



CITY OF HOPEWELL
Hopewell, Virginia 23860

AGENDA

(804) 541-2408

www.hopewellva.gov
info@hopewellva.gov
cityclerk@hopewellva.gov

CITY COUNCIL

Patience A. Bennett, Mayor, Ward #7
John B. Partin, Jr., Vice Mayor, Ward #3
Deborah B. Randolph, Councilor, Ward #1
Arlene Holloway, Councilor, Ward #2
Jasmine E. Gore, Councilor, Ward #4
Janice B. Denton, Councilor, Ward #5
Brenda S. Pelham, Councilor, Ward #6

John M. Altman, Jr., City Manager
Cynthia E. Hudson, Acting City Attorney
Mollie P. Bess, City Clerk

June 29, 2022

SPECIAL MEETING

Special Meeting - 6:30 p.m.

OPEN MEETING

6:30 p.m. Call to order, roll call, and welcome to visitor

Roll Call

WORK SESSION

WS-1 – Review and Discuss Departmental Budget Reductions

Adjournment

DEPARTMENT BUDGET REDUCTION

Department Budget Reduction

<u>City Departments</u>	<u>Budget Reduction</u>	<u>Percentage</u>	<u>Proposed Reduction</u>	<u>Comments</u>
City Attorney	\$ 13,644.00	10%		
City Clerk	\$ 6,450.00	2.00%		
CSA	\$ 3,226.00	12%		
Development	\$ 100,040.00	8%		
Engineering	\$ 25,676.19	4.99%		
Finance Department	\$ 10,700.00	7.00%		
Fire Department	\$ 10,000.00			No submission. Will submit on 6/28/22. Fire Chief on vacation until 6/28/22
HR Department	\$ 12,650.00	16%		
Hopewell Water Renewal	\$ -			Any HWR cuts will affect operational efficiency. Infrastructure exemption
Information Technology	\$ 21,200.00	2%		
Parks and Recreation	\$ -	7%	\$ 35,000.00	Recreation cost are associated with providing programs for citizens
Police Department	\$ 72,032.00			This cost was associated with a noncritical event which was kept by councilors votes
Public Works	\$ 184,484.00	2%		
Social Services	\$ -		\$ 20,000.00	Social Services budget is state matched 20K reduction results in a loss of 129k in state funds
<u>Constitutional Officers</u>				
Circuit Court Clerk		10%	\$ 21,309.00	Technology Trust Funds (May 2022 Reimbursement)
Commissioner Revenue	\$ 9,372.00	11%		
Commonwealth Attorney	\$ -			No cuts offered. Please see memo from Mr. Richard Newman
Sheriff Office	\$ 8,050.00	7%		
Treasurer Office	\$ 23,801.00			
Voter Registration	\$ -			Unable to reduce budget
<u>Other Reductions</u>				
Asst. City Manager position	\$ 182,094.00			
Freeze vacancies (12+ months)	\$ -			Verified with HR that no vacancies have been open longer than 12 months
City Manager Contingency Funds	\$ 350,000.00			
Total	\$ 1,033,419.19		\$ 76,309.00	

City Attorney

City Attorney Department

Org	Object	Project	Description	2022 Original Budget	2023 Budget Request	Difference	Explanation/Comment	Budget Reduction	Justification
11113003	501100		FULL-TIME SALARIES	226,102.50	226,102.50				
11113003	501209		BONUS	0.00	0.00				
11113003	501220		PTO-PAID TIME OFF EXPENSE	0.00	0.00				
11113003	501226		COVID-19 EXTENDED SICK PAY	0.00	0.00				
11113003	502100		FICA-EMPLOYER CONTRIBUTION	16,401.92	16,401.92				
11113003	502210		RETIREMENT VRS	22,782.69	22,782.69				
11113003	502212		RETIREMENT VRS HYBRID	9,568.71	9,568.71		Directors do not have the ability to alter this section		
11113003	502220		PAYMENT OTHER RETIREMENT	7,750.08	7,750.08				
11113003	502221		RETIREMENT-ICMA 401/457 HYBRID	0.00	0.00				
11113003	502300		EMPLOYEE HEALTH INSURANCE	7,056.00	7,056.00				
11113003	502400		GROUP LIFE INSURANCE	1,218.26	1,218.26				
11113003	502510		SHORT-TERM DISABILITY	206.84	206.84				
11113003	502520		LONG-TERM DISABILITY	607.40	607.40				
11113003	502700		WORKERS COMPENSATION INSURANCE	234.52	234.52				
11113003	502840		CELL PHONE STIPEND	959.92	959.92			959.92	no decrease
11113003	503130		MANAGEMENT CONSULTING SERVICES	0.00	0.00			0	
11113003	503150		LEGAL SERVICES	85,000.00	85,000.00			76,500.00	10 % decrease
11113003	503320		SERVICE CONTRACTS	15,440.00	15,440.00			13,896.00	10 % decrease
11113003	503600		ADVERTISING	500.00	500.00			450.00	decrease use
11113003	505210		POSTAGE	1,000.00	1,000.00			900.00	decrease use
11113003	505230		TELEPHONE/FAX/VIDEO	1,000.00	500.00		Historical expenditure does not suffice		
						-500	budget	450.00	10 % decrease
11113003	505510		MILEAGE	1,000.00	1,000.00			900.00	10 % decrease
11113003	505520		TRAVEL-PUBLIC TRANSPORTATION	0.00	0.00			-	
11113003	505530		LODGING	1,500.00	1,500.00			1,350.00	10 % decrease
11113003	505540		CONVENTION AND CONFERENCES	2,500.00	2,500.00			2,250.00	10 % decrease
11113003	505550		MEALS	500.00	500.00			450.00	10 % decrease
11113003	505810		DUES/ASSOCIATION MEMBERSHIPS	3,500.00	3,500.00			3,150.00	10 % decrease
11113003	506001		OFFICE SUPPLIES	3,500.00	3,500.00			3,150.00	10 % decrease
11113003	506012		BOOKS AND SUBSCRIPTIONS	10,500.00	10,500.00			9,450.00	10 % decrease
11113003	508202		ADD-FURNITURE/FIXTURES/EQUIP	6,000.00	6,000.00			5,400.00	10 % decrease
11113003	509910		MISCELLANEOUS EXPENSE	0.00	0.00				
11113091									
11113091									
Total	City Attorney			424,828.84	424,328.84			119,255.92	
Notes:									
The city attorney had a \$424,828.84 budget of which \$ 132,899.92 were operating funds. The majority of her budget are cost related to people, VRS and insurance									
The city attorney's office has decreased its operational funds to \$119,255.92 (a difference of \$13,644.00)									

City Clerk

City Clerk Office

Org	Object	Project	Description	2022 Original Budget	2023 Budget Request	Difference	Explanation/Comment
11112002	501100		FULL-TIME SALARIES	112,750.06	112,750.06		
11112002	501201		SHIFT DIFF	0.00	0.00		
11112002	501209		BONUS	0.00	0.00		
11112002	501220		PTO-PAID TIME OFF EXPENSE	0.00	0.00		
11112002	501230		LICENSING	1,500.00	1,500.00		
11112002	501300		PART-TIME WAGES	29,848.00	29,848.00		Directors are not allowed to alter this
11112002	502100		FICA-EMPLOYER CONTRIBUTION	10,658.18	10,658.18		area
11112002	502210		RETIREMENT VRS	16,168.35	16,168.35		
11112002	502212		RETIREMENT VRS HYBRID	0.00	0.00		
11112002	502300		EMPLOYEE HEALTH INSURANCE	19,965.12	19,965.12		
11112002	502400		GROUP LIFE INSURANCE	608.85	608.85		
11112002	502510		SHORT-TERM DISABILITY	36.00	36.00		
11112002	502520		LONG-TERM DISABILITY	319.08	319.08		
11112002	502600		UNEMPLOYMENT INSURANCE	0.00	0.00		
11112002	502700		WORKERS COMPENSATION INSURANCE	128.18	128.18		
11112002	502840		CELL PHONE STIPEND	0.00	250.00	250.00	City Clerk cell phone stipend
11112002	503130		MANAGEMENT CONSULTING SERVICES	0.00	0.00		
11112002	503320		SERVICE CONTRACTS	2,000.00	2,000.00		
11112002	503600		ADVERTISING	2,500.00	3,500.00	1,000.00	Increased public announcements
11112002	505210		POSTAGE	600.00	400.00	200.00	less postal service mail being sent
11112002	505230		TELEPHONE/FAX/VIDEO	1,500.00	1,500.00		
11112002	505510		MILEAGE	0.00	0.00		
11112002	505520		TRAVEL-PUBLIC TRANSPORTATION	0.00	0.00		
11112002	505530		LODGING	0.00	0.00		
11112002	505540		CONVENTION AND CONFERENCES	1,000.00	2,000.00	1,000.00	City Clerk certification classes
11112002	505550		MEALS	0.00	0.00		
11112002	505810		DUES/ASSOCIATION MEMBERSHIPS	1,000.00	2,000.00	1,000.00	Increase in cost of dues/memberships
11112002	506001		OFFICE SUPPLIES	6,500.00	3,500.00	3,000.00	
11112002	508202		ADD-FURNITURE/FIXTURES/EQUIP	0.00	0.00		
Total	City Clerk			207,081.82	207,131.82	6,450.00	

15,100.00

6,450.00

2.30%

Notes:

The city clerk has a \$207,081.82 budget ; however, \$15,100.00 are operating funds. The majority of her budget are cost related to people, VRS and insurance

Children Services Act
(CSA)

Children Services Act

Link	FUND	ORG	DESC	OBJECT	PROJECT	FY22 ORIGINAL_BUD	FY23 Proposed	Reduction
View	015	15011000	FULL-TIME SALARIES	501100		\$ 103,710.60	\$ 103,710.60	
View	015	15011000	BONUS	501209		\$ -	\$ -	
View	015	15011000	PTO-PAID TIME OFF EXPENSE	501220		\$ -	\$ -	
View	015	15011000	LICENSING	501230		\$ -	\$ -	
View	015	15011000	PART-TIME WAGES	501300		\$ -	\$ -	
View	015	15011000	FICA-EMPLOYER CONTRIBUTION	502100		\$ 7,823.14	\$ 7,823.14	
View	015	15011000	RETIREMENT VRS	502210		\$ 14,800.36	\$ 14,800.36	Directors are unable to alter this section
View	015	15011000	RETIREMENT VRS HYBRID	502212		\$ -	\$ -	
View	015	15011000	RETIREMENT-ICMA 401/457 HYBRID	502221		\$ -	\$ -	
View	015	15011000	EMPLOYEE HEALTH INSURANCE	502300		\$ 7,056.00	\$ 7,056.00	
View	015	15011000	GROUP LIFE INSURANCE	502400		\$ 557.33	\$ 557.33	
View	015	15011000	SHORT-TERM DISABILITY	502510		\$ 36.00	\$ 36.00	
View	015	15011000	LONG-TERM DISABILITY	502520		\$ 279.07	\$ 279.07	
View	015	15011000	UNEMPLOYMENT INSURANCE	502600		\$ -	\$ -	
View	015	15011000	WORKERS COMPENSATION INSURANCE	502700		\$ 93.34	\$ 93.34	
View	015	15011000	CELL PHONE STIPEND	502840		\$ -	\$ -	
View	015	15011000	EAP PROGRAM	502850		\$ 37.60	\$ 37.60	
						\$ 134,393.44	\$ 134,393.44	

View	015	15011000	OTHER PROFESSIONAL SERVICES	503190	\$ -	\$ -	
View	015	15011000	SERVICE CONTRACTS	503320	\$ 10,926.73	\$ 8,000.00	\$ 2,926.00
View	015	15011000	ELECTRICAL SERVICES	505110	\$ 1,700.00	\$ 1,700.00	
View	015	15011000	WATER AND SEWER	505130	\$ 209.52	\$ 209.52	
View	015	15011000	POSTAGE	505210	\$ 500.00	\$ 500.00	
View	015	15011000	TELEPHONE/FAX/VIDEO	505230	\$ 900.00	\$ 900.00	
View	015	15011000	LEASE/RENTAL OF BUILDING	505420	\$ 7,930.00	\$ 7,930.00	
View	015	15011000	MILEAGE	505510	\$ 500.00	\$ 500.00	
View	015	15011000	TRAVEL-PUBLIC TRANSPORTATION	505520	\$ -	\$ -	
View	015	15011000	LODGING	505530	\$ 550.00	\$ 400.00	
View	015	15011000	CONVENTION AND CONFERENCES	505540	\$ 500.00	\$ 400.00	
View	015	15011000	MEALS	505550	\$ 250.00	\$ 250.00	
View	015	15011000	TRAINING	505551	\$ -	\$ -	
View	015	15011000	OFFICE SUPPLIES	506001	\$ 1,100.00	\$ 800.00	\$ 300.00
View	015	15011000	ADD-FURNITURE/FIXTURES/EQUIP	508202	\$ -	\$ -	
View	015	15011000	MISCELLANEOUS EXPENSE	509910	\$ -	\$ -	
View	015	15011000	SUPPORT OF RAISES	509930	\$ -	\$ -	
					\$ 293,853.13	\$ 290,376.40	\$ 3,226.00
							12% of operating
			Total Budget		\$ 293,853.13		
			Total Operating		\$ 25,066.25		

Link	FUND	ORG	DESC	OBJECT	PROJECT	FY22 ORIGINAL_BUD	FY23 Proposed	Reduction
View	015	15011000	FULL-TIME SALARIES	501100		\$ 103,710.60	\$ 103,710.60	
View	015	15011000	BONUS	501209		\$ -	\$ -	
View	015	15011000	PTO-PAID TIME OFF EXPENSE	501220		\$ -	\$ -	
View	015	15011000	LICENSING	501230		\$ -	\$ -	
View	015	15011000	PART-TIME WAGES	501300		\$ -	\$ -	
View	015	15011000	FICA-EMPLOYER CONTRIBUTION	502100		\$ 7,823.14	\$ 7,823.14	
View	015	15011000	RETIREMENT VRS	502210		\$ 14,800.36	\$ 14,800.36	Directors are unable to alter this section
View	015	15011000	RETIREMENT VRS HYBRID	502212		\$ -	\$ -	
View	015	15011000	RETIREMENT-ICMA 401/457 HYBRID	502221		\$ -	\$ -	
View	015	15011000	EMPLOYEE HEALTH INSURANCE	502300		\$ 7,056.00	\$ 7,056.00	
View	015	15011000	GROUP LIFE INSURANCE	502400		\$ 557.33	\$ 557.33	
View	015	15011000	SHORT-TERM DISABILITY	502510		\$ 36.00	\$ 36.00	
View	015	15011000	LONG-TERM DISABILITY	502520		\$ 279.07	\$ 279.07	
View	015	15011000	UNEMPLOYMENT INSURANCE	502600		\$ -	\$ -	
View	015	15011000	WORKERS COMPENSATION INSURANCE	502700		\$ 93.34	\$ 93.34	
View	015	15011000	CELL PHONE STIPEND	502840		\$ -	\$ -	
View	015	15011000	EAP PROGRAM	502850		\$ 37.60	\$ 37.60	
						\$ 134,393.44	\$ 134,393.44	

View	015	15011000	OTHER PROFESSIONAL SERVICES	503190	\$	-	\$	-	
View	015	15011000	SERVICE CONTRACTS	503320	\$	10,926.73	\$	8,000.00	\$ 2,926.00
View	015	15011000	ELECTRICAL SERVICES	505110	\$	1,700.00	\$	1,700.00	
View	015	15011000	WATER AND SEWER	505130	\$	209.52	\$	209.52	
View	015	15011000	POSTAGE	505210	\$	500.00	\$	500.00	
View	015	15011000	TELEPHONE/FAX/VIDEO	505230	\$	900.00	\$	900.00	
View	015	15011000	LEASE/RENTAL OF BUILDING	505420	\$	7,930.00	\$	7,930.00	
View	015	15011000	MILEAGE	505510	\$	500.00	\$	500.00	
View	015	15011000	TRAVEL-PUBLIC TRANSPORTATION	505520	\$	-	\$	-	
View	015	15011000	LODGING	505530	\$	550.00	\$	400.00	
View	015	15011000	CONVENTION AND CONFERENCES	505540	\$	500.00	\$	400.00	
View	015	15011000	MEALS	505550	\$	250.00	\$	250.00	
View	015	15011000	TRAINING	505551	\$	-	\$	-	
View	015	15011000	OFFICE SUPPLIES	506001	\$	1,100.00	\$	800.00	\$ 300.00
View	015	15011000	ADD-FUNITURE/FIXTURES/EQUIP	508202	\$	-	\$	-	
View	015	15011000	MISCELLANEOUS EXPENSE	509910	\$	-	\$	-	
View	015	15011000	SUPPORT OF RAISES	509930	\$	-	\$	-	
						\$ 293,853.13	\$ 290,376.40	\$ 3,226.00	12% of operating
				Total Budget		\$ 293,853.13			
				Total Operating		\$ 25,066.25			

Development Department

DEPT. OF DEVELOPMENT

Org	Object	Project	Description	2023 Budget Request	Difference	Explanation/Comment	Operating Budget
PLANNING							
11811085	501100		FULL-TIME SALARIES	\$ 229,359.37			
11811085	501200		OVER-TIME	\$ -			
11811085	501209		BONUS	\$ -			
11811085	501220		PTO-PAID TIME OFF EXPENSE	\$ -			
11811085	501230		LICENSING	\$ -			
11811085	501300		PART-TIME WAGES	\$ 45,172.36			
11811085	502100		FICA-EMPLOYER CONTRIBUTION	\$ 20,708.48		Directors do not have the ability to alter this area	
11811085	502210		RETIREMENT VRS	\$ 15,203.22			
11811085	502212		RETIREMENT VRS HYBRID	\$ 15,317.58			
11811085	502220		PAYMENT OTHER RETIREMENT	\$ 5,020.08			
11811085	502221		RETIREMENT-ICMA 401/457 HYBRID	\$ -			
11811085	502300		EMPLOYEE HEALTH INSURANCE	\$ 26,832.72			
11811085	502400		GROUP LIFE INSURANCE	\$ 1,149.32			
11811085	502510		SHORT-TERM DISABILITY	\$ 320.29			
11811085	502520		LONG-TERM DISABILITY	\$ 581.53			
11811085	502700		WORKERS COMPENSATION INSURANCE	\$ 251.94			
11811085	502840		CELL PHONE STIPEND	\$ -			
11811085	503130		MANAGEMENT CONSULTING SERVICES	\$ 45,000.00		Planning constulant under contract until planner position is filled	
11811085	503190		OTHER PROFESSIONAL SERVICES	\$ -			
11811085	503200		TEMP HELP SRVS-OUTSIDE VENDOR	\$ -			
11811085	503330		VEHICLE MAINTENANCE	\$ -			
11811085	503500		PRINTING AND BINDING	\$ 3,000.00			
11811085	503600		ADVERTISING	\$ 7,000.00			
11811085	505210		POSTAGE	\$ 2,000.00			
11811085	505230		TELEPHONE/FAX/VIDEO	\$ 2,000.00			
11811085	505510		MILEAGE	\$ 1,000.00	-1,000.00	NO TRAVEL	
11811085	505520		TRAVEL-PUBLIC TRANSPORTATION	\$ 1,000.00	-1,000.00	NO TRAVEL	
11811085	505530		LODGING	\$ 2,000.00	-2,000.00	NO TRAVEL	
11811085	505540		CONVENTION AND CONFERENCES	\$ 3,000.00	-3,000.00	NO TRAVEL	
11811085	505550		MEALS	\$ -			
11811085	505668		VA GATEWAY REGION DUES	\$ -			
11811085	505669		LONGWOOD SBDC CONTRIBUTION	\$ -			
11811085	505810		DUES/ASSOCIATION MEMBERSHIPS	\$ 2,000.00			
11811085	505821		HOME TOWN HEROS	\$ -			
11811085	505822		CEDAR TREE EXPENSE	\$ -			
11811085	506001		OFFICE SUPPLIES	\$ 6,300.00			
11811085	506003		AGRICULTURAL SUPPLIES	\$ -			
11811085	506008		VEHICLE AND EQUIPMENT GAS	\$ -			
11811085	506010		POLICE SUPPLIES	\$ -			

11811085	506011	UNIFORMS/APPAREL EMP/INMATES	\$	-			
11811085	506012	BOOKS AND SUBSCRIPTIONS	\$	400.00			
11811085	509910	MISCELLANEOUS EXPENSE	\$	-			
PLANNING TOTAL			\$	434,616.88	-7,000.00		74,700.00
GIS							
11811086	501100	FULL-TIME SALARIES	\$	74,859.44			
11811086	501209	BONUS	\$	-			
11811086	501220	PTO-PAID TIME OFF EXPENSE	\$	-			
11811086	501230	LICENSING	\$	-			
11811086	502100	FICA-EMPLOYER CONTRIBUTION	\$	5,506.28		Directors do not have the ability to alter this area	
11811086	502210	RETIREMENT VRS	\$	10,734.85			
11811086	502300	EMPLOYEE HEALTH INSURANCE	\$	7,416.00			
11811086	502400	GROUP LIFE INSURANCE	\$	404.24			
11811086	502510	SHORT-TERM DISABILITY	\$	18.00			
11811086	502520	LONG-TERM DISABILITY	\$	197.16			
11811086	502700	WORKERS COMPENSATION INSURANCE	\$	67.34			
11811086	503320	SERVICE CONTRACTS	\$	37,000.00			
11811086	503330	VEHICLE MAINTENANCE	\$	-			
11811086	503600	ADVERTISING	\$	-			
11811086	505210	POSTAGE	\$	-			
11811086	505230	TELEPHONE/FAX/VIDEO	\$	500.00			
11811086	505510	MILEAGE	\$	500.00	-500.00	NO TRAVEL	
11811086	505520	TRAVEL-PUBLIC TRANSPORTATION	\$	800.00	-800.00	NO TRAVEL	
11811086	505530	LODGING	\$	1,000.00	-1,000.00	NO TRAVEL	
11811086	505540	CONVENTION AND CONFERENCES	\$	500.00	-500.00	NO TRAVEL	
11811086	505550	MEALS	\$	240.00	-240.00	NO TRAVEL	
11811086	505810	DUES/ASSOCIATION MEMBERSHIPS	\$	100.00			
11811086	506001	OFFICE SUPPLIES	\$	2,750.00			
11811086	506008	VEHICLE AND EQUIPMENT GAS	\$	-			
11811086	506011	UNIFORMS/APPAREL EMP/INMATES	\$	-			
11811086	506012	BOOKS AND SUBSCRIPTIONS	\$	100.00			
11811086	508201	ADD-MACHINERY AND EQUIPMENT	\$	-			
11811086	508202	ADD-FURNITURE/FIXTURES/EQUIP	\$	-			
TOTAL			\$	242,883.92	-5,000.00		43,490.00
CODE							
11811087	501100	FULL-TIME SALARIES	\$	267,169.16			
11811087	501200	OVER-TIME	\$	-			
11811087	501209	BONUS	\$	-			
11811087	501220	PTO-PAID TIME OFF EXPENSE	\$	-			
11811087	501230	LICENSING	\$	-			
11811087	501300	PART-TIME WAGES	\$	-		Directors do not have the ability to alter this area	
11811087	502100	FICA-EMPLOYER CONTRIBUTION	\$	19,657.82			
11811087	502210	RETIREMENT VRS	\$	13,538.42			
11811087	502212	RETIREMENT VRS HYBRID	\$	24,773.63			
11811087	502300	EMPLOYEE HEALTH INSURANCE	\$	44,875.92			

11811087	502400		GROUP LIFE INSURANCE	\$	1,442.72			
11811087	502510		SHORT-TERM DISABILITY	\$	524.90			
11811087	502520		LONG-TERM DISABILITY	\$	746.15			
11811087	502600		UNEMPLOYMENT INSURANCE	\$	-			
11811087	502700		WORKERS COMPENSATION INSURANCE	\$	2,501.72			
11811087	502840		CELL PHONE STIPEND	\$	959.92			
11811087	503130		MANAGEMENT CONSULTING SERVICES	\$	500.00			
11811087	503320		SERVICE CONTRACTS	\$	500.00			
11811087	503330		VEHICLE MAINTENANCE	\$	2,000.00			
11811087	503600		ADVERTISING	\$	1,000.00			
11811087	505210		POSTAGE	\$	1,750.00			
11811087	505214		CHAP 18 VIOLATIONS	\$	-			
11811087	505214	D0002	CHAP 18 VIOLATIONS	\$	50,000.00	-50,000.00	NO GRASS CUTTING OF TALL GRASS VIOL	
11811087	505215		DEMO BUILDING	\$	-			
11811087	505215	D0003	DEMO BUILDING	\$	40,000.00	-40,000.00	NO DEMO OF BLIGHTED STRUCTURES	
11811087	505230		TELEPHONE/FAX/VIDEO	\$	2,100.00			
11811087	505510		MILEAGE	\$	-			
11811087	505520		TRAVEL-PUBLIC TRANSPORTATION	\$	-			
11811087	505530		LODGING	\$	2,000.00			
11811087	505540		CONVENTION AND CONFERENCES	\$	4,500.00		ANNUAL CERTIFICATIONS REQUIRED	
11811087	505550		MEALS	\$	500.00			
11811087	505810		DUES/ASSOCIATION MEMBERSHIPS	\$	700.00			
11811087	506001		OFFICE SUPPLIES	\$	4,750.00		COPIER RENTAL	
11811087	506007		REPAIR/MAINTENANCE SUPPLIES	\$	-			
11811087	506008		VEHICLE AND EQUIPMENT GAS	\$	2,500.00			
11811087	506011		UNIFORMS/APPAREL EMP/INMATES	\$	1,000.00			
11811087	506012		BOOKS AND SUBSCRIPTIONS	\$	3,000.00		PURCHASE OF CODE BOOKS FOR INSPECTORS	
11811087	508202		ADD-FUNITURE/FIXTURES/EQUIP	\$	-			
11811087	508202	D0004	ADD-FUNITURE/FIXTURES/EQUIP	\$	-			
11811087	508205		ADD-MOTOR VEHICLES/EQUIPMENT	\$	-			
11811087	509910		MISCELLANEOUS EXPENSE	\$	-			
11811087	509910	D0002	MISCELLANEOUS EXPENSE	\$	-			
11811087	509910	D0003	MISCELLANEOUS EXPENSE	\$	-			116,800.00
CODE TOTAL				\$	492,990.26	-90,000.00		
RENTAL INSPECTION								
11811088	501100		FULL-TIME SALARIES	\$	94,537.49			
11811088	501200		OVER-TIME	\$	-			
11811088	501209		BONUS	\$	-			
11811088	501220		PTO-PAID TIME OFF EXPENSE	\$	-			
11811088	501230		LICENSING	\$	-			
11811088	502100		FICA-EMPLOYER CONTRIBUTION	\$	7,203.48		Directors do not have the ability to alter this area	
11811088	502210		RETIREMENT VRS	\$	12,556.67			
11811088	502300		EMPLOYEE HEALTH INSURANCE	\$	13,416.00			
11811088	502400		GROUP LIFE INSURANCE	\$	555.86			
11811088	502510		SHORT-TERM DISABILITY	\$	36.00			

11811088	502520	LONG-TERM DISABILITY	\$	251.76			
11811088	502700	WORKERS COMPENSATION INSURANCE	\$	817.24			
11811088	502840	CELL PHONE STIPEND	\$	479.96			
11811088	503330	VEHICLE MAINTENANCE	\$	7,000.00			
11811088	505210	POSTAGE	\$	400.00			
11811088	505230	TELEPHONE/FAX/VIDEO	\$	-			
11811088	506001	OFFICE SUPPLIES	\$	300.00			
11811088	506008	VEHICLE AND EQUIPMENT GAS	\$	6,000.00			
BENTAL INSPECTION TOTAL			\$	143,558.46			13,700.00
Total Budget			\$	1,213,855.02	-100,040.00	8% of overall budget	\$248,690
Total Operating			\$	248,690.00		50% of Operating Budget	
Notes:							
Development has a 1.2 million dollar budget but the operating budget is \$248,690 for all division. Majority of the budget is associated with people, insurance and VRS							

Engineering Divison

ENGINEERING

Org	Object	Description	2022 Original Budget	2023 Budget Request	2023 Revised Budget	Difference	Explanation/Comment						
11441075	501100	FULL-TIME SALARIES	\$ 316,702.09	\$ 297,080.38	\$ 280,000.00	\$ 17,080.38	Full-Time Salaries decreased due to retirement of long-time						
11441075	501200	OVER-TIME	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ -	employees and recruitment of new staff starting lower in						
11441075	501300	PT WAGES	\$ -	\$ -	\$ -	\$ -	respective grades -Austin						
11441075	502100	FICA-EMPLOYER CONTRIBUTION	\$ 22,245.60	\$ 21,333.26	\$ 21,333.26	\$ -							
11441075	502210	RETIREMENT VRS	\$ 33,464.70	\$ 31,436.84	\$ 10,000.00	\$ 21,436.84	Two full-time VRS Plan 1 employees on January 1, 2022						
11441075	502212	RETIREMENT VRS HYBRID	\$ 11,564.93	\$ 14,458.97	\$ 30,400.00	\$ (15,941.03)	New staff and City Engineer all VRS Hybrid (3 RFT) (Austin)						
11441075	502300	EMPLOYEE HEALTH INSURANCE	\$ 57,523.52	\$ 39,233.04	\$ 39,233.04	\$ -							
11441075	502400	GROUP LIFE INSURANCE	\$ 1,695.67	\$ 1,589.71	\$ 1,589.71	\$ -							
							Directors cannot alter this section. However, budget savings can be capture when an employee retires or new employees onboard at lower salary than the previous hire. (CM)						
11441075	502510	SHORT-TERM DISABILITY	\$ 282.23	\$ 667.33	\$ 667.33	\$ -							
11441075	502520	LONG-TERM DISABILITY	\$ 842.99	\$ 824.65	\$ 824.65	\$ -							
11441075	502700	WORKERS COMPENSATION INSURANCE	\$ 2,735.98	\$ 2,563.08	\$ 2,563.08	\$ -							
11441075	502840	CELL PHONE STIPEND	\$ 1,439.88	\$ 959.92	\$ 959.92	\$ -							
11441075	503130	MANAGEMENT CONSULTING SERVICES	\$ 35,000.00	\$ 55,080.00	\$ 55,080.00	\$ -							
11441075	503310	EQUIPMENT REPAIRS	\$ 800.00	\$ 800.00	\$ 800.00	\$ -							
11441075	503320	SERVICE CONTRACTS	\$ -	\$ -	\$ -	\$ -							
11441075	503330	VEHICLE MAINTENANCE	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -							
11441075	504200	CITY AUTOMOTIVE POOL	\$ -	\$ -	\$ -	\$ -							
11441075	505210	POSTAGE	\$ 100.00	\$ 100.00	\$ -	\$ 100.00							
11441075	505230	TELEPHONE/FAX/VIDEO	\$ -	\$ -	\$ -	\$ -							
11441075	505420	LEASE/RENTAL OF BUILDING	\$ 10,080.00	\$ 30,000.00	\$ 30,000.00	\$ -							
11441075	505510	MILEAGE	\$ -	\$ -	\$ -	\$ -							
11441075	505520	TRAVEL-PUBLIC TRANSPORTATION	\$ -	\$ -	\$ -	\$ -							
11441075	505530	LODGING	\$ -	\$ -	\$ -	\$ -							
11441075	505540	CONVENTION AND CONFERENCES	\$ 2,400.00	\$ 2,400.00	\$ -	\$ 2,400.00							
11441075	505550	MEALS	\$ -	\$ -	\$ -	\$ -							
11441075	505810	DUES/ASSOCIATION MEMBERSHIPS	\$ 300.00	\$ 300.00	\$ -	\$ 300.00							
11441075	506001	OFFICE SUPPLIES	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -							
11441075	506007	REPAIR/MAINTENANCE SUPPLIES	\$ 200.00	\$ 200.00	\$ 200.00	\$ -							
11441075	506008	VEHICLE MAINTENANCE	\$ 2,640.00	\$ 2,640.00	\$ 2,640.00	\$ -							
11441075	506011	UNIFORMS/APPAREL EMP/INMATES	\$ 600.00	\$ 600.00	\$ 600.00	\$ -							
11441075	506012	BOOKS AND SUBSCRIPTIONS	\$ 300.00	\$ 300.00	\$ -	\$ 300.00							
11441075	506014	OTHER OPERATING SUPPLIES	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ -							
11441075	508202	ADD-FURNITURE/FIXTURES/EQUIP	\$ -	\$ -	\$ -	\$ -							
11441075	508910	MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ -	\$ -							
Total Budget			\$ 508,217.59	\$ 514,867.18	\$ -	\$ 25,676.19							
Total Operating:				\$ 100,320.00									

Notes:
 The total budget for Engineering is \$514,867.18; however, their operating budget is \$100,320. Majority of the budget is associated with employees, VRS, and Insurance.

Engineering

To: Jerry Byerly, Acting City Manager
From: Austin Anderson, City Engineer
Date: June 22, 2022
Re: Engineering FY23 Budget Cuts

I have reviewed the minutes excerpt from the June 21, 2022 City Council Budget Special Meeting and offer the following FY 23 budget cuts:

1. FT Salary (11441075-501100): With the recent recruitment of the Engineering Tech and Construction Manager, we have increased clarity on our payroll burden for FY23 and beyond. The new Engineering Tech started on April 20, 2022 and the CM is slated to start July 13, 2022. The full time salaries for this department moving forward will be \$280,000 annualized. This would offer a **\$17,080.38** savings from the current projection of \$297,080.38.

2. Retirement VRS/Hybrid (11441075-502210/502212): Two full time VRS Plan 1 employees retired on January 1, 2022. The new staff (one internal promotion and two outside recruitments are all VRS Hybrid). These accounts are adjusted accordingly and offer a **\$5,495.81** net savings from the current projection.

3. Postage (11441075-505210): This account was not used in FY22. Savings of **\$100.00**.

4. Convention and Conferences (11441075-505540): Engineering does not have travel related training for certifications. Savings of **\$2,400.00**.

5. Dues/Association Memberships (11441075-505810): Savings of **\$300.00**

6. Books and Subscriptions (11441075-506012): Savings of **\$300.00**

In closing, we can offer \$25,676.19 in budget cuts savings (4.99 %) with no disruption to operational services or infrastructure projects. We do not have any active service contracts.

If you have any questions, please let me know.

Thank you,

Austin B. Anderson

Digitally signed by Austin B.

Anderson

Date: 2022.06.22 17:22:26 -04'00'

Austin Anderson, City Engineer

FIRE DEPARTMENT

Fire & Rescue Budget

Fire									
Org	Object	Project	Description	2022 Original Budget	2023 Budget Request	Difference	Explanation/Comment	Reduction	Reduction Explanation
11321060	501100		FULL-TIME SALARIES				This request includes estimated \$25,320.27 required to support the 2.5% increase scheduled for July 1, based on the pay increase passed by Council in October. Also included is the cost for the Deputy Chief requested of the City Manager in a memo dated 9/11/01 \$90,054.51 (Deputy Chief position which was approved by Council in May of 2017 upon completion of 15 CAFR. Based upon the cost of the raises, I do not see the funding for the six additional firefighters requested last year, but I will mention here that they are very much still needed and based on the new starting salary, would cost \$294,354. A large portion of which could possibly be covered by a SAFER grant for the first few years.		
				2,821,110.50	3,056,421.75	90,054.51			
11321060	501200		OVER-TIME	250,000.00			This requested increase in overtime is based on a calculation of the average of the last four FYs including a forecast for the remainder of this year.		
					278,000.00	28,000.00			
11321060	501207		FLEX SPEND SHORTFALL	0.00		0.00			
11321060	501209		BONUS	0.00		0.00			
11321060	501220		PTO-PAID TIME OFF EXPENSE	0.00		0.00			
11321060	501226		COVID-19 EXTENDED SICK PAY	0.00		0.00			
11321060	501230		LICENSING	0.00		0.00			
11321060	501500		PART-TIME WAGES	45,571.50	45,571.5	0.00			
11321060	502100		FICA-EMPLOYER CONTRIBUTION	211,216.86	211,216.86	0.00			
11321060	502210		RETIREMENT VRS	402,599.42	402,599.42	0.00			
11321060	502212		RETIREMENT VRS HYBRID	0.00	0.00	0.00	Directors are unable to alter this section. Associated benefit costs for the additional position calculated in the separate worksheet for requests.		
11321060	502220		PAYMENT OTHER RETIREMENT	5,250.96	5,250.96	0.00			
11321060	502300		EMPLOYEE HEALTH INSURANCE	509,198.80	509,198.8	0.00			
11321060	502310		HEALTH WELLNESS PROGRAM	0.00	0.00	0.00			
11321060	502400		GROUP LIFE INSURANCE	15,160.67	15,160.67	0.00			
11321060	502510		SHORT-TERM DISABILITY	854.00	854	0.00			
11321060	502520		LONG-TERM DISABILITY	7,432.12	7,432.12	0.00			
11321060	502600		UNEMPLOYMENT INSURANCE	0.00	0.00	0.00			
11321060	502700		WORKERS COMPENSATION INSURANCE	144,795.04	144,795.04	0.00			
11321060	502840		CELL PHONE STIPEND	479.96	479.96	0.00			
11321060	503110		PYMNTS-MEDICAL/DENTAL/HOSPITAL	0.00	0.00	0.00			
11321060	503310		EQUIPMENT REPAIRS	12,500.00	12,500.00	0.00	This line includes repairs for all fire Equipment, including saws, extrication equipment, hand tools, etc.		
11321060	503320		SERVICE CONTRACTS	60,000.00	60,000.00	0.00	\$29,000 for Annual physicals, \$4,200 Internet connections for Station 2 and EOC, \$20,000 Internet services for MDTs, \$700, for Active 911 system, \$4,500 for copier contracts, \$600 ES Chat system annual maintenance Contract, \$1700 Mobile Command/EOC phone and internet, \$9,000, Pre-employment physicals.		
11321060	503330		VEHICLE MAINTENANCE	105,000.00	105,000	0.00			
11321060	503600		ADVERTISING	1,000.00	1,000.00	0.00			
11321060	505110		ELECTRICAL SERVICES	22,500.00	22,500.00	0.00			
11321060	505120		HEATING SERVICES-GAS/COAL/OIL	9,000.00	9,000.00	0.00			
11321060	505130		WATER AND SEWER	45,000.00	45,000.00	0.00	Water and sewer for both stations as well as Hydrant water.		
11321060	505210		POSTAGE	1,000.00	1,000.00	0.00			
11321060	505230		TELEPHONE/FAX/VIDEO	8,000.00	8,000.00	0.00	Fax services, some of the internet for MDTs,		
11321060	505510		MILEAGE	0.00	0.00	0.00			
11321060	505520		TRAVEL-PUBLIC TRANSPORTATION	0.00	0.00	0.00			
11321060	505530		LODGING	0.00	0.00	0.00			
11321060	505540		CONVENTION AND CONFERENCES	15,000.00			\$5,000 Physical fitness program, \$10,000 is for all other fire certification training requiring travel when the classes are not offered locally. This increase was requested to support the annual Leadership Conference started this year, and slated to be hosted in Hopewell every year going forward to support leadership development in our officers.		
					28,000.00	13,000.00			
11321060	505550		MEALS	0.00	0.00	0.00			

278,800.00

11321060	505551	TRAINING	10,000.00			This line covers all of our training expenses including equipment repair maintenance, local course fees, etc. This increase was requested to support Subscription for Target Solutions training software, allowing for online training and training tracking, which was initially funded with CARES Act Funding.		
				16,105.00	6,105.00			
11321060	505552	PREVENTION	5,000.00			This line includes all of our supplies for fire prevention week, as well as other outreach programs throughout the year to children. Addition of Body Worn Camera subscription and storage for the Fire Marshal has been requested.		
				6,800.00	1,800.00			
11321060	505651	AWARDS/LUNCHEON	2,500.00	2,500.00	0.00	Annual department awards, City awards, retirement gifts, etc.		
11321060	505653	FOUR 4 LIFE	0.00	0.00	0.00			
11321060	505681	Fire Donations	0.00	0.00	0.00			
11321060	505810	DUES/ASSOCIATION MEMBERSHIPS	1,000.00	1,000.00	0.00	Professional association dues		
11321060	506001	OFFICE SUPPLIES	8,300.00	8,300.00	0.00	Office supplies for administration and both stations.		
11321060	506005	LAUNDRY/JANITORIAL SUPPLIES	6,000.00	6,000.00	0.00	This line includes cleaning supplies for both stations (we do our own cleaning) as well as supplies for washing uniforms and turnout gear.		
11321060	506006	LINEN SUPPLIES	200.00	200.00	0.00			
11321060	506007	REPAIR/MAINTENANCE SUPPLIES	20,400.00	20,400.00	0.00	This line covers annual building maintenance and repairs. No increase is being requested here based on the capital request for improvements to the stations. Should this not be approved this line will need to increase substantially to cover the ongoing costs of maintaining these old facilities.		
11321060	506008	VEHICLE AND EQUIPMENT GAS	27,000.00	27,000.00	0.00			
11321060	506011	UNIFORMS/APPEAL EMP/INMATES	60,000.00	60,000.00	0.00	\$50,000 from this line includes all of our new and replacement Turnout Gear, as well as uniforms and safety shoes. \$10,000 is costs associated with our Self Contained Breathing Apparatus (SCBA) equipment and repairs and maintenance.		
11321060	506012	BOOKS AND SUBSCRIPTIONS	2,700.00	2,700.00	0.00	Testing supplies for hiring process, Books for CPR and ACLS courses, Books for other certification courses.		
11321060	506014	OTHER OPERATING SUPPLIES	10,000.00	10,000.00	0.00	\$5,000 For equipment repairs maintenance etc. In support of the Hazmat Team. \$5,000 for EOC operations.		
11321060	508201	ADD-MACHINERY AND EQUIPMENT	0.00	0.00	0.00			
11321060	508203	ADD-COMMUNICATIONS	0.00	0.00	0.00			
11321060	509910	MISCELLANEOUS EXPENSE	0.00	0.00	0.00			
11321060	509930	SUPPORT OF RAISES	0.00	0.00	0.00			
Total Fire			4,845,879.23					
Salaries & Benefits			4,413,299.87					
Other Operating			432,579.56					
EMS								
11321061	501100	FULL-TIME SALARIES	0.00	61,936.47	61,936.47	\$61,936.47 for the EMS Captain position also requested in the 9/11 memo to the City Manager (attached)		
11321061	501200	OVER-TIME	25,000.00	25,000.00	0.00			
11321061	501209	BONUS	0.00	0.00	0.00			
11321061	501300	PART-TIME WAGES	0.00	0.00	0.00			
11321061	502100	FICA-EMPLOYER CONTRIBUTION	2,000.00	2,000.00	0.00			
11321061	502210	RETIREMENT VRS	0.00	0.00	0.00			
11321061	502300	EMPLOYEE HEALTH INSURANCE	2,500.00	2,500.00	0.00			
11321061	502400	GROUP LIFE INSURANCE	190.00	190.00	0.00			
11321061	502510	SHORT-TERM DISABILITY	18.00	18.00	0.00			
11321061	502520	LONG-TERM DISABILITY	115.00	115.00	0.00			
11321061	502600	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00			
11321061	502700	WORKERS COMPENSATION INSURANCE	1,000.00	1,000.00	0.00			
11321061	502840	CELL PHONE STIPEND	0.00	0.00	0.00			
11321061	503310	EQUIPMENT REPAIRS	0.00	0.00	0.00			
11321061	503320	SERVICE CONTRACTS	56,000.00	56,000.00	0.00	\$27,000 EMS Billing Services, \$14,000 Imagetrend reporting/scheduling software, \$10,000 Monitor, stretcher, and other equipment maintenance contracts. \$5,000 internet service for ambulances and other misc. contracts.		
11321061	503320	VEHICLE MAINTENANCE	50,000.00	50,000.00	0.00			
11321061	503500	PRINTING AND BINDING	1,000.00	1,000.00	0.00			
11321061	503600	ADVERTISING	1,000.00	1,000.00	0.00			

11321061	505110	ELECTRICAL SERVICES	0.00	0.00	0.00		
11321061	505120	HEATING SERVICES-GAS/COAL/OIL	0.00	0.00	0.00		
11321061	505130	WATER AND SEWER	0.00	0.00	0.00		
11321061	505210	POSTAGE	2,000.00	2,000.00	0.00		
11321061	505230	TELEPHONE/FAX/VIDEO	0.00	0.00	0.00		
11321061	505510	MILEAGE	0.00	0.00	0.00		
11321061	505520	TRAVEL-PUBLIC TRANSPORTATION	0.00	0.00	0.00		
11321061	505530	LODGING	0.00	0.00	0.00		
11321061	505540	CONVENTION AND CONFERENCES	15,000.00	15,000.00	0.00	Tuition costs for EMS courses (EMT-A and EMT-P certifications, recertification hours, etc.)	
11321061	505550	MEALS	0.00	0.00	0.00		
11321061	505810	DUES/ASSOCIATION MEMBERSHIPS	0.00	0.00	0.00		
11321061	506001	OFFICE SUPPLIES	0.00	0.00	0.00		
11321061	506004	MEDICAL/LABORATORY SUPPLIES	55,000.00	55,000.00	0.00	EMS supplies (We usually go over on this line and have to take from other lines to make up the need)	
11321061	506005	LAUNDRY/JANITORIAL SUPPLIES	0.00	0.00	0.00		
11321061	505005	UNIFORM SUPPLIES	0.00	0.00	0.00		
11321061	506007	REPAIR/MAINTENANCE SUPPLIES	0.00	0.00	0.00		
11321061	506008	VEHICLE AND EQUIPMENT GAS	20,000.00	25,300.00	5,300	We asked for this increase based on an average of the last four years including a forecast of this year's usage.	
11321061	506011	UNIFORMS/APPAREL EMP/INMATES	0.00	0.00	0.00		
11321061	506012	BOOKS AND SUBSCRIPTIONS	0.00	0.00	0.00		
11321061	506014	OTHER OPERATING SUPPLIES	0.00	0.00	0.00		
11321061	508201	ADD-MACHINERY AND EQUIPMENT	0.00	0.00	0.00		
11321061	508203	ADD-COMMUNICATIONS	0.00	0.00	0.00		
11321061	508207 F0006	ADD-EDP EQUIPMENT	0.00	0.00	0.00		
11321061	509910	MISCELLANEOUS EXPENSE	0.00	0.00	0.00		
Total EMS			230,823.00				
Salaries & Benefits			30,823.00				
Other Operating			200,000.00				
Emergency Management							
11321062	501100	FULL-TIME SALARIES	85,034.45	85,034.45	0.00		
11321062	501200	OVER-TIME	0.00	0.00	0.00		
11321062	501220	PTO-PAID TIME OFF EXPENSE	0.00	0.00	0.00		
Directors are unable to alter this section.							
11321062	501300	PART-TIME WAGES	20,155.20	20,155.2	0.00		
11321062	502100	FICA-EMPLOYER CONTRIBUTION	7,529.08	7,529.08	0.00		
11321062	502210	RETIREMENT VRS	12,193.86	12,193.86	0.00		
11321062	502300	EMPLOYEE HEALTH INSURANCE	16,533.36	16,533.36	0.00		
11321062	502400	GROUP LIFE INSURANCE	459.19	459.19	0.00		
11321062	502510	SHORT-TERM DISABILITY	18.00	18.00	0.00		
11321062	502520	LONG-TERM DISABILITY	224.04	224.04	0.00		
11321062	502700	WORKERS COMPENSATION INSURANCE	105.04	105.04	0.00		
11321062	502840	CELL PHONE STIPEND	478.96	478.96	0.00		
11321062	505130	MANAGEMENT CONSULTING SERVICES	0.00	0.00	0.00		
11321062	503920	SERVICE CONTRACTS	26,000.00	26,000.00	0.00		
						\$15,000 CodeRED Emergency Notification Contract, \$1,600 Weather monitoring service, \$1,000 Satellite Phone service for EOC/Mobile Command, \$2,000 Fire Station Alerting maintenance, \$2,600 EOC equipment Maintenance, and any bleedover from fire service contracts not covered in Fire or EMS.	If we drop the CodeRED contract and Use Civic Ready instead, as part of the City's Civic plus contract, we can reduce this budget by \$10k.
11321062	503930	VEHICLE MAINTENANCE	600.00	600.00	0.00		
11321062	503950	PRINTING AND BINDING	0.00	0.00	0.00		
11321062	505210	POSTAGE	0.00	0.00	0.00		
11321062	505213	FM PROGRAMS	8,300.00	8,300.00	0.00	This line includes Emergency Operation Center equipment replacement and repairs, annual exercises, outreach & education materials, and any other EM annual costs.	
11321062	505230	TELEPHONE/FAX/VIDEO	3,000.00	3,000.00	0.00		

11321062	505510		MILEAGE	0.00	0.00	0.00		
11321062	505520		TRAVEL-PUBLIC TRANSPORTATION	1,500.00		0.00		
					1500		This is the entire EMT training budget for both the Coordinator and the EM Specialist. This includes certification classes and recertification hours.	
11321062	505530		LODGING	0.00	0.00	0.00		
11321062	505540		CONVENTION AND CONFERENCES	0.00	0.00	0.00		
11321062	505550		MEALS	0.00	0.00	0.00		
11321062	505810		DUES/ASSOCIATION MEMBERSHIPS	0.00	0.00	0.00		
11321062	506001		OFFICE SUPPLIES	0.00	0.00	0.00		
11321062	506004		MEDICAL/LABORATORY SUPPLIES	0.00	0.00	0.00		
11321062	506008		VEHICLE AND EQUIPMENT GAS	300.00	300.00	0.00		
11321062	508207		ADD-EDP EQUIPMENT	0.00	0.00	0.00		
11321062	508207	F0006	ADD-EDP EQUIPMENT	0.00	0.00	0.00		
11321062	508207	FSH01	ADD-EDP EQUIPMENT	0.00	0.00	0.00		
11321062	508207	FSH02	ADD-EDP EQUIPMENT	0.00	0.00	0.00		
11321062	508207	FSH03	ADD-EDP EQUIPMENT	0.00	0.00	0.00		
11321062	508207	FSH04	ADD-EDP EQUIPMENT	0.00	0.00	0.00		
11321062	508207	FSH05	ADD-EDP EQUIPMENT	0.00	0.00	0.00		
11321062	508207	FSH06	ADD-EDP EQUIPMENT	0.00	0.00	0.00		
11321062	509910		MISCELLANEOUS EXPENSE	0.00	0.00	0.00		
Total	Emergency Services			187,632.26				
	Salaries & Benefits			11,300.00				
	Other Operating			1,600.00				
					Grants			
11321063	503190	F0011	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00		
11321063	505510		MILEAGE	0.00	0.00	0.00		
11321063	505520		TRAVEL-PUBLIC TRANSPORTATION	0.00	0.00	0.00		
11321063	505530		LODGING	0.00	0.00	0.00		
11321063	505540		CONVENTION AND CONFERENCES	2,000.00	2000	0.00		
11321063	505540	F0C03	CONVENTION AND CONFERENCES	0.00	0.00	0.00		
11321063	505550		MEALS	0.00	0.00	0.00		
11321063	506004	F0009	MEDICAL/LABORATORY SUPPLIES	0.00	0.00	0.00		
11321063	506004	F0C05	MEDICAL/LABORATORY SUPPLIES	0.00	0.00	0.00		
11321063	508201		ADD-MACHINERY AND EQUIPMENT	0.00	0.00	0.00		
11321063	508206		ADD-CONSTR VEHICLES/EQUIPMENT	0.00	0.00	0.00		
Total	Grants			2,000.00				
					Totals			
Grand Total				5,261,335.05		100%		
	Salaries & Benefits			4,455,422.87		84.68%		
	Operating costs other than personnel			654,979.56		12.03%		
	Utilities, Fuel, Vehicle Maintenance			278,600.00		5.29%		
	All other Spending			355,579.96		6.73%		



Interoffice Memo

To: John M. Altman Jr., City Manager, Concetta Manker, Acting City Manager

From: Benjamin Ruppert, Fire Chief

B.R.

Date: 6/28/2022

Re: Budget

I apologize for the tardiness of this report, but I was on vacation and out of town last week through yesterday. As you are aware, I have no deputy chief that can fill in this role while I am away. I completed the tasks as soon as I returned today.

Attached is a copy of our budget with details regarding what each line contains, as well as service contracts that we pay out of those respective lines. Our budget has been bare bones for as long as I have been here, and does not contain any "fluff". We routinely request contingency funds from the City Manager's office to cover surprise expenses because our budget does not contain enough buffer to cover these routine surprises. An example of this was an air conditioner that had to be replaced last year, which eliminated almost our entire repair budget for both stations.

As you can see from the budget attached, a full 93.25% of our budget is essentially out of my hands. This includes salaries and benefits, utilities, vehicle maintenance, etc. A large portion of the remaining 6.75% of our budget is also non-discretionary, as it contains all of our service contracts to communicate, keep our equipment and software maintained, etc. This being the case, any cut to our budget will result in lost personnel, lost training, or critical equipment not being repaired or maintained.

The best I can offer in the way of cuts is \$10,000 from our EM Service Contracts line. The latest contract the City entered into with Civic Plus for website services included a notification service called Civic Ready. Our Emergency Coordinator and I reviewed this and determined that with an upgrade, it could be used in place of CodeRED. If this is maintained by the City, we can cut \$10,000 from our budget, which typically goes to CodeRED. \$5,000 will need to remain in order to cover the additional expenses to upgrade Civic Ready to be capable of everything CodeRED could do.

In the Fire Department we have always prided ourselves with doing more with less. We cut our own grass, clean our own stations, and do a lot of the routine maintenance required around the stations. This is despite the fact that our call volume, and requests for public engagement have increased exponentially over the years. It is becoming more and more difficult to do these things while also training new employees; maintaining the training and certifications of the rest of us, and responding to emergencies in the City. I would respectfully request that these things be kept in mind as you consider any budget cuts.

Please feel free to contact me with any questions you may have.

Human Resources Department

HUMAN RESOURCES

ORG	OBI	DESCRIPTION	PROJECTION	CY ORIG BUD	SAVINGS	Notes
11122010	501100	FULL-TIME SALARIES	20231	\$ 220,465.36		
11122010	501200	OVER-TIME	20231	\$ -		
11122010	501220	PTO-PAID TIME OFF EXPENSE	20231	\$ -		
11122010	501230	LICENSING	20231	\$ -		
11122010	501300	PART-TIME WAGES	20231	\$ -		
11122010	502100	FICA-EMPLOYER CONTRIBUTION	20231	\$ 15,778.62		
11122010	502210	RETIREMENT VRS	20231	\$ 15,005.43		Directors are not allowed to alter this area
11122010	502212	RETIREMENT VRS HYBRID	20231	\$ 16,609.31		
11122010	502220	PAYMENT OTHER RETIREMENT	20231	\$ 5,104.56		
11122010	502221	RETIREMENT-ICMA 401/457 HYBRID	20231	\$ -		
11122010	502300	EMPLOYEE HEALTH INSURANCE	20231	\$ 48,880.08		
11122010	502310	HEALTH WELLNESS PROGRAM	20231	\$ 10,000.00		
11122010	502400	GROUP LIFE INSURANCE	20231	\$ 1,190.52		
11122010	502510	SHORT-TERM DISABILITY	20231	\$ 345.78		
11122010	502520	LONG-TERM DISABILITY	20231	\$ 603.42		
11122010	502700	WORKERS COMPENSATION INSURANCE	20231	\$ 203.06		
11122010	502820	EDUCATION - TUITION ASSISTANCE	20231	\$ -		
11122010	502840	CELL PHONE STIPEND	20231	\$ -		
11122010	502850	EAP PROGRAM	20231	\$ 5,800.00		
11122010	503130	MANAGEMENT CONSULTING SERVICES	20231	\$ 10,000.00	10,000.00 cut	
11122010	503320	SERVICE CONTRACTS	20231	\$ 35,500.00		
11122010	503600	ADVERTISING	20231	\$ 100.00	100.00 cut	
11122010	505210	POSTAGE	20231	\$ 900.00	500.00	Reduce to \$400. This line items is for sending certified letters to terminated employees, etc.
11122010	505230	TELEPHONE/FAX/VIDEO	20231	\$ 1,200.00		This Line line items consists of paper printing and faxing services. Can be reduced by \$500
11122010	505510	MILEAGE	20231	\$ 500.00	500.00 cut	
11122010	505520	TRAVEL-PUBLIC TRANSPORTATION	20231	\$ -		
11122010	505530	LODGING	20231	\$ 1,550.00	550.00	Reduce to \$1000.00. New HR Director to attend SHRM Conference to maintain SHRM certification
11122010	505540	CONVENTION AND CONFERENCES	20231	\$ 1,750.00		I would like to keep this line in the event the new HR Director needs to attend SHRM conference.
11122010	505550	MEALS	20231	\$ -		
11122010	505651	AWARDS/LUNCHEON	20231	\$ 13,200.00		This line for employee services awards, Administrative Service Professional (ASP) award, vision committee cost
11122010	505810	DUES/ASSOCIATION MEMBERSHIPS	20231	\$ 1,000.00		SHRM certification dues and memberships fees
11122010	506001	OFFICE SUPPLIES	20231	\$ 5,000.00		Order lanyards for new employees, benefits packages, and other stationary
11122010	506011	UNIFORMS/APPAREL EMP/INMATES	20231	\$ -		
11122010	506012	BOOKS AND SUBSCRIPTIONS	20231	\$ 500.00	1,000.00 cut	
Total Budget				\$ 411,186.14		3% from the overall budget
Total Operating:				\$ 77,000.00	12,650.00	16% This cut represent the amount cut from the operating budget

Notes:

Provides incentive for employees to take care of their health in conjunction with Local Choice - benefits administrator. This line pays premium reduction to our employees, biometric screening for John Tyler Nurses, 5K walks etc. This line item is used for employee incentives that boost employee morale such as employee luncheon, ice cream social, easter egg hunt, etc. This line also combine cost for employee service awards

The total budget for HR is \$411,186.14; however, their operating budget is \$77,000. Majority of the budget is associated with employees, VRS, and insurance.

Human Resources - Service Contracts

ORG	OBJECT	DESCRIPTION	YEAR	AMOUNT	VDR NAME/ITEM DESC	COMMENTS	
11122010	503320	SERVICE CONTRACTS	2022	4,937.50	DIGITAL INSURANCE LLC	CONSULTING SERVICES	\$ 19,750.00
11122010	503320	SERVICE CONTRACTS	2022	6,675.58	GOVERNMENTJOBS.COM INC	HUMAN RESOURCES SOFTWARE-RECRUITMENT	\$ 6,675.58
11122010	503320	SERVICE CONTRACTS	2022	1,499.00	ID NETWORKS, INC.	HUMAN RESOURCES SOFTWARE	\$ 1,499.00
11122010	503320	SERVICE CONTRACTS	2022	-189.00	VIRGINIA DEPARTMENT OF STATE POLICE	SECURITY, FIRE, SAFETY, AN2022	\$ 2,565.00
11122010	503320	SERVICE CONTRACTS	2022	21.79	VITAL RECORDS HOLDING LLC	MAY 22 STORAGE AND DELIVERY	\$ 315.61
11122010	503320	SERVICE CONTRACTS	2022	299.04	WAGeworks INC	FSA, COBRA, HEALTH SAVINGS	\$ 2,990.40
						Total as of Today	\$ 33,795.59

FINANCE DEPARTMENT

Hopewell Water Renewal Fund-032:

Estimated Revenues:

Industrial User Charges.....	<u>\$18,481,179</u>
Total Revenues.....	<u>\$18,481,179</u>

Appropriations:

Operating Expenses	16,681,179
Capital.....	<u>1,800,000</u>
Total Hopewell Water Renewal Fund.....	<u>\$18,481,179</u>

Finance Service Contracts

<u>Amount</u>	<u>Service Contracts</u>	<u>Description</u>
\$54,700.00	ClearGov	Digital Budget Book Software
	Manatron Inc	Proval Maintenance Agreement
	Pictometry International	Aerial Imagery Software
	Schneider Geospatial	Qpublic Maintenance Agreement

Hopewell Water Renewal

Concetta Manker

From: Jerry Byerly
Sent: Monday, June 27, 2022 8:20 AM
To: Concetta Manker
Subject: RE: Budget information

Concetta,

Thank you. As for Water renewal, any cuts will affect operational efficiency, further I assume we fall under the infrastructure exemption. If not, we get outside revenue from landfill leachate, there is a cost associated with treating that. If the manager will provide a dollar amount that we need to meet, we will reduce the amount accepted of leachate to meet the stated goal.

Jerry Byerly, Director
Hopewell Water Renewal
P. O. Box 969
231 Hummel Ross Road
Hopewell, Va. 23860
Phone: 804-541-2213
Cell: 336-909-1485
Fax: 804-541-2441
Email: jbyerly@hopewellva.gov

From: Concetta Manker <cmanker@hopewellva.gov>
Sent: Thursday, June 23, 2022 12:01 PM
To: DIRECTORS <DIRECTORS@hopewellva.gov>
Cc: Mollie Bess <mbess@hopewellva.gov>; Marta Leon <mleon@hopewellva.gov>
Subject: Budget information

All,

Please get you budget information over to me by the end of today. I need to compile the information so he can get it over to councilors by tomorrow..

Thanks
Concetta

Information Technology Department

INFORMATION TECHNOLOGY DEPARTMENT

Org	Object	Description	2022 Original Budget	2023 Budget Request	Comments	Reduction	2023 Budget Justifications
11127026	502820	EDUCATION	\$ 8,000.00		Education / Training / Certifications		
11127026	502840	CELL PHONE STIPEND	\$ 2,879.76	\$ 240.00	Employee use personal phone to be on-call		New ERP Administrator Phone Stipend
11127026	503130	MANAGEMENT CONSULTING SERVICES	\$ 4,000.00		Professional Services		
11127026	503310	EQUIPMENT REPAIRS	\$ 30,000.00		Network repair related cost for city wide		
11127026	503320	SERVICE CONTRACTS	\$ 396,533.88	\$ 54,946.62	Munis/Internet Cost/Cyber Security		\$12,000 OpenFinance; \$5000 - Parks&Rec Module; \$11,794 - ExecuTime Module; \$21,000 Seamless Gov; \$4750 - Munis yearly Increase; \$402.62 Incode Case Management System
11127026	503330	VEHICLE MAINTENANCE	\$ 500.00		reduce by 500	500.00	
11127026	505210	POSTAGE	\$ 100.00		reduce by 100	100.00	
11127026	505230	TELEPHONE/FAX/VIDEO	\$ 44,388.00		Faxing/Website/Zoom/Council Streaming Services		
11127026	505510	MILEAGE	\$ -				
11127026	505520	TRAVEL-PUBLIC TRANSPORTATION	\$ 5,000.00		reduce by 4000/travel to munis conference	4,000.00	
11127026	505530	LODGING	\$ 3,000.00		reduce by 2000/ munis conference	2,000.00	
11127026	505540	CONVENTION AND CONFERENCES	\$ 4,000.00		reduce by 2000/ munis conference	2,000.00	
11127026	505550	MEALS	\$ 500.00		munis conference		
11127026	505551	TRAINING	\$ 18,850.00		Munis Training Cost - Help with module related issues		
11127026	505688	DISASTER RECOVERY	\$ 60,000.00		Disaster Recovery System/ State Requirement		
11127026	505810	DUES/ASSOCIATION MEMBERSHIPS	\$ 500.00		AITP Association for technical certifications		
11127026	506001	OFFICE SUPPLIES	\$ 10,000.00		break-fix items/cabling, toner, printer charges		
11127026	506008	VEHICLE AND EQUIPMENT GAS	\$ -				
11127026	506012	BOOKS AND SUBSCRIPTIONS	\$ 600.00		reduce by 600	600.00	
11127026	508203	ADD-COMMUNICATIONS	\$ -				
11127026	508203	ADD-COMMUNICATIONS	\$ -				
11127026	508207	ADD-EDP EQUIPMENT	\$ 60,000.00		Computer Refresh Fund/ 5 Year Contract Obligation		
11127026	508207	ADD-EDP EQUIPMENT	\$ -	\$ 40,660.32			OneTime Capital: \$23286.32 Cameras for Evidence \$17,374 Key Lock System
11127026	508207	ADD-EDP EQUIPMENT	\$ -				
11127026	508207	ADD-EDP EQUIPMENT	\$ 65,000.00		VDIP (reduce by 12,000)	12,000.00	
				\$ 95,846.94			
		Total Budget	\$ 1,520,852.64	\$ 1,616,699.58			
		Total Operating	\$ 713,851.64	\$ 809,698.58			
		Total Reduction				21,200.00	

Notes

IT is an infrastructure department. All networking, software, and repairs supports all city departments.

The total budget for IT is \$1,520,852.64; however, their operating budget is \$713,851.64. Majority of the budget is associated with employees, VRS, and insurance.

FY23 Increases are associated with council approved Munis implementation projects and digital forms software. The cost indicated yearly software agreements.

Information Technology Department
Service Contracts List

2022 Amount (Current)	2023 Budget (New Requests)	Service Contract NAME	Item Descriptions
\$ 18,985.40		Malwarebytes	Antivirus and Malware Software for Computers and Network
\$ 12,000.00		CALLIDUS SOFTWARE INC (Litmos)	LMS Learning Management System
\$ 6,150.00		MCCI	Laserfiche Maintenance (Document Management Systems)
\$ 1,186.93		VIRGINIA INTEGRATED COMMUNICATION	Annual Maintenance for Camera Council Chambers
\$ 2,374.12		VIRGINIA INTEGRATED COMMUNICATION	Annual Maintenance for Police AV
\$ 7,835.58		SOLARWINDS, INC	DAMEWARE / Service Desk Renewal
\$ 60,025.58		SYCOM-TECHNOLOGIES	Barracuda Renewals -Web Filtering, Firewalls, Emails, Backups
\$ 14,719.60		SYCOM-TECHNOLOGIES	EMC/SANs Maintenance Renewal
\$ 48,573.21		SYCOM-TECHNOLOGIES	SmartNet Cisco Switch Renewal
\$ 95,048.13	\$4,750.00	TYLER TECHNOLOGIES INC	Munis Financial System (Yearly 5% Increase)
\$ 8,455.07	\$402.62	TYLER TECHNOLOGIES INC	Court Case Management System (Yearly 5% Increase)
	\$5,000.00	TYLER TECHNOLOGIES INC	TPAR (Tyler Parks and Recreation Munis Module)
	\$11,794.00	TYLER TECHNOLOGIES INC	ExecuTime (Munis Payroll Time Keeper Module)
	\$12,000.00	TYLER TECHNOLOGIES INC	OpenFinance
\$ 6,281.00		DIGITAL DEFENSE INC (Frontline)	COMMUNICATIONS AND MEDIA RELAT
\$ 1,410.50		DLT SOLUTIONS	ACTIVE ADMINISTRATOR LIC./MAIN
\$ 49,454.40		Segra NETWORKS INC	INTERNET SERVICES and 2nd Internet Pipe Failover
\$ 12,700.00		MERAKI	WIRELESS ACCESS POINTS Renewals
\$ 3,229.20		LOGMEIN	Remote Assistance Software
\$ 3,360.00		Egnyte	FTE File Sharing Server
\$ 18,233.28		Office2016 Licensing	Var- Resourcing -Leasing Terms
\$ 11,505.00		Onelogin	Single Server Sign-on Solution
\$ 5,512.80		Asset Panda	Asset Management System
\$ 14,245.00		Green Orbit	Company Intranet
\$ 4,968.00		KnowBe4 Inc	Cyber Security Software Awareness Training Modules
\$ 12,000.00		ASCENSIO SYSTEMS INC	Only Office - Hopewell Private Cloud Server
\$ 4,400.00		Municode and muniDocs	Agenda Software
\$ 2,400.00		Municode	Board and Commission
\$ 5,584.00		MCCI	Just FOIA - FOIA Online Citizen Request
\$ 3,388.00		POLCO	Council Surveying tool
\$ 5,698.00		EXOS	PC GPS Software
\$ 17,863.08		Dell Computers	Dell Leasing Terms (5 Years)
\$ 1,381.25		Passler AG	PRTG
\$ 19,800.00		Vigilant	Cyber Security Software
\$ -	\$21,000.00	Seamless Gov	Digital Documents Server (Approved by Council in May 2021)
\$ 478,767.13	\$ 54,946.62		

Parks and Recreation Department

RECREATION AND PARKS

Org	Object	Description	2022 Original	2023 requested	Amt Cut	Explanation/Comment	Operating Budget
35711171	501100	FULL-TIME SALARIES	224,190.11	224,190.11			
35711171	501200	OVER-TIME	4,000.00	4,000.00			
35711171	501209	BONUS	0.00	0.00			
35711171	501220	PTO-PAID TIME OFF EXPENSE	0.00	0.00			
35711171	501226	COVID-19 EXTENDED SICK PAY	0.00	0.00			
35711171	501230	LICENSING	0.00	0.00			
35711171	501300	PART-TIME WAGES	101,369.23	101,369.23		Directors are unable to alter this area	
35711171	502100	FICA-EMPLOYER CONTRIBUTION	24,201.98	24,201.98			
35711171	502210	RETIREMENT VRS	23,179.31	23,179.31			
35711171	502212	RETIREMENT VRS HYBRID	9,037.83	9,037.83			
35711171	502220	PAYMENT OTHER RETIREMENT	5,071.44	5,071.44			
35711171	502221	RETIREMENT-ICMA 401/457 HYBRID	0.00	0.00			
35711171	502300	EMPLOYEE HEALTH INSURANCE	52,791.94	52,791.94			
35711171	502400	GROUP LIFE INSURANCE	1,213.19	1,213.19			
35711171	502510	SHORT-TERM DISABILITY	214.51	214.51			
35711171	502520	LONG-TERM DISABILITY	604.18	604.18			
35711171	502600	UNEMPLOYMENT INSURANCE	0.00	0.00			
35711171	502700	WORKERS COMPENSATION INSURANCE	5,223.80	5,223.80			
35711171	502840	CELL PHONE STIPEND	959.92	959.92			
35711171	502850	EAP PROGRAM	100.00	100.00			
35711171	503110	PYMNTS-MEDICAL/DENTAL/HOSPITAL	0.00	0.00			
35711171	503120	ACCOUNTING/AUDITING SERVICES	0.00	0.00			
35711171	503200	TEMP HELP SRVS-OUTSIDE VENDOR	1,500.00	1,500.00			
35711171	503310	EQUIPMENT REPAIRS	6,000.00	6,000.00			
35711171	503320	SERVICE CONTRACTS	45,000.00	45,000.00			
35711171	503330	VEHICLE MAINTENANCE	7,000.00	7,000.00			
35711171	503600	ADVERTISING	4,000.00	4,000.00			
35711171	505110	ELECTRICAL SERVICES	38,000.00	38,000.00			
35711171	505120	HEATING SERVICES-GAS/COAL/OIL	27,000.00	27,000.00			
35711171	505130	WATER AND SEWER	5,500.00	5,500.00			
35711171	505210	POSTAGE	400.00	400.00			
35711171	505230	TELEPHONE/FAX/VIDEO	3,000.00	3,000.00			
35711171	505304	OTHER PROPERTY INSURANCE	0.00	0.00			
35711171	505510	MILEAGE	0.00	0.00			
35711171	505520	TRAVEL-PUBLIC TRANSPORTATION	0.00	0.00			
35711171	505530	LODGING	650.00	650.00		** Certifications are required for our staff in this area, we must keep current by attending Annual Conferences	
35711171	505540	CONVENTION AND CONFERENCES	250.00	250.00			
35711171	505550	MEALS	100.00	100.00			

RECREATION AND PARKS

35711171	505810	DUES/ASSOCIATION MEMBERSHIPS	1,400.00	1,400.00		* Agency membership for NRPA and CYSA - Tom , Tabitha, AJ, Hannah are NRPA members and have CPRP certifications.	
35711171	506001	OFFICE SUPPLIES	5,000.00	5,000.00			
35711171	506002	FOOD SUPPLIES AND FOOD SERVICE	1,000.00	1,000.00			
35711171	506003	AGRICULTURAL SUPPLIES	750.00	750.00			
35711171	506005	LAUNDRY/JANITORIAL SUPPLIES	2,700.00	2,700.00			
35711171	506007	REPAIR/MAINTENANCE SUPPLIES	15,000.00	15,000.00			
35711171	506008	VEHICLE AND EQUIPMENT GAS	6,500.00	6,500.00			
35711171	506011	UNIFORMS/APPAREL EMP/INMATES	1,200.00	1,200.00			
35711171	506012	BOOKS AND SUBSCRIPTIONS	0.00	0.00			
35711171	506013	EDUCATION/RECREATION SUPPLIES	3,300.00	3,300		* We buy supplies from this account to use for our Small programs in the Community Center. We have roughly 120 programs throughout the year.	
35711171	506014	OTHER OPERATING SUPPLIES	0.00	0			
35711171	506015	MERCHANDISE FOR RESALE	0.00	0			
35711171	508202	ADD-FUNITURE/FIXTURES/EQUIP	0.00	0			
35711171	508205	ADD-MOTOR VEHICLES/EQUIPMENT	0.00	0			
35711171	508212	ADD-BUILDING	0.00	0			
35711171	509907	CR CARD CONV FEES	2,200.00	2,200			
35711171	509910	MISCELLANEOUS EXPENSE	0.00	0.00			
35711171	509920	CONTINGENCY	0.00	0.00			
35711171	509930	SUPPORT OF RAISES	0.00	0.00			
							177,550.00
35711172	501100	FULL-TIME SALARIES	61,936.47	61,936.47			
35711172	501200	OVER-TIME	0.00	0.00			
35711172	501209	BONUS	0.00	0.00			
35711172	501220	PTO-PAID TIME OFF EXPENSE	0.00	0.00			
35711172	501230	LICENSING	0.00	0.00			
35711172	501300	PART-TIME WAGES	12,743.96	12,743.96			
35711172	502100	FICA-EMPLOYER CONTRIBUTION	5,424.72	5,424.72		Directors are unable to alter this area	
35711172	502210	RETIREMENT VRS	0.00	0.00			
35711172	502212	RETIREMENT VRS HYBRID	8,881.68	8,881.68			
35711172	502300	EMPLOYEE HEALTH INSURANCE	7,416.00	7,416.00			
35711172	502400	GROUP LIFE INSURANCE	334.46	334.46			
35711172	502510	SHORT-TERM DISABILITY	175.28	175.28			
35711172	502520	LONG-TERM DISABILITY	175.28	175.28			
35711172	502600	UNEMPLOYMENT INSURANCE	0.00	0.00			
35711172	502700	WORKERS COMPENSATION INSURANCE	2,005.24	2,005.24			
35711172	502840	CELL PHONE STIPEND	479.96	479.96			
35711172	502850	EAP PROGRAM	0.00	0.00			
35711172	503200	TEMP HELP SRVS-OUTSIDE VENDOR	47,000.00	47,000		** This is our line item for Fireworks and all other special events. We were willing to give	
35711172	503310	EQUIPMENT REPAIRS	0.00	0.00			

RECREATION AND PARKS

35711172	503320	SERVICE CONTRACTS	0.00	0.00	this up if needed but would have no special	
35711172	503330	VEHICLE MAINTENANCE	0.00	0.00	events (parades, Halloween, Fireworks, Easter, etc)	
35711172	503600	ADVERTISING	600.00	600.00	* Per the councilor poll on 6/22/22 we were told	
35711172	505210	POSTAGE	100.00	100.00	to proceed with fireworks and it would NOT be cut	
35711172	505410	LEASE/RENTAL OF EQUIPMENT	10,000.00	10,000.00		
35711172	505510	MILEAGE	0.00	0.00		
35711172	505530	LODGING	650.00	650.00	** Certifications are required for	
35711172	505540	CONVENTION AND CONFERENCES	250.00	250.00	our staff in this area, we must keep current by attending	
					conferences	
35711172	505550	MEALS	100.00	100.00		
35711172	505685	Youth Programs	0.00	0.00		
35711172	505810	DUES/ASSOCIATION MEMBERSHIPS	100.00	100.00	* VRPS membership for State of Virginia	
35711172	506001	OFFICE SUPPLIES	500.00	500.00		
35711172	506002	FOOD SUPPLIES AND FOOD SERVICE	1,500.00	1,500.00		
35711172	506008	VEHICLE AND EQUIPMENT GAS	100.00	100.00		
35711172	506013	EDUCATION/RECREATION SUPPLIES	14,000.00	14,000.00	* Supplies purchased for all Special Events throughout the year	
35711172	509910	MISCELLANEOUS EXPENSE	0.00	0.00		
						74,900.00
35711173	501100	FULL-TIME SALARIES	49,330.84	49,330.84		
35711173	501200	OVER-TIME	0.00	0.00		
35711173	501209	BONUS	0.00	0.00		
35711173	501220	PTO-PAID TIME OFF EXPENSE	0.00	0.00		
35711173	501226	COVID-19 EXTENDED SICK PAY	0.00	0.00		
35711173	501230	LICENSING	0.00	0.00		
35711173	501300	PART-TIME WAGES	15,718.38	15,718.38	Directors are able to alter this area	
35711173	502100	FICA-EMPLOYER CONTRIBUTION	4,925.66	4,925.66		
35711173	502210	RETIREMENT VRS	7,074.04	7,074.04		
35711173	502300	EMPLOYEE HEALTH INSURANCE	12,756.72	12,756.72		
35711173	502400	GROUP LIFE INSURANCE	266.39	266.39		
35711173	502510	SHORT-TERM DISABILITY	18.00	18.00		
35711173	502520	LONG-TERM DISABILITY	129.96	129.96		
35711173	502600	UNEMPLOYMENT INSURANCE	0.00	0.00		
35711173	502700	WORKERS COMPENSATION INSURANCE	1,594.34	1,594.34		
35711173	502840	CELL PHONE STIPEND	479.96	479.96		
35711173	502850	EAP PROGRAM	100.00	100.00		
35711173	503200	TEMP HELP SRVS-OUTSIDE VENDOR	15,000.00	15,000.00	* This pays for all of our Officials for Youth Sports	
35711173	503320	SERVICE CONTRACTS	0.00	0.00		
35711173	503600	ADVERTISING	400.00	400.00		
35711173	505210	POSTAGE	200.00	200.00		
35711173	505230	TELEPHONE/FAX/VIDEO	600.00	600.00		
35711173	505510	MILEAGE	0.00	0.00		

RECREATION AND PARKS

35711173	505520	TRAVEL-PUBLIC TRANSPORTATION	0.00	0.00		
35711173	505530	LODGING	0.00	0.00		
35711173	505540	CONVENTION AND CONFERENCES	0.00	0.00		
35711173	505550	MEALS	0.00	0.00		
35711173	505810	DUES/ASSOCIATION MEMBERSHIPS	80.00	80.00	* CYSA youth athletic membership for our Athletic Supervisor	
35711173	506001	OFFICE SUPPLIES	1,000.00	1,000.00		
35711173	506002	FOOD SUPPLIES AND FOOD SERVICE	500.00	500.00		
35711173	506011	UNIFORMS/APPAREL EMP/INMATES	700.00	700.00		
35711173	506013	EDUCATION/RECREATION SUPPLIES	35,000.00	35,000.00	* All Athletic Supplies, equipment, field supplies for athletic programs	
35711173	506014	OTHER OPERATING SUPPLIES	0.00	0.00		
35711173	506015	MERCHANDISE FOR RESALE	0.00	0.00		
35711173	509906	SPONSORED EVENTS	0.00	0.00		
35711173	509910	MISCELLANEOUS EXPENSE	0.00	0.00		
						53,480.00
35711174	501100	FULL-TIME SALARIES	46,282.53	46,282.53		
35711174	501200	OVER-TIME	0.00	0.00		
35711174	501209	BONUS	0.00	0.00		
35711174	501220	PTO-PAID TIME OFF EXPENSE	0.00	0.00		
35711174	501226	COVID-19 EXTENDED SICK PAY	0.00	0.00		
35711174	501230	LICENSING	0.00	0.00		
35711174	501300	PART-TIME WAGES	48,685.27	48,685.27	Directors are unable to alter this area of the budget	
35711174	502100	FICA-EMPLOYER CONTRIBUTION	7,718.36	7,718.36		
35711174	502210	RETIREMENT VRS	0.00	0.00		
35711174	502212	RETIREMENT VRS HYBRID	6,636.93	6,636.93		
35711174	502300	EMPLOYEE HEALTH INSURANCE	12,396.72	12,396.72		
35711174	502400	GROUP LIFE INSURANCE	249.93	249.93		
35711174	502510	SHORT-TERM DISABILITY	130.98	130.98		
35711174	502520	LONG-TERM DISABILITY	130.98	130.98		
35711174	502600	UNEMPLOYMENT INSURANCE	0.00	0.00		
35711174	502700	WORKERS COMPENSATION INSURANCE	3,039.92	3,039.92		
35711174	502840	CELL PHONE STIPEND	479.96	479.96		
35711174	502850	EAP PROGRAM	0.00	0.00		
35711174	503200	TEMP HELP SRVS-OUTSIDE VENDOR	3,000.00	3,000.00	* This pays for our Vendors for Youth Programming in the building	
35711174	503320	SERVICE CONTRACTS	500.00	500.00		
35711174	503330	VEHICLE MAINTENANCE	5,000.00	5,000.00		
35711174	503600	ADVERTISING	500.00	500.00		
35711174	505210	POSTAGE	200.00	200.00		
35711174	505410	LEASE/RENTAL OF EQUIPMENT	1,000.00	1,000.00		
35711174	505510	MILEAGE	0.00	0.00		
35711174	505520	TRAVEL-PUBLIC TRANSPORTATION	0.00	0.00		
35711174	505530	LODGING	650.00	650.00	** Certifications are required for	

RECREATION AND PARKS

35711174	505540	CONVENTION AND CONFERENCES	250.00	250.00		our staff in this area	
35711174	505550	MEALS	100.00	100.00			
35711174	505685	Youth Programs	0.00	0.00			
35711174	505810	DUES/ASSOCIATION MEMBERSHIPS	80.00	80.00		* TR (Therapeutic Recreation Certification dues)	
35711174	506001	OFFICE SUPPLIES	800.00	800.00			
35711174	506002	FOOD SUPPLIES AND FOOD SERVICE	8,000.00	8,000.00			
35711174	506008	VEHICLE AND EQUIPMENT GAS	4,000.00	4,000.00			
35711174	506012	BOOKS AND SUBSCRIPTIONS	200.00	200.00		* Books for Rec Readers Programs	
35711174	506013	EDUCATION/RECREATION SUPPLIES	4,000.00	4,000		* Supplies purchased throughout year for Therapeutic Recreation programs.	
35711174	508202	ADD-FUNITURE/FIXTURES/EQUIP	0.00	0.00			
35711174	508205	ADD-MOTOR VEHICLES/EQUIPMENT	0.00	0.00			
							28,280.00
35711175	501100	FULL-TIME SALARIES	109,063.61	109,063.61			
35711175	501200	OVER-TIME	0.00	0.00			
35711175	501209	BONUS	0.00	0.00			
35711175	501220	PTO-PAID TIME OFF EXPENSE	0.00	0.00			
35711175	501226	COVID-19 EXTENDED SICK PAY	0.00	0.00			
35711175	501230	LICENSING	0.00	0.00			
35711175	501300	PART-TIME WAGES	47,593.29	47,593.29		Directors are unable to alter this area	
35711175	502100	FICA-EMPLOYER CONTRIBUTION	11,232.10	11,232.10			
35711175	502210	RETIREMENT VRS	6,796.87	6,796.87			
35711175	502212	RETIREMENT VRS HYBRID	8,842.87	8,842.87			
35711175	502300	EMPLOYEE HEALTH INSURANCE	30,285.36	30,285.36			
35711175	502400	GROUP LIFE INSURANCE	588.95	588.95			
35711175	502510	SHORT-TERM DISABILITY	192.52	192.52			
35711175	502520	LONG-TERM DISABILITY	299.32	299.32			
35711175	502600	UNEMPLOYMENT INSURANCE	0.00	0.00			
35711175	502700	WORKERS COMPENSATION INSURANCE	3,658.46	3,658.46			
35711175	502850	EAP PROGRAM	0.00	0.00			
35711175	503310	EQUIPMENT REPAIRS	1,000.00	1,000.00			
35711175	503320	SERVICE CONTRACTS	400.00	400.00			
35711175	503600	ADVERTISING	0.00	0.00			
35711175	505210	POSTAGE	100.00	100.00			
35711175	505510	MILEAGE	0.00	0.00			
35711175	505520	TRAVEL-PUBLIC TRANSPORTATION	0.00	0.00			
35711175	505530	LODGING	0.00	0.00			
35711175	505540	CONVENTION AND CONFERENCES	0.00	0.00			
35711175	505550	MEALS	0.00	0.00			
35711175	505810	DUES/ASSOCIATION MEMBERSHIPS	200.00	200.00		* Pool Manager CPO certification to keep Pool open.	
35711175	506001	OFFICE SUPPLIES	2,667.93	2,667.93			
35711175	506004	MEDICAL/LABORATORY SUPPLIES	5,000.00	5,000			
35711175	506005	LAUNDRY/JANITORIAL SUPPLIES	1,000.00	1,000.00			

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35711175	506007	REPAIR/MAINTENANCE SUPPLIES	800.00	800.00		
35711175	506011	UNIFORMS/APPAREL EMP/INMATES	1,500.00	1,500		
35711175	506013	EDUCATION/RECREATION SUPPLIES	2,000.00	2,000.00		
35711175	508202	ADD-FURNITURE/FIXTURES/EQUIP	300.00	300.00		
Total	Pool		\$233,521.28	\$233,521.28		14,967.93
35711176	501100	FULL-TIME SALARIES	292,318.92	292,318.92		
35711176	501200	OVER-TIME	4,500.00	4,500.00		
35711176	501209	BONUS	0.00	0.00		
35711176	501220	PTO-PAID TIME OFF EXPENSE	0.00	0.00		
35711176	501230	LICENSING	0.00	0.00		
35711176	501300	PART-TIME WAGES	0.00	0.00		
35711176	502100	FICA-EMPLOYER CONTRIBUTION	17,202.27	17,202.27	Directors are unable to alter this area	
35711176	502210	RETIREMENT VRS	35,969.71	35,969.71		
35711176	502212	RETIREMENT VRS HYBRID	5,808.85	5,808.85		
35711176	502300	EMPLOYEE HEALTH INSURANCE	68,928.62	68,928.62		
35711176	502400	GROUP LIFE INSURANCE	1,573.27	1,573.27		
35711176	502510	SHORT-TERM DISABILITY	222.50	222.50		
35711176	502520	LONG-TERM DISABILITY	781.17	781.17		
35711176	502600	UNEMPLOYMENT INSURANCE	0.00	0.00		
35711176	502700	WORKERS COMPENSATION INSURANCE	7,366.44	7,366.44		
35711176	502820	EDUCATION - TUITION ASSISTANCE	0.00	0.00		
35711176	502840	CELL PHONE STIPEND	0.00	0.00		
35711176	502850	EAP PROGRAM	0.00	0.00		
35711176	503310	EQUIPMENT REPAIRS	13,500.00	13,500.00		
35711176	503320	SERVICE CONTRACTS	65,000.00	65,000		
35711176	503330	VEHICLE MAINTENANCE	2,000.00	2,000.00		
35711176	503600	ADVERTISING	0.00	0.00		
35711176	505110	ELECTRICAL SERVICES	15,000.00	15,000.00		
35711176	505130	WATER AND SEWER	7,700.00	7,700.00		
35711176	505210	POSTAGE	0.00	0.00		
35711176	505230	TELEPHONE/FAX/VIDEO	0.00	0.00		
35711176	505410	LEASE/RENTAL OF EQUIPMENT	9,000.00	9,000.00		
35711176	505510	MILEAGE	0.00	0.00		
35711176	505520	TRAVEL-PUBLIC TRANSPORTATION	0.00	0.00		
35711176	505530	LODGING	450.00	450.00	** Certifications are required for	
35711176	505540	CONVENTION AND CONFERENCES	1,000.00	1,000.00	our staff in this area ****	
35711176	505550	MEALS	100.00	100.00		
35711176	505699	OTHER AGENCIES	0.00	0.00		
35711176	505699	OTHER AGENCIES	0.00	0.00		
35711176	505810	DUES/ASSOCIATION MEMBERSHIPS	100.00	100.00	* Parks personnel keeping Certification current each year	
35711176	506001	OFFICE SUPPLIES	200.00	200.00		
35711176	506003	AGRICULTURAL SUPPLIES	8,500.00	8,500		

RECREATION AND PARKS

35711176	506005	LAUNDRY/JANITORIAL SUPPLIES	3,300.00	3,300.00		
35711176	506007	REPAIR/MAINTENANCE SUPPLIES	11,000.00	11,000.00		
35711176	506008	VEHICLE AND EQUIPMENT GAS	3,000.00	3,000.00		
35711176	506011	UNIFORMS/APPAREL EMP/INMATES	1,750.00	1,750.00		
35711176	508111	REP-INFRASTRUCTURE	0.00	0.00		
35711176	508205	ADD-MOTOR VEHICLES/EQUIPMENT	0.00	0.00		
35711176	508205	ADD-MOTOR VEHICLES/EQUIPMENT	0.00	0.00		
35711176	508205	ADD-MOTOR VEHICLES/EQUIPMENT	0.00	0.00		
35711176	508211	ADD-INFRASTRUCTURE	0.00	0.00		
35711176	508212	ADD-BUILDING	0.00	0.00		
35711176	508212	ADD-BUILDING	0.00	0.00		
35711176	508212	ADD-BUILDING	0.00	0.00		
35711176	508212	ADD-BUILDING	0.00	0.00		
35711176	508212	ADD-BUILDING	0.00	0.00		
Total	Parks		576,271.75	576,271.75		
Total Budget			1,913,779.39	1,913,779.39		
Total Operating			490,777.93			141,600.00
					\$35,000.00	7%

Notes from Concetta Manker

The total budget for Recreation is \$1,913,779.39; however, their operating budget is \$490,777.93 for all divisions. Majority of the budget is associated with employees, VRS, and insurance.

Notes from Recreations

** We were willing to give up Special Events to help with Budget cuts as that is truly the only surplus we have in our Department. Per our conversation with Dr. Manker on 6/24/22 we were told to leave it in the budget due to Council polling on 6/21/22.

Total Budget for Serv Contracts = \$110,900

Total Expense 2022 = \$166,823

Recreation Service Contracts ** Almost All come out of Community Center or Parks

Freemans Mowing (mowing Contractor) = Mow all of Contracted Facilities for Recreation = \$51,000 (2022)
 SB Cox (Port A Johns for Parks) = Service all Port-A-Johns at Parks and Facilities = \$6,000 (2022)
 Petersburg Alarm (Alarm at HCC) = Alarms Services for Recreation Buildings = \$1,800 (2022)
 Houchins Pest Control (Pest Control) = Pest Control Services (spray monthly) = \$1,260 (2022)
 Pyramid Electric = Electric issues and problems that arise = \$10,473 (2022)
 Comcast = Internet Service at Hopewell Community Center = \$2884 (2022)
 Crystal Ice (Ice Machines) = Ice machine vendor who services all Ice Machines = \$2,700 (2022)
 Vermont Systems = Software Company for RecTrac (Recreation Software) = \$7,600 (2022)
 B&B Mechanical (HVAC) + HVAC contractor = City Contract = \$11,036 (2022)
 Roof Services - Roof repairs at Hopewell Community Center = \$7740 (2022)
 Cobb Office Supplies = Copy Machine Repairs/Maintenance at Hopewell Community Center - \$2269 (2022)

RECREATION AND PARKS

All-City Drain (Plumbing) = Plumbing Contractor for Recreation Facilities = \$2805 (2022)
Moore Sign Corp - (Marquee) - Marquee contractor at HCC = \$250 (2022)
Cooper & Claiborne - Exterior City Construction Contractor - \$1761 (2022)
VA American Water - Water Bill for Recreation = \$12,672 (2022)
Columbia Gas - Gas bill for Recreation - \$14,873 (2022)
Dominion Power - Power Bill for Recreation - \$29,201 (2022)

POLICE DEPARTMENT

Police Department

Obj	Object	Project	Description	2022 Original Budget	2023 Budget Request	Difference	Explanation/Comment	Operating Cost
11311045	501100		FULL-TIME SALARIES	\$ 247,917.13	\$ 247,917.13			
11311045	501200		OVER-TIME	\$ -	\$ -			
11311045	501203		SHIFT 2 O/T	\$ -	\$ -			
11311045	501209		BONUS	\$ -	\$ -			
11311045	501220		PTO-PAID TIME OFF EXPENSE	\$ -	\$ -			
11311045	501230		LICENSING	\$ -	\$ -			
11311045	501300		PART-TIME WAGES	\$ -	\$ -		Directors are unable to alter this section	
11311045	502100		FICA-EMPLOYER CONTRIBUTION	\$ 17,293.74	\$ 17,293.74			
11311045	502210		RETIREMENT VAS	\$ 30,415.39	\$ 30,415.39			
11311045	502212		RETIREMENT VAS HYBRID	\$ 4,678.77	\$ 4,678.77			
11311045	502220		PAYMENT OTHER RETIREMENT	\$ -	\$ -			
11311045	502221		RETIREMENT-ICMA 401(A) HYBRID	\$ -	\$ -			
11311045	502300		EMPLOYEE HEALTH INSURANCE	\$ 55,479.00	\$ 55,479.00			
11311045	502400		GROUP LIFE INSURANCE	\$ 1,321.54	\$ 1,321.54			
11311045	502510		SHORT-TERM DISABILITY	\$ 164.34	\$ 164.34			
11311045	502620		LONG-TERM DISABILITY	\$ 651.06	\$ 651.06			
11311045	502600		UNEMPLOYMENT INSURANCE	\$ -	\$ -			
11311045	502700		WORKERS COMPENSATION INSURANCE	\$ 223.60	\$ 223.60			
11311045	502840		CELL PHONE STIPEND	\$ 479.96	\$ 479.96			
11311045	503130		MANAGEMENT CONSULTING SERVICES	\$ -	\$ -			
11311045	503220		SERVICE CONTRACTS	\$ 55,897.20	\$ -		Grater (\$46,973) LeadOnline(\$460) VEC (\$1500) Involves (\$3600) Johnson Controls (\$2100) ShredIt (\$1500) ESI (\$1000)	
11311045	503600		ADVERTISING	\$ 5,000.00	\$ 5,000.00	\$ 4,975.80		
11311045	505210		POSTAGE	\$ 1,500.00	\$ 1,500.00			
11311045	505230		TELEPHONE/FAX/VIDEO	\$ 53,616.00	\$ -		AT&T (\$15720) Sprint (\$26400) Comcast (\$8160) Unigo (\$500) Verizon (\$480) Wireless innovations (\$8100)	
11311045	505610		MILEAGE	\$ -	\$ 59,360.00	\$ 5,724.00		
11311045	505620		TRAVEL-PUBLIC TRANSPORTATION	\$ -	\$ -			
11311045	505630		LODGING	\$ -	\$ -			
11311045	505640		CONVENTION AND CONFERENCES	\$ 4,000.00	\$ 4,000.00			
11311045	505650		MEALS	\$ -	\$ -			
11311045	506001		OFFICE SUPPLIES	\$ 22,500.00	\$ 22,500.00			
11311045	506010		POLICE SUPPLIES	\$ -	\$ -			
11311045	506012		BOOKS AND SUBSCRIPTIONS	\$ 2,000.00	\$ 2,000.00			
11311045	506014		OTHER OPERATING SUPPLIES	\$ -	\$ -			\$ 164,535.10
Total Admin				\$ 307,317.13	\$ 312,917.13	\$ 10,659.20		
11311046	501100		FULL-TIME SALARIES	\$ 391,755.00	\$ 391,755.00			
11311046	501200		OVER-TIME	\$ -	\$ -			
11311046	501203		SHIFT 2 O/T	\$ -	\$ -			
11311046	501209		BONUS	\$ -	\$ -			
11311046	501220		PTO-PAID TIME OFF EXPENSE	\$ -	\$ -			
11311046	501230		LICENSING	\$ -	\$ -		Directors are unable to alter this section	
11311046	501300		PART-TIME WAGES	\$ -	\$ -			
11311046	502100		FICA-EMPLOYER CONTRIBUTION	\$ 23,423.05	\$ 23,423.05			
11311046	502210		RETIREMENT VAS	\$ 56,109.23	\$ 56,109.23			
11311046	502220		PAYMENT OTHER RETIREMENT	\$ 6,000.00	\$ 6,000.00			
11311046	502300		EMPLOYEE HEALTH INSURANCE	\$ 62,312.65	\$ 62,312.65			
11311046	502400		GROUP LIFE INSURANCE	\$ 7,112.93	\$ 7,112.93			
11311046	502510		SHORT-TERM DISABILITY	\$ 2,150.00	\$ 2,150.00			
11311046	502620		LONG-TERM DISABILITY	\$ 1,030.74	\$ 1,030.74			
11311046	502700		WORKERS COMPENSATION INSURANCE	\$ 15,549.82	\$ 15,549.82			
11311046	502840		CELL PHONE STIPEND	\$ 959.92	\$ 959.92			
11311046	503130		MANAGEMENT CONSULTING SERVICES	\$ 15,000.00	\$ 15,000.00		Greenberg Blue Team (\$12400/\$1000), U/P/O, Hula, Cavalier Square, Magistrate Support	
11311046	503220		SERVICE CONTRACTS	\$ 8,000.00	\$ -	\$ 8,000.00		
11311046	505610		MILEAGE	\$ -	\$ -			
11311046	505620		TRAVEL-PUBLIC TRANSPORTATION	\$ -	\$ -			
11311046	505630		LODGING	\$ -	\$ -			
11311046	505640		CONVENTION AND CONFERENCES	\$ 7,500.00	\$ 7,500.00			
11311046	505650		MEALS	\$ -	\$ -			
11311046	505990		EXTRADITION OF PRISONERS	\$ -	\$ -			
11311046	506651		AWARDS/UNIQUE	\$ 5,000.00	\$ 5,000.00			
11311046	506665		Youth Programs	\$ -	\$ 1,000.00	\$ 1,000.00	Community Engagement Team Youth Programs	
11311046	506810		DUES/ASSOCIATION MEMBERSHIPS	\$ 2,000.00	\$ 2,000.00		UCP, Virginia Chiefs, RQIC, VLEPC	
11311046	506839		ACCREDITATION	\$ -	\$ -			

Police Department

11311046	506001		OFFICE SUPPLIES	\$	6,500.00	\$	6,500.00	Command Office, Accreditation Supplies
11311046	506010		POLICE SUPPLIES	\$	-	\$	-	
11311046	506011		UNIFORMS/APPAREL EMP/INMATES	\$	-	\$	-	
11311046	506014		OTHER OPERATING SUPPLIES	\$	-	\$	-	
11311046	509910		MISCELLANEOUS EXPENSE	\$	-	\$	-	
1041	Command			\$	607,325.21	\$	610,325.21	\$ 3,000.00
11311047	501100		FULL-TIME SALARIES	\$	3,329,729.83			Grade 26 Increase (\$37,332.92) and Grade 27 Increase (\$53,442.90) *** Does line 170 include the November 3 pay increases?
11311047	501100			\$		\$	3,420,395.64	\$ 90,665.82
11311047	501100	PI027	FULL-TIME SALARIES	\$	-	\$	-	
11311047	501200		OVER-TIME	\$	360,000.00	\$	360,000.00	
11311047	501200	PI018	OVER-TIME	\$	-	\$	-	
11311047	501200	PI021	OVER-TIME	\$	-	\$	-	
11311047	501701		SHIFT DIFF	\$	-	\$	-	
11311047	501701	PI027	SHIFT DIFF	\$	-	\$	-	
11311047	501202		SHIFT 1 O/T	\$	-	\$	-	
11311047	501203		SHIFT 2 O/T	\$	-	\$	-	
11311047	501204		SHIFT 3 O/T	\$	-	\$	-	
11311047	501205		COURT PAY-OUT	\$	-	\$	-	
11311047	501206		CONTRACT PAY-OUT	\$	-	\$	-	
11311047	501209		BONUS	\$	-	\$	-	
11311047	501210		ON-CALL PAY	\$	-	\$	-	
11311047	501210		PTO-PAID TIME OFF EXPENSE	\$	-	\$	-	Directors are unable to alter this section
11311047	501226		COVID-19 EXTENDED SICK PAY	\$	-	\$	-	
11311047	501230		LICENSING	\$	-	\$	-	
11311047	501200		PAID-TIME WAGES	\$	41,602.84	\$	41,602.84	
11311047	502100		FICA-EMPLOYER CONTRIBUTION	\$	258,705.66	\$	258,705.66	
11311047	502100	PI027	FICA-EMPLOYER CONTRIBUTION	\$	-	\$	-	
11311047	502210		RETIREMENT VRS	\$	478,417.97	\$	478,417.97	
11311047	502210	PI027	RETIREMENT VRS	\$	-	\$	-	
11311047	502300		EMPLOYEE HEALTH INSURANCE	\$	616,496.15	\$	616,496.15	
11311047	502300	PI027	EMPLOYEE HEALTH INSURANCE	\$	-	\$	-	
11311047	502400		GROUP LIFE INSURANCE	\$	17,827.57	\$	17,827.57	
11311047	502400	PI027	GROUP LIFE INSURANCE	\$	-	\$	-	
11311047	502510		SHORT-TERM DISABILITY	\$	1,137.70	\$	1,137.70	
11311047	502510	PI027	SHORT-TERM DISABILITY	\$	-	\$	-	
11311047	502520		LONG-TERM DISABILITY	\$	8,575.21	\$	8,575.21	
11311047	502520	PI027	LONG-TERM DISABILITY	\$	-	\$	-	
11311047	502600		UNEMPLOYMENT INSURANCE	\$	-	\$	-	
11311047	502700		WORKERS COMPENSATION INSURANCE	\$	131,035.79	\$	131,035.79	
11311047	502700	PI027	WORKERS COMPENSATION INSURANCE	\$	-	\$	-	
11311047	502810		CLOTHING ALLOWANCE	\$	-	\$	-	
11311047	502820		EDUCATION- TUITION ASSISTANCE	\$	10,000.00	\$	10,000.00	
11311047	502840		CELL PHONE STIPEND	\$	5,379.56	\$	5,379.56	
11311047	503130		MANAGEMENT CONSULTING SERVICES	\$	1,000.00	\$	1,000.00	IT Troubleshooting Expenses
11311047	503200		TEMP HELP SVCS-OUTSIDE VENDOR	\$	8,000.00	\$	8,000.00	PreEmployment Physicals
11311047	503310		EQUIPMENT REPAIRS	\$	7,000.00	\$	7,000.00	Repair/Replace Radios, Tasers, BodyCams, Laptops
11311047	503320		SERVICE CONTRACTS	\$	66,284.00	\$	66,284.00	Auto/Evidence/Fuel/Fees
11311047	503330		VEHICLE MAINTENANCE	\$	112,400.00	\$	112,400.00	Fleet Vehicle Maintenance, Car/Washes
11311047	505330		TELEPHONE/FAX/INTRO	\$	-	\$	-	
11311047	505510		MILEAGE	\$	-	\$	-	
11311047	505520		TRAVEL-PUBLIC TRANSPORTATION	\$	-	\$	-	
11311047	505530		LODGING	\$	-	\$	-	
11311047	505540		CONVENTION AND CONFERENCES	\$	20,000.00	\$	20,000.00	Sworn Training
11311047	505540	PI021	CONVENTION AND CONFERENCES	\$	-	\$	-	
11311047	505550		MEALS	\$	-	\$	-	
11311047	505810		DUES/ASSOCIATION MEMBERSHIPS	\$	1,000.00	\$	1,000.00	VPWA, Other Sworn Memberships
11311047	506001		OFFICE SUPPLIES	\$	5,000.00	\$	5,000.00	
11311047	506009		AGRICULTURAL SUPPLIES	\$	2,000.00	\$	2,000.00	Patrol Supplies/Cartridges
11311047	506004		MEDICAL LABORATORY SUPPLIES	\$	3,000.00	\$	3,000.00	Patrol Medical Supplies
11311047	506008		VEHICLE AND EQUIPMENT GAS	\$	105,000.00	\$	105,000.00	Quartermaster Gas/Costs
11311047	506010		POLICE SUPPLIES	\$	40,000.00			SWAT Rifles (\$34,997), Handguns (\$2550), Taser/Accessories (\$17,410), Teabags (\$5000), Replacement Vests (\$5000), Quartermaster Gas/Costs
11311047	506011		UNIFORMS/APPAREL EMP/INMATES	\$	45,000.00	\$	45,000.00	Patrol Uniform Items
11311047	506011	PI022	UNIFORMS/APPAREL EMP/INMATES	\$	-	\$	-	
11311047	506014		OTHER OPERATING SUPPLIES	\$	16,000.00	\$	16,000.00	Ammunition

Police Department

11311017	508202	ADD-FURNITURE/FIXTURES/EQUIP	\$	9,337.00	\$	9,337.00	Replacement Office Furniture/Equipment
11311017	508203	ADD-COMMUNICATIONS	\$	8,000.00	\$	33,561.00	8 CFSS Toughbooks with Vehicle Mounts
11311047	508205	ADD-MOTOR VEHICLES/EQUIPMENT	\$	-	\$	-	
11311047	508206	ADD-CONSTR VEHICLES/EQUIPMENT	\$	-	\$	-	
11311047	508205	ADD-CONSTR VEHICLES/EQUIPMENT	\$	-	\$	-	
11311047	509910	MISCELLANEOUS EXPENSE	\$	-	\$	-	
11311047	509912	DCJS DRUG & EXPENDITURES	\$	-	\$	-	
11311047	509913	DCJS DRUG & EXPENDITURES	\$	-	\$	-	
11311047	509920	SUPPORT OF PRATES	\$	-	\$	-	
11311047	509920	SUPPORT OF PRATES	\$	5,707,839.37	\$	5,836,413.19	\$ 103,583.82
11311048	501100	FULL-TIME SALARIES	\$	-	\$	-	
11311048	501200	OVER-TIME	\$	-	\$	-	
11311048	501201	SHIFT DIFF	\$	-	\$	-	
11311048	501203	BONUS	\$	-	\$	-	
11311048	502100	FICA-EMPLOYER CONTRIBUTION	\$	-	\$	-	Directors are unable to alter this section
11311048	502210	RETIREMENT VAS	\$	-	\$	-	
11311048	502300	EMPLOYEE HEALTH INSURANCE	\$	-	\$	-	
11311048	502400	GROUP LIFE INSURANCE	\$	-	\$	-	
11311048	502510	SHORT-TERM DISABILITY	\$	-	\$	-	
11311048	502520	LONG-TERM DISABILITY	\$	-	\$	-	
11311048	502700	WORKERS COMPENSATION INSURANCE	\$	-	\$	-	
11311048	503110	PMYNTS-MEDICAL/DENTAL/HOSPITAL	\$	1,000.00	\$	1,000.00	Medical Examiner Fees
11311048	503210	SERVICE CONTRACTS	\$	20,929.00	\$	40,235.00	CaseCrackerInvestigativeSurveillance Upgrade (\$37,435), HealthUnitEquipmentBills
11311048	503330	VEHICLE MAINTENANCE	\$	-	\$	-	
11311048	505210	POSTAGE	\$	-	\$	-	
11311048	505230	TELEPHONE/FAX/VIDEO	\$	-	\$	-	
11311048	505430	LEASE/RENTAL OF EQUIPMENT	\$	-	\$	-	
11311048	505510	MILEAGE	\$	-	\$	-	
11311048	505520	TRAVEL-PUBLIC TRANSPORTATION	\$	-	\$	-	
11311048	505530	LODGING	\$	-	\$	-	
11311048	505540	CONVENTION AND CONFERENCES	\$	5,500.00	\$	5,500.00	
11311048	505550	MEALS	\$	-	\$	-	
11311048	506001	OFFICE SUPPLIES	\$	3,000.00	\$	3,000.00	
11311048	506008	VEHICLE AND EQUIPMENT GAS	\$	-	\$	-	
11311048	506010	POLICE SUPPLIES	\$	-	\$	-	
11311048	506011	UNIFORMS/APPAREL EMP/THAMATES	\$	-	\$	-	
11311048	506014	OTHER OPERATING SUPPLIES	\$	11,500.00	\$	11,500.00	TasForceMemberships, Buy Money (\$650)
11311048	508205	ADD-MOTOR VEHICLES/EQUIPMENT	\$	-	\$	-	
11311048	509910	MISCELLANEOUS EXPENSE	\$	-	\$	-	
11311048	509910	MISCELLANEOUS EXPENSE	\$	43,719.00	\$	61,215.00	\$ 17,496.00
11311049	501203	BONUS	\$	-	\$	-	
11311049	501230	LICENSING	\$	-	\$	-	
11311049	501300	PART-TIME WAGES	\$	45,992.64	\$	45,992.64	Directors are unable to alter this section
11311049	501300	PART-TIME WAGES	\$	3,518.84	\$	3,518.84	
11311049	502100	FICA-EMPLOYER CONTRIBUTION	\$	1,788.00	\$	1,788.00	
11311049	502700	WORKERS COMPENSATION INSURANCE	\$	10,000.00	\$	10,000.00	FileOnQ, Quartermaster/OnQ Software Maintenancefees
11311049	503220	SERVICE CONTRACTS	\$	-	\$	-	
11311049	505540	CONVENTION AND CONFERENCES	\$	-	\$	-	
11311049	506001	OFFICE SUPPLIES	\$	5,000.00	\$	5,000.00	
11311049	506010	POLICE SUPPLIES	\$	-	\$	-	
11311049	506014	OTHER OPERATING SUPPLIES	\$	-	\$	-	
11311049	506014	OTHER OPERATING SUPPLIES	\$	13,558.00	\$	13,558.00	P&E Shelving Units Post Renovation \$ 15,000.00
11311050	460107	POLICE RECORDS CHECK	\$	-	\$	-	
11311050	501100	FULL-TIME SALARIES	\$	24,460.10	\$	24,460.10	
11311050	501200	OVER-TIME	\$	-	\$	-	
11311050	501203	BONUS	\$	-	\$	-	
11311050	501230	PTO-PAID TIME OFF EXPENSE	\$	-	\$	-	Directors are unable to alter this section
11311050	501230	LICENSING	\$	-	\$	-	
11311050	501300	PART-TIME WAGES	\$	39,683.86	\$	39,683.86	
11311050	502100	FICA-EMPLOYER CONTRIBUTION	\$	3,407.48	\$	3,407.48	
11311050	502210	RETIREMENT VAS	\$	8,210.46	\$	8,210.46	
11311050	502300	EMPLOYEE HEALTH INSURANCE	\$	15,736.56	\$	15,736.56	
11311050	502400	GROUP LIFE INSURANCE	\$	309.18	\$	309.18	
11311050	502510	SHORT-TERM DISABILITY	\$	27.00	\$	27.00	
11311050	502520	LONG-TERM DISABILITY	\$	150.84	\$	150.84	
11311050	502700	WORKERS COMPENSATION INSURANCE	\$	229.65	\$	229.65	
11311050	503840	CELL PHONE STIPEND	\$	-	\$	-	

Police Department

11311050	503320	SERVICE CONTRACTS	\$	138,000.00				CAD, N/IS, MFR OnlineReporting Software Maintenance for Police, Fire, Sheriff	
			\$		\$	125,000.00	\$	7,000.00	
11311050	505510	TRAVEL-PUBLIC TRANSPORTATION	\$	-	\$	-			
11311050	505520	TRAVEL-PUBLIC TRANSPORTATION	\$	-	\$	-			
11311050	505530	TRAVEL-PUBLIC TRANSPORTATION	\$	-	\$	-			
11311050	505540	CONVENTION AND CONFERENCES	\$	600.00	\$	600.00			
11311050	505550	MEALS	\$	-	\$	-			
11311050	506001	OFFICE SUPPLIES	\$	1,100.00	\$	1,100.00			
11311050	506010	POLICE SUPPLIES	\$	-	\$	-			
11311050	506014	OTHER OPERATING SUPPLIES	\$	-	\$	-			\$ 119,900.00
Total	Revised		\$	226,314.54	\$	233,314.53	\$	7,000.00	
11311052	501100	FULL-TIME SALARIES	\$	424,434.94	\$	426,407.43	\$	22,164.48	Dispatcher Career Development Year 1 (\$22164.48)
11311052	501200	OVER-TIME	\$	15,000.00	\$	15,000.00			
11311052	501201	SHIFT OFF	\$	-	\$	-			
11311052	501202	SHIFT 1 O/T	\$	-	\$	-			
11311052	501203	SHIFT 2 O/T	\$	-	\$	-			
11311052	501204	SHIFT 3 O/T	\$	-	\$	-			
11311052	501205	COURT PAY-O/T	\$	-	\$	-			
11311052	501209	BONUS	\$	-	\$	-			
11311052	501210	PTO-PAID TIME OFF EXPENSE	\$	-	\$	-			
11311052	501216	COVID-19 EXTENDED SICK PAY	\$	-	\$	-			Directors are unable to alter this section
11311052	501230	UNEMPLOYMENT	\$	-	\$	-			
11311052	501500	PART-TIME WAGES	\$	25,875.25	\$	25,875.25			
11311052	502100	FICA-EMPLOYER CONTRIBUTION	\$	31,903.64	\$	31,903.64			
11311052	502110	RETIREMENT VRS	\$	55,697.50	\$	55,697.50			
11311052	502112	RETIREMENT VRS HYBRID	\$	5,337.04	\$	5,337.04			
11311052	502221	RETIREMENT-IGRA 401/457 HYBRID	\$	-	\$	-			
11311052	502300	EMPLOYEE HEALTH INSURANCE	\$	91,232.40	\$	91,232.40			
11311052	502400	GROUP LIFE INSURANCE	\$	2,291.95	\$	2,291.95			
11311052	502510	SHORT-TERM DISABILITY	\$	283.75	\$	283.75			
11311052	502520	LONG-TERM DISABILITY	\$	1,154.03	\$	1,154.03			
11311052	502600	UNEMPLOYMENT INSURANCE	\$	-	\$	-			
11311052	502700	WORKERS COMPENSATION INSURANCE	\$	397.28	\$	397.28			
11311052	503310	EQUIPMENT REPAIRS	\$	6,500.00	\$	6,500.00			
11311052	503320	SERVICE CONTRACTS	\$	249,554.35					Motorola (\$189,258), MCA (\$3000), Carrus (\$3200), Arphor Digital (\$7253), Dupont (\$93900), Other \$ smaller
			\$		\$	269,594.35			
11311052	505110	ELECTRICAL SERVICES	\$	4,300.00	\$	4,300.00			
11311052	505120	HEATING SERVICES-GAS/COAL/OIL	\$	750.00	\$	750.00			
11311052	505280	TELEPHONE/FAX/VIDEO	\$	83,000.00	\$	83,000.00			
11311052	505510	TRAVEL-PUBLIC TRANSPORTATION	\$	-	\$	-			
11311052	505520	TRAVEL-PUBLIC TRANSPORTATION	\$	-	\$	-			
11311052	505530	TRAVEL-PUBLIC TRANSPORTATION	\$	-	\$	-			
11311052	505540	CONVENTION AND CONFERENCES	\$	2,500.00	\$	2,500.00			
11311052	505550	MEALS	\$	-	\$	-			
11311052	505810	OFFICE SUPPLIES	\$	900.00	\$	900.00			
11311052	506001	OFFICE SUPPLIES	\$	6,400.00	\$	6,400.00			
11311052	506010	POLICE SUPPLIES	\$	-	\$	-			
11311052	506011	UNIFORMS/APPAREL EMP/HMATES	\$	1,000.00	\$	1,000.00			
11311052	506014	OTHER OPERATING SUPPLIES	\$	-	\$	-			
11311052	506030	ADD COMMUNICATIONS	\$	-	\$	-			\$ 374,544.35
Total	Communications		\$	1,038,070.18	\$	1,050,235.01	\$	22,164.48	
11311053	501100	FULL-TIME SALARIES	\$	161,134.29	\$	167,443.28	\$	6,308.00	ACDCareer Development Year 1 (\$6308)
11311053	501200	OVER-TIME	\$	2,500.00	\$	2,500.00			
11311053	501201	SHIFT OFF	\$	-	\$	-			
11311053	501202	SHIFT 1 O/T	\$	-	\$	-			
11311053	501203	SHIFT 2 O/T	\$	-	\$	-			
11311053	501204	SHIFT 3 O/T	\$	-	\$	-			
11311053	501205	COURT PAY-O/T	\$	-	\$	-			Directors are unable to alter this section
11311053	501209	BONUS	\$	-	\$	-			
11311053	501210	PTO-PAID TIME OFF EXPENSE	\$	-	\$	-			
11311053	501216	COVID-19 EXTENDED SICK PAY	\$	-	\$	-			
11311053	501230	UNEMPLOYMENT	\$	-	\$	-			
11311053	501500	PART-TIME WAGES	\$	-	\$	13,900.00	\$	13,900.00	\$13,900 for over PTO Extension
11311053	501700	FICA-EMPLOYER CONTRIBUTION	\$	12,331.96	\$	12,331.96			
11311053	502110	RETIREMENT VRS	\$	7,004.68	\$	7,004.68			

Police Department

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PUBLIC WORKS DEPARTMENT

Proposed Public Works Cuts - 22/23

Public Works - Streets and buildings

Org	Object	Project	Description	2022 Original Budget	Cuts
	PW Admin				
11441072	502820		EDUCATION - TUITION ASSISTANCE	1,000.00	1000 No tuition assistance
11441072	506001		OFFICE SUPPLIES	8,000.00	2000 Reduce office supplies
11441072	506012		BOOKS AND SUBSCRIPTIONS	600.00	600 No books
	VDOT				
11441073	503140		ENGINEERING/ARCHITECTURAL SERV	5,000.00	5000 No funds for Engineering services
11441073	503320		SERVICE CONTRACTS	220,000.00	0 Cut grass every two weeks for sav
11441073	505540		CONVENTION AND CONFERENCES	3,000.00	1000 Reduce training
11441073	506014		OTHER OPERATING SUPPLIES	40,000.00	10000 Reduce Salt budget
11441073	506017		CONCRETE	46,000.00	20000 Reduce concrete repairs to critical
11441073	506018		ASPHALT	350,000.00	resurfacing funds
	B & G City Building				
11441076	503320		SERVICE CONTRACTS	185,000.00	30000 Clean buildings once a week instea
	B & G Courts				
11441077	503320		SERVICE CONTRACTS	71,000.00	50000 Clean once a week instead of daily
					119600

Stormwater

48433251	503140		ENGINEERING/ARCHITECTURAL SERV	105,000.00	0 Possibly reduce scope for saving
48433251	503320		SERVICE CONTRACTS	100,000.00	0 Possibly reduce scope for saving
48433251	508211		ADD-INFRASTRUCTURE	365,000.00	0 Possibly reduce scope for saving
					0

Refuse

30421211	505840		STORM WATER COMPLIANCE	61,884.00	61884 Do not install stormwater quality f
	Convenience Center			195,842.47	0 Close Convenience Center
					61884

Cemetery

PUBLIC WORKS SERVICE CONTRACTS**FISCAL YEAR 2021****VDOT - SERVICE CONTRACT 11441073-503320**

Dollars spent

GRASS	FREEMAN'S	\$27,520.00
TRAFFIC SIGNAL	VENTURE ELECTRIC	\$129,069.23
TREE CUTTING	TIMBERLINE	\$5,700.00
HONEYWELL MAINT.	HONEYWELL	\$5,670.00
COPIER	CANON SOLUTIONS	\$1,604.22
WATER	DIAMOND SPRINGS	\$293.25
MANAGEMENT SVCS.	IWORQ	\$1,800.00
TEMP. HELP	ROBERT HALF	\$4,612.16
UTILITY SERVICE	VIRGINIA ELECTRIC & POWER CO.	\$17,434.88
DRUG TEST	PATIENT FIRST	\$44.00
	TOTAL	\$193,747.74

REFUSE - SERVICE CONTRACT 30421211-503320

ROADSIDE	CASE-POLY TECH	\$2,250.00
REFUSE	CVWMA	\$1,304,869.57
REFUSE	DATA INTEGRATORS	\$72,063.05
AIR CONDITIONING	HERITAGE ELECTRICAL	\$619.46
ENVIRONMENTAL	TREASURER OF VA	\$1,172.00
REFUSE	PRIMO PARTNERS	\$315.00
	TOTAL	\$1,381,289.08

CONVENIENCE CENTER - SERVICE CONTRACT 30421212-503320

REFUSE	CVWMA	\$96,247.15
REFUSE	VIRGINIA RECYCLING	\$1,774.50
PAINTING	ROLLINS PAINTING	\$1,150.00
	TOTAL	\$99,171.65

BUILDINGS - SERVICE CONTRACT 11441076-503320

CUSTODIAL	PROFESSIONAL MAINTENANCE	\$103,701.10
CUSTODIAL	VA DISTRIBUTION CENTER	\$4,983.89
HVAC	B&B MECHANICAL	\$60,473.36
ELEVATOR	W&H (PRIORITY)	\$5,757.80
GENERATORS	STANDBY SYSTEMS INC	\$2,982.34
ROOFING	ROOF SYSTEMS OF VA, INC	\$539.80
CONSTRUCTION	ATLANTIC CONSTRUCTORS	\$7,462.00
GRASS	FREEMAN'S	\$10,410.00
CLEANING SUPPLIES	STAPLES	\$119.34
	TOTAL	\$196,429.63

BUILDINGS - SERVICE CONTRACT 11441077-503320

CUSTODIAL CITY BUILDINGS	PROFESSIONAL MAINTENANCE	\$52,478.26
CUSTODIAL CITY BUILDINGS	B&B MECHANICAL	\$6,641.53
GENERATORS	STANDBY SYSTEMS INC	\$14,351.06
ELEVATOR	W&H (PRIORITY)	\$517.50

	TOTAL	\$79,988.35
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CEMETERY – SERVICE CONTRACT 03714090-503320

GRASS	FREEMAN'S	\$14,960.00
	TOTAL	\$14,960.00

GARAGE - SERVICE CONTRACT 11441074-503320

FLEET SOFTWARE	CCG (FASTER)	\$2,153.51
PRINTER	CANON	\$107.38
WATER	DIAMOND SPRINGS	\$193.75
GASES/OXYGEN	PRAXAIR	\$7,415.90
HAZARDOUS WASTE REMOVAL	SAFETY KLEEN	\$2,424.00
COMPRESSOR	KAESER COMPRESSORS, INC	\$2,151.12
FUEL PUMPS/SUMPS REPAIR	PETRO SUPPLY	\$5,331.34
DRUG TEST	PATIENT FIRST	\$44.00
	TOTAL	\$19,821.00

GRAND TOTAL: \$1,985,407.45

CONTRACTS:

BID #	Name	Contractor	Renew Date
01-19	Sand & Stone Supply	Vulcan Construction Materials	Contract Period July 1, 2018 to June 30, 2021 with two one year extensions. Renewed for FY23
02-19	Traffic Signal Maint.	Venture Electric	Contract Period July 1, 2018 to June 30 2021 with two one year extensions. To be renewed -awaiting renewal confirmation for FY23
01-20	Asphalt Supply	Branscome Inc.	Contract Period July 1, 2019 to June 30, 2022 with two one year extensions. To be renewed -awaiting renewal confirmation for FY23
02-20	Heating, Ventilation & Air Conditioning	B & B Mechanical LLC	Contract Period July 1, 2019 to June 30, 2022 with two one year extensions. Renewed for FY23
03-20	Electrical Maint. & Repair	Pyramid Electrical Contractors, LLC	Contract Period July 1, 2019 to June 30, 2022 with two one year extensions. Renewed for FY23
11-20	Grass Cutting PW only	Freeman's Pressure Washing	Contract Period July 1, 2020 to June 30, 2023 with two one year extensions.
15-21	Professional Custodial Services	Professional Maintenance	Contract Period July 1, 2021 to June 30, 2023 with two one year extensions.

SOCIAL SERVICES DEPARTMENT

Social Services Budget Reduction

Reduction Amount	From Where
	Deducted from State budget line 855 which encompasses the Department's operating budget, including personnel, office equipment and supplies, facility costs (rent, utilities).

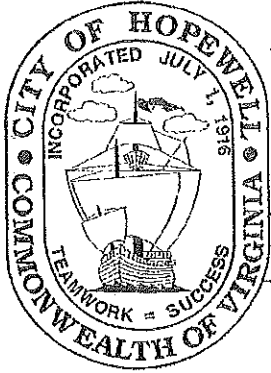
\$20,000.00

Social Services Budget Reduction

Fiscal Impact

For each dollar the City allocates to support the operation of Social Services, the State reimburses the City approximately eighty-five cents (.85). A reduction of \$20,000 in City matching funds will result in a loss of \$129,000 in State reimbursement. All the Services provided through Hopewell Social Services are Federal and/or State mandates. In the absence of Federal and State funding, the locality is still required to fiscally support Social Services in achieving its mandates.

CIRCUIT COURT



The
City
of
Hopewell, Virginia

TAMARA J. WARD
Clerk of Circuit Court

100 E. Broadway - Rm. 251 • Hopewell, Virginia 23860 • (804) 541-2239 • Fax (804) 541-2438

June 24, 2022

March Altman, City Manager
City of Hopewell
300 N. Main Street
Hopewell, VA 23860

Dr. Concetta Manker, Director of Information Technology
City of Hopewell
300 N. Main Street, Suite 311
Hopewell, VA 23860

IN RE: 10% Budget Cut Request from City Council

Good Afternoon Mr. Altman and Dr. Manker:

Per Dr. Manker's email, I am responding to City Council's request for a 10% cut in our budget. This office generates revenue for the City every single day. For the past several years, I have reimbursed the City all of the Technology Fund Money we have collected as well as any Vacancy Savings I've had with the Comp Board which last year for example was \$23,032.93 and this year it is \$21,309.00. Again, not using it for upgrades in my office because I was able to maintain equipment and systems through the Supreme Court so to be a good steward, I reimbursed the locale. This is not something that I have to do. Have other Departments in the City done the same?

All 5 of my positions, which includes mine, are Comp Board funded positions as a Constitutional Office so the City gets reimbursements for our salaries each and every month from the Comp Board. I have no City positions. My total City Budget for 2022 was \$498,572.25 which includes salaries, VRS, FICA, Insurance, Disability Long term and Short term, and all line items related to salary and retirements. The COMP Board paid the City \$288,928.79 for 2022 for our salaries so this is money that the City receives as we are a Constitutional Office so if you subtract that from my total City Budget it leaves @ \$209,643.46 which is a not a large budget to fund my office.

As stated above, I reimbursed all of my Technology Fund Money to the City in May's Reimbursement from the Comp Board in the amount of \$21,309.00 for this year alone. This doesn't include what I have done in the previous years. The \$21,309.00 reimbursement in TTF money that I just gave the City exceeds the 10% reduction in our budget that Council is now requesting.

Our Supreme Court Vendor costs that run the equipment and programs for how we operate in this office cannot be cut. Our office would not be able to function and perform the duties which are required by the Code of Virginia for a Circuit Court Clerk's Office and the Court System.

We have been open throughout COVID as essential employees never having the luxury of working remotely from home so our citizens never lost services in our office and Court continued to be held throughout the pandemic which meant that revenue was continually generated for this City.

We provide vital services to this City in Circuit Court as your Court of Record. This office is not frivolous in anything that we do and are very mindful about our budget and what we spend. We are careful to never exceed what we have in our budget. We do not have City Credit cards, we do not have City vehicles, we do not get training at the City's expense or travel at the City's expense unlike many other Departments. Our training is provided through the Supreme Court of Virginia which costs the City nothing. We generate revenue for the City.

When you take into consideration all the factors that I have stated above and the reimbursements for salaries to the City for our 5 positions from the Comp Board as a Constitutional Office, this office receives minimal funding from the City to perform very important and required tasks pursuant to the Code of Virginia while generating continual revenue for this locale and any further reduction in our budget can and will affect the services we provide.

The employees are what makes this City function and run on a daily basis and while I understand budget issues, please do not punish the offices who do not abuse or mismanage what we are allocated to spend every year. 10% cuts may not seem like a lot to Council but it is to the Circuit Court Clerk's Office. We do everything we can to be good stewards for this City because we are mindful of what our jobs are in this office. I never want to be put in the position as a Constitutional Officer that I cannot provide something that I am required to do pursuant to the Code of Virginia because my office expenses have been cut and I don't have the money to do so in our budget. Why are the ARPA funds not being utilized to help with the budget? Can this not assist this year to get a budget passed?

Page 3

I have attached a copy of my budget showing the totals for 2022, the Comp Board salary reimbursements, etc... Further reductions are not feasible for this office in order to continue providing the services that the Code of Virginia requires of the Circuit Court Clerk's Office which also includes a very heavy case load. I sincerely hope that Council takes another look at what they are requesting and adhere to the recommendations of the budget presented by our City Manager. July 1, 2022 is fast approaching and ARPA funds seems like a logical solution to help us with passing a budget at this point.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Tamara J. Ward, Clerk".

Tamara J. Ward, Clerk
Hopewell Circuit Court

Attachment

Hopewell Circuit Court Clerk's Office

June 24, 2022

Org	Object	Project	Description	2022 Revised Budget	2022 Actual	2022 Encumbrances/Requisitions	2022 Available	2022 Percent	2022 Original Budget
11211032	501100		FULL-TIME SALARIES	320,055.16	302,084.84	0.00	17,970.32	94.39	320,055.16
11211032	501209		BONUS	0.00	0.00	0.00	0.00	0.00	0.00
11211032	501220		PTO-PAID TIME OFF EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
11211032	501230		LICENSING	0.00	0.00	0.00	0.00	0.00	0.00
11211032	501300		PART-TIME WAGES	0.00	0.00	0.00	0.00	0.00	0.00
11211032	502100		FICA-EMPLOYER CONTRIBUTION	23,936.90	22,179.44	0.00	1,757.46	92.66	23,936.90
11211032	502210		RETIREMENT VRS	39,419.41	30,066.66	0.00	9,352.75	76.27	39,419.41
11211032	502212		RETIREMENT VRS HYBRID	6,404.83	14,278.46	0.00	-7,873.63	222.93	6,404.83
11211032	502221		RETIREMENT-ICMA 401/457 HYBRID	0.00	0.00	0.00	0.00	0.00	0.00
11211032	502300		EMPLOYEE HEALTH INSURANCE	33,069.00	43,510.58	0.00	-10,441.58	131.58	33,069.00
11211032	502400		GROUP LIFE INSURANCE	1,725.61	1,618.62	0.00	106.99	93.80	1,725.61
11211032	502510		SHORT-TERM DISABILITY	180.40	315.20	0.00	-134.80	174.72	180.40
11211032	502520		LONG-TERM DISABILITY	493.12	493.42	0.00	-0.30	100.06	493.12
11211032	502700		WORKERS COMPENSATION INSURANCE	287.82	272.02	0.00	15.80	94.51	287.82
11211032	503120		ACCOUNTING/AUDITING SERVICES	5,000.00	2,236.32	0.00	2,763.68	44.73	5,000.00
11211032	503150		LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
11211032	503190		OTHER PROFESSIONAL SERVICES	35,000.00	20,374.24	315.00	14,310.76	59.11	35,000.00
11211032	503310		EQUIPMENT REPAIRS	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00
11211032	503320		SERVICE CONTRACTS	5,000.00	2,771.56	0.00	2,228.44	55.43	5,000.00
11211032	505210		POSTAGE	5,000.00	2,413.81	0.00	2,586.19	48.28	5,000.00
11211032	505230		TELEPHONE/FAX/VIDEO	4,000.00	2,825.18	0.00	1,174.82	70.63	4,000.00
11211032	505306		SURETY BONDS	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00
11211032	506001		OFFICE SUPPLIES	15,000.00	8,878.15	0.00	6,121.85	59.19	15,000.00
11211032	508202		ADD-FURNITURE/FIXTURES/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00

Total Budget \$498,572.25

1. Totals are salary/benefits

2. office expenses/services/contracts

\$288,928.79 Reimbursed to the City from the Comp Board for our Salaries
 \$209,643.46 Remaining Budget which funds our office and 10% of this would be
 \$20,964.35 and any reduction in my remaining account codes would impede what
 services this office provides.

I also just reimbursed the City \$21,309.00 in my Technology Trust Funds (TTF)
 in May's disbursement from the Comp Board. These are funds collected to
 enable the Clerk's Office to upgrade technology to maintain our records. I have
 been able to maintain our upgrades over the past several years, so each May, I
 have been reimbursing the City all TTF Funds and Vacancy Savings from the
 Comp Board to help offset what the City uses to fund my office in expenses.
 The \$21,309.00 just reimbursed to the City from me is more than 10% so
 therefore I feel I have exceeded what is required of this office. We cannot afford
 to lose another 10% from the budget.

COMMISSIONER OF REVENUE

Commissioner of Revenue

Org	Object	Project	Description	2022 Original Budget	2023 Budget Request	Difference	Explanation/Comment	Cuts			
11125028	501100		FULL-TIME SALARIES	\$ 332,683.26	\$ 831.00	\$ 331,852.26		\$ -			Compensation Board reimburses:
11125028	501200		OVER-TIME	\$ -				\$ -			
11125028	501209		BONUS	\$ -				\$ -			
11125028	501220		PTO-PAID TIME OFF EXPENSE	\$ -				\$ -			
11125028	501230		LICENSING	\$ -				\$ -			
11125028	501800		PART-TIME WAGES	\$ 17,130.23	\$ 17,130.23			\$ -			
11125028	502100		FICA-EMPLOYER CONTRIBUTION	\$ 25,987.00				\$ -			
11125028	502210		RETIREMENT VRS	\$ 36,977.49				\$ -			
11125028	502212		RETIREMENT VRS HYBRID	\$ 10,585.90				\$ -			
11125028	502221		RETIREMENT-ICMA 401/457 HYBRID	\$ -				\$ -			
11125028	502300		EMPLOYEE HEALTH INSURANCE	\$ 49,080.72				\$ -			
11125028	502400		GROUP LIFE INSURANCE	\$ 1,791.10				\$ -			
11125028	502510		SHORT-TERM DISABILITY	\$ 280.91				\$ -			
11125028	502520		LONG-TERM DISABILITY	\$ 618.47				\$ -			
11125028	502600		UNEMPLOYMENT INSURANCE	\$ -				\$ -			
11125028	502700		WORKERS COMPENSATION INSURANCE	\$ 314.60				\$ -			
11125028	502820		EDUCATION - TUITION ASSISTANCE	\$ -				\$ -			
11125028	503150		LEGAL SERVICES		\$ 50,000.00	\$ 50,000.00	AdvanSix Resins Appeal	\$ -			
11125028	503320		SERVICE CONTRACTS	\$ 30,800.00	\$ 30,800.00		changes	\$ 4,620.00			
11125028	503330		VEHICLE MAINTENANCE	\$ 1,500.00	\$ 1,500.00		changes	\$ 225.00			
11125028	503600		ADVERTISING	\$ 500.00	\$ 500.00		changes	\$ 75.00			
11125028	505210		POSTAGE	\$ 8,000.00	\$ 8,000.00		no changes				
11125028	505230		TELEPHONE/FAX/VIDEO	\$ 3,080.00	\$ 3,080.00		changes	\$ 462.00			
11125028	505306		SURETY BONDS	\$ 700.00	\$ 700.00		no changes				
11125028	505510		MILEAGE	\$ 1,200.00	\$ 1,200.00		changes	\$ 180.00			
11125028	505520		TRAVEL-PUBLIC TRANSPORTATION	\$ 600.00	\$ 600.00		changes	\$ 90.00			
11125028	505530		LODGING	\$ 2,500.00	\$ 2,500.00		changes	\$ 375.00			
11125028	505540		CONVENTION AND CONFERENCES	\$ 5,000.00	\$ 5,000.00		changes	\$ 750.00			
11125028	505550		MEALS	\$ 600.00	\$ 600.00		changes	\$ 90.00			
11125028	505810		DUES/ASSOCIATION MEMBERSHIPS	\$ 1,500.00	\$ 1,500.00		no changes				
11125028	505836		DMV SELECT EXPENSE	\$ 10,000.00	\$ 10,000.00		no changes				
11125028	506001		OFFICE SUPPLIES	\$ 8,200.00	\$ 8,200.00		changes	\$ 1,230.00			
11125028	506008		VEHICLE AND EQUIPMENT GAS	\$ 500.00	\$ 500.00		changes	\$ 75.00			
11125028	506012		BOOKS AND SUBSCRIPTIONS	\$ 8,000.00	\$ 8,000.00		changes	\$ 1,200.00			
11125028	508202		ADD-FURNITURE/FIXTURES/EQUIP	\$ -	\$ -		no changes				
11125028	509910		MISCELLANEOUS EXPENSE	\$ -	\$ -		no changes				
Total	Commissioner of Revenue			\$ 558,129.68	\$ -			\$ 9,372.00			
Total Budget				\$ 558,129.68	\$ -	\$ 50,000.00		\$ 9,372.00	11%		
Total Operating				\$ 82,680.00							

Notes by Commissioner of Revenue:

Service Contracts Yearly Cost:

Sands and Anderson fees 25,000.00
Petersburg Alarm 480.00
Diamond Springs 810.00
Cintas Medical 1,500.00.

Office cameras need to be replaced no longer able to record. This is a necessity for our office.

Please note this is more than 10% of my operating budget.

Commonwealth Attorney

Concetta Manker

From: Richard Newman
Sent: Friday, June 24, 2022 1:01 PM
To: Concetta Manker
Subject: RE: Budget Motion - 6/21/22

There is nowhere in my budget to cut 10% short of laying off an attorney.

My service contracts consist of the following,

Cannon for copying service approximately \$1500.00,
Shredder for approximately \$350.00,
Axon (to review officer Body Worn Camera) \$3,876.00,
Ramsuden Data processing (to access police officer reports) \$4500.00,
Treasurer of Virginia (Supreme Court access to the General District Courts and Juvenile and Domestic Relations District Courts dockets) \$72.00,

Current budget for service contracts is \$10,160.00 is underbudget with current expenditures at \$10,298.00.

I have one city funded attorney which is mandated by law and the remaining staff and attorneys are funded by the Compensation Board.

All travel and lodging is needed to complete mandatory continuing legal education to retain law licenses.

In Short I have no way to cut my budget by 10% unless I lose an attorney. My office according to the numbers is already under staffed. My office prosecutes felonies and misdemeanors. By law I am only required to prosecute felonies. If I'm required to let an attorney go, I would be forced to stop prosecuting misdemeanors, which would be a huge disservice to the Hopewell Community.

Rick Newman

From: Concetta Manker <cmanker@hopewellva.gov>
Sent: Thursday, June 23, 2022 3:49 PM
To: Shannon Foskey <sfoskey@hopewellva.gov>; Wanda L. Brown <wbrown@hopewellva.gov>; Norman Shelton <nshelton@hopewellva.gov>; Tammy Ward <tward@vacourts.gov>; Debbie Reason <dreason@hopewellva.gov>; Travis Stanley <tstanley@hopewellva.gov>; Richard Newman <rnewman@hopewellva.gov>
Cc: Jerry Byerly <jbyerly@hopewellva.gov>; Dickie Thompson <rthompson@hopewellva.gov>; Jay L. Rezin <jrezin@hopewellva.gov>
Subject: Fw: Budget Motion - 6/21/22

All,

According to the budget motion on 06-21-22, all departments are required to take a look at their budgets to present departmental budget cuts which also includes constitutional officers and their departments. In addition, we are required to provide a list of your service contracts and identify what the services are, the purpose of the service and the cost of each service. You can locate this information within munis. If you have problems with locating your budget, please give Jay Rezin in IT a call to help you get the information that you need.

I need this information from you by Monday, no later than noon as I'm required to provide them with this complied information by Monday at end of day.

Thanks and please do not hesitate to give me a call if you need too. My cell number is 843-324-9561

Concetta Manker
Director of Information Technology
City of Hopewell
cmanker@hopewellva.gov

From: Mollie Bess
Sent: Wednesday, June 22, 2022 4:41 PM
To: Concetta Manker
Subject: FW: Budget Motion - 6/21/22

FYI

From: Mollie Bess
Sent: Wednesday, June 22, 2022 9:10 AM
To: City Council <CityCouncil@hopewellva.gov>; Jerry Byerly <jbyerly@hopewellva.gov>
Cc: 'Pae Bennett' <paebennett@gmail.com>; 'Deborah Randolph' <drandolph@cffc.com>; 'Jasmine Gore' <goreje@alumni.vcu.edu>; Jasmine j. Gore <goreje@mymail.vcu.edu>; 'Hudson, Cynthia E.' <CHudson@sandsanderson.com>
Subject: Budget Motion - 6/21/22

Good Morning Honorable City Council,

Several of you have asked for the motion that was made last night on the budget, so I have attached the motion with the votes. Please let me know if you see any changes or corrections that need to be made.

Thank you!
Mollie

Mollie P. Bess, City Clerk
Office of the City Clerk
City of Hopewell
300 N. Main Street
Hopewell, VA 23860
☎ **804.541.2408, extension 191 or press "0"**
✉ mbess@hopewellva.gov
Visit us on the web at www.hopewellva.gov

COVID-19 UPDATES: <https://hopewellva.gov/coronavirus-covid-19-updates-and-resources/>

Remember to be kind and compassionate to your neighbor. We are all in this together....STAY WELL HOPEWELL!!

Michael Terry

From: Richard Newman
Sent: Tuesday, June 14, 2022 12:11 PM
To: Michael Terry
Subject: RE: Follow Up

Follow Up Flag: Follow up
Flag Status: Flagged

Mike:

Thank you for looking into this matter. I had assumed that because we had more than the 78 body cams, we would be entitled to an additional locality sponsored attorney. If your research says that's not the case, then I will abide by that. Again, thank you for looking into this for me.

Rick

From: Michael Terry <mterry@hopewellva.gov>
Sent: Tuesday, June 14, 2022 9:32 AM
To: Richard Newman <rnewman@hopewellva.gov>
Subject: Follow Up

Good morning,

Appreciate the documentation.

Performed a review and looked at historical information. Clearly understand that your office has 5 attorneys and 2 admins.

Based on HB1700 from the 2019 session, you have met the threshold with the City approving an additional position in FY2021 for the body cams.

Later today I received updated information from the comp board dated 6/8/2022 as guidance to constitutional officers, regional jail superintendents, city managers and county administrators (please see attached). Based on page 3, the comp board has indicated that there is no funding allocation for new assistant commonwealth attorneys or support staff in the commonwealth attorney's office. It appears there were no new positions approved for FY23.

Additionally, I have attached the position table that is on the comp board's website for the City of Hopewell Commonwealth Attorney's Office.

I will share this information with the City Manager. Anticipate that he will be in touch with you or you may want to reach out to him.

Thank you,
Mike

Just following up from last night's conversation. Just wanted to make sure there is a new 6th lawyer position in next years fiscal budget. Thanks for your help.

Rick Newman

SHERIFF'S OFFICE

Sheriff's Office

Org	Object	Project	Description	2022 Original Budget	Budget Reduction	Justification
11213035	479922		COST RECOVERY	\$ (10,000.00)		
11213035	501100		FULL-TIME SALARIES	\$ 521,111.30		
11213035	501200		OVER-TIME	\$ 20,000.00		
11213035	501209		BONUS	\$ -		
11213035	501220		PTO-PAID TIME OFF EXPENSE	\$ -		
11213035	501226		COVID-19 EXTENDED SICK PAY	\$ -		
11213035	501300		PART-TIME WAGES	\$ 100,161.36		
11213035	502100		FICA-EMPLOYER CONTRIBUTION	\$ 45,601.40	Employees are not able to alter this area	
11213035	502210		RETIREMENT VRS	\$ 74,655.66		
11213035	502300		EMPLOYEE HEALTH INSURANCE	\$ 97,752.72		
11213035	502400		GROUP LIFE INSURANCE	\$ 2,811.29		
11213035	502510		SHORT-TERM DISABILITY	\$ 180.00		
11213035	502520		LONG-TERM DISABILITY	\$ 1,346.52		
11213035	502600		UNEMPLOYMENT INSURANCE	\$ -		
11213035	502700		WORKERS COMPENSATION INSURANCE	\$ 22,619.48		
11213035	502840		CELL PHONE STIPEND	\$ 3,359.72		
11213035	503190		OTHER PROFESSIONAL SERVICES	\$ -		
11213035	503310		EQUIPMENT REPAIRS	\$ 3,000.00		
11213035	503320		SERVICE CONTRACTS	\$ 33,178.85		
11213035	503330		VEHICLE MAINTENANCE	\$ 20,000.00		
11213035	503600		ADVERTISING	\$ 500.00	\$ 350.00	
11213035	505210		POSTAGE	\$ 3,500.00		
11213035	505211		Project Lifesaver	\$ 7,000.00		
11213035	505230		TELEPHONE/FAX/VIDEO	\$ 5,500.00	\$ 1,000.00	
11213035	505306		SURETY BONDS	\$ 2,000.00		
11213035	505510		MILEAGE	\$ 300.00		
11213035	505520		TRAVEL-PUBLIC TRANSPORTATION	\$ 2,000.00		
11213035	505530		LODGING	\$ -		
11213035	505540		CONVENTION AND CONFERENCES	\$ 4,000.00		
11213035	505550		MEALS	\$ 1,000.00		Jury trial, lunch for inmates etc.
11213035	505590		EXTRADITION OF PRISONERS	\$ -		
11213035	505810		DUES/ASSOCIATION MEMBERSHIPS	\$ 1,500.00		Virginia Sheriff Association for all employees
11213035	506001		OFFICE SUPPLIES	\$ 5,500.00	\$ 5,500.00	
11213035	506003		AGRICULTURAL SUPPLIES	\$ 5,000.00		
11213035	506007		REPAIR/MAINTENANCE SUPPLIES	\$ 600.00	\$ 600.00	
11213035	506008		VEHICLE AND EQUIPMENT GAS	\$ 25,000.00		
11213035	506010		POLICE SUPPLIES	\$ 8,400.00		

Sheriff's Office

11213035	506011		UNIFORMS/APPAREL EMP/INMATES	\$	12,000.00			
11213035	506014		OTHER OPERATING SUPPLIES	\$	-			
11213035	508201		ADD-MACHINERY AND EQUIPMENT	\$	-			
11213035	508201	PL008	ADD-MACHINERY AND EQUIPMENT	\$	-			
11213035	508201	PL016	ADD-MACHINERY AND EQUIPMENT	\$	-			
11213035	508202		ADD-FUNITURE/FIXTURES/EQUIP	\$	-			
11213035	508205		ADD-MOTOR VEHICLES/EQUIPMENT	\$	-			
11213035	508211	G0036	ADD-INFRASTRUCTURE	\$	-			
11213035	509912		DCJS DRUG \$ EXPENDITURES	\$	-			
11213035	509913		DEA DRUG \$ EXPENDITURES	\$	-			
Total Budget				\$	1,019,578.30	\$	7,450.00	7%
Total Operating				\$	83,800.00			

Sheriff's Office
Service Contracts

ORG	OBJECT	DESCRIPTION	YEAR	JOURNAL	AMOUNT	CHECK NO	WARRANT	COMMENTS	
11213038	503320	SERVICE CONTRACTS	2022	1499	253.04	37251476	062222	COPY MACH PLAIN PAPER RENT/LEA	Copier Rental Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	234	30.00	37251193	060722	DOCUMENT SHREDDING SERVICES	Gone 4 Good Shred Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	234	54.96	37251227	060722	COPY MACH PLAIN PAPER RENT/LEA	Color Ink for Copier Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1976	253.04	37251105	060122	COPY MACH PLAIN PAPER RENT/LEA	Copier Rental Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1198	44.82	37250714	051722	COPY MACH PLAIN PAPER RENT/LEA	Color Ink for Copier Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	2472	73.48	0		Charge Card Trans. - Apr 2022	N/A
11213038	503320	SERVICE CONTRACTS	2022	2398	30.00	37250350	050322	DOCUMENT SHREDDING SERVICES	Gone 4 Good Shred Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	2389	408.00	37250406	050322	ALARM SERVICES	Courthouse Security System
11213038	503320	SERVICE CONTRACTS	2022	1651	253.04	37250245	04262022	COPY MACH PLAIN PAPER RENT/LEA	Copier Rental Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	592	52.57	37249881	4/12/12	COPY MACH PLAIN PAPER RENT/LEA	Color Ink for Copier Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	2125	30.00	37249579	03292022	DOCUMENT SHREDDING SERVICES	Gone 4 Good Shred Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1629	253.04	37249470	03222022	COPY MACH PLAIN PAPER RENT/LEA	Copier Rental Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1121	108.00	37249345	03152022	ALARM SERVICES	3 month fee for Courthouse Security System
11213038	503320	SERVICE CONTRACTS	2022	599	41.55	37249154	03082022	COPY MACH PLAIN PAPER RENT/LEA	Color Ink for Copier Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1226	41.50	37248875	02232022	COPY MACH PLAIN PAPER RENT/LEA	Color Ink for Copier Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1226	253.04	37248875	02232022	COPY MACH PLAIN PAPER RENT/LEA	Copier Rental Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	968	56.68	37248686	02152022	COPY MACH PLAIN PAPER RENT/LEA	Color Ink for Copier Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1536	253.04	37248247	01252022	COPY MACH PLAIN PAPER RENT/LEA	Copier Rental Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1536	60.00	37248201	01252022	DOCUMENT SHREDDING SERVICES	Gone 4 Good Shred Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	498	31.20	37247997	01112022	COPY MACH PLAIN PAPER RENT/LEA	Color Ink for Copier Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1650	26.88	37247778	12282021	COPY MACH PLAIN PAPER RENT/LEA	Color Ink for Copier Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1650	253.04	37247778	12282021	COPY MACH PLAIN PAPER RENT/LEA	Copier Rental Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1650	108.00	37247775	12282021	ALARM SERVICES	3 month fee for Courthouse Security System
11213038	503320	SERVICE CONTRACTS	2022	722	30.00	37247493	12142021	DOCUMENT SHREDDING SERVICES	Gone 4 Good Shred Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1855	313.79	0		Charge Card Trans. - Nov 2021	N/A
11213038	503320	SERVICE CONTRACTS	2022	1605	253.04	37247214	11302021	COPY MACH PLAIN PAPER RENT/LEA	Copier Rental Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	925	30.00	37246890	11162021	DOCUMENT SHREDDING SERVICES	Gone 4 Good Shred Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	888	44.98	37246987	11162021	COPY MACH PLAIN PAPER RENT/LEA	Color Ink for Copier Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1312	253.04	37246496	10262021	COPY MACH PLAIN PAPER RENT/LEA	Copier Rental Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1311	180.00	37246394	10262021	DATA PROCESSING, COMPUTER, PRO	VCH Yearly Access Fee
11213038	503320	SERVICE CONTRACTS	2022	1311	30.00	37246417	10262021	DOCUMENT SHREDDING SERVICES	Gone 4 Good Shred Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	585	21.68	37246201	10132021	COPY MACH PLAIN PAPER RENT/LEA	Color Ink for Copier Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	585	98.00	37246191	10132021	ALARM SERVICES	Courthouse Security System
11213038	503320	SERVICE CONTRACTS	2022	2038	30.00	37245834	09282021	DOCUMENT SHREDDING SERVICES	Gone 4 Good Shred Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1087	253.04	37245723	09212021	COPY MACH PLAIN PAPER RENT/LEA	Copier Rental Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1087	37.49	37245723	09212021	COPY MACH PLAIN PAPER RENT/LEA	Color Ink for Copier Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	1087	108.00	37245710	09212021	ALARM SERVICES	3 month fee for Courthouse Security System
11213038	503320	SERVICE CONTRACTS	2022	1404	253.04	37245191	08242021	COPY MACH PLAIN PAPER RENT/LEA	Copier Rental Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	789	253.04	37244615	07272021	COPY MACH PLAIN PAPER RENT/LEA	Copier Rental Monthly Fee
11213038	503320	SERVICE CONTRACTS	2022	263	108.00	37244305	07132021	ALARM SERVICES	3 month fee for Courthouse Security System
11213038	503320	SERVICE CONTRACTS	2022	263	1,182.00	37244260	07132021	SOFTWARE, MONITORING	Livescan Machine for Fingerprinting
11213038	503320	SERVICE CONTRACTS	2022	263	7,892.85	37244257	07132021	FEES (NOT OTHER CLASSIFIED)	Crater Criminal Justice Fee- Yearly Split between lines

Sheriff's Office
Service Contract- Courts

ORG	OBJECT DESCRIPTION	YEAR	JOURNAL	AMOUNT	CHECK NO	WARRANT	COMMENTS
11213035	503320 SERVICE CONTRACTS	2022	234	2,604.44	37251165	060722	INTERNET/WEB SOFTWARE MAIN FRA AT&T Monthly Fee Internet in Sheriff Vehicles
11213035	503320 SERVICE CONTRACTS	2022	2169	1,463.35	37249531	03292022	INTERNET/WEB SOFTWARE MAIN FRA AT&T Monthly Fee Internet in Sheriff Vehicles
11213035	503320 SERVICE CONTRACTS	2022	2125	3,097.31	37249649	03292022	AUTOMOTIVE SHOP AND RELATED EQ Sheehy Ford Uplift on Vehicle
11213035	503320 SERVICE CONTRACTS	2022	2115	1,463.35	37248926	03012022	INTERNET/WEB SOFTWARE MAIN FRA AT&T Monthly Fee Internet in Sheriff Vehicles
11213035	503320 SERVICE CONTRACTS	2022	484	1,463.35	37248425	02082022	INTERNET/WEB SOFTWARE MAIN FRA AT&T Monthly Fee Internet in Sheriff Vehicles
11213035	503320 SERVICE CONTRACTS	2022	428	1,463.86	37247928	01112022	INTERNET/WEB SOFTWARE MAIN FRA AT&T Monthly Fee Internet in Sheriff Vehicles
11213035	503320 SERVICE CONTRACTS	2022	224	1,463.86	37247294	12072021	INTERNET/WEB SOFTWARE MAIN FRA AT&T Monthly Fee Internet in Sheriff Vehicles
11213035	503320 SERVICE CONTRACTS	2022	76	1,463.86	37246571	11032021	INTERNET/WEB SOFTWARE MAIN FRA AT&T Monthly Fee Internet in Sheriff Vehicles
11213035	503320 SERVICE CONTRACTS	2022	149	5,039.99	37245950	10052021	POLICE AND PRISON EQUIPMENT AN Taser Maintenance Fee
11213035	503320 SERVICE CONTRACTS	2022	149	2,166.63	37245948	10052021	INTERNET/WEB SOFTWARE MAIN FRA AT&T Monthly Fee Internet in Sheriff Vehicles
11213035	503320 SERVICE CONTRACTS	2022	189	1,220.86	37245361	090821	INTERNET/WEB SOFTWARE MAIN FRA AT&T Monthly Fee Internet in Sheriff Vehicles
11213035	503320 SERVICE CONTRACTS	2022	48	1,044.30	37244674	08032021	INTERNET/WEB SOFTWARE MAIN FRA AT&T Monthly Fee Internet in Sheriff Vehicles
11213035	503320 SERVICE CONTRACTS	2022	263	7,892.85	37244257	07132021	FEES (NOT OTHER CLASSIFIED) Crater Criminal Justice Fee- Yearly Split between lines
11213035	503320 SERVICE CONTRACTS	2022	263	1,182.00	37244280	07132021	SOFTWARE, MONITORING Livescan Machine for Fingerprinting

TREASURER OFFICE

Record Number	Org	Object	Project	Description	2022 Revised Budget	2023 Budget Request	Budget Reductio Justification
1	11124027	483351	DR005	FEDERAL FUNDS	0.00		
2	11124027	501100		FULL-TIME SALARIES	119,819.55	10,150.45	D.White and N. Shelton
3	11124027	501200		OVER-TIME	0.00	9,000.00	2 Elections
4	11124027	501208	DR005	HAZARD PAY	0.00	0	
5	11124027	501209		BONUS	0.00	0	
6	11124027	501220		PTO-PAID TIME OFF EXPENSE	0.00	0	
7	11124027	501230		LICENSING	0.00	3,266	2 Elections
8	11124027	501240		ELECTION POLL WORKER	26,925.00	8,572.19	D. Jenning
9	11124027	501240	DR005	ELECTION (POLL) WORKER	0.00	0	
10	11124027	501300		PART-TIME WAGES	24,547.81	0	
11	11124027	501300	DR005	PART-TIME WAGES	0.00	0	Directors are unable to alter this section
12	11124027	502100		FICA-EMPLOYER CONTRIBUTION	10,610.34	0	
13	11124027	502100	DR005	FICA-EMPLOYER CONTRIBUTION	0.00	0	
14	11124027	502210		RETIREMENT VRS	5,210.44	0	
15	11124027	502212		RETIREMENT VRS HYBRID	11,971.66	0	
16	11124027	502300		EMPLOYEE HEALTH INSURANCE	14,112.00	0	
17	11124027	502400		GROUP LIFE INSURANCE	647.03	0	
18	11124027	502510		SHORT-TERM DISABILITY	254.26	0	
19	11124027	502520		LONG-TERM DISABILITY	332.02	0	
20	11124027	502600		UNEMPLOYMENT INSURANCE	0.00	0	
21	11124027	502700		WORKERS COMPENSATION INSURANCE	127.92	0	
22	11124027	502700	DR005	WORKERS COMPENSATION INSURANCE	0.00	0	
23	11124027	502840		CELL PHONE STIPEND	479.95	0	
24	11124027	503200		TEMP HELP SRVS-OUTSIDE VENDOR	0.00	20,000.00	Certification,Balios Flernon day support
25	11124027	503310		EQUIPMENT REPAIRS	300.00	200	Repair price has gone up
26	11124027	503320		SERVICE CONTRACTS	24,375.00	0	State Code
27	11124027	503600		ADVERTISING	500.00	500	Redistricting
28	11124027	505110		ELECTRICAL SERVICES	0.00	0	
29	11124027	505130		WATER AND SEWER	0.00	0	
30	11124027	505210		POSTAGE	5,500.00	0	
31	11124027	505230		TELEPHONE/FAX/VIDEO	3,000.00	0	
32	11124027	505238	DR005	PUB HEALTH - SAFE ENVIRONMENT	0.00	0	
33	11124027	505420		LEASE/RENTAL OF BUILDING	30,000.00	0	
34	11124027	505510		MILEAGE	700.00	0	
35	11124027	505520		TRAVEL-PUBLIC TRANSPORTATION	0.00	0	
36	11124027	505530		LODGING	100.00	0	
37	11124027	505540		CONVENTION AND CONFERENCES	1,000.00	200	Cannot cut due to require certifications and training
38	11124027	505550		MEALS	700.00	200	State Code
39	11124027	505610		DUES/ASSOCIATION MEMBERSHIPS	820.00	5,000	16 EPB's Scanners
40	11124027	506001		OFFICE SUPPLIES	13,900.00	0	
41	11124027	508202		ADD-FURNITURE/FIXTURES/EQUIP	0.00	51,438.64	
42	11124027	508202	DR005	ADD-FURNITURE/FIXTURES/EQUIP	0.00		
Total Budget					295,212.99		
Total Operating					80,275.00	77,838.64	

VOTER REGISTRATION

Record Number	Org	Object	Project	Description	2022 Revised Budget	2023 Budget Request	Budget Reductio	Justification
1	11124027	483351	DR005	FEDERAL FUNDS	0.00			
2	11124027	501100		FULL-TIME SALARIES	119,819.55	10,180.45	D.White and N. Shelton	
3	11124027	501200		OVER-TIME	0.00	3,000.00	2 Elections	
4	11124027	501208	DR005	HAZARD PAY	0.00	0		
5	11124027	501209		BONUS	0.00	0		
6	11124027	501220		PTO-PAID TIME OFF EXPENSE	0.00	0		
7	11124027	501230		LICENSING	0.00	3,286	2 Elections	
8	11124027	501240		ELECTION POLL WORKER	26,325.00	8,572.19	D. Jennings	
9	11124027	501240	DR005	ELECTION (POLL) WORKER	0.00	0		
10	11124027	501300		PART-TIME WAGES	24,547.81	0		
11	11124027	501300	DR005	PART-TIME WAGES	0.00	0		Directors are unable to alter this section
12	11124027	502100		FICA-EMPLOYER CONTRIBUTION	10,610.34	0		
13	11124027	502100	DR005	FICA-EMPLOYER CONTRIBUTION	0.00	0		
14	11124027	502210		RETIREMENT VRS	5,210.44	0		
15	11124027	502212		RETIREMENT VRS HYBRID	11,971.65	0		
16	11124027	502300		EMPLOYEE HEALTH INSURANCE	14,112.00	0		
17	11124027	502400		GROUP LIFE INSURANCE	647.03	0		
18	11124027	502510		SHORT-TERM DISABILITY	254.26	0		
19	11124027	502520		LONG-TERM DISABILITY	332.02	0		
20	11124027	502600		UNEMPLOYMENT INSURANCE	0.00	0		
21	11124027	502700		WORKERS COMPENSATION INSURANCE	127.92	0		
22	11124027	502700	DR005	WORKERS COMPENSATION INSURANCE	0.00	0		
23	11124027	502840		CELL PHONE STIPEND	479.96	0		
24	11124027	503200		TEMP HELP SRVS-OUTSIDE VENDOR	0.00	20,000.00	Certification Ballots Election day Support	
25	11124027	503310		EQUIPMENT REPAIRS	200.00	200	Repair price has gone up	
26	11124027	503320		SERVICE CONTRACTS	24,375.00	0	State Code	
27	11124027	503600		ADVERTISING	500.00	800	Redistricting	
28	11124027	505110		ELECTRICAL SERVICES	0.00	0		
29	11124027	505150		WATER AND SEWER	0.00	0		
30	11124027	505210		POSTAGE	5,500.00	0		
31	11124027	505230		TELEPHONE/FAX/VIDEO	3,000.00	0		
32	11124027	505238	DR005	PUB HEALTH - SAFE ENVIRONMENT	0.00	0		
33	11124027	505420		LEASE/RENTAL OF BUILDING	30,000.00	0		
34	11124027	505510		MILEAGE	700.00	0		
35	11124027	505520		TRAVEL-PUBLIC TRANSPORTATION	0.00	0		
36	11124027	505530		LODGING	100.00	0		
37	11124027	505540		CONVENTION AND CONFERENCES	1,000.00	200	Cannot cut due to require certifications and training	
38	11124027	505550		MEALS	700.00	200	State Code	
39	11124027	505810		DUES/ASSOCIATION MEMBERSHIPS	800.00	5,000	16 EPB's Scanners	
40	11124027	506001		OFFICE SUPPLIES	13,900.00	0		
41	11124027	508202		ADD-FURNITURE/FIXTURES/EQUIP	0.00	51,438.64		
42	11124027	508202	DR005	ADD-FURNITURE/FIXTURES/EQUIP	0.00	0		
Total Budget					295,212.99			
Total Operating					80,775.00	77,838.64		

