

# Building Resilience and Creating Capacity to Advance Strategic Priorities



1. The new Crozet Library is a critical community facility that will support downtown vitality.
2. Old Mills Trail adds an important connection to our recreational trail system.
3. The Pantops Emergency Medical System (EMS) service is reducing response times and improving service.

County of Albemarle, Virginia  
Adopted Operating and Capital Budget  
FY2013/2014

[www.albemarle.org/budget](http://www.albemarle.org/budget)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

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**Albemarle County  
Virginia**

For the Fiscal Year Beginning

**July 1, 2012**

*Christopher P. Morill*      *Jeffrey R. Egan*

President

Executive Director

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# BUDGET MESSAGE

The Honorable Members of the Board of Supervisors  
County of Albemarle  
401 McIntire Road  
Charlottesville, Virginia 22902

## Dear Honorable Members of the Board of Supervisors of Albemarle County:

I am pleased to present to you and the citizens of Albemarle County the Adopted Fiscal Year 2013/2014 combined capital and operating budget totaling \$322,454,521. This budget is balanced on a tax rate of 76.6, resulting in a slight decrease in the tax bill for the average homeowner due to a continued decline in real estate values.

This budget reflects our continued strong commitment to fiscal restraint and accountability while making important investments in strategic priorities. The number of general government positions per capita in this budget is the same as it was in FY 02/03. The tax burden in this budget is less than the 2010 level for the average homeowner and provides a slight reduction from last year. The total adopted FY 13/14 budget is less than our FY 08/09 budget despite growth in population and increases in mandates and obligations since that time.

In FY 12/13 the County's adopted budget represented a modest investment in the future while keeping tax bills relatively flat for the average homeowner. After several years of adjusting and restructuring during the downturn, last year we took small but important steps to support the quality and availability of basic government services which faced the serious threat of deterioration. We identified opportunities to create positive change and made steady advancements recovering from the economic downturn. The "unfreezing" of police officer positions, improved daytime EMS service for Pantops, construction of the new Ivy Fire Station, increased funds to the School Division and construction of the long-delayed Crozet Library are examples of this investment.

We were able to accomplish these positive steps forward because of slight improvements in several local revenue sources and a strengthened tax delinquency collections process. The Board's decision to move towards EMS billings across the County also provided a new source of revenue that was channeled directly into core fire rescue system service needs. This combination of a stabilizing economy and alternative revenue generation paired with careful fiscal stewardship and cost reduction strategies allowed us to make positive choices for the County's future.

The adopted FY 13/14 budget takes a much more forward thinking approach while continuing to focus on alternative revenue generation and creative solutions to resolve the challenges we face. To a much greater degree, this budget focuses on strategic investments that support our organization's sustainability and create capacity. The Board's FY 13 – 17 Strategic Plan provides the framework for directing these innovation and investment strategies that represent measured optimism and assertive forward progress. We have emerged from the recession as a tested organization that is stronger, leaner, nimble and opportunistic. We understand that uncertainty is a new constant, and while it must be carefully managed we cannot let it prevent us from progressing towards the future that our community desires and deserves.

This budget moves beyond the initial cautious steps taken last year to invest in resilience and strategic advancement across the organization. For example, for the first time in four years the budget supports a performance increase to invest in retaining high achieving employees and also significantly strengthens public safety. It is important to note that even as we make advancements in operating areas of the budget, the capital program presents current and future challenges that are not being addressed. Staff worked within the following goals to provide recommendations for your consideration regarding the upcoming year:

**Build resilience and support our ability to respond to change while sustaining core operations.** We are strengthening basic services while maintaining flexibility and the ability to shift quickly to meet evolving needs and issues. For example, this budget supports a far reaching expansion of our fire and emergency medical response that dramatically improves citizen safety, and operational support is provided to protect the county's new capital investment in parks, fire stations and libraries.

**Invest in creating organizational capacity that yields a positive return, improving our ability to perform and produce over the long term.** New investments are committed to initiatives that support organizational productivity, improve service and grow our revenues. For example, funds are allocated to establish an economic development program to grow jobs and capital investment and a new Information Technology position will boost technology capacity across the organization.

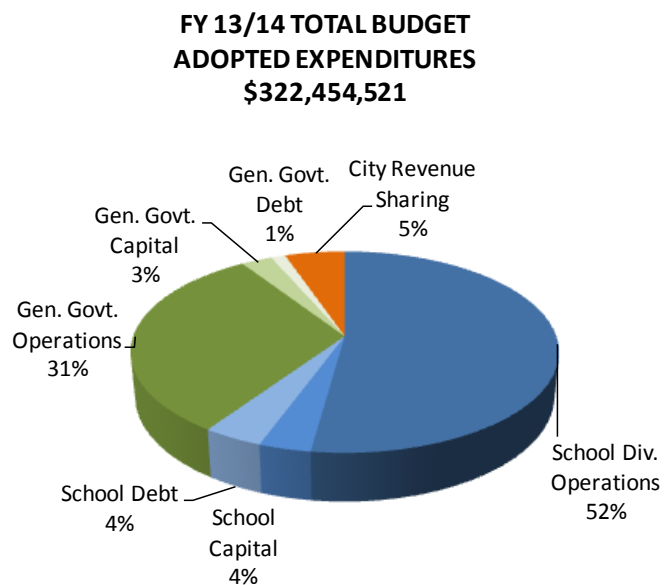
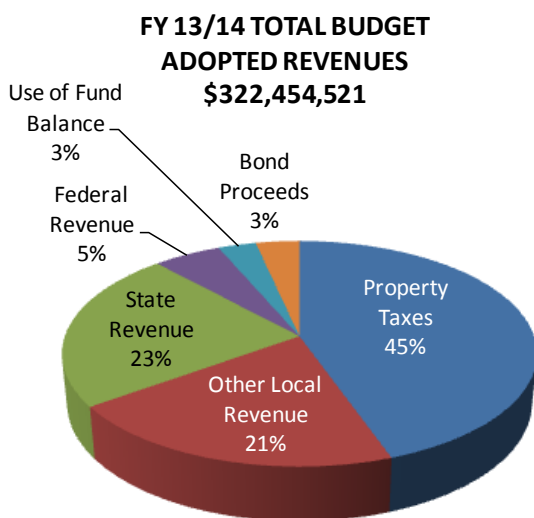
**Advance strategic priorities that position the County for the future.** Resources are allocated to advance identified strategic initiatives that are focused on forward progress. For example, a new School Resource Office improves community safety and increased funding to the Jefferson Madison Regional Library supports excellent educational opportunities for County citizens, both of which are goals in the Board’s FY 13 – 17 Strategic Plan.

Even as our situation improves, we remain focused on the hallmarks of a high performing organization – reducing our costs, repositioning our resources and streamlining our operations to be as efficient as possible. We work from the foundation of a unified organization committed to excellence on behalf of our citizens.

**BUDGET OVERVIEW:**

**ALL FUNDS SUMMARY**

The County’s adopted Fiscal Year 13/14 combined capital and operating budget totals \$322,454,521. *The total budget shown below includes the General Fund, Special Revenue Funds, School Fund, School Self-Sustaining Funds, Capital Funds and Debt Service Funds – additional details on these funds are provided in the budget document.*



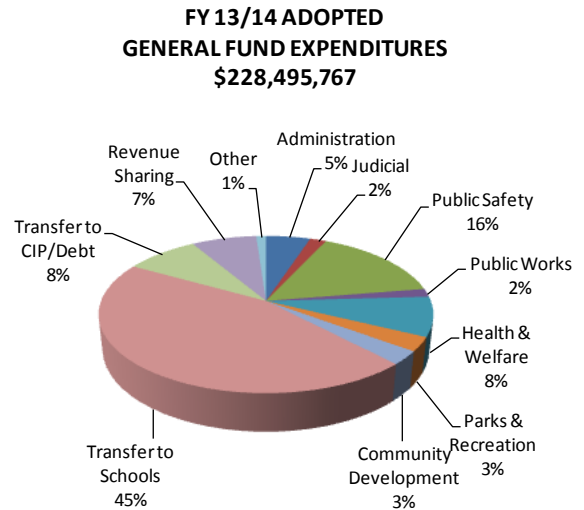
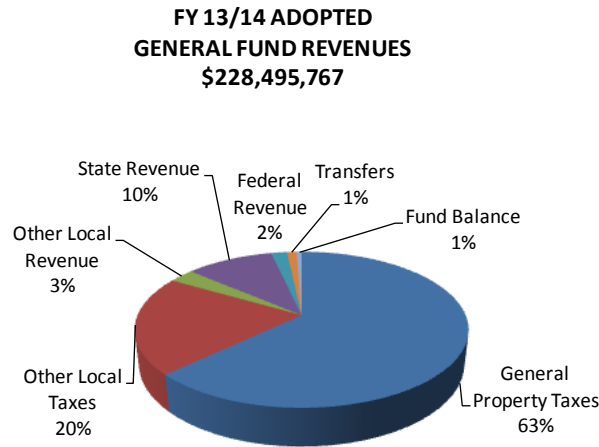
- The budget is balanced on the tax rate of 76.6
- Revenue increase of \$8.5 million, or 2.7% when compared to the FY 12/13 Adopted Budget:
  - In spite of an overall decline in existing property values of 2.3%, Property Tax revenues increase by \$3.2 million or 2.3% primarily due to new construction, changes in land use rates, increases in personal property taxes, and continuation of enhanced tax collection efforts
  - Other Local Revenue sources increase by \$1.4 million or 2.2% due to increases in sales tax, food and beverage taxes, transient occupancy taxes, and EMS cost recovery revenues
  - State revenues are projected to increase by \$3.0 million or 4.2% primarily due to a \$1.5 million increase in anticipated Comprehensive Services Act (CSA) revenue
  - Federal revenues are projected to increase by \$0.5 million or 2.8%, due primarily to the addition of FEMA grant funding for firefighters
- Expenditures:
  - General Government operations increase by \$3.2 million or 3.9%, primarily to meet the County’s core public safety needs and to target investments in strategic priorities
  - School Division operations budget increases by \$4.5 million or 3.0%.
    - The local transfer is an increase of \$3.2 million or 3.2%, over last year’s approved budget
    - Moves school bus replacement to capital fund, removing obligation of approximately \$1.4 million from the School Division
  - While the Capital Improvement Plan (CIP) continues to be primarily a maintenance-only program, the Adopted CIP includes funding to support limited school projects including the Agnor Hurt Elementary Addition/Renovation, the Contemporary Learning Spaces for schools, the Murray High School Phases 1-2



Addition/Renovation, the Schools' Telecommunications Network Upgrade and also transportation revenue sharing with the state.

**GENERAL FUND SUMMARY**

The General Fund Budget is where the majority of County revenues, including local tax revenues, are received and allocated to support all operations of the County including local government and schools.



**GENERAL FUND BUDGET – REVENUE AND EXPENDITURE HIGHLIGHTS**

**Revenues:**

General Fund revenues increase by 3.0%, or \$6.7 million. Real Estate revenues are projected to increase by 2.0% over FY 12/13. This projected overall increase in real estate tax revenues comes despite the fact that real property values of existing property declined by 2.3% between January 1, 2012 and January 1, 2013. The drop in property values is more than offset by increases in taxable value associated with new construction, land divisions, changes in land use deferral, and a slight increase in the tax rate. The stabilization or increases in local revenues, and an increased effort to improve tax collection results in an improved financial picture when compared to the last several fiscal years. Modest increases in local revenue sources are reflected in the adopted FY 13/14 budget when compared to the adopted FY 12/13 budget in the following ways:

- Real estate tax revenues are projected to increase by \$2.2 million, or 2.0%
- Personal Property tax revenues are projected to increase by \$ 2.1 million or 10.7%
- Other local tax revenues, including sales, food and beverage, are projected to increase \$1.6 million or 3.5%
- State revenues are projected to increase by 0.8%
- Federal revenues are projected to increase by 9.8%
- EMS cost recovery revenues are projected to increase by \$416,400, or 40.6%

**Expenditures:**

General Fund expenditures increased by 3.0%, or \$6.7 million. As has been the case in the past, the largest increases in General Fund spending are focused on support for education and public safety expenditures. The spending priorities included in the adopted budget are highlighted below:

***This budget builds resilience and supports our ability to respond to change while sustaining core operations.***

***Strengthening core operations:***

- Fire Rescue services are strengthened to decrease response times and increase citizen safety – the overall increase in the Fire Rescue budget, including positions supported by new EMS billing revenues and the FEMA grant, is 23.7%
  - First full year of Pantops EMS service
  - First full year of operations for the Ivy Fire Station
  - Addition of 3 fire rescue positions for daytime coverage in the Route 29 South/Ivy area in response to CARS decision to scale back services
  - Funding for Division Chief for Volunteer Services
  - Full year of 24 hour EMS coverage on Route 29 North
- Two new police officers to keep up with population growth and gain some ground lost over the past several years

- Addition of one Bright Stars position to maintain our current level of service
- Funds one eligibility worker, one eligibility supervisor and one adult services worker to address core human service needs, partially offset by state/federal funding
- Increases maintenance funding for General Services to protect our investment in new facilities like libraries and fire stations
- Increases resources for park maintenance to keep pace with new parks acquired over the past several years

*Building an agile organization:*

- Establishes an Innovation Fund to support organizational initiatives that reduce costs and improve customer service and productivity
- Establishes an Intern Fund for flexible response to evolving workload needs
- Funds employee professional development including additional training funding to meet core training needs and support our evolving workforce

***This budget invests in creating organizational capacity that yields a positive return, improving our ability to perform and produce over the long term.***

*Alternative revenue generation*

- Photo Safe revenues used to fund a new traffic officer position
- One-time use of storm water capital funding to transition to a stand alone storm water program to meet growing compliance needs, anticipating implementation of a storm water utility district in 2015 to provide ongoing funding
- Half-time grants management position anticipated to be offset to a degree by recovery of grants administration costs

*Investments that yield a positive return*

- Investment in establishing economic development program to further stimulate new jobs and investment
- Centralized risk management position (1/2 year) projected to be more than offset through savings in insurance costs
- New Information Technology position to improve technology solutions organization wide
- Funding for bond referendum study to increase capacity of the Capital Budget

***This budget advances strategic priorities and positions the County for the future.***

- Goal 1 - Provides excellent educational opportunities to all Albemarle County residents
  - Provides a transfer of \$103.3 million to the School Division, an increase of \$3.2 million over the amount included in the FY 12/13 Adopted Budget
  - Provides new funding for school capital projects including Agnor Hurt Elementary addition/renovation, contemporary learning spaces, Murray High School addition/renovation, telecommunications network upgrade
  - Moves school bus replacement to capital fund, removing obligation of approximately \$1.4 million from School Division
  - Adds a school resource officer with funding shared 50/50 with the School Division
  - Increases support for libraries by \$377,113 or 11.6% - including increasing our contribution to JMRL by \$190,877 and also providing funding of \$186,236 directly for the utilities and maintenance costs at the Crozet and Scottsville libraries which is provided in the General Services budget
- Goal 2 - Provides community facilities that meet existing and future needs
  - Transfer to capital and debt increases by \$493,376 or 2.7% over FY 12/13 adopted budget based on capital funding formula
  - Continues funding for ongoing capital projects including completion of Crozet Library, fire station construction and the police firing range
  - Funding for new critical needs, particularly school construction projects
  - Higher level of transportation revenue sharing funding
  - Funding for Acquisition of Conservation Easements (ACE) to match federal and state grant opportunities
  - Increases capital reserve for watch list items
  - School fund balance in excess of 2% transferred to CIP
- Goal 3 - Encourages a diverse and vibrant economy
  - Funds membership in Chamber of Commerce and Thomas Jefferson Partnership for Economic Development (TJPED) using Economic Development Authority (EDA) funds
  - Increases funding for TJPED based on a new cost allocation formula and expanded regional efforts
  - Increases funding for Central Virginia Small Business Development Center based on County's share of services

- Funds the Economic Opportunity Fund
- Provides funds to establish Economic Development program (*as described above*)
- Goal 4 - Protects the County's parks and its natural, scenic and historic resources
  - Provides Chesapeake Bay TMDL study funding in the capital budget
  - Recreational and cultural agency contributions increase 6.1% based primarily on increases to JMRL described above and the Charlottesville Albemarle Convention and Visitors Bureau (CACVB) by formula
- Goal 5 - Ensures the Health and Safety of the Community
  - Funds 100% of Volunteer Fire Operations according to the funding policy
  - Increase for core public safety training needs
  - Health and welfare agency contributions increase 1% on average
  - Increase of 13.5%, or \$136,000, to JAUNT for transportation for the elderly and disabled
  - Strengthens fire and EMS services (*as described above*)
  - Four new police officers – two patrol officers along with a new traffic safety officer and a new SRO (*as described above*)
  - Addition of one Bright Stars position and three DSS positions (*as described above*)
- Goal 6 - Promotes individual responsibility and citizen ownership of community challenges
  - Stresses reallocation to create a volunteer coordinator position
- Goal 7 - Promotes a valued and responsive County workforce that ensures excellent customer service
  - Provides 2% performance salary increase for employees, first performance increase in four years
  - Provides reclassification contingency
  - Provides full year of funding for Police and Fire recruitment and retention initiatives
  - Anticipates increase for both employer and employee contributions to health insurance
  - Increases funding for professional development including core and enhanced training and tuition reimbursement (*as described above*)
  - Innovation and intern funds (*as described above*)
  - IT position to support technology initiatives county wide (*as described above*)

### **SCHOOL DIVISION BUDGET OVERVIEW**

The School Division's operating budget included in this budget totals \$155.3 million, which includes \$103.3 million in the local transfer to the School Division in accordance with the County's 60/40 funding policy, the use of \$2.8 million from the School Division's fund balance, \$2.1 million in other local funding, and transfers of \$875 thousand from other funds. The budget also includes \$43.4 million in anticipated funding from the state and \$2.9 million in anticipated federal funding. The local transfer according to the 60/40 funding policy is an increase of \$3.2 million or 3.2%, from last year's approved budget. The total school budget, including "self-sustaining" and debt service funds (net of transfers), is \$180.9 million.

### **CAPITAL BUDGET OVERVIEW**

The County's Capital Improvement Program has been severely impacted by the economic downturn over the last several years. While revenues are gradually increasing, the Capital Improvement Plan continues to be focused on maintaining our existing infrastructure while investing in, to the greatest extent possible, only those efforts that allow us to accommodate core and necessary services without substantial increase in operational costs.

The Adopted Budget for the Five-Year CIP totals \$107.3 million of which \$53.5 million is allocated for General Government projects, \$53.2 million for School Division projects, and \$611 thousand for Stormwater projects. While the Adopted Plan provides additional reserve funds at the end of the five year CIP period, those funds are not sufficient to begin to adequately address existing and future CIP needs.

The General Fund transfer to CIP and Debt for FY 13/14 totals \$19.0 million, which is an increase of \$493 thousand or 2.7% over last year's transfer. The prior fiscal year transfer to the CIP from year end fund balance from the General Fund totals \$8.0 million and from the School Fund totals \$2.1 million. This total increase of \$10.1 million supports the Agnor Hurt Elementary Addition/Renovation, the Contemporary Learning Spaces for schools, the Murray High School Phases 1-2 Addition/Renovation, the Schools' Telecommunications Network Upgrade and state transportation revenue sharing.

We will continue to explore funding strategies for addressing our capital needs as we move forward. We are hopeful that in the upcoming years we will be able to restore funding levels that are more consistent with our stated goals and the community's broader priorities and demands.

**FINANCIAL PLANNING AND ACCOUNTABILITY**

The County's long term financial and strategic planning incorporates guidance from a variety of sources in development of the Five-Year Financial Plan. This Plan establishes a long term look at county priorities and financial realities and provides guidance for the development of the annual budget. Critical issues identified in the Five-Year Plan are incorporated in this budget. Other "watch list" items will be closely monitored as the year progresses.

This budget incorporates principles of zero-based budgeting by systematically reviewing, reprioritizing and shifting funding support from activities that no longer align properly with our objectives to build organizational resilience, create capacity and support strategic priorities. Services have been assessed, evaluated and reprioritized as opposed to simply basing budgeting decisions on previous year's funding levels. As part of an ongoing process Supervisors examined two departmental budgets, Finance and the Office of Facilities Development, in detail last fall as a demonstration of how zero-based budgeting principles guide our processes.

It is important to note that this year's Five-Year Financial Plan process continued closer coordination and communication with the School Board and School Division staff. The Board of Supervisors and School Board committed to a more integrated process that allowed for earlier and more detailed discussions between the two boards, resulting in a Five-Year Plan process that includes a fuller range of financial considerations for local government and schools.

**ORGANIZATIONAL EXCELLENCE AND CITIZEN ENGAGEMENT**

We strive to involve employees in our efforts to create one unified organization committed to excellence. Through quarterly employee town hall meetings held at both McIntire and Fifth Street, employees hear about current issues and events and engage in peer networking. Employees from every level of the organization are active on all seven Strategic Plan goal teams and are leading efforts to achieve the individual objectives and actions included in this budget plan. The two graduating classes of our Innovative Leaders Institute (ILI) have assumed responsibility for supporting important county initiatives like the Performance Management System and continue to meet and interact as alumni to maintain their cross departmental connections. We are improving operational efficiency by implementing technology solutions like the revenue and tax system and restructuring departments like Finance and Information Technology to streamline operations and increase productivity.

Our citizen surveys continue to tell us that meaningful public engagement is one of the community's most important priorities. Our partnership with citizens will be critical as we continue to transform our local government and to understand the evolving needs and expectations of residents and businesses. This budget supports our commitment to government transparency and engagement:

- The County continues its active involvement with four appointed Community Advisory Councils
- Both the Local Government and the School Division have performance management websites that display a dashboard of select key performance metrics so citizens can track progress on important services
- The County website continues to add new features and functionality that promote accessibility and convenience for citizens
- Live audiostreaming is available for all Board of Supervisors meetings and work sessions
- Our County Facebook page, Flickr site and Youtube channel provide access via social media

**ANTICIPATING AND MEETING TOMORROW'S CHALLENGES**

Because of improving revenues, careful fiscal stewardship and strategic investments, this proposed budget makes positive progress, building on the modest steps taken in last year's budget. While we see things moving in a better direction, we also recognize that challenges exist that are not addressed, and that significant unmet needs remain to be solved.

Items in this budget will begin important conversations about how to address some of these challenges as we work towards inventing a positive future for Albemarle County. Implementation of a storm water utility district and study of a bond referendum are both tools to help increase the capacity of our capital program which is still severely underfunded especially considering the courts project and increasing school needs identified over the past year. We are faced with challenges in mandated programs such as the Chesapeake Bay TMDL, as well as making progress on important initiatives like geopolicing to improve our community's safety, that will create major budget impacts in the future. Establishing an economic development program that will meet our mission of increased quality job opportunities and capital investment is a new direction that will also take energy and focus and create new challenges for the future.

The effects of our growing population and improving economy have already begun to place additional workload demands on staff that have been reduced to very lean levels. Funding for programs that contribute to our quality of life as a community has been severely reduced and in some cases eliminated as we have concentrated on core service protection. As we envision our future, our definition of "quality of place" and how that is achieved will be an important consideration.

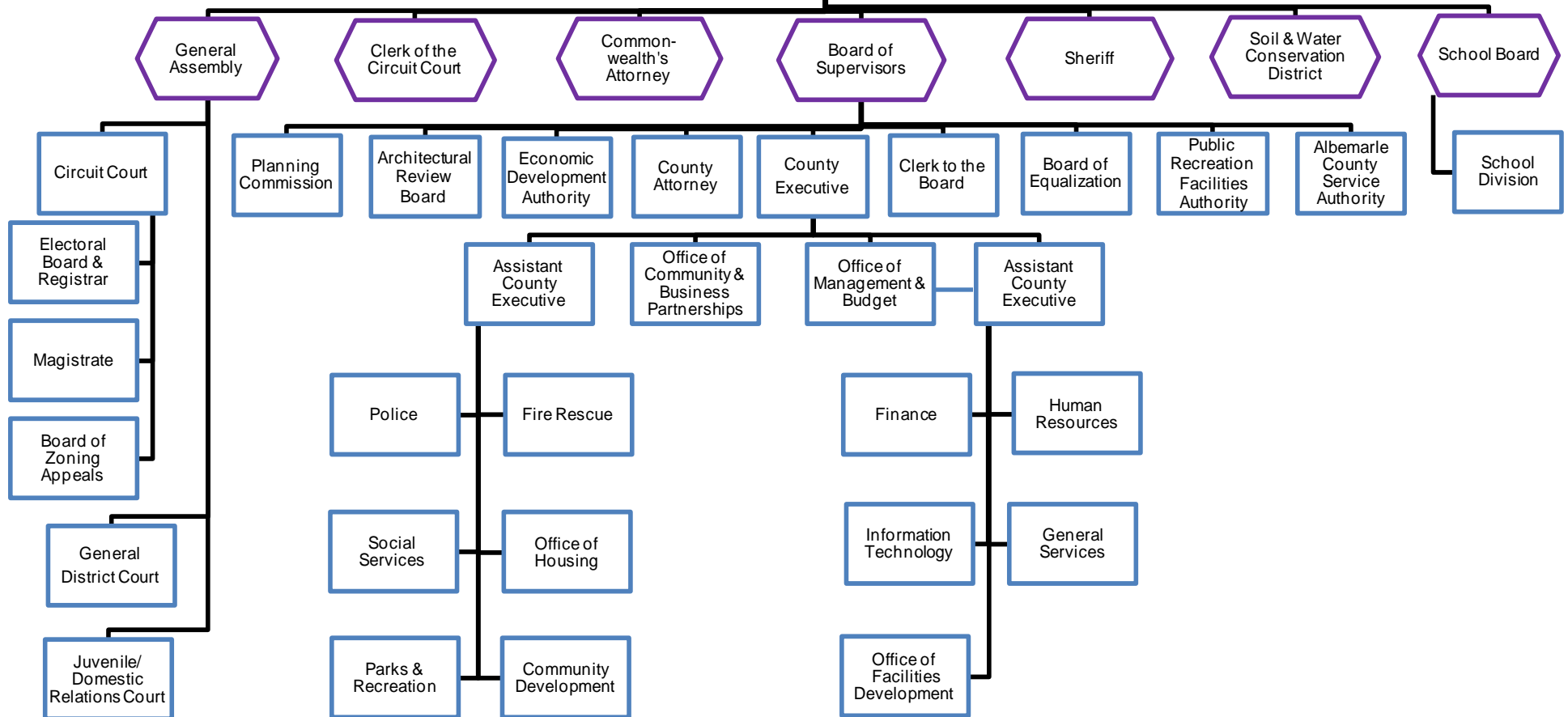
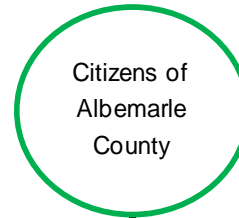
In the year ahead we will focus on this continuing conversation with the Board of Supervisors to help us keep a strategic and intentional focus on future needs and how they should be accommodated in the County's financial and operation planning. The Board's annual Strategic Planning Retreat will be an important opportunity to have meaningful dialogue on these issues as Board members articulate how we achieve their vision of being a "thriving county."

Respectfully submitted,

Thomas C. Foley,  
County Executive

# County of Albemarle

# Organization Chart: FY 13/14



In addition to the above chart, the County jointly funds and/or operates many regional agencies and authorities in several functions including Public Safety (Emergency Communications Center, Regional Jail, Juvenile Detention Center, SPCA); Public Works (Rivanna Solid Waste Authority, Rivanna Water and Sewer Authority); Human Development (JAUNT, Jefferson Area Board for Aging, Health Department, Region Ten Community Services Board); Parks, Recreation and Culture (Convention and Visitor's Center, Regional Library); and Community Development (Albemarle Housing Improvement Program, Piedmont Housing Alliance, Charlottesville Area Transit, Thomas Jefferson Planning District Commission, Virginia Cooperative Extension).



# STRATEGIC PLAN

## *The County's Strategic Plan*

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Albemarle County has an ongoing and active strategic planning process. In partnership with citizens and with leadership from the Board of Supervisors, the County's Strategic Plan establishes goals and timelines that respond to community priorities.

Over the years, Albemarle County has been engaged in a strategic planning process that guides the alignment of resources with customer needs and expectations so that we can respond effectively to the opportunities presented by our changing circumstances.

The Strategic Plan is reviewed annually and informs the County's budgeting process. Specific actions, programs, capital investments, staffing requirements, and funding levels have been developed over the years in response to the needs identified in the Strategic Plan. Critical decisions regarding resource allocation during the budget process are evaluated for consistency with and support of the identified strategic priorities. Some examples of how this year's proposed budget supports the Board's FY13-17 Strategic Plan include:

### *Goal 1: Excellence in Education*

- Increases funding for the School Division - by \$3.2M
- Addition of one Bright Stars position to maintain current level of services
- Addition of an additional school resource officer to improve safety at schools
- \$352k in increased support for Libraries

### *Goal 2: Provide Community Facilities that meet existing and future needs*

- Transfer to Capital increases \$493k based on formula
- Funding for a Bond Referendum study
- Excess School Fund balance over 2% moves to CIP
- CIP Projects:
  - Completion of Crozet Library
  - School Construction Projects
  - Ivy Fire Station
  - Crozet Stormwater Facility

### *Goal 3: Encourage a diverse and vibrant local economy*

- Continues to provide resources for the Economic Development fund
- Funds membership in the Chamber of Commerce and TJPED using EDA funds
- Works toward establishing fully-functioning economic development program for the County
- Adds funding for additional economic development staffing (mid-year)

### *Goal 4: Protect the County's parks and its natural, scenic and historic resources*

- Moves forward on the establishment of a stormwater utility fund
- Provides funds in FY 14 to support a study/evaluate the establishment of a storm water utility district for FY15
- Increases resources for part-time wages for park maintenance

### *Goal 5: Ensure the health and safety of the community*

- Adds two Police Officer positions
- Utilizes funding from Photo Safe program to fund a traffic officer and provide for additional traffic safety programs
- Adds one School Resource Officer (share cost with School Division)
- Adds 3 Fire/EMS employees and a Division Chief for Volunteer Services
- Provides for one DSS Eligibility worker and one Eligibility Supervisor
- Provides for one Adult Services Worker

*Goal 6: Promote individual responsibility and citizen ownership of community challenges*

- Continue to watch for re-positioning opportunities to re-position to establish a Volunteer Coordinator position
- Consider utilizing Intern Fund to provide first year of support for this initiative

*Goal 7: Promote a valued and responsive workforce that ensures excellent customer service*

- Provides a 2% performance salary increase
- Increased funding for core and enhanced training
- Intern Fund - support workload demands while enhancing learning
- Innovation Fund - support innovative ideas/improve customer service, initiate process improvements
- Supports IT - with additional position
- Better positions County for fundraising/grants - part-time grants writer/manager in OMB
- Establish a centralized risk management function - mid-year



**VISION:**

A thriving County, anchored by a strong economy and excellent education system, that honors its rural heritage, scenic beauty and natural and historic resources while fostering attractive and vibrant communities.

**MISSION:**

To enhance the well-being and quality of life for all citizens through the provision of the highest level of public service consistent with the prudent use of public funds.

**VALUES:**

Integrity  
Innovation  
Stewardship  
Learning

# FY13-17 Albemarle County Strategic Plan

- 1. Provide excellent educational opportunities to all Albemarle County residents**
  - a. Increase the availability and quality of pre-kindergarten learning opportunities and adult workforce development opportunities.
  - b. Improve coordination to support goals shared between the School Division's Strategic Plan for K-12 Education and the County's overall Strategic Plan.
- 2. Provide community facilities that meet existing and future needs**
  - a. Improve the evaluation practices and procedures used to assess the community's facility needs.
  - b. Increase the capacity of the Capital Program.
  - c. Identify and implement appropriate alternative construction project procurement methods (design/build, CM Agency, Job Order Contracting, PPEA, etc.) to reduce costs and improve project execution
- 3. Encourage a diverse and vibrant local economy**
  - a. Complete all objectives of last two years of the Economic Vitality Action Plan.
  - b. Establish fully functioning economic development program for the County.
  - c. Assess and implement appropriate incentive options to support economic development in the County.
- 4. Protect the County's parks and its natural, scenic and historic resources in accordance with the County's established growth management policies**
  - a. Work in conjunction with key stakeholders to protect the health of our local waterways and other critical natural resources.
  - b. Preserve and maintain the quality of the County's investment in its parks and its recreational trail and greenway/blueway system.
  - c. Maintain and preserve County-owned historic resources and facilities and work in conjunction with key stakeholders to enhance awareness of the rich historic assets of this region.
- 5. Ensure the health and safety of the community**
  - a. Work in conjunction with key community partners to establish multi-disciplinary teams to address specific public health and/or safety issues, emerging trends and or vulnerable groups.
  - b. Enhance the safety of the County by improving emergency response times and increasing prevention activities and services.
- 6. Promote individual responsibility and citizen ownership of community challenges**
  - a. Increase County's volunteer management capability
  - b. Increase opportunities for citizen self reliance and responsibility for addressing community issues
- 7. Promote a valued and responsive County workforce that ensures excellent customer service**
  - a. Demonstrate improvements to internal and external customer service.
  - b. Reinforce a culture of using cross departmental efforts to improve communications and teamwork for cost effective solutions.
  - c. Expand opportunities for training and professional development.
  - d. Assure staff is supported and recognized for excellence in service.

**Strategic Plan Implementation – A County Wide Effort**

All County departments contribute to the implementation of our FY 13- FY 17 Strategic Plan. The following matrix gives an overview of which strategic goals and objectives departments are focusing on. The Strategic Plan has a five year timeline. Strategies and detailed action plans for the time period of July 2012 to Spring 2015 have been developed for each objective. Longer-term Action plans will be under development during FY 14. Key Performance Indicators have been identified and are being finalized which will quantify each goal/objective.

Strategic Plan Goals	1. Excellence in Education		2. Provision of Community Facilities			3. Encourage Diverse/Vibrant Economy			4. Protect Natural Scenic and Historic Resources			5. Ensure Health and Safety		6. Promote Citizen Ownership of Community		7. Promote Valued County Workforce/Excellent Customer Service				
	1.a	1.b	2.a	2.b	2.c	3.a	3.b	3.c	4.a	4.b	4.c	5.a	5.b	6.a	6.b	7.a	7.b	7.c	7.d	
Department																				
Community Development	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
Clerk of the Court																	X	X	X	X
Commonwealth's Attorney		X										X								
County Attorney		X		X	X	X		X	X			X		X	X	X	X	X	X	X
County Executive	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Facilities Development	X		X	X	X				X		X						X	X	X	X
Finance		X		X	X	X		X									X	X	X	X
Fire Rescue												X	X				X	X	X	X
General Services			X	X	X				X	X	X						X	X	X	X
Housing												X					X	X	X	X
Human Resources		X												X	X	X	X	X	X	X
Information Technology	X	X							X				X	X		X	X	X	X	X
OMB	X	X	X	X	X		X	X						X		X	X	X	X	X
Parks & Recreation		X							X	X	X						X	X	X	X
Police		X										X	X				X	X	X	X
Registrar		X																		
Sheriff																	X	X	X	X
School System	X	X					X					X								
Social Services	X	X										X	X				X	X	X	X

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# COMMUNITY PROFILE

## *Overview*

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Albemarle County is located in central Virginia, 110 miles southwest of Washington, D.C. and 70 miles west of the state capital in Richmond. At the center of the County is the ten-square mile City of Charlottesville. Albemarle County's urban areas include the development area around Charlottesville, as well as the Town of Scottsville. Albemarle County is located within the Charlottesville Metropolitan Statistical Area, which includes Albemarle County, Fluvanna County, Greene County, and the City of Charlottesville.

The County of Albemarle was formed from the County of Goochland in 1744 by an act of the Virginia General Assembly. The County is named for William Anne Keppel, the Second Earl of Albemarle, who was at that time the Governor-General of Virginia. Scottsville was the original County seat until 1761 when the County Government was moved to Charlottesville. The original land area included today's counties of Amherst, Buckingham, Fluvanna, Nelson, and portions of Appomattox and Campbell Counties. The present boundaries of the County were established in 1777. The development of the County and its 726 square miles is such that although it contains a large urban area, it also has a considerable amount of agricultural, commercial and industrial land.

The County adopted the County Executive form of government and organization in 1933. Under this form of government, the County is governed by a popularly elected six-member Board of Supervisors representing each of the County's magisterial districts. A County Executive, appointed by the Board of Supervisors, serves as the County's chief executive officer. The County Executive is responsible for implementing policies set by the Board of Supervisors, and for directing, coordinating, and supervising the daily activities of County government. A seven-member School Board elected by County voters oversees school issues. A Superintendent of Schools is appointed by the School Board and is responsible for providing leadership and oversight of Albemarle's Public Schools. The County contains the independent Town of Scottsville, which is governed by an elected six-member town council.

The County provides a full range of governmental services. Major programs include administration, judicial, public safety, public works, human development, parks and recreation, education, and community development. The County also serves as fiscal agent for several City/County jointly governed entities that include the Charlottesville-Albemarle Joint Health Center Building Fund, the Charlottesville/UVA/Albemarle County Emergency Communications Center, and Darden Tower Memorial Park. The County serves as fiscal agent for the Commission on Children and Families, the Albemarle-Charlottesville Regional Jail Authority and the Blue Ridge Juvenile Detention Commission.

## *Public Schools*

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Albemarle County Public Schools include 16 elementary, 6 middle, and 4 high schools. In addition, the County and the City of Charlottesville jointly operate the Charlottesville-Albemarle Technical Education Center (CATEC), which provides vocational education for local students. Albemarle County also partners with other jurisdictions to operate Ivy Creek School, which provides alternative K-12 education for individuals with special learning needs.

Over the past ten years, the number of enrolled students in Albemarle County's public schools has risen 7.9 percent from 12,140 in 2002 to 13,104 in 2012. Since 2007, the school system has experienced a 4.9 percent increase in the number of students. All Albemarle County schools remained fully accredited by the Commonwealth of Virginia in school year 2011-2012. The dropout rate decreased for 2010/11 to 0.83 percent compared with a 0.92 percent rate for school year 2009/10.

## *Higher Education*

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The County is also home to two institutions of higher learning, the University of Virginia and Piedmont Virginia Community College.

Founded in 1819 by Thomas Jefferson, the University of Virginia is situated on 188 acres and has a current student enrollment of over 21,000. In 2012, the U.S. News and World Report ranked the University as the nation's second best public university and 25th best among all national universities. The University is comprised of the Schools of Architecture, Business, Commerce, Engineering, Law, Medicine, Nursing, and Education; and the College of Arts and Sciences.

Piedmont Virginia Community College offers two-year Associates Degrees and also several four-year degree programs in conjunction with the University of Virginia, Mary Baldwin College and Old Dominion University. Each year more than 500 students transfer from PVCC to a four-year college or university. Since establishment in 1972, more than 200,000 students have attended credit and noncredit classes. Currently there have been over 10,700 associates degrees and certificates awarded. PVCC also offers extensive workforce training programs for local employees.

***Travel and Tourism***

The County and immediate areas contain numerous cultural and recreational facilities and historic sites. The travel and tourism industry contributes significantly to the local economy, generating over \$297 million in revenues in 2011 and over 2,800 jobs in the County.

Albemarle has a wealth of historic resources, including prehistoric archaeological sites, Monticello, Ash Lawn-Highland, and the University of Virginia. Four sites are National Historic Landmarks, and Monticello and the University of Virginia’s “Academical Village” are on the World Heritage list.

President Jefferson’s home, Monticello, is located within the County and attracts over 500,000 visitors annually. In addition to Monticello, the County’s historical heritage includes President James Monroe’s home, Ashlawn-Highland; Dr. Thomas Walker’s 1765 Plantation, Castle Hill; the birth site of George Rogers Clark; Patrick Henry’s family tavern, Michie Tavern; and Albemarle County’s 1830 Court House.

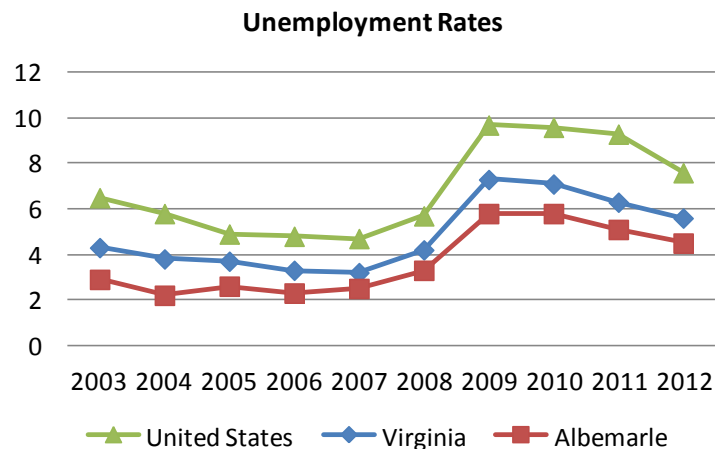
Located partially within the City of Charlottesville’s corporate limits, though legally within the jurisdiction of the County, is the University of Virginia. The Lawn, Ranges and Rotunda, comprising the original academic buildings of the University, were designed by Thomas Jefferson. Monroe Hill, the home occupied by James Monroe when he was rector of the University, is also on the University grounds.

Other area attractions include Skyline Drive, Blue Ridge Parkway, and Shenandoah National Park, all located in the western part of the County. The County is serviced by Charlottesville-Albemarle Airport (CHO), a non-hub, commercial service airport offering 50 daily non-stop flights to and from Charlotte, Philadelphia, New York/LaGuardia, Washington/Dulles, Chicago, and Atlanta.

***Economic Condition and Outlook***

Albemarle County’s rich historical heritage plays a part in the area’s economic growth. Its location, rural character, urban conveniences, strong educational system and superior quality of life combine to make Albemarle an attractive, vital community. The predominant economic sectors are education, service, manufacturing, tourism, and retail trade. Among the largest employers are the University of Virginia, County of Albemarle, UVA Health Services Foundation, State Farm Mutual Insurance, and Northrup Grumman Corporation.

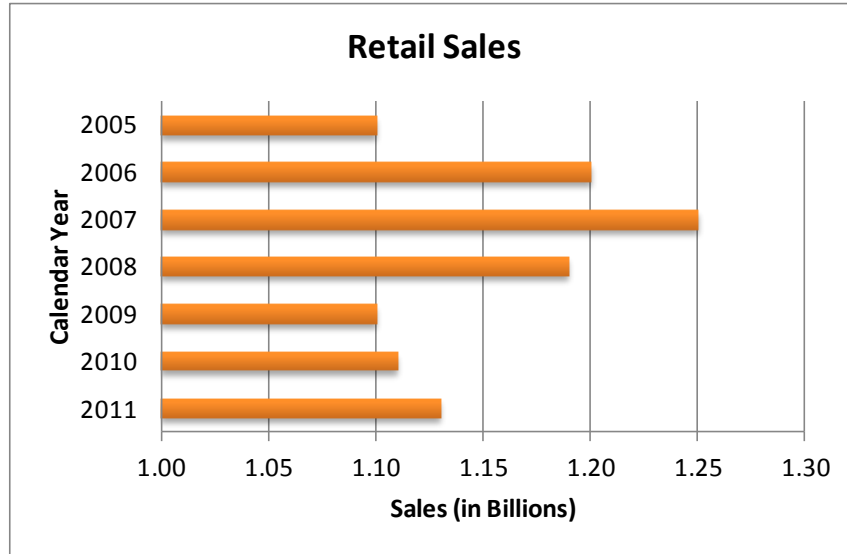
According to the Virginia Employment Commission, as of June, 2012, unemployment for Albemarle County was at 4.5 percent. The area continues to have one of the lower unemployment rates and was ranked fourteenth lowest in the Commonwealth (tied with Bath, James City, Spotsylvania, and York counties). For the same period, Virginia’s unemployment rate was 5.6 percent and ranked tenth lowest in the nation. The national unemployment rate was 7.6 percent.



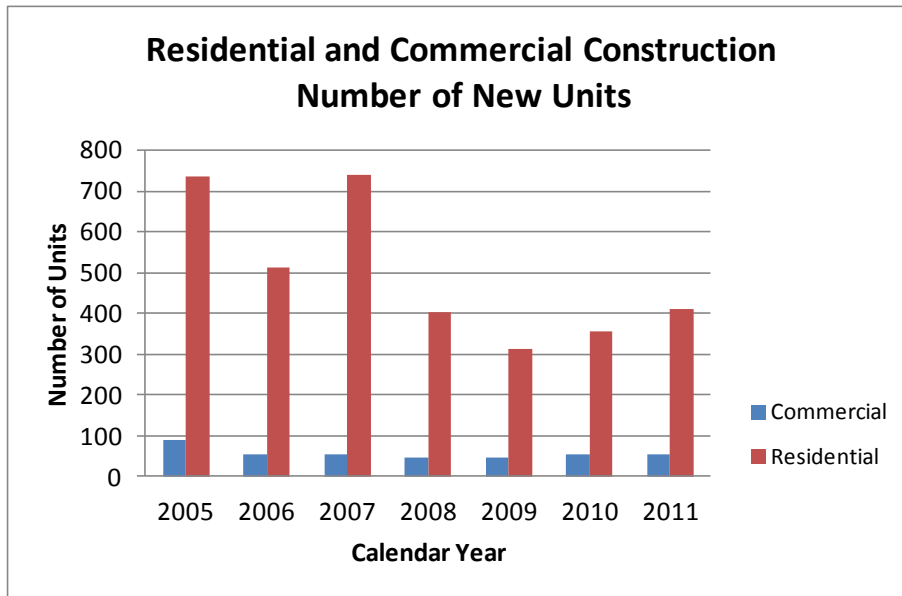


**Economic Condition and Outlook (Continued)**

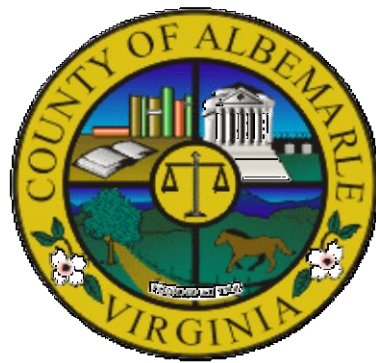
Retail sales in the County increased in 2011. As of December 31, 2011, the increase was 2.4%, with \$1.13 billion compared to \$1.11 billion in 2010. Retail sales figures for the first and second quarters of 2012 increased 0.63%, with \$574 million being reported compared to \$570 million in the first and second quarters of 2011. These increases indicate the local economy has stabilized since the onset of the Great Recession of 2007-2008.



The number of building permits issued for new residential construction rose 15 percent from 357 in 2010 to 411 in 2011, and the value of this construction was \$113,902,984. The number of new commercial permits rose slightly from 53 in 2010 to 56 in 2011, with a total value of \$25,082,530.



As of June 2012, the median sales price of homes in the County of Albemarle was \$299,900. The median sales price of homes in the City of Charlottesville during the same period was \$247,500. This is an 8.7 percent and 6.0 percent increase respectively from the previous year.



# THE BUDGET PROCESS & POLICIES

## PURPOSE OF BUDGETING

The primary purpose of budgeting is to formally convert Albemarle County's long-range plans and policies into current year services and programs. The budget provides detailed financial information on the costs of services and the expected revenues for the upcoming fiscal year. The budget process also provides a forum for reviewing progress made in the current year and the levels of service provided by local government and for setting priorities for services in the upcoming years to meet the needs and requirements of our citizens.

## PUBLISHED BUDGET DOCUMENTS

Each year, the County of Albemarle publishes a variety of documents that detail the financial and operational plans for the upcoming fiscal year. Following is a brief description of each of the documents:

- The ***Superintendent's Funding Request*** is the original request from the school system. This was presented to the School Board on January 22, 2013. This document includes the School Fund and School Self-Sustaining Funds budgets.
- The ***School Board's Funding Request*** is developed by the School Board after a series of work sessions and a public hearing. The School Board's budget was approved on February 14, 2013 and was forwarded to the Board of Supervisors.
- The ***County Executive's Recommended Budget*** contains summary information on the Total County Budget, which includes the General Fund, Special Revenue Funds, School Fund, School Self-Sustaining Funds, Capital Funds, and Debt Service Funds. This document provides detailed information on the General Fund, General Government Special Revenue Funds, and Debt Service Funds. Detailed information on the School Fund, School Self-Sustaining Funds, and Capital Funds are found in other documents as noted in this section. The County Executive's Recommended Budget was presented to the Board of Supervisors on February 22, 2013.
- ***Recommended Capital Improvement Program*** contains detailed information on proposed capital projects for both local government and schools. This document is presented to the Board with the County Executive's Recommended Budget.
- The ***Board of Supervisors' Adopted Budget*** is developed by the Board of Supervisors after a series of work sessions and public hearings. This document reflects any changes made by the Board of Supervisors to the County Executive's Recommended Budget and was adopted on April 3, 2013.
- The ***Adopted Capital Improvement Program (CIP)*** provides detailed information on approved capital projects and reflects any changes made by the Board of Supervisors to the Recommended Plan. The CIP was adopted on April 3, 2013.
- The ***School Board's Adopted Budget*** is the final approved budget for the School Division. The School Board adopted this budget on April 25, 2013.

## STATE REQUIREMENTS

### ***Requirements for Budget Adoption***

The Commonwealth of Virginia requires all localities to meet certain budget guidelines, as outlined in Sections 15.2-2500 to 15.2-2513 of the Code of Virginia (1950), as amended. According to these guidelines, all localities within Virginia must have a fiscal year beginning on July 1 and ending on June 30 and must approve a balanced budget. A balanced budget is one in which the available revenues and appropriated fund balances equal estimated expenditures for a fiscal year. The School Board must approve the School Budget by May 1 or within 15 days of receiving estimates of state funding, whichever occurs later. The Board of Supervisors must approve the operating budget and set the tax rate by July 1 of each year. The adoption of the tax rate requires the Board to hold a public hearing and to advertise this hearing no less than 30 days in advance if the reassessment would result in an increase of one percent or more in the total real property tax levied compared to the prior year's tax levies. Although these are the minimum state requirements, the County traditionally has adopted its budget by April 15 in order to establish teacher contracts and to set the property tax rates prior to the tax bill mailing date. For FY 12/13, the Board adopted the budget on April 11, 2012. The official appropriation of funds takes place prior to July 1 of each year.

### ***Requirements for Budget Amendment***

The process by which the operating budget may be amended is governed by Section 15.2-2507 of the State Code. The budget may be amended to increase the aggregate amount to be appropriated during the current fiscal year, as shown in the currently adopted budget. Any amendment which exceeds one percent of the total revenue shown in the currently adopted budget must be accomplished by publishing a notice of a meeting and public hearing in a newspaper having general circulation in the County seven days prior to the meeting date. The notice shall state the County's intent to amend

the budget and include a brief synopsis of the proposed budget amendment. The Board of County Supervisors may adopt the amendment at the advertised meeting, after first providing a public hearing during the meeting on the proposed amendment. Amendments of less than one percent of the total revenue also must be approved by the Board of Supervisors, although no public hearing is required. Appropriations lapse at the end of each fiscal year (June 30) for all funds.

#### ***Requirements for Financial Records***

The County's financial records are audited each year by a firm of independent certified public accountants in accordance with the Government Accounting Standards Board. The single audit is required under the provisions of the Single Audit Act of 1984 and the U.S. Office of Management and Budget Circular A-133, Audits of State and Local Governments. Copies of the annual financial audit are available upon request from the Department of Finance.

### **PUBLIC PARTICIPATION**

Each year, the County develops a schedule of events that describes the dates of public and Board participation in the budget process. The Board is asked to approve the schedule of the budget process in order to establish firm dates for meetings and provide the public with as much notice as possible. A copy of the FY 13/14 budget calendar is included near the front of this budget document as well as on the County website. The Office of Management and Budget can be contacted during normal working hours by calling (434) 872-4516. Budget information of interest to the public can be found on the County website, [www.albemarle.org](http://www.albemarle.org).

### **BUDGET CALENDAR**

The County's budget schedule began in September of 2012 with initial data gathering for the updates to the Five Year Financial Plan. In October, the preliminary projection of revenues and general expenditure assumptions are utilized to update the County's Five Year Financial Plan which is approved by the Board of Supervisors in December. The Five Year Financial Plan provides overall direction and guidance for the annual budget development process.

Also, during this time period, General government departments submit baseline budget analyses and requests to the Office of Management and Budget (OMB). In November, OMB staff met with departments to clarify any questions on their baseline budget submissions.

From November through December, the OMB staff reviewed department and agency requests and developed budget-related inquires and revenues are updated. Using guidance achieved from the Five Year Financial Plan and the results of discussions with department staff, the OMB staff developed specific recommendations for a balanced FY 13/14 budget. By the end of January, the County Executive made his decisions on the budget recommendations and staff prepared the County Executive's recommended budget document for FY 13/14. This budget was presented to the Board of Supervisors on February 22, and a public hearing on the County Executive's recommendation was held on February 25.

After the public hearing, the Board held work sessions to conduct a detailed review of each area of the budget and to propose specific changes to the County Executive's recommended budget. After all of the budget changes were agreed upon for the Board of Supervisor's Proposed budget, a public hearing on the proposed budget and the tax rate was held on March 27, 2013. The Board adopted the operating and capital budgets and set the tax levy for the coming year on April 3, 2013. The budget is legally enacted through passage of a Resolution of Appropriation prior to July 1, 2013 (the beginning of FY 13/14).

Once the budget is appropriated, it becomes the legal basis for spending funds to accomplish the programs of each department of the County during the fiscal year. No department or agency may spend in excess of the appropriated amounts. Financial and programmatic monitoring of departmental activities occurs throughout the year to ensure conformity with the adopted budget. The Director of Finance is authorized to transfer amounts between compensation and other operating expenses groups and between divisions within a department. Transfers between expenditure accounts in different departments or funds must be approved by the Board of Supervisors. Procedures governing amendments to the adopted operating budget are described on the previous page.

### **MAJOR CATEGORIES OF EXPENDITURES**

The General Government budget is divided into seven major functional areas: Administration; Judicial; Public Safety; Public Works; Human Development; Parks, Recreation and Culture; and Community Development.

The **Administration** functional area provides for County policy direction and management through the County Executive's Office and the Board of Supervisors; information technology and technology support through the Information Technology Department; legal advice from the County Attorney; personnel and organizational development functions from Human Resources; real estate assessment, payroll, tax assessment/collection, accounting, purchasing, and budgeting for the County from the Finance Department; and voter registration by the Department of Voter Registration and Elections.

The **Judicial** area includes all court-related services ranging from the serving of warrants to prosecution of crimes, as well as court operations. Funding is provided to support each of the local courts including the Circuit Court, the General District Court, and the Juvenile and Domestic Relations Court. The Clerk of the Court, the Commonwealth's Attorney, and the Sheriff are also funded in this functional area.

**Public Safety** includes all police services such as patrol, investigations, and animal control through the County Police Department; emergency fire/rescue services provided by the County Department of Fire/Rescue and the volunteer fire companies and rescue squads; building inspections division of Community Development; Emergency Communications (E-911), the Juvenile Detention Home, the Regional Jail, and funding for other local public safety-related agencies, such as the Society for the Prevention of Cruelty to Animals (SPCA).

**Public Works** includes General Services and Solid Waste/Recycling which provides maintenance of County buildings, custodial services, operation of the copy center, support of the solid waste and recycling program, and storm water management. In addition, this functional area includes the Office of Facilities Development, which oversees all County capital projects.

The **Human Development** functional area includes the Department of Social Services, the Health District which provides local public health services, the Region Ten Community Services Board, and funding for many local human service agencies. The services provided include oversight and implementation of state and federal social programs, the provision of mental health services, outreach services, transportation services, services for the elderly, and funding for other local social benefits.

The **Parks, Recreation and Cultural** functional area includes the Parks and Recreation Department, the regional library, and funding for various local cultural and recreational agencies. The services provided include County park operations and maintenance, summer swimming programs, community centers, teen programs, athletic programs, and resources for local agencies such as the Charlottesville Albemarle Convention and Visitors Bureau, Piedmont Council of the Arts, the Virginia Discovery Museum, and the Literacy Volunteers program.

The final functional area is **Community Development** which includes the following programs: Community Development Administration, Planning, E-911/Planning, and Zoning and Current Development. In addition, the Office of Housing, VPI Extension Service, Thomas Jefferson Soil and Water Conservation District, and community agencies such as the Charlottesville Transit Service (CTS) and Albemarle Housing Improvement Program (AHIP) fall under this functional area.

# FUND STRUCTURE

The budget of the County is organized on the basis of fund classifications, each of which is considered to be a separate accounting and reporting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses.

There are two major types of funds:

## 1. GOVERNMENTAL FUND TYPES

Governmental funds account for the expendable financial resources, other than those accounted for in Proprietary and Fiduciary Funds. Governmental funds utilize the modified accrual basis of accounting where the measurement focus is on financial position and changes in financial position, rather than upon net income determination. The individual Governmental Funds are:

- The **General Fund** accounts for all revenues and expenditures applicable to the general operations of the County that are not accounted for in other funds. The General Fund is the main operating account of the County and therefore, the largest of the governmental funds. This fund include most traditional local government programs such as police, libraries, fire and rescue, parks, human services, etc. The General Fund also includes transfer payments to the School, County debt service, and capital improvement funds.
- The **School Fund** reflects revenues and expenditures related to the operation of the County's school system. The primary sources of revenue, exclusive of transfers from the General Fund, are basic aid payments from the Commonwealth and educational program grants. Major expenditures include instructional costs and transportation.
- **Other School Funds (Self-Sustaining)** are separate funds that are used for limited expenditures due to legal or regulatory provisions and are self-sustaining or self-supporting. These funds require minimal transfers from the General Fund and are primarily funded by federal and state categorical funds, fees, and grants. Examples of these funds are the Food Services Fund and the Community Education Fund.
- **Special Revenue Funds** are used to account for the proceeds of specific revenue sources (other than those dedicated to the General Fund) that are legally restricted to expenditures for specific purposes. Special Revenue Funds include state/federal grant funds, Comprehensive Services Act, and the Tourism Fund, etc.
- The **Debt Service Fund** accounts for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related charges. Debt service expenditures are funded by transfers from the General Fund and other sources.
- The **Capital Improvement Funds** account for financial resources used for the acquisition or construction of capital facilities and consist of the General Government Capital Improvement Fund, the School Division Capital Improvement Fund, and the Storm Water Management Fund. Funding for capital projects is derived from various sources such as borrowed funds, transfers from the General Fund, School Fund, Tourism Fund, and other federal, state, and local revenues.

## 2. FIDUCIARY FUNDS (TRUST AND AGENCY FUNDS)

These funds account for assets held by the County in a trustee or custodial capacity on behalf of others. Fiduciary Funds include non-expendable trust funds, such as the McIntire Trust Fund, held by the government under the terms of a formal trust agreement; and agency funds, such as the HUD Family Self-Sufficiency Fund, which are used to account for assets that the County holds for others in an agency (custodial) capacity. These funds are reported in the Comprehensive Annual Financial Report (CAFR) but are not included in this document.

## 3. PROPRIETARY FUNDS

Proprietary Funds account for operations that are financed in a manner similar to private business enterprises. The Proprietary Funds utilize the accrual basis of accounting where the measurement focus is upon determination of net income, financial position, and changes in financial position. Proprietary Funds consist of Internal Service Funds.

## WHICH FUNDS ARE INCLUDED IN THIS BUDGET DOCUMENT?

The County's operating budget document primarily addresses budgets for Local Government operations and of the General Fund, along with a summary of the debt service and capital improvement funds. The operating budget document includes several special revenue funds and other funds that receive transfers from the operating budget, including the Tourism Fund, the Bright Stars Fund, and the Comprehensive Services Act (CSA) Fund. The County's Five-Year Capital Improvement Program (CIP) and Capital Needs Assessment are also included in the document. An itemized and complete financial balance sheet for the County as well as a comprehensive statement of revenue disbursements, liabilities, reserves, and surplus or deficit of all funds subject to appropriation are contained in the CAFR, published separately by the Department



of Finance. Other special revenue funds, internal service funds, and trust and agency funds are summarized in the County's annual financial report.

The Budget for School Division Operations and School Self-Sustaining Funds details are not included in this document since the School Division produces its own budget document which describes these programs. Copies of the School Budget document are available from the County Superintendent of Schools.

**BASIS OF BUDGETING & ACCOUNTING**

Budgets for all funds are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP) applicable to governmental units.

**Governmental Funds** utilize the modified accrual basis of accounting and budgeting, under which revenues and related assets are recorded when measurable and available to finance operations during the year; expenditures, other than compensated absences and interest on long-term debt, are recorded as the related fund liabilities are incurred.

Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectable amounts. Taxes collected during the year and taxes due on June 30, collected within 45 days after that date, are recognized as revenue. (Property taxes not collected within 45 days after year-end are reflected as deferred revenues). Sales and utility taxes, which are collected by the State or utilities and subsequently remitted to the County, are recognized as revenues and receivables upon collection by the State or utility, which is generally 30 to 60 days preceding receipt by the County. Licenses, permits, fines, and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of federal, state, and other grants for the purpose of funding specific expenditures, are recognized when earned or at the time of the specific expenditure. Revenues from general purpose grants, such as entitlement programs, are recognized in the period to which the grant applies.

Compensated absences are recorded as a general long-term obligation when incurred and recorded as an expenditure of the appropriate fund when paid. Interest on general long-term debt is recognized when due except for the amount due on July 1, which is accrued.

**FUNCTIONAL AREA/FUND RELATIONSHIP**

	Administration	Judicial	Public Safety	Public Works	Education	Human Development	Parks, Recreation, and Culture	Community Development	Non-Departmental
General Fund	X	X	X	X		X	X	X	X
School Fund					X				
Other School Funds					X				
Special Reveue Funds									
Comprehensive Services Act						X			
Bright Stars						X			
MJ Health Grant						X			
Towe Park							X		
Courthouse Maintenance Fund		X							
Tourism Fund							X		
Criminal Justice Programs			X						
Victim-Witness Grant			X						
Vehicle Replacement Fund	X	X	X	X		X	X	X	
Metro Planning Grant								X	
Housing Assistance								X	
Oak Hill Rehabilitation								X	
Energy Block Grant				X					
Old Crozet School				X					
Debt Service Funds									X
Capital Improvement Funds	X	X	X	X	X	X	X	X	

# FINANCIAL MANAGEMENT POLICIES

## STATEMENT OF PURPOSE

The County of Albemarle has a responsibility to its citizens to account for public funds, to manage its finances wisely, and to allocate its resources efficiently and effectively in order to provide the services desired by the public. The primary objective of establishing Financial Management Policies is to provide a framework wherein sound financial decisions may be made for the long-term betterment and stability of Albemarle County. These financial policies also provide guidelines and goals to guide the short- and long-term financial practices of Albemarle County.

## POLICY GOALS

A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. An effective fiscal policy should:

- Insulate the County from fiscal crises;
- Enhance the County's ability to obtain short-term and long-term financial credit by helping to achieve the highest credit rating and bond rating possible;
- Promote long-term financial stability by establishing clear and consistent guidelines;
- Provide the total financial picture of the County rather than concentrating on single issue areas;
- Provide a link between long-range financial planning and current operations; and
- Provide a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

## OPERATING BUDGET POLICIES

The annual budget will be prepared consistent with guidelines established by the Government Finance Officers Association (GFOA).

The budget must be structured so that the Board and the public can understand the relationship between revenues, expenditures and the achievement of service objectives.

The goal of the County is to fund all recurring expenditures with recurring revenues and to use non-recurring revenues for non-recurring expenses.

The County will maintain an updated fiscal impact model to assess the impact of new development on the future costs of associated County services.

The County will develop and annually update a long range (five-year) Financial Plan, which will include projections of revenues and expenditures, as well as future costs and the financing of capital improvements and other projects that are included in the capital budget.

When revenue shortfalls are anticipated in a fiscal year, spending during that fiscal year must be reduced sufficiently to offset the projected revenue shortfalls.

The County will prepare the capital improvement budget in conjunction with the development of the operating budget in order to assure that the estimated costs and future impact of a capital project on the operating budget will be considered prior to its inclusion in the CIP.

The County will annually update and review the Five Year Financial Plan, which includes a review of revenue trends and expenditures from the preceding three (3) years.

The County shares 60% of the increase or decrease in available shared local tax revenues with the School Board. Available shared local tax revenues are additional or reduced tax revenues that can be used for County and School Division operations after subtracting any increases and adding any decreases in debt service, capital improvement program funding, City of Charlottesville revenue sharing, tax relief for the elderly and disabled, tax refunds and any shared reserves for contingencies. This guideline may be reviewed annually.

The operating budget preparation process is conducted to allow decisions to be made regarding anticipated resource levels and expenditure requirements for the levels and types of services to be provided in the upcoming fiscal year. The following budget procedures will ensure the orderly and equitable appropriation of those resources:

The General Government operating budget requests are initiated at the department level within target guidelines set by the County Executive. Priorities of resource allocation of divisions within a department are managed at the department level.

In formulating budget requests, priority will be given to maintaining the current level of services. New services will be funded through the identification of new resources or the reallocation of existing resources.

Proposed program expansions above existing service levels must be submitted as a budget Initiative requiring detailed justification. Every proposed program expansion will be scrutinized on the basis of its relationship to the health, safety and welfare of the community, among other factors, and will include analysis of long-term fiscal impacts.

Proposed new programs must also be submitted as budget initiatives requiring detailed justification. New programs will be evaluated on the same basis as program expansions, to include analysis of long term fiscal impacts.

Performance measurement and productivity indicators will be integrated into the budget process as appropriate.

The General Government operating budget is approved and appropriated by the County Board of Supervisors at the department level. Total expenditures cannot exceed total appropriations of any department within the General Fund. Changes to the approved operating budget during the fiscal year can be accomplished in any of the following ways:

Transfers between divisions and non-salary line-item expenditures within General Government departments are approved by the heads of the departments.

Transfers between expenditure accounts in different departments are approved by the Board of Supervisors or, if specifically delegated by the Board of Supervisors, by the County Executive

Encumbered funds for active operational purchase orders will be carried forward into the next fiscal year subject to the approval of the Board of Supervisors.

The Board of Supervisors appropriates School Division funding in accordance with Virginia Code § 22.1-115.

The County will prepare quarterly financial reports, monthly financial statements, and annual financial reports.

The Board of Supervisors will adopt the operating budget no later than April 30.

## **CAPITAL BUDGET POLICIES**

The County will approve a multi-year capital budget in accordance with an approved Capital Improvements Program. All unspent and unencumbered appropriations allocated for capital projects shall be re-appropriated for completion of the projects. Upon completion of a capital project, the County Executive is authorized to close out the project and transfer any unencumbered unexpended residual funds to the Capital Improvement Fund fund balance.

The Board of Supervisors will accept recommendations from the Planning Commission for the five-year Capital Improvements Program that are consistent with identified needs in the adopted Comprehensive Plan and Capital Facilities Plan.

The County will coordinate the development of the capital budget with the development of the operating budget so that future operating costs, including annual debt service associated with new capital projects, will be projected and included in operating budget forecasts.

Emphasis will continue to be placed upon a viable level of "pay-as-you-go" capital construction to fulfill needs in a Board-approved Capital Improvements Program.

The County believes in funding a significant portion of capital improvements on a cash basis. The County's goal is that the budgeted net transfer to Capital after debt service would be 3% of General Fund Revenues.

Financing plans for the five-year capital program will be developed based upon a five-year forecast of revenues and expenditures.

The County maintains a capital facilities inventory and estimates remaining useful life and replacement costs.

Upon completion of any capital project, remaining appropriated funds in that project will be returned to the unassigned capital project fund. Any transfer of remaining funds from one project to another must be approved by the Board of Supervisors, or if authorized by the Board of Supervisors, by the County Executive.

The County collaborates with the School Board regarding the development and coordination of the County's Capital Improvement Program. Collaboration includes the following: a) planning for required capital improvements; b) debt ratio targets; and c) debt issuance schedules.

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**ASSET MAINTENANCE, REPLACEMENT, AND ENHANCEMENT POLICIES**

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The County will maintain a system for maintenance, replacement, and enhancement of the County's and School Division's physical plant. This system will protect the County's capital investment and minimize future maintenance and replacement costs:

- The operating budget will provide for minor and preventive maintenance;
- Within the Capital Improvement Program, the County will maintain a capital plant and equipment maintenance/replacement schedule, which will provide a five-year estimate of the funds necessary to provide for the structural, site, major mechanical/electrical rehabilitation or replacement of the County and School physical plant requiring a total expenditure of \$10,000 or more with a useful life of ten years or more;
- To provide for the adequate maintenance of the County's capital plant and equipment, the County intends to increase the percentage of maintenance/repair and replacement capital improvements financed with current revenues.

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**REVENUE POLICIES**

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Re-assessment of real property will be made every year.

The County will maintain sound appraisal procedures to keep property values current. The County's goal is to achieve an annual assessment to sales ratio of at least 95% under current real estate market conditions, when the January 1st assessment is compared to sales in the succeeding calendar year.

The County will maintain a diversified and stable revenue structure to shelter it from short-term fluctuations in any one revenue year.

The County will estimate its annual revenues by an objective, analytical process.

The County will monitor all taxes to insure that they are equitably administered and that collections are timely and accurate.

The County will follow an aggressive policy of collecting tax revenues. The annual level of uncollected current property taxes should not exceed 4%, unless caused by conditions beyond the County's control.

To the extent possible, the County shall attempt to decrease its dependency on real estate taxes to finance the County's operating budget.

The County will, where possible, institute user fees and charges for specialized County programs and services based on benefits and/or privileges granted by the County or based on the cost of a particular service. Rates will be established to recover operational as well as capital or debt service costs.

The County will regularly (at least every three (3) years) review user fee charges and related expenditures to determine if pre-established recovery goals are being met.

The County will identify all inter-governmental aid funding possibilities. However, before applying for or accepting either state or federal funding, the County will assess the merits of the program as if it were to be funded with local dollars. No grant will be accepted that will incur management and reporting costs greater than the grant.

Local tax dollars will not be used to make up for losses of inter-governmental aid without first reviewing the program and its merits as a budgetary increment.

The County will attempt to recover all allowable costs – direct and indirect – associated with the administration and implementation of programs funded through inter-governmental aid. In the case of state and federally mandated programs, the County will attempt to obtain full funding for the service from the governmental entity requiring that the service be provided.

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**INVESTMENT POLICIES**

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The County will invest County revenue to maximize the rate of return while maintaining a low level of risk. The County will invest in conformance with the Virginia Security for Public Deposits Act.

The County will conduct an analysis of cash flow needs on an annual basis. Disbursements, collections, and deposits of all funds will be scheduled to insure maximum cash availability and investment potential.

The Director of Finance shall maintain a system of internal controls for investments, which shall be documented in writing and subject to review by the County's independent auditor.

Contractual consolidated banking services will be reviewed regularly and procured in accordance with the Virginia Public Procurement Act.

## **ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES**

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The County will establish and maintain a high standard of accounting practices in conformance with the Uniform Financial Reporting Manual of Virginia and Generally Accepted Accounting Principals (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board.

Regular quarterly financial statements and annual financial reports will present a summary of financial activity by governmental funds.

An independent firm of certified public accountants will perform an annual financial and compliance audit according to generally accepted auditing standards; Government Auditing Standards issued by the Comptroller General of the United States; and Specifications for Audit of Counties, Cities and Towns issued by the Auditor of Public Accounts of the Commonwealth of Virginia. The County will maintain an audit committee comprised of the County Executive, or designee, the Superintendent of Schools, or designee, the Director of Finance, two Board of Supervisors members and one School Board member. The committee's responsibility will be to review the financial statements and results of the independent audit and to communicate those results to the Board of Supervisors.

The County will annually seek the GFOA Certificate of Achievement for Excellence in Financial Reporting.

## **DEBT POLICIES**

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The County will not fund current operations from the proceeds of borrowed funds.

The County will manage its financial resources in a way that prevents borrowing to meet working capital needs.

The County will confine long-term borrowing and capital leases to capital improvements or projects that cannot be financed by current revenues.

To the extent feasible, any year that the debt service payment falls below its current level, those savings will be used to finance one-time capital needs.

When the County finances capital improvements or other projects through bonds or capital leases, it will repay the debt within a period not to exceed the expected useful life of the projects.

The County's debt offering documents will provide full and complete public disclosure of financial condition and operating results and other pertinent credit information in compliance with municipal finance industry standards for similar issues.

Recognizing the importance of underlying debt to its overall financial condition, the County will set target debt ratios which will be calculated annually and included in the annual review of fiscal trends:

- Net debt as a percentage of the estimated market value of taxable property should not exceed 2%; and
- The ratio of debt service expenditures to General Fund and School Fund revenues should not exceed 10%

The County intends to maintain a 10 year payout ratio at or above 60% at the end of each adopted five-year CIP for tax-supported debt and lease payments. When the County finances capital improvements or other projects through bonds or capital leases, it will repay the debt within a period not to exceed the expected useful life of the projects.

## **FUND BALANCE OR RESERVE POLICIES**

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The fund balance is built over years from savings to provide the County with working capital to enable it to finance unforeseen emergencies without borrowing.

The County will maintain a fund balance for cash liquidity purposes that will provide sufficient cash flow to minimize the possibility of short-term tax anticipation borrowing.

The County does not intend, as a common practice, to use General Fund equity (unassigned fund balance) to finance current operations. If circumstances require the use of the unassigned fund balance that causes the balance to fall to a point below the 10% target level, the County will develop a plan during the annual budget adoption process to replenish the unrestricted fund balance to the 10% target level over a period of not more than three (3) years.

At the close of each fiscal year, the unassigned General Fund fund balance, plus the committed fund balance available for fiscal cash liquidity purposes, should be equal to no less than 10% of the County's total operating revenues, which includes the General Fund plus the School Fund. Funds in excess of the required unassigned fund balance may be considered to supplement "pay-as-you-go" capital expenditures or as additions to the fund balance.

The County should contribute to Capital Reserve periodically to provide flexibility in meeting debt service and capital requirements and to mitigate tax rate increases related to future capital projects

At the close of each fiscal year before the County's audit is complete, all non-appropriated School Operating Fund fund balance will be transferred into the General Fund-School Reserve Fund. The Board of Supervisors will maintain in the General Fund-School Reserve Fund an amount not greater than 2% of the current year's School Division adopted operating budget. These funds will be available for School Division purposes subject to appropriation by the Board of Supervisors. The Board of Supervisors will transfer any funds in excess of that 2% to the CIP on an annual basis unless otherwise determined by the Board of Supervisors.

*Policies Adopted: October 5, 1994 Amended: October 11, 2000; August 1, 2012; March 13, 2013*



# FISCAL YEAR 2013-2014 OPERATING BUDGET CALENDAR

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<b>August 2012</b>	
3	CIP Project requests due to OMB
<b>September 2012</b>	
11	Operating budget manual and instructions sent to County departments
<b>October 2012</b>	
9-22	CIP Technical Review Team (TRT) meets
10	Joint Compensation Meeting with BOS & School Board
10	BOS Work Session - Local government departments' base budgets and future needs
12	Complete budget requests packet due to OMB
<b>November 2012</b>	
5	CIP Oversight Committee meeting #1
7	BOS Work Session - Five-Year Financial Plan - Gen Gov
8	BOS Work Session - Five-Year Financial Plan - Schools
9	Community agency submittals due to OMB
12	CIP Oversight Committee meeting #2
19	CIP Oversight Committee meeting #3
<b>December 2012</b>	
5	BOS Work Session - Five-Year Financial Plan
12	BOS Work Session - Approve Five-Year Financial Plan
13	Joint CIP meeting with BOS and School Board
<b>February 2013</b>	
22	County Executive's Recommended Budget presented
25	Public Hearing on County Executive's Recommended Budget
<b>March 2013</b>	
4	BOS Work Session - General Government
7	BOS Work Session- CIP
11	BOS Work Session- Schools
13	BOS Work Session (if necessary)
27	Public Hearing on Board's Proposed Budget
27	Public Hearing on the 2013 calendar year tax rate
<b>April 2013</b>	
3	BOS sets the 2013 calendar year tax rate
3	BOS adopts FY 13/14 budget

# BUDGET SUMMARY

This section of the budget provides summary information about all funds included in the County's Total Budget. These funds were included in the budget adopted by the Board on April 3, 2013:

- General Fund
- Special Revenue Funds (General Government)
- School Fund
- Self-Sustaining Funds (School Division)
- Capital Projects Fund
- Debt Service Fund

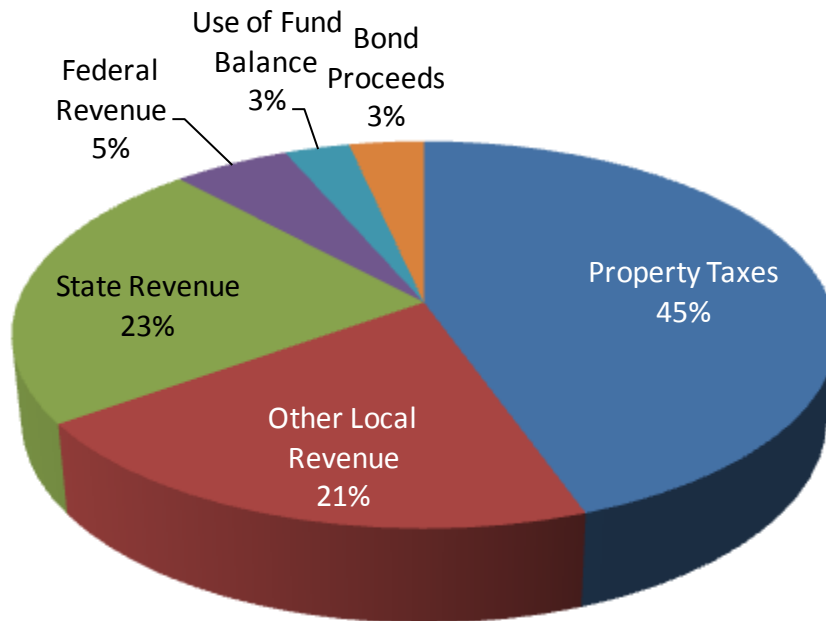
Details for the funds can be found on the following pages: General Fund, pages 49-204; Special Revenue Funds, pages 247-256; Debt Service Fund, pages 239-246; and the Capital Improvement Program, pages 205-238. A detailed capital budget is published separately. Information on the School Fund and School Self-Sustaining Funds are contained in separate documents published by the School Division.

In addition, this section includes the comparative financial information and selected financial trends that add to the overall understanding of the context in which this recommendation is being brought forward.



# TOTAL COUNTY REVENUES

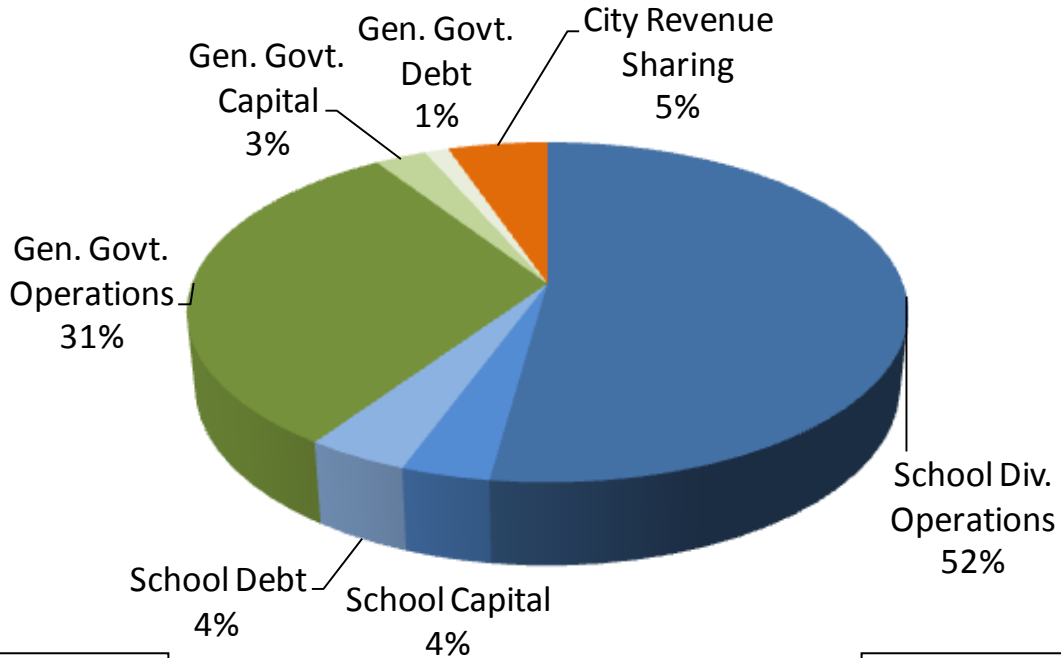
**FY 13/14 TOTAL BUDGET  
ADOPTED REVENUES  
\$322,454,521**



	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Property Taxes	\$140,607,418	\$140,455,780	\$141,675,373	\$143,095,954	\$143,095,954	\$143,703,479	\$3,247,699	2.3%
Other Local Revenue	62,693,866	64,696,450	65,094,678	66,122,237	66,122,237	66,127,237	1,430,787.23	2.2%
State Revenue	68,456,431	71,479,461	71,783,494	74,411,855	74,411,855	74,515,945	3,036,484	4.2%
Federal Revenue	20,826,188	16,826,560	18,621,361	17,349,604	17,349,604	17,305,984	479,424	2.8%
Use of Fund Balance	0	6,253,524	29,150,973	9,049,550	9,049,550	9,677,517	3,423,993	54.8%
Bond Proceeds	40,603,513	14,287,233	19,693,562	11,124,359	11,124,359	11,124,359	(3,162,874)	-22.1%
<b>TOTAL, ALL FUNDS</b>	<b>\$333,187,416</b>	<b>\$313,999,008</b>	<b>\$346,019,441</b>	<b>\$321,153,559</b>	<b>\$321,153,559</b>	<b>\$322,454,521</b>	<b>\$8,455,513</b>	<b>2.7%</b>

# TOTAL COUNTY EXPENDITURES

**FY 13/14 TOTAL BUDGET  
ADOPTED EXPENDITURES  
\$322,454,521**



Total General Government: 35%

Total School Division: 60%

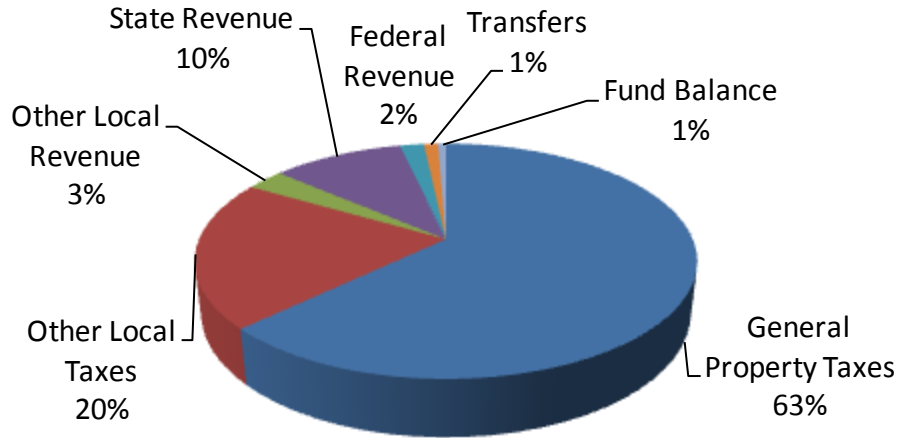
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
General Govt Operations	\$74,941,904	\$81,160,081	\$80,257,243	\$86,406,069	\$84,240,052	\$84,312,924	\$3,152,843	-3.9%
Special Revenue Funds	14,379,286	12,466,100	15,191,411	16,932,827	16,439,695	16,439,695	3,973,595	31.9%
General Govt Debt Service	23,204,614	3,058,891	3,076,299	4,094,923	4,094,923	4,094,923	1,036,032	33.9%
<b>Subtotal, Gen Govt</b>	<b>112,525,804</b>	<b>96,685,072</b>	<b>98,524,953</b>	<b>107,433,819</b>	<b>104,774,670</b>	<b>104,847,542</b>	<b>8,162,470</b>	<b>8.4%</b>
School Div Operations	137,878,753	147,420,766	145,433,882	152,040,334	150,673,196	151,896,286	4,475,520	3.0%
School Self-Sustaining	19,573,611	18,643,330	19,903,285	16,331,232	16,331,232	16,336,232	(2,307,098)	-12.4%
School Debt Service	13,844,329	12,967,956	12,981,224	12,704,060	12,704,060	12,704,060	(263,896)	-2.0%
<b>Subtotal, Schools</b>	<b>171,296,693</b>	<b>179,032,052</b>	<b>178,318,391</b>	<b>181,075,626</b>	<b>179,708,488</b>	<b>180,936,578</b>	<b>1,904,526</b>	<b>1.1%</b>
<b>SUBTOTAL - OPERATING</b>	<b>\$283,822,497</b>	<b>\$275,717,124</b>	<b>\$276,843,344</b>	<b>\$288,509,445</b>	<b>\$284,483,158</b>	<b>\$285,784,120</b>	<b>\$10,066,996</b>	<b>3.7%</b>
Capital Projects	16,417,777	20,760,936	49,179,197	19,739,068	19,739,068	19,739,068	(1,021,868)	-4.9%
Revenue Sharing	18,089,812	17,520,948	17,520,948	16,931,333	16,931,333	16,931,333	(589,615)	-3.4%
<b>TOTAL - ALL FUNDS</b>	<b>\$318,330,087</b>	<b>\$313,999,008</b>	<b>\$343,543,489</b>	<b>\$325,179,846</b>	<b>\$321,153,559</b>	<b>\$322,454,521</b>	<b>\$8,455,513</b>	<b>2.7%</b>

**NOTES:**

- Totals are net of transfers.
- FY 12/13 projections for Capital Projects includes balances that are expected to be carried forward to complete projects in future years.
- The FY 13/14 School Self-Sustaining Fund expenditures are anticipated to decrease \$2.3 million mainly due to shifting school bus replacement expenditures into the capital budget. For more details regarding the School Division's Self-Sustaining Fund expenditures, see Section D of the School Division's FY 13/14 budget.

# GENERAL FUND REVENUES

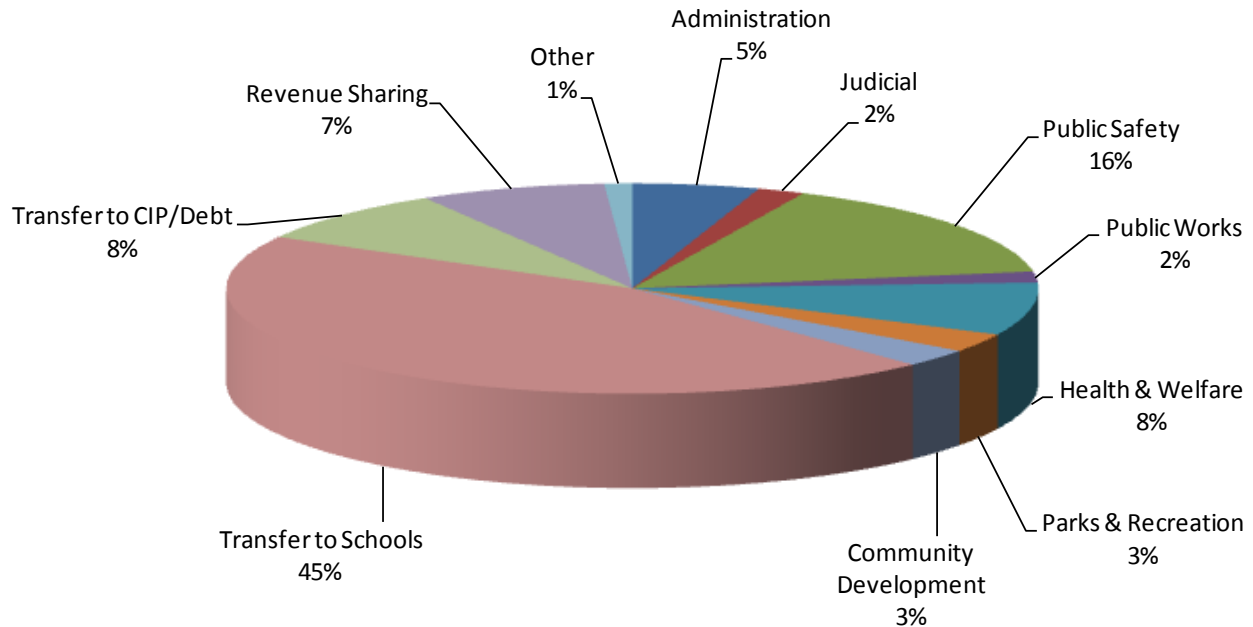
FY 13/14 ADOPTED  
 GENERAL FUND REVENUES  
**\$228,495,767**



	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>REVENUES</b>								
Local Revenue								
Gen. Property Taxes	\$140,607,418	\$140,455,780	\$141,675,373	\$143,095,954	\$143,095,954	\$143,703,479	\$3,247,699	2.3%
Other Local Taxes	44,230,674	45,215,800	45,763,693	46,818,062	46,818,062	46,818,062	1,602,262	3.5%
Other Local Revenue	6,582,167	6,686,252	5,970,178	6,678,975	6,678,975	6,678,975	(7,277)	-0.1%
SUBTOTAL	\$191,420,259	\$192,357,832	\$193,409,244	\$196,592,991	\$196,592,991	\$197,200,516	\$4,842,684	2.5%
State Revenue	23,090,762	22,976,867	22,771,648	23,087,923	23,087,923	23,163,795	\$186,928	0.8%
Federal Revenue	4,390,084	3,864,910	4,071,841	4,243,141	4,243,141	4,243,141	378,231	9.8%
Transfers	2,334,375	2,070,257	2,075,222	2,535,963	2,535,963	2,500,963	430,706	20.8%
Use of Fund Balance	0	542,000	9,653,327	1,376,352	1,376,352	1,387,352	845,352	
SUBTOTAL	\$29,815,222	\$29,454,034	\$38,572,039	\$31,243,379	\$31,243,379	\$31,295,251	\$1,841,217	6.3%
<b>TOTAL GENERAL FUND</b>	<b>\$221,235,481</b>	<b>\$221,811,866</b>	<b>\$231,981,282</b>	<b>\$227,836,370</b>	<b>\$227,836,370</b>	<b>\$228,495,767</b>	<b>\$6,683,901</b>	<b>3.0%</b>

# GENERAL FUND EXPENDITURES

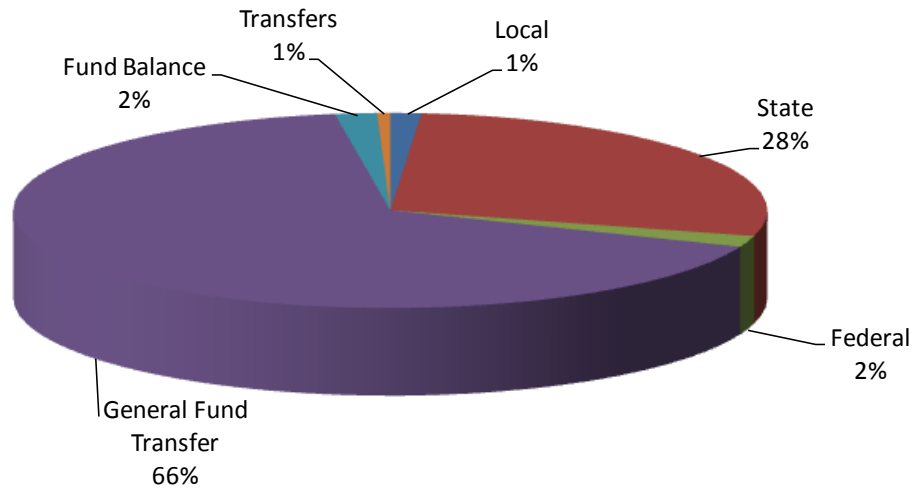
FY 13/14 ADOPTED  
GENERAL FUND EXPENDITURES  
\$228,495,767



	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ PRO-ADP	% PRO/ADP
<b>EXPENDITURES</b>								
Administration	\$10,228,575	\$11,238,637	\$11,075,916	\$11,592,643	\$11,546,643	\$11,546,643	\$308,006	2.7%
Judicial	3,859,998	4,041,921	4,180,763	4,434,974	4,273,405	4,273,405	231,484	5.7%
Public Safety	30,235,249	33,568,298	34,145,583	36,238,793	35,361,438	35,372,438	1,804,140	5.4%
Public Works	3,977,180	4,472,871	3,756,206	4,031,049	4,031,049	4,031,049	(441,822)	-9.9%
Health & Welfare	17,469,501	18,022,929	17,845,090	19,008,118	18,500,858	18,533,679	510,750	2.8%
Parks, Recreation & Culture	6,242,770	6,298,483	6,333,811	6,819,221	6,595,653	6,616,653	318,170	5.1%
Community Development	5,808,823	6,117,155	6,202,012	6,606,212	6,262,447	6,309,741	192,586	3.1%
<b>SUBTOTAL</b>	<b>\$77,822,095</b>	<b>\$83,760,294</b>	<b>\$83,539,381</b>	<b>\$88,731,010</b>	<b>\$86,571,493</b>	<b>\$86,683,608</b>	<b>\$2,923,314</b>	<b>3.5%</b>
Revenue Sharing	\$18,089,812	\$17,520,948	\$17,520,948	\$16,931,333	\$16,931,333	\$16,931,333	(\$589,615)	-3.4%
Transfer to Schools	97,245,582	100,106,298	100,106,298	102,724,503	102,724,503	103,332,028	3,225,730	3.2%
Transfer to Capital/Debt Service	18,855,358	18,508,684	27,010,955	19,002,060	19,002,060	19,002,060	493,376	2.7%
Other Uses of Funds	1,422,559	1,915,642	1,327,194	2,606,981	2,606,981	2,546,738	631,096	32.9%
<b>SUBTOTAL</b>	<b>\$135,613,311</b>	<b>\$138,051,572</b>	<b>\$145,965,396</b>	<b>\$141,264,877</b>	<b>\$141,264,877</b>	<b>\$141,812,159</b>	<b>\$3,760,587</b>	<b>2.7%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$213,435,406</b>	<b>\$221,811,866</b>	<b>\$229,504,777</b>	<b>\$229,995,887</b>	<b>\$227,836,370</b>	<b>\$228,495,767</b>	<b>\$6,683,901</b>	<b>3.0%</b>

# SCHOOL FUND REVENUES

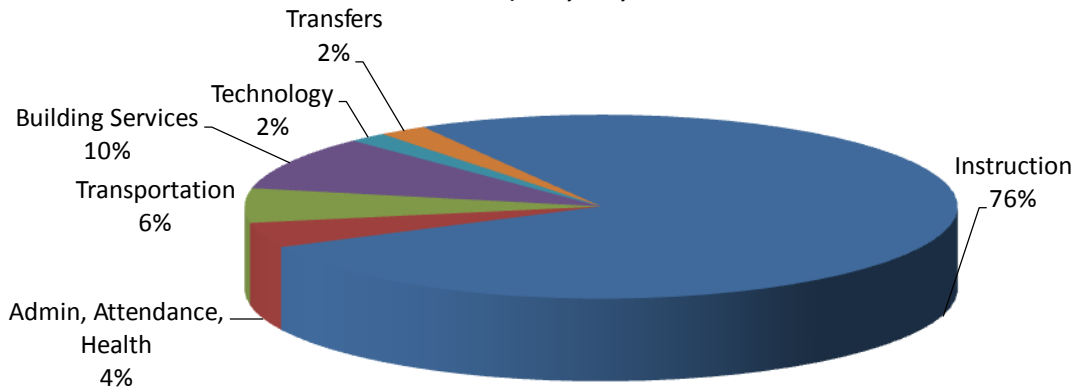
## FY 13/14 SCHOOL DIVISION ADOPTED REVENUES \$155,300,641



	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>SCHOOL FUNDS</b>								
Local	\$2,252,796	\$1,592,574	1722574-293124	\$2,052,531	\$2,052,531	\$2,052,531	\$459,957	28.9%
State	39,049,987	42,950,045	42,950,045	43,319,323	43,319,323	43,389,921	439,876	1.0%
Federal	3,195,942	2,935,218	2,935,218	2,935,218	2,935,218	2,863,218	(72,000)	-2.5%
General Fund Transfer	97,789,582	100,106,298	100,106,298	102,724,503	102,724,503	103,332,028	3,225,730	3.2%
Fund Balance	0	2,790,771	3,083,895	2,170,976	2,170,976	2,787,943	(2,828)	-0.1%
Transfers	400,000	875,000	581,876	875,000	875,000	875,000	0	0.0%
<b>TOTAL SCHOOL FUNDS</b>	<b>\$142,688,307</b>	<b>\$151,249,906</b>	<b>\$149,657,332</b>	<b>\$154,077,551</b>	<b>\$154,077,551</b>	<b>\$155,300,641</b>	<b>\$4,050,735</b>	<b>2.7%</b>

# SCHOOL FUND EXPENDITURES

**FY 13/14 SCHOOL DIVISION  
ADOPTED EXPENDITURES  
\$155,300,641**



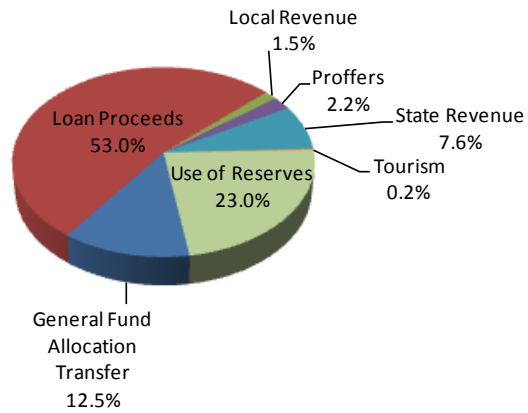
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 13/14 REQUEST	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>SCHOOL FUNDS</b>						
Instruction	\$104,891,965	\$114,838,359	\$118,170,151	\$118,092,839	\$3,254,480	2.8%
Admin, Attendance, Health	8,504,719	6,795,284	6,881,987	6,891,421	96,137	1.4%
Transportation	8,897,041	8,840,769	9,358,081	9,383,265	542,496	6.1%
Building Services	13,559,478	14,515,422	14,915,166	14,803,299	287,877	2.0%
Technology	2,025,550	2,430,932	2,714,949	2,725,462	294,530	12.1%
Transfers	4,077,838	3,829,140	3,404,355	3,404,355	(424,785)	-11.1%
<b>TOTAL SCHOOL FUNDS</b>	<b>\$141,956,591</b>	<b>\$151,249,906</b>	<b>\$155,444,689</b>	<b>\$155,300,641</b>	<b>\$4,050,735</b>	<b>2.7%</b>

# CAPITAL BUDGET SUMMARY

## FY 2013/14 ADOPTED CAPITAL IMPROVEMENT BUDGET

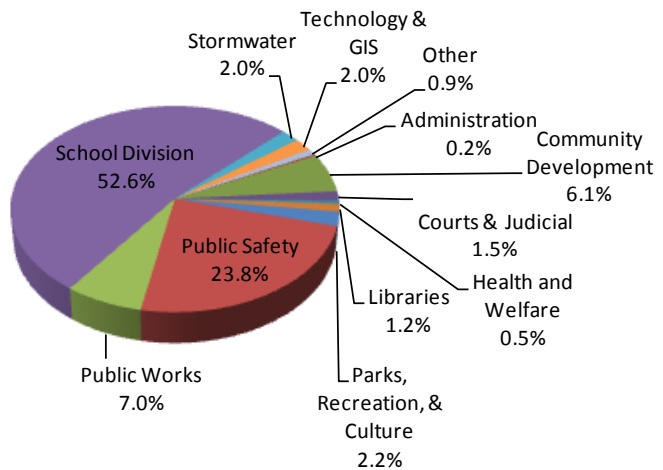
### FY 2013/14 Revenues \$20,981,730

Capital Budget Revenues	FY 13/14
General Fund Allocation Transfer	\$ 2,620,175
Loan Proceeds	11,124,359
Local Revenue	309,277
Proffers	472,219
State Revenue	1,586,000
Tourism	49,000
Use of Reserves	4,820,700
<b>Total Capital Budget Revenues</b>	<b>\$ 20,981,730</b>



### FY 2013/14 Expenditures \$20,981,730

Capital Budget Expenditures	FY 13/14
Administration	\$ 50,000
Community Development	1,276,525
Courts & Judicial	320,451
Health and Welfare	94,197
Libraries	257,327
Parks, Recreation, & Culture	464,710
Public Safety	4,991,712
Public Works	1,465,829
School Division	11,028,529
Stormwater	417,245
Technology & GIS	421,200
Other	194,005
<b>Total Capital Budget Expenditures</b>	<b>\$ 20,981,730</b>



# CONSOLIDATED FUNDS SUMMARY

	General Fund	Capital Improvement Funds	Debt Service Funds	Special Revenue Funds	School Operating Fund	Education Self-Sustaining Funds	Total - All Funds
<b>Projected Available Beginning Fund Balances - 07/01/2013</b>	\$ 30,211,266	\$ 18,619,511	\$ 213,869	\$ 1,473,292	\$ 3,024,998	\$ 4,926,170	\$ 58,469,106
<b>Revenue:</b>							
Property Taxes	\$ 143,703,479	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,703,479
Other Local Taxes	46,818,062	-	-	1,578,180	-	-	48,396,242
Permits & Fees	1,697,859	-	-	84,156	-	-	1,782,015
Fines & Forfeitures	990,260	-	-	-	-	-	990,260
Use of Money & Property	428,522	12,000	190,509	83,697	454,000	507,067	1,675,795
Charges for Services	3,098,596	-	-	95,091	771,000	5,894,680	9,859,367
Miscellaneous	152,278	-	-	5,000	230,722	1,953,666	2,341,666
Recovered Costs	218,463	253,121	141,589	35,000	596,809	-	1,244,982
Revenue from the Commonwealth	23,163,795	1,586,000	-	5,880,201	43,389,921	496,028	74,515,945
Revenue from the Federal Govt.	4,243,141	-	-	3,718,144	2,863,218	6,396,481	17,220,984
Bond Proceeds	-	11,124,359	-	-	-	-	11,124,359
Other Funding Sources	-	472,219	85,000	-	-	-	557,219
<b>TOTAL REVENUE</b>	<b>\$ 224,514,455</b>	<b>\$ 13,447,699</b>	<b>\$ 417,098</b>	<b>\$ 11,479,469</b>	<b>\$ 48,305,670</b>	<b>\$ 15,247,922</b>	<b>\$ 313,412,313</b>
Transfers from Other Funds	\$ 2,593,960	\$ 2,713,331	\$ 16,381,885	\$ 5,792,608	\$ 104,207,028	\$ 1,608,615	\$ 133,297,427
<b>TOTAL CURRENT REVENUE AND TRANSFERS</b>	<b>\$ 227,108,415</b>	<b>\$ 16,161,030</b>	<b>\$ 16,798,983</b>	<b>\$ 17,272,077</b>	<b>\$ 152,512,698</b>	<b>\$ 16,856,537</b>	<b>\$ 446,709,740</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 257,319,681</b>	<b>\$ 34,780,541</b>	<b>\$ 17,012,852</b>	<b>\$ 18,745,369</b>	<b>\$ 155,537,696</b>	<b>\$ 21,782,707</b>	<b>\$ 505,178,846</b>
<b>Expenditures:</b>							
Administration	\$ 11,056,304	\$ 471,200	\$ -	\$ 19,848	\$ -	\$ -	\$ 11,547,352
Judicial	4,197,135	320,451	-	140,000	-	-	4,657,586
Public Safety	34,709,613	4,991,712	-	2,097,847	-	-	41,799,172
Public Works	3,820,244	1,568,721	-	327,262	-	-	5,716,227
Health and Welfare	15,481,002	94,198	-	9,813,907	-	-	25,389,107
Education	24,962	11,012,091	-	-	151,896,286	16,336,232	179,269,571
Parks/Recreation/Culture	6,391,303	722,037	-	363,856	-	-	7,477,196
Community Development	6,299,971	1,276,525	-	2,913,758	-	-	10,490,254
Revenue Sharing	16,931,333	-	-	-	-	-	16,931,333
Contingencies and Refunds	2,332,390	45,351	-	-	-	-	2,377,741
Debt Service	\$ -	\$ -	\$ 16,798,983	\$ -	\$ -	\$ -	\$ 16,798,983
<b>TOTAL EXPENDITURES</b>	<b>\$ 101,244,257</b>	<b>\$ 20,502,286</b>	<b>\$ 16,798,983</b>	<b>\$ 15,676,478</b>	<b>\$ 151,896,286</b>	<b>\$ 16,336,232</b>	<b>\$ 322,454,522</b>
Transfers to Other Funds	\$ 127,251,510	\$ 479,445	\$ -	\$ 1,922,426	\$ 3,404,355	\$ 875,000	\$ 133,932,736
<b>TOTAL CURRENT EXPENDITURES AND TRANSFERS</b>	<b>\$ 228,495,767</b>	<b>\$ 20,981,731</b>	<b>\$ 16,798,983</b>	<b>\$ 17,598,904</b>	<b>\$ 155,300,641</b>	<b>\$ 17,211,232</b>	<b>\$ 456,387,258</b>
<b>PROJECTED FUND BALANCES -06/30/2014</b>	<b>\$ 28,823,914</b>	<b>\$ 13,798,810</b>	<b>\$ 213,869</b>	<b>\$ 1,146,465</b>	<b>\$ 237,055</b>	<b>\$ 4,571,475</b>	<b>\$ 48,791,588</b>
<b>TOTAL FUND COMMITMENTS AND FUND BALANCES</b>	<b>\$ 257,319,681</b>	<b>\$ 34,780,541</b>	<b>\$ 17,012,852</b>	<b>\$ 18,745,369</b>	<b>\$ 155,537,696</b>	<b>\$ 21,782,707</b>	<b>\$ 505,178,846</b>
<b>Net Change in Fund Balances:</b>	\$ (1,387,352)	\$ (4,820,701)	\$ -	\$ (326,827)	\$ (2,787,943)	\$ (354,695)	\$ (9,677,518)
Designated for Operations (one-time)	\$ 1,387,352	\$ -	\$ -	\$ 49,000	\$ 1,000,000	\$ -	\$ 2,436,352
Designatd for Operations (recurring)	\$ -	\$ -	\$ -	\$ 277,827	\$ 1,787,943	\$ -	\$ 2,065,770
Capital Projects	\$ -	\$ 4,820,701	\$ -	\$ -	\$ -	\$ -	\$ 4,820,701

\* Expenditure listed in functional areas do not include transfers that are budgeted within department operations. For the purpose of this chart, these expenditures are contained in "Transfer to Other Funds"



## COMPARATIVE REAL PROPERTY TAX RATES

<b>Selected Counties (top 20 in population)</b>	<b>2012 Population</b>	<b>2012 Basic Tax Rate*</b>
Loudoun**	333,253	1.30
Prince William**	421,164	1.209
Roanoke	93,256	1.09
Fairfax**	1,112,325	1.075
Stafford	132,719	1.07
Fauquier**	66,131	0.97
Chesterfield**	322,388	0.95
Arlington**	220,565	0.945
Spotsylvania**	124,526	0.88
Henrico**	314,881	0.87
Montgomery	95,626	0.87
Hanover**	101,327	0.81
James City	69,546	0.77
<b>Albemarle County</b>	<b>101,575</b>	<b>0.762</b>
York	66,428	0.742
Rockingham	77,551	0.64
Frederick	80,118	0.585
Pittsylvania	63,125	0.56
Bedford	69,637	0.50
Augusta	73,815	0.48
Charlottesville	45,073	0.95

\*Per \$100 of assessed value

\*\*These localities also levy special service district taxes

### Sources:

Tax Rates: *Virginia Local Tax Rates, 2012*, 31<sup>st</sup> Annual Edition, Weldon Cooper Center for Public Service. Table 2.1 Real Property Statutory (Nominal) Tax Rate, 2012.

Population: *July 1, 2012 Population Estimates for Virginia and its Counties and Cities*, Weldon Cooper Center for Public Service, Demographics & Workforce Group, <http://www.coopercenter.org/demographics>, March 20, 2012.

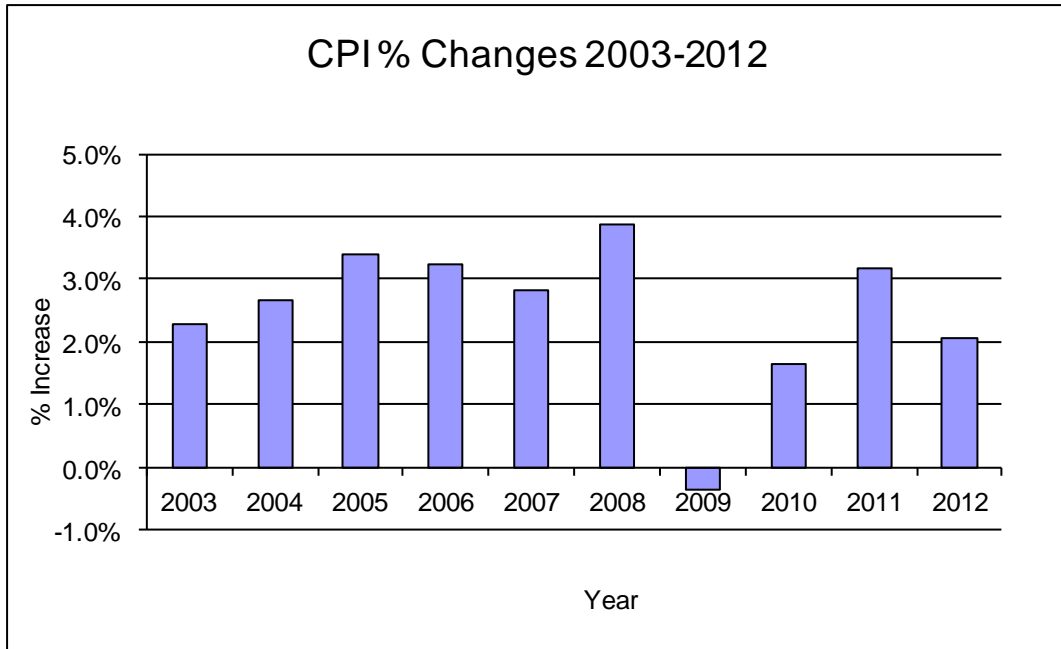
# COMPARATIVE EXPENDITURES

COMPARATIVE PER CAPITA EXPENDITURES FY 11/12									
Locality	General Admin.	Judicial Admin.	Public Safety	Public Works	Health & Welfare	Education	Parks, Rec., & Culture	Community Development	Total Expenditures
Fairfax	195.45	45.00	521.13	151.93	497.27	2,089.63	116.22	333.13	4,329,019,088
Prince William	93.40	39.37	543.33	99.31	190.70	2,024.29	97.77	113.10	1,327,028,000
Chesterfield	109.25	47.96	497.86	56.06	217.69	1,570.71	49.95	69.51	837,137,258
Henrico	141.10	42.66	519.56	184.11	222.50	1,482.42	104.75	96.72	868,153,603
Loudoun	150.09	39.04	455.46	77.37	251.11	2,484.14	132.59	98.05	1,196,107,354
Arlington	189.87	70.33	894.04	363.93	764.47	1,904.01	261.48	187.74	993,803,754
Stafford	74.90	49.56	417.26	58.91	174.52	1,937.24	84.48	39.54	371,760,136
Spotsylvania	83.82	52.20	366.90	65.30	200.02	1,788.49	58.96	29.14	329,042,039
Hanover	88.41	43.59	519.82	80.01	231.53	1,707.40	64.42	41.02	279,574,507
<b>Albemarle*</b>	<b>81.78</b>	<b>48.24</b>	<b>360.88</b>	<b>72.21</b>	<b>326.22</b>	<b>1,604.55</b>	<b>81.01</b>	<b>105.53</b>	<b>288,223,756</b>
Roanoke	85.31	40.91	486.80	142.70	224.37	1,440.89	118.25	23.18	237,502,917
Montgomery	64.00	30.12	181.87	38.67	238.29	1,022.38	34.41	12.71	154,491,364
Rockingham	47.79	43.01	239.10	73.57	229.96	1,547.41	35.81	43.16	174,676,942
Frederick	85.06	47.55	338.12	115.18	150.21	1,693.26	68.60	21.64	199,442,900
Augusta	56.87	26.60	258.67	42.82	275.16	1,343.20	36.71	18.62	151,911,371
Bedford	40.22	39.32	228.25	103.70	224.05	1,213.49	51.41	59.17	136,564,675
Fauquier	181.37	74.23	404.46	214.40	289.57	1,908.60	82.55	70.06	212,156,158
York	120.11	50.90	465.93	196.49	200.87	1,846.61	74.55	117.60	202,739,445
Pittsylvania	35.23	25.67	214.96	65.03	301.88	1,288.27	21.89	71.91	127,537,131
James City	140.43	80.71	402.31	101.13	185.62	1,603.56	143.15	146.96	193,113,611
Charlottesville	247.55	74.72	817.41	299.33	1,043.03	1,657.19	267.69	346.23	211,376,900
<b>Average (top 20 &amp; Charlottesville)</b>	<b>110.10</b>	<b>48.18</b>	<b>434.96</b>	<b>123.91</b>	<b>306.62</b>	<b>1,674.18</b>	<b>94.60</b>	<b>97.37</b>	
<b>All Counties</b>	<b>120.26</b>	<b>50.21</b>	<b>425.01</b>	<b>119.24</b>	<b>333.02</b>	<b>1,717.61</b>	<b>82.27</b>	<b>130.24</b>	

Source: Commonwealth of Virginia, Auditor of Public Accounts. *Comparative Report of Local Government Revenues & Expenditures for the Fiscal Year Ended June 30, 2012*, <http://www.apa.virginia.gov/ComparativeReport.cfm>.

\* The amount listed in Community Development excludes \$179.50 per capita paid to the City of Charlottesville under the revenue sharing agreement.

# CONSUMER PRICE INDEX TRENDS



The Consumer Price Index (CPI) is a statistical description of price levels, provided by the U.S. Department of Labor, which is used as a measure of inflation, or changes in prices of various goods. The most commonly used index is the Consumer Price Index for Urban Consumers (CPI-U), which is an index of prices of various consumer goods. The County uses the average annual (national) CPI-U to measure inflationary increases from one year to the next. The 2008 inflation rate of 3.9% was the highest rate since 1991. The -0.4% change in average annual inflation from 2008 to 2009 is the only negative rate since 1955. In 2012, the inflation rate was 2.1%.

# SELECTED FINANCIAL TRENDS

	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	Adopted FY 13/14
<b>Budgeted Expenditures</b>										
School & Local Government Operations	205,929,410	223,410,371	249,464,893	263,204,610	270,838,259	270,114,107	265,682,373	268,499,812	275,717,124	285,784,120
% Increase	9.6%	8.5%	11.7%	5.5%	2.9%	-0.3%	-1.6%	1.1%	2.7%	3.7%
Capital Budget	29,450,797	22,999,000	39,034,175	28,992,592	49,243,476	16,010,000	8,120,565	17,804,377	20,760,936	19,739,068
% Increase	28.6%	-21.9%	69.7%	-25.7%	69.8%	-67.5%	-49.3%	119.3%	16.6%	-4.9%
Revenue Sharing	8,004,461	9,742,748	10,134,816	13,212,401	13,633,950	18,038,878	18,454,658	18,089,812	17,520,948	16,931,333
% Increase	3.6%	21.7%	4.0%	30.4%	3.2%	32.3%	2.3%	-2.0%	-3.1%	-3.4%
Total County Expenditures	243,384,668	256,152,119	298,633,884	305,409,603	333,715,685	304,162,985	292,257,596	304,394,001	313,999,008	322,454,521
% Increase	11.4%	5.2%	16.6%	2.3%	9.3%	-8.9%	-3.9%	4.2%	3.2%	2.7%
School Expenditures as % of Total Expenditures (incl capital)	60%	61%	59%	61%	63%	60%	61%	60%	59%	60%
General Govt Expenditures as % of Total Expenditures (incl capital)	36%	35%	37%	35%	33%	34%	33%	34%	35%	35%
<b>People</b>										
Local Government Personnel <sup>1</sup>	573.35	590.35	642.60	650.80	654.80	659.30	611.70	608.15	624.86	646.65
Positions per 1,000 Population	6.33	6.46	6.93	6.92	6.80	6.75	6.18	6.03	6.15	6.25
Classified Employee Market Increase	3.00%	4.40%	3.95%	4.00%	3.35%	0.00%	0.00%	1.00%	1.00%	2.00%
VRS Rate - Employer Share	11.00%	11.00%	12.96%	12.96%	13.54%	13.54%	15.14%	15.14%	13.99%	13.99%
VRS Rate - Employee Share	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.00%	5.00%
School Enrollment <sup>2</sup>	12,356	12,438	12,446	12,491	12,531	12,742	12,914	12,800	12,985	13,166
% Increase	0.9%	0.7%	0.1%	0.4%	0.3%	1.7%	1.3%	-0.9%	1.4%	1.4%
Population <sup>3</sup>	90,645	91,350	92,693	94,090	96,346	97,694	98,970	100,780	101,575	103,434
% Increase	2.0%	0.8%	1.5%	1.5%	2.4%	1.4%	1.3%	1.8%	0.8%	1.8%
<b>Taxes</b>										
Avg. Urban/Suburban Parcel Assessment <sup>4</sup>	\$198,667	\$247,911	\$251,476	\$321,829	\$313,196	\$299,873	\$288,528	\$285,504	\$278,492	\$272,437
Real Estate Tax Rate	\$0.76	\$0.74	\$0.74	\$0.68	\$0.71	\$0.742	\$0.742	\$0.742	\$0.762	\$0.766
Tax on Average Parcel Assessment	\$1,510	\$1,835	\$1,861	\$2,188	\$2,224	\$2,225	\$2,141	\$2,118	\$2,122	\$2,087
Personal Property Tax Rate	\$4.28	\$4.28	\$4.28	\$4.28	\$4.28	\$4.28	\$4.28	\$4.28	\$4.28	\$4.28

<sup>1</sup>Personnel includes all funded positions in the General Fund and Special Revenue Funds.

<sup>2</sup>September 30 Enrollment from FY 2013-2014 Superintendent's Funding Request

<sup>3</sup>Albemarle County population figures FY 04/05, FY 05/06 and FY 07/08 through FY 12/13 are taken from the Weldon Cooper Center for Public Service VASTAT website, "Population Estimates" page (<http://www.coopercenter.org/demographics/population-estimates>), 25 January 2013. The population figure for FY 06/07 is supplied by Qian Cai, Ph.D., Director of the Weldon Cooper Center's Demographics & Workforce unit, 5 February 2009. The population projection for FY 13/14 comes from Geographic Data Services, Albemarle County Department of Community Development, 30 January 2013.

# FIVE-YEAR FINANCIAL PLAN

## Overview

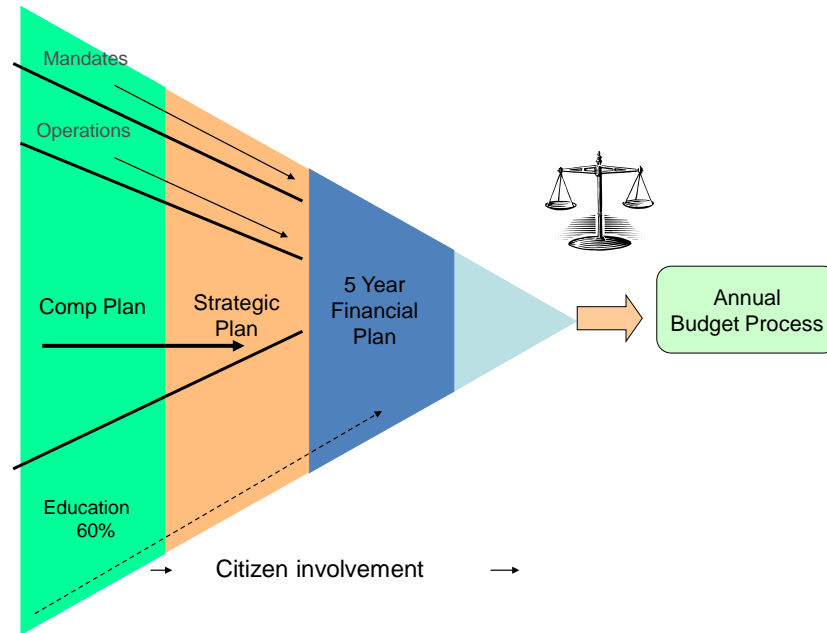
Since 2008, the County has annually approved a balanced Five-Year Financial Plan for the County. This process is not designed to be an approval of the fiscal year’s operating budget, but helps create a framework within which the fiscal year’s budget development will take place. The Plan supports Board priorities and provides direction to staff. It also brings together the three major components of the County budget – schools, general government, and capital projects.

The first work session on the FY14 – FY18 Five-Year Financial Plan was held on November 7, 2012. A Board/School Board joint work session was held on November 8, 2012 for the School Board to present the School Division’s information related to the Five-Year Financial Plan. The Board approved the Financial Plan on December 5, 2012.

The Five-Year Plan:

- Supports essential services
- Acknowledges continued financial uncertainty
- Continues to build an agile, responsive organization focused on the future
- Embraces creativity and innovation to advance strategic priorities

***The Five-Year Plan provides critical linkage – tying the County’s Comprehensive Plan and Strategic Plan Goals to the County’s budgeting processes***



# FIVE-YEAR PLAN SUMMARY

	Projected 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018
<b>Local Revenues</b>					
General Property Taxes	141,172,700	145,292,000	151,177,414	156,840,455	162,812,112
Other Local Taxes	47,069,200	48,654,600	49,907,600	51,193,161	52,512,224
Permits and Fees	1,720,887	1,673,341	1,686,667	1,695,187	1,706,207
Fines and Forfeitures	1,042,300	1,069,400	1,097,200	1,125,700	1,155,000
Use of Money/Property	350,150	377,500	387,200	396,600	406,600
Charges for Services	2,898,800	2,964,000	3,030,900	3,099,600	3,170,100
Miscellaneous	19,200	19,800	20,400	21,000	21,600
Payments in Lieu of Taxes	126,200	129,500	132,900	136,355	139,900
Recovered Costs	338,600	347,400	356,400	365,700	375,200
<b>Subtotal Local Revenues</b>	<b>194,738,037</b>	<b>200,527,541</b>	<b>207,796,681</b>	<b>214,873,758</b>	<b>222,298,943</b>
<b>State Revenues</b>					
Payments in Lieu of Taxes - State	111,600	114,500	117,500	120,600	123,700
Non-Categorical Aid - State	15,604,970	15,621,270	15,637,970	15,655,070	15,672,670
Shared Expenses - State	1,973,100	2,012,600	2,052,900	2,094,000	2,135,900
Categorical Aid - State	5,466,300	5,591,900	5,664,000	5,737,600	5,812,900
<b>Subtotal State Revenues</b>	<b>23,155,970</b>	<b>23,340,270</b>	<b>23,472,370</b>	<b>23,607,270</b>	<b>23,745,170</b>
<b>Federal Revenues</b>					
Payments in Lieu of Taxes - Fed	36,500	37,200	38,000	38,700	39,500
Categorical Aid - Fed	4,143,900	4,247,300	4,335,500	4,428,400	4,525,300
<b>Subtotal Federal Revenues</b>	<b>4,180,400</b>	<b>4,284,500</b>	<b>4,373,500</b>	<b>4,467,100</b>	<b>4,564,800</b>
Transfers	2,251,650	2,294,750	2,340,900	2,384,100	2,428,350
Use of Fund Balance	400,000	400,000	400,000	400,000	400,000
<b>GRAND TOTAL, REVENUE</b>	<b>224,726,057</b>	<b>230,847,061</b>	<b>238,383,451</b>	<b>245,732,228</b>	<b>253,437,263</b>
<b>General Fund Expenditures</b>					
General Local Government Admin.	11,833,793	12,243,125	12,598,855	13,038,442	13,422,024
Judicial	4,287,158	4,434,224	4,561,330	4,719,603	4,857,052
Public Safety	34,611,993	36,096,986	37,493,342	38,945,869	40,386,250
General Services/Public Works	3,614,969	3,460,878	3,556,970	3,658,498	3,754,601
Human Services	18,352,256	18,865,716	19,542,007	20,027,874	20,478,076
Parks & Recreation/Culture	6,553,702	6,671,911	6,829,067	6,934,468	7,034,222
Community Development	6,257,275	6,431,398	6,579,054	6,766,662	6,926,629
<b>Subtotal, Departmental</b>	<b>85,511,146</b>	<b>88,204,237</b>	<b>91,160,626</b>	<b>94,091,417</b>	<b>96,858,854</b>
Revenue Sharing	16,931,333	16,423,393	16,177,042	16,177,042	16,419,698
Capital/Debt Transfer	18,827,571	19,458,079	20,208,191	20,913,690	21,629,265
Transfer to Schools	101,801,883	105,126,637	109,082,414	112,802,761	116,576,229
Reserves/Other	1,580,884	1,564,925	1,595,748	1,708,167	1,866,110
<b>Subtotal, Non-Departmental</b>	<b>139,141,671</b>	<b>142,573,035</b>	<b>147,063,395</b>	<b>151,601,660</b>	<b>156,491,302</b>
<b>GRAND TOTAL, EXPENDITURES</b>	<b>224,652,817</b>	<b>230,777,272</b>	<b>238,224,021</b>	<b>245,693,077</b>	<b>253,350,157</b>
Revenues over Expenditures	73,240	69,789	159,430	39,151	87,107

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***Five-Year Financial Plan Revenue Assumptions and Highlights***

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- Plan is built on the current tax rate of 76.2 cents in FY 13/14. This tax rate is assumed to increase by 0.7 cents to 76.9 cents in FY 15/16.
- Continues impact of enhanced revenue collection efforts that began in FY 12/13
- Reflects modest improvement in the economy over the five year period
- Continues focus on alternative revenue sources
  - Assumes establishment of a Stormwater District in FY 14/15 to support the TMDL mandate
  - Includes expansion of EMS cost recovery revenue

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***Five-Year Financial Plan Expenditure Assumptions and Highlights***

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- Strategic Priority – Education
  - Provides for 2 Bright Stars positions to provide services to children at Stony Point and Red Hill after Safe Schools/Healthy Students Grant ends
  - Increases support for the school division by \$14.8 million over the five years of the Plan
    - At this level of funding the school division's five-year plan as presented to the Board of Supervisors remains unbalanced in all years
  - Provides funding to open and operate the new Crozet Library
- Strategic Priority – Health and Safety
  - Provides for 10 Police officer positions over the next 5 years
  - Provides 4 Social Service positions in FY 16
- Strategic Priority –Natural, Scenic, and Historic Resources
  - Provides 3 Storm water inspection positions to support TMDL Mandate in FY 15
- Strategic Priority – Supporting Evolving Workforce
  - Funding to support 2% pay for performance increase in all years of the plan
  - Continues employee training funding throughout the plan
  - Establishes a Paid Intern Program to help address identified work load issues across departments

In addition to the highlights above, the following assumptions were used in developing the FY14-FY18 five-year plan.

<i>Topic</i>	<i>Assumptions included in Model</i>
Reclassifications	\$75,000 in each year - FY14-FY18
Public Safety Incentive Funding	Included throughout the plan
Lapse	Budget 1.25% of personnel costs as lapse in each year
Restructuring/Efficiencies	Savings due to restructuring/efficiencies as follows: - FY14 - \$100,000 - FY15 - \$150,000 - FY16-FY18 - \$200,000
Future changes/rate increase to VRS	13.99% of salaries in FY 14, every other year, plan for 1% increase
Health Care	7% increase in employer share in FY14, 8% increase in out years
Dental Insurance	7% annual increase in employer share
Early Retirement	Assumes 10 new retirees each year
Overall Operations	- Allows for 2% increase each year - Continues \$67,000 for the training pool in each year - Use one-time funding of \$100,000 for fuel contingency
Fleet Replacement	Includes increased rate from \$3.00/gallon to \$3.50/gallon in order to maintain current level of vehicle replacement
Automatic aid agreement with the City of Charlottesville	Includes \$150,000 in each year
LODA	\$50,000 each year for physicals , plus continue to program insurance premiums and \$87,000 each year for payment for state for on-going claims
Agencies	Includes \$140,000 for core agencies (Libraries, CAT, JAUNT, and Region Ten)
SAFER grant for career staff at Seminole and Ivy stations	Grant provides funding for first 2 years of staffing. No funding is provided to continue staffing when grant ends.
Regional Jail	6.5% annual increase
BRJDC	4% annual increase
ECC	2% annual increase
Funding for long-term solid waste solution	Reduce from \$350,000 to \$50,000 annually
Reserve for Contingencies	\$250k in each year
Potential on-going reductions in state and federal funds or impacts from potential federal restructuring	One-time funding of \$1,000,000 currently set aside



***New Position and Program Requests***

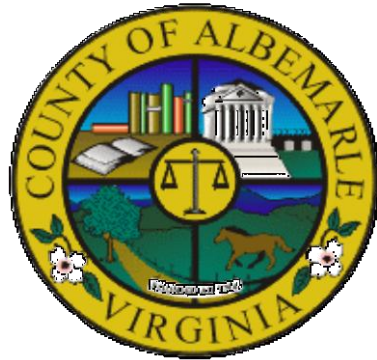
In light of the recent recession, departments did not submit new position or program requests as part of the annual budget or Five-Year Financial Planning processes during the past several years. While the revenue outlook continues to remain uncertain, staff determined that it is important to document the critical needs of the organization as the County continues to address existing core service needs and consider ways to move forward the Strategic Plan. As part of the Five-Year Financial Planning process, departments submitted a total of 57 requests for consideration over the next five years. These requests were evaluated and prioritized by a staff team using identified criteria. The criteria weighed the extent to which a request supports the Strategic Plan, benefits customers, relieves existing workloads, provides data to support the need, and provides cost savings or offsetting revenue.

The following is a listing of the positions and programs requested by departments grouped into tiers based on their evaluation by the initiative review team. Requests are not prioritized within each tier, but are grouped by department.

<b>First Tier</b>		
<b>Initiative</b>	<b>Department</b>	<b>Fiscal Year</b>
Fire Training	Fire Rescue	FY14
Fleet Maintenance Supervisor	Fire Rescue	FY14
Continue FEMA grant staffing	Fire Rescue	FY15
Prevention: Asst Fire Marshall	Fire Rescue	FY15
Water Resources Civil Engineers	General Services	FY14, FY18
Public Safety Tech Manager	IT	FY14
Seasonal/PT employees	Parks and Recreation	FY14
Police Officers	Police	FY14-18
K9 Officer	Police	FY14, FY17
Administrative Officer	Police	FY14
Civilian Community Resources Officers	Police	FY14, FY15
Eligibility Program Staffing	Social Services	FY14
Adult Services Workers	Social Services	FY14
Foster Care/Adoption - Sr Benefits Specialist	Social Services	FY14
Bright Stars Family Coordinators	Social Services	FY14

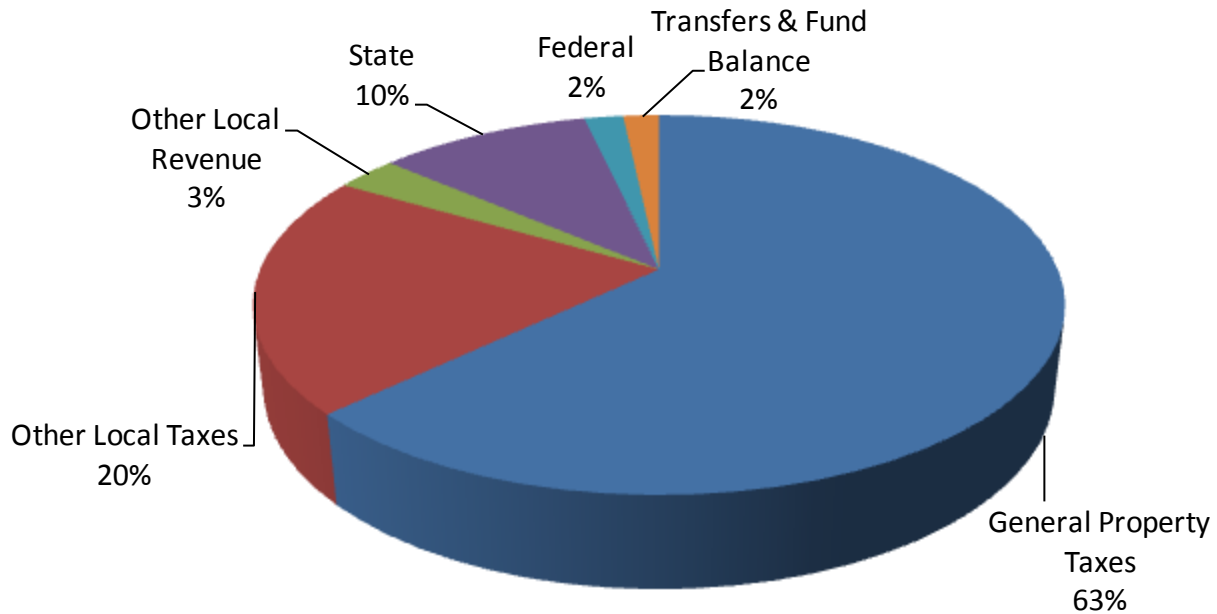
<b>Second Tier</b>		
<b>Initiative</b>	<b>Department</b>	<b>Fiscal Year</b>
Increase OA from 0.75 to 1.0 FTE	General Services	FY14
Maintenance Mechanic	General Services	FY14
Stormwater Inspectors	General Services	FY14, FY18
Compensation Consultant	Human Resources	FY14
Tuition Reimbursement	Human Resources	FY14
Online Application System	Human Resources	FY14
OA III	OMB & OFD	FY14

<b>Other Requests</b>		
<b>Initiative</b>	<b>Department</b>	<b>Fiscal Year</b>
Accounting-Account Clerk	Finance	FY14
Accounting-PT Accountant	Finance	FY14
Ivy Ambulance	Fire Rescue	FY16
Volunteer Recruitment and Retention	Fire Rescue	FY14
Custodian	General Services	FY14
2 Grounds Workers	General Services	FY15
Energy Program Coordinator	General Services	FY14
New OA IV	General Services	FY15
Fleet Attendant	General Services	FY15
Career Development Program - Police	Human Resources	FY14
Language Stipend	Human Resources	FY14
Knowledge Management Officer	IT	FY14
Systems Engineer	IT	FY14
PT Performance Analyst	OMB	FY14
Maintenance Workers	Parks and Recreation	FY15-18
Assistant Director	Parks and Recreation	FY15
Facilities Maintenance Supervisor	Parks and Recreation	FY17
Recreation Program Supervisor	Parks and Recreation	FY18
School Resource Officer	Police	FY14-18
Animal Control Supervisor	Police	FY14
Crime Analyst	Police	FY14
POP Unit	Police	FY15, FY16
Detective - Human Trafficking	Police	FY15
Police Records Clerk	Police	FY15
Traffic Enforcement Officer	Police	FY16
Detective - Gang Intel	Police	FY16
Sworn Recruiter	Police	FY15
Office Associate III	Police	FY16
Accreditation Manager	Police	FY16
Bomb Tech Robot	Police	FY16
Field Force Operations Equipment	Police	FY16
Polygraph Examiner	Police	FY17
Satellite Training Coordinator	Police	FY18
Service Intake	Social Services	FY14
Child Protective Services Worker	Social Services	FY14



# GENERAL FUND REVENUES

## FY 13/14 ADOPTED GENERAL FUND REVENUES \$228,495,767

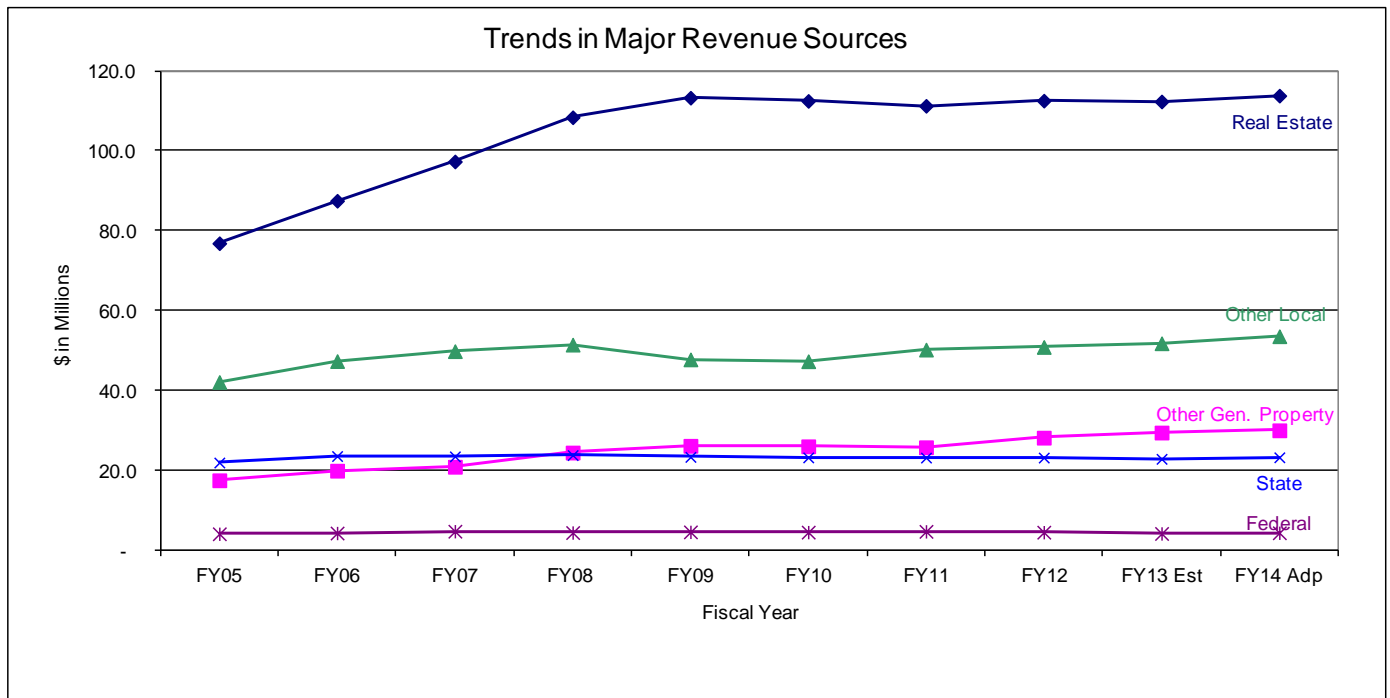


	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
General Property Taxes	\$140,607,418	\$140,455,780	\$141,675,373	\$143,095,954	\$143,095,954	\$143,703,479	\$3,247,699	2.3%
Other Local Taxes	44,230,674	45,215,800	45,763,693	46,818,062	46,818,062	46,818,062	1,602,262	3.5%
Permits And Fees	1,878,265	1,645,100	1,578,153	1,723,949	1,723,949	1,723,949	78,849	4.8%
Fines And Forfeitures	990,336	839,700	746,436	990,260	990,260	990,260	150,560	17.9%
Use Of Money And Property	335,185	460,126	517,206	428,522	428,522	428,522	(31,604)	-6.9%
Charges For Services	2,879,173	3,348,371	2,404,861	3,123,596	3,123,596	3,123,596	(224,775)	-6.7%
Miscellaneous	10,506	14,100	292,501	31,500	31,500	31,500	17,400	123.4%
Payments In Lieu Of Taxes	122,167	116,978	116,978	116,978	116,978	116,978	0	0.0%
Donations	6,889	4,800	3,800	3,800	3,800	3,800	(1,000)	-20.8%
Recovered Costs	359,646	257,077	310,244	260,370	260,370	260,370	3,293	1.3%
<b>LOCAL REVENUES</b>	<b>\$191,420,259</b>	<b>\$192,357,832</b>	<b>\$193,409,244</b>	<b>\$196,592,991</b>	<b>\$196,592,991</b>	<b>\$197,200,516</b>	<b>\$4,842,684</b>	<b>2.5%</b>
Payments In Lieu Of Taxes-State	190,071	127,000	127,000	127,000	127,000	\$127,000	0	0.0%
Non-Categorical Aid-State	15,592,694	15,596,170	15,488,762	15,614,923	15,614,923	15,614,923	18,753	0.1%
Shared Expenses-State	1,996,838	1,934,398	1,989,262	1,951,607	1,951,607	1,995,979	61,581	3.2%
Categorical Aid-State	5,311,159	5,319,299	5,166,625	5,394,393	5,394,393	5,425,893	106,594	2.0%
<b>Subtotal, State</b>	<b>\$23,090,762</b>	<b>\$22,976,867</b>	<b>\$22,771,648</b>	<b>\$23,087,923</b>	<b>\$23,087,923</b>	<b>\$23,163,795</b>	<b>\$186,928</b>	<b>0.8%</b>
Payments In Lieu Of Taxes-Federal	35,627	34,200	0	34,200	34,200	34,200	0	0.0%
Categorical Aid-Federal	4,354,457	3,830,710	4,071,841	4,208,941	4,208,941	4,208,941	378,231	9.9%
<b>Subtotal, Federal</b>	<b>\$4,390,084</b>	<b>\$3,864,910</b>	<b>\$4,071,841</b>	<b>\$4,243,141</b>	<b>\$4,243,141</b>	<b>\$4,243,141</b>	<b>\$378,231</b>	<b>9.8%</b>
<b>STATE &amp; FEDERAL REVENUES</b>	<b>\$27,480,847</b>	<b>\$26,841,777</b>	<b>\$26,843,489</b>	<b>\$27,331,064</b>	<b>\$27,331,064</b>	<b>\$27,406,936</b>	<b>\$565,159</b>	<b>2.1%</b>
<b>TOTAL REVENUES</b>	<b>\$218,901,106</b>	<b>\$219,199,609</b>	<b>\$220,252,733</b>	<b>\$223,924,055</b>	<b>\$223,924,055</b>	<b>\$224,607,452</b>	<b>\$5,407,843</b>	<b>2.5%</b>
Transfers	2,334,375	2,010,257	2,015,222	2,535,963	2,535,963	2,500,963	490,706	24.4%
<b>REVENUES and TRANSFERS</b>	<b>\$221,235,481</b>	<b>\$221,209,866</b>	<b>\$222,267,955</b>	<b>\$226,460,018</b>	<b>\$226,460,018</b>	<b>\$227,108,415</b>	<b>\$5,898,549</b>	<b>2.7%</b>
Fund Balance Appropriations:	0	542,000	9,653,327	1,376,352	1,376,352	1,387,352	845,352	156.0%
<b>TOTAL REVS, TRANSFERS, FUND BAL:</b>	<b>\$221,235,481</b>	<b>\$221,751,866</b>	<b>\$231,921,282</b>	<b>\$227,836,370</b>	<b>\$227,836,370</b>	<b>\$228,495,767</b>	<b>\$6,743,901</b>	<b>3.0%</b>

# REVENUE OVERVIEW

Overall, General Fund Revenues are projected to increase \$6.7 million (3.0%) over FY 12/13 Adopted budget levels. General Property taxes continue to represent the largest source of General Fund Revenues (62.9%) and are expected to increase \$3.2 million in FY 13/14, representing 48.2% of the growth in total General Fund Revenues. General Property taxes include Real and Personal Property taxes, Machinery and Tool tax, and Public Service tax. General Property taxes also include revenues from delinquent taxes, penalties, interest, and fees. Additional details regarding General Property taxes as well as other County revenues are included in the following pages.

The chart below presents trend data for the County’s major General Fund Revenue sources for the period of FY 04/05 – FY 13/14. Since FY 04/05, real estate tax receipts grew 48.2% representing a compounded annual growth rate (CAGR) of 4.5%. Other major sources of revenue remained relatively flat throughout this 10-year period. Between FY 04/05 and FY 13/14, all other sources of revenue, when combined, increased by 3.0% CAGR.



# LOCAL REVENUES

As previously noted, the largest source of local revenue for Albemarle County consists of general property taxes and other local taxes.

## General Property Taxes

General property taxes are *ad valorem* taxes based on the assessed value of real and personal property owned by businesses, individuals, and public service corporations. Both real and personal property are assessed at 100% valuation with tax rates applied per \$100 of assessed value. General property taxes consist of real estate, public service, personal property, mobile home, and machinery and tools taxes.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>CURRENT:</b>								
Real Estate	\$112,528,965	\$111,596,000	\$112,319,214	\$113,177,718	\$113,177,718	\$113,785,243	\$2,189,243	2.0%
Public Service	2,362,331	2,446,180	2,472,538	2,490,800	2,490,800	2,490,800	44,620	1.8%
Local Personal Property	19,876,525	19,820,000	19,941,709	21,941,976	21,941,976	21,941,976	2,121,976	10.7%
Machinery & Tools	630,056	605,000	640,644	625,500	625,500	625,500	20,500	3.4%
Mobile Homes	63,774	65,000	70,000	65,000	65,000	65,000	0	0.0%
<b>Subtotal Current</b>	<b>\$135,461,652</b>	<b>\$134,532,180</b>	<b>\$135,444,105</b>	<b>\$138,300,994</b>	<b>\$138,300,994</b>	<b>\$138,908,519</b>	<b>\$4,376,339</b>	<b>3.3%</b>
<b>PER PENNY: CURRENT:</b>								
Real Estate, avg tax rate	0.742	0.742/0.762	0.742/0.762	0.762	0.762	0.766	0.000	0.0%
Real Estate, per penny	1,549,260	1,515,368	1,525,388	1,518,813	1,518,813	1,518,813	3,445	0.2%
Personal Property, inc PPTR, avg tax rate	4.28	4.28	4.28	4.28	4.28	4.28	0.000	0.0%
Personal Property, inc PPTR, per penny	82,867	82,677	83,044	87,683	87,683	87,683	5,006	6.1%
<b>NON-CURRENT:</b>								
Delinquent Taxes	\$2,921,107	\$3,530,600	\$4,399,511	\$2,830,960	\$2,830,960	\$2,830,960	(\$699,640)	-19.8%
Revalidation Rollbacks	182,746	0	62,787	0	0	0	0	0
Revalidation Supplements	4,015	0	0	0	0	0	0	0
Penalties	977,171	1,236,000	838,686	988,800	988,800	988,800	(247,200)	-20.0%
Interest & Fees	1,060,727	1,157,000	930,283	975,200	975,200	975,200	(181,800)	-15.7%
<b>Subtotal Non-Current</b>	<b>\$5,145,766</b>	<b>\$5,923,600</b>	<b>\$6,231,268</b>	<b>\$4,794,960</b>	<b>\$4,794,960</b>	<b>\$4,794,960</b>	<b>(\$1,128,640)</b>	<b>-19.1%</b>
<b>TOTAL</b>	<b>\$140,607,418</b>	<b>\$140,455,780</b>	<b>\$141,675,373</b>	<b>\$143,095,954</b>	<b>\$143,095,954</b>	<b>\$143,703,479</b>	<b>\$3,247,699</b>	<b>2.3%</b>

In FY 13/14, General Property Taxes are projected to total \$143.7 million, an increase of \$3.2 million, or 2.3%, over the FY 12/13 Adopted Budget, and comprise 62.9% of General Fund revenues, transfers, and use of fund balance.

10-Year Real Estate Tax Rate History	
2004	\$0.760
2005	\$0.740
2006	\$0.740
2007	\$0.680
2008	\$0.710
2009	\$0.742
2010	\$0.742
2011	\$0.742
2012	\$0.762
2013	\$0.766

**Real Estate Property Tax** is the largest source of revenue for the County and is expected to generate \$113.8 million, or 49.8% of General Fund revenues in FY 13/14. This represents a \$2.2 million, or 2.0%, increase over FY 12/13 and is calculated based on the current real estate tax rate of \$0.766 per \$100 of assessed value. In addition to the increase in tax rate, the 2.0% increase in real property tax revenue reflects several other factors, including changes in reassessment values, new construction and parcels, and changes in land use rates. Note that in 2013 the County's total taxable assessed values fell by 2.3%, but this drop was more than offset by increases in these other categories. A similar situation is expected to occur in 2014.

The FY 13/14 Adopted Budget takes into account the 2.3% decline in the County's 2013 total taxable assessed values, as well as a projected 2014 decrease of 0.5% in assessed values. These declines reflect actual and anticipated softness in the local real estate market. Each penny on the real estate tax rate yields \$1.5 million in estimated collectable real estate tax revenues. Real estate property taxes are paid in two installments due June 5 and December 5.

**Public Service tax** is levied on the real estate and tangible personal property owned by railroads, utilities, pipelines, and other businesses required to register with the State Corporation Commission. Public Service Corporation assessments are prepared by the Virginia Department of Taxation (TAX) and the State Corporation Commission and are based on the percentage of the statewide total of capitalized equipment located in the County of Albemarle. The public service ratio calculated by TAX varies directly with the statewide sales ratio. The budget is based on a tax rate of \$0.766 per \$100 of assessed value. For FY 13/14, the Public Service tax is projected to total \$2.5 million, a 1.8% increase over FY 12/13. Each penny on this tax rate is expected to yield \$32,688 in revenues for FY 13/14. The anticipated increase in FY 13/14 is due in part to expected capital improvements by businesses that are subject to the Public Service Tax.

**Personal Property tax** is levied on vehicles and other tangible non-real estate property owned by individuals, businesses, trusts, and taxable non-profit organizations. Qualified vehicles are eligible for a pro-rata share of Personal Property Tax Relief (PPTR) which consists of a fixed \$14.9 million payment from the State. Combined personal property tax and PPTR payments are projected to increase \$2.1 million, or 6.1%, over the FY 12/13 budget. Personal property taxes, less PPTR, collected from taxpayers are projected to increase 10.7%. The percent collected from taxpayers can vary significantly from the combined collection rate due to the fixed nature of PPTR payments. The combined rate is a better indicator of economic conditions. The current tax rate is \$4.28 per \$100 of assessed value. Each penny on the personal property tax rate, including PPTR payments, yields \$86,221 in collectible tax revenues. Personal property taxes are generally paid in two installments due on June 5 and December 5.

**Mobile Home taxes** are levied on manufactured homes not classified as real estate that are owned by individuals and businesses. Mobile homes are assessed as tangible personal property, yet taxed at the real estate tax rate of \$0.766 per \$100 of assessed value. Revenues derived from Mobile home taxes are projected to total \$65,000, or no increase over the FY 12/13 budget. Each penny on this tax rate yields \$853 in collectable tax revenue for FY 13/14.

**Machinery and Tools tax** is levied on equipment needed in the manufacturing process. Machinery and Tools tax revenues are projected to increase \$20,500 over the FY 12/13 budget. This increase reflects anticipated purchases by local businesses as the economy improves. Each penny on this tax rate yields \$1,461 in collectable tax revenue for FY 13/14. The current tax rate is \$4.28 per \$100 of assessed value.

**Delinquent Taxes, Penalties, Interest and Fees** are projected to decrease \$1.1 million, or 19.1%, in FY 13/14. In FY 12/13, the County began enhanced tax collection efforts, resulting in a substantial increase in this category. Moving forward, it is expected that a greater percentage of tax bills will be paid on time, leading to reductions in this category. Instead, revenue will be reflected in the appropriate tax category (e.g. personal property, real estate).

**Revenue Estimating**

The total estimated fair market value of taxable real estate on January 1, 2012 was \$14.8 billion, net of land use deferral. The following table displays total real property assessed values, net of land use deferral, for the 2012 calendar year and the prior ten years, broken out by property type:

Albemarle County Taxable Real Property Assessed Values: 2002-2012

Calendar Year	Residential (a)	Multifamily (b)	Commercial & Industrial (c)	Agricultural (d)	Total
2002	4,979,602,800	277,068,800	1,093,298,100	732,885,500	7,082,855,200
2003	6,136,460,300	327,245,300	1,302,364,800	828,912,700	8,594,983,100
2004	6,404,387,200	357,488,600	1,343,841,100	900,512,000	9,006,228,900
2005	8,207,531,600	456,871,900	1,668,660,200	1,126,919,700	11,459,983,400
2006	8,602,518,900	427,317,800	1,707,760,400	1,232,522,100	11,970,119,200
2007	11,285,843,400	501,467,200	2,148,046,800	1,489,277,400	15,424,634,800
2008	11,446,584,300	455,876,100	2,368,262,600	1,538,524,600	15,809,247,600
2009	11,149,504,000	497,068,700	2,400,584,700	1,583,370,800	15,630,528,200
2010	10,781,176,900	504,617,500	2,491,664,600	1,485,950,300	15,263,409,300
2011	10,702,226,400	473,660,600	2,484,864,600	1,456,599,100	15,117,350,700
2012	10,196,226,791	535,895,487	2,350,454,185	1,766,512,438	14,849,088,901

Notes: All categories are net of land use deferral. Data does not include real property that is subject to Public Service Tax.

(a) Includes State Class 1+2; (b) Includes State Class 3; (c) Includes State Class 4; and (d) Includes State Class 5+6.

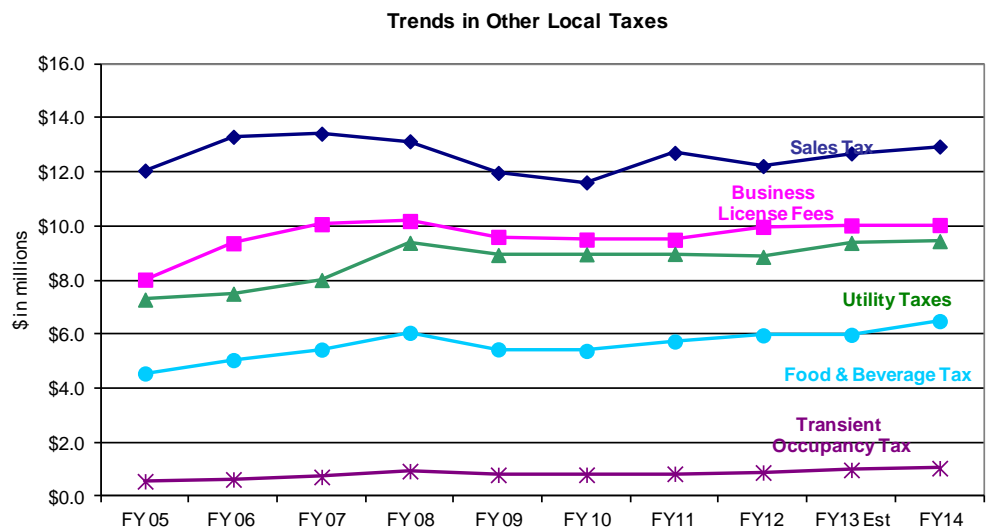
**Other Local Taxes:**

Other Local Taxes consist of sales taxes, utility taxes, business taxes, motor vehicle licenses, recordation taxes, and prepared food and beverage taxes. These taxes are projected to generate \$46.8 million in revenues for FY 13/14, a \$1.6 million, or 3.5% increase over the FY 12/13 budget. Combined, these funds represent 20.5% of General Fund revenues, transfers, and use of fund balance. Other Local Taxes are excise taxes classified as:

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Penalty & Interest	\$87,408	\$91,500	\$88,725	\$91,000	\$91,000	\$91,000	(\$500)	-0.5%
Sales Tax	12,227,842	12,200,000	13,086,530	12,950,100	12,950,100	12,950,100	750,100	6.1%
Consumer Utility Tax	8,563,170	8,947,400	8,716,039	9,125,300	9,125,300	9,125,300	177,900	2.0%
Utility Consumption Tax	307,525	333,500	321,773	326,300	326,300	326,300	(7,200)	-2.2%
Business License	9,978,640	9,902,400	10,315,514	10,046,546	10,046,546	10,046,546	144,146	1.5%
Short Term Rental	89,418	77,000	77,000	63,595	63,595	63,595	(13,405)	-17.4%
Vehicle Registration	3,720,119	3,675,000	3,590,283	3,900,600	3,900,600	3,900,600	225,600	6.1%
Bank Franchise	680,844	730,000	761,521	760,000	760,000	760,000	30,000	4.1%
Clerk Fees	1,719,018	1,904,000	1,941,341	1,810,501	1,810,501	1,810,501	(93,499)	-4.9%
Transient Occupancy	891,482	880,000	951,426	1,052,120	1,052,120	1,052,120	172,120	19.6%
Food & Beverage Tax	5,965,206	6,050,000	5,913,541	6,492,000	6,492,000	6,492,000	442,000	7.3%
Audit Revenues	0	425,000	0	200,000	200,000	200,000	(225,000)	-52.9%
<b>TOTAL</b>	<b>\$44,230,674</b>	<b>\$45,215,800</b>	<b>\$45,763,693</b>	<b>\$46,818,062</b>	<b>\$46,818,062</b>	<b>\$46,818,062</b>	<b>\$1,602,262</b>	<b>3.5%</b>

**Penalties and Interest** collected on other local taxes are projected to be \$91,000 in FY 13/14, representing a 0.5% decrease from the FY 12/13 budget.

**Sales and Use taxes** are revenues received by the County from 1.0 cent of the 5.0 cent state sales tax generated within the County. Local sales tax revenues declined since peaking at \$13.4 million in FY 06/07 due to unfavorable economic conditions and commercial development occurring in adjacent localities. In FY 13/14, sales tax revenues are projected to total \$13.0 million, a 6.1% increase over the FY 12/13 budget. As a result of investigative work completed by the business auditor, the County is now receiving sales tax revenues that were being allocated incorrectly to other localities in prior years. The FY 10/11 increase seen in the chart to the right is a result of the one-time receipt of the corrected allocations.



**Consumer Utility taxes** are taxes collected by utility companies on residential, industrial, and commercial users of telephone, gas, and electric services. This tax is levied by the Commonwealth at 5% of taxable use with a \$4 monthly cap on residential service and allocated to local jurisdictions based on prorated FY 05/06 receipts. Taxation of gas and electrical service is based on usage. These taxes are projected to total \$9.1 million, a 2.0% increase over the FY 12/13 budget.

**Business, Professional and Occupational License (BPOL) fees** are revenues collected from businesses, professions, and occupations for the privilege of operating within the County. The fee to be paid by each business is calculated by multiplying the applicable rate by a business’s gross receipts from the previous calendar year. BPOL fees are projected to total \$10.0 million, a 1.5% increase over the FY 12/13 budget. This increase is based on actual collections in FY 11/12 and an expected continuation of the economic recovery.

**Short Term Rental** is a tax paid on any rental equipment in lieu of personal property tax. This item is projected to total \$63,595 in FY 13/14, a \$13,405 decrease from FY 12/13. Though a decrease from what was budgeted in the previous year, the projected revenues are comparable to recent actual receipts.



**Motor Vehicle Licenses** are registration fees collected from vehicle owners for operating vehicles on County highways. Motor vehicle registrations are projected to total \$3.9 million, a 6.1% increase over FY 12/13.

**Bank Franchise Tax** is collected from banks doing business in the County. The tax is based on equity capital allocated by branch deposits. Real estate tax is paid directly to localities based on local assessment practices. This tax is estimated to generate \$0.8 million, a 4.1% increase over the FY 12/13 budget.

**Clerk Fees.** The recordation tax is levied on the recording of deeds, deeds of trust, mortgages, leases, contracts and agreements admitted to public record by the Clerk of the Circuit Court and remitted to the County. Overall, the fees collected by the Clerk are estimated to be \$1.8 million in FY 13/14, a 4.9% decrease from the FY 12/13 budget.

**Transient Occupancy Taxes** are assessed on the use of rooms in hotels, motels, boarding houses, and travel campgrounds. The authority to levy these taxes varies greatly across jurisdictions. Counties, through general law, have been limited to a maximum tax rate of 2.0%. The 1996 General Assembly granted Albemarle County (along with several other counties) special enabling legislation to levy a transient occupancy rate up to a maximum of 5.0%. However, the additional revenues generated from the incremental 3.0% may only be used for tourism or travel-related projects that increase tourism. The FY 13/14 projection reflects only the 2.0% transient tax revenues that can be used for general purposes. The 3.0% transient tax required to be used for tourism is directly deposited into the Tourism Fund. The projected General Fund portion of these revenues is estimated at \$1.1 million, a 19.6% increase over the FY 12/13 budget. The increase is due to the improving economy and the addition of a major new hotel.

**Food and Beverage Taxes** are taxes assessed at 4.0% of the sales price of prepared food and beverages sold in the County. The Albemarle County food and beverage tax was passed by a county-wide referendum in 1997 and became effective January 1, 1998. Revenue from food and beverage taxes is projected to be \$6.5 million, a 7.3%, or \$442,000 increase over the FY 12/13 budget.

**Audit Revenues** are revenues generated by the business auditors. This item is projected to total \$200,000, a 52.9% decrease from the FY 12/13 budget. This decrease in audit revenues reflects the assignment of revenues to their proper tax categories rather than an actual decline in revenue. Audit revenue generated as a result of business license enforcement, for example, will be properly recorded as business license tax revenue rather than as audit revenue. Specific Tax Auditor performance will continue to be tracked to ensure annual goals and objectives are being met.

**Permits and Fees**

Permits and fees are revenues collected from permits and privilege fees required by the County. The revenue from permits and fees is intended to offset the cost of processing applications for land use, zoning adjustments, code inspections, and other services provided by the County after a permit is obtained. The majority of permits are development-related. Inspection-related fees are projected to generate \$1.0 million in revenue which offsets the costs of the County’s building code and inspections program. The total revenue from permits, fees and licenses is projected to be \$1.7 million, a 4.8% increase of \$78,849 over the FY 12/13 budget. These revenues represent 0.8% of General Fund revenues, transfers, and use of fund balance.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Inspection related fees	\$1,086,105	\$1,018,000	\$920,885	\$1,000,000	\$1,000,000	\$1,000,000	(\$18,000)	-1.8%
Other development fees	618,943	504,800	527,818	595,364	595,364	595,364	90,564	17.9%
Animal License	39,967	41,000	45,000	42,000	42,000	42,000	1,000	2.4%
Land Use	45,559	5,000	5,500	5,660	5,660	5,660	660	13.2%
Fire/Rescue	66,075	56,900	44,800	58,325	58,325	58,325	1,425	2.5%
Courts	21,100	18,100	33,100	21,000	21,000	21,000	2,900	16.0%
Other Permits and Fees	517	1,300	1,050	1,600	1,600	1,600	300	100.0%
<b>TOTAL</b>	<b>\$1,878,265</b>	<b>\$1,645,100</b>	<b>\$1,578,153</b>	<b>\$1,723,949</b>	<b>\$1,723,949</b>	<b>\$1,723,949</b>	<b>\$78,849</b>	<b>4.8%</b>

**Fines and Forfeitures**

Fines and Forfeitures are revenues collected by the County for court and parking fines as a result of violations of County ordinances and regulations. Fines are projected to total \$990,260 in FY 13/14, a 17.9% increase of \$150,500 over the FY 12/13 budget, and represent 0.4% of General Fund revenues, transfers, and use of fund balance. The increase in projected revenues is based on the increase in actual receipts in FY 11/12 as well as anticipated enhanced enforcement efforts.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Fines And Forfeitures	\$990,336	\$839,700	\$746,436	\$990,260	\$990,260	\$990,260	\$150,560	17.9%
<b>TOTAL</b>	<b>\$990,336</b>	<b>\$839,700</b>	<b>\$746,436</b>	<b>\$990,260</b>	<b>\$990,260</b>	<b>\$990,260</b>	<b>\$150,560</b>	<b>17.9%</b>

**Revenue from the Use of Money and Property**

Revenue from the use of money and property is earned by the County from the investment of funds, the sale of surplus property, and the rental of County facilities. Overall, revenues are expected to decrease \$31,604, or 6.9%, from the FY 12/13 budget, due to a reduction in anticipated rent receipts. This category represents 0.2% of the General Fund revenues, transfers, and use of fund balance.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Interest	\$54,360	\$70,629	\$55,900	\$72,000	\$72,000	\$72,000	\$1,371	1.9%
Sale of Surplus	42,360	17,300	28,762	17,300	17,300	17,300	0	0.0%
Rent	238,465	372,197	432,544	339,222	339,222	339,222	(32,975)	-8.9%
<b>TOTAL</b>	<b>\$335,185</b>	<b>\$460,126</b>	<b>\$517,206</b>	<b>\$428,522</b>	<b>\$428,522</b>	<b>\$428,522</b>	<b>(\$31,604)</b>	<b>-6.9%</b>

**Charges for Services**

Charges for Services are revenues generated by the services performed by County personnel. The estimated FY 13/14 revenue is \$3.1 million, a 6.7% decrease from the FY 12/13 budget, and represents 1.4% of General Fund revenues, transfers, and use of fund balance.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Fees of Clerk	\$126,837	\$112,500	\$112,500	\$112,500	\$112,500	\$112,500	\$0	0.0%
Police & Sheriff	618,041	679,200	624,000	680,700	680,700	680,700	1,500	0.2%
Administration Fees	294,774	302,926	302,926	308,711	308,711	308,711	5,785	1.9%
Parks & Recreation	327,731	337,500	326,292	333,140	333,140	333,140	(4,360)	-1.3%
EMS Cost Recovery	696,440	1,026,600	800,000	1,443,000	1,443,000	1,443,000	416,400	40.6%
Service & Sales	99,785	65,200	64,868	72,545	72,545	72,545	7,345	11.3%
Project Management Fee	544,478	651,545	0	0	0	0	(651,545)	-100.0%
Court Fees	171,086	172,900	174,275	173,000	173,000	173,000	100	0.1%
<b>TOTAL</b>	<b>\$2,879,173</b>	<b>\$3,348,371</b>	<b>\$2,404,861</b>	<b>\$3,123,596</b>	<b>\$3,123,596</b>	<b>\$3,123,596</b>	<b>(\$224,775)</b>	<b>-6.7%</b>

**Fees of the Clerk** are revenues collected by the Clerk of the Circuit Court for state functions and returned to the State. The State keeps two-thirds of the revenues and returns one-third to the locality after deducting the amount needed to operate the Clerk of the Circuit Court’s Office. Fees provided to the County are expected to total \$112,500, or no change from the FY 12/13 budget.

**Police Department and Sheriff’s Department Service Fees** are revenues collected by the County when uniformed law enforcement officers are hired for security purposes at private events or other functions. Service fees are balanced by reimbursable overtime expenses in the Police Department and Sheriff’s budgets. Fee income is expected to total \$680,700, a 0.2% increase over the FY 12/13 budget.

**Administration Fees** are collected for operational and construction-related services rendered to the Jail, Juvenile Facility, and Emergency Communications Center. Fee income is expected to total \$308,711, a 1.9% increase over the FY 12/13 budget.

**Parks & Recreation Fees** are earned from operation of the County parks and community centers as well as various recreation programs. Fee income is expected to total \$333,140, a 1.3% decrease from the FY 12/13 budget.

**EMS Cost Recovery** is a program to obtain reimbursement for costs associated with transporting a patient to a hospital by ambulance. Medicaid, Medicare, and most other private insurance policies provide reimbursement for this

service. It is projected that EMS Cost Recovery will generate \$1.4 million in revenue in FY 13/14, an increase of \$416,400. This increase is primarily due to the participation in the program by Western Albemarle Rescue Squad and changes in EMS service delivery that include daytime Monday – Friday ambulance service at the Ivy Fire Station and a full time ambulance in the Route 29 North area.

**Service and Sales** include revenues from the sale of publications, maps, and information reports generated by County personnel. Revenues are projected to total \$72,545, an 11.3% increase over the FY 12/13 budget.

The **Project Management Fee** is levied on capital projects and supports the management and implementation of the County’s Capital Improvement Program. This service is provided by the Office of Facilities Development. Beginning in FY 12/13, this Office was moved to an internal service fund, where this fee is now collected.

**Court Fees** are miscellaneous fees collected on court convictions including court security fees and fingerprinting. Revenues are projected to total \$173,000, a 0.1% increase over the FY 12/13 budget.

**Miscellaneous**

Miscellaneous revenue are funds collected by the County that are not classified in any other category. Miscellaneous revenues are expected to total \$31,500, a 123.4% increase over the FY 12/13 budget. This projected amount reflects estimated actual FY 12/13 revenues.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Miscellaneous	\$10,506	\$14,100	\$292,501	\$31,500	\$31,500	\$31,500	\$17,400	123.4%
<b>TOTAL</b>	<b>\$10,506</b>	<b>\$14,100</b>	<b>\$292,501</b>	<b>\$31,500</b>	<b>\$31,500</b>	<b>\$31,500</b>	<b>\$17,400</b>	<b>123.4%</b>

**Payments in Lieu of Taxes – Local**

The payments in lieu of taxes category represents funds received from tax exempt organizations not subject to property taxes. Revenues are estimated at \$116,978, or no change over the FY 12/13.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Payments in lieu of taxes	\$122,167	\$116,978	\$116,978	\$116,978	\$116,978	\$116,978	\$0	0.0%
<b>TOTAL</b>	<b>\$122,167</b>	<b>\$116,978</b>	<b>\$116,978</b>	<b>\$116,978</b>	<b>\$116,978</b>	<b>\$116,978</b>	<b>\$0</b>	<b>0.0%</b>

**Donations**

The County is projecting to receive \$3,800 in donations for FY 13/14.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Donations	\$6,889	\$4,800	\$3,800	\$3,800	\$3,800	\$3,800	(\$1,000)	-20.8%
<b>TOTAL</b>	<b>\$6,889</b>	<b>\$4,800</b>	<b>\$3,800</b>	<b>\$3,800</b>	<b>\$3,800</b>	<b>\$3,800</b>	<b>(\$1,000)</b>	<b>-20.8%</b>

**Recovered Costs**

Recovered costs are reimbursements from other governmental entities or insurance companies for costs incurred by the County on their behalf. Recovered costs are projected to total \$260,370 for FY 13/14, a 1.3% increase over the FY 12/13 budget.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Recovered costs	\$359,646	\$257,077	\$310,244	\$260,370	\$260,370	\$260,370	\$3,293	1.3%
<b>TOTAL</b>	<b>\$359,646</b>	<b>\$257,077</b>	<b>\$310,244</b>	<b>\$260,370</b>	<b>\$260,370</b>	<b>\$260,370</b>	<b>\$3,293</b>	<b>1.3%</b>

# STATE REVENUES

## Payments in Lieu of Taxes - State

Payments in lieu of taxes are payments received from the State for service charges incurred by the University of Virginia in lieu of property taxes. The contribution for FY 13/14 is estimated to be \$127,000, a 0.8% increase over the FY 12/13 budget.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Payments In Lieu Of Taxes-State	\$190,071	\$127,000	\$127,000	\$127,000	\$127,000	\$127,000	\$0	0.0%
<b>TOTAL</b>	<b>\$190,071</b>	<b>\$127,000</b>	<b>\$127,000</b>	<b>\$127,000</b>	<b>\$127,000</b>	<b>\$127,000</b>	<b>\$0</b>	<b>0.0%</b>

## Non-Categorical Aid - State

State non-categorical aid revenues are those revenues raised by the State and shared with the County. The use of such revenues is at the discretion of the County. Ratios, rate, and distribution formulas are subject to change each year by the General Assembly. Overall, non-categorical revenues are projected to total \$15.6 million, an \$18,753 increase over the FY 12/13 budget. Non-categorical State aid represent 6.9% of Total General Fund Revenues, transfers, and use of fund balance.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
In Lieu of Personal Property	\$599,568	\$595,600	\$501,842	\$613,253	\$613,253	\$613,253	\$17,653	3.0%
PPTR	14,960,670	14,960,670	14,960,670	14,960,670	14,960,670	14,960,670	0	0.0%
SPCA Sterilization Fund	2,788	2,400	2,750	2,500	2,500	2,500	100	4.2%
Alcohol Related	0	0	0	0	0	0	0	
Mobile Home titling	29,668	37,500	23,500	38,500	38,500	38,500	1,000	2.7%
<b>TOTAL</b>	<b>\$15,592,694</b>	<b>\$15,596,170</b>	<b>\$15,488,762</b>	<b>\$15,614,923</b>	<b>\$15,614,923</b>	<b>\$15,614,923</b>	<b>\$18,753</b>	<b>0.1%</b>

## Shared Expenses - State

State shared expenses represent the State's share of activities that are considered to be a shared state/local responsibility. This revenue funds Constitutional Officers and is determined by the Compensation Board on an annual basis. State funding for this category is projected to increase \$61,581, or 3.2%, over the FY 12/13 budget. State shared expenses represent 0.9% of Total General Fund Revenues, transfers, and use of fund balance.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Commonwealth Attorney	\$448,457	\$457,995	\$478,890	\$463,819	\$463,819	\$486,336	\$28,341	6.2%
Clerk of Circuit Court	433,117	381,018	393,883	393,883	393,883	401,761	20,743	5.4%
Sheriff	658,095	652,821	666,384	643,800	643,800	656,676	3,855	0.6%
Registrar	86,908	47,500	55,041	55,041	55,041	56,142	8,642	18.2%
Director of Finance	370,261	395,064	395,064	395,064	395,064	395,064	0	0.0%
<b>TOTAL</b>	<b>\$1,996,838</b>	<b>\$1,934,398</b>	<b>\$1,989,262</b>	<b>\$1,951,607</b>	<b>\$1,951,607</b>	<b>\$1,995,979</b>	<b>\$61,581</b>	<b>3.2%</b>

**Categorical Aid – State**

State categorical aid includes revenues received from and designated by the Commonwealth for a specific use by the County. Categorical aid revenues include: social services revenues, housing improvement funds, HB 599 police funds, Emergency Medical Service (EMS) funds, Fire Service Program (FSP) Funds, recordation fees (distributed for transportation and/or education purposes), and specific purpose grants. Some revenues are received on a reimbursable basis and are principally provided through the Department of Social Services. Overall, Categorical Aid revenues are projected to total \$5.4 million, a \$106,594 increase over the FY 12/13 budget. The Law Enforcement category is solely HB 599 funding which is anticipated to increase \$93,176 to \$2,008,606 due to an estimated elimination of the State Aid to Localities Reduction which should increase locality funding.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Social Services	\$2,238,690	\$2,327,858	\$2,311,473	\$2,265,308	\$2,265,308	\$2,296,808	(\$31,050)	-1.3%
Recordation Tax	528,088	413,355	405,425	413,355	413,355	413,355	0	0.0%
Law Enforcement	1,896,788	1,915,430	1,915,430	2,008,606	2,008,606	2,008,606	93,176	4.9%
EMS & Fire Service	387,292	340,000	236,750	387,242	387,242	387,242	47,242	13.9%
Misc. Grants	5,000	5,000	8,596	2,500	2,500	2,500	(2,500)	-50.0%
Misc. State Revenue	0	20,000	20,000	20,000	20,000	20,000	0	0.0%
Medicaid Reimbursement	255,301	297,656	268,951	297,382	297,382	297,382	(274)	-0.1%
<b>TOTAL</b>	<b>\$5,311,159</b>	<b>\$5,319,299</b>	<b>\$5,166,625</b>	<b>\$5,394,393</b>	<b>\$5,394,393</b>	<b>\$5,425,893</b>	<b>\$106,594</b>	<b>2.0%</b>

# FEDERAL REVENUES

## Payments in Lieu of Taxes – Federal

The Federal Government makes payments in lieu of taxes to the County for tax-exempt park lands located within the County. The total payment is expected to be \$34,200 for FY 13/14.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Payments In Lieu Of Taxes-Fede	\$35,627	\$34,200	\$0	\$34,200	\$34,200	\$34,200	\$0	0.0%
<b>TOTAL</b>	<b>\$35,627</b>	<b>\$34,200</b>	<b>\$0</b>	<b>\$34,200</b>	<b>\$34,200</b>	<b>\$34,200</b>	<b>\$0</b>	<b>0.0%</b>

## Categorical Aid - Federal

Federal categorical aid includes revenues received from and designated by the Federal Government for a specific use by the County. Such revenues usually are received on a reimbursable basis. Major categories reflect federal reimbursements for social services programs, and grants for law enforcement programs. Overall, federal categorical aid is projected to total \$4.2 million, a 9.9% increase of \$378,231.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Social Services	\$4,006,278	\$3,550,394	\$3,778,150	\$3,899,420	\$3,899,420	\$3,899,420	\$349,026	9.8%
Grants	109,756	0	40,407	0	0	0	0	
Medicaid Reimbursement	238,423	280,316	253,284	309,521	309,521	309,521	29,205	10.4%
<b>TOTAL</b>	<b>\$4,354,457</b>	<b>\$3,830,710</b>	<b>\$4,071,841</b>	<b>\$4,208,941</b>	<b>\$4,208,941</b>	<b>\$4,208,941</b>	<b>\$378,231</b>	<b>9.9%</b>

# TRANSFERS

Transfers are made to offset General Fund eligible expenses to administer or conduct programs, which are funded by dedicated special revenues or grant funds. The School Resource Officer and HUD family service coordinator programs are funded by grant monies transferred to the General Fund. Expenditures in the General Fund for the benefit of Tourism operations and the Housing Office's administrative costs for managing HUD Section 8 Housing Rental assistance funds are also offset by transfers. This category is projected to total \$2.5 million, a 24.4% increase over the FY 12/13 budget.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
SEC 8 Reimb	\$278,869	\$282,800	\$278,224	\$260,000	\$260,000	\$225,000	(\$57,800)	-20.4%
CIP - Storage Facility Lease	254,000	62,000	62,000	63,000	63,000	63,000	1,000	1.6%
CIP - Stormwater	0	0	0	266,445	266,445	266,445	266,445	
School Resource Officer	137,473	140,000	150,560	180,000	180,000	180,000	40,000	28.6%
Family Support	188,338	188,338	188,338	188,338	188,338	188,338	0	0.0%
Tourism	1,312,500	1,320,000	1,320,000	1,578,180	1,578,180	1,578,180	258,180	19.6%
Energy Grant	0	15,519	0	0	0	0	(15,519)	-100.0%
Other Transfers	163,195	1,600	16,100	0	0	0	(1,600)	-100.0%
<b>TOTAL</b>	<b>\$2,334,375</b>	<b>\$2,010,257</b>	<b>\$2,015,222</b>	<b>\$2,535,963</b>	<b>\$2,535,963</b>	<b>\$2,500,963</b>	<b>\$490,706</b>	<b>24.4%</b>

# USE OF FUND BALANCE

Fund balance reflects the use of County savings in prior years for one-time expenditures or emergency needs. The use of \$1.4 million in fund balance revenues in FY 13/14 reflects the projected use of reserve funds.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 ESTIMATE	FY 13/14 PROJECTED	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Fund Balance	\$0	\$542,000	\$9,653,327	\$1,376,352	\$1,376,352	\$1,387,352	\$845,352	156.0%
<b>TOTAL</b>	<b>\$0</b>	<b>\$542,000</b>	<b>\$9,653,327</b>	<b>\$1,376,352</b>	<b>\$1,376,352</b>	<b>\$1,387,352</b>	<b>\$845,352</b>	<b>156.0%</b>

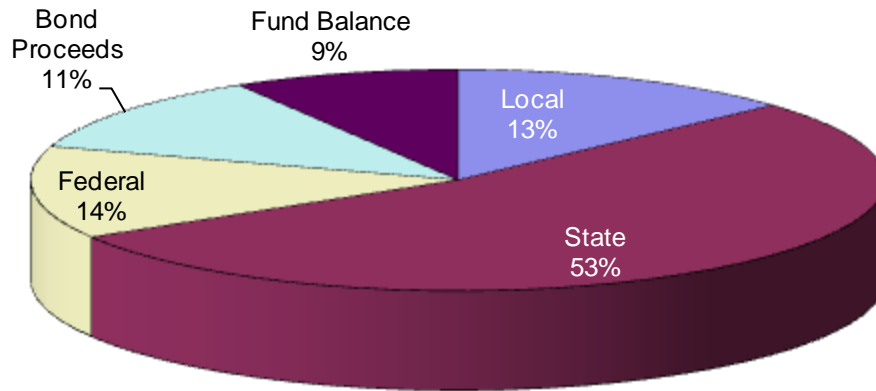
The following list details the items being funded with fund balance in FY 13/14:

Intern Fund and Innovation Fund	\$333,000
Position Start Up Costs	273,504
Economic Development Fund	250,000
Vehicle Replacement	214,348
Department Equipment Purchases	105,500
Fuel Contingency	100,000
Replenish Grants Matching Fund	100,000
Earlsville EMT Training	11,000
<b>TOTAL</b>	<b>\$1,387,352</b>

# OTHER FUND REVENUES

General Fund revenues make up 70% of total County revenues. The remaining 30% is generated in the School Fund, School Self-Sustaining Fund, Capital Fund, Debt Service Fund, and Special Revenue Fund. The two largest sources from these funds are the Commonwealth of Virginia and the Federal government.

## FY 13/14 Adopted Revenue Other Funds \$96,552,714



**Local Revenues** total \$12.7 million. The largest revenue source within this category is charges for services, which generates \$6.8 million. The other large revenue sources are transient occupancy tax (\$1.6 million), use of money and property (\$1.2 million), and recovered costs (\$1.0 million).

**State Revenues** total \$51.4 million. Of this amount, \$43.4 million, or 84.5%, supports the School Fund. The other large revenue sources are funding for the Comprehensive Services Act (\$4.7 million), education technology grant (\$0.8 million), and public safety grants (\$0.7 million).

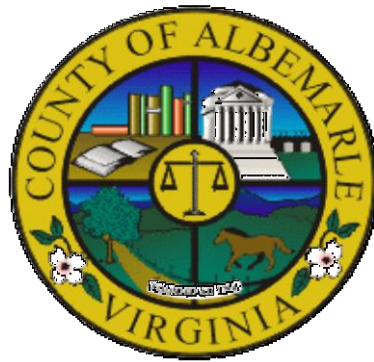
**Federal Revenues** total \$13.0 million. The single largest revenue source within this category is Section 8 housing funding (\$3.1 million). The other large revenue sources include funding for special education (\$2.8 million), the Federal Lunch Program (\$2.2 million), and Title I (\$1.6 million).

**Bond Proceeds** total \$11.1 million and provide funding for those projects in the capital budget not funded with pay-as-you-go dollars. The projects funded through bond proceeds in FY 13/14 are detailed in the Capital Improvement Program chapter of this document.

**Use of Fund Balance** totals \$8.3 million. Of this amount, \$4.8 million is in capital funds and \$2.8 million is in the School Operating Fund.

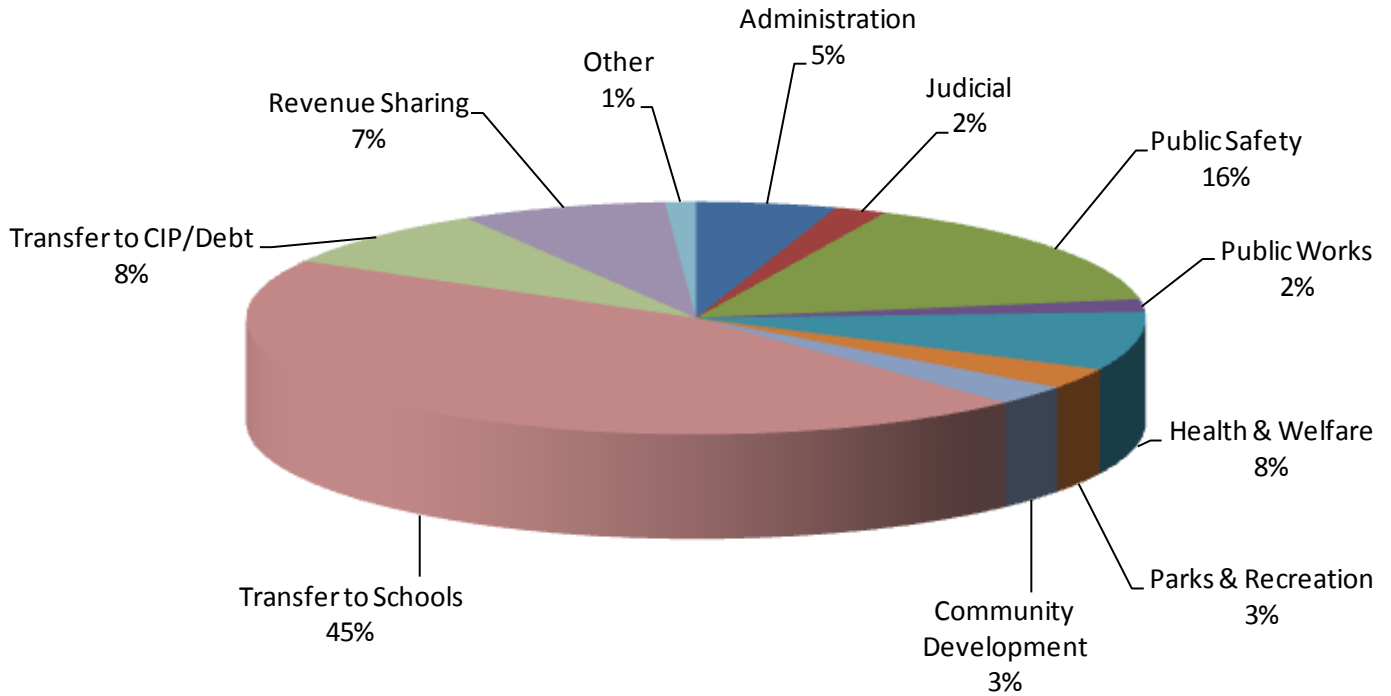
Details of the School Fund and School Self-Sustaining Fund revenues can be found in the school system’s budget document. Details of the Capital Fund, Debt Service Fund, and Special Revenue Fund revenues can be found in the Capital Improvement Program Budget Manual.





# GENERAL FUND EXPENDITURES

FY 13/14 ADOPTED  
**GENERAL FUND EXPENDITURES**  
**\$228,495,767**



	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ PRO-ADP	% PRO/ADP
<b>EXPENDITURES</b>								
Administration	\$10,228,575	\$11,238,637	\$11,075,916	\$11,592,643	\$11,546,643	\$11,546,643	\$308,006	2.7%
Judicial	3,859,998	4,041,921	4,180,763	4,434,974	4,273,405	4,273,405	231,484	5.7%
Public Safety	30,235,249	33,568,298	34,145,583	36,238,793	35,361,438	35,372,438	1,804,140	5.4%
Public Works	3,977,180	4,472,871	3,756,206	4,031,049	4,031,049	4,031,049	(441,822)	-9.9%
Health & Welfare	17,469,501	18,022,929	17,845,090	19,008,118	18,500,858	18,533,679	510,750	2.8%
Parks, Recreation & Culture	6,242,770	6,298,483	6,333,811	6,819,221	6,595,653	6,616,653	318,170	5.1%
Community Development	5,808,823	6,117,155	6,202,012	6,606,212	6,262,447	6,309,741	192,586	3.1%
SUBTOTAL	\$77,822,095	\$83,760,294	\$83,539,381	\$88,731,010	\$86,571,493	\$86,683,608	\$2,923,314	3.5%
Revenue Sharing	\$18,089,812	\$17,520,948	\$17,520,948	\$16,931,333	\$16,931,333	\$16,931,333	(\$589,615)	-3.4%
Transfer to Schools	97,245,582	100,106,298	100,106,298	102,724,503	102,724,503	103,332,028	3,225,730	3.2%
Transfer to Capital/Debt Service	18,855,358	18,508,684	27,010,955	19,002,060	19,002,060	19,002,060	493,376	2.7%
Other Uses of Funds	1,422,559	1,915,642	1,327,194	2,606,981	2,606,981	2,546,738	631,096	32.9%
SUBTOTAL	\$135,613,311	\$138,051,572	\$145,965,396	\$141,264,877	\$141,264,877	\$141,812,159	\$3,760,587	2.7%
<b>TOTAL GENERAL FUND</b>	<b>\$213,435,406</b>	<b>\$221,811,866</b>	<b>\$229,504,777</b>	<b>\$229,995,887</b>	<b>\$227,836,370</b>	<b>\$228,495,767</b>	<b>\$6,683,901</b>	<b>3.0%</b>

Chart Updated May 2014

# GENERAL FUND EXPENDITURES

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	FY14 Adp - FY13 Adp \$ CHANGE	% CHANGE
<b>ADMINISTRATION</b>								
Board of Supervisors	\$528,765	\$577,136	\$546,268	\$599,994	\$599,994	\$599,994	\$22,858	4.0%
County Executive	651,311	680,827	772,612	802,939	802,939	802,939	122,112	17.9%
Community and Business Partnerships	300,816	320,087	325,528	386,862	386,862	386,862	66,775	20.9%
Human Resources	658,137	685,514	577,496	655,864	655,864	655,864	(29,650)	-4.3%
County Attorney	892,795	954,313	965,901	1,016,955	1,016,955	1,016,955	62,642	6.6%
Finance Department	4,137,216	4,570,221	4,499,763	4,704,755	4,658,755	4,658,755	88,534	1.9%
Management & Budget	278,855	296,594	295,364	342,516	342,516	342,516	45,922	15.5%
Information Technology	2,200,265	2,575,111	2,504,294	2,516,804	2,516,804	2,516,804	(58,307)	-2.3%
Voter Registration & Elections	580,416	578,834	588,690	565,954	565,954	565,954	(12,880)	-2.2%
<b>Total</b>	<b>\$10,228,575</b>	<b>\$11,238,637</b>	<b>\$11,075,916</b>	<b>\$11,592,643</b>	<b>\$11,546,643</b>	<b>\$11,546,643</b>	<b>\$308,006</b>	<b>2.7%</b>
<b>JUDICIAL</b>								
Clerk of the Circuit Court	\$644,332	\$675,474	\$714,931	\$940,733	\$780,096	\$780,096	\$104,622	15.5%
Commonwealth Attorney	902,614	1,005,857	1,013,182	1,043,045	1,042,113	1,042,113	36,256	3.6%
Sheriff	1,999,413	2,099,390	2,188,013	2,196,868	2,196,868	2,196,868	97,478	4.6%
Circuit Court	130,376	121,348	110,000	99,312	99,312	99,312	(22,036)	-18.2%
General District Court	59,392	23,955	38,664	37,285	37,285	37,285	13,330	55.6%
Magistrate	4,642	4,375	4,375	4,350	4,350	4,350	(25)	-0.6%
Juvenile Court	119,229	111,522	111,598	113,381	113,381	113,381	1,859	1.7%
<b>Total</b>	<b>\$3,859,998</b>	<b>\$4,041,921</b>	<b>\$4,180,763</b>	<b>\$4,434,974</b>	<b>\$4,273,405</b>	<b>\$4,273,405</b>	<b>\$231,484</b>	<b>5.7%</b>
<b>PUBLIC SAFETY</b>								
Police Department	\$12,806,196	\$14,073,637	\$14,277,845	\$15,403,514	\$15,151,349	\$15,151,349	\$1,077,712	7.7%
Fire/Rescue Department	6,914,385	8,160,828	8,448,244	9,551,146	9,543,146	9,554,146	1,393,318	17.1%
Volunteer Fire/Rescue	1,804,731	1,839,092	1,971,140	2,629,914	2,020,342	2,020,342	181,250	9.9%
TJEMS	19,257	19,257	19,257	19,257	19,257	19,257	0	0.0%
Forest Fire Extinction	23,786	23,786	23,786	23,929	23,929	23,929	143	0.6%
City Fire Contract	789,191	887,920	826,856	101,000	101,000	101,000	(786,920)	-88.6%
City Fire Contract Contingency	0	0	0	49,000	49,000	49,000	49,000	
Inspections	1,035,530	1,094,667	1,081,963	1,108,821	1,108,821	1,108,821	14,154	1.3%
Emergency Communications Center	2,066,831	2,197,797	2,197,797	2,191,183	2,191,183	2,191,183	(6,614)	-0.3%
Regional Jail	3,306,119	3,617,064	3,644,252	3,415,945	3,415,945	3,415,945	(201,119)	-5.6%
Community Attention Home	60,149	60,149	60,149	60,149	60,149	60,149	0	0.0%
Fire/Rescue Tax Credit	57,921	65,000	65,000	62,000	62,000	62,000	(3,000)	-4.6%
Juvenile Detention Home	667,447	777,349	777,349	841,223	841,223	841,223	63,874	8.2%
Foothills Child Advocacy Center	0	29,500	29,500	32,450	30,385	30,385	885	3.0%
Offender Aid Restoration	156,936	156,936	156,936	164,782	159,229	159,229	2,293	1.5%
SPCA Shelter Contribution	474,540	513,085	513,278	532,249	532,249	532,249	19,164	3.7%
VJCCCA	52,231	52,231	52,231	52,231	52,231	52,231	0	0.0%
<b>Total</b>	<b>\$30,235,249</b>	<b>\$33,568,298</b>	<b>\$34,145,583</b>	<b>\$36,238,793</b>	<b>\$35,361,438</b>	<b>\$35,372,438</b>	<b>\$1,804,140</b>	<b>5.4%</b>
<b>PUBLIC WORKS</b>								
General Services	\$2,662,048	\$2,996,783	\$2,963,270	\$3,271,179	\$3,271,179	\$3,271,179	\$274,396	9.2%
Stormwater	214,248	243,193	258,926	266,445	266,445	266,445	23,252	9.6%
RSWA Contribution	350,000	350,000	350,000	300,000	300,000	300,000	(50,000)	-14.3%
Facilities Development	750,883	882,895	184,009	193,425	193,425	193,425	(689,470)	-78.1%
<b>Total</b>	<b>\$3,977,180</b>	<b>\$4,472,871</b>	<b>\$3,756,206</b>	<b>\$4,031,049</b>	<b>\$4,031,049</b>	<b>\$4,031,049</b>	<b>(\$441,822)</b>	<b>-9.9%</b>
<b>HEALTH AND WELFARE</b>								
Social Services	\$10,405,495	\$10,444,419	\$10,447,596	\$10,995,870	\$10,987,870	\$10,987,870	\$543,451	5.2%
Health Department*	551,444	561,771	565,671	565,671	564,471	564,471	2,700	0.5%
Region Ten	575,226	644,648	644,648	658,856	658,856	658,856	14,208	2.2%
Payment to City for ABRT	0	0	0	15,356	15,356	15,356	15,356	
AIDS/HIV Services Group	4,762	3,600	3,600	10,000	3,600	3,600	0	0.0%
African American Teaching Fellows	0	0	0	6,000	0	0	0	
ARC Infant Development Program	8,969	8,500	8,500	0	0	0	(8,500)	-100.0%
Big Brothers/Big Sisters	0	0	0	21,725	0	0	0	
Boys & Girls Club	13,044	12,400	12,400	45,000	20,000	20,000	7,600	61.3%
BRMC - Latino Lay Health Promoter	5,225	3,900	0	0	0	0	(3,900)	-100.0%
Charlottesville Free Clinic	112,310	113,000	113,000	135,500	116,390	116,390	3,390	3.0%
Children, Youth & Family Services	86,660	73,500	73,500	100,375	74,490	74,490	990	1.3%
Commission on Children & Families	96,591	62,032	31,016	0	0	0	(62,032)	-100.0%
Comm Inv Collab	0	0	0	10,000	0	0	0	
Computers 4 Kids	14,876	13,100	13,100	16,375	13,379	13,379	279	2.1%
First Tee	0	0	0	34,452	0	0	0	
The Haven	0	0	0	2,500	0	0	0	
Housing Collaborative Contingency	0	0	0	0	15,000	15,000	15,000	
JABA	283,283	302,796	302,796	402,945	247,959	301,780	(1,016)	-0.3%
Jefferson Area CHIP	316,539	301,500	301,500	368,300	301,500	301,500	0	0.0%
Jeff. Area United Transit Network	980,025	1,014,976	1,014,976	1,151,711	1,151,711	1,151,711	136,735	13.5%
Legal Aid Justice Center	36,935	36,200	36,200	57,229	38,700	38,700	2,500	6.9%
Madison House	10,369	9,900	9,900	10,395	9,900	9,900	0	0.0%
Music Resource Center	5,759	4,300	4,300	0	0	0	(4,300)	-100.0%
PACEM	0	0	0	5,000	0	0	0	
Piedmont CASA	8,924	9,000	9,000	14,250	9,270	9,270	270	3.0%
Piedmont Va. Community College	22,524	22,750	22,750	24,962	24,962	24,962	2,212	9.7%
Piedmont Workforce Network	13,943	13,800	13,800	13,805	13,805	13,805	5	0.0%
Public Defender Office	0	0	0	76,716	0	0	0	
SARA	22,220	20,000	20,000	22,000	20,000	20,000	0	0.0%
SHE	88,875	84,500	84,500	88,875	85,514	85,514	1,014	1.2%

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	FY14 Adp - FY13 Adp \$ CHANGE	% CHANGE
<b>HEALTH AND WELFARE (CONT.)</b>								
Tax Relief for the Elderly/Disabled	945,970	1,000,000	1,000,000	975,000	975,000	975,000	(25,000)	-2.5%
United Way	117,081	117,100	117,100	123,725	117,100	117,100	0	0.0%
Virginia Organizing*	0	0	0	13,500	4,000	4,000	4,000	
Virginia Supportive Housing	0	0	0	10,000	0	0	0	
Transfer to Bright Stars	542,452	770,237	620,237	682,025	682,025	661,025	(109,212)	-14.2%
Transfer to CSA	2,200,000	2,375,000	2,375,000	2,350,000	2,350,000	2,350,000	(25,000)	-1.1%
<b>Total</b>	<b>\$17,469,501</b>	<b>\$18,022,929</b>	<b>\$17,845,090</b>	<b>\$19,008,118</b>	<b>\$18,500,858</b>	<b>\$18,533,679</b>	<b>\$510,750</b>	<b>2.8%</b>
<b>PARKS &amp; RECREATION/CULTURE</b>								
Parks & Recreation Department	\$2,014,562	\$2,172,473	\$2,206,837	\$2,265,890	\$2,262,540	\$2,262,540	\$90,067	4.1%
Darden Towle Memorial Park	138,013	193,698	194,662	181,200	181,200	181,200	(12,498)	-6.5%
J-M Regional Library	3,220,283	3,258,054	3,258,054	3,579,531	3,448,931	3,448,931	190,877	5.9%
African American Festival	2,727	0	0	2,700	2,700	2,700	2,700	
Ashlawn Opera	9,239	3,800	3,800	7,800	3,800	3,800	0	0.0%
Claudius Crozet Park	200,000	0	0	0	0	0	0	
Discovery Museum	11,115	5,000	5,000	9,400	0	0	(5,000)	-100.0%
Hatton Ferry	5,000	0	0	0	0	0	0	
Heritage Repertory Theatre	0	0	0	3,500	0	0	0	
Historical Society	0	0	0	29,000	0	0	0	
Historic Preservation Contingency	0	0	0	0	0	13,000	13,000	
Literacy Volunteers	25,287	25,287	25,287	31,296	25,287	25,287	0	0.0%
Municipal Band	16,535	8,300	8,300	8,000	0	8,000	(300)	-3.6%
Piedmont Council of the Arts	11,676	5,000	5,000	6,250	5,000	5,000	0	0.0%
Virginia Festival of the Book	10,872	0	0	11,000	0	0	0	
Virginia Film Festival	14,889	0	0	15,000	0	0	0	
Visitor's Bureau	557,604	626,871	626,871	666,195	666,195	666,195	39,324	6.3%
WHTJ Public TV	2,484	0	0	0	0	0	0	
WVPT Public TV	2,484	0	0	2,459	0	0	0	
<b>Total</b>	<b>\$6,242,770</b>	<b>\$6,298,483</b>	<b>\$6,333,811</b>	<b>\$6,819,221</b>	<b>\$6,595,653</b>	<b>\$6,616,653</b>	<b>\$318,170</b>	<b>5.1%</b>
<b>COMMUNITY DEVELOPMENT</b>								
Community Development	\$3,686,090	\$3,958,407	\$3,970,809	\$4,027,609	\$4,027,609	\$4,027,609	\$69,202	1.7%
Office of Housing	599,256	462,774	527,619	483,374	482,674	482,674	19,900	4.3%
VPI Extension Service	85,425	196,311	203,666	181,901	181,901	181,901	(14,410)	-7.3%
Soil & Water Conservation	95,800	99,376	99,631	115,646	115,646	115,646	16,270	16.4%
AHIP	399,467	400,000	400,000	420,000	400,000	400,000	0	0.0%
ACCT	6,237	0	0	0	0	0	0	
Charlottesville Albemarle Airport	7,000	0	0	0	0	0	0	
Charlottesville Area Transit	648,004	722,555	722,555	978,453	768,273	815,567	93,012	12.9%
CVSBDC	7,878	7,880	7,880	10,000	10,000	10,000	2,120	26.9%
MACAA	115,645	106,000	106,000	164,399	107,440	107,440	1,440	1.4%
Piedmont Housing Alliance	38,268	34,500	34,500	90,426	34,500	34,500	0	0.0%
Planning District Commission	109,375	118,972	118,972	124,024	124,024	124,024	5,052	4.2%
Streamwatch	10,378	10,380	10,380	10,380	10,380	10,380	0	0.0%
<b>Total</b>	<b>\$5,808,823</b>	<b>\$6,117,155</b>	<b>\$6,202,012</b>	<b>\$6,606,212</b>	<b>\$6,262,447</b>	<b>\$6,309,741</b>	<b>\$192,586</b>	<b>3.1%</b>
<b>SUBTOTAL, DEPARTMENTAL</b>	<b>77,822,095</b>	<b>83,760,294</b>	<b>83,539,381</b>	<b>88,731,010</b>	<b>86,571,493</b>	<b>86,683,608</b>	<b>2,923,314</b>	<b>3.5%</b>
<b>NON-DEPARTMENTAL</b>								
City/County Revenue Sharing	\$18,089,812	\$17,520,948	\$17,520,948	\$16,931,333	\$16,931,333	\$16,931,333	(\$589,615)	-3.4%
Transfer to School Operations	\$97,245,582	\$100,106,298	\$100,106,298	\$102,724,503	\$102,724,503	\$103,332,028	\$3,225,730	3.2%
<b>Transfers to Capital and Debt</b>								
Transfer to School Debt Service	\$13,601,102	\$12,685,589	\$12,668,181	\$12,428,551	\$12,428,551	\$12,428,551	(\$257,038)	-2.0%
Transfer to Gen Govt Debt Service	2,869,808	2,744,578	2,793,120	3,953,334	3,953,334	3,953,334	1,208,756	44.0%
Transfer to Stormwater Debt Service	0	31,134	0	0	0	0	(31,134)	-100.0%
Transfer to School CIP	875,250	1,245,068	2,946,868	1,152,877	1,152,877	1,152,877	(92,191)	-7.4%
Transfer to General Govt. CIP	920,477	1,748,760	7,904,525	1,467,298	1,467,298	1,467,298	(281,462)	-16.1%
Transfer to Stormwater CIP	104,500	53,555	262,753	0	0	0	(53,555)	-100.0%
Transfer to CIP - one-time	484,222	0	435,509	0	0	0	0	
<b>Total</b>	<b>\$18,855,358</b>	<b>\$18,508,684</b>	<b>\$27,010,955</b>	<b>\$19,002,060</b>	<b>\$19,002,060</b>	<b>\$19,002,060</b>	<b>\$493,376</b>	<b>2.7%</b>
<b>Other Non-Departmental</b>								
Refunds	\$229,776	\$163,500	\$116,962	\$163,500	\$163,500	\$163,500	\$0	0.0%
Economic Development Fund	175,000	250,000	250,000	250,000	250,000	250,000	0	0.0%
Grants Leveraging Fund	0	0	13,484	100,000	100,000	100,000	100,000	
Innovation Fund	0	0	0	166,500	166,500	166,500	166,500	
Intern Fund	0	0	0	166,500	166,500	166,500	166,500	
Reclassifications	0	74,250	0	80,000	80,000	80,000	5,750	7.7%
Merit Funding	0	0	0	290,000	290,000	290,000	290,000	
Performance-Based Recognition Pool	0	150,000	150,000	0	0	0	(150,000)	-100.0%
Early Retirement	595,611	691,385	671,899	722,312	722,312	722,312	30,927	4.5%
Line of Duty Administration	0	78,460	0	0	0	0	(78,460)	-100.0%
Police and Fire Recruitment Initiatives	0	125,000	0	0	0	0	(125,000)	-100.0%
Add'l Transfer to Vehicle Repl. Fund	141,500	27,844	27,844	214,348	214,348	214,348	186,504	669.8%
Transfer to Other Funds	8,672	0	39,117	0	0	0	0	
Training Pool	0	83,807	31,550	50,000	50,000	50,000	(33,807)	-40.3%
Fuel Contingency	0	0	0	100,000	100,000	100,000	100,000	
Reserve for Board Consideration - Adult Care Facility	0	0	0	53,821	53,821	0	0	
Reserve for Contingencies	272,000	271,396	26,338	250,000	250,000	243,578	(27,818)	-10.2%
<b>Total</b>	<b>\$1,422,559</b>	<b>\$1,915,642</b>	<b>\$1,327,194</b>	<b>\$2,606,981</b>	<b>\$2,606,981</b>	<b>\$2,546,738</b>	<b>\$631,096</b>	<b>32.9%</b>
<b>SUBTOTAL, NON-DEPARTMENTAL</b>	<b>\$135,613,311</b>	<b>\$138,051,572</b>	<b>\$145,965,396</b>	<b>\$141,264,877</b>	<b>\$141,264,877</b>	<b>\$141,812,159</b>	<b>\$3,760,587</b>	<b>2.7%</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$213,435,406</b>	<b>\$221,811,866</b>	<b>\$229,504,777</b>	<b>\$229,995,887</b>	<b>\$227,836,370</b>	<b>\$228,495,767</b>	<b>\$6,683,901</b>	<b>3.0%</b>

\*After the adoption of the FY 13/14 budget, at the June 5, 2013 Board of Supervisors meeting, the Board reallocated \$4,000 from Virginia Organizing for the Community Action on Obesity program to the TJ Health Department. This change will be reflected in the FY 13/14 Appropriated Budget.

# EXPENDITURES BY TYPE

FY 13/14 OPERATING BUDGET SUMMARY BY CATEGORY								
	FY 11/12 Actual	FY 12/13 Adopted	FY 12/13 Projected	FY 13/14 Request	FY 13/14 Recomm	FY 13/14 Adopted	FY14 Adp - FY13 Adp \$ Change	FY14 Adp - FY13 Adp % Change
<b>County Departments</b>								
Salaries	\$32,013,649	\$33,405,141	\$35,031,563	\$35,724,482	\$35,612,782	\$36,314,413	\$2,909,272	8.7%
Benefits	11,767,255	14,030,460	12,338,941	13,268,999	13,265,862	13,531,108	(499,352)	-3.6%
Operations	10,632,049	11,220,633	11,578,594	12,267,559	11,995,112	12,256,610	1,035,977	9.2%
Capital Outlay	1,157,682	922,931	1,015,636	1,452,713	1,360,213	1,616,892	693,961	75.2%
Department - Other	2,772,556	4,306,252	3,270,957	5,015,494	5,015,494	3,520,440	(785,812)	-18.2%
<b>Subtotal, County Departments</b>	<b>58,343,191</b>	<b>63,885,417</b>	<b>63,235,691</b>	<b>67,729,247</b>	<b>67,249,463</b>	<b>67,239,463</b>	<b>3,354,046</b>	<b>5.3%</b>
<b>Agencies &amp; Joint Operations</b>								
Agencies & Joint Operations	19,188,339	20,016,837	20,096,197	21,297,494	19,617,761	19,739,876	(276,961)	-1.4%
Revenue Sharing	18,089,812	17,520,948	17,520,948	16,931,333	16,931,333	16,931,333	(589,615)	-3.4%
School Transfer	97,245,582	100,106,298	100,106,298	102,724,503	102,724,503	103,332,028	3,225,730	3.2%
Capital & Debt Transfer	18,855,358	18,508,684	27,010,955	19,002,060	19,002,060	19,002,060	493,376	2.7%
Other	1,713,124	1,773,682	1,534,687	2,311,250	2,311,250	2,251,007	477,325	26.9%
<b>Subtotal, Other</b>	<b>155,092,215</b>	<b>157,926,449</b>	<b>166,269,086</b>	<b>162,266,640</b>	<b>160,586,907</b>	<b>161,256,304</b>	<b>3,329,855</b>	<b>2.1%</b>
<b>Total General Fund Disbursements</b>	<b>\$213,435,406</b>	<b>\$221,811,866</b>	<b>\$229,504,777</b>	<b>\$229,995,887</b>	<b>\$227,836,370</b>	<b>\$228,495,767</b>	<b>\$6,683,901</b>	<b>3.0%</b>

Overall, recommended expenditures are increasing \$6.7 million, or 3.0%, over the FY 12/13 budget. County general government departments, defined as those departments and offices under the direct authority of the Board of Supervisors, increase \$3.4 million or 5.3%, over FY 12/13.

The **Salaries** category includes all regular salaries, overtime, and part-time costs of Albemarle County general government personnel. In FY 13/14, salaries make up 15.9% of all General Fund disbursements and 54.0% of County general government department expenditures. The 8.7% increase in salaries is due to a 2% market increase and the impact of VRS changes made by the State in 2012. \*See note below. In addition, this includes the salary impact of new positions approved by the Board of Supervisors during the budget process.

The **Benefits** category includes benefits for all full- and part-time employees, including social security, retirement, health and dental insurance, life insurance, and worker’s compensation. In FY 13/14, benefits make up 5.9% of all General Fund disbursements and 20.1% of all department expenditures. The 3.6% decrease in benefits is due primarily to changes in the Virginia Retirement System (VRS) rate. \*See note below.

The **Department Operations and Capital Outlay** categories includes a wide range of operating costs in support of General Government programs and services. Examples of expenditures in this category include maintenance contracts, printing and binding, utilities, leases and rent, office supplies, and vehicle operation and maintenance. Capital outlay includes expenditures for tangible items of a substantial value (more than \$100), such as computers and furniture and are a part of departments’ operating expenses. Combined, department operations and capital outlay make up 6.1% of total expenditures and 20.6% of County general government department expenditures.

General government department operations increase 9.2% over FY 12/13. Specific increases are discussed in individual department sections. Capital outlay increases 75.2% over FY 12/13 and is attributable mainly to a \$300,234 increase in funding for replacement vehicles. More information on replacement vehicles is provided in the “Other Funds” chapter.

The **Department - Other** category consists of salary reserves, a reserve for primary elections, and transfers from department budgets to Special Revenue Funds. This category is decreasing 18.2% from FY 12/13.

*\*Note: On April 18, 2012, the General Assembly approved a variety of changes to reform the retirement plan administered by the Virginia Retirement System (VRS). The General Assembly adopted a bill which requires current employees of local governments and school divisions to pay a 5% employee contribution to VRS by no later than July 1, 2016 and for local governments and school divisions to provide employees with a salary increase to offset the cost of the employees’ VRS contribution.*

*On May 9, 2012, the Board of Supervisors approved fully implementing this change in FY 12/13. This appropriation increases the salaries of local government employees by 5% and reduces the employer share of the VRS rate by 5 percentage points from 18.99% of employees’ salaries to 13.99%. Because this change occurred after the formal adoption of the FY 12/13 budget, it is not incorporated in the FY 12/13 Adopted column in charts throughout the document.*

The **Agencies and Joint Operations** category consists of payments to outside agencies that are not under the direct supervision of the Board of Supervisors. In FY 13/14, these contributions make up 8.6% of all General Fund disbursements. Overall, agency and joint operation contributions decrease by 1.4%. This decrease is driven primarily by an anticipated new City Fire Contract, which is expected to decrease \$737,920.

The **Revenue Sharing** payment to the City of Charlottesville makes up 7.4% of all General Fund disbursements and is decreasing 3.4% from the FY 12/13 adopted budget.

The **School Transfer** makes up 45.2% of all General Fund disbursements and is increasing 3.2% over the FY 12/13 adopted budget.

The **Capital & Debt Transfer** makes up 8.3% of all General Fund disbursements and is increasing 2.7% over the FY 12/13 adopted budget.

The **Other** group includes the County's contract with the State for Forest Fire Extinguishment, the Fire/Rescue Tax Credit, Tax Relief for the Elderly & Disabled, reserves, and refunds.

Please see narratives throughout the budget document for greater detail on changes in each of these categories.

# GENERAL GOVERNMENT POSITION SUMMARY

	FY 97/98	FY 98/99	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09*	FY 09/10*	FY 10/11	FY 11/12	Adopted FY 12/13	Revised FY 12/13	Request FY 13/14	Recomm FY 13/14	Adopted FY 13/14	Chg from Adopted
Board of Supervisors	3.00	3.00	2.50	2.50	2.50	2.50	2.50	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00
County Executive	8.50	8.50	9.50	9.50	10.50	10.00	11.50	11.50	7.00	7.00	7.00	8.00	8.50	8.50	8.50	1.50
Human Resources**	0.00	0.00	1.00	1.00	3.00	3.00	3.00	3.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	(1.00)
County Attorney	6.00	6.00	6.00	6.00	7.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00
Finance	51.00	51.00	51.00	51.00	51.00	51.00	50.00	50.80	49.80	49.80	52.80	52.80	53.30	53.30	53.30	0.50
Management & Budget			4.00	4.00	4.00	4.00	3.50	2.50	3.50	3.50	3.50	3.50	4.00	4.00	4.00	0.50
Information Technology	20.00	20.00	21.00	21.00	23.00	23.00	23.00	23.00	21.00	20.00	20.00	20.00	21.00	21.00	21.00	1.00
Board of Elections/Registrar	3.60	3.60	5.60	5.60	5.60	5.60	5.60	5.60	5.60	4.50	4.50	4.50	4.50	4.50	4.50	0.00
Circuit Court	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Clerk of Circuit Court	9.00	10.00	10.00	10.00	11.00	11.00	11.00	10.00	10.00	10.00	10.00	10.50	10.50	10.50	10.50	0.50
Sheriff	18.00	19.00	21.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	0.00
Commonwealth Attorney	8.00	8.00	8.00	8.00	9.00	9.00	9.00	9.00	9.00	9.00	9.50	9.50	9.50	9.50	9.50	0.00
Police	116.50	119.50	136.00	140.00	147.50	149.50	151.50	151.50	147.50	147.50	147.50	147.50	151.50	151.50	151.50	4.00
Fire/Rescue	16.00	17.00	49.00	53.00	75.00	80.00	80.00	80.00	80.00	80.00	88.00	89.00	96.00	96.00	96.00	8.00
General Services	15.25	15.25	27.75	34.75	30.50	30.50	30.50	30.70	21.60	22.35	22.06	22.06	21.85	21.85	21.85	(0.21)
Social Services	58.00	62.00	90.60	91.60	97.20	97.20	98.20	104.20	103.20	103.20	103.95	103.70	107.30	107.30	107.30	3.35
Parks & Recreation	14.00	14.00	18.00	18.00	19.00	19.00	19.00	19.00	17.00	17.00	17.00	17.00	17.00	17.00	17.00	0.00
Community Development	63.90	66.40	81.00	81.00	83.00	84.00	84.00	83.00	59.00	58.00	58.00	58.00	58.00	58.00	58.00	0.00
Housing	9.00	9.00	9.00	8.00	8.00	7.00	7.00	7.00	7.00	7.00	6.00	6.00	6.00	6.00	6.00	0.00
Soil/Water Conservation	0.60	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
<b>TOTAL</b>	<b>422.35</b>	<b>436.25</b>	<b>552.95</b>	<b>569.95</b>	<b>611.80</b>	<b>619.30</b>	<b>622.30</b>	<b>625.80</b>	<b>578.20</b>	<b>575.85</b>	<b>586.81</b>	<b>588.06</b>	<b>604.95</b>	<b>604.95</b>	<b>604.95</b>	<b>18.14</b>
<b>GENERAL FUND ANNUAL INC.</b>	<b>16.60</b>	<b>13.90</b>	<b>22.00</b>	<b>17.00</b>	<b>41.85</b>	<b>7.50</b>	<b>3.00</b>	<b>3.50</b>	<b>-47.60</b>	<b>-2.35</b>	<b>10.96</b>	<b>12.21</b>	<b>18.14</b>	<b>18.14</b>	<b>18.14</b>	
<b>% CHANGE</b>	<b>4.09%</b>	<b>3.29%</b>	<b>4.14%</b>	<b>3.07%</b>	<b>7.34%</b>	<b>1.23%</b>	<b>0.48%</b>	<b>0.56%</b>	<b>-7.61%</b>	<b>-0.41%</b>	<b>1.90%</b>	<b>2.12%</b>	<b>3.09%</b>	<b>3.09%</b>	<b>3.09%</b>	
<b>OTHER FUND PERSONNEL</b>																
Towe Park			4.00	4.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	0.0
Facilities Development			0.00	0.00	8.00	8.00	8.00	10.00	10.00	9.00	9.00	9.00	9.00	9.00	9.00	0.00
FEMA Grant			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.50	9.00	9.00	9.00	9.00
Victim-Witness			2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.0
Bright Stars			14.40	14.40	17.80	18.50	19.50	18.50	18.50	18.30	18.30	18.30	18.70	18.70	18.70	0.4
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>20.40</b>	<b>20.40</b>	<b>30.80</b>	<b>31.50</b>	<b>32.50</b>	<b>33.50</b>	<b>33.50</b>	<b>32.30</b>	<b>32.30</b>	<b>36.80</b>	<b>41.70</b>	<b>41.70</b>	<b>41.70</b>	<b>9.4</b>
<b>TOTAL ANNUAL INCREASE</b>			<b>22.00</b>	<b>17.00</b>	<b>52.25</b>	<b>8.20</b>	<b>4.00</b>	<b>4.50</b>	<b>-47.60</b>	<b>-3.55</b>	<b>10.96</b>	<b>16.71</b>	<b>27.54</b>	<b>27.54</b>	<b>27.54</b>	<b>27.54</b>
<b>Population***</b>		<b>80,200</b>	<b>90,645</b>	<b>91,350</b>	<b>92,693</b>	<b>94,090</b>	<b>96,346</b>	<b>97,694</b>	<b>99,010</b>	<b>100,780</b>	<b>102,675</b>	<b>102,675</b>	<b>103,434</b>	<b>103,434</b>	<b>103,434</b>	
<b>Positions/1,000 POPULATION</b>	<b>5.33</b>	<b>5.44</b>	<b>6.33</b>	<b>6.46</b>	<b>6.93</b>	<b>6.92</b>	<b>6.80</b>	<b>6.75</b>	<b>6.18</b>	<b>6.03</b>	<b>6.10</b>	<b>6.15</b>	<b>6.25</b>	<b>6.25</b>	<b>6.25</b>	

\*This represents the total number of authorized positions in FY 08/09 and FY 09/10. In the FY 08/09 Adopted Budget, 13 positions were unfunded. In the FY 09/10 Adopted Budget 27.5 positions were unfunded. In FY 10/11, most of the unfunded positions were eliminated.

\*\*This includes employees dedicated solely to local government. In addition, HR has 20.05 employees who are classified in the School Division. These employees spend approximately 25% of their time performing human resource services for local government.

\*\*\*Albemarle County population figures FY 04/05, FY 05/06 and FY 07/08 through FY 12/13 are taken from the Weldon Cooper Center for Public Service VASTAT website, "Population Estimates" page (<http://www.coopercenter.org/demographics/population-estimates>), 25 January 2013. The population figure for FY 06/07 is supplied by Qian Cai, Ph.D., Director of the Weldon Cooper Center's Demographics & Workforce unit, 5 February 2009. The population projection for FY 13/14 comes from Geographic Data Services, Albemarle County Department of Community Development, 30 January 2013.

The chart includes full and part-time permanent positions. Temporary and seasonal part-time positions are not included.

# SUMMARY OF GENERAL FUND POSITION CHANGES

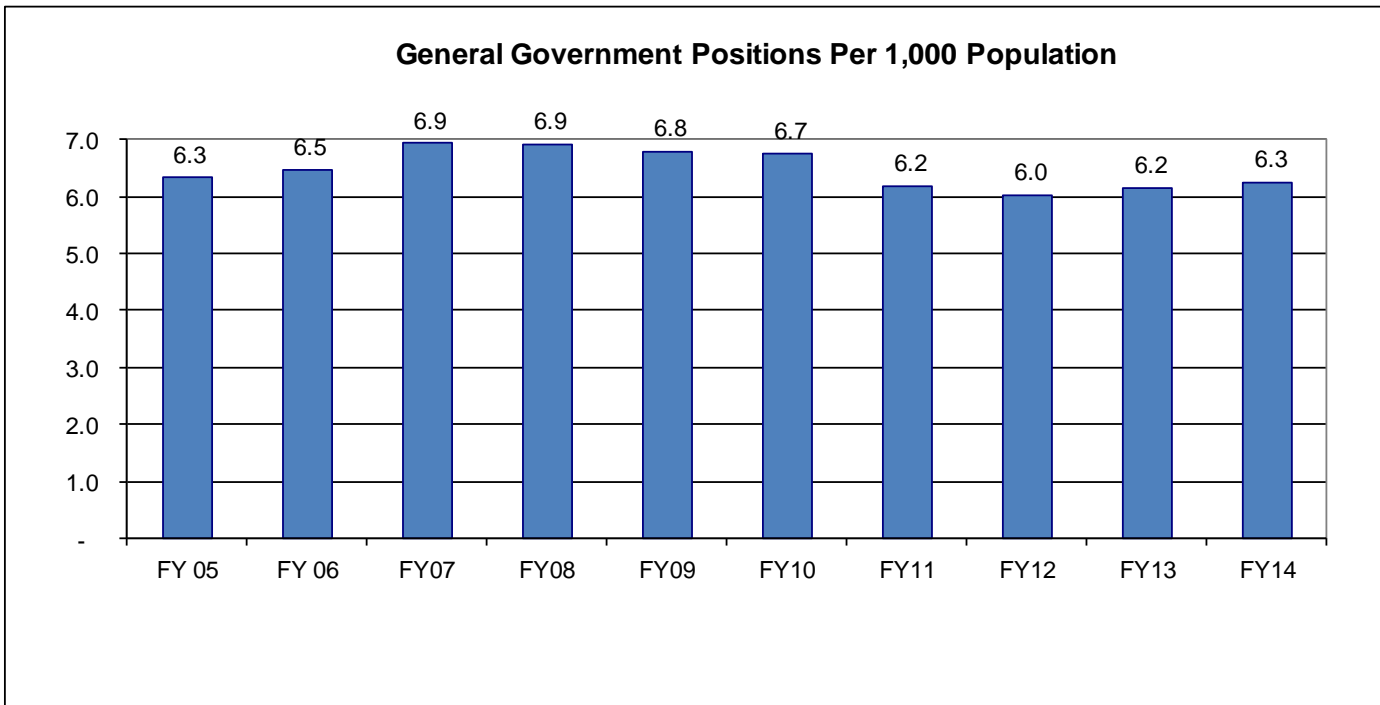
FY 12/13 Adopted Positions			586.81
FY 12/13 Changes	Clerk of Circuit Court Fire/Rescue	Bookkeeper Firefighter (Temporary Staffing)	0.50 1.00
FY 12/13 Revised Positions			588.31
FY 13/14 Adjustments	Fire/Rescue	Ivy Station Staffing (pick up full year)* Firefighter (Temporary Staffing)	4.00 (1.00)
	General Services	Energy Program Coordinator (grant funded)	(0.21)
	Social Services	Adjust Part-Time Employee hours	(0.25)
FY 13/14 Recommended	County Executive	Economic Development position (½ year)	0.50
	Finance	Risk Manager (½ year)	0.50
	OMB	Grants Manager	0.50
	IT	Senior Systems Analyst	1.00
	Police	Police Officers School Resource Officer Traffic Officer	2.00 1.00 1.00
	Fire/Rescue	Firefighters Division Chief of Volunteer Services	3.00 1.00
	Social Services	Eligibility Supervisor Eligibility Worker Adult Services Worker Bright Stars Family Coordinator	1.00 1.00 1.00 0.60
		Recommended New Positions FY 13/14	14.10
FY 13/14 Adopted Positions - authorized			604.95

\* The FY 13/14 budget includes full-year funding for 8 firefighters at the Ivy Fire Station. Half-year funding was included in the FY 12/13 Adopted Budget (equivalent to 4.0 FTE).

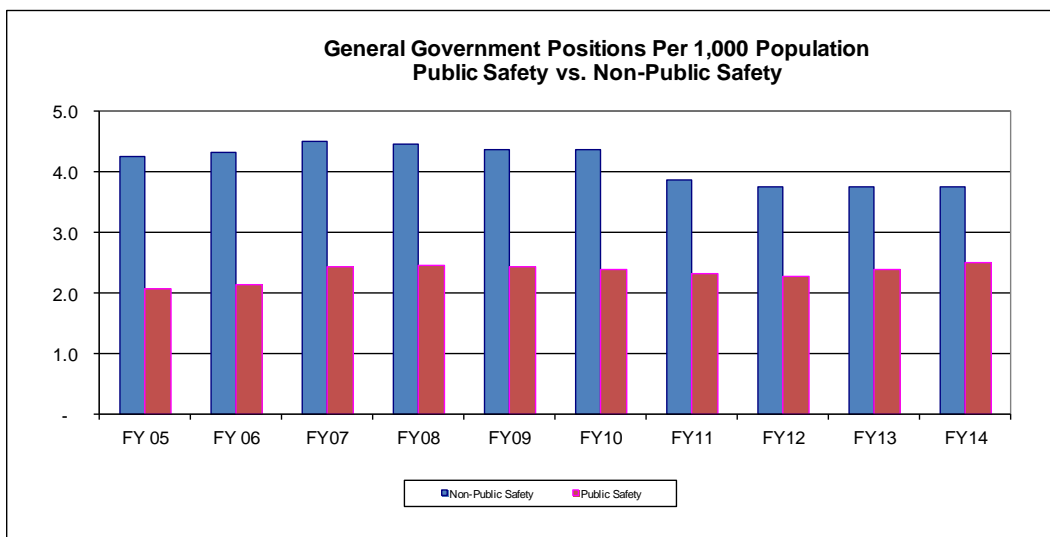


# POSITION TRENDS

A key indicator of a local government’s efficiency is the ratio of its employee base to total population. In the case of Albemarle, general government positions per 1,000 population for FY 13/14 is approximately 6.3.

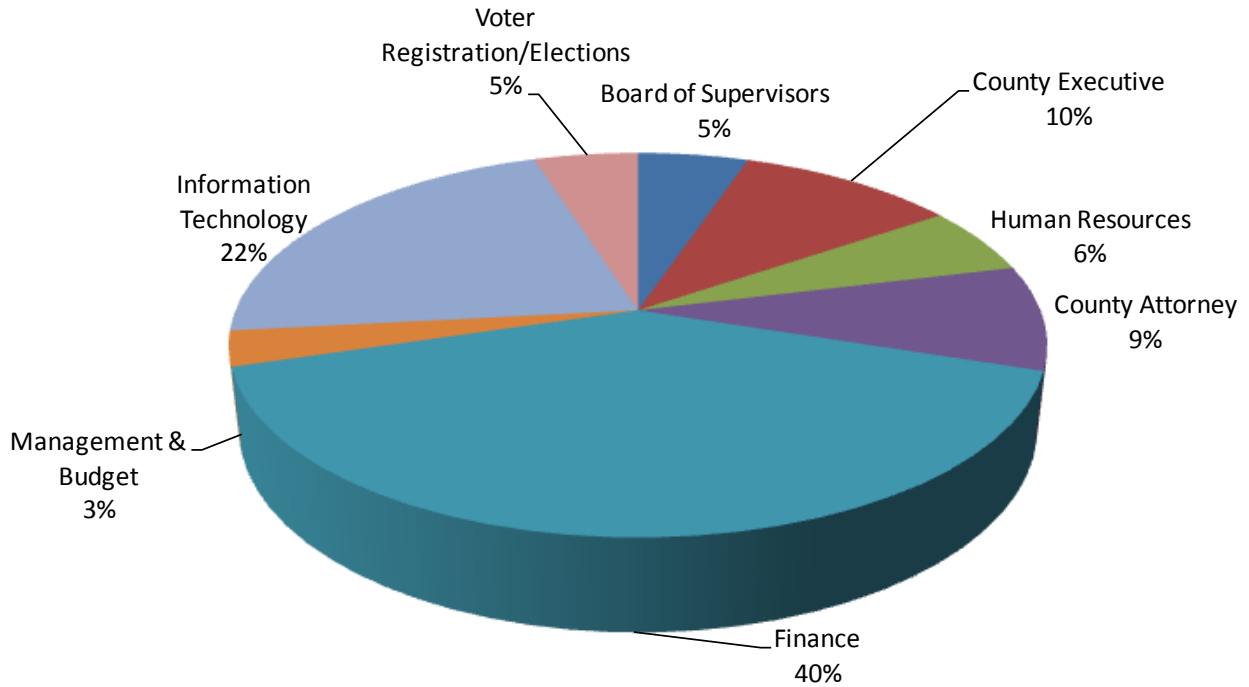


While the overall staffing level decreased during the economic downturn, and is currently below the FY 04/05 level, the County has invested in augmenting staffing in the area of Public Safety during this period. Between FY 04/05 and FY 13/14, a total of 71.5 new public safety positions have been funded. Approximately 78% of these new positions were created in order to enable the County to staff three (3) new fire stations and respond to requests from volunteer fire/rescue departments for the County to provide paid firefighting staff in their facilities during weekday hours. The remaining growth in public safety positions is attributable to the County seeking to staff its Police Department at 1.5 certified officers per 1,000 population; a standard approved by the Board and incorporated into the County’s Comprehensive Plan.

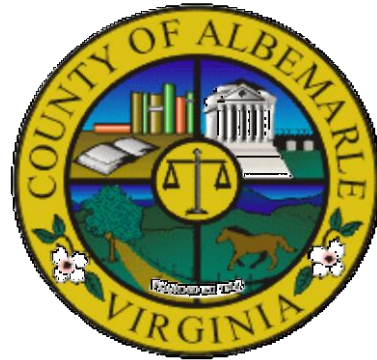


# ADMINISTRATION

## FY 13/14 Adopted Administration Budget \$11,546,643



	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Board of Supervisors	\$528,765	\$577,136	\$546,268	\$599,994	\$599,994	\$599,994	\$22,858	4.0%
County Executive	952,127	1,000,914	1,098,140	1,189,801	1,189,801	1,189,801	188,887	18.9%
Human Resources	658,137	685,514	577,496	655,864	655,864	655,864	(29,650)	-4.3%
County Attorney	892,795	954,313	965,901	1,016,955	1,016,955	1,016,955	62,642	6.6%
Finance	4,137,216	4,570,221	4,499,763	4,704,755	4,658,755	4,658,755	88,534	1.9%
Management & Budget	278,855	296,594	295,364	342,516	342,516	342,516	45,922	15.5%
Information Technology	2,200,265	2,575,111	2,504,294	2,516,804	2,516,804	2,516,804	(58,307)	-2.3%
Voter Registration/Elections	580,416	578,834	588,690	565,954	565,954	565,954	(12,880)	-2.2%
<b>TOTAL ADMINISTRATION</b>	<b>\$10,228,575</b>	<b>\$11,238,637</b>	<b>\$11,075,916</b>	<b>\$11,592,643</b>	<b>\$11,546,643</b>	<b>\$11,546,643</b>	<b>\$308,006</b>	<b>2.7%</b>



# BOARD OF SUPERVISORS

## MISSION AND DESCRIPTION

The Board of Supervisors sets policy and oversees the County Executive regarding the County’s operations/programs, levies taxes, appropriates funds, makes land use decisions, implements the Comprehensive Plan, and appoints members of Boards and Commissions, except for School Board members, who are elected by the voters.

The mission of the Clerk of the Board is to preserve and protect the history of Albemarle County through the historical preservation of the records of the Board of County Supervisors in accordance with standards of the Virginia State Library and Archives. Through the use of advanced technology, the Clerk of the Board provides citizens with quick, easy, and accurate access to all records of the Board of Supervisors.

## GOALS

The goal of the Clerk of the Board is to provide essential support to the Board of Supervisors so that they are able to carry out their mission and effectively respond to the needs of their constituency through:

- a) meeting management
- b) constituent support
- c) management of records

Additional Information about the Board of Supervisor’s goals, objectives, and timetable is included in the Strategic Plan section of this document.

## FINANCIAL DATA

BOARD OF SUPERVISORS								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$194,483	\$182,015	\$193,075	\$193,988	\$193,988	\$193,988	\$11,973	6.6%
BENEFITS	71,989	88,340	85,184	89,524	89,524	89,524	1,184	1.3%
OPERATING	262,293	306,781	268,010	316,482	316,482	316,482	9,701	3.2%
<b>EXPENDITURE TOTAL</b>	<b>\$528,765</b>	<b>\$577,136</b>	<b>\$546,268</b>	<b>\$599,994</b>	<b>\$599,994</b>	<b>\$599,994</b>	<b>\$22,858</b>	<b>4.0%</b>
<b>REVENUE</b>								
LOCAL	\$7,067	\$500	\$0	\$28,590	\$28,590	\$28,590	\$28,090	5618.0%
<b>NET COST</b>	<b>\$521,697</b>	<b>\$576,636</b>	<b>\$546,268</b>	<b>\$571,404</b>	<b>\$571,404</b>	<b>\$571,404</b>	<b>(\$5,232)</b>	<b>-0.9%</b>
<b>POSITIONS</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0%</b>

## OVERVIEW/CHANGES

### ***FY 12/13 Projected:***

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees’ VRS contribution.

***FY 13/14 Recommended Budget:*** The Board of Supervisor’s budget increases by \$22,858, or 4.0%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- An increase of 7.0% in health insurance costs.
- Operating expenditures increase \$9,701, or 3.2%, and include a \$10,000 decrease in the cost of the audit; a \$10,320 increase in travel, training, and education due mostly to an anticipated increase in mileage reimbursement due to a change in policy; and a \$12,328 increase in membership for TJPED based on a new cost allocation formula adopted by their Board.
- An increase of \$28,090 in revenue from Economic Development Authority fees to cover the cost of TJPED and Chamber of Commerce memberships.

***FY 13/14 Adopted Budget:*** There are no changes made to the recommended budget.

(BOARD OF SUPERVISORS CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Recomm	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Administration of the Board of Supervisors' Office (2.0 positions):</b> The Clerk to the Board of Supervisors is responsible for the administration of services of the Board of Supervisors, including agenda preparation, minutes preparation, appointments to boards and commissions, public notice advertising, and all record keeping for the Economic Development Authority.  The Clerk serves as Records Manager for the County of Albemarle.	\$577,136	\$599,994	\$599,994	\$22,858	4.0%
<b>TOTAL, BOARD OF SUPERVISORS</b>	<b>\$577,136</b>	<b>\$599,994</b>	<b>\$599,994</b>	<b>\$22,858</b>	<b>4.0%</b>

**KEY PERFORMANCE INDICATORS (KPIs)**

The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For the County's KPI information, please visit the County's performance management page on the website at [www.albemarle.org/department.asp?department=perfmgt](http://www.albemarle.org/department.asp?department=perfmgt).

# COUNTY EXECUTIVE

## MISSION

The mission of the County Executive’s Office is to ensure a responsive and effective government.

## DESCRIPTION

The County Executive is the Chief Executive Officer of Albemarle County, appointed by and accountable to the Board of Supervisors. The County Executive is responsible for implementing the policies of the Board and directing the day-to-day operations of County government.

## GOALS

- Implement a comprehensive communications strategy to address changing internal and external demands for information and engagement.
- Increase staff development and capacity.
- Provide exceptional leadership to an evolving organization.

Additional Information about this Department’s leadership role and direct ties to the County’s Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

## FINANCIAL DATA

COUNTY EXECUTIVE								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$698,469	\$700,432	\$781,022	\$819,283	\$819,283	\$819,283	\$118,851	17.0%
BENEFITS	205,074	238,891	220,793	239,282	239,282	239,282	391	0.2%
OPERATING	48,585	60,591	96,325	80,736	80,736	80,736	20,145	33.2%
CAPITAL OUTLAY	0	1,000	0	500	500	500	(500)	-50.0%
INITIATIVE	0	0	0	50,000	50,000	50,000	50,000	
EXPENDITURE TOTAL	\$952,127	\$1,000,914	\$1,098,140	\$1,189,801	\$1,189,801	\$1,189,801	\$188,887	18.9%
<b>NET COST</b>	<b>\$952,127</b>	<b>\$1,000,914</b>	<b>\$1,098,140</b>	<b>\$1,189,801</b>	<b>\$1,189,801</b>	<b>\$1,189,801</b>	<b>\$188,887</b>	<b>18.9%</b>
<b>POSITIONS</b>	<b>7.0</b>	<b>7.0</b>	<b>8.0</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>1.5</b>	<b>21.4%</b>

## OVERVIEW/CHANGES

### FY 12/13 Projected:

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees’ VRS contribution.
- Reallocates the Organizational Development Manager from Human Resources (HR) to the County Executive’s Office. This reallocation was effective in July 2012 and impacts salaries, benefits, and operations.

**FY 13/14 Recommended Budget:** The County Executive’s budget increases by \$188,887, or 18.9%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- An increase of 7.0% in health insurance costs.
- Continues aforementioned position reallocation occurring during FY 12/13.
- Operating expenditures increase \$20,145, or 33.2%, over FY 12/13. Approximately \$14,000 of this increase is associated with the position reallocation. The remainder of the increase is to augment Economic Development activities and to fully fund essential training needs.
- *Initiative* – Recognizing that the Economic Vitality Action Plan is a three year plan that will conclude in September, 2013, the Board included an objective in its 2013-2017 Strategic Plan (Goal 3, Objective 2) regarding economic vitality to establish a fully functioning economic development program for the County. A placeholder amount of \$50,000 has been incorporated into the recommended budget to support the establishment of an economic development program in FY 13/14 should the Board so desire. Details regarding the exact nature of the program will be developed during further discussions with the Board this spring.

(COUNTY EXECUTIVE CONTINUED)

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

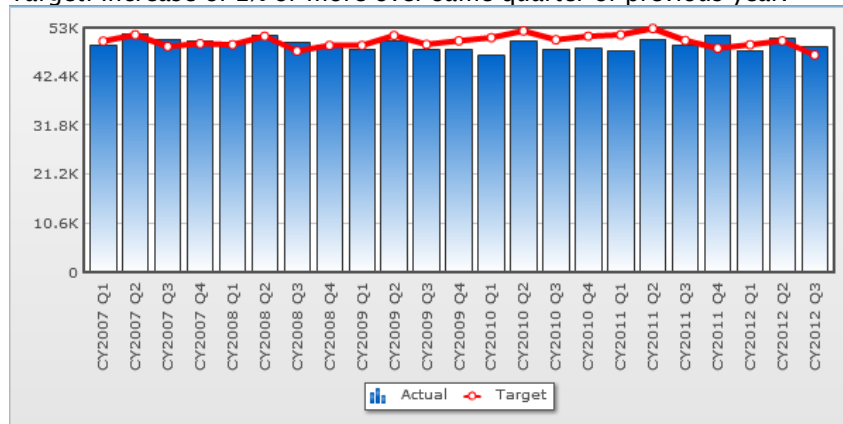
Description	FY 12/13 Adopted	FY 13/14 Recomm	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Executive Management (5.0 positions):</b> The County Executive's Office directs and guides the day-to-day operations of the County government and supervises all County departments, agencies, and offices that are under the direct authority of the Board of Supervisors.	\$680,827	\$802,939	\$802,939	\$122,112	17.9%
<b>Community and Business Partnerships (3.5 positions):</b> This office directs the County's community relations, economic development, tourism, and public information functions. Specific responsibilities include managing county initiatives to achieve the goals and objectives outlined by the Economic Vitality Action Plan and maintaining strong working relationships with area businesses and economic development groups at local, state and federal levels. Manages citizen participation in county government activities and supports community partnerships to ensure meaningful public engagement in planning and policy development. Directs media relations program and county internal and external websites.	320,087	386,862	386,862	66,775	20.9%
<b>TOTAL, COUNTY EXECUTIVE</b>	<b>\$1,000,914</b>	<b>\$1,189,801</b>	<b>\$1,189,801</b>	<b>\$188,887</b>	<b>18.9%</b>

**KEY PERFORMANCE INDICATORS (KPIs)**

The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For the County's KPI information, please visit the County's performance management page on the website at [www.albemarle.org/departments.asp?department=perfmgt](http://www.albemarle.org/departments.asp?department=perfmgt).

**Jobs in County**

Target: Increase of 2% or more over same quarter of previous year.



# DEPARTMENT OF HUMAN RESOURCES

## MISSION

The mission of the Department of Human Resources is to be a premier customer service focused Human Resources Team dedicated to providing excellent human resources support to Albemarle County Public Schools and General Government.

## DESCRIPTION

The Human Resources (HR) Department provides human resources support for the entire school division and all local government departments. HR provides services in seven key human resources functional areas to meet the current and emerging needs of County employees:

- Employee Recruitment, Selection, and Retention
- Classification and Compensation
- Administration of Benefits and Leave
- Employee Relations
- Workplace Safety and Wellness
- Teacher Licensure and Certification

## GOALS

- Align Human Resources as a strategic partner with customers.
- Attract, staff, and retain the best possible talent.
- Improve HR-related processes, policies, and procedures.
- Provide excellent customer service.

Additional Information about this Department’s support of the County’s Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

## FINANCIAL DATA

HUMAN RESOURCES								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$110,919	\$107,890	\$51,273	\$52,298	\$52,298	\$52,298	(\$55,592)	-51.5%
BENEFITS	86,621	90,028	56,567	78,478	78,478	78,478	(11,550)	-12.8%
OPERATING	38,754	53,097	35,157	39,779	39,779	39,779	(13,318)	-25.1%
CAPITAL OUTLAY	608	0	0	0	0	0	0	
TR TO SCHOOLS	421,235	434,499	434,499	485,309	485,309	485,309	50,810	11.7%
<b>EXPENDITURE TOTAL</b>	<b>\$658,137</b>	<b>\$685,514</b>	<b>\$577,496</b>	<b>\$655,864</b>	<b>\$655,864</b>	<b>\$655,864</b>	<b>(\$29,650)</b>	<b>-4.3%</b>
<b>REVENUE</b>								
LOCAL	32,814	30,200	25,450	27,700	27,700	27,700	(\$2,500)	-8.3%
<b>NET COST</b>	<b>\$625,323</b>	<b>\$655,314</b>	<b>\$552,046</b>	<b>\$628,164</b>	<b>\$628,164</b>	<b>\$628,164</b>	<b>(\$27,150)</b>	<b>-4.1%</b>
<b>POSITIONS*</b>	<b>2.0</b>	<b>2.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>(1.0)</b>	<b>-50.0%</b>

\* For FY 13/14 Human Resources has a total of 20.05 FTEs who are classified as employees of the School Division. These employees spend approximately 25% of their time performing human resource services for local government. The 1.0 position in Organizational Development is in addition, bringing the HR total FTE count to 21.05.

## OVERVIEW/CHANGES

### *FY 12/13 Projected:*

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees’ VRS contribution.
- Reallocates the Organizational Development Manager from Human Resources (HR) to the County Executive’s Office. This reallocation was effective in July 2012 and impacts salaries, benefits, and operations.



(DEPARTMENT OF HUMAN RESOURCES CONTINUED)

**FY 13/14 Recommended Budget:** The Human Resources budget decreases by \$29,650, or 4.3%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- An increase of 7.0% in health insurance costs.
- Continues aforementioned position reallocation occurring during FY 12/13.
- An increase in the transfer to schools for Human Resources of \$50,810, or 11.7%, based on the School Division’s request for FY 13/14.
  - The increase is due primarily to increases in salaries and benefits, which reflect a department realignment to more accurately allocate employee time between the School Division and General Government.
  - The transfer request also includes \$6,250 for General Government’s share of maintenance for the online applicant tracking system.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

Description	FY 12/13 Adopted	FY 13/14 Recomm	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Recruitment, Selection, and Retention</b> - Advertising vacancies; interviewing, testing, and selection of applicants; completing pre-employment requirements; processing employment changes; exit interviews.</p> <p><b>Classification and Compensation</b> - Creating/revising job descriptions; departmental and individual classification reviews; market research; forecasting salary increases; administration of County compensation policies.</p> <p><b>Administering Benefits and Leave</b> - Selection of benefits providers; administration of benefit programs; administration of FML, leaves of absence, disability, and military leave; coordinating retirement programs; counseling employees on benefits, leave, and retirement issues.</p> <p><b>Employee Relations</b> - Conduct incident investigations, disciplinary procedures, grievances, and mediation.</p> <p><b>Workplace Safety and Wellness</b> - Ensure compliance with federal, state, and county safety regulations; provide training on workplace safety; administration of worker’s compensation; development and expansion of employee wellness program; employee assistance program; overseeing OSHA compliance.</p>	\$479,012	\$526,296	\$526,296	\$47,284	9.9%
<p><b>Organizational Development (1.0 position):</b> Competency based management programs linking competencies to selection, training and development, performance management, and promotions; Training programs to meet the training needs of the organization and ensure continued professional development of employees.</p>	206,502	129,568	129,568	(76,934)	-37.3%
<b>TOTAL, HUMAN RESOURCES</b>	<b>\$685,514</b>	<b>\$655,864</b>	<b>\$655,864</b>	<b>(\$29,650)</b>	<b>-4.3%</b>

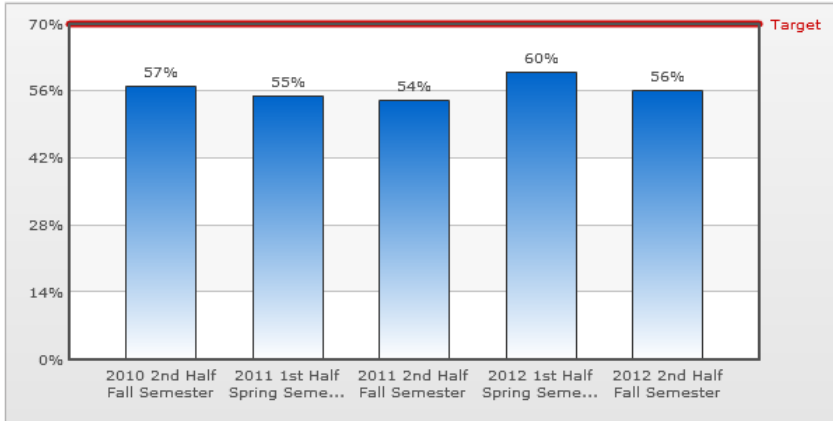
(DEPARTMENT OF HUMAN RESOURCES CONTINUED)

**KEY PERFORMANCE INDICATORS (KPIs)**

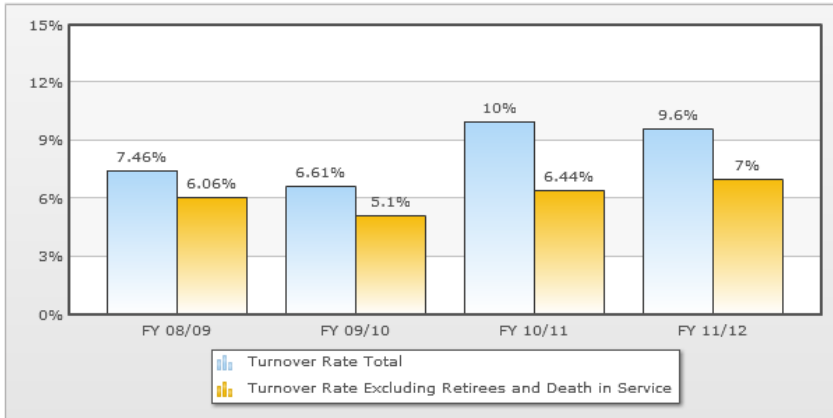
The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For the County’s KPI information, please visit the County’s performance management page on the website at [www.albemarle.org/departments.asp?department=perfmgt](http://www.albemarle.org/departments.asp?department=perfmgt).

**Percent of Employees Attending In House Training**

Target: 70% of LG employees take at least one class each semester



**Turnover Rate Total**



# COUNTY ATTORNEY

## MISSION

The mission of the County Attorney’s Office is to provide quality legal services and advice to the Albemarle County Government to: (1) assure compliance with all federal, state, and other legal mandates; (2) guarantee awareness of legal options and analysis of legal liabilities; (3) defend the County’s legal positions and interests; and (4) implement and enforce County policies, ordinances, and initiatives.

## DESCRIPTION

The County Attorney’s Office provides legal counsel and advice in all civil matters to the Board of Supervisors, the School Board, and all other boards, agencies, and officials of the County in such areas as land use and zoning, taxation and finance, law enforcement, social services, contracts, real estate, employment, legislation, and litigation. The office drafts ordinances and resolutions to implement policy decisions of the Board of Supervisors, prepares legislative proposals, represents the County and School Board in litigation, and prosecutes Subdivision and Zoning Ordinance violations. In addition, the office represents the Emergency Communications Center and provides legal services to the Economic Development Authority and constitutional officers.

## GOALS

- To support the Board of Supervisors, the County Executive’s office, and all other County Departments in their efforts to achieve the County’s Mission and to realize the County’s Strategic Plan goals.
- To provide exceptional service.
- To provide proactive legal advice and training to avoid unnecessary litigation or legal conflicts.

Additional Information about this Department’s support of the County’s Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

## FINANCIAL DATA

COUNTY ATTORNEY								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$653,857	\$676,511	\$714,564	\$752,507	\$752,507	\$752,507	\$75,996	11.2%
BENEFITS	206,155	242,222	214,251	226,241	226,241	226,241	(15,981)	-6.6%
OPERATING	32,783	35,580	37,086	38,207	38,207	38,207	2,627	7.4%
EXPENDITURE TOTAL	\$892,795	\$954,313	\$965,901	\$1,016,955	\$1,016,955	\$1,016,955	\$62,642	6.6%
<b>NET COST</b>	<b>\$892,795</b>	<b>\$954,313</b>	<b>\$965,901</b>	<b>\$1,016,955</b>	<b>\$1,016,955</b>	<b>\$1,016,955</b>	<b>\$62,642</b>	<b>6.6%</b>
POSITIONS	8.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0%

## OVERVIEW/CHANGES

### FY 12/13 Projected:

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees’ VRS contribution.
- In addition, increases in projected salaries reflect reclassifications and a change in deferred compensation benefits.

**FY 13/14 Recommended Budget:** The County Attorney’s budget increases by \$62,642, or 6.6%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- Continuation of the impact of reclassifications occurring in FY 12/13.
- An increase of 7.0% in health insurance costs.
- Operating expenditures increase \$2,627, or 7.4%, due mostly to fully funding essential training requirements for the office.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

(COUNTY ATTORNEY CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Recomm	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>County Attorney's Office (8.0 positions):</b> Provides legal advice, assistance, and services to the Board of Supervisors, School Board, Planning Commission, and all other County boards, departments, agencies, officials, and employees. This includes representing or defending the County in all matters of litigation; providing liability training and legal updates to staff; providing the in-house Code service of County Code; and reviewing and updating the County Code and County and School Board policy and procedures manuals.	\$954,313	\$1,016,955	\$1,016,955	\$62,642	6.6%
<b>TOTAL, COUNTY ATTORNEY</b>	<b>\$954,313</b>	<b>\$1,016,955</b>	<b>\$1,016,955</b>	<b>\$62,642</b>	<b>6.6%</b>

# DEPARTMENT OF FINANCE

## MISSION

To ensure the County’s financial resources are used in the most prudent and effective manner possible and deliver exceptional customer service to external and internal customers.

## DESCRIPTION

The Department of Finance is responsible for the County’s financial management including assessment and collection of real estate, personal property, and business taxes. Finance provides services to Albemarle Local Government and County Public Schools including: payroll; accounts payable; procurement; capital financing and debt management; general accounting, quarterly and annual financial reporting, financial audit assistance; economic vitality monitoring and reporting; revenue forecasting for County budgeting purposes; cash management; and risk management including procurement of commercial insurance.

## GOALS

- Fully utilize the new Computed Aided Mass Appraisal system for calendar year 2013 reassessments
- Implement a new Tax Assessment and Collection (Rev/Tax) system before 2014
- Maintain our AAA credit ratings
- Succession planning and department reorganization, including improved knowledge base and training for Finance employees
- Receive Certificate for Excellence in Financial reporting for the FY13 Comprehensive Annual Financial Report (CAFR)
- Maintain an assessment/sales ratio of 97%
- Ensure all funds owed to the County are collected as effectively as possible by:
  - i. Improving the collection of current taxes by 1%, achieving a collection rate of not less than 97%
  - ii. Improving the collection of delinquent taxes by 1%, achieving a collection rate of not less than 99% for taxes owed for two or more years

Additional Information about this Department’s support of the County’s Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

## FINANCIAL DATA

DEPARTMENT OF FINANCE								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$2,663,113	\$2,890,638	\$2,893,684	\$2,914,189	\$2,914,189	\$2,944,509	\$53,871	1.9%
BENEFITS	906,150	1,144,578	984,099	1,048,989	1,048,989	1,059,619	(84,959)	-7.4%
OPERATING	552,581	526,575	601,166	669,047	634,047	635,597	109,022	20.7%
CAPITAL OUTLAY	15,374	8,430	20,814	26,530	15,530	19,030	10,600	125.7%
INITIATIVE	0	0	0	46,000	46,000	0	0	
EXPENDITURE TOTAL	\$4,137,216	\$4,570,221	\$4,499,763	\$4,704,755	\$4,658,755	\$4,658,755	\$88,534	1.9%
<b>REVENUE</b>								
LOCAL	\$308,774	\$311,455	\$309,955	\$317,615	\$317,615	\$317,615	\$6,160	2.0%
STATE	370,261	395,064	395,064	395,064	395,064	395,064	0	0.0%
REVENUE TOTAL	\$679,035	\$706,519	\$705,019	\$712,679	\$712,679	\$712,679	\$6,160	0.9%
<b>NET COST</b>	<b>\$3,458,182</b>	<b>\$3,863,702</b>	<b>\$3,794,744</b>	<b>\$3,992,076</b>	<b>\$3,946,076</b>	<b>\$3,946,076</b>	<b>\$82,374</b>	<b>2.1%</b>
POSITIONS	49.8	52.8	52.8	53.3	53.3	53.3	0.5	0.9%

## OVERVIEW/CHANGES

### FY 12/13 Projected:

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees’ VRS contribution.
- Includes \$70,000 in one-time funding for professional services from Davenport and Company for implementation of the Investment Management Program and procurement of the Bank Services Project.

(DEPARTMENT OF FINANCE CONTINUED)

**FY 13/14 Recommended Budget:** The Finance Department budget increases by \$88,534, or 1.9%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- A decrease of \$50,000 in salaries to recognize savings related to an anticipated department restructuring.
- Includes a reduction of \$66,530 in projected salary and related benefits lapse. This lapse will be monitored throughout the fiscal year and, as needed, reallocated among department budgets based on actual employee turnover.
- An increase of 7.0% in health insurance costs.
- Operating expenditures are increasing \$107,472, or 20.4%, and include the following:
  - A \$50,000 increase in professional services related to ongoing implementation of County financial systems.
  - A \$10,000 increase to conduct a bond referendum study.
  - A \$10,000 increase for assistance with CAFR preparation, which is offset by a corresponding decrease in audit cost in the Board of Supervisors' budget.
  - A \$14,500 net increase to purchase a subscription to CoStar. CoStar is a comprehensive database of commercial real estate information including property values, market conditions, and current availabilities. It is anticipated that purchase of this database will decrease special litigation costs.
  - A \$24,245 increase in training to fund the department's essential training needs.
- *Initiative* - This budget includes \$46,000 to fund a Risk Management position beginning in January 2014. This position is fully funded through decreases in insurance costs.

**FY 13/14 Adopted Budget:** The expenditures previously noted in the Initiative category have been reallocated to the Salaries, Benefits, Operating and Capital Outlay categories in the Financial Data table for the FY 13/14 Adopted Budget.

Description	FY 12/13 Adopted	FY 13/14 Recomm	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Administration (5.5 Positions):</b> This program serves the citizens of the County as a public fiduciary safeguarding the County's assets. It oversees and ensures that all divisions carry out their duties in an efficient and courteous manner. This program also manages the County's property and liability insurance coverages.	\$535,235	\$601,602	\$601,602	\$66,367	12.4%
<b>Revenue &amp; Taxation (12.0 Positions):</b> This division serves as the primary agent for the collection and deposit of all funds owed to the County, including the School Division. In addition, this division assesses all local taxes (except for real estate) and licenses, and provides tax-related information to the public.	1,093,659	1,082,301	1,082,301	(11,358)	-1.0%
<b>Accounting (7.0 Positions):</b> Accounts payable disburses all County funds for General Government, the School Division, and joint activities. It maintains the County's voucher system, general ledger accounts, the County's portfolio, purchase order payment file, vendor files, and produces all Internal Revenue Service forms related to these files.  The accounting program monitors all State Compensation Board accounts, and prepares documentation for the annual audit.	475,081	501,408	501,408	26,327	5.5%
<b>Real Estate (14.0 positions):</b> All real property located in Albemarle County is reassessed on an annual basis. This real property assessment program is responsible for the assessment of approximately 42,000 parcels of land covering 726 square miles, plus administration of the land use valuation program.	1,264,766	1,268,010	1,268,010	3,244	0.3%

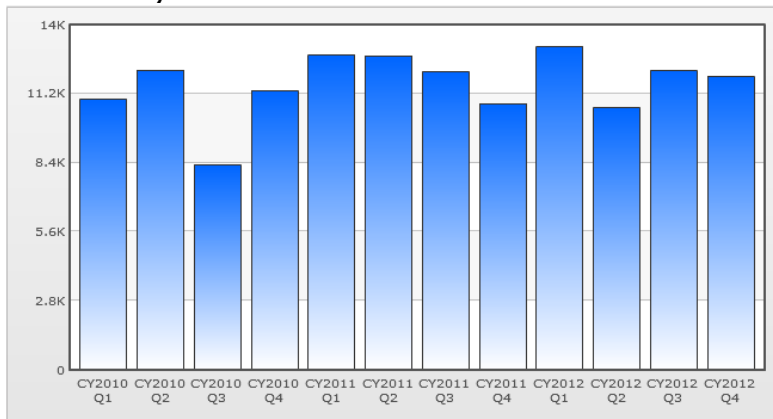
(DEPARTMENT OF FINANCE CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Recomm	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Purchasing (4.0 Positions):</b> This program purchases all supplies, equipment, and services required by all County Departments, the School Division, and associated agencies. This program facilitates the sale of surplus property owned by the County and School Division at public auction. This program also maintains the fixed asset inventory of all items purchased by the County or School Division with a value of \$5,000 or greater.	315,284	307,862	307,862	(7,422)	-2.4%
<b>Business Division (7.0 positions):</b> This Division is responsible for all business-related tax assessments as well as some revenue collection functions. The division assists taxpayers with starting new businesses and interpreting various state and local ordinances. The office interfaces with various state and local governmental units, as well as other businesses, on behalf of local taxpayers. This Division inspects and investigates business establishments to determine proper liability and classification while assuring compliance with state and local business license requirements and tax ordinances.	583,131	595,660	595,660	12,529	2.1%
<b>Payroll (3.8 Positions):</b> The payroll program administers all employee compensation for General Government, School Division, and several agencies for which the County serves as fiscal agent.	303,065	301,912	301,912	(1,153)	-0.4%
<b>TOTAL, FINANCE</b>	<b>\$4,570,221</b>	<b>\$4,658,755</b>	<b>\$4,658,755</b>	<b>\$88,534</b>	<b>1.9%</b>

**KEY PERFORMANCE INDICATORS (KPIs)**

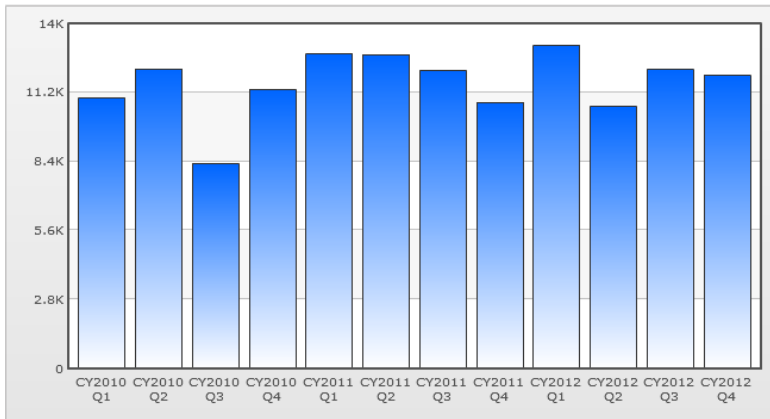
The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For the County’s KPI information, please visit the County’s performance management page on the website at [www.albemarle.org/departments.asp?department=perfmgt](http://www.albemarle.org/departments.asp?department=perfmgt).

**Accounts Payable Checks Processed**

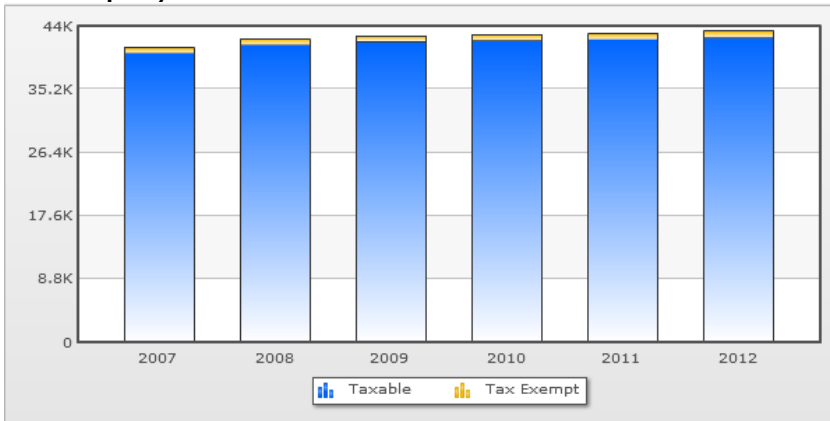


(DEPARTMENT OF FINANCE CONTINUED)

**Bids and RFPs Issued**



**Real Property Parcels**





# OFFICE OF MANAGEMENT & BUDGET

## MISSION

To develop and maintain sustainable, structurally-balanced annual operating and capital budgets so the County can meet its long-range priorities and achieve its mission within available resources.

## DESCRIPTION

The Office of Management and Budget (OMB) has three primary responsibilities:

- **Annual budgeting** – develops and implements the County’s operating and capital budgets, establishes budget policies, and monitors departmental and agency budgetary and program performance.
- **Long Range Planning** – prepares the five-year Financial Plan, five-year Capital Improvement Plan, and the long range Capital Needs Assessment.
- **Performance Management** – responsible for the development and management of the performance management system.
- **Grants** – responsible for the management of local government grants application and award process.

## GOALS

- Effectively develop and implement the County’s annual operating and capital budgets in the context of long-range financial and programmatic plans that link resource allocation to County priorities.
- Provide increased transparency in the budget process and documents.
- Provide accurate and timely budget information to all stakeholders to facilitate information sharing and decision making.
- Increase the County’s ability to obtain and utilize outside resources to support core governmental services and the County’s strategic goals.

Additional Information about this Department’s support of the County’s Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

## FINANCIAL DATA

OFFICE OF MANAGEMENT & BUDGET								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES*</b>								
SALARIES	\$206,214	\$209,857	\$218,700	\$224,803	\$224,803	\$250,856	\$40,999	19.5%
BENEFITS	65,089	74,002	66,159	69,515	69,515	75,262	1,260	1.7%
OPERATING	6,889	12,735	9,738	11,698	11,698	12,898	163	1.3%
CAPITAL OUTLAY	662	0	767	0	0	3,500	3,500	
INITIATIVE	0	0	0	36,500	36,500	0	0	
<b>EXPENDITURE TOTAL</b>	<b>\$278,855</b>	<b>\$296,594</b>	<b>\$295,364</b>	<b>\$342,516</b>	<b>\$342,516</b>	<b>\$342,516</b>	<b>\$45,922</b>	<b>15.5%</b>
<b>NET COST</b>	<b>\$278,855</b>	<b>\$296,594</b>	<b>\$295,364</b>	<b>\$342,516</b>	<b>\$342,516</b>	<b>\$342,516</b>	<b>\$45,922</b>	<b>15.5%</b>
<b>POSITIONS</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0.5</b>	<b>14.3%</b>

## OVERVIEW/CHANGES

### *FY 12/13 Projected:*

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees’ VRS contribution.

**FY 13/14 Recommended Budget:** The OMB budget increases by \$45,922, or 15.5%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- An increase of 7.0% in health insurance costs.

(OFFICE OF MANAGEMENT & BUDGET CONTINUED)

- Initiative* -Recognizing the importance of the obtainment of outside resources to support the County’s core governmental services and strategic goals, this recommended budget includes \$36,500 for a part-time grants manager position. The person in this position would write grant applications, support those departments who are seeking grants, as well as provide management and oversight of local government’s grants application process, award process, and tracking process. The position expenses are anticipated to be offset by the amount of additional grants that are obtained by the County as well as the collection of grants administration fees for the administration efforts provided by the Department of Finance, Legal and OMB.

**FY 13/14 Adopted Budget:** The expenditures previously noted in the Initiative category have been reallocated to the Salaries, Benefits, Operating and Capital Outlay categories in the Financial Data table for the FY 13/14 Adopted Budget.

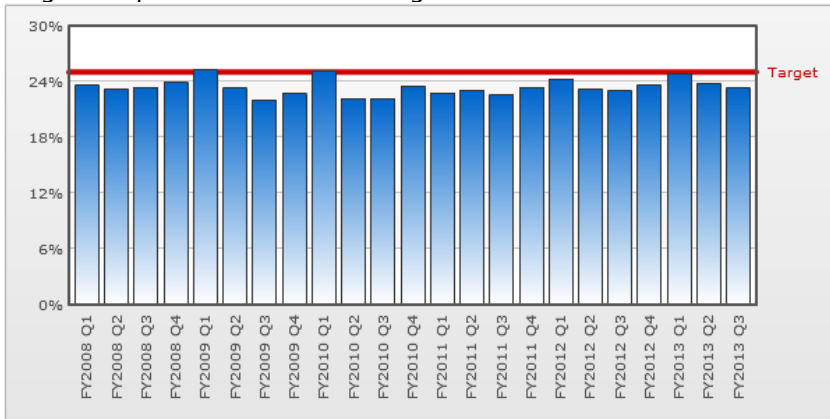
Description	FY 12/13 Adopted	FY 13/14 Recomm	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Office of Management &amp; Budget (4.0 positions):</b> The budget office develops the annual operating and capital budgets, five-year financial plan, Capital Improvement Program, Performance Management and Grants Management systems.	\$296,594	\$342,516	\$342,516	\$45,922	15.5%
<b>TOTAL, MANAGEMENT &amp; BUDGET</b>	<b>\$296,594</b>	<b>\$342,516</b>	<b>\$342,516</b>	<b>\$45,922</b>	<b>15.5%</b>

**KEY PERFORMANCE INDICATORS (KPIs)**

The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For the County’s KPI information, please visit the County’s performance management page on the website at [www.albemarle.org/departments.asp?department=perfmgt](http://www.albemarle.org/departments.asp?department=perfmgt).

**Government Expenditures**

Target: Keep below 25% of the budget



# DEPARTMENT OF INFORMATION TECHNOLOGY

## MISSION

Consistent with the County’s strategic goals and the priorities of the Board of Supervisors, the Department of Information Technology will use strategic planning, innovative technology, and teamwork to deliver government telecommunications and convenient access to information for County staff, the business community, and citizens.

## DESCRIPTION

Provide technologies which offer quick and reliable access to information and communications services. These technologies enhance County government staffs’ decision making, ability to communicate with internal and external contacts, and the performance of routine tasks.

## GOALS

- Support Request Response Time Goal – Complete all support requests within 4 hours of receipt.
- Telephone Systems Uptime Goal – Maintain 95% uptime for County telephone systems in all three buildings.
- Network/Mainframe Uptime Goal – Maintain 99% uptime for all County networks (mainframe, LAN, WAN, and wireless.)

Additional Information about this Department’s support of the County’s Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

## FINANCIAL DATA

INFORMATION TECHNOLOGY								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$1,277,157	\$1,362,914	\$1,524,911	\$1,450,551	\$1,450,551	\$1,509,500	\$146,586	10.8%
BENEFITS	428,263	519,631	471,015	480,806	480,806	501,832	(17,799)	-3.4%
OPERATING	391,744	422,430	456,103	480,311	480,311	481,836	59,406	14.1%
CAPITAL OUTLAY	103,101	20,136	22,265	20,136	20,136	23,636	3,500	17.4%
INITIATIVE	0	0	0	85,000	85,000	0	0	
AA OPERATING	0	250,000	30,000	0	0	0	(250,000)	-100.0%
EXPENDITURE TOTAL	\$2,200,265	\$2,575,111	\$2,504,294	\$2,516,804	\$2,516,804	\$2,516,804	(\$58,307)	-2.3%
<b>NET COST</b>	<b>\$2,200,265</b>	<b>\$2,575,111</b>	<b>\$2,504,294</b>	<b>\$2,516,804</b>	<b>\$2,516,804</b>	<b>\$2,516,804</b>	<b>(\$58,307)</b>	<b>-2.3%</b>
POSITIONS	20.0	20.0	20.0	21.0	21.0	21.0	1.0	5.0%

## OVERVIEW/CHANGES

### FY 12/13 Projected:

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees’ VRS contribution.

**FY 13/14 Recommended Budget:** The Information Technology budget decreases by \$58,307, or 2.3%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- An increase of 7.0% in health insurance costs.
- Operating expenditures are increasing \$57,881, or 13.7%, and include the following:
  - A \$17,000 increase for data process consultants to begin to address a multi-year list of projects including items such as enhanced reporting, W-2 processing, leave accrual, procurement card integration, and automated benefits management.
  - A \$30,000 increase in LaserFiche software maintenance costs.
  - A \$15,000 increase in training funding for advanced SmartList and other GP training; advanced training on GP hardware and software setup and optimization; and advanced training on development tools for GP2013 in order to upgrade and continue integrations and customizations. This training will allow staff to perform many functions that currently need to be performed by consultants.

(INFORMATION TECHNOLOGY CONTINUED)

- Initiative* - Given the ever changing and evolving technical requirements, IT's current structure and staffing levels are not able to effectively move the County forward to meet current and future customer service needs, improve processes, and explore opportunities for efficiencies, while supporting and maintaining county-wide technology systems, needs and activities. To increase IT's capacity, this recommended budget includes \$85,000 for a Senior Systems Analyst position.

**FY 13/14 Adopted Budget:** The expenditures previously noted in the Initiative category have been reallocated to the Salaries, Benefits, Operating and Capital Outlay categories in the Financial Data table for the FY 13/14 Adopted Budget.

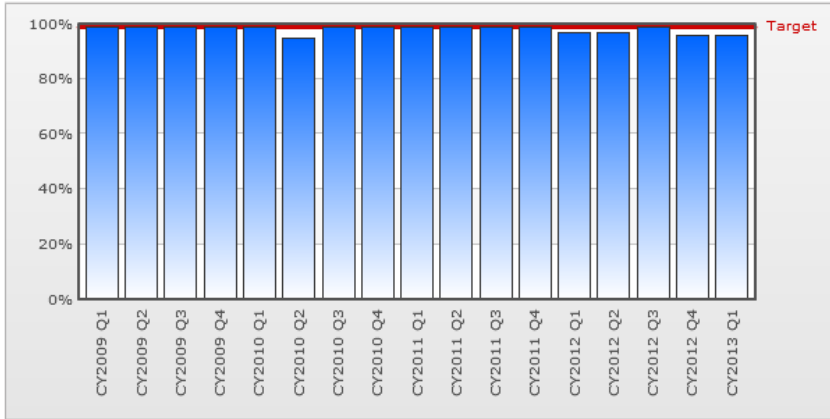
Description	FY 12/13 Adopted	FY 13/14 Recomm	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Administration (3.0 positions):</b> Administration staff is responsible for the overall management of the department including support of the County's strategic plan, technology research and planning, budget preparation, financial management, purchasing, and tasks related to personnel management.	\$533,019	\$585,987	\$627,842	\$94,823	17.8%
<b>Systems (8.0 net funded positions):</b> Systems staff provides administration, technical support, and custom programming for the mainframe, LAN, WAN, Internet and Intranet. In addition, this program provides centralized processing, off-site security and backup for mainframe and LAN applications.	742,837	811,321	647,080	(95,757)	-12.9%
<b>Applications (10.0 positions):</b> Applications is responsible for help desk services, hardware and software installation and support services for the desktop, and analytical support for user application software packages. A key function for this program is to provide a liaison between Information Technology and the user departments.	1,049,255	1,119,496	1,241,883	192,628	18.4%
<b>SUBTOTAL, IT OPERATIONS</b>	<b>2,325,111</b>	<b>2,516,804</b>	<b>2,516,804</b>	<b>191,693</b>	<b>8.2%</b>
<b>Access Albemarle Operating Impacts:</b> The purpose of these funds is to provide a contingency fund to cover software maintenance payments while in transition between the County's Mainframe Computer system and the new Access Albemarle system. Until all applications are off the Mainframe system, this line item will be needed to cover the transitional cost of dual software maintenance expenses.	250,000	0	0	(250,000)	-100.0%
<b>TOTAL, INFORMATION TECHNOLOGY</b>	<b>\$2,575,111</b>	<b>\$2,516,804</b>	<b>\$2,516,804</b>	<b>(\$58,307)</b>	<b>-2.3%</b>

(INFORMATION TECHNOLOGY CONTINUED)

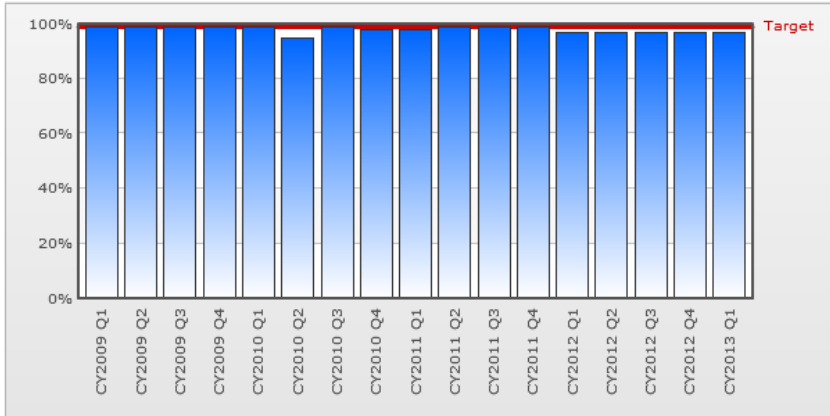
**KEY PERFORMANCE INDICATORS (KPIs)**

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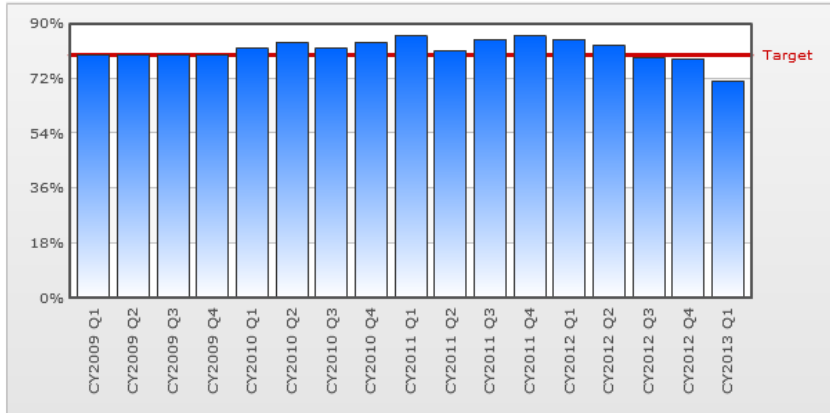
**Major Systems Uptime**



**Network Uptime**



**Support Request Response Time**



# DEPARTMENT OF VOTER REGISTRATION AND ELECTIONS

## MISSION

The mission of the Albemarle County Department of Voter Registration and Elections is to provide the citizens of Albemarle County with timely and accessible services designed to maintain accurate voter registration records and ensure the administration of free, fair, and transparent elections, in accordance with the law.

## DESCRIPTION

The department provides the means for eligible citizens to register to vote in Albemarle County; provides information to the general public regarding elections and voting; maintains a dual filing system for over 73,000 registered voters in Albemarle County; administers all federal, state, and local elections held in Albemarle County; provides information and assistance to candidates for elected office and to elected officials; and provides for the internal administration of the department, including staff training, personnel management, short and long-range planning, budget preparation, and general operations management.

## GOALS

- Maintain fair and efficient voter registration opportunities for county residents.
- Assist Electoral Board in administering fair and smooth elections in the County.
- Assist local candidates with candidate qualification and disclosure procedures.

## FINANCIAL DATA

VOTER REGISTRATION AND BOARD OF ELECTIONS								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$237,845	\$245,049	\$277,564	\$253,167	\$253,167	\$253,167	\$8,118	3.3%
BENEFITS	80,202	91,066	85,315	87,622	87,622	87,622	(3,444)	-3.8%
OPERATING	262,368	187,719	164,927	170,165	170,165	170,165	(17,554)	-9.4%
CAPITAL OUTLAY	0	0	5,885	0	0	0	0	
CONTINGENCY FUNDS	0	55,000	55,000	55,000	55,000	55,000	0	0.0%
EXPENDITURE TOTAL	\$580,416	\$578,834	\$588,690	\$565,954	\$565,954	\$565,954	(\$12,880)	-2.2%
<b>REVENUE</b>								
LOCAL	(\$253)	\$100	\$100	\$100	\$100	\$100	\$0	0.0%
STATE	86,908	47,500	55,041	55,041	55,041	56,142	8,642	18.2%
REVENUE TOTAL	\$86,655	\$47,600	\$55,141	\$55,141	\$55,141	\$56,242	\$8,642	18.2%
<b>NET COST</b>	\$493,761	\$531,234	\$533,549	\$510,813	\$510,813	\$509,712	(\$21,522)	-4.1%
<b>POSITIONS</b>	4.5	4.5	4.5	4.5	4.5	4.5	0.0	0.0%

## OVERVIEW/CHANGES

### *FY 12/13 Projected:*

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees' VRS contribution.

**FY 13/14 Recommended Budget:** The Voter Registration and Board of Elections budget decreases by \$12,880, or 2.2%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- An increase of 7.0% in health insurance costs.
- Operating expenditures are decreasing by a net \$17,554, or 9.4%, and include the following:
  - A \$10,000 increase in Voting Machine programming and maintenance. This is due to a more complicated ballot that will be in the November 2013 election (13 different ballot styles and 4 split precincts).
  - A \$20,000 decrease in funding for election officials based on the number of officials required during the November 2011 election.

(VOTER REGISTRATION AND ELECTIONS CONTINUED)

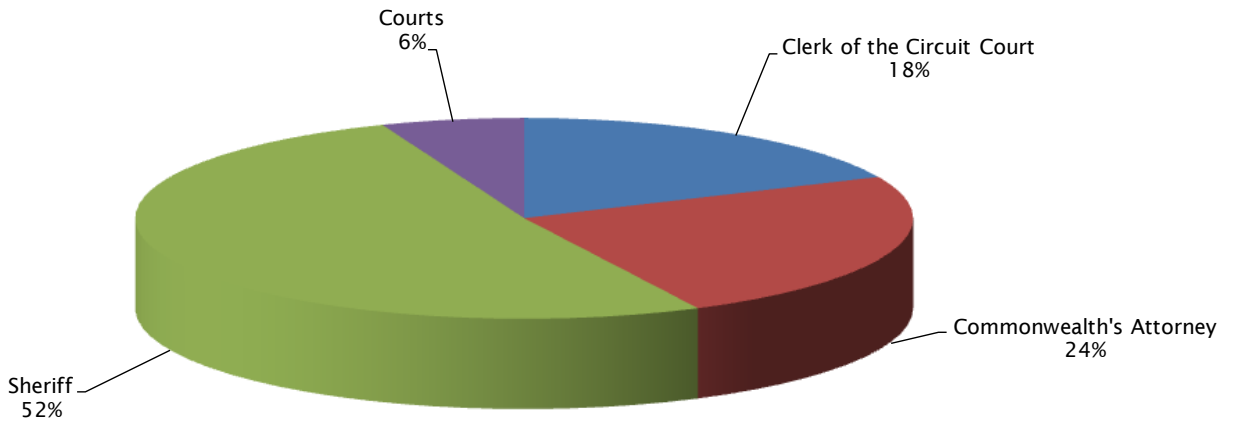
- Other decreases across a variety of line items due to lower anticipated turnout in a non-presidential election year.
- Maintains a \$55,000 contingency for primaries that may arise during the year.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

Description	FY 12/13 Adopted	FY 13/14 Recomm	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>(4.6 positions )</b></p> <p><b>Administration and Management:</b> The purpose of this program is to manage the daily functions of a County Department, including basic administrative functions, staff training, FOIA, budget management, contract development, and equipment acquisitions.</p> <p><b>Candidate Services:</b> This program is responsible for providing direct services to candidates for office and elected officials, and provides candidate information to interested parties. The program audits and reviews all campaign expenditure documents, assesses and collects fines, and cooperates with the Commonwealth's Attorney in matters of enforcement.</p> <p><b>Data Management:</b> This program maintains the dual filing system for registered voters in Albemarle County and all other records of the department.</p> <p><b>Election Administration:</b> This program is responsible for the oversight of all aspects of the administration of federal, state, municipal, and local elections held in Albemarle County or any of its subdivisions.</p> <p><b>Voter Education Services:</b> The purpose of this program is to provide informational services to the voters of Albemarle County in accordance with all applicable local, state, and federal legal requirements.</p> <p><b>Voter Registration Services:</b> The voter registration services program is responsible for the provision of voter registration to eligible citizens.</p>	\$578,834	\$565,954	\$565,954	(\$12,880)	-2.2%
<b>TOTAL, REGISTRATION AND ELECTIONS</b>	<b>\$578,834</b>	<b>\$565,954</b>	<b>\$565,954</b>	<b>(\$12,880)</b>	<b>-2.2%</b>

# JUDICIAL

## FY 13/14 Adopted Judicial Budget \$4,273,405



COST CENTER	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Clerk of the Circuit Court	\$644,332	\$675,474	\$714,931	\$940,733	\$780,096	\$780,096	\$104,622	15.5%
Commonwealth's Attorney	902,614	1,005,857	1,013,182	1,043,045	1,042,113	1,042,113	36,256	3.6%
Sheriff	1,999,413	2,099,390	2,188,013	2,196,868	2,196,868	2,196,868	97,478	4.6%
Courts	313,638	261,200	264,637	254,328	254,328	254,328	(6,872)	-2.6%
<b>TOTAL JUDICIAL</b>	<b>\$3,859,998</b>	<b>\$4,041,921</b>	<b>\$4,180,763</b>	<b>\$4,434,974</b>	<b>\$4,273,405</b>	<b>\$4,273,405</b>	<b>\$231,484</b>	<b>5.7%</b>



# CLERK OF THE CIRCUIT COURT

## MISSION

The mission of the Clerk of the Circuit Court is to carry out a comprehensive list of statutory provisions that impose specific duties on the Clerk’s Office, as well as to carry out the duties imposed by the Rules of the Supreme Court of Virginia as it relates to the Court side of the office. This office will provide expedient, efficient service to the public, including but not limited to attorneys at law, judges, and other agencies of the Commonwealth of Virginia and the County of Albemarle. In addition, the Clerk of the Circuit Court’s office will provide effective access to the court system through the use of technology and continue the preservation of public records.

## DESCRIPTION

The Clerk of the Circuit Court is a Virginia constitutional officer elected to an eight-year term by the voters of Albemarle County. The Clerk handles administrative matters for the Circuit Court and also has authority to probate wills, grant administration of estates, and appoint guardians. The Clerk is the custodian of the court records, records deeds, and the issuance of marriage licenses.

## GOALS

- To continue modernization through digital information technology tools enabling on-premises and remote users access to public information.
- To move forward with the Court Imaging System through the technology now available through the Supreme Court of Virginia.

## FINANCIAL DATA

CLERK OF CIRCUIT COURT								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$398,778	\$414,636	\$461,158	\$517,476	\$476,476	\$476,476	\$61,840	14.9%
BENEFITS	152,509	184,778	162,276	183,934	180,797	180,797	(3,981)	-2.2%
OPERATING	73,450	76,060	84,416	153,323	115,323	115,323	39,263	51.6%
CAPITAL OUTLAY	19,595	0	7,081	86,000	7,500	7,500	7,500	
<b>EXPENDITURE TOTAL</b>	<b>\$644,332</b>	<b>\$675,474</b>	<b>\$714,931</b>	<b>\$940,733</b>	<b>\$780,096</b>	<b>\$780,096</b>	<b>\$104,622</b>	<b>15.5%</b>
<b>REVENUE</b>								
LOCAL	\$129,138	\$114,900	\$131,000	\$115,217	\$115,217	\$115,217	\$317	0.3%
STATE	433,117	401,018	413,883	413,883	413,883	421,761	20,743	5.2%
<b>REVENUE TOTAL</b>	<b>\$562,256</b>	<b>\$515,918</b>	<b>\$544,883</b>	<b>\$529,100</b>	<b>\$529,100</b>	<b>\$536,978</b>	<b>\$21,060</b>	<b>4.1%</b>
<b>NET COST</b>	<b>\$82,077</b>	<b>\$159,556</b>	<b>\$170,048</b>	<b>\$411,633</b>	<b>\$250,996</b>	<b>\$243,118</b>	<b>\$83,562</b>	<b>52.4%</b>
<b>POSITIONS</b>	<b>10.0</b>	<b>10.0</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>0.5</b>	<b>5.0%</b>

## OVERVIEW/CHANGES

### *FY 12/13 Projected:*

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees’ VRS contribution.
- In addition, increases in projected salaries include the impact of moving staff onto the County scale.
- A part time bookkeeper position was approved in FY 12/13. This position was funded by reallocating existing funding and does not impact total expenditure projections. However, it increases the position count by 0.5.

***FY 13/14 Recommended Budget:*** The Clerk of Circuit Court’s budget increases by \$104,622, or 15.5%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- Continuation of the impact of staff classification occurring in FY 12/13.
- An increase of 7.0% in health insurance costs.
- Operating expenditures are increasing \$39,263, or 51.6%, and include the following:

(CLERK OF THE CIRCUIT COURT CONTINUED)

- An increase of \$30,000 for jurors and witnesses. This was previously budgeted in the Circuit Court.
- A \$10,000 increase in equipment maintenance for the COTT system based on prior year actual expenditures.
- Includes \$7,500 in capital outlay to purchase 5 computers to replace computers currently owned by the state. The County currently pays an annual fee of \$7,000 per year to the State Supreme Court for these computers.
- An increase of \$12,865 in state support for constitutional officers' shared expenses.

**FY 13/14 Adopted Budget:** State Revenue from the Compensation Board was increased to reflect State salary increases.

Description	FY 12/13 Adopted	FY 13/14 Recommended	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Clerk of the Circuit Court (10.5 positions):</b>	\$675,474	\$780,096	\$780,096	\$104,622	15.5%
<b>Court Services Program:</b> This program consists of the criminal section and the law and chancery section in which there are four full time deputies, two in each section. Deputies assist the judge in the courtroom in both Criminal and Civil actions and conduct other duties related to cases in accordance with state law.					
<b>Tax Records and Probate Program:</b> This program properly indexes deeds for items such as real property, issues marriage licenses, probates wills, docket judgments, files financing statements and business partnership certificates, in accordance with applicable laws.					
<b>TOTAL, CLERK OF THE CIRCUIT COURT</b>	<b>\$675,474</b>	<b>\$780,096</b>	<b>\$780,096</b>	<b>\$104,622</b>	<b>15.5%</b>

# COMMONWEALTH'S ATTORNEY

## MISSION

The Albemarle County Commonwealth's Attorney's Office (CAO) is dedicated to pursuing justice and protecting the rights and safety of the citizens of Albemarle and its visitors. As part of that mission, the CAO works to enhance public safety and welfare through the vigorous enforcement of criminal laws in a fair, compassionate, ethical and just manner. The CAO believes that, in order to accomplish this mission, the office should maintain a pro-active role in the community by working to prevent crime in addition to its mandate to prosecute with integrity, equality and excellence.

## DESCRIPTION

The Commonwealth's Attorney is a Virginia constitutional officer elected to a four-year term by the voters of Albemarle County. The Commonwealth's Attorney represents the Commonwealth of Virginia as its attorney as follows:

- Albemarle County Juvenile and Domestic Relations District Court: Juvenile Criminal Dockets, Domestic Dockets, and Juvenile Traffic Dockets, motions/hearings, and bond matters.
- Albemarle County General District Court: criminal misdemeanor dockets, traffic dockets, preliminary hearing dockets, bad check dockets, motions/hearings and bond matters.
- Albemarle County Circuit Court: All matters.

## GOALS

- Work closely with law enforcement and other Departments within the Judicial Function and Public Safety Areas.
- Work with the Sheriff's Office on a daily basis and strive to improve the level of services offered to the County and to the Courts by utilizing a best practice assessment daily as issues arise. Have an attorney on call and available at all hours to consult and advise law enforcement on incoming matters.
- Represent the Commonwealth as its attorney for Albemarle County for the following (but not limited to): determining extradition matters, coordinating Court schedules, communicating regarding transportation of inmates from other facilities, conducting special grand juries, preparing indictments for and advising the regular grand jury, reviewing individual cases for entry into Drug Court, conflict of interest notification and opinions, and education and outreach to the general public. Work with the Schools of Albemarle County to educate the administration, instructors and students regarding matters relating to community safety, law enforcement and interaction with the judicial system.

## FINANCIAL DATA

COMMONWEALTH'S ATTORNEY								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$659,807	\$714,000	\$747,793	\$767,525	\$767,525	\$767,525	\$53,525	7.5%
BENEFITS	208,920	247,463	220,799	228,188	228,188	228,188	(19,275)	-7.8%
OPERATING	32,645	37,209	41,489	42,882	41,950	41,950	4,741	12.7%
CAPITAL OUTLAY	1,243	7,185	3,101	4,450	4,450	4,450	(2,735)	-38.1%
EXPENDITURE TOTAL	\$902,614	\$1,005,857	\$1,013,182	\$1,043,045	\$1,042,113	\$1,042,113	\$36,256	3.6%
<b>REVENUE</b>								
LOCAL	\$9,968	\$5,200	\$8,600	\$5,200	\$5,200	\$5,200	\$0	0.0%
STATE	448,457	457,995	478,890	463,819	463,819	486,336	28,341	6.2%
REVENUE TOTAL	\$458,425	\$463,195	\$487,490	\$469,019	\$469,019	\$491,536	\$28,341	6.1%
<b>NET COST</b>	<b>\$444,189</b>	<b>\$542,662</b>	<b>\$525,692</b>	<b>\$574,026</b>	<b>\$573,094</b>	<b>\$550,577</b>	<b>\$7,915</b>	<b>1.5%</b>
<b>POSITIONS</b>	<b>9.0</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>0.0</b>	<b>0.0%</b>

## OVERVIEW/CHANGES

### FY 12/13 Projected:

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees' VRS contribution.

(COMMONWEALTH'S ATTORNEY CONTINUED)

**FY 13/14 Recommended Budget:** The Commonwealth's Attorney budget increases by \$36,256, or 3.6%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- An increase of 7.0% in health insurance costs.
- A \$3,000 increase to fund essential training needs of the office and a \$1,010 increase in postal services based on historical actual expenditures.
- An increase of \$5,824 in state support for constitutional officers' shared expenses.

**FY 13/14 Adopted Budget:** State Revenue from the Compensation Board was increased to reflect State salary increases.

Description	FY 12/13 Adopted	FY 13/14 Recommended	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Criminal Case Prosecution and Legal Services (9.0 positions):</b> The Commonwealth's Attorney's Office is responsible for prosecution for the Commonwealth of Virginia and the County of Albemarle and assists County police, UVA police, State police, federal law enforcement agencies, and other law enforcement agencies on legal issues when requested. The division also provides outreach and information to the general public regarding criminal justice issues.	\$1,005,857	\$1,042,113	\$1,042,113	\$36,256	3.6%
<b>TOTAL, COMMONWEALTH'S ATTORNEY</b>	<b>\$1,005,857</b>	<b>\$1,042,113</b>	<b>\$1,042,113</b>	<b>\$36,256</b>	<b>3.6%</b>

# OFFICE OF THE SHERIFF

## MISSION

It is the mission of the Albemarle County Sheriff's Office to provide customer-friendly, exemplary law enforcement in the most cost effective manner as possible.

## DESCRIPTION

The Sheriff is a Virginia constitutional officer elected to a four-year term by the voters of Albemarle County. The Sheriff's Office is responsible for processing and serving civil and criminal court authorized documents, for providing courtroom security to the Circuit Court, General District Court, and the Juvenile and Domestic Relations Court, and for transporting prisoners and mental patients by court orders.

## GOALS

- Ensure core functions (court security, prisoner and mental patient transports, and civil process) are performed in the most cost efficient and productive manner.
- Ensure the use of volunteers is maximized to support initiatives beyond basic mandatory functions.
- Identify ways the office can provide additional desired service to the community and work in concert with the Albemarle County Police Department to avoid service duplication.

## FINANCIAL DATA

OFFICE OF THE SHERIFF								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$1,315,649	\$1,300,818	\$1,437,733	\$1,408,288	\$1,408,288	\$1,408,288	\$107,470	8.3%
BENEFITS	402,093	459,964	414,269	430,167	430,167	430,167	(29,797)	-6.5%
OPERATING	202,417	220,768	252,867	242,143	242,143	242,143	21,375	9.7%
CAPITAL OUTLAY	79,254	77,340	76,504	116,270	116,270	116,270	38,930	50.3%
OTHER	0	40,500	6,640	0	0	0	(40,500)	0.0%
<b>EXPENDITURE TOTAL</b>	<b>\$1,999,413</b>	<b>\$2,099,390</b>	<b>\$2,188,013</b>	<b>\$2,196,868</b>	<b>\$2,196,868</b>	<b>\$2,196,868</b>	<b>\$97,478</b>	<b>4.6%</b>
<b>REVENUE</b>								
LOCAL	\$575,758	\$565,800	\$579,190	\$591,600	\$591,600	\$591,600	\$25,800	4.6%
STATE	658,095	652,821	666,384	643,800	643,800	656,676	3,855	0.6%
FEDERAL	22,008	0	13,219	0	0	0	0	
TRANSFERS	6,500	0	6,166	0	0	0	0	
<b>REVENUE TOTAL</b>	<b>\$1,262,362</b>	<b>\$1,218,621</b>	<b>\$1,264,959</b>	<b>\$1,235,400</b>	<b>\$1,235,400</b>	<b>\$1,248,276</b>	<b>\$29,655</b>	<b>2.4%</b>
<b>NET COST</b>	<b>\$737,051</b>	<b>\$880,769</b>	<b>\$923,055</b>	<b>\$961,468</b>	<b>\$961,468</b>	<b>\$948,592</b>	<b>\$67,823</b>	<b>7.7%</b>
<b>POSITIONS</b>	<b>23.0</b>	<b>23.0</b>	<b>23.0</b>	<b>23.0</b>	<b>23.0</b>	<b>23.0</b>	<b>0.0</b>	<b>0.0%</b>

## OVERVIEW/CHANGES

### *FY 12/13 Projected:*

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees' VRS contribution.
- Includes an appropriation of \$22,552 in federal grant revenues for a part-time auxiliary deputy officer to assist with the administration and monitoring of Offender Aid and Restorations (OAR's) Drug Court cases.
- Includes an appropriation of \$11,600 to reallocate funding for fingerprinting services and an appropriation of \$14,111 in donations for the Reserve Program.

**FY 13/14 Recommended Budget:** The Office of the Sheriff's budget increases by \$97,478, or 4.6%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- Includes the impact of the public safety reclassification and public safety recruitment and retention incentives implemented in 2012. In the FY 12/13 Adopted Budget, the reclassification expenditures were budgeted in the department's "Other" category.
- An increase of 7.0% in health insurance costs.

(OFFICE OF THE SHERIFF CONTINUED)

- Includes \$9,702 for the Sheriff’s share of the costs related to the Line of Duty Act, an unfunded state mandated program.
- Operating expenditures are increasing \$21,375, or 9.7%, and include the following:
  - Continuation of funding to support volunteers for providing fingerprinting services.
  - A \$10,343 increase in police supplies partially offset by a decrease in replacement radio equipment expenses.
- Capital outlay costs increase \$38,930 or 50.3% based on an increase in the vehicle replacement fuel surcharge from \$3.00 to \$3.50 per gallon and required equipment for five replacement vehicles.
- An increase in local revenues of \$25,800 and a decrease of \$9,021 in state support for constitutional officers’ shared expenses.

**FY 13/14 Adopted Budget:** State Revenue from the Compensation Board was increased to reflect State salary increases.

Description	FY 12/13 Adopted	FY 13/14 Recommended	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Court Services and Security (23.0 positions):</b> The Albemarle County Sheriff’s Office provides for the safety and security of five courtrooms and three courthouses, serves over 36,000 civil processes per year, and transports mental patients and prisoners.</p> <p>Juvenile Court expenditures are offset by a \$163,600 reimbursement from the City of Charlottesville for their share of security provided by the Albemarle County Sheriff’s Office. The County’s share of security costs is budgeted in the Sheriff’s Office budget.</p>	\$1,884,090	\$1,981,568	\$1,981,568	\$97,478	5.2%
<p><b>Reimbursable Overtime:</b> This budget item pays for Deputy Sheriffs that provide security services to local, private firms during off-duty hours. These expenditures are offset by revenues paid to the County by the private firms that contract for this service.</p>	215,300	215,300	215,300	0	0.0%
<b>TOTAL, OFFICE OF THE SHERIFF</b>	<b>\$2,099,390</b>	<b>\$2,196,868</b>	<b>\$2,196,868</b>	<b>\$97,478</b>	<b>4.6%</b>

# COURTS

## MISSION

The essential mission of the Courts is to fairly and effectively adjudicate legal cases involving matters of criminal, civil, and domestic relations, the laws of the Commonwealth of Virginia, and the laws of the County of Albemarle.

## DESCRIPTION

Albemarle County is part of the Sixteenth Judicial District of Virginia and is served by a Circuit Court, General District Court, Juvenile and Domestic Relations Court, and Magistrate's Office.

## FINANCIAL DATA

COURTS								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
CIRCUIT COURT	\$130,376	\$121,348	\$110,000	\$99,312	\$99,312	\$99,312	(\$22,036)	-18.2%
GENERAL DIST. COURT	59,392	23,955	38,664	37,285	37,285	37,285	13,330	55.6%
MAGISTRATE	4,642	4,375	4,375	4,350	4,350	4,350	(25)	-0.6%
JUVENILE COURT	119,229	111,522	111,598	113,381	113,381	113,381	1,859	1.7%
EXPENDITURE TOTAL	\$313,638	\$261,200	\$264,637	\$254,328	\$254,328	\$254,328	(\$6,872)	-2.6%
<b>NET COST</b>	<b>\$313,638</b>	<b>\$261,200</b>	<b>\$264,637</b>	<b>\$254,328</b>	<b>\$254,328</b>	<b>\$254,328</b>	<b>(\$6,872)</b>	<b>-2.6%</b>
<b>POSITIONS</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0%</b>

## OVERVIEW/CHANGES

### *FY 12/13 Projected:*

#### Circuit Court:

- Includes the impact of a 5.0% increase in salary and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees' VRS contribution.

#### General District Court:

- Includes an appropriation of \$18,000 to pay court appointed attorney fees.

**FY 13/14 Recommended Budget:** Overall, funding to the various Courts decreases \$6,872, or 2.6%, and reflects the following:

#### Circuit Court:

- A 2.0% increase to support performance pay increases.
- An increase of 7.0% in health insurance costs.
- A decrease of \$30,000 for payments to jurors and witnesses. This expense was reallocated to the Clerk of the Circuit Court.

#### General District Court:

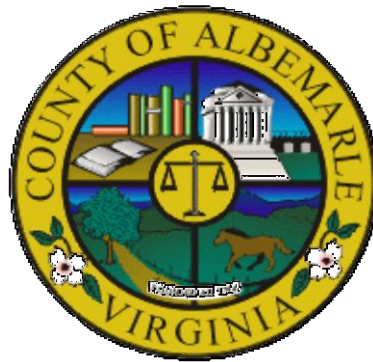
- Continues the impact of the increase for additional court appointed attorney fees.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

(COURTS CONTINUED)

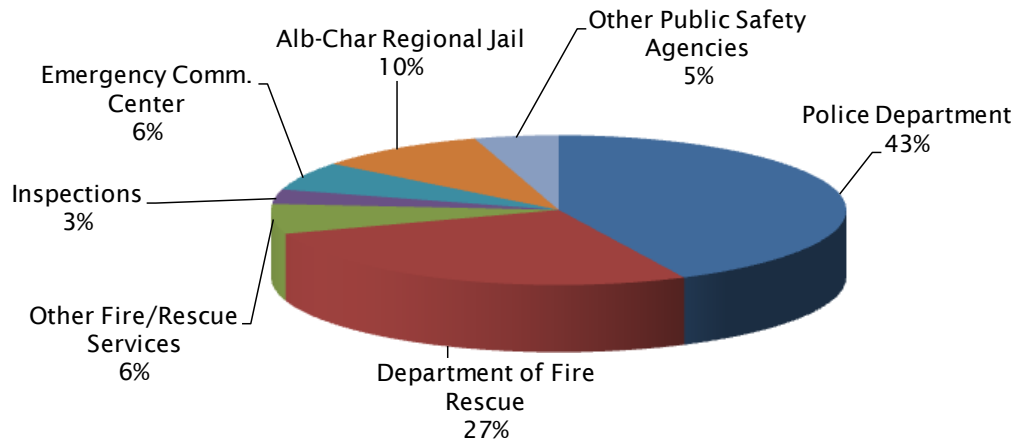
Description	FY 12/13 Adopted	FY 13/14 Recommended	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Circuit Court (1.0 position):</b> The Circuit Court is the court of record for Albemarle County, the trial court with the broadest powers, and the only Court that conducts jury trials. The Circuit Court hears felony criminal cases and handles all civil cases with claims of more than \$15,000. The Circuit Court also handles family matters and cases appealed from the General District Court and the Juvenile Domestic Relations District Court.</p> <p>The County pays the cost of a Legal Assistant to the Circuit Court, who manages the entire Circuit Court docket.</p>	\$121,348	\$99,312	\$99,312	(\$22,036)	-18.2%
<p><b>General District Court:</b> The General District Court hears minor misdemeanor criminal cases, conducts preliminary hearings for the more serious criminal felony cases, and handles most traffic violation cases. The Court also decides zoning, hunting, and fishing license matters. The General District Court Clerk's Office assists the judge in conducting judicial functions and has responsibility for all administrative and resource management functions of the Court.</p>	23,955	37,285	37,285	13,330	55.6%
<p><b>Magistrate's Office:</b> The Magistrate is appointed and supervised by the Judge of the Circuit Court and serves as the initial contact between citizens and the criminal justice system. The duties of the Magistrate include the issuance of arrest and search warrants, subpoenas, civil warrants, summons, and temporary mental detention orders. The Magistrate also determines bail as well as commitments to and releases from jail. The Magistrate's Office serves both the City and the County.</p>	4,375	4,350	4,350	(25)	-0.6%
<p><b>Juvenile &amp; Domestic Relations (J &amp; DR) Court:</b> The City of Charlottesville and Albemarle County share a single J &amp; DR Court and pay supplementary support costs for the Court. The J &amp; DR District Court hears all matters involving juveniles. In addition, the Court handles legal matters involving the family such as custody, support, visitation, family abuse cases, and criminal cases where the defendant and alleged victim are family or household members.</p> <p>Associated with the J &amp; DR District Court is a Court Services Unit, which serves the Court and facilitates the rehabilitation or treatment of those who come before the Court.</p>	111,522	113,381	113,381	1,859	1.7%
<b>TOTAL, COURTS</b>	<b>\$261,200</b>	<b>\$254,328</b>	<b>\$254,328</b>	<b>(\$6,872)</b>	<b>-2.6%</b>





# PUBLIC SAFETY

**FY 13/14 Adopted  
Public Safety Budget  
\$35,372,438**



	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Police Department	\$12,806,196	\$14,073,637	\$14,277,845	\$15,403,514	\$15,151,349	\$15,151,349	\$1,077,712	7.7%
Department of Fire Rescue	6,914,385	8,160,828	8,448,244	9,551,146	9,543,146	9,554,146	\$1,393,318	17.1%
Other Fire/Rescue Services	2,694,886	2,835,055	2,906,039	2,885,100	2,275,528	2,275,528	(\$559,527)	-19.7%
Inspections	1,035,530	1,094,667	1,081,963	1,108,821	1,108,821	1,108,821	\$14,154	1.3%
Emergency Comm. Center	2,066,831	2,197,797	2,197,797	2,191,183	2,191,183	2,191,183	(\$6,614)	-0.3%
Alb-Char Regional Jail	3,306,119	3,617,064	3,644,252	3,415,945	3,415,945	3,415,945	(\$201,119)	-5.6%
Other Public Safety Agencies	1,411,303	1,589,250	1,589,443	1,683,084	1,675,466	1,675,466	\$86,216	5.4%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$30,235,249</b>	<b>\$33,568,298</b>	<b>\$34,145,583</b>	<b>\$36,238,793</b>	<b>\$35,361,438</b>	<b>\$35,372,438</b>	<b>\$1,804,140</b>	<b>5.4%</b>



# POLICE DEPARTMENT

## MISSION

The mission of the Albemarle County Police Department is to provide for the safety and security of our many diverse citizens and communities while protecting individual rights and delivering quality services.

## DESCRIPTION

Albemarle County is the fifth largest county in the Commonwealth of Virginia containing 726 square miles of land and 6 square miles of water. The Albemarle County Police Department was created in 1983 to assume primary responsibility for law enforcement. The Department's present authorized strength is 122 sworn officers, 21.5 civilian employees and 4 animal control officers.

## GOALS

- Reduce the number of traffic and fatal crashes.
- Reduce the number of residential and commercial burglaries.
- Reduce the number of crimes against people.
- Improve Priority 1 response times (priority 1 calls include, but are not limited to murder, rape, aggravated assault, vehicle accidents with personal injury, shots fired, officers needing assistance and calls involving weapons).

Additional Information about this department's support of the County's Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

## FINANCIAL DATA

POLICE DEPARTMENT								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$7,775,398	\$8,148,502	\$8,732,908	\$8,910,766	\$8,840,066	\$9,031,169	\$882,667	10.8%
BENEFITS	2,756,154	3,231,748	2,918,332	3,151,816	3,151,816	3,227,274	(4,474)	-0.1%
OPERATING	1,733,518	1,900,676	2,063,309	2,117,905	1,936,440	1,990,292	89,616	4.7%
CAPITAL OUTLAY	515,027	511,270	533,160	630,040	630,040	869,199	357,929	70.0%
INITIATIVES AND TRANSFERS	26,100	281,441	30,136	592,987	592,987	33,415	(248,026)	-88.1%
EXPENDITURE TOTAL	\$12,806,196	\$14,073,637	\$14,277,845	\$15,403,514	\$15,151,349	\$15,151,349	\$1,077,712	7.7%
<b>REVENUE</b>								
LOCAL	1,424,050	\$1,331,000	\$1,215,788	\$1,482,360	\$1,482,360	\$1,482,360	151,360	11.4%
STATE	1,896,788	1,915,430	1,915,430	2,008,606	2,008,606	2,008,606	93,176	4.9%
TRANSFER FROM SCHOOLS	137,473	140,000	150,560	180,000	180,000	180,000	40,000	28.6%
REVENUE TOTAL	\$3,458,311	\$3,386,430	\$3,281,778	\$3,670,966	\$3,670,966	\$3,670,966	\$284,536	8.4%
<b>NET COST</b>	<b>\$9,347,886</b>	<b>\$10,687,207</b>	<b>\$10,996,067</b>	<b>\$11,732,548</b>	<b>\$11,480,383</b>	<b>\$11,480,383</b>	<b>\$793,176</b>	<b>7.4%</b>
<b>POSITIONS</b>	<b>147.5</b>	<b>147.5</b>	<b>147.5</b>	<b>151.5</b>	<b>151.5</b>	<b>151.5</b>	<b>4.0</b>	<b>2.7%</b>

## OVERVIEW/CHANGES

### FY 12/13 Projected:

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees' VRS contribution.
- Includes appropriations of \$62,898 for traffic safety programs, \$57,638 for public safety recruitment and retention incentives, \$47,352 for Line of Duty Act expenditures, \$38,583 for recovered costs, \$12,918 for overtime costs associated with assistance provided to the Game Warden during hunting season, \$10,597 for uncompleted security improvements to the Evidence Unit, and \$10,241 for costs related to the summer 2012 derecho.

**FY 13/14 Recommended Budget:** The Police Department's budget increases by \$1,077,712 or 7.7%, and reflects the following:

- A 2.0% increase to support performance pay increases.

*(POLICE DEPARTMENT CONTINUED)*

- Includes the impact of the public safety reclassification and public safety recruitment and retention incentives implemented in 2012. In the FY 12/13 Adopted Budget, the reclassification expenditures were budgeted in the department’s “Other” category and the recruitment and retention incentives were budgeted in a non-departmental reserve (see Non-Departmental chapter – Other Uses of Funds).
- A \$48,799 increase in overtime wages primarily due to the impacts of the aforementioned state mandated VRS change, public safety reclassification and recruitment and retention incentives.
- Includes \$12,000 in overtime wages associated with assistance provided to the Game Warden during hunting season.
- An increase of 7.0% in health insurance costs.
- Includes \$94,427 for the department’s share of the costs related to the Line of Duty Act, an unfunded state mandated program.
- Includes a reduction of \$171,310 in projected salary and related benefits lapse. This lapse will be monitored throughout the fiscal year and, as needed, reallocated among department budgets based on actual employee turnover.
- An increase of \$35,764 or 1.9% in operating costs primarily due to:
  - A \$40,000 increase to provide an additional firearms qualification for officers. Currently, one qualification is completed annually;
  - A \$33,000 increase for the maintenance costs related to the Patrol Video Camera Capital Improvements Program (CIP) project;
  - A \$31,967 increase for essential training expenditures;
  - A \$17,000 increase in supplies driven by aging equipment maintenance/replacement needs; and
  - A \$90,000 decrease based on the methodology used for budgeting fuel expenses.
- Capital outlay costs increase \$118,770 or 23.2% based on an increase in the vehicle replacement fuel surcharge from \$3.00 to \$3.50 per gallon and police equipment replacement.
- The “Initiatives and Transfers” category includes:
  - \$559,572 for four (4.0 FTE) additional positions: Two Police Officers, one School Resource Officer and one Traffic Safety Officer; and
  - \$33,415 for a transfer to the Victim Witness Fund (see Other Fund chapter) based on the County’s share of costs.
- A \$284,536 increase in related revenues, including:
  - A \$151,360 increase in local fines primarily due to increased PhotoSafe program revenues and other fines related to law enforcement. A portion of the PhotoSafe program revenues are recommended to fund the salary and benefits of the recommended additional Traffic Safety Officer;
  - A \$93,176 increase in state categorical aid for support to law enforcement (HB 599 funds); and
  - A \$40,000 increase in the Transfer from Schools to support the cost of the recommended additional School Resource Officer.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget. The expenditures previously noted in the Initiatives category have been reallocated to the Salaries, Benefits, Operating and Capital Outlay categories in the Financial Data table for the FY 13/14 Adopted Budget.

Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Police Services (151.5 positions):</b> Police Services include two Patrol Districts, Investigation Division, Community Support Division, Administrative Division, Support Division, and the Office of the Chief of Police. The department operates on a 24-hour, 365-day per year basis.</p> <p>Patrol Districts –Two Patrol Districts provide year-round, 24-hour police services. Officers assigned to these districts are responsible for answering calls for service, preliminary investigations of incidents, traffic enforcement, accident investigation, problem solving, attending Town Hall/Community meetings, and maintaining order in the community.</p>	\$13,643,037	\$14,720,749	\$1,077,712	7.9%

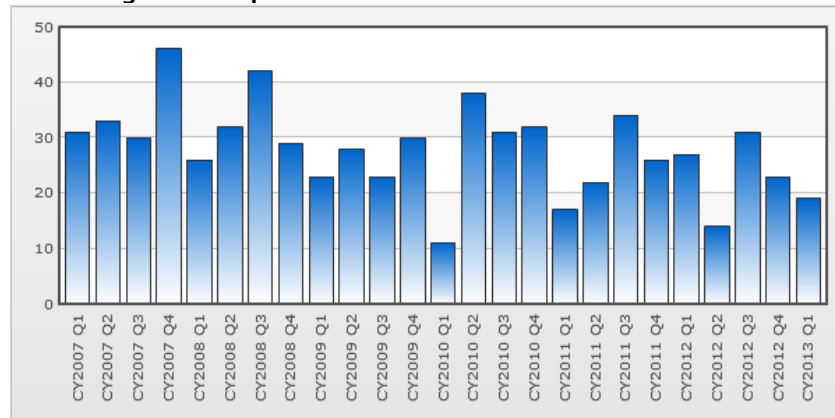
(POLICE DEPARTMENT CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p>Investigation Division - Provides follow-up investigations for all complex and serious cases and manages criminal intelligence information. Also responsible for controlling property and evidence and providing counseling and support assistance to victims and witnesses of crime through the Victim/Witness Office. Additional grant funding also pays for a half-time victim/witness assistant coordinator and a victim/witness program assistant. This division also provides personnel and supervision for the Jefferson Area Drug Enforcement (JADE) unit (operating cooperatively between the County, the City of Charlottesville, the University of Virginia and the Virginia State Police).</p> <p>Community Support Division - Works with community groups to identify problems and take corrective measures through collaborative problem solving. The officers provide community-focused attention to citizen problems and concerns, and can be utilized to address specialized enforcement and investigative needs including traffic enforcement, criminal investigations, school resource officers, fugitive warrant service, quality of life issues, and animal control issues.</p> <p>Administrative Division - Responsible for the recruitment and hiring of new personnel and training and professional development of current personnel.</p> <p>Support Division - Responsible for planning and research, State accreditation, fiscal management, and records management and automation.</p>				
<b>Police Reimbursable Overtime:</b> This budget item covers pay to police officers who provide security services to local, private organizations during their off-duty hours. Expenditures are offset by revenues paid to the County by the organizations who contract for the service.	430,600	430,600	0	0.0%
<b>TOTAL, POLICE DEPARTMENT</b>	<b>\$14,073,637</b>	<b>\$15,151,349</b>	<b>\$1,077,712</b>	<b>7.7%</b>

**KEY PERFORMANCE INDICATORS (KPIs)**

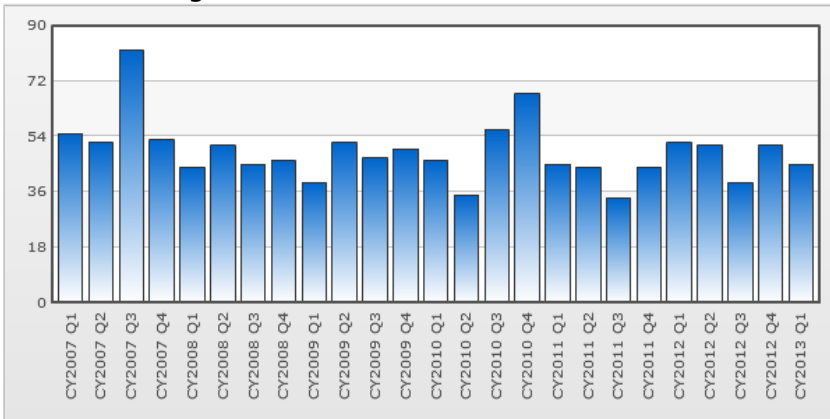
The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For KPI information, please visit our website at [www.albemarle.org/departments.asp?department=perfmgt](http://www.albemarle.org/departments.asp?department=perfmgt).

**Crimes Against People**



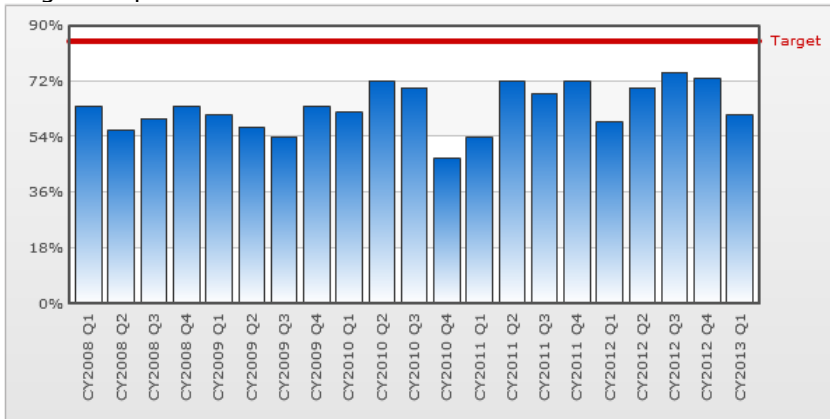
(POLICE DEPARTMENT CONTINUED)

Residential Burglaries



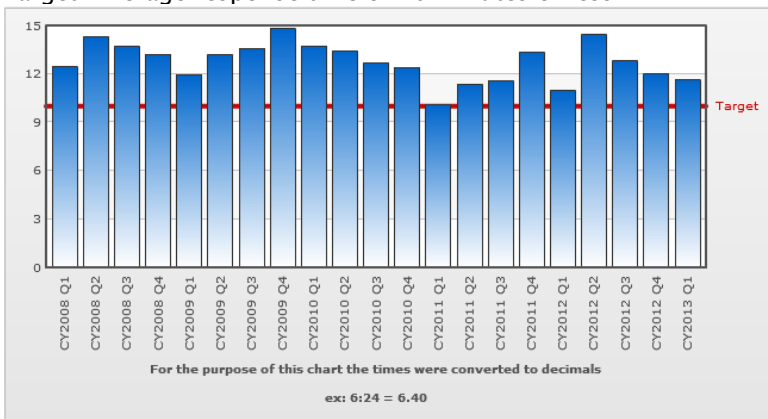
Response Time in Development Areas

Target: Response within 5 minutes 85% of the time.



Response Time in Rural Areas

Target: Average response time of 10 minutes or less.



# DEPARTMENT OF FIRE AND RESCUE

## MISSION

The Albemarle County Department of Fire and Rescue will provide the highest quality services to protect and preserve the lives, property, and environment of our community.

## DESCRIPTION

Emergency services in Albemarle County are provided by a combination system consisting of volunteer and career personnel working cooperatively and collaboratively together to provide fire, rescue, and emergency medical services to the community while at the same time partnering with other local and regional emergency services organizations. The system consists of:

- Two County stations staffed full-time by career personnel,
- The new Ivy station staffed full-time by a combination of career and volunteer personnel,
- Seven volunteer fire companies, four of which have career staffing Monday – Friday during the day, with volunteer staffing nights and weekends,
- Three volunteer rescue squads, one of which has career staffing Monday – Friday during the day, with volunteer staffing nights and weekends,
- An ambulance located at Martha Jefferson Hospital serving the Pantops area Monday - Friday during the day.

The system is an equal opportunity, progressive organization whose goal is to provide the highest quality service within the constraints of its funding and personnel resources.

## GOALS

- Improve relations among system partners
- Establish and implement consistent and accurate data collection and analysis systems to drive performance
- Establish and begin to implement common standards across the system
- Ensure methods are in place for community risk reduction
- Improve methods to recruit, develop and retain both volunteer and career staff

Additional Information about this department’s support of the County’s Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

## FINANCIAL DATA

FIRE RESCUE DEPARTMENT								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$4,422,907	\$4,818,482	\$5,476,361	\$5,784,876	\$5,784,876	\$6,011,450	\$1,192,968	24.8%
BENEFITS	1,653,266	2,050,899	1,896,102	2,135,344	2,135,344	2,221,936	171,037	8.3%
OPERATING	782,978	909,751	963,973	1,022,129	1,014,129	1,205,698	295,947	32.5%
CAPITAL OUTLAY	55,234	75,816	111,808	113,562	113,562	115,062	39,246	51.8%
INITIATIVE	0	305,880	0	495,235	495,235	0	(305,880)	-100.0%
EXPENDITURE TOTAL	\$6,914,385	\$8,160,828	\$8,448,244	\$9,551,146	\$9,543,146	\$9,554,146	\$1,393,318	17.1%
<b>REVENUE</b>								
LOCAL	\$768,522	\$1,089,150	\$846,375	\$1,506,220	\$1,506,220	\$1,506,220	\$417,070	38.3%
<b>NET COST</b>	<b>\$6,145,862</b>	<b>\$7,071,678</b>	<b>\$7,601,869</b>	<b>\$8,044,926</b>	<b>\$8,036,926</b>	<b>\$8,047,926</b>	<b>\$976,248</b>	<b>13.8%</b>
POSITIONS (FTE)	80.0	88.0	89.0	96.0	96.0	96.0	8.0	9.1%

## OVERVIEW/CHANGES

### FY 12/13 Projected:

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees’ VRS contribution.



*(FIRE RESCUE CONTINUED)*

- Includes appropriations of \$123,272 for Emergency Medical Service (EMS) service delivery changes, \$74,032 for temporary staffing, \$67,362 for public safety recruitment and retention incentives, \$42,270 for expenses related to the FEMA-SAFER grant that are not reimbursed, \$15,784 for Line of Duty Act expenditures, \$12,350 for replacement equipment and \$4,775 for a lease at Martha Jefferson Hospital for the Pantops ambulance.

**FY 13/14 Recommended Budget:** Fire Rescue's budget increases by \$1,382,318 or 16.9%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- Includes full-year funding for 8 firefighters at the Ivy Fire Station. Half-year funding was included in the FY 12/13 Adopted Budget (equivalent to 4.0 FTE).
- Includes the impact of the public safety reclassification and public safety recruitment and retention incentives implemented in 2012. In the FY 12/13 Adopted Budget, the reclassification expenditures were budgeted in the department's "Other" category and the recruitment and retention incentives were budgeted in a non-departmental reserve (see Non-Departmental chapter - Other Uses of funds).
- A \$231,867 increase in overtime wages due to the impacts of the 1) opening of the Ivy Fire Station; 2) nine firefighters funded by the FEMA-SAFER grant, which does not reimburse overtime expenses; 3) aforementioned state mandated VRS change, public safety reclassification and recruitment and retention incentives, all of which increase the hourly rate of employees; and 4) historical experience of overtime expenditures.
- An increase of 7.0% in health insurance costs.
- Includes \$44,456 for the department's share of the costs related to the Line of Duty Act, an unfunded state mandated program.
- An increase of \$104,378 or 11.5% in operating costs primarily due to the following increases:
  - \$69,054 for Ivy Fire Station operations;
  - \$31,500 for training costs in order to meet existing minimum staffing training standards for Advanced Life Support skills and to meet changing requirements set by the Virginia Office of Emergency Medical Services; and
  - \$16,554 for operating expenditures related to the personnel funded by the FEMA-SAFER grant that are not reimbursed by the grant.
- An increase of \$37,746 in capital outlay expenditures primarily due to equipment related to the recommended replacement of Prevention Division vehicles and an increase in the vehicle replacement fuel surcharge from \$3.00 to \$3.50 per gallon.
- The "Initiative" category includes:
  - \$402,629 for expenditures related to changes in EMS service delivery, including 1) 3.0 firefighters to provide a daytime Monday - Friday ambulance service at the Ivy Fire Station; 2) operational costs for the ambulance at the Ivy station, a full time ambulance in the Route 29 North area, and daytime Monday - Friday "jump crews" at the Earlysville and Stony Point stations; and 3) associated costs directly related to EMS Cost Recovery program revenue collections.
  - \$92,606 for a Division Chief for Volunteer Services.
- A \$417,070 increase in local revenues primarily due to an increase in revenue associated with the EMS Cost Recovery program. A portion of these revenues are collected by Western Albemarle Rescue Squad and Scottsville Volunteer Rescue Squad. Funding for volunteer stations is discussed in the "Other Fire Rescue" section in this chapter.

**FY 13/14 Adopted Budget:** Includes an additional \$11,000 for Emergency Medical Technician (EMT) training planned for the Earlysville Volunteer Fire Company. The expenditures previously noted in the Initiatives category have been reallocated to the Salaries, Benefits, Operating and Capital Outlay categories in the Financial Data table for the FY 13/14 Adopted Budget.

(FIRE RESCUE CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Administration (7.0 positions):</b> The Fire/Rescue Administration Division provides guidance, technical assistance, budget oversight, and emergency service management to several "divisions" of the Department. Administration is responsible for planning the future of the County's growing Fire and EMS system and improving the working relationship between volunteer fire and EMS personnel.	\$645,578	\$778,967	\$133,389	20.7%
<b>Training/Education (3.0 positions):</b> This division increases the training level of emergency responders throughout the County, provides a training academy, plans and implements an annual regional training school, and assists volunteers with implementing an aggressive, in-house training curriculum.	414,517	450,821	36,304	8.8%
<b>Prevention/Code Enforcement (5.0 positions):</b> The Fire Prevention Division develops and implements programs aimed at the prevention of fire and life safety emergencies within the County. Programs are also developed to take an analytical approach to problem solving as well as "targeting" fire prevention. This approach involves a proactive target hazard inspection program, permit process, building construction plan review, public education and fire investigation. The investigation section also includes an environmental compliance component. The division places an emphasis on compiling data that is gathered from performing duties. This information is passed along to all other divisions as well as to the public. The Fire Prevention Division acts as a contact point for all fire and life safety information and guidance as well as information on local, state and federal laws and ordinances pertaining to fire.	461,928	498,333	36,405	7.9%
<b>Fire/Rescue Operations (81.0 positions):</b> This division provides staffing to the Monticello, Hollymead and Ivy Fire stations, EMS service in the Pantops area and daytime support for five volunteer stations. Firefighter/ALS personnel respond to fire, rescue, and emergency medical calls throughout the County. Firefighters assist with maintaining station equipment, performing mapping functions, pre-fire planning activities for businesses, educational programs, and representing the department on regional committees.	6,572,199	7,725,804	1,153,605	17.6%
<b>EMS Cost Recovery:</b> This program obtains reimbursement for the costs of emergency medical services associated with transporting a patient to the hospital by ambulance. This funding is for the operating costs to administer this program.	66,606	100,221	33,615	50.5%
<b>TOTAL, FIRE RESCUE DEPARTMENT</b>	<b>\$8,160,828</b>	<b>\$9,554,146</b>	<b>\$1,393,318</b>	<b>17.1%</b>

**KEY PERFORMANCE INDICATORS (KPIs)**

The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For KPI information, please visit our website at [www.albemarle.org/departments.asp?department=perfmgt](http://www.albemarle.org/departments.asp?department=perfmgt).

**Response Time in Development Areas**

Target: Average Response Time of 5 Minutes or less



**Response Time in Rural Areas**

Target: Average Response Time of 13 Minutes or less



# OTHER FIRE/RESCUE SERVICES

## DESCRIPTION

The primary purpose of Other Fire/Rescue Services is to provide funding, support, and assistance to the Volunteer Fire Companies and Volunteer Rescue Squads that are a vital component of the combined volunteer/career fire/rescue system in the County. These agencies deliver services to protect the lives and property of Albemarle County citizens, workers, and visitors from fire, medical emergencies, and other dangerous calamities.

## FINANCIAL DATA

OTHER FIRE/RESCUE SERVICES								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
VOLUNTEER FIRE/RESCUE	\$1,804,731	\$1,839,092	\$1,971,140	\$2,629,914	\$2,020,342	\$2,020,342	\$181,250	9.9%
TJ EMS*	19,257	19,257	19,257	19,257	19,257	19,257	0	0.0%
FIRE/RESCUE TAX CREDIT	57,921	65,000	65,000	62,000	62,000	62,000	(3,000)	-4.6%
FOREST FIRE EXTINCTION	23,786	23,786	23,786	23,929	23,929	23,929	143	0.6%
CITY FIRE CONTRACT	789,191	887,920	826,856	101,000	101,000	101,000	(786,920)	-88.6%
CITY FIRE CONTRACT CONTINGENCY	0	0	0	49,000	49,000	49,000	49,000	
TOTAL CONTRIBUTIONS	\$2,694,886	\$2,835,055	\$2,906,039	\$2,885,100	\$2,275,528	\$2,275,528	(\$559,527)	-19.7%
<b>REVENUE</b>								
STATE	\$263,055	\$246,000	\$236,750	\$263,005	\$263,005	\$263,005	\$17,005	6.9%
<b>NET COST</b>	<b>\$2,431,831</b>	<b>\$2,589,055</b>	<b>\$2,669,289</b>	<b>\$2,622,095</b>	<b>\$2,012,523</b>	<b>\$2,012,523</b>	<b>(\$576,532)</b>	<b>-22.3%</b>

\*Thomas Jefferson Emergency Medical Services Council

## OVERVIEW/CHANGES

### **FY 12/13 Projected:**

- Includes appropriations for Volunteer Fire Rescue of \$67,615 in funding that was reappropriated for Volunteer Recruitment and Retention initiatives, \$45,600 for costs associated with new volunteers at the Ivy Fire Station and \$15,325 for Line of Duty Act expenditures.

**FY 13/14 Recommended Budget:** Overall, funding for Other Fire/Rescue Services decreases \$559,527, or 19.7%, due to the following changes:

- Funding for the ten (10) volunteer fire and rescue departments' operating budgets increases \$148,868 or 10.9%. Recommended funding is primarily based on volunteer stations' reported actual expenditures for items included in the volunteer funding policy with the exception of funding for WARS, which is increasing as part of the EMS Cost Recovery program and funding for CARS, which is decreasing based on the loss of daytime Monday - Friday coverage in the County.
- Changes to property, automobile, liability, accident/sickness insurance premiums, Line of Duty Act costs, computer maintenance and replacement costs, turnout gear and other operating supplies for volunteer companies increase by a total of \$32,382, or 6.7%. This increase is primarily due to increased insurance costs and an increase in the number of physicals planned for new volunteers related to Line of Duty Act administration.
- Decrease of \$3,000 or 4.6%, in the Volunteer Fire Rescue Tax Credit program based on recent expenditure trends.
- Forest Fire Extinction increases \$143 or 0.6% per a Department of Forestry calculation based on acreage.
- Decrease of \$786,920 or 88.6%, for the City Fire Contract based on anticipated costs under a new contract with the City of Charlottesville.
- Increase of \$17,005 or 5.8% in state revenue from the Virginia Department of Fire Programs for aid to localities.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

(OTHER FIRE RESCUE SERVICES CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Request	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Volunteer Fire/Rescue Services:</b> The County provides a budget allocation to each volunteer fire and rescue department to offset their annual operating costs based on the adopted volunteer funding policy. In addition, the County also provides funding for the volunteer's property, liability, and Line of Duty Act insurance premiums, turnout gear, flares, and foam.	\$1,839,092	\$2,629,914	\$2,020,342	\$181,250	9.9%
<b>Thomas Jefferson Emergency Medical Service (TJEMS):</b> The TJEMS Council is an independent, non-profit agency responsible for the development and implementation of a comprehensive emergency medical services system for Planning District 10.	19,257	19,257	19,257	0	0.0%
<b>Volunteer Fire/Rescue Tax Credit:</b> The County has established a Volunteer Fire/Rescue Personal Property Tax Credit that may be applied toward any vehicle owned by an active fire/rescue volunteer. An additional voucher is also issued to eligible volunteers to pay for the County vehicle license tax.	65,000	62,000	62,000	(3,000)	-4.6%
<b>Forest Fire Extinguishment:</b> Based on the State Code, Albemarle County reimburses the State for forest fire prevention, detection, and suppression services provided by the State Forester.	23,786	23,929	23,929	143	0.6%
<b>City of Charlottesville Fire Department Fire Contract:</b> Albemarle County contracts with the City of Charlottesville Fire Department to provide supplemental fire service to the County in the urban area surrounding the County.	887,920	101,000	101,000	(786,920)	-88.6%
<b>County/City Fire Contract Contingency:</b> Provides funding if necessary for fire contract services as part of current ongoing discussions with the City of Charlottesville.	0	49,000	49,000	49,000	
<b>TOTAL, OTHER FIRE/RESCUE SERVICES</b>	<b>\$2,835,055</b>	<b>\$2,885,100</b>	<b>\$2,275,528</b>	<b>(\$559,527)</b>	<b>-19.7%</b>

# INSPECTIONS & BUILDING CODES

## DESCRIPTION AND MISSION

The Inspections and Building Codes program exists to assist the public in complying with the building codes and land-use regulations which were adopted to protect the public health, safety, and welfare, and to provide excellent customer service in a timely manner. This program falls under the direction of the Community Development Department.

Goals for this program are included in the Community Development’s goals and the Department’s support of the County’s Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

The Inspections and Building Codes program includes four elements: building inspections, erosion and sediment control inspections, water resource inspections, and road inspections.

## FINANCIAL DATA

INSPECTIONS & BUILDING CODES								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$718,226	\$725,250	\$760,276	\$758,014	\$758,014	\$758,014	\$32,764	4.5%
BENEFITS	253,692	288,625	258,634	270,863	270,863	270,863	(17,762)	-6.2%
OPERATING	38,681	55,502	43,441	50,094	50,094	50,094	(5,408)	-9.7%
CAPITAL OUTLAY	24,931	25,290	19,612	29,850	29,850	29,850	4,560	18.0%
<b>EXPENDITURE TOTAL</b>	<b>\$1,035,530</b>	<b>\$1,094,667</b>	<b>\$1,081,963</b>	<b>\$1,108,821</b>	<b>\$1,108,821</b>	<b>\$1,108,821</b>	<b>\$14,154</b>	<b>1.3%</b>
<b>REVENUE</b>								
LOCAL	\$1,102,870	\$1,029,700	\$919,920	\$1,015,926	\$1,015,926	\$1,015,926	(\$13,774)	-1.3%
<b>NET COST</b>	<b>(\$67,340)</b>	<b>\$64,967</b>	<b>\$162,043</b>	<b>\$92,895</b>	<b>\$92,895</b>	<b>\$92,895</b>	<b>\$27,928</b>	<b>43.0%</b>
<b>POSITIONS</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>0.0</b>	<b>0.0%</b>

## OVERVIEW/CHANGES

### *FY 12/13 Projected:*

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees’ VRS contribution.

**FY 13/14 Recommended Budget:** The Inspections & Building Codes budget increases by \$14,154 or 1.3% and reflects the following:

- A 2.0% increase to support performance pay increases.
- A reduction of \$17,460 in projected salary and related benefits lapse. This lapse will be monitored throughout the fiscal year and, as needed, reallocated among department budgets based on actual employee turnover.
- An increase of 7.0% in health insurance costs.
- An overall decrease of 9.7% for auto insurance and fuel costs; fuel is decreasing based on a new methodology used for budgeting fuel expenses.
- An overall 1.3% decrease in local revenue collection for building permit fees which is based on a combination of historical revenues and anticipated changes.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

(INSPECTION AND BUILDING CODES CONTINUED)

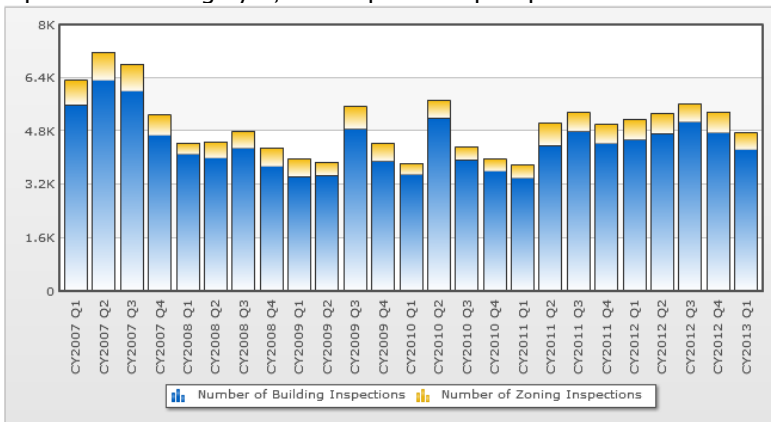
Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Inspections (13.5 funded positions):</b> This program is responsible for ensuring that all new building construction is performed in accordance with the State Building Code. Services provided include permitting, plan review and field inspections for all commercial and residential building construction to verify compliance with the Virginia uniform Statewide Building Code.	\$1,094,667	\$1,108,821	\$14,154	1.3%
<b>TOTAL, INSPECTIONS AND BUILDING CODES</b>	<b>\$1,094,667</b>	<b>\$1,108,821</b>	<b>\$14,154</b>	<b>1.3%</b>

**KEY PERFORMANCE INDICATORS (KPIs)**

The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For KPI information, please visit our website at [www.albemarle.org/departments.asp?department=perfmgt](http://www.albemarle.org/departments.asp?department=perfmgt).

**Number of Building and Zoning Inspections**

Target: The County's ISO insurance rating assumes an average of 10-12 building inspections/day/inspector is considered the maximum for assuring adequate time for inspections. With current staffing, this is considered equivalent to roughly 4,200 inspections per quarter.



# PUBLIC SAFETY CONTRIBUTIONS

## FINANCIAL DATA

PUBLIC SAFETY CONTRIBUTIONS								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Emergency Communications Center	\$2,066,831	\$2,197,797	\$2,197,797	\$2,191,183	\$2,191,183	\$2,191,183	(\$6,614)	-0.3%
Albemarle-Charlottesville Regional Jail	3,306,119	3,617,064	3,644,252	3,415,945	3,415,945	3,415,945	(201,119)	-5.6%
Blue Ridge Juvenile Detention Center	667,447	777,349	777,349	841,223	841,223	841,223	63,874	8.2%
SPCA	474,540	513,085	513,278	532,249	532,249	532,249	19,164	3.7%
Foothills Child Advocacy Center	0	29,500	29,500	32,450	30,385	30,385	885	3.0%
OAR	156,936	156,936	156,936	164,782	159,229	159,229	2,293	1.5%
VJCCCA	52,231	52,231	52,231	52,231	52,231	52,231	0	0.0%
Community Attention	60,149	60,149	60,149	60,149	60,149	60,149	0	0.0%
<b>TOTAL PUBLIC SAFETY CONTRIBUTIONS</b>	<b>\$6,784,253</b>	<b>\$7,404,111</b>	<b>\$7,431,492</b>	<b>\$7,290,212</b>	<b>\$7,282,594</b>	<b>\$7,282,594</b>	<b>(\$121,517)</b>	<b>-1.6%</b>
<b>REVENUE</b>								
STATE - SPCA STERILIZATION FUND	\$2,788	\$2,400	\$2,750	\$2,500	\$2,500	\$2,500	\$100	4.2%
FEDERAL	\$49,175	\$0	\$27,188	\$0	\$0	\$2,500	\$2,500	
<b>REVENUE TOTAL</b>	<b>\$51,963</b>	<b>\$2,400</b>	<b>\$29,938</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$5,000</b>	<b>\$2,600</b>	<b>108.3%</b>
<b>NET COST</b>	<b>\$6,732,289</b>	<b>\$7,401,711</b>	<b>\$7,401,554</b>	<b>\$7,287,712</b>	<b>\$7,280,094</b>	<b>\$7,277,594</b>	<b>(\$124,117)</b>	<b>-1.7%</b>

## OVERVIEW/CHANGES

### *FY 12/13 Projected:*

- Includes an appropriation of \$27,188 in federal revenue for reimbursement from the State Criminal Alien Assistance Program (SCAAP). SCAAP reimburses localities for compensation expenses incurred by correctional officers supervising aliens in local and regional jail facilities.

**FY 13/14 Recommended Budget:** Public Safety Contributions decrease \$121,517, or 1.6%, and reflect the following changes:

- The contributions to the following agencies are all changing based on the County’s share of costs of services per each entity’s regional agreement: Emergency Commutations Center (ECC) decreases \$6,614 or 0.3%; Albemarle Charlottesville Regional Jail decreases \$201,119 or 5.6%; and Blue Ridge Juvenile Detention Center increases \$63,874 or 8.2%.
- The SPCA contribution is increasing \$19,164 or 3.7%. This increase is based on the contract approved by the Board of Supervisors in 2009 that provides a contribution based on the County’s population (most recent U.S. Census projection) multiplied by a per capita amount (\$5.27 in FY 13/14). This contribution also includes \$2,500 to support the SPCA’s spay and neuter efforts, which is offset by related state revenue.
- Contributions to Foothills Child Advocacy Center and Offender Aid and Restoration (OAR) are based on the agency’s evaluations from the City/County Agency Budget Review Team (ABRT) process. A summary of the ABRT process can be found in this document’s Human Development Agency Contributions chapter.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

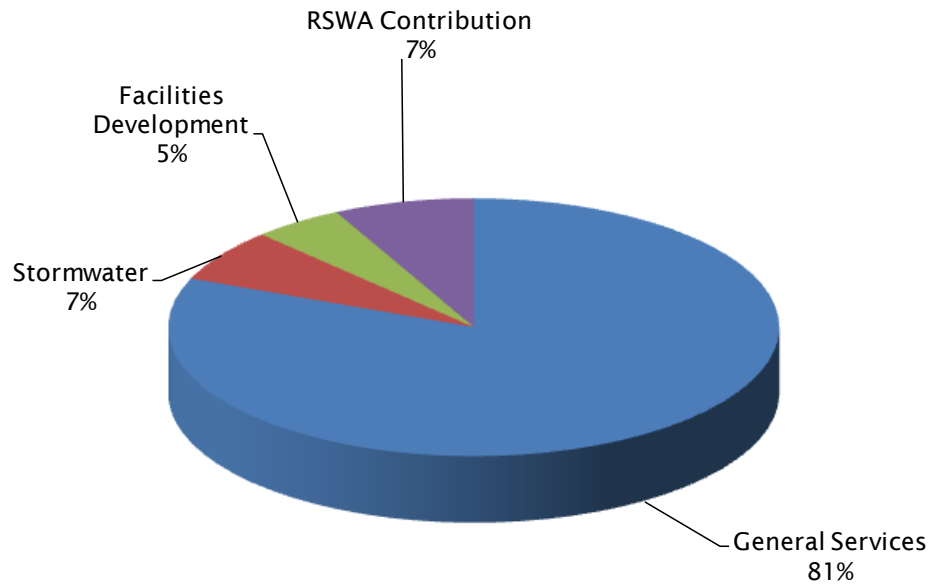


(PUBLIC SAFETY CONTRIBUTIONS CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Request	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Emergency Communications Center (ECC):</b> The ECC provides emergency communications for the County, the City of Charlottesville, and the University of Virginia. The ECC receives all 9-1-1 calls in the area and serves as a central dispatch for the three local police departments, three rescue squads, and fire calls.	\$2,197,797	\$2,191,183	\$2,191,183	(\$6,614)	-0.3%
<b>Albemarle Charlottesville Regional Jail (ACRJ):</b> The ACRJ provides jail services to Albemarle County, Nelson County, and the City of Charlottesville on a contractual basis.	3,617,064	3,415,945	3,415,945	(201,119)	-5.6%
<b>Blue Ridge Juvenile Detention Center (BRJDC):</b> The Blue Ridge Juvenile Detention Center is a 40-bed regional facility serving the City of Charlottesville, Albemarle, Fluvanna, Greene, and Culpeper Counties. This facility provides for the temporary care and supervision of juvenile offenders detained or sentenced by order of the Courts for these localities.	777,349	841,223	841,223	63,874	8.2%
<b>Charlottesville-Albemarle Society for the Prevention of Cruelty to Animals (SPCA):</b> The SPCA provides shelter for stray animals, promotes animal welfare, and educates the public on the proper care and handling of all animals. The County contracts with the SPCA to provide a County animal shelter, which is a mandated County function. Recommended funding is based on the established funding formula between Albemarle County and the SPCA (\$5.27 per capita in FY 13/14). The County also anticipates receiving state revenue for animal sterilization that is also included in the SPCA's amounts.	513,085	532,249	532,249	19,164	3.7%
<b>Foothills Child Advocacy Center:</b> Foothills is a non-profit, accredited agency designed to reduce the trauma and advance the recovery of child maltreatment victims.	29,500	32,450	30,385	885	3.0%
<b>Offender Aid &amp; Restoration (OAR):</b> OAR provides services to offenders in the Charlottesville/Albemarle area and in some of the outlying counties in Planning District 10. The agency's primary effort is aimed at rehabilitating and integrating offenders and ex-offenders into the community. OAR provides pre-trial services, local probation services, a citizen volunteer program, transitional/employment services, and the Charlottesville/Albemarle Drug Court.	156,936	164,782	159,229	2,293	1.5%
<b>Community Attention Home:</b> Community Attention operates a 24-hour coed residential treatment home, specialized family group homes, and a community supervision program that provides outreach counseling services. All programs provide care and treatment to troubled youth, ages 12 to 18.	60,149	60,149	60,149	0	0.0%
<b>VJCCA:</b> Virginia Juvenile Community Crime Control Act (VJCCA) funds support youth development, prevention and intervention services.	52,231	52,231	52,231	0	0.0%
<b>TOTAL, PUBLIC SAFETY AGENCY CONTRIBUTIONS</b>	<b>\$7,404,111</b>	<b>\$7,290,212</b>	<b>\$7,282,594</b>	<b>(\$121,517)</b>	<b>-1.6%</b>

# PUBLIC WORKS

## FY 13/14 Adopted Public Works Budget \$4,031,049



DEPARTMENT	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
General Services	\$2,662,048	\$2,996,783	\$2,963,270	\$3,271,179	\$3,271,179	\$3,271,179	\$274,396	9.2%
Stormwater	214,248	243,193	258,926	266,445	266,445	266,445	23,252	9.6%
Facilities Development	750,883	882,895	183,106	193,425	193,425	193,425	(689,470)	-78.1%
RSWA Contribution	350,000	350,000	350,000	300,000	300,000	300,000	(50,000)	-14.3%
<b>TOTAL PUBLIC WORKS</b>	<b>\$3,977,181</b>	<b>\$4,472,871</b>	<b>\$3,755,302</b>	<b>\$4,031,049</b>	<b>\$4,031,049</b>	<b>\$4,031,049</b>	<b>(\$441,822)</b>	<b>-9.9%</b>



# GENERAL SERVICES

## MISSION

General Services’ mission is to be the stewards of the County’s facilities and natural resources and to provide exceptional service to support Albemarle County in its effort to advance good government initiatives. Through leadership, innovation, focus, and teamwork, General Services is dedicated to being a quality-first organization in support of the taxpayers, the Board of Supervisors’ Strategic Plan, our internal customers, our environment and our employees.

## DESCRIPTION

General Services provides building and grounds maintenance and repairs and oversees the operation of the mechanical systems at County owned and operated facilities; oversees the environmental compliance mandates and energy conservation program; oversees entrance corridor beautification; operates internal mail service and document reproduction; provides management of small renovation projects; monitors the stormwater systems throughout the County, repairing and improving the stormwater structures that impact water quality; ensures Americans with Disabilities Act (ADA) compliance; and operates a general use pool of fleet vehicles.

## GOALS

- Maintain commitment to the County’s environmental obligation through the Environmental Management System (EMS) and the Albemarle County Environmental Stewardship Strategic Plan (ACESSP).
- Implement cost effective programs to advance the County’s goal of protecting local waterways and other natural resources.
- Continually and proactively evaluate the operation and maintenance services for the County’s facilities and grounds; to ensure facilities meet existing and future needs.
- Deliver strong administrative support for the Department of General Services which includes Facility Maintenance, Water Resources and Environmental Compliance Management.

Additional Information about this Department’s support of the County’s Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

## FINANCIAL DATA

GENERAL SERVICES								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$802,820	\$840,126	\$864,628	\$885,619	\$885,619	\$885,619	\$45,493	5.4%
BENEFITS	319,730	363,576	326,030	342,360	342,360	342,360	(21,216)	-5.8%
OPERATING	1,517,005	1,769,971	1,750,588	2,010,993	2,010,993	2,010,993	241,022	13.6%
CAPITAL OUTLAY	22,493	23,110	22,025	32,207	32,207	32,207	9,097	39.4%
EXPENDITURE TOTAL	\$2,662,048	\$2,996,783	\$2,963,270	\$3,271,179	\$3,271,179	\$3,271,179	\$274,396	9.2%
<b>REVENUE</b>								
LOCAL	\$205,853	\$338,147	\$398,844	\$305,772	\$305,772	\$305,772	(\$32,375)	-9.6%
TRANSFERS	254,000	62,000	62,000	63,000	63,000	63,000	1,000	1.6%
REVENUE	\$459,853	\$400,147	\$460,844	\$368,772	\$368,772	\$368,772	(\$31,375)	-7.8%
<b>NET COST</b>	<b>\$2,202,196</b>	<b>\$2,596,636</b>	<b>\$2,502,426</b>	<b>\$2,902,407</b>	<b>\$2,902,407</b>	<b>\$2,902,407</b>	<b>\$305,771</b>	<b>11.8%</b>
<b>POSITIONS</b>	<b>19.6</b>	<b>20.1</b>	<b>20.1</b>	<b>19.9</b>	<b>19.9</b>	<b>19.9</b>	<b>(0.2)</b>	<b>-1.0%</b>

(GENERAL SERVICES CONTINUED)

**OVERVIEW/CHANGES**

**FY 12/13 Projected:**

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees' VRS contribution.
- Includes \$114,000 for expenditures related the June 29-30, 2012 derecho storm which will be reimbursed by the Federal Emergency Management Agency.
- Includes \$126,000 in savings: \$91,000 in savings for Utilities and \$35,000 in savings for solid waste services.

**FY 13/14 Recommended Budget:** The General Services budget increases \$274,396 or 9.2% and reflects the following:

- A 2.0% increase to support performance pay increases.
- An increase of 7.0% in health insurance costs.
- Provides a \$2,500 increase in overtime wages for snow removal and ice control and reflects a \$5,000 decrease in the shift differential for a building attendant.
- Provides \$3,500 of reallocated funds for part-time wages for paid internship in the Environmental division to assist with Implementation of the Albemarle County Environmental Stewardship Strategic Plan and the internal energy management program. The funds are reallocated from professional services, contract building, and repair and maintenance supplies.
- Reflects the discontinuation of the grant-funded Energy Program Coordinator position.
- An increase of \$241,022 or 13.6% in operating costs primarily due to:
  - The provision of \$162,475 for the building/grounds operations and utilities at the new Crozet Library facility.
  - The provision of \$23,761 for the building/grounds operations and utilities at the Scottsville Library facility in accordance with the terms of the JMRL contract.
  - An increase of \$24,000 for utilities primarily due to rate increases.
  - An increase of \$26,000 for landscaping services at the County office buildings to mulch once a year and weed and edging twice a month.
  - An increase of \$9,000 for repairs/maintenance and related supplies to support building repair, preventative maintenance, non preventative maintenance, and emergency clean-up.
- A net decrease of \$32,375 or 9.6% in local revenues is primarily due to the County no longer collecting rent from Commission on Children and Families (CCF).
- This Recommended Budget transitions the County's Water Resources function and its associated expenses out of the General Services Department and establishes the function as a stand-alone Stormwater Department.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Administration (5.8 positions):</b> Responsible for management of the maintenance of County office buildings, custodial services, recycling program, E911 sign maintenance program, street lighting installation, stormwater facilities inspection program, internal mailing system, courier service, pool car fleet, conference room rentals, and operation of the copy center and stockroom.	\$577,674	\$597,921	\$20,247	3.5%
<b>Building Maintenance Services (4.0 positions):</b> Provides for building maintenance for over 250,000 square feet of facilities. Facilities include the County Office Building - McIntire Road, County Office Building - 5th Street, Court Square Facility, and Old Crozet School. This department also manages the maintainancing of the County's pool car fleet.	585,925	654,447	68,522	11.7%

## (GENERAL SERVICES CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Custodial Services (3.1 positions):</b> Ensures the cleanliness and sanitation of over 250,000 square feet of facilities. Facilities include the County Office Building - McIntire Road, County Office Building - 5th Street and the Court Square Facility. The Custodial Services program provides for specific support services as requested, such as moving furniture, conference room set-ups, disposing of recyclable material, and opening and closing the building for after-hours meetings.	412,122	481,376	69,254	16.8%
<b>Copy Center (3.0 positions):</b> Provides printing, copying, booklet-making, binding, folding, and collating services to the County departments and schools. Copy Center personnel also operate a stockroom for office supplies and assists in mailroom operation. Copy Center staff also receive deliveries of large items at the rear loading dock.	156,773	162,064	5,291	3.4%
<b>Grounds Maintenance (3.0 positions):</b> Responsible for storm water facility maintenance and minor repairs, roadside mowing, sidewalk vegetation control, and improving the aesthetic conditions of our entrance corridors and other urban areas. In addition, this program provides maintenance to the exterior of the County office buildings on McIntire Road and Fifth Street, the County courthouse buildings, and Monticello and Hollymead Fire Stations.	314,569	360,396	45,827	14.6%
<b>Solid Waste and Recycling:</b> Includes the Recycling and Solid Waste program which implements recycling initiatives in support of the Recycling Ordinance. Function also involves post-closure care activity at the closed Keene Sanitary Landfill facility, monitoring illegal dumping activities, and Bulky Waste Days.	122,800	120,523	(2,277)	-1.9%
<b>Environmental Management: (1.0 position):</b> Oversees the County's environmental program to prevent violations of state and federal regulations and to continue to improve our Environmental Management Systems. Function includes maintaining our active participation in the EnergyStar program and continuing to research and apply best environmental management practices.	107,330	93,815	(13,515)	-12.6%
<b>Utilities:</b> Includes electrical, heating, emergency generator fuel, and water and sewer services for the County Office Building at McIntire, the County Office Building at 5th Street, and the Court Square Facilities as well the Crozet Library and Scottsville Library beginning in FY 14.	719,590	800,637	81,047	11.3%
<b>TOTAL, GENERAL SERVICES</b>	<b>\$2,996,783</b>	<b>\$3,271,179</b>	<b>\$274,396</b>	<b>9.2%</b>

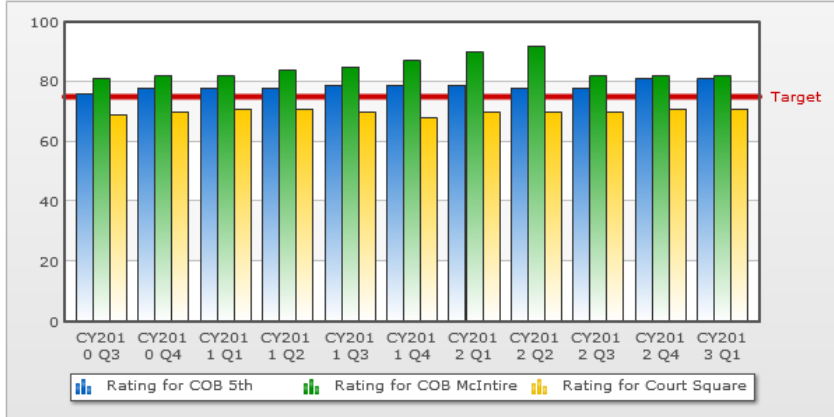
(GENERAL SERVICES CONTINUED)

**KEY PERFORMANCE INDICATORS (KPIs)**

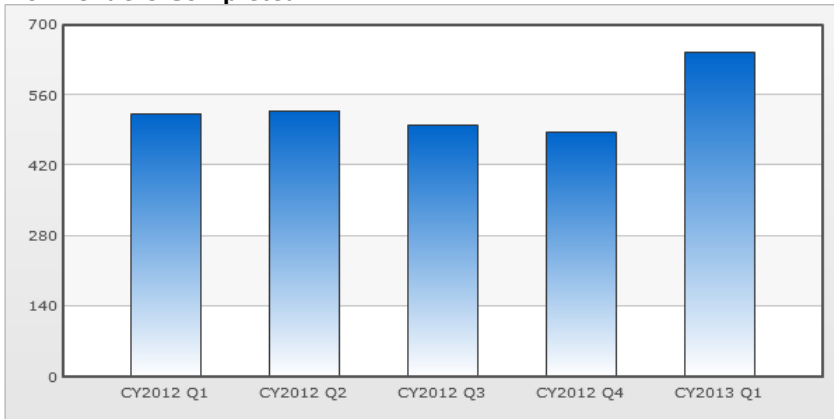
The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For more KPI information, please visit our website at [www.albemarle.org/departments.aspx?department=perfmgt](http://www.albemarle.org/departments.aspx?department=perfmgt).

**EnergyStar Building Rating**

Target: Maintain an Energy Star Rating of 75 or above for our three Office Buildings.



**Work Orders Completed**



# STORMWATER

## DESCRIPTION

There are approximately 800 Storm Water facilities within the County with an additional 60 facilities brought online each year. Given this, the importance of storm water management overall, and the County’s requirement to comply with regulatory mandates regarding the Chesapeake Bay Cleanup, this Recommended Budget transitions the County’s Water Resources function and its associated expenses out of the General Services Department and establishes the function as a stand-alone Stormwater Department.

This improves transparency regarding the current level of costs associated with this function as the County moves forward to determine the most appropriate funding mechanism and level of funding for this core County responsibility in the future. This Stormwater function will be supported with CIP funding in FY 14 with the understanding that by FY 15 an on-going funding source will be implemented and an Enterprise Fund will be established for the County’ Storm water function per the direction outlined in the County’s Five Year Financial Plan.

## FINANCIAL DATA

STORMWATER								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$119,303	\$120,496	\$126,461	\$128,989	\$128,989	\$128,989	\$8,493	7.0%
BENEFITS	43,247	49,387	44,008	46,503	46,503	46,503	(2,884)	-5.8%
OPERATING	50,935	72,860	88,007	90,393	90,393	90,393	17,533	24.1%
CAPITAL OUTLAY	763	450	450	560	560	560	110	24.4%
EXPENDITURE TOTAL	\$214,248	\$243,193	\$258,926	\$266,445	\$266,445	\$266,445	\$23,252	9.6%
<b>REVENUE</b>								
TRANSFERS	\$0	\$0	\$0	\$266,445	\$266,445	\$266,445	\$266,445	
REVENUE	\$0	\$0	\$0	\$266,445	\$266,445	\$572,217	\$266,445	
<b>NET COST</b>	<b>\$214,248</b>	<b>\$243,193</b>	<b>\$258,926</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$305,772)</b>	<b>(\$243,193)</b>	<b>-100.0%</b>
<b>POSITIONS</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0%</b>

## OVERVIEW/CHANGES

### FY 12/13 Projected:

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees’ VRS contribution.
- Includes \$14,825.00 to fund one-time contractual services costs to perform an audit of the County’s municipal separate storm sewer system (MS4) program. This audit will seek to improve the program in advance of an anticipated Environmental Protection Agency audit.

### FY 13/14 Recommended Budget:

- The Stormwater budget increases \$23,252 or 9.6% and reflects the following:
- A 2.0% increase to support performance pay increases.
  - An increase of 7.0% in health insurance costs.
  - An increase of \$17,533 or 24.1% in operating costs primarily due to:
    - An increase of \$15,600 for TMDL requirements, anticipated increases for existing permits (MS4 and Dam Permits), and Detention Pond work required beyond design.
    - An increase of \$1,450 for training needs related to essential position requirements and employee development.
  - A one-time transfer totaling \$266,445 from the Capital Stormwater Fund with the understanding that by FY 15 an on-going funding source will be implemented.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.



(GENERAL SERVICES CONTINUED)

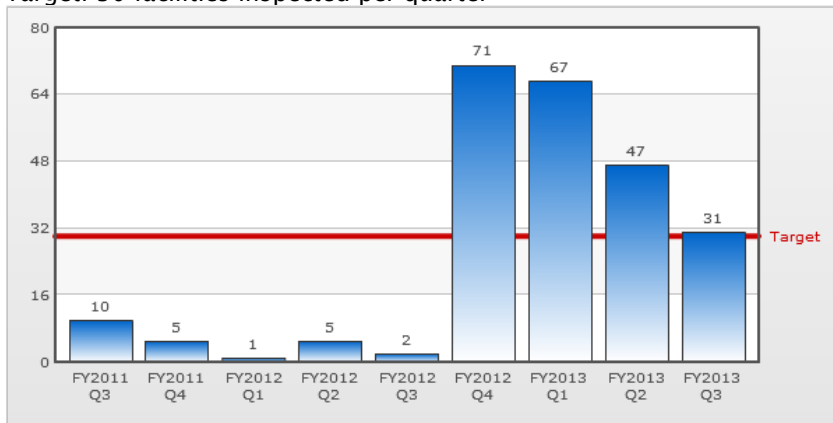
Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Stormwater (2.0 positions):</b> Provides plan review and field inspections to protect and conserve surface water and groundwater resources. In addition, staff ensures compliance with Article III of the Water Protection Ordinance, storm water management, watershed management, and water quality issues.	243,193	266,445	23,252	9.6%
<b>TOTAL, GENERAL SERVICES</b>	<b>\$243,193</b>	<b>\$266,445</b>	<b>\$23,252</b>	<b>9.6%</b>

**KEY PERFORMANCE INDICATORS (KPIs)**

The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For more KPI information, please visit our website at [www.albemarle.org/departments.asp?department=perfmgt](http://www.albemarle.org/departments.asp?department=perfmgt).

**Stormwater Facility Inspections**

Target: 30 facilities inspected per quarter



# FACILITIES DEVELOPMENT INTERNAL SERVICE FUND

(Special Revenue Fund)

**MISSION**

The primary mission of the Office of Facilities Development (OFD) is to manage and implement the County’s Capital Improvement program, to include oversight of the design and construction of all government, transportation, and school facilities and structures. OFD strives to provide courteous, professional and efficient services to our customers and achieve their basic goals of delivering high quality projects effectively, economically, and in a timely manner.

**DESCRIPTION**

The Office of Facilities Development provides construction expertise in support of the County strategic and comprehensive plans.

**GOALS**

- To leverage the County’s capital funds by maintaining, constructing or renovating facilities that are both aesthetically pleasing and practical and serve the administrative, educational, recreational and service needs of our employees and citizens.
- Improve communications to both internal and external customers.
- Employ industry best practices in the execution of all capital projects.
- Maintain industry awareness and skills necessary to remain proficient in the Municipal development industry.

Additional Information about this Department’s support of the County’s Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

**FINANCIAL DATA**

FACILITIES DEVELOPMENT								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$553,443	\$616,569	\$650,577	\$697,159	\$697,159	\$697,159	\$80,590	13.1%
BENEFITS	178,813	245,760	213,984	238,128	238,128	238,128	(7,632)	-3.1%
OPERATING	16,599	18,276	18,358	19,355	19,355	19,355	1,079	5.9%
CAPITAL OUTLAY	2,028	2,290	1,944	2,000	2,000	2,000	(290)	-12.7%
<b>EXPENDITURE TOTAL</b>	<b>\$750,883</b>	<b>\$882,895</b>	<b>\$884,863</b>	<b>\$956,642</b>	<b>\$956,642</b>	<b>\$956,642</b>	<b>\$73,747</b>	<b>8.4%</b>
<b>REVENUES</b>								
Gen. Gov't. CIP Fund	\$196,505	\$444,905	\$431,589	\$433,138	\$433,138	\$433,138	(\$11,767)	-2.6%
Stormwater CIP Fund	4,500	3,945	\$39,919	\$40,892	\$40,892	\$40,892	\$36,947	936.6%
School Division CIP Fund	343,473	202,687	\$230,250	\$289,187	\$289,187	\$289,187	\$86,500	42.7%
General Fund	206,405	231,358	\$183,106	\$193,425	\$193,425	\$193,425	(\$37,933)	-16.4%
<b>REVENUE</b>	<b>\$750,883</b>	<b>\$882,895</b>	<b>\$884,863</b>	<b>\$956,642</b>	<b>\$956,642</b>	<b>\$956,642</b>	<b>\$73,747</b>	<b>8.4%</b>
<b>POSITIONS</b>	<b>10.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>	<b>0.0%</b>

**OVERVIEW/CHANGES**

***FY 12/13 Projected:***

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees’ VRS contribution.
- Includes the implementation of the creation of the OFD Internal Service Fund and associated amended revenue sources.

(FACILITIES DEVELOPMENT CONTINUED)

**FY 13/14 Recommended Budget:** The Facilities Development budget increases \$73,747 or 8.4% and reflects the following:

- A 2.0% increase to support performance pay increases and 3 position reclassifications that occurred when filling vacancies.
- An increase of 7.0% in health insurance costs.
- An increase of \$1,079 or 5.9% in operations is primarily due to the additional maintenance contract for the copier that was previously accounted for in the County’s Copier fund.
- An increase of \$73,747, or 8.4%, in revenue is due to a change in the hourly rate, which is changing from \$71.00 to \$75.00, to meet increased costs.

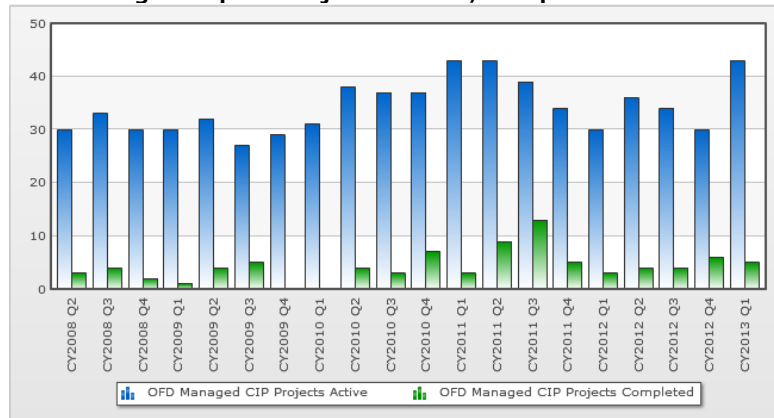
**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Facilities Development: (9.0 funded positions):</b> The Office of Facilities Development is responsible for the management and implementation of the County's Capital Improvement Program. This includes oversight of the design and construction of all government and school facilities and structures. In addition, this office is responsible for reviewing all cost estimates for construction related projects in the Capital Improvement Program.	\$882,895	\$956,642	\$73,747	8.4%
<b>TOTAL, FACILITIES DEVELOPMENT</b>	<b>\$882,895</b>	<b>\$956,642</b>	<b>\$73,747</b>	<b>8.4%</b>

**KEY PERFORMANCE INDICATORS (KPIs)**

The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For more KPI information, please visit our website at [www.albemarle.org/departments.asp?department=perfmgt](http://www.albemarle.org/departments.asp?department=perfmgt).

**OFD Managed Capital Projects: Active/Completed**



# PUBLIC WORKS CONTRIBUTIONS

## FINANCIAL DATA

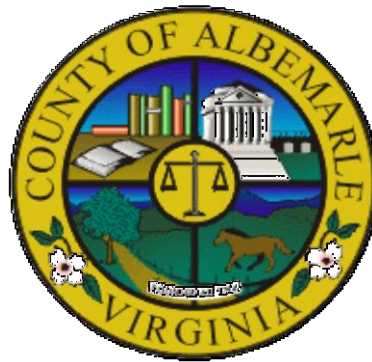
PUBLIC WORKS CONTRIBUTION								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
RSWA	\$350,000	\$350,000	\$350,000	\$300,000	\$300,000	\$300,000	(\$50,000)	-14.3%
EXPENDITURE TOTAL	\$350,000	\$350,000	\$350,000	\$300,000	\$300,000	\$300,000	(\$50,000)	-14.3%
<b>NET COST</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>(\$50,000)</b>	<b>-14.3%</b>

## OVERVIEW/CHANGES

**FY 13/14 Recommended Budget:** This budget reflects a 14.3% decrease for service changes based on a proposal by RSWA submitted to the County in December 2012.

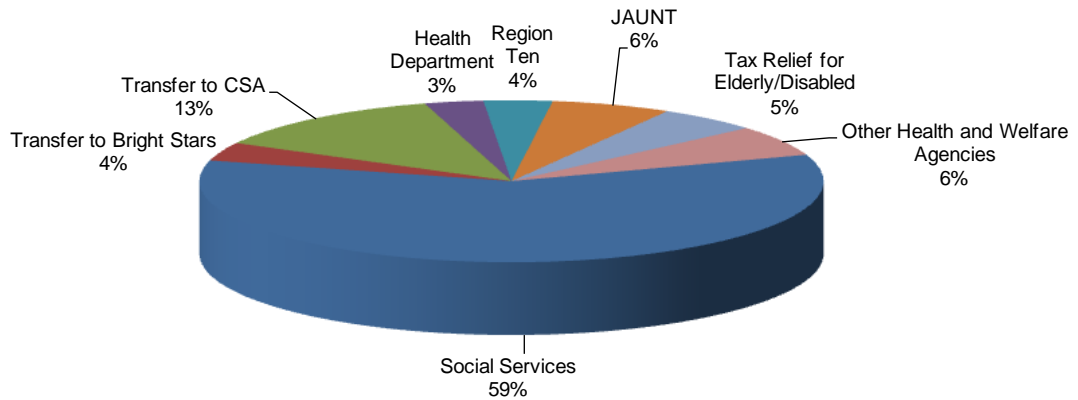
**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Rivanna Solid Waste Authority (RSWA):</b> The Rivanna Solid Waste Authority (RSWA) contribution is for an agreement with RSWA for operations that are not self-supporting. This includes funding for the McIntire Recycling Center and household hazardous waste disposal.	\$350,000	\$300,000	(\$50,000)	-14.3%
<b>TOTAL, PUBLIC WORKS AGENCY CONTRIBUTIONS</b>	<b>\$350,000</b>	<b>\$300,000</b>	<b>(\$50,000)</b>	<b>-14.3%</b>



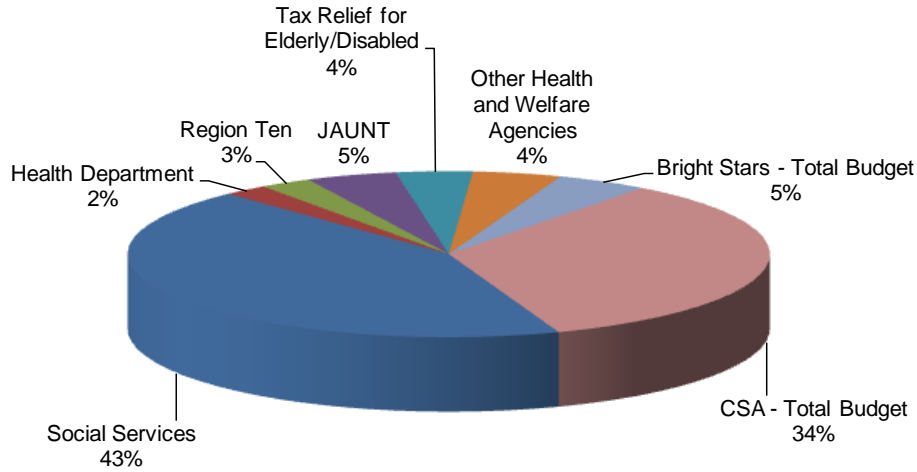
# HEALTH AND WELFARE

## FY 13/14 Adopted Health and Welfare Budget - General Fund \$18,533,679



HEALTH AND WELFARE - GENERAL FUND ONLY								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Social Services	\$10,405,495	\$10,444,419	\$10,447,596	\$10,995,870	\$10,987,870	\$10,987,870	\$543,451	5.2%
Transfer to Bright Stars	542,452	770,237	620,237	682,025	682,025	661,025	(109,212)	-14.2%
Transfer to CSA	2,200,000	2,375,000	2,375,000	2,350,000	2,350,000	2,350,000	(25,000)	-1.1%
<b>Subtotal, Social Services</b>	<b>\$13,147,947</b>	<b>\$13,589,656</b>	<b>\$13,442,833</b>	<b>\$14,027,895</b>	<b>\$14,019,895</b>	<b>\$13,998,895</b>	<b>\$409,239</b>	<b>3.0%</b>
<b>CONTRIBUTIONS</b>								
Health Department	551,444	561,771	565,671	565,671	564,471	564,471	2,700	0.5%
Region Ten	575,226	644,648	644,648	658,856	658,856	658,856	14,208	2.2%
JAUNT	980,025	1,014,976	1,014,976	1,151,711	1,151,711	1,151,711	136,735	13.5%
Tax Relief for Elderly/Disabled	945,970	1,000,000	1,000,000	975,000	975,000	975,000	(25,000)	-2.5%
Other Health and Welfare Agencies	1,268,889	1,211,878	1,176,962	1,628,985	1,130,925	1,184,746	(27,132)	-2.2%
<b>Subtotal, CONTRIBUTIONS</b>	<b>\$4,321,554</b>	<b>\$4,433,273</b>	<b>\$4,402,257</b>	<b>\$4,980,223</b>	<b>\$4,480,963</b>	<b>\$4,534,784</b>	<b>\$101,511</b>	<b>2.3%</b>
<b>Total, Health and Welfare</b>	<b>\$17,469,501</b>	<b>\$18,022,929</b>	<b>\$17,845,090</b>	<b>\$19,008,118</b>	<b>\$18,500,858</b>	<b>\$18,533,679</b>	<b>\$510,750</b>	<b>2.8%</b>

**FY 13/14 Adopted Health and Welfare Budget - All Funds  
\$25,313,486**



HEALTH AND WELFARE - ALL FUNDS								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Social Services	\$10,405,495	\$10,444,419	\$10,447,596	\$10,995,870	\$10,987,870	\$10,987,870	\$543,451	5.2%
Health Department	551,444	561,771	565,671	565,671	564,471	564,471	\$2,700	0.5%
Region Ten	575,226	644,648	644,648	658,856	658,856	658,856	\$14,208	2.2%
JAUNT	980,025	1,014,976	1,014,976	1,151,711	1,151,711	1,151,711	\$136,735	13.5%
Tax Relief for Elderly/Disabled	945,970	1,000,000	1,000,000	975,000	975,000	975,000	(\$25,000)	-2.5%
Other Health and Welfare Agencies	1,268,889	1,211,878	1,176,962	1,628,985	1,130,925	1,184,746	(\$27,132)	-2.2%
Bright Stars - Total Budget	1,047,487	1,126,023	1,133,723	1,169,520	1,169,520	1,169,520	\$43,497	3.9%
CSA - Total Budget	6,643,783	6,617,046	6,617,046	8,621,312	8,621,312	8,621,312	\$2,004,266	30.3%
<b>TOTAL</b>	<b>\$22,418,319</b>	<b>\$22,620,761</b>	<b>\$22,600,622</b>	<b>\$25,766,925</b>	<b>\$25,259,665</b>	<b>\$25,313,486</b>	<b>\$2,692,725</b>	<b>11.9%</b>

# DEPARTMENT OF SOCIAL SERVICES

(General Fund)

**MISSION**

To ensure services reach those in need, the vision of the Department of Social Services (DSS) calls for the department to work to ensure that individuals and families in Albemarle County are able to meet their full potential and plan for their future. To realize this vision, the mission of DSS is to provide services that promote self-sufficiency and support individual and family well-being. This mission is set within the context of the department’s core values: Hope, Respect, Opportunity, and Self-Determination. As an agent of this public service, DSS seeks to catalyze change in the community to move towards the opportunity of a quality life for all.

**DESCRIPTION**

Services provided by this department to the citizens of Albemarle County fall within two broad program areas: Casework Delivery and Eligibility Determination. The areas are further expanded into four distinct program areas: 1) Protective and Support Services, 2) Education, Prevention and Early Intervention Programs, 3) Employment and Child Care Services, and 4) DSS Benefit Programs.

**GOALS**

- Enhance services to targeted neighborhoods in collaboration with community partners. Key Strategies:
  - Complete research and map the target populations of Limited English Proficiency (LEP) and Aging, including significant neighborhoods.
  - Complete research and map the service array and needs of communities/neighborhoods.
  - Identify community leadership and assets of neighborhoods.
  - Develop teams comprised of department staff and community partners that are neighborhood-focused and can serve the targeted populations.
  - Determine focus area and implement service enhancement to targeted neighborhoods.
- Improve communications that will enhance the image of the department, improve access and provide a voice for our customers. Key Strategies:
  - Implement final phases of Marketing & Communications Plan.
  - Enhance Marketing & Communication Plan to include targeted neighborhoods identified through Goal 1 mapping.
  - Determine feasibility and develop a plan to implement multiple access points for service delivery throughout the County.
  - Identify and implement best practices that effectively advocate for external customer to stakeholders.

Additional Information about this Department’s support of the County’s Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

**FINANCIAL DATA**

SOCIAL SERVICES								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$5,140,701	\$5,166,148	\$5,443,864	\$5,509,198	\$5,509,198	\$5,677,830	\$511,682	9.9%
BENEFITS	1,807,798	2,107,800	1,865,478	1,990,922	1,990,922	2,056,715	(51,085)	-2.4%
OPERATING	3,432,882	3,132,317	3,105,876	3,204,663	3,199,663	3,211,465	79,148	2.5%
CAPITAL OUTLAY	21,310	35,350	29,574	39,340	36,340	41,860	6,510	18.4%
INITIATIVES	2,804	2,804	2,804	251,747	251,747	0	(2,804)	-100.0%
<b>EXPENDITURE TOTAL</b>	<b>\$10,405,495</b>	<b>\$10,444,419</b>	<b>\$10,447,596</b>	<b>\$10,995,870</b>	<b>\$10,987,870</b>	<b>\$10,987,870</b>	<b>\$543,451</b>	<b>5.2%</b>
<b>REVENUE</b>								
LOCAL	\$1,885	\$1,000	\$500	\$1,000	\$1,000	\$1,000	\$0	0.0%
STATE	2,493,991	2,625,514	2,580,424	2,562,690	2,562,690	2,594,190	(31,324)	-1.2%
FEDERAL	4,244,702	3,830,710	4,031,434	4,208,941	4,208,941	4,208,941	378,231	9.9%
TRANSFERS	188,338	188,338	188,338	188,338	188,338	188,338	0	0.0%
<b>REVENUE TOTAL</b>	<b>\$6,928,916</b>	<b>\$6,645,562</b>	<b>\$6,800,696</b>	<b>\$6,960,969</b>	<b>\$6,960,969</b>	<b>\$6,992,469</b>	<b>\$346,907</b>	<b>5.2%</b>
<b>NET COST</b>	<b>\$3,476,580</b>	<b>\$3,798,857</b>	<b>\$3,646,900</b>	<b>\$4,034,901</b>	<b>\$4,026,901</b>	<b>\$3,995,401</b>	<b>\$228,044</b>	<b>6.0%</b>
<b>POSITIONS</b>	<b>103.2</b>	<b>104.0</b>	<b>103.7</b>	<b>107.3</b>	<b>107.3</b>	<b>107.3</b>	<b>3.3</b>	<b>3.2%</b>

NOTE: This total does not include transfers to CSA or Bright Stars.



(DEPARTMENT OF SOCIAL SERVICES CONTINUED)

**OVERVIEW/CHANGES**

**FY 12/13 Projected:**

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees' VRS contribution.
- Includes a reappropriation of \$16,600 for one-time contractual services and furniture replacement expenditures.

**FY 13/14 Recommended Budget:** The Department of Social Services' budget increases by \$543,451, or 5.2%, and reflects the following changes:

- A 2.0% increase to support performance pay increases.
- Includes an increase of \$18,300 in overtime wages, primarily due to increasing workloads in the Benefits and Services Divisions of the department.
- Includes a reduction of \$91,400 in projected salary and related benefits lapse. This lapse will be monitored throughout the fiscal year and, as needed, reallocated among department budgets based on actual employee turnover.
- An increase of 7.0% in health insurance costs.
- Operating expenses increase \$67,346 or 2.2%, primarily due by the following changes:
  - A net \$57,327 increase in benefit/service related programs including a \$138,094 increase in adoption subsidy (100% reimbursed by state/federal revenue); a \$23,283 increase in services to assist Virginia Initiative for Employment no Welfare (VIEW) clients gaining employment (84.5% reimbursed); a \$4,000 increase in the Safe and Stable Families program based on the number of children in foster care (100% local); a \$15,000 decrease in educational training vouchers (100% reimbursed); and a \$93,875 decrease in IV-E non-eligible services (100% reimbursed).
  - Non-benefit/service related programs operating expenditures increase \$10,019 primarily due to increases in postage, advertising and computer replacement expenditures.
- Capital outlay expenditures are increasing \$990 or 2.8% primarily due to an increase in the vehicle replacement fuel surcharge from \$3.00 to \$3.50 per gallon.
- The Initiative category includes \$251,747 for an Eligibility Worker, Eligibility Supervisor, Adult Services Worker and General Fund share of a Bright Stars Family Coordinator (3.6 FTE).
- Overall revenues are increasing \$315,407 or 4.7%. Many of the department's revenues are budgeted reimbursements that are based on either projected program expenditures, Federal/State approved formulas, allocations based upon approved locality plans, or Federal/State fiscal year allocations.

**FY 13/14 Adopted Budget:** Includes an increase of \$31,500 in state revenue for Department of Social Services employee raises. The expenditures previously noted in the Initiative category have been reallocated to the Salaries, Benefits, Operating and Capital Outlay categories in the Financial Data table for the FY 13/14 Adopted Budget.

Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Departmental Management (16.0 positions):</b> This division maintains the department's financial, personnel, and overall departmental programs and services including personnel management, expenditure monitoring, budgeting, records management, policy development, research, grant applications, program evaluation, community liaison work, and general oversight of the department's mandates.	\$1,475,748	\$1,496,959	\$21,211	1.4%
<b>Benefit Programs (29.75 positions):</b> The objective of Benefit Programs is to provide medical, financial, and nutrition assistance to qualified citizens of Albemarle County. This program delivers the following services:  <u>SNAP (Supplemental Nutrition Assistance Program)</u> - designed to help supplement food budgets of low income households in order to provide nutritionally adequate diets. This program will only pay for food items and food garden seeds, excluding such items as paper products, soap, pet food, and alcohol.	2,054,302	2,301,455	247,153	12.0%

(DEPARTMENT OF SOCIAL SERVICES CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Benefit Programs (continued)</b></p> <p><u>General Relief</u> - financial assistance which provides monthly payments for children unable to reside with their family.</p> <p><u>Auxiliary Grants: Aged and Disabled</u> - financial assistance to low income aged, blind or disabled persons living in assisted living facilities.</p> <p><u>Medicaid</u> - funding for payment to providers of a broad range of medical services to eligible individuals.</p> <p><u>FAMIS</u> - Virginia's health insurance program for children of eligible families.</p> <p><u>TANF - Temporary Assistance to Needy Families</u> - financial assistance to persons with children who are deprived of parental support due to death, divorce, disability, absence or income.</p> <p><u>Aid to Families with Dependent Children-Foster Care</u> - financial assistance to children in foster care who would be eligible for TANF if they were with their family. Payments for room and board, clothing, child care and transportation are made to foster parents or facilities where the child is located.</p> <p><u>Refugee Resettlement</u> - medical and/or financial assistance to individuals/families admitted as Refugees under Section 207 of the Immigration and Nationality Act. Aid is limited to eight months.</p> <p><u>Energy Assistance</u> - provides supplemental heating or cooling assistance to eligible households. This program can also assist with the repair or replacement of the primary heat source.</p>				
<p><b>Service Programs (38.25 positions):</b> This division provides services directly, or via purchase of services, to the community and citizens of Albemarle County. Service Programs include:</p> <p><u>Adult Protective Services</u> - the identification, receipt, and investigation of complaints and reports of adult abuse, neglect and exploitation for incapacitated persons eighteen years of age and over and persons sixty years of age and over.</p> <p><u>Adult Services</u> - enables adults to remain in the least restrictive setting while maximizing self-sufficiency, to prevent abuse, neglect, and exploitation, and to delay and/or reduce inappropriate institutionalization and/or to assist, when necessary, with appropriate placement. Assists adults in functioning independently by establishing and/or strengthening appropriate family and social support systems.</p> <p><u>Child Protective Services</u> - provides identification, assessment, and service provision to abused, neglected or exploited children in an effort to protect children, preserve families, whenever possible, and prevent further maltreatment.</p>	5,339,986	5,528,182	188,196	3.5%

*(DEPARTMENT OF SOCIAL SERVICES CONTINUED)*

<b>Description</b>	<b>FY 12/13 Adopted</b>	<b>FY 13/14 Adopted</b>	<b>Dollar Inc/(Dec)</b>	<b>Percent Inc/(Dec)</b>
<b>Service Programs (continued)</b>				
<u>Foster Care and Adoption</u> - provides services on behalf of children in need of temporary care who can no longer remain in their own homes and are in the agency's custody; provides services to a foster family, birth family and/or adopting family; provides services to child's family while working to return the child home; assists child in becoming a member of a new family unit through adoption.				
<u>Prevention and Support Services</u> - provided to individuals and families to prevent family violence, child neglect, family breakdown, including removal of the child, and other crises and to strengthen the capacity of the family to function independently.				
<u>Child Care Assistance</u> - provides assistance with childcare to low-income parents who are working and/or attending school. (Child care costs included in above total.)				
<u>Employment Services</u> - provides support services such as training, childcare, and transportation to encourage self-sufficiency through employment to individuals required to participate in the Virginia Improvement Program (VIP) Virginia Initiative for Work Not Welfare (VIEW).				
<u>Albemarle County Career Center</u> - is a certified affiliate of the One Stop System and provides state of the art technology access for job searches and local, state and national employment				
<b>Medicaid - UVA (9.0 positions):</b> In conjunction with the State Medical Assistance Program, the State Department of Social Services, and the University of Virginia Medical Center, this program provides Medicaid benefits to medically indigent hospital patients and indigent clients treated in specified outpatient clinics at UVA.	587,607	606,903	19,296	3.3%
<b>Family Support (14.3 positions):</b> partnership between Albemarle County Schools and the Department of Social Services that provides prevention and intervention services that support children's growth and development, strengthen families, and promote school success through home, school, and community collaboration.	986,776	1,054,371	67,595	6.9%
<b>TOTAL, SOCIAL SERVICES</b>	<b>\$10,444,419</b>	<b>\$10,987,870</b>	<b>\$543,451</b>	<b>5.2%</b>
<b>Transfers to Other Programs:</b>				
Comprehensive Services Act (CSA)	2,375,000	2,350,000	(25,000)	-1.1%
Bright Stars At-Risk Four-Year-Old Program	770,237	661,025	(109,212)	-14.2%
<b>TOTAL, INCLUDING TRANSFERS TO OTHER FUNDS</b>	<b>\$13,589,656</b>	<b>\$13,998,895</b>	<b>\$409,239</b>	<b>3.0%</b>

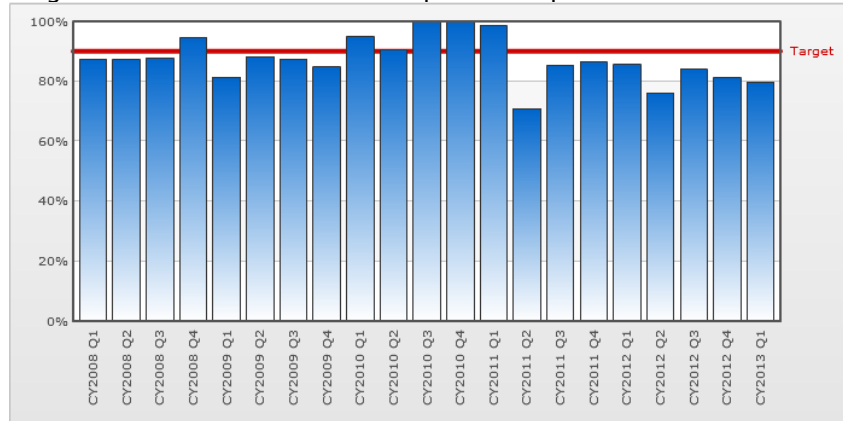
(DEPARTMENT OF SOCIAL SERVICES CONTINUED)

**KEY PERFORMANCE INDICATORS (KPIs)**

The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For KPI information, please visit our website at [www.albemarle.org/departments.asp?department=perfmgt](http://www.albemarle.org/departments.asp?department=perfmgt).

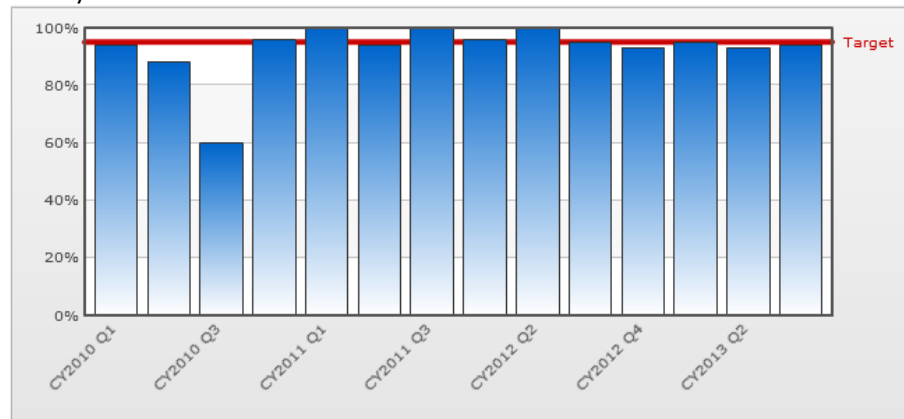
**CPS Referral Response Timeliness**

Target: 90% of new referrals are responded to per state-mandated timeliness guidelines.



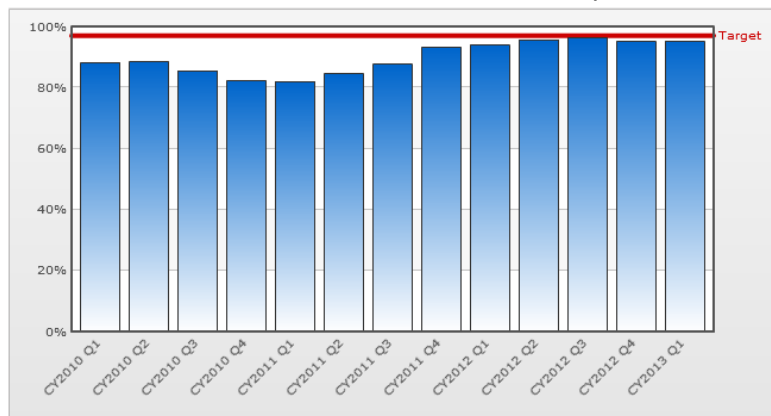
**Adult Care Assessment Timeliness**

Target: 95% of disabled and/or elderly adults receive Nursing Home and/or Community Based Care Assessments within 45 days.



**Benefit Application Processing Timeliness**

Target: Process 97% of applications within the target timeframe (Medicaid Applications: within 45 days of receipt; Medicaid Renewals: within the month in which they are due; SNAP and TANF: within 30 days of receipt).



# BRIGHT STARS PROGRAM

(Special Revenue Fund)

## MISSION

The mission of the Bright Stars Program is to increase the opportunities to learn for our children and their families by promoting family involvement and addressing risk factors that affect school performance.

## DESCRIPTION

There are ten preschool classrooms currently serving Bright Stars students located in the following County schools: Cale (with two classes blended with Early Childhood Special Education (ECSE) students in an inclusion model) and Stony Point (one blended ECSE inclusion model class), Greer (with 2 regular education classes), and Agnor Hurt, Red Hill, Scottsville, Stone Robinson, and Woodbrook (each with one regular education class). Children are identified for Bright Stars based on an assessment of various individual and family risk factors that may impact school success.

Funding is provided by the Virginia Preschool Initiative grant administered by the Virginia Department of Education. The State identifies \$6,000 as the per child cost for preschool and allocates the state share based on Albemarle's composite index. The FY 13/14 Bright Stars budget is based on a composite index for Albemarle of 0.5000 as currently capped by the state; therefore, Albemarle must provide a 50% local match in order to draw down the state funds, 25% of which can be matched with in-kind dollars. The actual FY 13/14 composite index for this program will not be determined by the state until after the County's FY 13/14 budget is adopted. In the event that the composite index is uncapped, which would require an increase in local funding, the additional local share is recommended to be provided from the Bright Stars Program fund balance. Any adjustment for the composite index will be planned for as part of the FY 14/15 budget process.

The local government funding for the program is provided through a budget transfer from the Department of Social Services budget to the Bright Stars Fund. Additional funding is provided by the Albemarle County Schools, in addition to ongoing in-kind support, such as maintenance, utilities, and transportation. The program is administered by the Albemarle County Department of Social Services.

This program supports of the County's Strategic Plan goals and objectives is included in the Strategic Planning section of this document.

## FINANCIAL DATA

BRIGHT STARS								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Salaries	\$728,927	\$746,812	\$783,067	\$786,836	\$786,836	\$805,412	\$58,600	7.8%
Benefits	264,473	335,611	307,056	307,567	307,567	314,991	(20,620)	-6.1%
Operating	54,086	43,250	43,250	43,260	43,260	48,717	5,467	12.6%
Capital Outlay	0	350	350	350	350	400	50	14.3%
Initiatives	0	0	0	31,507	31,507	0	0	
<b>EXPENDITURE TOTAL</b>	<b>\$1,047,487</b>	<b>\$1,126,023</b>	<b>\$1,133,723</b>	<b>\$1,169,520</b>	<b>\$1,169,520</b>	<b>\$1,169,520</b>	<b>\$43,497</b>	<b>3.9%</b>
<b>REVENUES</b>								
Virginia Preschool Initiative (State)	\$409,500	\$260,251	\$410,251	\$390,000	\$390,000	\$411,000	\$150,749	57.9%
Transfer from Schools	95,535	95,535	95,535	97,495	97,495	97,495	1,960	2.1%
Transfer from General Fund	542,452	770,237	620,237	682,025	682,025	661,025	(109,212)	-14.2%
Use of Fund Balance	0	0	7,700	0	0	0	0	0.0%
<b>REVENUE TOTAL</b>	<b>\$1,047,487</b>	<b>\$1,126,023</b>	<b>\$1,133,723</b>	<b>\$1,169,520</b>	<b>\$1,169,520</b>	<b>\$1,169,520</b>	<b>\$43,497</b>	<b>3.9%</b>
<b>POSITIONS</b>	<b>18.3</b>	<b>18.3</b>	<b>18.3</b>	<b>18.7</b>	<b>18.7</b>	<b>18.7</b>	<b>0.4</b>	<b>2.2%</b>

## OVERVIEW/CHANGES

### FY 12/13 Projected:

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees' VRS contribution.
- State revenue and the transfer from the General Fund are revised based on the state's decision to cap the composite index for this program at 0.5000.

**(BRIGHT STARS PROGRAM CONTINUED)**

**FY 13/14 Recommended Budget:** The Bright Stars budget increases by \$43,497 or 3.9%, and reflects the following changes:

- A 2.0% increase to support performance pay increases.
- An increase of 7.0% in health insurance costs.
- The Initiatives category includes \$31,507 for the Bright Stars Fund portion of a Bright Stars Family Coordinator split between Red Hill and Stony Point Elementary Schools. Prior to FY 13/14, this position was funded by the Safe Schools/Healthy Students grant.
- An increase of \$129,749 or 49.9% in state revenue from the Virginia Preschool Initiative grant based on the County’s composite index for this program remaining capped at 0.5000. The amount included in the FY 12/13 Adopted Budget was based on the assumption that the composite index would be 0.6502.

**FY 13/14 Adopted Budget:** Includes revised revenues for the state and transfer from the General Fund based on updated information from the state. The expenditures previously noted in the Initiative category have been reallocated to the Salaries, Benefits, Operating and Capital Outlay categories in the Financial Data table for the FY 13/14 Adopted Budget.

**KEY PERFORMANCE INDICATORS (KPIs)**

The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For KPI information, please visit our website at [www.albemarle.org/departments.asp?department=perfmgt](http://www.albemarle.org/departments.asp?department=perfmgt).

OUTCOME MEASURE	MEASUREMENT	GOAL	ACTUAL
<b>Preschool Literacy Skills</b> Preschoolers who are in Bright Stars for at least six months achieve literacy benchmark scores for the preschool developmental range at the end of the school year	PreK Phonological Awareness Literacy Screening (pKALS)	<b>FY12Target: 80%</b> Previous Target: 80%	<b>FY 12 Actual 81%</b> FY 11 Actual 81% FY 10 Actual 80% FY 09 Actual 68% FY 08 Actual 75%
<b>Kindergarten Literacy Skills</b> Bright Stars alumni achieve literacy benchmark scores for the kindergarten developmental range at the end of the school year	Phonological Awareness Literacy Screening for Kindergarten (KPALS)	<b>FY12Target: 85%</b> Previous Target: 80%	<b>FY 12 Actual*</b> FY 11 Actual 94% FY 10 Actual 78% FY 09 Actual 85% FY 08 Actual 86%
<b>Family Events</b> Parents of Bright Stars preschoolers attend at least three Bright Stars/school functions, not including parent-teacher conferences, during the school year	Bright Stars database	<b>FY12Target: 90%</b> Previous Target: 85%	<b>FY 12 Actual 86%</b> FY 11 Actual 88% FY 10 Actual 88% FY 09 Actual 93% FY 08 Actual 86%
<b>Parent-Teacher Conferences</b> Parents of Bright Stars preschoolers attend both parent-teacher conferences offered during the school year	Bright Stars database	<b>FY12Target: 90%</b> Previous Target: 85%	<b>FY 12 Actual 86%</b> FY 11 Actual 85% FY 10 Actual 91% FY 09 Actual 88% FY 08 Actual 91%
<b>Parent Goals</b> Parents of Bright Stars preschoolers make progress on goals that support their child’s success during the school year	Family Needs Assessment	<b>FY12Target: 80%</b> Previous Target: 80%	<b>FY 12 Actual 89%</b> FY 11 Actual 92% FY 10 Actual 85% FY 09 Actual 91% FY 08 Actual 71%

\*data from ACPS unavailable at the time of publication

# COMPREHENSIVE SERVICES ACT PROGRAM

(Special Revenue Fund)

## DESCRIPTION

The mission of the Comprehensive Services Act (CSA) program is to deliver a system of services and funding that is child-centered, family-focused, and community-based in serving troubled and at-risk children and families. Cooperative and comprehensive planning, interagency collaboration, and ongoing evaluation of services are conducted to ensure a cost-effective and efficient provision of services. The process of identifying needs, developing and delivering services for those children and youth who have or are at risk of developing behavioral or emotional problems is improved by the broad involvement of community groups and interested citizens. This program is funded from both local and state revenues. The current overall match ratio for these services ranges from 43.74% to 77.26% state funding and 22.74% to 56.26% local funding depending on the service provided.

## FINANCIAL DATA

	CSA						\$ ADP-ADP	% ADP/ADP
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED		
<b>EXPENDITURES</b>								
Mandated Services	\$6,545,372	\$6,495,734	\$6,495,734	\$8,500,000	\$8,500,000	\$8,500,000	\$2,004,266	30.9%
Non-Mandated Services	98,411	121,312	121,312	121,312	121,312	121,312	0	0.0%
EXPENDITURE TOTAL	\$6,643,783	\$6,617,046	\$6,617,046	\$8,621,312	\$8,621,312	\$8,621,312	\$2,004,266	30.3%
<b>REVENUES</b>								
State	\$3,307,918	\$3,180,981	\$3,180,981	\$4,730,485	\$4,730,485	\$4,730,485	\$1,549,504	48.7%
School Fund Transfer	763,000	763,000	763,000	1,263,000	1,263,000	1,263,000	500,000	65.5%
General Fund Transfer	2,200,000	2,375,000	2,375,000	2,350,000	2,350,000	2,350,000	(25,000)	-1.1%
Fund Balance	0	298,065	298,065	277,827	277,827	277,827	(20,238)	-6.8%
REVENUE TOTAL	\$6,270,918	\$6,617,046	\$6,617,046	\$8,621,312	\$8,621,312	\$8,621,312	\$2,004,266	30.3%

## OVERVIEW/CHANGES

### *FY 13/14 Recommended Budget:*

- The expenditure increase in mandated services and corresponding changes in revenues and use of CSA fund balance are based on recent service trends.

*FY 13/14 Adopted Budget:* There are no changes made to the recommended budget.

# HEALTH AND WELFARE CONTRIBUTIONS

## FINANCIAL DATA

HEALTH AND WELFARE CONTRIBUTIONS								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Aids Support Group	\$4,762	\$3,600	\$3,600	\$10,000	\$3,600	\$3,600	\$0	0.0%
African American Teaching Fellows	0	0	0	6,000	0	0	0	
ARC - Infant Development	8,969	8,500	8,500	0	0	0	(8,500)	-100.0%
Big Brothers/Big Sisters	0	0	0	21,725	0	0	0	
Boys & Girls Club	13,044	12,400	12,400	45,000	20,000	20,000	7,600	61.3%
CYFS	86,660	73,500	73,500	100,375	74,490	74,490	990	1.3%
Commission on Children & Families	96,591	62,032	31,016	0	0	0	(62,032)	-100.0%
Comm Inv Collab	0	0	0	10,000	0	0	0	
Contribution to ABRT	0	0	0	15,356	15,356	15,356	15,356	
Charlottesville Free Clinic	112,310	113,000	113,000	135,500	116,390	116,390	3,390	3.0%
Computers 4 Kids	14,876	13,100	13,100	16,375	13,379	13,379	279	2.1%
First Tee	0	0	0	34,452	0	0	0	
The Haven	0	0	0	2,500	0	0	0	
Housing Collaboration Contingency	0	0	0	0	15,000	15,000	15,000	
JABA	283,283	302,796	302,796	402,945	247,959	301,780	(1,016)	-0.3%
JAUNT	980,025	1,014,976	1,014,976	1,151,711	1,151,711	1,151,711	136,735	13.5%
Jefferson Area CHIP	316,539	301,500	301,500	368,300	301,500	301,500	0	0.0%
Latino Lay Health Promoter Program	5,225	3,900	0	0	0	0	(3,900)	-100.0%
Legal Aid Justice Society	36,935	36,200	36,200	57,229	38,700	38,700	2,500	6.9%
Madison House	10,369	9,900	9,900	10,395	9,900	9,900	0	0.0%
Music Resource Center	5,759	4,300	4,300	0	0	0	(4,300)	-100.0%
PACEM	0	0	0	5,000	0	0	0	
Piedmont CASA	8,924	9,000	9,000	14,250	9,270	9,270	270	3.0%
Piedmont Virginia Community College	22,524	22,750	22,750	24,962	24,962	24,962	2,212	9.7%
Piedmont Workforce Network	13,943	13,800	13,800	13,805	13,805	13,805	5	0.0%
Public Defender Office	0	0	0	76,716	0	0	0	
Region Ten	575,226	644,648	644,648	658,856	658,856	658,856	14,208	2.2%
SARA	22,220	20,000	20,000	22,000	20,000	20,000	0	0.0%
SHE	88,875	84,500	84,500	88,875	85,514	85,514	1,014	1.2%
Tax Relief	945,970	1,000,000	1,000,000	975,000	975,000	975,000	(25,000)	-2.5%
TJ Health Department	551,444	561,771	565,671	565,671	564,471	564,471	2,700	0.5%
United Way	117,081	117,100	117,100	123,725	117,100	117,100	0	0.0%
Virginia Organizing	0	0	0	13,500	4,000	4,000	4,000	
Virginia Supportive Housing	0	0	0	10,000	0	0	0	
<b>TOTAL CONTRIBUTIONS</b>	<b>\$4,321,554</b>	<b>\$4,433,273</b>	<b>\$4,402,257</b>	<b>\$4,980,223</b>	<b>\$4,480,963</b>	<b>\$4,534,784</b>	<b>\$101,511</b>	<b>2.3%</b>

## OVERVIEW/CHANGES

### FY 12/13 Projected Budget:

- At its December 12, 2012 meeting, the Board of Supervisors approved the dissolution of the Commission on Children and Families effective December 31, 2012.
- The administration of funding for the Latino Lay Health Promoter program has changed from the Blue Ridge Medical Center to the TJ Health Department, as approved by the Board of Supervisors at its July 11, 2012 meeting.

### FY 13/14 Recommended Budget:

- Overall, Health and Welfare Development Agency contributions increase \$47,690 or 1.1%.
- The elimination of the Commission on Children and Families (CCF) is due to the aforementioned action taken by the Board of Supervisors in FY 12/13.
- Includes \$15,356 for a contribution to the City of Charlottesville to manage the FY 13/14 Agency Budget Review Team (ABRT) process. This process was previously managed by CCF.



*(HEALTH AND WELFARE AGENCY CONTRIBUTIONS CONTINUED)*

- JABA’s net decrease of \$54,837 or 18.1% includes: 1) an increase of \$8,984 for the County’s share of program costs in the Adult Care Center, Health Services, Information and Assistance, Long-term Care Ombudsman, Community Centers, Home Delivered Meals and Volunteer Services programs; 2) the elimination of \$10,000 for the Woods Edge Rental Subsidy program, which has been phased out over a period of four years; and 3) the reallocation of \$53,821 in funding previously provided for Mountainside Senior Living to a “Reserve for Board Consideration – Adult Care Facility” (see Non-Departmental Chapter) . The following requested increases are not recommended for funding: \$56,844 for Mountainside Senior Living, \$5,410 for a part-time position in the Case Management program and two new program requests, \$8,000 for Shining Star Pre-School and \$10,911 for Virginia Insurance Counseling Assistance Program (VICAP) Financial Wellness.
- JAUNT’s increase of \$136,735 or 13.5% provides the same level of service as FY 12/13 and is primarily driven by the County’s share of costs based on significant increase in ridership.
- Piedmont Virginia Community College’s increase of \$2,212 or 9.7% is based on County’s percentage of enrollment.
- Funding is not recommended for the Albemarle-Charlottesville Public Defender Office, which is requesting \$76,716 to provide supplemental funding for public defender salaries.
- Region Ten’s increase of \$14,208 or 2.2% is due to the County’s share of costs for comprehensive services based upon the regional formula. Funding also includes \$42,500 for the Healthy Transitions program.
- Tax Relief program funding is decreasing \$25,000 or 2.5% based upon recent expenditures for this program.
- All other recommendations are based on the agencies’ evaluations from the City/County Agency Budget Review Team (ABRT) process.

**FY 13/14 Adopted Budget:** Reallocates \$53,821 from the “Reserve for Board Consideration – Adult Care Facility” (see Non-Departmental Chapter) to JABA for Mountainside’s general operations. After the adoption of the budget, at the June 5, 2013 Board of Supervisors meeting, the Board reallocated \$4,000 from Virginia Organizing for the Community Action on Obesity program to the TJ Health Department. This change will be reflected in the FY 13/14 Appropriated Budget.

**SUMMARY OF AGENCY BUDGET REVIEW TEAM (ABRT) PROCESS**

The ABRT is a team of County/City staff and community members tasked by the County and City with reviewing and evaluating requests made by human services and other community agencies that are generally non-contractual or not based on another funding agreement. The application for funding is based on an outcome measurement model which requests information from agencies and programs about the concrete and measurable impact they are making in the communities they serve. Funding recommendations in FY 13/14 are based on the agencies’ evaluations from the ABRT process.

**HEALTH AND WELFARE AGENCIES**

Description	FY 12/13 Adopted	FY 13/14 Requested	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>*Human service agencies reviewed by the Commission on Children and Families Agency Budget Review Team (ABRT)</b>					
<b>*AIDS/HIV Services Group (ASG):</b> The mission of ASG is to provide comprehensive support services to people with HIV/AIDS, to prevent the spread of HIV through targeted outreach programs in high-risk populations, and to develop community awareness to promote a proactive and compassionate response to the epidemic.	\$3,600	\$10,000	\$3,600	\$0	0.0%
<b>*African American Teaching Fellows:</b> This program seeks to recruit, develop and support qualified African-American candidates seeking a teaching career who will commit to teach in Albemarle County or Charlottesville Public Schools.	0	6,000	0	0	
<b>*ARC Infant Development:</b> This program provides home visiting services that educate families about children's learning and healthy development, effective and positive parenting, and maintaining positive health through preventive health care.	8,500	0	0	(8,500)	-100.0%
<b>*Big Brothers/Big Sisters:</b> Big Brothers Big Sisters works to help young people realize their highest potential through consistent, long-term, professionally-supported one-on-one mentoring relationships.	0	21,725	0	0	

(HEALTH AND WELFARE AGENCY CONTRIBUTIONS CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Requested	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>*Human service agencies reviewed by the Commission on Children and Families Agency Budget Review Team (ABRT)</b>					
<b>*Blue Ridge Medical Center - Latino Lay Health Promoter Program:</b> This program targets low-income and uninsured Spanish-speaking residents of Albemarle County, who are assisted by trained leaders within the Latino community to access primary and preventive health care and to address other social issues.	3,900	0	0	(3,900)	-100.0%
<b>*Boys &amp; Girls Club:</b> The Boys & Girls Club mission is to inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible, and caring citizens.	12,400	45,000	20,000	7,600	61.3%
<b>*Charlottesville Free Clinic:</b> The Charlottesville Free Clinic provides free medical care, dental care, and free prescription drugs to people who are working but do not have health insurance and do not qualify for free care elsewhere.	113,000	135,500	116,390	3,390	3.0%
<b>*Children Youth and Family Services (CYFS):</b> CYFS provides programs which encourage healthy child development and positive family relationships through support and enrichment services, parent education, family therapy and brief-term shelter care.	73,500	100,375	74,490	990	1.3%
<b>Commission on Children &amp; Families (CCF):</b> The CCF is dissolved and was responsible for planning, coordinating, monitoring, and evaluating a community-wide system of children and family agencies.	62,032	0	0	(62,032)	-100.0%
<b>*Comm Inv Collab (CIC):</b> CIC is a microenterprise development organization with a mission to leverage community resources to provide capital and education to entrepreneurs who have difficulty accessing funding from traditional sources and who seek an educational support system that is relevant to their business needs.	0	10,000	0	0	
<b>Contribution to ABRT:</b> Provides funding to the City of Charlottesville to coordinate the FY 14/15 Agency Budget Review Team (ABRT) process and annual Stepping Stones report. This service was previously provided by the Commission on Children and Families.	0	15,356	15,356	15,356	
<b>*Computers4Kids:</b> Computers4Kids strives to improve low-income youth computer and learning skills through caring mentorship, structured training, a vibrant learning environment, and access to a computer and Internet services at home.	13,100	16,375	13,379	279	2.1%
<b>*First Tee:</b> First Tee works to impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.	0	34,452	0	0	
<b>*The Haven:</b> The Haven works to reduce homelessness by initiating creative solutions and coordinating regional resources and services. The Haven is a multi-resource, day shelter for the homeless and people in need in Central Virginia.	0	2,500	0	0	
<b>*Housing Collaborative Contingency:</b> The ABRT received applications from three programs addressing the needs of the homeless: the Haven, PACEM, and Virginia Supportive Housing. The ABRT believes there is a need for both centralized intake and case management services; however, in the course of the review of the applications and site visits to the three programs, the Team concluded that collaboration and coordination of services are limited. Therefore, the Team recommends funding for intake and case management services for the homeless and require the three agencies to submit a coordinated implementation plan prior to release of the funds.	0	0	15,000	15,000	

(HEALTH AND WELFARE AGENCY CONTRIBUTIONS CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Requested	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>*Human service agencies reviewed by the Commission on Children and Families Agency Budget Review Team (ABRT)</b>					
<b>Jefferson Area Board for Aging (JABA):</b> JABA provides planning, advocacy, and service coordination for people over 60 in Planning District Ten. In addition, it provides direct services to seniors, including congregate and home delivered meals, home safety, adult day care, volunteer and work opportunities, outreach, legal services, health screening, counseling and training, an Ombudsman for nursing home concerns, and support groups. The FY 13/14 Recommended Budget includes the reallocation of \$53,821 in funding previously provided for Mountainside Senior Living to a "Reserve for Board Consideration – Adult Care Facility" (see Non-Departmental Chapter) .	302,796	402,945	301,780	(1,016)	-0.3%
<b>*Jefferson Area CHIP:</b> The mission of Jefferson Area CHIP is to improve the health of children under age 7, from low-income families, as an investment in the well-being of children and our community.	301,500	368,300	301,500	0	0.0%
<b>JAUNT:</b> JAUNT provides demand-response and fixed-route transportation in the urban ring and rural areas of Albemarle County, including services to the elderly and disabled, and rural to urban commuter work runs.	1,014,976	1,151,711	1,151,711	136,735	13.5%
<b>*Legal Aid Justice Center:</b> Legal Aid offers full representation in traditional poverty law areas, including housing, consumer protection, employment, education, and public benefits.	36,200	57,229	38,700	2,500	6.9%
<b>*Madison House:</b> Madison House is a student-run, non-profit organization that serves as the coordinating agency for University of Virginia students interested in volunteer community service.	9,900	10,395	9,900	0	0.0%
<b>*Music Resource Center:</b> The mission of this agency is to educate and inspire urban youth and, through music, equip them with life skills for the future. Goals include: providing healthy alternatives to risky behaviors, helping students learn to conduct themselves according to a reasonable code of conduct, modeling positive relationship skills and working collaboratively with area community members and leaders.	4,300	0	0	(4,300)	-100.0%
<b>*People and Congregations Engaged in Ministry (PACEM):</b> PACEM is an organization that coordinates space and volunteers to provide shelter for individuals in the community who are homeless.	0	5,000	0	0	
<b>*Piedmont Court Appointed Special Advocates (CASA):</b> CASA is a non-profit organization that trains and supervises volunteers to serve as court appointed special advocates for abused and neglected children. Its mission is to advocate for the best interest of these children, promoting and supporting safe, permanent and nurturing homes for child victims.	9,000	14,250	9,270	270	3.0%
<b>Piedmont Virginia Community College (PVCC):</b> PVCC is a nonresidential, two-year, public institution of higher education whose service areas include the City of Charlottesville and Counties of Albemarle, Fluvanna, Greene, Louisa, Nelson, and Buckingham. The college provides opportunities for individuals to pursue post-secondary educational, career, and personal goals.	22,750	24,962	24,962	2,212	9.7%
<b>Piedmont Workforce Network:</b> The goal of the Piedmont Workforce Network is to coordinate partner agency services under the Workforce Investment Act in the provision of a comprehensive workforce preparation and employment system designed to meet the needs of job seekers and local employers.	13,800	13,805	13,805	5	0.0%

(HEALTH AND WELFARE AGENCY CONTRIBUTIONS CONTINUED)

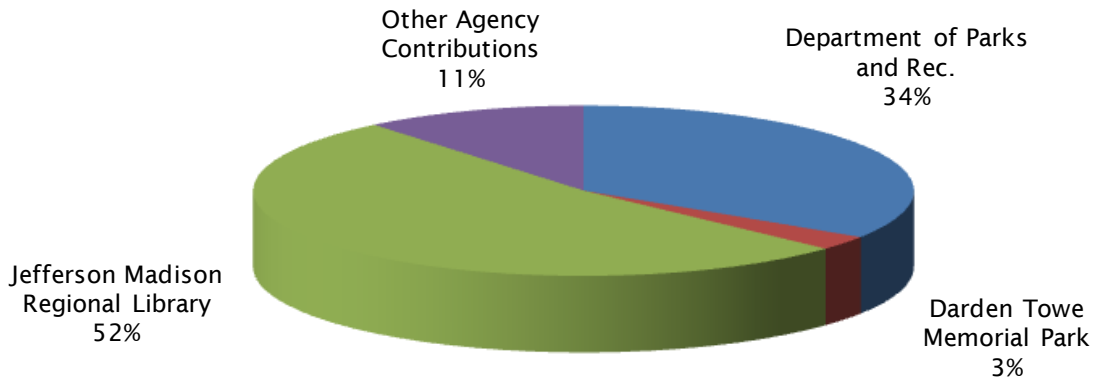
Description	FY 12/13 Adopted	FY 13/14 Recomm	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>*Human service agencies reviewed by the Commission on Children and Families Agency Budget Review Team (ABRT)</b>					
<b>Public Defender Office:</b> The Public Defender Office is part of the Virginia Indigent Defense Commission, a state agency. Attorneys in the office are appointed by the Albemarle and Charlottesville courts to represent all indigent criminal defendants charged with jailable offenses. This request is to provide supplemental funding for public defender salaries.	0	0	0	0	
<b>Region Ten:</b> Region Ten is an agency of local government responsible for providing mental health, mental retardation, and alcohol and drug abuse services to citizens in Planning District Ten. Services include infant development, pre-screening, case management, group counseling, outpatient services, job training, forensic evaluations, crisis intervention, and supported living arrangements. Funding is calculated based on an agreed upon methodology that considers the percent of the total services provided to each locality and the locality population as a percent of total population.	644,648	658,856	658,856	14,208	2.2%
<b>*Sexual Assault Resource Agency (SARA):</b> SARA provides crisis intervention and ongoing support to victims of sexual assault, preventative peer education for adolescents, child assault prevention programs, and special outreach programs.	20,000	20,000	20,000	0	0.0%
<b>*Shelter for Help in Emergency (SHE):</b> SHE provides temporary emergency shelter for victims of domestic violence, as well as 24-hour hotline, counseling, information and referral services, case management services, court advocacy, and free legal workshops. Additional services include a children's program, agency training, and community education.	84,500	85,514	85,514	1,014	1.2%
<b>Tax Relief for the Elderly and Disabled:</b> Provides real estate and mobile home tax exemption for taxpayers who qualify under age, financial, or medical guidelines.	1,000,000	975,000	975,000	(25,000)	-2.5%
<b>Thomas Jefferson Health Department:</b> The Health Department provides comprehensive medical, clinical, and environmental protection services to the residents of the City of Charlottesville, and Albemarle, Greene, Nelson, Louisa, and Fluvanna Counties. Health services include: Environmental Health, Community Health Promotion, Clinical Services, and Growing Healthy Families.  <i>After the adoption of the budget, at the June 5, 2013 Board of Supervisors meeting, the Board reallocated \$4,000 from Virginia Organizing for the Community Action on Obesity program to the TJ Health Department. This change will be reflected in the FY 13/14 Appropriated Budget.</i>	561,771	564,471	564,471	2,700	0.5%
<b>*United Way - Child Care:</b> The United Way Child Care Scholarship Program helps low and moderate income working families in Planning District 10 through direct fee subsidies for child care, enabling parents to maintain employment.	104,500	104,500	104,500	0	0.0%
<b>*United Way - Information &amp; Referral:</b> The Information & Referral Center provides assistance to local Latino limited English proficiency (LEP) residents to access critical health and human service programs in the community.	12,600	12,600	12,600	0	0.0%
<b>*Virginia Organizing:</b> Virginia Organizing is a statewide grassroots organization dedicated to challenging injustice by empowering people in local communities to address issues that affect the quality of their lives.  <i>After the adoption of the budget, at the June 5, 2013 Board of Supervisors meeting, the Board reallocated \$4,000 from Virginia Organizing for the Community Action on Obesity program to the TJ Health Department. This change will be reflected in the FY 13/14 Appropriated Budget.</i>	0	4,000	4,000	4,000	

*(HEALTH AND WELFARE AGENCY CONTRIBUTIONS CONTINUED)*

Description	FY 12/13 Adopted	FY 13/14 Recomm	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
*Human service agencies reviewed by the Commission on Children and Families Agency Budget Review Team (ABRT)					
*Virginia Supportive Housing (VSH): VSH is a not-for-profit that transforms lives, transforms communities & provides permanent solutions to homelessness.	0	0	0	0	
<b>TOTAL, HEALTH AND WELFARE CONTRIBUTIONS</b>	<b>\$4,433,273</b>	<b>\$4,480,963</b>	<b>\$4,534,784</b>	<b>\$101,511</b>	<b>2.3%</b>

# PARKS, RECREATION, AND CULTURE

## FY 13/14 Adopted Parks, Recreation & Culture Budget \$6,616,653



	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
Department of Parks and Rec.	\$2,014,562	\$2,172,473	\$2,206,837	\$2,265,890	\$2,262,540	\$2,262,540	\$90,067	4.1%
Darden Towe Memorial Park	138,013	193,698	194,662	181,200	181,200	181,200	(\$12,498)	-6.5%
Jefferson Madison Regional Library	3,220,283	3,258,054	3,258,054	3,579,531	3,448,931	3,448,931	\$190,877	5.9%
Other Agency Contributions	869,912	674,258	674,258	792,600	702,982	723,982	\$49,724	7.4%
<b>TOTAL</b>	<b>\$6,242,770</b>	<b>\$6,298,483</b>	<b>\$6,333,811</b>	<b>\$6,819,221</b>	<b>\$6,595,653</b>	<b>\$6,616,653</b>	<b>\$318,170</b>	<b>5.1%</b>



# DEPARTMENT OF PARKS AND RECREATION

## MISSION

The mission of the Department of Parks and Recreation is to provide a system of public park and recreation facilities to meet the needs of present and future County residents.

## DESCRIPTION

Parks and Recreation programs and facilities promote the general well-being of citizens and visitors while enhancing the overall quality of life for our region by providing wholesome and enjoyable opportunities and venues for public recreation.

## GOALS

- Continue maintaining existing service and maintenance quality levels;
- Incrementally increase cost recovery on all fee-based activities;
- Continue to seek opportunities to reduce expenditures while maintaining service levels; and
- Emphasize volunteer recruitment by seeking community support and partnerships to increase the total number of volunteer service hours in the maintenance and development of its recreational trail and greenway/blueway system in order to reduce expenditures while maintaining service levels.

Additional Information about this Department’s support of the County’s Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

## FINANCIAL DATA

DEPARTMENT OF PARKS & RECREATION								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$1,133,039	\$1,186,116	\$1,201,301	\$1,262,421	\$1,262,421	\$1,262,421	\$76,305	6.4%
BENEFITS	305,651	346,387	313,814	330,012	330,012	330,012	(16,375)	-4.7%
OPERATING	474,918	545,330	571,740	548,307	544,957	544,957	(373)	-0.1%
CAPITAL OUTLAY	100,954	94,640	119,982	125,150	125,150	125,150	30,510	32.2%
EXPENDITURE TOTAL	\$2,014,562	\$2,172,473	\$2,206,837	\$2,265,890	\$2,262,540	\$2,262,540	\$90,067	4.1%
<b>REVENUE</b>								
LOCAL FEES	\$335,419	\$354,471	\$341,383	\$348,236	\$348,236	\$348,236	(\$6,235)	-1.8%
TOURISM TRANSFER	682,843	676,029	676,029	902,985	902,985	902,985	226,956	33.6%
REVENUE TOTAL	\$1,018,262	\$1,030,500	\$1,017,412	\$1,251,221	\$1,251,221	\$1,251,221	\$220,721	21.4%
<b>NET COST</b>	<b>\$996,300</b>	<b>\$1,141,973</b>	<b>\$1,189,425</b>	<b>\$1,014,669</b>	<b>\$1,011,319</b>	<b>\$1,011,319</b>	<b>(\$130,654)</b>	<b>-11.4%</b>
<b>POSITIONS</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>0.0</b>	<b>0.0%</b>
(permanent positions only)								

## OVERVIEW/CHANGES

### FY 12/13 Projected:

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees’ VRS contribution.
- Includes \$43,224 for expenditures related the summer 2012 derecho storm that will be reimbursed by revenues from the Federal Emergency Management Agency.
- Includes \$24,900 that was reappropriated to complete the department’s online reservation system project.

**FY 13/14 Recommended Budget:** The Parks & Recreation budget increases by \$90,067 or 4.1%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- A net \$18,245 increase in part-time wages, primarily for seasonal part-time workers in the Maintenance Division.
- An increase of 7.0% in health insurance costs.



(DEPARTMENT OF PARKS AND RECREATION CONTINUED)

- Operating expenditures decrease \$373 or 0.1% and include an increase of \$9,538 for Therapeutic Programs based on the County’s share of participants in these programs and a decrease of \$10,500 for vehicle and equipment fuel based on the methodology used for budgeting fuel expenses.
- An increase of \$30,510 or 32.2% in capital outlay primarily due to the replacement of Maintenance Division mowers and equipment.
- Revenues related to Parks and Recreation increase \$220,721 or 21.4%, primarily due to increased revenues transferred from the Tourism Fund. This contributes to a net cost decrease of \$130,654 or 11.4%.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

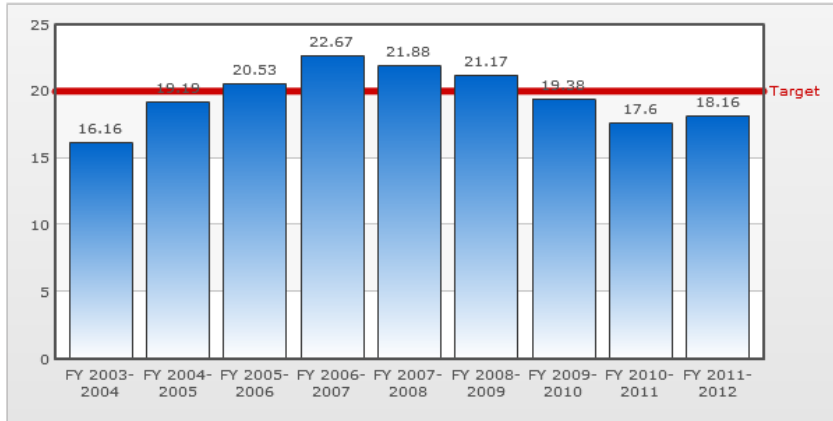
Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Administration (2.0 positions):</b> The Administrative Division provides coordination, resources, and support for all other department programs. This includes overseeing the maintenance of over 3,300 acres of parkland, 50 miles of greenway and recreational trails, 44 athletic fields, the programming of recreational activities, and the construction of several capital projects each year.	\$214,658	\$222,265	\$7,607	3.5%
<b>Athletics and Classes (1.0 position):</b> This division provides organized athletic programs for adults and youth and partners with other organizations to provide a wide range of organized athletic programs and classes for area residents. This division also serves as a liaison with the various youth and adult athletic organizations and provides field maintenance and scheduling.	201,839	212,336	10,497	5.2%
<b>Community Centers:</b> This program currently operates community centers at Greenwood, Scottsville, and the Meadows in Crozet. These community centers provide space for community activities such as public skating, senior programs, public meetings, athletic programs, classes, and benefit dances.	72,278	70,522	(1,756)	-2.4%
<b>Maintenance (13.0 positions):</b> The Maintenance program provides maintenance and support for all County parks, greenway/recreational trails, athletic fields, school playgrounds, and recreation programs. Areas maintained include: Preddy Creek, Byrom, Walnut Creek, Chris Greene, Mint Springs, Beaver Creek, Dorrier Park, Totier Creek, Ivy Creek Natural Area, Crozet Park, Charlotte Humphris Park, Simpson Park, Greenwood, Meadows, and Scottsville Community Centers, and the Milton, Hatton, Warren, and Scottsville boat launches.	1,144,818	1,208,024	63,206	5.5%
<b>Special Activities:</b> This division provides special activities and events for County residents, coordinates therapeutic programs and supports the McIntire Skate Park with the City of Charlottesville, and in cooperation with the School Division, operates a 4-week summer program at 12 sites throughout the County. This division also coordinates several annual events with other groups and agencies.	180,546	191,852	11,306	6.3%
<b>Summer Swim Program:</b> This program provides lifeguard supervision and swimming instruction for the beaches at Chris Greene, Mint Springs, and Walnut Creek and provides other park management duties during summer months.	194,849	180,873	(13,976)	-7.2%
<b>Teen Programs (1.0 position):</b> The Teen Programs Division, in cooperation with the School Division, operates programs for County middle school students in tennis, basketball, volleyball, and track.	163,485	176,668	13,183	8.1%
<b>TOTAL, PARKS AND RECREATION</b>	<b>\$2,172,473</b>	<b>\$2,262,540</b>	<b>\$90,067</b>	<b>4.1%</b>

(DEPARTMENT OF PARKS AND RECREATION CONTINUED)

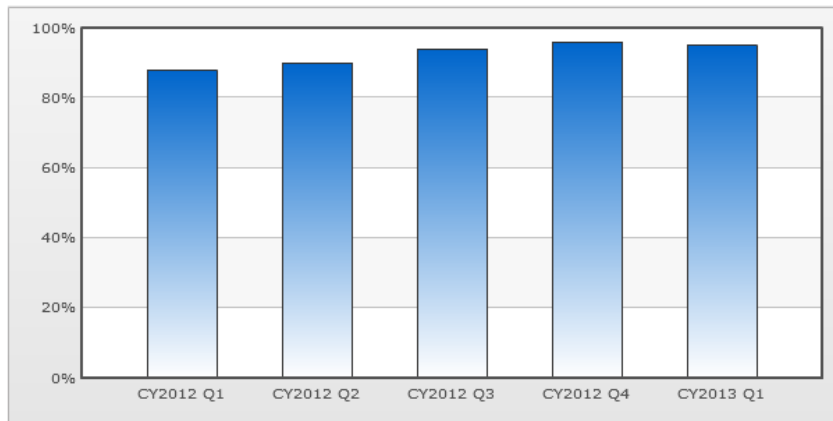
**KEY PERFORMANCE INDICATORS (KPIs)**

The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For KPI information, please visit our website at [www.albemarle.org/departments.aspx?department=perfmgt](http://www.albemarle.org/departments.aspx?department=perfmgt).

**Annual Operating Expenses per Capita**



**Trail Ratings % 4 or higher, 5 being the best**



# DARDEN TOWE PARK

(Special Revenue Fund)

## MISSION

The mission of the Department of Parks and Recreation is to provide a system of public park and recreation facilities to meet the needs of present and future County residents.

## DESCRIPTION

The Albemarle County Department of Parks and Recreation is responsible for the operation of Darden Towe Memorial Park, a 113-acre, multi-use recreational facility. Darden Towe Park is the largest and most heavily used complex of all athletic fields in the City and the County. The expenses of operating the park are shared by the City (30.45%) and the County (69.55%).

## FINANCIAL DATA

TOWE PARK								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$96,405	\$102,042	\$106,527	\$107,589	\$107,589	\$107,589	\$5,547	5.4%
BENEFITS	43,784	49,213	45,692	47,539	47,539	47,539	(1,674)	-3.4%
OPERATING	78,054	86,351	86,351	89,283	89,283	89,283	2,932	3.4%
CAPITAL OUTLAY	8,816	66,916	66,916	41,000	41,000	41,000	(25,916)	-38.7%
<b>EXPENDITURE TOTAL</b>	<b>\$227,059</b>	<b>\$304,522</b>	<b>\$305,486</b>	<b>\$285,411</b>	<b>\$285,411</b>	<b>\$285,411</b>	<b>(\$19,111)</b>	<b>-6.3%</b>
<b>REVENUES</b>								
CITY PORTION	60,424	84,804	84,804	79,332	79,332	79,332	(5,472)	-6.5%
RECREATION FEES	16,605	15,220	15,220	15,759	15,759	15,759	539	3.5%
OTHER LOCAL	10,800	10,800	10,800	9,120	9,120	9,120	(1,680)	-15.6%
<b>REVENUE TOTAL</b>	<b>\$87,829</b>	<b>\$110,824</b>	<b>\$110,824</b>	<b>\$104,211</b>	<b>\$104,211</b>	<b>\$104,211</b>	<b>(\$6,613)</b>	<b>-6.0%</b>
<b>COUNTY SHARE</b>	<b>\$138,013</b>	<b>\$193,698</b>	<b>\$194,662</b>	<b>\$181,200</b>	<b>\$181,200</b>	<b>\$181,200</b>	<b>(\$12,498)</b>	<b>-6.5%</b>
<b>TOTAL REVENUES</b>	<b>\$225,842</b>	<b>\$304,522</b>	<b>\$305,486</b>	<b>\$285,411</b>	<b>\$285,411</b>	<b>\$285,411</b>	<b>(\$19,111)</b>	<b>-6.3%</b>
<b>POSITIONS</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>	<b>0.0%</b>

The County serves as fiscal agent for the Darden Towe Park and maintains separate accounts for this activity. Only the County's share, shown above, is reflected in the General Fund.

## OVERVIEW/CHANGES

### FY 12/13 Projected:

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees' VRS contribution.

**FY 13/14 Recommended Budget:** The Darden Towe Park budget decreases \$19,111 or 6.3%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- An increase of 7.0% in health insurance costs.
- A \$2,932 or 3.4%, net increase in operating expenditures, primarily due to increased maintenance and utility costs.
- A \$25,916 or 38.7% decrease in capital outlay costs based on replacement vehicle and equipment needs.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

# JEFFERSON MADISON REGIONAL LIBRARY

## DESCRIPTION

The Jefferson Madison Regional Library provides public library services to the residents of the City of Charlottesville and the Counties of Albemarle, Greene, Louisa, and Nelson.

## FINANCIAL DATA

Jefferson Madison Regional Library								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ REC-ADP	% REC/ADP
<b>EXPENDITURES</b>								
JM Regional Library	\$3,220,283	\$3,258,054	\$3,258,054	\$3,579,531	\$3,448,931	\$3,448,931	\$190,877	5.9%
TOTAL	\$3,220,283	\$3,258,054	\$3,258,054	\$3,579,531	\$3,448,931	\$3,448,931	\$190,877	5.9%

## OVERVIEW/CHANGES

### FY 13/14 Recommended Budget:

- Overall, the County is increasing its support for Libraries by 377,113 or 11.6%.
  - Jefferson Madison Regional Library (JMRL) increases \$190,877 or 5.9% and includes funding for the following:
    - Per the updated regional JMRL agreement, includes increases of \$25,468 for data lines, \$14,598 for Northside Library rent and \$127,564 for reference costs. In addition, funding supports salary increases and a compensation study.
    - \$34,500 for 1 of 2 requested FTEs for the operation of the new Crozet Library.
    - The County expects that \$30,000 in funding previously provided by the County will be obtained by the library directly through out-of-area-fees. Per the regional agreement, the actual amount received will be credited to the County and will be determined as part of the FY 13/14 second quarter payment to JMRL.
    - Funding does not include \$66,100 for additional requested service-related increases.
  - In addition to the County’s direct contribution to JMRL, an additional \$162,475 in funding is being provided in FY 13/14 to support the library system for the building/grounds operations and utilities at the new Crozet Library facility and an additional \$23,761 for the building/grounds operations and utilities at the Scottsville Library facility, for a total of \$186,236 in accordance with the terms of the JMRL contract. These costs can be found in the Public Works chapter of this document under General Services.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

# RECREATION AND CULTURAL AGENCY CONTRIBUTIONS

## FINANCIAL DATA

AGENCY CONTRIBUTIONS								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
<b>RECREATION AND CULTURAL AGENCIES</b>								
African American Festival / Chihamba	\$2,727	\$0	\$0	\$2,700	\$2,700	\$2,700	\$2,700	
Ashlawn Opera	9,239	3,800	3,800	7,800	3,800	3,800	0	0.0%
Char/Alb Conv. Visitors Bureau	557,604	626,871	626,871	666,195	666,195	666,195	39,324	6.3%
Claudius Crozet Park Contribution	200,000	0	0	0	0	0	0	
Hatton Ferry	5,000	0	0	0	0	0	0	
Heritage Repertory Theater	0	0	0	3,500	0	0	0	
Historic Preservation Contingency	0	0	0	0	0	13,000	13,000	
Historical Society	0	0	0	29,000	0	0	0	
Literacy Volunteers	25,287	25,287	25,287	31,296	25,287	25,287	0	0.0%
Municipal Band	16,535	8,300	8,300	8,000	0	8,000	(300)	-3.6%
Piedmont Council for the Arts	11,676	5,000	5,000	6,250	5,000	5,000	0	0.0%
Virginia Festival of the Book	10,872	0	0	11,000	0	0	0	
Virginia Film Festival	14,889	0	0	15,000	0	0	0	
Virginia Discovery Museum	11,115	5,000	5,000	9,400	0	0	(5,000)	-100.0%
WHTJ Public TV	2,484	0	0	0	0	0	0	
WVPT Public TV	2,484	0	0	2,459	0	0	0	
<b>TOTAL AGENCY CONTRIBUTIONS</b>	<b>\$869,912</b>	<b>\$674,258</b>	<b>\$674,258</b>	<b>\$792,600</b>	<b>\$702,982</b>	<b>\$723,982</b>	<b>\$49,724</b>	<b>7.4%</b>
<b>REVENUE</b>								
STATE	\$5,000	\$5,000	\$5,000	\$2,500	\$2,500	\$2,500	(\$2,500)	-50.0%
TOURISM TRANSFER	629,657	643,971	643,971	675,195	675,195	675,195	\$31,224	4.8%
<b>REVENUE TOTAL</b>	<b>\$634,657</b>	<b>\$648,971</b>	<b>\$648,971</b>	<b>\$677,695</b>	<b>\$677,695</b>	<b>\$677,695</b>	<b>\$28,724</b>	<b>4.4%</b>
<b>NET COST</b>	<b>\$235,255</b>	<b>\$25,287</b>	<b>\$25,287</b>	<b>\$114,905</b>	<b>\$25,287</b>	<b>\$46,287</b>	<b>\$21,000</b>	<b>83.0%</b>

## OVERVIEW/CHANGES

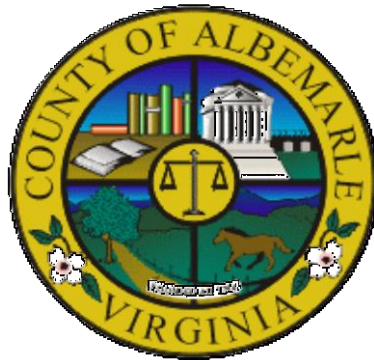
### ***FY 13/14 Recommended Budget:***

- Overall, Recreation and Cultural Agency contributions increase \$28,724, or 4.3%.
- The Charlottesville Albemarle Convention and Visitors Bureau (CACVB) contribution increases \$39,324 or 6.3%. This amount is determined by an agreement between the County and City of Charlottesville that funds the CACVB based on a percentage of transient occupancy tax revenues.
- In FY 12/13, CACVB provided funding for cultural festivals and agencies that had been previously funded by the County. In FY 13/14, CACVB will consider the provision of funding for tourism-related festivals and agencies.
- All other recommendations are based on the agencies' evaluations from the City/County Agency Budget Review Team (ABRT) process. A summary of the ABRT process can be found in this document's Human Development Agency Contributions chapter.

***FY 13/14 Adopted Budget:*** Includes \$8,000 for the Municipal Band and \$13,000 for a Historic Preservation Contingency. The specific use of the Historic Preservation Contingency will be determined by the Board of Supervisors.

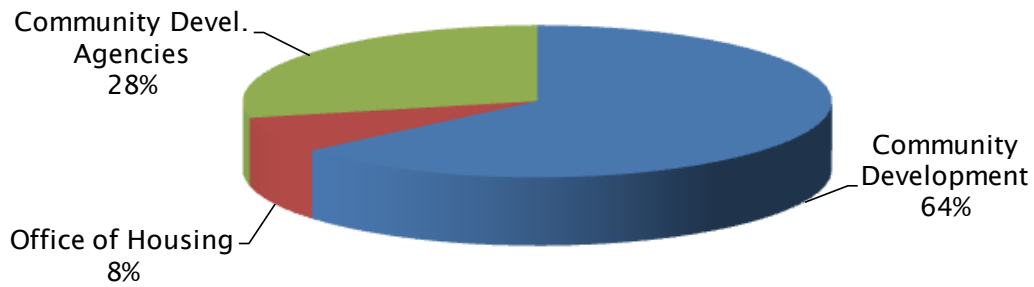
(RECREATION AND CULTURAL AGENCY CONTRIBUTIONS CONTINUED)

Agency	FY 12/13 Adopted	FY 13/14 Request	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>*Funding offset by Tourism Revenues</b>					
<b>*African American Festival (Chihamba):</b> Chihamba is a non-profit community organization dedicated to providing a better understanding of African Cultures through music and dance. Chihamba hosts the Annual African American Cultural Arts Festival at Washington Park. The Festival is a 3 - 4 day event involving entertainment, education, and/or presentation.	\$0	\$2,700	\$2,700	\$2,700	
<b>Albemarle Charlottesville Historical Society</b> nurtures and promotes awareness and appreciation of local history by encouraging the identification, collection, study, and preservation of the materials of history; by striving for excellence and quality in research and interpretation of collections and local history; and by disseminating knowledge through educational activities, so that the past may shed light on the present and the future.	0	29,000	0	0	
<b>*Ash Lawn Opera:</b> Formerly held at Ash Lawn-Highland and now at the Paramount Theater, Ash Lawn Opera hosts a Summer Opera Festival and other musical and dramatic presentations. It also sponsors several educational programs for area children.	3,800	7,800	3,800	0	0.0%
<b>*Charlottesville-Albemarle Convention and Visitors Bureau:</b> The Visitor's Bureau was established to promote Charlottesville and Albemarle County to out-of-town visitors. It has two main programs: a marketing office to promote local attractions and services, and a visitor's center to assist visitors with travel services. Funding for the Visitor's Bureau is based on 30% of the prior year's transient occupancy tax receipts.	626,871	666,195	666,195	39,324	6.3%
<b>Heritage Repertory Theatre:</b> The mission of Heritage Repertory Theatre (HRT) is to produce a diverse bill of excellent professional theater, both plays and musicals, that is provocative and entertaining. HRT presents annually a season of five plays and musicals during the summer months.	0	3,500	0	0	
<b>Historic Preservation Contingency:</b> The specific use of the Historic Preservation Contingency will be determined by the Board of Supervisors.	0	0	13,000	13,000	
<b>Literacy Volunteers:</b> Literacy Volunteers increases adult literacy by using trained volunteers to work with individuals one-on-one or in small groups. The program is aimed at adults reading below a sixth grade level.	25,287	31,296	25,287	0	0.0%
<b>Municipal Band of Charlottesville:</b> The Municipal Band represents and serves members of the Charlottesville-Albemarle community. Its goal is to contribute to the cultural enjoyment and education of area residents by providing free concerts to the public.	8,300	8,000	8,000	(300)	-3.6%
<b>*Piedmont Council for the Arts:</b> Piedmont Council for the Arts is a non-profit organization established to promote, coordinate, and advocate the arts and art events for residents and visitors. Its primary function is to create and support a cultural climate where arts organizations and artists are considered an integral part of the community. Funding includes an anticipated \$2,500 Local Challenge Grant from the Virginia Commission for the Arts.	5,000	6,250	5,000	0	0.0%
<b>Virginia Discovery Museum:</b> The Virginia Discovery Museum is a hands-on, participatory museum for children and families in the Charlottesville-Albemarle area. The museum conducts regular tours for school-age children, offers classes every Saturday morning, and presents special exhibits and workshops for children throughout the year.	5,000	9,400	0	(5,000)	-100.0%
<b>Virginia Festival of the Book:</b> The Virginia Festival of the Book (VABook) is an annual festival that promotes literacy and celebrates the "book."	0	11,000	0	0	
<b>Virginia Film Festival:</b> The Virginia Film Festival is an annual festival that celebrates film and the way it impacts and reflects American and Virginian culture.	0	15,000	0	0	
<b>WVPT Public Television:</b> WVPT is a non-commercial, public television station whose mission is to use communications technology to serve the educational, cultural, and informational needs of the citizens in its coverage area.	0	2,459	0	0	
<b>TOTAL</b>	<b>\$674,258</b>	<b>\$792,600</b>	<b>\$723,982</b>	<b>\$49,724</b>	<b>7.4%</b>



# COMMUNITY DEVELOPMENT

## FY 13/14 Adopted Community Development Budget \$6,309,741



	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
Community Development	\$3,686,090	\$3,958,407	\$3,970,809	\$4,027,609	\$4,027,609	\$4,027,609	\$69,202	1.7%
Office of Housing	599,256	462,774	527,619	483,374	482,674	482,674	19,900	4.3%
Community Devel. Agencies	1,523,477	1,695,974	1,703,584	2,095,229	1,752,164	1,799,458	103,484	6.1%
<b>TOTAL</b>	<b>\$5,808,823</b>	<b>\$6,117,155</b>	<b>\$6,202,012</b>	<b>\$6,606,212</b>	<b>\$6,262,447</b>	<b>\$6,309,741</b>	<b>\$145,292</b>	<b>2.4%</b>





# COMMUNITY DEVELOPMENT

## MISSION

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The mission of Community Development is to advance Albemarle County's recognition as a leader in providing an exceptional quality of life, creating a sustainable community, and protecting natural resources.

## DESCRIPTION

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Community Development is the County's steward for natural resources and the built environment. As that steward, Community Development will:

- Develop County ordinances and policies that support the County's vision;
- Communicate with the entire community on the development and administration of ordinances and policies;
- Enforce County ordinances and policies in a fair and consistent manner; and
- Improve the expertise of staff through ongoing professional development.

## GOALS

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- Community Development will ensure ordinances are fairly and consistently enforced by:
  - A. Providing detailed guidance on applications and processes to the community; and
  - B. Improving consistency and compliance through the establishment of standard operating procedures and assuring those procedures are used.
- Community Development will promote "open government" by:
  - A. Accurately documenting and sharing our work with the community in a timely manner; and
  - B. Assisting the entire community in understanding ordinances and policies through publications, using a variety of media and community outreach.
- Community Development will assist in the development of policies by:
  - A. Having the decision-makers endorse our work program and processes when starting new initiatives;
  - B. Ensuring the community understands the processes and schedule;
  - C. Assuring the viewpoints of the affected community are part of policy considerations; and
  - D. Applying our full professional knowledge and expertise to policy initiatives.
- Community Development will continuously improve the expertise of our staff by:
  - A. Assuring that training and professional development opportunities are available to improve the expertise and quality of service for all staff;
  - B. Communicating with our peer organizations to ensure that Community Development is always seeking better ways of doing work and sharing our expertise; and
  - C. Providing a positive work environment that encourages staff to bring forward ideas and changes that will improve the Department.

Additional information about this Department's support of the County's Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

(COMMUNITY DEVELOPMENT CONTINUED)

FINANCIAL DATA

COMMUNITY DEVELOPMENT								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$2,585,076	\$2,677,187	\$2,788,319	\$2,807,764	\$2,807,764	\$2,807,764	\$130,577	4.9%
BENEFITS	907,067	1,062,307	942,589	993,681	993,681	993,681	(68,626)	-6.5%
OPERATING	141,269	207,163	225,596	213,854	213,854	213,854	6,691	3.2%
CAPITAL OUTLAY	51,477	10,610	13,165	11,310	11,310	11,310	700	6.6%
TRANSFERS	1,200	1,140	1,140	1,000	1,000	1,000	(140)	-12.3%
EXPENDITURE TOTAL	\$3,686,090	\$3,958,407	\$3,970,809	\$4,027,609	\$4,027,609	\$4,027,609	\$69,202	1.7%
<b>REVENUE</b>								
LOCAL	\$599,716	\$482,600	\$524,365	\$538,095	\$538,095	\$538,095	\$55,495	11.5%
REVENUE TOTAL	\$599,716	\$482,600	\$524,365	\$538,095	\$538,095	\$538,095	\$55,495	11.5%
<b>NET COST</b>	<b>\$3,086,373</b>	<b>\$3,475,807</b>	<b>\$3,446,444</b>	<b>\$3,489,514</b>	<b>\$3,489,514</b>	<b>\$3,489,514</b>	<b>\$13,707</b>	<b>0.4%</b>
<b>POSITIONS</b>	<b>44.5</b>	<b>44.5</b>	<b>44.5</b>	<b>44.5</b>	<b>44.5</b>	<b>44.5</b>	<b>0.0</b>	<b>0.0%</b>

The Inspections Division is organizationally a part of Community Development; however, because of reporting requirements, it is included in the Public Safety functional area. The chart below combines the costs and personnel for the entire Community Development Department. See the Public Safety chapter for details of the Inspections budget.

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
COMMUNITY DEVELOPMENT	\$3,686,090	\$3,958,407	\$3,970,809	\$4,027,609	\$4,027,609	\$4,027,609	\$69,202	1.7%
INSPECTIONS	1,035,530	1,094,667	1,081,963	1,108,821	1,108,821	1,108,821	14,154	1.3%
EXPENDITURE TOTAL	\$4,721,619	\$5,053,074	\$5,052,772	\$5,136,430	\$5,136,430	\$5,136,430	\$83,356	1.6%
<b>POSITIONS</b>	<b>58.0</b>	<b>58.0</b>	<b>58.0</b>	<b>58.0</b>	<b>58.0</b>	<b>58.0</b>	<b>0.0</b>	<b>0.0%</b>

OVERVIEW/CHANGES

**FY 12/13 Projected:**

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees' VRS contribution.
- Includes \$12,000 that was appropriated to update the County's Wireless Policy and Regulations.

**FY 13/14 Recommended Budget:** The Community Development budget increases \$69,202 or 1.7% and reflects the following:

- A 2.0% increase to support performance pay increases which includes a 2.0% increase for the Planning Commission Members, the Board of Zoning Appeals Members and the Architectural Review Board Members.
- Includes a reduction of \$62,810 in projected salary and related benefits lapse. This lapse will be monitored throughout the fiscal year and, as needed, reallocated among department budgets based on actual employee turnover.
- An increase of 7.0% in health insurance costs.
- An increase of \$6,691 or 3.2% primarily due to maintenance contracts for equipment including \$3,790 for copier/fax equipment which were previously accounted for in a Copier fund and \$3,185 for computer maintenance contracts.
- An increase of \$55,495 or 11.5% in local revenue primarily due to increased development activity.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

(COMMUNITY DEVELOPMENT CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Administration (3.0 positions):</b> This includes the department director, assistant to the director, and the department’s management analyst. Beyond administration of the department’s budget, this includes bonds management, performance management, special projects (as annually established by the department’s work program) and departmental policy and procedures.</p> <p><b>Information Services (9.0 positions):</b> This program provides such as reception, application intake and permit processing, records management, general support services GIS, and data management. This division works closely with the other Community Development divisions to ensure department processes, policies, and procedures are current, coordinated, and effective for both staff and the general public.</p> <p><b>Engineering (4.0 positions)</b> This division includes the County Engineer, engineer plan reviewers, and engineering inspectors. The program includes engineering reviews and inspections as required by the Wastewater and Water Systems Ordinance, Subdivision Ordinance, Water Protection Ordinance, and Zoning Ordinance, as well as advising the County and customers on other engineering related issues (e.g. dam safety).</p> <p><b>Planning (14.5 positions):</b> This program manages the County's Comprehensive Planning Program and coordinates the County's development review process for both legislative and ministerial applications (e.g. site plans, subdivisions, rezonings, special use permits). Activities include site plan/subdivision plat review and evaluation, development and maintenance of the Comprehensive Plan and other planning activities in transportation, housing, public facilities and utilities, and resource protection. This program administers the Agricultural/Forestral District program and the Acquisition of Conservation Easement program, and provides support for the Architectural Review Board and the Historic Preservation Committee.</p> <p><b>Zoning (11.0 positions):</b> The Zoning program is responsible for ensuring that activities relating to land use comply with the Albemarle County Zoning Ordinance and various sections of the Albemarle County Code. Responsibilities include administration of the Subdivision Ordinance, and inspection, enforcement, and administration of the Zoning Ordinance.</p>	\$3,706,338	\$3,771,995	\$65,657	1.8%
<p><b>E911-Planning/Geographic Data Services (3.0 positions):</b> This program is managed as part of Information Services, but budgeted as a separate program due to its dedicated funding source. This program provides mapping, graphics, demographic data and geographic information resources as required for the E911 system.</p>	252,069	255,614	3,545	1.4%
<p><b>TOTAL, COMMUNITY DEVELOPMENT</b></p>	\$3,958,407	\$4,027,609	\$69,202	1.7%

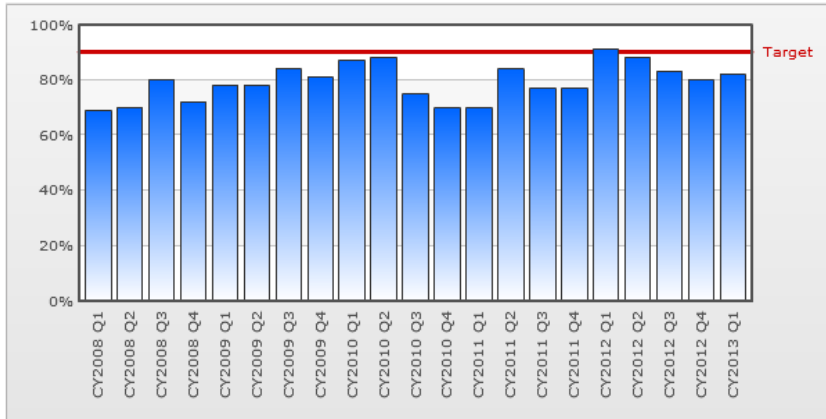
(COMMUNITY DEVELOPMENT CONTINUED)

**KEY PERFORMANCE INDICATORS (KPIs)**

The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For KPI information, please visit our website at [www.albemarle.org/departments?department=perfmgt](http://www.albemarle.org/departments?department=perfmgt).

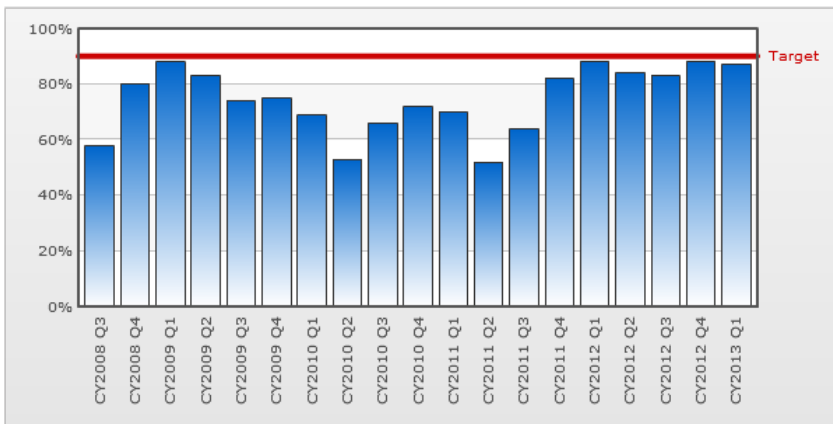
**Review of Current Development Applications**

Target: Review 90% of Current Development Submittals within 21 Days.



**Zoning Violations Abated**

Target: Abate or Forward to Court 90% of Violations within 4 months.



# OFFICE OF HOUSING

## MISSION

The County of Albemarle Office of Housing shall strive to increase opportunities for all County citizens to secure and maintain decent, safe, sanitary, accessible and affordable housing with special emphasis given to those citizens least able to obtain it.

## DESCRIPTION

The Albemarle County Office of Housing preserves and increases opportunities for all citizens to have access to safe, decent, accessible, and affordable housing, with emphasis on those citizens least able to obtain or maintain adequate and affordable housing without assistance.

## GOALS

- Maintain a “high performer” rating for the administration of the Housing Choice Voucher Program.
- Access and manage grants and other funding to support housing initiatives and neighborhood improvement efforts.

Additional information about this Department’s support of the County’s Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

## FINANCIAL DATA

HOUSING								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$346,445	\$301,505	\$335,969	\$322,760	\$322,760	\$322,760	\$21,255	7.0%
BENEFITS	133,163	133,163	121,328	122,440	122,440	122,440	(10,723)	-8.1%
OPERATING	117,519	25,936	68,722	35,714	35,014	35,014	9,078	35.0%
CAPITAL OUTLAY	2,129	2,170	1,600	2,460	2,460	2,460	290	13.4%
<b>EXPENDITURE TOTAL</b>	<b>\$599,256</b>	<b>\$462,774</b>	<b>\$527,619</b>	<b>\$483,374</b>	<b>\$482,674</b>	<b>\$482,674</b>	<b>\$19,900</b>	<b>4.3%</b>
<b>REVENUE</b>								
TRANSFERS	\$320,379	\$282,800	\$278,224	\$260,000	\$260,000	\$225,000	(\$57,800)	-20.4%
<b>REVENUE TOTAL</b>	<b>\$320,379</b>	<b>\$282,800</b>	<b>\$278,224</b>	<b>\$260,000</b>	<b>\$260,000</b>	<b>\$225,000</b>	<b>(\$57,800)</b>	<b>-20.4%</b>
<b>NET COST</b>	<b>\$278,877</b>	<b>\$179,974</b>	<b>\$249,395</b>	<b>\$223,374</b>	<b>\$222,674</b>	<b>\$257,674</b>	<b>\$77,700</b>	<b>43.2%</b>
<b>POSITIONS</b>	<b>7.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>0.0</b>	<b>0.0%</b>

## OVERVIEW/CHANGES

### *FY 12/13 Projected:*

- Includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees’ VRS contribution.
- Includes \$53,640 appropriated to Virginia Supportive Housing for rent subsidies for nine units located at the Crossings at a cost not to exceed the \$646.00 market rate rent for each unit for up to 12 months or when federal funding becomes available, whichever comes first. Ten months of funding was appropriated in FY 12/13.

**FY 13/14 Recommended Budget:** The Office of Housing’s budget increases by \$19,900 or 4.3%, and reflects the following:

- A 2.0% increase to support performance pay increases.
- An increase of 7.0% in health insurance costs.
- Includes \$10,728 for the final 2 months of the aforementioned rent subsidies for units located at the Crossings.
- A \$290 or 13.4% increase in capital outlay costs due to the increase in the vehicle replacement surcharge from \$3.00 to \$3.50 per gallon.
- Transfer revenues are for the administration of the Housing Choice Voucher (HCV) program. Additional information on the HCV program can be found in the “Other Funds” chapter of this document.

**FY 13/14 Adopted Budget:** Includes a decrease in the transfer revenue for the HCV program based on the impacts of sequestration.

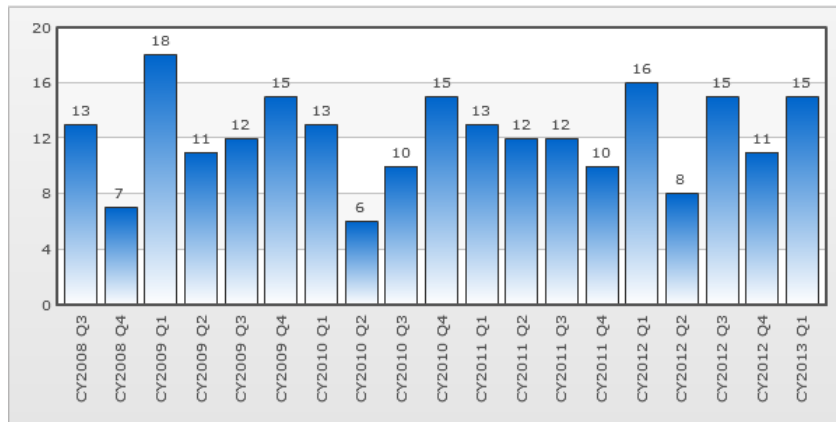
(OFFICE OF HOUSING CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Housing Choice Voucher Program (6.0 positions):</b> The Housing Choice Voucher Program provides rental assistance, on behalf of eligible and qualified families, to private sector landlords. Funding to support the assistance payments comes from the U.S. Department of Housing and Urban Development (HUD). This program also provides housing counseling and support for clients as they work toward obtaining their self-sufficiency goals.	\$462,774	\$471,946	\$9,172	2.0%
<b>Housing Agency Support:</b> This includes support for Virginia Supportive Housing for 2 months of rent subsidies for units located at the Crossings.	0	10,728	\$10,728	
<b>TOTAL, OFFICE OF HOUSING</b>	<b>\$462,774</b>	<b>\$482,674</b>	<b>\$19,900</b>	<b>4.3%</b>

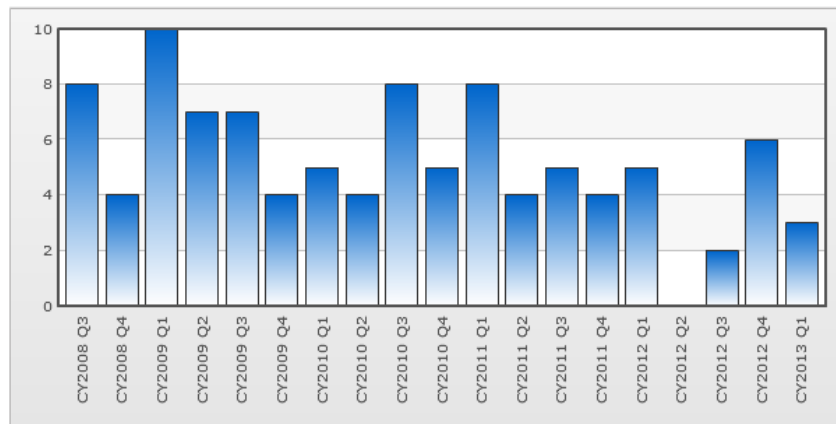
**KEY PERFORMANCE INDICATORS (KPIs)**

The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For KPI information, please visit our website at [www.albemarle.org/departments.asp?department=perfmgt](http://www.albemarle.org/departments.asp?department=perfmgt).

**Emergency Home Repair**



**Housing Rehabilitation**



# COMMUNITY DEVELOPMENT AGENCY CONTRIBUTIONS

## FINANCIAL DATA

COMMUNITY DEVELOPMENT AGENCY CONTRIBUTIONS								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Albemarle Housing Improvement Program	\$399,467	\$400,000	\$400,000	\$420,000	\$400,000	\$400,000	\$0	0.0%
ACCT*	6,237	0	0	0	0	0	0	
Charlottesville Albemarle Airport	7,000	0	0	0	0	0	0	
CVSBDC**	7,878	7,880	7,880	10,000	10,000	10,000	2,120	26.9%
Charlottesville Area Transit	648,004	722,555	722,555	978,453	768,273	815,567	93,012	12.9%
MACAA***	115,645	106,000	106,000	164,399	107,440	107,440	1,440	1.4%
Piedmont Housing Alliance	38,268	34,500	34,500	90,426	34,500	34,500	0	0.0%
StreamWatch	10,378	10,380	10,380	10,380	10,380	10,380	0	0.0%
TJ Planning District Commission	109,375	118,972	118,972	124,024	124,024	124,024	5,052	4.2%
TJ Soil & Water Conservation District	95,800	99,376	99,631	115,646	115,646	115,646	16,270	16.4%
Va Cooperative Extension Service	85,425	196,311	203,666	181,901	181,901	181,901	(14,410)	-7.3%
<b>EXPENDITURE TOTAL</b>	<b>\$1,523,477</b>	<b>\$1,695,974</b>	<b>\$1,703,584</b>	<b>\$2,095,229</b>	<b>\$1,752,164</b>	<b>\$1,799,458</b>	<b>\$103,484</b>	<b>6.1%</b>
<b>POSITIONS****</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0%</b>

\*Alliance for Community Choice in Transportation  
 \*\* Central Virginia Small Business Development Center  
 \*\*\* Monticello Area Community Action Agency  
 \*\*\*\*Position is at TJ Soil & Water Conservation District

## OVERVIEW/CHANGES

### ***FY 12/13 Projected:***

- For Thomas Jefferson Soil and Water Conservation District (TJSWCD), includes the impact of a 5.0% increase in salaries and a 5.0 percentage point decrease in the VRS employer contribution rate due to the state mandated change requiring employees to pay a 5% contribution to VRS and for local governments to provide current employees with a salary increase to offset the cost of current employees' VRS contribution.
- Includes an additional \$7,355 appropriated for the Virginia Cooperative Extension Service, which is fully reimbursed by the City of Charlottesville.

### ***FY 13/14 Recommended Budget:***

- Overall, Community Development Agency contributions increase \$56,190 or 3.3%.
- Central Virginia Small Business Development Center increases \$2,120 or 26.9% based on the County's share of services.
- Charlottesville Area Transit (CAT) increases \$45,718 or 6.3% and reflects the same level of service as FY 12/13. These increases are primarily driven by increases in personnel and fuel costs. This recommendation does not include requested County participation in the funding of Route 7, which travels between the Downtown Mall and Fashion Square Mall.
- Thomas Jefferson Planning District Commission (TJPDC) increases \$5,052 or 4.2%. The increase is attributable to the County's share of programs based on per capita costs and/or participating localities.
- TJSWCD increases \$16,270 or 16.4%. This increase is due to \$2,270 in changes in the salary and benefit rates for a County-funded position and \$14,000 for the County's share of a technician to help implement the TJSWCD's Agricultural Cost Share, Moores Creek Total Maximum Daily Load (TMDL) Clean up and Conservation Assistance programs.
- Virginia Cooperative Extension Service (VCE) decreases \$14,410 or 7.3%, which includes the County's contribution to VCE and a portion of the City's share that is fully reimbursed. The County funding portion of this total is \$163,931, an increase of \$986 or 0.6%. The decrease in the City portion is based on a change in certain costs that will now be billed directly to the City.
- All other recommendations are based on the agencies' scores from the City/County Agency Budget Review Team (ABRT) process. A summary of the ABRT process can be found in this document's Human Development Agency Contributions chapter.

***FY 13/14 Adopted Budget:*** Includes an additional \$47,294 for CAT contingent upon CAT selecting the "Option A/Rio Rd" route for the proposed Route 11.

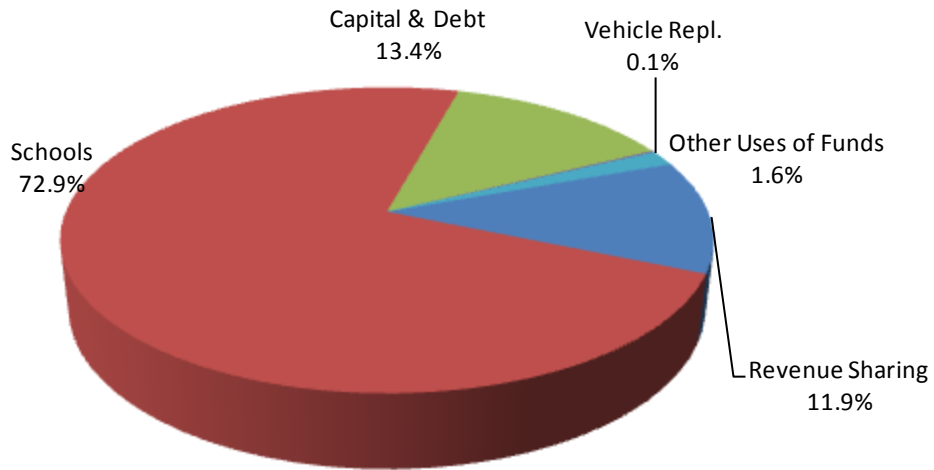


*(COMMUNITY DEVELOPMENT AGENCY CONTRIBUTIONS CONTINUED)*

Agency	FY 12/13 Adopted	FY 13/14 Request	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>Albemarle Housing Improvement Program (AHIP):</b> AHIP is a private, non-profit housing and community development organization dedicated to helping low-income Albemarle County residents have the opportunity to live in safe, decent, and affordable housing.	\$400,000	\$420,000	\$400,000	\$0	0.0%
<b>Central Virginia Small Business Development Center (CVSBDC):</b> The mission of the CVSBDC is to strengthen and grow Virginia's economy by providing assistance to existing and pre-venture small- and medium-sized businesses.	7,880	10,000	10,000	\$2,120	26.9%
<b>Charlottesville Area Transit (CAT):</b> CAT provides bus service to urban residents of Albemarle County along Route 29 North, Pantops and 5th St Extended.	722,555	978,453	815,567	\$93,012	12.9%
<b>Monticello Area Community Action Agency (MACAA):</b> MACAA works with individuals, families, and the community, in a collective effort to eliminate the causes of poverty, to lessen the effects of poverty, and to promote economic self-sufficiency.	106,000	164,399	107,440	\$1,440	1.4%
<b>Piedmont Housing Alliance (PHA):</b> PHA is dedicated to improving the lives of low- and moderate-income families and individuals in the region by creating housing and community development opportunities.	34,500	90,426	34,500	\$0	0.0%
<b>StreamWatch:</b> StreamWatch is a regional partnership that collects data and assesses stream conditions to assist watershed management efforts in the Rivanna Basin.	10,380	10,380	10,380	\$0	0.0%
<b>Thomas Jefferson Planning District Commission (TJPDC):</b> The TJPDC serves as a planning and coordinating body for the localities of Planning District Ten. Its mission is to identify and analyze regional issues, and facilitate decision-making to resolve those issues, to serve as an information resource through data and mapping center, and to develop local and regional plans or strategies that will strengthen local governments' ability to serve their citizens.	118,972	124,024	124,024	\$5,052	4.2%
<b>Thomas Jefferson Soil and Water Conservation District:</b> The Thomas Jefferson Soil and Water Conservation District promotes soil and water conservation through technical expertise and education. It provides informational, financial, and planning assistance to farmers, provides County staff with technical assistance, and provides information to the community.	99,376	115,646	115,646	\$16,270	16.4%
<b>Virginia Cooperative Extension Service (VCE):</b> The VCE provides Albemarle County citizens with the educational resources and research available from Virginia Tech, Virginia State University, and the U.S. Department of Agriculture. Local staff provide educational programs on nutrition, food safety, production and marketing techniques for commercial agriculture, and horticultural information for homeowners. This total includes the City of Charlottesville's contribution, which is offset by corresponding revenue received.	196,311	181,901	181,901	(\$14,410)	-7.3%
<b>TOTAL, COMMUNITY DEVELOPMENT AGENCY CONTRIBUTIONS</b>	<b>\$1,695,974</b>	<b>\$2,095,229</b>	<b>\$1,799,458</b>	<b>\$103,484</b>	<b>6.1%</b>

# NON-DEPARTMENTAL

## FY 13/14 Adopted Non-Departmental Budget \$141,812,159



NONDEPARTMENTAL								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	14 ADP - 13 ADP \$ Change	% Change
Revenue Sharing	\$18,089,812	\$17,520,948	\$17,520,948	\$16,931,333	\$16,931,333	\$16,931,333	(\$589,615)	-3.4%
Transfers								
School Transfer	97,245,582	100,106,298	100,106,298	102,724,503	102,724,503	103,332,028	3,225,730	3.2%
Capital & Debt Transfer	18,855,358	18,508,684	27,010,955	19,002,060	19,002,060	19,002,060	493,376	2.7%
Transfer to Vehicle Repl.	141,500	27,844	27,844	214,348	214,348	214,348	186,504	669.8%
	116,242,440	118,642,826	127,145,097	121,940,911	121,940,911	122,548,436	3,905,610	3.3%
Other Uses of Funds	1,281,059	1,887,798	1,299,350	2,392,633	2,392,633	2,332,390	444,592	23.6%
<b>EXPENDITURE TOTAL</b>	<b>\$135,613,311</b>	<b>\$138,051,572</b>	<b>\$145,965,396</b>	<b>\$141,264,877</b>	<b>\$141,264,877</b>	<b>\$141,812,159</b>	<b>\$3,760,587</b>	<b>2.7%</b>

# REVENUE SHARING

## DESCRIPTION AND OVERVIEW

The Annexation and Revenue Sharing Agreement between the County of Albemarle and the City of Charlottesville dated February 17, 1982 was approved in a public referendum on May 18, 1982. The agreement obligates the County and the City to contribute portions of their respective real property tax bases and revenues to a Revenue and Economic Growth Sharing Fund annually. Distribution of the fund and the resulting net transfer of funds are to be made each January 31 while this agreement remains in effect.

Pursuant to the terms of this agreement, the City will not initiate annexation procedures against the County and a committee was created to study the desirability of combining the governments and the services currently provided. The agreement became effective on July 1, 1982 and remains in effect until:

- The County and City are consolidated into a single political subdivision; or
- The concept for independent cities presently existing in Virginia is altered by the State law in such a manner that real property in the City becomes part of the County’s tax base; or
- The County and City mutually agree to cancel or change the agreement.

## FINANCIAL DATA

Description	FY 12/13 Adopted	FY 13/14 Recommended	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent +/-
Revenue Sharing with the City of Charlottesville: In FY 13/14, the County is obligated to pay \$16,931,333 to the City of Charlottesville in fulfillment of the revenue sharing agreement provisions, a decrease of \$0.6 million from the FY 12/13 payment. This payment is at the agreed-upon cap of a 10 cents tax rate per \$100 of total assessed County property values based on the 2011 calendar year.	\$17,520,948	\$16,931,333	\$16,931,333	(\$589,615)	-3.4%

The history of payments made over the extent of the agreement is provided on the following table.

## HISTORY OF REVENUE SHARING PAYMENTS MADE TO THE CITY

FISCAL YEAR	AMOUNT OF PAYMENT	DOLLAR CHANGE	PERCENT CHANGE
1982-83	\$1,293,552	N/A	N/A
1983-84	1,530,991	237,439	18.40%
1984-85	1,579,753	48,762	3.20%
1985-86	1,875,179	295,426	18.70%
1986-87	1,942,509	67,330	3.59%
1987-88	2,277,953	321,399	16.40%
1988-89	2,368,027	90,074	4.00%
1989-90	2,693,120	325,093	13.70%
1990-91	2,802,360	109,240	4.10%
1991-92	3,277,350	474,990	17.00%
1992-93	3,426,000	148,650	4.50%
1993-94	4,319,236	893,236	26.10%
1994-95	4,475,120	155,884	3.60%
1995-96	5,049,991	574,871	12.90%
1996-97	5,170,853	120,862	2.40%
1997-98	5,518,393	347,540	6.70%
1998-99	5,587,013	68,620	1.20%
1999-00	5,853,794	266,781	4.80%
2000-01	6,093,101	239,307	4.10%
2001-02	6,482,712	389,611	6.40%
2002-03	6,692,811	210,099	3.20%
2003-04	7,726,021	1,033,210	15.40%
2004-05	8,004,461	278,440	3.60%
2005-06	9,742,748	1,738,287	21.70%
2006-07	10,134,816	392,068	4.02%
2007-08	13,212,401	3,077,585	30.37%
2008-09	\$13,633,950	421,549	3.19%
2009-10	\$18,038,878	4,404,928	32.31%
2010-11	\$18,454,658	415,780	2.30%
2011-12	\$18,089,812	(364,846)	-1.98%
2012-13	\$17,520,948	(568,864)	-3.14%
2013-2014	\$16,931,333	(589,615)	-3.37%
<b>TOTAL</b>	<b>\$231,799,844</b>		

# TRANSFERS

## DESCRIPTION AND OVERVIEW

The transfer of funds from the General Fund to several other County Funds is made each year to pay for public school operations, school debt service and capital projects, general government debt service and capital projects, and stormwater management improvement projects.

## SCHOOL TRANSFER

Description	FY 12/13 Adopted	FY 13/14 Recommended	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>General Fund Transfer to School Operations - Recurring:</b> Albemarle County's School Operations are financed from several sources of funding including local, state, and federal revenues and from local tax revenues. The local tax revenues are provided to the School Division by a transfer of funds from the County General Fund. This transfer is calculated using a formula that provides 60% of new local tax revenues to the schools (net of City revenue sharing, capital/debt transfers, refunds, and tax relief payments). The transfer provides about 66% of the money needed to operate the school division each year, other than school self-sustaining funds. This transfer accounts for approximately 45% of the County's annual General Fund expenditures.	\$100,106,298	\$102,724,503	\$103,332,028	\$3,225,730	3.2%
<b>TOTAL, SCHOOL OPERATIONS</b>	<b>\$100,106,298</b>	<b>\$102,724,503</b>	<b>\$103,332,028</b>	<b>\$3,225,730</b>	<b>3.2%</b>

## OVERVIEW/CHANGES

**FY 13/14 Recommended Budget:** Per the funding formula, the transfer to the school division increases \$2,618,205, or 2.6%, over the FY 12/13 Adopted budget.

**FY 13/14 Adopted Budget:** During the budget work sessions, the Board approved a 0.4 cent increase in the tax rate to be dedicated to the School Division. This equated to an increase of \$607,525 compared to the recommended budget.

## TRANSFER TO CAPITAL AND DEBT

Description	FY 12/13 Adopted	FY 13/14 Recommended	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>General Fund Transfer to School Debt Service:</b> In addition to the funds for School operational costs, a transfer from the General Fund to the School Debt Service Fund is made each year to make interest and principal payments on money borrowed by the County for construction and major renovations of school buildings and for other school capital projects.	\$12,685,589	\$12,428,551	\$12,428,551	(\$257,038)	-2.0%
<b>General Fund Transfer to General Government Debt Service:</b> A transfer from the General Fund to the General Government Debt Service Fund is made each year to make interest and principal payments on funds borrowed by the County for capital projects that relate to General Government functions.	2,744,578	3,953,334	3,953,334	1,208,756	44.0%
<b>General Fund Transfer to Stormwater Debt Service:</b> This transfer is made to make interest and principal payments on funds borrowed by the County for stormwater capital projects.	31,134	0	0	(31,134)	-100.0%
<b>SUBTOTAL, DEBT SERVICE</b>	<b>\$15,461,301</b>	<b>\$16,381,885</b>	<b>\$16,381,885</b>	<b>\$920,584</b>	<b>6.0%</b>

(TRANSFERS CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Recommended	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>General Fund Transfer to Capital Improvement Fund:</b> A transfer from the General Fund to the Capital Improvement Fund is made each year to fund General Government capital projects which are funded on a "pay-as-you-go" basis and to provide reserves for future project costs and increased debt service requirements.	\$1,748,760	\$1,467,298	\$1,467,298	(\$281,462)	-16.1%
<b>General Fund Transfer to School Capital Improvement Fund:</b> A transfer from the General Fund to the School Capital Improvement Fund is made for the portion of School capital projects which are funded on a "pay-as-you-go" basis.	1,245,068	1,152,877	1,152,877	(92,191)	-7.4%
<b>General Fund Transfer to Stormwater Management Fund:</b> A transfer from the General Fund to the Stormwater Management Fund is made each year for Stormwater Management improvement projects which are funded on a "pay-as-you go" basis.	53,555	0	0	(53,555)	-100.0%
<b>SUBTOTAL, CAPITAL FUNDS</b>	<b>\$3,047,383</b>	<b>\$2,620,175</b>	<b>\$2,620,175</b>	<b>(\$427,208)</b>	<b>-14.0%</b>
<b>TOTAL, TRANSFERS TO DEBT AND CAPITAL</b>	<b>\$18,508,684</b>	<b>\$19,002,060</b>	<b>\$19,002,060</b>	<b>\$493,376</b>	<b>2.7%</b>

**OVERVIEW/CHANGES**

**FY 13/14 Recommended Budget:** Per the funding formula, the transfer to capital projects and debt service increases \$493,376, or 2.7%, over the FY 12/13 Adopted budget.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

**TRANSFER TO VEHICLE REPLACEMENT FUND**

Description	FY 12/13 Adopted	FY 13/14 Recommended	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>Transfer to Vehicle Replacement Fund:</b>	\$27,844	\$214,348	\$214,348	\$186,504	669.8%
<b>TOTAL, TRANSFER TO VEHICLE REPLACEMENT FUND</b>	<b>\$27,844</b>	<b>\$214,348</b>	<b>\$214,348</b>	<b>\$186,504</b>	<b>669.8%</b>

**OVERVIEW/CHANGES**

**FY 13/14 Recommended Budget:** The Vehicle Replacement Fund annually funds vehicles based on an established replacement cycle. Replacement vehicles are primarily funded through a per gallon fuel surcharge in general government department budgets. In FY 13/14, this surcharge is recommended to increase from \$3.00 to \$3.50 per gallon. In addition to the surcharge, \$214,348 is recommended to be transferred from the General Fund to provide funding for vehicle replacements that are recommended based on factors including age, mileage, condition and maintenance record. See the Vehicle Replacement Fund in the "Other Funds" section of this document for further details.

**FY 13/14 Adopted Budget:** There are no changes made to the recommended budget.

## OTHER USES OF FUNDS

### DESCRIPTIONS AND FINANCIAL DATA

Description	FY 12/13 Adopted	FY 13/14 Recommended	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>Refunds:</b> An amount is appropriated each year to pay refunds owed by the County.	\$163,500	\$163,500	\$163,500	\$0	0.0%
<b>Economic Development Fund:</b> In 2006, the Board of Supervisors established the Economic Development Opportunities Fund. This fund is to be used to match economic development grant programs at the state and federal level that help create jobs and expand capital investment in Albemarle County.	250,000	250,000	250,000	0	0.0%
<b>Grants Leveraging Fund:</b> This fund is used as a source for grant matches that arise throughout the year. This fund is used when departments are unable to identify matching funds within their existing budgets. Through the first six months of FY 12/13, \$53,562 from this fund has been allocated, leaving a balance of \$46,438 in available funds.	0	100,000	100,000	100,000	
<b>Innovation Fund:</b> Funding is set aside for one-time organizational initiatives that reduce costs and improve customer service and productivity.	0	166,500	166,500	166,500	
<b>Intern Fund:</b> Flexible one-year internship program for college graduates looking for experience in county government. Meaningful and goal oriented program in which the intern learns about careers in local government with the purpose of benefiting both the county and the intern. The program will assist with meeting workload demands in select departments and will provide interns with valuable real world experiences.	0	166,500	166,500	166,500	
<b>Salary Reserve:</b> The Salary Reserve provides for general salary reclassifications that occur throughout the fiscal year. Generally, this reserve allows for both individual reclassifications and department-wide reclassifications.	74,250	80,000	80,000	5,750	7.7%
<b>Merit Pool Reserve:</b> The Merit Pool Reserve provides funding for salary increases resulting from performance reviews and is distributed to the various departments after actual salary calculations are performed.	0	290,000	290,000	290,000	
<b>Performance-Based Recognition Pool:</b> This pool provided one-time funding to recognize high-performing staff in FY 12/13.	150,000	0	0	(150,000)	-100.0%

(OTHER USES OF FUNDS CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Recommended	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>Early Retirement Funding:</b> These funds are set aside for current as well as projected Voluntary Early Retirement Incentive Program (VERIP) recipients.	691,385	722,312	722,312	30,927	4.5%
<b>Line of Duty (LODA):</b> Funding in FY 12/13 was projected for administrative costs including the potential costs of cases currently active with the state if the County makes a determination to join the VRS or VACO pool, or self-insure. In FY 13/14, LODA costs are included in departmental budgets.	78,460	0	0	(78,460)	-100.0%
<b>Police and Fire Recruitment Initiatives:</b> In FY 12/13, funding was set aside to address recruitment and retention initiatives for the Police and Fire/Rescue departments. In FY 13/14, the costs of these initiatives are included in departmental budgets.	125,000	0	0	(125,000)	-100.0%
<b>Training Pool:</b> Funding is set aside to address the Board's strategic direction of supporting an evolving workforce and to increase training opportunities for employees.	83,807	50,000	50,000	(33,807)	-40.3%
<b>Fuel Contingency:</b> The County has forecasted the price per gallon of regular gasoline to be \$2.89 during FY 13/14, after federal and state taxes are removed. This contingency is available for use if the average price per gallon exceed \$2.89.	0	100,000	100,000	100,000	
<b>Reserve for Board Consideration - Adult Care Facility:</b> This Reserve contains funding previously provided to JABA in support of the Mountainside Senior Living Center. Funding is placed in a reserve at this time for the Board's consideration during the FY 13/14 Budget process. Due to the legislative and regulatory guidance regarding funding for Adult Care Facilities, staff recommends the Board consider whether or not to subsidize general operations of Assisted Living Facilities, in general, and under what criteria such subsidies should occur.	0	53,821	0	0	
<b>Reserve for Contingencies:</b> Contingency funds are set aside to provide funds for unanticipated priority needs and potential revenue shortfalls.	271,396	250,000	243,578	(27,818)	-10.2%
<b>TOTAL, OTHER USES OF FUNDS</b>	<b>\$1,887,798</b>	<b>\$2,392,633</b>	<b>\$2,332,390</b>	<b>\$444,592</b>	<b>23.6%</b>

**UNBUDGETED FUND BALANCES AND RESERVES**

**Unassigned Fund Balance**

The County does not intend, as a common practice, to use General Fund equity (unassigned fund balance) to finance current operations. If circumstances require the use of the unassigned fund balance that causes the balance to fall to a point below the 10% target level, the County will develop a plan during the annual budget adoption process to replenish the unrestricted fund balance to the 10% target level over a period of not more than three (3) years.

At the close of each fiscal year, the unassigned General Fund fund balance, plus the committed fund balance available for fiscal cash liquidity purposes, should be equal to no less than 10% of the County's total operating revenues, which includes the General Fund plus the School Fund. This would require a minimum unassigned fund balance of \$27.3 million. Funds in excess of the required unassigned fund balance may be considered to supplement "pay as you go" capital expenditures or as additions to the fund balance. (Amended by the Board of Supervisors on August 1, 2012)



The audited General Fund fund balance as of June 30, 2012 is \$39.8 million. Current projections for FY 12/13 indicate a year end balance of revenue over expenditure of \$2.5 million, bringing the projected June 30, 2013 fund balance to \$42.3 million. A total of \$27.3 million is required to meet the County’s minimum unassigned 10% fund balance reserve. The balance of \$15.0 million is designated for use as follows:

**Approved Use of Fund Balance in FY 12/13**

- \$8.0 million is appropriated for transfer to the CIP.
- \$542 thousand is included in the Adopted FY 12/13 budget. This includes \$150 thousand in funding for the performance incentive pool in FY 12/13 and other one-time expenditures.
- \$709 thousand is included for approved re-appropriations and supplemental appropriations.
- \$335 thousand is included to fund a portion of the salary increase and VRS rate change mandated by Virginia General Assembly. In FY 13/14, this is funded with ongoing revenue.

**Planned Use of Fund Balance**

- \$300 thousand is available for anticipated FY 12/13 appropriations of fund balance
- \$1.0 million is included as a Federal/State revenue contingency.
- \$1.4 million is included in the recommended FY 13/14 budget for one-time expenditures and contingencies such as the fuel reserve.
- \$1.0 million is included for re-appropriations and supplemental appropriations in FY 13/14.

The balance of \$1.6 million is currently reserved for watch list items such as changes to the composite index, TMDL mandate, and transportation funding per discussion during the Five-Year Financial Plan work sessions. Any funding not needed for watch list items will be transferred to the County’s Capital program per County policy.

## GENERAL FUND FUND BALANCE

Audited June 30, 2012 Fund Balance	\$ 39,794,593
Projected Addition to Fund Balance from FY13	\$ 2,476,505
<b>Projected June 30, 2013 Fund Balance</b>	<b>\$ 42,271,098</b>

<b>Policy Use of Fund Balance</b>	
10% unassigned fund balance reserve	\$ 27,295,547

<b>Approved Use of Fund Balance</b>	
FY 12/13 Actual Appropriated Use of Fund Balance	\$ 9,653,327

<b>Planned Use of Fund Balance</b>	
Anticipated FY 12/13 Appropriations of Fund Balance	\$ 300,000
Federal/State Revenue Contingency	\$ 1,000,000
Adopted FY 13/14 Use of Fund Balance	\$ 1,387,352
Anticipated FY 13/14 Use of Fund Balance	\$ 1,000,000
<b>Subtotal, Actual and Planned Use of Fund Balance</b>	<b>\$ 13,340,679</b>

Projected June 30, 2012 Fund Balance	\$ 42,271,098
Maintain 10% fund balance policy	\$ (27,295,547)
Actual and Planned Use of Fund Balance	\$ (13,340,679)
<b>Funds Anticipated to be Available for Watch List/Capital</b>	<b>\$ 1,634,872</b>

## The County's FY 13/14 Program and Service Inventory

This chapter presents a complete inventory of the 174 programs and services provided by the County's general government operations to the citizens of Albemarle County in FY 13/14 including all programs and services provided by County departments, Constitutional Officers, agencies, and the County's non-departmental obligations such as the revenue-sharing payment to the City and contingencies. This summary does not include transfers from the General Fund to the School Division or transfers for capital projects and debt service.

The inventory includes the name of the program and service provider, a description of the activity, the number of full-time equivalent (FTE) employees, rounded to the nearest 0.5 FTE, who perform the program or service as applicable, and the total amount budgeted for the program or service in the Adopted FY 13/14 budget. The descriptions included in this inventory are more detailed than those found in the other chapters of this budget document, offering additional transparency. To provide another important perspective by which to view the County's programs and services, this inventory also identifies which of the programs and services are primarily:

- a) **Mandated by the State or Federal Government** – Programs/Services which are mandated by a State or Federal constitutional, statutory, or administrative action that places requirements on local governments;
- b) **Essential functions of local government** – Programs/Services that are not mandated, but are programs and services which are essential for a local government of the County's size;
- c) **Provided in accordance with local ordinance or written directive** –Programs/Services primarily provided in accordance with the Board's written directives, such as the Strategic Plan and/or local (non-state or federal-related) ordinances; or are
- d) **Primarily discretionary in nature** - Programs/Services provided in accordance with Board's discretion which do not meet any other of the aforementioned categories.

Staff recognizes that while this categorization provides another important and useful lens through which to view the General Government's program and services, there are limitations that should be noted:

- Categorization of Programs/Services into one of four distinct categories is subjective to a certain degree and not everyone may agree on each of the determinations.
- Many programs and services could be included in more than one category. The category selected for each program/service is staff's best determination of the most primary classification for that particular program/service.
- State or Federal mandates imposed upon local governments are not always program-specific and could impact a number of programs and services to a greater or lesser degree. Compliance with mandated Freedom of Information Act (FOIA) requirements is an example of a mandate that may affect numerous programs/services. These situations are not addressed in this inventory.
- This inventory considers only the "function" provided by each program/service, and the level of effort is not evaluated. Programs and services are continuously being scrutinized to determine whether the level of effort is appropriate based on needs, degree of effort required, performance measures, comparisons with other jurisdictions, etc.

**The County's FY 13/14 Program and Service Inventory**

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Board of Supervisors	Board Office Operations	Provides for Board of Supervisor's salaries and compensation, mileage reimbursement, and attendance at regional and state-sponsored professional development/networking. Also provides funding for the County Audit and for Public Official Liability insurance.	0.0	399,915	State or Federal Mandate	
Board of Supervisors	Board Office Administration	Provides for the Clerk and Deputy Clerk to the Board of Supervisors duties. Program is responsible for agenda preparation, minutes preparation, Board and Commissions oversight, advertising of public notices and record keeping for the Economic Development Authority.	2.0	200,079	State or Federal Mandate	The County is mandated to have a Clerk.
Clerk of the Circuit Court	Court Services, Tax Records and Probate Program	This Office assists the Judge in the courtroom in both Criminal and Civil actions and conducts other duties related to cases in accordance with state law. This Office also properly indexes deeds for items such as real property, issues marriage licenses, probates wills, docket judgments, files financing statements and business partnership certificates, in accordance with applicable laws.	10.5	780,095	State or Federal Mandate	
Commonwealth's Attorney	Criminal Case Prosecution and Legal Services	This office is responsible for prosecution for the Commonwealth of Virginia and the County of Albemarle, and assists County police, UVA police, State police, federal law enforcement agencies, and other law enforcement agencies when requested on legal issues. The division also provides outreach and information to the general public regarding criminal justice issues.	9.5	1,042,113	State or Federal Mandate	
Community Development	CDD Administration	Provides for the management and administrative support for all of the Community Development department's operation. Ensures department processes, policies, and procedures are current, coordinated, and effective for both staff and the general public.	6.0	460,642	Board Directive Written Policy or Priority	
Community Development	Comprehensive Plan	Provides for the maintenance of the Comprehensive Plan, including master plans and amendments to the Comprehensive Plan	3.0	379,128	State or Federal Mandate	The County is mandated to have a Comprehensive Plan.

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Community Development	Building	Provides for the administration of the Building Regulations Ordinance, including permitting, fees, inspections, violations, and Certificates of Occupancy.	12.5	1,046,118	State or Federal Mandate	
Community Development	Non-mandated Community Development Programs	Provides support for ACE, PRFA, Agricultural and Forrestral Districts, Open Space Agreements, Historic Resources, Natural Heritage, Agriculture Support, Citizen Advisory Councils, TJPDC, PACC, and for Strategic Plan-related efforts conducted by the Community Development Department.	4.0	366,669	Board Directive Written Policy or Priority	Several of these programs are required by local ordinance.
Community Development	GIS	Provides mapping graphics, demographic data and geographic information resource support for all county departments and schools.	5.0	466,711	Board Directive Written Policy or Priority	Parcel mapping - state; road naming/addr essing are required by local ordinance.
Community Development	Zoning	Provides for the administration of the Zoning Ordinance, including appeals and variances heard by BZA, zoning inspections, zoning enforcement, proffer management, business clearances, building permit support, sign permits, temporary event permits, development right determinations, and for interpretations of the zoning ordinance.	11.5	1,065,195	Board Directive Written Policy or Priority	Required in compliance with Chapter 18 of County Code.
Community Development	Development	Provides for the review of all development applications as required by the Wastewater and Water, Subdivision, Water Protection, and Zoning Ordinances. This includes all subdivisions, site plans, rezonings, special use permits, Certificates of Appropriateness, erosion and sediment control permits, stormwater management, subdivision and site bonds and inspections, groundwater assessments, and waivers or modifications of ordinance requirements	16.0	1,351,963	Board Directive Written Policy or Priority	*Required in compliance with Chapter 14, 17 and 18 of County Code. *Also, Subdivision review is a mandated process.

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
County Attorney	Legal Services	Provides professional and timely legal representation and advice to the Board of Supervisors, the School Board, the Planning Commission, the County Executive, the School Superintendent, County and School Departments, County and School employees, and various boards and commissions. Majority of time and resources address legal review and/or preparation of Board agenda items; civil rights and personnel issues and disputes; risk management; social services; zoning and land use matters; contract preparation, review and disputes; municipal finance; environmental law; legislative services; property acquisition; ordinance drafting; in-house publication and maintenance of the County Code; local government taxation; code enforcement; and litigation.	8.0	1,016,955	Essential Function of Local Government	
County Executive	County Admin - BOS	Provides support to the Board of Supervisors provided by senior county managers including preparation for and participation in Board meetings and research and analysis of Board initiatives.	1.0	220,518	State or Federal Mandate	The County is required by mandate to have a County Executive.
County Executive	County Admin - Exec mgmt	Provides oversight for all county departments and operations, liaison with community agencies and other local government jurisdictions, serving on regional boards and commissions, supervision for executive level functions of strategic planning/performance management and community relations.	4.5	645,812	Essential Function of Local Government	
County Executive	Community and Business Partnerships	Directs the County's public information and education program, manages special events; produces all county publications including educational, advertising and marketing materials; manages media relations. Manages citizen participation in county government activities and supports community partnerships to ensure meaningful public engagement in planning and policy development including master planning.	2.0	241,549	Board Directive Written Policy or Priority	In October 2010, this program expanded to include Business and Community Partnerships. Economic vitality is a priority of Board of Supervisors and included in the County's Strategic Plan.

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
County Executive	Website	Manages county website and employee intranet including developing strategic direction and new functionality and applications, directing department-level content editors, daily content updating and analyzing metrics.	1.0	81,921	Essential Function of Local Government	The County's website provides essential service of a local government of this size. Many citizen transactions occur on the County's website.
Finance	Finance Administration	Provides coordination between all divisions in Finance to ensure that duties are carried out in an efficient and courteous manner. Oversees financial interactions made by the County (Schools and General Government) including issuance of general obligation debt, agency contributions, grant and proffer assistance, and county credit card purchases and remittance. Prepares information for the annual audit including transmittal letter, management discussion and analysis (MD&A), and all statistical tables. Manages the County's local government as well as volunteer EMS property & liability insurance policies. Administers the flexible spending plan (Benepus) for both general government and schools. Provides economic and business research.	4.5	463,935	State or Federal Mandate	
Finance	Billing and Collection	Provides for the billing and collection of all personal property and real estate taxes; deposit, reconciliation and reporting of all funds.	3.0	280,908	State or Federal Mandate	
Finance	Personal Property Assessments/Administration	Provides for personal property assessment, maintain accurate personal property accounts. Provides customer service to taxpayers, enforces animal licensing, and assists in income tax preparation.	7.0	585,732	State or Federal Mandate	
Finance	Delinquent Debt Collection	Provides enforcement of the collection of all delinquent personal property and real estate taxes.	1.5	127,390	State or Federal Mandate	
Finance	Tax Relief	Provides for real estate tax relief to elderly and disabled taxpayers.	1.0	88,562	Board Directive Written Policy or Priority	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Finance	Accounting	Provides for the maintenance of all official financial records of the County of Albemarle. Compiles and files official reports that meet GAAP, GASB, FASB, State and Federal Reporting Requirements. Maintains financial systems recording and reporting financial activity. Processes miscellaneous billings and internal charges for all County Departments.	7.5	583,483	State or Federal Mandate	
Finance	Assessment	Provides for the reassessment of existing property; assessment of new structures, land, and misc. improvements.	10.0	935,239	State or Federal Mandate	
Finance	Real Estate Administration	Provides for the maintenance of Real Estate Records, Administration of Land Use Assessment Program, Customer Service.	4.0	333,109	State or Federal Mandate	
Finance	Purchasing	Provides for the purchasing of all supplies, equipment and services required by all County Departments, Schools and associated agencies. All purchases above \$5,000 are required by County Code to following the County Purchasing Policies. Facilitates the Sale of surplus property owned by the County and School Division. Handles the County's Fixed Asset System.	4.0	335,260	State or Federal Mandate	
Finance	Business Audit	Provides for the auditing of businesses in the County for compliance with tax laws.	2.0	166,253	Essential Function of Local Government	
Finance	Business Licenses/Taxes	Provides for the processing of Business License, Food and Beverage Tax, Transient Occupancy Tax.	2.0	195,510	State or Federal Mandate	
Finance	Business Property Taxes	Provides for the processing of Business Personal Property, Public Service, Airplane, Bank Franchise, Daily Rental.	2.5	162,202	State or Federal Mandate	
Finance	Budget Assistance	Provides the County's Revenue projections for five-year financial plan and for the annual budget processes. Also, this program develops the quarterly financial reports.	0.5	71,865	State or Federal Mandate	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Finance	Payroll Processing	Provides for the Recording, processing, payments and administers all employee compensation for all County and School Departments. Disburses all Federal, State, retirement and miscellaneous deductions & contributions for all Employees.	4.0	329,307	State or Federal Mandate	
Fire Rescue	Fire & EMS System Administration	Provides for planning, coordinating, finance, budget development, payroll, purchasing, accounts payable for the Fire/Rescue Department. Provides critical role in ensuring/coordinating county wide preparedness for emergencies on a strategic level. Also provides Office Associate support to all divisions of the department.	5.5	667,039	Essential Function of Local Government	
Fire Rescue	Training Program Management	Provides training management for training academy, plans and implements annual regional training school and assists volunteers with implementing annual regional training school and assists volunteers with implementing in-house training curriculum.	2.5	288,686	Essential Function of Local Government	
Fire Rescue	EMS Continuing Education	Provides EMS continuing education to ensure competence of medical care providers and maintenance of medical certification.	1.0	102,705	Essential Function of Local Government	
Fire Rescue	Fire Continuing Education	Provides fire continuing education to ensure competence of providers and introduction of new concepts.	0.5	34,211	Essential Function of Local Government	
Fire Rescue	Fire Inspection/Code Enforcement	This program is a proactive effort to routinely inspect businesses, processes and other public assemblies to identify hazards and ensure compliance with the Statewide Fire Prevention Code.	2.0	188,727	State or Federal Mandate	
Fire Rescue	Prevention and Life Safety Program Management	Provides oversight and management for Fire Inspections, Code Enforcement, and Fire Investigations. Planning, finance, budget management, and Office Associate Support for Prevention Division activities.	1.5	149,517	Essential Function of Local Government	
Fire Rescue	Cause, Origin, and Criminal Investigations	Provides for investigations into the origin and cause of fires where the engine company officer is unsure of the origin and cause. When fires are intentionally set or bombs are used, the fire official is mandated by Virginia law to conduct an investigation and bring the responsible person(s) before a judge.	2.0	168,408	Essential Function of Local Government	



Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Fire Rescue	Public Education	Provides fire-related public education. Some examples are: evacuation planning, severe weather preparedness and special event planning.	0.0	17,736	Board Directive Discretionary	
Fire Rescue	Plan review	Provides for certified personnel review of new construction plans to ensure code compliance and access for emergency vehicles. As a member of the review team this position reviews site plans and subdivision plans and works with developers in the planning stage of construction where corrections and modifications may be made.	0.0	11,619	Board Directive Written Policy or Priority	Plan Review is done to comply with County codes.
Fire Rescue	Fire & EMS Service Delivery	Provides fire protection, emergency medical services, rescue and mitigation of hazardous situations.	80.0	7,626,689	Essential Function of Local Government	
Fire Rescue	Operational Support Services	Provides for EMS Cost Recovery program, support of personnel (career and volunteer), including uniforms, personal protective equipment, logistics, and employee health services.	1.0	298,810	Board Directive Written Policy or Priority	
General Services	General Services Administration	Provides for General Services' administrative duties; ADA compliance; County's storage facility; meeting room management; work order management; and budget management.	5.0	509,215	Essential Function of Local Government	*While not the primary function of this program, this program provides for compliance with ADA regulations.
General Services	Custodial	Ensures the cleanliness and sanitation of over 250,000 square feet of facilities. Facilities include the County Office Building - McIntire Road, County Office Building - 5th Street and the Court Square Facility. The Custodial Services program provides for specific support services as requested, such as moving furniture, conference room set-ups, disposing of recyclable material, and opening and closing the building for after-hours meetings.	2.5	144,836	Essential Function of Local Government	
General Services	Facilities Maintenance	Provides facility maintenance for all building and grounds services including custodial, preventive maintenance, repairs, utilities, equipment, systems; rental property, and security.	4.5	2,009,854	Essential Function of Local Government	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
General Services	Grounds	Responsible for storm water facility maintenance and minor repairs, roadside mowing, sidewalk vegetation control, and improving the aesthetic conditions of our entrance corridors and other urban areas. In addition, this program provides maintenance to the exterior of the County office buildings on McIntire Road and Fifth Street, the County courthouse buildings, and Monticello and Hollymead Fire Stations.	3.0	173,729	Essential Function of Local Government	
General Services	Printing Services	Provides for photocopying and printing services for all local government departments and school administration offices.	3.0	171,439	Essential Function of Local Government	
General Services	Mail Services	Provides for the processing of USPS mail and the coordination of pick up and delivery of interdepartmental and interagency correspondence.	1.0	38,392	Essential Function of Local Government	
General Services	Water Resources	Provides oversight for state and federal regulatory water resources compliance, maintains and improves County-owned storm water structures, and investigates illicit discharge issues.	2.0	272,694	Essential Function of Local Government	
General Services	Environmental Compliance & Energy Conservation	Provides for the coordination of the EMS program; oversees energy conservation programs; investigates environmental complaints, and participates in local climate protection programs.	1.0	96,940	Essential Function of Local Government	*This function also provides for compliance with EPA, hazardous waste reporting and OSHA requirements
General Services	Solid Waste/Recycling	Provides for the maintenance of Keene Landfill; reports recycling numbers to planning district; contributes to "bulky waste" disposal days.	0.0	120,523	Essential Function of Local Government	*The County is mandated to maintain Keene Landfill which is included in the program/svc.

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Housing	Housing Choice Vouchers	Provides federal-funded rental assistance to eligible households.	5.0	394,383	State or Federal Mandate	When a locality receives funds from federal government, there is a federal mandate to administer in accordance with federal requirements
Housing	CDBG Grants	Provides for the administrative support of housing-related CDBG grants received by the County.	0.5	33,136	State or Federal Mandate	When a locality receives funds from federal government, there is a federal mandate to administer in accordance with federal requirements
Housing	Housing Administration	Provides for the management of the County's Housing Office as well as contributions to nonprofit agencies and managing affordable housing proffers.	0.5	55,155	Board Directive Written Policy or Priority	
Human Resources	Workforce Planning & Organizational Development	Provides competency-based management programs linking competencies to selection, training and development, performance management and promotions. In addition this program provides training programs to meet the training needs of the organization and ensure the continued professional development of employees.	1.0	199,262	Board Directive Discretionary	
Human Resources	Benefits & Wellness	Provides for an employee wellness program for County employees.	0.0	130,887	Board Directive Discretionary	
Human Resources	Safety	Ensures compliance with federal, state and county safety regulations and provides training on workplace safety. Manages opportunities for cost containment to include workers compensation, unemployment insurance and wellness.	0.0	29,869	State or Federal Mandate	Ensures compliance with mandated safety regulations.

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Human Resources	Recruitment/Staffing	Provides recruitment and staffing services for County. Ensures County is attracting and hiring best possible candidates, focusing on diversity initiatives.	0.0	141,527	Essential Function of Local Government	
Human Resources	Employee Relations	Promotes positive employee relations and implements appropriate retention programs, fostering retention of quality staff and an engaged workforce.	0.0	99,562	Board Directive Discretionary	
Human Resources	Classification/Compensation	Ensures market competitiveness of compensation to attract, retain, and reward employees.	0.0	54,759	Board Directive Written Policy or Priority	
Information Technology	IT Admin	Provides for the overall management of the IT department including support of the County's strategic plan, technology research and planning, budget preparation, financial management, purchasing, and tasks related to personnel management.	3.5	461,771	Essential Function of Local Government	
Information Technology	Systems	Provides for administration, technical support, and custom programming for the County's mainframe, LAN, WAN, internet and intranet. In addition, this program provides centralized processing, off-site security and backup for mainframe and LAN applications.	7.5	1,118,789	Essential Function of Local Government	
Information Technology	Applications	Provides for the County's IT help desk services, hardware and software installation, and support services for the desktop, and analytical support for user application software packages. A key function for this program is to provide a liaison between information technology and departments.	10.5	936,244	Essential Function of Local Government	
Office of Facilities Development	Capital Projects Management	Provides for the planning, design, construction, closeout of capital projects. This includes project execution from programming through warranty period. Responsible for orchestrating/organizing all parties required to complete project. Provides project oversight during construction phase.	0.0	193,425	Essential Function of Local Government	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Office of Management and Budget	Budget Mgmt & Analysis	Develops the County's operating budget (departments and external agencies); establish budget policies; prepare five-year expenditure and revenue projections; provides leadership and management of the County's organizational performance management. In coordination with the Office of Facilities Development (OFD), develops capital budget, five-year CIP, and five-year needs assessment; recommend and establish policies.	4.0	342,516	State or Federal Mandate	As of October 2010, function became a separate OMB Office. Budget development . This function required by Code of Virginia.
Parks and Recreation	Parks Administration	Provides for leadership, coordination, oversight, and support for all department programs and activities. Key functions include capital and operational budget preparation, revenue collection, personnel and payroll records, partnership development and complaint resolution.	2.0	201,239	Board Directive Written Policy or Priority	
Parks and Recreation	Park Maintenance	Provides for the maintenance of all County parks, community centers, greenway trails, park athletic fields and selected school athletic fields. Also provides playground safety inspection for all County schools and parks.	13.0	1,226,248	Board Directive Written Policy or Priority	
Parks and Recreation	Summer Swim	Provides lifeguard supervision, swimming instruction, and fee collection at Chris Greene, Walnut Creek and Mint Springs during the summer months.	0.5	207,370	Board Directive Discretionary	
Parks and Recreation	Athletics & Classes	Provides athletic programs and classes for adults and youth.	1.0	206,411	Board Directive Discretionary	
Parks and Recreation	Athletic Program Partnership	Provides Parks and Recreation's support for the many non-profit youth and adult athletic program providers.	0.0	20,100	Board Directive Discretionary	
Parks and Recreation	Community Centers	Provides for County operated Community Centers including Greenwood, Scottsville and the Meadows.	0.0	70,522	Board Directive Discretionary	
Parks and Recreation	Therapeutic Recreation	Supports the actual participation of County residents in the well-developed City Parks and Recreation Therapeutic Recreation Program.	0.0	97,043	Board Directive Discretionary	
Parks and Recreation	Summer Playground	Provides for a 4 week summer program for children ages 6 to 13 at 10 school locations and Crozet Park.	0.0	94,809	Board Directive Discretionary	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Parks and Recreation	Teen Programs	This provides funding for a middle school after school sports program that is run at every County middle school from 4 p.m. to 6 p.m. Monday through Thursday throughout the school year.	0.5	138,800	Board Directive Discretionary	
Parks and Recreation	Darden Towe Park	Provides the County's portion of the support towards the City/County 113-acre recreational facility administered by the County. Towe Park is the largest and most heavily used complex of athletic fields in the City and County. County funding is 69.55% of total.	0.0	181,200	Board Directive Written Policy or Priority	Per contract with City.
Police	Police Administration	Provides executive leadership and policy direction for the Police department.	5.0	754,138	Essential Function of Local Government	
Police	Community Support: Administration and Crime Prevention	Program provides for the overall management of the Police Department's Community Support Division to include Traffic, School Resource and Animal Control Units. Responsible for the Video Camera and Photo Safe Programs. Handles various crime prevention initiatives such as neighborhood watch, crime free multi-housing, and crime prevention programs for citizens. Also handles various special projects for the department as assigned.	4.0	488,051	Essential Function of Local Government	
Police	Community Support: Animal Control	Ensures compliance with state laws and county ordinances for the control and protection of animals. Responds to animal control calls for service.	4.0	309,024	State or Federal Mandate	Provides for compliance with State Laws and County Ordinances.
Police	Community Support: School Resource Officers	Provides full time police officers in most of the county's middle and high schools to ensure a safe and secure learning environment. Provides instruction in delinquency prevention and laws.	5.0	421,291	Board Directive Written Policy or Priority	
Police	Community Support: Traffic	Performs traffic enforcement efforts targeting specific areas of the County. Investigates vehicle and pedestrian accidents to include utilization of the accident reconstruction team. Performs commercial vehicle inspections.	7.0	715,206	Essential Function of Local Government	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Police	Criminal Investigation Division	Investigates major crimes against persons, property and juveniles and organized criminal activity. Responsible for electronic surveillance and apprehension of wanted persons; asset seizure program; Internet Crimes Against Children; crime analysis functions such as identifying crime trends, high crime areas, and providing statistical information as needed.	14.0	1,498,967	Essential Function of Local Government	
Police	Criminal Investigation Division: Jefferson Area Drug Task Force	Provides for regional task force responsible for drug enforcement and interdiction.	4.0	449,988	Board Directive Written Policy or Priority	
Police	Criminal Investigation Division: Property and Evidence	Maintains custodial care and accountability of all property and evidence for the Police Department.	2.5	192,667	State or Federal Mandate	
Police	Fiscal/Human Resources Management	Provides for the Police Department's fiscal and human resources management to include payroll, leave reporting, and FLSA. Assists in budget preparation.	2.0	162,570	Essential Function of Local Government	
Police	Office of Professional Standards	Provides internal investigations, various inspections and audits, management of the discipline and grievance process.	1.0	107,984	Essential Function of Local Government	
Police	Quartermaster	Provides procurement and administration of the Police Department's issued uniforms, equipment and supplies. Provides for accounts receivable and payable.	1.0	72,766	Essential Function of Local Government	
Police	Records Unit	Provides 24-hour support for personnel and service to citizens. Provides for the reporting function for the Police Department's records management system. Also provides for all Police-related state and federal reporting requirements. Processes requests for record checks, accident reports, etc. and collects the fees associated for such services.	10.0	761,688	State or Federal Mandate	Provides for compliance with State and Federal reporting requirements

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Police	Support Division: Administration	Provides for overall management of the Community Support Division to include Traffic, School Resource, and Animal Control Units. Responsible for the Video Camera and Photo Safe Programs. Handles various crime prevention initiatives such as neighborhood watch, crime free multi-housing, and crime prevention programs for citizens. Also handles various special projects for the department as assigned.	3.0	294,580	Essential Function of Local Government	
Police	Technical Support	Provides for the management of the Police Department's technical equipment, fleet management, and security systems. Ensures adequate resources are available for major critical incidents. Provides logistical support to all members of the department.	1.0	122,960	Essential Function of Local Government	
Police	Administrative Division: Training & Professional Development	Provides recruitment, background investigations, and selection of Police Department's personnel to be recommended for hire. Administration of entry level application testing, in-service training, specialized training, and career development program for all department members.	3.0	416,343	Essential Function of Local Government	
Police	Uniform Patrol Division	Provides police officer first responder service to County residents. Serves subpoenas and warrants. This category includes the K9 Officer position who also handles sensitive situations such as bomb threats, searches, etc.	84.0	7,840,924	Essential Function of Local Government	
Police	Victim Witness	Provides direct services to victims and witnesses of crimes, including financial assistance through Criminal Injuries Compensation Fund, criminal justice system process explanations and options from date of offense through final disposition of case, transportation and escorts if needed, and referrals to local and state service agencies.	1.0	111,601	Board Directive Discretionary	
Police	Reimbursable Overtime-Police	Provides overtime pay for police officers who provide security services to local, private firms during their off-duty hours. Expenditures are offset by revenues paid to the County by the private firms who contract for the service.	0.0	430,600	Essential Function of Local Government	



Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Sheriff	Court Services and Security	This office provides for the safety and security of five courtrooms and three courthouses, serves over 36,000 civil processes per year, and transports mental patients and prisoners.	23.0	1,981,568	Essential Function of Local Government	
Sheriff	Reimbursable Overtime-Sheriff	This provides Deputy Sheriffs that provide security services to local, private firms during off-duty hours. These expenditures are offset by revenues paid to the County by the private firms that contract for this service.	0.0	215,300	Essential Function of Local Government	
Social Services	Social Services Administration	Provides for the Department of Social Services' financial, personnel and overall departmental programs and services including switchboard and reception, information systems security, personnel management, expenditure monitoring, budgeting, records management, policy development, research, grant applications, program evaluation, community liaison work, and general oversight of the department's mandates.	15.0	1,232,945	State or Federal Mandate	
Social Services	Eligibility	Provides eligibility services for Department of Social Services' departmental programs and services.	30.0	2,368,499	State or Federal Mandate	
Social Services	UVA-Medicaid	Provides Medicaid benefits to medically indigent inpatients and indigent clients treated in specified outpatient clinics at the University of Virginia Medical Center. The UVA Medicaid Unit is the result of a contractual agreement among the State Medical Assistance Program, the Virginia Department of Social Services, the University of Virginia Health System and the Albemarle County Department of Social Services.	9.0	627,186	State or Federal Mandate	
Social Services	Adult Services	Provides for the cost of staff, operations, and customer assistance for the Adult Services programs within the Department of Social Services. These programs enable adults to remain in the least restrictive setting and function independently. Program provides long-term care services, preventive services, nursing and adult home screening and placement services, guardianship oversight, Companion Services and Adult Protective Services.	8.5	1,149,132	Essential Function of Local Government	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Social Services	Child Welfare Services	Provides for the cost of staff, operations, and customer assistance for the County's Child Welfare Services programs. These programs promote and support the development of healthy families and protect the County's children from abuse and neglect. These programs include Foster Care, Foster Care Prevention, Adoption, Independent Living services, Child Care services, and Child Protective Services. These programs also provide for direct and indirect assistance for the following Service Programs: Aid to Dependent Children-Foster Care, IV-E Non-Eligible Services, Adoption-Special Needs, State-Adoption Other Services, Adoption Subsidy, IV-E-Child Non Maintenance-Recurring, Adoption Incentive, Head Start, Transitional Day Care, ADC Day Care, Social Services Block Grant, Child Care Block Grant, Foster Care Prevention, Independent Living, Educational Training Vouchers, Safe & Stable Families.	29.0	4,228,023	State or Federal Mandate	
Social Services	Employment Services	Provides for the cost of staff, operations, and customer assistance for the Employment Services within the department. Provides employment education, training and support services to qualified TANF recipients through the VIEW program (Virginia Initiative for Employment not Welfare). This program provides for direct and indirect assistance for Employment Services Programs.	2.0	295,490	Board Directive Discretionary	
Social Services	Family Support Program	Provides a pre-placement early intervention and prevention program based in ten Albemarle County elementary schools and three middle schools. Family Support staff provides case management services including assisting families with access to health, education, legal, housing and social services, improving the safety and security of their family members; helping families move toward self-sufficiency and ensuring parents and school staff work together for successful school performance outcomes. At the middle school level there is also an emphasis on improving school attendance and locating after-school enrichment opportunities that engage children in the 10-13 year age range.	9.0	708,612	Board Directive Discretionary	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Social Services	Bright Stars Program	This program is designed to increase the opportunities to learn for children and families by promoting family involvement and addressing risk factors that affect school performance. Funding is provided in the form of a grant through the Virginia Preschool Initiative, sponsored by the Virginia Department of Education and matched with local government funding. Support is also provided by the Albemarle County Schools which provide ongoing in-kind support, as well as for maintenance, utilities, and transportation.	5.5	1,039,009	Board Directive Discretionary	
Social Services	Comprehensive Services Act	CSA provides funding for the mandated population of children who are in the custody of ACDSS as a result of child abuse or neglect or other court action. It also pays for the mandated and non-mandated population not in the custody of ACDSS but served through the CPMT. Program provides comprehensive planning, interagency collaboration, and ongoing evaluation of services to ensure it is cost-effective and efficient. Program is funded from both local and state revenues.	0.0	2,350,000	State or Federal Mandate	
Voter Registrar and Elections	Voter Election and Registration	The department's duties include providing direct services to candidates for office and elected officials, auditing and reviewing campaign expenditure documents, assessing and collecting fines, cooperating with the Commonwealth's Attorney in matters of enforcement, maintaining a dual filing system for registered voters and required records and data, administering and overseeing federal, state, municipal, and local elections held in Albemarle County or its subdivisions and providing voter registration and education services, all in accordance with applicable local, state, and federal legal requirements.	4.5	565,955	State or Federal Mandate	
Agencies & Joint Operations						
Community Development Agencies & Joint Operations	Albemarle Housing Improvement Program (AHIP)	AHIP is a private, non-profit housing and community development organization dedicated to helping low-income Albemarle County residents have the opportunity to live in safe, decent, and affordable housing.	0.0	400,000	Board Directive Discretionary	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Community Development Agencies & Joint Operations	Central Virginia Small Business Development Center (CVSBDC)	The mission of the CVSBDC is to strengthen and grow Virginia's economy by providing assistance to existing and pre-venture small- and medium-sized businesses.	0.0	10,000	Board Directive Discretionary	
Community Development Agencies & Joint Operations	Charlottesville Area Transit (CAT)	CAT provides bus service to urban residents of Albemarle County along Route 29 North, between Downtown Charlottesville and Pantops Shopping Center and along 5th Street Extended. Funding is recommended as requested and includes a grant match for night service on Route 5.	0.0	815,567	Board Directive Written Policy or Priority	
Community Development Agencies & Joint Operations	Monticello Area Community Action Agency (MACAA)	MACAA works with individuals, families, and the community, in a collective effort to eliminate the causes of poverty, to lessen the effects of poverty, and to promote progressive social change.	0.0	107,440	Board Directive Discretionary	
Community Development Agencies & Joint Operations	Piedmont Housing Alliance (PHA)	PHA is dedicated to improving the lives of low- and moderate-income families and individuals in the region by creating housing and community development opportunities.	0.0	34,500	Board Directive Discretionary	
Community Development Agencies & Joint Operations	Streamwatch	StreamWatch is a regional partnership that collects data and assesses stream conditions to assist watershed management efforts in the Rivanna Basin.	0.0	10,380	Board Directive Discretionary	
Community Development Agencies & Joint Operations	Thomas Jefferson Planning District Commission (TJPDC)	The TJPDC serves as a planning and coordinating body for the localities of Planning District Ten. Its mission is to identify and analyze regional issues, and facilitate decision-making to resolve those issues, to serve as an information resource through data and mapping center, and to develop local and regional plans or strategies that will strengthen local governments' ability to serve their citizens.	0.0	124,024	Board Directive Written Policy or Priority	
Community Development Agencies & Joint Operations	TJ Soil and Water Conservation District	The Thomas Jefferson Soil and Water Conservation District promotes soil and water conservation through technical expertise and education. It provides informational, financial, and planning assistance to farmers, provides County staff with technical assistance, and provides information to the community.	1.0	115,646	Board Directive Discretionary	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Community Development Agencies & Joint Operations	Virginia Cooperative Extension Service	The VCE provides Albemarle County citizens with the educational resources and research available from Virginia Tech, Virginia State University, and the U.S. Department of Agriculture. Local staff provide educational programs on nutrition, food safety, production and marketing techniques for commercial agriculture, and horticultural information for homeowners.	0.0	181,901	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	AIDS/HIV Services Group (ASG)	The mission of ASG is to provide comprehensive support services to people with HIV/AIDS, to prevent the spread of HIV through targeted outreach programs in high-risk populations, and to develop community awareness to promote a proactive and compassionate response to the epidemic.	0.0	3,600	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	Boys & Girls Club	The Boys & Girls Club mission is to inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible, and caring citizens.	0.0	20,000	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	Charlottesville Albemarle Health District	The Health District provides comprehensive medical, clinical, and environmental protection services to the residents of the City of Charlottesville, and Albemarle, Greene, Nelson, Louisa, and Fluvanna Counties. Health services include: Environmental Health, Community Health Promotion, Clinical Services, and Growing Healthy Families.	0.0	564,471	State or Federal Mandate	
Health & Welfare Agencies & Joint Operations	Charlottesville Free Clinic	The Charlottesville Free Clinic provides free medical care, dental care, and free prescription drugs to people who are working but do not have health insurance and do not qualify for free care elsewhere.	0.0	116,390	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	Children Youth & Family Services (CYFS)	CYFS provides programs which encourage healthy child development and positive family relationships through support and enrichment services, parent education, family therapy, and brief-term shelter care.	0.0	74,490	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	Computers4Kids	Computers4Kids strives to improve low-income youth computer and learning skills through caring mentorship, structured training, a vibrant learning environment, and access to a computer and Internet services at home.	0.0	13,379	Board Directive Discretionary	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Health & Welfare Agencies & Joint Operations	Contribution for ABRT Services	Provides funding to the City of Charlottesville to coordinate the FY 14/15 Agency Budget Review Team (ABRT) process and Stepping Stones annual report. This service was previously provided by the Commission on Children and Families.	0.0	15,356	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	Housing Collaboration Contingency	The ABRT received applications from three programs addressing the needs of the homeless: the Haven, PACEM, and Virginia Supportive Housing. The ABRT believes there is a need for both centralized intake and case management services; however, in the course of the review of the applications and site visits to the three programs, the Team concluded that collaboration and coordination of services are limited. Therefore, the Team recommends funding for intake and case management services for the homeless and require the three agencies to submit a coordinated implementation plan prior to release of the funds.	0.0	15,000	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	Jefferson Area Board for Aging (JABA)	JABA provides planning, advocacy, and service coordination for people over 60 in Planning District Ten. In addition, it provides direct services to seniors, including congregate and home delivered meals, home safety, adult day care, volunteer and work opportunities, outreach, legal services, health screening, counseling and training, an Ombudsman for nursing home concerns, and support groups.	0.0	301,780	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	Jefferson Area CHIP	The mission of Jefferson Area CHIP is to improve the health of children under age 7, from low-income families, as an investment in the well-being of children and our community.	0.0	301,500	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	JAUNT	JAUNT provides demand-response and fixed-route transportation in the urban ring and rural areas of Albemarle County, including services to the elderly and disabled, and rural to urban commuter work runs.	0.0	1,151,711	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	Legal Aid Justice Center	Legal Aid offers full representation in traditional poverty law areas, including housing, consumer protection, employment, education, and public benefits.	0.0	38,700	Board Directive Discretionary	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Health & Welfare Agencies & Joint Operations	Madison House	Madison House is a student-run, non-profit organization that serves as the coordinating agency for University of Virginia students interested in volunteer community service.	0.0	9,900	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	Piedmont Court Appointment Special Advocates (CASA)	CASA is a non-profit organization that trains and supervises volunteers to serve as court appointed special advocates for abused and neglected children. Its mission is to advocate for the best interest of these children, promoting and supporting safe, permanent and nurturing homes for child victims.	0.0	9,270	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	Piedmont Virginia Community College (PVCC)	PVCC is a nonresidential, two-year, public institution of higher education whose service areas include the City of Charlottesville and Counties of Albemarle, Fluvanna, Greene, Louisa, Nelson, and Buckingham. The college provides opportunities for individuals to pursue post-secondary educational, career, and personal goals.	0.0	24,962	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	Piedmont Workforce Network	The goal of the Piedmont Workforce Network is to coordinate partner agency services under the Workforce Investment Act in the provision of a comprehensive workforce preparation and employment system designed to meet the needs of job seekers and local employers.	0.0	13,805	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	Region Ten	Region Ten is an agency of local government responsible for providing mental health, mental retardation, and alcohol and drug abuse services to citizens in Planning District Ten. Services include infant development, pre-screening, case management, group counseling, outpatient services, job training, forensic evaluations, crisis intervention, and supported living arrangements. Funding is calculated based on an agreed upon methodology that considers the percent of the total services provided to each locality and the locality population as a percent of total population.	0.0	658,856	State or Federal Mandate	
Health & Welfare Agencies & Joint Operations	Sexual Assault Resource Agency (SARA)	SARA provides crisis intervention and ongoing support to victims of sexual assault, preventative peer education for adolescents, child assault prevention programs, and special outreach programs.	0.0	20,000	Board Directive Discretionary	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Health & Welfare Agencies & Joint Operations	Shelter for Help in Emergency (SHE)	SHE provides temporary emergency shelter for victims of domestic violence, as well as 24-hour hotline, counseling, information and referral services, case management services, court advocacy, and free legal workshops. Additional services include a children's program, agency training, and community education. Shelter for Help in Emergency Outreach is a fully-accredited agency providing crisis intervention, accompaniment, counseling, support groups , information/referrals, professional training and community education for women, children and men.	0.0	85,514	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	Tax Relief for the Elderly and Disabled	Provides real estate and mobile home tax exemption for taxpayers who qualify under age, financial, or medical guidelines.	0.0	975,000	Board Directive Written Policy or Priority	
Health & Welfare Agencies & Joint Operations	United Way-TJ Area	United Way's Child Care Scholarships provide financial assistance for low income working families to help pay the cost of child care. The Information & Referral program provides free, confidential assistance in navigating local programs and services, connecting residents in need to services.	0.0	117,100	Board Directive Discretionary	
Health & Welfare Agencies & Joint Operations	Virginia Organizing	Virginia Organizing is a statewide grassroots organization dedicated to challenging injustice by empowering people in local communities to address issues that affect the quality of their lives.	0.0	4,000	Board Directive Discretionary	
Judicial Agencies & Joint Operations	Circuit Court	The Circuit Court is the court of record for Albemarle County and the trial court with the broadest powers, and is the only Court that conducts jury trials. The Circuit Court hears felony criminal cases and handles all civil cases with claims of more than \$15,000. The Circuit Court also handles family matters and cases appealed from the General District Court and the Juvenile Domestic Relations District Court. The County pays the cost of a Legal Assistant to the Circuit Court, who manages the entire Circuit Court docket.	1.0	99,313	State or Federal Mandate	



Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Judicial Agencies & Joint Operations	General District Court	The General District Court hears minor misdemeanor criminal cases, conducts preliminary hearings for the more serious criminal felony cases, and handles most traffic violation cases. The Court also decides zoning, hunting, and fishing license matters. The General District Court Clerk's Office assists the judge in conducting judicial functions and has responsibility for all administrative and resource management functions of the Court.	0.0	37,285	State or Federal Mandate	
Judicial Agencies & Joint Operations	Juvenile & Domestic Relations (J&DR) Court	The City of Charlottesville and Albemarle County share a single J & DR Court and pay supplementary support costs for the Court. The Juvenile and Domestic Relations District Court hears all matters involving juveniles. In addition, the Court handles legal matters involving the family such as custody, support, visitation, family abuse cases, and criminal cases where the defendant and alleged victim are family or household members. Associated with the J & DR District Court is a Court Services Unit, which serves the Court and facilitates the rehabilitation or treatment of those who come before the Court.	0.0	113,381	State or Federal Mandate	
Judicial Agencies & Joint Operations	Magistrate's Office	The Magistrate is appointed and supervised by the Judge of the Circuit Court and serves as the initial contact between citizens and the criminal justice system. The duties of the Magistrate include the issuance of arrest and search warrants, subpoenas, civil warrants, summons, and temporary mental detention orders, as well as determining bail, and commitments to and releases from jail. The Magistrate's Office serves both the City and the County.	0.0	4,350	State or Federal Mandate	
Parks, Recreation & Culture Agencies & Joint Operations	African American Festival (Chihamba)	Chihamba is a non-profit community organization dedicated to providing a better understanding of African Cultures through music and dance. Chihamba has hosts the Annual African American Cultural Arts Festival at Washington Park. The Festival is a 3 - 4 day event involving entertainment, education, and/or presentation.	0.0	2,700	Board Directive Discretionary	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Parks, Recreation & Culture Agencies & Joint Operations	Ash Lawn Opera Festival	Formerly held at Ash Lawn-Highland and now at the Paramount Theater, Ash Lawn Opera hosts a Summer Opera Festival and other musical and dramatic presentations. It also sponsors several educational programs for area children.	0.0	3,800	Board Directive Discretionary	
Parks, Recreation & Culture Agencies & Joint Operations	Charlottesville-Albemarle Convention and Visitors Bureau	The Visitor's Bureau was established to promote Charlottesville and Albemarle County to out-of-town visitors. It has two main programs: a marketing office to promote local attractions and services, and a visitor's center to assist visitors with travel services. Funding for the Visitor's Bureau is based by contract on 30% of the prior year's transient occupancy tax receipts.	0.0	666,195	Board Directive Written Policy or Priority	
Parks, Recreation & Culture Agencies & Joint Operations	Historic Preservation Contingency	The specific use of the Historic Preservation Contingency will be determined by the Board of Supervisors.	0.0	13,000	Board Directive Discretionary	
Parks, Recreation & Culture Agencies & Joint Operations	Jefferson Madison Regional Library	The Jefferson Madison Regional Library provides public library services to the residents of the City of Charlottesville and the Counties of Albemarle, Greene, Louisa, and Nelson.	0.0	3,448,931	Board Directive Written Policy or Priority	
Parks, Recreation & Culture Agencies & Joint Operations	Literacy Volunteers	Literacy Volunteers increases adult literacy by using trained volunteers to work with individuals one-on-one or in small groups. The program is aimed at adults reading below a sixth grade level.	0.0	25,287	Board Directive Discretionary	
Parks, Recreation & Culture Agencies & Joint Operations	Municipal Band of Charlottesville	The Municipal Band represents and serves members of the Charlottesville-Albemarle community. Its goal is to contribute to the cultural enjoyment and education of area residents by providing free concerts to the public.	0.0	8,000	Board Directive Discretionary	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Parks, Recreation & Culture Agencies & Joint Operations	Piedmont Council of the Arts	Piedmont Council of the Arts is a non-profit organization established to promote, coordinate, and advocate the arts and art events for residents and visitors. Its primary function is to create and support a cultural climate where arts organizations and artists are considered an integral part of the community. Funding includes an anticipated \$2,500 Local Challenge Grant from the Virginia Commission for the Arts and the required local match.	0.0	5,000	Board Directive Discretionary	
Public Safety Agencies & Joint Operations	Albemarle Charlottesville Regional Jail (ACRJ)	The ACRJ provides jail services to Albemarle County, Nelson County, and the City of Charlottesville, on a contractual basis.	0.0	3,415,945	State or Federal Mandate	
Public Safety Agencies & Joint Operations	Blue Ridge Juvenile Detention Center (BRJDC)	The Blue Ridge Juvenile Detention Center is a 40-bed regional facility serving the City of Charlottesville, Albemarle, Fluvanna, Greene, and Culpeper Counties. This facility provides for the temporary care and supervision of juvenile offenders detained or sentenced by order of the Courts for these localities.	0.0	841,223	State or Federal Mandate	
Public Safety Agencies & Joint Operations	Charlottesville-Albemarle Society for the Prevention of Cruelty to Animals (SPCA)	The SPCA provides shelter for stray animals, promotes animal welfare, and educates the public on the proper care and handling of all animals. The County contracts with the SPCA to provide a County animal shelter, which is a mandated County function. Funding is based on the established funding formula between Albemarle County and the SPCA.	0.0	532,249	State or Federal Mandate	
Public Safety Agencies & Joint Operations	City of Charlottesville Fire Department Fire Contract	Albemarle County contracts with the City of Charlottesville Fire Department to provide supplemental fire service to the County in the urban area surrounding the County.	0.0	101,000	Board Directive Written Policy or Priority	
Public Safety Agencies & Joint Operations	County/City Fire Contract Contingency	Provides funding if necessary for fire contract services as part of current ongoing discussions with the City of Charlottesville.	0.0	49,000	Board Directive Written Policy or Priority	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Public Safety Agencies & Joint Operations	Community Attention Home	Community Attention operates a 24-hour coed residential treatment home, specialized family group homes, and a community supervision program that provides outreach counseling services. All programs provide care and treatment to troubled youth, ages 12 to 18.	0.0	60,149	Board Directive Discretionary	
Public Safety Agencies & Joint Operations	Emergency Communication Center (ECC)	The ECC provides emergency communications for the County, the City of Charlottesville, and the University of Virginia. The ECC receives all 9-1-1 calls in the area and serves as a central dispatch for the three local police departments, three rescue squads, and fire calls.	0.0	2,191,183	State or Federal Mandate	
Public Safety Agencies & Joint Operations	Foothills Child Advocacy Center	Foothills is a non-profit, accredited agency designed to reduce the trauma and advance the recovery of child maltreatment victims.	0.0	30,385	Board Directive Discretionary	
Public Safety Agencies & Joint Operations	Forest Fire Extinguishment	Based on the State Code, Albemarle County reimburses the State for forest fire prevention, detection, and suppression services provided by the State Forester.	0.0	23,929	State or Federal Mandate	
Public Safety Agencies & Joint Operations	Thomas Jefferson Emergency Medical Services (TJEMS)	The TJEMS Council is an independent non-profit agency responsible for the development and implementation of a comprehensive emergency medical services system for Planning District 10.	0.0	19,257	Board Directive Written Policy or Priority	
Public Safety Agencies & Joint Operations	OAR/Jefferson Area Community Corrections Local Probation	OAR provides services to offenders in the Charlottesville/Albemarle area and in some of the outlying counties in Planning District 10. The agency's primary effort is aimed at rehabilitating and integrating offenders and ex-offenders into the community. OAR provides pre-trial services, local probation services, a citizen volunteer program, transitional/ employment services, and the Charlottesville/Albemarle Drug Court.	0.0	159,229	Board Directive Discretionary	
Public Safety Agencies & Joint Operations	Virginia Juvenile Community Crime Control Act (VJCCCA)	VJCCCA funds support youth development, prevention and intervention services.	0.0	52,231	Board Directive Discretionary	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Public Safety Agencies & Joint Operations	Volunteer Fire/Rescue Services	The County provides a budget allocation to each volunteer fire and rescue department to offset their annual operating costs. In addition, the County also provides funding for the volunteer's property, liability, and accident/sickness insurance premiums, turnout gear, flares, and foam.	0.0	2,020,342	Essential Function of Local Government	
Public Safety Agencies & Joint Operations	Volunteer Fire/Rescue Tax Credit	The County has established a Volunteer Fire/Rescue Personal Property Tax Credit that may be applied toward any vehicle owned by an active fire/rescue volunteer. An additional voucher is also issued to eligible volunteers to pay for the County vehicle license tax.	0.0	62,000	Board Directive Written Policy or Priority	
Public Works Agencies & Joint Operations	Rivanna Solid Waste Authority	The RSWA contribution is for an agreement with RSWA for operations that are not self-supporting. This includes the McIntire Recycling Center and household hazardous waste.	0.0	300,000	Board Directive Written Policy or Priority	
Non-departmental						
Non-departmental	Reserve for Contingencies	Contingency funds are set aside to provide funds for unanticipated priority needs and potential revenue shortfalls.	0.0	243,578	Board Directive Discretionary	
Non-departmental	Early Retirement Funding	This provides funding for current Voluntary Early Retirement Incentive Program (VERIP) recipients as well as projected new recipients.	0.0	722,312	Board Directive Written Policy or Priority	
Non-departmental	Economic Development Fund	In 2006, the Board of Supervisors established the Economic Development Opportunities Fund. This fund is to be used to match economic development grant programs at the state and federal level that help create jobs and expand capital investment in Albemarle County.	0.0	250,000	Board Directive Discretionary	
Non-departmental	Fuel Contingency	The County has forecasted the price per gallon of regular gasoline to be \$2.89 during FY 13/14, after federal and state taxes are removed. This contingency is available for use if the average price per gallon exceed \$2.89.	0.0	100,000	Essential Function of Local Government	
Non-departmental	Grants Leveraging Fund	This fund is used as a source for grant matches that arise throughout the year. This fund is used when departments are unable to identify matching funds within their existing budgets.	0.0	100,000	Board Directive Discretionary	

Department	Program	Program/Service Description	FY14 ADOPT FTE	FY14 ADOPT Budget	Category	Notes
Non-departmental	Innovation Fund	Funding is set aside for one-time organizational initiatives that reduce costs and improve customer service and productivity.	0.0	166,500	Board Directive Discretionary	
Non-departmental	Intern Fund	Flexible one-year internship program for college graduates looking for experience in county government. Meaningful and goal oriented program in which the intern learns about careers in local government with the purpose of benefiting both the county and the intern. The program will assist with meeting workload demands in select departments and will provide interns with valuable real world experiences.	0.0	166,500	Board Directive Discretionary	
Non-departmental	Merit Pool Reserve	The Merit Pool Reserve provides funding for salary increases resulting from performance reviews and is distributed to the various departments after actual salary calculations are performed.	0.0	290,000	Board Directive Discretionary	
Non-departmental	Refunds	Funding is appropriated each year to pay refunds owed by the County.	0.0	163,500	Essential Function of Local Government	
Non-departmental	Revenue Sharing with the City of Charlottesville	This payment to the City of Charlottesville is in fulfillment of the revenue sharing agreement provisions. This payment is at the agreed-upon cap of a 10 cents tax rate per \$100 of the total assessed property values based on the 2011 calendar year.	0.0	16,931,333	Board Directive Written Policy or Priority	
Non-departmental	Salary Contingency Reserve	The Salary Reserve provides for general salary reclassifications that occur throughout the fiscal year. Generally, this reserve allows for both individual reclassifications and department-wide reclassifications.	0.0	80,000	Board Directive Discretionary	
Non-departmental	Training Pool	Funding is set aside to address the Board's strategic direction of supporting an evolving workforce and to increase training opportunities for employees.	0.0	50,000	Board Directive Written Policy or Priority	



# CAPITAL IMPROVEMENT PROGRAM

## OVERVIEW

Note: This section provides an overview of the detailed Capital Improvement Program Budget Manual.

### FY 14 ADOPTED AMENDMENT

The Capital Improvement Plan (CIP) and the Capital Needs Assessment (CNA) - collectively referred to as the **Capital Improvement Program** - represent a statement of the County of Albemarle's policy regarding long-range physical development for the next five-year and ten-year periods respectively. The Capital Improvement Program serves as a planning and implementation tool for the acquisition, development, construction, maintenance, and renovation of public facilities, infrastructure and capital equipment.

The initial five-year period of the program is called the **Capital Improvement Plan (CIP)**. The CIP forecasts spending for all anticipated capital projects and is considered to be the link between the County's Comprehensive Plan and its fiscal planning process. The plan is based on the "physical needs" of the County as identified in the Community Facilities Plan (a section of the Comprehensive plan) and as prioritized by the various review committees in accordance with the Board's guiding principles (see CIP Process in the CIP Budget Manual).

The second five-year period of the Capital Improvement Program (i.e. years six through ten) is called the **Capital Needs Assessment (CNA)** which helps identify County capital needs beyond the traditional five-year period. This assessment plan is scheduled to be updated every other year and helps form the basis of the five-year CIP as projects are brought forward. Projects included in the assessment period are not balanced to revenues, but are viewed as potential projects in a planning stage.

In developing its Capital Improvement Program, the County strictly adheres to a set of financial and debt management policies established by the Board of Supervisors and outlined in the Financial Management Policies section of this document. These policies help preserve the County's credit rating and establish the framework for the County's overall fiscal planning and management. Projects are carefully evaluated and prioritized to optimize the use of limited capital funds to meet operational and community needs.

### Project Descriptions

A **capital project** is a planned expense for a facility or physical item requiring a minimum expenditure of \$20,000, having a useful life span of 10 years or more (except for technology projects), and meeting one or more of the following definitions:

Involves the acquisition or construction of any physical facility for the community;

Involves the acquisition of land or an interest in land for the community;

Involves the acquisition or construction of public utilities;

Involves the ongoing acquisition of major equipment or physical systems, i.e., computer technology, radio systems, major specialized vehicles etc. ;

Involves modifications to facilities, including additions to existing facilities, which increases the square footage, useful life, or value of the facility; and/or

Capital maintenance or replacement projects on existing facilities, as defined below.

A **Capital Maintenance or Replacement Project** is a non-recurring project to repair, maintain, or replace existing capital facilities for the purpose of protecting the County's investment in a facility and minimizing future maintenance and replacement costs. To be classified as a capital maintenance project, a project must have an



interval between expenditures of at least 5 years. Individual maintenance projects may have a minimum value of less than \$20,000.

Since **Information Technology Purchases** are durable products but typically have a useful life of only 3 to 5 years, these purchases are planned in the CIP, but generally funded in the Capital Budget on a “pay-as-you-go” basis from either current revenues, other non-borrowed sources of funding, such as state revenues (when available), or other local non-General Fund revenues.

A **Mandated Project** is submitted in response to a directive/law from a governing body (i.e. Local Govt., State Govt., or Federal Govt. mandate). An example of a project considered to be a “Mandate” is the Ivy Landfill Remediation, which the Technical Review Committee viewed in this category due to the City/County/University cost sharing for environmental expenses as required under the State permit.

An **Obligation project** is submitted in response to contractual requirements for joint funded projects (e.g. City) or project submissions tied to contractual agreements (e.g. Lease agreement for Storage Facility.)

## Capital Improvement Program Summary

This year's Capital Program represents the second year of the County's two-year review cycle, meaning the only changes to the CIP were made for emergency needs or projects meeting clearly identified critical needs that cannot wait until the next full planning cycle. An anomaly to the amendment year cycle was to allow the School Division to submit new requests. This was to accommodate the School Division request from last year asking for an extra year to further study their needs, which included redistricting considerations which affected several of their requests. The School Division's new project submissions were reviewed as submitted. No changes were made to the CNA.

### Adopted Capital Improvement Plan (CIP) FY 2013/14- 2017/18

The FY 13/14 CIP was adopted as recommended with the following amendments reviewed during the Board's March CIP work session:

- The Apparatus Replacement Program will be reduced \$566,577 in FY 14 to reflect the accelerated replacement of Monticello Ambulance 111 and Scottsville Ambulance 706 which are now budgeted in FY 13. The reserve balance will remain the same.
- The use of proffers will be reduced \$271,539 for the new law that prohibits the use of cash proffers for projects that do not expand the capacity of a facility. This will increase loan proceeds \$68,758 and related debt service for a net decrease of \$217,737 over five years.
- The County's Share of the Transportation Revenue Sharing Program will be increased in FY 14 by reallocating and leveraging existing funds. A total of \$379,439.61 will be reallocated from existing projects: \$329,200.00 from Transportation Improvement-Local and \$50,239.61 from Neighborhood Plan Contingency. A total of \$70,992.00 for Avon Street Sidewalk will be leveraged. This will increase the FY 14 State match by \$450,431.22.

#### CIP Revenues

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The Adopted revenue budget for the FY 13/14 – FY 17/18 CIP is \$107.3 million. The revenues supporting the adopted FY 13/14 – FY 17/18 CIP include: general fund transfer, prior year general fund balance, prior year school fund balance, interest, fire company repayments, tourism, proffers, courthouse maintenance fees, City contributions for joint projects, regional partnerships, grants, state school bus formula revenue, and loan proceeds. The general fund transfer reflects the tax rate as adopted in the FY 14 five year plan. The five-year plan includes a tax rate increase (0.7 cents) in third year.

#### CIP Expenditures

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The Adopted expenditure budget for the FY 13/14 – FY 17/18 CIP is \$107.3 million. An unbudgeted project reserve remains available to be budgeted for future watch-list items and for transportation opportunities for total available CIP funds of \$110.0 million.

#### CIP Debt

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As a part of the FY 13/14 capital budget process, project borrowing increased from \$16.3 million to \$18.1 million which is attributed to:

- Reduced planned borrowing for Crozet Library by \$302K
- Reduced planned borrowing for Ivy Fire Station \$250K
- Reduced planned borrowing Ivy Fire Station equipment \$118K
- Reduced planned borrowing for Lifepacks \$41K
- Reduced planned borrowing for Fire Rescue Apparatus \$769K
- Increased planned borrowing for potential Firearms Range Facility \$29K
- Eliminated planned borrowing for Police Patrol Video Cameras \$133K
- Added planned borrowing for Seminole Trail VFD Renovations/Additions \$3.4M

The FY 13/14 process reflects the following for the issuance schedule, terms, and rates:

- Debt Service issuances are scheduled every other year;
- Purchases are amortized on the basis of useful life greater than 7 years
- Reflects Debt Service rates as follows for FY 14 issuance: 7 year amortization with a projected rate of 2.5%, 10 year amortization with a projected rate of 3.5%, 20 year amortization with a projected rate of 4.5%

- Reflects Debt Service rates as follows for FY 16 and 18 issuances: 7 year amortization with a projected rate of 3.5%, 10 year amortization with a projected rate of 4.5%, 20 year amortization with a projected rate of 5.0%

### **Capital Needs Assessment (CNA)**

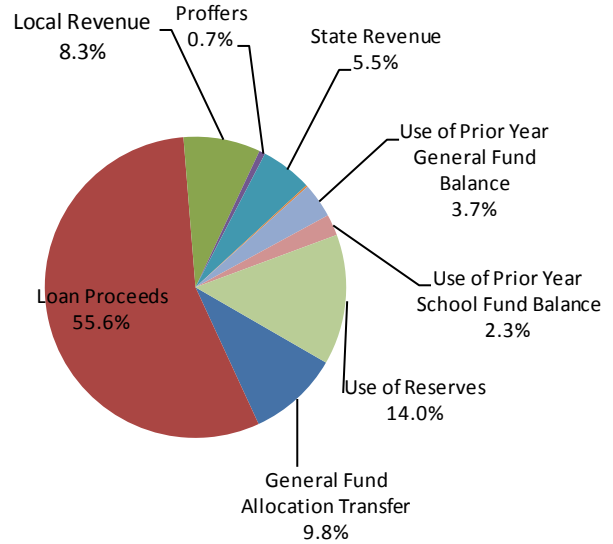
During the FY 13/14 planning process, the FY 12/13 Adopted CNA was not formally amended. The sixth year of the FY 12/13 Adopted CNA became the fifth year of the CIP. Unless a project re-submitted, the requests of the FY 12/13 Adopted CNA were not automatically brought forward to the CIP.

The capital projects that have been requested over the last two planning cycles but have not been recommended or are not scheduled for funding in the FY 14 CIP (FY 14-18) totals \$204 million. These requests include projects that have been identified in the Comprehensive Plan or other planning documents that provide for stated levels of service for County residents and/or are important investments in support of the County's growth management efforts which will need to be considered in the near future.

## FY 13/14- FY 17/18 ADOPTED Capital Improvement Plan (CIP)

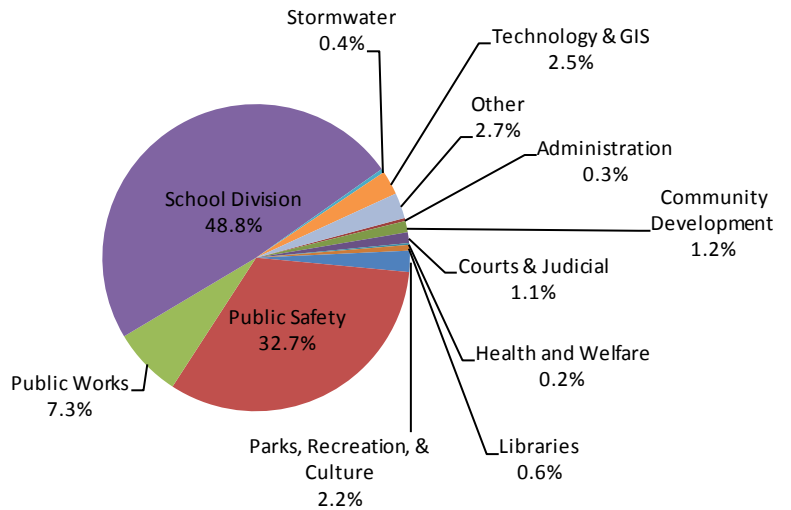
FY 13/14 - 17/18 Revenues  
\$107,341,830

CIP Revenues	FY 14-18
General Fund Allocation Transfer	\$10,503,829
Loan Proceeds	\$59,687,226
Local Revenue	\$8,864,278
Proffers	\$701,041
State Revenue	\$5,930,000
Tourism	\$196,000
Use of Prior Year General Fund Bal.	\$4,000,000
Use of Prior Year School Fund Bal.	\$2,442,998
Use of Reserves	\$15,016,457
	\$107,341,830



FY 13/14 - 17/18 Expenditures  
\$107,341,830

CIP Expenditures	FY 14-18
Administration	\$345,047
Community Development	\$1,276,525
Courts & Judicial	\$1,212,295
Health and Welfare	\$205,167
Libraries	\$646,279
Parks, Recreation, & Culture	\$2,395,223
Public Safety	\$35,047,632
Public Works	\$7,829,052
School Division	\$52,349,640
Stormwater	\$417,245
Technology & GIS	\$2,732,360
Other*	\$2,885,366
	\$107,341,830



\*Other includes project management services for undefined but anticipated projects and is distributed by fund in the charts that follow.

## FY 13/14 - FY 17/18 ADOPTED CIP SUMMARY

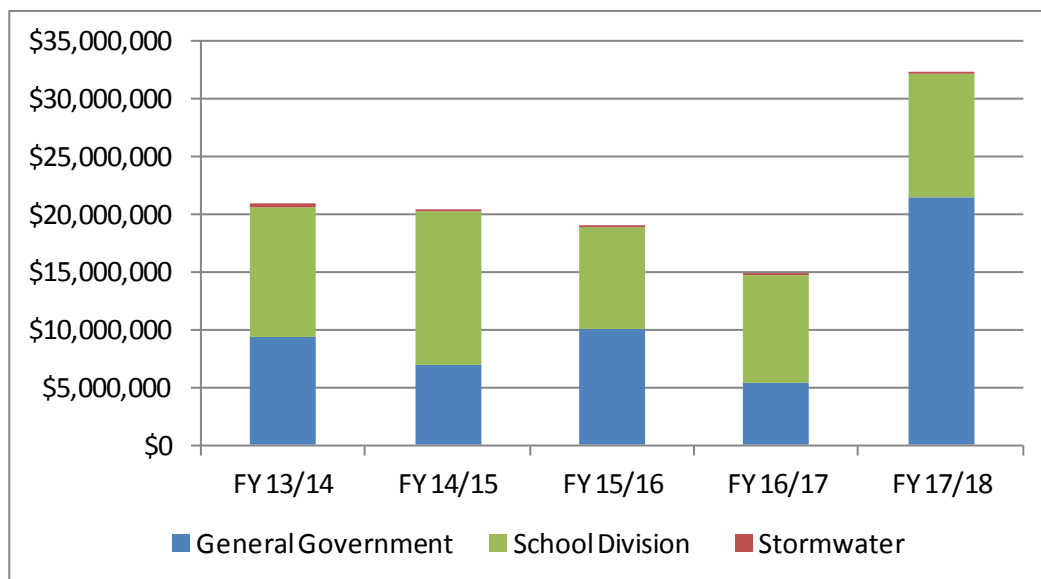
(\$ Rounded to Nearest Dollar)

	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 14-18 TOTAL
<b>REVENUES</b>						
General Fund Allocation Transfer	\$ 2,620,175	\$ 1,162,658	\$ 2,100,581	\$ 1,363,721	\$ 3,256,695	\$ 10,503,830
Loan Proceeds	11,124,359	12,562,411	11,542,208	7,561,085	16,897,163	59,687,226
Local Revenue	309,277	69,665	71,029	72,434	8,341,873	8,864,278
Proffers	472,219	160,064	68,758	-	-	701,041
State Revenue	1,586,000	1,086,000	1,086,000	1,086,000	1,086,000	5,930,000
Tourism	49,000	49,000	49,000	49,000	-	196,000
Use of Prior Year General Fund Balance	-	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
Use of Prior Year School Fund Balance	-	1,522,998	318,000	304,000	298,000	2,442,998
Use of Reserves	<u>4,820,700</u>	<u>2,774,693</u>	<u>2,724,338</u>	<u>3,350,184</u>	<u>1,346,542</u>	<u>15,016,457</u>
<b>TOTAL REVENUES</b>	<b>\$ 20,981,730</b>	<b>\$ 20,387,489</b>	<b>\$ 18,959,914</b>	<b>\$ 14,786,424</b>	<b>\$ 32,226,273</b>	<b>\$ 107,341,830</b>
<b>EXPENDITURES</b>						
General Government	\$ 9,387,302	\$ 7,027,056	\$ 10,117,780	\$ 5,454,907	\$ 21,521,781	\$ 53,508,827
Stormwater	432,337	42,449	43,752	45,427	46,837	610,802
School Division	<u>11,162,091</u>	<u>13,317,984</u>	<u>8,798,381</u>	<u>9,286,090</u>	<u>10,657,655</u>	<u>53,222,202</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,981,730</b>	<b>\$ 20,387,489</b>	<b>\$ 18,959,914</b>	<b>\$ 14,786,424</b>	<b>\$ 32,226,273</b>	<b>\$ 107,341,830</b>
<b>CUMULATIVE OPERATING BUDGET IMPACT*</b>						
General Government		\$ 38,324	\$ 93,879	\$ 99,114	\$ 120,079	\$ 351,396
Stormwater		-	-	-	-	-
School Division		-	52,540	56,754	59,689	168,983
<b>TOTAL OPERATING BUDGET IMPACT</b>		<b>\$ 38,324</b>	<b>\$ 146,419</b>	<b>\$ 155,868</b>	<b>\$ 179,768</b>	<b>\$ 520,379</b>

\*Operating impacts reported are new or an increase over what is currently planned. FY 13/14 Operating impacts are reflected in the respective functional area; FY 14/15 - FY 17/18 reflect the request submitted.

### FY 13/14 - 17/18 ADOPTED EXPENDITURES

(\$ Rounded to Nearest Dollar)



### FY 13/14 - FY 17/18 ADOPTED General Government CIP Summary

(\$ Rounded to Nearest Dollar)

	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 14-18 TOTAL
<b>REVENUES</b>						
General Fund Allocation Transfer	\$ 1,467,298	\$ 546,449	\$ 882,244	\$ 518,214	\$ 1,769,405	\$ 5,183,610
Courthouse Maintenance (Local)	44,156	45,481	46,845	48,250	49,698	234,430
ECC Partners (Local)	-	-	-	-	8,267,991	8,267,991
Fire Company Repayment (Local)	12,184	12,184	12,184	12,184	12,184	60,920
Interest (Local)	10,000	10,000	10,000	10,000	10,000	50,000
Joint City Projects (Local)	240,937	-	-	-	-	240,937
Proffer, Avinity	29,734	-	-	-	-	29,734
Proffer, Hollymead Town Center A1	-	-	50,003	-	-	50,003
Proffer, Leake (Glenmore)	-	-	18,755	-	-	18,755
Proffer, MJH @ Peter Jefferson Place	429,503	-	-	-	-	429,503
Tourism	49,000	49,000	49,000	49,000	-	196,000
VDOT Revenue Sharing (State)	500,000	-	-	-	-	500,000
<u>Loan Proceeds:</u>						
Burley-Lane Field Poles Lighting	-	-	425,062	-	-	425,062
County 800Mhz Radio Replacements	609,768	625,525	601,527	607,628	634,391	3,078,839
County E911 Road Sign Upgrade	-	-	554,165	-	-	554,165
County Server Infrastructure Upgrade	379,080	390,452	401,825	413,197	424,570	2,009,124
ECC Regional 800Mhz Communication System	-	-	-	-	8,140,009	8,140,009
Fire Res Apparatus Replacement Program	3,075,975	1,811,404	1,941,990	1,266,962	1,074,276	9,170,607
Fire Rescue Airpacks	-	-	2,420,416	-	-	2,420,416
Fire Rescue Mobile Data Computers-Maint./Repl.	-	-	62,010	-	-	62,010
Seminole Trail VFD CARS Building Replacement	45,000	-	-	-	-	45,000
PBX Replacement	-	450,000	-	-	-	450,000
Police Mobile Data Computers	-	-	501,351	307,544	-	808,895
Police Patrol Video Cameras	-	126,851	110,602	123,871	134,210	495,534
Voting Machine Replacement	-	-	-	-	295,047	295,047
Use of Prior Year General Fund Balance	-	470,000	420,000	380,000	710,000	1,980,000
Use of Reserves	2,494,667	2,489,710	1,609,801	1,718,057	-	8,312,236
<b>TOTAL REVENUES</b>	<b>\$ 9,387,302</b>	<b>\$ 7,027,056</b>	<b>\$ 10,117,780</b>	<b>\$ 5,454,907</b>	<b>\$ 21,521,781</b>	<b>\$ 53,508,827</b>
<b>EXPENDITURES</b>						
Administration	\$ 50,000	\$ -	\$ -	\$ -	\$ 295,047	\$ 345,047
Courts & Judicial	\$ 320,451	\$ 422,265	\$ 123,945	\$ 151,863	\$ 193,771	1,212,295
Public Safety	\$ 4,991,712	\$ 2,903,562	\$ 6,222,493	\$ 2,519,713	\$ 18,410,153	35,047,632
Public Works	\$ 1,465,829	\$ 1,683,632	\$ 1,917,822	\$ 1,403,618	\$ 1,358,152	7,829,052
Community Development	\$ 1,276,525	\$ -	\$ -	\$ -	\$ -	1,276,525
Health and Welfare	\$ 94,198	\$ 5,000	\$ 95,588	\$ 10,382	\$ -	205,167
Parks, Recreation, & Culture	\$ 464,710	\$ 425,901	\$ 814,658	\$ 375,514	\$ 314,440	2,395,223
Libraries	\$ 257,327	\$ 233,420	\$ 78,488	\$ 77,044	\$ -	646,279
Technology & GIS	\$ 421,200	\$ 933,836	\$ 446,472	\$ 459,108	\$ 471,744	2,732,360
ACE	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other	\$ 45,351	\$ 419,440	\$ 418,316	\$ 457,666	\$ 478,474	\$ 1,819,247
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,387,302</b>	<b>\$ 7,027,056</b>	<b>\$ 10,117,780</b>	<b>\$ 5,454,907</b>	<b>\$ 21,521,781</b>	<b>\$ 53,508,827</b>
<b>CUMULATIVE OPERATING BUDGET IMPACT*</b>						
Public Safety		\$ 35,200	\$ 35,500	\$ 35,800	\$ 53,600	\$ 160,100
Public Works		8,124	8,338	9,060	9,290	34,812
Health and Welfare		(5,000)	(2,500)	(2,500)	(2,500)	(12,500)
<b>TOTAL OPERATING BUDGET IMPACT</b>		<b>\$ 38,324</b>	<b>\$ 41,338</b>	<b>\$ 42,360</b>	<b>\$ 60,390</b>	<b>\$ 182,412</b>

\*Operating impacts reported are new or an increase over what is currently planned. FY 13/14 Operating impacts are reflected in the respective functional area; FY 14/15 - FY 17/18 reflect the request submitted.

**FY 13/14 – FY 17/18 ADOPTED School CIP Summary**  
(\$ Rounded to Nearest Dollar)

	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 14-18 TOTAL
<b>REVENUES</b>						
General Fund Allocation Transfer	\$ 1,152,877	\$ 616,209	\$ 1,218,337	\$ 845,507	\$ 1,487,290	\$ 5,320,220
Interest (Local)	2,000	2,000	2,000	2,000	2,000	10,000
Proffer, Avinity	-	6,564	-	-	-	6,564
Proffer, Glenmore	12,982	153,500	-	-	-	166,482
School Bus (State)	300,000	300,000	300,000	300,000	300,000	1,500,000
Technology Grant (State)	786,000	786,000	786,000	786,000	786,000	3,930,000
<u>Loan Proceeds:</u>						-
Agnor Hurt Elementary Add./Renov.	383,601	4,161,213	3,763	-	-	4,548,577
Contemporary Learning Spaces	277,001	277,809	278,619	-	-	833,429
Murray High School Phases 1-2 Add./Renov.	567,390	1,854	-	-	-	569,244
School Maintenance/Replacement	5,111,544	4,717,302	4,240,878	4,841,884	5,384,660	24,296,268
Telecommunications Network Upgrade	675,000	-	-	-	810,000	1,485,000
Use of Prior Year School Fund Balance	-	1,522,998	318,000	304,000	298,000	2,442,998
Use of Prior Year General Fund Balance	-	530,000	580,000	620,000	290,000	2,020,000
Use of Reserves	<u>1,893,696</u>	<u>242,535</u>	<u>1,070,784</u>	<u>1,586,700</u>	<u>1,299,705</u>	<u>6,093,420</u>
<b>TOTAL REVENUES</b>	<b>\$ 11,162,091</b>	<b>\$ 13,317,984</b>	<b>\$ 8,798,381</b>	<b>\$ 9,286,090</b>	<b>\$ 10,657,655</b>	<b>\$ 53,222,202</b>
<b>EXPENDITURES</b>						
School Division Projects	\$ 11,028,529	\$ 13,227,445	\$ 8,608,800	\$ 9,056,804	\$ 10,428,062	52,349,640
Other	\$ 133,562	\$ 90,539	\$ 189,581	\$ 229,287	\$ 229,593	\$ 872,562
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,162,091</b>	<b>\$ 13,317,984</b>	<b>\$ 8,798,381</b>	<b>\$ 9,286,090</b>	<b>\$ 10,657,655</b>	<b>\$ 53,222,202</b>
<b>CUMULATIVE OPERATING BUDGET IMPACT*</b>						
School Division Projects		\$ -	\$ 52,540	\$ 56,754	\$ 59,689	\$ 168,983
<b>TOTAL OPERATING BUDGET IMPACT</b>		<b>\$ -</b>	<b>\$ 52,540</b>	<b>\$ 56,754</b>	<b>\$ 59,689</b>	<b>\$ 168,983</b>
<b>Additional FTE's</b>		0.00	1.00	0.00	0.00	1.00

\*Operating impacts reported are new or an increase over what is currently planned. FY 13/14 Operating impacts are reflected in the respective functional area; FY 14/15 – FY 17/18 reflect the request submitted.

## FY 13/14 – FY 17/18 ADOPTED Stormwater CIP Summary

(\$ Rounded to Nearest Dollar)

	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 14-18 TOTAL
<b>REVENUES</b>						
Use of Reserves	<u>432,337</u>	<u>42,449</u>	<u>43,752</u>	<u>45,427</u>	<u>46,837</u>	<u>610,802</u>
<b>TOTAL REVENUES</b>	<b>\$ 432,337</b>	<b>\$ 42,449</b>	<b>\$ 43,752</b>	<b>\$ 45,427</b>	<b>\$ 46,837</b>	<b>\$ 610,802</b>
<b>EXPENDITURES</b>						
Stormwater Projects	\$ 417,245	\$ -	\$ -	\$ -	\$ -	417,245
Other	<u>\$ 15,092</u>	<u>\$ 42,449</u>	<u>\$ 43,752</u>	<u>\$ 45,427</u>	<u>\$ 46,837</u>	<u>\$ 193,557</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 432,337</b>	<b>\$ 42,449</b>	<b>\$ 43,752</b>	<b>\$ 45,427</b>	<b>\$ 46,837</b>	<b>\$ 610,802</b>
<b>CUMULATIVE OPERATING BUDGET IMPACT*</b>						
Stormwater Projects		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL OPERATING BUDGET IMPACT</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*FY 13/14 Operating impacts are reflected in the respective functional area; FY 14/15 – FY 17/18 reflect the request submitted.



## FY 13/14 – FY 17/18 ADOPTED CIP Summary of MULTI-YEAR Projects

As approved by the Board of Supervisors, the FY 13/14 budget implements the Multi-year CIP or the process of carrying-over CIP project balances from prior years. Budgets appropriated to date are recorded for currently funded projects that have a defined start and stop (i.e. a construction project or specific technology replacement). Projects that are on-going (i.e. maintenance/replacement projects) are noted as “on-going.” A summary of the project status, including budget and schedule, will be provided to the board for approval.

(\$ Rounded to Nearest Dollar)

Projects by Functional Area	Appropriated to Date*	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 14-18 Total	Multi-Year Total
<b>01 Administration</b>								
A. Computer Assisted Mass Appraisal	\$ 450,000	-	-	-	-	-	-	\$ 450,000
B. Finance Security Surveillance System	-	-	-	-	-	-	-	-
C. Tax/Rev System Replacement	880,000	50,000	-	-	-	-	50,000	930,000
D. Voting Machine Replacement	305,176	-	-	-	-	295,047	295,047	600,223
E. Voter Poll Books	62,000	-	-	-	-	-	-	62,000
<b>Subtotal, Administration</b>		\$ 50,000	\$ -	\$ -	\$ -	\$ 295,047	\$ 345,047	
<b>02 Courts &amp; Judicial</b>								
A. Clerk of the Circuit Court System Upgrade	-	\$ 35,000	-	-	-	-	\$ 35,000	\$ 35,000
B. Court Square Enhancement	50,000	-	-	-	-	-	-	50,000
C. Court Square Maintenance/Replacement	On-Going	198,511	381,076	82,756	105,003	143,911	911,257	-
D. J & DR Court Maintenance/Replacement	On-Going	28,000	-	-	-	-	-	28,000
E. J & DR Court Phone System Replacement	-	20,400	-	-	-	-	-	20,400
F. Old Jail Facilities Maintenance	On-Going	18,540	19,189	19,189	19,860	19,860	96,638	-
G. Old Jail Facilities Restoration	-	-	-	-	-	-	-	-
H. Sheriffs Office Maintenance/Replacement	On-Going	20,000	22,000	22,000	27,000	30,000	121,000	-
<b>Subtotal, Courts &amp; Judicial</b>		\$ 320,451	\$ 422,265	\$ 123,945	\$ 151,863	\$ 193,771	\$ 1,212,295	
<b>03 Public Safety</b>								
A. Albemarle County Animal Shelter	-	-	-	-	-	-	-	-
B. ECC CAD	150,000	-	-	-	-	-	-	150,000
C. ECC Emergency Telephone System	1,343,208	-	-	-	-	-	-	1,343,208
D. ECC Regional 800Mhz Communication System	-	-	-	-	-	16,408,000	16,408,000	16,408,000
E. Fire Rescue Apparatus Replacement-Program	On-Going	3,574,000	2,037,671	2,182,767	1,432,735	1,218,640	10,445,813	-
F. Fire Rescue Airpacks	-	-	-	2,689,351	-	-	2,689,351	2,689,351
G. Fire Rescue Cascade Systems	-	-	-	-	-	-	-	-
H. Fire Rescue Lifepacks	402,979	-	-	-	-	-	-	402,979
I. Fire Rescue Mobile Data Computers Replacement	On-Going	-	-	68,900	-	-	68,900	-
J. Fire Rescue Mobile Data Computers-New	-	-	-	-	-	-	-	-
K. Fire Rescue Records Technology	-	-	-	-	-	-	-	-
L. Fire Rescue Turnout Gear	12,000	-	-	-	-	-	-	12,000
M. Fire Rescue Wellness Fitness Equipment	-	-	-	-	-	-	-	-
N. Ivy Station 14	3,153,398	6,000	-	-	-	-	6,000	3,159,398
O. Pantops EMS	266,620	-	-	-	-	-	-	266,620
P. Pantops Fire Station	-	-	-	-	-	-	-	-
Q. Seminole Trail VFD Renovation/Addition	3,824,947	45,000	-	-	-	-	45,000	3,869,947
R. Firearms Range Facility	1,132,890	481,874	-	-	-	-	481,874	1,614,764
S. County 800Mhz Radio Replacements	On-Going	609,768	625,525	601,527	607,628	634,391	3,078,839	-
T. Police Evidence and Specialty Vehicle Storage	-	-	-	-	-	-	-	-
U. Police Forensic Unit Upgrade	-	-	-	-	-	-	-	-
V. Police Mobile Data Computers	On-Going	144,450	99,421	557,057	341,715	-	1,142,642	-
W. Police Technology Upgrade	On-Going	-	-	-	-	-	-	-
X. Police Patrol Video Cameras	On-Going	130,620	140,945	122,891	137,634	149,122	681,213	-
Y. Public Safety Training Academy	-	-	-	-	-	-	-	-
Z. Public Safety Training Facility	-	-	-	-	-	-	-	-
<b>Subtotal, Public Safety</b>		\$ 4,991,712	\$ 2,903,562	\$ 6,222,493	\$ 2,519,713	\$ 18,410,153	\$ 35,047,632	
<b>04 Public Works</b>								
A. City-County Co-Owned Maintenance/Replacement	On-Going	\$ 40,470	\$ 14,681	\$ 37,661	-	-	\$ 92,813	-
B. COB McIntire Brick Repointing	948,460	-	-	-	-	-	-	-
C. COB McIntire Window Replacement	-	-	-	-	-	-	-	-
D. COB Security Enhancements	-	-	-	-	-	-	-	-
E. County E911 Road Sign Upgrade	-	-	-	554,165	-	-	554,165	554,165
F. County Facilities Maintenance/Replacement	On-Going	656,449	971,510	625,555	700,177	652,711	3,606,401	-
G. Due Diligence Study	22,000	-	-	-	-	-	-	-
H. Ivy Landfill Remediation	On-Going	523,000	523,000	523,000	523,000	523,000	2,615,000	-
I. Keene Landfill	100,000	-	-	-	-	-	-	-
J. Moores Creek Septage Receiving	328,323	109,441	109,441	109,441	109,441	109,441	547,205	875,528
K. Old Crozet School Maintenance	On-Going	73,469	-	-	-	-	73,469	-
L. Old Crozet School Restoration	-	-	-	-	-	-	-	-
M. Roadway Landscaping	123,958	-	-	-	-	-	-	123,958
N. Storage Facility Lease-General Government	284,000	63,000	65,000	68,000	71,000	73,000	340,000	624,000
<b>Subtotal, Public Works</b>		\$ 1,465,829	\$ 1,683,632	\$ 1,917,822	\$ 1,403,618	\$ 1,358,152	\$ 7,829,052	

\*Projects that are on-going (i.e. maintenance/replacement projects) are noted as “on-going.” A summary of the project status, including budget and schedule, will be provided to the board for approval.

(Chart Continued from Previous Page)

**FY 13/14 – FY 17/18 ADOPTED CIP Summary of MULTI-YEAR Projects**  
 (\$ Rounded to Nearest Dollar)

Projects by Functional Area	Appropriated to Date*	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 14-18 Total	Multi-Year Total
<b>05 Community/Neighborhood Development</b>								
A. City View Project	100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
B. Crozet Main Street	92,085	-	-	-	-	-	-	92,085
C. GIS Project	581,000	-	-	-	-	-	-	581,000
D. Crozet Streetscape Phase II	3,380,213	81,900	-	-	-	-	81,900	3,462,113
E. Master Plan Implementation	-	31,200	-	-	-	-	31,200	31,200
F. Neighborhood Plan Implementation Program	On-Going	-	-	-	-	-	-	-
G. Pantops Master Plan	108,731	-	-	-	-	-	-	108,731
H. Places 29 Master Plan	1,385,000	-	-	-	-	-	-	1,385,000
I. Records Management System	336,760	-	-	-	-	-	-	336,760
J. Rivanna Master Plan	50,000	-	-	-	-	-	-	50,000
K. Sidewalk Construction Program	On-Going	112,800	-	-	-	-	112,800	-
L. Solid Waste Services	32,000	-	-	-	-	-	-	32,000
M. Street Improvement - Local	On-Going	-	-	-	-	-	-	-
N. Street Lights	On-Going	-	-	-	-	-	-	-
O. Sunridge Road	78,246	-	-	-	-	-	-	78,246
P. Transportation Projects	5,625	-	-	-	-	-	5,625	5,625
Q. Transportation Projects and Revenue Sharing	On-Going	1,045,000	-	-	-	-	1,045,000	-
<b>Subtotal, Community/Neighborhood Development</b>		<b>\$ 1,276,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,276,525</b>	
<b>06 Health and Welfare</b>								
A. DSS Document Management System	-	\$ 80,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 85,000	\$ 85,000
B. Health Department Maintenance/Replacement	On-Going	14,198	-	95,588	10,382	-	120,167	-
C. PVCC Student Center Facility	-	-	-	-	-	-	-	-
D. PVCC Workforce Center	-	-	-	-	-	-	-	-
<b>Subtotal, Health and Welfare</b>		<b>\$ 94,198</b>	<b>\$ 5,000</b>	<b>\$ 95,588</b>	<b>\$ 10,382</b>	<b>\$ -</b>	<b>\$ 205,167</b>	
<b>07 Parks, Recreation, &amp; Culture</b>								
A. Burley-Lane Field Poles Lighting	\$ -	\$ -	\$ -	\$ 493,820	\$ -	\$ -	\$ 493,820	\$ 493,820
B. Byrom Park	735,336	-	-	-	-	-	-	735,336
C. Crozet Growth Area Community Park Facilities	-	-	-	-	-	-	-	-
D. Darden Towle Park Improvements	-	-	-	-	-	-	-	-
E. Greenway Program	On-Going	-	-	-	-	-	-	-
F. Greenways, Crozet	26,577	-	-	-	-	-	-	26,577
G. Hedgerow Property Trail Park	-	-	-	-	-	-	-	-
H. Northern Urban Area Community Park	-	-	-	-	-	-	-	-
I. Park Enhancements	-	-	-	-	-	-	-	-
J. Park System Redesign	-	-	-	-	-	-	-	-
K. Parks and Recreation Security Study	-	-	-	-	-	-	-	-
L. Parks Facilities Improvement	-	-	-	-	-	-	-	-
M. Preddy Creek Park	332,000	-	-	-	-	-	-	332,000
N. Parks Maintenance/Replacement	On-Going	464,710	425,901	320,838	375,514	314,440	1,901,403	-
O. Recreation Facility	2,030,000	-	-	-	-	-	-	-
P. Rivanna Trail Bridge	125,000	-	-	-	-	-	-	125,000
Q. River and Lake Access Improvements	-	-	-	-	-	-	-	-
R. Walnut Creek Park Improvements	-	-	-	-	-	-	-	-
<b>Subtotal, Parks, Recreation, &amp; Culture</b>		<b>\$ 464,710</b>	<b>\$ 425,901</b>	<b>\$ 814,658</b>	<b>\$ 375,514</b>	<b>\$ 314,440</b>	<b>\$ 2,395,223</b>	
<b>08 Libraries</b>								
A. Central Library	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. City-County Branch Library Repair/Maintenance	On-Going	242,927	233,420	78,488	77,044	-	631,879	-
C. County Library Facilities Repair/Maintenance	On-Going	-	-	-	-	-	-	-
D. Crozet Library	8,867,491	14,400	-	-	-	-	14,400	8,881,891
E. Northern Albemarle Library	-	-	-	-	-	-	-	-
F. Scottsville Library Renovation-Expansion	-	-	-	-	-	-	-	-
G. Southern Urban Area Library Facility	-	-	-	-	-	-	-	-
<b>Subtotal, Libraries</b>		<b>\$ 257,327</b>	<b>\$ 233,420</b>	<b>\$ 78,488</b>	<b>\$ 77,044</b>	<b>\$ -</b>	<b>\$ 646,279</b>	
<b>09 Technology &amp; GIS</b>								
A. County Server Infrastructure Upgrade	On-Going	\$ 421,200	\$ 433,836	\$ 446,472	\$ 459,108	\$ 471,744	\$ 2,232,360	-
B. Increased Redundant Internet Services	-	-	-	-	-	-	-	-
C. Mobility Devices	-	-	-	-	-	-	-	-
D. Microsoft Upgrade	278,006	-	-	-	-	-	-	278,006
E. PBX Replacement	-	-	500,000	-	-	-	500,000	500,000
F. Security	-	-	-	-	-	-	-	-
G. Virtual Desktop Solution Trial	-	-	-	-	-	-	-	-
H. VMWare Hardware-Software Disaster Recovery	-	-	-	-	-	-	-	-
I. Website Enhancements	-	-	-	-	-	-	-	-
<b>Subtotal, Technology &amp; GIS</b>		<b>\$ 421,200</b>	<b>\$ 933,836</b>	<b>\$ 446,472</b>	<b>\$ 459,108</b>	<b>\$ 471,744</b>	<b>\$ 2,732,360</b>	
<b>10 ACE</b>								
A. ACE Program	On-Going	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal, ACE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>11 Other</b>								
A. Future General Government Project Management Services	On-Going	\$ 45,351	\$ 419,440	\$ 418,316	\$ 457,666	\$ 478,474	\$ 1,819,247	-
<b>Subtotal, Other</b>		<b>\$ 45,351</b>	<b>\$ 419,440</b>	<b>\$ 418,316</b>	<b>\$ 457,666</b>	<b>\$ 478,474</b>	<b>\$ 1,819,247</b>	
<b>Subtotal, General Government</b>		<b>\$ 9,387,302</b>	<b>\$ 7,027,056</b>	<b>\$ 10,117,780</b>	<b>\$ 5,454,907</b>	<b>\$ 21,521,781</b>	<b>\$ 53,508,827</b>	

\* Projects that are on-going (i.e. maintenance/replacement projects) are noted as "on-going." A summary of the project status, including budget and schedule, will be provided to the board for approval.

(Chart Continued from Previous Page)

**FY 13/14 – FY 17/18 ADOPTED CIP Summary of MULTI-YEAR Projects**  
 (\$ Rounded to Nearest Dollar)

Projects by Functional Area	Appropriated to Date*	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 14-18 Total	Multi-Year Total
<b>12 Stormwater</b>								
A. COB Parking Lot Biofilters	\$ 206,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 206,000
B. Downtown Crozet Wetlands Project	1,358,648	-	-	-	-	-	-	1,358,648
C. Stormwater Management Program	On-Going	-	-	-	-	-	-	-
D. Stormwater TMDL Maintenance Study	125,000	125,000	-	-	-	-	125,000	250,000
E. Stormwater TMDL Utilities Project	-	-	-	-	-	-	-	-
F. Stormwater Transfer	-	266,445	-	-	-	-	266,445	266,445
G. WAHS Stormwater Improvements	110,364	13,200	-	-	-	-	13,200	123,564
H. Water Resources Projects	-	12,600	-	-	-	-	12,600	12,600
I. Woodbrook Lagoon Improvement	570,410	-	-	-	-	-	-	570,410
J. Future Stormwater Project Management Services	On-Going	15,092	42,449	43,752	45,427	46,837	193,557	-
<b>Subtotal, Stormwater</b>		<b>\$ 432,337</b>	<b>\$ 42,449</b>	<b>\$ 43,752</b>	<b>\$ 45,427</b>	<b>\$ 46,837</b>	<b>\$ 610,802</b>	
<b>13 School Division</b>								
A. Administrative Technology	On-Going	\$ 183,000	\$ 261,000	\$ 261,000	\$ 261,000	\$ 261,000	\$ 1,227,000	-
B. Agnor Hurt Elementary Addition/Renovation	-	383,601	4,161,213	3,763	-	-	4,548,577	4,548,577
C. Brownsville Elementary School Media Center	65,713	-	-	-	-	-	-	65,713
D. Contemporary Learning Spaces	-	277,000	277,809	278,619	-	-	833,429	833,429
E. Crozet Elementary School Addition/Renovation	-	-	-	-	-	-	-	-
F. Greer Elementary School Addition/Renovation Phase II	\$4,356,524	-	-	-	-	-	-	4,356,524
G. Henley Middle School Phase 1-Addition	-	-	-	-	-	-	-	-
H. Henley Middle School Phase 2-Addition/Renovation	-	-	-	-	-	-	-	-
I. Instructional Technology	On-Going	575,000	575,000	575,000	650,000	650,000	3,025,000	-
J. Land Purchase - High School Site	-	-	-	-	-	-	-	-
K. Local Area Network Upgrade	700,000	-	-	-	-	-	-	700,000
L. Murray High School Phases 1-2 Addition/Renovation	-	567,390	1,854	-	-	-	569,244	569,244
M. Red Hill Elementary School Modernization	-	-	-	-	-	-	-	-
N. School Bus Replacement	-	1,541,244	1,593,364	1,703,075	1,816,435	1,749,722	8,403,840	8,403,840
O. School Maintenance/Replacement	On-Going	5,665,294	5,416,705	4,842,343	5,379,869	5,913,340	27,217,550	-
P. Scottsville Elementary School Addition/Renovation	-	-	-	-	-	-	-	-
Q. State Technology Grant	On-Going	786,000	786,000	786,000	786,000	786,000	3,930,000	-
R. Stony Point Elementary School Addition/Renovation	-	-	-	-	-	-	-	-
S. Storage Facility Lease-School Division	757,000	150,000	154,500	159,000	163,500	168,000	795,000	1,552,000
T. Support Services and School Technology Facilities	-	-	-	-	-	-	-	-
U. Telecommunications Network Upgrade	-	900,000	-	-	-	900,000	1,800,000	1,800,000
V. Vehicle Maintenance Facility Lifts	31,069	-	-	-	-	-	-	31,069
W. Western Albemarle High School Phases 1-3 Addition/Renovation	-	-	-	-	-	-	-	-
X. Wide Area Network Upgrade	-	-	-	-	-	-	-	-
Y. Yancey Elementary School Addition	-	-	-	-	-	-	-	-
Z. Yancey Elementary School Modernization	-	-	-	-	-	-	-	-
AA. Future School Project Management Services	On-Going	\$ 133,562	\$ 90,539	\$ 189,581	\$ 229,287	\$ 229,593	\$ 872,562	-
<b>Subtotal, School Division</b>		<b>\$ 11,162,091</b>	<b>\$ 13,317,984</b>	<b>\$ 8,798,381</b>	<b>\$ 9,286,090</b>	<b>\$ 10,657,655</b>	<b>\$ 53,222,202</b>	

\*Projects that are on-going (i.e. maintenance/replacement projects) are noted as "on-going." A summary of the project status, including budget and schedule, will be provided to the board for approval.

**FY 13/14 - FY 17/18 ADOPTED CIP RESERVE**

The Recommended Capital Improvement Plan also continues an unbudgeted reserve of \$2.6 million which is available for watch-list items and needs expected to be identified in future years. The amount is based on the funding available after the \$2.0 million Capital Improvement Plan Reserve is met.

The **watch-list** items include:

- **Window Replacements** for the McIntire County Office Building at McIntire pending cost/benefit analysis.
- **Stormwater-related Total Maximum Daily Load (TMDL) mandate:** Project impacts are currently unknown.
- **Potential devolution of roads by VDOT:** While no decisions regarding devolution have been made to date, there are indications that this is under serious consideration by the State.
- **Courts Planning:** A study is funded and underway to evaluate the long-term Court facility needs of the County. The results of the study will be a recommendation to either build out and renovate the downtown Charlottesville spaces or potentially relocate the facilities to a campus concept in the county. Estimated costs for long-term Court facility needs could range \$40 million to \$60 million within the next five - ten years.

FY 14 ADOPTED CIP	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL FIVE YEARS
<b>GENERAL FUND ALLOCATION TO DEBT &amp; CAPITAL</b>						
GENERAL FUND TRANSFER (GFT)	\$19,002,060	\$19,694,055	\$20,439,938	\$21,140,707	\$21,851,734	\$102,128,494
GFT TRANSFER TO DEBT SERVICE	\$16,381,885	\$18,531,397	\$18,339,357	\$19,776,986	\$18,595,039	\$91,624,665
BALANCE TRSFR TO CIP	\$2,620,175	\$1,162,658	\$2,100,581	\$1,363,721	\$3,256,695	\$10,503,829
<b>CAPITAL PROGRAM REVIEW</b>						
NET GFT TO CIP	\$2,620,175	\$1,162,658	\$2,100,581	\$1,363,721	\$3,256,695	\$10,503,829
CURRENT REVENUES	\$2,416,497	\$3,887,727	\$2,592,787	\$2,511,434	\$10,725,873	\$22,134,318
LOAN PROCEEDS-Local Gov't	\$4,109,823	\$3,404,232	\$7,018,948	\$2,719,202	\$10,702,503	\$27,954,708
LOAN PROCEEDS-Schools	\$7,014,536	\$9,158,178	\$4,523,260	\$4,841,884	\$6,194,660	\$31,732,518
TOTAL REVENUES	\$16,161,030	\$17,612,795	\$16,235,576	\$11,436,240	\$30,879,731	\$92,325,373
FUND BALANCE	\$19,641,955	\$14,821,255	\$12,046,562	\$9,322,224	\$5,972,041	
AVAILABLE REVENUE	\$35,802,985	\$32,434,051	\$28,282,138	\$20,758,465	\$36,851,772	
PROJECTS	\$20,981,730	\$20,387,489	\$18,959,914	\$14,786,424	\$32,226,273	\$107,341,830
CIP FUND BALANCE	\$14,821,255	\$12,046,562	\$9,322,224	\$5,972,041	\$4,625,498	

### Summary of Adopted CIP Operating Impacts\*

(\$ Rounded to Nearest Dollar)

Projects by Functional Area	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 14-18
01 Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02 Courts & Judicial	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
03 Public Safety						
Firearms Range Facility	\$ 5,500	\$ 5,800	\$ 6,100	\$ 23,900		\$ 41,300
Police Patrol Video Cameras	29,700	29,700	29,700	29,700		118,800
Subtotal, Public Safety	\$ 35,200	\$ 35,500	\$ 35,800	\$ 53,600		\$ 160,100
04 Public Works						
County E911 Road Sign Upgrade	\$ 6,124	\$ 6,338	\$ 6,560	\$ 6,790		\$ 25,812
Storage Facility Lease-General Government	2,000	2,000	2,500	2,500		9,000
Subtotal, Public Works	\$ 8,124	\$ 8,338	\$ 9,060	\$ 9,290		\$ 34,812
05 Community/Neighborhood Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
06 Health and Welfare						
DSS Document Management System	\$ (5,000)	\$ (2,500)	\$ (2,500)	\$ (2,500)		\$ (12,500)
Subtotal, Health and Welfare	\$ (5,000)	\$ (2,500)	\$ (2,500)	\$ (2,500)		\$ (12,500)
07 Parks, Recreation, & Culture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08 Libraries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
09 Technology & GIS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10 ACE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal, General Government</b>	<b>\$ 38,324</b>	<b>\$ 41,338</b>	<b>\$ 42,360</b>	<b>\$ 60,390</b>		<b>\$ 182,412</b>
<b>Subtotal, Stormwater</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
13 School Division						
Agnor Hurt Elementary Addition/Renovation	\$ -	\$ 52,540	\$ 56,754	\$ 59,689		\$ 168,983
<b>Subtotal, School Division</b>	<b>\$ -</b>	<b>\$ 52,540</b>	<b>\$ 56,754</b>	<b>\$ 59,689</b>		<b>\$ 168,983</b>
<b>TOTAL PROJECTS</b>	<b>\$ 38,324</b>	<b>\$ 93,878</b>	<b>\$ 99,114</b>	<b>\$ 120,079</b>		<b>\$ 351,395</b>

OPERATING IMPACTS* BY TYPE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 14-18
Personnel Costs	\$ -	\$ 39,750	\$ 41,918	\$ 44,086		\$ 125,754
Facility Annual Maintenance Cost	45,524	58,948	62,136	98,553		265,161
Operating Costs (excl. maintenance)	3,300	3,480	3,660	3,840		14,280
Capital Expense	-	-	-	-		-
Less Offset	(10,500)	(8,300)	(8,600)	(26,400)		(53,800)
Net Operating Impact	\$ 38,324	\$ 93,878	\$ 99,114	\$ 120,079		\$ 351,395
PERSONNEL: General Government		0.00	0.00	0.00	0.00	0.00
School		0.00	1.00	0.00	0.00	1.00

\*Operating impacts reported are new or an increase over what is currently planned. FY 13/14 Operating impacts are reflected in the respective functional areas and FY 14/15 - FY 17/18 reflect the request submitted.

## FY 13/14 – FY 17/18 ADOPTED CIP Project Summaries

Projects summarized below are either currently funded, recommended for funding, or a combination of both.

### Administration:

- **Computer Assisted Mass Appraisal (Current Project):** This request is to replace the Computer Assisted Mass Appraisal (CAMA) system. The CAMA system is the automated system used by the Office of the Assessor to value residential and commercial/industrial properties, administer the Land Use Assessment Program and to value all new construction and parcels in the County. The CAMA system is also the means for keeping accurate property records on every parcel of real property in the County. The system was installed December 2011, and will be used during 2012 to complete the 2013 reassessment.

There are no additional operating impacts over and above what is currently planned.

- **Tax/Revenue System Replacement (Current Project/Additional Funding Recommended):** This project is a continuation of the currently funded Revenue and Taxation System Replacement and will transition existing revenue and taxation functions from the County's main frame to a new system for Real Estate and Personal Property Taxes, Business Taxes & Licenses, Pet, and Payment Receipt Processing. The project is anticipated to be completed in 12 to 15 months.

There are no additional operating impacts over and above what is currently planned.

- **Voter Poll Books (Current Project):** This request is to replace the voter registration department's 100 electronic pollbooks used in the County's 28 voting precincts. The department switched from paper pollbooks to electronic pollbooks in 2009, assisted by funding from the State Board of Elections (State Board). The State Board obtained older laptop computers from other state agencies, refurbished them, and sold them to localities. These pollbooks will reach the end of their life expectancy in 2-3 years, have a limited amount of memory, and are operating a Windows program that won't be supported by Microsoft after next year. Because of this, the State Board has recommended that localities with these electronic pollbooks upgrade to newer, more powerful laptop computers, and has provided an incentive. The State Board will reimburse localities for some of the costs of upgrading if they have available funding. The reimbursement offer expires in March, 2013.

The estimated cost of each pollbook is \$620 for a total of \$62,000. The State will reimburse localities up to 50% (\$200 maximum) of the cost for each laptop, up to two per precinct. With 28 voting precincts, the County has 56 pollbooks eligible for the reimbursement, for a total savings of \$11,200. This would bring the total net cost to the County to \$50,800.

The purchase of the replacement pollbooks began in November, 2012 and was completed in January, 2013.

There are no additional operating impacts over and above what is currently planned.

- **Voting Machine Replacement (Current Project/Additional Funding Recommended):** This is an ongoing request for voting machine replacement. The County is mandated by federal and state law to provide voting machines for use in all elections held in the county for local, state, and federal elections for political office, which meet designated standards: federal law - Help America Vote Act of 2002, and state law - the Virginia Elections Code; Va. Code § 24.2-101 et seq. It is anticipated that in the next few years, the County will be required either by federal mandate, state mandate, and/or general wearing-out of the voting machines, to replace its current fleet of touch-screen voting machines. When the County is required to acquire additional voting machines, it is recommended that such purchase be phased, ultimately completing the switch-over from touch-screen voting machines to optical scan voting machines which will replace machines reaching the end of their useful lifespan and improve precinct management using one type of voting machine. The projected replacement schedule is in three phases.

There are no additional operating impacts over and above what is currently planned.

## Courts & Judicial:

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- **Clerk of the Circuit Court System Upgrade (Additional Funding Recommended):** This is to upgrade Circuit Court Clerk's records management system.

There are no additional operating impacts over and above what is currently planned.

- **Court Square Enhancement (Current Project):** This supports the evaluation of the County's future Court needs. The Office of Facilities Development and the County Executive's Office have begun a series of meetings (late Summer to early Fall, 2012) to formulate information to better understand the magnitude of the need for expansion.

There are no additional operating impacts over and above what is currently planned.

- **Court Square Maintenance/Replacement (Current Project/Additional Funding Recommended):** This is an on-going commitment for the inspection, maintenance and repairs to the building, mechanical systems and aesthetic appearance of the building and grounds. Minor renovations may also be included in the use of these funds. The buildings include the complex known as Court Square that houses the Circuit Court, General District Court, the Commonwealth's Attorney offices and Clerk of the Circuit Court.

There are no additional operating impacts over and above what is currently planned.

- **J & DR Court Maintenance/Replacement (Current Project/Additional Funding Recommended):** This would be the first maintenance project for the recently renovated/constructed J&DR Court complex, consisting of EPDM (ethylene propylene diene monomer) roof replacement on the old structure (not replaced during the 2006-09 renovation project). Additional maintenance projects can be anticipated on an ongoing basis in the years beyond this request.

There are no additional operating impacts over and above what is currently planned.

- **J & DR Court Phone System Replacement (Additional Funding Recommended):** Albemarle-Charlottesville J&DR Court in conjunction with the Court Service Unit (Juvenile Probation) is requesting a New Phone System to replace the existing system. The phone system at the Juvenile & Domestic Relations Court is obsolete and no longer supported. The new system will provide secure communication and bring the office into compliance with confidentiality statute: §16.1-305 code of virginia. It will increase the level of service to the litigants that attend J&DR Court (conference calls and Telephonic Interpretation Service) as well as provide caller id, transfer/forward, and speaker phone.

A formal RFP is underway to provide an estimate but it is estimated by the City of Charlottesville's IT department to be approximately \$40,000. This is a joint project with City of Charlottesville, the Fiscal Agent. The City's portion is 50% and the County's portion is 50%. The County is also responsible for paying the City's 2% Management Fee.

There are no additional operating impacts over and above what is currently planned.

- **Old Jail Facilities Maintenance (Current Project/Additional Funding Recommended):** This on-going program includes maintenance and repairs to the Old Jail facility as well as the Jailer's House. This facility has been in a mothball condition and will likely remain in that state until a re-use can be determined. This funding will allow General Services to maintain the building, grounds, sallyport, and exterior wall in a condition that will prevent further deterioration. The funding will also be used for repairs due to weather or vandalism, rodent control, weed control and hazard material clean up as there is still asbestos and lead paint throughout the facility. The funding also supports grounds keeping at the facility.

There are no additional operating impacts over and above what is currently planned.

- **Sheriff's Office Maintenance/Replacement (Current Project/Additional Funding Recommended):** This on-going program includes interior maintenance and repairs as necessary to the Sheriff's Office area within the Juvenile and Domestic Relations (J&DR) Court Building. This area is exclusively a County responsibility that is not part of the joint agreement with the City for the overall maintenance of the building and mechanical systems.

There are no additional operating impacts over and above what is currently planned.

## Public Safety

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- **ECC CAD (Current Project):** The Public Safety Computer Aided Dispatch System (CAD) is used jointly by the County of Albemarle, City of Charlottesville and the University of Virginia in conjunction with the Regional Emergency Communications Center. The present Motorola system was purchased and installed in 2000 and is used to dispatch the public safety agencies to emergency and non-emergency calls for service. The system is nearing its end of life cycle and we will be unable to perform needed upgrades to keep up with technology changes. In addition, the system does not provide the needed statistical information for the public safety agencies to develop needed data. Within this project is also the combined replacement of the Police Records Management System and the Fire/Rescue Records Management System. Presently, those systems are separate computer systems that are interfaced into the CAD system which doesn't allow for a complete working relationship between vendors. This equipment should be replaced by FY 11/12.

This is a regional project shared by the jurisdictions based on an agreed-upon cost percentage.

There are no additional operating impacts over and above what is currently planned.

- **ECC Emergency Telephone System (Current Project):** In 2000 the Regional Emergency Communications Center procured a new emergency 911 telephone system for the city, county and university. The system is used to answer emergency 911 calls for service from the public. The system has been upgraded twice in the last 8 years. Because of the next generation of 911 technologies the current system cannot be upgraded to meet new technologies, such as text messaging in an emergency setting, video feeds, and VoIP technology. ECC is preparing for this to be replaced in FY-2013.

As a regional system, costs will be shared proportionately with City of Charlottesville and University of VA.

There are no additional operating impacts over and above what is currently planned.

- **ECC Regional 800 MHz Communication System (Additional Funding Recommended):** This is for the replacement of major components of the existing 800 MHz radio system, to include: electronic components at antenna sites and new consoles at ECC. Radios are purchased separately by each locality/jurisdiction based on percentage of use.

As a regional system, costs will be shared proportional to use. Partners include Albemarle County, City of Charlottesville, University of Virginia, Regional Jail, Regional Airport, and Rivanna Water & Sewer

The operating impacts begin beyond the five-year CIP.

- **Fire Rescue Apparatus Replacement Program (Current Project/Additional Funding Recommended):** This is for the replacement of Fire and EMS response apparatus as described by the newly-adopted Fleet Plan. The fleet size totals 79 apparatus. The replacement criteria is per the new Fleet Plan Policy.

There are no additional operating impacts over and above what is currently planned.

- **Fire Rescue Airpacks (Additional Funding Recommended):** This project plans for the replacement of County (Career and Volunteer) Fire Rescue Self-Contained Breathing Apparatus (SCBA) as they reach the end of their useful life.

The Albemarle County Department of Fire Rescue replaced all existing SCBA between 2001 and 2004 to ensure personnel are provided adequate protection from hazards faced during emergency operations. These replacements also allowed the Department of Fire Rescue to standardize the equipment used in the field to avoid compatibility issues; masks, bottles, harnesses are interchangeable in the field.

There are no additional operating impacts over and above what is currently planned.



- **Fire Rescue Lifepacks (Current Project):** The Department of Fire Rescue owns and maintains a quantity of lifepacks (or patient monitor/defibrillators) that are essential to the daily provision of Emergency Management Services (EMS) services. This is highly sophisticated and expensive life-saving equipment that has a life cycle of up-to 8 years (American Hospital Association recommends five-year replacement; the Department of the Army recommends 8 yrs. the Department of Fire Rescue's experience suggest that 8-10 years is a practical life cycle.) Most of this equipment is approaching 10 years of age within the next couple years.

This request applies to the County Fire Rescue department and its County-owned apparatus only. As there is no existing agreement or standard on this equipment throughout the multiple departments (career and volunteer) in Albemarle County, a more comprehensive approach would be difficult to achieve in a timely manner.

There are no additional operating impacts over and above what is currently planned.

- **Fire Rescue Mobile Data Computers Replacement (Current Project/Additional Funding Recommended):** This is for the replacement of the Fire Rescue Department Mobile Data Computers that currently exist in EMS units and certain Fire Marshall vehicles.

The primary use of the computers is for electronic incident reporting, patient records, mandatory state data reporting and EMS billing. This electronic media produces more accurate and efficient flow of information for EMS billing which in turn produces higher revenues and by moving to electronic billing our EMS cost recovery vendor fee was reduced, producing a savings to the County. Additionally, these computers help support our daily operations with street mapping, occupancy inspection records and incident pre-planning information.

There are no additional operating impacts over and above what is currently planned.

- **Fire Rescue Turnout Gear (Current Project):** This request supports the purchase of turnout gear for five personnel at the Seminole Trail Volunteer Fire Department for staffing funded by the Adequate Fire and Emergency Response (SAFER) grant.

There are no additional operating impacts over and above what is currently planned.

- **Ivy Fire Station 14 (Current Project/Additional Funding Recommended):** This is for the construction of a 24/7 fire & rescue facility of roughly 5,800 square feet, within an existing warehouse (owned by the University of Virginia), consisting of 3 apparatus bays (2 engines, 1 ambulance) and support facilities for a crew of 6. The facility is scheduled to be operational prior to FY 14. This project is funded in part by Stillfried Lane proffer.

There are no additional operating impacts over and above what is currently planned.

- **Pantops EMS (Current Project):** This will provide for the purchase of toughbooks, PPE, uniforms/apparel, Lifepack and airpicks to support the implementation of EMS service for the Pantops area. An ambulance is stationed at Martha Jefferson Hospital Monday through Friday 6:00 AM to 6:00 PM.

There are no additional operating impacts over and above what is currently planned.

- **Seminole Trail VFD Renovation/Addition (Current Project/Additional Funding Recommended):** This is for a 10,500 sq. ft. addition to Seminole Trail Volunteer Fire Department (STVFD) and full renovation of the existing facilities (~7,500 sq. ft.). This includes a 2-bay addition, an expansion of living quarters and full renovation of the existing facility to bring it to code and improve the facilities to properly support the highest call volume station in the County. The project is scheduled to be substantially complete in the Spring of 2014. This project is funded in part by Stonefield proffer.

There are no additional operating impacts over and above what is currently planned.

- **County 800Mhz Radio Replacements (Current Project/Additional Funding Recommended):** This request is for the replacement of portable/mobile 800 MHz radio units and base stations currently in use by the Police, Sheriff, and Fire Rescue Departments. This is an annual phased plan to replace the radio inventory over 6 years.

There are no additional operating impacts over and above what is currently planned.

- Firearms Range Facility (Current Project/Additional Funding Recommended):** Per direction from the Board of Supervisors in a unanimous vote held during their 6 February 2013 meeting staff will no longer pursue building an open firing range on the former Keene landfill site. The BOS further directed staff to investigate alternatives for indoor range facilities within the county and other training opportunities outside the county.

The original scope of the project was a joint project with the City of Charlottesville to implement the design and construction of a firearms training facility on the site of the closed Keene Landfill in Keene, Va. The project scope outlined below has been amended from the original submission. The annual operating impacts reflected below are those that were related to grounds keeping, storm repair, and routine maintenance of structures. The City of Charlottesville was going to offset 50% of this cost.

Firearms Range	FY 14	FY 15	FY 16	FY 17	FY 18	FY 14-18
Operating Impact		\$ 5,500	\$ 5,800	\$ 6,100	\$ 23,900	\$ 41,300
Cumulative Operating Impact		\$ 5,500	\$ 11,300	\$ 17,400	\$ 41,300	
FTE's Added		0.00	0.00	0.00	0.00	0.00
Cumulative FTE's Added		0.00	0.00	0.00	0.00	

- Police Mobile Data Computers (Current Project/Additional Funding Recommended):** The Police Department Mobile Data Computer Program provides sworn members of the department with ruggedized laptop computers and mobile data technology. These computers give officers working in the Albemarle County community access to motor vehicle and drivers license information; local criminal history information; warrants and wanted person checks nationwide; access to the regional records management system; department Sharepoint access; voiceless dispatch capability and the ability to share information with other officers, shift commanders, ECC - 911 and our regional law enforcement partners without voice radio transmission; the ability to email, plan and communicate more efficiently. The vehicle is essentially the officer's remote office and the computers, which are portable, have replaced most in-house computers.

There are no additional operating impacts over and above what is currently planned.

- Police Patrol Video Cameras (Current Project/Additional Funding Recommended):** The Police Department needs to have continued funding to meet the needs of its video camera program. The camera and a remote microphone will record the interaction between the officer and the traffic violator. The documented recording is critical to the prosecution of "Driving Under the Influence" and other serious traffic/criminal cases, as well as its administrative use in resolving complaints made against police officers by motorists. This project will fund the replacement of video cameras on a four-year schedule.

The operating impacts reflected below are for a maintenance contract for the wireless camera system at \$300 per camera per year.

Police Patrol Video Cameras	FY 14	FY 15	FY 16	FY 17	FY 18	FY 14-18
Operating Impact		\$ 29,700	\$ 29,700	\$ 29,700	\$ 29,700	\$ 118,800
Cumulative Operating Impact		\$ 29,700	\$ 59,400	\$ 89,100	\$ 118,800	
FTE's Added		0.00	0.00	0.00	0.00	0.00
Cumulative FTE's Added		0.00	0.00	0.00	0.00	

**Public Works**

- City-County Co-Owned Maintenance/Replacement (Current Project/Additional Funding Recommended):** This on-going program includes interior and exterior maintenance and replacement projects of facilities co-owned by Albemarle County and the City of Charlottesville. These projects are intended to maintain, repair, replace or otherwise add value to capital assets. The City of Charlottesville is the fiscal agent for these facilities and oversees the maintenance projects. The costs represented includes contingency, A/E cost estimate, PM services by the City and the County's share of construction, which is normally 50% except for the J&DR Court facility in which the County's share is 54%. The buildings within this proposal are: J&DR Court Building, Jessup House, Levy Opera House, Preston/Morris Building and the Wheeler Building

There are no additional operating impacts over and above what is currently planned.

- County E911 Road Sign Upgrade (Additional Funding Recommended):** New Federal requirements from the U.S. Department of Transportation, Federal Highway Administration mandates that each locality adhere to updated guidelines on the size and font of street name signs and retroreflectivity. By January 2018, all street name signs shall meet these requirements. The retro-reflectivity portion is the most critical. To meet this deadline, the County must replace street name signs at approximately 3,706 sites throughout the County at an estimated total cost of \$665,000.

The operating impacts reflected below are for annual maintenance.

County E911 Road Sign Upgrade	FY 14	FY 15	FY 16	FY 17	FY 18	FY 14-18
Operating Impact		\$ 6,124	\$ 6,338	\$ 6,560	\$ 6,790	\$ 25,812
Cumulative Operating Impact		\$ 6,124	\$ 12,462	\$ 19,022	\$ 25,812	
FTE's Added		0.00	0.00	0.00	0.00	0.00
Cumulative FTE's Added		0.00	0.00	0.00	0.00	

- County Facilities Maintenance/Replacement (Current Project/Additional Funding Recommended):** This on-going program includes interior and exterior maintenance/replacement projects at County facilities. These projects are intended to maintain, repair, replace, or otherwise add value to capital assets in accordance with a facility management plan derived from a facility assessment and energy audit. There are five County buildings included in this realm of projects, COB McIntire, COB 5th St., Fire Stations 11 & 12, and Old Crozet School.

There are no additional operating impacts over and above what is currently planned.

- Ivy Landfill Remediation (Current Project/Additional Funding Recommended):** Ivy Landfill Remediation is an ongoing effort that is expected to require expenditures over a prolonged period. Funding represents County's share of ongoing environmental remediation at IVY MUC which is managed by the Rivanna Solid Waste Authority (RSWA). The County and City are jointly responsible for the RSWA. This work is required under State permit and the County's share of the cost is specified under a Joint City/County/UVa agreement on cost sharing for environmental expenses. The installation phase of this project is anticipated to be completed in FY 13/14, with ongoing maintenance through 2031.

There are no additional operating impacts over and above what is currently planned.

- Moore's Creek Septage Receiving (Current Project/Additional Funding Recommended):** This funds the County's share of annual debt service for the septage receiving station at the Moore's Creek Wastewater Treatment Plant. This facility includes screening and dewatering of septage received at Moore's Creek WWTP. The facility provides active odor control as the septage is processed and pumped into the treatment plant for further treatment and improves both nutrient removal and odor control issues.

The final design for this project was completed in February, 2009 with bid-ready design completed 30 days after receipt of Virginia Department of Environmental Quality in April 2009. The construction phase of this project began in June 2009 and was completed June 2010.

The total cost to finance these Improvements was \$1,576,748, and the annual debt service on the financing of these Improvements is \$109,441 per year for 20 years. The County agreed to include in the proposed budget for the Board of Supervisors' consideration in each fiscal year for 20 years (fiscal years 2011-2031), or each year until all debt for the construction of the aforesaid Improvements is fully paid, or until the aforesaid Improvements are no longer operational, whichever occurs first.

There are no additional operating impacts over and above what is currently planned.

- Roadway Landscape Program (Current Project):** This is to maintain the entrance corridor roadway landscaping as required by the VDOT land use permit.

There are no additional operating impacts over and above what is currently planned.

- Old Crozet School Maintenance (Current Project/Additional Funding Recommended):** This project plans to replace and upgrade certain systems in the Old Crozet School considered critical, i.e. replace electric.

There are no additional operating impacts over and above what is currently planned.

- Storage Facility Lease-General Government:** This project will provide funding of the lease payment for storage facility needs of Local Government. The Local Government obligation is 28% and the County Schools is responsible for the other 72% which is requested in a separate CIP submittal. This facility provides approximately 30,000 square feet of space to meet the needs of both local government and schools. The contract obligation for the County originally expired April, 2013 but has been amended to expire May 31, 2014 with the lease automatically renewing for 1 year for the next five years. Rent includes estimated utilities costs.

The operating impacts reflected below are for annual maintenance and repairs.

Storage Facility Lease-General Government	FY 14	FY 15	FY 16	FY 17	FY 18	FY 14-18
Operating Impact		\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500	\$ 9,000
Cumulative Operating Impact		\$ 2,000	\$ 4,000	\$ 6,500	\$ 9,000	
FTE's Added		0.00	0.00	0.00	0.00	0.00
Cumulative FTE's Added		0.00	0.00	0.00	0.00	

**Community Development:**

- City View Project (Current Project):** This project supports CountyView Updates as detailed in the County View Management Plan, including enhancements to the CountyView Web application to facilitate public access for viewing/processing applications on-line.

There are no additional operating impacts over and above what is currently planned.

- Crozet Main Street (Current Project):** This supports the extension of Library Avenue (a.k.a. Crozet Main Street), to the proposed Crozet Eastern Avenue. The current available funds may be used to extend or connect developer-funded/built portions of Library Avenue to existing developments. There is a Zoning Map Amendment (ZMA) currently under review by the County which, if approved, would enable a developer to construct a significant segment of Library Avenue. The connection to Eastern Avenue would be dependent on the design and construction of the proposed Crozet Eastern Avenue, which is not currently funded; however, construction of the northern portion of Eastern Avenue is part of the Foothill Crossing development approval, and the Westlake Hills development approval (preliminary plat being reviewed by County) would construct the portion of Eastern Avenue south of Foothill Crossings and adjacent to the existing Westhall development.

There are no additional operating impacts over and above what is currently planned.

- GIS Project (Current Project):** Funds the priorities identified in the five-year Geographic Information System (GIS) implementation plan and schedule as recommended by the GIS Steering Committee. Funding GIS initiatives will result in efficiencies with respect to access, use and maintenance of the County's geographic resources.

There are no additional operating impacts over and above what is currently planned.

- Crozet Streetscape Phase II (Current Project/Additional Funding Recommended):** The streetscape project is an essential step in achieving the goals of the Crozet Master Plan by improving pedestrian connectivity within downtown Crozet, providing economic benefits and increased vitality for business owners, balancing the needs of all users including vehicles, pedestrians, and bicyclists, and aesthetically enhancing the entry way and main thoroughfare of downtown. Phase II and IIA of the project includes relocation of overhead electric and utility lines from Crozet Avenue, a new stormwater drainage system, the first block of 'Main street,' and pedestrian, vehicular, and streetscape enhancements along Crozet Avenue from The Square to Tabor Street.

This project is funded in part by a federal grant and the following proffers: Liberty Hall, Westhall (1.1), Westhall (1.2), Wickham Pond.

There are no additional operating impacts over and above what is currently planned.

- Master Plan Implementation (Current Project/Additional Funding Recommended):** This supports project management services for implementation of existing master plans including Places 29 Master Plan, Pantops Master Plan, and Rivanna Master Plan.

There are no additional operating impacts over and above what is currently planned.

- **Neighborhood Plan Implementation Program (Current Project):** This program provide contingency funds for 1) shortfalls in ongoing community development related capital projects and/or 2) to provide a source of funds to address emergency or unanticipated priority issues/capital projects that may arise during the fiscal year. Alternatively, a portion of these funds may be allocated for needed improvements in other master plans (such as pedestrian improvements on US250 at Clover Lawn/Harris Teeter in Crozet, walkway improvements connection to Brownsville/Henley school complex in Crozet, or pedestrian crossings of US250 in Pantops) or could be used to match VDOT Revenue Sharing Program funding/award for FY14.

There are no additional operating impacts over and above what is currently planned.

- **Pantops Master Plan (Current Project):** This project is to continue implementation of the Pantops Master Plan. Various projects identified include: priority crosswalk improvements (at Rt 250/Rt 20 and Rt. 250/Rolkin intersections); Old Mill Trail and other Greenway related improvements; Rt. 250/Rt. 20 intersection improvement design; other pedestrian crossings improvements at various locations; traffic calming/management improvements on connector roads South Pantops Boulevard and Fontana.

There are no additional operating impacts over and above what is currently planned.

- **Places 29 Master Plan (Current Project):** This project is to implement the Places 29 Master Plan, including the location and design of Berkmar Drive extending from the South Fork of the Rivanna River/Western Bypass to Airport Road; priority sidewalk and crosswalk improvements in various locations (including Rio and Hydraulic Roads, Hollymead Community); transit stop improvements (benches, shelters, trash cans, turn-outs); and the Northtown Trail design and construction.

There are no additional operating impacts over and above what is currently planned.

- **Records Management System (Current Project):** This supports the purchase of equipment/software, professional services and temporary labor for assistance in document conversion in the County's Community Development Department.

There are no additional operating impacts over and above what is currently planned.

- **Rivanna Master Plan (Current Project):** This project is to begin implementation of the Rivanna Master Plan. These funds are to be used towards the Rivanna Greenway/Old Mill Trail design and/or construction in Pantops and eastward to Rivanna Village. These funds may also be used to fund emergency or unanticipated priority issues/capital projects that may arise during the fiscal year in the Village of Rivanna.

There are no additional operating impacts over and above what is currently planned.

- **Sidewalk Construction Program (Current Project/Additional Funding Recommended):** This program includes implementation of existing sidewalk projects including Crozet North Sidewalk, Fontaine Avenue Sidewalk, South Pantops/State Farm Blvd Sidewalk Project, Hollymead Powell Creek Sidewalk Project, Avon Street Sidewalk, Hydraulic Road (from Commonwealth Drive to Georgetown Road), and Barracks Road (City Limits to Barracks West Apartments).

Avon Street Sidewalk project is funded in part by Avon Park proffer. Hollymead/Powell Sidewalk project is funded in part by the following proffers: Hollymead Area C, Hollymead Area D, Hollymead Town Center A1, North Pointe, and UVA Research Park.

There are no additional operating impacts over and above what is currently planned.

- **Solid Waste Services (Current Project):** This project supports the Board of Supervisor's direction to finalize a scope of solid waste services and cost. Staff selected Drapen Aden Associates to evaluate future solid waste service options.

There are no additional operating impacts over and above what is currently planned.

- **Street Improvement – Local (Current Project):** This project supports (a) VDoT and/or County shortfalls for high priority transportation projects as listed by the Comprehensive Plan (and associated Master Plans), Priority List of Secondary Road Improvements, and Priority List of Primary Road Improvements, (b) funding for sidewalk and/or crosswalk projects, or other high priority transportation projects as recommended in Master Plans, and (c) required matching funds for the VDoT Revenue Sharing Program application submitted for four sidewalk projects.

There are no additional operating impacts over and above what is currently planned.

- **Street Lights (Current Project):** This project supports the design and installation of streetlights on US 250 West at the Clover Lawn/Harris Teeter/Cory Farms subdivision area to address traffic and pedestrian safety issues and/or to address unforeseen priority lighting issues that may arise during the fiscal year.

There are no additional operating impacts over and above what is currently planned.

- **Sunridge Road (Current Project):** This projects supports the extension of Sunridge Road within the existing right-of-way serving three parcels and drainage improvements to resolve downstream flooding.

There are no additional operating impacts over and above what is currently planned.

- **Transportation Projects (Current Project/Additional Funding Recommended):** This project is for the project management services to implement various existing transportation projects.

There are no additional operating impacts over and above what is currently planned.

- **Transportation Projects and Revenue Sharing Program (Current Project/Additional Funding Recommended):** This project funding is to be used towards design, right of way acquisition and/or construction of the priority transportation projects and will be the source for the County's match for the Revenue Sharing Program. This program provides flexible and consistent funding to support high priority transportation projects and initiatives in the County. These are typically high cost projects requiring significant financial commitment to develop and implement. The high priority projects are identified in the County's Strategic Priority List of Secondary Road Improvements County and Recommended Primary Road Priorities for Improvements (adopted annually by the Board of Supervisors.) The high priority projects are also based on the Comprehensive Plan, Master Plans, the MPO's UnJAM 2035 Regional Transportation Plan, and other adopted policies/recommendations, such as those from the City/County/MPO endorsed Funding Options Workgroup Report.

The VDOT Revenue Sharing Program (RS) is a consistent source of funding for the transportation improvements noted above in the State's Revenue Sharing Program. Each year, the County participates in the Revenue Sharing Program. Through this program, VDOT can award a dollar for dollar match to a participating locality up to \$10.0 million for the construction, maintenance, or improvements to state roads. Projects that have (or will) use RS funds include the Meadow Creek Parkway, Georgetown Road, and Jarmans Gap Road, the Crozet Avenue Streetscape project and the Broomley Road Bridge replacement project.

This project is planned to be supported in part by the MJH @ Peter Jefferson Place proffer.

There are no additional operating impacts over and above what is currently planned.

**Health and Welfare**

- **DSS Document Management System (Funding Recommended):** The purpose of this project is twofold. First, the request is to fund the replacement of the Department of Social Service's (DSS) current case management and document imaging system (EZ-Filer) which will cease to function in approximately 18-24 months due to incompatibility with Windows 7. The second purpose of this project is to bring DSS into alignment with core Strategic Planning Policy to digitize County paper records. DSS is uniquely poised to leverage the County's significant investment in LaserFiche technology. While the request addresses a DSS need, other departments will also benefit from this project.

Project funding will pay for direct system design in person with UBS (LaserFiche), training, and deployment in a phased approach. It will also pay for an initial number of desktop scanners for identified staff. This project is anticipated to be fully implemented within the fiscal year it is purchased (FY 13/14).

The operating impacts reflected below indicate anticipated paper storage savings.

DSS Document Management System	FY 14	FY 15	FY 16	FY 17	FY 18	FY 14-18
Operating Impact		\$ (5,000)	\$ (2,500)	\$ (2,500)	\$ (2,500)	\$ (12,500)
Cumulative Operating Impact		\$ (5,000)	\$ (7,500)	\$ (10,000)	\$ (12,500)	
FTE's Added		0.00	0.00	0.00	0.00	0.00
Cumulative FTE's Added		0.00	0.00	0.00	0.00	

- **Health Department Maintenance/Replacement (Current Project/Additional Funding Recommended):** This requests supports capital maintenance of the Health Department facility in concert with City of Charlottesville. Projects identified for upcoming years include: Mechanical System Improvements, Parking Lot Improvements, and Electric panel replacement.

There are no additional operating impacts over and above what is currently planned.

### **Parks, Recreation, & Culture:**

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- **Burley-Lane Field Poles Lighting (Funding Recommended):** This project supports the replacement of the existing wood poles and lighting fixtures on the baseball fields at Lane and Burley Middle School. Both facilities are used for community recreation.

This project is planned to be funded in part by Hollymead Town Center A1 proffer and Leake (Glenmore) proffer.

- **Byrom Park (Current Project):** This supports design and construction of an access road, parking area, entry pavilion and restroom facilities for 600 acre property in western part of Albemarle County. The property was donated to the County in 2004. Improvements will afford access to the undeveloped natural area adjacent to Shenandoah National Park. This project is funded in part by tourism revenue.

There are no additional operating impacts over and above what is currently planned.

- **Greenway Program (Current Project):** This project supports the implementation of the County Greenway Program, which may be used to purchase land or easements, fund construction, or as matching funds for grants. While highest priority is given to developing greenways identified in the Comprehensive Plan, other trail-related opportunities would be evaluated for funding as they occur. This project is funded by tourism revenue.

There are no additional operating impacts over and above what is currently planned.

- **Greenways, Crozet (Current Project):** This project supports the implementation of the Greenways in Crozet, which may be used to purchase land or easements, fund construction, or as matching funds for grants. While highest priority is given to developing greenways identified in the Comprehensive Plan, other trail-related opportunities would be evaluated for funding as they occur. This project is funded in part by Old Trail Village Proffer.

There are no additional operating impacts over and above what is currently planned.

- **Parks Maintenance/Replacement (Current Project/Additional Funding Recommended):** This project supports various maintenance and replacement projects for County parks and recreation and school facilities that are used for community recreation. This project is planned to be funded in part by the Avinity proffer.

There are no additional operating impacts over and above what is currently planned.

- **Preddy Creek Park (Current Project):** This supports the design and construction of an access road and parking area for 400 acre property in northeastern part of county. Improvements will afford opportunities to utilize the undeveloped natural area for hiking, running, mountain biking and equestrian use. This project is funded in part by tourism revenue.

There are no additional operating impacts over and above what is currently planned.

- **Rivanna Trail Bridge (Current Project):** This project supports the construction of three (3) pedestrian bridges along Old Mills Trails in Pantops area. Construction work includes site demolition and clearing, erosion and sediment control, site grading, bridge abutments, bridges, permanent grass seeding, and site restoration.

There are no additional operating impacts over and above what is currently planned.

**Libraries:**

- **City-County Branch Library Repair/Maintenance (Current Project/Additional Funding Recommended):** This supports 50% of funding for an on-going capital maintenance program, which includes interior and exterior maintenance and replacement projects of facilities co-owned by Albemarle County and the City of Charlottesville including the Central Library and Gordon Avenue Library. The City of Charlottesville is the fiscal agent for these facilities and oversees the maintenance projects. The cost represented includes the project cost (the County's share is 50%) and the City project management services (2% of project).

There are no additional operating impacts over and above what is currently planned.

- **County Library Facilities Repair/Maintenance (Current Project):** This supports maintenance and repair projects at the old Crozet Library and Scottsville Library.

There are no additional operating impacts over and above what is currently planned.

- **Crozet Library (Current Project/Additional Funding Recommended):** This project request continues funding for the construction of a new library in downtown Crozet. The library will be a 23,000 square foot LEED-certified facility with the Friends of Crozet Library assuming responsibility for the book expenses and the cost of furniture and fixtures (total contribution of \$1.6M).

This project is funded in part by the following proffers: Liberty Hall, Poplar Glen II, Stillfried Lane, Western Ridge, and Wickham Pond.

There are no additional operating impacts over and above what is currently planned.

**Technology & GIS:**

- **County Server Infrastructure Upgrade (Current Project/Additional Funding Recommended):** This is an on-going project to fund General Government technology initiatives, including network servers, hubs, switches, routers, disk storage, application packages, computer and related hardware/software to support the networks.

There are no additional operating impacts over and above what is currently planned.

- **Microsoft Upgrade (Current Project):** This project supports upgrades to (a) SharePoint, the County's major internal collaboration tool, (b) Exchange, the County's e-mail system, and (c) the County's Office Productivity tools such as Word, Excel, PowerPoint, and Access.

There are no additional operating impacts over and above what is currently planned.

- **PBX Replacement (Funding Recommended):** This project supports the replacement of 3 phone switches (PBX). They are located at COB main, COB 5th street and the Courthouse. These systems will reach end of services (no manufacturer support and no Centurion maintenance) on November 2015.

There are no additional operating impacts over and above what is currently planned.

**ACE:**

- **ACE Program (Current Project):** This project supports the Acquisition of Conservation Easement Program established by the Board of Supervisors to purchase desired easements.

**OTHER:**

- **Future General Government Project Management Services (Current Project/Additional Funding Recommended):** This project supports project management services of projects that are not yet planned but anticipated.

There are no additional operating impacts over and above what is currently planned.



**Stormwater:**

- **COB Parking Lot Biofilters (Current Project):** This projects supports a vegetated biofilter adjacent to McIntire Road that will capture and treat runoff from the majority of the office building's lower parking lot. This project is being funded, in part, through the Virginia Clean Water Revolving Loan Fund.

There are no additional operating impacts

- **Downtown Crozet Wetlands Project (Current Project):** This projects supports a new facility to treat stormwater from a 55-acre watershed in the downtown area of Crozet prior to discharging into Powells Creek. This project is being funded, in part, through the Virginia Clean Water Revolving Loan Fund, a grant from the Rivanna River Basin Commission, and Stillfried proffer.

There are no additional operating impacts

- **Stormwater Management Program (Current Project):** The Stormwater Management Program was established to construct, repair, and maintain permanent stormwater management facilities. Stormwater management facilities include collection and conveyance structures such as ponds, basins, underground pipes, and above ground channels and ditches. These structures are part of stormwater systems designed to convey and control runoff, prevent downstream flooding, minimize soil erosion, and improve water quality in our streams. Program emphasis has shifted from constructing regional stormwater facilities that serve future land development to diverse water resource protection initiatives - including retrofitting existing development areas with stormwater management, stream repair, riparian management, illicit discharge prevention, and other watershed restoration activities. Generally, as projects are identified, they are separated from the program.

There are no additional operating impacts

- **Stormwater TMDL Maintenance (Current Project/Additional Funding Recommended):** Albemarle County, located in the Chesapeake Bay Watershed, is facing mandates levied by the U.S. Environmental Protection Agency (EPA) to reduce nitrogen, phosphorus, and sediment pollutants entering our streams and rivers. Because years of voluntary efforts did not bring the results anticipated, the EPA has set standards for each County, City and Town within the watershed. The numbers as recently published are exceedingly challenging. There were two benchmarks dictated by EPA. By 2017, the County is obligated to have a plan implemented AND have met 60% of the mandated reductions. If we do not reach that 60%, the EPA will likely initiate "backstops" meaning more stringent requirements on our MS4 permit. By 2025, the County is obligated to fully comply to the mandate. This request is to provide funding to retain the services of a reputable firm to assist us in producing a program with cost estimates to meet these pollutant reduction mandates.

There are no additional operating impacts over and above what is currently planned.

- **Stormwater Transfer (Funding Recommended):** This supports a one-time funding transfer to the General Fund in preparation of the establishment of a Stormwater Special Revenue fund that has designated offsetting revenues in FY 15.

There are no additional operating impacts over and above what is currently planned.

- **WAHS Stormwater Improvements (Current Project/Additional Funding Recommended):** This project supports the identification of and addresses stormwater impacts from Western Albemarle High School (WAHS) that threaten downstream water quality, county infrastructure, and public safety. Phase 1, to develop a Stormwater Master Plan for the WAHS campus and make immediate repairs to the highly eroded drainage channel in the front of the school, is complete. Phase 2 includes the design and construction of an stormwater management facility to detain the runoff from the back of the school draining to a highly erosive channel and to provide stormwater attenuation and treatment (in the form of a biofilter/detention basin) for the runoff from the driver's education parking lot. Phase 2 is scheduled to be substantially complete by the Fall of 2013.
- **Water Resources Projects (Current Project/Additional Funding Recommended):** This supports project management services for the implementation of various currently funded water resource projects.

There are no additional operating impacts

- **Woodbrook Lagoon Improvement (Current Project):** This project is to divert, temporarily store, and filter runoff from two urban streams. This project includes the enhancement of onsite wetlands, stream improvements, and vegetation management, and is funded, in part, by a grant from the National Fish and Wildlife Foundation.
- **Future Stormwater Project Management Services (Current Project/Additional Funding Recommended):** Funding for project management services of projects that are not yet planned but anticipated.

There are no additional operating impacts over and above what is currently planned.

**School Division:**

- **Administrative Technology (Current Project/Additional Funding Recommended):** This project will provide funding for technology to meet the administrative needs of the School Division. This is comprised of a maximum replacement cycle of five years for desktop and laptop computers, portable productivity devices, servers, and associated networking equipment.

There are no additional operating impacts over and above what is currently planned.

- **Agnor Hurt Elementary Addition/Renovation (Funding Recommended):** This project includes additions and renovations at Agnor Hurt Elementary School. The construction of a 13,824 square foot addition onto Agnor-Hurt Elementary that will increase capacity to 598 students. The addition will include six (6) K-5 classrooms, one (1) PRE-K classroom, one (1) full-size SPED classroom, a faculty workroom, offices, and associated support spaces. One new classroom will be constructed to replace an existing classroom, as the existing classroom will be renovated into a corridor and a Resource classroom. Additional parking will also be built. The project will incorporate LEED design principles, strategies and elements.

Beginning with pre-design, the project will take 24 months to complete. Based on the request, the addition will be operational by 2015/16 School Year.

The school operating impacts reflected below are for adding 1 custodian and annual maintenance.

Agnor Hurt Elementary Addition/Renovation	FY 14	FY 15	FY 16	FY 17	FY 18	FY 14-18
Operating Impact		\$ -	\$ 52,540	\$ 56,754	\$ 59,689	\$ 168,983
Cumulative Operating Impact		\$ -	\$ 52,540	\$ 109,294	\$ 168,983	
FTE's Added		0.00	1.00	0.00	0.00	1.00
Cumulative FTE's Added		0.00	1.00	1.00	1.00	

- **Brownsville Elementary School Media Center (Current Project):** This project supports the renovation of the media center at the Brownsville Elementary School.

There are no additional operating impacts over and above what is currently planned.

- **Contemporary Learning Spaces (Funding Recommended):** Over the next three years, this project will begin to fund needed contemporary renovations and refurbishments of existing school classrooms, libraries, and other support areas consistent with School Board goals and priorities. As an initial focus, funds will be used to primarily support redesign, renovation, and refurbishment of learning areas that are accessible to more than one class of students. This funding will support renovations up to 10 student areas per year. Modifications will include furniture and structural improvements/minor renovation work (i.e. wall demo and/or wall construction, storefront/glass installation, operable partitions, paint, etc.).

There are no additional operating impacts over and above what is currently planned.

- **Greer Elementary School Addition/Renovation Phase II (Current Project):** This project is an addition/renovation project to the Greer Elementary School. The one-story addition will include six new classrooms, art room with kiln, fully developed courtyard, one story connector to existing school, and additional parking. The renovation to the existing building will include developing lower level common areas (3) into storage/teaching spaces, replacing existing toilet partitions, renovating upper level cabinets, refinishing handrail, adding tack strips, and new classroom signage.

There are no additional operating impacts over and above what is currently planned.

- **Instructional Technology (Current Project/Additional Funding Recommended):** This project provides funding for technology to meet the School Division's (Instructional) Technology Plan. Equipment acquired will include laptop and desktop computers, portable productivity devices, servers and networking hardware, multimedia and adaptive technologies, as well as a great multitude of other technology hardware. There is a need for a replacement cycle of three to five years, depending on the equipment function.

There are no additional operating impacts over and above what is currently planned.

- **Local Area Network Upgrade (Current Project):** This project will provide funding to upgrade the Local Area Network (LAN) to meet the expanding instructional and administrative data needs of the School Division. This funding will allow for an increase in speed and density of our wireless access points; moving us beyond our current deployment which is able to provide basic access for a limited number of devices at comparatively low bandwidth, to a system that will provide for high density and high bandwidth application of contemporary web technologies such as on demand video, collaboration and distance learning. This proposed upgrade would provide for a more than ten-fold increase in wireless bandwidth and four-fold increase in density by migrating to the latest dual-band 802.11n wireless technology, providing dedicated access to each classroom, as well as providing ample bandwidth to allow for current and upcoming interactive and video driven web technologies delivered directly into the hands of our students and faculty on an individual basis.

Beginning in FY 14, this project will be replaced by the Telecommunications Upgrade.

There are no additional operating impacts over and above what is currently planned.

- **Murray High School Phases 1-2 Addition/Renovation (Funding Recommended):** This project supports an addition and renovation to Murray High School in two phases. Each phase will incorporate LEED design principles, strategies, and elements.

Phase 1: Phase 1 will bring Enterprise & ISAEP Programs from Trailers into the Building and renovate the Lab/Darkroom area. The renovation is to transform the existing ARC (Albemarle Resource Center) spaces into classrooms and administrative areas that could accommodate these programs (~6680 sf). The classroom bathrooms will be enlarged. The lab space and darkroom spaces will be combined to create a larger science room. A door will be installed in the hallway to secure this area from the rest of the building. ARC will be relocated. Beginning with pre-design, Phase 1 will take 12 months to complete and will be operational by 2014/15 School Year.

Phase 2: Phase II is the addition of 1450 sf to create a kitchen and weight room immediately adjacent to the gym and kitchen addition. Beginning with pre-design, phase 2 will take 24 months to complete. Based on the request, the addition will be operational by 2020/21 School Year.

There are no additional operating impacts over and above what is currently planned.

- **School Bus Replacement (Funding Recommended):** Funds for the replacement of school buses in accordance with prescribed needs-based fleet size and replacement guidelines outlined in School Board Policy. The current fleet size is 220. Over a ten-year period, 150 buses are scheduled to be replaced at a rate of 15 per year. The purchase of a bus also includes the purchase of necessary equipment (such as 2 way radios, wheelchair lifts, etc). The fleet is made up of varying passenger capacities and specialized equipment to meet special student needs. The cost estimate is an aggregate of the cost of average conventional buses (\$85-90K) and special needs buses (\$95-120K).

There are no additional operating impacts over and above what is currently planned.

- **School Maintenance/Replacement (Current Project/Additional Funding Recommended):** This supports various maintenance and replacement projects.

This project is planned to be funded in part by the Glenmore proffer and the Avinity proffer.

There are no additional operating impacts over and above what is currently planned.

- **State Technology Grant (Current Project/Additional Funding Recommended):** The County of Albemarle Public Schools participates in the Virginia Public School Authority (VPSA's) Technology Grant. These funds are used to supply computers, networking hardware, and related equipment to administer the state mandated Standards of Learning test and also to be used for general instructional use when not committed to testing. These grant funds are provided by the state grant, making this request budget neutral assuming no changes to the state budget.

There are no additional operating impacts over and above what is currently planned.

- **Storage Facility Lease-School Division (Current Project/Additional Funding Recommended):** This project will provide funding for the School Division's portion of the lease payment for storage facility needs. This facility provides approximately 30,000 square feet of space to meet these needs of both local government and schools.

The Adopted FY 08-12 Capital Improvements Plan had anticipated the construction of 19,200 square feet of records, surplus, and bulk storage space for the School Division's needs as a component of the Support Services Complex project. During the FY09 budget process, the Oversight Committee recommended that construction of the storage portion of this project be removed and the storage needs of both local government and the school division be addressed in the near-term through the acquisition of leased space. They further recommended that the required lease payments be funded from the capital improvement funds.

The contract obligation for the County originally expired April, 2013 but has been amended to expire May 31, 2014 with the lease automatically renewing for 1 year for the next five years. The County Schools is responsible for 72% of the funding and the Local Government obligation is 28% and is requested in a separate CIP submittal. Rent includes estimated utilities costs.

Also included in the Local Government obligation request is the operating impacts.

- **Telecommunications Network Upgrade (Funding Recommended):** This project will provide funding to upgrade the Albemarle County network telecommunications infrastructure to meet the expanding instructional and administrative data needs. The upgrades would provide for substantial increases in bandwidth by migrating to the latest wireless and physical networking technologies, including the construction of county owned wide area wireless and optical data transport facilities. The upgrades will allow the division to utilize high density and bandwidth application of contemporary web technologies that will demand video, collaboration tools and distance learning in addition to normal operational needs. This CIP request represents the combination of the previously submitted Local Area Network Upgrade and Wide Area Network Upgrade to maintain/replace network routers, switches, and data cables (both copper and fiber), and enables opportunities for Local Government Information Technology to increase its operational capacity.
- **Vehicle Maintenance Facility Lifts (Current Project):** This project is a phased replacement of the lifts at the vehicle maintenance facility.
- **Wide Area Network (Current Project):** This project will provide funding for the wide area network infrastructure that meets the instructional and administrative needs of the School Division. This network consists of services contracted for by ACPS as well as data networking equipment serving each school division facility.

Beginning in FY 14, this project will be replaced by the Telecommunications Upgrade.

There are no additional operating impacts over and above what is currently planned.

- **Future School Project Management Services (Current Project/Additional Funding Recommended):** This supports project management services for projects that are not yet planned but anticipated.

There are no additional operating impacts over and above what is currently planned.

**FY 13/14 – FY 17/18 ADOPTED DEBT BALANCE: OBLIGATED DEBT**

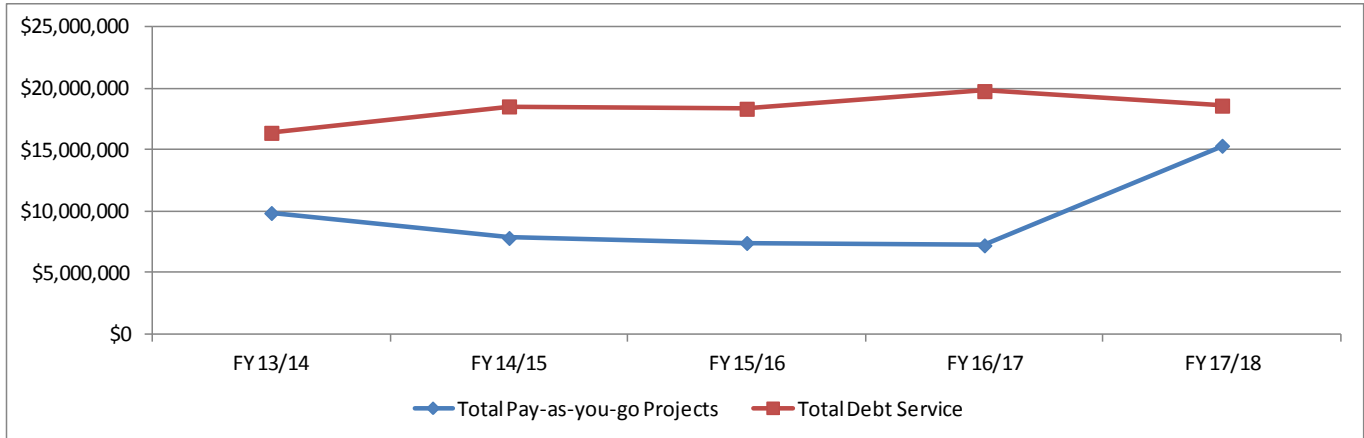
(\$ Rounded to Nearest Dollar)

	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>
<b>General Government</b>					
Beginning Balance	\$ 28,322,178	\$ 44,345,769	\$ 41,858,559	\$ 49,326,992	\$ 47,281,850
Anticipated Borrowing	\$ <u>18,405,902</u>	\$ -	\$ <u>9,869,015</u>	\$ -	\$ <u>13,975,870</u>
Total Debt Balance	\$ 46,728,080	\$ 44,345,769	\$ 51,727,574	\$ 49,326,992	\$ 61,257,719
Retired Debt	\$ (2,382,311)	\$ (2,487,211)	\$ (2,400,582)	\$ (2,045,143)	\$ (1,376,665)
General Government Debt Balance	\$ 44,345,769	\$ 41,858,559	\$ 49,326,992	\$ 47,281,850	\$ 59,881,054
New General Government Principle	\$ 1,300,198	\$ -	\$ 1,039,385	\$ -	\$ 1,805,487
<b>School Division</b>					
Beginning Balance	\$ 93,817,043	\$ 94,784,966	\$ 86,592,862	\$ 93,735,400	\$ 85,763,873
Anticipated Borrowing	\$ <u>9,165,418</u>	\$ -	\$ <u>15,307,429</u>	\$ -	\$ <u>11,036,544</u>
Total Debt Balance	\$ 102,982,461	\$ 94,784,966	\$ 101,900,292	\$ 93,735,400	\$ 96,800,417
Retired Debt	\$ (8,197,495)	\$ (8,192,103)	\$ (8,164,892)	\$ (7,971,526)	\$ (7,586,233)
School Division Debt Balance	\$ 94,784,966	\$ 86,592,862	\$ 93,735,400	\$ 85,763,873	\$ 89,214,185
New School Division Principle	\$ 495,221	\$ -	\$ 862,961	\$ -	\$ 737,418
<b>Total Debt Balance*</b>	\$ 139,130,735	\$ 128,451,421	\$ 143,062,392	\$ 133,045,723	\$ 149,095,238

\* Based on project timelines and cash flow requirements, the actual issuance of debt may not coincide with the fiscal year in which the project is funded. General Government anticipated borrowing shown above includes \$14.3 million and School anticipated borrowing shown above includes \$3.8 million in planned debt issuance for projects funded prior to FY 13/14 in addition to new debt funded projects added in the current plan.

### FY 13/14 - FY 17/18 PAY-AS-YOU-GO VS. DEBT SERVICE

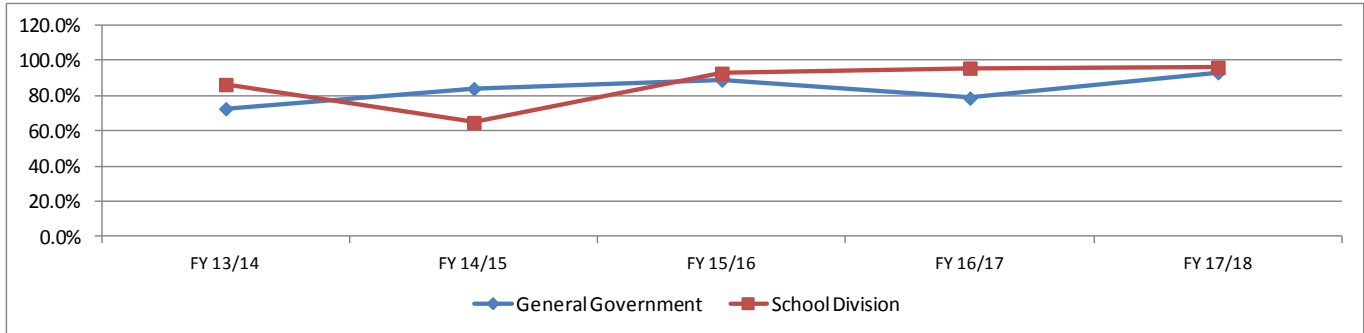
(\$ Rounded to Nearest Dollar)



### ALLOCATION OF CASH REVENUES

	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 14-18
<b>Revenues: CIP &amp; Debt Service</b>						
Beginning Reserve Balance	\$ 19,641,955	\$ 14,821,255	\$ 12,046,562	\$ 9,322,224	\$ 5,972,041	\$ 61,804,038
General Fund Allocation Transfer	19,002,060	19,694,055	20,439,938	21,140,707	21,851,734	102,128,494
Local Revenue	309,277	69,665	71,029	72,434	8,341,873	8,864,278
State Revenue	1,586,000	1,086,000	1,086,000	1,086,000	1,086,000	5,930,000
Proffers	472,219	160,064	68,758	-	-	701,041
Tourism	49,000	49,000	49,000	49,000	-	196,000
Use of Prior Year School Fund Balance	-	1,522,998	318,000	304,000	298,000	2,442,998
Use of Prior Year General Fund Balance	-	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
<b>Total Revenues</b>	<b>\$ 41,060,511</b>	<b>\$ 38,403,037</b>	<b>\$ 35,079,287</b>	<b>\$ 32,974,365</b>	<b>\$ 38,549,648</b>	<b>\$ 186,066,849</b>
<b>Allocation of Revenues:</b>						
General Government Pay-as-you-go Projects	\$ 5,277,479	\$ 3,622,824	\$ 3,098,832	\$ 2,735,705	\$ 10,819,278	\$ 25,554,119
Stormwater Pay-as-you-go Projects	432,337	42,449	43,752	45,427	46,837	610,802
School Pay-as-you-go Projects	4,147,555	4,159,805	4,275,121	4,444,207	4,462,995	21,489,684
<b>Total Pay-as-you-go Projects</b>	<b>\$ 9,857,371</b>	<b>\$ 7,825,078</b>	<b>\$ 7,417,706</b>	<b>\$ 7,225,339</b>	<b>\$ 15,329,110</b>	<b>\$ 47,654,604</b>
General Government Debt Service	\$ 3,953,334	\$ 5,776,622	\$ 5,715,636	\$ 6,441,671	\$ 5,863,548	\$ 27,750,812
School Debt Service	12,428,551	12,754,775	12,623,721	13,335,315	12,731,491	63,873,853
<b>Total Debt Service</b>	<b>\$ 16,381,885</b>	<b>\$ 18,531,397</b>	<b>\$ 18,339,357</b>	<b>\$ 19,776,986</b>	<b>\$ 18,595,039</b>	<b>\$ 91,624,665</b>
<b>Total Allocation of Revenues</b>	<b>\$ 26,239,257</b>	<b>\$ 26,356,475</b>	<b>\$ 25,757,063</b>	<b>\$ 27,002,325</b>	<b>\$ 33,924,150</b>	<b>\$ 139,279,269</b>
Cumulative Contingency Reserve	\$ 14,821,255	\$ 12,046,562	\$ 9,322,224	\$ 5,972,041	\$ 4,625,498	
Pay-as-you-go as a % of Allocation of Total Revenues	24%	20%	21%	22%	40%	

**FY 13/14 – FY 17/18 Maintenance/Replacement as a Percentage (%) of Projects (\$)**



**General Government Maintenance/Replacement Projects as a Percentage of Total General Government Projects**

Project Title	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 14-18
Tax/Rev System Replacement	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Voter Poll Books	-	-	-	-	-	-
Clerk of the Circuit Court System Upgrade	35,000	-	-	-	-	35,000
Court Square Maintenance/Replacement	198,511	381,076	82,756	105,003	143,911	911,257
J & DR Court Maintenance/Replacement	28,000	-	-	-	-	28,000
J & DR Court Phone System Replacement	20,400	-	-	-	-	20,400
Old Jail Facilities Maintenance	18,540	19,189	19,189	19,860	19,860	96,638
Sheriffs Office Maintenance/Replacement	20,000	22,000	22,000	27,000	30,000	121,000
ECC Regional 800Mhz Communication System	-	-	-	-	16,408,000	16,408,000
Fire Rescue Apparatus Replacement-Program	3,574,000	2,037,671	2,182,767	1,432,735	1,218,640	10,445,813
Fire Rescue Airpacks	-	-	2,689,351	-	-	2,689,351
Fire Rescue Mobile Data Computers Replacement	-	-	68,900	-	-	68,900
County 800Mhz Radio Replacements	609,768	625,525	601,527	607,628	634,391	3,078,839
Police Mobile Data Computers	144,450	99,421	557,057	341,715	-	1,142,642
Police Patrol Video Cameras	130,620	140,945	122,891	137,634	149,122	681,213
City-County Co-Owned Maintenance/Replacement	40,470	14,681	37,661	-	-	92,813
County E911 Road Sign Upgrade	-	-	554,165	-	-	554,165
County Facilities Maintenance/Replacement	656,449	971,510	625,555	700,177	652,711	3,606,401
Old Crozet School Maintenance	73,469	-	-	-	-	73,469
DSS Document Management System	80,000	5,000	-	-	-	85,000
Health Department Maintenance/Replacement	14,198	-	95,588	10,382	-	120,167
Burley-Lane Field Poles Lighting	-	-	493,820	-	-	493,820
Parks Maintenance/Replacement	464,710	425,901	320,838	375,514	314,440	1,901,403
City-County Branch Library Repair/Maintenance	242,927	233,420	78,488	77,044	-	631,879
County Server Infrastructure Upgrade	421,200	433,836	446,472	459,108	471,744	2,232,360
PBX Replacement	-	500,000	-	-	-	500,000
<b>General Government Maintenance/Replacement Total</b>	<b>\$ 6,822,711</b>	<b>\$ 5,910,176</b>	<b>\$ 8,999,023</b>	<b>\$ 4,293,800</b>	<b>\$ 20,042,819</b>	<b>\$ 46,068,529</b>
Total General Government Projects	\$ 9,387,302	\$ 7,027,056	\$ 10,117,780	\$ 5,454,907	\$ 21,521,781	\$ 53,508,827
<b>Maintenance/Replacement Projects (%)</b>	<b>72.7%</b>	<b>84.1%</b>	<b>88.9%</b>	<b>78.7%</b>	<b>93.1%</b>	<b>86.1%</b>

**School Maintenance/Replacement Projects as a Percentage of Total School Projects**

Project Title	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 14-18
Administrative Technology	\$ 183,000	\$ 261,000	\$ 261,000	\$ 261,000	\$ 261,000	\$ 1,227,000
Instructional Technology	575,000	575,000	575,000	650,000	650,000	3,025,000
School Bus Replacement	1,541,244	1,593,364	1,703,075	1,816,435	1,749,722	8,403,840
School Maintenance/Replacement	5,665,294	5,416,705	4,842,343	5,379,869	5,913,340	27,217,550
State Technology Grant	786,000	786,000	786,000	786,000	786,000	3,930,000
Telecommunications Network Upgrade	900,000	-	-	-	900,000	1,800,000
<b>School Division Maintenance/Replacement Total</b>	<b>\$ 9,650,538</b>	<b>\$ 8,632,069</b>	<b>\$ 8,167,418</b>	<b>\$ 8,893,304</b>	<b>\$ 10,260,062</b>	<b>\$ 45,603,390</b>
Total School Division Projects	\$ 11,162,091	\$ 13,317,984	\$ 8,798,381	\$ 9,286,090	\$ 10,657,655	\$ 53,222,202
<b>Maintenance/Replacement Projects (%)</b>	<b>86.5%</b>	<b>64.8%</b>	<b>92.8%</b>	<b>95.8%</b>	<b>96.3%</b>	<b>85.7%</b>

## FY 13 Adopted Capital Needs Assessment (CNA) + FY 14 Updates Summary

(\$ Rounded to Nearest Dollar)

Below is a list of capital projects that have been requested over the last two planning cycles but have not been recommended or are not scheduled for funding in the FY 14 Recommended CIP (FY 14-18).

Notes:

- the total reflects a 9 year time period because it is an amendment year
- watch-list items are noted under their respective functional area but do not include a specific dollar amount
- this list excludes CNA (FY19-22) requests for on-going or continuing maintenance/replacement and obligation projects that are currently funded in the CIP

Future Projects by Functional Area	9-Year Total
<u>Administration</u>	\$ 14,814
Finance Security Surveillance System	\$ 14,814
<u>Courts &amp; Judicial</u>	\$ 43,887
Old Jail Restoration	\$ 43,887
Watchlist - Courts Plan (Est. \$40-\$50 Million)	\$ TBD
<u>Public Safety</u>	\$ 44,217,830
Albemarle County Animal Shelter	\$ 10,450
Fire Rescue Mobile Data Computers-New	\$ 390,308
Fire Rescue Records Technology	\$ 2,007,911
Fire Rescue Wellness Fitness Equipment	\$ 346,297
Fire Rescue-Pantops Station 13	\$ 4,643,640
Police Evidence and Specialty Vehicle Storage	\$ 827,226
Police Forensic Unit Upgrade	\$ 235,630
Public Safety Training Academy	\$ 15,847,791
Public Safety Training Facility	\$ 19,908,577
<u>Public Works</u>	\$ 6,860,510
COB McIntire Window Replacement	\$ 2,904,212
COB Security Enhancements	\$ 1,417,561
Old Crozet School Restoration	\$ 2,538,737
<u>Community/Neighborhood Development</u>	\$ 45,508,706
Neighborhood Plan Implementation Program	\$ 4,043,105
Sidewalk Construction Program	\$ 4,890,601
Transportation Projects and Revenue Sharing	\$ 36,575,000
Watchlist - Devolution	\$ TBD
<u>Health and Welfare</u>	\$ 480,002
PVCC Student Center Facility	\$ 288,002
PVCC Workforce Center	\$ 192,000

(Chart Continued on Next Page)



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Future Projects by Functional Area	9-Year Total
<b>Parks, Recreation, &amp; Culture</b>	\$ 12,802,203
Crozet Growth Area Community Park Facilities	\$ 4,888,191
Darden Towe Park Improvements	\$ 1,372,608
Greenway Program	\$ 261,250
Hedgerow Property Trail Park	\$ 549,368
Northern Urban Area Community Park	\$ 2,834,586
Park Enhancements	\$ 1,339,356
Park System Redesign	\$ 188,100
Parks and Recreation Security Study	\$ 86,996
River and Lake Access Improvements	\$ 329,175
Walnut Creek Park Improvements	\$ 901,835
Parks Facilities Improvement	\$ 50,738
<b>Libraries</b>	\$ 26,410,092
Central Library	\$ 7,748,524
Northern Albemarle Library	\$ 14,024,803
Scottsville Library Renovation-Expansion	\$ 2,329,635
Southern Urban Area Library Facility	\$ 2,307,130
<b>Technology &amp; GIS</b>	\$ 503,064
Increased Redundant Internet Services	\$ 19,751
Mobility Devices	\$ 109,725
Security	\$ 54,863
Virtual Desktop Solution Trial	\$ 104,500
VMWare Hardware-Software Disaster Recovery	\$ 104,500
Website Enhancements	\$ 109,725
<b>ACE</b>	\$ 14,436,164
ACE Program	\$ 14,436,164
<b>Stormwater</b>	
Watchlist - Stormwater TMDL Projects	\$ TBD
<b>School Division</b>	\$ 52,235,246
Crozet Elementary School Addition/Renovation	\$ 5,779,579
Henley Middle School Phase 1-Addition	\$ 2,347,859
Henley Middle School Phase 2-Addition/Renovation	\$ 2,759,802
Land Purchase - High School Site	\$ 9,313,798
Murray High School Phases 1-2 Addition/Renovation	\$ 561,534
Red Hill Elementary School Modernization	\$ 5,723,876
Scottsville Elementary School Addition/Renovation	\$ 4,264,865
Stony Point Elementary School Addition/Renovation	\$ 2,208,210
Support Services and School Technology Facilities	\$ 9,481,615
Telecommunications Network Upgrade	\$ 1,000,000
Western Albemarle High School Phases 1-3 Addition/Renovation	\$ 3,021,732
Yancey Elementary School Addition	\$ 3,141,583
Yancey Elementary School Modernization	\$ 2,630,793
<b>TOTAL</b>	<b>\$ 203,512,518</b>

# DEBT MANAGEMENT

## DEBT MANAGEMENT AND POLICIES

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Pursuant to the Constitution of Virginia and the Public Finance Act, the County is authorized to issue general obligation bonds secured by a pledge of its full faith and credit. To pay the interest and principal on such bonds, the governing body is authorized and required to levy on all taxable property within the County such *ad valorem* taxes as may be necessary. However, in Virginia, counties, unlike cities, are prohibited from issuing general obligation bonds unless the issuance of such bonds has been approved by public referendum or unless the bonds are issued to certain state authorities, such as the Virginia Public School Authority (VPSA), the Economic Development Authority (EDA), or a lease purchase. (The Economic Development Authority (EDA) is formerly the Industrial Development Authority (IDA).)

### ***Debt Limit***

There is no legal debt limit for counties in Virginia since the issuance of all county general obligation debt is subject to referendum.

### ***Debt Service Policies***

The Albemarle County Financial Management Policies, as approved and last amended by the Board of Supervisors in October 2000, include the following section on debt service policies:

- The County will not fund current operations from the proceeds of borrowed funds.
- The County will manage its financial resources in a way that prevents borrowing to meet working capital needs.
- The County will confine long-term borrowing and capital leases to capital improvements or projects that cannot be financed by current revenues.
- To the extent feasible, any year that the debt service payment falls below its current level, those savings will be used to finance one-time capital needs.
- When the County finances capital improvements or other projects through bonds or capital leases, it will repay the debt within a period not to exceed the expected useful life of the projects.
- The County's debt offering documents will provide full and complete public disclosure of financial condition and operating results and other pertinent credit information in compliance with municipal finance industry standards for similar issues.
- Recognizing the importance of underlying debt to its overall financial condition, the County will set target debt ratios, which will be calculated annually and included in the annual review of fiscal trends:
  - Net debt as a percentage of the estimated market value of taxable property should not exceed 2%.
  - The ratio of debt service expenditures as a percent of general fund and school fund revenues should not exceed 10%.
- The County intends to maintain a 10 year payout ratio at or above 60% at the end of each adopted five-year CIP for tax-supported debt and lease payments. When the County finances capital improvements or other projects through bonds or capital leases, it will repay the debt within a period not to exceed the expected useful life of the projects. (Policy was added by the BOS on August 1, 2012)

# OUTSTANDING LONG-TERM DEBT OBLIGATIONS

## School Related Debt

At the end of FY 11/12, Albemarle County held \$102.071 million in outstanding long-term debt payable through the year 2032 for school projects. Of the total amount, \$95.405 million is outstanding general obligation bonds.

A summary of school-related general long-term obligations outstanding at June 30, 2012 follows:

Issue	Issue Date	Retire Date	Interest Rate	Original Issue	Principal Installments	Balances as of 06/30/2012
1992 B Series	12/17/1992	12/15/2012	5.85% - 8.1%	\$2,885,000	Various Annual	\$85,000
1993 A Series	11/18/1993	12/15/2013	4.475% - 5%	\$11,900,000	Various Annual	\$150,000
1994 B Series	11/22/1994	07/15/2014	6.1% - 6.6%	\$450,000	Various Annual	\$60,000
1995 C Series	12/21/1995	07/15/2015	5.1% - 6.1%	\$7,850,000	Various Annual	\$1,560,000
1996 B Series	11/14/1996	07/15/2017	5.1% - 6.1%	\$5,900,000	Various Annual	\$1,475,000
1997 I Series	11/20/1997	01/15/2018	4.35% - 5.35%	\$20,455,000	Various Annual	\$6,120,000
1998 B Series	11/19/1998	07/15/2019	3.6% - 5.1%	\$7,245,000	Various Annual	\$2,520,000
1999 B Series	11/19/1999	07/15/2020	5.1% - 6.1%	\$2,835,000	Various Annual	\$1,120,000
2000 B Series	11/16/2000	07/15/2021	4.975% - 5.85%	\$2,605,000	Various Annual	\$1,170,000
2001 A Series	11/15/2001	07/15/2021	3.1% - 5.1%	\$20,330,000	Various Annual	\$10,150,000
2002 A Series	10/15/2002	07/15/2022	2.35% - 5.1%	\$8,365,000	Various Annual	\$4,585,000
2003 A Series	11/06/2003	07/15/2023	3.1% - 5.35%	\$6,760,000	Various Annual	\$4,040,000
2004 B Series	11/10/2004	07/15/2024	4.1% - 5.6%	\$8,950,000	Various Annual	\$5,800,000
2005 A Series	11/10/2005	07/15/2025	4.1% - 5.6%	\$7,380,000	Various Annual	\$5,160,000
2006 B Series	11/09/2006	07/15/2026	4.23% - 5.10%	\$15,020,000	Various Annual	\$11,250,000
2007 A Series	11/08/2007	07/15/2008	4.10% - 5.10%	\$11,325,000	Various Annual	\$9,045,000
2008 A Series	12/11/2008	07/15/2028	4.66%	\$28,045,000	Various Annual	\$23,830,000
2010 D Series	11/10/2010	07/15/2030	2.87%	\$7,670,000	Various Annual	\$7,285,000
2011 EDA Lease	11/30/2011	06/01/2032	2.81%	\$4,843,408	Various Annual	\$4,666,270
QSCB	12/01/2011	12/01/2030	0.00%	\$2,000,000	Various Annual	\$2,000,000
						\$102,071,270

An additional \$8.254 million will be retired during FY 12/13, bringing the total school related long-term debt at the beginning of FY 13/14 to \$93.817 million.

Additional debt, totaling \$9.165 million, is anticipated to be issued during FY 13/14 for various school maintenance projects and the Contemporary Learning Spaces project. The associated debt service is budgeted to begin in FY 14/15 assuming the terms for each project are equivalent to life expectancy: for a 10-year term, the interest rate is 3.5% and for a 20-year term, the interest rate is 4.5% interest.

**General Government Debt**

At the end of FY 11/12, Albemarle County held \$29.994 million in outstanding long-term debt through the year 2032 for general government projects.

A summary of general government general long-term obligations outstanding at June 30, 2012 follows:

Issue	Issue Date	Retire Date	Interest Rate	Original Issue	Principal Installments	Balances as of 06/30/2012
800 Mhz Radio System	11/6/2003	11/6/2013	3.3%	\$7,000,000	Semi-Annual	\$1,200,000
DEQ Forgiveable Loan	6/1/2011	12/31/2022	2.93%	\$400,000	Various Annual	\$400,000
2011 EDA Lease	11/30/2011	06/01/2032	2.81%	\$29,471,592	Various Annual	\$28,393,730
						\$29,993,730

An additional \$1.672 million will be retired during FY 12/13, bringing the total general government related long-term debt at the beginning of FY 13/14 to \$28.322 million.

Additional debt, totaling \$18.406 million, is anticipated to be issued during FY 13/14 for various general government projects including technology, fire/rescue apparatus, and construction projects. The associated debt service with the various projects is budgeted to begin in FY 14/15 with terms for each project equivalent to life expectancy. The associated debt service with technology projects assumes a 2.5% interest rate for a 7-year term. Technology projects include County 800Mhz Radio Replacements, County Server Infrastructure Upgrade, ECC Emergency Telephone System, and Fire Rescue Lifepacks. The associated debt service for Fire-Rescue Apparatus with a life expectancy of 8-19 years assumes a 3.5% interest rate for for a 10-year term. The associated debt service for construction projects and fire-rescue apparatus with 20 years life expectancy assumes a 4.5% interest rate and a 20-year term. Construction projects include the Crozet Library facility, the Seminole Trail VFD CARS Building Addition and Renovation, and the potential Firearms Range.

**Debt Levels and Debt Service Requirements**

As indicated in the CIP chapter of this document, the County will fund the majority of its FY 14-18 CIP with borrowed funds for school and general government projects. FY 14-18 anticipated borrowing totals \$77.8 million (72.4% of CIP revenues) and consists of \$42.3 million for general government projects and \$35.5 million for school projects. Approximately 59.6% of school projects are funded with loan proceeds for FY 14-18, including school construction and renovation projects, and major school maintenance and repair projects. Approximately 52.2% of general government projects are funded with loan proceeds for FY 14-18, which is anticipated to be a combination of EDA bond revenues and lease-purchase proceeds. General Obligation Bonds, if utilized for funding, will require voter approval in a referendum.

A summary schedule illustrating the impact of these borrowings, as well as anticipated borrowing requirements for projected out-year projects, is shown below:

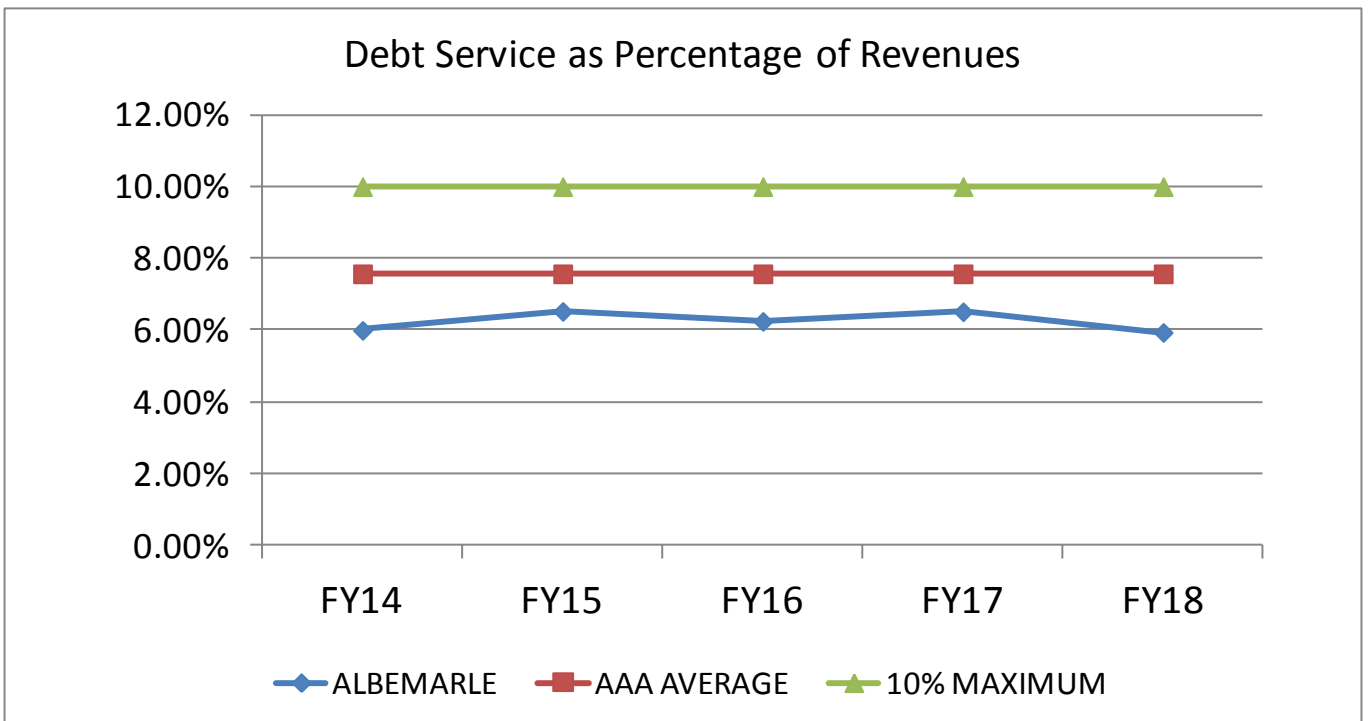
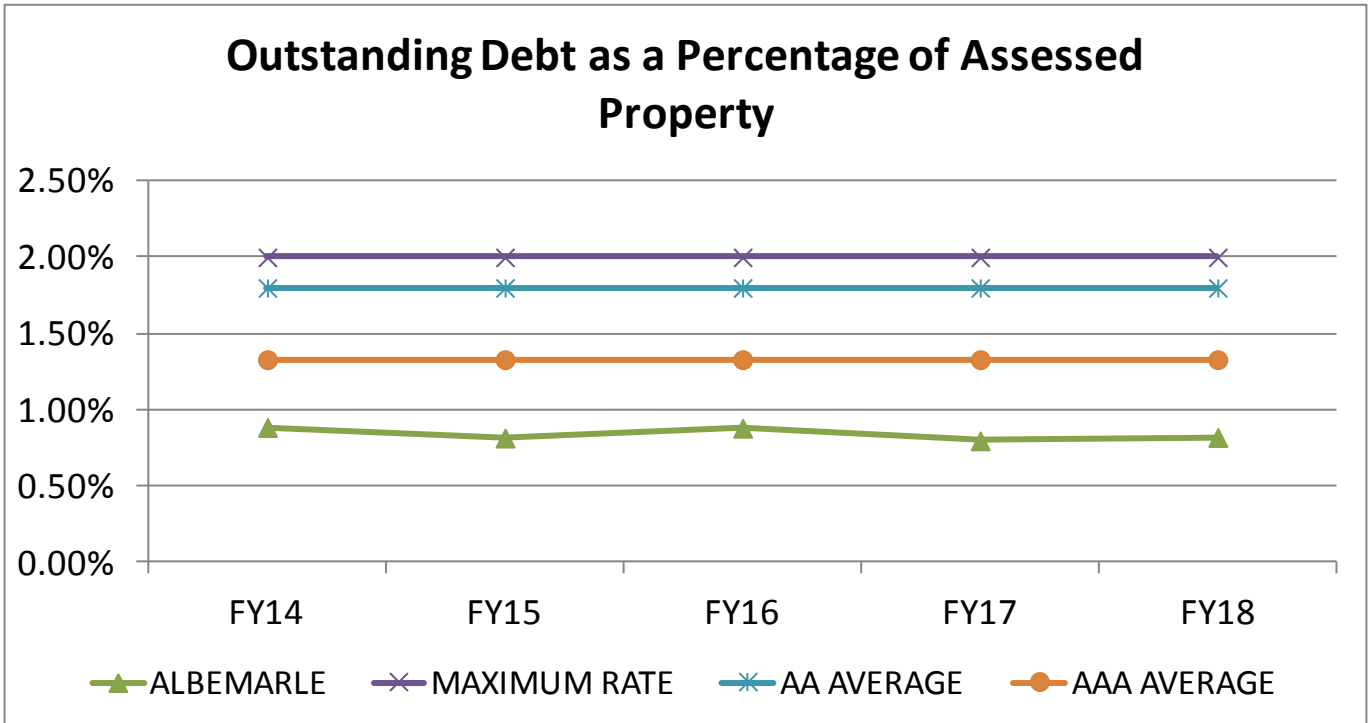
**Debt Balance**

	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>
<b>General Government</b>					
Beginning Balance	\$ 28,322,178	\$ 44,345,769	\$ 41,858,559	\$ 49,326,992	\$ 47,281,850
Anticipated Borrowing	<u>\$ 18,405,902</u>	<u>\$ -</u>	<u>\$ 9,869,015</u>	<u>\$ -</u>	<u>\$ 13,975,870</u>
Total Debt Balance	\$ 46,728,080	\$ 44,345,769	\$ 51,727,574	\$ 49,326,992	\$ 61,257,719
Retired Debt	\$ (2,382,311)	\$ (2,487,211)	\$ (2,400,582)	\$ (2,045,143)	\$ (1,376,665)
General Government Debt Balance	\$ 44,345,769	\$ 41,858,559	\$ 49,326,992	\$ 47,281,850	\$ 59,881,054
New General Government Principle	\$ 1,300,198	\$ -	\$ 1,039,385	\$ -	\$ 1,805,487
<b>School Division</b>					
Beginning Balance	\$ 93,817,043	\$ 94,784,966	\$ 86,592,862	\$ 93,735,400	\$ 85,763,873
Anticipated Borrowing	<u>\$ 9,165,418</u>	<u>\$ -</u>	<u>\$ 15,307,429</u>	<u>\$ -</u>	<u>\$ 11,036,544</u>
Total Debt Balance	\$ 102,982,461	\$ 94,784,966	\$ 101,900,292	\$ 93,735,400	\$ 96,800,417
Retired Debt	\$ (8,197,495)	\$ (8,192,103)	\$ (8,164,892)	\$ (7,971,526)	\$ (7,586,233)
School Division Debt Balance	\$ 94,784,966	\$ 86,592,862	\$ 93,735,400	\$ 85,763,873	\$ 89,214,185
New School Division Principle	\$ 495,221	\$ -	\$ 862,961	\$ -	\$ 737,418
<b>Total Debt Balance*</b>	<b>\$ 139,130,735</b>	<b>\$ 128,451,421</b>	<b>\$ 143,062,392</b>	<b>\$ 133,045,723</b>	<b>\$ 149,095,238</b>

\* Based on project timelines and cash flow requirements, the actual issuance of debt may not coincide with the fiscal year in which the project is funded. General Government anticipated borrowing shown above includes \$14.3 million and School anticipated borrowing shown above includes \$3.8 million in planned debt issuance for projects funded prior to FY 13/14 in addition to new debt funded projects added in the current plan.

**Debt Levels and Debt Service Requirements (continued)**

As mentioned earlier in this section, County Financial Policies recommend that long-term debt and associated debt service levels remain within certain target limits: 2% of the assessed value of taxable property and 10% of General Fund and School Fund revenues. Although the County proposes to add an additional \$59.7 million in debt over the next five years, the charts below illustrate that the County’s proposed total debt service will remain well below these target maximums. The County’s debt service level will also remain below the average of other Virginia localities with a AAA bond rating.



# DEBT SERVICE FUNDS

## DEBT SERVICE FUNDING REQUIREMENTS

Each year, the Operating Budget includes transfers from the General Fund to the General Government and School Debt Service funds for the amount of debt service needed to be paid during the fiscal year.

Each of the Debt Service funds also receives other revenues. A summary of the FY 11/12 Actual, FY 12/13 Adopted and Projected, and FY 13/14 Recommended revenues, expenditures, and appropriations School Debt Service Fund and General Government Debt Service Fund are shown below.

<b>SCHOOL DIVISION DEBT SERVICE FUND</b>						
<u>Expenditures</u>	FY 11/12 Actual	FY 12/13 Adopted	FY 12/13 Projected	FY 13/14 ADOPTED	\$ ADP/ADP	% ADP/ADP
VPSA Principal and Interest	\$ 13,789,457	\$ 12,615,725	\$ 12,615,719	\$ 12,158,925	\$ (456,800)	-3.62%
EDA 2011 Principal and Interest	-	241,001	241,001	252,500	11,499	
QSCB Principal and Interest	39,194	85,000	85,000	85,000	-	
Bond Services/Fees	15,678	26,230	26,230	207,635	181,405	691.59%
<b>Total Expenditures</b>	<b>\$ 13,844,329</b>	<b>\$ 12,967,956</b>	<b>\$ 12,967,950</b>	<b>\$ 12,704,060</b>	<b>\$ (263,896)</b>	<b>-2.03%</b>
<u>Revenues</u>						
Rent-PREP*	\$ 204,224	\$ 197,367	\$ 197,367	\$ 190,509	\$ (6,858)	-3.47%
QSCB Interest**	39,194	85,000	85,000	85,000	-	0.00%
Bond Rebate	-	-	75,284	-	-	0.00%
General Fund Transfer	13,601,102	12,685,589	12,610,299	12,428,551	(257,038)	-2.03%
Fund Balance	(191)	-	-	-	-	0.00%
<b>Total Revenues</b>	<b>\$ 13,844,329</b>	<b>\$ 12,967,956</b>	<b>\$ 12,967,950</b>	<b>\$ 12,704,060</b>	<b>\$ (263,896)</b>	<b>-2.03%</b>

\*Piedmont Regional Education Program

\*\*Qualified School Construction Bond Program

<b>GENERAL GOVERNMENT DEBT SERVICE</b>						
<u>Expenditures</u>	FY 11/12 Actual	FY 12/13 Adopted	FY 12/13 Projected	FY 13/14 Adopted	\$ ADP/ADP	% ADP/ADP
Lease-Radio System	\$ 826,556	\$ 826,557	\$ 826,557	\$ 413,278	\$ (413,279)	-50.00%
Series 2003 Bonds	268,806	-	-	-	-	0.00%
Refunding-Series 2003 Bonds	11,973,578	-	-	-	-	0.00%
Lease Bond - 2009	6,024,856	-	-	-	-	0.00%
Refunding-Lease Bond - 2009	1,376,921	-	-	-	-	0.00%
DEQ Principal and Interest	2,155	31,134	48,542	48,543	17,409	55.92%
EDA 2011 Issuance	2,056,022	2,186,994	2,186,994	3,250,094	1,063,100	48.61%
Bond Services/Fees	675,721	14,206	14,206	383,009	368,803	2596.11%
<b>Total Expenditures</b>	<b>\$ 23,204,615</b>	<b>\$ 3,058,891</b>	<b>\$ 3,076,299</b>	<b>\$ 4,094,924</b>	<b>\$ 1,036,033</b>	<b>2651%</b>
<u>Revenues</u>						
Radio System-City	\$ 258,299	\$ 258,299	\$ 258,299	\$ 129,150	\$ (129,149)	-50.00%
Radio System-Airport	24,880	24,880	24,880	12,440	(12,440)	-50.00%
Bond Proceeds	18,674,709	-	-	-	-	0.00%
General Fund Transfer	2,869,808	2,775,712	2,793,120	3,953,334	1,177,622	42.43%
Fund Balance	1,376,920	-	-	-	-	0.00%
<b>Total Revenues</b>	<b>\$ 23,204,615</b>	<b>\$ 3,058,891</b>	<b>\$ 3,076,299</b>	<b>\$ 4,094,924</b>	<b>\$ 1,036,033</b>	<b>33.87%</b>

The current debt service amortization schedule for general government and schools is shown on the following two pages.

**Current Debt Service Amortization Schedule**

FY 2012/13 - FY 2022/23

Description	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
<b>PRINCIPAL</b>											
2,885,000 - 92B VPSA	85,000	-	-	-	-	-	-	-	-	-	-
11,900,000 - 93C VPSA	65,000	85,000	-	-	-	-	-	-	-	-	-
24,710,000 - 94A Refunding	-	-	-	-	-	-	-	-	-	-	-
450,000 - 94B VPSA	20,000	20,000	20,000	-	-	-	-	-	-	-	-
7,850,000 - 95C VPSA	390,000	390,000	390,000	390,000	-	-	-	-	-	-	-
5,900,000 - 96B VPSA	295,000	295,000	295,000	295,000	295,000	-	-	-	-	-	-
20,455,000 - 97B VPSA	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	-	-	-	-	-
7,245,000 - 98B VPSA - County-4,245,000	210,932	210,932	210,932	210,932	210,932	210,932	210,932	-	-	-	-
-98B VPSA - PREP - \$3M	149,069	149,069	149,069	149,069	149,069	149,069	149,069	-	-	-	-
2,835,000 - 99A VPSA	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	-	-	-
2,605,000 - 2000A VPSA	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	-	-
20,330,000 - 2001A VPSA	1,015,000	1,015,000	1,015,000	1,015,000	1,015,000	1,015,000	1,015,000	1,015,000	1,015,000	1,015,000	-
8,365,000 - 2002A VPSA	420,000	420,000	420,000	420,000	415,000	415,000	415,000	415,000	415,000	415,000	415,000
6,760,000 - 2003A VPSA	340,000	340,000	340,000	340,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000
\$8,950,000 - 2004A VPSA	450,000	450,000	450,000	445,000	445,000	445,000	445,000	445,000	445,000	445,000	445,000
\$7,380,000 - 2005A VPSA	370,000	370,000	370,000	370,000	370,000	370,000	370,000	370,000	370,000	370,000	365,000
\$15,463,000 - 2006A VPSA	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
\$11,930,000 - 2007A VPSA	570,000	565,000	565,000	565,000	565,000	565,000	565,000	565,000	565,000	565,000	565,000
\$28,045,000 - 2008A VPSA	1,405,000	1,405,000	1,405,000	1,405,000	1,405,000	1,405,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
-2010A VPSA	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000	385,000
EDA Series 2011, Schools Portion	44,227	57,496	137,104	134,893	141,527	201,233	176,908	221,135	229,981	243,249	254,305
QSCB	-	-	-	-	200,000	50,000	150,000	200,000	200,000	200,000	120,000
18,535,000 - 2003 IDA Lease Revenue	-	-	-	-	-	-	-	-	-	-	-
SunTrust Bank - Software \$190,000	-	-	-	-	-	-	-	-	-	-	-
7,000,000 - 800 Mhz Radio System	793,687	406,619	-	-	-	-	-	-	-	-	-
\$6,841,021 - 2009 EDA	-	-	-	-	-	-	-	-	-	-	-
EDA Series 2011, General Govt Portion	840,774	1,937,505	2,447,897	2,360,108	2,003,474	1,333,768	2,418,093	2,538,866	2,640,020	2,761,752	1,865,696
VRA FY11	37,092	38,187	39,314	40,474	41,669	42,898	44,165	45,469	46,810	23,922	-
<b>TOTAL PRINCIPAL</b>	<b>9,925,781</b>	<b>10,579,808</b>	<b>10,679,316</b>	<b>10,565,476</b>	<b>10,016,671</b>	<b>8,962,900</b>	<b>9,099,167</b>	<b>8,955,470</b>	<b>8,926,811</b>	<b>8,908,923</b>	<b>6,900,001</b>
<b>INTEREST</b>											
2,885,000 - 92B VPSA	2,487	-	-	-	-	-	-	-	-	-	-
11,900,000 - 93C VPSA	5,875	2,125	-	-	-	-	-	-	-	-	-
24,710,000 - 94A Refunding	-	-	-	-	-	-	-	-	-	-	-
450,000 - 94B VPSA	3,300	1,980	660	-	-	-	-	-	-	-	-
7,850,000 - 95C VPSA	69,615	49,725	29,835	9,945	-	-	-	-	-	-	-
5,900,000 - 96B VPSA	69,362	53,949	38,535	23,121	7,707	-	-	-	-	-	-
20,455,000 - 97B VPSA	291,720	239,190	186,150	133,110	79,943	26,648	-	-	-	-	-
7,245,000 - 98B VPSA - County \$4,245,000	68,342	58,640	48,409	37,652	26,894	16,137	5,379	-	-	-	-
-98B VPSA - PREP \$3M	48,299	41,441	34,212	26,609	19,007	11,404	3,802	-	-	-	-
2,835,000 - 99A VPSA	63,438	55,248	46,883	38,430	29,890	21,350	12,810	4,270	-	-	-
2,605,000 - 2000A VPSA	56,355	49,725	43,095	36,465	29,835	23,205	16,575	9,945	3,315	-	-
20,330,000 - 2001A VPSA	471,468	419,703	367,938	316,173	264,408	212,643	160,878	109,113	67,498	25,883	-
8,365,000 - 2002A VPSA	217,400	197,555	176,135	154,715	133,423	112,258	91,093	69,928	49,800	30,192	10,064
6,760,000 - 2003A VPSA	197,370	180,030	162,690	145,350	127,719	109,797	92,293	76,045	59,798	42,713	25,628
\$8,905,000 - 2004A VPSA	269,307	246,357	223,407	200,584	177,889	155,194	132,499	109,804	89,334	70,811	51,175
\$7,380,000 - 2005A VPSA	246,388	229,368	211,423	192,553	173,683	154,813	135,943	117,073	98,203	79,333	60,590
\$15,463,000 - 2006A VPSA	505,313	467,063	428,813	390,563	352,313	317,344	285,188	252,563	219,938	186,375	152,625
\$11,930,000 - 2007A VPSA	442,523	413,580	384,765	355,950	327,135	298,320	269,505	240,690	211,875	183,060	156,364
\$28,045,000 - 2008A VPSA	1,151,315	1,097,223	1,039,618	982,013	917,383	845,728	774,200	701,050	626,150	551,250	476,350
-2010A VPSA	225,847	216,029	206,212	196,394	184,652	170,984	157,317	143,649	129,982	118,239	106,497
EDA Series 2011, Schools Portion	196,774	195,005	192,131	185,275	178,531	171,454	161,393	152,547	141,491	129,992	117,829
QSCB	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
18,535,000 - 2003 IDA Lease Revenue	-	-	-	-	-	-	-	-	-	-	-
SunTrust Bank - Software \$190,000	-	-	-	-	-	-	-	-	-	-	-
7,000,000 - 800 Mhz Radio System	32,870	6,660	-	-	-	-	-	-	-	-	-
\$6,841,021 - 2009 EDA	-	-	-	-	-	-	-	-	-	-	-
EDA Series 2011, General Govt Portion	1,346,220	1,312,589	1,215,714	1,093,319	975,314	875,140	808,452	687,547	560,604	428,603	290,515
VRA FY11	11,450	10,356	9,228	8,068	6,873	5,644	4,377	3,074	1,732	350	-
<b>TOTAL INTEREST</b>	<b>6,078,038</b>	<b>5,628,541</b>	<b>5,130,853</b>	<b>4,611,289</b>	<b>4,097,599</b>	<b>3,613,063</b>	<b>3,196,704</b>	<b>2,762,298</b>	<b>2,344,720</b>	<b>1,931,801</b>	<b>1,532,637</b>
<b>TOTAL P &amp; I</b>	<b>16,003,819</b>	<b>16,208,349</b>	<b>15,810,169</b>	<b>15,176,765</b>	<b>14,114,270</b>	<b>12,575,963</b>	<b>12,295,871</b>	<b>11,717,768</b>	<b>11,271,531</b>	<b>10,840,724</b>	<b>8,432,638</b>



**Current Debt Service Amortization Schedule (continued)**

FY 2023/24 - FY 2031/32

Description	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 31-33
<b>PRINCIPAL</b>										
2,885,000 - 92B VPSA	-	-	-	-	-	-	-	-	-	195,000
11,900,000 - 93C VPSA	-	-	-	-	-	-	-	-	-	310,000
24,710,000 - 94A Refunding	-	-	-	-	-	-	-	-	-	600,000
450,000 - 94B VPSA	-	-	-	-	-	-	-	-	-	80,000
7,850,000 - 95C VPSA	-	-	-	-	-	-	-	-	-	1,950,000
5,900,000 - 96B VPSA	-	-	-	-	-	-	-	-	-	1,770,000
20,455,000 - 97B VPSA	-	-	-	-	-	-	-	-	-	7,140,000
7,245,000 - 98B VPSA - County-4,245,000	-	-	-	-	-	-	-	-	-	1,687,456
-98B VPSA - PREP - \$3M	-	-	-	-	-	-	-	-	-	1,192,552
2,835,000 - 99A VPSA	-	-	-	-	-	-	-	-	-	1,260,000
2,605,000 - 2000A VPSA	-	-	-	-	-	-	-	-	-	1,300,000
20,330,000 - 2001A VPSA	-	-	-	-	-	-	-	-	-	11,165,000
8,365,000 - 2002A VPSA	-	-	-	-	-	-	-	-	-	5,005,000
6,760,000 - 2003A VPSA	335,000	-	-	-	-	-	-	-	-	4,380,000
\$8,950,000 - 2004A VPSA	445,000	445,000	-	-	-	-	-	-	-	6,250,000
\$7,380,000 - 2005A VPSA	365,000	365,000	365,000	-	-	-	-	-	-	5,530,000
\$15,463,000 - 2006A VPSA	750,000	750,000	750,000	750,000	-	-	-	-	-	12,000,000
\$11,930,000 - 2007A VPSA	565,000	565,000	565,000	565,000	565,000	-	-	-	-	9,615,000
\$28,045,000 - 2008A VPSA	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	-	-	-	25,235,000
-2010A VPSA	385,000	385,000	380,000	380,000	380,000	380,000	380,000	380,000	-	7,670,000
EDA Series 2011, Schools Portion	267,573	276,419	285,264	296,321	305,166	318,434	331,702	344,971	358,239	4,626,147
QSCB	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	-	2,000,000
18,535,000 - 2003 IDA Lease Revenue	-	-	-	-	-	-	-	-	-	-
SunTrust Bank - Software \$190,000	-	-	-	-	-	-	-	-	-	-
7,000,000 - 800 Mhz Radio System	-	-	-	-	-	-	-	-	-	1,968,621
\$6,841,021 - 2009 EDA	-	-	-	-	-	-	-	-	-	-
EDA Series 2011, General Govt Portion	607,428	628,582	649,737	673,680	694,835	726,567	418,299	435,030	451,762	29,688,873
VRA FY11										
<b>TOTAL PRINCIPAL</b>	<b>5,230,001</b>	<b>4,925,001</b>	<b>4,505,001</b>	<b>4,175,001</b>	<b>3,455,001</b>	<b>2,935,001</b>	<b>1,240,001</b>	<b>1,270,001</b>	<b>810,001</b>	<b>143,018,649</b>
<b>INTEREST</b>										
2,885,000 - 92B VPSA	-	-	-	-	-	-	-	-	-	10,677
11,900,000 - 93C VPSA	-	-	-	-	-	-	-	-	-	19,500
24,710,000 - 94A Refunding	-	-	-	-	-	-	-	-	-	19,050
450,000 - 94B VPSA	-	-	-	-	-	-	-	-	-	10,550
7,850,000 - 95C VPSA	-	-	-	-	-	-	-	-	-	248,625
5,900,000 - 96B VPSA	-	-	-	-	-	-	-	-	-	277,450
20,455,000 - 97B VPSA	-	-	-	-	-	-	-	-	-	1,300,501
7,245,000 - 98B VPSA - County \$4,245,000	-	-	-	-	-	-	-	-	-	339,498
-98B VPSA - PREP \$3M	-	-	-	-	-	-	-	-	-	239,930
2,835,000 - 99A VPSA	-	-	-	-	-	-	-	-	-	343,684
2,605,000 - 2000A VPSA	-	-	-	-	-	-	-	-	-	331,500
20,330,000 - 2001A VPSA	-	-	-	-	-	-	-	-	-	2,935,132
8,365,000 - 2002A VPSA	-	-	-	-	-	-	-	-	-	1,477,708
6,760,000 - 2003A VPSA	8,543	-	-	-	-	-	-	-	-	1,443,111
\$8,905,000 - 2004A VPSA	30,705	10,235	-	-	-	-	-	-	-	2,059,558
\$7,380,000 - 2005A VPSA	42,888	25,642	8,395	-	-	-	-	-	-	2,040,628
\$15,463,000 - 2006A VPSA	119,344	85,782	51,750	17,250	-	-	-	-	-	4,375,787
\$11,930,000 - 2007A VPSA	129,668	100,853	72,038	43,223	14,408	-	-	-	-	4,115,550
\$28,045,000 - 2008A VPSA	401,450	326,550	251,650	178,500	107,100	35,700	-	-	-	11,675,663
-2010A VPSA	94,754	83,012	71,108	58,805	46,265	33,488	20,235	6,745	-	2,546,869
EDA Series 2011, Schools Portion	105,114	96,752	87,423	77,083	66,341	54,134	41,397	28,129	14,330	2,492,059
QSCB	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	42,500	1,696,695
18,535,000 - 2003 IDA Lease Revenue	-	-	-	-	-	-	-	-	-	268,807
SunTrust Bank - Software \$190,000	-	-	-	-	-	-	-	-	-	-
7,000,000 - 800 Mhz Radio System	-	-	-	-	-	-	-	-	-	97,772
\$6,841,021 - 2009 EDA	-	-	-	-	-	-	-	-	-	138,883
EDA Series 2011, General Govt Portion	197,231	178,249	157,034	133,481	109,060	81,267	52,204	35,472	18,071	11,258,175
VRA FY11										
<b>TOTAL INTEREST</b>	<b>1,214,697</b>	<b>992,075</b>	<b>784,398</b>	<b>593,342</b>	<b>428,174</b>	<b>289,589</b>	<b>198,836</b>	<b>155,346</b>	<b>74,901</b>	<b>51,824,514</b>
<b>TOTAL P &amp; I</b>	<b>6,444,698</b>	<b>5,917,076</b>	<b>5,289,399</b>	<b>4,768,343</b>	<b>3,883,175</b>	<b>3,224,590</b>	<b>1,438,837</b>	<b>1,425,347</b>	<b>884,902</b>	<b>194,843,163</b>

## SUMMARY OF SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than those dedicated to the General Fund) that are legally restricted to expenditures for specific purposes.

This chapter includes the Special Revenue Funds that are recommended to be included as part of the initial FY 13/14 appropriated budget. Throughout the year, additional Special Revenue Funds will be requested for appropriation as needed.

## FUNDS DESCRIBED IN THIS SECTION

COURTHOUSE MAINTENANCE FUND

VICTIM-WITNESS GRANT

FEMA-SAFER GRANT

CRIMINAL JUSTICE PROGRAMS

VEHICLE REPLACEMENT

ENERGY BLOCK GRANT

OLD CROZET SCHOOL

MARTHA JEFFERSON HEALTH GRANT

TOURISM FUND

METRO PLANNING GRANT

HOUSING ASSISTANCE

ECONOMIC DEVELOPMENT AUTHORITY

## FUNDS DESCRIBED ELSEWHERE

FACILITIES DEVELOPMENT FUND - in Public Works chapter

BRIGHT STARS FUND - in Health and Welfare chapter

COMPREHENSIVE SERVICES ACT FUND - in Health and Welfare chapter

TOWE PARK FUND - in Parks, Recreation & Culture chapter

(SPECIAL REVENUE FUNDS CONTINUED)

**EXPENDITURE SUMMARY**

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Courthouse Maintenance Fund	\$41,621	\$42,870	\$42,870	\$44,156	\$44,156	\$44,156	\$1,286	3.0%
Victim-Witness Grant	105,863	113,937	113,937	117,921	117,921	117,921	3,984	3.5%
FEMA-SAFER Grant	0	0	315,860	551,764	551,764	551,764	551,764	
Criminal Justice Programs	711,140	751,590	751,590	751,590	751,590	751,590	0	0.0%
Vehicle Replacement Fund	830,117	771,814	756,814	1,505,180	1,012,048	1,012,048	240,234	31.1%
Facilities Development Fund	0	0	884,863	956,642	956,642	956,642	956,642	
Energy Block Grant	152,549	15,519	87,112	0	0	0	-15,519	-100.0%
Old Crozet School	46,459	66,068	81,189	74,577	74,577	74,577	8,509	12.9%
Bright Stars	1,047,487	1,126,023	1,133,723	1,169,520	1,169,520	1,169,520	43,497	3.9%
Comprehensive Services Act	6,643,783	6,617,046	6,617,046	8,621,312	8,621,312	8,621,312	2,004,266	30.3%
MJ Health Grant	5,936	5,000	5,000	5,000	5,000	5,000	0	0.0%
Towe Park	227,059	304,522	305,486	285,411	285,411	285,411	-19,111	-6.3%
Tourism Fund	1,312,500	1,350,000	1,350,000	1,627,180	1,627,180	1,627,180	277,180	20.5%
Metro Planning Grant	11,460	11,400	11,400	10,000	10,000	10,000	-1,400	-12.3%
Housing Assistance	3,100,677	2,981,500	2,976,924	3,130,000	3,130,000	3,095,000	113,500	3.8%
Economic Development Authority	250,000	0	0	40,000	40,000	40,000	40,000	
<b>SUBTOTAL</b>	<b>\$14,486,651</b>	<b>\$14,157,289</b>	<b>\$15,433,814</b>	<b>\$18,890,253</b>	<b>\$18,397,121</b>	<b>\$18,362,121</b>	<b>\$4,204,832</b>	<b>29.7%</b>
<b>Other Special Revenue Funds*</b>	<b>1,577,435</b>	<b>0</b>	<b>1,520,310</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL</b>	<b>\$16,064,086</b>	<b>\$14,157,289</b>	<b>\$16,954,124</b>	<b>\$18,890,253</b>	<b>\$18,397,121</b>	<b>\$18,362,121</b>	<b>\$4,204,832</b>	<b>29.7%</b>

\*Other Special Revenue Funds include supplemental appropriations for items such as grants and seized assets accounts.

**REVENUE SUMMARY**

	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPTED	\$ ADP-ADP	% ADP/ADP
Local Revenue	\$1,598,131	\$1,579,762	\$2,464,625	\$2,837,766	\$2,837,766	\$2,837,766	\$1,258,004	79.6%
State Revenue	4,427,440	4,180,088	4,330,088	5,859,201	5,859,201	5,880,201	1,700,113	40.7%
Federal Revenue	3,565,911	3,069,519	3,452,396	3,753,144	3,753,144	3,718,144	648,625	21.1%
Transfers	4,747,203	4,939,855	4,790,819	5,620,183	5,620,183	5,599,183	659,328	13.3%
Use of Fund Balance	0	388,065	410,886	326,827	326,827	326,827	(61,238)	-15.8%
<b>SUBTOTAL</b>	<b>\$14,338,685</b>	<b>\$14,157,289</b>	<b>\$15,448,814</b>	<b>\$18,397,121</b>	<b>\$18,397,121</b>	<b>\$18,362,121</b>	<b>\$4,204,832</b>	<b>29.7%</b>
<b>Other Special Revenue Funds*</b>	<b>1,520,901</b>	<b>0</b>	<b>1,520,310</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL</b>	<b>\$15,859,586</b>	<b>\$14,157,289</b>	<b>\$16,969,124</b>	<b>\$18,397,121</b>	<b>\$18,397,121</b>	<b>\$18,362,121</b>	<b>\$4,204,832</b>	<b>29.7%</b>

\*Other Special Revenue Funds include supplemental appropriations for items such as grants and seized assets accounts.

# COURTHOUSE MAINTENANCE FUND

## DESCRIPTION

The Clerk of the Court collects an assessed sum as part of the cost in (i) each civil action filed in the district or circuit court located within its boundaries and (ii) each criminal or traffic case in its district or circuit court in which the defendant is charged with a violation of any statute or ordinance. The fees collected are transferred to the Capital Improvements Fund (CIP) and used for the construction, renovation or maintenance of courthouse or jail and court-related facilities and to defray the cost of heating, cooling, electricity, and ordinary maintenance.

## FUND FINANCIAL DATA

COURTHOUSE MAINTENANCE								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
TRANSFER TO CIP	\$41,621	\$42,870	\$42,870	\$44,156	\$44,156	\$44,156	\$1,286	3.0%
<b>REVENUES</b>								
Courthouse Maintenance Fees	\$41,115	\$42,870	\$42,870	\$44,156	\$44,156	\$44,156	\$1,286	3.0%
REVENUE TOTAL	\$41,115	\$42,870	\$42,870	\$44,156	\$44,156	\$44,156	\$1,286	3.0%

# VICTIM-WITNESS GRANT

## DESCRIPTION

The Albemarle County Victim/Witness Assistance Program provides comprehensive information and direct services to crime victims and witnesses in accordance with the Crime Victim and Witness Rights Act and other applicable victims' rights laws. This grant funding pays for a Victim/Witness Assistant Coordinator and a Victim/Witness Program Assistant.

## FUND FINANCIAL DATA

VICTIM WITNESS								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$73,701	\$73,613	\$73,613	\$81,453	\$81,453	\$81,453	\$7,840	10.7%
BENEFITS	31,140	34,794	34,794	33,664	33,664	33,664	(1,130)	-3.2%
OPERATING	1,022	5,530	5,530	2,804	2,804	2,804	(2,726)	-49.3%
EXPENDITURE TOTAL	\$105,863	\$113,937	\$113,937	\$117,921	\$117,921	\$117,921	\$3,984	3.5%
<b>REVENUES</b>								
DCJS FUNDS	\$84,985	\$84,506	\$84,506	\$84,506	\$84,506	\$84,506	\$0	0.0%
TRANSFER FROM GENERAL FUND	26,100	29,431	29,431	33,415	33,415	33,415	3,984	13.5%
REVENUE TOTAL	\$111,085	\$113,937	\$113,937	\$117,921	\$117,921	\$117,921	\$3,984	3.5%
POSITIONS	2.0	2.0	2.0	2.0	2.0	2.0	0.0	0.0%

# FEMA-SAFER GRANT

## DESCRIPTION

The Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) Grant was established to provide funding directly to fire departments and volunteer firefighter organizations in order to help them increase the number of trained, "front line" firefighters available in their communities. The goal of the SAFER Grant is to enhance the local fire departments' abilities to comply with staffing, response, and operational standards established by the National Fire Protection Association ("NFPA") and the Occupational Safety and Health Administration ("OSHA").

This grant was accepted by the Board of Supervisors at its September 5, 2012 meeting and provides two years of funding for the salaries and benefits for nine firefighters that will provide service at the Ivy Fire Station and Seminole Trail Volunteer Fire Department. The grant does not reimburse overtime and operational costs for these positions (see Public Safety Chapter - Fire Rescue in this document for more information on these costs).

## FUND FINANCIAL DATA

FEMA-SAFER GRANT								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$0	\$0	\$224,374	\$382,380	\$382,380	\$382,380	\$382,380	
BENEFITS	0	0	91,486	169,384	169,384	169,384	169,384	
<b>EXPENDITURE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$315,860</b>	<b>\$551,764</b>	<b>\$551,764</b>	<b>\$551,764</b>	<b>\$551,764</b>	
<b>REVENUES</b>								
FEMA-SAFER GRANT	\$0	\$0	\$315,860	\$551,764	\$551,764	\$551,764	\$551,764	
<b>REVENUE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$315,860</b>	<b>\$551,764</b>	<b>\$551,764</b>	<b>\$551,764</b>	<b>\$551,764</b>	
<b>POSITIONS</b>	<b>0.0</b>	<b>0.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	

# CRIMINAL JUSTICE PROGRAMS

## DESCRIPTION

Criminal Justice Programs are funded through grants from the Department of Criminal Justice Services and are administered by Offender Aid and Restoration - Jefferson Area Community Corrections (OAR-JACC). These programs include services under the Pretrial Services Act and Comprehensive Community Corrections Act.

## FUND FINANCIAL DATA

CRIMINAL JUSTICE GRANT								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
EXPENDITURES	\$711,140	\$751,590	\$751,590	\$751,590	\$751,590	\$751,590	\$0	0.0%
<b>REVENUES</b>								
DCJS-COMMUNITY CORRECTION	\$676,699	\$716,590	\$716,590	\$716,590	\$716,590	\$716,590	\$0	0.0%
OTHER RECOVERED COSTS	34,441	35,000	35,000	35,000	35,000	35,000	\$0	0.0%
<b>REVENUE TOTAL</b>	<b>\$711,140</b>	<b>\$751,590</b>	<b>\$751,590</b>	<b>\$751,590</b>	<b>\$751,590</b>	<b>\$751,590</b>	<b>\$0</b>	<b>0.0%</b>

# VEHICLE REPLACEMENT FUND

## DESCRIPTION

The Vehicle Replacement Fund provides funding for general government fleet replacement needs with the exception of Fire Rescue apparatus and command vehicles, which are funded in the Capital Improvements Program. Long-term vehicle replacement need is generally targeted for vehicles when they first reach either 120,000 miles or ten years of age; however, in a given year, vehicle replacement requests are considered and prioritized individually based also on additional factors including vehicle condition and maintenance record.

The Vehicle Replacement Fund is primarily funded through a per gallon fuel surcharge in general government department budgets. In FY 13/14, this surcharge is recommended to increase from \$3.00 to \$3.50 per gallon. In addition to the surcharge, \$214,348 is recommended to be transferred from the General Fund to provide funding for vehicle replacements that are recommended based on factors including age, mileage, condition and maintenance record.

In total, departments requested 58 replacement vehicles for FY 13/14. Funding is provided to replace 38 vehicles.

## FUND FINANCIAL DATA

VEHICLE REPLACEMENT FUND								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
FINANCE-REAL ESTATE	\$17,217	\$0	\$0	\$19,848	\$19,848	\$19,848	\$19,848	-
SHERIFF	109,934	109,000	109,000	140,000	140,000	140,000	31,000	28.4%
POLICE	500,438	504,300	504,300	1,063,900	621,200	621,200	116,900	23.2%
FIRE/RESCUE	0	29,000	29,000	55,372	55,372	55,372	26,372	90.9%
GENERAL SERVICES	17,132	18,290	18,290	59,260	59,260	59,260	40,970	224.0%
SOCIAL SERVICES	88,444	0	0	36,150	18,075	18,075	18,075	
PARKS/RECREATION	50,227	96,224	96,224	110,802	78,445	78,445	(17,779)	-18.5%
HOUSING	0	0	0	19,848	19,848	19,848	19,848	
EMERGENCY REPLACE CONTINGENCY	0	15,000	0	0	0	0	(15,000)	-100.0%
<b>EXPENDITURE TOTAL</b>	<b>\$783,393</b>	<b>\$771,814</b>	<b>\$756,814</b>	<b>\$1,505,180</b>	<b>\$1,012,048</b>	<b>\$1,012,048</b>	<b>\$240,234</b>	<b>31.1%</b>
<b>REVENUES</b>								
VEHICLE REPLACEMENT FEE	\$679,658	\$683,970	\$683,970	\$797,700	\$797,700	\$797,700	\$113,730	16.6%
OTHER REVENUES	23,587	0	0	0	0	0	0	
USE OF FUND BALANCE	0	60,000	60,000	0	0	0	(60,000)	-100.0%
TRANSFER FROM GEN. FUND	141,500	27,844	27,844	214,348	214,348	214,348	186,504	669.8%
<b>REVENUE TOTAL</b>	<b>\$844,745</b>	<b>\$771,814</b>	<b>\$771,814</b>	<b>\$1,012,048</b>	<b>\$1,012,048</b>	<b>\$1,012,048</b>	<b>\$240,234</b>	<b>31.1%</b>

# ENERGY BLOCK GRANT

## DESCRIPTION

The County is a formula recipient from the Department of Energy's (DOE) Energy Efficiency and Conservation Block Grant (EECBG) program. This grant is funded through the American Recovery and Reinvestment Act (ARRA) of 2009. The purpose of the EECBG program is to support the investment of resources into energy efficiency, renewable energy and climate protection. The DOE has approved the County's EECBG Strategy that the Albemarle County Grants Committee finalized in Fall 2009. The County's EECBG Strategy is aligned with the County's Environmental Management Policy, Energy Management Policy and Comprehensive and Strategic Plans. The remaining funds in this grant are expected to be expended in FY 12/13.

## FUND FINANCIAL DATA

ENERGY BLOCK GRANT								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
ENERGY BLOCK GRANT	\$152,549	\$0	\$87,112	\$0	\$0	\$0	\$0	
TRANSFER TO GENERAL FUND	0	15,519	0	0	0	0	(\$15,519)	-100.0%
EXPENDITURE TOTAL	\$152,549	\$15,519	\$87,112	\$0	\$0	\$0	(\$15,519)	-100.0%
<b>REVENUES</b>								
Federal Revenues	\$175,736	\$15,519	\$87,112	\$0	\$0	\$0	(\$15,519)	-100.0%
REVENUE TOTAL	\$175,736	\$15,519	\$87,112	\$0	\$0	\$0	(\$15,519)	-100.0%

# OLD CROZET SCHOOL

## DESCRIPTION

The County leases out space at the Old Crozet Elementary School. The rent revenue provides funding for the operating costs of this facility and supports required major capital replacements and repairs.

## FUND FINANCIAL DATA

OLD CROZET SCHOOL								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
Operating Expenditures	\$46,459	\$66,068	\$81,189	\$74,577	\$74,577	\$74,577	\$8,509	12.9%
<b>REVENUES</b>								
Rent	\$61,980	\$66,068	\$66,068	\$74,577	\$74,577	\$74,577	\$8,509	12.9%
Fund Balance	0	0	15,121	0	0	0	0	
REVENUE TOTAL	\$61,980	\$66,068	\$81,189	\$74,577	\$74,577	\$74,577	\$8,509	12.9%

# MARTHA JEFFERSON HEALTH GRANT

## DESCRIPTION

The Martha Jefferson Hospital School Community Health Partnership Award provides “gifts to community partners for support of dental needs for” indigent and low-income children enrolled in early intervention programs. The grant, administered by the Department of Social Services, seeks to “advance early detection and treatment” of dental issues as part of their mission to improve community health.

## FUND FINANCIAL DATA

MJ HEALTH GRANT								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
EXPENDITURES	\$5,936	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.0%
<b>REVENUES</b>								
MJ Health Grant	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.0%
REVENUE TOTAL	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.0%

# TOURISM FUND

## DESCRIPTION

The Tourism Fund was established in FY 97/98 for the purpose of funding tourism-related programs from revenue derived primarily from an additional 3% rate in the County's transient occupancy (hotel/motel or lodging) tax. Virginia's counties, by general law, have been limited to levying a maximum transient occupancy tax rate of 2%. However, in 1996, the General Assembly enacted legislation that allowed Albemarle County and several other counties to levy a transient occupancy tax of up to a maximum rate of 5%. The legislation required that the additional revenue from the additional 3% rate be used only for projects and expenditures that promote tourism, travel, or businesses that generate tourism or travel in the locality.

## FUND FINANCIAL DATA

TOURISM								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Transfer to General Fund	\$1,312,500	\$1,320,000	\$1,320,000	\$1,578,180	\$1,578,180	\$1,578,180	\$258,180	19.6%
Transfer to CIP	0	30,000	30,000	49,000	49,000	49,000	19,000	63.3%
EXPENDITURE TOTAL	\$1,312,500	\$1,350,000	\$1,350,000	\$1,627,180	\$1,627,180	\$1,627,180	\$277,180	20.5%
<b>REVENUES</b>								
TRANSIENT OCCUPANCY TAX	\$1,329,170	\$1,320,000	1,320,000	\$1,578,180	\$1,578,180	\$1,578,180	\$258,180	19.6%
FUND BALANCE	0	30,000	30,000	49,000	49,000	49,000	19,000	63.3%
REVENUE TOTAL	\$1,329,170	\$1,350,000	\$1,350,000	\$1,627,180	\$1,627,180	\$1,627,180	\$277,180	20.5%



(TOURISM FUND CONTINUED)

Description	FY 12/13 Adopted	FY 13/14 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>Transfer to the General Fund:</b> Transfers from the Tourism Fund to the General Fund are made to offset the expenses of operating County tourism-related programs and activities, such as the Visitors Bureau, arts and cultural activities and maintenance costs for the Parks and Recreation Department.	\$1,320,000	\$1,578,180	\$258,180	19.6%
<b>Transfer to the Capital Improvements Program Fund:</b> Transfers from the Tourism Fund to the Capital Improvements Program Fund are made to offset the expenses of certain capital projects supporting tourism and visitor programs, which in FY 13/14 includes maintenance projects for the Parks and Recreation department. For additional information, please see the Capital Improvements Program chapter of this document.	30,000	49,000	\$19,000	63.3%
<b>TOTAL, TOURISM FUND</b>	<b>\$1,350,000</b>	<b>\$1,627,180</b>	<b>\$277,180</b>	<b>20.5%</b>

## METRO PLANNING GRANT

### DESCRIPTION

The Metro Planning Grant provides funding support for the County’s participation in the Metropolitan Planning Organization (MPO). The purpose of the MPO is to provide a forum for cooperative transportation decision-making among the City, County, and VDOT officials. The local governments of Charlottesville and Albemarle established the MPO in response to a federal mandate through a memorandum of understanding with the Thomas Jefferson Planning District Commission.

The MPO conducts transportation studies and ongoing planning activities, including an annual Transportation Improvement Program, which lists road and transit improvements approved for federal funding, and the 20-year *Charlottesville-Albemarle Regional Transportation Plan* (CHART), which is updated every five years. The CHART is typically adopted into the County’s Comprehensive Plan as the County’s Transportation Plan.

### FUND FINANCIAL DATA

METRO PLANNING GRANT								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
EXPENDITURES	\$11,460	\$11,400	\$11,400	\$10,000	\$10,000	\$10,000	(\$1,400)	-12.3%
<b>REVENUES</b>								
STATE	\$1,140	\$1,140	\$1,140	\$1,000	\$1,000	\$1,000	(\$140)	-12.3%
FEDERAL	9,120	9,120	9,120	8,000	8,000	8,000	(1,120)	-12.3%
TRANSFER FROM GEN FUND	1,200	1,140	1,140	1,000	1,000	1,000	(140)	-12.3%
REVENUE TOTAL	\$11,460	\$11,400	\$11,400	\$10,000	\$10,000	\$10,000	(\$1,400)	-12.3%

# HOUSING ASSISTANCE

## DESCRIPTION

Housing Assistance funding is provided by the U.S. Department of Housing and Urban Development (HUD) for the Housing Choice Voucher (HCV) Program. The funds are disbursed to landlords participating in HCV as rental subsidies for voucher holders and to some voucher holders to assist with utility costs.

## FUND FINANCIAL DATA

HOUSING ASSISTANCE								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Housing Assist. and Utility Reimb.	\$2,821,808	\$2,698,700	\$2,698,700	\$2,870,000	\$2,870,000	\$2,870,000	\$171,300	6.3%
Transfer to General Fund	278,869	282,800	278,224	260,000	260,000	225,000	(\$57,800)	-20.4%
<b>EXPENDITURE TOTAL</b>	<b>\$3,100,677</b>	<b>\$2,981,500</b>	<b>\$2,976,924</b>	<b>\$3,130,000</b>	<b>\$3,130,000</b>	<b>\$3,095,000</b>	<b>\$148,500</b>	<b>5.0%</b>
<b>REVENUES</b>								
HOUSING CHOICE VOUCHER PROGRAM	\$2,754,909	\$2,981,500	\$2,976,924	\$3,130,000	\$3,130,000	\$3,095,000	\$113,500	3.8%
<b>REVENUE TOTAL</b>	<b>\$2,754,909</b>	<b>\$2,981,500</b>	<b>\$2,976,924</b>	<b>\$3,130,000</b>	<b>\$3,130,000</b>	<b>\$3,095,000</b>	<b>\$113,500</b>	<b>3.8%</b>

**FY 13/14 Adopted Budget:** Includes a decrease in the transfer revenue for the HCV program based on the impacts of sequestration.

# ECONOMIC DEVELOPMENT AUTHORITY

## DESCRIPTION

The Economic Development Authority (EDA) issues bonds to promote industry and development by inducing manufacturing, industrial, governmental, nonprofit and commercial enterprises and institutions of higher education to locate in or remain in the County and to further the use of its agricultural products and natural resources. It is projected that EDA bond issuances will generate new fees totaling \$40,000 in FY 13/14. Of this, \$26,090 is expected to be transferred to the General Fund to support the cost of memberships in the Thomas Jefferson Partnership for Economic Development (TJPED) and the Chamber of Commerce. Remaining funds will be expended to support business attraction and marketing, existing business retention/expansion and workforce development efforts.

## FUND FINANCIAL DATA

ECONOMIC DEVELOPMENT AUTHORITY								
	FY 11/12 ACTUAL	FY 12/13 ADOPTED	FY 12/13 PROJECTED	FY 13/14 REQUEST	FY 13/14 RECOMM	FY 13/14 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>	\$250,000	\$0	\$0	\$40,000	\$40,000	\$40,000	\$40,000	
<b>REVENUES</b>	\$150,000	\$0	\$0	\$40,000	\$40,000	\$40,000	\$40,000	



# GLOSSARY

## Accrual Basis

A basis of accounting that recognizes transactions at the time they are incurred, rather than when cash is received or spent. In Albemarle, the basis of budgeting and accounting for all governmental funds is the modified accrual basis of accounting and budgeting, under which revenues and related assets are recorded when measurable and available, and expenditures, other than compensated absences and interest on long-term debt, are recorded as the related fund liabilities are incurred.

## Ad Valorem Taxes

Commonly referred to as property taxes, these taxes are levied on both real and personal property according to the property's assessed valuation and the tax rate.

## Adopted Budget

A plan of financial operations for the following year, approved by the County Board of Supervisors, highlighting major changes made to the County Executive's Recommended Budget. The adopted budget reflects approved tax rates and estimates of revenues, expenditures, and transfers.

## Appropriated Budget

In this document, the appropriated budget refers to the budget that was officially appropriated on July 1 of the fiscal year.

## Appropriation

A legal authorization to make expenditures and to incur obligations for specific purposes granted by the County Board of Supervisors to a specified unit of County Government. An appropriation is limited in dollar amount and when it may be spent, usually expiring at the end of the fiscal year.

## Assess

To place a value on property for tax purposes.

## Assessed Valuation

The valuation set upon real estate taxes and certain personal property by the Assessor as a basis for levying property taxes, or the value of all taxable property within the boundaries of Albemarle County. In Albemarle, property is assessed at 100% of market value.

## Assets

Resources owned or held by Albemarle County, which have a monetary value.

## Authorized Positions

Employee positions which are authorized in the adopted budget, to be filled during the year.

## Available (Undesignated) Fund Balance

The funds remaining from the prior fiscal year that are available to appropriate and spend in the current year.

# GLOSSARY

## **BPOL (Business, Professional, and Occupational License)**

Business, Professional, and Occupational License is a license tax that is levied upon the privilege of doing business or engaging in a profession, trade, or occupation in the County, and includes all phases of the business, profession, trade, or occupation, whether conducted in the County or not.

## **Balanced Budget**

A balanced budget is one in which the available revenues and appropriated fund balances equal estimated expenditures for a fiscal year.

## **Baseline Operating Budget**

The baseline operating budget of a department is the sum of all non-salary driven compensation (such as part-time, overtime, shift differential, etc.), operational expenditures, and replacement capital outlay.

## **Bond**

A long-term IOU, or promise to pay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are used to finance capital projects. Virginia Public School Authority (VPSA) bonds, which finance school capital projects, are General Obligation Bonds, backed by the full faith, credit, and taxing power of the government.

## **Budget**

A specific plan of operations for the fiscal year that states the expenditures required to meet that plan of operations, and identifies the revenue necessary to finance the plan. The annual County budget is established (adopted) by the Board of County Supervisors.

## **Budgetary Basis**

The basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

## **CIP (Capital Improvements Program)**

See Capital Improvements Program.

## **CPI (Consumer Price Index)**

See Consumer Price Index.

## **Capital Budget**

The appropriation of bonds or operating revenues for improvements to facilities and other infrastructure. The capital budget is the first year of the approved five-year Capital Improvements Program.

## **Capital Improvements**

Expenditures related to the acquisition, expansion, or rehabilitation of the government's physical plant or infrastructure.

# GLOSSARY

## Capital Improvements Program (CIP)

A five-year plan for public facilities resulting in the construction or acquisition of fixed assets, primarily schools, but also parks, land, landfills, etc.

## Capital Projects Funds

Capital Projects Funds account for financial resources to be used for the acquisition or construction of major capital facilities. These funds consist of the School Division Capital Improvements Fund, the General Government Capital Improvements Fund, and the Stormwater Control Fund.

## Capital Outlay

Expenditures for items of a substantial value (more than \$100), such as microcomputers and vehicles.

## Carry-over Funds

Unexpended funds from the previous fiscal year that may be used to make payment in the current fiscal year.

## Constant or Real Dollars

The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time in the past.

## Constitutional Officers

Elected officials whose positions are established by the Constitution of the Commonwealth of Virginia or its statutes. Albemarle County's Constitutional officers include the Clerk of the Circuit Court, the Commonwealth's Attorney, and the Sheriff. Although these officers and their staff are on the County payroll, the State Compensation Board reimburses the County for a portion of the salaries, benefits, and office expenses as approved by the Compensation Board.

## Consumer Price Index (CPI)

A statistical description of price levels provided by the U.S. Department of Labor that is used as a measure of inflation or changes in prices of various goods. The most commonly used index is the Consumer Price Index for Urban Consumers (CPIU), which is an index of prices of various consumer goods. The County uses the average annual (national) CPIU to measure inflationary increases from one year to the next.

## Contingency

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

## Contingent Funding

Funds/revenues that are undetermined at a given date and dependent upon decisions and/or certain conditions being met outside of agency or department control.

## Contingent Liabilities

Items which may become liabilities as a result of conditions undetermined at a given date, such as guarantees, pending lawsuits, judgments under appeal, unsettled disputed claims, unfilled purchase orders, and uncompleted contracts.

# GLOSSARY

## County Executive's Recommended Budget

A plan of financial operations submitted by the County Executive to the Board of County Supervisors. This plan reflects estimated revenues, expenditures, transfers, and departmental goals and objectives. In addition, sections are included to show major budgetary/financial policies and guidelines used in the County's fiscal management.

## Debt

An obligation resulting from borrowing of money or purchasing goods and services.

## Debt Service

The cost of paying principal and interest on borrowed money, according to a predetermined payment schedule.

## Debt Service Fund

A fund established to account for the payment of general long-term debt, which includes principal and interest. The County has two debt service funds: the School Division Debt Service Fund and the General Government Debt Service Fund.

## Department

An organizational unit of government that is functionally unique in its delivery of services (e.g., Police Department, Department of Social Services, etc.) A department may consist of one or more cost centers that are subdivisions that group related expenditures for accounting and budgetary purposes.

## Distinguished Budget Presentation Awards Program

A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents. To receive the award, governments must have prepared a budget that meets program criteria as a document, an operations guide, a financial plan, and a communications device.

## Employee (Fringe) Benefits

Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and Medicare (FICA), employee pensions (administered by the Virginia Retirement System), workers compensation, and health, dental, and life insurance.

## Encumbrance

A reservation of funds for an anticipated expenditure prior to actual payment of an item. Funds usually are reserved or encumbered once a contract obligation has been signed, but prior to the cash payment actually being dispersed.

## Expenditure

The payment of cash on the transfer of property or services for the purpose of acquiring an asset or service, or for settling a loss.

## FTE (Full-Time Equivalent)

See Full-Time Equivalent.

# GLOSSARY

## Fiduciary Funds (Trust and Agency Funds)

These funds account for assets held by the County in a trustee capacity or as an agent or custodian for individuals, private organizations, other governmental units, or other funds. These funds include Non-expendable Trust and Agency Funds, such as the McIntire Trust Fund, etc.

## Financial Management Policies

Financial policies adopted by the Board of County Supervisors in October 1994 and amended in October 2000, for the purpose of providing financial guidelines and goals that create a framework within which sound financial decisions may be made. These policies address the operating and capital budgets; asset maintenance, replacement, and enhancement; revenue; investment; accounting, auditing, and financial report; debt; and the use of fund balance or reserve.

*Note: The Board has approved updates to the County's Financial Policies during FY 12/13. These updated policies are incorporated into the Financial Management Policies included in this document in addition to a draft Policy associated with the Board's direction regarding the School Fund Fund balance, and other minimal wording amendments. Staff will review these updates and amendments with the Board during the Budget Work Sessions in March and request the Board's approval.*

## Fiscal Year

A 12-month period designated as the operating year for accounting and budgetary purposes. The County's fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup>.

## Full-Time Equivalent (FTE)

A part-time position converted to the decimal equivalent of a full-time position based upon 2,080 hours worked per year (40 hours per week). For example, a part-time employee working 20 hours per week (1,040 hours per year) is the equivalent of 0.5 of a full-time employee, or 0.5 FTE. A full-time employee working 2,080 hours per year is 1.0 FTE.

## Function

A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., administration, public safety, community development, etc.).

## Fund

A fiscal or accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations. The individual government funds are the General Fund, Special Revenue Funds, School Fund, Other School Funds (Self-Sustaining), Debt Service Fund, and the Capital Projects Funds.

## Fund Balance

Fund Balance refers to the amount of money or other resources in a fund at a specific point in time. It is the excess of the assets of a fund over its liabilities, revenues, and carryovers. It usually refers to the year-end balance.

## GAAP (Generally Accepted Accounting Principles)

The uniform minimum standards for financial accounting and recording encompassing the conventions, rules, and procedures that define Generally Accepted Accounting Principles. Budgets for all funds are adopted on a basis consistent with these principals.



# GLOSSARY

## GFOA

Government Finance Officers Association

## General Fund

This fund is used to account for all revenues and expenditures applicable to the operations of the County, except those transactions accounted for in other funds. This accounts for most traditional local government programs such as police, fire/rescue, libraries, parks, human services, etc. Revenues are derived primarily from property and other local taxes, state and federal distributions, licenses, permits, charges for services, and interest income.

## Goal

A broad articulation of a better condition than the one that exists now; an end toward which effort is directed; a desired future state. Goals usually address long-term issues.

## Governmental Funds

Governmental funds are those through which most governmental functions of the County are financed. Governmental funds utilize the modified accrual basis of accounting where the measurement focus is on financial position and changes in financial position, rather than on net income determination.

## Grant

A contribution by one governmental unit to another. The contribution is usually made in support of a specified function, such as health care, housing, crime prevention, etc.

## Inter-fund Transfers

The movement of monies between funds of the same governmental entity.

## Inter-governmental Revenue

Revenue from other governments, such as the state or federal government, in the form of grants, entitlements, shared revenue, or payments, in lieu of taxes.

## Key Performance Indicators

Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

## Liabilities

Obligations incurred in past or current transactions requiring present or future settlement.

## Licenses/Permits

Licenses and permits are legal permission to engage in certain actions (a type of user's fee). Examples are building permits, vehicle decals, and Business, Professional and Occupational Licenses.

## Line Item

An expenditure classification established to account and budget for approved appropriations.

# GLOSSARY

## Long-Term Debt

Debt with a maturity of more than one year after the date of issuance.

## Modified Accrual Basis of Accounting

All government funds use the modified accrual basis of accounting under which revenues and related assets are recognized when measurable and available as current assets. Expenditures generally are recognized when the related goods and services are received and the liability is incurred.

## Object Classification

A grouping of expenditures on the basis of goods or services purchased; for example, personal services, materials, supplies, equipment, etc.

## Objective

Objectives represent incremental progress toward a goal. Objective statements should include either the word increase, decrease, or maintain. Objectives are measurable and time-specific, and can easily be annual.

## Operating Expenditures

The cost for personnel, materials, and equipment required by a department in order to function.

## Operating Revenue

Funds that the government receives as income to pay for ongoing operations, including such items as taxes, fees from services, intergovernmental revenues, and grant revenues. Operating revenues are used to pay for day-to-day services.

## Ordinance

A bill, resolution, or other means by which appropriations are given legal effect. It is the method by which the appropriation of the annual budget is enacted into law by the Board of County Supervisors, per authority of state statutes.

## “Pay-As-You-Go” Basis

A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowed funds.

## Permits/Licenses

Licenses and permits are legal permission to engage in certain actions (a type of user’s fee). Examples are building permits, vehicle stickers, and Business, Professional and Occupational Licenses.

## Personal Property

A category of property other than real estate, identified for purposes of taxation, which include personally owned items, corporate property, and business equipment. Examples include automobiles, motorcycles, trailers, boats, airplanes, business furnishings, and manufacturing equipment. Goods held for sale by manufacturers, wholesalers, or retailers, are not included.

# GLOSSARY

## Planning District 10

A regional grouping of cities and counties, which include the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson.

## Property Tax Rate

The amount of tax stated in terms of a unit of the tax base expressed as dollars per \$100 of equalized assessed valuation.

## Real Property

Real estate, including land and improvements (building, fencing, and paving) classified for purposes of assessment.

## Reserve

An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year, or to earmark revenues for a specific future purpose.

## Resolution of Appropriation

A legally binding document that delineates, by fund and department, all expenditures and revenues adopted by the Board of County Supervisors that are reflected in the adopted budget.

## Resources

The total amount available for appropriation, including revenues, fund transfers, and beginning balances.

## Revenue

Income generated by taxes, notes, bonds, investments, income, land rental, fees, user charges, and federal and state grants.

## Revised Budget

The revised budget represents the total budgeted expenditures and revenues for the fiscal year, including all reappropriations.

## School Fund

A governmental fund that reflects revenues and expenditures related to the operations of the County's school system. The primary sources of revenue, exclusive of transfers from the General Fund, are basic aid payments from the Commonwealth and educational program grants. Major expenditures include instructional costs, transportation, etc. Service for long-term debt is included in the General Fund, not the School Fund.

# GLOSSARY

## Self-Sustaining Funds

Self-sustaining funds are separate funds apart from the School Fund that are used for very limited expenditures due to legal or regulatory provisions, and whose operations are self-sustaining or self-supporting. These funds do not require any transfers from the General Fund, but are funded by federal and state categorical funds, fees, and grants. Examples of these funds are the Cafeteria Fund and the Community Education Fund.

## Special Revenue Funds

These funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes. Special revenue funds include federal and state grant funds, the Vehicle Replacement Fund, and the Tourism Fund.

## Supplemental Appropriations

Where requests with sufficient justification exist, special appropriations by the Board of County Supervisors may occur. Such appropriations reflect unanticipated emergency requirements subject to serious time constraints that a normal resource allocation mechanism cannot accommodate.

## Tax Base

A part of the economy to which a tax is applied.

## Taxes

Mandatory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.

## Tax Rate

The level of taxation stated in terms of either a dollar amount (i.e., \$0.762 per \$100 of assessed valuation) or a percentage of the value of the tax base (i.e., 5.0% sales tax).

## Tipping Fees

The cost for use of the landfill; generally this is levied on tonnage of solid waste.

## Transfers

Budget transfers provide the opportunity to shift already budgeted funds to another area. Transfers may occur throughout the course of the fiscal year as needed for an agency's operation. The Director of Finance is authorized to transfer amounts between line items and between divisions within a department. Transfers between expenditure accounts in different departments are approved by the Board of Supervisors.

## Trust and Agency Funds (Fiduciary Funds)

These funds account for assets held by the County in a trustee capacity or as an agent or custodian for individuals, private organization, other governmental units, or other funds. These funds include Non-expendable Trust and Agency Funds such as the McIntire Trust Fund, etc.

## Users Fees/Licenses

User's fees are charges for services such as public property and parking. The fee assures that only people using a service pay for that service. Licenses and permits are also forms of user fees.

