

Jefferson County Commission FY18 Budget Meeting Schedule

Rev 2/8/2017

Monday, February 13, 2017

9:30-9:45 *Review of the budget process - Michelle Gordon*
9:45-10:00 *Review of Projected Revenues & Expenditure Requests - Michelle*
10:00-10:30 *Jefferson County Solid Waste Authority-Billy Madert*
10:30-10:45 *Day Report Center - Ronda Eddy*
10:45-11:00 *BREAK*

11:00-11:15 *Agricultural Agent- Emily Wells*
11:15-11:30 *Development Authority - John Reisenweber*
11:30-12:00
12:00-1:30 *LUNCH BREAK*

1:30-2:00 *Libraries*
2:00-2:15 *Public Transit-Doug Pixler*
2:15-2:30 *BREAK*

2:30-3:00 *Parks & Recs - Jennifer Myers*
3:00 *CLOSING QUESTIONS FOR MICHELLE*

Tuesday, February 14, 2017 (AM Only)

9:30-9:45 *Recap from Prior Budget Discussions-Michelle*
9:45-10:15 *Sheriff, Tax Office, Dog Warden - Pete Dougherty*
10:15-10:45 *911 Center - Jeff Polcynski*
10:45-11:00 *BREAK*

11:00-11:15 *Technology Budget - Russ Burgess & Sandy McDonald*
11:15-11:30 *Commission Budget - Stephanie Grove & Sandy McDonald*
11:30-12:00 *Homeland Security - Barb Miller*
12:00 *CLOSING QUESTIONS FOR MICHELLE*
NO AFTERNOON

Wednesday, February 15, 2017

9:30-9:45 *Recap from Prior Budget Discussions-Michelle*
9:45-10:15 *Engineering (includes Planning, Zoning & GIS) - Roger Goodwin*
10:15-10:45 *JCESA- Denise Pouget*
10:45-11:00 *BREAK*

11:00-11:15 *Circuit Clerk - Laura Storm*
11:15-11:30 *Maintenance, Central Garage, Other Buildings - Bill Polk*
11:30-12:00 *Capital Projects-Bill Polk, Michelle Gordon*
12:00-1:30 *LUNCH BREAK*

1:30-1:45 *Jefferson County Health Department*
1:45-2:00 *Assessor Budget - Angie Banks*
2:00-2:15 *Prosecuting Attorney-Matt Harvey*
2:15-2:30 *BREAK*

2:30-2:45 *Coal Severance Fund- Michelle Gordon*
2:45-3:00 *Misc Items, Mag Court, RDA-Michelle Gordon*
3:00 *CLOSING QUESTIONS FOR MICHELLE*

Thursday, February 16, 2017 (No Meetings)

NO MEETINGS - Regular Sessions for County Commission

Friday, February 17, 2017

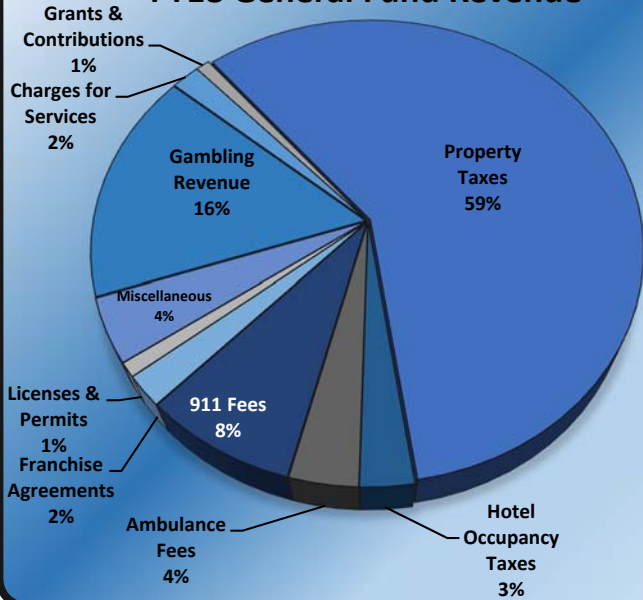
9:30-9:45 *Recap from Prior Budget Discussions-Michelle*
9:45-10:00 *County Clerk & Elections Budgets - Jackie Shadle*
10:00-10:15 *Visitors Bureau - Annette Gavin*
10:15-10:30 *Arts & Humanities*
10:30-10:45 *EWVRAA-Eastern WV Regional Airport-Neil Doran*
10:45-11:00 *BREAK*

11:00-11:15 *Historical Commission - Martin Burke*
11:15-11:30 *FY18 Exec Session Budgetary Items-Michelle*
11:30-11:45 *Employee Pay & Insurance Premium Changes-Michelle*
11:45 *CLOSING QUESTIONS FOR MICHELLE*

Jefferson County Commission FY18 Public Forum 2/9/2017 General Fund Revenues & Expenditures

How is the money earned?

FY18 General Fund Revenue



General Fund Revenues

	FY18 Projected		FY17 Budget		FY16 Actual
Revenue by Type					
Charges for Services	466,565	1.9%	474,253	2.0%	609,751
Grants & Contributions	226,500	0.9%	240,000	1.0%	177,112
Property Taxes	14,435,568	58.7%	14,245,409	59.6%	13,386,920
Hotel Occupancy Taxes	695,787	2.8%	549,500	2.3%	652,945
Ambulance Fees	890,000	3.6%	725,000	3.0%	992,393
911 Fees	2,003,900	8.1%	1,900,000	8.0%	1,852,675
Franchise Agreements	533,300	2.2%	491,000	2.1%	470,701
Licenses & Permits	245,130	1.0%	250,120	1.0%	241,526
Miscellaneous	1,099,512	4.5%	1,128,685	4.7%	1,020,674
Gambling Revenue	4,001,700	16.3%	3,880,000	16.2%	4,116,274
Total Revenues	24,597,962		23,883,967		23,520,971

For FY2018, total revenues are projected to be \$24.6 million which is a 3.0% increase over FY2017 budgeted revenues of \$23.9 million. Revenue in the General Fund comes from a variety of sources. Property taxes make up 59% of total revenues and are the largest revenue source. Total property tax revenues are projected to be \$14.4 million in FY2018. Property taxes consist of real and personal property taxes paid by Jefferson County property owners. Gambling revenue is projected to be \$4.0 million for FY2018. Gambling revenue is the County's second largest revenue source at 16% of total revenues. Other sources of revenue include charges for services, licenses and permits, grants, contributions to other agencies and other taxes.

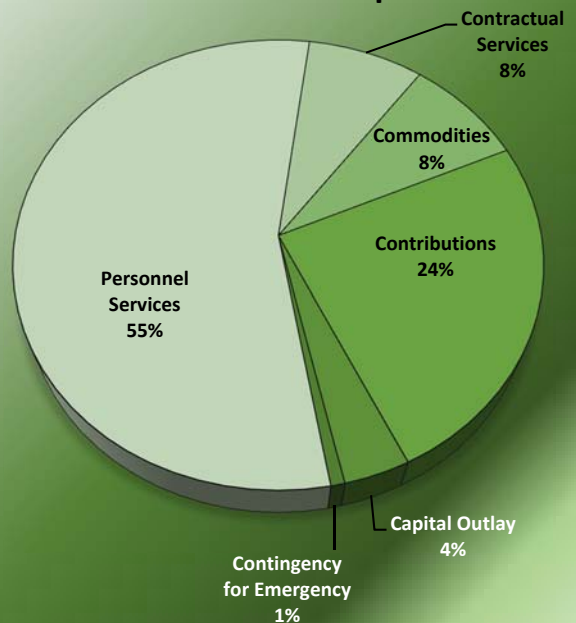
General Fund Expenditures

	FY18 Submitted		FY17 Budget		FY16 Actual
Expenditures by Object Type					
Personnel Services	14,412,623	54.9%	13,836,002	56.8%	13,642,212
Contractual Services	2,094,204	8.0%	2,400,858	9.9%	2,252,866
Commodities	2,163,470	8.2%	2,242,531	9.2%	1,976,123
Contributions	6,429,914	24.5%	4,226,915	17.3%	4,107,170
Capital Outlay	947,200	3.6%	1,537,000	6.3%	263,421
Contingency for Emergency	200,000	0.8%	130,000	0.5%	-
Total Expenditures	26,247,411		24,373,306		22,241,792
Net Surplus / (Deficit)	(1,649,449)		(489,339)		1,279,179
	FY18 Submitted		FY17 Budget		FY16 Actual
Expenditures by Function					
General Government	11,023,859	42.0%	11,313,958	46.4%	10,755,836
Public Safety	13,052,456	49.7%	10,562,294	43.3%	10,330,492
Culture & Recreation	1,423,896	5.4%	1,150,054	4.7%	1,149,664
Capital Outlay Fund	747,200	2.8%	1,347,000	5.5%	5,800
Total Expenditures	26,247,411		24,373,306		22,241,792

Once the County collects property taxes and other revenues, those monies must be spent efficiently and must provide services to the citizens and businesses located in the County. For FY2018, total expenditures submitted for consideration from departments and local community agencies totaled \$26.2 million. The County provides a variety of services, and the largest expense is for Public Safety at 50% of the FY18 submitted budget or \$13.1 million. Public Safety includes personnel and operating expenditures to maintain the County's policy department, emergency services, and the 911 communications center. General Government makes up the next largest component at 42% or \$11.0 million in submissions for FY2018. General Government includes personnel and operating expenditures for departments like the County and Circuit Court Clerks, Assessor, Tax Office, Engineering, Planning, Zoning and Maintenance.

How is the money spent?

FY18 General Fund Expenditures



Jefferson County Commission
FY18 Budget
As of 02/07/2017

Department	No.	FY2017 Budget	FY2018 Submitted Budget	% Chg	Commission Additions / (Cuts)	FY2018 Adjusted Budget	FY2018 Final Budget
Commission	401	\$ 1,765,011	\$ 1,635,073	-7.36%		\$ 1,635,073	\$ -
County Clerk	402	\$ 743,881	\$ 712,940	-4.16%		\$ 712,940	\$ -
Circuit Clerk	403	\$ 596,187	\$ 598,950	0.46%		\$ 598,950	\$ -
Sheriff's Tax Office	404	\$ 576,969	\$ 566,583	-1.80%		\$ 566,583	\$ -
Prosecuting Attorney	405	\$ 1,782,394	\$ 1,867,864	4.80%		\$ 1,867,864	\$ -
Assessor	406	\$ 527,389	\$ 530,794	0.65%		\$ 530,794	\$ -
Assesor Valuation Fund	407	\$ 441,008	\$ 451,342	2.34%		\$ 451,342	\$ -
State Wide Computer Network	408	\$ 58,077	\$ 51,356	-11.57%		\$ 51,356	\$ -
Agricultural Agent	412	\$ 128,704	\$ 128,057	-0.50%		\$ 128,057	\$ -
County Clerk Elections	413	\$ 309,742	\$ 268,798	-13.22%		\$ 268,798	\$ -
Magistrate Court	415	\$ 1,700	\$ 2,000	17.65%		\$ 2,000	\$ -
Maintenance Dept	424	\$ 1,223,081	\$ 999,942	-18.24%		\$ 999,942	\$ -
Other Building	425	\$ 523,000	\$ 534,300	2.16%		\$ 534,300	\$ -
Data Processing (IT)	428	\$ 412,980	\$ 409,898	-0.75%		\$ 409,898	\$ -
RDA	429	\$ 19,795	\$ 19,795	0.00%		\$ 19,795	\$ -
EC Development	431	\$ 423,249	\$ 418,716	-1.07%		\$ 418,716	\$ -
Engineering, Planning, Zoning, GIS	440	\$ 1,388,395	\$ 1,366,232	-1.60%		\$ 1,366,232	\$ -
Contingency for Emergencies	699	\$ 130,000	\$ 200,000	53.85%		\$ 200,000	\$ -
Law Enforcement	700	\$ 3,781,357	\$ 4,408,185	16.58%		\$ 4,408,185	\$ -
Service of Process	701	\$ 19,512	\$ 18,700	-4.16%		\$ 18,700	\$ -
Regional Jail	704	\$ 1,375,000	\$ 1,320,000	-4.00%		\$ 1,320,000	\$ -
Emergency Services	711	\$ 273,360	\$ 268,567	-1.75%		\$ 268,567	\$ -
Communication Center	712	\$ 1,970,152	\$ 1,966,177	-0.20%		\$ 1,966,177	\$ -
JCESA - Ambulance	715	\$ 2,203,366	\$ 3,572,053	62.12%		\$ 3,572,053	\$ -
JCESA - Fire	713	\$ 595,000	\$ 793,100	33.29%		\$ 793,100	\$ -
Dog Warden	716	\$ 328,947	\$ 318,039	-3.32%		\$ 318,039	\$ -
Central Garage	717	\$ 262,396	\$ 261,219	-0.45%		\$ 261,219	\$ -
Health Department	800	\$ -	\$ 357,635	100.00%		\$ 357,635	\$ -
Landfill	808	\$ 15,600	\$ 30,000	100.00%		\$ 30,000	\$ -
Parks and Recreation	900	\$ 498,280	\$ 561,759	12.74%		\$ 561,759	\$ -
Arts and Humanities	903	\$ 10,440	\$ 23,916	129.08%		\$ 23,916	\$ -
Historical Commission	909	\$ 16,584	\$ 24,727	49.10%		\$ 24,727	\$ -
Visitors Bureau	911	\$ 274,750	\$ 347,894	26.62%		\$ 347,894	\$ -
Library	916	\$ 330,000	\$ 435,600	32.00%		\$ 435,600	\$ -
Senior Citizens	952	\$ -	\$ -			\$ -	\$ -
Public Transit	953	\$ 20,000	\$ 30,000	50.00%		\$ 30,000	\$ -
Total Expenditures		\$ 23,026,306	\$ 25,500,211	10.74%	\$ -	\$ 25,500,211	\$ -
Revenue		\$ 23,883,967	\$ 24,597,962	2.99%		\$ 24,597,962	
Operating Surplus / (Deficit)		\$ 857,661	\$ (902,249)			\$ (902,249)	\$ -

Transfers to Other Funds

Trns to Capital Fund (5% Gambling)	696	\$ 194,000	\$ 377,200	94.43%		\$ 377,200	
Trns to Capital Fund	696	\$ 1,153,000	\$ 370,000	-67.91%		\$ 370,000	
Trns to Stabilization Fund	696	\$ -	\$ -			\$ -	
Total Transfers Out of General Fund		\$ 1,347,000	\$ 747,200	-44.53%	\$ -	\$ 747,200	\$ -
Net Use of Funds - Surplus / (Deficit)		\$ (489,339)	\$ (1,649,449)		\$ -	\$ (1,649,449)	\$ -
Beginning Fund Balance	699	\$ 5,495,102	\$ 5,005,763			\$ 5,005,763	\$ -
Net Change in Fund Balance		\$ (489,339)	\$ (1,649,449)			\$ (1,649,449)	\$ -
Ending Fund Balance		\$ 5,005,763	\$ 3,356,314			\$ 3,356,314	\$ -
Fund Balance as a % of Oper Exp		21.74%	13.16%			13.16%	

Fund Balance Reserve Policy

Minimum of 16.67% of Expenditures	\$ 3,838,485	\$ 4,250,885	\$ 4,250,885
Goal of 20.00% of Expenditures	\$ 4,605,261	\$ 5,100,042	\$ 5,100,042

**Jefferson County Commission
5 Year Revenue & Expenditure Projections
For Fiscal Years 2018-2022**

	3 Year Actuals						5 Year Projection				
	Actual	Actual	Actual	FY17			TREND	TREND	TREND	TREND	TREND
	FY14	FY15	FY16	Projection	Budget	YTD	FY18	FY19	FY20	FY21	FY22
Revenue											
Taxes	11,725,125	11,898,276	12,273,866	12,837,979	13,025,919	7,255,016	13,207,500	13,583,400	14,215,400	14,493,400	14,715,540
Tax Penalties	309,714	285,034	285,246	262,492	295,000	131,246	295,000	295,000	295,000	295,000	295,000
Property Transfer	1,227,350	581,924	664,414	579,758	788,109	289,879	773,000	781,000	789,000	797,000	805,000
Gas/oil	5,294	81,957	95,320	95,320	83,732	58,840	99,000	100,000	101,000	102,000	103,000
Horse Racing	14,433	12,923	12,545	8,276	8,973	4,138	8,068	8,000	8,000	8,000	8,000
Wine Liquor	28,477	32,965	36,831	46,290	32,000	23,145	37,000	38,000	39,000	40,000	41,000
Hotel Occupancy	490,521	600,591	652,945	724,830	549,500	337,830	695,787	703,000	710,000	717,000	724,000
Decal fees	62	68	78	48	61	16	65	65	65	65	65
Bldg Permits	200,140	160,599	241,384	225,000	250,000	45,157	245,000	250,000	255,000	260,000	265,000
Misc Permits	110	134	142	130	120	132	130	130	130	130	130
Grants	180,101	160,021	177,112	240,000	240,000	(7,501)	226,500	220,000	220,000	220,000	220,000
Payment in lieu of taxes	16,597	28,660	18,698	15,000	11,676	-	16,000	16,000	16,000	16,000	16,000
Sheriff Service Process	16,725	18,001	19,255	19,512	19,512	6,825	18,700	19,000	19,000	19,000	19,000
Sheriff Earnings	24,400	28,313	21,155	103,727	103,727	74,347	63,000	64,000	65,000	66,000	67,000
Clerk Earnings	181,989	174,949	201,959	209,730	180,375	65,909	199,900	202,000	204,000	206,000	208,000
Circuit Clerk Earnings	65,166	64,318	64,933	65,373	54,380	21,791	62,900	64,000	65,000	66,000	67,000
Prosecuting Earnings	1,272	1,293	1,081	1,257	1,134	419	1,400	1,000	1,000	1,000	1,000
Accident reports	3,260	3,800	4,060	5,160	3,500	1,720	4,300	4,000	4,000	4,000	4,000
Map Sales	8,018	2,514	2,685	3,697	3,697	627	3,200	3,000	3,000	3,000	3,000
Rent	43,612	43,225	46,975	44,679	44,679	400	44,200	45,000	45,000	45,000	45,000
Ambulance Fee	-	675,000	992,393	890,000	725,000	175,000	890,000	890,000	890,000	935,000	935,000
911 Fees	1,562,469	1,792,090	1,852,675	1,850,000	1,900,000	523,159	2,003,900	2,023,900	2,044,100	2,064,500	2,085,100
Franchise Agreements	401,111	427,867	470,701	500,000	491,000	-	533,300	538,600	544,000	549,400	554,900
IRP fees	7,947	6,030	15,496	15,000	9,867	5,454	15,100	15,300	15,500	15,700	15,900
Jail fees	85,651	96,912	97,813	98,000	98,000	69,244	98,000	99,000	100,000	101,000	102,000
Interest	15,693	25,434	30,916	32,300	20,200	10,783	31,770	31,770	31,770	31,770	31,770
Misc revenue	694	755	42,712	600	500	3,448	17,800	18,000	18,200	18,400	18,600
Sheriff Commission	11,738	11,619	11,563	11,500	11,498	11,536	11,200	11,300	11,400	11,500	11,600
Table Games	1,032,363	891,153	853,011	710,000	740,000	271,006	617,700	623,900	630,100	636,400	642,800
Filing Fees	-	3,542	14,846	-	-	-	-	-	-	-	-
Video Lottery	3,365,553	3,237,306	3,263,263	3,600,000	3,140,000	1,468,256	3,384,000	3,417,800	3,452,000	3,486,500	3,521,400
Reimbursements	382,778	228,635	184,020	346,000	346,800	200,241	279,200	282,000	284,800	287,600	290,500
Trans from other funds	36,924	45,906	33,936	-	-	-	-	-	-	-	-
Charges to other entities	-	-	166,390	-	-	-	-	-	-	-	-
Trans from other entities	-	-	14,800	-	-	-	-	-	-	-	-
Concealed Weapons	1,625	-	-	-	-	-	-	-	-	-	-
General School Reimburserr	249,978	264,466	219,218	264,000	264,000	54,576	264,000	266,600	269,300	272,000	274,700
Trns Assessor Val fund	474,477	451,504	436,534	441,008	441,008	6,675	451,342	455,900	460,500	465,100	469,800
Total Revenue	22,171,367	22,337,786	23,520,971	24,246,666	23,883,967	11,109,314	24,597,962	25,070,665	25,806,265	26,233,465	26,560,805

	3 Year Actuals			5 Year Projection							
	Actual	Actual	Actual	FY17			TREND	TREND	TREND	TREND	TREND
	FY14	FY15	FY16	Projection	Budget	YTD	FY18	FY19	FY20	FY21	FY22
Expenditures											
Salaries	10,130,321	9,568,803	9,719,172	9,750,000	9,933,568	2,861,365	9,933,568	10,231,600	10,231,600	10,538,500	10,538,500
FICA	718,474	702,081	742,502	745,875	768,230	210,075	759,900	782,700	782,700	806,200	806,200
Health Insurance	2,096,382	1,826,659	1,854,549	2,000,000	2,002,513	626,979	2,300,000	2,484,000	2,608,200	2,686,400	2,767,000
Retirement	1,304,250	1,230,669	1,257,096	1,170,000	1,131,691	322,745	1,241,700	1,279,000	1,279,000	1,317,300	1,317,300
Telephone	346,764	235,209	242,007	226,000	227,445	54,629	226,000	228,300	230,600	232,900	235,200
Printing	19,194	14,438	16,598	24,000	21,970	3,009	20,780	21,000	21,200	21,400	21,600
Utilities	325,804	302,649	343,588	300,000	287,200	60,488	327,663	330,900	334,200	337,500	340,900
Travel	59,921	43,884	55,281	56,000	53,525	6,789	49,213	49,700	50,200	50,700	51,200
Bldg Repairs	52,834	58,411	39,795	60,000	60,000	-	70,000	70,700	71,400	72,100	72,800
Equip Repairs	122,577	140,512	144,928	173,000	167,383	16,766	141,653	143,100	144,500	145,900	147,400
Auto Repairs	4,626	10,619	1,668	7,000	7,000	652	8,000	8,100	8,200	8,300	8,400
Postage	88,808	120,767	102,456	131,000	131,425	63,377	145,000	146,500	148,000	149,500	151,000
Equipment/Bldg Rent	142,936	138,545	139,779	143,000	143,067	44,556	140,000	141,400	142,800	144,200	145,600
Ads/Legal Publications	36,885	30,197	33,020	39,000	38,970	3,990	33,145	33,500	33,800	34,100	34,400
Training	41,552	34,975	35,318	44,000	45,100	9,900	36,985	37,400	37,800	38,200	38,600
Dues	70,207	65,473	66,994	68,000	67,924	34,950	66,082	66,700	67,400	68,100	68,800
Professional Services	354,411	201,611	172,506	285,000	300,260	104,461	190,714	192,600	194,500	196,400	198,400
Audit Costs	17,100	34,600	69,052	35,000	35,000	-	34,600	34,900	35,200	35,600	36,000
Bonds/Workers Comp	364,454	431,736	471,556	492,958	492,958	231,064	517,606	522,800	528,000	533,300	538,600
Sheriff Court Costs	-	56,789	1,007	20,000	1,500	15,000	1,000	1,000	1,000	1,000	1,000
Contracted Services	338,160	284,499	244,259	222,000	230,397	78,046	233,100	235,400	237,800	240,200	242,600
Ambulance Fee Remittance	-	675,000	940,220	725,000	724,692	175,000	890,000	898,900	907,900	917,000	926,200
Bank Charges	376	219	3,573	250	250	118	1,715	1,700	1,700	1,700	1,700
Retiree Insurance Prem	81,240	86,655	84,506	89,484	89,484	25,312	89,630	90,500	91,400	92,300	93,200
Materials/supplies	351,747	289,853	374,292	360,000	363,499	70,768	318,849	322,000	325,200	328,500	331,800
Record Books	2,558	6,168	2,925	5,150	5,150	416	4,678	4,700	4,700	4,700	4,700
Auto Supplies	230,930	171,695	141,338	146,000	146,000	47,054	230,000	232,300	234,600	236,900	239,300
Jail Costs	1,313,093	1,229,458	1,195,973	1,300,000	1,375,000	221,419	1,375,000	1,388,800	1,402,700	1,416,700	1,430,900
Uniforms	42,929	42,004	30,444	27,800	27,887	2,539	35,531	35,900	36,300	36,700	37,100
State Computer	67,044	60,079	53,302	58,077	58,077	-	60,641	61,200	61,800	62,400	63,000
Computer Software	15,966	33,424	29,612	45,000	45,075	71	45,476	45,900	46,400	46,900	47,400
Computer Hardware	121,722	94,789	50,057	69,671	69,671	16,284	60,000	60,600	61,200	61,800	62,400
Tech Support	15,168	54,618	76,299	100,790	100,790	17,230	105,830	106,900	108,000	109,100	110,200
License & Annual Fees	22,273	60,523	24,340	51,382	51,382	46,015	53,951	54,500	55,000	55,600	56,200
Capital Outlay / Equipment	29,580	-	130,450	140,000	190,000		250,000	252,500	255,000	257,600	260,200
Contributions to other entities	3,108,575	3,120,545	3,305,744	3,278,700	3,278,723	1,533,746	3,428,700	3,463,000	3,497,600	3,532,600	3,567,900
Misc	-	396	1,805	400	-		-	-	-	-	-
Contingency- Emergency				200,000	200,000	(37,982)	200,000	200,000	200,000	200,000	200,000
Contribution /Trsfr Othr Funds	9,327	12,936	43,781	223,500	223,500	84,000	223,500	223,500	225,700	228,000	230,300
Total Expenditures	22,048,188	21,471,487	22,241,792	22,813,037	23,096,306	6,950,831	23,850,210	24,484,200	24,703,300	25,246,300	25,424,000
Net Surplus / (Deficit)	123,179	866,300	1,279,179	1,433,629	787,661	4,158,483	747,753	586,465	1,102,965	987,165	1,136,805
Transfers to Other Funds							0.0943				
Trns Capital Fd (5% Gambling)	-	-	-	194,000	194,000	194,000	377,200	562,200	749,000	937,700	1,128,300
Trns Capital Fund	-	-	-	1,153,000	1,153,000	400,000	370,000	40,000	368,000	65,000	-
Total Transfers Out of General Fund	-	-	-	1,347,000	1,347,000	594,000	747,200	602,200	1,117,000	1,002,700	1,128,300
Net Uses of Funds - Surplus / (Deficit)	123,179	866,300	1,279,179	86,629	(559,339)	3,564,483	553	(15,735)	(14,035)	(15,535)	8,505
Fund Balance											
Beginning Fund Balance	2,901,917	3,025,096	3,891,396	5,170,575	5,495,102	5,495,102	5,257,204	5,257,756	5,242,021	5,227,986	5,212,451
Net Change in Fund Balance	123,179	866,300	1,279,179	86,629	(559,339)	3,564,483	553	(15,735)	(14,035)	(15,535)	8,505
Ending Fund Balance	3,025,096	3,891,396	5,170,575	5,257,204	4,935,763	9,059,585	5,257,756	5,242,021	5,227,986	5,212,451	5,220,956
Fund Bal as a % of Operating Budget	13.7%	18.1%	23.2%	23.0%	21.4%	130.3%	22.0%	21.4%	21.2%	20.6%	20.5%

BUDGET REQUEST

Fiscal Year: 2017 - 2018

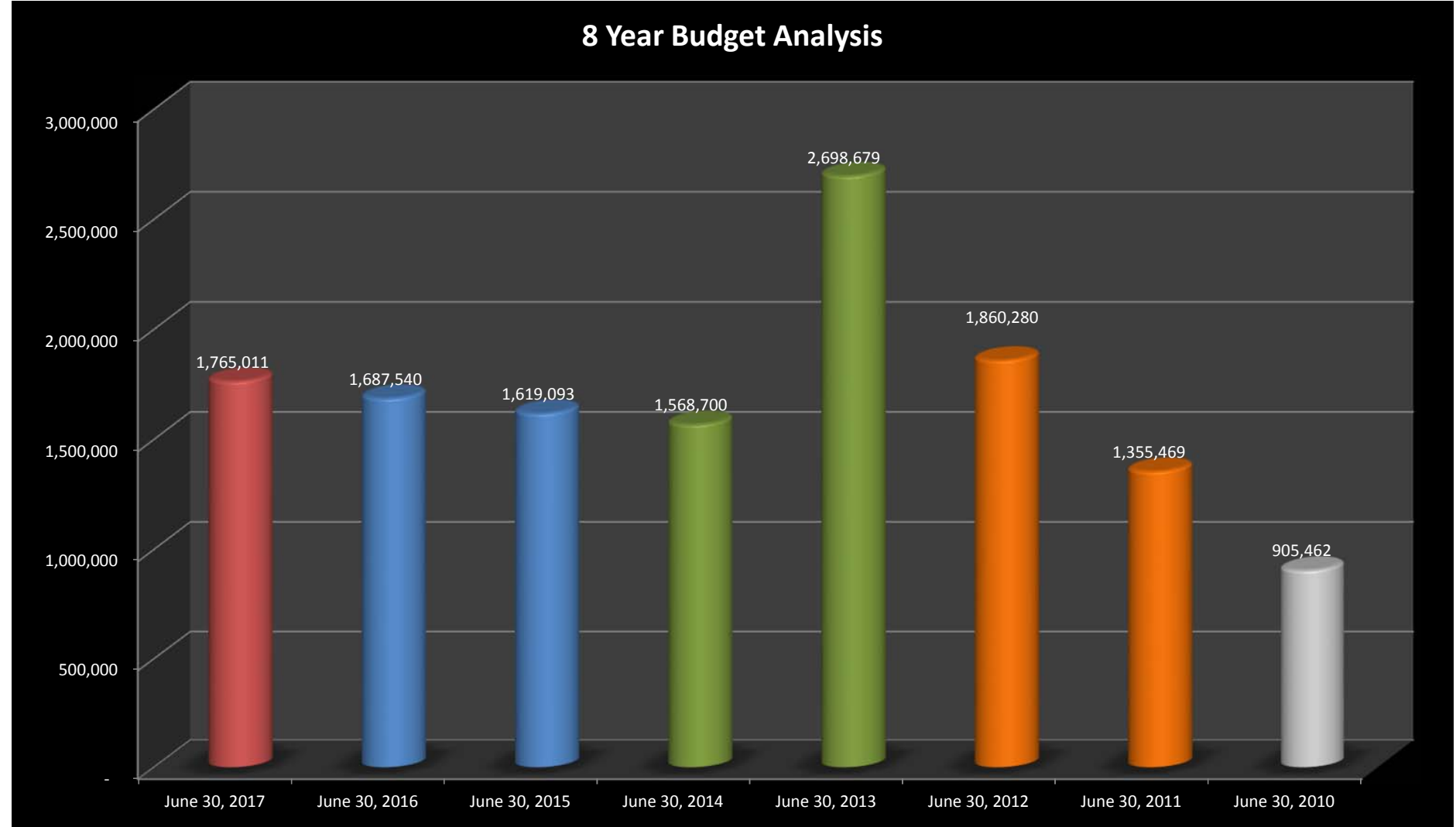
Department: Commission

Account Number: 401

Notes:

Expenditure data as of 12/31/2016

		FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services								
101	Official Salary	\$ 202,540.00	\$ 202,703.00	\$ 99,678.00	49.17%	\$ 201,008.00		
103	Salary & Wages of Employees	\$ 271,477.00	\$ 323,374.00	\$ 163,425.00	50.54%	\$ 356,832.00		
104	FICA Tax - Social Security	\$ 29,726.00	\$ 32,274.00	\$ 15,869.00	49.17%	\$ 34,716.00		
104	Medicare	\$ 6,953.00	\$ 7,549.00	\$ 3,711.00	49.16%	\$ 8,123.00		
105	Group Insurance Expense	\$ 91,194.00	\$ 94,612.00	\$ 47,979.00	50.71%	\$ 88,536.00		
106	Retirement Expense	\$ 57,088.00	\$ 52,513.00	\$ 24,336.00	46.34%	\$ 61,588.00		
108	Overtime	\$ 577.00	\$ 2,000.00	\$ 387.00	19.35%	\$ 2,000.00		
Total Personnel Services		\$ 659,555.00	\$ 715,025.00	\$ 355,385.00	49.70%	\$ 752,803.00	\$ -	\$ -
Contractual Services								
211	Telephone	\$ 878.00	\$ 1,082.00	\$ 419.00	38.72%	\$ 850.00		
212	Printing	\$ -	\$ 120.00	\$ -	0.00%	\$ -		
214	Travel	\$ 4,198.00	\$ 6,000.00	\$ 3,995.00	66.58%	\$ 6,000.00		
218	Postage	\$ 416.00	\$ 600.00	\$ 223.00	37.17%	\$ 600.00		
219	Briel Bldg Rent	\$ 115,667.00	\$ 115,667.00	\$ 38,556.00	33.33%	\$ -		
220	Advertising & Legal Publications	\$ 8,605.00	\$ 7,700.00	\$ 3,395.00	44.09%	\$ 7,700.00		
221	Training & Education	\$ 3,422.00	\$ 3,000.00	\$ -	0.00%	\$ 3,000.00		
222	Dues & Subscription	\$ 7,313.00	\$ 8,515.00	\$ 8,198.00	96.28%	\$ 8,515.00		
223	Professional Services	\$ 1,642.00	\$ 26,750.00	\$ 10,800.00	40.37%	\$ 23,250.00		
223-001	HRA	\$ 115,705.00	\$ 145,610.00	\$ 115,919.00	79.61%	\$ 120,000.00		
223-002	Employee Asst Program	\$ 3,744.00	\$ 3,900.00	\$ 1,872.00	48.00%	\$ 3,900.00		
224	Audit Costs	\$ 69,052.00	\$ 35,000.00	\$ -	0.00%	\$ 35,000.00		
226	Insurance & Bonds	\$ 301,756.00	\$ 322,958.00	\$ 308,189.00	95.43%	\$ 315,899.00		
226-001	Workers Comp	\$ 158,564.00	\$ 150,000.00	\$ 111,458.00	74.31%	\$ 145,631.00		
226-002	Unemployment	\$ 11,236.00	\$ 20,000.00	\$ 2,100.00	10.50%	\$ 15,000.00		
229	Court Costs & Damages	\$ 200.00	\$ 500.00	\$ -	0.00%	\$ 500.00		
230	Contracted Services	\$ 12,018.00	\$ 4,300.00	\$ 1,902.00	44.23%	\$ 3,090.00		
239	Insurance Premium for Retirees	\$ 84,506.00	\$ 89,484.00	\$ 37,564.00	41.98%	\$ 78,700.00		
240	Refunds & Reimbursements	\$ 1,030.00	\$ -	\$ -		\$ -		
Total Contractual Services		\$ 899,952.00	\$ 941,186.00	\$ 644,590.00	68.49%	\$ 767,635.00	\$ -	\$ -
Commodities								
341	Departmental Supplies & Materials	\$ 2,861.00	\$ 3,500.00	\$ 2,530.00	72.29%	\$ 2,000.00		
Total Commodities		\$ 2,861.00	\$ 3,500.00	\$ 2,530.00	72.29%	\$ 2,000.00	\$ -	\$ -
Contributions/Transfers								
567	Contributions/Transfers oth Gov. Ent	\$ 25,172.00	\$ 4,800.00	\$ 4,800.00	100.00%	\$ 4,800.00		
568	Other Contributions/Transfers	\$ 100,000.00	\$ 100,000.00	\$ 25,000.00	25.00%	\$ 100,000.00		
568-001	Contribution Ozone	\$ -	\$ 500.00	\$ -	0.00%	\$ 7,835.00		
Total Contributions/Transfers		\$ 125,172.00	\$ 105,300.00	\$ 29,800.00	28.30%	\$ 112,635.00	\$ -	\$ -
Department Grand Total		\$ 1,687,540.00	\$ 1,765,011.00	\$ 1,032,305.00	58.49%	\$ 1,635,073.00	\$ -	\$ -



101 Elected Officials Salary

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 202,540.00	\$ 99,678.00	\$ 202,703.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Elected Salaries	201,008				Per wage schedule
Total	201,008	-	-	-	
Total Object Code	201,008				

103 Salary/Wages

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 271,477.00	\$ 163,425.00	\$ 323,374.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Salaries non-elected	356,832				Per wage schedule
Total	356,832	-	-	-	
Total Object Code	356,832				

104 FICA

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 29,726.00	\$ 15,869.00	\$ 32,274.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Elected FICA	12,465				
Non-Elected FICA	22,127				
Overtime	124				
Total	34,716	-	-	-	
Total Object Code	34,716				

104 Medicare

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 6,953.00	\$ 3,711.00	\$ 7,549.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Elected Medicare	2,917				
Non-Elected Medicare	5,177				
Overtime	29				
Total	8,123	-	-	-	
Total Object Code	8,123				

105 Health Insurance

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 91,194.00	\$ 47,979.00	\$ 94,612.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Life Insurance		1,692			Per wage schedule
Dental Insurance		2,256			
Vision Insurance		672			
Medical Insurance		83,916			
Total	-	88,536	-	-	
Total Object Code	88,536				

106 Retirement

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 57,088.00	\$ 24,336.00	\$ 52,513.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Retirement elected	22,113				Per wage schedule
Retirement non-elected	39,255				
Overtime	220				
Total	61,588	-	-	-	
Total Object Code	61,588				

108 Overtime

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 577.00	\$ 387.00	\$ 2,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Clerical Staff			1,000		Evening Meetings
Ambulance Billing			1,000		Seasonal processing of fees
Total	-	-	2,000	-	
Total Object Code	2,000				

109 Extra Help

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ -

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Total	-	-	-	-	
Total Object Code	-				

211 Telephone

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 878.00	\$ 419.00	\$ 1,082.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Deputy Administrator Cell			850		Serves as back-up to Adminstrator and EM Director
Total	-	-	850	-	
Total Object Code	850				

212 Printing

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ 120.00

[illegible]

214 Travel

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 4,198.00	\$ 3,995.00	\$ 6,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Travel Auditor's Training		2,000			The Auditor considers the annual training mandatory for Commissioners
Commissioner Travel			3,000		Travel to legislature, trainings, and other state meetings
Staff Travel			1,000		Travel for training, i.e. p-card or attendance at various meetings throughout state
Total	-	2,000	4,000	-	
Total Object Code	6,000				

216 Maintenance/Repair of Equipment

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ -

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Total	-	-	-	-	
Total Object Code	-				

218 Postage

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 416.00	\$ 223.00	\$ 600.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Misc. Fed-ex		600			Mailings for legal notices such as BAA and audit materials
Total	-	600	-	-	
Total Object Code	600				

219 Briel Bldg Rent

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 115,667.00	\$ 38,556.00	\$ 115,667.00

[illegible]

Total
Total Object Code

220 Ads/Legal Publications

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 8,605.00	\$ 3,395.00	\$ 7,700.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Publish Financial Statement	3,200				Jefferson Publishing-Spirit of Jefferson-required by code
Legal ads	4,500				Publication of notices, board and commission appointments, public hearings, etc.
Total	7,700	-	-	-	
Total Object Code	7,700				

221 Training/Education

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$3,422.00	\$ -	\$ 3,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Seminar Registrations			3,000		Staff did not attend any training last year due to medical leave taken
					when many training seminars are held. Anticipated that Commissioners
					and staff will attend training this year.
Total	-	-	3,000	-	
Total Object Code	3,000				

222 Dues/Subscriptions

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 7,313.00	\$ 8,198.00	\$ 8,515.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
WVACO Dues		6,500			Annual dues to Association
WV State Bar			250		Dues for State Bar Membership for Adminsitrator
National Association of Counties		965			Annual NACO dues, membership provides many resources and benefits
Government Finance Officers Assoc.			600		Annual dues for Financial Director
Society Human Resources Management			200		Provides valuable resources for Human Resources issues
Total	-	7,465	1,050	-	
Total Object Code	8,515				

223 Professional Services

	FY16	FY17 YTD as of	FY17
	Actual	12/31/2016	Budget
\$	1,642.00	\$ 10,800.00	\$ 26,750.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Hire Right			250		background checks for new hires
Mental Health Hygiene/Lewis Co Clerk		500			required for mental hygiene cases when person admitted
Attorney for various legal issues			20,000		Fees for attorney representing CC in various matters including PSD
					consolidation issue and other specialized areas of law
Actuarial Valuation OPEB	2,500				Fees for biennial OPEB actuarial valuation required by GASB45
Total	2,500	500	20,250	-	
Total Object Code	23,250				

223 HRA

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 115,705.00	\$ 115,919.00	\$ 145,610.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Employee HRA		120,000			Reduction due to one year as opposed to 18 month HRA
Total	-	120,000	-	-	
Total Object Code	120,000				

223 Employee Assistance Program

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 3,744.00	\$ 1,872.00	\$ 3,900.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Mazzitti and Sullivan			3,900		Employee Assistance Program
Total	-	-	3,900	-	
Total Object Code	3,900				

224 Audit

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 69,052.00	\$ -	\$ 35,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Audit	35,000				Fee set by State Auditor's Office
Total	35,000	-	-	-	
Total Object Code	35,000				

226 Bond Insurance

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 301,756.00	\$ 308,189.00	\$ 322,958.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
WVCorp-Liability for FY17					
Property Insurance	37,091				Actual Cost will not be known until the renewal in March
General Liability	144,590				Actual Cost will not be known until the renewal in March
Auto	84,480				Actual Cost will not be known until the renewal in March
Director's Liability	40,365				Actual Cost will not be known until the renewal in March
Employee Dishonesty	950				Actual Cost will not be known until the renewal in March
WV Corp-Volunteer Policy for FY17	713				Actual Cost will not be known until the renewal in March
Include a 2.5% estimated increase	7,710				Estimate an increase of 2.5% for FY18. FY17 experienced a 2.1% increase over FY16
Total	315,899	-	-	-	
Total Object Code	315,899				

226 Workers Comp Insurance

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 158,564.00	\$ 111,458.00	\$ 150,000.00

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
WVCorp FY17 Policy Amount	148,611				Actual Cost will not be known until the renewal in March
Estimate a 2.0% Decrease	(2,980)				Estimate a decrease of 2.0% for FY18. FY17 experienced a 6.3% decrease over FY16.
					=> In FY17, the County's experience Mod Factor decreased from 1.10 in FY2016
					to 1.01 in FY2017.
					=>For FY18, the County's experience Mod Factor is preliminarily expected to
					decrease from 1.01 in FY2017 to 0.96.
Total	145,631	-	-	-	
Total Object Code	145,631				

226 Unemployment Insurance

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$11,236.00	\$ 2,100.00	\$ 20,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
WV Unemployment	15,000				The County pays based upon actual number employees who file and receive unemployment. This number is a reduction over previous years based upon acutal amount spent in prior 2 fiscal years
Total	15,000	-	-	-	
Total Object Code	15,000				

229 Court Costs & Damages

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 200.00	\$ -	\$ 500.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Court Costs		500			Costs related to appeals or other legal filings
Total	-	500	-	-	
Total Object Code	500				

230 Contracted Services

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 12,018.00	\$ 1,902.00	\$ 4,300.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Copier		2,340			annual cost per contract
Ambulance Fee Stuffing			750		Sheltered workshop stuffs ambulance invoices, saving money on overtime
Total	-	2,340	750	-	
Total Object Code	3,090				

239 Retiree Medical Insurance

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 84,506.00	\$ 37,564.00	\$ 89,484.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Retirement Medical Insurance PEIA	78,700				Based on Enrollment and historical trend for premium payments.
Total	78,700	-	-	-	
Total Object Code	78,700				

240 Refunds/Reimbursements

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 1,030.00	\$ -	\$ -

[illegible]

Total
Total Object Code

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 2,861.00	\$ 2,530.00	\$ 3,500.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Misc Office Supplies		2,000			Various supplies, batteries for mics, binders, etc.
Ambulance Fee Supplies					perforated invoice paper, window envelopes, receipt paper, ink stamps
					for deposits
Total	-	2,000	-	-	
Total Object Code	2,000				

567 Contributions to Other Govt Entities

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 25,172.00	\$ 4,800.00	\$ 4,800.00

[illegible]

568 Other Contributions

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 100,000.00	\$ 25,000.00	\$ 100,000.00

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Day Report Center			100,000		Grant match and allocation for Day Report Center (Day Report Center will also present a separate budget)
Total	-	-	100,000	-	
Total Object Code	100,000				

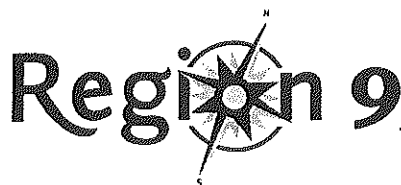
568 Contribution - Ozone

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ 500.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Region 9	7,835				Per Letter from Region 9 dated 1/12/2017. The County's FY2018
(Eastern Panhandle Regional Planning					Environmental/Air Quality Program allocation is \$7,834.71.
& Development Council)					
Total	7,835	-	-	-	
Total Object Code	7,835				

Payroll Dept: FY 2017

Elected Officials	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 12.5% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance	Gr. Insurance Annual
												Monthly	
Noland, Patsy	401	1,592.12	41,395.12	2,567.00	601.00	4,554.00		12.70	23.46	6.94	768.43	811.53	9,738.00
Compton, Josh	401	1,592.12	41,395.12	2,567.00	601.00	4,554.00		12.70				12.70	152.00
Hudson, Caleb	401	1,592.12	41,395.12	2,567.00	601.00	4,554.00		12.70				12.70	152.00
Tabb, J	401	1,421.54	36,960.04	2,292.00	536.00	4,066.00		12.70	23.46	6.94	768.83	811.93	9,743.00
Onoszko, Peter	401	1,533.15	39,861.90	2,472.00	578.00	4,385.00		12.70				12.70	152.00
		7,731.05	201,008.00	12,465.00	2,917.00	22,113.00		64.00	47.00	14.00	1,538.00	1,663.00	19,937.00
Carroll, Jessica	401	1,324.54	34,438.04	2,136.00	500.00	3,789.00		12.70	23.46	6.94	768.43	811.53	9,738.00
Grove, Stepahanie	401	3,877.35	100,811.10	6,251.00	1,462.00	11,090.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.00
McDonald, S	401	2,581.08	67,108.08	4,161.00	974.00	7,382.00		12.70	23.46	6.94	768.43	811.53	9,738.00
Gordon, Michelle	401	3,184.02	82,784.52	5,133.00	1,201.00	9,107.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.00
Perkins, Bryan	401	1,577.33	41,010.58	2,543.00	595.00	4,512.00		12.70	23.46	6.94	768.43	811.53	9,738.00
Swiger, Carol	401	1,179.98	30,679.48	1,903.00	445.00	3,375.00		12.70	23.46	6.94	-	43.10	517.00
		13,725.00	356,832.00	22,127.00	5,177.00	39,255.00		77.00	141.00	42.00	5,455.00	5,715.00	68,555.00
								141.00	188.00	56.00	6,993.00	7,378.00	
								1,692.00	2,256.00	672.00	83,916.00	88,536.00	



401-568,000.001

401

SERVING BERKELEY, JEFFERSON AND MORGAN COUNTIES

January 12, 2017

Received

JAN 18 2017

Peter Onoszco, President
Jefferson County Commission
PO Box 250
124 E. Washington Street
Charles Town, WV 25414

Jefferson County Commission

RE: FY 2018 Environmental/Air Quality Program

Dear Mr. Onoszco:

In preparation for your FY 2018 budget, the Jefferson County Commission's allocation for the Environmental/Air Quality Program is **\$7,834.71**.

If you have any questions, please feel free to contact me.

Sincerely,

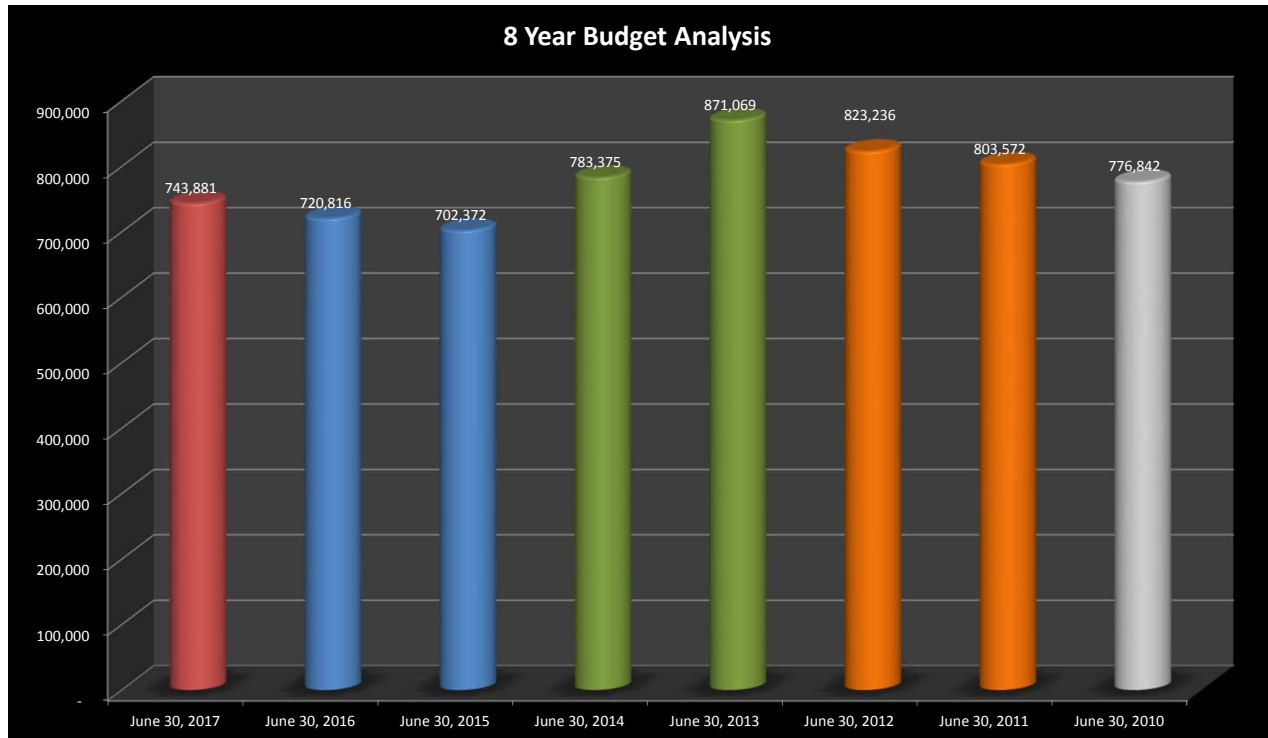
William Clark
Executive Director

BUDGET REQUEST

Fiscal Year: 2017 - 2018
Department: County Clerk
Account Number: 402

Notes: Expenditure data as of 12/31/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	Y18 Budget Reque:	Working Total	Approved FY18
Personnel Services							
101 Official Salary	\$ 55,440	\$ 58,767	\$ 27,720	47.17%	\$ 62,093		
103 Salary & Wages of Employees	\$ 405,353	\$ 418,325	\$ 193,850	46.34%	\$ 418,138		
104 FICA Tax - Social Security	\$ 29,079	\$ 30,015	\$ 13,343	44.45%	\$ 30,090		
104 Medicare	\$ 6,800	\$ 7,020	\$ 3,121	44.46%	\$ 7,042		
105 Group Insurance Expense	\$ 95,654	\$ 98,966	\$ 44,861	45.33%	\$ 79,935		
106 Retirement Expense	\$ 65,071	\$ 58,092	\$ 26,747	46.04%	\$ 53,381		
108 Overtime	\$ 4,689	\$ 7,000	\$ 1,671	23.87%	\$ 5,000		
Total Personnel Services	\$ 662,086	\$ 678,185	\$ 311,313	45.90%	\$ 655,679	\$ -	\$ -
Contractual Services							
212 Printing	\$ 487	\$ 1,000	\$ -	0.00%	\$ 500		
214 Travel	\$ 3,721	\$ 1,250	\$ 241	19.28%	\$ 3,450		
216 M&R- Equipment	\$ -	\$ 175	\$ -	0.00%	\$ 175		
218 Postage	\$ -	\$ 100	\$ -	0.00%	\$ -		
220 Advertising & Legal Publications	\$ 3,310	\$ 4,000	\$ 1,308	32.70%	\$ 4,100		
221 Training & Education	\$ 2,215	\$ 1,950	\$ 435	22.31%	\$ 3,460		
222 Dues & Subscription	\$ 380	\$ 1,414	\$ 789	55.80%	\$ 904		
223 Professional Services	\$ -	\$ 2,000	\$ -	0.00%	\$ -		
230 Contracted Services	\$ 44,121	\$ 44,552	\$ 24,663	55.36%	\$ 39,227		
Total Contractual Services	\$ 54,234	\$ 56,441	\$ 27,436	48.61%	\$ 51,816	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 4,496	\$ 7,805	\$ 2,278	29.19%	\$ 4,445		
342 Record books	\$ -	\$ 1,450	\$ -	0.00%	\$ 1,000		
Total Commodities	\$ 4,496	\$ 9,255	\$ 2,278	24.61%	\$ 5,445	\$ -	\$ -
Department Grand Total	\$ 720,816	\$ 743,881	\$ 341,027	45.84%	\$ 712,940	\$ -	\$ -



101 Elected Officials Salary

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 55,440.00	\$ 27,720.00	\$ 58,767.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Per attached wage sheet	62,093				Do not change this line, make any adjustments below it
Total	62,093	-	-	-	
Total Object Code	62,093				

103 Salary/Wages

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 405,353.00	\$ 193,850.00	\$ 418,325.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Per attached wage sheet		418,138			Do not change this line, make any adjustments below it
Total	-	418,138	-	-	
Total Object Code	418,138				

104 FICA

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 29,079.00	\$ 13,343.00	\$ 30,015.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
FICA Elected	3,850				Do not change this line
FICA Regular Salaries	25,930				Do not change this line
FICA Overtime	310				Do not change this line
Total	30,090	-	-	-	
Total Object Code	30,090				

104 Medicare

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 6,800.00	\$ 3,121.00	\$ 7,020.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Medicare Elected	901				Do not change this line
Medicare Regular Salaries	6,068				Do not change this line
Medicare Overtime	73				Do not change this line
Total	7,042	-	-	-	
Total Object Code	7,042				

105 Health Insurance

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 95,654.00	\$ 44,861.00	\$ 98,966.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Life		1,677			Do not change this line
Dental		3,102			Do not change this line
Vision		924			Do not change this line
Medical		74,232			Do not change this line
Total	-	79,935	-	-	
Total Object Code	79,935				

106 Retirement

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 65,071.00	\$ 26,747.00	\$ 58,092.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Retirement Elected	6,831				Do not change this line
Retirement Regular Salaries	46,000				Do not change this line
Retirement Overtime	550				Do not change this line
Total	53,381	-	-	-	
Total Object Code	53,381				

108 Overtime

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 4,689.00	\$ 1,671.00	\$ 7,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Overtime		5,000			
Total	-	5,000	-	-	
Total Object Code	5,000				

212 Printing

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 487.00	\$ -	\$ 1,000.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Folders for vital records			500		
Total	-	-	500	-	
Total Object Code	500				

214 Travel

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 3,721.00	\$ 241.00	\$ 1,250.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
\$200.00 per diem & \$150.00/night pp		800			WVACO-Charleston-2 people for 3 days (2 nights)
\$300.00 per diem & \$150.00/night pp		1,650			State Auditor's meeting-3 people for 4 days (3 nights)
Misc		1,000			Additional training, if offered
Total	-	3,450	-	-	
Total Object Code	3,450				

216 Maintenance/Repair of Equipment

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
	\$ -	\$ 175.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Typewriter repair/maintenance		175			upkeep of typewriters
Total	-	175	-	-	
Total Object Code	175				

218 Postage

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ 100.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Total	-	-	-	-	
Total Object Code	-				

220 Ads/Legal Publications

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 3,310.00	\$ 1,308.00	\$ 4,000.00

[illegible]

221 Training/Education

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 2,215.00	\$ 435.00	\$ 1,950.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Webinar W2's and 1099's		200			Finance
Webinar Affordable care		200			Finance
\$225.00 X 2		450			WVACO meeting
\$250.00 x 3		750			State Auditor's meeting
Local chapter APA		140			Payroll
American Payroll Association		500			Updates and new books for payroll
WVACO Academy		720			On line classes, 6 classes per employee @ 10.00 per class
Misc		500			additional training if available
Total	-	3,460	-	-	
Total Object Code	3,460				

222 Dues/Subscriptions

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 380.00	\$ 789.00	\$ 1,414.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
WVACO	650				Dues
Spirit of Jefferson		35			Subscription for Probate
American Payroll		219			Sally's dues
Total	650	254	-	-	
Total Object Code	904				

223 Professional Services

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ 2,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Total	-	-	-	-	
Total Object Code	-				

230 Contracted Services

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 44,121.00	\$ 24,663.00	\$ 44,552.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Record Management Shred		525			2 shred boxes
SSI		800			Payroll/Finance
Xerox		20,000			Copiers Finance/vault/probate
Compiled Technologies		16,800			Annual contract (includes 6 trips per year)
Charles Town Postmaster		102			PO Box 208 rental
Misc		1,000			
Total	-	39,227	-	-	
Total Object Code	39,227				

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 4,496.00	\$ 2,278.00	\$ 7,805.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Ribbons	300				Receipt printers
Gold seals	300				Certified vital records
Seal inkers	25				Darken embossed seals
Disbursement folders		250			Finance
Deposit/check orders	300				County Clerk's account
Envelopes		1,000			Printed regular and window envelopes
Security paper	650				Paper to print vital records
Business card stock		35			
Batteries		30			
Canned air		20			
Storage boxes		250			
Receipt tapes	100				
Typewriter ribbons/tapes		25			
Binders		50			
2 office chairs @ 175		350			
Misc		500			
Signature stamps		60			New stamps for County Commission President/Vice-President
Bank of Charles Town		50			Safe deposit rental
The Locker Room		150			T-shirts for election night
Total	1,675	2,770	-	-	
Total Object Code	4,445				

342 Record Books

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ 1,450.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Book repairs		1,000			Have books repaired, as needed
Total	-	1,000	-	-	
Total Object Code	1,000				

349 Charges by Other Gov Entities

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ -

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Total	-	-	-	-	
Total Object Code	-				

Payroll Dept: FY 2017

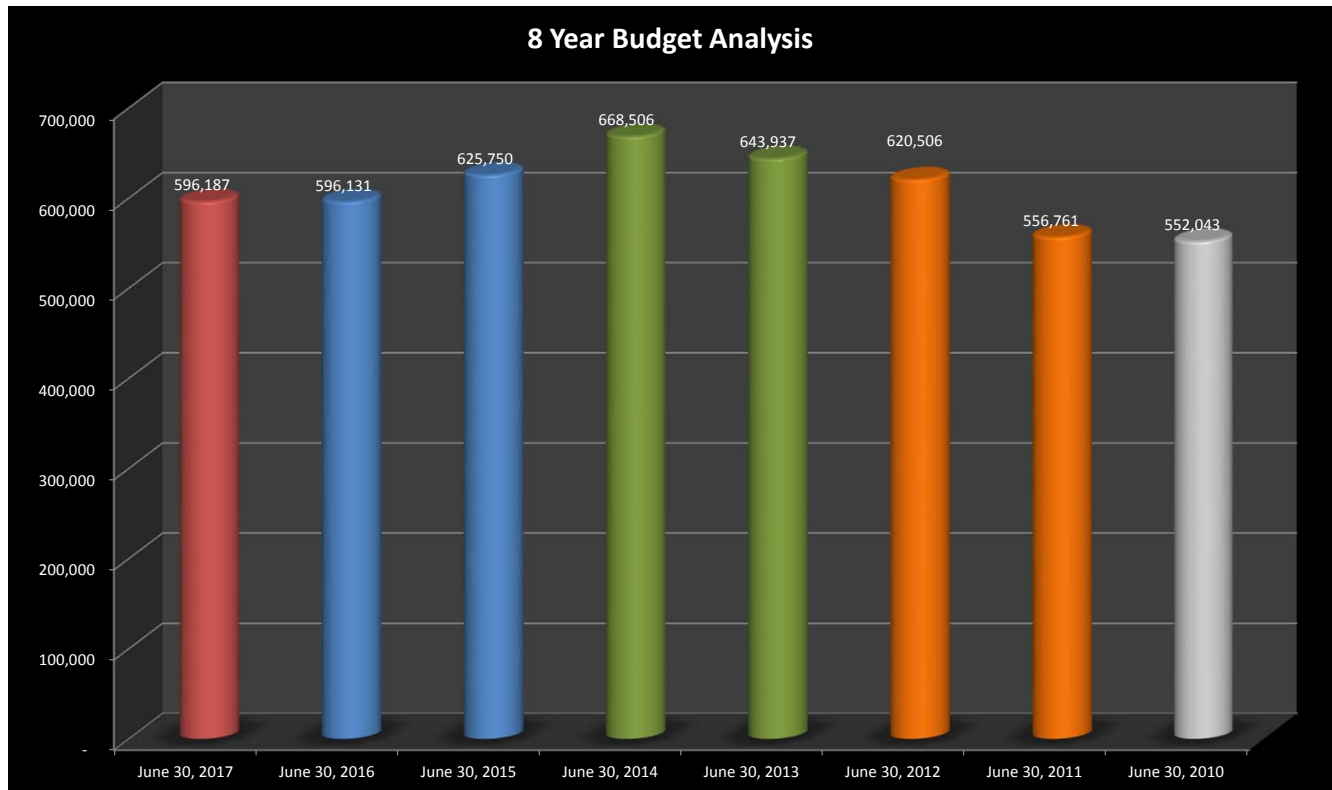
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 12.5% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance	Gr. Insurance Annual
							12.0%					Monthly	
Shadle, J	402	2,388.19	62,092.94	3,850.00	901.00	6,831.00		12.70	23.46	6.94	-	43.10	517.20
Anderson, Arabia	402	1,124.40	29,234.40	1,813.00	424.00	3,216.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Bloomer, Katrina	402	1,605.58	41,745.08	2,589.00	606.00	4,592.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Fields, Shakira	402	1,486.73	38,654.98	2,397.00	561.00	4,253.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Fields, Vivian	402	1,806.21	46,961.46	2,912.00	681.00	5,166.00		12.70	23.46	6.94	-	43.10	517.20
Gran, Sally	402	2,155.92	56,053.92	3,476.00	813.00	6,166.00		12.70	23.46	6.94	-	43.10	517.20
Herbert, Jerri	402	1,382.61	35,947.86	2,229.00	522.00	3,955.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Hudson, Renee	402	1,546.96	40,220.96	2,494.00	584.00	4,425.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Magaha, G	402	2,211.77	57,506.02	3,566.00	834.00	6,326.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Maze, Elaina	402	1,220.30	31,727.80	1,968.00	461.00	3,491.00		12.70	23.46	6.94	-	43.10	517.20
Olden, K	402	1,541.75	40,085.50	2,486.00	582.00	4,410.00		12.70	23.46	6.94	768.43	811.53	9,738.38
		<u>16,083.00</u>	<u>418,138.00</u>	<u>25,930.00</u>	<u>6,068.00</u>	<u>46,000.00</u>	-	<u>127.00</u>	<u>235.00</u>	<u>70.00</u>	<u>6,186.00</u>	<u>6,617.00</u>	<u>79,395.00</u>
								153.00	282.00	84.00	-	518.00	
								<u>1,524.00</u>	<u>2,820.00</u>	<u>840.00</u>	<u>74,232.00</u>	<u>79,404.00</u>	
								<u>1,677.00</u>	<u>3,102.00</u>	<u>924.00</u>	<u>74,232.00</u>	<u>79,922.00</u>	

BUDGET REQUEST

Fiscal Year: 2017 - 2018
 Department: Circuit Clerk
 Account Number: 403

Notes: Expenditure data as of 12/31/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	Y18 Budget Reque:	Working Total	Approved FY18
Personnel Services							
101 Official Salary	\$ 62,093	\$ 62,093	\$ 31,046	50.00%	\$ 62,093		
103 Salary & Wages of Employees	\$ 328,835	\$ 329,491	\$ 153,375	46.55%	\$ 329,491		
104 FICA Tax - Social Security	\$ 24,069	\$ 24,279	\$ 10,780	44.40%	\$ 24,283		
104 Medicare	\$ 5,629	\$ 5,679	\$ 2,521	44.39%	\$ 5,684		
105 Group Insurance Expense	\$ 90,543	\$ 94,978	\$ 52,314	55.08%	\$ 110,769		
106 Retirement Expense	\$ 54,215	\$ 46,987	\$ 22,131	47.10%	\$ 43,080		
108 Overtime	\$ 12	\$ -	\$ -		\$ -		
Total Personnel Services	\$ 565,396	\$ 563,507	\$ 272,167	48.30%	\$ 575,400	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 713	\$ 660	\$ 220	33.33%	\$ -		
212 Printing	\$ 819	\$ 2,150	\$ -	0.00%	\$ 2,200		
214 Travel	\$ 3,467	\$ 3,000	\$ 540	18.00%	\$ 3,500		
220 Advertising & Legal Publications	\$ 40	\$ 120	\$ -	0.00%	\$ -		
221 Training & Education	\$ 1,109	\$ 1,400	\$ -	0.00%	\$ 1,400		
222 Dues & Subscription	\$ 33	\$ 300	\$ 67	22.33%	\$ 300		
230 Contracted Services	\$ 15,902	\$ 14,250	\$ 3,044	21.36%	\$ 6,750		
Total Contractual Services	\$ 22,083	\$ 21,880	\$ 3,871	17.69%	\$ 14,150	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 5,862	\$ 7,800	\$ 736	9.44%	\$ 6,400		
342 Record books	\$ 1,590	\$ 2,000	\$ 416	20.80%	\$ 2,500		
353 Computer Software	\$ 1,200	\$ -	\$ -		\$ -		
355 IT Support	\$ -	\$ 1,000	\$ -	0.00%	\$ 500		
Total Commodities	\$ 8,652	\$ 10,800	\$ 1,152	10.67%	\$ 9,400	\$ -	\$ -
Department Grand Total	\$ 596,131	\$ 596,187	\$ 277,190	46.49%	\$ 598,950	\$ -	\$ -



101 Elected Officials Salary

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 62,093.00	\$ 31,046.00	\$ 62,093.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Per attached wage schedule	62,093				Do not change this line, make any adjustments below it
Total	62,093	-	-	-	
Total Object Code	62,093				

103 Salary/Wages

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 328,835.00	\$ 153,375.00	\$ 329,491.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Per attached wage schedule		329,491			Do not change this line, make any adjustments below it
Total	-	329,491	-	-	
Total Object Code	329,491				

104 FICA

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 24,069.00	\$ 10,780.00	\$ 24,279.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
FICA Elected	3,850				Do not change this line
FICA Regular Salaries	20,433				Do not change this line
FICA Overtime	-				Do not change this line
Total	24,283	-	-	-	
Total Object Code	24,283				

104 Medicare

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 5,629.00	\$ 2,521.00	\$ 5,679.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Medicare Elected	901				Do not change this line
Medicare Regular Salaries	4,783				Do not change this line
Medicare Overtime	-				Do not change this line
Total	5,684	-	-	-	
Total Object Code	5,684				

105 Health Insurance

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 90,543.00	\$ 52,314.00	\$ 94,978.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Life		1,533			Do not change this line
Dental		2,262			Do not change this line
Vision		672			Do not change this line
Medical		106,302			Do not change this line
Total	-	110,769	-	-	
Total Object Code	110,769				

106 Retirement

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 54,215.00	\$ 22,131.00	\$ 46,987.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Retirement Elected	6,831				
Retirement Regular Salaries	36,249				
Retirement Overtime	-				
Total	43,080	-	-	-	
Total Object Code	43,080				

108 Overtime

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 12.00	\$ -	\$ -

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Total	-	-	-	-	
Total Object Code	-				

211 Telephone

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 713.00	\$ 220.00	\$ 660.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
					Not requesting this year
Total	-	-	-	-	
Total Object Code	-				

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214 Travel

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 3,467.00	\$ 540.00	\$ 3,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Hotel		2,500			continuing education to attend conferences
Mileage Reimbursment		1,000			related to work
Total	-	3,500	-	-	
Total Object Code	3,500				

220 Ads/Legal Publications

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 40.00	\$ -	\$ 120.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Total	-	-	-	-	
Total Object Code	-				

221 Training/Education

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 1,109.00	\$ -	\$ 1,400.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Clerks Conference		800			continuing education for self and staff
WVACo		300			related to Circuit Clerks and legislation
MAACM		300			continuing education
Total	-	1,400	-	-	
Total Object Code	1,400				

222 Dues/Subscriptions

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 33.00	\$ 67.00	\$ 300.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Circuit Clerks Association		200			annual dues
MAACM		100			annual dues
Total	-	300	-	-	
Total Object Code	300				

230 Contracted Services

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 15,902.00	\$ 3,044.00	\$ 14,250.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
USPS		100			Post Office Box
RMS Shredding		400			Shredding of confidential/allowed court documents
Go Daddy.com		50			Circuit Clerks Website
JCCOA		1,200			Sorting and Stuffing Jury Envelopes
Xerox		5,000			Copy Machines
Total	-	6,750	-	-	
Total Object Code	6,750				

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 5,862.00	\$ 736.00	\$ 7,800.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Walz		1,000			Certified Mail Cards
Bank of Charles Town		300			checks and deposit slips
Shoplet.com		3,000			office supplies
Pifer Office Supply		600			office supplies
Casto & Harris		1,500			file folders
Total	-	6,400	-	-	
Total Object Code	6,400				

342 Record Books

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 1,590.00	\$ 416.00	\$ 2,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Matthew Bender		2,500			updated WV Code books with new legislation
Total	-	2,500	-	-	
Total Object Code	2,500				

353 Computer Software

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 1,200.00	\$ -	\$ -

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Total	-	-	-	-	
Total Object Code	-				

355 IT Support

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ 1,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Software System			500		support for Circuit Clerks website
Total	-	-	500	-	
Total Object Code	500				

Payroll Dept: FY 2017

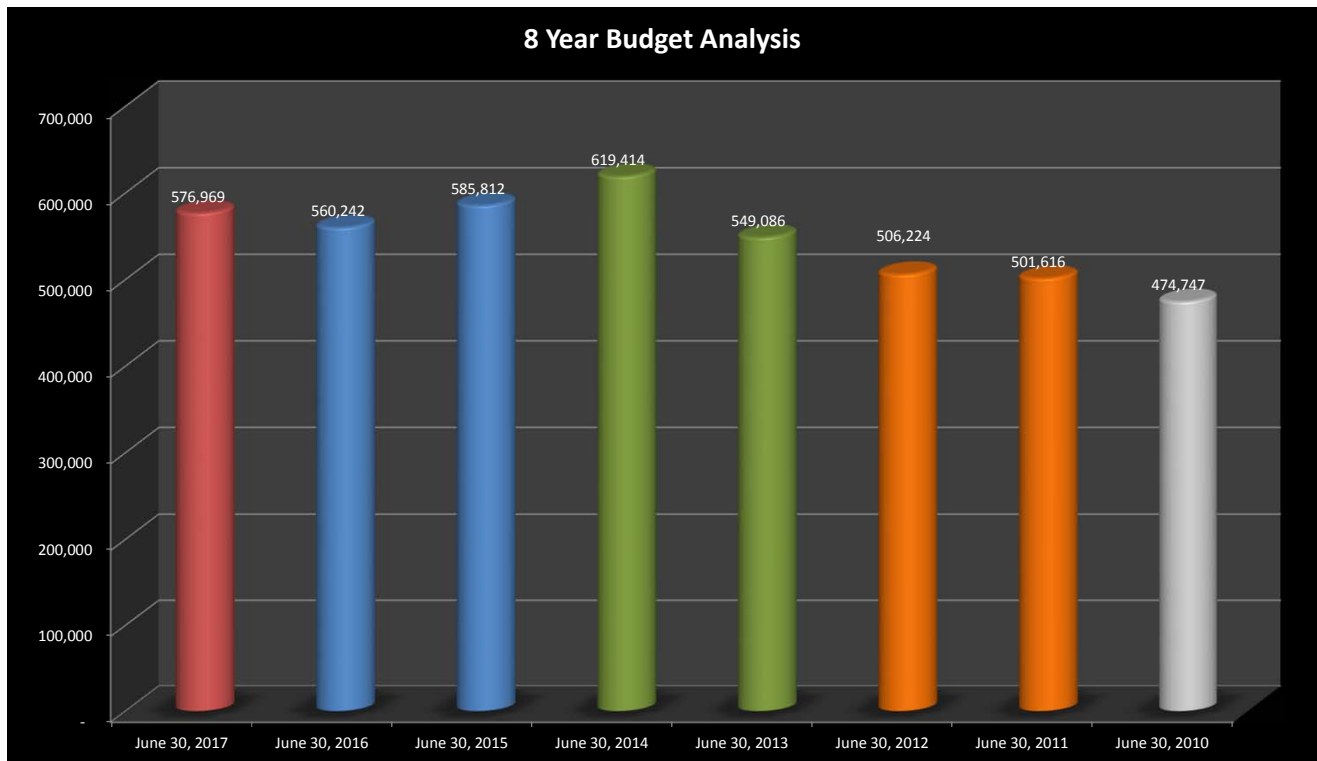
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 12.5% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance	Gr. Insurance Annual
							12.0%					Monthly	
Storm, L	403	2,388.19	62,092.94	3,850.00	901.00	6,831.00		12.70	23.46	6.94	768.43	811.53	9,738.36
Chalk, R.	403	1,326.96	34,500.96	2,140.00	501.00	3,796.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Cooper, Edith	403	1,192.31	31,000.06	1,923.00	450.00	3,411.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Mason, S	403	1,693.82	44,039.32	2,731.00	639.00	4,845.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Nobrega, Nicole	403	1,204.43	31,315.18	1,942.00	455.00	3,445.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Reynolds, A	403	1,346.15	34,999.90	2,170.00	508.00	3,850.00		12.70	-	-	-	12.70	152.40
Walters, Lisa	403	1,475.20	38,355.20	2,379.00	557.00	4,220.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
Watson, Meghan	403	1,208.27	31,415.02	1,948.00	456.00	3,456.00		12.70	-	-	-	12.70	152.40
Wolfe, Jamie	403	1,208.27	31,415.02	1,948.00	456.00	3,456.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
Yokley, Tammy	403	2,017.31	52,450.06	3,252.00	761.00	5,770.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
		<u>12,673.00</u>	<u>329,491.00</u>	<u>20,433.00</u>	<u>4,783.00</u>	<u>36,249.00</u>	-	<u>115.00</u>	<u>165.00</u>	<u>49.00</u>	<u>8,090.00</u>	<u>8,417.00</u>	<u>100,997.00</u>
								153.00	282.00	84.00	9,222.00		
								<u>1,380.00</u>	<u>1,980.00</u>	<u>588.00</u>	<u>97,080.00</u>		
								<u>1,533.00</u>	<u>2,262.00</u>	<u>672.00</u>	<u>106,302.00</u>		

BUDGET REQUEST

Fiscal Year: 2017 - 2018
 Department: Sheriff's Tax Office
 Account Number: 404

Notes: Expenditure data as of 12/31/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services							
101 Official Salary	\$ 50,266	\$ 50,266	\$ 25,133	50.00%	\$ 50,267		
102 Official's Salary Supplement	\$ 15,000	\$ 15,000	\$ 15,000	100.00%	\$ 15,000		
103 Salary & Wages of Employees	\$ 318,283	\$ 325,721	\$ 152,138	46.71%	\$ 318,202		
104 FICA Tax - Social Security	\$ 24,354	\$ 24,304	\$ 11,783	48.48%	\$ 23,840		
104 Medicare	\$ 5,696	\$ 5,685	\$ 2,756	48.48%	\$ 5,579		
105 Group Insurance Expense	\$ 53,527	\$ 56,204	\$ 23,739	42.24%	\$ 46,899		
106 Retirement Expense	\$ 53,770	\$ 47,039	\$ 22,588	48.02%	\$ 42,296		
108 Overtime	\$ 1,075	\$ 1,000	\$ 637	63.70%	\$ 1,000		
Total Personnel Services	\$ 521,971	\$ 525,219	\$ 253,774	48.32%	\$ 503,083	\$ -	\$ -
Contractual Services							
212 Printing	\$ 7,447	\$ 10,000	\$ 4,318	43.18%	\$ 10,000		
214 Travel	\$ -	\$ 500	\$ 14	2.80%	\$ 500		
220 Advertising & Legal Publications	\$ 10,622	\$ 12,500	\$ 6,156	49.25%	\$ 12,500		
221 Training & Education	\$ -	\$ 750	\$ -	0.00%	\$ 750		
222 Dues & Subscription	\$ 12	\$ 50	\$ 58	116.00%	\$ 50		
223 Professional Services	\$ 4,200	\$ 4,200	\$ 4,200	100.00%	\$ 4,200		
229 Court Costs & Damages	\$ -	\$ 1,000	\$ -	0.00%	\$ 1,000		
230 Contracted Services	\$ 13,049	\$ 20,000	\$ 7,608	38.04%	\$ 31,500	\$ -	
232 Bank Charges	\$ 535	\$ 250	\$ 130	52.00%	\$ 500		
Total Contractual Services	\$ 35,865	\$ 49,250	\$ 22,484	45.65%	\$ 61,000	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 2,406	\$ 2,500	\$ 570	22.80%	\$ 2,500		
Total Commodities	\$ 2,406	\$ 2,500	\$ 570	22.80%	\$ 2,500	\$ -	\$ -
Department Grand Total	\$ 560,242	\$ 576,969	\$ 276,828	47.98%	\$ 566,583	\$ -	\$ -



101 Elected Officials Salary

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 50,266	\$ 25,133	\$ 50,266

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Per attached wage sheet	50,267				Do not change this line, make any adjustments below it
Total	50,267	-	-	-	
Total Object Code	50,267				

102 Official's Salary Supplement

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 15,000	\$ 15,000	\$ 15,000

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Supplemental Salary	15,000				
Total	15,000	-	-	-	
Total Object Code	15,000				

103 Salary/Wages

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 318,283	\$ 152,138	\$ 325,721

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Per attached wage sheet		318,202			Do not change this line, make adjustments below it
Total	-	318,202	-	-	
Total Object Code	318,202				

Account 104-000

Page 5

104 Medicare

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 5,696	\$ 2,756	\$ 5,685

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Medicare Elected	729				Do not change this line
Medicare Regular Salaries	4,617				Do not change this line
Medicare Supplemental	218				Do not change this line
Medicare Overtime	15				Do not change this line
Total	5,579	-	-	-	
Total Object Code	5,579				

Account 105

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106 Retirement

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 53,770	\$ 22,588	\$ 47,039

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Retirement elected	5,530				Do not change this line
Retirement supplement	1,650				Do not change this line
Retirement regular salaries	35,006				Do not change this line
Retirement overtime	110				Do not change this line
Total	42,296	-	-	-	
Total Object Code	42,296				

108 Overtime

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 1,075	\$ 637	\$ 1,000

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			1,000		
Total	-	-	1,000	-	
Total Object Code	1,000				

Account 212

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214 Travel

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ 14	\$ 500

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
	500				
Total	500	-	-	-	
Total Object Code	500				

220 Ads/Legal Publications

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 10,622	\$ 6,156	\$ 12,500

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
	12,500				
Total	12,500	-	-	-	
Total Object Code	12,500				

221 Training/Education

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ 750

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
	750				
Total	750	-	-	-	
Total Object Code	750				

222 Dues/Subscriptions

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 12	\$ 58	\$ 50

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		50			
Total	-	50	-	-	
Total Object Code	50				

223 Professional Services

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 4,200	\$ 4,200	\$ 4,200

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		4,200			
Total	-	4,200	-	-	
Total Object Code	4,200				

229 Court Costs and Damages

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ 1,000

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		1,000			
Total	-	1,000	-	-	
Total Object Code	1,000				

230 Contracted Services

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 13,049	\$ 7,608	\$ 20,000

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		20,000			
				10,000	Funds to establish an online bill pay system
		1,500			Additional funds will be needed to cover bills to Software System who manages the software for our tax system.
Total	-	21,500	-	10,000	
Total Object Code	31,500				

232 Bank Charges

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 535	\$ 130	\$ 250

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		500			This line item was cut to 250 last year, it is critical that it be restored to 500 so that we can maintain adequate check and deposit book levels
Total	-	500	-	-	
Total Object Code	500				

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 2,406	\$ 570	\$ 2,500

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
		2,500			
Total	-	2,500	-	-	
Total Object Code	2,500				

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance	Gr. Insurance Annual
							12.0%					Monthly	
Dougherty, Peter	404	1,933.31	50,266.06	3,117.00	729.00	5,530.00		12.70	23.46	6.94	-	43.10	517.20
Hendricks, Teresa	404	2,888.42	75,098.92	4,657.00	1,089.00	8,261.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Nick, Karen	404	1,577.33	41,010.58	2,543.00	595.00	4,512.00		12.70	-	-	-	12.70	152.40
Puttock, Christy	404	1,305.11	33,932.86	2,104.00	493.00	3,733.00		12.70	23.46	6.94	-	43.10	517.20
Stephenson, E	404	1,635.76	42,529.76	2,637.00	617.00	4,679.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Thompson, MK	404	1,635.76	42,529.76	2,637.00	617.00	4,679.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Turner, LS	404	1,818.39	47,278.14	2,932.00	686.00	5,201.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
Turner, Rebekah	404	1,377.74	35,821.24	2,221.00	520.00	3,941.00		12.70	-	-	-	12.70	152.40
		<u>12,239.00</u>	<u>318,202.00</u>	<u>19,731.00</u>	<u>4,617.00</u>	<u>35,006.00</u>	-	<u>89.00</u>	<u>118.00</u>	<u>35.00</u>	<u>3,623.00</u>	<u>3,864.00</u>	<u>46,364.00</u>
								153.00	282.00	84.00	-	518.00	
								1,068.00	1,416.00	420.00	43,476.00	46,368.00	
								<u>1,221.00</u>	<u>1,698.00</u>	<u>504.00</u>	<u>43,476.00</u>	<u>46,886.00</u>	

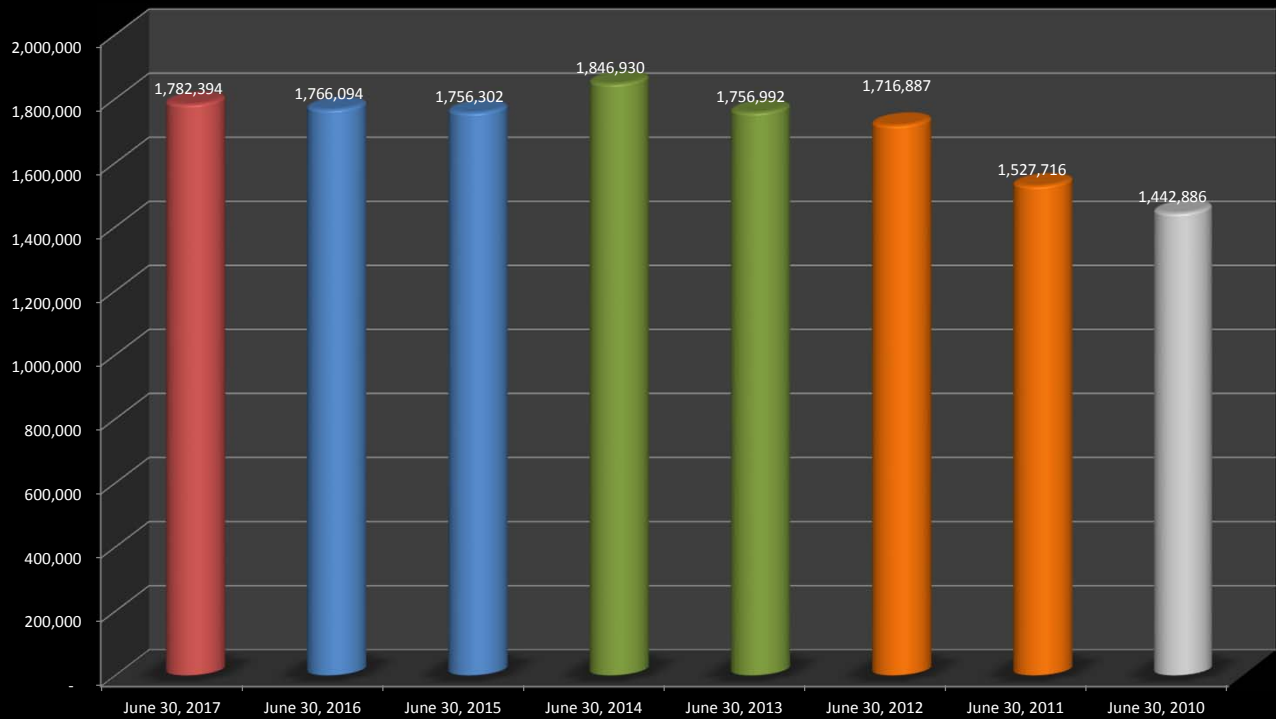
BUDGET REQUEST

Fiscal Year: 2017 - 2018
 Department: Prosecuting Attorney
 Account Number: 405

Notes: Expenditure data as of 12/13/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services							
101 Official Salary	\$ 108,192	\$ 108,192	\$ 54,096	50.00%	\$ 108,192		
103 Salary & Wages of Employees	\$ 1,101,403	\$ 1,128,601	\$ 532,926	47.22%	\$ 1,210,134		
104 FICA Tax - Social Security	\$ 76,357	\$ 78,721	\$ 35,656	45.29%	\$ 81,748		
104 Medicare	\$ 17,857	\$ 18,411	\$ 8,339	45.29%	\$ 19,124		
105 Group Insurance Expense	\$ 201,410	\$ 211,483	\$ 103,257	48.83%	\$ 236,790		
106 Retirement Expense	\$ 169,818	\$ 152,361	\$ 70,431	46.23%	\$ 145,026		
108 Extra Help	\$ 2,028	\$ -	\$ 3,879	-100.00%	\$ -		
Total Personnel Services	\$ 1,677,065	\$ 1,697,769	\$ 808,584	47.63%	\$ 1,801,014	\$ -	\$ -
Contractual Services							
214 Travel	\$ 14,665	\$ 9,500	\$ 4,835	50.89%	\$ 12,000		
218 Postage	\$ 364	\$ 475	\$ 256	53.89%	\$ 550		
220 Advertising & Legal Publications	\$ -	\$ 950	\$ 290	30.53%	\$ 1,000		
221 Training & Education	\$ 4,473	\$ 4,025	\$ 2,523	62.68%	\$ 3,800		
222 Dues & Subscription	\$ 53,716	\$ 47,975	\$ 27,116	56.52%	\$ 25,500		
223 Professional Services	\$ 11,482	\$ 10,000	\$ 3,809	38.09%	\$ 12,000		
230 Contracted Services	\$ 6,529	\$ 5,700	\$ 3,167	55.56%	\$ 6,000		
Total Contractual Services	\$ 91,229	\$ 78,625	\$ 41,996	53.41%	\$ 60,850	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 7,800	\$ 6,000	\$ 3,655	60.92%	\$ 6,000		
Total Commodities	\$ 7,800	\$ 6,000	\$ 3,655	60.92%	\$ 6,000	\$ -	\$ -
Department Grand Total	\$ 1,776,094	\$ 1,782,394	\$ 854,235	47.93%	\$ 1,867,864	\$ -	\$ -

8 Year Budget Analysis



101 Elected Officials Salary

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 108,192	\$ 54,096	\$ 108,192

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Per attached wage sheet	108,192				
Total	108,192	-	-	-	
Total Object Code	108,192				

103 Salary/Wages

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 1,101,403	\$ 532,926	\$ 1,128,601

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Per attached wage sheet		1,125,134			Do not change this line, make any adjustments below it
Add an Attorney		85,000			With the addition of a new Circuit Court Judge and the rise in arrests
					in Magistrate Court, another experienced attorney is needed for coverage.
					This will really become critical after the current renovations are completed
					and all courtrooms are functioning. Arrest numbers and cases prosecuted
					will only trend upwards.
Total	-	1,210,134	-	-	
Total Object Code	1,210,134				

Account 104-000

104 Medicare

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 17,857	\$ 8,339	\$ 18,411

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Medicare Elected	1,569				Do not change this line
Medicare Regular salaries	16,322				Do not change this line
Medicare Extra Help	-				Do not change this line
Medicare New Attorney	1,233				
Total	19,124	-	-	-	
Total Object Code	19,124				

105 Health Insurance

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 201,410	\$ 103,257	\$ 211,483

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Life		3,060			Do not change this line
Dental		5,076			Do not change this line
Vision		1,500			Do not change this line
Medical		217,416			Do not change this line
Insurance New Attorney		9,738			
Total	-	236,790	-	-	
Total Object Code	236,790				

106 Retirement

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 169,818	\$ 70,431	\$ 152,361

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Retirement elected	11,902				Do not change this line
Retirement regular salaries	123,774				Do not change this line
Retirement New Attorney	9,350				
Total	145,026	-	-	-	
Total Object Code	145,026				

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 2,028	\$ 3,879	\$ -

[illegible]

Total
Total Object Code

214 Travel

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 14,665	\$ 4,835	\$ 9,500

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Summer Prosecutor Conference		5,000			Mandatory continuing legal education for lawyers
Winter Prosecutor Conference		3,500			Mandatory continuing legal education for lawyers
Witness Travel/Misc		3,500			Out of venue hearings, travel to Medical Examiner's office or crime lab, etc.
Total	-	12,000	-	-	
Total Object Code	12,000				

216 Maintenance/Repair of Equipment

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ -	\$ -	\$ -

[illegible]

218 Postage

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 364	\$ 256	\$ 475

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Federal Express		350			West Virginia Supreme Court of Appeals filing
Filing Fees		200			Filing Fee Costs West Virginia Supreme Court of Appeals
Total	-	550	-	-	
Total Object Code	550				

220 Ads/Legal Publications

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ -	\$ 290	\$ 950

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Legal Publications		1,000			Legal notices for Abuse and Neglect cases
Total	-	1,000	-	-	
Total Object Code	1,000				

221 Training/Education

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 4,473	\$ 2,523	\$ 4,025

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Summer Prosecutor Conference	1,800				Required CLE hours for lawyers
Winter Prosecutor Conference	1,000				Required CLE hours for lawyers
State Bar Meeting Eastern Panhandle	500				Required CLE hours for lawyers
Continuing Legal Education Misc.	500				Required CLE hours for lawyers or key staff
Total	3,800	-	-	-	
Total Object Code	3,800				

222 Dues/Subscriptions

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 53,716	\$ 27,116	\$ 47,975

[illegible]

223 Professional Services

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 11,482	\$ 3,809	\$ 10,000

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Transcripts		6,000			Hearing and trial transcripts for litigation
Witness Fees		6,000			Expert Witness fees and expenses
Total	-	12,000	-	-	
Total Object Code	12,000				

230 Contracted Services

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 6,529	\$ 3,167	\$ 5,700

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
RICOH		6,000			Contracted Copier Services
Total	-	6,000	-	-	
Total Object Code	6,000				

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 7,800	\$ 3,655	\$ 6,000

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Materials/Supplies		6,000			Various office supplies not available through Maintenance
Total	-	6,000	-	-	
Total Object Code	6,000				

Elected Officials	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance	Gr. Insurance Annual
							12.0%					Monthly	
Harvey, Matt	405	4,161.23	108,191.98	6,708.00	1,569.00	11,902.00		12.70	23.46	6.94	768.43	811.53	9,738.36
		<u>4,162.00</u>	<u>108,192.00</u>	<u>6,708.00</u>	<u>1,569.00</u>	<u>11,902.00</u>	-	<u>13.00</u>	<u>24.00</u>	<u>7.00</u>	<u>769.00</u>	<u>812.00</u>	<u>9,739.00</u>
Bright, Myoshia	405	1,706.94	44,380.44	2,752.00	644.00	4,882.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Burlett, Shannon	405	1,133.68	29,475.68	1,828.00	428.00	3,243.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Cochran, Nathan	405	3,255.68	84,647.68	5,249.00	1,228.00	9,312.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Crowther, Lauren	405	1,568.28	40,775.28	2,529.00	592.00	4,486.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Danner, Cynthia	405	1,360.65	35,376.90	2,194.00	513.00	3,892.00		12.70			-	12.70	152.40
Groh, Stephen	405	3,658.58	95,123.08	5,898.00	1,380.00	10,464.00		12.70			768.43	781.13	9,373.58
Gumble-Shade, Crystal	405	1,622.53	42,185.78	2,616.00	612.00	4,641.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
Howard, Charles	405	3,997.30	103,929.80	6,444.00	1,507.00	11,433.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Kidwell, Patsy	405	1,237.98	32,187.48	1,996.00	467.00	3,541.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Lehman, Lydia	405	2,698.76	70,167.76	4,351.00	1,018.00	7,719.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Matschat, L	405	2,718.57	70,682.82	4,383.00	1,025.00	7,776.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
May, Jonelle	405	1,449.22	37,679.72	2,337.00	547.00	4,145.00		12.70	23.46	6.94	768.43	811.53	9,738.38
McMillion, Gail	405	1,360.65	35,376.90	2,194.00	513.00	3,892.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Helman, Tim	405	3,275.46	85,161.96	5,281.00	1,235.00	9,368.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Rideoutt, D	405	2,080.70	54,098.20	3,355.00	785.00	5,951.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Sims, Brandon	405	3,658.58	95,123.08	5,898.00	1,380.00	10,464.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Stellato, Deborah	405	1,153.49	29,990.74	1,860.00	435.00	3,299.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Young, D	405	2,618.74	68,087.24	4,222.00	988.00	7,490.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
Zahrndnik, Neil	405	2,718.57	70,682.82	4,383.00	1,025.00	7,776.00		12.70	23.46	6.94	768.43	811.53	9,738.38
		<u>43,275.00</u>	<u>1,125,134.00</u>	<u>69,770.00</u>	<u>16,322.00</u>	<u>123,774.00</u>	-	<u>242.00</u>	<u>399.00</u>	<u>118.00</u>	<u>17,349.00</u>	<u>18,107.00</u>	<u>217,276.00</u>
								156.00	288.00	84.00	9,228.00		
								<u>2,904.00</u>	<u>4,788.00</u>	<u>1,416.00</u>	<u>208,188.00</u>		
								<u>3,060.00</u>	<u>5,076.00</u>	<u>1,500.00</u>	<u>217,416.00</u>		

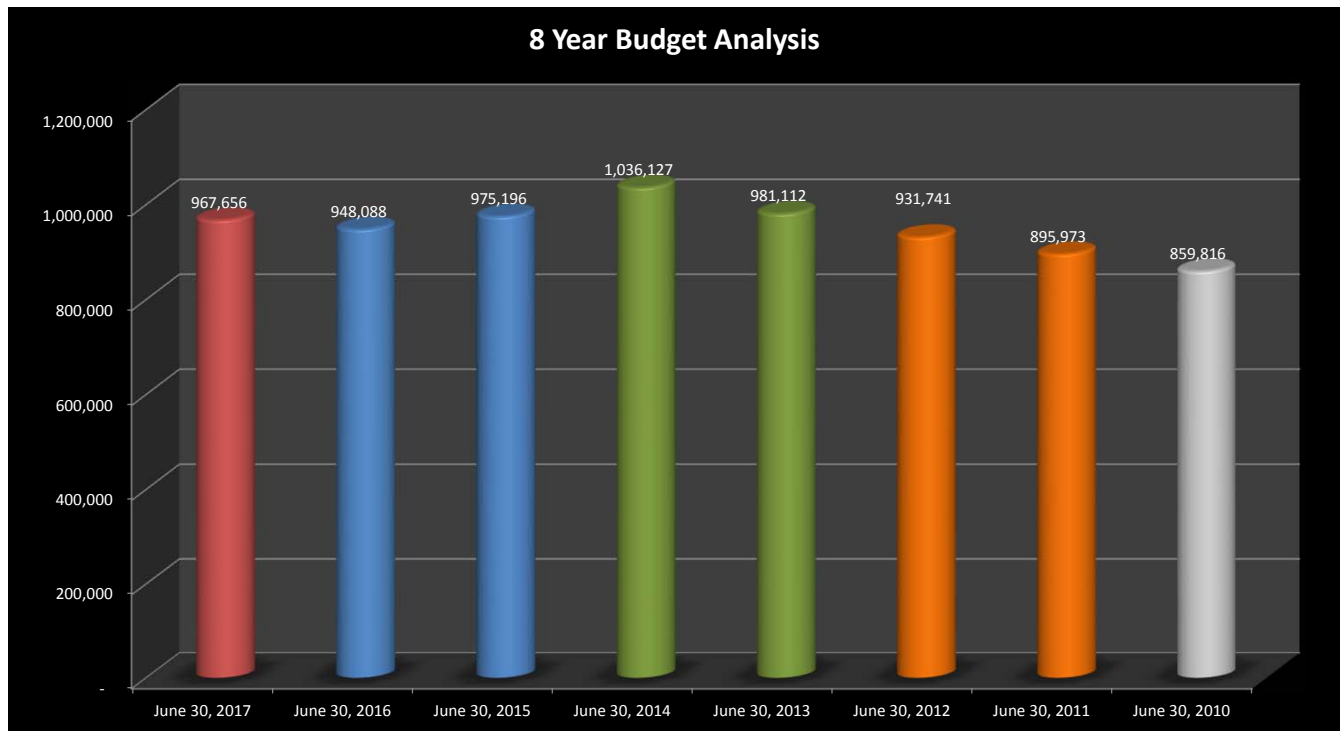
BUDGET REQUEST

Fiscal Year: 2017 - 2018
 Department: Assessor
 Account Number: 406

Notes: Expenditure data as of 12/13/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services							
101 Official Salary	\$ 50,266	\$ 50,266	\$ 25,133	50.00%	\$ 50,267		
102 Official's Salary Supplement	\$ 20,026	\$ 20,027	\$ 20,027	100.00%	\$ 20,027		
103 Salary & Wages of Employees	\$ 261,099	\$ 266,881	\$ 129,334	48.46%	\$ 266,880		
104 FICA Tax - Social Security	\$ 22,317	\$ 23,670	\$ 12,164	51.39%	\$ 23,140		
104 Medicare	\$ 5,219	\$ 5,536	\$ 2,845	51.39%	\$ 5,415		
105 Group Insurance Expense	\$ 61,442	\$ 66,092	\$ 32,136	48.62%	\$ 74,813		
106 Retirement Expense	\$ 46,917	\$ 42,213	\$ 21,262	50.37%	\$ 37,752		
108 Overtime	\$ 4,276	\$ 6,000	\$ 2,938	48.97%	\$ 6,000		
108 Extra Help	\$ 22,878	\$ 30,000	\$ 24,043	80.14%	\$ 30,000		
Total Personnel Services	\$ 494,440	\$ 510,685	\$ 269,882	52.85%	\$ 514,294	\$ -	\$ -
Contractual Services							
212 Printing	\$ 6,254	\$ 5,100	\$ -	0.00%	\$ 5,100		
214 Travel	\$ 1,443	\$ 1,500	\$ 326	21.73%	\$ 1,500		
220 Advertising & Legal Publications	\$ 1,202	\$ 1,500	\$ 592	39.47%	\$ 1,500		
222 Dues & Subscription	\$ 100	\$ 100	\$ 100	100.00%	\$ 100		
230 Contracted Services	\$ 3,456	\$ 3,384	\$ 1,937	57.24%	\$ 3,500	\$ -	
Total Contractual Services	\$ 12,455	\$ 11,584	\$ 2,955	25.51%	\$ 11,700	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 3,519	\$ 3,920	\$ 775	19.77%	\$ 3,600		
342 Record books	\$ 1,140	\$ 1,200	\$ -	0.00%	\$ 1,200		
Total Commodities	\$ 4,659	\$ 5,120	\$ 775	15.14%	\$ 4,800	\$ -	\$ -
Department Grand Total	\$ 511,554	\$ 527,389	\$ 273,612	51.88%	\$ 530,794	\$ -	\$ -

8 Year Budget Analysis



101 Elected Officials Salary

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 50,266	\$ 25,133	\$ 50,266

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Per attached wage sheet	50,267				Do not change this line, make any adjustments below it
Total	50,267	-	-	-	
Total Object Code	50,267				

102 Official's Salary Supplement

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 20,026	\$ 20,027	\$ 20,027

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Extra Duty	20,027				
Total	20,027	-	-	-	
Total Object Code	20,027				

103 Salary/Wages

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 261,099	\$ 129,334	\$ 266,881

[illegible]

406.xlsm

104 Medicare

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 5,219	\$ 2,845	\$ 5,536

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Medicare elected salary	729				Do not change this line
Medicare supplemental wage	291				Do not change this line
Medicare regular salaries	3,873				Do not change this line
Medicare overtime	87				Do not change this line
Medicare extra help	435				Do not change this line
Total	5,415	-	-	-	
Total Object Code	5,415				

105 Health Insurance

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 61,442	\$ 32,136	\$ 66,092

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Life		1,077			Do not change this line
Dental		1,974			Do not change this line
Vision		588			Do not change this line
Medical		55,782			Do not change this line
Total	-	59,421	-	-	
Total Object Code	59,421				

106 Retirement

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 46,917	\$ 21,262	\$ 42,213

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Retirement elected	5,530				Do not change this line
Retirement supplemental	2,203				Do not change this line
Retirement regular wages	29,359				Do not change this line
Retirement overtime	660				Do not change this line
Total	37,752	-	-	-	
Total Object Code	37,752				

108 Overtime

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 4,276	\$ 2,938	\$ 6,000

[illegible]

Total
Total Object Code

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 22,878	\$ 24,043	\$ 30,000

[illegible]

Total	-	-	-	-
Total Object Code	-			

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 6,254	\$ -	\$ 5,100

[illegible]

Total
Total Object Code

214 Travel

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 1,443	\$ 326	\$ 1,500

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Total	-	-	-	-	
Total Object Code	-				

216 Maintenance/Repair of Equipment

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ -	\$ -	\$ -

[illegible]

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 1,202	\$ 592	\$ 1,500

[illegible]

Total
Total Object Code

222 Dues/Subscriptions

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 100	\$ 100	\$ 100

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Total	-	-	-	-	
Total Object Code	-				

230 Contracted Services

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 3,456	\$ 1,937	\$ 3,384

[illegible]

Total
Total Object Code

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 3,519	\$ 775	\$ 3,920

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Total	-	-	-	-	
Total Object Code	-				

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 1,140	\$ -	\$ 1,200

[illegible]

Total
Total Object Code

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance	Gr. Insurance Annual
							12.0%					Monthly	
Banks, Angela	406	1,933.31	\$ 50,267	3,117.00	729.00	5,530.00		12.70	23.46	6.94	\$ 768.43	\$ 811.53	\$ 9,738.36
Hardy, Paula	406	2,154.08	\$ 56,006	3,473.00	813.00	6,161.00		12.70	23.46	6.94	\$ 768.43	\$ 811.53	\$ 9,738.38
Hill, Karen	406	1,818.41	\$ 47,279	2,932.00	686.00	5,201.00		12.70	23.46	6.94	\$ -	\$ 43.10	\$ 517.20
Mickey, Jason	406	1,773.33	\$ 46,107	2,859.00	669.00	5,072.00		12.70	23.46	6.94	\$ 1,574.58	\$ 1,617.68	\$ 19,412.16
Nelson, Vanda	406	1,385.81	\$ 36,031	2,234.00	523.00	3,964.00		12.70	23.46	6.94	\$ 768.43	\$ 811.53	\$ 9,738.38
Silvious, Rachel	406	1,426.00	\$ 37,076	2,299.00	538.00	4,079.00		12.70	23.46	6.94	\$ -	\$ 43.10	\$ 517.20
Thompson, H	406	1,706.96	\$ 44,381	2,752.00	644.00	4,882.00		12.70	23.46	6.94	\$ 768.43	\$ 811.53	\$ 9,738.38
		<u>\$ 10,265.00</u>	<u>\$ 266,880.00</u>	<u>\$ 16,549.00</u>	<u>\$ 3,873.00</u>	<u>\$ 29,359.00</u>	<u>\$ -</u>	<u>\$ 77.00</u>	<u>\$ 141.00</u>	<u>\$ 42.00</u>	<u>\$ 3,880.00</u>	<u>\$ 4,139.00</u>	<u>\$ 49,662.00</u>
								\$ 153.00	\$ 282.00	\$ 84.00	\$ 9,222.00		
								\$ 924.00	\$ 1,692.00	\$ 504.00	\$ 46,560.00		
								<u>\$ 1,077.00</u>	<u>\$ 1,974.00</u>	<u>\$ 588.00</u>	<u>\$ 55,782.00</u>		

BUDGET REQUEST

Fiscal Year: 2017 - 2018

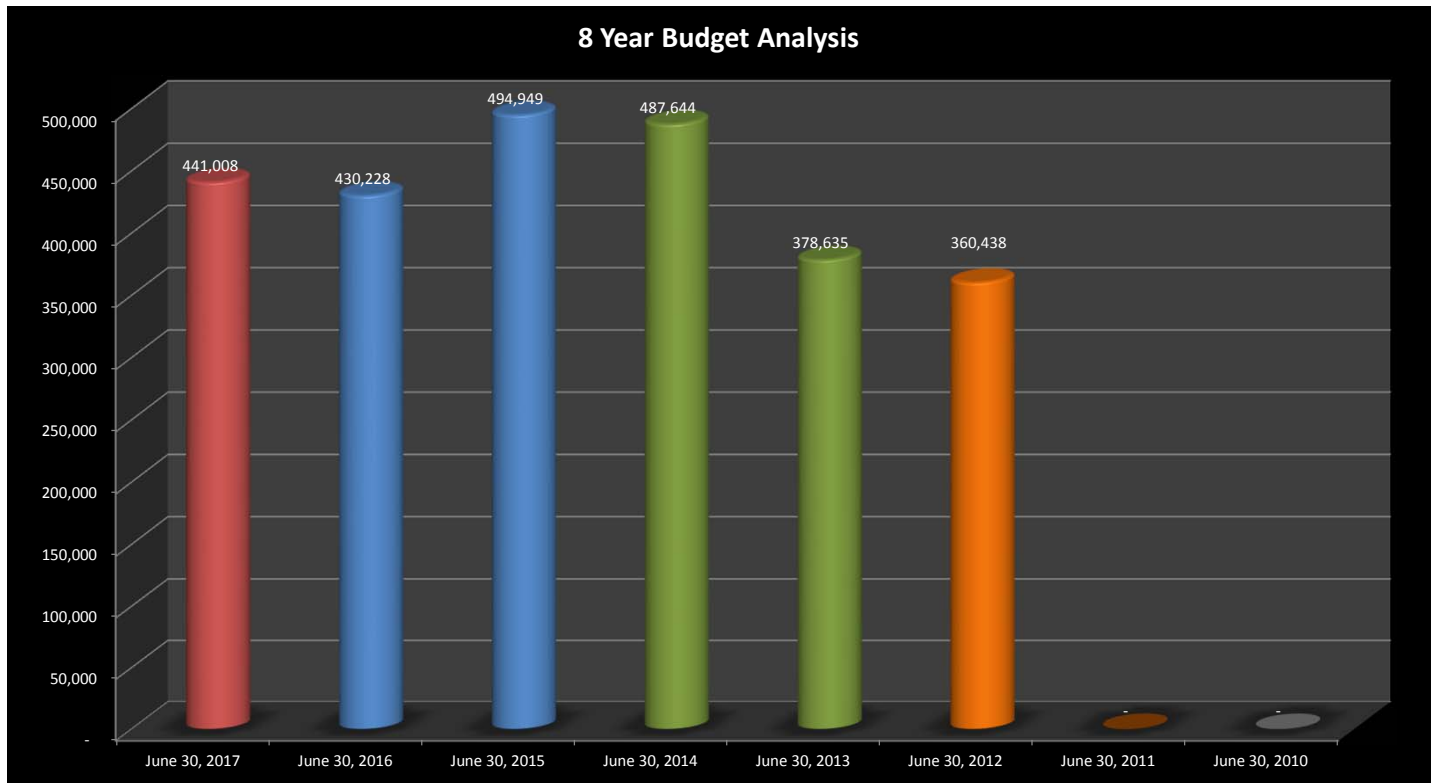
Department: Assesor Valuation Fund

Account Number: 407

Notes:

Expenditure data as of 12/13/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services							
103 Salary & Wages of Employees	\$ 309,758.00	\$ 316,479.00	\$ 153,121.00	48.38%	315,964		
104 FICA Tax - Social Security	\$ 19,694.00	\$ 20,529.00	\$ 9,439.00	45.98%	20,027		
104 Medicare	\$ 4,606.00	\$ 4,801.00	\$ 2,207.00	45.97%	4,686		
105 Group Insurance Expense	\$ 54,409.00	\$ 53,253.00	\$ 29,780.00	55.92%	68,031		
106 Retirement Expense	\$ 44,205.00	\$ 39,946.00	\$ 18,890.00	47.29%	35,634		
108 Overtime	\$ 3,862.00	\$ 6,000.00	\$ 4,390.00	73.17%	7,000		
Total Personnel Services	\$ 436,534.00	\$ 441,008.00	\$ 217,827.00	49.39%	451,342	\$ -	\$ -
Department Grand Total	\$ 436,534.00	\$ 441,008.00	\$ 217,827.00	49.39%	451,342	\$ -	\$ -



103 Salary/Wages

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 309,758.00	\$ 153,121.00	\$ 316,479.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Per attached wage sheet		315,964			Do not change this line, make adjustments below it
Total	-	315,964	-	-	
Total Object Code	315,964				

Account 104-000Page 3

104 Medicare

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 4,606.00	\$ 2,207.00	\$ 4,801.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Medicare regular salaries	4,584				Do not change this line
Medicare overtime	102				Do not change this line
Total	4,686	-	-	-	
Total Object Code	4,686				

Account 105Page 5

106 Retirement

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 44,205.00	\$ 18,890.00	\$ 39,946.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Retirement regular salaries	34,759				Do not change this line
Retirement overtime	875				Do not change this line
Total	35,634	-	-	-	
Total Object Code	35,634				

108 Overtime

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 3,862.00	\$ 4,390.00	\$ 6,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Total	-	-	-	-	
Total Object Code	-				

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance	Gr. Insurance Annual
							12.0%					Monthly	
Bennett, Monica	407	1,818.41	47,278.66	2,932.00	686.00	5,201.00		12.70	23.46	6.94	-	43.10	517.20
Bowers, E June	407	2,181.37	56,715.62	3,517.00	823.00	6,239.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Gainey, Margaret	407	1,315.48	34,202.48	2,121.00	496.00	3,763.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Willingham, Rhonda	407	2,497.28	64,929.28	4,026.00	942.00	7,143.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Myers, V	407	2,463.04	64,039.04	3,971.00	929.00	7,045.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
Williams, R	407	1,876.86	48,798.36	3,026.00	708.00	5,368.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
		<u>12,153.00</u>	<u>315,964.00</u>	<u>19,593.00</u>	<u>4,584.00</u>	<u>34,759.00</u>	-	<u>77.00</u>	<u>141.00</u>	<u>42.00</u>	<u>4,941.00</u>	<u>5,199.00</u>	<u>62,385.00</u>
								924.00	1,692.00	504.00	59,292.00		

BUDGET REQUEST

Fiscal Year: 2017 - 2018

Department: State Wide Computer Network

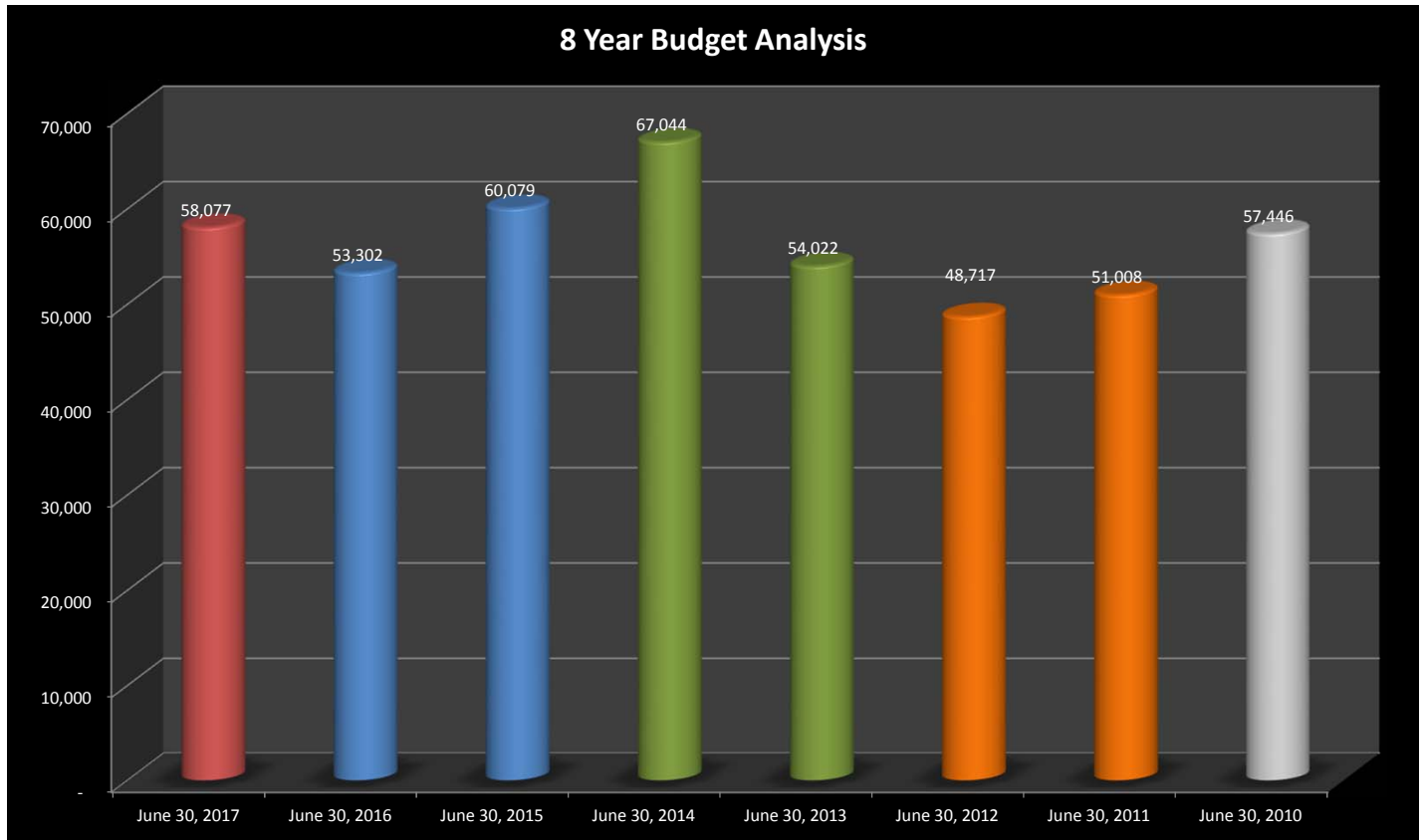
Account Number: 408

Notes:

Expenditure data as of 12/13/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Commodities							
349 Charges by Other Gov. Entities	\$ 53,302	\$ 58,077	\$ 14,444	24.87%	\$ 51,356		
Total Commodities	\$ 53,302	\$ 58,077	\$ 14,444	24.87%	\$ 51,356	\$ -	\$ -
Department Grand Total	\$ 53,302	\$ 58,077	\$ 14,444	24.87%	\$ 51,356	\$ -	\$ -

Based on figure as provided by State of WV



349 Charges by Other Gov't Entity

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 53,302.00	\$ 14,444.00	\$ 58,077.00

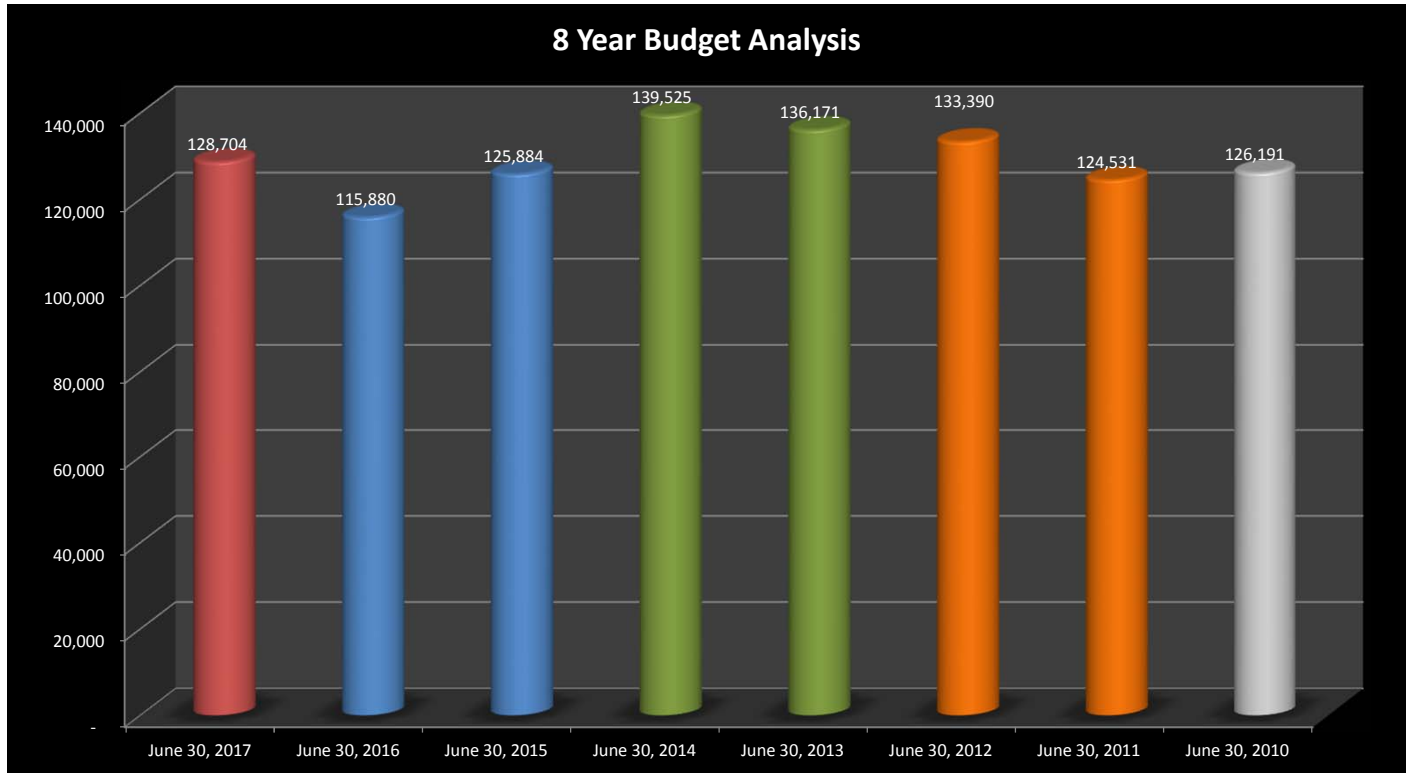
Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
	51,356				
Total	51,356	-	-	-	
Total Object Code	51,356				

BUDGET REQUEST

Fiscal Year: 2017 - 2018
 Department: Agricultural Agent
 Account Number: 412

Notes: Expenditure data as of 12/13/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services							
103 Salary & Wages of Employees	\$ 60,873	\$ 62,193	\$ 30,140	48.46%	\$ 62,194		
104 FICA Tax - Social Security	\$ 3,851	\$ 3,882	\$ 1,827	47.06%	\$ 3,881		
104 Medicare	\$ 901	\$ 909	\$ 427	46.97%	\$ 908		
105 Group Insurance Expense	\$ 18,577	\$ 19,508	\$ 9,299	47.67%	\$ 19,488		
106 Retirement Expense	\$ 8,585	\$ 7,512	\$ 3,629	48.31%	\$ 6,886		
108 Overtime	\$ 75	\$ 400	\$ 103	25.75%	\$ 400		
Total Personnel Services	\$ 92,862	\$ 94,404	\$ 45,425	48.12%	\$ 93,757	\$ -	\$ -
Contractual Services							
214 Travel	\$ 4,095	\$ 5,000	\$ 1,745	34.90%	\$ 5,000		
216 Maintenance /Equip Repair	\$ 250	\$ 1,000	\$ -	0.00%	\$ 1,000		
222 Dues & Subscription	\$ 6	\$ 150	\$ 28	18.67%	\$ 150		
230 Contracted Services	\$ 1,331	\$ 8,950	\$ 3,536	39.51%	\$ 8,950		
Total Contractual Services	\$ 5,682	\$ 15,100	\$ 5,309	35.16%	\$ 15,100	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 1,797	\$ 2,500	\$ 233	9.32%	\$ 2,500		
354 Computer Hardware	\$ 739	\$ 1,900	\$ -	0.00%	\$ 1,900		
Total Commodities	\$ 2,536	\$ 4,400	\$ 233	5.30%	\$ 4,400	\$ -	\$ -
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ 14,800	\$ 14,800	\$ 7,400	50.00%	\$ 14,800		
Total Contributions/Transfers	\$ 14,800	\$ 14,800	\$ 7,400	50.00%	\$ 14,800	\$ -	\$ -
Department Grand Total	\$ 115,880	\$ 128,704	\$ 58,367	45.35%	\$ 128,057	\$ -	\$ -



103 Salary/Wages

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 60,873.00	\$ 30,140.00	\$ 62,193.00

[illegible]

Total	-	62,194
Total Object Code	62,194	

104 FICA

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 3,851.00	\$ 1,827.00	\$ 3,882.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
FICA Regular Salaries	3,856				Do not change this line
FICA overtime	25				Do not change this line
Total	3,881	-	-	-	
Total Object Code	3,881				

104 Medicare

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 901.00	\$ 427.00	\$ 909.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Medicare Regular Salaries	902				Do not change this line
Medicare overtime	6				Do not change this line
Total	908	-	-	-	
Total Object Code	908				

105 Health Insurance

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 18,577.00	\$ 9,299.00	\$ 19,508.00

[illegible]

Total	-	19,488
Total Object Code	19,488	

106 Retirement

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 8,585.00	\$ 3,629.00	\$ 7,512.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Retirement Regular Salaries	6,842				Do not change this line
Retirement overtime	44				Do not change this line
Total	6,886	-	-	-	
Total Object Code	6,886				

108 Overtime

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 75.00	\$ 103.00	\$ 400.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Overtime		400			Our secretaries are non-exempt employees and are entitled to overtime pay or comp time if they work over. We try to keep it to a minimum but occasionally it is necessary
Total	-	400	-	-	
Total Object Code	400				

214 Travel

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 4,095.00	\$ 1,745.00	\$ 5,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Travel		5,000			Part of the requirement to have 3 Extension Agents for Jefferson County
					is that the county provides travel funds as well as funds for professional
					development.
Total	-	5,000	-	-	
Total Object Code	5,000				

216 Maintenance Repair of Equip

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 250.00	\$ -	\$ 1,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
		1,000			This will cover the cost of repairs for equipment as well as replacement
					of smaller items such as electric staplers, paper cutters, etc.
Total	-	1,000	-	-	
Total Object Code	1,000				

222 Dues/Subscriptions

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 6.00	\$ 28.00	\$ 150.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
		150			This will be \$50 for each Extension Agent to cover part of the cost of dues for professional associations.
Total	-	150	-	-	
Total Object Code	150				

230 Contracted Services

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 1,331.00	\$ 3,536.00	\$ 8,950.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Internet		1,250			This covers the cost of our internet access. (Comcast)
Copier		6,200			We just entered a 2 year lease/service contract for our
					copier/printer. This equipment saves many hours of work for our
					office staff because in many cases it will staple, fold, etc.
Color Printer		1,500			Laser color printer. We anticipate replacing this printer during the year.
					Currently it has made 251,299 copies
					The two secretaries, the 3 Extension Agents and the program assistant
					(when we have one) are networked to these 2 printers.
Total	-	8,950	-	-	
Total Object Code	8,950				

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 1,797.00	\$ 233.00	\$ 2,500.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
		2,500			We try our best to use these funds wisely. We get supplies from WVU
					Extension's federal surplus property when possible and get what
					supplies we can from the County Maintenance supply.
Total	-	2,500	-	-	
Total Object Code	2,500				

354 Computer Hardware

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 739.00	\$ -	\$ 1,900.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		1,900			We anticipate replacing one laptop including a docking station
					through WVU's bulk purchasing. Hopefully WVU will reinstate their
					matching dollars to purchase computer equipment.
Total	-	1,900	-	-	
Total Object Code	1,900				

567 Contributions to Other Govt Entities

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 14,800.00	\$ 7,400.00	\$ 14,800.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Travel		7,800			Travel for Extension Agents and the program assistant. These funds makes
					it possible for us to rent cars under the WVU contract and provides
					insurance for the Extension Agents as drivers. On most trips, the savings is
					significant. We also pay for lodging, registration fees, etc. with these funds.
Program Assistant		7,000			This is not enough for a half time program assistant but it does provide
					some funds that we can hire extra help during busy times through WVU
					Mountaineer Temps.
Total	-	14,800	-	-	
Total Object Code	14,800				

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	Gr. Insurance Annual
Bethany, Patricia	412	1,196.02	31,096.52	1,928.00	451.00	3,421.00		12.70	23.46	6.94	768.43	811.53	9,738.36
Blaker, April	412	1,196.02	31,096.52	1,928.00	451.00	3,421.00		12.70	23.46	6.94	768.43	811.53	9,738.36
		2,393.00	62,194.00	3,856.00	902.00	6,842.00	-	26.00	47.00	14.00	1,537.00	1,624.00	19,477.00
								312.00	564.00	168.00	18,444.00		

BUDGET REQUEST

Fiscal Year: 2017 - 2018

Department: County Clerk Elections

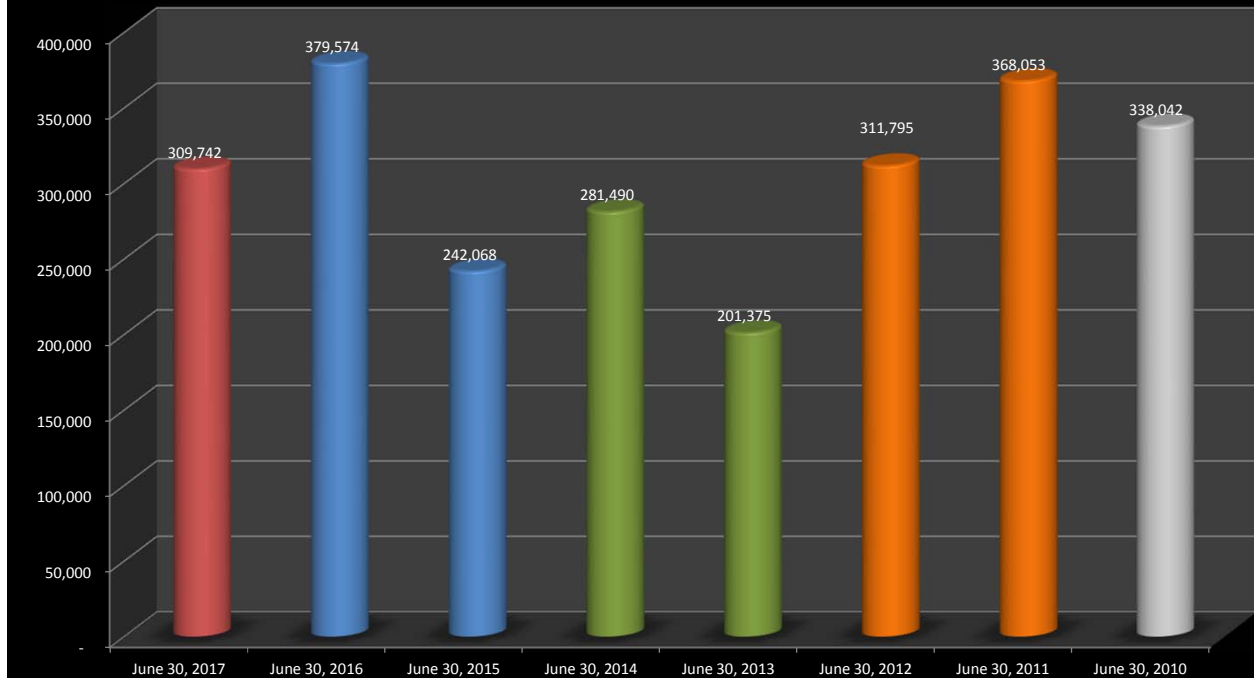
Account Number: 413

Notes:

Expenditure data as of 12/13/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services							
103 Salary & Wages of Employees	\$ 73,986	\$ 75,590	\$ 36,632	48.46%	\$ 75,590		
104 FICA Tax - Social Security	\$ 6,262	\$ 9,400	\$ 3,538	37.64%	\$ 9,213		
104 Medicare	\$ 1,464	\$ 2,199	\$ 827	37.61%	\$ 2,156		
105 Group Insurance Expense	\$ 19,008	\$ 19,961	\$ 9,515	47.67%	\$ 3,324		
106 Retirement Expense	\$ 12,596	\$ 10,392	\$ 6,167	59.34%	\$ 9,415		
108 Overtime	\$ 14,562	\$ 11,000	\$ 14,186	128.96%	\$ 10,000		
108 Extra Help	\$ 112,475	\$ 65,000	\$ 58,865	90.56%	\$ 63,000		
Total Personnel Services	\$ 240,353	\$ 193,542	\$ 129,730	67.03%	\$ 172,698	\$ -	\$ -
Contractual Services							
212 Printing	\$ -	\$ 900	\$ -	0.00%	\$ 900		
214 Travel	\$ 2,004	\$ 1,600	\$ 515	32.19%	\$ 1,600		
216 M&R- Equipment	\$ 9,012	\$ 11,000	\$ 8,556	77.78%	\$ 38,000		
219 Buildings & Equipment & Rents	\$ 5,820	\$ 7,400	\$ 1,750	23.65%	\$ 4,600		
220 Advertising & Legal Publications	\$ 4,535	\$ 5,000	\$ 3,294	65.88%	\$ 4,500		
223 Professional Services	\$ 1,575	\$ 1,900	\$ 1,575	82.89%	\$ 1,700		
Total Contractual Services	\$ 22,946	\$ 27,800	\$ 15,690	56.44%	\$ 51,300	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 116,275	\$ 88,400	\$ 45,476	51.44%	\$ 44,800		
Total Commodities	\$ 116,275	\$ 88,400	\$ 45,476	51.44%	\$ 44,800	\$ -	\$ -
Department Grand Total	\$ 379,574	\$ 309,742	\$ 190,896	61.63%	\$ 268,798	\$ -	\$ -

8 Year Budget Analysis



103 Salary/Wages

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 73,986.00	\$ 36,632.00	\$ 75,590.00

[illegible]

Total	-	75,590
Total Object Code	75,590	

Actual	12/13/2016	Budget
\$ 6,262.00	\$ 3,538.00	\$ 9,400.00

[illegible]

104 Medicare

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 1,464.00	\$ 827.00	\$ 2,199.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Medicare regular salaries	1,097				Do not change this line
Medicare overtime	145				Do not change this line
Medicare extra help	914				Do not change this line
Total	2,156	-	-	-	
Total Object Code	2,156				

105 Health Insurance

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 2.00	\$ 9,515.00	\$ 19,961.00

[illegible]

Total	-	3,324	-	-
Total Object Code	3,324			

106 Retirement

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 12,596.00	\$ 6,167.00	\$ 10,392.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Retirement regular salaries	8,315				Do not change this line
Retirement overtime	1,100				Do not change this line
Total	9,415	-	-	-	
Total Object Code	9,415				

108 Overtime

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$14,562.00	\$ 14,186.00	\$ 11,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Overtime for:		10,000			2018 Primary Election
Early Voting Staff					
County Clerk Staff Preparing for Election					
Election Day/Night Staff					
Total	-	10,000	-	-	
Total Object Code	10,000				

Account 108-002Page 8

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ -	\$ -	\$ 900.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
NCOA Cards	500				WV Code requires NCOA to be completed on every odd numbered year
Poll Worker Election Manuals & Epollbook Manuals		400			2018 Primary Election
Total	500	400	-	-	
Total Object Code	900				

214 Travel

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 2,004.00	\$ 515.00	\$ 1,600.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Poll Worker Mileage	600				State code requires county to reimburse mileage to supply clerks
Mandatory Election Training		1,000			Training held by the WV Secretary of State
Total	600	1,000	-	-	
Total Object Code	1,600				

216 Maintenance/Repair of Equipment

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 9,012.00	\$ 8,556.00	\$ 11,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Election Equipment Maintenance Contract		38,000			Maintenance Agreement with ES&S for new voting equipment
					Software, Hardware & Licensing
					First Payment due April 1, 2018
Total	-	38,000	-	-	
Total Object Code	38,000				

219 Bldg Equipment Rental

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
	\$ 1,750.00	\$ 7,400.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Polling Place Rental	4,000				2018 Primary Election
Truck Rental		600			2018 Primary Election
Total	4,000	600	-	-	
Total Object Code	4,600				

220 Ads/Legal Publications

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 4,535.00	\$ 3,294.00	\$ 5,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Election Legal Ads	4,500				2018 Primary Election
*Polling Place List					
*Election Announcements					
*Public Test Notice					
*Sample Ballots					
*Early Voting Information					
Total	4,500	-	-	-	
Total Object Code	4,500				

223 - Professional Services

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 1,575.00	\$ 1,575.00	\$ 1,900.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Election Night ES&S Tech		1,700			2018 Primary
Total	-	1,700	-	-	
Total Object Code	1,700				

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$116,275.00	\$ 45,476.00	\$ 88,400.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Ballots (Card Stock & Absentee)	5,000				2018 Primary Election
Ballot Layout	16,000				
Ballot Coding	11,000				
Misc Election Supplies	8,000				
<i>*Security Seals</i>					
<i>*Early Voting Supplies</i>					
<i>*Election Day Supplies</i>					
<i>*Wallet Voter Cards</i>					
<i>*Mail-In Voter Forms</i>					
<i>*3-Part Voter Cards</i>					
<i>*Absentee Voting Material</i>					
<i>*Replacement Supply Bags</i>					
<i>*I Voted Stickers</i>					
Election Certified 4GB Jump Drives For Backup	1,500				
Epollbook Setup/Conversion	2,500				
Epollbook Paper Rolls	800				
Total	44,800	-	-	-	
Total Object Code	44,800				

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	Gr. Insurance Annual
Hughes, Genevieve	413	1,247.88	\$ 32,445	2,012.00	471.00	3,569.00		12.70	23.46	6.94	\$ -	\$ 43.10	\$ 517.20
Painter, N	413	1,659.41	\$ 43,145	2,675.00	626.00	4,746.00		12.70	23.46	6.94	\$ 1,574.58	\$ 1,617.68	\$ 19,412.16
		<u>\$ 2,908.00</u>	<u>\$ 75,590.00</u>	<u>\$ 4,687.00</u>	<u>\$ 1,097.00</u>	<u>\$ 8,315.00</u>	<u>\$ -</u>	<u>\$ 26.00</u>	<u>\$ 47.00</u>	<u>\$ 14.00</u>	<u>\$ 1,575.00</u>	<u>\$ 1,661.00</u>	<u>\$ 19,930.00</u>
								<u>\$ 52.00</u>	<u>\$ 94.00</u>	<u>\$ 28.00</u>	<u>\$ 3,150.00</u>		

BUDGET REQUEST

Fiscal Year: 2017 - 2018

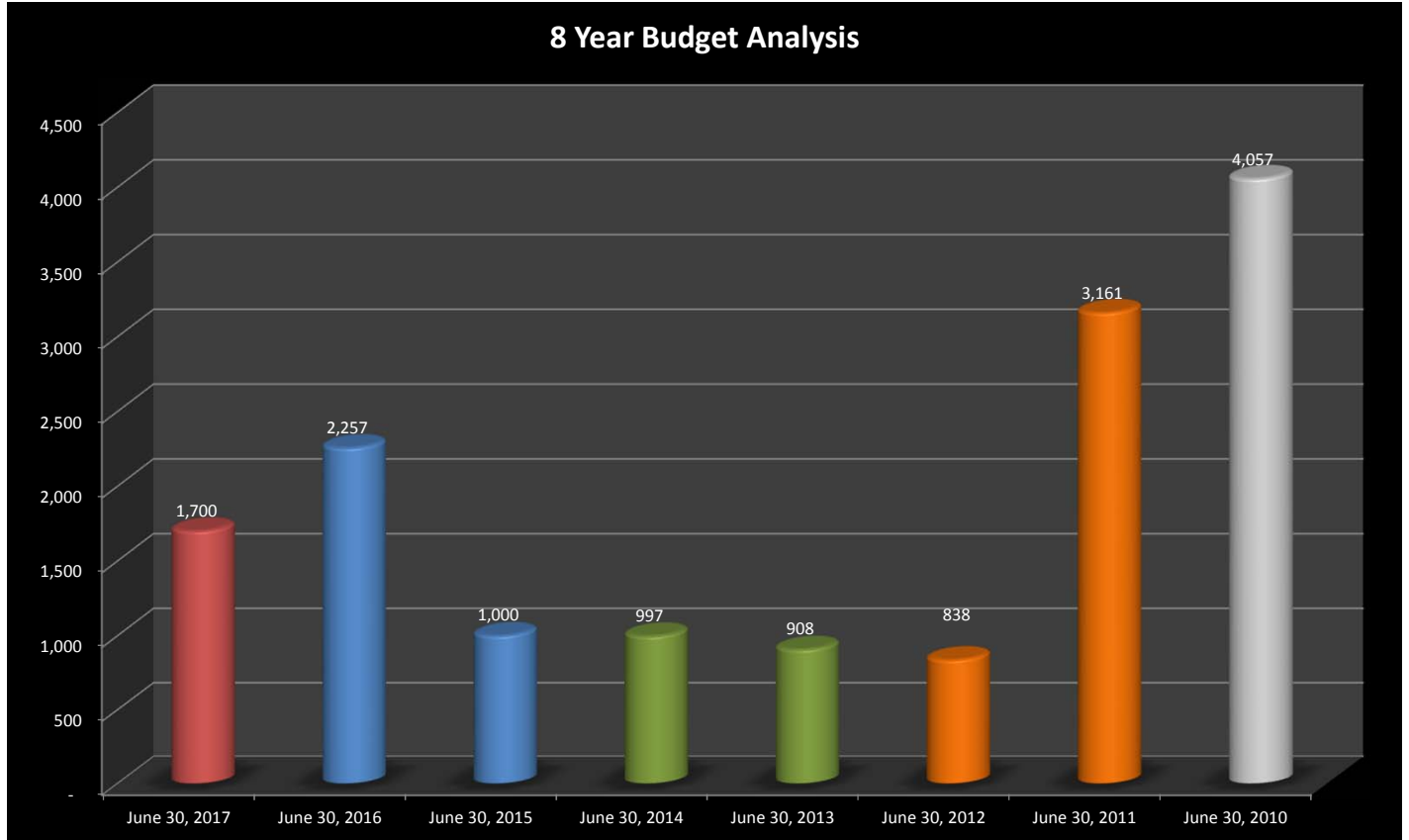
Department: Magistrate Court

Account Number: 415

Notes:

Expenditure data as of 12/13/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Contractual Services							
211 Telephone	\$ 2,257	\$ 1,700	\$ 858	50.47%	\$ 2,000		
Total Contractual Services	\$ 2,257	\$ 1,700	\$ 858	50.47%	\$ 2,000	\$ -	\$ -
Department Grand Total	\$ 2,257	\$ 1,700	\$ 858	50.47%	\$ 2,000	\$ -	\$ -



211 Telephone

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$2,257.00	\$ 858.00	\$ 1,700.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
	2,000				
Total	2,000	-	-	-	
Total Object Code	2,000				

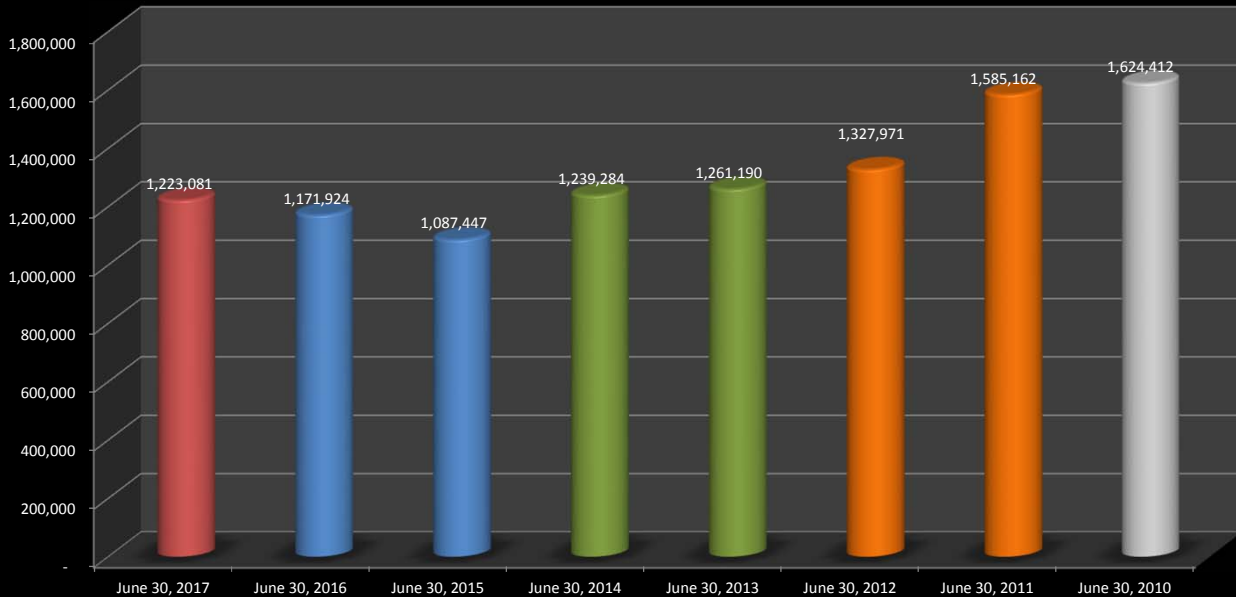
BUDGET REQUEST

Fiscal Year: 2017 - 2018
Department: Courthouse
Account Number: 424

Notes: Expenditure data as of 12/13/2016

		FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services								
103	Salary & Wages of Employees	\$ 577,894	\$ 596,562	\$ 283,658	47.55%	\$ 549,618		
104	FICA Tax - Social Security	\$ 36,830	\$ 38,228	\$ 17,231	45.07%	\$ 34,085		
104	Medicare	\$ 8,614	\$ 8,940	\$ 4,030	45.08%	\$ 7,974		
105	Group Insurance Expense	\$ 161,862	\$ 163,462	\$ 82,439	50.43%	\$ 156,300		
106	Retirement Expense	\$ 82,590	\$ 73,989	\$ 34,135	46.14%	\$ 60,465		
108	Overtime	\$ 18,109	\$ 20,000	\$ 6,853	34.27%	\$ -		
Total Personnel Services		\$ 885,899	\$ 901,181	\$ 428,346	47.53%	\$ 808,442	\$ -	\$ -
Contractual Services								
211	Telephone	\$ 132,939	\$ 120,000	\$ 55,389	46.16%	\$ 120,000		
213-001	Utilities	\$ 25,306	\$ 22,000	\$ 10,187	46.30%	\$ 22,000		
213-002	Fuel Oil	\$ 9,731	\$ 8,000	\$ 942	11.78%	\$ 8,000		
213-003	Water/Sewer	\$ 637	\$ 1,200	\$ 473	39.42%	\$ 1,000		
214	Travel	\$ -	\$ 1,000	\$ -	0.00%	\$ 1,000		
215	M&R - Buildings&Grounds	\$ 7,020	\$ 10,000	\$ -	0.00%	\$ 10,000		
216	M&R- Equipment	\$ 746	\$ 8,000	\$ -	0.00%	\$ 8,000		
218	Postage	\$ 89,819	\$ 130,000	\$ 83,272	64.06%	\$ -		
219	Buildings & Equipment & Rents	\$ -	\$ 500	\$ -	0.00%	\$ -		
220	Advertising & Legal Publications	\$ 1,368	\$ 700	\$ 837	119.57%	\$ 1,000		
221	Training & Education	\$ -	\$ 500	\$ -	0.00%	\$ 500		
222	Dues & Subscription	\$ 225	\$ 500	\$ 893	178.60%	\$ 500		
223	Professional Services	\$ 699	\$ 5,000	\$ -	0.00%	\$ 5,000		
230	Contracted Services	\$ 5,084	\$ 7,000	\$ 3,020	43.14%	\$ 7,000	\$ -	
Total Contractual Services		\$ 273,574	\$ 314,400	\$ 155,013	49.30%	\$ 184,000	\$ -	\$ -
Commodities								
341	Departmental Supplies & Materials	\$ 11,107	\$ 6,000	\$ 2,029	33.82%	\$ 6,000		
345	Uniforms	\$ 1,344	\$ 1,500	\$ 862	57.47%	\$ 1,500		
Total Commodities		\$ 12,451	\$ 7,500	\$ 2,891	38.55%	\$ 7,500	\$ -	\$ -
Department Grand Total		\$ 1,171,924	\$ 1,223,081	\$ 586,250	47.93%	\$ 999,942	\$ -	\$ -

8 Year Budget Analysis



103 Salary/Wages

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 577,894.00	\$ 283,658.00	\$ 596,562.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Per attached wage sheet		549,618			Do not change this line, make any adjustments below it
Total	-	549,618	-	-	
Total Object Code	549,618				

Account 104-000Page 3

104 Medicare

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 8,614.00	\$ 4,030.00	\$ 8,940.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Medicare regular salaries		7,974			Do not change this line
Medicare overtime		-			Do not change this line
Total	-	7,974	-	-	
Total Object Code	7,974				

105 Health Insurance

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 161,862.00	\$ 82,439.00	\$ 163,462.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Life		2,136			Do not change this line
Dental		3,384			Do not change this line
Vision		1,008			Do not change this line
Medical		149,772			Do not change this line
Total	-	156,300	-	-	
Total Object Code	156,300				

106 Retirement

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 82,590.00	\$ 34,135.00	\$ 73,989.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Retirement regular salaries	60,465				Do not change this line
Retirement overtime	-				Do not change this line
Total	60,465	-	-	-	
Total Object Code	60,465				

108 Overtime

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 18,109.00	\$ 6,853.00	\$ 20,000.00

[illegible]

Total
Total Object Code

211 Telephone

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 132,939.00	\$ 55,389.00	\$ 120,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
County Phones		120,000			Telephone system for the County
Total	-	120,000	-	-	
Total Object Code	120,000				

213-001 Utilities

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 25,306.00	\$ 10,187.00	\$ 22,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Electricity		22,000			Courthouse Electricity
Total	-	22,000	-	-	
Total Object Code	22,000				

213-002 Fuel Oil

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 9,731.00	\$ 942.00	\$ 8,000.00

[illegible]

Total
Total Object Code

213-003 Water/Sewer

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 637.00	\$ 473.00	\$ 1,200.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Water and Sewer		1,000			Courthouse water and sewer
Total	-	1,000	-	-	
Total Object Code	1,000				

214 Travel

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ -	\$ -	\$ 1,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Travel			1,000		Travel when needed for, training, seminars ETC.
Total	-	-	1,000	-	
Total Object Code	1,000				

215 M&R Bldg/Grounds

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 7,020.00	\$ -	\$ 10,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Maintenance and Repair			10,000		Upkeep to the Courthouse
Total	-	-	10,000	-	
Total Object Code	10,000				

216 Maintenance/Repair of Equipment

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 746.00	\$ -	\$ 8,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Maintenace Repair to Equipment			8,000		Repair to HVAC, Plumbing, Electrical equipment
Total	-	-	8,000	-	
Total Object Code	8,000				

218 Postage

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 89,819.00	\$ 83,272.00	\$ 130,000.00

[illegible]

Total
Total Object Code

219 Briel Bldg Rent

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ -	\$ -	\$ 500.00

[illegible]

Total
Total Object Code

220 Ads/Legal Publications

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$1,368.00	\$ 837.00	\$ 700.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Ads and Ledal Publications			1,000		rRunning ads for Bids, Help wanted
Total	-	-	1,000	-	
Total Object Code	1,000				

221 Training/Education

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ -	\$ -	\$ 500.00

[illegible]

222 Dues/Subscriptions

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 225.00	\$ 893.00	\$ 500.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Dues and subscriptions			500		Memberships
Total	-	-	500	-	
Total Object Code	500				

223 Professional Services

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 699.00	\$ -	\$ 5,000.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Professional Services			5,000		Services needed outside of normal contracts, fire, elevator, ETC
Total	-	-	5,000	-	
Total Object Code	5,000				

230 Contracted Services

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 5,084.00	\$ 3,020.00	\$ 7,000.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Contracted Services	7,000				Most contracts are Federaly mandated, fire, elevater, fuel, HVAC, ETC.
Total	7,000	-	-	-	
Total Object Code	7,000				

341 Materials and Supplies

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 11,107.00	\$ 2,029.00	\$ 6,000.00

[illegible]

Total	-	6,000
Total Object Code	6,000	

345 Uniforms

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$1,344.00	\$ 862.00	\$ 1,500.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Maintenance Staff Uniforms			1,500		Uniforms, cold weather gear, protective safety gear, eye protection, gloves, ETC
Total	-	-	1,500	-	
Total Object Code	1,500				

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	Gr. Insurance Annual
							12.0%						
Brun, Noemi	424	985.58	25,625.08	1,589.00	372.00	2,819.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Collier, Janet	424	1,552.60	40,367.60	2,503.00	586.00	4,441.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
Ferías, Megan	424	985.58	25,625.08	1,589.00	372.00	2,819.00		12.70	-	-	-	12.70	152.40
Gainey, Tony	424	1,532.79	39,852.54	2,471.00	578.00	4,384.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Gregory, M	424	1,840.66	47,857.16	2,968.00	694.00	5,265.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
Kemp, David	424	1,160.19	30,164.94	1,871.00	438.00	3,319.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Kuhn, Laura	424	1,495.68	38,887.68	2,412.00	564.00	4,278.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
McIntyre, Ricci	424	1,015.15	26,393.90	1,637.00	383.00	2,904.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Milbourne, R	424	1,653.85	43,000.10	2,667.00	624.00	4,731.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Polk, W	424	2,969.78	77,214.28	4,788.00	1,120.00	8,494.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Thomas, L	424	1,739.47	45,226.22	2,805.00	656.00	4,975.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
Weiss, D	424	1,840.66	47,857.16	2,968.00	694.00	5,265.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Wise, Charles	424	1,352.00	35,152.00	2,180.00	510.00	3,867.00		12.70	-	-	-	12.70	152.40
Zaleski, Juana	424	1,015.15	26,393.90	1,637.00	383.00	2,904.00		12.70	23.46	6.94	768.43	811.53	9,738.38
		<u>21,140.00</u>	<u>549,618.00</u>	<u>34,085.00</u>	<u>7,974.00</u>	<u>60,465.00</u>	-	<u>178.00</u>	<u>282.00</u>	<u>84.00</u>	<u>12,481.00</u>	<u>13,023.00</u>	<u>156,276.00</u>
								<u>2,136.00</u>	<u>3,384.00</u>	<u>1,008.00</u>	<u>149,772.00</u>		

Jefferson County Commission
Maintenance Department Overview
Fiscal Year 2018

Courthouse 424

No major changes to the budget except for the proposal to move the remaining 35 hour per week staff to 40 hour work week.

Other Buildings 425

An overall budget increase of \$11,000 is due to the acquisition of the Grey Building. Electrical, water/sewer, and mandatory contracts.

Central Garage 717

Increased over time, then adjusted other line items so that no significant change was made in the bottom line. Reduced \$500

Capital Projects

Due to the Judicial Center 3rd floor Circuit Court renovations some of the capital project were not addressed this year. I am requesting that capital improvements remain the same as last year except for the retro fitting of the lights seeing as that is an ongoing project. The following is a list of projects that did addressed or are getting addressed.

We were approved \$15,000 for a fire alarm system for the Mason Building and it was completed for a cost of \$12,788

We were approved for lighting retro for \$15,000 and we have spent to date \$12,938.

We were approved for a new Utility vehicle \$28,000 plus \$5,800 from the sale of the older one =\$33,800 we purchased the new UTV and attachments for \$31,715

The Courthouse grant was approved and we will be going out to bid for the Courthouse windows in the near future and hope to incorporate the Hunter house windows as a separate bid to hopefully hold cost down.

Jefferson County Commission

Maintenance department

Proposal

Due to the increase in square footage of buildings and the loss of a laborer I am requesting that the remaining 5 employees (4 cleaning staff and 1 office person) of the Maintenance Department be moved for a 35 hour week to a 40 hour work week.

At present if we have call out or vacation we have to pull maintenance staff off projects to assist with cleaning or forgo cleaning some of the facilities, with the longer day it gives us an extra 5 hours per week per employee for an additional 25 extra hours a week

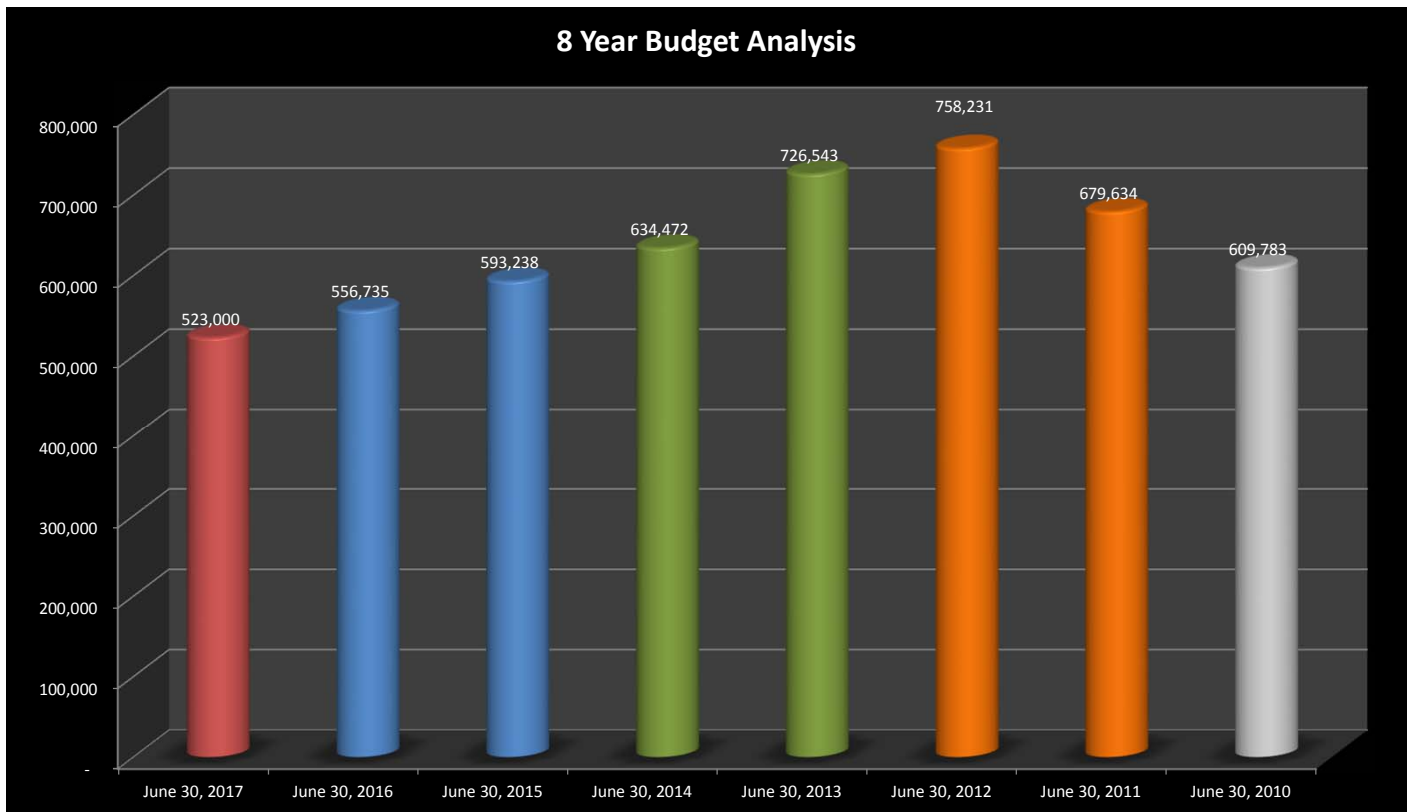
Cost to move employees to 40 hours	\$18,343
Average cost of benefits at 42%	\$ 7,704
Total estimated cost	\$26,047

BUDGET REQUEST

Fiscal Year: 2017 - 2018
 Department: Other Building
 Account Number: 425

Notes: Expenditure data as of 12/13/2016

		FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
	Contractual Services							
213-001	Utilities	\$ 259,938	\$ 195,000	\$ 89,335	45.81%	\$ 205,000		
213-002	Fuel Oil	\$ 6,346	\$ 20,000	\$ 2,349	11.75%	\$ 18,000		
213-003	Water/Sewer	\$ 20,692	\$ 21,000	\$ 10,112	48.15%	\$ 22,500		
213-004	Electricity	\$ 20,938	\$ 20,000	\$ 10,500	52.50%	\$ 20,000		
215	M&R - Buildings&Grounds	\$ 32,775	\$ 50,000	\$ 6,400	12.80%	\$ 50,000		
216	M&R- Equipment	\$ 23,624	\$ 15,000	\$ 3,888	25.92%	\$ 20,000		
216-001	M&R- Security System	\$ -	\$ 9,000	\$ -	0.00%	\$ -		
219-001	Equipment Rent	\$ 292	\$ 1,000	\$ 164	16.40%	\$ 800		
219-002	Library Rent	\$ 18,000	\$ 18,000	\$ 9,000	50.00%	\$ 18,000		
223	Professional Services	\$ 7,162	\$ 15,000	\$ 890	5.93%	\$ 15,000		
230	Contracted Services	\$ 79,238	\$ 69,000	\$ 33,434	48.46%	\$ 75,000		
	Total Contractual Services	\$ 469,005	\$ 433,000	\$ 166,072	38.35%	\$ 444,300	\$ -	\$ -
	Commodities							
341	Departmental Supplies & Materials	\$ 87,730	\$ 90,000	\$ 35,662	39.62%	\$ 90,000		
	Total Commodities	\$ 87,730	\$ 90,000	\$ 35,662	39.62%	\$ 90,000	\$ -	\$ -
	Department Grand Total	\$ 556,735	\$ 523,000	\$ 201,734	38.57%	\$ 534,300	\$ -	\$ -



213-001 Utilities

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 259,938.00	\$ 89,335.00	\$ 195,000.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Electricity		205,000			Electricity for all county buildings, was raised \$10,000 due to the addition of
					of the Grey building.
Total	-	205,000	-	-	
Total Object Code	205,000				

213-002 Fuel Oil

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 6,346.00	\$ 2,349.00	\$ 20,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Heating Fuel		18,000			requierd to heat some some of the facilities reduced \$2,000
Total	-	18,000	-	-	
Total Object Code	18,000				

213-003 Water/Sewer

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 20,692.00	\$ 10,112.00	\$ 21,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Water and Sewer		22,500			water and sewer for Facilities, raised by \$1,500 with the addition of the Grey Building.
Total	-	22,500	-	-	
Total Object Code	22,500				

213-004 Electricity

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 20,938.00	\$ 10,500.00	\$ 20,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Other Utilities		20,000			trash removal, septic cleaning, Comcast, ETC.
Total	-	20,000	-	-	
Total Object Code	20,000				

215 M&R Bldg/Equip

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 32,775.00	\$ 6,400.00	\$ 50,000.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Maintenance and Repair Buildings			50,000		Upkeep of the County facilities, painting, repairs, upgrades, general maintenance.
Total	-	-	50,000	-	
Total Object Code	50,000				

216-000 Maintenance/Repair of Equipment

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$23,624.00	\$ 3,888.00	\$ 15,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Equipment Repair			20,000		Mainly the repair of HVAC equipment raised \$5,000
Total	-	-	20,000	-	
Total Object Code	20,000				

216-001 Maintenance/Repair Security System

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ -	\$ -	\$ 9,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Cameras/security, Maint/repair			9,000		line item created in FY 17 won't have numbers to go by till year is completed.
					this for the maintenace and repair of our security system and cameras.
Total	-	-	9,000	-	
Total Object Code	9,000				

219-001 Equipment Rent

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 292.00	\$ 164.00	\$ 1,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
equipment rental			800		Specialty equipment reduced \$200
Total	-	-	800	-	
Total Object Code	800				

219-002 Library Rent

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 18,000.00	\$ 9,000.00	\$ 18,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
County meeting room in the Library		18,000			Various departments depend on the use of the meeting room
Total	-	18,000	-	-	
Total Object Code	18,000				

223 Professional Services

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 7,162.00	\$ 890.00	\$ 15,000.00

[illegible]

230 Contracted Services

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 79,238.00	\$ 33,434.00	\$ 69,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Contracts	75,000				most of the contracts are requiered by state and federal laws(fire alarm,
					elevator) increase in the budget is the purchase of the Grey building.
Total	75,000	-	-	-	
Total Object Code	75,000				

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 87,730.00	\$ 35,662.00	\$ 90,000.00

[illegible]

Total	-	90,000
Total Object Code	90,000	

459 - Capital Outlay Equipment

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ -	\$ -	\$ -

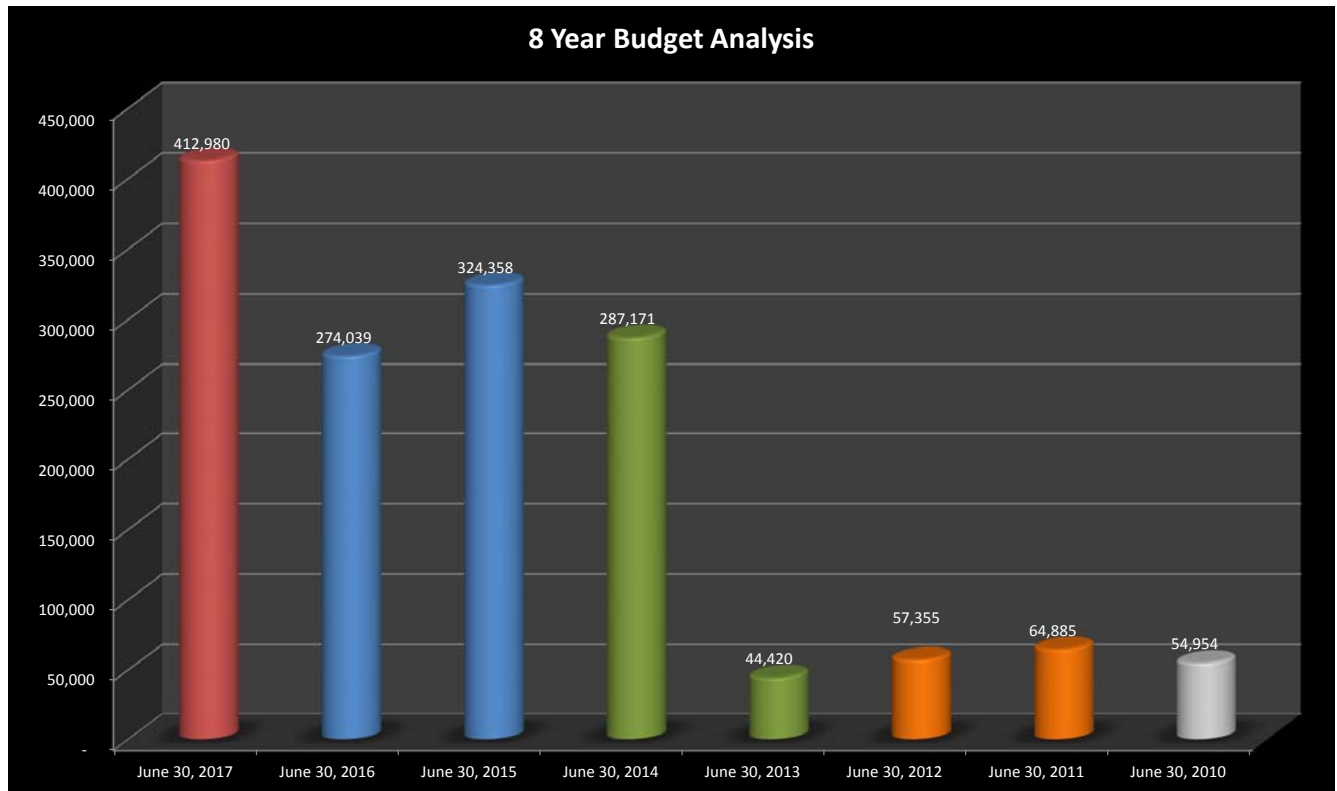
Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Security Cameras					
Total	-	-	-	-	
Total Object Code	-				

BUDGET REQUEST

Fiscal Year: 2017 - 2018
 Department: Data Processing (IT)
 Account Number: 428

Notes: Expenditure data as of 12/13/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services							
103 Salary & Wages of Employees	\$ 66,078	\$ 87,378	\$ 42,344	48.46%	\$ 113,835		
104 FICA Tax - Social Security	\$ 4,254	\$ 5,418	\$ 2,529	46.68%	\$ 7,059		
104 Medicare	\$ 995	\$ 1,268	\$ 591	46.61%	\$ 1,652		
105 Group Insurance Expense	\$ 9,288	\$ 19,512	\$ 11,391	58.38%	\$ 28,986		
106 Retirement Expense	\$ 6,672	\$ 10,486	\$ 5,081	48.46%	\$ 9,613		
Total Personnel Services	\$ 87,287	\$ 124,062	\$ 61,936	49.92%	\$ 161,145	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 1,317	\$ 1,500	\$ 439	29.27%	\$ 1,850		
223 Professional Services	\$ (8,580)	\$ 8,900	\$ 7,250	81.46%	\$ 9,135		
Total Contractual Services	\$ (7,263)	\$ 10,400	\$ 7,689	73.93%	\$ 10,985	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 22,615	\$ 25,000	\$ 10,235	40.94%	\$ 27,500		
353 Computer Software	\$ 28,713	\$ 37,575	\$ 1,411	3.76%	\$ 27,500		
354 Computer Hardware	\$ 49,318	\$ 67,771	\$ 18,531	27.34%	\$ 64,800		
355 IT Consulting	\$ 73,599	\$ 96,790	\$ 25,896	26.75%	\$ 56,790		
356 Lic&Annual Fees	\$ 19,770	\$ 51,382	\$ 31,192	60.71%	\$ 61,178		
Total Commodities	\$ 194,015	\$ 278,518	\$ 87,265	31.33%	\$ 237,768	\$ -	\$ -
Department Grand Total	\$ 274,039	\$ 412,980	\$ 156,890	37.99%	\$ 409,898	\$ -	\$ -



103 Salary/Wages

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 66,078.00	\$ 42,344.00	\$ 87,378.00

[illegible]

Total	-	113,835	-	-
Total Object Code	113,835			

104 FICA

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 4,254.00	\$ 2,529.00	\$ 5,418.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
FICA regular salaries	5,419				Do not change this line
FICA for Position Reclass	1,640				
Total	7,059	-	-	-	
Total Object Code	7,059				

104 Medicare

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 995.00	\$ 591.00	\$ 1,268.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Medicare regular salaries	1,268				Do not change this line
Medicare for Position Reclass	384				
Total	1,652	-	-	-	
Total Object Code	1,652				

105 Health Insurance

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 9,288.00	\$ 11,391.00	\$ 19,512.00

[illegible]

Total	-	28,986
Total Object Code	28,986	

106 Retirement

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 6,672.00	\$ 5,081.00	\$ 10,486.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Retirement regular FT salary	9,613				Do not change this line
Total	9,613	-	-	-	
Total Object Code	9,613				

211 Telephone

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$1,317.00	\$ 439.00	\$ 1,500.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Sprint		1,850			Cellular Phone Service
Total	-	1,850	-	-	
Total Object Code	1,850				

223 Professional Services

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ (8,580.00)	\$ 7,250.00	\$ 8,900.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Vision Internet	9,135				Yearly Contract service on Jefferson County Website - includes all maintenance updates, code changes for new browsers/smart phones, analytics
Total	9,135	-	-	-	
Total Object Code	9,135				

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 22,615.00	\$ 10,235.00	\$ 25,000.00

[illegible]

Total	-	27,500
Total Object Code	27,500	

353 Computer Software

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$28,713.00	\$ 1,411.00	\$ 37,575.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
911 Software		3,000			Software for 911 Center
Data Content Management System		12,000			Continuation of Data Content Management Systems to enhance the effective utilization of the Jefferson County Data Networks
Modern Citizen Experience MCX				12,500	Exploration of New Initiatives for citizen communications and involvement
Total	-	15,000	-	12,500	
Total Object Code	27,500				

354 Computer Hardware

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 49,318.00	\$ 18,531.00	\$ 67,771.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Dell Optiplex Workstations		16,000			Outdated PC Replacements and Updating Workstations All county
HewlettPackard		4,000			Replacement of outdated/nonfunctioning printers
Hewlett Packard		7,500			LaserJet Printers to Replace Tax Office Dot Matrix Printers
Hewlett Packard		720			Replacement Network Switch
Ubiquiti Networks		3,250			Replacement Air Fiber Units
Laptop/Tablet Replacements		6,500			Replacement of old nonfunctioning laptops
Fujitsu Scanners		1,600			County Clerk and Commission Scanners
Dell Precision 7710		4,200			911 Center Replacements
ThecusOS Backup Storage Network		10,580			Storage Area Network Backup Infrastructure
Dell R720 Server Class System		9,450			Virtualization Host Infrastructure Backup/Replication Downtown for 911
Projector		1,000			911 Center Replacement
Total	-	64,800	-	-	
Total Object Code	64,800				

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 73,599.00	\$ 25,896.00	\$ 96,790.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Accurate Systems	52,800				Information Technology Consulting Contract
Software Systems, Inc. SSI		3,000			Network Systems Security Audit
Microsoft		990			Microsoft Support Incidents (2)
Total	52,800	3,990	-	-	
Total Object Code	56,790				

356 Lic & Annual Fees

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 19,770.00	\$ 31,192.00	\$ 51,382.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
ESRI GIS Software Maintenance		10,950			GIS Software Annual License Fee - required for GIS Operations
Duncan Parnell GPS Maintenance		795			GPS Software Annual License Fee - required for GIS Operations
Profound Logic AS/400		825			AS/400 Software Maintenance GUI/Point/Click Assessor, Tax Office, Circuit Clerk
EMC Storage Network		5,580			Licensing for EMC Storage Networks Support Maintenance
Veeam Backup/Replication		4,235			Licensing for Veeam Backup/Replication Software Bardane & 911 Center Training
Barracuda Email AV/FW/Spam		1,558			Licensing for Barracuda Email/Anti-Virus/EmailFireWall/County Wide Network
SolarWinds Patch Management		766			SsystemWide Updates Patch Management Microsoft and others
WatchGuard		1,637			Licensing for WatchGuard Firewall Network Security Bardane Campus
Xerox/ACS PayrollFinance AS400		15,204			Licensing for AS400 software payroll finance
Dell R720 Hardware Maintenance		4,253			Maintenance on Dell R720 Host Systems/Virtualization Infrastructure Downtown
Global Science and Technology		1,980			Licensing for Ambulance Fee Server Software
VMware Virtualization Support		5,619			Support/Maintenance 911 Center and Downtown DataCenters
Engineering ACT! Software		1,126			Engineering Department Software Maintenance
Cisco Smartnet Network Maintenance		2,100			Countywide Ciscos Router Maintenance
Technical Training		3,500			Technical Training Programs
Stimulus Software		1,050			Mail Archive Software Support Maintenance
Total	-	61,178	-	-	
Total Object Code	61,178				

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	Gr. Insurance Annual
Burgess, R	428	1,840.66	47,857.16	2,968.00	694.00	5,265.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
Stratton, Tina Dawn	428	1,520.00	39,520.00	2,451.00	574.00	4,348.00		12.70	23.46	6.94	768.43	811.53	9,738.38
		3,361.00	87,378.00	5,419.00	1,268.00	9,613.00	-	26.00	47.00	14.00	2,086.00	2,173.00	26,065.00
								312.00	564.00	168.00	25,032.00		

BUDGET REQUEST

Fiscal Year: 2017 - 2018

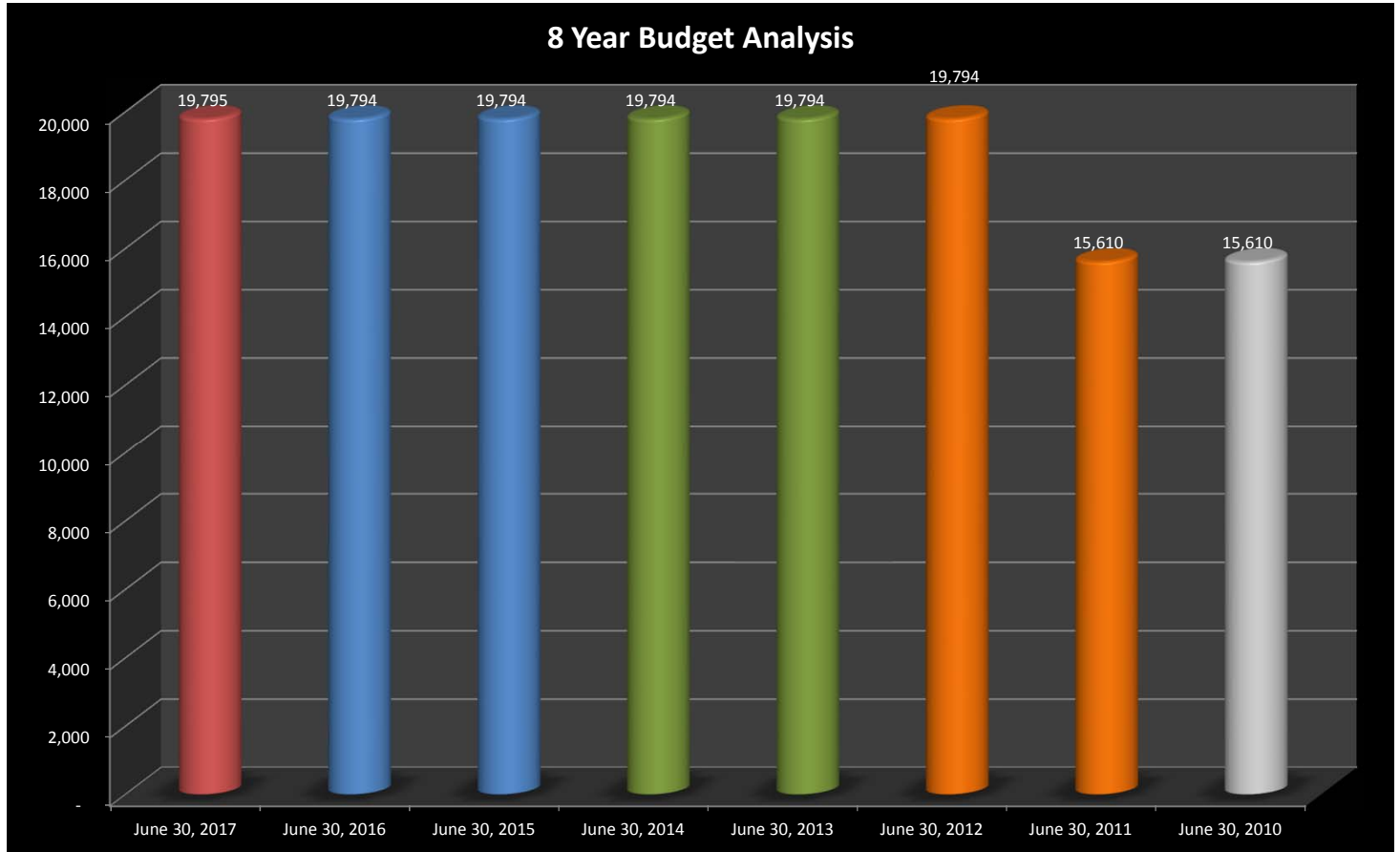
Department: RDA

Account Number: 429

Notes:

Expenditure data as of 12/13/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ 19,794.00	\$ 19,795.00	\$ 19,794.00	99.99%	19,795		
Total Contributions/Transfers	\$ 19,794.00	\$ 19,795.00	\$ 19,794.00	99.99%	19,795	\$ -	\$ -
Department Grand Total	\$ 19,794.00	\$ 19,795.00	\$ 19,794.00	99.99%	19,795	\$ -	\$ -



567 Contributions to Other Govt Entities

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 19,794.00	\$ 19,794.00	\$ 19,795.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Region 9	19,795				Region 9 FY18 Annual Assessment for Planning & Development Council
Total	19,795	-	-	-	
Total Object Code	19,795				



429-567

SERVING BERKELEY, JEFFERSON AND MORGAN COUNTIES

January 11, 2017

Received

JAN 18 2017

**DO
NOT
PAY**

Peter Onoszco
Jefferson County Commission
PO Box 250
124 E. Washington Street
Charles Town, WV 25414

Jefferson County Commission

Re: FY 2018 Annual Assessment – Region 9 Planning & Development Council

Dear Mr. Onoszco:

In preparation for your annual budget, we are notifying local governments of the fiscal year 2018 assessment required by State Code §8-25-12 (attached) for the period of July 1, 2017 through June 30, 2018. The breakdown of your assessment is reflected below. Region 9 receives \$.25 per capita of the assessment with the remaining \$.09 per capita being directed toward the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Federal Transportation Program.

Your assessment below is based on 2010 U.S. Census Bureau population numbers.

THIS IS NOT A BILL. A separate invoice will be sent in July 2017.

Member	2010 Census Population	Region 9 Assessment Fee Per Capita	Region 9 Assessment
Jefferson County	53,498	\$0.25	\$13,374.50

Member	2010 Census Population	HEPMPO Assessment Fee Per Capita	HEPMPO Assessment
Jefferson County	53,498	\$0.12	\$6,419.76

Total Assessment for FY 2018**\$19,794.26**

If you have any questions regarding the assessment, please feel free to contact me.

Sincerely,

William R. Clark
Executive Director

West Virginia State Code

§8-25-12. Annual budget of regional council; contributions by governmental units; deposits and disbursements.

Each regional council shall adopt an annual budget, to be submitted to the participating governmental units which shall each contribute to the financing of the council according to a formula adopted by the council and approved by a majority of the counties and a majority of the municipalities participating in the regional council. All such contributions shall be fair and equitable and shall be based on the population of each participating governmental unit as determined on the basis of the latest decennial census, or such other criteria as may be determined by each respective regional council. Each participating county and municipality is hereby directed and empowered to pay over and contribute to the operation of said councils in accordance with the formula adopted as hereinbefore provided. Such sums, as are appropriated hereunder, may be transferred to the regional councils for deposit and disbursement as the regional councils may designate and direct. By such transfer, the governing body designates the regional council as its disbursing agent.

BUDGET REQUEST

Fiscal Year: 2017 - 2018

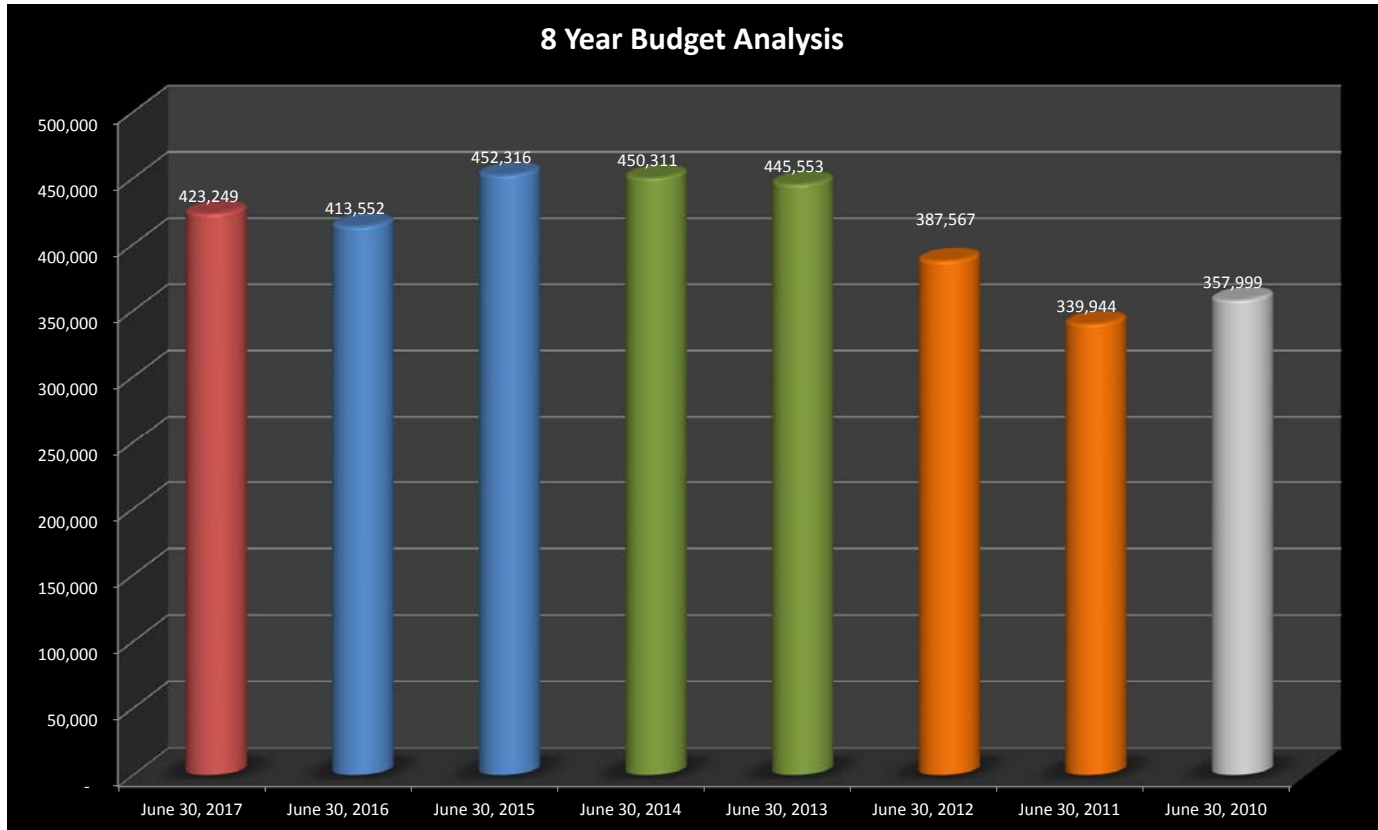
Department: EC Development

Account Number: 431

Notes:

Expenditure data as of 12/13/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services							
103 Salary & Wages of Employees	\$ 203,251	\$ 209,832	\$ 101,687	48.46%	\$ 222,136		
104 FICA Tax - Social Security	\$ 12,744	\$ 13,010	\$ 6,095	46.85%	\$ 13,775		
104 Medicare	\$ 2,981	\$ 3,043	\$ 1,425	46.83%	\$ 3,224		
105 Group Insurance Expense	\$ 36,540	\$ 39,183	\$ 18,673	47.66%	\$ 39,144		
106 Retirement Expense	\$ 28,608	\$ 25,181	\$ 12,203	48.46%	\$ 24,437		
Total Personnel Services	\$ 284,124	\$ 290,249	\$ 140,083	48.26%	\$ 302,716	\$ -	\$ -
Contractual Services							
223 Professional Services	\$ -	\$ 10,000	\$ 10,000	100.00%	\$ 10,000		
Total Contractual Services	\$ -	\$ 10,000	\$ 10,000	100.00%	\$ 10,000	\$ -	\$ -
Contributions / Transfers							
568 Other Contribution	\$ 118,000	\$ 118,000	\$ 59,000	50.00%	\$ 106,000		
568 Airport Authority	\$ 11,428	\$ 5,000	\$ -	0.00%	\$ -		
Total Contributions/Transfers	\$ 129,428	\$ 133,000	\$ 69,000	51.88%	\$ 106,000	\$ -	\$ -
Department Grand Total	\$ 413,552	\$ 423,249	\$ 209,083	49.40%	\$ 418,716	\$ -	\$ -



103 Salary/Wages

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 203,251.00	\$ 101,687.00	\$ 209,832.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Per attached wage sheet		209,831			Do not change this line, make any adjustments below it
Per attached wage sheet			12,305		6% increase is for staff merit raises and employee re-classification
Total	-	209,831	12,305	-	
Total Object Code	222,136				

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
FICA regular wages	13,012				Do not change this line
FICA Staff Increases			763		
Total	13,012	-	763	-	
Total Object Code	13,775				

104 Medicare

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 2,981.00	\$ 1,425.00	\$ 3,043.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Medicare regular wages	3,045				Do not change this line
Medicare for Staff Increases			179		
Total	3,045	-	179	-	
Total Object Code	3,224				

105 Health Insurance

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 36,540.00	\$ 18,673.00	\$ 39,183.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Life		612			Do not change this line
Dental		852			Do not change this line
Vision		336			Do not change this line
Medical		37,344			Do not change this line
Total	-	39,144	-	-	
Total Object Code	39,144				

106 Retirement

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 28,608.00	\$ 12,203.00	\$ 25,181.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Retirement	23,083				Do not change this line
Retirement for Staff Increases			1,354		
Total	23,083	-	1,354	-	
Total Object Code	24,437				

223 Professional Services

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ -	\$ 10,000.00	\$ 10,000.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Business Coach Position		10,000			These funds are used to match the WVSBCDC funds that funds the posititon
Total	-	10,000	-	-	
Total Object Code	10,000				

568 Other Contributions

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 118,000.00	\$ 59,000.00	\$ 118,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Other contribution		106,000			This line item funds our operating budget, excluding salaries and benefits.
Total	-	106,000	-	-	
Total Object Code	106,000				

568 Contribution - Airport Authority

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 11,428.00	\$ -	\$ 5,000.00

[illegible]

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	Gr. Insurance Annual
Goodwin, Lyn	431	1,687.15	43,865.90	2,720.00	637.00	4,826.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Jones, Jane R.	431	1,318.45	34,279.70	2,126.00	498.00	3,771.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Reisenweber, John	431	3,275.46	85,161.96	5,281.00	1,235.00	9,368.00		12.70	-	6.94	-	19.64	235.68
Wheeler, Elizabeth	431	1,789.35	46,523.10	2,885.00	675.00	5,118.00		12.70	23.46	6.94	768.43	811.53	9,738.38
		8,071.00	209,831.00	13,012.00	3,045.00	23,083.00	-	51.00	71.00	28.00	3,112.00	3,261.00	39,125.00
								612.00	852.00	336.00	37,344.00		

BUDGET REQUEST

Fiscal Year: 2017 - 2018

Department: Engineering, GIS, Planning & Zoning

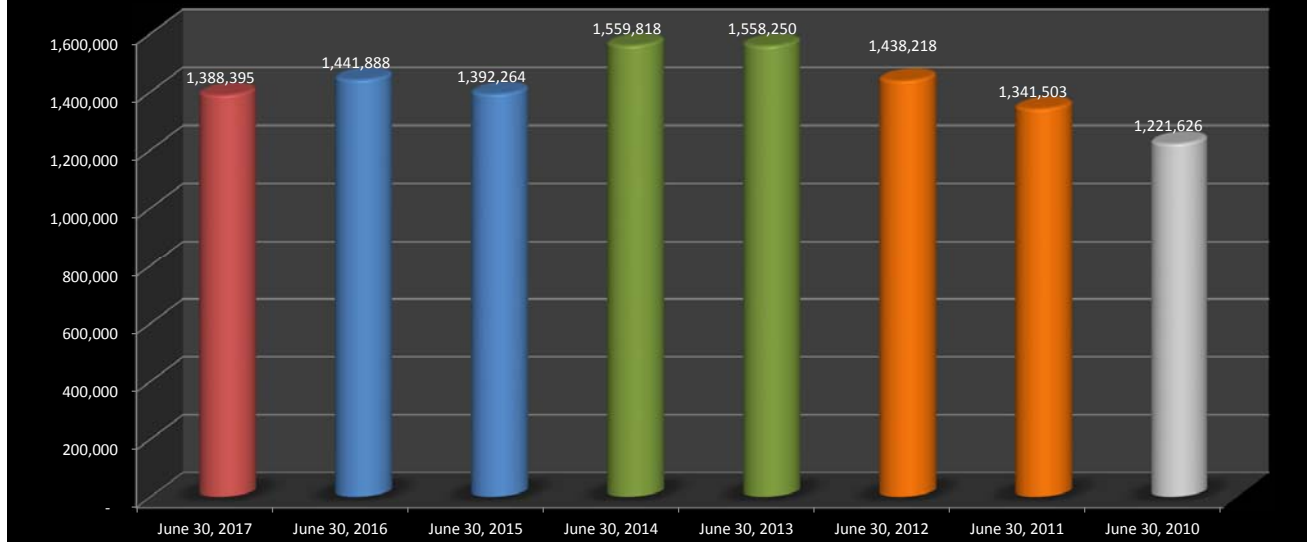
Account Number: 440

Notes:

Expenditure data as of 12/13/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services							
103 Salary & Wages of Employees	\$ 949,103	\$ 932,764	\$ 456,101	48.90%	\$ 925,684		
104 FICA Tax - Social Security	\$ 60,638	\$ 57,831	\$ 27,575	47.68%	\$ 57,836		
104 Medicare	\$ 14,182	\$ 13,525	\$ 6,449	47.68%	\$ 13,532		
105 Group Insurance Expense	\$ 207,585	\$ 201,426	\$ 103,744	51.50%	\$ 217,428		
106 Retirement Expense	\$ 133,477	\$ 111,932	\$ 54,922	49.07%	\$ 101,835		
108 Overtime	\$ 5,133	\$ 7,000	\$ 1,930	27.57%	\$ 7,000		
108 Extra Help	\$ 12,506	\$ 6,000	\$ 5,543	92.38%	\$ -		
Total Personnel Services	\$ 1,382,624	\$ 1,330,478	\$ 656,264	49.33%	\$ 1,323,315	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 2,339	\$ 2,706	\$ 659	24.35%	\$ 2,711		
212 Printing	\$ 567	\$ 200	\$ -	0.00%	\$ 200		
214 Travel	\$ 2,014	\$ 3,125	\$ 122	3.90%	\$ 3,720		
216 M&R- Equipment	\$ 6,531	\$ 2,200	\$ -	0.00%	\$ 2,809		
220 Advertising & Legal Publications	\$ 1,613	\$ 4,000	\$ 281	7.03%	\$ 3,700		
221 Training & Education	\$ 1,759	\$ 3,400	\$ 1,329	39.09%	\$ 4,722		
222 Dues & Subscription	\$ 1,661	\$ 2,335	\$ 662	28.35%	\$ 2,430		
223 Professional Services	\$ -	\$ 15,000	\$ 10,220	68.13%	\$ -		
229 Court Costs & Damages	\$ 807	\$ -	\$ -		\$ -		
230 Contracted Services-Eng	\$ 9,044	\$ 5,000	\$ 4,057	81.14%	\$ 5,000		
230-001 Contracted Services-GIS	\$ 17,593	\$ 3,327	\$ 1,391	41.81%	\$ 1,600		
230-002 Contracted Services-PLN	\$ -	\$ 6,900	\$ 2,591	37.55%	\$ 6,300		
236 Refunding Erroneous Payments	\$ 149	\$ -	\$ -		\$ -		
240 Refunds & Reimbursements	\$ 10	\$ -	\$ -				
Total Contractual Services	\$ 44,087	\$ 48,193	\$ 21,312	44.22%	\$ 33,192	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 7,177	\$ 3,100	\$ 943	30.42%	\$ 3,100		
341-001 Departmental Supplies & Materials-GIS	\$ 4,432	\$ 5,624	\$ 596	10.60%	\$ 5,625		
341-002 Departmental Supplies & Materials-PLN	\$ 797	\$ 1,000	\$ -	0.00%	\$ 1,000		
356 License & Annual Fees	\$ 2,771	\$ -	\$ -		\$ -		
Total Commodities	\$ 15,177	\$ 9,724	\$ 1,539	15.83%	\$ 9,725	\$ -	\$ -
Department Grand Total	\$ 1,441,888	\$ 1,388,395	\$ 679,115	48.91%	\$ 1,366,232	\$ -	\$ -

8 Year Budget Analysis



	FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
	\$ 949,103.00	\$ 456,101.00	\$ 932,764.00

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104 Medicare

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 14,182.00	\$ 6,449.00	\$ 13,525.00

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Medicare Regular Wages	13,430				Do not change this line
Medicare Overtime	102				Do not change this line
Medicare Extra Help	-				Do not change this line
Total	13,532	-	-	-	
Total Object Code	13,532				

105 Health Insurance

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$207,585.00	\$ 103,744.00	\$ 201,426.00

[illegible]

Total	-	217,428	-	-
Total Object Code	217,428			

106 Retirement

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$133,477.00	\$ 54,922.00	\$ 111,932.00

[illegible]

108 Overtime

FY16	FY17 YTD as of	FY17
Actual	12/13/2016	Budget
\$ 5,133.00	\$ 1,930.00	\$ 7,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Overtime		7,000			Overtime is used mainly for Building Permits and Inspections staff. Overtime is needed to cover the front permits desk when the permit technician is out of the office and/or to work longer performing inspections when an inspector is out of the office on leave. Sometimes an inspector ends up working over to help a permit applicant with the permit application and questions.
Total	-	7,000	-	-	
Total Object Code	7,000				

	FY16	FY17 YTD as of	FY17
	Actual	12/13/2016	Budget
	\$ 12,506.00	\$ 5,543.00	\$ 6,000.00

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211 Telephone

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$2,339.00	\$ 659.00	\$ 2,706.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Engineering Cell Phone		660			The cell phone is considered mission critical since it provides for communication from the field to the office and vice-versa. It allows The Chief County Engineer/Building Code Official/Floodplain Manager to make an emergency call when out of the office and in the event we encounter a hostile situation when performing code violation and/or property safety inspections. Therefore, it is also a safety issue. The cell phone is very useful in the event of a disaster and the need to communicate with the Emergency Operations Center. It also allows us to receive the Homeland Security Nixel weather advisory notices and office closing notices when out of the office. It also allows me to check emails and respond when out of the office/town, and see my desk top calendar. It makes for more efficient communication.
Building Inspector Cell Phone (2)		600			The building inspectors use their personal cell phones to communicate between the field and the office. As an example, they make calls to the office when they are unable to get into a house (combination key box does not work) for a final inspection in order to have the homeowner/contractor come and open it. Also, the office calls the building inspector when a contractor calls to cancel an inspection after the building inspector has left the office to perform inspections. The phones also provide the ability to call for help in the event a building inspector becomes injured or falls in a vacant structure being inspected, or in the event of a vehicle break-down. The phones also provide the ability
GIS Manager Cell Phone		660			GIS Office Manager must be available for Emergency Operations Center disaster activations and exercises and check Nixel Alerts, departmental calendars, emails or messages when off site or out of town. As a supervisor, the GIS Manager communicates with staff via text messages or email in the event of delays or unexpected absences. Contacts also synch between Outlook on the phone and the desktop PC.
Planning & Zoning Cell Phone		791			The cell phone is considered mission critical as it allows for efficient and effective communication between the Planner and other staff in the office related to various on-going projects, out of office meetings, and maintaining access to e-mail correspondence when out of the office or out of town. It further allows us to receive Nixel weather advisory notices and office closing notices when out of the office and provides a means of contacting other staff regarding these notices.
Total	-	2,711	-	-	
Total Object Code	2,711				

	FY16	FY17 YTD as of	FY17
	Actual	12/13/2016	Budget
	\$ 567.00	\$ -	\$ 200.00

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214 Travel

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 2,014.00	\$ 122.00	\$ 3,125.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Travel - Engineering Office	2,625				Travel costs for milage reimbursement, food and lodging for out of town training for staff. We seek out training that does not require an overnight stay; however, some training is only offered at certain locations in the state and region and the training spans more than one day, thus requiring overnight lodging and meals. This item mostly covers travel costs for mandated training for the Chief Co. Engineer, Floodplain Manager and the Building Inspectors. Since the the ongoing continuing education is mandated, I consider the travel expenses as a mandated cost also.
					Floodplain Manager continuing education is required under WV State Code §15-5-20a, Section (b). Floodplain Manager Training.
					Building Inspector & Building Code Official continuing education is required under WV State Code, Legislative Rule, Title 87, Series 7, Section 4.2 Continuing Education.
					Professional Engineer continuing education is required under West Virginia State Code §30-13-1 & Legistlative Rule, Title 7, Series 1, Section 10 Continuing Professional Competency.
Travel - GIS/Addressing Office			500		GIS Analyst is on West Virginia Associaion of GIS Professionals and on the WVAGP Communications and Conference Committees, attendance at annual meeting is strongly encouraged. Additional training is often in Charleston or Morgantown.
Travel - Planning & Zoning Office			595		Planning and Zoning mission critical travel costs relate to mileage reimbursement, room and board when out of town training is required. If possible, we look for on-line training or training which does not require an overnight stay, but that is not always possible. If a county vehicle is available, that is used for travel. It should also be noted that Planning and/or Zoning have also been charged with reimbursing Hotel and Travel expenses when the Prosecuting Attorney's office has had to travel to Charleston for court cases.
Total	2,625	-	1,095	-	
Total Object Code	3,720				

216 Maintenance/Repair of Equipment

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 6,531.00	\$ -	\$ 2,200.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Print-O-Stat Large Format Copier/Scanner - Full Service Maintenance Contract		2,200			Print-O-Stat is the vendor and maintenance contract service provider for the large format Black & White scanner/copier utilized by Planning, Engineering and the GIS/Addressing Departments. The scanner/copier equipment is utilized for scanning and copying large maps, plats and construction plan sheets, etc. These documents can be scanned to a .pdf file format and sent to people via email. We are able to provide developers, builders, citizens and other county offices with copies of large formant documents when requested.
Ink Jet Plotter - Full Service Maintenance Contract		609			Print O Stat is the vendor and maintenance contract service provider for the large format ink jet plotter used by all offices in the Mason Building. This plotter is used to print large format maps, plats, construction drawings, etc. (up to 42" wide) These documents are used internally and provided to developers, builders, citizens, municipalities, school board and other county offices as requested. The annual full service maintenance (FSM) contract includes travel, labor and parts and has been recommended by IT staff as critical because it is a specialty item that requires unique technical services. It is more efficient to maintain by FSM than in-house.
Total	-	2,809	-	-	
Total Object Code	2,809				

	FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
	\$1,613.00	\$ 281.00	\$ 4,000.00

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221 Training/Education

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 1,759.00	\$ 1,329.00	\$ 3,400.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Professional Continuing Education & Training - Engineering	2,900				Training and education costs for seminars, workshops, etc. to meet mandated continuing education requirements for staff. We seek out training that has no costs (i.e., Annual GIS User's Workshop, etc); however, some training has to be obtained via on-line courses or webinars and by attending conferences, all which have registration fees. This item mostly covers mandated training for the Chief Co. Engineer, Floodplain Manager and the Building Inspectors.
					Floodplain Manager continuing education is required under WV State Code §15-5-20a, Section (b). Floodplain Manager Training.
					Building Inspector & Building Code Official continuing education is required under WV State Code, Legislative Rule, Title 87, Series 7, Section 4.2 Continuing Education.
					Professional Engineer continuing education is required under West Virginia State Code §30-13-1 & Legislative Rule, Title 7, Series 1, Section 10 Continuing Professional Competency.
					In FY 2017, we will also be incurring the costs of testing and certification of a new building inspector, as required under WV State Code, Legislative Rule, Title 87, Series 7.
Professional Continuing Education & Training - GIS/Addressing			750		The requested amount is enough for one class for GIS staff to maintain professional certification continuing education units.
Professional Continuing Education & Training - Planning & Zoning		1,072		-	There are three mission critical components to the Planning and Zoning training budget request. 1) The County Commission requires training for the Planning Commission and Board of Zoning Appeals. Some years staff has been able to find free training curriculum, but that isn't always possible. 2) When the Office Manager position was eliminated and the staff person in that position was appointed as the Zoning Administrator, a request was made to use a portion of the salary savings to provide some funding for training the zoning administrator position. For example, the Virginia Association of Zoning Professionals Certification offers a three-part training course for \$200 and a Certified Zoning Administrator exam for \$100, plus travel expenses. Additional training seminars and courses are available online through the American Planners Association at various costs. 3) The County Planner requires 32 hours of certification training every two years to maintain AICP certification. Numerous free on-line resources have been utilized but additional hours may require training that has a costs associated with it.
Total	2,900	1,072	750	-	
Total Object Code	4,722				

222 Dues/Subscriptions

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$1,661.00	\$ 662.00	\$ 2,335.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
ASCE Dues - Chief Co. Engineer		240			Membership provides 5 free on-line professional continuing education courses annually thru the American Society of Civil Engineers. The cost of the membership is less than the \$99 cost of each the 5 online courses. In addition, the membership allows me to attend local ASCE chapter meetings, where I've answered other engineer's building code questions and made presentations on the state building code. Attendance at the ASCE meetings (where technical presentations are provided) also qualify for continuing education credit.
ASFPM Membership - Floodplain Managers		280			The American Society of Floodplain Managers (ASFPM) membership & certification renewal covers two persons and the fees are required in order to submit to ASFPM continuing education credits and receive annual Certified Floodplain Manager certification.
ASFPM Certification Renewal - Floodplain Managers		220			
ICC Membership - Jefferson County Govt. Member		175			Jefferson County is a governmental member of the International Code Council (ICC) which gives us significantly discounted prices on the building code books. It also gives us access to a group of code officials who can offer opinions and answers to our questions on how to handle uncommon code issues and violations, etc. Membership also allows us to request interpretations of the code from ICC staff.
WVCOA Membership - Chief Co. Engineer		130			Membership in the West Virginia Code Officials Association (WVCOA) provides us with right to attend quarterly association training opportunities for the Building Inspectors and the Building Code Official. WVCOA is also represents the interests of the jurisdictions enforcing building codes and keeps us informed of legislative issues related to building codes. A Jefferson County Building Inspector serves on the WVCOA Board of Directors.
WVCOA Membership - Bldg. Inspector #1		130			
WVCOA Membership - Bldg. Inspector #2		130			
GIS/Addressing Office		180			WVAGP dues for GIS Manager and GIS Analyst. Needed to maintain continuing education units for certification and professional contributions. GIS Analyst is on WVAGP Communications & Conference Committees; and attends meetings. Membership provides for discounted training opportunities.
Zoning Office		150	290		Subscription to Zoning Practice (\$95) related to various relevant zoning topics for the office; Spirit of Jefferson subscription (\$36); APA membership for Zoning Administrator (\$290)
Planning Office		505			County Planner needs to maintain certification and membership in the American Institute of Certified Planners (AICP, \$155); and membership in the American Planning Association (APA, \$350) to continue as an AICP certified planner. Membership in these organizations also provides access to documents utilized by staff and the Planning Commission.
Total	-	2,140	290	-	
Total Object Code	2,430				

223 Professional Services

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ -	\$ 10,220.00	\$ 15,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Total	-	-	-	-	
Total Object Code	-				

230 Contracted Services

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 9,044.00	\$ 4,057.00	\$ 5,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justiication/ Purpose
Engineering - Ricoh Copier Monthly Maintenance & Overage Charges		3,500			The Ricoh Copier contract was negotiated by the County Commission office staff on behalf of several departments. These charges are for the maintenance/repair contract and for copies in excess of the base contract amount for the Engineering Department copier only. These costs are automatically charged against our budget by the finance department.
Engineering - Private Process Server		1,500			A third-party process server is used to serve Petitions/Complaints and County Commission Orders on property owners who are in violation of the Property Safety Ordinance, especially to property owners who live outside Jefferson County and/or refuse service by USPS.
					Note: When the County Commission authorizes additional funding in mid-year for the mitigation/demolition of abandoned dwellings in violation of the Property Safety Ordinance, the funding is placed into the Contracted Services line item. The contractor is then paid from this line item in the Engineering Dept. Budget. This is the reason for the wide variation in the amounts in this line item over the years.
Total	-	5,000	-	-	
Total Object Code	5,000				

230-001 Contracted Services-GIS

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$17,593.00	\$ 1,391.00	\$ 3,327.00

[illegible]

230-002 Contracted Services-PLN

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ -	\$ 2,591.00	\$ 6,900.00

[illegible]

Total	-	6,300	-	-
Total Object Code	6,300			

236 Refund of Payments

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 149.00	\$ -	\$ -

[illegible]

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ 7,177.00	\$ 943.00	\$ 3,100.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Engineering Office - Office Supplies		3,100			Office supplies are critical to our mission in the Engineering and Permits & Inspections Offices. Funds are used to purchase things like pens, markers, notepads, envelopes, file folders, clips, laminate material for weather proofing permit plaquards, uniforms, notebook binders for reports, chairs, file cabinets, board member name plates, etc.
Total	-	3,100	-	-	
Total Object Code	3,100				

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
GIS & Addressing Office - Office Supplies:					
Plotter Ink		700			GIS- Large format mapping supplies to create maps and data for county commission, county staff, & the public
Plotter Paper		125			GIS- Large format mapping supplies to create maps and data for county commission, county staff, & the public
Lyle Signs - Street Sign Vendor		4,000			Street sign blades. County Addressing Ordinance places responsibility for green and brown street sign replacement and/or installation under the Addressing Coordinator. Costs are related to rates of development, road construction, snow or flood events, and random thefts or auto accidents.
D & S Construction		800			Street sign posts and hardware to erect the blades described above
Total	-	5,625	-	-	
Total Object Code	5,625				

	FY16	FY17 YTD as of	FY17
	Actual	12/13/2016	Budget
	\$ 797.00	\$ -	\$ 1,000.00

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356 License & Annual Fees

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$2,771.00	\$ -	\$ -

[illegible]

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	Gr. Insurance Annual
Beaulieu, Alexandra	440	1,923.08	50,000.08	3,101.00	726.00	5,501.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Brockman, Jennifer	440	3,183.12	82,761.12	5,132.00	1,201.00	9,104.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Burns,Rebecca	440	2,537.29	65,969.54	4,091.00	957.00	7,257.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Carter,David	440	1,523.84	39,619.84	2,457.00	575.00	4,359.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Chalmers,Christine	440	1,333.36	34,667.36	2,150.00	503.00	3,814.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Fagan, Todd	440	2,697.10	70,124.60	4,348.00	1,017.00	7,714.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Garza, Ron	440	1,593.37	41,427.62	2,569.00	601.00	4,558.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Goodwin,Roger	440	3,824.17	99,428.42	6,165.00	1,442.00	10,938.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Gormont, Jessica	440	1,761.82	45,807.32	2,841.00	665.00	5,039.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Greenholtz, Rhonda	440	1,404.23	36,509.98	2,264.00	530.00	4,017.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
Hartman, Jennilee	440	1,644.30	42,751.80	2,651.00	620.00	4,703.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Kent, Joseph	440	2,818.60	73,283.60	4,544.00	1,063.00	8,062.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Mason, D	440	1,548.47	40,260.22	2,497.00	584.00	4,429.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Monaghan, M	440	2,060.89	53,583.14	3,323.00	777.00	5,895.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
Rodriguez, Randall	440	1,384.42	35,994.92	2,232.00	522.00	3,960.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Saunders, Jonathan	440	2,960.26	76,966.76	4,772.00	1,117.00	8,467.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Schutz, Wendy	440	1,404.89	36,527.14	2,265.00	530.00	4,018.00		12.70	23.46	6.94	768.43	811.53	9,738.38
		<u>35,604.00</u>	<u>925,684.00</u>	<u>57,402.00</u>	<u>13,430.00</u>	<u>101,835.00</u>	-	<u>216.00</u>	<u>399.00</u>	<u>118.00</u>	<u>17,386.00</u>	<u>18,119.00</u>	<u>217,423.00</u>
								<u>2,592.00</u>	<u>4,788.00</u>	<u>1,416.00</u>	<u>208,632.00</u>		

MEMORANDUM

Jefferson County, West Virginia
Department of Engineering Planning & Zoning

TO: Michelle Gordon, Finance Director

FROM: Roger Goodwin, P.E.
Director & Chief County Engineer

DATE: February 1, 2017

SUBJECT: Engineering, Planning & Zoning - FY18 Budget

The Department of Engineering, Planning & Zoning FY18 budget is attached, as requested. This budget is the same amount as FY17's budget (with the exception of benefit cost increases added by you). Please note the following about this year's budget request:

1. I met with Todd Fagan, GIS Manager and Jennie Brockman, County Planner, regarding the FY18 budget and our needs in the coming year. We moved funds around amongst the various line items but held to the same FY17 bottom line figures for the following two categories as follows:

- Total Contractual Services:

FY17 Budget \$48,193 less \$15,000 Professional Services = \$33,193
FY18 Request \$38,192 less \$5,000 Court Cost & Damages = \$33,192

- Total Commodities:

FY17 Budget \$9,724
FY 18 Request \$9,725

We also determined that the large format Oce' scanner/copier is nearing the end of its life and becoming obsolete (it is approximately 13 years old) with regard to being maintained under the maintenance contract. We may need to plan for a replacement of this piece of equipment in the FY19 or FY20 budget. The estimated cost is \$25,000 - \$35,000. We also may need to replace a vehicle in FY2020 at an estimated cost of \$25,000.

2. I have several items that remain to be addressed with the FY18 budget:

- A. There is an FY18 Budget Request line item #229, "Court Costs & Damages", with \$5,000 that is not in my past budgets. I don't know why this is in the budget spreadsheet I received from you; there is no tab in the workbook for it. I deleted the figure from the spreadsheet for the FY18 budget.
- B. During the Engineering, Planning & Zoning departments restructuring project I told the County Commission that, as work load increases in the Office of Building Permits & Inspections, we will need to consider adding another person. The position will be for a building plans and permit application reviewer. The person will be cross trained to also perform inspections and fill in at the permit technician's desk as needed. The budget amount for this position (based on employee-only insurance) should be a minimum of \$65,000 (salary & benefit costs) per year.

At this point in time it is highly unlikely that we will find and be able to simply hire a person who is already trained and certified. Recently, both the City of Martinsburg and the City of Ranson made offers of employment to our lead building inspector because they could not find any other candidate in the area who is already certified.

Therefore, I want to point out that under State Code we have two years to get a person trained and certified as a building inspector and building plans reviewer. So it is advisable to hire a person well before the need arises so they can complete the training and certification exams (which typically takes at least 18 months). Until then, their ability to review plans and perform inspections is limited by law. Also, if the county landed a large economic development project we may not be unable to meet the workload demand in a timely manner.

I did not include funding in the Dept. 440 FY18 budget for another building inspector/plans review. I will leave it up to you to decide if funding should be set aside in the 2018 budget year and where the funds should be held if needed.

The need to add additional personnel in the other offices in the FY18 budget is not anticipated at this time. For these offices, there is always the option to utilize consultant services in the event of a short term project (i.e., comprehensive plan update, impact fees recalculation, etc.) that needs to get completed.

3. Just want to give you advance notice that the following projects, which are outside of the EP&Z FY18 budget, may need to be funded in either the FY17 budget or FY18 budget year:

- Sinkhole remediation at the Industrial Park
Estimate \$65,000
- Waste Water Treatment Plant decommissioning at Industrial Park
Estimate \$10,000 - \$20,000 (I have no actual cost figures at this time)
- Emergency Services Agency – Stormwater Management Facility
NPDES Groundwater Injection Control Permit
Estimate \$3,000
- Property Safety Case 14-002 (Bitner/Gupta) in Middleway
Dwelling structure safety hazard mitigation project
Estimate \$4,000

Please let me know if you have any questions or if any changes need to be made to my budget request before it is presented to the County Commission.

BUDGET REQUEST

Fiscal Year: 2017 - 2018

Department: Law Enforcement

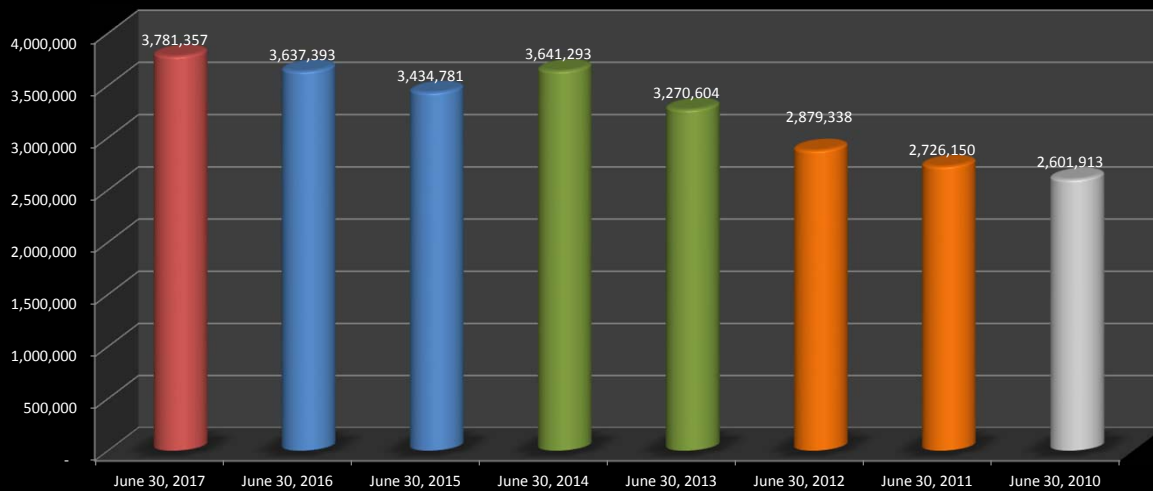
Account Number: 700

Notes:

Expenditure data as of 12/31/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services							
103 Salary & Wages of Employees	\$ 1,886,682	\$ 1,948,951	\$ 924,128	47.42%	\$ 2,477,811		
103 Incremental Pay	\$ 16,500	\$ 17,500	\$ 6,120	34.97%	\$ 17,500		
103 DUI Grant	\$ 27,212	\$ 25,000	\$ 11,950	47.80%	\$ 25,000		
103 Other Grants	\$ 11,114	\$ 37,846	\$ 4,246	11.22%	\$ 74,136		
104 FICA Tax - Social Security	\$ 156,184	\$ 161,253	\$ 73,026	45.29%	\$ 165,591		
104 Medicare	\$ 36,528	\$ 37,710	\$ 17,078	45.29%	\$ 38,740		
105 Group Insurance Expense	\$ 413,148	\$ 476,356	\$ 209,661	44.01%	\$ 449,202		
106 Retirement Expense	\$ 284,637	\$ 263,490	\$ 130,084	49.37%	\$ 278,654		
108 Overtime	\$ 234,398	\$ 179,000	\$ 109,742	61.31%	\$ 165,000		
108 Extra Help	\$ 4,615	\$ 6,000	\$ 1,844	30.73%	\$ 6,000		
109 Bailiffs	\$ 296,416	\$ 292,751	\$ 157,013	53.63%	\$ 310,000		
109 Trip Guards	\$ 13,738	\$ 15,000	\$ 5,176	34.51%	\$ 15,000		
Total Personnel Services	\$ 3,381,172	\$ 3,460,857	\$ 1,650,068	47.68%	\$ 4,022,634	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 16,368	\$ 20,000	\$ 6,751	33.76%	\$ 20,000		
212 Printing	\$ 926	\$ 750	\$ 351	46.80%	\$ 750		
214 Travel	\$ 4,701	\$ 7,000	\$ 1,757	25.10%	\$ 7,000		
216 M&R- Equipment	\$ 2,895	\$ 2,000	\$ -	0.00%	\$ 2,000		
218 Postage	\$ 515	\$ 250	\$ 165	66.00%	\$ 250		
220 Advertising & Legal Publications	\$ 1,331	\$ 1,500	\$ -	0.00%	\$ 1,500		
221 Training & Education	\$ 10,595	\$ 19,500	\$ 7,606	39.01%	\$ 18,000		
222 Dues & Subscription	\$ 2,150	\$ 4,000	\$ 1,900	47.50%	\$ 4,000		
223 Professional Services	\$ 4,612	\$ 5,000	\$ 663	13.26%	\$ 5,000		
229 Court Costs & Damages	\$ -	\$ -	\$ 15,000	-100.00%	\$ -		
230 Contracted Services	\$ 19,848	\$ 18,000	\$ 5,452	30.29%	\$ 18,000		
Total Contractual Services	\$ 63,941	\$ 78,000	\$ 39,645	50.83%	\$ 76,500	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 39,417	\$ 42,500	\$ 15,985	37.61%	\$ 91,551		
343 Automobile Supplies	\$ 11,831	\$ 5,000	\$ 4,066	81.32%	\$ 10,000		
345 Uniforms	\$ 9,683	\$ 5,000	\$ 1,663	33.26%	\$ 7,500		
353 Computer Software	\$ 899	\$ -	\$ -	-	\$ -		
Total Commodities	\$ 61,830	\$ 52,500	\$ 21,714	41.36%	\$ 109,051	\$ -	\$ -
Capital Outlay							
459 Capital Outlay - Equipment	\$ 130,450	\$ 190,000	\$ 63,225	33.28%	\$ 200,000		
Total Capital Outlay	\$ 130,450	\$ 190,000	\$ 63,225	33.28%	\$ 200,000	\$ -	\$ -
Department Grand Total	\$ 3,637,393	\$ 3,781,357	\$ 1,774,652	46.93%	\$ 4,408,185	\$ -	\$ -

8 Year Budget Analysis



103 Salary/Wages

	FY16	FY17 YTD as of	FY17
	Actual	12/31/2016	Budget
\$	1,886,682	\$ 924,128	\$ 1,948,951

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Per attached wage sheet		2,057,811			Do not change this line, make adjustments below it
		420,000			Funding for 6 new deputies. All money was placed in to this line item as
					we can not guess as to medical coverage, certification, ect, so this is our
					estimate of total payroll costs to fund these positions.
Total	-	2,477,811	-	-	
Total Object Code	2,477,811				

103 Incremental Pay

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 16,500	\$ 6,120	\$ 17,500

[illegible]

103 Wages DUI Grant

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 27,212	\$ 11,950	\$ 25,000

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
			25,000		
Total	-	-	25,000	-	
Total Object Code	25,000				

103 Wages other Grants

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 11,114	\$ 4,246	\$ 37,846

[illegible]

Total	-	-	20,000	54,136
Total Object Code	74,136			

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104 Medicare

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 36,528	\$ 17,078	\$ 37,710

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Medicare regular salaries	29,855				Do not change this line
Medicare incremental pay	254				Do not change this line
Medicare DUI salaries	363				Do not change this line
Medicare other grants	1,075				Do not change this line
Medicare over time	2,393				Do not change this line
Medicare extra help	87				Do not change this line
Medicare bailiffs	4,495				Do not change this line
Medicare trip guards	218				Do not change this line
Total	38,740	-	-	-	
Total Object Code	38,740				

105 Health Insurance

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 413,148	\$ 209,661	\$ 476,356

[illegible]

Total	-	449,202	-	-
Total Object Code	449,202			

106 Retirement

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 284,637	\$ 130,084	\$ 263,490

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Retirement regular wages	246,957				Do not change this line
Retirement DUI wages	3,000				Do not change this line
Retirement other grants	8,897				Do not change this line
Retirement overtime	19,800				Do not change this line
Total	278,654	-	-	-	
Total Object Code	278,654				

108 Overtime

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 234,398	\$ 109,742	\$ 179,000

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		165,000			
Total	-	165,000	-	-	
Total Object Code	165,000				

Account 108-002

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109 Wages Bailiffs

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 296,416	\$ 157,013	\$ 292,751

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		310,000			
Total	-	310,000	-	-	
Total Object Code	310,000				

109 Wages Trip Guards

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 13,738	\$ 5,176	\$ 15,000

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		15,000			
Total	-	15,000	-	-	
Total Object Code	15,000				

211 Telephone

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 16,368	\$ 6,751	\$ 20,000

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		20,000			
Total	-	20,000	-	-	
Total Object Code	20,000				

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 926	\$ 351	\$ 750

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		750			
Total	-	750	-	-	
Total Object Code	750				

214 Travel

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 4,701	\$ 1,757	\$ 7,000

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		7,000			
Total	-	7,000	-	-	
Total Object Code	7,000				

216 Maintenance/Repair of Equipment

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 2,895	\$ -	\$ 2,000

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		2,000			
Total	-	2,000	-	-	
Total Object Code	2,000				

218 Postage

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 515	\$ 165	\$ 250

[illegible]

220 Ads/Legal Publications

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 1,331	\$ -	\$ 1,500

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		1,500			
Total	-	1,500	-	-	
Total Object Code	1,500				

221 Training/Education

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 10,595	\$ 7,606	\$ 19,500

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		18,000			
Total	-	18,000	-	-	
Total Object Code	18,000				

222 Dues/Subscriptions

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 2,150	\$ 1,900	\$ 4,000

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		4,000			
Total	-	4,000	-	-	
Total Object Code	4,000				

223 Professional Services

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 4,612	\$ 663	\$ 5,000

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		5,000			
Total	-	5,000	-	-	
Total Object Code	5,000				

230 Contracted Services

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 19,848	\$ 5,452	\$ 18,000

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		18,000			
Total	-	18,000	-	-	
Total Object Code	18,000				

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 39,417	\$ 15,985	\$ 42,500

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
		40,000			
				25,000	We want to look at getting a grant for equipment like body cams most require a partial matching of funds.
				25,000	Replacement Radios
				1,551	Grant approved purchase of 2 color scanners for Records Management and Preservation Board. To Scan and index pre-2014 law enforcement records.
Total	-	40,000	-	51,551	
Total Object Code	91,551				

343 Auto Supplies

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 11,831	\$ 4,066	\$ 5,000

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		10,000			
Total	-	10,000	-	-	
Total Object Code	10,000				

345 Uniforms

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 9,683	\$ 1,663	\$ 5,000

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
		7,500			
Total	-	7,500	-	-	
Total Object Code	7,500				

353 Computer Software

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 899	\$ -	\$ -

[illegible]

Total	-	-	-	-
Total Object Code	-			

354 Computer Hardware

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ -

[illegible]

Total	-	-	-	-
Total Object Code	-			

355 IT Supplies

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ -

[illegible]

Total	-	-	-	-
Total Object Code	-			

Capital Outlay/Equipment

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 130,450	\$ 63,225	\$ 190,000

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		200,000			Vehicles
Total	-	200,000	-	-	
Total Object Code	200,000				

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	Gr. Insurance Annual
Armel, Matthew	700	2,050.83	53,321.58	3,306.00	774.00	6,399.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Boyce, Kevin	700	2,593.69	67,435.94	4,182.00	978.00	8,093.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Brown, DiAnn	700	1,023.08	26,600.08	1,650.00	386.00	3,193.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
Brunswick, Louis	700	1,643.84	42,739.84	2,650.00	620.00	5,129.00		12.70	23.46	6.94	-	43.10	517.20
Colbert, David	700	2,963.16	77,042.16	4,777.00	1,118.00	9,246.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Conway, B	700	2,364.41	61,474.66	3,812.00	892.00	7,377.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Demory, Scott	700	2,280.46	59,291.96	3,677.00	860.00	7,116.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Fletcher, Douglas	700	2,073.99	53,923.74	3,344.00	782.00	6,471.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Fletcher, Ronald	700	2,722.37	70,781.62	4,389.00	1,027.00	8,494.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Forman, Joseph	700	2,364.41	61,474.66	3,812.00	892.00	7,377.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Grantham, Joseph	700	1,827.26	47,508.76	2,946.00	689.00	5,702.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Haynes, Brandon	700	2,364.41	61,474.66	3,812.00	892.00	7,377.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Hess, Charles	700	2,174.69	56,541.94	3,506.00	820.00	6,786.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Hockman, Albert	700	2,280.46	59,291.96	3,677.00	860.00	7,116.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Holz, Steven	700	2,593.69	67,435.94	4,182.00	978.00	8,093.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Jones, Jesse	700	3,423.08	89,000.08	5,519.00	1,291.00	10,681.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Kilmer, G	700	2,280.46	59,291.96	3,677.00	860.00	7,116.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Lemon, Jennifer	700	1,168.65	30,384.90	1,884.00	441.00	3,647.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Lowe, D	700	1,565.12	40,693.12	2,523.00	591.00	4,884.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Lupis, V	700	2,868.27	74,575.02	4,624.00	1,082.00	8,950.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Mahony, Robin F/T hourly	700	1,280.00	33,280.00	2,064.00	483.00	3,994.00		12.70	-	6.94	-	19.64	235.68
Maloney, E	700	2,022.62	52,588.12	3,261.00	763.00	6,311.00		12.70	23.46	6.94	768.43	811.53	9,738.38
McCusker, Bryan	700	1,626.92	42,299.92	2,623.00	614.00	5,076.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Mobley, Tammy	700	1,541.75	40,085.50	2,486.00	582.00	4,811.00		12.70	-	6.94	1,317.40	1,337.04	16,044.52
O' Shea, Conor	700	1,774.04	46,125.04	2,860.00	669.00	5,536.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Palmer, T	700	1,486.37	38,645.62	2,397.00	561.00	4,638.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Potter, William F/T hourly	700	1,280.00	33,280.00	2,064.00	483.00	3,994.00		12.70	-	-	-	12.70	152.40
Renner, M	700	1,486.37	38,645.62	2,397.00	561.00	4,638.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Rjasko, Robert	700	2,073.99	53,923.74	3,344.00	782.00	6,471.00		12.70	23.46	6.94	-	43.10	517.20
Rowland, R	700	1,847.07	48,023.82	2,978.00	697.00	5,763.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Sayampanathan, David	700	1,588.46	41,299.96	2,561.00	599.00	4,956.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Sell, R	700	2,722.37	70,781.62	4,389.00	1,027.00	8,494.00		12.70	23.46	6.94	768.43	811.53	9,738.38
Stely, Travis	700	1,588.46	41,299.96	2,561.00	599.00	4,956.00		12.70	23.46	6.94	1,317.40	1,360.50	16,326.04
Tabler, D	700	2,481.63	64,522.38	4,001.00	936.00	7,743.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Thomas, A	700	2,280.46	59,291.96	3,677.00	860.00	7,116.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Tiong, V	700	2,481.63	64,522.38	4,001.00	936.00	7,743.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Williams, B	700	2,593.69	67,435.94	4,182.00	978.00	8,093.00		12.70	23.46	6.94	1,574.58	1,617.68	19,412.16
Windle, J	700	2,364.41	61,474.66	3,812.00	892.00	7,377.00		12.70	23.46	6.94	-	43.10	517.20
		79,146.57	2,057,811.00	127,607.00	29,855.00	246,957.00	-	482.60	821.10	256.78	35,872.80	37,433.28	449,199.34
								5,792.00	9,854.00	3,082.00	430,474.00		

BUDGET REQUEST

Fiscal Year: 2017 - 2018

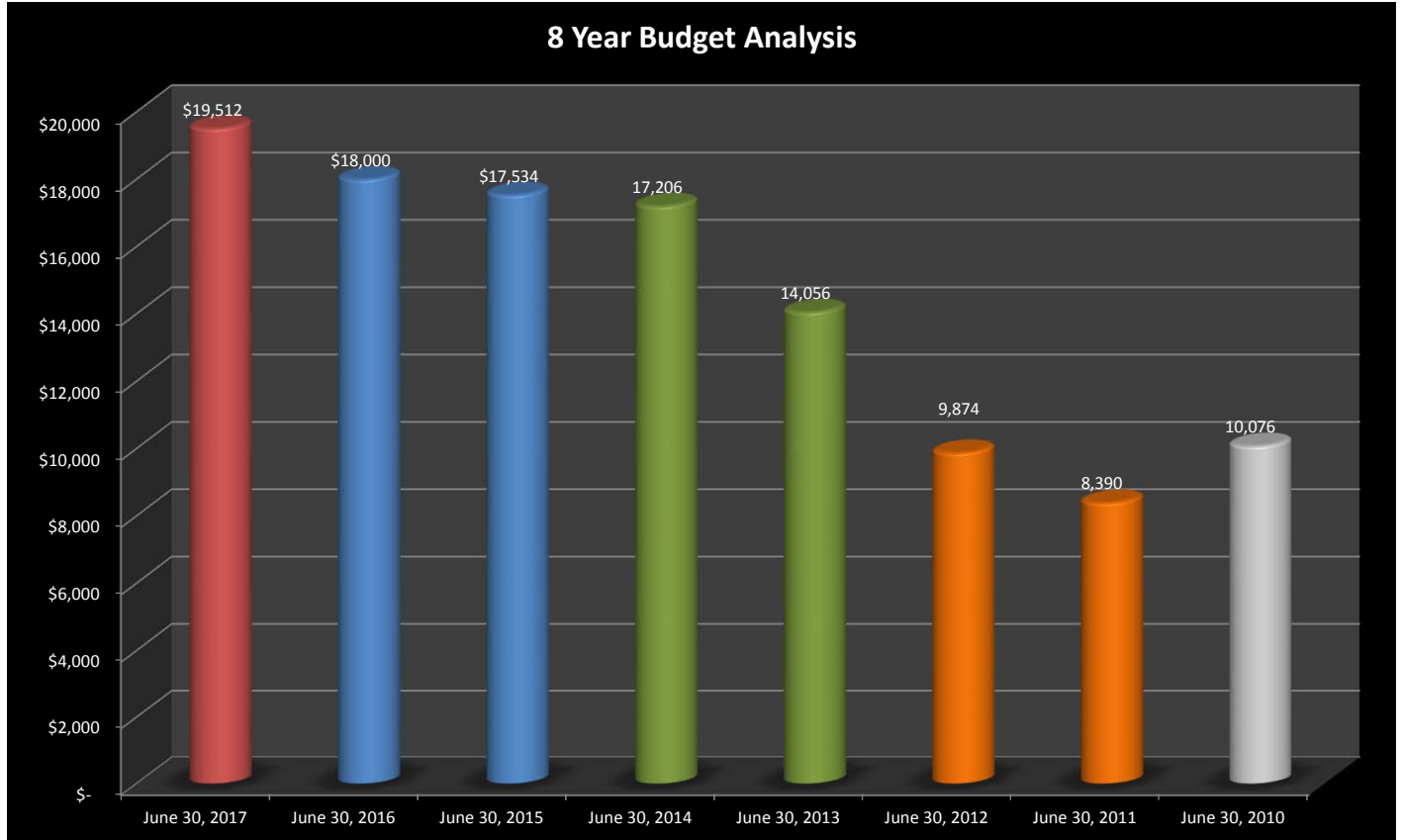
Department: Service of Process

Account Number: 701

Notes:

Expenditure data as of 12/31/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Commodities							
345 Uniforms	\$ 17,564.00	\$ 19,512.00	\$ -	0.00%	18,700		
Total Commodities	\$ 17,564.00	\$ 19,512.00	\$ -	0.00%	18,700	\$ -	\$ -
Department Grand Total	\$ 17,564.00	\$ 19,512.00	\$ -	0.00%	18,700	\$ -	\$ -



345 Uniforms

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 17,564.00	\$ -	\$ 19,512.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
	18,700				
Total	18,700	-	-	-	
Total Object Code	18,700				

BUDGET REQUEST

Fiscal Year: 2017-2018

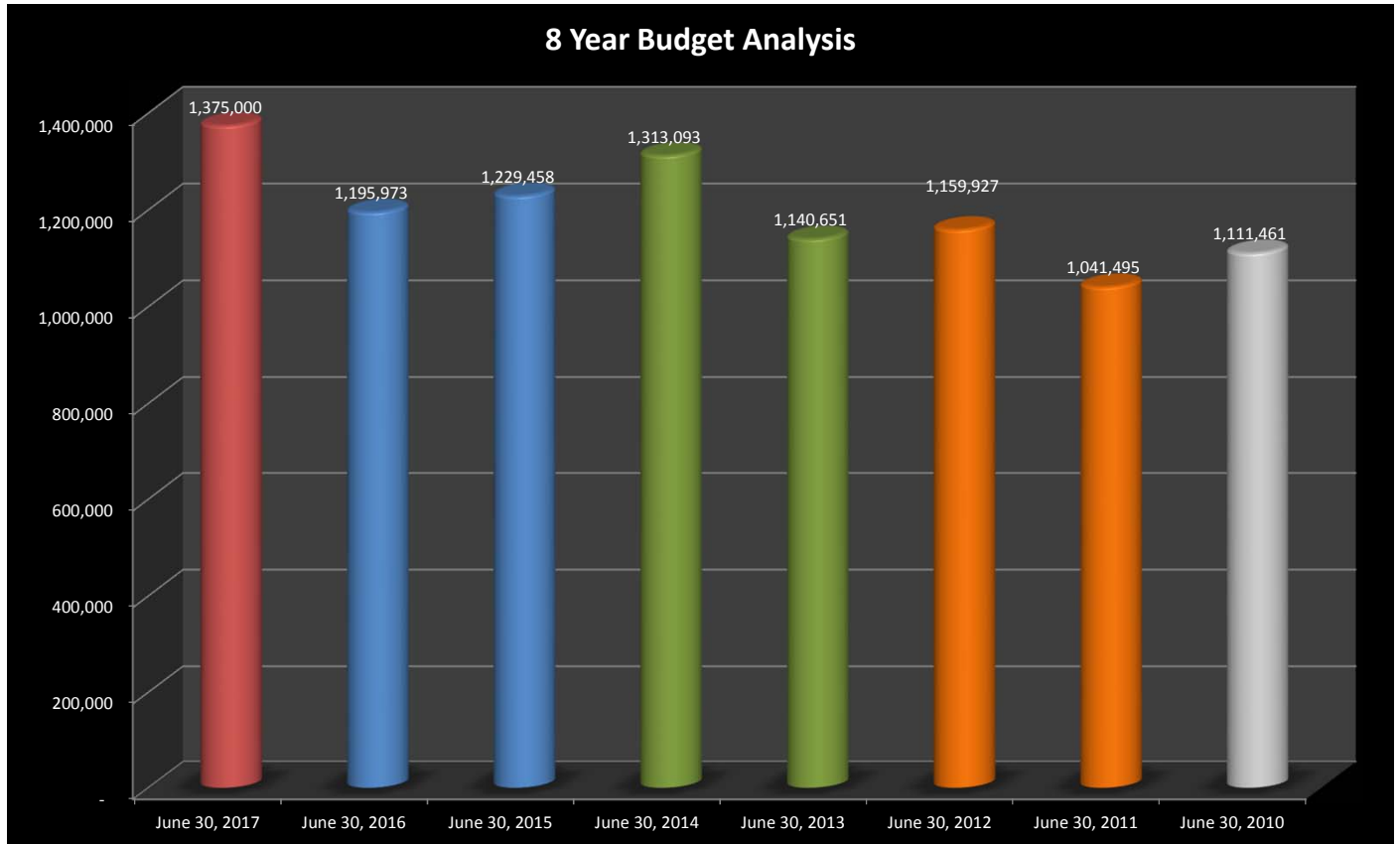
Department: Regional Jail

Account Number: 704

Notes:

Expenditure Data as of 12/31/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Commodities							
344 Food & Drugs - Feeding Prisoners	\$ 1,195,973	\$ 1,375,000	\$ 573,355	41.70%	\$ 1,320,000		
Total Commodities	\$ 1,195,973	\$ 1,375,000	\$ 573,355	41.70%	\$ 1,320,000	\$ -	\$ -
Department Grand Total	\$ 1,195,973	\$ 1,375,000	\$ 573,355	41.70%	\$ 1,320,000	\$ -	\$ -



Jefferson County Commission
Jail Fees (001.704.03.344.000.PS.000)

Month	FY14	FY15	FY16	Mo-Mo	Cumulative by Mo	FY17	Mo-Mo	Cumulative by Mo
June 2013	88,376.80							
July	97,658.00	108,996.75	101,807.50	-6.6%	-6.6%	112,567.25	10.6%	10.6%
August	108,369.50	116,813.25	117,488.75	0.6%	-2.9%	108,852.00	-7.4%	1.0%
September	88,090.45	114,642.00	93,460.25	-18.5%	-8.1%	110,878.50	18.6%	6.2%
October	108,417.75	112,036.50	118,791.50	6.0%	-4.6%	125,553.50	5.7%	6.1%
November	90,903.00	109,720.50	103,737.50	-5.5%	-4.8%	115,503.50	11.3%	7.1%
December	97,320.25	104,151.75	111,457.50	7.0%	-2.9%	141,758.50	27.2%	10.6%
January	99,395.00	115,848.25	105,281.50	-9.1%	-3.9%		-100.0%	
February	81,494.25	102,647.75	82,604.00	-19.5%	-5.7%		-100.0%	
March	123,471.75	95,679.75	95,535.00	-0.2%	-5.1%		-100.0%	
April	108,659.00	81,542.50	85,161.25	4.4%	-4.4%		-100.0%	
May	113,049.75	91,240.75	86,078.00	-5.7%	-4.5%		-100.0%	
June	107,887.00	76,138.50	94,570.00	24.2%	-2.7%		-100.0%	
Total	<u>1,224,715.70</u>	<u>1,229,458.25</u>	<u>1,195,972.75</u>	-2.7%		<u>715,113.25</u>	-40.2%	

1,322,404.66 FY18 Budget Estimate

344 Jail Costs

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 1,195,973.00	\$ 573,355.00	\$ 1,375,000.00

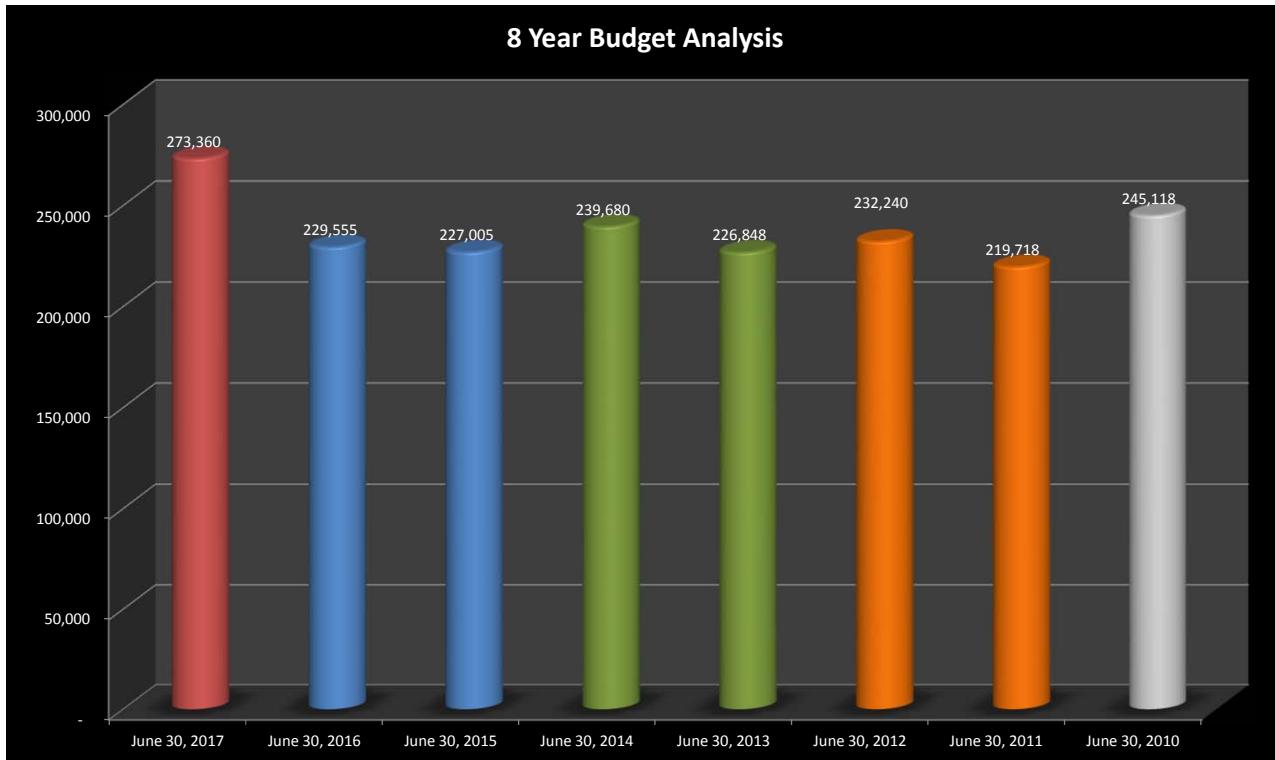
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BUDGET REQUEST

Fiscal Year: 2017 - 2018
Department: Emergency Services
Account Number: 711

Notes: Expenditure data as of 12/31/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services							
103 Salary & Wages of Employees	\$ 139,123	\$ 149,976	\$ 74,265	49.52%	\$ 153,246		
104 FICA Tax - Social Security	\$ 8,710	\$ 9,299	\$ 4,505	48.45%	\$ 9,502		
104 Medicare	\$ 2,037	\$ 2,175	\$ 1,053	48.41%	\$ 2,224		
105 Group Insurance Expense	\$ 30,144	\$ 38,933	\$ 13,949	35.83%	\$ 29,262		
106 Retirement Expense	\$ 19,600	\$ 17,998	\$ 8,912	49.52%	\$ 16,858		
Total Personnel Services	\$ 199,614	\$ 218,381	\$ 102,684	47.02%	\$ 211,092	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 2,430	\$ 2,245	\$ 749	33.36%	\$ 2,640		
212 Printing	\$ 159	\$ 1,000	\$ -	0.00%	\$ 1,000		
214 Travel	\$ 3,810	\$ 4,800	\$ 685	14.27%	\$ 4,800		
216 M&R- Equipment	\$ 1,273	\$ 4,500	\$ -	0.00%	\$ 4,500		
220 Advertising & Legal Publications	\$ 256	\$ 500	\$ -	0.00%	\$ 500		
221 Training & Education	\$ 2,297	\$ 3,075	\$ 100	3.25%	\$ 3,075		
222 Dues & Subscription	\$ 565	\$ 975	\$ 660	67.69%	\$ 1,015		
223 Professional Services	\$ 8,500	\$ 20,500	\$ -	0.00%	\$ 22,500		
230 Contracted Services	\$ 5,356	\$ 9,034	\$ 4,500	49.81%	\$ 9,045		
Total Contractual Services	\$ 24,646	\$ 46,629	\$ 6,694	14.36%	\$ 49,075	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 5,295	\$ 8,350	\$ 672	8.05%	\$ 8,400		
Total Commodities	\$ 5,295	\$ 8,350	\$ 672	8.05%	\$ 8,400	\$ -	\$ -
Department Grand Total	\$ 229,555	\$ 273,360	\$ 110,050	40.26%	\$ 268,567	\$ -	\$ -



103 Salary/Wages

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 139,123	\$ 74,265	\$ 149,976

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Per attached wage sheet		153,246			Do not change this line, make adjustments below it
Total	-	153,246	-	-	
Total Object Code	153,246				

711.xlsm

104 Medicare

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 2,037	\$ 1,053	\$ 2,175

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Medicare	2,224				Do not change this line
Total	2,224	-	-	-	
Total Object Code	2,224				

Account 105Page 5

106 Retirement

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 19,600	\$ 8,912	\$ 17,998

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Retirement	16,858				Do not change this line
Total	16,858	-	-	-	
Total Object Code	16,858				

211 Telephone

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 2,430	\$ 749	\$ 2,245

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Service for 3 Cell Phones		2,371			Director, Deputy Director and AA/PIO/VC are on call 24/7/365
					We send out NIXLE alerts 24/7/365, Receive notifications for decisions on
					closures and/or EOC activations, on-scene incident commanders may need
					to reach us at any hour, 9-1-1 Center has to be able to reach us for
					emergencies and State EOC and Staff need to have access to us 24 hours a
					day. This funding is a transfer from our department to the Emergency
					Communications Department. This is an increase, per ECC Director
Service for 1 wifi hotspot for CAD		269			Director uses this service for CAD in vehicle. This funding is a transfer from
					our department to the Emergency Communications Department. This
					includes a 5% increase over last year's costs, per the Emergency
					Communications Director
Total	-	2,640	-	-	
Total Object Code	2,640				

212 Printing

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 159	\$ -	\$ 1,000

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Printing of brochures, plans, notices		1,000			This funding is required so that printing can be accomplished for brochures, plans, and notices. Examples include: Notices for residents that may need to evacuate to move out of harms way, brochures given out at events, handouts on how to sign up for NIXLE.
Total	-	1,000	-	-	
Total Object Code	1,000				

214 Travel

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 3,810	\$ 685	\$ 4,800

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
State Meetings and Trainings		900			Travel required for state EMPG funding
FEMA Emergency Management Institute		600			Travel required for state EMPG funding
State Emergency Mgmt. Conference		800			Director is the Immediate Past President of the Organization
State Floodplain Managers Workshop		500			Required to maintain Certified Floodplain Manager Certification
National Emergency Mgmt Conference		1,500			National Level conference to learn best practices, new trends, training.
State Interoperable Radio Workshop		500			State EM Director encourages local Emergency Manager to attend.
Total	-	4,800	-	-	
Total Object Code	4,800				

216 Maintenance/Repair of Equipment

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 1,273	\$ -	\$ 4,500

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Maintenance/Repair of all Equipment		4,500			This is for the small repairs and/or to maintain any equipment that has a problem during the year. A list of the JCHSEM equipment inventory is submitted to the County Administrator each year. This includes vehicle trailers that are full of equipment, a Zumro tent, Ham Radio equipment, radios, computers, phones, chargers, CAD toughbooks, ipads, animal sheltering supplies, and additional resources.
Total	-	4,500	-	-	
Total Object Code	4,500				

220 Ads/Legal Publications

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 256	\$ -	\$ 500

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Ads required for legal advertising	500				This line item is for any required legal ads, such as for putting out bids, hiring, and requirements to post for public meetings.
Total	500	-	-	-	
Total Object Code	500				

221 Training/Education

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 2,297	\$ 100	\$ 3,075

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Training Manuals/Supplies		1,000			For CERT, Business Continuity Training, Lunch-N-Learns, Disaster Ready Kids & CDs
Educational supplies for fairs/events			900		Educational materials used at JC Fair, Bark in the Park, Lunch-N-Learns
Conference/Workshop registrations		1,175			For registration fees at conferences/workshops, some requirements for EMPG Grant
Total	-	2,175	900	-	
Total Object Code	3,075				

222 Dues/Subscriptions

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 565	\$ 660	\$ 975

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Dues-Assn. of State Floodplain Managers	300				Required for Certified Floodplain Manager Certification for Director
Dues-Inter'l Assn. of Emergency Mgrs	190				Required for Certified Emergency Manager Accreditation for Director
Dues-WV Emergency Mgrs. Assn.	100				Participation required for EMPG Grant Funding for Director
Dues-N'l Emergency Mgmt. Assn.			200		National Emergency Management Trends, White Papers, Information
Dues-Nationl Fire Association			175		Membership entitles us to discounts on educational materials
Dues-Natural Hazards Mitigation Assn.			50		The Association operates the Resilient Neighbors Network, and selected
					our community as one of 10 across the nation. We are recognized for
					our community's disaster resiliency.
Total	590	-	425	-	
Total Object Code	1,015				

223 Professional Services

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 8,500	\$ -	\$ 20,500

[illegible]

230 Contracted Services

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 5,356	\$ 4,500	\$ 9,034

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Futurity/Orion Damage Assessment		1,000			Fee for web-based damage assessment program
NIXLE/Everbridge		3,615			Fee for web-based emergency alert system/public notification system
CERVIS		1,800			Fee for web-based volunteer management system
Hire Right Background Investigations	2,500				Background investigations for volunteers/employees, required by code
Net Motion Licenses		130			This is required for using CAD. This money is transferred to the
					Emergency Communications Department
Total	2,500	6,545	-	-	
Total Object Code	9,045				

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 5,295	\$ 672	\$ 8,350

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
EOC Supplies for Exercises	1,500				Exercises required for EMPG Grant
EOC Materials and Supplies for Activations	3,000				Supplies to get us started for activations
Books for EM Library			500		Books added to library used by staff, reserachers, and kids programs
Office Supplies not available from Main		1,000			Office supplies not kept in the Maintenance supplies. Specialty items.
Vehicle Washes			200		To keep 2 vehicles clean
Various Iphone Apps		300			Applications needed on iphones/ipads for Emergency Management
Cord Management Boxes for EOC		500			Needed for phone, computer, data wire management in EOC
Mobile ipad charging station		800			For 10 Ipads used for damage assessments; to keep charged and updated.
					inside of a Pelican Case on Wheels.
Deployment Bags (10)		600			For 10 Ipads used for damage assessments for deployment to the field
Total	4,500	3,200	700	-	
Total Object Code	8,400				

Payroll Dept: FY 2017

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	Gr. Insurance Annual
Miller, B	711	2,904.87	75,526.62	4,683.00	1,096.00	8,308.00		12.70	23.46	6.94	768.43	811.53	9,738.36
Allen, Stephen new hire n/a	711	1,576.81	40,997.06	2,542.00	595.00	4,510.00		12.70	23.46	6.94	768.43	811.53	9,738.36
Vallee, B	711	1,412.38	36,721.88	2,277.00	533.00	4,040.00		12.70	23.46	6.94	768.43	811.53	9,738.36
		<u>5,895.00</u>	<u>153,246.00</u>	<u>9,502.00</u>	<u>2,224.00</u>	<u>16,858.00</u>	-	<u>39.00</u>	<u>71.00</u>	<u>21.00</u>	<u>2,306.00</u>	<u>2,435.00</u>	<u>29,216.00</u>

BUDGET REQUEST

Fiscal Year: 2017 - 2018

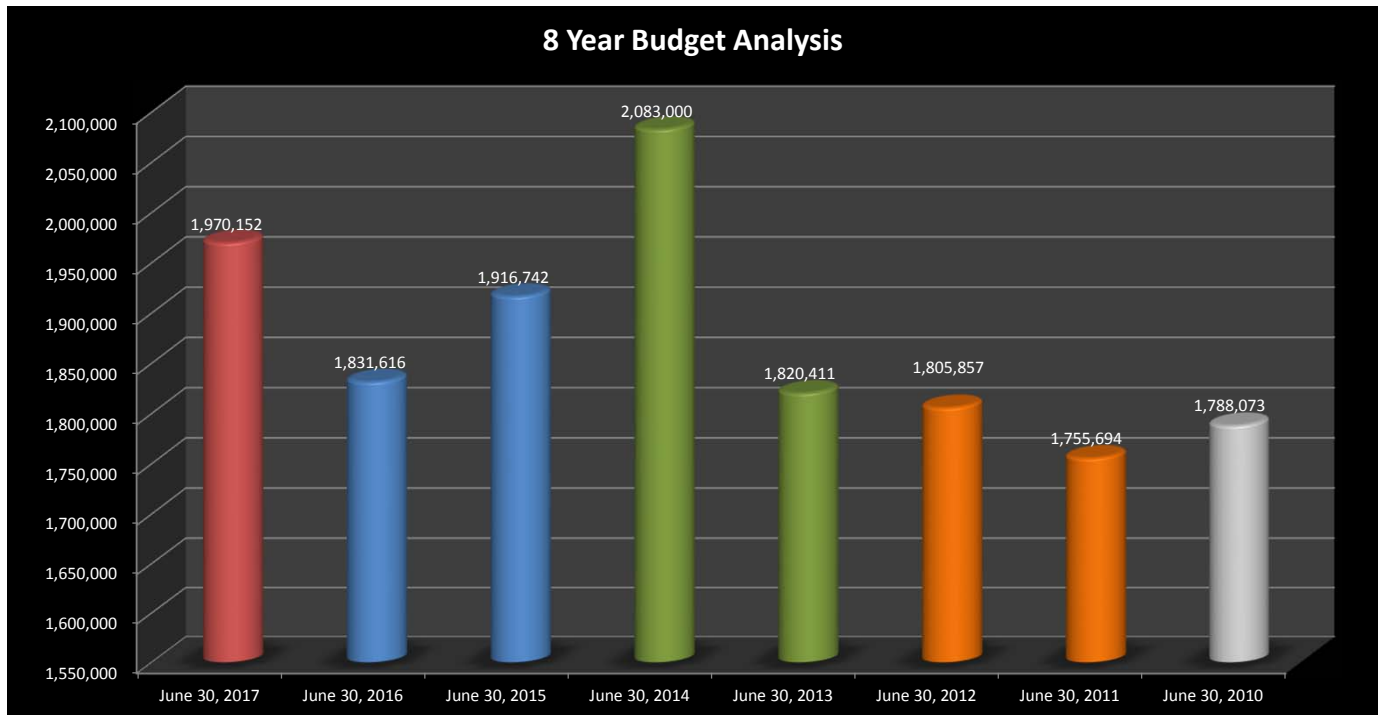
Department: Communication Center

Account Number: 712

Notes:

Expenditure data as of 12/31/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services							
103 Salary & Wages of Employees	\$ 1,029,528	\$ 1,119,584	\$ 499,325	44.60%	\$ 1,126,440		
104 FICA Tax - Social Security	\$ 69,069	\$ 74,685	\$ 33,800	45.26%	\$ 76,360		
104 Medicare	\$ 16,153	\$ 17,467	\$ 7,905	45.26%	\$ 17,873		
105 Group Insurance Expense	\$ 259,404	\$ 289,895	\$ 131,597	45.39%	\$ 273,384		
106 Retirement Expense	\$ 152,583	\$ 140,951	\$ 63,459	45.02%	\$ 129,969		
108 Overtime	\$ 62,844	\$ 55,000	\$ 36,042	65.53%	\$ 55,000		
108 Extra Help	\$ 22,772	\$ 30,000	\$ 38,971	129.90%	\$ 50,000		
Total Personnel Services	\$ 1,612,353	\$ 1,727,582	\$ 811,099	46.95%	\$ 1,729,026	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 81,340	\$ 76,152	\$ 30,651	40.25%	\$ 74,958		
212 Printing	\$ -	\$ 250	\$ -	0.00%	\$ 250		
214 Travel	\$ 8,660	\$ 7,000	\$ 1,832	26.17%	\$ 12,026		
216 M&R- Equipment	\$ 100,597	\$ 113,508	\$ 38,372	33.81%	\$ 97,638		
221 Training & Education	\$ 6,758	\$ 6,500	\$ 2,586	39.78%	\$ 14,869		
222 Dues & Subscription	\$ 636	\$ 1,160	\$ 634	54.66%	\$ 1,148		
223 Professional Services	\$ 12,000	\$ 12,000	\$ 6,000	50.00%	\$ 12,000		
230 Contracted Services	\$ 5,881	\$ 9,000	\$ 5,745	63.83%	\$ 9,012	\$ -	
Total Contractual Services	\$ 215,872	\$ 225,570	\$ 85,820	38.05%	\$ 221,901	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 1,891	\$ 6,500	\$ 898	13.82%	\$ 6,500		
353 Computer Software	\$ -	\$ 7,500	\$ -	0.00%	\$ 8,750		
355 IT Support	\$ 1,500	\$ 3,000	\$ -	0.00%	\$ -		
Total Commodities	\$ 3,391	\$ 17,000	\$ 898	5.28%	\$ 15,250	\$ -	\$ -
Department Grand Total	\$ 1,831,616	\$ 1,970,152	\$ 897,817	45.57%	\$ 1,966,177	\$ -	\$ -



103 Salary/Wages

	FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$	1,029,528	\$ 499,325	\$ 1,119,584

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Per attached wage sheet		1,112,329			Do not change this line, make any adjustments below it
Step Increase - New Employees released from Training		3,531			Step Increase difference for employees hired in FY2017 after successful completion of training. Approved by County Commission at regular meeting on 9/29/16 and 12/15/16
Training Pay		10,580			Training Pay - Communication Training Officer training pay is a 5% amount that is provided to the certified Communications Training Officer for the amount of hours that they train a trainee. Training pay has been afforded to certified CTO's since FY2002
Total	-	1,126,440	-	-	
Total Object Code	1,126,440				

104 FICA

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 69,069	\$ 33,800	\$ 74,685

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
FICA regular salaries	68,975				Do not change this line
FICA overtime	3,410				Do not change this line
FICA extra help	3,100				Do not change this line
FICA for New Employee Step Increases		219			
FICA for Training Pay		656			
Total	75,485	875	-	-	
Total Object Code	76,360				

104 Medicare

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 16,153	\$ 7,905	\$ 17,467

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Medicare regular salaries	16,144				Do not change this line
Medicare overtime	798				Do not change this line
Medicare extra help	725				Do not change this line
Medicare for New Employee Step Increases		52			
Medicare for Training Pay		154			
Total	17,667	206	-	-	
Total Object Code	17,873				

105 Health Insurance

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 259,404	\$ 131,597	\$ 289,895

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Life		3,516			Do not change this line
Dental		5,916			Do not change this line
Vision		1,752			Do not change this line
Medical		262,200			Do not change this line
Total	-	273,384	-	-	
Total Object Code	273,384				

106 Retirement

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 152,583	\$ 63,459	\$ 140,951

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Retirement regular salaries	122,366				
Retirement overtime	6,050				
Retirement for New Employee Step Increases		389			
Retirement for Training Pay		1,164			
Total	128,416	1,553	-	-	
Total Object Code	129,969				

108 Overtime

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 62,844	\$ 36,042	\$ 55,000

[illegible]

[illegible]

FY18
Request
Mission Critical

FY18
Request
Discretionary

Description

	FY18	Request	Mandated
1.000000	0.00	0.00	0.00
2.000000	0.00	0.00	0.00
3.000000	0.00	0.00	0.00
4.000000	0.00	0.00	0.00
5.000000	0.00	0.00	0.00
6.000000	0.00	0.00	0.00
7.000000	0.00	0.00	0.00
8.000000	0.00	0.00	0.00
9.000000	0.00	0.00	0.00
10.000000	0.00	0.00	0.00
11.000000	0.00	0.00	0.00
12.000000	0.00	0.00	0.00
13.000000	0.00	0.00	0.00
14.000000	0.00	0.00	0.00
15.000000	0.00	0.00	0.00
16.000000	0.00	0.00	0.00
17.000000	0.00	0.00	0.00
18.000000	0.00	0.00	0.00
19.000000	0.00	0.00	0.00
20.000000	0.00	0.00	0.00
21.000000	0.00	0.00	0.00
22.000000	0.00	0.00	0.00
23.000000	0.00	0.00	0.00
24.000000	0.00	0.00	0.00
25.000000	0.00	0.00	0.00
26.000000	0.00	0.00	0.00
27.000000	0.00	0.00	0.00
28.000000	0.00	0.00	0.00
29.000000	0.00	0.00	0.00
30.000000	0.00	0.00	0.00
31.000000	0.00	0.00	0.00
32.000000	0.00	0.00	0.00
33.000000	0.00	0.00	0.00
34.000000	0.00	0.00	0.00
35.000000	0.00	0.00	0.00
36.000000	0.00	0.00	0.00
37.000000	0.00	0.00	0.00
38.000000	0.00	0.00	0.00
39.000000	0.00	0.00	0.00
40.000000	0.00	0.00	0.00
41.000000	0.00	0.00	0.00
42.000000	0.00	0.00	0.00
43.000000	0.00	0.00	0.00
44.000000	0.00	0.00	0.00
45.000000	0.00	0.00	0.00
46.000000	0.00	0.00	0.00
47.000000	0.00	0.00	0.00
48.000000	0.00	0.00	0.00
49.000000	0.00	0.00	0.00
50.000000	0.00	0.00	0.00
51.000000	0.00	0.00	0.00
52.000000	0.00	0.00	0.00
53.000000	0.00	0.00	0.00
54.000000	0.00	0.00	0.00
55.000000	0.00	0.00	0.00
56.000000	0.00	0.00	0.00
57.000000	0.00	0.00	0.00
58.000000	0.00	0.00	0.00
59.000000	0.00	0.00	0.00
60.000000	0.00	0.00	0.00
61.000000	0.00	0.00	0.00
62.000000	0.00	0.00	0.00
63.000000	0.00	0.00	0.00
64.000000	0.00	0.00	0.00
65.000000	0.00	0.00	0.00
66.000000	0.00	0.00	0.00
67.000000	0.00	0.00	0.00
68.000000	0.00	0.00	0.00
69.000000	0.00	0.00	0.00
70.000000	0.00	0.00	0.00
71.000000	0.00	0.00	0.00
72.000000	0.00	0.00	0.00
73.000000	0.00	0.00	0.00
74.000000	0.00	0.00	0.00
75.000000	0.00	0.00	0.00
76.000000	0.00	0.00	0.00
77.000000	0.00	0.00	0.00
78.000000	0.00	0.00	0.00

FY18
Request
Mission Critical

FY18
Request
Discretionary

FY18
Request
w Initiative

Justification/
Purpose

50,000

Part-Time staffing helps support vacancies in full time operation. Part-time employees trained through academy classes allow quick transition to full-time employment minimizing open vacancies and overtime

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50,000

211 Telephone

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 81,340	\$ 30,651	\$ 76,152

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Frontier 9-1-1 Tariff, ALI Database, Circuits, BER alt route	61,199				Mandated Tariff, ALI Database, backup routing to BER, and 9-1-1 circuit charges to the County for delivering 9-1-1 services
Sprint Wireless - ECC		2,413			Mission Critical amount is Director/Dep Dir. Discretionary amount for when Sprint charges County for orders, activations, shipping, etc
Sprint Wireless - Hotspots		8,866			Hotspots for Cities of Charles Town, Ranson & Shepherdstown. The monthly amount is reimbursed to the County each month and accounted for in revenue - cost neutral
AT&T		480			Long Distance Services on POTS lines
Language Line		2,000			Language translation services
Total	61,199	13,759	-	-	
Total Object Code	74,958				

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ 250

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Incident Cards			250		
Total	-	-	250	-	
Total Object Code	250				

214 Travel

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 8,660	\$ 1,832	\$ 7,000

[illegible]

Total
Total Object Code

216 Maintenance/Repair of Equipment

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 100,597	\$ 38,372	\$ 113,508

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Motorola - Radio System Maintenance		34,089			WV SIRN Trunked Radio System Maintenance Agreement for Jefferson's Blue Ridge site, & the 10 consoles at PSAP. NICE logging recorder SMA discontinued (although equipment still in operation at ECC)
Frontier - VESTA 9-1-1 Telephone System / T&M Nice		19,200			T&M contract with Frontier or other critical infrastructure vendors - Frontier will respond to place 9-1-1 system back in service 24/7/365 however, hourly rate for tech support onsite will be charged based upon number of techs needed (critical infrastructure). Amount is for one tech. See comments
Teltronics - Motorola Fleet Equipment Maintenance		6,700	3,350		Maintenance of portable and mobile radio's
Motorola - Batteries for Portables		1,580			20 batteries at \$79.00 per battery. Continue replacement program to replace segment of batteries manufactured in 2007
Criticall SMA		599			Candidate Testing Software Upgrade/Maintenance
CPI Computer Projects - OPENFOX		1,800			WEAPON / CJIS Statelink Terminal Software Maintenance
Priority Dispatch Pro-QA, AQUA, Cardset SMA	8,039				Maintenance Agreement for Annual ProQA ESP, AQUA QA and Backup Cardsets
Copier/Xerox SMA		4,800			Copiers for ECC & HSEM
SMARTnet for Cisco Routers		2,050			SMARTnet extended service agreement for two routers (critical infrastructure)
NetMotion Software VPN License SMA		8,888			NetMotion VPN Licenses for public safety CAD. Agencies will reimburse County for \$7,160 (145 of the 180 licenses)
Battery Replacement for NetGear MBB		250			Batteries for Sprint NetGear Zing S771 Mobile Broadband CAD
Schedule Express		4,665			Software Maintenance Agreement for Communications Center employee automated scheduling system
APCO Expectations Licensing SMA		162			Software Maintenance Agreement for Communications Training Officer Daily Observation Review / Reports
Xybix - Console Repairs		1,200			Parts needed to repair dispatch console furniture
nexTEST WEAPON recert software SMA	266				Software Maintenance Agreement for WEAPON recertification software
Total	8,305	85,983	3,350	-	
Total Object Code	97,638				

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ -

[illegible]

Total
Total Object Code

221 Training/Education

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 6,758	\$ 2,586	\$ 6,500

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
EMD Recertification	200				Seven recertifications for EMD
EMD Certification		2,190	730		Certifications for six part-time employees and vacant full-time employees - EMD is State Mandated
WEAPON Certification	600				West Virginia Automated Police Network (WEAPON) NCIC network certification
NIMS 300/400			280		National Incident Management System - Advanced
Continuing Dispatch Education		3,673	2,850		Yearly continuing dispatch education
Navigator Conference (EMD)		1,084			Emergency Medical Dispatch Conference for EMD Coordinator & Dispatcher
SIRN Conference (RADIO)		200			Conference for 2 Radio Programmers - Certification mandated by State
Spillman Conference (CAD)		895			Registration for Spillman National Conference
Spillman East Coast User Group Meeting		140			Registration for Spillman East Coast User Group Meeting
National Emergency Number Assoc.			550		Registration for NENA Conference and Exposition
Association of Public Safety Communications Officials (APCO)	1,477				Certifications of staff required by statute - PST1 40 Hour certifications of newly hired staff. Instructor and CTO Recertifications of existing staff required by WV Code that all employees of 9-1-1 center must be trained using standardized and nationally recognized program
Total	2,277	8,182	4,410	-	
Total Object Code	14,869				

222 Dues/Subscriptions

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 636	\$ 634	\$ 1,160

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
WV E911 Council	50				Yearly Dues to WV E911 Council as voting member
National Emergency Number Assn.		140			Yearly Dues to NENA
The Journal			208		Daily newspaper for ECC staff
APCO	750				Association dues for all managers, trainers, supervisors and dispatchers. Mandated by WV Code that all employees of 9-1-1 center must be trained using standardized and nationally recognized program
Total	800	140	208	-	
Total Object Code	1,148				

223 Professional Services

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 12,000	\$ 6,000	\$ 12,000

[illegible]

230 Contracted Services

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 5,881	\$ 5,745	\$ 9,000

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Background Investigations		4,800	2,400		Background Investigator for eight personnel
Psychological Pre-Employment Screening		1,800			Pre-employment psychological assessments required prior to employing any potential candidate in a secure public safety environment that has access to confidential or criminal history data. Required by state code.
Norfolk Southern Railroad Corp.		12			Contract for rent of space on Blue Ridge tower.
Total	-	6,612	2,400	-	
Total Object Code	9,012				

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 1,891	\$ 898	\$ 6,500

[illegible]

353 Computer Software

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ 7,500

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Spillman Enhancement		8,750			Funds for enhancement of the Spillman software - Required enhancements for the functionality of the software for all public safety agencies
Total	-	8,750	-	-	
Total Object Code	8,750				

355 IT Support

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 1,500	\$ -	\$ 3,000

[illegible]

Total
Total Object Code

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	Gr. Insurance Annual
							12.0%						
Ashley, Jessica	712	1,412.37	36,721.62	2,277.00	533.00	4,040.00	-	-	-	-	-	-	-
Breeden, Shawn	712	1,761.77	45,806.02	2,840.00	665.00	5,039.00	12.70	23.46	6.94	768.43	811.53	9,738.38	
Brown, Lori	712	1,457.62	37,898.12	2,350.00	550.00	4,169.00	12.70	23.46	6.94	1,317.40	1,360.50	16,326.04	
Burke, Kimberly	712	2,244.04	58,345.04	3,618.00	847.00	6,418.00	12.70	23.46	6.94	1,317.40	1,360.50	16,326.04	
Costello, Lynn	712	2,308.54	60,022.04	3,722.00	871.00	6,603.00	12.70	23.46	6.94	1,574.58	1,617.68	19,412.16	
Cross, Christopher	712	2,340.15	60,843.90	3,773.00	883.00	6,693.00	12.70	23.46	6.94	1,317.40	1,360.50	16,326.04	
Daffron, Leah	712	1,457.62	37,898.12	2,350.00	550.00	4,169.00	12.70	23.46	6.94	768.43	811.53	9,738.38	
Dorsey, Pamela	712	1,457.62	37,898.12	2,350.00	550.00	4,169.00	12.70	-	-	-	12.70	152.40	
Dudash, Pamela	712	1,999.50	51,987.00	3,224.00	754.00	5,719.00	12.70	23.46	6.94	1,317.40	1,360.50	16,326.04	
Echment, Karen	712	1,268.65	32,984.90	2,046.00	479.00	3,629.00	12.70	23.46	6.94	768.43	811.53	9,738.38	
Hahn, Richard	712	1,412.38	36,721.88	2,277.00	533.00	4,040.00	12.70	23.46	6.94	768.43	811.53	9,738.38	
Hayden, J	712	2,120.46	55,131.96	3,419.00	800.00	6,065.00	12.70	23.46	6.94	1,574.58	1,617.68	19,412.16	
Hovermale, Staci	712	1,706.96	44,380.96	2,752.00	644.00	4,882.00	12.70	23.46	6.94	768.43	811.53	9,738.38	
King, Kathryn	712	1,552.62	40,368.12	2,503.00	586.00	4,441.00	12.70	23.46	6.94	768.43	811.53	9,738.38	
Lasley, Sara	712	1,412.37	36,721.62	2,277.00	533.00	4,040.00	12.70	-	-	-	12.70	152.40	
McIntyre, M	712	1,761.77	45,806.02	2,840.00	665.00	5,039.00	12.70	23.46	6.94	768.43	811.53	9,738.38	
Miller, Christine	712	1,602.42	41,662.92	2,584.00	605.00	4,583.00	12.70	23.46	6.94	768.43	811.53	9,738.38	
Perry, Angelina	712	1,412.37	36,721.62	2,277.00	533.00	4,040.00	12.70	23.46	6.94	768.43	811.53	9,738.38	
Polczynski, J	712	3,578.52	93,041.52	5,769.00	1,350.00	10,235.00	12.70	23.46	6.94	1,574.58	1,617.68	19,412.16	
Pope, L	712	2,181.35	56,715.10	3,517.00	823.00	6,239.00	12.70	23.46	6.94	1,317.40	1,360.50	16,326.04	
Schweitzer, WC	712	2,003.69	52,095.94	3,230.00	756.00	5,731.00	12.70	23.46	6.94	1,317.40	1,360.50	16,326.04	
Seibel, T	712	1,504.35	39,113.10	2,426.00	568.00	4,303.00	12.70	23.46	6.94	768.43	811.53	9,738.38	
Vacant PSD	712	1,412.37	36,721.62	2,277.00	533.00	4,040.00	12.70	23.46	6.94	768.43	811.53	9,738.38	
Vacant PSD	712	1,412.37	36,721.62	2,277.00	533.00	4,040.00	12.70	23.46	6.94	768.43	811.53	9,738.38	
		42,782.00	1,112,329.00	68,975.00	16,144.00	122,366.00	-	293.00	493.00	146.00	21,850.00	22,780.00	273,359.00

BUDGET REQUEST

Fiscal Year: 2017 - 2018

Department: JCESA - Fire Depts

Account Number: 713

Notes:

Expenditure data as of 12/31/2016

		FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
	Contributions/Transfers							
567	Contributions/Transfers oth Gov. Ent	\$ 420,000	\$ 595,000	\$ 295,000	49.58%	\$ 793,100		
	Total Contributions/Transfers	\$ 420,000	\$ 595,000	\$ 295,000	49.58%	\$ 793,100	\$ -	\$ -
	Department Grand Total	\$ 420,000	\$ 595,000	\$ 295,000	49.58%	\$ 793,100	\$ -	\$ -

567 Contributions to Other Govt Entities

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
420,000	295,000	595,000

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justiication/ Purpose
Building/Grounds (Maint./Mortgage)		192,034			
Fuel		114,488			
Insurance (VFIS, Work. Comp)		360,653			
Utilities		185,949			
Vehicle Payments		343,948			
Vehicle Maint. And Repairs		213,236			
Ambulance Supplies		188,381			
Gear/Equipment (PPE, Hose, SCBA, etc..)		202,245			
Annual Testing (Hose, Pump, Ladder)		27,675			
Payroll, Supplies		140,900			
Other Expenses		316,930			
LESS Volunteer Stations Contributions		(1,493,339)			
Total	-	793,100	-	-	
Total Object Code	793,100				

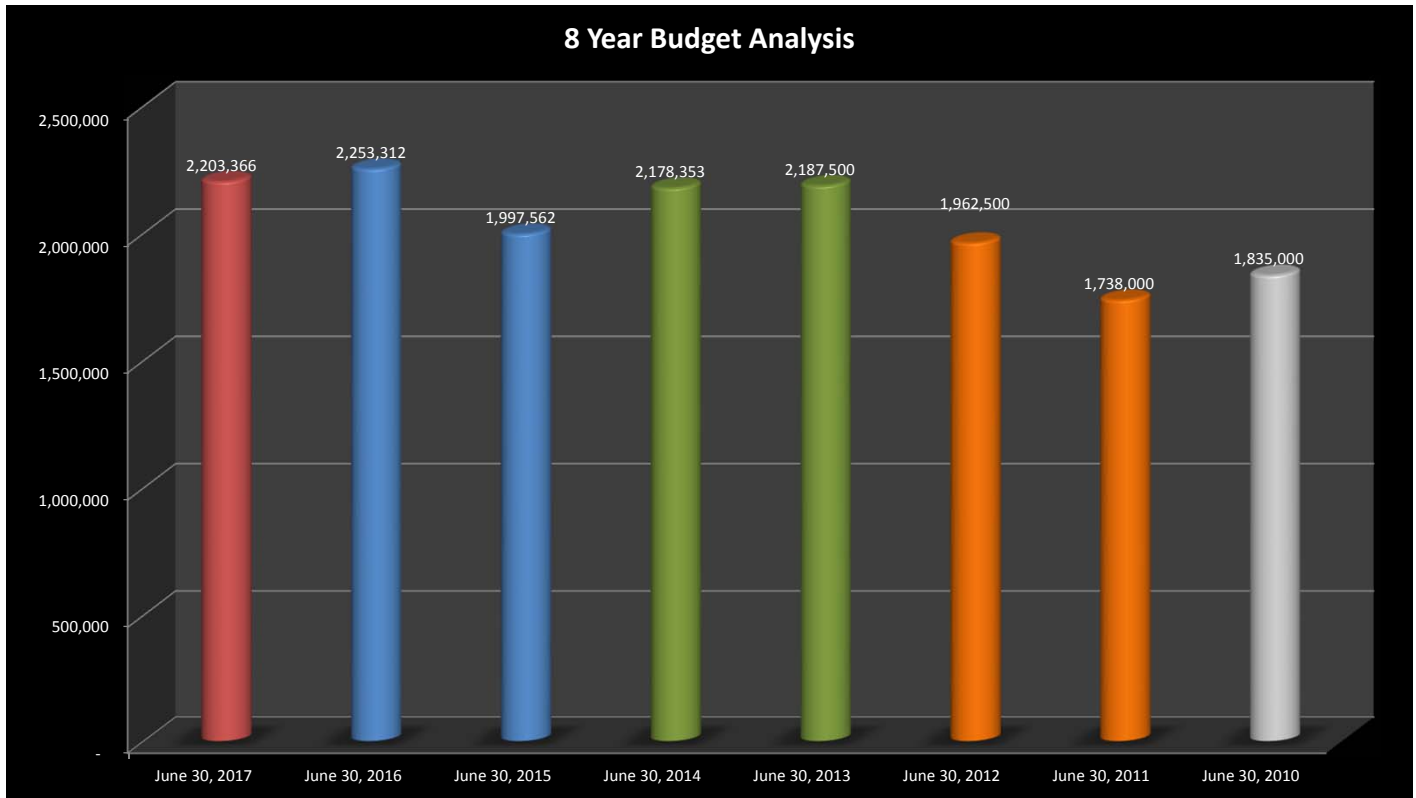
BUDGET REQUEST

Fiscal Year: 2017 - 2018
 Department: JCESA - Ambulance
 Account Number: 715

Notes: Expenditure data as of 12/31/2016

		FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
	Contributions/Transfers							
235	Remittance of Fees Collected	\$ 800,000	\$ 724,692	\$ 350,000	48.30%	\$ 1,987,820		
567	Contributions/Transfers oth Gov. Ent	\$ 1,448,312	\$ 1,478,674	\$ 739,337	50.00%	\$ 1,584,233		
	Total Contributions/Transfers	\$ 2,248,312	\$ 2,203,366	\$ 1,089,337	49.44%	\$ 3,572,053	\$ -	\$ -
	Department Grand Total	\$ 2,248,312	\$ 2,203,366	\$ 1,089,337	49.44%	\$ 3,572,053	\$ -	\$ -

Represents total payments to JCESA and Fire Depts in General Fund and Coal Severance



235 Remittance of Fees Collected

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 800,000.00	\$ 350,000.00	\$ 724,692.00

[illegible]

Total	-	808,168	-	1,179,651
Total Object Code	1,987,820			

567 Contributions to Other Govt Entities

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 1,448,312.00	\$ 739,337.00	\$ 1,478,674.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Full Time		907,625			- No change in headcount.
Part Time - Ops					
Overtime - OPS					
Medical Director		6,438			
Worker Comp		98,682			
FICA/Med		64,210			
Hosp		140,530			
Life		7,774			
Dental		8,223			
Retirement		92,820			
Fuel		18,540			
Maintenance		6,180			
License Ops		3,090			
Supplies		3,090			
Auto and Liability Insurance		40,465			
Ems Supples		45,732			
Misc Uniforms, Train, Tech Svc		28,428			
Bldg Maint, Utilities, Telephone		27,192			
Office Expenses, Dues, Postage etc..		10,025			
Physicals		17,304			
Services:Audit, Billing, Professional		37,286			
Equipment		10,600			
Depreciation		10,000			
Total	\$ -	\$ 1,584,233	\$ -	\$ -	
Total Object Code	\$ 1,584,233				

Five Year Strategic Plan

Five Year Strategic Plan:
Dollars in 000's

	Current Year FY17 Year-1	FY18 Year-2	FY19 Year-3	FY20 Year-4	FY21 Year-5
JCESA Existing	\$1,479.00	\$1,584.00	\$1,631.00	\$1,680.00	\$1,731.00
Amb. Existing	<u>\$758.00</u>	<u>\$808.00</u>	<u>\$832.00</u>	<u>\$857.00</u>	<u>\$883.00</u>
Total Existing	\$2,237.00	\$2,392.00	\$2,463.00	\$2,537.00	\$2,614.00
JCESA/Amb. New	\$758.00	\$1,181.00 2)	\$1,509.00 2)	\$1,867.00 2)	\$2,235.00 2)
Volunteers	\$595.00	\$793.00 3)	\$817.00	\$842.00	\$867.00
Total	<u><u>\$3,590.00</u></u>	<u><u>\$4,366.00</u></u>	<u><u>\$4,789.00</u></u>	<u><u>\$5,246.00</u></u>	<u><u>\$5,716.00</u></u>
Total Headcount =	26	39	44	48	52
New Headcount =		13 2)	18 2)	22 2)	26 2)

Major Assumptions:

1. Annual escalation of 3% to cover inflation for salaries and expenses.
2. New headcount and associated costs (fringe and equipment) included in budget for FY18 thru FY21.
3. Volunteer budget in FY18 covers 100% of shortfall in operations costs.
4. Included in FY18 is a new vehicle at \$60K.

NOTE: Not included above is any capital requirements for volunteers related to gear, SCBA or new trucks/support vehicles.

BUDGET REQUEST

Fiscal Year: 2017 - 2018

Department: Dog Warden

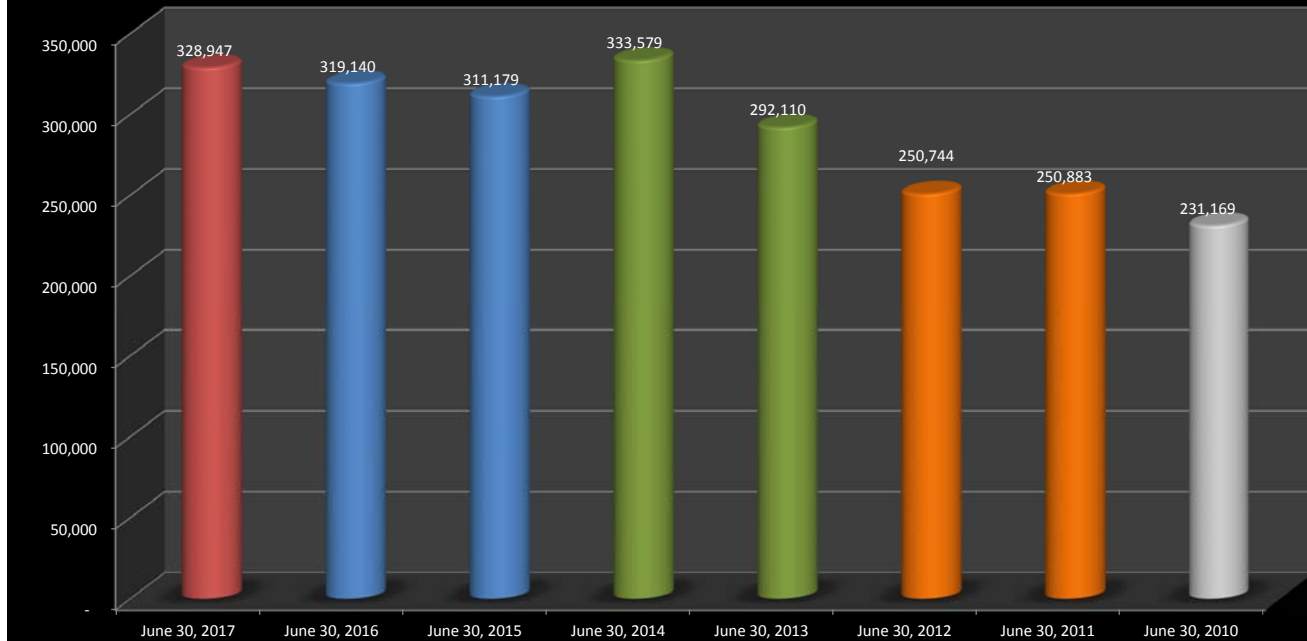
Account Number: 716

Notes:

Expenditure data as of 12/31/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services							
103 Salary & Wages of Employees	\$ 179,215	\$ 190,853	\$ 92,604	48.52%	\$ 190,853		
104 FICA Tax - Social Security	\$ 12,919	\$ 13,074	\$ 6,367	48.70%	\$ 13,076		
104 Medicare	\$ 3,021	\$ 3,058	\$ 1,489	48.69%	\$ 3,061		
105 Group Insurance Expense	\$ 41,353	\$ 48,933	\$ 13,381	27.35%	\$ 20,028		
106 Retirement Expense	\$ 29,078	\$ 25,304	\$ 12,345	48.79%	\$ 23,196		
108 Overtime	\$ 27,190	\$ 20,000	\$ 10,271	51.36%	\$ 20,000		
Total Personnel Services	\$ 292,776	\$ 301,222	\$ 136,457	45.30%	\$ 270,214	\$ -	\$ -
Contractual Services							
211 Telephone	\$ -	\$ 1,400		0.00%	\$ 500		
212 Printing	\$ 507	\$ 500		0.00%	\$ 500		
214 Travel	\$ 2,060	\$ 2,000		0.00%	\$ 2,000		
220 Advertising & Legal Publications	\$ 138	\$ 500		0.00%	\$ 500		
221 Training & Education	\$ 2,565	\$ 1,000	\$ 100	10.00%	\$ 2,000		
222 Dues & Subscription	\$ 200	\$ 450	\$ 125	27.78%	\$ 450		
223 Professional Services	\$ 8,446	\$ 12,000	\$ 3,923	32.69%	\$ 12,000		
230 Contracted Services	\$ 5,400	\$ 2,000	\$ (2,249)	-112.45%	\$ 2,000		
Total Contractual Services	\$ 19,316	\$ 19,850	\$ 1,899	9.57%	\$ 19,950	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 5,115	\$ 5,000	\$ 1,316	26.32%	\$ 5,000		
343 Automobile Supplies	\$ 81	\$ 1,000	\$ -	0.00%	\$ 21,000		
345 Uniforms	\$ 1,852	\$ 1,875	\$ 1,725	92.00%	\$ 1,875		
Total Commodities	\$ 7,048	\$ 7,875	\$ 3,041	38.62%	\$ 27,875	\$ -	\$ -
Department Grand Total	\$ 319,140	\$ 328,947	\$ 141,397	42.98%	\$ 318,039	\$ -	\$ -

8 Year Budget Analysis



103 Salary/Wages

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 179,215.00	\$ 92,604.00	\$ 190,853.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Per attached sheet		190,853			Do not change this line, make adjustments below it
Total	-	190,853	-	-	
Total Object Code	190,853				

Account 104-000

104 Medicare

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 3,021.00	\$ 1,489.00	\$ 3,058.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Medicare regular salaries	2,771				Do not change this line
Medicare overtime	290				Do not change this line
Total	3,061	-	-	-	
Total Object Code	3,061				

105 Health Insurance

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 41,353.00	\$ 13,381.00	\$ 48,933.00

[illegible]

Total	-	20,028
Total Object Code	20,028	

106 Retirement

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 29,078.00	\$ 12,345.00	\$ 25,304.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Retirement regular salaries	20,996				Do not change this line
Retirement overtime	2,200				Do not change this line
Total	23,196	-	-	-	
Total Object Code	23,196				

108 Overtime

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 27,190.00	\$ 10,271.00	\$ 20,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
		20,000			
Total	-	20,000	-	-	
Total Object Code	20,000				

211 Telephone

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ 1,400.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
		1,400			
Total	-	1,400	-	-	
Total Object Code	1,400				

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 507.00	\$ -	\$ 500.00

[illegible]

214 Travel

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 2,060.00	\$ -	\$ 2,000.00

[illegible]

Total
Total Object Code

220 Ads/Legal Publications

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 138.00	\$ -	\$ 500.00

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		500			
Total	-	500	-	-	
Total Object Code	500				

221 Training/Education

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 2,565.00	\$ 100.00	\$ 1,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
		2,000			Recertifications
Total	-	2,000	-	-	
Total Object Code	2,000				

222 Dues/Subscriptions

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 200.00	\$ 125.00	\$ 450.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
		450			
Total	-	450	-	-	
Total Object Code	450				

223 Professional Services

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 8,446.00	\$ 3,923.00	\$ 12,000.00

[illegible]

Total	-	12,000
Total Object Code	12,000	

223-001 Professional Svs Horses

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ -

[illegible]

Total
Total Object Code

230 Contracted Services

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 5,400.00	\$ (2,249.00)	\$ 2,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
		2,000			
Total	-	2,000	-	-	
Total Object Code	2,000				

341 Materials and Supplies

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 5,115.00	\$ 1,316.00	\$ 5,000.00

Description	FY18	FY18	FY18	FY18	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		5,000			
Total	-	5,000	-	-	
Total Object Code	5,000				

343 Automobile Supplies

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 81.00	\$ -	\$ 1,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
		21,000			Current Budget plus money to cover purchase of new vehicle. One of the
					A/C vehicles currently has 204K miles on it.
Total	-	21,000	-	-	
Total Object Code	21,000				

345 Uniforms

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 1,852.00	\$ 1,725.00	\$ 1,875.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
		1,875			
Total	-	1,875	-	-	
Total Object Code	1,875				

354 Computer Hardware

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ -

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/ Purpose
Total	-	-	-	-	
Total Object Code	-				

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ -

[illegible]

Total
Total Object Code

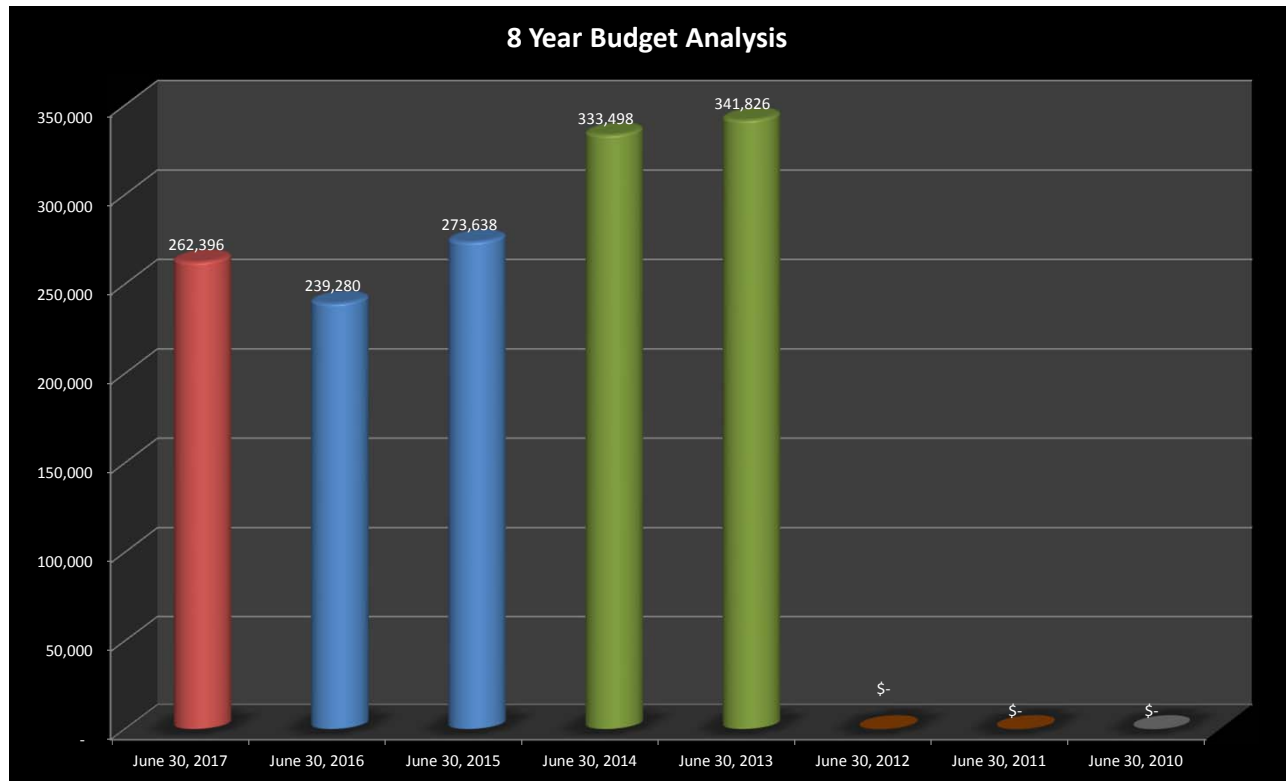
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance	Gr. Insurance Annual
												Monthly	
Boyle, David	716	1,172.61	30,487.86	1,891.00	443.00	3,354.00		12.70	23.46	6.94	768.43	811.53	9,738.36
Ebersole, Jessica	716	1,602.42	41,662.92	2,584.00	605.00	4,583.00		12.70	-	-	-	12.70	152.40
Lambiotte, Denise	716	1,789.35	46,523.10	2,885.00	675.00	5,118.00		12.70	23.46	6.94	768.43	811.53	9,738.36
Pope, Christina	716	1,552.60	40,367.60	2,503.00	586.00	4,441.00		12.70	-	-	-	12.70	152.40
Turley, Dorothy	716	1,223.51	31,811.26	1,973.00	462.00	3,500.00		12.70	-	6.94	-	19.64	235.68
		<u>7,341.00</u>	<u>190,853.00</u>	<u>11,836.00</u>	<u>2,771.00</u>	<u>20,996.00</u>	-	<u>64.00</u>	<u>47.00</u>	<u>21.00</u>	<u>1,537.00</u>	<u>1,669.00</u>	<u>20,018.00</u>

BUDGET REQUEST

Fiscal Year: 2017 - 2018
 Department: Central Garage
 Account Number: 717

Notes: Expenditure data as of 12/31/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Personnel Services							
103 Salary & Wages of Employees	\$ 42,530	\$ 43,452	\$ 21,057	48.46%	\$ 43,452		
104 FICA Tax - Social Security	\$ 2,863	\$ 2,741	\$ 1,338	48.81%	\$ 2,787		
104 Medicare	\$ 670	\$ 642	\$ 313	48.75%	\$ 653		
105 Group Insurance Expense	\$ 9,288	\$ 9,756	\$ 4,650	47.66%	\$ 10,632		
106 Retirement Expense	\$ 6,244	\$ 5,305	\$ 2,595	48.92%	\$ 4,945		
108 Overtime	\$ 2,038	\$ 750	\$ 658	87.73%	\$ 1,500		
Total Personnel Services	\$ 63,633	\$ 62,646	\$ 30,611	48.86%	\$ 63,969	\$ -	\$ -
Contractual Services							
214 Travel	\$ -	\$ 250	\$ -	0.00%	\$ 250		
216 M&R- Equipment	\$ -	\$ 1,000	\$ 391	39.10%	\$ 1,000		
217 M&R - Autos & Trucks	\$ 1,668	\$ 7,000	\$ 728	10.40%	\$ 5,000		
219 Buildings & Equipment & Rents	\$ -	\$ 500	\$ -	0.00%	\$ 500		
223 Professional Services	\$ 1,317	\$ 2,500	\$ 135	5.40%	\$ 2,000		
Total Contractual Services	\$ 2,985	\$ 11,250	\$ 1,254	11.15%	\$ 8,750	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 43,040	\$ 48,000	\$ 20,664	43.05%	\$ 48,000		
342 Record books	\$ 195	\$ 500	\$ -	0.00%	\$ 500		
343 Fuel	\$ 129,427	\$ 140,000	\$ 61,366	43.83%	\$ 140,000		
Total Commodities	\$ 172,662	\$ 188,500	\$ 82,030	43.52%	\$ 188,500	\$ -	\$ -
Department Grand Total	\$ 239,280	\$ 262,396	\$ 113,895	43.41%	\$ 261,219	\$ -	\$ -



103 Salary/Wages

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 42,530.00	\$ 21,057.00	\$ 43,452.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Per attached wage sheet		43,452			Do not change this line, make adjustments below it
Total	-	43,452	-	-	
Total Object Code	43,452				

Account 104-000Page 3

104 Medicare

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 670.00	\$ 313.00	\$ 642.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Medicare regular salaries	631				Do not change this line
Medicare Overtime	22				Do not change this line
Total	653	-	-	-	
Total Object Code	653				

105 Health Insurance

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 9,288.00	\$ 4,650.00	\$ 9,756.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Life		156			Do not change this line
Dental		288			Do not change this line
Vision		84			Do not change this line
Medical		10,104			Do not change this line
Total	-	10,632	-	-	
Total Object Code	10,632				

106 Retirement

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 6,244.00	\$ 2,595.00	\$ 5,305.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Retirement regular salaries	4,780				Do not change this line
Retirement overtime	165				Do not change this line
Total	4,945	-	-	-	
Total Object Code	4,945				

108 Overtime

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$2,038.00	\$ 658.00	\$ 750.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Overtime		1,500			Overtime needed to inclement weather and emrgency repairs
Total	-	1,500	-	-	
Total Object Code	1,500				

214 Travel

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ 250.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Travel			250		
Total	-	-	250	-	
Total Object Code	250				

216 Maintenance/Repair of Equipment

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ 391.00	\$ 1,000.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Maintenance/Equipment Repair		1,000			Maintenance and repair of the specialty equipment needed to service the County Fleet, Vehicle lifts, tire machine, air compressor, ect.
Total	-	1,000	-	-	
Total Object Code	1,000				

217 M&R Auto and Trucks

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 1,668.00	\$ 728.00	\$ 7,000.00

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Maintenance and repair autos		5,000			Special repairs to vehicles that cannot be done in house; Wheel alinements,
					Computer uploads, not much we can't do inhouse, that why we are dropping
					\$2,000.00
Total	-	5,000	-	-	
Total Object Code	5,000				

219 Bldg/Equip Rent

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ -	\$ -	\$ 500.00

[illegible]

Total	-	-	500	-
Total Object Code	500			

223 Professional Services

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$1,317.00	\$ 135.00	\$ 2,500.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Professional Services			2,000		when the service is is not a auto repair shop, tow bills, windshilds, radio install, etc. dropping \$500
Total	-	-	2,000	-	
Total Object Code	2,000				

341 Materials and Supplies

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 43,040.00	\$ 20,664.00	\$ 48,000.00

[illegible]

Total	-	48,000
Total Object Code	48,000	

342 Record Books

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 195.00	\$ -	\$ 500.00

[illegible]

Total	-	500	-	-
Total Object Code	500			

343 Fuel

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 129,427.00	\$ 61,366.00	\$ 140,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Fuel		140,000			Fuel needed for the County fleet
Total	-	140,000	-	-	
Total Object Code	140,000				

Payroll Dept: FY 2017

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 11% Sheriff Deputies: 12% estimate	11.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance	Gr. Insurance Annual
												Monthly	
Blackford, Meredith	717	1,671.21	\$ 43,451	2,694.00	631.00	4,780.00		12.70	23.46	6.94	\$ 841.62	\$ 884.72	\$ 10,616.64
		<u>\$ 1,672.00</u>	<u>\$ 43,452.00</u>	<u>\$ 2,694.00</u>	<u>\$ 631.00</u>	<u>\$ 4,780.00</u>	<u>\$ -</u>	<u>\$ 13.00</u>	<u>\$ 24.00</u>	<u>\$ 7.00</u>	<u>\$ 842.00</u>	<u>\$ 885.00</u>	<u>\$ 10,617.00</u>
								<u>\$ 156.00</u>	<u>\$ 288.00</u>	<u>\$ 84.00</u>	<u>\$ 10,104.00</u>		

BUDGET REQUEST

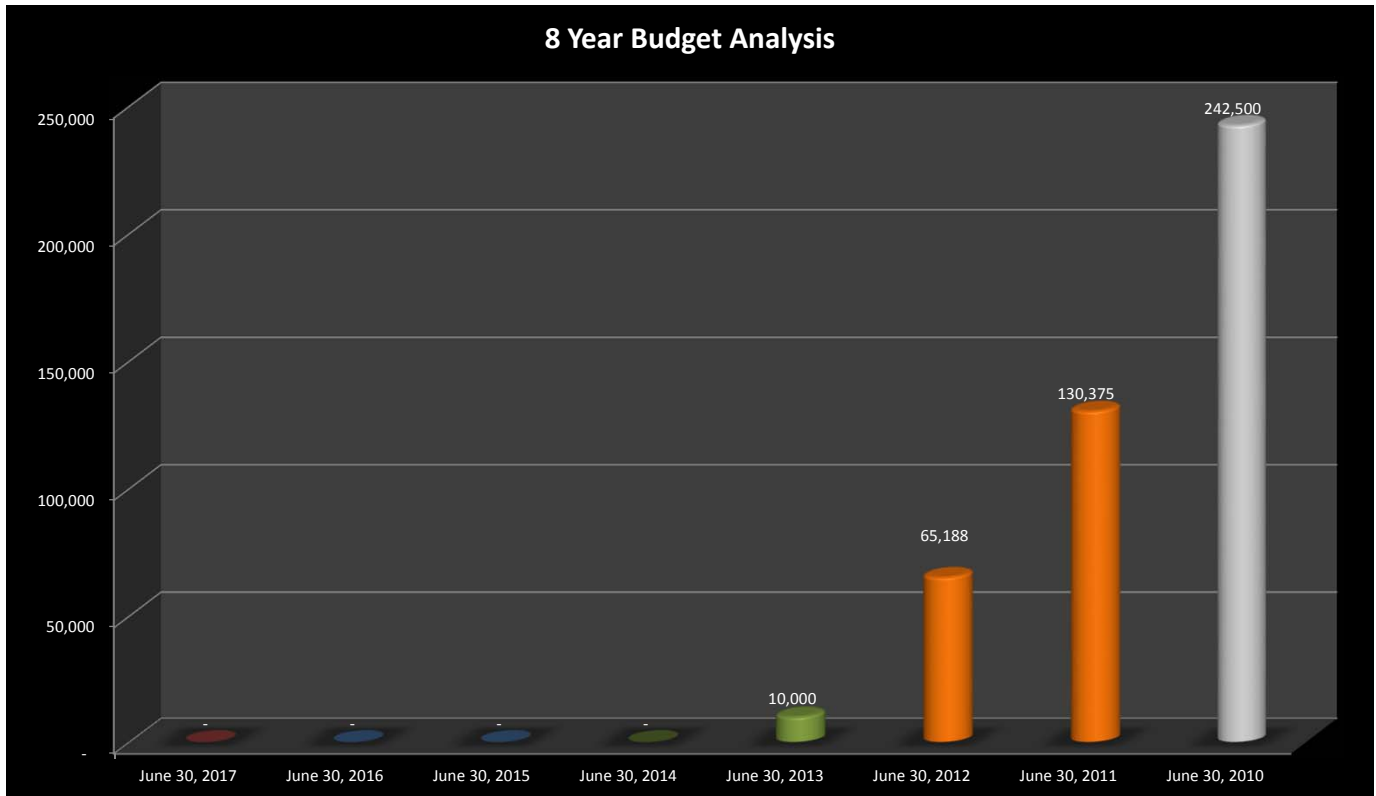
Fiscal Year: 2017 - 2018

Department: Health Department

Account Number: 800

Notes: Expenditure data as of 12/13/2016

		FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
	Contributions/Transfers							
567	Contributions/Transfers oth Gov. Ent	\$ -	\$ -	\$ -		\$ 357,635		
	Total Contributions/Transfers	\$ -	\$ -	\$ -		\$ 357,635	\$ -	\$ -
	Department Grand Total	\$ -	\$ -	\$ -		\$ 357,635	\$ -	\$ -



Historical Budget Review	
Budget Year	Total
June 30, 2017	-
June 30, 2016	-
June 30, 2015	-
June 30, 2014	-
June 30, 2013	10,000
June 30, 2012	65,188
June 30, 2011	130,375
June 30, 2010	242,500

567 Contributions to Other Govt Entities

	FY16	FY17 YTD as of	FY17
	Actual	12/13/2016	Budget
\$	-	\$ -	\$ -

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Budgeted Expenditures					
Clinical Staffing			229,195		
Environmental Staffing			181,709		
Threat Preparation Staffing			21,203		
Physician Director			80,000		
Management & Admin			28,098		
FICA			41,326		
Retirement			58,036		
Workers Comp & Unemployment			17,563		
Health & Life Insurance			115,269		
Medical Supplies			141,063		
Liability Insurance			16,888		
Travel and Mileage			15,533		
State HR and IT			11,462		
Accounting and Audit			9,461		
Equipment Rent /Repair			10,344		
Postage			4,884		
Contracted Personnel			8,537		
Telecommunications			2,967		
Office Expense/Supplies			29,123		
Dues & Subscriptions			2,193		
Moving Forward Clinic			20,000		
Harm Reduction Clinic			11,390		
Other Medical /Environmental Expenses			34,269		
In-Kind Rent, Utilities, Cleaning Services					
Budgeted Revenues					
State Funding			(422,516)		
Fees for Services			(298,000)		
Other Income			(12,362)		
In-Kind Revenue Jefferson Co Comm			-		
Total	-	-	357,635	-	
Total Object Code	357,635				

567 Contributions to Other Govt Entities

	FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
Jefferson County Health Dept	\$ (100,557.82)	\$ -	\$ (242,523.98)

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary
Salary and Benefits			
Clinical Staffing	229,195		
Environmental Staffing	181,709		
Threat Preparation Staffing	21,203		
Physician Director	80,000		
Management & Admin	28,098		
FICA	41,326		
Retirement	58,036		
Workers Comp and Unemployment	17,563		
Health and Life Insurance	115,269		
Medical Supplies	141,063		
Liability Insurance	16,888		
Travel and Mileage	15,533		
State HR and IT	11,462		
Accounting and Audit	9,461		
Equipment Rent/Repair	10,344		
Postage	4,884		
Contracted Personnel	8,537		
Telecommunications	2,967		
Office Expense/Supplies	29,123		
Dues and Subscriptions	2,193		
Moving Forward Clinic	20,000		
Harm Reduction Clinic	11,390		
Other medical/environmental expenses	34,269		
Total	1,090,513	-	-
Total Object Code	1,090,513		

Expenditures

	2015	2016	2017	2018
Salaries	\$510,428	\$448,650	\$481,598	\$533,076
Benefits	<u>\$235,772</u>	<u>\$197,929</u>	<u>\$207,079</u>	<u>\$239,323</u>
Total Personnel	\$746,200	\$646,579	\$688,677	\$772,399
Operating Expenses	<u>\$271,861</u>	<u>\$337,886</u>	<u>\$286,725</u>	<u>\$318,114</u>
Total	<u>\$1,018,061</u>	<u>\$984,465</u>	<u>\$975,402</u>	<u>\$1,090,513</u>
Reduction in Reserve	\$-225,701	\$-100,557	\$-242,524	\$-357,635

Budget Revenue

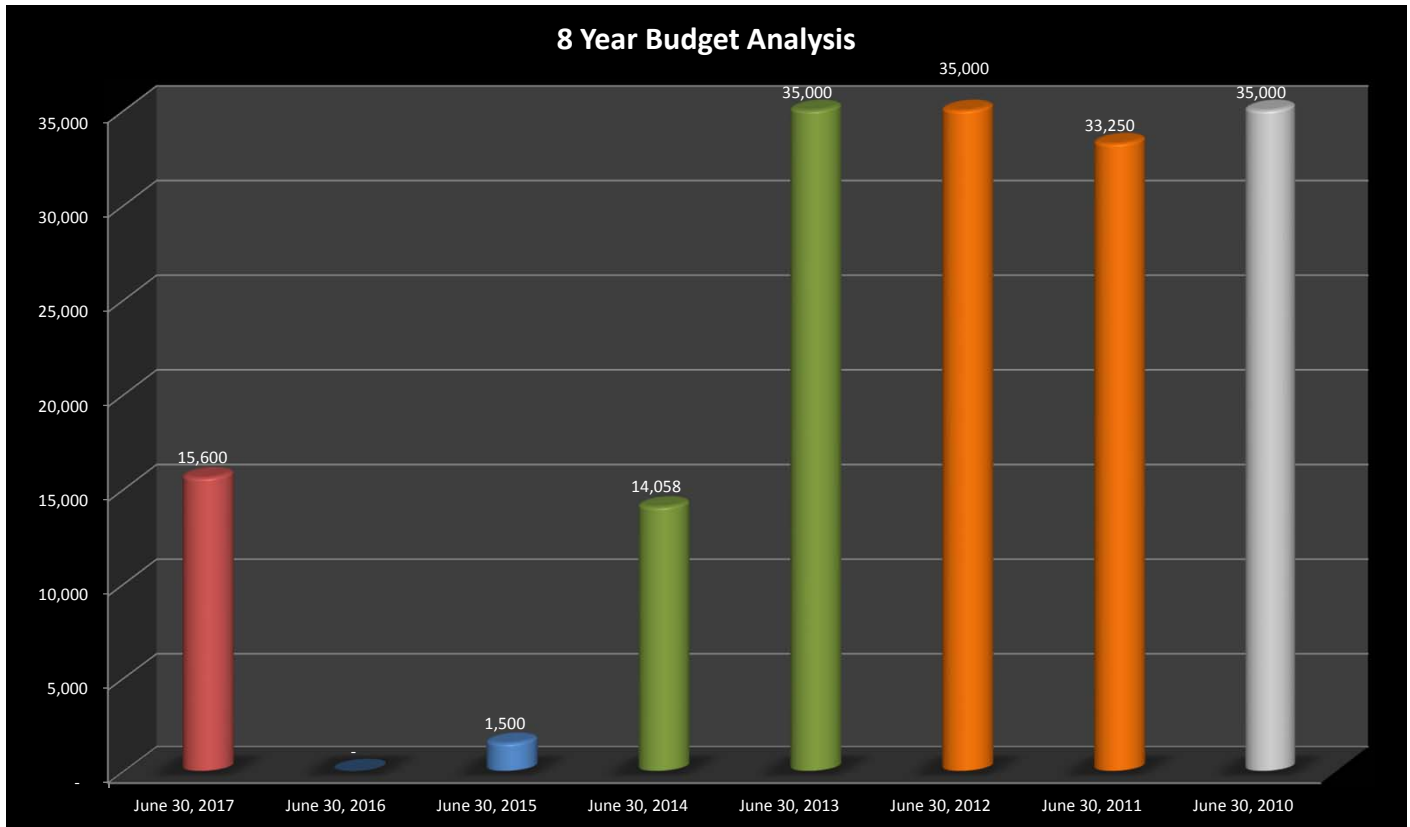
	2015	2016	2017	2018
State Revenue Allocation	\$423,551	\$424,296	\$319,159	\$319,159
State Grants	<u>\$115,611</u>	<u>\$117,645</u>	<u>\$103,357</u>	<u>\$103,357</u>
Total State Funding	\$539,162	\$541,941	\$422,516	\$422,516
Local Health Fees:				
Environmental Fees & Permits	\$203,238	\$209,780	\$203,200	\$203,200
Clinical Fees	\$32,482	\$118,948	\$94,800	\$94,800
Other Income	<u>\$17,478</u>	<u>\$13,239</u>	<u>\$12,362</u>	<u>\$12,362</u>
Total Income	\$792,360	\$883,908	\$732,878	\$732,878

BUDGET REQUEST

Fiscal Year: 2017 - 2018
 Department: Solid Waste Authority
 Account Number: 808

Notes: Expenditure data as of 12/13/2016

	FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ -	\$ 15,600	\$ -		\$ 30,000		
Total Contributions/Transfers	\$ -	\$ 15,600	\$ -		\$ 30,000	\$ -	\$ -
Department Grand Total	\$ -	\$ 15,600	\$ -		\$ 30,000	\$ -	\$ -



567 Contributions to Other Govt Entities

FY16 Actual	FY17 YTD as of 12/13/2016	FY17 Budget
\$ -	\$ -	\$ 15,600.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Support for Sheriff's Activities Related to Litter Control			30,000.00		Pay for the hourly rate for the Sheriff Department's Supervision of Cort Orderd Community Service individuals picking up littered roadways. Mandated by the Jefferson County Comprehensive Litter and Solid Waste Control Plan.
Total	-	-	30,000	-	
Total Object Code	30,000				

BUDGET REQUEST

Fiscal Year: 2017 - 2018

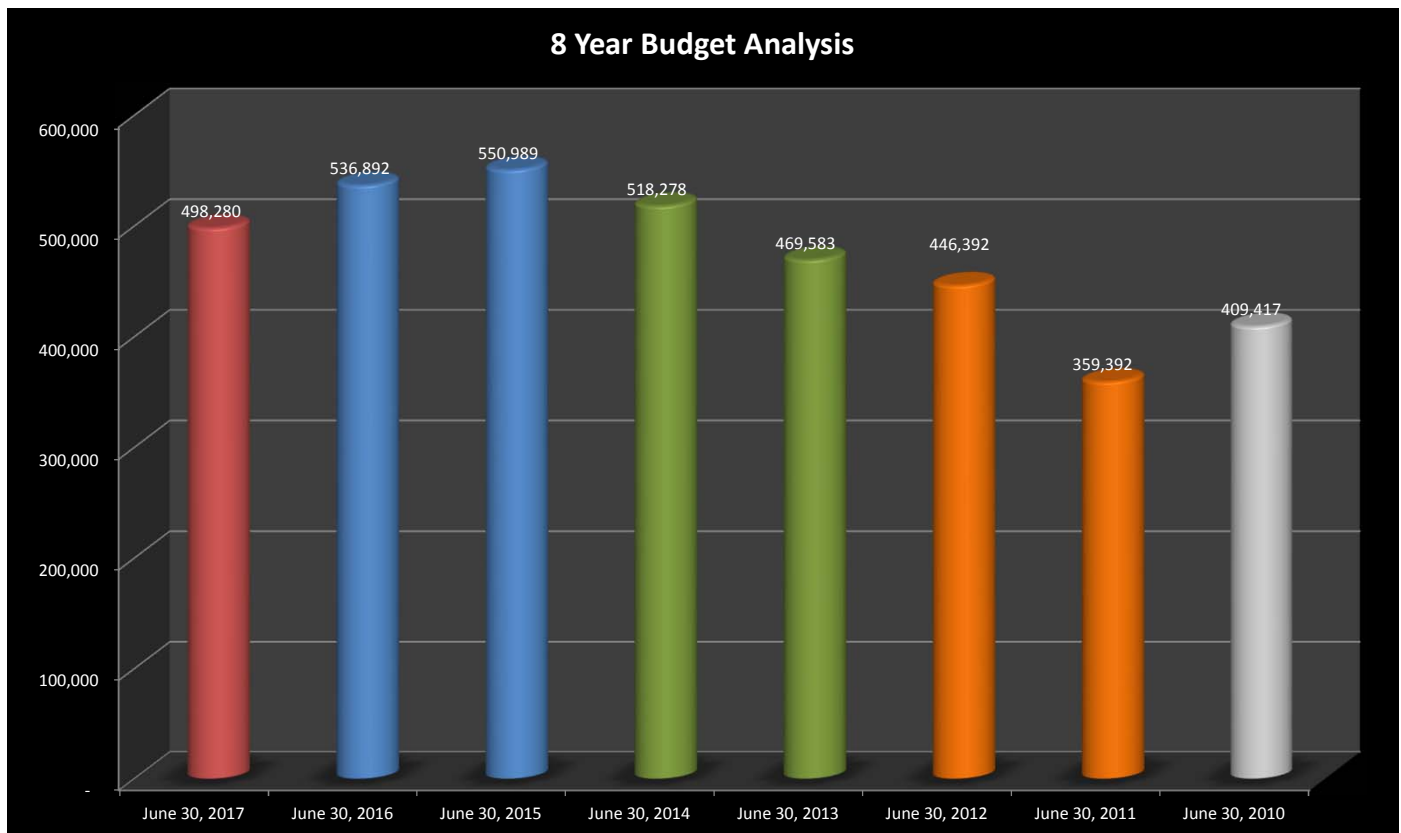
Department: Parks and Recreation

Account Number: 900

Notes:

Expenditure data as of 12/31/2016

		FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
	Contributions/Transfers							
211	Telephone	\$ 1,426	\$ -	\$ -		\$ 2,107		
567-0	Hotel/Motel	\$ 288,855	\$ 252,000	\$ 185,578	73.64%	\$ 313,372		
567-03	Personnel Contribution	\$ 249,111	\$ 243,780	\$ 121,890	50.00%	\$ 243,780		
567	Scholarship	\$ 2,500	\$ 2,500	\$ -	0.00%	\$ 2,500		
567-06	Audit Fees	\$ (5,000)	\$ -	\$ -		\$ -		
	Total Contributions/Transfers	\$ 536,892	\$ 498,280	\$ 307,468	61.71%	\$ 561,759	\$ -	\$ -
	Department Grand Total	\$ 536,892	\$ 498,280	\$ 307,468	61.71%	\$ 561,759	\$ -	\$ -



211 Telephone

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 1,426.00	\$ -	\$ -

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Cell Phones (3)			2,107		Parks & Recreation reimburses the county for cell phones.
Total	-	-	2,107	-	
Total Object Code	2,107				

567 Hotel/Motel

FY16	FY17 YTD as of	FY17
Actual	12/31/2016	Budget
\$ 288,855.00	\$ 185,578.00	\$ 252,000.00

45% of expected revenue

Description	FY18	FY18	FY18	FY18	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Estimated	313,372				Based on 45% of estimated revenue. Estimate provided by MGORDON
					H/M used for seasonal park maintenance staff, park repairs, projects,
					and improvements.
Total	313,372	-	-	-	
Total Object Code	313,372				

567-03 Personnel Contribution

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 249,111.00	\$ 121,890.00	\$ 243,780.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Full-time staff		243,780			The Jefferson County Commission contributes funding to pay for 4.5 full
					time staff. Currently the department is a 6 person staff. Due to previous cuts,
					the 7th position was not funded and additional funding was lost.
Total	-	243,780	-	-	
Total Object Code	243,780				

567 Scholarship

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ 2,500.00	\$ -	\$ 2,500.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Youth Scholarships (Programs/Events)			2,500		Money used to provide progam discounts to under privilege children that live in Jefferson County.
Total	-	-	2,500	-	
Total Object Code	2,500				

567-06 Audit Fees

FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$ (5,000.00)	\$ -	\$ -

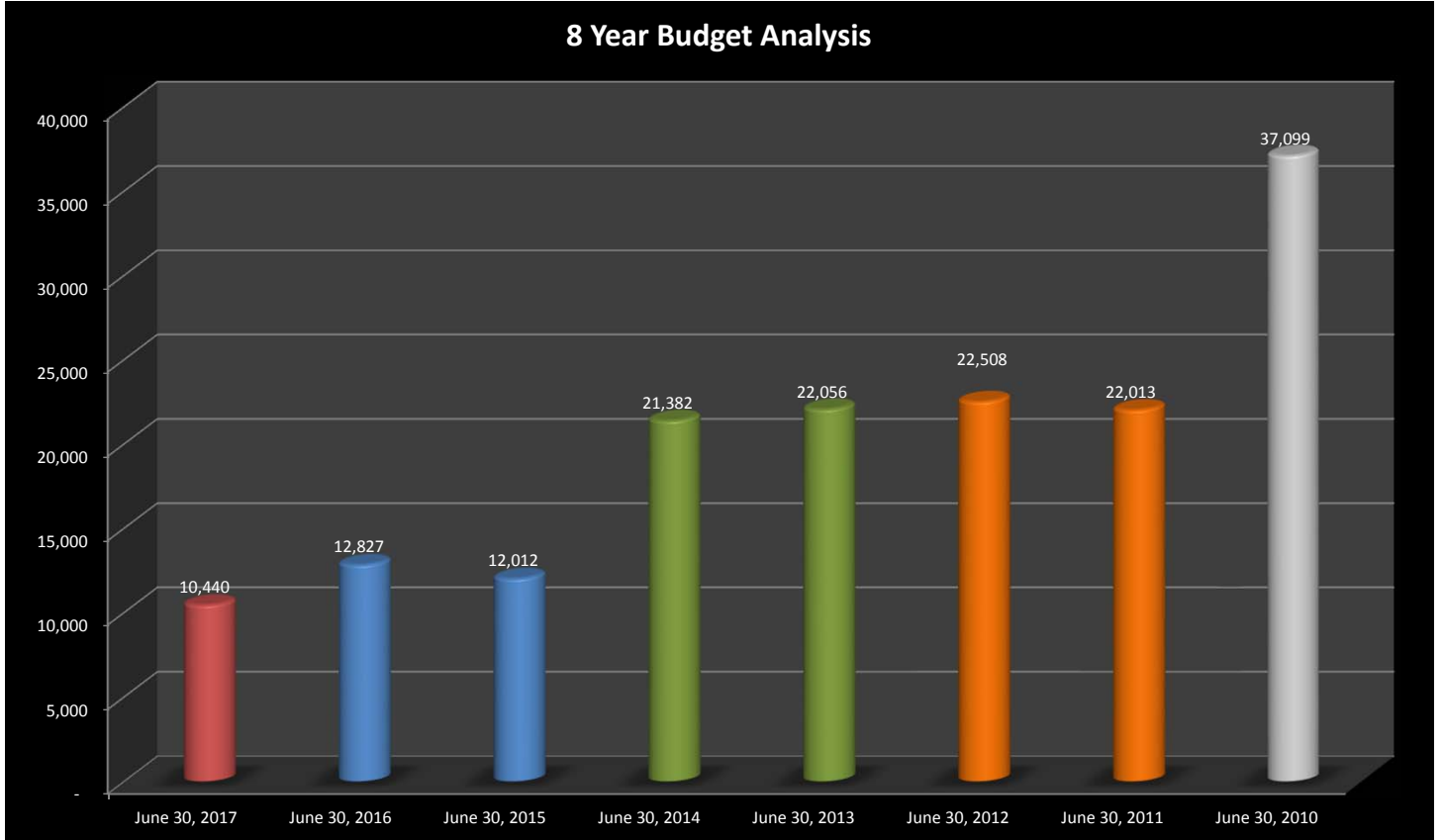
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Total	
Total Object Code	

BUDGET REQUEST

Fiscal Year: 2017 - 2018
 Department: Arts & Humanities
 Account Number: 903
 Notes: Expenditure data as of 12/31/2016

		FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
567	Contributions/Transfers							
	Contributions/Transfers oth Gov. Ent	\$ 12,827	\$ 10,440	\$ 9,237	88.48%	\$ 23,916		
	Total Contributions/Transfers	\$ 12,827	\$ 10,440	\$ 9,237	88.48%	\$ 23,916	\$ -	\$ -
	Department Grand Total	\$ 12,827	\$ 10,440	\$ 9,237	88.48%	\$ 23,916	\$ -	\$ -



567 Contributions to Other Govt Entities

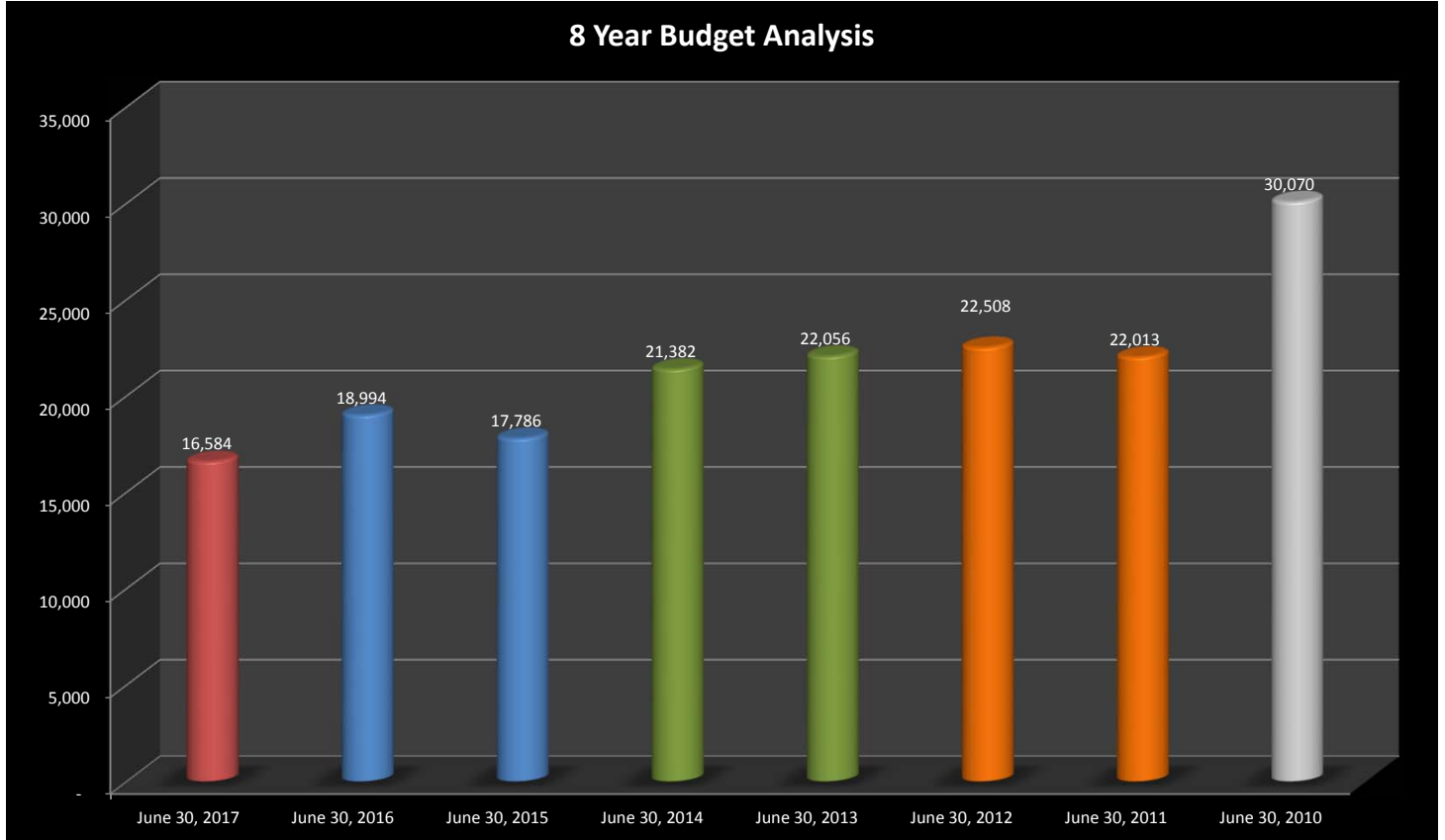
	FY16 Actual	FY17 YTD as of 12/31/2016	FY17 Budget
\$	12,827.00	\$ 9,237.00	\$ 10,440.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Hotel Motel Tax	13,916				FY18 Estimate provided by MGORDON
Total	13,916	-	-	-	
Total Object Code	13,916				

BUDGET REQUEST

Fiscal Year: 2017 - 2018
 Department: Historical Commission
 Account Number: 909
 Notes: Expenditure data as of 12/13/2016

		FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
567	Contributions/Transfers							
	Contributions/Transfers oth Gov. Ent	\$ 18,994	\$ 16,584	\$ 13,677	82.47%	\$ 24,727		
	Total Contributions/Transfers	\$ 18,994	\$ 16,584	\$ 13,677	82.47%	\$ 24,727	\$ -	\$ -
	Department Grand Total	\$ 18,994	\$ 16,584	\$ 13,677	82.47%	24,727	\$ -	\$ -



567 Contributions to Other Govt Entities

	FY16	FY17 YTD as of	FY17
	Actual	12/13/2016	Budget
\$	18,994.00	\$ 13,677.00	\$ 16,584.00

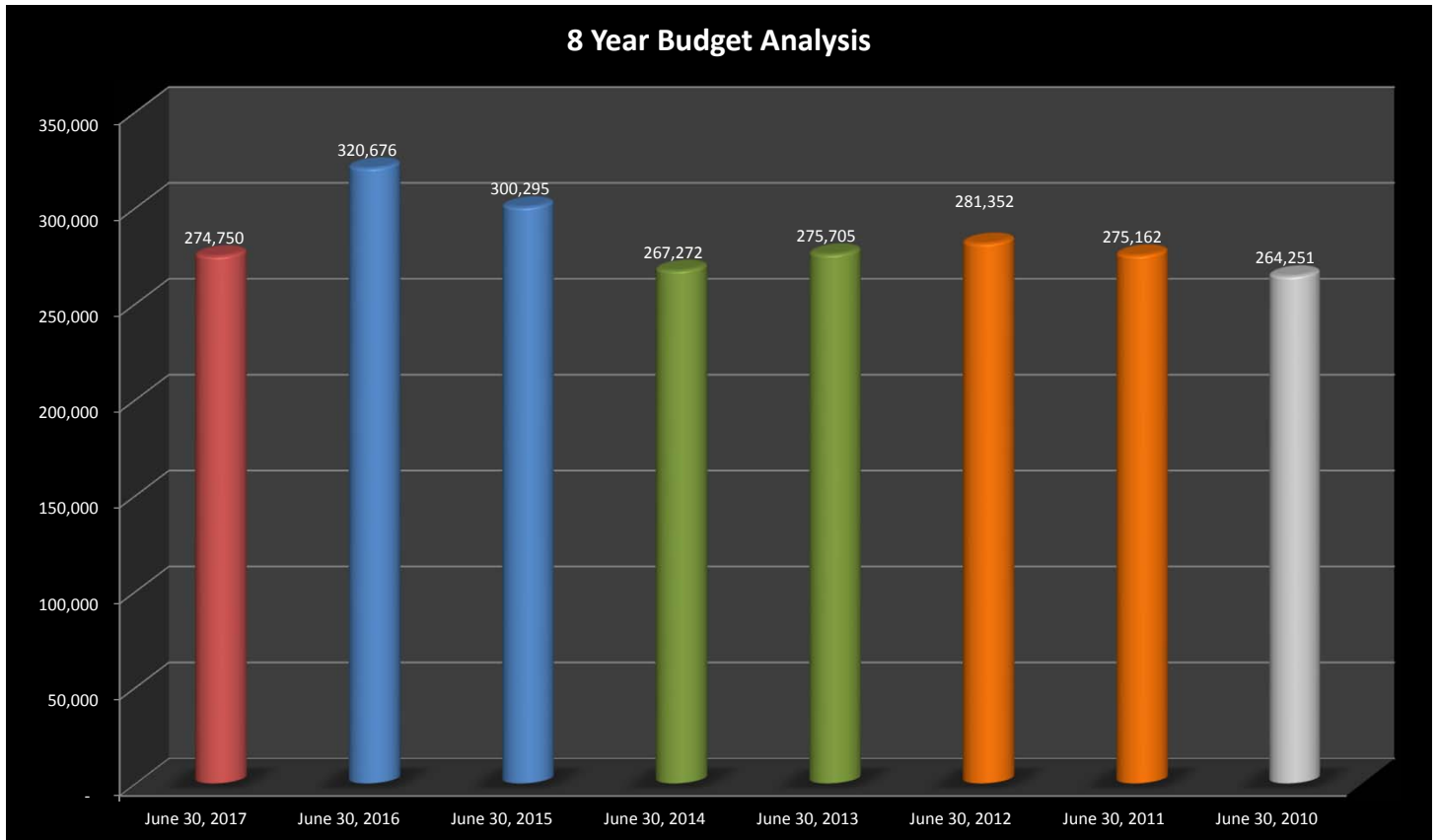
Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Hotel Motel Tax	20,606				FY18 Estimate provided by MGORDON
How funds are spent by Historical Comm					
Insurance WVCoRP			2,327		
WV State Audit - Assumes single audit			2,700		
AmeriCorps Member, Full Time 1700 hours			4,000		
Commission Operations; printing, signage			1,500		
Bookkeeping			1,000		
Peter Burr Farm; utilities & maintenance			2,500		
Snow Hill/Poor Farm, upgrades			1,500		
Shepherdstown Battlefield, security maint			2,500		
WV GeoExplorer Project			1,000		
Contribution to EWVCF			1,000		
JCHLC Archives at Shepherd University			350		
NTHP membership			250		
PAWV membership			100	4,000	Request change in allotment percentage from 2.96% to 3.5% to cover increased
					adiministrative costs, specifcilly the audit and bookkeeing
Revenue from Hotel Motel Tax			(20,606)		
Total	20,606	-	121	4,000	
Total Object Code	24,727				

BUDGET REQUEST

Fiscal Year: 2017 - 2018
 Department: Convention Visitors Bureau
 Account Number: 911

Notes: Expenditure Data as of 1/13/2017

		FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
567	Contributions/Transfers							
	Contributions/Transfers oth Gov. Ent	\$ 320,676	\$ 274,750	\$ 230,916	84.05%	\$ 347,894		
	Total Contributions/Transfers	\$ 320,676	\$ 274,750	\$ 230,916	84.05%	\$ 347,894	\$ -	\$ -
	Department Grand Total	\$ 320,676	\$ 274,750	\$ 230,916	84.05%	\$ 347,894	\$ -	\$ -



567 Contributions to Other Govt Entities

FY16	FY17 YTD as of	FY17
Actual	1/13/2017	Budget
\$ 320,676.00	\$ 230,916.00	\$ 274,750.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
Hotel Motel Tax	347,894				FY18 Estimate provided by MGORDON
Total	347,894	-	-	-	
Total Object Code	347,894				

BUDGET REQUEST

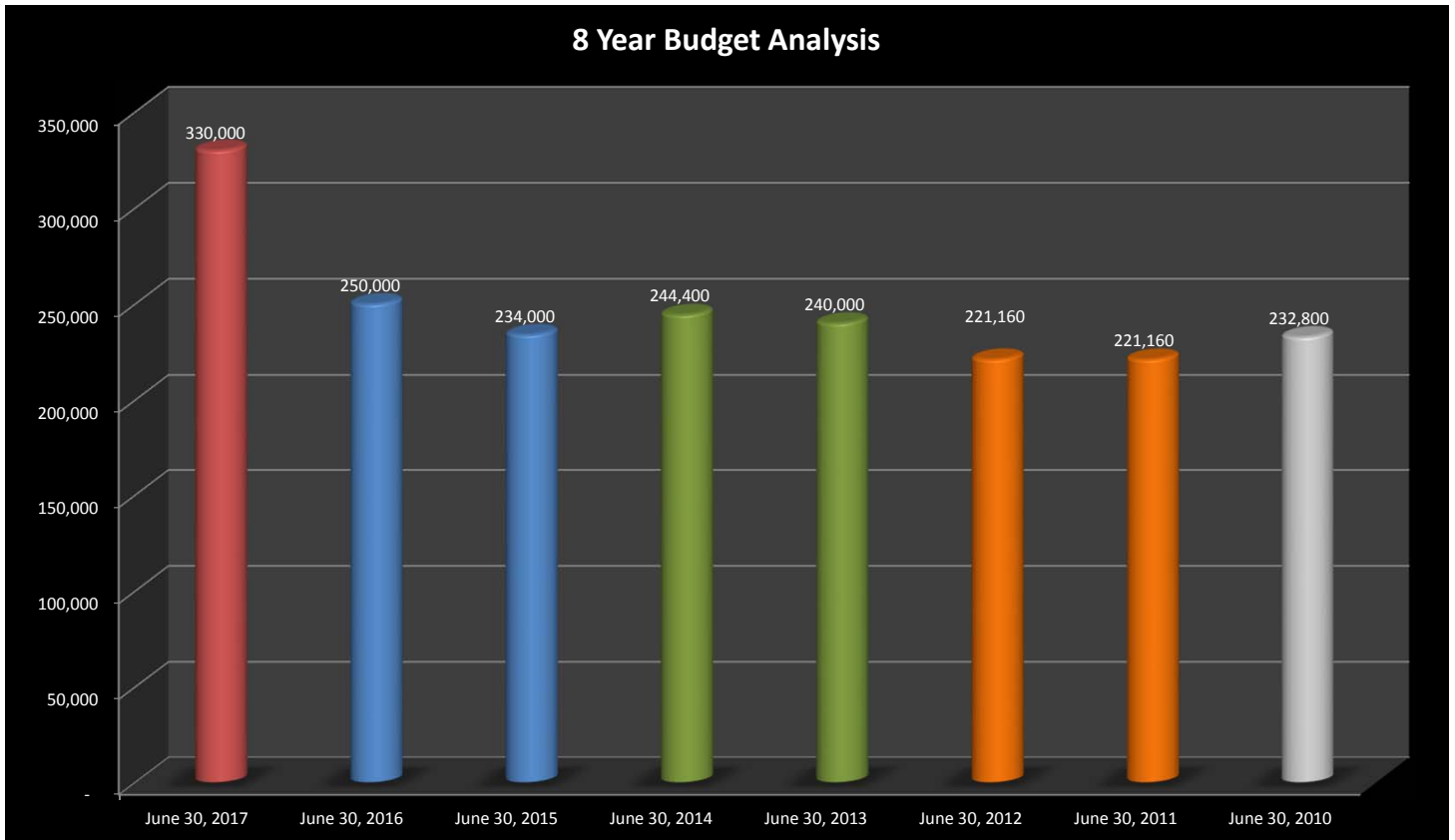
Fiscal Year: 2017 - 2018

Department: Libraries

Account Number: 916

Notes: Expenditure Data as of 1/13/2017

		FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	Y18 Budget Reque	Working Total	Approved FY18
567	Contributions/Transfers							
	Contributions/Transfers oth Gov. Ent	\$ 250,000	\$ 330,000	\$ 247,500	75.00%	\$ 435,600		
	Total Contributions/Transfers	\$ 250,000	\$ 330,000	\$ 247,500	75.00%	\$ 435,600	\$ -	\$ -
	Department Grand Total	\$ 250,000	\$ 330,000	\$ 247,500	75.00%	\$ 435,600	\$ -	\$ -



567 Contributions to Other Govt Entities

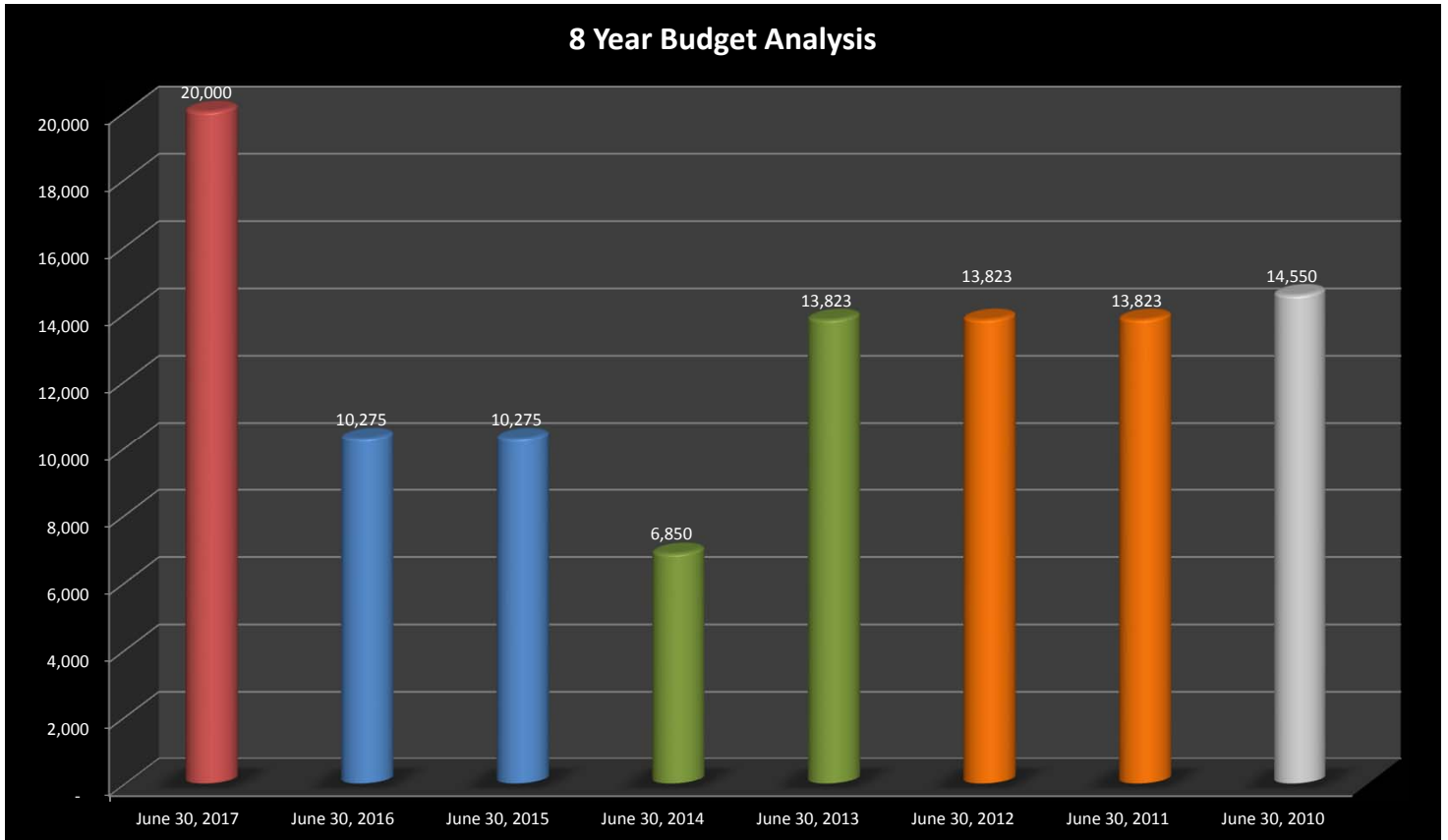
	FY16	FY17 YTD as of	FY17
	Actual	1/13/2017	Budget
\$	250,000.00	\$ 247,500.00	\$ 330,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification/Purpose
PERSONNEL		270,072			
Bolivar-Harpers Ferry PL	172,013				
Chalres Town Library	195,554				
Shepherdstown PL	215,142				
So. Jefferson PL	151,378				
MATERIALS, e.g., Books. etc.		74,052			
Bolivar-Harpers Ferry PL	54,212				
Chalres Town Library	55,836				
Shepherdstown PL	30,274				
So. Jefferson PL	53,427				
OPERATIONS		91,476			
Bolivar-Harpers Ferry PL	58,939				
Chalres Town Library	72,327				
Shepherdstown PL	43,103				
So. Jefferson PL	67,175				
Other Library Revenue Sources	(733,780)				
Revenue from JCC	(435,600)				
Total	-	435,600	-	-	
Total Object Code	435,600				

BUDGET REQUEST

Fiscal Year: 2017 - 2018
 Department: Public Transit
 Account Number: 953
 Notes: Expenditure Data as of 1/13/2017

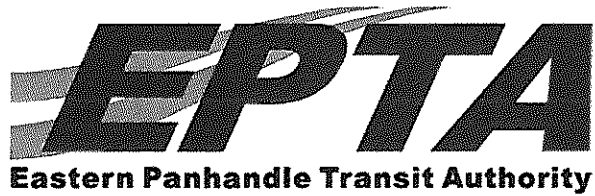
		FY16 Actual	FY17 Budget	FY17 YTD Actual	% Spent YTD	FY18 Budget Request	Working Total	Approved FY18
567	Contributions/Transfers							
	Contributions/Transfers oth Gov. Ent	\$ 10,275	\$ 20,000	\$ 15,000	75.00%	\$ 30,000		
	Total Contributions/Transfers	\$ 10,275	\$ 20,000	\$ 15,000	75.00%	\$ 30,000	\$ -	\$ -
	Department Grand Total	\$ 10,275	\$ 20,000	\$ 15,000	75.00%	\$ 30,000	\$ -	\$ -



567 Contributions to Other Govt Entities

	FY16	FY17 YTD as of	FY17
	Actual	1/13/2017	Budget
\$	10,275.00	\$ 15,000.00	\$ 20,000.00

Description	FY18 Request Mandated	FY18 Request Mission Critical	FY18 Request Discretionary	FY18 Request New Initiative	Justification / Purpose
EPTA		30,000			See attached
Total	-	30,000	-	-	
Total Object Code	30,000				



February 3, 2017

Michelle Pombo, Director of Finance
Jefferson County Commission
124 E. Washington Street
P.O. Box 250
Charles Town, WV 25414

Subject: Jefferson County Commission, Request for Funding FY 2016-2017

Dear Michelle Pombo,

Thank you for the opportunity to request funding from the Jefferson County Commission FY 2017-2018 Budget.

Please find included with our request the most recent EPTA financial report and budget along with the FY15 Audit which yielded no findings.

I am available to answer any further questions regarding the Eastern Panhandle Transit Authority's submitted request or any questions in general regarding EPTA at the contact information provided below.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Douglas Pixler", written in a cursive style.

Douglas Pixler, Director
dpixler@eptawv.com
304-263-0876, Ext. 8455
304-995-3773, cell

Eastern Panhandle Transit Authority

Doug Pixler, Director

446 Novak Drive, Martinsburg, WV 25405

dpixler@eptawv.com

304-263-0876, Ext. 8455

304-995-3773, cell

The Eastern Panhandle Transit Authority was created in 1976 by the WV State Transit Service as a small rural transit system. As the population of the greater Eastern Panhandle has continued to grow, so to have the demands for public transit. In 2012, the Federal Transit Administration reclassified EPTA as a Small Urban Transit System. With the continued growth of this area, it is anticipated that we will be reclassified once again to an Urban Transit System after the 2020 Census.

EPTA receives its primary funding through the federal government which must be matched by local funding. Federal funding increases are based on multiple factors including population growth, vehicle revenue miles, and the number of passenger trips. But to receive and make use of these increased funds, we must prove matching funds are available.

The demand for service in the Eastern Panhandle increased exponentially in FY2016, with ridership numbers reaching the highest in EPTA's history. We are already experiencing increased ridership in FY2017 resulting in great part from our route Re-Alignment launched October 5th, 2015. In addition to service between Berkeley County and Jefferson County, EPTA created the **Orange Circulator** which serves the shopping and medical centers from Ranson, throughout Charles Town, and out to Harpers Ferry with an hourly loop. Another large population, including seniors and those with disabilities, is being served through the addition of two MTM vans.

With your continued support, EPTA will continue to improve our public transit service to meet the needs of our growing population.

The Eastern Panhandle Transit Authority is strongly suggesting additional funding in the amount of \$10,000 for a total annual request of \$30,000 to assist in operating the additional services already in use by the citizens of Jefferson County.

Funds received and requested from other entities

<u>Entity</u>	<u>Amount FY17</u>	<u>Amount FY18</u>
Berkeley County Commission	\$51,300	\$85,000
Bolivar Town Council	\$1,500	\$1,500
City of Charles Town	\$9,000	\$24,520
City of Martinsburg	\$50,000	\$70,000
City of Ranson	\$20,000	\$25,000
Harpers Ferry Town Council	\$750	\$1,000
Jefferson County Commission	\$20,000	\$30,000

Proposed Budget

	FY18
Ordinary Income/Expense	
Income	
Farebox Cash	92,000.00
Farebox Tickets	65,000.00
Grants	
Capital Grant	265,000.00
Jarc	
Federal Grant	
Operating Grant	700,000.00
Total Grants	1,122,000.00
Local Funds	
Advertising Income	
Total Advertising Income	87,772.00
Contract Revenue	
Harpers Ferry NPS	250,000.00
MARC	170,000.00
Medical Transportation Mgmt	100,000.00
Shepherd University	142,945.00
Total Contract Revenue	662,945.00
Local Contribution	
Berkeley County Commission	85,000.00
Berkeley County In-Kind IT	275.00
Bolivar Town Council	1,500.00
City of Charles Town	24,520.00
City of Martinsburg	70,000.00
City Of Ranson	25,000.00
Harpers Ferry Town Council	1,000.00
Jefferson County Commission	30,000.00
Local donations	0.00
Total Local Contribution	237,295.00
Miscellaneous Income	0.00
Total Local Funds	891,740.00
Total Income	2,013,740.00
Gross Profit	2,013,740.00
Expense	
Total Contractual/Professional Serv.	92,300.00

Proposed Budget

	FY18
Dues/Subscriptions/Memberships	4,500.00
Facility Maintenance	
Total Facility Maintenance	22,000.00
Fuel	225,000.00
Garage/Vehicles	
Total Shop Equipment	12,500.00
Tires	19,500.00
Vehicle Equipment	
Total Vehicle Equipment	73,150.00
Total Garage/Vehicles	135,000.00
Total Insurance	87,000.00
Marketing	
Total Marketing	16,000.00
Total Office Expenses	13,200.00
Payroll Expenses	
Dental Ins Company	9,100.00
Life,AD/D,STD,LTD	22,500.00
Pay Exp. - FICA	84,000.00
Pay Exp. - SUTA Exp.	20,135.00
Vision Ins Company Expense	3,500.00
6560 - Payroll Expenses	0.00
Total Payroll Expenses	139,235.00
Postage and Delivery	1,000.00
Printing/Copying	3,000.00
Safety/Training Supplies	
Total Safety/Training Supplies	6,600.00
Salaries	
Driver's Salaries	
Total Driver's Salaries	652,462.00
Maintenance	
Total Maintenance	146,893.00
Staff Salaries	
Total Staff Salaries	341,800.00

Proposed Budget

	FY18
Salaries - Other	0.00
Total Salaries	1,133,693.00
Travel & Training	15,000.00
Total Uniforms (Employee)	10,000.00
Utilities	
Total Utilities	24,300.00
Total Expense	2,013,740.00

Budget Comparison

Fy 15 FY 16 FY 17

Proposed FY 18

	FY15	FY16	FY17	FY18
Ordinary Income/Expense				
Income				
Farebox Cash	80,000.00	83,640.00	90,000.00	92,000.00
Farebox Tickets	65,000.00	66,300.00	66,300.00	65,000.00
Grants				
Capital Grant	0.00	0.00	212,434.00	265,000.00
Jarc	0.00	0.00	0.00	
Federal Grant	885,462.00	882,978.00	0.00	
Operating Grant	0.00	0.00	688,925.00	700,000.00
Total Grants	885,462.00	882,978.00	901,359.00	1,122,000.00
Local Funds				
Advertising Income				
In-kind Advertising	3,700.00	3,700.00	44,772.00	44,772.00
Advertising Income - Other	36,300.00	36,300.00	36,300.00	43,000.00
Total Advertising Income	40,000.00	40,000.00	81,072.00	87,772.00
Contract Revenue				
Harpers Ferry NPS	240,000.00	230,000.00	250,000.00	250,000.00
MARC	170,000.00	170,000.00	170,000.00	170,000.00
Medical Transportation Mgmt	0.00	48,000.00	65,000.00	100,000.00
Shepherd University	140,580.00	142,945.00	142,945.00	142,945.00
Total Contract Revenue	550,580.00	590,945.00	627,945.00	662,945.00
Local Contribution				
Berkeley County Commission	50,000.00	57,000.00	51,300.00	85,000.00
Berkeley County In-Kind IT	6,000.00	6,120.00	275.00	275.00
Bolivar Town Council	750.00	750.00	750.00	1,500.00
City of Charles Town	10,000.00	24,520.00	24,520.00	24,520.00
City of Martinsburg	45,000.00	50,000.00	50,000.00	70,000.00
City Of Ranson	12,000.00	15,000.00	20,000.00	25,000.00
Harpers Ferry Town Council	750.00	750.00	750.00	1,000.00
Jefferson County Commission	10,275.00	10,275.00	20,000.00	30,000.00
Local donations	1,000.00	0.00	0.00	0.00
Total Local Contribution	135,775.00	164,415.00	167,595.00	237,295.00
Miscellaneous Income	600.00	0.00	0.00	
Total Local Funds	726,955.00	795,360.00	876,612.00	891,740.00
Total Income	1,757,417.00	1,828,278.00	1,934,271.00	2,013,740.00
Gross Profit	1,757,417.00	1,828,278.00	1,934,271.00	2,013,740.00

Budget Comparison

Fy 15 FY 16 FY 17

Proposed FY 18

	FY15	FY16	FY17	FY18
Insurance - Other	0.00			
Workers Comp	25,000.00	31,475.00	31,475.00	35,000.00
Total Insurance	80,000.00	81,475.00	81,475.00	87,000.00
Marketing				
Advertising	2,800.00	2,800.00	3,500.00	3,500.00
Bus Logo	0.00	0.00	0.00	0.00
Marketing-Other	500.00	500.00	500.00	500.00
Marketing In-Kind Donation	3,700.00	3,700.00	0.00	4,500.00
Printing	4,500.00	4,500.00	4,500.00	2,000.00
Web			4,500.00	500.00
Text Alert			1,000.00	1,000.00
Promotional Items	1,500.00	1,500.00	2,000.00	2,000.00
Supplies	1,000.00	1,000.00	2,000.00	2,000.00
Total Marketing	14,000.00	14,000.00	18,000.00	16,000.00
Miscellaneous	1,500.00	0.00	0.00	0.00
Office Expenses				
Office Equipment	28,000.00	6,000.00	2,500.00	6,000.00
Personnel Expenses	2,000.00	3,000.00	0.00	3,000.00
Supplies	9,000.00	4,200.00	4,200.00	4,200.00
Total Office Expenses	39,000.00	13,200.00	6,700.00	13,200.00
Payroll Expenses				
Dental Ins Company	0.00	9,000.00	9,000.00	9,100.00
Life,AD/D,STD,LTD	0.00	22,500.00	22,500.00	22,500.00
Pay Exp. - FICA	74,000.00	84,000.00	84,000.00	84,000.00
Pay Exp. - SUTA Exp.	17,241.00	20,135.00	20,135.00	20,135.00
Vision Ins Company Expense	0.00	3,500.00	3,500.00	3,500.00
6560 - Payroll Expenses	0.00	0.00	0.00	0.00
Total Payroll Expenses	91,241.00	139,135.00	139,135.00	139,235.00
Postage and Delivery	2,500.00	1,000.00	1,000.00	1,000.00
Printing/Copying	12,000.00	3,000.00	3,000.00	3,000.00
Safety/Training Supplies				
Drug/Alc, Phys, Back Ground	5,000.00	3,000.00	3,600.00	3,600.00
Safety/Training Supplies - Other	10,500.00	3,000.00	3,000.00	3,000.00
Total Safety/Training Supplies	15,500.00	6,000.00	6,600.00	6,600.00
Salaries				
Driver's Salaries				
EPTA Driver Expenses	310,000.00	376,200.00	346,200.00	367,462.00
Harper's Driver Expenses	157,000.00	135,000.00	130,000.00	135,000.00

Budget Comparison

Fy 15 FY 16 FY 17

Proposed FY 18

	FY15	FY16	FY17	FY18
Water & Sewer	1,600.00	1,800.00	1,800.00	1,800.00
Total Utilities	25,100.00	24,300.00	24,300.00	24,300.00
Total Expense	1,794,896.00	1,769,378.00	1,846,163.00	2,013,740.00

Local Match/Capital Projects

Total

Profit & Loss Budget vs. Actual

July through December 2016

Expense	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
6999 · Uncategorized Expenses	7.65			
7000 · Ad Legal, Procure, Employment	596.71	2,500.00	-1,903.29	23.87%
7001 · Audit Costs	0.00	4,600.00	-4,600.00	0.0%
7002 · Bad Debt	0.00	0.00	0.00	0.0%
7003 · Bank Service Charges	125.00	500.00	-375.00	25.0%
7004 · Community Bus	1,995.30			
7005 · Board Expense	2,150.00	5,500.00	-3,350.00	39.09%
7007 · Contractual/Professional Serv.				
Computer Software & Maintenance	3,169.56	17,300.00	-14,130.44	18.32%
Consultant/Planning	52,102.61	30,000.00	22,102.61	173.68%
7006 · Accounting	0.00	0.00	0.00	0.0%
7007 · Contractual/Professional Serv. - Other	10,626.85			
Total 7007 · Contractual/Professional Serv.	65,899.02	47,300.00	18,599.02	139.32%
7008 · Dues/Subscriptions/Memberships	2,391.70	4,500.00	-2,108.30	53.15%
7010 · Facility Maintenance				
Security	3,603.95	2,000.00	1,603.95	180.2%
7010 · Facility Maintenance - Other	10,111.87	20,000.00	-9,888.13	50.56%
Total 7010 · Facility Maintenance	13,715.82	22,000.00	-8,284.18	62.35%
7011 · Fuel	99,762.40	205,000.00	-105,237.60	48.67%
7014 · Garage/Vehicles				
Off-Site Vehicle Maint & Towing	2,252.99	28,000.00	-25,747.01	8.05%
Service Materials	735.60	4,000.00	-3,264.40	18.39%
Shop Equipment				
Service Shop Equipment	3,794.77			
Shop Equipment - Other	7,482.97	12,500.00	-5,017.03	59.86%
Total Shop Equipment	11,277.74	12,500.00	-1,222.26	90.22%
Tires	11,171.11	19,500.00	-8,328.89	57.29%
Vehicle Equipment				
Replacement Parts	25,224.60	44,734.74	-19,510.14	56.39%
Zonar	2,158.20	3,150.00	-991.80	68.51%
Vehicle Equipment - Other	9,018.97	25,000.00	-15,981.03	36.08%

Profit & Loss Budget vs. Actual

July through December 2016

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
Total Vehicle Equipment				
7014 · Garage/Vehicles - Other	36,401.77	72,884.74	-36,482.97	49.94%
Total 7014 · Garage/Vehicles	9,308.30			
7016 · Get a Job - Rubbermaid Credit	71,147.51	136,884.74	-65,737.23	51.98%
7018 · In Kind Expense	480.00			
7019 · Insurance	0.00	1,000.00	-1,000.00	0.0%
Auto & Property/Casualty				
Workers Comp	27,962.00	50,000.00	-22,038.00	55.92%
Total 7019 · Insurance	22,065.00	31,475.00	-9,410.00	70.1%
7021 · Maintenance Supplies	50,027.00	81,475.00	-31,448.00	61.4%
7022 · Marketing	48.34			
Advertising				
Marketing-Other	2,335.50	3,500.00	-1,164.50	66.73%
Marketing In-Kind Donation	0.00	500.00	-500.00	0.0%
Printing	21,564.00	0.00	21,564.00	100.0%
Promotional Items	3,993.48	4,500.00	-506.52	88.74%
Supplies	0.00	2,000.00	-2,000.00	0.0%
Text Alert System	918.96	2,000.00	-1,081.04	45.95%
Website	100.00	1,000.00	-900.00	10.0%
Total 7022 · Marketing	0.00	4,500.00	-4,500.00	0.0%
7025 · Office Expenses	28,911.94	18,000.00	10,911.94	160.62%
Office Equipment				
Personnel Expenses	3,385.62	6,000.00	-2,614.38	56.43%
Supplies	1,094.61	3,000.00	-1,905.39	36.49%
7025 · Office Expenses - Other	2,102.86	4,200.00	-2,097.14	50.07%
Total 7025 · Office Expenses	252.50			
7026 · Payroll Expenses	6,835.59	13,200.00	-6,364.41	51.79%
7027 · Postage and Delivery	70,634.02	139,135.00	-68,500.98	50.77%
7028 · Printing/Copying	150.40	1,000.00	-849.60	15.04%
7029 · Safety/Training Supplies	764.00	3,000.00	-2,236.00	25.47%
Drug/Alc, Phys, Back Ground				
7029 · Safety/Training Supplies - Other	797.80	3,600.00	-2,802.20	22.16%
	1,780.41	3,000.00	-1,219.59	59.35%

Profit & Loss Budget vs. Actual

July through December 2016

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
Total 7029 - Safety/Training Supplies				
7030 - Salaries	2,578.21	6,600.00	-4,021.79	39.06%
Driver's Salaries	385,197.63	624,830.00	-239,632.37	61.65%
Maintenance	72,350.32	146,893.00	-74,542.68	49.25%
Staff Salaries	169,782.26	344,345.26	-174,563.00	49.31%
Total 7030 - Salaries	627,330.21	1,116,068.26	-488,738.05	56.21%
7031 - Travel & Training	5,456.62	15,000.00	-9,543.38	36.38%
7033 - Uniforms (Employee)				
Uniforms - Maintenance/Mechanic	1,582.36	2,500.00	-917.64	63.29%
7033 - Uniforms (Employee) - Other	0.00	7,500.00	-7,500.00	0.0%
Total 7033 - Uniforms (Employee)	1,582.36	10,000.00	-8,417.64	15.82%
7034 - Utilities				
Gas and Electric	4,433.98	15,000.00	-10,566.02	29.56%
Telephone/Communications	3,206.20	5,700.00	-2,493.80	56.25%
Waste/Trash	1,254.10	1,800.00	-545.90	69.67%
Water & Sewer	899.83	1,800.00	-900.17	49.99%
Total 7034 - Utilities	9,794.11	24,300.00	-14,505.89	40.31%
9000 - Depreciation Expense	0.00	0.00	0.00	0.0%
Total Expense	1,062,383.91	1,867,563.00	-795,179.09	57.19%
Net Ordinary Income	82,485.73	490,728.00	-408,242.27	16.81%
Other Income/Expense				
Other Income				
7035 - Other Income				
7015 - Interest Income	122.21			
Total 7035 - Other Income	122.21			
Total Other Income	122.21			
Net Other Income	122.21			
Net Income	82,607.94	490,728.00	-408,120.06	16.83%