

# FROM DIALOGUE TO DECISION

*Collective Action to Drive Change*



## Adopted Operating and Capital Budget FY 2016

County of Albemarle, Virginia | [www.albemarle.org/budget](http://www.albemarle.org/budget)

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Richard J. Washburne; Clarice B. Schermerhorn; Lauren E. Eddy

Sheriff

The Honorable J. E. "Chip" Harding; Megan Almond

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Katherine A. Ralston; Kevin J. Wasilewski; Heather H. Taylor; Emily A. Swift



# 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 2016 combined capital and operating budget totaling \$374,747,444. This budget reflects the impact of a moderate improvement in the economy and property values for the second year in a row. While this moderate improvement is more positive than the past several years, increasing mandates and obligations, population and enrollment growth and the demand for critical services in areas where we have fallen behind during the recession have presented us with difficult budget choices. Given these challenges, which will last beyond the coming fiscal year, it is essential that we reconsider existing assumptions and current practices while seeking greater levels of public input. As a result, this budget proposes new ways to approach our current challenges in the near term, while encouraging greater dialogue with the public on funding our future beyond the coming fiscal year.

As was made clear during the Five Year Financial Plan process and as demonstrated in this budget, the cumulative impact of increased service demands and obligations, growing citizen expectations and community aspirations outpace our available resources. Given this reality, we are at a critical moment of decision with the community about defining priorities and funding our future. Because of improving revenues, careful fiscal stewardship and strategic investments, this budget makes some positive progress and it built on the modest steps taken in the last several budgets. While we see things moving in a more positive direction, we also recognize that challenges exist which are not addressed, and that significant unmet needs in core areas remain.

Therefore, this budget makes tough choices that shift funding from some popular programs considered enhancements, to core programs and basic services which have suffered for years due to insufficient resources. For example, this budget continues to make strides in addressing inadequate police staffing, which has declined to a level that leaves us 126<sup>th</sup> out of 133 jurisdictions in the state. It acknowledges the financial stress created by the rapid growth of our fire rescue system, including three new urban stations since 2001 and 110% increase in expenditures since 2005. It recognizes the strain on our Social Services Department, which is 23.3 positions understaffed by state standards with employees working at 163% of capacity to keep up with critical needs. It places a priority on keeping up with school enrollment growth of almost 600 new students since 2010/2011. While none of the challenges were able to be completely addressed in this budget, rebuilding these core services has taken priority over enhanced programs in our capital budget such as ACE and modernizing existing facilities.

These are challenging choices for our community. There is no question that protection of our rural area property from development and modernization of our school facilities are worthwhile aspirations that are very important to our citizens. We face the difficult but compelling reality that we cannot continue to neglect critical services needs that directly impact citizens and employees while funding more aspirational programs. These choices set the stage for a structured community dialogue about our future needs and appropriate funding mechanisms, including the desirability of service districts and a bond referendum supported by tax increases, that is imperative before the next budget cycle.

This budget presents several strategies to address critical service needs while this dialogue occurs during the coming year. First, we are proposing the establishment of a Fire Rescue Services Fund that segregates the fastest growing category of expenditure in our budget over the past ten years into a transparent, self contained fund that brings together all revenues and expenditures associated with this service. A dedicated one cent tax rate increase is proposed to meet the significant demands of this core service. As a second measure to address critical core needs while the Board and community considers how to best fund the future, we are proposing the reallocation of revenues from enhanced programs in the capital budget to fund core operating budget needs in public safety, human services and the school division. These enhanced programs, which include ACE, school modernization and sidewalk construction, will not be eliminated in the coming year. Sufficient revenues will be in place to match state funding opportunities and perform basic improvements to classrooms, but they are not programmed in future years.

The budget presents two initiatives in addition to the funding recommendations to address our long term financial sustainability. First, we recommend establishing a joint local government/schools internal review committee to evaluate how local government and schools can work more closely together to identify efficiencies across the two operations and identify innovative approaches to improve operations. Staff plans to report back to both Boards in the fall as part of the Five Year Financial Plan process. Secondly, in order to provide the best opportunity for the structured community dialogue described in this budget, we recommend creation of a

citizens committee, consistent with an objective in our strategic plan goal to look at alternatives for funding the future within the coming year. It is recommended that this committee also complete its work in the fall to be utilized for the Five Year Financial Plan.

### **Our Continued Funding Challenge:**

It is important to understand exactly why we face a continued funding challenge. Despite several years of modest recovery we are experiencing four major areas of financial pressure, none of which appear to be lessening or changing direction in the foreseeable future.

- Redefined State Funding Relationship - We have gone beyond declines in state revenues to what is a fundamentally redefined funding relationship. The state budget outlook continues current trends of devolution of responsibility, unfunded mandates and declining school and local government revenues. Our local revenues, primarily real estate taxes, are very challenged to offset these shortfalls. Despite an aggressive effort by our Board of Supervisors, state legislators do not indicate a near-term willingness to expand our ability to diversify our revenue sources. *As an example, if State per pupil funding had remained constant since FY 2009, Albemarle County Public Schools would receive \$3.85 million more from the State in FY 2015 than is currently projected, which is equivalent to 2.4 cents on Albemarle County's real estate tax rate.*
- Population Growth and Changing Demographics – Service needs across the organization are impacted by over 18,000 new residents projected between the beginning of the recession and the last year of our Five Year Plan (according to Weldon Cooper estimates). Beyond the general population growth numbers, it is important to understand where the growth is happening and what pressures and service needs are being created. We have approximately 35 square miles of urban environment which requires a higher level of infrastructure and service response, translating into significant impacts on police, fire and rescue, transportation networks, neighborhood infrastructure, etc. *As an example, between FY 06 and FY 15, the funding for public safety has increased from \$22 million to \$37 million and the number of public safety FTE's has increased from 192 to 239.* The pressures of a growing and urbanizing county also impact schools due to enrollment growth, which creates pressure to maintain desired class sizes and student teacher ratios, and changing demographics, which drive the need for more resources. *As an example, between 2009 and 2020, over 2,000 new students are projected for the School Division. Between FY10 and FY 15, the number of free and reduced lunch students increased 1,081 or 44%, and the number of ESOL students increased 173 or 17%, creating a growing need for special education, literacy intervention, non-English speaking services, etc.*
- Restoring Critical Capacity Lost During the Recession – As a result of the recession, staffing has failed to keep pace in critical service areas like public safety and human services. Our organization's capacity to provide high quality services has been diminished in some key functional areas and we are challenged to provide essential services within continued financial constraints. *Police staffing per capita places Albemarle at 126<sup>th</sup> out of 133 jurisdictions statewide, and Social Services staff is working at 163% of capacity to serve vulnerable citizens. Support positions throughout the organization are also seriously strained, with meaningful decreases in every functional area except public safety and human service since 2009.*
- Replacing Discontinued Grant Funding – Grant funding continues to support critical initiatives for the County. For example, we received \$3 Million in grant funding in calendar year 2014. While we realize that grant funds are not permanent sources and we use them only to supplement essential services when appropriate, in the year ahead we must make up for the discontinuation of some major grant funding. *The total amount of grants that are either ending or decreasing in FY 15 is \$743,000, most significantly \$537,000 for nine firefighters funded since 2012 by a FEMA SAFER grant and \$134,000 for firefighter gear replacement funded since 2006 by the Assistance to Firefighters grant.*

Since the recession, we have responded to the evolving pressures mentioned above by taking steps to transform into a more agile organization that is well positioned to respond to the challenges and opportunities of the future. We have made strategic choices in adding staff following significant reductions made during the recession - our staffing has shifted over the past 5 years to add the majority of new resources to public safety and human services. We have experienced meaningful net losses in all functional areas except public safety and human services, and our overall staffing has remained at the 2006 per capita level. In the past five years we have provided a total of 5% in salary increases to our employees (not offset by VRS mandates).

We have demonstrated significant adaptation, innovation and partnership. We have diversified our revenue streams through various revenue recovery measures and have focused on investments that will bring future returns such as the establishment of an Economic Development Office. While that strategic and innovative work must and will continue, we have come to a point where these measures are not adequate to address the ongoing structural imbalance caused by the cumulative impacts of expectations and service needs that outpace available resources. This budget acknowledges that we are at a critical moment of decision with the community about future funding alternatives.

One unchanging principle has been our continued attention to fiscal restraint. Despite an increase last year, this year's tax bill for the average homeowner is still roughly equivalent to the 2009 level. Our tax rate is among the lowest of the top twenty most populous counties in the state, including many counties that are facing similar urbanizing pressures.



### Continuing our Five Year Financial Plan Dialogue:

Last fall's Five Year Financial Plan process started us on an unprecedented path of partnership and dialogue with schools and citizens about these long term challenges and opportunities. We incorporated schools more closely into our long term financial planning. Our collaboration created a more complete understanding of our holistic financial situation, and painted a more realistic picture of service needs and resource constraints.

We shared a complete picture of our financial situation with our citizens and acknowledged the gap between the reality of our available revenues and what we have said we want to be as a community. Board members were very active in a community dialogue to identify preferences for resolving that gap through a series of town hall meetings held in all magisterial districts. Together we discussed and understood the following realities of our Five Year Financial Plan which still face us as we approach this budget:

- Projected revenue growth fails to keep pace with unmet needs and strategic aspirations.
- Local government and schools have needs in building back capacity for core services in addition to keeping pace with future demands of growth and changing demographics.
- Reconsidering existing assumptions and current practices while seeking public input has become essential, including encouraging greater dialogue with the public on funding our future beyond the coming fiscal year.

### Budget Goals:

To address the challenges the County faces in the year ahead, staff focused on the following goals to provide recommendations for your consideration regarding the upcoming fiscal year:

- **Meet continually evolving challenge of mandates and obligations:** This budget recognizes the full year operating and capital impacts of water resource protection mandates, including additional staff in Community Development and General Services, and full year impacts of several other positions added during the year including two Commonwealth Attorney's office positions and the transportation planner. It also funds a substantial increase to the regional jail and operating impacts of recent and planned capital improvements including the Northside Library and the Regional Firearms Training Center. Resources are provided to address solid waste management needs and our strong commitment to basic CIP maintenance projects continues.
- **Sustain an efficient, adaptable organization:** Funding is committed to critical efforts that boost organizational productivity, improve service, and maintain our ability to shift quickly to meet evolving needs and issues, including continued support to the Innovation Fund. We are focused on recruiting, training and retaining a skilled and experienced workforce that is agile enough to meet challenges and take advantage of future opportunities as reflected in funding dedicated to professional development and in taking a first step to resolve our salary compression situation. Even as our situation improves, we remain focused on the hallmarks of a high performing organization –repositioning our resources and streamlining our operations to be as efficient as possible. Partnership with the schools will move to a higher level as we create a joint innovation/efficiency task force to identify additional operational improvements and cost savings. We work from the foundation of a unified organization committed to excellence on behalf of our citizens.
- **Build critical capacity that supports quality service delivery:** Our organizational capacity remains impacted by dramatic reductions during the recession combined with growth in population, increasing school enrollment and shifting demographics. As our revenues have improved since the depth of the downturn, new positions have been added in public safety and health and welfare (police, fire rescue and social services) but we have experienced net losses in all other functional areas. This budget addresses some of the most critical capacity issues and tries to address balance across the organization. Because high performing employees are the most important element of our quality service delivery, this budget proposes a targeted 2.3% salary increase or higher based on performance. Due to constrained resources, this increase is planned to begin midyear, on January 1, 2016. Recent news from the State regarding more positive budget possibilities may provide the opportunity to adjust this raise to begin in October, 2015. This would get our employees to market in a quicker timeframe and also would offset the impacts of the health care increase which will begin impacting employees in October.
- **Redirect existing funding from enhanced services to protect core services:** Recognizing that we face serious pressures in a number of core service areas, this budget redirects funding from areas of enhancement towards addressing significant unmet needs in local government and schools. We face staffing shortages in our public safety departments and in Social Services that could impact our delivery of essential services. Programs including ACE, school modernization and sidewalk construction will retain sufficient funding to match grant opportunities and meet basic maintenance needs for the coming year. Beyond that, funding is not provided and the future of these programs will depend on community preferences expressed through a structured dialogue in the coming year.
- **Dedicate tax increase to specific core service needs:** This budget establishes a Fire Rescue Services Fund that segregates all fire rescue expenditures, including capital, volunteer funding and services, and the fire contract with the City, in one place and assigns a dedicated tax increase of one cent to meet those rapidly growing core needs. This allows

complete transparency for the fastest growing area of expense in our budget and supports nine firefighter positions and replacement turn out gear for which grant funding has expired.

- **Establish groundwork for structured community dialogue within the coming year to determine specific approaches to funding our future:** The community dialogue that began during the Five Year Financial Plan process must continue in a structured form to move to decisions on our future funding approach to meeting the aspirations and needs of the County. Our establishment of an Economic Development Office this year signals a new direction in terms of long term revenue generation, and creation of a fire rescue fund in this budget is another step towards alternative ways of considering how to fund urgent needs. Citizens expressed interest in considering the merits of tools like service districts, bond referendums, and other methods of determining and funding community priorities. This budget presumes that our community dialogue will result in decision making in the coming year.

**Financial Planning and Accountability:** This budget reflects the longer term priorities identified during development of the Five Year Financial Plan and 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. 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 Financial Plan process that includes a fuller range of financial considerations for local government and schools. The local government/schools internal review committee will take that collaboration to a higher level with a particular focus on joint innovation and efficiency opportunities, with a review during this fall's Five Year Financial Plan process.

**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. We are building our next generation of leaders through programs like the Innovative Leaders Institute and succession management, and we continue to offer robust training support. We seek input from our staff throughout the organization and create incentives like the Innovation Fund to build employee ownership. 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, with the citizens committee on future funding options as a critical part of our decision making process.

In closing, we have worked to develop a budget that acknowledges our financial realities and critical service pressures and takes steps towards addressing the most pressing needs through new approaches and challenging choices. We recognize the continued need for partnership and public input and look forward to continuing the budget dialogue and decision making through establishment of a Joint Local Government/School Division internal review committee and a citizens committee on alternatives for long range funding in the immediate future.

Respectfully submitted,

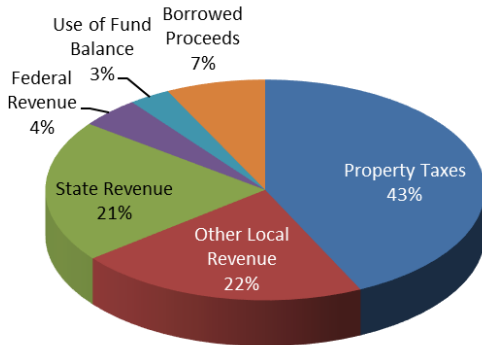
Thomas C. Foley,  
County Executive

FY 16 BUDGET OVERVIEW:

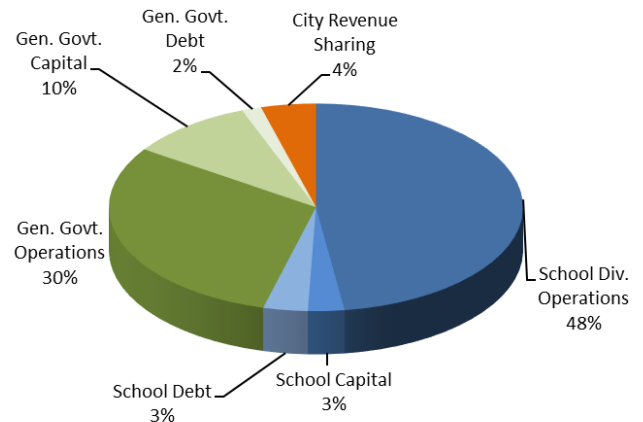
**ALL FUNDS SUMMARY**

The County's Adopted Fiscal Year 2016 combined capital and operating budget totals \$374,747,444. The total budget shown below includes all operating and capital funds.

**FY 16 TOTAL BUDGET  
ADOPTED REVENUES  
\$374,747,444**



**FY 16 TOTAL BUDGET  
ADOPTED EXPENDITURES  
\$374,747,444**



- The Total Budget includes the General Fund, School Division Fund, and the Capital Fund as well as special revenue funds, the debt service fund, the new Fire Rescue Services Fund and other special funds. The Total Budget is balanced on an 81.9 cent tax rate.
- The overall increase in revenues, which includes proceeds from anticipated borrowing, increases \$22.6 million, or 6.4% when compared to the FY 2015 Adopted Budget:
  - Property tax revenues, which include taxes such as real estate and personal property, are anticipated to increase by \$8.1 million or 5.3%. This is primarily due to a \$7.6 million or 6.0% increase in real estate tax revenues. The real estate tax revenues reflect a tax rate of 81.9 cents, which includes a two cent rate increase.
  - The "Other Local Revenues" category includes revenues from sources such as sales taxes, business licenses, and food and beverage taxes as well as those received from the County's local partners such as those participating in the Emergency Communication Center's (ECC) Public Safety Technology Project. Overall, this category of revenues is projected to increase by \$8.4 million or 11.6%.
  - State revenues are projected to increase by \$1.9 million or 2.4% primarily due to increases in funding for the School Division and the Compressive Services Act (CSA).
  - Federal revenues are projected to increase by \$0.2 million or 1.1%.
  - Overall, the planned use of prior year fund balance monies has increased 26.9% or \$2.4 million. This is due primarily to an increased use of fund balance for capital projects and to implement salary increases effective October 1, 2015.
  - Borrowed proceeds are increasing \$1.7 million, or 6.5%.
- Expenditures:
  - The General Government operations budget increases by \$4.3 million or 5.7%, primarily to meet the County's mandates, support the community's public safety and social services needs, and to support other essential governmental services. This includes the use of dedicated new tax revenue to support the Fire Rescue system.
  - The School Division operations budget increases by \$6.2 million or 3.9%.
    - The local transfer to the School Division is an increase of \$4.2 million or 3.8% over last year's Adopted Budget.
  - The Capital Improvement Plan covers the time period of FY 2016 - FY 2020. Only the first year of the Plan is included in the FY 2016 Total Budget. For FY 2016, the Capital Budget (net of transfers) is \$47.2 million.
    - Major projects include continued commitment to maintenance and replacement needs for schools and general government, Emergency Communications (ECC) Integrated Public Safety Technology Project, Hollymead Dam repair, school safety updates and the Western Albemarle High School (WAHS) Environmental Studies Academy Phase 1 project.
    - Upon completion of the County's annual audit, the county will increase funding for the ACE program by \$250,000 utilizing General Fund fund balance monies.



The spending priorities included in the approved budget are highlighted below according to the established budget goals:

***Meet continually evolving challenge of mandates and obligations:***

- Transfer to School Division – provides \$4.2 million in additional funding, an increase of 3.8%
- Water resource protections mandate impacts - picks up full year of funding for two water resources positions and one VSMP inspector
- Funds an 11.5% increase, or \$370,538 to the Regional Jail
- Provides full year funding for a transportation planner and two Commonwealth Attorney's Office positions
- Anticipates increase for both employer and employee contributions to health insurance
- Funds full year impact of Northside Library operating impacts
- Funds full year impact of the Regional Firearms Training Facility
- Provides funds for solid waste solution
- Increases funding to the Emergency Communications Center

***Sustain an efficient, adaptable organization:***

- Funds employee professional development including training funding to meet core training needs and support for our evolving workforce
- Continues funding of Innovation Fund to support organizational initiatives that improve productivity and customer service
- Provides for essential department operational needs that have been deferred due to resource constraints in recent years
- Maintains funding for Grants Leveraging Fund
- Increases redundant internet services
- Increases overtime funding for public safety personnel
- Adds funding to begin to address salary compression issues
- Supports video streaming of Board of Supervisors' meetings

***Build critical capacity that supports quality service delivery:***

- Funds critical support positions in strategic places across the organization including zoning enforcement officer, maintenance mechanic, Information Technology support position and Water Resources inspector
- Provides administrative support for County Executives Office, Board of Supervisors Office, Office of Facilities Development and Office of Management and Budget
- Funds policy analyst to assist with Board support/executive management
- Funds Places 29 small area plan
- Increases funding in Economic Development Opportunity Fund to support Route 29 Solutions Business Assistance
- Provides targeted 2.3% salary increase or higher based on performance to begin in October 2015
- Upgrades General Services administrative support to full time to staff Citizen Services Center

***Dedicate tax increase to specific core service needs***

- Moves all Fire/Rescue costs and revenue to a separate fund
- The FY 16 Fire Rescue Services Operations Fund is \$13.8 million
- In addition, \$647,101 in dedicated local tax support is provided to support Fire Rescue capital needs
- One cent tax rate increase to cover increased Fire Rescue operating and capital costs, including volunteer stations and City fire contract

***Redirect funding from enhanced services until core needs are addressed***

- Reduces CIP transfer by equivalent of one cent on the tax rate to be redirected away from enhanced programs including ACE, school modernizations and sidewalk construction, leaving enough to match grants and perform basic school improvement
- Funds five additional police officers and two safety officers
- Continues local matching support for grant-funded crime analyst position in the Police Department
- Funds two family preservation specialist positions, one eligibility worker, and one foster care position in Social Services to handle significant caseload increases

***Additional Board adjustments***

- Additional Bright Stars classroom to meet needs of preschool families
- Addition of a Natural Resources position in Community Development
- Provides additional support to community agencies to include Legal Aid Justice Center, JAUNT, Scottsville Regional Library, Municipal Band, and Virginia Cooperative Extension
- Supports a CIP Reserve for future Board decision

***Establishes groundwork for structured community dialogue within the coming year to determine creative/alternative approaches to funding our future***

- Citizen committee to review and recommend alternatives for long range funding

**The total budget includes three major funds, the General Fund, the School Budget, and the Capital Budget.**

**A Closer Look at the General Fund:**

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, schools and the capital program. General Fund revenues increase by 4.1%, or \$9.9 million in this budget, with general property tax revenues expected to increase by \$8.1 million including a rise in real property reassessments, growth in new construction, and a two cent increase in the real property tax rate. Other local tax revenues, including sales and food and beverage taxes, are projected to increase \$0.7 million or 1.3%. State revenues are projected to increase by \$231,119 or 1.0%, and federal revenues are projected to increase by \$52,985, or 1.1%.

**A Closer Look at the School Budget:**

This budget represents an increase in local dollars to support the School Division. The local transfer represents an increase of \$4.2 million or 3.8%, from last year's approved budget. This transfer amount provides additional resources to help support salary increases and enrollment growth and to meet pressing needs associated with mandates such as those associated with the Comprehensive Services Act (CSA).

The School Division's operating budget currently \$167.1 million, which includes \$114.0 million in the local transfer to the School Division, the use of \$1.6 million from the School Division's fund balance, \$2.2 million in other local funding, and transfers of \$400,000 from other funds. The budget also includes \$45.8 million in anticipated funding from the state and \$3.0 million in anticipated federal funding.

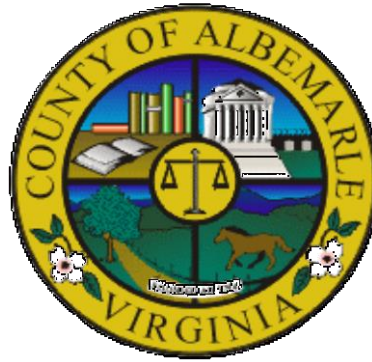
**A Closer Look at the Capital Budget:**

The first year of the Capital Improvement Plan is included in the FY 2016 Total Budget. For FY 2016, the Capital Budget is \$48.1 million. The General Fund transfer to CIP and for Debt Service in the FY 16 Approved Budget totals \$20.0 million, which is a decrease of \$0.2 million or 1.1% from last year's transfer.

While the annual Capital budget is included in the County's FY 16 Approved budget, the five-year Capital Improvement Plan (CIP) for FY 16 – FY 20 is anticipated to be adopted by the Board of Supervisors soon. As most recently reviewed, the CIP continues to focus on meeting mandates, maintaining existing infrastructure, and investing in those projects that allow the County to continue core and necessary services without substantial increases in operational costs. All of these funds in total currently support the projects listed below:

- Maintenance and replacement needs for schools and general government
- Emergency Communications Center (ECC) Integrated Public Safety Technology Project
- Hollymead Dam repair
- School safety upgrades
- Western Albemarle High School Environmental Studies Academy Phase I
- Parks Blueways/Greenways program
- Places 29 Small Area Plan
- Solid Waste & Recycling Solution project
- School Division Trailer Relocation
- Pantops Fire Station and Rescue 8 renovation/expansion
- One year of funding for the Acquisition of Conservation Easements (ACE) Program; upon completion of the County's annual audit, an additional \$250,000 in funding for the ACE Program is planned to be added.

As most recently reviewed, \$152.1 million or 50% of the requested CIP projects were unable to be funded with current resources.





# 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 the County can respond effectively to the opportunities presented by changing circumstances.

Staff and the Board of Supervisors review the progress on the Strategic Plan on a regular basis and the Plan informs the County's long-range and annual budgeting processes. 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 in support of the identified strategic priorities.

Below are some examples of how this year's adopted budget supports the Board's FY15-17 Strategic Plan.

### VISION STATEMENT

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.

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### 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.

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### CORE VALUES

- Integrity: We value our customers and co-workers by always providing honest and fair treatment.
  - Innovation: We embrace creativity and positive change.
  - Stewardship: We honor our role as stewards of the public trust by managing our natural, human and financial resources respectfully and responsibly.
  - Learning: We encourage and support lifelong learning and personal and professional growth.
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### STRATEGIC GOALS

#### **1) Successfully engage citizens so that local government reflects their values and aspirations**

- New funding for video streaming of Board of Supervisors meetings
- Ongoing funding for MindMixer, an online citizen engagement tool

#### **2) Prioritize, plan, and invest in critical infrastructure that responds to past and future changes and improves the capacity to serve community needs**

- Funding for all mandates, obligations, maintenance/replacement projects for all government and school facilities.
  - Also continues funding the following projects:
    - Courts facilities additions/renovations
    - ECC regional 800Mhz communication system
-

- 3) Attract quality employment, commercial, and high density residential uses into development areas by providing services and infrastructure that encourage redevelopment and private investment while protecting the quality of neighborhoods**
- Full year funding for Transportation Planner
  - Funding for the development of a Small Area Plan
  - Funding for Manager of Zoning Enforcement (see Goal 7 below)
- 4) Foster an environment that stimulates job creation, capital investments, and tax revenues that support community goals**
- Full year funding for Economic Development Office
  - Increases funding for Economic Development Opportunity Fund
- 5) Provide lifelong learning opportunities for all our citizens**
- Provides an additional \$4.2 million, a 3.8 % increase, in local funding to the School Division
  - Expands Bright Stars program
  - Continues to support multiple agencies that provide learning opportunities for county residents
- 6) Thoughtfully protect and manage Albemarle County's ecosystems and natural resources in both the rural and development areas to safeguard the quality of life of current and future generations**
- Funds Natural Resources position
  - Funds additional Water Resources inspector position (see Goal 7 below)
- 7) Ensure County government's ability to provide high quality service that achieves community priorities**
- Funds a total of 23 new local government positions in FY 16:
    - 4 Social Services and 3 Bright Stars positions
    - 1 Zoning Enforcement position
    - 5 Police Officers and 2 Traffic Safety officers
    - 2 Support Staff
    - 1 Policy Analyst
    - 1 Maintenance Mechanic
    - 1 Materials Inventory and Supply Manager
    - 1 Information Technology (IT) position
    - 1 Water Resources inspector
    - 1 Natural Resources position
- 8) Preserve the character of rural life with thriving farms and forests, traditional crossroad communities, and protected scenic areas, historic sites, and biodiversity**
- Continues support of ACE program in FY 16

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

All County departments contribute to the implementation of our FY 15- FY 17 Strategic Plan. The following matrix provides an overview of the strategic goals on which each department is focusing.

Strategic Plan Goals	Citizen Engagement	Infrastructure	Development Areas	Economic Prosperity	Educational Opportunities	Natural Resources	Operational Capacity	Rural Areas
<b>Department</b>								
Community Development	x	x	x	x		x	x	x
County Attorney		x	x			x	x	x
County Executive	x	x	x	x	x	x	x	x
Economic Development			x	X			x	x
Facilities Development	x	x	x			x	x	x
Finance		x		X			x	
Fire/Rescue	x	x	x		x	x	x	x
General Services		x				x	x	
Housing	x	x	x	X			x	x
Human Resources		x		X	x		x	
Information Technology	x	x			x		x	
OMB	x	x		X	x		x	
Parks & Recreation	x	x	x		X	x	x	x
Police	x	x	x	X	x		x	x
Social Services	x	x		X	x		x	



# COMMUNITY PROFILE

## *Overview*

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 services, 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 Towe Memorial Park. The County serves as fiscal agent for the Albemarle-Charlottesville Regional Jail Authority and the Blue Ridge Juvenile Detention Commission.

## *Public Schools*

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 8.6 percent from 12,356 in 2004 to 13,420 in 2014. Since 2009, the school system has experienced a 5.3 percent increase in the number of students. In school year 2013-2014, twenty schools were fully accredited and six were accredited with warning. The dropout rate decreased for 2012/13 to 0.94 percent compared with a 1.34 percent rate for school year 2011/12.

## *Higher Education*

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

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 2013, the U.S. News and World Report ranked the University as the nation's second best public university and 24th 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.

**Higher Education (continued)**

American National University opened its Charlottesville campus in 1979 and continues to build on its reputation among Central Virginia employers for its skilled graduates. ANU offers many Associates Degrees and Diploma Programs in medical, business, and technology fields including Business Administration Management, Cybersecurity, and Software Development and Engineering. American national University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

**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 \$315 million in revenues in 2013 and over 2,900 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, and Michie Tavern.

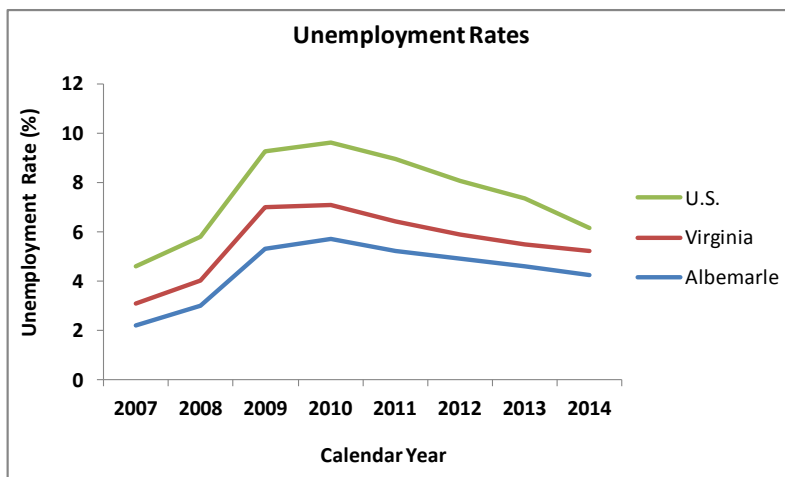
Located partially within the City of Charlottesville’s corporate limits, though legally within the jurisdiction of the County, is the University of Virginia. The Lawn, Ranges and Rotunda, comprising the original academic buildings of the University, were designed by Thomas Jefferson. Monroe Hill, the 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**

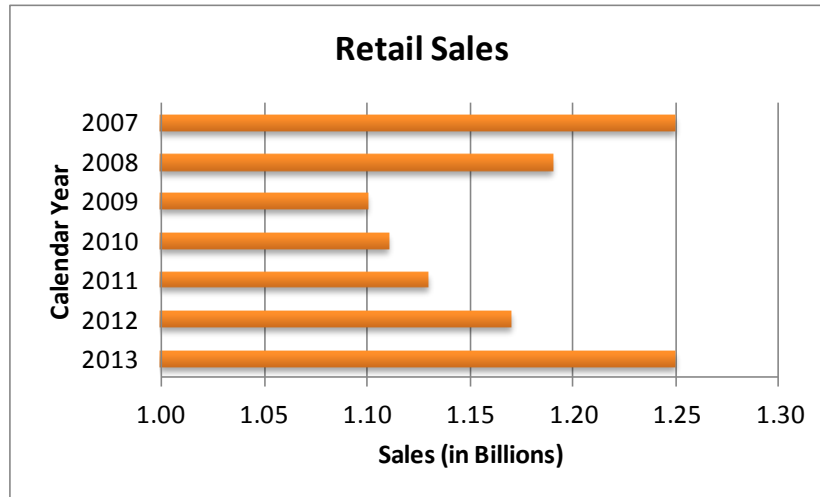
Albemarle County’s rich historical heritage plays a part in the area’s economic growth. Its location, rural character, urban conveniences, strong educational system and superior quality of life combine to make Albemarle an attractive, vital community. The predominant economic sectors are education, service,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

According to the Virginia Employment Commission, as of December 2014, unemployment for Albemarle County was at 3.7 percent. The area continues to have one of the lowest unemployment rates in the state. For the same period, Virginia’s unemployment rate was 4.5 percent, while the U.S unemployment rate was 5.6 percent.

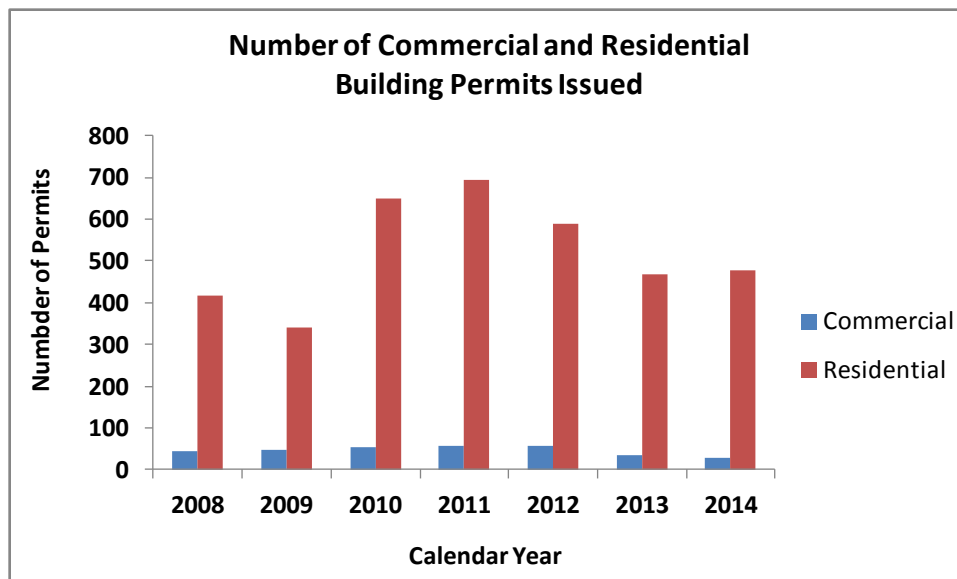


***Economic Condition and Outlook (Continued)***

According to the Weldon Cooper Center, taxable sales in the County increased in 2013, the most recent full year for which the Weldon Cooper Center has published data. As of December 31, 2013, the increase was 6.6%, with \$1.25 billion compared to \$1.17 billion in 2012. Retail sales figures for the first and second quarters of 2014 increased 1.48%, with \$611 million being reported compared to \$602 million in the first and second quarters of 2013.



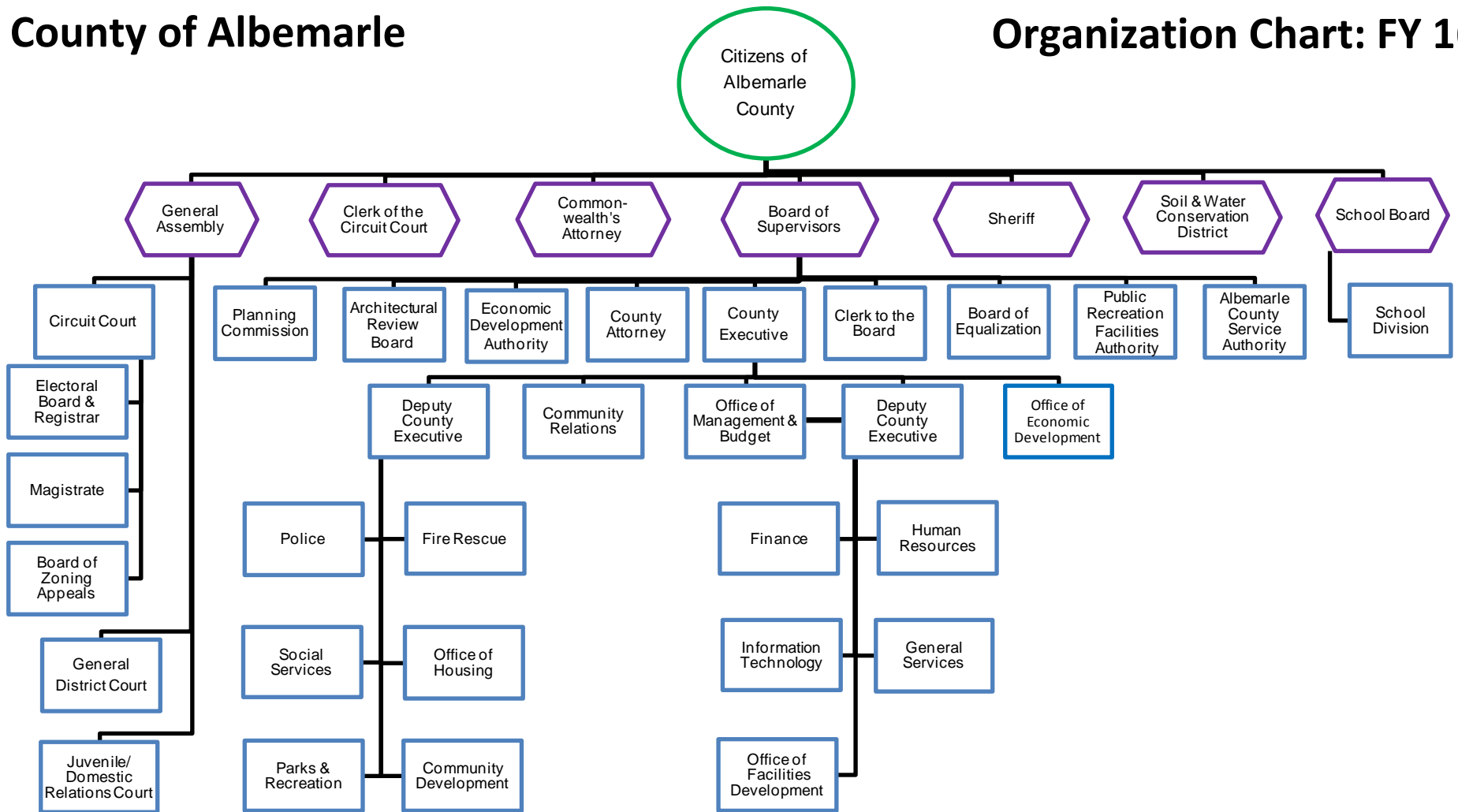
The number of building permits issued for new residential construction increased from 468 in 2013 to 475 in 2014. The value of this construction in 2014 was \$40,913,267. The number of new commercial permits decreased slightly from 36 in 2013 to 29 in 2014, with a total value of \$61,472,983 in the latter year.



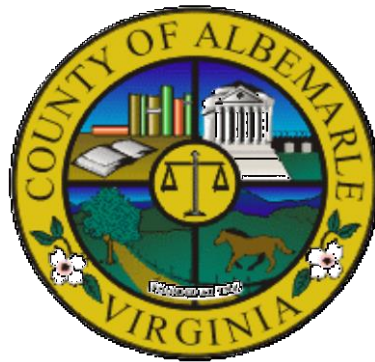
According to the Charlottesville Area Association of Realtors (CAAR), in calendar year 2014 the median sales price of homes in the County of Albemarle was \$331,000. The median sales price of homes in the City of Charlottesville during the same period was \$263,000. This was a 3.4 percent and 5.2 percent increase respectively from the previous year.

# County of Albemarle

# Organization Chart: FY 16



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); Health and Welfare (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).



# 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 15, 2015. 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 12, 2015 and will be 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 19, 2015.
- ***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 May 6, 2015.
- 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 is was adopted on July 1, 2015.
- The ***School Board's Adopted Budget*** is the final approved budget for the School Division. The School Board adopted its budget on April 23, 2015.

## 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. 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 at least 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 16 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 begins in the fall 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 reviewed by the Board of Supervisors in November and 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 review department and agency requests and develop budget-related inquiries and revenues are updated. Using guidance achieved from the Five-Year Financial Plan and the results of discussions with department staff, the OMB staff develop specific recommendations for a balanced FY 16 budget. By early February, the County Executive makes his decisions on the budget recommendations and staff prepares the County Executive's recommended budget document for FY 16. This budget was presented to the Board of Supervisors on February 19, and a public hearing on the County Executive's recommendation was held on February 23.

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 budget changes were agreed upon for the Board of Supervisors' Proposed budget, a public hearing on the Proposed budget was held on April 1 and a public hearing on the tax rate was held on April 8. The Board set the tax levy for the calendar year on April 14, 2015 and adopted the operating and capital budgets on May 6, 2015. The budget is legally enacted through passage of a Resolution of Appropriation prior to July 1, 2015 (the beginning of FY 16).

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 or as described in the Resolution of Appropriation. 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; Health and Welfare; 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 District 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; 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).

**Fire Rescue Services Fund:** Included in the FY 16 Budget there is a new Fire Rescue Services Fund that includes all emergency fire/rescue services provided by the County Department of Fire/Rescue, the volunteer fire companies and rescue squads as well as a transfer to the Capital Improvement Program. Details about this fund are included in the Public Safety Category of the Budget.

**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 **Health and Welfare** 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, 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 Engineering. In addition, the Office of Housing, VPI Extension Service, Thomas Jefferson Soil and Water Conservation District, and community agencies such as the Charlottesville Area Transit (CAT) 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, parks, human services, etc. The General Fund also includes transfer payments to the School, County debt service, and capital improvement funds.
- **The Fire Rescue Services Fund:** Included in the FY 16 Budget is a new Fire Rescue Services Fund that includes all emergency fire/rescue services provided by the County Department of Fire/Rescue, the volunteer fire companies and rescue squads as well as a transfer to the Capital Improvement Program. This fund requires a local transfer from the General Fund, however it also includes other revenues.
- 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, construction or maintenance 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 the budget 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 general 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, the Fire Rescue Services 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 and the information is also available online on the County's website, albemarle.org.

**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	Health and Welfare	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				
Other Gen. Govt. Funds									
Commonwealth Atty. Commission Fund		X							
Victim-Witness Grant			X						
Police Dept. Asset Forfeiture Fund			X						
FEMA-SAFER Grant			X						
Criminal Justice Programs			X						
Fire Rescue Service Fund			X						
Crime Analyst Grant			X						
Regional Firearms Operations			X						
Water Resources Fund				X					
Facilities Development Fund				X					
Health Center Maintenance Fund				X		X			
Courthouse Maintenance Fund		X		X					
Old Crozet School				X					
Vehicle Replacement Fund	X	X	X	X		X	X	X	
Computer Maint. & Replacement	X								
Bright Stars						X			
Comprehensive Services Act						X			
MJ Health Grant						X			
Towe Park							X		
Tourism Fund							X		
Proffer Funds								X	
Metro Planning Grant								X	
Economic Development Authority								X	
Housing Assistance								X	
Debt Service Funds									X
Capital Improvement Funds	X	X	X	X	X	X	X	X	

# FINANCIAL MANAGEMENT POLICIES

## STATEMENT OF PURPOSE

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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

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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

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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.

**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.

**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.

**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**

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 Principles (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**

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**

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.




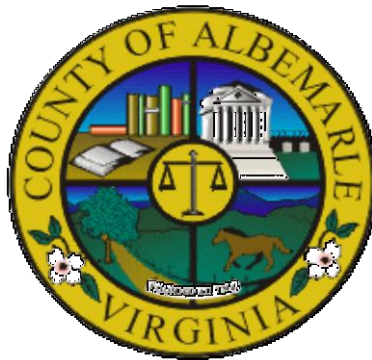
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The County should contribute to Capital Reserve periodically to provide flexibility in meeting debt service and capital requirements and to mitigate tax rate increases related to future capital projects

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*

	<h1>FISCAL YEAR 2016</h1> <h2>BUDGET CALENDAR</h2>																																																																										
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# BUDGET SUMMARY

This section of the budget provides summary information about all funds included in the County's Total Budget. These funds were adopted by the Board on May 6, 2015:

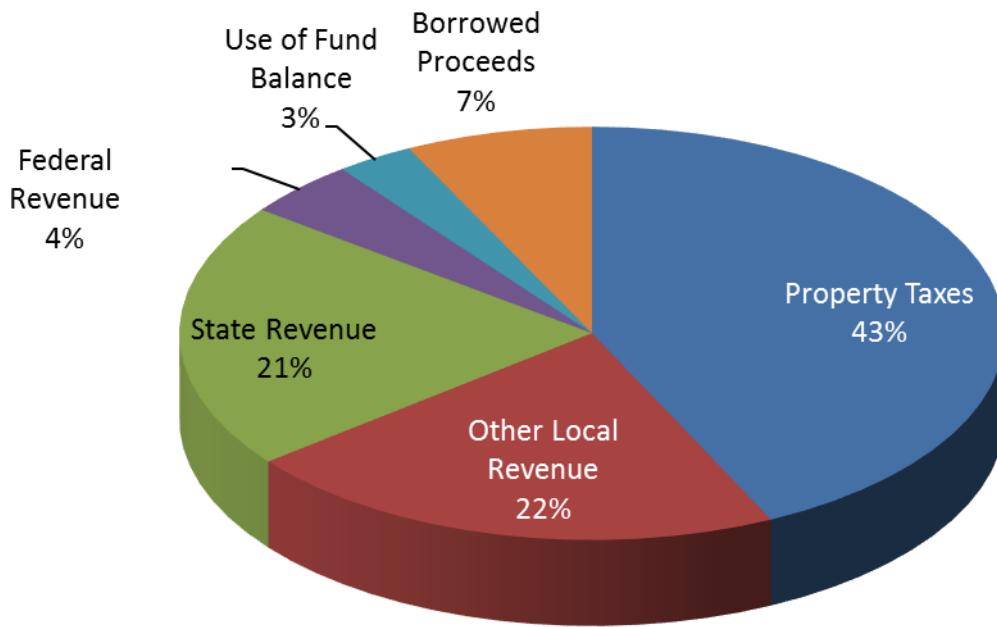
- General Fund
- Other Funds (General Government)
- School Fund
- Special Revenue Funds (School Division)
- Capital Projects Funds
- Debt Service Funds

Details for the funds can be found on the following pages: General Fund, pages 51-188; Other Funds, pages 211-224; the School Fund, pages 225-226; the Capital Improvement Program, pages 227-280; and the Debt Service Funds, pages 281-290. A detailed capital budget is published separately. Additional information on the School Fund and School Special Revenue 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 recommended budget is being brought forward.

# TOTAL COUNTY REVENUES

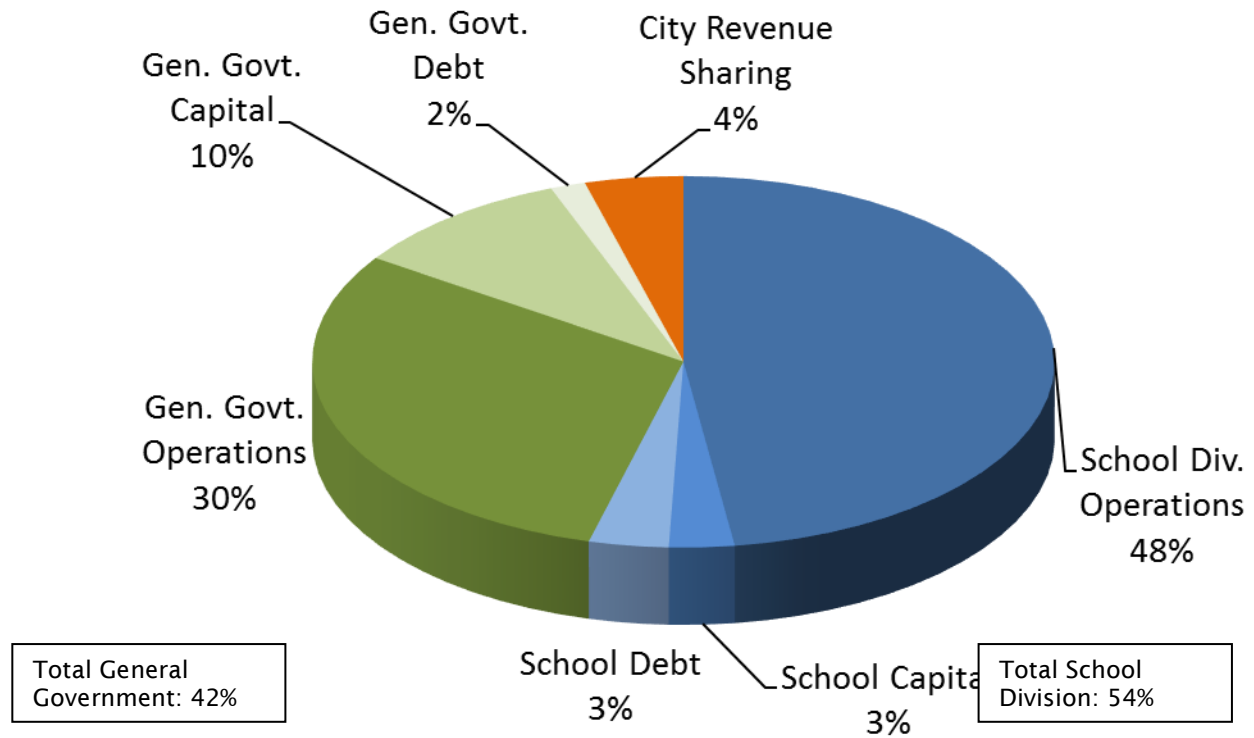
**FY 16 TOTAL BUDGET  
ADOPTED REVENUES  
\$374,747,444**



	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Property Taxes	\$144,087,055	\$152,508,988	\$155,882,049	\$159,020,991	\$159,020,991	\$160,638,316	\$8,129,328	5.3%
Other Local Revenue	68,341,772	72,106,806	75,648,700	80,485,224	80,485,224	80,462,527	8,355,721	11.6%
State Revenue	74,858,623	76,334,499	78,939,995	77,288,342	77,288,342	78,191,433	1,856,934	2.4%
Federal Revenue	18,620,151	16,393,002	19,794,047	16,569,424	16,569,424	16,569,424	176,422	1.1%
Use of Fund Balance	0	8,990,504	34,757,312	10,215,716	10,215,716	11,413,275	2,422,771	26.9%
Borrowed Proceeds	36,667,780	25,800,169	26,648,025	27,106,717	27,106,717	27,472,469	1,672,300	6.5%
<b>TOTAL, ALL FUNDS</b>	<b>\$342,575,382</b>	<b>\$352,133,968</b>	<b>\$391,670,127</b>	<b>\$370,686,414</b>	<b>\$370,686,414</b>	<b>\$374,747,444</b>	<b>\$22,613,476</b>	<b>6.4%</b>

# TOTAL COUNTY EXPENDITURES

## FY 16 TOTAL BUDGET ADOPTED EXPENDITURES \$374,747,444



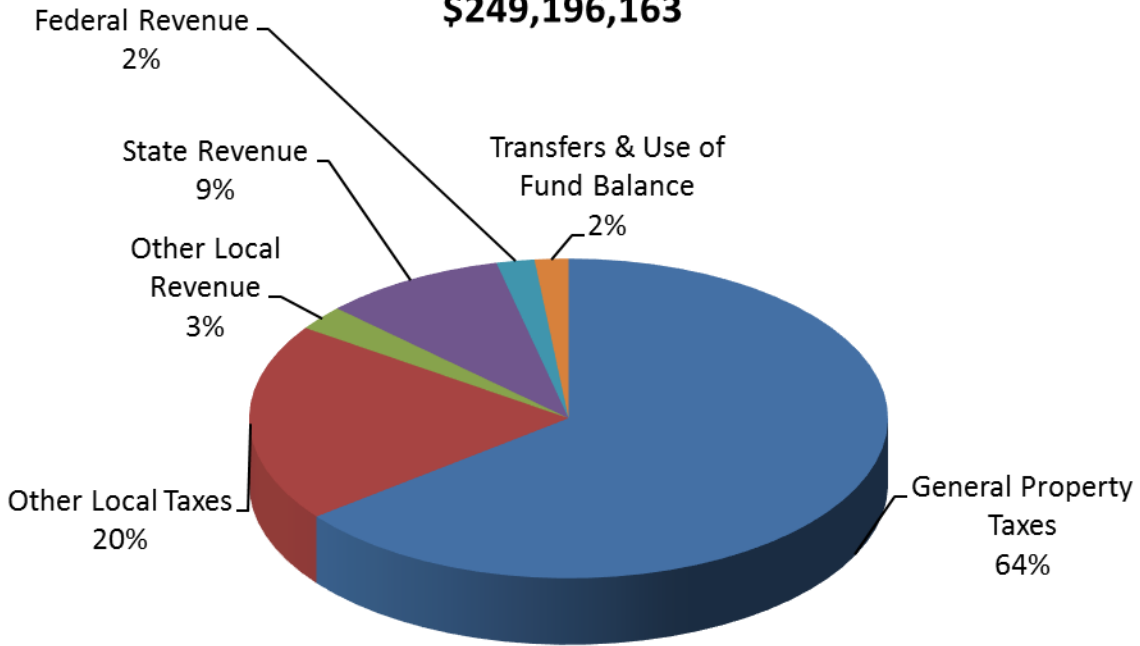
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
General Govt Operations	70,778,936	76,073,852	75,126,210	82,254,100	79,806,517	80,386,418	4,312,566	5.7%
Other Gen Govt Funds	32,435,389	29,707,991	33,374,230	34,828,410	33,130,172	33,232,343	3,524,352	11.9%
General Govt Debt Service	5,516,227	5,954,373	5,939,709	5,740,730	5,740,730	5,740,730	(213,643)	-3.6%
<b>Subtotal, Gen Govt</b>	<b>108,730,552</b>	<b>111,736,216</b>	<b>114,440,149</b>	<b>122,823,239</b>	<b>118,677,419</b>	<b>119,359,491</b>	<b>7,623,275</b>	<b>6.8%</b>
School Div Operations	151,303,852	157,124,467	157,124,467	163,163,234	161,537,239	163,298,130	6,173,663	3.9%
School Self-Sustaining	15,599,206	15,177,319	15,177,319	15,792,692	15,792,692	15,792,692	615,373	4.1%
School Debt Service	13,090,160	12,816,005	12,808,148	13,123,731	13,123,731	13,005,321	189,316	1.5%
<b>Subtotal, Schools</b>	<b>179,993,218</b>	<b>185,117,791</b>	<b>185,109,934</b>	<b>192,079,657</b>	<b>190,453,662</b>	<b>192,096,143</b>	<b>6,978,352</b>	<b>3.8%</b>
<b>SUBTOTAL - OPERATING</b>	<b>\$288,723,770</b>	<b>\$296,854,007</b>	<b>\$299,550,083</b>	<b>\$314,902,896</b>	<b>\$309,131,081</b>	<b>\$311,455,634</b>	<b>\$14,601,627</b>	<b>4.9%</b>
Capital Projects	25,174,503	38,812,980	73,947,146	45,496,665	45,496,665	47,233,142	8,420,162	21.7%
Revenue Sharing	16,931,333	16,466,981	16,466,981	16,058,668	16,058,668	16,058,668	(408,313)	-2.5%
<b>TOTAL - ALL FUNDS</b>	<b>\$330,829,605</b>	<b>\$352,133,968</b>	<b>\$389,964,210</b>	<b>\$376,458,229</b>	<b>\$370,686,414</b>	<b>\$374,747,444</b>	<b>\$22,613,476</b>	<b>6.4%</b>

**NOTES:**

- Totals are net of transfers.
- FY 15 projections for Capital Projects include balances that are expected to be carried forward to complete projects in future years.

# GENERAL FUND REVENUES

## FY 16 ADOPTED GENERAL FUND REVENUES \$249,196,163



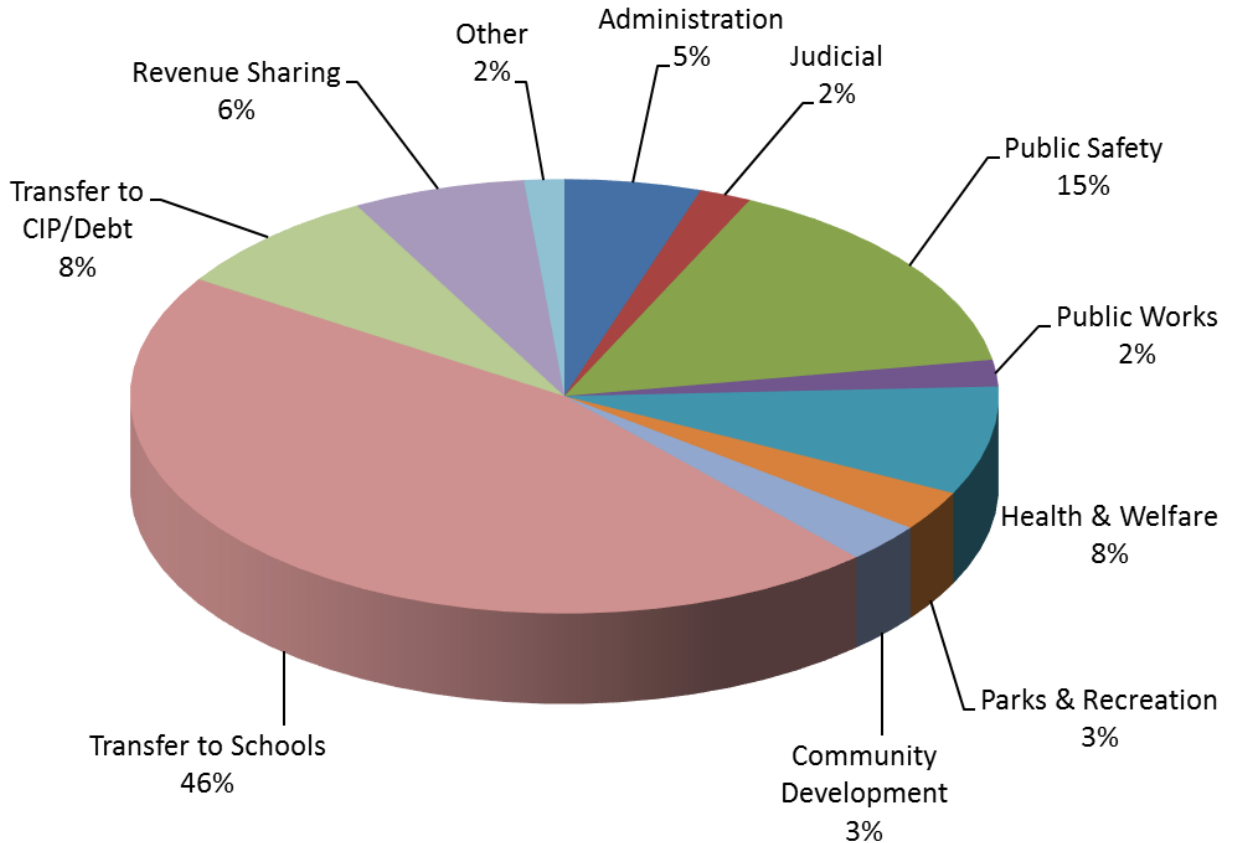
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>REVENUES</b>								
Local Revenue								
Gen. Property Taxes	\$144,087,055	\$152,508,988	\$155,882,049	\$159,020,991	\$159,020,991	\$160,638,316	\$8,129,328	5.3%
Other Local Taxes	47,146,564	49,442,366	49,848,970	50,101,558	50,101,558	50,101,558	659,192	1.3%
Other Local Revenue	5,273,806	6,008,408	5,455,109	6,268,092	6,268,092	6,259,760	251,352	4.2%
SUBTOTAL	\$196,507,424	\$207,959,762	\$211,186,128	\$215,390,641	\$215,390,641	\$216,999,634	\$9,039,872	4.3%
State Revenue	23,115,039	22,899,254	22,578,398	22,712,085	22,712,085	23,130,373	\$231,119	1.0%
Federal Revenue	5,087,825	4,753,665	4,790,639	4,806,650	4,806,650	4,806,650	52,985	1.1%
Transfers	2,784,326	2,485,553	2,562,526	2,882,793	2,882,793	2,969,644	484,091	19.5%
Use of Fund Balance	0	1,197,409	1,970,947	1,078,625	1,078,625	1,289,862	92,453	7.7%
SUBTOTAL	\$30,987,189	\$31,335,881	\$31,902,510	\$31,480,153	\$31,480,153	\$32,196,529	\$860,648	2.7%
<b>TOTAL GENERAL FUND</b>	<b>\$227,494,613</b>	<b>\$239,295,643</b>	<b>\$243,088,638</b>	<b>\$246,870,794</b>	<b>\$246,870,794</b>	<b>\$249,196,163</b>	<b>\$9,900,520</b>	<b>4.1%</b>

NOTE: Local non-tax and state revenue sources associated with Fire and Rescue services have been removed from all years in the chart. This revenue is now included in a separate Fire Rescue Services Fund.



# GENERAL FUND EXPENDITURES

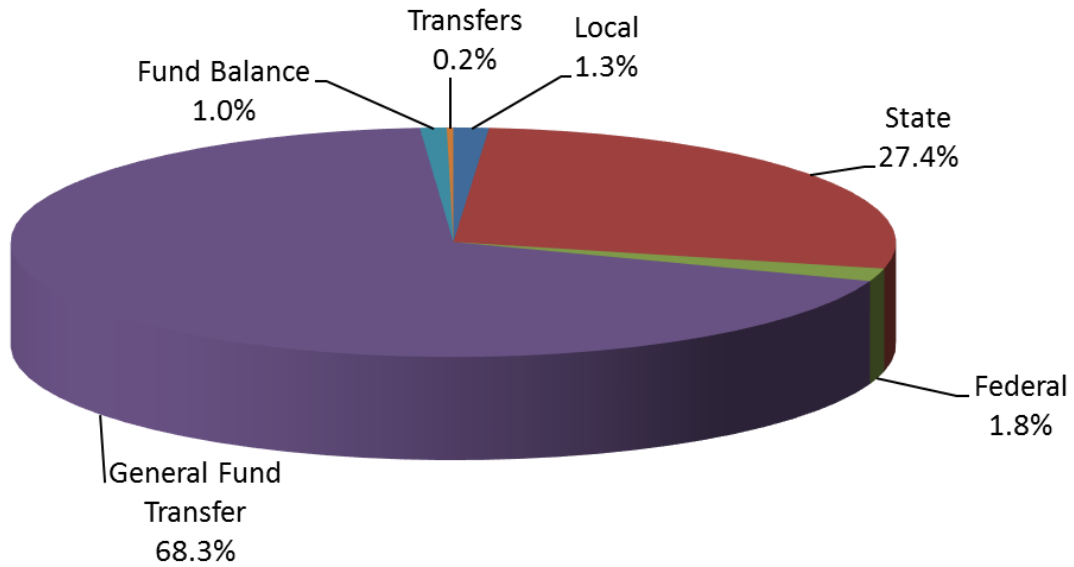
## FY 16 ADOPTED GENERAL FUND EXPENDITURES \$249,196,163



	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Administration	\$11,574,803	\$12,129,503	\$11,819,002	\$12,909,072	\$12,679,977	\$12,677,023	\$547,520	4.5%
Judicial	4,299,478	4,490,598	4,575,631	4,890,138	4,812,979	4,831,206	340,608	7.6%
Public Safety	34,215,133	34,821,526	35,797,198	38,580,752	37,908,468	38,102,222	3,280,696	9.4%
Public Works	3,638,954	4,487,339	4,182,366	4,978,817	4,913,702	4,926,599	439,260	9.8%
Health & Welfare	18,548,762	19,755,451	19,064,683	20,440,128	19,774,272	20,109,830	354,379	1.8%
Parks, Recreation & Culture	6,608,734	7,143,888	7,187,101	7,718,895	7,432,254	7,449,994	306,106	4.3%
Community Development	6,276,488	6,831,337	6,720,531	7,564,479	7,134,507	7,305,236	473,899	6.9%
<b>SUBTOTAL</b>	<b>\$85,162,352</b>	<b>\$89,659,642</b>	<b>\$89,346,512</b>	<b>\$97,082,281</b>	<b>\$94,656,159</b>	<b>\$95,402,110</b>	<b>\$5,742,468</b>	<b>6.4%</b>
Revenue Sharing	\$16,931,333	\$16,466,981	\$16,466,981	\$16,058,668	\$16,058,668	\$16,058,668	(\$408,313)	-2.5%
Transfer to Schools	103,332,028	109,807,126	109,807,126	113,783,502	113,783,502	114,033,502	4,226,376	3.8%
Transfer to Capital/Debt Service	21,502,060	20,188,715	20,188,715	18,601,419	18,601,419	19,968,744	(219,971)	-1.1%
Other Uses of Funds	1,341,760	3,173,179	2,621,802	3,771,046	3,771,046	3,733,139	559,960	17.6%
Reserve for Consideration							0	
<b>SUBTOTAL</b>	<b>\$143,107,181</b>	<b>\$149,636,001</b>	<b>\$149,084,624</b>	<b>\$152,214,635</b>	<b>\$152,214,635</b>	<b>\$153,794,053</b>	<b>\$4,158,052</b>	<b>2.8%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$228,269,533</b>	<b>\$239,295,643</b>	<b>\$238,431,136</b>	<b>\$249,296,916</b>	<b>\$246,870,794</b>	<b>\$249,196,163</b>	<b>\$9,900,520</b>	<b>4.1%</b>

# SCHOOL FUND REVENUES

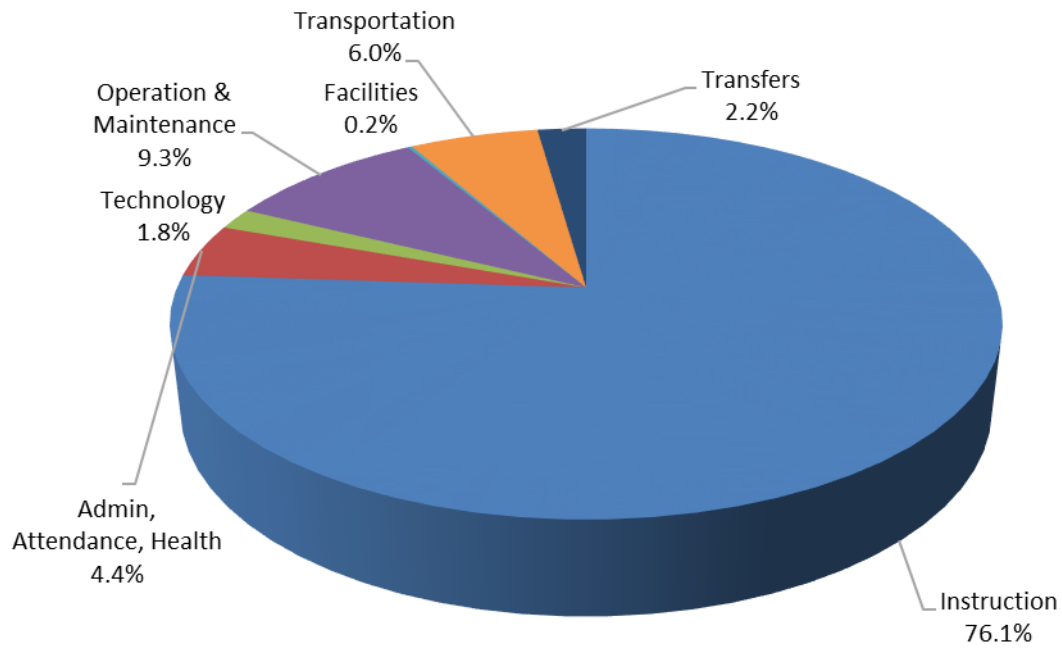
## FY 16 SCHOOL DIVISION ADOPTED REVENUES \$167,067,883



	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 REVISED	FY 16 ANTICIPATED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>SCHOOL FUNDS</b>								
Local	\$2,544,453	\$2,110,107	\$2,110,107	\$2,164,583	\$2,164,583	\$2,164,583	\$54,476	2.6%
State	42,547,871	44,429,342	44,429,342	45,511,661	45,511,661	45,823,333	1,393,991	3.1%
Federal	2,979,715	3,004,498	3,004,498	3,022,498	3,022,498	3,022,498	18,000	0.6%
General Fund Transfer	103,599,064	109,807,126	109,807,126	113,783,502	113,783,502	114,033,502	4,226,376	3.8%
Fund Balance	0	211,237	211,237	424,748	424,748	1,623,967	1,412,730	668.8%
Transfers	1,622,029	875,000	875,000	400,000	400,000	400,000	(475,000)	-54.3%
<b>TOTAL SCHOOL FUNDS</b>	<b>\$153,293,132</b>	<b>\$160,437,310</b>	<b>\$160,437,310</b>	<b>\$165,306,992</b>	<b>\$165,306,992</b>	<b>\$167,067,883</b>	<b>\$6,630,573</b>	<b>4.1%</b>

# SCHOOL FUND EXPENDITURES

FY 16 SCHOOL DIVISION  
ADOPTED EXPENDITURES  
\$167,067,883

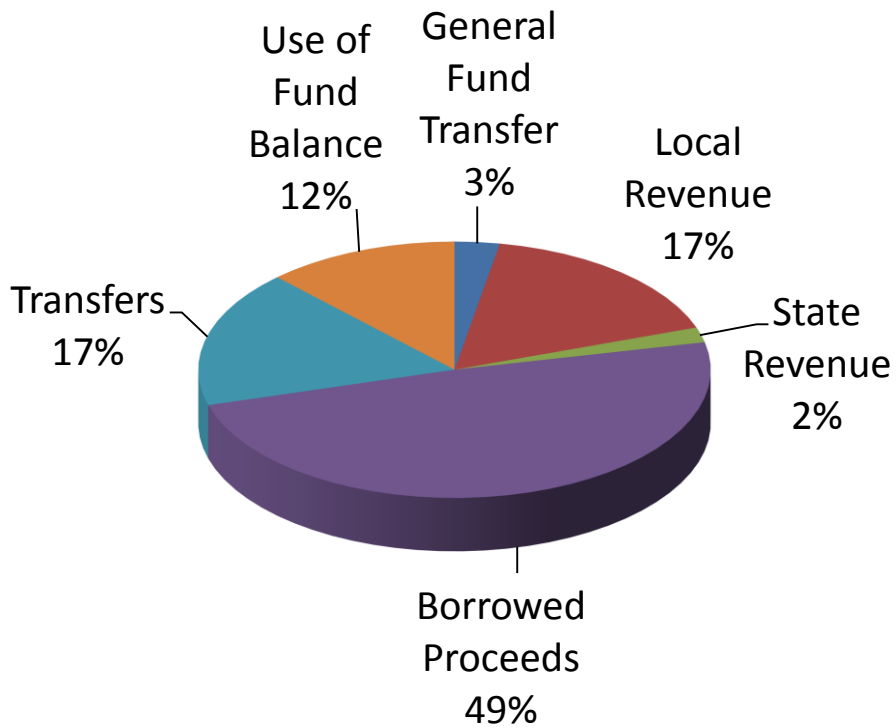


	FY 14 ACTUAL	FY 15 ADOPTED	FY 16 REQUEST	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>SCHOOL FUNDS</b>						
Instruction	\$118,485,337	\$122,370,231	\$127,246,222	\$127,084,678	\$4,714,447	3.9%
Admin, Attendance, Health	6,589,146	7,060,728	7,359,232	7,399,807	\$339,079	4.8%
Technology	2,605,597	2,700,160	2,676,496	2,970,028	\$269,868	10.0%
Operation & Maintenance	14,358,132	15,194,598	15,488,684	15,502,045	\$307,447	2.0%
Facilities	122,815	160,000	320,949	320,949	\$160,949	100.6%
Transportation	9,142,825	9,638,750	10,071,651	10,020,623	\$381,873	4.0%
Transfers	3,378,030	3,312,843	3,769,753	3,769,753	\$456,910	13.8%
<b>TOTAL SCHOOL FUNDS</b>	<b>\$154,681,882</b>	<b>\$160,437,310</b>	<b>\$166,932,987</b>	<b>\$167,067,883</b>	<b>\$6,630,573</b>	<b>4.1%</b>

# CAPITAL BUDGET REVENUES

## FY 16 ADOPTED CAPITAL IMPROVEMENT BUDGET

**FY 16 Adopted Revenues**  
**\$56,094,979**

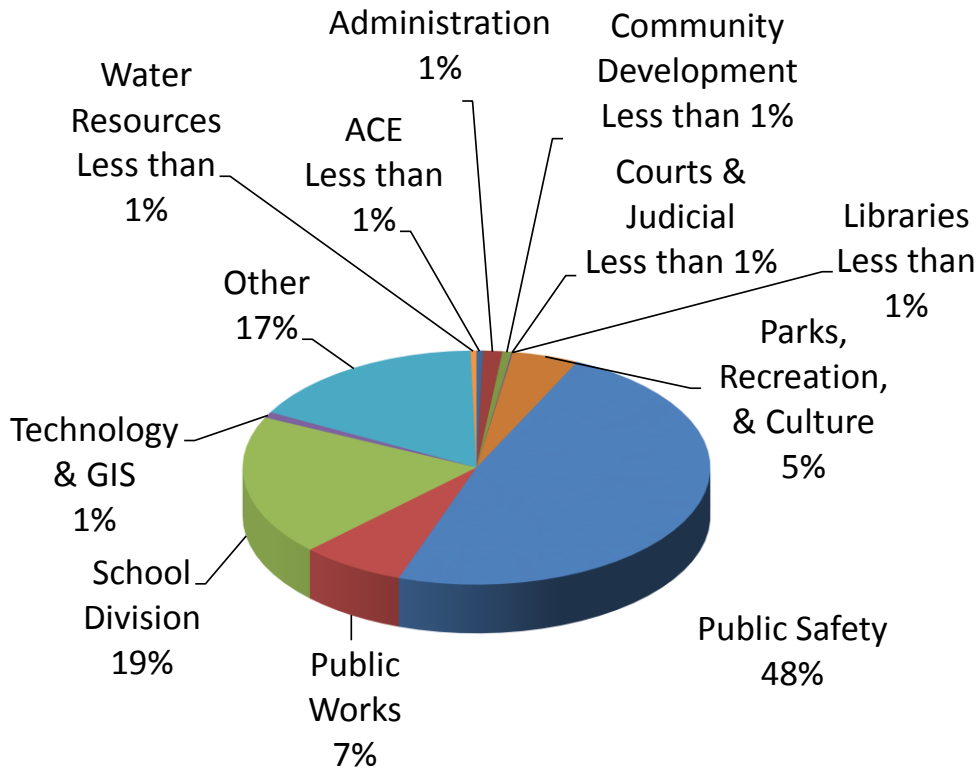


Capital Budget Revenues		FY 16
General Fund Transfer	\$	1,589,565
Local Revenue		9,438,287
State Revenue		1,065,500
Borrowed Proceeds		27,472,469
Transfers		9,697,113
Use of Fund Balance		6,832,045
<b>Total Capital Budget Revenues</b>	<b>\$</b>	<b>56,094,979</b>

# CAPITAL BUDGET EXPENDITURES

## FY 16 ADOPTED CAPITAL IMPROVEMENT BUDGET

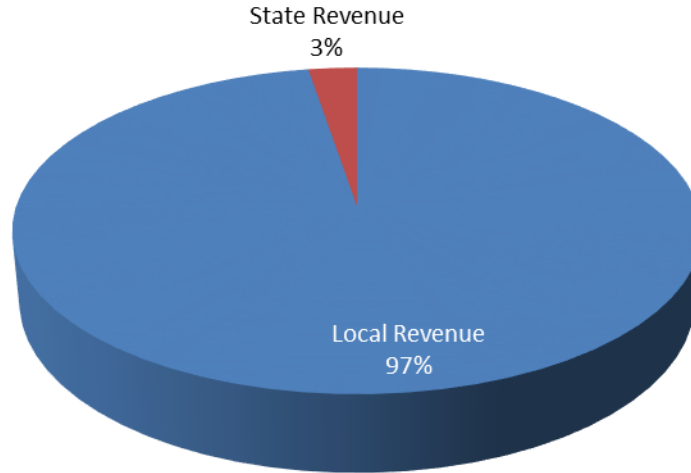
### FY 16 Adopted Expenditures \$56,094,979



Capital Budget Expenditures	FY 16
ACE	\$ 250,000
Administration	746,345
Community Development	359,011
Courts & Judicial	43,437
Libraries	3,407
Parks, Recreation, & Culture	2,568,501
Public Safety	27,099,335
Public Works	4,043,441
School Division	10,900,354
Technology & GIS	450,528
Other	9,399,958
Water Resources	230,662
<b>Total Capital Budget Expenditures</b>	<b>\$ 56,094,979</b>

# FIRE RESCUE SERVICES REVENUE

## ADOPTED REVENUE \$14,583,537



	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>REVENUE</b>								
Local Revenue	\$12,422,259	\$12,168,914	\$12,203,368	\$14,152,910	\$14,152,910	\$14,199,845	\$2,030,931	16.7%
State Revenue	383,692	395,140	383,692	383,692	383,692	383,692	(11,448)	-2.9%
<b>TOTAL REVENUE</b>	\$12,805,950	\$12,564,054	\$12,587,060	\$14,536,602	\$14,536,602	\$14,583,537	\$1,972,548	15.7%

**NOTES:**

Although a Fire Rescue Services Fund is established for FY 16, revenue sources associated with the County’s Fire and Rescue services for prior years have been included in the chart above for comparison purposes.

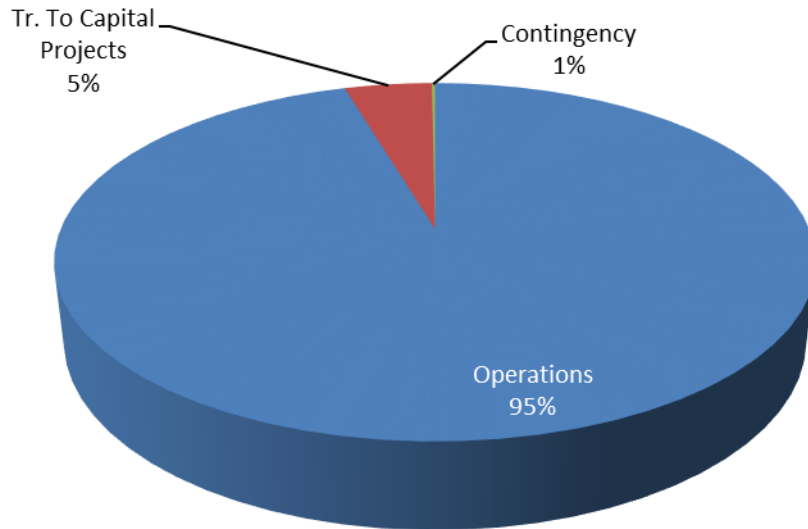
Borrowed proceeds for fire rescue-related capital projects are not included in this chart.

Local Revenue includes local taxes, emergency medical services (EMS) cost recovery, and permits and fees.

Further details on revenue sources are included in the Public Safety section.

# FIRE RESCUE SERVICES EXPENDITURES

**ADOPTED EXPENDITURES  
\$14,583,537**



	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURE</b>								
Operations	\$12,805,950	\$12,564,054	\$12,716,409	\$14,975,391	\$13,779,986	\$13,913,772	\$1,349,718	10.7%
Tr. To Capital Projects	0	0	0	647,101	647,101	647,101	647,101	
Contingency	0	0	0	0	109,515	22,664	22,664	
<b>TOTAL EXPENDITURE</b>	\$12,805,950	\$12,564,054	\$12,716,409	\$15,622,492	\$14,536,602	\$14,583,537	\$1,972,548	15.7%

**NOTES:**

This chart displays Fire Rescue operations and the FY 16 local Fire Rescue associated tax support for capital. Local tax revenue for Fire Rescue capital projects prior to FY 16 are not included in this chart.

Although a Fire Rescue Services Fund is established for FY 16, operational expenditures associated with the County’s Fire and Rescue services for prior years have been included in the chart above for comparison purposes.

Further details on expenditures are included in the Public Safety section.

# CONSOLIDATED FUND STATEMENT

	Capital		Debt Service	Special	School Operating	Education Self-	Total - All Funds
	General Fund	Improvement Funds					
Projected Available Beginning Fund Balances - 07/01/2015	\$ 32,889,379	\$ 10,046,625	\$ -	\$ 2,068,466	\$ 1,760,545	\$ 3,044,132	\$ 49,809,147
<b>Revenue:</b>							
Property Taxes	\$ 160,638,316	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,638,316
Other Local Taxes	50,101,558	-	-	1,668,780	-	-	51,770,338
Permits & Fees	2,257,818	-	-	212,288	-	6,500	2,476,606
Fines & Forfeitures	625,819	-	-	-	-	-	625,819
Use of Money & Property	1,106,246	12,000	175,677	93,583	421,000	490,650	2,299,156
Charges for Services	1,757,627	-	-	1,850,381	444,944	6,190,892	10,243,844
Miscellaneous	153,434	-	-	5,000	263,857	1,957,531	2,379,822
Recovered Costs	344,451	9,426,287	-	315,863	570,141	10,200	10,666,942
Revenue from the Commonwealth	23,130,373	1,065,500	112,315	7,565,016	45,823,333	494,896	78,191,433
Revenue from the Federal Govt.	4,806,650	-	78,880	3,483,320	3,022,498	5,178,076	16,569,424
Loan Proceeds	-	27,472,469	-	-	-	-	27,472,469
Other Funding Sources	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 244,922,292</b>	<b>\$ 37,976,256</b>	<b>\$ 366,872</b>	<b>\$ 15,194,231</b>	<b>\$ 50,545,773</b>	<b>\$ 14,328,745</b>	<b>\$ 363,334,169</b>
Transfers from Other Funds	\$ 2,984,009	\$ 11,286,678	\$ 18,379,179	\$ 21,041,538	\$ 114,898,143	\$ 1,698,947	\$ 170,288,494
<b>TOTAL CURRENT REVENUE AND TRANSFERS</b>	<b>\$ 247,906,301</b>	<b>\$ 49,262,934</b>	<b>\$ 18,746,051</b>	<b>\$ 36,235,769</b>	<b>\$ 165,443,916</b>	<b>\$ 16,027,692</b>	<b>\$ 533,622,663</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 280,795,680</b>	<b>\$ 59,309,559</b>	<b>\$ 18,746,051</b>	<b>\$ 38,304,235</b>	<b>\$ 167,204,461</b>	<b>\$ 19,071,824</b>	<b>\$ 583,431,810</b>
<b>Expenditures:</b>							
Administration	\$ 12,201,438	\$ 2,489,198	\$ -	\$ 280,763	\$ -	\$ -	\$ 14,971,399
Judicial	4,697,412	198,935	-	-	-	-	4,896,347
Public Safety	25,465,847	27,033,300	-	14,891,730	-	-	67,390,877
Public Works	4,701,571	3,878,418	-	3,018,065	-	-	11,598,054
Health and Welfare	16,820,498	-	-	11,531,196	-	-	28,351,694
Education	23,510	10,640,452	-	-	163,298,130	15,792,692	189,754,784
Parks/Recreation/Culture	7,228,719	2,629,653	-	273,153	-	-	10,131,525
Community Development	7,293,513	363,186	-	3,237,436	-	-	10,894,135
Revenue Sharing	16,058,668	-	-	-	-	-	16,058,668
Contingencies and Refunds	1,953,910	-	-	-	-	-	1,953,910
Debt Service	-	-	18,746,051	-	-	-	18,746,051
<b>TOTAL EXPENDITURES</b>	<b>\$ 96,445,086</b>	<b>\$ 47,233,142</b>	<b>\$ 18,746,051</b>	<b>\$ 33,232,343</b>	<b>\$ 163,298,130</b>	<b>\$ 15,792,692</b>	<b>\$ 374,747,444</b>
Transfers to Other Funds	\$ 152,751,077	\$ 8,861,837	\$ -	\$ 4,505,827	\$ 3,769,753	\$ 400,000	\$ 170,288,494
<b>TOTAL CURRENT EXPENDITURES AND TRANSFERS</b>	<b>\$ 249,196,163</b>	<b>\$ 56,094,979</b>	<b>\$ 18,746,051</b>	<b>\$ 37,738,170</b>	<b>\$ 167,067,883</b>	<b>\$ 16,192,692</b>	<b>\$ 545,035,938</b>
<b>PROJECTED FUND BALANCES -06/30/2015</b>	<b>\$ 31,599,517</b>	<b>\$ 3,214,580</b>	<b>\$ -</b>	<b>\$ 566,065</b>	<b>\$ 136,578</b>	<b>\$ 2,879,132</b>	<b>\$ 38,395,872</b>
<b>TOTAL FUND COMMITMENTS AND FUND BALANCES</b>	<b>\$ 280,795,680</b>	<b>\$ 59,309,559</b>	<b>\$ 18,746,051</b>	<b>\$ 38,304,235</b>	<b>\$ 167,204,461</b>	<b>\$ 19,071,824</b>	<b>\$ 583,431,810</b>
<b>Net Change in Fund Balances:</b>	<b>\$ (1,289,862)</b>	<b>\$ (6,832,045)</b>	<b>\$ -</b>	<b>\$ (1,502,401)</b>	<b>\$ (1,623,967)</b>	<b>\$ (165,000)</b>	<b>\$ (11,413,275)</b>
Designated for Operations (one-time)	\$ 829,935	\$ -	\$ -	\$ 1,502,401	\$ 574,748	\$ 165,000	\$ 3,072,084
Designatd for Operations (recurring)	\$ 459,927	\$ -	\$ -	\$ -	\$ 1,049,219	\$ -	\$ 1,509,146
Capital Projects	\$ -	\$ 6,832,045	\$ -	\$ -	\$ -	\$ -	\$ 6,832,045

\* 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>2014 Population</b>	<b>2014 Basic Tax Rate*</b>
Prince William**	437,636	1.148
Loudoun**	361,708	1.115
Roanoke	93,569	1.09
Fairfax**	1,118,884	1.09
Stafford	138,230	1.019
Arlington**	229,302	1.001
Fauquier**	67,512	0.992
Chesterfield**	330,043	0.96
Montgomery	97,405	0.89
Henrico**	318,019	0.87
Spotsylvania**	126,337	0.86
Hanover**	102,714	0.81
<b>Albemarle County</b>	<b>103,707</b>	<b>0.799</b>
James City	71,140	0.77
York	67,396	0.752
Rockingham	78,953	0.64
Pittsylvania	63,545	0.59
Frederick	82,059	0.585
Augusta	74,642	0.56
Bedford	77,216	0.52
Charlottesville	47,783	0.95

\*Per \$100 of assessed value

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

### Sources:

Tax Rates: *Virginia Local Tax Rates, 2014*, 33<sup>rd</sup> Annual Edition, Weldon Cooper Center for Public Service. Table 2.1 Real Property Statutory (Nominal) Tax Rate, CY 2014 and FY 2015.

Population: *July 1, 2014 Population Estimates for Virginia and its Counties and Cities*, Weldon Cooper Center for Public Service, Demographics & Workforce Group, <http://www.coopercenter.org/demographics>, January 27, 2015.

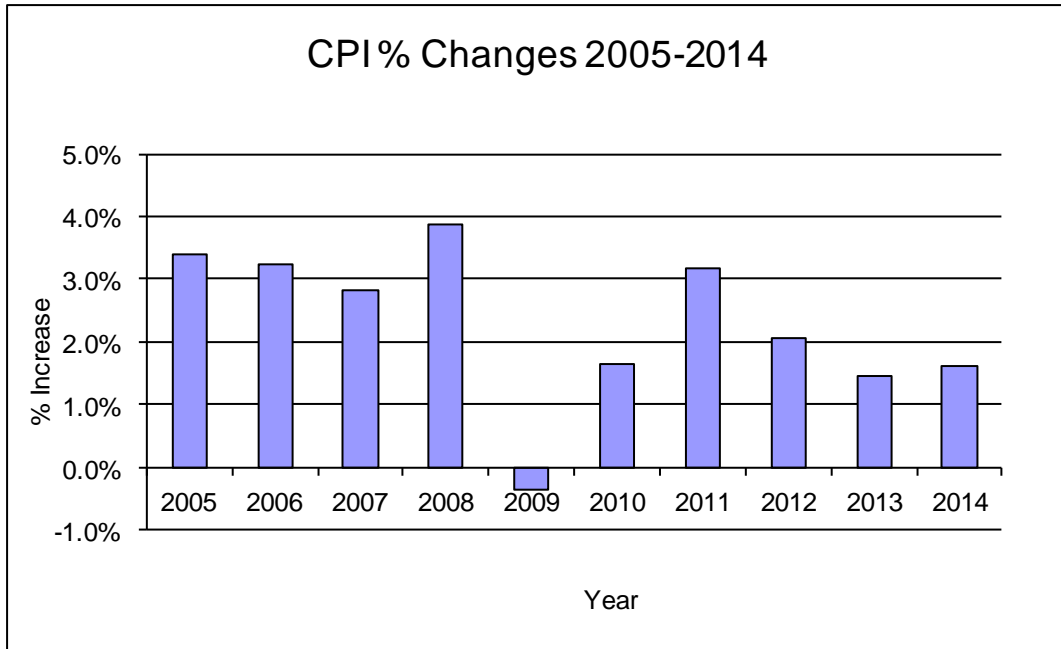
# COMPARATIVE EXPENDITURES

COMPARATIVE PER CAPITA EXPENDITURES FY 13/14									
Locality	General Admin.	Judicial Admin.	Public Safety	Public Works	Health & Welfare	Education	Parks, Rec., & Culture	Community Development	Total Expenditures
Fairfax	156.39	42.79	603.71	171.08	481.69	2,233.05	111.71	266.96	4,542,855,457
Prince William	85.17	40.93	574.72	98.38	188.16	2,058.95	96.87	121.64	1,407,983,000
Loudoun	153.71	36.60	458.50	73.30	238.75	2,567.59	138.16	103.22	1,311,786,778
Chesterfield	98.94	48.73	538.93	52.76	218.28	1,593.54	52.37	48.86	867,206,042
Henrico	145.01	40.35	537.41	196.57	206.93	1,591.18	98.92	95.27	922,915,999
Arlington	188.93	72.18	900.72	364.40	758.43	1,983.51	275.58	194.81	1,076,347,914
Stafford	93.13	51.77	426.39	59.79	175.56	1,934.19	96.89	34.84	388,201,001
Spotsylvania	85.89	55.12	410.08	69.63	216.86	1,824.99	58.64	46.05	347,441,867
<b>Albemarle*</b>	<b>94.63</b>	<b>50.67</b>	<b>407.14</b>	<b>34.75</b>	<b>359.05</b>	<b>1,615.45</b>	<b>72.21</b>	<b>95.85</b>	<b>297,360,632</b>
Hanover	82.33	45.41	527.05	89.36	199.98	1,640.19	59.73	39.19	272,891,145
Montgomery	76.82	32.91	233.21	41.59	222.11	1,007.95	37.88	28.95	162,874,438
Roanoke	109.02	47.52	510.20	165.64	223.51	1,496.45	127.19	19.63	250,219,681
Frederick	80.56	37.47	395.53	112.60	142.16	1,701.67	67.06	15.26	207,265,759
Rockingham	60.34	43.11	260.54	89.59	262.33	1,585.39	32.71	31.42	184,744,318
Bedford	41.81	42.49	271.33	100.05	210.62	1,280.28	43.01	100.20	159,470,770
Augusta	63.03	27.79	310.24	45.05	305.64	1,358.02	34.84	20.07	161,277,448
James City	101.96	85.48	431.23	112.45	192.33	1,612.96	151.49	155.33	199,682,438
Fauquier	155.64	94.10	434.27	211.79	318.96	1,983.16	91.79	78.22	224,212,989
York	128.31	52.85	485.60	174.18	191.01	1,829.64	74.90	111.85	204,101,523
Pittsylvania	46.91	25.61	238.55	58.72	297.58	1,268.30	23.38	53.37	127,118,611
Charlottesville	237.48	64.95	763.18	233.35	1,000.23	1,520.29	269.18	133.15	196,833,420
<b>Average (top 20 &amp; Charlottesville)</b>	<b>108.86</b>	<b>49.47</b>	<b>462.79</b>	<b>121.67</b>	<b>305.25</b>	<b>1,699.37</b>	<b>95.93</b>	<b>85.44</b>	
<b>All Counties</b>	<b>113.14</b>	<b>51.01</b>	<b>466.34</b>	<b>122.89</b>	<b>329.22</b>	<b>1,764.84</b>	<b>83.46</b>	<b>117.60</b>	

Source: Commonwealth of Virginia, Auditor of Public Accounts. *Comparative Report of Local Government Revenues & Expenditures for the Fiscal Year Ended June 30, 2014*, <http://www.apa.virginia.gov/ComparativeReport.cfm>.

\* The amount listed in Community Development excludes \$164.81 per capita paid to the City of Charlottesville under the revenue sharing agreement.

# CONSUMER PRICE INDEX TRENDS



Source: Bureau of Labor Statistics, *CPI Detailed Report. Data for December 14.* Table 24 <http://www.bls.gov/cpi/tables.htm>

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 2014, the inflation rate was 1.6%.

# FIVE-YEAR FINANCIAL PLAN

## *Overview*

Since 2008, the Board of Supervisors has engaged in a five-year financial planning process for the County. This process helps create a framework within which the fiscal year's budget development will take place. The planning process connects Board priorities to resources and provides direction to staff. It also brings together the three major components of the County budget – schools, general government, and capital projects.

This year, the Board of Supervisors, the School Board and School Division and General Government staff worked closely together to develop a more comprehensive long-range financial plan for the County. Working together, the Board of Supervisors and the School Board collectively developed the following guiding principles for the FY 16- FY 20 five-year financial planning process:

- **Shared Understanding:** *We will have a shared understanding of basic facts, clarified assumptions, processes, and the needs of both the Local Government and the School Division.*
- **Mandates and Obligations:** We recognize the continuing challenge of meeting evolving mandates and obligations and their impacts on local resources.
- **Staff Capacity:** Our organization will have adequate staff capacity across all functional areas with a focus on both performance competencies and the number of employees required to meet service demands.
- **Compensation and Benefits:** We will strive to maintain our salaries and compensation in accordance with our identified market and to the principles of commonality.
- **Physical Infrastructure:** We will invest in physical infrastructure that addresses community needs and priorities.
- **Implementation of Strategic Plans:** We will make progress towards achieving the goals in our Strategic Plans.
- **Changing Demographics:** We will anticipate and position ourselves to address current and projected demographics.
- **Prevention:** We will identify demographic and community trends and implement proactive strategies to address these trends.
- **Public Engagement/Involvement:** We will actively involve the public in our long-range financial planning processes.
- **Fiscal Responsibility:** We will strive to provide quality services within a reasonable tax obligation for county residents, aggressively pursuing additional resources through alternative revenue sources that do not rely on real estate taxes.

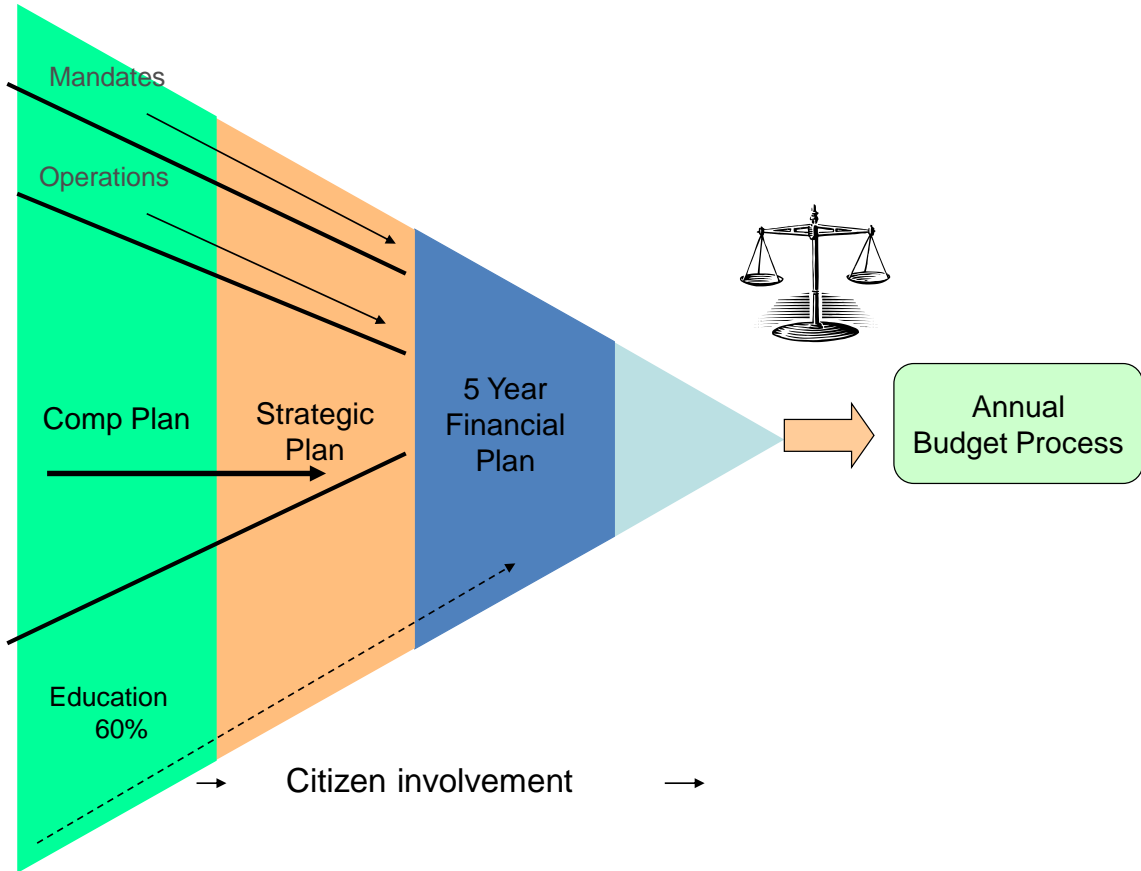
The first work session on the FY16 – FY20 Five-Year Financial Plan was held on November 5, 2014. At this work session, staff presented both a balanced plan (Scenario 1) and an unbalanced plan (Scenario 2). This more comprehensive approach outlined in Scenario 2 served as the catalyst for the beginning of a Board-led community dialogue as to the future state that is most desired by county residents.

A Board/School Board joint work session was held on November 12, 2014 for the School Board to present the School Division's information related to the Five-Year Financial Plan.

Multiple town hall meetings were held throughout the process and two additional Board of Supervisors' work sessions were held on December 3, 2014 and December 1, 2014.

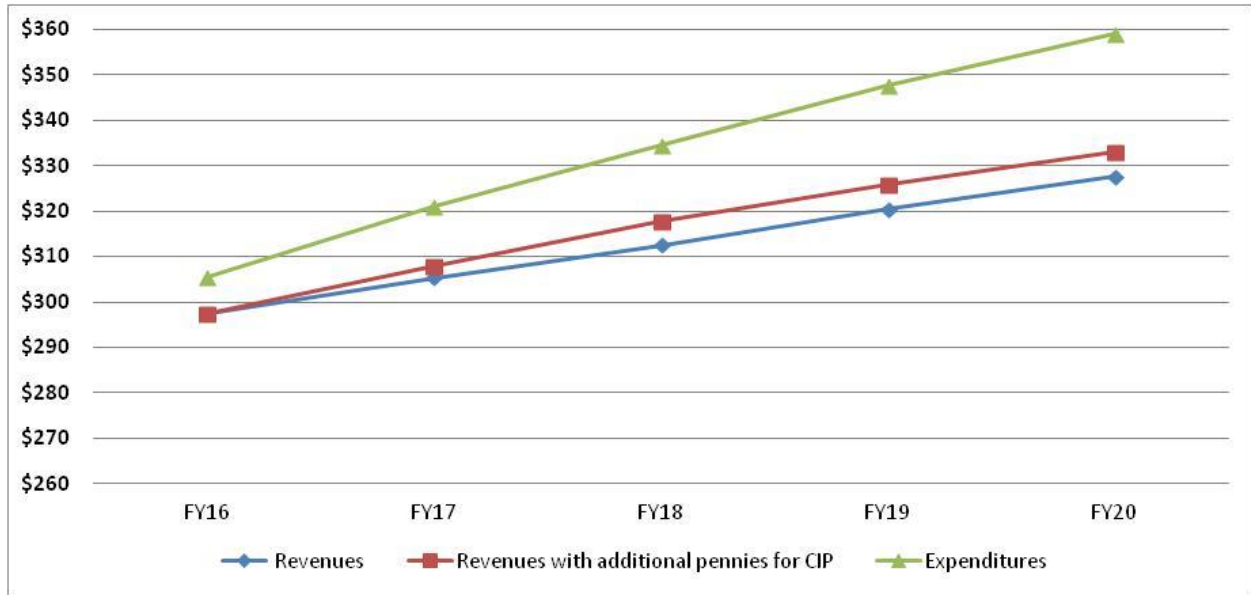
The five-year financial planning process and resulting outcomes served as a springboard for the development of the Recommended FY16 Budget.

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



# FY 16 -FY 20 FIVE-YEAR PLAN SUMMARY

**Scenario 1 - balanced per available revenues (blue line)**  
**Scenario 2 - unbalanced - funding gap identified below**

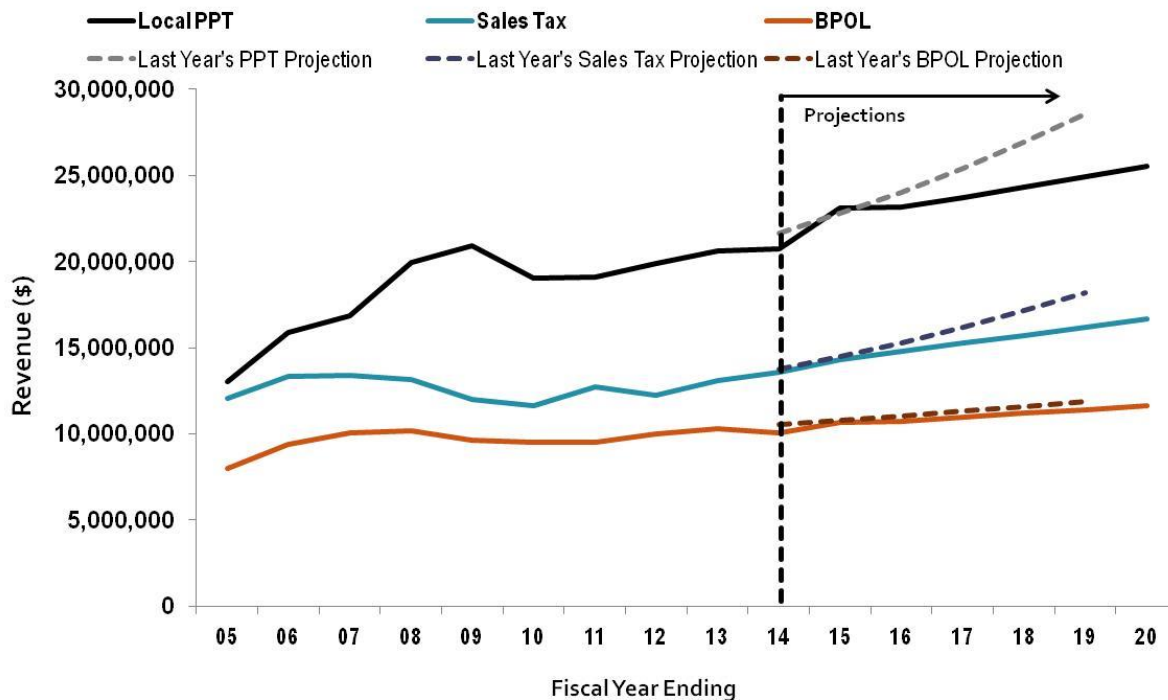


	FY 16	FY 17	FY 18	FY 19	FY 20
<b>FUNDING GAP</b>	<b>\$8.1M</b>	<b>\$15.5M</b>	<b>\$21.9M</b>	<b>\$27.3M</b>	<b>\$31.5M</b>

**Five-Year Financial Plan Revenue Highlights**

- The available revenues included in both versions of the plan were built on the 2014 tax rate of 79.9 cents each year.
- The Plan reflected more modest improvement in the economy over the five year period than what was anticipated during the development of the Plan in the prior year.

**Changes in Revenue Assumptions between this year’s Five Year Financial Plan and last year’s Plan**



- Reflects reductions in state funding
- Assumed rate of growth over time period consistent with the state’s economic projections available to the County at the time, as well as with recent, post-Great Recession, multiyear trends

**Five-Year Financial Plan Scenario 1 (balanced-version) Expenditure Highlights**

**Scenario 1:**

- Provides funding for mandates/obligations
- Provides for Increased Health Care Costs
- Provides full year of funding for all positions funded in FY 15
- Provides for inflationary/capital related operational increases
- However, it does not:
  - provide market salary increases for employees over the five year period
  - provide for any additional staffing over five year period
  - support all the County’s capital needs
  - adequately provide funding support for core, human service, and cultural agencies

Five Year Financial Plan

Scenario 1 – Assumptions - Available Funding and Expenditures

	FY 16	FY 17	FY 18	FY 19	FY 20
<b>Assumptions: Available Funding Increases</b>	<b>\$5.1 M</b>	<b>\$6.5 M</b>	<b>\$6.5 M</b>	<b>\$6.8 M</b>	<b>\$6.6M</b>
<b>Obligations:</b> Revenue Sharing, School Transfer, CIP Transfer, CSA	\$3.7 M	\$4.6 M	\$4.5 M	\$4.4 M	\$4.4 M
<b>Personnel:</b> Salary & Benefits includes full year costs of FY 15 positions	0.9	0.9	1.0	0.9	1.1
<b>Operations/CIP</b> Operating Impact	0.4	0.4	0.4	0.9	0.5
Core <b>Agencies</b> Support/Contracts and Regional Partnerships	0.5	0.6	0.6	0.6	0.6
<b>Reserves &amp; Contingencies</b>	-0.4	0.0	0.0	0.0	0.0
<b>Assumptions: Total Expenditure Increases</b>	<b>\$5.1 M</b>	<b>\$6.5 M</b>	<b>\$6.5 M</b>	<b>\$6.8 M</b>	<b>\$6.6M</b>

Five-Year Financial Plan Scenario 2 (un-balanced-version) Expenditure Highlights

Scenario 2:

- Aligns with Board and School Board’s Guiding Principles
- Funds all mandates and obligations outlined in Scenario 1
- Provides salary increases for employees within HR’s recommended range to keep up with Market

Beginning	Salary Increases
January 2016	2.3% and pay for performance
January 2017	2%
January 2018	2%
January 2019	2%
January 2020	2%



- Provides more adequate funding levels for agencies
- Provides funding to begin to address current service level needs and staffing shortages
- Provides staffing to keep pace with anticipated enrollment growth and population growth over the five year period.

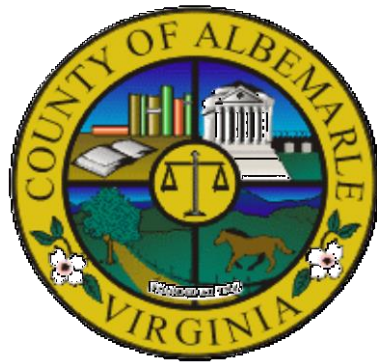
Identified funding gap associated with the Five Year Financial Plan - Scenario 2

	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>
<b>FUNDING GAP</b>	<b>\$8.1M</b>	<b>\$15.5M</b>	<b>\$21.9M</b>	<b>\$27.3M</b>	<b>\$31.5M</b>

This more comprehensive five-year financial planning process and the resulting citizen town hall meetings provided a venue for the discussion of multiple strategies moving forward. Strategies and options that were considered/discussed during the five year planning process included:

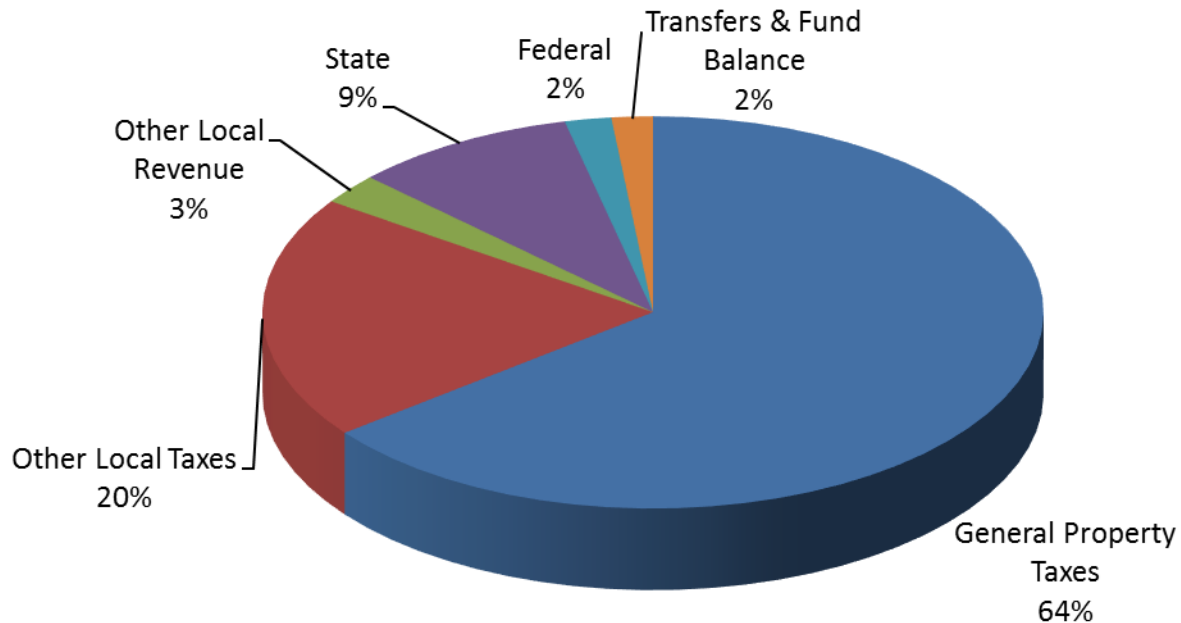
- Convincing state and federal legislators to adequately fund their obligations and mandates
- Obtaining permission from our state legislators for the same taxing authority as cities currently have
- Providing Economic Development Investments that increase current revenue streams
- Obtaining permission from Albemarle County citizens to use Bonds for Capital Improvement needs
- Establishing Special tax districts for services that benefit only certain areas of the County
- Increasing partnerships with others to share expenses
- Scaling back expectations or reduce services if revenue growth doesn't cover core needs
- Increasing the property tax rate

This long-range planning process served as a catalyst for many of the ideas and approaches included in the FY 16 Adopted Budget.



# GENERAL FUND REVENUES

## FY 16 ADOPTED GENERAL FUND REVENUES \$249,196,163



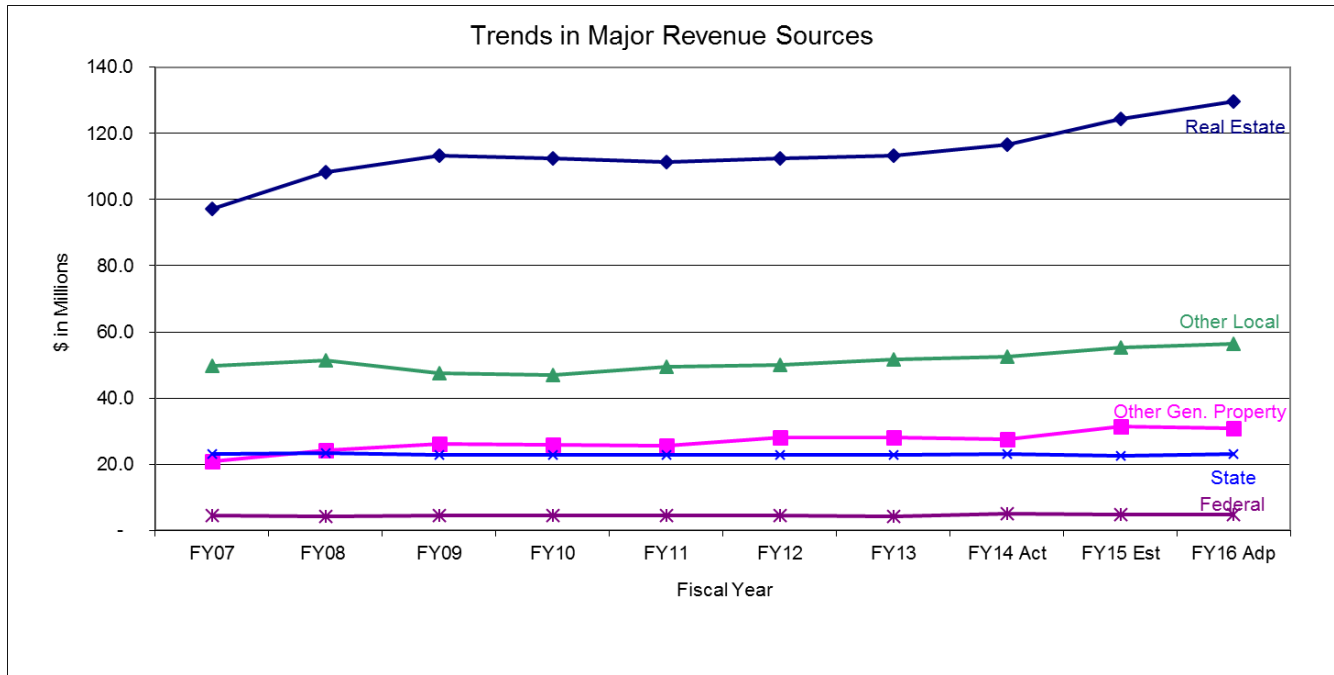
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
General Property Taxes	\$144,087,055	\$152,508,988	\$155,882,049	\$159,020,991	\$159,020,991	\$160,638,316	\$8,129,328	5.3%
Other Local Taxes	47,146,564	49,442,366	49,848,970	50,101,558	50,101,558	50,101,558	659,192	1.3%
Permits And Fees	1,875,126	2,115,037	1,987,948	2,262,818	2,262,818	2,272,183	157,146	7.4%
Fines And Forfeitures	668,593	879,969	674,955	650,819	650,819	625,819	(254,150)	-28.9%
Use Of Money And Property	408,752	884,895	663,544	1,106,246	1,106,246	1,106,246	221,351	25.0%
Charges For Services	1,680,577	1,645,588	1,634,991	1,757,627	1,757,627	1,757,627	112,039	6.8%
Miscellaneous	26,322	31,500	32,332	32,656	32,656	32,656	1,156	3.7%
Payments In Lieu Of Taxes	130,601	116,978	116,978	116,978	116,978	116,978	0	0.0%
Donations	4,465	3,800	3,800	3,800	3,800	3,800	0	0.0%
Recovered Costs	479,370	330,641	340,561	337,148	337,148	344,451	13,810	4.2%
<b>LOCAL REVENUES</b>	<b>\$196,507,424</b>	<b>\$207,959,762</b>	<b>\$211,186,128</b>	<b>\$215,390,641</b>	<b>\$215,390,641</b>	<b>\$216,999,634</b>	<b>\$9,039,872</b>	<b>4.3%</b>
Payments In Lieu Of Taxes-State	133,871	127,000	127,000	127,000	127,000	\$127,000	0	0.0%
Non-Categorical Aid-State	15,695,735	15,607,113	15,603,807	15,602,430	15,602,430	15,607,038	(75)	0.0%
Shared Expenses-State	2,089,967	1,993,024	1,915,953	1,887,213	1,887,213	2,141,703	148,679	7.5%
Categorical Aid-State	5,195,466	5,172,117	4,931,638	5,095,442	5,095,442	5,254,632	82,515	1.6%
<b>Subtotal, State</b>	<b>\$23,115,039</b>	<b>\$22,899,254</b>	<b>\$22,578,398</b>	<b>\$22,712,085</b>	<b>\$22,712,085</b>	<b>\$23,130,373</b>	<b>\$231,119</b>	<b>1.0%</b>
Payments In Lieu Of Taxes-Federal	35,490	0	0	0	0	0	0	0.0%
Categorical Aid-Federal	5,052,335	4,753,665	4,790,639	4,806,650	4,806,650	4,806,650	52,985	1.1%
<b>Subtotal, Federal</b>	<b>\$5,087,825</b>	<b>\$4,753,665</b>	<b>\$4,790,639</b>	<b>\$4,806,650</b>	<b>\$4,806,650</b>	<b>\$4,806,650</b>	<b>\$52,985</b>	<b>1.1%</b>
<b>STATE &amp; FEDERAL REVENUES</b>	<b>\$28,202,863</b>	<b>\$27,652,919</b>	<b>\$27,369,037</b>	<b>\$27,518,735</b>	<b>\$27,518,735</b>	<b>\$27,937,023</b>	<b>\$284,104</b>	<b>1.0%</b>
<b>TOTAL REVENUES</b>	<b>\$224,710,288</b>	<b>\$235,612,681</b>	<b>\$238,555,165</b>	<b>\$242,909,376</b>	<b>\$242,909,376</b>	<b>\$244,936,657</b>	<b>\$9,323,976</b>	<b>4.0%</b>
Transfers	2,784,326	2,485,553	2,562,526	2,882,793	2,882,793	2,969,644	484,091	19.5%
<b>REVENUES and TRANSFERS</b>	<b>\$227,494,613</b>	<b>\$238,098,234</b>	<b>\$241,117,691</b>	<b>\$245,792,169</b>	<b>\$245,792,169</b>	<b>\$247,906,301</b>	<b>\$9,808,067</b>	<b>4.1%</b>
Fund Balance Appropriations:	0	1,197,409	1,970,947	1,078,625	1,078,625	1,289,862	92,453	7.7%
<b>TOTAL REVS, TRANSFERS, FUND BAL:</b>	<b>\$227,494,613</b>	<b>\$239,295,643</b>	<b>\$243,088,638</b>	<b>\$246,870,794</b>	<b>\$246,870,794</b>	<b>\$249,196,163</b>	<b>\$9,900,520</b>	<b>4.1%</b>

NOTE: Local non-tax and state revenue sources associated with Fire and Rescue services have been removed from all years in the chart. This revenue is now included in a separate Fire Rescue Services Fund.

# REVENUE OVERVIEW

Overall, General Fund Revenues, Transfers, and Use of Fund Balance are projected to increase \$9.9 million (4.1%) over FY 15 Adopted budget levels. General Property taxes continue to represent the largest source of General Fund Revenues (64%) and are expected to increase \$8.1 million in FY 16, representing 87% 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 07 – FY 16. Since FY 07, real estate tax receipts grew 33% representing a compounded annual growth rate (CAGR) of 3.2%. Between FY 07 and FY 16, all other sources of revenue, when combined, increased by 1.8% 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 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>CURRENT:</b>								
<u>Real Estate Taxes</u>								
Real Estate	\$116,618,636	\$121,002,615	\$123,247,249	\$125,311,621	\$125,311,621	\$126,928,946	\$5,926,331	4.9%
Real Estate - Water Resources*	0	1,093,594	1,099,751	1,132,128	1,132,128	1,132,128	38,534	3.5%
Real Estate - Fire Rescue**	0	0	0	1,617,325	1,617,325	1,617,325	1,617,325	
<b>Subtotal, Real Estate</b>	<b>\$116,618,636</b>	<b>\$122,096,209</b>	<b>\$124,347,000</b>	<b>\$128,061,074</b>	<b>\$128,061,074</b>	<b>\$129,678,399</b>	<b>\$7,582,190</b>	<b>6.2%</b>
<u>Other Property Taxes</u>								
Public Service	2,610,807	2,663,234	2,663,000	2,717,388	2,717,388	2,717,388	54,154	2.0%
Local Personal Property	20,773,721	22,594,615	23,074,190	23,242,149	23,242,149	23,242,149	647,534	2.9%
Machinery & Tools	554,059	533,223	558,532	568,409	568,409	568,409	35,186	6.6%
Mobile Homes	56,986	66,495	66,495	63,170	63,170	63,170	(3,325)	-5.0%
<b>Subtotal, Other Property Taxes</b>	<b>\$23,995,572</b>	<b>\$25,857,567</b>	<b>\$26,362,217</b>	<b>\$26,591,116</b>	<b>\$26,591,116</b>	<b>\$26,591,116</b>	<b>\$733,549</b>	<b>2.8%</b>
<b>Subtotal Current</b>	<b>\$140,614,209</b>	<b>\$147,953,776</b>	<b>\$150,709,217</b>	<b>\$154,652,190</b>	<b>\$154,652,190</b>	<b>\$156,269,515</b>	<b>\$8,315,739</b>	<b>5.6%</b>
<b>PER PENNY: CURRENT:</b>								
Real Estate, avg tax rate	0.762/0.799	0.799	0.799	0.809	0.809	0.819	0.020	
Real Estate, per penny	1,528,333	1,562,277	1,590,444	1,617,325	1,617,325	1,617,325	55,048	3.5%
Personal Property, inc PPTR, avg tax rate	4.28	4.28	4.28	4.28	4.28	4.28	0.000	
Personal Property, inc PPTR, per penny	84,786	88,992	90,171	90,587	90,587	90,587	1,595	1.8%
<b>NON-CURRENT:</b>								
Delinquent Taxes	\$1,614,868	\$2,689,412	\$3,278,532	\$2,554,941	\$2,554,941	\$2,554,941	(\$134,471)	-5.0%
Revalidation Rollbacks	70,092	0	0	0	0	0	0	
Penalties	865,351	939,360	939,360	847,772	847,772	847,772	(91,588)	-9.8%
Interest & Fees	922,535	926,440	954,940	966,088	966,088	966,088	39,648	4.3%
<b>Subtotal Non-Current</b>	<b>\$3,472,846</b>	<b>\$4,555,212</b>	<b>\$5,172,832</b>	<b>\$4,368,801</b>	<b>\$4,368,801</b>	<b>\$4,368,801</b>	<b>(\$186,411)</b>	<b>-4.1%</b>
<b>TOTAL</b>	<b>\$144,087,055</b>	<b>\$152,508,988</b>	<b>\$155,882,049</b>	<b>\$159,020,991</b>	<b>\$159,020,991</b>	<b>\$160,638,316</b>	<b>\$8,129,328</b>	<b>5.3%</b>

\*Established FY15

\*\*Recommended FY16

In FY 16, General Property Taxes are projected to total \$160.6 million, an increase of \$8.1 million, or 5.3%, over the FY 15 Adopted Budget, and comprise 64.5% of General Fund revenues, transfers, and use of fund balance.

10-Year Real Estate Tax Rate	
2006	\$0.740
2007	\$0.680
2008	\$0.710
2009	\$0.742
2010	\$0.742
2011	\$0.742
2012	\$0.762
2013	\$0.766
2014	\$0.799
2015	\$0.819

**Real Estate Property Tax** is the largest source of revenue for the County and is expected to generate \$129.7 million, or 51.6% of General Fund revenues in FY 16. This represents a \$6.0 million, or 4.9%, increase over FY 15 and is calculated based on the approved real estate tax rate of \$0.819 per \$100 of assessed value. This tax rate includes real estate taxes that are dedicated to the water resources mandate and to the Fire Rescue Services Fund. In addition to the increase in tax rate, the 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.

The FY 16 Adopted Budget takes into account the 2.64% increase in the County's 2015 total taxable assessed values, a figure which includes new construction, as well as a projected CY 2016 increase of 2.25% in assessed values. These increases reflect actual and anticipated modest strength in the local real estate market. Each penny on the real estate tax rate yields \$1.6 million in estimated collectable real estate tax revenues based on a real estate tax rate of \$0.809 per \$100 of assessed value. 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 \$0.819 per \$100 of assessed value. For FY 16, the Public Service tax is projected to total \$2.7 million, a 2.0% increase over FY 15. Each penny on this tax rate is expected to yield \$33,589 in public service tax revenues for FY 16. The anticipated increase in FY 16 reflects the multiyear trend line in collections from 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 \$0.6 million, or 1.7%, over the FY 15 budget. Personal property taxes, less PPTR, collected from taxpayers are projected to increase 2.9%. 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 \$89,259 in collectable 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 \$0.819 per \$100 of assessed value. Revenues derived from Mobile home taxes are projected to total \$63,170, or a 5.0% decrease compared to the FY 15 budget. Each penny on this tax rate yields \$781 in collectable tax revenue for FY 16.

**Machinery and Tools tax** is levied on equipment needed in the manufacturing process. Machinery and Tools tax revenues are projected to increase \$35,186 over the FY 15 budget. This rise reflects an expected slight increase in manufacturing activity in Albemarle County in FY 16. Each penny on this tax rate yields \$1,328 in collectable tax revenue for FY 16. The current tax rate is \$4.28 per \$100 of assessed value.

**Delinquent Taxes, Penalties, Interest and Fees** are projected to decrease \$0.2 million, or 4.1%, in FY 16. In FY 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, 2015 was \$15.799 billion, net of land use deferral. The following table displays total real property assessed values, net of land use deferral, for the 2015 calendar year and the prior ten years, broken out by property type:

**Albemarle County Taxable Real Property Assessed Values (\$) : 2005-2015**

Calendar Year	Residential (a)	Multifamily (b)	Commercial & Industrial (c)	Agricultural (d)	Total
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
2013	10,100,995,800	648,963,300	2,420,901,600	1,668,508,700	14,839,369,400
2014	10,263,540,900	661,282,200	2,554,614,700	1,797,019,800	15,276,457,600
2015	10,663,453,400	687,000,300	2,638,287,800	1,809,792,900	15,798,534,400

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.

Source: Albemarle County Assessor's Office, February 4, 2015.

**Other Local Taxes:**

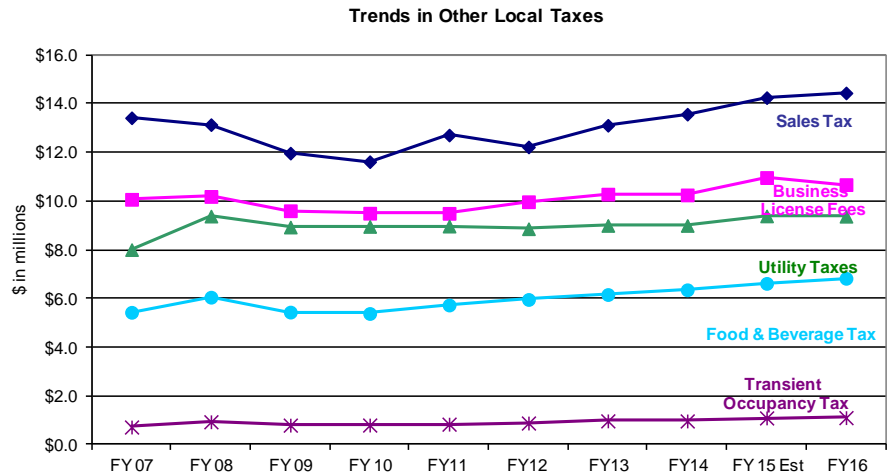
Other Local Taxes include items such as sales taxes, utility taxes, business taxes, motor vehicle licenses, recordation taxes, and prepared food and beverage taxes. These taxes are projected to generate \$50.1 million in revenues for FY 16, a \$0.7 million, or 1.3% increase over the FY 15 Adopted budget. Combined, these funds represent 20.3% of General Fund revenues, transfers, and use of fund balance. Other Local Taxes are excise taxes classified as:

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Penalty & Interest	\$104,681	\$86,955	\$82,608	\$78,477	\$78,477	\$78,477	(\$8,478)	-9.7%
Sales Tax	13,573,237	14,759,040	14,253,515	14,445,502	14,445,502	14,445,502	(313,538)	-2.1%
Consumer Utility Tax	8,670,165	8,154,062	9,051,672	9,040,573	9,040,573	9,040,573	886,511	10.9%
Utility Consumption Tax	334,554	337,295	344,042	342,354	342,354	342,354	5,059	1.5%
Business License	10,258,192	11,414,538	10,973,587	10,682,435	10,682,435	10,682,435	(732,103)	-6.4%
Short Term Rental	112,779	65,058	65,058	66,359	66,359	66,359	1,301	2.0%
Vehicle Registration	3,672,607	4,156,158	4,161,472	4,058,871	4,058,871	4,058,871	(97,287)	-2.3%
Bank Franchise	736,006	700,000	723,604	746,714	746,714	746,714	46,714	6.7%
Clerk Fees	2,345,817	2,089,592	2,467,342	2,693,561	2,693,561	2,693,561	603,969	28.9%
Transient Occupancy	976,554	952,203	1,100,939	1,112,520	1,112,520	1,112,520	160,317	16.8%
Food & Beverage Tax	6,361,972	6,727,465	6,625,131	6,834,192	6,834,192	6,834,192	106,727	1.6%
<b>TOTAL</b>	<b>\$47,146,564</b>	<b>\$49,442,366</b>	<b>\$49,848,970</b>	<b>\$50,101,558</b>	<b>\$50,101,558</b>	<b>\$50,101,558</b>	<b>\$659,192</b>	<b>1.3%</b>

**Penalties and Interest** collected on other local taxes are projected to be \$78,477 in FY 16, representing a 9.7% decrease from the FY 15 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 revenue has exceeded its pre-recession level, at least in nominal terms. In FY 16, sales tax revenue is projected to total \$14.4 million, a 2.1% decrease from the FY 15 budget. Note, however, that this \$14.4 million figure is 1.35% higher than the currently-expected FY 15 actual sales tax revenue. The FY 15 adopted amount reflected overly optimistic assumptions about the performance of new retail space.

**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 06 receipts. Taxation of gas and electrical service is based on usage. These taxes are projected to total \$9.0 million, a 10.9% increase over the FY 15 budget, but roughly in line with the expected actual FY 15 level of revenue.



**Utility Consumption taxes** are taxes levied by the state separately on electricity consumption. A distribution from this revenue stream is made by the state to the County via payment from electricity providers. The Utility Consumption Tax was initiated by the Commonwealth on January 1, 2001 and replaced three other state taxes: (1) State Gross Receipts Tax; (2) a regulatory tax imposed by the State Corporation Commission; and (3) the Local Utility License Tax. The projected FY 16 Utility Consumption Tax revenue is \$342,354 or 1.5% above the FY 15 amount of \$337,295. This anticipated increase reflects an expectation of continuing modest overall economic growth.

**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 \$10.7 million, a 6.4% decrease compared to the FY 15 budget. The adopted FY 15 amount relied upon monthly BPOL payments that were being made leading up to the time that the budget was adopted. These payments appeared to indicate that BPOL revenues would grow substantially in FY 15, when compared with the previous year, but this elevated rate of growth did not occur.

**Short Term Rental** is a tax paid on any rental equipment in lieu of personal property tax. This item is projected to total \$66,359 in FY 16 a \$1,301 increase over FY 15.

**Motor Vehicle Registrations** are registration fees collected from vehicle owners for garaging vehicles in the County and operating vehicles on County highways. Motor vehicle registrations are projected to total \$4.1 million, a 2.3% decrease from FY 15 budget. This result reflects an expected cooling in vehicle unit sales in FY 16 based upon current trends.

**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 \$0.7 million, a 6.7% increase over the FY 15 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 \$2.7 million in FY 16, a 28.9% increase over the FY 15 budget (or about 9.2% over the currently expected FY 15 actual revenue). This growth reflects, in large part, an expected increase in recordation tax.

**Transient Occupancy Taxes (TOT)** 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 16 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 16.8% increase over the FY 15 budget. This result, however, is just slightly better than the currently-expected level of FY 15 actual TOT revenue.



Note that the relatively low FY 15 budgeted dollar amount reflected an assumption that new hotel space in the City of Charlottesville would draw away business from County hotels to a greater extent than what actually occurred.

**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 \$6.8 million, a 1.6%, or \$106,727 increase over the FY 15 budget.

**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 \$1.2 million in revenue which partially offsets the costs of the County’s building code and inspections program. This amount includes \$59,637 that is expected to be generated in increased development application fees to offset costs associated with the Virginia Stormwater Management Program (VSMP) mandate. The total revenue from permits, fees and licenses is projected to be \$2.3 million, a 7.4% increase of \$157,146 over the FY 15 budget. These revenues represent 0.9% of General Fund revenues, transfers, and use of fund balance.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Inspection-related fees	\$1,141,119	\$1,193,647	\$1,215,096	\$1,238,677	\$1,238,677	\$1,238,677	\$45,030	3.8%
Other development fees	644,243	845,824	698,326	866,254	866,254	935,256	89,432	10.6%
VSMP dedicated fees	0	0	0	59,637	59,637	0	0	
Animal License	36,815	42,966	42,966	42,200	42,200	42,200	(766)	-1.8%
Land Use	26,160	6,000	6,000	30,000	30,000	30,000	24,000	400.0%
Courts	31,393	25,000	25,000	25,500	25,500	25,500	500	2.0%
Other Permits and Fees	(4,605)	1,600	560	550	550	550	(1,050)	100.0%
<b>TOTAL</b>	<b>\$1,875,126</b>	<b>\$2,115,037</b>	<b>\$1,987,948</b>	<b>\$2,262,818</b>	<b>\$2,262,818</b>	<b>\$2,272,183</b>	<b>\$157,146</b>	<b>7.4%</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 \$625,819 in FY 16, a 28.9% decrease of \$254,150 from the FY 15 budget, and represent 0.3% of General Fund revenues, transfers, and use of fund balance.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Fines And Forfeitures	\$668,593	\$879,969	\$674,955	\$650,819	\$650,819	\$625,819	(\$254,150)	-28.9%
<b>TOTAL</b>	<b>\$668,593</b>	<b>\$879,969</b>	<b>\$674,955</b>	<b>\$650,819</b>	<b>\$650,819</b>	<b>\$625,819</b>	<b>(\$254,150)</b>	<b>-28.9%</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 increase \$221,351, or 25.0%, over the FY 15 budget, due primarily to a full year of rent from the new Northside Library. This category represents 0.4% of the General Fund revenues, transfers, and use of fund balance.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Interest	\$5,608	\$58,680	\$58,680	\$58,680	\$58,680	\$58,680	\$0	0.0%
Sale of Surplus	21,510	38,679	38,679	38,679	38,679	38,679	0	0.0%
Rent	381,634	787,536	566,185	1,008,887	1,008,887	1,008,887	221,351	28.1%
<b>TOTAL</b>	<b>\$408,752</b>	<b>\$884,895</b>	<b>\$663,544</b>	<b>\$1,106,246</b>	<b>\$1,106,246</b>	<b>\$1,106,246</b>	<b>\$221,351</b>	<b>25.0%</b>

**Charges for Services**

Charges for Services are revenues generated by the services performed by County personnel. The estimated FY 16 revenue is \$1.8 million, a 6.8% increase over the FY 15 budget, and represents 0.7% of General Fund revenues, transfers, and use of fund balance.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Fees of Clerk	\$112,021	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000	\$0	0.0%
Police & Sheriff	711,195	671,857	672,782	768,297	768,297	768,297	96,440	14.4%
Administration Fees	308,896	310,060	310,060	324,014	324,014	324,014	13,954	4.5%
Parks & Recreation	331,375	344,847	334,075	343,757	343,757	343,757	(1,090)	-0.3%
Service & Sales	78,305	67,774	67,024	67,831	67,831	67,831	57	0.1%
Court Fees	138,785	136,050	136,050	138,728	138,728	138,728	2,678	2.0%
<b>TOTAL</b>	<b>\$1,680,577</b>	<b>\$1,645,588</b>	<b>\$1,634,991</b>	<b>\$1,757,627</b>	<b>\$1,757,627</b>	<b>\$1,757,627</b>	<b>\$112,039</b>	<b>6.8%</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 \$115,000, or no change from the FY 15 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. These fees are expected to total \$768,297, a 14.4% increase over the FY 15 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 \$324,014, a 4.5% increase over the FY 15 budget.

**Parks & Recreation Fees** are earned from operation of the County parks and community centers as well as various recreation programs. Parks & Recreation fee income is expected to total \$343,757, a 0.3% decrease from the FY 15 budget.

**Service and Sales** include revenues from the sale of publications, maps, and information reports generated by County personnel. Revenues are projected to total \$67,831, a 0.1% increase over the FY 15 budget.

**Court Fees** are miscellaneous court-related fees for items including court security fees, conviction fees, and fingerprinting. Revenues are projected to total \$138,728, a 2.0% increase over the FY 15 budget.

**Miscellaneous**

Miscellaneous revenue are funds collected by the County that are not classified in any other category. Miscellaneous revenues are expected to total \$32,656, a 3.7% increase over the FY 15 budget.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Miscellaneous	\$26,322	\$31,500	\$32,332	\$32,656	\$32,656	\$32,656	\$1,156	3.7%
<b>TOTAL</b>	<b>\$26,322</b>	<b>\$31,500</b>	<b>\$32,332</b>	<b>\$32,656</b>	<b>\$32,656</b>	<b>\$32,656</b>	<b>\$1,156</b>	<b>3.7%</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 15 budget.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Payments in lieu of taxes	\$130,601	\$116,978	\$116,978	\$116,978	\$116,978	\$116,978	\$0	0.0%
<b>TOTAL</b>	<b>\$130,601</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 16.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Donations	\$4,465	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$0	0.0%
<b>TOTAL</b>	<b>\$4,465</b>	<b>\$3,800</b>	<b>\$3,800</b>	<b>\$3,800</b>	<b>\$3,800</b>	<b>\$3,800</b>	<b>\$0</b>	<b>0.0%</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 \$344,451 for FY 16, a 4.2% increase over the FY 15 budget.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Recovered costs	\$479,370	\$330,641	\$340,561	\$337,148	\$337,148	\$344,451	\$13,810	4.2%
<b>TOTAL</b>	<b>\$479,370</b>	<b>\$330,641</b>	<b>\$340,561</b>	<b>\$337,148</b>	<b>\$337,148</b>	<b>\$344,451</b>	<b>\$13,810</b>	<b>4.2%</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 16 is estimated to be \$127,000 or no change over the FY 15 budget.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Payments In Lieu Of Taxes-State	\$133,871	\$127,000	\$127,000	\$127,000	\$127,000	\$127,000	\$0	0.0%
<b>TOTAL</b>	<b>\$133,871</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, a \$75 decrease from the FY 15 budget. Non-categorical State aid represents 6.3% of total General Fund Revenues, transfers, and use of fund balance.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
In Lieu of Personal Property	\$696,493	\$613,253	\$609,984	\$608,645	\$608,645	\$613,253	\$0	0.0%
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	3,138	2,500	2,463	2,425	2,425	2,425	(75)	-3.0%
Mobile Home titling	35,435	30,690	30,690	30,690	30,690	30,690	0	0.0%
<b>TOTAL</b>	<b>\$15,695,735</b>	<b>\$15,607,113</b>	<b>\$15,603,807</b>	<b>\$15,602,430</b>	<b>\$15,602,430</b>	<b>\$15,607,038</b>	<b>(\$75)</b>	<b>0.0%</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 \$148,679, or 7.5%, over the FY 15 budget. State shared expenses represent 0.9% of Total General Fund Revenues, transfers, and use of fund balance.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Commonwealth Attorney	\$499,818	\$501,000	\$489,657	\$482,312	\$482,312	\$525,444	\$24,444	4.9%
Clerk of Circuit Court	403,525	401,800	376,912	371,258	371,258	420,043	18,243	4.5%
Sheriff	707,864	634,413	605,504	596,421	596,421	699,600	65,187	10.3%
Registrar	52,595	58,811	57,210	56,352	56,352	58,811	0	0.0%
Director of Finance	426,164	397,000	386,670	380,870	380,870	437,805	40,805	10.3%
<b>TOTAL</b>	<b>\$2,089,967</b>	<b>\$1,993,024</b>	<b>\$1,915,953</b>	<b>\$1,887,213</b>	<b>\$1,887,213</b>	<b>\$2,141,703</b>	<b>\$148,679</b>	<b>7.5%</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 \$5.3 million, an \$82,515 or 1.6% increase over the FY 15 budget.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Social Services	\$2,256,161	\$2,367,114	\$2,209,443	\$2,562,669	\$2,562,669	\$2,646,325	\$279,211	11.8%
Recordation Tax	732,053	421,785	402,263	396,229	396,229	421,785	0	0.0%
Law Enforcement	2,008,604	2,049,574	1,988,455	1,958,628	1,958,628	2,008,606	(40,968)	-2.0%
Misc. Grants	0	5,000	5,000	5,000	5,000	5,000	0	0.0%
Misc. State Revenue	62,010	29,591	29,591	29,591	29,591	29,591	0	0.0%
Medicaid Reimbursement	136,638	299,053	296,886	143,325	143,325	143,325	(155,728)	-52.1%
<b>TOTAL</b>	<b>\$5,195,466</b>	<b>\$5,172,117</b>	<b>\$4,931,638</b>	<b>\$5,095,442</b>	<b>\$5,095,442</b>	<b>\$5,254,632</b>	<b>\$82,515</b>	<b>1.6%</b>

# FEDERAL REVENUES

## Payments in Lieu of Taxes – Federal

The Federal Government historically had made payments in lieu of taxes to the County for tax-exempt park lands located within the County but the Federal Government discontinued this practice beginning in FY15.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Payments In Lieu Of Taxes-Fed.	\$35,490	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTAL</b>	<b>\$35,490</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$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 \$4.8 million, a 1.1% increase of \$52,985.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Social Services	\$4,555,253	\$4,409,883	\$4,418,662	\$4,376,676	\$4,376,676	\$4,376,676	(\$33,207)	-0.8%
Grants	114,857	0	28,195	0	0	0	0	
Medicaid Reimbursement	382,225	343,782	343,782	429,974	429,974	429,974	86,192	25.1%
<b>TOTAL</b>	<b>\$5,052,335</b>	<b>\$4,753,665</b>	<b>\$4,790,639</b>	<b>\$4,806,650</b>	<b>\$4,806,650</b>	<b>\$4,806,650</b>	<b>\$52,985</b>	<b>1.1%</b>

# TRANSFERS

Transfers are made into the General Fund to offset General Fund eligible expenses to administer or conduct programs, which are funded by dedicated special revenues or grant funds. This category is projected to total \$3.0 million, a 19.5% increase over the FY 15 budget. 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 related to Tourism and the Housing Office's administrative costs for managing HUD Section 8 Housing Rental assistance funds are also offset by transfers. Beginning in FY 15, revenue dedicated to Water Resources is also transferred to the General Fund. During the FY 15 budget development process, the School Board voted to remove funding for the Bright Stars and Family Support programs. The \$86,851 transfer from the Fire Rescue Services Fund is to fund a Systems Engineer in Information Technology that will support Fire Rescue Services.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Housing Choice Voucher	\$225,000	\$225,000	\$225,000	\$280,000	\$280,000	\$280,000	\$55,000	24.4%
CIP - Storage Facility Lease	53,550	0	0	0	0	0	0	
CIP - Stormwater	232,363	0	0	0	0	0	0	
School Resource Officer	182,858	180,000	180,000	180,000	180,000	180,000	0	0.0%
Family Support	188,338	0	0	0	0	0	0	
Tourism	1,578,180	1,428,305	1,428,305	1,668,780	1,668,780	1,668,780	240,475	16.8%
Water Resources	0	592,248	592,248	694,013	694,013	694,013	101,765	17.2%
Commonwealth's Attorney	60,000	60,000	60,000	60,000	60,000	60,000	0	0.0%
Fire Fund	0	0	0	0	0	86,851	86,851	
Other Transfers	264,036	0	76,973	0	0	0	0	
<b>TOTAL</b>	<b>\$2,784,326</b>	<b>\$2,485,553</b>	<b>\$2,562,526</b>	<b>\$2,882,793</b>	<b>\$2,882,793</b>	<b>\$2,969,644</b>	<b>\$484,091</b>	<b>19.5%</b>

# USE OF FUND BALANCE

Fund balance reflects the use of County savings in prior years for one-time expenditures or emergency needs. The projected use of reserve funds totals \$1.3 million in FY 16.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 PROJECTED	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Fund Balance	\$0	\$1,197,409	\$1,970,947	\$1,078,625	\$1,078,625	\$1,289,862	\$92,453	7.7%
<b>TOTAL</b>	<b>\$0</b>	<b>\$1,197,409</b>	<b>\$1,970,947</b>	<b>\$1,078,625</b>	<b>\$1,078,625</b>	<b>\$1,289,862</b>	<b>\$92,453</b>	<b>7.7%</b>

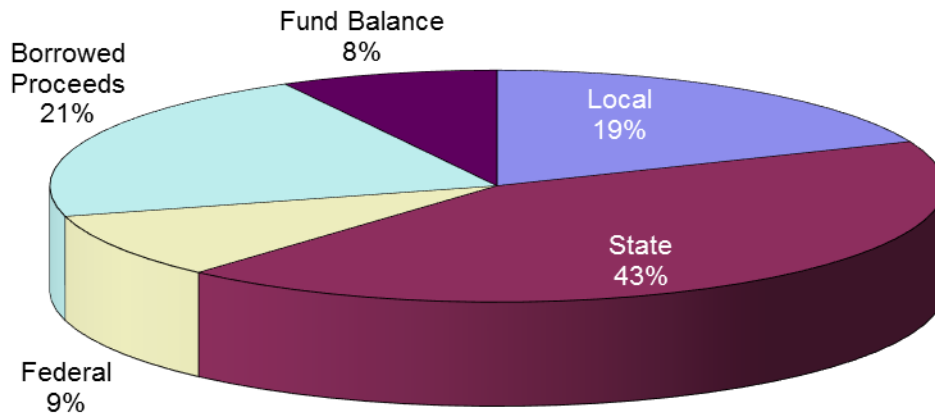
The following list details the items being funded with fund balance in FY 16:

Salary Increases Effective October 1, 2015	\$346,408
Economic Development Fund	300,000
One-Time Costs Associated with New Positions	207,435
Jail Operations	113,519
Fuel Contingency	133,000
Replenish Grants Matching Fund	100,000
<u>Departmental One-Time Costs</u>	<u>89,500</u>
<b>TOTAL</b>	<b>\$1,289,862</b>

# OTHER FUND REVENUES

General Fund revenues (less transfers) make up 66% of total County revenues. The remaining 34% is generated in the School Fund, Capital Fund, Debt Service Fund, and School and General Government Special Revenue Funds. The two largest sources from these funds are the Commonwealth of Virginia and Borrowed Proceeds.

**FY 16 Adopted Revenue  
Other Funds  
\$128,535,290**



**Local Revenues** total \$24.1 million. The largest revenue source within this category is recovered costs, which generates \$10.3 million. Most of this is payments from our partners for the Regional 800 Mhz Communication System capital project. The second largest category, charges for services, generates \$8.5 million. The other large revenue sources are transient occupancy tax (\$1.7 million), and use of money and property (\$1.2 million).

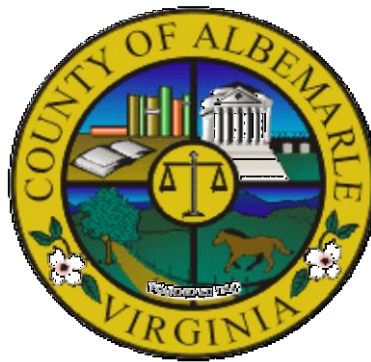
**State Revenues** total \$55.1 million. Of this amount, \$45.9 million, or 83.2%, supports the School Fund. The other large revenue sources are funding for the Comprehensive Services Act (\$5.9 million), the education technology grant (\$0.8 million), and public safety grants (\$0.8 million).

**Federal Revenues** total \$11.8 million. The single largest revenue source within this category is Section 8 housing funding (\$3.4 million). The other large revenue sources include funding for special education (\$3.0 million), the Federal Lunch Program (\$2.7 million), and Title I (\$1.5 million).

**Borrowed Funds** total \$27.4 million and provide funding for those projects in the capital budget not funded with pay-as-you-go dollars. The projects funded through borrowed funds in FY 16 are detailed in the Capital Improvement Program chapter of this document.

**Use of Fund Balance** totals \$10.1 million. Of this amount, \$6.8 million is in capital funds.

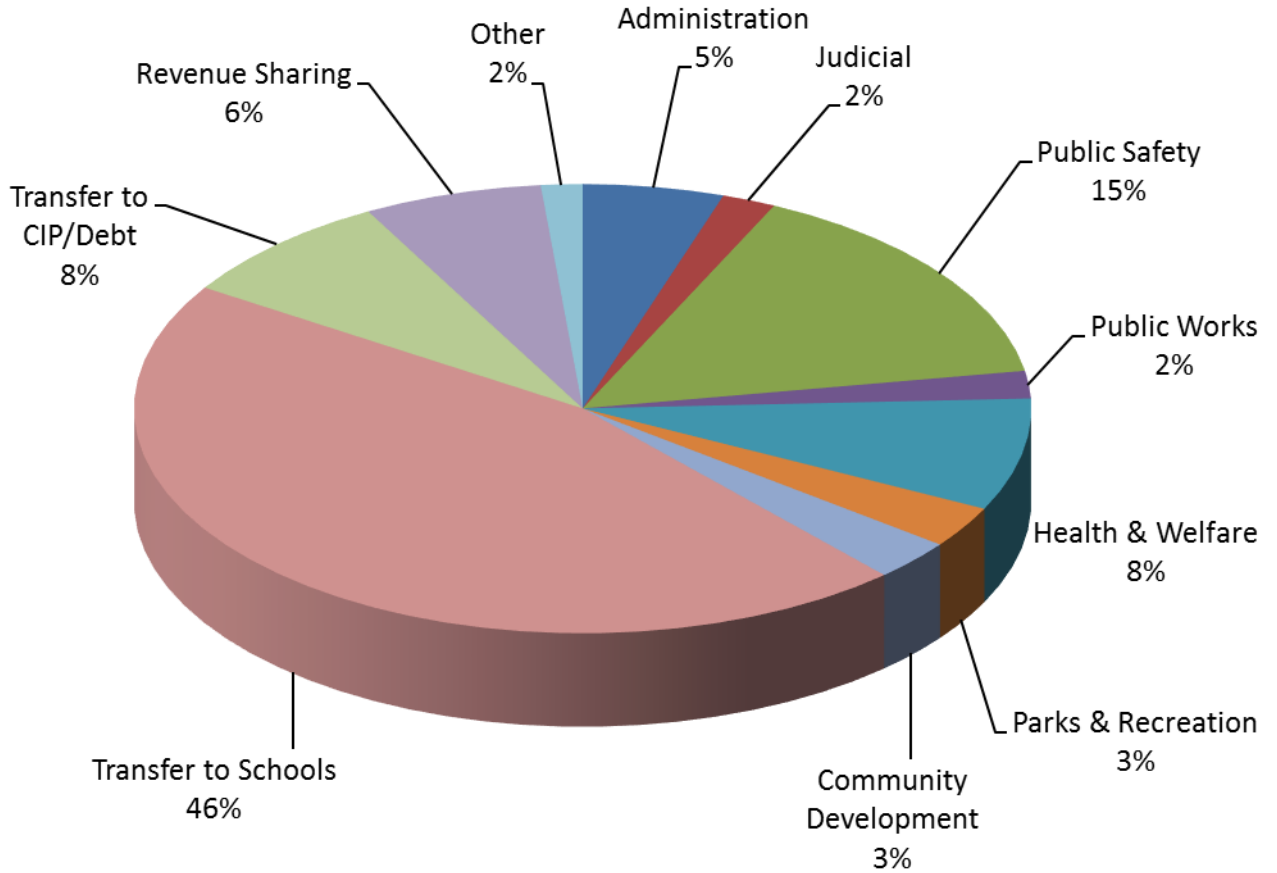
Details of the School Fund and School Special Revenue Fund revenues can be found in the school system’s budget document. Details of the Capital Fund, Debt Service Fund, and Special Revenue Fund revenues can be found in the Capital Improvement Program Budget Manual.





# GENERAL FUND EXPENDITURES

FY 16 ADOPTED  
 GENERAL FUND EXPENDITURES  
 \$249,196,163



	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP/ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Administration	\$11,574,803	\$12,129,503	\$11,819,002	\$12,909,072	\$12,679,977	\$12,677,023	\$547,520	4.5%
Judicial	4,299,478	4,490,598	4,575,631	4,890,138	4,812,979	4,831,206	340,608	7.6%
Public Safety	34,215,133	34,821,526	35,797,198	38,580,752	37,908,468	38,102,222	3,280,696	9.4%
Public Works	3,638,954	4,487,339	4,182,366	4,978,817	4,913,702	4,926,599	439,260	9.8%
Health & Welfare	18,548,762	19,755,451	19,064,683	20,440,128	19,774,272	20,109,830	354,379	1.8%
Parks, Recreation & Culture	6,608,734	7,143,888	7,187,101	7,718,895	7,432,254	7,449,994	306,106	4.3%
Community Development	6,276,488	6,831,337	6,720,531	7,564,479	7,134,507	7,305,236	473,899	6.9%
SUBTOTAL	\$85,162,352	\$89,659,642	\$89,346,512	\$97,082,281	\$94,656,159	\$95,402,110	\$5,742,468	6.4%
Revenue Sharing	\$16,931,333	\$16,466,981	\$16,466,981	\$16,058,668	\$16,058,668	\$16,058,668	(\$408,313)	-2.5%
Transfer to Schools	103,332,028	109,807,126	109,807,126	113,783,502	113,783,502	114,033,502	4,226,376	3.8%
Transfer to Capital/Debt Service	21,502,060	20,188,715	20,188,715	18,601,419	18,601,419	19,968,744	(219,971)	-1.1%
Other Uses of Funds	1,341,760	3,173,179	2,621,802	3,771,046	3,771,046	3,733,139	559,960	17.6%
Reserve for Consideration							0	
SUBTOTAL	\$143,107,181	\$149,636,001	\$149,084,624	\$152,214,635	\$152,214,635	\$153,794,053	\$4,158,052	2.8%
<b>TOTAL GENERAL FUND</b>	<b>\$228,269,533</b>	<b>\$239,295,643</b>	<b>\$238,431,136</b>	<b>\$249,296,916</b>	<b>\$246,870,794</b>	<b>\$249,196,163</b>	<b>\$9,900,520</b>	<b>4.1%</b>

# GENERAL FUND EXPENDITURES

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	FY16 Adp - \$ CHANGE	FY15 Adp % CHANGE
<b>ADMINISTRATION</b>								
Board of Supervisors	\$603,203	\$645,873	\$614,474	\$727,998	\$727,998	\$677,917	\$32,044	5.0%
County Executive	813,103	829,617	829,334	937,759	937,759	941,819	\$112,202	13.5%
Community Relations	315,653	313,889	298,809	325,040	325,040	326,432	\$12,543	4.0%
Human Resources	640,151	638,297	636,240	641,730	616,971	617,379	(\$20,918)	-3.3%
County Attorney	1,034,986	1,032,166	1,031,108	1,052,789	1,052,789	1,057,886	\$25,720	2.5%
Finance Department	4,740,431	4,970,735	4,807,961	5,115,962	5,050,226	5,072,152	\$101,417	2.0%
Management & Budget	446,068	351,043	373,119	405,221	405,221	407,135	\$56,092	16.0%
Information Technology	2,493,455	2,770,869	2,721,098	2,987,298	2,903,698	2,914,390	\$143,521	5.2%
Voter Registration & Elections	487,753	577,014	506,858	715,275	660,275	661,913	\$84,899	14.7%
<b>Total</b>	<b>\$11,574,803</b>	<b>\$12,129,503</b>	<b>\$11,819,002</b>	<b>\$12,909,072</b>	<b>\$12,679,977</b>	<b>\$12,677,023</b>	<b>\$547,520</b>	<b>4.5%</b>
<b>JUDICIAL</b>								
Clerk of the Circuit Court	\$746,836	\$835,915	\$849,217	\$922,601	\$859,701	\$863,108	\$27,193	3.3%
Commonwealth Attorney	1,053,854	1,061,028	1,116,835	1,271,942	1,271,942	1,278,164	\$217,136	20.5%
Sheriff	2,261,941	2,256,532	2,288,914	2,342,840	2,342,660	2,350,929	\$94,397	4.2%
Circuit Court	89,043	100,664	89,225	102,082	102,082	102,411	\$1,747	1.7%
General District Court	30,402	40,501	35,862	40,488	40,488	40,488	(\$13)	0.0%
Magistrate	4,022	4,550	4,170	4,650	4,650	4,650	\$100	2.2%
Juvenile Court	113,381	117,359	117,359	116,296	116,296	116,296	(\$1,063)	-0.9%
Public Defender Office	0	74,049	74,049	89,239	75,160	75,160	\$1,111	1.5%
<b>Total</b>	<b>\$4,299,478</b>	<b>\$4,490,598</b>	<b>\$4,575,631</b>	<b>\$4,890,138</b>	<b>\$4,812,979</b>	<b>\$4,831,206</b>	<b>\$340,608</b>	<b>7.6%</b>
<b>PUBLIC SAFETY</b>								
Police Department	\$15,113,633	\$16,063,943	\$16,260,575	\$17,716,795	\$17,093,756	\$17,471,930	\$1,407,987	8.8%
Tr. to Fire Rescue Services Fund - Operations	10,720,662	10,380,247	10,404,403	11,713,791	11,713,791	11,760,726	\$1,380,479	13.3%
Inspections	1,089,975	1,303,995	1,308,767	1,366,734	1,366,734	1,372,968	\$68,973	5.3%
Emergency Communications Center	2,191,183	2,167,176	2,167,176	2,254,762	2,254,762	2,263,654	\$96,478	4.5%
Regional Jail	3,627,879	3,216,696	3,966,696	3,833,715	3,833,715	3,587,234	\$370,538	11.5%
Community Attention Home	60,149	60,149	60,149	60,149	60,149	60,149	\$0	0.0%
Juvenile Detention Center	636,920	840,216	840,216	785,339	785,339	785,339	(\$54,877)	-6.5%
Foothills Child Advocacy Center	30,385	30,385	30,385	48,424	31,297	31,297	\$912	3.0%
Offender Aid Restoration	159,229	157,042	157,042	166,520	154,402	154,402	(\$2,640)	-1.7%
SPCA Shelter Contribution	532,887	549,446	549,558	562,292	562,292	562,292	\$12,846	2.3%
VJCCCA	52,231	52,231	52,231	52,231	52,231	52,231	\$0	0.0%
<b>Total</b>	<b>\$34,215,133</b>	<b>\$34,821,526</b>	<b>\$35,797,198</b>	<b>\$38,580,752</b>	<b>\$37,908,468</b>	<b>\$38,102,222</b>	<b>\$3,280,696</b>	<b>9.4%</b>
<b>PUBLIC WORKS</b>								
General Services	\$2,874,252	\$3,480,246	\$3,141,426	\$3,799,974	\$3,734,859	\$3,740,958	\$260,712	7.5%
Water Resources	232,421	358,628	346,936	470,006	470,006	471,726	\$113,098	31.5%
RSWA Contribution	328,579	450,000	492,914	502,773	502,773	502,773	\$52,773	11.7%
Facilities Development	203,702	198,465	201,090	206,064	206,064	211,142	\$12,677	6.4%
<b>Total</b>	<b>\$3,638,954</b>	<b>\$4,487,339</b>	<b>\$4,182,366</b>	<b>\$4,978,817</b>	<b>\$4,913,702</b>	<b>\$4,926,599</b>	<b>\$439,260</b>	<b>9.8%</b>
<b>HEALTH AND WELFARE</b>								
Social Services	\$11,154,615	\$11,579,069	\$11,052,076	\$12,226,649	\$11,838,789	\$12,076,309	\$497,240	4.3%
Transfer to Bright Stars	603,834	799,787	799,787	823,396	823,396	898,368	\$98,581	12.3%
Transfer to CSA	2,350,000	2,730,527	2,730,527	2,340,000	2,340,000	2,340,000	(\$390,527)	-14.3%
African American Teaching Fellows	0	0	0	5,000	0	0	\$0	
AIDS/HIV Services Group	3,600	3,600	3,600	0	0	0	(\$3,600)	-100.0%
Big Brothers/Big Sisters	0	0	0	20,000	0	0	\$0	
Boys & Girls Club	20,000	20,000	20,000	50,000	20,000	20,000	\$0	0.0%
C'ville-Albemarle Health Department	563,121	640,217	583,942	637,856	637,856	637,856	(\$2,361)	-0.4%
Charlottesville Free Clinic	116,390	116,390	116,390	138,000	116,699	116,699	\$309	0.3%
Community Investment Collaborative	0	0	0	10,000	0	0	\$0	
Computers4Kids	13,379	13,379	13,379	16,725	13,379	13,379	\$0	0.0%
Contribution to ABRT	15,356	14,207	14,207	14,477	14,477	14,477	\$270	1.9%
JAUNT	1,151,711	1,151,711	1,151,711	1,328,116	1,316,575	1,328,116	\$176,405	15.3%
Jefferson Area Board for Aging (JABA)	301,780	307,678	307,678	307,678	307,678	307,678	\$0	0.0%
Jefferson Area CHIP	301,500	301,500	301,500	345,400	301,500	301,500	\$0	0.0%
Legal Aid Justice Center	38,700	38,700	38,700	48,375	27,175	38,700	\$0	0.0%
Madison House	9,900	9,900	9,900	9,900	0	0	(\$9,900)	-100.0%
On Our Own	0	0	0	8,000	0	0	\$0	
Piedmont CASA	9,270	9,270	9,270	11,588	9,270	9,270	\$0	0.0%
Piedmont Va. Community College	24,962	24,024	24,024	23,510	23,510	23,510	(\$514)	-2.1%
Piedmont Workforce Network	13,805	13,805	13,805	15,410	15,410	15,410	\$1,605	11.6%
ReadyKids (formerly known as CVFS)	74,490	74,490	74,490	85,664	68,291	68,291	(\$6,199)	-8.3%
Region Ten	658,856	704,083	704,083	712,583	704,083	704,083	\$0	0.0%
Sexual Assault Resource Agency (SARA)	20,000	20,000	20,000	20,600	20,600	20,600	\$600	3.0%
Shelter for Help in Emergency (SHE)	85,514	85,514	85,514	88,400	88,079	88,079	\$2,565	3.0%
Tax Relief for the Elderly/Disabled	893,379	965,000	850,000	950,000	950,000	950,000	(\$15,000)	-1.6%
TJ Area Coalition for the Homeless	7,500	15,500	23,000	34,401	20,405	20,405	\$4,905	31.6%
United Way	117,100	117,100	117,100	138,400	12,600	117,100	\$0	0.0%
Childcare Scholarship Contingency	0	0	0	0	104,500	0	\$0	
Women's Initiative	0	0	0	30,000	0	0	\$0	
<b>Total</b>	<b>\$18,548,762</b>	<b>\$19,755,451</b>	<b>\$19,064,683</b>	<b>\$20,440,128</b>	<b>\$19,774,272</b>	<b>\$20,109,830</b>	<b>\$354,379</b>	<b>1.8%</b>

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	FY16 Adp - FY15 Adp \$ CHANGE	% CHANGE
<b>PARKS &amp; RECREATION/CULTURE</b>								
Parks & Recreation Department	\$2,232,688	\$2,371,740	\$2,414,953	\$2,482,550	\$2,386,814	\$2,392,704	\$20,964	0.9%
Darden Towe Memorial Park	203,133	155,374	155,374	173,779	173,779	174,037	\$18,663	12.0%
African Amer. Cultural Fest./Chihamba	2,700	2,700	2,700	3,000	2,700	2,700	\$0	0.0%
Albemarle/Cville Historical Society	13,000	0	0	12,250	0	0	\$0	
Ashlawn Opera	3,800	3,800	3,800	7,750	3,800	3,800	\$0	0.0%
Cville/Albemarle Conv. Visitors Bureau	666,195	725,098	725,098	773,146	773,146	773,146	\$48,048	6.6%
Festival of Cultures	0	0	0	3,000	0	0	\$0	
First Night Virginia	0	0	0	3,000	0	0	\$0	
Jefferson Madison Regional Library	3,448,931	3,824,889	3,824,889	4,055,351	4,031,728	4,040,320	\$215,431	5.6%
Journey Through Hallowed Ground	0	0	0	11,782	0	0	\$0	
Literacy Volunteers	25,287	25,287	25,287	25,287	25,287	25,287	\$0	0.0%
Municipal Band	8,000	5,000	5,000	8,000	5,000	8,000	\$3,000	60.0%
Paramount Theater	0	0	0	80,000	0	0	\$0	
Piedmont Council for the Arts	5,000	10,000	10,000	20,000	10,000	10,000	\$0	0.0%
Tom Tom Founders Festival	0	0	0	15,000	0	0	\$0	
Virginia Festival of the Book	0	10,000	10,000	10,500	10,000	10,000	\$0	0.0%
Virginia Film Festival	0	10,000	10,000	12,000	10,000	10,000	\$0	0.0%
Virginia Discovery Museum	0	0	0	10,000	0	0	\$0	
WNRN	0	0	0	12,500	0	0	\$0	
<b>Total</b>	<b>\$6,608,734</b>	<b>\$7,143,888</b>	<b>\$7,187,101</b>	<b>\$7,718,895</b>	<b>\$7,432,254</b>	<b>\$7,449,994</b>	<b>\$306,106</b>	<b>4.3%</b>
<b>COMMUNITY DEVELOPMENT</b>								
Community Development	\$4,000,408	\$4,273,714	\$4,257,482	\$4,698,083	\$4,537,281	\$4,613,495	\$339,781	8.0%
Office of Economic Development	0	262,089	159,300	274,065	274,065	352,235	\$90,146	34.4%
Office of Housing	500,504	478,536	486,751	489,734	489,734	492,091	\$13,555	2.8%
AHIP	400,000	400,000	400,000	400,000	400,000	400,000	\$0	0.0%
CVSBDC	10,000	10,000	10,000	10,000	10,000	10,000	\$0	0.0%
Charlottesville Area Transit	815,567	868,988	868,988	1,099,127	905,477	905,477	\$36,489	4.2%
MACAA	107,440	63,200	81,850	79,000	63,200	63,200	\$0	0.0%
CARES Program Contingency	0	18,650	0	0	0	0	(\$18,650)	-100.0%
Piedmont Housing Alliance	34,500	34,500	34,500	88,061	34,716	34,716	\$216	0.6%
Streamwatch	10,380	10,380	10,380	10,380	10,380	10,380	\$0	0.0%
TJ Planning District Commission	124,024	124,024	124,024	125,092	125,092	125,092	\$1,068	0.9%
TJ Soil & Water Conservation	115,137	103,910	103,910	105,272	105,272	105,582	\$1,672	1.6%
VPI Extension Service	158,527	183,346	183,346	185,665	179,290	192,968	\$9,622	5.2%
<b>Total</b>	<b>\$6,276,488</b>	<b>\$6,831,337</b>	<b>\$6,720,531</b>	<b>\$7,564,479</b>	<b>\$7,134,507</b>	<b>\$7,305,236</b>	<b>\$473,899</b>	<b>6.9%</b>
<b>SUBTOTAL, DEPARTMENTAL</b>	<b>85,162,352</b>	<b>89,659,642</b>	<b>89,346,512</b>	<b>97,082,281</b>	<b>94,656,159</b>	<b>95,402,110</b>	<b>\$5,742,468</b>	<b>6.4%</b>
<b>NON-DEPARTMENTAL</b>								
City/County Revenue Sharing	\$16,931,333	\$16,466,981	\$16,466,981	\$16,058,668	\$16,058,668	\$16,058,668	(\$408,313)	-2.5%
Transfer to School Operations								
Transfer to School Operations	\$103,332,028	\$109,807,126	\$109,807,126	\$113,783,502	\$113,783,502	\$114,033,502	\$4,226,376	3.8%
Transfer to School Operations - One-Time	267,036	0	0	0	0	0	\$0	
<b>Total</b>	<b>\$103,599,064</b>	<b>\$109,807,126</b>	<b>\$109,807,126</b>	<b>\$113,783,502</b>	<b>\$113,783,502</b>	<b>\$114,033,502</b>	<b>\$4,226,376</b>	<b>3.8%</b>
Transfers to Capital and Debt								
Transfer to School Debt Service	\$11,762,044	\$12,553,845	\$12,553,845	\$12,854,746	\$12,854,746	\$12,756,859	\$203,014	1.6%
Transfer to Gen Govt Debt Service	3,425,382	5,954,373	5,954,373	5,740,730	5,740,730	5,740,730	(\$213,643)	-3.6%
Transfer to School CIP	3,901,101	1,569,199	1,569,199	2,971	2,971	76,915	(\$1,492,284)	-95.1%
Transfer to General Govt. CIP	2,413,533	111,298	111,298	2,972	2,972	1,394,240	\$1,282,942	1152.7%
<b>Total</b>	<b>\$21,502,060</b>	<b>\$20,188,715</b>	<b>\$20,188,715</b>	<b>\$18,601,419</b>	<b>\$18,601,419</b>	<b>\$19,968,744</b>	<b>(\$219,971)</b>	<b>-1.1%</b>
Other Non-Departmental								
Refunds	\$102,890	\$163,500	\$163,500	\$167,000	\$167,000	\$167,000	\$3,500	2.1%
Economic Development Fund	0	250,000	250,000	300,000	300,000	300,000	\$50,000	20.0%
Grants Leveraging Fund	0	100,000	56,687	100,000	100,000	100,000	\$0	0.0%
Innovation Fund	0	50,000	75,068	25,000	25,000	25,000	(\$25,000)	-50.0%
Fellowship Fund	0	150,000	150,000	0	0	0	(\$150,000)	-100.0%
Reclassifications	0	120,000	120,000	150,000	150,000	150,000	\$30,000	25.0%
Efficiencies/Savings	0	0	0	(90,000)	(90,000)	(90,000)	(\$90,000)	
Compression	0	0	0	103,421	103,421	103,421	\$103,421	
Merit Funding	0	0	0	131,326	131,326	197,344	\$197,344	
Early Retirement	726,253	625,964	614,729	611,070	611,070	611,070	(\$14,894)	-2.4%
Disability	0	50,000	6,000	5,000	5,000	5,000	(\$45,000)	-90.0%
Add'l Transfer to Vehicle Repl. Fund	214,348	0	0	0	0	0	\$0	
Transfer to Other Funds	31,234	0	39,413	0	0	0	\$0	
Transfer to Water Resources Fund	0	1,093,594	1,093,594	1,132,128	1,132,128	1,132,128	\$38,534	3.5%
Transfer to Fire Rescue Services Fund - CIP	0	0	0	647,101	647,101	647,101	\$647,101	
Training Pool	0	50,000	19,952	51,000	51,000	51,000	\$1,000	2.0%
Fuel Contingency	0	105,750	0	133,000	133,000	133,000	\$27,250	25.8%
Reserve for Contingencies	0	414,371	32,859	305,000	305,000	201,075	(\$213,296)	-51.5%
<b>Total</b>	<b>\$1,074,724</b>	<b>\$3,173,179</b>	<b>\$2,621,802</b>	<b>\$3,771,046</b>	<b>\$3,771,046</b>	<b>\$3,733,139</b>	<b>\$559,960</b>	<b>17.6%</b>
<b>SUBTOTAL, NON-DEPARTMENTAL</b>	<b>\$143,107,181</b>	<b>\$149,636,001</b>	<b>\$149,084,624</b>	<b>\$152,214,635</b>	<b>\$152,214,635</b>	<b>\$153,794,053</b>	<b>\$4,158,052</b>	<b>2.8%</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$228,269,533</b>	<b>\$239,295,643</b>	<b>\$238,431,136</b>	<b>\$249,296,916</b>	<b>\$246,870,794</b>	<b>\$249,196,163</b>	<b>\$9,900,520</b>	<b>4.1%</b>

NOTE: The FY 16 General Fund budget incorporates transfers to the new Fire Rescue Services Fund. Information about this new fund is included in the Public Safety chapter.

# EXPENDITURES BY TYPE

	FY 14 Actual	FY 15 Adopted	FY 15 Projected	FY 16 Request	FY 16 Recomm	FY 16 Adopted	FY16 Adp - FY15 Adp \$ Change	FY16 Adp - FY15 Adp % Change
<b>County Departments</b>								
Salaries	\$30,877,453	\$31,621,942	\$31,585,574	\$32,252,557	\$32,197,297	\$33,397,660	\$1,775,718	5.6%
Benefits	10,913,265	11,678,360	11,226,698	12,232,220	12,230,510	12,666,954	988,594	8.5%
Operations	7,357,582	8,648,755	8,423,536	9,049,964	8,918,390	9,103,694	454,939	5.3%
DSS Direct Assistance	2,854,411	3,032,234	2,726,310	3,149,884	3,149,884	3,149,884	117,650	3.9%
Capital Outlay	1,446,640	1,714,951	1,813,369	1,596,595	1,495,298	2,059,951	345,000	20.1%
Department - Other	3,484,717	4,283,439	4,212,832	7,106,102	5,771,216	4,337,842	54,403	1.3%
Tr to Water Resources	0	1,093,594	1,093,594	1,132,128	1,132,128	1,132,128	38,534	3.5%
Tr to Fire Rescue Services - Operations	10,720,662	10,380,247	10,404,403	11,713,791	11,713,791	11,760,726	1,380,479	13.3%
<b>Subtotal, County Departments</b>	<b>67,654,729</b>	<b>72,453,522</b>	<b>71,486,316</b>	<b>78,233,241</b>	<b>76,608,514</b>	<b>77,608,839</b>	<b>5,155,317</b>	<b>7.1%</b>
Agencies & Joint Operations	17,554,844	18,130,678	18,858,472	20,077,985	19,276,590	19,088,234	957,556	5.3%
Revenue Sharing	16,931,333	16,466,981	16,466,981	16,058,668	16,058,668	16,058,668	(408,313)	-2.5%
School Transfer	103,332,028	109,807,126	109,807,126	113,783,502	113,783,502	114,033,502	4,226,376	3.8%
Capital & Debt Transfer	21,502,060	20,188,715	20,188,715	18,601,419	18,601,419	19,968,744	(219,971)	-1.1%
Tr to Fire Rescue Services - Capital	0	0	0	647,101	647,101	647,101	647,101	
Other	1,457,217	2,248,621	1,623,527	1,895,000	1,895,000	1,791,075	(457,546)	-20.3%
<b>Subtotal, Other</b>	<b>160,777,482</b>	<b>166,842,121</b>	<b>166,944,821</b>	<b>171,063,675</b>	<b>170,262,280</b>	<b>171,587,324</b>	<b>4,745,203</b>	<b>2.8%</b>
<b>Total General Fund Disbursements</b>	<b>\$228,432,211</b>	<b>\$239,295,643</b>	<b>\$238,431,136</b>	<b>\$249,296,916</b>	<b>\$246,870,794</b>	<b>\$249,196,163</b>	<b>\$9,900,520</b>	<b>4.1%</b>

Overall, budgeted expenditures are increasing \$9.9 million, or 4.1%, over the FY 15 budget. County general government departments, defined as those departments and offices under the direct authority of the Board of Supervisors, increase \$5.2 million or 7.1%, over FY 15.

The **Salaries** category includes all regular salaries, overtime, and part-time costs of Albemarle County general government personnel. In FY 16, salaries make up 13.4% of all General Fund budgeted expenditures and 43.0% of County general government department expenditures. The 5.6% increase in salaries is due primarily to a 2.3% increase for FY16 salaries effective October 1, 2015. A 0.7% reserve is also budgeted to be distributed to departments based on the results of the annual pay review process. Additionally, this increase reflects positions newly funded in FY16.

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 16, benefits make up 5.1% of all General Fund budgeted expenditures and 16.3% of all department expenditures. The 8.5% increase in benefits is due primarily to the impact of an increase in health insurance costs and benefits associated with new positions.

The **Department Operations** category 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. Department operations make up 3.7% of all General Fund budgeted expenditures and 11.7% of all department expenditures. General government department operations increase 5.3% over FY 15. Specific increases are discussed in individual department sections.

The **Department of Social Services (DSS) Direct Assistance** category includes direct assistance payments made to families and individuals for certain services. All assistance payments are either partially or fully funded by state/federal resources. DSS Direct Assistance payments make up 1.3% of all General Fund budgeted expenditures and 4.1% of all department expenditures. This category is increasing 3.9% over FY 15.

The **Capital Outlay** category includes expenditures for tangible items of a substantial value (more than \$100), such as computers and furniture. Capital outlay makes up 0.8% of total expenditures and 2.7% of County general government department expenditures. The increase of 20.1% in this category is due primarily to one-time costs associated with new positions, such as vehicles for newly funded police officers.

The **Department - Other** category consists of recommended initiatives and essential service support, salary reserves, and transfers from department budgets to Other Funds, including the Comprehensive Services Act (CSA) and Bright Stars funds. This category makes up 1.7% of all General Fund budgeted expenditures and 5.6% of all department expenditures. For the adopted budget, costs associated with initiatives and essential service support were distributed to the appropriate cost category.

The **Transfer to Water Resources** makes up 0.5% of all General Fund budgeted expenditures and 1.5% of all department expenditures. This transfer was established in FY 15 to meet water resource mandates such as TMDL and VSMP. It is equivalent to 0.7 cents per \$100 assessed valuation on the real estate tax rate.

The **Transfer to the Fire Rescue Services Fund - Operations** makes up 4.7% of all General Fund budgeted expenditures and 15.2% of all department expenditures. This transfer covers all operational expenses related to the Department of Fire and Rescue, Volunteer Fire and Rescue, TJEMS, the fire/rescue tax credit, forest fire extinction, and the fire contract with the City of Charlottesville. Details regarding the new fund can be found in the Public Safety chapter of this 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 16, these contributions make up 7.7% of all General Fund budgeted expenditures. Overall, agency and joint operation contributions increase by 5.3%. This increase is driven primarily by contributions to the Jefferson Madison Regional Library and the Albemarle Charlottesville Regional Jail.

The **Revenue Sharing** payment to the City of Charlottesville makes up 6.4% of all General Fund budgeted expenditures and is decreasing 2.5% from the FY 15 adopted budget.

The **School Transfer** makes up 45.8% of all General Fund budgeted expenditures and is increasing 3.8%, or \$4.2 million, over the FY 15 adopted budget.

The **Capital & Debt Transfer** makes up 8.0% of all General Fund budgeted expenditures and is decreasing 1.1%, or \$0.2 million, from the FY 15 adopted budget.

The **Transfer to the Fire Rescue Services Fund - Capital** makes up 0.3% of all General Fund budgeted expenditures. This transfer covers all capital expenses related to the Department of Fire and Rescue and Volunteer Fire and Rescue.

The **Other** category includes the Tax Relief for the Elderly & Disabled, reserves, and refunds. This category makes up 0.7% of all General Fund budgeted expenditures.

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

**CULTURAL AGENCY REVIEW PROCESS**

As directed by the Board of Supervisors at its October 1, 2014 meeting, FY16 recommended funding for Recreation and Cultural Agencies is based on a review coordinated by County staff using criteria relevant to cultural agencies.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	FY16 Adp - FY15 Adp \$ CHANGE	FY16 Adp - FY15 Adp % CHANGE
<b>PARKS &amp; RECREATION/CULTURE</b>								
African Amer. Cultural Fest./Chihamba	2,700	2,700	2,700	3,000	2,700	2,700	0	0.0%
Albemarle/C'ville Historical Society	13,000	0	0	12,250	0	0	0	
Ashlawn Opera	3,800	3,800	3,800	7,750	3,800	3,800	0	0.0%
Festival of Cultures	0	0	0	3,000	0	0	0	
First Night Virginia	0	0	0	3,000	0	0	0	
Journey Through Hallowed Ground	0	0	0	11,782	0	0	0	
Municipal Band	8,000	5,000	5,000	8,000	5,000	8,000	3,000	60.0%
Paramount Theater	0	0	0	80,000	0	0	0	
Piedmont Council for the Arts	5,000	10,000	10,000	20,000	10,000	10,000	0	0.0%
Tom Tom Founders Festival	0	0	0	15,000	0	0	0	
Virginia Festival of the Book	0	10,000	10,000	10,500	10,000	10,000	0	0.0%
Virginia Film Festival	0	10,000	10,000	12,000	10,000	10,000	0	0.0%
Virginia Discovery Museum	0	0	0	10,000	0	0	0	
WNRN	0	0	0	12,500	0	0	0	
<b>Total</b>	<b>\$32,500</b>	<b>\$41,500</b>	<b>\$41,500</b>	<b>\$208,782</b>	<b>\$41,500</b>	<b>\$44,500</b>	<b>\$3,000</b>	<b>9.2%</b>

**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 16 are based on the ABRT process and in coordination with the City of Charlottesville. No new programs are recommended to be funded by the County in FY16 due to funding constraints.

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 ESTIMATE	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	FY16 Adp - FY15 Adp \$ CHANGE	% CHANGE
<b>PUBLIC SAFETY</b>								
Foothills Child Advocacy Center	30,385	30,385	30,385	48,424	31,297	31,297	912	3.0%
Offender Aid Restoration	159,229	157,042	157,042	166,520	154,402	154,402	(2,640)	-1.7%
Total	\$189,614	\$187,427	\$187,427	\$214,944	\$185,699	\$185,699	(\$1,728)	-0.9%
<b>HEALTH AND WELFARE</b>								
African American Teaching Fellows	0	0	0	5,000	0	0	0	
AIDS/HIV Services Group	3,600	3,600	3,600	0	0	0	(3,600)	-100.0%
Big Brothers/Big Sisters	0	0	0	20,000	0	0	0	
Boys & Girls Club	20,000	20,000	20,000	50,000	20,000	20,000	0	0.0%
Charlottesville Free Clinic	116,390	116,390	116,390	138,000	116,699	116,699	309	0.3%
Community Investment Collaborative	0	0	0	10,000	0	0	0	
Computers 4 Kids	13,379	13,379	13,379	16,725	13,379	13,379	0	0.0%
Jefferson Area CHIP	301,500	301,500	301,500	345,400	301,500	301,500	0	0.0%
Legal Aid Justice Center	38,700	38,700	38,700	48,375	27,175	38,700	0	0.0%
Madison House	9,900	9,900	9,900	9,900	0	0	(9,900)	-100.0%
On Our Own	0	0	0	8,000	0	0	0	
Piedmont CASA	9,270	9,270	9,270	11,588	9,270	9,270	0	0.0%
ReadyKids*	74,490	74,490	74,490	85,664	68,291	68,291	(6,199)	-8.3%
SARA	20,000	20,000	20,000	20,600	20,600	20,600	600	3.0%
SHE	85,514	85,514	85,514	88,400	88,079	88,079	2,565	3.0%
TJ Area Coalition for the Homeless	7,500	15,500	23,000	34,401	20,405	20,405	4,905	31.6%
United Way	117,100	117,100	117,100	138,400	12,600	117,100	0	0.0%
Childcare Scholarship Contingency	0	0	0	0	104,500	0	0	
Women's Initiative	0	0	0	30,000	0	0	0	
Total	\$817,343	\$825,343	\$832,843	\$1,055,453	\$802,498	\$814,023	(\$11,320)	-1.4%
<b>PARKS &amp; RECREATION/CULTURE</b>								
Literacy Volunteers	25,287	25,287	25,287	25,287	25,287	25,287	0	0.0%
Total	\$25,287	\$25,287	\$25,287	\$25,287	\$25,287	\$25,287	\$0	0.0%
<b>COMMUNITY DEVELOPMENT</b>								
AHIP	400,000	400,000	400,000	400,000	400,000	400,000	0	0.0%
Piedmont Housing Alliance	34,500	34,500	34,500	88,061	34,716	34,716	216	0.6%
MACAA	107,440	63,200	81,850	79,000	63,200	63,200	0	0.0%
CARES Program Contingency	0	18,650	0	0	0	0	(18,650)	-100.0%
Total	\$541,940	\$516,350	\$516,350	\$567,061	\$497,916	\$497,916	(\$18,434)	-3.4%
TOTAL	1,574,184	1,554,407	1,561,907	1,867,745	1,511,400	1,522,925	(31,482)	-2.0%

\*Formerly known as Children, Youth and Family Services (CYFS)

# GENERAL GOVERNMENT POSITION SUMMARY

	FY 07	FY 08	FY 09*	FY 10*	FY 11	FY 12	FY 13	FY 14	Adopted FY 15	Revised FY 15	Request FY 16	Recomm FY 16	Adopted FY 16	Chg from Adopted
<b>GENERAL FUND PERSONNEL</b>														
Board of Supervisors	2.50	2.50	2.50	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.50	2.50	2.50	0.50
County Executive	10.50	10.00	11.50	11.50	7.00	7.00	8.00	8.00	8.00	8.00	9.50	9.50	9.50	1.50
Human Resources**	3.00	3.00	3.00	3.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
County Attorney	7.00	8.00	8.00	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	50.00	50.80	49.80	49.80	52.80	53.30	54.80	54.80	56.80	55.80	55.80	1.00
Management & Budget	4.00	4.00	3.50	2.50	3.50	3.50	3.50	4.00	4.00	4.25	4.75	4.75	4.75	0.75
Information Technology	23.00	23.00	23.00	23.00	21.00	20.00	20.00	21.00	21.00	21.00	22.00	22.00	22.00	1.00
Board of Elections/Registrar	5.60	5.60	5.60	5.60	5.60	4.50	4.50	4.50	4.80	4.80	4.80	4.80	4.80	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	0.00
Clerk of Circuit Court	11.00	11.00	11.00	10.00	10.00	10.00	10.50	11.00	11.00	11.00	11.00	11.00	11.00	0.00
Sheriff	23.00	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	9.00	9.00	9.00	9.00	9.00	9.00	9.50	9.50	9.50	11.50	11.50	11.50	11.50	2.00
Police	147.50	149.50	151.50	151.50	147.50	147.50	147.50	151.50	156.50	156.50	165.50	161.50	163.50	5.00
General Services	30.50	30.50	30.50	30.70	21.60	22.35	22.21	22.00	23.00	23.00	26.25	25.25	25.25	2.25
Social Services	97.20	97.20	98.20	104.20	103.20	103.20	103.70	107.30	109.55	110.05	117.55	112.05	114.65	2.50
Parks & Recreation	19.00	19.00	19.00	19.00	17.00	17.00	17.00	17.00	17.00	17.00	18.00	17.00	17.00	0.00
Community Development	83.00	84.00	84.00	83.00	59.00	58.00	58.00	58.00	62.50	63.50	67.50	65.50	66.50	3.00
Economic Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.50	2.50	2.50	2.50	2.50	0.00
Housing	8.00	7.00	7.00	7.00	7.00	7.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	0.00
Soil/Water Conservation	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 GENERAL FUND</b>	<b>536.80</b>	<b>539.30</b>	<b>542.30</b>	<b>545.80</b>	<b>498.20</b>	<b>495.85</b>	<b>499.21</b>	<b>509.10</b>	<b>526.15</b>	<b>529.90</b>	<b>560.15</b>	<b>545.65</b>	<b>551.25</b>	<b>19.50</b>
<b>OTHER FUND PERSONNEL</b>														
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	0.00
Crime Analysis Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Fire/Rescue	75.00	80.00	80.00	80.00	80.00	80.00	89.00	96.00	98.60	98.60	110.00	107.00	107.00	8.40
FEMA Grant	0.00	0.00	0.00	0.00	0.00	0.00	4.50	9.00	8.25	8.40	0.00	0.00	0.00	(8.25)
Facilities Development	8.00	8.00	8.00	10.00	10.00	9.00	9.00	9.00	9.00	9.00	10.50	9.50	9.50	0.50
Bright Stars	17.80	18.50	19.50	18.50	18.50	18.30	18.30	18.70	18.70	18.70	18.70	18.70	21.10	0.00
Tow e Park	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	0.00
<b>TOTAL OTHER FUND</b>	<b>105.80</b>	<b>111.50</b>	<b>112.50</b>	<b>113.50</b>	<b>113.50</b>	<b>112.30</b>	<b>125.80</b>	<b>138.70</b>	<b>140.55</b>	<b>140.70</b>	<b>145.20</b>	<b>141.20</b>	<b>143.60</b>	<b>0.7</b>
<b>TOTAL PERSONNEL</b>	<b>642.60</b>	<b>650.80</b>	<b>654.80</b>	<b>659.30</b>	<b>611.70</b>	<b>608.15</b>	<b>625.01</b>	<b>647.80</b>	<b>666.70</b>	<b>670.60</b>	<b>705.35</b>	<b>686.85</b>	<b>694.85</b>	<b>20.15</b>
Total Annual Increase	52.25	8.20	4.00	4.50	-47.60	-3.55	16.86	22.79	18.90	22.80	38.65	20.15	28.15	
% Annual Increase	8.9%	1.3%	0.6%	0.7%	-7.2%	-0.6%	2.8%	3.6%	2.9%	3.5%	5.8%	3.0%	4.2%	
<b>Population***</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>101,575</b>	<b>102,731</b>	<b>103,707</b>	<b>103,707</b>	<b>105,532</b>	<b>105,532</b>	<b>105,532</b>	
<b>Positions/1,000 POPULATION</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>6.15</b>	<b>6.31</b>	<b>6.43</b>	<b>6.47</b>	<b>6.68</b>	<b>6.51</b>	<b>6.58</b>	
<p>*This represents the total number of authorized positions in FY 09 and FY 10. In the FY 09 Adopted Budget, 13 positions were unfunded. In the FY 10 Adopted Budget 27.5 positions were unfunded. In FY 11, most of the unfunded positions were eliminated.</p> <p>**This includes employees dedicated solely to local government. In addition, HR has 20.25 employees who are classified in the School Division. These employees spend approximately 25% of their time performing human resource services for local government.</p> <p>***Albemarle County population figure for FY 07 was supplied by Qian Cai, Ph.D., Director of the Weldon Cooper Center's Demographics &amp; Workforce unit, 5 February 2009. Population figures for FY 08 through FY 15 are taken from the Weldon Cooper Center for Public Service VASTAT website, "Population Estimates" page (<a href="http://www.coopercenter.org/demographics/population-estimates">http://www.coopercenter.org/demographics/population-estimates</a>), 9 February 2015. The population projection for FY 16 assumes a 1.76% growth rate.</p>														

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

# SUMMARY OF GENERAL GOVERNMENT POSITION CHANGES

FY 15 Adopted Positions			666.70
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FY 15 Changes	Management & Budget	Increase Budget Analyst hours	0.25
	Commonwealth's Attorney	Asst. Commonwealth's Attorney	1.00
		Legal Services Assistant	1.00
	Fire/Rescue	Firefighters (grant funded)	0.15
	Social Services	Increase Adoption Worker from PT to FT	0.50
Community Development	Transportation Planner	1.00	

FY 15 Revised Positions			670.60
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FY 16 Recommended	Board of Supervisors	Office Associate (Shared with County Exec.)	0.50
	County Executive	Office Associate (Shared with BOS)	0.50
		Policy Analyst	1.00
	Finance	Materials Inventory & Supply Manager	1.00
	Management & Budget (OMB)	Office Associate (Shared with OFD)	0.50
	Information Technology	Systems Engineer	1.00
	Police	Police Officers	5.00
	General Services	Civil Engineer (pick up full-year funding)	0.50
		Inspector (pick up full-year funding)	0.50
		Maintenance Mechanic	1.00
		Increase Office Associate hours	0.25
	Facilities Development (OFD)	Office Associate (Shared with OMB)	0.50
	Social Services	Family Preservation Worker	1.00
		Eligibility Worker	1.00
Community Development	Zoning Enforcement position	1.00	
	Inspector (VSMP)	1.00	
Recommended Position Changes FY 16			16.25

FY 16 Recommended General Government Positions			686.85
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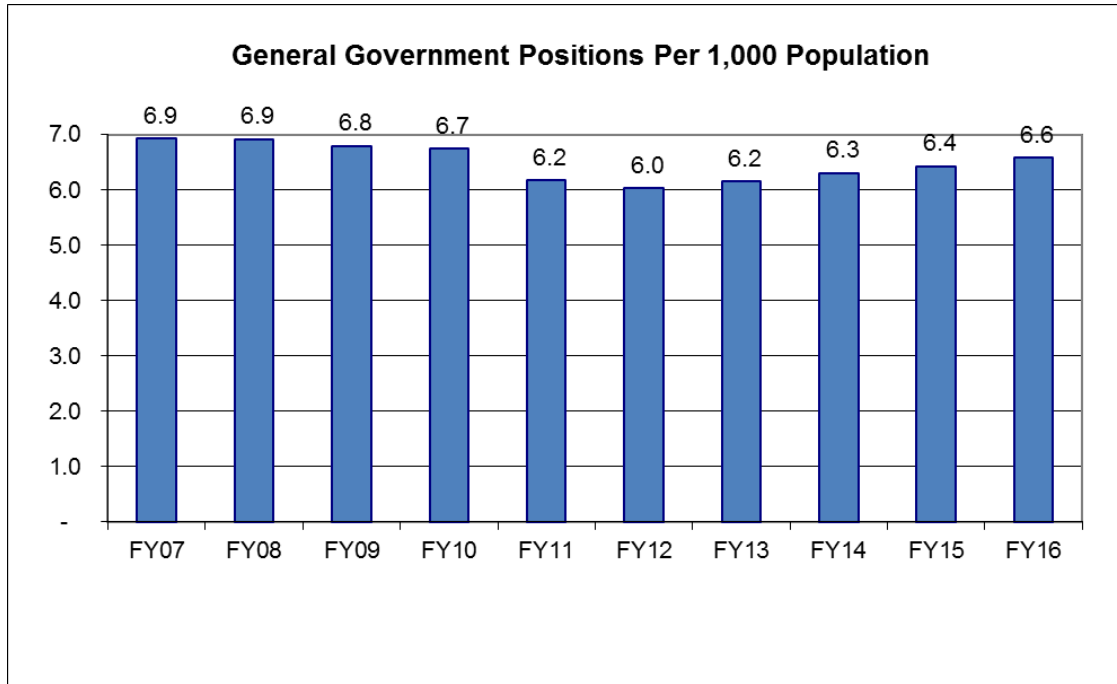
FY 16 Adopted	Police	Traffic Safety Officers	2.00
	Social Services	Bright Stars Staffing	3.00
		Foster Care position	1.00
		Family Preservation position	1.00
	Community Development	Natural Resources position	1.00
Adopted Position Changes FY 16			8.00

FY 16 Adopted General Government Positions			694.85
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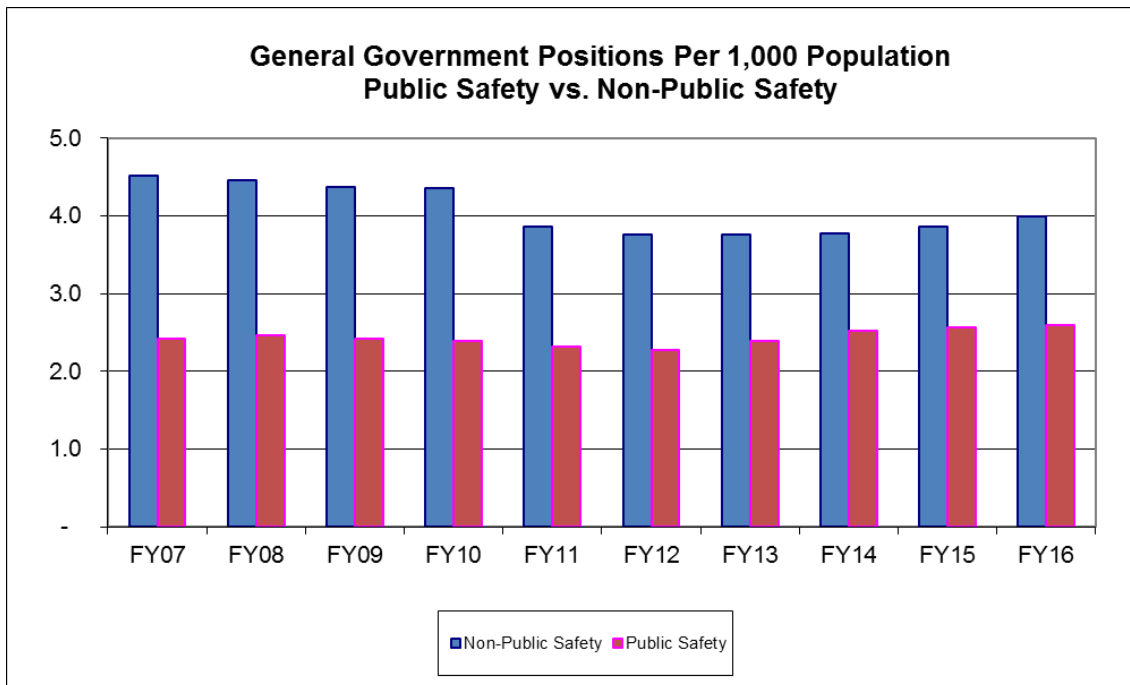


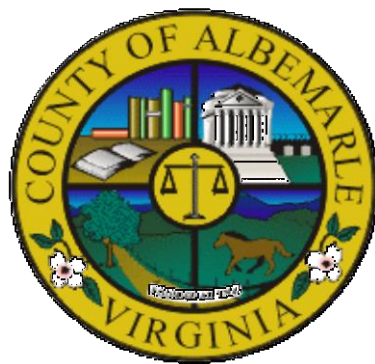
# POSITION TRENDS

A key indicator of a local government’s efficiency is the ratio of its employee base to total population. In Albemarle, the number of general government positions per 1,000 population for FY 16 is approximately 6.6.



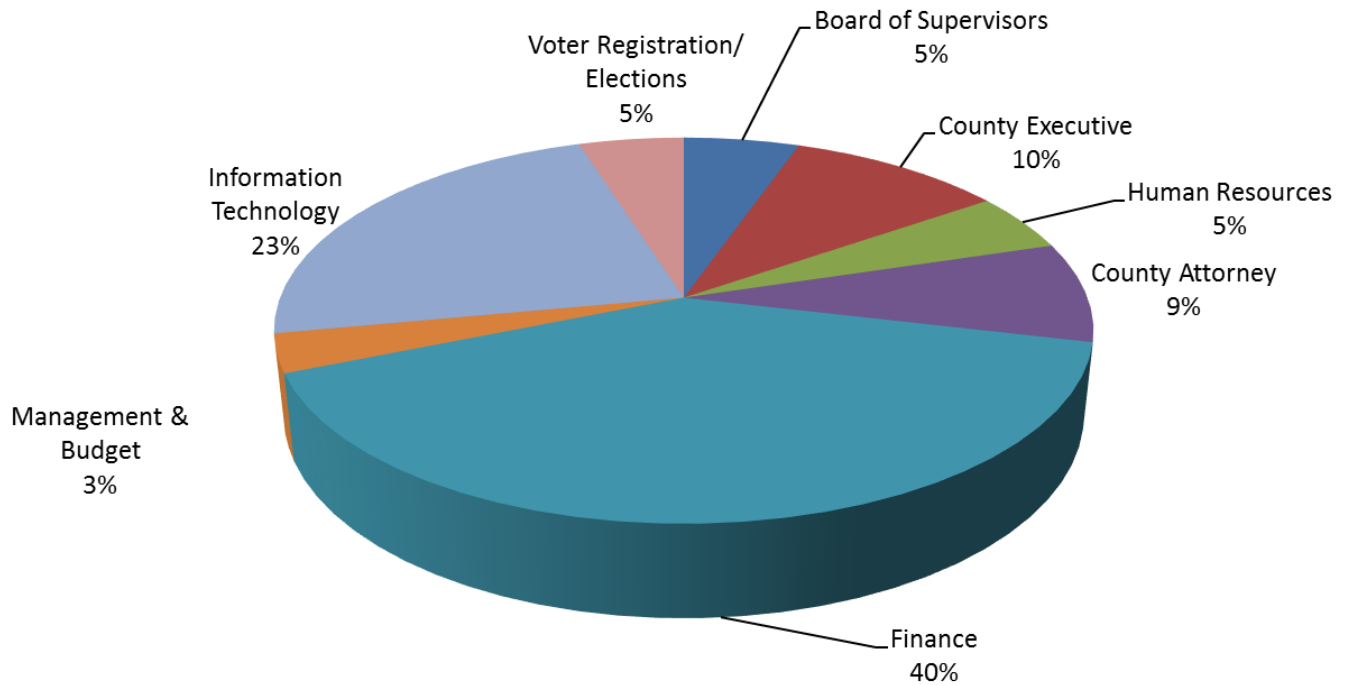
The overall staffing level decreased during the economic downturn, and is currently less than the FY 07 level. During this time period, the County has invested in augmenting staffing in the area of Public Safety (Police and Fire/Rescue). Between FY 07 and FY 16, a total of 49 new public safety positions have been funded. These new positions were created primarily in order to enable the County to staff 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 increasing the number of police officers.



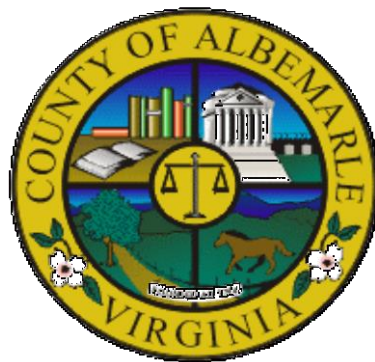


# ADMINISTRATION

## FY 16 Adopted Administration Budget \$12,632,023



	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Board of Supervisors	\$603,203	\$645,873	\$614,474	\$727,998	\$727,998	\$677,917	\$32,044	5.0%
County Executive	1,128,755	1,143,506	1,128,143	1,262,799	1,262,799	1,268,251	\$124,745	10.9%
Human Resources	640,151	638,297	636,240	641,730	616,971	617,379	(\$20,918)	-3.3%
County Attorney	1,034,847	1,032,166	1,031,108	1,052,789	1,052,789	1,057,886	\$25,720	2.5%
Finance	4,740,431	4,970,735	4,807,961	5,115,962	5,050,226	5,072,152	\$101,417	2.0%
Management & Budget	446,068	351,043	373,119	405,221	405,221	407,135	\$56,092	16.0%
Information Technology	2,493,455	2,770,869	2,721,098	2,987,298	2,903,698	2,914,390	\$143,521	5.2%
Voter Registration/Election:	487,753	577,014	506,858	715,275	660,275	616,913	\$39,899	6.9%
<b>TOTAL ADMINISTRATION</b>	<b>\$11,574,663</b>	<b>\$12,129,503</b>	<b>\$11,819,002</b>	<b>\$12,909,072</b>	<b>\$12,679,977</b>	<b>\$12,632,023</b>	<b>\$502,520</b>	<b>4.1%</b>



# BOARD OF SUPERVISORS

## MISSION

The mission of the Board of Supervisors sets policy and oversees the County Executive regarding the County's operations/programs. This department also includes the Clerk of the Board. 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.

## DESCRIPTION

The Board of Supervisors 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 Clerk of the Board provides citizens with quick, easy, and accurate access to all records of the Board of Supervisors through the use of advanced technology,

## GOALS

Information about the Board of Supervisors' goals, objectives, and timetable is included in the Strategic Plan section of this document.

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

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

## FINANCIAL DATA

BOARD OF SUPERVISORS								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$212,434	\$195,062	\$227,489	\$207,281	\$207,281	\$226,247	\$31,185	16.0%
BENEFITS	73,889	92,802	71,015	74,465	74,465	82,995	(\$9,807)	-10.6%
OPERATING	313,684	358,009	288,035	419,690	419,690	368,675	\$10,666	3.0%
CAPITAL OUTLAY	3,196	0	27,935	0	0	0	\$0	
ESSENTIAL SERVICE SUPPORT	0	0	0	26,562	26,562	0	\$0	
EXPENDITURE TOTAL	\$603,203	\$645,873	\$614,474	\$727,998	\$727,998	\$677,917	\$32,044	5.0%
<b>REVENUE</b>								
LOCAL NON-TAX	\$18,150	\$41,047	\$34,420	\$42,245	\$42,245	\$56,610	\$15,563	37.9%
<b>NET COST</b>	<b>\$585,053</b>	<b>\$604,826</b>	<b>\$580,054</b>	<b>\$685,753</b>	<b>\$685,753</b>	<b>\$621,307</b>	<b>\$16,481</b>	<b>2.7%</b>
POSITIONS	2.0	2.0	2.0	2.5	2.5	2.5	0.5	25.0%

## OVERVIEW/NOTABLE CHANGES

### FY 15 Projected:

- Includes an appropriation of \$24,387 for purchase of the new electronic agenda management system.

**FY 16 Recommended Budget:** The Board of Supervisors' budget *increases* by \$82,125, or 12.7%, and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall "pay for performance reserve" is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- *Increase* of \$10,000 in overtime wages to reflect change in Board of Supervisors' meeting times.
- 9.6% *increase* in the Board contribution for health insurance rates.
- 19.8% decrease in Benefits due to a change in the number of individuals who participate in the County's Health Insurance program.
- *Increase* of \$61,681 or 17.2% in operating costs due to the following *increases*:
  - \$15,000 to provide video streaming services.

(BOARD OF SUPERVISORS CONTINUED)

- \$14,210 for Central Virginia Partnership for Economic Development (CVPED) dues, bringing annual total CVPED dues to \$51,365. The Economic Development Authority’s budget includes \$37,000 for CVPED dues which will partially offset this cost.
- \$8,000 for strategic planning. In FY 15, this was budgeted in the County Executive’s budget at \$1,000. The overall increase of \$7,000 will cover facilitator and venue costs for one annual retreat.
- \$6,000 for ongoing maintenance of the new Executive Summary management system.
- \$5,980 to provide security at all BOS meetings and work sessions.
- \$5,750 for costs of materials and supplies for town hall meetings.
- \$4,070 to provide food at BOS meetings.
- Increase of \$2,000 for travel, training, and education costs.
- \$26,562 *increase* in the Essential Service Support category to provide an Office Associate position to be shared with the County Executive’s Office.

**FY 16 Adopted Budget:** The Board of Supervisors’ adopted budget *increases* by \$32,044, or 5.0%, and includes the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.
- \$51,365 in CVPED dues reallocated to the Office of Economic Development.
- The expenditures previously noted in the Essential Service Support category, which supports an Office Associate position, have been reallocated to the Salaries, Benefits, Operating, and Capital Outlay categories in the Financial Data table for the FY 16 Adopted Budget.

Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Administration of the Board of Supervisors’ Office (2.5 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.</p> <p>The Clerk serves as Records Manager for the County of Albemarle.</p>	\$645,873	\$677,917	\$32,044	5.0%
<b>TOTAL, BOARD OF SUPERVISORS</b>	<b>\$645,873</b>	<b>\$677,917</b>	<b>\$32,044</b>	<b>5.0%</b>

# 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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$807,247	\$798,415	\$788,738	\$814,845	\$814,845	\$885,636	\$87,221	10.9%
BENEFITS	230,374	242,140	229,647	243,354	243,354	271,954	\$29,814	12.3%
OPERATING	90,811	99,701	101,110	103,261	103,261	105,661	\$5,960	6.0%
CAPITAL OUTLAY	323	3,250	8,648	1,900	1,900	5,000	\$1,750	53.8%
ESSENTIAL SERVICE SUPPORT	0	0	0	99,439	99,439	0	\$0	
EXPENDITURE TOTAL	\$1,128,755	\$1,143,506	\$1,128,143	\$1,262,799	\$1,262,799	\$1,268,251	\$124,745	10.9%
<b>NET COST</b>	<b>\$1,128,755</b>	<b>\$1,143,506</b>	<b>\$1,128,143</b>	<b>\$1,262,799</b>	<b>\$1,262,799</b>	<b>\$1,268,251</b>	<b>\$124,745</b>	<b>10.9%</b>
<b>POSITIONS</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>1.5</b>	<b>18.8%</b>

## OVERVIEW/NOTABLE CHANGES

### FY 15 Projected:

- Includes an appropriation of \$5,000 in Capital Outlay for the Mobile App Innovation Fund project.

**FY 16 Recommended Budget:** The County Executive’s budget *increases* by \$119,293, or 10.4%, and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% *increase* in the Board contribution for health insurance rates.
- *Net increase* of \$3,560 or 3.6% in operating costs due to the following increases and decreases:
  - *Increase* of \$8,400 for ongoing support of MindMixer software, which uses online engagement tools to connect with the community.
  - *Net increase* of \$11,460 across a variety of operational expenditures to reflect actual expenditure trends.
  - *Decrease* of \$12,300 for the Citizen Survey. The survey is conducted every other year and is not needed in FY 16.
  - *Decrease* of \$4,000 for Economic Vitality materials which has been shifted to the Office of Economic Development.
- Capital outlay *decreases* \$1,350 to reflect removal of one-time costs in FY 15.
- \$99,439 *increase* in the Essential Service Support category to provide 1.5 additional positions
  - An Office Associate position to be shared with the Office of the Clerk of the Board of Supervisors
  - A Policy Analyst position

(COUNTY EXECUTIVE CONTINUED)

**FY 16 Adopted Budget:** The County Executive’s budget *increases* by \$124,745, or 10.9%, and reflect the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.
- The expenditures previously noted in the Essential Service Support category, which supports an Office Associate position, have been reallocated to the Salaries, Benefits, Operating, and Capital Outlay categories in the Financial Data table for the FY 16 Adopted Budget.

Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Executive Management (6.5 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.	\$829,617	\$941,819	\$112,202	13.5%
<b>Community Relations (3.0 positions):</b> This office directs the County's community relations, public engagement, tourism, and communications/marketing functions and provides oversight for Board services, constituent services and administration of the County Executive's Office. Specific responsibilities include managing county initiatives to achieve the goals and objectives outlined by the strategic plan related to communication, public engagement and partnerships that support and encourage community vitality. 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.	313,889	326,432	12,543	4.0%
<b>TOTAL, COUNTY EXECUTIVE</b>	<b>\$1,143,506</b>	<b>\$1,268,251</b>	<b>\$124,745</b>	<b>10.9%</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/performance](http://www.albemarle.org/performance).



# DEPARTMENT OF HUMAN RESOURCES

## MISSION

The Human Resources mission is to work as strategic partners supporting organizational goals and helping employees with all phases of their Albemarle County careers.

## DESCRIPTION

The Human Resources (HR) Department provides human resources support for the entire school division and all local government departments. The department 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 & Employee Recognition
- Performance Management
- Workplace Safety and Wellness
- Teacher Licensure and Certification
- Training

## 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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$58,886	\$57,886	\$62,429	\$58,553	\$58,553	\$58,886	\$1,000	1.7%
BENEFITS	39,729	32,965	33,114	33,868	33,868	33,943	\$978	3.0%
OPERATING	53,728	59,909	44,905	69,909	59,909	59,909	\$0	0.0%
CAPITAL OUTLAY	0	0	8,255	0	0	0	\$0	
TR TO SCHOOLS	487,809	487,537	487,537	464,641	464,641	464,641	(\$22,896)	-4.7%
ESSENTIAL SERVICE SUPPORT	0	0	0	14,759	0	0	\$0	
EXPENDITURE TOTAL	\$640,151	\$638,297	\$636,240	\$641,730	\$616,971	\$617,379	(\$20,918)	-3.3%
<b>REVENUE</b>								
LOCAL NON-TAX	37,724	26,200	25,450	25,454	25,454	25,454	(\$746)	-2.8%
<b>NET COST</b>	<b>\$602,427</b>	<b>\$612,097</b>	<b>\$610,790</b>	<b>\$616,276</b>	<b>\$591,517</b>	<b>\$591,925</b>	<b>(\$20,172)</b>	<b>-3.3%</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>

\* For FY 16 Human Resources has a total of 20.25 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 FTE in Organizational Development is classified as a General Government employee and brings the HR total FTE count to 21.25.

## OVERVIEW/NOTABLE CHANGES

### FY 15 Projected:

- Includes appropriations of \$6,097 for a summer intern, \$9,155 for the “Be Well Through Innovation” project, and \$992 for tuition reimbursement.

(DEPARTMENT OF HUMAN RESOURCES CONTINUED)

**FY 16 Recommended Budget:** The Human Resources budget *decreases* by \$21,326, or 3.3%, and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% *increase* in the Board contribution for health insurance rates
- *Decrease* in the transfer to schools for Human Resources of \$22,896 or 4.7% based on a reorganization within Human Resources.
- There is an Unfunded Essential Service Support request for 25% of the cost of an HR Specialist.

**FY 16 Adopted Budget:** The Human Resources budget *decreases* by \$20,918, or 3.3%, and reflects the following change from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.

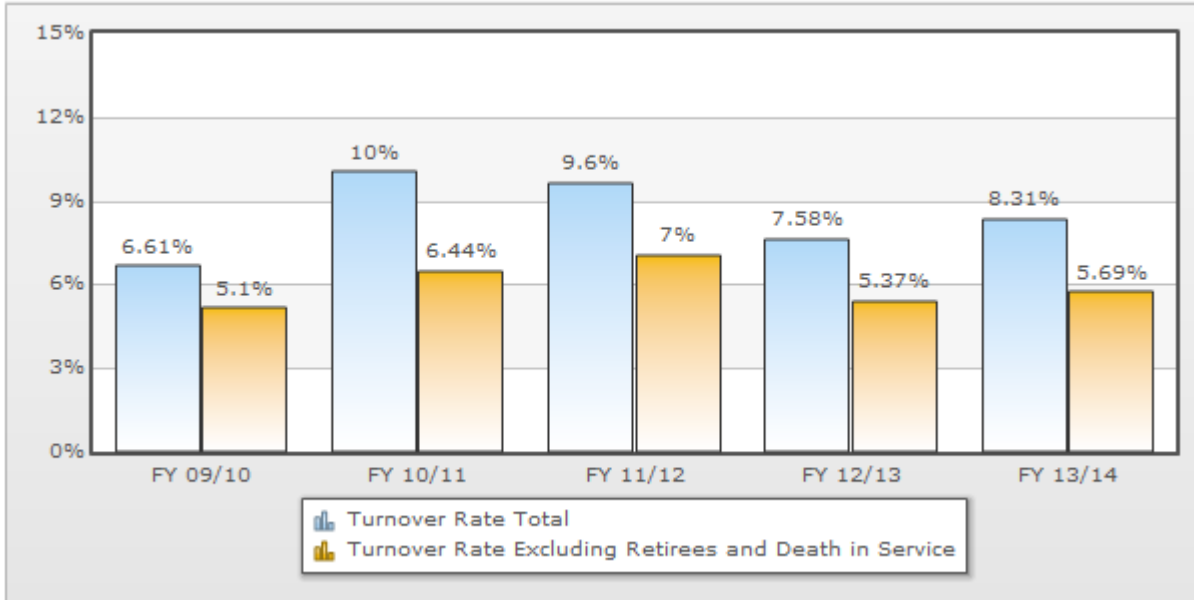
Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Recruitment, Selection, and Retention</b> - Advertising vacancies; interviewing, testing, and selection of applicants; completing pre-employment requirements; processing employment changes; exit interviews.</p> <p><b>Classification 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 family medical leave, 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>	\$502,827	\$479,931	(\$22,896)	-4.6%
<p><b>Training and 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>	135,470	137,448	1,978	1.5%
<b>TOTAL, HUMAN RESOURCES</b>	<b>\$638,297</b>	<b>\$617,379</b>	<b>(\$20,918)</b>	<b>-3.3%</b>

(DEPARTMENT OF HUMAN RESOURCES CONTINUED)

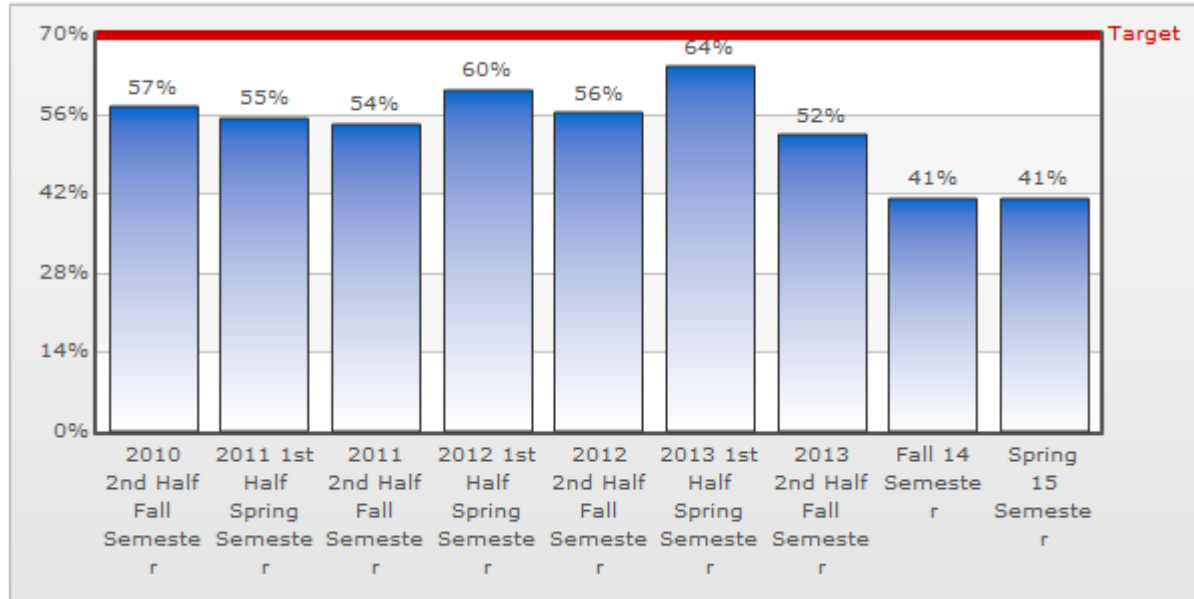
**KEY PERFORMANCE INDICATORS (KPIs)**

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/performance](http://www.albemarle.org/performance).

**Turnover Rate**



**Percent of Employees Attending In House Training**



# COUNTY ATTORNEY

## MISSION

The mission of the County Attorney’s Office is to deliver quality legal services and advice to the Albemarle County Government: (1) to assure compliance with all federal, state, and other legal mandates; (2) by providing legal options and analysis of legal liabilities; (3) by defending the County’s legal positions and interests; and (4) by implementing and enforcing 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 the School Board in litigation, and prosecutes Water Protection, 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 support the School Board, the Superintendent’s office, and School Administration in their efforts to achieve the School Board’s Mission and to realize the School Board’s Strategic Plan goals.
- To provide excellent service.
- To provide proactive legal advice, education and training, to present legal options, and 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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$759,385	\$763,124	\$752,240	\$775,727	\$775,727	\$780,008	\$16,884	2.2%
BENEFITS	224,796	228,237	222,477	237,127	237,127	237,943	\$9,706	4.3%
OPERATING	50,665	40,805	56,391	39,935	39,935	39,935	(\$870)	-2.1%
<b>EXPENDITURE TOTAL</b>	<b>\$1,034,847</b>	<b>\$1,032,166</b>	<b>\$1,031,108</b>	<b>\$1,052,789</b>	<b>\$1,052,789</b>	<b>\$1,057,886</b>	<b>\$25,720</b>	<b>2.5%</b>
<b>NET COST</b>	<b>\$1,034,847</b>	<b>\$1,032,166</b>	<b>\$1,031,108</b>	<b>\$1,052,789</b>	<b>\$1,052,789</b>	<b>\$1,057,886</b>	<b>\$25,720</b>	<b>2.5%</b>
<b>POSITIONS</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0%</b>

## OVERVIEW/NOTABLE CHANGES

**FY 16 Recommended Budget:** The County Attorney’s budget *increases* by \$20,623, or 2.0%, and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% *increase* in the Board contribution for health insurance rates.
- Operating expenditures *decrease* \$870 or 2.1%, due mostly to a decrease in postage costs that are being reallocated to the Department of General Services.

(COUNTY ATTORNEY CONTINUED)

**FY 16 Adopted Budget:** The County Attorney’s budget *increases* by \$25,720, or 2.5%, and reflects the following change from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.

Description	FY 15 Adopted	FY 16 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 and School Board in all matters of litigation; updating County and School Board policies; and maintaining in-house the County Code.	\$1,032,166	\$1,057,886	\$25,720	2.5%
<b>TOTAL, COUNTY ATTORNEY</b>	<b>\$1,032,166</b>	<b>\$1,057,886</b>	<b>\$25,720</b>	<b>2.5%</b>

# DEPARTMENT OF FINANCE

## MISSION

To be responsible for management of the County’s finances guided by the fiscal policies adopted by the Board of Supervisors while promoting excellence, quality, and efficiency of operations by enhancing the ability of our employees to serve our internal and external customers in an outstanding manner.

## DESCRIPTION

The Department of Finance is responsible for the County’s overall financial management including: financial reporting, assessment and collection of all local revenues, cash management, debt management, risk management, and financial systems management functions. Finance provides services to the public and local government entities, including Albemarle County Joint Entities, and Public Schools. Services provided include: payroll; accounts payable; procurement; capital financing; general accounting, quarterly and annual financial reporting; economic vitality monitoring and reporting; and, revenue forecasting for County budgeting purposes.

## GOALS

- Enforce fiscal policies that ensure a financially strong and effective County government, thus maintaining our AAA rating.
- Deliver cost effective and high-quality services to external and internal customers.
- Develop employee training plans that support staff development and succession planning, and encourage membership in professional organizations.
- Increased leveraging of online capabilities for improved internal and external customer service.
- Ensure that best practices are followed to safeguard the County’s assets.
- Foster an environment of continuous process improvement and prudent innovative changes.

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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP/ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$3,079,966	\$3,120,085	\$2,995,899	\$3,101,919	\$3,101,919	\$3,159,318	\$39,233	1.3%
BENEFITS	1,012,315	1,121,996	1,014,729	1,170,822	1,170,822	1,192,285	\$70,289	6.3%
OPERATING	573,984	715,914	759,099	697,105	697,105	703,005	(\$12,909)	-1.8%
CAPITAL OUTLAY	74,167	12,740	38,234	14,444	14,444	17,544	\$4,804	37.7%
ESSENTIAL SERVICE SUPPORT	0	0	0	131,672	65,936	0	\$0	
EXPENDITURE TOTAL	\$4,740,431	\$4,970,735	\$4,807,961	\$5,115,962	\$5,050,226	\$5,072,152	\$101,417	2.0%
<b>REVENUE</b>								
LOCAL NON-TAX	\$315,565	\$319,708	\$319,708	\$333,453	\$333,453	\$333,453	\$13,745	4.3%
STATE	426,164	397,000	386,670	380,870	380,870	437,805	\$40,805	10.3%
REVENUE TOTAL	\$741,729	\$716,708	\$706,378	\$714,323	\$714,323	\$771,258	\$54,550	7.6%
<b>NET COST</b>	\$3,998,702	\$4,254,027	\$4,101,583	\$4,401,639	\$4,335,903	\$4,300,894	\$46,867	1.1%
<b>POSITIONS</b>	53.3	54.8	54.8	56.8	55.8	55.8	1.0	1.8%

## OVERVIEW/NOTABLE CHANGES

### *FY 15 Projected:*

- Includes appropriations of \$60,000 for the pay process review study, \$14,000 for expansion of the Purchasing Card (P Card) program, \$10,000 for the Comprehensive Payables Innovation Fund project, \$5,805 for temporary personnel to assist with moving the storage in the existing warehouse to the new facility, and \$5,000 for the Surplus Property Innovation Fund project.

(DEPARTMENT OF FINANCE CONTINUED)

**FY 16 Recommended Budget:** The Finance Department budget *increases* by \$79,491, or 1.6%, and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% *increase* in the Board contribution for health insurance rates.
- Operating expenditures are *decreasing* \$18,809, or 2.6%, and include the following:
  - \$57,000 *increase* in support for modifications and upgrades to the PCI, GP, and BSO financial systems.
  - \$40,000 *increase* in special litigation to reflect legal costs for pending cases.
  - \$39,000 *decrease* in current contract services related to property tax management once “Vision” is implemented.
  - \$30,000 *decrease* in funding for assistance with CAFR preparation.
  - \$30,000 *decrease* in lockbox services due to a change in vendor. As a result of this change, the County is seeing an increased level of service at a lower cost.
  - \$5,500 *decrease* due to changing the armored car contract from a private vendor to state contract.
  - The remaining *decrease* is due mostly to a decrease in postage costs that are being reallocated to the Department of General Services.
- \$65,936 *increase* in the Essential Service Support category to provide a Materials Inventory and Supply Manager position for the new warehouse facility that is co-located at the Northside Library.
- The Unfunded Essential Service Support request of \$65,736 is for a Contract Specialist position.

**FY 16 Adopted Budget:** The Finance Department budget *increases* by \$101,417, or 2.0%, and reflects the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.
- The expenditures previously noted in the Essential Service Support category, which supports a Materials Inventory and Supply Manager position, have been reallocated to the Salaries, Benefits, Operating, and Capital Outlay categories in the Financial Data table for the FY 16 Adopted Budget.

Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Administration (7.0 Positions):</b> Provides oversight of County financial operations to ensure: 1) transactions are appropriate public expenditures, accurately and efficiently processed; 2) the County’s financial records are properly managed and maintained; and, 3) the Department is operated in a fiscally prudent manner. Division personnel included in the Administration’s budget are those in Risk Management, Economic Analysis and Forecasting, Financial Systems and Business Operations Management, as well as the Chief of Financial Management. Debt Management is a key component of financial management in the Administration Division.	\$839,688	\$899,207	\$59,519	7.1%
<b>Revenue Administration - Collections (10.0 Positions):</b> Primary agent for the collection and deposit of all funds owed to the County including the School Division as well as the billing of real estate and personal property taxes.	1,203,120	860,953	(342,167)	-28.4%
<b>Accounting (5.0 Positions):</b> Responsible for maintaining the integrity of the general ledger, auditing and processing accounts payable and accounts receivable, and issuance of timely and accurate financial reports.	543,858	381,726	(162,132)	-29.8%

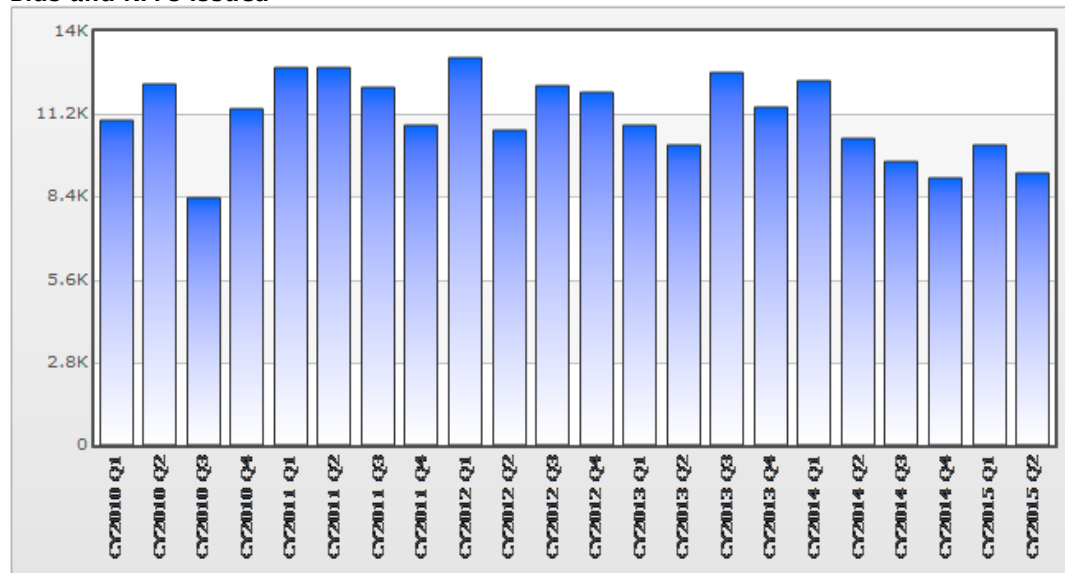
(DEPARTMENT OF FINANCE CONTINUED)

Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Treasury Management (2.0 Positions):</b> Manages the County’s cash flow, investments and cash management, as well as banking relationships and reporting.	0	157,127	157,127	
<b>Real Estate (14.0 Positions):</b> Responsible for annually assessing all real property located in Albemarle County. Administers the land use valuation program.	1,299,408	1,320,631	21,223	1.6%
<b>Purchasing (5.0 Positions):</b> Issues Invitation for Bids and Requests for Proposals (RFP) for the acquisition of goods and services and for construction projects. Purchasing is responsible for the proper disposition of surplus vehicles, equipment, and supplies.	307,395	387,898	80,503	26.2%
<b>Revenue Administration - Assessments (9.0 Positions):</b> Assessing all personal property and business related assessments including business license, transient occupancy, as well as food and beverage taxes. Responsible for administering the tax relief for the elderly and disabled program.	465,847	749,361	283,514	60.9%
<b>Payroll (3.8 Positions):</b> Administers all employee compensation for general government, school division (including CATEC), regional jail and juvenile detention center, and the regional emergency communications center.	311,419	315,249	3,830	1.2%
<b>TOTAL, FINANCE</b>	<b>\$4,970,735</b>	<b>\$5,072,152</b>	<b>\$101,417</b>	<b>2.0%</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/performance](http://www.albemarle.org/performance).

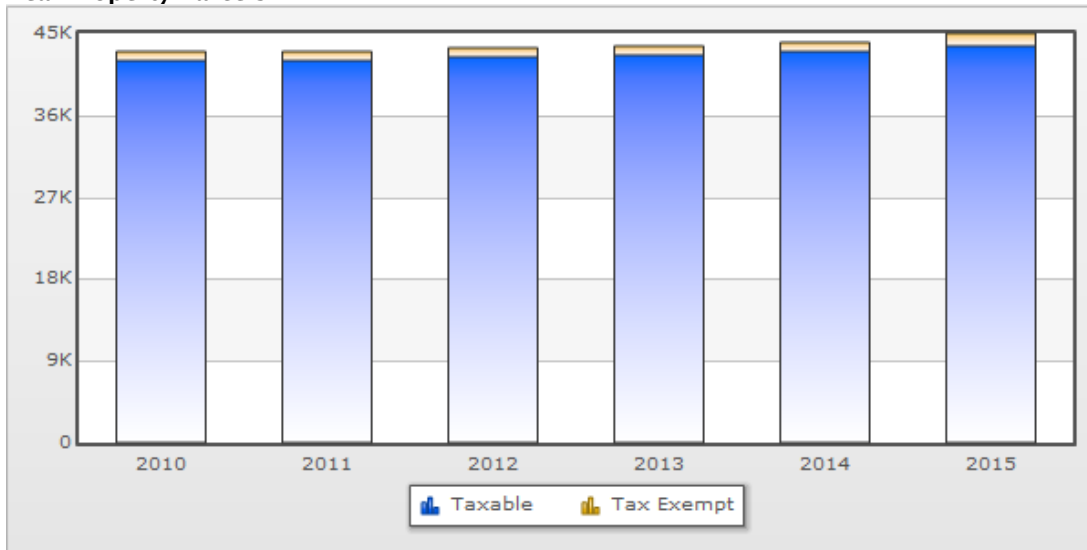
**Bids and RFPs Issued**





(DEPARTMENT OF FINANCE CONTINUED)

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 four 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 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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$327,425	\$257,445	\$278,810	\$283,190	\$283,190	\$300,307	\$42,862	16.6%
BENEFITS	102,740	79,375	77,412	82,644	82,644	90,778	\$11,403	14.4%
OPERATING	12,459	12,723	15,397	13,028	13,028	14,000	\$1,277	10.0%
CAPITAL OUTLAY	3,443	1,500	1,500	750	750	2,050	\$550	36.7%
ESSENTIAL SERVICE SUPPORT	0	0	0	25,609	25,609	0	\$0	
<b>EXPENDITURE TOTAL</b>	<b>\$446,068</b>	<b>\$351,043</b>	<b>\$373,119</b>	<b>\$405,221</b>	<b>\$405,221</b>	<b>\$407,135</b>	<b>\$56,092</b>	<b>16.0%</b>
<b>NET COST</b>	<b>\$446,068</b>	<b>\$351,043</b>	<b>\$373,119</b>	<b>\$405,221</b>	<b>\$405,221</b>	<b>\$407,135</b>	<b>\$56,092</b>	<b>16.0%</b>
<b>POSITIONS</b>	<b>4.0</b>	<b>4.0</b>	<b>4.3</b>	<b>4.8</b>	<b>4.8</b>	<b>4.8</b>	<b>0.8</b>	<b>18.8%</b>

## OVERVIEW/NOTABLE CHANGES

### *FY 15 Projected:*

- Includes impacts of an office-wide reclassification study and the increase of the Grants and Budget Analyst position from 0.5 FTE to 0.75 FTE.

**FY 16 Recommended Budget:** The OMB budget *increases* by \$54,178, or 15.4%, and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- Reflects the continued impact of the reclassifications and FTE increase that occurred during FY 15.
- 9.6% *increase* in the Board contribution for health insurance rates.

(OFFICE OF MANAGEMENT & BUDGET CONTINUED)

- \$25,609 increase in the Essential Service Support category to provide an Office Associate position to be shared with the Office of Facilities Development.

**FY 16 Adopted Budget:** The OMB budget increases by \$56,092, or 16.0%, and reflects the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.
- The expenditures previously noted in the Essential Service Support category, which supports an Office Associate position, have been reallocated to the Salaries, Benefits, Operating, and Capital Outlay categories in the Financial Data table for the FY 16 Adopted Budget.

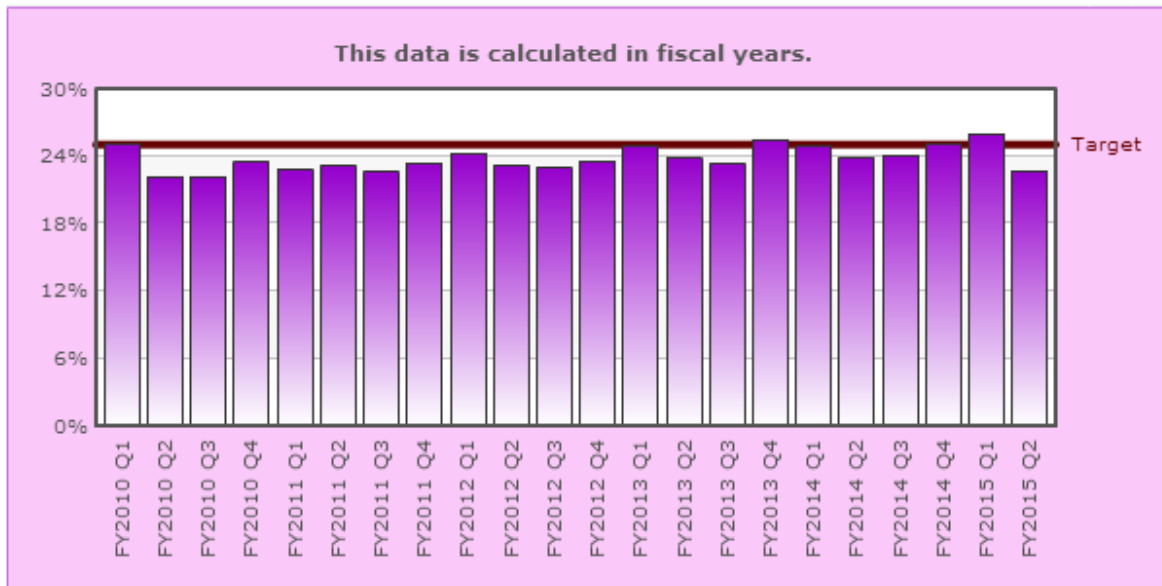
Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Office of Management &amp; Budget (4.8 positions):</b> The budget office develops the annual operating and capital budgets, five-year financial plan, Capital Improvement Program, Performance Management and Grants Management systems.	\$351,043	\$407,135	\$56,092	16.0%
<b>TOTAL, MANAGEMENT &amp; BUDGET</b>	<b>\$351,043</b>	<b>\$407,135</b>	<b>\$56,092</b>	<b>16.0%</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/performance](http://www.albemarle.org/performance).

**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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$1,502,017	\$1,531,967	\$1,537,706	\$1,556,011	\$1,556,011	\$1,623,246	\$91,279	6.0%
BENEFITS	491,387	509,015	506,258	529,941	529,941	554,681	\$45,666	9.0%
OPERATING	474,706	706,251	657,998	790,595	706,995	708,663	\$2,412	0.3%
CAPITAL OUTLAY	25,344	23,636	19,137	23,900	23,900	27,800	\$4,164	17.6%
ESSENTIAL SERVICE SUPPORT	0	0	0	86,851	86,851	0	\$0	
EXPENDITURE TOTAL	\$2,493,455	\$2,770,869	\$2,721,098	\$2,987,298	\$2,903,698	\$2,914,390	\$143,521	5.2%
<b>NET COST</b>	\$2,493,455	\$2,770,869	\$2,721,098	\$2,987,298	\$2,903,698	\$2,914,390	\$143,521	5.2%
<b>POSITIONS</b>	21.0	21.0	21.0	22.0	22.0	22.0	1.0	4.8%

## OVERVIEW/NOTABLE CHANGES

**FY 16 Recommended Budget:** The Information Technology budget *increases* by \$132,829, or 4.8%, and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% *increase* in the Board contribution for health insurance rates.
- \$86,851 *increase* in the Essential Service Support category to provide a Systems Engineer position.

**FY 16 Adopted Budget:** The Information Technology budget *increases* by \$143,521, or 5.2%, and reflects the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.
- The expenditures previously noted in the Essential Service Support category, which supports a Systems Engineer position, have been reallocated to the Salaries, Benefits, Operating, and Capital Outlay categories in the Financial Data table for the FY 16 Adopted Budget.

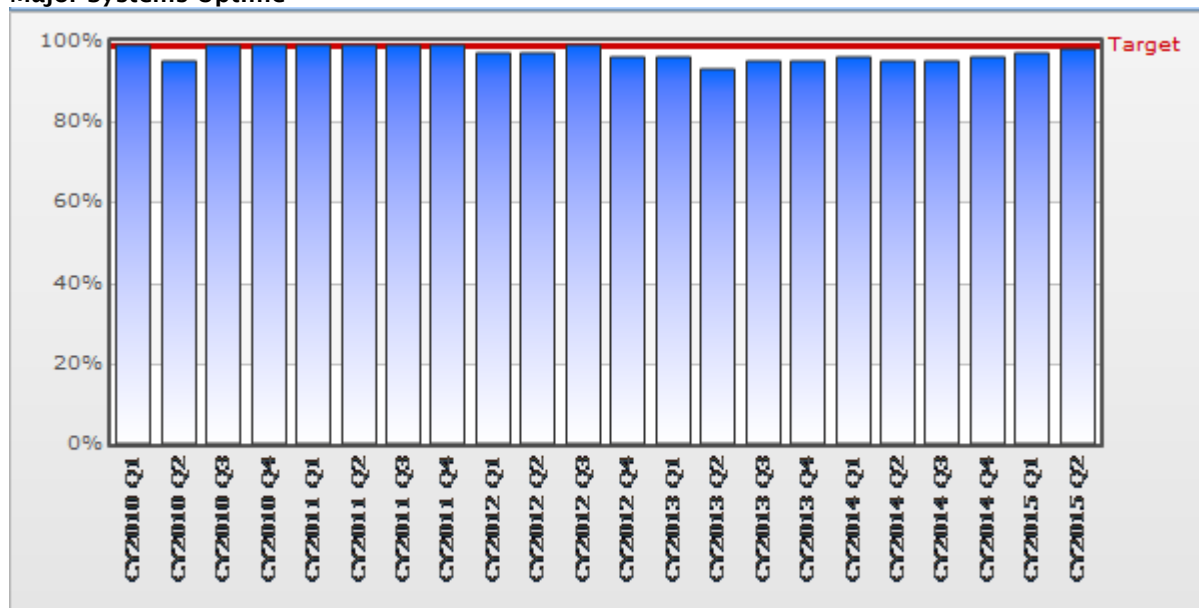
(INFORMATION TECHNOLOGY CONTINUED)

Description	FY 15 Adopted	FY 16 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.	\$452,046	\$565,947	\$113,900	25.2%
<b>Systems (8.0 positions):</b> Systems staff provides administration, technical support, and custom programming for the HR, Payroll, Purchasing, and Financial Systems in use by Local Government and the School Division. Systems staff also manage, maintain and update the Local Government LAN, WAN, Internet, and Intranet; as well as manage security and backup for all systems.	1,262,288	919,726	(\$342,562)	-27.1%
<b>Applications (11.0 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.	1,056,535	1,428,718	\$372,183	35.2%
<b>TOTAL, INFORMATION TECHNOLOGY</b>	<b>\$2,770,869</b>	<b>\$2,914,390</b>	<b>\$143,521</b>	<b>5.2%</b>

**KEY PERFORMANCE INDICATORS (KPIs)**

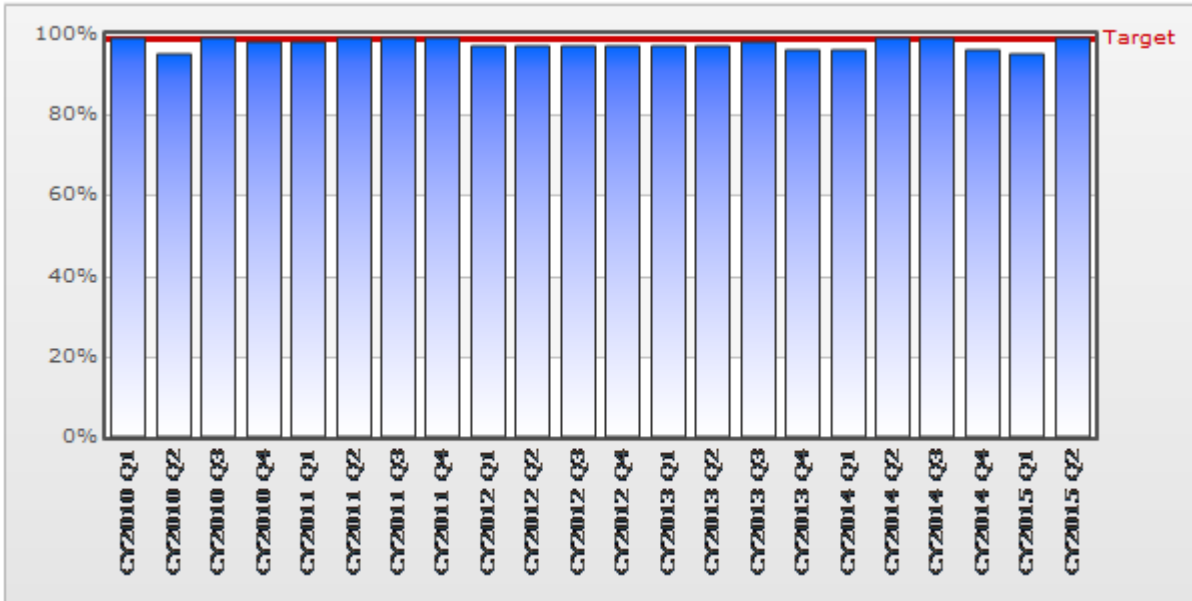
The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For the County's KPI information, please visit the County's performance management page on the website at [www.albemarle.org/performance](http://www.albemarle.org/performance).

**Major Systems Uptime**

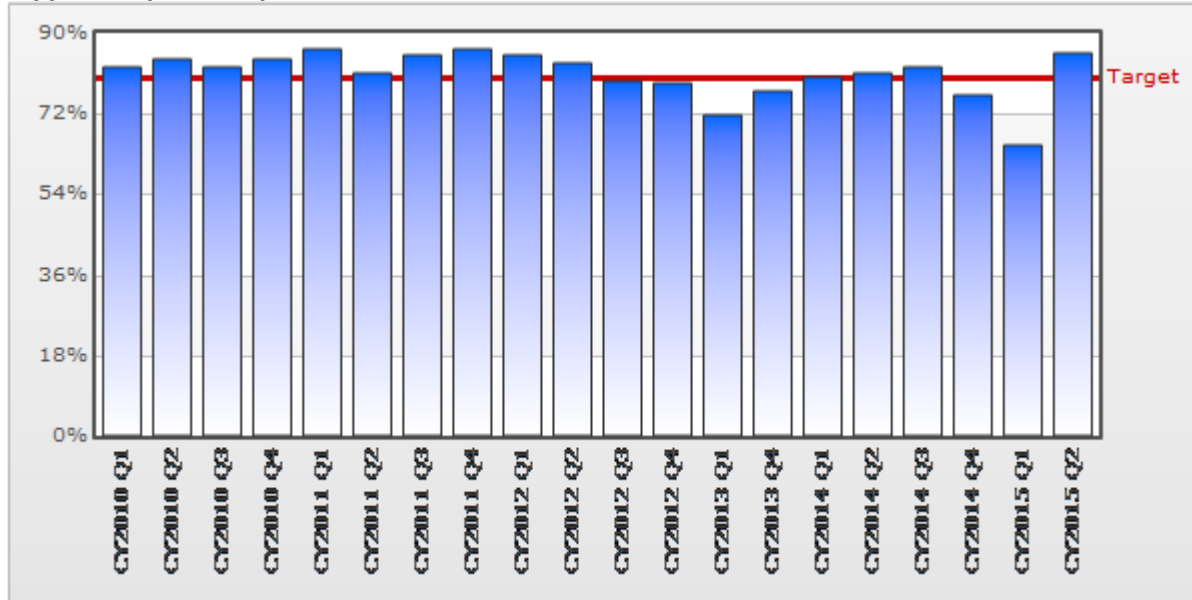


(INFORMATION TECHNOLOGY CONTINUED)

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 71,000 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

- Continue to maintain fair and efficient voter registration opportunities for County residents.
- Continue to assist Electoral Board in administering fair and smooth elections in the County.
- Continue to assist local candidates with candidate qualification and disclosure procedures.

## FINANCIAL DATA

VOTER REGISTRATION AND BOARD OF ELECTIONS								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$260,712	\$260,019	\$255,865	\$257,937	\$257,937	\$259,296	(\$723)	-0.3%
BENEFITS	88,644	93,423	95,060	110,641	110,641	110,920	\$17,497	18.7%
OPERATING	138,397	173,572	151,233	246,697	246,697	246,697	\$73,125	42.1%
CAPITAL OUTLAY	0	0	4,700	45,000	45,000	45,000	\$45,000	
CONTINGENCY FUNDS	0	50,000	0	55,000	0	0	(\$50,000)	-100.0%
<b>EXPENDITURE TOTAL</b>	<b>\$487,753</b>	<b>\$577,014</b>	<b>\$506,858</b>	<b>\$715,275</b>	<b>\$660,275</b>	<b>\$661,913</b>	<b>\$84,899</b>	<b>14.7%</b>
<b>REVENUE</b>								
LOCAL NON-TAX	\$0	\$100	\$100	\$100	\$100	\$100	\$0	0.0%
STATE	52,595	58,811	57,210	56,352	56,352	58,811	\$0	0.0%
<b>REVENUE TOTAL</b>	<b>\$52,595</b>	<b>\$58,911</b>	<b>\$57,310</b>	<b>\$56,452</b>	<b>\$56,452</b>	<b>\$58,911</b>	<b>\$0</b>	<b>0.0%</b>
<b>NET COST</b>	<b>\$435,157</b>	<b>\$518,103</b>	<b>\$449,548</b>	<b>\$658,823</b>	<b>\$603,823</b>	<b>\$603,002</b>	<b>\$84,899</b>	<b>16.4%</b>
<b>POSITIONS</b>	<b>4.5</b>	<b>4.8</b>	<b>4.8</b>	<b>4.8</b>	<b>4.8</b>	<b>4.8</b>	<b>0.0</b>	<b>0.0%</b>

## OVERVIEW/NOTABLE CHANGES

### *FY 15 Projected:*

- Includes an appropriation of \$11,970 to replace back-up emergency power batteries in 70 voting machines and \$4,700 for the purchase of replacement equipment.
- Albemarle County did not hold a June primary, so the contingency funds set aside for primaries will not be spent.

**FY 16 Recommended Budget:** The Voter Registration and Board of Elections budget *increases* by \$83,261, or 14.4%, and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- Overall *decrease* of \$2.082 in salaries is the result of adjustments made due to change in personnel.
- 9.6% *increase* in the Board contribution for health insurance rates.
- Operating expenditures are *increasing* by \$73,125 or 42.1% and include the following:

(VOTER REGISTRATION AND ELECTIONS CONTINUED)

- \$65,000 *increase* for a dual presidential primary election in March 2016.
- \$15,000 *increase* to purchase paper ballots required when the County switches to the new voting machines.
- Capital outlay *increases* \$45,000 for software for new electronic poll book programs for the County’s 100 electronic poll book laptops. This is a one-time expense.
- *Removes* the contingency for primaries and reallocates this to the countywide Reserve for Contingencies. This is for a potential 2016 primary for Democratic or Republican nomination for the U.S. House of Representatives.

**FY 16 Adopted Budget:** The Voter Registration and Board of Elections budget *increases* by \$84,899, or 14.7%, and reflects the following change to the recommended budget:

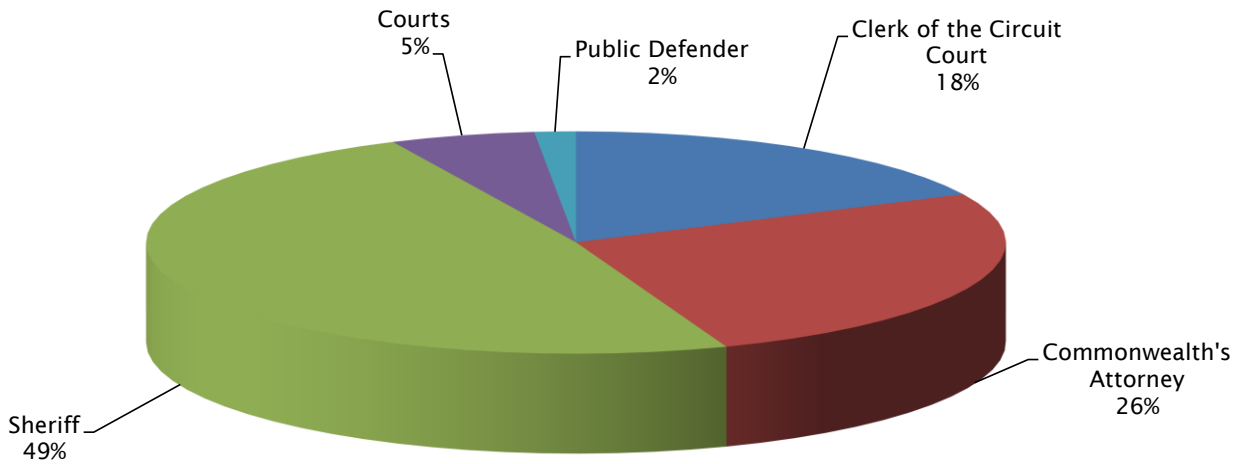
- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.

Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>(4.8 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</p>	\$577,014	\$661,913	\$84,899	14.7%
<b>TOTAL, REGISTRATION AND ELECTIONS</b>	<b>\$577,014</b>	<b>\$661,913</b>	<b>\$84,899</b>	<b>14.7%</b>

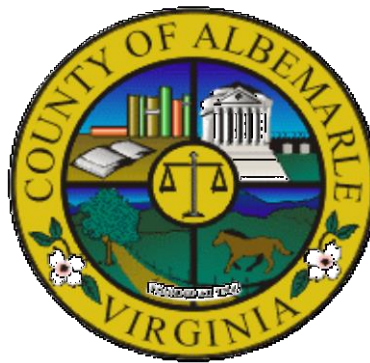


# JUDICIAL

## FY 16 Adopted Judicial Budget \$4,831,206



COST CENTER	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Clerk of the Circuit Court	\$746,836	\$835,915	\$849,217	\$922,601	\$859,701	\$863,108	\$27,193	3.3%
Commonwealth's Attorney	1,053,854	1,061,028	1,116,835	1,271,942	1,271,942	1,278,164	217,136	20.5%
Sheriff	2,261,941	2,256,532	2,288,914	2,342,840	2,342,660	2,350,929	94,397	4.2%
Courts	236,847	263,074	246,616	263,516	263,516	263,845	771	0.3%
Public Defender	0	74,049	74,049	89,239	75,160	75,160	1,111	1.5%
<b>TOTAL JUDICIAL</b>	<b>\$4,299,478</b>	<b>\$4,490,598</b>	<b>\$4,575,631</b>	<b>\$4,890,138</b>	<b>\$4,812,979</b>	<b>\$4,831,206</b>	<b>\$340,608</b>	<b>7.6%</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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$482,886	\$500,704	\$528,278	\$540,124	\$515,124	\$517,944	\$17,240	3.4%
BENEFITS	161,388	187,580	188,603	198,996	198,996	199,583	\$12,003	6.4%
OPERATING	103,236	137,131	106,553	158,481	135,081	135,081	(\$2,050)	-1.5%
CAPITAL OUTLAY	(673)	10,500	25,783	25,000	10,500	10,500	\$0	0.0%
EXPENDITURE TOTAL	\$746,836	\$835,915	\$849,217	\$922,601	\$859,701	\$863,108	\$27,193	3.3%
<b>REVENUE</b>								
LOCAL	\$114,825	\$117,673	\$117,207	\$117,721	\$117,721	\$117,721	\$48	0.0%
STATE	456,525	422,208	397,320	391,666	391,666	440,451	\$18,243	4.3%
REVENUE TOTAL	\$571,350	\$539,881	\$514,527	\$509,387	\$509,387	\$558,172	\$18,291	3.4%
<b>NET COST</b>	<b>\$175,486</b>	<b>\$296,034</b>	<b>\$334,690</b>	<b>\$413,214</b>	<b>\$350,314</b>	<b>\$304,936</b>	<b>\$8,902</b>	<b>3.0%</b>
<b>POSITIONS</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</b>	<b>0.0%</b>

## OVERVIEW/NOTABLE CHANGES

**FY 16 Recommended Budget:** The Clerk of Circuit Court’s budget *increases* by \$23,786, or 2.8%, and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% *increase* in the Board contribution for health insurance rates.
- Operating expenditures *decrease* \$2,050 or 1.5%, due mostly to a decrease in postage costs that are being reallocated to the Department of General Services as an efficiency measure.
- *Decrease* of \$30,542 in state support for constitutional officers’ shared expenses.

**FY 16 Adopted Budget:** The Clerk of Circuit Court’s adopted budget *increases* by \$27,193 or 3.3% and includes the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.

(CLERK OF THE CIRCUIT COURT CONTINUED)

Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Clerk of the Circuit Court (11.0 positions):</b></p> <p><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.</p> <p><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.</p>	\$835,915	\$863,108	\$27,193	3.3%
<b>TOTAL, CLERK OF THE CIRCUIT COURT</b>	<b>\$835,915</b>	<b>\$863,108</b>	<b>\$27,193</b>	<b>3.3%</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 Department 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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$777,349	\$786,014	\$806,990	\$920,906	\$920,906	\$926,097	\$140,083	17.8%
BENEFITS	229,403	228,844	249,236	295,109	295,109	296,140	\$67,296	29.4%
OPERATING	44,190	42,320	42,819	52,077	52,077	52,077	\$9,757	23.1%
CAPITAL OUTLAY	2,912	3,850	17,790	3,850	3,850	3,850	\$0	0.0%
EXPENDITURE TOTAL	\$1,053,854	\$1,061,028	\$1,116,835	\$1,271,942	\$1,271,942	\$1,278,164	\$217,136	20.5%
<b>REVENUE</b>								
LOCAL	\$9,256	\$5,200	\$5,200	\$5,200	\$5,200	\$5,200	\$0	0.0%
STATE	499,818	501,000	489,657	482,312	482,312	525,444	\$24,444	4.9%
TRANSFERS	60,000	60,000	60,000	60,000	60,000	60,000	\$0	0.0%
REVENUE TOTAL	\$569,074	\$566,200	\$554,857	\$547,512	\$547,512	\$590,644	\$24,444	4.3%
<b>NET COST</b>	<b>\$484,780</b>	<b>\$494,828</b>	<b>\$561,978</b>	<b>\$724,430</b>	<b>\$724,430</b>	<b>\$687,520</b>	<b>\$192,692</b>	<b>38.9%</b>
POSITIONS	9.5	9.5	11.5	11.5	11.5	11.5	2.0	21.1%

## OVERVIEW/NOTABLE CHANGES

### FY 15 Projected:

- Includes an appropriation of \$68,460 for salary, benefits, operating expenses, and one-time expenses associated with new attorney and legal services assistant positions effective March 2015.

(COMMONWEALTH’S ATTORNEY CONTINUED)

**FY 16 Recommended Budget:** The Commonwealth’s Attorney budget *increases* by \$210,914, or 19.9%, and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% *increase* in the Board contribution for health insurance rates.
- Salaries, benefits, and operating costs associated with the newly approved attorney and legal services positions.
- *Decrease* of \$18,688 in state support for constitutional officers’ shared expenses.

**FY 16 Adopted Budget:** The Commonwealth’s Attorney adopted budget increases by \$217,136 or 20.5% and includes the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.

Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Criminal Case Prosecution and Legal Services (11.5 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.	\$1,061,028	\$1,278,164	\$217,136	20.5%
<b>TOTAL, COMMONWEALTH'S ATTORNEY</b>	<b>\$1,061,028</b>	<b>\$1,278,164</b>	<b>\$217,136</b>	<b>20.5%</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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$1,495,406	\$1,440,311	\$1,450,122	\$1,472,493	\$1,472,493	\$1,479,243	\$38,932	2.7%
BENEFITS	407,080	416,870	417,839	443,332	443,152	444,671	\$27,801	6.7%
OPERATING	234,079	253,601	274,058	231,650	231,650	231,650	(\$21,951)	-8.7%
CAPITAL OUTLAY	117,876	138,250	146,895	181,544	181,544	181,544	\$43,294	31.3%
OTHER	7,500	7,500	0	13,821	13,821	13,821	\$6,321	0.0%
EXPENDITURE TOTAL	\$2,261,941	\$2,256,532	\$2,288,914	\$2,342,840	\$2,342,660	\$2,350,929	\$94,397	4.2%
<b>REVENUE</b>								
LOCAL	\$642,263	\$644,971	\$651,871	\$683,142	\$683,142	\$683,142	\$38,171	5.9%
STATE	707,864	634,413	605,504	596,421	596,421	699,600	\$65,187	10.3%
FEDERAL	20,091	0	28,195	0	0	0	\$0	
TRANSFERS	7,215	0	0	0	0	0	\$0	
REVENUE TOTAL	\$1,377,432	\$1,279,384	\$1,285,570	\$1,279,563	\$1,279,563	\$1,382,742	\$103,358	8.1%
<b>NET COST</b>	<b>\$884,508</b>	<b>\$977,148</b>	<b>\$1,003,344</b>	<b>\$1,063,277</b>	<b>\$1,063,097</b>	<b>\$968,187</b>	<b>(\$8,961)</b>	<b>-0.9%</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 15 Projected:

- Includes appropriations of \$31,678 for the Drug Court Officer grant, \$21,760 in donations and contributions, and \$16,475 in State and Federal grants.

**FY 16 Recommended Budget:** The Office of the Sheriff's budget *increases* by \$86,128, or 3.8%, and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall "pay for performance reserve" is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% *increase* in the Board contribution for health insurance rates.
- *Decrease* of \$21,951, or 8.7%, in operating costs primarily due to reductions in fuel costs based on projected rates and consumption.
- Capital outlay costs *increase* \$43,294 or 31.3% primarily due to a \$39,500 increase in motor vehicle replacement costs based on a simpler, more accurate methodology for allocating costs to departments.
- The Other category includes an increase of \$6,321 for a transfer to the Regional Firearms Training Center Fund based on the Sheriff's share of costs. Please see the Other Funds chapter of this document for more information on the Regional Firearms Training Center Fund.

(OFFICE OF THE SHERIFF CONTINUED)

- *Increase* in local revenues of \$38,171 for increases in reimbursable overtime and a *decrease* of \$37,992 in state support for constitutional officers' shared expenses.

**FY 16 Adopted Budget:** The Office of the Sheriff's adopted budget increases by \$94,397 or 4.2% and includes the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.

Description	FY 15 Adopted	FY 16 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 \$211,326 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>	\$2,019,702	\$2,081,804	\$62,102	3.1%
<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>	236,830	269,125	32,295	13.6%
<b>TOTAL, OFFICE OF THE SHERIFF</b>	<b>\$2,256,532</b>	<b>\$2,350,929</b>	<b>\$94,397</b>	<b>4.2%</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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
CIRCUIT COURT	\$89,043	\$100,664	\$89,225	\$102,082	\$102,082	\$102,411	\$1,747	1.7%
GENERAL DIST. COURT	30,402	40,501	35,862	40,488	40,488	40,488	(\$13)	0.0%
MAGISTRATE	4,022	4,550	4,170	4,650	4,650	4,650	\$100	2.2%
JUVENILE COURT	113,381	117,359	117,359	116,296	116,296	116,296	(\$1,063)	-0.9%
EXPENDITURE TOTAL	\$236,847	\$263,074	\$246,616	\$263,516	\$263,516	\$263,845	\$771	0.3%
<b>NET COST</b>	<b>\$236,847</b>	<b>\$263,074</b>	<b>\$246,616</b>	<b>\$263,516</b>	<b>\$263,516</b>	<b>\$263,845</b>	<b>\$771</b>	<b>0.3%</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 16 Recommended Budget:** Overall, funding to the various Courts *increases* \$442 or 0.2%, and reflects the following:

### Circuit Court:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% *increase* in the Board contribution for health insurance rates.

### General District Court:

- Includes a net *decrease* for in a variety of operational lines based on expenditure trends.

### Juvenile Court:

- The City of Charlottesville is the fiscal agent for the Juvenile and Domestic Relations (J&DR) Court. The County’s contribution *decreases* \$1,063 reflecting the County’s share of operations and building maintenance.

**FY 16 Adopted Budget:** The Courts adopted budget increases by \$771 or 0.3% and includes the following changes from the recommended budget:

- For the Circuit Court, a 2.3% salary increase and associated pay for performance increases effective October 1, 2015.

(COURTS CONTINUED)

Description	FY 15 Adopted	FY 16 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>	\$100,664	\$102,411	\$1,747	1.7%
<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>	40,501	40,488	(13)	0.0%
<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 of Charlottesville and the County of Albemarle.</p>	4,550	4,650	100	2.2%
<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 facility 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>	117,359	116,296	(1,063)	-0.9%
<b>TOTAL, COURTS</b>	<b>\$263,074</b>	<b>\$263,845</b>	<b>\$771</b>	<b>0.3%</b>

# JUDICIAL CONTRIBUTIONS

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.

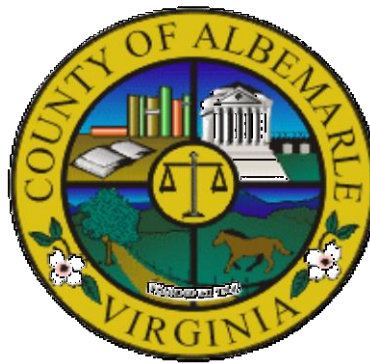
## FINANCIAL DATA

JUDICIAL CONTRIBUTION								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
PUBLIC DEFENDER	\$0	\$74,049	\$74,049	\$89,239	\$75,160	\$75,160	\$1,111	1.5%
EXPENDITURE TOTAL	\$0	\$74,049	\$74,049	\$89,239	\$75,160	\$75,160	\$1,111	1.5%
<b>NET COST</b>	<b>\$0</b>	<b>\$74,049</b>	<b>\$74,049</b>	<b>\$89,239</b>	<b>\$75,160</b>	<b>\$75,160</b>	<b>\$1,111</b>	<b>1.5%</b>
<b>POSITIONS</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	

## OVERVIEW/NOTABLE CHANGES

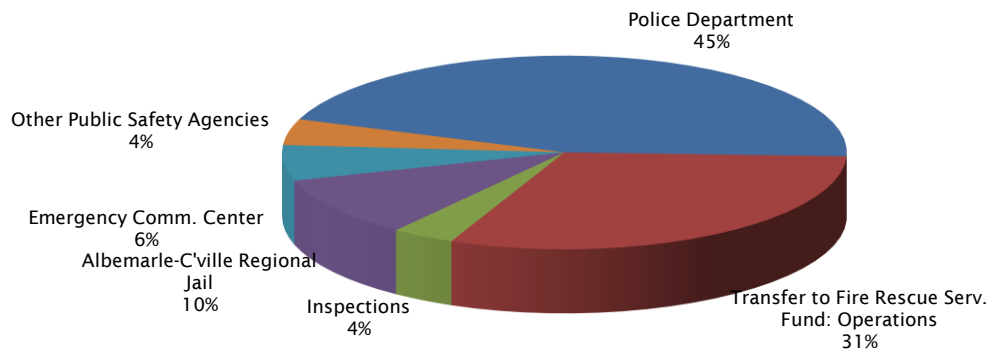
**FY 16 Recommended Budget:** The budget increases \$1,111 or 1.5% and is based on the same overall salary increase provided to local government employees.

**FY 16 Adopted Budget:** The contribution to the Public Defender Office adopted budget increases by \$1,111 or 1.5%. There are no changes from the recommended budget:



# PUBLIC SAFETY

## FY 16 Adopted Public Safety Budget \$38,102,222



	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ REC-ADP	% REC/ADP
Police Department	\$15,113,633	\$16,063,943	\$16,260,575	\$17,716,795	\$17,093,756	\$17,471,930	\$1,407,987	8.8%
Transfer to Fire Rescue Serv. Fund: Operations	10,720,662	10,380,247	10,404,403	11,713,791	11,713,791	11,760,726	\$1,380,479	13.3%
Inspections	1,089,975	1,303,995	1,308,767	1,366,734	1,366,734	1,372,968	\$68,973	5.3%
Albemarle-C'ville Regional Jail	3,627,879	3,216,696	3,966,696	3,833,715	3,833,715	3,587,234	\$370,538	11.5%
Emergency Comm. Center	2,191,183	2,167,176	2,167,176	2,254,762	2,254,762	2,263,654	\$96,478	4.5%
Other Public Safety Agencies	1,471,801	1,689,469	1,689,581	1,694,955	1,645,710	1,645,710	(\$43,759)	-2.6%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$34,215,133</b>	<b>\$34,821,526</b>	<b>\$35,797,198</b>	<b>\$38,580,752</b>	<b>\$37,908,468</b>	<b>\$38,102,222</b>	<b>\$3,280,696</b>	<b>9.4%</b>



# POLICE DEPARTMENT

(General Fund)

## MISSION

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

## DESCRIPTION

The Albemarle County Police Department was created in 1983 to assume primary responsibility for law enforcement. The Department's present authorized strength is 131 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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ REC-ADP	% REC/ADP
<b>EXPENDITURES</b>								
SALARIES	\$9,153,627	\$9,370,195	\$9,446,846	\$9,524,359	\$9,519,859	\$9,983,275	\$613,080	6.5%
BENEFITS	3,079,689	3,353,349	3,258,074	3,509,045	3,509,045	3,672,372	\$319,023	9.5%
OPERATING	2,052,847	2,120,511	2,371,496	2,191,470	2,176,895	2,317,578	\$197,067	9.3%
CAPITAL OUTLAY	792,896	1,182,790	1,130,120	1,023,413	936,616	1,380,638	\$197,848	16.7%
ESSENTIAL SERVICE SUPPORT	0	0	0	1,350,985	833,818	0	\$0	
TRANSFERS TO OTHER FUNDS	34,574	37,098	54,039	117,523	117,523	118,067	\$80,969	218.3%
<b>EXPENDITURE TOTAL</b>	<b>\$15,113,633</b>	<b>\$16,063,943</b>	<b>\$16,260,575</b>	<b>\$17,716,795</b>	<b>\$17,093,756</b>	<b>\$17,471,930</b>	<b>\$1,407,987</b>	<b>8.8%</b>
<b>REVENUE</b>								
LOCAL NON-TAX	1,129,569	\$1,337,478	\$1,132,436	\$1,175,298	\$1,175,298	\$1,145,298	(\$192,180)	-14.4%
STATE	2,008,604	2,049,574	1,988,455	1,958,628	1,958,628	2,008,606	(40,968)	-2.0%
TRANSFER FROM SCHOOLS	182,858	180,000	180,000	180,000	180,000	180,000	0	0.0%
<b>REVENUE TOTAL</b>	<b>\$3,321,031</b>	<b>\$3,567,052</b>	<b>\$3,300,891</b>	<b>\$3,313,926</b>	<b>\$3,313,926</b>	<b>\$3,333,904</b>	<b>(233,148)</b>	<b>-6.5%</b>
<b>NET COST</b>	<b>\$11,792,602</b>	<b>\$12,496,891</b>	<b>\$12,959,684</b>	<b>\$14,402,869</b>	<b>\$13,779,830</b>	<b>\$14,138,026</b>	<b>\$1,641,135</b>	<b>13.1%</b>
<b>POSITIONS</b>	<b>151.5</b>	<b>156.5</b>	<b>156.5</b>	<b>165.5</b>	<b>161.5</b>	<b>163.5</b>	<b>7.0</b>	<b>4.5%</b>

## OVERVIEW/NOTABLE CHANGES

### *FY 15 Projected:*

- Includes appropriations of \$99,011 for re-appropriated equipment purchases; \$82,070 for re-appropriated traffic safety program expenditures; \$35,000 to complete a policy manual update; and \$14,308 for training expenditures.

***FY 16 Recommended Budget:*** The Police Department's budget increases by \$1,029,813 or 6.4%, and reflects the following:

- *2.3% increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall "pay for performance reserve" is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- *\$37,373 or 4.8% increase* in overtime wages and related benefits (i.e. FICA) based on expenditure trends, which have been increasing due to ensuring minimum staffing, increased training, and responding to large incidents.
- *\$76,432 or 19.7% increase* in reimbursable overtime wages and related benefits (i.e. FICA) based on recent expenditure trends. There is a corresponding revenue increase related to reimbursable overtime.

(POLICE DEPARTMENT CONTINUED)

- 9.6% *increase* in the Board contribution for health insurance rates.
- Net *increase* of \$56,384 or 2.7% in operating costs, primarily due to increased costs for vehicle repair and maintenance and insurance based on trends and rates and a decrease in vehicle fuel costs based on projected rates and consumption.
- \$246,174 or 20.8% *decrease* in capital outlay costs primarily due to the reduction in one-time costs associated with new officers added in FY15. Capital outlay costs total \$936,616 and include \$705,735 for the department’s contribution to the Vehicle Replacement Fund and \$230,881 for replacement equipment.
- The Essential Service Support category includes \$833,818 for five (5.0 FTE) additional Police Officer positions and a Career Development Program. Of this total amount, \$333,040 will be for one-time costs associated with the five Police Officers.
- Unfunded requests include \$465,882 for 3 additional Police Officers (School Resource, Traffic Safety, and K-9 Officers); \$51,285 for a Police Records Clerk; \$14,575 for increased firearms qualifications; \$12,925 for a temporary vehicle storage facility; and \$73,873 in replacement equipment.
- The Transfers to Other Funds category includes \$46,355 to the Regional Firearms Training Center Fund, \$37,098 to the Victim Witness Fund, and \$33,880 to the Crime Analysis Grant Fund based on the County’s share of costs for each. The \$80,425 or 216.8% increase is primarily because the Regional Firearms Training Center Fund and Crime Analysis Grant Fund are new in the FY16 Recommended Budget. Please see the Other Funds chapter of this document for more information on these funds.
- \$253,126 or 7.1% *decrease* in related revenues, including:
  - A \$162,180 *decrease* in local non-tax revenues primarily due to current revenue trends for fines; and
  - A \$90,946 or 4.4% *decrease* in state categorical aid for support to law enforcement (HB 599 funds).

**FY 16 Adopted Budget:** The Police Department adopted budget increases by \$1,407,987 or 8.8% and includes the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.
- An additional \$313,556 for two (2) additional Traffic Safety Officer positions.
- The expenditures previously noted in the Essential Service Support category, which support five (5) additional Police Officer positions, have been reallocated to the Salaries, Benefits, Operating, and Capital Outlay categories in the Financial Data table for the FY 16 Adopted Budget.

Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Police Services (163.5 positions):</b> Police Services include two Patrol Districts, Investigation Division, Community Support Division, Special Operations Division, Administrative Division, and Support Division. 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> <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. 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>	\$15,676,403	\$17,007,958	\$1,331,555	8.5%



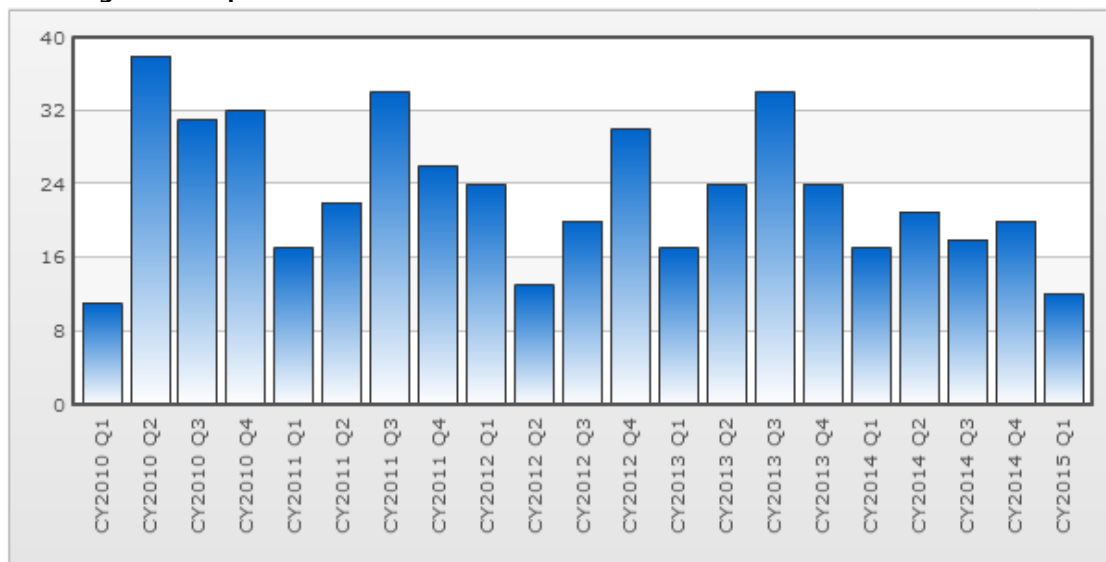
(POLICE DEPARTMENT CONTINUED)

Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
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 criminal investigations, school resource officers, fugitive warrant service, quality of life issues, and animal control issues.				
Special Operations Division - Responsible for specialized traffic enforcement, maintaining and deploying rapid response teams for handling unusual occurrences and conducting dedicated law enforcement actions.				
Administrative Division - Responsible for the recruitment and hiring of new personnel and training and professional development of current personnel.				
Support Division - Responsible for planning and research, State accreditation, fiscal management, and records management and automation.				
<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.	387,540	463,972	76,432	19.7%
<b>TOTAL, POLICE DEPARTMENT</b>	<b>\$16,063,943</b>	<b>\$17,471,930</b>	<b>\$1,407,987</b>	<b>8.8%</b>

**KEY PERFORMANCE INDICATORS (KPIs)**

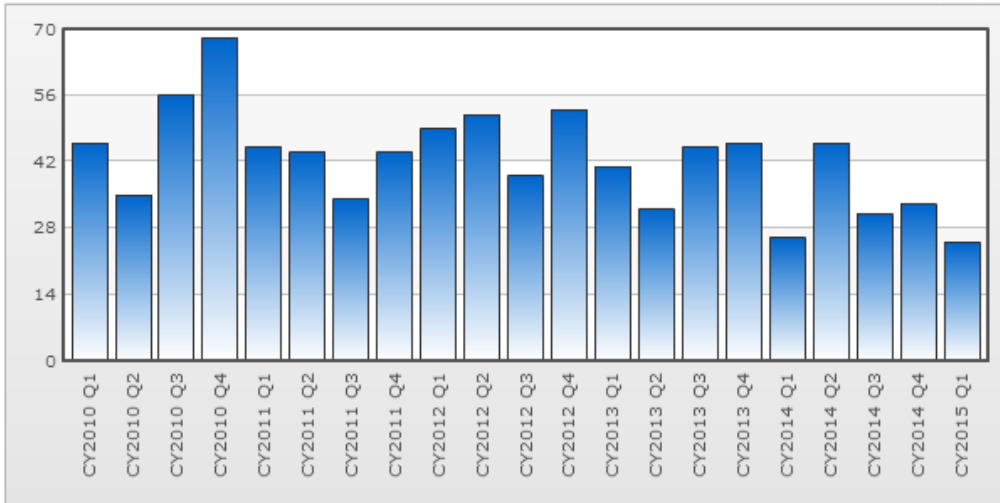
The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For KPI information, please visit our website at [www.albemarle.org/performance](http://www.albemarle.org/performance).

**Crimes Against People**



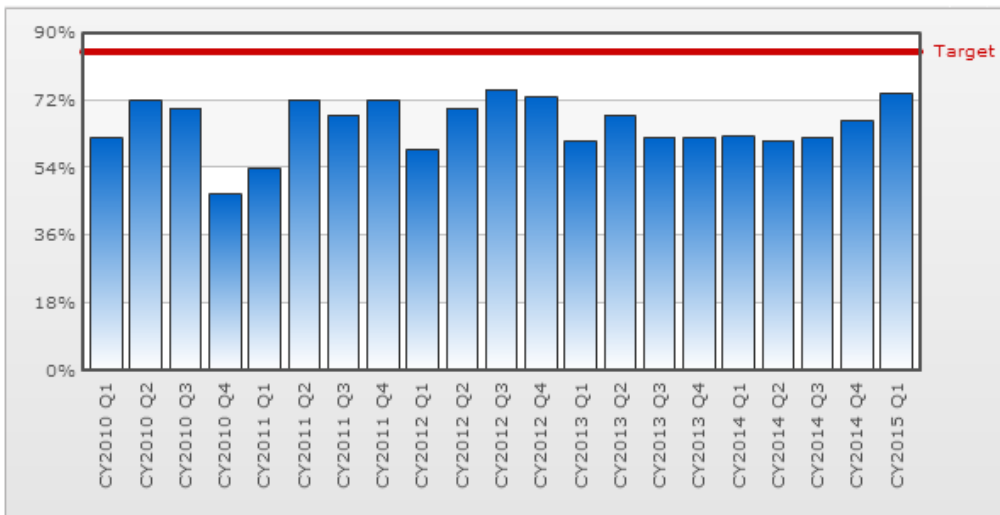
(POLICE DEPARTMENT CONTINUED)

**Residential Burglaries**



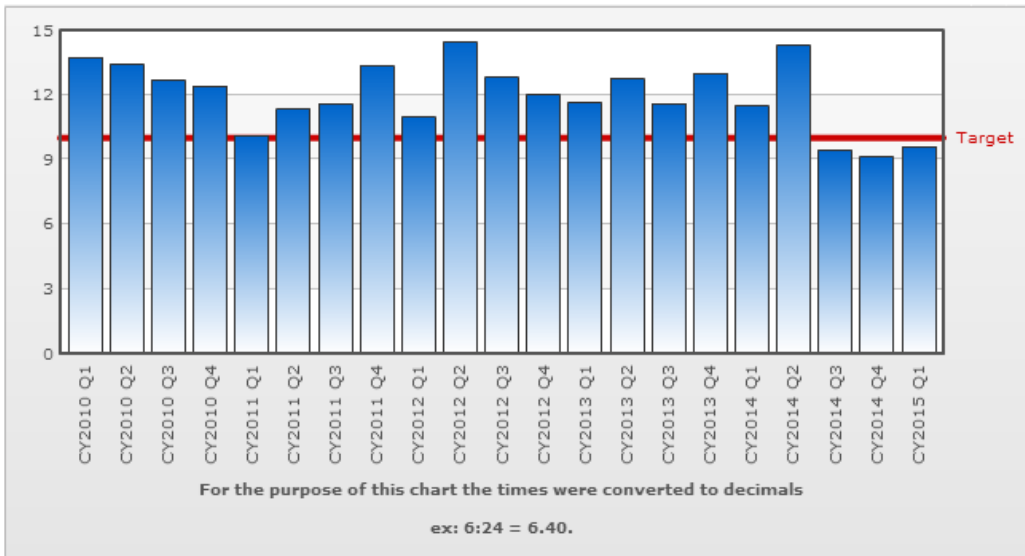
**Response Time in Development Areas**

Target: Respond within 5 minutes 85% of the time



**Response Time in Rural Areas**

Target: Average response time of 10 minutes or less



# FIRE RESCUE SERVICES FUND

(Non-General Fund)

## FIRE RESCUE SERVICES FUND

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As part of the FY16 Budget, all Fire Rescue Services operating expenditures and related revenues are proposed to be accounted for separately from the existing General Fund. Additionally, in FY16, \$647,101 will be transferred from this fund to the Capital Improvement Program.

This chapter discusses the operating expenditures and revenues for Fire Rescue Services. The Capital Improvements Program section of this document includes the capital and debt expenditures and revenues for Fire Rescue services.

## DESCRIPTION

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Fire Rescue 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 (Hollymead and Monticello) staffed full-time by career personnel,
- The 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 location at Martha Jefferson Hospital serving the Pantops area Monday - Friday during the day.
- An ambulance location at Berkmar Drive serving the Route 29 North area full-time.

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

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- 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 Fire Rescue service's support of the County's Strategic Plan goals and objectives is included in the Strategic Planning Section of this Document.

(FIRE RESCUE SERVICES FUND CONTINUED)

FINANCIAL DATA

FIRE RESCUE SERVICES FUND: OPERATIONS & LOCAL TRANSFER TO CAPITAL								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
<b>OPERATING</b>								
<b>FIRE RESCUE DEPARTMENT</b>								
SALARIES	\$5,858,968	\$6,220,767	\$6,279,144	\$6,641,585	\$6,641,585	\$6,679,408	\$458,641	7.4%
BENEFITS	2,014,858	2,236,402	2,136,117	2,531,191	2,531,191	2,540,303	303,901	13.6%
OPERATING	1,407,424	1,457,005	2,291,683	2,449,027	2,443,027	2,443,027	986,022	67.7%
CAPITAL OUTLAY	178,388	156,792	201,087	155,400	135,700	135,700	(21,092)	-13.5%
TRANSFER TO GENERAL FUND*	0	0	0	0	0	86,851	86,851	
ESSENTIAL SERVICE SUPPORT	0	0	0	470,328	0	0	0	
<b>FIRE RESCUE DEPARTMENT TOTAL</b>	<b>\$9,459,637</b>	<b>\$10,070,966</b>	<b>\$10,908,031</b>	<b>\$12,247,531</b>	<b>\$11,751,503</b>	<b>\$11,885,289</b>	<b>\$1,814,323</b>	<b>18.0%</b>
<b>VOLUNTEER FIRE RESCUE**</b>	<b>\$2,232,492</b>	<b>\$2,193,187</b>	<b>\$1,506,745</b>	<b>\$2,404,635</b>	<b>\$1,705,258</b>	<b>\$1,705,258</b>	<b>(\$487,929)</b>	<b>-22.2%</b>
<b>OTHER FIRE RESCUE</b>								
CITY FIRE CONTRACT	\$991,711	\$186,715	\$186,715	\$190,039	\$190,039	\$190,039	\$3,324	1.8%
FOREST FIRE EXTINCTION	23,929	23,929	23,929	23,929	23,929	23,929	0	0.0%
TJ EMS COUNCIL	19,257	19,257	19,257	19,257	19,257	19,257	0	0.0%
VOLUNTEER FIRE RESCUE TAX CREDIT	78,923	70,000	90,000	90,000	90,000	90,000	20,000	28.6%
<b>OTHER FIRE RESCUE TOTAL</b>	<b>\$1,113,820</b>	<b>\$299,901</b>	<b>\$319,901</b>	<b>\$323,225</b>	<b>\$323,225</b>	<b>\$323,225</b>	<b>\$23,324</b>	<b>7.8%</b>
<b>TOTAL OPERATING</b>								
TRANSFER TO FIRE RESCUE CIP***	\$0	\$0	\$0	\$647,101	\$647,101	\$647,101	\$647,101	
RESERVE	\$0	\$0	\$0	\$0	\$109,515	\$22,664	\$22,664	
<b>TOTAL EXPENDITURES</b>	<b>\$12,805,950</b>	<b>\$12,564,054</b>	<b>\$12,734,677</b>	<b>\$15,622,492</b>	<b>\$14,536,602</b>	<b>\$14,583,537</b>	<b>\$2,019,483</b>	<b>16.1%</b>
<b>REVENUES</b>								
<b>Local Tax (Transfer from General Fund)</b>								
Dedicated Real Estate Tax	\$0	\$0	\$0	\$1,617,325	\$1,617,325	\$1,617,325	\$1,617,325	
Other Local Tax	10,720,662	10,380,247	10,404,403	10,743,567	10,743,567	10,790,502	410,255	4.0%
<b>Local Tax Total</b>	<b>\$10,720,662</b>	<b>\$10,380,247</b>	<b>\$10,404,403</b>	<b>\$12,360,892</b>	<b>\$12,360,892</b>	<b>\$12,407,827</b>	<b>2,027,580</b>	<b>19.5%</b>
<b>Local Non-Tax</b>								
Permits and Fees	\$73,458	\$101,338	\$111,636	\$100,738	\$100,738	\$100,738	(\$600)	-0.6%
EMS Cost Recovery	1,628,139	1,687,329	1,687,329	1,691,280	1,691,280	1,691,280	3,951	0.2%
<b>Local Non-Tax Total</b>	<b>\$1,701,597</b>	<b>\$1,788,667</b>	<b>\$1,798,965</b>	<b>\$1,792,018</b>	<b>\$1,792,018</b>	<b>\$1,792,018</b>	<b>\$3,351</b>	<b>0.2%</b>
<b>State</b>	<b>\$383,692</b>	<b>\$395,140</b>	<b>\$383,692</b>	<b>\$383,692</b>	<b>\$383,692</b>	<b>\$383,692</b>	<b>(\$11,448)</b>	<b>-2.9%</b>
<b>TOTAL REVENUES</b>	<b>\$12,805,950</b>	<b>\$12,564,054</b>	<b>\$12,587,060</b>	<b>\$14,536,602</b>	<b>\$14,536,602</b>	<b>\$14,583,537</b>	<b>\$2,019,483</b>	<b>16.1%</b>
<b>FIRE RESCUE DEPT POSITIONS (FTE)</b>	<b>96.0</b>	<b>98.6</b>	<b>98.6</b>	<b>110.0</b>	<b>107.0</b>	<b>107.0</b>	<b>8.4</b>	<b>8.5%</b>

\*For the cost of a position in the Information Technology Department

\*\*During FY15, \$706,422 in expenditures managed by the Fire Rescue Department in support of volunteer stations were appropriated from the "Volunteer Fire Rescue" category to the "Fire Rescue Department" category to improve administrative efficiencies and transparency. Beginning in FY15 PROJECTED, this line reflects only the County's direct operating contributions to ten volunteer stations.

\*\*\*For additional information on the expenditures supported by this funding, please see the CIP and the Debt Chapters.

OVERVIEW/NOTABLE CHANGES

**FY 15 Projected:**

- Includes appropriations of \$112,961 in re-appropriated Fire Rescue Department expenditures, \$32,951 for increased volunteer-related insurance costs, \$20,000 to reallocate funding from the Capital Budget to Western Albemarle Rescue Squad, \$20,000 for the Volunteer Fire Rescue Tax Credit program, \$9,500 for training, and \$7,000 in donation-funded expenses.
- Reallocates \$706,442 in funding designated for fuel, insurance, Line of Duty Act, health services, turnout gear and other operating costs managed by the Fire Rescue Department in support of Volunteer Fire Rescue stations from the Volunteer Fire Rescue appropriation category to the Fire Rescue Department appropriation category to improve administrative efficiencies and transparency.

**FY 16 Recommended Budget:** Fire Rescue Services operating expenditures increase \$1,325,447 or 10.5%, and reflect the following:

*(FIRE RESCUE SERVICES FUND CONTINUED)***Fire Rescue Department category of Fund, increase of \$1,680,537 or 16.7%:**

- 2.3% increase for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% increase in the Board contribution for health insurance rates.
- \$536,671 increase for full-year funding for nine (9) positions to continue existing service for the Rescue 8 (Route 29 North area) ambulance and support staffing the Ivy Fire Station as existing volunteer recruitment and retention efforts continue for that station. These positions are funded by a Federal Emergency Management Agency (FEMA) grant that will expire in June 2015. For additional information on this FEMA grant, please see the Other Funds chapter of this document.
- Increase of \$986,022 or 67.7% in operating costs primarily due to the following increases:
  - \$706,442 to reallocate funding designated for fuel, insurance, Line of Duty Act, health services, turnout gear and other operating costs managed by the Fire Rescue Department in support of Volunteer Fire Rescue stations from the Volunteer Fire Rescue appropriation category to the Fire Rescue Department appropriation category to improve administrative efficiencies and transparency;
  - \$133,970 for systemwide turnout gear repair and replacement based on the inventory of aging gear in need of repair and replacement, including turnout gear initially purchased through grant funding;
  - \$38,510 for volunteer accident insurance based on premium increases due to significant increases in claims over the last several years;
  - \$29,330 for systemwide fuel based on projected rates and consumption;
  - \$20,040 for volunteer recruitment and retention advertising and materials;
  - \$17,908 in overtime and operating costs for a scaled-down continuation of the Prevention Division’s Project RISK (Residential, Inspections, Smoke Alarms, Knowledge) program that is grant funded in FY15;
  - \$15,081 for training based on increased costs and includes funding previously allocated to the department from the Training Pool in prior years (located in Non-Departmental – Other Uses of Funds);
  - \$10,956 for uniform replacement based on the department’s existing inventory and condition;
  - \$10,000 in operating supplies primarily due to items that will no longer be under warranty at the Ivy Fire Rescue Station in FY16;
  - \$6,330 increase to extend access to the Employee Assistance Program (EAP) to volunteers; and
  - \$5,000 to continue Prevention Division public demonstrations that were previously funded with donations.
- Net decrease of \$21,092 or 13.5% capital outlay expenditures due to:
  - A \$18,672 increase for equipment replacement, including beginning to budget for replacement fitness equipment at system stations initially purchased through grant funding; and
  - A \$39,764 decrease for the department’s contribution to the Vehicle Replacement Fund for non-apparatus replacement based on a simpler, more accurate methodology for allocating costs to departments.
- The “Essential Service Support” category includes unfunded requests for an additional Assistant Fire Marshall, Fleet Maintenance Mechanic and Battalion Chief.

**Volunteer Fire Rescue category of Fund, decrease of \$487,929 or 22.2%:**

- \$706,442 decrease to reallocate funding designated for fuel, insurance, Line of Duty Act, health services, turnout gear and other operating costs managed by the Fire Rescue Department in support of Volunteer Fire Rescue stations from the Volunteer Fire Rescue appropriation category to the Fire Rescue Department appropriation category to improve administrative efficiencies and transparency;
- \$218,513 increase for the ten (10) volunteer fire and rescue stations’ operating budgets. Funding is primarily based on volunteer stations’ reported actual expenditures and rates for items included in the volunteer funding policy.
- Unfunded requests include the portion of Charlottesville Albemarle Rescue Squad’s (CARS) request attributable to services provided in the City of Charlottesville, one-time costs requested by stations and requests for items not included in the volunteer funding policy.

**Other Fire Rescue category of Fund, increase of \$23,324 or 7.8%:**

- Increase of \$3,324 or 1.8%, for the City Fire Contract based on anticipated costs associated with the contract with the City of Charlottesville.
- Increase of \$20,000 or 28.6% for the Volunteer Fire Rescue Tax Credit program. The County recently implemented changes to automate the tax credit process to ensure all eligible volunteers received the credit and to streamline the process for both the Finance Department and volunteers. As a result of this change, a greater amount of tax credits are being processed.

(FIRE RESCUE SERVICES FUND CONTINUED)

**Reserve, increase of \$109,515:**

- The Fire Rescue Services Fund includes an amount in reserve to provide a contingency for Fire Rescue Services costs.

**Revenues for Fire Rescue Services, increase \$1,325,447 or 10.5%:**

- Increase of \$970,224 for dedicated local real tax estate revenue;
- Increase of \$363,320 or 3.5% in other local taxes based on projected real estate revenue increases; and
- Decrease of \$11,448 or 2.9% due to a projected reduction in state emergency medical service revenue.

**FY 16 Adopted Budget:** The Fire Rescue Services Fund adopted budget increases by \$2,019,483 or 16.1% and includes the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.
- Includes a transfer of \$86,851 from the Fire Rescue Services Fund to the General Fund equivalent to the cost of a new position in the Department of Information Technology. There is a corresponding reduction in the amount of the Reserve.

Description	FY 15 Adopted	FY 16 Request	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Fire Rescue Department Category of Fund</b>					
<b>Administration (6.0 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.	\$700,393	\$719,287	\$715,871	\$15,478	2.2%
<b>Training/Education (4.0 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.	600,103	587,611	589,438	(\$10,665)	-1.8%
<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.	506,746	692,224	525,599	\$18,853	3.7%
<b>Fire/Rescue Operations (90 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.	7,966,577	9,509,955	9,315,114	\$1,348,537	16.9%
<b>Volunteer Services (1.0 position):</b> This division develops and provides programs and services in support of the volunteer fire departments and rescue squads of the coordinated fire and rescue system (the system) for the purpose of ensuring the health of the volunteer system.	131,835	576,165	576,685	\$444,850	337.4%
<b>EMS Cost Recovery (1.0 position):</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.	165,312	162,290	162,582	(\$2,730)	-1.7%
<b>TOTAL, FIRE RESCUE DEPARTMENT CATEGORY OF FUND</b>	<b>\$10,070,966</b>	<b>\$12,247,531</b>	<b>\$11,885,289</b>	<b>\$1,814,323</b>	<b>18.0%</b>

(FIRE RESCUE SERVICES FUND CONTINUED)

Description	FY 15 Adopted	FY 16 Request	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Volunteer Fire Rescue Services Category of Fund:</b> The County provides a budget allocation to each volunteer fire and rescue station to offset their annual operating costs based on the adopted volunteer funding policy.	\$2,193,187	\$2,404,635	\$1,705,258	(\$487,929)	-22.2%
<b>Other Fire Rescue Services Category of Fund</b>					
<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.	186,715	190,039	190,039	3,324	1.8%
<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.	23,929	23,929	23,929	\$0	0.0%
<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 eligible fire rescue volunteer.	70,000	90,000	90,000	20,000	28.6%
<b>TOTAL, OTHER FIRE RESCUE SERVICES CATEGORY OF FUND</b>	<b>\$299,901</b>	<b>\$323,225</b>	<b>\$323,225</b>	<b>\$23,324</b>	<b>7.8%</b>
<b>Transfer to Capital Improvements Program:</b> This transfer from the Fire Rescue Services Fund is made to fund Fire Rescue capital projects and apparatus purchases in the Capital Improvements Program.	0	647,101	647,101	647,101	
<b>Reserve:</b> The Fire Rescue Services Fund includes an amount in reserve to provide a contingency for Fire Rescue Services costs.	0	0	22,664	22,664	
<b>TOTAL, FIRE RESCUE SERVICES FUND: OPERATIONS</b>	<b>\$12,564,054</b>	<b>\$15,622,492</b>	<b>\$14,583,537</b>	<b>\$2,019,483</b>	<b>16.1%</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/performance](http://www.albemarle.org/performance).

**Response Time in Development Areas**

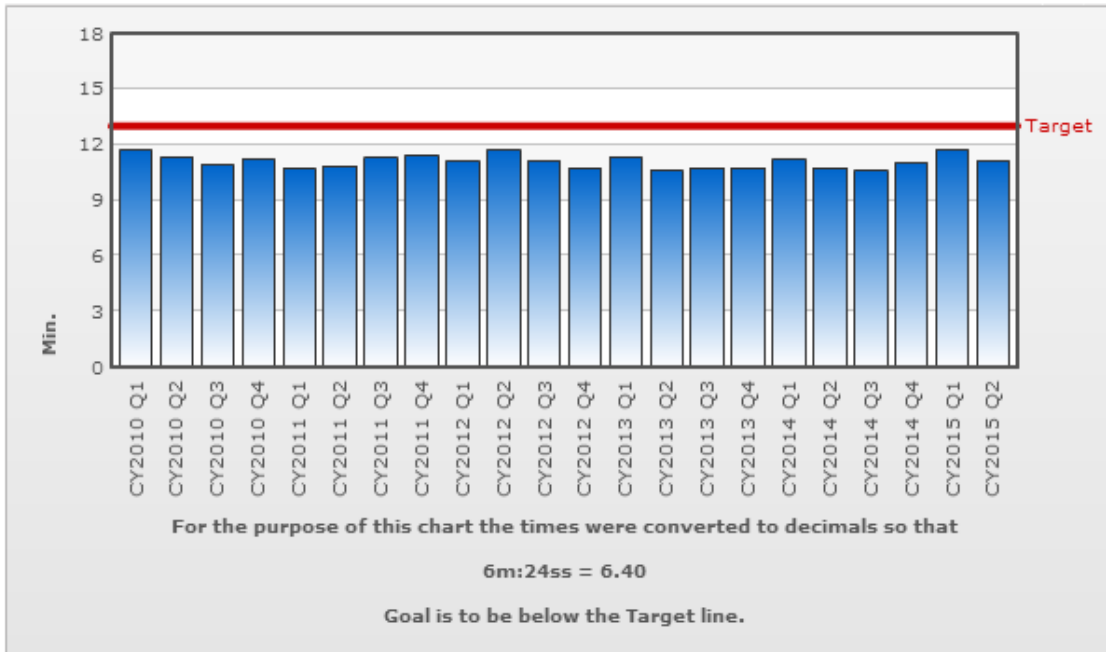
Target: Average Response time of 5 minutes or less



(FIRE RESCUE SERVICES FUND CONTINUED)

Response Time in Rural Areas

Target: Average Response time of 13 minutes or less





# INSPECTIONS & BUILDING CODES

(General Fund)

## 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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ REC-ADP	% REC/ADP
<b>EXPENDITURES</b>								
SALARIES	\$755,097	\$848,582	\$856,600	\$862,832	\$862,832	\$907,065	\$58,483	6.9%
BENEFITS	262,600	318,017	315,458	335,158	335,158	348,546	\$30,529	9.6%
OPERATING	45,643	61,966	61,279	56,977	56,977	61,727	(\$239)	-0.4%
CAPITAL OUTLAY	26,636	75,430	75,430	25,130	25,130	55,630	(\$19,800)	-26.2%
ESSENTIAL SERVICE SUPPORT	0	0	0	86,637	86,637	0	\$0	
<b>EXPENDITURE TOTAL</b>	<b>\$1,089,975</b>	<b>\$1,303,995</b>	<b>\$1,308,767</b>	<b>\$1,366,734</b>	<b>\$1,366,734</b>	<b>\$1,372,968</b>	<b>\$68,973</b>	<b>5.3%</b>
<b>REVENUE</b>								
LOCAL NON-TAX	\$1,144,431	\$1,206,494	\$1,223,274	\$1,252,794	\$1,252,794	\$1,252,794	\$46,300	3.8%
<b>NET COST</b>	<b>(\$54,456)</b>	<b>\$97,501</b>	<b>\$85,493</b>	<b>\$113,940</b>	<b>\$113,940</b>	<b>\$120,174</b>	<b>\$22,673</b>	<b>23.3%</b>
<b>POSITIONS</b>	<b>13.5</b>	<b>16.0</b>	<b>16.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>1.0</b>	<b>6.3%</b>

## OVERVIEW/NOTABLE CHANGES

**FY16 Recommended Budget:** The Inspections & Building Codes budget *increases* by \$62,739 or 4.8% and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% *increase* in the Board contribution for health insurance rates.
- Operating *decrease* of \$4,989 or 8.1% primarily due to vehicle fuel based on projected rates and consumption.
- Capital Outlay *decrease* of \$50,300 or 66.7% primarily due to one-time costs associated with new positions added in FY15.
- \$86,637 *increase* in the Essential Service Support category to fund an additional inspector to help implement the Virginia Stormwater Management Program (VSMP) mandate. This position is anticipated to be funded through fee revenues that are discussed in the Community Development chapter of this document.
- \$46,300 or 3.8% *increase* in local non-tax revenue based on expected growth in new development activity.

**FY 16 Adopted Budget:** The Inspections and Building Codes adopted budget *increases* by \$68,973 or 5.3% and includes the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.
- The expenditures previously noted in the Essential Service Support category, which support an additional inspector position, have been reallocated to the Salaries, Benefits, Operating, and Capital Outlay categories in the Financial Data table for the FY 16 Adopted Budget.

*(INSPECTION AND BUILDING CODES CONTINUED)*

Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Inspections (17.0 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.	\$1,303,995	\$1,372,968	\$68,973	5.3%
<b>TOTAL, INSPECTIONS AND BUILDING CODES</b>	<b>\$1,303,995</b>	<b>\$1,372,968</b>	<b>\$68,973</b>	<b>5.3%</b>

**KEY PERFORMANCE INDICATORS (KPIs)**

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# PUBLIC SAFETY CONTRIBUTIONS

(General Fund)

**FINANCIAL DATA**

PUBLIC SAFETY CONTRIBUTIONS								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ REC-ADP	% REC/ADP
<b>EXPENDITURES</b>								
Albemarle-Charlottesville Regional Jail	\$3,627,879	\$3,216,696	\$3,966,696	\$3,833,715	\$3,833,715	\$3,587,234	\$370,538	11.5%
Blue Ridge Juvenile Detention Center	636,920	840,216	840,216	785,339	785,339	785,339	(54,877)	-6.5%
C'ville Albemarle SPCA	532,887	549,446	549,558	562,292	562,292	562,292	12,846	2.3%
Community Attention Home	60,149	60,149	60,149	80,149	60,149	60,149	0	0.0%
Emergency Communications Center	2,191,183	2,167,176	2,167,176	2,254,762	2,254,762	2,263,654	96,478	4.5%
Foothills Child Advocacy Center	30,385	30,385	30,385	48,424	31,297	31,297	912	3.0%
Offender Aid and Restoration (OAR)	159,229	157,042	157,042	166,520	154,402	154,402	(2,640)	-1.7%
VJCCA*	52,231	52,231	52,231	52,231	52,231	52,231	0	0.0%
<b>TOTAL PUBLIC SAFETY CONTRIBUTIONS</b>	<b>\$7,290,863</b>	<b>\$7,073,341</b>	<b>\$7,823,453</b>	<b>\$7,783,432</b>	<b>\$7,734,187</b>	<b>\$7,496,598</b>	<b>\$423,257</b>	<b>6.0%</b>
<b>REVENUE</b>								
STATE - SPCA STERILIZATION FUND	\$3,138	\$2,500	\$2,463	\$2,425	\$2,425	\$2,425	(\$75)	-3.0%
FEDERAL	16,765	0	0	0	0	0	0	
<b>REVENUE TOTAL</b>	<b>\$19,903</b>	<b>\$2,500</b>	<b>\$2,463</b>	<b>\$2,425</b>	<b>\$2,425</b>	<b>\$2,425</b>	<b>(\$75)</b>	<b>-3.0%</b>
<b>NET COST</b>	<b>\$7,270,961</b>	<b>\$7,070,841</b>	<b>\$7,820,990</b>	<b>\$7,781,007</b>	<b>\$7,731,762</b>	<b>\$7,494,173</b>	<b>\$423,332</b>	<b>6.0%</b>

\*Virginia Juvenile Community Crime Control Act

**OVERVIEW/NOTABLE CHANGES**

**FY 15 Projected:**

- The projected contributions to the Albemarle-Charlottesville Regional Jail (ACRJ) and Blue Ridge Juvenile Detention Center (BRJDC) are based on the County's share of costs of service per the ACRJ and BRJDC agreements, which are increasing and decreasing, respectively.

**FY 16 Recommended Budget:** Public Safety Contributions *increase* \$660,846 or 9.3%, and reflect the following changes:

- The contributions to the following agencies are based on the County's share of costs per each entity's regional agreement: Albemarle Charlottesville Regional Jail *increases* \$617,019 or 19.2%; Blue Ridge Juvenile Detention Center *decreases* \$54,877 or 6.5%; and Emergency Communications Center *increases* \$87,586 or 4.0%. \$300,000 in funding for the ACRJ is provided with one-time funding in FY16 in anticipation of the development of a new funding policy that will adjust the partnership funding formula in such a way that will smooth out significant annual cost variations.
- The Charlottesville Albemarle SPCA contribution is *increasing* \$12,846 or 2.3% based on the contract approved by the Board of Supervisors in 2009. This contribution also includes \$2,425 to support the SPCA's spay and neuter efforts, which is offset by related state revenue.
- Community Attention's existing programs and services are level funded. The requested increase of \$20,000 is to expand the summer youth internship program, which is not recommended for funding.
- Contributions to Foothills Child Advocacy Center and Offender Aid and Restoration (OAR) are based on the City/County Agency Budget Review Team (ABRT) process and in coordination with the City of Charlottesville. A summary of the ABRT process can be found in this document's Health and Welfare Contributions chapter.

**FY 16 Adopted Budget:**

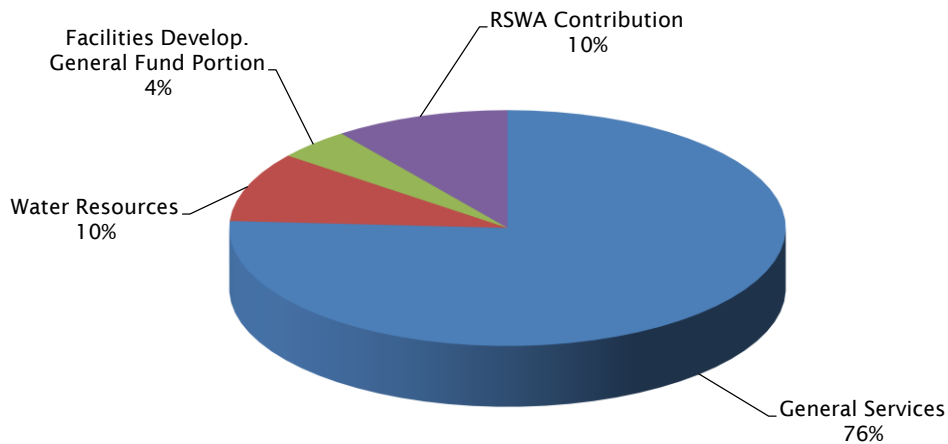
- Provides an additional \$8,892 to the Emergency Communication Center for the County's share of a 2.3% salary increase and associated pay for performance increases effective October 1, 2015.
- Provides \$246,481 less to the Albemarle Charlottesville Regional Jail based on a revised funding policy.

(PUBLIC SAFETY CONTRIBUTIONS CONTINUED)

Description	FY 15 Adopted	FY 16 Request	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<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.	\$3,216,696	\$3,833,715	\$3,587,234	\$370,538	11.5%
<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.	840,216	785,339	785,339	(54,877)	-6.5%
<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. The County also anticipates receiving state revenue for animal sterilization that is also included in the SPCA's amounts.	549,446	562,292	562,292	12,846	2.3%
<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	80,149	60,149	0	0.0%
<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.	2,167,176	2,254,762	2,263,654	96,478	4.5%
<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.	30,385	48,424	31,297	912	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.	157,042	166,520	154,402	(2,640)	-1.7%
<b>VJCCCA:</b> Virginia Juvenile Community Crime Control Act (VJCCCA) 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>\$7,073,341</b>	<b>\$7,783,432</b>	<b>\$7,496,598</b>	<b>\$423,257</b>	<b>6.0%</b>

# PUBLIC WORKS

## FY 16 Adopted Public Works Budget \$ 4,926,599



DEPARTMENT	FY14 ACTUAL	FY15 ADOPTED	FY15 PROJECTED	FY16 REQUEST	FY16 RECOMM	FY16 ADOPTED	\$ ADP-ADP	% ADP/ADP
General Services	\$2,874,252	\$3,480,246	\$3,141,426	\$3,799,974	\$3,734,859	\$3,740,958	\$260,712	7.5%
Water Resources	232,421	358,628	346,936	470,006	470,006	471,726	\$113,098	31.5%
Facilities Develop. General Fund Portion	203,702	198,465	201,090	206,064	206,064	211,142	\$12,677	6.4%
RSWA Contribution	328,579	450,000	492,914	502,773	502,773	502,773	\$52,773	11.7%
<b>TOTAL PUBLIC WORKS</b>	<b>\$3,638,955</b>	<b>\$4,487,339</b>	<b>\$4,182,366</b>	<b>\$4,978,817</b>	<b>\$4,913,702</b>	<b>\$4,926,599</b>	<b>\$439,260</b>	<b>9.8%</b>



# GENERAL SERVICES

## MISSION

General Services’ mission is to “be the stewards of the County’s facilities and natural resources.” General Services works 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. General Services oversees the operation of the mechanical systems at County owned and operated facilities, oversees the environmental compliance mandates and energy conservation program, and oversees entrance corridor beautification. General Services also operates internal mail service and document reproduction; provides management of small renovation projects; monitors the stormwater systems throughout the County, repairs and improves 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 our 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								
	FY14 ACTUAL	FY15 ADOPTED	FY15 PROJECTED	FY16 REQUEST	FY16 RECOMM	FY16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$874,981	\$882,736	\$887,040	\$888,842	\$888,842	\$933,150	\$50,414	5.7%
BENEFITS	339,710	345,235	348,293	372,538	372,538	393,704	\$48,469	14.0%
OPERATING	1,632,432	2,207,303	1,847,115	2,324,066	2,324,067	2,330,043	\$122,740	5.6%
CAPITAL OUTLAY	27,129	44,972	58,978	53,161	53,161	84,061	\$39,089	86.9%
ESSENTIAL SERVICE SUPPORT	0	0	0	161,367	96,251	0	\$0	
<b>EXPENDITURE TOTAL</b>	<b>\$2,874,252</b>	<b>\$3,480,246</b>	<b>\$3,141,426</b>	<b>\$3,799,974</b>	<b>\$3,734,859</b>	<b>\$3,740,958</b>	<b>\$260,712</b>	<b>7.5%</b>
<b>REVENUE</b>								
LOCAL NON-TAX	\$327,106	\$311,933	\$311,933	\$311,937	\$311,937	\$311,937	\$4	0.0%
TRANSFERS	53,550	0	0	0	0	0	\$0	
<b>REVENUE</b>	<b>\$380,656</b>	<b>\$311,933</b>	<b>\$311,933</b>	<b>\$311,937</b>	<b>\$311,937</b>	<b>\$311,937</b>	<b>\$4</b>	<b>0.0%</b>
<b>NET COST</b>	<b>\$2,493,595</b>	<b>\$3,168,313</b>	<b>\$2,829,493</b>	<b>\$3,488,037</b>	<b>\$3,422,922</b>	<b>\$3,429,021</b>	<b>\$260,708</b>	<b>8.2%</b>
<b>POSITIONS</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>22.3</b>	<b>21.3</b>	<b>21.3</b>	<b>1.3</b>	<b>6.5%</b>

(GENERAL SERVICES CONTINUED)

**OVERVIEW/NOTABLE CHANGES**

**FY 16 Recommended:** The General Services’ budget increases \$254,613 or 7.3% and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% increase in the Board contribution for health insurance rates.
- Operating expenditures *increase* \$116,764 or 5.3% and are primarily due to:
  - \$79,840 *increase* in postage costs that are being reallocated from other local government departments in order to streamline the administrative processing of these expenditures.
  - \$52,400 *increase* for costs associated with recently added facilities:
    - An increase of \$32,000 in costs associated with the Northside Library and Storage facility being operational a full year;
    - An increase of \$4,400 in costs associated with the Crozet Library are based on actuals; and
    - An increase of \$16,000 in costs associated with the Crozet Railroad Station and Crozet Streetscape.
  - \$17,500 *decrease* in tipping fees based on historic trends.
  - \$8,100 *decrease* in utilities primarily for a decrease of \$55,800 in the heating services and water & sewer based on historic trends for existing County facilities except for the recently added facilities which are *increasing* \$47,700. The recently added facilities include the Northside Library with its operations increasing from 8 months to a full year and Crozet Library and Scottsville Libraries estimates based on actuals.
  - \$10,000 *increase* for costs associated with security cameras added in FY 15, increased level of snow removal services for the County’s Fire Rescue Stations, historic trend of expenditures, and Consumer Price Index (CPI).
- A net *increase* of \$8,189 or 18.2% in capital outlay expenditures due to an increase in the department’s contribution to the Vehicle Replacement Fund resulting from the revision in funding methodology. This is partially offset by the reduction in Department’s replacement needs for machinery and equipment
- \$96,251 *increase* in the Essential Service Support category to provide funding for a full-time maintenance mechanic position and to increase a part-time Office Associate position by 0.25 FTE. This Office Associate position increases from 0.75 FTE to 1.0 FTE.
- There is an unfunded Essential Service Support request of \$65,116 for a custodian.

**FY 16 Adopted Budget:** The General Services’ adopted budget *increases* by \$270,612 or 7.5% and includes the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.
- The expenditures previously noted in the Essential Service Support category, which supports an additional maintenance mechanic position and an increase of 0.25 FTE for a part-time Office Associate position from 0.75 FTE to 1.0 FTE, have been reallocated to the Salaries, Benefits, Operating, and Capital Outlay categories in the Financial Data table for the FY 16 Adopted Budget.

Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Administration (5.0 positions):</b> Thi division is responsible for the administrative functions of the General Services department, to include: time and attendance, payroll, room reservations, work orders, customer service, procurement, contract preparation and oversight, and budgeting.	\$534,639	\$555,953	\$21,314	4.0%
<b>Building Maintenance Services (5.0 positions):</b> This division provides for building maintenance for over 450,000 square feet of facilities. Facilities include the County Office Building - McIntire Road, County Office Building - 5th Street, Court Square Facility, Old Jail/Jailor's house, Fire Stations 11, 12, and 15, the Crozet, Scottsville, and Northside Libraries, the County warehouse, Old Crozet School, and the Old Crozet train depot. This division also manages the maintenance of the County's pool car fleet.	767,902	879,094	\$111,192	14.5%



*(GENERAL SERVICES CONTINUED)*

<b>Description</b>	<b>FY 15 Adopted</b>	<b>FY 16 Adopted</b>	<b>Dollar Inc/(Dec)</b>	<b>Percent Inc/(Dec)</b>
<b>Custodial Services (3.25 positions):</b> This division ensures the cleanliness and sanitation of over 377,000 square feet of facilities. Facilities include the County Office Building - McIntire Road, County Office Building - 5th Street, the Crozet, Scottsville, and Northside Libraries, and the Court Square Facility. The Custodial Services program also provides for specific support services as requested, such as moving furniture, conference room set-ups, disposing of recyclable material, opening and closing the building for after-hours meetings, and assuring the the buildings are secure after business hours.	500,953	532,364	\$31,411	6.3%
<b>Copy Center (4.0 positions):</b> This division provides printing, copying, booklet-making, binding, folding, and collating services for the County departments and schools. Copy Center personnel also operate a stockroom for office supplies and receives deliveries of large items at the rear loading dock. In addition, the Copy Center is responsible for Mail Room operations to include processing USPS mail and inter-office correspondence.	182,648	299,609	\$116,961	64.0%
<b>Grounds Maintenance (3.0 positions):</b> This division is responsible for over 329 acres of property and provides storm water facility maintenance, roadside mowing, sidewalk vegetation control, and for improving the aesthetic conditions of entrance corridors and other urban areas. In addition, this division provides maintenance to the exterior of the County office buildings on McIntire Road and Fifth Street, the County courthouse buildings, Fire Stations 11, 12, and 15, and the Crozet, Scottsville, and Northside Libraries.	401,022	409,372	\$8,350	2.1%
<b>Solid Waste and Recycling:</b> This division implements the Recycling and Solid Waste program. This division also provides oversight and maintenance at the closed Keene Sanitary Landfill facility, provides for monitoring illegal dumping activities, and provides for the Bulky Waste Collection Days.	125,557	108,327	(\$17,230)	-13.7%
<b>Environmental Management: (1.0 position):</b> This division oversees the County's environmental program to maintain compliance with state and federal regulations and to continue to improve the County's Environmental Management systems. In addition, this division implements Pollution Prevention (P2) programs such as energy management, safer chemical, and on-going staff training programs. This division maintains our active participation in the EnergyStar program and continuing to research and apply best environmental management practices.	97,020	93,915	(\$3,105)	-3.2%
<b>Utilities:</b> This 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, the Crozet, Scottsville, and Northside Libraries, and the County warehouse.	870,505	862,324	(\$8,181)	-0.9%
<b>TOTAL, GENERAL SERVICES</b>	<b>\$3,480,246</b>	<b>\$3,740,958</b>	<b>\$260,712</b>	<b>7.5%</b>

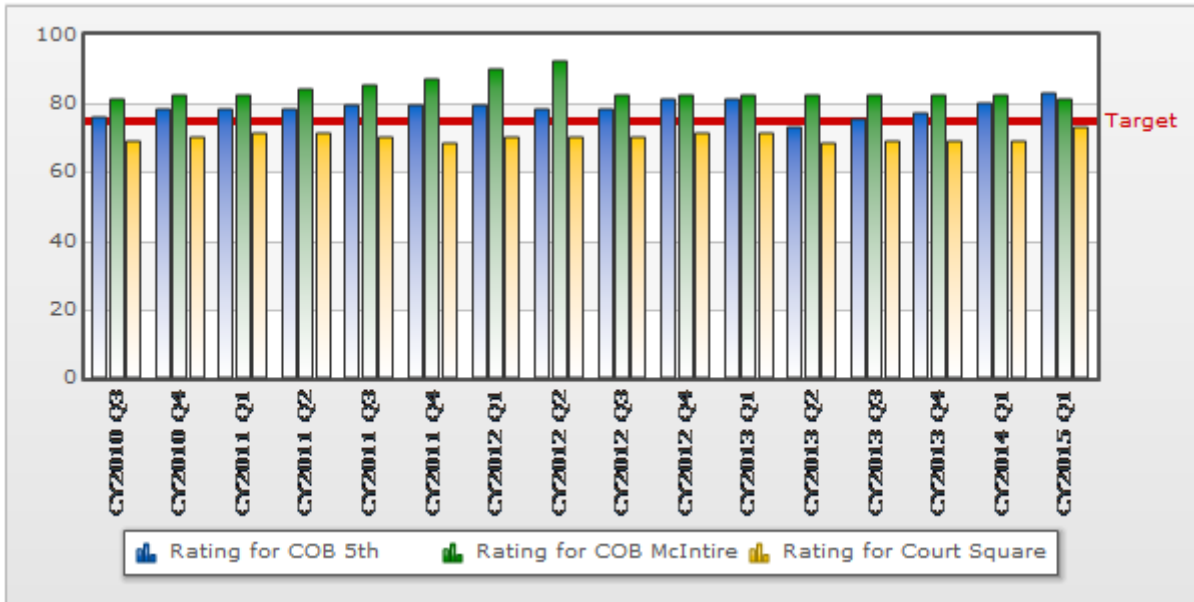
(GENERAL SERVICES CONTINUED)

**KEY PERFORMANCE INDICATORS (KPIs)**

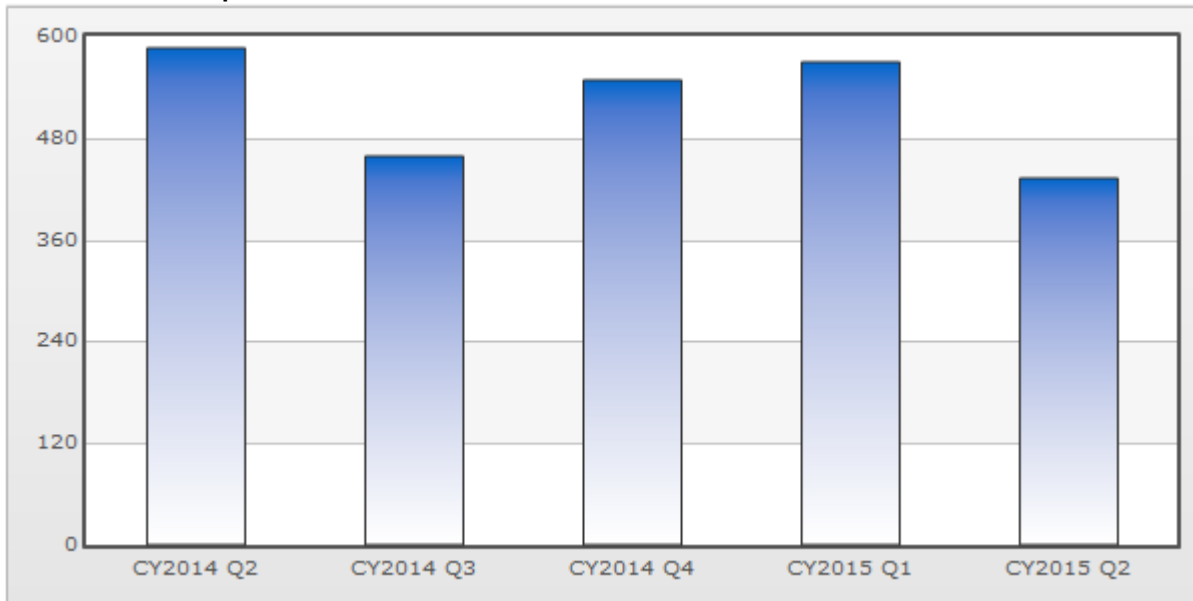
The County of Albemarle has selected several KPIs to track its workload, effective use of County resources, as well as its overall performance. For more KPI information, please visit our website at [www.albemarle.org/performance](http://www.albemarle.org/performance).

**EnergyStar Building Rating**

Target: Maintain an Energy Star Rating of 75 or above for our three office buildings



**Work Orders Completed**



# WATER RESOURCES

## DESCRIPTION

There are approximately 924 storm water facilities within the County with an additional 60 facilities brought online each year. Given this, the importance of stormwater management overall, and the County's requirement to comply with regulatory mandates regarding the Chesapeake Bay cleanup, this budget chapter displays the County's Stormwater function and its associated expenses.

## FINANCIAL DATA

WATER RESOURCES								
	FY14 ACTUAL	FY15 ADOPTED	FY15 PROJECTED	FY16 REQUEST	FY16 RECOMM	FY16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$131,782	\$183,954	\$176,810	\$262,502	\$262,502	\$263,881	\$79,927	43.4%
BENEFITS	40,290	67,496	61,260	96,254	96,254	96,595	\$29,099	43.1%
OPERATING	59,920	103,168	100,956	108,913	108,913	108,913	\$5,745	5.6%
CAPITAL OUTLAY	429	4,010	7,910	2,337	2,337	2,337	(\$1,673)	-41.7%
EXPENDITURE TOTAL	\$232,421	\$358,628	\$346,936	\$470,006	\$470,006	\$471,726	\$113,098	31.5%
<b>REVENUE</b>								
TRANSFER-CIP STORMWATER FUND	\$232,363	\$0	\$0	\$0	\$0	\$0	\$0	
TRANSFER-WATER RESOURCES FUND*	0	360,770	346,936	470,006	470,006	470,006	\$109,236	30.3%
REVENUE TOTAL	\$232,363	\$360,770	\$346,936	\$470,006	\$470,006	\$470,006	\$109,236	30.3%
<b>NET COST</b>	<b>\$58</b>	<b>(\$2,142)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,720</b>	<b>\$3,862</b>	
<b>POSITIONS</b>	<b>2.0</b>	<b>3.0</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>1.0</b>	<b>33.3%</b>

\*The transfer from the Water Resources Fund will be based on the actual expenditures.

## OVERVIEW/NOTABLE CHANGES

**FY 16 Recommended Budget:** The Water Resources budget increases \$109,236 or 31.1% and reflects the following:

- 2.3% increase for FY16 salaries effective January 1, 2016. An additional 0.7% overall "pay for performance reserve" is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% increase in the Board contribution for health insurance rates.
- The full year of costs associated, including salaries, benefits, and operating costs, for two FTE positions (Civil Engineer and Inspector) that were added January 1, 2015.
- An increase of \$21,530 in salary and FICA costs for a temporary part-time Office Associate.
- An increase of \$5,745 or 5.6% in operating costs and includes the following changes:
  - A \$2,700 increase in permit fees as a result of the Virginia Department of Conservation and Recreation's grade level of hazard potential changing from low to high for three of the County's dams.
  - A \$3,000 increase in costs associated with maintenance of detention basins as a result of adding seven storm water facilities and three basins requiring a higher level of service.
- A decrease of \$1,673 or 41.7% in capital outlay expenditures for the department's contribution to the Vehicle Replacement Fund and the anticipated reduction in replacement needs for equipment and furniture.

**FY 16 Adopted Budget:** The Water Resources' adopted budget increases by \$113,098 or 31.5% and includes the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.

(WATER RESOURCES CONTINUED)

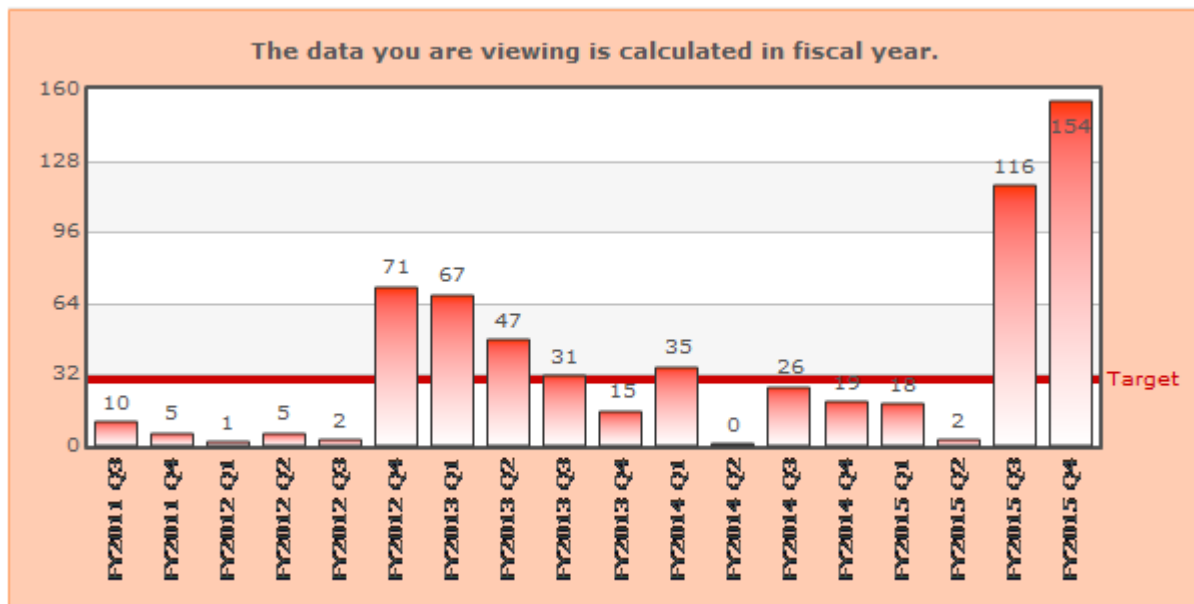
Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Water Resources (3.0 positions):</b> This division implements various water resource protection programs not pertaining to regulating land development, including developing and administering an MS4 Program Plan, addressing local and regional waterbody impairments (such as the Chesapeake Bay TMDL), maintaining County-owned dams, and addressing citizen concerns.	358,628	471,726	\$113,098	31.5%
<b>TOTAL, WATER RESOURCES</b>	<b>\$358,628</b>	<b>\$471,726</b>	<b>\$113,098</b>	<b>31.5%</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 more KPI information, please visit our website at [www.albemarle.org/performance](http://www.albemarle.org/performance).

**Stormwater Facility Inspections**

Target: 30 facilities inspected per quarter



# FACILITIES DEVELOPMENT

(Internal Service 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 by 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’s strategic and comprehensive plans. This operation is funded by both the General Fund and CIP funds.

## 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.
- To improve communications to both internal and external customers.
- To employ industry best practices in execution of all capital projects.
- To 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								
	FY14 ACTUAL	FY15 ADOPTED	FY15 PROJECTED	FY16 REQUEST	FY16 RECOMM	FY16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$653,473	\$710,054	\$665,306	\$716,887	\$716,887	\$736,472	\$26,418	3.7%
BENEFITS	213,002	242,301	221,000	254,262	254,262	263,092	\$20,791	8.6%
OPERATING	15,786	18,705	21,001	23,389	23,389	24,361	\$5,656	30.2%
CAPITAL OUTLAY	4,722	2,030	8,042	7,324	7,324	8,624	\$6,594	324.8%
ESSENTIAL SERVICE SUPPORT	0	0	0	136,029	25,609	0	\$0	
<b>EXPENDITURE TOTAL</b>	<b>\$886,983</b>	<b>\$973,090</b>	<b>\$915,349</b>	<b>\$1,137,891</b>	<b>\$1,027,471</b>	<b>\$1,032,549</b>	<b>\$59,459</b>	<b>6.1%</b>
<b>REVENUES</b>								
Gen. Gov't. CIP Fund	\$419,569	\$310,424	\$343,018	\$419,913	\$419,913	\$419,913	\$109,489	35.3%
Fire Rescue CIP Fund	0	0	0	56,416	56,416	56,416	\$56,416	
Regional Firearms Training Center Fund	0	84,191	67,467	57,916	57,916	57,916	(\$26,275)	-31.2%
Stormwater CIP Fund	42,485	28,980	48,848	30,661	30,661	30,661	\$1,681	5.8%
School Division CIP Fund	222,244	351,030	254,926	256,501	256,501	256,501	(\$94,529)	-26.9%
General Fund	203,702	198,465	201,090	206,064	206,064	211,142	\$12,677	6.4%
<b>REVENUE TOTAL</b>	<b>\$888,000</b>	<b>\$973,090</b>	<b>\$915,349</b>	<b>\$1,027,471</b>	<b>\$1,027,471</b>	<b>\$1,032,549</b>	<b>\$59,459</b>	<b>6.1%</b>
<b>NET COST</b>	<b>(\$1,017)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,420</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>POSITIONS</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>10.5</b>	<b>9.5</b>	<b>9.5</b>	<b>0.5</b>	<b>5.6%</b>

## OVERVIEW/NOTABLE CHANGES

**FY 15 Projected:** Includes an appropriation of \$2,975 from the Innovation Fund for a “What to Expect During Construction” hand-out document to improve communication between County staff and citizens who are working in or near a facility where construction work is taking place.

(FACILITIES DEVELOPMENT CONTINUED)

**FY 16 Recommended Budget:** The Facilities Development budget increases \$54,381 or 5.6% and reflects the following:

- 2.3% increase for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% increase in the Board contribution for health insurance rates.
- An increase of \$4,684 or 25.0% in operating costs which includes the following changes:
  - \$3,000 for project management software program started mid-year in FY 15.
  - \$1,000 for maintenance of aging vehicles that are not scheduled for replacement.
- An increase of \$5,294 or 260.8% in capital outlay expenditures for the anticipated replacement needs for furniture and the department’s contribution to the Vehicle Replacement Fund.
- \$25,609 increase in the Essential Service Support category to provide an Office Associate position to be shared with the Office of Management and Budget.
- An increase of \$80,220 or 8.7%, in revenue due to a change in the project management hourly rate, which is increasing from \$80.50 to \$85.00, to meet increased costs.
- There is an unfunded Essential Services Support request of \$110,420 for a Capital Program Manager.

**FY 16 Adopted Budget:** The Office of Facilities Development’s adopted budget increases by \$59,459 or 6.1% and includes the following changes from the recommended budget:

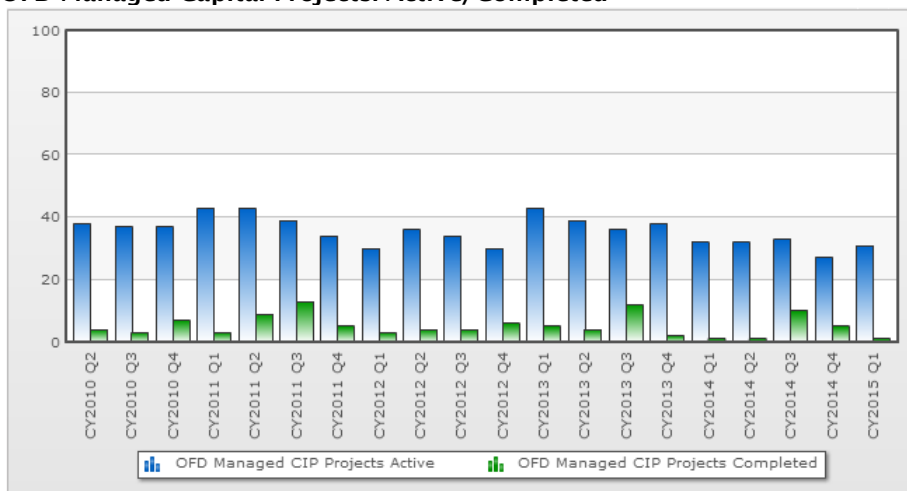
- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.
- The expenditures previously noted in the Essential Service Support, which supports an additional Office Associate position to be shared with the Office of Management and Budget, category have been reallocated to the Salaries, Benefits, Operating, and Capital Outlay categories in the Financial Data table for the FY 16 Adopted Budget.

Description	FY 15 Adopted	FY 16 Recommended	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Facilities Development: (9.5 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.	\$973,090	\$1,027,471	\$54,381	5.6%
<b>TOTAL, FACILITIES DEVELOPMENT</b>	<b>\$973,090</b>	<b>\$1,027,471</b>	<b>\$54,381</b>	<b>5.6%</b>

**KEY PERFORMANCE INDICATORS (KPIs)**

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



# PUBLIC WORKS CONTRIBUTIONS

## FINANCIAL DATA

PUBLIC WORKS CONTRIBUTION								
	FY14 ACTUAL	FY15 ADOPTED	FY15 PROJECTED	FY16 REQUEST	FY16 RECOMM	FY16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
RSWA Contribution	\$328,579	\$450,000	\$492,914	\$502,773	\$502,773	\$502,773	\$52,773	11.7%
EXPENDITURE TOTAL	\$328,579	\$450,000	\$492,914	\$502,773	\$502,773	\$502,773	\$52,773	11.7%
<b>NET COST</b>	<b>\$328,579</b>	<b>\$450,000</b>	<b>\$492,914</b>	<b>\$502,773</b>	<b>\$502,773</b>	<b>\$502,773</b>	<b>\$52,773</b>	<b>11.7%</b>

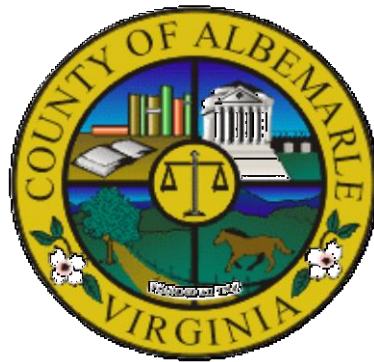
## OVERVIEW/NOTABLE CHANGES

**FY 15 Projected:** Includes an appropriation for the County's local support of the Ivy Material Utilization Center and the McIntire Recycling Center, which are managed by the RSWA. The total FY 15 payment is \$492,914.48, which includes \$383,426.50 for Ivy and \$109,487.98 for the Recycling Center.

**FY 16 Recommended Budget:** The RSWA Contribution budget increases \$52,773 or 11.7% and reflects the FY 15 projected cost with a 2% increase for inflation.

**FY 16 Adopted Budget:** There are no changes made to the recommended budget.

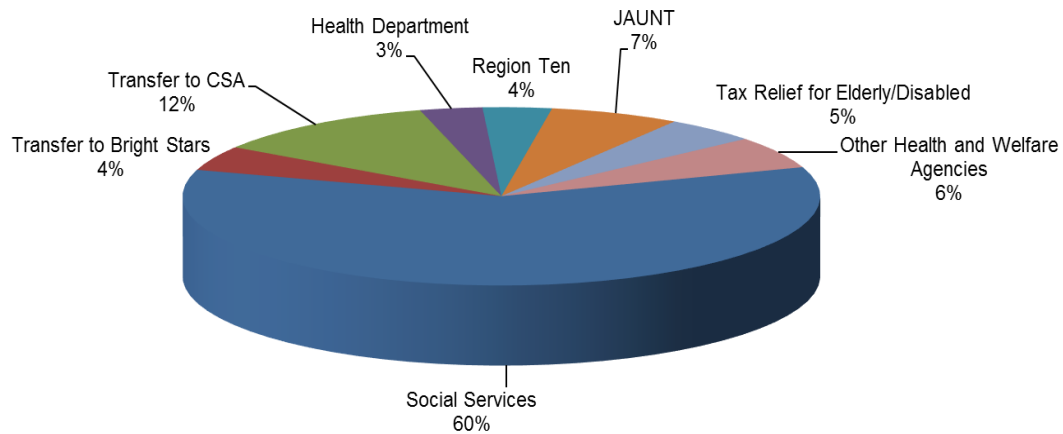
Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Rivanna Solid Waste Authority (RSWA):</b> The Rivanna Solid Waste Authority (RSWA) contribution is for an agreement with RSWA for operations that are not self-supporting. This includes funding for the McIntire Recycling Center and household hazardous waste disposal.	\$450,000	\$502,773	\$52,773	11.7%
<b>TOTAL, PUBLIC WORKS AGENCY CONTRIBUTIONS</b>	<b>\$450,000</b>	<b>\$502,773</b>	<b>\$52,773</b>	<b>11.7%</b>





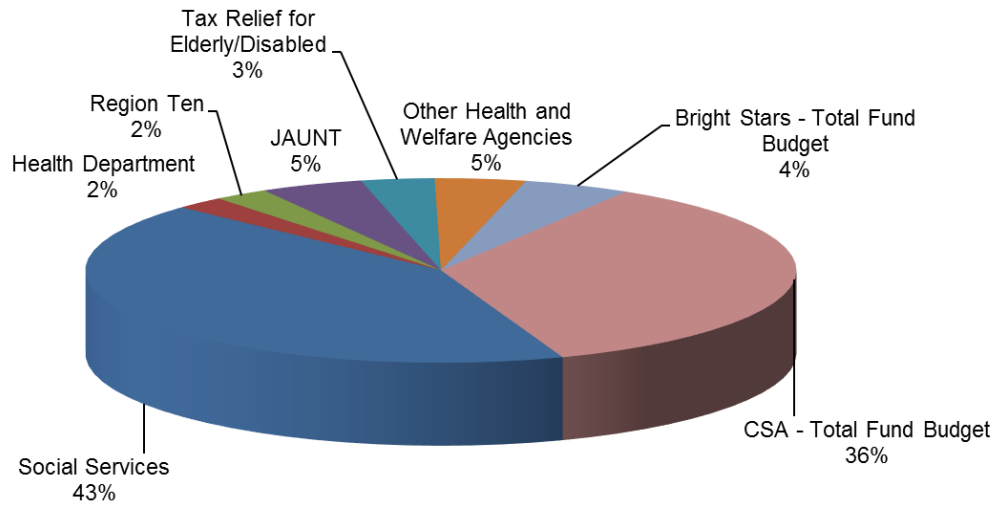
# HEALTH AND WELFARE

## FY 16 Adopted Health and Welfare Budget - General Fund \$20,109,830



HEALTH AND WELFARE - GENERAL FUND ONLY								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Social Services	\$11,154,615	\$11,579,069	\$11,052,076	\$12,226,649	\$11,838,789	\$12,076,309	\$497,240	4.3%
Transfer to Bright Stars	603,834	799,787	799,787	823,396	823,396	898,368	98,581	12.3%
Transfer to CSA	2,350,000	2,730,527	2,730,527	2,340,000	2,340,000	2,340,000	(390,527)	-14.3%
<b>Subtotal, Social Services</b>	<b>\$14,108,449</b>	<b>\$15,109,383</b>	<b>\$14,582,390</b>	<b>\$15,390,045</b>	<b>\$15,002,185</b>	<b>\$15,314,677</b>	<b>\$205,294</b>	<b>1.4%</b>
<b>CONTRIBUTIONS</b>								
Health Department	563,121	640,217	583,942	637,856	637,856	637,856	(2,361)	-0.4%
Region Ten	658,856	704,083	704,083	712,583	704,083	704,083	0	0.0%
JAUNT	1,151,711	1,151,711	1,151,711	1,328,116	1,316,575	1,328,116	176,405	15.3%
Tax Relief for Elderly/Disabled	893,379	965,000	850,000	950,000	950,000	950,000	(15,000)	-1.6%
Other Health and Welfare Agencies	1,173,246	1,185,057	1,192,557	1,421,528	1,163,573	1,175,098	(9,959)	-0.8%
<b>Subtotal, CONTRIBUTIONS</b>	<b>\$4,440,313</b>	<b>\$4,646,068</b>	<b>\$4,482,293</b>	<b>\$5,050,083</b>	<b>\$4,772,087</b>	<b>\$4,795,153</b>	<b>\$149,085</b>	<b>3.2%</b>
<b>Total, Health and Welfare</b>	<b>\$18,548,762</b>	<b>\$19,755,451</b>	<b>\$19,064,683</b>	<b>\$20,440,128</b>	<b>\$19,774,272</b>	<b>\$20,109,830</b>	<b>\$354,379</b>	<b>1.8%</b>

## FY 16 Adopted Health and Welfare Budget - All Funds \$28,397,658



HEALTH AND WELFARE - ALL FUNDS								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Social Services	\$11,154,615	\$11,579,069	\$11,052,076	\$12,226,649	\$11,838,789	\$12,076,309	\$497,240	4.3%
Health Department	563,121	640,217	583,942	637,856	637,856	637,856	(\$2,361)	-0.4%
Region Ten	658,856	704,083	704,083	712,583	704,083	704,083	\$0	0.0%
JAUNT	1,151,711	1,151,711	1,151,711	1,328,116	1,316,575	1,328,116	\$176,405	15.3%
Tax Relief for Elderly/Disabled	893,379	965,000	850,000	950,000	950,000	950,000	(\$15,000)	-1.6%
Other Health and Welfare Agencies	1,173,246	1,185,057	1,192,557	1,421,528	1,163,573	1,175,098	(\$9,959)	-0.8%
Bright Stars - Total Fund Budget	1,124,143	1,210,787	1,210,787	1,234,396	1,234,396	1,384,612	\$173,825	14.4%
CSA - Total Fund Budget	8,636,478	8,974,179	8,974,179	10,141,584	10,141,584	10,141,584	\$1,167,405	13.0%
<b>TOTAL</b>	<b>\$25,355,549</b>	<b>\$26,410,103</b>	<b>\$25,719,335</b>	<b>\$28,652,712</b>	<b>\$27,986,856</b>	<b>\$28,397,658</b>	<b>\$1,987,555</b>	<b>7.5%</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 residents 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. Further, the department provides key support services in the broad categories of organizational leadership, finance management, human resources management, information management, facilities management and partnership building.

## GOALS

- Ensure a quality customer experience for the external customer by continuous focus on process improvement. Key Strategies:
  - Develop a system to regularly identify core processes and continuously improve them.
  - Define the core products and services of the organization.
  - Invigorate methods for seeking, collecting, and analyzing customer inputs, feedback, complaints, etc. including a method to segment the customer data and use for continuous improvement based on customer expectations.
  - Expand the methods by which current and potential customers access services (e.g., expand use of technology, expand place-based services to other locations, language access, etc.)
  - Market the core products and services to customers and educate them on how to access these services.
- Ensure staff has the knowledge, skills, and competencies required to deliver quality service and to enhance the external customer's experience. Key Strategies:
  - Identify and enhance the knowledge, skills and competencies required to provide quality customer service.
  - Provide customer service coaching and training.
  - Identify and enhance task related (job specific) skills and competencies needed by staff and provide ongoing coaching and training.
  - Create and enhance training methods, such as an on-line training that staff can access at anytime to improve skills.
  - Review staff performance with regard to internal and external customer satisfaction regularly.
  - Evaluate staff development opportunities through mechanisms such as surveying supervisors about improvements to staff performance.
  - Evaluate and provide feedback on all systems that staff work with to ensure maximum efficiency and effectiveness with regard to use of time and financial resources.

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.

(DEPARTMENT OF SOCIAL SERVICES CONTINUED)

FINANCIAL DATA

SOCIAL SERVICES								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$5,745,762	\$5,843,842	\$5,799,850	\$5,800,834	\$5,800,834	\$6,055,515	\$211,673	3.6%
BENEFITS	1,986,386	2,148,964	2,011,178	2,205,990	2,205,990	2,304,201	155,237	7.2%
OPERATING	526,817	505,352	476,385	487,322	487,322	497,949	(7,403)	-1.5%
DIRECT ASSISTANCE	2,854,411	3,032,234	2,726,310	3,149,884	3,149,884	3,149,884	117,650	3.9%
CAPITAL OUTLAY	41,239	48,677	38,352	48,929	48,929	68,760	20,083	41.3%
ESSENTIAL SERVICE SUPPORT	0	0	0	533,690	145,830	0	0	
EXPENDITURE TOTAL	\$11,154,615	\$11,579,069	\$11,052,076	\$12,226,649	\$11,838,789	\$12,076,309	\$497,240	4.3%
<b>REVENUE</b>								
LOCAL NON-TAX	\$100	\$1,000	\$1,026	\$1,037	\$1,037	\$1,037	\$37	3.7%
STATE	2,392,799	2,666,167	2,506,329	2,705,994	2,705,994	2,789,650	123,483	4.6%
FEDERAL	4,937,478	4,753,665	4,762,444	4,806,650	4,806,650	4,806,650	52,985	1.1%
TRANSFERS	188,338	0	0	0	0	0	0	
REVENUE TOTAL	\$7,518,714	\$7,420,832	\$7,269,799	\$7,513,681	\$7,513,681	\$7,597,337	\$176,505	2.4%
<b>NET COST</b>	<b>\$3,635,900</b>	<b>\$4,158,237</b>	<b>\$3,782,277</b>	<b>\$4,712,968</b>	<b>\$4,325,108</b>	<b>\$4,478,972</b>	<b>\$320,735</b>	<b>7.7%</b>
<b>POSITIONS</b>	<b>107.3</b>	<b>109.6</b>	<b>110.1</b>	<b>117.6</b>	<b>112.1</b>	<b>114.7</b>	<b>5.1</b>	<b>4.7%</b>

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

OVERVIEW/NOTABLE CHANGES

**FY 15 Projected:**

- Includes appropriation of 1) \$10,010 for an Adoption worker position increase from part-time to full-time and 2) \$36,450 for projects, training and purchase orders initiated in FY14 and completed in FY15.

**FY 16 Recommended Budget:** The Department of Social Services' budget *increases* by \$259,720 or 2.2% and reflects the following changes:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall "pay for performance reserve" is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 10.6% increase or \$12,700 in overtime wages based on expenditure trends due to increases in workload.
- Operating expenses net *decrease* of \$18,030 or 3.6%, primarily due to the following:
  - \$33,218 *decrease* in rent based on depreciation, which has a corresponding State revenue change;
  - \$12,000 *increase* in telecommunications to provide smartphones services to workers in the field to increase efficiencies and meet workload demands.
  - Remaining *increases* are due to contract service and legal service *increases* based on expenditure trends.
- Direct Assistance expenditures are *increasing* \$117,650 or 3.9% and include a variety of program costs that are mostly reimbursed by state and federal revenues. The *increase* in FY16 is primarily due to:
  - \$80,000 *increase* in adoption-related expenditures that are fully reimbursed by State and Federal revenue.
  - \$7,000 *increase* in Auxillary Grants for the Aged and Disabled with \$1,400 supported by local funding and the remaining costs reimbursable by the state.
  - \$20,650 *increase* in Emergency Utility Program costs primarily due to the reallocation of funding for a similar program expenses, the CARES program previously implemented by MACAA
  - \$8,500 *increase* in Refugee Resettlement program which is all local costs.
- A net *increase* of \$252 or 0.5% in Capital outlay primarily due to vehicle maintenance costs.
- The Essential Service Support category includes \$145,830 for an additional Family Preservation Worker position (1.0 FTE) and an Eligibility Worker position (1.0 FTE)
- Overall revenues are *increasing* \$92,849 or 1.3%. 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.

(DEPARTMENT OF SOCIAL SERVICES CONTINUED)

- In total, the net local cost of the department has increased \$166,871 or 4.0%.

**FY 16 Adopted Budget:**

- 3.6% salary increase and associated pay for performance increases effective October 1, 2015.
- An additional \$78,716 for a Family Preservation position and \$78,716 for a Foster Care position. These costs are offset by \$45,656 in state revenues.
- The expenditures previously noted in the Essential Service Support category, which supports an additional Family Preservation position and an Eligibility position, have been reallocated to the Salaries, Benefits, Operating, and Capital Outlay categories in the Financial Data table for the FY 16 Adopted Budget.

Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Social Services - Administration</b></p> <p><b>Departmental Management (17.0 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.</p>	\$6,906,274	\$7,241,924	\$335,650	4.9%
<p><b>Benefit Programs (32.8 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:</p> <p><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.</p> <p><u>Medicaid</u> - funding for payment to providers of a broad range of medical services to eligible individuals.</p> <p><u>Family Access to Medical Insurance Security (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>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>				

(DEPARTMENT OF SOCIAL SERVICES CONTINUED)

Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Service Programs (42.0 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> <p><u>Prevention and Support Services</u> - provides to individuals and families with services 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.</p> <p><u>Child Care Assistance</u> - provides assistance with childcare to low-income parents who are working and/or attending school.</p> <p><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).</p> <p><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 information.</p>				
<p><b>Social Services - Direct Assistance:</b> Social Services make direct assistance payments for certain services. All assistance payments are either partially or fully funded by state/federal resources.</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>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>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>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.</p>	3,032,234	3,149,884	\$117,650	3.9%

(DEPARTMENT OF SOCIAL SERVICES CONTINUED)

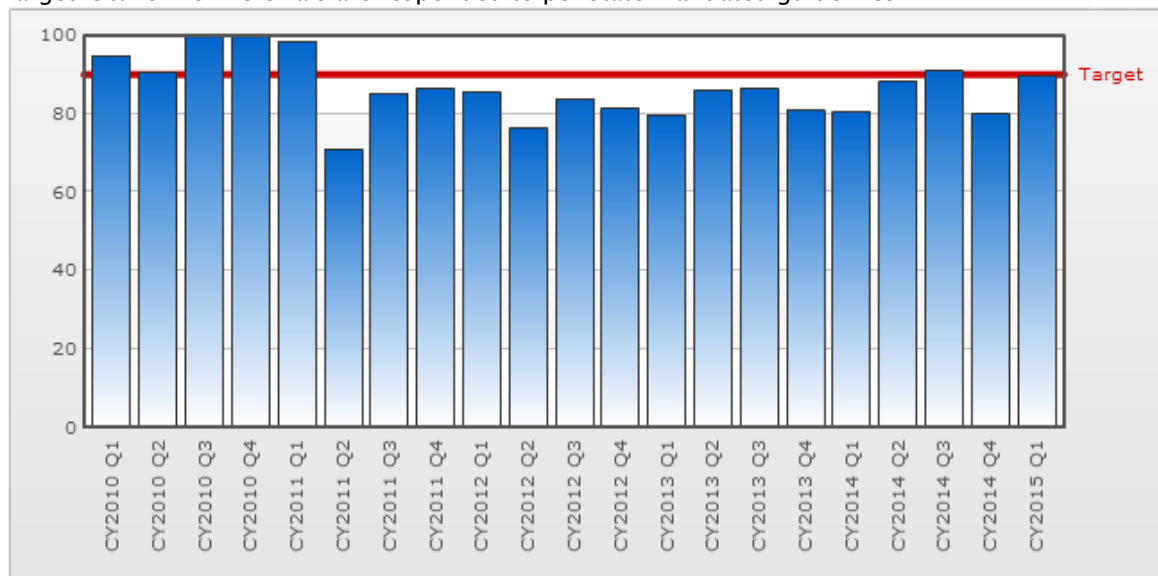
<b>Family Support (14.9 positions):</b> partnership between Albemarle County Public Schools and the Department of Social Services that provides prevention and intervention services that support children's growth and development, strengthen families, and promote school success through home, school, and community collaboration and also includes support to the Bright Stars program.	1,080,696	1,132,065	\$51,369	4.8%
<b>Medicaid - UVA (8.0 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.	559,865	552,436	(\$7,429)	-1.3%
<b>TOTAL, SOCIAL SERVICES</b>	<b>\$11,579,069</b>	<b>\$12,076,309</b>	<b>\$497,240</b>	<b>4.3%</b>
<b>Transfers to Other Funds:</b>				
Comprehensive Services Act (CSA)	2,730,527	2,340,000	(390,527)	-14.3%
Bright Stars Program	799,787	898,368	98,581	12.3%
<b>TOTAL, INCLUDING TRANSFERS TO OTHER FUNDS</b>	<b>\$15,109,383</b>	<b>\$15,314,677</b>	<b>\$205,294</b>	<b>1.4%</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 KPI information, please visit our website at [www.albemarle.org/performance](http://www.albemarle.org/performance).

**CPS Referral Response Timelines**

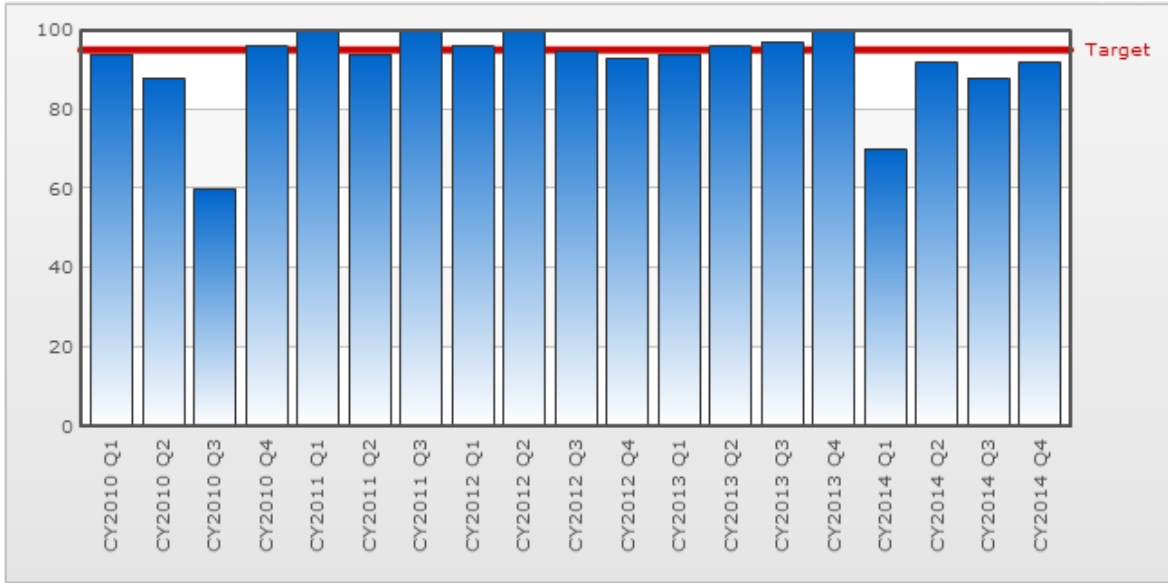
Target: 90% of new referrals are responded to per state-mandated guidelines



(DEPARTMENT OF SOCIAL SERVICES CONTINUED)

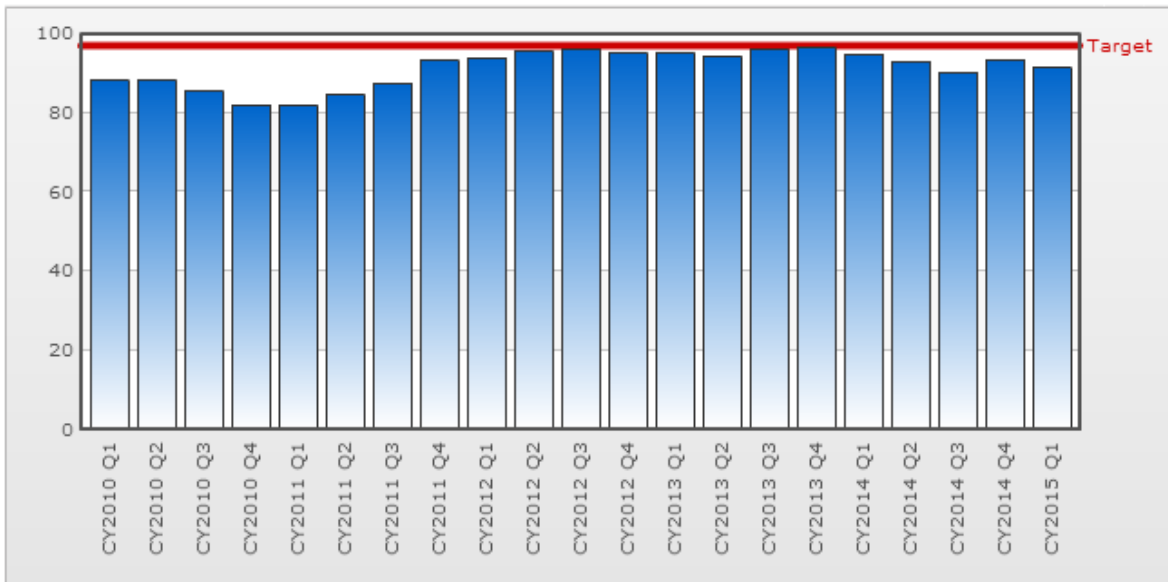
**Adult Care Assessment Timeliness**

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 15 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 16 composite index for this program will not be determined by the state until after the County’s FY 16 budget is adopted.

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. Albemarle County Schools provide in-kind support, such as maintenance, utilities, and transportation. The Department of Social Services also provides in-kind support, such as support for overall management of the program including hiring and supervision of the family support workers. The Department of Social Services’ Family Support program operates in conjunction with the Bright Stars Program and is administered by the Albemarle County Department of Social Services. **This program’s support of the County’s Strategic Plan goals and objectives is included in the Strategic Planning section of this document.**

## FINANCIAL DATA

BRIGHT STARS								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP/ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Salaries	\$780,632	\$808,763	\$808,763	\$818,962	\$818,962	\$910,751	\$101,988	12.6%
Benefits	293,316	345,887	345,887	360,286	360,286	402,016	56,129	16.2%
Operating	50,196	55,887	55,887	54,898	54,898	59,141	3,254	5.8%
Capital Outlay	0	250	250	250	250	12,704	12,454	4981.6%
<b>EXPENDITURE TOTAL</b>	<b>\$1,124,143</b>	<b>\$1,210,787</b>	<b>\$1,210,787</b>	<b>\$1,234,396</b>	<b>\$1,234,396</b>	<b>\$1,384,612</b>	<b>\$173,825</b>	<b>14.4%</b>
<b>REVENUES</b>								
Virginia Preschool Initiative (State)	\$409,500	\$411,000	\$411,000	\$411,000	\$411,000	\$486,244	\$75,244	18.3%
Transfer from School Fund	97,495	0	0	0	0	0	0	
Transfer from General Fund	603,834	799,787	799,787	823,396	823,396	898,368	98,581	12.3%
<b>REVENUE TOTAL</b>	<b>\$1,110,829</b>	<b>\$1,210,787</b>	<b>\$1,210,787</b>	<b>\$1,234,396</b>	<b>\$1,234,396</b>	<b>\$1,384,612</b>	<b>\$173,825</b>	<b>14.4%</b>
<b>POSITIONS</b>	<b>18.7</b>	<b>18.7</b>	<b>18.7</b>	<b>18.7</b>	<b>18.7</b>	<b>21.1</b>	<b>2.4</b>	<b>12.8%</b>

## OVERVIEW/NOTABLE CHANGES

**FY 16 Recommended Budget:** The Bright Stars Fund budget increases by \$23,609 or 1.9% and reflects the following changes:

- 2.3% increase for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document. Teacher salary scale is based upon market and School Board direction.
- 9.6% increase in the Board contribution for health insurance rates.
- Net decrease of \$989 or 1.8% in operating costs in part-time wages and substitute wages and related benefits based on recent expenditure trends.
- Revenues for this fund increase \$23,609 or 1.9% and support the described changes in expenditures for this fund.

*(BRIGHT STARS PROGRAM CONTINUED)*

**FY16 Adopted Budget:** The Bright Stars Fund adopted budget increases by \$173,825, or 14.4% and includes the following changes from the recommended budget:

- 3.6% salary increase and associated pay for performance increases effective October 1, 2015.
- An additional \$101,924 for an additional Bright Stars classroom.

# 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% in state funding and 22.74% to 56.26% in local funding depending on the service provided.

## FINANCIAL DATA

CSA								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Mandated Services	\$8,561,475	\$8,852,867	\$8,852,867	\$10,020,272	\$10,020,272	\$10,020,272	\$1,167,405	13.2%
Non-Mandated Services	75,003	121,312	121,312	121,312	121,312	121,312	0	0.0%
EXPENDITURE TOTAL	\$8,636,478	\$8,974,179	\$8,974,179	\$10,141,584	\$10,141,584	\$10,141,584	\$1,167,405	13.0%
<b>REVENUES</b>								
State	\$4,489,879	\$4,810,256	\$4,810,256	\$5,910,778	\$5,910,778	\$5,910,778	\$1,100,522	22.9%
School Fund Transfer	2,789,803	1,433,396	1,433,396	1,890,806	1,890,806	1,890,806	457,410	31.9%
General Fund Transfer	2,350,000	2,730,527	2,730,527	2,340,000	2,340,000	2,340,000	(390,527)	-14.3%
Fund Balance	0	84,409	463,678	700,854	700,854	700,854	616,445	
REVENUE TOTAL	\$9,629,682	\$9,058,588	\$9,437,857	\$10,842,438	\$10,842,438	\$10,842,438	\$1,783,850	19.7%

## OVERVIEW/NOTABLE CHANGES

**FY 16 Recommended Budget:** The CSA Fund budget increases by \$1,167,405 or 13.0% and reflects the following changes:

- Net *Increase* of \$1,167,405 or 13.2% in mandated services based on recent service trends
  - Current school division expenditures have *increased* due to increased need for educational services and Alternative Day Placements
  - Current general government expenditures have *decreased* primarily due to an effort to use community based services which generally have a greater reimbursement rate from the state
- *Increase* of \$1,167,405 or 13.0% in total revenue, which is attributable to the corresponding increase in expenditures
- School division and General Government plan to continue a review of the funding structure heading into the FY17 budget

**FY 16 Adopted Budget:** There are no changes made to the recommended budget.

# HEALTH AND WELFARE CONTRIBUTIONS

(General Fund)

## FINANCIAL DATA

HEALTH AND WELFARE CONTRIBUTIONS								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
African American Teaching Fellows	\$0	\$0	\$0	\$5,000	\$0	\$0	\$0	
AIDS/HIV Services Group	3,600	3,600	3,600	0	0	0	(3,600)	-100.0%
Big Brothers/Big Sisters	0	0	0	20,000	0	0	0	
Boys & Girls Club	20,000	20,000	20,000	50,000	20,000	20,000	0	0.0%
C'ville-Albemarle Health Department	563,121	640,217	583,942	637,856	637,856	637,856	(2,361)	-0.4%
Charlottesville Free Clinic	116,390	116,390	116,390	138,000	116,699	116,699	309	0.3%
Community Investment Collaborative	0	0	0	10,000	0	0	0	
Computers4Kids	13,379	13,379	13,379	16,725	13,379	13,379	0	0.0%
Contribution to ABRT	15,356	14,207	14,207	14,477	14,477	14,477	270	1.9%
JAUNT	1,151,711	1,151,711	1,151,711	1,328,116	1,316,575	1,328,116	176,405	15.3%
Jefferson Area Board for Aging	301,780	307,678	307,678	307,678	307,678	307,678	0	0.0%
Jefferson Area CHIP	301,500	301,500	301,500	345,400	301,500	301,500	0	0.0%
Legal Aid Justice Center	38,700	38,700	38,700	48,375	27,175	38,700	0	0.0%
Madison House	9,900	9,900	9,900	9,900	0	0	(9,900)	-100.0%
On Our Own	0	0	0	8,000	0	0	0	
Piedmont CASA	9,270	9,270	9,270	11,588	9,270	9,270	0	0.0%
Piedmont Virginia Community College	24,962	24,024	24,024	23,510	23,510	23,510	(514)	-2.1%
Piedmont Workforce Network	13,805	13,805	13,805	15,410	15,410	15,410	1,605	11.6%
ReadyKids*	74,490	74,490	74,490	85,664	68,291	68,291	(6,199)	-8.3%
Region Ten	658,856	704,083	704,083	712,583	704,083	704,083	0	0.0%
Sexual Assault Resource Agency	20,000	20,000	20,000	20,600	20,600	20,600	600	3.0%
Shelter for Help in Emergency	85,514	85,514	85,514	88,400	88,079	88,079	2,565	3.0%
Tax Relief for the Elderly/Disabled	893,379	965,000	850,000	950,000	950,000	950,000	(15,000)	-1.6%
TJ Area Coalition for the Homeless	7,500	15,500	23,000	34,401	20,405	20,405	4,905	31.6%
United Way	117,100	117,100	117,100	138,400	12,600	117,100	0	0.0%
Childcare Scholarship Contingency	0	0	0	0	104,500	0	0	
Women's Initiative	0	0	0	30,000	0	0	0	
<b>TOTAL CONTRIBUTIONS</b>	<b>\$4,440,313</b>	<b>\$4,646,068</b>	<b>\$4,482,293</b>	<b>\$5,050,083</b>	<b>\$4,772,087</b>	<b>\$4,795,153</b>	<b>\$149,085</b>	<b>3.2%</b>

\*Formerly known as Children, Youth, and Family Services

## OVERVIEW/NOTABLE CHANGES

### FY 15 Projected:

- Includes \$7,500 re-appropriated for TJ Area Coalition for the Homeless and a one-time savings of \$56,275 for the Health Department due to a one-year delay of a new lease agreement.

### FY 16 Recommended Budget:

- Overall, Health and Welfare contributions *increase* \$126,019 or 2.7%:
- Charlottesville-Albemarle Health Department request is a net *decrease* of \$2,361 or 0.4% due to the FY15 negotiated lease agreement and FY16 increasing costs for existing services (e.g. lease and personnel)
- Increase* of \$270 or 1.9% for the contribution to the City of Charlottesville to manage the FY17 Agency Budget Review Team (ABRT) process.
- JABA's total funding of \$307,768 is unchanged from FY15 and includes the second year of a two-year reallocation of funding from the Mountainside Senior Living Program to Information and Assistance and Long-term Care Ombudsman programs, as requested by JABA.
- JAUNT funding *increases* by \$164,864 or 14.3% due to JAUNT's increased costs for existing services (e.g. personnel and vehicle-related), state and federal revenues that are not increasing as much as the expenditures, the County's increased share of JAUNT costs based on service hours, and the provision of \$9,283 for the County's share of a previously grant-funded Mobility Analyst position. JAUNT's request of \$11,541 for the County's share of a new Operations Supervisor position is not recommended for funding.
- Piedmont Virginia Community College's *decrease* of \$514 or 2.1% is based on County's percentage of enrollment.
- Piedmont Workforce Network *increase* of \$1,605 or 11.6% is based on the County's share of costs based on a 0.15 cent per capita funding formula.
- Region Ten's total funding of \$704,083 is unchanged from FY15 for the two programs, Comprehensive Services and Healthy Transitions programs. Region Ten requests the County provide \$42,500 or 50% of the local funding for the Healthy Transitions program; this recommendation provides \$34,000 or 40% of the local funding for the program based on the County's share of program participants.
- Tax Relief program funding is *decreasing* \$15,000 or 1.6% based upon historic expenditure trends for this program.

(HEALTH AND WELFARE AGENCY CONTRIBUTIONS CONTINUED)

- All other recommendations are based on the City/County Agency Budget Review Team (ABRT) process and coordination with the City of Charlottesville.

**FY 16 Adopted Budget:**

- Provides an additional \$11,541 to JAUNT.
- Provides an additional \$11,525 to Legal Aid Justice Center.
- Reallocates \$104,500 from the Childcare Scholarship Contingency to the United Way.

**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 16 are based on the ABRT process and in coordination with the City of Charlottesville. No new programs are recommended to be funded by the County in FY16 due to funding constraints.

**HEALTH AND WELFARE AGENCIES**

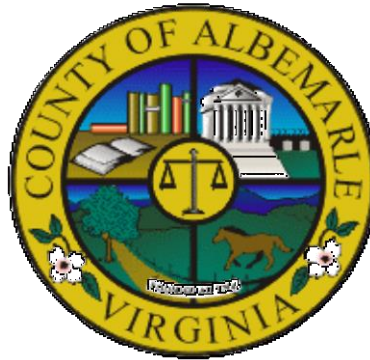
Description	FY 15 Adopted	FY 16 Requested	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>*Agencies reviewed by the City/County Agency Budget Review Team (ABRT)</b>					
<b>*African American Teaching Fellows (AATF):</b> AATF recruits African American teachers to serve the County of Albemarle and City of Charlottesville and provides Fellows with financial support, mentoring, and professional development.	\$0	\$5,000	\$0	\$0	
<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	0	0	(3,600)	-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	20,000	0	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.	20,000	50,000	20,000	0	0.0%
<b>Charlottesville-Albemarle 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.	640,217	637,856	637,856	(2,361)	-0.4%
<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.	116,390	138,000	116,699	309	0.3%
<b>*Community Investment Collaborative (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>*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.	13,379	16,725	13,379	0	0.0%
<b>Contribution to ABRT:</b> Provides funding to the City of Charlottesville to coordinate the FY 17 Agency Budget Review Team (ABRT) process.	14,207	14,477	14,477	270	1.9%

(HEALTH AND WELFARE AGENCY CONTRIBUTIONS CONTINUED)

Description	FY 15 Adopted	FY 16 Requested	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>*Agencies reviewed by the City/County Agency Budget Review Team (ABRT)</b>					
<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.	1,151,711	1,328,116	1,328,116	176,405	15.3%
<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.	307,678	307,678	307,678	0	0.0%
<b>*Jefferson Area Children's Health Improvement Program (CHIP):</b> Jefferson Area CHIP provides nursing and family support services to low-income children, 0-6, and pregnant women to support nurturing homes and healthy kids, including supporting success by encouraging teen parents to continue their education, receive prenatal care, delay pregnancies, and raise a healthy child.	301,500	345,400	301,500	0	0.0%
<b>*Legal Aid Justice Center:</b> Legal Aid offers full representation in traditional poverty law areas, including housing, health, mental health services, consumer protection, employment, unemployment, and public benefits.	38,700	48,375	38,700	0	0.0%
<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	9,900	0	(9,900)	-100.0%
<b>*On Our Own:</b> The mission of On Our Own is to provide mutual support, self-help, advocacy, education, information, and referral services to individuals who have experienced significant problems in their lives due to a mental illness and who acknowledge this, and to advocate for positive changes within the traditional mental health system.	0	8,000	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.	9,270	11,588	9,270	0	0.0%
<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.	24,024	23,510	23,510	(514)	-2.1%
<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.	13,805	15,410	15,410	1,605	11.6%
<b>*ReadyKids:</b> Formerly known as Children Youth and Family Services (CYFS), ReadyKids 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.	74,490	85,664	68,291	(6,199)	-8.3%
<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.	704,083	712,583	704,083	0	0.0%

(HEALTH AND WELFARE AGENCY CONTRIBUTIONS CONTINUED)

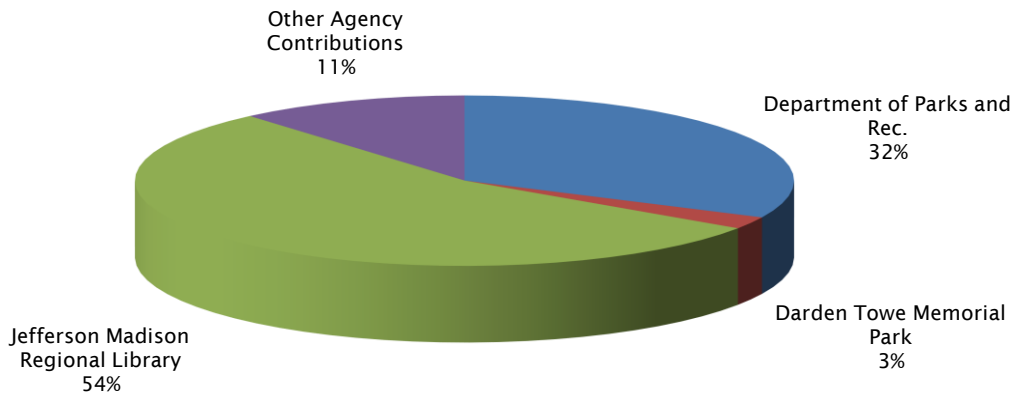
Description	FY 15 Adopted	FY 16 Requested	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>*Agencies reviewed by the City/County Agency Budget Review Team (ABRT)</b>					
<b>*Sexual Assault Resource Agency (SARA):</b> SARA provides crisis intervention and ongoing support to victims of sexual assault, preventative peer education for adolescents, child assault prevention programs, and special outreach programs.	20,000	20,600	20,600	600	3.0%
<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.	85,514	88,400	88,079	2,565	3.0%
<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.	965,000	950,000	950,000	(15,000)	-1.6%
<b>*Thomas Jefferson Area Coalition for the Homeless (TJACH):</b> TJACH works to reduce homelessness by initiating creative solutions and coordinating regional resources and services.	15,500	34,401	20,405	4,905	31.6%
<b>*United Way:</b> The <i>Self-Sufficiency Program</i> promotes financial stability for low income residents through free tax assistance, information and referral, and free medication assistance for uninsured persons. The <i>Child Care Scholarship Program</i> provides partial financial assistance for low income working families to help pay the cost of quality child care.	117,100	138,400	117,100	0	0.0%
<b>*Childcare Scholarship Contingency:</b> As part of the ABRT process, this is the second year that the Child Care Scholarship application has been rated as fair. Typically, the Team would recommend defunding the program. However, the scholarships provided are critical to promoting self-sufficiency among local residents. Therefore, the Team recommends that funding be reserved for this purpose and suggests that the Board of Supervisors direct staff to work with United Way and other community partners to find the best way to support child care needs.	0	0	0	0	
<b>*Women's Initiative:</b> The mission of The Women's Initiative is to provide effective counseling services, social support and education to empower women to transform challenging life situations into opportunities for renewed well-being and personal growth.	0	30,000	0	0	
<b>TOTAL, HEALTH AND WELFARE CONTRIBUTIONS</b>	<b>\$4,646,068</b>	<b>\$5,050,083</b>	<b>\$4,795,153</b>	<b>\$149,085</b>	<b>3.2%</b>





# PARKS, RECREATION, AND CULTURE

## FY 16 Adopted Parks, Recreation & Culture Budget \$7,449,994



	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPT	\$ ADP-ADP	% ADP/ADP
Department of Parks and Rec.	\$2,232,688	\$2,371,740	\$2,414,953	\$2,482,550	\$2,386,814	\$2,392,704	\$20,964	0.9%
Darden Towe Memorial Park	203,133	155,374	155,374	173,779	173,779	174,037	\$18,663	12.0%
Jefferson Madison Regional Library	3,448,931	3,824,889	3,824,889	4,055,351	4,031,728	4,040,320	\$215,431	5.6%
Other Agency Contributions	723,982	791,885	791,885	1,007,215	839,933	842,933	\$51,048	6.4%
<b>TOTAL</b>	<b>\$6,608,734</b>	<b>\$7,143,888</b>	<b>\$7,187,101</b>	<b>\$7,718,895</b>	<b>\$7,432,254</b>	<b>\$7,449,994</b>	<b>\$306,106</b>	<b>4.3%</b>



# DEPARTMENT OF PARKS AND RECREATION

## MISSION

In partnership with residents, the mission of the Parks and Recreation Department is to preserve, protect, maintain and enhance its natural resources, public parkland, open spaces, trails and recreation facilities for current and future generations in a safe and secure environment.

## DESCRIPTION

Parks and Recreation provides comprehensive programs, facilities and services which respond to changing needs within the community that enhance the overall quality of life and general well being of residents and visitors.

## 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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$1,268,001	\$1,298,037	\$1,295,820	\$1,322,645	\$1,316,885	\$1,321,624	\$23,587	1.8%
BENEFITS	331,960	347,367	335,840	369,636	369,636	370,787	23,420	6.7%
OPERATING	527,605	581,550	610,984	585,639	585,639	585,639	4,089	0.7%
CAPITAL OUTLAY	105,122	144,786	172,309	114,654	114,654	114,654	(30,132)	-20.8%
ESSENTIAL SERVICE SUPPORT	0	0	0	89,976	0	0	0	
EXPENDITURE TOTAL	\$2,232,688	\$2,371,740	\$2,414,953	\$2,482,550	\$2,386,814	\$2,392,704	\$20,964	0.9%
<b>REVENUE</b>								
LOCAL FEES	\$347,560	\$359,699	\$349,047	\$359,331	\$359,331	\$359,331	(\$368)	-0.1%
TOURISM TRANSFER	902,985	671,707	671,707	864,134	864,134	864,134	192,427	28.6%
REVENUE TOTAL	\$1,250,545	\$1,031,406	\$1,020,754	\$1,223,465	\$1,223,465	\$1,223,465	\$192,059	18.6%
<b>NET COST</b>	<b>\$982,143</b>	<b>\$1,340,334</b>	<b>\$1,394,199</b>	<b>\$1,259,085</b>	<b>\$1,163,349</b>	<b>\$1,169,239</b>	<b>(\$171,095)</b>	<b>-12.8%</b>
<b>POSITIONS</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>18.0</b>	<b>17.0</b>	<b>17.0</b>	<b>0.0</b>	<b>0.0%</b>
(permanent positions only)								

## OVERVIEW/ NOTABLE CHANGES

### FY 15 Projected:

- Includes appropriations of \$27,543 for re-appropriated park maintenance equipment and \$10,000 to support of the use of the Yancey Elementary School building for intergenerational activities. The \$10,000 in support is for expenses such as custodial costs associated with use of the school building for after hour community activities.

### FY 16 Recommended Budget:

- 2.3% increase for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% increase in the Board contribution for health insurance rates

(DEPARTMENT OF PARKS AND RECREATION CONTINUED)

- Net operating *increase* of \$4,089, or 0.7% which includes:
  - *Increase* of \$13,787 for building, equipment, and vehicle repairs and maintenance and utilities based on recent expenditure trends and rates.
  - *Decrease* of \$7,342 in payment to the City of Charlottesville for therapeutic programs based on the County’s share of past participation. This change will not impact County residents participating in these programs.
- \$30,132 or 20.8% *decrease* in capital outlay primarily due to a reduction in the amount required for the replacement of parks maintenance equipment in FY16.
- \$192,059 or 18.6% *increase* in related revenues primarily due to an anticipated increase in transient occupancy tax revenues transferred from the Tourism Fund, which contributes to a *decrease* of \$176,985 or 13.2% in the net cost of the department.
- Unfunded requests include an Assistant Director and a temporary (12 week) Office Associate.

**FY 16 Adopted Budget:** The Department of Park and Recreation’s adopted budget increases by \$20,964 or 0.9% and includes the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.

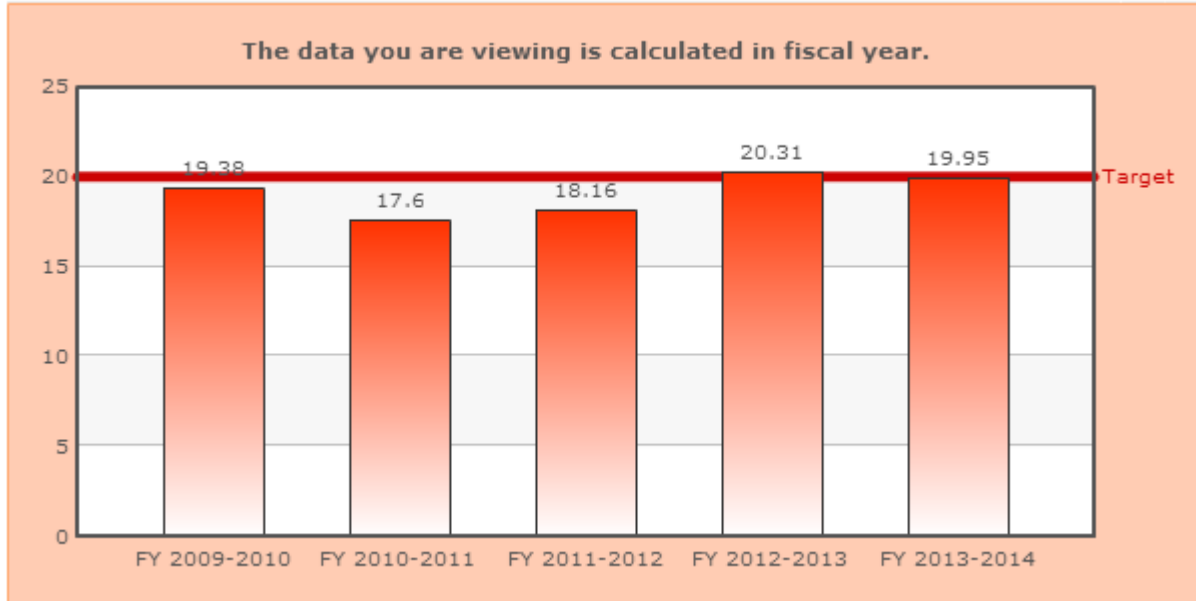
Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Administration (2.0 positions):</b> This division provides coordination, resources, and support for all other department programs. This includes overseeing the maintenance of over 3,300 acres of parkland, 50 miles of greenway and recreational trails, 44 athletic fields, the programming of recreational activities, and the construction of several capital projects each year.	\$239,993	\$244,000	\$4,007	1.7%
<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.	220,732	225,155	\$4,423	2.0%
<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.	80,422	94,268	\$13,846	17.2%
<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.	1,280,399	1,276,183	(\$4,216)	-0.3%
<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.	185,389	185,375	(\$14)	0.0%
<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.	180,664	180,656	(\$8)	0.0%
<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.	184,141	187,067	\$2,926	1.6%
<b>TOTAL, PARKS AND RECREATION</b>	<b>\$2,371,740</b>	<b>\$2,392,704</b>	<b>\$20,964</b>	<b>0.9%</b>

(DEPARTMENT OF PARKS AND RECREATION CONTINUED)

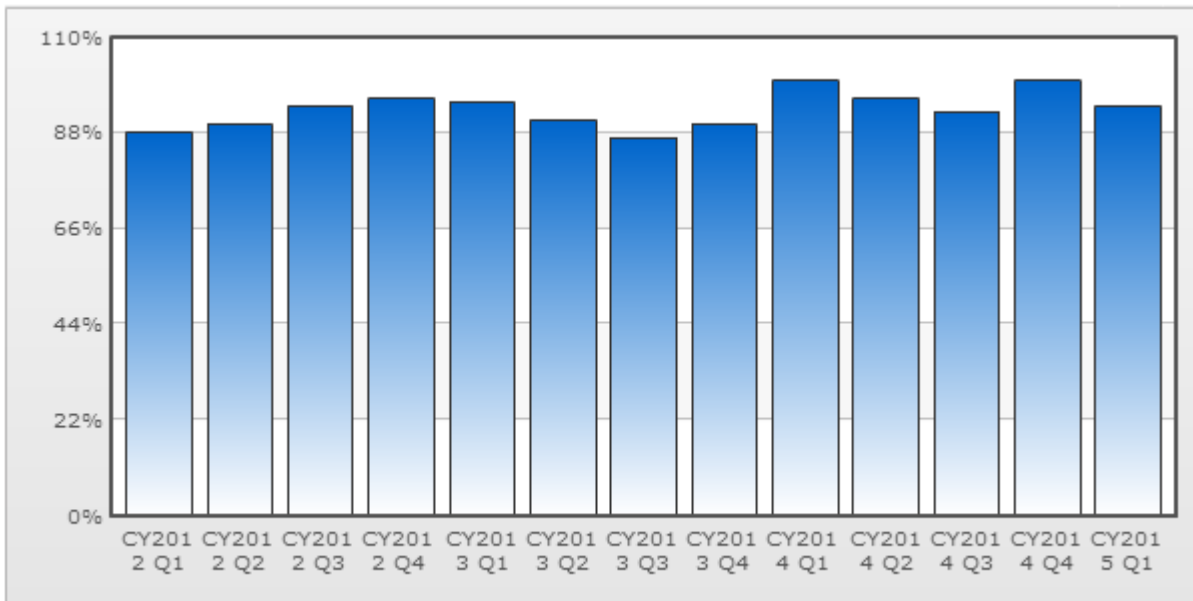
**KEY PERFORMANCE INDICATORS (KPIs)**

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/performance](http://www.albemarle.org/performance).

**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 parks 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 athletic fields in the City and the County. The expenses of operating the park are shared by the City (30.62%) and the County (69.38%).

## FINANCIAL DATA

DARDEN TOWE PARK								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$103,814	\$101,253	\$101,253	\$105,678	\$105,678	\$105,884	\$4,631	4.6%
BENEFITS	45,168	47,212	47,212	49,612	49,612	49,664	2,452	5.2%
OPERATING	87,621	90,001	91,935	104,605	104,605	104,605	14,604	16.2%
CAPITAL OUTLAY	75,139	9,000	9,000	13,000	13,000	13,000	4,000	44.4%
<b>EXPENDITURE TOTAL</b>	<b>\$311,742</b>	<b>\$247,466</b>	<b>\$249,400</b>	<b>\$272,895</b>	<b>\$272,895</b>	<b>\$273,153</b>	<b>\$25,687</b>	<b>10.4%</b>
<b>REVENUES</b>								
<b>NON-COUNTY SHARE</b>								
CITY PORTION	88,840	68,572	68,572	76,695	76,695	76,695	8,123	11.8%
RECREATION FEES	12,030	14,400	14,400	13,301	13,301	13,301	(1,099)	-7.6%
OTHER LOCAL	9,340	9,120	9,120	9,120	9,120	9,120	0	0.0%
<b>NON-COUNTY SHARE TOTAL</b>	<b>\$110,209</b>	<b>\$92,092</b>	<b>\$92,092</b>	<b>\$99,116</b>	<b>\$99,116</b>	<b>\$99,116</b>	<b>\$7,024</b>	<b>7.6%</b>
<b>COUNTY SHARE</b>	<b>\$203,133</b>	<b>\$155,374</b>	<b>\$155,374</b>	<b>\$173,779</b>	<b>\$173,779</b>	<b>\$174,037</b>	<b>\$18,663</b>	<b>12.0%</b>
<b>TOTAL REVENUES</b>	<b>\$313,342</b>	<b>\$247,466</b>	<b>\$247,466</b>	<b>\$272,895</b>	<b>\$272,895</b>	<b>\$273,153</b>	<b>\$25,687</b>	<b>10.4%</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 the 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/ NOTABLE CHANGES

**FY 16 Recommended Budget:** The Darden Towe Park Fund budget *increases* \$25,429 or 10.3%, and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall "pay for performance reserve" is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% *increase* in the Board contribution for health insurance rates
- \$14,604 or 16.2%, *increase* in operating expenditures based on increased building repair and maintenance and recreation equipment replacement needs.
- \$4,000 or 44.4% *increase* in capital outlay costs based on anticipated maintenance equipment replacement needs.

**FY 16 Adopted Budget:** The Darden Towe Park adopted budget *increases* by \$25,687 or 10.4% and includes the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.

# 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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
JM Regional Library	\$3,448,931	\$3,824,889	\$3,824,889	\$4,055,351	\$4,031,728	\$4,040,320	\$215,431	5.6%

## OVERVIEW/NOTABLE CHANGES

### FY 16 Recommended Budget:

- The contribution to Jefferson Madison Regional Library (JMRL) *increases* \$206,839 or 5.4% and includes funding for the following:
  - \$84,730 *increase* for the County’s share of costs for the full year impact of the new Northside Library.
  - \$142,949 *increase* for the County’s share of existing library system costs per the regional JMRL agreement, primarily due to personnel costs, including year two of a three-year salary study implementation and a seven percentage point increase in JMRL’s rate for retirement costs.
  - A one-time \$20,840 *decrease* for a credit to the County based on projected savings in FY15 from the delay in opening the new Northside Library.
- The recommended budget does not include \$15,031 for the County’s share of a requested additional half-time computer support staff position and \$8,592 for four (4) additional weekly hours at Scottsville Library.
- In addition to the County’s direct contribution to JMRL, \$199,944 in funding is provided in FY 16 to continue the County’s support to the library system for the building/grounds operations and utilities at the Crozet and Scottsville Library facilities. These costs can be found in the Public Works chapter of this document under General Services.

### FY 16 Adopted Budget:

- Provides an additional \$8,592 for four (4) additional weekly hours at Scottsville Library.

# RECREATION AND CULTURAL AGENCY CONTRIBUTIONS

## FINANCIAL DATA

AGENCY CONTRIBUTIONS								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
RECREATION AND CULTURAL AGENCIES								
African Amer. Cultural Fest. / Chihamba	\$2,700	\$2,700	\$2,700	\$3,000	\$2,700	\$2,700	\$0	0.0%
Albemarle/C'ville Historical Society	13,000	0	0	12,250	0	0	0	
Ash Lawn Opera	3,800	3,800	3,800	7,750	3,800	3,800	0	0.0%
C'ville/Albemarle Conv. Visitors Bureau	666,195	725,098	725,098	773,146	773,146	773,146	48,048	6.6%
Festival of Cultures	0	0	0	3,000	0	0	0	
First Night Virginia	0	0	0	3,000	0	0	0	
Journey Through Hallowed Ground	0	0	0	11,782	0	0	0	
Literacy Volunteers	25,287	25,287	25,287	25,287	25,287	25,287	0	0.0%
Municipal Band	8,000	5,000	5,000	8,000	5,000	8,000	3,000	60.0%
Paramount Theater	0	0	0	80,000	0	0	0	
Piedmont Council for the Arts	5,000	10,000	10,000	20,000	10,000	10,000	0	0.0%
Tom Tom Founders Festival	0	0	0	15,000	0	0	0	
Virginia Discovery Museum	0	0	0	10,000	0	0	0	
Virginia Festival of the Book	0	10,000	10,000	10,500	10,000	10,000	0	0.0%
Virginia Film Festival	0	10,000	10,000	12,000	10,000	10,000	0	0.0%
WNRN Radio	0	0	0	12,500	0	0	0	
<b>TOTAL AGENCY CONTRIBUTIONS</b>	<b>\$723,982</b>	<b>\$791,885</b>	<b>\$791,885</b>	<b>\$1,007,215</b>	<b>\$839,933</b>	<b>\$842,933</b>	<b>\$51,048</b>	<b>6.4%</b>
<b>REVENUE</b>								
STATE	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.0%
TOURISM FUND TRANSFER	675,195	756,598	756,598	804,646	804,646	804,646	48,048	6.4%
<b>REVENUE TOTAL</b>	<b>\$675,195</b>	<b>\$761,598</b>	<b>\$761,598</b>	<b>\$809,646</b>	<b>\$809,646</b>	<b>\$809,646</b>	<b>\$48,048</b>	<b>6.3%</b>
<b>NET COST</b>	<b>\$48,787</b>	<b>\$30,287</b>	<b>\$30,287</b>	<b>\$197,569</b>	<b>\$30,287</b>	<b>\$33,287</b>	<b>\$3,000</b>	<b>9.9%</b>

## OVERVIEW/NOTABLE CHANGES

**FY 16 Recommended Budget:** Overall, Recreation and Cultural Agency contributions *increase* \$48,048, or 6.1% and reflect the following notable changes:

- The Charlottesville Albemarle Convention and Visitors Bureau (CACVB) contribution *increases* \$48,048 or 6.6%. This amount is determined by an agreement between the County and City of Charlottesville in which funding for the CACVB is based on a percentage of transient occupancy tax revenues.
- As directed by the Board of Supervisors at its October 1, 2014 meeting, FY16 recommended funding for Recreation and Cultural Agencies is based on a review coordinated by County staff using criteria relevant to cultural agencies.
- The recommendation of level funding for Literacy Volunteers is based on the City/County Agency Budget Review Team (ABRT) process and in coordination with the City of Charlottesville. A summary of the ABRT process can be found in this document’s Health and Welfare Contributions chapter.

**FY 16 Adopted Budget:**

- Provides an additional \$3,000 for the Municipal Band.



(RECREATION AND CULTURAL AGENCY CONTRIBUTIONS CONTINUED)

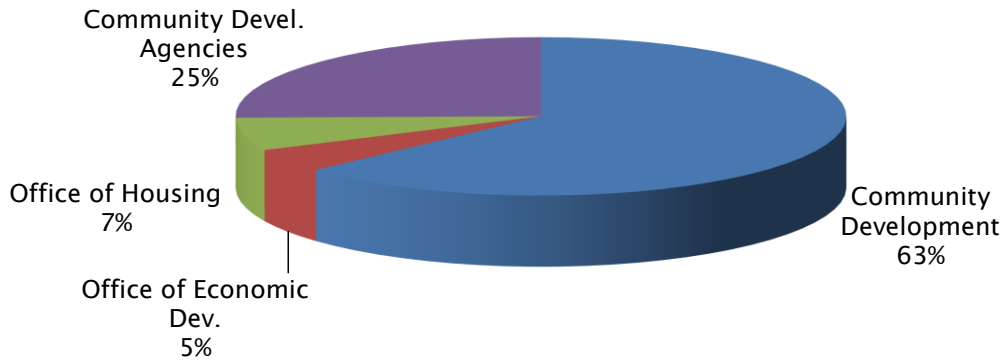
Agency	FY 15 Adopted	FY 16 Request	FY 16 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>* Funding offset by Tourism Revenues</b>					
<b>*African American Cultural Arts Festival (Chihamba):</b> Chihamba is a non-profit community organization dedicated to providing a better understanding of African Cultures 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.	\$2,700	\$3,000	\$2,700	\$0	0.0%
<b>Albemarle Charlottesville Historical Society:</b> The goals of the Albemarle Charlottesville Historical Society (ACHS) are to promote local history through the identification, collection, study, and preservation of the materials of history; to foster and facilitate research and interpretation through educational activities.	0	12,250	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	7,750	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.	725,098	773,146	773,146	\$48,048	6.6%
<b>Festival of Cultures:</b> The Charlottesville Festival of Cultures is a one-day celebration of the area's cultural and linguistic diversity held in a family-friendly venue.	0	3,000	0	\$0	
<b>First Night Virginia:</b> First Night Virginia is a non-profit volunteer driven organization whose mission is to celebrate New Year's Eve by bringing artists and community together for a unique evening of performances, events and activities. First Night Virginia creates a festive atmosphere throughout Downtown Charlottesville and is committed to remaining alcohol-free, accessible, inclusive and fun for all ages.	0	3,000	0	\$0	
<b>Journey Through Hallowed Ground:</b> The Journey Through Hallowed Ground Partnership is a non-profit, four-state partnership dedicated to raising awareness of the unparalleled American heritage in the region running from Gettysburg, PA., through Maryland and Harpers Ferry, W.VA., to Thomas Jefferson's Monticello in Charlottesville, VA.	0	11,782	0	\$0	
<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	25,287	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.	5,000	8,000	8,000	\$3,000	60.0%
<b>Paramount Theater:</b> The Paramount Theater serves approximately 13,000 students annually through live educational performances, each coupled with SOL objectives, classroom enrichment activities and study guides.	0	80,000	0	\$0	
<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 \$5,000 Local Challenge Grant from the Virginia Commission for the Arts.	10,000	20,000	10,000	\$0	0.0%
<b>Tom Tom Founders Festival:</b> The Tom Tom Foundation hosts the Tom Tom Founders Festival in venues throughout Charlottesville and Albemarle. The diverse events and performances highlight the region's music, art & innovation.	0	15,000	0	\$0	

(RECREATION AND CULTURAL AGENCY CONTRIBUTIONS CONTINUED)

Agency	FY 15 Adopted	FY 16 Request	FY 16 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>* Funding offset by Tourism Revenues</b>					
<b>Virginia Discovery Museum (VDM):</b> VDM provides exhibits, programs, and community events that are accessible to all families during the first years of life that are essential to future learning.	0	10,000	0	\$0	
<b>*Virginia Festival of the Book:</b> The mission of the Virginia Festival of the Book is to bring together writers and readers and to promote and celebrate books, reading, literacy, and literary culture.	10,000	10,500	10,000	\$0	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.	10,000	12,000	10,000	\$0	0.0%
<b>WNRN Radio:</b> WNRN's mission is to strengthen communities through arts, music, and education with its 80,000 weekly listeners in Central Virginia and over 150,000 additional listeners per week via online streaming and mobile apps.	0	12,500	0	\$0	
<b>TOTAL</b>	<b>\$791,885</b>	<b>\$1,007,215</b>	<b>\$842,933</b>	<b>\$51,048</b>	<b>6.4%</b>

# COMMUNITY DEVELOPMENT

## FY 16 Adopted Community Development Budget \$7,305,236



	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Community Development	\$4,000,408	\$4,273,714	\$4,257,482	\$4,698,083	\$4,537,281	\$4,613,495	\$339,781	8.0%
Office of Economic Dev.	0	262,089	159,300	274,065	274,065	352,235	90,146	34.4%
Office of Housing	500,504	478,536	486,751	489,734	489,734	492,091	13,555	2.8%
Community Devel. Agencies	1,775,575	1,816,998	1,816,998	2,102,597	1,833,427	1,847,415	30,417	1.7%
<b>TOTAL</b>	<b>\$6,276,488</b>	<b>\$6,831,337</b>	<b>\$6,720,531</b>	<b>\$7,564,479</b>	<b>\$7,134,507</b>	<b>\$7,305,236</b>	<b>\$473,899</b>	<b>6.9%</b>



# COMMUNITY DEVELOPMENT DEPARTMENT

## 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 DEPARTMENT CONTINUED)

FINANCIAL DATA

COMMUNITY DEVELOPMENT DEPARTMENT								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$2,859,827	\$2,973,602	\$3,000,192	\$3,081,567	\$3,061,567	\$3,173,107	\$199,505	6.7%
BENEFITS	964,348	1,054,944	1,018,367	1,116,809	1,115,279	1,153,028	98,084	9.3%
OPERATING	164,873	231,368	215,708	226,334	226,334	233,234	1,866	0.8%
CAPITAL OUTLAY	10,360	12,810	22,225	24,946	24,946	52,946	40,136	313.3%
ESSENTIAL SERVICE SUPPORT	0	0	0	247,247	107,975	0	0	
TRANSFER TO MPO GRANT FUND	1,000	990	990	1,180	1,180	1,180	190	19.2%
<b>EXPENDITURE TOTAL</b>	<b>\$4,000,408</b>	<b>\$4,273,714</b>	<b>\$4,257,482</b>	<b>\$4,698,083</b>	<b>\$4,537,281</b>	<b>\$4,613,495</b>	<b>\$339,781</b>	<b>8.0%</b>
<b>REVENUE</b>								
LOCAL NON-TAX	\$619,386	\$780,091	\$649,138	\$857,891	\$857,891	\$857,891	\$77,800	10.0%
TRANSFER FROM WATER RESOURCES FUND	0	175,000	175,000	166,075	166,075	166,075	-8,925	-5.1%
<b>REVENUE TOTAL</b>	<b>\$619,386</b>	<b>\$955,091</b>	<b>\$824,138</b>	<b>\$1,023,966</b>	<b>\$1,023,966</b>	<b>\$1,023,966</b>	<b>\$68,875</b>	<b>7.2%</b>
<b>NET COST</b>	<b>\$3,381,022</b>	<b>\$3,318,623</b>	<b>\$3,433,344</b>	<b>\$3,674,117</b>	<b>\$3,513,315</b>	<b>\$3,589,529</b>	<b>\$270,906</b>	<b>8.2%</b>
<b>POSITIONS</b>	<b>44.5</b>	<b>46.5</b>	<b>47.5</b>	<b>50.5</b>	<b>48.5</b>	<b>49.5</b>	<b>3.0</b>	<b>6.5%</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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
COMMUNITY DEVELOPMENT	\$4,000,408	\$4,273,714	\$4,257,482	\$4,698,083	\$4,537,281	\$4,613,495	\$339,781	8.0%
INSPECTIONS	1,089,975	1,303,995	1,308,767	1,366,734	1,366,734	1,372,968	68,973	5.3%
<b>EXPENDITURE TOTAL</b>	<b>\$5,090,384</b>	<b>\$5,577,709</b>	<b>\$5,566,249</b>	<b>\$6,064,817</b>	<b>\$5,904,015</b>	<b>\$5,986,463</b>	<b>\$408,754</b>	<b>7.3%</b>
<b>POSITIONS</b>	<b>58.0</b>	<b>62.5</b>	<b>63.5</b>	<b>67.5</b>	<b>65.5</b>	<b>66.5</b>	<b>4.0</b>	<b>6.4%</b>

OVERVIEW/NOTABLE CHANGES

**FY 15 Projected:**

- Includes appropriations of \$53,894 for a Transportation Planner position beginning January 1, 2015 and \$5,000 in proffer funding for the procurement and installation of two roadside historical markers.

**FY 16 Recommended Budget:** The Community Development budget increases \$263,567 or 6.2% and reflects the following:

- 2.3% increase for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% increase in the Board contribution for health insurance rates
- A full year of salaries, benefits, and operating costs associated with the Transportation Planner position approved during FY15.
- Net operating decrease of \$5,034 or 2.2%, primarily due to:
  - A combined \$4,156 increase in telecommunications, computer maintenance, training, vehicle repair and maintenance, and copying costs due to rates and/or expenditure trends; and
  - An \$8,820 decrease in postage costs that are being reallocated to the Department of General Services.
- \$12,136 or 94.7% increase in capital outlay expenditures for anticipated equipment and furniture replacement needs and the department’s contribution to the Vehicle Replacement Fund.
- \$107,975 increase in the Essential Service Support category to provide for a Zoning Enforcement position.
- \$190 or 19.2% increase in the transfer to the Metro Planning Grant Fund (see Other Funds chapter for more information on this Fund).
- Unfunded requests include Planner and Records Imaging Technician positions. A request from the Natural Heritage Committee for a one-quarter (0.25 FTE) Planner is also unfunded, though \$21,530 in funding is continued for a Natural Resources Intern added in FY15.

(COMMUNITY DEVELOPMENT DEPARTMENT CONTINUED)

- Local non-tax revenue *increase* of \$77,800 or 10.0%, primarily due to increasing revenue which is anticipated to fully offset an additional inspector position recommended to be added in FY16 in response to water resources mandates. The expenditures associated with this position are located in the Public Safety - Inspections chapter.

**FY 16 Adopted Budget:** The Community Development adopted budget increases by \$339,781 or 8.0% and includes the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.
- An additional \$54,929 for a Natural Resources position.
- The expenditures previously noted in the Essential Service Support category, which support an additional zoning enforcement position, have been reallocated to the Salaries, Benefits, Operating, and Capital Outlay categories in the Financial Data table for the FY 16 Adopted Budget.

Description	FY 15 Adopted	FY 16 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 services 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 (6.0 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 (16.5 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 (12.0 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>	\$4,010,849	\$4,340,445	\$329,596	8.2%

(COMMUNITY DEVELOPMENT DEPARTMENT CONTINUED)

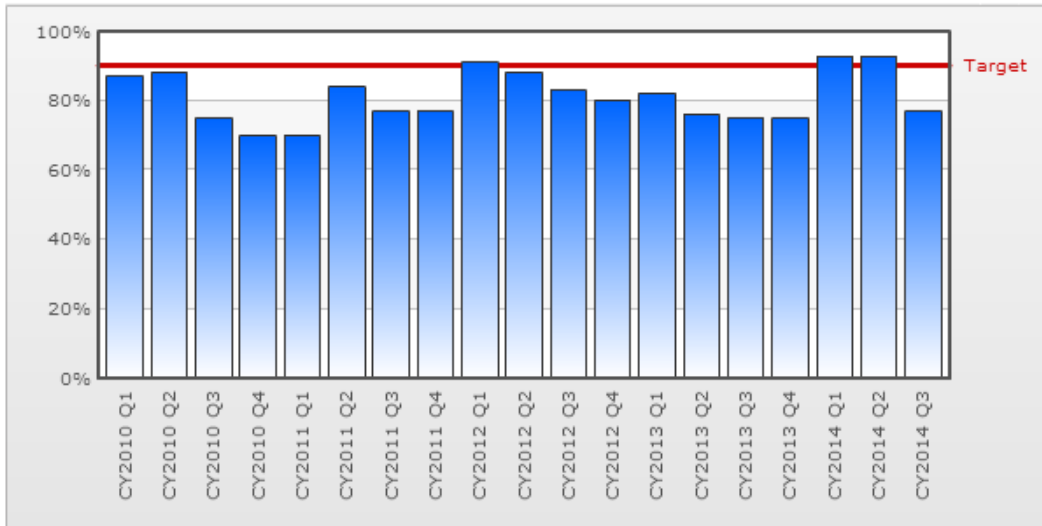
Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>E911-Planning/Geographic Data Services (3.0 positions):</b> This program is managed as part of Information Services, but budgeted as a separate program due to its dedicated funding source. This program provides mapping, graphics, demographic data and geographic information resources as required for the E911 system.	262,865	273,050	10,185	3.9%
<b>TOTAL, COMMUNITY DEVELOPMENT</b>	<b>\$4,273,714</b>	<b>\$4,613,495</b>	<b>\$339,781</b>	<b>8.0%</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 KPI information, please visit our website at [www.albemarle.org/performance](http://www.albemarle.org/performance).

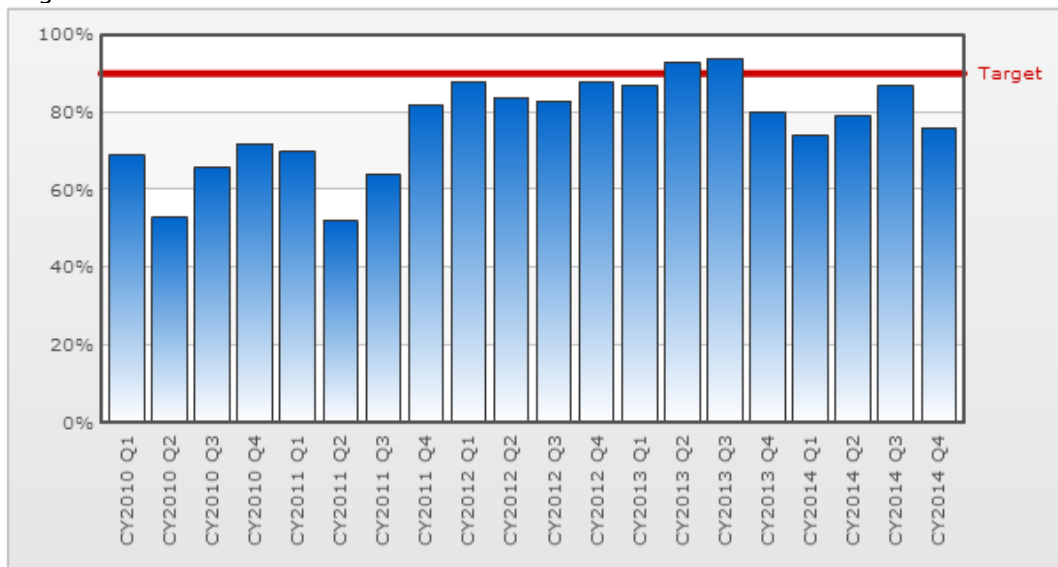
**Review of Current Development Applications**

Target: Review 90% of Current Developmental submittals within 21 days



**Zoning Violations Abated**

Target: Abate or forward to court 90% of violations within 4 months





# OFFICE OF ECONOMIC DEVELOPMENT

## MISSION

To foster and encourage responsible economic development activities that enhance the County’s competitive position and result in quality job creation and career employment opportunities, increased tax base and an improved quality of life for all citizens while respecting Albemarle County’s natural resources and unique character.

## DESCRIPTION

This office is responsible for existing business retention and expansion, business attraction, workforce development and other core functions, with particular emphasis on:

- Overseeing product development (sites and buildings) for target industries and prospect readiness to encourage start-ups, existing business expansions and business relocations;
- Establishing and managing internal and external prospect response teams;
- Identifying appropriate target industry prospects, initiating, and following up on contacts;
- Developing partnerships with local business and real estate interests to leverage resources to attract target industries;
- Serving as the County’s liaison to the Albemarle County Economic Development Authority (EDA), including responsibility for the EDA’s budget development and the oversight of EDA-related financing arrangements; and
- Implementing an expanded Albemarle Business First outreach program and other business retention and expansion initiatives.

## GOALS

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 ECONOMIC DEVELOPMENT								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$0	\$182,052	\$107,190	\$185,525	\$185,525	\$207,449	\$25,397	14.0%
BENEFITS	0	58,997	34,570	63,500	63,500	68,381	9,384	15.9%
OPERATING	0	15,540	12,040	19,540	19,540	70,905	55,365	356.3%
CAPITAL OUTLAY	0	5,500	5,500	5,500	5,500	5,500	0	0.0%
EXPENDITURE TOTAL	\$0	\$262,089	\$159,300	\$274,065	\$274,065	\$352,235	\$90,146	34.4%
<b>NET COST</b>	<b>\$0</b>	<b>\$262,089</b>	<b>\$159,300</b>	<b>\$274,065</b>	<b>\$274,065</b>	<b>\$352,235</b>	<b>\$90,146</b>	<b>34.4%</b>
POSITIONS	0.0	2.5	2.5	2.5	2.5	2.5	0.0	0.0%

## OVERVIEW/NOTABLE CHANGES

**FY 16 Recommended Budget:** The Office of Economic Development budget increases \$11,976 or 4.6% and reflects the following:

- 2.3% increase for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% increase in the Board contribution for health insurance rates.
- Reallocates \$4,000 in operating costs from the County Executive’s Office for economic vitality materials.

**FY 16 Adopted Budget:** The Office of Economic Development budget adopted budget increases by \$90,146 or 34.4% and includes the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.
- Provides an additional \$25,345 for salaries and benefits costs that were not anticipated at the time the Recommended Budget was developed.
- \$51,365 in CVPED dues reallocated from the Board of Supervisors budget.

(OFFICE OF ECONOMIC DEVELOPMENT CONTINUED)

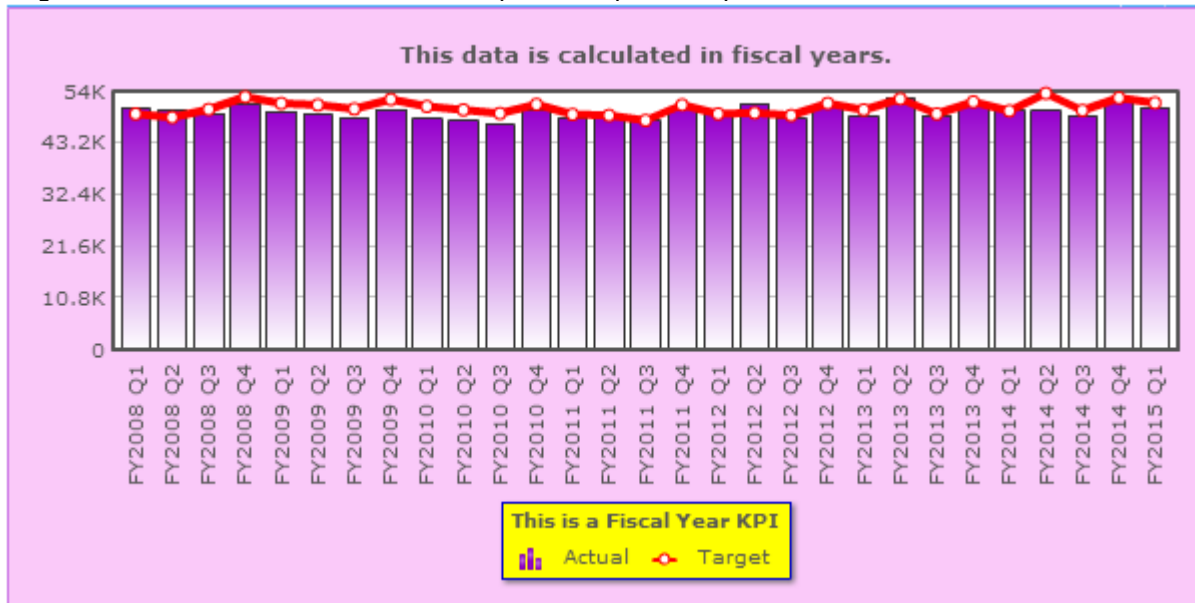
Description	FY 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Economic Development (2.5 positions):</b> This office is responsible for existing business retention and expansion, business attraction, workforce development and other core functions.	\$262,089	\$352,235	\$90,146	34.4%
<b>TOTAL, OFFICE OF ECONOMIC DEVELOPMENT</b>	<b>\$262,089</b>	<b>\$352,235</b>	<b>\$90,146</b>	<b>34.4%</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 KPI information, please visit our website at [www.albemarle.org/performance](http://www.albemarle.org/performance).

**Jobs in County**

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



# 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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$324,663	\$327,910	\$330,660	\$334,465	\$334,465	\$336,366	\$8,456	2.6%
BENEFITS	120,285	124,780	123,538	131,921	131,921	132,377	7,597	6.1%
OPERATING	53,803	23,596	28,884	21,211	21,211	21,211	(2,385)	-10.1%
CAPITAL OUTLAY	1,754	2,250	3,669	2,137	2,137	2,137	(113)	-5.0%
EXPENDITURE TOTAL	\$500,504	\$478,536	\$486,751	\$489,734	\$489,734	\$492,091	\$13,555	2.8%
<b>REVENUE</b>								
TRANSFER FROM HOUS. CH. VOUCHER FUND	\$225,000	\$225,000	\$225,000	\$280,000	\$280,000	\$280,000	\$55,000	24.4%
REVENUE TOTAL	\$225,000	\$225,000	\$225,000	\$280,000	\$280,000	\$280,000	\$55,000	24.4%
<b>NET COST</b>	<b>\$275,504</b>	<b>\$253,536</b>	<b>\$261,751</b>	<b>\$209,734</b>	<b>\$209,734</b>	<b>\$212,091</b>	<b>(\$41,445)</b>	<b>-16.3%</b>
POSITIONS	6.0	6.0	6.0	6.0	6.0	6.0	0.0	0.0%

## OVERVIEW/NOTABLE CHANGES

**FY 16 Recommended Budget:** The Office of Housing’s budget *decreases* by \$11,198 or 2.3%, and reflects the following:

- 2.3% *increase* for FY16 salaries effective January 1, 2016. An additional 0.7% overall “pay for performance reserve” is included in the FY 16 budget. Funding will be distributed to departments based on the results of the annual performance review process, and would be effective beginning January 1, 2016. Details about this reserve can be found in the Non-Departmental chapter of this document.
- 9.6% *increase* in the Board contribution for health insurance rates
- \$2,385 or 10.1% operating expenditures *decrease* based on a variety of changes including postage costs that are being reallocated to the Department of General Services.
- \$113 *decrease* in capital outlay costs associated with the vehicle replacement fund.
- \$55,000 or 24.4% *increase* in transfer revenues 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 16 Adopted Budget:** The Office of Housing’s adopted budget *decreases* by \$41,445 or 16.3% and includes the following changes from the recommended budget:

- 2.3% salary increase and associated pay for performance increases effective October 1, 2015.

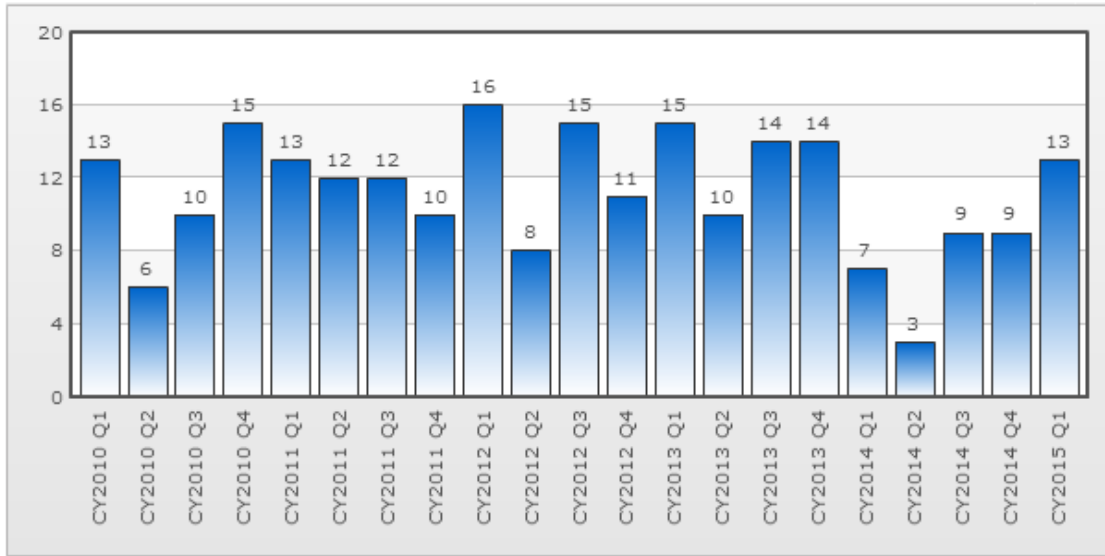
(OFFICE OF HOUSING CONTINUED)

Description	FY 15 Adopted	FY 16 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.	\$478,536	\$492,091	\$13,555	2.8%
<b>TOTAL, OFFICE OF HOUSING</b>	<b>\$478,536</b>	<b>\$492,091</b>	<b>\$13,555</b>	<b>2.8%</b>

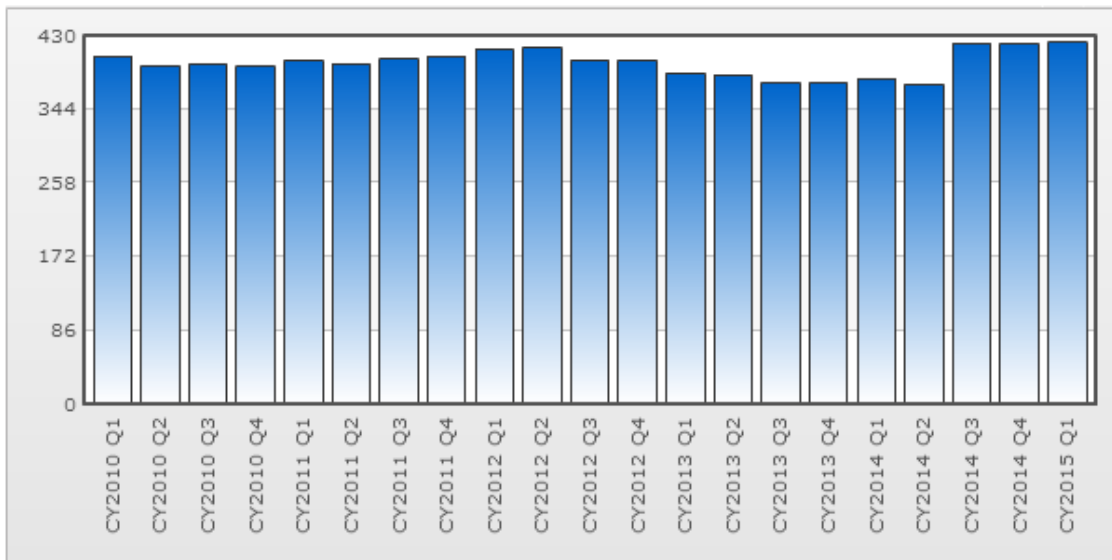
**KEY PERFORMANCE INDICATORS (KPIs)**

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**Emergency Home Repair**

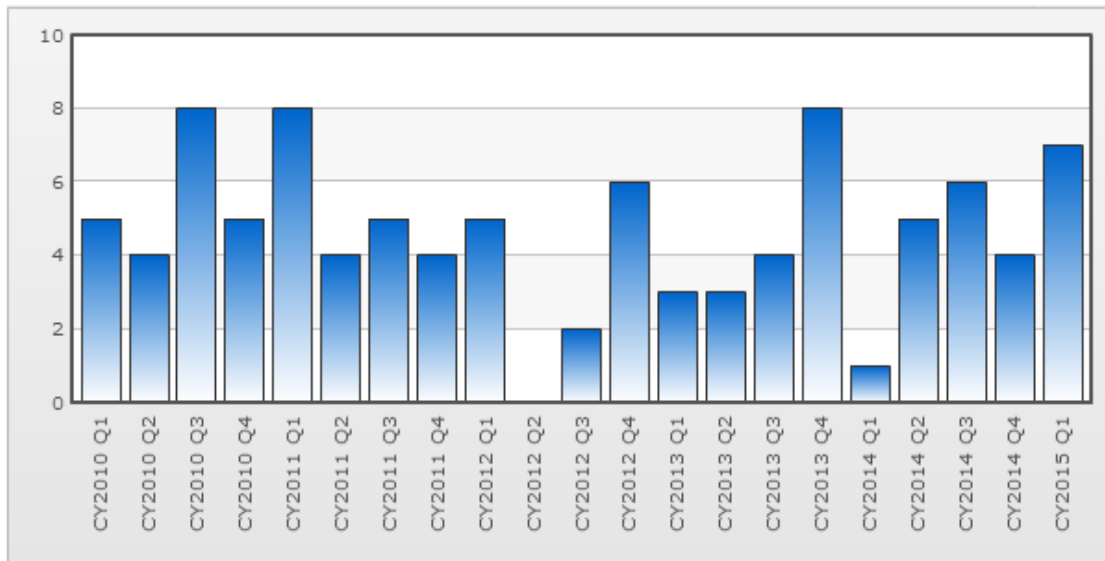


**Number of Housing Vouchers Under Lease**



(OFFICE OF HOUSING CONTINUED)

Number of Housing Rehabilitations



# COMMUNITY DEVELOPMENT AGENCY CONTRIBUTIONS

## FINANCIAL DATA

COMMUNITY DEVELOPMENT AGENCY CONTRIBUTIONS								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Albemarle Housing Improvement Program	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$0	0.0%
CVSBDC*	10,000	10,000	10,000	10,000	10,000	10,000	0	0.0%
Charlottesville Area Transit	815,567	868,988	868,988	1,099,127	905,477	905,477	36,489	4.2%
MACAA**	107,440	63,200	81,850	79,000	63,200	63,200	0	0.0%
CARES Program Contingency	0	18,650	0	0	0	0	(18,650)	
Piedmont Housing Alliance	34,500	34,500	34,500	88,061	34,716	34,716	216	0.6%
StreamWatch	10,380	10,380	10,380	10,380	10,380	10,380	0	0.0%
TJ Planning District Commission	124,024	124,024	124,024	125,092	125,092	125,092	1,068	0.9%
TJ Soil & Water Conservation District	115,137	103,910	103,910	105,272	105,272	105,582	1,672	1.6%
Va Cooperative Extension Service	158,527	183,346	183,346	185,665	179,290	192,968	9,622	5.2%
<b>EXPENDITURE TOTAL</b>	<b>\$1,775,575</b>	<b>\$1,816,998</b>	<b>\$1,816,998</b>	<b>\$2,102,597</b>	<b>\$1,833,427</b>	<b>\$1,847,415</b>	<b>\$30,417</b>	<b>1.7%</b>
<b>REVENUE</b>								
LOCAL NON-TAX	\$17,970	\$17,970	\$18,509	\$12,563	\$12,563	\$19,866	\$1,896	10.6%
TRANSFER FROM WATER RESOURCES FUND	0	56,478	56,478	56,884	56,884	56,478	0	0.0%
<b>REVENUE TOTAL</b>	<b>\$17,970</b>	<b>\$74,448</b>	<b>\$74,987</b>	<b>\$69,447</b>	<b>\$69,447</b>	<b>\$76,344</b>	<b>1,896</b>	<b>2.5%</b>
<b>NET COST</b>	<b>\$1,757,605</b>	<b>\$1,742,550</b>	<b>\$1,742,011</b>	<b>\$2,033,150</b>	<b>\$1,763,980</b>	<b>\$1,771,071</b>	<b>\$28,521</b>	<b>1.6%</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>

\* Central Virginia Small Business Development Center

\*\* Monticello Area Community Action Agency

\*\*\*Position is at TJ Soil & Water Conservation District

## OVERVIEW/NOTABLE CHANGES

### FY 15 Projected:

- The Coalition Assisting Residents in Emergency Situations (CARES) Program Contingency was appropriated to MACAA to administer the program in FY15.

**FY 16 Recommended Budget:** Overall, Community Development Agency contributions *increase* \$16,429 or 0.9% and reflect the following changes:

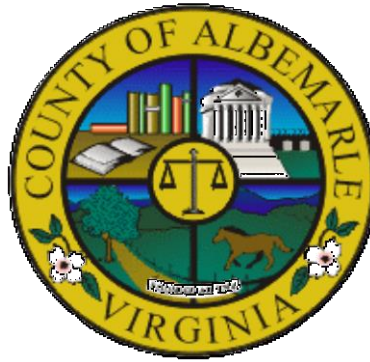
- Recommendations for Albemarle Housing Improvement Program, MACAA, and Piedmont Housing Alliance are based on the City/County Agency Budget Review Team (ABRT) process and in coordination with the City of Charlottesville. A summary of the ABRT process can be found in this document's Health and Welfare Contributions chapter.
- The CARES Program was not requested by MACAA for FY16 and the funding is recommended to be reallocated to the Department of Social Services to provide for similar direct services, as discussed in the Health and Welfare - Department of Social Services chapter.
- Charlottesville Area Transit (CAT) *increases* \$36,489 or 4.2% for the County's share of routes previously funded in FY15. Funding is not recommended for CAT's request of the County to fund 23% of the cost of Route 7, which travels between the Downtown Mall and Fashion Square Mall via the University of Virginia and Route 29. The County has not previously contributed funding for this existing route.
- Thomas Jefferson Planning District Commission (TJPDC) *increases* \$1,068 of 0.9% based on the County's share of existing programs.
- Thomas Jefferson Soil and Water Conservation District (TJSWCD) funding *increases* by \$1,362 or 1.3% due to the personnel costs of a County-funded position. A portion of the contribution to TJSWCD that supports mandates is funded with a transfer from the Water Resources Fund.
- Virginia Cooperative Extension Service (VCE) *decreases* \$4,056 or 2.2%. This amount includes a \$1,351 *increase* for the County's share of existing services and a \$5,407 *decrease* for expenditures that are charged to the County and fully reimbursed by the City of Charlottesville. A requested increase of \$6,375 for the County's share of a part-time 4-H Program Assistant is not recommended for funding.

### FY 16 Adopted Budget:

- Provides an additional \$310 to TJSWCD for the impact of a 2.3% salary increase and associated pay for performance increases effective October 1, 2015.
- Provides an additional \$13,678 to VCE, which includes \$6,375 for the County's share of a part-time 4-H Program Assistant and \$7,303 for expenditures that are charged to the County and fully reimbursed by the City of Charlottesville.

*(COMMUNITY DEVELOPMENT AGENCY CONTRIBUTIONS CONTINUED)*

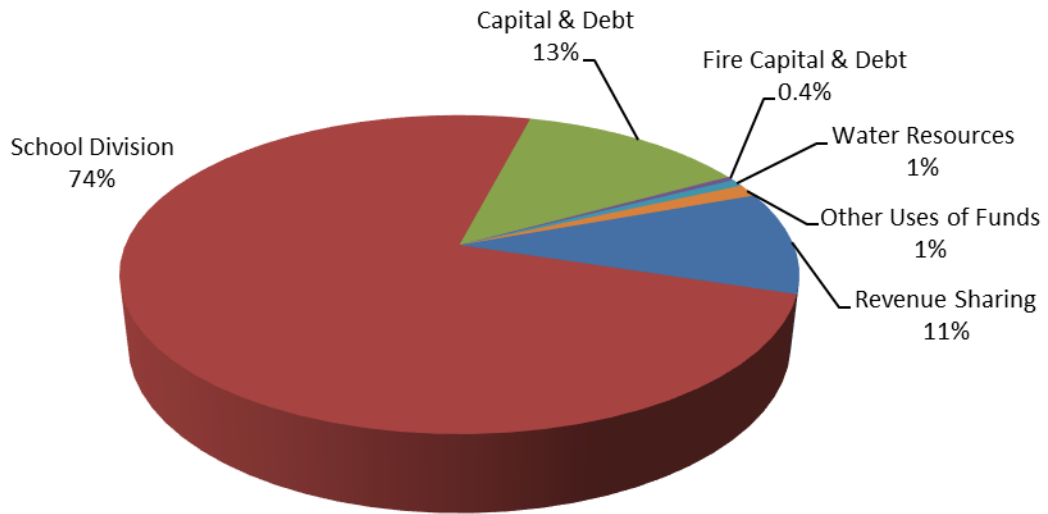
Agency	FY 15 Adopted	FY 16 Request	FY 16 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>Albemarle Housing Improvement Program (AHIP):</b> AHIP is a private, non-profit housing and community development organization dedicated to helping low-income Albemarle County residents have the opportunity to live in safe, decent, and affordable housing.	\$400,000	\$400,000	\$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.	10,000	10,000	10,000	\$0	0.0%
<b>Charlottesville Area Transit (CAT):</b> CAT provides bus service to urban residents of Albemarle County in the Route 29 North, Pantops, 5th St Extended and Piedmont Virginia Community College areas.	868,988	1,099,127	905,477	\$36,489	4.2%
<b>Monticello Area Community Action Agency (MACAA):</b> MACAA's mission is to improve the lives of people with low income by helping them become self-reliant, thereby enhancing the economic vitality and well-being of our community.	63,200	79,000	63,200	\$0	0.0%
<b>CARES Program Contingency:</b> The CARES program, administered in prior years by MACAA, provided cash assistance and referral services to assist area residents with rent or mortgage payments, avoiding disconnection of utilities, or with other one-time emergencies. Funding from the City and County was generally used to cover administrative costs.	18,650	0	0	(\$18,650)	-100.0%
<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	88,061	34,716	\$216	0.6%
<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.	124,024	125,092	125,092	\$1,068	0.9%
<b>Thomas Jefferson Soil and Water Conservation District (TJSWCD):</b> The TJSWCD 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.	103,910	105,272	105,582	\$1,672	1.6%
<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.	183,346	185,665	192,968	\$9,622	5.2%
<b>TOTAL, COMMUNITY DEVELOPMENT AGENCY CONTRIBUTIONS</b>	<b>\$1,816,998</b>	<b>\$2,102,597</b>	<b>\$1,847,415</b>	<b>\$30,417</b>	<b>1.7%</b>





# NON-DEPARTMENTAL

## FY 16 Adopted Non-Departmental Budget \$153,794,053



NONDEPARTMENTAL								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	16 ADP - 15 ADP \$ Change	% Change
Revenue Sharing	\$16,931,333	\$16,466,981	\$16,466,981	\$16,058,668	\$16,058,668	\$16,058,668	(\$408,313)	-2.5%
Transfers								
School Transfer - Ongoing	103,332,028	109,807,126	109,807,126	113,783,502	113,783,502	114,033,502	\$4,226,376	3.8%
School Transfer - One-Time	267,036	0	0	0	0	0	\$0	
Capital & Debt Transfer	21,502,060	20,188,715	20,188,715	18,601,419	18,601,419	19,968,744	(\$219,971)	-1.1%
Transfer to Fire Fund	0	0	0	647,101	647,101	647,101	\$647,101	
Transfer to Water Resources	0	1,093,594	1,093,594	1,132,128	1,132,128	1,132,128	\$38,534	3.5%
Transfer to Vehicle Repl.	214,348	0	0	0	0	0	\$0	
Other Transfers	31,234	0	39,413	0	0	0	\$0	
	125,346,706	131,089,435	131,128,848	134,164,150	134,164,150	135,781,475	\$4,692,040	3.6%
Other Uses of Funds	991,820	2,079,585	1,488,795	1,991,817	1,991,817	1,953,910	(\$125,675)	-6.0%
<b>EXPENDITURE TOTAL</b>	<b>\$143,269,859</b>	<b>\$149,636,001</b>	<b>\$149,084,624</b>	<b>\$152,214,635</b>	<b>\$152,214,635</b>	<b>\$153,794,053</b>	<b>\$4,158,052</b>	<b>2.8%</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 15 Adopted	FY 16 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>Revenue Sharing with the City of Charlottesville:</b> In FY 16, the County is obligated to pay \$16,058,668 to the City of Charlottesville in fulfillment of the revenue sharing agreement provisions, a decrease of \$0.4 million from the FY 15 payment. This payment is the amount calculated through the formula (including population, tax base, rate, and sales ratio) that was agreed upon when the agreement was signed.	\$16,466,981	\$16,058,668	(\$408,313)	-2.5%

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	18.4%
1984-85	1,579,753	48,762	3.2%
1985-86	1,875,179	295,426	18.7%
1986-87	1,942,509	67,330	3.6%
1987-88	2,277,953	335,444	17.3%
1988-89	2,368,027	90,074	4.0%
1989-90	2,693,120	325,093	13.7%
1990-91	2,802,360	109,240	4.1%
1991-92	3,277,350	474,990	16.9%
1992-93	3,426,000	148,650	4.5%
1993-94	4,319,236	893,236	26.1%
1994-95	4,475,120	155,884	3.6%
1995-96	5,049,991	574,871	12.8%
1996-97	5,170,853	120,862	2.4%
1997-98	5,518,393	347,540	6.7%
1998-99	5,587,013	68,620	1.2%
1999-00	5,853,794	266,781	4.8%
2000-01	6,093,101	239,307	4.1%
2001-02	6,482,712	389,611	6.4%
2002-03	6,692,811	210,099	3.2%
2003-04	7,726,021	1,033,210	15.4%
2004-05	8,004,461	278,440	3.6%
2005-06	9,742,748	1,738,287	21.7%
2006-07	10,134,816	392,068	4.0%
2007-08	13,212,401	3,077,585	30.4%
2008-09	\$13,633,950	421,549	3.2%
2009-10	\$18,038,878	4,404,928	32.3%
2010-11	\$18,454,658	415,780	2.3%
2011-12	\$18,089,812	(364,846)	-2.0%
2012-13	\$17,520,948	(568,864)	-3.1%
2013-14	\$16,931,333	(589,615)	-3.4%
2014-15	\$16,466,981	(464,352)	-2.7%
2015-16	\$16,058,668	(408,313)	-2.5%
<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 15 Adopted	FY 16 Recommended	FY 16 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>General Fund Transfer to School Fund - 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. The transfer provides about 69% of the money needed to operate the school division each year, other than school special revenue funds.	\$109,807,126	\$113,783,502	\$114,033,502	\$4,226,376	3.8%
<b>TOTAL, SCHOOL OPERATIONS</b>	<b>\$109,807,126</b>	<b>\$113,783,502</b>	<b>\$114,033,502</b>	<b>\$4,226,376</b>	<b>3.8%</b>

## OVERVIEW/NOTABLE CHANGES

**FY 16 Recommended Budget:** Per the funding formula with adjustments detailed below, the transfer to the school division *increases* \$3,976,376, or 3.6%, over the FY 15 Adopted budget.

**FY 16 Adopted Budget:** During the budget work sessions, the Board of Supervisors increased the tax rate 1.0¢. Of this, \$250,000 is dedicated to the school division. As a result, the transfer to the school division *increases* \$4,226,376, or 3.8%, over the FY 15 Adopted Budget.

County budget guidelines states that “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 calculation for the Adopted FY 16 transfer to the School Division has certain additional adjustments associated with the new Fire Rescue Services Fund and dedicated funding for Water Resources which are displayed in the calculation on the following page.

60% of the increase or decrease in shared revenues is allocated to the School Division after certain transfers and expenditures are deducted.

- **Shared revenues** include general property taxes, sales tax, consumer utility taxes\* (see #6 below), business license tax, vehicle registration, recordation tax, transient occupancy tax, food and beverage tax, and other local tax revenue sources. Though Personal Property Tax Relief (PPTR) is currently classified as State revenue, it is also included in the shared local tax revenue category since the 60/40 formula originated before the PPTR Act was enacted.
- **Deducted transfers/revenues** include 1) transfer to capital and debt service, 2) revenue sharing, 3) tax relief for the elderly and disabled, 4) tax refunds, 5) shared contingency reserves, 6) an estimated portion of telecommunications taxes dedicated for E-911 operations which until recently was collected and allocated separately by the state.

(TRANSFERS CONTINUED)

<b>County of Albemarle Allocation of Local Tax Revenue Between General Government, Capital/Debt Service &amp; Schools</b>			
<b>Shared Revenue</b>	<b>Adopted FY 15</b>	<b>Adopted FY 16</b>	<b>\$ Change FY 16 - FY 15</b>
General Property Taxes	\$152,508,988	\$160,388,316	\$7,879,328
PPTR	14,960,670	14,960,670	\$0
Other Local Taxes	49,442,366	50,101,558	\$659,192
<b>Increase in Shared Revenue</b>	<b>\$216,912,024</b>	<b>\$225,450,544</b>	<b>\$8,538,520</b>
Less: Revenue Sharing	(\$16,466,981)	(\$16,058,668)	\$408,313
Less: Dedicated Water Resource Revenue (0.7 cent)	(1,093,594)	(1,132,128)	(\$38,534)
Less: Dedicated Fire Rescue Revenue (1 cent)	0	(1,617,325)	(\$1,617,325)
Less: Growth in local tax revenue previously provided to Fire Rescue	0	(363,320)	(\$363,320)
Less: E911 Surcharge	(1,840,135)	(1,840,135)	\$0
<b>Net Shared Revenue</b>	<b>\$197,511,314</b>	<b>\$204,438,968</b>	<b>\$6,927,654</b>
<b>Less: Capital/Debt Service Allocation</b>			
Formula Allocation	(\$19,958,166)	(\$20,520,027)	(\$561,861)
Remove Fire Rescue capital/debt costs	0	647,107	\$647,107
Remove 1 cent (one-time from base)	0	1,617,325	\$1,617,325
BOS Dedicate Funding to CIP/Debt	0	(1,367,325)	(\$1,367,325)
<b>Total Capital Projects &amp; Debt Service*</b>	<b>(\$19,958,166)</b>	<b>(\$19,622,920)</b>	<b>\$335,246</b>
<b>Less: Committed New Non-Departmental Expenditures</b>			
Tax Relief for the Elderly & Handicapped	(\$965,000)	(\$950,000)	\$15,000
Refunds	(163,500)	(167,000)	(\$3,500)
Fire Rescue expenses reallocated to General Fund	0	(647,107)	(\$647,107)
<b>Total Committed New Non-Departmental Exp.</b>	<b>(\$1,128,500)</b>	<b>(\$1,764,107)</b>	<b>(\$635,607)</b>
<b>NET REVENUE</b>	<b>\$176,424,648</b>	<b>\$183,051,940</b>	<b>\$6,627,292</b>
<b>Recurring Transfer to School Division</b>			
Prior Year Base			\$109,807,126
Increase (60% of \$6,877,292)			\$3,976,375
Additional Dedicated to School Division			\$250,000
<b>FY 16 Total Transfer to School Division</b>			<b>\$114,033,502</b>

\*Note: In addition to the formula transfer, the Capital/Debt Service allocation also received a portion of the rent anticipated for the new Northside Library to offset a portion of the debt service cost for the library. When this is added, the total allocation to Capital Projects and Debt Service is \$20,188,715 in FY 15 and \$19,968,744 in FY 16.

(TRANSFERS CONTINUED)

TRANSFER TO CAPITAL AND DEBT

Description	FY 15 Adopted	FY 16 Recommended	FY 16 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.	\$12,553,845	\$12,854,746	\$12,756,859	\$203,014	1.6%
<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.	5,954,373	5,740,730	5,740,730	(213,643)	-3.6%
<b>SUBTOTAL, DEBT SERVICE</b>	<b>\$18,508,218</b>	<b>\$18,595,476</b>	<b>\$18,497,589</b>	<b>(\$10,629)</b>	<b>-0.1%</b>
<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.	1,569,199	\$2,971	76,915	(\$1,492,284)	-95.1%
<b>General Fund Transfer to General Government Capital Improvement Fund:</b> A transfer from the General Fund to the General Government Capital Improvement Fund is made 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.	111,298	2,972	1,394,240	1,282,942	1152.7%
<b>SUBTOTAL, CAPITAL FUNDS</b>	<b>\$1,680,497</b>	<b>\$5,943</b>	<b>\$1,471,155</b>	<b>(\$209,342)</b>	<b>-12.5%</b>
<b>TOTAL, TRANSFERS TO DEBT AND CAPITAL</b>	<b>\$20,188,715</b>	<b>\$18,601,419</b>	<b>\$19,968,744</b>	<b>(\$219,971)</b>	<b>-1.1%</b>

OVERVIEW/NOTABLE CHANGES

**FY 16 Recommended Budget:** Funding debt service obligations is the first priority of the General Fund Transfer to Debt and Capital. The balance is distributed to the Capital Improvement Program funds based on the cash need of pay-as-you-go projects. The distribution takes into consideration the cash need net of all available revenues and available fund balance.

Overall, the transfer to capital projects and debt service decreases \$1,587,296, or 7.9%, over the FY 15 Adopted budget. This decrease includes a decrease equivalent to the value of 1 cent on the tax rate, a decrease equivalent to the value of the capital Fire Rescue projects cost that are proposed to be reallocated, and an increase for a portion of rent anticipated for the new Northside Library.

- An *increase* of \$300,901 or 2.4% in the transfer to the School Division Debt Service Fund is the net impact of interest for existing debt decreasing with an offsetting increase for the principal and interest payments of the planned Spring 2015 issuance.
- A *decrease* of \$213,643 or 3.6% in the transfer to the General Government Debt Service Fund due to the principal and interest payments of existing debt decreasing.
- A *decrease* of \$1,674,554 or 99.6% in the transfer to the School Division and General Government Capital Improvement Funds to support the pay-as-you-go projects.

**FY 16 Adopted Budget:** During the budget work sessions, the Board of Supervisors increased the tax rate 1.0¢. Of this, \$1,367,325 is dedicated to capital projects and debt service. As a result, the transfer *decreases* \$219,971, or 1.1% from the FY 15 Adopted Budget.

(TRANSFERS CONTINUED)

The following guidelines are used for calculating the formula increase to CIP/Debt Service.

- Increase or decrease the base capital/debt service transfer by the same percentage increase or decrease as local tax revenue net of revenue sharing.
- Local Tax Revenue includes the following revenue sources: Real Estate Tax; Public Service Tax; Personal Property Tax; Machinery & Tools Tax; Mobile Homes Tax; Delinquent Tax Payments; Penalties, Interests, and Fees; Sales Tax; Utility Taxes; Business License Tax; Short Term Rental Tax; Vehicle Registration; Bank Franchise Tax; Recordation Tax; Transient Occupancy Tax; Food & Beverage Tax; and Audit Revenues.
- The base for the calculation can be changed by Board action.

The calculation for the Recommended FY 16 transfer to the Capital Projects and Debt Service is shown below.

<b>County of Albemarle</b>			
<b>Allocation of New Local Tax Revenue</b>			
<b>From General Fund to CIP/Debt Service</b>			
	Adopted FY 15	Adopted FY 16	% Change FY 16 / FY 15
<b>Net Shared Revenue*</b>	\$197,511,314	\$203,071,643	2.8%
<b><u>Capital/Debt Service Allocation</u></b>			
Prior Year Base		\$19,958,166	
Change based on formula (Prior Year Base x 2.8%)		561,861	
<b>Base Transfer by Formula</b>	<b>\$19,958,166</b>	<b>\$20,520,027</b>	<b>2.8%</b>
<b><u>Formula Adjustments</u></b>			
Less: Fire Rescue Capital & Debt Costs		(\$647,107)	
Less: Value of 1 Penny		(1,617,325)	
Plus: JMRL Lease (redirected from General Fund)		345,824	
Plus: Additional Dedicated to CIP/Debt Service		1,367,325	
		(\$551,283)	
<b>TOTAL Transfer</b>		<b>\$19,968,744</b>	

\*Net Shared Revenue for FY 16 and the resulting percentage change is based on the recommended budget without the 1.0¢ tax rate increase added by the Board of Supervisors.

(TRANSFERS CONTINUED)

**TRANSFER TO FIRE RESCUE SERVICES FUND - CAPITAL**

Description	FY 15 Adopted	FY 16 Recommended	FY 16 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>Transfer to Fire Rescue Services Fund - Capital:</b> This transfer from the General Fund is made to fund Fire Rescue capital projects and apparatus purchases. In addition, a transfer is made from the General Fund to the Fire Rescue Services Fund to support operational expenses. The operational component of the transfer is detailed in the Public Safety section of this document.	\$0	\$647,101	\$647,101	\$647,101	
<b>TOTAL, TRANSFER TO FIRE/RESCUE FUND</b>	<b>\$0</b>	<b>\$647,101</b>	<b>\$647,101</b>	<b>\$647,101</b>	

**OVERVIEW/NOTABLE CHANGES**

**FY 16 Recommended Budget:** The Fire Rescue Services Fund is created as part of the FY16 Recommended budget. This transfer totals \$647,101 and covers the capital costs associated with the Fire Rescue Services Fund in FY 16. For more information, see the Fire Rescue Services Fund in the Public Safety chapter and the Capital Improvement Program chapter.

**FY 16 Adopted Budget:** There were no changes made to the recommended budget for this item.

**TRANSFER TO WATER RESOURCES FUND**

Description	FY 15 Adopted	FY 16 Recommended	FY 16 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>Transfer to Water Resources Fund:</b> This transfers 0.7 cents on the real estate tax rate to the Water Resources Fund to support operating, capital, and debt service expenditures associated with meeting water resources mandates.	\$1,093,594	\$1,132,128	\$1,132,128	\$38,534	3.5%
<b>TOTAL, TRANSFER TO WATER RESOURCES</b>	<b>\$1,093,594</b>	<b>\$1,132,128</b>	<b>\$1,132,128</b>	<b>\$38,534</b>	<b>3.5%</b>

**OVERVIEW/NOTABLE CHANGES**

**FY 16 Recommended Budget:** The transfer to the Water Resources Fund increases \$38,534 or 3.5% based on the increased value of a penny on the Real Estate tax rate. For more information, see the Water Resources Fund in the Other Funds chapter.

**FY 16 Adopted Budget:** There were no changes made to the recommended budget for this item.



## OTHER USES OF FUNDS

### DESCRIPTIONS AND FINANCIAL DATA

Description	FY 15 Adopted	FY 16 Recommended	FY 16 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>Refunds:</b> An amount is appropriated each year to pay refunds owed by the County.	\$163,500	\$167,000	\$167,000	\$3,500	2.1%
<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	300,000	300,000	50,000	20.0%
<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 15, \$39,413 from this fund has been allocated, leaving a balance of \$60,587 in available funds.	100,000	100,000	100,000	0	0.0%
<b>Innovation Fund:</b> Funding is set aside for one-time organizational initiatives that reduce costs and improve customer service and productivity.	50,000	25,000	25,000	(25,000)	-50.0%
<b>Fellowship Fund:</b> Flexible one-year fellowship program for college graduates looking for experience in county government. Meaningful and goal oriented program in which the fellow learns about careers in local government with the purpose of benefiting both the county and the fellow. The program will assist with meeting workload demands in select departments and will provide fellows with valuable real world experiences.	150,000	0	0	(150,000)	-100.0%
<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.	120,000	150,000	150,000	30,000	25.0%
<b>Pay for Performance Reserve:</b> This reserve provides funding for salary increases resulting from performance reviews and is distributed to the various departments after actual salary calculations are performed. Historically, the performance reviews have resulted in an average increase of 0.7% above the market salary increase. At this time, the pay for performance increase is budgeted to be effective on October 1, 2016.	0	131,326	197,344	197,344	

*(OTHER USES OF FUNDS CONTINUED)*

Description	FY 15 Adopted	FY 16 Recommended	FY 16 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>Compression Reserve:</b> This reserve is set aside to address salary compression issues across the County. Compression occurs when there is only a small difference in pay between employees in the same job, regardless of their skills or experience.	0	103,421	103,421	103,421	
<b>Disability Reserve:</b> This provides funding to implement changes to long-term and short-term benefits provided through the Virginia Retirement System.	50,000	5,000	5,000	(45,000)	-90.0%
<b>Early Retirement Funding:</b> These funds are set aside for current as well as projected Voluntary Early Retirement Incentive Program (VERIP) recipients.	625,964	611,070	611,070	(14,894)	-2.4%
<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.	50,000	51,000	51,000	1,000	2.0%
<b>Fuel Contingency:</b> The County has forecasted the price per gallon of regular gasoline to be \$2.01 during FY 16, after federal and state taxes are removed. This contingency is available for use if the average price per gallon exceeds \$2.01. In addition, the contingency has been increased to include potential Volunteer Fire Rescue fuel needs.	105,750	133,000	133,000	27,250	25.8%
<b>Reserve for Contingencies:</b> Contingency funds are set aside to provide funds for unanticipated priority needs and potential revenue shortfalls. This contingency includes funding for a potential need for the costs associated with an additional primary election that could occur in FY 16.	414,371	305,000	201,075	(213,296)	-51.5%
<b>Efficiencies/Savings:</b> The County expects to achieve efficiency savings through cooperative procurement practices and more extensive use of our purchase card (P-card) program.	0	-90,000	-90,000	(90,000)	
<b>TOTAL, OTHER USES OF FUNDS</b>	<b>\$2,079,585</b>	<b>\$1,991,817</b>	<b>\$1,953,910</b>	<b>(\$125,675)</b>	<b>-6.0%</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 \$29.2 million. In addition to the 10% fund balance reserve, funds are set aside for the General Fund - School Reserve Fund and Inventory & Prepaids (see calculation below). Funds in excess of the policy use of 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, 2014 is \$36.6 million. A total of \$31.1 million is required to meet the County’s policy use of fund balance requirements. The balance of \$5.5 million is designated for use as follows:

**Approved Use of Fund Balance in FY 15**

- \$1.2 million is included in the Adopted FY 15 General Fund budget.
- \$0.8 million is for additional approved re-appropriations and supplemental appropriations.

**Planned Use of Fund Balance**

- \$1.5 million is included as a revenue and real estate tax refund contingency.
- \$0.6 million is available for anticipated appropriations of fund balance during FY 15, including the payment to the Albemarle Charlottesville Regional Jail and funding for the Comprehensive Services Act.
- \$1.3 million is included in the Adopted FY 16 budget for one-time expenditures and contingencies.

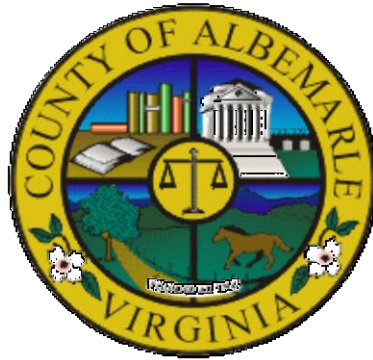
## GENERAL FUND FUND BALANCE

AUDITED FUND BALANCE JUNE 30, 2013		\$ 38,851,495
Total FY14 Revenues (including transfers in)	\$ 229,575,682	
Total FY14 Expenditures (including transfers out)	\$ (231,806,306)	
		<u>\$ (2,230,624)</u>
<b>AUDITED FUND BALANCE JUNE 30, 2014</b>		<b>\$ 36,620,871</b>
Projected Addition to Fund Balance from FY15		<u>\$ -</u>
<b>Projected June 30, 2015 Fund Balance</b>		<b>\$ 36,620,871</b>

<b>Policy Use of Fund Balance</b>		
10% unassigned fund balance reserve		\$ 29,210,963
General Fund - School Reserve Fund		\$ 1,760,545
Unspendable Fund Balance (Inventory & Prepaids)		<u>\$ 88,554</u>
<b>Subtotal, Policy Use of Fund Balance</b>		<b>\$ 31,060,062</b>

<b>Approved and Planned Uses of Fund Balance</b>		
FY 15 Previously Appropriated Use of Fund Balance		\$ 1,985,747
FY 15 Anticipated Use of Fund Balance		\$ 600,000
Revenue and Real Estate Tax Refund Contingency		\$ 1,500,000
FY 16 Adopted Use of Fund Balance		<u>\$ 1,289,862</u>
<b>Subtotal, Approved and Planned Use of Fund Balance</b>		<b>\$ 5,375,609</b>

Projected June 30, 2015 Fund Balance		\$ 36,620,871
Policy Use of Fund Balance		\$ (31,060,062)
Actual and Planned Use of Fund Balance		<u>\$ (5,375,609)</u>
<b>Balance Anticipated to be Available for Capital Projects</b>		<b>\$ 185,200</b>



## The County's FY 16 Program and Service Inventory

This chapter presents a complete inventory of the 173 programs and services provided by the County's general government operations to the citizens of Albemarle County in FY 16 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 of Charlottesville and contingencies. This summary includes the General Fund and Fire Rescue Services Fund. It does not include transfers from the General Fund to the School Division, Water Resources Fund and Capital Project and Debt Service Funds. For Other and Special Revenue Funds, the amounts in this inventory only include the local share.

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 FY 16 Adopted Budget. 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.

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
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	389,686	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.	2.5	288,230	State or Federal Mandate
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.	11.0	863,109	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.	11.5	1,278,163	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.	4.0	389,567	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	438,856	State or Federal Mandate
Community Development	Building	Provides for the administration of the Building Regulations Ordinance, including permitting, fees, inspections, violations, and Certificates of Occupancy.	14.5	1,308,785	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.	6.0	495,217	Board Directive Written Policy or Priority
Community Development	GIS	Provides mapping graphics, demographic data and geographic information resource support for all county departments and schools.	5.0	497,501	Board Directive Written Policy or Priority

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
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.	13.0	1,170,081	Board Directive Written Policy or Priority
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	21.0	1,686,450	Board Directive Written Policy or Priority
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	1,057,886	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	228,701	State or Federal Mandate
County Executive	County Admin - Exec Management	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.	6.0	787,014	Essential Function of Local Government

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
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.	1.5	167,686	Board Directive Written Policy or Priority
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	84,850	Essential Function of Local Government
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 for both General Government and Schools. Provides economic and business research.	6.0	770,833	State or Federal Mandate
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.	5.5	458,752	State or Federal Mandate
Finance	Real Estate - Assessments	Provides for the reassessment of existing property; assessment of new structures, land, and misc. improvements.	10.5	1,015,378	State or Federal Mandate
Finance	Real Estate Administration	Provides for the maintenance of real estate records, administration of the land use assessment program, and related customer service.	3.5	305,256	State or Federal Mandate
Finance	Revenue Administration - Assessments	Assessing all personal property and business related assessments including business license, transient occupancy, as well as food and beverage taxes. Responsible for administering the tax relief for the elderly and disabled program.	8.5	658,063	State or Federal Mandate



Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
Finance	Revenue Administration - Collections	Primary agent for the collection and deposit of all funds owed to the County including the School Division as well as the billing of real estate and personal property taxes.	10.5	952,252	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 follow the County Purchasing Policies. Facilitates the sale of surplus property owned by the County and School Division. Handles the County's Fixed Asset System.	5.0	413,573	State or Federal Mandate
Finance	Payroll Processing	Provides for the recording, processing, payments, and the administration of all employee compensation for all County and School Departments. Disburses all Federal, State, retirement and miscellaneous deductions & contributions for all Employees.	4.0	340,925	State or Federal Mandate
Finance	Treasury Management	Manages the County's cash flow, investments and cash management, as well as banking relationships and reporting.	2.0	157,127	State or Federal Mandate
Fire Rescue	Fire & EMS System Administration	Provides for planning, coordinating, finance, budget development, payroll, purchasing, and 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.	4.0	576,426	Essential Function of Local Government
Fire Rescue	Training Program Management	Provides training management for training academy, plans and implements annual regional training school, assists volunteers with implementing annual regional training school, and assists volunteers with implementing in-house training curriculum.	3.5	387,836	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.	2.0	162,509	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	34,253	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	200,680	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.	1.0	112,886	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	186,440	Essential Function of Local Government

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
Fire Rescue	Public Education	Provides fire-related public education. Some examples are: evacuation planning, severe weather preparedness and special event planning.	0.0	19,100	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	11,945	Board Directive Written Policy or Priority
Fire Rescue	Fire & EMS Service Delivery	Provides fire protection, emergency medical services, rescue and mitigation of hazardous situations.	89.0	8,825,026	Essential Function of Local Government
Fire Rescue	Fire Rescue Services Fund Reserve	The Fire Rescue Services Fund includes an amount in reserve to provide a contingency for Fire Rescue Services costs.	0.0	22,664	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.	2.0	686,292	Board Directive Written Policy or Priority
Fire Rescue	Volunteer Services	This division develops and provides programs and services in support of the volunteer fire departments and rescue squads of the coordinated fire and rescue system (the system) for the purpose of ensuring the health of the volunteer system.	1.5	595,043	Essential Function of Local Government
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	499,813	Essential Function of Local Government
General Services	Custodial	Ensures the cleanliness and sanitation of over 377,000 square feet of facilities. Facilities include the County Office Building - McIntire Road, County Office Building - 5th Street, the Crozet, Scottsville, and Northside Libraries, 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, opening and closing the building for after-hours meetings, and assures buildings are secure after business hours.	3.0	205,916	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.	5.5	2,327,797	Essential Function of Local Government

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
General Services	Grounds	Responsible for maintaining over 329 acres of property to include 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, Fire Stations 11, 12, and 15, and the Crozet, Scottsville, and Northside Libraries.	3.0	188,310	Essential Function of Local Government
General Services	Printing Services	Provides for photocopying and printing services for all local government departments and school administration offices.	4.0	313,428	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.	4.0	471,726	State or Federal Mandate
General Services	Environmental Compliance & Energy Conservation	Provides for the coordination of the Environmental Management System program; oversees energy conservation programs; investigates environmental complaints, and participates in local climate protection programs.	1.0	97,370	Essential Function of Local Government
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	108,327	Essential Function of Local Government
Housing	Housing Choice Vouchers	Provides federally-funded rental assistance to eligible households.	5.0	400,973	State or Federal Mandate
Housing	CDBG Grants	Provides for the administrative support of housing-related CDBG grants received by the County.	0.5	34,015	State or Federal Mandate
Housing	Housing Administration	Provides for the management of the County's Housing Office, affordable housing proffers and contributions to nonprofit agencies.	0.5	57,103	Board Directive Written Policy or Priority

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
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	204,195	Board Directive Discretionary
Human Resources	Benefits & Wellness	Provides for an employee wellness program for County employees.	0.0	100,122	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	28,606	State or Federal Mandate
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	136,656	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	95,354	Board Directive Discretionary
Human Resources	Classification & Compensation	Ensures market competitiveness of compensation to attract, retain, and reward employees.	0.0	52,445	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.	3.0	464,832	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.	6.0	1,299,081	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.	13.0	1,150,478	Essential Function of Local Government
Office of Economic Development	Economic Development	This office will be responsible for existing business retention and expansion, business attraction, workforce development and other core functions.	2.5	352,235	Board Directive Written Policy or Priority
Office of Facilities Development	Capital Projects Management	Provides for the planning, design, construction, and 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	211,142	Essential Function of Local Government

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
Office of Management and Budget	Budget Management & Analysis	Develops the County's operating budget (departments and external agencies); establishes 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 the capital budget, five-year CIP, and five-year needs assessment; recommends and establishes policies.	5.0	407,135	State or Federal Mandate
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	214,365	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	1,301,864	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	208,360	Board Directive Discretionary
Parks and Recreation	Athletics & Classes	Provides athletic programs and classes for adults and youth.	1.0	222,559	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	18,400	Board Directive Discretionary
Parks and Recreation	Community Centers	Provides for County operated Community Centers including Greenwood, Scottsville and the Meadows.	0.0	94,268	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	81,341	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	104,034	Board Directive Discretionary
Parks and Recreation	Teen Programs	This provides funding for an 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	147,511	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	174,037	Board Directive Written Policy or Priority
Police	Police Administration	Provides executive leadership and policy direction for the Police department.	6.0	884,307	Essential Function of Local Government

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
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	459,849	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	344,845	State or Federal Mandate
Police	Community Support: School Resource Officers	Provides full time police officers in County high schools and some middle schools to ensure a safe and secure learning environment. Provides instruction in delinquency prevention and laws.	5.0	495,994	Board Directive Written Policy or Priority
Police	Special Operations: 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.	9.0	1,053,546	Essential Function of Local Government
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.	16.0	1,780,496	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	489,153	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	203,955	State or Federal Mandate
Police	Support Division: Fiscal Management	Provides for the Police Department's fiscal and human resources management to include payroll, leave reporting, and FLSA. Assists in budget preparation.	4.0	362,381	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	104,934	Essential Function of Local Government
Police	Support Division: Records	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	769,473	State or Federal Mandate

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
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.	1.0	111,881	Essential Function of Local Government
Police	Special Operations Division	Responsible for specialized traffic enforcement, maintaining and deploying rapid response teams for handling unusual occurrences and conducting dedicated law enforcement actions.	1.0	147,550	Essential Function of Local Government
Police	Special Operations: 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	128,066	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	441,764	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.	91.0	9,066,138	Essential Function of Local Government
Police	Criminal Investigation Division: 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	117,272	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	463,972	Essential Function of Local Government
Police & Sheriff	Regional Firearms Training Center	The Regional Firearms Training Center is a joint project between the County of Albemarle, City of Charlottesville and University of Virginia (UVA) located on property owned by UVA on Milton Road. The center will provide training and education in the use of firearms and will improve the safety and effectiveness of local law enforcement agencies. This amount represents the County's share for the fiscal year.	0.0	52,676	Essential Function of Local Government
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	2,075,485	Essential Function of Local Government

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
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	269,125	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.	17.0	1,410,987	State or Federal Mandate
Social Services	Eligibility	Provides eligibility services for Department of Social Services' departmental programs and services.	33.0	2,345,187	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.	8.0	592,718	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	691,834	Essential Function of Local Government
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.	31.5	2,540,412	State or Federal Mandate
Social Services	Direct Assistance	These expenditures include direct assistance payments made to families and individuals for certain services, such as foster care and adoption related services. All assistance payments are either partially or fully funded by state/federal resources.	0.0	3,149,884	State or Federal Mandate



Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
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	138,015	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	775,400	Board Directive Discretionary
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 Public Schools which provide ongoing in-kind support, as well as for maintenance, utilities, and transportation.	6.0	1,330,237	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 Community Policy and Management Team (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	2,340,000	State or Federal Mandate

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
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.	5.0	661,911	State or Federal Mandate
<b>Agencies &amp; Joint Operations</b>					
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
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	905,477	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	63,200	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	34,716	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	125,092	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	105,581	Board Directive Discretionary

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
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	192,968	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	637,856	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	116,699	Board Directive Discretionary
Health & Welfare Agencies & Joint Operations	ReadyKids	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	68,291	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
Health & Welfare Agencies & Joint Operations	Contribution for ABRT Services	Provides funding to the City of Charlottesville to coordinate the Agency Budget Review Team (ABRT) process.	0.0	14,477	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	307,678	Board Directive Discretionary
Health & Welfare Agencies & Joint Operations	Jefferson Area CHIP	The mission of Jefferson Area Children's Health Improvement Program (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	1,328,116	Board Directive Discretionary

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
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
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	23,510	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	15,410	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	704,083	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	20,600	Board Directive Discretionary
Health & Welfare Agencies & Joint Operations	Shelter for Help in Emergency (SHE)	Shelter for Help in Emergency (SHE) 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. 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.	0.0	88,079	Board Directive Discretionary
Health & Welfare Agencies & Joint Operations	TJ Area Coalition for the Homeless	Thomas Jefferson Area Coalition for the Homeless (TJACH) works to reduce homelessness by initiating creative solutions and coordinating regional resources and services.	0.0	20,405	Board Directive Discretionary

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
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	950,000	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
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	102,411	State or Federal Mandate
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	40,488	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	116,296	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	4,650	State or Federal Mandate

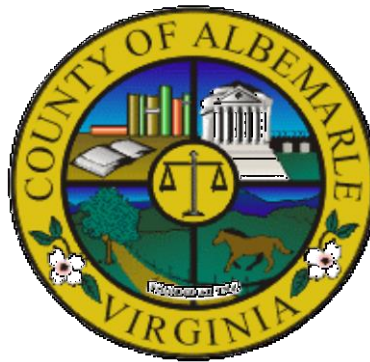
Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
Judicial Agencies & Joint Operations	Public Defender Office	The Public Defender Office is part of the Virginia Indigent Defense Commission, a state agency. Attorneys in the office are appointed by the Albemarle and Charlottesville courts to represent all indigent criminal defendants charged with jailable offenses.	0.0	75,160	Board Directive Written Policy or Priority
Parks, Recreation & Culture Agencies & Joint Operations	African American Cultural Arts Festival (Chihamba)	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.	0.0	2,700	Board Directive Discretionary
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	773,146	Board Directive Written Policy or Priority
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	4,040,320	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
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.	0.0	10,000	Board Directive Discretionary
Parks, Recreation & Culture Agencies & Joint Operations	Virginia Festival of the Book	The Virginia Festival of the Book (VABook) is an annual festival that promotes literacy and celebrates the "book". More than 100 community organizations participate in the annual free, four-day event, which coordinates over 200 activities including family and school-based programs to engage students in reading and book-related activities.	0.0	10,000	Board Directive Discretionary

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
Parks, Recreation & Culture Agencies & Joint Operations	Virginia Film Festival	The Virginia Film Festival is an annual festival that celebrates film and the way it impacts and reflects American and Virginian culture.	0.0	10,000	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	3,587,234	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	785,339	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	562,292	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	190,039	Board Directive Written Policy or Priority
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	2,263,654	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	31,297	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

Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
Public Safety Agencies & Joint Operations	OAR/Jefferson Area Community Corrections Local Probation	Offender Aid and Restoration (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	154,402	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
Public Safety Agencies & Joint Operations	Volunteer Fire Rescue Station Contributions	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	1,705,258	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	90,000	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	502,773	Board Directive Written Policy or Priority
<b>Non-departmental</b>					
Non-departmental	Reserve for Contingencies	Contingency funds are set aside to provide funds for unanticipated priority needs and potential revenue shortfalls.	0.0	201,075	Board Directive Discretionary
Non-departmental	Compression Reserve	This reserve is set aside to address salary compression issues across the County. Compression occurs when there is only a small difference in pay between employees in the same job, regardless of their skills or experience.	0.0	103,421	Board Directive Discretionary
Non-departmental	Disability Reserve	This provides funding to implement potential changes to long-term and short-term benefits provided through the Virginia Retirement System.	0.0	5,000	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	611,070	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	300,000	Board Directive Discretionary



Department	Program	Program/Service Description	FY16 ADOPT FTE	FY16 ADOPT Budget	Category
Non-departmental	Efficiencies/Savings	The County expects to achieve efficiency savings through cooperative procurement practices and more extensive use of our purchase card (P-card) program.	0.0	-90,000	
Non-departmental	Fuel Contingency	This contingency is available for use if the average price per gallon exceeds the budgeted amount.	0.0	133,000	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
Non-departmental	Innovation Fund	Funding is set aside for one-time organizational initiatives that reduce costs and improve customer service and productivity.	0.0	25,000	Board Directive Discretionary
Non-departmental	Pay for Performance Reserve	This reserve provides funding for salary increases resulting from performance reviews and is distributed to the various departments after actual salary calculations are performed. Historically, the performance reviews have resulted in an average increase of 0.7% above the market salary increase.	0.0	197,344	Board Directive Written Policy or Priority
Non-departmental	Refunds	Funding is appropriated each year to pay refunds owed by the County.	0.0	167,000	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	16,058,668	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	150,000	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	51,000	Board Directive Written Policy or Priority



## OTHER FUNDS

This chapter includes the Other Funds that are recommended to be included as part of the initial FY16 appropriated budget. Throughout the year, additional Funds will be requested for appropriation as needed.

### FUNDS DESCRIBED IN THIS SECTION

COMPUTER MAINTENANCE AND REPLACEMENT FUND (NEW)

COMMONWEALTH ATTORNEY COMMISSION FUND

VICTIM-WITNESS GRANT

CRIME ANALYSIS GRANT (NEW)

POLICE DEPARTMENT STATE ASSET FORFEITURE FUND

REGIONAL FIREARMS TRAINING CENTER - OPERATIONS (NEW)

FEMA-SAFER GRANT

CRIMINAL JUSTICE GRANT

WATER RESOURCES FUND

CHARLOTTESVILLE-ALBEMARLE JOINT HEALTH CENTER FUND

COURTHOUSE MAINTENANCE FUND

OLD CROZET SCHOOL FUND

VEHICLE REPLACEMENT FUND

MARTHA JEFFERSON HEALTH GRANT

TOURISM FUND

PROFFER FUNDS

METRO PLANNING GRANT

ECONOMIC DEVELOPMENT AUTHORITY

HOUSING ASSISTANCE FUND

### FUNDS DESCRIBED ELSEWHERE

FIRE RESCUE SERVICES FUND - in Public Safety Chapter

FACILITIES DEVELOPMENT FUND - in Public Works chapter

BRIGHT STARS FUND - in Health and Welfare chapter

COMPREHENSIVE SERVICES ACT FUND - in Health and Welfare chapter

DARDEN TOWE PARK FUND - in Parks, Recreation & Culture chapter

(OTHER FUNDS CONTINUED)

**EXPENDITURE SUMMARY**

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Computer Maint. & Repl. Fund	\$0	\$0	\$0	\$280,763	\$280,763	\$280,763	\$280,763	
Commonwealth Atty. Commission Fund	119,106	60,000	60,000	60,000	60,000	60,000	\$0	0.0%
Victim-Witness Grant	116,021	121,604	122,276	123,973	123,973	124,558	\$2,954	2.4%
Crime Analysis Grant	43,796	0	67,759	67,759	67,759	68,074	\$68,074	
Police Dept State Asset Forfeiture Fund	39,989	971,167	1,279,646	0	0	0	(\$971,167)	-100.0%
Regional Firearms Training Center - Opera	0	0	0	118,432	118,432	118,432	\$118,432	
Fire Rescue Services Fund - Operations	12,805,950	12,564,054	12,734,677	15,622,492	14,536,602	14,583,537	\$2,019,483	16.1%
FEMA-SAFER Grant	520,826	507,079	507,079	0	0	0	(\$507,079)	-100.0%
Criminal Justice Grant	937,316	758,815	1,060,084	731,081	731,081	731,081	(\$27,734)	-3.7%
Water Resources Fund	0	1,093,594	1,093,866	1,584,494	1,584,494	1,584,494	\$490,900	44.9%
Facilities Development Fund	886,983	973,090	915,349	1,137,891	1,027,471	1,032,549	\$59,459	6.1%
Char-Alb Joint Health Center Fund	34,047	48,960	90,543	0	0	0	(\$48,960)	-100.0%
Courthouse Maintenance Fund	44,156	35,000	35,000	35,700	35,700	35,700	\$700	2.0%
Old Crozet School Fund	73,721	82,337	87,883	83,763	83,763	83,763	\$1,426	1.7%
Vehicle Replacement Fund	1,108,121	1,041,859	1,041,859	1,622,182	1,120,254	1,120,254	\$78,395	7.5%
Bright Stars Fund	1,124,143	1,210,787	1,210,787	1,234,396	1,234,396	1,384,612	\$173,825	14.4%
Comprehensive Services Act Fund	8,636,478	8,974,179	8,974,179	10,141,584	10,141,584	10,141,584	\$1,167,405	13.0%
MJ Health Grant	3,298	5,000	5,000	5,000	5,000	5,000	\$0	0.0%
Darden Towle Park Fund	311,742	247,466	249,400	272,895	272,895	273,153	\$25,687	10.4%
Tourism Fund	1,627,180	1,453,305	1,453,305	1,828,780	1,828,780	1,828,780	\$375,475	25.8%
Proffer Funds	302,199	493,832	3,313,138	750,035	750,035	750,035	\$256,203	51.9%
Metro Planning Grant	10,150	9,902	9,902	11,801	11,801	11,801	\$1,899	19.2%
Economic Development Authority	23,741	80,000	80,000	80,000	80,000	80,000	\$0	0.0%
Housing Assistance Fund	2,971,681	3,025,000	3,025,000	3,440,000	3,440,000	3,440,000	\$415,000	13.7%
<b>SUBTOTAL</b>	<b>\$31,740,644</b>	<b>\$33,757,030</b>	<b>\$37,416,732</b>	<b>\$39,233,021</b>	<b>\$37,534,783</b>	<b>\$37,738,170</b>	<b>\$3,981,140</b>	<b>11.8%</b>
<b>Other Special Revenue Funds*</b>	<b>3,039,625</b>	<b>0</b>	<b>2,837,972</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	
<b>TOTAL</b>	<b>\$34,780,269</b>	<b>\$33,757,030</b>	<b>\$40,254,704</b>	<b>\$39,233,021</b>	<b>\$37,534,783</b>	<b>\$37,738,170</b>	<b>\$3,981,140</b>	<b>11.8%</b>

\*Other Special Revenue Funds include supplemental appropriations for items such as grants and seized assets accounts.

**REVENUE SUMMARY**

	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Local Revenue	\$4,660,078	\$3,546,401	\$4,073,205	\$3,917,809	\$3,917,809	\$3,917,809	\$371,408	10.5%
State Revenue	6,233,342	6,383,454	6,643,063	7,489,772	7,489,772	7,565,016	\$1,181,562	18.5%
Federal Revenue	3,744,776	3,582,254	3,590,819	3,483,320	3,483,320	3,483,320	(\$98,934)	-2.8%
Transfers	17,210,660	18,561,553	18,545,181	20,494,380	20,494,380	21,269,624	\$2,708,071	14.6%
Use of Fund Balance	0	1,683,368	4,647,881	1,502,401	1,502,401	1,502,401	(\$180,967)	-10.8%
<b>SUBTOTAL</b>	<b>\$31,848,857</b>	<b>\$33,757,030</b>	<b>\$37,500,149</b>	<b>\$36,887,682</b>	<b>\$36,887,682</b>	<b>\$37,738,170</b>	<b>\$3,981,140</b>	<b>11.8%</b>
<b>Other Special Revenue Funds*</b>	<b>1,186,525</b>	<b>0</b>	<b>2,837,972</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	
<b>TOTAL</b>	<b>\$33,035,382</b>	<b>\$33,757,030</b>	<b>\$40,338,121</b>	<b>\$36,887,682</b>	<b>\$36,887,682</b>	<b>\$37,738,170</b>	<b>\$3,981,140</b>	<b>11.8%</b>

\*Other Special Revenue Funds include supplemental appropriations for items such as grants and seized assets accounts.

# COMPUTER MAINTENANCE & REPLACEMENT FUND

## DESCRIPTION

The Computer Maintenance and Replacement Fund is used for the County’s personal computer (PC) replacement timeline. Currently, the County has a five-year replacement strategy for desktop PCs, a four-year replacement strategy for laptops, and a two-year replacement strategy for mobility devices. In between replacements, PCs and laptops may require maintenance and this fund supports these maintenance efforts. Printer maintenance/replacement and devices to improve PC performance are also supported with this fund. For the upcoming three years, an enterprise agreement for Microsoft Office will be purchased out of this fund. Additionally, the purchase of software items outside of this office productivity package that departments request, on an as needed basis, will be made from this fund.

The Computer Maintenance and Replacement Fund is funded through contributions from general government department budgets based on the number of desktops, laptops, mobility devices, and printers within the department. In prior years, this was treated as a suspense account within the General Fund.

Based on a review by the Finance Department, the County is establishing this Internal Service Fund in FY16 to increase transparency and to streamline management of the function.

COMPUTER MAINTENANCE AND REPLACEMENT FUND								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
EXPENDITURES	\$0	\$0	\$0	\$280,763	\$280,763	\$280,763	\$280,763	
REVENUES	\$0	\$0	\$0	\$280,763	\$280,763	\$280,763	\$280,763	

# COMMONWEALTH ATTORNEY COMMISSION FUND

## DESCRIPTION

In 2010, the Commonwealth’s Attorney’s Office (CAO) began collecting delinquent fines and fees due for criminal and traffic matters in the Circuit and General District Courts. This revenue is collected into the CAO Commission Fund. A portion of these revenues is transferred to the General Fund to support a part-time attorney position in the CAO.

## FUND FINANCIAL DATA

COMMONWEALTH ATTORNEY COMMISSION FUND								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
COMM. ATTY. COLLECTION FEES	\$59,106	\$0	\$0	\$0	\$0	\$0	\$0	
TRANSFER TO GENERAL FUND	60,000	60,000	60,000	60,000	60,000	60,000	0	0.0%
<b>EXPENDITURE TOTAL</b>	<b>\$119,106</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>REVENUES</b>								
FINES AND FEES	\$119,917	\$0	\$0	\$0	\$0	\$0	\$0	
USE OF FUND BALANCE	0	60,000	60,000	60,000	60,000	60,000	0	0.0%
<b>REVENUE TOTAL</b>	<b>\$119,917</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>0.0%</b>

# 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 Virginia Department of Criminal Justice Services Grant provides for a Victim-Witness Assistant Coordinator and a Victim/Witness Program Assistant.

## FUND FINANCIAL DATA

VICTIM WITNESS GRANT								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$82,397	\$84,045	\$84,045	\$84,179	\$84,179	\$84,658	\$613	0.7%
BENEFITS	32,954	34,755	34,736	36,299	36,299	36,405	1,650	4.7%
OPERATING	670	2,804	3,495	3,495	3,495	3,495	691	24.6%
TRANSFER TO GENERAL FUND	0	0	0	0	0	0	0	
<b>EXPENDITURE TOTAL</b>	<b>\$116,021</b>	<b>\$121,604</b>	<b>\$122,276</b>	<b>\$123,973</b>	<b>\$123,973</b>	<b>\$124,558</b>	<b>\$2,954</b>	<b>2.4%</b>
<b>REVENUES</b>								
DCJS FUNDS	\$82,407	\$84,506	\$87,041	\$87,041	\$87,041	\$87,041	\$2,535	3.0%
TRANSFER FROM GENERAL FUND	34,574	37,098	37,098	36,932	36,932	37,517	419	1.1%
<b>REVENUE TOTAL</b>	<b>\$116,981</b>	<b>\$121,604</b>	<b>\$124,139</b>	<b>\$123,973</b>	<b>\$123,973</b>	<b>\$124,558</b>	<b>\$2,954</b>	<b>2.4%</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>

# CRIME ANALYSIS GRANT

## DESCRIPTION

The Virginia Department of Criminal Justice Services Ed Byrne Memorial Justice Assistance Grant (JAG) was established to provide funding to local governments and state agencies to support critical funding in criminal justice system improvements. This grant provides one year of funding for the salary, benefits and training for a Crime Analyst in the Police Department for more effective operation and administration.

## FUND FINANCIAL DATA

CRIME ANALYSIS GRANT								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$20,548	\$0	\$46,040	\$45,460	\$45,460	\$45,718	\$45,718	
BENEFITS	20,138	0	18,288	19,184	19,184	19,241	19,241	
OPERATING	3,110	0	3,431	3,115	3,115	3,115	3,115	
<b>EXPENDITURE TOTAL</b>	<b>\$43,796</b>	<b>\$0</b>	<b>\$67,759</b>	<b>\$67,759</b>	<b>\$67,759</b>	<b>\$68,074</b>	<b>\$68,074</b>	<b>0.0%</b>
<b>REVENUES</b>								
DCJS FUNDS	\$36,617	\$0	\$50,818	\$33,879	\$33,879	\$33,879	\$33,879	
TRANSFER FROM GENERAL FUND	7,179	0	16,941	33,880	33,880	34,195	34,195	
<b>REVENUE TOTAL</b>	<b>\$43,796</b>	<b>\$0</b>	<b>\$67,759</b>	<b>\$67,759</b>	<b>\$67,759</b>	<b>\$68,074</b>	<b>\$68,074</b>	<b>0.0%</b>
<b>POSITIONS</b>	<b>1.0</b>	<b>0.0</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>

# POLICE DEPARTMENT STATE ASSET FORFEITURE FUND

**DESCRIPTION**

The Police Department receives seized asset funding from the State. These monies support operational purchases, like evidence equipment and traffic enforcement items, and support law enforcement capital projects. For additional information on these expenditures in FY16, please see the Capital Improvement Program Chapter of this document. If available, additional seized asset funding will be requested for appropriation as needed with a supplemental appropriation.

**FUND FINANCIAL DATA**

POLICE DEPARTMENT STATE ASSET FORFEITURE FUND								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b><u>EXPENDITURES</u></b>								
POLICE OPERATING	\$39,989	\$0	\$308,479	\$0	\$0	\$0	\$0	0.0%
TRANSFER TO CIP	0	971,167	971,167	0	0	0	(971,167)	-100.0%
<b>EXPENDITURE TOTAL</b>	<b>\$39,989</b>	<b>\$971,167</b>	<b>\$1,279,646</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$971,167)</b>	<b>-100.0%</b>
<b><u>REVENUES</u></b>								
LOCAL	\$588	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
STATE	8,797	0	0	0	0	0	\$0	0.0%
USE OF FUND BALANCE	0	971,167	1,279,646	0	0	0	(971,167)	-100.0%
<b>REVENUE TOTAL</b>	<b>\$9,385</b>	<b>\$971,167</b>	<b>\$1,279,646</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$971,167)</b>	<b>-100.0%</b>

# REGIONAL FIREARMS TRAINING CENTER – OPERATIONS

**DESCRIPTION**

The Regional Firearms Training Center is a joint project between the County of Albemarle, City of Charlottesville and University of Virginia (UVA) located on property owned by UVA on Milton Road. The center will provide training and education in the use of firearms and will improve the safety and effectiveness of local law enforcement agencies. The facility will include a 50-yard qualification range and 50-yard tactical range, 16 shooting lanes, control platforms, classroom, office, bathrooms and storage areas.

Funding for the facility’s operation is anticipated to begin in December 2015 and extend seven months in FY16. Funding shares are based on the agreement approved by Board of Supervisors at its December 10, 2014 meeting, which allocates costs based on each partner’s percentage of the total number of full-time certified law enforcement officers authorized as of January 1, 2015.

**FUND FINANCIAL DATA**

REGIONAL FIREARMS TRAINING CENTER: OPERATIONS FUND								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
OPERATING	\$0	\$0	\$0	\$118,432	\$118,432	\$118,432	\$118,432	
<b>EXPENDITURE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$118,432</b>	<b>\$118,432</b>	<b>\$118,432</b>	<b>\$118,432</b>	
<b>REVENUES</b>								
COUNTY OF ALBEMARLE*	\$0	\$0	\$0	\$52,676	\$52,676	52,676	\$52,676	
CITY OF CHARLOTTESVILLE	0	0	0	44,898	44,898	44,898	44,898	
UNIVERSITY OF VIRGINIA	0	0	0	20,858	20,858	20,858	20,858	
<b>REVENUE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$118,432</b>	<b>\$118,432</b>	<b>\$118,432</b>	<b>\$118,432</b>	

## 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 fire/rescue workers that provide service at the Ivy Fire Rescue Station and Seminole Trail Volunteer Fire Department. The grant does not reimburse overtime and operational costs for these positions. It is anticipated that funding for this grant will be available through June 2015. Beginning in FY16, the General Fund will pick up funding for these positions to continue existing services.



FEMA-SAFER GRANT CONTINUED

FUND FINANCIAL DATA

FEMA-SAFER GRANT								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$365,846	\$349,928	\$349,928	\$0	\$0	\$0	(\$349,928)	-100.0%
BENEFITS	154,980	157,151	157,151	0	0	0	(157,151)	-100.0%
<b>EXPENDITURE TOTAL</b>	<b>\$520,826</b>	<b>\$507,079</b>	<b>\$507,079</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$507,079)</b>	<b>-100.0%</b>
<b>REVENUES</b>								
FEMA-SAFER GRANT	\$500,909	\$507,079	\$507,079	\$0	\$0	\$0	(\$507,079)	-100.0%
<b>REVENUE TOTAL</b>	<b>\$500,909</b>	<b>\$507,079</b>	<b>\$507,079</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$507,079)</b>	<b>-100.0%</b>
POSITIONS	9.0	8.3	8.4	0.0	0.0	0.0	(8.3)	-100.0%

## CRIMINAL JUSTICE GRANT

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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
EXPENDITURES	\$937,316	\$758,815	\$1,060,084	\$731,081	\$731,081	\$731,081	(\$27,734)	-3.7%
<b>REVENUES</b>								
DCJS-COMMUNITY CORRECTION	\$892,565	\$723,815	\$950,084	\$696,081	\$696,081	\$696,081	(\$27,734)	-3.8%
OTHER RECOVERED COSTS	44,751	35,000	110,000	35,000	35,000	35,000	\$0	0.0%
<b>REVENUE TOTAL</b>	<b>\$937,316</b>	<b>\$758,815</b>	<b>\$1,060,084</b>	<b>\$731,081</b>	<b>\$731,081</b>	<b>\$731,081</b>	<b>(\$27,734)</b>	<b>-3.7%</b>

# WATER RESOURCES FUND

## DESCRIPTION

The Water Resources Fund was created as part of the FY15 Recommended budget in response to recent state mandates that have significantly increased the scope and costs of County water resource programs. The Board of Supervisors adopted a Five-Year Financial Plan in December 2013 that included anticipated revenues and additional staffing resources for the County’s water resources programs beginning in FY15. The FY16 Recommended Budget continues to utilize General Fund revenue as an interim funding solution to allow the County to fund its mandates while a community and Board preference for a more permanent dedicated funding solution is determined.

## FUND FINANCIAL DATA

WATER RESOURCES FUND								
	FY14 ACTUAL	FY15 ADOPTED	FY15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY15 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
TRANSFER TO GENERAL FUND	\$0	\$592,248	\$592,248	\$694,013	\$694,013	\$694,013	\$101,765	17.2%
TRANSFER TO STORMWATER CIP FUND	0	48,980	48,980	63,848	63,848	63,848	14,868	30.4%
TRANSFER TO STORMWATER DEBT FUND	0	0	0	0	0	0	0	
RESERVE	0	452,366	452,638	826,633	826,633	826,633	374,267	82.7%
<b>EXPENDITURE TOTAL</b>	<b>\$0</b>	<b>\$1,093,594</b>	<b>\$1,093,866</b>	<b>\$1,584,494</b>	<b>\$1,584,494</b>	<b>\$1,584,494</b>	<b>\$490,900</b>	<b>44.9%</b>
<b>REVENUES</b>								
TRANSFER FROM GENERAL FUND	\$0	\$1,093,594	\$1,093,866	\$1,132,128	\$1,132,128	\$1,132,128	\$38,534	3.5%
USE OF FUND BALANCE	\$0	\$0	\$0	\$452,366	\$452,366	\$452,366	\$452,366	
<b>REVENUE TOTAL</b>	<b>\$0</b>	<b>\$1,093,594</b>	<b>\$1,093,866</b>	<b>\$1,584,494</b>	<b>\$1,584,494</b>	<b>\$1,584,494</b>	<b>\$490,900</b>	<b>44.9%</b>

## OVERVIEW/CHANGES

**FY 16 Recommended Budget:** The Water Resources Fund totals \$1,584,494 and includes the following:

- A \$694,013 transfer from the Water Resources Fund to the General Fund to support operating expenditures related to the Stormwater program, the Community Development Department and Thomas Jefferson Soil and Water Conservation District. Please see those sections in the Public Works and Community Development chapters of this document for additional information on those expenditures.
- A \$63,848 transfer from the Water Resources Fund to the Stormwater Management CIP Fund for Stormwater Management improvement projects which are funded on a "pay-as-you-go" basis in FY 16. Please see the Capital Improvements Program chapter in this document for additional information on those projects.
- An \$826,633 reserve is provided for identified and planned future stormwater Capital Improvements Program projects. Please see the Capital Improvements Program chapter in this document for additional information on those projects.
- Revenues for this fund are provided by a transfer from the General Fund. This amount is based on a dedicated 0.7 cents per \$100 assessed value for the real estate property tax rate.

**FY 16 Adopted Budget:** There are no changes made to the recommended budget.

# CHARLOTTESVILLE-ALBEMARLE JOINT HEALTH CENTER FUND

## DESCRIPTION

This Fund was established to provide for major betterment and renewals for the Charlottesville-Albemarle Joint Health Center. Revenues are derived from monthly rental paid by the Virginia Department of Health supplemented by contributions from the City and County, if needed. Expenditures are for insurance and maintenance of the building. This fund is based on the Recommended Capital Improvements Program, which does not include any related projects in FY16.

## FUND FINANCIAL DATA

CHARLOTTESVILLE-ALBEMARLE JOINT HEALTH CENTER FUND								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
EXPENDITURES	\$34,047	\$0	\$41,583	\$0	\$0	\$0	\$0	0.0%
TRANSFER TO CIP	0	48,960	48,960	0	0	0	(48,960)	-100.0%
<b>EXPENDITURE TOTAL</b>	<b>\$34,047</b>	<b>\$48,960</b>	<b>\$90,543</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$48,960)</b>	<b>-100.0%</b>
<b>REVENUES</b>								
LOCAL	\$56,487	\$0	\$27,944	\$0	\$0	\$0	\$0	0.0%
USE OF FUND BALANCE	0	48,960	62,599	0	0	0	(48,960)	-100.0%
<b>REVENUE TOTAL</b>	<b>\$56,487</b>	<b>\$48,960</b>	<b>\$90,543</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$48,960)</b>	<b>-100.0%</b>

# 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 FUND								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
TRANSFER TO CIP	\$44,156	\$35,000	\$35,000	\$35,700	\$35,700	\$35,700	\$700	2.0%
<b>REVENUES</b>								
Courthouse Maintenance Fees	\$34,730	\$35,000	\$35,000	\$35,700	\$35,700	\$35,700	\$700	2.0%
<b>REVENUE TOTAL</b>	<b>\$34,730</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,700</b>	<b>\$35,700</b>	<b>\$35,700</b>	<b>\$700</b>	<b>2.0%</b>

# OLD CROZET SCHOOL FUND

## 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 FUND								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
Operating Expenditures	\$73,721	\$82,337	\$71,356	\$83,763	\$83,763	\$83,763	\$1,426	1.7%
<b>REVENUES</b>								
Rent	\$77,013	\$82,337	\$84,294	\$83,763	\$83,763	\$83,763	\$1,426	1.7%
Federal	297	0	0	0	0	0	0	
Fund Balance	0	0	3,589	0	0	0	0	
REVENUE TOTAL	\$77,309	\$82,337	\$87,883	\$83,763	\$83,763	\$83,763	\$1,426	1.7%

# 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 contributions from general government department budgets based on anticipated fleet replacement costs and lifecycles. For example, a department with vehicles that average 10,000 miles a year (a ten year life cycle using the 120,000 miles or ten years of age standard) with a total fleet replacement cost of \$200,000 would contribute \$20,000 in FY16 (\$200,000 / 10). In total, departments requested 61 replacement vehicles for FY 16. Funding is provided to replace 43 vehicles.

## FUND FINANCIAL DATA

VEHICLE REPLACEMENT FUND								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
FINANCE-REAL ESTATE	\$19,511	\$0	\$0	\$40,684	\$20,342	\$20,342	\$20,342	
SHERIFF	136,590	140,000	140,000	140,000	140,000	140,000	0	0.0%
POLICE	621,200	666,000	666,000	926,800	677,324	677,324	11,324	1.7%
FIRE RESCUE	81,135	60,000	60,000	67,000	30,000	30,000	(30,000)	-50.0%
INSPECTIONS	0	22,700	22,700	101,710	61,026	61,026	38,326	168.8%
GENERAL SERVICES	58,113	18,253	18,253	201,240	176,562	176,562	158,309	867.3%
SOCIAL SERVICES	17,721	36,506	36,506	0	0	0	(36,506)	-100.0%
PARKS AND RECREATION	154,378	83,400	83,400	89,064	0	0	(83,400)	-100.0%
HOUSING	19,473	0	0	0	0	0	0	
EMERGENCY REPLACE CONTINGENCY	0	15,000	15,000	15,000	15,000	15,000	0	
EXPENDITURE TOTAL	\$1,108,121	\$1,041,859	\$1,041,859	\$1,581,498	\$1,120,254	\$1,120,254	\$78,395	7.5%
<b>REVENUES</b>								
VEHICLE REPLACEMENT CONTRIBUTIONS	\$827,180	\$957,450	\$957,450	\$1,040,254	\$1,040,254	\$1,040,254	\$82,804	8.6%
OTHER REVENUES	86	0	0	0	0	0	0	
USE OF FUND BALANCE	0	84,409	84,409	80,000	80,000	80,000	(4,409)	-5.2%
ADDITIONAL TRANSFER FR. GEN. FUND	214,348	0	0	0	0	0	0	
REVENUE TOTAL	\$1,041,614	\$1,041,859	\$1,041,859	\$1,120,254	\$1,120,254	\$1,120,254	\$78,395	7.5%

# 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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
EXPENDITURES	\$3,298	\$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 FY98 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 FUND								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Transfer to General Fund	\$1,578,180	\$1,428,305	\$1,428,305	\$1,668,780	\$1,668,780	\$1,668,780	\$240,475	16.8%
Transfer to CIP	49,000	25,000	25,000	160,000	160,000	160,000	135,000	540.0%
EXPENDITURE TOTAL	\$1,627,180	\$1,453,305	\$1,453,305	\$1,828,780	\$1,828,780	\$1,828,780	\$375,475	25.8%
<b>REVENUES</b>								
TRANSIENT OCCUPANCY TAX	\$1,600,599	\$1,428,305	1,651,409	\$1,668,780	\$1,668,780	\$1,668,780	\$240,475	16.8%
FUND BALANCE	0	25,000	25,000	160,000	160,000	160,000	135,000	540.0%
REVENUE TOTAL	\$1,600,599	\$1,453,305	\$1,676,409	\$1,828,780	\$1,828,780	\$1,828,780	\$375,475	25.8%

(TOURISM FUND CONTINUED)

Description	FY 15 Adopted	FY 16 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. For additional information, please see the Parks, Recreation, and Culture chapter of this document.	\$1,428,305	\$1,668,780	\$240,475	16.8%
<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 16 includes maintenance projects for the Parks and Recreation department. For additional information, please see the Capital Improvements Program chapter of this document.	25,000	160,000	\$135,000	540.0%
<b>TOTAL, TOURISM FUND</b>	<b>\$1,453,305</b>	<b>\$1,828,780</b>	<b>\$375,475</b>	<b>25.8%</b>

## PROFFER FUNDS

### DESCRIPTION

Proffers are a voluntary offer by a landowner to perform an act, contribute money or donate land in order to mitigate the impacts of new development that result from a rezoning which is referred to as a Zoning Map Amendment ("ZMA"). Proffered cash revenue may be used for an improvement project that increases capacity. It must be used according to the terms set forth in the proffer agreement like area, within a certain timeframe, and/or on a certain project. For every proffer, there is a fund. The summary below is for the collection of Proffer funds. For more information about the specific proffer activity, please see the Capital Improvement Program chapter.

### FUND FINANCIAL DATA

	PROFFER FUNDS							\$ ADP-ADP	% ADP/ADP
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED			
<b>EXPENDITURES</b>									
TRANSFER TO GENERAL FUND	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0		
TRANSFER TO CIP	302,199	493,832	3,278,138	750,035	750,035	750,035	256,203	51.9%	
TRANSFER TO AFFORDABLE HOUSING	0	0	30,000	0	0	0	0		
<b>EXPENDITURE TOTAL</b>	<b>\$302,199</b>	<b>\$493,832</b>	<b>\$3,313,138</b>	<b>\$750,035</b>	<b>\$750,035</b>	<b>\$750,035</b>	<b>\$256,203</b>	<b>51.9%</b>	
<b>REVENUES</b>									
LOCAL	\$908,265	\$0	\$180,501	\$0	\$0	\$0	\$0		
USE OF FUND BALANCE	0	493,832	3,132,637	750,035	750,035	750,035	256,203	51.9%	
<b>REVENUE TOTAL</b>	<b>\$908,265</b>	<b>\$493,832</b>	<b>\$3,313,138</b>	<b>\$750,035</b>	<b>\$750,035</b>	<b>\$750,035</b>	<b>\$256,203</b>	<b>51.9%</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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
EXPENDITURES	\$10,150	\$9,902	\$9,902	\$11,801	\$11,801	\$11,801	\$1,899	19.2%
<b>REVENUES</b>								
STATE	\$990	\$990	\$990	\$1,180	\$1,180	\$1,180	\$190	19.2%
FEDERAL	7,922	7,922	7,922	9,441	9,441	9,441	1,519	19.2%
TRANSFER FROM GEN FUND	1,000	990	990	1,180	1,180	1,180	190	19.2%
REVENUE TOTAL	\$9,912	\$9,902	\$9,902	\$11,801	\$11,801	\$11,801	\$1,899	19.2%

# 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 fees totaling \$80,000 in FY 16. Of this, \$39,500 is expected to be transferred to the General Fund to support the cost of memberships in the Central Virginia 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 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
EXPENDITURES	\$23,741	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$0	0.0%
REVENUES	\$511	\$80,000	\$88,000	\$80,000	\$80,000	\$80,000	\$0	0.0%

# HOUSING ASSISTANCE FUND

## DESCRIPTION

Housing Assistance funding is provided by the U.S. Department of Housing and Urban Development (HUD) for the Housing Choice Voucher (HCV) Program. Funds are disbursed to landlords participating in HCV as rental subsidies for voucher holders and to some voucher holders to assist with utility costs. Funds also support the administration of the program.

## FUND FINANCIAL DATA

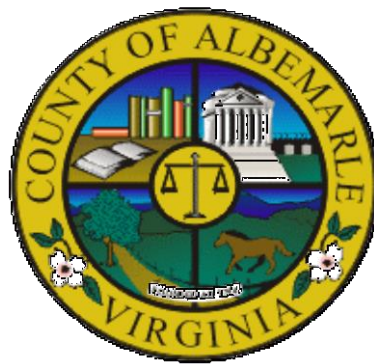
HOUSING ASSISTANCE FUND								
	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 PROJECTED	FY 16 REQUEST	FY 16 RECOMM	FY 16 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Housing Assist. and Utility Reimb.	\$2,746,681	\$2,800,000	\$2,800,000	\$3,160,000	\$3,160,000	\$3,160,000	\$360,000	12.9%
Transfer to General Fund	225,000	225,000	225,000	280,000	280,000	280,000	\$55,000	24.4%
<b>EXPENDITURE TOTAL</b>	<b>\$2,971,681</b>	<b>\$3,025,000</b>	<b>\$3,025,000</b>	<b>\$3,440,000</b>	<b>\$3,440,000</b>	<b>\$3,440,000</b>	<b>\$415,000</b>	<b>13.7%</b>
<b>REVENUES</b>								
HOUSING CHOICE VOUCHER PROGRAM	\$2,980,385	\$3,025,000	\$3,025,000	\$3,440,000	\$3,440,000	\$3,440,000	\$415,000	13.7%
<b>REVENUE TOTAL</b>	<b>\$2,980,385</b>	<b>\$3,025,000</b>	<b>\$3,025,000</b>	<b>\$3,440,000</b>	<b>\$3,440,000</b>	<b>\$3,440,000</b>	<b>\$415,000</b>	<b>13.7%</b>



# EDUCATION

For the Albemarle County Public School's FY16 Adopted Budget and other School budget-related information, please visit the Albemarle County Public School's website at:

<http://www.k12albemarle.org/budget>



# CAPITAL IMPROVEMENT PROGRAM

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.

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 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.

## **Guiding Principles:**

The Board of Supervisors adopted the following "guiding principles" to facilitate identification, scope and priority of CIP projects:

- Maintain public safety as a key component of Albemarle's livability;
- Provide and maintain education facilities and technologies that enhance teaching and learning;
- Support and enhance Albemarle County's overall quality of life and community desirability and livability, including projects that contribute to the arts, education, community events, outdoor recreation, historic and cultural heritage, and social opportunities;
- Improve and maintain critical County facilities to a 40-year useful life to improve functionality of buildings and to preserve assets;
- Provide well-located, safe and efficient facilities that offer quality customer service and increase employee productivity;
- Incorporate environmentally sensitive and energy-efficient systems into County facilities;
- Respond to technological innovations and incorporate technological rather than spatial solutions when appropriate;
- Pursue innovative arrangements for financing approaches including, but not limited to, public/private partnerships; ground lease of County properties in high value areas; leaseback and lease-purchase options, and intergovernmental cooperation;
- Assist departments in preserving and maintaining the County's investment in buildings, land, infrastructure, and equipment;
- Recommend projects based on a prioritized ranking system and the effective utilization of available outside funding sources (Federal, State, other) in addition to appropriate County funding levels;
- Pursue opportunities for collaboration between general government and schools: working together to advance opportunities for different generations to come together in any publically financed facility;
- Support working with our community non-profits (especially those receiving County funds) to seek opportunities to benefit ALL county residents by sharing spaces.

## Benefits

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A long-term Capital Improvement Program has many obvious benefits derived from its organized approach to planning projects. The program provides a systematic evaluation of all potential projects at the same time and serves to stabilize debt service payments and reduce borrowing costs through consolidated issuance. The Capital Improvement Program also serves as a public relations and economic development tool. Other benefits include:

- Eliminates the duplication of project requests and enables the County to take advantage of joint planning and shared county facilities;
- Assists in implementing the County's Comprehensive and Area Plans and related policies;
- Establishes a system of annual examination and prioritization of county needs;
- Focuses attention on community goals and objectives;
- Allows for proper programming and project design;
- Allows for the identification of appropriate project financing and construction schedules;
- Helps provide a framework for the equitable distribution of public improvements throughout the County;
- Provides a basis for formulation of bond issues, borrowing programs, or other revenue producing measures;
- Facilitates capital expenditure and revenue estimates and helps to avoid emergency financing methods;
- Encourages efficient government administration;
- Fosters a sound and stable financial program;
- Bridges the gap between day-to-day operations of county government and the County's long-range development goals.

## Project Descriptions

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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.)

## Funding Resources

Funding the County's Capital Improvement Program range from direct County contributions, such as the Reserve for Future Capital Projects, proceeds from the sale of bonds, contributions from outside sources such as private developer contributions, or contributions from federal and state funds and grants. Following is a selected list of funding options for the CIP. Additional funding options exist and not every funding option is utilized in a particular CIP.

**General Fund Transfer:** Funds received annually from the general government operating budget; the County's goal is to dedicate a minimum of 3% of the annual General Fund revenues to the CIP. Funding debt service obligations is the first priority of the General Fund Transfer to Debt and Capital. The balance is distributed to the Capital Improvement Program funds based on the cash need of pay-as-you-go projects. The distribution takes into consideration the cash need net of all available revenues and available fund balance.

Overall, the transfer to capital projects and debt service increases \$1,075,357, or 5.7%, over the FY 14 Adopted budget. This increase includes the CIP's share of a general 1 cent tax rate increase and a portion of the rent anticipated for the new Northside Library to offset a portion of the debt service cost for the library.

**Use of Prior Year General Fund Balance:** Budgeted prior year revenue surplus and/or expenditure savings from the General Fund Balance. For Year 1 of the CIP, these funds are not calculated as these will be calculated and appropriated after the prior year is audited.

**Use of Prior Year School Fund Balance:** Budgeted prior year revenue surplus and/or expenditure savings from the School Fund Balance. For Year 1 of the CIP, these funds are not calculated as these will be calculated and appropriated after the prior year is audited.

**Water Resources Transfer:** Supports (a) a portion of the "pay-as-you-go" Stormwater projects and (b) the debt service associated with the Stormwater projects funded with loan proceeds. The revenue is collected in the General fund and provided by transfer to the Water Resources Fund which then provides revenue by transfer to the Stormwater CIP and debt funds. The revenue amount is based on a dedicated 0.7 cents per \$100 assessed value for the real estate property tax rate

**General Obligation Bonds:** A bond sold by the County to investors to raise money.

- **Virginia Public School Authority (VPSA) School Financing Bonds:** VPSA provides financing to localities by using the proceeds of its bonds to purchase a "pool" of general obligation bonds from localities ("Local Issuers"). Each Local Issuer uses the proceeds to finance capital projects for public schools. Pooled bond sales are regularly scheduled in the Spring and Fall of each year. Pooled bonds are issued by the VPSA under its 1997 Resolution and secured by the payments on general obligation school bonds ("Local School Bonds") purchased by the Authority. In the event of a default of any Local School Bond, a "State Aid Intercept" provision provides for a diversion to the holder of its local school bonds of all funds appropriated and payable to the Local Issuer by the Commonwealth.
- **Economic Development Authority (EDA) Lease Revenue Bond:** Proceeds of the sale of revenue bonds; bonds that pledge the revenue-generating potential of a facility or utility system.

Note: The EDA is responsible for promoting and encouraging development in Albemarle County. The EDA was formerly known as the Industrial Development Authority (IDA). The Authority secures bond financing primarily for non-profit organizations with major capital projects.

**Capital Reserve:** Funds reserved from County operating revenues for capital projects.

**Local:** Funds and payments received from area sources:

- **Courthouse Maintenance Fund:** Clerk of the Court collects an assessed sum as part of the costs in (i) each civil action filed in the district or circuit courts 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 used for the construction, renovation, or maintenance of courthouse, jail or court-related facilities and to defray increases in the costs of heating, cooling, electricity, and ordinary maintenance.
- **Fire Company Repayment:** Repayment for County loan for Stoney Point Fire Company Building. The final payment is scheduled to be in November 2018.
- **Partnerships:** Shares of projects paid to the County for the designated amount. Examples include: (a) the County is the fiscal agent for the ECC Emergency Telephone System and will be reimbursed by the participating localities based on a percentage of usage and (b) the County is the fiscal agent for the

firearms range project and is anticipating a partnership with the City of Charlottesville which will generate a reimbursement based on the agreement.

**State:** Funds and payments received from the Commonwealth of Virginia.

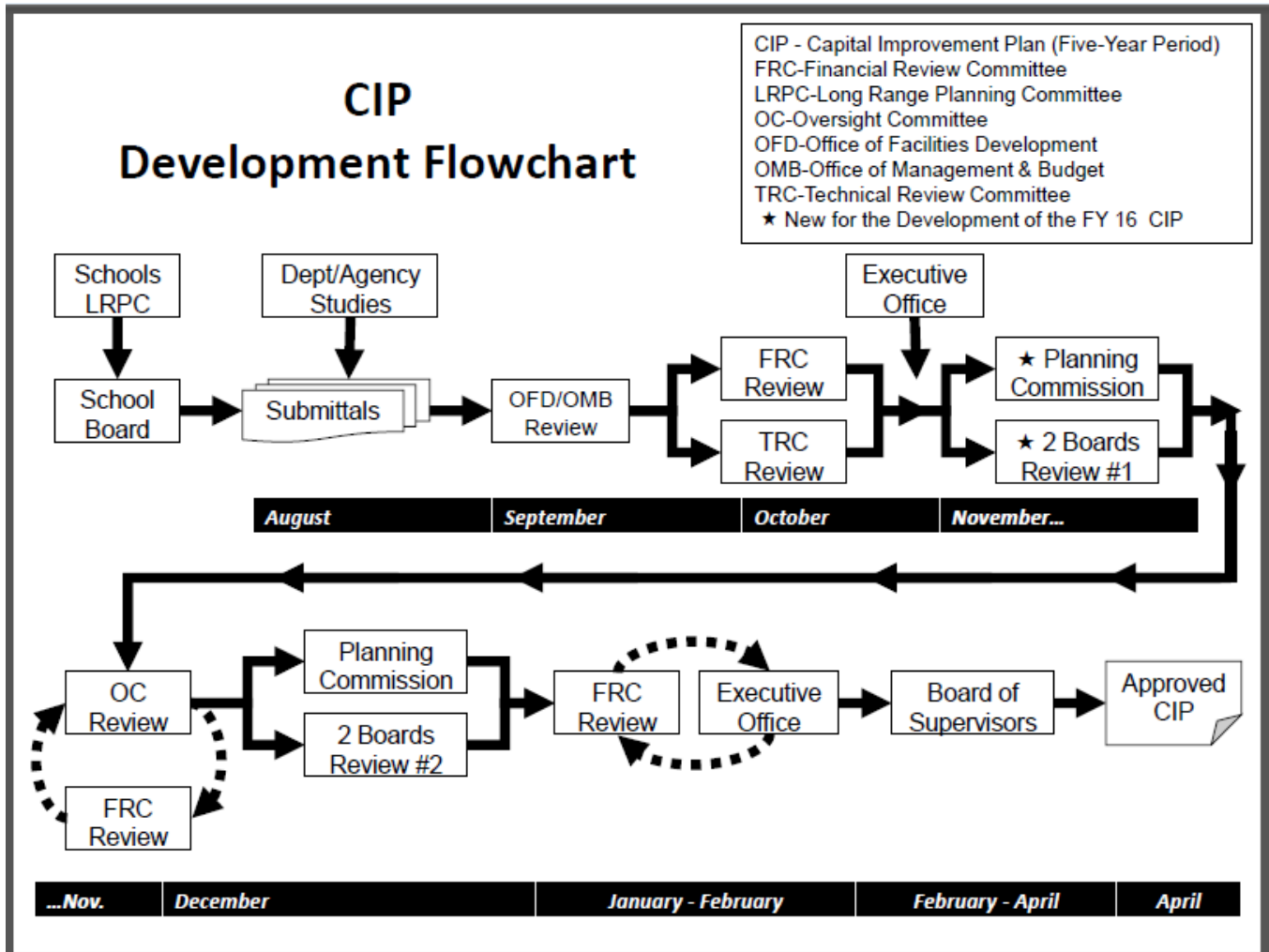
**Federal:** Funds and payments received from the federal government.

**Cash Proffers:** Funds negotiated at the time of rezoning to help defray the capital costs associated with resultant development. As funds are collected over time, appropriations are used for specific capital facility needs.

**Tourism:** Revenue derived primarily from an additional 3% rate in the County's transient occupancy (hotel/motel or lodging) tax; Albemarle County levies a transient occupancy tax of up to a maximum rate of 5%. Legislation requires 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.

## Process for Preparing the Capital Improvement Program

Preparation of the Capital Improvement Program is an interactive process that takes approximately ten months each planning year. There is a two-year cycle which was revised the Board of Supervisors June 5, 2013. The revision maintains a two-year planning cycle but allows new project requests for the five-year CIP during both cycles; the ten-year Capital Needs Assessment (CNA) will continue to be updated every other year in the second-year. This revision supports the previous change in tax assessments from once every two years to the current practice of annual assessments and ensures the County is able to take advantage of current capital opportunities if revenues become available.



The Office of Management and Budget (OMB) determines the availability of Capital funds in accordance with the Board of Supervisors' established debt management policies. Determining the availability of funds includes an analysis of future county debt capacity and projections of funds available from the Reserve for Future Capital Projects and cash proffers.

### Submittals

Submittals, or project requests, are submitted by County Departments or Agencies, which marks the beginning of the planning cycle. During the first year cycle, new project requests are accepted and projects may transition from the CNA to the CIP; in addition, amendments may be applied to projects. As a general rule, any new capital project should be entered into the capital planning process by being initially programmed in the CNA time period (Years 6-10). A Capital Project Request Package is required for each project during its initial consideration.

**OMB and OFD Review**

OMB staff compiles the submitted project requests and verifies the accuracy of the anticipated project operating costs. The requests are extensively reviewed by the Office of Facilities Development (OFD) to verify the accuracy, adequacy and completeness of project descriptions, project cost, and funding requests.

The Capital Improvement Program review schedule provides for a four week review period for any project in the CIP requiring construction. However, departments and agencies are encouraged to consult with Facilities Development as early as possible in the capital planning cycle regarding the engineering requirements for new projects under consideration or being proposed for the capital plan, and for any revisions to existing projects. Consultation should continue throughout the CIP preparation and review process.

**Financial Review Committee (FRC)**

The FRC reviews the Capital revenue and debt assumptions (current and projected requests) to assure that they are accurate and have been well researched and documented. The FRC's review will provide the base scenario for the TRC's ranked projects and together provide a recommended scenario. The FRC will also review the OC's scenarios and final recommendation to assure that the recommended five-year CIP is aligned with approved financial policies. The FRC will meet at least 3 times throughout the cycle to review base assumptions, TRC recommendations, and OC recommendations.

**FRC Charge:** The Capital Improvement Program (Capital Program) is the planning guide for County expenditures for major capital facilities and equipment and includes a five-year approved Capital Improvement Plan (CIP) balanced to revenues and a Capital Needs Assessment (CNA) to identify long-term capital needs beyond the five-year CIP. The Financial Review Committee (FRC) will assist the County in the Capital Program process by reviewing the Capital revenue and debt assumptions (current and project requests) to assure that they are accurate and have been well researched and documented. The FRC's will review provide the base scenario for Technical Review Committee's ranked projects and together provide a recommended scenario. The FRC will review Oversight Committee's scenarios and final recommendation to assure that the recommended five-year CIP is aligned with approved financial policies. The Capital Program Financial Review Committee will report their recommendations to the appropriate Committee, Board, or Staff.

**Financial Review Committee Member Responsibilities:**

- Review all current revenues for accuracy and appropriate timing including the use of on-going revenues and borrowed funds based on approved County financial policies;
- Review all project requests to clarify and/or identify revenues or offsets including the use borrowed funds, for accuracy, and for appropriate timing based on approved County financial policies;
- Review current debt service schedule for accuracy and appropriate timing based on approved County financial policies;
- Ensure scenario(s) developed for the five-year CIP are aligned with approved financial policies and that the County's financial stability is maintained through the prudent use of its revenues
- Ensure scenario(s) developed for the five-year CNA are aligned with approved financial policies and that the County's financial stability is maintained through the prudent use of its revenues
- Together with the Technical Review Committee, develop a recommended CIP scenario (s) for the five-year CIP and the five-year CNA based on revenue projections approved by the Financial Review Committee;
- Forward recommendations to the requesting Committee, Board, or staff.

**Financial Review Committee Members** include an OMB representative (Facilitator), a Finance Department representative, a School Division representative, and the TRC Facilitator

**Technical Review Committee (TRC)**

The TRC ranks the projects based on established criteria. The ranking process allows projects to be added in a systematic, objective manner. Available revenues, the Board's Guiding Principles, and financial policies guide project inclusion in the Capital Improvement Program. The Technical Review Committee reports their recommendations to the Oversight Committee.

**TRC Charge:** "The Capital Improvement Program (Capital Program) is the planning guide for County expenditures for major capital facilities and equipment and includes a five-year approved Capital Improvement Plan (CIP) balanced to revenues and a Capital Needs Assessment (CNA) to identify long-term capital needs beyond the five-year CIP. The Capital Program Technical Review Committee will assist the County in the Capital Program process by assuring that the technical aspects and costs of each of the requested projects have been well researched and documented. The team will also review, evaluate and document the need for each project and make recommendations for priority funding based on the established capital project evaluation criteria. The Capital Program Technical Review Committee will report their recommendations to the County Executive's Office and the Capital Program Oversight Committee."



**Technical Review Committee Member Responsibilities:**

- Review all project requests for clarity, accuracy and appropriate timing;
- Meet with project submitters to clarify requests and propose revisions, if needed;
- Rank requested projects based on established evaluation criteria;
- Review available revenues and debt service requirements for project requests based on approved County financial policies;
- Prioritize projects based on their ranking and available revenues;
- Together with the Financial Review Committee, develop a recommended CIP scenario (s) for the five-year CIP and the five-year CNA based on revenue projections approved by the Financial Review Committee;
- Forward the joint recommendation to the Capital Program Oversight Committee for their review.

**Technical Review Committee Members:**

Capital Program Manager, Office of Facilities Development (Facilitator)  
 Director of Building Services, Albemarle County Schools  
 Executive Director of Fiscal Services, Albemarle County Schools  
 Chief of Planning, Department of Community Development  
 General Services Director, Department of General Services  
 Public Safety Representative\*  
 Senior Project Manager, Office of Facilities Development  
 Budget Analyst, Office of Management and Budget

\*The Public Safety representative is a two-year role alternating between Police and Fire Rescue; the appointee is designated by Chief of Police or Chief of Fire Rescue

**Capital Improvement Program project evaluation criteria:**

Project evaluation criteria have been established and are used by the committees to review and evaluate all capital projects and their cost estimates. All projects are evaluated against various factors which the submitting department/agency is asked to address on each of the applicable CIP Forms, such as the Project Request Form, the basis of cost estimates provided on the Project Cost Summary Form, and the several Project Cost Detail Forms, all of which are fully described in these instructions.

Mandated, obligated, maintenance/replacements, and committed projects are considered to be the highest priorities.

It is the County’s goal to ensure that non-discretionary maintenance and repair projects are funded before new projects are undertaken, which is why they are considered a higher priority than new projects. As stated in the County’s financial policies, the goal is to fund these projects as much as possible with current revenues, rather than through borrowed funds. Maintenance and repair projects are 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. These projects also involve the ongoing acquisition, replacement or upgrades of major equipment or physical systems, i.e. computer technology, radio systems, major specialized vehicles, etc. deemed critical to county infrastructure and to continued operations.

The County encourages projects which include contributions from outside resources arising from private donations, grants, public/private partnerships, joint undertakings and state and federal programs and incentives.

Beginning in FY 15, mandated and obligated projects, such as the Moore’s Creek Septage Receiving Station and the Ivy Landfill, will continue to be technically evaluated but not be ranked.

All non-mandated/obligated projects submitted will be subject to ranking in the following areas of emphasis: Health and Safety, Education, Regulatory Compliance, Quality of Life, Infrastructure, Sustainability/Energy Efficiency, Economic/Community Development, Special Considerations, Impact on Operational Budget, and Timing/Location. While the areas of emphasis are similar, maintenance/replacement projects have a separate set of ranking criteria than other projects.

Most projects in the first four years of the CIP will already have been evaluated under these same criteria. If there are no significant changes in key factors, the projects in the first four years will receive the same previous ranking.

**CIP Initial Review:**

Just prior to the Oversight Committee’s Review, the two Boards (the Board of Supervisors and the School Board) and the Planning Commission review the project requests and initial financial forecast. This initial review provides the reviewing Boards and Commission an opportunity to provide feedback to their respective members serving on the Oversight Committee.

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**Oversight Committee**

The Oversight Committee reviews the Technical Review Committee's ranking recommendation and the joint Technical Review Committee and Financial Review Committee's Capital Program recommendation adjusting the projects as necessary. The Oversight Committee provides a recommended CIP and CNA to the County Executive.

**Oversight Committee Charge:** "The Capital Improvement Program (Capital Program) is the planning guide for County expenditures for major capital facilities and equipment and includes a five-year approved Capital Improvement Plan (CIP) balanced to revenues and a Capital Needs Assessment (CNA) to identify long-term capital needs beyond the five-year CIP. The Capital Program Oversight Committee will assist the County in the Capital Program process by reviewing and evaluating the recommended Capital Improvement Program brought forward by the Capital Program Technical Review Committee. The Committee will assure that the proposed Capital projects are aligned with County policies, established priorities, guiding principles and long term vision, as defined in the County's Strategic Plan. The Committee will also assure that the recommended five-year CIP is aligned with approved financial policies and that the County's financial stability is maintained through the prudent use of its revenues. The Capital Program Oversight Committee will report its recommendations directly to the County Executive."

**Oversight Committee Member Responsibilities:**

- Review the recommended Capital Improvement Program presented by the Capital Program Technical Review Committee;
- Ensure that the proposed project ranking is properly and consistently applied;
- Propose modifications/improvements to the project ranking system;
- Ensure that all Capital projects carry out the County's long-range goals and objectives;
- Ensure that the recommended five-year CIP addresses County needs through the proper timing, prioritization and balance of local government and school division projects;
- Ensure that County revenues are used wisely to address the County's capital needs and that the recommended CIP conforms to approved financial policies, including the use of on-going revenues and borrowed funds;
- Propose revisions or adjustments to the five-year CIP proposed by the Capital Program Technical Review Committee, if needed;
- Recommend a five-year CIP with any documented revisions to the County Executive.

**Oversight Committee Members** include: 2 Members of the Board of Supervisors, 2 Members of the Albemarle County School Board, 1 Member of the Planning Commission, and 1 Citizen Representative.

County Staff Support includes: 2 Deputy County Executives, the School Division Assistant Superintendent, the Director of Facilities Development (Co-Facilitator) and the Director of Management and Budget (Co-Facilitator).

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**Recommended Capital Improvement Program**

The County Executive's Recommended Capital Improvement Program is reviewed by the Joint Boards, the County's Planning Commission, and finally by the Board of Supervisors as recommended to them by the County Executive for their approval. The Board of Supervisors subsequently approves both the Capital Improvement Program and the annual Capital Budget for projects to be funded in the upcoming fiscal year during the annual budget review process.

## FY 16 Adopted Capital Budget and Adopted Capital Improvement Plan (CIP) FY 16-20

This is the second year of the two-year process, meaning project requests were accepted for the CIP only. Eighty-three (83) Capital project requests were submitted this year totaling \$307M for the five-year period, FY 16-20, and 45 were funded in whole or part.

The revenues, expenditures, and debt are summarized below for both the FY 16 Adopted Capital Budget and the Adopted CIP FY16-20. Typically, the capital budget is the first year of the CIP and both are adopted together. During the FY 16 process, the Capital Budget was adopted on April 14, 2015 and the CIP was adopted on July 1, 2015.

### FY 16 Capital Budget Summary and Notable Changes

FY 16 CAPITAL BUDGET*	FY 16 RECOMM CAPITAL BUDGET	FY 16 ADOPTED CAPITAL BUDGET	ADOPTED CIP FY 16
<b>REVENUES</b>			
General Fund Transfer	\$ 5,943	\$ 1,589,565	\$ 1,589,565
Local Revenue	9,438,287	9,438,287	9,438,287
State Revenue	1,065,500	1,065,500	1,065,500
Federal Revenue	-	-	-
Borrowed Proceeds	27,106,717	27,472,469	27,472,469
Transfers	1,656,684	1,656,684	1,656,684
Use of Fund Balance**	7,044,942	6,832,045	5,489,720
<b>TOTAL REVENUES</b>	<b>\$ 46,318,073</b>	<b>\$ 48,054,550</b>	<b>\$ 46,712,225</b>
<b>EXPENDITURES</b>			
ACE	\$ 250,000	\$ 250,000	\$ 250,000
Administration	746,345	746,345	746,345
Community Development	359,011	359,011	359,011
Courts & Judicial	43,437	43,437	43,437
Libraries	3,407	3,407	3,407
Parks, Recreation, & Culture	2,568,501	2,568,501	2,568,501
Public Safety	27,099,335	27,099,335	27,099,335
Public Works	4,391,493	4,043,441	4,043,441
School Division	10,175,354	10,900,354	10,900,354
Technology & GIS	450,528	450,528	450,528
Other	-	1,359,529	17,204
Water Resources	230,662	230,662	230,662
<b>TOTAL EXPENDITURES</b>	<b>\$ 46,318,073</b>	<b>\$ 48,054,550</b>	<b>\$ 46,712,225</b>

Changes from the FY 16 Recommended Capital Budget for the Adopted Capital Budget:

- \$97,887 increase in General Fund Transfer resulting from the debt service obligation decreasing (VPSA Bond refundings) which decreased the use of fund balance.
- \$1,342,325 increase in General Fund Transfer for a portion of a dedicated penny on the tax rate in revenue and an equivalent expenditure capital program reserve
- \$25,000 increase for Trailer Re-location
- \$367,752 net increase in borrowed proceeds:
  - \$1,000,000 increase for School Modernization Projects (\$100,400 for Red Hill Elementary School Modernization project and \$899,600 for Learning Space Modernization)
  - \$300,000 decrease for School Bus Replacement project
  - \$330,848 decrease for delay of the COB McIntire Windows Replacement project

\*The total capital budget is net of transfers between the CIP funds.

\*\*A negative Use of Fund Balance indicates that revenues are more than expenditures; essentially no fund balance is used but instead funding is added back to the reserve balance.

Changes from the Adopted Capital Budget and FY 16 of the Adopted CIP FY 16-20:

- \$1,342,325 decrease in expenditures for the capital program reserve
- \$1,323,448 decrease in borrowed proceeds for FY 15 projects included in the 2016 Issuance:
  - County 800Mhz Radio Replacements, \$479,907
  - County Server Infrastructure Upgrade, \$393,541
  - Telephony Solution Replacement (Previously PBX) \$450,000

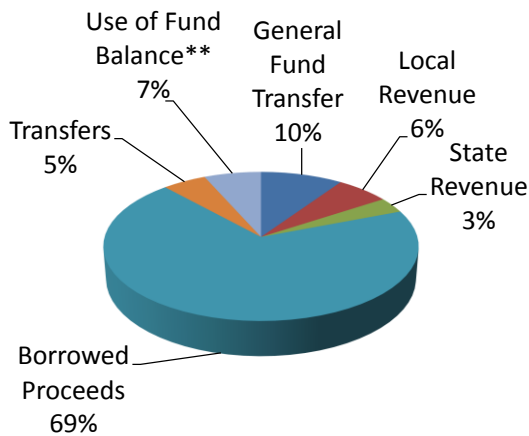
### Adopted Capital Improvement Plan (CIP) FY 16-20

TOTAL CIP SUMMARY*	FY 16	FY 17	FY 18	FY 19	FY 20	FY16-20 Total
<b>CIP REVENUES</b>						
General Fund Transfer	\$ 1,589,565	\$ 788,039	\$ 2,941,574	\$ 4,226,013	\$ 5,362,507	\$ 14,907,698
Local Revenue	9,438,287	148,865	109,935	12,000	12,000	9,721,087
State Revenue	1,065,500	1,052,000	1,052,000	1,052,000	1,052,000	5,273,500
Federal Revenue	-	-	-	-	-	-
Borrowed Proceeds	27,472,469	19,788,794	14,786,512	31,644,140	14,665,267	108,357,182
Transfers	1,656,684	2,506,465	1,269,916	1,261,671	1,278,005	7,972,741
Use of Fund Balance**	5,489,720	4,291,351	715,467	689,036	(829,865)	10,355,709
<b>TOTAL CIP REVENUES</b>	<b>\$ 46,712,225</b>	<b>\$ 28,575,514</b>	<b>\$ 20,875,404</b>	<b>\$ 38,884,860</b>	<b>\$ 21,539,914</b>	<b>\$ 156,587,917</b>
<b>CIP EXPENDITURES</b>						
ACE	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Administration	696,345	75,000	75,000	75,000	-	921,345
Community Development	359,011	-	-	-	-	359,011
Courts & Judicial	93,437	2,494,604	-	22,024,787	3,081,316	27,694,144
Libraries	3,407	-	-	-	-	3,407
Parks, Recreation, & Culture	2,568,501	1,306,530	1,018,081	782,682	755,728	6,431,522
Public Safety	27,099,335	5,786,342	3,276,643	1,931,818	3,455,497	41,549,635
Public Works	4,043,441	2,817,829	4,533,641	2,563,903	1,418,065	15,376,879
School Division	10,900,354	11,885,019	10,026,582	9,745,832	10,227,465	52,785,252
Technology & GIS	450,528	505,244	517,840	491,076	1,064,591	3,029,279
Other	17,204	309,742	349,403	199,816	451,010	1,327,175
Water Resources	230,662	3,395,204	1,078,214	1,069,946	1,086,242	6,860,268
<b>TOTAL CIP EXPENDITURES</b>	<b>\$ 46,712,225</b>	<b>\$ 28,575,514</b>	<b>\$ 20,875,404</b>	<b>\$ 38,884,860</b>	<b>\$ 21,539,914</b>	<b>\$ 156,587,917</b>

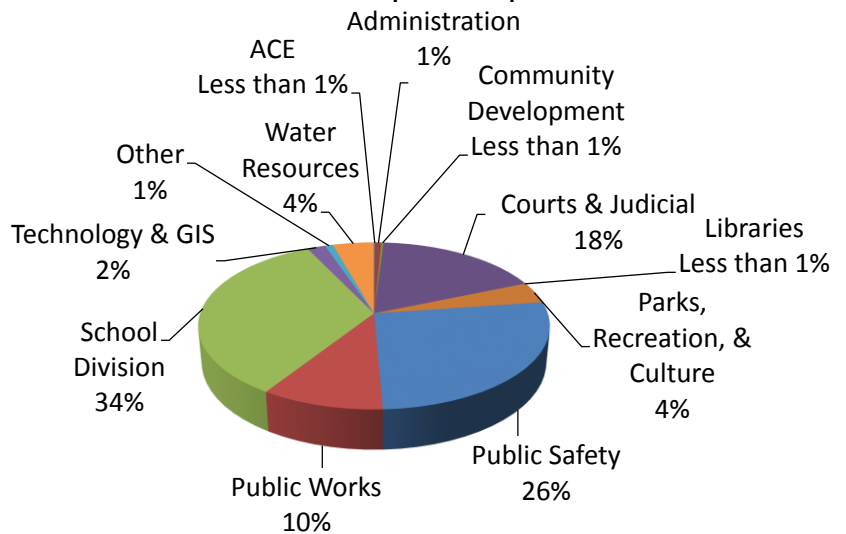
\*The total capital budget is net of transfers between the CIP funds.

\*\*A negative Use of Fund Balance indicates that revenues are more than expenditures; essentially no fund balance is used but instead funding is added back to the reserve balance.

CIP 16-20 Adopted Revenues



CIP 16-20 Adopted Expenditures



**Adopted CIP Revenues**

The various revenues supporting the Adopted Budget for the FY 16 – 20 CIP totals \$156.6 million net of transfers between the CIP funds.

## Revenue changes:

- from the Recommended CIP FY 16 – 20 for the Adopted CIP FY 16-20 include:
  - \$0.746M increase in General Fund Transfer resulting from the debt service obligation decreasing (VPSA Bond refundings) which decreased the use of fund balance.
  - \$7.310M increase in General Fund Transfer for a portion of a dedicated penny on the tax rate in revenue and an equivalent expenditure capital program reserve
  - \$0.368 net increase in borrowed proceeds:
    - \$1.000M increase for School Modernization Projects (\$100,400 for Red Hill Elementary School Modernization project and \$899,600 for Learning Space Modernization)
    - \$1.500M decrease for Reduce school bus replacement
    - One year delay of borrowed proceeds for COB McIntire Windows Replacement project
- from the FY 16 Adopted Capital Budget and FY 16 of the Adopted CIP FY 16-20:
  - Decrease in expenditures for the capital program reserve
  - \$1.323M decrease in borrowed proceeds for FY 15 projects included in the 2016 Issuance:
    - County 800Mhz Radio Replacements, \$0.480M
    - County Server Infrastructure Upgrade, \$0.393M
    - Telephony Solution Replacement (Previously PBX) \$0.450M

The majority of the revenues require a specific use towards a project or group of projects as well as one-time in nature. A small portion of the revenues, such as the General Fund Transfer, are considered on-going and for general use. The following summarizes the different sources of revenues, uses, and percentage make up of the overall CIP:

- Revenue sources requiring specific uses that are not on-going are approximately 83.0% of the CIP revenues and include, listed from least to greatest percentage: tourism, proffers, City contributions for joint projects, regional partnerships, and borrowed proceeds.
- Revenue sources with no specific use that are on-going are approximately 9.6% of the CIP revenues and include interest and the General Fund Transfer.
  - The General Fund Transfer is the primary on-going revenue source that can be used for any project. The base formula generating the amount of general fund transfer to debt and CIP is reduced, beginning in FY 16, to shore up priority operations of General Government and School Division. The base formula includes the Rio Library rent revenue. The changes to the base formula are described in Transfers section of Non-Departmental Chapter of this document. Beyond FY 16, the General Fund Transfer is revised to support the fluctuating costs related to the on-going the Fire Rescue Services Fund. The dedicated revenue to the Fire Rescue Services Fund begins in FY 16 and is \$0.647M.
  - Additionally, the Board directed and adopted the dedication of a portion of a penny on the tax rate equivalent to \$1.323M beginning in FY 16.
  - It is important to note the Adopted CIP continues to reflect an increase in dedicated tax rate. The Adopted CIP includes a tax rate increase dedicated to meet debt service obligations equivalent to 0.5 additional pennies on the tax rate in FY 17, an additional 0.4 pennies dedicated to CIP to maintain a positive program reserve, and an additional 2.1 pennies in FY 19 dedicated to the CIP to maintain a positive program reserve. This is a total of 3.0 additional pennies over the five-year period.
- Revenue sources requiring specific uses that are on-going are approximately 4.8% of the CIP revenues and include, listed least to greatest percentage: fees recovered for courthouse maintenance, the fire rescue transfer, the water resources transfer, state categorical aid for school buses, and state grants. The revenue dedicated to fire rescue services capital and debt is new in FY 16 and is described in the Public Safety section of this budget document.
- Revenue sources with no requirement for specific uses that are not on-going are approximately 2.6% of the CIP revenues and include, listed from least to greatest percentage: fire company repayments, prior year general fund fund balance, and use of fund balance. The starting fund balance has been impacted by:
  - The estimated prior year General Fund fund balance to the CIP in FY 15 is \$0.
  - Reductions and liquidations of currently funded FY 15 projects which are described in the CIP Expenditures.

**Adopted CIP Expenditures**

The County Executive's Recommended budgeted expenditures for the FY 16 - 20 CIP totals \$156.6 million net of transfers between the CIP funds.

As recommended, the Adopted CIP included:

- Funding for all mandates, obligations, maintenance/replacement projects as requested including new requests such as the Commonwealth Attorney Case Management System Replacement project, the Fire Rescue Volunteer Facilities Condition Assessments project, the Police Tactical Truck Replacement project, the Ivy Fire Station Maintenance project and the COB McIntire Building Windows replacement project as requested.
- Funding for the following projects planned in the Adopted FY 15 CIP:
  - Court Facilities Addition/Renovation project as requested;
  - ECC Regional 800Mhz Communication System project as requested;
  - Pantops Fire Rescue Station project as requested (Project start delayed until Board Approval);
  - School Security Improvements project as requested;
  - Telecommunications Network Upgrade project as requested; and
  - ACE Program funding as revised.
- Funding for the following new projects:
  - WAHS Environmental Studies Academy project as revised for Phase I only
  - Rescue 8 renovation/expansion project as requested (in Fire Rescue Services Fund)
  - Blueways/Greenways project as revised (Equivalent to the available proffer funding)
  - Places 29 Small Area Plan as requested
  - Solid Waste & Recycling Solution project as revised (Revised from the Solid Waste Project for which requested \$1.1M funding over two years (FY 16 - FY 17) to a total of \$1.2M in FY 16)
- A reduction in the cost of project management services equivalent to 1 FTE beginning in FY 18. This recognizes the decreasing number of projects in the current CIP that would require project management services. This change will be re-evaluated during the next planning cycle and is anticipated to be restored should new projects be added by a referendum or by other means.
- A reduction or liquidation of the following FY 15 projects to support the Adopted CIP:
  - The Fire Rescue Apparatus Replacement program is being reduced by \$1.397M (primarily funded with borrowed proceeds) for various CARS Apparatus Replacements that are planned to be deferred until requested. The apparatus include: CARS Ambulance 142, CARS Ambulance 143, and CARS Squad 134.
  - The Places 29 Master Plan project funding is being liquidated for a total of \$1.171M in equity funding.
  - The Ivy Landfill Remediation is being reduced by \$0.832M in equity funding for use towards the Solid Waste & Recycle Solutions Project.
  - The Transportation Revenue Sharing Program funding is being liquidated a total of \$1.050M in equity funding.

In coordination with School Division staff, staff analyzed and proposed several changes from the County Executive's Recommended budget for the Board's consideration that were unable to be incorporated due to timing of the finalizing the Recommended Budget document. In the interim, prior to a bond referendum, include funding for the Learning Space Modernization Project by amending other projects. The Board accepted and adopted the following:

- a) Reduce school bus replacement funding by \$0.300M per fiscal year for over a five-year period
- b) Delay the construction of COB McIntire Windows Replacement project

Changes from the Recommended CIP FY 16 - 20 for the Adopted CIP FY 16-20 include:

- Increase for capital program reserve equivalent to a portion of a dedicated penny on the tax rate in revenue
- \$0.475 net decrease
  - \$0.025M increase for Trailer Re-Location
  - \$1.000M increase for School Modernization Projects (\$100,400 for Red Hill Elementary School Modernization project and \$899,600 for Learning Space Modernization)
  - \$1.500M decrease for Reduce school bus replacement
  - Delay COB McIntire Windows Replacement project one year
- Increase for Borrowed Proceeds Transfer which is a transfer between CIP funds and is typically net in totals

Changes from the FY 16 Adopted Capital Budget and FY 16 of the Adopted CIP FY 16-20:

- No capital program reserve

**Future Bond Referendum**

Many of the 38 unfunded projects and unfunded portions of projects are considered to be eligible for inclusion in a future bond referendum. The timing of a potential referendum is assumed to be in the fall of 2016 for the projects to receive funding in the spring of 2017. Specifically recommended for referendum are School Division projects, such as the Learning Space Modernization project and Red Hill E S Modernization project, Parks projects, Public Safety projects, the Transportation Revenue Sharing Program, and the ACE Program.

**Adopted CIP's Debt Service**

Since the Board of Supervisors' approval of the FY 15 appropriation resolution, the amount of planned borrowing for CIP projects decreased from \$29.631 million to \$15.917 million. This is attributed to the following changes that were made since the CIP's adoption in FY 15:

- Reduced planned borrowing for the Courts Facilities Addition/Renovation project by \$0.200M for equity funding of the interim project;
- Reduced planned borrowing for the ECC Integrated Public Safety Technology project by \$2.666M;
- Reduced planned borrowing for the Fire Rescue Apparatus Replacement program by \$1.257M for the deferment of CARS Apparatus (CARS Ambulance 142, CARS Ambulance 143, and CARS Squad 134);
- Reduced the planned borrowing for the Hollymead Dam Spillway Improvement by 0.070M;
- Reduced the planned borrowing for the Regional Firearms Training Center by \$0.020M for the County's share of the cost increases; and
- Reduced the planned borrowing for various school capital projects by issuing \$9.500M in debt in the spring of 2015: Agnor Hurt E S Addition/Renovation, Contemporary Learning Spaces, Henley M S Auxiliary Gym Addition, Murray H S Phase 1 Addition/Renovation, School Bus Replacement, School Maintenance/Replacement, and School Security Improvements.

The planned borrowing associated with the Adopted CIP FY 16-20 reflects the following for the issuance schedule, terms, and rates:

- Debt Service issuances are scheduled every other year or on an as needed basis;
- Debt Service payments now include the cost of issuance which were previously equity funded
- Purchases are amortized on the basis of useful life greater than 7 years
- Debt Service rates for FY 16 issuance are as follows: 7 year amortization is based upon a projected rate of 4.00%, 10 year amortization is based upon a projected rate of 4.50%, 20 year amortization is based upon a projected rate of 5.50%
- Debt Service rates FY 18 issuance are as follows: 7 year amortization is based upon a projected rate of 5.5%, 10 year amortization is based upon a projected rate of 5.5%, 20 year amortization is based upon a projected rate of 5.5%

**Capital & Debt Financial Summary**

The table below summarizes the FY 16 – FY 20 Debt and Capital activity and reflects the projected CIP reserve (fund balance) at the end of the five-year period.

Debt & CIP Financial Summary <i>Net of Transfers</i>	FY 16	FY 16-20 Recommendation for Adoption:					Total FY 16-20
	ADOPTED	FY 16	FY 17	FY 18	FY 19	FY 20	
<b>General Fund Transfer (GFT) to Debt &amp; CIP</b>							
General Fund Transfer (GFT) to Debt & CIP		18,601,419	19,109,101	19,588,748	20,063,279	20,516,407	97,878,953
<i>Additional Pennies Required for Debt Service</i>			0.50				
<i>Additional Pennies Required for CIP</i>			0.40		2.10		
<b>Total GFT to Debt &amp; CIP</b>	<b>19,968,744</b>	<b>19,968,744</b>	<b>22,029,997</b>	<b>22,607,372</b>	<b>26,928,495</b>	<b>27,595,794</b>	<b>119,130,402</b>
<b>DEBT SERVICE OBLIGATION</b>							
Existing Debt Service	18,092,217	18,092,217	17,038,319	15,494,761	15,220,670	14,639,070	80,485,037
Projected Debt Service	653,834	653,834	5,273,545	5,274,701	8,904,633	8,904,994	29,011,707
<b>Total Debt Service Obligation</b>	<b>18,746,051</b>	<b>18,746,051</b>	<b>22,311,864</b>	<b>20,769,462</b>	<b>24,125,303</b>	<b>23,544,064</b>	<b>109,496,744</b>
Other Debt Service Revenues	366,872	366,872	1,069,906	1,103,664	1,422,821	1,310,777	5,274,040
GFT to Debt Service	18,379,179	18,379,179	21,241,958	19,665,798	22,702,482	22,233,287	104,222,704
<b>Total Debt Service Revenues</b>	<b>18,746,051</b>	<b>18,746,051</b>	<b>22,311,864</b>	<b>20,769,462</b>	<b>24,125,303</b>	<b>23,544,064</b>	<b>109,496,744</b>
<b>CAPITAL PROGRAM REVIEW</b>							
Net GFT to CIP	1,589,565	1,589,565	788,039	2,941,574	4,226,013	5,362,507	14,907,698
Other CIP Revenues	12,160,471	12,160,471	3,707,330	2,431,851	2,325,671	2,342,005	22,967,328
Borrowed Proceeds	27,472,469	27,472,469	19,788,794	14,786,512	31,644,140	14,665,267	108,357,182
<b>Total CIP Revenues</b>	<b>49,262,934</b>	<b>41,222,505</b>	<b>24,284,163</b>	<b>20,159,937</b>	<b>38,195,824</b>	<b>22,369,779</b>	<b>146,232,208</b>
Beginning CIP Fund Balance	13,489,542	12,166,094	6,676,374	2,385,023	1,669,556	980,520	
<b>Total Available CIP Revenue</b>	<b>62,752,476</b>	<b>53,388,599</b>	<b>30,960,537</b>	<b>22,544,960</b>	<b>39,865,380</b>	<b>23,350,299</b>	
Projects	48,054,550	46,712,225	28,575,514	20,875,404	38,884,860	21,539,914	156,587,917
CIP Fund Balance	6,657,497	6,676,374	2,385,023	1,669,556	980,520	1,810,385	

**Relationship to Financial Policies**

- Coordinating Capital Budget with Operating Budget**

In alignment with the approved policies, the Capital Improvement Program continues to be coordinated with the operating budget process. Additional operating budget impacts associated with CIP projects are estimated by the requesting department at the time the project is initially submitted for review. Impacts are broken down into personnel costs, facilities annual maintenance costs, operating expenses, and capital expenses. These impacts are reviewed and updated by the requesting department on the same cycle as the CIP project and are used in the calculation of the Five-Year Financial Plan. In the year the project is scheduled to be completed or implemented, associated operating costs are moved into the department’s operating budget and additional personnel associated with the project are shown within the Summary of Position Changes located in the Operating Budget.

Charts showing additional operating budget impacts for the Capital Improvement Plan (CIP) for FY 16- FY 20 are shown in later in this chapter.

- Asset Maintenance and Replacement**

The CIP also reflects the County’s dedication to maintaining and enhancing its capital stock by increasing the ongoing funding for maintenance and repair projects in both General Government and School Division capital improvement programs. School Division roof replacements, HVAC system replacements and paving projects continue to be funded with twenty-year VPSA bonds.

General Government, including Fire Rescue Services, has targeted \$60.1 million, or 43.8%, of its five-year capital budget for replacement, repair, and maintenance projects. The School Division has targeted \$46.6 million, or 88.3%, of its capital budget to be allocated for maintenance and repair projects.

For each fiscal year’s breakdown, please see the charts located at the end of this Chapter under Maintenance/Replacement as a Percentage (%) of Total Projects (\$).



- **Financing Capital Projects with Current Revenues**

The financial policies state that "... the County ... will ... increase incrementally the percentage of its capital improvement financed by current revenues. The County’s goal will be to dedicate a minimum of 3% of the annual General Fund revenues allocated to the County’s operating budget to the Capital Improvement Program."

As shown below, for FY 16, the County is unable to meet its goal, transferring nearly 0.6% or \$1,589,565, of the General Fund to the Capital Program for "pay-as-you go" projects.

	<u>FY 09</u>	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	<u>FY 14</u>	<u>FY 15</u>	<u>FY 16</u>
(\$ in millions)								
Net General Fund Transfer to CIP	\$10.2	\$1.8	\$0.8	\$0.3	\$3.0	\$2.6	\$1.7	\$1.6
General Fund	\$224.4	\$218.8	\$213.3	\$215.6	\$221.8	\$228.5	\$239.7	\$249.2
Percentage	4.6%	0.8%	0.4%	0.2%	1.4%	1.1%	0.7%	0.6%

- **Projections of Revenues and Debt Service.**

To implement a more realistic plan of projects in the next five-year period, the County staff provides the review committees with a forecast of revenues anticipated to be available and expected debt service costs needed to support CIP projects over the next five years. Although revenue estimates may vary in either direction, the general revenue parameters and debt service requirements are used by the review teams to help prioritize and stage projects over the five-year planning and the ten-year assessment periods. Local revenues, bond proceeds and debt service costs are projected for the full ten-year assessment period, although the difficulty of accurately projecting revenues and economic conditions over such a long period of time will make these out-year revenue estimates highly variable and subject to revision.

Approximately half of the FY 16-20 CIP revenues consist of borrowed funds for most school and general government projects. Some of the projects are funded on a "pay-as-you-go" basis. FY 16-20 borrowed funds total \$108.4 million (69.20% of CIP revenues) and consists of \$40.1 million in debt obligations for school capital projects, \$5.4 million in debt obligations for water resources capital projects and \$75.7 million in debt obligations for general government capital projects including the Fire Rescue Services projects. A total of 30.80% of the CIP is funded with "pay-as-you-go" funding.

- **CIP Funding Capability**

Beginning in FY 09/10, the general fund transfer to capital and debt is determined by applying the percentage change in local tax revenues net of revenue sharing (and revenue shortfall contingency if applicable) to the established base. In FY 11, to address the challenging financial circumstances facing the County, the Board approved the reduction of the equivalent of three cents of the real estate tax rate from the transfer calculation, of which the equivalent of two cents came from transportation, urban infrastructure, and the local portion of the Acquisition of Conservation Easement program. Beginning in FY 13, the adopted general fund transfer to capital and debt includes a half-cent dedication of the equalized tax rate. In FY 15, the standard general fund transfer formula includes the rental revenue for the Rio Library/Storage facility.

The County Executive’s FY 16 Recommended Budget and CIP reflected the a reduction in the General Fund transfer to shore up priority operations of General Government and School Division. The changes to the base formula are described in Transfers section of Non-Departmental Chapter of this document. The County Executive’s Recommended CIP also reflected beyond FY 16, the General Fund Transfer revised to support the fluctuating costs related to the on-going the Fire Rescue Services Fund. The dedicated revenue to the Fire Rescue Services Fund begins in FY 16 and was equivalent to the fire rescue capital projects and related debt service costs.

The Adopted FY 16 CIP reflects an increase in the General Fund transfer resulting from the Board directing a portion of a dedicated penny on the tax rate to the CIP in addition to dedicated revenue on the tax rate for Fire Rescue Services at an on-going fixed amount.

- **Proffers**

In accordance with Section 15.2-2303.2 (B) of the Code of Virginia, localities are required to include in their capital improvement programs a copy of the Survey of Cash Proffers Accepted by Local Governments during the most recent fiscal year. Additionally, this Section requires that localities include in its annual capital budget the amount of cash proffers projected to be expended for capital improvement within the next year.

At the conclusion of this chapter is the Commission on Local Government 2014 Survey of Cash Proffers Accepted by Local Governments as well as a spreadsheet containing a summary of cash and land dedication proffers, funds available as of December 31, 2014 and suggested appropriations.

- **Debt Capacity**

One of the County's approved financial policies pertaining to debt capacity was amended in October, 2000. The former policy, "The ratio of Debt Service Expenditures to General Fund Revenues should not exceed 10%" was amended to read: "The ratio of Debt Service Expenditures to General Fund and School Fund Revenues should not exceed 10%." This amended policy is more consistent with generally accepted financial policies from other localities that use both school and general operating revenues as the basis of the debt capacity ratio.

The County Financial Policies recommend that long-term debt and associated debt service levels remain within certain target limits as follows: 2% of the assessed value of taxable property, or 10% of General Fund and School Fund revenues for debt service.

Although the Recommended CIP will add an anticipated additional \$108.4 million dollars in debt over the FY 16 - 20 period, the additional debt service to be incurred for these amounts would still be below the County's guidelines. For additional information on debt capacity, see the Debt Management chapter.

- **Capital Reserve**

The Capital Reserve is used to maintain a reliable base of funding over the CIP five-year period or to help meet unanticipated capital needs in the outlying years of the CIP. This reserve may be used to offset unanticipated increases in construction costs for funded projects or the fluctuating amounts of annual debt service payments required for existing projects, to provide a source of funding for unanticipated emergency projects, to offset any downward fluctuations in the five-year revenue projections, and/or to provide a source of funding for additional infrastructure improvement which may be approved by the Board of Supervisors. The annual goal is to maintain a minimum reserve of \$2 million over the five-year capital improvement plan.

The FY 16-20 Capital Improvement Plan utilizes the Capital Reserve for future capital obligations throughout the five-year program. The County begins the capital program with a reserve balance of \$12.2 million dollars from prior year Debt Service and Capital Reserves. Based on current projected revenues and projects, the reserve at the end of the five-year period is .2 million below the reserve goal of \$2.0 million.

## Capital Needs Assessment (CNA)

During the FY 16 planning process, the FY 15 CNA was not formally amended. The sixth year of the FY 15 Adopted CNA became the fifth year of the CIP. Unless a project was re-submitted, the requests of FY 15 CNA were automatically brought forward to the CIP.

The CNA reflects the County's anticipated future needs and includes (a) projects as requested from departments and agencies for FY 21 - 25 and (b) whole or partial requests deferred beyond the five-year CIP. 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 16 - 20 ADOPTED CIP FUNDING SUMMARY

(\$ Rounded to Nearest Dollar)

The Capital Program is organized as a set of funds, currently five funds, which support General Government projects, Fire Rescue Service projects, Regional Firearms Range Facility Project, School Division Projects, and Stormwater Projects. The chart immediately below summarizes the Recommended CIP. Each fund is summarized in the charts that follow.

TOTAL CIP - FUND SUMMARY*	FY 16	FY 17	FY 18	FY 19	FY 20	FY16-20 Total
<b>CIP REVENUES</b>						
Transfers						
General Fund Transfer	\$ 1,589,565	\$ 788,039	\$ 2,941,574	\$ 4,226,013	\$ 5,362,507	\$ 14,907,698
Charlottesville-Albemarle Joint Health Center Transfer	-	189,108	-	-	-	189,108
Courthouse Maintenance Transfer	35,700	36,414	37,142	37,885	38,643	185,784
Dedicated Real Estate Tax Rev. Transfer-Fire Rescue	647,101	-	-	-	-	647,101
Dedicated Real Estate Tax Rev. Transfer-Water Resources	63,848	694,228	232,774	223,786	239,362	1,453,998
Proffers Transfer	750,035	426,715	-	-	-	1,176,750
Tourism Transfer	160,000	160,000	-	-	-	320,000
Use of Prior Year General Fund fund balance	-	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
Local Revenue						
City Portion	104,144	124,681	85,751	-	-	314,576
ECC Partners Portions	9,309,959	-	-	-	-	9,309,959
Fire Company Repayment	12,184	12,184	12,184	-	-	36,552
Interest	12,000	12,000	12,000	12,000	12,000	60,000
State Revenue						
School Bus Categorical Aid	300,000	300,000	300,000	300,000	300,000	1,500,000
Seized Assets Award	13,500	-	-	-	-	13,500
Technology Grant	752,000	752,000	752,000	752,000	752,000	3,760,000
Transportation Revenue Sharing Program	-	-	-	-	-	-
Borrowed Proceeds	27,472,469	19,788,794	14,786,512	31,644,140	14,665,267	108,357,182
Use of Fund Balance**	5,489,720	4,291,351	715,467	689,036	(829,865)	10,355,709
<b>TOTAL CIP REVENUES</b>	<b>\$ 46,712,225</b>	<b>\$ 28,575,514</b>	<b>\$ 20,875,404</b>	<b>\$ 38,884,860</b>	<b>\$ 21,539,914</b>	<b>\$ 156,587,917</b>
<b>CIP EXPENDITURES</b>						
General Government CIP	35,523,293	13,295,291	9,770,608	28,069,082	10,226,207	96,884,481
Regional Firearms Training Center Project CIP	57,916	-	-	-	-	57,916
School Division CIP	10,900,354	11,885,019	10,026,582	9,745,832	10,227,465	52,785,252
Water Resources CIP	230,662	3,395,204	1,078,214	1,069,946	1,086,242	6,860,268
<b>TOTAL CIP EXPENDITURES</b>	<b>\$ 46,712,225</b>	<b>\$ 28,575,514</b>	<b>\$ 20,875,404</b>	<b>\$ 38,884,860</b>	<b>\$ 21,539,914</b>	<b>\$ 156,587,917</b>
<b>CUMULATIVE OPERATING BUDGET IMPACT***</b>						
General Government		\$ (123,391)	\$ (226,773)	\$ 265,152	\$ 914,538	
Fire Rescue		93,896	1,120,213	2,773,045	4,527,429	
School Division		-	-	-	-	
Water Resources		2,000	6,000	12,000	20,000	
<b>TOTAL OPERATING BUDGET IMPACT</b>		<b>\$ (27,495)</b>	<b>\$ 899,440</b>	<b>\$ 3,050,197</b>	<b>\$ 5,461,967</b>	

\*The total capital budget is net of transfers between the CIP funds.

\*\*A negative Use of Fund Balance indicates that revenues are more than expenditures; essentially no fund balance is used but instead funding is added back to the reserve balance.

\*\*\*The operating budget impacts are new or are an increase over what is currently planned and included for planning purposes. FY 16 operating impacts are reflected in the respective functional area; FY 17 – FY 20 reflect the amount included in the project submittals.

**FY 16 -20 ADOPTED CIP  
General Government CIP Fund**  
(\$ Rounded to Nearest Dollar)

<b>CIP Fund Summary: General Government</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY16-20 Total</b>
<b>CIP REVENUES</b>						
Transfers						
General Fund Transfer	\$ 1,465,945	\$ 788,039	\$ 2,941,574	\$ 4,226,013	\$ 4,531,507	\$ 13,953,078
Charlottesville-Albemarle Joint Health Center Transfer	-	189,108	-	-	-	189,108
Courthouse Maintenance Transfer	35,700	36,414	37,142	37,885	38,643	185,784
Dedicated Real Estate Tax Rev. Transfer-Fire Rescue	647,101	-	-	-	-	647,101
Proffers Transfer	636,053	426,715	-	-	-	1,062,768
Tourism Transfer	160,000	160,000	-	-	-	320,000
Use of Prior Year General Fund fund balance	-	1,000,000	559,805	551,313	571,844	2,682,961
Local Revenue						
City Portion	104,144	124,681	85,751	-	-	314,576
ECC Partners Portions	9,309,959	-	-	-	-	9,309,959
Fire Company Repayment	12,184	12,184	12,184	-	-	36,552
Interest	10,000	10,000	10,000	10,000	10,000	50,000
State Revenue						
Seized Assets Award	13,500	-	-	-	-	13,500
Borrowed Proceeds-School Division Projects	8,040,429	9,402,452	7,516,329	7,326,000	7,816,500	40,101,710
Borrowed Proceeds-General Government Projects						
Burley-Lane Field Poles Lighting Replacement	503,513	-	-	-	-	503,513
COB McIntire Window Replacement	-	330,848	2,646,782	-	-	2,977,630
County 800Mhz Radio Replacements	709,029	703,934	745,179	324,825	180,963	2,663,929
County E911 Road Sign Upgrade	554,165	-	-	-	-	554,165
County Server Infrastructure Upgrade	428,002	440,842	453,682	466,522	479,361	2,268,409
County-Owned Facilities Maintenance/Replacement	462,868	508,488	359,136	532,758	109,314	1,972,563
Court Facilities Addition/Renovation	29,810	2,494,604	-	22,024,787	3,081,316	27,630,517
Crozet Park Maintenance/Replacement and Improvements	190,000	-	75,525	-	-	265,525
ECC Regional 800 MHz Communication System	9,498,041	-	-	-	-	9,498,041
Fire Rescue Airpacks	2,847,891	-	-	-	-	2,847,891
Fire Rescue Apparatus Replacement-Program	2,191,309	886,201	912,013	48,568	1,618,933	5,657,024
Fire Rescue Station 8 Renovations	861,661	-	-	-	-	861,661
Pantops Fire/Rescue Station	256,488	2,249,200	976,794	3,270	-	3,485,752
Mobile Command Center	-	-	184,382	-	-	184,382
Police Tactical Truck Replacement	142,500	-	-	-	-	142,500
Telephony Solution Replacement (Previously PBX Repl.)	-	-	-	-	532,000	532,000
Time and Attendance	589,950	71,250	71,250	71,250	-	803,700
Use of Fund Balance**	3,863,481	2,862,784	(300,591)	(228,109)	(927,674)	5,269,892
<b>TOTAL CIP REVENUES</b>	<b>\$ 43,563,722</b>	<b>\$ 22,697,743</b>	<b>\$ 17,286,937</b>	<b>\$ 35,395,082</b>	<b>\$ 18,042,707</b>	<b>\$ 136,986,191</b>
<b>CIP EXPENDITURES</b>						
Administration	\$ 696,345	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ 921,345
Courts & Judicial	93,437	2,494,604	-	22,024,787	3,081,316	27,694,144
Public Safety	27,041,419	5,786,342	3,276,643	1,931,818	3,455,497	41,491,719
Public Works	4,043,441	2,817,829	4,533,641	2,563,903	1,418,065	15,376,879
Community Development	359,011	-	-	-	-	359,011
Parks, Recreation, & Culture	2,568,501	1,306,530	1,018,081	782,682	755,728	6,431,522
Libraries	3,407	-	-	-	-	3,407
Technology & GIS	450,528	505,244	517,840	491,076	1,064,591	3,029,279
ACE	250,000	-	-	-	-	250,000
Other	8,057,633	9,712,194	7,865,732	7,525,816	8,267,510	41,428,885
<b>TOTAL CIP EXPENDITURES</b>	<b>\$ 43,563,722</b>	<b>\$ 22,697,743</b>	<b>\$ 17,286,937</b>	<b>\$ 35,395,082</b>	<b>\$ 18,042,707</b>	<b>\$ 136,986,191</b>

Chart Continued on Next Page

\*\*A negative Use of Fund Balance indicates that revenues are more than expenditures; essentially no fund balance is used but instead funding is added back to the reserve balance.

**FY 16 -20 ADOPTED CIP  
General Government CIP Fund**  
(\$ Rounded to Nearest Dollar)

*Chart Continued*

<b>CIP Fund Summary: General Government</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY16-20 Total</b>
<b>CUMMULATIVE OPERATING BUDGET IMPACT***</b>						
Administration		\$ 78,559	\$ 158,683	\$ 240,396	\$ 352,075	
Courts & Judicial		5,610	11,330	280,601	646,294	
Public Safety		101,096	1,142,413	3,129,734	5,246,949	
Public Works		(243,440)	(482,490)	(721,223)	(959,630)	
Parks, Recreation, & Culture		28,680	63,504	108,689	156,279	
<b>TOTAL OPERATING BUDGET IMPACT</b>		<b>\$ (29,495)</b>	<b>\$ 893,440</b>	<b>\$ 3,038,197</b>	<b>\$ 5,441,967</b>	

\*\*\*The operating budget impacts are new or are an increase over what is currently planned and included for planning purposes. FY 16 operating impacts are reflected in the respective functional area; FY 17 – FY 20 reflect the amount included in the project submittals.

**Fire Rescue Portion of General Government CIP Fund**  
(\$ Rounded to Nearest Dollar)

<b>Fire Rescue Portion of General Government</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY16-20 Total</b>
<b>CIP REVENUES</b>						
Transfers						
Dedicated Real Estate Tax Rev. Transfer-Fire Rescue	\$ 647,101	\$ -	\$ -	\$ -	\$ -	\$ 647,101
Proffers Transfer	-	426,715	-	-	-	426,715
Borrowed Proceeds						
Fire Rescue Airpacks	2,847,891	-	-	-	-	2,847,891
Fire Rescue Apparatus Replacement-Program	2,191,309	886,201	912,013	48,568	1,618,933	5,657,024
Fire Rescue Station 8 Renovations	861,661	-	-	-	-	861,661
Pantops Fire/Rescue Station	256,488	2,249,200	976,794	3,270	-	3,485,752
Use of Fund Balance**	-	909,111	275,529	1,378,222	1,338,079	3,900,941
<b>TOTAL CIP REVENUES</b>	<b>\$ 6,804,450</b>	<b>\$ 4,471,227</b>	<b>\$ 2,164,336</b>	<b>\$ 1,430,060</b>	<b>\$ 2,957,012</b>	<b>\$ 17,827,085</b>
<b>CIP EXPENDITURES</b>						
	<b>\$ 6,804,450</b>	<b>\$ 4,471,227</b>	<b>\$ 2,164,336</b>	<b>\$ 1,430,060</b>	<b>\$ 2,957,012</b>	<b>\$ 17,827,085</b>
<b>CUMULATIVE OPERATING BUDGET IMPACT**</b>						
		<b>\$ 93,896</b>	<b>\$ 1,120,213</b>	<b>\$ 2,773,045</b>	<b>\$ 4,527,429</b>	

\*\*A negative Use of Fund Balance indicates that revenues are more than expenditures; essentially no fund balance is used but instead funding is added back to the reserve balance.

\*\*\*The operating budget impacts are new or are an increase over what is currently planned and included for planning purposes. FY 16 operating impacts are reflected in the respective functional area; FY 17 – FY 20 reflect the amount included in the project submittals.

## FY 16 -20 ADOPTED CIP Regional Firearms Training Facility Fund (\$ Rounded to Nearest Dollar)

CIP Fund Summary: Regional Firearms Training Center	FY 16	FY 17	FY 18	FY 19	FY 20	FY16-20 Total
<b>CIP REVENUES</b>						
Use of Fund Balance*	\$ 57,916	\$ -	\$ -	\$ -	\$ -	\$ 57,916
<b>TOTAL CIP REVENUES</b>	<b>\$ 57,916</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,916</b>
<b>CIP EXPENDITURES</b>						
	\$ 57,916	\$ -	\$ -	\$ -	\$ -	\$ 57,916
<b>CUMULATIVE OPERATING BUDGET IMPACT**</b>						
		\$ -	\$ -	\$ -	\$ -	

\*\*A negative Use of Fund Balance indicates that revenues are more than expenditures; essentially no fund balance is used but instead funding is added back to the reserve balance.  
 \*\*\*The operating budget impacts are new or are an increase over what is currently planned and included for planning purposes. FY 16 operating impacts are reflected in the respective functional area; FY 17 - FY 20 reflect the amount included in the project submittals.

## FY 16 -20 ADOPTED CIP School CIP Fund (\$ Rounded to Nearest Dollar)

CIP Fund Summary: School Division	FY 16	FY 17	FY 18	FY 19	FY 20	FY16-20 Total
<b>CIP REVENUES</b>						
Transfers						
General Fund Transfer	\$ 123,620	\$ -	\$ -	\$ -	\$ 831,000	\$ 954,620
Proffers Transfer	113,982	-	-	-	-	113,982
Use of Prior Year General Fund fund balance	-	-	440,195	448,687	428,156	1,317,039
Local Revenue						
Interest	2,000	2,000	2,000	2,000	2,000	10,000
State Revenue						
School Bus Categorical Aid	300,000	300,000	300,000	300,000	300,000	1,500,000
Technology Grant	752,000	752,000	752,000	752,000	752,000	3,760,000
Borrowed Proceeds Transfer						
Learning Space Modernization	899,600	-	-	-	-	899,600
Red Hill E S Modernization	97,000	-	-	-	-	-
School Bus Replacement Program	900,000	900,000	900,000	900,000	900,000	4,500,000
School Maintenance/Replacement	5,140,000	6,900,575	5,908,751	6,426,000	6,016,500	30,391,826
School Security Improvements	492,812	701,877	707,578	-	-	1,902,267
Telecommunications Network Upgrade	-	900,000	-	-	900,000	1,800,000
Western Albemarle H S Enviromental Studies Academy	511,018	-	-	-	-	511,018
Use of Fund Balance*	1,568,323	1,428,567	1,016,058	917,145	97,809	5,027,901
<b>TOTAL CIP REVENUES</b>	<b>\$ 10,900,354</b>	<b>\$ 11,885,019</b>	<b>\$ 10,026,582</b>	<b>\$ 9,745,832</b>	<b>\$ 10,227,465</b>	<b>\$ 52,785,252</b>
<b>CIP EXPENDITURES</b>						
	\$ 10,900,354	\$ 11,885,019	\$ 10,026,582	\$ 9,745,832	\$ 10,227,465	\$ 52,785,252
<b>CUMULATIVE OPERATING BUDGET IMPACT**</b>						
		\$ -	\$ -	\$ -	\$ -	

\*\*A negative Use of Fund Balance indicates that revenues are more than expenditures; essentially no fund balance is used but instead funding is added back to the reserve balance.  
 \*\*\*The operating budget impacts are new or are an increase over what is currently planned and included for planning purposes. FY 16 operating impacts are reflected in the respective functional area; FY 17 - FY 20 reflect the amount included in the project submittals.

**FY 16 -20 ADOPTED CIP  
Water Resources CIP Fund**  
(\$ Rounded to Nearest Dollar)

CIP Fund Summary: Water Resources	FY 16	FY 17	FY 18	FY 19	FY 20	FY16-20 Total
<b>CIP REVENUES</b>						
Transfers						
Dedicated Real Estate Tax Rev. Transfer-Water Resources	63,848	694,228	232,774	223,786	239,362	\$ 1,453,998
Borrowed Proceeds						
Hollymead Dam Spillway Improvement	166,814	2,041,200	-	-	-	2,208,014
Stormwater TMDL Maintenance		659,776	845,440	846,160	846,880	3,198,256
<b>TOTAL CIP REVENUES</b>	\$ 230,662	\$ 3,395,204	\$ 1,078,214	\$ 1,069,946	\$ 1,086,242	\$ 6,860,268
<b>CIP EXPENDITURES</b>						
	\$ 230,662	\$ 3,395,204	\$ 1,078,214	\$ 1,069,946	\$ 1,086,242	\$ 6,860,268
<b>CUMULATIVE OPERATING BUDGET IMPACT**</b>						
		\$ 2,000	\$ 6,000	\$ 12,000	\$ 20,000	

\*\*A negative Use of Fund Balance indicates that revenues are more than expenditures; essentially no fund balance is used but instead funding is added back to the reserve balance.

\*\*\* The operating budget impacts are new or are an increase over what is currently planned and included for planning purposes. FY 16 operating impacts are reflected in the respective functional area; FY 17 – FY 20 reflect the amount included in the project submittals.

## FY 16 -20 ADOPTED CIP Summary of MULTI-YEAR Projects Expenditures

In addition to new CIP Projects for FY 16-20, there are many prior year CIP Projects that are currently underway and will continue to be implemented until completion. As approved by the Board of Supervisors, the Multi-year CIP or the process of carrying-over CIP project balances from prior years was implemented in FY 14 and is continued in FY 16. 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 more detailed summary of the project status, including budgets and schedules, will be provided to the Board of Supervisors for final approval.

(\$ Rounded to Nearest Dollar)

Projects Listed by Fund and Functional Area	Appropriated to Date <sup>^</sup>	ADOPTED CIP FY 16-20					FY 16-20 Total	Multi-Year Total
		FY 16	FY 17	FY 18	FY 19	FY 20		
<b>01-11 General Government CIP</b>								
<b>01 Administration</b>								
Computer Assisted Mass Appraisal	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000
Finance Department Renovations	-	-	-	-	-	-	-	-
Tax/Rev System Replacement	973,565	-	-	-	-	-	-	973,565
Time and Attendance System	-	621,000	75,000	75,000	75,000	-	846,000	846,000
Voting Machine Replacements	305,175	75,345	-	-	-	-	75,345	380,520
<b>01 Administration Total</b>		\$ 696,345	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ 921,345	
<b>02 Judicial</b>								
Commonwealth Attorney Case Management System Replacement	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
Commonwealth Attorney Space Modification	-	-	-	-	-	-	-	-
Court Facilities Addition/Renovation	2,312,683	29,810	2,494,604	-	22,024,787	3,081,316	27,630,517	29,943,200
Court Facilities Interim Modification	150,000	13,627	-	-	-	-	13,627	163,627
<b>02 Judicial Total</b>		\$ 93,437	\$ 2,494,604	\$ -	\$ 22,024,787	\$ 3,081,316	\$ 27,694,144	
<b>03 Public Safety</b>								
<i>Emergency Communication Center Projects</i>								
ECC Emergency Telephone System	\$ 1,343,208	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,343,208
ECC Integrated Public Safety Technology Project CAD	5,564,818	-	-	-	-	-	-	5,564,818
ECC Regional 800Mhz Communication System	-	18,808,000	-	-	-	-	18,808,000	18,808,000
<i>Fire Rescue Projects</i>								
Fire Rescue Airpaks	-	2,997,780	-	-	-	-	2,997,780	2,997,780
Fire Rescue Apparatus Replacement-Program	on-going	2,527,593	1,764,544	1,187,542	1,426,790	2,957,012	9,863,481	9,863,481
Fire Rescue Earlysville Volunteer Fire Company Extra bay	-	-	-	-	-	-	-	-
Fire Rescue Lifepacks	484,879	-	-	-	-	-	-	484,879
Fire Rescue Mobile Data Computers Replacement	on-going	55,000	22,660	-	-	-	77,660	77,660
Fire Rescue Mobile Data Computers-New	-	-	-	-	-	-	-	-
Fire Rescue Pantops Fire Rescue Station 16	-	256,488	2,675,915	976,794	3,270	-	3,912,467	3,912,467
Fire Rescue Public Safety Training Facility	-	-	-	-	-	-	-	-
Fire Rescue Rescue 8 Renovation	-	886,589	8,108	-	-	-	894,697	894,697
Fire Rescue Station IT Infrastructure	-	-	-	-	-	-	-	-
Fire Rescue Volunteer Facilities Assessments	-	81,000	-	-	-	-	81,000	81,000
East Rivanna VFC Facility Repair	100,000	-	-	-	-	-	-	100,000
Ivy Fire Station 14	3,023,610	-	-	-	-	-	-	3,023,610
Seminole Trail VFD Renovation/Addition	4,286,615	1,703	-	-	-	-	1,703	4,288,318
WARS Bay Upgrade	-	-	-	-	-	-	-	-
<i>Police Department Projects</i>								
Police Bomb Tech Robot	-	-	-	-	-	-	-	-
Police County 800Mhz Radio Replacements	on-going	746,346	740,983	784,399	341,921	190,487	2,804,136	2,804,136
Police District Police Station	-	-	-	-	-	-	-	-
Police Evidence and Specialty Vehicle Storage	-	-	-	-	-	-	-	-
Police Mobile Command Center Replacement	on-going	-	-	194,086	-	-	194,086	194,086
Police Mobile Data Computers Replacement	on-going	429,000	466,590	22,628	22,628	121,412	1,062,258	1,062,258
Police Mobile Observation Unit	-	-	-	-	-	-	-	-
Police Patrol Video Cameras Replacement	on-going	101,920	107,542	111,194	137,209	186,586	644,451	644,451
Police Public Safety Training Academy	-	-	-	-	-	-	-	-
Police Tactical Truck Replacement	-	150,000	-	-	-	-	150,000	150,000
Police Technology Upgrade	on-going	-	-	-	-	-	-	-
Regional Firearms Training Center Transfer	546,227	-	-	-	-	-	-	546,227
<b>03 Public Safety Total</b>		\$ 27,041,419	\$ 5,786,342	\$ 3,276,643	\$ 1,931,818	\$ 3,455,497	\$ 41,491,719	

<sup>^</sup>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.



CONTINUED: FY 16 – 20 ADOPTED CIP Summary of MULTI-YEAR Projects Expenditures

Projects Listed by Fund and Functional Area	Appropriated to Date^	ADOPTED CIP FY 16-20					FY 16-20 Total	Multi-Year Total
		FY 16	FY 17	FY 18	FY 19	FY 20		
01-11 General Government CIP								
04 Public Works								
City-County Owned Facilities Maintenance/Replacement	on-going	\$ 4,859	\$ 277,472	\$ -	\$ -	\$ -	\$ 282,331	\$ 282,331
COB McIntire Window Replacement	-	-	348,052	2,706,073	45,198	-	3,099,323	3,099,323
Convenience Centers Studies-Solid Waste/Recycling	87,004	-	-	-	-	-	-	87,004
County E911 Road Sign Upgrade	-	543,165	-	-	-	-	543,165	543,165
County-Owned Facilities Maintenance/Replacement	on-going	1,599,349	1,509,864	1,145,127	1,836,264	735,624	6,826,228	6,826,228
Economic Development Office Renovations	334,000	13,627	-	-	-	-	13,627	347,627
Ivy Fire Station 14 Maintenance Obligation	on-going	50,000	50,000	50,000	50,000	50,000	250,000	250,000
Ivy Landfill Remediation	on-going	523,000	523,000	523,000	523,000	523,000	2,615,000	2,615,000
Keene Landfill	40,000	-	-	-	-	-	-	40,000
Moore's Creek Septage Receiving	547,205	109,441	109,441	109,441	109,441	109,441	547,205	1,094,410
Roadway Landscaping	123,958	-	-	-	-	-	-	123,958
Solid Waste & Recycling Solution	-	1,200,000	-	-	-	-	1,200,000	1,200,000
Voter Registration COB5 Renovation	-	-	-	-	-	-	-	106,660
04 Public Works Total	106,660							
		\$ 4,043,441	\$ 2,817,829	\$ 4,533,641	\$ 2,563,903	\$ 1,418,065	\$ 15,376,879	
05 Community/Neighborhood Development								
Belvedere Bond Project Transfer	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
County View Project	100,000	-	-	-	-	-	-	100,000
Crozet Plaza Study	-	-	-	-	-	-	-	-
Crozet Streetscape Phase II	4,525,644	-	-	-	-	-	-	4,525,644
Earlsville Traffic Study	7,900	-	-	-	-	-	-	7,900
Pantops Master Plan	110,000	-	-	-	-	-	-	110,000
Places 29 Master Plan	-	-	-	-	-	-	-	-
Places 29 Small Area Study	-	120,000	-	-	-	-	120,000	120,000
Records Management System	359,000	-	-	-	-	-	-	359,000
Rivanna Master Plan	50,000	-	-	-	-	-	-	50,000
Rivanna River Corridor Design Plan	-	-	-	-	-	-	-	-
Sidewalk Construction Program	-	-	-	-	-	-	-	-
Sidewalk Program Contingency	on-going	-	-	-	-	-	-	-
Sidewalk, Crozet Avenue North	1,208,878	27,595	-	-	-	-	27,595	1,236,473
Sidewalk, Fontaine Avenue	92,799	17,034	-	-	-	-	17,034	109,833
Sidewalk, Hollymead-Powell Creek Drive	198,631	13,627	-	-	-	-	13,627	212,258
Sidewalk, Hydraulic & Barracks Rd	1,945,823	49,228	-	-	-	-	49,228	1,995,051
Sidewalk, Ivy Road (US Route 250 West)	1,200,000	38,335	-	-	-	-	38,335	1,238,335
Sidewalk, Old Lynchburg Road	250,000	20,441	-	-	-	-	20,441	270,441
Sidewalk, South Pantops Dr/State Farm Blvd	959,408	27,595	-	-	-	-	27,595	987,003
Sidewalks, Rio Road - Avon St - US Route 250 West	3,539,272	38,428	-	-	-	-	38,428	3,577,700
Street Improvement - Local	-	6,728	-	-	-	-	6,728	6,728
Sunridge Road	78,246	-	-	-	-	-	-	78,246
Transportation Revenue Sharing Program	on-going	-	-	-	-	-	-	-
05 Community/Neighborhood Development Total		\$ 359,011	\$ -	\$ -	\$ -	\$ -	\$ 359,011	
06 Health and Welfare								
PVCC Main Academic Building Renovation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PVCC Student Center Facility	-	-	-	-	-	-	-	-
06 Health and Welfare Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
07 Parks, Recreation, & Culture								
Buck Island Creek Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Burley-Lane Field Poles Lighting Replacement	-	503,513	-	-	-	-	503,513	503,513
City-County Owned Parks Enhancements	-	-	-	-	-	-	-	-
City-County Owned Parks Maintenance/Replacement	on-going	350,847	411,233	134,849	-	-	896,929	896,929
Cory Farm Greenway Connector	50,000	-	-	-	-	-	-	50,000
County Owned Parks Maintenance/Replacement	on-going	805,178	818,047	760,577	782,682	755,728	3,922,212	3,922,212
Crozet Growth Area Community Park Facilities	-	-	-	-	-	-	-	-
Crozet Park Maintenance/Replacement and Improvements	-	253,066	77,250	122,655	-	-	452,971	452,971
Darden Towe Park Athletic Field Improvements	-	-	-	-	-	-	-	-
Darden Towe Park Master Plan	-	-	-	-	-	-	-	-
Greenway Program	on-going	-	-	-	-	-	-	-
Hedgerow Property Trail Park	-	-	-	-	-	-	-	-
Northern Urban Area Community Park	-	-	-	-	-	-	-	-
Park System Redesign	-	-	-	-	-	-	-	-
Parks Athletic Field Improvements	-	-	-	-	-	-	-	-
Parks Facilities Improvement	-	-	-	-	-	-	-	-
Parks Greenways/Blueways	-	655,897	-	-	-	-	655,897	655,897
Preddy Creek Park Phase II	86,250	-	-	-	-	-	-	86,250
Recreation Facility	2,030,000	-	-	-	-	-	-	2,030,000
Rivanna Village Park	-	-	-	-	-	-	-	-
South Fork Rivanna Reservoir Boat Access	-	-	-	-	-	-	-	-
Walnut Creek Park Master Plan	-	-	-	-	-	-	-	-
Walnut Creek/Totier Creek Fishing Accessibility	-	-	-	-	-	-	-	-
07 Parks, Recreation, & Culture Total		\$ 2,568,501	\$ 1,306,530	\$ 1,018,081	\$ 782,682	\$ 755,728	\$ 6,431,522	

^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.

CONTINUED: FY 16 – 20 ADOPTED CIP Summary of MULTI-YEAR Projects Expenditures

Projects Listed by Fund and Functional Area	Appropriated to Date^	ADOPTED CIP FY 16-20					FY 16-20 Total	Multi-Year Total
		FY 16	FY 17	FY 18	FY 19	FY 20		
01-11 General Government CIP								
08 Libraries								
Central Library Renovations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Crozet Library Facility	8,719,627	-	-	-	-	-	-	8,719,627
Rio Property-Northside Library & Storage	11,843,740	3,407	-	-	-	-	3,407	11,847,147
Scottsville Library Renovation-Expansion	-	-	-	-	-	-	-	-
Southern Urban Area Library Facility	-	-	-	-	-	-	-	-
08 Libraries Total		\$ 3,407	\$ -	\$ -	\$ -	\$ -	\$ 3,407	
09 TECHNOLOGY AND GIS								
County Server Infrastructure Upgrade	on-going	\$ 450,528	\$ 464,044	\$ 477,560	\$ 491,076	\$ 504,591	\$ 2,387,799	\$ 2,387,799
GIS Project	on-going	-	41,200	40,280	-	-	81,480	81,480
Increased Redundant Internet Services	28,000	-	-	-	-	-	-	28,000
Microsoft Upgrade	284,006	-	-	-	-	-	-	284,006
Mobile Workforce Innovations	-	-	-	-	-	-	-	-
Telephony Solution Replacement (Previously PBX Replacement)	500,000	-	-	-	-	560,000	560,000	1,060,000
Website Enhancements	-	-	-	-	-	-	-	-
09 TECHNOLOGY AND GIS Total		\$ 450,528	\$ 505,244	\$ 517,840	\$ 491,076	\$ 1,064,591	\$ 3,029,279	
10 ACE								
ACE Program	on-going	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000
10 ACE Total		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
11 Other								
Borrowed Proceeds Transfer	^^ \$ 15,590,744	\$ 8,040,429	\$ 9,402,452	\$ 7,516,329	\$ 7,326,000	\$ 7,816,500	\$ 40,101,710	\$ 55,692,454
Capital Program Reserve	-	-	-	-	-	-	-	-
Project Management Services-General Govt	on-going	17,204	309,742	349,403	199,816	451,010	1,327,175	1,327,175
11 Other Total		\$ 8,057,633	\$ 9,712,194	\$ 7,865,732	\$ 7,525,816	\$ 8,267,510	\$ 41,428,885	
<b>01-11 General Government CIP Total</b>		<b>\$ 43,563,722</b>	<b>\$ 22,697,743</b>	<b>\$ 17,286,937</b>	<b>\$ 35,395,082</b>	<b>\$ 18,042,707</b>	<b>\$ 136,986,191</b>	
12 Regional Firearms Training Center								
Regional Firearms Training Center	\$ 6,000,000	\$ 57,916	\$ -	\$ -	\$ -	\$ -	\$ 57,916	\$ 6,057,916
<b>12 Regional Firearms Training Center CIP Total</b>		<b>\$ 57,916</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,916</b>	
13 Water Resources								
Carrsbrook Sinkhole Repair	\$ 167,236	\$ 3,407	\$ -	\$ -	\$ -	\$ -	\$ 3,407	\$ 170,643
Church Road Basin	426,919	3,407	-	-	-	-	3,407	430,326
Dam Break Study 2015	\$ 103,830	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,830
Hollymead Dam Spillway Improvement	29,770	208,517	2,551,500	-	-	-	2,760,017	2,789,787
Project Management Services-Stormwater	on-going	-	18,984	21,414	12,246	27,642	80,286	80,286
Stormwater Management Program	on-going	8,517	-	-	-	-	8,517	8,517
Stormwater Multi-facility Maintenance/Enhancement	384,399	6,814	-	-	-	-	6,814	391,213
Stormwater TMDL Study	250,000	-	-	-	-	-	-	250,000
WAHS Stormwater Improvement	121,856	-	-	-	-	-	-	121,856
Water Resources TMDL	-	-	824,720	1,056,800	1,057,700	1,058,600	3,997,820	3,997,820
<b>13 Water Resources CIP Total</b>		<b>\$ 230,662</b>	<b>\$ 3,395,204</b>	<b>\$ 1,078,214</b>	<b>\$ 1,069,946</b>	<b>\$ 1,086,242</b>	<b>\$ 6,860,268</b>	
14 School Division								
Administrative Technology	on-going	\$ 261,000	\$ 261,000	\$ 263,000	\$ 263,000	\$ 263,000	\$ 1,311,000	\$ 1,311,000
Agnor Hurt Elementary School Addition/Renovation	4,918,104	25,551	-	-	-	-	25,551	4,943,655
CATEC Contingency	144,700	-	-	-	-	-	-	144,700
Cost of Issuance	127,339	-	-	-	-	-	-	127,339
Henley Middle School Auxiliary Gym Addition	2,447,366	15,331	-	-	-	-	15,331	2,462,697
Instructional Technology	on-going	575,000	575,000	575,000	575,000	575,000	2,875,000	2,875,000
Learning Space Modernization (Contemporary Learning Spaces)	520,608	899,600	-	-	-	-	899,600	1,420,208
Project Management Services-Schools	on-going	-	153,661	173,337	99,128	223,743	649,869	649,869
Red Hill Elementary School Modernization	-	100,400	-	-	-	-	100,400	100,400
School Bus Replacement Program	on-going	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	6,000,000	6,000,000
School Maintenance/Replacement	on-going	5,884,326	7,304,540	6,318,426	6,856,704	6,313,722	32,677,718	32,677,718
School Security Improvements Program	529,182	518,749	738,818	744,819	-	-	2,002,386	2,531,568
State Technology Grant	on-going	752,000	752,000	752,000	752,000	752,000	3,760,000	3,760,000
Telecommunications Network Upgrade	900,000	-	900,000	-	-	900,000	1,800,000	2,700,000
Trailer Relocation	-	25,000	-	-	-	-	25,000	25,000
Western Albemarle High School Environmental Studies Academy	^^^ 643,397	643,397	-	-	-	-	643,397	643,397
Woodbrook Elementary School Addition-Modernization	-	-	-	-	-	-	-	-
<b>14 School Division CIP Total</b>		<b>\$ 10,900,354</b>	<b>\$ 11,885,019</b>	<b>\$ 10,026,582</b>	<b>\$ 9,745,832</b>	<b>\$ 10,227,465</b>	<b>\$ 52,785,252</b>	
<b>Total CIP</b>		<b>\$ 54,752,654</b>	<b>\$ 37,977,966</b>	<b>\$ 28,391,733</b>	<b>\$ 46,210,860</b>	<b>\$ 29,356,414</b>	<b>\$ 196,689,627</b>	
<b>CIP Net of Transfers^^</b>								
01-11 General Government CIP Total		\$ 35,523,293	\$ 13,295,291	\$ 9,770,608	\$ 28,069,082	\$ 10,226,207	\$ 96,884,481	
12 Regional Firearms Training Center CIP Total		57,916	-	-	-	-	57,916	
13 Water Resources CIP Total		230,662	3,395,204	1,078,214	1,069,946	1,086,242	6,860,268	
14 School Division CIP Total		10,900,354	11,885,019	10,026,582	9,745,832	10,227,465	52,785,252	
<b>Total CIP Net of Transfers</b>		<b>46,712,225</b>	<b>28,575,514</b>	<b>20,875,404</b>	<b>38,884,860</b>	<b>21,539,914</b>	<b>156,587,917</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.

^^Borrowed Proceeds Transfer is a transfer between CIP funds whereby the General Government CIP fund transfers borrowed proceeds to the School CIP fund

^^^Just prior to the adoption of the FY 16 Capital Budget, the Western Albemarle H S Environmental Studies Academy was appropriated in FY 15 to accommodate the project schedule. The FY 15 project balance is not carried forward as the project is already funded in FY 16.

## Summary of Adopted CIP Operating Impacts\*\*\*

(\$ Rounded to Nearest Dollar)

Projects Listed by Fund and Functional Area	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20 Total
01-11 General Government CIP						
01 Administration						
Time and Attendance System	\$ 62,239	\$ 63,484	\$ 64,753	\$ 66,049	\$ 256,525	
Voting Machine Replacements	16,320	16,640	16,960	45,630	95,550	
01 Administration Total	\$ 78,559	\$ 80,124	\$ 81,713	\$ 111,679	\$ 352,075	
02 Judicial						
Commonwealth Attorney Case Management System Replacement	\$ 5,610	\$ 5,720	\$ 5,830	\$ 5,940	\$ 23,100	
Court Facilities Addition/Renovation	-	-	263,441	359,753	623,194	
02 Judicial Total	\$ 5,610	\$ 5,720	\$ 269,271	\$ 365,693	\$ 646,294	
03 Public Safety						
ECC Integrated Public Safety Technology Project CAD	\$ -	\$ -	\$ 459,000	\$ 487,000	\$ 946,000	
ECC Regional 800Mhz Communication System	-	-	55,689	64,631	120,320	
Police Mobile Command Center Replacement	-	4,160	4,240	4,320	12,720	
Police Patrol Video Cameras Replacement	7,200	15,000	19,800	25,200	67,200	
03 Public Safety Total	\$ 7,200	\$ 19,160	\$ 79,729	\$ 94,151	\$ 79,920	
04 Public Works						
County E911 Road Sign Upgrade	\$ 6,560	\$ 6,790	\$ 7,027	\$ 7,273	\$ 27,650	
Solid Waste & Recycling Solution	(250,000)	(250,000)	(250,000)	(250,000)	(1,000,000)	
04 Public Works Total	\$ (243,440)	\$ (243,210)	\$ (242,973)	\$ (242,727)	\$ (972,350)	
05 Community/Neighborhood Development Total	\$ -	\$ -	\$ -	\$ -	\$ -	
06 Health and Welfare Total	\$ -	\$ -	\$ -	\$ -	\$ -	
07 Parks, Recreation, & Culture						
Crozet Park Maintenance/Replacement and Improvements	\$ -	\$ -	\$ 3,000	\$ 3,240	\$ 6,240	
Parks Greenways/Blueways	28,680	34,824	42,185	44,350	150,039	
07 Parks, Recreation, & Culture Total	\$ 28,680	\$ 34,824	\$ 45,185	\$ 47,590	\$ 156,279	
08 Libraries Total						
09 Technolgy & GIS Total	\$ -	\$ -	\$ -	\$ -	\$ -	
10 ACE Total	\$ -	\$ -	\$ -	\$ -	\$ -	
11 Other Total	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>01-11 General Government CIP Total</b>	<b>\$ (123,391)</b>	<b>\$ (103,382)</b>	<b>\$ 691,925</b>	<b>\$ 863,386</b>	<b>\$ 1,328,538</b>	
<b>12 Regional Firearms Training Center CIP Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
13 Fire Rescue Services						
Fire Rescue Pantops Fire Rescue Station 16	\$ 93,896	\$ 1,026,317	\$ 1,652,832	\$ 1,754,384	\$ 4,527,429	
<b>13 Fire Rescue Services CIP Total</b>	<b>\$ 93,896</b>	<b>\$ 1,026,317</b>	<b>\$ 1,652,832</b>	<b>\$ 1,754,384</b>	<b>\$ 4,527,429</b>	
<b>14 Water Resources CIP Total</b>	<b>\$ 2,000</b>	<b>\$ 4,000</b>	<b>\$ 6,000</b>	<b>\$ 8,000</b>	<b>\$ 20,000</b>	
<b>15 School Division CIP Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total CIP</b>	<b>\$ (27,495)</b>	<b>\$ 926,935</b>	<b>\$ 2,350,757</b>	<b>\$ 2,625,770</b>	<b>\$ 5,875,967</b>	

OPERATING IMPACTS^ BY TYPE	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20 Total
Personnel Costs	\$ 188,656	\$ 1,073,053	\$ 1,876,171	\$ 1,982,263	\$ 5,120,143	
Annual Maintenance Cost	\$107,329	\$117,082	\$752,940	812,384	1,789,735	
Operating Costs (excl. maintenance)	113,520	225,800	527,026	653,336	1,519,682	
Capital Expense	-	-	-	-	-	
Less Offset	(437,000)	(489,000)	(\$1,005,380)	(\$1,036,213)	(2,967,593)	
<b>Net Operating Impact</b>	<b>\$ (27,495)</b>	<b>\$ 926,935</b>	<b>\$ 2,150,757</b>	<b>\$ 2,411,770</b>	<b>\$ 5,461,967</b>	
Personnel: General Government				1.00	1.00	
Fire Rescue Services		5.00	15.00		20.00	
School					0.00	

\*\*\* The operating budget impacts are new or are an increase over what is currently planned and included for planning purposes. FY 16 operating impacts are reflected in the respective functional area; FY 17 - FY 20 reflect the amount included in the project submittals.

## FY 16 – 20 ADOPTED Multi-Year CIP Project Summaries

Project summarized below are either currently funded, recommended for funding, or a combination of both. For the full description of currently funded and unfunded requests submitted in FY 16, please visit the [Office of Management and Budget’s website](#).

### 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.

There are no additional operating impacts over and above what is currently planned.

- Tax/Revenue System Replacement (Current Project):** 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.

- Time and Attendance (Funding):** This project is to purchase and implement a Time and Attendance/Leave Tracking system to enhance efficiency, effectiveness, and to boost compliance management measures to maintain accurate records of leave usage/accruals and hours worked by employees. This project reaches school employees and allows the County to better account for employee hours worked and leave usage. This program additionally allows for Federally-required FMLA and State-required Workers Comp. to be tracked more efficiently, and with greater (more automated) accountability.

The schedule for this project varies depending on the vendor selected. The goal is to have basic time and attendance practices and technology deployed in all government departments and school division schools and departments by the end of FY 16. Depending on the vendor, there are additional add-on features that may occur in later years.

The operating impacts reflected below are for annual maintenance.

Time and Attendance System	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20
Operating Impact		\$ 62,239	\$ 63,484	\$ 64,753	\$ 66,049	\$ 256,525
Cumulative Operating Impact		\$ 62,239	\$ 125,723	\$ 190,476	\$ 256,525	
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	

- Voting Machine Replacement (Current Project/Additional Funding):** This is an ongoing request for voting machine replacement including the machines, ballot marking booths, and steel cages for secure storage of the digital voting machines. 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 within the next two years, the County will be required either by federal mandate, state mandate, and/or general wearing-out of the existing voting machines, to replace its current fleet of touch-screen voting machines. Virginia Code § 24.2-626 prohibits localities from purchasing new touchscreen voting machines; accordingly, the County will be required to switch over from touchscreen voting machines to optical scan/digital scan voting machines – i.e. voting machines that scan a paper ballot that the voter has marked at a marking booth adjacent to the scanning machine.

The operating impacts reflected below are dependent upon the expected voter turnout of a particular election. The estimate is between 1000 to 7000 paper ballots, at a cost of around \$.25 per ballot. When the switch over to the optical/digital scan machines occurs, based on the current number of registered voters in the County (around 71,000), at least 45,000 ballots are expected to be ordered for each general election (fewer for primary and special elections), and close to 70,000 ballots for presidential elections.

- Estimated operational timing of machines is June 2016 with operating impacts starting in FY 14
- Estimate based on \$.25 per card stock paper ballot

- Estimate based on around 70,000 registered voters in County
- estimate for general election based on ordering 50,000 ballots
- estimate for primary for general election based on dual primary election and ordering 14,000 ballots
- estimate for presidential elections based on ordering 70,000 ballots
- estimate for primary for presidential election based on dual primary presidential election and ordering 35,000 ballots

Voting Machine Replacements	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20
Operating Impact	\$ 16,320	\$ 16,640	\$ 16,960	\$ 45,630	\$ 95,550	
Cumulative Operating Impact	\$ 16,320	\$ 32,960	\$ 49,920	\$ 95,550		
FTE's Added	0.00	0.00	0.00	0.00	0.00	0.00
Cumulative FTE's Added	0.00	0.00	0.00	0.00	0.00	

**Courts & Judicial:**

- **Commonwealth Attorney Case Management System Replacement (Funding):** This request is to purchase a new case management system in FY 16 to replace the current system, VCAIS. The current system is no longer supported and will eventually cease to exist. The replacement system is estimated to be \$50,000 and have an expected useful life of at least 10 years. There is \$13,500 of seized asset forfeiture state revenue that has been awarded to support this replacement which must be used by the end of FY 16 and results in a net cost of \$35,500. The replacement system has an estimated operating impact of \$5,500 for on-going technical support.

The operating impacts reflected below are for on-going technical support:

Commonwealth Attorney Case Management System Replaceme	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20
Operating Impact	\$ 5,610	\$ 5,720	\$ 5,830	\$ 5,940	\$ 23,100	
Cumulative Operating Impact	\$ 5,610	\$ 11,330	\$ 17,160	\$ 23,100		
FTE's Added	0.00	0.00	0.00	0.00	0.00	0.00
Cumulative FTE's Added	0.00	0.00	0.00	0.00	0.00	

- **Court Facilities Addition/Renovation (Additional Funding):** Any option to address the long term needs of the Albemarle County courts will involve a significant investment over the next five to seven years. Based on conceptual estimates of a number of options considered, a capital investment of approximately \$43 - \$50+ millions will likely be necessary, which represents the largest capital investment the County is anticipating during this period. The Board has indicated a strong desire to understand the full cost implications and functional impacts associated with the project to ensure a prudent investment which is understood and supported by County taxpayers.

From 2001 – 2012, four major studies around the design of the Courts and required parking have been completed by City and County staff and their consultants. Most recently, the County engaged a planning and design firm to conduct a needs assessment and develop renovation and/or new building options for the court facilities. The study included an assessment of the courts current conditions and projected future needs including:

- Building maintenance, security and operational;
- Information on population growth and caseload projections for the next 20+ years;
- Courts facilities programming requirements for the planning horizon of 2030 and beyond;

The study showed current court capacity being exceeded by the Circuit and General District courts and the need to substantially expand the courts to accommodate current and future needs based on population growth.

The BOS and staff are focusing currently on two primary concepts for the Courts future. The first is an option that will keep the courts in the Court square area by utilizing the Levy Building as an expansion site. The second option would be to relocate all the County court functions to the county as part of a redevelopment opportunity or as a new development project on a vacant parcel.

During their May 1, 2013 day meeting, the Board of Supervisors (BOS) directed Staff to proceed with planning for a courts renovation and addition project in downtown Charlottesville. The proposed project maintains all Albemarle County court components on or near the current courthouse complex, within the Court Square area of downtown Charlottesville. The BOS further directed staff to commence negotiations with the City to fully acquire the Levy Building, which is currently jointly owned with the City and to seek parking solution support from the City for increased parking demand. In the event negotiations are not favorable, the BOS may direct staff to adjust the plan that could move the General District Court to a County location. The cost for remaining downtown or relocating the General District Court is similar with the

exception of the potential additional acquisition costs of the Levy Building. This CIP submission assumes the “Downtown” option.

The downtown option maximizes re-use of the historic courthouse for court use and makes use of County-owned (or jointly owned) facilities within the City of Charlottesville, and attempts to maintain the closest proximity possible between court functions in order to minimize operational costs and disruptions to overall court operations. The downtown option is the overwhelmingly favored option by key Court stakeholders (i.e. Judges, Commonwealth Attorney, Sherriff’s Office, BAR association, etc).

The downtown option assumes the Juvenile & Domestic Relations (J&DR) court will remain in the recently renovated J&DR Courthouse, along with the Sheriff’s Office administration. Court Services will remain in its current location adjacent to the J&DR courthouse. The components left for inclusion in this CIP recommendation include:

- Circuit Court (courtrooms/chambers and clerk’s office, including land records/archives)
- General District Court (courtrooms/chambers and clerk’s office)
- Commonwealth’s Attorney
- Sheriff (holding and court security only)

The downtown option dedicates the existing Historic Courthouse and Annex for the Circuit Court and supporting Sheriff’s office functions associated with in-custody defendant holding. This solution requires the Commonwealth’s Attorney’s office and the General District Court vacate the existing facility. Both these components would be located on the present site of the Levy Building. To accommodate their needs the present day addition to the rear of the Levy Building will be demolished and an appropriately designed structure to house new courtrooms would be built in its place. The new structure housing the courtrooms would support the general district courts while the historic Levy building will be used in its entirety for the Commonwealth’s Attorney’s office.

This will be a phased project with a proposed schedule to start the design of the General District Court (Levy Building renovation/addition) in FY15 and will take approximately six to seven years to complete the project. The proposed project will provide adequate court facilities for the County to meet projected county needs for the 20-year plus horizon.

The operating impacts reflected below are primarily for annual maintenance only.

Court Facilities Addition/Renovation	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20
Operating Impact	\$ -	\$ -	\$ -	\$ 263,441	\$ 359,753	\$ 623,194
Cumulative Operating Impact	\$ -	\$ -	\$ -	\$ 263,441	\$ 623,194	
FTE's Added		0.00	0.00	1.00	0.00	1.00
Cumulative FTE's Added		0.00	0.00	1.00	1.00	

- **Court Facilities Interim Modification (Current Project):** This project will provide for a modest expansion of the Commonwealth’s Attorney’s Office within the footprint of the existing Courts Annex building, and limited reconfiguration of select, existing rooms within the footprint of the current office space. The proposed space modifications are essential to maintain necessary staff support to the County’s judicial system by positioning key staff at strategic locations to better secure the offices as well as providing suitable office space for administrative staff and ensuring efficient placement of key courts files. The project will also cover additional courts’ requests for interim storage and sound system upgrades while the larger Courts Project is being designed for execution. The project is estimated to be completed in approximately eight months.

There are no additional operating impacts over and above what is currently planned.

**Public Safety**

- **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.

As a regional system, costs is shared proportionately with City of Charlottesville and University of VA.

There are no additional operating impacts over and above what is currently planned.

- **ECC Integrated Public Safety Technology Project (formerly ECC CAD) (Current Project/Additional Funding):** This project was formerly known as the ECC CAD (computer-aided dispatch) System. This Project

is a joint-effort lead by the regional Emergency Communications Center (ECC) that will replace several outdated computer systems for all public safety agencies within the City, County and University. All of these computer systems are currently housed and managed by the ECC staff. Most of these systems are over 12 years old and out-of-date with one being about 16 years old (Police RMS). Some systems, such as the regional CAD, were purchased and installed in 2000-2001 and are used to dispatch the public safety agencies to emergency and non-emergency calls for service. The system is at its end-of-life and needs extensive hardware replacement just to maintain basic technical support contracts. Hardware support contracts will be unavailable as of December 2013, with only ad-hoc and informal access to spare parts, which are dwindling due to age. Additionally, this system does not provide the needed statistical information for public safety agencies to develop needed reports for operations or management. The CAD System is currently the catalyst with all the other systems interfaced to it in some way. Other computer systems that are part of this integrated system replacement are LRMS (Law Records Management System,) FRMS (Fire/EMS Records Management System,) Mobile Computing, AVL (Mobile Mapping,) Law Enforcement Automated Field Reporting, JMS (Jail Management System) and GIS Mapping.

This is a regional project shared by the jurisdictions based on an agreed-upon cost percentage.

There will be a net operating impact beginning in FY 18/19 for the County as well as additional costs in the out-years.

ECC Integrated Public Safety Technology Project	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20
Operating Impact	\$ -	\$ -	\$ -	\$ 259,000	\$ 273,000	\$ 532,000
Cumulative Operating Impact	\$ -	\$ -	\$ -	\$ 259,000	\$ 532,000	
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	

- ECC Regional 800 MHz Communication System (Additional Funding):** This project plans for the replacement of major technology components and equipment of the existing 800 MHz radio system, to include: electronic components at all tower sites and the prime site at the ECC facility, new console equipment at the ECC and equipment such as site generators and UPS Systems. The project will take 24 months to complete and will be operational in fiscal year 2018.

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, Albemarle County Service Authority, and Rivanna Water & Sewer

There will be a net operational impact for maintenance expected to begin after FY 19.

ECC Regional 800Mhz Communication System	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20
Operating Impact	\$ -	\$ -	\$ -	\$ 55,689	\$ 64,631	\$ 120,320
Cumulative Operating Impact	\$ -	\$ -	\$ -	\$ 55,689	\$ 120,320	
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	

- Fire/Rescue Airpicks (Funding):** This project plans for the replacement of 240 Airpick/Self Contained Breathing Apparatus (SCBA) in FY 16 as they reach the end of their useful life (15 years) for County Career and Volunteer firefighters.

There are no additional operating impacts over and above what is currently planned.

- Fire/Rescue Apparatus Replacement Program (Current Project/Additional Funding):** This project plans for the replacement of Fire and EMS response apparatus as described by the adopted Fleet Plan. The fleet size totals 82 apparatus. The replacement criteria are detailed in the Fleet Plan Policy.

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 year replacement. 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's Fire Rescue department and its County-owned apparatus only.

There are no additional operating impacts over and above what is currently planned.

- **Fire/Rescue Mobile Data Computers Replacement (Current Project/Additional Funding):** This is for the replacement of the Fire Rescue Department’s Mobile Data Computers that currently are in EMS units and certain Fire Marshall vehicles.

The primary use of the mobile 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 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 Fire/Rescue’s 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.

- **East Rivanna VFC Facility Repair (Current Project):** to complete needed building/facility repairs of the East Rivanna Volunteer Fire Company (ERVFC) in accordance with County Policy SAP-DEP-018, Volunteer Capital Funding for Facilities. \$100,000 was received from the Albemarle County Service Authority (ACSA) as payment for easements needed for ACSA’s proposed installation of a water storage tank and/or pump station (Glenmore Water Tank project) on the County/ERVFC jointly owned fire station property.

There are no additional operating impacts over and above what is currently planned.

- **Ivy Fire Station 14 (Current Project):** 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 operational. This project is funded in part by Stillfried Lane proffer.

There are no additional operating impacts over and above what is currently planned.

- **Pantops Fire Station 16 (Funding):** Although the Board approved funding as recommended, the Board has not approved the scope. Staff will not proceed with the project until the Board provides direction which is scheduled for August 5, 2015.

Initial Request and Associated Operating Impacts: The construction of an approximately 8,000 square feet Fire Rescue station on land donated for its use at 656 Peter Jefferson Pkwy. in the Pantops area to serve the Pantops Mountain Urban Area (Neighborhood 3) and indirectly service the rest of the County. The facility was envisioned to include 2 apparatus bays (1 Engine and 1 Ambulance) and support facilities for 6 personnel. The apparatus required for this includes an engine with the ambulance being transferred there from the existing Pantops lease at Martha Jefferson Hospital (MJH). The operational impact includes the associated personnel to provide 24 hour engine service, extension of the current daylight ambulance to 24 hour service, and the provision of adequate supervisory capacity for the expanded service. The schedule anticipated the design phase to begin design in July 2016 with construction beginning in February 2017 and the station to be completed by August 2018. Additionally, a 24-hour EMS service would begin from the Pantops Station by October 2018.

The operating impacts as outlined above:

Fire Rescue Pantops Fire Rescue Station 16	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20
Operating Impact		\$ 93,896	\$ 1,026,317	\$ 1,652,832	\$ 1,754,384	\$ 4,527,429
Cumulative Operating Impact		\$ 93,896	\$ 1,120,213	\$ 2,773,045	\$ 4,527,429	
FTE's Added		5.00	15.00	0.00	0.00	20.00
Cumulative FTE's Added		5.00	20.00	20.00	20.00	

- **Rescue 8 Renovation (Funding):** This request is to (a) renovate approximately 2,730 square feet of the existing rescue squad building on Berkmar Dr. to for the improvements outlined immediately below, (b) the addition of approximately 300 square feet to enlarge the bays for current apparatus and (c) replace the existing parking lot. As requested, this project will begin in FY 16 and be completed in FY 17.

There are no additional operating impacts over and above what is currently planned.

- **Seminole Trail VFD Renovation/Addition (Current Project):** This project is for construction of a 7,500 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 was substantially complete in October 2014. This project is funded in part by Stonefield proffer.



There are no additional operating impacts over and above what is currently planned.

- WARS Bay Upgrade (Funding):** This project was to upgrade the existing bay to meet the replacement apparatus needs. Subsequent to the adoption of the FY15 budget, staff further reviewed this expenditure based on the criteria for capital projects. Based on this review, staff recommended and the Board approved appropriation 2015-022 that this item be budgeted and expended in the General Fund, where it is more appropriate.
- Volunteer Facilities Condition Assessments (Funding):** This request to conduct facilities condition assessments on 9 of the 10 volunteer fire stations and rescue squad facilities (the Seminole Trail Station was renovated this year). The assessments will assist the Volunteers' budget and plan for facility costs. The estimated average cost of each assessment is \$9,000 x 9 = \$81,000. As requested, the assessments can be done in one fiscal year.
- Police 800Mhz Radio Replacements (Current Project/Additional Funding):** This project plans for the replacement of 999 portable and mobile 800 MHz radio units and 16 base stations currently in use by the Police Department, Sheriff's Department and Fire/Rescue Department as well as volunteer fire and rescue companies. Replacement radios will be ordered at the beginning of each fiscal year in which funding is made available. Anticipated delivery is within 60 days after the order is placed and payment/implementation will be made upon receipt.

This is an annual-phased plan to replace the radio inventory over a 6 year period. Once all radios and base stations are replaced over the 6-year period, they will be replaced on a 7-year cycle, based on purchase dates.

There are no additional operating impacts over and above what is currently planned.

- Mobile Command Center (Funding):** This project is for the replacement of the police department's Public Safety Mobile Command Center (MCC), also known as the Community Response Vehicle, which is necessary for emergencies and planned public service events and communication coordination. Pictured below, the current MCC is a 2003 Mohawk 38' Fifth Wheel trailer with 10KW diesel generator, 3000W light tower and satellite phone and internet. Within the trailer are three functional areas: communications, conference and work stations. The new unit will have three computers and two multi-band radios to increase interoperability with surrounding agencies. The trailer and all necessary equipment will be ordered in July 2017 and fully operational by May 2018.

Operating impacts: The operating impacts include service/repair, fuel, and internet. There is no internet connection on the existing MCC. There are plans to purchase air card service for the trailer through Verizon, however, the costs are not currently funded.

Police Mobile Command Center Replacement	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20
Operating Impact	\$ -	\$ 4,160	\$ 4,240	\$ 4,320	\$ 12,720	\$ 12,720
Cumulative Operating Impact	\$ -	\$ 4,160	\$ 8,400	\$ 12,720		
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):** The Police Department Mobile Data Computer Program is for the replacement of 144 computers and 150 radio amplifiers, which provide sworn members of the department with ruggedized laptop computers and mobile data technology. The replacement schedule is based upon the following life expectancies: computers - five (5) years; amplifiers - three (3) years. Replacement computers will be ordered at the end of one fiscal year and the beginning of the next to ensure compatibility between all officers' computers and their desktop and vehicle docking stations. This greatly reduces the turnaround time of equipment repairs, electrical wiring issues related to installations, and interchangeability of all computers between primary and spare vehicles. Replacement radio amplifiers will be ordered at the beginning of each fiscal year in which funding is made available. Anticipated delivery is 60 days after the order is placed and payment/implementation will be made upon receipt.

There are no additional operating impacts over and above what is currently planned.

- Police Patrol Video Cameras (Current Project/Additional Funding):** The Police Department Video Camera program plans for the replacement of 104 in-car video cameras and 32 body-worn cameras on a five-year cycle. Replacement cameras will be ordered at the beginning of each fiscal year in which funding is made available. Anticipated delivery is 60 days after the order is placed and payment/implementation will be made upon receipt.

The operating impacts reflected below are for a maintenance contract for the wireless camera system.

Police Patrol Video Cameras Replacement	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20
Operating Impact	\$	7,200	\$ 15,000	\$ 19,800	\$ 25,200	\$ 67,200
Cumulative Operating Impact	\$	7,200	\$ 22,200	\$ 42,000	\$ 67,200	
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 Tactical Truck Replacement (Funding):** This request is to replace the Tactical Truck. The new vehicle will be a Ford Diesel F450 4WD chassis with a custom built 16' box unit on the back. Included in the vehicle price is customization, bench seating with storage, air conditioning/heat, generator, and weapons vault. Purchase of the truck will be in July 2015 with full implementation by December 2015.

There are no additional operating impacts over and above what is currently planned.

- Police Technology Upgrade (Current Project):** This project primarily supports the Police Technology software (Mobile Data Computer Software) system implementation. It also supports emergency modem/docking station purchases and installations.

There are no additional operating impacts over and above what is currently planned.

- Regional Public Safety Firearms Training Center Transfer (Prior Year Transfer):** This transfer supports the Regional Firearms Range Facility Project described the Regional Public Safety Firearms Training Center section. This project is recommended to be a separate Capital Program fund (see the separate fund section) to provide a transparent mechanism of recording the expenditures and various revenue sources.

**Public Works**

- City-County co-owned Property Maintenance/Replacement Program (Current Project/Additional Funding):** This supports 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. This program includes facilities at Court Square (Jessup House, Wheeler Building, Preston Morris Building, Juvenile and Domestic Relations Court), Health Department, Central Library, and Gordon Avenue Library. These projects are intended to maintain, repair, replace or otherwise add value to capital assets. The City of Charlottesville oversees the maintenance projects for all of these facilities. Except for the Health Department building, the City is the fiscal agent for the facilities. The County is the fiscal agent for the Health Department building. For facility projects to be funded via the CIP where the City is the fiscal agent, the County appropriates their share of the estimated project cost, including a 2% City administrative services fee. The current Health Department maintenance projects are included in the CIP but are intended to be funded via the Joint Health Department fund.

There are no additional operating impacts over and above what is currently planned.

- COB McIntire Window Replacement (Funding):** This request calls for the complete replacement of the windows at the County Office Building McIntire. The existing windows were installed in 1979-1980 according to the September 18, 2001 "Albemarle County Office Building Window Assessment", updated September 15, 2006. To support this window assessment a thermal imaging assessment was conducted in January 2008. This assessment concluded that roughly 90% of the windows analyzed experienced heat loss. According to the 2006 study conducted by Heyward Boyd Architects there are 384 windows. The design, architectural appearance, and energy rating will be a factor in the cost per window. Due to the various sizes of the window openings, each window will need to be custom built. The estimated annual energy loss due to excessive air infiltration is approximately \$12 -\$15 (in 2006 dollars) per window. Due to the size of the project it is anticipated that it will take more than one fiscal year to complete the design and construction. The design will have to be submitted to the City's BAR for approval.

There are no additional operating impacts over and above what is currently planned.

- Convenience Centers-Solid Waste/Recycling (Current Project):** This project supports various Solid Waste studies and assessments for the County as approved by the Board.

There are no additional operating impacts over and above what is currently planned.

- County E911 Road Sign Upgrade (Funding):** 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 retro-reflectivity detailed in the Manual on Uniform Traffic

Control Devices (MUTCD) §2A.08 (Maintaining Minimum Retroreflectivity) and §2D.43 (Street Name Signs). By January 2018, all Street Name signs shall meet these requirements. The retro-reflectivity portion is the most critical. To meet this deadline we must replace Street Name signs at approximately 3706 sites throughout the County at an estimated total cost of \$543,165 (The initial estimate of \$554,165 was adjusted as a result of the signs that were replaced in FY2014).

The operating impacts reflected below are for annual maintenance.

County E911 Road Sign Upgrade	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20
Operating Impact	\$ 6,560	\$ 6,790	\$ 7,027	\$ 7,273	\$ 27,650	\$ 27,650
Cumulative Operating Impact	\$ 6,560	\$ 13,350	\$ 20,377	\$ 27,650		
FTE's Added	0.00	0.00	0.00	0.00	0.00	0.00
Cumulative FTE's Added	0.00	0.00	0.00	0.00	0.00	

- County-owned Facilities Maintenance/Replacement (Current Project/Additional Funding):** This is an on-going program to finance defined maintenance projects not identified in the Operating Budget with the basic goals: extending the life of existing facilities and the mechanical systems therein; keep deferred maintenance to a minimum; provide a pleasant environment for county employees and those who conduct business with county departments. These projects are intended to maintain, replace, improve or otherwise add value to capital assets in accordance with acceptable management plans derived from nationally recognized processes. This program includes the two county office buildings, three County owned libraries, four fire rescue stations, and beginning in FY 16 includes the court facilities that include the courthouse, old jail, jailer’s house and the Sheriff’s office within the J&DR Court. In Fiscal Year 2016, General Services will be responsible for the maintenance of 448,130 square feet of buildings with an estimated replacement value of \$104,518,058.00. Identified frequency and costs of cyclical maintenance projects are from the 2014 RS Means® Facility Maintenance and Repair Cost Data, 21st Edition. Mechanical and other building envelop projects are identified in the most recent Facility Assessment.

There are no additional operating impacts over and above what is currently planned.

- Economic Development Office Renovations (Current Project/Additional Funding):** This project is to provide space for the newly created Economic Development Office. The proposed work will include the design and reconfiguration of existing spaces at COB-McIntire to accommodate the needs of the newly created office. The project will be accomplished in two phases. Phase 1 will include renovations and furnishings for the new Economic Development Office and for displaced Human Resource Department staff. Phase 2 will include renovations for the Finance Department and Board of Elections Office that are impacted by the Phase 1 renovations. It is anticipated that Phase 1 will be completed by April 2015 and Phase 2 by October 2015.

There are no additional operating impacts over and above what is currently planned.

- Ivy Fire Station 14 Maintenance Obligation (Current Project/Additional Funding):** This is to pay for the County’s share (21.5%) of annual repairs and maintenance of the exterior of the building, as well as utility connections to the building and other common/shared features as required by the terms of the Deed of Sublease dated August 27, 2012. According to the terms of the lease, the County must fund a maintenance account with a balance of \$50,000.00. This project does not include maintenance specific to the subleased premises which is the sole responsibility of the County and is included in the “County Owned Facilities Maintenance/Replacement” project.

There are no additional operating impacts over and above what is currently planned.

- Ivy Landfill Remediation (Current Project/Additional Funding):** Ivy Landfill Remediation is an on-going effort that is expected to require expenditures over a prolonged period. Funding represents County's share of on-going 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 14, with on-going maintenance through 2031. No inflation adjustment has been included for outlying years.

There are no additional operating impacts over and above what is currently planned.

- **Keene Landfill (Current Project):** This enables the County to be responsive to emergency environmental issues and/or repairs to the cap of the fill.
- **Moore’s Creek Septage Receiving (Current Project/Additional Funding):** This funds the County’s share of annual debt service for the septage receiving station at the Moore’s Creek Wastewater Treatment Plant which is based on the Memorandum of Understanding (MOU) with Rivanna Water and Sewer Authority established in May 2010. 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.

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.

- **Solid Water & Recycling Solution (Funding):** This project supports the Board of Supervisors (Board) decision for the establishment of both near term options regarding the current transfer station facilities and operation at the Ivy MUC and long term solid waste solutions for the County generally.

The operational savings, which are dependent on the program approved by the Board, reflected below represent user fees partially or fully funded the program.

Solid Waste & Recycling Solution	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20
Operating Impact		\$ (250,000)	\$ (250,000)	\$ (250,000)	\$ (250,000)	\$ (1,000,000)
Cumulative Operating Impact		\$ (250,000)	\$ (500,000)	\$ (750,000)	\$ (1,000,000)	
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	

- **Voter Registrar COB5 Renovation (Current Project):** This project is for the expansion and limited redesign of the Voter Registration and Elections office suite at the County Office Building located on 5th Street Extended. The project will expand the office suite from 1,140 sf to 1,373 sf, including a modest expansion for storage into the existing Office of Housing and floor plan redesign of the suite to maximize functionality, optimize work flow process, and alleviate congestion during absentee voting. The project is under construction and completion is currently scheduled for the 1st quarter of calendar year 2015.

There are no additional operating impacts over and above what is currently planned.

**Community Development:**

- **Belvedere Bond Transfer (Current Project):** This transfers \$500,000 to complete the Belvedere Boulevard Project by completing Belvedere Boulevard from Rio Road to Free State Road (at the railroad bridge) in accordance with the approved development plans.

There are no additional operating impacts over and above what is currently planned.

- **County View Project (Current Project):** This project supports County View Updates as detailed in the County View Management Plan, including enhancements to the County View 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 Streetscape Phase II (Current Project/Additional Funding):** The streetscape project, Phase II and IIA, 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 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. The project was substantially complete in November 2014.

This project is funded in part by a federal grant and the following proffers: Liberty Hall, Westhall (1.1), Westhall (1.2), and Wickham Pond.

There are no additional operating impacts over and above what is currently planned.

- **Earlysville Traffic Study (Current Project):** This is a traffic engineering study on Earlysville Road (Route 743) between Rio Road West/Hydraulic Road (Route 631) and Dickerson Road (Route 606) which was approved by the Board of Supervisors on July 9, 2014 related to the Earlysville Through Truck restriction.

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 Rte. 250/Rte. 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 (Prior Project):** As Recommended, the currently appropriated funding totaling \$1,170,921 for this project was liquidated. This project was to support implementation of 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.

- **Places 29 Small Area Study (Funding):** As stipulated in Places 29, this request is to develop a Small Area Plan for the Rio Road and Route 29 intersection. During preparation of the plan and design of road improvements, business and property owners will be invited to participate in the process to identify and eliminate or minimize possible impacts of the improvements. The plan will be prepared in conjunction with VDOT and TJPDC. This work will incorporate VDOT project design and construction plans now underway for Rt.29/Rio Road grade separated interchange as recommended as part of Rte. 29 Solutions process.

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 Program Contingency (Current Project):** This provides contingency funds to support unforeseen project costs related to current sidewalk projects or to support sidewalk projects/improvements that arise as a result of safety issues.

There are no additional operating impacts over and above what is currently planned.

- **Sidewalk, Crozet Avenue North (Current Project/Additional Funding):** This project is to provide for pedestrian safety by replacing or constructing approximately 1100 feet of sidewalk and drainage improvements along the west side of Crozet Avenue from Saint George Avenue to Crozet Elementary School. Construction will be partially funded with VDOT Revenue Sharing funds. The current schedule anticipates having the necessary VDOT approvals to advertise for bid by the 1st quarter of calendar year 2015; approximately 6 months for construction.

A Safe Routes to School (SRTS) Grant supports improved pedestrian crossing at the school and extends sidewalk to Ballard Drive. The SRTS portion is also funded in part by the following proffers: Liberty Hall, Wickham Pond, Wickham Pond II, Grayrock, Grayrock West, and Haden Place. The current schedule anticipates issuing notice to proceed the first quarter of calendar year 2015; approximately 4 months for construction.

There are no additional operating impacts over and above what is currently planned.

- **Sidewalk, Fontaine Avenue (Current Project):** This project is to install sidewalk for a short distance (approximately 170 feet) between the end of the existing sidewalk at the City limits to the Stribling Avenue intersection where the Fontaine Research Park asphalt path ends. The City's sidewalk ends abruptly at the city line and pedestrians are left without any facility until they reach the Research Park. The current schedule anticipates project completion in the fourth quarter of calendar year 2015.

There are no additional operating impacts over and above what is currently planned.

- **Sidewalk, Hollymead-Powell Creek Drive (Current Project):** This project will provide sidewalk and pedestrian crossing improvements at 3 locations to complete pedestrian links to Hollymead Elementary and Sutherland Middle Schools. The required right-of-way has been donated. The Forest Lakes Homeowners Association and the past principals from each school have requested these improvements. The current schedule anticipates project completion in the fourth quarter of calendar year 2015.

This project is supported in part 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.

- **Sidewalk, Hydraulic & Barracks Rd (Current Project/Additional Funding):** This project supports pedestrian safety by making sidewalk improvements along Hydraulic Road and Barracks Road. The Hydraulic Road sidewalk improvement involves the construction of approximately 1700 feet of sidewalk on the north side of Hydraulic Road between Commonwealth Drive and Georgetown Road. The Barracks Road sidewalk improvement involves: 1) the construction of approximately 1000 feet of sidewalk from the Barracks West apartments on the north side of Barracks Road to the existing sidewalk west of the Georgetown Road intersection; and 2) the construction of crosswalks and two segments of sidewalk (650 ft. total) on the south side of Barracks Road between the Georgetown Road intersection and Westminster Road, and between S. Bennington Road and the 29/250 Bypass ramps. The current schedule anticipates project completion in the winter of 2016.

The project is partially funded with Revenue Sharing funds and Stonefield proffer.

There are no additional operating impacts over and above what is currently planned.

- **Sidewalk, Ivy Road: US Route 250 West (Current Project/Additional Funding):** This project supports pedestrian safety by constructing approximately 3000 feet of sidewalk along Ivy Road from the terminus of the existing sidewalk at the Charlottesville City limits to the Route 29/250 Bypass interchange. The project includes crosswalks and pedestrian signals at the Old Ivy Road (railroad underpass) and Ivy Road intersection along with bike lanes, curb & gutter, storm drainage system improvements and consideration for possible street trees and pedestrian lighting. The current schedule anticipates project completion by the fourth quarter of calendar year 2018.

This project is partially funded by Revenue Sharing funds and Willow Glen proffer.

There are no additional operating impacts over and above what is currently planned.

- **Sidewalk, Old Lynchburg Road (Current Project/Additional Funding):** This project provides improvements to the existing asphalt walkway (resurfacing or replacement) along Old Lynchburg Road (Fifth Street Extended to Doncaster Lane), painted pedestrian crosswalks (including to Region Ten building), and pedestrian signage. This walkway is important since the Charlottesville Area Transit (CAT) bus route no longer stops at the Region Ten building but at a stop on the corner of Old Lynchburg Road and Fifth Street. The current schedule anticipates project completion in the fourth quarter of calendar year 2015.

This project is funded in part by Revenue Sharing funds.

There are no additional operating impacts over and above what is currently planned.

- **Sidewalk, South Pantops Dr./State Farm Blvd. (Current Project/Additional Funding):** This project is to provide for pedestrian safety along the north side of South Pantops Drive and west side of State Farm Boulevard by constructing 3500 feet of curb, gutter and sidewalk which will serve several residential, business, and commercial establishments. The current schedule anticipates having the necessary VDOT approvals to advertise for bid by the 1st quarter of calendar year 2015; approximately 6 months for construction.

Construction will be partially funded with Revenue Sharing funds.

There are no additional operating impacts over and above what is currently planned.

- **Sidewalks, Rio Road - Avon St - US Route 250 West (Current Project/Additional Funding):** This project supports pedestrian safety by providing sidewalk and crosswalk improvements along Rio Road, Avon Street, and US Route 250 West (Rockfish Turnpike) Crozet. These three projects are under one VDOT Universal Project Code (UPC) and considered one project in the Revenue Sharing Program. The Rio Road sidewalk improvement project will connect the Stonehenge residential neighborhood to the John Warner Parkway and Rio Road sidewalk system. The Avon Street walkway/crosswalks improvement project (phase 1) will provide sidewalk on the east side from Swan Lake Drive to Mill Creek Drive and then to Cale Elementary School; and on the east side from Stoney Creek Drive to Arden Drive. The US Route 250 West-Crozet project will consist of the construction of sidewalk, crosswalks and street lighting from Cory Farms to the Cloverlawn commercial area and Blue Ridge Shopping Center. The current schedule anticipates project completion by the third quarter of calendar year 2017.

This project is partially funded by Revenue Sharing funds and Avinity and Avon proffer.

There are no additional operating impacts over and above what is currently planned.

- **Street Improvement – Local (Current Project/Additional):** 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.

- **Sunridge Road (Current Project):** This project supports the extension of Sunridge Road within the existing right-of-way serving three parcels and drainage improvements to resolve downstream flooding. Construction is complete; as-built drawings are being completed in-house.

There are no additional operating impacts over and above what is currently planned.

- **Transportation Revenue Sharing Program (Current Project):** As Recommended, the currently appropriated funding totaling \$1,049,598 for this project was liquidated. This project funding was 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.

Each year, the County participates in the Revenue Sharing Program. The VDOT Revenue Sharing (RS) Program is a consistent source of funding for the transportation improvements as noted above. Through this program, VDOT awards a dollar-for-dollar match to a participating locality up to \$10 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.

There are no additional operating impacts over and above what is currently planned.

**Health and Welfare**

No Projects

**Parks, Recreation, & Culture:**

- **Burley-Lane Field Poles Lighting (Funding):** 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.

There are no additional operating impacts over and above what is currently planned.

- **City-County Owned Parks Maintenance/Replacement Project (Current Project/Additional Funding):** This request is for an on-going maintenance program to maintain, repair, and replace projects for City-County park facilities used for community recreation. The County is the fiscal agent for these facilities and oversees the maintenance projects. The funding ratio for projects at Darden Towe is 69.38% County and 30.62% City, and at Ivy Creek Natural Area is 50% County and 50% City.

There are no additional operating impacts over and above what is currently planned.

- **Cory Farm Greenway Connector (Current Project):** This project supports a bike/pedestrian trail connecting various Crozet neighborhoods to Crozet Park, downtown Crozet and Route 250 retail and businesses. The scope includes an easement acquisition, trail and bridge design/development, a pedestrian bridge, benches, a Kiosk and signage.

This project is supported in part the following proffers: Liberty Hall, Westhall 1.2, and Wickham Pond.

There are no additional operating impacts over and above what is currently planned.

- **County-Owned Parks Maintenance/Replacement (Current Project/Additional Funding):** This is an on-going interior and exterior maintenance and replacement program at County parks facilities and school facilities used for community recreation.

There are no additional operating impacts over and above what is currently planned.

- **Crozet Park Maintenance/Replacement and Improvements (Funding):** This project request provides funding for maintenance/replacement and facility improvements at Crozet Park to meet the recreation needs of the growing Crozet growth area as requested by the Crozet Park Board and the results are based on a 2014 community needs assessment sponsored by Crozet Park. Crozet Park and the County entered into an agreement in 1997 whereas the entire park shall in perpetuity be used only for park and recreation and community related purposes. In exchange, the County assist in maintenance and facility/recreational improvements of the entire park.

The operating impacts reflected below are for annual maintenance.

Crozet Park Maintenance/Replacement and Improvements	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20
Operating Impact	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,240	\$ 6,240
Cumulative Operating Impact	\$ -	\$ -	\$ -	\$ 3,000	\$ 6,240	
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	

- **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.

- **Parks Greenways/Blueways (Funding):** This represents on-going Park Planning, Acquisition, Design, Construction and Maintenance projects in support of Albemarle County's Greenways/Blueways initiative. The program summarized below is supported by proffers.



The operating impacts are for maintenance and additional staff:

Parks Greenways/Blueways	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20
Operating Impact		\$ 28,680	\$ 34,824	\$ 42,185	\$ 44,350	\$ 150,039
Cumulative Operating Impact		\$ 28,680	\$ 63,504	\$ 105,689	\$ 150,039	
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	

- Preddy Creek Park II (Current Project):** This project supports the development of a bridge to span seventy feet (70') across Preddy Creek to connect the undeveloped remainder of Preddy Creek Park property, the establishment of approximately seven miles of new and restored existing trails, and signage and mapping. The project began in October 2013 and is anticipated to be completed by October 2015. This project is funded by a grant awarded by the Virginia Department of Conservation and Recreation Recreational Trails Program Grant Program with a local match of \$17,250. The local match was provided by the Capital Greenway Program.

There are no additional operating impacts over and above what is currently planned.

- Recreation Facility (Current Project):** This supports the County's contribution towards the YMCA Aquatics & Recreation.

There are no additional operating impacts over and above what is currently planned.

**Libraries:**

- Crozet Library (Current Project):** This project constructed a new library in downtown Crozet. The library is a 23,000 square foot Leadership in Energy & Environmental Design (LEED)-certified facility. The Friends of Crozet Library assumed responsibility for the book expenses and the cost of furniture and fixtures (anticipated 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.

- Rio Property-Northside Library/Storage (Current Project/Additional Funding):** The County purchased property at 705 Rio Road West which had a building that was formerly used to sell building products (known as the Phillips Supply Building). The intended use of this property is to provide a permanent location for the Northside Library and long-term County warehouse/storage space. The new facility (repurposing of existing building) provides approximately 30,000 square feet of library space and 20,000 square feet of warehouse space. The Northside Library is currently located in leased space at Albemarle Square, and the County warehouse/storage space was located in leased space at the former Comdial building on Seminole Trail. The new facility will eliminate the need for those two leased spaces. Construction work is currently in progress and substantial completion is expected in February 2015.

This project is funded in part by the Stonefield proffer.

There are no additional operating impacts over and above what is currently planned.

**Technology & GIS:**

- County Server Infrastructure Upgrade (Current Project/Additional Funding):** 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.

- GIS Project (Current Project/Additional Funding):** This 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.

- Increased Redundant Internet Services (Funding):** This project supports expanded internet connection to add fault tolerance by creating a secondary Internet connection into our COB McIntire and COB 5th Street

buildings to give redundant access to the Internet. The existing Internet service has no built-in redundancy and is susceptible to failure and lost employee productivity during outages. Access to core technology infrastructure and services such as voice and data systems is greatly impacted by even a small interruption in services.

This expanded internet connection will cost \$28,000 in FY 15 and approximately \$20,000 per year in operating costs through the next 5 years, plus 3 year replacement for internet firewall equipment. IT can begin the upgrade of the County's internet capabilities immediately upon the acceptance of this initiative.

The operating impacts reflected below are for annual maintenance.

- **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.

- **Telephony Solution Replacement (Previously PBX Replacement) (Current Project/Additional Funding):** This project supports the replacement of all of the telephony solutions for the Albemarle County government. Several facilities are supported under the County telephony solution. These systems will reach the end of its useful life and require replacement or major upgrades in 2019.

There are no additional operating impacts over and above what is currently planned.

#### ACE:

- **ACE Program (Current Project/Additional Funding):** This project supports the Acquisition of Conservation Easement (ACE) Program established by the Board of Supervisors to purchase desired easements. The Board approved this project as recommended by the County Executive's Office, \$250,000 in FY 16 and also directed staff to increase the project funding an additional \$250,000 with FY 15 year-end savings from the General Fund upon the completion of the audit.

There are no additional operating impacts over and above what is currently planned.

#### OTHER:

- **Borrowed Proceeds Transfer (Current Funding/Additional Funding):** This transfer is from the General Government CIP Fund to the School Division CIP Fund for borrowed proceeds of School capital projects. In late FY 15, the County's Auditors clarified that, because the County is ultimately required to repay the debt, borrowed proceeds should be first accounted for in the General Government CIP Fund and then transferred to the School Division CIP Fund pursuant to the Governmental Accounting Standards Board (GASB) Comprehensive Implementation Guide.

There are no additional operating impacts over and above what is currently planned.

- **Capital Program Reserve (Funding):** The Capital Program Reserve is not allocated to any one project and was be allocated by the Board of Supervisors during the adoption of the FY 16-20 CIP. The funding for the Capital Program Reserve results from additional revenue from the increased tax rate. The FY 16 budget will be amended to reflect the adopted FY 16-20 CIP which uses the additional revenue in FY 16 to reduce the use of borrowed proceeds. FY 17 and beyond, based on the standard general fund transfer formula, is allocated to the Capital Improvement Program for unspecified projects and/or debt service.

There are no additional operating impacts over and above what is currently planned.

- **Project Management Services-General Government (Current Project/Additional Funding):** This request is for project management services to support local government projects that are not yet planned but anticipated to develop during the fiscal year (i.e. feasibility/conceptual phase projects, studies, VDoT/transportation items, projects not initially programmed for project management services in FY 16)

There are no additional operating impacts over and above what is currently planned.

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**REGIONAL PUBLIC SAFETY FIREARMS TRAINING CENTER:**

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- **Regional Firearms Range Facility (Current Project/Additional Funding):** This is a joint project with the City of Charlottesville and University of Virginia (UVA) to implement the design and construction of a regional firearms training center on property owned by UVA on Milton Road. The center will provide unprecedented training and education in the use of firearms and will improve the safety and effectiveness of our local law enforcement agencies. The proposed facility includes a 50-yard qualification range and 50-yard tactical range, 16 shooting lanes, control platforms, classroom, office, bathrooms and storage areas. The construction and operations of the facility will be funded jointly through a partnership between Albemarle County, the City of Charlottesville, and UVA. In December 2013, the region was awarded approximately \$2.9 million from the Office of the Attorney General of Virginia to fund capital costs associated with the construction of the center. The current schedule anticipates completion of the facility in January 2016.

The establishment of the proposed firing range requires approval of a Ground Lease and an Operational Agreement. The Ground Lease would be a lease between UVA, which owns the property, and the County and the City. The Operational Agreement between the County, the City and UVA would govern the ongoing day-to-day operations of the facility and the funding formula, based on officer use, for both the initial capital expense and ongoing operational costs. The Board of Supervisors, at their December 10, 2014 meeting, adopted a Resolution to approve the Operational Agreement and the Ground Lease and to authorize the County Executive to sign the Agreements once they are approved as to form and content by the County Attorney.

There are no additional operating impacts over and above what is currently planned.

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**Water Resources:**

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- **Carrsbrook Sinkhole Repair (Current Project/Additional Funding):** The corrugated metal pipe (CMP) drainage pipes of the Carrsbrook Drive dam have corroded and a large eroded hole has formed on the downstream side of the dam as a result of the failing pipes. The pipes are located on two private properties and partially within the VDOT right-of-way of Carrsbrook Drive. The large eroded hole is located within private property and if not repaired could further damage private property and potentially damage the adjacent public road, Carrsbrook Drive. Temporary/interim repairs consisting of filling in the hole and installing a rip-rap swale have been completed. The current schedule anticipates the permanent repairs will be substantially complete in the first quarter of calendar year 2015.

There are no additional operating impacts over and above what is currently planned.

- **Church Road Basin (Current Project/Additional Funding):** This project supports maintenance and enhancements to an existing regional stormwater management facility to reduce pollutant discharges (nitrogen, phosphorus and sediment). Retrofitting of the existing detention basin is necessary to increase the basin's water quality treatment effectiveness to assist in meeting the goals of the Chesapeake Bay TMDL and Meadow Creek TMDL. The project scope includes survey, design, and construction. The project is scheduled to be substantially complete in April 2015. This project is supported by a grant from the Virginia Department of Environmental Quality.

There are no additional operating impacts over and above what is currently planned.

- **Dam Break Study 2015 (Current Project):** This is to perform dam break analyses and flood inundation mapping for three of the County's dams. The dams are located at Chris Green Lake Park Dam, Walnut Creek Park Dam, and Hillcrest Dam.

This is funded in part by a grant totaling \$33,600 from the Virginia Department of Conservation and Recreation (DCR). The balance of the project is funded by the Water Resources dedicated revenue.

There are no additional operating impacts over and above what is currently planned.

- **Hollymead Dam Spillway Improvement (Current Project/Additional Funding):** This request is to prevent failure of the Hollymead Dam by upgrading its emergency spillway. This will likely be accomplished by either constructing a new weir-like spillway under the road or reinforcing much of the downstream slope of the dam. Either measure would prevent scour and failure during overtopping of the dam by floodwaters.

The Hollymead Dam is regulated by the Department of Conservation and Recreation – Dam Safety. The applicable regulations (4VAC50-20) are intended to provide for the “proper and safe design, construction, operation, and maintenance of impounding structures to protect public safety”. The spillway deficiency was identified during a dam break analysis and inundation zone mapping exercise conducted by Schnabel Engineering as required by the permit.

The schedule of the project is not dictated by the permit but, due to the risk of dam breach during a very large storm event, it should be accomplished as soon as possible. The project would be implemented in three stages: alternative analysis, design, and construction. The analysis of alternatives would begin in July 2014 (FY15), project design could commence in FY16, and construction would begin and be completed in FY17. A preliminary estimate suggests the cost of the alternatives analysis would be approximately \$100,000, the design approximately \$200,000, and the construction would be as much as \$2,500,000.

The cost to operate and maintain the dam after the completion of the project is estimated to be comparable to the current cost.

- **Project Management Services-Stormwater (Current Project/Additional Funding):** This request is for project management services to support stormwater management projects that are not yet planned but anticipated to develop during the fiscal year (i.e. feasibility/conceptual phase projects, studies, VDOT/transportation items, projects not initially programmed for project management services in FY 16).

There are no additional operating impacts over and above what is currently planned.

- **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 over and above what is currently planned.

- **Stormwater Multi-facility Maintenance (Current Project/Additional Funding):** This project supports maintenance (sediment removal/dredging) and possible upgrades to existing regional stormwater management facilities (Four Seasons Lower Pond Dredging, Upper Four Seasons Channel, and the Branchlands Forebay). Phase 1 of the project is complete and consisted of surveying and analysis of existing facilities to determine required improvements and possible enhancements. Phase 2 of the project is substantially complete and consisted of dredging of the Lower Four Seasons basin. Phase 3 of the project is in construction and includes improvements/enhancements for the Upper Four Seasons Channel and the Branchlands Forebay. Phase 3 is scheduled to be substantially complete by spring of 2015.

There are no additional operating impacts over and above what is currently planned.

- **Stormwater TMDL Maintenance Study (Current Project):** 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 with 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.

- **WAHS Stormwater Improvements (Current Project/Additional Funding):** This project supports identification of, and addresses, stormwater impacts from Western Albemarle High School (WAHS) that threaten downstream water quality, county infrastructure, and public safety. There were two phases to the project and both phases are complete. Phase 1 consisted of developing a Stormwater Master Plan for the WAHS campus and making immediate repairs to the highly eroded drainage channel in the front of the

school. Phase 2 included the design and construction of a 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.

There are no additional operating impacts over and above what is currently planned.

- Water Resources TMDL (Funding):** This request is to secure funding for a succession of future capital projects necessary to meet new pollutant load reductions mandated as part of the Chesapeake Bay TMDL and local TMDLs. Specific projects have not yet been determined but will likely include 1) enhancements to existing County-owned stormwater management facilities (such as the current project at Church Road basin), 2) the construction of new facilities (such as the recently constructed biofilter adjacent to the COB-McIntire lower parking lot), and 3) even enhancements or upgrades to privately-owned facilities.

The County must develop TMDL Action Plans describing how pollutant load reductions will be achieved. The process of developing the Action Plans will result in the identification of specific projects with more precise costs. The Action Plans must be submitted by the Department of Environmental Quality (DEQ) in October 2015. Commencement of the design and construction of the first projects will begin in FY17.

The operating impacts reflected below are based on the cost of existing facilities:

Water Resources TMDL	FY 16	FY 17	FY 18	FY 19	FY 20	FY 16-20
Operating Impact		\$ 2,000	\$ 4,000	\$ 6,000	\$ 8,000	\$ 20,000
Cumulative Operating Impact		\$ 2,000	\$ 6,000	\$ 12,000	\$ 20,000	
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	

**School Division:**

- Administrative Technology (Current Project/Additional Funding):** This project will provide funding for the replacement of School Division technology equipment for the support staff and administrators. The technology equipment includes desktop and laptop computers, portable productivity devices, servers, and associated networking equipment. All equipment is scheduled to be replaced every five years, which is the maximum replacement cycle. Approximately 180 computers are scheduled on a yearly basis for replacement at approximately \$1,000 each, and approximately 8 servers are scheduled for replacement each year at approximately \$10,000 each.

There are no additional operating impacts over and above what is currently planned.

- Agnor Hurt Elementary Addition/Renovation (Current Project/Additional Funding):** This project includes additions and renovations at Agnor Hurt Elementary School. The construction of a 13,824 square foot addition onto Agnor-Hurt Elementary 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.

This project is supported in part by Stonefield and Willow Glenn proffers.

Beginning with pre-design, the project will take 24 months to complete. Based on the request, the addition will be operational by the 2015/16 School Year.

There are no additional operating impacts over and above what is currently planned.

- CATEC Contingency (Current Project):** This is for a future Charlottesville Albemarle Technical Education Center (CATEC) capital request (project or capital maintenance) that would not require ongoing funding for which there is no identified funding source. Funding supporting this has been received from VDOT as compensation for the taking of a portion of the CATEC property.

There are no additional operating impacts over and above what is currently planned.

- Cost of Issuance (Current Project):** This cost of issuance are the costs associated with issuing borrowed proceeds including bank counsel, financial advisement, and bond council.

There are no additional operating impacts over and above what is currently planned.

- Henley Middle School Gym Addition (Current Project/Additional Funding):** The addition of approximately 7,200 SF will include an auxiliary gym, a physical education storage room, mechanical space, and a connection corridor. The 60' x 105' Multi-Purpose space will have a maple floor with a competition sized basketball court with volleyball game markings. Limited site improvements are envisioned for accessibility around the addition. The new space provides a third teaching station for physical education as well as expanded opportunities for shared community use in after-hours events.

The design has been completed and the project is currently in the construction bid process. This would be completed in the winter of 2015/16 school year.

This project is supported in part by Old Trail Village proffer, Wickham Pond proffer, and Wickham Pond II proffer.

There are no additional operating impacts over and above what is currently planned.

- Instructional Technology (Current Project/Additional Funding):** This project will provide funding for the replacement of School Division technology equipment used in classrooms, media centers, and computers which supports the School Division's Instructional Technology Plan. The instructional technology equipment includes laptop and desktop computers, portable productivity devices, networking hardware, multimedia and adaptive technologies, as well as a great multitude of other technology hardware.

There are no additional operating impacts over and above what is currently planned.

- Learning Space Modernization (Previously Contemporary Learning Spaces) (Additional Funding):** This project will begin to fund needed improvements to instructional spaces at ALL schools including existing classrooms, libraries, and other elective and support areas consistent with School Board goals and priorities. Modifications will include furniture and renewal work including updating finishes, casework, lighting and connections to adjacent spaces. The modifications should be comprehensive, but can be broken down in the following key areas: Classroom Furniture Upgrade, Classroom Modernization, Media Center, Modernization, Cafeteria Modernization, Specialty Classroom Modernization, and Daylighting.

There are no additional operating impacts over and above what is currently planned.

- Project Management Services-School Division (Current Project/Additional Funding):** This request is for project management services to support school projects that are not yet planned but anticipated to develop during the fiscal year (i.e. feasibility/conceptual phase projects, studies, projects not initially programmed for project management services in FY 16).

There are no additional operating impacts over and above what is currently planned.

- Red Hill Elementary School Modernization (Funding):** This project request provides funding for the design in FY 16. As requested, this project will modernize and newly furnish the current 13 classrooms and media center at Red Hill Elementary. The work will provide parity to other elementary schools in Albemarle County while meeting the design imperatives of contemporary learning spaces: transparency, sustainability, flexibility, mobility/interactivity, making everywhere, problem/project based learning, choice & comfort, and indoor/outdoor.

There are no additional operating impacts over and above what is currently planned.

- School Bus Replacement (Current Project/Additional Funding):** The program provides funds for the replacement of school buses in accordance with prescribed needs-based fleet size and replacement guidelines outlined in School Board Policy. 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 also 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):** This supports various maintenance and replacement projects.

There are no additional operating impacts over and above what is currently planned.

- **School Security Improvements (Current Project/Additional Funding):** Albemarle County Public Schools has created a School Security Audit Team to inspect and create a needs assessment to address any risks. Security items that require construction will be funded through this School Security Improvement Funding. As a first step, in the fall of 2012 the School Security Audit Team evaluated the front entrances at 26 schools and graded them based on ease of surveillance.

School leadership has set the goal of a secure main entry as one that directs visitors so that they must walk through the main office to enter the building during normal school hours. There are three schools that funnel visitors through the front office via a secure foyer, with a side door leading directly to the office. This is the preferred model for a secure site while still welcoming visitors. Of the remaining 23 schools, 13 were renovated to create this configuration during the first year of this project, FY14/15. The remaining funding requested will address the following schools: FY15/16 Western Albemarle, Murray High, Cale Elementary; FY16/17 Baker Butler Elementary, Scottsville Elementary; and FY17/18 Henley Middle, Jouett Middle

There are no additional operating impacts over and above what is currently planned.

- **State Technology Grant (Current Project/Additional Funding):** 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. Funding levels are determined by a state formula. 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.

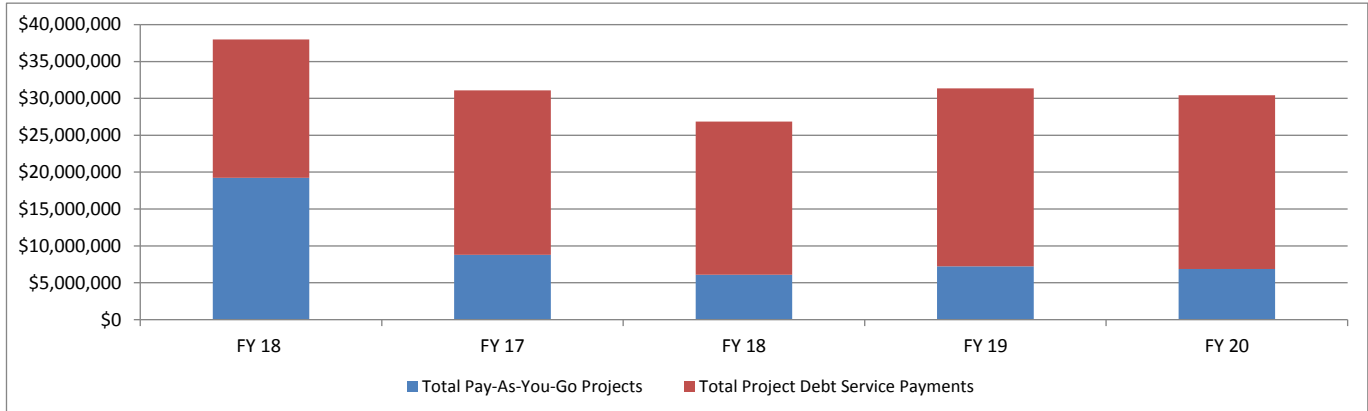
- **Telecommunications Network Upgrade (Current Project/Additional Funding):** This project provides funding to upgrade the Albemarle County Schools and government network telecommunications infrastructure to meet the expanding instructional and administrative data needs by constructing a county wide fiber optic network to deliver data services without the perpetual costs of leasing. A fiber optic network build in Albemarle County would consist of approximately 100 route miles of construction, with an estimated cost of \$2M to \$6M depending on the construction method (aerial/burial), and right-of-way concerns. This funding will allow for an increase in speed and density of our networking equipment and physical infrastructure. It will move the division beyond its current deployment which is quickly becoming obsolete and will be unable to provide for future data needs, 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 in addition to our basic operational needs. This upgrade would provide for a more than ten-fold increase 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.
- **Trailer Re-location (Funding):** This is to re-locate a trailer from one school to another school to support the addition of a Bright Stars Classroom. The relocation of the trailer will be completed in summer of 2015 for use in the 2015/16 school year. The additional Bright Stars class will be held in the school building while an existing class meeting eligible criteria will be held in the trailer.

There are no additional operating impacts over and above what is currently planned.

- **Western Albemarle High School Environmental Studies Academy (Current Project/No Additional Funding):** This project request is for facility improvements to support the Environmental Science Academy. The project is divided into two phases. Phase 1, scheduled to begin in FY 16, is for an Environmental Studies Learning Center & Greenhouse: 2080 s.f. glass greenhouse, 1580 s.f. class/work room storage, associated site work, furnishings and equipment. Phase 2, scheduled to begin in FY 21, is for an academy addition. The addition will be about 10,000 sf and shall be expanded science facilities to accommodate the Environmental Science Academy programs. Spaces shall include three labs, offices, a shared prep room with storage, and project spaces for independent, collaborative teaming. Spaces should also accommodate hydro / aqua activities and hydroponics.

There are no additional operating impacts over and above what is currently planned.

### FY 16 – 20 PAY-AS-YOU-GO VS. DEBT SERVICE (\$ Rounded to Nearest Dollar)



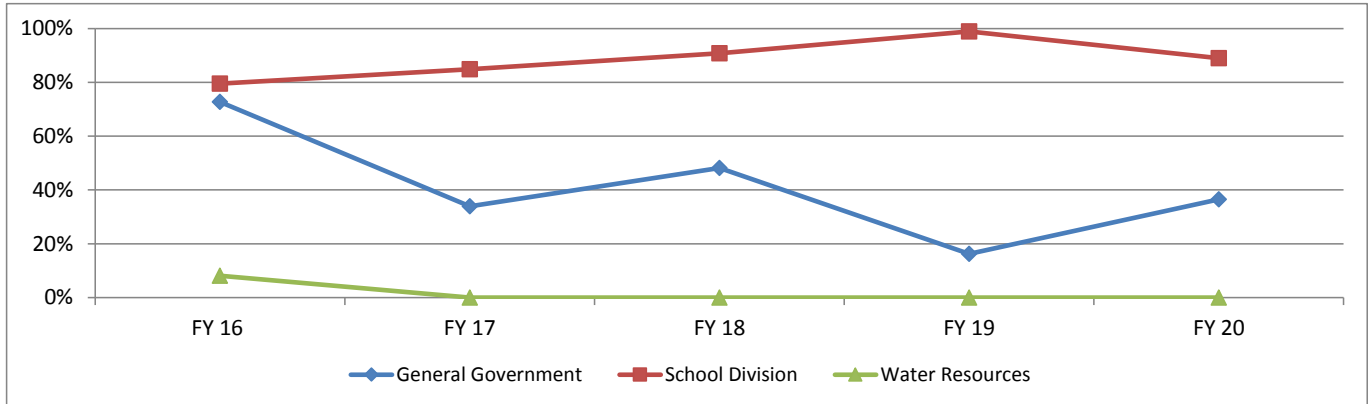
### ALLOCATION OF CASH REVENUES

(\$ Rounded to Nearest Dollar / Net of Transfers between CIP funds)

TOTAL ADOPTED CIP SUMMARY	FY 16	FY 17	FY 18	FY 19	FY 20	FY16-20 Total
<b>CIP &amp; DEBT REVENUES</b>						
Beginning Fund Balance	\$ 12,166,094	\$ 6,676,374	\$ 2,385,023	\$ 1,669,556	\$ 980,520	\$ 23,877,566
General Fund Transfer	19,968,744	22,029,997	22,607,372	26,928,495	27,595,794	119,130,402
Local Revenue	9,613,964	316,940	270,407	164,870	12,000	10,378,180
State Revenue	1,177,815	1,206,491	1,247,851	1,271,414	1,312,239	6,215,810
Federal Revenue	78,880	78,880	78,880	78,880	78,880	394,400
Transfers	1,656,684	3,174,926	1,938,377	2,233,329	2,249,663	11,252,979
<b>TOTAL DEBT &amp; CIP REVENUES</b>	<b>\$ 44,662,181</b>	<b>\$ 33,483,608</b>	<b>\$ 28,527,910</b>	<b>\$ 32,346,543</b>	<b>\$ 32,229,096</b>	<b>\$ 171,249,338</b>
<b>ALLOCATION OF REVENUES:</b>						
<b>Pay-As-You-Go Projects</b>						
Fire Rescue CIP Pay-As-You-Go	647,101	1,335,826	275,529	1,378,222	1,338,079	4,974,757
General Government CIP Pay-As-You-Go	15,610,966	4,274,099	3,070,336	3,218,880	2,886,241	29,060,522
Regional Firearms Training Center CIP Pay-As-You-Go	57,916	-	-	-	-	57,916
School Division CIP Pay-As-You-Go	2,859,925	2,482,567	2,510,253	2,419,832	2,410,965	12,683,542
Water Resources CIP Pay-As-You-Go	63,848	694,228	232,774	223,786	239,362	1,453,998
<b>Total Pay-As-You-Go Projects</b>	<b>\$ 19,239,757</b>	<b>\$ 8,786,720</b>	<b>\$ 6,088,892</b>	<b>\$ 7,240,720</b>	<b>\$ 6,874,647</b>	<b>\$ 48,230,736</b>
<b>Project Debt Service Payments</b>						
Fire Rescue CIP Pay-As-You-Go	\$ 1,195,101	\$ 1,772,134	\$ 1,765,097	\$ 2,217,604	\$ 2,218,953	\$ 9,168,889
General Government CIP Pay-As-You-Go	4,545,629	6,772,825	6,007,932	8,195,730	8,190,730	33,712,846
School Division CIP Pay-As-You-Go	13,005,320	13,745,546	12,975,073	13,387,413	12,809,823	65,923,175
Water Resources CIP Pay-As-You-Go	-	21,360	21,360	324,557	324,557	691,834
<b>Total Project Debt Service Payments</b>	<b>\$ 18,746,050</b>	<b>\$ 22,311,865</b>	<b>\$ 20,769,462</b>	<b>\$ 24,125,304</b>	<b>\$ 23,544,063</b>	<b>\$ 109,496,744</b>
<b>Total Allocation of Revenues:</b>	<b>\$ 37,985,807</b>	<b>\$ 31,098,585</b>	<b>\$ 26,858,354</b>	<b>\$ 31,366,024</b>	<b>\$ 30,418,710</b>	<b>\$ 157,727,480</b>
Cumulative Contingency Reserve	\$ 6,676,374	\$ 2,385,023	\$ 1,669,556	\$ 980,520	\$ 1,810,385	
Pay-As-You-Go as a % of Total Revenues	43%	26%	21%	22%	21%	



**FY 16 – 20 Maintenance/Replacement as a Percentage (%) of Total Projects (\$)**



**Maintenance/Replacement Projects as a Percentage of Total General Government Projects**

Maintenance/Replacement Projects	FY 16	FY 17	FY 18	FY 19	FY 20	FY16-20 Total
<b>General Government Projects</b>						
Total Projects Budget	\$ 43,621,638	\$ 22,697,743	\$ 17,286,937	\$ 35,395,082	\$ 18,042,707	\$ 137,044,107
<b>Total Maintenance/Replacement Projects</b>	<b>\$ 31,726,489</b>	<b>\$ 7,697,481</b>	<b>\$ 8,334,970</b>	<b>\$ 5,731,768</b>	<b>\$ 6,584,440</b>	<b>\$ 60,075,148</b>
Maintenance/Replacement Projects %	73%	34%	48%	16%	36%	44%
<b>School Division Projects</b>						
Total Projects Budget	\$ 10,900,354	\$ 11,885,019	\$ 10,026,582	\$ 9,745,832	\$ 10,227,465	\$ 52,785,252
<b>Total Maintenance/Replacement Projects</b>	<b>\$ 8,672,326</b>	<b>\$ 10,092,540</b>	<b>\$ 9,108,426</b>	<b>\$ 9,646,704</b>	<b>\$ 9,103,722</b>	<b>\$ 46,623,718</b>
Maintenance/Replacement Projects %	80%	85%	91%	99%	89%	88%
<b>Water Resources Projects</b>						
Total Projects Budget	\$ 230,662	\$ 3,395,204	\$ 1,078,214	\$ 1,069,946	\$ 1,086,242	\$ 6,860,268
<b>Total Maintenance/Replacement Projects</b>	<b>\$ 18,738</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,738</b>
Maintenance/Replacement Projects %	8%	0%	0%	0%	0%	0%

Attachment: Prioritized Projects by Scoring Classification

FY 16 PROJECTS BY SCORING CLASSIFICATION <i>Net of Transfers</i>	Status Key	FY 16 Ranking	FY 16-20 REQUEST	FY16-20 TRC/FRC	FY16-20 OC	FY16-20 REC+CHG	FY16-20 Adopted	Revenue Key	NET COST TO COUNTY
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Project Status Key: ^New Project m-Multi-Year \* Changes From CE Recomm Revenue Key: f-Fire Rescue Revenue r-Revenue Offset w-Water Resources Revenue

**MANDATES**

County E911 Road Sign Upgrade		Priority	\$ 543,165	\$ 543,165	\$ 543,165	\$ 543,165	\$ 543,165		
Hollymead Dam Spillway Improvement	m	Priority	\$ 2,759,700	\$ 2,759,700	\$ 2,759,700	\$ 2,760,017	\$ 2,760,017	w	
Voting Machine Replacements	m	Priority	\$ 75,345	\$ 75,345	\$ 75,345	\$ 75,345	\$ 75,345		
Water Resources TMDL		Priority	\$ 3,997,820	\$ 3,997,820	\$ 3,997,820	\$ 3,997,820	\$ 3,997,820	w	

**OBLIGATIONS**

Trailer Relocation	^	Board	\$ -	\$ -	\$ -	\$ -	\$ 25,000		
Solid Waste & Recycling Solution (Previously Convenience Center)		Priority	\$ 1,073,908	\$ 1,073,908	\$ 1,073,908	\$ 1,200,000	\$ 1,200,000		
Moore's Creek Septage Receiving	m	Priority	\$ 547,205	\$ 547,205	\$ 547,205	\$ 547,205	\$ 547,205		
Ivy Landfill Remediation	m	Priority	\$ 2,615,000	\$ 2,615,000	\$ 2,615,000	\$ 2,615,000	\$ 2,615,000		
Ivy Fire Station 14 Maintenance Obligation	^	Priority	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000		
ECC Regional 800Mhz Communication System	m	Priority	\$ 18,808,000	\$ 18,808,000	\$ 18,808,000	\$ 18,808,000	\$ 18,808,000	r	\$ 9,498,041
Court Facilities Addition/Renovation	m	Priority	\$ 27,600,707	\$ 27,600,707	\$ 27,600,707	\$ 27,630,517	\$ 27,630,517		

**MAINTENANCE/REPLACEMENT PROJECTS**

School Maintenance/Replacement	m	MR01	\$ 32,530,134	\$ 32,530,134	\$ 32,530,134	\$ 32,677,718	\$ 32,677,718		
Police County 800Mhz Radio Replacements	m	MR02	\$ 2,804,136	\$ 2,804,136	\$ 2,804,136	\$ 2,804,136	\$ 2,804,136		
School Bus Replacement Program	m *	MR03	\$ 7,500,000	\$ 7,500,000	\$ 7,500,000	\$ 6,000,000	\$ 6,000,000	r	\$ 4,500,000
Fire Rescue Airpaks		MR04	\$ 2,997,780	\$ 2,997,780	\$ 2,997,780	\$ 2,997,780	\$ 2,997,780	f	
County-Owned Facilities Maintenance/Replacement	m	MR05	\$ 6,825,334	\$ 6,825,334	\$ 6,825,334	\$ 6,826,228	\$ 6,826,228	r	\$ 6,640,444
State Technology Grant	m	MR06	\$ 3,760,000	\$ 3,760,000	\$ 3,760,000	\$ 3,760,000	\$ 3,760,000	r	\$ -
Fire Rescue Apparatus Replacement-Program	m	MR07	\$ 9,863,482	\$ 9,863,482	\$ 9,863,482	\$ 9,863,481	\$ 9,863,481	f	
Police Patrol Video Cameras Replacement	m	MR08	\$ 644,451	\$ 644,451	\$ 644,451	\$ 644,451	\$ 644,451		
Commonwealth Attorney Case Management System Replacement	^	MR09	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	r	\$ 36,500
COB McIntire Window Replacement	*	MR10	\$ 3,098,661		\$ 3,098,661	\$ 3,099,323	\$ 3,099,323		
Fire Rescue Mobile Data Computers Replacement	m	MR11	\$ 77,660	\$ 77,660	\$ 77,660	\$ 77,660	\$ 77,660	f	
Time and Attendance System		MR12	\$ 846,000	\$ 846,000	\$ 846,000	\$ 846,000	\$ 846,000		
Police Mobile Data Computers Replacement	m	MR13	\$ 1,062,258	\$ 1,062,258	\$ 1,062,258	\$ 1,062,258	\$ 1,062,258		
GIS Project	m	MR14	\$ 81,480	\$ 81,480	\$ 81,480	\$ 81,480	\$ 81,480		
County Owned Parks Maintenance/Replacement	m	MR15	\$ 3,921,419	\$ 3,921,419	\$ 3,921,419	\$ 3,922,212	\$ 3,922,212	r	\$ 3,602,212
County Server Infrastructure Upgrade	m	MR16	\$ 2,387,799	\$ 2,387,799	\$ 2,387,799	\$ 2,387,799	\$ 2,387,799		
Instructional Technology	m	MR17	\$ 2,875,000	\$ 2,875,000	\$ 2,875,000	\$ 2,875,000	\$ 2,875,000		
Telephony Solution Replacement (Previously PBX Replacement)	m	MR18	\$ 560,000	\$ 560,000	\$ 560,000	\$ 560,000	\$ 560,000		
City-County Owned Parks Maintenance/Replacement	m	MR19	\$ 896,530	\$ 896,530	\$ 896,530	\$ 896,929	\$ 896,929	r	\$ 582,353
Administrative Technology	m	MR20	\$ 1,311,000	\$ 1,311,000	\$ 1,311,000	\$ 1,311,000	\$ 1,311,000		
City-County Owned Facilities Maintenance/Replacement	m	MR21	\$ 282,216	\$ 282,216	\$ 282,216	\$ 282,331	\$ 282,331	r	\$ 93,223
Crozet Park Maintenance/Replacement and Improvements	m	MR22	\$ 452,857	\$ 452,857	\$ 452,857	\$ 452,971	\$ 452,971		
Police Tactical Truck Replacement	^	MR23	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000		
Fire Rescue Volunteer Facilities Assessments	^	MR24	\$ 81,000	\$ 81,000	\$ 81,000	\$ 81,000	\$ 81,000	f	
Burley-Lane Field Poles Lighting Replacement		MR25	\$ 503,057	\$ 503,057	\$ 503,057	\$ 503,513	\$ 503,513		
Police Mobile Command Center Replacement		MR26	\$ 194,086	\$ 194,086	\$ 194,086	\$ 194,086	\$ 194,086		

**NON-MAINTENANCE/REPLACEMENT PROJECTS**

Red Hill Elementary School Modernization		NM01	\$ 1,237,153	\$ 1,237,153	\$ 1,237,153	\$ -	\$ 100,400		
Fire Rescue Pantops Fire Rescue Station 16		NM02	\$ 3,912,467	\$ 3,912,467	\$ 3,912,467	\$ 3,912,467	\$ 3,912,467	f/r	\$ 3,485,752
Learning Space Modernization (Contemporary Learning Spaces)	^ *	NM03	\$ 37,915,110	\$ 6,000,000	\$ 6,000,000	\$ 1,000,000	\$ 899,600		
School Security Improvements Program	m	NM04	\$ 2,001,701	\$ 2,001,701	\$ 2,001,701	\$ 2,002,386	\$ 2,002,386		
Telecommunications Network Upgrade	m	NM05	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000		
Transportation Revenue Sharing Program	m	NM06	\$ 27,866,446	\$ 5,767,697	\$ 5,767,697	\$ -	\$ -		
Fire Rescue Rescue 8 Renovation	^	NM07	\$ 894,697	\$ -	\$ 894,697	\$ 894,697	\$ 894,697	f	
ACE Program	m	NM08	\$ 5,362,466	\$ 3,440,806	\$ 3,440,806	\$ 250,000	\$ 250,000		
Fire Rescue Public Safety Training Facility		NM09	\$ 4,134,234	\$ -	\$ -	\$ -	\$ -	f	
PVCC Student Center Facility		NM10	\$ 542,844	\$ -	\$ -	\$ -	\$ -		
Woodbrook Elementary School Addition-Modernization	^	NM11	\$ 12,358,050	\$ -	\$ -	\$ -	\$ -		
Western Albemarle High School Environmental Studies Academy	^	NM12	\$ 3,245,415	\$ -	\$ 642,712	\$ 643,397	\$ 643,397	r	\$ 529,415
Sidewalk Construction Program	m	NM13	\$ 11,409,100	\$ -	\$ -	\$ -	\$ -		
Parks Athletic Field Improvements		NM15	\$ 2,533,052	\$ -	\$ -	\$ -	\$ -		
Central Library Renovations		NM16	\$ 4,373,150	\$ -	\$ -	\$ -	\$ -		
Police Public Safety Training Academy		NM17	\$ 11,605,525	\$ -	\$ -	\$ -	\$ -		
Fire Rescue Station IT Infrastructure		NM18	\$ 265,000	\$ -	\$ -	\$ -	\$ -	f	
Darden Towle Park Athletic Field Improvements		NM19	\$ 2,054,149	\$ -	\$ -	\$ -	\$ -	r	\$ 1,443,589
Police District Police Station		NM20	\$ 1,937,053	\$ -	\$ -	\$ -	\$ -		
PVCC Main Academic Building Renovation		NM21	\$ 101,823	\$ -	\$ -	\$ -	\$ -		
Walnut Creek/Totier Creek Fishing Accessibility		NM22	\$ 524,404	\$ -	\$ -	\$ -	\$ -		
Fire Rescue Mobile Data Computers-New		NM23	\$ 243,100	\$ -	\$ -	\$ -	\$ -	f	
Parks Greenways/Blueways	m	NM24	\$ 1,352,344	\$ -	\$ 655,134	\$ 655,897	\$ 655,897	r	\$ 19,844
Buck Island Creek Park		NM25	\$ 327,102	\$ -	\$ -	\$ -	\$ -		
City-County Owned Parks Enhancements		NM26	\$ 674,866	\$ -	\$ -	\$ -	\$ -		
Scottsville Library Renovation-Expansion		NM27	\$ 111,657	\$ -	\$ -	\$ -	\$ -		
Crozet Growth Area Community Park Facilities		NM28	\$ 4,646,569	\$ -	\$ -	\$ -	\$ -		
Fire Rescue Earlysville Volunteer Fire Company Extra bay	^	NM29	\$ 234,232	\$ -	\$ -	\$ -	\$ -		
Northern Urban Area Community Park		NM30	\$ 2,652,210	\$ -	\$ -	\$ -	\$ -		
Police Bomb Tech Robot		NM31	\$ 165,000	\$ -	\$ -	\$ -	\$ -		
Parks Facilities Improvement		NM32	\$ 56,697	\$ -	\$ -	\$ -	\$ -		
Places 29 Small Area Study		NM33	\$ 119,860	\$ -	\$ -	\$ 120,000	\$ 120,000		

Attachment: Prioritized Projects by Scoring Classification Continued

FY 16 PROJECTS BY SCORING CLASSIFICATION		Status Key	FY 16 Ranking	FY 16-20 REQUEST	FY16-20 TRC/FRC	FY16-20 OC	FY16-20 REC+CHG	FY16-20 Adopted	Revenue Key	NET COST TO COUNTY
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Project Status Key: ^New Project m-Multi-Year \* Changes From CE Recomm

Revenue Key: f-Fire Rescue Revenue r-Revenue Offset w-Water Resources Revenue

NON-MAINTENANCE/REPLACEMENT PROJECTS CONTINUED

Rivanna Village Park	^	NM34	\$ 428,235	\$ -	\$ -	\$ -	\$ -			
Finance Department Renovations	^	NM35	\$ 348,097	\$ -	\$ -	\$ -	\$ -			
Website Enhancements		NM36	\$ 56,340	\$ -	\$ -	\$ -	\$ -			
South Fork Rivanna Reservoir Boat Access		NM37	\$ 1,115,158	\$ -	\$ -	\$ -	\$ -			
Southern Urban Area Library Facility		NM38	\$ 8,819,529	\$ -	\$ -	\$ -	\$ -			
Mobile Workforce Innovations		NM39	\$ 172,780	\$ -	\$ -	\$ -	\$ -			
Darden Towle Park Master Plan		NM40	\$ 395,064	\$ -	\$ -	\$ -	\$ -	r		\$ 328,772
Rivanna River Corridor Design Plan		NM41	\$ 92,700	\$ -	\$ -	\$ -	\$ -			
Park System Redesign		NM42	\$ 297,495	\$ -	\$ -	\$ -	\$ -			
Police Evidence and Specialty Vehicle Storage		NM43	\$ 3,752,945	\$ -	\$ -	\$ -	\$ -			
Walnut Creek Park Master Plan		NM44	\$ 57,568	\$ -	\$ -	\$ -	\$ -			
Commonwealth Attorney Space Modification	^	NM45	\$ 95,802	\$ -	\$ -	\$ -	\$ -			
Hedgerow Property Trail Park		NM46	\$ 450,436	\$ -	\$ -	\$ -	\$ -			
Crozet Plaza Study		NM47	\$ 83,867	\$ -	\$ -	\$ -	\$ -			
Police Mobile Observation Unit		NM48	\$ 69,000	\$ -	\$ -	\$ -	\$ -			

Project Management Services

Future Project Management Services	m	Multi-Year	TBD	\$ 2,309,228	\$ 2,175,492	\$ 2,057,330	\$ 2,057,330			
Carrsbrook Sinkhole Repair	m	Multi-Year				\$ 3,407	\$ 3,407			
Court Facilities Interim Modification	m	Multi-Year				\$ 13,627	\$ 13,627			
Economic Development Office Renovations	m	Multi-Year				\$ 13,627	\$ 13,627			
Agnor Hurt Elementary School Addition/Renovation	m	Multi-Year				\$ 25,551	\$ 25,551			
Church Road Basin	m	Multi-Year				\$ 3,407	\$ 3,407	w		
Henley Middle School Auxiliary Gym Addition	m	Multi-Year				\$ 15,331	\$ 15,331			
Regional Firearms Training Center	m	Multi-Year				\$ 57,916	\$ 57,916			
Rio Property-Northside Library & Storage	m	Multi-Year				\$ 3,407	\$ 3,407			
Seminole Trail VFD Renovation/Addition	m	Multi-Year				\$ 1,703	\$ 1,703			
Sidewalk, Crozet Avenue North	m	Multi-Year				\$ 27,595	\$ 27,595			
Sidewalk, Fontaine Avenue	m	Multi-Year				\$ 17,034	\$ 17,034			
Sidewalk, Hollymead-Powell Creek Drive	m	Multi-Year				\$ 13,627	\$ 13,627			
Sidewalk, Hydraulic & Barracks Rd	m	Multi-Year				\$ 49,228	\$ 49,228			
Sidewalk, Ivy Road (US Route 250 West)	m	Multi-Year				\$ 38,335	\$ 38,335			
Sidewalk, Old Lynchburg Road	m	Multi-Year				\$ 20,441	\$ 20,441			
Sidewalks, Rio Road - Avon St - US Route 250 West	m *	Multi-Year				\$ 2,327,700	\$ 38,428			
Sidewalk, South Pantops Dr/State Farm Blvd	m	Multi-Year				\$ 27,595	\$ 27,595			
Stormwater Management Program	m	Multi-Year				\$ 8,517	\$ 8,517	w		
Stormwater Multi-facility Maintenance/Enhancement	m	Multi-Year				\$ 6,814	\$ 6,814	w		
Street Improvement - Local	m	Multi-Year				\$ 6,728	\$ 6,728			

PROFFER ATTACHMENT: 2014 Survey of Cash Proffers Accepted by Local Government

**Commission on Local Government**  
**2014 Survey of Cash Proffers Accepted by Local Governments**

Date: 9/30/14

Locality: ALBEMARLE County  City  Town

Name: REBECCA RAGSDALE Title: SENIOR PLANNER  
 Phone: 434-296-5832 EXT 3226 Fax: 434-972-4126  
 Email: \_\_\_\_\_

YES	NO
X	<input type="checkbox"/>

**Did your locality accept cash proffers at any time during the 2013-2014 Fiscal Year?**  
 If you answered "No" for the 2013-2014 Fiscal Year, additional information is not needed. Please return the survey to the Commission on Local Government as indicated on the next page.

**If you answered "Yes" for the 2013-2014 Fiscal Year, provide the following information concerning the cash proffers accepted by your locality: (See definitions on next page.)**

	FY2013-2014
1. Total Amount of <u>Cash Proffer Revenue Collected</u> by the Locality during the 2013-2014 Fiscal Year:	\$ 880,318
2. Estimated Amount of <u>Cash Proffers Pledged</u> during the 2013-2014 Fiscal Year and <u>Whose Payment Was Conditioned Only on Time</u> :	\$ 0*
3. Total Amount of <u>Cash Proffer Revenue Expended</u> by the Locality during the 2013-2014 Fiscal Year:	\$ 302,199

4. Indicate the Purpose(s) and Amount(s) for Which the Expenditures in Number 3 Above Were Made:

Schools	\$ _____
Roads and Other Transportation Improvements	\$ _____
Fire and Rescue/Public Safety	\$ _____
Libraries	\$ 302,199
Parks, Recreation, and Open Space	\$ _____
Water and Sewer Service Extension	\$ _____
Community Centers	\$ _____
Stormwater Management	\$ _____
Special Needs Housing	\$ _____
Affordable Housing	\$ _____
Miscellaneous	\$ _____

**Total Dollar Amount Expended**  
 (Should Equal Amount in Number 3 Above) \$ \_\_\_\_\_

Comments: Use additional sheet if necessary.	*2. Total cash proffers pledged in the 2013-2014 Fiscal Year was \$1,131,772. None were conditioned only on time.
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Please see other side for instructions.

Page 1 of 2 4/14/2014

## PROFFER ATTACHMENT: 2014 Survey of Cash Proffers Accepted by Local Government

**Commission on Local Government  
2014 Survey of Cash Proffers Accepted by Local Governments**

Please complete this form and return it to the Commission on Local Government by September 30, 2014, using one of the following methods:

- By Mail: J. David Conmy  
Commission on Local Government  
600 E. Main Street, Suite 300  
Richmond, VA 23219
- By Fax: (804) 371-7090
- By Email: A Microsoft Word template of this form may be downloaded at <http://www.dhcd.virginia.gov/CommissiononLocalGovernment/pages/cashproffersurvey.htm>  
Once completed, send it by email to: [david.conmy@dhcd.virginia.gov](mailto:david.conmy@dhcd.virginia.gov)

For any questions, please contact J. David Conmy at (804) 371-8010.

**DEFINITIONS**

**Cash Proffer:** (i) any money voluntary proffered in a writing signed by the owner of property subject to rezoning, submitted as part of a rezoning application and accepted by a locality pursuant to the authority granted by Va. Code Ann. § 15.2-2303, or § 15.2-2298, or (ii) any payment of money made pursuant to a development agreement entered into under authority granted by Va. Code Ann. § 15.2-2303.1.

**Cash Proffer Revenue Collected [§15.2-2303.2(D)(1), Code of Virginia]:** Total dollar amount of revenue collected from cash proffers in the specified fiscal year regardless of the fiscal year in which the cash proffer was accepted. Unaudited figures are acceptable.

**Cash Proffers Pledged and Whose Payment Was Conditioned Only on Time [§15.2-2303.2(D)(2), Code of Virginia]:** Cash proffers conditioned only on time approved by the locality as part of a rezoning case. Unaudited figures for the specified fiscal year are acceptable.

**Cash Proffer Revenue Expended [§15.2-2303.2(D)(3), Code of Virginia]:** Total dollar amount of public projects expended with cash proffer revenue in the specified fiscal year. Unaudited figures are acceptable.

PROFFER ATTACHMENT:  
Fund Report

FUND #	PROFFER NAME	TOTAL PROFFERED REVENUE	CASH PROFFERS			APPROPRIATED PROFFERS SUMMARY			NET CASH PROFFERS					
			TOTAL FUNDS RECEIVED	TOTAL INTEREST EARNINGS	TOTAL EXPENDITURES (Transfer to Projects)	CURRENT AVAILABLE FUNDS	APPROPRIATED FUNDS	APPROPRIATED INTEREST EARNINGS	Projects/\$	REMAINING AVAILABLE FUNDS	REMAINING INTEREST EARNINGS	NET CURRENT AVAILABLE FUNDS		
8547	ALBEMARLE PLACE-STONEFIELD	\$2,610,000.00	\$1,500,000.00	\$1,942.87	(\$375,000.00)	\$1,126,942.87	\$1,125,000.00	\$332.87	Agnor Hurt E 5 Add/Renov Rio Library/Storage Facility	\$0.00	\$1,610.00	\$0.00	\$1,610.00	\$1,610.00
8548	AVINITY (CIP)	\$1,439,982.05	\$736,470.74	\$913.38	\$0.00	\$737,384.12	\$75,000.00	\$0.00	Hydraulic Road and Barracks Road Sidewalks	\$0.00	\$913.38	\$0.00	\$913.38	\$662,384.12
8548	AVINITY (Affordable Housing)	\$313,500.00	\$99,000.00	\$129.95	\$0.00	\$99,129.95	\$0.00	\$0.00	Rio Rd. Avon St. Rt 250	\$0.00	\$129.95	\$0.00	\$129.95	\$99,129.95
8534	AVON PARK	\$59,000.00	\$59,000.00	\$5,833.32	\$0.00	\$64,833.32	\$59,000.00	\$5,833.32	Avon Street Sidewalks	\$0.00	\$0.00	\$0.00	\$0.00	\$236.99
8536	BELVEDERE STATION	\$400,250.00	\$136,750.00	\$950.56	(\$58,009.66)	\$79,690.90	\$35,000.00	\$0.00	Orchard Acres Rehabilitation Project	\$0.00	\$190.90	\$0.00	\$190.90	\$44,690.90
8531	ECKERD PHARMACY	\$6,000.00	\$6,000.00	\$7.00	\$0.00	\$6,007.00	\$0.00	\$0.00	Historical Markers	\$0.00	\$7.00	\$0.00	\$7.00	\$6,007.00
8578	ESTES PARK	\$1,405,542.73	\$248,528.43	\$0.00	\$0.00	\$248,528.43	\$0.00	\$0.00	Crozet Ave North Sidewalk (SRTS)	\$0.00	\$0.00	\$0.00	\$0.00	\$248,528.43
8520	GLENMORE	\$893,000.00	\$752,000.00	\$129,940.05	(\$875,364.10)	\$6,575.95	\$0.00	\$0.00	Crozet Ave North Sidewalk (SRTS)	\$0.00	\$5,575.95	\$0.00	\$5,575.95	\$6,575.95
8521	GLENMORE	\$569,000.00	\$334,600.00	\$56,354.39	(\$375,000.00)	\$15,954.39	\$0.00	\$0.00	Crozet Ave North Sidewalk (SRTS)	\$0.00	\$0.00	\$0.00	\$0.00	\$15,954.39
8523	GRAYROCK	\$62,500.00	\$62,500.00	\$13,326.98	(\$74,880.00)	\$946.98	\$0.00	\$0.00	Crozet Ave North Sidewalk (SRTS)	\$0.00	\$0.00	\$0.00	\$0.00	\$946.98
8577	GRAYROCK WEST	\$192,340.71	\$103,358.42	\$0.00	\$0.00	\$103,358.42	\$61,384.02	\$0.00	Crozet Ave North Sidewalk (SRTS)	\$0.00	\$0.00	\$0.00	\$0.00	\$41,974.40
8576	HADEN PLACE	\$0.00	\$26,300.00	\$0.00	\$0.00	\$26,300.00	\$20,669.02	\$0.00	Crozet Ave North Sidewalk (SRTS)	\$0.00	\$0.00	\$0.00	\$0.00	\$5,630.98
8527	HOLLYMEAD AREA C	\$210,000.00	\$209,995.75	\$5,301.72	(\$112,442.36)	\$102,859.11	\$59,523.75	\$0.00	Hollymead/Powell Sidewalk	\$0.00	\$0.00	\$0.00	\$0.00	\$40,594.32
8528	HOLLYMEAD AREA D	\$481,000.00	\$480,999.68	\$23,914.85	(\$473,712.00)	\$31,202.53	\$20,085.18	\$0.00	Hollymead/Powell Sidewalk	\$0.00	\$0.00	\$0.00	\$0.00	\$56.16
8545	HOLLYMEAD TOWN CENTER A1	\$609,000.00	\$109,000.00	\$711.54	(\$28,506.62)	\$81,204.92	\$30,733.69	\$0.00	Hollymead/Powell Sidewalk	\$0.00	\$0.00	\$0.00	\$0.00	\$148.50
8572	LEAKE (Glenmore) 3-CIP	\$2,133,708.45	\$154,105.83	\$0.00	\$0.00	\$154,105.83	\$0.00	\$0.00	Cory Farm Greenway Connector project	\$0.00	\$0.00	\$0.00	\$0.00	\$154,105.83
8573	LEAKE (Glenmore) 4-Affordable Housing	\$324,720.00	\$324,720.00	\$0.00	\$0.00	\$324,720.00	\$23,616.00	\$0.00	Cory Farm Greenway Connector project	\$0.00	\$0.00	\$0.00	\$0.00	\$23,616.00
8544	LIBERTY HALL	\$137,600.00	\$134,400.00	\$323.69	(\$86,500.92)	\$48,222.77	\$22,400.00	\$130.49	Cory Farm Greenway Connector project	\$0.00	\$193.20	\$0.00	\$193.20	\$25,692.28
8574	LIVNGOOD (CIP)	\$879,837.59	\$328,269.37	\$0.00	\$0.00	\$328,269.37	\$0.00	\$0.00	Crozet Streetscapes Phase II	\$0.00	\$0.00	\$0.00	\$0.00	\$328,269.37
8574	LIVNGOOD (Affordable Housing)	\$114,595.00	\$39,692.23	\$0.00	\$0.00	\$39,692.23	\$0.00	\$0.00	Crozet Streetscapes Phase II	\$0.00	\$0.00	\$0.00	\$0.00	\$39,692.23
8529	MJH @ PETER JEFFERSON PLACE	\$346,250.00	\$419,258.85	\$11,007.92	\$0.00	\$430,266.77	\$359,144.85	\$10,358.15	Transportation Revenue Sharing Program	\$0.00	\$649.77	\$0.00	\$649.77	\$60,763.77
8538	NORTH POINTE	\$460,000.00	\$400,000.00	\$28,817.93	(\$420,359.50)	\$8,458.43	\$0.00	\$0.00	Transportation Revenue Sharing Program	\$0.00	\$0.00	\$0.00	\$0.00	\$7.00
8537	OLD TRAIL VILLAGE	\$2,328,000.00	\$238,000.00	\$2,028.62	(\$99,870.73)	\$140,157.89	\$34,018.99	\$0.00	Hollymead/Powell Sidewalk	\$0.00	\$157.89	\$0.00	\$157.89	\$106,138.90
8546	POPLAR GLEN II	\$155,600.00	\$155,601.00	\$247.31	(\$122,699.00)	\$33,149.31	\$0.00	\$0.00	Hollymead/Powell Sidewalk	\$0.00	\$0.00	\$0.00	\$0.00	\$33,149.31
8579	RIVERSIDE VILLAGE	\$265,981.09	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	Henley M S Auxiliary Gym Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
8533	STILLERED LANE	\$78,000.00	\$78,000.00	\$6,358.41	(\$84,341.07)	\$17.34	\$0.00	\$0.00	Henley M S Auxiliary Gym Addition	\$0.00	\$17.34	\$0.00	\$17.34	\$17.34
8525	UVA RESEARCH PARK	\$78,478.00	\$78,478.00	\$899.81	(\$79,500.00)	\$117.81	\$0.00	\$0.00	Hollymead/Powell Sidewalk	\$0.00	\$0.00	\$0.00	\$0.00	\$117.81
8535	WESTERN RIDGE	\$5,000.00	\$5,159.12	\$857.46	(\$6,016.58)	\$0.00	\$0.00	\$0.00	Hollymead/Powell Sidewalk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8541	WESTHALL (L1)	\$90,000.00	\$91,000.00	\$2,998.16	\$0.00	\$93,998.16	\$51,000.00	\$2,728.70	Crozet Streetscapes Phase II	\$0.00	\$0.00	\$0.00	\$0.00	\$40,269.46
8542	WESTHALL (L2)	\$30,000.00	\$37,000.00	\$972.18	(\$7,000.00)	\$30,972.18	\$23,000.00	\$925.91	Cory Farm Greenway Connector project	\$0.00	\$46.27	\$0.00	\$46.27	\$7,046.27
8543	WESTHALL (L3)	\$3,000.00	\$3,000.00	\$170.90	\$0.00	\$3,170.90	\$0.00	\$0.00	Crozet Streetscapes Phase II	\$0.00	\$0.00	\$0.00	\$0.00	\$3,170.90
8540	WICKHAM POND	\$345,161.67	\$310,622.90	\$4,332.29	(\$183,197.80)	\$131,757.39	\$110,800.00	\$2,797.07	Cory Farm Greenway Connector project	\$0.00	\$170.90	\$0.00	\$170.90	\$18,160.32
8549	WICKHAM POND II	\$405,000.00	\$142,725.81	\$161.02	\$0.00	\$142,886.83	\$86,756.84	\$0.00	Henley M S Auxiliary Gym Addition	\$0.00	\$161.02	\$0.00	\$161.02	\$56,129.99
8575	WILLOW GLEN	\$3,399,856.12	\$268,796.89	\$0.00	\$0.00	\$268,796.89	\$104,129.19	\$0.00	Crozet Ave North Sidewalk (SRTS)	\$0.00	\$0.00	\$0.00	\$0.00	\$164,667.70
									Agnor Hurt E 5 Add/Renov Ivy Road (Rt. 250 West) Sidewalk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$48,943,356.45	\$8,246,807.02	\$324,494.47	(\$3,932,726.50)	\$4,638,574.99	\$2,277,645.53	\$46,510.59	\$2,324,156.12	\$2,293,041.07	\$21,377.80	\$2,314,418.87	\$2,293,041.07	\$2,314,418.87

UPDATE: 1/6/15

# 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 March 13, 2013, 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. (This policy was added by the Board of Supervisors on August 1, 2012)

# OUTSTANDING LONG-TERM DEBT OBLIGATIONS

## School-Related Debt

At the end of FY 14, Albemarle County held \$94.064 million in outstanding long-term debt through the year 2033 for school projects.

A summary of school-related general long-term obligations outstanding as of June 30, 2014 follows:

Issue	Issue Date	Retire Date	Interest Rate	Original Issue	Principal Installments	Balances as of 06/30/2014
1994 B Series	11/22/1994	07/15/2014	6.1% - 6.6%	\$450,000	Various Annual	\$20,000
1995 C Series	12/21/1995	07/15/2015	5.1% - 6.1%	\$7,850,000	Various Annual	\$780,000
1996 B Series	11/14/1996	07/15/2017	5.1% - 6.1%	\$5,900,000	Various Annual	\$885,000
1997 I Series	11/20/1997	01/15/2018	4.35% - 5.35%	\$20,455,000	Various Annual	\$4,080,000
1998 B Series	11/19/1998	07/15/2019	3.6% - 5.1%	\$7,245,000	Various Annual	\$1,800,000
1999 B Series	11/19/1999	07/15/2020	5.1% - 6.1%	\$2,835,000	Various Annual	\$840,000
2000 B Series	11/16/2000	07/15/2021	4.975% - 5.85%	\$2,605,000	Various Annual	\$910,000
2001 A Series	11/15/2001	07/15/2021	3.1% - 5.1%	\$20,330,000	Various Annual	\$8,120,000
2002 A Series	10/15/2002	07/15/2022	2.35% - 5.1%	\$8,365,000	Various Annual	\$3,745,000
2003 A Series	11/06/2003	07/15/2023	3.1% - 5.35%	\$6,760,000	Various Annual	\$3,360,000
2004 B Series	11/10/2004	07/15/2024	4.1% - 5.6%	\$8,950,000	Various Annual	\$4,900,000
2005 A Series	11/10/2005	07/15/2025	4.1% - 5.6%	\$7,380,000	Various Annual	\$4,420,000
2006 B Series	11/09/2006	07/15/2026	4.23% - 5.10%	\$15,020,000	Various Annual	\$9,750,000
2007 A Series	11/08/2007	07/15/2008	4.10% - 5.10%	\$11,325,000	Various Annual	\$7,910,000
2008 A Series	12/11/2008	07/15/2028	4.66%	\$28,045,000	Various Annual	\$21,020,000
2010 D Series	11/10/2010	07/15/2030	2.87%	\$7,670,000	Various Annual	\$6,515,000
2011 EDA Lease	11/30/2011	06/01/2032	2.81%	\$4,843,408	Various Annual	\$4,524,414
QSCB	12/01/2011	12/01/2030	0.00%	\$2,000,000	Various Annual	\$2,000,000
2013 EDA Lease	11/14/2013	06/01/2033	3.35%	\$8,720,000	Various Annual	\$8,485,000
						\$94,064,414

An additional \$8.522 million will be retired during FY 15. Additional debt, totaling \$9.630 million, was issued during the spring of 2015 (FY 15) for various school projects including: maintenance projects, Agnor Hurt Elementary Addition/Renovation, Contemporary Learning Spaces, Henley Middle School Auxiliary Gym Addition, Murray High School Addition/Renovation, School Security Improvements, and Telecommunications Network Upgrade. The associated debt service is budgeted to begin in FY 16 assuming the terms for each project are equivalent to life expectancy and are based on a 20-year term with an interest rate of 2.35%. This brings the total school related long-term debt at the beginning of FY 16 to \$95.172 million.

The next debt issuance, totaling \$13.392 million, is scheduled for the spring of 2016 (FY 16) for various school maintenance, School Bus Replacement, School Security Improvements, and the Western Albemarle High School Environmental Studies Academy. The associated debt service is budgeted to begin in FY 17 assuming the terms for each project are equivalent to life expectancy including 7-year term with an interest rate is 4.00%, a 10-year term with an interest rate of an 4.50%, and a 20-year term with an interest rate of 5.50%.



**General Government Debt**

At the end of FY 14, Albemarle County held \$50.734 million in outstanding long-term debt through the year 2033 for general government projects.

A summary of general government general long-term obligations outstanding at June 30, 2014 follows:

Issue	Issue Date	Retire Date	Interest Rate	Original Issue	Principal Installments	Balances as of 06/30/2014
Virginia Resource Authority	6/23/2011	12/31/2021	2.73%	\$400,000	Various Annual	\$323,532
2011 EDA Lease	11/30/2011	06/01/2032	2.81%	\$27,593,091	Various Annual	\$25,655,585
2013 EDA Lease	11/14/2013	06/01/2033	3.35%	\$25,550,000	Various Annual	\$24,755,000
						\$50,734,117

An additional \$3.652 million will be retired during FY 15, bringing the total general government related long-term debt at the beginning of FY 16 to \$47.082 million.

No additional debt is planned to be issued in FY 15 for general government projects including Fire Rescue.

The next debt issuance, totaling \$28.538 million, is scheduled for the spring of 2016 (FY 16) The associated debt service is budgeted to begin in FY 17 assuming the terms for each project are equivalent to life expectancy including 7-year term with an interest rate is 4.00%, a 10-year term with an interest rate of an 4.50%, and a 20-year term with an interest rate of 5.50. The issuance will include:

- \$19.582 million for general government maintenance, various technology purchases, and construction projects. The associated debt service is budgeted to begin in FY 17 assuming the terms for each project are equivalent to life expectancy including 7-year term with an interest rate is 4.00%, a 10-year term with an interest rate of an 4.50%, and a 20-year term with an interest rate of 5.50.
- \$8.956 million for the apparatus replacement program, equipment replacements, and construction projects.

**Water Resources Debt**

At the end of FY 14, Albemarle County held no outstanding long-term debt for water resources projects.

No additional debt is planned to be issued in FY 15 for water resources projects. The next debt issuance, totaling \$0.247 million is scheduled for the spring of 2016 (FY 16) for the Hollymead Dam Spillway Improvement project. The associated debt service is budgeted to begin in FY 17 assuming the terms for each project are equivalent to life expectancy and are based on a 20-year term with an interest rate of 5.50%.

**Summary of Debt Levels and Debt Service Requirements FY 16-20**

As indicated in the CIP chapter of this document, the County is planning to fund the majority of its currently Adopted FY 16-20 CIP with borrowed proceeds for school, water resources, fire rescue, and general government projects. Planned use of borrowed proceeds, which total \$108.357 million (69.20% of CIP revenues) for FY 16-20, may not coincide with the fiscal year in which the project is funded due to project timelines and cash flow requirements. The FY 16-20 CIP planned borrowed proceeds consists of \$62.849 million for general government projects, \$5.406 million for water resources projects, and \$40.102 million for school projects. Approximately 64.83% of general government projects are funded with borrowed proceeds for FY 16-20, including major maintenance and repair projects, equipment and technology replacements, and construction and renovation projects. Approximately 78.81% of water resources projects are funded with borrowed proceeds for FY 16-20, including construction and TMDL projects. Approximately 75.97% of school projects are funded with borrowed proceeds for FY 16-20, including school construction and renovation projects, and major school maintenance and repair projects. General Obligation Bonds, if utilized for funding, will require voter approval in a referendum.

**Debt Balance Summaries**

The summary below illustrates the impact of previous borrowings, as well as currently planned borrowings, over the next five years. 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.

<b>General Government Debt Summary</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>
Beginning Principal Balance	\$ 47,081,871	\$ 72,024,359	\$ 66,871,970	\$ 76,352,944	\$ 69,670,093
Anticipated Borrowing*	\$ 28,538,129	\$ -	\$ 14,110,110	\$ -	\$ 29,473,867
<b>Total Debt</b>	<b>\$ 75,620,000</b>	<b>\$ 72,024,359</b>	<b>\$ 80,982,080</b>	<b>\$ 76,352,944</b>	<b>\$ 99,143,960</b>
Retired Debt	\$ (3,595,641)	\$ (5,152,389)	\$ (4,629,136)	\$ (6,682,851)	\$ (7,007,725)
<b>General Government Debt Balance</b>	<b>\$ 72,024,359</b>	<b>\$ 66,871,970</b>	<b>\$ 76,352,944</b>	<b>\$ 69,670,093</b>	<b>\$ 92,136,236</b>
<b>New General Government Principal</b>	<b>\$ -</b>	<b>\$ 1,857,186</b>	<b>\$ 1,942,408</b>	<b>\$ 2,840,530</b>	<b>\$ 2,978,325</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 no planned debt issuance for projects funded prior to FY 16.

<b>School Division Debt Summary</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>
Beginning Principal Balance	\$ 95,061,886	\$ 99,949,420	\$ 91,002,971	\$ 99,315,143	\$ 90,857,422
Anticipated Borrowing*	\$ 13,392,426	\$ -	\$ 16,918,781	\$ -	\$ 15,142,500
<b>Total Debt</b>	<b>\$ 108,454,312</b>	<b>\$ 99,949,420</b>	<b>\$ 107,921,752</b>	<b>\$ 99,315,143</b>	<b>\$ 105,999,922</b>
Retired Debt	\$ (8,504,892)	\$ (8,946,449)	\$ (8,606,609)	\$ (8,457,722)	\$ (8,286,667)
<b>School Division Debt Balance</b>	<b>\$ 99,949,420</b>	<b>\$ 91,002,971</b>	<b>\$ 99,315,143</b>	<b>\$ 90,857,422</b>	<b>\$ 97,713,255</b>
<b>New School Division Principal</b>	<b>\$ -</b>	<b>\$ 619,923</b>	<b>\$ 650,376</b>	<b>\$ 1,430,814</b>	<b>\$ 1,505,532</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. School Division anticipated borrowing shown above includes \$9.520 million in planned debt issuance for projects funded prior to FY 16 in addition to new debt funded projects added in the current plan.

(DEBT LEVELS AND DEBT SERVICE REQUIREMENTS CONTINUED)

Water Resources Debt Summary	FY 16	FY 17	FY 18	FY 19	FY 20
Beginning Principal Balance	\$ -	\$ 246,814	\$ 239,735	\$ 3,778,683	\$ 3,570,502
Anticipated Borrowing*	\$ 246,814	\$ -	\$ 3,546,416	\$ -	\$ 1,693,040
Total Debt	\$ 246,814	\$ 246,814	\$ 3,786,151	\$ 3,778,683	\$ 5,263,542
Retired Debt	\$ -	\$ (7,079)	\$ (7,468)	\$ (208,181)	\$ (219,631)
Water Resources Debt Balance	\$ 246,814	\$ 239,735	\$ 3,778,683	\$ 3,570,502	\$ 5,043,911
New Water Resources Principal	\$ -	\$ 7,079	\$ 7,468	\$ 109,588	\$ 115,615

\* 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. Water resources anticipated borrowing shown above includes no planned debt issuance for projects funded prior to FY 16.

Total Debt Summary	FY 16	FY 17	FY 18	FY 19	FY 20
Total Beginning Principal Balance	\$ 142,143,757	\$ 172,220,593	\$ 158,114,676	\$ 179,446,770	\$ 164,098,016
Total Anticipated Borrowing*	\$ 42,177,369	\$ -	\$ 34,575,307	\$ -	\$ 46,309,407
Total Debt	\$ 184,321,126	\$ 172,220,593	\$ 192,689,983	\$ 179,446,770	\$ 210,407,424
Total Retired Debt	\$ (12,100,533)	\$ (14,105,917)	\$ (13,243,213)	\$ (15,348,754)	\$ (15,514,022)
Total Debt Balance	\$ 172,220,593	\$ 158,114,676	\$ 179,446,770	\$ 164,098,016	\$ 194,893,401
Total New Principal	\$ -	\$ 2,484,188	\$ 2,600,252	\$ 4,380,932	\$ 4,599,472

\* 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. Total anticipated borrowing shown above includes the following in planned debt issuance for projects funded prior to FY 16 in addition to new debt funded projects added in the current plan: School Division anticipated borrowing shown above includes \$9.520 million.

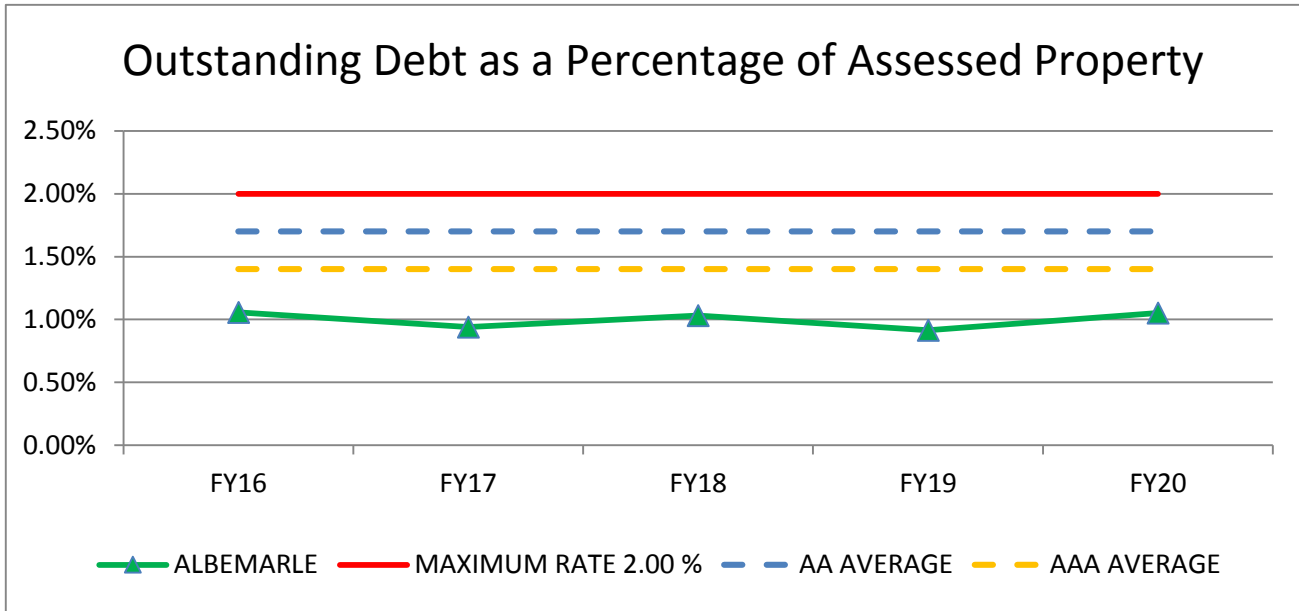
**Fire Rescue Portion of the General Government Debt Service:** The FY 16-20 CIP planned borrowed proceeds consists of \$17.827 million. Approximately 72.09% of fire rescue projects, which are a portion of the general government projects, are funded with borrowed proceeds for FY 16-20, including apparatus and equipment replacements and construction and renovation projects.

Fire Rescue Portion of General Gov't	FY 16	FY 17	FY 18	FY 19	FY 20
Beginning Principal Balance	\$ -	\$ 8,956,357	\$ 8,522,827	\$ 13,092,390	\$ 12,451,553
Anticipated Borrowing*	\$ 8,956,357	\$ -	\$ 5,024,209	\$ -	\$ 1,670,771
Total Debt	\$ 8,956,357	\$ 8,956,357	\$ 13,547,036	\$ 13,092,390	\$ 14,122,324
Retired Debt	\$ -	\$ (433,530)	\$ (454,646)	\$ (640,837)	\$ (673,104)
Fire Rescue Services Debt Balance	\$ 8,956,357	\$ 8,522,827	\$ 13,092,390	\$ 12,451,553	\$ 13,449,220
New Water Resources Principal	\$ -	\$ 433,530	\$ 454,646	\$ 640,837	\$ 673,104

\* 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. The Fire Rescue portion of the General Government anticipated borrowing shown above includes no planned debt issuance for projects funded prior to FY 16.

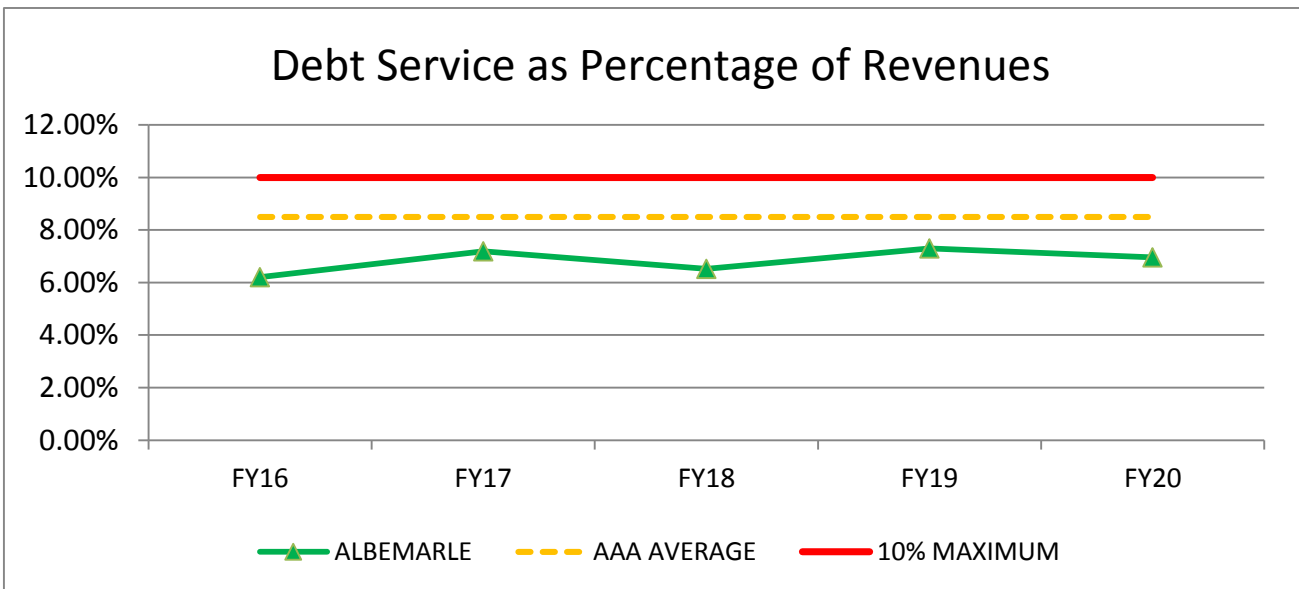
*(DEBT LEVELS AND DEBT SERVICE REQUIREMENTS CONTINUED)*

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 \$108.4 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 ratios will also remain below the average of other Virginia localities with a AAA bond rating.



Sources:

- AA Average: Davenport & Company LLC 2015
- AAA Average: Davenport & Company LLC 2015



Sources:

- AAA Average: Davenport & Company LLC 2014

# 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 14 Actual, FY 15 Adopted and Projected, and FY 16 Recommended and Adopted revenues, expenditures, and appropriations for the School Division Debt Service Fund and the General Government Debt Service Fund are shown below.

Beginning in FY 17, the Water Resources Debt Service is planned to be summarized.

GENERAL GOVERNMENT DEBT SERVICE							
	FY 14 Actual	FY 15 Adopted	FY 15 Projected	FY 16 Recommended	FY 16 ADOPTED	\$ ADP-ADP	% ADP-ADP
<b>Expenditures</b>							
Lease-Radio System	\$ 413,278	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
VRA Principal/Interest	47,894	47,915	47,916	48,017	48,017	102	0.2%
EDA 2011 Issuance	3,250,094	3,663,610	3,663,611	3,453,427	3,453,427	(210,183)	-5.7%
EDA 2013 Principal and Interest	1,398,206	2,227,556	2,227,556	2,222,606	2,222,606	(4,950)	-0.2%
Bond Issuance Cost	406,106	-	-	-	-	-	0.0%
Bond Services/Fees	648	15,292	626	16,680	16,680	1,388	9.1%
<b>Total Expenditures</b>	<b>\$ 5,516,227</b>	<b>\$ 5,954,373</b>	<b>\$ 5,939,709</b>	<b>\$ 5,740,730</b>	<b>\$ 5,740,730</b>	<b>\$(213,643)</b>	<b>3.3%</b>
<b>Revenues</b>							
Radio System-City	\$ 129,150	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Radio System-Airport	12,440	-	-	-	-	-	0.0%
Bond Proceeds	406,106	-	-	-	-	-	0.0%
General Gov't Capital Fund Transfer	1,398,206	-	-	-	-	-	0.0%
General Fund Transfer	3,425,382	5,954,373	5,939,709	5,740,730	5,740,730	(213,643)	-3.6%
Fund Balance	144,943	-	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>\$ 5,516,227</b>	<b>\$ 5,954,373</b>	<b>\$ 5,939,709</b>	<b>\$ 5,740,730</b>	<b>\$ 5,740,730</b>	<b>\$(213,643)</b>	<b>-3.6%</b>

FIRE RESCUE PORTION OF GENERAL GOVERNMENT DEBT SERVICE							
	FY 14 Actual	FY 15 Adopted	FY 15 Projected	FY 16 Recommended	FY 16 ADOPTED	\$ ADP-ADP	% ADP-ADP
<b>Expenditures</b>							
EDA 2011 Issuance	\$ 664,425	\$ 666,925	\$ 666,925	\$ 668,175	\$ 668,175	\$ 1,250	0.2%
EDA 2013 Principal and Interest	330,948	531,132	531,132	526,926	526,926	(4,206)	-0.8%
<b>Total Expenditures</b>	<b>\$ 995,373</b>	<b>\$ 1,198,057</b>	<b>\$ 1,198,057</b>	<b>\$ 1,195,101</b>	<b>\$ 1,195,101</b>	<b>\$ (2,956)</b>	<b>-0.6%</b>
<b>Revenues</b>							
General Gov't Capital Fund Transfer	\$ 664,425	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
General Fund Transfer	330,948	1,198,057	1,198,057	1,195,101	1,195,101	(2,956)	-0.2%
<b>Total Revenues</b>	<b>\$ 995,373</b>	<b>\$ 1,198,057</b>	<b>\$ 1,198,057</b>	<b>\$ 1,195,101</b>	<b>\$ 1,195,101</b>	<b>\$ (2,956)</b>	<b>-0.2%</b>

SCHOOL DIVISION DEBT SERVICE FUND							
	FY 14 Actual	FY 15 Adopted	FY 15 Projected	FY 16 Recommended	FY 16 ADOPTED	\$ ADP-ADP	% ADP-ADP
<b>Expenditures</b>							
VPSA Principal and Interest	\$ 12,158,926	\$ 11,683,775	\$ 11,683,774	\$ 11,269,627	\$ 11,269,627	\$ (414,148)	-3.5%
EDA 2011 Principal and Interest	252,500	329,233	329,234	320,167	320,167	(9,066)	-2.8%
EDA 2013 Principal and Interest	439,921	692,725	692,725	692,825	692,825	100	0.0%
EDA 2015 Principal and Interest	-	-	-	730,382	611,972	611,972	-
QSCB Principal and Interest	85,000	85,000	85,000	85,000	85,000	-	0.0%
Bond Issuance Cost	138,363	-	-	-	-	-	0.0%
Bond Services/Fees	15,450	25,272	17,415	25,730	25,730	458	1.8%
<b>Total Expenditures</b>	<b>\$ 13,090,160</b>	<b>\$ 12,816,005</b>	<b>\$ 12,808,148</b>	<b>\$ 13,123,731</b>	<b>\$ 13,005,321</b>	<b>\$ 189,316</b>	<b>1.5%</b>
<b>Revenues</b>							
Rent-PREP*	\$ 171,503	\$ 183,280	\$ 183,719	\$ 175,677	\$ 175,677	\$ (7,603)	-4.1%
QSCB Interest**	78,880	78,880	78,795	78,880	78,880	-	0.0%
Bond Proceeds	141,363	-	-	-	-	-	0.0%
VPSA Bond Rebate	496,449	-	14,428	14,428	112,315	112,315	0.0%
General Gov't Capital Fund Transfer	439,921	-	-	-	-	-	0.0%
General Fund Transfer	11,762,044	12,553,845	12,531,205	12,854,746	12,638,449	84,604	0.7%
<b>Total Revenues</b>	<b>\$ 13,090,160</b>	<b>\$ 12,816,005</b>	<b>\$ 12,808,148</b>	<b>\$ 13,123,731</b>	<b>\$ 13,005,321</b>	<b>\$ 189,316</b>	<b>1.5%</b>

\*Piedmont Regional Education Program

\*\*Qualified School Construction Bond Program

**Current Debt Service Amortization Schedule**

FY 15 - FY 21

Description	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
<b>PRINCIPAL</b>							
11,900,000 - 93C VPSA	-	-	-	-	-	-	-
450,000 - 94B VPSA	20,000	-	-	-	-	-	-
7,850,000 - 95C VPSA	390,000	390,000	-	-	-	-	-
5,900,000 - 96B VPSA	295,000	295,000	295,000	-	-	-	-
20,455,000 - 97B VPSA	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	-	-
-98B VPSA - PREP - \$3M	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	-
2,605,000 - 2000A VPSA	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
8,365,000 - 2002A VPSA	420,000	420,000	415,000	415,000	415,000	415,000	415,000
6,760,000 - 2003A VPSA	340,000	340,000	335,000	335,000	335,000	335,000	335,000
\$8,950,000 - 2004A VPSA	450,000	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
\$15,463,000 - 2006A VPSA	750,000	750,000	750,000	750,000	750,000	750,000	750,000
\$11,930,000 - 2007A VPSA	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	1,400,000	1,400,000
7,670,000 - 2010A VPSA	385,000	385,000	385,000	385,000	385,000	385,000	385,000
EDA Series 2011, Schools Portion	137,103	134,892	141,526	201,233	176,908	221,135	229,980
QSCB	-	-	200,000	50,000	150,000	200,000	200,000
EDA Series 2013, Schools Portion	330,000	340,000	355,000	370,000	390,000	410,000	430,000
9,630,000 - 2015 EDA Revenue Bonds (Schools)	-	363,000	392,000	402,000	411,000	421,000	431,000
7,000,000 - 800 MhZ Radio System	-	-	-	-	-	-	-
EDA Series 2011, General Govt Portion	2,447,897	2,360,108	2,003,474	1,333,767	2,418,092	2,538,865	2,640,020
VRA FY11	39,349	40,510	41,706	42,937	44,204	45,509	46,852
EDA Series 2013, General Govt Portion	1,165,000	1,195,000	1,250,000	1,310,000	1,380,000	1,445,000	1,145,000
<b>TOTAL PRINCIPAL</b>	<b>12,174,350</b>	<b>12,463,511</b>	<b>12,013,707</b>	<b>11,044,938</b>	<b>11,280,205</b>	<b>11,231,509</b>	<b>10,932,852</b>
<b>INTEREST</b>							
11,900,000- 93C VPSA	-	-	-	-	-	-	-
450,000 - 94B VPSA	660	-	-	-	-	-	-
7,850,000 - 95C VPSA	29,835	9,945	-	-	-	-	-
5,900,000 - 96B VPSA	38,535	23,121	7,707	-	-	-	-
20,455,000 - 97B VPSA	186,150	133,110	79,943	26,648	-	-	-
7,245,000 - 98B VPSA - County \$4,245,000	48,409	37,652	26,894	16,137	5,379	-	-
-98B VPSA - PREP \$3M	34,212	26,609	19,007	11,404	3,802	-	-
2,835,000 - 99A VPSA	46,883	38,430	29,890	21,350	12,810	4,270	-
2,605,000 - 2000A VPSA	43,095	36,465	29,835	23,205	16,575	9,945	3,315
20,330,000 - 2001A VPSA	367,938	316,173	264,408	212,643	160,878	109,113	67,498
8,365,000 - 2002A VPSA	176,135	154,715	133,423	112,258	91,093	69,928	49,800
6,760,000 - 2003A VPSA	162,690	145,350	127,719	109,797	92,293	76,045	59,798
\$8,905,000 - 2004A VPSA	223,407	200,584	177,889	155,194	132,499	109,804	89,334
\$7,380,000 - 2005A VPSA	211,423	192,553	173,683	154,813	135,943	117,073	98,203
\$15,463,000 - 2006A VPSA	428,813	390,563	352,313	317,344	285,188	252,563	219,938
\$11,930,000 - 2007A VPSA	384,765	355,950	327,135	298,320	269,505	240,690	211,875
\$28,045,000 - 2008A VPSA	1,039,618	982,013	917,383	845,728	774,200	701,050	626,150
-2010A VPSA	206,212	196,394	184,652	170,984	157,317	143,649	129,982
EDA Series 2011, Schools Portion	192,131	185,275	178,531	171,454	161,393	152,547	141,491
QSCB	85,000	85,000	85,000	85,000	85,000	85,000	85,000
EDA Series 2013, Schools Portion	362,725	352,825	339,225	321,475	302,975	283,475	262,975
9,630,000 - 2015 EDA Revenue Bonds (Schools)	-	247,050	217,775	208,563	199,116	189,457	179,564
7,000,000 - 800 MhZ Radio System	-	-	-	-	-	-	-
EDA Series 2011, General Govt Portion	1,215,714	1,093,319	975,314	875,140	808,452	687,547	560,604
VRA FY11	8,566	7,484	6,370	5,223	4,042	2,826	1,575
EDA Series 2013, General Govt Portion	1,062,556	1,027,606	979,806	917,306	851,806	782,806	710,556
<b>TOTAL INTEREST</b>	<b>6,555,472</b>	<b>6,238,186</b>	<b>5,633,902</b>	<b>5,059,986</b>	<b>4,550,266</b>	<b>4,017,788</b>	<b>3,497,658</b>
<b>TOTAL P &amp; I</b>	<b>18,729,822</b>	<b>18,701,697</b>	<b>17,647,609</b>	<b>16,104,924</b>	<b>15,830,471</b>	<b>15,249,297</b>	<b>14,430,510</b>

**Current Debt Service Amortization Schedule (continued)**

FY 22 - FY 28

Description	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
<b>PRINCIPAL</b>							
11,900,000 - 93C VPSA	-	-	-	-	-	-	-
450,000 - 94B VPSA	-	-	-	-	-	-	-
7,850,000 - 95C VPSA	-	-	-	-	-	-	-
5,900,000 - 96B VPSA	-	-	-	-	-	-	-
20,455,000 - 97B VPSA	-	-	-	-	-	-	-
7,245,000 - 98B VPSA - County-4,245,000	-	-	-	-	-	-	-
-98B VPSA - PREP - \$3M	-	-	-	-	-	-	-
2,835,000 - 99A VPSA	-	-	-	-	-	-	-
2,605,000 - 2000A VPSA	-	-	-	-	-	-	-
20,330,000 - 2001A VPSA	1,015,000	-	-	-	-	-	-
8,365,000 - 2002A VPSA	415,000	415,000	-	-	-	-	-
6,760,000 - 2003A VPSA	335,000	335,000	335,000	-	-	-	-
\$8,950,000 - 2004A VPSA	445,000	445,000	445,000	445,000	-	-	-
\$7,380,000 - 2005A VPSA	370,000	365,000	365,000	365,000	365,000	-	-
\$15,463,000 - 2006A VPSA	750,000	750,000	750,000	750,000	750,000	750,000	-
\$11,930,000 - 2007A VPSA	565,000	565,000	565,000	565,000	565,000	565,000	565,000
\$28,045,000 - 2008A VPSA	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
7,670,000 - 2010A VPSA	385,000	385,000	385,000	385,000	380,000	380,000	380,000
EDA Series 2011, Schools Portion	243,248	254,305	267,573	276,418	285,264	296,320	305,166
QSCB	200,000	120,000	110,000	110,000	110,000	110,000	110,000
EDA Series 2013, Schools Portion	455,000	470,000	410,000	430,000	445,000	465,000	480,000
9,630,000 - 2015 EDA Revenue Bonds (Schools)	441,000	451,000	462,000	473,000	484,000	495,000	507,000
7,000,000 - 800 Mhz Radio System	-	-	-	-	-	-	-
EDA Series 2011, General Govt Portion	2,761,752	1,865,695	607,427	628,582	649,736	673,680	694,834
VRA FY11	22,465	-	-	-	-	-	-
EDA Series 2013, General Govt Portion	1,200,000	1,260,000	1,120,000	1,165,000	1,215,000	1,260,000	1,305,000
<b>TOTAL PRINCIPAL</b>	<b>11,003,465</b>	<b>9,081,000</b>	<b>7,222,000</b>	<b>6,993,000</b>	<b>6,649,000</b>	<b>6,395,000</b>	<b>5,747,000</b>
<b>INTEREST</b>							
11,900,000- 93C VPSA	-	-	-	-	-	-	-
450,000 - 94B VPSA	-	-	-	-	-	-	-
7,850,000 - 95C VPSA	-	-	-	-	-	-	-
5,900,000 - 96B VPSA	-	-	-	-	-	-	-
20,455,000 - 97B VPSA	-	-	-	-	-	-	-
7,245,000 - 98B VPSA - County \$4,245,000	-	-	-	-	-	-	-
-98B VPSA - PREP \$3M	-	-	-	-	-	-	-
2,835,000 - 99A VPSA	-	-	-	-	-	-	-
2,605,000 - 2000A VPSA	-	-	-	-	-	-	-
20,330,000 - 2001A VPSA	25,883	-	-	-	-	-	-
8,365,000 - 2002A VPSA	30,192	10,064	-	-	-	-	-
6,760,000 - 2003A VPSA	42,713	25,628	8,543	-	-	-	-
\$8,905,000 - 2004A VPSA	70,811	51,175	30,705	10,235	-	-	-
\$7,380,000 - 2005A VPSA	79,333	60,590	42,888	25,642	8,395	-	-
\$15,463,000 - 2006A VPSA	186,375	152,625	119,344	85,782	51,750	17,250	-
\$11,930,000 - 2007A VPSA	183,060	156,364	129,668	100,853	72,038	43,223	14,408
\$28,045,000 - 2008A VPSA	551,250	476,350	401,450	326,550	251,650	178,500	107,100
-2010A VPSA	118,239	106,497	94,754	83,012	71,108	58,805	46,265
EDA Series 2011, Schools Portion	129,992	117,829	105,114	96,752	87,423	77,083	66,341
QSCB	85,000	85,000	85,000	85,000	85,000	85,000	85,000
EDA Series 2013, Schools Portion	241,475	218,725	195,225	178,825	161,625	143,825	128,131
9,630,000 - 2015 EDA Revenue Bonds (Schools)	169,435	159,072	148,473	137,616	126,501	115,127	103,494
7,000,000 - 800 Mhz Radio System	-	-	-	-	-	-	-
EDA Series 2011, General Govt Portion	428,603	290,515	197,231	178,249	157,034	133,481	109,060
VRA FY11	306	-	-	-	-	-	-
EDA Series 2013, General Govt Portion	653,306	593,306	530,306	485,506	438,906	390,306	347,781
<b>TOTAL INTEREST</b>	<b>2,995,973</b>	<b>2,503,740</b>	<b>2,088,701</b>	<b>1,794,022</b>	<b>1,511,430</b>	<b>1,242,600</b>	<b>1,007,581</b>
<b>TOTAL P &amp; I</b>	<b>13,999,438</b>	<b>11,584,740</b>	<b>9,310,701</b>	<b>8,787,022</b>	<b>8,160,430</b>	<b>7,637,600</b>	<b>6,754,581</b>

**Current Debt Service Amortization Schedule (continued)**

FY 29 – FY 35

Description	FY 29	FY 30	FY 31	FY 32	FY 33	FY 34	FY 35	FY 16-35
<b>PRINCIPAL</b>								
11,900,000 - 93C VPSA	-	-	-	-	-	-	-	-
450,000 - 94B VPSA	-	-	-	-	-	-	-	20,000
7,850,000 - 95C VPSA	-	-	-	-	-	-	-	780,000
5,900,000 - 96B VPSA	-	-	-	-	-	-	-	885,000
20,455,000 - 97B VPSA	-	-	-	-	-	-	-	4,080,000
7,245,000 - 98B VPSA - County-4,245,000	-	-	-	-	-	-	-	1,054,660
-98B VPSA - PREP - \$3M	-	-	-	-	-	-	-	745,345
2,835,000 - 99A VPSA	-	-	-	-	-	-	-	840,000
2,605,000 - 2000A VPSA	-	-	-	-	-	-	-	910,000
20,330,000 - 2001A VPSA	-	-	-	-	-	-	-	8,120,000
8,365,000 - 2002A VPSA	-	-	-	-	-	-	-	3,745,000
6,760,000 - 2003A VPSA	-	-	-	-	-	-	-	3,360,000
\$8,950,000 - 2004A VPSA	-	-	-	-	-	-	-	4,900,000
\$7,380,000 - 2005A VPSA	-	-	-	-	-	-	-	4,420,000
\$15,463,000 - 2006A VPSA	-	-	-	-	-	-	-	9,750,000
\$11,930,000 - 2007A VPSA	-	-	-	-	-	-	-	7,910,000
\$28,045,000 - 2008A VPSA	1,400,000	-	-	-	-	-	-	21,020,000
7,670,000 - 2010A VPSA	380,000	380,000	380,000	-	-	-	-	6,515,000
EDA Series 2011, Schools Portion	318,434	331,702	344,970	358,238	-	-	-	4,524,414
QSCB	110,000	110,000	110,000	-	-	-	-	2,000,000
EDA Series 2013, Schools Portion	500,000	520,000	540,000	560,000	585,000	-	-	8,485,000
9,630,000 - 2015 EDA Revenue Bonds (Schools)	519,000	531,000	543,000	556,000	569,000	583,000	596,000	9,630,000
<b>-</b>								
7,000,000 - 800 Mhz Radio System	-	-	-	-	-	-	-	-
EDA Series 2011, General Govt Portion	726,566	418,298	435,030	451,762	-	-	-	25,655,586
VRA FY11	-	-	-	-	-	-	-	323,532
EDA Series 2013, General Govt Portion	1,355,000	1,410,000	1,465,000	1,525,000	1,585,000	-	-	24,755,000
<b>TOTAL PRINCIPAL</b>	<b>5,309,000</b>	<b>3,701,000</b>	<b>3,818,000</b>	<b>3,451,000</b>	<b>2,739,000</b>	<b>583,000</b>	<b>596,000</b>	<b>154,428,537</b>
<b>INTEREST</b>								
11,900,000- 93C VPSA	-	-	-	-	-	-	-	-
450,000 - 94B VPSA	-	-	-	-	-	-	-	660
7,850,000 - 95C VPSA	-	-	-	-	-	-	-	39,780
5,900,000 - 96B VPSA	-	-	-	-	-	-	-	69,363
20,455,000 - 97B VPSA	-	-	-	-	-	-	-	425,851
7,245,000 - 98B VPSA - County \$4,245,000	-	-	-	-	-	-	-	134,471
-98B VPSA - PREP \$3M	-	-	-	-	-	-	-	95,034
2,835,000 - 99A VPSA	-	-	-	-	-	-	-	153,633
2,605,000 - 2000A VPSA	-	-	-	-	-	-	-	162,435
20,330,000 - 2001A VPSA	-	-	-	-	-	-	-	1,524,534
8,365,000 - 2002A VPSA	-	-	-	-	-	-	-	827,608
6,760,000 - 2003A VPSA	-	-	-	-	-	-	-	850,576
\$8,905,000 - 2004A VPSA	-	-	-	-	-	-	-	1,251,637
\$7,380,000 - 2005A VPSA	-	-	-	-	-	-	-	1,300,539
\$15,463,000 - 2006A VPSA	-	-	-	-	-	-	-	2,859,848
\$11,930,000 - 2007A VPSA	-	-	-	-	-	-	-	2,787,854
\$28,045,000 - 2008A VPSA	35,700	-	-	-	-	-	-	8,214,692
-2010A VPSA	33,488	20,235	6,745	-	-	-	-	1,828,338
EDA Series 2011, Schools Portion	54,134	41,397	28,129	14,330	-	-	-	2,001,346
QSCB	85,000	85,000	42,500	-	-	-	-	1,402,500
EDA Series 2013, Schools Portion	108,931	88,931	68,131	46,531	24,131	-	-	3,830,163
9,630,000 - 2015 EDA Revenue Bonds (Schools)	91,580	79,383	66,905	54,144	41,078	27,707	14,006	2,576,041
<b>-</b>								
7,000,000 - 800 Mhz Radio System	-	-	-	-	-	-	-	-
EDA Series 2011, General Govt Portion	81,267	52,204	35,472	18,071	-	-	-	7,897,277
VRA FY11	-	-	-	-	-	-	-	36,392
EDA Series 2013, General Govt Portion	295,581	241,381	184,981	126,381	65,381	-	-	10,685,569
<b>TOTAL INTEREST</b>	<b>785,681</b>	<b>608,532</b>	<b>432,863</b>	<b>259,458</b>	<b>130,591</b>	<b>27,707</b>	<b>14,006</b>	<b>50,956,140</b>
<b>TOTAL P &amp; I</b>	<b>6,094,681</b>	<b>4,309,532</b>	<b>4,250,863</b>	<b>3,710,458</b>	<b>2,869,591</b>	<b>610,707</b>	<b>610,006</b>	<b>205,384,677</b>



# GLOSSARY

## Accrual Basis of Accounting

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.

## Agency

A separate organizational unit of County government established to deliver services to citizens.

## 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 Fund Balance

The funds remaining from the prior fiscal year that are available to appropriate and spend in the current fiscal year.

# GLOSSARY

## Auditor of Public Accounts

A State agency that oversees accounting, financial reporting and audit requirements for units of local government in the State of Virginia.

## BPOL Tax

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 County Board of 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.

## Comprehensive Annual Financial Report (CAFR)

This is the County's annual financial report of its audited financial statements, which is prepared by the Department of Finance in accordance with generally accepted accounting and reporting principles as determined by the Governmental Accounting Standards Board (GASB), using the financial reporting model as prescribed by GASB 34.

## Capital Improvement Program

The Capital Improvement Plan includes the Capital Improvement Plan (CIP) (the upcoming five-year time period) and the Capital Needs Assessment (CNA) (longer range including years six through ten). 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 of the County's long-range physical development needs for the next five-year and ten-year periods.

# GLOSSARY

## Capital Budget

The capital budget is the first year of the approved five-year Capital Improvements Plan (CIP).

## Capital Improvements

Expenditures related to the acquisition, expansion, or rehabilitation of the government's physical plant or infrastructure.

## Capital Improvements Plan (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 Needs Assessment (CNA)

The second five-year period of the Capital Improvement Program, the Capital Needs Assessment, identifies capital needs beyond the traditional five-year period. This plan, which includes potential projects in a planning stage, is updated every other year and helps form the basis of the five-year CIP as projects are brought forward.

## 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 available from the previous fiscal year that may be used 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.

# GLOSSARY

## 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.

## 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.

## CSA

The Comprehensive Services Act (for At-Risk Youth and Families) is the State law governing the funding and provision of services to youth and families who require foster care or special education services, or who are involved with the Juvenile and Domestic Relations Court.

## Debt

An obligation resulting from borrowing 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.

# GLOSSARY

## Distinguished Budget Presentation Awards Program

A voluntary awards program administered by the Government Finance Officers Association (GFOA) 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.

## 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.

## Financial Management Policies

Financial policies adopted by the Board of County Supervisors in October 1994 and amended in March 2013, 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 reporting; debt; and the use of fund balance or reserve.

## 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.

# GLOSSARY

## Functional Area

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. Government funds include the Fire Rescue Services Fund, 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 principles.

## 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, 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 another entity or 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.

# GLOSSARY

## HB 599

Reference to a prior Virginia House of Delegates session bill number that proposed state funding allocations to communities and localities with police departments.

## 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.

## Lapse Factor

This is anticipated savings from staff retirement and replacement, the lag between staff leaving and new staff being hired, and savings from deferred compensation benefits.

## 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, and Business, Professional, and Occupational Licenses.

## Line Item

An expenditure classification established to account and budget for approved appropriations.

## Local Match

County funds or in-kind resources that are required to be expended simultaneously with State, Federal, other locality or private sector funding, usually according to a minimum percentage or ratio.

## 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.

# GLOSSARY

## 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, 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.

## 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.

## Proffers

Contributions of land, capital improvement and funding from developers to address the demand for community services created by new development.



# GLOSSARY

## Pro Rata Tax Rate

A tax rate that is assessed as a proportion according to an exactly calculable factor (as share or liability).

## 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.

## Revenue Sharing (City of Charlottesville/Albemarle County)

An agreement between the City of Charlottesville and the County – approved in a public referendum and effective since 1982 – wherein both contribute portions of their respective real property tax bases and revenues to a shared fund. The fund is distributed between the two annually based upon a set formula.

## Revenue Sharing Program (Transportation)

A program sponsored by the Virginia Department of Transportation wherein localities can apply for state funding for transportation projects that must be matched by a local contribution.

## Revised Budget

The revised budget represents the total budgeted expenditures and revenues for the fiscal year, including all reappropriations.

# GLOSSARY

## 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.

## 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., \$0.766 per \$100 of assessed valuation) or a percentage of the value of the tax base (i.e., 5.0% sales tax).

## Ten Percent Unassigned Fund Balance

The unassigned General Fund balance, plus the committed fund balance available for fiscal cash liquidity purposes, should be the 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 to as additions to the fund balance.

## Tipping Fees

The cost for use of the landfill; generally this is levied on tonnage of solid waste.

# GLOSSARY

## 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.

## User's Fees/Licenses

User's fees are charges for services such as parks, public property, and parking fees. The fee assures that only the people using a service pay for that service. Licenses and permits are also forms of user fees.

