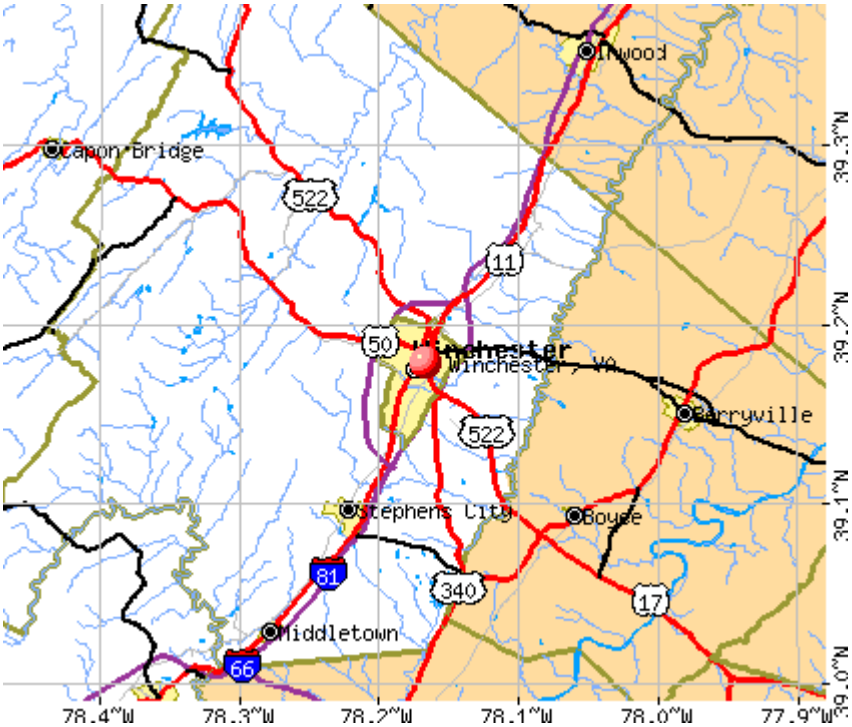
Retail sales increased 4.2% in the Winchester metropolitan area over the past year, faster than the 3.3% expansion statewide. However, Winchester remains the furthest from reaching its pre-recession peak level of sales when compared to other state metropolitan areas. As of December 2012, the moving average of retail sales in Winchester was 7.6% below its pre-recession peak that was reached in May 2006.

Ending in the third quarter of 2012, accommodation and food services receipts advanced 5.2% in Winchester compared with an 8.5% expansion in the state. General merchandise receipts in Winchester rose 11.7% over this period compared with an 8.3% increase in Virginia.

Winchester has begun the recovery process; however the City has not yet reached its pre-recession peak. Winchester employment is projected to grow 0.6% in 2013 followed by an expansion of 0.8% in 2014. The City has made a substantial recovery from its economic low during the recession, and Winchester is projected to continue its economic growth and evolution into the future.

Local Economy

Winchester is an independent jurisdiction of 9.3 square miles, approximately 70 miles from Washington D.C. It lies on just outside of the Northern Virginia area and is adjacent to Interstate 81 to the east and Interstate 66 to the south. The City is the first substantial community encountered upon when traveling west after passing the Blue Ridge Mountains, and is encompassed by Frederick County. Winchester is home to Shenandoah University, a private university that is affiliated with the United Methodist Church and has an approximate enrollment of 3,800 students.



Revenue & Expenditure Summary by Fund

	2011 Actual	2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed Budget	FY 2014 Budget Incr/(Decr)
CITY FUNDS					
111 General					
Revenues	72,223,411	103,348,316	81,691,965	80,000,000	(1,691,965)
Expenditures	70,162,587	102,600,014	81,691,965	80,000,000	(1,691,965)
Surplus/(Deficit)	2,060,824	748,302	-	-	-
211 Social Services					
Revenues	6,894,263	6,588,910	7,205,000	7,242,000	37,000
Expenditures	6,913,767	6,645,066	7,205,000	7,242,000	37,000
Surplus/(Deficit)	(19,504)	(56,156)	-	-	-
241 Highway Maintenance					
Revenues	2,920,728	5,130,020	3,596,000	4,570,000	974,000
Expenditures	2,947,578	5,177,521	3,596,000	4,570,000	974,000
Surplus/(Deficit)	(26,850)	(47,501)	-	-	-
242 Transit					
Revenues	676,742	1,007,248	1,018,000	1,640,000	622,000
Expenditures	870,194	995,846	1,018,000	1,640,000	622,000
Surplus/(Deficit)	(193,452)	11,402	-	-	-
271 EMS					
Revenues	866,017	897,340	918,000	970,000	52,000
Expenditures	815,894	864,431	918,000	970,000	52,000
Surplus/(Deficit)	50,123	32,909	-	-	-
281 Tourism					
Revenues	237,205	247,045	286,000	252,000	(34,000)
Expenditures	196,800	220,862	286,000	252,000	(34,000)
Surplus/(Deficit)	40,405	26,183	-	-	-
291 Law Library					
Revenues	54,470	54,352	50,000	50,000	-
Expenditures	31,395	34,669	50,000	50,000	-
Surplus/(Deficit)	23,075	19,683	-	-	-
292 Parking Authority					
Revenues	873,356	920,100	1,100,000	2,145,000	1,045,000
Expenditures	1,243,345	1,199,920	1,100,000	2,145,000	1,045,000
Surplus/(Deficit)	(369,989)	(279,820)	-	-	-

Revenue & Expenditure Summary by Fund

	2011 Actual	2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed Budget	FY 2014 Budget Incr/(Decr)
CITY FUNDS					
312 CIP					
Revenues	308,023	1,977,296	14,440,000	19,690,000	5,250,000
Expenditures	358,004	710,152	14,440,000	19,690,000	5,250,000
Surplus/(Deficit)	(49,981)	1,267,144	-	-	-
531 Utilities Operating					
Revenues	31,272,799	31,331,879	19,307,000	20,689,000	1,382,000
Expenditures	27,112,725	38,435,767	19,307,000	20,689,000	1,382,000
Surplus/(Deficit)	4,160,074	(7,103,888)	-	-	-
535 Utilities CIP					
Revenues	13,541,830	24,583,108	15,165,000	185,000	(14,980,000)
Expenditures	16,214,468	14,607,730	15,165,000	185,000	(14,980,000)
Surplus/(Deficit)	(2,672,638)	9,975,378	-	-	-
633 Employee Benefits					
Revenues	3,633,825	4,464,347	4,200,000	4,338,000	138,000
Expenditures	3,840,452	3,812,633	4,200,000	4,338,000	138,000
Surplus/(Deficit)	(206,627)	651,714	-	-	-
643 Equipment					
Revenues	1,129,964	1,357,489	1,222,000	1,450,000	228,000
Expenditures	1,112,445	1,322,927	1,222,000	1,450,000	228,000
Surplus/(Deficit)	17,519	34,562	-	-	-
644 Other Post Empl Benefits					
Revenues	230,327	258,000	477,000	477,000	-
Expenditures	238,335	258,000	477,000	477,000	-
Surplus/(Deficit)	(8,008)	-	-	-	-
773 NW Reg Jail Auth Capital Fund					
Revenues	1,135,852	1,140,562	1,140,000	1,075,000	(65,000)
Expenditures	1,135,620	1,139,106	1,140,000	1,075,000	(65,000)
Surplus/(Deficit)	232	1,456	-	-	-

Revenue & Expenditure Summary by Fund

	2011 Actual	2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed Budget	FY 2014 Budget Incr/(Decr)
CITY FUNDS					
774 FWSA					
Revenues	3,786,333	4,015,110	4,185,000	4,258,000	73,000
Expenditures	3,768,708	4,015,112	4,185,000	4,258,000	73,000
Surplus/(Deficit)	17,625	(2)	-	-	-
776 NRJDC Operating Fund					
Revenues	2,529,489	2,209,408	2,662,141	2,644,000	(18,141)
Expenditures	2,381,422	2,403,047	2,662,141	2,644,000	(18,141)
Surplus/(Deficit)	148,067	(193,639)	-	-	-
Total City Revenue	142,314,634	189,530,530	158,663,106	151,675,000	(6,988,106)
Total City Expenditures	139,343,739	184,442,803	158,663,106	151,675,000	(6,988,106)
Total City Surplus/(Deficit)	2,970,895	5,087,727	-	-	-
SCHOOLS FUNDS					
920 School Cafeteria Fund					
Revenues	1,971,380	2,018,283	1,839,938	1,951,579	111,641
Expenditures	1,687,606	1,790,003	1,839,938	1,951,579	111,641
Surplus/(Deficit)	283,774	228,280	-	-	-
921 School Operating Fund					
Revenues	41,458,075	42,600,414	45,685,206	46,040,563	355,357
Expenditures	41,456,272	42,600,514	45,685,206	46,040,563	355,357
Surplus/(Deficit)	1,803	(100)	-	-	-
922 Federal Grants Fund					
Revenues	3,283,559	2,811,382	2,656,684	2,675,444	18,760
Expenditures	3,210,550	2,811,387	2,656,684	2,675,444	18,760
Surplus/(Deficit)	73,009	(5)	-	-	-
923 Textbook Fund					
Revenues	203,751	303,576	300,000	350,000	50,000
Expenditures	104,647	445,719	300,000	350,000	50,000
Surplus/(Deficit)	99,104	(142,143)	-	-	-

Revenue & Expenditure Summary by Fund

	2011 Actual	2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed Budget	FY 2014 Budget Incr/(Decr)
SCHOOL FUNDS					
930 School Fund Raising Fund					
Revenues	2,354,555	250,983	200,000	200,000	-
Expenditures	1,029,950	306,051	200,000	200,000	-
Surplus/(Deficit)	1,324,605	(55,068)	-	-	-
931 School Capital Improvements Fund					
Revenues	1,756,461	1,652,291	100,000	490,000	390,000
Expenditures	957,916	1,448,246	100,000	490,000	390,000
Surplus/(Deficit)	798,545	204,045	-	-	-
951 School Insurance Fund					
Revenues	3,879,146	4,410,963	4,174,100	4,621,200	447,100
Expenditures	4,195,926	4,439,385	4,174,100	4,621,200	447,100
Surplus/(Deficit)	(316,780)	(28,422)	-	-	-
952 Facilities Maintenance Fund					
Revenues	1,166,873	1,147,919	-	-	-
Expenditures	1,166,612	1,149,375	-	-	-
Surplus/(Deficit)	261	(1,456)	-	-	-
98X Scholarship Funds					
Revenues	98,126	90,765	88,100	91,400	3,300
Expenditures	66,357	96,276	88,100	91,400	3,300
Surplus/(Deficit)	31,769	(5,511)	-	-	-
Total Schools Revenue	56,171,926	55,286,576	55,044,028	56,420,186	1,376,158
Total Schools Expenditures	53,875,836	55,086,956	55,044,028	56,420,186	1,376,158
Total Schools Surplus/(Deficit)	2,296,090	199,620	-	-	-

CITY & SCHOOLS					
TOTAL REVENUE	198,486,560	244,817,106	213,707,134	208,095,186	(5,611,948)
TOTAL EXPENDITURES	193,219,575	239,529,759	213,707,134	208,095,186	(5,611,948)
TOTAL SURPLUS/(DEFICIT)	5,266,985	5,287,347	-	-	-

General Fund

	Actual FY 2010	Actual FY 2011	Actual FY 2012	Projected FY 2013	Proposed FY 2014
Revenues					
General Property Taxes	33,821,252	33,942,158	34,607,227	36,620,000	37,033,000
Other Local Taxes	24,052,050	25,568,470	25,755,727	26,191,100	26,875,000
Permits, privilege fees	392,290	292,644	252,950	277,400	297,100
Fines & forfeitures	147,721	221,715	274,147	302,000	303,000
Revenues from use of money & property	410,518	299,931	280,020	297,500	275,000
Charges for services	839,867	839,375	916,052	943,500	1,024,000
Miscellaneous	200,521	604,176	991,861	853,000	1,115,000
Recovered costs	969,904	1,008,042	861,526	891,000	758,000
Intergovernmental					
Commonwealth	7,259,614	6,218,343	5,973,614	5,801,730	5,753,400
Federal	19,578	759,422	737,310	1,794,470	343,000
Total revenues	68,113,315	69,754,276	70,650,434	73,971,700	73,776,500
Expenditures					
General government administration	3,803,786	3,690,586	4,304,202	5,180,565	5,419,044
Judicial administration	2,390,806	2,737,509	2,803,718	3,059,800	3,122,200
Public safety	15,786,849	16,544,510	17,118,801	18,049,535	18,300,464
Public works	2,727,921	2,941,043	3,150,423	3,308,500	3,360,400
Health & Welfare	1,135,309	1,078,574	1,052,019	1,055,261	1,063,196
Education	25,416,114	25,378,193	25,383,157	26,689,093	26,339,093
Parks, recreation, and culture	3,009,890	3,047,340	3,151,966	3,006,459	3,319,639
Community development	1,103,741	2,135,250	1,888,738	3,811,752	2,032,544
Debt service	10,123,381	9,893,159	9,190,342	9,529,500	9,255,420
Total expenditures	65,497,797	67,446,164	68,043,366	73,690,465	72,212,000
Excess (deficiency) of revenues over (under) expenditures	2,615,518	2,308,112	2,607,068	281,235	1,564,500
Other Financing Sources (Uses)					
Sale of property	-	250,000	386,296	-	-
Insurance recoveries	114,754	4,304	31,860	-	-
Proceeds from bond issuance	-	-	27,217,364		
Proceeds from premium on bond issuance	-	-	3,995,350		
Payment to refunded bond escrow agent	-	-	(30,975,567)		
Transfers in	1,600,000	2,211,528	1,667,332	1,600,000	1,600,000
Transfers out	(5,982,694)	(2,713,105)	(3,576,123)	(4,601,500)	(7,788,000)
Total other financing sources & uses	(4,267,940)	(247,273)	(1,253,488)	(3,001,500)	(6,138,000)
Net change in fund balances	(1,652,422)	2,060,839	1,353,580	(2,720,265)	(4,623,500)
Beginning fund balance	20,577,901	18,925,479	20,986,318	22,339,898	19,619,633
Ending fund balance	**18,925,479**	**20,986,318**	**22,339,898**	**19,619,633**	**14,996,133**

Non-Major Governmental Funds

Non-major Governmental Funds	Actual FY 2010	Actual FY 2011	Actual FY 2012	Projected FY 2013	Budget FY 2014
Revenues					
Revenues from use of money & property	29,003	15,075	12,383	5,000	11,600
Charges for services	866,192	1,006,658	1,047,258	1,055,000	1,090,700
Miscellaneous	253,100	160,751	165,454	285,500	1,088,500
Recovered costs	9,865	37,181	69,141	-	-
Intergovernmental					
Commonwealth	5,539,693	5,054,663	8,087,478	11,987,179	14,041,312
Federal	3,594,127	2,704,860	2,944,374	4,536,421	3,867,888
Total revenues	10,291,980	8,979,188	12,326,088	17,869,100	20,100,000
Expenditures					
Judicial administration	300,021	31,396	34,669	50,000	50,000
Public safety	1,177,131	927,112	910,188	4,418,000	4,330,000
Public works	7,798,620	4,017,679	6,558,258	14,289,000	21,190,000
Health & Welfare	6,069,826	6,648,612	6,645,065	7,199,200	7,242,000
Parks, recreation, and culture	867,919	70,316	212,175	1,265,000	1,350,000
Community development	470,635	196,799	220,863	286,000	252,000
Capital Projects					
Debt service	50,179	-	-	-	-
Total expenditures	16,734,331	11,891,914	14,581,218	27,507,200	34,414,000
Excess (deficiency) of revenues over (under) expenditures	(6,442,351)	(2,912,726)	(2,255,130)	(9,638,100)	(14,314,000)
Other Financing Sources (Uses)					
Insurance recoveries	-	-	-	-	-
Sale of Bonds	-	-	-	-	6,000,000
Transfers in	6,380,231	3,222,191	3,576,123	7,851,500	6,738,000
Transfers out	(353,537)	(876,681)	(67,332)	-	-
Total other financing sources & uses	6,026,694	2,345,510	3,508,791	7,851,500	12,738,000
Net change in fund balances	(415,657)	(567,216)	1,253,661	(1,786,600)	(1,576,000)
Beginning fund balance	3,091,857	2,676,200	2,108,984	3,362,645	1,576,045
Ending fund balance	**2,676,200**	**2,108,984**	**3,362,645**	**1,576,045**	**45**

Internal Service Funds

Internal Service Funds	Actual FY 2010	Actual FY 2011	Actual FY 2012	Projected FY 2013	Budget FY 2014
Operating Revenues					
Revenues from use of property		-	-		
Charges for services	4,538,269	4,979,695	6,069,786	5,889,000	6,002,000
Total operating revenues	4,538,269	4,979,695	6,069,786	5,889,000	6,002,000
Operating Expenses					
Personal services	522,385	509,262	591,642	813,800	837,400
Contractual services	94,034	131,053	196,949	158,800	196,300
Other supplies and expenses	679,448	765,780	854,826	790,100	960,900
Insurance claims and expenses	3,377,543	3,783,612	3,748,619	4,136,300	4,270,400
Depreciation	995	1,525	1,525		
Total operating expenses	4,674,405	5,191,232	5,393,561	5,899,000	6,265,000
Excess (deficiency) of revenues over (under) expenditures	(136,136)	(211,537)	676,225	(10,000)	(263,000)
Nonoperating revenues (expenses)					
Investment earnings	25,475	14,422	10,050	10,000	15,000
Loss on disposal of capital assets	(3,437)	-	-	-	-
Total nonoperating revenues (expenses)	22,038	14,422	10,050	10,000	15,000
Income (Loss) before transfers & contributions	(114,098)	(197,115)	686,275	-	(248,000)
Transfers in	220,000	-	-		
Change in net assets	105,902	(197,115)	686,275	-	(248,000)
Beginning net assets	945,821	1,051,723	854,608	1,540,883	1,540,883
Ending net assets	**1,051,723**	**854,608**	**1,540,883**	**1,540,883**	**1,292,883**

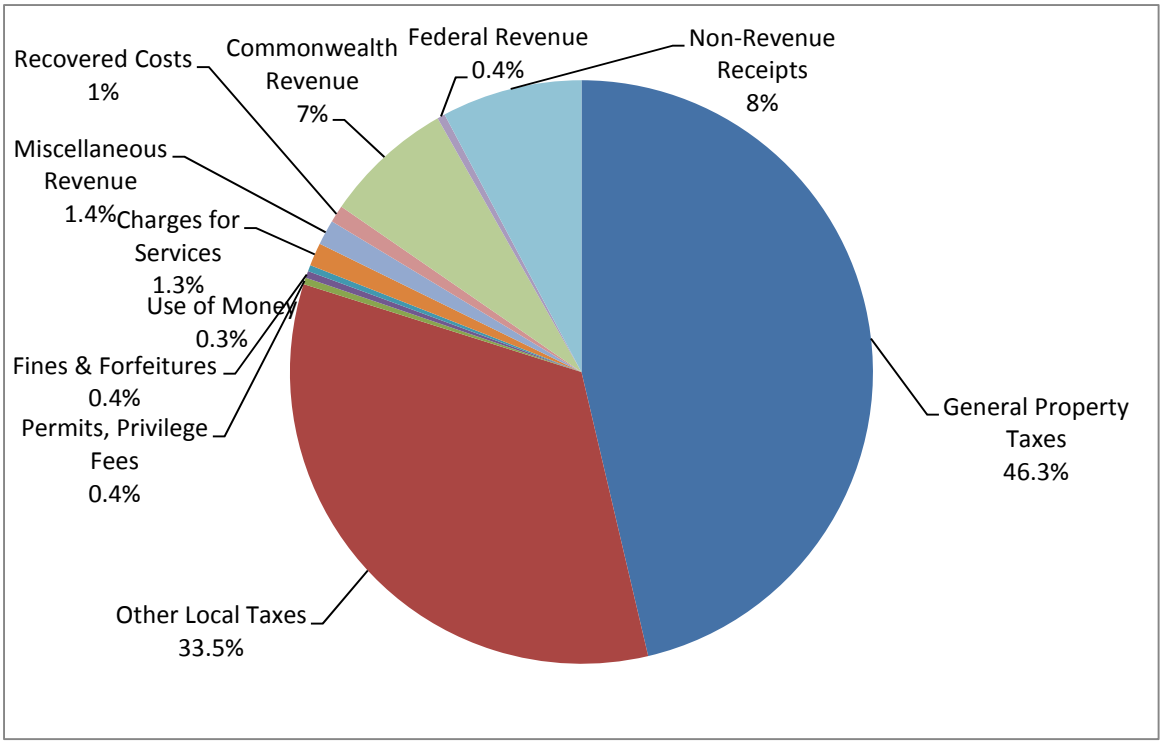
Enterprise Funds

Enterprise Funds	Actual FY 2010	Actual FY 2011	Actual FY 2012	Projected FY 2013	Budget FY 2014
Operating Revenues					
Revenues from use of property	3,850	3,850	3,316	4,000	-
Charges for services	14,862,019	15,864,280	16,198,511	19,378,000	20,398,000
Miscellaneous	42,152	45,146	6,516	2,000	2,000
Recovered costs	3,374,391	3,768,710	4,018,034	4,185,000	4,258,000
Total operating revenues	18,282,412	19,681,986	20,226,377	23,569,000	24,658,000
Operating Expenses					
Personal services	3,515,696	3,540,613	3,837,723	4,114,500	4,094,000
Contractual services	4,311,522	4,530,503	4,683,467	4,692,400	4,658,600
Other supplies and expenses	3,474,018	3,591,103	3,778,238	4,089,000	4,132,300
Depreciation	1,929,967	2,675,909	3,446,854	4,000,000	4,100,000
Total operating expenses	13,231,203	14,338,128	15,746,282	16,895,900	16,984,900
Excess (deficiency) of revenues over (under) expenditures	5,051,209	5,343,858	4,480,095	6,673,100	7,673,100
Nonoperating revenues (expenses)					
Intergovernmental					
Commonwealth	-	-	-	1,000,000	-
Federal	65,254	208,171	-	1,289,000	434,000
Investment earnings	55,950	12,746	32,925	2,000	-
Interest and fiscal charges	(1,948,078)	(2,607,171)	(3,394,961)	(5,066,600)	(4,975,500)
Loss on disposal of capital assets	(753,840)	(160,809)	(147,403)	-	-
Total nonoperating revenues (expenses)	(2,580,714)	(2,547,063)	(3,509,439)	(2,775,600)	(4,541,500)
Income (Loss) before transfers & contributions	2,470,495	2,796,795	970,656	3,897,500	3,131,600
Capital contributions	894,570	290,650	3,882,896	-	-
Transfers out	(2,089,000)	(1,600,000)	(1,600,000)	(1,600,000)	(1,600,000)
Change in net assets	1,276,065	1,487,445	3,253,552	2,297,500	1,531,600
Beginning net assets	41,866,544	43,142,609	44,630,054	47,883,606	50,181,106
Ending net assets	**43,142,609**	**44,630,054**	**47,883,606**	**50,181,106**	**51,712,706**

General Fund - Revenue

Revenue Sources	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
General Property Taxes	33,942,158	34,872,877	36,620,000	37,033,000	413,000
Other Local Taxes	25,568,468	25,755,729	26,191,100	26,875,000	683,900
Permits, Privilege Fees	292,645	252,951	277,400	297,100	19,700
Fines & Forfeitures	221,716	274,147	302,000	303,000	1,000
Use of Money	299,931	132,253	297,500	275,000	(22,500)
Charges for Services	839,377	318,504	943,500	1,024,000	80,500
Miscellaneous Revenue	604,176	875,235	853,000	1,115,000	262,000
Recovered Costs	1,007,870	857,285	891,000	758,000	(133,000)
Commonwealth Revenue	6,212,807	5,961,301	5,801,730	5,753,400	(48,330)
Federal Revenue	768,259	745,726	1,794,470	343,000	(1,451,470)
Non-Revenue Receipts	2,466,004	33,302,308	7,720,265	6,223,500	(1,496,765)
General Fund Revenue	**72,223,411**	**103,348,316**	**81,691,965**	**80,000,000**	**(1,691,965)**

FY 2014 General Fund Revenues by Category



Revenue Detail:

Account Description	FY 2011 Actual	FY 2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed	FY 2014 Proposed Inc/(Dec)
Real Estate - Current	22,533,503	23,540,171	25,039,000	25,539,000	500,000
Real Estate - Delinquent	857,691	937,974	850,000	900,000	50,000
Delinquent-Primary/Secondary	6,879		8,000	10,000	2,000
Primary District	68,212		70,000	70,000	-
Secondary District	80,338		80,500	80,500	-
Real Estate Penalties	83,912	83,459	80,600	92,000	11,400
Real Estate Interest	41,571	41,221	35,400	50,000	14,600
Public Service - Real Estate	516,571	516,571	545,000	670,000	125,000
Public Service - Personal Property	763	763	500	500	-
Personal Property - Current	7,148,680	7,148,680	7,300,000	7,300,000	-
Personal Property - Delinquent	729,762	729,762	550,000	250,000	(300,000)
Mobile Home Taxes	1,281	1,281	1,000	1,000	-
Machinery & Tools	1,690,170	1,690,170	1,900,000	1,900,000	-
Personal Property Penalties	121,888	121,888	110,000	120,000	10,000
Personal Properties Interest	60,937	60,937	50,000	50,000	-
GENERAL PROPERTY TAXES	**33,942,158**	**34,872,877**	**36,620,000**	**37,033,000**	**413,000**
State Sales Taxes	8,086,528	8,485,685	8,500,000	8,500,000	-
Communication Taxes	2,260,141	2,142,639	2,200,000	2,200,000	-
Electric Utility	1,297,975	1,192,290	1,300,000	1,300,000	-
Gas Utility	527,367	263,323	520,000	390,000	(130,000)
Electric Consumption	138,846	135,800	121,000	135,000	14,000
Gas Consumption	22,839	25,352	21,000	25,000	4,000
Business License - Contracting	315,235	426,588	300,000	400,000	100,000
Business License - Retail	1,871,681	1,945,922	2,000,000	2,150,000	150,000
Business License - Professional	2,066,825	2,106,288	2,100,000	2,200,000	100,000
Business License - Repair & Personal	880,213	848,553	900,000	800,000	(100,000)
Business License - Wholesale	176,529	198,354	200,000	200,000	-
Business License - Other	4,950	3,791	4,000	4,000	-
Business License - Penalties	57,739	75,340	65,000	75,000	10,000
Telephone	78,081	73,488	90,000	80,000	(10,000)
Cable	2	-	-	-	-
Electrical	227,568	180,755	230,000	200,000	(30,000)
Telephone ROW	72,683	73,048	70,000	70,000	-
Gas	48,750	48,750	50,000	50,000	-
Motor Vehicles Licenses	539,554	529,784	550,000	550,000	-
Motor Vehicle License Penalties	45,086	41,172	50,000	40,000	(10,000)
Bank Franchise	468,980	144,487	420,000	430,000	10,000
Recordation	188,178	184,177	200,000	200,000	-
Will Probate	10,219	7,571	10,000	10,000	-
Cigarettes	461,608	572,964	530,000	580,000	50,000
Admissions	35,060	32,052	30,000	100,000	70,000
Penalties	-	327	-	-	-

General Fund - Revenue

Account Description	FY 2011 Actual	FY 2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed	FY 2014 Proposed Inc/(Dec)
Interest	-	62	-	-	-
Motel	593,173	621,844	600,000	650,000	50,000
Penalties	28	867	-	-	-
Interest	-	8	-	-	-
Meals	5,059,316	5,356,600	5,100,000	5,500,000	400,000
Meals Penalties	18,069	18,894	15,000	20,000	5,000
Meals Interest	1,024	1,648	600	1,000	400
Short Term	14,208	17,278	14,500	15,000	500
Penalties	10	28	-	-	-
Interest	3	-	-	-	-
OTHER LOCAL TAXES	**25,568,468**	**25,755,729**	**26,191,100**	**26,875,000**	**683,900**
Dog	11,844	12,399	11,000	11,000	-
On Street Parking	155	90	-	100	100
Transfer Fees	602	655	1,000	1,000	-
Erosion, Sediment Control	4,075	5,900	6,000	6,000	-
Weapons	3,624	6,219	3,500	6,500	3,000
RE Tax Application Fee	-	20	-	-	-
RE Public Hearing Fee	40	390	-	-	-
Hazardous Use	1,950	1,850	1,000	1,000	-
Taxi	756	972	800	800	-
Street Permits	-	-	-	2,000	2,000
Building Permits - Building	114,109	83,899	100,000	100,000	-
Building Permits - Electrical	551	802	600	600	-
Building Permits - Plumbing	19,288	19,625	20,000	20,000	-
Building Permits - Mechanical	30,152	21,989	25,000	25,000	-
Elevator	3,580	3,800	3,000	3,000	-
Occupancy	1,200	825	1,500	1,500	-
Fire Protection	9,645	5,826	9,000	7,000	(2,000)
Gas	319	345	300	500	200
Building Permits - Signs	4,320	4,680	4,000	4,000	-
Land Use Application Fees	31,675	26,625	30,000	30,000	-
Planning Advertising Fees	650	4,000	600	1,000	400
Re-zoning & Subdivision Permit	14,756	9,500	12,000	10,000	(2,000)
Signs, Permits & Inspections	4,450	3,065	3,000	3,000	-
Architectural Review	-	600	600	600	-
Board of Zoning Appeals	7,325	11,050	10,000	10,000	-
Miscellaneous Fees	1,800	3,400	2,500	2,500	-
Civil Penalties	910	950	3,000	1,000	(2,000)
Rental Housing/Inspections	15,380	8,640	15,000	35,000	20,000
Rental Housing/Penalties	4,443	2,213	4,000	4,000	-
Rental Housing/Misc Fees	5,046	12,622	10,000	10,000	-
PERMITS, PRIVILEGE FEES	**292,645**	**252,951**	**277,400**	**297,100**	**19,700**
Courts	218,455	271,319	300,000	300,000	-
Registrar	200	-	-	-	-
Interest	3,061	2,828	2,000	3,000	1,000
FINES AND FORFEITURES	**221,716**	**274,147**	**302,000**	**303,000**	**1,000**

General Fund - Revenue

Account Description	FY 2011 Actual	FY 2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed	FY 2014 Proposed Inc/(Dec)
Interest Earnings	137,454	132,253	151,500	130,000	(21,500)
Social Services Building	-	-	145,000	145,000	-
Rental Rec Prop/Facility	158,580				
Concession Rentals	3,897	-	1,000	-	(1,000)
REVENUE-USE OF MONEY/PROP	**299,931**	**132,253**	**297,500**	**275,000**	**(22,500)**
Sheriff Fees	2,949	2,949	3,000	3,000	-
Case Assessment	44,695	33,625	30,000	30,000	-
Courthouse Security Fees	60,417	67,461	60,000	60,000	-
Miscellaneous Fees	7,019	7,096	6,000	7,000	1,000
Courthouse Compliance Fee	30,201	46,221	50,000	50,000	-
Commonwealth Attorney	3,550	6,797	2,500	6,000	3,500
Misc Police Fees	4,284	4,056	3,000	4,000	1,000
Police OT Reimbursement	16,472	15,505	-	-	-
Hazmat	3,198	3,535	5,000	5,000	-
LEPC Funds	8,971	5,538	7,000	7,000	-
Alarm Fees	3,600	2,950	5,000	5,000	-
False Alarm Fees	14,600	17,500	30,000	20,000	(10,000)
Fire Inspections Fees	-	-	-	50,000	50,000
Animal Impounding Fees	1,272	1,634	1,000	2,000	1,000
Gas Inspection	54,000	54,000	54,000	54,000	-
Waste Collection/Disposal Fees	3,109	2,977	4,000	4,000	-
Sale of Recycle Materials	40,259	46,660	50,000	50,000	-
Recreation Activities	7,402		10,000	5,000	(5,000)
Indoor Pool Fees	126,409		143,000	112,150	(30,850)
Outdoor Pool Fees	62,694		72,000	91,000	19,000
Admissions & Memberships	96,349		120,000	135,000	15,000
Athletic Fees	79,644		88,000	115,850	27,850
Childcare Fees	156,555		180,000	180,000	-
Concession Sales	11,728		20,000	28,000	8,000
CHARGES FOR SERVICES	**839,377**	**318,504**	**943,500**	**1,024,000**	**80,500**
Payments in Lieu of Taxes	405,224	800,260	805,000	845,000	40,000
Special Events	-	-	-	155,000	155,000
Artscape Program	6,825		1,000	1,000	-
Bad Checks	725	500	1,000	1,000	-
Admin & Collection Fees	39,195	49,434	30,000	40,000	10,000
Donations/Special Gifts	70,623	-	5,000	-	(5,000)
Sales of Supplies	1,829	731	1,000	1,000	-
Sale of Surplus Property	30,923	17,647	5,000	10,000	5,000
Sale of Copies & Documents	1,231	1,831	5,000	2,000	(3,000)
Donations - Public Works	50	-	-	-	-
Donations - Fire Dept	270	1,484	-	-	-
Donations-Police Dept	3,445	3,290	-	-	-

General Fund - Revenue

Account Description	FY 2011 Actual	FY 2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed	FY 2014 Proposed Inc/(Dec)
Ticket Sales	1,555				
Parks & Recreation	7,500		-	60,000	60,000
Sheriff	1,000	-	-	-	-
Frederick County	33,039	-	-	-	-
Miscellaneous Revenue	742	58	-	-	-
MISCELLANEOUS REVENUE	**604,176**	**875,235**	**853,000**	**1,115,000**	**262,000**
Miscellaneous	11,224	1,380	-	-	-
Sheriff	115	122	-	-	-
External Recoveries	4,080	19,791	-	-	-
Public Works	519	-	-	-	-
Fire Department	9,363	-	1,000	-	(1,000)
Social Services	70,083	61,555	75,000	62,000	(13,000)
Commissioner of Revenue	350	-	-	-	-
Circuit Court	66,366	66,439	60,000	70,000	10,000
JJC Building	463,996	364,256	415,000	416,000	1,000
Inspections/Zoning	6,250	6,250	-	-	-
Landfill-Recycling	166,680	164,334	170,000	170,000	-
Police Department	8,359	3,008	-	-	-
Parks & Recreation	335	-	-	-	-
Data Processing	200,150	170,150	170,000	40,000	(130,000)
VML - Safety Grant	-	-	-	-	-
RECOVERED COSTS	**1,007,870**	**857,285**	**891,000**	**758,000**	**(133,000)**
Mobile Home Titling Taxes	14,665	609	-	-	-
Tax on Deeds	109,034	101,129	100,000	100,000	-
Railroad Rolling Stock Tax	232	6,386	7,000	7,000	-
Grantor's Tax	64,658	155,408	75,000	75,000	-
Rental Car Tax	186,860	121,467	175,000	175,000	-
Personal Property Tax Reimburse	2,622,084	2,622,084	2,633,000	2,622,100	(10,900)
NON-CATEGORICAL AID	**2,997,533**	**3,007,083**	**2,990,000**	**2,979,100**	**(10,900)**
Commonwealth's Attorney	633,352	581,297	642,000	630,000	(12,000)
Sheriff	317,416	283,869	313,000	300,000	(13,000)
Sheriff Mileage	10,340	2,801	3,000	3,000	-
Commissioner of Revenue	96,307	85,635	96,000	85,000	(11,000)
Treasurer	95,990	83,856	94,000	83,000	(11,000)
Registrar/Electoral Board	40,767	57,768	42,730	40,000	(2,730)
Clerk of Circuit Court	330,929	307,433	324,000	324,000	-

General Fund - Revenue

Account Description	FY 2011 Actual	FY 2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed	FY 2014 Proposed Inc/(Dec)
Jury Reimbursement	8,310	3,030	15,000	5,000	(10,000)
Shared - Victim Witness	24,520	25,010	24,000	25,000	1,000
Shared - Witness Fees	926	-	-	-	-
SHARED EXPENSES	**1,558,857**	**1,430,699**	**1,553,730**	**1,495,000**	**(58,730)**
Juv & Domestic Relations	10,114	11,592	8,000	10,000	2,000
Litter Control	6,103	5,249	6,000	6,000	-
Fire Program Funds	68,099	70,046	64,000	70,000	6,000
Four for Life Grant	22,882	21,734	20,000	20,000	-
Commission of Arts Grant	5,000	-	-	-	-
HazMat Team Physicals	4,515	-	-	-	-
HazMat Funding	24,485	15,000	15,000	24,300	9,300
Police 599 Funds	796,329	767,557	813,000	820,000	7,000
Jail	79,844	27,981	28,000	20,000	(8,000)
Health Department	252,089	242,176	252,000	252,000	-
General District Court	7,799	7,779	7,000	8,000	1,000
Governor's Opportunity Fund	300,000	300,000	-	-	-
Asset Forfeiture Police	2,557	5,077	-	-	-
Asset Forfeiture Comm Attorney	2,852	233	-	-	-
Department of Health	11,866	-	-	-	-
Fire Program Funds Grant	1,669	-	-	-	-
Wireless E911 Services Board	44,914	44,011	45,000	49,000	4,000
Dept of Historic Resource	12,000	5,084	-	-	-
Virginia Main Street	3,300	-	-	-	-
STATE CATEGORICAL	**1,656,417**	**1,523,519**	**1,258,000**	**1,279,300**	**21,300**
Emergency Service Grants	8,905	-	-	-	-
Asset Forfeiture Funds	4,512	17,482	-	-	-
Safe Street Act Reimbursement	6,630	2,186	-	-	-
Public Awareness	500	-	-	-	-
Commission of Arts Grant	-	5,000	5,000	5,000	-
Child/Adult Care Food	-	-	-	5,000	5,000
ARRA Stimulus	13,219	-	-	-	-
Juvenile Justice	4,155	-	-	-	-
Police - DCJS Grants	42,129	19,876	16,970	-	(16,970)
Grand Jury	1,267	-	-	-	-
Justice Assistance Grants	17,567	8,993	-	-	-
COPS	210,891	225,090	100,000	-	(100,000)
CDBG Grant	183,775	106,435	1,460,000	213,000	(1,247,000)
Ballistic Vest Program	8,837	8,415	-	5,000	5,000
Dept of Historic Resources	14,500	24,914	-	-	-
Victim Witness	73,560	75,032	72,000	75,000	3,000
DMV Grants	37,166	30,466	38,500	25,000	(13,500)
Public Assistance Grants	-	20,067	-	-	-

General Fund - Revenue

Account Description	FY 2011 Actual	FY 2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed	FY 2014 Proposed Inc/(Dec)
Homeland Security	60,688	127,702	22,000	15,000	(7,000)
NVRDTF Grant	79,958	74,068	80,000	-	(80,000)
FEDERAL REVENUE	**768,259**	**745,726**	**1,794,470**	**343,000**	**(1,451,470)**
Insurance Recoveries	4,304	23,168	-	-	-
Land	250,000	-	-	-	-
Buildings	-	386,296	-	-	-
CDBG Loan Principal	121	236	-	-	-
CDGB Loan Interest	51	77	-	-	-
Premiums on Bonds	-	3,995,350	-	-	-
Sale of Bonds	-	27,217,364	-	-	-
Housing Fund	297,672	-	-	-	-
Utilities Fund	1,600,000	1,600,000	1,600,000	1,600,000	-
OTBD	-	79,817	-	50,000	50,000
Asset Forfeiture Fund	24,099	-	-	-	-
CDBG Fund	289,757	-	-	-	-
Fund Balance	-	-	6,120,265	4,484,500	(1,635,765)
Assigned - CDBG	-	-	-	-	-
Assigned - Fire Programs	-	-	-	89,000	89,000
NON-REVENUE RECEIPTS	**2,466,004**	**33,302,308**	**7,720,265**	**6,223,500**	**(1,496,765)**
TOTAL GENERAL FUND	**72,223,411**	**103,348,316**	**81,691,965**	**80,000,000**	**(1,691,965)**

General Fund Department Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed Budget	FY 2014 Changes Inc/(Dec)
CITY COUNCIL	90,901	89,904	119,020	122,400	3,380
CLERK OF COUNCIL	27,498	32,213	36,500	36,600	100
CITY MANAGER	230,532	261,749	365,170	387,000	21,830
CITY ATTORNEY	294,723	317,498	351,000	343,400	(7,600)
INDEPENDENT AUDITORS	38,748	81,727	68,000	80,000	12,000
HUMAN RESOURCES	326,584	395,528	451,800	453,600	1,800
COMMISSIONER OF REVENUE	552,582	490,778	546,400	521,400	(25,000)
TREASURER	422,742	425,811	451,500	439,100	(12,400)
FINANCE	523,899	669,922	644,100	615,000	(29,100)
INFORMATION TECHNOLOGY	791,737	1,116,245	1,525,100	1,740,800	215,700
ELECTORAL BOARD OFFICIALS	30,398	68,834	62,275	51,000	(11,275)
REGISTRAR	100,960	101,559	122,700	140,600	17,900
CIRCUIT COURT	71,911	77,313	79,800	81,800	2,000
GENERAL DISTRICT COURT	18,269	16,610	31,600	28,800	(2,800)
J & D RELATION DIST COURT	32,907	36,790	48,800	50,400	1,600
CLERK OF CIRCUIT COURT	470,549	472,282	496,800	503,100	6,300
CITY SHERIFF	940,445	957,101	1,011,100	1,032,400	21,300
COURTHOUSE SECURITY	76,265	84,664	183,800	173,500	(10,300)
JUROR SERVICES	13,000	20,000	23,000	26,000	3,000
COMMONWEALTH ATTORNEY	981,662	1,002,030	1,045,000	1,085,100	40,100
VICTIM WITNESS	132,501	136,930	139,900	141,100	1,200
POLICE DEPARTMENT	6,476,644	6,838,896	7,426,700	7,500,200	73,500
POLICE GRANTS	422,458	385,547	261,965	47,200	(214,765)
FIRE DEPARTMENT	4,017,130	4,331,668	4,701,910	4,923,700	221,790
EMERGENCY MEDICAL	47,782	48,645	61,200	-	(61,200)
FIRE GRANTS	129,542	177,433	-	203,100	203,100
PROBATION OFFICE	1,818	1,745	3,200	3,500	300
INSPECTIONS DEPARTMENT	436,460	436,399	489,700	466,000	(23,700)
ANIMAL WARDEN	124,939	133,536	135,800	165,600	29,800
EMERGENCY SERVICES CD	44,074	49,575	69,100	47,000	(22,100)
HAZARDOUS MATERIAL	29,261	37,012	41,800	41,800	-
COMMUNICATION OPERATIONS	841,559	844,811	993,700	930,100	(63,600)
STREETS	16,716	23,133	28,600	23,600	(5,000)
STORM DRAINAGE	3,000	39,245	35,000	35,000	-
LOUDOUN MALL	61,677	54,795	76,000	70,800	(5,200)

General Fund Department Summary

	FY 2011 Actual	FY 2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed Budget	FY 2014 Changes Inc/(Dec)
REFUSE COLLECTION	1,132,490	1,217,528	1,295,800	1,388,300	92,500
JOINT JUDICIAL CENTER	623,276	685,664	690,300	705,400	15,100
FACILITIES MAINTENANCE	1,095,136	1,121,856	1,162,800	1,117,300	(45,500)
ELDERLY - PROP TAX RELIEF	576,946	517,640	520,000	520,000	-
PARKS SUPERVISION	481,155	566,540	470,700	567,700	97,000
PARKS MAINTENANCE	899,029	865,960	825,310	971,430	146,120
RECREATION ACTIVITIES	82,222	85,652	83,400	73,100	(10,300)
OUTDOOR SWIMMING POOL	104,560	121,190	97,950	110,600	12,650
INDOOR SWIMMING POOL	177,753	177,506	223,500	226,450	2,950
WAR MEMORIAL	433,219	415,905	420,900	377,825	(43,075)
CHILD CARE	164,590	166,519	182,300	183,650	1,350
ATHLETICS	176,151	172,056	193,040	199,525	6,485
APPLE BLOSSOM FESTIVAL	32,696	47,389	29,500	29,500	-
PLANNING DEPARTMENT	223,753	229,089	275,800	278,900	3,100
HOUSING & NEIGHBORHD DEVL	362,095	153,957	1,460,200	21,500	(1,438,700)
ZONING DEPARTMENT	194,956	234,445	180,825	211,200	30,375
ECONOMIC DEVELOPMENT	1,037,944	881,583	1,386,000	799,500	(586,500)
OTDB	154,571	161,174	277,100	437,100	160,000
GIS	65,119	91,235	90,300	89,300	(1,000)
OTHER	259,292	252,364	587,000	588,144	1,144
OUTSIDE AGENCIES	206,133	192,713	182,713	282,713	100,000
REGIONAL AGENCIES	4,899,463	4,890,186	4,895,785	5,065,041	169,256
TRANSIT	27,000	196,227	268,000	322,500	4,500
SOCIAL SERVICES	1,021,000	1,179,182	1,238,000	1,260,000	22,000
CSA	970,247	800,214	1,000,000	840,000	(160,000)
PARKING AUTHORITY	-	-	-	1,000,000	1,000,000
SCHOOLS OPERATING	25,351,902	25,351,902	26,651,702	26,301,702	(350,000)
TOURISM	100,500	100,500	100,500	100,500	-
HIGHWAY MAINTENANCE	299,959	1,225,000	925,000	1,360,000	435,000
CAPITAL IMPROVEMENTS	294,400	75,000	4,320,000	2,805,000	(1,515,000)
CITY DEBT SERVICE	2,465,736	32,947,873	1,835,400	1,652,720	(182,680)
SCHOOLS DEBT SERVICE	7,427,421	7,218,037	7,694,100	7,602,700	(91,400)
TOTAL GENERAL FUND	**70,162,587**	**102,600,014**	**81,691,965**	**80,000,000**	**(1,691,965)**

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:

- Grow the Economy
- Develop a High Performing Organization
- Continue Revitalization of Historic Old Town
- Create a More Livable City for All

Expenditure Summary:

	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Expenditure by Classification					
Personnel Services	36,245	35,937	59,920	59,920	-
Contractual Services	18,718	16,572	19,200	23,000	3,800
Internal Services	2,402	2,534	3,000	3,000	-
Other Charges	33,536	34,861	36,900	36,480	(420)
TOTAL EXPENDITURES	**90,901**	**89,904**	**119,020**	**122,400**	**3,380**

Legislative – City Council

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Mayor	4,800	4,800	4,800	4,800	-
Councilors	28,800	28,480	28,800	28,800	-
FICA	2,570	2,546	4,242	4,242	-
Worker's Compensation	75	111	226	226	-
Flex Benefits - Employee	-	-	21,852	21,852	-
PERSONNEL	36,245	35,937	59,920	59,920	-
Other Professional Services	2,325	2,600	5,200	9,000	3,800
Printing & Binding	86	108	500	500	-
Local Media	16,307	13,864	13,000	13,000	-
Food Services	-	-	500	500	-
CONTRACTUAL SERVICES	18,718	16,572	19,200	23,000	3,800
Copier Charges	2,402	2,534	3,000	3,000	-
INTERNAL SERVICES	2,402	2,534	3,000	3,000	-
Postal Services	256	339	600	300	(300)
Telecommunications	-	-	-	1,080	1,080
Office Equipment Rental	-	113	-	-	-
Mileage & Transportation	617	614	1,200	900	(300)
Travel - Convention & Education	1,532	969	800	1,100	300
Dues & Association Memberships	29,460	30,016	30,500	30,500	-
Office Supplies	158	198	500	500	-
Food & Food Service	549	1,228	1,500	1,000	(500)
Books & Subscriptions	15	-	300	100	(200)
Other Operating Supplies	40	1,039	500	500	-
Awards, Plaques, Other	909	345	1,000	500	(500)
OTHER CHARGES	33,536	34,861	36,900	36,480	(420)
TOTAL CITY COUNCIL	**90,901**	**89,904**	**119,020**	**122,400**	**3,380**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	23,885	28,416	32,000	32,400	400
Other Charges	3,613	3,797	4,500	4,200	(300)
TOTAL EXPENDITURES	**27,498**	**32,213**	**36,500**	**36,600**	**100**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	16,876	20,173	21,414	22,922	1,508
Part-time Non-Classified	-	71	-	-	-
FICA	1,062	1,270	1,537	1,460	(77)
VRS-Employer	2,422	2,884	2,660	2,847	187
Insurance Employer	47	65	283	273	(10)
Worker's Compensation	26	31	33	34	1
Flex Benefits Admin Fee	24	25	24	36	12
Flex Benefits -Employee	3,403	3,867	6,019	4,796	(1,223)
VRS Health Ins Credit	25	30	30	32	2
PERSONNEL	23,885	28,416	32,000	32,400	400

Legislative – Clerk of Council

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Postal Services	103	209	100	100	-
Mileage & Transportation	1,085	891	700	800	100
Travel - Convention & Education	1,309	528	1,100	1,950	850
Dues & Association Memberships	235	235	250	250	-
Misc Charges & Fees	55	-	-	200	200
Office Supplies	652	603	900	650	(250)
Books & Subscriptions	95	98	150	100	(50)
Other Operating Supplies	79	130	200	150	(50)
Computer Hardware/Software	-	1,103	1,100	-	(1,100)
Awards, Plaques, Other	-	-	-	-	-
OTHER CHARGES	3,613	3,797	4,500	4,200	(300)
TOTAL CLERK OF COUNCIL	**27,498**	**32,213**	**36,500**	**36,600**	**100**

General Government – City Manager

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

Goals:

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

Objectives:

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

Services and Products:

- Annual operating and capital budget
- Annual legislative program
- Special projects and reports
- Data and information analyses
- Responses to Council/citizen inquiries
- Manage Strategic Plan projects and action items

Performance Measures:

Indicators	**FY 2011 Actual**	**FY 2012 Actual**	**FY 2013 Estimated**	**FY 2014 Estimated**
Output Measures				
Analysis and research to support Council policy formulation	As Necessary	As Necessary	As Necessary	As Necessary
Operating department performance reviews	As Necessary	As Necessary	As Necessary	As Necessary
Contacts with Legislative Delegation and VML staff members	As Necessary	As Necessary	As Necessary	As Necessary
Outcome Measures				
% of time operating budget expenditures conform to established budgetary guidelines	100%	100%	100%	100%
Information requests from Mayor or City Council answered within 10 days	100%	100%	100%	100%
Information requests from the public answered within 10 days	100%	100%	100%	100%

Performance Measurement Results:

The City Manager's office strives to respond to all inquiries within the established guidelines.

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	220,255	210,020	354,970	360,500	5,530
Contractual Services	243	27,160	500	10,500	10,000
Internal Services	1,023	1,000	1,100	100	(1,000)
Other Charges	9,011	23,569	8,600	15,900	7,300
TOTAL CITY MANAGER	**230,532**	**261,749**	**365,170**	**387,000**	**21,830**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
City Manager	1.5	1.5	2.5	2.5	0
Total	**1.5**	**1.5**	**2.5**	**2.5**	**0**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	171,043	71,037	280,974	286,467	5,493
Part-Time Non-Classified	-	110,473	-	-	-
FICA	10,287	13,583	16,413	16,583	170
VRS-Employer	23,317	6,958	34,152	34,834	682
Insurance Employer	455	229	3,272	3,338	66
Worker's Compensation	265	279	371	376	5
Deferred Comp Contribution	4,362	179	-	-	-
Flex Benefits Admin Fee	73	71	180	180	-
Flex Benefits -Employee	10,209	7,124	19,223	18,329	(894)
VRS Health Ins Credit	244	87	385	393	8
PERSONNEL	220,255	210,020	354,970	360,500	5,530

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Medical, Dental, & Hospital	-	80	-	-	-
Other Professional Services	-	26,946	-	10,000	10,000
Repairs & Maintenance	-	-	-	-	-
Computer Hardware/Software	243	-	-	-	-
Printing & Binding	-	134	500	500	-
CONTRACTUAL SERVICES	243	27,160	500	10,500	10,000
Data Processing	1,000	1,000	1,000	-	(1,000)
Copier Charges	23	-	100	100	-
INTERNAL SERVICES	1,023	1,000	1,100	100	(1,000)
Postal Services	42	23	200	100	(100)
Telecommunications	1,047	903	1,000	2,000	1,000
Mileage & Transportation	867	6,746	1,000	2,200	1,200
Travel - Convention & Education	3,334	1,492	2,700	8,000	5,300
Dues & Association Memberships	1,792	275	2,000	2,200	200
Misc Charges & Fees	889	-	-	-	-
Moving Expenses	-	5,130	-	-	-
Office Supplies	54	5,255	500	500	-
Food & Food Services	353	557	400	400	-
Books & Subscriptions	-	-	300	100	(200)
Other Operating Supplies	343	1,029	500	400	(100)
Computer Hardware/Software	290	2,159	-	-	-
OTHER CHARGES	9,011	23,569	8,600	15,900	7,300
TOTAL CITY MANAGER	**230,532**	**261,749**	**365,170**	**387,000**	**21,830**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	231,526	288,651	303,300	311,050	7,750
Contractual Services	38,479	11,383	28,300	14,290	(14,010)
Internal Services	3,312	2,664	2,900	900	(2,000)
Other Charges	21,111	14,800	16,500	17,160	660
TOTAL EXPENDITURES	**294,428**	**317,498**	**351,000**	**343,400**	**(7,600)**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
City Attorney	2	3	3	3	0
Total	**2**	**3**	**3**	**3**	**0**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	181,612	226,012	240,344	248,041	7,697
FICA	12,893	16,283	15,744	16,190	446
VRS-Employer	26,017	29,754	29,851	30,944	1,093
Insurance Employer	508	701	3,173	2,965	(208)
Worker's Compensation	192	239	253	243	(10)
Flex Benefits Admin Fee	104	139	144	216	72
Flex Benefits -Employee	9,928	15,198	13,455	12,102	(1,353)
VRS Health Ins Credit	272	325	336	349	13
PERSONNEL	231,526	288,651	303,300	311,050	7,750

General Government – City Attorney

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Medical, Dental, & Hospital	80	80	100	-	(100)
Legal Services	32,780	3,354	23,800	10,000	(13,800)
Other Professional Services	2,741	4,472	2,800	2,690	(110)
Printing & Binding	1,440	2,923	1,300	1,300	-
Local Media	1,438	554	300	300	-
CONTRACTUAL SERVICES	38,479	11,383	28,300	14,290	(14,010)
Data Processing	1,800	1,800	1,800	-	(1,800)
Copier Charges	1,512	864	1,100	900	(200)
INTERNAL SERVICES	3,312	2,664	2,900	900	(2,000)
Postal Services	794	534	1,300	600	(700)
Telecommunications	959	1,434	1,850	1,500	(350)
Mileage & Transportation	1,427	1,523	1,450	1,500	50
Travel - Convention & Education	3,559	2,068	2,750	4,000	1,250
Dues & Association Memberships	1,105	495	1,700	1,900	200
Court Filing Fees	428	93	250	250	-
Miscellaneous Charges & Fees	-	-	-	110	110
Background Checks	-	174	-	-	-
Office Supplies	4,334	2,641	1,200	1,200	-
Books & Subscriptions	4,660	5,051	4,800	5,200	400
Other Operating Supplies	2,482	728	900	900	-
Computer Hardware/Software	1,363	59	300	-	(300)
OTHER CHARGES	21,111	14,800	16,500	17,160	660
TOTAL CITY ATTORNEY	**294,428**	**317,498**	**351,000**	**343,400**	**(7,600)**

General Government – Independent Auditor

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Accounting & Auditing	35,248	62,227	52,000	60,000	8,000
Other Professional Services	3,500	19,500	16,000	20,000	4,000
CONTRACTUAL SERVICES	38,748	81,727	68,000	80,000	12,000
TOTAL INDEPENDENT AUDITORS	**38,748**	**81,727**	**68,000**	**80,000**	**12,000**

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 administers all human resource functions for the City in accordance with all Federal, State and City regulations. It is our goal to recruit and retain a highly skilled and motivated work force that is equipped with the skills and knowledge necessary to deliver the highest quality of services to our citizens.

Objectives:

- Recruit, evaluate and hire qualified applicants for City positions
- Coordinate on-going training of the workforce
- Promptly respond to employees, retirees and the general public through telephone and walk-in inquiries and requests regarding employment, benefits, compensation and payroll and policy issues in an efficient and timely manner.
- Generate accurate personnel action documents for new hires, employee performance appraisals, terminations, disciplinary actions and other miscellaneous status changes

Services Provided:

- Job classification/reclassification, compensation, performance appraisal system and surveys
- Recruitment, hiring and employee orientation
- Coordination of employee activities, such as the Employee Health Fair, Winter Celebration, Employee Recognition Breakfast, etc.
- Maintenance of Personnel files
- Employee Training
- Benefits Administration
- Employee relations/advice/guidance

Performance Measures:

Indicator	**FY 2011 Actual**	**FY 2012 Actual**	**FY 2013 Estimated**	**FY 2014 Projected**
Input/Output Measures				
Employment applications received (implemented NeoGov in December 2011)	5,268	14,419	17,712	16,066
Number of new hires (includes seasonal employees)	115	102	108	108

General Government – Human Resources

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	241,375	274,673	275,500	278,700	3,200
Contractual Services	33,424	56,256	59,700	139,800	80,100
Internal Services	14,467	15,127	15,500	3,000	(12,500)
Other Charges	37,318	49,472	31,100	32,100	1,000
Capital	-	-	70,000	-	(70,000)
TOTAL EXPENDITURES	**326,584**	**395,528**	**451,800**	**453,600**	**1,800**

Staffing Summary:

*Full-Time Employees**	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Human Resources	4.5	4.5	4.5	4.5	0
Total	**4.5**	**4.5**	**4.5**	**4.5**	**0**

*1 Full-time position is unfunded.

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	143,863	156,444	163,613	165,318	1,705
Overtime	231	282	1,000	500	(500)
Part-time Classified	12,488	14,494	14,638	14,937	299
Part-time Non-Classified	21,888	32,904	27,000	29,039	2,039
FICA	13,621	15,453	15,118	15,866	748
VRS-Employer	17,879	17,905	20,321	20,532	211
Retirees	10,140	12,740	11,000	10,155	(845)
Insurance Employer	349	490	2,160	1,967	(193)
Worker's Compensation	273	313	315	283	(32)
Flex Benefits Admin Fee	181	201	192	288	96
Flex Benefits -Employee	20,275	23,218	19,914	19,583	(331)
VRS Health Ins Credit	187	229	229	232	3
PERSONNEL	241,375	274,673	275,500	278,700	3,200

General Government – Human Resources

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Medical, Dental, & Hospital	80	53	400	17,500	17,100
EAP Services	22,563	24,480	30,200	30,200	-
Other Professional Services	4,210	17,055	-	47,000	47,000
Travel - Convention & Education	2,616	7,291	8,000	8,000	-
Repairs & Maintenance	-	-	300	300	-
Computer Hardware/Software	-	-	8,800	8,800	-
Printing & Binding	692	3,954	5,000	6,000	1,000
Local Media	1,418	1,729	2,000	12,000	10,000
Food & Food Services	1,845	1,694	5,000	10,000	5,000
CONTRACTUAL SERVICES	33,424	56,256	59,700	139,800	80,100
Data Processing	12,500	12,500	12,500	-	(12,500)
Copier Charges	1,967	2,627	3,000	3,000	-
INTERNAL SERVICES	14,467	15,127	15,500	3,000	(12,500)
Postal Services	2,715	1,182	3,500	1,500	(2,000)
Telecommunications	333	1,626	1,900	1,700	(200)
Equipment	-	-	200	-	(200)
Mileage & Transportation	497	-	1,000	300	(700)
Travel - Convention & Education	1,650	391	2,100	1,000	(1,100)
Dues & Association Memberships	1,095	1,103	900	1,100	200
Court Filing Fees	570	-	-	-	-
Misc Charges & Fees	-	-	-	800	800
Background Checks	-	117	-	8,700	8,700
Office Supplies	7,677	6,736	3,000	3,000	-
Food & Food Service	659	1,216	1,000	1,000	-
Repair & Maintenance	-	854	-	-	-
Books & Subscriptions	2,162	1,445	1,000	1,000	-
Other Operating Supplies	3,293	15,427	4,000	4,000	-
Computer Hardware/Software	8,156	12,458	2,500	-	(2,500)
Awards, Plaques, Other	8,511	6,917	10,000	7,500	(2,500)
Memorials	-	-	-	500	500
OTHER CHARGES	37,318	49,472	31,100	32,100	1,000
Computer Software	-	-	70,000	-	(70,000)
CAPITAL	-	-	70,000	-	(70,000)
TOTAL HUMAN RESOURCES	**326,584**	**395,528**	**451,800**	**453,600**	**1,800**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Expenditure by Classification					
Personnel Services	458,474	419,059	465,600	472,600	7,000
Contractual Services	24,505	5,178	20,700	10,000	(10,700)
Internal Services	24,422	24,086	24,600	700	(23,900)
Other Charges	45,181	42,455	35,500	38,100	2,600
TOTAL EXPENDITURES	**552,582**	**490,778**	**546,400**	**521,400**	**(25,000)**

Funding Sources:

Funding Sources	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Miscellaneous Revenue	350	-	-	-	-
Revenue from Commonwealth	96,307	85,635	96,000	85,000	-
Designated Funding Sources	96,657	85,635	96,000	85,000	-
Net General Tax Support	**455,925**	**405,143**	**469,000**	**436,400**	**(32,600)**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Commissioner of the Revenue	9	9	8	8	0
Total	**9**	**9**	**8**	**8**	**0**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	316,288	286,038	326,387	335,026	8,639
Overtime	-	201			
Part-Time Classified	-	7,214			
Part-time Non-Classified	14,197	10,814	15,200	15,200	-
FICA	24,571	22,535	25,013	26,050	1,037
VRS-Employer	45,223	40,878	40,702	41,610	908
Insurance Employer	883	943	3,993	3,987	(6)
Worker's Compensation	1,506	1,466	1,572	1,624	52
Flex Benefits Admin Fee	423	370	576	576	-
Flex Benefits -Employee	54,910	48,165	51,691	48,058	(3,633)
VRS Health Ins Credit	473	435	466	469	3
PERSONNEL	458,474	419,059	465,600	472,600	7,000
Medical, Dental, & Hospital	-	160	-	-	-
Other Professional Services	16,152	612	5,500	500	(5,000)
Travel - Convention & Education	1,040	-	6,000	1,000	(5,000)
Boards/Commission Members	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-
Vehicle Repairs & Maintenance	325	-	500	500	-
Maintenance Service Contracts	772	55	400	400	-
Computer Hardware/Software	2,000	402	1,900	1,900	-
Printing & Binding	3,397	444	1,500	500	(1,000)
Local Media	819	545	900	500	(400)
State Computer Services	-	-	1,000	1,000	-
Billing Service	-	2,960	3,000	3,700	700
CONTRACTUAL SERVICES	24,505	5,178	20,700	10,000	(10,700)
Data Processing	23,500	23,500	23,500	-	(23,500)
Equipment Maintenance/Fuel	281	391	300	300	-
Equipment Parts	131	47	100	100	-
Equipment Labor	198	50	100	100	-
Copier Charges	312	98	600	200	(400)
INTERNAL SERVICES	24,422	24,086	24,600	700	(23,900)

General Government – Commissioner of the Revenue

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Postal Services	7,604	6,948	7,700	7,500	(200)
Telecommunications	383	1,122	400	1,100	700
Motor Vehicle Insurance	785	410	800	500	(300)
Office Equipment	508	824	1,000	1,000	-
Mileage & Transportation	1,489	1,007	1,650	2,000	350
Travel - Convention & Education	5,252	5,947	3,950	6,000	2,050
Dues & Association Memberships	545	929	1,100	1,000	(100)
Misc Charges & Fees	-	20	100	100	-
Background Checks	-	544	-	-	-
Office Supplies	4,360	2,384	1,700	2,400	700
Vehicle & Equipment Fuels	-	-	-	-	-
Books & Subscriptions	5,949	5,317	4,500	5,000	500
Other Operating Supplies	1,549	2,496	2,000	2,000	-
Cigarette Tax Stamps	8,359	9,245	9,000	9,500	500
Computer Hardware/Software	8,398	5,262	1,600	-	(1,600)
OTHER CHARGES	45,181	42,455	35,500	38,100	2,600
TOTAL COMM OF REVENUE	**552,582**	**490,778**	**546,400**	**521,400**	**(25,000)**

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.

Performance Measures:

Indicators	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
Real Estate				
Current Collections	$22,533,503	$23,540,110	24,024,500	$25,000,000
Collection Rate	99%	99%	99%	99%
Delinquent Collections	$857,611	$937,974	$895,000	$950,000
Personal Property				
Current Collections	$7,148,680	$7,034,140	$6,500,000	$7,200,000
Collection Rate	96%	98%	98%	98%
Delinquent Collections	$729,962	$497,105	$275,000	$250,000

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	360,852	371,707	386,000	383,200	(2,800)
Contractual Services	25,947	22,118	26,100	36,000	9,900
Internal Services	13,000	13,000	13,000	-	(13,000)
Other Charges	22,943	18,986	26,400	19,900	(6,500)
TOTAL EXPENDITURES	**422,742**	**425,811**	**451,500**	**439,100**	**(12,400)**

Funding Sources:

Funding Sources	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 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	**276,360**	**289,901**	**326,500**	**314,100**	**(12,400)**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Treasurer	7	7	7	6	(1)
Total	**7**	**7**	**7**	**6**	**(1)**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	260,433	265,918	281,486	280,367	(1,119)
Overtime	57	-	500	500	-
FICA	19,300	19,597	20,619	20,643	24
VRS-Employer	37,361	37,922	34,961	34,818	(143)
Insurance Employer	730	852	3,716	3,336	(380)
Worker's Compensation	1,453	1,470	1,536	1,679	143
Flex Benefits Admin Fee	290	302	288	432	144
Flex Benefits -Employee	40,837	45,248	42,500	41,032	(1,468)
VRS Health Ins Credit	391	398	394	393	(1)
PERSONNEL	360,852	371,707	386,000	383,200	(2,800)
Legal Services	2,383	-	-	-	-
Other Professional Services	264	208	2,000	7,500	5,500
Repairs & Maintenance	78	-	-	-	-
Printing & Binding	833	1,584	1,100	1,100	-

General Government - Treasurer

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Local Media	6,614	317	2,500	6,200	3,700
State Computer Services	300	1,131	500	1,200	700
Billing Service	15,475	18,878	20,000	20,000	-
CONTRACTUAL SERVICES	25,947	22,118	26,100	36,000	9,900
Data Processing	13,000	13,000	13,000	-	(13,000)
INTERNAL SERVICES	13,000	13,000	13,000	-	(13,000)
Postal Services	8,521	7,944	8,000	8,000	-
Telecommunications	298	336	500	400	(100)
Office Equipment	1,379	964	1,700	1,000	(700)
State Computer Services	-	100	950	-	(950)
Mileage & Transportation	507	728	750	750	-
Travel - Convention & Education	1,932	2,105	2,000	2,200	200
Dues & Association Memberships	205	375	400	400	-
Court Filing Fees	-	-	300	-	(300)
Tax Collection Expenses	1,400	-	500	500	-
Misc Charges & Fees	1,565	1,422	-	1,500	1,500
Office Supplies	3,507	2,724	3,100	3,100	-
Books & Subscriptions	38	41	-	50	50
Other Operating Supplies	1,233	1,316	2,000	2,000	-
Computer Hardware/Software	2,358	931	6,200	-	(6,200)
OTHER CHARGES	22,943	18,986	26,400	19,900	(6,500)
TOTAL TREASURER	**422,742**	**425,811**	**451,500**	**439,100**	**(12,400)**

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.

Performance Measures:

Indicators	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Output Measures			
Prepare monthly reports for City Council	12	12	12
Vendor check issued (to decrease with change in frequency of check issuances)	11,505	11,500	9,500
Prepare monthly and quarterly payroll reports and send to State and Federal agencies	Yes	Yes	Yes
Purchase orders issued	341	360	330
Outcome Measures			
Receive "clean" annual audit opinion as reported in the Comprehensive Annual Financial Report (CAFR)	Yes	Yes	Yes
Maintain Aa2 and AA+ bond ratings	Yes	Yes	Yes
Service Quality			
Obtain the Government Finance Officers Association (GFOA) Certificate of Achievement for CAFR	TBD	Yes	Yes
Obtain GFOA Distinguished Budget Presentation Award for operating budget	n/a	No	Yes
Prepare City Manager's budget that supports a results driven document to support City Council's strategic plan at the lowest possible cost	Yes	Yes	Yes

Performance Measurement Results:

The Finance department continues to meet all mandates and guidelines for the City's financial reporting. In FY 2012, the City's CAFR was awarded a Certificate of Achievement of Excellence in Financial Reporting upon review by GFOA.

Staffing Summary:

*Full-Time Employees**	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Finance	6	7	7.5	7.5	0
Total	**6**	**7**	**7.5**	**7.5**	**0**

*2 Full-time positions are unfunded.

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	380,412	401,382	421,400	436,200	14,800
Contractual Services	36,047	147,825	104,500	102,300	(2,200)
Internal Services	46,031	46,006	46,200	100	(46,100)
Other Charges	61,409	74,708	72,000	76,400	4,400
TOTAL EXPENDITURES	**523,899**	**669,921**	**644,100**	**615,000**	**(29,100)**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	271,113	287,094	318,143	332,243	14,100
Overtime	-	-	500	500	-
Part-time Non-Classified	9,386	10,918	-	-	-
FICA	20,810	22,043	21,677	23,714	2,037
VRS-Employer	38,189	40,983	39,513	41,263	1,750
Retirees	5,070	531	-	-	-
Insurance Employer	746	921	3,786	3,954	168
Worker's Compensation	427	455	448	456	8
Flex Benefits Admin Fee	241	251	369	369	-
Flex Benefits -Employee	34,031	37,756	36,519	33,236	(3,283)
VRS Health Ins Credit	399	430	445	465	20
PERSONNEL	380,412	401,382	421,400	436,200	14,800
Medical, Dental, & Hospital	60	-	200	-	(200)
Other Professional Services	33,803	141,299	97,000	97,000	-
Travel - Convention & Education	98	-	-	-	-
Boards/Commission Members	-	1,500	3,500	1,500	(2,000)
Repairs & Maintenance	-	-	300	300	-
Computer Hardware/Software	800	-	-	-	-
Printing & Binding	1,117	3,072	2,000	2,000	-
Local Media	169	1,954	1,500	1,500	-
CONTRACTUAL SERVICES	36,047	147,825	104,500	102,300	(2,200)

General Government – Finance

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Data Processing	46,000	46,000	46,000	-	(46,000)
Copier Charges	31	6	200	100	(100)
INTERNAL SERVICES	46,031	46,006	46,200	100	(46,100)
Postal Services	4,522	4,811	5,500	5,500	-
Telecommunications	228	307	500	500	-
Office Equipment	2,692	2,692	3,000	3,000	-
Mileage & Transportation	1,258	2,005	1,000	2,000	1,000
Travel - Convention & Education	2,045	3,010	2,100	4,000	1,900
Dues & Association Memberships	3,455	3,733	3,500	4,000	500
Misc Charges & Fees	472	372	500	500	-
Office Supplies	2,481	3,028	3,000	3,000	-
Books & Subscriptions	125	356	400	400	-
Other Operating Supplies	3,058	2,783	3,500	3,500	-
Computer Hardware/Software	2,093	5,385	2,000	-	(2,000)
Awards, Plaques, Other	147	113	-	-	-
OTHER CHARGES	22,576	28,595	25,000	26,400	1,400
RISK MANAGEMENT					
Public Official Liability	-	4,474	5,000	5,000	-
General Liability	38,833	36,639	42,000	45,000	3,000
Claims & Bounties	-	5,000	-	-	-
OTHER CHARGES	38,833	46,113	47,000	50,000	3,000
TOTAL FINANCE	**523,899**	**669,921**	**644,100**	**615,000**	**(29,100)**

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.

Performance Measures:

Indicators*	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Input Measures				
Number of workstations/computers	n/a	n/a	316	320
Number of laptops	n/a	n/a	62	75
Number of tablets	n/a	n/a	20	30
Number of servers	n/a	n/a	46	35
Number of virtual servers	n/a	n/a	17	25
Number of router and switches	n/a	n/a	40	40
Output Measures				
Technical service requests	n/a	n/a	352	400
Network support requests	n/a	n/a	169	175
Web programming requests	n/a	n/a	401	425
Custom application support requests	n/a	n/a	37	35
ERP support requests	n/a	n/a	77	80
Reporting/query requests	n/a	n/a	45	60
User admin/security support requests	n/a	n/a	220	150

*Started tracking performance measures in FY 2013.

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	463,800	507,219	612,100	702,200	90,100
Contractual Services	152,760	260,025	205,700	290,500	84,800
Internal Services	1,830	602	500	1,000	500
Other Charges	155,347	188,224	206,800	677,100	470,300
Capital	18,000	160,175	500,000	70,000	(430,000)
TOTAL EXPENDITURES	**791,737**	**1,116,245**	**1,525,100**	**1,740,800**	**215,700**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 203*	*FY 2014*	*Inc/(Dec)*
Information Technology	7	7	7	8	1
Total	**7**	**7**	**7**	**8**	**1**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Regular	350,001	382,692	457,101	532,107	75,006
Overtime	1,440	423	1,000	1,000	-
FICA	25,845	28,107	34,498	39,809	5,311
VRS-Employer	50,204	53,137	56,772	66,192	9,420
Insurance Employer	980	1,236	6,034	6,630	596
Worker's Compensation	533	585	696	768	72
Flex Benefits Admin Fee	241	269	288	576	288
Flex Benefits -Employee	34,031	40,202	55,071	54,338	(733)
VRS Health Ins Credit	525	568	640	780	140
PERSONNEL	463,800	507,219	612,100	702,200	90,100
Medical, Dental, & Hospital	-	80	100	-	(100)
Software as a Service	-	-	-	7,800	7,800
Other Professional Services	7,077	93,040	17,500	42,500	25,000
Travel - Convention & Education	288	8,426	7,500	26,000	18,500
Repairs & Maintenance	-	6,460	100	6,500	6,400
Vehicle Repairs & Maintenance	-	-	500	500	-
Computer Hardware/Software	145,361	151,164	179,000	207,100	28,100
Printing & Binding	34	-	100	100	-
Local Media	-	855	400	-	(400)
Refuse Service	-	-	500	-	(500)
CONTRACTUAL SERVICES	152,760	260,025	205,700	290,500	84,800
Equipment Fuel	67	42	300	200	(100)
Equipment Parts	169	167	-	200	200
Equipment Labor	1,547	194	-	200	200
Copier Charges	47	199	200	400	200
INTERNAL SERVICES	1,830	602	500	1,000	500

General Government – Information Technology

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Postal Services	11	73	200	100	(100)
Telecommunications	103,383	114,953	128,600	146,900	18,300
Motor Vehicle Insurance	491	504	500	550	50
Mileage & Transportation	922	885	250	800	550
Travel - Convention & Education	3,561	14,901	2,500	33,650	31,150
Dues & Association Memberships	195	195	500	200	(300)
Misc Charges & Fees	-	9	100	-	(100)
Background Checks	-	79	-	-	-
Office Supplies	477	700	1,500	1,500	-
Food & Food Service	-	-	100	-	(100)
Vehicle & Equipment Fuels	-	-	200	100	(100)
Vehicle & Equipment Supplies	-	-	200	200	-
Books & Subscriptions	1,978	6,441	2,000	8,950	6,950
Other Operating Supplies	2,155	4,060	8,000	70,950	62,950
Computer Hardware/Software	42,174	45,424	62,150	413,200	351,050
OTHER CHARGES	155,347	188,224	206,800	677,100	470,300
Computer Equipment & Hardware	18,000	-	-	-	-
Local Area Network	-	48,393	-	-	-
Computer Equipment & Hardware	-	111,782	-	-	-
Computer Software	-	-	-	70,000	70,000
IT Improvements	-	-	500,000	-	(500,000)
CAPITAL	18,000	160,175	500,000	70,000	(430,000)
TOTAL INFO TECHNOLOGY	**791,737**	**1,116,245**	**1,525,100**	**1,740,800**	**215,700**

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, and 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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Revenue from Commonwealth	6,720	7,267	6,000	7,000	1,000
Designated Revenue	6,720	7,267	6,000	7,000	1,000
Net General Tax Support	23,678	61,567	56,275	44,000	(12,275)

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	10,256	8,975	8,675	8,675	-
Contractual Services	18,718	45,854	40,200	37,400	(2,800)
Internal Services	19	-	100	100	-
Other Charges	1,405	14,005	13,300	4,825	(8,475)
TOTAL EXPENDITURES	**30,398**	**68,834**	**62,275**	**51,000**	**(11,275)**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	9,514	8,325	8,019	8,019	-
FICA	728	637	646	646	-
Worker's Compensation	14	13	10	10	-
PERSONNEL	10,256	8,975	8,675	8,675	-
Other Professional Services	2,979	9,854	7,500	7,500	-
Temporary Help/Other	6,145	22,590	19,000	17,500	(1,500)
Repairs & Maintenance	5,286	5,148	5,200	5,400	200
Computer Hardware/Software	3,071	6,553	7,500	6,000	(1,500)
Printing & Binding	1,134	1,709	1,000	1,000	-
Local Media	103	-	-	-	-
CONTRACTUAL SERVICES	18,718	45,854	40,200	37,400	(2,800)
Copier Charges	19	-	100	100	-
INTERNAL SERVICES	19	-	100	100	-
Postal Services	226	244	800	600	(200)
Mileage & Transportation	145	335	200	200	-
Travel - Convention & Education	305	725	400	400	-
Dues & Association Memberships	100	125	100	125	25
Misc Charges & Fees	500	2,250	1,500	1,500	-
Office Supplies	9	650	1,500	1,000	(500)
Other Operating Supplies	120	9,676	1,000	1,000	-
Software	-	-	7,800	-	(7,800)
OTHER CHARGES	1,405	14,005	13,300	4,825	(8,475)
TOTAL ELECTORAL BOARD	**30,398**	**68,834**	**62,275**	**51,000**	**(11,275)**

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.

Performance Measures:

Output Measures	FY 2010	FY 2011	FY 2012	FY 2013 Estimated	FY 2014 Projected
Number of elections	1	1	3	3	2
Number of registered voters	14,322	14,744	15,517	15,000	15,600
Number of votes cast	5,184	2, 795	11,700	10,864	5,800
Number of Officers of Election	43	119	208	160	100
Number of adds, changes, deletions & transferred out	2,733	3,240	4,668	5,000	5,400
Number of absentee ballot applications processed	308	120	1,326	350	150

Effectiveness Measures:

- Met or surpassed all pre and post-election mandates, regulations and procedures while keeping error rate to less than .002%;
- Successfully conducted elections with polls opening and closing on time;
- Timely processed all UOCAVA absentee ballot applications and ballots;
- Timely processed all registration applications and data;
- Completed all list maintenance to insure accurate voter lists;
- Conducted voter outreach programs for many organizations;
- Properly moved all precinct lines in compliance with the 2010 census;
- Timely notified all voters of precinct or polling place changes;
- Developed a security plan for voting equipment;
- Developed and conducted advanced training programs for Officers of Election;

Funding Sources:

Funding Sources	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 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	62,557	67,512	84,700	106,600	21,900

General Government – Voter Registrar

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	94,146	95,967	99,300	128,500	29,200
Contractual Services	924	1,101	5,200	4,600	(600)
Internal Services	1,000	1,000	1,000	-	(1,000)
Other Charges	4,890	3,491	17,200	7,500	(9,700)
TOTAL EXPENDITURES	**100,960**	**101,559**	**122,700**	**140,600**	**17,900**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Voter Registrar	1	1	1	2	1
Total	**1**	**1**	**1**	**2**	**1**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Regular	47,776	47,867	50,024	83,346	33,322
Overtime	-	135	500	500	-
Part-time Non-Classified	26,878	27,635	30,000	15,000	(15,000)
FICA	5,466	5,621	5,910	7,759	1,849
VRS-Employer	6,852	6,827	6,213	10,351	4,138
Insurance Employer	134	153	660	992	332
Worker's Compensation	114	115	122	139	17
Flex Benefits Admin Fee	48	50	48	144	96
Flex Benefits -Employee	6,806	7,492	5,753	10,152	4,399
VRS Health Ins Credit	72	72	70	117	47
PERSONNEL	94,146	95,967	99,300	128,500	29,200
Other Professional Services	-	-	2,500	1,000	(1,500)
Employment Agencies	-	-	-	2,500	2,500
Repairs & Maintenance	296	155	400	300	(100)
Printing & Binding	452	408	1,000	500	(500)
Local Media	176	538	1,300	300	(1,000)
CONTRACTUAL SERVICES	924	1,101	5,200	4,600	(600)

General Government – Voter Registrar

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Data Processing	1,000	1,000	1,000	-	(1,000)
INTERNAL SERVICES	1,000	1,000	1,000	-	(1,000)
Postal Services	1,777	1,125	8,000	2,500	(5,500)
Telecommunications	751	479	1,000	500	(500)
Mileage & Transportation	255	337	475	475	-
Travel - Convention & Education	331	806	750	750	-
Dues & Association Memberships	140	238	240	300	60
Office Supplies	134	229	2,000	500	(1,500)
Food & Food Service	179	-	300	100	(200)
Books & Subscriptions	163	55	200	100	(100)
Other Operating Supplies	1,160	189	2,460	500	(1,960)
Computer Hardware/Software	-	33	1,775	1,775	-
OTHER CHARGES	4,890	3,491	17,200	7,500	(9,700)
TOTAL REGISTRAR	**100,960**	**101,559**	**122,700**	**140,600**	**17,900**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	67,977	70,328	73,800	76,300	2,500
Contractual Services	-	437	200	200	-
Other Charges	3,934	6,548	5,800	5,300	(500)
TOTAL EXPENDITURES	**71,911**	**77,313**	**79,800**	**81,800**	**2,000**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Circuit Court	1	1	1	1	0
Total	**1**	**1**	**1**	**1**	**0**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	49,870	51,213	54,496	55,578	1,082
FICA	3,800	3,875	4,149	4,465	316
VRS-Employer	7,153	7,304	6,768	6,903	135
Insurance Employer	140	164	719	661	(58)
Worker's Compensation	85	88	92	87	(5)
Flex Benefits Admin Fee	48	50	48	72	24
Flex Benefits -Employee	6,806	7,557	7,452	8,456	1,004
VRS Health Ins Credit	75	77	76	78	2
PERSONNEL	67,977	70,328	73,800	76,300	2,500

Judicial Administration – Circuit Court

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Printing & Binding	-	437	200	200	-
CONTRACTUAL SERVICES	-	437	200	200	-
Postal Services	141	47	500	300	(200)
Telecommunications	543	798	600	800	200
Office Equipment	2,248	1,699	2,800	2,000	(800)
Office Supplies	239	131	700	1,000	300
Books & Subscriptions	424	3,296	800	800	-
Other Operating Supplies	339	577	400	400	-
OTHER CHARGES	3,934	6,548	5,800	5,300	(500)
TOTAL CIRCUIT COURT	**71,911**	**77,313**	**79,800**	**81,800**	**2,000**

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 misdemeanant 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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	-	-	7,000	-	(7,000)
Contractual Services	2,451	2,580	4,800	10,675	5,875
Other Charges	15,818	14,030	19,800	18,125	(1,675)
TOTAL EXPENDITURES	**18,269**	**16,610**	**31,600**	**28,800**	**(2,800)**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Part-time Non-Classified	-	-	6,500	-	(6,500)
FICA	-	-	490	-	(490)
Worker's Compensation	-	-	10	-	(10)
PERSONNEL	-	-	7,000	-	(7,000)
Legal Services	120	-	1,500	1,000	(500)
Repairs & Maintenance	-	-	500	375	(125)
Frederick County	-	-	-	6,500	6,500
Contracted Parking	2,331	2,580	2,800	2,800	-
CONTRACTUAL SERVICES	2,451	2,580	4,800	10,675	5,875

Judicial Administration – General District Court

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Postal Services	8,808	8,678	9,500	9,500	-
Telecommunications	57	57	1,300	-	(1,300)
Office Equipment	2,294	2,283	3,500	3,000	(500)
Magistrate Operating	2,642	2,296	4,000	4,000	-
Dues & Association Memberships	-	96	100	200	100
Office Supplies	1,781	506	1,200	1,000	(200)
Books & Subscriptions	223	114	200	425	225
Other Operating Supplies	13	-	-	-	-
OTHER CHARGES	15,818	14,030	19,800	18,125	(1,675)
TOTAL GENERAL DIST COURT	**18,269**	**16,610**	**31,600**	**28,800**	**(2,800)**

Judicial Administration – Juvenile & Domestic Relations District Court

The Winchester Juvenile and Domestic Relations District Court hear 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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	9,863	14,631	25,000	24,600	(400)
Contractual Services	2,061	2,177	3,000	2,900	(100)
Other Charges	20,983	19,982	20,800	22,900	2,100
TOTAL EXPENDITURES	**32,907**	**36,790**	**48,800**	**50,400**	**1,600**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Part-time Non-Classified	9,149	13,559	23,150	22,850	(300)
FICA	700	1,037	1,815	1,722	(93)
Worker's Compensation	14	35	35	28	(7)
PERSONNEL	9,863	14,631	25,000	24,600	(400)
Medical, Dental, & Hospital	-	20			
Legal Services	438	-	600	300	(300)
Repairs & Maintenance	-	540	300	300	-
Contracted Parking	1,623	1,617	2,100	2,300	200
CONTRACTUAL SERVICES	2,061	2,177	3,000	2,900	(100)

Judicial Administration – Juvenile & Domestic Relations District Court

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Postal Services	11,438	12,888	13,000	14,000	1,000
Telecommunications	-	-	400	-	(400)
Office Equipment	4,600	5,082	5,000	5,000	-
Travel - Convention & Education	92	163	200	300	100
Dues & Association Memberships	35	335	200	350	150
Background Checks	-	127	-	-	-
Office Supplies	4,503	1,249	1,000	2,500	1,500
Food & Food Service	25	35	100	100	-
Books & Subscriptions	246	-	300	300	-
Other Operating Supplies	-	103	500	-	(500)
Computer Hardware/Software	44	-	-	-	-
Awards, Plaques, Other	-	-	100	350	250
OTHER CHARGES	20,983	19,982	20,800	22,900	2,100
TOTAL J&D RELATIONS CRT	**32,907**	**36,790**	**48,800**	**50,400**	**1,600**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc(Dec)
Personnel Services	434,370	430,619	455,600	461,900	6,300
Contractual Services	13,227	19,276	16,550	16,550	-
Other Charges	22,952	22,387	24,650	24,650	-
TOTAL EXPENDITURES	**470,549**	**472,282**	**496,800**	**503,100**	**6,300**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Clerk of the Circuit Court	8	8	8	8	0
Total	**8**	**8**	**8**	**8**	**0**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Regular	319,446	313,952	336,285	344,635	8,350
FICA	23,940	23,494	23,903	24,913	1,010
VRS-Employer	44,788	43,954	41,766	42,804	1,038
Insurance Employer	887	1,001	4,439	4,101	(338)
Worker's Compensation	1,882	1,884	1,970	2,136	166
Flex Benefits Admin Fee	374	378	384	576	192
Flex Benefits -Employee	42,578	45,491	46,382	42,253	(4,129)
VRS Health Ins Credit	475	465	471	482	11
PERSONNEL	434,370	430,619	455,600	461,900	6,300
Accounting & Auditing	2,282	-	3,000	3,000	-
Other Professional Services	2,905	2,905	3,000	3,000	-
Repairs & Maintenance	443	7,273	2,000	2,000	-
Maintenance Service Contracts	-	-	-	-	-
Computer Hardware/Software	6,310	6,310	6,550	6,550	-
Printing & Binding	812	926	1,000	1,000	-
Local Media	-	212	-	-	-
Contracted Parking	475	1,650	1,000	1,000	-
CONTRACTUAL SERVICES	13,227	19,276	16,550	16,550	-
Postal Services	5,663	5,672	6,000	6,000	-
Telecommunications	-	-	500	-	(500)
Lease/Rent of Equipment	528	-	-	-	-
Office Equipment	5,805	5,919	5,500	6,000	500
Mileage & Transportation	-	155	100	100	-
Travel - Convention & Education	437	474	750	750	-
Dues & Association Memberships	495	495	500	500	-
Background Checks	-	162	-	-	-
Office Supplies	8,410	7,346	8,500	8,500	-
Food & Food Service	21	129	-	-	-
Books & Subscriptions	-	-	200	200	-
Other Operating Supplies	-	384	200	200	-
Computer Hardware/Software	1,593	1,651	2,400	2,400	-
OTHER CHARGES	22,952	22,387	24,650	24,650	-
CLERK OF CIRCUIT COURT	**470,549**	**472,282**	**496,800**	**503,100**	**6,300**

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.

Performance Measures:

Indicators	**FY 2012 Actual**	**FY 2013 Estimated**	**FY 2014 Projected**
Persons passing through the metal detectors	540,284	543,000	624,450
Number of days courthouse security provided	247	248	285
Number of man hours expended	5,796	5,850	6,727
Civil papers served	12,908	13,000	14,950
Evictions	243	230	264
Temporary Detention Orders (mental transports)	42	45	51
Prisoner transports	164	225	258
Extraditions of prisoners	52	70	80

Judicial Administration – City Sheriff/Courthouse Security

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	883,095	920,718	1,043,200	1,034,550	(8,650)
Contractual Services	29,616	21,072	25,600	25,300	(300)
Internal Services	23,706	29,861	26,000	25,000	(1,000)
Other Charges	54,123	43,809	50,100	71,650	21,550
Capital	26,170	26,305	50,000	49,400	(600)
TOTAL EXPENDITURES	**1,016,710**	**1,041,765**	**1,194,900**	**1,205,900**	**11,000**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
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**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
CITY SHERIFF					
Regular	528,218	529,437	543,401	544,465	1,064
Overtime	32,839	35,743	30,000	30,000	-
Part-time Non-Classified	51,508	48,319	67,000	67,000	-
FICA	46,650	46,401	48,051	48,026	(25)
VRS-Employer	71,999	72,330	67,491	67,622	131
VRS -LODA	-	-	-	6,200	6,200
Retirees	11,408	19,110	22,000	20,305	(1,695)
Insurance Employer	1,442	1,667	7,173	6,479	(694)
Worker's Compensation	12,552	12,540	13,346	15,175	1,829
Flex Benefits Admin Fee	565	597	566	850	284
Flex Benefits -Employee	70,473	77,860	72,612	67,166	(5,446)
VRS Health Ins Credit	772	780	760	762	2
PERSONNEL	828,426	844,784	872,400	874,050	1,650

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
CITY SHERIFF – (continued)					
Medical, Dental, & Hospital	614	862	-	-	-
Repairs & Maintenance	174	174	200	200	-
Vehicle Repairs & Maintenance	8,514	7,652	9,000	9,000	-
Maintenance Service Contracts	4,962	3,356	5,000	5,000	-
Printing & Binding	1,095	718	1,000	1,000	-
Local Media	-	-	300	-	(300)
Laundry & Dry Cleaning	36	92	100	100	-
Food & Food Services	74	-	-	-	-
CONTRACTUAL SERVICES	15,469	12,854	15,600	15,300	(300)
Data Processing	1,000	1,000	1,000	-	(1,000)
Equipment Maintenance/Fuel	22,706	28,861	25,000	25,000	-
INTERNAL SERVICES	23,706	29,861	26,000	25,000	(1,000)
Postal Services	1,017	1,214	2,000	2,000	-
Telecommunications	5,962	7,484	6,000	6,000	-
Motor Vehicle Insurance	7,001	7,607	8,000	8,000	-
Mileage & Transportation	3,912	491	550	550	-
Travel - Convention & Education	5,611	5,150	6,000	6,000	-
Extradition of Prisoners	-	265	-	500	500
Dues & Association Memberships	7,524	7,699	7,600	8,600	1,000
Misc Charges & Fees	213	55	100	100	-
Office Supplies	2,106	1,803	2,100	2,100	-
Food & Food Service	-	20	100	100	-
Vehicle & Equipment Fuels	3,745	3,434	3,700	3,700	-
Vehicle & Equipment Supplies	2,329	2,762	3,000	3,000	-
Police Supplies	2,601	1,390	2,600	17,100	14,500
Uniforms & Apparel	2,874	3,349	3,000	9,800	6,800
Books & Subscriptions	-	30	100	100	-
Other Operating Supplies	1,105	544	1,000	1,000	-
Computer Hardware/Software	674	-	1,250	-	(1,250)
OTHER CHARGES	46,674	43,297	47,100	68,650	21,550
Motor Vehicle & Equipment	26,170	26,305	50,000	49,400	(600)
CAPITAL	26,170	26,305	50,000	49,400	(600)
TOTAL CITY SHERIFF	**940,445**	**957,101**	**1,011,100**	**1,032,400**	**21,300**

Judicial Administration – City Sheriff/Courthouse Security

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
COURTHOUSE SECURITY					
Regular	32,180	44,748	48,277	45,415	(2,862)
Overtime	8,851	11,643	15,000	15,000	-
Part-time Non-Classified	-	-	75,000	75,000	-
FICA	2,894	3,950	10,596	10,326	(270)
VRS-Employer	4,498	6,375	5,996	5,645	(351)
Insurance Employer	88	142	637	541	(96)
Worker's Compensation	865	1,203	3,140	3,361	221
Flex Benefits Admin Fee	36	50	48	72	24
Flex Benefits -Employee	5,210	7,756	12,038	5,076	(6,962)
VRS Health Ins Credit	47	67	68	64	(4)
PERSONNEL	54,669	75,934	170,800	160,500	(10,300)
Repairs & Maintenance	14,147	8,218	10,000	10,000	-
CONTRACTUAL SERVICES	14,147	8,218	10,000	10,000	-
Police Supplies	105	-	3,000	-	(3,000)
Other Operating Supplies	4,447	512	-	3,000	3,000
Computer Hardware/Software	2,897	-	-	-	-
OTHER CHARGES	7,449	512	3,000	3,000	-
TOTAL COURTHOUSE SECURITY	**76,265**	**84,664**	**183,800**	**173,500**	**(10,300)**
TOTAL SHERIFF/COURTHOUSE SECURITY	**1,016,710**	**1,041,765**	**1,194,900**	**1,205,900**	**11,000**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Juror Services - Grand Jury	3,000	4,000	5,000	5,000	-
Juror Services - Criminal Jury	5,000	12,000	9,000	12,000	3,000
Juror Services - Civil Jury	5,000	4,000	9,000	9,000	-
OTHER CHARGES	13,000	20,000	23,000	26,000	3,000
JUROR SERVICES	**13,000**	**20,000**	**23,000**	**26,000**	**3,000**

Judicial Administration – Commonwealth Attorney

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

Goals and Objectives:

To continue to prosecute all criminal cases in the City of Winchester and all felony cases occurring in the City of Winchester, for which sufficient evidence is available to support charges.

- 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.

Outcomes/Trends

Cases Prosecuted	**2011**	**2012**
Juvenile Court – Juvenile & Domestic	1,465	1,321
General District Court	3,098	3,573
Circuit Court	2,181	2,258
Total Prosecuted Cases	**6,744**	**7,152**

Judicial Administration – Commonwealth Attorney

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	930,064	969,842	1,022,300	1,055,200	32,900
Contractual Services	24,730	3,396	2,200	2,600	400
Other Charges	26,868	28,792	20,500	27,300	6,800
TOTAL EXPENDITURES	**981,662**	**1,002,030**	**1,045,000**	**1,085,100**	**40,100**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Commonwealth Attorney	12	12	13	13	0
Total	**12**	**12**	**13**	**13**	**0**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	675,004	722,616	766,834	796,120	29,286
Overtime	-	30	-	-	-
Part-time Non-Classified	23,922	1,933	-	-	-
FICA	51,707	52,755	53,658	55,130	1,472
VRS-Employer	96,820	100,147	95,241	98,878	3,637
Insurance Employer	1,892	2,300	10,122	9,474	(648)
SUTA	5,052	-	-	-	-
Worker's Compensation	1,075	892	938	888	(50)
Flex Benefits Admin Fee	583	642	624	936	312
Flex Benefits -Employee	72,995	87,453	93,809	92,660	(1,149)
VRS Health Ins Credit	1,014	1,074	1,074	1,114	40
PERSONNEL	930,064	969,842	1,022,300	1,055,200	32,900
Medical, Dental, & Hospital	-	160	-	-	-
Other Professional Services		650			
Repairs & Maintenance	891	763	600	1,000	400
Maintenance Service Contracts	957	1,011	1,000	1,000	-
Computer Hardware/Software	22,529	-	-	-	-

Judicial Administration – Commonwealth Attorney

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Printing & Binding	306	727	600	600	-
Contracted Parking	47	85	-	-	-
CONTRACTUAL SERVICES	24,730	3,396	2,200	2,600	400
Postal Services	1,938	1,971	2,000	2,000	-
Telecommunications	156	156	600	400	(200)
Office Equipment	2,412	2,382	2,700	2,900	200
Mileage & Transportation	1,463	2,218	1,200	1,900	700
Court Witness	818	-	-	-	-
Travel - Convention & Education	4,449	6,483	2,500	6,000	3,500
Dues & Association Memberships	3,410	1,805	3,800	2,800	(1,000)
Background Checks	-	191	-	-	-
Office Supplies	5,232	2,612	4,000	4,000	-
Food & Food Service	581	591	800	700	(100)
Books & Subscriptions	2,424	1,888	1,900	3,100	1,200
Other Operating Supplies	1,290	3,330	1,000	3,500	2,500
Computer Hardware/Software	2,695	5,165	-	-	-
OTHER CHARGES	26,868	28,792	20,500	27,300	6,800
TOTAL COMMONWEALTH ATTY	**981,662**	**1,002,030**	**1,045,000**	**1,085,100**	**40,100**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	132,178	136,699	139,900	141,100	1,200
Other Charges	323	231	-	-	-
TOTAL EXPENDITURES	**132,501**	**136,930**	**139,900**	**141,100**	**1,200**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Victim Witness	2	2	2	2	0
Total	**2**	**2**	**2**	**2**	**0**

Judicial Administration – Victim Witness

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	96,645	99,248	105,622	107,723	2,101
FICA	7,419	7,616	7,879	8,144	265
VRS-Employer	13,863	14,154	13,118	13,379	261
Insurance Employer	271	318	1,394	1,282	(112)
Worker's Compensation	126	130	138	125	(13)
Flex Benefits Admin Fee	97	101	96	144	48
Flex Benefits -Employee	13,612	14,983	11,505	10,152	(1,353)
VRS Health Ins Credit	145	149	148	151	3
PERSONNEL	132,178	136,699	139,900	141,100	1,200
Court Witness	218	-	-	-	-
Office Supplies	105	231	-	-	-
OTHER CHARGES	323	231	-	-	-
TOTAL VICTIM WITNESS	**132,501**	**136,930**	**139,900**	**141,100**	**1,200**

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.

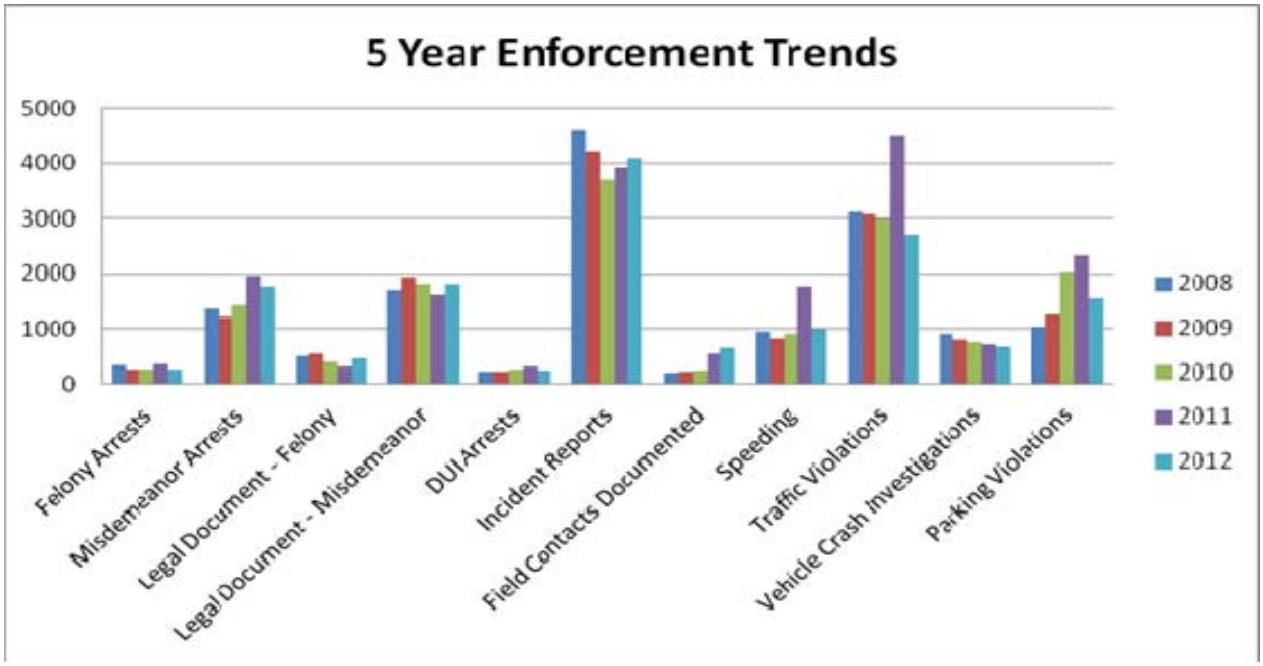
Council Goal: Police Department to maintain high levels of satisfaction

Police Department Strategies:

- Maintain high visibility in hotspot areas through foot and bike patrol
- Enhance visibility and police coverage on the Downtown Mall
- Enhance customer service using the "Disney" model
- Promote special functions provided beyond normal police services. These include 911/EMD, CRT, fitness initiative, SWAT, critical incident team, Timbrook House.
- Seek reaccreditation
- Implement police Honor Guard unit for special details and events
- Conduct specialized training- active shooter, more in-house training
- Implement the Public Safety Communications System
- Continue to work with modern technology to promote efficiency within the department
- Improve recruitment efforts for officers and dispatchers- numbers and diversity

Outcomes/Trends

Crime Statistics	**2008**	**2009**	**2010**	**2011**	**2012**
Grand Theft	164	159	146	182	228
Motor Vehicle Theft	27	26	15	26	24
Robbery	30	33	16	29	17
Rape	6	5	5	2	10
Breaking & Entering	164	123	130	113	168



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.

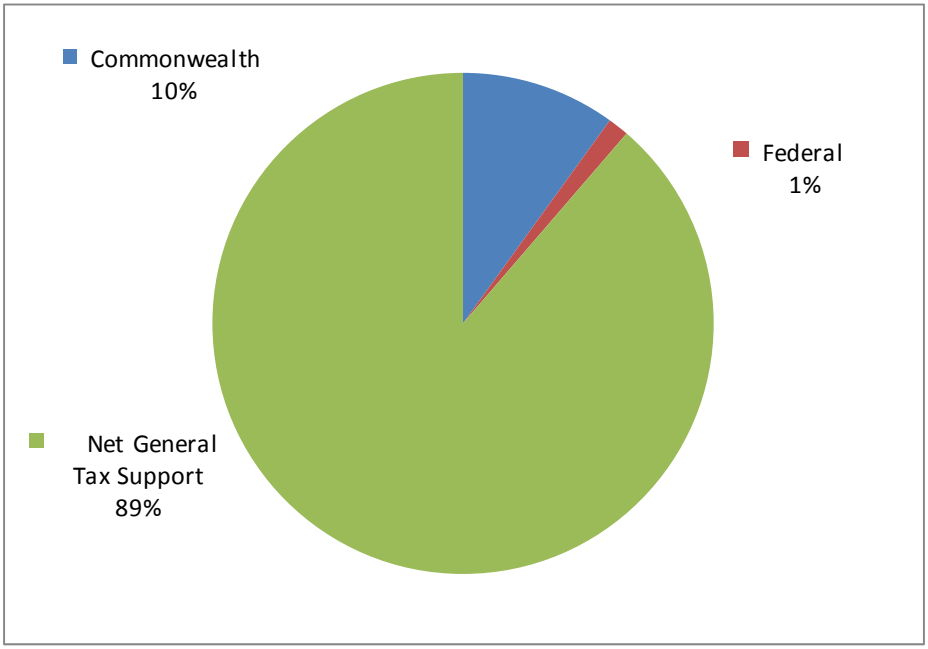
Goals and Objectives:

- 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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Miscellaneous Revenue	9,001	8,980	3,000	4,000	1,000
Recovered Costs	24,831	18,513	-	-	-
Commonwealth	843,800	816,645	858,000	869,000	11,000
Federal	412,083	377,999	218,500	118,500	(100,000)
Subtotal Designated Revenue	1,289,715	1,222,137	1,079,500	991,500	(88,000)
Net General Tax Support	**6,619,959**	**7,030,228**	**7,807,765**	**7,698,600**	**(109,165)**



Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Police	82.5	82.5	84.5	87.5	3.0
Police Grants	5.0	5.0	3.0	0	-3.0
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	**104.5**	**104.5**	**104.5**	**104.5**	**0**
Authorized Sworn Strength	**76.5**	**76.5**	**76.5**	**76.5**	**0**

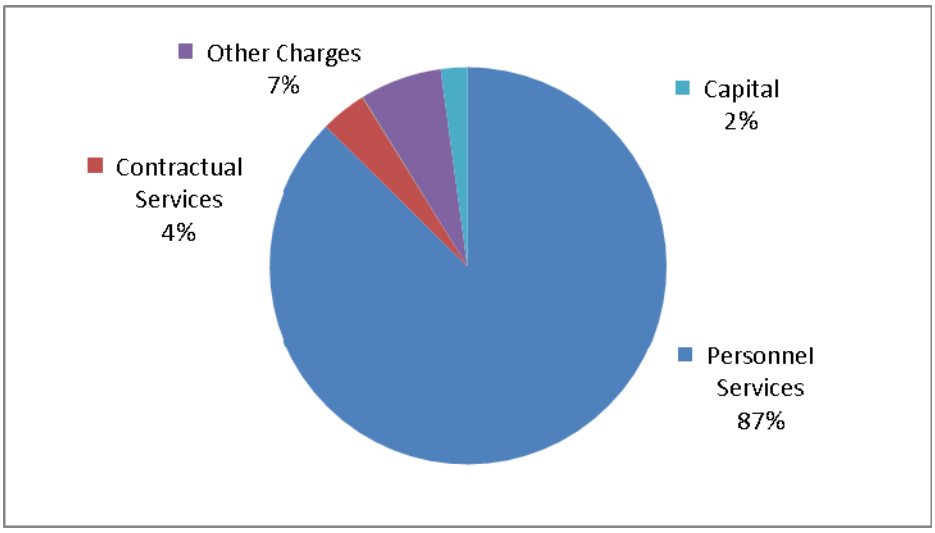
*1 Full-time position unfunded.

Expenditure Summary:

Expenditure by Division	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Police	6,476,644	6,838,896	7,426,700	7,500,200	73,500
Police Grants	422,458	385,547	261,965	47,200	(214,765)
Animal Warden	124,939	133,536	135,800	165,600	29,800
Emergency Services	44,074	49,575	69,100	47,000	(22,100)
Emergency Communications	841,559	844,811	993,700	930,100	(63,600)
TOTAL EXPENDITURES	**7,909,674**	**8,252,365**	**8,887,265**	**8,690,100**	**(197,165)**

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	6,959,605	7,239,545	7,696,570	7,590,090	(106,480)
Contractual Services	268,013	277,078	338,600	327,000	(11,600)
Internal Services	6,319	5,718	16,000	3,500	(12,500)
Other Charges	577,013	572,112	596,270	581,710	(14,560)
Capital	98,724	157,912	239,825	187,800	(52,025)
TOTAL EXPENDITURES	**7,909,674**	**8,252,365**	**8,887,265**	**8,690,100**	**(197,165)**

FY 2014 Expenditures by Classification



Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
POLICE					
Regular	3,857,756	4,002,361	4,284,375	4,457,723	173,348
Overtime	315,327	314,894	355,000	345,000	(10,000)
Part-time Non-classified	43,717	71,915	85,000	85,000	-
FICA	317,394	326,748	346,723	352,326	5,603
VRS-Employer	525,334	538,784	545,837	553,622	7,785
VRS-LODA	-	19,413	39,500	42,000	2,500
Retirees	43,637	31,850	27,500	25,380	(2,120)
Insurance-Employer	8,299	12,569	58,011	58,972	961
SUTA	-	2,046	-	-	-
Worker's Compensation	85,342	88,164	99,915	113,132	13,217
Clothing Allowance	8,421	8,618	10,000	12,000	2,000
Tuition Assistance	-	-	6,000	6,000	-
Flex Benefits - Admin Fee	3,778	4,009	4,056	6,300	2,244
Flex Benefits - Employee	504,741	578,944	594,803	562,943	(31,860)
VRS Health Insurance Credit	5,605	5,861	6,155	6,202	47
PERSONNEL	5,719,351	6,006,176	6,462,875	6,626,600	163,725
Medical, Dental, & Hospital	11,328	7,483	9,000	-	(9,000)
Medical Examiner-Coroner	390	460	1,000	1,000	-
Interpreter Fees	28,933	25,438	20,000	20,000	-
Other Professional Services	8,177	6,152	7,000	16,500	9,500
Repairs & Maintenance	8,957	6,688	10,000	7,000	(3,000)
Vehicle Repairs & Maintenance	103,845	104,765	91,000	100,000	9,000
Computer Service Contracts	14,497	16,253	30,000	30,000	-
Printing & Binding	7,423	5,644	7,500	6,000	(1,500)
Local Media	2,714	1,522	5,800	-	(5,800)
Laundry & Dry Cleaning	430	288	650	300	(350)
Probation Monitoring/ASAP	5,360	-	14,200	14,200	-
Food Services - Catering	694	1,349	250	1,200	950
CONTRACTUAL SERVICES	192,748	176,042	196,400	196,200	(200)
Data Processing	4,000	4,000	4,000	-	(4,000)
Fuel	-	-	4,000	-	(4,000)
Parts	-	-	2,000	500	(1,500)

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
POLICE – (continued)					
Labor	88	-	4,000	1,000	(3,000)
Copier Charges	-	29	-	-	-
INTERNAL SERVICES	4,088	4,029	14,000	1,500	(12,500)
Electrical Services	-	2,317	-	3,000	3,000
Postal Services	3,822	4,454	5,000	5,000	-
Telecommunications	41,454	35,269	38,100	38,100	-
Motor Vehicle Insurance	39,344	38,055	41,000	42,000	1,000
Group Accident	310	310	500	500	-
Law Enforcement Liability	16,461	16,461	16,500	16,500	-
Office Equipment Rental	3,727	3,573	5,500	3,600	(1,900)
Mileage & Transportation	219	940	700	700	-
Travel - Convention & Education	8,866	28,025	38,400	25,000	(13,400)
NW VA Reg Drug Task Force	9,066	9,866	12,500	12,500	-
Dues & Association Memberships	34,885	36,401	35,600	36,500	900
Misc Charges & Fees	160	15	2,200	100	(2,100)
Background Checks	3,342	4,653	3,000	-	(3,000)
Office Supplies	9,917	7,169	10,500	10,500	-
Food & Food Service	1,387	1,170	750	750	-
Landscaping/Agricultural Supplies	800	1,189	1,450	1,450	-
Medical & Laboratory	841	1,939	2,000	2,000	-
Laundry & Janitorial	-	34	500	100	(400)
Repairs & Maintenance	36	206	600	200	(400)
Vehicle & Equipment Fuels	157,752	191,009	125,800	185,800	60,000
Vehicle & Equipment Supplies	3,222	2,204	7,000	2,500	(4,500)
Police Supplies	44,301	45,588	53,000	86,000	33,000
Uniforms & Apparel	41,244	35,571	27,300	27,300	-
Books & Subscriptions	2,414	836	3,000	1,500	(1,500)
Other Operating Supplies	24,046	17,807	31,000	15,000	(16,000)
Computer Supplies	7,934	6,810	38,000	-	(38,000)
K9 Dog Supplies	1,633	373	4,200	1,000	(3,200)
Awards, Plaques, Other	920	467	1,000	500	(500)
Community Policing	3,243	941	5,500	-	(5,500)
Crime Prevention	387	1,085	3,000	-	(3,000)
OTHER CHARGES	461,733	494,737	513,600	518,100	4,500

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
POLICE – (continued)					
Motor Vehicle & Equipment	98,724	157,912	150,000	157,800	7,800
Computer Software	-	-	90,000	-	(90,000)
CAPITAL	98,724	157,912	240,000	157,800	(82,200)
TOTAL POLICE	**6,476,644**	**6,838,896**	**7,426,700**	**7,500,200**	**73,500**
POLICE GRANTS					
Regular	200,708	209,356	139,381	-	(139,381)
Overtime	38,235	33,051	40,095	21,490	(18,605)
FICA	17,501	18,377	13,458	1,644	(11,814)
VRS-Employer	28,605	29,903	17,311	-	(17,311)
Insurance-Employer	558	675	1,840	-	(1,840)
Worker's Compensation	5,017	5,323	4,073	556	(3,517)
Flex Benefits - Admin Fee	241	249	144	-	(144)
Flex Benefits - Employee	33,848	37,514	18,098	-	(18,098)
VRS Health Insurance Credit	299	314	195	-	(195)
PERSONNEL	325,012	334,762	234,595	23,690	(210,905)
Medical, Dental, & Hospital	10,775	6,810	7,600	-	(7,600)
Other Professional Services	4,240	-	2,400	-	(2,400)
Repairs & Maintenance	-	1,703	-	-	-
CONTRACTUAL SERVICES	15,015	8,513	10,000	-	(10,000)
Mileage & Transportation	-	3,233			
Convention & Education	-	6,069			
Misc Charges & Fees	-	480			
Office Supplies	536	2,739	-	-	-
Police Supplies	24,792	9,798	9,600	-	(9,600)
Uniforms & Apparel	666	12,655	-	-	-
Books & Subscriptions	267	75	-	-	
Other Operating Supplies	53,028	6,813	7,770	23,510	15,740
Computer Equipment & Supplies	3,142	410	-	-	-
OTHER CHARGES	82,431	42,272	17,370	23,510	6,140
TOTAL POLICE GRANTS	**422,458**	**385,547**	**261,965**	**47,200**	**(214,765)**

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ANIMAL CONTROL					
Regular	79,486	83,454	91,569	91,458	(111)
Overtime	7,274	8,257	2,000	2,000	-
FICA	6,535	6,911	6,945	6,942	(3)
VRS-Employer	11,400	11,927	11,373	11,359	(14)
Retirees	3,833	3,975	4,000	4,155	155
Insurance Employer	222	269	1,209	1,088	(121)
Worker's Compensation	897	950	1,094	1,378	284
Flex Benefits Admin Fee	125	101	96	144	48
Flex Benefits -Employee	13,612	15,050	13,186	12,848	(338)
VRS Health Ins Credit	119	125	128	128	-
PERSONNEL	123,503	131,019	131,600	131,500	(100)
Medical, Dental, & Hospital	-	-	100	-	(100)
Other Professional Services	-	-	-	-	-
CONTRACTUAL SERVICES	-	-	100	-	(100)
Telecommunications	452	340	500	500	-
Travel - Convention & Education	260	715	1,000	1,000	-
Dues & Association Memberships	45	45	100	100	-
Office Supplies	-	20	100	100	-
Landscaping/Agricultural Supplies	100	-	300	300	-
Uniforms & Apparel	569	804	1,500	1,500	-
Other Operating Supplies	10	593	600	600	-
OTHER CHARGES	1,436	2,517	4,100	4,100	-
Motor Vehicle & Equipment	-	-	-	30,000	30,000
Computer Software	-	-	-	-	-
CAPITAL	-	-	-	30,000	30,000
TOTAL ANIMAL CONTROL	**124,939**	**133,536**	**135,800**	**165,600**	**29,800**
EMERGENCY SERVICES					
Overtime	-	295	-	-	-
Part-time Non-Classified	33,920	40,344	34,000	34,000	-
FICA	2,595	3,109	2,648	2,601	(47)
Worker's Compensation	454	514	52	599	547
PERSONNEL	36,969	44,262	36,700	37,200	500

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
EMERGENCY SVCS – (continued)					
Medical, Dental, & Hospital	-	20	-	-	-
Other Professional Services	150	-	-	-	-
Repairs & Maintenance	226	358	300	200	(100)
Printing & Binding	-	113	250	1,000	750
Local Media	60	-	250	-	(250)
CONTRACTUAL SERVICES	436	491	800	1,200	400
Fuel	909	921	1,000	1,000	-
Parts	651	301	500	500	-
Labor	671	467	500	500	-
INTERNAL SERVICES	2,231	1,689	2,000	2,000	-
Postal Services	-	28	100	100	-
Telecommunications	616	619	800	600	(200)
Motor Vehicle Insurance	801	819	800	900	100
Office Equipment	162	198	400	400	-
Mileage & Transportation	80	129	100	100	-
Travel - Convention & Education	675	419	600	600	-
Dues & Association Memberships	75	-	100	100	-
Background Checks	-	67	-	-	-
Office Supplies	84	745	1,400	1,200	(200)
Food & Food Service	114	109	100	100	-
Vehicle & Equipment Fuels	-	-	100	100	-
Vehicle & Equipment Supplies	-	-	500	400	(100)
Other Operating Supplies	231	-	24,000	2,000	(22,000)
Computer Hardware/Software	1,600	-	600	-	(600)
OTHER CHARGES	4,438	3,133	29,600	6,600	(23,000)
TOTAL EMERGENCY SERVICES	**44,074**	**49,575**	**69,100**	**47,000**	**(22,100)**
EMERGENCY COMMUNICATIONS CENTER					
Regular	481,435	461,963	555,200	521,858	(33,342)
Overtime	51,796	48,826	30,000	30,000	-
Part-time Non-Classified	25,654	24,076	30,000	30,000	-
FICA	41,517	39,570	46,717	43,316	(3,401)
VRS-Employer	69,278	65,858	68,956	64,862	(4,094)
Insurance Employer	1,353	1,490	7,328	6,226	(1,102)

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ECC – (continued)					
Worker's Compensation	825	795	934	857	(77)
Flex Benefits Admin Fee	592	553	624	936	312
Flex Benefits -Employee	81,596	79,504	90,263	72,265	(17,998)
VRS Health Ins Credit	724	691	778	780	2
PERSONNEL	754,770	723,326	830,800	771,100	(59,700)
Medical, Dental, & Hospital	3,370	455	3,000	-	(3,000)
Other Professional Services	-	1,250	-	-	-
Repairs & Maintenance	888	694	2,400	2,400	-
Maintenance Service Contracts	7,966	29,890	17,900	17,900	-
Computer Hardware/Software	8,120	19,270	67,100	67,100	-
E911 Name/Address Service	38,002	38,398	40,000	41,800	1,800
Printing & Binding	-	103	400	400	-
Local Media	1,468	1,972	500	-	(500)
CONTRACTUAL SERVICES	59,814	92,032	131,300	129,600	(1,700)
Postal Services	153	-	200	200	-
Telecommunications	8,398	9,045	9,200	9,200	-
Property Insurance	-	132	-	-	-
Office Equipment	-	-	300	-	(300)
Travel - Convention & Education	2,225	2,966	3,600	3,000	(600)
Dues & Association Memberships	7,150	6,725	7,100	7,100	-
Background Checks	-	57	-	-	-
Office Supplies	1,940	1,989	2,100	2,100	-
Food & Food Service	926	1,134	1,200	1,200	-
Vehicle & Equipment Fuels	73	52	150	100	(50)
Uniforms & Apparel	1,947	1,408	2,200	2,200	-
Books & Subscriptions	218	60	200	200	-
Other Operating Supplies	3,616	3,639	3,600	4,000	400
Computer Hardware/Software	329	2,201	1,750	-	(1,750)
Awards, Plaques, Other	-	45	-	100	100
OTHER CHARGES	26,975	29,453	31,600	29,400	(2,200)
TOTAL ECC	**841,559**	**844,811**	**993,700**	**930,100**	**(63,600)**
TOTAL POLICE DEPARTMENT	**7,909,674**	**8,252,365**	**8,887,265**	**8,690,100**	**(197,165)**

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 > 30%

Outcome Targets/Trends

	FY11 Requested	FY11 Actual	FY12 Requested	FY12 Actual	FY13 Requested	FY13 Actual	FY14 Requested
• Number of new Firefighter/EMT's	3	1	5	2	6	2	7

	FY11 Adopted	FY11 Actual	FY12 Adopted	FY12 Actual	FY13 Adopted	FY13 Actual	FY14 Adopted
• Avoidable accidents while responding	NA	1	<=2	2	<=2	TBD	<=2
• Personnel Incident Related Casualties	NA	1	<=3	1	<=3	TBD	<=2
• Emergency incident response <= 4	NA	51.1%	>50%	53.4%	>50%	TBD	>54%
• ALS on scene <= 6 minutes	NA	93.3%	>94%	95.6%	>94%	TBD	>96%
• Cardiac Arrest Resuscitation Rate	NA	33%	=>20%	38%	=>20%	TBD	=>30%

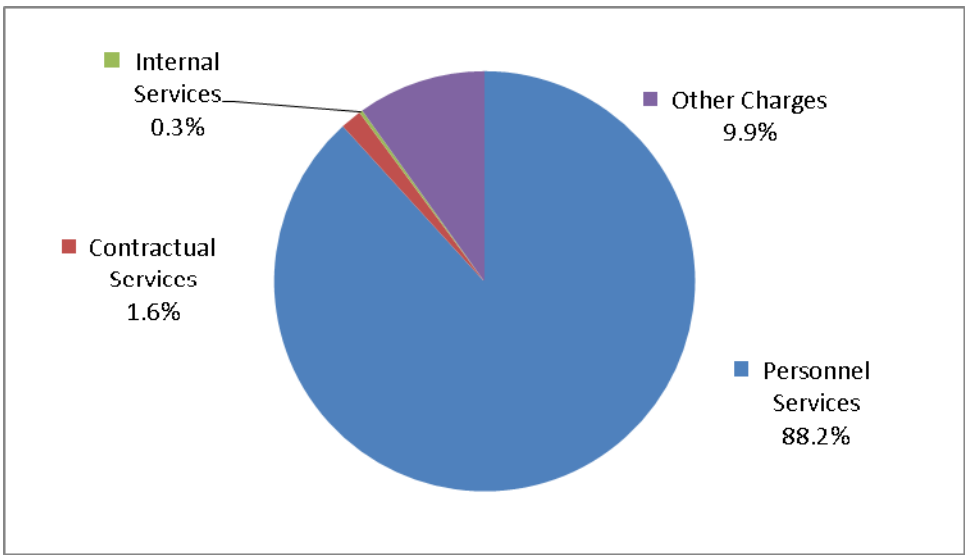
Expenditure Summary:

Expenditure by Division	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Fire	4,064,912	4,380,313	4,701,910	4,923,700	221,790
Fire Grants	129,542	177,433	-	203,100	203,100
Hazardous Materials	29,261	37,012	41,800	41,800	-
TOTAL EXPENDITURES	**4,223,715**	**4,594,758**	**4,743,710**	**5,168,600**	**424,890**

Public Safety – Fire and Rescue Department

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	3,750,404	4,001,191	4,366,810	4,552,200	185,390
Contractual Services	78,207	84,983	66,000	85,400	19,400
Internal Services	10,759	15,032	13,500	13,500	-
Other Charges	315,404	467,389	297,400	517,500	220,100
Capital	68,941	26,163	-	-	-
TOTAL EXPENDITURES	**4,223,715**	**4,594,758**	**4,743,710**	**5,168,600**	**424,890**

FY 2014 Expenditures by Classification



Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Fire	52.67	54.67	56.67	58.67	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	**53.0**	**55.0**	**57.0**	**59.0**	**2.0**
Firefighters	**51.0**	**53.0**	**55.0**	**57.0**	**2.0**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
FIRE & RESCUE					
Regular	2,023,089	2,357,041	2,859,711	3,034,586	174,875
Overtime	92,958	177,622	303,000	303,000	-
Mandatory Overtime	598,681	340,169	-	-	-
FICA	204,384	215,350	240,509	227,977	(12,532)
VRS-Employer	357,445	370,596	370,652	360,933	(9,719)
VRS - LODA	-	13,741	28,000	38,000	10,000
Retirees	50,842	60,301	35,000	38,915	3,915
Insurance-Employer	6,980	8,440	39,392	36,064	(3,328)
Worker's Compensation	81,382	88,827	107,046	152,113	45,067
Flex Benefits - Admin Fee	2,466	2,626	2,720	4,224	1,504
Flex Benefits - Employee	314,739	341,368	361,500	336,827	(24,673)
VRS Health Insurance Credit	3,738	3,898	4,180	4,361	181
PERSONNEL	3,736,704	3,979,979	4,351,710	4,537,000	185,290
Medical, Dental, & Hospital	6,555	12,036	14,000	18,000	4,000
Hepatitis Maintenance Program	250	-	1,000	1,000	-
Other Professional Services	10,800	12,466	-	12,000	12,000
Travel - Convention & Education	-	320	600	1,100	500
Repairs & Maintenance	16,452	16,905	7,900	15,400	7,500
Vehicle Repairs & Maintenance	772	4,899	2,500	2,500	-
Fire Apparatus Testing	1,103	380	2,500	1,000	(1,500)
Mowing & Trimming	450	-	1,000	-	(1,000)
Computer Hardware/Software	1,745	1,745	2,400	2,000	(400)
Printing & Binding	863	1,922	2,000	1,500	(500)
Local Media	1,549	1,661	1,200	-	(1,200)
Laundry & Dry Cleaning	14,178	18,914	13,000	16,300	3,300
Sanitary Landfill Usage	-	64	300	-	(300)
Volunteer Fire Stations	3,500	100	3,500	500	(3,000)
Refuse Service	-	200	-	-	-
Food Services	1,608	1,336	800	800	-
CONTRACTUAL SERVICES	59,825	72,948	52,700	72,100	19,400
Fuel	10,493	13,652	12,000	12,000	-
Labor	16	-	-	-	-
INTERNAL SERVICES	10,509	13,652	12,000	12,000	-

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
FIRE & RESCUE					
Electrical Services	1,258	1,792	800	1,800	1,000
Water & Sewer	9,533	8,889	7,000	14,000	7,000
Postal Services	256	618	1,100	700	(400)
Telecommunications	3,178	5,118	3,000	4,500	1,500
Property Insurance	312	719	400	400	-
Motor Vehicle Insurance	3,029	3,677	6,500	4,000	(2,500)
Group Accident	29,128	22,242	22,000	22,000	-
Office Equipment	687	1,016	1,000	1,000	-
Mileage & Transportation	48	-	200	200	-
Travel - Convention & Education	10,336	6,319	18,000	10,000	(8,000)
Volunteer Fire Department	98,100	192,000	192,000	192,000	-
Volunteer Fireman Incentive Program	471	204	500	500	-
Dues & Association Memberships	534	1,032	500	1,000	500
Misc Charges & Fees	10	211	-	-	-
Background Checks	144	574	200	-	(200)
Office Supplies	2,061	2,692	3,500	3,200	(300)
Medical & Laboratory	12,018	18,532	-	14,000	14,000
Food & Food Service	692	1,538	1,000	1,000	-
Laundry & Janitorial	881	970	500	1,300	800
Repairs & Maintenance	-	-	200	200	-
Vehicle & Equipment Fuels	192	196	800	1,000	200
Vehicle & Equipment Supplies	1,168	647	1,000	1,000	-
Uniforms & Apparel	10,567	17,142	10,300	10,300	-
Books & Subscriptions	5,191	3,714	2,000	4,500	2,500
Other Operating Supplies	14,926	8,850	13,000	14,000	1,000
Computer Hardware/Software	43	15,042	-	-	-
OTHER CHARGES	204,763	313,734	285,500	302,600	17,100
Motor Vehicle & Equipment	53,111	-	-	-	-
CAPITAL	53,111	-	-	-	-
TOTAL FIRE	**4,064,912**	**4,380,313**	**4,701,910**	**4,923,700**	**221,790**

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
FIRE GRANTS					
Overtime	-	5,385	-	-	-
FICA	-	407	-	-	-
Worker's Compensation	-	157	-	-	-
PERSONNEL	-	5,949	-	-	-
Repairs & Maintenance	7,232	-	-	-	-
Maintenance Service Contracts	2,904	-	-	-	-
Other Purchased Services		1,175			
CONTRACTUAL SERVICES	10,136	1,175	-	-	-
Travel - Convention & Education	6,365	8,581	-	18,000	18,000
Uniforms & Apparel	4,286	23,208	-	72,000	72,000
Books & Subscriptions	2,264	726	-	2,100	2,100
Other Operating Supplies	89,662	110,631	-	111,000	111,000
Computer Hardware/Software	999	1,000	-	-	-
OTHER CHARGES	103,576	144,146	-	203,100	203,100
Motor Vehicle & Equipment	-	26,163			
Machinery & Equipment	15,830	-	-	-	-
CAPITAL	15,830	26,163	-	-	-
TOTAL FIRE GRANTS	**129,542**	**177,433**	**-**	**203,100**	**203,100**
HAZARDOUS MATERIAL					
Regular	9,331	10,213	10,873	11,092	219
Part-time Non Classified	-	240	-	-	-
FICA	714	800	787	867	80
VRS-Employer	1,339	1,457	1,350	1,378	28
Insurance Employer	26	33	144	132	(12)
Worker's Compensation	14	16	17	16	(1)
Flex Benefits Admin Fee	16	17	16	24	8
Flex Benefits -Employee	2,246	2,472	1,898	1,675	(223)
VRS Health Ins Credit	14	15	15	16	1
PERSONNEL	13,700	15,263	15,100	15,200	100
Medical, Dental, & Hospital	6,706	8,501	10,700	10,700	-
Repairs & Maintenance	923	823	1,500	1,500	-

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
HAZARDOUS MATERIAL					
Vehicle Repairs & Maintenance	16	986	1,100	1,100	-
Volunteer Fire Stations	601	550	-	-	-
CONTRACTUAL SERVICES	8,246	10,860	13,300	13,300	-
Fuel	199	59	500	500	-
Parts	-	846	500	500	-
Labor	51	475	500	500	-
INTERNAL SERVICES	250	1,380	1,500	1,500	-
Postal Services	77	59	100	100	-
Telecommunications	2,438	2,086	3,000	3,000	-
Motor Vehicle Insurance	1,624	1,662	2,400	2,400	-
Office Equipment	337	369	500	500	-
Mileage & Transportation	-	-	100	100	-
Travel - Convention & Education	947	949	1,100	1,100	-
Miscellaneous Charges & Fees	-	5	-	-	-
Office Supplies	43	-	200	200	-
Vehicle & Equipment Fuels	220	307	100	100	-
Vehicle & Equipment Supplies	-	95	100	100	-
Books & Subscriptions	142	186	200	200	-
Other Operating Supplies	1,237	3,791	4,000	4,000	-
Computer Hardware/Software	-	-	100	-	(100)
OTHER CHARGES	7,065	9,509	11,900	11,800	(100)
TOTAL HAZARDOUS MATERIAL	**29,261**	**37,012**	**41,800**	**41,800**	**-**
TOTAL FIRE DEPARTMENT	**4,223,715**	**4,594,758**	**4,743,710**	**5,168,600**	**424,890**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Contracted Parking	1,634	1,281	2,300	1,750	(550)
CONTRACTUAL SERVICES	1,634	1,281	2,300	1,750	(550)
Telecommunications	184	193	250	250	-
Office Supplies	-	271	550	1,000	450
Food & Food Service	-	-	-	400	400
Other Operating Supplies	-	-	100	100	-
OTHER CHARGES	184	464	900	1,750	850
TOTAL PROBATION	**1,818**	**1,745**	**3,200**	**3,500**	**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: Grow the Economy, Develop a High Performing Organization, Continue Revitalization of Historic Old Town Winchester, and Create a More Livable City for All

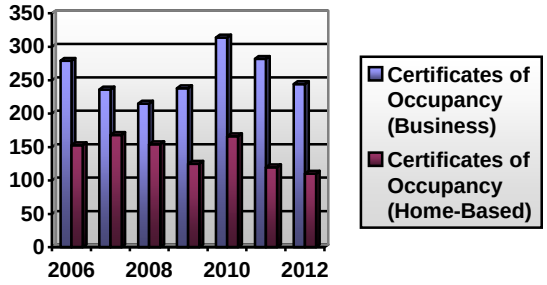
Departmental Objectives:

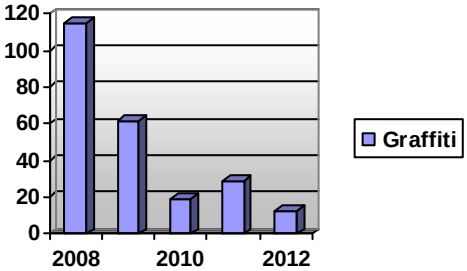
- Attract new homeowners (young professionals & seniors) through enforcement of Property Maintenance Code, nuisance, and residential overcrowding provisions.
- Attract and encourage citizens to establish home occupations, which focus on technology and professional services.
- Attract new businesses and encourage expansion of existing businesses within the City through Property Maintenance Code enforcement and illegal sign enforcement.
- Develop and implement an aggressive and effective campaign against blight, derelict buildings and vacant properties.
- Continue to find ways to improve departmental effectiveness by achieving desired objectives with minimal departmental resources.
- Implement a strategy to improve customer service levels resulting in faster permit approvals, answering of citizen inquires, and resolving zoning and property maintenance violations.

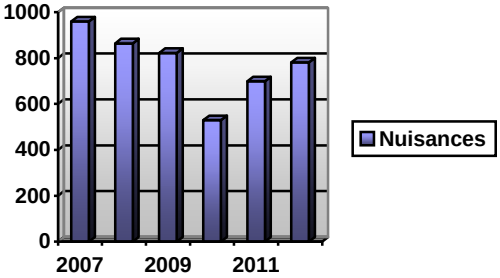
Departmental Strategies:

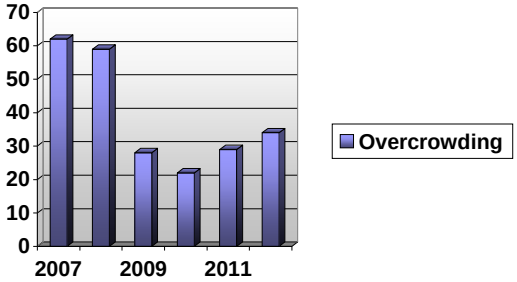
- Increase proactive enforcement by conducting walking tours, door-to-door visits, neighborhood civic group meetings, and inspection checklists.
- Update website and improve public awareness regarding Property Maintenance Code and Zoning violations.
- Update forms and create development guides to make new development and redevelopment projects easier to understand and complete.
- Update the City's Zoning Ordinance to bring in line with recently revised and adopted Comprehensive Plan, City of Winchester Strategic Plan, as well as bring it up to date with the enabling legislation of the Code of Virginia.

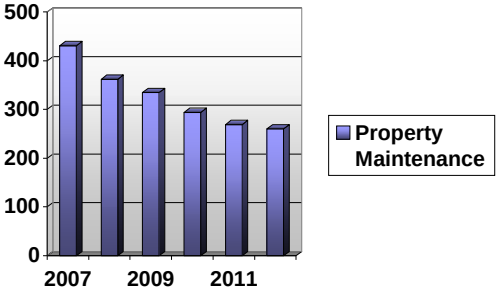
Outcomes/Trends

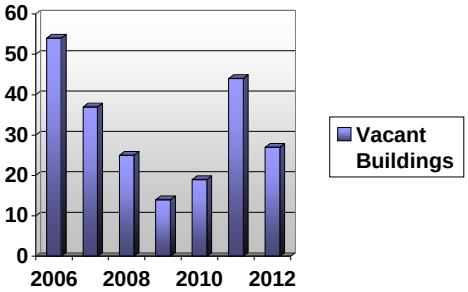


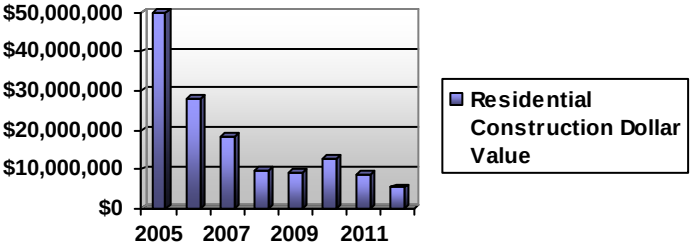


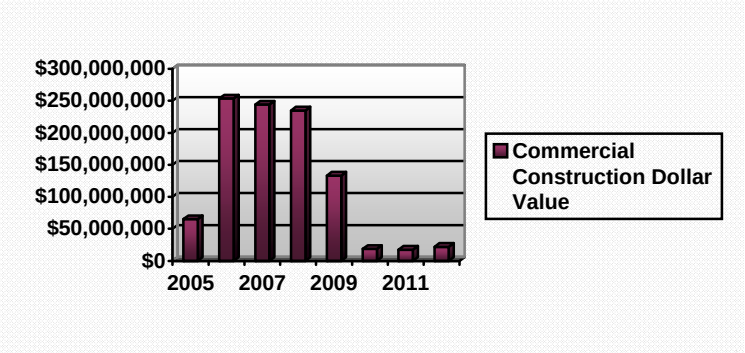












Public Safety – Inspections

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	389,619	394,664	413,400	416,275	2,875
Contractual Services	4,063	9,290	20,600	20,600	-
Internal Services	13,035	15,572	14,800	10,800	(4,000)
Other Charges	15,678	16,873	20,900	18,325	(2,575)
Capital	14,065	-	20,000	-	(20,000)
TOTAL EXPENDITURES	**436,460**	**436,399**	**489,700**	**466,000**	**(23,700)**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Inspections	6.5	6.5	6.5	6.5	0
Total	**6.5**	**6.5**	**6.5**	**6.5**	**0**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Regular	281,265	284,193	305,074	310,450	5,376
Overtime	528	214	1,000	1,000	-
FICA	21,751	21,750	22,959	23,532	573
VRS-Employer	40,347	39,772	37,890	38,558	668
Insurance Employer	788	884	4,027	3,695	(332)
Worker's Compensation	4,438	4,490	4,773	5,485	712
Flex Benefits Admin Fee	314	309	312	468	156
Flex Benefits -Employee	39,766	42,634	36,938	32,652	(4,286)
VRS Health Ins Credit	422	418	427	435	8
PERSONNEL	389,619	394,664	413,400	416,275	2,875
Medical, Dental, & Hospital	-	229	-	-	-
Other Professional Services	-	-	-	-	-
Training/Education	-	130	100	100	-

Public Safety – Inspections

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Repairs & Maintenance	-	-	250	250	-
Vehicle Repairs & Maintenance	114	863	1,000	1,000	-
Mowing & Trimming	4,090	5,910	4,500	4,500	-
Printing & Binding	74	688	350	350	-
Local Media	-	285	400	400	-
Clean-up Private Parcels	(215)	1,185	14,000	14,000	-
CONTRACTUAL SERVICES	4,063	9,290	20,600	20,600	-
Data Processing	4,200	4,200	4,200	-	(4,200)
Fuel	5,339	6,537	6,250	6,250	-
Parts	1,678	454	2,000	2,000	-
Labor	1,665	4,224	2,000	2,000	-
Copier Charges	153	157	350	550	200
INTERNAL SERVICES	13,035	15,572	14,800	10,800	(4,000)
Postal Services	4,342	4,347	5,500	5,500	-
Telecommunications	3,242	3,315	2,750	2,750	-
Motor Vehicle Insurance	2,625	3,276	4,000	4,000	-
Mileage & Transportation	-	-	50	50	-
Travel - Convention & Education	440	265	625	950	325
Dues & Association Memberships	215	180	900	300	(600)
Court Filing Fees	138	-	1,500	500	(1,000)
Misc Charges & Fees	-	127	100	100	-
Background Checks	-	249	-	-	-
Office Supplies	923	1,002	1,250	1,250	-
Vehicle & Equipment Fuels	-	-	100	100	-
Uniforms & Apparel	630	795	725	725	-
Books & Subscriptions	1,194	72	1,000	1,000	-
Other Operating Supplies	1,798	902	1,000	1,000	-
Computer Hardware/Software	131	2,343	1,300	-	(1,300)
Awards, Plaques, Other	-	-	100	100	-
OTHER CHARGES	15,678	16,873	20,900	18,325	(2,575)
Motor Vehicle & Equipment	14,065	-	20,000	-	(20,000)
CAPITAL	14,065	-	20,000	-	(20,000)
TOTAL INSPECTIONS	**436,460**	**436,399**	**489,700**	**466,000**	**(23,700)**

Public Works – Streets/Storm Drainage

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Contractual Services	6,139	47,618	51,500	47,200	(4,300)
Other Charges	13,577	14,760	12,100	11,400	(700)
TOTAL EXPENDITURES	**19,716**	**62,378**	**63,600**	**58,600**	**(5,000)**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
STREETS					
Repairs & Maintenance	2,774	248	3,000	1,200	(1,800)
Landscaping	-	5,685	7,500	5,500	(2,000)
Maintenance Service Contracts	749	2,825	3,000	3,000	-
Laundry & Dry Cleaning	1,378	1,692	1,500	1,500	-
Refuse Service	1,238	923	1,500	1,000	(500)
CONTRACTUAL SERVICES	6,139	11,373	16,500	12,200	(4,300)
Electrical Services	637	2,311	2,600	2,400	(200)
General Liability Insurance	6,706	5,981	6,000	6,000	-
Office Equipment Rental	-	-	-	-	-
Dues & Association Memberships	-	155	-	-	-
Uniforms & Apparel	3,020	3,313	3,000	3,000	-
Streets & Sidewalks	214	-	500	-	(500)
OTHER CHARGES	10,577	11,760	12,100	11,400	(700)
TOTAL STREETS	**16,716**	**23,133**	**28,600**	**23,600**	**(5,000)**
STORM DRAINAGE					
Engineering & Architect	-	36,245	35,000	35,000	-
CONTRACTUAL SERVICES	-	36,245	35,000	35,000	-
Misc Charges & Fees	3,000	3,000	-	-	-
OTHER CHARGES	3,000	3,000	-	-	-
TOTAL STORM DRAINAGE	**3,000**	**39,245**	**35,000**	**35,000**	**-**
TOTAL	**19,716**	**62,378**	**63,600**	**58,600**	**(5,000)**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	30,001	31,339	50,800	39,350	(11,450)
Contractual Services	6,915	1,695	2,300	3,300	1,000
Internal Services	9,069	5,410	8,000	8,000	-
Other Charges	15,692	16,351	14,900	20,150	5,250
TOTAL EXPENDITURES	**61,677**	**54,795**	**76,000**	**70,800**	**(5,200)**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Loudoun Mall	2	1	1	1	0
Total	**2**	**1**	**1**	**1**	**0**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	23,737	23,343	32,094	24,554	(7,540)
Overtime	-	-	-	-	-
Part-time Non-classified	-	1,814	4,000	4,000	-
FICA	1,759	1,947	2,607	2,130	(477)
VRS-Employer	3,472	3,296	3,986	3,050	(936)
Insurance Employer	68	77	424	292	(132)
Worker's Compensation	893	789	1,843	1,429	(414)
Flex Benefits Admin Fee	36	38	48	54	6

Public Works – Loudoun Mall

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Flex Benefits -Employee	-	-	5,753	3,807	(1,946)
VRS Health Ins Credit	36	35	45	34	(11)
PERSONNEL	30,001	31,339	50,800	39,350	(11,450)
Medical, Dental, & Hospital	129	20	-	-	-
Employment Agencies	49	-	-	-	-
Repairs & Maintenance	6,647	1,283	1,000	3,000	2,000
Vehicle Repairs & Maintenance	-	392	300	300	-
Laundry & Dry Cleaning	90	-	1,000	-	(1,000)
CONTRACTUAL SERVICES	6,915	1,695	2,300	3,300	1,000
Fuel	2,719	3,387	4,000	4,000	-
Parts	5,190	906	2,000	2,000	-
Labor	1,160	1,117	2,000	2,000	-
INTERNAL SERVICES	9,069	5,410	8,000	8,000	-
Electrical Services	11,294	11,786	10,000	12,000	2,000
Water & Sewer	746	891	800	3,000	2,200
Telecommunications	138	-	-	-	-
Landscaping/Agricultural Supplies	-	376	100	500	400
Laundry & Janitorial	1,174	1,785	1,700	2,000	300
Repairs & Maintenance	1,879	1,065	500	500	-
Vehicle & Equipment Fuels	-	80	300	200	(100)
Vehicle & Equipment Supplies	-	159	400	200	(200)
Uniforms & Apparel	-	-	500	-	(500)
Other Operating Supplies	-	-	250	250	-
Chemicals	461	209	350	1,500	1,150
OTHER CHARGES	15,692	16,351	14,900	20,150	5,250
TOTAL LOUDOUN MALL	**61,677**	**54,795**	**76,000**	**70,800**	**(5,200)**

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	FY 2012
Refuse Collected (tons)	6,650	6,537	6,430	6,520
Recycling Collected (tons)	2,117	2,908	2,931	3,252

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	761,399	813,080	935,400	949,000	13,600
Contractual Services	155,151	131,084	157,450	193,500	36,050
Internal Services	158,402	183,243	140,000	185,000	45,000
Other Charges	57,538	61,836	62,950	60,800	(2,150)
Capital	-	28,285	-	-	-
TOTAL EXPENDITURES	**1,132,490**	**1,217,528**	**1,295,800**	**1,388,300**	**92,500**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Refuse	18	18	18.4	18.4	0
Total	**18**	**18**	**18.4**	**18.4**	**0**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	496,132	535,924	619,237	633,144	13,907
Overtime	8,885	2,419	10,000	10,000	-
Part-time Non-classified	6,613	2,309	6,000	6,000	-
FICA	38,171	39,956	46,662	48,683	2,021
VRS-Employer	66,882	70,512	76,910	78,636	1,726
Insurance Employer	1,362	1,700	8,175	7,535	(640)
Worker's Compensation	25,888	27,679	30,629	38,514	7,885
Flex Benefits Admin Fee	808	861	883	1,325	442
Flex Benefits -Employee	115,927	130,928	136,037	124,277	(11,760)
VRS Health Ins Credit	731	792	867	886	19
PERSONNEL	761,399	813,080	935,400	949,000	13,600
Medical, Dental, & Hospital	595	2,143	1,150	-	(1,150)
Employment Agencies	4,562	3,348	2,000	3,500	1,500
Repairs & Maintenance	1,655	2,571	2,000	2,000	-
Vehicle Repairs & Maintenance	432	336	1,000	500	(500)
Maintenance Service Contracts	140	165	500	500	-
Printing & Binding	2,198	1,159	2,800	1,500	(1,300)
Local Media	722	1,245	500	-	(500)
Laundry & Dry Cleaning	5,740	5,175	6,500	5,500	(1,000)
Sanitary Landfill Usage	139,107	114,942	141,000	180,000	39,000
CONTRACTUAL SERVICES	155,151	131,084	157,450	193,500	36,050
Fuel	67,951	85,774	60,000	85,000	25,000
Parts	38,068	30,254	30,000	30,000	-
Labor	52,383	67,215	50,000	70,000	20,000
INTERNAL SERVICES	158,402	183,243	140,000	185,000	45,000
Postal Services	2,378	309	250	200	(50)
Telecommunications	4,871	3,356	3,000	3,000	-
Motor Vehicle Insurance	7,531	7,598	8,000	9,000	1,000
Office Equipment Rental	854	976	700	900	200
Mileage & Transportation	-	13	1,000	1,000	-
Travel - Convention & Education	10	3,580	2,500	2,000	(500)
Background Checks	-	325	-	-	-

Public Works – Refuse & Recycling

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Recycling Processing	9,688	18,675	17,000	17,000	-
Office Supplies	681	782	500	500	-
Food & Food Service	880	462	400	400	-
Medical & Laboratory	1,049	1,693	1,500	1,500	-
Laundry & Janitorial	958	402	1,000	1,000	-
Repairs & Maintenance	81	46	100	100	-
Vehicle & Equipment Fuels	-	162	-	-	-
Vehicle & Equipment Supplies	-	-	500	500	-
Uniforms & Apparel	7,774	8,962	8,500	8,500	-
Books & Subscriptions	-	-	-	200	200
Other Operating Supplies	20,783	14,495	18,000	15,000	(3,000)
OTHER CHARGES	57,538	61,836	62,950	60,800	(2,150)
Motor Vehicle & Equipment	-	28,285	-	-	-
CAPITAL	-	28,285	-	-	-
TOTAL REFUSE	**1,132,490**	**1,217,528**	**1,295,800**	**1,388,300**	**92,500**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	626,349	669,277	574,500	585,600	11,100
Contractual Services	269,694	343,669	380,600	353,400	(27,200)
Internal Services	4,331	4,743	4,000	6,000	2,000
Other Charges	818,039	762,238	894,000	877,700	(16,300)
Capital	-	27,593	-	-	-
TOTAL EXPENDITURES	**1,718,413**	**1,807,520**	**1,853,100**	**1,822,700**	**(30,400)**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
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

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Joint Judicial Center (JJC)					
Regular	88,141	92,763	101,932	104,412	2,480
Overtime	13,901	7,635	5,000	8,000	3,000
Part-time Non-classified	63,014	91,037	-	-	-
FICA	12,363	14,207	7,197	8,166	969
VRS-Employer	11,609	11,425	12,660	12,968	308
Insurance Employer	248	300	1,346	1,243	(103)
SUTA	435	145	-	-	-
Worker's Compensation	3,032	3,659	1,760	2,264	504
Flex Benefits Admin Fee	184	203	202	302	100
Flex Benefits -Employee	24,676	29,764	25,860	24,699	(1,161)
VRS Health Ins Credit	133	140	143	146	3
PERSONNEL	217,736	251,278	156,100	162,200	6,100
Medical, Dental, & Hospital	120	60	-	-	-
Engineering & Architect	-	-	-	-	-
Other Professional Services	-	341	-	-	-
Employment Agencies	1,977	-	-	-	-
Repairs & Maintenance	105,669	220,883	230,000	230,000	-
Maintenance Service Contracts	25,964	181	-	-	-
Mowing & Trimming	375	75	300	300	-
Computer Equipment & Supplies	-	150	-	-	-
CONTRACTUAL SERVICES	134,105	221,690	230,300	230,300	-
Electrical Services	143,416	102,484	126,100	126,100	-
Heating Services	41,075	23,796	75,000	75,000	-
Water & Sewer	18,071	21,283	19,500	27,000	7,500
Telecommunications	18,001	26,392	30,000	30,000	-
Property Insurance	8,824	-	7,000	7,000	-
General Liability Insurance	1,034	1,232	1,500	1,500	-
Office Supplies	-	6,191	500	6,000	5,500
Food & Food Service	118	195	-	-	-
Landscaping/Agricultural Supplies	-	222	300	300	-
Laundry & Janitorial	15,490	11,005	19,000	15,000	(4,000)
Repairs & Maintenance	21,688	16,460	20,000	20,000	-
Uniforms & Apparel	-	-	-	-	-

Public Works – Facilities Maintenance

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Joint Judicial Center (JJC)					
Other Operating Supplies	340	433	1,000	1,000	-
Chemicals	3,378	3,003	4,000	4,000	-
OTHER CHARGES	271,435	212,696	303,900	312,900	9,000
TOTAL JJC	**623,276**	**685,664**	**690,300**	**705,400**	**15,100**
Facilities Maintenance					
Regular	271,809	281,083	287,581	299,780	12,199
Overtime	1,024	631	1,800	1,800	-
Part-time Non-classified	1,544	-	-	-	-
FICA	20,355	20,535	21,551	22,003	452
VRS-Employer	37,517	37,226	35,718	37,233	1,515
Insurance Employer	746	886	3,796	3,568	(228)
Worker's Compensation	7,685	7,178	6,577	8,113	1,536
Flex Benefits Admin Fee	447	459	432	666	234
Flex Benefits -Employee	67,086	69,588	60,542	49,817	(10,725)
VRS Health Ins Credit	400	413	403	420	17
PERSONNEL	408,613	417,999	418,400	423,400	5,000
Medical, Dental, & Hospital	616	237	-	-	-
Other Professional Services	40	-	-	-	-
Employment Agencies	74	-	-	-	-
Repairs & Maintenance	127,176	117,584	134,700	120,000	(14,700)
Vehicle Repairs & Maintenance	1,868	1,609	1,600	1,600	-
Mowing & Trimming	1,330	370	5,400	1,000	(4,400)
Computer Equipment & Supplies	190	561	500	500	-
Local Media	362	201	100	-	(100)
Laundry Dry Cleaning	3,933	1,417	8,000	-	(8,000)
CONTRACTUAL SERVICES	135,589	121,979	150,300	123,100	(27,200)
Fuel	2,345	3,608	2,000	4,000	2,000
Parts	450	414	1,000	1,000	-
Labor	1,536	721	1,000	1,000	-
INTERNAL SERVICES	4,331	4,743	4,000	6,000	2,000
Electrical Services	122,085	128,990	134,500	134,500	-
Heating Services	24,662	19,817	38,000	30,000	(8,000)

Public Works – Facilities Maintenance

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Facilities Maintenance					
Water & Sewer	10,176	11,077	11,200	13,000	1,800
Postal Services	125	41	-	-	-
Telecommunications	53,671	52,759	68,000	40,000	(28,000)
Boiler Insurance	-	-	-	-	-
Property Insurance	31,378	32,772	40,000	35,000	(5,000)
Motor Vehicle Insurance	1,935	1,982	2,900	2,900	-
Lease/Rent of Equipment	1,771	-	-	-	-
Building Rent	252,000	249,220	252,000	252,000	-
Mileage & Transportation	8	-	-	-	-
Travel - Education	98	405	500	4,000	3,500
Background Checks	-	67	-	-	-
Office Supplies	196	564	500	500	-
Food & Food Service	88	23	100	100	-
Landscaping/Agricultural Supplies	1,228	902	500	1,000	500
Laundry & Janitorial	17,058	10,194	18,100	12,000	(6,100)
Repairs & Maintenance	20,980	26,531	18,500	27,000	8,500
Vehicle & Equipment Fuel	-	1,474	500	500	-
Vehicle & Equipment Supplies	295	91	500	500	-
Uniforms & Apparel	4,142	1,770	1,000	6,000	5,000
Other Operating Supplies	1,830	6,761	1,800	1,800	-
Chemicals	1,958	2,267	1,500	4,000	2,500
Computer Equipment & Supplies	920	1,835	-	-	-
OTHER CHARGES	546,604	549,542	590,100	564,800	(25,300)
Motor Vehicle & Equipment	-	27,593	-	-	-
CAPITAL	-	27,593	-	-	-
Facilities Maintenance	**1,095,137**	**1,121,856**	**1,162,800**	**1,117,300**	**(45,500)**
TOTAL FACILITIES MAINT	**1,718,413**	**1,807,520**	**1,853,100**	**1,822,700**	**(30,400)**

Health & Welfare – Real Estate Tax Relief

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

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

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Real Estate Tax Relief	576,946	517,640	520,000	520,000	-
OTHER CHARGES	576,946	517,640	520,000	520,000	-
TOTAL TAX RELIEF	**576,946**	**517,640**	**520,000**	**520,000**	**-**

Recreation, Parks, Cultural – Apple Blossom Festival

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	3,897	16,409	-	-	-
Overtime	9,561	9,596	10,000	10,000	-
FICA	1,017	1,942	773	773	-
VRS-Employer	1,982	795	-	-	-
Insurance Employer	39	15	-	-	-
Worker's Compensation	709	1,264	227	227	-
Flex Benefits Admin Fee	33	15	-	-	-
VRS Health Ins Credit	15	8	-	-	-
PERSONNEL	17,253	30,044	11,000	11,000	-
National Guard Personnel	10,000	15,000	15,000	15,000	-
Printing & Binding	299	608	500	500	-
CONTRACTUAL SERVICES	10,299	15,608	15,500	15,500	-
Equipment Rental	4,050	425	2,000	2,000	-
Laundry & Janitorial	-	550	-	-	-
Repairs & Maintenance Supplies	1,094	650	1,000	1,000	-
Other Operating Supplies	-	112	-	-	-
OTHER CHARGES	5,144	1,737	3,000	3,000	-
TOTAL APPLE BLOSSOM	**32,696**	**47,389**	**29,500**	**29,500**	**-**

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, adult, senior and special needs. The Department also coordinates and hosts nearly 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.

- Collaborate with other City departments, contracted service providers and community groups to enhance special events offerings throughout the City with a focus on Historic Old Town Winchester.

- Identify and collaborate with interested stakeholders to further the amphitheater revitalization project. Continue to work closely with Shenandoah University to develop a plan of action and preliminary design renderings over the next six to twelve months.

Performance Measures:

Indicators	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Input Measures				
Number of shelter rentals	845	698	700	700
Number of rental hours for athletic fields, courts, and tracks	12,813	10,687	9,500	9,000
Number of staff hours spent on special events	2,129	2,085	2,500	2,500
Number of maintenance staff hours spent mowing	1,826	1,893	2,000	2,000
Number of inmate labor assisting with mowing	345	696	700	700
Number of maintenance hours spent on trash removal in the parks	2,286	2,262	2,300	2,300
Service Quality				
Winchester Parks & Recreation is open for 360 days per year	Yes	Yes	Yes	Yes
Parks open on average for 14 hours a day in the fall, winter, and spring months	Yes	Yes	Yes	Yes
Parks open on average for 16 hours a day in the summer	Yes	Yes	Yes	Yes

Staffing Summary:

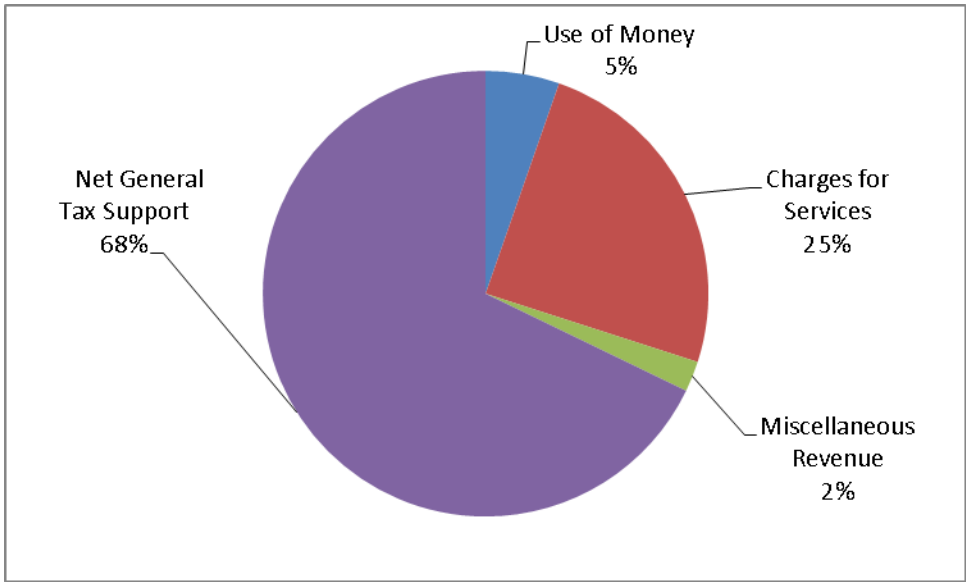
Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/-Dec*
Supervision Division	5	5	6.5	6.5	0
Maintenance Division*	11	11	11	11	0
Recreation Activities Division	1	1	1	1	0
Indoor Pool Division	1	1	1	2	0
War Memorial Division	2.5	2.5	2	1	0
Child Care Division	4	4	3	3	0
Athletics Division	2	2	1	2	0
Total	**26.5**	**26.5**	**26.5**	**26.5**	**0**

*3 Full-time positions unfunded.

Revenue Sources:

Revenue Sources	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Use of Money	149,371	163,877	146,000	145,000	(1,000)
Charges for Services	577,980	540,781	633,000	667,000	34,000
Miscellaneous Revenue	24,530	99,217	-	60,000	60,000
Recovered Costs	45,662	335	-	-	-
Insurance Recoveries	96,025	250	-	-	-
Subtotal Designated Revenue	893,568	804,460	779,000	872,000	93,000
Net General Tax Support	**1,625,111**	**1,766,868**	**1,718,100**	**1,838,280**	**120,180**

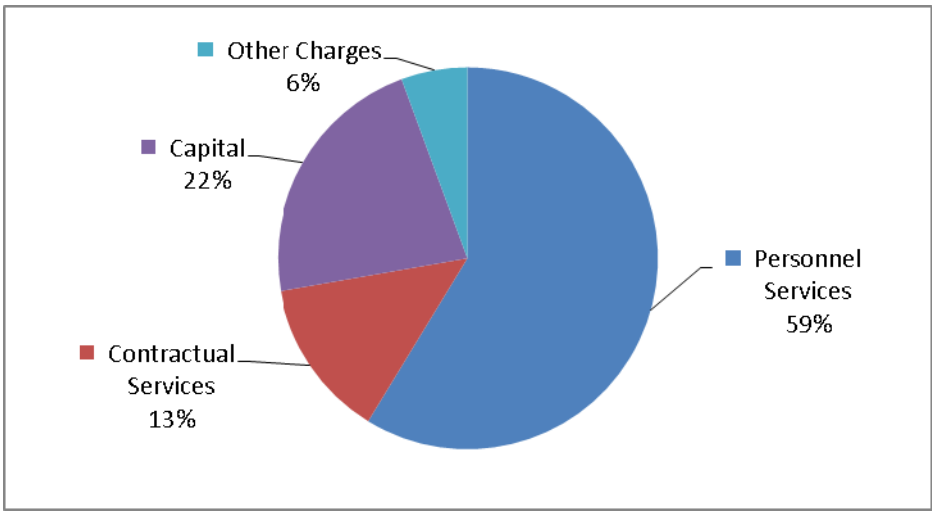
FY 2014 Revenue Sources



Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	1,548,915	1,627,333	1,651,310	1,591,780	(59,530)
Contractual Services	429,310	363,592	294,550	366,250	71,700
Internal Services	1,782	1,757	1,000	-	(1,000)
Other Charges	538,672	578,646	536,240	599,750	63,510
Capital	-	-	14,000	152,500	138,500
TOTAL EXPENDITURES	**2,518,679**	**2,571,328**	**2,497,100**	**2,710,280**	**213,180**

FY 2014 Expenditures by Classifications



Expenditure by Division	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Supervision	481,155	566,540	470,700	567,700	97,000
Maintenance	899,029	865,960	825,310	971,430	146,120
Recreation Activities	82,222	85,652	83,400	73,100	(10,300)
Outdoor Swimming Pool	104,560	121,190	97,950	110,600	12,650
Indoor Swimming Pool	177,753	177,506	223,500	226,450	2,950
War Memorial & Additions	433,219	415,905	420,900	377,825	(43,075)
School Age Child Care	164,590	166,519	182,300	183,650	1,350
Athletic Programs	176,151	172,056	193,040	199,525	6,485
TOTAL EXPENDITURES	**2,518,679**	**2,571,328**	**2,497,100**	**2,710,280**	**213,180**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
SUPERVISION					
Regular	282,227	300,586	306,883	313,186	6,303
Overtime	609	6,316	500	500	-
FICA	20,630	22,263	22,346	22,807	461
VRS-Employer	36,792	41,966	38,115	38,897	782
Retirees	19,932	52,347	37,400	9,110	(28,290)
Insurance-Employer	728	967	4,051	3,727	(324)
Worker's Compensation	941	1,939	1,911	2,605	694
Flex Benefits - Admin Fee	273	342	312	468	156
Flex Benefits - Employee	36,891	48,989	50,952	45,662	(5,290)
VRS Health Insurance Credit	390	451	430	438	8
PERSONNEL	399,413	476,166	462,900	437,400	(25,500)
Medical, Dental, & Hospital	160	-	-	-	-
Other Professional Services	1,193	5,962	-	20,000	20,000
Training & Education	-	10	-	900	900
Instructors	-	852	-	-	-
Repairs & Maintenance	1,996	298	-	-	-
Printing & Binding	8,586	13,541	-	14,500	14,500
Local Media	19,361	9,495	-	9,400	9,400
Food Services	-	9,572	-	-	-
CONTRACTUAL SERVICES	31,296	39,730	-	44,800	44,800
Data Processing	1,000	1,000	1,000	-	(1,000)
Copier Charges	4	-	-	-	-
INTERNAL SERVICES	1,004	1,000	1,000	-	(1,000)
Postal Services	8	309	-	6,250	6,250
Telecommunications	1,404	2,807	1,370	1,400	30
Office Equipment Rental	-	-	-	6,500	6,500
Motor Vehicle Insurance	-	500	-	-	-
Mileage	729	63	200	200	-
Travel - Convention & Education	1,611	30	-	2,000	2,000
Dues & Association Memberships	175	195	800	800	-
Misc Charges & Fees	33,750	16,584	100	51,550	51,450
Background Checks	148	-	-	-	-

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
SUPERVISION – (continued)					
Office Supplies	458	479	500	5,800	5,300
Food & Food Service	280	1,587	200	200	-
Laundry & Janitorial	-	-	-	200	200
Building Repair & Maintenance	-	87	-	-	-
Uniforms & Apparel	4,036	14,567	-	-	-
Books & Subscriptions	80	80	140	500	360
Other Operating Supplies	3,097	9,080	850	3,900	3,050
Merchandise for Resale	-	-	-	6,000	6,000
Computer Supplies	3,652	2,451	2,640	-	(2,640)
Awards, Plaques, Other	14	825	-	200	200
OTHER CHARGES	49,442	49,644	6,800	85,500	78,700
TOTAL SUPERVISION	**481,155**	**566,540**	**470,700**	**567,700**	**97,000**
MAINTENANCE					
Regular	308,735	310,094	308,782	254,081	(54,701)
Overtime	3,339	3,864	5,000	5,000	-
Part-time Non-Classified	38,202	42,843	42,000	72,000	30,000
FICA	26,869	27,117	26,375	25,800	(575)
VRS-Employer	43,639	42,281	38,351	31,865	(6,486)
Retirees	5,070	6,370	5,500	5,080	(420)
Insurance-Employer	852	969	4,076	3,076	(1,000)
Worker's Compensation	10,793	11,342	11,915	17,158	5,243
Flex Benefits - Admin Fee	503	519	480	650	170
Flex Benefits - Employee	61,974	66,631	51,399	41,208	(10,191)
VRS Health Insurance Credit	457	454	432	362	(70)
PERSONNEL	500,433	512,484	494,310	456,280	(38,030)
Medical, Dental, & Hospital	265	290	500	-	(500)
Engineering & Architect	5,238	30,205	-	-	-
Other Professional Services	840	120	2,000	2,000	-
Repairs & Maintenance	152,921	73,314	67,200	67,200	-
Landscaping	4,405	15,849	3,000	3,000	-
Vehicle Repair & Maintenance Services	9,148	5,005	5,000	5,000	-
Maintenance Service Contracts	5,616	6,790	8,000	36,000	28,000
Printing & Binding	6,010	504	1,000	1,000	-
Local Media	284	-	-	-	-

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
MAINTENANCE – (continued)					
Sanitary Landfill Usage	1,648	2,201	4,500	4,500	-
Refuse Service	5,500	5,125	5,000	5,000	-
CONTRACTUAL SERVICES	191,875	139,403	96,200	123,700	27,500
Equipment Fuel	70	-	-	-	-
Equipment Parts	208	5	-	-	-
Equipment Labor	500	25	-	-	-
INTERNAL SERVICES	778	30	-	-	-
Electrical Services	53,656	50,243	52,000	52,000	-
Heating Services	2,859	1,939	2,200	2,200	-
Water & Sewer	19,048	20,930	22,300	22,300	-
Telecommunications	5,741	4,773	4,400	4,400	-
Property Insurance	11,617	14,600	19,000	19,000	-
Motor Vehicle Insurance	8,923	5,363	9,500	9,500	-
Equipment Rental	17,658	11,697	5,200	10,200	5,000
Mileage & Transportation	11	342	-	-	-
Travel - Convention & Education	2,319	1,217	1,000	1,000	-
Dues & Association Memberships	70	70	150	150	-
Misc Charges & Fees	9	178	100	100	-
Background Checks	37	744	-	-	-
Office Supplies	-	172	200	-	(200)
Food & Food Service	661	185	500	500	-
Landscaping/Agricultural Supplies	10,850	9,269	15,500	15,500	-
Medical & Laboratory	27	-	100	250	150
Laundry & Janitorial Services	6,169	6,693	7,000	7,000	-
Building Repair & Maintenance	22,593	24,303	30,750	30,750	-
Vehicle & Equipment Fuels	19,827	27,238	20,000	24,000	4,000
Vehicle & Equipment Supplies	8,258	8,694	10,000	10,000	-
Uniforms & Apparel	2,699	1,778	3,500	3,500	-
Other Operating Supplies	10,889	22,853	16,200	25,400	9,200
Chemicals	2,022	762	1,200	1,200	-
OTHER CHARGES	205,943	214,043	220,800	238,950	18,150

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
MAINTENANCE – (continued)					
Furniture & Fixtures	-	-	-	49,500	49,500
Motor Vehicle & Equipment	-	-	14,000	68,000	54,000
Facilities Renovations	-	-	-	35,000	35,000
CAPITAL	-	-	14,000	152,500	138,500
TOTAL MAINTENANCE	**899,029**	**865,960**	**825,310**	**971,430**	**146,120**
RECREATION ACTIVITIES					
Regular	34,373	35,432	40,040	40,082	42
Overtime	253	1,405	-	-	-
Part-time Non-classified	839	1,509	1,500	800	(700)
FICA	2,667	2,847	3,059	3,022	(37)
VRS-Employer	4,932	5,052	4,973	4,978	5
Insurance-Employer	96	115	528	477	(51)
Worker's Compensation	760	820	862	1,057	195
Flex Benefits - Admin Fee	48	50	48	72	24
Flex Benefits - Employee	6,806	7,569	7,434	8,456	1,022
VRS Health Insurance Credit	52	53	56	56	-
PERSONNEL	50,826	54,852	58,500	59,000	500
Other Professional Services	8,434	12,742	9,800	5,000	(4,800)
Training/Education	-	10	-	50	50
Instructors	2,532	140	1,200	4,000	2,800
Printing & Binding	4,695	773	1,500	350	(1,150)
Local Media	3,343	6,303	-	-	-
CONTRACTUAL SERVICES	19,004	19,968	12,500	9,400	(3,100)
Postal Services	62	-	-	-	-
Telecommunications	-	-	-	-	-
Equipment Rental	1,543	5,312	3,600	500	(3,100)
Mileage & Transportation	227	-	-	-	-
Travel - Convention & Education	302	-	-	1,950	1,950
Dues & Association Memberships	186	191	300	200	(100)
Parks & Rec Activities	2,460	1,802	-	-	-
Misc Charges & Fees	821	630	-	1,200	1,200
Background Checks	37	-	400	-	(400)
Office Supplies	207	14	500	-	(500)

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
REC ACTIVITIES – (continued)					
Food & Food Service	628	698	3,250	100	(3,150)
Medical & Laboratory	3	-	100	-	(100)
Building Repair & Maintenance	-	35	-	-	-
Uniforms & Apparel	449	-	300	-	(300)
Books & Subscriptions	160	20	100	-	(100)
Other Operating Supplies	4,796	1,554	3,000	500	(2,500)
Arts & Crafts Supplies	463	-	600	-	(600)
Awards, Plaques, Other	48	576	250	250	-
OTHER CHARGES	12,392	10,832	12,400	4,700	(7,700)
TOTAL REC ACTIVITIES	**82,222**	**85,652**	**83,400**	**73,100**	**(10,300)**
OUTDOOR SWIMMING POOL					
Overtime	473	947	-	-	-
Part-time Non-classified	53,138	64,507	52,000	58,300	6,300
FICA	4,101	5,061	3,984	4,428	444
Worker's Compensation	1,148	1,415	1,116	922	(194)
PERSONNEL	58,860	71,930	57,100	63,650	6,550
Medical, Dental & Hospital	260	280	-	-	-
Other Professional Services	80	-	-	-	-
Repairs & Maintenance	13,620	8,314	12,000	15,000	3,000
Maintenance Service Contracts	200	-	-	-	-
Printing & Binding	-	-	200	-	(200)
Local Media	278	-	-	-	-
CONTRACTUAL SERVICES	14,438	8,594	12,200	15,000	2,800
Facility Maintenance	-	727	-	-	-
INTERNAL SERVICES	-	727	-	-	-
Electrical Service	10,805	11,321	10,500	10,500	-
Telecommunications	108	-	-	-	-
Misc Charges & Fees	285	-	-	-	-
Background Checks	-	1,282	-	-	-
Office Supplies	6	-	-	-	-
Medical & Laboratory	159	178	100	100	-
Laundry & Janitorial	1,445	725	800	1,100	300

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
OUTDOOR POOL – (continued)					
Repair & Maintenance	2,773	5,297	3,000	3,000	-
Uniforms & Apparel	1,242	1,470	1,500	1,500	-
Other Operating Supplies	1,565	6,273	3,450	3,450	-
Chemicals	12,073	13,393	9,300	12,300	3,000
Computer Equipment & Supplies	801	-	-	-	-
OTHER CHARGES	31,262	39,939	28,650	31,950	3,300
TOTAL OUTDOOR POOL	**104,560**	**121,190**	**97,950**	**110,600**	**12,650**
INDOOR SWIMMING POOL					
Regular	34,664	37,631	69,368	71,656	2,288
Overtime	132	55	-	-	-
Part-time Non-classified	74,429	64,264	70,550	70,550	-
FICA	8,388	7,814	11,108	11,225	117
VRS-Employer	4,973	5,367	8,616	8,899	283
Insurance-Employer	97	121	916	853	(63)
Worker's Compensation	2,372	2,230	3,046	3,247	201
Flex Benefits - Admin Fee	48	50	96	144	48
Flex Benefits - Employee	3,384	1,960	7,703	7,026	(677)
VRS Health Insurance Credit	52	56	97	100	3
PERSONNEL	128,539	119,548	171,500	173,700	2,200
Medical, Dental, & Hospital	200	320	-	-	-
Training/Education	250	1,986	-	3,600	3,600
Instructors	3,510	3,875	4,000	-	(4,000)
Repairs & Maintenance	29,403	20,830	25,000	30,000	5,000
Printing & Binding	136	41	700	-	(700)
Local Media	-	166	500	-	(500)
CONTRACTUAL SERVICES	33,499	27,218	30,200	33,600	3,400
Telecommunications	410	439	450	450	-
Equipment Rental	-	-	300	-	(300)
Travel - Convention & Education	343	143	2,700	500	(2,200)
Dues & Association Memberships	276	176	400	400	-
Background Checks	426	822	400	-	(400)
Office Supplies	71	100	800	-	(800)
Food & Food Service	252	109	400	400	-

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
INDOOR POOL – (continued)					
Medical & Laboratory	339	261	400	400	-
Laundry & Janitorial	497	123	-	400	400
Building Repair & Maintenance	1,451	1,284	3,000	3,000	-
Uniforms & Apparel	783	1,375	1,800	1,800	-
Books & Subscriptions	80	1,775	-	-	-
Other Operating Supplies	6,736	19,843	6,690	6,700	10
Chemicals	3,877	3,838	4,000	5,000	1,000
Computer Equipment & Supplies	-	452	360	-	(360)
Awards, Plaques, Other	174	-	100	100	-
OTHER CHARGES	15,715	30,740	21,800	19,150	(2,650)
TOTAL INDOOR POOL	**177,753**	**177,506**	**223,500**	**226,450**	**2,950**
WAR MEMORIAL & ADDITIONS					
Regular	27,220	-	-	-	-
Overtime	513	277	-	-	-
Part-time Classified	39,176	40,017	44,900	46,844	1,944
Part-time Non-classified	56,970	69,050	62,500	44,000	(18,500)
FICA	9,293	8,370	8,207	7,046	(1,161)
VRS-Employer	3,652	-	-	-	-
Insurance-Employer	71	-	-	-	-
SUTA	461	383	-	-	-
Worker's Compensation	2,610	2,378	2,359	2,078	(281)
Flex Benefits - Admin Fee	141	101	96	144	48
Flex Benefits - Employee	9,322	2,455	2,438	2,438	-
VRS Health Insurance Credit	38	-	-	-	-
PERSONNEL	149,467	123,031	120,500	102,550	(17,950)
Medical, Dental, & Hospital	140	200	200	-	(200)
Other Professional Services	2,105	625	1,500	1,500	-
Employment Agencies	1,292	-	-	-	-
Instructors	-	-	-	15,000	15,000
Repairs & Maintenance	42,909	44,066	44,400	48,400	4,000
Maintenance Service Contracts	23,868	25,593	33,000	33,000	-
Printing & Binding	13,346	9,977	9,000	-	(9,000)
Local Media	5,560	6,370	7,800	-	(7,800)

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
WAR MEMORIAL – (continued)					
Sanitary Landfill	-	20	-	-	-
Food Services	-	-	200	-	(200)
CONTRACTUAL SERVICES	89,220	86,851	96,100	97,900	1,800
Electrical Services	76,679	76,247	71,000	73,150	2,150
Heating Services	37,297	27,675	35,000	35,000	-
Water & Sewer	8,684	9,924	11,000	11,000	-
Postal Services	820	7,386	10,800	-	(10,800)
Telecommunications	5,394	7,725	6,250	6,250	-
General Liability Insurance	4,622	4,076	5,500	5,500	-
Equipment Rental	-	-	500	500	-
Office Equipment Rental	3,577	4,993	3,500	-	(3,500)
Mileage & Transportation	-	103	-	-	-
Travel - Convention & Education	-	476	50	-	(50)
Dues & Association Memberships	239	361	100	75	(25)
Misc Charges & Fees	8,100	9,226	6,000	-	(6,000)
Background Checks	167	1,171	200	-	(200)
Office Supplies	2,368	6,355	2,500	-	(2,500)
Food & Food Service	331	21	20,000	200	(19,800)
Medical & Laboratory	107	60	200	200	-
Laundry & Janitorial Services	16,720	13,249	12,250	12,500	250
Building Repair & Maintenance	4,038	3,252	5,000	2,500	(2,500)
Uniforms & Apparel	605	239	900	500	(400)
Books & Subscriptions	358	98	200	200	-
Other Operating Supplies	12,382	8,889	12,990	10,000	(2,990)
Merchandise for Resale	9,534	23,624	-	19,800	19,800
Chemicals	-	12	-		-
Computer Supplies	2,374	833	360	-	(360)
Awards, Plaques, Other	136	28	-	-	-
OTHER CHARGES	194,532	206,023	204,300	177,375	(26,925)
TOTAL WAR MEMORIAL	**433,219**	**415,905**	**420,900**	**377,825**	**(43,075)**
SCHOOL AGE CHILD CARE					
Regular	96,634	94,193	100,173	102,170	1,997
Overtime	-	1,429	-	-	-
Part-time Non-classified	12,993	21,782	24,000	28,000	4,000

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
CHILD CARE – (continued)					
Temporary Help	536	-	-	-	-
FICA	8,472	8,963	9,373	9,788	415
VRS-Employer	13,809	13,432	12,441	12,690	249
Insurance-Employer	270	302	1,322	1,216	(106)
Worker's Compensation	242	383	671	179	(492)
Flex Benefits - Admin Fee	156	151	144	216	72
Flex Benefits - Employee	22,496	17,110	15,136	14,798	(338)
VRS Health Insurance Credit	144	141	140	143	3
PERSONNEL	155,752	157,886	163,400	169,200	5,800
Medical, Dental, & Hospital	40	80	400	-	(400)
Other Professional Services	-	935	200	1,400	1,200
Instructors	-	-	3,600	-	(3,600)
Travel - Convention & Education	-	131	-	-	-
Printing & Binding	299	298	400	-	(400)
Local Media	163	145	-	-	-
CONTRACTUAL SERVICES	502	1,589	4,600	1,400	(3,200)
Postal Services	-	15	-	-	-
Telecommunications	132	324	-	-	-
Mileage & Transportation	22	255	100	100	-
Travel - Convention & Education	48	29	200	500	300
Dues & Association Memberships	55	-	-	200	200
Parks & Rec Activities	2,453	759	2,000	1,500	(500)
Background Checks	37	226	150	-	(150)
Office Supplies	189	32	300	-	(300)
Food & Food Services	2,075	1,614	4,000	4,000	-
Medical & Laboratory	170	89	300	300	-
Laundry & Janitorial Services	206	75	250	250	-
Uniforms & Apparel	1,142	1,041	1,000	1,000	-
Other Operating Supplies	664	1,854	3,500	4,000	500
Merchandise for Resale	-	-	-	350	350
Computer Equipment & Supplies	801	383	1,500	-	(1,500)
Arts & Crafts Supplies	342	306	1,000	800	(200)
Awards, Plaques, Other	-	42	-	50	50
OTHER CHARGES	8,336	7,044	14,300	13,050	(1,250)
TOTAL CHILD CARE	**164,590**	**166,519**	**182,300**	**183,650**	**1,350**

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ATHLETIC PROGRAMS					
Regular	69,411	72,174	76,794	78,333	1,539
Overtime	236	459	-	-	-
Part-time Non-classified	4,800	5,649	8,000	14,000	6,000
FICA	5,613	5,439	6,258	6,589	331
VRS-Employer	9,964	10,292	9,538	9,729	191
Insurance-Employer	195	232	1,014	932	(82)
Worker's Compensation	1,593	1,689	1,820	2,114	294
Flex Benefits - Admin Fee	97	101	96	144	48
Flex Benefits - Employee	13,612	15,293	19,472	18,049	(1,423)
VRS Health Insurance Credit	104	108	108	110	2
PERSONNEL	105,625	111,436	123,100	130,000	6,900
Medical, Dental, & Hospital	80	20	300	-	(300)
Other Professional Services	709	255	500	-	(500)
Instructors	47,211	39,556	40,450	40,450	-
Printing & Binding	1,311	408	1,500	-	(1,500)
Local Media	165	-	-	-	-
CONTRACTUAL SERVICES	49,476	40,239	42,750	40,450	(2,300)
Postal Services	-	19	-	-	-
Mileage & Transportation	-	1	-	1,025	1,025
Travel - Convention & Education	26	15	500	700	200
Dues & Association Memberships	295	150	140	1,000	860
Parks & Rec Activities	2,226	2,958	-	2,200	2,200
Background Checks	844	1,806	2,200	-	(2,200)
Office Supplies	71	129	200	-	(200)
Food & Food Service	316	249	500	500	-
Medical & Laboratory	46	23	200	200	-
Uniforms & Apparel	7,142	5,008	11,000	11,000	-
Other Operating Supplies	8,167	8,308	10,950	10,950	-
Awards, Plaques, Other	1,917	1,715	1,500	1,500	-
OTHER CHARGES	21,050	20,381	27,190	29,075	1,885
TOTAL ATHLETIC PROGRAMS	**176,151**	**172,056**	**193,040**	**199,525**	**6,485**
TOTAL PARKS & REC FUND	**2,518,679**	**2,571,328**	**2,497,100**	**2,710,280**	**213,180**

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, land use, transportation, and community facility patterns and projecting future trends. Staff also conduct current planning (development plan review), transportation planning, and provide information services such as maintaining updated zoning maps and the City's street addressing system.

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.
- Facilitate streamlined land development 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.
- Refine Corridor Enhancement (CE) District standards and guidelines and implement additional CE Districts, as called out in the adopted Comprehensive Plan and Strategic Plan for gateway beautification.
- Evaluate potential areas of expansion for the Winchester National Historic District and pursue nomination of selected areas for National Register designation.

Performance Measures:

Indicators	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Measures				
Planning Commission meetings & work sessions	24	26	25	25
Site Plan reviews	33	33	36	36
Re-zonings, CUP's and text amendments	29	25	31	32
Corridor enhancement reviews	23	34	30	36

Community Development - Planning

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	202,025	202,971	241,100	245,100	4,000
Contractual Services	9,029	13,212	18,500	25,600	7,100
Internal Services	7,349	6,662	7,400	1,100	(6,300)
Other Charges	5,350	6,244	8,800	7,100	(1,700)
TOTAL EXPENDITURES	**223,753**	**229,089**	**275,800**	**278,900**	**3,100**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Planning	2.5	2.5	2.5	2.5	0
Total	**2.5**	**2.5**	**2.5**	**2.5**	**0**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	151,528	152,039	165,984	174,730	8,746
Overtime	6	60	-	-	-
Part-time Non-Classified	-	-	12,221	12,221	-
FICA	10,737	10,648	12,683	13,497	814
VRS-Employer	21,737	20,971	20,615	20,956	341
Insurance Employer	424	484	2,191	2,008	(183)
Worker's Compensation	230	233	252	249	(3)
Flex Benefits Admin Fee	121	122	180	180	-
Flex Benefits -Employee	17,015	18,189	26,742	21,023	(5,719)
VRS Health Ins Credit	227	225	232	236	4
PERSONNEL	202,025	202,971	241,100	245,100	4,000
Medical, Dental, & Hospital	20	80	-	-	-
Engineering & Architect	4,080	10,126	13,000	15,500	2,500
Other Professional Services	-	75	-	5,000	5,000
Training & Education	-	130	-		-

Community Development - Planning

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Computer Service Contracts	1,200	-	-	-	-
Printing & Binding	342	214	1,800	1,400	(400)
Local Media	3,387	2,587	3,600	3,600	-
Food Services - Catering	-	-	100	100	-
CONTRACTUAL SERVICES	9,029	13,212	18,500	25,600	7,100
Data Processing	6,000	6,000	6,000	-	(6,000)
Copier Charges	1,349	662	1,400	1,100	(300)
INTERNAL SERVICES	7,349	6,662	7,400	1,100	(6,300)
Postal Services	500	397	1,200	900	(300)
Telecommunications	533	703	600	800	200
Mileage & Transportation	266	316	600	800	200
Travel - Convention & Education	1,048	1,374	1,100	1,500	400
Dues & Association Memberships	652	698	800	800	-
Background Checks	-	79	-	-	-
Office Supplies	1,180	673	1,000	1,000	-
Food & Food Supplies	232	103	400	400	-
Books & Subscriptions	-	-	100	100	-
Other Operating Supplies	808	616	700	700	-
Computer Equipment Supplies	131	1,250	2,200	-	(2,200)
Awards, Plaques, Other	-	35	100	100	-
OTHER CHARGES	5,350	6,244	8,800	7,100	(1,700)
TOTAL PLANNING	**223,753**	**229,089**	**275,800**	**278,900**	**3,100**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	11,905	14,044	5,437	14,949	9,512
FICA	930	1,085	374	1,127	753
VRS-Employer	1,709	2,005	675	1,806	1,131
Insurance Employer	33	16	72	173	101
Worker's Compensation	42	32	34	20	(14)
Flex Benefits Admin Fee	15	3	2	27	25
Flex Benefits -Employee	1,842	2,264	98	1,878	1,780
VRS Health Ins Credit	18	8	8	20	12
PERSONNEL	16,494	19,457	6,700	20,000	13,300
Local Media	883	-	1,500	1,500	-
Other Government Services	27,510	41,257	44,200	-	(44,200)
Community Development	317,208	93,243	1,407,800	-	(1,407,800)
CONTRACTUAL SERVICES	345,601	134,500	1,453,500	1,500	(1,452,000)
TOTAL CDBG	**362,095**	**153,957**	**1,460,200**	**21,500**	**(1,438,700)**

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: Grow the Economy, Develop a High Performing Organization, Continue Revitalization of Historic Old Town Winchester, and Create a More Livable City for All

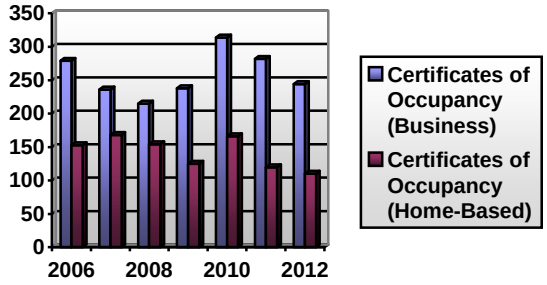
Departmental Objectives:

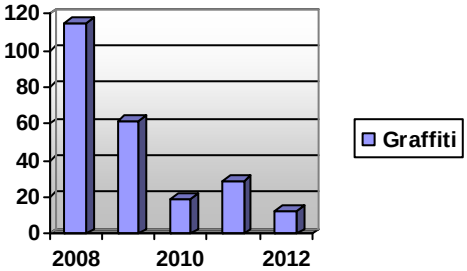
- Attract new homeowners (young professionals & seniors) through enforcement of Property Maintenance Code, nuisance, and residential overcrowding provisions.
- Attract and encourage citizens to establish home occupations, which focus on technology and professional services.
- Attract new businesses and encourage expansion of existing businesses within the City through Property Maintenance Code enforcement and illegal sign enforcement.
- Develop and implement an aggressive and effective campaign against blight, derelict buildings and vacant properties.
- Continue to find ways to improve departmental effectiveness by achieving desired objectives with minimal departmental resources.
- Implement a strategy to improve customer service levels resulting in faster permit approvals, answering of citizen inquires, and resolving zoning and property maintenance violations.

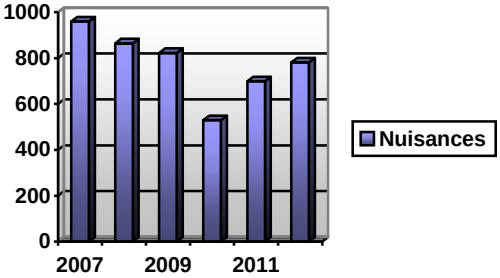
Departmental Strategies:

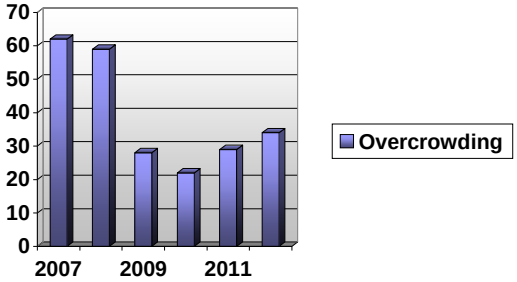
- Increase proactive enforcement by conducting walking tours, door-to-door visits, neighborhood civic group meetings, and inspection checklists.
- Update website and improve public awareness regarding Property Maintenance Code and Zoning violations.
- Update forms and create development guides to make new development and redevelopment projects easier to understand and complete.
- Update the City's Zoning Ordinance to bring in line with recently revised and adopted Comprehensive Plan, City of Winchester Strategic Plan, as well as bring it up to date with the enabling legislation of the Code of Virginia.

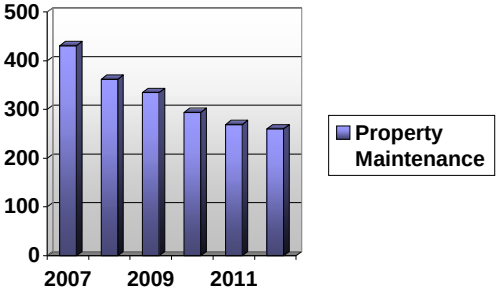
Outcomes/Trends

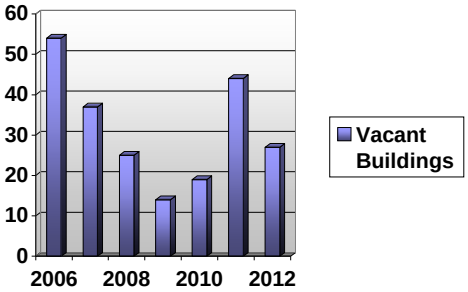


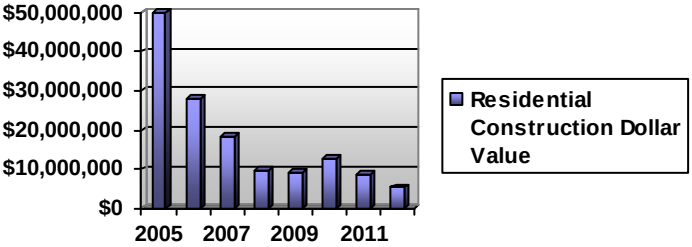


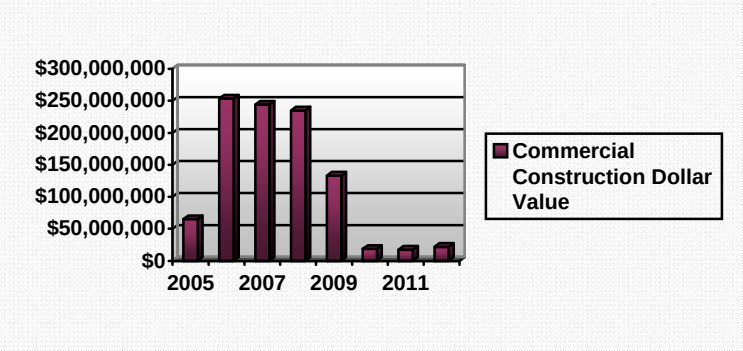












Community Development - Zoning Department

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	150,052	159,296	169,225	173,200	3,975
Contractual Services	38,545	60,198	4,100	29,100	25,000
Internal Services	1,399	2,223	1,800	2,000	200
Other Charges	4,960	12,728	5,700	6,900	1,200
TOTAL EXPENDITURES	**194,956**	**234,445**	**180,825**	**211,200**	**30,375**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Zoning	2.5	2.5	2.5	2.5	0
Total	**2.5**	**2.5**	**2.5**	**2.5**	**0**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	112,977	118,779	116,802	121,576	4,774
Overtime	19	7	-	-	-
Part-time Non-Classified	-	-	12,221	12,221	-
FICA	8,393	8,980	9,683	10,320	637
VRS-Employer	15,964	14,776	14,504	15,100	596
Insurance Employer	316	320	1,557	1,447	(110)
Worker's Compensation	175	181	180	180	-
Flex Benefits Admin Fee	116	104	180	180	-
Flex Benefits -Employee	11,925	15,989	13,928	12,006	(1,922)
VRS Health Ins Credit	167	160	170	170	-
PERSONNEL	150,052	159,296	169,225	173,200	3,975
Medical, Dental, & Hospital	20	33	-	-	-
Other Professional Services	35,315	55,243	-	25,000	25,000
Training & Education	-	130	-	-	-
Vehicle Repairs & Maintenance	16	20	100	100	-

Community Development - Zoning Department

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Printing & Binding	399	227	500	500	-
Local Media	2,795	4,545	3,500	3,500	-
CONTRACTUAL SERVICES	38,545	60,198	4,100	29,100	25,000
Fuel	789	830	800	800	-
Parts	128	120	150	150	-
Labor	126	652	250	250	-
Copier Charges	356	621	600	800	200
INTERNAL SERVICES	1,399	2,223	1,800	2,000	200
Postal Services	557	645	800	800	-
Telecommunications	712	688	800	800	-
Motor Vehicle Insurance	407	417	750	750	-
Mileage & Transportation	643	250	150	450	300
Travel - Convention & Education	1,536	8,076	300	2,150	1,850
Dues & Association Memberships	339	25	250	400	150
Court Filing Fees	-	-	100	-	(100)
Office Supplies	288	207	400	400	-
Food & Food Service	80	308	450	450	-
Vehicle & Equipment Fuels	-	-	50	50	-
Books & Subscriptions	-	95	50	150	100
Other Operating Supplies	267	490	500	500	-
Computer Hardware/Software	131	1,527	1,100	-	(1,100)
OTHER CHARGES	4,960	12,728	5,700	6,900	1,200
TOTAL ZONING	**194,956**	**234,445**	**180,825**	**211,200**	**30,375**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	144,547	147,639	181,800	204,300	22,500
Contractual Services	-	809	400	31,000	30,600
Internal Services	267	335	300	300	-
Other Charges	893,130	732,800	1,203,500	563,900	(639,600)
TOTAL EXPENDITURES	**1,037,944**	**881,583**	**1,386,000**	**799,500**	**(586,500)**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Econ Redevelopment	1	1	1.5	2	0.5
Total	**1**	**1**	**1.5**	**2**	**0.5**

Community Development – Economic Redevelopment

Expenditure Summary:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Regular	112,161	113,510	138,622	157,529	18,907
Overtime	-	99	-	-	-
Part-time Non-classified	488	1,020	-	-	-
FICA	8,303	8,330	8,950	10,084	1,134
VRS-Employer	16,088	16,188	17,217	19,565	2,348
Insurance Employer	314	364	1,830	1,875	45
Worker's Compensation	171	175	211	213	2
Flex Benefits Admin Fee	48	50	72	144	72
Flex Benefits -Employee	6,806	7,733	14,704	14,669	(35)
VRS Health Ins Credit	168	170	194	221	27
PERSONNEL	144,547	147,639	181,800	204,300	22,500
Other Professional Services	-	-	-	31,000	31,000
Printing & Binding	-	-	400	-	(400)
Local Media	-	809	-	-	-
CONTRACTUAL SERVICES	-	809	400	31,000	30,600
Copier Charges	267	335	300	300	-
INTERNAL SERVICES	267	335	300	300	-
Postal Services	486	136	500	500	-
Telecommunications	1,019	886	1,000	1,000	-
Mileage & Transportation	77	-	100	2,000	1,900
Travel - Convention & Education	-	-	100	3,000	2,900
Business Development Grant	290,835	129,748	350,000	350,000	-
Other Payments/Contributions	600,000	600,000	850,000	200,000	(650,000)
Dues & Association Memberships	-	-	300	300	-
Office Supplies	206	385	500	4,600	4,100
Building Repair & Maintenance	-	-	-	1,500	1,500
Books & Subscriptions	-	-	250	250	-
Other Operating Supplies	376	68	750	750	-
Computer Equipment Supplies	131	1,577	-	-	-
OTHER CHARGES	893,130	732,800	1,203,500	563,900	(639,600)
TOTAL ECONOMIC REDEV	**1,037,944**	**881,583**	**1,386,000**	**799,500**	**(586,500)**

Community Development – Old Town Winchester

Old Town Winchester (OTW) is the department which oversees the historic downtown business district of the City. Old Town Winchester works with the Old Town Development Board (OTDB). The OTDB is an advisory board which advises the Common Council and OTW on the expenditures of funds set aside through a special assessment on properties within the commercial historic district. OTW assists with the management and permitting for the primary and secondary Old Town assessment districts. OTW with the assistance and advisement of the OTD is responsible to the Common 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.

Goals and Objectives:

- Manage the maintenance and development and overall physical appearance of the downtown.
- Promote opportunities for hosting special events, activities and retail promotions in Old Town that are appealing to professionals, residents and visitors.
- Add new events in the downtown to increase activity within the downtown and direct successful event coordination.
- Participate with Virginia Main Street program and meet National Main Street program requirements.
- Promote the district's assets and events to identified target markets using a variety of communication and media mechanisms including the oldtownwinchesterva.com website, social media as well as traditional media outlets.
- Encourage appropriate mixed-use and in-fill development, higher density and walkability in order to maximize the use of properties in the district which will attract and retain a dynamic blend of businesses, create residential options, and draw consumers and visitors.

Outcomes:

- Private Investment in Old Town Winchester hit the $110 million mark.
- 18 new businesses opened in Old Town Winchester.
- 22 new rehabilitation projects were conducted in Old Town Winchester.

Community Development – Old Town Winchester

Revenue Sources:

Revenue Sources	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
General Property Taxes	156,232	169,676	159,500	162,000	2,500
Revenue Use of Money	465	469	-	-	-
Miscellaneous Revenue	7,025	10,250	1,000	158,000	157,000
Commonwealth	3,300	5,000	-	-	-
Federal	5,000	5,000	5,000	5,000	-
Subtotal Designated Revenue	**172,022**	**190,395**	**165,500**	**325,000**	**159,500**
Net General Tax Support	**(12,451)**	**(24,221)**	**111,600**	**112,100**	**500**

Expenditure Summary:

Expenditure by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	84,351	78,675	92,900	112,100	19,200
Contractual Services	43,435	56,595	80,200	249,200	169,000
Internal Services	1,223	1,257	1,400	400	(1,000)
Other Charges	25,562	24,647	90,600	75,400	(15,200)
Capital	-	-	12,000	-	(12,000)
Transfers	5,000	5,000	-	-	-
TOTAL EXPENDITURES	**159,571**	**166,174**	**277,100**	**437,100**	**160,000**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
OTW	1.5	1	1	1.5	0.5
Total	**1.5**	**1**	**1**	**1.5**	**0.5**

Revenue Detail:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Delinquent	6,879	13,340	8,000	10,000	2,000
Primary District	68,212	75,611	70,000	70,000	-
Secondary District	80,338	79,362	80,500	80,500	-
Penalties	453	893	600	1,000	400
Interest	350	470	400	500	100
GENERAL PROPERTY TAXES	156,232	169,676	159,500	162,000	2,500
Interest Earnings	465	469	-	-	-
REVENUE USE OF MONEY	465	469	-	-	-
Artscape Program	6,825	4,250	1,000	1,000	-
Special Events	-	-	-	155,000	155,000
Donations	200	6,000	-	2,000	2,000
MISCELLANEOUS REVENUE	7,025	10,250	1,000	158,000	157,000
Virginia Main Street Program	3,300	5,000	-	-	-
COMMONWEALTH	3,300	5,000	-	-	-
Virginia Commission of the Arts	5,000	5,000	5,000	5,000	-
FEDERAL	5,000	5,000	5,000	5,000	-
TOTAL OLD TOWN WINCHESTER	**172,022**	**190,395**	**165,500**	**325,000**	**159,500**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Regular	65,436	60,603	64,501	85,426	20,925
Part-time Non-classified	-	-	11,500	-	(11,500)
FICA	5,060	4,670	5,830	7,090	1,260
VRS-Employer	9,319	8,643	8,011	10,610	2,599
Retirees	747	2,374	-	-	-
Insurance-Employer	182	194	852	1,017	165
Worker's Compensation	103	95	118	115	(3)
Flex Benefits - Admin Fee	54	50	48	108	60
Flex Benefits - Employee	3,352	1,955	1,950	7,614	5,664
VRS Health Insurance Credit	98	91	90	120	30
PERSONNEL	84,351	78,675	92,900	112,100	19,200
Promotions	950	5,692	1,100	-	(1,100)
Special Events Promotions	-	-	-	182,000	182,000
Other Professional Services	13,451	15,689	52,200	43,500	(8,700)
Training/Education	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-
Landscaping	3,344	2,098	5,000	3,000	(2,000)
Printing & Binding	10,460	21,738	11,000	10,000	(1,000)
Local Media	11,433	10,859	10,500	10,000	(500)
Contracted Parking	367	519	400	-	(400)
Validated parking	-	-	-	300	300
Food Services	3,430	-	-	400	400
CONTRACTUAL SERVICES	43,435	56,595	80,200	249,200	169,000
Data Processing	1,000	1,000	1,000	-	(1,000)
Copier Charges	223	257	400	400	-
INTERNAL CHARGES	1,223	1,257	1,400	400	(1,000)
Electrical Services	-	-	-	-	-
Postal Services	1,404	2,065	2,300	500	(1,800)
Telecommunications	-	943	700	720	20
General Liability Insurance	287	253	500	500	-
Office Equipment Rental	3,133	360	1,400	1,100	(300)
Building Rental	-	-	-	400	400
Mileage & Transportation	740	1,440	1,000	700	(300)

Community Development – Old Town Winchester

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Travel - Convention & Education	1,313	2,287	2,000	3,000	1,000
VA Commission of Arts	-	-	10,000	10,000	-
Downtown Improvement Repayment	-	-	50,000	50,000	-
Dues & Association Memberships	250	250	500	250	(250)
Misc. Charges & Fees	1,226	-	2,000	-	(2,000)
Office Supplies	430	954	1,000	4,100	3,100
Food & Food Service	1,096	1,452	1,900	600	(1,300)
Landscaping/Agricultural Supplies	-	1,097	2,000	1,000	(1,000)
Repairs & Maintenance	2,506	205	500	300	(200)
Books & Subscriptions	717	164	1,000	500	(500)
Other Operating Supplies	12,460	13,027	11,200	500	(10,700)
Computer Supplies	-	-	2,500	630	(1,870)
Awards, Plaques, Other	-	150	100	600	500
OTHER CHARGES	25,562	24,647	90,600	75,400	(15,200)
Machinery & Equipment	-	-	12,000	-	(12,000)
CAPITAL	-	-	12,000	-	(12,000)
Transfer to General Fund	5,000	5,000	-	-	-
TRANSFER	5,000	5,000	-	-	-
TOTAL OTW	**159,571**	**166,174**	**277,100**	**437,100**	**160,000**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Personnel Services	56,412	63,150	66,500	68,800	2,300
Contractual Services	7,046	6,576	14,900	14,900	-
Other Charges	1,661	1,661	8,900	5,600	(3,300)
TOTAL EXPENDITURES	**65,119**	**71,387**	**90,300**	**89,300**	**(1,000)**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
GIS	1	1	1	1	0
Total	1	1	1	1	0

Community Development – GIS - Mapping

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Regular	40,948	45,735	48,672	49,650	978
FICA	3,134	3,311	3,499	3,722	223
VRS-Employer	5,752	6,522	6,045	6,167	122
Insurance Employer	112	147	642	591	(51)
SUTA	287	-	-	-	-
Worker's Compensation	62	70	74	72	(2)
Flex Benefits Admin Fee	41	50	48	72	24
Flex Benefits -Employee	6,016	7,247	7,452	8,456	1,004
VRS Health Ins Credit	60	68	68	70	2
PERSONNEL	56,412	63,150	66,500	68,800	2,300
Medical, Dental & Hospital	80	-	-	-	-
Repairs & Maintenance	-	1,176	500	500	-
Computer Service Contracts	6,649	5,400	14,400	14,400	-
Local Media	317	-	-	-	-
CONTRACTUAL SERVICES	7,046	6,576	14,900	14,900	-
Mileage & Transportation	-	-	100	100	-
Travel - Convention & Education	-	-	500	2,400	1,900
Office Supplies	698	698	2,000	500	(1,500)
Books & Subscriptions	-	-	100	100	-
Other Operating Supplies	645	645	3,200	2,500	(700)
Computer Equipment Supplies	318	318	3,000	-	(3,000)
OTHER CHARGES	1,661	1,661	8,900	5,600	(3,300)
TOTAL GIS	**65,119**	**71,387**	**90,300**	**89,300**	**(1,000)**

Other

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
Retirees	141,373	132,364	302,000	330,144	28,144
PERSONNEL	141,373	132,364	302,000	330,144	28,144
Parking	117,919	120,000	135,000	158,000	23,000
CONTRACTUAL SERVICES	117,919	120,000	135,000	158,000	23,000
Contingency/Capital Reserve	-	-	150,000	100,000	(50,000)
OTHER CHARGES	-	-	150,000	100,000	(50,000)
TOTAL OTHER	**259,292**	**252,364**	**587,000**	**588,144**	**1,144**

Outside Agencies

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Our Health	20,188	20,188	20,188	20,188	-
Shen Area Agency on Aging	20,000	20,000	20,000	20,000	-
Apple Country Head Start	2,000	-	-	-	-
Boys & Girls Club	10,000	10,000	10,000	10,000	-
Healthy Families	10,000	10,000	10,000	10,000	-
The Laurel Center	3,000	3,000	3,000	3,000	-
Winchester Day Nursery	10,000	10,000	10,000	10,000	-
Fremont Street Nursery	10,000	10,000	10,000	10,000	-
Youth Development Center	10,000	10,000	10,000	10,000	-
VA Commission of the Arts	10,000	10,000	-	-	-
Old Courthouse Civil War Museum	11,789	-	-	-	-
Discovery Museum	10,000	10,000	10,000	110,000	100,000
Historical Society	79,156	79,525	79,525	79,525	-
Early Action Compact	-	-	-	-	-
TOTAL OUTSIDE AGENCIES	**206,133**	**192,713**	**182,713**	**282,713**	**100,000**

Regional Agencies

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Juvenile Detention Center	292,056	215,127	267,090	299,751	32,661
CFFW Regional Jail	3,557,480	3,495,106	3,474,064	3,549,207	75,143
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	8,752	8,210	20,000	20,000	-
State Health Department	223,133	257,884	258,766	266,701	7,935
NW Community Services	183,307	183,307	183,307	183,307	-
LFCC	26,291	31,255	37,391	37,391	-
Handley Library Capital	-	48,708	-	-	-
Handley Regional Library	385,026	385,026	390,334	390,334	-
LF Soil & Water Conservancy	-	-	1,000	1,000	-
Winc/Fred Co EDC	72,000	72,000	72,000	72,000	-
Winchester Regional Airport	10,413	10,413	10,413	18,250	7,837
Regional Airport Capital	2,621	44,766	42,916	88,616	45,700
NSV Regional Commission	15,078	15,078	15,198	15,178	(20)
TOTAL REGIONAL AGENCIES	**4,899,463**	**4,890,186**	**4,895,785**	**5,065,041**	**169,256**

Transfers/Debt Service

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Transit Fund	27,000	196,227	268,000	322,500	54,500
Human Services Fund	1,021,000	1,179,182	1,238,000	1,260,000	22,000
Community Service Pool Fund	970,247	800,214	1,000,000	840,000	(160,000)
Parking Authority	-	-	-	1,000,000	1,000,000
Schools Operating Fund	25,351,902	25,351,902	26,651,702	26,301,702	(350,000)
City CIP Fund	294,400	75,000	4,320,000	2,805,000	(1,515,000)
Recreation Fund	1,751,000	1,675,195	-	-	-
NSV Tourism	100,500	100,500	100,500	100,500	-
Highway Maintenance Fund	299,959	1,225,000	925,000	1,360,000	435,000
TOTAL TRANSFERS	**29,816,008**	**30,603,220**	**34,503,202**	**33,989,702**	**(513,500)**

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
City Principal	1,564,221	954,487	1,194,700	889,100	(305,600)
HUD 108 Loan Principal	-	-	-	191,520	191,520
City Interest	700,751	667,109	639,700	571,100	(68,600)
Bond Issuance Costs	24,730	235,527	-	-	-
Deposit with Escrow Agent	-	30,975,567	-	-	-
Paying Agent Fees	500	-	1,000	1,000	-
Schools Principal	4,086,202	4,510,002	4,769,600	4,858,600	89,000
Schools Interest	3,341,219	2,708,035	2,924,500	2,744,100	(180,400)
TOTAL DEBT SERVICE	**9,717,623**	**40,050,727**	**9,529,500**	**9,255,420**	**(274,080)**

Social Services Fund

Social 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. Also provided are services under the Comprehensive Services Act for at-risk children and the Housing Choice Program.

Council Goal: Grow the Economy

Social Services Strategies:

- Promote workforce development activities for low income and disabled citizens.
- Provide increased focus on self-sufficiency and family strengthening programming in the provision of core mandated services.
- Continue agency transition from income support programs toward self-sufficiency and family strengthening programs.
- Maintain current support programs to help stabilize families during periods of unemployment or re-training.
- Help secure a more reliable workforce by providing day care assistance, transportation assistance, life skills training, resource development, and job coaching to at-risk workers entering the workforce.
- Continue to support and promote Lord Fairfax Community College and other educational programs, opportunities and initiatives to city residents.

Council Goal: Create a More Livable City for All

Social Services Strategies:

- Assure assisted units meet the City of Winchester's Rental Housing Inspection Ordinance requirements and VHDA's Housing Quality Standards.
- Maintain Community Planning and Management Team (CPMT) commitment to provide child-centered, family-focused, strength based and community based services.
- Engage faith based and community organizations to promote family strengthening.

Council Goal: Develop a High Performing Organization

Social Services Strategies:

- Maintain a cadre of certified forensic interviewers among Child Protective Services (CPS) staff who will partner with Winchester Police Department (WPD) investigative staff for timely and accurate investigations of child abuse or neglect.

Council Goal: Develop a High Performing Organization (continued)

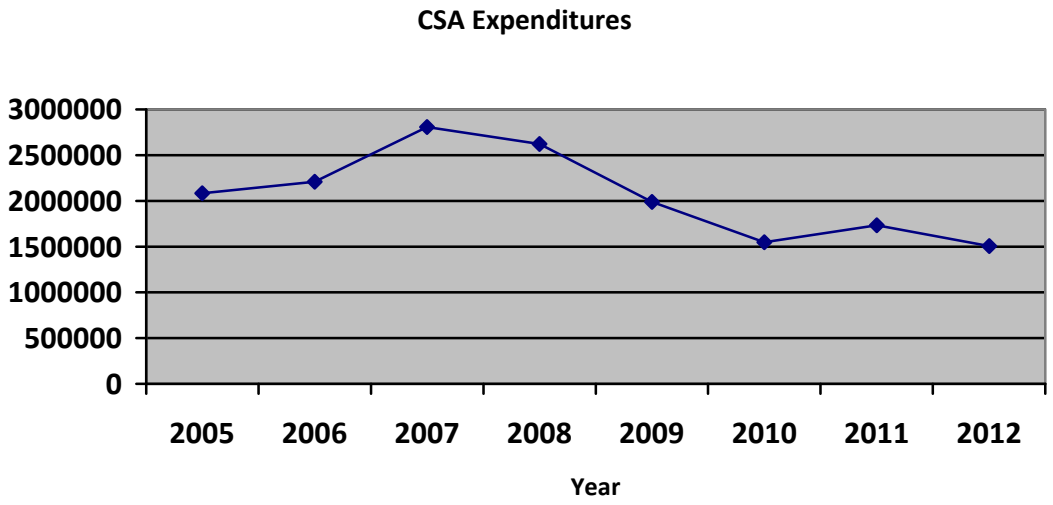
Social Services Strategies (continued):

- Promote collaborative investigations and prosecutions through the Multidisciplinary Team and Child Advocacy Center to insure the protection and safety of children and that appropriate criminal convictions are upheld
- Provide truancy prevention programming in collaboration with schools, police, Commonwealth's Attorney and JDR court
- Continue to partner with Winchester Public Schools to provide family services and Family Team Meeting facilitation to at-risk children and their families
- Promote good stewardship and accountability for work through increased focus on data collection and performance outcomes

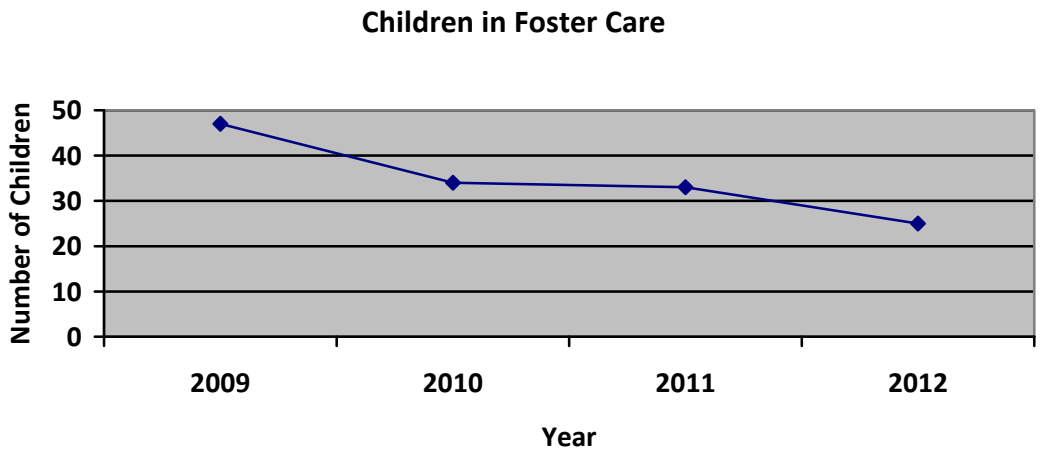
Data

Comprehensive Services Act Expenditures

Implementation of a System of Care philosophy and increased permanency planning has resulted in decreasing CSA expenditures, congregate care placements, and total foster care placements.



Foster Care Placements
Total number of children living in foster care has decreased over the last five years due increased permanency planning efforts and implementation of a Systems of Care philosophy. Use of natural supports and increased focus on prevention services are also contributing factors.



Congregate Care Placements
The total number of congregate care placements for children living in foster care has decrease by 83% since 2007.

Adoptions
Winchester Social Services completed five (5) adoptions in FY 2012 to secure permanency for children in foster care.

Benefit Programs Performance Indicators—FY 2012
Timeliness of SNAP Application Processing—99.36% (Target 97%)
Timeliness of SNAP Application Processing (Expedited)—99.36% (Target 97%)
Quality Assurance Payment Error Rate—0% (Target 3%)
Timeliness of TANF Application Processing--97.4% (Target 95%)
Medicaid Timeliness of Reviews—98.29% (Target 97%)

Social Services Fund

Revenue and Expenditure Summary:

	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Revenue by Classification					
Use of Money	1,449	-	-	-	-
Recovered Costs	9,956	1,880	-	-	-
State Revenue	2,355,630	2,407,630	2,968,179	3,088,912	120,733
Federal Revenue	2,270,829	2,200,004	1,949,421	2,025,088	75,667
Non-Revenue Receipts	2,256,399	1,979,396	2,287,400	2,128,000	(159,400)
TOTAL REVENUE	**6,894,263**	**6,588,910**	**7,205,000**	**7,242,000**	**37,000**
Expenditure by Classification					
Personnel Services	2,401,161	2,610,886	2,834,000	2,838,700	4,700
Contractual Services	127,496	132,464	149,190	161,650	12,460
Internal Services	81,155	73,950	87,825	79,550	(8,275)
Other Charges	4,021,705	3,775,342	4,108,185	4,162,100	53,915
Capital	17,098	52,424	20,000	-	(20,000)
TOTAL EXPENDITURES	**6,648,615**	**6,645,066**	**7,199,200**	**7,242,000**	**42,800**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Welfare Admin	40	40	41	42	1
Housing Choice Voucher	2.5	3	3	2	(1)
Total	**42.5**	**43**	**44**	**44**	**0**

Social Services Fund

Revenue Detail:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Interest Earnings	1,449	-	-	-	-
USE OF MONEY	1,449	-	-	-	-
Local	9,217	1,880	-	-	-
Miscellaneous	-	-	-	-	-
Guardian/Conservator Fees	739	-	-	-	-
RECOVERED COSTS	9,956	1,880	-	-	-
Public Assistance & Admin	1,223,338	1,137,994	1,488,651	1,503,182	14,531
Foster Care	811,515	766,298	1,029,000	929,000	(100,000)
Administration Funds	8,639	8,639	9,000	9,000	-
CSA Support Enforcement	24,002	13,461	22,000	22,000	-
Section 8 VHDA Admin Fees	140,627	131,235	125,000	96,000	(29,000)
CSA EI840 Grant	144,307	347,343	294,528	526,528	232,000
Child Care Quality Initiative	3,202	2,660	-	3,202	3,202
STATE REVENUE	2,355,630	2,407,630	2,968,179	3,088,912	120,733
Public Assistance & Admin	1,870,821	1,941,719	1,837,949	1,908,975	71,026
ARRA Stimulus	63,694	-	-	-	-
Child Care Quality Initiative	4,641	3,855	-	4,641	4,641
Early Intervention	159,999	218,501	111,472	111,472	-
ARRA - Early Intervention	171,674	35,929	-	-	-
FEDERAL REVENUE	2,270,829	2,200,004	1,949,421	2,025,088	75,667
Social Services	19,596	-	-	-	-
General Fund	1,991,247	1,979,396	2,238,000	2,100,000	(138,000)
Assigned HCVP	245,556	-	49,400	28,000	(21,400)
NON-REVENUE RECEIPTS	2,256,399	1,979,396	2,287,400	2,128,000	(159,400)
TOTAL REVENUE SOCIAL SERVICES FUND	**6,894,263**	**6,588,910**	**7,205,000**	**7,242,000**	**37,000**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
WELFARE ADMINISTRATION					
Regular	1,552,662	1,666,232	1,848,222	1,901,020	52,798
Overtime	22,017	22,744	28,000	28,000	-
Part-time Non-Classified	64,043	104,544	65,200	65,200	-
FICA	123,058	133,043	144,020	150,021	6,001
VRS-Employer	218,714	231,321	232,034	234,926	2,892
Retirees	34,138	39,554	58,200	56,185	(2,015)
Insurance-Employer	4,298	5,317	24,660	22,509	(2,151)
Worker's Compensation	9,388	10,222	10,321	18,282	7,961
Flex Benefits - Admin Fee	1,900	1,973	1,963	3,024	1,061
Flex Benefits - Employee	235,959	253,036	262,265	255,484	(6,781)
VRS Health Insurance Credit	2,303	2,481	2,615	2,649	34
PERSONNEL	2,268,480	2,470,467	2,677,500	2,737,300	59,800
Medical, Dental, & Hospital	600	583	1,300	-	(1,300)
Legal Services	37,396	29,146	40,000	40,000	-
Other Professional Services	31,476	30,707	35,000	35,000	-
Employment Agencies	670	76	-	1,000	1,000
Repairs & Maintenance	5,787	8,158	8,000	6,800	(1,200)
Vehicle Repair & Maint Services	2,232	2,437	2,000	3,000	1,000
Computer Services	1,976	878	3,000	3,000	-
Printing & Binding	1,225	2,739	3,000	3,000	-
Local Media	1,570	665	2,800	2,000	(800)
Contracted Parking	20,882	24,431	26,800	34,800	8,000
Refuse Service	-	1,305	900	900	-
Food Services	116	1,127	950	1,450	500
CONTRACTUAL SERVICES	103,930	102,252	123,750	130,950	7,200
Data Processing	8,500	8,500	8,500	-	(8,500)
Equipment Fuel	791	1,109	1,900	1,700	(200)
Equipment Parts	394	261	500	500	-
Equipment Labor	1,218	2,208	1,600	2,000	400
Charges	70,083	61,555	75,000	75,000	-
Copier Charges	3	4	50	50	-
INTERNAL SERVICES	80,989	73,637	87,550	79,250	(8,300)

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
WELFARE ADMIN - (continued)					
Postal Services	15,956	17,290	18,100	18,000	(100)
Telecommunications	28,408	22,426	23,500	30,000	6,500
Property Insurance	782	1,197	1,500	1,500	-
Motor Vehicle Insurance	3,975	4,008	5,000	5,000	-
General Liability Insurance	9,063	13,433	11,000	11,000	-
Office Equipment Rental	5,907	4,168	5,000	6,000	1,000
Buildings	228,000	228,000	229,000	241,200	12,200
Mileage	357	773	1,500	2,000	500
Travel - Convention & Education	11,906	15,573	15,700	15,500	(200)
Dues & Association Memberships	1,290	745	1,500	1,500	-
Misc Charges & Fees	72	17	500	500	-
Background Checks	9	372	500	-	(500)
Office Supplies	14,140	16,000	16,700	20,000	3,300
Food & Food Service	1,357	2,808	2,000	2,000	-
Laundry & Janitorial Services	378	67	1,000	500	(500)
Building Repair & Maintenance	3,373	-	-	-	-
Vehicle & Equipment Fuels	8,783	9,108	10,000	10,000	-
Vehicle & Equipment Supplies	35	-	-	-	-
Books & Subscriptions	444	401	1,000	500	(500)
Other Operating Supplies	12,922	16,356	15,700	16,200	500
Computer Supplies	7,750	9,226	5,000	2,300	(2,700)
OTHER CHARGES	354,907	361,968	364,200	383,700	19,500
Furniture & Fixtures	-	17,051	-	-	-
Motor Vehicle & Equipment	17,098	18,099	20,000		(20,000)
CAPITAL	17,098	35,150	20,000	-	(20,000)
TOTAL WELFARE ADMIN	***2,825,404***	***3,043,474***	***3,273,000***	***3,331,200***	***58,200***
PUBLIC ASSISTANCE					
Shared Personnel Cost	23,336	27,877	25,000	28,000	3,000
CONTRACTUAL SERVICES	23,336	27,877	25,000	28,000	3,000
VA Cooperative Extension	9,281	7,710	9,281	9,281	-
General Relief	6,505	3,472	13,719	13,719	-
AUX Grants - Aged	44,662	47,092	70,719	70,719	-
AUX Grants - Disabled	137,749	105,776	146,000	146,000	-

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
PUBLIC ASSISTANCE – (continued)					
TANF Manual Checks	(25)	-	3,000	3,000	-
AFDC - Foster Care	144,321	164,597	190,000	200,000	10,000
Emergency Assistance	-	-	1,000	1,000	-
Refugee Resettlement	-	1,038	1,000	1,000	-
Other Purchased Service	6,625	-	-	-	-
Child Day Care/At Risk	78,058	37,200	-	-	-
Child Day Care/100% Federal	123,624	93,777	-	-	-
Strengthening Family	-	-	20,000	-	(20,000)
Special Needs Adoption Maintenance	113,196	109,691	290,000	300,000	10,000
Adoption Subsidy F/S/L	291,148	346,635	350,000	350,000	-
Special Needs Adoption P.S.	51,195	26,632	100,000	100,000	-
Family Preservation	4,416	2,272	3,751	3,751	-
Independent Living Skills	15,104	14,881	15,000	15,000	-
Adult Protective Services	5,841	4,353	6,000	6,000	-
Safe & Stable Families	19,857	20,303	22,330	22,330	-
VIEW - Purchased Service	7,472	12,611	10,000	10,000	-
VIEW - Supportive Service	66,196	62,739	60,000	60,000	-
Head Start Trans	19,393	8,157	-	-	-
VIEW Working Day Care	172,630	120,301	-	-	-
Transitional DC	15,330	4,300	-	-	-
Home-Based Companion	8,950	4,294	10,000	10,000	-
TANF Working Day Care	22,039	10,147	-	-	-
VIEW Transitional Day Care	34,444	19,205	-	-	-
VIEW Transportation	24,465	35,625	28,000	28,000	-
VIEW Transitional Transportation	-	1,784	2,000	2,000	-
Respite Care	1,895	2,460	2,000	2,000	-
OTHER CHARGES	1,424,371	1,267,052	1,353,800	1,353,800	-
TOTAL PUBLIC ASSISTANCE	***1,447,707***	***1,294,929***	***1,378,800***	***1,381,800***	***3,000***
HOUSING ASSISTANCE ADMIN					
Regular	91,667	96,298	111,892	74,984	(36,908)
FICA	7,116	7,458	8,180	5,705	(2,475)
VRS-Employer	13,149	13,716	13,897	9,313	(4,584)
Retirees	1,246	1,709	3,200	-	(3,200)
Insurance-Employer	257	337	1,477	892	(585)
Worker's Compensation	164	185	196	105	(91)

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
HOUSING ASSIST – (continued)					
Flex Benefits - Admin Fee	135	153	146	144	(2)
Flex Benefits - Employee	18,809	20,406	17,355	10,152	(7,203)
VRS Health Insurance Credit	138	157	157	105	(52)
PERSONNEL	132,681	140,419	156,500	101,400	(55,100)
Medical, Dental & Hospital	-	-	140	-	(140)
Other Professional Services	-	65	-	-	-
Repairs & Maintenance	-	1,383	-	500	500
Printing & Binding	230	205	300	300	-
Local Media	-	672	-	-	-
Contracted Parking	-	10	-	1,900	1,900
CONTRACTUAL SERVICES	230	2,335	440	2,700	2,260
Equipment Fuel	101	217	175	200	25
Equipment Parts	5	21	-	-	-
Equipment Labor	60	75	100	100	-
INTERNAL SERVICES	166	313	275	300	25
Postal Services	2,029	2,799	2,000	3,000	1,000
Telecommunications	1,254	3,569	2,300	2,000	(300)
Motor Vehicle Insurance	-	-	-	600	600
Office Equipment Rental	2,712	1,995	2,000	2,500	500
Buildings	-	4,250	8,500	8,500	-
Mileage	-	207	-	500	500
Travel - Convention & Education	-	264	120	500	380
Moving Expenses	-	1,205	-	-	-
Office Supplies	1,779	11,064	1,000	1,000	-
Food & Food Services	254	299	240	-	(240)
Building Repair & Maintenance	-	600	-	-	-
Vehicle & Equipment Fuels	-	-	25	-	(25)
Books & Subscriptions	95	98	-	-	-
Other Operating Supplies	1,023	611	1,000	1,000	-
Computer Hardware/Software	-	76	-	-	-
OTHER CHARGES	9,146	27,037	17,185	19,600	2,415

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
HOUSING ASSIST – (continued)					
Motor Vehicle & Equipment	-	17,274	-	-	-
CAPITAL	-	17,274	-	-	-
TOTAL HOUSING ASSISTANCE	***142,223***	***187,378***	***174,400***	***124,000***	***(50,400)***
SPECIAL ASSISTANCE					
Regular Foster Care	1,757,301	1,517,512	1,967,000	1,767,000	(200,000)
Other Purchased Services	475,980	601,773	406,000	638,000	232,000
OTHER CHARGES	2,233,281	2,119,285	2,373,000	2,405,000	32,000
TOTAL SPECIAL ASSISTANCE	***2,233,281***	***2,119,285***	***2,373,000***	***2,405,000***	***32,000***
TOTAL EXPENDITURES SOCIAL SERVICES FUND	**6,648,615**	**6,645,066**	**7,199,200**	**7,242,000**	**42,800**

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, $1,300,000 in additional revenue for FY 2014 will come from the General Fund and will be used to specifically address the following City Council goal.

Council Goal: Create a More Livable City for All

Highway Maintenance is proposing to complete the following investment in infrastructure in FY2014:

- **Sidewalk Replacements - $830,000**
- **Street Repaving - $900,000**

  Total Infrastructure Improvements: $1,730,000

Outcome Measures

	FY 2010	FY 2011	FY 2012	FY 2013 (Estimated)	FY 2014 (Proposed)
Lane Miles of Streets Paved	14.5	2.2	5.0	1.5	11.7
Linear Feet of Sidewalks Replaced	24,000	3,300	30,000	1,000	13,000

Highway Maintenance Fund

Revenue and Expenditure Summary:

	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Revenue by Classification					
Use of Money	7,184	7,111	-	6,600	6,600
Miscellaneous Revenue	11,321	7,180	-	-	-
Recovered Costs	1,685	27,989	-	-	-
State Revenue	2,576,104	3,707,428	2,671,000	2,853,400	182,400
Federal Revenue	1,005	145,465	-	-	-
Non-Revenue Receipts	323,429	1,234,847	925,000	1,710,000	785,000
TOTAL REVENUE	**2,920,728**	**5,130,020**	**3,596,000**	**4,570,000**	**974,000**
Expenditure by Classification					
Personnel Services	1,209,665	1,311,146	1,303,100	1,371,400	68,300
Contractual Services	364,047	2,524,294	1,017,596	1,856,700	839,104
Internal Services	263,619	319,066	279,050	293,500	14,450
Other Charges	823,507	801,516	866,754	826,400	(40,354)
Capital	286,740	221,499	129,500	222,000	92,500
TOTAL EXPENDITURES	**2,947,578**	**5,177,521**	**3,596,000**	**4,570,000**	**974,000**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Administration Division	4	4	3.35	3.35	0
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	2	1
Total	**24**	**24**	**23.35**	**24.35**	**1**

Highway Maintenance Fund

Revenue Detail:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Interest Earnings	1,134	511	-	-	-
General Property Rental	6,050	6,600	-	6,600	6,600
USE OF MONEY	7,184	7,111	-	6,600	6,600
Sale of Surplus Property	10,421	4,680	-	-	-
Adopt a Tree Program	900	2,500	-	-	-
MISCELLANEOUS REVENUE	11,321	7,180	-	-	-
Public Works	1,685	27,989	-	-	-
RECOVERED COSTS	1,685	27,989	-	-	-
Street & Highway Maintenance	2,576,104	2,671,717	2,671,000	2,723,400	52,400
Public Assistance Grant	-	1,035,711	-	130,000	130,000
STATE REVENUE	2,576,104	3,707,428	2,671,000	2,853,400	182,400
Dept of Forestry	1,005	4,500	-	-	-
Public Assistance Grant	-	140,965	-	-	-
FEDERAL REVENUE	1,005	145,465	-	-	-
Insurance Recoveries	23,470	9,847	-	-	-
General Fund	286,740	1,225,000	925,000	1,360,000	435,000
CDBG Fund	13,219	-	-	-	-
Fund Balance	-	-	-	350,000	350,000
NON-REVENUE RECEIPTS	323,429	1,234,847	925,000	1,710,000	785,000
TOTAL REVENUE HIGHWAY MAINT FUND	**2,920,728**	**5,130,020**	**3,596,000**	**4,570,000**	**974,000**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ADMINISTRATION					
Regular	192,605	208,076	160,366	163,828	3,462
Overtime	495	358	-	-	-
Part-time Classified	1,835	4,434	4,185	-	(4,185)
FICA	14,707	15,907	12,124	12,154	30
VRS-Employer	24,889	24,845	19,918	20,347	429
Retirees	12,082	13,811	24,600	24,500	(100)
Insurance-Employer	511	645	2,117	1,950	(167)
Worker's Compensation	335	420	339	228	(111)
Flex Benefits - Admin Fee	186	203	175	241	66
Flex Benefits - Employee	25,785	29,199	23,951	20,723	(3,228)
VRS Health Insurance Credit	274	300	225	229	4
PERSONNEL	273,704	298,198	248,000	244,200	(3,800)
Medical, Dental, & Hospital	155	80	200	-	(200)
Repairs & Maintenance	272	271	500	5,500	5,000
Vehicle Repair & Maint Services	-	17	-	-	-
Computer Services	1,368	1,368	1,600	1,600	-
Printing & Binding	336	88	300	300	-
Local Media	2,710	100	-	-	-
CONTRACTUAL SERVICES	4,841	1,924	2,600	7,400	4,800
Data Processing	1,050	1,050	1,050	-	(1,050)
Equipment Fuel	172	289	600	600	-
Equipment Parts	124	149	100	100	-
Equipment Labor	330	292	300	300	-
INTERNAL SERVICES	1,676	1,780	2,050	1,000	(1,050)
Postal Services	9	206	200	200	-
Telecommunications	4,019	3,029	2,000	3,000	1,000
Property Insurance	934	1,042	1,200	1,200	-
Motor Vehicle Insurance	2,017	2,067	2,000	2,000	-
Office Equipment Rental	854	976	1,000	1,000	-
Mileage	-	-	600	600	-
Travel - Convention & Education	30	158	3,650	3,200	(450)

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ADMINISTRATION (continued)					
Dues & Association Memberships	-	-	100	100	-
Background Checks	-	198	-	-	-
Office Supplies	2,229	2,234	1,500	1,500	-
Food & Food Service	401	462	500	500	-
Laundry & Janitorial Services	689	434	100	100	-
Building Repair & Maintenance	-	2,146	-	-	-
Books & Subscriptions	-	95	-	-	-
Other Operating Supplies	348	1,064	400	400	-
Computer Supplies	1,984	1,573	2,700	3,600	900
OTHER CHARGES	13,514	15,684	15,950	17,400	1,450
TOTAL ADMINISTRATION	***293,735***	***317,586***	***268,600***	***270,000***	***1,400***
STREETS					
Regular	382,251	444,093	411,941	419,909	7,968
Overtime	28,897	13,076	40,000	40,000	-
Part-time	2,042	-	-	3,282	3,282
FICA	30,856	33,858	33,654	35,377	1,723
VRS-Employer	53,397	58,747	51,164	52,153	989
Insurance-Employer	1,044	1,364	5,437	4,997	(440)
SUTA	(199)	-	-	-	-
Worker's Compensation	26,179	29,279	29,143	34,973	5,830
Flex Benefits - Admin Fee	608	667	607	911	304
Flex Benefits - Employee	90,228	100,092	90,878	89,010	(1,868)
VRS Health Insurance Credit	567	626	576	588	12
PERSONNEL	615,870	681,802	663,400	681,200	17,800
Medical, Dental, & Hospital	190	297	500	-	(500)
Engineering & Architect	4,500	-	-	-	-
Repairs & Maintenance	10,487	12,611	13,000	13,000	-
Vehicle Repair & Maint Services	151	23	3,900	3,900	-
Maintenance Service Contracts	996	1,992	10,800	2,500	(8,300)
R & M Sidewalk Repair	35,863	2,012,953	93,500	830,000	736,500
R & M Resurfacing/Paving	194,265	349,752	186,596	900,000	713,404
Printing & Binding	807	950	950	1,100	150
Local Media	227	-	650	-	(650)
Laundry & Dry Cleaning	5,023	3,759	5,000	5,000	-
CONTRACTUAL SERVICES	252,509	2,382,337	314,896	1,755,500	1,440,604

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
STREETS (continued)					
Equipment Fuel	51,901	70,983	50,000	70,000	20,000
Equipment Parts	65,507	77,480	75,000	75,000	-
Equipment Labor	91,747	112,989	93,000	93,000	-
INTERNAL SERVICES	209,155	261,452	218,000	238,000	20,000
Electrical Services	7,312	6,236	6,100	6,500	400
Heating Services	7,035	4,351	10,000	8,000	(2,000)
Telecommunications	7,420	5,590	4,900	4,900	-
Motor Vehicle Insurance	13,408	11,965	16,000	16,000	-
Equipment Rental	-	514	4,000	4,000	-
Office Equipment Rental	739	976	500	500	-
Travel - Convention & Education	194	30	2,700	1,700	(1,000)
Office Supplies	542	1,096	300	300	-
Food & Food Service	563	1,049	1,200	1,200	-
Landscaping/Agricultural Supplies	2,764	1,796	1,500	1,500	-
Laundry & Janitorial Services	1,331	962	1,000	1,000	-
Building Repair & Maintenance	10,589	8,081	10,000	10,000	-
Vehicle & Equipment Fuels	-	92	300	300	-
Vehicle & Equipment Supplies	4,382	2,735	5,000	5,000	-
Uniforms & Apparel	4,157	4,135	3,500	3,500	-
Other Operating Supplies	1,141	10,524	1,000	1,000	-
Streets & Sidewalks	45,632	57,260	50,000	50,000	-
Chemicals	215	982	1,100	1,100	-
Computer Supplies	-	-	-	1,700	1,700
OTHER CHARGES	107,424	118,374	119,100	118,200	(900)
Motor Vehicle & Equipment	286,740	221,499	-	130,000	130,000
CAPITAL	286,740	221,499	-	130,000	130,000
TOTAL STREETS	***1,471,698***	***3,665,464***	***1,315,396***	***2,922,900***	***1,607,504***
STORM DRAINAGE					
Regular	8,786	7,566	9,966	9,777	(189)
Overtime	-	124	-	-	-
FICA	654	556	756	729	(27)
VRS-Employer	1,280	576	1,238	1,214	(24)
Insurance-Employer	25	13	132	116	(16)

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
STORM DRAINAGE (continued)					
Worker's Compensation	559	498	664	748	84
Flex Benefits - Admin Fee	18	16	17	25	8
Flex Benefits - Employee	-	-	2,013	1,777	(236)
VRS Health Insurance Credit	13	7	14	14	-
PERSONNEL	11,335	9,356	14,800	14,400	(400)
Repairs & Maintenance	7,085	12,965	82,300	20,000	(62,300)
CONTRACTUAL SERVICES	7,085	12,965	82,300	20,000	(62,300)
Misc Charges & Fees	-	-	500	-	(500)
Landscaping/Agricultural Supplies	461	774	-	-	-
Building Repair & Maintenance	2,558	15,526	2,500	2,500	-
Vehicle & Equipment Supplies	-	-	100	-	(100)
Other Operating Supplies	-	116	-	-	-
Streets & Sidewalks	336	2,682	600	600	-
OTHER CHARGES	3,355	19,098	3,700	3,100	(600)
TOTAL STORM DRAINAGE	***21,775***	***41,419***	***100,800***	***37,500***	***(63,300)***
STREET LIGHTS					
Electrical Services	371,898	385,876	405,000	405,000	-
OTHER CHARGES	371,898	385,876	405,000	405,000	-
TOTAL STREET LIGHTS	***371,898***	***385,876***	***405,000***	***405,000***	***-***
SNOW & ICE REMOVAL					
Regular	30,887	6,716	34,590	35,277	687
Overtime	5,851	8,609	-	-	-
FICA	2,751	1,133	2,502	2,711	209
VRS-Employer	5,475	1,046	4,296	4,381	85
Insurance-Employer	110	20	456	420	(36)
Worker's Compensation	2,271	888	2,307	2,614	307
Flex Benefits - Admin Fee	61	4	48	72	24
Flex Benefits - Employee	-	-	5,753	5,076	(677)
VRS Health Insurance Credit	52	11	48	49	1
PERSONNEL	47,458	18,427	50,000	50,600	600

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
SNOW & ICE REMOVAL (continued)					
Repairs & Maintenance	28,933	2,263	10,000	10,000	
Printing & Binding	768	85	-	-	-
CONTRACTUAL SERVICES	29,701	2,348	10,000	10,000	-
Equipment Fuel	177	-	4,000	-	(4,000)
Equipment Parts	7,638	18,622	8,000	8,000	-
Equipment Labor	12,276	13,499	14,000	14,000	-
INTERNAL SERVICES	20,091	32,121	26,000	22,000	(4,000)
Electrical Services	331	722	800	800	-
Equipment Rental	-	-	3,000	500	(2,500)
Travel - Convention & Education	224	66	1,100	-	(1,100)
Building Repair & Maintenance	9	2,919	1,500	1,500	-
Vehicle & Equipment Supplies	-	3,429	-	-	-
Streets & Sidewalks	10,923	3,498	-	-	-
Chemicals	127,339	61,132	104,804	73,000	(31,804)
OTHER CHARGES	138,826	71,766	111,204	75,800	(35,404)
Motor Vehicle & Equipment	-	-	-	32,000	32,000
CAPITAL	-	-	-	32,000	32,000
TOTAL SNOW & ICE REMOVAL	***236,076***	***124,662***	***197,204***	***190,400***	***(6,804)***
TRAFFIC SIGNALS					
Regular	128,649	158,390	173,285	176,738	3,453
Overtime	8,725	9,620	10,000	17,000	7,000
FICA	10,058	12,382	13,774	14,317	543
VRS-Employer	17,006	21,972	21,522	21,951	429
Insurance-Employer	351	491	2,287	2,103	(184)
Worker's Compensation	9,003	11,083	12,438	14,707	2,269
Flex Benefits - Admin Fee	218	241	240	360	120
Flex Benefits - Employee	33,214	35,068	38,411	33,277	(5,134)
VRS Health Insurance Credit	191	231	243	247	4
PERSONNEL	207,415	249,478	272,200	280,700	8,500

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
TRAFFIC SIGNALS (continued)					
Medical, Dental, & Hospital	170	155	-	-	-
Training/Education	-	750	-	-	-
Repairs & Maintenance	19,692	24,738	32,100	24,600	(7,500)
Vehicle Repairs & Maintenance	-	-	300	-	(300)
Maintenance Service Contracts	1,761	2,566	2,000	2,500	500
R & M Street Striping	-	2,000	-	-	-
Printing & Binding	-	65	100	100	-
Local Media	-	331	-	-	-
Laundry & Dry Cleaning	2,066	325	500	500	-
Miss Utility Service	246	328	300	300	-
CONTRACTUAL SERVICES	23,935	31,258	35,300	28,000	(7,300)
Equipment Fuel	7,143	9,125	10,000	10,000	-
Equipment Parts	12,144	5,473	10,000	10,000	-
Equipment Labor	11,474	6,146	10,000	10,000	-
INTERNAL SERVICES	30,761	20,744	30,000	30,000	-
Electrical Services	48,002	43,795	60,000	50,000	(10,000)
Heating Services	1,847	1,300	300	1,500	1,200
Postal Services	488	621	200	500	300
Telecommunications	7,649	7,001	6,000	8,000	2,000
Motor Vehicle Insurance	3,742	3,104	3,400	3,900	500
Equipment Rental	1,980	448	2,500	2,000	(500)
Mileage & Transportation	-	-	1,050	1,000	(50)
Travel - Convention & Education	2,920	-	5,250	4,000	(1,250)
Dues & Association Memberships	-	160	-	-	-
Background Checks	-	67	-	-	-
Office Supplies	395	386	3,000	500	(2,500)
Landscaping/Agricultural Supplies	-	111	-	-	-
Laundry & Janitorial Services	633	617	1,000	1,000	-
Building Repair & Maintenance	37,553	40,845	29,700	40,000	10,300
Vehicle & Equipment Fuels	783	578	2,500	1,000	(1,500)
Vehicle & Equipment Supplies	449	1,731	2,000	2,000	-
Uniforms & Apparel	1,775	3,334	3,200	3,200	-
Books & Subscriptions	663	338	300	300	-
Other Operating Supplies	589	537	500	500	-
Signs	37,739	43,962	40,000	40,000	-

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
TRAFFIC SIGNALS (continued)					
Computer Supplies	2,386	1,179	2,000	-	(2,000)
Pavement Marking Materials	32,211	33,913	40,000	35,000	(5,000)
OTHER CHARGES	181,804	184,027	202,900	194,400	(8,500)
Motor Vehicle & Equipment	-	-	129,500	60,000	(69,500)
CAPITAL	-	-	129,500	60,000	(69,500)
TOTAL TRAFFIC SIGNALS	***443,915***	***485,507***	***669,900***	***593,100***	***(76,800)***
TREES DIVISION					
Regular	39,814	38,620	39,728	68,453	28,725
FICA	3,010	2,913	2,804	5,554	2,750
VRS-Employer	4,492	3,674	4,934	8,502	3,568
Insurance-Employer	92	126	524	815	291
Worker's Compensation	879	840	853	3,204	2,351
Flex Benefits - Admin Fee	40	50	48	144	96
Flex Benefits - Employee	5,506	7,604	5,753	13,532	7,779
VRS Health Insurance Credit	50	58	56	96	40
PERSONNEL	53,883	53,885	54,700	100,300	45,600
Medical, Dental, & Hospital	80	-	-	-	-
Repairs & Maintenance	45,556	93,462	571,600	35,000	(536,600)
Maintenance Service Contracts	-	-	500	500	-
Printing & Binding	127	-	100	100	-
Local Media	213	-	100	-	(100)
Sanitary Landfill Usage	-	-	200	200	-
CONTRACTUAL SERVICES	45,976	93,462	572,500	35,800	(536,700)
Equipment Fuel	1,225	980	3,000	1,500	(1,500)
Equipment Parts	359	559	-	500	500
Equipment Labor	352	1,430	-	500	500
INTERNAL SERVICES	1,936	2,969	3,000	2,500	(500)
Postal Services	68	179	200	200	-
Telecommunications	1,624	942	700	700	-
Motor Vehicle Insurance	-	514	2,000	1,000	(1,000)
Mileage & Transportation	-	440	-	1,000	1,000

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
TREES DIVISION (continued)					
Travel - Convention & Education	585	673	2,100	2,300	200
Dues & Association Memberships	-	330	500	500	-
Office Supplies	242	203	200	200	-
Food & Food Services	51	51	100	100	-
Landscaping/Agricultural Supplies	3,435	2,302	791	2,000	1,209
Building Repair & Maintenance	-	-	250	-	(250)
Vehicle & Equipment Fuels	10	-	250	100	(150)
Vehicle & Equipment Supplies	24	431	500	500	-
Uniforms & Apparel	346	185	500	500	-
Books & Subscriptions	-	258	259	300	41
Other Operating Supplies	277	183	300	300	-
Chemicals	24	-	250	100	(150)
Computer Hardware/Software	-	-	-	2,700	2,700
OTHER CHARGES	6,686	6,691	8,900	12,500	3,600
TOTAL TREES DIVISION	***108,481***	***157,007***	***639,100***	***151,100***	***(488,000)***
TOTAL EXPENDITURES HIGHWAY MAINT FUND	**2,947,578**	**5,177,521**	**3,596,000**	**4,570,000**	**974,000**

Transit Fund

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

Council Goal: Continue Revitalization of Historic Old Town

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.

Revenues and Expenditures:

	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Revenue by Classification					
Use of Money	30	-	-	-	-
Charges for Services	93,114	100,361	95,000	100,700	5,700
State Revenue	120,592	120,592	128,000	254,000	126,000
Federal Revenue	433,027	570,955	449,000	962,800	513,800
Non-Revenue Receipts	29,979	206,553	268,000	322,500	54,500
TOTAL REVENUE	**676,742**	**998,461**	**940,000**	**1,640,000**	**700,000**
Expenditure by Classification					
Personnel Services	564,537	560,110	609,800	643,025	33,225
Contractual Services	23,820	44,986	29,745	55,120	25,375
Internal Services	202,110	228,236	228,000	250,000	22,000
Other Charges	66,229	89,703	72,455	60,855	(11,600)
Capital	13,498	72,810	78,000	631,000	553,000
TOTAL EXPENDITURES	**870,194**	**995,845**	**1,018,000**	**1,640,000**	**622,000**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/-Dec*
Fixed Route Division	8	8	9	9	0
Para Transit Division	3	3	3	3	0
Total	**11**	**11**	**12**	**12**	**0**

Transit Fund

Revenues:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Interest Earnings	30	-	-	-	-
USE OF MONEY	30	-	-	-	-
Fixed Route - Meter Fares	65,987	69,179	66,000	68,500	2,500
Fixed Route - Adult Fares	9,574	9,666	10,000	10,000	-
Fixed Route - Half Fares	3,840	3,497	4,000	4,000	-
Paratransit Meter Fares	2,951	3,220	3,000	3,500	500
Advertising	3,600	7,650	4,000	7,000	3,000
Trolley Meter Fares	1,352	1,829	2,000	2,700	700
Paratransit Adult Ticket	-	170	1,000	-	(1,000)
Paratransit Half Fare	5,011	5,150	5,000	5,000	-
Miscellaneous	799	-	-	-	-
CHARGES FOR SERVICES	93,114	100,361	95,000	100,700	5,700
Formula Assistance	116,291	116,291	126,000	160,000	34,000
Capital Projects	4,301	4,301	2,000	94,000	92,000
STATE REVENUE	120,592	120,592	128,000	254,000	126,000
ARRA Stimulus	-	103,481	-	-	-
Federal Programs	406,300	434,037	433,000	447,000	14,000
Capital Projects	26,727	33,437	16,000	515,800	499,800
FEDERAL REVENUE	433,027	570,955	449,000	962,800	513,800
Insurance Recoveries	2,979	10,326	-	-	-
General Fund	27,000	196,227	268,000	322,500	54,500
NON-REVENUE RECEIPTS	29,979	206,553	268,000	322,500	54,500
TOTAL REVENUE TRANSIT FUND	**676,742**	**998,461**	**940,000**	**1,640,000**	**700,000**

Expenditures:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
FIXED ROUTE SERVICE					
Regular	236,790	211,576	275,850	282,589	6,739
Overtime	15,176	17,264	10,000	25,000	15,000
Part-time Classified	3,876	4,434	4,185	-	(4,185)
Part-time Non-Classified	19,695	28,704	15,000	18,064	3,064
FICA	20,302	19,782	22,340	23,191	851
VRS-Employer	31,614	27,031	34,261	35,097	836
Retirees	10,675	10,654	11,600	12,000	400
Insurance-Employer	639	657	3,642	3,363	(279)
Worker's Compensation	6,547	5,923	6,211	7,480	1,269
Flex Benefits - Admin Fee	398	363	446	648	202
Flex Benefits - Employee	54,872	52,996	48,379	61,598	13,219
VRS Health Insurance Credit	342	306	386	395	9
PERSONNEL	400,926	379,690	432,300	469,425	37,125
Medical, Dental, & Hospital	1,180	1,480	1,500	1,500	-
Other Professional Services	-	250		500	500
Repairs & Maintenance	3,016	16,918	1,000	1,000	-
Vehicle Repair & Maintenance Services	1,390	2,059	500	4,000	3,500
Maintenance Service Contracts	2,806	2,050	3,000	22,500	19,500
Computer/Hardware Service Contracts	-	1,705	-	13,520	13,520
Printing & Binding	2,659	3,324	10,000	5,000	(5,000)
Local Media	5,782	8,004	6,000	6,000	-
Laundry & Dry Cleaning	6,562	7,198	6,645	-	(6,645)
CONTRACTUAL SERVICES	23,395	42,988	28,645	54,020	25,375
Equipment Fuel	70,821	86,604	75,000	85,000	10,000
Equipment Parts	37,329	41,632	40,000	42,000	2,000
Equipment Labor	54,428	63,647	55,000	70,000	15,000
INTERNAL SERVICES	162,578	191,883	170,000	197,000	27,000
Electrical Services	5,588	5,581	5,500	5,500	-
Heating Services	7,043	5,461	7,000	7,000	-
Water & Sewer	2,367	2,872	1,500	1,500	
Postal Services	217	538	300	300	-
Telecommunications	2,717	2,027	3,500	3,500	-

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
FIXED ROUTE SERVICE (continued)					
Property Insurance	1,225	1,555	3,700	3,700	-
Motor Vehicle Insurance	10,330	10,443	15,000	15,000	-
General Liability Insurance	1,844	1,581	2,200	2,200	-
Office Equipment Rental	115	35	-	-	-
Mileage	-	17	-	200	200
Travel - Convention & Education	-	1,589	800	3,000	2,200
Dues & Association Memberships	616	1,419	620	620	-
Background Checks	-	412	235	235	-
Office Supplies	2,838	1,349	2,500	2,500	-
Food & Food Service	726	477	500	500	-
Medical & Laboratory	459	690	500	500	-
Laundry & Janitorial Services	6,418	2,907	2,500	2,500	-
Building Repair & Maintenance	184	1,746	200	200	-
Vehicle & Equipment Fuels	-	35	-	-	-
Vehicle & Equipment Supplies	1,097	23,442	200	200	-
Uniforms & Apparel	234	167	500	3,500	3,000
Other Operating Supplies	22,211	25,360	25,000	8,000	(17,000)
Computer Supplies	-	-	-	-	-
Awards, Plaques, Other	-	-	200	200	-
OTHER CHARGES	66,229	89,703	72,455	60,855	(11,600)
Facilities Construction	13,498	-	-	-	-
Machinery & Equipment	-	44,000	78,000	521,000	443,000
Computer Equip/Hardware		28,810		110,000	110,000
Depreciation Expense	-	-	-	-	-
CAPITAL	13,498	72,810	78,000	631,000	553,000
TOTAL FIXED ROUTE SERVICE	***666,626***	***777,074***	***781,400***	***1,412,300***	***630,900***
PARATRANSIT SERVICE					
Regular	79,921	86,201	86,632	84,843	(1,789)
Overtime	5,614	6,405	-	-	-
Part-time Non-Classified	-	27	-	-	-
FICA	6,084	6,611	6,385	6,013	(372)
VRS-Employer	11,096	11,290	10,760	10,537	(223)
Insurance-Employer	217	248	1,143	1,010	(133)
Worker's Compensation	2,698	2,951	2,790	3,437	647
Flex Benefits - Admin Fee	141	145	144	216	72

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
PARATRANSIT SERVICE (continued)					
Flex Benefits - Employee	19,705	21,725	25,225	23,125	(2,100)
VRS Health Insurance Credit	116	121	121	119	(2)
PERSONNEL	125,592	135,724	133,200	129,300	(3,900)
Medical, Dental, & Hospital	200	538	600	600	-
CONTRACTUAL SERVICES	200	538	600	600	-
Equipment Fuel	11,802	15,237	15,000	16,000	1,000
Equipment Parts	2,438	3,045	3,000	3,000	-
Equipment Labor	4,653	8,495	5,000	9,000	4,000
INTERNAL SERVICES	18,893	26,777	23,000	28,000	5,000
TOTAL PARATRANSIT SERVICE	***144,685***	***163,039***	***156,800***	***157,900***	***1,100***
TROLLEY ROUTES					
Overtime	1,247	2,042	-	-	-
Part-time Non-classified	33,057	38,291	40,000	40,000	-
FICA	2,624	3,085	3,011	3,027	16
Worker's Compensation	1,091	1,278	1,289	1,273	(16)
PERSONNEL	38,019	44,696	44,300	44,300	-
Medical, Dental, & Hospital	225	371	500	500	-
Advertising	-	1,089	-	-	-
CONTRACTUAL SERVICES	225	1,460	500	500	-
Equipment Fuel	5,469	5,796	14,400	10,000	(4,400)
Equipment Parts	8,432	1,218	8,300	6,000	(2,300)
Equipment Labor	6,738	2,562	12,300	9,000	(3,300)
INTERNAL SERVIES	20,639	9,576	35,000	25,000	(10,000)
TOTAL TROLLEY ROUTES	***58,883***	***55,732***	***79,800***	***69,800***	***(10,000)***
TOTAL EXPENDITURES TRANSIT FUND	**870,194**	**995,845**	**1,018,000**	**1,640,000**	**622,000**

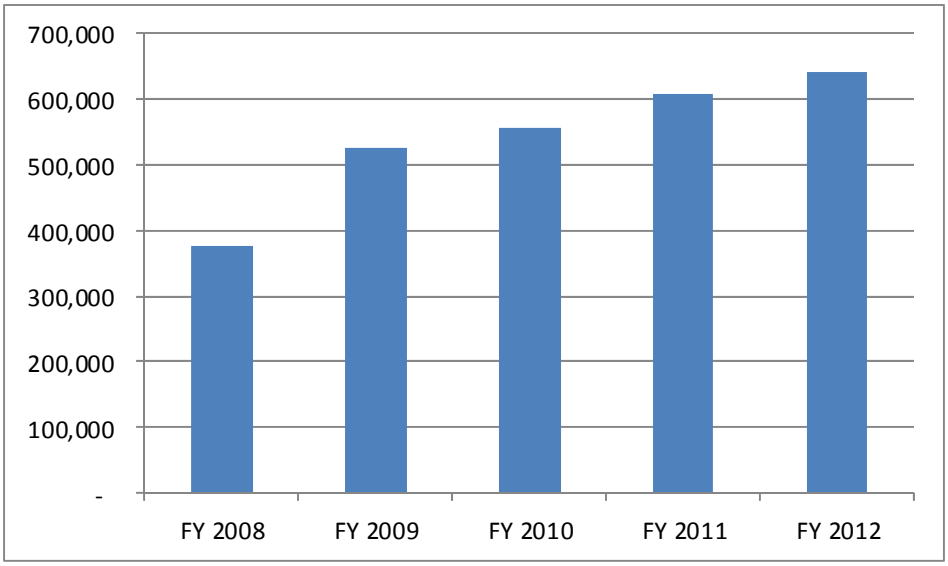
Emergency Medical Services (EMS) Fund

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Revenue by Classification					
Revenue Use of Money	5,625	4,205	5,000	5,000	-
Charges for Services	860,392	893,135	860,000	940,000	80,000
Non-Revenue Receipts	-	-	53,000	25,000	(28,000)
TOTAL REVENUE	**866,017**	**897,340**	**918,000**	**970,000**	**52,000**
Expenditure by Classification					
Personnel Services	522,193	574,093	615,200	642,700	27,500
Contractual Services	233,414	234,485	241,450	240,350	(1,100)
Other Charges	60,287	55,853	61,350	86,950	25,600
TOTAL EXPENDITURES	**815,894**	**864,431**	**918,000**	**970,000**	**52,000**

Emergency Medical Services (EMS) Fund

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/-Dec*
Administration	1	1	1	1	0
Firefighters	8	8	8	8	0
Total	**9**	**9**	**9**	**9**	**0**

Revenue Detail:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Interest Earnings	5,625	4,205	5,000	5,000	-
REVENUE USE OF MONEY	5,625	4,205	5,000	5,000	-
EMS Transport Fees	860,392	893,135	860,000	940,000	80,000
CHARGES FOR SERVICES	860,392	893,135	860,000	940,000	80,000
Fund Balance	-	-	53,000	25,000	(28,000)
NON-REVENUE RECEIPTS	-	-	53,000	25,000	(28,000)
TOTAL REVENUE EMS FUND	**866,017**	**897,340**	**918,000**	**970,000**	**52,000**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	278,053	339,219	428,678	416,996	(11,682)
Overtime	6,198	16,788	11,000	50,000	39,000
Mandatory Overtime	88,482	52,284	-	-	-
FICA	27,388	30,123	32,855	35,865	3,010
VRS-Employer	48,829	52,192	51,503	51,791	288
VRS-LODA	-	1,871	4,000	-	(4,000)
Retirees	4,484	5,126	9,500	-	(9,500)
Insurance-Employer	977	1,217	5,474	4,963	(511)
Worker's Compensation	10,227	11,740	13,541	22,196	8,655
Flex Benefits - Admin Fee	427	453	432	648	216

Emergency Medical Services (EMS) Fund

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Flex Benefits - Employee	56,605	62,514	57,636	59,658	2,022
VRS Health Insurance Credit	523	566	581	583	2
PERSONNEL	522,193	574,093	615,200	642,700	27,500
Medical, Dental, & Hospital	2,273	2,445	10,500	5,600	(4,900)
Other Professional Services	56,055	57,832	56,500	60,700	4,200
Computer Services	340	340	350	350	-
Printing & Binding	1,062	833	1,100	1,100	-
Local Media	1,500	525	600	-	(600)
Laundry & Dry Cleaning Services	2,184	2,510	2,400	2,600	200
Volunteer Fire Stations	170,000	170,000	170,000	170,000	-
CONTRACTUAL SERVICES	233,414	234,485	241,450	240,350	(1,100)
Postal Services	23	18	500	50	(450)
Telecommunications	564	672	650	700	50
Office Equipment Rental	337	369	400	400	-
Travel - Convention & Education	4,996	354	500	500	-
Volunteer Fire Department	30,284	31,216	30,500	60,200	29,700
Misc. Charges & Fees	4,192	4,032	4,500	4,100	(400)
Background Checks	89	-	-	-	-
Office Supplies	312	285	500	300	(200)
Food & Food Service	-	-	-	950	950
Medical Laboratory	15,599	15,757	20,450	18,500	(1,950)
Vehicle & Equipment Fuels	32	89	50	50	-
Uniforms & Apparel	2,127	461	1,000	1,000	-
Books & Subscriptions	198	-	200	-	(200)
Other Operating Supplies	384	1,205	2,100	200	(1,900)
Computer Supplies	1,150	1,395	-	-	-
OTHER CHARGES	60,287	55,853	61,350	86,950	25,600
TOTAL EXPENDITURES EMS FUND	**815,894**	**864,431**	**918,000**	**970,000**	**52,000**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
Revenue by Classification					
Revenue Use of Money	269	477	-	-	-
Miscellaneous Revenue	136,436	146,068	135,500	138,500	3,000
Non-Revenue Receipts	100,500	100,500	150,500	113,500	(37,000)
TOTAL REVENUE	**237,205**	**247,045**	**286,000**	**252,000**	**(34,000)**
Expenditure by Classification					
Personnel Services	109,384	126,775	137,200	138,053	853
Contractual Services	40,308	43,570	95,200	58,000	(37,200)
Other Charges	47,108	50,517	53,600	55,947	2,347
TOTAL EXPENDITURES	**196,800**	**220,862**	**286,000**	**252,000**	**(34,000)**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/-Dec*
Administration	2	1.5	1.5	1.5	0
Total	**2**	**1.5**	**1.5**	**1.5**	**0**

Winchester-Frederick County Convention & Visitors Bureau Fund

Revenue Detail:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Interest Earnings	269	477	-	-	-
REVENUE USE OF MONEY	269	477	-	-	-
Special Projects	16,433	14,705	12,000	14,000	2,000
Gift Shop Sales	19,503	30,863	23,000	24,000	1,000
Frederick County	100,500	100,500	100,500	100,500	-
MISCELLANEOUS REVENUE	136,436	146,068	135,500	138,500	3,000
General Fund	100,500	100,500	100,500	100,500	
Fund Balance	-	-	50,000	13,000	(37,000)
NON-REVENUE RECEIPTS	100,500	100,500	150,500	113,500	(37,000)
TOTAL REVENUE WFCCVB FUND	**237,205**	**247,045**	**286,000**	**252,000**	**(34,000)**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Regular	54,077	63,700	74,568	76,190	1,622
Part-time Non-classified	32,400	34,071	34,000	34,000	-
FICA	6,597	7,386	7,817	7,919	102
VRS-Employer	6,906	8,748	9,261	9,463	202
Retirees	996	854	1,600	1,600	-
Insurance-Employer	136	204	984	907	(77)
SUTA	434	-	-	-	-
Worker's Compensation	253	417	165	145	(20)
Flex Benefits - Admin Fee	51	63	72	108	36
Flex Benefits - Employee	7,461	11,237	8,629	7,614	(1,015)
VRS Health Insurance Credit	73	95	104	107	3
PERSONNEL	109,384	126,775	137,200	138,053	853

Winchester-Frederick County Convention & Visitors Bureau Fund

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Medical, Dental, & Hospital	120	40	-	-	-
Other Professional Services	3,242	1,565	6,500	13,000	6,500
Maintenance Contracts	851	901	1,250	1,000	(250)
Printing & Binding	5,624	3,892	3,000	4,000	1,000
Local Media	26,496	37,172	84,450	40,000	(44,450)
Other Purchased Services	3,975	-	-	-	-
CONTRACTUAL SERVICES	40,308	43,570	95,200	58,000	(37,200)
Electrical Services	174	-	-	-	-
Postal Services	5,553	4,991	5,000	5,000	-
Telecommunications	2,918	3,214	3,500	3,500	-
Property Insurance	1,167	-	1,500	2,000	500
General Liability Insurance	454	363	500	500	-
Office Equipment Rental	1,778	2,258	2,500	2,500	-
Building Rental	11,925	15,900	17,000	17,000	-
Mileage & Transportation	1,232	1,885	2,000	2,674	674
Travel - Convention & Education	804	1,635	2,000	2,618	618
Dues & Association Memberships	1,760	1,885	2,000	2,214	214
Misc. Charges & Fees	604	974	1,000	1,000	-
Background Checks	-	146		146	146
Office Supplies	739	894	1,000	1,000	-
Food & Food Service	605	402	2,000	2,000	-
Laundry & Janitorial	2	-	-	-	-
Books & Subscriptions	199	275	400	545	145
Other Operating Supplies	815	1,654	400	550	150
Merchandise for Resale	12,688	12,750	12,000	12,000	-
Computer Supplies	3,633	1,236	600	600	-
Awards, Plaques, Other	58	55	200	100	(100)
OTHER CHARGES	47,108	50,517	53,600	55,947	2,347
TOTAL EXPENDITURES WFCCVB FUND	**196,800**	**220,862**	**286,000**	**252,000**	**(34,000)**

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.

Revenue and Expenditure Summary:

	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
Revenue by Classification					
Use of Money	518	590	-	-	-
Charges for Services	53,952	53,762	50,000	50,000	-
TOTAL REVENUE	**54,470**	**54,352**	**50,000**	**50,000**	**-**
Expenditure by Classification					
Personnel Services	6,035	6,035	6,000	6,000	-
Contractual Services	1,052	4,422	900	2,000	1,100
Other Charges	24,308	24,212	43,100	42,000	(1,100)
TOTAL EXPENDITURES	**31,395**	**34,669**	**50,000**	**50,000**	**-**

Revenue Detail:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
Interest Earnings	518	590	-	-	-
USE OF MONEY	518	590	-	-	-
City Fees	53,952	40,437	36,000	36,000	-
County Fees	-	13,325	14,000	14,000	-
CHARGES FOR SERVICES	53,952	53,762	50,000	50,000	-
TOTAL REVENUE LAW LIBRARY FUND	**54,470**	**54,352**	**50,000**	**50,000**	**-**

Law Library Fund

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
ACCOUNT DESCRIPTION					
Part-time Non-classified	6,035	6,035	6,000	6,000	-
PERSONNEL	6,035	6,035	6,000	6,000	-
Repairs & Maintenance	-	3,403	-	-	-
Maintenance Service Contracts	1,052	1,019	900	2,000	1,100
CONTRACTUAL SERVICES	1,052	4,422	900	2,000	1,100
Telecommunications	1,342	913	2,000	2,000	-
Books & Subscriptions	22,966	19,795	30,000	30,000	-
Other Operating Supplies	-	-	6,100	5,000	(1,100)
Computer Supplies	-	3,504	5,000	5,000	-
OTHER CHARGES	24,308	24,212	43,100	42,000	(1,100)
TOTAL EXPENDITURES LAW LIBRARY FUND	**31,395**	**34,669**	**50,000**	**50,000**	**-**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
Revenue by Classification					
Local Revenue	153,069	126,872	133,000	133,000	-
Charges for Services	714,588	789,129	862,000	953,250	91,250
Miscellaneous Revenue	5,699	4,099	-	-	-
Non-Revenue Receipts	-	-	105,000	1,058,750	953,750
TOTAL REVENUE	**873,356**	**920,100**	**1,100,000**	**2,145,000**	**1,045,000**
Expenditure by Classification					
Personnel Services	366,696	351,904	317,100	326,462	9,362
Contractual Services	106,959	40,715	35,600	1,078,600	1,043,000
Internal Services	2,042	3,390	4,300	4,800	500
Other Charges	141,747	137,980	163,000	153,200	(9,800)
Capital	204,738	251,867	-	-	-
Debt	421,163	414,064	580,000	581,938	1,938
TOTAL EXPENDITURES	**1,243,345**	**1,199,920**	**1,100,000**	**2,145,000**	**1,045,000**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/-Dec*
Administration	7.5	5	5	5	0
Parking Enforcement	1	1	1	1	0
Total	**8.5**	**6**	**6**	**6**	**0**

Winchester Parking Authority Fund

Revenue Detail:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Parking Fines	142,134	123,628	130,000	130,000	-
Interest Earnings	10,935	3,244	3,000	3,000	-
LOCAL REVENUE	153,069	126,872	133,000	133,000	-
Parking Meters - On Street	94,992	107,404	89,000	140,000	51,000
Parking Meters - Off Street	38,486	42,361	40,000	49,250	9,250
Auto Park Fees - Court Square	33,736	24,569	50,000	36,000	(14,000)
Auto Park Fees - Loudoun	14,622	11,541	20,000	12,000	(8,000)
Auto Park Fees - Braddock	49,884	57,372	75,000	72,000	(3,000)
Auto Park Fees - GW	61,818	68,568	80,000	84,000	4,000
Parking - Off Street Rental	23,654	24,228	30,000	32,000	2,000
Auto Park Rent - Court Square	113,246	124,835	154,000	150,000	(4,000)
Auto Park Rent - Loudoun	94,652	97,354	111,000	117,000	6,000
Auto Park Rent - Braddock	57,361	55,423	53,000	71,000	18,000
Auto Park Rent - GW	129,187	137,878	150,000	180,000	30,000
Validated Parking - DDB	2,950	9,203	10,000	10,000	-
Advance Ticket Sales	-	28,393	-	-	-
CHARGES FOR SERVICES	714,588	789,129	862,000	953,250	91,250
VML Grant	2,995	-	-	-	-
Other	2,704	4,099	-	-	-
MISCELLANEOUS REVENUE	5,699	4,099	-	-	-
Transfer from General Fund	-	-	-	1,000,000	1,000,000
Fund Balance	-	-	105,000	58,750	(46,250)
NON-REVENUE RECEIPTS	-	-	105,000	1,058,750	953,750
TOTAL REVENUE WPA FUND	**873,356**	**920,100**	**1,100,000**	**2,145,000**	**1,045,000**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
WPA ADMINISTRATION					
Regular	212,957	196,051	181,979	185,869	3,890
Overtime	2,232	3,064	2,000	6,389	4,389
Part-time	1,094	2,956	2,790	2,188	(602)
FICA	16,521	15,439	13,956	14,549	593
VRS-Employer	31,156	23,839	22,602	23,085	483
Retirees	9,305	6,602	6,310	6,300	(10)
Insurance-Employer	609	563	2,402	2,212	(190)
SUTA	-	15,177	-	-	-
Worker's Compensation	3,305	3,514	3,295	4,278	983
Flex Benefits - Admin Fee	334	264	250	360	110
Flex Benefits - Employee	45,351	38,870	34,561	32,140	(2,421)
VRS Health Insurance Credit	326	263	255	260	5
PERSONNEL	323,190	306,602	270,400	277,630	7,230
Engineering & Architect	67,665	15,485	-	34,000	34,000
Legal Services	2,841	175	-	-	-
Other Professional Services	475	-	-	-	-
Temporary Help/Other	115	185	200	200	-
Repairs & Maintenance	20	430	250	4,000	3,750
Vehicle Repair & Maintenance Services	-	356	250	1,000	750
Printing & Binding	4,412	5,013	2,500	5,000	2,500
Local Media	552	-	-	-	-
Laundry & Dry Cleaning	504	873	1,000	1,000	-
CONTRACTUAL SERVICES	76,584	22,517	4,200	45,200	41,000
Equipment Fuel	1,024	2,427	2,000	2,500	500
Equipment Parts	430	276	1,000	1,000	-
Equipment Labor	280	410	1,000	1,000	-
Copier Charges	308	277	300	300	-
INTERNAL SERVICES	2,042	3,390	4,300	4,800	500
Postal Services	88	73	200	200	-
Telecommunications	1,406	1,283	1,000	1,300	300
Motor Vehicle Insurance	983	1,008	1,500	1,500	-

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
WPA ADMINISTRATION (continued)					
General Liability Insurance	2,996	1,766	3,500	3,500	-
Mileage	360	225	200	200	-
Travel - Convention & Education	474	916	1,500	1,000	(500)
Dues & Association Memberships	100	-	100	100	-
Misc Charges & Fees	3,542	8,478	7,000	8,000	1,000
Office Supplies	356	699	750	500	(250)
Food & Food Service	48	58	200	100	(100)
Landscaping/Agricultural Supplies	24	18	50	-	(50)
Vehicle & Equipment Supplies	8	168	100	200	100
Uniforms & Apparel	117	541	-	500	500
Other Operating Supplies	1,849	3,403	3,500	2,500	(1,000)
Chemicals	360	646	500	500	-
Computer Equipment Supplies	103	362	1,500	2,500	1,000
OTHER CHARGES	12,814	19,644	21,600	22,600	1,000
Depreciation Expense	204,738	251,867	-	-	-
CAPITAL	204,738	251,867	-	-	-
TOTAL WPA ADMINISTRATION	***619,368***	***604,020***	***300,500***	***350,230***	***49,730***
OFF-STREET LOTS					
Repairs & Maintenance	272	-	500	2,100	1,600
CONTRACTUAL SERVICES	272	-	500	2,100	1,600
Electrical Services	4,957	4,332	5,000	5,000	-
Rent - Parking Lots	5,700	6,000	6,500	6,500	-
Landscaping/Agricultural Supplies	236	144	200	200	-
Repairs & Maintenance	65	429	500	500	-
Other Operating Supplies	872	525	12,300	300	(12,000)
OTHER CHARGES	11,830	11,430	24,500	12,500	(12,000)
TOTAL OFF-STREET LOTS	***12,102***	***11,430***	***25,000***	***14,600***	***(10,400)***
BRADDOCK AUTOPARK					
Repairs & Maintenance	4,777	3,924	2,000	279,000	277,000
Maintenance Service Contracts	35	86	-	-	-
CONTRACTUAL SERVICES	4,812	4,010	2,000	279,000	277,000

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
BRADDOCK AUTOPARK (continued)					
Electrical Services	12,064	13,596	13,000	13,500	500
Water & Sewer	654	596	500	500	-
Telecommunications	2,189	2,680	2,200	3,000	800
Property Insurance	3,287	3,081	3,300	3,300	-
Office Supplies	9	-	-	-	-
Laundry & Janitorial	1,052	277	1,000	500	(500)
Repair & Maintenance	1,077	850	2,100	2,100	-
Other Operating Supplies	3,135	650	-	600	600
OTHER CHARGES	23,467	21,730	22,100	23,500	1,400
TOTAL BRADDOCK AUTOPARK	***28,279***	***25,740***	***24,100***	***302,500***	***278,400***
COURT SQUARE AUTOPARK					
Repairs & Maintenance	6,211	570	5,300	452,700	447,400
Maintenance Service Contracts	1,902	1,753	2,000	2,000	-
CONTRACTUAL SERVICES	8,113	2,323	7,300	454,700	447,400
Electrical Services	20,789	22,531	20,000	22,000	2,000
Telecommunications	3,457	2,383	1,800	2,500	700
Property Insurance	4,011	4,111	4,500	4,500	-
Office Supplies	5	-	-	-	-
Laundry & Janitorial	1,568	501	1,600	1,000	(600)
Repair & Maintenance	2,891	1,105	800	1,000	200
Other Operating Supplies	59	213	100	200	100
OTHER CHARGES	32,780	30,844	28,800	31,200	2,400
TOTAL COURT SQUARE AUTOPARK	***40,893***	***33,167***	***36,100***	***485,900***	***449,800***
LOUDOUN AUTOPARK					
Repairs & Maintenance	641	1,066	5,000	277,000	272,000
Maintenance Service Contracts	1,446	1,520	1,500	1,500	-
CONTRACTUAL SERVICES	2,087	2,586	6,500	278,500	272,000
Electrical Services	19,972	18,385	20,000	20,000	-
Water & Sewer	1,166	943	1,000	1,000	-
Telecommunications	2,696	2,484	2,000	2,500	500
Property Insurance	3,765	3,859	4,100	4,100	-

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
LOUDOUN AUTOPARK (continued)					
Laundry & Janitorial	1,033	764	2,000	1,000	(1,000)
Repair & Maintenance	1,780	945	2,000	3,000	1,000
Other Operating Supplies	50	287	500	500	-
OTHER CHARGES	30,462	27,667	31,600	32,100	500
TOTAL LOUDOUN AUTOPARK	***32,549***	***30,253***	***38,100***	***310,600***	***272,500***
PARKING ENFORCEMENT					
Regular	29,790	30,377	31,699	32,323	624
Overtime	115	427	500	500	-
FICA	2,046	2,067	2,146	2,369	223
VRS-Employer	4,159	4,247	3,937	4,014	77
Insurance-Employer	81	96	418	385	(33)
Worker's Compensation	417	436	456	668	212
Flex Benefits - Admin Fee	48	50	48	72	24
Flex Benefits - Employee	6,806	7,557	7,452	8,456	1,004
VRS Health Insurance Credit	44	45	44	45	1
PERSONNEL	43,506	45,302	46,700	48,832	2,132
Repairs & Maintenance	-	-	2,200	2,200	-
Maintenance Service Contracts	-	-	2,200	2,200	-
Printing & Binding	474	-	1,200	1,200	-
Laundry & Dry Cleaning	530	435	500	500	-
CONTRACTUAL SERVICES	1,004	435	6,100	6,100	-
Telecommunications	256	369	300	400	100
Uniforms & Apparel	143	111	300	300	-
Other Operating Supplies	-	-	100	100	-
OTHER CHARGES	399	480	700	800	100
TOTAL PARKING ENFORCEMENT	***44,909***	***46,217***	***53,500***	***55,732***	***2,232***
GEORGE WASHINGTON AUTOPARK					
Repairs & Maintenance	7,715	2,459	3,000	7,000	4,000
Maintenance Service Contracts	6,372	6,385	6,000	6,000	-
CONTRACTUAL SERVICES	14,087	8,844	9,000	13,000	4,000

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/-Dec
GW AUTOPARK (continued)					
Electrical Services	19,219	16,516	20,000	18,000	(2,000)
Water & Sewer	575	643	1,000	1,000	-
Telecommunications	1,856	2,484	2,500	2,500	-
Property Insurance	5,004	4,275	5,000	4,500	(500)
Misc Charges & Fees	2,053	68	-	-	-
Laundry & Janitorial	597	407	1,700	1,000	(700)
Repair & Maintenance	424	1,573	2,000	2,000	-
Other Operating Supplies	267	69	500	500	-
Computer Equipment/Supplies	-	150	1,000	1,000	-
OTHER CHARGES	29,995	26,185	33,700	30,500	(3,200)
TOTAL GW AUTOPARK	***44,082***	***35,029***	***42,700***	***43,500***	***800***
DEBT					
Principal	-	-	165,000	175,000	10,000
Interest	421,163	414,064	415,000	406,938	(8,062)
TOTAL DEBT SERVICE	***421,163***	***414,064***	***580,000***	***581,938***	***1,938***
TOTAL EXPENDITURES WPA FUND	**1,243,345**	**1,199,920**	**1,100,000**	**2,145,000**	**1,045,000**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Revenue by Classification					
Miscellaneous Revenue	3,160	3,160	150,000	-	(150,000)
Recovered Costs	8,127	8,127	-	950,000	950,000
State Revenue	2,336	2,336	5,870,000	7,845,000	1,975,000
Federal Revenue	-	-	2,060,000	880,000	(1,180,000)
Non-Revenue Receipts	294,400	294,400	6,360,000	10,015,000	3,655,000
TOTAL REVENUE	**308,023**	**308,023**	**14,440,000**	**19,690,000**	**5,250,000**
Expenditure by Classification					
Public Safety	111,217	111,217	3,500,000	3,360,000	(140,000)
Public Works	4,628,441	199,914	9,675,000	14,980,000	5,305,000
Parks, Recreation, Cultural	867,919	46,873	1,265,000	1,350,000	85,000
Transfers	150,000	-	-	-	-
TOTAL EXPENDITURES	**5,757,577**	**358,004**	**14,440,000**	**19,690,000**	**5,250,000**

Revenue Detail:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Parks & Recreation	-	-	-	-	-
Capital Projects	3,160	3,160	-	-	-
Frederick County	-	-	150,000	-	(150,000)
MISCELLANEOUS REVENUE	3,160	3,160	150,000	-	(150,000)
Public Works	8,127	8,127	-	950,000	950,000
RECOVERED COSTS	8,127	8,127	-	950,000	950,000

City Capital Improvement Fund

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Street & Highway Maintenance	-	-	900,000	-	(900,000)
State Grants	2,336	2,336	4,970,000	7,845,000	2,875,000
STATE REVENUE	2,336	2,336	5,870,000	7,845,000	1,975,000
ISTEA Grant	-	-	800,000	800,000	-
Transportation Improvement	-	-	1,260,000	80,000	(1,180,000)
FEDERAL REVENUE	-	-	2,060,000	880,000	(1,180,000)
Sale of Bonds	-	-	-	6,000,000	6,000,000
Transfers	294,400	294,400	4,720,000	2,855,000	(1,865,000)
Fund Balance	-	-	1,640,000	1,160,000	(480,000)
NON-REVENUE RECEIPTS	294,400	294,400	6,360,000	10,015,000	3,655,000
TOTAL REVENUE CIP FUND	**308,023**	**308,023**	**14,440,000**	**19,690,000**	**5,250,000**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Communication Equipment	111,217	111,217	3,500,000	3,360,000	(140,000)
PUBLIC SAFETY	111,217	111,217	3,500,000	3,360,000	(140,000)
Facilities Construction	-	-	-	175,000	175,000
Road Improvements	27,567	183,183	4,900,000	8,320,000	3,420,000
Valley Avenue Drainage	-	-	700,000	700,000	-
Storm Sewer Improvements	-	-	2,100,000	2,185,000	85,000
Old Town Mall Improvements	-	-	600,000	-	(600,000)
Pedestrian Signals	549,269	-	-	-	-
Traffic Signals	3,906,273	-	-	-	-
Refuse Truck	145,332	-	-	-	-
Equipment Replacement	-	16,731	-	100,000	100,000
Generator	-	-	375,000	-	(375,000)
JJC Improvements	-	-	300,000	3,400,000	3,100,000
Transit Facilities	-	-	700,000	100,000	(600,000)
PUBLIC WORKS	4,628,441	199,914	9,675,000	14,980,000	5,305,000

City Capital Improvement Fund

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Equipment Replacement	-	46,873	-	-	-
Green Circle	867,919	-	1,000,000	1,000,000	-
Barnett Park Improvements	-	-	265,000	350,000	85,000
PARKS, REC, CULTURAL	867,919	46,873	1,265,000	1,350,000	85,000
Transfers	150,000	-	-	-	-
TRANSFERS	150,000	-	-	-	-
TOTAL EXPENDITURES CIP FUND	**5,757,577**	**358,004**	**14,440,000**	**19,690,000**	**5,250,000**

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

During FY 2014, Utilities will be preparing a detailed proposal for City Council to consider implementing Storm water Utility. This effort is in response to City Council's direction provided for in the Strategic Plan under the goal to "Create a More Livable City for All".

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Administration	4.8	4.8	4.85	4.85	0
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**	**39.85**	**39.85**	**0**

Revenue Summary:

Revenue Sources	**FY 2011 ACTUAL**	**FY 2012 ACTUAL**	**FY 2013 AMENDED BUDGET**	**FY 2014 PROPOSED**	**FY 2014 BUDGET Inc/(Dec)**
Use of Money	5,905	3,452	6,000	-	(6,000)
Charges for Services	15,321,844	15,940,931	18,778,000	20,398,000	1,620,000
Miscellaneous Revenue	1,856	2,232	2,000	2,000	-
Recovered Costs	291,568	1,771,394	-	-	-
State Categorical Aid	-	2,372	-	-	-
Federal Categorical Aid	-	82,174	289,000	289,000	-
Non-Revenue Receipts	15,651,626	13,529,324	232,000	-	(232,000)
TOTAL REVENUE	**31,272,799**	**31,331,879**	**19,307,000**	**20,689,000**	**1,382,000**

Revenue Detail:

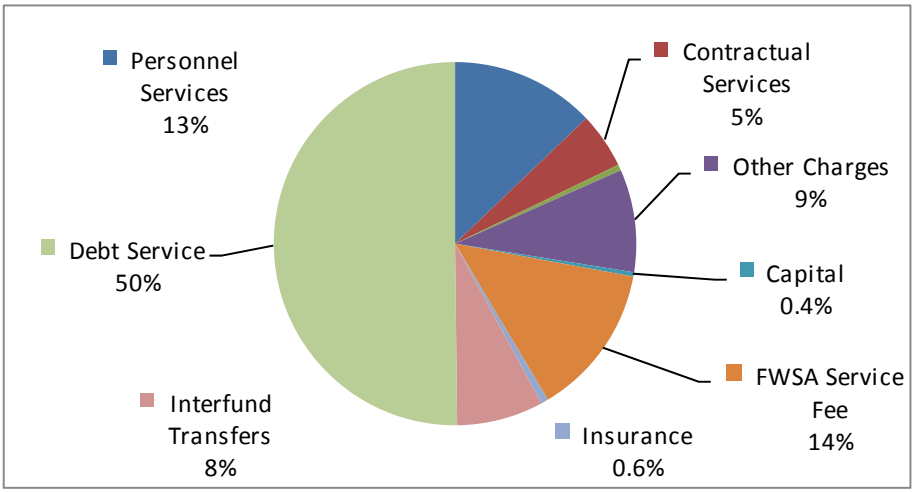
REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Interest Earnings	2,055	136	2,000	-	(2,000)
Rental Rec Prop/Facility	3,850	3,316	4,000	-	(4,000)
USE OF MONEY	5,905	3,452	6,000	-	(6,000)
Sale of Water	8,303,557	8,651,471	10,240,000	11,184,000	944,000
Sale of Sewer	6,811,379	7,116,974	8,370,000	9,024,000	654,000
Connection Charges	-	220	-	-	-
Reconnection Charges	32,595	14,760	10,000	15,000	5,000
Special Sewer	6,282	5,116	3,000	5,000	2,000
Lab Service Charges	5,850	6,090	5,000	5,000	-
Penalties	161,945	146,300	150,000	165,000	15,000
TV Inspections	236	-	-	-	-
CHARGES FOR SERVICES	15,321,844	15,940,931	18,778,000	20,398,000	1,620,000
Bad Checks	1,845	2,200	2,000	2,000	-
Sale of Surplus Property	11	-	-	-	-
Sale of Copies & Documents	-	32	-	-	-
MISCELLANEOUS REVENUE	1,856	2,232	2,000	2,000	-
Miscellaneous	918	4,284	-	-	-
Capital Contribution	290,650	1,767,110	-	-	-
RECOVERED COSTS	291,568	1,771,394	-	-	-
Public Assistance Grant	-	2,372	-	-	-
STATE CATEGORICAL AID	-	2,372	-	-	-
ARRA - Stimulus	-	72,810	289,000	289,000	-
Public Assistance Grant	-	9,364			
FEDERAL CATEGORICAL AID	-	82,174	289,000	289,000	-
Insurance Recoveries	-	-	-	-	-
Utilities Fund	15,651,626	13,529,324	232,000	-	(232,000)
NON-REVENUE RECEIPTS	15,651,626	13,529,324	232,000	-	(232,000)
TOTAL REVENUE UTILITIES FUND	**31,272,799**	**31,331,879**	**19,307,000**	**20,689,000**	**1,382,000**

Expenditure Summary:

Expenditure by Division	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Administration	487,084	537,593	780,000	824,000	44,000
Source of Supply	2,478,708	2,390,265	2,533,100	2,556,200	23,100
Transmission/Distribution	1,740,234	1,907,994	1,983,200	1,956,100	(27,100)
FWSA Service Fee	2,656,566	2,952,251	2,900,000	2,800,000	(100,000)
Engineering	2,949,911	3,830,269	471,600	437,600	(34,000)
Insurance	106,674	112,797	123,000	133,000	10,000
Interfund Transfers	14,516,591	24,388,043	1,600,000	1,600,000	-
Debt Service	2,176,957	2,316,555	8,916,100	10,382,100	1,466,000
TOTAL EXPENDITURES	**27,112,725**	**38,435,767**	**19,307,000**	**20,689,000**	**1,382,000**

Expenditure by Classification					
Personnel Services	2,340,061	2,494,111	2,698,200	2,663,300	(34,900)
Contractual Services	1,076,077	885,100	1,071,000	1,030,400	(40,600)
Internal Services	84,443	112,322	98,500	107,500	9,000
Other Charges	1,612,076	1,727,732	1,820,200	1,892,700	72,500
Capital	2,543,280	3,446,856	80,000	80,000	-
FWSA Service Fee	2,656,566	2,952,251	2,900,000	2,800,000	(100,000)
Insurance	106,674	112,797	123,000	133,000	10,000
Interfund Transfers	14,516,591	24,388,043	1,600,000	1,600,000	-
Debt Service	2,176,957	2,316,555	8,916,100	10,382,100	1,466,000
TOTAL EXPENDITURES	**27,112,725**	**38,435,767**	**19,307,000**	**20,689,000**	**1,382,000**

FY 2014 Expenditures by Classification



Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ADMINISTRATION					
Regular	239,912	266,619	309,955	297,957	(11,998)
Overtime	142	59	400	400	-
FICA	17,872	19,834	22,092	21,287	(805)
VRS-Employer	33,047	34,359	38,496	37,006	(1,490)
Retirees	19,929	22,781	41,950	42,000	50
Insurance-Employer	655	786	4,091	3,546	(545)
Worker's Compensation	363	381	472	401	(71)
Flex Benefits - Admin Fee	198	217	233	349	116
Flex Benefits - Employee	26,492	28,588	29,077	26,437	(2,640)
VRS Health Insurance Credit	351	371	434	417	(17)
PERSONNEL	338,961	373,995	447,200	429,800	(17,400)
Medical, Dental, & Hospital	160	46	200	-	(200)
Engineering & Architect	-	13,000	75,000	100,000	25,000
Other Professional Services	1,142	250	-	-	-
Travel - Convention & Education	5,610	2,361	7,000	7,000	-
Employment Agencies	292	4,125	-	-	-
Repairs & Maintenance	-	-	-	-	-
Landscaping	3,533	3,083	5,000	-	(5,000)
Vehicle Repair & Maint Services	52	168	2,000	2,000	-
Computer Hardware/Software	15,923	9,165	15,000	15,000	-
Printing & Binding	2,652	2,169	4,500	4,500	-
Local Media	1,092	345	1,800	500	(1,300)
Contracted Parking	5,988	8,751	7,600	12,000	4,400
Billing Services	41,150	45,207	45,000	47,000	2,000
Food Services	-	2,010	2,200	2,200	-
CONTRACTUAL SERVICES	77,594	90,680	165,300	190,200	24,900
Data Processing	3,600	3,600	3,600	-	(3,600)
Copier Charges	499	550	1,400	1,000	(400)
INTERNAL SERVICES	4,099	4,150	5,000	1,000	(4,000)
Postal Services	12,834	14,446	13,000	13,000	-
Telecommunications	2,086	2,128	4,000	3,000	(1,000)
Land	4,000	4,000	5,000	5,000	-

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ADMINISTRATION (continued)					
Mileage & Transportation	250	287	1,500	1,500	-
Travel - Convention & Education	1,137	1,210	4,000	4,000	-
State Health Dept Utility Fee	23,022	23,104	24,000	34,000	10,000
Dues & Association Memberships	8,485	3,928	7,000	7,000	-
Misc Charges & Fees	5,010	2,787	5,000	36,000	31,000
Office Supplies	4,823	4,215	7,000	5,000	(2,000)
Food & Food Service	300	80	500	500	-
Vehicle & Equipment Fuels	87	-	250	250	-
Vehicle & Equipment Supplies	17	-	250	250	-
Uniforms & Apparel	-	-	500	500	-
Books & Subscriptions	95	448	500	500	-
Other Operating Supplies	4,071	8,812	6,000	6,000	-
Computer Hardware/Software	73	2,093	2,500	5,000	2,500
Awards, Plaques, Other	140	1,230	1,500	1,500	-
OTHER CHARGES	66,430	68,768	82,500	123,000	40,500
Motor Vehicle & Equipment	-	-	-	-	-
Computer Equipment/Hardware	-	-	30,000	30,000	-
Computer Software	-	-	50,000	50,000	-
CAPITAL	-	-	80,000	80,000	-
TOTAL ADMINISTRATION	***487,084***	***537,593***	***780,000***	***824,000***	***44,000***
SOURCE OF SUPPLY					
Regular	425,876	457,716	504,266	493,434	(10,832)
Overtime	96,809	89,147	100,000	100,000	-
Part-time Non-Classified	27,654	27,588	25,000	25,000	-
FICA	40,763	42,087	46,050	45,796	(254)
VRS-Employer	60,882	58,780	62,181	61,284	(897)
Retirees	1,690	12,740	-	5,080	5,080
Insurance-Employer	1,212	1,410	6,609	5,872	(737)
SUTA	-	5,729	-	-	-
Worker's Compensation	13,380	13,601	15,842	17,478	1,636
Flex Benefits - Admin Fee	543	570	592	888	296
Flex Benefits - Employee	70,903	71,407	80,060	65,877	(14,183)
VRS Health Insurance Credit	649	659	700	691	(9)
PERSONNEL	740,361	781,434	841,300	821,400	(19,900)

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
SOURCE OF SUPPLY (continued)					
Medical, Dental, & Hospital	230	355	200	-	(200)
Other Professional Services	300	750	-	-	-
Travel - Convention & Education	539	354	5,000	1,000	(4,000)
Employment Agencies	19,573	41,366	-	-	-
Repairs & Maintenance	370,982	118,258	200,000	125,000	(75,000)
Vehicle Repair & Maint Services	18,456	7,749	2,000	2,000	-
Maintenance Service Contracts	46,923	24,447	23,400	40,000	16,600
Mowing & Trimming	2,174	11,633	7,500	7,500	-
Computer Hardware/Software	13,849	21,225	9,000	10,000	1,000
Printing & Binding	445	-	500	500	-
Local Media	-	98	1,000	-	(1,000)
Laundry & Dry Cleaning	9,750	6,083	11,000	8,000	(3,000)
Other	58	-	10,000	2,500	(7,500)
Refuse Service	2,680	3,177	2,600	94,000	91,400
Lab Services	9,683	6,301	15,000	10,000	(5,000)
CONTRACTUAL SERVICES	495,642	241,796	287,200	300,500	13,300
Equipment Fuel	60,175	74,084	60,000	70,000	10,000
Equipment Parts	9,454	11,652	10,000	12,000	2,000
Equipment Labor	9,279	20,998	20,000	22,000	2,000
INTERNAL SERVICES	78,908	106,734	90,000	104,000	14,000
Electrical Services	519,662	505,069	565,800	565,800	-
Heating Services	1,299	1,973	-	-	-
Postal Services	1,009	1,520	1,500	1,500	-
Telecommunications	12,423	13,598	13,000	17,000	4,000
Equipment Rental	309	3,835	5,000	5,000	-
Office Equipment	1,159	2,060	1,300	2,800	1,500
Mileage & Transportation	-	-	2,000	1,000	(1,000)
Travel - Convention & Education	3,281	4,927	6,000	4,000	(2,000)
Dues & Association Memberships	340	1,230	3,300	1,500	(1,800)
Local Real Estate Taxes	5,979	6,361	20,000	10,000	(10,000)
Misc Charges & Fees	2,029	2,077	1,500	1,500	-
Background Checks	-	296	-	-	-
Office Supplies	2,882	2,761	2,500	2,500	-
Food & Food Service	-	153	200	200	-
Medical & Laboratory	26,505	32,248	30,000	35,000	5,000

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
SOURCE OF SUPPLY (continued)					
Laundry & Janitorial Services	4,871	4,183	6,000	5,000	(1,000)
Repair & Maintenance	52,883	95,076	81,000	81,000	-
Vehicle & Equipment Fuels	12,004	15,502	12,000	12,000	-
Vehicle & Equipment Supplies	1,923	1,065	1,500	1,500	-
Uniforms & Apparel	3,369	936	5,000	5,000	-
Books & Subscriptions	199	2,611	500	500	-
Other Operating Supplies	8,076	3,209	3,000	3,000	-
Chemicals	502,639	559,440	550,000	570,000	20,000
Computer Hardware/Software	956	171	3,000	4,000	1,000
Awards, Plaques, Other	-	-	500	500	-
OTHER CHARGES	1,163,797	1,260,301	1,314,600	1,330,300	15,700
TOTAL SOURCE OF SUPPLY	***2,478,708***	***2,390,265***	***2,533,100***	***2,556,200***	***23,100***
TRANSMISSION/ DISTRIBUTION					
Regular	567,857	605,495	627,584	633,261	5,677
Overtime	66,650	68,751	91,500	91,500	-
Part-time Classified	1,094	2,956	2,790	-	(2,790)
Part-time Non-Classified	-	-	-	2,188	2,188
FICA	47,529	49,885	53,843	54,397	554
VRS-Employer	76,112	80,517	77,946	78,652	706
Retirees	15,775	10,403	6,600	9,110	2,510
Insurance-Employer	1,486	1,863	8,284	7,536	(748)
Worker's Compensation	27,044	29,549	30,130	34,726	4,596
Flex Benefits - Admin Fee	801	878	858	1,272	414
Flex Benefits - Employee	107,888	125,372	132,986	116,771	(16,215)
VRS Health Insurance Credit	796	862	879	887	8
PERSONNEL	913,032	976,531	1,033,400	1,030,300	(3,100)
Medical, Dental, & Hospital	794	295	1,000	-	(1,000)
Travel - Convention & Education	-	-	1,000	1,000	-
Repair & Maintenance	275,227	377,982	383,000	348,000	(35,000)
Vehicle Repairs & Maintenance	11,051	16,521	16,000	16,000	-
Maintenance Service Contracts	120,454	108,898	113,500	110,000	(3,500)
Mowing & Trimming	13,800	14,179	9,500	9,500	-
Computer Hardware/Software	11,394	14,400	12,000	12,000	-
Printing & Binding	99	1,619	300	300	-

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
TRANSMISSION/ DIST (continued)					
Local Media	1,760	416	2,500	-	(2,500)
Laundry & Dry Cleaning	10,669	8,838	7,500	7,500	-
Sanitary Landfill Usage	240	400	200	200	-
Refuse Service	-	700	-	500	500
Miss Utility Service	5,046	3,398	4,500	4,000	(500)
CONTRACTUAL SERVICES	450,534	547,646	551,000	509,000	(42,000)
Equipment Fuel	452	75	1,000	500	(500)
Equipment Parts	-	-	-	-	-
Equipment Labor	-	-	-	-	-
INTERNAL SERVICES	452	75	1,000	500	(500)
Electrical Services	72,612	78,366	68,500	80,000	11,500
Heating Services	2,020	1,236	2,500	2,500	-
Water & Sewer	1,188	1,271	1,200	1,200	-
Postal Services	2,751	3,021	3,500	3,500	-
Telecommunications	17,349	13,562	10,000	15,000	5,000
Property Insurance	18,631	25,972	27,000	27,000	-
Equipment Rental	9,906	7,447	10,000	10,000	-
Office Equipment	557	1,110	1,000	1,200	200
Lease/Rent of Buildings	1,242	1,061	1,500	1,500	-
Mileage & Transportation	-	95	1,500	1,000	(500)
Travel - Convention & Education	1,491	2,718	6,000	4,600	(1,400)
Dues & Association Memberships	7,157	416	8,300	500	(7,800)
Misc Charges & Fees	338	5,000	5,000	5,000	-
Office Supplies	3,018	1,628	1,700	1,700	-
Food & Food Service	25	62	200	200	-
Landscaping/Agricultural Supply	179	34	-	-	-
Medical & Laboratory	114	227	500	500	-
Laundry & Janitorial Services	4,017	5,819	6,800	6,800	-
Repair & Maintenance	164,734	182,429	177,000	190,000	13,000
Vehicle & Equipment Fuels	1,528	2,333	1,500	1,500	-
Vehicle & Equipment Supplies	4,435	3,680	8,500	6,000	(2,500)
Uniforms & Apparel	7,690	4,634	6,100	6,100	-
Books & Subscriptions	79	163	-	-	-
Other Operating Supplies	7,601	1,751	3,500	3,500	-

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
TRANSMISSION/ DIST (continued)					
Streets & Sidewalks	37,863	36,618	40,000	40,000	-
Chemicals	7,411	1,127	2,600	2,600	-
Computer Hardware/Software	2,230	1,962	3,000	4,000	1,000
Awards, Plaques, Other	50	-	400	400	-
OTHER CHARGES	376,216	383,742	397,800	416,300	18,500
TOTAL TRANSMISSION/DISTRIBUTION	***1,740,234***	***1,907,994***	***1,983,200***	***1,956,100***	***(27,100)***
FWSA SERVICE FEE					
FWSA Service Fee	2,656,566	2,952,251	2,900,000	2,800,000	(100,000)
TOTAL FWSA SERVICE FEE	***2,656,566***	***2,952,251***	***2,900,000***	***2,800,000***	***(100,000)***
ENGINEERING					
Regular	253,310	262,761	273,104	278,907	5,803
Overtime	1,352	6,280	10,000	10,000	-
FICA	18,414	19,723	21,367	21,138	(229)
VRS-Employer	37,091	35,249	33,919	34,640	721
Insurance-Employer	724	817	3,605	3,319	(286)
SUTA	-	3,495	-	-	-
Worker's Compensation	2,356	2,399	2,436	2,895	459
Flex Benefits - Admin Fee	241	243	240	360	120
Flex Benefits - Employee	33,831	30,804	31,246	30,151	(1,095)
VRS Health Insurance Credit	388	380	383	390	7
PERSONNEL	347,707	362,151	376,300	381,800	5,500
Copier Charges	984	1,363	2,500	2,000	(500)
INTERNAL SERVICES	984	1,363	2,500	2,000	(500)
Medical, Dental, & Hospital	-	113	-	-	-
Engineering & Architect	44,935	-	60,000	25,000	(35,000)
Vehicle Repairs & Maintenance	34	2,206	1,000	1,000	-
Computer Hardware/Software	7,274	1,925	4,500	4,500	-
Printing & Binding	64	353	200	200	-
Local Media	-	381	1,800	-	(1,800)
CONTRACTUAL SERVICES	52,307	4,978	67,500	30,700	(36,800)

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ENGINEERING (continued)					
Postal Services	-	81	200	200	-
Telecommunications	2,974	4,247	5,000	7,000	2,000
Mileage & Transportation	-	920	2,000	1,600	(400)
Travel - Convention & Education	1,563	3,392	7,000	7,700	700
Dues & Association Memberships	100	405	1,000	1,000	-
Background Checks	-	67	-	-	-
Office Supplies	-	1,067	-	-	-
Food & Food Service	29	131	150	150	-
Vehicle & Equipment Fuels	31	35	100	100	-
Vehicle & Equipment Supplies	-	87	-	-	-
Uniforms & Apparel	112	936	500	500	-
Books & Subscriptions	-	-	300	300	-
Other Operating Supplies	18	1,537	2,350	2,350	-
Computer Hardware/Software	796	2,016	6,500	2,000	(4,500)
Awards, Plaques, Other	10	-	200	200	-
OTHER CHARGES	5,633	14,921	25,300	23,100	(2,200)
Depreciation Expense	2,543,280	3,446,856	-	-	-
CAPITAL	2,543,280	3,446,856	-	-	-
TOTAL ENGINEERING	***2,949,911***	***3,830,269***	***471,600***	***437,600***	***(34,000)***
INSURANCE					
Property Insurance	30,042	30,576	33,000	47,000	14,000
Motor Vehicle Insurance	24,190	26,068	30,000	28,000	(2,000)
General Liability	52,442	56,153	60,000	58,000	(2,000)
OTHER CHARGES	106,674	112,797	123,000	133,000	10,000
TOTAL INSURANCE	***106,674***	***112,797***	***123,000***	***133,000***	***10,000***
INTERFUND					
General Fund	1,600,000	1,600,000	1,600,000	1,600,000	-
Capital Improvement Fund	12,755,782	22,640,640	-	-	-
Highway Maintenance Fund	-	-	-	-	-
TRANSFERS	14,355,782	24,240,640	1,600,000	1,600,000	-

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
INTERFUND (continued)					
Capital Asset transfer	160,809	147,403	-	-	-
OTHER	160,809	147,403	-	-	-
TOTAL INTERFUND	***14,516,591***	***24,388,043***	***1,600,000***	***1,600,000***	***-***
DEBT					
Redemption of Principal - Bonds	-	-	3,523,500	4,177,600	654,100
Interest - Bonds	1,667,393	1,501,901	3,258,600	4,074,000	815,400
Paying Agent Fees	-	1,345	-	1,500	1,500
FWSA Debt	509,564	813,309	2,134,000	2,129,000	(5,000)
DEBT SERVICE	***2,176,957***	***2,316,555***	***8,916,100***	***10,382,100***	***1,466,000***
TOTAL EXPENDITURES UTILITIES FUND	**27,112,725**	**38,435,767**	**19,307,000**	**20,689,000**	**1,382,000**

Utilities Capital Improvement Fund

Revenue and Expenditure Summary:

Revenue by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Use of Money	10,691	32,789	-	-	-
Charges for Services	542,436	257,580	600,000	-	(600,000)
Recovered Costs	24,750	2,924	-	-	-
Shared Expenses	-	202,704	-	-	-
State Categorical	-	467,502	1,000,000	-	(1,000,000)
Federal Categorical	208,171	978,969	1,000,000	140,000	(860,000)
Non-Revenue Receipts	12,755,782	22,640,640	12,565,000	45,000	(12,520,000)
TOTAL REVENUE	**13,541,830**	**24,583,108**	**15,165,000**	**185,000**	**(14,980,000)**
Expenditure by Classification					
Capital	-	-	14,000,000	185,000	(13,815,000)
Interfund Transfers	15,651,626	13,529,324	232,000	-	(232,000)
Debt Service	562,842	1,078,406	933,000	-	(933,000)
TOTAL EXPENDITURES	**16,214,468**	**14,607,730**	**15,165,000**	**185,000**	**(14,980,000)**

Revenue Detail:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Interest Earnings	10,691	32,789	-	-	-
USE OF MONEY/PROP	10,691	32,789	-	-	-
Availability Fee -Water	232,636	108,580	300,000	-	(300,000)
Availability Fee - Sewer	309,800	149,000	300,000	-	(300,000)
CHARGES FOR SERVICE	542,436	257,580	600,000	-	(600,000)
Miscellaneous	24,750	-	-	-	-
External Recoveries	-	2,924	-	-	-
RECOVERED COSTS	24,750	2,924	-	-	-

Utilities Capital Improvement Fund

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
VHDA	-	202,704	-	-	-
SHARED EXPENSES	-	202,704	-	-	-
Misc State Funds	-	-	1,000,000	-	(1,000,000)
Public Assistance Grant	-	467,502	-	-	-
STATE CATEGORICAL	-	467,502	1,000,000	-	(1,000,000)
ARRA - Stimulus	208,171	216,417	-	-	-
Federal Programs	-	-	-	140,000	140,000
Drinking Water Grant	-	762,552	1,000,000	-	(1,000,000)
FEDERAL CATEGORICAL	208,171	978,969	1,000,000	140,000	(860,000)
Sale of Bonds	-	-	12,000,000	-	(12,000,000)
Utilities Fund	12,755,782	22,640,640	-	-	-
Fund Balance	-	-	565,000	45,000	(520,000)
NON-REVENUE RECEIPTS	12,755,782	22,640,640	12,565,000	45,000	(12,520,000)
TOTAL REV CAP IMPROV	**13,541,830**	**24,583,108**	**15,165,000**	**185,000**	**(14,980,000)**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Machinery & Equipment	-	-	-	185,000	185,000
Water Transmission Line	-	-	14,000,000	-	(14,000,000)
CAPITAL	-	-	14,000,000	185,000	(13,815,000)
TOTAL SOURCE OF SUPPLY	-	-	14,000,000	185,000	(13,815,000)
INTERFUND					
Utilities Operating	15,651,626	13,529,324	232,000	-	(232,000)
TRANSFERS	15,651,626	13,529,324	232,000	-	(232,000)
TOTAL INTERFUND	15,651,626	13,529,324	232,000	-	(232,000)

Utilities Capital Improvement Fund

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
DEBT					
Interest - Bonds	562,842	1,078,406	933,000	-	(933,000)
DEBT SERVICE	562,842	1,078,406	933,000	-	(933,000)
TOTAL EXPENDITURES CAPITAL IMPROV FUND	**16,214,468**	**14,607,730**	**15,165,000**	**185,000**	**(14,980,000)**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Revenue by Classification					
Use of Money	11,288	11,288	10,000	15,000	5,000
Recovered Costs	3,622,537	3,622,537	4,190,000	4,075,000	(115,000)
Non-Revenue Receipts	-	-	-	248,000	248,000
TOTAL REVENUE	**3,633,825**	**3,633,825**	**4,200,000**	**4,338,000**	**138,000**
Expenditure by Classification					
Personnel Services	56,840	64,015	63,700	67,600	3,900
Contractual Services	3,783,612	3,748,618	4,136,300	4,270,400	134,100
TOTAL EXPENDITURES	**3,840,452**	**3,812,633**	**4,200,000**	**4,338,000**	**138,000**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Employee Benefits Fund	1	1	1	1	0

Employee Benefits Fund

Revenue Detail:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Interest Earnings	11,288	11,288	10,000	15,000	5,000
USE OF MONEY	11,288	11,288	10,000	15,000	5,000
Worker's Compensation	431,894	431,894	460,000	575,000	115,000
Health Insurance	3,190,643	3,190,643	3,730,000	3,500,000	(230,000)
RECOVERED COSTS	3,622,537	3,622,537	4,190,000	4,075,000	(115,000)
Fund Balance	-	-	-	248,000	248,000
NON-REVENUE RECEIPTS	-	-	-	248,000	248,000
TOTAL REVENUE EMPLOYEE BENEFITS FUND	**3,633,825**	**3,633,825**	**4,200,000**	**4,338,000**	**138,000**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Regular	40,518	45,106	45,490	47,299	1,809
FICA	3,114	3,302	3,293	3,505	212
VRS-Employer	5,627	6,212	5,650	5,874	224
Retirees	498	1,583	1,052	5,080	4,028
Insurance-Employer	110	139	600	563	(37)
Worker's Compensation	60	66	69	65	(4)
Flex Benefits - Admin Fee	48	50	48	72	24
Flex Benefits - Employee	6,806	7,492	7,434	5,076	(2,358)
VRS Health Insurance Credit	59	65	64	66	2
PERSONNEL	56,840	64,015	63,700	67,600	3,900
Dental Insurance Charges	-	179,336	-		
Health Insurance Charges	3,343,257	3,209,854	3,668,300	3,800,400	132,100
Wellness Programs	4,835	5,244	8,000	20,000	12,000
Worker's Compensation	435,520	354,184	460,000	450,000	(10,000)
CONTRACTUAL SERVICES	3,783,612	3,748,618	4,136,300	4,270,400	134,100
TOTAL EXPENDITURES EMPLOYEE BENEFITS FUND	**3,840,452**	**3,812,633**	**4,200,000**	**4,338,000**	**138,000**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Revenue by Classification					
Recovered Costs	1,129,964	1,357,476	1,222,000	1,450,000	228,000
TOTAL REVENUE	**1,129,964**	**1,357,476**	**1,222,000**	**1,450,000**	**228,000**
Expenditure by Classification					
Personnel Services	258,345	269,627	273,100	292,800	19,700
Contractual Services	131,055	196,949	158,800	196,300	37,500
Internal Services	6,415	19,858	40,000	39,000	(1,000)
Other Charges	715,105	834,968	750,100	891,900	141,800
Capital	-	-	-	30,000	30,000
Depreciation	1,525	1,525	-	-	-
TOTAL EXPENDITURES	**1,112,445**	**1,322,927**	**1,222,000**	**1,450,000**	**228,000**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Equipment Fund	5	5	5	5	0

Equipment Fund

Revenue Detail:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
External Recoveries	799	13	-	-	-
Fuel	524,260	658,023	544,000	660,000	131,000
Labor	355,791	437,586	448,000	544,000	52,000
Parts	249,114	261,867	230,000	246,000	45,000
RECOVERED COSTS	1,129,964	1,357,489	1,222,000	1,450,000	228,000
TOTAL REVENUE EQUIPMENT FUND	**1,129,964**	**1,357,489**	**1,222,000**	**1,450,000**	**228,000**

Expenditure Detail:

	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Regular	176,119	189,452	193,814	196,726	2,912
Overtime	4,459	809	2,000	14,000	12,000
FICA	13,582	14,608	14,346	16,276	1,930
VRS-Employer	23,901	24,520	24,072	24,433	361
Retirees	7,485	3,379	5,300	5,300	-
Insurance-Employer	471	592	2,558	2,341	(217)
Worker's Compensation	3,586	3,679	3,858	4,328	470
Flex Benefits - Admin Fee	232	250	240	360	120
Flex Benefits - Employee	28,257	32,063	26,641	28,760	2,119
VRS Health Insurance Credit	253	275	271	276	5
PERSONNEL	258,345	269,627	273,100	292,800	19,700
Medical, Dental, & Hospital	1,368	158	-	-	-
Repairs & Maintenance	2,475	10,115	5,000	5,000	-
Vehicle Repair & Maintenance Services	115,110	174,175	139,000	175,000	36,000
Maintenance Service Contracts	667	788	3,000	4,000	1,000
Computer Services	7,890	7,943	7,800	8,400	600
Printing & Binding	-	58	100	100	-
Local Media	319	-	200	-	(200)
Laundry & Dry Cleaning Services	3,226	3,712	3,700	3,800	100
CONTRACTUAL SERVICES	131,055	196,949	158,800	196,300	37,500

Equipment Fund

ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Data Processing	1,000	1,000	1,000	-	(1,000)
Equipment Fuel	1,451	4,275	3,000	3,000	-
Equipment Parts	1,258	2,138	3,000	3,000	-
Equipment Labor	2,706	2,323	3,000	3,000	-
Billing Clearing Account	-	10,122	30,000	30,000	-
INTERNAL SERVICES	6,415	19,858	40,000	39,000	(1,000)
Electrical Services	6,994	7,319	10,000	13,200	3,200
Heating Services	3,545	2,977	8,500	11,500	3,000
Water & Sewer	2,629	2,641	5,000	9,000	4,000
Postal Services	-	82	200	200	-
Telecommunications	3,719	2,949	4,000	5,000	1,000
Property Insurance	-	-	-	1,600	1,600
Motor Vehicle Insurance	-	-	500	500	-
General Liability Insurance	1,808	1,553	4,500	4,500	-
Office Equipment Rental	173	178	1,000	1,000	-
Mileage	-	-	500	500	-
Travel - Convention & Education	343	588	1,000	1,500	500
Misc. Charges & Fees	-	5	-	-	-
Loss Disposal of Assets	-	-	-	-	-
Office Supplies	420	832	1,000	1,000	-
Food & Food Service	-	302	-	-	-
Laundry & Janitorial Services	1,374	636	3,900	4,600	700
Building Repair & Maintenance	149	1,550	3,100	4,100	1,000
Vehicle & Equipment Fuels	475,450	602,815	475,000	600,000	125,000
Vehicle & Equipment Supplies	211,389	201,712	220,000	220,000	-
Uniforms & Apparel	640	1,328	2,200	1,900	(300)
Books & Subscriptions	-	-	100	100	-
Other Operating Supplies	6,472	6,330	6,000	8,000	2,000
Computer Supplies	-	1,171	3,600	3,700	100
OTHER CHARGES	715,105	834,968	750,100	891,900	141,800
Motor Vehicle & Equipment	-	-	-	30,000	30,000
Depreciation Expense	1,525	1,525	-	-	-
TOTAL EXPENDITURES EQUIPMENT FUND	**1,112,445**	**1,322,927**	**1,222,000**	**1,450,000**	**228,000**

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.

Revenue Detail:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Interest Earnings	3,134	-	-	-	-
USE OF MONEY	3,134	-	-	-	-
Other Post-Employment Benefits	277,193	258,000	477,000	477,000	-
CHARGES FOR SERVICES	277,193	258,000	477,000	477,000	-
TOTAL REVENUE OPEB FUND	**280,327**	**258,000**	**477,000**	**477,000**	**-**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Retirees	194,077	258,000	477,000	477,000	-
PERSONNEL	194,077	258,000	477,000	477,000	-
Refunds	44,258	-	-	-	-
OTHER CHARGES	44,258	-	-	-	-
TOTAL EXPEND OPEB FUND	**238,335**	**258,000**	**477,000**	**477,000**	**-**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Interest Earnings	1,471	1,770	-	-	-
USE OF MONEY	1,471	1,770	-	-	-
Debt Service	1,134,381	1,138,792	1,140,000	1,075,000	(65,000)
CHARGES FOR SERVICES	1,134,381	1,138,792	1,140,000	1,075,000	(65,000)
TOTAL REVENUE NW JAIL FUND	**1,135,852**	**1,140,562**	**1,140,000**	**1,075,000**	**(65,000)**

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Principal	405,000	425,000	425,000	505,000	80,000
Interest	760,620	714,106	714,500	570,000	(144,500)
Paying Agent Fees	-	-	500	-	(500)
DEBT SERVICES	1,165,620	1,139,106	1,140,000	1,075,000	(65,000)
TOTAL EXPENDITURES NW JAIL FUND	**1,165,620**	**1,139,106**	**1,140,000**	**1,075,000**	**(65,000)**

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Revenue by Classification					
Charges for Services	3,333,514	3,768,710	3,924,000	4,258,000	334,000
Recovered Costs	-	17,623	-	-	-
TOTAL REVENUE	**3,333,514**	**3,786,333**	**3,924,000**	**4,258,000**	**334,000**
Expenditure by Classification					
Personnel Services	1,182,326	1,339,533	1,416,300	1,430,700	14,400
Contractual Services	798,706	868,664	769,400	828,200	58,800
Internal Services	21,838	31,753	23,000	27,000	4,000
Other Charges	1,765,838	1,775,162	1,976,300	1,972,100	(4,200)
TOTAL EXPENDITURES	**3,768,708**	**4,015,112**	**4,185,000**	**4,258,000**	**73,000**

Staffing Summary:

Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
FWSA Administration	21.4	21.4	21.4	22.4	1
Authority Staff	2	2	2	2	0
FWSA Fund	23.4	23.4	23.4	24.4	1

Frederick-Winchester Service Authority

Revenue Detail:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Charges for Services	3,768,710	4,015,110	4,185,000	4,258,000	73,000
Miscellaneous Revenue	17,623	-	-	-	-
TOTAL FWSA FUND	**3,786,333**	**4,015,110**	**4,185,000**	**4,258,000**	**73,000**

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	648,214	746,306	787,140	855,571	68,431
Overtime	86,496	99,027	70,000	50,000	(20,000)
Part-time Non-Classified	2,922	-	40,000	-	(40,000)
FICA	54,971	62,917	65,916	69,680	3,764
VRS-Employer	84,851	92,930	97,577	106,261	8,684
Retirees	-	-	8,000	-	(8,000)
Insurance-Employer	1,716	2,270	10,370	10,181	(189)
Worker's Compensation	15,490	17,728	19,846	22,970	3,124
Flex Benefits - Admin Fee	892	978	979	1,541	562
Flex Benefits - Employee	116,370	144,112	138,373	136,698	(1,675)
VRS Health Insurance Credit	920	1,061	1,099	1,198	99
PERSONNEL	1,012,842	1,167,329	1,239,300	1,254,100	14,800
Medical, Dental, & Hospital	600	4,079	1,200	5,000	3,800
Other Professional Services	-	1,125	-	-	-
Training/Education	4,368	6,782	5,000	5,000	-
Employment Agencies	66,063	60,338	-	-	-
Repairs & Maintenance	236,041	293,630	255,000	258,000	3,000
Landscaping	-	15,360	5,000	5,000	-
Vehicle Repair & Maint Services	31,868	30,703	30,000	30,000	-
Maintenance Service Contracts	16,542	20,784	43,700	43,700	-
Mowing & Trimming	17,724	17,088	15,000	15,000	-
Computer Services	32,570	31,292	13,000	15,000	2,000
Printing & Binding	672	-	500	500	-

Frederick-Winchester Service Authority

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Local Media	2,249	1,636	2,000	2,000	-
Laundry & Dry Cleaning Services	17,005	13,454	14,000	4,000	(10,000)
Sanitary Landfill Usage	338,399	334,388	350,000	410,000	60,000
Refuse Service	14,628	16,741	15,000	15,000	-
Lab Services	19,977	21,264	20,000	20,000	-
CONTRACTUAL SERVICES	798,706	868,664	769,400	828,200	58,800
Equipment Fuel	20,010	26,793	20,000	24,000	4,000
Equipment Parts	921	2,195	1,000	1,000	-
Equipment Labor	907	2,765	2,000	2,000	-
INTERNAL SERVICES	21,838	31,753	23,000	27,000	4,000
Electrical Services	568,787	524,123	580,000	610,000	30,000
Heating Services	62,457	43,935	50,000	50,000	-
Postal Services	1,946	1,916	3,200	3,200	-
Telecommunications	13,874	16,448	15,500	15,500	-
Motor Vehicle Insurance	2,537	2,596	3,500	3,500	-
General Liability Insurance	7,112	6,175	8,000	8,000	-
Equipment Rental	417	1,965	1,500	1,500	-
Office Equipment Rental	1,312	1,700	2,000	2,000	-
Mileage	200	240	500	500	-
Travel - Convention & Education	1,434	6,557	10,000	10,000	-
Dues & Association Memberships	5,175	9,796	7,000	7,000	-
Misc. Charges & Fees	983	4,729	-	-	-
Office Supplies	1,399	1,421	3,200	2,000	(1,200)
Food & Food Service	2,444	3,276	2,600	2,600	-
Landscaping Supplies	87	323	500	500	-
Medical & Laboratory Supplies	43,529	45,441	43,000	45,000	2,000
Laundry & Janitorial Services	10,388	16,239	13,000	15,000	2,000
Building Repair & Maintenance	247,434	289,665	311,000	266,000	(45,000)
Vehicle & Equipment Fuels	5,492	3,782	5,000	5,000	-
Vehicle & Equipment Supplies	3,150	1,128	3,000	3,000	-
Uniforms & Apparel	7,142	6,268	7,000	7,000	-
Books & Subscriptions	825	151	300	300	-
Other Operating Supplies	4,462	2,388	4,000	4,000	-
Chemicals	772,742	708,360	900,000	900,000	-
Computer Supplies	430	9,675	2,000	10,000	8,000

Frederick-Winchester Service Authority

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Awards, Plaques & Other	80	-	500	500	-
Machinery & Equipment	-	66,865	-	-	-
OTHER CHARGES	1,765,838	1,775,162	1,976,300	1,972,100	(4,200)
TOTAL FWSA ADMINISTRATION	3,599,224	3,842,908	4,008,000	4,081,400	73,400
Regular	127,171	128,340	136,594	137,342	748
FICA	9,623	9,678	9,638	9,896	258
VRS-Employer	18,241	18,303	16,965	17,058	93
Insurance-Employer	356	411	1,803	1,634	(169)
Worker's Compensation	193	196	208	182	(26)
Flex Benefits - Admin Fee	97	101	96	144	48
Flex Benefits - Employee	13,612	14,983	11,505	10,152	(1,353)
VRS Health Insurance Credit	191	192	191	192	1
PERSONNEL	169,484	172,204	177,000	176,600	(400)
TOTAL FWSA AUTHORITY ADMIN	169,484	172,204	177,000	176,600	(400)
TOTAL EXPEND FWSA FUND	**3,768,708**	**4,015,112**	**4,185,000**	**4,258,000**	**73,000**

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.

Trends:

Admissions	FY 2011	FY 2012	FY 2013 Estimated	FY 2014 Projected
Clarke County	7	10	8	8
Frederick County	74	85	87	87
Page County	45	53	28	28
Shenandoah County	62	98	84	84
Warren County	46	63	48	48
Winchester City	56	72	50	50
Other Jurisdictions	2	6	4	6
Total	**292**	**387**	**309**	**311**

Post Dispositional Program	FY 2011	FY 2012	FY 2013 Estimated	FY 2014 Projected
Clarke County	1	0	1	1
Frederick County	1	0	5	5
Page County	3	3	3	3
Shenandoah County	2	1	2	3
Warren County	0	4	2	2
Winchester City	2	2	2	4
Total	**9**	**10**	**15**	**18**

Staffing Summary:

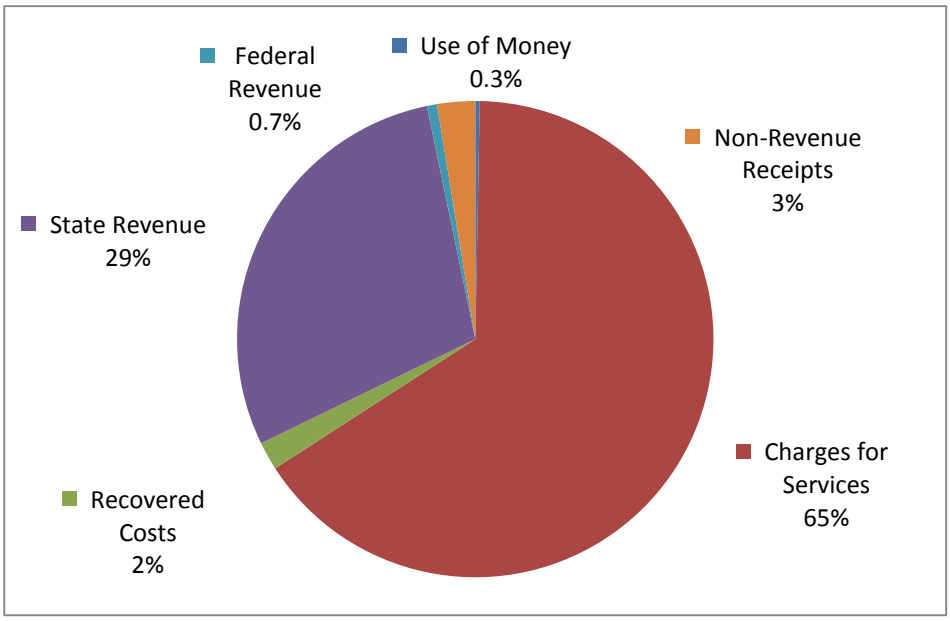
Full-Time Employees	*FY 2011*	*FY 2012*	*FY 2013*	*FY 2014*	*Inc/(Dec)*
Juvenile Detention Staff	35	35	35	35	0
NRJDC Fund	**35**	**35**	**35**	**35**	**0**

Northwestern Regional Juvenile Detention Center

Revenue and Expenditure Summary:

Revenue by Classification	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
Use of Money	10,111	8,101	8,000	8,000	-
Charges for Services	1,626,311	1,415,896	1,711,018	1,733,666	22,648
Recovered Costs	81,403	30,932	39,000	51,000	12,000
State Revenue	788,149	727,788	765,182	765,182	-
Federal Revenue	23,515	26,691	18,000	18,000	-
Non-Revenue Receipts	-	-	120,941	68,152	(52,789)
TOTAL REVENUE	**2,529,489**	**2,209,408**	**2,662,141**	**2,644,000**	**(18,141)**
Expenditure by Classification					
Personnel Services	2,043,427	2,084,932	2,243,186	2,261,387	18,201
Contractual Services	199,099	173,086	285,619	241,718	(43,901)
Internal Services	1,789	1,834	2,000	2,000	-
Other Charges	137,107	143,195	131,336	138,895	7,559
TOTAL EXPENDITURES	**2,381,422**	**2,403,047**	**2,662,141**	**2,644,000**	**(18,141)**

Funding Sources:



Northwestern Regional Juvenile Detention Center

Revenue Detail:

REVENUE	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Interest Earnings	10,111	8,101	8,000	8,000	-
USE OF MONEY	10,111	8,101	8,000	8,000	-
Clarke County	25,693	26,217	50,817	57,904	7,087
Frederick County	359,379	349,616	395,759	395,276	(483)
Page County	259,533	267,279	383,952	356,615	(27,337)
Shenandoah County	408,001	332,752	361,538	364,070	2,532
Warren County	281,649	224,905	251,862	260,050	8,188
Winchester	292,056	215,127	267,090	299,751	32,661
CHARGES FOR SERVICES	1,626,311	1,415,896	1,711,018	1,733,666	22,648
Miscellaneous Revenue	81,403	30,932	39,000	51,000	12,000
RECOVERED COSTS	81,403	30,932	39,000	51,000	12,000
Block Grant	785,099	727,288	765,182	765,182	-
Juvenile Detention Ward Days	3,050	500	-	-	
STATE REVENUE	788,149	727,788	765,182	765,182	-
USDA Food Services	23,515	26,691	18,000	18,000	-
FEDERAL REVENUE	23,515	26,691	18,000	18,000	-
Fund Balance	-	-	120,941	68,152	(52,789)
NON-REVENUE RECEIPTS	-	-	120,941	68,152	(52,789)
TOTAL NRJDC FUND	**2,529,489**	**2,209,408**	**2,662,141**	**2,644,000**	**(18,141)**

Northwestern Regional Juvenile Detention Center

Expenditure Detail:

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Regular	1,374,803	1,387,581	1,516,339	1,544,869	28,530
Overtime	96,674	128,155	104,000	104,000	-
Part-time Non-Classified	8,315	3,640	14,000	14,000	-
FICA	110,683	113,576	119,673	125,281	5,608
VRS-Employer	196,519	186,889	188,329	191,887	3,558
Retirees	-	-	20,000	-	(20,000)
Insurance-Employer	3,838	4,301	20,015	18,385	(1,630)
Worker's Compensation	37,360	38,159	40,623	51,599	10,976
Flex Benefits - Admin Fee	1,627	1,613	1,680	2,520	840
Flex Benefits - Employee	211,553	219,004	216,404	206,683	(9,721)
VRS Health Insurance Credit	2,055	2,014	2,123	2,163	40
PERSONNEL	2,043,427	2,084,932	2,243,186	2,261,387	18,201
Medical, Dental, & Hospital	390	4,848	3,000	3,000	-
Accounting and Auditing	3,500	3,600	3,800	4,000	200
Health Services - Residents	33,600	33,600	35,000	35,000	-
Legal Services	-	-	750	750	-
Other Professional Services	-	1,323	10,000	10,000	-
Training/Education	1,098	619	1,700	1,500	(200)
Repairs & Maintenance	49,830	14,974	78,005	12,500	(65,505)
Vehicle Repair & Maintenance Services	441	392	500	1,500	1,000
Maintenance Service Contracts	798	-	1,096	3,500	2,404
Computer Services	8,752	4,182	1,600	-	(1,600)
Printing & Binding	177	193	600	600	-
Local Media	170	961	1,000	800	(200)
Overpopulation Charges	-	-	24,768	46,768	22,000
Other Purchased Services	96,300	103,638	118,000	118,000	-
Refuse Service	4,043	4,756	5,800	3,800	(2,000)
CONTRACTUAL SERVICES	199,099	173,086	285,619	241,718	(43,901)
Equipment Fuel	501	283	400	1,000	600
Equipment Parts	454	437	500	500	-
Equipment Labor	834	1,114	1,100	500	(600)
INTERNAL SERVICES	1,789	1,834	2,000	2,000	-

Northwestern Regional Juvenile Detention Center

EXPENDITURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2014 PROPOSED	FY 2014 BUDGET Inc/(Dec)
ACCOUNT DESCRIPTION					
Electrical Services	24,785	25,328	23,551	23,500	(51)
Heating Services	8,442	7,884	8,700	8,500	(200)
Postal Services	1,636	1,747	1,725	1,725	-
Telecommunications	10,853	10,116	11,000	11,000	-
Boiler Insurance	-	-	900	900	+9
Other Property Insurance	5,472	5,472	5,640	5,700	60
Motor Vehicle Insurance	945	969	1,500	1,500	-
General Liability Insurance	4,571	4,013	6,000	5,000	(1,000)
VA Risk 2	-	3,564	1,800	1,800	-
Office Equipment Rental	5,264	4,914	4,900	6,000	1,100
Mileage	2,218	1,592	1,400	1,400	-
Travel - Convention & Education	8,092	2,214	2,400	5,400	3,000
Dues & Association Memberships	300	355	1,100	1,100	-
Background Checks	-	1,060	400	400	-
Office Supplies	8,912	7,233	4,400	7,000	2,600
Food & Food Service	6,514	7,589	7,100	6,800	(300)
Landscaping Supplies	-	-	700	700	-
Medical & Laboratory Supplies	3,257	11,645	4,800	6,000	1,200
Laundry & Janitorial Services	10,130	10,975	11,350	11,000	(350)
Linen Supplies	404	856	600	600	-
Building Repair & Maintenance	12,529	2,420	6,500	6,500	-
Vehicle & Equipment Fuels	1,654	1,815	2,500	3,000	500
Vehicle & Equipment Supplies	-	75	500	1,000	500
Police Supplies	-	-	700	700	-
Uniforms & Apparel	118	3,626	2,000	3,000	1,000
Books & Subscriptions	585	604	570	570	-
Other Operating Supplies	9,613	9,778	8,600	8,600	-
Computer Supplies	5,690	11,251	4,000	4,000	-
Wear and Apparel - Detainees	2,769	4,694	4,000	5,500	1,500
Awards, Plaques & Other	2,354	1,406	2,000	-	(2,000)
OTHER CHARGES	137,107	143,195	131,336	138,895	7,559
TOTAL EXPENDITURES NRJDC FUND	**2,381,422**	**2,403,047**	**2,662,141**	**2,644,000**	**(18,141)**

TOTAL SCHOOL BUDGET BY SOURCES
REVENUE

FUND NAME	DESCRIPTION	FY 2011 ACTUAL REVENUE	FY 2012 ACTUAL REVENUE	FY 2013 ORIGINAL REVENUE	FY 2013 REVISED 7/23/2012	FY 2013 REVISED BUDGET	FY 2014 PROPOSED BUDGET	Percent of FY 2013
School Operating	Use of money and property	58,220	49,192	60,000	0	60,000	55,000	-8.33%
	Charges for services	206,151	200,462	113,043	0	113,043	130,734	15.65%
	Miscellaneous	66,747	200,639	134,600	0	134,600	135,400	0.59%
	Recovered Costs	133,720	127,522	80,000	0	80,000	80,000	0.00%
	State	15,339,197	16,669,814	18,349,159	296,702	18,645,861	19,337,727	3.71%
	Federal Revenue	302,138	883	0		0	0	0.00%
	City Appropriation	25,351,902	25,351,902	25,999,902	651,800	26,651,702	26,301,702	-1.31%
	Proceeds from indebtedness	0		0	0	0	0	0.00%
	Transfer In	0		0	0	0	0	0.00%
	Supplemental Appropriation	0		0	0	0	0	0.00%
	TOTAL SCHOOL OPERATING	**41,458,075**	**42,600,414**	**44,736,704**	**948,502**	**45,685,206**	**46,040,563**	**0.78%**
Federal Grants	Federal	3,283,559	2,811,382	2,656,684	0	2,656,684	2,675,444	0.71%
	TOTAL FEDERAL GRANTS	**3,283,559**	**2,811,382**	**2,656,684**	**0**	**2,656,684**	**2,675,444**	**0.71%**
Food Services	Use of money and property	1,782	2,873	1,500	0	1,500	1,500	0.00%
	Charges for services	674,144	668,640	720,000	0	720,000	689,000	-4.31%
	Miscellaneous	4,885	4,806	5,000	0	5,000	5,000	0.00%
	State	33,050	34,097	35,646	0	35,646	36,950	3.66%
	Federal	1,257,519	1,307,867	1,077,792	0	1,077,792	1,219,129	13.11%
	Supplemental Appropriation	0	0	0	0	0		0.00%
	TOTAL FOOD SERVICES	**1,971,380**	**2,018,283**	**1,839,938**	**0**	**1,839,938**	**1,951,579**	**6.07%**
Textbook Fund	Use of money and property	3,751	3,576			0		0.00%
	Miscellaneous revenue	0				0		0.00%
	Supplemental Appropriation	0		300,000	0	300,000	350,000	16.67%
	Transfer in Operating Fund	200,000	300,000			0		0.00%
	TOTAL TEXTBOOK	**203,751**	**303,576**	**300,000**	**0**	**300,000**	**350,000**	**16.67%**
Fund Raising	Use of money and property	6,040	6,101			0		0.00%
	Miscellaneous revenue	2,348,515	244,882	200,000	0	200,000	200,000	0.00%
	Supplemental Appropriation	0		0	0	0		0.00%
	TOTAL FUND RAISING	**2,354,555**	**250,983**	**200,000**	**0**	**200,000**	**200,000**	**0.00%**
Capital Improvements	Use of money and property	9,846	12,072	0	0	0		0.00%
	Miscellaneous revenue	12,670	7,302	0	0	0		0.00%
	Recovered costs	102,904	87,795	0	0	0		0.00%
	Supplemental Appropriation	0	1,545,122	100,000	0	100,000	490,000	390.00%
	Transfer in School Operating	1,631,041		0	0	0		0.00%
	TOTAL CAPITAL IMPROVEMENTS	**1,756,461**	**1,652,291**	**100,000**	**0**	**100,000**	**490,000**	**390.00%**
Insurance	Use of money and property	17,906	12,337	18,000	0	18,000	5,000	-72.22%
	Employer share health costs Transer in	2,480,646	2,525,203	2,581,488	0	2,581,488	2,606,000	0.95%
	Charges for services	1,380,629	1,825,469	1,566,612	0	1,566,612	1,989,000	26.96%
	Miscellaneous revenue	(35)	47,954	0	0	0	0	0.00%
	Supplement Appropriation	0		8,000	0	8,000	21,200	165.00%
	TOTAL INSURANCE	**3,879,146**	**4,410,963**	**4,174,100**	**0**	**4,174,100**	**4,621,200**	10.71%
Facilities Management	Use of money and property	261	144	0	0	0		0.00%
	Charges for Services	1,166,612	1,147,775	**Transferred**	**to 921**	**in FY 13**	0	0.00%
	TOTAL FACILITIES MAINTENANCE	**1,166,873**	**1,147,919**	**0**	**0**	**0**	**0**	**0.00%**
Private Purpose Trust	Use of money and property	42,335	14,053	24,600	0	24,600	24,600	0.00%
	Miscellaneous	49,091	49,590	59,800	0	59,800	59,800	0.00%
	Transfers in	6,700	27,122	3,700	0	3,700	7,000	89.19%
	TOTAL PRIVATE PURPOSE TRUST	**98,126**	**90,765**	**88,100**	**0**	**88,100**	**91,400**	**3.75%**
						0		
	TOTAL ALL BUDGETS	**56,171,926**	**55,286,576**	**54,095,526**	**948,502**	**55,044,028**	**56,420,186**	**2.50%**
						0		
	LESS TRANSFERS OUT OF FUNDS	2,600,000		2,581,488	0	2,581,488	2,606,000	0.95%
	(Within School Funds)					0		0.00%
	LESS CONSOLIDATED MAINTENANCE	1,166,873		0	0	0		0.00%
	(Total in Operating fund)					0		0.00%
	LESS SCHOLARSHIP FUNDS	98,126		88,100	0	88,100	91,400	3.75%
						0		0.00%
	TOTAL SCHOOL BUDGET	**52,306,927**	**55,286,576**	**51,425,938**	**948,502**	**52,374,440**	**53,722,786**	**2.57%**
	Use of money and property	97,545	86,151	79,500	0	79,500	61,500	-22.64%
	Charges for services	2,260,924	2,694,571	2,399,655	0	2,399,655	2,808,734	17.05%
	Miscellaneous	2,432,782	505,583	339,600	0	339,600	340,400	0.24%
	Recovered costs	236,624	215,317	80,000	0	80,000	80,000	0.00%
	State	15,372,247	16,703,911	18,384,805	296,702	18,681,507	19,374,677	3.71%
	Federal	4,843,216	4,120,132	3,734,476	0	3,734,476	3,894,573	4.29%
	City Appropriation	25,351,902	25,351,902	25,999,902	651,800	26,651,702	26,301,702	-1.31%
	Supplemental Appropriation	0	1,545,122	408,000	0	408,000	861,200	111.08%
	Transfer in other							
	TOTAL BUDGET	**50,595,240**	**51,222,689**	**51,425,938**	**948,502**	**52,374,440**	**53,722,786**	**2.57%**

TOTAL SCHOOL BUDGET BY CATEGORY
EXPENDITURES

FUND NAME	DESCRIPTION	FY 2011 ACTUAL EXPENDITURE	FY 2012 ACTUAL EXPENDITURE	FY 2013 ORIGINAL BUDGET	FY 2013 REVISED 7/23/2012	FY 2013 REVISED BUDGET	FY 2014 PROPOSED BUDGET	Percent of FY 2013
School Operating	Instruction	29,489,679	30,713,596	33,538,446	523,202	34,061,648	34,670,300	1.79%
	Administration, Attendance & Hlth	1,727,420	1,697,176	1,985,521	0	1,985,521	2,053,341	3.42%
	Pupil Transportation	1,530,144	1,679,894	1,805,279	0	1,805,279	1,919,152	6.31%
	Operation & Maintenance	4,889,516	4,627,258	5,216,564	70,000	5,286,564	5,129,073	-2.98%
	Facilities	2,758	0	4,000		4,000	4,000	0.00%
	Debt & Fund Transfers	1,831,041	1,845,122	0	350,000	350,000	0	-100.00%
	Technology	1,985,714	2,037,468	2,186,894	5,300	2,192,194	2,264,697	3.31%
	TOTAL SCHOOL OPERATING	**41,456,272**	**42,600,514**	**44,736,704**	**948,502**	**45,685,206**	**46,040,563**	**0.78%**
Federal Grants	Instruction	3,098,041	2,710,900	2,574,458	0	2,574,458	2,586,263	0.46%
	Pupil Transportation	29,497	13,285	3,579	0	3,579	12,534	250.21%
	Food Services	20,979	966	0	0	0	0	0.00%
	Technology	62,033	86,236	78,647	0	78,647	76,647	-2.54%
	TOTAL FEDERAL GRANTS	**3,210,550**	**2,811,387**	**2,656,684**	**0**	**2,656,684**	**2,675,444**	**0.71%**
Food Services	Food Services	1,686,523	1,788,763	1,838,938	0	1,838,938	1,950,579	6.07%
	Operation & Maintenance	1,083	1,240	1,000	0	1,000	1,000	0.00%
	TOTAL FOOD SERVICES	**1,687,606**	**1,790,003**	**1,839,938**	**0**	**1,839,938**	**1,951,579**	**6.07%**
Textbook Fund	Instruction	104,647	445,719	300,000	0	300,000	350,000	16.67%
	Technology	0	0	0	0	0	0	0.00%
	TOTAL TEXTBOOK	**104,647**	**445,719**	**300,000**	**0**	**300,000**	**350,000**	16.67%
Fund Raising	Administration, Attendance & Hlth	2,026	2,026	0		0	0	0.00%
	Facilities	125,033	304,025	200,000	0	200,000	200,000	0.00%
	Debt & Fund Transfers	902,891	0	0	0	0	0	0.00%
	TOTAL FUND RAISING	**1,029,950**	**306,051**	**200,000**	**0**	**200,000**	**200,000**	**0.00%**
Capital Improvements	Technology	81,772	279,652	0	0	0	0	0.00%
	Transportation	0	203,490	0	0	0	0	0.00%
	Facilities	876,144	965,104	100,000	0	100,000	490,000	390.00%
	Debt (Capital Leases)			0	0	0	0	0.00%
	TOTAL CAPITAL IMPROVEMTS	**957,916**	**1,448,246**	**100,000**	**0**	**100,000**	**490,000**	**390.00%**
Insurance	Other noninstructional operations	1,715,280	1,914,182	1,592,612	0	1,592,612	2,015,200	26.53%
	Transfer in from other funds	2,480,646	2,525,203	2,581,488	0	2,581,488	2,606,000	0.95%
	TOTAL INSURANCE	**4,195,926**	**4,439,385**	**4,174,100**	**0**	**4,174,100**	**4,621,200**	**10.71%**
Facilities	Facilities	1,166,612	1,149,375	**Transferred to 921**		**in FY 13**	0	0.00%
	TOTAL FACILITIES MAINTENANCE	**1,166,612**	**1,149,375**	**0**	**0**	**0**	**0**	**0.00%**
Private Purpose Trust	Other noninstructional operations	66,357	96,276	88,100	0	88,100	91,400	3.75%
	TOTAL PRIVATE PURPOSE TRUST	**66,357**	**96,276**	**88,100**	**0**	**88,100**	**91,400**	3.75%
	TOTAL ALL BUDGETS	**53,875,836**	**55,086,956**	**54,095,526**	**948,502**	**55,044,028**	**56,420,186**	**2.50%**
	LESS TRANSFERS OUT OF FUNDS	2,480,646	2,525,203	2,581,488	0	2,581,488	2,606,000	0.95%
	(Within School Funds)							0.00%
	LESS FACILITIES MAINTENANCE	1,166,612	0	0	0	0	0	0.00%
	(Total in Operating fund)							0.00%
	LESS SCHOLARSHIP FUNDS	66,357	96,276	88,100	0	88,100	91,400	3.75%
								0.00%
	TOTAL SCHOOL BUDGET	**50,162,221**	**52,465,477**	**51,425,938**	**948,502**	**52,374,440**	**53,722,786**	**2.57%**
	TOTAL BUDGET ALL FUNDS LESS TRANSFERS, SCHOLARSHIP FUNDS AND INSURANCE FUNDS BY CATEGORY							
	Instruction	32,692,367	33,870,215	36,412,904	523,202	36,936,106	37,606,563	1.82%
	Administration, Attendance & Health	1,729,446	1,699,202	1,985,521	0	1,985,521	2,053,341	3.42%
	Pupil Transportation	1,559,641	1,896,669	1,808,858	0	1,808,858	1,931,686	6.79%
	Operation & Maintenance	4,890,599	4,628,498	5,217,564	70,000	5,287,564	5,130,073	-2.98%
	Food Service	1,707,502	1,789,729	1,838,938	0	1,838,938	1,950,579	6.07%
	Facilities	1,003,935	2,418,504	304,000	0	304,000	694,000	128.29%
	Debt & Fund Transfers	2,733,932	1,845,122	0	350,000	350,000	0	-100.00%
	Other noninstructional operations	1,715,280	1,914,182	1,592,612	0	1,592,612	2,015,200	26.53%
	Technology	2,129,519	2,403,356	2,265,541	5,300	2,270,841	2,341,344	3.10%
	TOTAL BUDGET	**50,162,221**	**52,465,477**	**51,425,938**	**948,502**	**52,374,440**	**53,722,786**	**2.57%**

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	Prior Years	2014	2015	2016	2017	2018	Future	Total Project
General Government								
Public Safety Radio Network	400,000	3,100,000						3,500,000
VESTA E-911 System		260,000						260,000
Fire Burn Building			1,030,000					1,030,000
JJC Improvements		3,400,000						3,400,000
Emergency Generator - City Yards		75,000						75,000
City Hall HVAC		100,000						100,000
City Hall Brick Repairs			600,000					600,000
Green Circle	2,753,000	1,000,000	625,000	625,000	625,000	625,000		6,253,000
Maintenance Facility		100,000	500,000	6,000,000				6,600,000
City Entrance Corridor Imp		1,000,000						1,000,000
S Loudoun/Abrams Drainage	200,000	2,000,000						2,200,000
N. Kent/Liberty Storm Drainage		125,000						125,000
Valley Ave/Whitlock Storm Drainage		60,000	740,000					800,000
Valley Ave Drainage & Sidewalks		700,000	5,000,000					5,700,000
Storm Drainage Improvement			1,500,000	1,500,000	1,500,000	1,500,000	10,000,000	16,000,000
Traffic Signal Improvements	6,550,000		220,000	225,000	230,000	460,000	550,000	8,235,000
Traffic Signal Syncronization			600,000					600,000
Intersection Improvements				300,000	300,000			600,000
Monticello Street Extension	100,000	4,900,000						5,000,000
Tevis Street Extension		1,900,000						1,900,000
Nester Drive Extension		60,000	1,440,000					1,500,000
Taft Avenue Extension		60,000	3,000,000	4,000,000				7,060,000
Spring Street			600,000					600,000
Hope Drive Extension	100,000	300,000	4,000,000	3,700,000				8,100,000
Meadow Branch Ave Ext		100,000	3,900,000					4,000,000
Pleasant Valley Road Realignment/Extension						6,000,000		6,000,000
Featherbed Lane Improvements						750,000		750,000
Weems Lane Improvements							1,000,000	1,000,000

Five-Year Capital Improvement Plan

Project Description	Prior Years	2014	2015	2016	2017	2018	Future	Total Project
General Government - Continued								
Shawnee Drive Improvements							2,000,000	2,000,000
Papermill Road Improvements							3,500,000	3,500,000
Parks ADA Phase #2		150,000	525,000					675,000
Athletic Field Renovations		200,000						200,000
Amphitheater Renov			15,000	150,000	1,500,000			1,665,000
Basketball Courts Renov			60,000					60,000
Park Roadway Resurfacing				300,000				300,000
Outdoor Pool Sprayground				275,000				275,000
Parks Waterline Repl				1,750,000				1,750,000
Lowry Tennis Court					310,000			310,000
Sidewalk Replacement	2,000,000	830,000	500,000	500,000	500,000	500,000	2,500,000	7,330,000
Transit Parking Area		100,000						100,000
Total General Government	**12,103,000**	**20,520,000**	**24,855,000**	**19,325,000**	**4,965,000**	**9,835,000**	**19,550,000**	**111,153,000**
Winchester Public Schools								
New Elementary School		20,000,000						20,000,000
DMMS Roof Replacement				400,000				400,000
QES Chiller Replacement				200,000				200,000
Patsy Cline Theatre - ADA					250,000			250,000
FDES Expansion & Renov							15,300,000	15,300,000
DCLC Renovations							2,500,000	2,500,000
Total Winchester Public Schools		**20,000,000**	**-**	**600,000**	**250,000**	**-**	**17,800,000**	**38,650,000**
Winchester Parking Authority								
Court Square Repairs		450,000						450,000
Loudoun Autopark Repairs		275,000						275,000
Braddock Autopark Repair		275,000						275,000
Total WPA		**1,000,000**	**-**	**-**	**-**	**-**	**-**	**1,000,000**
Utilities								
Generators for Lift Stations		185,000						185,000
Water & Sewer Main Repl			4,000,000	4,000,000	4,000,000	4,000,000	75,000,000	91,000,000
Sewage Lift Station Repl			600,000	600,000	600,000	600,000	1,800,000	4,200,000
Water Meter Replacements			1,500,000	1,500,000				3,000,000

Five-Year Capital Improvement Plan

Project Description	Prior Years	2014	2015	2016	2017	2018	Future	Total Project
Utilities - Continued								
Dam & Intake Structure Rep			100,000	500,000				600,000
Water Storage Tank Repl				250,000	4,000,000			4,250,000
Demolish Old Digesters							750,000	750,000
Total Utilities		**185,000**	**6,200,000**	**6,850,000**	**8,600,000**	**4,600,000**	**77,550,000**	**103,985,000**
Total Five-Year CIP	**12,103,000**	**41,705,000**	**31,055,000**	**26,775,000**	**13,815,000**	**14,435,000**	**114,900,000**	**254,788,000**

Funding Summary	**Prior**	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Future**	**Total**
General Fund	6,503,000	4,605,000	3,315,000	1,875,000	1,165,000	1,835,000	9,550,000	28,848,000
Schools				600,000	250,000			850,000
GO Bonds		26,000,000	5,720,000	9,600,000			17,800,000	59,120,000
Utility Bond			6,100,000	6,100,000	9,600,000	4,600,000	76,800,000	103,200,000
State	2,900,000	7,845,000	8,270,000	1,850,000				20,865,000
Federal	2,200,000	1,020,000	500,000	500,000	500,000	500,000		5,220,000
CIP Fund	400,000	1,160,000						1,560,000
Utilities		95,000	100,000	750,000			750,000	1,695,000
Contribution/Other	100,000	980,000	7,050,000	5,500,000	2,300,000	7,500,000	10,000,000	33,430,000
Total Funding Summary	**12,103,000**	**41,705,000**	**31,055,000**	**26,775,000**	**13,815,000**	**14,435,000**	**114,900,000**	**254,788,000**

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Police

Project Title: Public Safety Communications Project

Project No :

Budget Code: 312-3572-435.81-03

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS		$ 1,600,000						$ 1,600,000
STATE								$ -
FEDERAL								$ -
RESERVES	$ 400,000	$ 1,500,000						$ 1,900,000
OTHER								$ -
TOTAL	$ 400,000	$ 3,100,000	$ -	$ -	$ -	$ -	$ -	$ 3,500,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

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

Project Objectives/Justification: Necessary to meet federal requirements.

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - ECC

Project Title: VESTA Next Generation Migration
E-911 Phone System Upgrade

Project No :

Budget Code: 312-3572-435.81-01

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS		$ 110,000						$ 110,000
STATE		$ 150,000						$ 150,000
FEDERAL								$ -
RESERVES								$ -
OTHER								$ -
TOTAL	$ -	$ 260,000	$ -	$ -	$ -	$ -	$ -	$ 260,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description:

Upgrade current 911 phone system.

Project Objectives/Justification:

The upgrade to VESTA will allow the City to leverage existing software licensing and migrate to an IP Software switch design that will be able to handle Next-generation technologies (text messaging and video transfer into the 911 Center) as it is rolled out. The new system will allow us to have redundant servers in the event of catastrophic failure.

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: Fire and Rescue

Project Title: Training Center Burn Building

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING			$ 600,000					$ 600,000
BONDS								$ -
STATE			$ 430,000					$ 430,000
FEDERAL								$ -
RESERVES								$ -
OTHER								$ -
TOTAL	$ -	$ -	$ 1,030,000	$ -	$ -	$ -	$ -	$ 1,030,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	$ -
FY 2015	$ -
FY 2016	$ 1,000
FY 2017	$ 1,000
FY 2018	$ 10,000
TOTAL	$ 12,000

Project Description:

To rebuild the training center live burn building that is used for training/certifying firefighters.

Project Objectives/Justification:

The existing 80's training center burn building no longer meets the criteria for NFPA 1403 certified live training burn facility. This certification capability is important to the department for the maintenance and progression of fire personnel capabilities. $600,000 is being requested from the general fund and up to an additional $430,000 will be requested from a VDFP Burn building grant program.

This grant program offered by VDFP is a matching fund available to localities for the exclusive use to build live burn structures. Up to $400,000 is reserved for the construction of new structures and an additional $30,000 for architectural/engineering services. The criteria set forth by VDFP in the grant will ensure the structure meets all standards set forth by NFPA 1402 - Guide to building Fire Service Training Centers.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: JJC Building Improvements

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS		$ 3,400,000						$ 3,400,000
STATE								$ -
FEDERAL								$ -
RESERVES								$ -
OTHER								$ -
TOTAL	$ -	$ 3,400,000	$ -	$ -	$ -	$ -	$ -	$ 3,400,000

Location Map:

Revise Concept Plan	Jan. 2013 - April 2013
Final Design Drawings	May 2013 – August 2013
Bid Project	September 2013 – October 2013
Award Contract	November 2013
Construction	January 2014 – December 2014

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description: Office reconfiguration to allow for a new courtroom and various office moves in the building.

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
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Emergency Generator at City Yards

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE								$ -
FEDERAL								$ -
RESERVES		$ 75,000						$ 75,000
OTHER								$ -
TOTAL	$ -	$ 75,000	$ -	$ -	$ -	$ -	$ -	$ 75,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description: Project would consist of installling an emergency backup power generator at City Yards for the fuel pumps and garage.

Project Objectives/Justification: Project would provide backup power during emergency situations to ensure that the City's vehicles and equipment can be fueled and repaired.

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Properties

Project Title: City Hall HVAC

Project No :

Budget Code: 312-4321-443-81-01

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE								$ -
FEDERAL								$ -
RESERVES			$ 100,000					$ 100,000
OTHER								$ -
TOTAL	$ -	$ -	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000

Location Map:
City Hall

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description:

Replace make up air unit (HVAC) at City Hall.

Project Objectives/Justification:

Current unit is 17 years old and in need of constant repairs.

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Properties

Project Title: City Hall Brick Repairs

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE								$ -
FEDERAL								$ -
RESERVES			$ 600,000					$ 600,000
OTHER								$ -
TOTAL	$ -	$ -	$ 600,000	$ -	$ -	$ -	$ -	$ 600,000

Location Map:
City Hall

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description:

Repoint/sealing brick and mortar on facade of City Hall.

Project Objectives/Justification:

Prohibit moisture and water from penetrating building. On days with heavy rain or prolonged periods of rain, moisture is entering the building between the mortor joints that have cracked or deteriorated over the years. The moisture is absorbed into the plaster causing bubbles and spider cracking along the walls.

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Green Circle

Project No: 312-7111-471-8312

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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 ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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 on on-going effort to construct a recreational trail around and through the City of Winchester to provide opportunitites 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
FISCAL YEARS 2014 - 2018

Fund & Department: Utilities, Highway Maintenance, and General Fund

Project Title: New Maintenance Facility

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS			$ 500,000	$ 6,000,000				$ 6,500,000
STATE								$ -
FEDERAL								$ -
RESERVES		$ 50,000						$ 50,000
UTILITIES		$ 50,000						$ 50,000
TOTAL	$ -	$ 100,000	$ 500,000	$ 6,000,000	$ -	$ -	$ -	$ 6,600,000

Location Map:

FY14: Feasibility and Location Study, Conceptual Design

FY15: Final Design

FY16: Construction

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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 (Highway Maintenance Fund and General Fund).

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 faciility 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
FISCAL YEARS 2014 - 2018

Fund & Department: General Properties

Project Title: City Entrance Corridor Improvements

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS		$ 1,000,000						$ 1,000,000
STATE								$ -
FEDERAL								$ -
RESERVES								$ -
OTHER								$ -
TOTAL	$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ 1,000,000

Location Map:
City Hall

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description:

City Gateway Beautification National Avenue project.

Project Objectives/Justification:

Create beautiful and distincitive gateways and entrances to the City.

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: South Loudoun/Abrams Creek Drainage Improvements

Project No:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE	$ 100,000	$ 850,000						$ 950,000
FEDERAL								$ -
RESERVES								$ -
OTHER	$ 100,000	$ 1,150,000						$ 1,250,000
TOTAL	$ 200,000	$ 2,000,000	$ -	$ -	$ -	$ -	$ -	$ 2,200,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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 received 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 exascerbated following the completion of the S. Loudoun widening project that was completed by VDOT in 2009.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Storm Drainage Improvements at N. Kent/Liberty

Project No:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE		$ 25,000						$ 25,000
FEDERAL								$ -
RESERVES		$ 100,000						$ 100,000
OTHER								$ -
TOTAL	$ -	$ 125,000	$ -	$ -	$ -	$ -	$ -	$ 125,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description:
The existing storm drainage pipe located near the intersection of N. Kent/Liberty has partially collapsed. As a result, a large volume of water ponds on N. Kent Street at this location during large rain events and runs across private property. This pipe needs to be replaced.

Project Objectives/Justification: Replace the existing drainage pipe at this location so that the system operates correctly.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Storm Drainage Improvements at Valley/Whitlock

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE		$ 30,000	$ 370,000					$ 400,000
FEDERAL								$ -
RESERVES		$ 30,000	$ 370,000					$ 400,000
OTHER								$ -
TOTAL	$ -	$ 60,000	$ 740,000	$ -	$ -	$ -	$ -	$ 800,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description:
The project is needed to alleviate a signficant 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: Improve drainage system at this location. This is a Revenue Sharing Project with VDOT.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

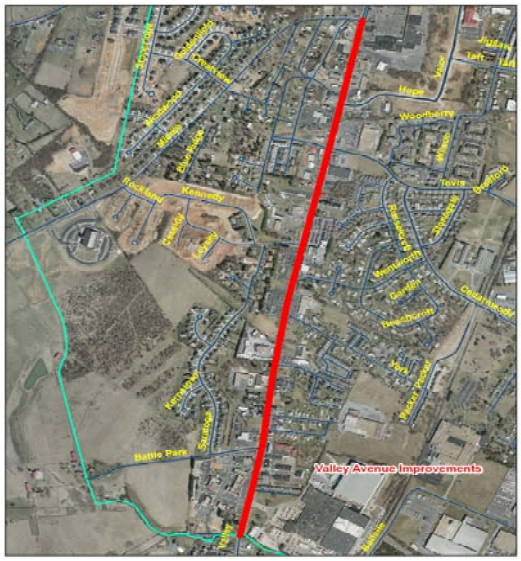
Project Title: Valley Avenue Drainage and Sidewalk Improvements

Project No:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS			$ 2,500,000					$ 2,500,000
STATE		$ 700,000	$ 2,500,000					$ 3,200,000
FEDERAL								$ -
RESERVES								$ -
OTHER								$ -
TOTAL	$ -	$ 700,000	$ 5,000,000	$ -	$ -	$ -	$ -	$ 5,700,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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. City's share of construction cost ($2.5 million) proposed to be funded by Stormwater Utility.

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
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Various Storm Drainage Improvements

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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:

Projects would be located at various locations throughout the City.

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description: Project would consist of various storm drainage improvements at locations throughout the City. Proposed project funding in future years (FY15+) would be from implementing a storm water utility.

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
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Traffic Signal Improvements

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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:

FY2015: Commercial/N. Loudoun

FY2016: Shawnee/Papermill

FY2017: Wyck/N. Loudoun

FY2018: S. Loudoun/Southwerk
S. Loudoun/Whitlock

FY2019: N. Loudoun/Brick Kiln

FY2020: Weems/Wilson

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Traffic Signal Syncronization with VDOT

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE			$ 300,000					$ 300,000
FEDERAL								$ -
RESERVES			$ 300,000					$ 300,000
OTHER								$ -
TOTAL	$ -	$ -	$ 600,000	$ -	$ -	$ -	$ -	$ 600,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description: VDOT recently installed a traffic adaptive signal timing system on Berryville Avenue/Route 7. This system has allowed both the City's and VDOT's traffic signals on this corridor to be synchronized and to adapt to changing traffic volumes throughout the day. The results of the new system are excellent as traffic flow has improved immensely. This proposed project would install the same system on the City's signals in the Pleasant Valley/Jubal Early corridor so that the City's signals would be synchronized with VDOT's signals at Frontage Road/I-81/Route 50. Proposed Revenue Sharing Project.

Project Objectives/Justification: To synchronize the City's traffic signals on Pleasant Valley/Jubal Early with VDOT's signals at I-81 and Route 50/522 and improve traffic flow.

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

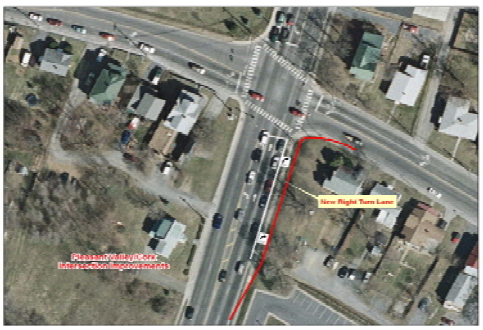
Project Title: Intersection Improvements

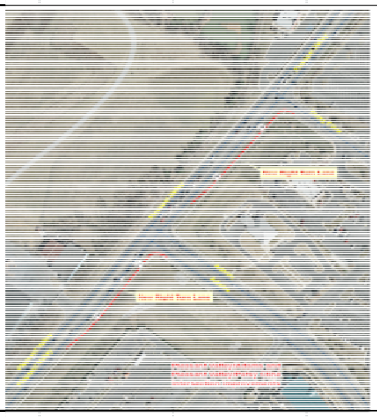
Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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 2016)
Pleasant Valley/Adams (FY 2017)
Pleasant Valley/Patsy Cline (FY 2018)

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

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

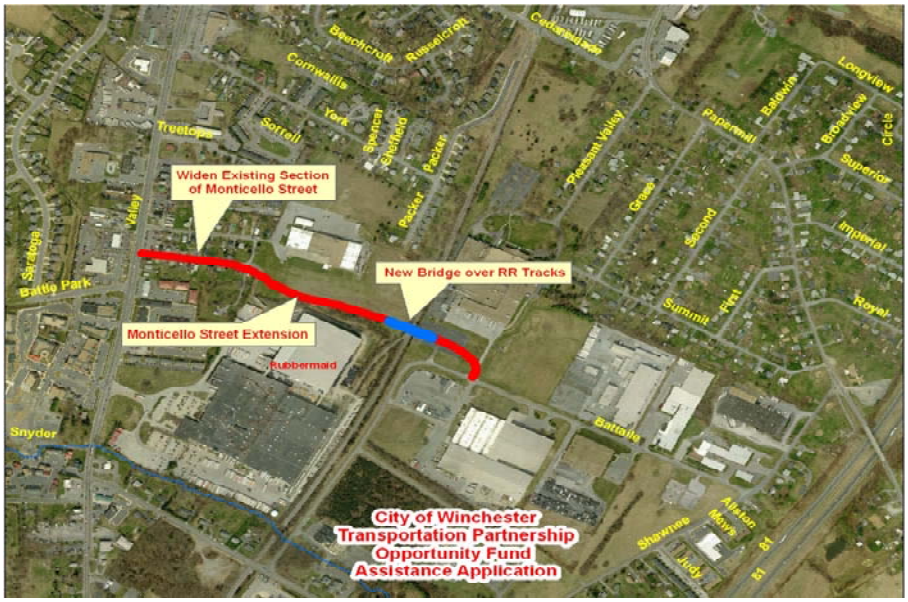
Project Title: Monticello Street Extension

Project No:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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

Location Map:



PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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.

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Tevis Street Extension

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE		$ 950,000						$ 950,000
FEDERAL								$ -
RESERVES								$ -
OTHER		$ 950,000						$ 950,000
TOTAL	$ -	$ 1,900,000	$ -	$ -	$ -	$ -	$ -	$ 1,900,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description: Project would consist of constructing the extension of Tevis Street between Legge Blvd. and the new bridge that will be constructed over I-81.

Project Objectives/Justification: This Revenue Sharing project with VDOT would provde for a much needed arterial roadway connection between US 522 and Pleasant Valley Road.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Nester Drive Extension

Project No:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS			$ 720,000					$ 720,000
STATE		$ 30,000	$ 720,000					$ 750,000
FEDERAL								$ -
RESERVES		$ 30,000						$ 30,000
OTHER								$ -
TOTAL	$ -	$ 60,000	$ 1,440,000	$ -	$ -	$ -	$ -	$ 1,500,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description: Project would consist of extending Nester Drive between Seldon and Jefferson. This is a Revenue Sharing Project with VDOT.

Project Objectives/Justification: Project would provide an additional access to John Kerr Elementary School.

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Taft Avenue Extension

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE								$ -
FEDERAL								$ -
RESERVES		$ 60,000						$ 60,000
OTHER			$ 3,000,000	$ 4,000,000				$ 7,000,000
TOTAL	$ -	$ 60,000	$ 3,000,000	$ 4,000,000	$ -	$ -	$ -	$ 7,060,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description: Project would consist of extending Taft Avenue from its current terminus to Valley Avenue.

Project Objectives/Justification: Project would provide a much needed east-west street connection in this area and would greatly facilitate the redevelopment of the Wards Plaza area..

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Spring Street Extension

Project No:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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 ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

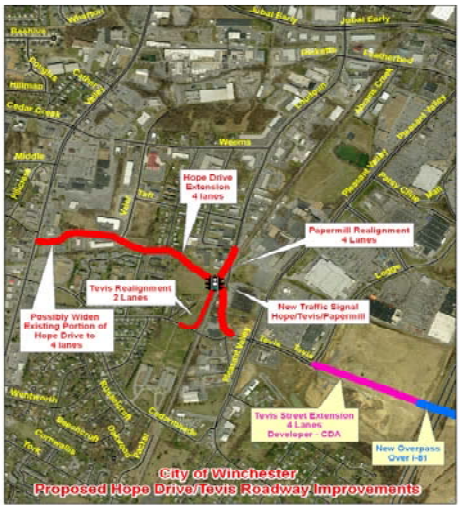
Project Title: Hope Drive Extension

Project No:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS			$ 2,000,000	$ 1,850,000				$ 3,850,000
STATE		$ 150,000	$ 2,000,000	$ 1,850,000				$ 4,000,000
FEDERAL								$ -
RESERVES		$ 150,000						$ 150,000
OTHER								$ -
TOTAL	$ -	$ 300,000	$ 4,000,000	$ 3,700,000	$ -	$ -	$ -	$ 8,000,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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. This is a Revenue Sharing Project with VDOT.

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:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

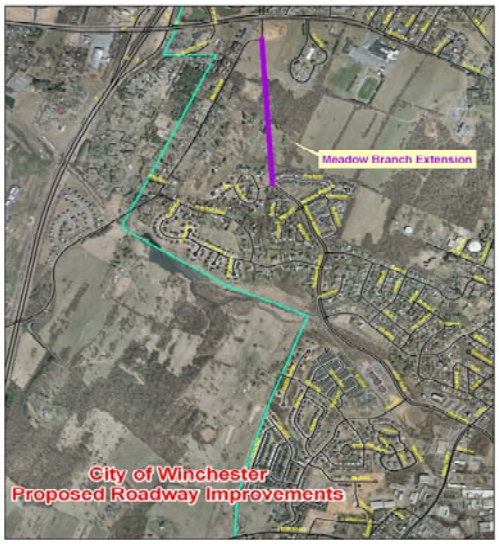
Project Title: Meadow Branch Extension

Project No:

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE		$ 50,000	$ 1,950,000					$ 2,000,000
FEDERAL								$ -
RESERVES		$ 50,000						$ 50,000
OTHER			$ 1,950,000					$ 1,950,000
TOTAL	$ -	$ 100,000	$ 3,900,000	$ -	$ -	$ -	$ -	$ 4,000,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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 straighforward 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
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Pleasant Valley Road Realignment/Extension

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE								$ -
FEDERAL								$ -
RESERVES								$ -
OTHER						$ 6,000,000		$ 6,000,000
TOTAL	$ -	$ -	$ -	$ -	$ -	$ 6,000,000	$ -	$ 6,000,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description: Project would consist of realigning and extending S. Pleasant Valley Road between Cedarmeade and Battaile.

Project Objectives/Justification: Project would allow for the development of a large parcel of currently undeveloped property.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

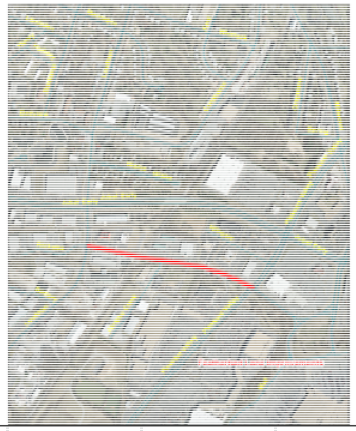
Project Title: Featherbed Lane Improvements

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

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

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

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Weems Lane Improvements

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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 ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Shawnee Drive Improvements

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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:

See Attached.

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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 signficantly improve traffic flow and safety along this corridor.

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Papermill Road Improvements

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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 ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

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

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

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: Winchester Parks & Recreation Department

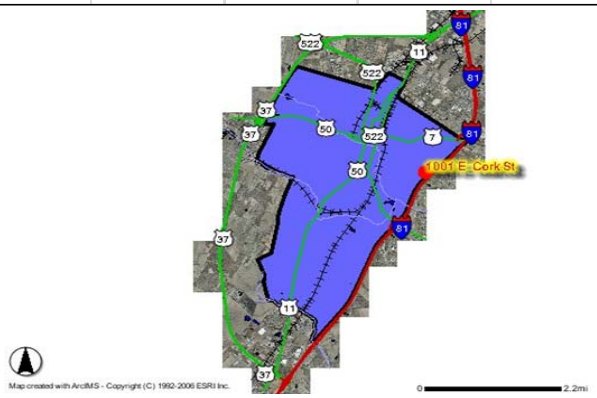
Project Title: ADA Project Phase #2-Accessible Parking & Access to Certain Park Facilities and Restrooms

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE								$ -
FEDERAL								$ -
RESERVES		$ 150,000	$ 525,000					$ 675,000
OTHER		$ -						$ -
TOTAL	$ -	$ 150,000	$ 525,000	$ -	$ -	$ -	$ -	$ 675,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	$ -
FY 2015	$ -
FY 2016	$ -
FY 2017	$ -
FY 2018	$ -
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 satelite 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 and additional sidewalk for ADA access around the stadium and into the dugouts. FY2014 funding will focus on the Bridgeforth restrooms and sidewalks ($150,000) and the FY2015 funding will focus on the BMX restrooms ($525,000), trails and parking lot. Not only will this project support the ADA plan but will also serve as a gateway beautification project as you enter the City along Cork Street.

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 with a disability 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. In addition, the restrooms at Bridgeforth Field are ADA compliant. This phase will address the barriers and bring this portion of Jim Barnett Park up to required standards. This phase will also serve as a beautification project for the northeastern portion of Jim Barnett Park.

Project Status: Design phase complete. Price estimates secured for the scope of work and is reflected in this proposal.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: Winchester Parks & Recreation Department

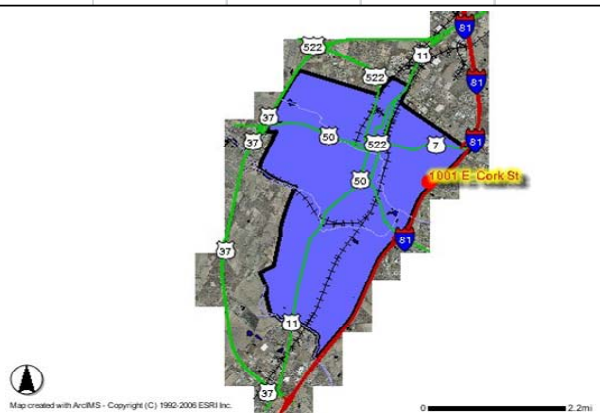
Project Title: Athletic Field Turf Renovations

Project No :

Budget Code: General Fund

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE								$ -
FEDERAL								$ -
RESERVES		$ 200,000	$ -	$ -	$ -	$ -		$ 200,000
OTHER		$ -						$ -
TOTAL	$ -	$ 200,000	$ -	$ -	$ -	$ -	$ -	$ 200,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	$ 25,000
FY 2015	$ 25,000
FY 2016	$ 25,000
FY 2017	$ 25,000
FY 2018	$ 25,000
TOTAL	$ 125,000

Project Description: Convert the infield playing surface of Bridgeforth Field to artificial turf and grade the outfield to tie into the infield .

Project Objectives/Justification: Reduce the amount of maintenance and wear on the playing surface. Artificial turf will provide groups with the ability to use the facility in the off-season and reduce wear early and late in the season. Shenandoah University has expressed a desire to contribute towards this project. It is anticipated that the maximum budget for all of the field work will be:
$125,000-laser grading and sod in outfield
$300,000-artificial turf for infield
$40,000-contingency fund for irrigation repairs and reconfiguration and stormwater management collection
$465,000-Total

The City's contribution towards this project would include funding for John Handley High School's varsity and junior varsity baseball teams. Handley is also looking into the possibilities of installing artificial turf at Daniel Morgan Middle School but that cost is not reflected in this pricing.

Project Status: Request funding to complete project

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: Winchester Parks & Recreation Department

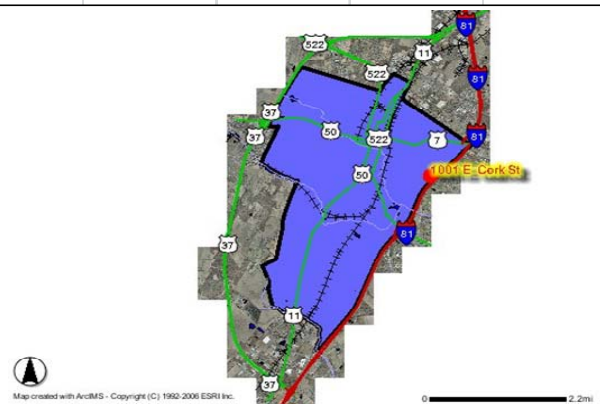
Project Title: Amphitheater Renovation Design Services & Construction

Project No :

Budget Code: General Fund

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS					$ 1,000,000			$ 1,000,000
STATE								$ -
FEDERAL								$ -
RESERVES			$ 15,000	$ 150,000				$ 165,000
OTHER					$ 500,000			$ 500,000
TOTAL	$ -	$ -	$ 15,000	$ 150,000	$ 1,500,000	$ -	$ -	$ 1,665,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	$ -
FY 2015	$ -
FY 2016	TBD
FY 2017	TBD
FY 2018	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 and others. Funding requested in FY 2015 for preliminary design services. Funding requested in FY 2016 for full design services. Funding requested in FY 2017 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: Planning, pre-design negotiations to include renderings and preliminary budget estimates.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: Winchester Parks & Recreation Department

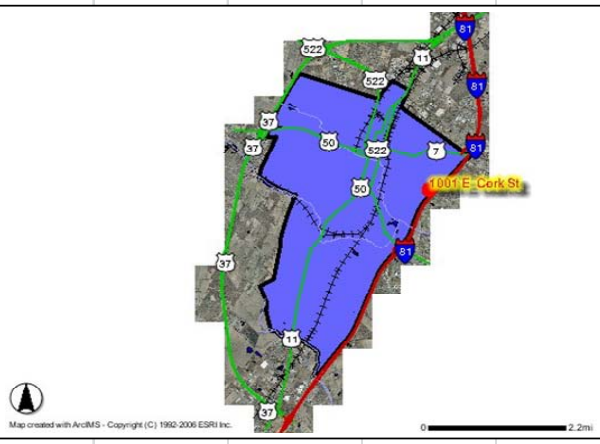
Project Title: Renovations to the Potts Basketball Courts

Project No :

Budget Code: General Fund

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE								$ -
FEDERAL								$ -
RESERVES			$ 60,000					$ 60,000
OTHER		$ -						$ -
TOTAL	$ -	$ -	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	$ 2,000
FY 2015	$ 2,000
FY 2016	$ 2,000
FY 2017	$ 2,000
FY 2018	$ 2,000
TOTAL	$ 10,000

Project Description: Renovation to the existing basketball courts include the laying of new asphalt and paint for the surfacing and lines. See the enclosed quotes for cost estimates.

Project Objectives/Justification: Currently the courts are in poor shape. Cracks are throughout the three courts and areas have settled causing water to puddle. The courts are a free amenity in the park system and are used daily throughout the year.

Project Status: Planning Phase

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: Winchester Parks & Recreation Department

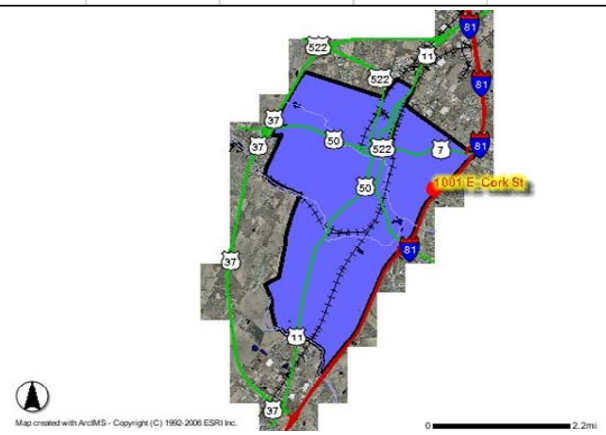
Project Title: Park Roadway Resurfacing

Project No :

Budget Code: General Fund

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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 ($)	
FY 2014	$ -
FY 2015	$ -
FY 2016	$ -
FY 2017	$ -
FY 2018	$ -
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; 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 FY2016

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: Winchester Parks & Recreation Department

Project Title: Outdoor Pool Sprayground

Project No :

Budget Code: General Fund

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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 2014	$ -
FY 2015	$ -
FY 2016	$ 10,000
FY 2017	$ 10,000
FY 2018	$ 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 accomodate 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 FY2015. Design services offered by manufacturer at no cost.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: Winchester Parks & Recreation Department

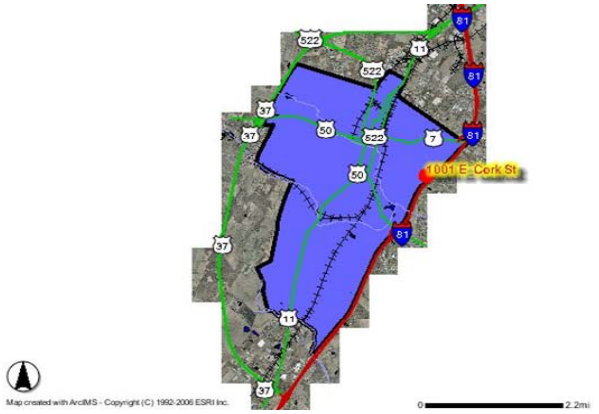
Project Title: Jim Barnett Park Waterline Replacement

Project No :

Budget Code: General Fund

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE								$ -
FEDERAL								$ -
RESERVES		$ -	$ -	$ 1,750,000	$ -	$ -		$ 1,750,000
OTHER		$ -						$ -
TOTAL	$ -	$ -	$ -	$ 1,750,000	$ -	$ -	$ -	$ 1,750,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	$ -
FY 2015	$ -
FY 2016	$ -
FY 2017	$ -
FY 2018	$ -
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
FISCAL YEARS 2014 - 2018

Fund & Department: Winchester Parks & Recreation Department

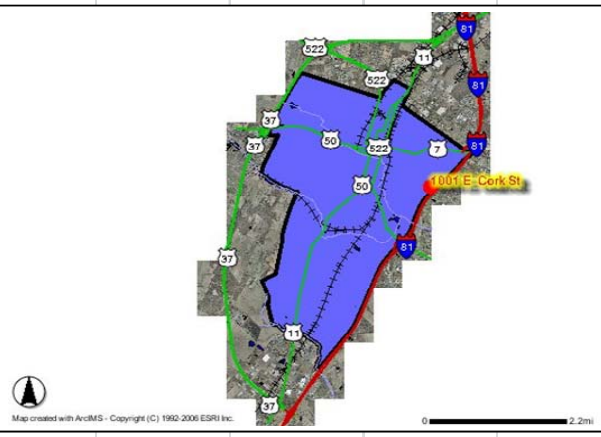
Project Title: Renovations to the Lowry Tennis Complex

Project No :

Budget Code: General Fund and Private Contributions

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE								$ -
FEDERAL								$ -
RESERVES			$ -		$ 10,000			$ 10,000
OTHER		$ -			$ 300,000			$ 300,000
TOTAL	$ -	$ -	$ -	$ -	$ 310,000	$ -	$ -	$ 310,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	$ 5,000
FY 2015	$ 5,000
FY 2016	$ 5,000
FY 2017	$ 6,500
FY 2018	$ 6,500
TOTAL	$ 28,000

Project Description: Renovation to the existing restrooms and storage building/pavilion at the Lowry Tennis Complex. Restroom renovations include the installation of new fixtures and doors. The storage building/pavilion would be enclosed for team rooms for JHHS and SU and an observation/training platform would be constructed at the site. SU proposes the construction of (4) additional tennis courts on or near the old Armory site. Construction would be paid for with USTA grant funds and private contributions from SU. Additional courts and the renovation upgrades to the building would provide a premier facility for local and regional tennis tournaments and for recreational, high school and collegiate play.

Project Objectives/Justification: Upgrade tennis court amenities including a new ADA accessible restroom, team rooms for JHHS and SU, create more storage, an observation deck for coaches and scorekeepers to monitor and observe play. Enhance Winchester's marketability to attract large-scale tournaments that would result in a positive economic impact. Advance the sport of tennis for both recreational and competitive tennis players.

Project Status: Planning Phase

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: General Fund - Public Services

Project Title: Sidewalk Replacements

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE								$ -
FEDERAL	$ 1,000,000							$ 1,000,000
RESERVES	$ 1,000,000	$ 800,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 2,500,000	$ 6,300,000
OTHER		$ 30,000						$ 30,000
TOTAL	$ 2,000,000	$ 830,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 2,500,000	$ 7,330,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description: Project would consist of replacing existing sidewalks that are in poor condition and installing sidewalks in locations where none currently exist.

Project Objectives/Justification: Improvements to sidewalks is one of the highest priorities for residents within the City. Many existing sidewalks are in very poor condition and need to be replaced. There are also several streets within the City where no sidewalks currently exist and should be installed to improve public safety and continue with the City's efforts to make the City more walkable.

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: 242-4611 Transit

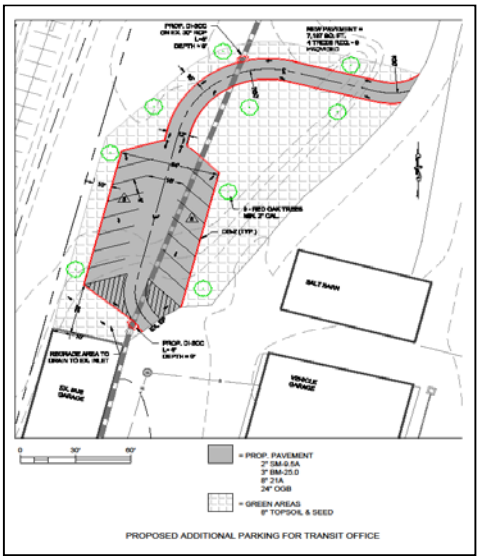
Project Title: Transit Employee Parking Area

Project No :

Budget Code: 242-4611-444-8139

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING		$ 10,000						$ 10,000
BONDS								$ -
STATE		$ 10,000						$ 10,000
FEDERAL		$ 80,000						$ 80,000
RESERVES								$ -
OTHER								$ -
TOTAL	$ -	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ 100,000

Location Map:



PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description: Transit Employee Parking Area

Project Objectives/Justification: When Transit moves its operation to the new office building, there is no designated area for the transit employees to park their personal vehicles. There are a total number of 17 transit employees that require an area for parking. The area north of the existing bus storage facility would work extremely well for this purpose if these improvements are made.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: Winchester Parking Authority

Project Title: Court Square Renovation Project

Project No :

Budget Code: 292-4704-446

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS								$ -
STATE								$ -
FEDERAL								$ -
RESERVES		$ 450,000						$ 450,000
OTHER								$ -
TOTAL	$ -	$ 450,000	$ -	$ -	$ -	$ -	$ -	$ 450,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	$ 100,000
FY 2018	$ 100,000
TOTAL	$ 200,000

Project Description: The removal and replacement of 2,320 sq. ft. of garage floor topping and drainage replacement.

Project Objectives/Justification: Repair and prevention of further water damage to concrete floors, seals, and joints. Remove and repair damaging rust.

Project Status: Condition assessments have been completed. Beginning to have Blue Ridge Design prepare the construction documents.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: Winchester Parking Authority

Project Title: Loudoun Renovation Project

Project No:

Budget Code: 292-4705-446

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description: The removal and replacement of sealant. The cleaning and repair of flange connections. The removal and replacement of traffic bearing membrane. The removal and repair of damaging rust and the repairing of cracks. Installation of proper drainage. Funding source is general fund.

Project Objectives/Justification: Repairs are necessary to improve structural integrity and to prevent further structural deterioration.

Project Status: Condition assessments have been completed

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: Winchester Parking Authority

Project Title: Braddock Renovation Project

Project No:

Budget Code: 292-4703-446

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description: Installation of proper traffic barriers. Sandblast removal and repair of damaging steel deck rust. Miscellaneous concrete repairs. Flange connection cleaning and repair. Sealant removal and replacement. Removal and replacement of traffic bearing membrane. Funding source is general fund.

Project Objectives/Justification: Repairs are necessary to maintain and improve structural integrity for the prevention of further structural deterioration.

Project Status: Condition assessments have been completed

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: Utilities

Project Title: Generators for Lift Stations

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING		$ 45,000						$ 45,000
BONDS								$ -
STATE								$ -
FEDERAL		$ 140,000						$ 140,000
RESERVES								$ -
OTHER								$ -
TOTAL	$ -	$ 185,000	$ -	$ -	$ -	$ -	$ -	$ 185,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description: Purchase two portable generators and install connections at the City's sewage lift stations to be able to operate the pumps using the generators.

Project Objectives/Justification: Will greatly improve system reliability during extended power outages. Federal funds consist of a hazard mitigation grant.

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

Fund & Department: Utilities

Project Title: Water & Sewer Main Replacements

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS			$ 4,000,000	$ 4,000,000	$ 4,000,000	$ 4,000,000	$75,000,000	$ 91,000,000
STATE								$ -
FEDERAL								$ -
RESERVES								$ -
OTHER								$ -
TOTAL	$ -	$ -	$ 4,000,000	$ 4,000,000	$ 4,000,000	$ 4,000,000	$75,000,000	$ 91,000,000

Location Map:

FY15: S. Kent Street (between Cork and Millwood)

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY2018	
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
FISCAL YEARS 2014 - 2018

Fund & Department: Utilities

Project Title: Sewage Lift Station Replacements

Project No: 535-4805-448-8615

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS			$ 600,000	$ 600,000	$ 600,000	$ 600,000	$ 1,800,000	$ 4,200,000
STATE								$ -
FEDERAL								$ -
RESERVES								$ -
OTHER								$ -
TOTAL	$ -	$ -	$ 600,000	$ 600,000	$ 600,000	$ 600,000	$ 1,800,000	$ 4,200,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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
FISCAL YEARS 2014 - 2018

Fund & Department: Utilities

Project Title: Water Meter Replacements

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	Project Total
OPERATING								$ -
BONDS			$ 1,500,000	$ 1,500,000				$ 3,000,000
STATE								$ -
FEDERAL								$ -
RESERVES								$ -
OTHER								$ -
TOTAL	$ -	$ -	$ 1,500,000	$ 1,500,000	$ -	$ -	$ -	$ 3,000,000

Location Map:

PROJECTED ANNUAL OPERATING COSTS ($)	
FY 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
TOTAL	$ -

Project Description: The majority of the City's 9,000 residential water meters are approximately 15 years old and near the end of their expected life. This project will replace all these water meters, add backflow preventers, and convert the meters to radio read units so that the meters can be ready much more efficiently and quickly.

Project Objectives/Justification: Necessary to ensure accurate meter readings for utility billing purposes.

Project Status:

FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014 - 2018

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 2014	FY 2015	FY 2016	FY 2017	FY 2018	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 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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
FISCAL YEARS 2014 - 2018

Fund & Department: Utilities

Project Title: Water Storage Tank Replacement

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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 it 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
FISCAL YEARS 2014 - 2018

Fund & Department: Utilities

Project Title: Demolish Old Digesters

Project No :

Budget Code:

SOURCE OF FUNDS	Prior Years	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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 2014	
FY 2015	
FY 2016	
FY 2017	
FY 2018	
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:

EQUIPMENT REPLACEMENT PLAN
2014-2018

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. The FY 2014 plan calls for the replacement of nine public safety vehicles representing 23% of the total plan cost. This includes seven police vehicles and two sheriff vehicles that are either above 120,000 miles currently or will reach this threshold by the end of fiscal year 2013. Public Works equipment combines for 19% of the total cost. Parks & Recreation will be replacing equipment and two vehicles that are over 16 years old accounting for 8% of the plan total. Transit will be leveraging State and Federal funds to replace 2 buses and add a SUV for 50% of the total plan cost. The equipment replacement charges for FY2014 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 2013-2018

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.

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.

City of Winchester
Equipment Replacement Plan
2014 - 2018

Equipment by Year

Department	Current Equipment	Mileage	New Equipment	Cost/Funding Source: General Fund	Other	Total
2014						
Sheriff	2006 Chevy Impala	126,000	Police Vehicle	20,000		20,000
Sheriff	2004 Ford Crown Victoria	137,000	Police Package Vehicle	29,400		29,400
Police	Police Vehicles (6)		Police Vehicles (6)	157,800		157,800
Police	2002 Animal Control Truck	124,000	Animal Control Truck	30,000		30,000
Highway Maint - Snow	Salt Spreaders (2)		Salt Spreaders (2)		32,000	32,000
Highway Maint - Streets	Dump Truck Beds & Spreaders (4)		Dump Truck Beds & Spreaders (4)	30,000	70,000	100,000
Highway Maint - Streets	1993 Van	94,134	Pickup Truck	30,000		30,000
Parks & Recreation	1989 F-350	56,466	4x4 Pickup w/dump bed & snow plow	46,000		46,000
Parks & Recreation	1998 GMC 4x4	63,413	4x4 Pickup	22,000		22,000
Parks & Recreation	Bobcat		Bobcat Tracks	6,000		6,000
Parks & Recreation	Utility Van		Box Trailer 7 x 16	7,200		7,200
Transit	2004 Chevy Supreme Buses (2)		30 Ft. Low Floor Transit Buses (2)	49,500	445,500	495,000
Transit			SUV 4x4	2,600	23,400	26,000
Equipment Fund	2001 GMC	69,379	Truck		30,000	30,000
	Total for 2014			**430,500**	**600,900**	**1,031,400**
2015						
Sheriff	Sheriff Vehicles (2)		Sheriff Vehicles (2)	55,000		55,000
Sheriff	2002 Chevy Tahoe	150,000	Police Package SUV	35,000		35,000
Police	Police Vehicles (20)		Police Vehicles (20)	539,000		539,000
Police	1995 Box Truck	118,000	SWAT Deployment Vehicle	55,000		55,000
Police	2005 Animal Control Truck	95,000	Animal Control Truck	35,000		35,000
Fire & Rescue	1990 International 4900		Hazardous Material Response Vehicle	150,000		150,000
Fire	Battalion Vehicle		Battalion Vehicle	55,500		55,500
Inspections	2001 Chevy Cavalier	47,863	Sedan	20,000		20,000
Inspections	2002 Chevy Lumina		Sedan	20,000		20,000
Emergency Management	2001 Jeep		SUV with Towing Package	29,000		29,000
Refuse	2002 Dodge Pickup	78,139	Pickup Truck	30,000		30,000

Five-Year Equipment Replacement Plan

Equipment by Year

Department	Current Equipment	Mileage	New Equipment	Cost/Funding Source: General Fund	Other	Total
2015 - Continued						
Refuse	2004 Refuse/Recycling Truck	99,185	Refuse/Recycling Truck	150,000		150,000
Facilities Maintenance	2001 Jeep	Over 100,000	SUV	18,000		18,000
Highway Maint - Streets	1994 Dump Truck (2)	51,158	Dump Truck	160,000		160,000
Highway Maint - Streets	1992 Dump Truck	107,138	Pickup	40,000		40,000
Highway Maint - Traffic	1999 Truck		Pickup Truck	60,000		60,000
Highway Maint - Streets	Small Salt Spreaders (2)		Small Salt Spreaders (2)	16,000		16,000
Highway Maint - Streets	Leaf Boxes (4)		Leaf Boxes (4)	16,600		16,600
Parks & Recreation	1997 F-250		4x4 Diesel Pickup Truck w/snow plow	38,000		38,000
Parks & Recreation	2001 GMC 4x2	114,128	4x2 Pickup Truck	17,500		17,500
Parks & Recreation	2007 GMC 4x4 w/Dump Bed		4x4 Diesel Truck w/Trash Compactor	84,000		84,000
Parks & Recreation	SmithCo Groomer		Groomer	15,000		15,000
Parks & Recreation	Zero Turn Mower #2		Zero Turn Mower	14,000		14,000
Parks & Recreation	Toro Workman		Toro Workman	12,000		12,000
Parks & Recreation	Brush Hog		Brush Hog	4,000		4,000
Parks & Recreation			Snow Blade	6,500		6,500
Parks & Recreation			Bobcat Snow Blower Attachment	6,500		6,500
Parks & Recreation			Bobcat Backhoe (used)	5,500		5,500
Human Services	2005 Sedan	Over 120,000	Sedan	20,000		20,000
Transit	2006 Paratransit Van	94,300	Paratransit Van	5,000	45,000	50,000
Public Services					150,000	150,000
	Total for 2015			**1,712,100**	**195,000**	**1,907,100**
2016						
Sheriff	Sheriff Vehicles (2)		Sheriff Vehicles (2)	55,000		55,000
Police	Police Vehicles (5)		Police Vehicles (5)	151,800		151,800
Fire & Rescue	2005 GMC 4x4 Pickup		4x4 SUV	35,000		35,000
Fire & Rescue	2006 GMC 4x4 Pickup		4x4 SUV	35,000		35,000
Inspections	2005 Ford Taurus		Sedan	20,000		20,000
Facilities Maintenance	GMC 2500	Over 100,000	Truck	25,000		25,000
Refuse	2002 Toyota Pickup	61,589	Pickup	30,000		30,000

Equipment by Year

Department	Current Equipment	Mileage	New Equipment	Cost/Funding Source: General Fund	Other	Total
2016 - Continued						
Refuse	2004 Refuse /Recycling Truck	99,185	Refuse/Recycling Truck	150,000		150,000
Highway Maint - Streets	1995 Dump Truck (2)	76,078/ 70,546	Dump Trucks (2)	160,000		160,000
Parks & Recreation	15-Passenger Van		15-Passenger Van	60,000		60,000
Parks & Recreation	Zero Turn Mowers (2)		Zero Turn Mowers (2)	28,000		28,000
Parks & Recreation	Salt Spreader		Salt Spreader	6,500		6,500
Parks & Recreation	Large Snow Blower		Small Snow Blower	1,000		1,000
Parks & Recreation	Small Snow Blower		Large Snow Blower	1,200		1,200
Parks & Recreation	Reel Mower		Reel Mower	45,000		45,000
Human Services	2005 Van	Over 120,000	Van	30,000		30,000
Transit	2006 Paratransit Van	80,500	Paratransit Van	5,000	45,000	50,000
Transit	2008 Transit Buses (2)	Over 120,000	Transit Buses (2)	50,000	450,000	500,000
Public Services					150,000	150,000
	Total for 2016			**888,500**	**645,000**	**1,533,500**
2017						
Sheriff	Sheriff Vehicles (2)		Sheriff Vehicles (2)	55,000		55,000
Police	Police Vehicles (3)		Police Vehicles (3)	69,300		69,300
Fire & Rescue	2007 4x4 SUV		4x4 SUV	35,000		35,000
Inspections	2005 Ford Taurus		Sedan	20,000		20,000
Refuse	2006 Refuse/Recycling Truck	49,484	Refuse/Recycling Truck	150,000		150,000
Highway Maint - Streets	1999 Dump Truck	50,163	Dump Truck	80,000		80,000
Highway Maint - Streets	1996 Pickup	162,989	Pickup	30,000		30,000
Highway Maint - Streets	2002 Pickup	55,298	Pickup w/Lift Gate	30,000		30,000
Highway Maint - Streets	Leaf Boxes (4)		Leaf Boxes (4)	44,000		44,000
Parks & Recreation	1998 Truck		4x4 Pickup	22,000		22,000
Parks & Recreation	Toro Workman		Toro Workman	14,000		14,000
Parks & Recreation	1968 Ford Tractor		Small Tractor w/Cab & Loader	42,000		42,000
			Plasma Cutter	2,500		2,500
Human Services	2006 Sedan	Over 120,000	Sedan	20,000		20,000
Transit	2003 Sedan		SUV	2,500	22,500	25,000

Five-Year Equipment Replacement Plan

Equipment by Year

Department	Current Equipment	Mileage	New Equipment	Cost/Funding Source General Fund	Other	Total
2017 - continued						
Transit	2008 Transit Bus	Over 120,000	Transit Bus	25,000	225,000	250,000
Parking Authority	1995 Dodge Truck		Truck	30,000		30,000
Public Services					150,000	150,000
	Total for 2017			**671,300**	**397,500**	**1,068,800**
2018						
Sheriff	Sheriff Vehicles (2)		Sheriff Vehicles (2)	55,000		55,000
Police	Police Vehicles (3)		Police Vehicles (3)	69,300		69,300
Fire & Rescue	2008 4x4 SUV		4x4 SUV	35,000		35,000
Zoning	2006 Chevy Malibu		Sedan	20,000		20,000
Highway Maint - Streets	2003 Van	82,788	Van	25,000		25,000
Highway Maint - Streets	2003 4x4 Pickup	35,354	One Ton Pickup	40,000		40,000
Highway Maint - Streets	2002 Dump Truck	41,813	Dump Truck	80,000		80,000
Highway Maint - Streets	Zero Turn Mowers (2)		Zero Turn Mowers (2)	5,000		5,000
Parks & Recreation	Toro Mower		Toro Mower	100,000		100,000
Parks & Recreation			Vehicle Lift	7,600		7,600
Human Services	2007 Ford Explorer	Over 120,000	SUV	25,000		25,000
Parking Authority	Tennant Sweeper		Sweeper	15,000		15,000
Public Services					150,000	150,000
	Total for 2018			**476,900**	**150,000**	**626,900**
Grand Total				**4,179,300**	**1,988,400**	**6,167,700**

City of Winchester
Equipment Replacement Plan
2014 - 2018

Department Summary

Department	2014	2015	2016	2017	2018	Total
Sheriff	49,400	90,000	55,000	55,000	55,000	304,400
Police	187,800	629,000	151,800	69,300	69,300	1,107,200
Fire	-	205,500	70,000	35,000	35,000	345,500
Zoning & Inspections	-	40,000	20,000	20,000	20,000	100,000
Emergency Management	-	29,000	-	-	-	29,000
Facilities Maintenance	-	18,000	25,000	-	-	43,000
Refuse	-	180,000	180,000	150,000	-	510,000
Streets	162,000	232,600	160,000	184,000	150,000	888,600
Traffic	-	60,000	-	-	-	60,000
Parks & Recreation	81,200	203,000	141,700	80,500	107,600	614,000
Human Services	-	20,000	30,000	20,000	25,000	95,000
Transit	521,000	50,000	550,000	275,000	-	1,396,000
Equipment Fund	30,000	-	-	-	-	30,000
Winchester Parking Auth	-	-	-	30,000	15,000	45,000
Public Services	-	150,000	150,000	150,000	150,000	600,000
Grand Total	**1,031,400**	**1,907,100**	**1,533,500**	**1,068,800**	**626,900**	**6,167,700**

Equipment By Department

Department	2014	2015	2016	2017	2018	Total
Sheriff						
Marked Vehicles	49,400	90,000	55,000	55,000	55,000	304,400
Total Sheriff	**49,400**	**90,000**	**55,000**	**55,000**	**55,000**	**304,400**
Police						
Marked Patrol Vehicles	157,800	539,000	151,800	69,300	69,300	987,200
SWAT Deployment Vehicle		55,000				55,000
Animal Control Trucks	30,000	35,000				65,000
Total Police	**187,800**	**629,000**	**151,800**	**69,300**	**69,300**	**1,107,200**
Fire						
Marked Vehicles	-	205,500	70,000	35,000	35,000	345,500
Total Fire	**-**	**205,500**	**70,000**	**35,000**	**35,000**	**345,500**
Zoning & Inspections						
Sedan	-	40,000	20,000	20,000	20,000	100,000
Total Zoning & Inspections	**-**	**40,000**	**20,000**	**20,000**	**20,000**	**100,000**

Five-Year Equipment Replacement Plan

Equipment By Department

Department	2014	2015	2016	2017	2018	Total
Emergency Management						
SUV	-	29,000	-	-	-	29,000
Total Emergency Management	**-**	**29,000**	**-**	**-**	**-**	**29,000**
Facilities Maintenance						
SUV		18,000				18,000
Truck			25,000			25,000
Total Facilities Maintenance	**-**	**18,000**	**25,000**	**-**	**-**	**43,000**
Public Works/Refuse						
Pickup Truck	-	30,000	30,000			60,000
Refuse/Recycling Truck	-	150,000	150,000	150,000		450,000
Total Refuse	**-**	**180,000**	**180,000**	**150,000**	**-**	**510,000**
Public Works/Highway Maintenance						
Salt Spreaders	32,000	16,000				48,000
Dump Trucks	100,000	160,000	160,000	80,000	80,000	580,000
Pickup Trucks		40,000		60,000	40,000	140,000
Van	30,000				25,000	55,000
Leaf Boxes		16,600				16,600
Leaf Vacs				44,000		44,000
Mowers					5,000	5,000
Total Highway Maintenance	**162,000**	**232,600**	**160,000**	**184,000**	**150,000**	**888,600**
Public Works/Traffic						
Bucket Truck						-
Sign/Marking Truck		60,000				60,000
Total Traffic	**-**	**60,000**	**-**	**-**	**-**	**60,000**
Parks & Recreation						
Pickup Trucks	22,000	17,500		22,000		61,500
Pickup Truck - Diesel	46,000	38,000				84,000
Trash Truck		84,000				84,000
15-Passenger Van			60,000			60,000
Snow Blade		6,500				6,500
Bobcat Tracks	6,000					6,000
Box Trailer 7 x 16	7,200					7,200
Groomer		15,000	28,000			43,000
Mower		14,000			100,000	114,000
Vehicle Lift					7,600	7,600
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

Five-Year Equipment Replacement Plan

Equipment By Department

Department	2014	2015	2016	2017	2018	Total
Salt Spreader			6,500			6,500
Small Tractor w/Cab & Loader				42,000		42,000
Plasma Cutter				2,500		2,500
Total Parks & Recreation	**81,200**	**203,000**	**141,700**	**80,500**	**107,600**	**614,000**
Human Services						
Sedan		20,000		20,000	25,000	65,000
Van			30,000			30,000
Total Human Services	**-**	**20,000**	**30,000**	**20,000**	**25,000**	**95,000**
Transit						
Paratransit Vans		50,000	50,000			100,000
Transit Bus	495,000		500,000	250,000		1,245,000
SUV	26,000			25,000		51,000
Total Transit	**521,000**	**50,000**	**550,000**	**275,000**	**-**	**1,396,000**
Equipment Fund						
Truck	30,000					30,000
Total Equipment Fund	**30,000**	**-**	**-**	**-**	**-**	**30,000**
Winchester Parking Authority						
Truck				30,000		30,000
Sweeper					15,000	15,000
Total Equipment Fund	**-**	**-**	**-**	**30,000**	**15,000**	**45,000**
Public Services						
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	**1,031,400**	**1,907,100**	**1,533,500**	**1,068,800**	**626,900**	**6,167,700**

Introduction and Background

The Information Technology Plan is a five-year forecast of information technology needs in the City of Winchester. It is intended to alert the Council and citizens of technology 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 technology is again re-evaluated before the final approval is given for purchase. The remaining four years represent estimated needs and related funding.

The Information Technology Plan's basic premise is scheduled procurement of technology to meet the City's needs. In the initial year of the plan, FY2014, almost two-thirds of the cost is designated for Information Technology Strategic Plan items. Money has also been designated for the VESTA Next Generation migration to be added to the grant monies received. Tactical cameras for police are the other large item currently funded in FY2014 budget.

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

Five-Year Information Technology Plan

Project Description	Prior Years	2014	2015	2016	2017	2018	Future	Total
General Government								
Enterprise Hardware replacement	136,333	136,333	136,333	136,333	136,333	136,333	136,333	954,331
COOP Plan & Disaster Recovery		30,000		30,000				60,000
New SunGard Modules		61,252						61,252
Web Enable SunGard modules		80,640						80,640
Project Management	1,000	1,000	1,000	1,000	1,000	1,000		6,000
Website redevelopment		10,000						10,000
Tactical Camera System		66,000	5,000	5,000	5,000	5,000		86,000
Network improvements		86,913	66,588	66,588	66,588	66,588	59,400	412,665
Personal Property Replacement		25,000	125,000					150,000
VESTA Next Generation Migration		110,262 150,000						110,262 150,000
Blackboard Pro Website			19,000	9,500	9,500	9,500		47,500
Color Printer			500				3,750	4,250
Computer Additions			5,022					5,022
Council Agenda Software				3,000	6,000			9,000
CRM software (in IT SunGard Modules)								0
Digital Camera and video equipment			2,500					2,500
Downtown Mall Camera replacement			9,000	4,500	4,500	4,500		22,500
Emergency Medical Dispatch - CAD				20,152				20,152
EOC			23,455					23,455
Field Mobility			400	1,200				1,600
Field tablets			3,750				3,750	7,500
Hardware purchases			2,345	6,335				8,680
Live Scan Fingerprint system			13,520	2,425	2,425	2,425		20,795
Mobile Laptops for emergency vehicles			62,796	19,698				82,494
NetMotion deployment			28,750	3,750	3,750	3,750		40,000
New computers - Paperless reporting			35,000	5,000	5,000	5,000		50,000
New Downtown Mall camera system			197,005	15,760	15,760	15,760		244,285
New tablet				600	600			1,200
Open City Hall forum				2,500	2,500	2,500	2,500	10,000
OptiWorkflow software			19,075					19,075
Physical Access Control			40,000					40,000
Point of sale			6,540	1,450	1,500	2,400		11,890
Remote Meeting			26,000					26,000
Security Plan			11,000					11,000
Software and Software maintenance			47,000	20,000	20,000	20,000		107,000
Software licensing			500	1,000	890	500		2,890
Time and Attendance			180,000	240,000				420,000
Training Plan			25,000	25,000	25,000	25,000	25,000	125,000
Training Room/EOC			15,750		14,500		14,500	44,750
Webtrac - Cloud			22,753	3,800	3,800	3,800		34,153
Webtrac - Onsite			29,253	2,300	2,300	2,300		36,153
Increase Virtualization2			25,000					25,000
General Government Total	**137,333**	**757,400**	**1,184,835**	**626,891**	**326,946**	**306,356**	**245,233**	**3,584,994**

Five-Year Information Technology Plan

Project Description	Prior Years	2014	2015	2016	2017	2018	Future	Total
Non-General Fund								
IVR system for Paratransit scheduling	28,810	6,016						34,826
		752						752
		752						752
License plate camera readers			3,000					3,000
Multifunciton printer		2,500						2,500
Route Cameras to WPA main office		2,000						2,000
Stairwell cameras for Braddock			3,000					3,000
Stairwell cameras for Loudoun				3,000				3,000
Stormwater Utility billing		50,000						50,000
Non-General Fund Total	**28,810**	**62,020**	**6,000**	**3,000**				**99,830**
Grand Total	**166,143**	**819,420**	**1,190,835**	**629,891**	**326,946**	**306,356**	**245,233**	**3,684,824**

City of Winchester
Position Title/Grade Listing
July 1, 2013

Grade	Position Title	Minimum		Mid		Maximum	
1		18,907.20	9.09	24,575.20	11.82	30,243.20	14.54
2		19,843.20	9.54	25,802.40	12.41	31,761.60	15.27
3		20,841.60	10.02	27,092.00	13.03	33,342.40	16.03
4		21,881.60	10.52	28,444.00	13.68	35,006.40	16.83
5	Custodian	22,963.20	11.04	29,858.40	14.36	36,753.60	17.67
6	Account Clerk I Clerk Receptionist Recreation Center Attendant I Travel Counselor	24,128.00	11.60	31,366.40	15.08	38,604.80	18.56
7	Laborer I Lead Custodian Recreation Center Attendant II	25,334.40	12.18	32,926.40	15.83	40,518.40	19.48
8	Bus Driver Customer Service Assistant Laborer II Office Assistant Office Associate Recreation Center Attend III Sanitation Worker Utility Meter Attendant	26,603.20	12.79	34,580.00	16.63	42,556.80	20.46

Pay Grade/Position Title Listing

Grade	Position Title	Minimum		Mid		Maximum	
9		27,934.40	13.43	36,306.40	17.46	44,678.40	21.48
	Account Clerk II						
	Maintenance Technician I						
	Recreation Program Specialist						
	Utility Service Mechanic I						
	Warrants Clerk						
	W/WTP Operator Trainee						
10		29,328.00	14.10	38,116.00	18.33	46,904.00	22.55
	Economic Program Support Tech						
	Human Services Assistant						
	Police Fleet Manager						
	Secretary						
	Visitor and Community Relations Manager						
	W/WTP Lab Technician I						
	W/WTP Operator I						
11		30,784.00	14.80	40,019.20	19.24	49,254.40	23.68
	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						
12		32,323.20	15.54	42,026.40	20.21	51,729.60	24.87
	Athletics Program Specialist I						
	Benefit Programs Specialist II						
	Community Resource Officer						
	Crew Leader						

Pay Grade/Position Title Listing

Grade	Position Title	Minimum		Mid		Maximum	
12	Continued	32,323.20	15.54	42,026.40	20.21	51,729.60	24.87
	Deputy Treasurer						
	Deputy Voter Registrar						
	Dewatering Operator						
	Equipment Parts Manager						
	Executive Secretary						
	Fiscal Assistant						
	Parks & Recreation Admin Specialist						
	Planning Technician						
	Senior Account Clerk						
	W/WTP Lab Technician II						
	W/WTP Operator II						
13		33,945.60	16.32	44,127.20	21.22	54,308.80	26.11
	Benefit Programs Specialist III						
	Communications Specialist II						
	Detention Specialist I						
	Legal Secretary						
	Maintenance Technician III						
	Traffic Signal Technician						
14		35,630.40	17.13	46,321.60	22.27	57,012.80	27.41
	Accounting Analyst						
	Administrative Assistant I						
	Administrative Programs Asst						
	Arborist						
	Athletics Program Specialist II						
	Automotive Mechanic						
	Benefit Programs Specialist IV						
	Construction Inspector						
	Environmental Program Coord						
	Evidence Clerk Specialist						
	Housing Specialist						
	Probationary Firefighter	Hours per year 2496 Hourly rate $14.28					
	Self-Sufficiency Specialist						
	Senior Utility Service Mechanic						

Pay Grade/Position Title Listing

Grade	Position Title	Minimum		Mid		Maximum	
15		37,419.20	17.99	48,651.20	23.39	59,883.20	28.79
	Code Compliance Inspector						
	Communications Specialist III						
	Computer Support Technician						
	Computer/Network Support Technician						
	Crime Prevention/Community Involvement Specialist						
	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		39,291.20	18.89	51,074.40	24.56	62,857.60	30.22
	Accountant						
	Administrative Assistant II						
	Assistant Facility Manager						
	Benefit Programs - Fraud Investigator						
	Chief Deputy Treasurer						
	Crew Supervisor						
	CRO/Community Outreach Coordinator						
	Deputy Sheriff II						
	EMS Billing Manager						
	Facilities Coordinator						
	Firefighter/EMT	Hours per year 2496					
		Hourly rate $15.7413					
	Grants Coordinator/Project Specialist						
	Marketing Coordinator						

Pay Grade/Position Title Listing

Grade	Position Title	Minimum		Mid		Maximum	
16	Continued Paralegal Parks Administrative Coordinator Parks Maintenance Coordinator Parks Projects 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	39,291.20	18.89	51,074.40	24.56	62,857.60	30.22
17	Administrative Services Manager Assessment Analyst Benefit Programs Supervisor Chief Environmental Program Coordinator Deputy Sheriff III Engineering Inspector Family Services Specialist I Instrumentation Technician/ Electrician Lead Communications Specialist Planner II Police Officer II Senior Codes Compliance Inspector/Police Officer II Senior Detention Specialist Tax Field Auditor Utilization Management Coordinator W/WTP Lead Operator	41,246.40	19.83	53,632.80	25.79	66,019.20	31.74

Pay Grade/Position Title Listing

Grade	Position Title	Minimum		Mid		Maximum	
18		43,326.40	20.83	56,316.00	27.08	69,305.60	33.32
	Automotive Service Supervisor						
	CSA Coordinator						
	Detective I						
	Detention Specialist Supervisor						
	Family Services Specialist II						
	Firefighter Technician	Hours per year 2496					
		Hourly rate $17.3513					
	Police Officer III						
	Refuse/Recycling Coordinator						
	Risk Manager/Purchasing Manager						
	W/WTP Chief Operator						
19		45,489.60	21.87	59,134.40	28.43	72,779.20	34.99
	Asst 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						
20		47,756.80	22.96	62,088.00	29.85	76,419.20	36.74
	Facility Manager						
	Family Services Specialist III						
	GIS Coordinator						
	Maintenance Supervisor						
	Police Sergeant						
	Real Estate Administrator						
	Superintendent of Parks						
	Victim Witness Director						

Pay Grade/Position Title Listing

Grade	Position Title	Minimum		Mid		Maximum	
21		50,148.80	24.11	65,187.20	31.34	80,225.60	38.57
	Asst Commonwealth Atty II						
	Chief Accountant						
	Customer Service Manager						
	Director of Emergency Communications						
	Family Services Specialist IV						
	Fire & Rescue Lieutenant						
	Network/System Administrator						
	Police Lieutenant						
22		52,644.80	25.31	68,442.40	32.91	84,240.00	40.50
	Building Official						
	Senior Computer Programmer						
	Senior Network Engineer						
	Family Services Supervisor						
	Transit Director						
	Webmaster						
23		55,286.40	26.58	71,874.40	34.56	88,462.40	42.53
	Asst Commonwealth Atty III						
	Assistant Human Resources Director						
	Assistant Parks & Recreation Director						
	Fire & Rescue Battalion Chief						
	Fire Marshall						
	Juvenile Detention Center Assistant Superintendent						
	Operations Superintendent						
	Police Captain						
	Family Services Manager						
24		58,052.80	27.91	75,472.80	36.29	92,892.80	44.66
	Assistant Finance Director						
	Asst Social Services Director						
	Executive Director WPA						
	Executive Director WFCCVB						
	Downtown Manager						

Pay Grade/Position Title Listing

Grade	Position Title	Minimum		Mid		Maximum	
25	Assistant City Attorney City Engineer Deputy Commonwealth Attorney Fire & Rescue Deputy Chief Police Major	60,944.00	29.30	79,237.60	38.10	97,531.20	46.89
26		64,001.60	30.77	83,200.00	40.00	102,398.40	49.23
27	Assistant Public Services Director Juvenile Detention Center Superintendent Parks & Recreation Director Planning Director Public Works Director	67,204.80	32.31	87,360.00	42.00	107,515.20	51.69
28	Director of Social Services Information Technology Director Director of Zoning & Inspections	70,553.60	33.92	91,728.00	44.10	112,902.40	54.28
29	Finance Director Fire & Rescue Chief Economic Redevelopment Director Police Chief Public Services Director Social Services Director	74,089.60	35.62	96,314.40	46.31	118,539.20	56.99
30	Assistant City Manager	77,792.00	37.40	101,129.60	48.62	124,467.20	59.84

Pay Grade/Position Title Listing

Grade	Position Title	Minimum		Mid		Maximum	
31		81,681.60	39.27	106,184.00	51.05	130,686.40	62.83
32		85,779.20	41.24	111,508.80	53.61	137,238.40	65.98
33		90,064.00	43.30	117,083.20	56.29	144,102.40	69.28
34		94,556.80	45.46	122,928.00	59.10	151,299.20	72.74
35		99,278.40	47.73	129,074.40	62.06	158,870.40	76.38

Health/Dental Insurance Plans/Rates

City of Winchester
FY 2014 Local Choice Medical Insurance Rates
Including Delta Dental & Blue View Vision Coverage

LC Key Advantage 500				
Calendar Year Deductible		$500 per member $1,000 per family		
Out-of-pocket maximum		$3,000 per member $6,000 per family		
	Monthly Expected Rates	**Employer Contribution**		**Employee Contribution**
Employee Only	448.00	423.00		25.00
Employee Plus 1	829.00	704.70		124.30
Employee/Family	1,210.00	799.40		410.60
	Bi-Weekly Expected Rates	**Employer Contribution**		**Employee Contribution**
Employee Only	206.77	195.23		11.54
Employee Plus 1	382.62	325.25		57.37
Employee/Family	558.46	368.95		189.51

LC Key Advantage 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	423.00	423.00	100%	-	0%
Employee Plus 1	783.00	704.70	90%	78.30	10%
Employee/Family	1,142.00	799.40	70%	342.60	30%
	Bi-Weekly Expected Rates	**Employer Contribution**	**%**	**Employee Contribution**	**%**
Employee Only	195.23	195.23	100%	-	0%
Employee Plus 1	361.38	325.25	90%	36.14	10%
Employee/Family	527.08	368.95	70%	158.12	30%

Health/Dental Insurance Plans/Rates

FY 2014 Local Choice Medical Insurance Rates
Including Delta Dental & Blue View Vision Coverage

LC H S A					
Calendar Year Deductible		$1,500 per member $3,000 per family			
Out-of-pocket maximum		$5,000 per member $10,000 per family			
	Monthly Expected Rates	**Employer Contribution**	**%**	**Employee Contribution**	**%**
Employee Only	366.00	366.00	100%	-	0%
Employee Plus 1	677.00	643.15	95%	33.85	5%
Employee/Family	988.00	741.00	75%	247.00	25%
	Bi-Weekly Expected Rates	**Employer Contribution**	**%**	**Employee Contribution**	**%**
Employee Only	168.92	168.92	100%	-	0%
Employee Plus 1	312.46	296.84	95%	15.62	5%
Employee/Family	456.00	342.00	75%	114.00	25%

FY 2014 Dental Insurance Rates
Guardian Supplemental Dental

Annual Deductible		$25/$75	
Annual Benefit maximum		$1,200 per member	
	Monthly Expected Rates	**Employer Contribution**	**Employee Contribution**
Employee Only	31.75	31.75	-
Employee/Spouse	64.55	31.75	32.80
Employee/Children	83.55	31.75	51.80
Employee/Family	116.36	31.75	84.61
	Bi-Weekly Expected Rates	**Employer Contribution**	**Employee Contribution**
Employee Only	14.65	14.65	0.00
Employee/Spouse	29.79	14.65	15.14
Employee/Children	38.56	14.65	23.91
Employee/Family	53.70	14.65	39.05

Note: This supplemental dental coverage is only available to employees that waive medical coverage or need dental coverage for dependents because they've chosen employee only medical.

Debt Summary

Summary of Outstanding Bond Issues					As of June 30, 2012	
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	2,301,322	2,301,322
Public Improvement Bond Series 2001	Finance public safety facility, park, library, & water projects	10,000,000	10/5/2001	9/1/2021	2,503,050	3,601,950
Public Improvement Refunding Bonds, Series 2002B	Finance Schools, and water & sewer projects	6,320,000	12/19/2002	1/15/2014	1,228,000	307,000
Public Improvement Bond Series 2003	Finance schools, public utility project, public works and courtroom projects.	9,595,000	12/18/2003	9/1/2023	832,167	357,833
Public Improvement Bond Series 2004	Finance schools and public utility projects.	35,020,000	10/21/2004	1/15/2025	10,776,887	4,558,114
Public Improvement Bond Series 2005	Finance schools, Public Utility, roads, emergency communication, and buildings.	45,000,000	11/1/2005	1/15/2025	18,050,000	2,865,000
Public Improvement Bond Series 2006	Finance Schools and Public Utility Projects	23,660,000	12/21/2006	12/1/2026	15,745,000	3,580,000
Public Improvement Bond Series 2007	Finance Schools Projects and Active Living center project	7,200,000	9/12/2007	9/1/2027	6,195,000	-
Public Improvement and Refunding Bond Series 2011	Finance General fund projects, Utilities and Schools Capital projects	31,705,000	9/1/2012	9/1/2023	27,217,364	4,487,636
Revenue bonds-VRA Series 2008	Utilities Capital Projects	12,100,000	11/21/2008	10/1/2028	-	11,250,000
Revenue bonds- VRA Series 2009	Utilities Capital Projects	11,820,000	6/1/2009	10/1/2029		11,095,000
Revenue bonds- VRA Series 2009B	Utilities Capital Projects	12,295,000	11/1/2009	10/2/2029		11,855,000
Revenue bonds- VRA Series 2010C	Utilities Capital Projects	12,165,000	11/1/2010	10/1/2031		12,165,000
Revenue bonds- VRA Series 2011A	Utilities Capital Projects	1,500,000	10/25/2011	9/1/2042		754,030
Revenue bonds- VRA Series 2011B	Utilities Capital Projects	19,470,000	10/16/2011	10/1/2032		19,470,000
FWSA Opequon Water Facility Obligations	Obligations Payable- FWSA	26,452,442	4/1/2004	10/1/2038		19,080,302
Total - All Outstanding Bonds		274,302,442			84,848,790	107,728,187

Debt Summary

Legal Debt Margin Information					
Last Five Fiscal Years					
	2008	2009	2010	2011	2012
Debt Limit	342,316,836	302,560,266	314,296,963	278,558,244	281,568,882
Total Net Debt Applicable to Limit	135,640,271	128,672,843	121,315,345	113,889,041	106,907,645
Legal Debt Margin	206,676,565	173,887,423	192,981,618	164,669,203	174,661,237
Total Net Debt Applicable to Limit as a % of Debt Limit	39.62%	42.53%	38.60%	40.89%	37.97%

Governmental Activities Principal and Interest Schedule							
	General Fund			Winchester Public Schools			
Year Ending June 30	Principal	Interest	Total General Fund Debt Service	Principal	Interest	Total WPS Debt Service	Total Governmental Activities Debt Service
2013	1,080,663	633,627	1,714,289	4,866,785	2,929,861	7,796,646	9,510,935
2014	1,073,760	588,327	1,662,086	4,886,247	2,751,462	7,637,709	9,299,795
2015	1,131,376	541,075	1,672,451	4,444,248	2,559,764	7,004,012	8,676,463
2016	1,210,338	488,555	1,698,893	4,223,375	2,370,700	6,594,075	8,292,968
2017	1,395,739	432,820	1,828,559	4,230,119	2,185,115	6,415,233	8,243,792
2018	1,411,311	368,922	1,780,233	4,457,336	1,992,999	6,450,335	8,230,569
2019	1,483,102	300,465	1,783,567	4,668,988	1,775,844	6,444,831	8,228,398
2020	1,156,904	228,319	1,385,223	4,901,656	1,547,651	6,449,307	7,834,530
2021	994,225	178,204	1,172,429	5,070,619	1,343,502	6,414,121	7,586,550
2022	1,032,606	138,633	1,171,239	5,250,476	1,149,492	6,399,967	7,571,206
2023	587,220	105,075	692,295	5,685,249	950,690	6,635,939	7,328,234
2024	644,944	79,064	724,008	5,689,473	709,079	6,398,552	7,122,561
2025	585,000	51,855	636,855	5,417,030	460,399	5,877,429	6,514,284
2026	610,000	24,725	634,725	4,270,000	209,050	4,479,050	5,113,775
2027	105,000	8,125	113,125	1,760,000	64,750	1,824,750	1,937,875
2028	110,000	2,750	112,750	415,000	10,375	425,375	538,125
2029	-	-	-	-	-	-	-
2030	-	-	-	-	-	-	-
	14,612,189	4,170,539	18,782,728	70,236,600	23,010,733	93,247,332	112,030,061

Debt Summary

Business-Type Activities Principal and Interest Schedule							
	Utilities Fund			Winchester Parking Authority			
Year Ending June 30	Principal	Interest	Total Utilities Debt Service	Principal	Interest	Total WPA Debt Service	Total Business-Type Activities
2013	5,067,447	4,932,311	9,999,758	165,000	414,588	579,588	10,579,345
2014	5,810,980	4,760,169	10,571,149	175,000	406,938	581,938	11,153,086
2015	5,892,284	4,522,058	10,414,342	180,000	398,500	578,500	10,992,842
2016	6,045,821	4,264,705	10,310,526	190,000	389,250	579,250	10,889,776
2017	5,419,796	4,008,044	9,427,840	200,000	379,500	579,500	10,007,340
2018	5,671,912	3,755,828	9,427,740	210,000	369,250	579,250	10,006,990
2019	5,945,659	3,494,644	9,440,303	220,000	358,500	578,500	10,018,803
2020	5,822,364	3,222,598	9,044,962	230,000	347,250	577,250	9,622,212
2021	5,247,766	2,956,225	8,203,990	245,000	335,375	580,375	8,784,365
2022	5,474,728	2,710,027	8,184,755	255,000	322,875	577,875	8,762,630
2023	5,164,575	2,462,665	7,627,241	270,000	309,750	579,750	8,206,991
2024	5,335,509	2,213,646	7,549,155	280,000	296,000	576,000	8,125,155
2025	5,468,047	1,953,042	7,421,089	295,000	281,625	576,625	7,997,714
2026	5,595,706	1,675,830	7,271,536	310,000	266,500	576,500	7,848,036
2027	5,336,831	1,395,666	6,732,498	325,000	250,625	575,625	7,308,123
2028	5,260,268	1,120,379	6,380,647	340,000	234,000	574,000	6,954,647
2029	5,502,435	842,713	6,345,149	360,000	216,500	576,500	6,921,649
2030	4,748,750	581,458	5,330,208	375,000	198,125	573,125	5,903,333
2031	3,076,909	385,714	3,462,623	395,000	178,875	573,875	4,036,498
2032	1,727,800	241,423	1,969,223	415,000	158,625	573,625	2,542,848
2033	1,814,000	155,859	1,969,859	435,000	137,375	572,375	2,542,234
2034	338,400	103,788	442,188	460,000	115,000	575,000	1,017,188
2035	356,400	86,859	443,259	480,000	91,500	571,500	1,014,759
2036	372,600	69,091	441,691	505,000	66,875	571,875	1,013,566
2037	390,600	50,485	441,085	530,000	41,000	571,000	1,012,085
2038	410,400	30,964	441,364	555,000	13,875	568,875	1,010,239
2039	430,200	10,482	440,682				440,682
	107,728,186	**52,006,673**	**159,734,859**	**8,400,000**	**6,578,275**	**14,978,275**	**174,713,134**

CITY OF WINCHESTER
DEBT OBLIGATION POLICY
Adopted December 9, 2003

I. BACKGROUND AND PURPOSE

This debt policy is designed to provide guidance to the City of Winchester and its operating units in the issuance of debt and similar obligations. For the purposes of this Policy, any Capital Lease obligation whereas not legally considered debt of the City, shall be treated as such. This Policy shall apply to all operating units of the City receiving General Fund support for repayment of debt used to finance Capital Projects. This Policy is designed to be used with other Financial Policies of the City as they exist from time to time.

This Policy will address various types of debt that may be issued by or on behalf of the City, the level of these obligations, the corresponding annual debt service costs of these obligations and the approval requirements for the issuance of such obligations.

The purpose of this Policy is to ensure the issuance and repayment of all debt obligations are properly planned, approved and executed to ensure the efficient and effective financial operations of the City.

II. PLANNING, PERFORMANCE, AND MONITORING

A. The planning, issuance, and review of outstanding and proposed debt obligations will ensure that compliance with this Policy is maintained.

B. The City may issue debt obligations for the purpose of acquiring, improving, renovating, or constructing Capital Projects including buildings, machinery, equipment, furniture, and fixtures or other similar longer life assets (i.e., water or sewer capacity, etc.).

C. Whenever feasible, similar debt obligations will be issued at one time to minimize issuance costs.

D. The City will annually prepare and adopt a multi-year Capital Improvements Program to identify and establish an orderly plan to meet the City's infrastructure needs with all debt-related projects and the corresponding debt service impact upon the General Funds of the City identified. The City shall discourage any additions to the Program during the course of the year.

E. As a part of the annual budgeting process, the City shall prepare a report summarizing compliance with this policy and present this report to the City Council for approval.

III. ISSUANCE GUIDELINES

A. The City will not use short-term borrowing to finance operating needs, except in instances as described under Revenue Anticipation Notes.

B. The City shall prepare an analysis of anticipated revenues, the potential tax impact and future operating costs associated with any project proposal for external financing.

C. The final maturity of any obligation will not exceed the expected useful life of the assets or project for which the obligation is issued.

D. Prior to the issuance of any form of debt, the City will ensure that the issuance of such debt will not result in the non-compliance with this Policy.

E. At a minimum, all such obligations require approval by the City Council. This approval shall indicate the City Council approval of the identified funding for this Project and compliance with this Debt Policy.

F. Unless approved by the City Council, no obligations shall be issued for an amount less than $500,000 or for Capital Projects with a useful life of less than three (3) years.

G. Based on the recommendations of its Financial Advisor and approval by the City Council, all debt obligations shall include funds sufficient to provide, if needed, capitalized interest, a Debt Service Reserve Fund, Rate Stabilization or other similar Funds as well as funds necessary to cover the cost of issuance of the Obligations.

IV. DEBT PARAMETERS

The City shall maintain compliance with the following Debt parameters on a historical basis as well as on a Pro Forma basis after giving effect to the obligation being issued. Given the magnitude of the City's long-term Capital Improvement Program at the time this Policy is being adopted, the City has established a target policy and a maximum policy. While the City will attempt to adhere to the targeted levels, the City realizes that according to current projections it will be out of compliance with the targeted levels during several of the years once all the debt is issued.

A. Net Debt as a percentage of Assessed Value shall be targeted at less than 3.5%, with a maximum level of 4.0%. (Net Debt is General Obligation debt and Capital Lease Obligation exclusive of debt or leases payable from the Enterprise Fund.)

B. General Obligation Debt Service and Capital Lease payments as a percentage of Total Governmental Fund Expenditures shall be targeted at less than 12.5%, with a maximum level of 15%. For purposes of this requirement, General Governmental Expenditures shall be that amount reported in the most recent Comprehensive Annual Financial Report.

To the extent that the City proposes issuing debt that will exceed the targeted levels, City staff shall provide City Council for its review prior to authorizing the debt with a calculation of when it expects the City to be back in compliance with the targeted levels.

V. PERMITTED OBLIGATIONS

Based on the implementation of this Policy, the City shall consider the following Obligation as Permitted Obligations for the purposes as stated. Unless stated otherwise in the section below, all such obligations shall be considered Debt for purposes of the Policy.

A. Revenue Anticipation Notes

1. The City's Fund Balance Policy is designed to provide adequate cash flow to avoid the need for Revenue Anticipation Notes (RANs). As such, the use of RANs is discouraged.

2. The City may issue RANs in situations beyond the City's control or ability to forecast when the revenues will be received after the related funds are scheduled to be distributed.

3. The City will issue RANs for a period not to exceed the one year period permitted under the Constitution of Virginia, Article VII Section 10.

4. Prior to the issuance of RANs, the City will advise the City Council of the circumstances creating the need for the RANs and whether this need will continue in the future. In all cases, the City shall attempt to minimize the amount of RANs issued.

5. The issuance of RANs will not be counted as debt for purposes of this Policy.

B. Bond Anticipation Notes

1. The City may issue Bond Anticipation Notes (BANs) in expectation of the issuance of General Obligation Bonds or Revenue Bonds when funds are required for the financed capital project to be initiated or continued but the City does not need to issue all of the permanent funding at that time.

2. The City may issue BANs when the long-term financial markets do not appear appropriate on a given date, but have a clear potential for improvement within the next twelve months.

3. The City may issue BANs with a maturity of up to two years in length with no more than one additional two year period.

4. Prior to issuing BANs, the City will clearly demonstrate its ability to comply with this Debt Policy upon issuance of the permanent financing.

C. General Obligation Bonds

1. The Constitution of Virginia, Article VII Section 10(a), and the Public Finance Act contains a 10% of assessed value of real estate limitation on outstanding indebtedness which a City may incur.

2. The City may issue GO debt for any capital projects or other properly approved projects or programs.

D. VPSA Bonds and State Literary Fund Loans

1. The City may finance its Schools needs with General Obligation debt or lease appropriation debt which may be subject to other provisions of this Policy. Should the City wish to use either the VPSA or Literary Loan to meet these needs, then these additional requirements must be met.

2. School capital projects or other projects permitted to be financed by the VPSA or State Literary Funds may be funded with GO debt as long as such debt is issued either through VPSA or State Literary Fund. The City shall attempt to use Literary Funds when at all possible; however, preference should be given to accessibility and interest rates when determining whether to use the VPSA or the Literary Fund.

3. Approval of the School Board is required prior to approval by the City Councils for projects funded with VPSA or State Literary Fund Loans.

E. Revenue Bonds

1. The City may issue Revenue Bonds to fund enterprise activities, such as water and sewer utilities, solid waste disposal facilities or for capital projects which will generate a revenue stream sufficient to fund the annual debt service costs of the Revenue Bonds.

2. The Revenue Bonds will include written covenants that will require that the revenue sources are sufficient to fund operating expenses and all debt service requirements.

F. Capital Leases

1. The City may execute Capital Leases or Certificates of Participation with independent parties to provide for the use of buildings, machinery, equipment, furniture, and fixtures as long as the asset is acquired at the end of the lease and the Capital Lease, if treated as Debt, complies with this Debt Policy.

G. Moral Obligation Debt

1. The City may enter into leases, contracts, or other agreements with other public bodies that provide for the payment of debt service when revenues of such public bodies or agencies may prove insufficient to cover debt service.

2. Payment of such moral obligation debt service will be done when the best interest of the City is clearly demonstrated.

3. While such moral obligation support does not affect the debt limit of the City, the amount of bonds issued with the City's moral obligation should be controlled in order to limit potential demands on the City and any expected use of this type of obligation should be clearly within the parameter of this Debt Policy.

4. The City will not count this type of obligation as Debt as long as this Debt remains self-sufficient. Should the City need to fund any of this debt, the City should count its maximum total debt exposure under this agreement as Debt for purposes of this Policy.

VI. DISCLOSURE AND COMMUNICATIONS

A. The City will maintain good communications with bond rating agencies to inform them about the City's financial position by providing them with the City's Comprehensive Annual Financial Report (CAFR) and Operating and Capital Improvements Budget.

B. The City will follow the National Federation of Municipal Analysts and Government Finance Officers Association policy of full continuing disclosure.

C. The City will disclose the preceding ten fiscal year's debt ratios in the Comprehensive Annual Financial Report.

D. As part of its Operating and Capital Improvement Budget, the City will disclose an estimate of the subsequent five fiscal year's debt ratios with an analysis of the impact, if any; moral obligation debt would have on the debt ratios.

Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Commissioner of Revenue	
Land Use Taxation for Agricultural/Horticultural Property, annual application	$30 or $0.30/acre, whichever is greater, per renewal
	$20 per application
Real Estate Tax Exemption for Abated Derelict Property, application (partial exemption for 10 yrs)	$0 per application
Real Estate Tax Exemption by Designation	$350 deposit to cover cost of public notice
Additional copies of filing forms	$0
License fee for peddlers; itinerant merchants	$30 or $0.20/$100 gross receipts, whichever is greater, not to exceed $500
License fee for carnivals, circuses, speedways	$500 per performance
Distiller's license for no more than 5,000 gallons per year	$500 annually
Winery license	$500 annually
Brewery license	$500 annually
Bottler's license	$150 annually
Wholesale beer license	$200 annually
Wholesale druggist license	$10 annually
Retail on-premises wine and beer license for hotel, restaurant or club; and each retail off-premises wine and beer license including convenience stores	$20 annually
Retail on-premises beer license; and each retail off-premises beer license	$20 annually
Fruit distiller's license	$1500 annually
Restaurant mixed beverage license, seating capacity up to 100	$200 annually
Restaurant mixed beverage license, seating capacity 101-150	$350 annually
Restaurant mixed beverage license, seating capacity over 150	$500 annually
Mixed beverage license for caterer	$500 annually
Mixed beverage special events license	$10 per day of event
Motor vehicle license fee, less than 10,000 lbs	$24 annually
Motor vehicle license fee, 10,000 lbs or more	$36 annually
Motor vehicle license fee, two- or three-wheeled vehicle	$12 annually
Motor vehicle license fee, motor homes and religious buses > 10,000 lbs	$30 annually
Antique motor vehicle license fee	$12 annually

*The fees above are presented for information purposes; fees are subject to change; contact the originating department for current fees.

Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Police	
Incident & Accident Report fees	$2
Dog license fee	$8 male,$4 Neutered male, spayed female,
Animal impoundment fee	$10 impound, $5 keeping dog/day, $3 for posting
False Alarm Fee	$100.00
Source: Treasurer	
Returned Check Fee	$25.00
License Fee for Autos	$24.00
Source: Parking Authority	
Monthly Parking Rentals Autoparks- Undercover	$42 per month
Monthly Parking Rentals Autoparks - Roof	$35 per month
Proration fee after $15th of month - undercover	$21.00
Proration fee after $15th of month - roof	$17.50
Hourly Parking - Autoparks	$0.50 per hour, $10 max from midnight to midnight
Parking Validation Customer Courtesy Program -Hourly parking	$0.50 per hour, $10 max from midnight to midnight
Lost ticket fee - Autoparks	$10
Event Parking fee (garages) - special events, i.e SABF, Christmas Parade	Fee varies
Access card deposit	$10 one-time fee, deposit is refundable when space is cancelled & card is returned in good, working order
Replacement card fee	$20
Late payment fee	$10
Monthly Parkers - who are caught parking on ground floor and not their designated parking space- must pay lost ticket fee to exit	$10
Lot rentals	$42 a month
Lease parking lots for events, examples include SABF, Discovery Museum, OTWBA Events, Etc.	Fee varies

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Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Parking Authority – (continued)	
Meters	$0.50 per hour Monday-Friday 9 am - 4 pm
Meter violation ($30.00 after 48 hours)	$10.00
Parking on solid yellow line	$25.00
Parking in restricted zone (other)	$25.00
Parking in handicapped space	$100.00
Parking at a fire hydrant	$50.00
Parking in fire lane	$50.00
Parking in traffic lane	$50.00
Improper parking in loading zone	$25.00
Second meter violation within 8 hour period ($32.00 after 48 hours)	$12.00
Invalid state inspection	$25.00
Parking on sidewalk	$25.00
Blocking driveway	$25.00
parking in no parking zone	$25.00
Parking within intersection	$25.00
Overtime parking in a restricted time zone	$25.00
Blocking crosswalk	$25.00
Unauthorized parking in rented space	$25.00
Failure to park right wheels to curbline	$25.00
Creating a traffic hazard	$25.00
Parking within 30 feet flashing beacon, ETC	$25.00
Cab Stand	$25.00
Bus Stop	$25.00
Violation of designated permit parking area/residential parking	$10.00
Violation of official sign or marking	$25.00
Feeding meter after expiration of time	$25.00
Non-emergency vehicle repairs on street	$25.00
Parking in snow emergency route	$25.00
Trucks in residential zone	$25.00
Parking, stopping, standing private parking	$25.00
Backing to Curb	$25.00
Source: Insight Citizen's Academy	
INSIGHT Citizen's Academy registration fee	$25 annually

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Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Tourism	
Annual rental on duratrans	$350.00 - $500.00 yearly
Ad sales for Winchester-Frederick County Visitors Guide: Listing - $100.00 Co-op ad - $200.00 1/4 pg. - $375.00 1/2 pg. $675.00 Full page - $1200.00 - $1400.00	$100.00 - $1400.00
Sales tax fee on items sold in gift shop	2% on food items & 5.3% on merchandise
Source: Planning & Zoning	
Conditional Use Permit	$500 ($200 if filed with site plan)
Zoning Text Amendment	$600
Event Permit	$100
30-Day Temporary Permit	$100 (per unit)
90-Day Seasonal Permit	$250
Temporary Storage Unit	$200 per unit
Portable Sign/Sign not requiring Building Permit	$40 per sign
Right of Way Vacation	$100
Variance/Interpretation	$500 - 1st code section, $100 per additional code section
Administrative Modification	$500 - 1st code section, $100 per additional code section
Re-advertisement Fee	$75
BAR Demolition of Structure	$300
Historic Building Plaque	$125
Appeal of BAR Decision to City Council	$75
Zoning and Subdivision Ordinance (Copy)	$35
Comprehensive Plan Copy	$25
Postage for Ordinance or Comprehensive Plan	$6
Black & White Zoning Map	$10
Color Zoning Map	$15

*The fees above are presented for information purposes; fees are subject to change; contact the originating department for current fees.

Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Planning & Zoning - (continued)	
24x36 Plan Copy	$4.50
Waiver of Underground Utilities	$100
Zoning Confirmation Letter	$500
Zoning Determination Letter	$100
DMV Zoning Letter	$50
List of Properties within 300 feet	$25
Zoning Civil Penalty (1st Penalty)	$200
Zoning Civil Penalty (2nd Penalty)	$500
Other Zoning Violations	Minimal $10, Max $1000
Telecommunications Facility (New)	$0
Telecommunications Facility (Modification)	$0
Source: Code Enforcement	
Fail to Display Street Numbers	1st Penalty $25, Subsequent $50
Fail to Obtain Required Inspection	1st Penalty $100, Subsequent $150
Fail to Provide Notification of Rental Housing	$50
Fail to Register Vacant Building	$50
Violations of Virginia Maintenance Code	1st Penalty $75, Subsequent $150
Failure to Cut (Weeds & Tall Grass)	1st $50, 2nd within 12 months $200/ Max $3000
Failure to Remove (Trash & Rubbish)	1st $50, 2nd within 12 months $200/ Max $3000
Vacant Building Registration	$25 annually
Rental Housing Inspection Fee	$35 per unit
Rental Housing follow-up Inspection Fee	$50
Fail to remove Inoperable Vehicle	100, 2nd within 12 months $250 Max amount $5000
Abatement Fee	None
Source: Building Inspections	
Building Permit Fees	
Residential	
Finished floor area	$00.16 sf

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Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Building Inspections – (continued)	
Unfinished floor area	$00.14 sf
Minimum fee	$40.00
Commercial and Industrial	*******
Finished floor area	$00.24 sf
Minimum fee	$60.00
Industrialized buildings or shells,	*******
including slab and foundation	$0.40
Remodeling and/or finishing of shell space.	*******
Residential	$00.14 sf
Minimum fee	$40.00
Institutional, commercial or industrial	$00.16 sf
Minimum fee	$60.00
Garage or Carport	$00.14 sf
Accessory building or structure	$00.14 sf
Prefabricated homes	$120.00 +$80.00=$200.0
Replacement, special items, and services:	*******
Deck or porch (each)	$50.00
Demolition (each) Pulse bond	
Residential	$80.00
Non-residential	$80.00
Bond (optional)	$500.00
Asbestos Removal	$60.00
Automotive lifts (per unit)	$40.00
Elevators (each)	$100.00
Dumbwaiters (each)	$40.00
Escalators (each-per floor	$40.00
Fence (over 6'-per 50 linear feet)	$40.00
Retaining Wall (per 50 linear feet)	$40.00
Fireplace, Chimney, Woodstove(each)	$40.00
Foundation only (each)	$80.00
Moving building(plus foundation permit)	$100.00+$80.00=$180.00
Radio Towers and like structures (each)	$40.00
Re-roofing (per job location):	*********
Residential	$50.00
Non-residential	$100.00
Re-siding (per job location)	$50.00

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Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Building Inspections – (continued)	
Sign permit (per sign)	$40.00
Swimming pool (each)	*****
Residential	
Above-ground	$60.00
In-ground	$60.00
Non-residential	$100.00
Storage tanks (under or above ground)	******
Removal	$50.00
Installation	$80.00
Temporary Structures	$60.00
Tents on residential property	$40.00
Tents on non-residential property	$60.00
Bleachers and grandstands (per site)	$40.00
Safety glass replacement	$30.00
Services:	******
Temporary certificate of occupancy	******
Residential (per unit)	$60.00
All other	$150.00
Renewal (all TCO's)	$100..00
Permit renewal	$50.00
Annual permit (where approved)	$200.00
Re-inspection (failure to be ready or second rejection)	$50.00
Pre-application plan preview	******
Residential one and two family	$60.00
Residential (three units)	$100.00
Additional per unit	$20.00
Non-residential	$200.00
New plans on previously approved project requiring a new plan review (per sf)	$0.04
Change of use inspection	*******
Residential	$40.00
Commercial, industrial	$100.00
Occupancy inspection for CO	*******
One and two family residential	$40.00
Other residential (per unit)	$60.00
Non residential	$100.00

*The fees above are presented for information purposes; fees are subject to change; contact the originating department for current fees.

Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Building Inspections – (continued)	
Start work without permit ********** New*********	*******
Residential "Proposed"	$50.00
Non-residential "Proposed"	$50.00
For work not specifically listed above or unable to be evaluated the fee shall be 6.00 per 1,000 or fraction thereof, of estimated cost, which includes material and labor	
Plumbing Work:	
Base permit fee:	**********
Residential (per unit)	$30.00
Non-residential (per unit or floor)	$40.00
Water service inspection	$16.00
Sewer service inspection	$16.00
Per fixture (includes floor drain, hose connections, and outlets	$7.00
Re-inspection (failure to be ready or second rejection)	$50.00
Prefabricated homes with third party inspection seals	$40.00
Cross connection device (each	$10.00
Maximum	$200.00
Irrigation sprinkler system (base)	$40.00
Additional per head	$3.00
Mechanical Work:	
Base permit fee:	*******
Residential (per unit)	$20.00
Non-residential (per unit or floor)	$30.00
Heat pumps and Air Conditioning (per unit)	$30.00
Each additional ton over 5	$10.00
Maximum per unit	$240.00
Furnace or boiler to 100,000 BTU (per unit)	$30.00
Each additional 100,000 BTU's	$10.00
Maximum	$240.00
Fire dampers (each)	$5.00
Crematorium and incinerators (each)	$80.00
Commercial range hoods (each)	$50.00
Refrigeration systems (per unit)	$50.00
Each additional ton over 5	$10.00
Oil burners conversion or replacements	$60.00
Re-inspection (failure to be ready or second rejection)	$50.00

*The fees above are presented for information purposes; fees are subject to change; contact the originating department for current fees.

Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Building Inspections – (continued)	
Other mechanical work not specified	$6.00 per 1,000.00
or fraction thereof, of estimated cost.	$40.00 min.

Source: Parks and Rec	
Facility Rentals	**Resident**
George Washington Room (non-rented space)	$0.00
Lord Fairfax Room	$25.00
Arts & Crafts Room	$19.00
Full Gymnasium	$92.00
Full Court Gymnasium	$61.00
1/3 Gymnasium	$31.00
Social Hall	$63.00
Social Hall Event Fee	$500.00
Recreation Room	$6.00
Kitchen	$18.00
Indoor Pool	$96.00
Outdoor Pool	$156.00
Bridgeforth Baseball Field	$22.00
Bodie Grim Baseball Field	$18.00
Yost Baseball Field	$9.00
Rotary Baseball Field	$9.00
Henkel Harris Field	$9.00
T-Ball Field	$9.00
Preston Baseball Field	$9.00
Eagles Softball Field	$18.00
Tennis complex (ind. Courts)	$3.00
BMX Track	$17.00
R/C Car Track	$7.00
Horseshoe Courts	$21.00
Youth Rectangular Field-No Lights	$15.00
Adult Rectangular Field-No Lights	$18.00
Add Field Lights (when applicable)	$10.00
Small Pavilions	$35.00
Medium Pavilions	$55.00
Large Pavilions	$75.00
X-Large Pavilions	$85.00

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Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Parks and Rec – (continued)	
Programs	
HIVE weekly	$60.00
HIVE punch pass	$140.00
HIVE Club weekly	$30.00
Hive Club punch pass	$80.00
No School Days	$20.00
Summer Camp	$110.00
Parents Night Out	15/10
Cookies with Santa	$7.00
Little Turkey Treats	$7.00
PB&J	$3.00
Ghouls and Gals	$5.00
Spring Fling	$5.00
Tiny Tots (8 classes)	$43.00
Children and Teens (8)	$43.00
CST (8)	$48.00
Waterbabies (8)	$43.00
Private Lessons (4)	$75.00
Jr & Sr Basketball Leagues	$44.00
Flag Football Leagues	$34.00
Challenger Leagues	$20.00
Inst/Inter Youth Basketball	$40.00
Indoor Soccer Leagues	$44.00
Girls Volleyball Leagues	$50.00
HS Basketball League	$550.00
Rugby Leagues	$42.00
Junior Tennis League	$40.00
Smart Start Soccer	$49.00
Fencing	$124 or $149
40+ Basketball League	$59.00
Open Softball League	$425.00
Co-Ed Volleyball League	$150.00
Autumn JamFest Basketball	$225.00
Family Day Fishing Rodeo	$5.00
Cornhole Tournament	$20.00
Volleyball Camps	$74.00

*The fees above are presented for information purposes; fees are subject to change; contact the originating department for current fees.

Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Parks and Rec	
Football Camps	$74.00
Girls Sports Camp	$74.00
Boys Sports Camps	$74.00
Princess Dance Camp	$74.00
Cheerleading Camp	$74.00
Dance Camp	$74.00
Basketball Camps	$74.00
Jr Golf Camps	$74.00
Soccer Camp	$74.00
Softball Camp	$74.00
Tennis Camp	$74.00
Kiddie Camp	$74.00
Royals Specialty Camps	$74.00
30+ Open Gym Basketball	$5.00
Smart Start Programs	$49.00
Baseball Bus Trip	$60.00
Adult Volleyball Tourn	$200.00
Baseball Academy	$90.00
Dog Park	$18.00
Memberships	
Child (Under 12 with a paying adult)	
Monthly	$16.00
3 Month	$42.00
Yearly	$144.00
Youth/Student (12-18 or valid college ID)	
Monthly	$20.00
3 Month	$54.00
Yearly	$192.00
Adult (19-54)	
Monthly	$36.00
3 Month	$99.00
Yearly	$360.00
Senior (55-up)	
Monthly	$16.00
3 Month	$42.00

*The fees above are presented for information purposes; fees are subject to change; contact the originating department for current fees.

Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Parks and Rec	
Yearly	$144.00
Family (up to 4 members)*	
Monthly	$68.00
3 Month	$198.00
Yearly	$768.00
Military	
Monthly	$16.00
3 Month	$42.00
Yearly	$144.00
Daily Drop-In Rates	
Child	$4.00
Student	$4.50
Adult	$5.00
Senior	$4.00
Family	$14.00
Military	$4.00
Source: Fire and Rescue	
BLS for Healthcare Provider	$62.00
EMS Transport Fee BLS Non-Emergency	$431
EMS Transport Fee BLS Emergency	$431
EMS Transport Fee ALS 1 Non-Emergency	$512
EMS Transport Fee ALS 1 Emergency	$512
EMS Transport Fee ALS 2	$740
Ground Transport Mileage Loaded Mileage Fee	$10
Records Retrieval	$5.25

*The fees above are presented for information purposes; fees are subject to change; contact the originating department for current fees.

Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
FIRE INSPECTION FEE SCHEDULE	

Fire Inspection Fees

Annual fees for required fire prevention code permits and associated inspections by the Fire Marshal's Office shall be according to the following fee schedules and include an initial inspection and two follow-up inspections. Additional inspections after a second follow-up shall be charged $25.00 per inspection. Annual fire inspection fees shall be in addition to any permit fees that are required according to Table 107.2.

Schedule "A"

Inspection fees under Schedule "A" shall be based on the posted occupant load of the inspected occupancy or area of the occupancy.

• $50 for occupant load of 100 or less.
• $75 for occupant load of 101 to 200.
• $100 for occupant load of 201 to 300.
• $125 plus $25 for each 100 occupants where occupant loads exceed 300.

Schedule "B" Inspection fees under Schedule "B" shall be based on the number of beds or rooms at the inspected occupancy.• $50 for 1 to 50 beds/rooms.• $75 for 51 to 100 beds/rooms.• $100 for 101 to 150 beds/rooms.• $125 for 151 to 200 beds/rooms.• $150 plus $100 for each additional 100 beds/rooms where the number exceeds 200.

Schedule "C"

Inspection fees under Schedule "C" shall be based on the square footage of the inspected occupancy.

• $50 for Up to 2,500 sq. ft.
• $75 for 2,501 - 10,000 sq. ft.
• $100 for 10,001 - 50,000 sq. ft.
• $125 for 50,001 – 100,000 sq. ft.
• $150 for 100,001 - 150,000 sq. ft.
• $200 for 150,001 - 200,000 sq. ft.
• $250 for Over 200,000 sq. ft.

Schedule "D"

Inspection fees under Schedule "D" shall apply to facilities required to maintain a state license as adult/child day centers or group homes based on licensed capacity as follows:

• $25 for 1 to 8.
• $50 for 9 to 20.
• $75 for 21 to 50.
• $100 for 51 to 100.
• $125 for 101 or more

*The fees above are presented for information purposes; fees are subject to change; contact the originating department for current fees.

Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
City In-House Printing Costs	
8 1/2X11, Black & White copy	$0.01
8 1/2X11, Color copy	$0.06
8 1/2X14, Black & White copy	$0.02
8/12X14, Color copy	$0.07
11X17, Color copy	$0.08
City Plotter, large sized items max. 5 copies	$6.00
Note: for large sized printing beyond five copies, the City would utilize a local printer, Ebert's on Picadilly Street, and charge the attached fees.	
Black Line Prices	
1-400 SQ. FT.	$0.38
401-700	$0.32
701-1200	$0.28
Over 1201	$0.26
Xerox Vellums 24X36 (non-erasable)	$5.50
Xerox Vellums 24X36 (erasable)	$6.00
Xerox Mylar 24X36	$10.20
Scan	$10.00 minimum or $5.00 per page
Reduction	$2.95 per page
Enlargement	Starts @ $2.95 a page
Mirror Image	$2.95 per page
Source: Utilities	
The following fees are based on the meter size to be utilized by the customer, payable when the connection is established for approved properties	5/8"X3/4" $5,000
	1" $6,500
	1 1/2" $8,500
	2" $13,500
	3" $25,000
	4" $30,000
	6" $45,000
Non-approved properties	5/8"X3/4" $5,000
	1" $6,500
	1/2" $8,500
	2" $13,500

*The fees above are presented for information purposes; fees are subject to change; contact the originating department for current fees.

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Utilities – (continued)	
	3" $25,000
	4" $30,000
	6" $45,000
The following fees for the availability of wastewater service are based on the water meter size to be utilized by the customer for approved properties	5/8"X3/4" $7,400
	1" $8,400
	1 1/2" $9,400
	2" $10,600
	3" $35,000
	4" $45,000
	6" $70,000
Non-Approved Properties	5/8"X3/4" $7,400
	1" $8,400
	1 1/2" $9,400
	2" $10,600
	3" $35,000
	4" $45,000
	6" $70,000
For water connection outside the City limits	5/8"X3/4" $5,000
	1" $6,500
	1 1/2" $9,000
	2" $17,000
	3" $30,000
	4" $35,000
	6" $50,000
For wastewater connection outside the City limits	5/8"X3/4" $7,400
	1" $8,400
	1 1/2" $9,400
	2" $10,600
	3" $40,000
	4" $50,000
	6" $75,000
Once property is subject to disconnection for non-payment of bill, the property owner shall be assessed a processing	$40.00
Utility Reconnection Fee	$170.00

*The fees above are presented for information purposes; fees are subject to change; contact the originating department for current fees.

Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Engineering	
Land Disturbance Permit for Site Plans	$300 plus $50 per disturbed acre
Land Disturbance Permit for Subdivision Plans	$400 plus $50 per disturbed acre
Land Disturbance Permit for Single Family Home	$50
Land Disturbance Permit for Other Activities	$200
Source: Transit	
Adult Rider Fare	$1
Rider Half-Fare	$0.50
Student Rider Far	$0.50
Adult Rider Ticket Book	$17.00
Half-Fare Rider Ticket Book	$10.00
Source: GIS	
Copy Fee	Starting at $5 per sheet, based on page size
Data disk	$100
Source: Refuse and Recycling	
Large Item Collection	$20/pick-up truck load
Source: Human Resources	
8 1/2 x 11, Black & White Copy	$0.01
8 1/2 x 11, Color Copy	$0.06
8 1/2 x 14, Black & White Copy	$0.03
8 1/2 x 14, Color Copy	$0.07
11 x 17, Black & White Copy	$0.03
11 x 17, Color Copy	$0.08
City Plotter, large sized items, max. 5 copies	$6.00
***For large sized printing beyond five copies, the City will utilize a local printer and charge the attached fees.**	
1-400 Sq. Ft.	$0.38
401-700 Sq. Ft.	$0.32
701-1200 Sq. Ft.	$0.26
Xerox Vellums 24 x 36 (non-erasable)	$5.50

*The fees above are presented for information purposes; fees are subject to change; contact the originating department for current fees.

Fee Schedule

DESCRIPTION OF FEE COLLECTED	CURRENT AMOUNT CHARGED
Source: Human Resources – (continued)	
Xerox Vellums 24 x 36 (erasable)	$6.00
Xerox Mylar 24 x 36	$10.20
Scan	$10.00 min or $5.00 per page
Enlargement	Starts at $2.95 per page
Reduction	$2.95 per page
Mirror Image	$2.95 per page

FOIA Fee Schedule

In accordance with the Virginia Code, Section 2.2-3704, the City of Winchester shall make reasonable charges not to exceed the actual cost incurred in accessing, duplicating, supplying or searching for the requested records. No public body shall impose any extraneous, intermediary or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. The public body may also make a reasonable charge for the cost incurred in supplying records produced from a geographic information system at the request of anyone other than the owner of the land that is the subject of the request. However, such charges shall not exceed the actual cost to the public body in supplying such records, except that the public body may charge, on a pro rata per acre basis, for the cost of creating topographical maps developed by the public body, for such maps or portions thereof, which encompass a contiguous area greater than 50 acres.

*The fees above are presented for information purposes; fees are subject to change; contact the originating department for current fees.

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.

Accrual Basis of Accounting – A method of accounting that recognizes the financial effect of transactions, events and inter-fund activities when they occur, regardless of the timing of related cash flows.

Activity – Classification of City services based on type of service provided, including legislative, administration, courts, public safety, public works, health & welfare, education, parks & recreation, and community development.

Adopted Budget –The final operating and capital budget approved by the City Council after public hearings and amendments to the proposed budget, if applicable; becomes legal guidance to City management and departments for spending levels.

Advance Refunding – A refinancing transaction in which new (refunding) bonds are issued to repay (refund) outstanding bonds prior to the first call date. The proceeds of the refunding bonds are deposited in an escrow account, invested in government securities, and used to pay debt service (interest, principal and premium, if any) on the refunded bonds through the applicable call date. For accounting purposes, refunded obligations are not considered a part of an issuer's debt.

Agent Fees – The fee paid to a financial institution known as the paying agent or registrar that serves two functions: 1) it receives funds from the issuer prior to each debt service payment date and then distributes these monies to the bondholders and 2) as registrar it establishes and maintains records of bond ownership.

Amortization – The paying off of debt in regular installments over a period of time.

Appropriation – An authorization made by the Council that permits City departments and agencies to incur obligations against, and to make expenditures of, governmental resources. The amount is fixed and authorized until the fiscal year ends at which time by law the appropriation lapses.

Appropriation Ordinance – The official enactment by City Council establishing the legal authority for City administrative staff to obligate and expend resources.

ARRA – American Recovery and Reinvestment Act – Bill passed by President Obama in February 2009 as an economic stimulus package. The money provided by this program will go towards projects such as improving education, building roads, public transportation, criminal justice, health care, and many other areas. The government is hoping this package will create jobs and provide other economic benefits.

Assessed Value – The fair market value placed on personal and real property owned by taxpayers, as determined by the City.

Balanced Budget – By law, local government budgets must be balanced; i.e., expenditures may not exceed revenues.

Basis of Budgeting and Accounting – Accounting methods, such as accrual basis and modified accrual basis, used to document revenues received and authorized obligations expensed.

Glossary

Bond – General Obligation A type of security sold to finance capital improvement projects, with the principal and interest payments guaranteed by the full faith and credit of the City through its taxing authority.

Bond Ratings – A rating of quality given on any given bond offering as determined by an independent agency in the business of rating such offerings.

BPOL Tax – Business license or gross receipts tax, this item taxes the total revenues of a business.

Budget – A plan of financial operation including an estimate of proposed means of financing them (revenue estimates). The term also sometimes is used to denote the officially approved expenditure ceilings under which the City and its departments operate.

Budget Calendar – The schedule of key dates involved in the process of adopting and then executing an adopted budget.

Budgetary Control – The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Budget Document – The official written statement prepared by the City's administrative staff which presents the proposed budget to the City Council.

Budget Message – A general discussion of the proposed budget presented to the City Council by the City Manager as a part of or supplement to the budget document. The budget message explains principle budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

CAFR – Comprehensive Annual Financial Report – the annual report issued by the City on its financial position and activity for the fiscal year. This report is prepared by the Department of Finance in conformity with U. S. generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board. The report is audited by an independent firm of certified public accountants.

Capital Assets – Operating – Tangible property which has a value of at least $10,000, but less than $50,000, and a useful life of more than one year. Operating capital is budgeted in the operating funds. Also called fixed assets.

Capital Assets – Major – Any tangible property with a value of at least $50,000 and an expected life of at least seven years is classified as a major capital asset. Such assets are budgeted in the Capital Improvement Plan (CIP). These items are of significant value and require a longer planning horizon.

Capital Fund – Each year, the City adopts a five-year Capital Improvement Program (CIP) that serves as a blueprint for the long-term physical improvements the City wishes to make. The Capital Fund is funded through a transfer from the general, water and sewer funds, State aid and bond issues. The current year CIP is included as part of the annual budget.

Glossary

Capital Improvement Expenditures – Related to the acquisition, expansion or rehabilitation of an element of the governments' physical facilities and infrastructure.

Capital Improvement Plan (CIP) – A plan for purchasing capital expenditures over a period of years to meet capital needs arising from the long-term work program. It sets forth each project or other contemplated expenditure and specifies the full resources estimated to be available to finance the projected expenditures.

Capital Lease – A lease obligation that has met the criteria to be categorized as a capital lease as opposed to an operating lease under generally accepted accounting principles. Capital leases are common in certain types of financing transactions involving the use of revenue bonds as opposed to general obligation bonds.

Capital Outlay – An appropriation or expenditure category for government assets with a value of $10,000 or more and a useful economic life of one year or more.

Capital Projects – Projects which purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or facility.

Capitalized Interest – A portion of the proceeds of a bond issue which is set aside to pay interest on the bonds for a specific period of time. Interest is typically capitalized for bonds issued to finance a revenue-producing project to pay debt service until the project is completed and begins generating revenues.

CDBG – Community Development Block Grant -- funding received from the U. S. Department of Housing and Urban Development. CDBG primarily benefits low- and moderate-income persons through housing, human services, neighborhood improvements and economic development activities, with a secondary emphasis on the reduction of slums and blight.

CIP – Capital Improvement Plan – A plan for capital expenditures, to be incurred each year over a fixed period of several future years, which sets forth each capital project, identifies the expected beginning and ending date for each project, the amount to be expended in each year and the method of financing those expenditures.

City Budget – That portion of the overall General Fund budget under the direct control of the City Manager (excludes the School Budget).

Comprehensive Annual Financial Report (CAFR) – The annual report that represents a locality's financial activities and contains the independent auditor's reports on compliance with laws, regulations and internal controls over financial reporting based on an audit of financial statements performed in accordance with "Government Auditing Standards."

Constitutional Officers – Officials elected to four-year terms of office who are authorized by the Constitution of Virginia to head City departments, the Treasurer, Commissioner of Revenue, City Sheriff, Commonwealth Attorney and the Clerk of the Circuit Court for the City.

Contingency – A budgetary reserve set aside for emergencies or unforeseen expenditures for which no other budget exists.

Contractual Services – Services rendered to a government by private firms, individuals, or other governmental agencies on a fee basis or fixed time contract basis. Examples include payments for engineering services, legal services, printing, and advertising.

Glossary

CSA – Comprehensive Services Act.

Debt – Any obligations of the City for the payment of money issued pursuant to the Public Finance Act of Virginia.

Debt Limit – The maximum amounts of gross or net debt which is legally permitted.

Debt Per Capita – Total outstanding debt divided by the population of the City.

Debt Ratio – A measure used that determines the annual debt service or outstanding debt as a percentage of some other item which is generally an indication of the ability of the City to repay the debt; examples include annual debt service as a percentage of total annual expenditures and total outstanding debt as a percentage of total assessed value.

Debt Service – The payment of principal and interest on borrowed funds, such as bonds.

Defeasance – Termination of the rights and interests of the bondholders and their lien on the pledged revenues in accordance with the terms of the bond contract for a bond issue. Defeasance usually occurs in connection with the refunding of outstanding bonds after provision has been made for future payment through funds provided by the issuance of the new refunding bonds.

Department/Division – A department consists of one or more divisions. The division is the basic organizational unit of government which is functionally unique in its delivery of services.

Depreciation – The decrease in value of capital assets due to use and the passage of time.

Disbursement – The expenditure of monies from an account.

E-911 Tax – This is a tax on telephone usage to pay for fire and police emergency dispatch operations.

Economic Development Authority (EDA) – Responsible for encouraging industrial and commercial development in the City.

Emergency Medical Services (EMS) – The Fire and Emergency Medical Services Department provides emergency fire suppression response to incidents involving fires, fire alarms, smoke scares, vehicle accidents and other types of calls where the threat of fire exists. It also provides emergency medical response to incidents involving injury, illness, accidents, and other types of calls where the threat of injury or illness exists.

Encumbrance – A reservation of funds that represents a legal commitment, often established through contract, to pay for future goods or services.

Enterprise Funds – Account for the financing of services to the general public whereby all or most of the operating expenses involved are recorded in the form of charges to users of such services. The enterprise funds consist of the Sewer Utility Fund, the Water Utility Fund and the Transit Fund (although transit is not formally recognized as an enterprise fund).

Expenditure – The actual payment of cash for the purpose of acquiring goods or services.

Expense Charges – Incurred for goods and services, whether paid immediately or unpaid.

Fiscal Year – A twelve-month period designated as the operating year for accounting and budgeting purposes, and at the end of which a government determines its financial position and the results of its operations. For the City the fiscal year begins on July 1 and ends on June 30.

Fixed Assets – Assets of a long-term character which are not intended to be sold for profit, but which are to be used in an organization's normal course of business, such as land, buildings, and improvements other than buildings, machinery and equipment.

Franchise – A special privilege granted by a government permitting the continuing use of public property, such as city streets and usually involving the elements of monopoly and regulation.

Fringe Benefits – The payment of benefits to employees as part of a compensation package, including social security, Medicare, retirement, and health insurance.

Full-Time Equivalent (FTE) – A measure for determining personnel staffing, computed by equating 2,080 hours of work per year (2,496 for firefighters) with one full-time equivalent position.

Function – A subset of expenditures or expenses, which are related by classification e.g., salary, fringe benefits, contractual services, and debt service.

Fund – A set of interrelated accounts to record assets, liabilities, equity, revenues and expenditures associated with a specific purpose or activity.

Fund Balance – Generally refers to the City's 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, Enterprise, Internal Service and Trust and Agency.

GAAP – Generally Accepted Accounting Principles -- is the standard framework of guidelines for financial accounting, mainly used in the U.S.A.. It includes the standards, conventions, and rules accountants follow in recording and summarizing transactions, and in the preparation of financial statements.

Governmental Accounting Standards Board (GASB) – An organization that provides the ultimate authoritative accounting and financial reporting standards for state and local governments.

General Fund – A fund containing revenues such as property taxes not designated by law for a special purpose. Some of the departments that are part of the General Fund include Administration, Fire, Police, Public Works and Recreation.

General Obligation Bond – A bond for which the full faith and credit of the City is pledged for payment.

Goal – A clear statement of a program's mission, or purpose.

Governmental Funds – Funds generally used to account for tax-supported activities.

Grants – Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

HOME – HOME Investment Partnerships Program – Funding received from the U.S. Department of Housing and Urban Development. HOME benefits low- and moderate-income persons through the development of affordable housing.

HUD – U. S. Department of Housing and Urban Development -- the federal government organization whose mission is to increase homeownership, support community development, and increase access to affordable housing free from discrimination.

Indicator – a high level measure of performance.

Infrastructure – The physical assets of a government, e.g., streets, water, sewer, public buildings and parks.

Intergovernmental Revenues – Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

Internal Services – The charges to user departments for internal services provided by another government department or agency, such as data processing, equipment maintenance, or insurance funded from a central pool.

IT – Information Technology.

ITP – Information Technology Plan – Recommends policy direction on a City-wide basis for all information technology, including voice and data communications. The committee will review information and office automation needs and recommend to the City Manager direction and priorities consistent with the long term mission, goals and objectives which have been established for the City.

Legal Debt Margin – The amount of general obligation bonds and certain other interest bearing obligations (other than revenue bonds) that the City may have outstanding expressed as a percentage of the assessed value of real estate in the City as shown on the last preceding assessment for taxes.

Line-Item Budget – A budget prepared along departmental lines that focuses on what is to be purchased by each type of product or service.

Local Funds – Indicates funding from local sources only and does not include funds received from Federal, State and other sources.

Long-Term Debt – Debt with a maturity of more than one year after the date of issuance.

Median Household Income – Median denotes the middle value in a set of values, in this case, household income.

MGD – Million Gallons per Day.

Mission Statement – Declaration of purpose for an entire organization or one of its programs.

Modified Accrual Basis of Accounting – Basis of accounting according to which revenues are recognized in the accounting period in which they become available and measurable and expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which are recognized when due.

Moral Obligation Bond – A bond which is secured by the revenues from the financed project and, additionally, by a non-bonding agreement that any deficiency in pledged revenues will be reported to the issuer's legislative body (City Council) which may appropriate moneys to make up the shortfall. Typically the mechanics involve a debt service reserve fund which is drawn upon to make up for any deficiency in pledged revenues. The legislative body is then requested to replenish the reserve fund but is not obligated to do so. These bonds are considered tax-supported debt and impact debt capacity to the extent that pledged revenues are ever insufficient to support debt service.

Non-Departmental Accounts – Accounts used to record expenditures that cannot or have not been allocated to individual departments.

Object of Expenditure – An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

Objective – The actual functions or services that a City program must provide in order to achieve its stated goals.

Operating Budget – Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled.

Operating Expenses – The cost for personnel, materials and equipment required for a department to function.

Operating Revenue – Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Ordinance – A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute, it has the full force and effect of law within the boundaries of the municipality to which it applies. Ordinances require two public readings and legal advertisement prior to adoption. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be done by ordinance.

Other Costs – Refers to costs that are not personnel, operating or capital in nature, such as debt service and transfers between funds.

Outcomes – the desired results that will be seen if the City is successful in providing programs and services that affect the causal factors identified for the priorities.

Pay-as-You-Go Basis – A term used to describe the financial policy of a government that finances all of its capital outlays from current revenues rather than by borrowing. A government that pays for some improvements from current revenues and others by borrowing is said to be on a partial or modified pay-as-you-go-basis.

Performance Measure – An indicator of the attainment of an objective; it is a specific quantitative measure of work performed or services provided within an activity or program, or it may be a quantitative measure of results obtained through a program or activity.

Personal Property Tax (PP) – A City tax levied on motor vehicles and boats based on published listings of values, and on machinery and tools based on a percentage of cost.

Personal Services – Expenditures for salaries, wages, and overtime for full-time and part-time employees.

Program – A program is a distinct, clearly identifiable activity, function, cost center, or organizational unit that is budgeted as a sub-unit of a department. A program budget utilizes the separate program budgets as its basic component.

Projections – Estimates of anticipated revenues, expenditures, or other budget amounts for specific time periods, usually fiscal years.

Property Tax – A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

Proposed Budget – The operating and capital budgets submitted to the City Council by the City Manager.

Proprietary Fund – A fund that accounts for operations that are financed in a manner similar to private business enterprise.

Public Service Corporation (PSC) – An entity defined by the Commonwealth of Virginia as providing utilities to residents and businesses; includes power companies, phone companies, gas companies, and other similar type organizations.

Real Estate Tax (R/E) – A tax levied by the City Council on real property in the City of Winchester; real property is defined as land and improvements on the land (buildings).

Recommended Budget – The budget proposed by the City Manager to City Council for adoption.

Refunding – A transaction in which the City refinances an outstanding issue by issuing new (refunding) bonds and using the proceeds to immediately retire the old (refunded) bonds.

Reserve – A portion of a fund's balance that is restricted for a specific purpose and not available for general appropriation.

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

Revenue Bond – A bond that is payable from a specific source of revenue and to which the full faith and credit of the City's taxing power is not pledged. Revenue bonds are payable from identified sources of revenue, including general fund revenues on occasion, for certain types of appropriation-supported bonds.

School Fund Budget – The School Fund revenues and expenditures under the control of the School Board for the operation of Winchester City Schools.

Strategic Issues – Policy choices or decisions which serve as the fundamental basis for the organization's types of services, service levels, cost of services and overall management.

Tax Levy – The total dollar amount of tax that optimally should be collected based on tax rates and assessed values of personal and real properties.

Tax Rate – The amount of tax levied for each $100 of assessed value.

Tax-supported Debt – Debt that is expected to be repaid from the general fund tax revenues of the City. This includes general obligation bonds, appropriation-supported bonds, capital leases and in certain circumstances moral obligation bonds. For the purpose of this Debt Policy, net tax-supported debt includes general obligation debt for the City and School Board, certain bonded capital leases, and any moral obligation bonds for which the City has deposited funds to a debt service reserve fund as requested to replenish such reserve fund. Net tax supported debt does not include debt payable by the City's proprietary funds, including self-supporting double-barreled general obligation bonds, and the amount available in the City's debt service fund.

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

Transit Fund — The Transit fund is used to account for operations of the City's bus system.

User Fees – The payment of a fee for direct receipt of a public service by the person benefiting from the service.

Utility Funds — Sewer and water services are accounted for in the utility funds. The sewer fund and water fund are enterprise funds. Enterprise funds are those funds in which the cost of providing goods or services is financed primarily through user charges.

VDOT – Virginia Department of Transportation – Responsible for building, maintaining, and operating the State's roads, bridges and tunnels. And, through the Commonwealth Transportation Board, it also provides funding for airports, seaports, rail and public transportation.