



County of Adams
2024 Budget
Tentative Adoption

Board of Commissioners:

Randy L. Phiel, Chairman
James Martin, Vice-Chairman
Marty Karsteter Qually, Commissioner

2024 ADAMS COUNTY BUDGET
Adams County Board of Commissioners

Chairman
Randy Phiel

Vice Chairman
James Martin

Commissioner
Marty Karsteter Qually

Chief Clerk
Paula Neiman

County Administrator
Steve Nevada

Elected Officials

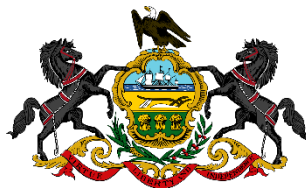
Clerk of Courts
Controller
Coroner
District Attorney
Prothonotary
Register of Wills/Recorder of Deeds
Sheriff
Treasurer

Kelly Lawver
Tammy Myers
Francis Dutrow
Brian Sinnett
Beverly Boyd
Karen Heflin
James Muller
Christine Redding

Judiciary

President Judge
Judge
Judge
Judge

Honorable Michael George
Honorable Thomas Campbell
Honorable Shawn Wagner
Honorable Christina Simpson



2024 ADAMS COUNTY BUDGET
Office of Budget & Purchasing

Director
Melissa Devlin

Assistant Director
Philip Swope

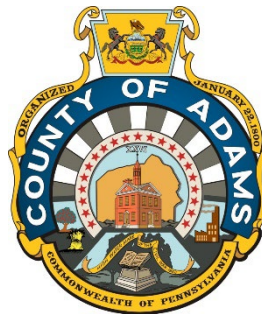
Budget Analyst II
Todd Garrett

Purchasing Coordinator
Kelsey Litsikas

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Or visit
www.adamscountypa.gov



2024 ADAMS COUNTY BUDGET



GOVERNMENT FINANCE OFFICERS ASSOCIATION

***Distinguished
Budget Presentation Award***

PRESENTED TO

**Adams County
Pennsylvania**

For the Fiscal Year Beginning

January 1, 2023

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Adams County, Pennsylvania**, for its Annual Budget for the fiscal year beginning **January 1, 2023**. In-order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a commutations guide.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

2024 ADAMS COUNTY BUDGET

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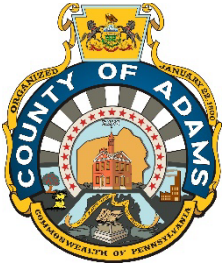
2024 ADAMS COUNTY BUDGET

Commissioners of Adams County

Randy L. Piel
Chairman

James Martin
Vice Chairman

Marty Karsteter Qually
Commissioner



TO: The Citizens of Adams County:

TO BE INSERTED

Strategic Plan

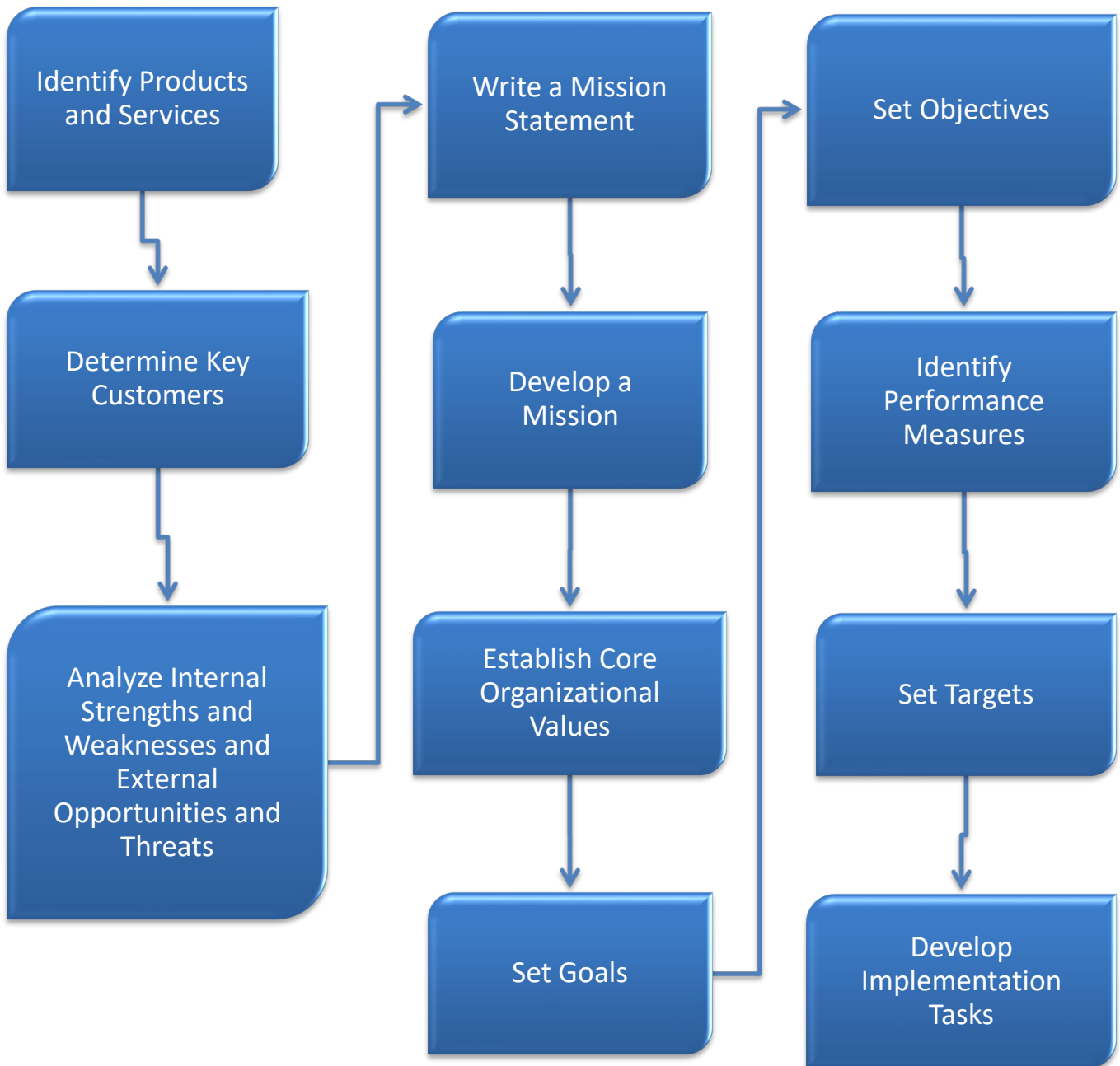
During 2009, the County hired a consultant to assist in developing the Strategic Financial Plan. The consultant's performed an assessment and then began creating various committee's made up of departments and management team members, to assist in carrying out the approved recommendations. The consultants worked with Committees and Management in creating County goals, Departmental goals, and key initiatives/outcomes. In addition, a steering committee was created by selecting and identifying members of the Community to represent key stake holders to provide citizen input for the plan.



The diagram on the following page presents the Adams County Strategic Plan. This section describes what the Strategic Plan is and why it is important for Adams County's future. The Strengths, Weaknesses, Opportunities, and Challenges sections explains how Adams County perceives its internal strengths, internal weaknesses, external opportunities, and external challenges. It describes the County's vision and its mission, and the goals that the County wants to achieve. It explains objectives that help move the County towards its goals, and ways to measure progress in accomplishing the objectives. The Plan section also includes a list of specific initiatives to accomplish the objectives. The Implementation section provides the plan approach along with the roles of the various departments.

2024 ADAMS COUNTY BUDGET

Currently, the County is working on a plan to update the Strategic Plan and bring it forward to align strategically with the significant growth that has occurred over the past ten years.



2024 ADAMS COUNTY BUDGET

County Strategies

Goal 1: Efficient Government

- Approach funding decisions with eye to minimizing property tax.
- Follow budget best practices to maintain a good credit rating.
- Promote quality, efficient, and effective county services.
- Utilize outcome based measures to ensure efficient use of County funds.

Goal 2: Conserve and Grow

- Conserve the resources needed to support the physical, social, and economic health of the County.
- Preserve agricultural lands.
- Retain & attract businesses for more economic development.
- Decrease the number of structurally deficient County owned bridges.
- Plan for future growth.

Goal 3: Criminal Justice

- Utilize effective assessment tools to identify low risk offenders and prison alternatives.
- Improve collection rates for court, costs, fines, and restitution.
- Identify treatment needs upon entry to the criminal justice system.
- Collaborate with state and community resources to coordinate services

Goal 4: Emergency Preparedness

- Deliver cost effective emergency response and preparedness services to the County via 9-1-1 center.
- Collaborate with first responders to have the most effective emergency response service.
- Pass all inspections, drills, training, certifications and simulation programs.

Goal 5: Healthy Communities

- Protect the safety of our children
- Partner with localities to promote a safe and clean environment.
- Provide Human Services to our citizens to better their way of life.
- Partner with local governments and groups to combat the opioid health crisis.

2024 ADAMS COUNTY BUDGET

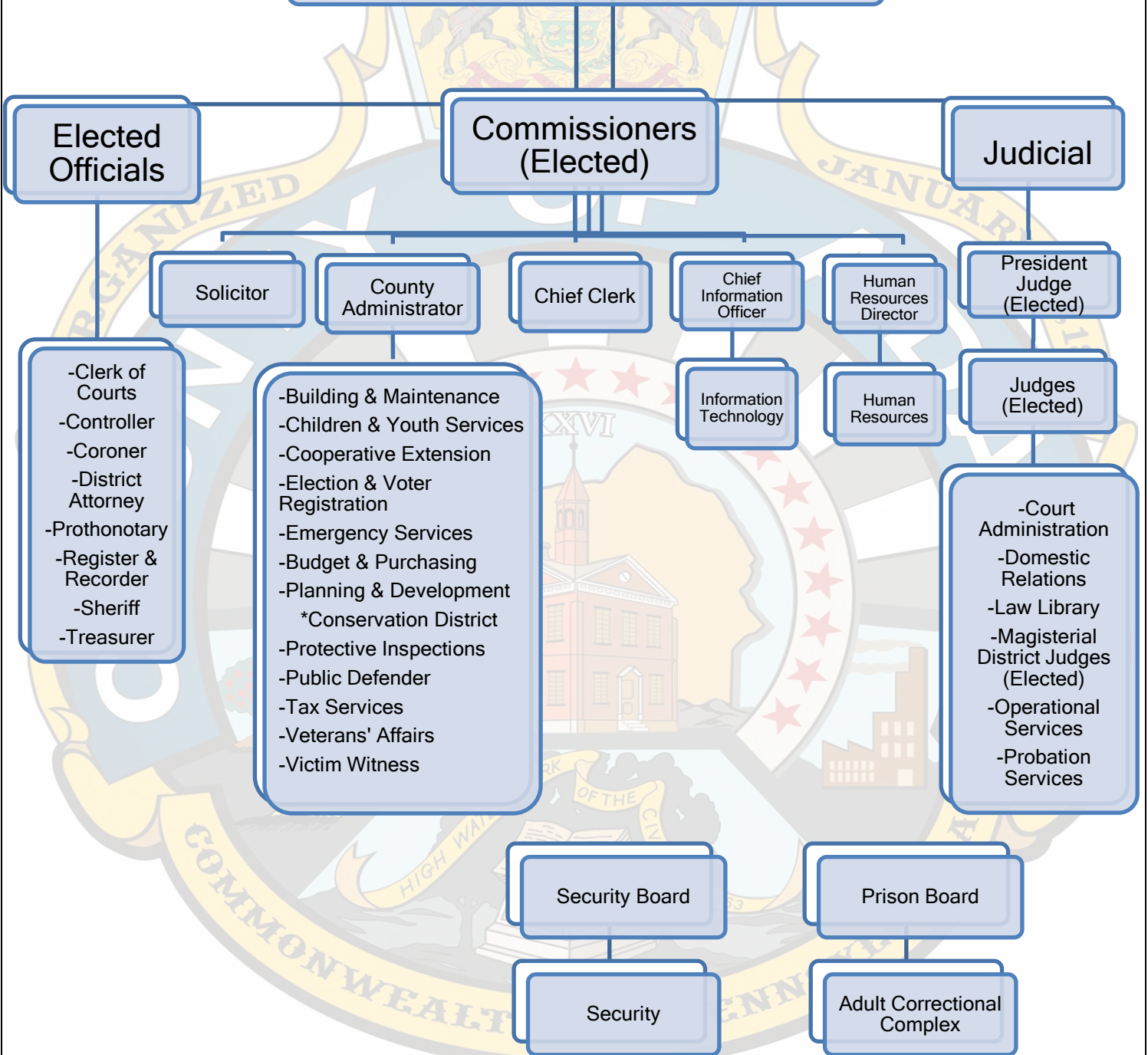
Colored boxes indicate which County Goal(s) each group signifies	Efficient Government	Conserve & Grow	Criminal Justice	Emergency Preparedness	Healthy Communities
	Goal 1: Promote quality, efficient, & effective County services.	Goal 2: Conserve natural resources and plan for future growth.	Goal 3: Promote criminal justice process improvements.	Goal 4: Promote safety partnerships.	Goal 5: Promote healthy communities and Human Services.
Department					
Building & Maint.					
County Complex					
Clerk of Courts					
Commissioners					
Controller					
Cooperative Ext.					
Coroner					
Courts Consolidated					
District Attorney					
Elections					
Emergency Srves.					
Budget & Purchasing					
Human Resources					
Information Tech.					
Planning					
Conservation District					
Prison					
Central Processing					
Protective Inspections					
Prothonotary					
Public Defender					
Register / Recorder					
Security					
Sheriff					
Solicitor					
Tax Services					
Treasurer					
Veterans' Affairs					
Victim Witness					

2024 ADAMS COUNTY BUDGET

Colored boxes indicate which County Goal(s) each group signifies	Efficient Government	Conserve & Grow	Criminal Justice	Emergency Preparedness	Healthy Communities
	Goal 1: Promote quality, efficient, & effective County services.	Goal 2: Conserve natural resources and plan for future growth.	Goal 3: Promote criminal justice process improvements.	Goal 4: Promote safety partnerships.	Goal 5: Promote healthy communities and Human Services.
Department					
9-1-1 Telecomm.					
Children & Youth					
Independent Living					
Hazardous Materials					
Act 13 Bridge					
Liquid Fuels.					
Hotel Tax Fund					

2024 ADAMS COUNTY BUDGET

Citizens of Adams County



Adams County Boards

- Assessment Appeals Board
- Election Board
- Retirement Board
- Salary Board
- Zoning Appeals Board

Component Boards

- Conservation Board
- General Financing Authority
- Housing Authority
- Industrial Development Authority
- Planning Commission

Advisory Board

- Children and Youth Advisory Board
- Criminal Justice Advisory Board
- Water Resources Advisory
- Ag Land Preservation
- Economic Development Committee

Welcome to Adams County, PA



~~WELCOME~~

*(Click here for a Welcome message from
Chairman Commissioner, Randy Phiel)*

[Click Here](#)



ADAMS COUNTY, PENNSYLVANIA

Introduction

The County of Adams is situated in the south-central part of the Commonwealth of Pennsylvania, bounded on the east by York County, on the north by Cumberland County and on the west by Franklin County; the Maryland State line is its southern boundary. The County is 526 square miles in area and is part of the York Metropolitan Statistical Area (the “MSA”) which is comprised of York and Adams counties. Gettysburg, the County Seat, is located 54 miles northwest of Baltimore, 78 miles northwest of Washington D.C. and 108 miles southwest of Philadelphia.

The County is a county of the Fifth Class under Pennsylvania laws, based on population. The County has 34 political subdivisions, including 13 boroughs and 21 second class townships.

The County’s character is primarily residential and rural in nature. Gettysburg, which is the economic center of the County is surrounded by countryside rich in visual beauty and encompasses some of the East Coast’s most productive agricultural area. Primary industries are tourism and agriculture.

The Gettysburg area is also rich in history by its connection with some of the most important trends and events in our nation’s growth. Gettysburg was an early gateway to westward expansion, the first settlers coming to the County in 1734. The region gained fame in July 1863 when the most destructive and decisive battle ever fought on American soil took place. The Battle of Gettysburg was the turning point of the Civil War and the Battlefield was later the site of Abraham Lincoln’s famed Gettysburg Address. Today the Gettysburg National Military Park, situated on 3,500 acres, is the largest battlefield shrine in America. The U.S. Department of the Interior, National Park Service reported that 1.9 million people visited the Park in 2011.

Gettysburg was the retirement community selected by President Dwight D. Eisenhower. The Eisenhower National Historic Site is also well visited by tourists.

Adams County residents have many opportunities to pursue recreational interests. Four Pennsylvania State Parks, with well-developed recreational facilities, serve Adams County, Gettysburg and surrounding communities. In addition, 15 miles to the south, Maryland’s Cunningham Falls State Park and Catoctin Mountain National Park provide additional facilities. Numerous well-maintained campgrounds, many of which are equipped with swimming and other recreation facilities, surround Gettysburg.

Adams County is also served by the Country Clubs at Gettysburg and Hanover, and in addition to the public links at Caledonia State Park, seven golf courses are open to the public.

Throughout the year residents hold numerous fairs and festivals. The County’s role as a major producer of fruit is celebrated twice a year at the Apple Blossom and the Apple Harvest Festivals in Arendtsville.

The Gettysburg Theatre Festival is presented each summer on the campus of Gettysburg College. Gettysburg and East Berlin Boroughs contain large historic districts listed in the National Register of Historic Places.

2024 ADAMS COUNTY BUDGET

Budget Overview

Dear Board of County Commissioners, County Administrator, and Adams County residents:

TO BE INSERTED

2024 ADAMS COUNTY BUDGET

Revenue and Expenditure Summary

Revenues

	2021 Budget	2022 Budget	2023 Budget	2024 Budget	% change from '23 to '24
General Fund	\$ 54,805,676	\$ 59,513,955	\$69,391,939	\$69,955,111	14%
Special Revenue Funds	14,478,541	14,150,466	14,163,683	14,591,346	3%
Hotel Tax	1,098,194	1,909,000	2,408,500	3,020,000	25%
Bridge Funds	965,500	539,100	710,500	507,300	-29%
Total	71,347,911	76,112,521	86,674,622	88,073,757	12%

*The Special Revenue Fund includes subsidies which the General Fund contributes
 ***Hotel Tax Fund prior year distributions were budgeted under Transfers (see page 135).

Expenditures

	2021 Budget	2022 Budget	2023 Budget	2024 Budget	% change from '23 to '24
General Fund	\$ 54,805,676	\$ 59,513,955	\$69,391,939	\$69,955,111	1%
Special Revenue Funds	14,478,541	14,150,466	14,163,683	14,591,346	3%
Hotel Tax	1,098,194	1,815,000	2,320,215	2,792,151	20%
Bridge Funds	965,500	354,900	710,500	458,500	-35%
Total	71,347,911	75,834,321	86,586,337	87,797,108	1%

Capital Budget

	2021 Budget	2022 Budget	2023 Budget	2024 Budget	% change from '23 to '24
Capital Budget Expenses	\$ 2,417,962	\$ 3,065,942	\$3,336,609	\$2,485,008	-26%

2024 ADAMS COUNTY BUDGET

ADAMS COUNTY BUDGET – 2024

<u>Department</u>	<u>Revenue</u>	<u>Expenses</u>
<i>General Fund</i>		
Building/Maintenance	2,250	1,957,258
County Complex	-	261,735
Clerk of Courts	971,166	761,461
Commissioners	1,232,409	8,502,089
Community Grants Project – ARRF	-	4,500,000
Broadband Project – ARRF	-	2,800,000
Controller	-	858,033
Cooperative Extension	-	605,208
Coroner	40,000	252,774
Court Administration	1,968,622	10,511,460
District Attorney	379,898	1,922,189
Elections/Voter Registration	367,343	754,152
Emergency Services	111,848	395,754
Budget & Purchasing	-	557,422
Human Resources	20,200	658,365
Information Technology (IT)	1,340	1,839,742
Planning	391,700	1,768,950
Conservation District	693,500	1,087,736
Prison	2,092,186	15,128,612
Central Processing	440,000	1,071,540
Protective Inspections	9,000	109,688
Prothonotary	280,000	523,186
Public Defender	-	797,787
Register & Recorder	900,000	487,671
Security	50	616,852
Sheriff	242,600	1,890,716
Solicitor	140	529,664
Tax Services	46,198,979	3,214,729
Treasurer	868,570	367,396
Veterans' Affairs	-	259,134
Victim Witness	200,561	446,019
Transfers	1,344,352	4,517,790
General Fund Subtotals	58,756,714	69,955,111

2024 ADAMS COUNTY BUDGET

Department	Revenue	Expenses
<i>General Fund (cont.)</i>		
General Fund Deficit	(11,198,397)	-
Appropriated General Fund Balance	3,282,741	-
Assigned Fund Balance	7,915,656	-
<i>Total General Fund</i>	69,955,111	69,955,111
Special Revenue Funds		
911 Telecommunications	2,251,472	4,360,416
Children & Youth	8,490,622	9,465,124
Independent Living	584,660	654,319
Hazardous Materials	54,810	111,487
<i>Subsidy provided by General Fund</i>	3,209,782	-
<i>Total Special Revenue Funds</i>	14,591,346	14,591,346
Hotel Tax Fund		
Hotel Tax Revenue	3,020,000	-
Tourism Promotion	-	1,800,000
Grants-Economic Development & Historic Preservation	-	465,651
Municipalities	-	370,000
Operating Expenses	-	14,500
Transfer Out to General Fund	-	142,000
<i>Total Hotel Tax Fund</i>	3,020,000	2,792,151
<i>Budgeted Surplus</i>	227,849	
Special Funds		
Act 13 Bridge Improvements	150,000	150,000
Liquid Fuels Grant	357,300	300,500
Transfer Out to General Fund	-	8,000
<i>Total Special Funds</i>	507,300	458,500
<i>Budgeted Surplus</i>	48,000	
TOTAL COUNTY BUDGET	88,073,757	87,797,108
<i>Contingency Reserve</i>	<i>276,649</i>	
*TOTAL CAPITAL BUDGET	2,485,008	2,485,008

2024 ADAMS COUNTY BUDGET

How Revenues and Expenditures are Classified

- ❖ **Real Estate Taxes:** Obligatory charges, based on the assessed value of real property, which are imposed to finance services performed for the common benefit of citizens.
- ❖ **Federal, State, and Local Grants:** Funding for a specified program or purposed. Grants are also known as intergovernmental revenues.
- ❖ **Departmental Earnings:** User fees, fines, court-related cost reimbursements, licenses, permits, and commissions paid by the Commonwealth to elected row officers for collecting various fees and charges are combined into this category for summary purposes.
- ❖ **Interfund Transfers:** Amounts received from another fund of the County with the purposed of matching intergovernmental revenue, contributing to programs.
- ❖ **Appropriated Fund Balance:** Unrestricted carry-forward balances authorized for appropriation, unexpended dedicated funding, and unexpended bond proceeds from the current year may be used to complement other revenue sources in the ensuing budget year.

Expenditures are classified by category of cost and by functional area. Categories are used for budgetary purposes which are comprised of the following:

- ❖ **Personnel:** Salaries, wages, FICA, and benefits.
- ❖ **Operating:** The costs of maintenance, professional, and contracted services, utilities, materials, and supplies.
- ❖ **Capital Expenditures:** Fixed assets having a useful life of more than twelve months and a purchase cost of more than \$5,000.
- ❖ **Funds to Organizations:** Appropriations or grants to other entities or non-profit organizations that provide services to the community.
- ❖ **Interfund Transfers:** Amounts transferred to another fund of the County to assist in financing the service provided by the recipient fund. The transfers may be contributory, payment for specialized services, or mandated as a condition of receiving federal or state funding.
- ❖ **Debt Service:** Principal and interest payments for general obligation long term debt.
- ❖ **Allocated costs:** Payments made to the General Fund for administrative, space, and depreciation cost by departments receiving federal and state grants.
- ❖ **Other Expenditures:** Contingency items and unappropriated funds.

2024 ADAMS COUNTY BUDGET

Revenues by Department

Department	2023 Final Budget	2024 Tentative Budget	Variance	% Change
Building and Maintenance	5,250	2,250	(3,000)	-57%
County Complex	-	-	-	0%
Clerk of Courts	1,179,950	971,166	(208,784)	-18%
Commissioners	1,136,180	1,232,409	96,229	8%
Community Grants Project - ARRF	-	-	-	0%
Broadband Project - ARRF	-	-	-	0%
Agricultural Preservation - ARRF	-	-	-	0%
Contribution to Capital - ARRF	-	-	-	0%
Controller	-	-	-	0%
Cooperative Extension	-	-	-	0%
Coroner	30,000	40,000	10,000	33%
Courts Consolidated	1,971,660	1,968,622	(3,038)	0%
District Attorney	442,847	379,898	(62,949)	-14%
Elections/Voter Registration	367,843	367,343	(500)	0%
Emergency Services	114,496	111,848	(2,648)	-2%
Budget and Purchasing	-	-	-	0%
Human Resources	20,205	20,200	(5)	0%
Information Technology	4,410	1,340	(3,070)	-70%
Planning and Development	777,200	391,700	(385,500)	-50%
Conservation District	607,000	693,500	86,500	14%
Prison	1,757,517	2,092,186	334,669	19%
Central Processing	440,000	440,000	-	0%
Protective Inspections	8,500	9,000	500	6%
Prothonotary	329,500	280,000	(49,500)	-15%
Public Defender	-	-	-	0%
Register and Recorder	900,000	900,000	-	0%
Security	50	50	-	0%
Sheriff	226,600	242,600	16,000	7%
Solicitor	140	140	-	0%
Tax Services	45,216,818	46,198,979	982,161	2%
Treasurer	209,535	868,570	659,035	315%
Veterans' Affairs	-	-	-	0%
Victim Witness	222,289	200,561	(21,728)	-10%
911 Telecommunications	2,130,274	2,251,472	121,198	6%
Children and Youth	8,155,646	8,490,622	334,976	4%
Independent Living	548,861	584,660	35,799	7%
Hazardous Materials	53,251	54,810	1,559	3%
Act 13 Bridge Improvement	170,500	150,000	(20,500)	-12%
Liquid Fuels	518,800	357,300	(161,500)	-31%
Hotel Tax Fund	2,408,500	3,020,000	611,500	25%
Appropriated Fund Balance	2,636,774	3,282,741	645,967	24%
Assigned Fund Balance	9,115,656	7,915,656	(1,200,000)	-13%
Transfer into the General Fund	1,671,519	1,344,352	(327,167)	-20%
Bridge Fund Reserves	21,200	-	(21,200)	-100%
Subsidy Provided	3,275,651	3,209,782	(65,869)	-2%
	86,674,622	88,073,757	1,399,135	2%

2024 ADAMS COUNTY BUDGET

Expenditures by Department

Department	2023 Final Budget	2024 Tentative Budget	Variance	% Change
Building and Maintenance	1,942,333.00	1,957,258.00	14,925.00	1%
County Complex	267,267.00	261,735.00	(5,532.00)	-2%
Clerk of Courts	771,597.00	761,461.00	(10,136.00)	-1%
Commissioners	8,550,434.00	8,502,089.00	(48,345.00)	-1%
Community Grants Project - ARRF	5,000,000.00	4,500,000.00	(500,000.00)	-10%
Broadband Project - ARRF	3,000,000.00	2,800,000.00	(200,000.00)	-7%
Agricultural Preservation - ARRF	500,000.00	-	(500,000.00)	-100%
Contribution to Capital - ARRF	615,656.00	-	(615,656.00)	-100%
Controller	892,991.00	858,033.00	(34,958.00)	-4%
Cooperative Extension	577,043.00	605,208.00	28,165.00	5%
Coroner	251,682.00	252,774.00	1,092.00	0%
Courts Consolidated	10,569,670.00	10,511,460.00	(58,210.00)	-1%
District Attorney	1,936,307.00	1,922,189.00	(14,118.00)	-1%
Elections/Voter Registration	834,495.00	754,152.00	(80,343.00)	-10%
Emergency Services	392,636.00	395,754.00	3,118.00	1%
Budget and Purchasing	529,107.00	557,422.00	28,315.00	5%
Human Resources	659,061.00	658,365.00	(696.00)	0%
Information Technology	1,868,970.00	1,839,742.00	(29,228.00)	-2%
Planning and Development	2,119,589.00	1,768,950.00	(350,639.00)	-17%
Conservation District	1,021,277.00	1,087,736.00	66,459.00	7%
Prison	13,184,705.00	15,128,612.00	1,943,907.00	15%
Central Processing	959,411.00	1,071,540.00	112,129.00	12%
Protective Inspections	108,774.00	109,688.00	914.00	1%
Prothonotary	517,991.00	523,186.00	5,195.00	1%
Public Defender	803,605.00	797,787.00	(5,818.00)	-1%
Register and Recorder	519,095.00	487,671.00	(31,424.00)	-6%
Security	613,756.00	616,852.00	3,096.00	1%
Sheriff	1,842,636.00	1,890,716.00	48,080.00	3%
Solicitor	467,924.00	529,664.00	61,740.00	13%
Tax Services	3,081,169.00	3,214,729.00	133,560.00	4%
Treasurer	333,363.00	367,396.00	34,033.00	10%
Veterans' Affairs	180,401.00	259,134.00	78,733.00	44%
Victim Witness	462,538.00	446,019.00	(16,519.00)	-4%
911 Telecommunications	4,161,028.00	4,360,416.00	199,388.00	5%
Children and Youth	9,338,531.00	9,465,124.00	126,593.00	1%
Independent Living	551,184.00	654,319.00	103,135.00	19%
Hazardous Materials	112,940.00	111,487.00	(1,453.00)	-1%
Act 13 Bridge Improvement	-	150,000.00	150,000.00	0%
Liquid Fuels	702,500.00	300,500.00	(402,000.00)	-57%
Hotel Tax Fund	2,190,215.00	2,650,151.00	459,936.00	21%
Transfer out of General Fund	4,016,456.00	4,517,790.00	501,334.00	12%
Bridge Fund Transfer to General Fund	8,000.00	8,000.00	-	0%
Hotel Tax Transfer to General Fund	130,000.00	142,000.00	12,000.00	9%
	86,586,337.00	87,797,109.00	1,210,772.00	1%

2024 ADAMS COUNTY BUDGET

Long Range Financial Planning

A long-range financial plan provides a “road map” for where the County wants to go financially and how it plans to get there, by combining financial forecasting with the Strategic plan. The long-range financial planning is intended to serve as a tool to identify challenges and opportunities, and to provide the Board of Commissioners with the insight required to address issues impacting the County’s financial condition. The County’s plan will have a multi-year planning horizon with three to five years of projecting current operations and addressing issues.

A long-range financial plan is needed as a communication aide for citizens, staff, and rating agencies. This plan clarifies the County’s financial strategic intent and imposes discipline on decision makers by highlighting the cumulative effects of decisions.

By examining the five-year forecast, a couple of conclusions can be drawn. The first is that the County is faced with the reality that the growth in expenditures annually exceeds the growth in revenue. The realization that this imbalance has existed, and will continue to grow, challenges the County to address the growing issue. Department needs, such as staff and services, continue to create an increase in expenses for the department to perform adequately.

The second conclusion is that the projections give the County the opportunity to identify potential strategies to address the budgetary needs in meeting their strategic goals. It gives the County the time to evaluate and weigh different strategies to assess what is best for the County.

While on-going demands continue to place pressure on the operating budgets, the County is also facing challenges in funding Capital Budgets without utilizing some reserves. After 2019, the County began taking steps to find other resources to fund capital expenditures. The County began an initiative to revise and update the Capital Improvement Plan given the number of projects on the horizon. Although the County maintains healthy reserves for operations, borrowing will have to be considered to meet the demands of future CIP Plans.

Forecasting

During the yearly budget preparation, a model projecting future budgets is presented as well. Although these future years are projections, they serve to establish future budgetary baselines of current financial and budgetary decisions. This model does not assume any significant changes in revenues or expenditures when presented and is conservative, but proposed changes can be added to the model to evaluate and forecast the possible effects of those changes over time. Revenues and expenditures are estimated at the departmental and fund levels as well as overall surpluses or deficits. Providing these forecasts allows the County to determine short- and medium-term effects of proposed revenue or expenditure changes and determine if these effects would maintain a stable financial position. By employing the use of this statistical modeling, budgeted revenues and expenditures are expected to be relatively balanced in the short-range future.

2024 ADAMS COUNTY BUDGET

Financial Policies

Purpose of Financial Policies

One primary responsibility Adams County has to its citizens is to oversee public funds and promote wise management of government finances by providing adequate funding for services and maintenance of public facilities. The financial health and welfare of Adams County are highly dependent upon establishing and maintaining sound financial planning objectives and strategies of implementation. These financial management policies assist the decision-making process of the Board of Commissioners (BOC) and county administration. These policies also provide guidelines for evaluating both current activities and proposals for future programs and direct the County's financial resources toward meeting the goals and programs of the strategic plan. The implementation of wise fiscal policies enables the County officials to protect the public interest and ensure public trust and confidence.

The Finance Governance Team of Adams County is made up of representatives from each of the following departments: the Budget and Purchasing Office, the Controller's Office, and the Treasurer's Office. This team reviews cashflow on a regular basis making recommendations to the County Administrator and Board of Commissioners as it relates to operations. In addition, this team regularly reviews various financial policies on an ongoing basis to provide and ensure that County financial policies are relevant and adhere to current mandates. The Finance Governance Team promotes and attends a quarterly financial update meeting with the County's outside Financial Advisor, the Board of Commissioners, the County Administrator, and the County Solicitor.

Financial Philosophies

County officials and management will ensure that sufficient financial resources are maintained to support and enhance economic opportunity, ensure public safety, preserve the natural environment, and protect our quality of life for the future efficiently and effectively.

This philosophy is incorporated into the County's day-to-day decision making through the adoption of financial objectives which are highlighted below. These objectives guide the decision making of the Board of Commissioners as well as County management.

- Direct the County's financial resources toward meeting the goals of the County's strategic plan.
- Ensure the County maintains a strong financial base sufficient to provide a consistent level of County services even in a changing environment.
- Keep the County in a fiscally sound position in both the short- and long-term.
- Maintain sound financial practices that meet all applicable standards and continually strive to improve fiscal operations.
- Maintain financial liquidity to meet typical operating and contingent obligations by establishing a minimum cash balance of 80 days of general fund expenditures.
- Provide a framework for the practical use of debt financing and maintain a high credit rating in the financial community while assuring taxpayers that County government is financially well managed and operated in a sound fiscal condition. Adams County is currently rated Aa2.
- Maintain internal control systems to provide a high level of assurance that financial information is accurately reported on a reliable and cost-effective basis.
- Set fourth operating policies that minimize the cost of government and financial risks.
- Guide the BOC and management on policy decisions that have significant financial impact.

2024 ADAMS COUNTY BUDGET

Financial Policies (*continued*)

- Assess the condition of and maintain existing infrastructure and capital assets.
- Certify the County is able to withstand local and regional economic variations and adjust to changes in the service requirement of the community.
- Improve productivity and eliminate duplication of County functions through periodic review and evaluation of County programs.

This section contains information on the following key fiscal policies that apply to the budget development:

1. Operating Management Policies
2. Revenue Policy
3. Budget & Expenditures
4. Fund Balance Policy
5. Capital Outlay/Infrastructure
6. Debt Policy

1. Operating Management Policies

- **Long-Term Financial Health** – All departments will participate in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and program initiatives will be developed to reflect current policy directives, projected resources, and future service requirements.

- **Forecasts** – Balanced revenue and expenditure forecasts will be prepared to examine the County's ability to absorb operating costs due to changes in the economy, service demands, and capital improvements.

- **Alternatives to Current Service Delivery** – Alternative means of service delivery will be evaluated to ensure that quality services are provided to our citizens at the most competitive and economical cost. Departments will identify all activities that could be provided by another sources and review options/alternatives to current service delivery.

- **Cash and Investments** – Cash and investment programs will be maintained in accordance with the County and the investment policy will ensure that proper controls and safeguards are maintained. County funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal in that order.

2. Revenue Policies

- **Dedication of Revenues** – Revenues will not be dedicated for specific purposes unless required by law or generally accepted accounting practices (GAAP). All non-restricted revenues will be deposited in the General Fund and appropriated by the budget process.

- **Financial Stability** – Current revenues will fund current expenditures and a diversified and stable revenue system will be developed to protect programs from short-term fluctuations in any single revenue source.

- **Grants** – Grant funding will be considered to leverage County funds. Programs financed with grant monies will be budgeted in separate cost centers and the service program will be adjusted to reflect the level of available funding.

2024 ADAMS COUNTY BUDGET

3. Budget and Expenditures

- **Budget Increases** – The budget process is intended to weigh all competing requests for County resources, within expected fiscal constraints. Requests for new, ongoing programs made outside the budget process will be discouraged. Appropriations requested after the original budget is adopted will be approved only after consideration of the elasticity of revenues such as taxes.
- **Budget Development** – Budget development will use strategic multi-year fiscal planning, conservative revenue forecasts, and modified zero-base expenditure analysis that requires every program to be justified annually in terms of meeting intended objectives.
- **Current Funding Basis** – Current operating expenditures will be paid from current revenues and fund balances carried forward from the prior year, after reserve requirements are met.

Budget Policy

The County budget is a financial plan of estimated expenditures and revenues for the coming year. The annual budget provides historical, current, and future comparisons of revenue and expenditures. The budget is outcome-oriented and will be developed and monitored based on available funding - Resources will be allocated based on prioritized results, and monitored based on goals, measures, objectives, and the related results.

Adams County's budget is developed based on the Commonwealth of Pennsylvania County Code with a few exceptions. The budget is the same basis of accounting as the major fund statements in the Comprehensive Annual Financial Report in which the County first published in 2019. Adams County has one budget year that runs on a calendar year.

The County will maintain a balanced budget. **Revenues + Transfers + Fund Balance \geq Expenditures.**

Any appropriations that are unspent at the end of a budgetary year will lapse into the fund balance. The Commissioners approve any necessary amendments for roll-forward amounts by budget resolutions for capital projects and grants that expand multiple budget years.

The County Commissioners will be provided monthly interim budget reports comparing actual versus budgeted revenue and expense activity. This report is given by the Budget and Purchasing Office.

The Board of Commissioners, under Pennsylvania law, has the authority and responsibility for managing the county budget. In this role, the Commissioners assess the changing needs of the community and make periodic changes in the budget to meet these needs.

What is “Budgetary Basis”?

Budgetary Basis refers to the basis of accounting used to estimate financing sources and uses in the budget.

Accrual Basis is the method of accounting that recognizes the financial effect of transactions, events, and interfund activity when they occur, regardless of the timing of related cash flows.

Modified Accrual is the basis of accounting used in conjunction with the current financial resources measurement focus that modifies the accrual basis of accounting in two important ways: 1) Revenues are not recognized until they are measurable and available and 2) expenditures are recognized in the period in which governments in general normally liquidate the related liability rather than when that liability is first incurred (if earlier).

2024 ADAMS COUNTY BUDGET

4. Fund Balance

Fund Balance Policy

Adams County recognizes the significance of maintaining an appropriate level of fund balance as one component of sound financial management. An adequate fund balance level is an essential element in both short-term and long-term financial planning, and serves to mitigate future risks, sustain operations during economic downturns, and enhance credit worthiness. Through the maintenance of an adequate level of fund balance, the County can help stabilize funding for operations, stabilize taxes and fees, and realize cost savings in issuing debt. This policy is established on the modified accrual basis of accounting for government funds. Per the policy, Adams County maintains unrestricted fund balance of 80 - 100 days' worth of operating expenditures, which equates to approximately 25% of annual operating expenditures.

By maintaining a sufficient level of fund balance, the County:

- Reduces the need for urgent and significant increases in the County millage (tax) rate.
- Ensures the ability to effectively react with existing resources to emergency situations and unanticipated events.
- Avoids the need for costly tax anticipation notes.
- Exercises good fiscal management by permitting the development of a more responsible and responsive long-term financial plan.
- Maintains or improves a strong bond rating, thereby reducing future interest expenses.
- Maximizes investment earnings by maintaining adequate levels of cash and investments.

Definitions

A. **General Fund** – the County's general operating fund, which accounts for all governmental activities, unless required to be accounted for in another fund.

B. **Fund Balance** – the difference between assets and liabilities reported in a governmental fund. It serves as a measure of financial resources available for current operations. It is divided into five elements; Non-spendable fund balance, Restricted fund balance, Committed fund balance, Assigned fund balance, and Unassigned fund balance.

1. Non-spendable fund balance – Fund balance is only an approximate measure of liquidity. One reason is that some of the assets reported in governmental funds may be inherently non-spendable from the vantage point of the current period

2. Restricted – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

3. Committed – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported a committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

4. Assigned – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority; for all funds except the general fund, assigned fund balance is the residual fund balance classification.

5. Unassigned – amounts that are available for any purpose; positive amounts are only reported in the general fund.

2024 ADAMS COUNTY BUDGET

5. Capital Management

Capital Improvement Plan Policy

This policy is to provide procedures for the development, approval, and publication of Adams County's ten (10) year plan for Capital Improvements. This policy applies to all projects undertaken by the County that meet the definition of a capital improvement.

Definition

A. Capital Improvement Plan (CIP) – A ten-year rolling plan identifying capital projects to be funded during the planning period. The CIP identifies each proposed capital project to be undertaken, the year the project started, the amount of funds expected to be expended in each year of the CIP, the total cost impact of the project, and the way the expenditure will be funded.

B. Capital Improvement Project – A capital project is a public improvement that involves construction of new infrastructure, additions to existing structures, renovation of existing structures, and major repairs to infrastructure of a comprehensive and non-routine nature. A capital project is defined in financial terms as a project with a projected cost of at least \$50,000 and is a non-recurring expense. Studies which cost less than \$50,000 but are preparatory to a project with a projected cost of at least \$50,000 will be defined as capital projects.

6. Debt Policy

Improved Bond Ratings – The County will seek to maintain and, if possible, improve our current bond rating in order to minimize borrowing costs and preserve access to credit.

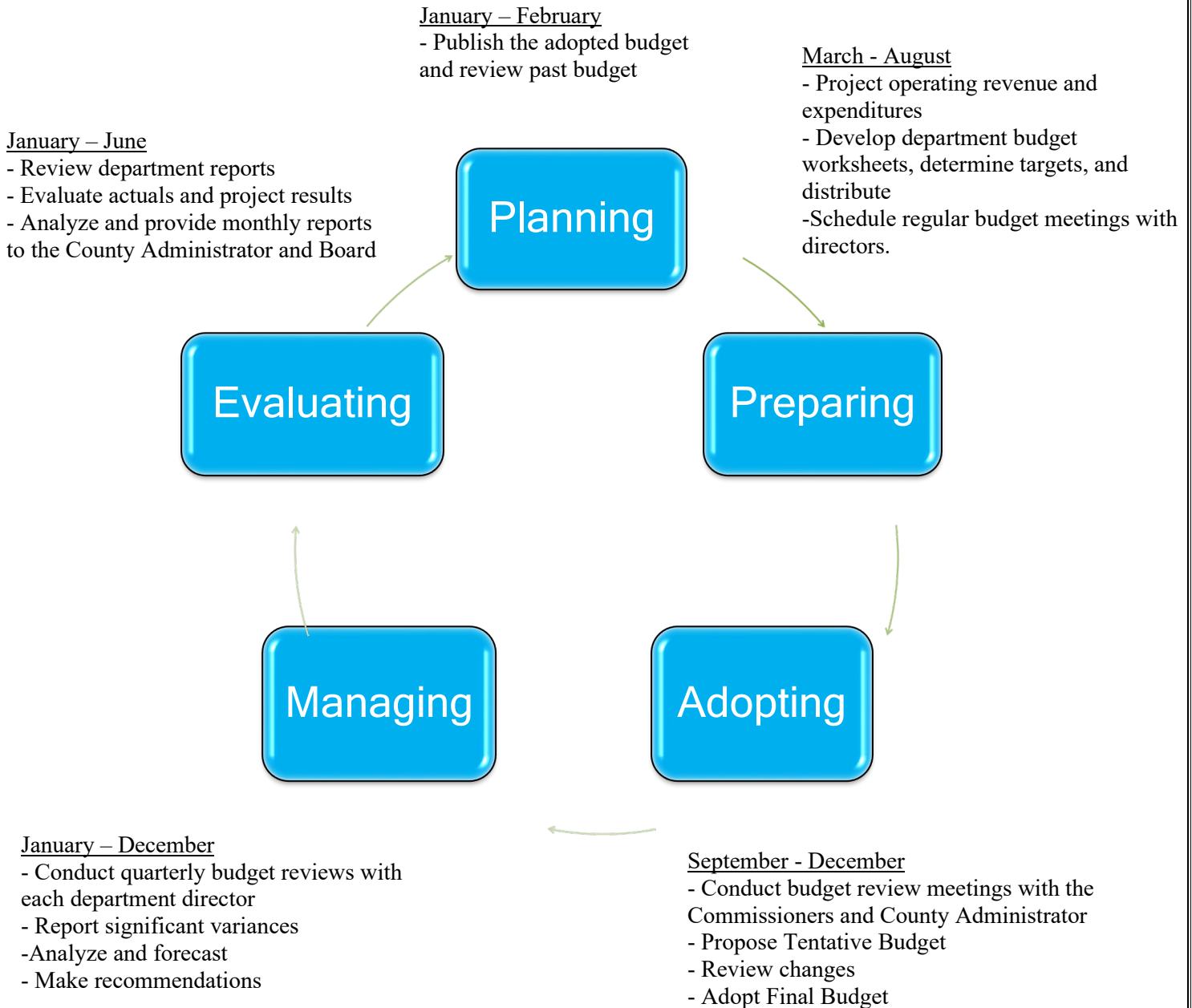
Debt Capacity – An analysis showing how the new issue combined with current debt impacts the County's debt capacity and conformance with County debt policies will accompany every future bond issue proposal.

General Obligation Debt – General Obligation Debt, which is supported by property tax revenues and grows in proportion to the County's assessed valuation and/or property tax rate increases, will be utilized as authorized by voters. Other types of debt may also be utilized when they are supported by dedicated revenue sources. General Obligation Debt issuances will be managed on an annual basis to match funds to Capital Improvement Plan cash flow requirements while being sensitive to the property tax burden on citizens.

2024 ADAMS COUNTY BUDGET

Budget Process

The budget process is continuous throughout the year and is monitored each day. The cycle is based on a calendar year and runs January-December. The County adopts the budget at the end of December each year for the following year. During the first part of the year department reports are reviewed and actual and projected results are evaluated from the previous year. Mid-year brings meetings with department directors, worksheets are developed and distributed to determine next year's targets, and projected operating revenues and expenditures are presented. The final few months are where next year's budget is created, reviewed, and adjusted by the Budget Office, department directors and the Board of Commissioners in preparation of the final adoption at the end of the year.



2024 ADAMS COUNTY BUDGET

Budget Process (*continued*)

The budget is designed to identify the needs of Adams County citizens for services to improve their quality of life, to quantify those needs, to categorize them into cost centers for accountability, and to determine the revenues which will be available to provide for those needs. The budget is used as a blueprint to allocate scarce resources.

A department's budget is comprised of three parts:

Salaries and Benefits – are calculated using the Human Resources' position control file and the adopted benefits package for each employee within a department. The Budget Office monitors position budgeting throughout the calendar year. The Budget Office verifies the calculation of overtime submitted by the department director.

Operating Expenditures – based off trends from previous years. Department directors submit their request for what they project the upcoming expenses will be for the budget year.

Capital – a request for these items is submitted in a separate budget packet, which will be presented to the Board of Commissioners for approval. Funding for the Capital Budget is separately adopted.

Revenue Projections – each department estimates based on their own knowledge. The Budget Office will prepare the estimated revenue projections based on previous years for all funds. Information provided by the departments assist in determining those projections. If a department forecasts a significant increase or decrease in revenues, the rationale behind such forecast should be clear, credible, and defensible.

Expenditure Projections – The County does zero based budgeting, but as with most anything, historical spending patterns are often a good indicator of future expenditures. Therefore, to assist in the preparation of the operating expenses, the budget program provides comparative data from previous years including real time information of activity in the current budget cycle.

The Budget Office reviews and prepares summary documents which detail the department's recommendations that include major changes in the budget, recommend new positions, capital purchases, planned new programs and projects, and any other significant expenditure changes. The Budget Office then meets with the Board of Commissioners and presents the information to them. The Board reviews the information, asks questions, and further refines the budget. Once satisfied with the budget, an advertisement is placed for a public hearing and copies are made available for review. The Board then adopts the budget after hearings are completed and final changes are made. It is then made available for Adams County citizens to view at any time.

2024 ADAMS COUNTY BUDGET

Budget Adoption and Modification

Basis of Budget

The budgets of governmental fund types (General Fund, Special Revenue Funds, Special Funds, and Capital) are prepared on a modified accrual basis (see definition in Budget Policy on page 26). Under this method, revenues are recognized when they are both measurable and available to finance expenditures of the fiscal period covered by the budget. Expenditures are recognized in the accounting and budgeting period in which fund liabilities are incurred, with the exception of debt service which is recognized when due.

The County adopts its budget in conformity with generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB). Reporting differences exist between the budget and the Annual Comprehensive Financial Report (ACFR) for the reporting of indirect costs, maintenance in lieu of rent, and allocated costs. These costs are charged to various federal and state programs based on a formal plan developed annually by the County. The Annual Report reports these expenditures in the funds benefiting from the services provided or as a reduction of expenses in the General Fund. For budgeting purposes, the expenditure reduction is classified as a General Fund revenue (Transfer from Other Funds) to support general government.

Level of Control

The County is legally required to maintain budgetary controls at the major function level. In practice, the County maintains budgetary control at the line-item level for grant funded accounts. Non-grant funded accounts are controlled at the categorical level. Appropriated budgets are integrated into the accounting system. Encumbrances, which are commitments related to purchase orders and contracts for goods and services not yet received, are recorded in the accounting system, and used as an element of budgetary control.

Budget Adjustment Policy

During the course of the year, departmental needs and priorities may change, emergencies may occur, or additional revenue may arise. As a result, funds may need to be transferred within the department's budget, additional revenues recognized, or the expenditure budget increased.

Budget Amendments

A budget amendment is necessary when an additional appropriation increases a department's total budget by recognizing additional revenue sources, a transfer from another fund, a transfer within a fund from the unappropriated contingency line item, or a transfer from one department to another department within a fund. Budget amendments require Board action approval as part of the Budget & Purchasing agenda at a public Commissioner's meeting.

Budget Modification

An internal budget modification is necessary anytime a request is made to move funds from one line item to another without changing the overall total of the department's budget. Budget transfers must be approved by the Department Head, the County Administrator, and the Board of Commissioners.

Unused Funds

Any appropriations which are unspent at the end of the year lapse into fund balance. This fund balance may be used to help balance future budgets or placed into reserve funds.

2024 ADAMS COUNTY BUDGET

Fund Structure

Department/Fund	General Fund	Children & Youth Services	Liquid Fuels	Hazardous Materials	Act 13 Bridge Improvements	911 Telecommunications	Capital Projects - Reserve	Hotel Tax Fund
Building & Maintenance								
County Complex								
Clerk of Courts								
Commissioners								
Controller								
Cooperative Extension								
Coroner								
Court Admin								
District Attorney								
Election / Voter Registration								
Emergency Services								
Budget / Purchasing								
Human Resources								
Information Technology								
Planning and Development								
Conservation District								
Prison								
Central Processing								
Protective Inspections								
Prothonotary								
Public Defender								
Register & Recorder								
Security								
Sheriff								
Solicitor								
Tax Services								
Treasurer								
Veteran's Affairs								
Victim Witness								
911 Telecommunications								
Children & Youth Services								
Independent Living								
Hazardous Materials								
Act 13 Bridge Improvements								
Liquid Fuels								
Capital Reserve								

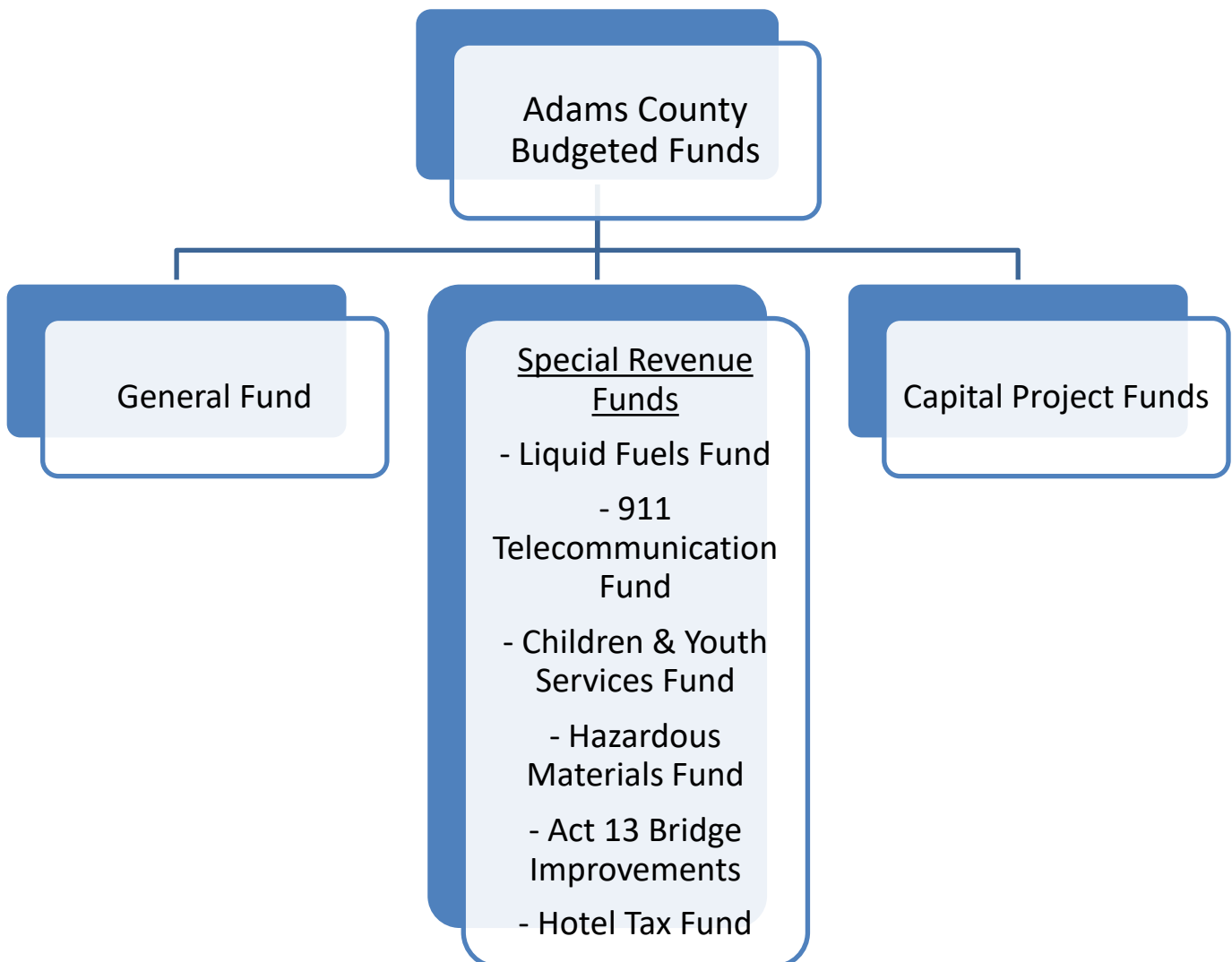
2024 ADAMS COUNTY BUDGET

Fund Structure (*continued*)

The following governmental type funds, which are included in the County's ACFR are excluded from this budget document, as they are not required by law to be budgeted, and are currently not being budgeted by the County: Juvenile Restitution, CDBG, Law Enforcement, Inmate Commissary, County Records Improvement, Home Grant, Coroner Visa, Act 13, Parks & Recs, Human Services Bldg., 911 Capital Projects, Domestic Relations, Ag Land Administration, Affordable Housing, Court Reserved, Capital Projects 2009, Capital 2013 Series A&B, and Capital Projects 2017 Series C.

In addition to the governmental type funds listed above the County does not pass a budget for either of its blended component units; Adams County Conservation District, Adams County Industrial Development Authority, its Internal Service Fund, or any of its Fiduciary Funds. As such, these funds and component units are, excluded from this budget document.

In addition to passing a budget for the General Fund, the County also passes a budget for the following special revenue funds: Act 13 Bridge Improvements, Liquid Fuels, 911 Telecommunications, Children & Youth Services, Hazardous Materials, and the Hotel Tax Fund. The County also passes a budget for its Capital Projects Funds.



2024 ADAMS COUNTY BUDGET

Fund Structure (continued)

Purpose	Major Source of Funds
<p><u>General Fund</u></p> <p>The <u>General Fund</u> is the County’s primary operating fund. It accounts for the general operating activities of the County, except for those required to be account for in another fund.</p>	<p>Real Estate Taxes, Departmental Earnings, Federal and State Grants</p>
<p><u>Special Revenue Funds</u></p> <p>The <u>911 Telecommunications Fund</u> operates and administers the 9-1-1 emergency telephone system.</p> <p>The <u>Children and Youth Services Fund</u> provides child protective social services.</p> <p>The <u>Hazardous Materials Fund</u> provides support to all first responders in the event of a hazardous materials incident.</p> <p>The <u>Liquid Fuels Fund</u> provides funds for projects to support construction, reconstruction, maintenance and repair of public roads or streets.</p> <p>The <u>Act 13 Bridge Improvements</u> provides bridge management services for the 40 County owned bridges.</p> <p>The <u>Hotel Tax Fund</u> is a special fund to support tourism in Adams County first authorized by the Pennsylvania Legislature in 2000 and thereafter adopted by the Board of Commissioners in 2001.</p>	<p>9-1-1 Fee Imposed, General Fund Appropriation</p> <p>Federal and State Grants, General Fund Appropriations</p> <p>Fees, Federal and State Funding, General Fund Appropriations</p> <p>State Gasoline Tax, Federal Grants</p> <p>Marcellus Shale Impact Fee, State Funding</p> <p>Hotel Room Reservation Tax</p>
<p><u>Other Funds</u></p> <p><u>Capital Project Fund (663)</u> accounts for the financial resources used for acquisition and capital construction of major capital facilities in governmental funds</p> <p><u>Capital Projects Fund (666)</u> represents the GO Issue of 2020. See page 226 for detail.</p>	<p>Used to track Capital Projects for Departments and funded by various sources, such as, GO Issues for Capital Improvements, General Fund, and Grant monies.</p> <p>Used for tracking capital projects eligible to be funded by the 2020 Bond proceeds from the GO 2020 Issue.</p>

2024 ADAMS COUNTY BUDGET

Fund Types

Governmental Funds

A group of funds that consists of General, Special Revenue, Capital Projects, and Hotel Tax Funds.

General Fund – The General Fund is the government’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. The majority of administrative, judicial, corrections, public safety, and other operating expenditures of the County are financed through revenues of the General Fund.

Special Revenue Funds – Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are restricted to expenditures for specified purposes.

Capital Project Funds – Capital Projects Funds are used to account for the accumulation of resources for, and capital construction of major projects or facilities in the government.

Hotel Tax Fund - a special fund to support tourism in Adam County first authorized by the Pennsylvania legislature in 2000 and thereafter adopted by the Board of Commissioners in 2001.

Proprietary Funds

Classification used to account for a government’s ongoing organization and activities that are similar to those found in the private sector

Internal Service Funds – Internal Service Funds are used to account for the County’s self-insured risk management activities related to liabilities incurred as a result of workplace injuries.

Industrial Development Authority – A blended proprietary component unit to prepare for future building needs of the Adams County Economic Development Corporation.

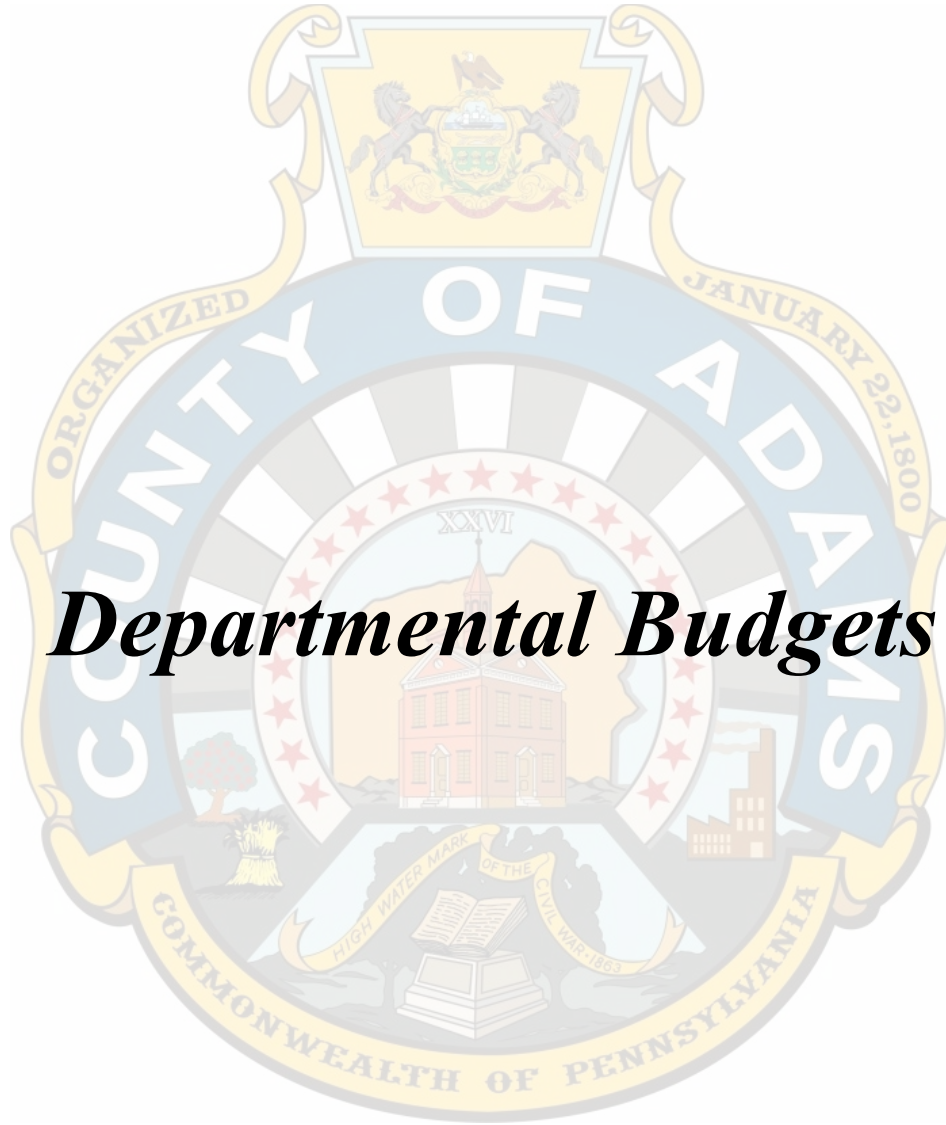
Major Funds

Any fund whose revenues, expenditures/expenses, assets/deferred outflows, or liabilities/deferred inflows (excluding extraordinary items) are at least 10% of corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amounts for all governmental and enterprise funds, or any other fund that the government’s officials believe is particularly important to financial statement users.

General Fund – The General Fund is the government’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. The majority of administrative, judicial, corrections, public safety, and other operating expenditures of the County are financed through revenues of the General Fund.

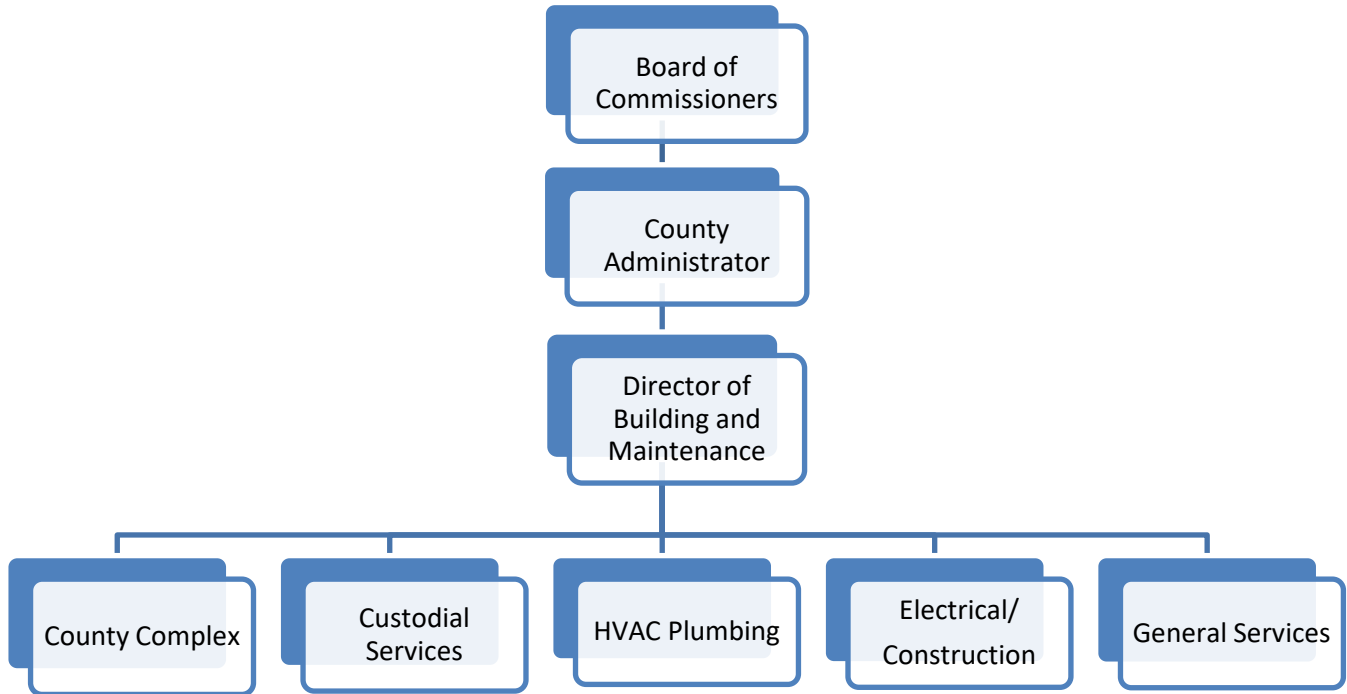
Children and Youth Services Fund – The Children and Youth Services Fund provides child protective social services to Adams County’s children. A majority of this funding comes from Federal and State grants.

9-1-1 Telecommunications Fund – Operates and administers the 9-1-1 emergency telephone system as well as the radio towers.



Departmental Budgets

BUILDING AND MAINTENANCE



Mission Statement

To maintain all county buildings, including the Human Service Building, County Magistrate Offices, the County Complex Facilities, the former St. Francis Xavier Property, The Nicholas House male facility Mercy House Building and Oak Lawn Memorial Gardens. To also maintain the equipment, grounds, and the water treatment and sewer to be safe and operational. To comply with the NFPA 101 Life Safety Codes; Department of Health and Safety inspection division, DEP, EPA, and ADA. Maintain the Building and Maintenance Office, county wide mail, copies and printing operations, and many others too numerous to mention.

Budget Narrative

In the year 2022-2023 the Building & Maintenance Department accomplished many major work projects. The Clerk of Courts office and the treasures office we totally renovated Carpet, ceiling tiles, cubicles, painted and rearranged to fit the Director's needs. The Vote & Registration office we totally renovated an area in the DES Building for them to move in on the week of August 1st to better suit their office needs and operations. The Magistrates offices we installed bullet proof materials at there benches for better protection and other areas throughout the county facilities. The Prison and the DES building are getting 2 old rooftop units replaced they are 22 years old. The Sachs Covered Bridge will be getting a restoration in August new bords replaced and the exterior painted free of charge by the Theodore Covered Bridge Society. The Courthouse got a new fire protection system and new fire pumps the old system was getting obsolete and parts very hard to find. The SFX school got a new flat roof installed in July. The SFX also we are replacing the old chain link fence with a new white vinyl one and some lawn

2024 ADAMS COUNTY BUDGET

Bldg. & Maintenance (continued)

care work at the same time. The County Complex we are getting a glass recycling center in the rear of the DES parking lot. We are continuing to service the Generators and HVAC equipment at the 17 Tower sites. The Building & Maintenance Department will continue to perform preventative maintenance work to all of the buildings, grounds, electrical, plumbing, and HVAC equipment. We continue to shred all sensitive material throughout the county buildings. All paper and cardboard are recycled and money comes back into the Maintenance budget. The County will be having an auction in August and selling excess furniture and equipment including 3 vehicles.

Departmental Goals

- To work behind the scenes and beyond the view of most casual observers, maintaining, servicing, and repairing the many mechanical, electrical, structural, and architectural components of County facilities.
- Inspect, service, and repair some Maintenance County-owned vehicles and equipment.
- Manage construction projects.
- Interact with energy consultants.
- Oversee janitorial work ensuring the County owned buildings are well maintained.
- Oversee the complex water system to keep in compliance with DEP.
- Oversee Remodeling of offices throughout the County as needed per the Commissioners' office approval.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	22	23	23	22

2024 ADAMS COUNTY BUDGET

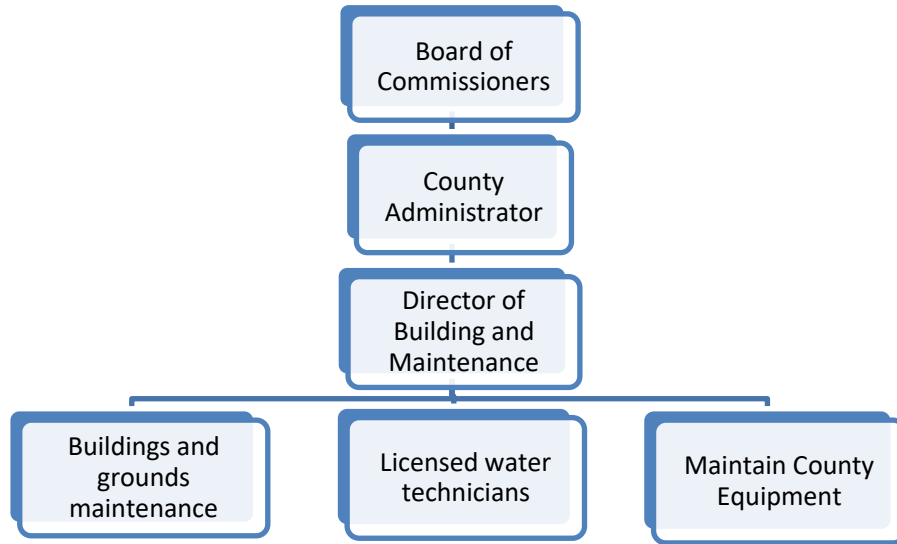
Revenue & Expense Detail

Bldg. & Maintenance (continued)

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<u>Revenues:</u>				
Charges for Services	750	-	250	250
Miscellaneous	9,190	19,766	5,000	2,000
TOTAL REVENUES	\$9,940	\$19,766	\$5,250	\$2,250
<u>Expenses:</u>				
Professional Services	5,404	211	4,750	3,250
Technical Services	-	-	2,500	500
Advertising	1,387	978	750	750
Application Filing Fee	-	870	36	36
Dues/Memberships	-	-	-	-
Contracted Services	117,807	133,795	131,324	149,043
Training	142	350	2,000	800
Conferences	-	-	-	-
Travel - Mileage	-	-	50	50
Travel - Meals	-	-	150	150
Travel - Other	-	-	-	-
Travel – Lodging	-	-	500	500
Property Repair/Maintenance	13,265	41,983	38,500	34,500
Building Repair/Maintenance	(145)	96,114	63,500	71,000
Vehicle Repair/Maintenance	6,663	10,569	3,000	5,500
Equipment Repair Maintenance	20,419	20,517	27,600	19,600
Telephone	37	943	919	925
Cell Phone	10,421	11,572	10,750	11,000
Electric	89,784	94,598	95,000	93,000
Fuel Oil/Natural Gas	40,547	63,954	74,500	64,500
Water/Sewer	15,283	15,686	20,200	16,250
Disposal of Waste	6,380	9,588	8,310	8,500
Internet	871	2,725	2,372	2,466
Supplies	48,715	56,236	50,000	50,000
Postage/Shipping	(439)	48	150	150
Gasoline for County Vehicles	8,842	11,699	8,250	8,250
Uniforms/Accessories	1,627	-	1,050	1,050
Minor Equipment	9,652	6,664	3,400	9,700
TOTAL OPERATING EXPENSES	\$396,662	\$579,100	\$549,561	\$551,470
Salaries	759,089	821,234	876,045	911,906
FICA ER	60,114	61,084	67,016	69,761
Allocated Benefits	419,466	443,919	449,711	424,121
TOTAL OPERATING BUDGET	\$1,635,331	\$1,905,337	\$1,942,333	\$1,957,258

2024 ADAMS COUNTY BUDGET

COUNTY COMPLEX



Mission Statement

To maintain the one hundred and eighty plus acres of the county complex buildings, grounds, equipment, water tower, well pumps, sewage pumps, generators, bar screening station, sewage lines, sewage flow meter, and well water treatment to be safe and operational. Snow removal for complex and other areas, also spread cinders/salt for safety reasons. Maintain all the county equipment to help keep a smooth operation (tractors, skid loaders, lawn equipment and some County vehicles. The licensed water technician provides safe drinking water. It is tested by skilled technicians at regular intervals to ensure the cleanliness. The operator is alert to the system, 24/7, to maintain this safety factor.

Budget Narrative

In the year 2023, our County Maintenance techs continued with training courses to gain the knowledge and expertise to operate and comply with DEP standards, so our water treatment facility stayed safe and operational. We now have 3 licensed operators. Our water quality test results for Microbiological Contaminants, Radioactive Contaminants, Inorganic Contaminants, and Volatile Organic Contaminants which consisted of 48 different water samples came back with no violations. There will be 4 new chemical pumps installed at the well house. This year we purchased some new equipment a new Bobcat, a Ford F550 dump truck and JLG pull behind 50 lift to use throughout the county.

Well water testing is a daily duty for the water system. Testing for Phosphate and Chlorine residuals, VOCs, Nitrate, IOC, and TTHM/HAA5. In 2023, the maintenance department has done an excellent job in keeping the grounds, parking and roadway maintained. Serviced our own lawn mower equipment this year including some of the County vehicles. With the VPN previously installed, we are now able to see the well house computer remotely and can make adjustments or corrections 80% of the time so we don't get called in for an alarm thus saving on overtime expenses. Complex serviced all generator at the complex, 911 and prison. We will also continue to maintain the buildings, grounds, County water, and

2024 ADAMS COUNTY BUDGET

County Complex (continued)

sewer operations at the County Complex. This year we added a new generator for the well water system and the pole building so we will always have electric when there is a power outage so we can still produce treated water for the Prison and the 911 buildings.

There is a large container for recycling scrap metal and have some money coming back into the County Maintenance Budget. This year so far, we received around \$800 in scrap metal by recycling all metal throughout the County.

Departmental Goals

- To work behind the scenes and beyond the view of most casual observers, maintaining, servicing, and repairing the many mechanical, electrical, structural, and architectural components of County facilities.
- Continue training courses to gain knowledge to operate and comply with DEP standards for water safety.
- Continue water quality testing for any kind of contaminants.
- Up to date maintenance on County owned equipment to save money.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	2	2	2	2

2024 ADAMS COUNTY BUDGET

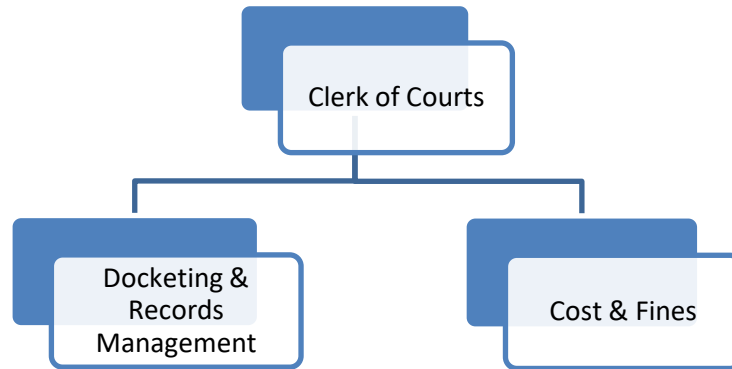
County Complex (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
NO REVENUES	-	-	-	-
TOTAL REVENUES	\$-	\$-	\$-	\$-
<i>Expenses:</i>				
Professional Services	6,125	2,325	5,200	3,500
Technical Services	-	-	2,000	500
Dues/Memberships	320	483	950	600
Application Filing Fee	600	-	600	-
Contracted Services	4,741	4,457	6,250	9,057
Training	-	105	2,000	500
Conferences	325	750	1,500	500
Travel – Meals	16	-	100	50
Travel – Lodging	446	726	1,500	750
Property Repair/Maintenance	675	561	2,500	1,750
Building Repair/Maintenance	76,705	252	1,000	750
Vehicle Repair/Maintenance	1,670	1,278	1,500	1,500
Equipment Repair/Maintenance	7,467	7,110	4,500	7,500
Cell Phone	-	-	480	-
Fuel Oil/Natural Gas	2,920	1,877	3,500	2,500
Disposal of Waste	-	-	-	-
Internet	-	-	-	-
Supplies	6,527	7,515	6,000	7,000
Postage/Shipping	458	-	100	100
Gasoline for County Vehicles	1,140	804	1,500	1,000
Uniforms/Accessories	-	-	150	150
Minor Equipment	7,721	-	8,250	2,500
TOTAL OPERATING EXPENSES	\$117,856	\$28,243	\$49,580	\$40,207
Salaries	75,359	75,447	137,521	142,819
FICA ER	5,657	5,824	10,520	10,926
Allocated Benefits	38,413	39,086	69,646	67,783
TOTAL OPERATING BUDGET	\$237,285	\$148,600	\$267,267	\$261,735

2024 ADAMS COUNTY BUDGET

CLERK OF COURTS



Mission Statement

The mission of the Adams County Clerk of Courts Department is to constantly maintain, properly record and preserve accurate court records, while providing professional and respectful services to all. We will always remember to excel by constantly educating and improving ourselves so that we may serve others with courteous and professional results. Aware that how we act and react in our daily dealings with others is our challenge, we will strive to always make each contact with the public and with each other a pleasant experience. Our goal is to deliver more than expected!

Vision

The Adams County Clerk of Courts Department is committed to being a highly effective and empowered team of professionals dedicated to providing superior individualized services to each contact. Through constant training, education, and the efficient use of technology, we will meet the challenges of the always fluctuating workload.

Budget Narrative

The Clerk of Courts Office continues to focus on ways to become more efficient.

While improving technology, we were able to eliminate physical case files for dependency and contempt matters in 2018, and delinquency cases in 2019. In June 2020 we eliminated physical case creation for all miscellaneous cases and criminal misdemeanor offenses in 2021. Currently we only create physical case files for summary appeals and felony criminal cases. In addition, we were able to destroy over 19,000 criminal cases in 2021 and 2022.

We anticipated our revised Orphans' Court Local Rules would be effective in 2022 which authorizes electronic filing and case creation. Unfortunately, those Rules have not yet received approval by the Court. To require electronic filing in Orphans' Court, e-filing must be implemented for 2 years. By that time, we are hoping PDF/A will be available to all offices so that we can work on eliminating the need to create physical case files in Orphans' Court.

2024 ADAMS COUNTY BUDGET

Clerk of Courts (continued)

We continue focusing on improving court and court related processes while encouraging the other Court and Court related departments to accept and utilize our case management system as designed. We are assisting these other departments, when accepted, so that we can streamline and eliminate duplication within other departments. We are hoping we will receive more support and “buy-in” from other departments as we are constantly looking at processes to become more efficient, reduce expenses while providing more access and ease for our constituents.

Exceptions to the budget line items include:

AUTOMATION FUNDS

The \$2,500.00 annual maintenance fee for CCAP Payment reminders, and \$570.00 for license and support for Court Notification Program is no longer included in my criminal automation funds as the State has ended their partnership with the Unified Case Management System and therefore, we no longer have those ongoing expenses. I will continue to have the \$5995. annual mobile app fee.

POSTAGE

Since 2018, we have transitioned our financial disbursements from checks to electronic transactions. Instead of sending a check every month to a victim, we send a debit card the first time they receive a payment. After that, each disbursement is an electronic disbursement by uploading to the initial debit card that we sent to the victim. This saves a significant amount of time, supplies, and postage and has assisted with keeping our postage budget increases minimal.

Since the pandemic, the Court changed how criminal court hearings are scheduled which results in our office sending notice of hearings to parties of a criminal case more than one time for every hearing. This creates duplication and when these notices are sent via the USPS, it results in the increase of postage, supplies, etc. In the past, the date and time of a defendants next hearing was included in the court order therefore it eliminated the need for a second notice to follow. Since the pandemic, the date of the next hearing is in the order, but the time is “to be determined”. The time is not determined until about 2 weeks prior to the court day. This requires the Clerk of Courts to send a second notice to the defendant that will include the time of their hearing closer to that hearing date.

In addition, the cost of postage continues to increase annually.

SUPPLIES

We have been working on reducing or maintaining our supply costs each year. Since we are now having our regular contempt hearings, I expect to save some paper, envelopes, toner, and postage by reducing the number of notices that we are sending prior to having the defendants scheduled for Court. I have slightly decreased our supply budget for next year.

2024 ADAMS COUNTY BUDGET

Clerk of Courts (continued)

CONFERENCES & TRAVEL - MILEAGE

For several years, I have not attended our Clerk of Court and our Orphans' Court Association Conventions. For 2024, our Clerk of Court Convention is being held in York, PA. My 1st Deputy and myself will be attending 4 days of the convention, without the need to make overnight reservations.

Departmental Goals

- Maintain accurate and timely records, books, and dockets of the Criminal Court
- Implement our e-filing system for the Orphans' Court
- Continue to reduce the creation of paper case files with the implementation of PDF/A
- Implement text and email Payment Reminders

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	10	11	11	10

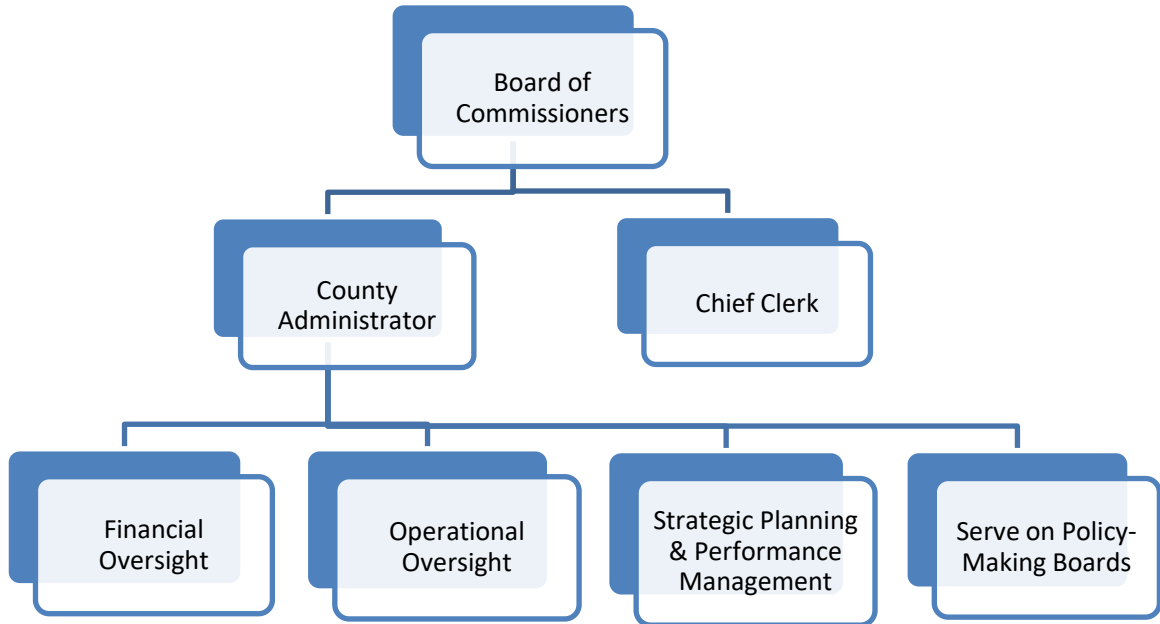
2024 ADAMS COUNTY BUDGET

Clerk of Courts (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<u>Revenues:</u>				
State Funding	8,603	4,732	10,000	11,500
Charges for Services	598,675	600,525	760,000	605,943
Copy Revenue	1,163	1,441	1,700	1,125
Addiction Diversionary Fee	5,137	2,494	3,300	2,432
Counseling Funds	675	975	600	675
DUI Fines & Forfeitures	210,438	204,185	236,000	209,208
County Fines	139,969	101,015	136,000	117,661
Bail Forfeiture	8,689	24,651	15,000	5,000
Interest Income	246	526	350	352
License-Marriage	17,550	19,980	17,000	17,270
<i>TOTAL REVENUES</i>	\$991,145	\$960,524	\$1,179,950	\$971,166
<u>Expenses:</u>				
Professional Services	2,099	2,550	4,258	2,300
Legal Fees	1,000	1,000	1,000	1,000
Advertising	1,634	2,253	1,800	1,700
Dues/Memberships	625	1,250	1,250	1,250
Contracted Services	19,972	48,747	33,427	34,132
Training	-	-	200	100
Conferences	-	-	495	1,000
Travel – Mileage	13	-	150	250
Travel – Other	-	-	-	-
Travel – Lodging	-	-	-	-
Building Repair/Maintenance	-	14,977	-	-
Equipment Repair/Maintenance	152	-	150	150
Telephone	382	1,544	1,466	1,510
Cell Phone	3	169	510	510
Internet	-	228	244	245
Supplies	6,984	8,739	8,100	7,900
Publications/Subscriptions	4,492	5,530	5,000	5,100
Postage/Shipping	15,489	15,872	15,000	16,200
Minor Equipment	5,196	771	-	-
Bank Fees	2,615	148	200	100
<i>TOTAL OPERATING EXPENSES</i>	\$60,656	\$103,778	\$73,250	\$73,447
Salaries	416,413	342,054	469,121	484,461
FICA ER	30,922	31,099	35,887	37,061
Allocated Benefits	173,386	173,500	193,339	166,492
<i>TOTAL EXPENSES</i>	\$681,377	\$650,431	\$771,597	\$761,461

COMMISSIONERS



Mission Statement

To Be Inserted

Budget Narrative

In 2024, Adams County remains committed to preserving its fiscal health through prudent financial management. The County recognizes the importance of maintaining a strong credit rating, aiming to sustain its Aa2 rating from Moody's. However, 2024 brings continued challenges, including reduced funding from State and Federal sources for mandated services, coupled with limited revenue growth. The demand for services across the County continues to increase, putting strain on the general county budget, which must meet both these needs and mandated services. Adams County is dedicated to enhancing operational efficiency through modernization programs while responsibly managing its debt. The Commissioner's office remains committed to fostering collaboration with all departments and elected officials to deliver services that cater to the well-being and safety of its citizens. In 2024, Adams County continues its mission to deliver services efficiently and effectively, prioritizing transparency, and compassion in the management of available resources to meet the evolving needs of its residents.

Departmental Goals

Public Safety / Emergency Services: Ensure that the county is well-prepared for emergencies and natural disasters. Collaborate with regional and state agencies to assure plans address a wide range of potential hazards, including natural disasters, public health crises, and cyber threats.

2024 ADAMS COUNTY BUDGET

Commissioners (continued)

Financial Responsibility: Maintain fiscal responsibility by carefully managing the county budget and looking for cost-saving opportunities. Maintain adequate reserve funds to safeguard against unforeseen economic challenges or natural disasters.

Economic Development and Job Creation: Facilitate partnerships with local educational institutions and workforce development agencies to enhance job training opportunities.

Health and Human Services: Collaborate with nonprofit organizations to expand access to healthcare services and affordable housing.

Tourism and Culture: Collaborate with local organizations to highlight the county's unique heritage and attractions.

Technology and Innovation: Invest in technology upgrades for better service delivery and efficiency in government operations.

Cost Efficiency: Continuously seek opportunities to increase cost efficiency and streamline operations. Ensure that all County departments provide the services they are chartered to provide in the most cost-effective manner possible.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	6	6	7	TBD

2024 ADAMS COUNTY BUDGET

Commissioners (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Per Capita Taxes-PY	39,582	32,601	32,000	32,000
Federal Funding	22,904	65,594	8,000	8,000
State Funding	93,894	93,894	151,720	151,720
Charges for Services	-	-	-	-
Admin Fees	17,399	-	-	-
Commissions Earned	11,296	14,900	12,500	15,000
Education Sub Abuse-Act	31,883	30,553	30,000	31,000
Rental Income	270,994	302,470	278,000	302,230
Miscellaneous	2,220	618	1,000	2,000
Insurance Refunds	-	-	-	-
York/Adams MH-IDD	-	-	-	-
Contributions and Donations	-	-	-	-
One Time Revenues	321,129	297,619	-	-
Indirect Cost Reimbursement	496,310	630,510	622,960	690,459
Other Grants	-	-	-	-
Swap Proceeds	-	-	-	-
Sale of an asset	71,707	-	-	-
<i>TOTAL REVENUES</i>	<i>\$1,379,318</i>	<i>\$1,468,759</i>	<i>\$1,136,180</i>	<i>\$1,232,409</i>
<i>Expenses:</i>				
Professional Services	94,554	135,238	177,000	130,000
Technical Services	-	50	-	-
Legal Fees	27,838	30,823	56,000	55,000
Court Appointed Counsel	-	-	-	-
Witness Fees	-	-	4,000	2,000
Advertising	3,538	6,788	4,500	4,500
Dues/Memberships	22,263	22,313	25,443	26,003
Application Filing Fees	1,030	(1,000)	1,000	1,000
Contracted Services	2,516	3,177	3,331	3,902
Training	671	877	3,000	3,000
Conferences	1,640	3,245	4,600	4,600
Travel – Mileage	-	435	800	800
Travel – Meals	66	72	125	125
Travel – Other	42	126	150	150
Travel – Lodging	3,923	5,274	5,000	5,000

2024 ADAMS COUNTY BUDGET

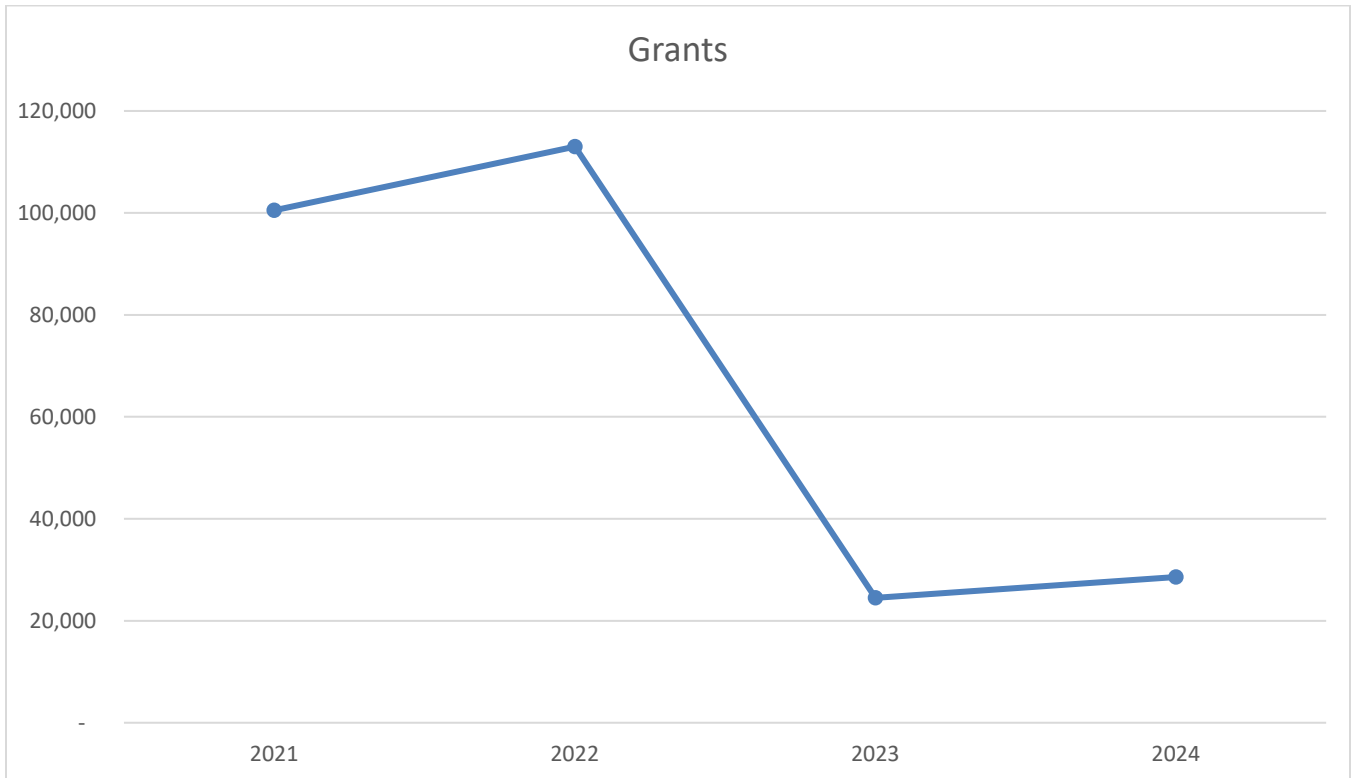
Commissioners (continued)

Revenue & Expense Detail

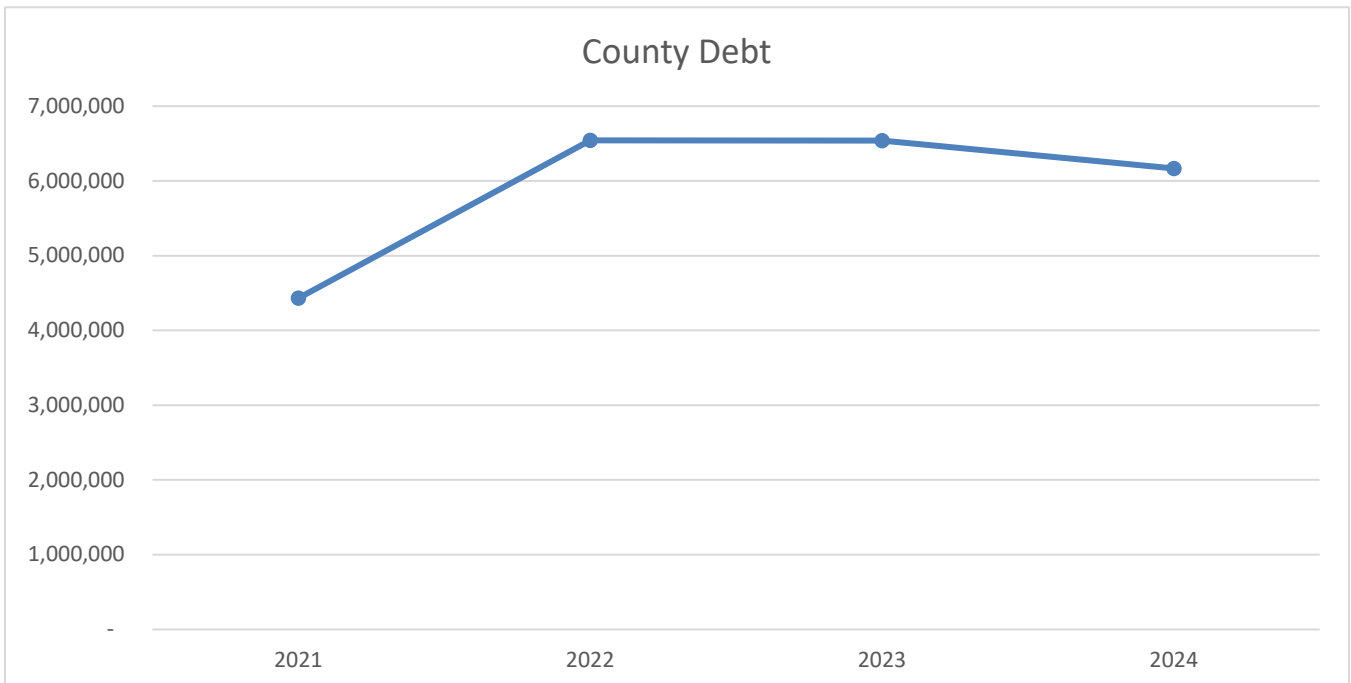
Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Expenses:</i>				
Property Repair Maintenance	20,010	564	7,000	7,000
Building Repair Maintenance	-	-	-	60,000
Vehicle Repair Maintenance	213	272	1,500	1,700
Telephone	311	875	735	825
Cell Phone	1,461	2,173	2,250	2,314
Television	187	193	225	225
Internet	386	696	750	750
Insurance	377,273	383,697	397,000	499,492
Local County Grant	103,020	113,000	24,500	28,600
Tourist Promotion	-	-	-	-
Human Services	122,638	108,345	159,720	159,720
York/Adams MH-IDD	58,892	251,674	241,520	244,500
Drug & Alcohol Program Costs	-	-	-	-
County Hosted Activities	56	377	500	3,200
Supplies	2,406	5,054	3,000	3,600
Publications Subscriptions	2,845	415	500	500
Employee Recognition	3,226	3,443	1,500	1,500
Postage/Shipping	208	120	200	200
Gasoline for County Vehicles	175	485	500	500
Minor Equipment	94	4,711	1,020	8,550
Miscellaneous	-	(36)		
Bad Debt	-	-	-	-
Property Real Estate Taxes	13,055	13,993	15,500	20,500
Admin Fees	5,430	4,543	4,000	4,000
Debt Principal	2,350,000	4,600,000	4,740,000	4,500,000
Debt Interest	2,075,718	1,937,678	1,795,666	1,664,174
<i>TOTAL OPERATING EXPENSES</i>	\$5,295,685	\$7,639,690	\$7,682,535	\$7,447,930
Salaries	461,704	459,435	552,528	699,039
FICA ER	33,697	34,010	42,269	53,477
Allocated Benefits	246,737	245,439	273,102	301,643
<i>TOTAL OPERATING BUDGET</i>	\$6,037,823	\$8,378,574	\$8,550,434	\$8,502,089

2024 ADAMS COUNTY BUDGET

Commissioners (continued)

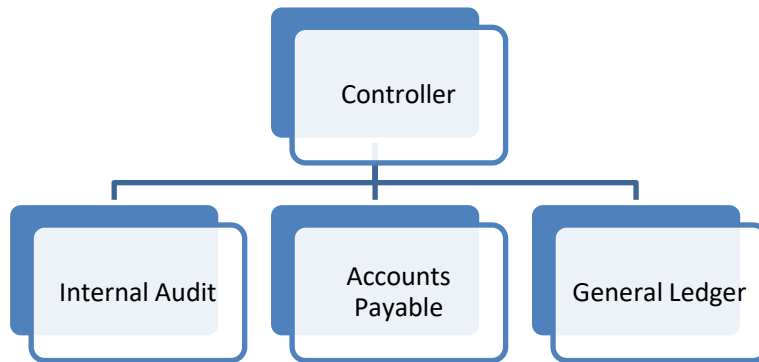


Grants include Adams County SPCA, Adams County Arts Council, Adams County Historical Society, Main Street, Rabbit Transit, and Community Media. The Adams County Economic Development and IDA grant have been transferred to the Hotel Tax Fund.



2024 ADAMS COUNTY BUDGET

CONTROLLER



Mission Statement

The Controller is the elected official directly responsible and accountable to taxpayers for the County's financial books, payment of bills and claims properly presented, and auditing of County offices, elected officials, magisterial district justices, and tax collectors. The Controller's duties and responsibilities are delineated in the Pennsylvania County Code and informed by standards and practices set forth by Generally Accepted Accounting Practices, the Governmental Accounting Standards Board, the Government Finance Officers Association (GFOA), and the Pennsylvania State Association of County Controllers.

Budget Narrative

The Controller's Office primary responsibility is to protect and safeguard taxpayer funds and assets by ensuring payments are made only in accordance with law; ensuring appropriate financial recording and reporting systems are in place and functioning; and by adding value to the financial operations of County. The Controller maintains a Fraud Hotline for employees and taxpayers.

The key departmental positions assisting the Controller are: Chief Deputy, Senior Auditor, Senior Accountant, Staff Accountants, and Accounts Payable. In addition, the department has a Financial System Support Analyst who works across all County departments, and in particular the Office of Budget and Purchasing, IT, and the Treasurer's Office, to improve financial processes, efficiency, and access to timely and relevant financial data.

Major priorities include: expanding the auditing process; implementing Accounts Receivable countywide; automating Accounts Payable through debit cards, EFT and file uploads; meeting County document retention goals; working with the Office of Budget and Purchasing, Treasurer and Solicitor to improve and automate critical workflows such as accounts payable, purchase orders, cash receipting; preparing to meet the requirements of several new Government Accounting Standards Board (GASB) statements mandated over the next two years; and improving access to contracts and financial data.

In 2023 the office issued the County's sixth consecutive Annual Comprehensive Financial Report (ACFR) and received its fifth consecutive GFOA Certificate of Achievement for Excellence in Financial Reporting, for the 2021 ACFR.

We will continue to work closely with all departments to make the financial systems more useful and more usable.

2024 ADAMS COUNTY BUDGET

Controller (continued)

Departmental Goals

- Perform financial, compliance, and internal control audits, to ensure that fiscal affairs of the County are being executed in accordance with management and regulatory requirements and monitor for fraud, waste, and abuse.
- Reduce the probability of fraud involving County cash and other assets through internal control recommendations.
- Ensure that disbursements are in accordance with County payment policies and procedures.
- Prepare the Annual Comprehensive Financial Report by the end of June 2023.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	8	8	8	TBD

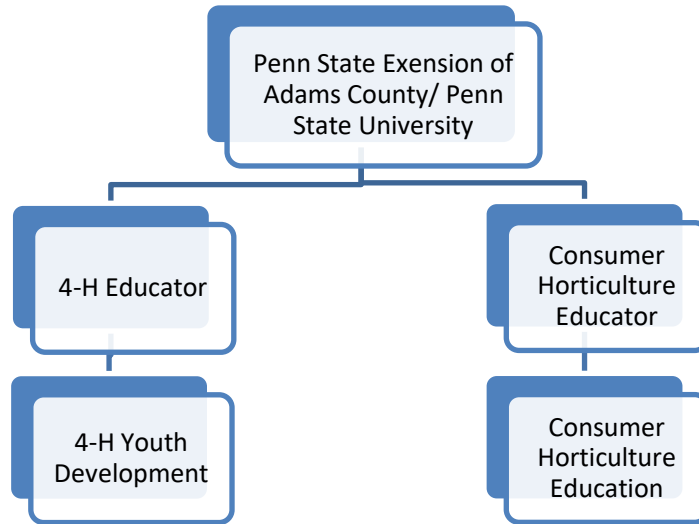
2024 ADAMS COUNTY BUDGET

Controller (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
NO REVENUES	-	-	-	-
<i>TOTAL REVENUES</i>	\$ -	\$ -	\$ -	\$ -
<i>Expenses:</i>				
Professional Services	4,821	8,163	8,510	11,010
Legal Fees	2,000	2,000	2,000	2,000
Advertising	-	735	150	150
Dues/Memberships	1,030	1,315	1,510	1,510
Contracted Services	2,451	11,530	12,847	4,176
SBITA	-	-	-	11,128
Training	3,834	2,044	4,000	3,500
Conferences	750	2,339	3,325	2,325
Travel – Mileage	479	1,516	900	900
Travel – Meals	-	186	200	250
Travel – Other	17	75	75	100
Travel – Lodging	926	2,391	2,000	2,000
Equipment Repair Maintenance	-	-	-	-
Telephone	143	854	774	750
Internet	480	605	633	650
Supplies	1,958	3,326	2,500	2,910
Publications Subscriptions	-	129	300	200
Postage/Shipping	232	105	200	300
Minor Equipment	1,800	7,787	1,475	2,000
<i>TOTAL EXPENSES</i>	\$20,928	\$45,100	\$41,399	\$45,859
Salaries	401,509	428,000	545,547	529,076
FICA ER	29,093	31,245	41,735	40,475
Allocated Benefits	214,054	230,235	264,310	242,623
<i>TOTAL OPERATING BUDGET</i>	\$665,584	\$734,580	\$892,991	\$858,033

COOPERATIVE EXTENSION



Mission Statement

Penn State Extension is the noncredit arm of the University that translates research into community programs in the following areas:

- Agronomy & Natural Resources, including the Master Watershed Stewards Program
- Animal Systems
- Energy, Entrepreneurship and Community Development
- Food, Families and Health
- Food Safety and Quality, including the Master Food Preservers Program
- 4-H Youth Development
- Horticulture, including the Penn State Master Gardener Program

Penn State Extension delivers science-based information to people, businesses, and communities. Our educators, associates, and faculty provide access to face-to-face and online education to our customers to help them address problems and take advantage of opportunities for improvement and innovation. Partnering with and funded by federal, state, and county governments, we have a long tradition of bringing unbiased support and education to the citizens of Pennsylvanians. We make a difference locally through focused engagement and more widely to customers connecting in the digital landscape.

County Outreach

21,509 people in Adams County accessed the extension.psu.edu website for information relevant to their needs.

714 attended webinars and online courses

1,250 plus attended in person workshops.

2,690 received on farm/site visits or small program events.

2,500 plus email, phone calls and in person customer contacts handled by office staff.

Penn State Extension Adams County Agronomy and Natural Resources Team

Heidi Reed, Ph.D. Agronomy Educator, provides farmers with pesticide training, pest and disease management, and crop production.

Erin Frederick, State Master Watershed Program Coordinator, oversees the program with nine active volunteers who receive extensive training in watershed management and educate the community about watersheds and strengthen local capacity for management and protection of watersheds, streams, and rivers. This program installed a live stake nursery with PA American Water at Lake Heritage. This live stake cuttings will be harvested in another year to provide landowners with material to remediate stream and lake side erosion.

Penn State Extension Energy, Entrepreneurship and Community Development Team

Jay Eury, Marketing & Market Development Educator, provides education and research on emerging consumer trends and business opportunities relevant to the specialty crop and fruit industry. Jay's efforts support local and regional projects to increase economic opportunity and food security for all.

Tom Beresnyak, Solar Energy Educator, provides educational outreach to farmers, landowners, local government officials, and communities regarding utility-scale solar projects, broadband, and other energy-related projects. An innovative, problem-solving individual passionate about energy, Tom's energy experience includes working with electric distribution cooperatives, wind energy policy, and several statewide energy associations.

Penn State Extension Food Safety and Quality and Food Families and Health Teams

Sarah Davis, Educator for the Food, Families and Health and Food Quality and Safety Teams recently joined Extension and will provide educational programming to adults, families, and youth on improving nutrition, health, and food safety. Some topics include Alzheimer's and Dementia, Diabetes, the Mediterranean Diet to promote wellness, Serve Safe, Cooking for Crowds and food preservation. Currently she supervises Master Food Preservation Volunteers who promote food safety to home cooks for home food preservation.

Amy Santarelli, Nutrition Links Educational Advisor, offers free nutrition education programs to participants eligible for public assistance to develop the knowledge and skills necessary to achieve a healthful diet on a limited budget. Amy works with the following community groups, Adams County Children and Youth, SCCAP, Head Start, Casa de la Cultura, and New Hope Ministries with 264 contacts

Lolly Polvinale, LIFT Instructor- Lifelong Improvements through Fitness Together, LIFT is an in-person and group-based strength-training program for inactive to moderately active adults to promote balance, flexibility, and strength training to improve functional fitness, the ability to perform activities of daily living with ease. 75 attendees meet in 8-week sessions.

2024 ADAMS COUNTY BUDGET

Cooperative Extension (continued)

Penn State Extension Adams County 4-H Youth Development Program Team

Darlene Resh and Alexis Lansford, 4-H Educators, offer a variety of educational experiences for 1,003 youth in 4-H. 650 school children participated in classroom embryology programs. Each classroom learned about the lifecycle and development of one and a half dozen fertilized eggs through hatching in an incubator. Chicks were then collected and given to local farms.

Penn State Extension Horticulture Team

Daniel Weber, Ph.D. Tree Fruit Educator, provides outreach to local producers to address pest and disease problems, pesticide applicator training and equipment calibration, new technologies, and workforce development training in English and Spanish. This outreach translates to economic impact of \$4.7 million for the producers in Adams County.

Mary Ann Ryan, Consumer Horticulture Educator, supervises sixty-six Adams County Penn State Extension Master Gardener volunteers and trained nineteen interns who support Penn State Extension's educational programs in consumer horticulture for Adams County. The Penn State Master Gardener volunteer program supports the outreach mission of Penn State Extension by utilizing unbiased, research-based information to educate the public and our communities on best practices in sustainable horticulture and environmental stewardship.

Departmental Goals

- The 4-H program will provide leadership, citizenship, and life skill development through club experiences for youth ages 8 to 19.
- Provide hands on learning through research-based curriculum to youth members enrolled in the 4-H youth development clubs within Adams County.
- Penn State Extension will train and supervise volunteer participants in the Master Gardener program who in return will teach peers and the general public about all aspects of home horticulture.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	5	5	3	3

2024 ADAMS COUNTY BUDGET

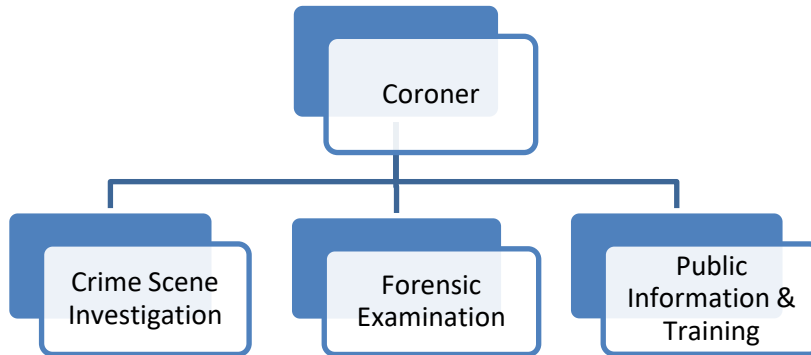
Cooperative Extension (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
<i>NO REVENUES</i>	-	-	-	-
<i>TOTAL REVENUES</i>	\$ -	\$ -	\$ -	\$ -
<i>Expenses:</i>				
Professional Services	119,975	153,995	227,900	236,902
Advertising	-	-	-	-
Contracted Services	7,123	8,743	7,496	11,360
Training	-	-	500	500
Conferences	-	-	-	-
Travel - Mileage	2,903	3,812	7,000	7,000
Travel - Meals	-	-	200	200
Travel - Other	-	48	100	100
Travel - Lodging	211	-	1,000	1,000
Equipment Repair/Maintenance	295	14	500	500
Rental of land and buildings	97,295	97,295	97,300	103,523
Telephone	2,030	1,810	2,300	2,300
Cell Phone	-	-	-	-
Internet	1,541	2,132	383	2,200
Insurance	-	-	-	-
Supplies	1,109	1,324	3,000	3,000
Postage/Shipping	1,557	1,740	2,000	2,500
Minor Equipment	3,167	1,478	1,600	3,600
<i>TOTAL OPERATING EXPENSES</i>	\$237,206	\$272,391	\$351,279	\$374,685
Salaries	224,116	173,241	152,642	158,764
FICA ER	16,450	12,930	11,677	12,146
Allocated Benefits	120,978	75,126	61,445	59,613
<i>TOTAL OPERATING BUDGET</i>	\$598,750	\$533,688	\$577,043	\$605,208

2024 ADAMS COUNTY BUDGET

CORONER



Mission Statement

The Coroner’s Office is responsible for investigating any sudden unexplained deaths not due to prior known medical causes, to ascertain the cause and manner of death and try to determine if another person was responsible for the death. The Coroner’s Office shall perform his/her duties without fear, prejudice or partiality towards any person or institution. The Coroner’s Office shall proceed in the public interest to carry out diligently and as rapidly as possible the duties and responsibilities as required by law to serve the residents of Adams County.

Budget Narrative

I have once again kept the training line dollars in place even though we didn’t use it in 2023. The Pennsylvania State Coroner’s Association is still working on new legislation to revamp the training and the Coroner’s Education Board. We are working on training several new deputies that will be required to complete this training.

There will be a turnover of leadership in our office as I am set to retire at the end of 2023.

Departmental Goals

- Conduct a thorough death scene investigation and determine whether any other persons were involved with the death other than the decedent.
- Protect and preserve the death scene for the purpose of gathering relative facts, circumstances, and evidence related to the cause and manner of death.
- Obtain all information necessary to establish a positive identification and supplement the background history and locate and notify the legal next of kin.
- Determine the need and arrange for the completion of various studies, by the appropriate experts, to bring the investigation to a successful conclusion.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	7	8	8	8

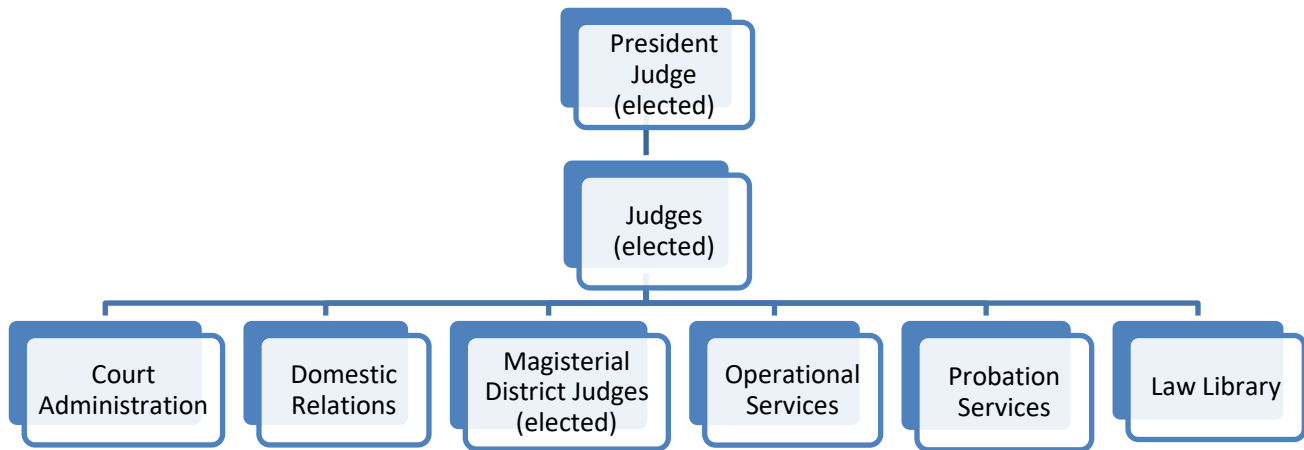
2024 ADAMS COUNTY BUDGET

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
State Funding	10,000	25,000	-	10,000
Charges for Services	34,300	31,256	30,000	30,000
<i>TOTAL REVENUES</i>	\$44,300	\$56,256	\$30,000	\$40,000
<i>Expenses:</i>				
Professional Services	130,970	110,833	110,000	110,000
Legal Fees	-	-	-	-
Dues/Memberships	665	665	665	665
Contracted Services	2,001	2,760	2,431	2,990
Training	80	169	1,600	1,525
Conferences	900	1,700	1,750	1,750
Travel - Mileage	216	25	300	500
Travel - Meals	-	-	-	-
Travel - Other	14	-	20	20
Travel - Lodging	525	-	1,000	1,000
Building Repair/Maintenance	40	401	150	6,789
Vehicle Repair/Maintenance	250	1,463	-	300
Equipment Repair Maintenance	11	-	750	500
Telephone	136	463	368	368
Cell Phone	-	-	960	960
Electric	3,295	3,792	4,000	4,000
Fuel Oil/Natural Gas	2,264	3,321	3,200	3,200
Water/Sewer	2,834	2,961	2,900	2,900
Disposal of Waste	634	584	650	650
Internet	-	208	222	222
Supplies	2,360	1,169	2,550	2,650
Postage/Shipping	118	142	175	175
Gasoline for County Vehicles	1,226	1,662	1,300	1,300
Minor Equipment	-	-	3,200	500
<i>TOTAL OPERATING EXPENSES</i>	\$148,539	\$132,318	\$138,191	\$142,964
Salaries	74,278	73,614	76,771	74,349
FICA ER	5,599	5,498	5,873	5,688
Allocated Benefits	30,668	31,311	30,847	29,773
<i>TOTAL OPERATING BUDGET</i>	\$259,084	\$242,741	\$251,682	\$252,774

2024 ADAMS COUNTY BUDGET

COURTS CONSOLIDATED



Mission Statement

The mission of the Adams County Court of Common Pleas:

As members of an institution vital to civilization, our mission is to deliver dignified, respectful, and efficient service to the community and to our peers, promoting the rule of law and preserving justice for the benefit of all.

The vision of the Adams County Court of Common Pleas:

We are committed to promoting the rule of law and preserving justice for all. We will heighten the value of the court institution for community members and court employees alike. We will serve the people through enlightened and proactive leadership, enhancing the quality of life within court offices, and delivering dignified, respectful, and efficient service to all members of the community. We will strive to identify and develop future generations of highly skilled and creative public servants who can preserve the court's best traditions, while ably meeting the challenges arising from rapid social change.

The Adams County Court of Common Pleas Community:

Court of Common Pleas

Court Administration

Department of Probation Services

Domestic Relations Section

Department of Operational Services

Magisterial District Court 51-3-01

Magisterial District Court 51-3-02

Magisterial District Court 51-3-03

Magisterial District Court 51-3-04

Law Library

2024 ADAMS COUNTY BUDGET

Court Consolidated (continued)

Budget Narrative

The Court of Common Pleas continues with technological and security enhancements. There is a carry-over project from 2023, which is a refresh of the technology in the Human Services Building Courtroom, which will bring this courtroom in line with the four Common Pleas Courtrooms at the Adams County Courthouse. This project is unable to be completed in 2023 due to supply chain issues that are preventing the vendor from sourcing key pieces of hardware. A new project for 2024 will include the addition of a security door leading into Courtroom 3, which will provide additional protection for the Family Court Judge and Court staff at that location. Additionally, there are sound-proofing curtains in Courtroom 1 and Courtroom 2 that have not been replaced for decades and which have visible stains and disrepair.

At the District Court level, the Court is repeating a request made during the development of the 2023 budget (which was denied in the 2023 budget process) to add a part-time General Clerk position in District Court 51-3-01. District Court 51-3-01 has traditionally a higher number of annual filings (in 2023, 49% higher than the next closest MDJ Office as of July 31, 2023) and the highest number of warrants to process (in 2022, 51-3-01 processed 6,850 warrants compared to the next closest office with 4,986 warrants). As indicated in the Adams County Magisterial District Reestablishment Report 2022-2031, filing increases across all District Court offices suggest that by 2032, Adams County will likely need to add a fifth Magisterial District Court. Until that happens, and if filings continue to increase, we will need to periodically assess and possibly add positions in the four offices to address the increases in work that come with the increases in filings. In addition, there is a project in place to improve the security of the main lobby in District Court 51-3-02.

The Adams County Department of Probation Services relies on state funds for 30 percent of the annual budget for adult probation services. The other 70 percent of funding comes from county funds, supervision fees paid by offenders (a portion of which passes through the state treasury), and other sources that include various fees and grants. Probation Services has been significantly impacted by the current job market, for which finding new Probation Officers to hire has been extremely difficult and has reached a critical point. At the time of this writing, the Court has already taken the extraordinary step of limiting eligibility for house arrest and if the Court continues to be unable to hire new Probation Officers, other services may be curtailed back to focus only on those legally mandated services managed by the Department of Probation Services. While one may believe this will result in less expenses (for example, fewer people on house arrest will equal less expense for house arrest services), the historical knowledge from this Court would suggest that expenses will rise in other areas, such as at the Adult Correctional Complex, as well as having broader societal impact.

The Adams County Domestic Relations Section will continue to focus on effective case management and education on the purpose of the child support program. The department will continue collaborative efforts with partner agencies and work closely with Pennsylvania Career Link who will provide individual assistance to clients who need to secure employment to care for their children and uphold court-ordered obligations. As new mandates continue to be received with the ever-changing environment, Domestic Relations will strive to effectively manage and enforce child support, so the children receive the financial and medical support they deserve.

All of this hard work takes resources, focus, vision and dedication. The Court turns to its well-established Mission and Vision statement for guidance, which has been in place for over a decade. As always, we look forward to serving the citizens of the County in 2024.

2024 ADAMS COUNTY BUDGET

Courts Consolidated (continued)

Departmental Goals

- **Court Administration**
 - Assume and enforce responsibility for the enforcement of court rules.
 - Enhance case flow management, court scheduling, jury management, public access, and other responsibilities.
 - Provide access to court information for the general public and media.
 - Utilize, with the help of technology, a fair, economic, and judicious process in summoning citizens for jury duty and selecting prospective jurors for jury service.
 - Coordinate case and judge assignments and arrange all court schedules.
- **Probation**
 - Prepare court ordered reports.
 - Use evidence-based practices to determine supervision levels based on offender needs and risk to re-offend.
 - Monitor and enforce the payments of fines, fees, costs, and restitution imposed by the court.
 - Determine, impose, and enforce the completion of required community service hours for both adult and youth.
- **Domestic Relations**
 - Locate absent parents for the establishment and enforcement of support orders.
 - File all legal documents for application of support and the process of inputting demographic information in the statewide Pennsylvania Child Support Enforcement System.
 - Determine the fatherhood children born outside a marriage through genetic testing.
 - Schedule and conduct conferences for review of financial information in determining support obligations.
- **Magisterial District Judges**
 - Conduct fair and impartial hearings and dispose of cases in an expeditious manner.
 - Enter and update all case information in the MDJ’s statewide computer system.
 - Increase collections of fines, costs, and restitution.
 - Improve judicial accountability and cooperative relationships between the Magisterial District Courts and the Common Pleas Bench.
 - Provide prompt, courteous service to the public in the major functions of the Magisterial District Courts.
- **Operational Services**
 - Support the Court of Common Pleas through ongoing collaboration with all Court related departments.
 - Evaluate, analyze, plan, and integrate information, to identify, access and sustain sources of funding to centralize and eliminate duplicative services within the Court system.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	126	131	134	TBD

2024 ADAMS COUNTY BUDGET

Courts Consolidated (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<u>Revenues:</u>				
Federal Funding	17,079	-	-	-
State Funding	836,449	749,945	475,000	468,000
Charges for Services	253,831	251,750	243,000	273,000
Copy Revenue	50	-	100	100
Admin Fees	101,571	113,789	85,000	105,000
Re-Entry Room/Board	1,047	70,632	-	-
Re-Entry Drug Testing Fees	1,391	5,663	-	-
Re-Entry Laundry Fees	216	87	-	-
Re-Entry Transportation Fees	25	2	-	-
Salary Reimbursement	35,214	48,213	24,060	25,022
Restitution	927	313	-	-
Offender Supervision Fee-CTY	242,719	248,930	400,000	400,000
Arbitration Board Reimb.	-	3,250	1,000	2,000
Conciliation Fee	23,850	23,617	21,000	23,000
DUI Education Fee	36,823	42,322	36,000	40,000
Electronic Monitoring Fee	249,617	316,946	300,000	250,000
In State Compact Application Fee	2,470	1,913	1,500	1,500
Public Service Fees	41,947	41,050	35,000	40,000
County Fines	344,537	320,946	350,000	341,000
Video Conferencing Fee	200	-	-	-
Miscellaneous	-	470	-	-
TOTAL REVENUES	\$2,189,963	\$2,239,838	\$1,971,660	\$1,968,622
<u>Expenses:</u>				
Professional Services	622,462	662,847	731,100	669,075
Technical Services	-	3,262	-	-
Legal Fees	66,261	42,589	79,700	102,500
Court Appointed Counsel	135,691	110,572	130,000	140,000
Arbitration Board	8,000	18,575	15,000	15,000
Jury Duty Fees	7,241	10,818	15,600	13,000
Advertising	810	319	1,000	1,000
Dues/Memberships	5,068	7,316	11,538	11,983
Contracted Services	192,146	220,514	240,449	243,996
SBITA	-	-	-	-
Training	7,713	9,364	25,297	48,483
Conferences	5,825	6,209	18,120	33,895
Travel - Mileage	3,343	6,835	7,020	7,020
Travel - Meals	2,264	4,063	6,775	6,775
Travel - Other	749	903	1,860	1,489
Travel - Lodging	6,144	10,792	12,000	12,000

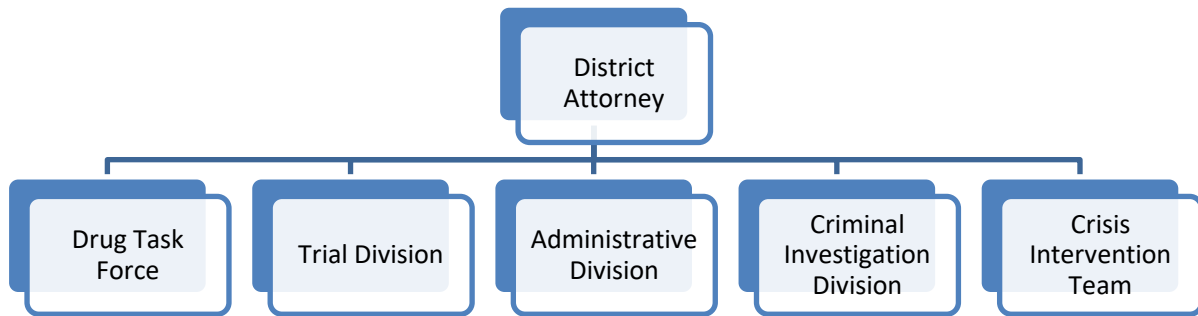
2024 ADAMS COUNTY BUDGET

Courts Consolidated (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
Building Repair Maintenance	9,468	14,112	-	9,635
Vehicle Repair Maintenance	9,051	8,163	7,500	7,178
Equipment Repair Maintenance	974	2,230	1,420	800
Rental of land and buildings	56,300	56,300	56,800	57,400
Telephone	7,607	20,855	17,591	22,806
Cell Phone	29,036	39,459	38,750	37,800
Electric	64,757	57,923	66,120	57,010
Fuel Oil/Natural Gas	30,530	38,334	35,188	36,120
Water/Sewer	20,731	21,905	24,775	22,820
Disposal of Waste	7,262	7,340	6,700	6,700
Television	1,388	1,384	1,275	1,400
Internet	10,415	18,794	19,747	20,000
Insurance	-	610	-	7,650
Client Healthcare	715	1,040	800	1,400
Supplies	76,228	91,837	100,050	98,670
Publications Subscriptions	174,581	179,651	260,240	193,500
Postage/Shipping	73,423	81,943	98,075	98,075
Gasoline for County Vehicles	6,937	12,334	15,700	14,840
Uniforms/Accessories	22,068	27,743	33,647	57,694
Minor Equipment	52,046	37,915	22,341	41,481
Bank Fees	-	-	-	600
Miscellaneous	-	700	-	-
Union Compliance	-	12,009	13,600	7,770
<i>TOTAL OPERATING EXPENSES</i>	\$1,717,234	\$1,847,559	\$2,115,778	\$2,107,495
Salaries	4,627,913	4,816,698	5,518,046	5,601,864
FICA ER	340,421	355,486	422,131	428,543
Allocated Benefits	2,335,033	2,395,967	2,513,715	2,373,559
<i>TOTAL OPERATING BUDGET</i>	\$9,020,601	\$9,415,710	\$10,569,670	\$10,511,460

DISTRICT ATTORNEY



Mission Statement

The District Attorney's Office is responsible for the prosecution of every misdemeanor and felony arrest and appeal from summary conviction in Adams County. The District Attorney's Office also handles all juvenile prosecutions which occur in Adams County. The District Attorney's Office also counsels all law enforcement agencies in Adams County on legal and investigative issues dealing with the investigations of all crimes in Adams County. The Office is available to counsel law enforcement agencies on a 24 hour a day, 365 days a year basis. The District Attorney's Office, through the District Attorney, supervises and controls the Adams County Drug Task Force.

The District Attorney's Office also coordinates the Adams County Child Abuse Network, responsible for the investigation and prosecution of all child abuse cases in Adams County. The District Attorney's Office also coordinates the investigation and prosecution of all domestic violence cases in Adams County. The District Attorney's Office is a member of the Internet Crimes Against Children Task Force (ICAC).

Budget Narrative

Given the continuing budget issues that Adams County faces, I have attempted to fashion a budget for 2024 which serves the County's needs to ensure continued public safety. The District Attorney's Office will attempt to use discretionary accounts to pay for some training, however nearly all of our discretionary funds have been exhausted. Furthermore, the District Attorney's Office will use discretionary funds to pay for membership fees for the AOPC and MAGLOCLN.

Adams County continues to receive reimbursement from the Commonwealth of Pennsylvania to cover sixty-five percent of the District Attorney's salary. This revenue source will continue during 2024.

The District Attorney's Office applied for continued STOP Grant funding for 2022-2024. The total amount requested was \$375,000. Of that, \$112,500.00 will pass through to Safe Home for use in provision of victim services to victims of domestic violence. \$75,000 will pass through to the Pennsylvania Coalition Against Rape (PCAR) to provide sexual assault services to victims of sexual assault in Adams County. The remaining amount is earmarked for the County to support expenses of a Paralegal, an Assistant District Attorney, and one or two County Detectives. Our application was approved in January 2022.

2024 ADAMS COUNTY BUDGET

District Attorney (continued)

The Adams County District Attorney's Office is responsible for paying for the blood work necessary for all driving under the influence of controlled substance cases filed by municipal police departments in Adams County. When the police suspect an individual is driving under the influence of a controlled substance, blood is drawn and sent to National Medical Services Lab (NMS) for testing and analysis. The District Attorney's Office is billed for this service. As part of the defendant's sentence, the defendant is ordered to pay the costs of the blood draw and analysis to the County of Adams, c/o the District Attorney's Office. Furthermore, for trial purposes, the District Attorney's Office must utilize an expert witness from NMS for purposes of presenting this expert testimony. The costs of this expert witness are also added to the defendant's costs at sentence and the defendant ultimately reimburses the County for these costs. Under Professional Services, the District Attorney's Office is requesting \$110,000.00. \$80,000 represents costs from NMS Labs with an additional \$30,000.00 for costs from various forensic services and transcripts. The restitution paid within the next year to Adams County by the defendant after sentence is included in the revenue projections and is projected at \$60,000.00. These costs may also be recouped through the payment of costs of prosecution next year to Adams County by the defendant after sentence.

There are two pending homicide cases in Adams County Court for 2023/2024 which will potentially require expert witnesses and other professional services. Up until 2016, the District Attorney's Office utilized approximately \$108,000.00 from a federal forfeiture fund to pay for professional services, forensic services training, equipment, supplies, and other expert witnesses at trial, thereby excluding those costs from the County general fund. The federal forfeiture fund is closed as a result of a zero balance and there are no new anticipated federal forfeitures to refresh this fund.

As a result of constantly evolving criminal trends, the County detectives have received training and equipment to forensically analyze cellphones, tablets, and other computer devices. The continued licensing and training costs are estimated at \$5,673.00 per year. This figure is included in the amount for Professional Services

2023 has presented a new dynamic in the way cases are handled, requiring more time and adaptation to accomplish effective review and dispositions. There were 1594 misdemeanor and felony cases for 2021 and, in 2022, there were also 1594 misdemeanor and felony cases. So far in 2023, there are 1160 misdemeanor and felony cases. There has also been a rise in summary appeals. There were 107 summary appeals in 2021 and 110 summary appeals in 2022. So far, in 2023, there are 65 summary appeals. Also, the number of crimes against children cases through the Internet Crimes Against Children (ICAC) unit increased from 31 cases in 2020 to 35 in 2022 and so far in 2023, 28 have been opened. NCMEC Cybertips have tripled since COVID. In 2022, 73 electronic items were investigated. So far in 2023, 32 electronic items were investigated. Many of these cases require significant man hours and investigative resources dealing with computers and forensic issues. These are the type of cases that have garnered so much publicity in the local press.

2024 ADAMS COUNTY BUDGET

District Attorney (continued)

Departmental Goals

- Investigate and provide investigative support countywide on all violations of the Controlled Substance and Cosmetic Act.
- Oversee the investigation and prosecution of all crimes committed in the County and assure that law enforcement considers all investigative techniques.
- Assure that each case is considered as early as practicable for alternate disposition through specialty/problem solving courts.
- Timely schedule all pre-trial and post-trial hearings, jury trials, non-jury trials, and miscellaneous hearings.
- Timely generate court notices to victims and witnesses.
- Accompany victims of crime to adult and juvenile court hearings.
- Ensure that all trial files contain pertinent information to assist in the successful prosecution of criminal cases.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	16	18	19	19

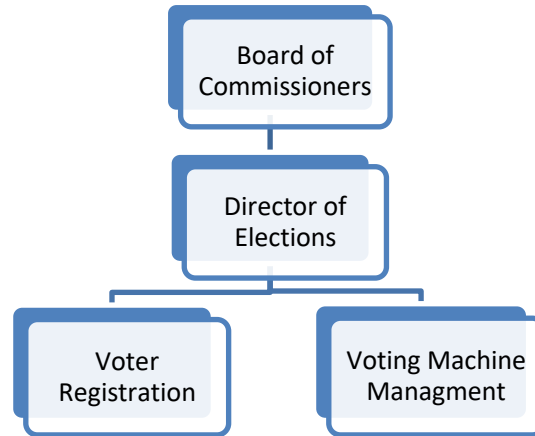
2024 ADAMS COUNTY BUDGET

District Attorney (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<u>Revenues:</u>				
Federal Funding	136,514	129,357	125,000	125,000
State Funding	120,682	120,682	130,027	143,028
Charges for Services	7,441	2,951	9,500	10,450
MDJ Warrant Revenue	-	-	-	-
Salary Reimbursement	2,653	4,683	2,500	4,500
Restitution	134,927	165,146	151,900	60,000
Rental Income	1,920	1,920	1,920	1,920
Forfeited Properties	52,474	42,786	22,000	35,000
TOTAL REVENUES	\$456,611	\$467,525	\$442,847	\$379,898
<u>Expenses</u>				
Professional Services	270,763	250,207	240,600	110,000
Legal Fees	22,500	22,500	25,000	22,500
Witness Fees	53	404	800	500
Advertising	-	550	-	-
Dues/Memberships	11,719	11,263	13,685	14,250
Application Filing Fee	1,133	1,927	1,600	1,600
Contracted Services	11,818	40,219	16,868	17,372
Training	73	1,000	3,000	3,000
Conferences	4,600	4,700	4,345	5,000
Travel – Mileage	391	1,087	1,000	1,250
Travel – Meals	-	134	200	250
Travel – Other	44	1,842	200	250
Travel – Lodging	2,670	4,309	2,500	3,000
Vehicle Repair Maintenance	-	73	100	100
Telephone	377	1,779	1,651	1,651
Cell Phone	-	3,121	4,799	5,000
Internet	-	346	570	370
Human Services	51,019	73,823	37,418	62,500
Supplies	11,006	9,928	10,500	13,000
Publications/Subscriptions	8,201	8,476	7,500	7,500
Postage/Shipping	5,102	6,948	5,000	6,000
Gasoline for County Vehicle	1,163	1,678	1,500	1,750
Uniforms/Accessories	-	1,166	1,200	1,200
Minor Equipment	3,354	8,374	1,700	6,800
Forfeiture Return	52,474	42,786	22,001	35,000
TOTAL OPERATING EXPENSES	\$459,362	\$498,640	\$403,737	\$320,393
Salaries	878,450	976,896	1,093,499	1,141,349
FICA ER	63,095	70,305	83,653	87,314
Allocated Benefits	305,552	338,413	355,420	373,133
TOTAL OPERATING BUDGET	\$1,706,459	\$1,884,254	\$1,936,309	\$1,922,189

ELECTIONS & VOTER REGISTRATION



Mission Statement

Our office is responsible for the County’s electoral process as well as Voter Registration and Campaign Finance filings for all candidates in accordance with the Pennsylvania Election Code, the National Voter Registration Act, the Pennsylvania Voter Registration Act and the Help America Vote Act.

Budget Narrative

This year will be a Presidential Election year. Our voter registration workload, as well as absentee ballots, will double this year with the large influx of voter registration and absentee/mail-in ballot applications. In past Presidential election years, we have used floaters to help balance the workload. We will be having meetings with the election board to figure out our strategy.

We will continue to maintain our mandated list maintenance programs according to the PVRA and NVRA. We will process our annual NCOA mailing as well as the five-year non-voting notices. We will also continue to provide lists @ .25 per page and CDs @ \$20.00 each.

Since Act 77 was implemented, there has been significant changes in the Elections office. No-excuse mail-in/absentees, no straight party voting, 15-day registration deadline, and deadlines changing for absentees. Absentees are no longer counted at a precinct level; they must be counted at the courthouse on election night. The new Runbeck ballot sorting machine will help with processing the returned ballots.

It is our responsibility to test each voting machine before each election. We are also responsible for the delivery of all voting equipment to each polling place which we will be contracting with Penske Trucks.

This being a federal election year, there will be additional requirements at the polls on Election Day. Because of the laws in place in federal elections, we will be holding poll worker training before the Presidential Election to ensure that everyone is prepared to deal with the large number of voters on Election Day.

2024 ADAMS COUNTY BUDGET

Elections/Voter Registration (continued)

Departmental Goals

- To process all applications within 72 hours of receipt (except during periods of closed registration).
- Integrate online voter registration as a method of registration.
- Process absentee ballot applications within 24 hours of receipt.
- Have elections results available for public inspections within 12 hours of polls closing.
- Have 100% accuracy on programming the Primary and Elections ballots.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	3	4	4	TBD

2024 ADAMS COUNTY BUDGET

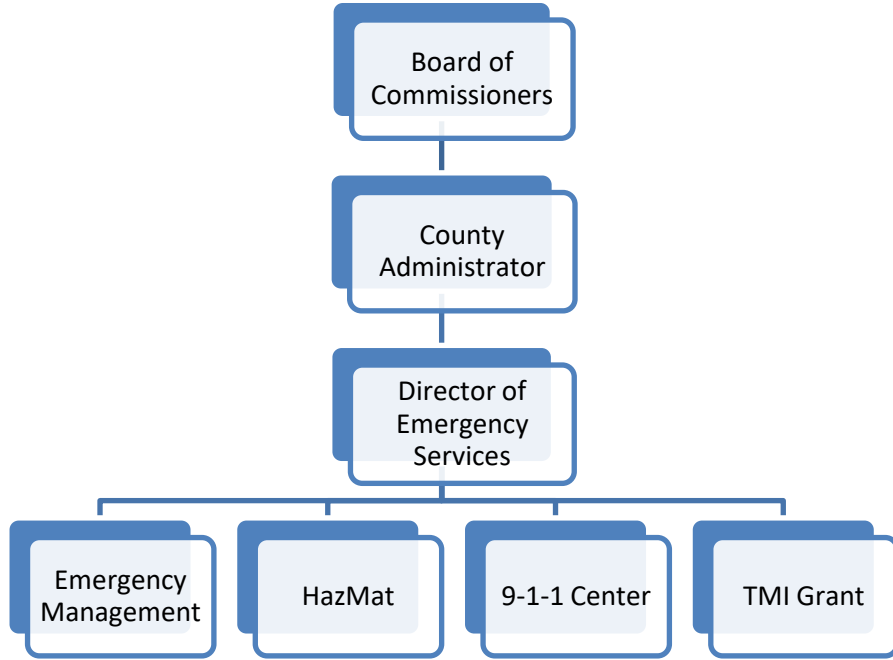
Elections/Voter Registration (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Federal Funding	-	8,905	-	-
State Funding	2,500	142,224	365,843	365,843
Charges for Services	1,940	106	2,000	1,500
Miscellaneous	-	-	-	-
<i>TOTAL REVENUES</i>	<i>\$4,440</i>	<i>\$151,235</i>	<i>\$367,843</i>	<i>\$367,343</i>
<i>Expenses:</i>				
Professional Services	149,915	18,034	162,900	176,000
Advertising	9,894	8,398	7,500	10,000
Dues/Membership	-	889	400	500
Contracted Services	40,301	45,504	38,504	50,652
Training	98	(33)	1,000	7,200
Conferences	800	730	1,900	1,900
Travel - Mileage	367	210	400	450
Travel - Meals	238	119	100	100
Travel - Other	133	23	70	70
Travel - Lodging	1,413	1,440	1,300	1,300
Building Repair/Maintenance	-	2,842	-	-
Equipment Repair/Maintenance	292	250	1,000	450
Rental of land and buildings	2,585	4,170	2,700	6,000
Telephone	152	515	458	458
Cell Phone	508	506	480	480
Internet	-	75	81	81
Supplies	56,352	74,210	66,010	62,350
Publications Subscriptions	300	198	500	500
Postage/Shipping	31,197	36,914	40,000	50,000
Gasoline for County Vehicles	233	269	-	-
Minor Equipment	1,184	18,250	3,100	-
Equipment	-	-	205,000	49,824
<i>TOTAL OPERATING EXPENSES</i>	<i>\$295,962</i>	<i>\$333,513</i>	<i>\$533,403</i>	<i>\$418,315</i>
Salaries	157,600	189,439	192,004	227,434
FICA ER	11,188	13,611	14,689	17,399
Allocated Benefits	82,084	96,852	94,399	91,004
<i>TOTAL OPERATING BUDGET</i>	<i>\$546,834</i>	<i>\$633,415</i>	<i>\$834,495</i>	<i>\$754,152</i>

2024 ADAMS COUNTY BUDGET

DEPARTMENT OF EMERGENCY SERVICES



Mission Statement

To be inserted

Budget Narrative

To be inserted

Departmental Goals

- Ensure the Emergency Services department is staffed at the appropriate level with competently trained and certified personnel in accordance with federal, state, and local performance and Quality Assurance Standards.
- Ensure the equipment and technology are capable of meeting all anticipated industry standards.
- Continue to update enhancements and life cycle plans for all primary emergency action plans.
- Continue idea sharing and receive input from other emergency responding departments.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	2	2	2	2

2024 ADAMS COUNTY BUDGET

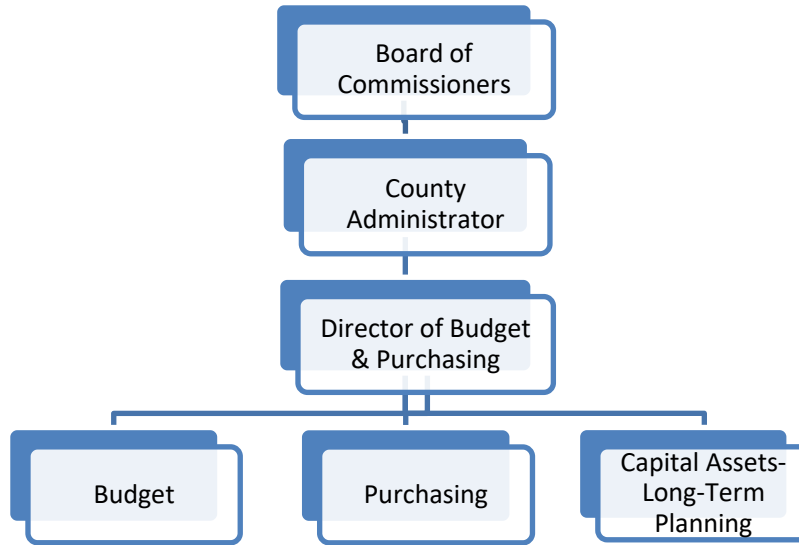
Dept. of Emergency Services (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Federal Funding	85,163	88,159	60,148	60,000
State Funding	16,948	16,948	16,948	16,948
Rental Income	37,955	37,400	37,400	34,900
Miscellaneous	-	-	-	-
<i>TOTAL REVENUES</i>	<i>\$140,066</i>	<i>\$142,507</i>	<i>\$114,496</i>	<i>\$111,848</i>
<i>Expenses:</i>				
Professional Services	-	-	80	80
Advertising	-	-	-	-
Dues/Memberships	-	-	500	250
Contracted Services	28,868	27,276	33,959	34,053
Training	100	247	500	250
Conferences	-	-	200	200
Travel - Mileage	-	139	250	150
Travel - Meals	-	-	200	100
Travel - Other	19	-	100	100
Travel - Lodging	-	-	250	400
Property Repair/Maintenance	-	1,215	500	1,500
Building Repair/Maintenance	12,200	6,797	15,000	12,000
Vehicle Repair/Maintenance	-	-	100	50
Equipment Repair Maintenance	-	1,752	1,800	2,094
Telephone	13,897	13,772	13,750	14,000
Cell Phone	563	711	650	500
Electric	46,395	46,156	46,000	47,000
Fuel Oil/Natural Gas	9,257	14,075	21,000	18,000
Water/Sewer	8,503	8,883	8,500	8,900
Disposal of Waste	1,703	1,907	1,770	2,141
Television	1,858	1,932	1,959	2,200
Internet	920	1,160	960	1,441
County Hosted Activities	-	-	500	500
Supplies	18,598	17,842	18,350	9,527
Publications/Subscriptions	-	-	-	-
Postage/Shipping	17	10	100	75
Minor Equipment	100	1,782	-	4,489
Equipment	-	-	-	7,620
<i>TOTAL OPERATING EXPENSES</i>	<i>\$142,998</i>	<i>\$145,656</i>	<i>\$166,978</i>	<i>\$167,620</i>
Salaries	145,211	144,449	155,107	158,826
FICA ER	10,719	10,578	11,683	12,150
Allocated Benefits	60,690	61,262	58,868	57,158
<i>TOTAL OPERATING BUDGET</i>	<i>\$359,618</i>	<i>\$361,945</i>	<i>\$392,636</i>	<i>\$395,754</i>

2024 ADAMS COUNTY BUDGET

Office of Budget & Purchasing



Mission Statement

The primary mission of the Adams County Office of Budget & Purchasing is to develop, maintain, and forecast the annual County Budget. This Office is also responsible for all the purchasing in the County as it houses the Purchasing Division. The Budget and Purchasing Team provides timely and accurate financial reports to the Board of Commissioners and Department Directors/Elected Officials for proper management of the county finances. The Budget Office also acts as an advisor and makes recommendations to the County Manager, Board of Commissioners, and Department Directors on matters such as budgets, purchases, capital items, cashflow and Debt management. In addition, the Office oversees and is responsible for assigned special projects that include general operations, capital projects, inventory management. As the Office of Budget, we are held to high standards in safeguarding the county's fiscal affairs in accordance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and best practices from Governmental Finance Officers Association (GFOA).

Budget Narrative

In 2023, the Office of Budget and Purchasing developed and maintained essentially two budgets. The first, the Operational Budget in the amount of \$86.7 million and the second, a Capital Budget totaling approximately \$3.3 million. As of June 30th, the County has collected 72% of budgeted revenues and only expended 42% of their expenditures. Overall, the County is financially healthy and fiscally sound.

During 2023, our office has accomplished many projects. Early in the year, we stepped up to assist the Controller's Office with rolling out and training all departments on a new Purchasing Card Software platform. We continue to review processes in an effort to establish more efficient procedures. We have completed conversion over a dozen Budget reports from the old program to a newer report writer within our ERP System. We began Phase I of implementing a L-Term Capital Plan by meeting with consultants. Finally, we are training all departments on how to automate their budget requests.

2024 ADAMS COUNTY BUDGET

Budget & Purchasing (continued)

As we begin to develop the 2024 budget, we will see the continued challenges brought on by inevitable growth. This Office continues to feel the impact of County growth and will track, monitor, and maintain an overall County budget of \$xx million. The Office of Budget is a small staff of 4 and services approximately 35 departments. Our core services relate to Budget and Purchasing. The Office of Budget continues to review monthly budget reports, performs analytics and forecasting methods to provide a blueprint for future County budgets. Working with the department directors continuously, providing budget information, data analysis, recommending budget modifications, and cost saving measures, allows for efficient budget operations. Likewise, routine communication and budget presentations to the Board of Commissioners is vital for good financial decision making.

The Budget Office has been Awarded the GFOA Distinguished Budget Presentation Award for the fourth year consecutively, from the GFOA Government Finance Officers Association. This award is a testament to the County's commitment to producing annual reports that air full disclosure and transparency. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device. The program encourages and assists state and local governments to prepare budget documents of the very highest quality that reflect both guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting and then to recognize individual governments that succeed in achieving that goal. The Adams County Office of Budget & Purchasing also publishes an annual Budget-in-brief document that highlights the County Budget.

The Purchasing Division continues to research and recommend cost savings wherever possible while working with departments on requested purchases. All purchases are required to run through the County's centralized purchasing software system for accurate accounting and record keeping.

We continue to work towards the automation initiative and record retention compliance in collaborative efforts with Information Technology, Solicitor, and Controller's Departments. We seek to continue collaborative efforts with the fiscal departments in which we integrate certain fiscal functions and strive to maintain communication and understanding of all processes.

2024 GOALS:

- 1) Generate a L-Term Capital Improvement Plan per CIP Policy.
- 2) Design and implement a standard Operations dashboard for the Commissioners for Financial data relating to Budget, Purchasing, and Cashflow.
- 3) Develop additional reports that pull data from the Contract module, the Purchasing module, and the Budget module, for more efficient operations.

Departmental Goals

- Support departments and management on financial matters.
- Assist departments in meeting budget targets and help resolve budget related issues.
- Create a user-friendly, customer service-oriented environment.
- Trend analysis and forecasting to provide a foundation for the annual budget development process to have the 2023 budget adopted by November of 2022.
- Manage the financing for capital projects.
- Oversee budget adjustments/modifications, period close packets, and reconciliations while apply current standards, laws, and regulations along with "best practices".
- Cash management and fund balance management to ensure availability of adequate funds to meet all County disbursements.

2024 ADAMS COUNTY BUDGET

Budget & Purchasing (continued)

- Manage a service-oriented purchasing process to ensure the best value for the County while complying with all Pennsylvania procurement codes and County purchasing policies.

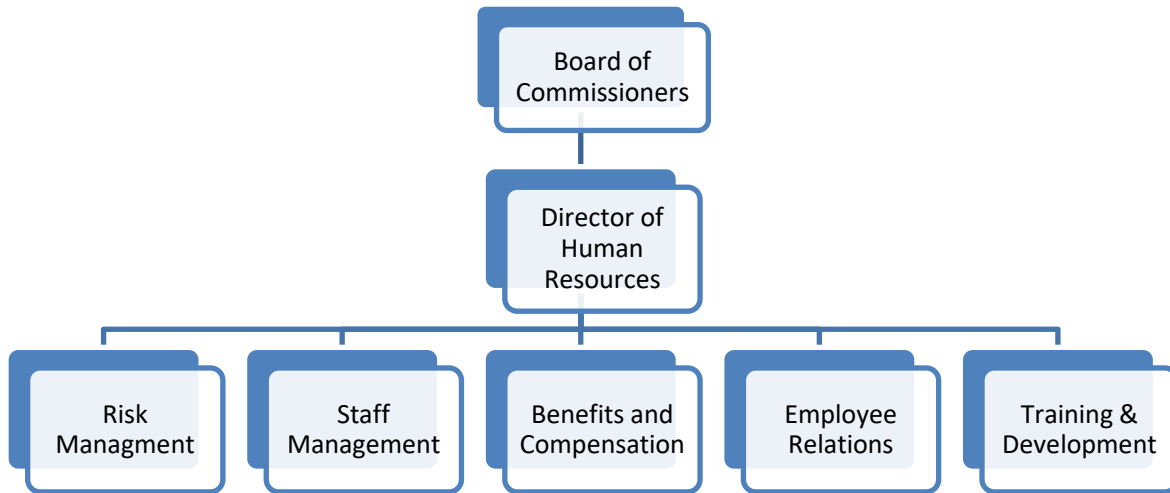
Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	5	5	5	5

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
<i>NO REVENUES</i>	-	-	-	-
<i>TOTAL REVENUES</i>	\$ -	\$ -	\$ -	\$ -
<i>Expenses:</i>				
Professional Services	90,498	94,256	115,700	125,700
Advertising	50	-	100	100
Dues/Memberships	1,535	935	1,825	1,825
Contracted Services	32,620	34,869	44,914	43,500
Training	1,257	-	3,000	3,000
Conferences	-	735	2,000	2,000
Travel - Mileage	52	205	130	150
Travel - Meals	-	-	50	75
Travel - Other	-	-	60	60
Travel - Lodging	-	147	1,500	1,800
Telephone	72	663	642	670
Internet	280	721	2,007	2,040
Supplies	2,220	981	3,620	3,000
Inventory Adjustment Expense	285	430	900	1,200
Publications Subscriptions	-	-	500	500
Postage/Shipping	1	1	120	150
Gasoline for County Vehicle	-	-	100	100
Minor Equipment	1,274	1,716	1,400	3,000
<i>TOTAL OPERATING EXPENSES</i>	\$130,144	\$135,659	\$178,568	\$188,870
Salaries	230,862	220,514	249,616	259,466
FICA ER	17,411	17,127	19,096	19,850
Allocated Benefits	84,847	77,362	81,827	89,236
<i>TOTAL OPERATING BUDGET</i>	\$463,264	\$450,662	\$529,107	\$557,422

HUMAN RESOURCES



Mission Statement

The Human Resource’s primary role is to support the County of Adams by providing services related to human resources management to approximately 616 full and part-time employees. Payroll, benefits administration, and Risk Management are also under the direction of the Director of Human Resources.

The Human Resources Department supports the County in the selection and development of skilled employees who can provide the highest quality services to the community. It is responsible for coordination of employee benefits, labor relations, employee relations, employee wellness and being the subject matter experts for the management team.

The Assistant Director serves as the Risk Management Officer for the County. This position is responsible for managing the County’s risk and employee safety. This includes managing workers compensation and safety.

There are two dedicated Human Resources Generalist who assist departments with recruiting as well as payroll.

A Human Resources Manager is assigned to the Adams County Adult Correctional Facility full time.

Budget Narrative

In 2023 the Human Resources department

- Will work with department to ensure job descriptions have been updated in the past three years in order to fairly assess compensation.
- Continue to work closely with the Board of Commissioners on employee benefits.
- Continu to encourage Wellness activities to encourage healthy behavior changes to directly affect the cost of health insurance coverage.
- Continue to be customer service focused in our approach for all department responsibilities.

2024 ADAMS COUNTY BUDGET

Human Resources (continued)

Departmental Goals

- Work with County departments to improve and strengthen the recruiting, interviewing, and selection process.
- Review all applications, screen candidates, assist County departments in developing guides, and review the hiring process to ensure the most qualified candidates are selected.
- Work with providers to improve cost effectiveness and competitiveness of employee benefits.
- Provide a new hire orientation to each new employee for the County.
- Make sure all County employees are treated in a fair and consistent manner as well as improve communication.
- Review current policies for updates and develop new policies as required.
- Administer union contracts as written and establish regular schedules for management labor meetings.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	5	5	4	4

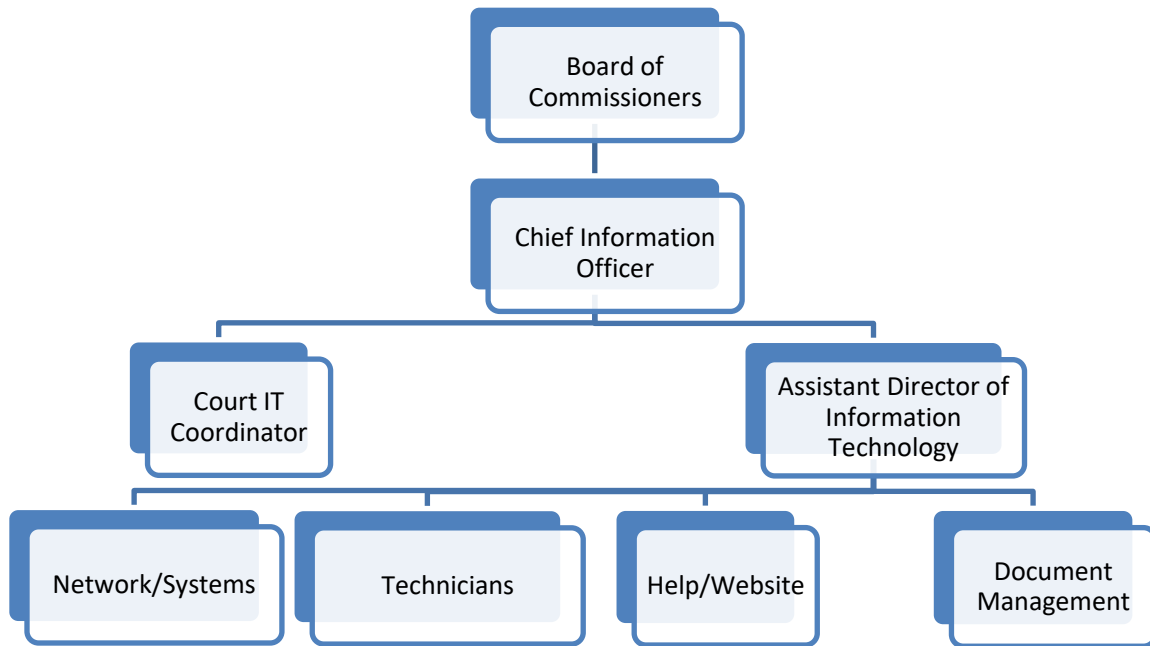
2024 ADAMS COUNTY BUDGET

Human Resources (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Charges for Services	-	-	-	-
Admin Fees	399	345	200	200
Miscellaneous	1,460	1,344	20,005	20,000
Flexible Spending Forfeiture	1,675	120	-	-
<i>TOTAL REVENUES</i>	<i>\$3,534</i>	<i>\$1,809</i>	<i>\$20,205</i>	<i>\$20,200</i>
<i>Expenses:</i>				
Professional Services	229,304	194,173	236,178	231,048
Legal Fees	4,491	1,022	1,000	1,000
Advertising	5,964	100	-	-
Dues/Memberships	1,168	1,526	1,878	1,953
Contracted Services	2,271	3,298	2,289	2,367
Training	2,566	3,979	26,250	24,000
Conferences	147	1,040	3,000	3,000
Travel - Mileage	-	-	125	125
Travel - Meals	-	87	200	200
Travel - Other	-	-	-	-
Travel - Lodging	-	586	1,500	1,500
Building Repair Maintenance	-	992	-	-
Equipment Repair Maintenance	-	-	300	300
Telephone	206	821	735	735
Cell Phone	1,620	2,353	1,920	1,920
Internet	-	133	142	142
Supplies	2,746	1,866	1,926	2,000
Publications Subscriptions	105	143	143	143
Employee Recognition	67	860	1,000	1,000
Postage/Shipping	136	82	30	30
Gasoline for County Vehicles	-	52	-	-
Minor Equipment	(206)	1,419	2,950	-
<i>TOTAL OPERATING EXPENSES</i>	<i>\$250,585</i>	<i>\$214,532</i>	<i>\$281,566</i>	<i>\$271,463</i>
Salaries	264,359	259,020	262,366	272,873
FICA ER	19,523	18,802	20,071	20,875
Allocated Benefits	100,425	92,143	95,058	93,154
<i>TOTAL OPERATING BUDGET</i>	<i>\$634,892</i>	<i>\$584,497</i>	<i>\$659,061</i>	<i>\$658,365</i>

INFORMATION TECHNOLOGY (IT)



Mission Statement

The County of Adams Information Technology Department provides technology solutions, support, and service to County departments so that each department can effectively accomplish their missions.

Vision Statement

The County of Adams Information Technology Department pursues excellence in technical service delivery and provides guidance to prepare departments for modern world changes.

Goals

The County of Adams Information Technology Department has established departmental goals to support the Mission and Vision statements. The department will endeavor to ensure the integrity of data from loss or destruction. Department personnel will provide professional customer service to enhance customer relationships, both internally and externally. The staff will also focus on delivering effective and efficient technology that will enhance the delivery of public services. The department is committed to continually researching and evaluating technologies that will ensure a foundation for future growth, further strengthen security posture of the network and the expansion of services. The County of Adams Information Technology Department strives to be a high performing and leading Pennsylvania county.

2024 ADAMS COUNTY BUDGET

Information Technology Services (continued)

Budget Narrative

The Information Technology Department completed numerous projects during the 2023 calendar year while navigating and supporting Adams County. The projects ranged from department-level upgrades to major system improvements within the County. The team was able to accomplish these IT projects through sound project management principles, interdepartmental collaboration, highly talented technical staff, and standard business practices. The department continues to center organizational objectives around a standardized approach to ensure the highest levels of customer satisfaction, efficiency, and economies of scale. By realizing such an approach, the IT Department will proficiently deliver modernized technologies in which all departments benefit. These standards will continue to be highlighted in both current practice and future strategic planning. The expedited adoption of technology due to COVID has continued to increase demand on technology adoption and general support. County, Court, and Elected Offices are reliant on technology to function at even the most basic level. The IT Department will be tasked with identifying issues at the time of impact to limit the negative effects on these critical business processes.

As seen over the past decade, a drastic shift in securing all aspects of the County network and infrastructure has been prioritized. Current threats throughout the landscape require advanced tools and highly capable staff to effectively combat the threats and maintain a high-level functioning network and server environment. There is no end in sight to these dangers and requires the department to diligently assess existing products for potential replacement. In addition, as the lifespan of IT hardware and software continues to lessen, it will require the department to plan for annual change. An influx of “internet of things” devices continues to dominate requests to add more non-traditional workplace devices to the secure environment. The success of the IT Department’s security objectives will necessitate commitment in both current and future budgets.

As we approach the 2024 calendar year, the maturation of “cloud” technologies continues to lead the shift in mission critical IT workloads. Adams County, like many other Counties, will realize cybersecurity benefits by shifting from a traditional on-premises data center towards a hybrid model with included security services. The IT Department will continue to work closely with the County Commissioners Association of Pennsylvania (CCAP) and other Pennsylvania Counties to determine an aggregate approach to manage the hybrid approach.

A key component to the overall success of the department will be dependent on the ability to retain highly competent and skilled staff within the IT Department. The department continues to evaluate the balance between internal and external resources that will meet short- and long-term needs of the County. In closing, the IT Department will approach 2024 with similar objectives as in years past by aligning departmental goals with the three-year rolling IT strategic plan. The balance between innovation, culture, and end-user technical capacity will be closely aligned with recommendations. The goal is to gain the most utility from the technology investments the County owns. The benefits of current technologies will continue to require all County and Court staff to keep current with IT skillsets. This will promote a healthy and stable network, along with a workforce capable of fully realizing the County’s investment in up-to-date technology.

2024 ADAMS COUNTY BUDGET

Information Technology Services (continued)

Key Organizational Goals

- Support highly functioning and efficient government
- Maintain fiscally responsible budget.
- Align local government for future e-business demands.
- Manage appropriate levels of organizational risk.

Key Technical Priorities:

- Digital records improvement county-wide
- Traditional desktop/laptop/tablet refresh and retooling.
- Microsoft Office 365 expansion and modifications
- Incremental cybersecurity improvements to reduce risk.
- Cisco ISE deployment
- Redesign and rebuild internal network infrastructure.
- Further deployment of security policies using National Institute of Standards and Technology (NSIT) and Center for Internet Security (CIS) templates
- Enhancing capabilities of remote work for County employees
- Adapting functionality of legacy products to modern standards

Key Operational Objectives:

- High-level customer service
- Prioritize and assess significant areas of risk.
- Equitable allocation of time and resources to departments
- Regular dialogue with Office of Budget and Purchasing, Commissioners, and Controller's Office
- Participation in all technology reviews related to all purchase requests, contracts, and agreements.
- Highly functioning divisions within IT Department
- IT Management easily accessible and approachable to department feedback
- Succession planning and cross-training where applicable.
- Maintain IT staff technical standards and capacities.
- Best practice project management principles (project governance)
- Department-level meetings to evolve soft skills within IT Department
- Super user empowerment
- End-user education and training
- Improved cybersecurity posture of end users through education

2024 ADAMS COUNTY BUDGET

Information Technology Services (continued)

Departmental Goals

- Ensure system functionality, operability, and security of the County’s telephone, computer, and networking systems.
- Install, service, and upgrade standard software, hardware, and related equipment in a responsive and economical fashion.
- Provide system users with a secure and reliable Information Technology environment.
- Assist County offices and departments in acquiring and implementing more efficient technologies.
- Provide consistent and relevant technical training to raise all employee skill levels.
- Resolve user problems in a responsive and efficient manner.
- Perform upgrades and maintenance of applications without business disruptions.
- IT staff technical training opportunities
- Data loss is not an option. Ensure the integrity of data from loss or destruction.
- Regularly interacting with County business
- Meet and provide updates to technical-focused departments.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	15	14	14	12

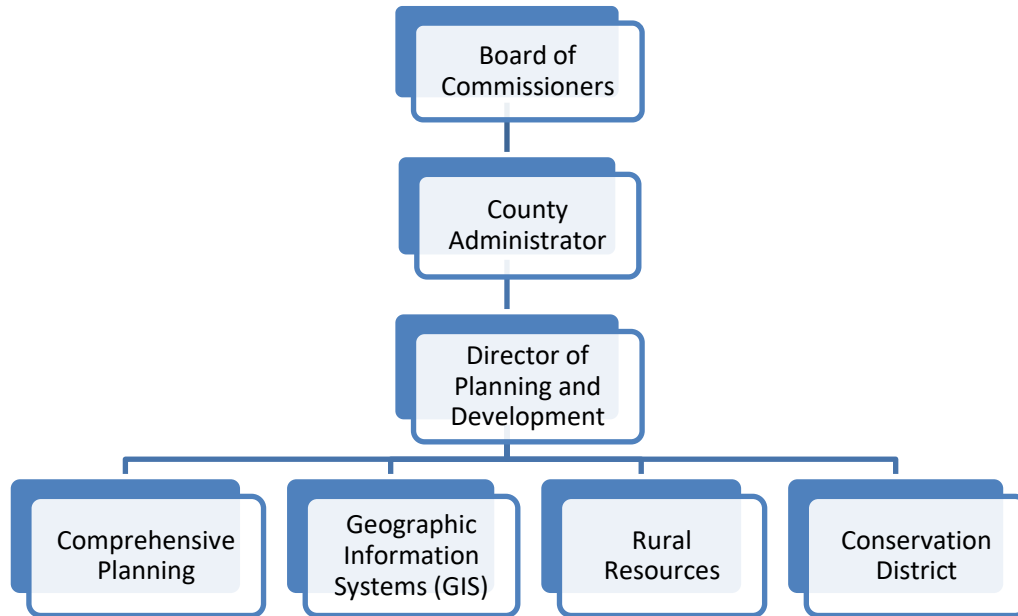
2024 ADAMS COUNTY BUDGET

Information Technology Services (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
State Funding	10,000	-	-	-
Web Hosting Fee	1,380	1,400	4,400	1,340
Charges for Services	1,760	40	10	-
Miscellaneous	-	-	-	-
<i>TOTAL REVENUES</i>	\$13,140	\$1,440	\$4,410	\$1,340
<i>Expenses:</i>				
Professional Services	17,630	63,649	18,200	137,000
Legal Fees	-	-	-	-
Advertising	-	990	500	300
Contracted Services	477,723	493,464	573,931	358,963
SBITA	-	-	-	240,500
Training	1,201	2,696	3,600	2,500
Conferences	(49)	260	1,240	350
Travel - Mileage	567	1,230	1,700	1,700
Travel - Meals	-	32	300	100
Travel - Other	-	13	50	50
Travel – Lodging	-	293	450	300
Building Repair Maintenance	-	422	-	8,000
Equipment Repair Maintenance	258	11,789	1,000	500
Telephone	26,053	1,766	1,614	1,614
Cell Phone	6,685	7,458	7,300	6,400
Electric	4,130	3,378	3,292	3,400
Fuel Oil/Natural Gas	1,509	1,746	1,760	1,760
Water/Sewer	323	366	364	364
Disposal of Waste	377	826	334	334
Internet	39,236	4,977	519	1,483
Supplies	1,015	13,080	9,660	4,786
Publications Subscriptions	-	-	-	-
Postage/Shipping	19	-	50	50
Gasoline for County Vehicle	-	-	-	-
Minor Equipment	1,755	16,251	13,000	14,950
<i>TOTAL OPERATING EXPENSES</i>	\$578,432	\$624,686	\$638,864	\$785,404
Salaries	814,587	832,631	900,775	782,456
FICA ER	60,988	62,433	68,910	59,858
Allocated Benefits	237,586	235,449	260,421	212,024
<i>TOTAL OPERATING BUDGET</i>	\$1,691,593	\$1,755,199	\$1,868,970	\$1,839,742

PLANNING AND DEVELOPMENT



Mission Statement

The Adams County Office of Planning and Development (ACOPD) comprehensively guides planning policy for the County to promote economic development, strengthen communities, and protect resources. We strive to enhance the quality of life for the residents while conserving the uniqueness of Adams County. Planning initiatives focus on advocacy for the community regarding desired development and resource conservation in Adams County. ACOPD emphasizes long-range economic visioning, land use, transportation and resource protection policies intended to guide short-term implementation activities to foster the best possible community development and conservation decisions resulting in long term quality of life benefits.

ACOPD is comprised of four divisions including Comprehensive Planning, GIS, Rural Resources, and the Conservation District. The department incorporates various disciplines that support a comprehensive list of programs and services to benefit the residents of Adams County.

Objectives:

The objective of the Adams County Office of Planning and Development (ACOPD) is to support the practice of sound planning to balance the conservation of valuable resources with the economic development needs of the community. ACOPD endeavors to provide leadership, support and resources and assist community representatives in making informed decisions regarding planning, economic development, and conservation visioning for the County. Through outreach and education efforts, ACOPD assists in responding to the defined needs of the County and its local communities and provides information and recommendations to citizens, decision makers and other County departments cooperatively so a long-term sustainable vision can be achieved.

ACOPD provides professional planning services to local municipalities, community and state partners, and the County. ACOPD is involved in projects and plans that enhance the physical and social character

2024 ADAMS COUNTY BUDGET

Planning & Development (continued)

of our communities, achieved through traditional planning along with the incorporation of innovative concepts and solutions, integrated with striking visual representations.

ACOPD offers a variety of tools and resources to assist local municipalities and the County to envision their future through land use, transportation, economic development, and resource protection policies and implementation.

ACOPD through its four divisions works to provide the finest and most distinct service to our communities.

The active projects currently being conducted by ACOPD can be found on the following website for review at <http://www.adamscounty.us/Dept/Planning/Pages/default.aspx>.

Budget Narrative

ACOPD has seen a transition back to more normal office practices in 2023 enabling us to increase collaboration efforts on projects that greatly enhance our workflow and performance. We continue to employ technology and remote work practices to remain efficient and effective. As a result, we are seeking necessary upgrades to technology to provide for virtual meeting opportunities that will continue to be necessary for programs administered by all divisions of the Planning Department including the Conservation District.

The 2022 Annual Report for the Department including the Conservation District can be found at <https://experience.arcgis.com/experience/1f9d85f3e3b642d995b622d57e1945b7/>. The annual report for 2023 will be available online after the 1st quarter of 2024.

Highlights of the work of the ACOPD that are supported by this budget request include:

- Increases in subdivision and land development activity throughout the county – ACOPD conducted more than 190 reviews last year,
- The provision of technical assistance and revisions to local ordinances pertaining to growth in community solar development – ACOPD provided direct planning assistance to 7 of Adams County’s 34 municipalities,
- The Long-Range Transportation Plan completed and adopted last year and the development of the next Transportation Improvement Program beginning in 2023 and continuing in 2024.
- The Agricultural Land Preservation Program preserved 24,650 acres on 194 farms to date with 827 acres on 8 farms preserved in 2023 alone.
- The Parks, Recreation and Green Space Grant Program leveraged \$260,000 to bring in over \$1M in federal funding to preserve 660 acres of farmland through the open space element of the PRGS program in 2023. Additionally, four park projects previously funded using Marcellus Shale funding were completed in 2022 and a new round of funding for this element of the program opened in June of 2023. We look forward to funding additional recreation and open space projects in 2024 and have requested funds in addition to the Marcellus Shale Legacy funds we receive from the state to support this program.

2024 ADAMS COUNTY BUDGET

Planning & Development (continued)

- Regional planning efforts including work with the South Mountain Partnership are ongoing and there are plans to conduct and update to the Natural Areas Inventory working cooperatively with Franklin, Cumberland, and York Counties to complete this project.
- CDBG grant administration including work with Gettysburg and Littlestown Entitlement Communities on their behalf with DCED.
- ACOPD continues to provide support and resources for projects with the Adams Economic Alliance, and
- Special projects with the Commissioner's Office and other county offices as needed, including the Broadband Connectivity Initiative and special funding programs like FAIR and ARRF among others.

Support documentation for the 2024 budget was included with this submission. Questions can be addressed to Sherri Clayton-Williams, Director of the Adams County Office of Planning and Development.

Departmental Goals

- Maintain and implement the Adams County Comprehensive Plan while providing technical assistance to municipal partners to facilitate coordinated countywide planning.
- Contribute to the successful implementation of economic development priority areas.
- Achieve timeliness status for the CDBG program.
- Improve the economic prosperity of the community.
- Support residents, businesses, builders, and developers in their effort to deliver new development in the community in accordance with development standards and regulations.

2024 ADAMS COUNTY BUDGET

Planning & Development (continued)

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	16	16	16	16

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Federal Funding	245,772	315,119	476,000	130,000
State Funding	48,541	26,655	176,000	143,500
Charges for Services	10,535	11,830	15,000	12,000
Copy Revenue	59	223	200	200
Admin Fees	50,552	29,907	50,000	50,000
Application Fees	45,503	68,183	55,000	50,000
Permits-Zoning	7,510	5,085	5,000	6,000
<i>TOTAL REVENUES</i>	\$408,472	\$457,002	\$777,200	391,700

2024 ADAMS COUNTY BUDGET

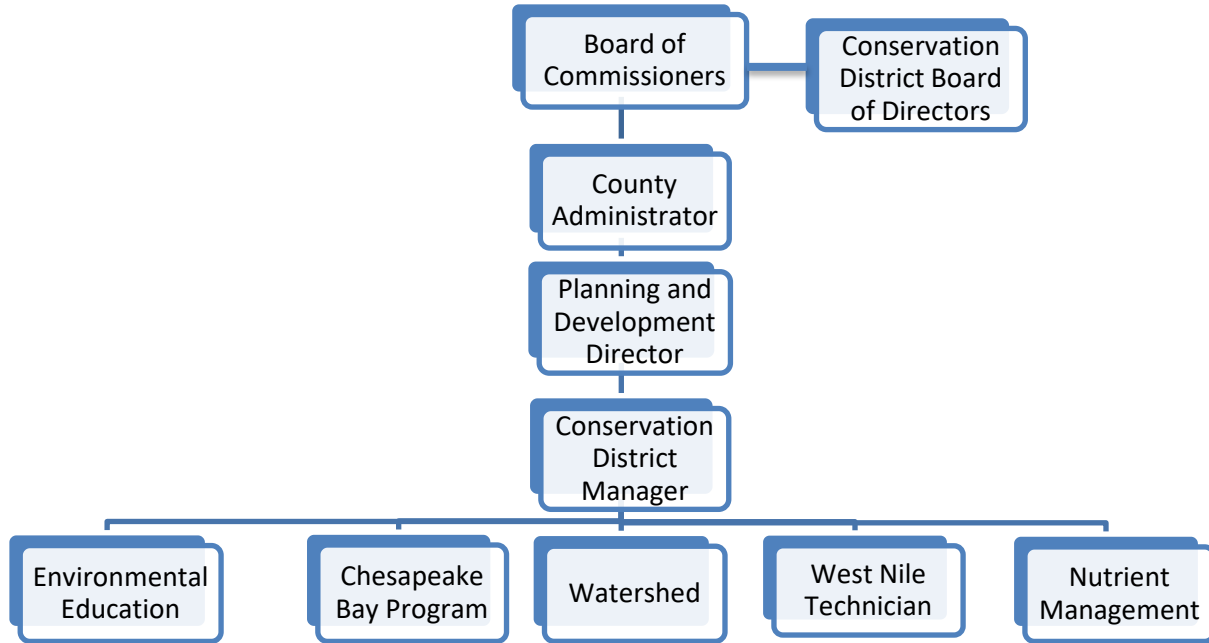
Planning & Development (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Expenses:</i>				
Professional Services	46,272	41,552	144,500	111,500
Legal Fees	-	1,175	200	2,000
Advertising	4,602	7,856	6,500	6,500
Dues/Memberships	2,612	3,009	5,295	5,795
Contracted Services	68,208	68,488	72,528	75,091
Training	361	317	4,650	4,900
Conferences	234	1,691	5,700	5,700
Travel - Mileage	1,589	1,801	1,500	3,000
Travel - Meals	-	98	350	350
Travel - Other	-	45	100	100
Travel – Lodging	-	1,083	2,000	2,000
Vehicle Repair/Maintenance	558	534	-	-
Equipment Repair Maintenance	57	-	250	250
Rental of land and buildings	60,323	60,323	60,323	65,070
Telephone	335	2,408	2,164	2,500
Cell Phone	-	2,251	2,880	3,000
Internet	2,140	2,632	1,091	3,600
County Hosted Activities	-	-	-	-
Human Services	136,521	200,166	346,000	-
Public Services	5,625	-	4,000	4,000
Supplies	3,492	4,802	6,330	4,560
Publications Subscriptions	439	404	500	500
Postage/Shipping	804	1,237	1,200	1,200
Gasoline for County Vehicles	389	620	600	600
Minor Equipment	2,187	7,874	11,730	7,799
Reimbursements	-	-	-	-
<i>TOTAL OPERATING EXPENSES</i>	\$336,748	\$410,366	\$680,391	\$310,015
Salaries	914,139	874,403	967,105	997,298
FICA ER	67,626	64,494	73,984	76,294
Allocated Benefits	352,594	373,998	398,109	385,343
<i>TOTAL OPERATING BUDGET</i>	\$1,671,107	\$1,723,261	\$2,119,589	\$1,768,950

2024 ADAMS COUNTY BUDGET

CONSERVATION DISTRICT



Mission Statement

See Planning and Development

Budget Narrative

See Planning and Development

Departmental Goals

See Planning and Development

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	13	13	13	12

2024 ADAMS COUNTY BUDGET

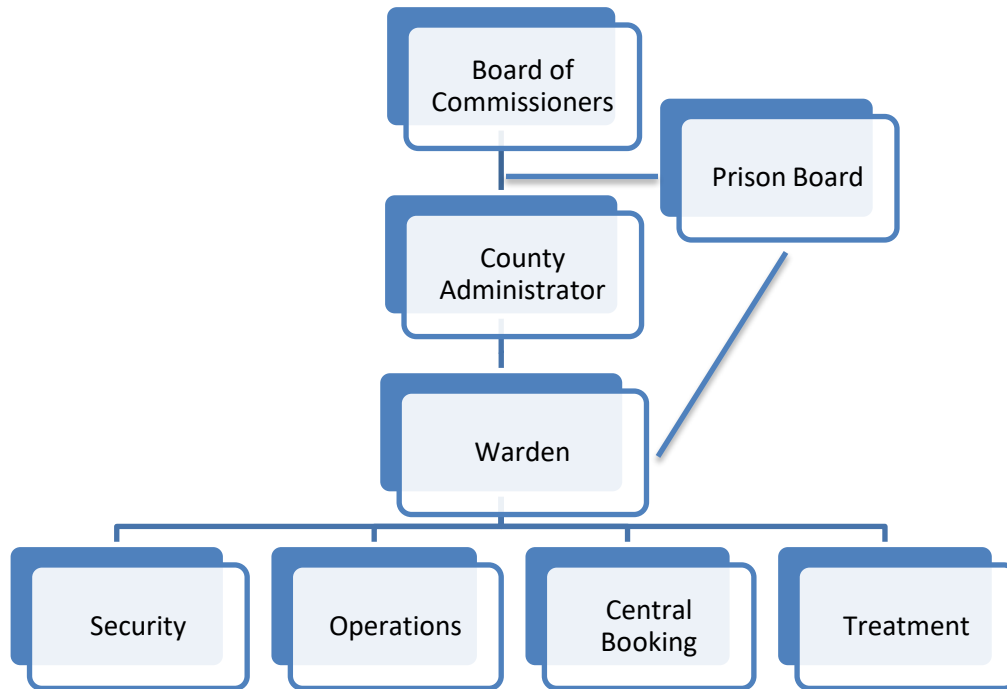
Conservation District (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
State Funding	430,886	464,799	487,000	549,000
Salary Reimbursement	115,000	120,000	120,000	144,500
<i>TOTAL REVENUES</i>	<i>\$545,886</i>	<i>\$584,799</i>	<i>\$607,000</i>	<i>\$693,500</i>
<i>Expenses:</i>				
Professional Services	5,000	5,000	5,760	5,000
Technical Services	-	1,029		
Advertising	113	108	115	115
Dues/Memberships	2,835	2,965	3,390	3,390
Contracted Services	4,314	6,315	6,086	5,643
Training	75	-	625	50
Conferences	-	190	750	750
Travel - Meals	17	20	100	100
Travel – Other	-	26	50	50
Travel - Lodging	-	265	350	350
Building Repair/Maintenance	-	-	-	-
Vehicle Repair/Maintenance	1,302	2,219	2,400	2,400
Equipment Repair Maintenance	-	-	-	-
Rental of land and buildings	36,972	36,972	37,760	40,592
Telephone	32	1,791	1,651	1,651
Internet	887	1,881	974	974
Insurance	-	-	-	-
Supplies	350	266	520	520
Postage/Shipping	400	399	400	400
Gasoline for County Vehicles	3,604	4,594	5,000	5,000
Automobiles	-	-	-	-
<i>TOTAL OPERATING EXPENSES</i>	<i>\$55,901</i>	<i>\$64,040</i>	<i>\$65,931</i>	<i>\$66,985</i>
Salaries	551,023	564,651	610,922	686,611
FICA ER	40,354	41,607	46,736	52,525
Allocated Benefits	302,282	315,710	297,688	281,615
<i>TOTAL OPERATING BUDGET</i>	<i>\$949,560</i>	<i>\$986,008</i>	<i>\$1,021,277</i>	<i>\$1,087,736</i>

*The Conservation District is a component unit of Adams County and therefore adheres to two separate boards. The above budget represents the County's portion of the component unit.

PRISON (Adult Correctional Complex)



Mission Statement

The mission of the Adams County Adult Correctional Complex (ACACC) is to protect and serve the residents of Adams County and the public by providing progressive and comprehensive correctional and rehabilitative services. These functions are achieved through well managed and effective correctional programming, including: the use of pre-trial supervision; secure incarceration; community re-entry programs, and highly accountable security methods.

Vision Statement

We will strive to empower our workforce at every level to achieve excellence in correctional practices. Integrity, communication, accountability, efficiency, and leadership are keys to our success.

Budget Narrative

The 2023 average daily population (ADP) year to date is 208.44 inmates which is an increase from the (ADP) of 2022 which was 198.66 mainly because of the routine to pre-COVID-19 processes across the criminal justice field. The slight increase in population still allows the ACACC to operate with a significant decrease in population since 2020. This allows us to continue reducing the overall cost to operate the correctional facility per inmate; however, the costs associated with routine purchases, such as personal protective equipment and cleaning supplies did increase as supply and demand issues have remained. Through these challenging and unprecedented times, the facility balanced fiscal responsibility with its mission to provide a safe and secure correctional facility.

2024 ADAMS COUNTY BUDGET

Prison (continued)

In addition to the expense pertaining to the inmate population we continue to see a rise in cost from the aging facility and maintaining adequate standards involving the building, equipment, services, and repairs that continually grow. These costs have continued to rise in the current economy.

We are continuing to focus moving into 2024 with the preventative maintenance direction relating to equipment repairs and replacement. There is impact visually, as well as monetarily, due to a facility that celebrated its 20th operational anniversary in 2023. Upgrades to several of the facility's major maintenance areas, such as the hot water heaters, boilers and HVAC system began in 2020 and were completed in early 2021. These upgrades are expected to provide energy savings, as well as reduce routine maintenance costs associated with the aging equipment that is being replaced. In late 2023 and early 2024, we expect to replace two roof top units that provide heating and cooling to the facility. Since the costly aspect of maintaining a 24/7 operation does not decrease, we continue to strive at establishing and maintaining a solid preventative maintenance schedule. The maintenance upkeep of a large correctional complex is so important to provide the safety and security of the prison at its peak, which is where strict following of a detailed preventative maintenance schedule is a must.

In 2024 we continue to work through the regular occurrences of inmate hospital stays and emergency medical transports. We have experienced a slight increase in our total number of transports year to date compared to 2022, to include a decrease in the number of emergency transports, but an increase in transports for the United States Marshall Service. These factors can cause a rise in our overtime as there are necessary local and emergency transports that cannot be planned for.

Our Facility continues with intensive Drug and Alcohol Outpatient Treatment to provide a needed service to these inmates which in return will reflect a decrease over the long term with drug and alcohol related recidivism that has always been a factor in our facility. In 2019, several grants were obtained by the County of Adams for use at the ACACC to further expand our Drug and Alcohol treatment services, specifically by initiating medication assisted treatment programming. We have received no-cost extensions for those grants and continue to utilize the funds to expand our Drug and Alcohol treatment services. We also received a new grant that went into effect October 1, 2022, for a pilot project that will replace the previous programming in the Re-Entry building. The goals of this program include reducing recidivism, although the fiscal benefits and impact of the program will not be immediately evident. Once the program has been operational for a few years, participation and other relevant data will be used to provide evidence of its efficacy.

When comparing 2022 USMS revenue with 2023, we are continuing to see steady increases this year providing consistency much like we saw in 2019, pre-COVID. Continuing this course, we expect to exceed our budgeted amount in revenue by year end. We continue to provide the ability for the facility to work with additional outside agencies and to accommodate housing inmates which temporarily benefits the prison revenue. In May 2023, the ACACC took over responsibility for the administration of the work release program. This will have a direct, positive impact on our annual revenue that we expect to continue to trend upwards for several years as we build and improve upon that program.

2024 ADAMS COUNTY BUDGET

Prison (continued)

The staff of the Adams County Adult Correctional Complex will continue to operate effectively and efficiently within the parameters of the allowable budget as we have shown consistently through the years. We will continue to run a model correctional facility that will have a positive impact on the inmate population and reduce recidivism. We are dedicated to the professional, humane, and fiscally responsible operation of a correctional facility that will reflect positively on the residents of Adams County, the Adams County Prison Board, and the Commonwealth of Pennsylvania.

The graph below illustrates the average daily population for the Adams County Prison. The maximum number of beds at the main building is 285 and 164 at the Re-Entry facility. It is classified as a medium custody jail which means that the offenders either have short state sentences (usually less than one year), waiting to post financial requirements for release, or are probation violators awaiting trial, sentencing, or other court appearances.

Departmental Goals

- Ensure the fiscal management of the prison is administered efficiently and responsibly.
- Provide food service that is nutritionally adequate, prepared and served in a sanitary manner, and is a reasonable cost.
- Prevent escapes through the use of suitable physical, mechanical, and procedural safeguards.
- Maintain an orderly environment with clear expectations of behavior and systems of accountability.
- Provide quality inmate health care that satisfies statutory requirements at a reasonable cost.
- Provide service to County law enforcement agencies by making positive identification of criminal defendants and collecting related information.
- Provide service to County law enforcement agencies by processing and collecting evidence on DUI offenders.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	133	135	113	137

2024 ADAMS COUNTY BUDGET

Prison (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Federal Funding	12,844	3,200	81,712	42,574
State Funding	46,440	5,634	211,105	302,162
Charges for Services	6,697	3,349	3,250	3,300
Copy Revenue	473	245	200	200
Admin Fees	1,416	1,796	1,500	1,500
Medical Copay Revenue	4,868	4,291	6,000	4,000
Weekender/Out of County Fees	1,211,955	1,147,840	1,250,000	1,400,000
Guard & Transport Fees	40,950	55,242	55,000	50,000
Work Release Inmate Fees	199	16,568	100,000	240,000
Commissions Earned	6	-	-	-
Vending Commissions	1,983	7,954	2,000	2,000
Salary Reimbursement	-	-	-	-
Restitution	1,185	1,440	1,250	1,250
Other Grants	-	5,000	-	-
Education Sub Abuse – Act 198	31,882	30,553	35,000	35,000
Interest Income	336	101	-	200
Miscellaneous	7,276	37,051	10,500	10,000
<i>TOTAL REVENUES</i>	\$1,368,510	\$1,320,264	\$1,757,517	\$2,092,186

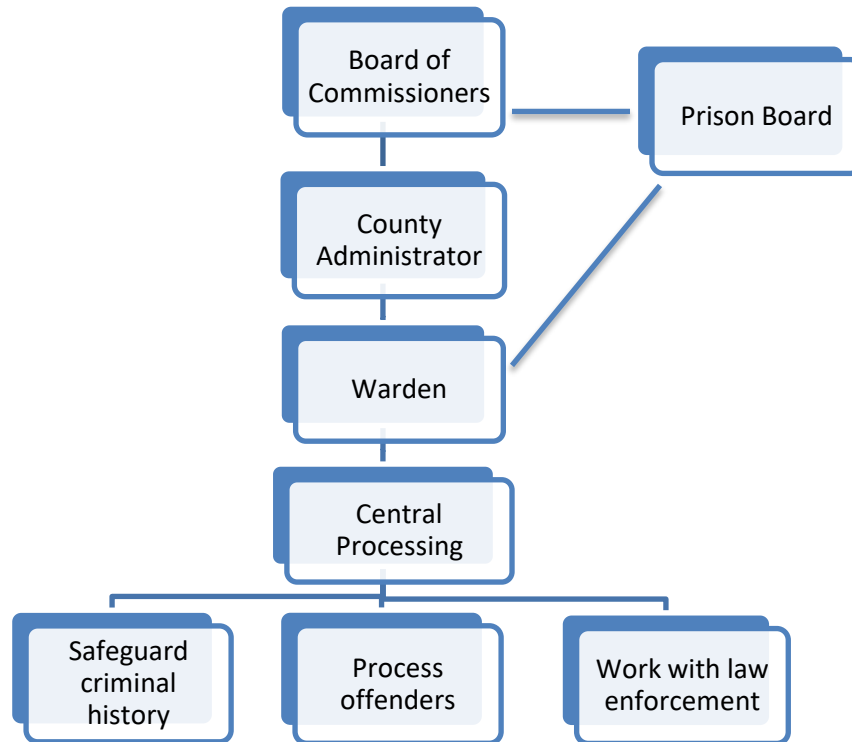
2024 ADAMS COUNTY BUDGET

Prison (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<u>Expenses:</u>				
Professional Services	2,110,777	2,449,371	2,449,970	2,460,370
Technical Services	-	330	-	-
Legal Fees	43,078	4,977	10,000	10,000
Advertising	2,230	1,363	2,500	2,500
Dues/Memberships	1,075	1,794	1,655	2,905
Application Filing Fee	400	-	400	400
Contracted Services	98,043	149,179	150,317	173,633
Training	5,538	3,570	5,558	6,176
Conferences	1,700	3,450	3,500	4,250
Travel - Mileage	309	368	1,000	1,000
Travel - Meals	-	-	100	100
Travel - Other	-	42	100	100
Travel – Lodging	-	-	1,250	1,000
Property Repair/Maintenance	5,496	1,798	5,500	2,500
Building Repair/Maintenance	38,870	58,675	68,185	55,000
Vehicle Repair/Maintenance	4,518	8,999	5,000	5,000
Equipment Repair Maintenance	37,128	26,913	25,000	77,500
Telephone	10,998	9,531	7,151	10,065
Cell Phone	1,839	1,308	2,000	2,000
Electric	96,141	108,567	115,000	110,000
Fuel Oil/Natural Gas	59,420	86,979	60,000	64,000
Water/Sewer	65,189	68,100	64,000	68,100
Disposal of Waste	20,064	20,034	21,000	21,000
Internet	2,401	11,805	12,437	13,186
Supplies	74,719	100,014	206,495	179,981
Publications Subscriptions	4,120	4,367	4,758	4,758
Employee Recognition	-	2,381	2,500	3,000
Postage/Shipping	3,762	1,863	2,000	2,000
Gasoline for County Vehicles	3,462	5,346	5,000	6,000
Uniforms/Accessories	563	385	540	6,411
Minor Equipment	54,936	31,500	99,907	105,978
Union Compliance	119,508	129,418	145,000	145,000
Computer Systems and Equipment	-	-	-	-
TOTAL OPERATING EXPENSES	\$2,866,771	\$3,292,427	\$3,477,823	\$3,543,913
Salaries	5,794,814	6,379,506	6,810,430	8,287,954
FICA ER	436,767	478,896	520,996	634,028
Allocated Benefits	2,311,942	2,177,102	2,375,456	2,662,726
TOTAL OPERATING BUDGET	\$11,410,294	\$12,327,931	\$13,184,705	\$15,128,621

CENTRAL PROCESSING



Mission Statement

The mission of the Adams County Central Processing Unit is to provide local law enforcement with standard protocol in which to process individuals accused of criminal offenses. This shall be attained by coordinating the means and methods of obtaining, processing and disseminating offender identification and criminal history information.

Vision Statement

The vision of the Adams County Central Processing Unit is to insure that criminal history information is properly safeguarded and to maximize local law enforcement's ability to coordinate their efforts in solving crime. We will also minimize the amount of time required to process offenders thereby allowing law enforcement officers the opportunity to maximize the services provided to their communities.

Budget Narrative

During the 2023 year we have continued with the new and progressive operational guidelines and processes through continuous discussions with all members of the criminal justice community. This has continued to allow law enforcement the ability to reduce time processing prisoners, increase the safety and security of the booking center while remaining cost effective. We have more Correctional Officers trained and certified in the operation of the booking center which continues to reduce overtime expenses.

During the 2024 budget year we will plan to intelligently implement new and improved changes and processes and will continuously monitor the operation of the booking center to ensure the smooth implementation of the changes.

2024 ADAMS COUNTY BUDGET

Central Processing (continued)

Departmental Goals

- Provide service to County law enforcement agencies by making positive identification of criminal defendants and collecting related information.
- Provide service to County law enforcement agencies by processing and collecting evidence on DUI offenders.

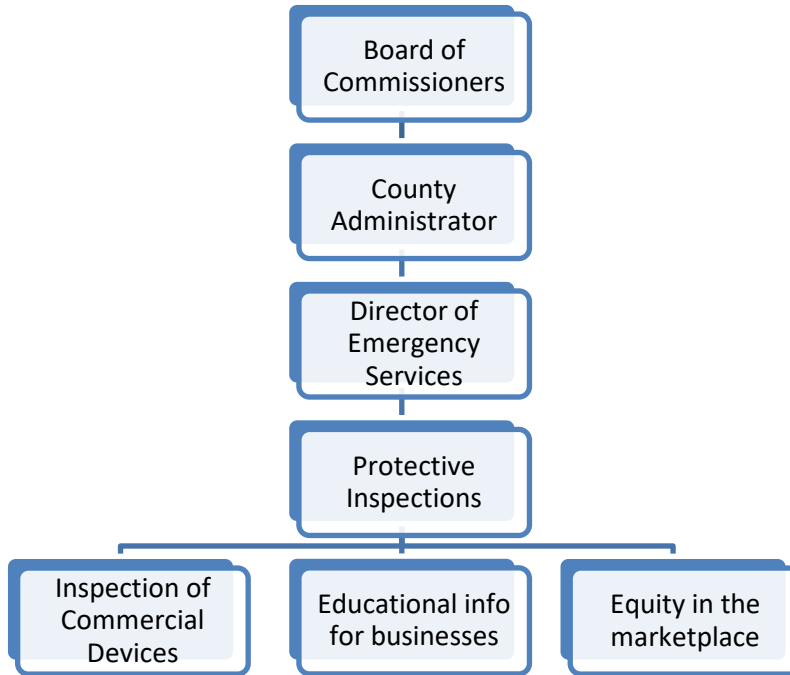
Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	8	10	9	10

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Federal Funding	81,248	-	-	-
Charges for Services	414,898	420,770	440,000	440,000
<i>TOTAL REVENUES</i>	\$496,146	\$420,770	\$440,000	\$440,000
<i>Expenses:</i>				
Contracted Services	7,470	7,336	8,469	8,441
Supplies	2,457	4,741	5,541	5,758
Postage/Shipping	631	660	1,000	750
Minor Equipment	-	-	-	-
Union Compliance	54	-	1,000	3,500
<i>TOTAL OPERATING EXPENSES</i>	\$10,612	\$12,737	\$16,010	\$18,449
Salary Expense	668,457	680,537	632,215	740,346
FICA ER	50,289	50,635	48,364	56,636
Allocated Benefits	253,725	258,516	262,822	256,109
<i>TOTAL OPERATING BUDGET</i>	\$983,083	\$1,002,425	\$959,411	\$1,071,540

PROTECTIVE INSPECTIONS



Mission Statement

The Adams County Department of Protective Inspections strives to protect the public in commercial weighing and measuring practices, to achieve fair competition among businesses, and to facilitate trade between the states. This is accomplished by:

1. Inspecting and testing at facilities which sell by weight, measure and/or count.
2. Assuring that the devices used, and the method of sale followed are correct, accurate and legal.
3. Eliminating from use the devices which are incorrect and/or inaccurate and those methods of sale which are not legal.
4. Responding to consumer complaints.

The Department of Protective Inspections also works in the following fields.

1. Enforcement of the Solid Waste Laws
2. Posting and personal service of tax claims presented by the Tax Claim Department.
3. Defensive Driver Training of County Employees (certified instructor)
4. Assist With operation within the Department of Emergency Services.

2024 ADAMS COUNTY BUDGET

Protective Inspection (continued)

Budget Narrative

The 2024 budget includes the statement of projected expenses and income for the following programs: Weights and Measures, Solid Waste Code Enforcement and Tax Claim. The anticipated revenue for weights and measures comes from a fee for service calculated to be approximately \$8,000.00. Additional revenue for personal service of tax claims is provided by the Tax Service Department.

Some elements of the operating expenses are fixed costs from year to year and are anticipated to remain the same. However, adjustments have been made to reflect potential changes to consumer prices such as gasoline, supplies, and conference costs. The testing equipment used for inspections is in excellent condition, but annual maintenance of cleaning and repainting will need to continue as well as regular service for the vehicle. There are no capital requests this year. Overall, this proposed budget has stayed within the parameters set by the Finance Department for 2024.

Departmental Goals

- Register and inspect, approve, or reject County weighing and measuring commercial devices by the end of 2022.
- Inform public regarding quick response to inquiries and selling/purchasing related information.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	1	1	1	1

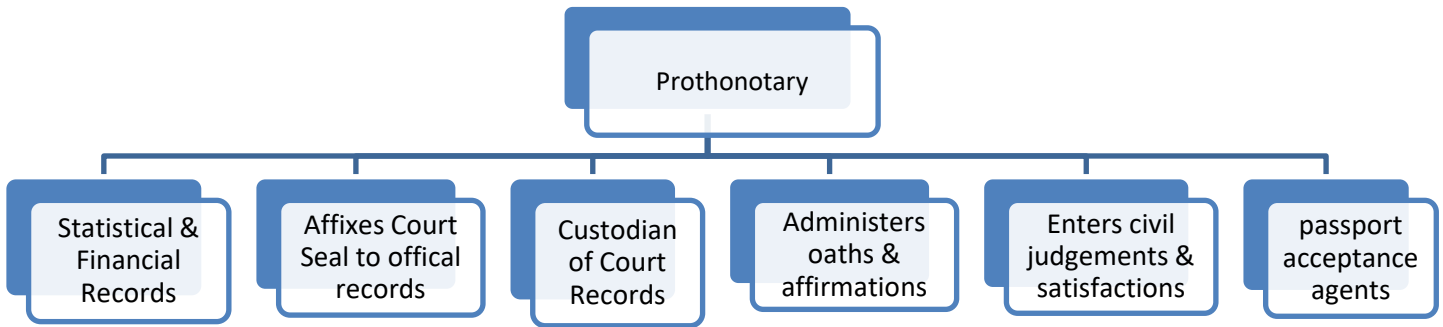
2024 ADAMS COUNTY BUDGET

Protective Inspection (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Charges for Services	4,250	9,355	8,500	9,000
<i>TOTAL REVENUES</i>	\$4,250	\$9,355	\$8,500	\$9,000
<i>Expenses:</i>				
Dues/Memberships	-	-	25	25
Contracted Services	-	100	103	103
Conferences	-	-	150	150
Travel - Lodging	-	-	309	300
Vehicle Repair/Maintenance	92	399	1,000	1,000
Equipment Repair Maintenance	-	-	-	-
Cell Phone	301	300	310	310
Internet	-	23	25	25
Supplies	273	284	275	300
Postage/Shipping	11	30	52	52
Gasoline for County Vehicles	1,308	2,563	2,000	2,600
<i>TOTAL OPERATING EXPENSES</i>	\$1,985	\$3,699	\$4,249	\$4,865
Salary Expense, Full Time	58,292	63,099	69,100	70,304
FICA ER	4,405	4,770	5,286	5,378
Allocated Benefits	26,686	28,536	30,139	29,141
<i>TOTAL OPERATING BUDGET</i>	\$91,368	\$100,104	\$108,774	\$109,688

PROTHONOTARY



Mission Statement

The Prothonotary office was created by the State Constitution to serve as the civil clerk of the Court of Common Pleas. Maintenance of public records is crucial to the protection of the rights of every citizen. This has long been one of the most important functions of county government. Our goal is to provide courteous and professional service.

Budget Narrative

The Department strives to continue to work closely with the Court and Court personnel to timely and efficiently process documents as well as to increase office efficiency through greater use of computer technology.

We continue to work through the implementation process for the installation of a new case management software program. The new software will include online dockets, e-filing, updated scanning capabilities and digitizing microfiche records.

Goals for 2024

- Continued implementation of new civil case management software program in 2022 and additional modules including integration with the Sheriff’s Department, online dockets, and e-filing in 2024.
- Advance document management systems to improve efficiencies and services and lowering the cost of operations. This includes implementation of PDF/A document file format for permanent record retention of data.
- Cross training to ensure the timely processing of documents.
- Maintain required certifications and accreditations.
- Maintain tight financial controls.

2024 ADAMS COUNTY BUDGET

Prothonotary (continued)

Departmental Goals

- Accept, docket, scan and process all filings for civil cases in a timely fashion.
- Collect filing fees in accordance with published fee schedule and state-mandated fees.
- Processing of Protection from Abuse Orders by the close of business on the day filed.
- Make records deemed accessible by the Courts available to the public.
- Certify and distribute Court Orders and Opinions to attorneys and parties involved in subject case.
- Timely and accurately report all funds collected and disbursed on monthly basis to County and State.
- Time and accurately remit all statistical reports on monthly basis to AOPC and Court Administration.
- Follow all United States Department of State guidelines for the processing of US passports and passport photos.
- Timely complete all audits and re-certifications.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	8	7	7	7

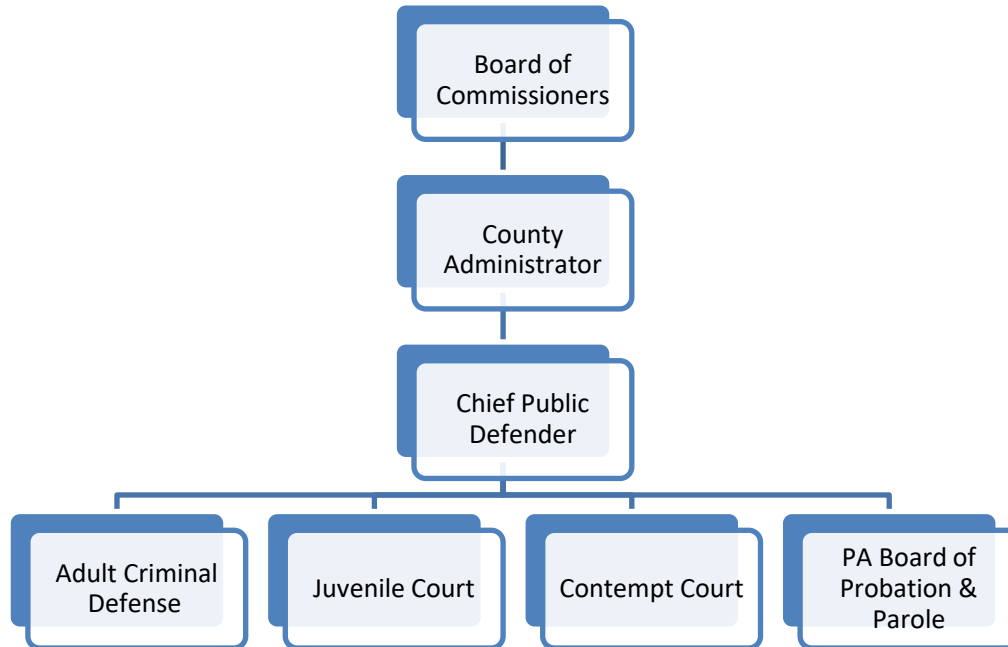
2024 ADAMS COUNTY BUDGET

Prothonotary (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Final Budget
<i>Revenues:</i>				
Charges for Services	265,141	266,194	328,500	280,000
Copy Revenue	1,647	1,298	1,000	-
Offender Supervision Fee	-	-	-	-
<i>TOTAL REVENUES</i>	\$266,788	\$267,492	\$329,500	\$280,000
<i>Expenses:</i>				
Professional Services	1,257	10,372	6,090	1,090
Legal Fees	2,000	2,000	2,000	2,000
Advertising	133	253	300	300
Dues/Memberships	625	625	625	625
Contracted Services	3,436	3,794	30,071	26,313
Conferences	375	375	425	425
Travel - Mileage	76	263	300	100
Travel - Meals	-	-	-	-
Travel - Other	-	12	120	100
Travel - Lodging	586	406	940	600
Property Repair/Maintenance	565	-	-	-
Building Repair/Maintenance	-	164	4,500	-
Equipment Repair/Maintenance	337	-	300	300
Telephone	27	841	826	826
Cell Phone	339	506	480	480
Internet	-	237	253	253
Supplies	5,062	4,036	5,000	6,000
Postage/Shipping	2,880	3,633	4,800	4,300
Minor Equipment	3,180	829	3,500	3,600
<i>TOTAL OPERATING EXPENSES</i>	\$20,878	\$28,346	\$60,530	\$47,312
Salaries	249,971	269,056	297,009	315,756
FICA ER	18,108	19,816	22,721	24,156
Allocated Benefits	147,566	138,481	137,731	135,962
<i>TOTAL OPERATING BUDGET</i>	\$436,523	\$455,699	\$517,991	\$523,186

PUBLIC DEFENDER



Mission Statement

The Adams County Public Defender’s Office is committed to providing excellent legal representation to all juveniles who commit criminal offenses and to financially qualified individuals in adult criminal cases, parole/probation and intermediate punishment revocation matters, protection from abuse contempt cases, cases involving alleged contempt of court for non-payment of child support or criminal case fines and costs, and mental health involuntary commitment hearings. Eligibility for representation is based on the income and personal assets of the individual (and in some cases, his or her household) who has applied for services. Our office uses an eligibility threshold of 150% of the federal poverty guidelines. Individuals who are incarcerated automatically qualify for public defender services.

It is the objective of this office to ensure that all individuals, regardless of financial circumstances, are afforded due process and the full protections of our state and federal Constitutions.

Budget Narrative

Duties and responsibilities of our professional staff include interviews with defendants, investigation of cases, preparation for trials and hearings, representation during hearings and trials and, in the event of conviction, representation in connection with sentencing and any appeals. In addition, our office is also appointed to represent defendants in post-conviction matters who allege constitutional violations.

The current professional staff of the Adams County Public Defender’s Office consists of a Public Defender, a First Assistant Public Defender and two assistant public defenders. This staff is supplemented by the services of two legal secretaries and a Certified Paralegal/Office Manager, who oversees day-to-day operations in conjunction with the Public Defender. We are adequately staffed for our present needs. We plan to hire a part-time criminal investigator in 2024.

2024 ADAMS COUNTY BUDGET

Public Defender (continued)

Departmental Goals

- Maintain a talented and dedicated professional staff.
- Maintain a manageable caseload for the attorneys in the office so there is sufficient time for case preparation.
- Ensure availability of supportive forensic services such as investigations, psychiatric evaluations, and expert witness retention.
- Provide quality legal representation to all eligible adult and juvenile defendants charged who lack sufficient funds to obtain their own counsel.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	8	8	8	8

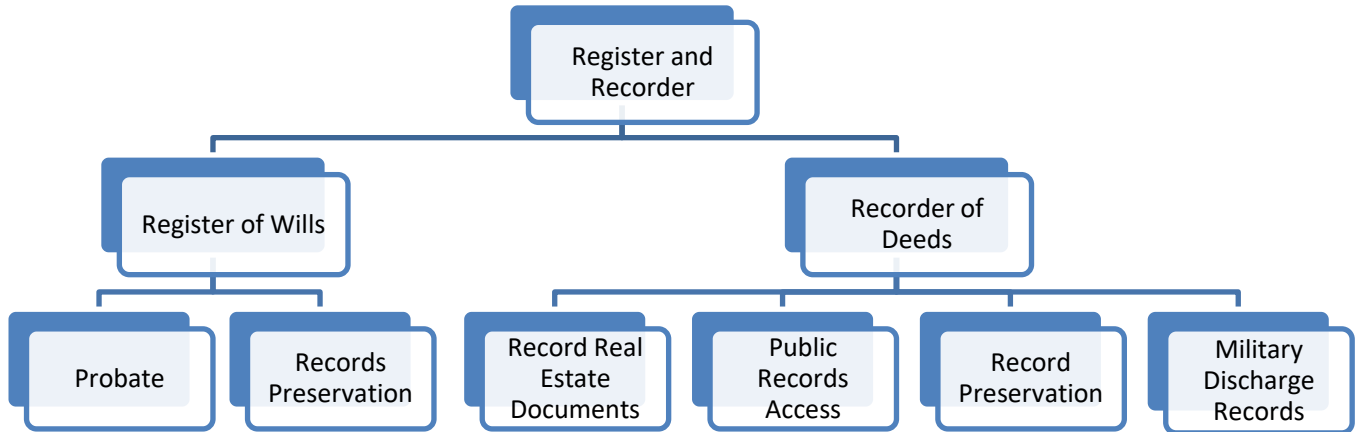
2024 ADAMS COUNTY BUDGET

Public Defender (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Final Budget
<i>Revenues:</i>				
<i>NO REVENUES</i>	-	-	-	-
<i>TOTAL REVENUES</i>	\$-	\$-	\$-	\$-
<i>Expenses:</i>				
Professional Services	22,069	26,476	25,000	25,000
Legal Fees	74,312	77,821	58,000	58,000
Advertising	153	750	300	300
Dues/Memberships	3,402	3,510	3,776	4,125
Contracted Services	5,270	6,155	7,923	11,073
Training	1,749	2,610	4,000	3,000
Conferences	-	375	-	-
Travel - Mileage	1,626	1,869	1,700	1,700
Travel - Meals	-	-	-	-
Travel - Other	-	15	-	25
Travel - Lodging	-	-	200	-
Telephone	563	1,182	919	919
Cell Phone	-	2,038	-	2,880
Television	-	-	-	-
Internet	77	124	133	133
Supplies	1,665	1,833	2,740	2,969
Publications Subscriptions	18,898	17,716	17,000	17,000
Postage/Shipping	2,464	1,927	1,800	1,800
Minor Equipment	668	1,375	5,900	4,500
<i>TOTAL OPERATING EXPENSES</i>	\$132,916	\$145,776	\$132,270	\$133,424
Salaries	422,648	419,354	441,620	461,098
FICA ER	31,171	31,045	33,784	35,336
Allocated Benefits	177,933	194,557	195,931	167,929
<i>TOTAL OPERATING BUDGET</i>	\$764,668	\$790,732	\$803,605	\$797,787

REGISTER & RECORDER



Mission Statement

The office of the Adams County Register of Wills and Recorder of Deeds consists of two separate and distinct offices and the officeholder manages both offices.

The *role of the Register of Wills* is to act in a judicial capacity for issuing Letters; which is granting legal authority to the qualified Personal Representative to best serve as Executor or Administrator of an estate. In addition, the Register accepts estate filings throughout the administration process and monitors certain aspects of the estate administration. The Register also accepts Inheritance tax payments in the capacity of an Agent for the Commonwealth of Pennsylvania.

The *role of the Recorder of Deeds* is to accept for recording those documents that pertain to land records and transactions, and to preserve and maintain those public records whereby making them available for examination and research. In addition, the Recorder of Deeds has the duty to collect State and Local municipality and school district transfer taxes, and to timely disburse those funds to the proper entities. For our Veterans, the Recorder's office will record (upon request by a Veteran) and keep confidential his/her military discharge paper (DD-214) and will (upon request) provide certified copies (to the Veteran only). For the Pennsylvania notary, the Recorder of Deeds will issue an Oath to a notary and will record the bond and commission and maintain as public record as required by law.

Budget Narrative

The objective for the Register of Wills and Recorder of Deeds official is to focus on keeping a watchful eye on the ministrations of the office to keep the office up to date with any required law changes, best practices, as well as technology that may be incorporated to enhance and improve the services that each individual office provides to our community.

The office will continue to provide excellent customer service to help customers reach the ultimate goal they are looking to achieve and will continue to preserve all records to allow users the ability to search data and associated images, whether it be by looking at actual historical books containing the desired information, or by using a reliable, user-friendly computer system. This office continues to serve our customers efficiently and with precision.

2024 ADAMS COUNTY BUDGET

Register & Recorder (continued)

Departmental Goals

- Record all documents pertaining to real estate in Adams County through traditional or eRecording methods.
- Retain earliest documents as a method of historical record keeping.
- Scan all documents as a system of record preservation.
- Make recorded documents available to the public.
- Record all final discharge paperwork for honorably discharged non-commissioned officers for the Armed Forces.
- Collect fees and taxes mandated by the County and state on recorded documents.
- Determine if the documents presented are in compliance with applicable law and rules to be admitted for probate and the proper personal representative appointed for the estate.
- Collect the fees for probate and all other filings in accordance with the published fee schedule and state-mandated fees.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	6	8	8	8

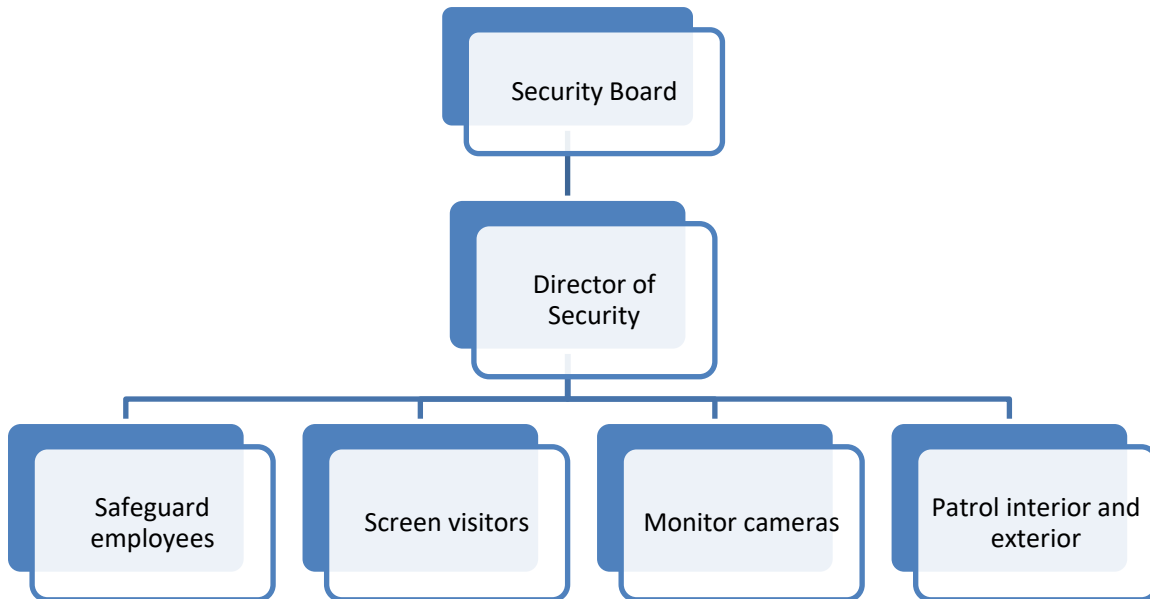
2024 ADAMS COUNTY BUDGET

Register & Recorder (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Charges for Services	938,001	872,238	900,000	900,000
<i>TOTAL REVENUES</i>	<i>\$938,001</i>	<i>\$872,238</i>	<i>\$900,000</i>	<i>\$900,000</i>
<i>Expenses:</i>				
Professional Services	-	-	100	100
Legal Fees	5,000	5,000	5,200	5,000
Dues/Memberships	1,250	1,250	1,250	1,250
Contracted Services	16,049	16,459	20,113	20,361
Training	-	-	500	250
Conferences	800	750	3,000	2,750
Travel - Mileage	413	310	550	500
Travel - Meals	-	35	60	60
Travel - Other	27	22	50	50
Travel - Lodging	1,273	1,062	4,020	3,770
Building Repair/Maintenance	13,847	309	-	-
Telephone	175	985	919	919
Cell Phone	42	169	480	480
Internet	-	280	299	299
Supplies	2,581	1,842	4,640	3,640
Postage/Shipping	957	976	1,100	1,100
Minor Equipment	5,903	-	850	-
<i>TOTAL OPERATING EXPENSES</i>	<i>\$48,317</i>	<i>\$29,449</i>	<i>\$43,131</i>	<i>\$40,529</i>
Salaries	278,883	276,322	297,358	287,412
FICA ER	20,625	20,557	22,748	22,064
Allocated Benefits	159,373	161,509	155,858	137,666
<i>TOTAL OPERATING BUDGET</i>	<i>\$507,198</i>	<i>\$487,837</i>	<i>\$519,095</i>	<i>\$487,671</i>

SECURITY



Mission Statement

Our department is responsible for the safety and security of the Adams County Courthouse, the Human Services Building (HSB), County assets, employees and visiting members of the public.

We strive to accomplish this role by diligently screening visitors, consistently monitor security cameras and alarms, conduct interior and exterior patrols, and provide a uniformed presence while monitoring conferences, hearings, or other proceedings.

Security Officers are typically the first county employees that members of the public meet when entering the facility. Officers are to project a professional image and treat all visitors with courtesy and respect.

Budget Narrative

In the last twelve (12) months, 88,849 individuals were processed through the Courthouse and Human Services Building security checkpoints. Officers detained 1,780 prohibited items, including 17 handguns belonging to individuals prohibited from carrying them onto county property. There were 91 requests for Security assistance by various county offices.

While not yet at pre-COVID numbers, visitor traffic has shown an increase, since returning to full operations.

The mere presence, of an active security checkpoint, has been proven to discourage most individuals from implementing attacks on facilities. The security measures utilized discourage individuals from concealing items at our checkpoints.

2024 ADAMS COUNTY BUDGET

Security (continued)

The HSB was renovated in 2018. HSB now includes a burglar alarm, security cameras and ID badge management monitored by on-site security. The same system was installed at the Courthouse in 2015. In 2022, we retrofitted our checkpoints, adding bullet and fire-resistant panels. We continued the phased security camera upgrades, removing some analog systems and improving the picture quality.

Introducing a portable ballistic shield to our security posture, ongoing upgrades to older security cameras, and continuing to incorporate what is known as Crime Prevention Through Environmental Design (CPTED).

The continued integration of new technology, with sound security measures, in our facilities provides a heightened secure environment for staff and visitors. Improving all measures provides a peace of mind that will allow County business to be conducted as efficiently as possible. In today's world, it is imperative that Adams County supports a proactive security platform, evaluates emerging technology, and finances necessary security enhancements as the County expands.

Departmental Goals

- Screen visitors who enter County affiliated buildings for prohibited items.
- Patrol the interior and exterior of County affiliated buildings for any suspicious activity.
- Attend and monitor interviews or meetings when necessary.
- Safeguard county employees and the public who enter the facilities.
- Monitor security cameras and alarms daily.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	11	12	12	13

2024 ADAMS COUNTY BUDGET

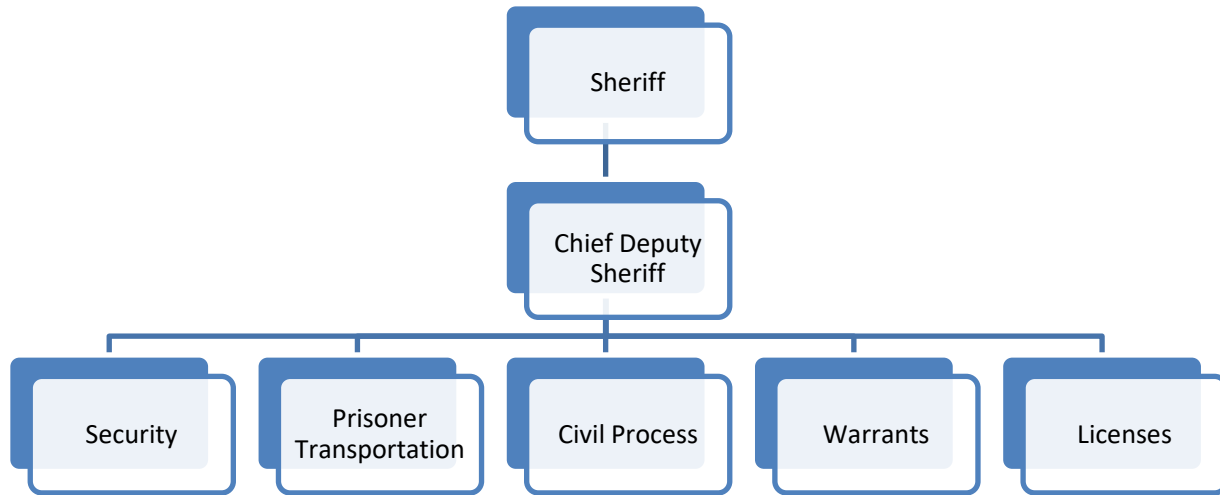
Security (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
State Funding	-	-	-	-
Charges for Services	40	10	50	50
Miscellaneous	4,477	-	-	-
<i>TOTAL REVENUES</i>	\$4,517	\$10	\$50	\$50
<i>Expenses:</i>				
Professional Services	60	1,153	945	1,100
Technical Services	-	1,029	-	-
Advertising	-	-	-	-
Dues/Memberships	165	150	195	150
Application Filing Fee	800	800	800	800
Contracted Services	16,213	10,842	21,278	22,177
Training	95	-	610	1,050
Conferences	-	-	-	-
Travel - Mileage	-	-	150	75
Travel - Meals	-	-	50	50
Travel - Other	-	-	50	50
Building Repair/Maintenance	5,935	419	900	500
Equipment Repair Maintenance	703	2,075	1,750	1,950
Telephone	11	377	396	405
Cell Phone	965	1,013	900	1,000
Electric	280	251	300	300
Fuel Oil/Natural Gas	117	129	135	135
Water/Sewer	24	28	50	50
Disposal of Waste	28	31	30	30
Internet	-	58	62	70
Supplies	2,617	4,713	4,250	4,550
Postage/Shipping	-	-	35	35
Uniforms/Accessories	4,006	2,317	3,300	7,500
Minor Equipment	2,984	10,239	8,003	6405
<i>TOTAL OPERATING EXPENSES</i>	\$35,003	\$35,624	\$44,189	\$48,382
Salaries	325,506	359,594	396,868	419,012
FICA ER	26,323	26,533	30,360	32,054
Allocated Benefits	133,297	130,879	142,339	117,405
<i>TOTAL OPERATING BUDGET</i>	\$520,129	\$552,630	\$613,756	\$616,853

2024 ADAMS COUNTY BUDGET

SHERIFF



Mission Statement

The mission of the Adams County Sheriff's Office is to provide first-class professional and courteous service to the Adams County Courts, the Citizens of Adams County, its agencies, and all law enforcement organizations with whom we partner to maintain order in our community.

We will serve with integrity and distinction, whether providing security for court proceedings, serving warrants and civil process, conducting prisoner transports, providing community service, or fulfilling other law enforcement duties required or requested under law and statute.

Budget Narrative

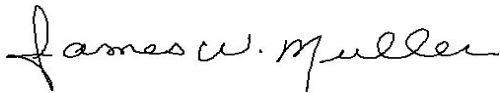
In 2023, members of the Adams County Sheriff's Office (ACSO) continued to perform their duties in accordance with the Mission Statement. The funding requests outlined in our FY-2024 Budget Request will go toward the completion of the various tasks and duties of the Sheriff's Office. The following data show projected and actual accomplishments this year and 2024 goals:

- Projected year end warrants served – 1,484
- License to Carry Permits (year to date- July 2022) 2,691 - Projected year end 4,068
- PFA's served year to date - 135
- Out of county prisoner transports and all other transports other than inmate transports from Adams County Adult Correctional Center and Returns – 125 with a year-end projection of 249.
- The Sheriff's Office so far this year has used SGI-Avalon for long distance out of state inmate transports.
- Civil / Real Estate / Personal Property / Subpoenas – year to date 603
- The Sheriff's Office continues to provide assistance and support to Federal, State, and local law enforcement agencies upon request.
-

2024 ADAMS COUNTY BUDGET

Sheriff (continued)

- The Sheriff conducted several Law Enforcement Officer Safety Act (LEOSA) firearms certifications for retired law enforcement officers.
- The ACSO is currently working with Lexipol in developing a new policy and procedure manual.
- One deputy was trained and certified as the Sheriff’s Office defensive tactics instructor.



James W. Muller
Sheriff

Departmental Goals

- Merge two vacant deputy sheriff part time positions into one full time position.
- Certify and re-certify several instructors in firearms, Taser, Stun-Tronics cuff, and Baton.
- Implement a department defensive tactics program.
- Continue to provide education and training to the public upon request.
- Set up and implement a new fingerprint system for criminal justice purposes, identification, and service to the public.
- Implement and train deputies in Project Life Saver (program for tracking and locating lost and missing special needs persons at risk).
- Contracted with “Accurint for Law Enforcement” – a comprehensive data base of public records for identification of people and other useful information.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	20	21	21	TBD

2024 ADAMS COUNTY BUDGET

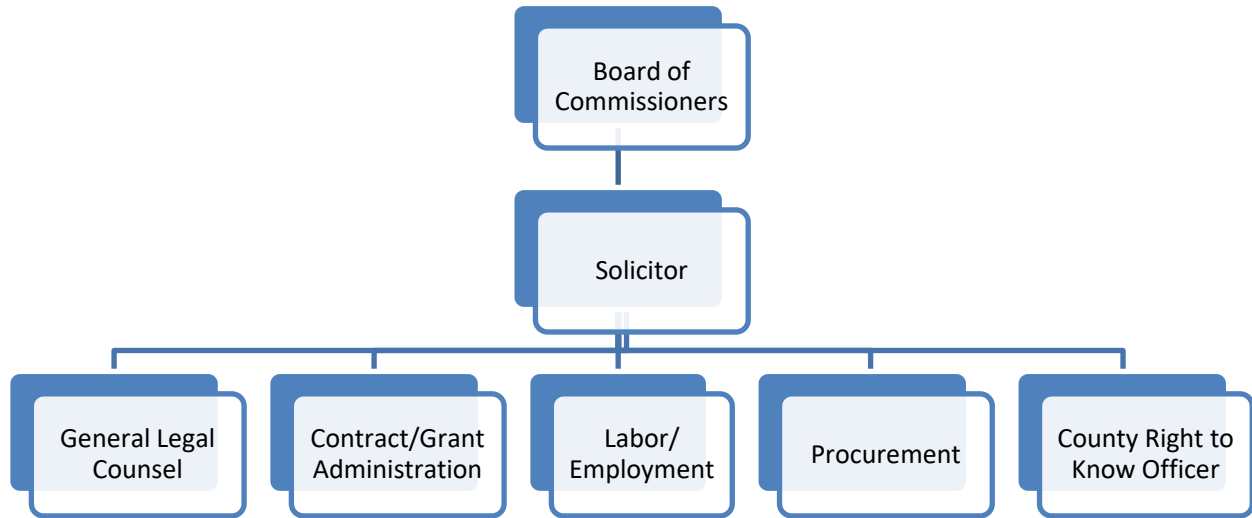
Sheriff (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Charges for Services	116,370	123,186	150,000	150,000
MDJ Warrant Revenue	2,186	1,410	2,500	2,500
DUI Checkpoint Reimbursement	-	-	-	-
License-Precious Metals	100	100	100	100
Permits-Guns	82,158	106,023	74,000	90,000
Miscellaneous	9,417	-	-	-
<i>TOTAL REVENUES</i>	\$210,231	\$230,719	\$226,600	\$242,600
<i>Expenses:</i>				
Professional Services	67,288	110,877	79,900	85,150
Legal Fees	1,146	1,408	1,000	1,500
Advertising	9,102	-	-	-
Dues/Memberships	1,403	2,054	2,055	2,100
Contracted Services	67,782	104,706	105,838	95,748
Training	713	85	2,450	2,450
Conferences	100	399	3,320	1,000
Travel - Mileage	404	401	250	500
Travel - Meals	403	743	500	700
Travel - Other	367	832	450	800
Travel - Lodging	108	317	250	250
Building Repair Maintenance	1,571	130	-	-
Vehicle Repair/Maintenance	38,066	6,257	10,000	10,000
Equipment Repair/Maintenance	-	-	-	-
Telephone	619	2,355	2,145	2,145
Cell Phone	7,951	8,281	8,500	8,000
Internet	3,185	3,380	3,533	3,533
Supplies	9,909	7,665	19,784	24,541
Publications Subscriptions	-	853	600	300
Postage/Shipping	3,737	3,567	3,700	3,700
Gasoline for County Vehicles	11,730	17,563	21,000	21,000
Uniforms/Accessories	15,011	13,214	15,000	22,750
Minor Equipment	17,914	6,091	10,580	21,247
<i>TOTAL OPERATING EXPENSES</i>	\$258,509	\$291,178	\$290,855	\$307,414
Salaries	871,191	936,004	973,935	1,024,287
FICA ER	63,321	68,272	74,505	78,358
Allocated Benefits	439,305	541,476	503,341	480,657
<i>TOTAL OPERATING BUDGET</i>	\$1,632,326	\$1,836,930	\$1,842,636	\$1,890,716

2024 ADAMS COUNTY BUDGET

SOLICITOR



Mission Statement

The Solicitor's Office consists of the Solicitor, two Assistant Solicitors and a Legal Assistant. The Solicitor's Office acts as general counsel to the County Commissioners and all County departments. The County Code delineates the statutory duties of the County Solicitor, including the commencement and prosecution of all legal actions brought by the County, and the defense of the County in all actions or lawsuits brought against the County. These offices advise the Board of Commissioners, other County Boards, and County Departments on legal and policy matters. The Solicitor's Office drafts and reviews policies, legislation, regulations, and ordinances, conducts research, and provides advice that is both reactive and proactive. All contracts are reviewed before being submitted to the Board of Commissioners for approval. The office drafts Master Service Agreements, Agreements for Professional Services, and procurement documents. The Solicitor coordinates and supervises outside Legal Counsel and Special Counsel, as needed. The office plays a significant role in the following:

- Personnel and employment matters;
- Policy and labor issues at the Adams County Adult Correctional Complex;
- Voter Registration and Election issues;
- Collective bargaining negotiations with Teamsters and AFSCME unions;
- Capital procurement projects;
- Land use planning, zoning, and agricultural preservation initiatives;
- Real estate tax assessment appeals and exemption requests;
- Right to Know Law review and responses;
- Provides close operational support and contract revision services to the Department of Children and Youth Services and to the York/Adams Joinder;
- Employee health care plan design and administration;
- County-wide data retention and digital archive and cyber-security issues; and
- Insurance coverage and risk management issues.

The Solicitor's Office strives to provide responsive, accurate, and ethical services that materially assist the County in achieving its policy and operational goals.

Vision

The vision for this office for the four (4) year period including 2022-2025 is to continue to evolve our service and accessibility model such that all departments are receiving timely and proactive legal services and advice. In addition, the department intends to continue developing policy objectives that address existing problems, provide the footprint for new initiatives, and broaden the scope of deliverable services to County residents. We intend to increase our educational outreach to all County departments and Elected Officials on legal and policy issues that touch their areas of practice. The goal is for this Office to move to a paperless environment within this (4) year time period.

Budget Narrative

In 2020-2021, the Solicitor's Office devoted significant resources to the County's response to the Covid-19 pandemic. That support included the review and implementation of federal relief statutes including the Families First Coronavirus Relief Act (FFCRA), the EFMLA and Act 17, the drafting of emergency relief for county tax payors, Emergency Responder protocols, an Emergency Shelter Agreement, and Workplace Safety Policies. The department also participated in frequent planning and response meetings with the Courts, the Warden and the Board of Elections as these operations were substantially impacted by the pandemic. The pandemic continues to impact County operations, and the Solicitor's Office continues to provide support and counsel to the impacted Departments as needed.

In 2023, the Solicitor's Office will be representing the Board of Assessment Appeals in approximately 15-20 tax exemption appeals, which include drafting legal memoranda to assist the Board in its decisions and will represent the Board in commercial and residential valuation appeals as needed. The Solicitor's Office is currently litigating 8 appeals from 2022 Board decisions in the Court of Common Pleas, a number of which have been favorably resolved. Right-To-Know Law (RTKL) requests remain constant, with approximately 200 requests per year, plus appeals. The contract review process has been streamlined. The additional Assistant Solicitor position has helped these offices work through the backlog of contract reviews and we are now able to provide a 30-day turnaround on most contract review/revision projects. The Solicitor's Office lends significant support to both Human Resources and the ACACC, including the support of collective bargaining efforts, the resolution of personnel matters, and administration of union grievances and arbitrations.

Support of the Elections and Voter Registration Office has increased substantially since the 2020 Presidential Election cycle, as election matters have become more contentious and subject to litigation by the political parties. During election season, the Solicitor's Office works daily with the Director of Elections to ensure smooth primary and general elections in light of the court challenges raised by candidates and parties, and recent amendments to the Election Code. On the litigation front, in the past year, the County was named in election-related lawsuits in various state and federal courts. The Solicitor's Office has been able to keep all election litigation in-house since the inception of that litigation in 2020, saving the County significant outside legal fees.

The Solicitor's Office moved the County's procurement process from paper to the digital Pennbid platform in 2021. This transition promotes efficiencies within the department and assists us in procuring and subsequently overseeing multiple capital projects. Approximately \$10M in capital projects will be procured out of these offices through 2023, drawing down the capital bond proceeds. Contract management services include a bi-annual revision/review of CYS contract templates. Commissioners'

2024 ADAMS COUNTY BUDGET

Solicitor (continued)

special projects, labor negotiations, tax service requirements, and Planning Office projects all receive regular Solicitor attention. We are assisting the Planning Department with administration and compliance work on the county's ARRF (American Rescue and Recovery Fund) grant program. Other Special Commissioner Projects in which the Solicitor has taken a leadership role include the county-wide Broadband Project, the Rooftop Solar Project, and the County Daycare Project.

This department lends advice, support, and contract review services to the York/Adams Joinder Board in its administration of Health Choices, MHIDD and YADAC services. The Solicitor's Office is actively litigating cases in federal and state courts, as well as managing litigation in cases where outside legal counsel or special counsel has been retained. The Solicitor has an active role in employee health care plan evaluation and administration. The role of technology and data security will continue to impact most if not all County and Solicitor projects. The additional Assistant Solicitor position has allowed the Department to partner with the IT Department to stay abreast of evolving cyber-security, data retention/destruction issues, and to better support technology-driven departments.

Departmental Goals

- Provide legal opinions in an expeditious manner, depending upon complexity and urgency of the matter
- Review all contracts and grant applications and negotiate contract revisions within twenty days from receipt
- Ensure that the interests of the County are fully protected in all transactions
- Litigation management to ensure that each phase of litigation is handled appropriately and complies with statutory and procedural time limits
- With the support of the Board of Commissioners, attend department head meetings as needed in order to offer proactive legal assistance

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	4	4	3	4

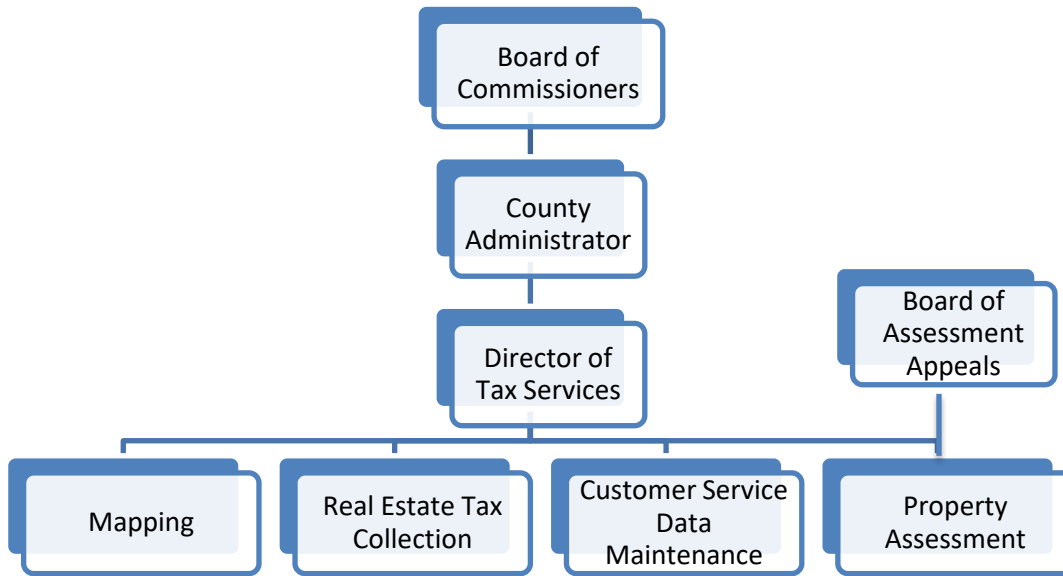
2024 ADAMS COUNTY BUDGET

Solicitor (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Open Records Fees	140	-	140	140
<i>TOTAL REVENUES</i>	\$140	\$-	\$140	\$140
<i>Expenses:</i>				
Professional Services	1,093	-	-	-
Legal Fees	4,412	1,092	20,000	10,000
Advertising	600	-	600	600
Dues/Memberships	1,155	2,024	4,300	4,300
Application Filing Fee	-	140	-	-
Contracted Services	1,908	2,567	5,108	3,036
Training	1,811	554	5,000	3,000
Conferences	660	1,255	1,700	1,700
Travel - Mileage	-	127	550	550
Travel - Meals	-	13	200	200
Travel - Other	-	50	100	100
Travel - Lodging	-	393	1,700	1,700
Building Repair/Maintenance	-	-	-	-
Telephone	99	608	551	600
Cell Phone	768	1,495	1,440	1,440
Internet	216	688	722	722
Supplies	927	1,114	2,605	3,095
Publications Subscriptions	3,811	4,329	4,280	4,500
Postage/Shipping	59	68	350	300
Minor Equipment	710	821	1,594	4,500
<i>TOTAL OPERATING EXPENSES</i>	\$18,229	\$17,338	\$50,800	\$40,343
Salaries	253,096	276,269	290,924	346,131
FICA ER	18,839	20,539	22,256	26,479
Allocated Benefits	82,784	102,425	103,944	116,711
<i>TOTAL OPERATING BUDGET</i>	\$372,948	\$416,571	\$467,924	\$529,664

TAX SERVICES



Mission Statement

The mission of the Adams County Tax Services Department is to provide fair and equitable administration of Adams County’s tax system, as mandated by the Commonwealth of Pennsylvania, by mapping and maintaining current information for all tax parcels and taxable individuals; producing and supporting real property values through systematic procedures; billing and oversight of the collection of taxes for all of the county’s taxing bodies; managing preferential assessment and exclusion programs; and for the collection of delinquent property taxes while providing the public, municipalities, school districts and other county departments with high quality and friendly customer service. These tasks are done by a well-educated and dedicated staff that includes Certified Pennsylvania Evaluators and others with specialized skills in specific areas; always remaining cognizant that good administration of the Tax Services Department and our tax system is essential for the adequate funding of local government services.

Budget Narrative

During 2023, Tax Services staff continued to provide courteous services while looking to further enhance the efficiency and services that we provide. The Tax Services webpage on the County’s website continues to provide the public with tax related information without having to travel to the courthouse. On the site, the public can obtain Tax Services information regarding assessments, the Clean and Green process, appeal process and pay delinquent taxes just to name a few. Downloadable and/or fillable documents can also be obtained. In 2024, we plan to continue to examine any new services that may help to further eliminate the general public’s need to visit the courthouse.

With the COVID-19 pandemic having forced us to examine how we operate, new efficiencies evolved in how we continue to provide services. With that, recent restructuring of some staff positions resulted in the elimination, though attrition and retirements, of some positions. We continue to rely on online services and email to serve our customers. Other remote activities such as online appeal hearings and remotely accessed meetings through Microsoft Teams have been successful and will continue. A move

to online tax sales may be on the horizon as well. COVID-19 has shown us that there may be better ways to conduct business moving forward, regardless of whether or not a pandemic exists.

Looking forward to 2024, it appears that the residential and commercial real estate development continues on a positive track. While the County may see some increased development in the short term, we will look to review certain areas, such as exempt properties and Clean and Green enrollments, to ensure that all properties are properly taxed. We will also continue to use new technology to assist in identifying parcels, whose owners may have not complied with mandated law requirements in regard to notifying the County of property improvements, to update those building records for proper taxation.

We will continue to work with the Information Technology department to identify any other advances in technology which will help to improve overall efficiency and accuracy in the department in any line of our duties. Those advances may enhance our efficiency while conducting field visits, tax claim property posting, tax sales and appeal hearings. Additionally, Universal Parcel Identification (“UPI”) programs may be a future consideration.

Staffing needs for 2024 will be identify ongoing continuing education opportunities for our current Certified Pennsylvania Evaluators, who, during 2024, will be starting a new certification renewal cycle. Furthermore, we remain flexible to rebuild and train staff in general, and to look into continued department restructuring, if required, due to retirements and staff turnover. Finally, all staff will be aware and asked to identify areas in which the Tax Services Department can increase efficiency and safety to keep costs down to all taxpayers as we work to administer legally mandated programs.

Departmental Goals

- Maintain and update tax parcel map database.
- Identify all real property and assign uniform and equitable assessments.
- Maintain current ownership and address information on all real property.
- Update assessments in a timely manner as property improvements are made.
- Maintain all County assessments at 100% of base year value.
- Support county assessments on all formal appeals brought before the Board of Assessment Appeals (BoA).
- Maintain names and address of all persons over eighteen years of age for all taxing districts that impose the Per Capita and/or Occupation Tax.
- Maintain an accurate account of delinquent tax revenue collection and make timely deposits.
- Distribute delinquent real estate taxes collected accordingly to taxing districts.

2024 ADAMS COUNTY BUDGET

Tax Services (Continued)

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	53	49	48	47

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Real Estate Taxes-CY	38,956,694	42,015,354	43,000,000	44,000,000
Real Estate Taxes –PY	1,117,016	1,020,138	975,000	990,000
RE Taxes-Clean/Green RB	98,882	98,104	100,000	130,000
PILT-Local	60,000	60,000	60,000	60,000
Per Capita Taxes-CY	328,907	324,588	333,300	330,000
PILT-Federal Land	24,938	19,639	20,000	25,000
State Funding	-	-	-	350
PILT-State Game Lands	2,344	2,344	2,344	2,344
PILT-Public Utility Realty Tax	41,083	41,873	40,000	41,000
PILT-State Forest Reserves	49,732	49,732	50,000	50,000
Charges for Services	575,458	557,273	600,000	550,000
Copy Revenue	15,149	162	150	150
Admin Fees	6,592	50	1,200	1,500
Application Fees	-	6,092	5,402	4,500
Interest Income	4,052	2,649	3,800	3,000
Permits-Building	14,620	18,530	20,800	10,000
Excess Proceeds of Tax Sale	496	8,390	4,822	1,135
<i>TOTAL REVENUES</i>	\$41,295,963	\$44,224,918	\$45,216,818	\$46,198,979

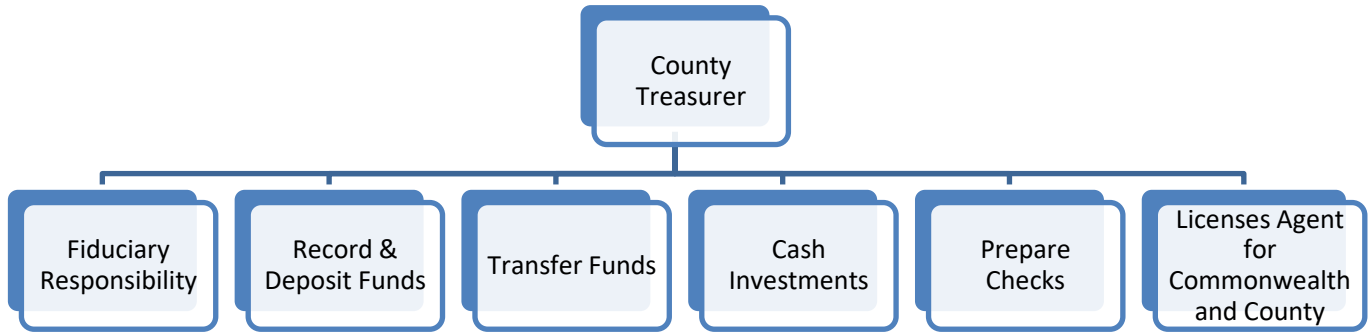
2024 ADAMS COUNTY BUDGET

Tax Services (Continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Expenses:</i>				
Professional Services	39,082	33,550	45,800	47,700
Legal Fees	6,503	6,232	8,000	8,000
Advertising	9,893	9,923	11,000	12,500
Dues/Memberships	11,760	1,530	9,102	8,057
Application Filing Fee	5,108	5,655	5,402	4,500
Contracted Services	114,363	117,603	118,658	138,000
Training	50	6,081	3,600	3,200
Conferences	575	600	1,800	1,800
Travel - Mileage	187	198	500	500
Travel - Meals	-	-	250	250
Travel - Other	-	19	100	100
Travel - Lodging	-	-	1,500	1,200
Vehicle Repair/Maintenance	1,791	3,338	3,000	3,000
Equipment Repair Maintenance	-	-	-	-
Telephone	735	2,362	1,835	2,400
Cell Phone	286	1,490	4,127	5,351
Internet	-	678	404	1,500
Insurance	-	23,345	-	-
PILT-Distributions	53,492	48,658	51,700	50,835
Supplies	11,696	15,468	10,202	12,000
Publications Subscriptions	2,047	12,770	2,970	3,275
Postage/Shipping	87,513	91,889	95,000	97,500
Gasoline for County Vehicles	3,992	4,575	4,600	4,600
Minor Equipment	349	1,869	3,572	5,400
PY Tax Refunds	7,321	11,519	24,500	24,500
Library Tax	1,146,650	1,146,520	1,146,530	1,246,530
Library Tax	-	-	-	160
<i>TOTAL OPERATING EXPENSES</i>	<u>\$1,503,393</u>	<u>\$1,545,872</u>	<u>\$1,554,152</u>	<u>\$1,682,858</u>
Salaries	934,298	956,201	1,033,100	1,058,623
FICA ER	69,644	71,378	79,032	80,895
Allocated Benefits	368,749	398,318	414,885	392,353
<i>TOTAL OPERATING BUDGET</i>	<u>\$2,876,084</u>	<u>\$2,971,769</u>	<u>\$3,081,169</u>	<u>\$3,214,729</u>

TREASURER



Mission Statement

The mission of the Adams County Treasurer’s Office is to receive, invest, disburse, and safeguard all monies in the County. In addition, the Treasurer’s office provides superior customer service to the residents of Adams County while fulfilling the obligations set forth by the Commonwealth of Pennsylvania. It is of utmost importance to perform our duties with efficiency, transparency, respectfulness, and equitability.

Budget Narrative

The Treasurer’s Office serves as an Agent of the State to sell dog licenses, hunting and fishing licenses, sportsman’s firearm permits and small games of chance licenses.

The Treasurer’s Office is also responsible for the management and collecting of the Hotel Room Rental Tax also known as the “Pillow Tax” – and maintains the accountability in rostering and reporting of disbursement of the collected funds to the various entities in which it is owed.

Additionally, our office works very closely with the 34 township/borough “Tax Collectors”. All Tax Collectors are responsible for reporting their account balances of current year County real estate and per-capita taxes to the Treasurer’s Office.

The Treasurer remains fiscally prudent in maintaining cash management – recommending to the Board of Commissioners the leading investment vehicle/option in the current market to maximize the highest return on the funds that are available for investment.

The professional and experienced staff members representing the “Treasurer’s Office” are committed to delivering dignified, courteous, and respectful customer service to the individuals, who have entrusted us with these duties, all the while staying focused to their individual needs and assisting them with the highest level of integrity and professional conduct.

Accomplishments in 2023 were inclusive to: offering more electronic payment options - continuing to navigate a more environmentally friendly record keeping system through digital implementations, streamlining the cash receipting processes and restructuring General Ledger/reporting functionality – we will continue to work closely with county departments and county leadership in collaboration of representing the residents of Adams County in the best of manners.

2024 ADAMS COUNTY BUDGET

Treasurer (continued)

Our focus will always be to move the office forward with innovative and fresh ideas all the while staying dedicated to efficiency, proficiency, transparency, and accountability.

As always, it is an honor and privilege to represent/serve the residents of Adams County – in the most prideful and respectful of manners.

- *Christine Redding*
Treasurer

Departmental Goals

- Receive, classify, record, and deposit monies for all operational accounts/funds for the County daily.
- Complete the investment of operational funds and the transfers of investments, in accordance, with the directives of the Budget and Controller’s Offices.
- Maintain, update, and reconcile all cash investments daily.
- Prepare checks for reimbursement and disbursement of expenses from payroll, general expenses, and indirect costs associated with the accounts in a timely manner.
- Properly issue licenses and disburse proceeds.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	6	6	6	6

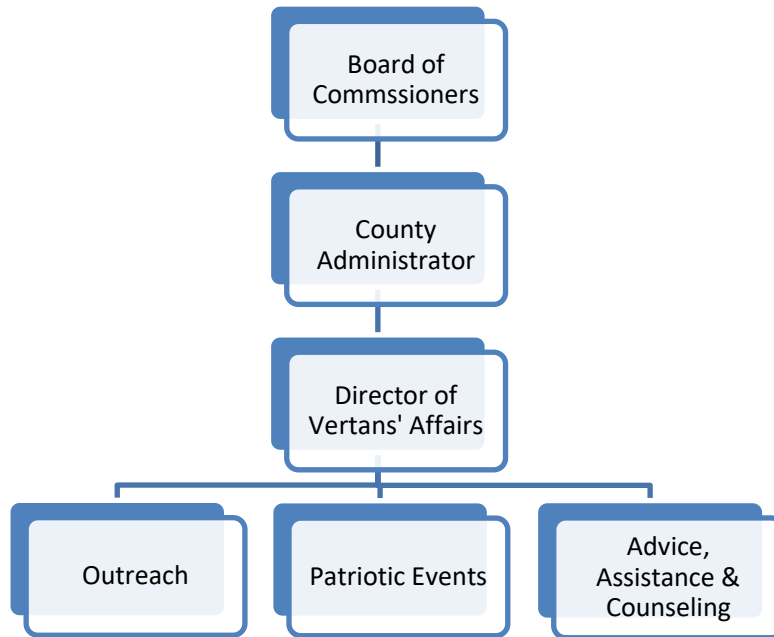
2024 ADAMS COUNTY BUDGET

Treasurer (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Charges for Services	8,099	16,288	12,000	20,000
Interest Income	152,924	191,858	160,000	825,000
Net G/L Investments	-	-	-	-
License-Hunting	15,491	15,812	15,000	500
License-Fishing	44	67	35	70
License-Dog	7,316	7,467	6,000	6,500
License-Small Games	17,720	19,945	16,500	16,500
<i>TOTAL REVENUES</i>	\$201,594	\$251,437	\$209,535	\$868,570
<i>Expenses:</i>				
Professional Services	480	-	800	800
Legal Fees	-	-	1,000	1,000
Advertising	306	-	-	-
Dues/Memberships	625	1,045	925	1,050
Contracted Services	8,405	5,255	9,683	8,060
Conferences	-	1,700	1,700	2,200
Travel - Mileage	-	331	450	450
Travel - Meals	-	-	-	-
Travel - Other	-	-	-	-
Telephone	47	588	551	560
Cell Phone	-	815	960	1,011
Internet	-	133	142	150
Supplies	1,600	2,212	2,000	2,845
Postage/Shipping	4,383	4,425	5,000	5,000
Gasoline for County Vehicle	-	-	-	-
Minor Equipment	2,884	1,419	2,450	10,000
Bank Fees	25	-	-	720
<i>TOTAL OPERATING EXPENSES</i>	\$18,755	\$17,923	\$25,661	\$33,846
Salaries	181,285	188,328	193,488	214,005
FICA ER	13,000	13,910	14,801	16,372
Allocated Benefits	91,945	102,107	99,413	103,173
<i>TOTAL OPERATING BUDGET</i>	\$304,985	\$322,268	\$333,363	\$367,396

VETERANS' AFFAIRS



Mission Statement

The Adams County Office of Veterans Affairs provides, at no cost to the Veteran, guidance and submission of applications and assistance on a wide range of federal, state and county benefits for qualified Veterans and their families. VA program assistance includes but is not limited to: health care, disability compensation, pensions, aid and attendance benefits for wartime Veterans and spouses, education benefits, VA home loan guarantees, homeless Veterans assistance, emergency financial needs, burial benefits, obtaining copies of military records, replacement medals as well as a central resource for the distribution of information to Veterans and Veteran service organizations. Potential non-VA benefits are identified, and referrals are made on the Veteran's behalf to other agencies.

Our office is also responsible for keeping the burial records of all Veterans buried in Adams County. In addition, we oversee and direct the ordering, distribution and placement of American flags on the graves of all County Veterans every Memorial Day. This involves the coordination and direction of over 30 organizations in placing over 9,000 flags in 90 cemeteries throughout the County.

Additionally, representation at community functions is provided to include, but not limited to: attending veterans service organization meetings and outreach to non-Veteran community service organizations. We are available to do presentations and question and answer sessions on all aspects of Veterans benefits to any group/organization that makes a request - at no charge to them.

Budget Narrative

This office continues to conduct Veterans outreach programs such as conducting program seminars at places such as, but not limited to, long term care facilities and Veteran's Service Organizations. We continue to share resources and referrals with PA Career link, as well as other agencies and organizations. We continue to utilize the resources of several Adams County churches in order to provide necessities of life, mostly food and temporary shelter to Veterans who are disadvantaged. As a

2024 ADAMS COUNTY BUDGET

Veterans Affairs (continued)

result of various application submissions, this office has been able to bring in substantial state and federal disability compensation and VA pension benefits to county Veterans and their families. We have also been successful in getting more Veterans enrolled in the VA Health Care System than any time in the past. This is in addition to other federal, state and local benefits, both monetary and otherwise that are obtained for our Veterans and their families.

This office continues to develop and maintain a very robust relationship with the GETTYSBURG TIMES that has resulted in the TIMES providing countless Public Service Ads concerning Veterans Benefits and our office. This enables our County Veterans to be made more aware of the services we provide and benefits to which they are entitled. This is being accomplished at NO cost to the County or its taxpayers.

In the fiscal year ending this past June, our office brought in millions of dollars of benefits to our County Veterans and their families. These benefits were in the form of health care, disability and pension benefits, education benefits, death benefits, temporary assistance funds and other benefits. In addition to monetary benefits, we were instrumental in aiding families of deceased Veterans in obtaining assistance with burial details, ordering burial markers and other related activities.

In consideration of the above duties, responsibilities and obligations of the County Veterans Affairs Director, it is of the utmost importance that the budget, salary, benefits and staffing to efficiently operate this department are commensurate with same. This proposed 2024 budget reflects a continuing commitment in setting an appropriate course of direction to support our Adams County Veterans.

Respectfully submitted,

Stan Clark

Director of Adams County Veterans Affairs

Departmental Goals

- Assist veterans and their family members in understanding, filing for, and obtaining the full range of federal, state, and county veteran's benefits.
- Process all burial and marker allowance requests received.
- Conduct briefings on veterans' benefits to organizations and senior facilities.
- Coordinate, conduct, and participate in patriotic events, ceremonies, and memorials throughout the County.
- Provide flags/markers for all identified veterans' graves in the County for Memorial Day.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	2	2	2	TBD

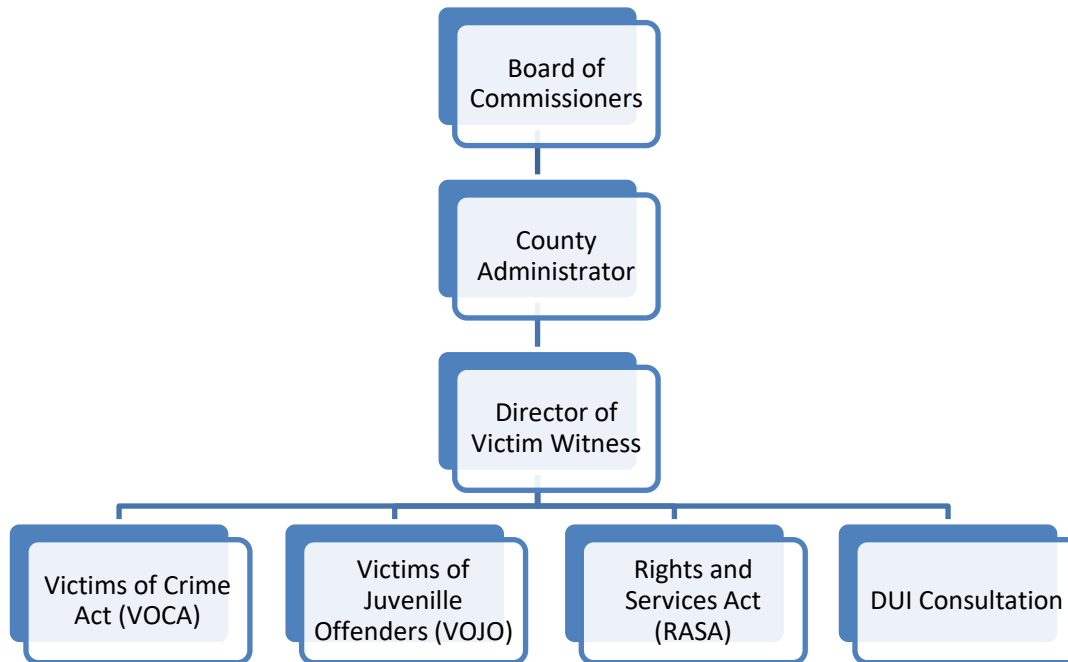
2024 ADAMS COUNTY BUDGET

Veterans Affairs (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Final Budget
<i>Revenues:</i>				
Miscellaneous	13	-	-	-
<i>TOTAL REVENUES</i>	\$ 13	\$-	\$ -	\$-
<i>Expenses:</i>				
Advertising	-	621	200	1,500
Dues/Memberships	-	310	250	500
Contracted Services	1,137	1,375	1,386	1,500
Training	-	-	750	750
Conferences	-	300	1,000	1,500
Travel - Mileage	81	68	750	1,000
Travel - Meals	-	-	150	300
Travel - Other	52	-	-	75
Travel - Lodging	-	-	750	1,250
Telephone	452	329	184	600
Cell Phone	508	506	480	480
Internet	-	43	47	81
Burial Exps/Marker Allow	7,800	5,100	12,500	12,500
Supplies	10,138	16,638	9,500	14,114
Postage/Shipping	135	149	200	400
Minor Equipment	-	-	850	900
<i>TOTAL OPERATING EXPENSES</i>	\$20,303	\$25,439	\$28,997	\$37,450
Salaries	105,746	112,931	119,029	169,760
FICA ER	7,941	8,549	9,106	12,987
Allocated Benefits	27,312	21,601	23,269	38,937
<i>TOTAL OPERATING BUDGET</i>	\$161,302	\$168,520	\$180,401	\$259,134

VICTIM WITNESS



Mission Statement

The mission of the Adams County Victim Witness Assistance Program is to meet the many needs of crime victims and their families by providing compassionate services and advocating for the fair and dignified treatment of crime victims as mandated in the Crime Victims’ Rights Act. Through these services, the program will assist and enable victims of crime to be restored to their pre-crime status and to continue to be healthy members of the Adams County community.

Budget Narrative

The Adams County Victim Witness Assistance Program provides a full range of mandated services to all victims of crime in Adams County.

Three external funding streams distributed by the Pennsylvania Commission on Crime and Delinquency generate significant revenues for the Victim Witness Assistance Program. The Rights and Services Act (RASA) and the Victims of Juvenile Offenders (VOJO) funds received are state grants that allow for us to advocate for the rights and mandated services to all victims of crime. Our Victims of Crime Act (VOCA) grant is a federal grant the provides direct services to victims. It is to be noted that these grants are not taxpayer funded; all monies supporting these grants come from fines that defendants pay at the time of sentencing both locally and federally.

RASA funding provides all mandated services to crime victims in the Adult Criminal Justice System. Notifications of court, input on plea agreement, assistance with restitution and victim impact statements are a few of these rights and services.

VOJO funding will provide Victims of Juvenile Offenders with all mandated rights as outlined above.

2024 ADAMS COUNTY BUDGET

Victim Witness (continued)

VOCA grant funds are utilized for personnel hours to provide direct services to all victims of crime in Adams County. Services included but are not limited to: Accompaniment to Criminal Justice Proceedings, Crisis Intervention, Supportive Counseling, and Individual Advocacy.

Programmatically, the Adams County Victim Witness Assistance Program provides cost effective, efficient services, delivered in a professional and compassionate manner to victims of all crimes in both the adult and juvenile criminal justice system.

Departmental Goals

- Educate victims on the criminal justice system.
- Provide specific information and case updates to crime victims, including case progress and disposition.
- Accompany victims and witnesses to court appearances.
- Assistance to prepare for testifying.
- Assistance to prepare a Victim Impact Statement prior to sentencing.
- Assistance with restitution and Victims Compensation claims.
- Provide resources and referrals to counseling and support groups.
- Notify victims of court hearing cancellations and rescheduling.
- Provide safe and secure waiting while attending court proceedings.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	6	6	6	6

2024 ADAMS COUNTY BUDGET

Victim Witness (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Federal Funding	125,719	102,278	107,503	107,503
State Funding	109,406	121,335	108,786	87,758
Charges for Services	7,525	8,866	5,000	5,000
Restitution	-	-	-	-
Miscellaneous	-	-	-	-
Contributions and Donations	1,254	590	1,000	300
Other Grant	-	-	-	-
<i>TOTAL REVENUES</i>	<i>\$243,904</i>	<i>\$233,069</i>	<i>\$222,289</i>	<i>\$200,561</i>
<i>Expenses:</i>				
Professional Services	14,294	26,609	21,627	600
Dues/Memberships	-	-	100	100
Victim Assistance	628	510	2,000	1,500
Contracted Services	722	1,200	1,422	2,187
Training	435	40	600	600
Conferences	-	-	-	-
Travel - Mileage	198	275	500	500
Travel - Meals	160	82	200	400
Travel - Other	-	12	50	50
Travel - Lodging	605	-	-	300
Building Repair/Maintenance	-	-	-	6,000
Telephone	411	823	642	642
Cell Phone	809	3,067	2,880	2,400
Internet	-	104	111	111
Supplies	558	1,123	2,474	2,250
Postage/Shipping	-	-	-	-
Publications Subscriptions	172	130	170	170
Minor Equipment	2,586	-	1,475	800
Miscellaneous	-	-	-	-
<i>TOTAL OPERATING EXPENSES</i>	<i>\$21,578</i>	<i>\$33,975</i>	<i>\$34,251</i>	<i>\$18,610</i>
Salaries	285,549	277,073	279,465	273,704
FICA ER	21,135	21,145	21,381	20,940
Allocated Benefits	111,157	128,919	127,441	132,765
<i>TOTAL OPERATING BUDGET</i>	<i>\$439,419</i>	<i>\$461,112</i>	<i>\$462,538</i>	<i>\$446,019</i>

2024 ADAMS COUNTY BUDGET

TRANSFERS

Budget transfers shift previously budgeted funds from one item of expenditure to another. Transfers may occur throughout the course of the fiscal year as needed for County government operations.

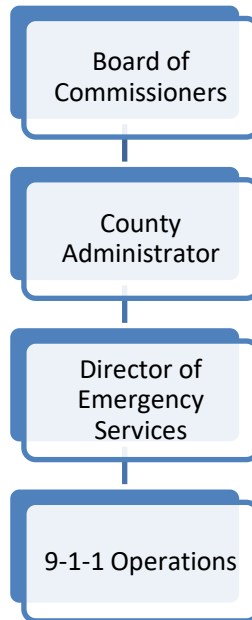
Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Transfers In:</i>				
Affordable Housing Fund	42,267	29,972	25,000	25,000
Court Reserved Fund	-	-	120,805	69,352
Liquid Fuels Fund	8,000	8,000	8,000	8,000
Domestic Relations	1,255,798	1,311,798	1,387,714	1,100,000
Hotel Tax Fund	116,684	123,270	130,000	142,000
ARPA Fund	-	10,000,000	-	-
Unclaimed Money	332	421	-	-
<i>TOTAL TRANSFER IN</i>	\$1,423,081	\$11,473,461	\$1,671,519	\$1,344,352
<i>Transfers Out:</i>				
Ag Land Fund*	700,000	360,000	360,000	400,000
Conservation District	403,675	401,210	-	-
Open Space/Park and Recreation*	-	51,620	260,000	223,000
911 Telecommunications Fund**	1,633,339	1,745,524	2,030,754	2,108,944
Children & Youth Fund**	3,218,464	1,630,652	1,182,885	974,502
Independent Living Grant**	188,183	137,611	2,323	69,659
Hazardous Materials Fund**	44,045	71,851	59,689	56,677
Domestic Relations	254,076	386,220	-	-
Capital Projects - Reserve	-	143,196	120,805	685,008
<i>TOTAL TRANSFER OUT</i>	\$6,441,782	\$4,927,884	\$4,016,456	\$4,517,790

*These items are found in the transfer out section of the contingency summary on page 19.

**Note the amount of expenditures that exceed revenues for these funds is considered a contribution made by the General Fund (\$3,209,782).

911 TELECOMMUNICATIONS



Mission Statement

To Be Inserted

Budget Narrative

To Be Inserted

2024 ADAMS COUNTY BUDGET

911 Telecommunications (continued)

Departmental Goals

- Continue to receive rapid emergency call receipt, appropriate interim assistance, and swift and accurate emergency responder dispatch so that the citizen’s safety is maintained.
- Ensure the 9-1-1 center is equipped to receive, document, record, and manage all forms of incoming emergency calls.
- Ensure all staff are trained and certified at the appropriate levels in accordance with federal, state, and local performance and Quality Assurance Standards.
- Develop and execute improvement plans for the lifecycle of the existing radio system.
- Maintain a computer-based information system to automate, store, and retrieve critical data that is initiated by receipt of an enhanced 9-1-1 telephone call for emergency service.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	37	37	37	37

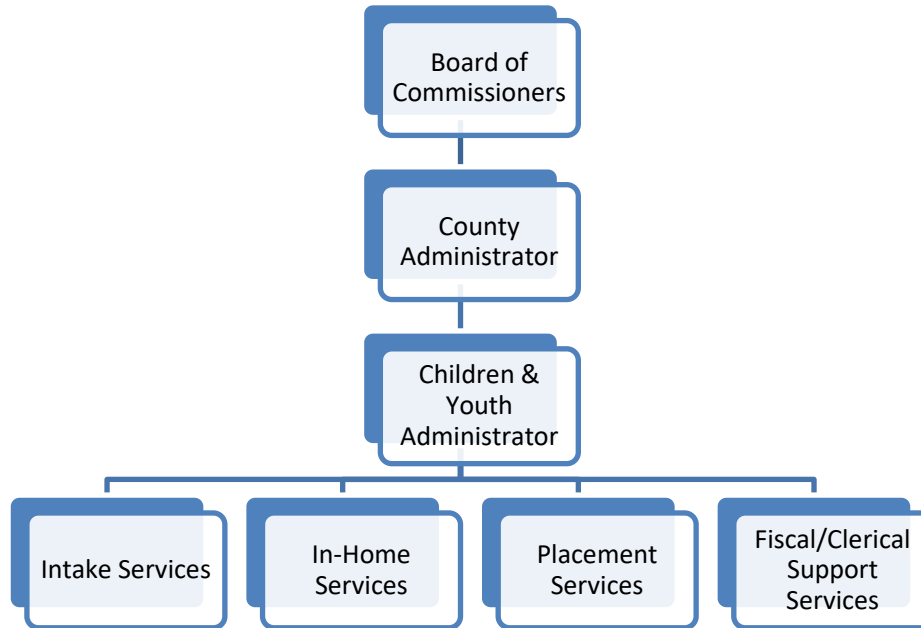
2024 ADAMS COUNTY BUDGET

911 Telecommunications (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<u>Revenues:</u>				
State Funding	118,288	127,439	-	-
Charges for Services	27,354	28,974	26,274	28,000
Public Safety Telephone Fee	2,265,722	2,213,485	2,100,000	2,220,222
Interest Income	4,088	2,586	4,000	3,250
TOTAL REVENUES	\$2,415,452	\$2,372,484	\$2,130,274	\$2,251,472
<u>Expenses:</u>				
Professional Services	-	33,291	-	50,340
Technical Services	-	-	20,000	7,500
Advertising	143	177	475	550
Dues/Memberships	2,318	2,633	2,555	2,630
Contracted Services	1,377,060	1,318,625	1,452,649	1,541,299
Training	9,817	9,287	33,172	15,000
Conferences	250	760	2,575	2,000
Travel - Mileage	750	1,656	750	2,000
Travel - Meals	131	393	400	500
Travel - Other	1	910	500	500
Travel - Lodging	573	1,143	2,000	2,000
Vehicle Repair Maintenance	-	42	500	-
Equipment Repair/Maintenance	7,354	3,977	29,500	25,000
Rental of land and buildings	383,676	395,514	407,902	413,838
Telephone	21,048	21,093	22,389	22,389
Cell Phone	301	511	780	805
Electric	41,752	41,744	42,445	46,950
Fuel Oil/Natural Gas	9,096	9,338	12,425	11,400
Internet	12,636	3,433	3,664	3,664
Insurance	-	-	200	-
Supplies	4,379	6,330	20,153	18,500
Postage/Shipping	81	91	75	50
Gasoline for County Vehicles	932	319	2,000	1,500
Uniforms /Accessories	61	2,905	3,000	3,000
Minor Equipment	15,736	4,097	13,700	35,250
TOTAL OPERATING EXPENSES	\$1,888,149	\$1,858,269	\$2,073,809	\$2,206,665
Salaries	1,431,513	1,510,201	1,414,558	1,559,379
FICA ER	105,826	111,120	108,214	119,293
Allocated Benefits	526,014	541,126	564,447	475,079
TOTAL OPERATING BUDGET	\$3,951,502	\$4,020,716	\$4,161,028	\$4,360,416
<u>Transfers:</u>				
Transfer In	1,633,339	1,745,524	2,030,754	2,108,947
TOTAL TRANSFERS	\$1,633,339	\$1,745,524	\$2,030,754	\$2,108,947

CHILDREN & YOUTH SERVICES



Mission Statement

It is the mission of Adams County Children & Youth Services to provide a work environment that is educational, responsive, efficient, and safe for our staff, so we can deliver high quality services to ensure that each child and youth in Adams County has a safe and permanent family.

Agency Purpose: We are responsible under Pennsylvania Public Law to receive and investigate reports of child abuse and neglect, provide for the temporary care of children not able to safely remain with their own families and develop community-wide social service programs that promote family stability. The Agency endeavors to be responsive to the changing health and welfare needs of all families by encouraging the development of programs that reduce dependency and strengthen family life. We are guided by many laws, regulations, and policies as well as principles and values to help us achieve our mission.

Anticipated Outcomes:

- Protecting children and youth from abuse and neglect
- Enhancing the family's capacity to meet the child/youth's well-being, including physical, emotional, behavioral, and educational needs.
- Strengthening families to successfully sustain positive changes that lead to safe, nurturing, and healthy environments.
- Securing a permanent living arrangement in a timely manner that supports stability if children and youth cannot reside with their biological caregivers.
- Ensuring that we are finding all possible kin resources and engaging families in the decision - making process.
- Ensuring skilled and responsive child welfare professionals, who perform with a shared sense of accountability for best practice and positive outcomes.

2024 ADAMS COUNTY BUDGET

Children & Youth Services (continued)

Budget Narrative

Some of the ways we are fulfilling our mission statement and supporting our staff and our community include:

The Agency continues to participate in numerous committees and workgroups whose members include contracted and community service providers along with other collateral partners such as MH/IDD, Early Intervention and Juvenile Probation. These activities provide us with ongoing opportunities to identify the needs of children and families in Adams County. Adams County will spend time throughout the year discussing needs/gaps, researching services and providers, and implementing use of new services, education, or programs to meet those needs and with the support of the following committees:

The Family Engagement Oversight Committee - oversees our in-house Engagement Program and consists of both internal and contracted staff. The representation of different staff on the oversight team allows for gathering of qualitative data to strengthen the process and identify gaps. This team meets quarterly and/or earlier based off the needs of the Agency. Our Justice Works Provider is a part of DAPIM process, which is paramount to teaming and serving families.

Collaborating for Youth (CFY) – brings together diverse stakeholders to guide integrated planning of human services that serve children and families in Adams County. The collaborative includes educators, non-profits such as big brothers/big sisters, health and wellness, Drug and Alcohol Prevention Services and evidence-based providers, representatives of CYS, JPO and other key stakeholders within the community. This team also coordinates the PA Youth Survey in all six public school districts, completes the Needs Assessments using PAYS and other local data sources and conduct resource assessments to identify unmet needs, access issues and barriers to service delivery.

Children’s Roundtable – Congregate Care Subcommittee - This subcommittee was initiated during FY 19-20 with a goal of identifying strategies to work toward zero use of congregate care / Family First Prevention Act as it related to congregate care.

Truancy Prevention – this is a workgroup that is comprised of our Judge, representatives from each of our schools throughout Adams County, school board members and CYS staff. The goal is to identify needs and strategies to prevent school absence.

Team Case Conferencing (TCC) - is a meeting that occurs monthly. Cases that are accepted for services are reviewed and opened for input from the membership, which is comprised of staff, clinical consultants (EI, MH / IDD, D&A) and providers (Justice Works and Family Support Services).

CYS Continuous Quality Improvement (CQI) – The Agency has a CQI team that consists of representatives from every unit and department. Each representative is responsible for gathering and sharing feedback and information to/from their units/departments/Sponsor Group. Unit/Department representatives rotate serving on the team so that every employee has the opportunity to participate in the process. The Sponsor Group includes the Administration and other senior management. We continue to utilize the CQI collaborative process across units/department to identify challenges and service gaps and promote problem solving and solution focused planning. Although we have generally completed the action items outlined on our CIP from FY 18-19 Quality Assurance Review (QSR) we have continued to utilize our file review process for all intake files and conduct a comprehensive review of 10 closed files from family support/ placement every quarter and the CIP team continues to meet to analyze the data and

2024 ADAMS COUNTY BUDGET

Children & Youth Services (continued)

findings from file reviews, discuss identified strengths and gaps. This process may help inform need for practice changes and/or Service Provider gaps.

MDIT – certification process – Membership representative of all partnering entities to include CYS.

Contract Review with JPO – collaborative effort between probation and CYS to review contracts and discuss gaps. Membership consists of staff from both entities.

Community workgroups - The Agency also has representation on several other community wide workgroups such as the Substance Abuse / Heroin task force, Domestic Violence, the Cultural Competency workgroup (via CFY) and the York Adams Early Childhood Mental Health Group.

Family First MDT – consists of Agency Staff, and representation from MHIDD, Health Choices, Community Care Behavioral Health, Collaborating for Youth, and representatives from two of our evidence-based providers – MST and Incredible years/Strengthening Families along with a representative from Justice Works and Diakon.

Family Advisory Board (FAB). This team includes the Juvenile Court Judge, the CYS Administrator, Assistant Administrator and Program Director, CYS solicitor, Casework Supervisors, Program Director of Justice Works in Adams County, the County’s Guardian Ad Litem, as well as a parent attorney. In addition to these standing members, 2 staff members rotate on and off the board and give feedback on the meeting to the staff, as a whole, on what is discussed during the meetings.

Adams County works closely with our service providers and have developed strong teaming practices with many of our primary in-home providers. We discuss needs and trends during contract monitoring and during the contract renewal process. We have quarterly coordination meetings for MST and FFT. These are joint meetings held with provider staff, CCBH, York and Adams CYS and JPO representatives at the table. These discussions may also occur during Oversight Team meetings which typically include CYS and provider staff who meet regularly to monitor strengths and needs related to specific practice strategies.

Some areas of focus for retention of staff and maintain high quality staff- for those working in child welfare, the importance of self-care and a healthy work-life balance cannot be stressed enough. It is essential for us to take care of our staff, for the sake of the families that we serve. It is paramount to us retaining staff and keeping them physically and emotionally safe. Furthermore, we, as an Administration must model this behavior to ensure staff know that we are serious about self-care being important for everyone.

We have seen amazing growth in our Agency’s engagement skills in past several years and take a lot of pride in this area. We have seen a practice shift in how we “do business”. Family Meetings, Team Meetings, Family Finding, regular family engagement, enhanced legal representation and prioritizing kinship is how we do business now- as new staff come into the Agency, they know this is just the expectation and it is normal business. Justice Works Youth Care has been instrumental in supporting the Agency with timely crisis and rapid response meetings and having a well-developed plan- they are often in our office daily. We also have an amazing internal Family Engagement team that supports our staff every day. It is exciting that this has become a norm within our Agency.

2024 ADAMS COUNTY BUDGET

Children & Youth Services (continued)

We feel that Child Permanency and Safety are well defined by the Department of Human Services, but we have really been trying to focus on Child Well-Being. Including what it means to us and how we can integrate and assess it as part of our regular practice. We knew we wanted to assess the child from a holistic approach- how they are doing physically, emotionally, medically, behaviorally, cognitively, and what we can do to set them up for a successful future that may include eliminating recidivism and continued involvement in the system- short and long term. Promoting, advocating, understanding, and addressing child, youth, and caregiver functioning in physical, behavioral, social, and cognitive areas. A focus on well-being should be integrated into understanding what is best for a child and what permanency goal is best for them. We have begun with a focus on our 0-5 youth and what services, including Early Intervention, they are getting and how that affects their well-being.

Our local children's roundtable and our Children and Youth advisory board are committed to ensuring that the community become aware of the significant and positive changes in child welfare and how Adams County wants to champion this cause and making sure that caseworkers are getting the respect and recognition.

Information & Referral Services

Adams County Children & Youth provides information and referral services to county residents each year. This may include phone number and address information for appropriate community-based or public services, or direct brief casework assistance by a Children & Youth staff member.

We continue to focus on paperwork reduction as part of the work we are doing to address caseworker turnover. We work with a philosophy of not continuing to do something simply because this is the way we have always done it. We realized that there are numerous forms that we are doing that are duplicative or outdated. We have included our program representative from DHS in the paperwork to ensure that none of the paperwork that is being reduced is mandatory or part of the licensing process. As we increase the work of our staff to improve our practices in the Family Engagement Initiative, we want to ensure that we remain focused in the paperwork reduction. The more time that our caseworkers can spend with families in the community, the safer the children in our communities will be. We have seen a significant increase in the number of referrals we are receiving, as well.

In-Home Services

Child Protective Services

Adams County Children & Youth accepts all incoming reports of suspected child abuse and neglect. Ensuring the safety of children residing in the reported household, investigates the validity of reports, and provides services to families dealing with child abuse and neglect issues.

Intake investigations have been on the rise as the below trend indicates. The agency is predicting continued increases, particularly due to the change in the Child Protective Service Law (CPSL) definitions that are thought to result from the Child Protection Task Force. Any change in the definition of abuse, perpetrator and mandated reporter may significantly impact the number of referrals, assessments, and investigations.

Caseworkers spend countless hours working to protect children, our greatest resource and the future of our county and our community. They are working with children that deal with unspeakable pain that plagues any victim of abuse and neglect, often at the hands of their own parents, caretakers, and those that they most trust in life.

2024 ADAMS COUNTY BUDGET

Children & Youth Services (continued)

Family Support Services

Adams County Children & Youth staff provides direct casework services to children and families dealing with issues of child abuse and neglect, along with the purchase, coordination, implementation, and evaluation of services for families in need of support.

With the changes in the CPSL related to definitions for abuse, perpetrator, and mandated reporter, the agency has seen an increase in the need for ongoing services.

Permanency Services

In the majority of cases, children remain at home or experience brief out-of-home placement services with the goal of family reunification. In the event the child may not be able to return home, Adams County Children & Youth staff is working toward achieving permanency from the first day of placement.

In Summary, the Agency continues to meet our mission- to provide a work environment that is educational, responsive, efficient, and safe for our staff, so we can deliver high quality services to ensure that each child and youth in Adams County has a safe and permanent family. We will also provide direct and contracted services to assist those children and families who are engaged with our system. Believing that families are the best place for children and youth to grow up, we will make every effort to enhance the family's capacity to meet the child / youth's well-being to include physical, emotional, behavioral, and educational needs.

If out-of-home placement for the children is necessitated due to safety concerns, the agency will pursue the least restrictive environment which can provide a family-like atmosphere. We will emphasize the need to engage families in identifying kinship resources so the child / youth can be with those whom they are familiar. Our utilization of more restrictive facilities will be reserved for those children and youth who require in-patient treatment or supports to ensure their own safety.

Knowing that quality practice is assured by consistently monitoring and improving performance, we will continue to self-examine our interventions and seek the guidance and expertise of those who are committed to best practice approaches that honor the well-being of the child and family.

Departmental Goals

- Assure child safety in their home and community.
- Support and preserve child permanency with their family.
- Provide direct social services to children living in their own homes as well as referral and case management services all throughout 2023.
- Assure child safety in their out-of-home placement.
- Assure all children have the right to be protected from physical neglect and abuse, including sexual victimization, and from emotional neglect and abuse.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	51	52	52	TBD

2024 ADAMS COUNTY BUDGET

Children & Youth Services (continued)

Revenue & Expense Detail

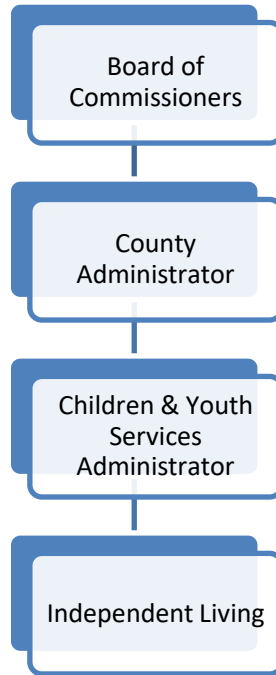
Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<u>Revenues:</u>				
Federal Funding	960,655	1,319,825	1,286,912	1,362,859
State Funding	4,491,291	5,945,177	6,758,734	7,017,763
Charges for Services	-	-	-	-
Parental Support	84,861	105,569	110,000	110,000
Interest Income	-	-	-	-
Contributions and Donations	-	-	-	-
Sale of an Asset	460	-	-	-
TOTAL REVENUES	\$5,537,267	\$7,370,571	\$8,155,646	\$8,490,622
<u>Expenses:</u>				
Professional Services	1,596,497	1,726,502	1,815,441	3,026,323
Legal Fees	58,800	124,442	145,200	126,044
Court Appointed Counsel	-	-	-	-
Foster Care-CY	1,367,335	1,300,654	1,300,000	-
Foster Care-JPO	26,244	-	25,000	-
Instit'l Care-Dependents CY	940,132	900,919	820,000	-
Instit'l Care-Offenders JPO	532,578	496,694	450,000	-
Advertising	672	1,136	1,800	1,423
Dues/Memberships	3,715	3,488	4,000	3,650
Application Filing Fee	1,611	835	800	1,200
Subsidy	-	-	-	1,316,695
Contracted Services	37,556	42,125	81,969	99,514
SBITA	-	-	-	923
Training	3,575	634	2,600	2,600
Conferences	3,300	2,816	3,500	3,500
Travel - Mileage	12,558	23,807	24,000	24,890
Travel - Meals	410	683	1,250	1,850
Travel - Other	2,837	1,218	900	882
Travel - Lodging	-	483	1,000	800
Vehicle Repair/Maintenance	3,592	7,092	4,000	11,034
Equipment Repair/Maintenance	-	-	-	-
Rental of land and buildings	197,301	223,736	225,230	238,230
Telephone	752	6,474	5,687	6,400
Cell Phone	31,774	32,831	28,793	33,042
Electric	13,688	32,903	33,900	34,900
Fuel Oil/Natural Gas	4,780	5,546	5,000	5,100
Water/Sewer	1,966	1,164	750	1,200
Disposal of Waste	1,445	4,433	1,560	2,000

2024 ADAMS COUNTY BUDGET

Children & Youth Services (continued)

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
Internet	25,504	29,037	32,469	33,399
Youth Stipends	-	2,848	-	-
Client Healthcare	512	4,626	300	400
Supplies	25,955	28,644	29,435	26,775
Publications/Subscriptions	1,034	1,014	1,100	-
Postage/Shipping	6,939	8,035	7,000	9,391
Gasoline for County Vehicles	6,637	11,062	11,500	8,500
Minor Equipment	42,098	29,364	18,174	900
Bank Fees		-		312
Miscellaneous	-	-	-	-
Indirect Costs	242,234	244,290	240,000	271,972
<i>TOTAL OPERATING EXPENSES</i>	\$5,194,031	\$5,299,535	\$5,322,358	\$5,293,849
Salaries	2,348,592	2,430,758	2,598,934	2,758,466
FICA ER	174,256	180,959	198,350	211,024
Allocated Benefits	1,038,852	1,089,973	1,218,889	1,201,785
<i>TOTAL EXPENSES</i>	\$8,755,731	\$9,001,225	\$9,338,531	\$9,465,124
 <i>Transfers:</i>				
Transfer In	3,218,464	1,630,652	1,182,885	974,502
Transfer Out	-	-	-	-
<i>TOTAL TRANSFERS</i>	\$3,218,464	\$1,630,652	\$1,182,885	\$974,502

INDEPENDENT LIVING



Mission Statement

The mission of the Adams County Independent Living Program is to provide older youth in foster care, and others with an identified need in our community, opportunities to obtain essential skills, resources, mentoring, and support for living independently.

Budget Narrative

The budget of the Adams County Independent Living (IL) Program encompasses the costs incurred to provide the program services for the youth. These costs include supplies, resource and curriculum materials, food, mileage and meal reimbursement, staff conferences/training, memberships, stipends and incentives for youth, transportation costs, rent and related costs to offer the Transitional Housing Program (THP) and HAVEN Shelter and the salaries and benefits of the IL Program Supervisor, 3 Transition Caseworkers, a Social Services Aide, and a Mentoring Program Specialist.

2024 ADAMS COUNTY BUDGET

Independent Living (continued)

Departmental Goals

- Assess youth’s needs and establish goals to support their plans for adulthood.
- Assist youth with their transition from out of home placement or living with a parent/guardian to begin living independently.
- Offer training and resources to youth on effective life skills, prevention, educational, and employment opportunities, safe and affordable housing, and permanent connections in order to become self-sufficient, contributing members of our community throughout 2023.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	6	6	6	TBD

2024 ADAMS COUNTY BUDGET

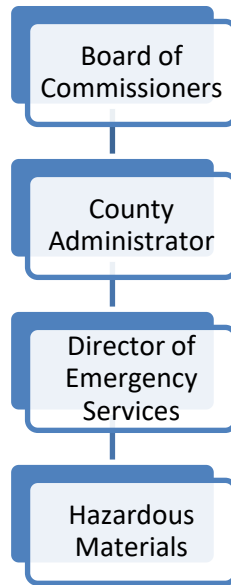
Independent Living (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Federal Funding	48,796	183,530	49,306	51,711
State Funding	330,902	255,358	493,055	532,949
Other Grant	-	6,500	6,500	-
Contributions and Donations	-	-	-	-
<i>TOTAL REVENUES</i>	\$379,698	\$445,388	\$548,861	\$584,660
<i>Expenses:</i>				
Professional Services	18,319	4,743	25,000	20,000
Advertising	-	-	-	-
Application Filing Fee	-	-	-	-
Training	-	-	-	-
Conferences	149	360	1,260	1,000
Travel - Mileage	777	1,467	2,000	1,568
Travel - Meals	172	-	300	-
Travel - Other	-	-	-	-
Travel - Lodging	-	506	550	750
Building Repair/Maintenance	-	242	250	-
Vehicle Repair Maintenance	694	-	500	-
Rental of land and buildings	21,066	23,350	23,400	24,600
Television	2,611	3,894	4,550	3,500
Youth Stipends	64,731	96,504	28,500	28,000
Supplies	8,728	13,847	5,500	8,000
Publications Subscriptions	-	-	-	-
Postage/Shipping	-	-	-	-
Minor Equipment	1,459	-	-	-
<i>TOTAL OPERATING EXPENSES</i>	\$118,706	\$144,913	\$91,810	\$87,418
Salaries	288,763	289,543	306,338	387,487
FICA ER	21,020	21,210	23,435	29,643
Allocated Benefits	139,392	127,332	129,601	149,771
<i>TOTAL OPERATING BUDGET</i>	\$567,881	\$582,998	\$551,184	\$654,319
<i>Transfers:</i>				
Transfer In	188,183	137,611	2,323	69,659
Transfer Out	-	-	-	-
<i>TOTAL TRANSFERS</i>	\$188,183	\$137,611	\$2,323	\$69,659

2024 ADAMS COUNTY BUDGET

HAZARDOUS MATERIALS



Mission Statement

The Adams County Hazardous Materials Program involves planning, training, and response to any incident within Adams County that involve hazardous materials or weapons of mass destruction.

The County’s Hazardous Materials (“HAZMAT”) program is fully compliant with Commonwealth Law as defined in Act 165 of Title 35. Among the responsibilities outlined in Act 165 is the requirement that all businesses or institutions which utilize hazardous materials must file an emergency plan for dealing with possible hazardous materials spills or leaks which might threaten public safety or public health. It is the job of the County’s HAZMAT Coordinator to guarantee that these facilities file an updated plan each year and further requires that the use of potentially hazardous materials be reported to the County and, in turn, to the State. This is one of the planning responsibilities of the HAZMAT Coordinator.

In Adams County this person is also responsible for writing, maintaining, and distributing the County’s Emergency Operations Plan (“EOP”), the Radiological Emergency Response Plan, municipal emergency planning, special events planning and special needs facility planning.

This position and program exist to provide support to all first responders across the County in the event of a hazardous materials incident.

Like all Emergency Services functions at the County level, this program is focused on public safety and compliance with the laws of the Commonwealth of Pennsylvania.

Budget Narrative

For Fiscal year 2024, continued emphasis will be placed on planning and training and equipping the program for events involving exposure by first responders to hazardous materials.

The HAZMAT Coordinator/Planner works very closely with all County fire departments to coordinate a spill response program and specialized training, and the County relies on the fire departments to voluntarily assist whenever possible.

2024 ADAMS COUNTY BUDGET

Hazardous Materials (continued)

In 2024, the HAZMAT program will continue to focus primarily on support of all local fire departments and law enforcement agencies, ongoing training and maintaining necessary supplies to meet the responsibilities defined by Commonwealth law.

In 2024, we are continuing upkeep on the Ford F550, Ford Explorer, the trailers, service on the Altair 5 gas meter, calibration of luddlums, and ARC Map license. We will continue to go to conferences for training and for the betterment of our community. All these listed items would be funded partially by grant monies from three sources- Federal Hazardous Materials Emergency Preparedness Fund, State Hazardous Materials Response Fund, and the Radiological Emergency Response Fund (TMI).

The HAZMAT Coordinator/Planner will continue working with local manufacturers and businesses to update or complete their emergency action plans. These plans provide the County with an important revenue source that helps fund the hazardous materials response program.

The HAZMAT budget is funded to nearly 80 percent by fees and grants. The County must provide some matching funding for grants.

Departmental Goals

- Respond to any incident within Adams County that involves hazardous materials or weapons of mass destruction.
- Comply with the Commonwealth Law as defined in Act 165 of Title 35.
- Have prepared the County’s Emergency Operations Plan (EOP) and Radiological Emergency Response Plan.
- Provide support to all first responders in the County in the event of a hazardous materials incident.

Position Count

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	1	1	1	1

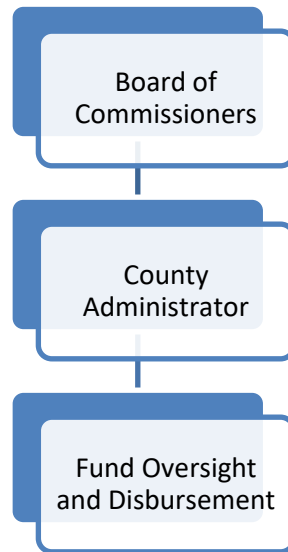
2024 ADAMS COUNTY BUDGET

Hazardous Materials (continued)

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Federal Funding	696	9,385	1,000	4,120
State Funding	26,450	21,920	17,341	14,484
User Fees-Chemical	31,425	30,375	30,000	31,200
User Fees-Planning	3,800	3,700	3,400	3,500
Spill Reimbursement	-	430	1,500	1,500
Interest Income	1	5	10	6
<i>TOTAL REVENUES</i>	\$62,372	\$65,815	\$53,251	\$54,810
<i>Expenses:</i>				
Professional Services	-	9,940	8,000	-
Advertising	-	-	40	40
Dues/Memberships	-	265	275	275
Contracted Services	698	705	705	-
Training	-	5,900	-	-
Conferences	494	739	1,480	1,550
Travel - Mileage	-	78	100	360
Travel - Meals	34	72	300	600
Travel - Other	-	54	100	100
Travel - Lodging	342	816	1,800	1,610
Vehicle Repair/Maintenance	492	2,587	2,000	2,500
Equipment Repair/Maintenance	-	283	500	500
Internet	481	480	480	480
Hazardous Spill Distribution	-	-	1,500	1,500
Supplies	4,694	4,438	3,000	3,000
Postage/Shipping	104	45	100	100
Gasoline for County Vehicles	237	639	750	1,000
Minor Equipment	1,680	4,414	-	-
Equipment	-	-	-	3,852
<i>TOTAL OPERATING EXPENSES</i>	\$9,256	\$31,455	\$21,130	\$17,467
Salaries	54,898	56,465	58,071	61,011
FICA ER	3,852	3,927	4,442	4,667
Allocated Benefits	38,411	38,869	29,297	28,341
<i>TOTAL OPERATING BUDGET</i>	\$106,417	\$130,716	\$112,940	\$111,487
Transfer In	44,045	71,851	59,689	56,677
Transfer Out	-	-	-	-
<i>TOTAL TRANSFERS</i>	\$44,045	\$71,851	\$59,689	\$56,677

ACT 13 BRIDGE IMPROVEMENTS



Act 13 of 2012 establishes a Marcellus Legacy Fund that allocates a portion of the Marcellus Shale Impact Fee to the Highway Bridge Improvement Restricted Account in the Motor License Fund. These funds are distributed to counties (proportionately based on population) and are to be used to fund the replacement of repair of locally owned (county; municipal), at-risk, deteriorated bridges.

In collaboration with the County Commissioners Association of Pennsylvania (CCAP), the Pennsylvania Department of Transportation (PennDOT) has defined an at-risk deteriorated bridge to be one that is structurally deficient including those that are posted with weight restrictions. Act 13 requires PennDOT to approve a submitted “plan” to repair at-risk deteriorated bridges. The Transportation Improvement Program (TIP) will be the official document for approval of these at-risk bridges. Each County should work with their respective Metropolitan or Rural Planning Organization (MPO/RPO) to program available Marcellus Fund dollars. Municipalities should work with their respective county to identify opportunities to utilize these funds. All projects should utilize the Linking Planning and NEPA process.

Departmental Goals

- Replace priority County bridges with new structures.
- Implement preventative maintenance programs for County-owned bridges on an as needed basis.
- Maintenance on all 40 County owned bridges completed by the end of 2024.

2024 ADAMS COUNTY BUDGET

Act 13 Bridge Improvements (continued)

Position Count

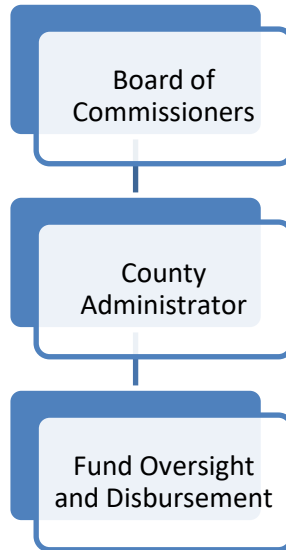
	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	0	0	0	0

*Employees for this department are included in the General Fund

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
State Funding	100,830	171,686	170,000	147,000
Interest Income	3,872	1,792	500	3,000
<i>TOTAL REVENUES</i>	<i>\$104,702</i>	<i>\$173,478</i>	<i>\$170,500</i>	<i>\$150,00</i>
<i>Expenses:</i>				
Advertising	-	-	-	-
Property Repair/Maintenance	620,318	92,078	-	150,000
<i>TOTAL OPERATING EXPENSES</i>	<i>\$620,318</i>	<i>\$92,078</i>	<i>\$-</i>	<i>\$150,000</i>

LIQUID FUELS GRANT



The Liquid Fuels Program funds a range of projects to support construction, reconstruction, maintenance and repair of public roads or streets. The amount of allocation is based on the county’s population and miles of road on their approved Liquid Fuels inventory. These allocations must be deposited into a separate fund, from which payments may be made for construction, maintenance, and repair of county roads or bridges. The Act provides that counties may allocate monies from this fund to their political subdivision for these same purposes. It also allows the counties to encumber current funds for future road and bridge construction, reconstruction, and maintenance projects. To continue to receive Liquid Fuels funds, a road must be maintained in such a condition that it can be driven safely at 15mph.

Departmental Goals

- Replace priority County bridges with new structures.
- Implement preventative maintenance programs for County-owned bridges on an as needed basis.
- Maintenance on all 40 County owned bridges completed by the end of 2024.

2024 ADAMS COUNTY BUDGET

Liquid Fuels (continued)

Position Count

	2020 Budget	2022 Budget	2023 Budget	2024 Budget
Budgeted Positions	0	0	0	0

*Employees for this department are included in the General Fund

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Federal Funding	-	63,277	-	-
State Funding	491,726	316,710	516,000	354,000
Charges for Services	-	-	-	-
Interest Income	3,405	3,018	2,800	3,300
Miscellaneous	-	-	-	-
<i>TOTAL REVENUES</i>	<i>\$495,131</i>	<i>\$383,005</i>	<i>\$518,000</i>	<i>\$357,300</i>
<i>Expenses:</i>				
Advertising	-	-	500	500
Property Repair/Maintenance	410,721	128,211	702,000	300,000
<i>TOTAL OPERATING EXPENSES</i>	<i>\$410,721</i>	<i>\$128,211</i>	<i>\$702,500</i>	<i>\$300,500</i>
<i>Transfers:</i>				
Transfer In	-	-	-	-
Transfer Out	8,000	8,000	8,000	8,000
<i>TOTAL TRANSFERS</i>	<i>\$8,000</i>	<i>\$8,000</i>	<i>\$8,000</i>	<i>\$8,000</i>

2024 ADAMS COUNTY BUDGET

HOTEL TAX FUND

The Hotel Tax Fund is a special fund to support tourism in Adam County first authorized by the Pennsylvania legislature in 2000 and thereafter adopted by the Board of Commissioners in 2001. The current law can be found at 16 P.S. §1770.7 and in Adams County Ordinance 1 of 2022.

The tax is paid by guests at local hotels, motels, bed & breakfasts, and similar short-term lodging establishments at the rate of 5% of the room charge. Operators of those establishments are required to collect the tax and pay it into the Adams County Treasurer monthly.

After deducting a 4.5% administrative fee - capped in 2022 at approximately \$107,000 – the Treasurer is required to distribute 75% of the funds to Destination Gettysburg, the official Tourist Promotion Agency for Adams County, for the promotion, advertising and marketing of tourism and special events and for administrative costs. Another 12.5% of the funds is distributed to local municipalities which have both a full-time police department/regional police department and lodging within their jurisdiction. Presently the municipalities receiving disbursements include Borough of Gettysburg, Cumberland Township, Borough of Carroll Valley, Borough of Fairfield, and Borough of New Oxford. The remaining 12.5% remains with Adams County for the restricted purpose of economic development and historic preservation.

Each lodging operator is audited annually by the Controller’s office. In 2020, the Treasurer’s Office and the Controller’s Office cooperated to produce a Hotel Room Rental Tax Operators Guide to assist lodging operators in meeting their requirements under the ordinance and to navigate the various exemptions provided by the law.

Revenue & Expense Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Hotel Room Rental Tax	2,574,457	2,940,089	2,400,000	3,000,000
Penalty Late Fee Charges	9,872	7,239	4,000	5,000
Interest Income	8,238	8,279	4,500	15,000
<i>TOTAL REVENUES</i>	<u>\$2,592,567</u>	<u>\$2,955,607</u>	<u>\$2,408,500</u>	<u>\$3,020,000</u>
<i>Expenses:</i>				
Professional Services	-	-	-	8,500
Contracted Services	-	-	-	6,000
Local County Grant	597,932	791,751	390,215	835,651
Tourist Promotion	1,851,678	2,118,914	1,800,000	1,800,000
PY Tax Refunds	-	17,292	-	-
<i>TOTAL OPERATING EXPENSES</i>	<u>\$2,449,610</u>	<u>\$2,927,957</u>	<u>\$2,190,215</u>	<u>\$2,650,151</u>
<i>Transfers:</i>				
Transfer Out	116,684	123,270	130,000	142,000
<i>TOTAL TRANSFERS</i>	<u>\$116,684</u>	<u>\$123,270</u>	<u>\$130,000</u>	<u>\$142,000</u>
Budgeted Surplus	-	-	<u>\$88,285</u>	<u>\$227,849</u>

2024 ADAMS COUNTY BUDGET

CAPITAL BUDGET

Capital expenditures are defined as goods that costs \$5,000 or more with a life of 12+ months. The yearly capital budget is created in conjunction with the county operating budget with departments completing worksheets with the project/item and cost as well as providing a quote for that project/item. The Building and Maintenance department assists with quotes on building projects and the IT department works with the departments when it comes to computer hardware and software to make sure the quotes are complete and accurate. This year, the capital budget is \$2,485,008 for the county. \$1,800,000 of this budget will be funded through the 2020 bond issue and the remaining \$685,008 will be funded using ARRF funds and contribution from the Court Reserved Fund of \$69,352. A breakdown of the 2024 capital budget follows:

Revenue Detail

Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Revenues:</i>				
Federal Funding	-	-	-	-
State Funding	-	-	-	-
Interest Income	35,778	16,697	-	-
Contributions & Donations	-	-	-	-
Miscellaneous	19,752	26,998	-	-
Issuance of Debt	-	-	-	-
<i>TOTAL REVENUES</i>	\$ 55,530	\$43,695	\$-	\$-

Note: The 2021 Capital budget of \$2,417,962 was funded through a combination of 2020 Bond Proceeds (\$1,654,641) and reserves (\$763,321).

Note: The 2022 Capital budget of \$3,065,942 was funded through a combination of 2020 Bond Proceeds (\$1,975,300) and reserves (\$1,090,643).

2024 ADAMS COUNTY BUDGET

Capital Budget (continued)

Expense Detail

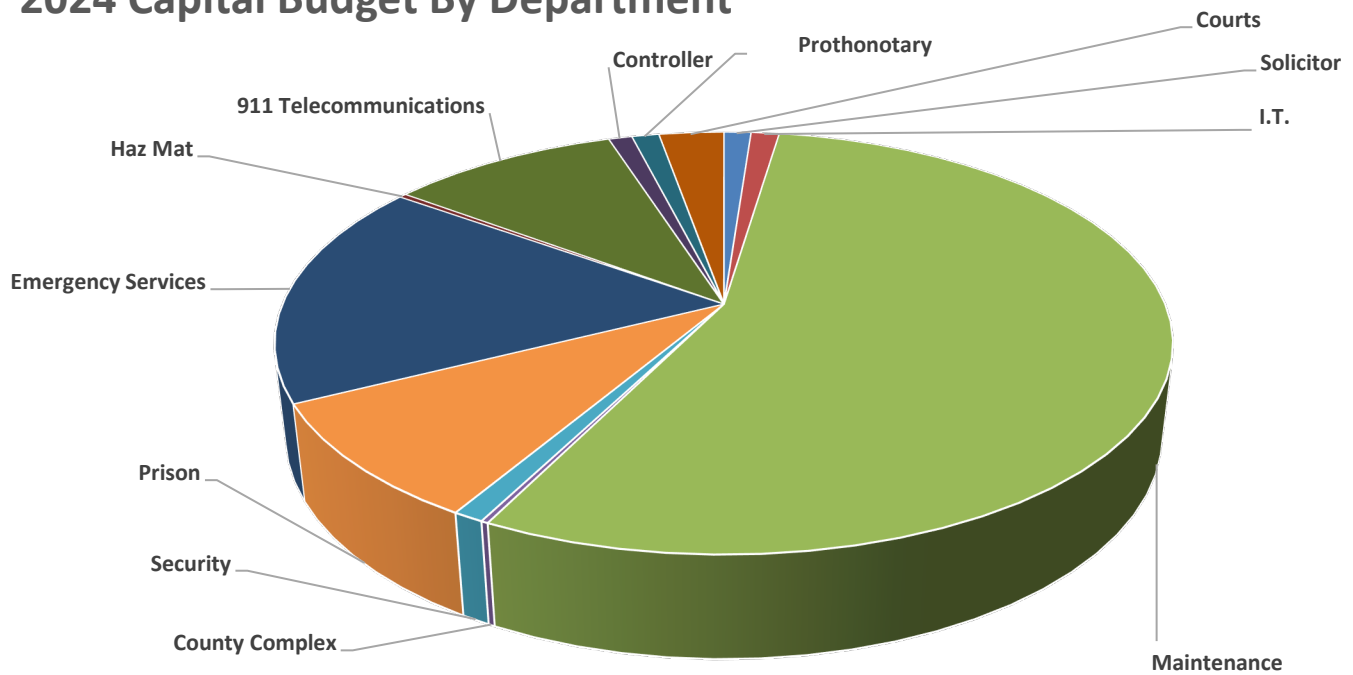
Account Description	2021 Actuals Audited	2022 Actuals Audited	2023 Adopted Budget	2024 Tentative Budget
<i>Expenses:</i>				
Building and Maintenance	1,327,125	2,098,211	1,133,891	1,366,449
County Complex	4,960	-	-	-
Controller	11,628	-	-	25,039
Coroner	-	-	7,207	-
Courts Consolidated	306,188	32,739	144,205	69,352
Elections/Voter Registration	-	52,944	-	-
Emergency Services	2,579	3,749	80,000	430,020
HAZMAT	-	-	-	7,620
Information Technology	10,200	79,754	268,070	30,000
Prison	254,619	140,571	1,217,757	225,000
Prothonotary	131,555	36,151	72,720	29,000
Security	-	-	-	23,700
Sheriff	19,752	20,840	5,200	-
Solicitor	-	-	28,851	28,851
911 Telecommunications	13,378	109,361	378,708	244,477
<i>TOTAL CAPITAL PURCHASES</i>	<i>\$2,081,984</i>	<i>2,574,320</i>	<i>\$3,336,609</i>	<i>\$2,485,008</i>
Transfer In	280,000	143,196	736,461	685,008
Transfer Out	-	-	-	-
<i>TOTAL TRANSFERS</i>	<i>\$280,000</i>	<i>143,196</i>	<i>\$736,461</i>	<i>\$685,008</i>

2024 ADAMS COUNTY BUDGET

Capital Budget (continued)

<i>Capital Budget by Department</i>	
<i>Solicitor</i>	28,851
<i>Information Technology</i>	30,000
<i>Building and Maintenance</i>	1,366,449
<i>County Complex</i>	5,500
<i>Prison</i>	225,000
<i>Emergency Services</i>	430,020
<i>Hazardous Materials</i>	7,620
<i>911 Telecommunications</i>	244,477
<i>Controller</i>	25,039
<i>Prothonotary</i>	29,000
<i>Courts Consolidated</i>	69,352
	\$2,485,008

2024 Capital Budget By Department

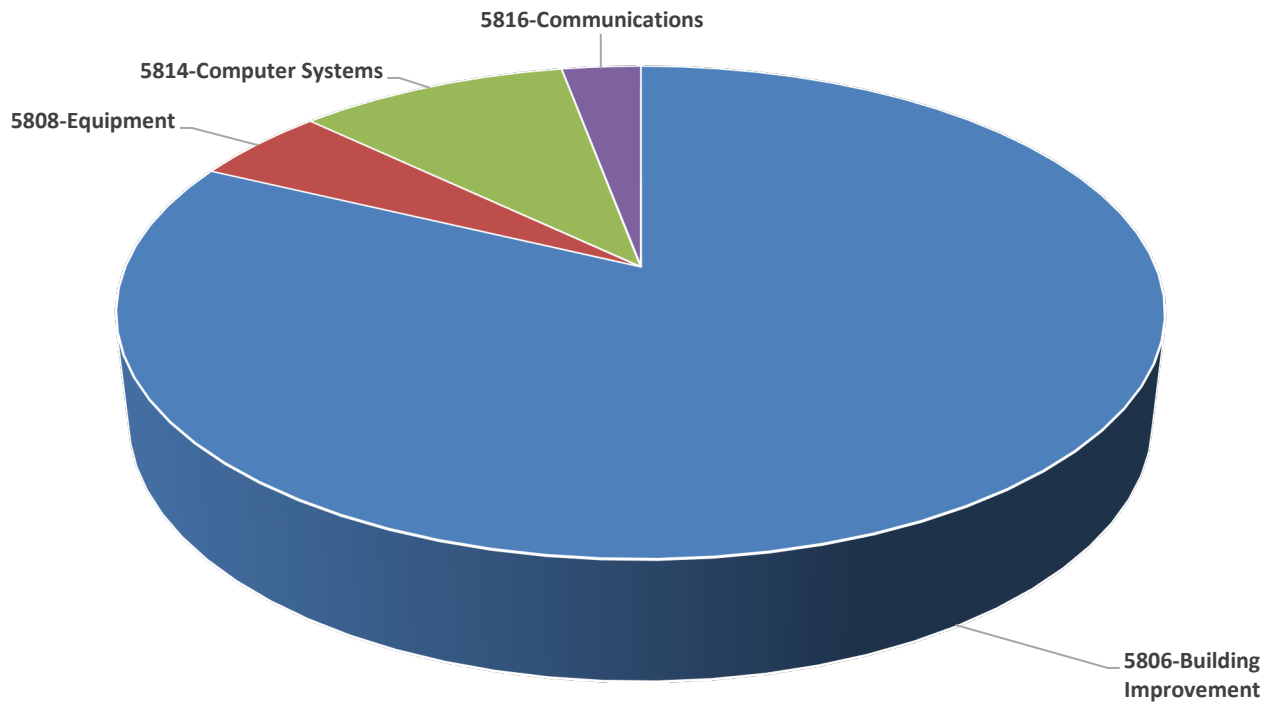


2024 ADAMS COUNTY BUDGET

Capital Budget (continued)

<i>Capital Budget by Classification</i>	
<i>5806 – Building Improvement</i>	\$2,041,449
<i>5808 – Equipment</i>	\$123,792
<i>5814 – Computer Systems</i>	\$247,367
<i>5816 – Communications</i>	\$72,400
	\$2,485,008

2024 Capital Budget By Classification



2024 ADAMS COUNTY BUDGET

Major Non-Recurring Capital projects for 2024

5806 - Building Improvement

The most notable capital project in 2024 is the installation of solar panels on the roof of the Human Services Building. The solar panels are expected to generate enough electricity to supply the whole building. Other projects include HVAC unit replacement and fire alarm system replacement at the Emergency Services Building, and security system upgrades at the Prison.

5808 - Equipment

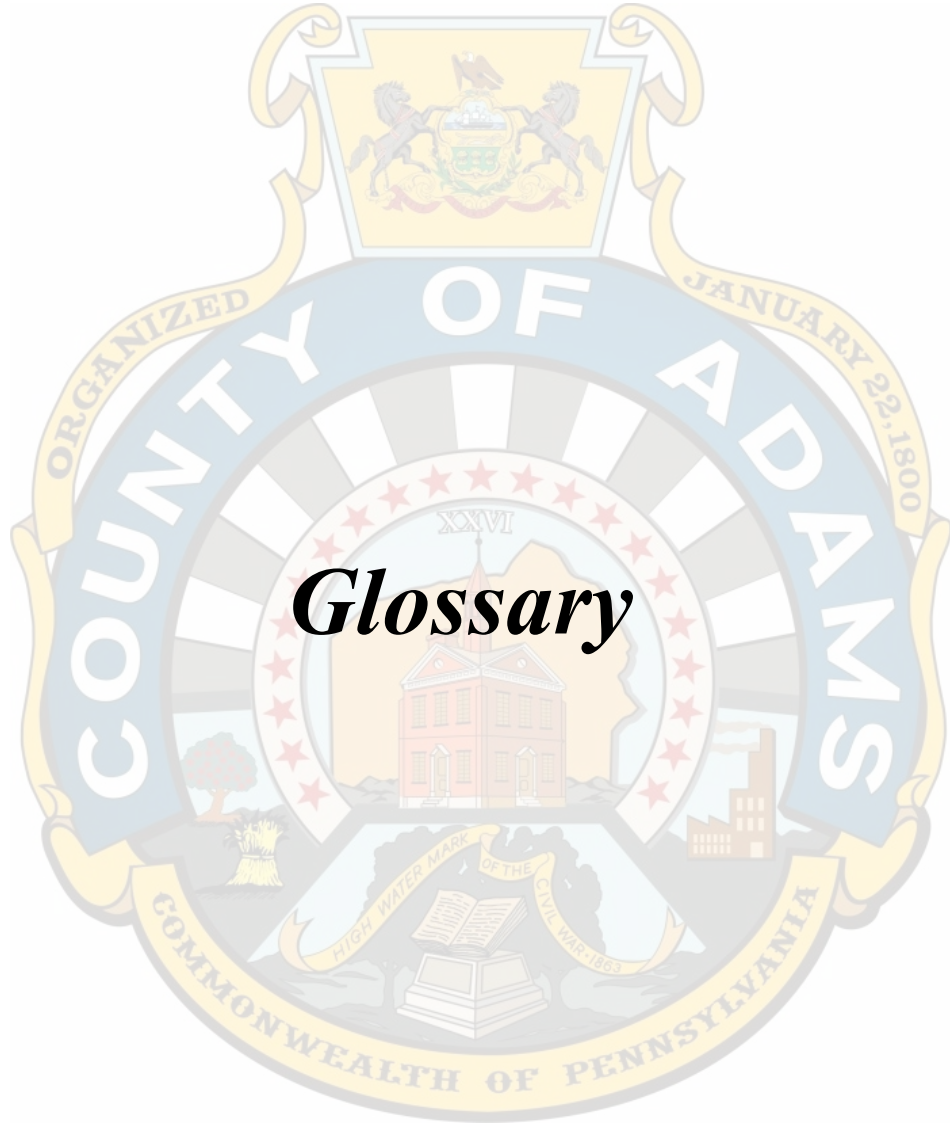
A new X-Ray machine has been budgeted for the Courthouse lobby to replace the current one that is over 15 years old. The Maintenance Department is requesting a snow removal push box for the Complex, and Emergency Services has been approved for a traffic sign trailer with a portion of that cost being shared with the HMRF and RERF grants.

5814 - Computer Systems

The I.T. Department will again continue its yearly refresh of switches and routers throughout county facilities in 2024. 911 Telecommunications will continue to implement new CAD software for their call center and the virtual warrant project continues as well.

5816 - Communications

Emergency Services will be installing HyperReach emergency alerting software and 911 Telecommunications has budgeted for a Carbyne telephone system as well.



GLOSSARY

- ❖ Accrual – An adjustment for revenues that have been earned and/or expenses that have been incurred but are not yet recorded.
- ❖ Advisory Board- include the following: Children and Youth Advisory Board, Criminal Justice Advisory Board, Water Resources Advisory, Ag Land Preservation, Economic Development Committee
- ❖ Appropriation – An authorization granted by the Board of County Commissioners to expend certain funds and incur obligations for specific purposes. There is a time limit on when funds may be expended.
- ❖ American Rescue Plan Act-Federal funds distribute to Counties as a result of the Pandemic.
- ❖ Asset – Property owned by the County which has monetary value
- ❖ Balanced Budget – Revenues + Fund Balance + Transfers \geq Expenditures
- ❖ Board of Commissioners (BOC) – The governing body of public officials elected to represent Adams County.
- ❖ Bond – A means for long-term borrowing of funds to finance capital projects.
- ❖ Budget – An annual financial plan that identifies revenues; specifies the type and level of services to be provided; and establishes the amount of money which may be spent within a certain time period upon Commissioners’ approval.
- ❖ Budget Document – The instrument used by the budget-making authority to present a comprehensive financial program to the appropriate governing body.
- ❖ Capital Assets – Capital assets have significant value and a useful life of several years. Capital assets are referred to commonly as fixed assets.
- ❖ Capital Expenditures- are defined as goods that costs \$5,000 or more with a life of 12+ months.
- ❖ Capital Projects – Capital projects involve the purchase or construction of capital assets. Often a capital project encompasses the purchase of land, major facility renovations, and the construction of a building or facility. Design, engineering, or architectural fees are often part of a capital project.
- ❖ Component Board – include the following: Conservation Board, General Financing Authority, Housing Authority, Industrial Development Authority, Planning Commission
- ❖ Consumer Price Index (CPI) – A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).
- ❖ Contingency – An appropriation of funds to cover unanticipated events that may occur during the fiscal year. Transfers from this account must be approved by the Board of Commissioners. Funds held in the contingency may be restricted to a specific use.
- ❖ Credit Rating – The credit worthiness, determined through a statistical analysis of available credit data. Adams County’s current credit rating from Moody’s is Aa2.
- ❖ Debt Service – Debt service is the payment of interest and principal on an obligation resulting from the issuance of bonds.
- ❖ Depreciation – A reduction in the value of an asset with the passage of time.
- ❖ Encumbrance – An encumbrance is a financial transition of appropriated funds related to unperformed contracts for goods and services.

2024 ADAMS COUNTY BUDGET

Glossary (continued)

- ❖ Estimate – An estimate is an annualized projection of current year revenues or expenditures.
- ❖ Expenditures – The cost of goods and services received by the County regardless of when payment is actually made. Expenditures decrease a fund’s assets.
- ❖ Fiscal Year – The fiscal year for Adams County is January 1 through December 31.
- ❖ Fringe Benefits – Employee benefits paid by the employer.
- ❖ Fund Balance – The calculation is the difference between fund assets and fund liabilities. A negative fund balance is called a deficit.
- ❖ Governmental Fund – A group of funds that account for activities associated with the County’s basic operations and use a modified accrual basis of accounting.
- ❖ Government Finance Officers Association (GFOA) – The GFOA is a professional association of state/provincial and local finance officers dedicated to the sound management of public funds.
- ❖ Infrastructure – Tangible assets such as facilities, buildings, roads, bridges, streets and sidewalks.
- ❖ Intergovernmental Revenues – Revenues received from other government entities for a specified purpose.
- ❖ Long-term Debt – A long-term debt is debt with a maturity date of more than one year after the date of issuance.
- ❖ Mill – One one-thousandth of a dollar of assessed value.
- ❖ Millage – Rate used in calculating taxes based upon the value of property, expressed in mills per dollar of property value.
- ❖ Mission Statement – Provides a clear presentation of a department’s function or mandate. A good mission statement answers why the program is needed and what services are provided.
- ❖ Pass-through – Money given to a government or organization with a condition that it be given (passed through) to another government or organization.
- ❖ Per Capita – A unit of measurement that indicates an amount of some quantity per person in the County.
- ❖ Performance Measures – Performance measures are indicators of performance. These include outcome, efficiency, output, customer service, and impact measures.
- ❖ Principal – The original amount of a debt on which interest is calculated.
- ❖ Revenues – Financial resources received from tax payments, fees for service, licenses and permits, fines, cost and forfeitures, grants, rents, and interest. Revenues increase a fund’s assets.
- ❖ Special Revenue Fund – An account established by a government to collect money that must be used for a specific project. Special revenue funds provide an extra level of accountability and transparency to taxpayers that their tax dollars will go toward intended purposes.
- ❖ Tax Levy – The total amount to be raised by general property taxes for purposes specified in the Budget Ordinance.
- ❖ Tax Rate – The amount of tax levied for each \$100 of assessed valuations. The tax rate is applied to the assessed valuation to derive the tax levy.

COUNTY ACRONYMS

- ❖ ACACC – Adams County Adult Correctional Complex
- ❖ ACCYS – Adams County Children and Youth Services
- ❖ ACFR – Annual Comprehensive Financial Report
- ❖ ACOPD – Adams County Office of Planning and Development
- ❖ ACSO – Adams County Sheriff’s Office
- ❖ ADA – Americans with Disabilities Act
- ❖ ADP (Prison) – Average Daily Population
- ❖ AOPC – Administrative Office of Pennsylvania Courts
- ❖ AP – Accounts Payable
- ❖ AR – Accounts Receivable
- ❖ ARD – Accelerated Rehabilitative Disposition
- ❖ ARPA-American Rescue Plan Act
- ❖ BAS – Building Automated System
- ❖ BLS – Bureau of Labor Statistics
- ❖ BoA – Board of Assessment Appeals
- ❖ CAD – Computer Aided Dispatch System
- ❖ CCAP – County Commissioners Association of Pennsylvania
- ❖ CDBG – Community Development Block Grant
- ❖ CIP – Capital Improvement Plan
- ❖ CIT – Crisis Intervention Team
- ❖ CPE – Certified Pennsylvania Evaluators
- ❖ CPI – Consumer Price Index
- ❖ CPSL – Child Protective Service Law
- ❖ CY – Current Year
- ❖ CYS – Children and Youth Services
- ❖ DCED – Pennsylvania Department of Community and Economic Development
- ❖ DEP – Department of Environmental Protection
- ❖ DOC – Days of Care
- ❖ DRS – Domestic Relations Section
- ❖ DSR – Dynamic System Resilience
- ❖ EFT – Electronic Funds Transfer
- ❖ EMS – Emergency Medical Services
- ❖ EOC – Emergency Operations Center
- ❖ EOP – Emergency Operations Plan
- ❖ EPA – Environmental Protection Agency
- ❖ ERMS – Electronic Records Management System
- ❖ ERP – Enterprise Resource Planning
- ❖ FGDM – Family Group Decision Making
- ❖ FICA – Federal Insurance Contributions Act tax
- ❖ GAAP – Generally Accepted Accounting Principles
- ❖ GASB – Governmental Accounting Standards Board
- ❖ GFOA – Government Finance Officers Association
- ❖ GIS – Geographic Information System
- ❖ GWI – General Wage Increase
- ❖ HAC – Healthy Adams County
- ❖ HAZMAT – Hazardous Materials
- ❖ HSB – Human Services Building

2024 ADAMS COUNTY BUDGET

Acronyms (continued)

- ❖ HVAC - Heating, ventilation, and air conditioning
- ❖ ICAC – Internet Crimes Against Children
- ❖ IDA – Industrial Development Authority
- ❖ IL- Independent Living
- ❖ IOCs – Inorganic chemicals
- ❖ ISF – Internal Service Fund
- ❖ IT – Information Technology
- ❖ JCJC – Juvenile Court Judges’ Commission
- ❖ JPO – Juvenile Probation Office
- ❖ MAGLOCLEN – Middle Atlantic-Great Lakes Organized Crime Law Enforcement Network
- ❖ MDJ – Magisterial District Judge
- ❖ MDJ – Magisterial District Judge
- ❖ MH-IDD – Mental Health/Intellectual & Developmental Disabilities
- ❖ MPO/RPO – Metropolitan or Rural Planning Organization
- ❖ NCOA – National Change of Address
- ❖ NMS – National Medical Services
- ❖ NPDES – National Pollutant Discharge Elimination System
- ❖ NVRA – National Voter Registration Act
- ❖ PEIRS – Pennsylvania Emergency Incident Reporting System
- ❖ PennDOT – Pennsylvania Department of Transportation
- ❖ PFA – Protection from Abuse
- ❖ PILT – Payment in Lieu of Taxes
- ❖ PSACC – Pennsylvania State Association County Controllers
- ❖ PVRA – Pennsylvania Voter Registration Act
- ❖ PY – Prior Year
- ❖ RASA – Rights and Services Act
- ❖ RFP – Request for Proposal
- ❖ RTF – Residential Treatment Facility
- ❖ RTKL – Right to Know Law
- ❖ SCI – State Correctional Institution
- ❖ SCR – Shared Care Responsibility
- ❖ SPCA – Society for the Prevention of Cruelty to Animals
- ❖ STOP (Grant) – Services Training Officers Prosecutors
- ❖ THP – Transitional Housing Program
- ❖ TIP – Transportation Improvement Program
- ❖ TIR – Traumatic Incident Reduction
- ❖ TSD – Transport Service Division
- ❖ TTHM - Trihalomethane
- ❖ HAA5 – Haloacetic Acids
- ❖ UPI – Universal Parcel Identification
- ❖ USDA – United State Department of Agriculture
- ❖ VA – Veterans’ Affairs
- ❖ VOCA – Victims of Crime Act
- ❖ VOCs – Volatile organic compounds
- ❖ VOIP – Voice over Internet Protocol
- ❖ VOJO – Victims of Juvenile Offenders
- ❖ VPN – Virtual Private Network
- ❖ WNV – West Nile Virus

Thank you Adams County!



For any questions, please call the Adams County Budget Office at 717-337-9821, visit 111 Baltimore St. Suite 1, Gettysburg, PA 17325, or online at www.adamscountypa.gov