

ECC MANAGEMENT BOARD 8/17/2021 MEETING PACKET



Charlottesville-UVA-Albemarle County
Emergency Communications Center
2306 Ivy Rd.
Charlottesville, VA 22903

Print date: 8/11/2021



Agenda Item:

4.1) Productivity Report



Charlottesville-UVA-Albemarle County Emergency Communications Center Productivity Report

Quarter 2 / April to June 2021

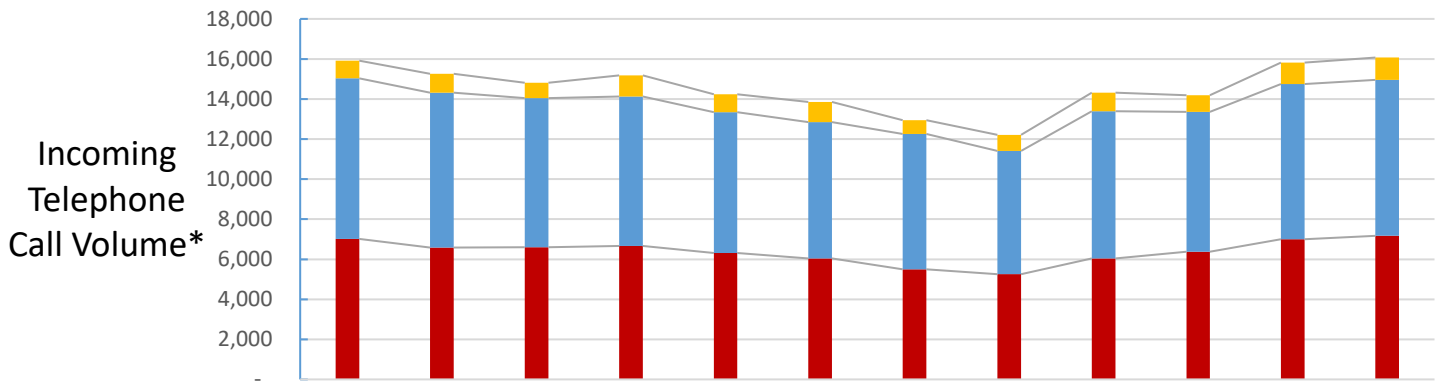
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About This Report

This report was developed to provide ongoing summary of the workload activity and operations of the Charlottesville-UVA-Albemarle County Emergency Communications Center in serving residents, businesses, visitors, students, police, and fire/rescue agencies.

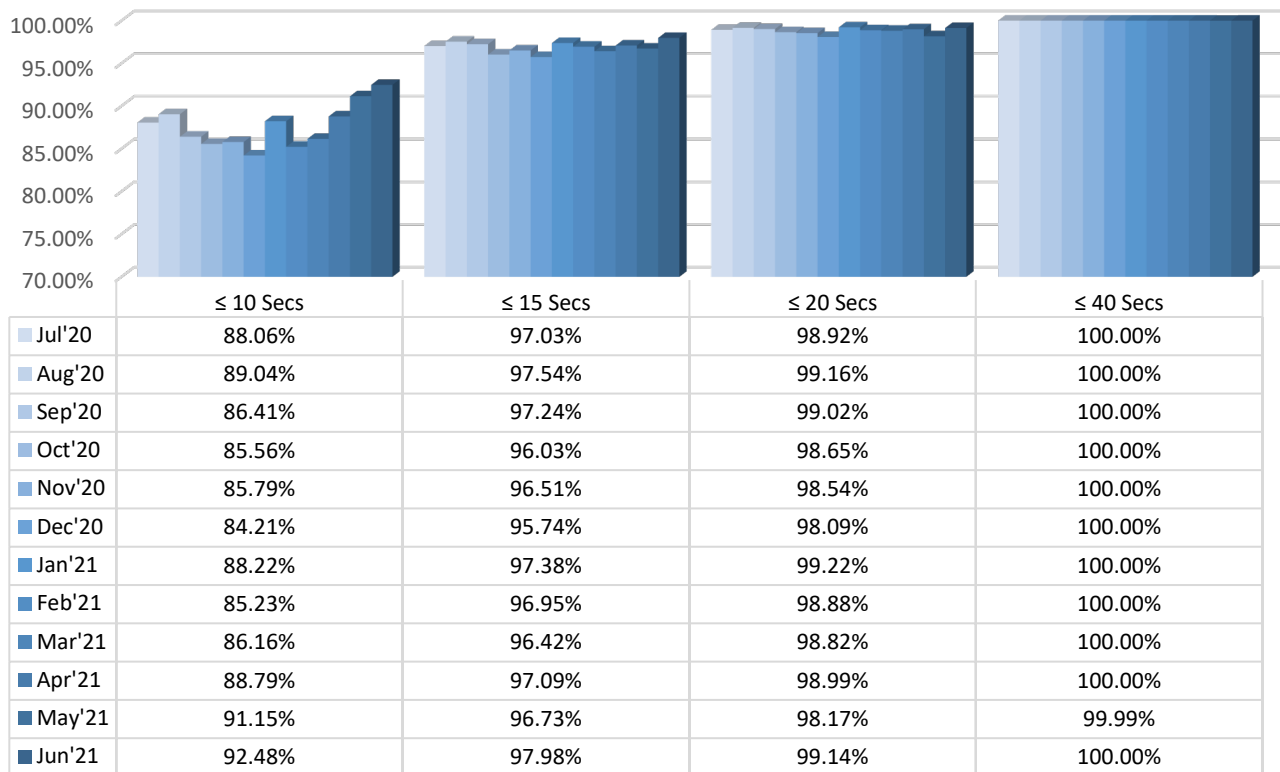
I. Telephone System Statistics



	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21	Feb'21	Mar'21	Apr'21	May'21	Jun'21
Alarm & 10-digit Emerg.	888	938	765	1,058	900	1,004	692	803	930	841	1,064	1,110
Non-Emergency Number	8,023	7,742	7,445	7,450	7,032	6,808	6,746	6,155	7,352	6,983	7,749	7,791
Emergency 911	7,008	6,578	6,599	6,670	6,312	6,035	5,502	5,253	6,040	6,368	7,006	7,169

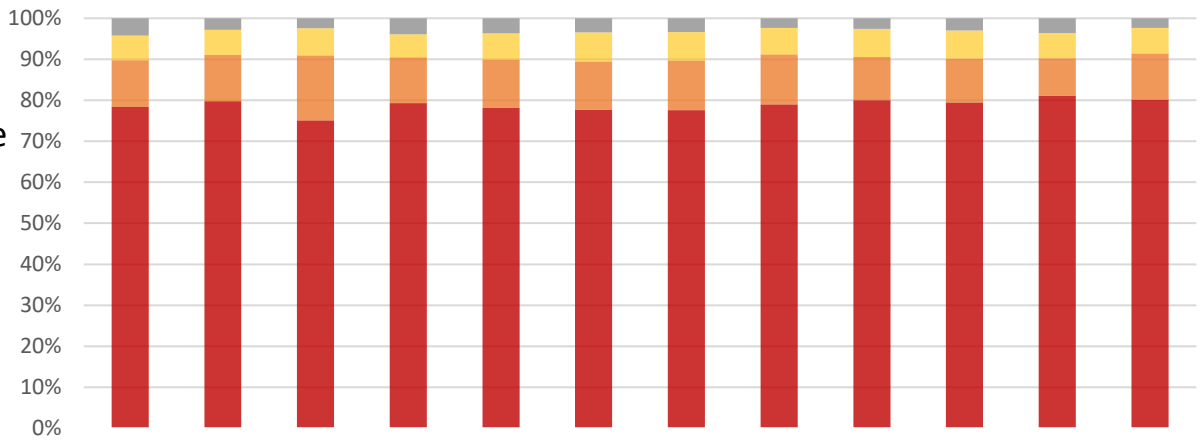
*includes calls that disconnected from queue before being answered

911 Call Answer Times



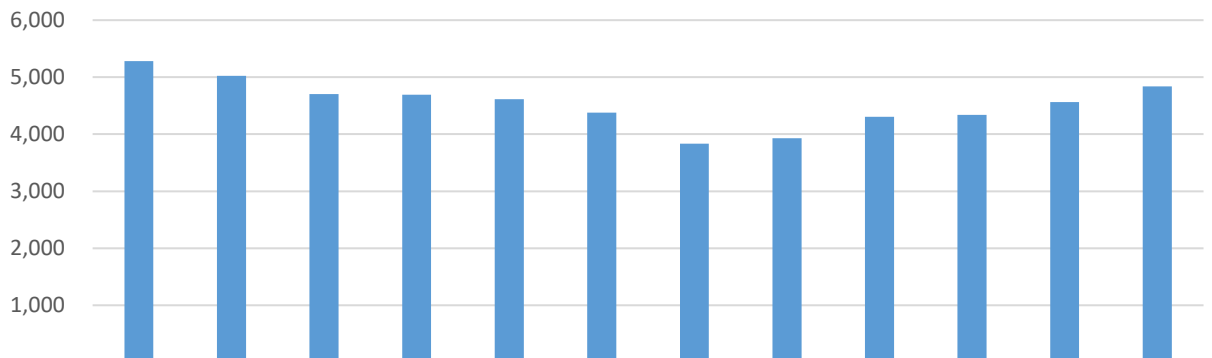
Standard	Met	Comments
Ninety percent (90%) of all 9-1-1 calls arriving at the Public Safety Answering Point (PSAP) SHALL be answered within (≤) fifteen (15) seconds (<i>NENA-STA-020.1-2020, 9-1-1 Call Processing Standard</i>)	✓	The ECC consistently meets and exceeds this standard, answering 96-98% of all 9-1-1 calls within fifteen seconds. <i>Note: This standard was updated by NENA in Q2 2020.</i>
Ninety-five (95%) of all 9-1-1 calls SHOULD be answered within (≤) twenty (20) seconds (<i>NENA-STA-020.1-2020, 9-1-1 Call Processing Standard</i>)	✓	The ECC consistently meets and exceeds this standard, answering 98-99% of all 9-1-1 calls within twenty seconds.

911 Class of Service



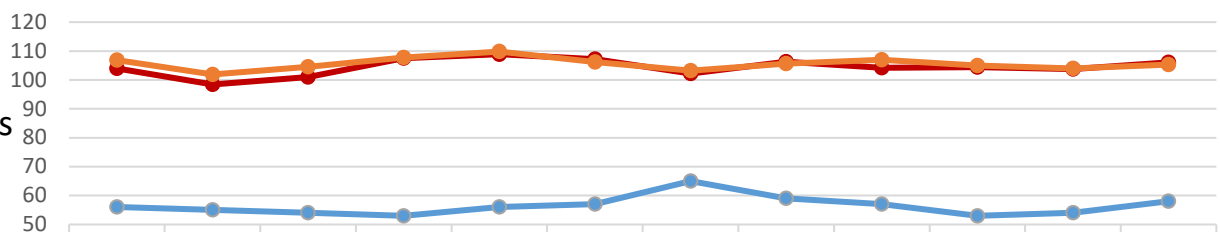
	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21	Feb'21	Mar'21	Apr'21	May'21	Jun'21
911 Unknown	296	185	159	259	233	206	185	124	155	191	250	171
911 VoIP	419	401	438	376	401	430	383	340	414	435	434	446
911 Wireline	801	745	1,047	743	745	712	667	641	637	683	638	805
911 Wireless	5,492	5,247	4,955	5,292	4,933	4,687	4,267	4,148	4,834	5,059	5,684	5,747

Outbound Telephone Call Volume



	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21	Feb'21	Mar'21	Apr'21	May'21	Jun'21
Outbound calls	5,284	5,025	4,701	4,691	4,615	4,376	3,836	3,927	4,305	4,341	4,566	4,841

Telephone Call Durations (Avg Secs)

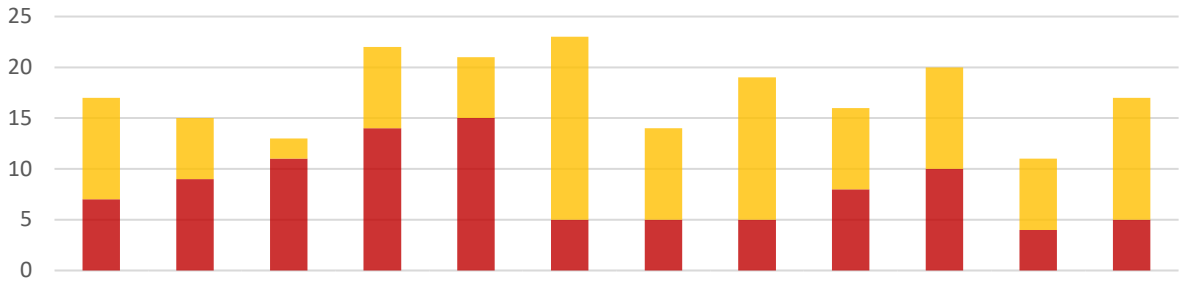


	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21	Feb'21	Mar'21	Apr'21	May'21	Jun'21
Incoming 911	104	98	101	108	109	107	102	106	104	104	104	106
Incoming (Overall)	107	102	105	108	110	106	103	106	107	105	104	105
Outgoing	56	55	54	53	56	57	65	59	57	53	54	58

Telephone Call Duration - Trend Analysis

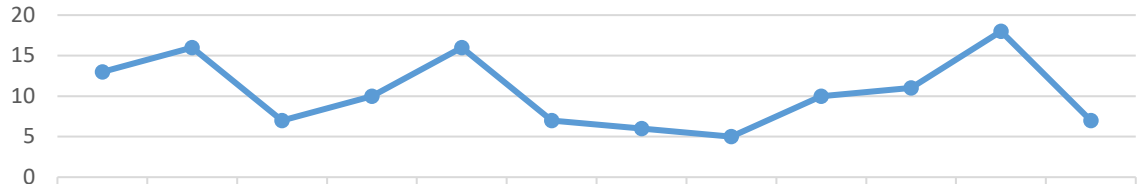
Beginning in March of 2020, the average duration of incoming emergency and non-emergency telephone calls increased by approximately 10-15 seconds. This increase corresponds with the introduction of COVID screening questions for responder safety. Screening questions are asked at the end of the call, after the call for service has been dispatched, so as to not negatively impact response times. As of August 2021, screening questions are still being asked of callers, and call durations have stabilized at the slightly longer time.

**Texts to 911
(# of Sessions)**



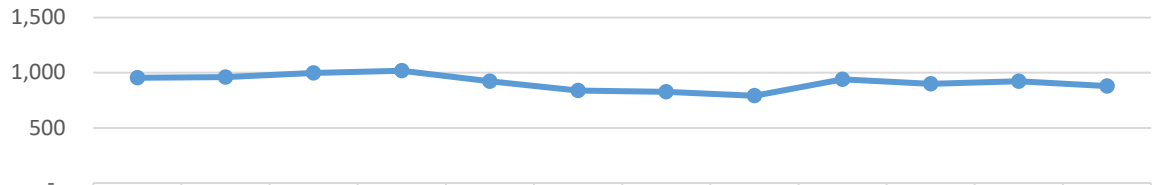
	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21	Feb'21	Mar'21	Apr'21	May'21	Jun'21
Testing	10	6	2	8	6	18	9	14	8	10	7	12
Emergencies	7	9	11	14	15	5	5	5	8	10	4	5

**911 Calls
Employing
TDD/TTY**



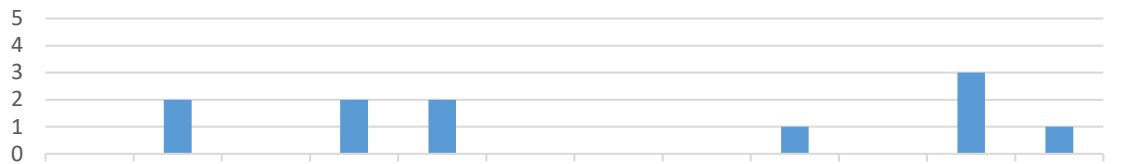
	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21	Feb'21	Mar'21	Apr'21	May'21	Jun'21
911 calls employing TDD/TTY	13	16	7	10	16	7	6	5	10	11	18	7

**911 Calls
Abandoned
Before Answer**



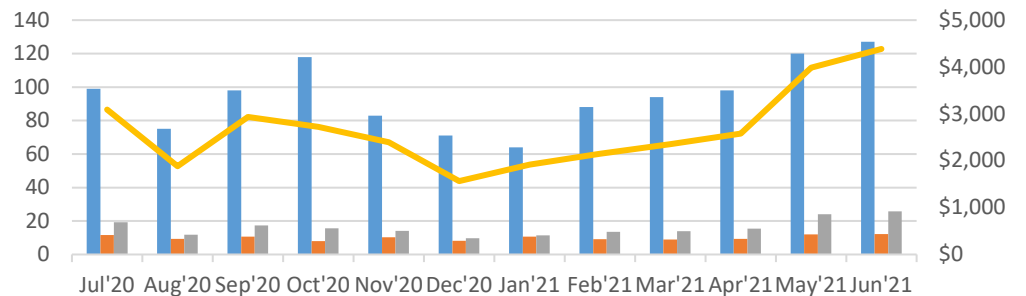
	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21	Feb'21	Mar'21	Apr'21	May'21	Jun'21
911 calls abandoned before answer	954	961	998	1,018	922	839	827	791	941	900	923	880

**911 Calls
Abandoned
Before Queue**



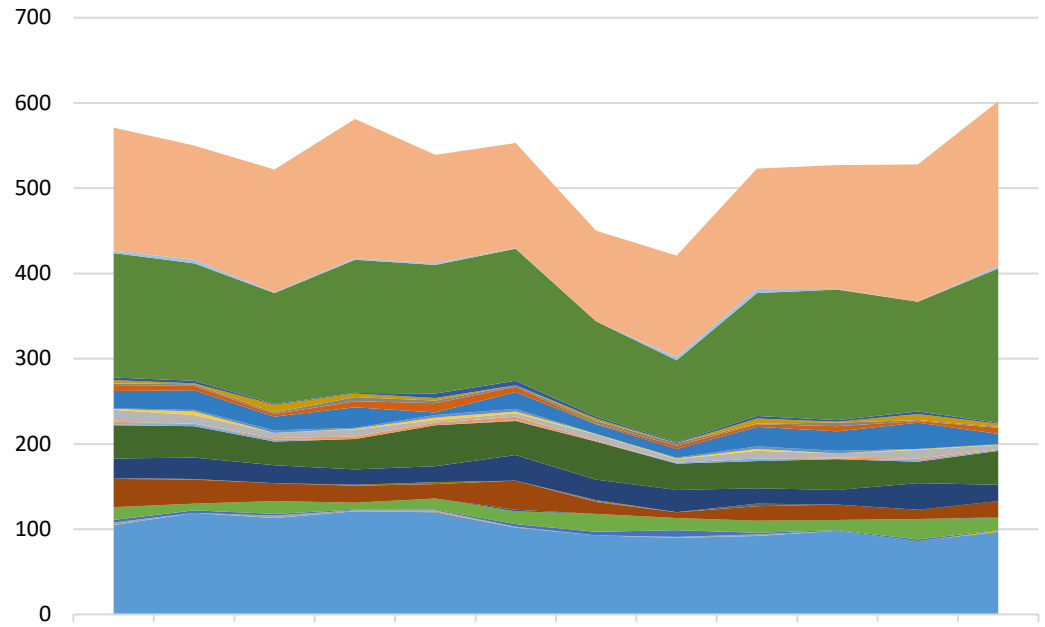
	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21	Feb'21	Mar'21	Apr'21	May'21	Jun'21
911 calls abandoned before queue	0	2	0	2	2	0	0	0	1	0	3	1

**Calls Requiring
Language Line
Interpretation**



	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21	Feb'21	Mar'21	Apr'21	May'21	Jun'21
Total calls	99	75	98	118	83	71	64	88	94	98	120	127
Average Length of Interpretation (mins)	11.7	9.4	10.6	8	10.2	8.2	10.7	9.2	8.9	9.4	12	12.2
Hours Spent	19.25	11.75	17.32	15.70	14.13	9.67	11.42	13.50	14.00	15.43	24.05	25.75
Language Line Charges	\$3,093	\$1,884	\$2,937	\$2,720	\$2,396	\$1,566	\$1,918	\$2,151	\$2,353	\$2,578	\$3,982	\$4,385

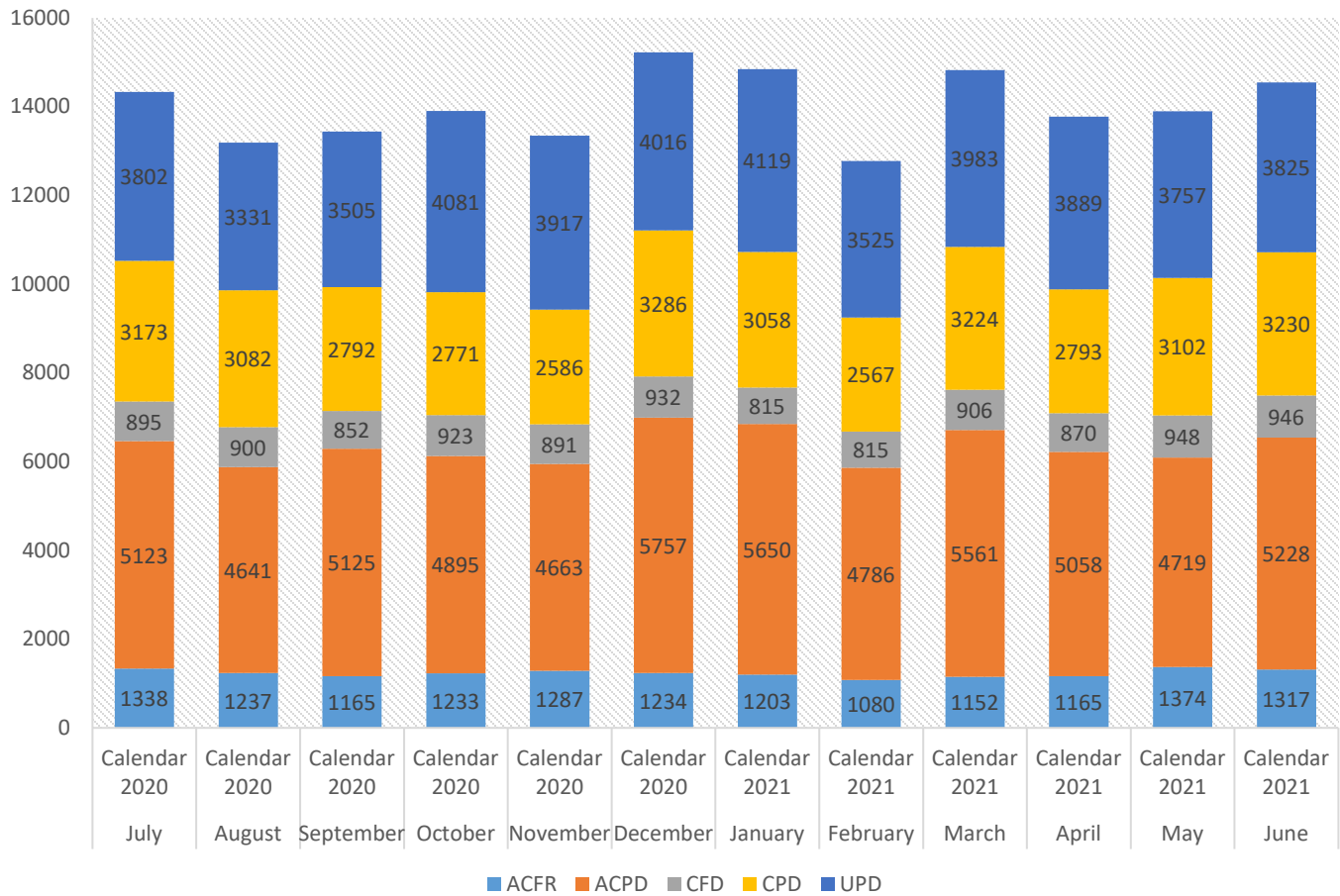
Calls Transferred to Other Agencies and Individuals



	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21	Feb'21	Mar'21	Apr'21	May'21	Jun'21
Other Agencies or Individuals	144	134	144	163	127	123	106	119	141	145	161	193
Waynesboro Police Department	3	4	1	2	2	1	0	4	5	1	0	3
Virginia State Police	146	138	130	156	151	155	112	96	144	153	129	181
Virginia Department of Transportation	3	3	1	1	5	5	2	1	3	2	3	1
University of Virginia Police Department	4	1	9	4	3	0	3	0	6	1	7	4
Poison Control	2	2	2	5	3	2	3	3	1	4	1	1
Orange County Fire-Rescue and Sheriff's Department	7	5	3	7	11	6	1	4	3	6	2	7
Nelson County Sheriff's Department	20	23	16	24	3	20	11	10	23	23	31	12
Medic 5	0	0	0	0	0	0	0	0	0	0	0	0
Medcom	1	2	3	1	3	3	0	1	3	3	0	0
Madison County Sheriff's Department	1	4	0	1	3	2	1	1	2	0	1	1
Louisa County Sheriff's Department	14	10	6	8	3	4	7	4	9	5	10	5
JADE/Terrorism Hotline	3	0	2	3	3	4	1	0	0	1	2	1
Harrisonburg/Rockingham ECC	1	3	2	0	0	1	0	1	3	1	2	1
Greene County Fire-Rescue and Sheriff's Department	39	37	28	36	48	40	45	31	32	36	25	40
Fluvanna County Sheriff's Department	23	25	21	18	19	30	24	26	18	17	31	19
Culpeper Sheriff's Department	0	1	0	1	2	0	1	0	0	0	0	0
City of Charlottesville Sheriff's Office	1	0	0	0	0	0	1	0	3	0	0	0
City of Charlottesville Police Department	33	28	21	20	17	34	14	7	17	18	11	19
City of Charlottesville Fire Department	0	0	0	0	0	2	0	0	0	0	0	1
Buckingham County Sheriff's Department	15	8	15	8	13	15	21	14	14	12	24	14
Augusta County Sheriff's Department	3	3	2	1	1	3	4	8	2	1	2	1
Amherst Sheriff's Department	0	0	0	0	0	0	0	0	0	0	0	1
Albemarle County Sheriff's Department	3	0	3	1	1	1	0	1	2	0	0	0
Albemarle County Fire/Rescue	0	0	0	0	1	0	0	0	0	0	0	0
Albemarle County Police Department	105	119	113	121	120	102	93	90	92	98	86	97

II. CAD System Statistics

Calls for Service by Month and by Agency

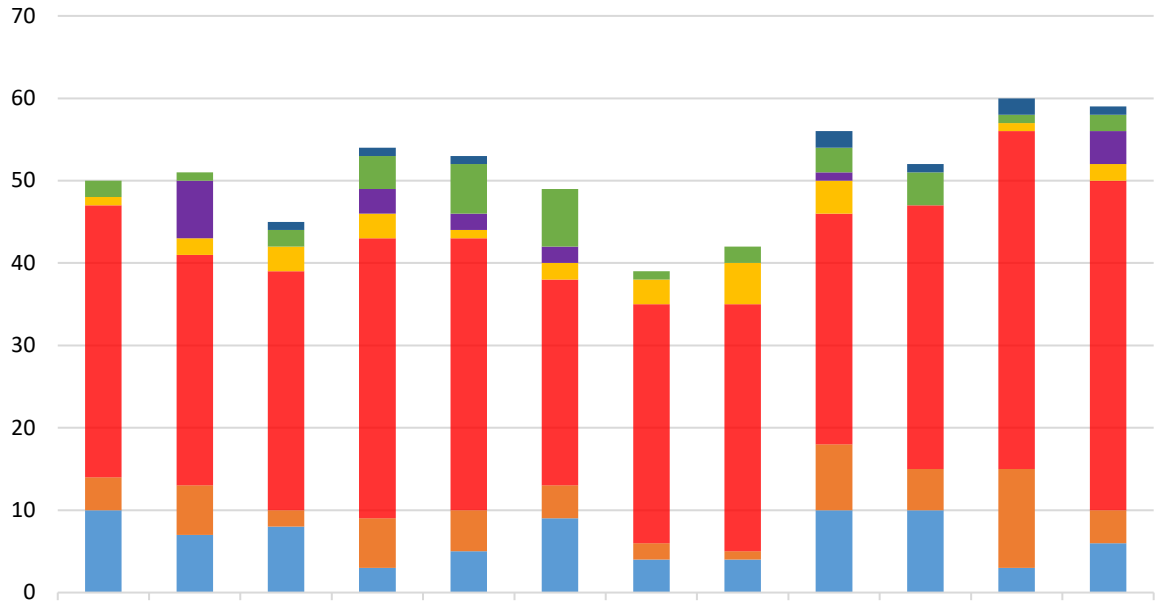


*Excluding a) canceled calls and b) test call types.

Total Calls for Service by Participant Over Time

Participant	Q3 2020	Q4 2020	Q1 2021	Q2 2021
Charlottesville	11,694 (28.55%)	11,389 (26.82%)	11,385 (26.82%)	11,471 (27.17%)
UVA	10,638 (25.97%)	12,014 (29.29%)	11,627 (27.39%)	11,889 (28.16%)
Albemarle	18,629 (45.48%)	19,069 (44.90%)	19,432 (45.78%)	18,861 (44.67%)

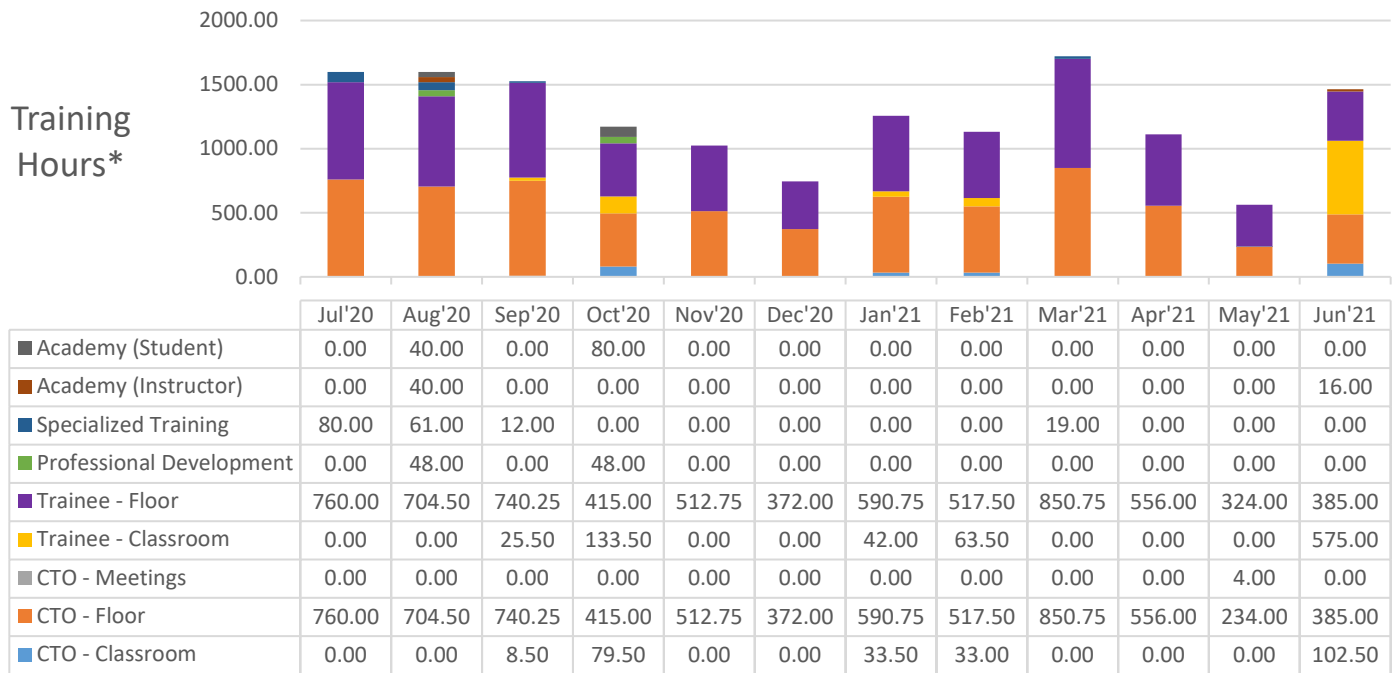
Critical Life Threatening/Saving Events*



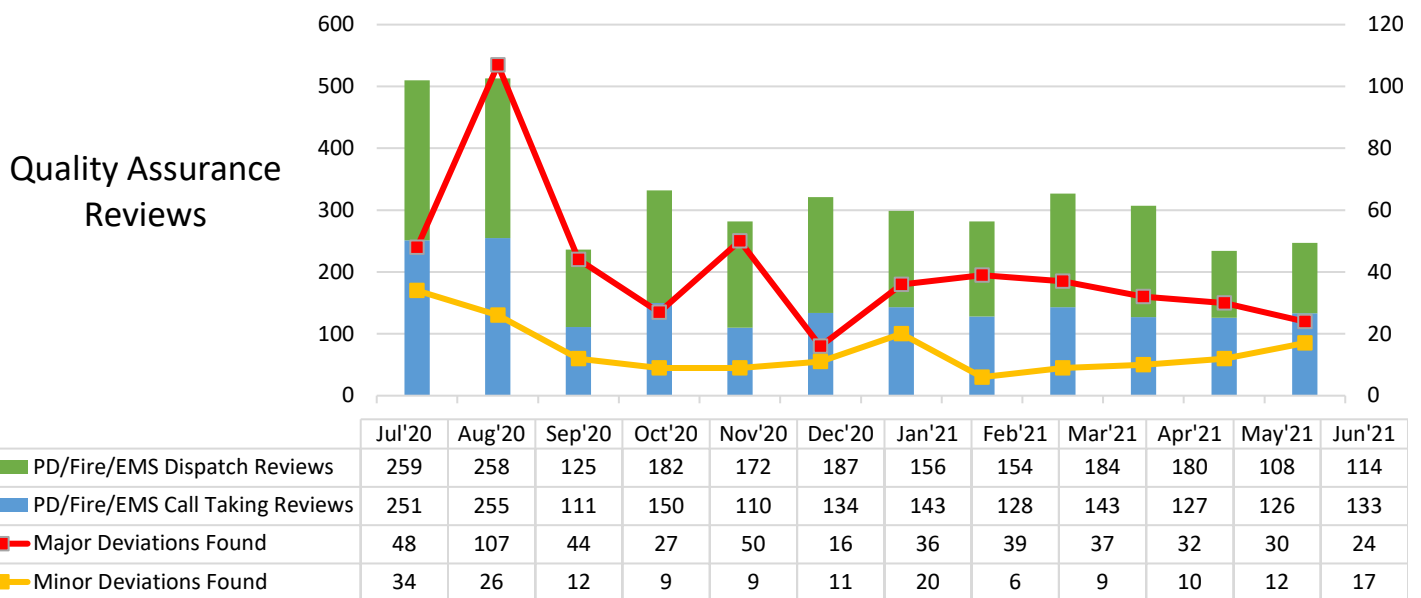
	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21	Feb'21	Mar'21	Apr'21	May'21	Jun'21
■ Stabbing Events	0	0	1	1	1	0	0	0	2	1	2	1
■ Shooting Events	2	1	2	4	6	7	1	2	3	4	1	2
■ Drowning Events	0	7	0	3	2	2	0	0	1	0	0	4
■ Attempted Suicide Events	1	2	3	3	1	2	3	5	4	0	1	2
■ Cardiac Arrest Calls	33	28	29	34	33	25	29	30	28	32	41	40
■ Choking Events	4	6	2	6	5	4	2	1	8	5	12	4
■ Obstetric Calls	10	7	8	3	5	9	4	4	10	10	3	6

* Statistics are based on remarks entered in CAD and final event types.

III. Performance Improvement

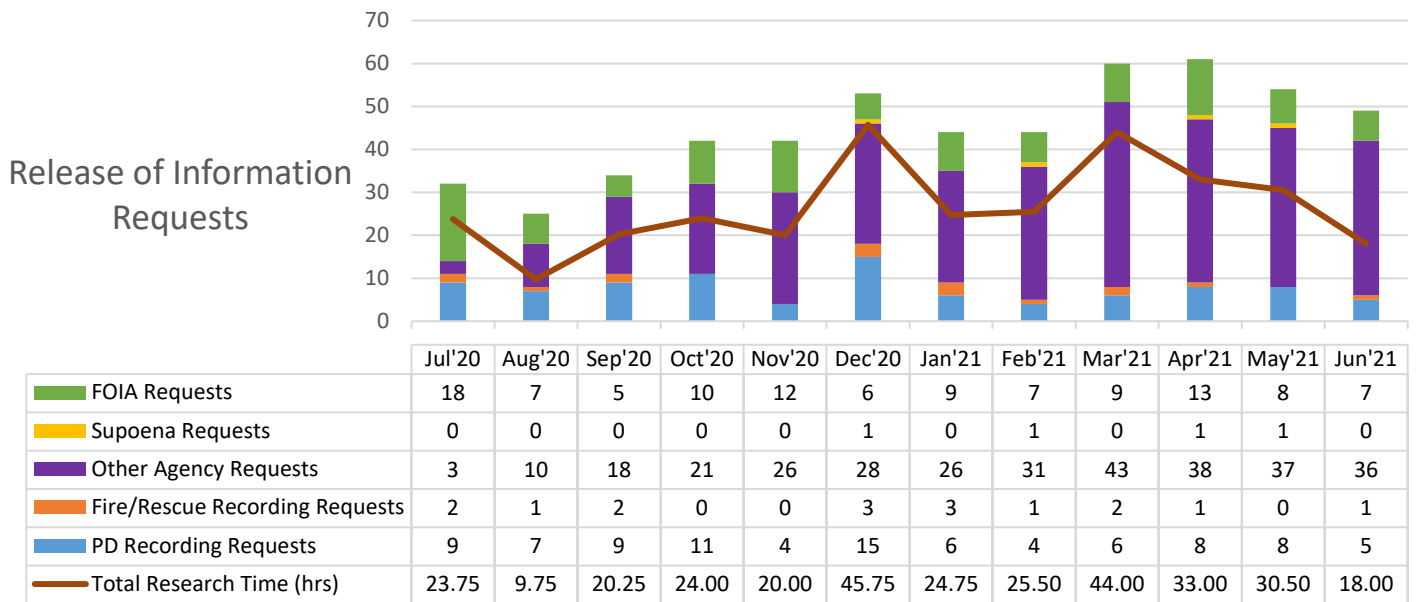


Legend	
Specialized Training	Employee (non-trainee) time spent in training for NICE, CAD, and related/similar in-services
Professional Development	Employee (non-trainee) time spent in APCO, VACAP Conferences, County class offerings, and other PD
Trainee – Floor	Trainee time spent paired with a trainer
Trainee – Classroom	Trainee time spent in orientation, training, ride-alongs, etc.
CTO – Meetings	Communications Training Officer time spent planning meetings and collaboration related to training program
CTO – Floor	Communications Training Officer time spent paired with a trainee
CTO – Classroom	Communications Training Officer hours off-site at Academy for instruction and on-site staff training programs

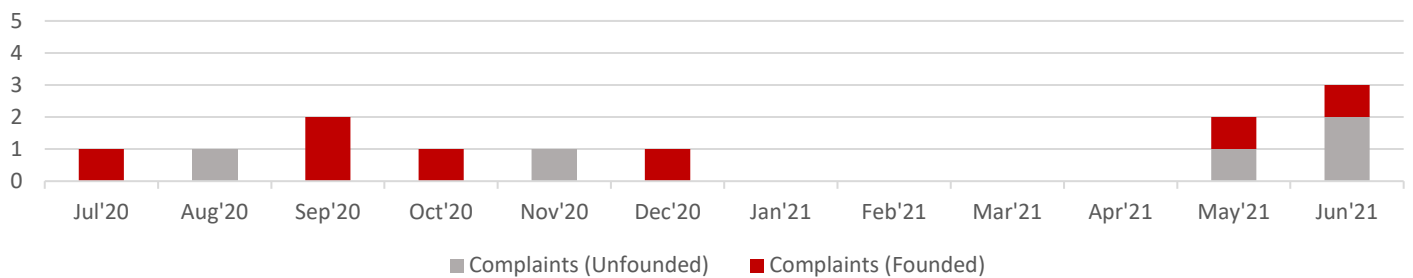


Quality Assurance Reviews - Trend Analysis
 Major deviations were elevated in Q2 and early Q3 2020, largely due to a number of calls during which COVID screening questions were not asked. All platoon supervisors have been briefed on the issue.

IV. Release of Information and Other Research



Complaints



Q1 2021 Complaint Summary

April 2021:	No complaints were filed.
May 2021:	<p>A complaint was filed alleging a telecommunicator did not handle a call satisfactorily and was being argumentative. The complaint was deemed founded.</p> <p>A complaint was filed alleging a telecommunicator was being rude while taking information from caller. The complaint was deemed unfounded.</p>
June 2021:	<p>A complaint was filed alleging a telecommunicator was rude and hung-up on the caller. The complaint was deemed founded.</p> <p>A complaint was filed alleging a telecommunicator was being rude. The complaint was deemed unfounded.</p> <p>A complaint was filed alleging a telecommunicator was being rude and asking unnecessary COVID questions. The complaint was deemed unfounded.</p>

V. Budget and Financial Information

All numbers are current as of August 9th, 2021, as reported in and sourced from the Albemarle County AADR report.

FY21 Budget Snapshot

Department	Original Budget	Current Budget*	Actual Expenditures**	Encumbrances	Balance	% Expended
31040-ECC-Operations	\$5,344,897	\$7,278,808	\$5,749,911	\$7,535	\$1,521,362	79.1%
31045-EMERGENCY SERVICES	\$347,333	\$408,371	\$393,444	\$40,269	(\$25,342)	106.2%
31048-800 MHZ OPERATIONS	\$1,076,388	\$1,126,388	\$958,589	\$18,757	\$149,033	86.8%
Grand Total	\$ 6,768,618	\$8,813,567	\$7,109,708	\$66,560	\$1,637,299	81.4%

*Includes re-appropriations

** Does not include pending transactions

FY2020 Minimum Staffing Pay / Overtime Wages for 31040-ECC-Operations

Budgeted	Expended	Balance	% Expended
\$188,237	\$ 244,329	(\$56,092)	129.8%

Overtime Wage Detail

ECC Pay Period	Month	CBOT	CTO	OC	ROT	ROT-Long Wk	Other	Total
Jun 6 - Jul 3, '20	Jul-20	\$ 9,380	\$ 3,383	\$ 1,837	\$ 1,735	\$ 3,915		\$ 20,250
Jul 4 - Jul 31, '20	Aug-20	\$ 5,368	\$ 2,895	\$ 1,961	\$ 1,358	\$ 3,866	\$ 413	\$ 15,860
Aug 1 - Sep 4, '20	Sep-20	\$ 11,464	\$ 3,821	\$ 2,086	\$ 1,934	\$ 4,066		\$ 23,370
Sep 5 - Oct 2, '20	Oct-20	\$ 8,794	\$ 2,912	\$ 1,583	\$ 1,383	\$ 3,538	\$ 51	\$ 18,260
Oct 3 - Oct 30, '20	Nov-20	\$ 12,162	\$ 1,664	\$ 1,649	\$ 3,340	\$ 2,660		\$ 21,474
Oct 31 - Nov 27, '20	Dec-20	\$ 9,675	\$ 2,419	\$ 1,593	\$ 2,278	\$ 2,841		\$ 18,807
Nov 28, '20 - Jan 1, '21	Jan-21	\$ 15,154	\$ 1,831	\$ 1,960	\$ 2,872	\$ 3,188		\$ 25,004
Jan 2 - Jan 29, '21	Feb-21	\$ 8,984	\$ 2,482	\$ 1,572	\$ 922	\$ 2,948	\$ 338	\$ 17,245
Jan 30 - Mar 5, '21	Mar-21	\$ 9,067	\$ 3,321	\$ 1,988	\$ 718	\$ 3,086	\$ 992	\$ 19,172
Mar 6 - Apr 2, '21	Apr-21	\$ 12,273	\$ 3,191	\$ 1,694	\$ 2,197	\$ 3,046		\$ 22,402
Apr 3 - Apr 30, '21	May-21	\$ 14,189	\$ 2,507	\$ 1,688	\$ 2,875	\$ 2,241	\$ 300	\$ 23,799
May 1 - Jun 4, '21	Jun-21	\$ 10,120	\$ 1,647	\$ 2,019	\$ 1,784	\$ 2,704	\$ 410	\$ 18,683
Total		\$ 126,629	\$ 32,073	\$ 21,630	\$ 23,396	\$ 38,098	\$ 2,503	\$ 244,328

Legend	
CBOT	Mandatory or voluntary call-back overtime
CTO	Communications Training Officer stipend for training (paid hourly)
OC	On-call pay
ROT/OT-Long Wk	Full-time employee regularly scheduled overtime
Other	May include: comp payoffs due to resignations and position changes, back pay required to correct errors in hourly rates, non-reimbursable pay for dedicated officers during special events

*Difference in wage detail total and AADR total is due to rounding.



Agenda Item:

4.2) Technology and Building Reports



Charlottesville-UVA-Albemarle County Emergency Communications Center



To: Sonny Saxton, Executive Director

From: Lily Gregg, ECC Systems Manager

Date: August 17, 2021

Subject: Regional Public Safety Applications Technician Report

In October 2020, the ECC filled a new position within the IT department for a Public Safety Applications Technician. This role was designed to provide front-line end-user support for regional public safety applications systems, including computer aided dispatch (CAD), records management systems (RMS), and corrections. There are currently over 1,200 users on these systems across the ECC and regional public safety entities. In addition to front-line support, this position led the region through the most recent upgrade, which included testing sessions, tracking issues, sharing information about enhancements, and managing all post upgrade issues. This position also had an integral role in the Public Safety Software RFP process and was poised to lead the Region in any upcoming implementations.

Aside from the Public Safety Software project, the IT department is currently working on 34 ongoing projects, including 9 major projects. Of those 9 major projects, 8 of them require integration with the Public Safety Software System, and once implemented, will require ongoing support. Additional details about these major projects can be found in the ECC Technology Report.

The Public Safety Applications Technician position was vacated on June 4th due to the incumbent accepting an outside position. On June 11th the ECC posted a requisition for the temporary full-time with benefits position. As of yet, the ECC has been unsuccessful in filling the vacancy. It is my recommendation that this position be upgraded to a permanent full-time with benefits position in order to appeal to the right candidate.

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“A CALEA Nationally Accredited Communications Center”

“APCO Project 33 Certified Training Program”



Charlottesville-UVA-Albemarle County Emergency Communications Center



To: Sonny Saxton, Executive Director

From: Lily Gregg, ECC Systems Manager

Date: August 17, 2021

Subject: ECC Technology Report

Executive Summary

The information technology division within the ECC is leading multiple ongoing technical projects for the ECC and the Region. The major projects include Regional P25 Project, Replacement Public Safety Software RFP, Next Generation 9-1-1 transition, Call Handling system upgrade, and Electronic Dispatch Protocols. Additional projects include PulsePoint, USDD Fire Station Alerting, Carbyne, and Data Analytics. A brief scope and current status for each project is contained below.

<p>Regional P25 Project Budget: \$18,808,000 Funded: FY16 5 year duration</p>	<p>Scope: Replace end of life Motorola 800 MHz SmartZone radio system infrastructure with L3Harris P25 system.</p> <p>Status: Console installation at the primary and backup ECC is complete. Coverage acceptance testing began on August 6th and is scheduled to complete by October 4th. Additional acceptance testing is ongoing, and detailed cutover planning is underway. Integration with the Public Safety Software system to display Automatic Vehicle Location is being pursued.</p>
<p>Replacement Public Safety Software RFP Budget: pending Funded: n/a Duration pending</p>	<p>Scope: Through the RFP process, develop a recommendation to the ECC Management Board for replacement of legacy public software suite with options to maintain interfaces to current software platforms.</p> <p>Status: The Regional Evaluation Team has arrived at a recommendation to be presented to the ECC Management Board. The team awaits direction from the Board on how to proceed.</p>
<p>Next-Generation 9-1-1 Transition Budget: see CHE Funded: see CHE 2 year duration</p>	<p>Scope: Migrate 9-1-1 system from an analog network to a statewide IP network to improve and enhance 9-1-1 services. Funding supplemented by state grant.</p> <p>Status: Participation Agreement with AT&T has been signed. Diverse connectivity has been evaluated and a special construction plan to complete diversification for both the primary and backup ECC has been developed. GIS kickoff meeting and training has been completed. The ECC will be maintaining the GIS data and performing updates to ensure coordination with Public Safety Software GIS data.</p>

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Charlottesville-UVA-Albemarle County Emergency Communications Center



<p>Call Handling System Upgrade Budget: \$608,908 Funded: FY20/FY21 9 month duration</p>	<p>Scope: Replace end-of-support phone system equipment and upgrade to the latest software version. This upgrade is required for the NG9-1-1 transition. As such, funding supplemented by state grant.</p> <p>Status: Front end console equipment replacements have been completed. The requisition for replacement of servers, switches, and firewalls is underway.</p>
<p>Electronic Dispatch Protocols Budget: \$234,238 Funded: FY20 6-9 month duration</p>	<p>Scope: Implement electronic dispatch protocols for police, fire, and EMS, including integration with the CAD system.</p> <p>Status: Project kickoff was completed in April. The ECC Dispatch Review Committee was formed with representatives from each regional agency and this committee will continue to lead the implementation of Electronic Dispatch Protocols. The interface to the Public Safety Software System will be implemented in September. A training plan has been developed with an early December cutover anticipated.</p>
<p>PulsePoint Budget: \$17,480 Funded: FY21 6 month duration</p>	<p>Scope: Implement PulsePoint Respond and integrate with the CAD system. PulsePoint Respond will alert citizens of the need for CPR assistance and the location of the nearest AED as soon as the call comes into the ECC.</p> <p>Status: The project implementation team has been identified and includes representatives from regional agencies filling each key role. AED registration is underway. The interface to the Public Safety Software system has been implemented.</p>
<p>USDD Fire Station Alerting Budget: n/a Funded: n/a 2 year duration</p>	<p>Scope: Project led by ACFR to replace Westnet alerting system with USDD station alerting.</p> <p>Status: This project was completed with a successful cutover in June.</p>
<p>Carbyne Budget: \$75,000 Funded: FY20/FY21 3 month duration</p>	<p>Scope: Standalone software application that allows wireless callers to provide video from their device, provides enhanced device-based location, and has silent chat capabilities.</p> <p>Status: This project kicked off at the beginning of August. Internal policy development is underway including specific guidelines for use. Integration with the Public Safety Software system is being pursued.</p>
<p>Data Analytics Budget: \$21,000 Funded: FY 21 Duration contingent on PS Software RFP</p>	<p>Scope: System to analyze and share key performance indicators with internal and external stakeholders.</p> <p>Status: Internal proof of concept work has begun connecting and building data streams with 9-1-1 telephone and computer aided dispatch data.</p>

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<p>Workstation Replacement Budget: \$50,000 Funded: FY 22 3 month duration</p>	<p>Scope: Upgrade end of life client workstation at the primary and backup ECC.</p> <p>Status: A quote for Windows 10 workstations has been received and the requisition is in process. In addition to CAD clients, these workstations will host several other software programs that will integrate with CAD.</p>
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Charlottesville-UVA-Albemarle County Emergency Communications Center



To: Sonny Saxton, Executive Director

From: Lily Gregg, ECC Systems Manager

Date: August 17, 2021

Subject: ECC Building Report

Executive Summary

Along with managing the technical systems for the ECC and the Region, the information technology division helps oversee required maintenance or repairs for the building. Several ongoing building items, and their status, are contained below.

HVAC Replacement

One of the four HVAC systems that services the ECC building was end of life. This system was replaced at the beginning of August. In addition to the HVAC replacement, a certified air balance was conducted to ensure the highest efficiency of all systems.

Building Renovations

Renovations to the conference room to increase optimization of the limited space and provide a better space for conducting training academies are planned to begin later this month.

UPS Battery Replacements

Two out of service UPS battery strings were replaced in July which brought the ECC back to full capacity. Another string will be replaced in the coming months as part of the annual preventative maintenance cycle.

Fire Suppression System

All deficiencies identified during annual inspection and testing of the fire alarm system and backflow preventer were successfully corrected.

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Agenda Item:

4.3) Staffing and Recruitment Report



Charlottesville-UVA-Albemarle County Emergency Communications Center



To: ECC Management Board

From: Josh Powell, Management Analyst II

Date: August 17, 2021

Subject: ECC Staffing and Recruitment Report

Staffing, Organizational Strength, and Recruitment

Since our last report, there have been **two separations** (one PSCO recruit; one Public Safety Applications Technician). **Six new hires** (PSCO recruits) began classroom in June. We have been given notice of **one upcoming retirement** (PSCO). **Authorization for 1.0 FTE was released** (temporary custodian, vacant) during the 7/14/2021 Executive Committee meeting. **Recruiting efforts are underway** for all vacancies.

Currently, we are at **7% overall vacancy**, or 3.7 FTE, down from 16% in May. Additional information about our current organizational strength is detailed in the following chart.

	Authorized	Actual		Vacant	% Vacant
		Full-time	Part-time		
Operational	42	40.30		1.70	4%
Public Safety Communications Officers ¹	30	26	2.3		
Regular		20	2.3	1.70	6%
Probationary/Trainees		6			
Public Safety Communications Supervisors	8	8		0	0%
Public Safety PI & Accreditation Supervisor	1	1		0	0%
Public Safety Training Manager	1	1		0	0%
Operations Manager ⁺	2	2		0	0%
I.T.	6	4		2	33%
ECC Systems Manager ⁺	1	1		0	0%
ECC Sr. Systems Analyst/DBA ⁺	1	0		1	100%
Sr. / Systems Engineer ⁺	2	2		0	0%
Public Safety Applications Technician	1	0		1	100%
Public Safety Communications Technician	1	1		0	0%
Emergency Management	1	1		0	0%
Emergency Management Coordinator	1	1		0	0%
Administration	4	4.00		0	0%
Executive Director ⁺	1	1		0	0%
Management Analyst II	1	1		0	0%
Office Associate V	1	1		0	0%
Lead Custodian	1	1		0	0%
Overall	53.00	49.30		3.7	7%

--
¹ Authorized count does not include overhire (0/3 positions filled); actual count does not include part-time temporary co-workers (PRN) working variable hours. + Salaried



Agenda Item:

4.4) Training Program Report



Charlottesville-UVA-Albemarle County Emergency Communications Center



To: ECC Management Board

**From: Jan Farruggio
PS Communications Training Program Manager**

Date: August 2, 2021

Subject: Update from the Training Division

This quarter, our training program underwent several enhancements to both support our largest-ever incoming class (six recruits, of which five successfully graduated our in-house academy) and improve learning outcomes. The classroom portion totaled 277.5 hours, a 60% increase over the last classroom, and included additional CAD classes, and new learning milestones that recruits had to demonstrate success with prior to moving into the OJT portion of training. Only a few days into being paired with Certified Training Officers (CTOs), we have already seen an improvement from the recruits and their abilities to perform immediately after leaving the classroom.



*Summer 2021 Classroom Academy Graduation
Caslynn, Cynthia, Nicole, Sam, and Wayne (not pictured)*

Full-time and part-time staff continued with their mandatory training and re-certifications. For the months of May and July, staff participated with the Charlottesville Fire Department in their Blue Card training, thereby improving the ability of our Communications Officers to give a scene size-up report for incoming units and the Battalion Chief.

The IAED Conference was held on July 12-16. Several administrative staff attended the conference and connected with staff from other agencies that currently use Priority Dispatch protocols, giving us the time to understand the how using the new protocols will assist our agency in decreasing call times while providing better service to all of our customers. Full EMD, EFD, and EPD trainings are scheduled to begin later this month, with a targeted completion for all shifts of November 18th.

A breakdown of training hours is listed on the next page and additionally graphed on page eight of the productivity report.

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Breakdown of Training Hours

	Apr '21	May '21	Jun '21	Jul '21
<i>Academy (instructor)</i>			16	
<i>Academy (student)</i>				
<i>Specialized Training</i>				
<i>Professional Development</i>				
<i>Trainee- Floor</i>	556	324	385	252
<i>Trainee- Classroom</i>			575	947
<i>CTO- Meetings</i>		4		4
<i>CTO - Floor</i>	556	324	385	252
<i>CTO - Classroom</i>			102.5	97.5
<i>TPM - Classroom</i>			15.5	88.5

Additional Training Detail

May 2021

Specialized Training 8 hours Blue Card Training- CFD

July 2021

Specialized Training 8 hours Blue Card Training - CFD

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Agenda Item:

4.5) Emergency Management Coordination Reports



Charlottesville-UVA-Albemarle County Emergency Communications Center



To: ECC Management Board

From: Maribel Street Regional Emergency Management Coordinator

Date: August 3, 2021

Subject: May 2021 – July 2021

Note: This memo is a review of the Regional Office of Emergency Management’s fall activities (May-July) apart from the EOC activation for COVID-19.

Public Outreach

The Regional OEM continues to educate the region via social media and our website as well as through our participation in regional outreach groups such as CERT and TRIAD. Our Spring and Summer Interns created monthly outreach topics for each month through August.

Community Emergency Response Team (CERT)

The (CERT) program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.

The CERT will be hosting fall training. We are working on a hybrid schedule of in person and virtual level one classes.

EOP Review

The Regional Office of Emergency Management in partnership with all stakeholders is has been reviewing the Regional Emergency Operations Plan. Every four years a full review is conducted by our office and stakeholders to ensure our regional plan is as complete as possible. This review started in November 2020 and will run through Winter 2021. All ESF’s have had kickoff meetings. Edits are being made from these kickoff meetings. The principal/head section (basic plan) of the EOP will be reviewed in the coming months with input from the Regional Emergency Management Coordination Committee and other stakeholders.

CodeRED Registration

CodeRED is our free emergency alert system, in which we have registered over 46,000 local citizens and businesses. We use this system to send out alerts about weather emergencies, missing persons, and other general emergencies through phone, text, and email. We also purchased some yard signs with signup information to spread around the region. If you would like a yard sign to put outside your workplace please let us know.

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Charlottesville-UVA-Albemarle County Emergency Communications Center



Month	Number of New Citizens Registered	Number of New Businesses Registered
April	8	0
May	16	1
June	18	0

Interns:

Our two summer interns are working on many projects: Regional EOP Review, COVID-19 response review, professional trainings, and social media preparedness campaigns. Our interns are doing big things! Fall interviews will begin at the end of August.

Regional Hazard Mitigation Plan Task Force

The Regional OEM is working with the Thomas Jefferson Planning district task force on reviewing the Regional Hazard Mitigation Plan. This project consists of monthly/quarterly meetings.

Coming Up

Meetings

- LEPC – August 25th 1pm (virtual)

Training/Conference

VDEM is working on a 2022 region 3 training schedule. We have submitted our requests. We are also looking to host a four-part cyber training program in 2022.

Maribel will be attending the 2021 Homeland Security Conference at the end of August.

Grants

- Regional EOC/ECC Public Assistance Application
- LEMPG 2020/2021
- Flood Mitigation Assistance and Building Resilient Infrastructure and Communities (3 submissions.) Scottsville: river clearing grant. Albemarle: one private HOA dam repair and one community grant for a flood study. – All three have been submitted and we should hear back in May/June. Albemarle County - Flood Hazard Modeling and Reduction in the Branchlands Neighborhood has been moved to the next stage of the grant process.

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Charlottesville-UVA-Albemarle County Emergency Communications Center



To: Sonny Saxton, Executive Director

From: Maribel Street, Regional Emergency Management Coordinator

Date: August 1, 2021

Subject: May - July 2021 COVID-19 Logistics

PPE Logistics

The Regional Office of Emergency Management has been coordinating the distribution of PPE to the Thomas Jefferson Health District since May 2020. Requests come in via a public VEOCI form from unassociated regional doctors and dentist offices. The requests are sent to VDEM each week and delivered the following week. From May to July, we have been able to distribute 3,000 N95/KN95 masks, 10,000 surgical masks, as well as gloves, face shields, hand sanitizer and other various PPE items (estimated amounts). We have provided PPE to over 100 different medical offices, long-term care facilities, and other community partners. PPE distribution is now closed.

COVID-19 Vaccination POD

The Regional EOC in partnership with the Blue Ridge Health District continues to conduct vaccine efforts. We assisted in the set up and management of several community pop up clinics for schools, local government, and seniors. The Regional EOC also assisted with the setup and ongoing logistics needs of the Regional Vaccine Clinic at JCrew.

COVID-19 Review

Internally, the regional office is working on a review of EOC operations in regard to the COVID-19 response. We are also working on designing a scope for a complete third-party review of the regional response to COVID-19.



Agenda Item:

4.6) Commendations, Awards, and Press



Charlottesville-UVA-Albemarle County Emergency Communications Center



To: ECC Management Board

From: Josh Powell, ECC Management Analyst II

Date: August 17, 2021

Subject: ECC Press and Social Media Update

ECC in the News

Over the past quarter, local news stories involving the Charlottesville-UVA-Albemarle County Emergency Communications Center and/or its co-workers include:

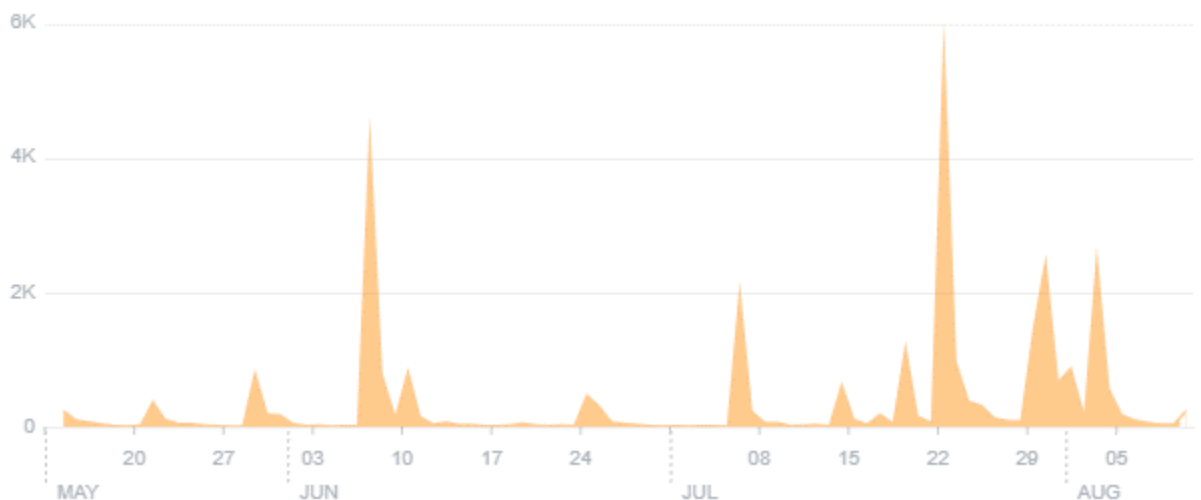
- **7/3/2021:** "Local experts: Pandemic waning, but it's not over" ([Daily Progress](#))
- **7/23/2021:** "ECC prepped for phone outage, says 911 texting service is here to stay" ([NBC29](#))

Social Media

The ECC continues to maintain and grow its presence on social media, including Facebook, Twitter, NextDoor, and Instagram. New in this quarter, the ECC has launched a **LinkedIn** profile to assist in recruitment and professional development. In the last quarter, the ECC created **20+ posts** on its various social media pages, with more than **34,100 impressions** (views) on Facebook alone.

Posts garnering the most engagement have included: status updates (e.g. brush fires, road closures, phone outages); safety infographics (e.g. storm preparedness); and ECC co-worker recognition posts (e.g. academy graduation).

Post Reach (Facebook)



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"APCO Project 33 Certified Training Program"



Agenda Item:

4.7) Independent Auditors' Report – FY2020



Communication with Those Charged with Governance

**To the Honorable Members of the Board
Charlottesville-UVA-Albemarle County Emergency Communications Center
Charlottesville, Virginia**

We have audited the financial statements of the business-type activities of Charlottesville-UVA-Albemarle County Emergency Communications Center for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter dated June 23, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Charlottesville-UVA-Albemarle County Emergency Communications Center are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2020. We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Center's financial statements was:

Management's estimate of the estimated lives of capital assets and related depreciation expense and accumulated depreciation are based on management's review and assessment of estimated useful lives of capital assets based on various accounting guidelines related to capital asset lives and depreciation methods. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 23, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Center's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Center's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the schedules related to pension and OPEB funding, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI. Our responsibility with respect to the budgetary comparison information, which also supplements the basic financial statements, is to evaluate the presentation of the schedules in relation to the financial statements as a whole and to report on whether it is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Matters (Continued)

We were engaged to report on the other supplementary information, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of Charlottesville-UVA-Albemarle County Emergency Communications Center and is not intended to be, and should not be, used by anyone other than these specified parties.

Robinson, Farnell, Cox Associates

Charlottesville, Virginia
April 23, 2021

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER
FINANCIAL REPORT
YEAR ENDED JUNE 30, 2020**

CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
 EMERGENCY COMMUNICATIONS CENTER
 FINANCIAL REPORT
 YEAR ENDED JUNE 30, 2020

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INDEPENDENT AUDITORS' REPORT

TO THE HONORABLE MEMBERS OF THE BOARD OF SUPERVISORS
COUNTY OF ALBEMARLE, VIRGINIA AS FISCAL AGENT FOR
CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY EMERGENCY COMMUNICATIONS CENTER
CHARLOTTESVILLE, VIRGINIA

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of Charlottesville-UVA-Albemarle County Emergency Communications Center, as of and for the year ended June 30, 2020, and the related notes to the financial statements which collectively comprise the Center's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of Charlottesville-UVA-Albemarle County Emergency Communications Center, as of June 30, 2020, and the changes in financial position, and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the schedules related to pension and OPEB funding on pages 31-38 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Charlottesville-UVA-Albemarle County Emergency Communications Center's basic financial statements. The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The other supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 23, 2021, on our consideration of Charlottesville-UVA-Albemarle County Emergency Communications Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to solely describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Charlottesville-UVA-Albemarle County Emergency Communications Center's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Charlottesville-UVA-Albemarle County Emergency Communications Center's internal control over financial reporting and compliance.

Robinson, Farnell, Cox Associates

Charlottesville, Virginia
April 23, 2021

- Basic Financial Statements -

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

**Statement of Net Position
As of June 30, 2020**

Assets:	
Current assets:	
Cash and cash equivalents	\$ 4,529,489
Accounts receivable	24,109
Due from other governments	203,023
Prepaid expenses	140
Total current assets	\$ 4,756,761
Capital assets:	
Land and construction in progress	\$ 4,889,487
Other capital assets, net of accumulated depreciation	1,371,517
Total capital assets, net	\$ 6,261,004
Total assets	\$ 11,017,765
Deferred outflows of resources:	
OPEB related outflows	\$ 42,542
Pension related outflows	556,200
Total deferred outflows of resources	\$ 598,742
Total assets and deferred outflows of resources	\$ 11,616,507
Liabilities:	
Current liabilities:	
Accounts payable	\$ 78,646
Compensation payable	29,469
Current portion of compensated absences	28,997
Total current liabilities	\$ 137,112
Noncurrent liabilities:	
Noncurrent portion of compensated absences	\$ 260,970
Net pension liability	1,678,220
Net OPEB liabilities	860,789
Total noncurrent liabilities	\$ 2,799,979
Total liabilities	\$ 2,937,091
Deferred inflows of resources:	
OPEB related inflows	\$ 121,313
Pension related inflows	251,288
Total deferred inflows of resources	\$ 372,601
Net Position:	
Investment in capital assets	\$ 6,261,004
Unrestricted	2,045,811
Total net position	\$ 8,306,815
Total liabilities, deferred inflows of resources and net position	\$ 11,616,507

The accompanying notes to financial statements are an integral part of this statement.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

**Statement of Revenues, Expenses and Changes in Net Position
Year Ended June 30, 2020**

Operating revenues:	
Intergovernmental:	
Charges for services:	
City of Charlottesville	\$ 1,573,977
County of Albemarle	2,949,244
University of Virginia	1,078,366
Charlottesville-Albemarle Airport Authority	21,227
Albemarle-Charlottesville Regional Jail	7,804
Rivanna Water and Sewer Authority	19,354
Other	24,173
Total charges for services	<u>\$ 5,674,145</u>
Miscellaneous	171,358
Total operating revenues	<u>\$ 5,845,503</u>
Operating expenses:	
Personnel	\$ 2,941,635
Payroll taxes and fringe benefits	905,816
Contractual services	1,166,645
Other charges	2,908,476
Depreciation	378,188
Total operating expenses	<u>\$ 8,300,760</u>
Operating loss	<u>\$ (2,455,257)</u>
Nonoperating revenues:	
Revenue from the use of money and property Commonwealth of Virginia	\$ 70,704
	<u>621,004</u>
Total nonoperating revenues	<u>\$ 691,708</u>
Loss before contributions	<u>\$ (1,763,549)</u>
Capital contributions:	
City of Charlottesville	\$ 1,024,434
County of Albemarle	1,671,812
University of Virginia	501,752
Other contributions	168,277
Total capital contributions	<u>\$ 3,366,275</u>
Change in net position	\$ 1,602,726
Net position, beginning of year	<u>6,704,089</u>
Net position, end of year	<u><u>\$ 8,306,815</u></u>

The accompanying notes to financial statements are an integral part of this statement.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

**Statement of Cash Flows
Year Ended June 30, 2020**

Cash flows from operating activities:	
Operating receipts	\$ 5,919,607
Payments to and for employees	(3,775,382)
Payments to suppliers and others	(4,146,883)
	(4,146,883)
Net cash (used for) operating activities	\$ (2,002,658)
Cash flows from investing activities:	
Investment income	\$ 67,073
Rental income	3,631
	3,631
Net cash provided by investing activities	\$ 70,704
Cash flows from noncapital financing activities:	
Receipts from state grants	\$ 621,004
	621,004
Cash flows from capital financing activities:	
Purchases of capital assets	\$ (1,194,361)
Capital contributions	3,168,992
	3,168,992
Net cash provided by (used for) capital and related financing activities	\$ 1,974,631
Net change in cash and cash equivalents	\$ 663,681
Cash and cash equivalents, beginning of year	3,865,808
Cash and cash equivalents, end of year	\$ 4,529,489
Reconciliation of operating loss to net cash (used for) operating activities:	
Operating loss	\$ (2,455,257)
Adjustments to reconcile operating loss to net cash (used for) operating activities:	
Depreciation	378,188
Changes in assets, liabilities, and deferred inflows/outflows of resources:	
Accounts receivable	74,104
Prepaid expenses	697
Accounts payable	(72,459)
Compensation payable	3,309
Deferred outflows of resources	(230,799)
Deferred inflows of resources	14,264
Net pension liability	246,628
Compensated absences	74,379
Net OPEB liabilities	(35,712)
	(35,712)
Net cash (used for) operating activities	\$ (2,002,658)

The accompanying notes to financial statements are an integral part of this statement.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020

NOTE 1—NATURE OF ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

A. Nature of Operations:

Charlottesville-UVA-Albemarle County Emergency Communications Center, (the Center) formed January 20, 1984, provides emergency dispatch services to the citizens in the area. The County of Albemarle serves as the fiscal agent and provides all accounting for the Center.

B. Financial Reporting Entity:

Charlottesville-UVA-Albemarle County Emergency Communications Center has determined that it is a related organization to the County of Albemarle and City of Charlottesville in accordance with Governmental Accounting Standards Board (GASB). The Center is considered an intergovernmental (joint) venture and therefore its operations are not included in the County's financial statements. The County of Albemarle, City of Charlottesville, and the University of Virginia provide the financial support for the Center. The Center is controlled by a nine-member board with representatives from the County of Albemarle, the City of Charlottesville, and the University of Virginia. No one entity contributes more than 50% of the Center's funding or has oversight responsibility over its operations.

C. Basis of Accounting:

The Center operates as an enterprise fund and its accounts are maintained on the accrual basis of accounting. Under this method, revenues are recognized when earned, and expenses are recorded as liabilities when incurred, without regard to receipt or payment of cash.

Operating revenues and expenses are distinguished from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the principal ongoing operations. The principal operating revenues are charges for services. Operating expenses include the cost of providing services and comprise administrative and depreciation expenses. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

D. Cash and Cash Equivalents:

The Center's cash and cash equivalents is part of the pooled cash and investments of the County of Albemarle. All cash on hand, in banks, and certificates of deposit and investments with original maturities of three months or less from the date of acquisition are considered cash and cash equivalents.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 1—NATURE OF ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

E. Capital Assets:

Capital assets consist of property, equipment, and leasehold improvements and are valued at historical cost or estimated historical cost if actual historical cost is not available. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of one year. Donated fixed assets are valued at their acquisition value on the date donated. Depreciation is provided on the straight-line method over the estimated useful lives as follows:

Leasehold improvements	15-20 years
Vehicles	5 years
Communications equipment	5-10 years

Depreciation expense amounted to \$378,188 for 2020.

F. Construction in Progress:

Construction in progress represents expended funds for engineering, furnishing, installation, and construction of an Entity Wide Mobile Data System. At the completion of the project, amounts will be transferred to capital assets. Administrative, overhead and other costs that do not increase the value of the property are expensed as incurred.

G. Use of Estimates:

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosures of contingencies at the date of the financial statements, and revenues and expenses recognized during the reporting period. Actual results could differ from those estimates.

H. Net Position:

Net position is the difference between 1) assets and deferred outflows of resources and 2) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 1—NATURE OF ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

I. Net Position Flow Assumption:

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Center's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

J. Compensated Absences:

The Center accrues compensated absences (annual and sick leave benefits) when vested. The current and noncurrent portions of the compensated absences are recorded as accrued liabilities.

K. Deferred Outflows/Inflows of Resources:

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then. The Center has one type of item that qualifies for reporting in this category. It is comprised of certain items related to the measurement of the net pension liability and net OPEB liabilities and contributions to the pension and OPEB plans made during the current year and subsequent to the net pension liability and net OPEB liability measurement dates. For more detailed information on these items, reference the related notes.

In addition to liabilities, the statement of financial position may report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Center has one type of item that qualifies for reporting in this category. Certain items related to the measurement of the net pension liability and net OPEB liabilities are reported as deferred inflows of resources. For more detailed information on these items, reference the related notes.

L. Pensions:

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Center's Retirement Plan and the additions to/deductions from the Center's Retirement Plan's net fiduciary position have been determined on the same basis as they were reported by the Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 1—NATURE OF ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

M. Other Postemployment Benefits (OPEB):

Group Life Insurance

For purposes of measuring the net GLI Program OPEB liability, deferred outflows of resources and deferred inflows of resources related to the GLI OPEB, and GLI OPEB expense, information about the fiduciary net position of the VRS GLI Program OPEB and the additions to/deductions from the VRS GLI OPEB's net fiduciary position have been determined on the same basis as they were reported by VRS. In addition, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 2—DEPOSITS AND INVESTMENTS:

The Center's cash and cash equivalents are a part of the pooled cash and investments of the County of Albemarle, the Center's fiscal agent. The components of the Center's cash and equivalents as to bank and investment balances are not identifiable. The portion of the County's cash and investments which are applicable to the Center consist of deposits covered by FDIC insurance, the Virginia Security for Public Deposits Act, or are a part of the County's investments in the Virginia Local Government Investment Pool. The State Treasury Board is responsible for monitoring compliance with the collateralization and reporting requirements of the Act and for notifying local governments of compliance by banks and savings and loans. Of the bank balances, no amounts were uninsured and uncollateralized in banks and savings and loans not qualifying under the Act at June 30, 2020.

NOTE 3—DUE FROM OTHER GOVERNMENTS:

Receivables and amounts due from other governments are as follows:

Due from other governmental units:		
City of Charlottesville	\$	152,632
University of Virginia		50,391
Total due from other governmental units	\$	<u>203,023</u>

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 4—CAPITAL ASSETS:

The following is a summary of the changes in capital assets for the fiscal year ended June 30, 2020:

	Balance July 1, 2019	Increases	Decreases	Balance June 30, 2020
Capital assets not being depreciated:				
Land	\$ 90,027	\$ -	\$ -	\$ 90,027
Construction in progress*	3,605,099	1,194,361	-	4,799,460
Total capital assets not being depreciated	<u>\$ 3,695,126</u>	<u>\$ 1,194,361</u>	<u>\$ -</u>	<u>\$ 4,889,487</u>
Other capital assets:				
Buildings	\$ 282,281	\$ -	\$ -	\$ 282,281
Leasehold improvements	159,138	-	-	159,138
Vehicles	77,915	-	-	77,915
Communications equipment	22,486,352	-	-	22,486,352
Total other capital assets	<u>\$ 23,005,686</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 23,005,686</u>
Accumulated depreciation:				
Buildings	\$ 90,959	\$ 18,819	\$ -	\$ 109,778
Leasehold improvements	159,138	-	-	159,138
Vehicles	57,948	5,705	-	63,653
Communications equipment	20,947,936	353,664	-	21,301,600
Total accumulated depreciation	<u>\$ 21,255,981</u>	<u>\$ 378,188</u>	<u>\$ -</u>	<u>\$ 21,634,169</u>
Other capital assets, net	<u>\$ 1,749,705</u>	<u>\$ (378,188)</u>	<u>\$ -</u>	<u>\$ 1,371,517</u>
Net capital assets	<u>\$ 5,444,831</u>	<u>\$ 816,173</u>	<u>\$ -</u>	<u>\$ 6,261,004</u>

*Construction in progress relates primarily to engineering, furnishing and installation of a mobile data computer system.

NOTE 5—LONG-TERM OBLIGATIONS:

The following is a summary of changes in long-term obligations transactions for fiscal year ended June 30, 2020:

	Balance July 1, 2019	Increases	Decreases	Balance June 30, 2020	Amounts Due Within One Year
Compensated absences	\$ 215,588	\$ 95,938	\$ 21,559	\$ 289,967	\$ 28,997
Net pension liability	1,431,592	1,197,457	950,829	1,678,220	-
Net OPEB liabilities	896,501	123,572	159,284	860,789	-
Total Long-Term Obligations	<u>\$ 2,543,681</u>	<u>\$ 1,416,967</u>	<u>\$ 1,131,672</u>	<u>\$ 2,828,976</u>	<u>\$ 28,997</u>

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 6—REVENUES:

Revenues consist primarily of operating appropriations from the City of Charlottesville, the County of Albemarle and the University of Virginia. The Center also receives operating and capital grants from state and federal sources.

NOTE 7—COMPENSATED ABSENCES:

In accordance with GASB, the Center has accrued the liability arising from compensated absences. Center employees earn vacation and sick leave based upon length of service. The Center has outstanding accrued compensated absences totaling \$289,967.

NOTE 8—PENSION PLAN:

Plan Description

All full-time, salaried permanent employees of the Center are automatically covered by a VRS Retirement Plan upon employment through the County of Albemarle, Virginia. This is an agent multiple-employer plan administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

Benefit Structures

The System administers three different benefit structures for covered employees - Plan 1, Plan 2 and Hybrid. Each of these benefit structures has different eligibility criteria, as detailed below.

- a. Employees hired before July 1, 2010, vested as of January 1, 2013, and have not taken a refund, are covered under Plan 1, a defined benefit plan. Non-hazardous duty employees are eligible for an unreduced retirement benefit beginning at age 65 with at least 5 years of service credit or age 50 with at least 30 years of service credit. Non-hazardous duty employees may retire with a reduced benefit as early as age 55 with at least 5 years of service credit or age 50 with at least 10 years of service credit. Hazardous duty employees (law enforcement officers, firefighters, and sheriffs) are eligible for an unreduced benefit beginning at age 60 with at least 5 years of service credit or age 50 with at least 25 years of service credit. Hazardous duty employees may retire with a reduced benefit as early as age 50 with at least 5 years of service credit.
- b. Employees hired on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013 are covered under Plan 2, a defined benefit plan. Non-hazardous duty employees are eligible for an unreduced benefit beginning at their normal social security retirement age with at least 5 years of service credit or when the sum of their age plus service credit equals 90. Non-hazardous duty employees may retire with a reduced benefit as early as age 60 with at least 5 years of service credit. Hazardous duty employees are eligible for an unreduced benefit beginning at age 60 with at least 5 years of service credit or age 50 with at least 25 years of service credit. Hazardous duty employees may retire with a reduced benefit as early as age 50 with at least 5 years of service credit.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 8—PENSION PLAN: (CONTINUED)

Benefit Structures (Continued)

- c. Non-hazardous duty employees hired on or after January 1, 2014 are covered by the Hybrid Plan combining the features of a defined benefit plan and a defined contribution plan. Plan 1 and Plan 2 members also had the option of opting into this plan during the election window held January 1 - April 30, 2014 with an effective date of July 1, 2014. Employees covered by this plan are eligible for an unreduced benefit beginning at their normal social security retirement age with at least 5 years of service credit, or when the sum of their age plus service credit equals 90. Employees may retire with a reduced benefit as early as age 60 with at least 5 years of service credit. For the defined contribution component, members are eligible to receive distributions upon leaving employment, subject to restrictions.

Average Final Compensation and Service Retirement Multiplier

The VRS defined benefit is a lifetime monthly benefit based on a retirement multiplier as a percentage of the employee's average final compensation multiplied by the employee's total service credit. Under Plan 1, average final compensation is the average of the employee's 36 consecutive months of highest compensation and the multiplier is 1.70% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents, and 1.70% or 1.85% for hazardous duty employees as elected by the employer. Under Plan 2, average final compensation is the average of the employee's 60 consecutive months of highest compensation and the retirement multiplier is 1.65% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents, and 1.70% or 1.85% for hazardous duty employees as elected by the employer. Under the Hybrid Plan, average final compensation is the average of the employee's 60 consecutive months of highest compensation and the multiplier is 1.00%. For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.

Cost-of-Living Adjustment (COLA) in Retirement and Death and Disability Benefits

Retirees with an unreduced benefit or with a reduced benefit with at least 20 years of service credit are eligible for an annual COLA beginning July 1 after one full calendar year from the retirement date. Retirees with a reduced benefit and who have less than 20 years of service credit are eligible for an annual COLA beginning on July 1 after one calendar year following the unreduced retirement eligibility date. Under Plan 1, the COLA cannot exceed 5.00%. Under Plan 2 and the Hybrid Plan, the COLA cannot exceed 3.00%. The VRS also provides death and disability benefits. Title 51.1 of the Code of Virginia, as amended, assigns the authority to establish and amend benefit provisions to the General Assembly of Virginia.

Contributions

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 8—PENSION PLAN: (CONTINUED)

Contributions: (Continued)

The Center's contractually required employer contribution rate for the year ended June 30, 2020 was 12.21% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Center were \$267,199 and \$249,182 for the years ended June 30, 2020 and June 30, 2019, respectively.

Net Pension Liability

At June 30, 2020, the Center reported a liability of \$1,628,220 for its proportionate share of the net pension liability. The Center's net pension liability was measured as of June 30, 2019. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of June 30, 2018 and rolled forward to the measurement date of June 30, 2019. The Center's proportionate share of the same was calculated using retirement contributions as of June 30, 2019 and 2018 as a basis for allocation. At June 30, 2019 and 2018, the Center's proportion was 4.74% and 5.07%, respectively.

Actuarial Assumptions - General Employees

The total pension liability for General Employees in the Center's Retirement Plan was based on an actuarial valuation as of June 30, 2018, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2019.

Inflation	2.5%
Salary increases, including inflation	3.5% - 5.35%
Investment rate of return	6.75%, net of pension plan investment expense, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 6.75%. However, since the difference was minimal, and a more conservative 6.75% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 6.75% to simplify preparation of pension liabilities.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 8—PENSION PLAN: (CONTINUED)

Actuarial Assumptions - General Employees (Continued)

Mortality rates: (Continued)

Mortality rates:

All Others (Non-10 Largest) - Non-Hazardous Duty: 15% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

All Others (Non 10 Largest) - Non-Hazardous Duty:

Mortality Rates (Pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14.00% to 15.00%
Discount Rate	Decreased from 7.00% to 6.75%

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 8—PENSION PLAN: (CONTINUED)

Long-Term Expected Rate of Return

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class (Strategy)</u>	<u>Target Allocation</u>	<u>Arithmetic Long-Term Expected Rate of Return</u>	<u>Weighted Average Long-Term Expected Rate of Return</u>
Public Equity	34.00%	5.61%	1.91%
Fixed Income	15.00%	0.88%	0.13%
Credit Strategies	14.00%	5.13%	0.72%
Private Equity	14.00%	5.27%	0.74%
Real Assets	14.00%	8.77%	1.23%
MAPS - Multi-Asset Public Strategies	6.00%	3.52%	0.21%
PIP - Private Investment Partners	3.00%	6.29%	0.19%
 Total	 <u>100.00%</u>		 <u>5.13%</u>
		Inflation	<u>2.50%</u>
		*Expected arithmetic nominal return	<u>7.63%</u>

* The above allocation provides a one-year return of 7.63%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 7.11%, including expected inflation of 2.50%. The VRS Board elected a long-term rate of 6.75% which is roughly at the 40th percentile of expected long-term results of the VRS fund asset allocation.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 8—PENSION PLAN: (CONTINUED)

Discount Rate

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Consistent with the phased-in funding provided by the General Assembly for state and teacher employer contributions; the Center was also provided with an opportunity to use an alternative employer contribution rate. For the year ended June 30, 2018, the alternate rate was the employer contribution rate used in FY 2012 or 100% of the actuarially determined employer contribution rate from the June 30, 2017 actuarial valuations, whichever was greater. From July 1, 2018 on, participating employers are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Center’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Center’s proportionate share of the net pension liability using the discount rate of 6.75%, as well as what the Center’s net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

	Rate		
	(5.75%)	(6.75%)	(7.75%)
Center's proportionate share of Albemarle retirement Plan Net Pension Liability (Asset)	\$ 2,992,153	1,678,220	\$ 631,846

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2020, the Center recognized pension expense of \$278,469. Since there was a change in proportionate share between measurement dates, a portion of the pension expense was related to deferred amounts from changes in proportion and from differences between employer contributions and the proportionate share of employer contributions.

CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 8—PENSION PLAN: (CONTINUED)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

At June 30, 2020, the Center reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 79,293	\$ 19,305
Change in assumptions	209,708	9,349
Net difference between projected and actual earnings on pension plan investments	-	88,143
Differences in proportionate share of net pension liabilities	-	134,491
Employer contributions subsequent to the measurement date	267,199	-
Total	<u>\$ 556,200</u>	<u>\$ 251,288</u>

\$267,199 reported as deferred outflows of resources related to pensions resulting from the Center’s contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the fiscal year ending June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future reporting periods as follows:

<u>Year ended June 30</u>	
2021	\$ 44,668
2022	(43,384)
2023	32,026
2024	4,403
Thereafter	-

Pension Plan Data

Information about the VRS Political Subdivision Retirement Plan is also available in the separately issued VRS 2019 Comprehensive Annual Financial Report (CAFR). A copy of the 2019 VRS CAFR may be downloaded from the VRS website at <http://www.varetire.org/Pdf/Publications/2019-annual-report-pdf>, or by writing to the System’s Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500.

NOTE 9—FISCAL AGENT:

The County of Albemarle serves as fiscal agent for the Center. As a part of the fiscal agent agreement the County provides treasury, accounting, purchasing and personnel services for the Center.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 10—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN):

Plan Description

The Group Life Insurance (GLI) Plan was established pursuant to §51.1-500 et seq. of the Code of Virginia, as amended, and which provides the authority under which benefit terms are established or may be amended. All full-time, salaried permanent employees of the state agencies, teachers, and employees of participating political subdivisions are automatically covered by the VRS GLI Plan upon employment. This is a cost-sharing multiple-employer plan administered by the Virginia Retirement System (the System), along with pensions and other OPEB plans, for public employer groups in the Commonwealth of Virginia.

In addition to the Basic GLI benefit, members are also eligible to elect additional coverage for themselves as well as a spouse or dependent children through the Optional GLI Plan. For members who elect the optional group life insurance coverage, the insurer bills employers directly for the premiums. Employers deduct these premiums from members' paychecks and pay the premiums to the insurer. Since this is a separate and fully insured plan, it is not included as part of the GLI Plan OPEB.

The specific information for GLI OPEB, including eligibility, coverage and benefits is described below:

Eligible Employees

The GLI Plan was established July 1, 1960, for state employees, teachers, and employees of political subdivisions that elect the plan. Basic GLI coverage is automatic upon employment. Coverage ends for employees who leave their position before retirement eligibility or who take a refund of their accumulated retirement member contributions and accrued interest.

Benefit Amounts

The GLI Plan is a defined benefit plan with several components. The natural death benefit is equal to the employee's covered compensation rounded to the next highest thousand and then doubled. The accidental death benefit is double the natural death benefit. In addition to basic natural and accidental death benefits, the plan provides additional benefits provided under specific circumstances that include the following: accidental dismemberment benefit, safety belt benefit, repatriation benefit, felonious assault benefit, and accelerated death benefit option. The benefit amounts are subject to a reduction factor. The benefit amount reduces by 25% on January 1 following one calendar year of separation. The benefit amount reduces by an additional 25% on each subsequent January 1 until it reaches 25% of its original value. For covered members with at least 30 years of service credit, the minimum benefit payable was set at \$8,000 by statute in 2015. This will be increased annually based on the VRS Plan 2 cost-of-living adjustment calculation. The minimum benefit adjusted for the COLA was \$8,463 as of June 30, 2020.

CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 10—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

Contributions

The contribution requirements for the GLI Plan are governed by §51.1-506 and §51.1-508 of the Code of Virginia, as amended, but may be impacted as a result of funding provided to state agencies and school divisions by the Virginia General Assembly. The total rate for the GLI Plan was 1.31% of covered employee compensation. This was allocated into an employee and an employer component using a 60/40 split. The employee component was 0.79% (1.31% x 60%) and the employer component was 0.52% (1.31% x 40%). Employers may elect to pay all or part of the employee contribution; however, the employer must pay all of the employer contribution. Each employer’s contractually required employer contribution rate for the year ended June 30, 2020 was 0.52% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017. The actuarially determined rate, when combined with employee contributions, was expected to finance the costs of benefits payable during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the Group Life Insurance Plan from the entity were \$11,752 and \$10,955 for the years ended June 30, 2020 and June 30, 2019, respectively.

GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the Group Life Insurance Plan OPEB

At June 30, 2020, the entity reported a liability of \$174,883 for its proportionate share of the Net GLI OPEB Liability. The Net GLI OPEB Liability was measured as of June 30, 2019 and the total GLI OPEB liability used to calculate the Net GLI OPEB Liability was determined by an actuarial valuation performed as of June 30, 2018, and rolled forward to the measurement date of June 30, 2019. The covered employer’s proportion of the Net GLI OPEB Liability was based on the covered employer’s actuarially determined employer contributions to the GLI Plan for the year ended June 30, 2019 relative to the total of the actuarially determined employer contributions for all participating employers. At June 30, 2019, the participating employer’s proportion was .0113% as compared to .0110% at June 30, 2018.

For the year ended June 30, 2020, the participating employer recognized GLI OPEB expense of \$5,566. Since there was a change in proportionate share between measurement dates, a portion of the GLI OPEB expense was related to deferred amounts from changes in proportion.

At June 30, 2020, the employer reported deferred outflows of resources and deferred inflows of resources related to the GLI OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 11,631	\$ 2,268
Net difference between projected and actual earnings on GLI OPEB program investments	-	3,592
Change in assumptions	11,041	5,273
Changes in proportion	8,118	331
Employer contributions subsequent to the measurement date	11,752	-
Total	<u>\$ 42,542</u>	<u>\$ 11,464</u>

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 10—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the Group Life Insurance Plan OPEB: (Continued)

\$11,752 reported as deferred outflows of resources related to the GLI OPEB resulting from the employer’s contributions subsequent to the measurement date will be recognized as a reduction of the Net GLI OPEB Liability in the fiscal year ending June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the GLI OPEB will be recognized in the GLI OPEB expense in future reporting periods as follows:

<u>Year Ended June 30</u>		
2021	\$	2,143
2022		2,143
2023		3,665
2024		5,106
2025		4,899
Thereafter		1,370

Actuarial Assumptions

The total GLI OPEB liability was based on an actuarial valuation as of June 30, 2018, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2019. The assumptions include several employer groups as noted below. Salary increases and mortality rates included herein are for relevant employer groups. Information for other groups can be referenced in the VRS CAFR.

Inflation	2.50%
Salary increases, including inflation:	
General state employees	3.50% - 5.35%
Hazardous Duty employees	3.50% - 4.75%
Investment rate of return	6.75%, net of investment expenses, including inflation*

*Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 6.75%. However, since the difference was minimal, and a more conservative 6.75% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 6.75% to simplify preparation of OPEB liabilities.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 10—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

Actuarial Assumptions (Continued)

Mortality Rates - Teachers

Pre-Retirement:

RP-2014 White Collar Employee Rates to age 80, White Collar Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020.

Post-Retirement:

RP-2014 White Collar Employee Rates to age 49, White Collar Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males 1% increase compounded from ages 70 to 90; females set back 3 years with 1.5% increase compounded from ages 65 to 70 and 2.0% increase compounded from ages 75 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; 115% of rates for males and females.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Discount rate	Decreased rate from 7.00% to 6.75%

Mortality Rates - Non-Largest Ten Locality Employers - General Employees

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 10—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

Actuarial Assumptions (Continued)

Mortality Rates - Non-Largest Ten Locality Employers - General Employees

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14.00% to 15.00%
Discount Rate	Decreased rate from 7.00% to 6.75%

Mortality Rates - Non-Largest Ten Locality Employers - Hazardous Duty Employees

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 10—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

Actuarial Assumptions (Continued)

Mortality Rates - Non-Largest Ten Locality Employers - Hazardous Duty Employees: (Continued)

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60.00% to 45.00%
Discount Rate	Decreased rate from 7.00% to 6.75%

NET GLI OPEB Liability

The net OPEB liability (NOL) for the GLI Plan represents the plan’s total OPEB liability determined in accordance with GASB Statement No. 74, less the associated fiduciary net position. As of the measurement date of June 30, 2019, NOL amounts for the GLI Plan are as follows (amounts expressed in thousands):

		Group Life Insurance OPEB Program
Total GLI OPEB Liability	\$	3,390,238
Plan Fiduciary Net Position		1,762,972
Employers' Net GLI OPEB Liability (Asset)	\$	<u>1,627,266</u>
Plan Fiduciary Net Position as a Percentage of the Total GLI OPEB Liability		52.00%

The total GLI OPEB liability is calculated by the System’s actuary, and each plan’s fiduciary net position is reported in the System’s financial statements. The net GLI OPEB liability is disclosed in accordance with the requirements of GASB Statement No. 74 in the System’s notes to the financial statements and required supplementary information.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 10—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

Long-Term Expected Rate of Return

The long-term expected rate of return on the System’s investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of System’s investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class (Strategy)</u>	<u>Target Allocation</u>	<u>Arithmetic Long-term Expected Rate of Return</u>	<u>Weighted Average Long-term Expected Rate of Return*</u>
Public Equity	34.00%	5.61%	1.91%
Fixed Income	15.00%	0.88%	0.13%
Credit Strategies	14.00%	5.13%	0.72%
Real Assets	14.00%	5.27%	0.74%
Private Equity	14.00%	8.77%	1.23%
MAPS - Multi-Asset Public Strategies	6.00%	3.52%	0.21%
PIP - Private Investment Partnership	3.00%	6.29%	0.19%
Total	<u>100.00%</u>		<u>5.13%</u>
		Inflation	<u>2.50%</u>
		Expected arithmetic nominal return*	<u>7.63%</u>

*The above allocation provides a one-year return of 7.63%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 7.11%, including expected inflation of 2.50%. The VRS Board elected a long-term rate of 6.75% which is roughly at the 40th percentile of expected long-term results of the VRS fund asset allocation.

CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 10—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

Discount Rate

The discount rate used to measure the total GLI OPEB liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made per the VRS guidance and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ended June 30, 2019, the rate contributed by the entity for the GLI OPEB will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly which was 100% of the actuarially determined contribution rate. From July 1, 2019 on, employers are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the GLI OPEB’s fiduciary net position was projected to be available to make all projected future benefit payments of eligible employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total GLI OPEB liability.

Sensitivity of the Employer’s Proportionate Share of the Net GLI OPEB Liability to Changes in the Discount Rate

The following presents the employer’s proportionate share of the net GLI OPEB liability using the discount rate of 6.75%, as well as what the employer’s proportionate share of the net GLI OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

	Rate		
	1% Decrease	Current Discount	1% Increase
	(5.75%)	(6.75%)	(7.75%)
Center’s proportionate share of the GLI Program Net OPEB Liability	\$ 229,748	\$ 174,883	\$ 130,389

Group Life Insurance Plan Fiduciary Net Position

Detailed information about the Group Life Insurance Plan’s Fiduciary Net Position is available in the separately issued VRS 2019 Comprehensive Annual Financial Report (CAFR). A copy of the 2019 VRS CAFR may be downloaded from the VRS website at <http://www.varetire.org/Pdf/Publications/2019-annual-report.pdf>, or by writing to the System’s Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 11—MEDICAL AND LIFE INSURANCE - PAY-AS-YOU-GO (OPEB):

Plan Description

The Albemarle County Voluntary Early Retirement Incentive Program (VERIP) is a single-employer defined benefit plan. VERIP benefits are paid monthly for a period of five years or until age 65, whichever comes first. In addition to the monthly stipend, the County will pay an amount equivalent to the Board's annual contribution toward medical insurance. Participants may accept it as a cash payment, or apply it toward the cost of the continuation of their County medical/dental benefits. To be eligible, employees must meet the age and service criteria for reduced VRS retirement and be a current employee at least 50 years of age and have been employed by the County in a benefits-eligible position for 10 of the last 13 years prior to retirement. The plan is administered by the County and does not issue a publicly available separate financial report.

Benefits Provided

Postemployment benefits are provided to eligible retirees include Medical, Dental, and Life insurance. The benefits that are provided for active employees are the same for eligible retirees, spouses and dependents of eligible retirees. Retirees pay 100% of spousal premiums. Coverage ceases when retirees reach the age of 65. Surviving spouses are not allowed access to the plan.

Contributions

The Center does not pre-fund benefits; therefore, no assets are accumulated in a trust fund. The current funding policy is to pay benefits directly from general assets on a pay-as-you-go basis. The funding requirements are established and may be amended by the County Board. The amount paid by the Charlottesville-UVA-Albemarle County Emergency Communications Center for OPEB as the benefits came due during the year ended June 30, 2020 was \$34,993.

Total OPEB Liability

The Charlottesville-UVA-Albemarle County Emergency Communications Center's total OPEB liability was measured as of June 30, 2019. The total OPEB liability was determined by an actuarial valuation as of that date.

Actuarial Assumptions

The total OPEB liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.50%
Salary Increases	The salary increase rate starts at 3.15% salary increase for 1 year of service and gradually declines to 1.3% salary increase for 20 or more years of service
Discount Rate	3.13%

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 11—MEDICAL AND LIFE INSURANCE - PAY-AS-YOU-GO (OPEB): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality rates for Active employees and healthy retirees were based on a RP-2000 Fully Generational Combined Healthy table while mortality rates for disabled retirees were based on a RP-2000 Disabled Mortality Table.

The date of the most recent actuarial experience study for which significant assumptions were based is not available.

Discount Rate

The final equivalent single discount rate used for this year’s valuation is 3.13% as of the end of the fiscal year and is based on an index rate for 20-year tax exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

Changes in Total OPEB Liability

	<u>Total OPEB Liability</u>
Balances at June 30, 2018	\$ 729,218
Changes for the year:	
Service cost	56,905
Interest	24,410
Amortization adjustments	1,856
Difference between expected and actual experience	(39,993)
Benefit payments	(34,993)
Changes in proportionate share	(35,271)
Changes in assumptions	(16,226)
Net changes	\$ (43,312)
Balances at June 30, 2019	\$ 685,906

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following amounts present the total OPEB liability of the Charlottesville-UVA-Albemarle County Emergency Communications Center, as well as what the total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.13%) or one percentage point higher (4.13%) than the current discount rate:

	<u>Rates</u>		
	<u>1% Decrease (2.13%)</u>	<u>Current Discount Rate (3.13%)</u>	<u>1% Increase (4.13%)</u>
\$	731,374	685,906	\$ 642,854

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 11—MEDICAL AND LIFE INSURANCE - PAY-AS-YOU-GO (OPEB): (CONTINUED)

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability of the Charlottesville-UVA-Albemarle County Emergency Communications Center, as well as what the total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower (3.00%) or one percentage point higher (5.00%) than the current healthcare cost trend rates:

Rates		
1% Decrease (3.00%)	Healthcare Cost Trend (4.00%)	1% Increase (5.00%)
\$ 618,861	\$ 685,906	\$ 764,030

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources

For the year ended June 30, 2020, the Charlottesville-UVA-Albemarle County Emergency Communications Center recognized OPEB expense in the amount of \$61,032. At June 30, 2020, the Charlottesville-UVA-Albemarle County Emergency Communications Center reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 44,609
Changes in assumptions	-	35,007
Employer contributions subsequent to the Changes in proportion measurement date	-	30,233
Total	<u>\$ -</u>	<u>\$ 109,849</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in OPEB expense in future reporting periods as follows:

Year Ended June 30	
2021	\$ (20,283)
2022	(20,283)
2023	(20,283)
2024	(20,281)
2025	(15,650)
Thereafter	(13,069)

Additional disclosures on changes in total OPEB liability and related ratios can be found in the required supplementary information following the notes to the financial statements.

CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER

Notes to Financial Statements
As of June 30, 2020 (Continued)

NOTE 12—SUMMARY OF NET OPEB LIABILITIES, DEFERRED OUTFLOWS OF RESOURCES, AND DEFERRED INFLOWS OF RESOURCES:

	OPEB Plans:			
	Deferred Outflows	Deferred Inflows	Net OPEB Liability	OPEB Expense
Group Life Insurance Program	\$ 42,542	\$ 11,464	\$ 174,883	\$ 5,566
Stand-Alone Plan	-	109,849	685,906	61,032
	<u>\$ 42,542</u>	<u>\$ 121,313</u>	<u>\$ 860,789</u>	<u>\$ 66,598</u>

NOTE 13—UPCOMING PRONOUNCEMENTS:

Statement No. 84, *Fiduciary Activities*, establishes criteria for identifying fiduciary activities of all state and local governments for accounting and financial reporting purposes and how those activities should be reported. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019.

Statement No. 87, *Leases*, requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The requirements of this Statement are effective for reporting periods beginning after June 15, 2021.

Management is currently evaluating the impact these standards will have on the financial statements when adopted.

- Required Supplementary Information -

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

**Schedule of Center's Proportionate Share of the Net Pension Liability
For the Measurement Dates of June 30, 2014 through June 30, 2019**

Date (1)	Proportion of the Net Pension Liability (NPL) (2)	Proportionate Share of the NPL (3)	Covered Payroll (4)	Proportionate Share of the NPL as a Percentage of Covered Payroll (3)/(4) (5)	Pension Plan's Fiduciary Net Position as a Percentage of Total Pension Liability (6)
2019	4.74% \$	1,678,220 \$	2,106,746	79.66%	82.70%
2018	5.07%	1,431,592	2,389,359	59.92%	84.98%
2017	5.78%	1,595,710	2,274,559	70.15%	84.45%
2016	5.42%	1,994,229	2,085,278	95.63%	78.49%
2015	5.72%	1,759,698	2,550,811	68.99%	81.12%
2014	6.01%	1,693,868	2,350,779	72.06%	81.67%

Schedule is intended to show information for 10 years. Information prior to the 2014 valuation is not available. However, additional years will be included as they become available.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

**Schedule of Employer Contributions - Pension Plan
Years Ended June 30, 2015 through June 30, 2020**

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
2020	\$ 267,199	\$ 267,199	-	\$ 2,270,170	11.77%
2019	249,182	249,182	-	2,106,746	11.83%
2018	251,469	251,469	-	2,389,359	10.52%
2017	283,088	283,088	-	2,274,559	12.45%
2016	281,167	281,167	-	2,085,278	13.48%
2015	288,697	288,697	-	2,550,811	11.32%

Schedule is intended to show information for 10 years. Information prior to the 2015 valuation is not available. However, additional years will be included as they become available.

CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER

Notes to Required Supplementary Information - Pension Plan
Year Ended June 30, 2020

Changes of benefit terms - There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Changes of assumptions - The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Largest Ten Locality Employers - General Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%
Discount Rate	Decrease rate from 7.00% to 6.75%

Non-Largest Ten Locality Employers - General Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%
Discount Rate	Decrease rate from 7.00% to 6.75%

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

**Schedule of Center's Share of Net OPEB Liability
Group Life Insurance (GLI) Plan
For the Measurement Dates of June 30, 2017 through June 30, 2019**

Date	Employer's Proportion of the Net GLI OPEB Liability	Employer's Proportionate Share of the Net GLI OPEB Liability	Employer's Covered Payroll	Employer's Proportionate Share of the Net GLI OPEB Liability as a Percentage of Covered Payroll (3)/(4)	Plan Fiduciary Net Position as a Percentage of Total GLI OPEB Liability
2019	0.0113%	\$ 174,883	\$ 2,106,746	8.30%	52.00%
2018	0.0110%	167,283	2,609,197	6.41%	51.22%
2017	0.0135%	202,673	2,274,559	8.91%	48.86%

Schedule is intended to show information for 10 years. Information prior to the 2017 valuation is not available. However, additional years will be included as they become available.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

**Schedule of Employer Contributions
Group Life Insurance (GLI) Plan
Years Ended June 30, 2017 through June 30, 2020**

<u>Date</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a % of Covered Payroll</u>
2020	\$ 11,752	\$ 11,752	\$ -	\$ 2,260,000	0.52%
2019	10,955	10,955	-	2,106,746	0.52%
2018	13,672	13,672	-	2,609,197	0.52%
2017	12,687	12,687	-	2,274,559	0.56%

Schedule is intended to show information for 10 years. Information prior to 2017 is not available. However, additional years will be included as they become available.

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

**Notes to Required Supplementary Information
Group Life Insurance (GLI) Plan
Year Ended June 30, 2020**

Changes of benefit terms - There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Changes of assumptions - The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Non-Largest Ten Locality Employers - General Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%
Discount Rate	Decrease rate from 7.00% to 6.75%

Non-Largest Ten Locality Employers - Hazardous Duty Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020 and reduced margin for future improvement in accordance with experience
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%
Discount Rate	Decrease rate from 7.00% to 6.75%

**CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER**

**Schedule of Changes in Total OPEB Liability (Asset) and Related Ratios - Stand-Alone OPEB
Years Ended June 30, 2018 through 2020**

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB liability			
Service cost	\$ 56,905	26,746	\$ 28,860
Interest	24,410	25,466	21,323
Amortization adjustments	1,856	-	-
Changes in proportionate share	(35,271)	-	-
Changes in assumptions	(16,226)	(4,557)	(36,716)
Differences between expected and actual experience	(39,993)	(55,318)	-
Benefit payments	(34,993)	(4,241)	(41,000)
Net change in total OPEB liability	<u>\$ (43,312)</u>	<u>(11,904)</u>	<u>\$ (27,533)</u>
Total OPEB liability - beginning	729,218	741,122	768,655
Total OPEB liability - ending	<u><u>\$ 685,906</u></u>	<u><u>729,218</u></u>	<u><u>\$ 741,122</u></u>
Covered-employee	\$ N/A	N/A	\$ N/A
Center's total OPEB liability (asset) as a percentage of payroll	N/A	N/A	N/A

Schedule is intended to show information for 10 years. Additional years will be included as they become available.

CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER

Notes to Required Supplementary Information - Stand-Alone OPEB
Year Ended June 30, 2020

Valuation Date: 6/30/2019
Measurement Date: 6/30/2019

No assets are accumulated in a trust that meets the criteria in GASB 75 to pay related benefits.

Methods and assumptions used to determine OPEB liability:

Actuarial Cost Method	Entry age normal level % of salary
Discount Rate	3.13%
Inflation	2.50%
Healthcare Trend Rate	The healthcare trend rate assumption starts at 4.7% in 2017 and gradually declines to 4.0% by the year 2075
Salary Increase Rates	The salary increase rate starts at 3.15% salary increase for 1 year of service and gradually declines to 1.3% salary increase for 20 or more years of service
Retirement Age	The average age at retirement is 62
Mortality Rates	The mortality rates for active and healthy retirees was calculated using the RP-2000 Fully Generational Combined Healthy Table. The mortality rates for disabled retirees was calculated using the RP 2000 Disabled Mortality Table.

- Other Supplementary Information -

CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER

(Page 1 of 2)

Schedule of Revenues and Expenditures
Budgetary Basis
Year Ended June 30, 2020

	Original Budget	Amended Budget	Actual	Variance Positive (Negative)
Operating revenues:				
Intergovernmental:				
Charges for services:				
City of Charlottesville	\$ 1,573,977	\$ 1,573,977	\$ 1,573,977	\$ -
County of Albemarle	2,949,244	2,949,244	2,949,244	-
University of Virginia	1,072,713	1,072,713	1,078,366	5,653
Charlottesville-Albemarle Airport Authority	21,227	21,227	21,227	-
Albemarle Charlottesville Regional Jail	7,804	7,804	7,804	-
Rivanna Water and Sewer Authority	19,354	19,354	19,354	-
Other	28,417	28,417	24,173	(4,244)
Total charges for services	<u>\$ 5,672,736</u>	<u>\$ 5,672,736</u>	<u>\$ 5,674,145</u>	<u>\$ 1,409</u>
Miscellaneous	<u>72,770</u>	<u>72,770</u>	<u>171,358</u>	<u>98,588</u>
Total operating revenues	<u>\$ 5,745,506</u>	<u>\$ 5,745,506</u>	<u>\$ 5,845,503</u>	<u>\$ 99,997</u>
Expenditures:				
Operating:				
Salaries and wages	\$ 3,026,067	\$ 2,826,067	\$ 2,859,875	\$ (33,808)
Fringes	1,091,330	1,091,330	885,154	206,176
Contractual	374,087	514,087	344,682	169,405
Other charges	522,634	515,529	455,820	59,709
Capital outlays	67,500	1,201,541	58,481	1,143,060
Total operating	<u>\$ 5,081,618</u>	<u>\$ 6,148,554</u>	<u>\$ 4,604,012</u>	<u>\$ 1,544,542</u>
Emergency Services:				
Salaries and wages	\$ 107,932	\$ 115,432	\$ 81,760	\$ 33,672
Fringes	42,018	42,018	26,281	15,737
Contractual	184,100	359,876	195,486	164,390
Other charges	25,953	96,785	53,739	43,046
Capital outlays	800	800	656	144
Total emergency services	<u>\$ 360,803</u>	<u>\$ 614,911</u>	<u>\$ 357,922</u>	<u>\$ 256,989</u>
800 MHZ Operations:				
Contractual	\$ 646,012	\$ 646,012	\$ 626,477	\$ 19,535
Other charges	154,066	154,066	139,274	14,792
Capital outlays	103,000	103,000	28,142	74,858
Total 800 MHZ operations	<u>\$ 903,078</u>	<u>\$ 903,078</u>	<u>\$ 793,893</u>	<u>\$ 109,185</u>
Total expenditures	<u>\$ 6,345,499</u>	<u>\$ 7,666,543</u>	<u>\$ 5,755,827</u>	<u>\$ 1,910,716</u>

Schedule of Revenues and Expenditures
Budgetary Basis
Year Ended June 30, 2020 (Continued)

	Original Budget	Amended Budget	Actual	Variance Positive (Negative)
Net operating income (loss)	\$ (599,993)	\$ (1,921,037)	\$ 89,676	\$ 2,010,713
Nonoperating revenue:				
Revenue from use of money of property:				
Investment earnings	\$ 50,000	\$ 50,000	\$ 67,073	\$ 17,073
Rent income	3,993	3,993	3,631	(362)
Total revenue from use of money of property	\$ 53,993	\$ 53,993	\$ 70,704	\$ 16,711
Commonwealth of Virginia:				
Wireless E-911 grant	\$ 546,000	\$ 549,000	\$ 588,096	\$ 39,096
Other categorical aid from the commonwealth	-	32,952	32,908	(44)
Total revenue from the commonwealth	\$ 546,000	\$ 581,952	\$ 621,004	\$ 39,052
Total nonoperating revenues	\$ 599,993	\$ 635,945	\$ 691,708	\$ 55,763
Excess (deficiency) of revenues over expenditures	\$ -	\$ (1,285,092)	\$ 781,384	\$ 2,066,476

This statement is prepared using the Center's budgetary basis of accounting which differs from that required by generally accepted accounting principles.

CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY
EMERGENCY COMMUNICATIONS CENTER

Reconciliation of the Schedule of Revenues and Expenditures - Budgetary Basis
to the Statement of Revenues, Expenses and Changes in Net Position
Year Ended June 30, 2020

Reconciliation of excess (deficiency) of revenues over (under) expenses to changes in net position per the Statement of Revenues, Expenses and Changes in Net Position:	
Excess (deficiency) of revenues over expenditures per budgetary basis schedule	\$ 781,384
Nonbudgetary funds activity not included on the Schedule of Revenues and Expenses - Budgetary Basis:	
800 MHz Radio System Fund - expenses	(2,157,850)
Integrated computer aided dispatch - expenses	(1,208,875)
Changes in other post employment benefits	35,712
Capital contributions	3,366,275
Changes in deferred outflows of resources	230,799
Changes in deferred inflows of resources	(14,264)
Changes in net pension liability	(246,628)
Additions to capital assets	1,194,361
Depreciation	<u>(378,188)</u>
Change in net position, per statement of revenues, expenses, and changes in net position	\$ <u><u>1,602,726</u></u>

- Compliance -



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

**TO THE HONORABLE MEMBERS OF THE BOARD OF SUPERVISORS
COUNTY OF ALBEMARLE, VIRGINIA AS FISCAL AGENT FOR
CHARLOTTESVILLE-UVA-ALBEMARLE COUNTY EMERGENCY COMMUNICATIONS CENTER
CHARLOTTESVILLE, VIRGINIA**

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the business-type activities of Charlottesville-UVA-Albemarle County Emergency Communications Center as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Center's basic financial statements and have issued our report thereon dated April 23correct, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Charlottesville-UVA-Albemarle County Emergency Communications Center's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Charlottesville-UVA-Albemarle County Emergency Communications Center's internal control. Accordingly, we do not express an opinion on the effectiveness of Charlottesville-UVA-Albemarle County Emergency Communications Center's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Charlottesville-UVA-Albemarle County Emergency Communication's Center's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Robinson, Farnell, Cox Associates

Charlottesville, Virginia

April 23, 2021



Agenda Item:

4.8) Fund Balance Update



Charlottesville-UVA-Albemarle County Emergency Communications Center



To: ECC Management Board

From: Sonny Saxton, EMT-P, ENP
Executive Director

Date: August 17, 2021

Subject: ECC Fund Balance Update

The ECC Fund is projected to have an unobligated balance of \$795,807 after accounting for current funds obligated for capital outlay and other encumbrances of \$2.12M, COVID-19 Community Response and (or) Critical Infrastructure of \$0.55M, and an Operating Contingency of \$0.37M.

TABLE 1: PROJECTED UNOBLIGATED FUND BALANCE

Planned Use of Fund Balance	
Addendum-Compliant Fund Balance	\$3,842,499
Current Funds Obligated (Capital Outlay and Encumbrances)	-\$2,128,298
COVID-19 Community Response and (or) Critical Infrastructure (e.g. EOC, Building, Public Safety Software, Communications)	-\$550,613
Operating Contingency (5% of FY22 Ops Budget)	-\$367,781
Projected Unobligated Fund Balance	\$795,807

**FEMA PA grant application in progress (approximately \$211,000).*

The audited fund balance as of June 30, 2020 was \$3,842,499, a year-over-year increase of \$781,384. This increase reflects both some savings realized in the operational budget, as well as project expenditures that were lower than anticipated for this fiscal year due to delayed completion as a result of COVID-19 response activities.

TABLE 2: AUDITED FUND BALANCE AS OF JUNE 30, 2020

Audited Fund Balance June 30, 2019	\$3,061,115
FY20 Revenues	<u>\$6,537,212</u>
FY20 Expenditures	<u>-\$5,755,828</u>
Net Change in Fund Balance*	\$781,384
Audited Fund Balance June 30, 2020	\$3,842,499

**FY20 savings includes revenues above budgeted amounts: \$158,767 of CARES award reimbursement, Wireless E9-1-1 grant receipt, interest on bank deposits, sale of salvage/surplus goods, reimbursement for contracted services, FOIA recovered expenses.*



Charlottesville-UVA-Albemarle County Emergency Communications Center



Per the Participant Agreement Addendum #2, after completion of the fiscal year audit, any funds in excess of 25% of the total annual operating budget are to be returned to the Participants. After considering all obligations, the remaining Fund Balance, of approximately \$670,127, is less than 25% of the FY20 total annual operating budget. Thus, no funds are scheduled to be returned to Participants.

TABLE 3: CHECK FOR RETURN OF FUND BALANCE OVER 25% OF TOTAL ANNUAL OPERATING BUDGET

Participant Agreement Addendum #2 Compliance Check		
Audited Fund Balance June 30, 2020		\$3,842,499
Funds Previously Retained (June 2020)	<u>\$1,623,074</u>	
Other Current Funds Obligated (Capital Outlay and Encumbrances)	<u>\$1,549,298</u>	
<i>Remaining Unobligated Fund Balance</i>	<u><u>\$670,127</u></u>	
<i>Check for Funds Exceeding 25%</i>		
25% of FY20 Total Annual Operating Budget (\$7,666,543)	<u>\$1,916,636</u>	
Funds To Be Returned to Participants		\$0
Addendum-Compliant Fund Balance		\$3,842,499

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“A CALEA Nationally Accredited Communications Center”

“APCO Project 33 Certified Training Program”



Agenda Item:

4.9) Funding Workforce Optimization and Electronic Time & Attendance

Charlottesville-UVA-Albemarle County Emergency Communications Center

Agenda Date: 8/17/2021
Action Required: Motion to Approve Authorization/Consent Agenda Item 4.9
Author: Sonny Saxton, Executive Director ECC
Title: Funding/Project Authorizations

Electronic Scheduling, Time, and Attendance System

ECC staff recommend funding the acquisition and implementation of an electronic scheduling, time, and attendance system. Migrating the current manual, paper-based processes to an electronic system would save approximately 75 labor hours per month on scheduling/payroll and would improve consistency in 911 staffing and services. The County PMO and CFO identified that a separate timekeeping implementation would be eighteen months quicker to execute, and realize approximately \$23,000 in savings, when compared to working with the County Project Management Office to join their existing timekeeping implementation. No additional funding is requested from the Participants for FY2022.

Upon approval, the Charlottesville-UVA-Albemarle County Emergency Communications Center Management Board authorizes use of ECC Fund Balance in the amount of \$57,569 to support acquisition of an electronic time, attendance, and scheduling system.

Workforce Optimization Review

ECC staff recommend conducting a Workforce Optimization Review to examine opportunities for sustaining or improving services delivered to the community, responding to population growth within the communities served, and improving recruitment and retention of staff. The review satisfies accreditation requirements and will include an expert-led examination of industry standards, best practices, benchmarking, historical data and trends, and training and quality assurance practices. Interviews will be conducted with regional stakeholders and ECC personnel. Deliverables include a plan with executable recommendations for workforce optimization. No additional funding is requested from the Participants for FY2022.

Upon approval, the Charlottesville-UVA-Albemarle County Emergency Communications Center Management Board authorizes use of ECC Fund Balance in the amount of \$75,980 to support a Workforce Optimization Review.



Agenda Item:

4.10) Previous Meeting Minutes

ECC Management Board - Regular Meeting Minutes

May 18th, 2021 – 2:00 p.m. – Electronic Meeting

This meeting was held by electronic communication means, using Zoom and a telephonic connection, because of the COVID-19 state of emergency.

Members present electronically: Chief Tim Longo, Ms. Lori Allshouse, Chief Ron Lantz, Chief Dan Eggleston, Chief Hezedeon Smith, Mr. John DeSilva, Mr. Chip Boyles, Chief RaShall Brackney, Dr. Bill Brady

Members absent: None

Others present electronically: Amanda Farley (Counsel to the Board), Sonny Saxton (ECC Executive Director), Josh Powell (ECC Management Analyst II), Members of the Public

Members present physically: None

1. Call to Order

Chief Longo called the meeting to order at 2:01 p.m., held electronically pursuant to and in compliance with Albemarle County Ordinance No. 20-A(16), an ordinance to ensure the continuity of government during the COVID-19 disaster. Mr. Powell recorded the minutes.

2. Roll Call and New Member Introduction

Roll call was taken for the record. With nine members attending virtually and none absent, a quorum was present. Chief Longo welcomed Dr. Brady to the Board.

3. Matters from the Public

Mr. Powell provided instructions for members of the public to submit comments to the Board electronically or telephonically. There were no matters from the public.

4. Consent Agenda

With no items removed from the consent agenda for further discussion, **Mr. DeSilva made motion, seconded by Mr. Boyles to adopt the consent agenda (“Productivity Report,” “Technology and Building Report,” “Staffing and Recruitment Report,” “Training Program Report,” “Emergency Management Coordination Report,” “Commendations, Awards, and Press,” “Committee Updates”, and “Previous Meeting Minutes: February 16, 2021”)** as presented. **The motion carried on a voice vote.**

5. Vice Chair Vacancy and Appointment for Unexpired Term

Chief Longo advised the Board that the Vice Chair position, held by the City of Charlottesville, was currently vacant and asked Mr. Boyles for a recommendation for the position. **Mr. Boyles made motion, seconded by Chief Brackney, to elect Mr. Boyles as Vice Chair of the Charlottesville-UVA-Albemarle Emergency Communications Center. The motion carried on a voice vote.**

6. Director’s Update

Mr. Saxton advised the Board of ongoing work within the Emergency Communications Center and the Regional Emergency Operations Center, and expressed his gratitude to the ECC Communications Officers and staff for their continued work and for the support provided to the health department and localities in COVID mitigation and vaccination efforts.

Chief Longo thanked Mr. Saxton for his leadership and shepherding the region through planning and logistics of vaccination clinics, a call center for the health department, and PPE logistics. Chief Longo asked Mr. Saxton to pass the Board's appreciation along to the ECC staff.

7. FY2022 Operational Budget Update

Mr. Saxton provided context and history for ECC compensation and presented two recommendations to the Board: making a one-time payment of \$1,000 to all staff 0.7FTE or above, with the exception of the Executive Director, and of a fractional amount for employees working below 0.7FTE; and amending the FY2022 budget to include wage advancement and compression adjustment to support \$15 minimum wage. The Board discussed the ECC Fund Balance, past one-time payments to staff, and varying pay practices among the three Participants. **Ms. Allshouse made motion, seconded by Chief Eggleston, that the Charlottesville-UVA-Albemarle County Emergency Communications Center Management Board authorize recognition and compensation of ECC personnel, as presented, with one-time payments to be re-allocated from prior fiscal year savings. The motion carried on a voice vote.**

Chief Brackney made motion, seconded by Mr. DeSilva, that the Charlottesville-UVA-Albemarle County Emergency Communications Center Management Board amend the FY2022 Budget, to include an increase of 2% for salaries and benefits, and compression adjustments as presented by Director Saxton, for submission to the Participant agencies and for appropriation by the Albemarle County Board of Supervisors.

8. Closed Session

At 2:41 p.m., **Chief Longo made motion, seconded by Mr. DeSilva, that the Charlottesville-UVA-Albemarle County Emergency Communications Center Management Board go into a closed session pursuant to Section 2.2-3711(A) of the Code of Virginia, under Subsection 1 to discuss and consider performance of the ECC director. The motion carried on a voice vote.**

9. Certify Closed Session

At 3:29 p.m., **Chief Longo made motion, seconded by Dr. Brady, to certify that, to the best of his knowledge, only public business matters lawfully exempted from open meeting requirements under this chapter and only such public business matters as were identified in the closed meeting motion were heard, discussed or considered in the closed meeting. The motion carried unanimously on a roll call vote – Smith: Aye; Eggleston: Aye; Brady: Aye; Boyles: Aye; Allshouse: Aye; Brackney: Aye; Lantz: Aye; DeSilva: Aye; Longo: Aye.**

10. ECC Executive Director Yearly Evaluation

Members of the Board thanked Mr. Saxton for his service, partnership, and stewardship.

11. ECC Board Officer Elections

Dr. Brady made motion, seconded by Chief Smith, to elect Mr. Boyles as Board Chair, Chief Eggleston as Board Vice Chair, Chief Longo as Board Secretary for FY2022. The motion carried on a voice vote.

12. Other Matters Not Listed on the Agenda from the Board

There were no other matters not listed on the agenda from the Board.

13. Adjourn

At 3:44 p.m., with no further business to come before the Board, the meeting was adjourned.

ECC Management Board Executive Committee Meeting

July 14, 2021 at 10:00 A.M.

Virtual Meeting – Zoom

This meeting was held by electronic communication means, using Zoom and a telephonic connection, because of the COVID-19 state of emergency.

Members Present: Mr. Chip Boyles, Chief Dan Eggleston, Chief Tim Longo

Others Present: Sonny Saxton (ECC Executive Director), Josh Powell (ECC Management Analyst II), Amanda Farley (Counsel to the Board), Members of the Public

1. Call to Order

Mr. Boyles called the meeting to order at 10:00 a.m., held electronically pursuant to and in compliance with Albemarle County Ordinance No. 20-A(16), an ordinance to ensure the continuity of government during the COVID-19 disaster. Pursuant to Virginia Code Section 2.2-3708.2(A)(3) and state of local emergency, Mr. Boyles found that, because of the continued and further developing threat posed by the COVID-19 pandemic, it was impracticable and unsafe to assemble a quorum at a single location for the purposes of this meeting, and that the purpose of this meeting was for the discharge of the Committee's lawful purposes, duties, and responsibilities. Mr. Powell recorded the minutes. All members of the Executive Committee were present virtually.

2. Communications Public Safety Pay Scale Review

Mr. Saxton and Mr. Powell presented an overview of changes made by the Albemarle County Board of Supervisors to the Public Safety Pay Scale, and a recommendation to move forward with an additional 3% pay increase for all personnel working on the Public Safety Communications role, effective July 1, 2021. The change would have no impact to the Funding Participants; the expected cost of approximately \$80,000 would be absorbed within the ECC's approved budget and partially offset through the release of the vacant temporary custodian position (1.0 FTE).

Chief Longo made motion, seconded by Chief Eggleston, that the Charlottesville-UVA-Albemarle County Emergency Communications Center Management Board authorize pay increases of an additional 3% for all personnel working in the Public Safety Communications role, effective July 1, 2021, and a corresponding adjustment to the Public Safety Pay Scale. The motion carried unanimously on a voice vote.

Mr. Saxton advised that, with the Chair's approval, in August he would present the full Board with a recommendation to conduct an expert-led workforce optimization review. In addition, he advised of ongoing work to implement incentive pay to address unfilled shifts and maintain minimum staffing. Mr. Saxton asked whether the committee wished for this to be brought to the full Board for approval, or if it was within the authority delegated to him by the Board. Mr. Boyles advised that he believed it to be well within Mr. Saxton's authority and responsibilities.

3. Adjourn

With no further business to come before the Committee, the meeting was adjourned at 4:17p.m.