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# BUDGET MESSAGE

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

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

I am pleased to present to you and the citizens of Albemarle County the County's Fiscal Year 2011/2012 combined capital and operating budget totaling \$304,394,001. This budget is balanced on the existing tax rate of 74.2, resulting in a tax decrease for the average property owner for the second year in a row.

Last year our budget process focused on significant reductions and repositioning as we faced a second year of major revenue declines coupled with increases in mandates. The FY 2010/2011 adopted budget was reduced by \$40 million, or 12%, from the adopted FY 2008/2009 budget.

This year many local revenue sources have stabilized and while we have not regained those lost revenues we are not faced with the unprecedented imbalances of the past two budgets. We are living within the constraints of recent reductions and are focused on cost savings and resource reallocation as both a reaction to economic conditions and as a fundamental organizational transformation. We recognize the long-term nature of broader economic changes and the need for a fundamental redefinition of local government service delivery.

With this slight improvement in our financial situation, we are moving beyond reacting to very dramatic decreases towards building an organizational structure that will best serve our evolving needs. We have assessed our changed circumstances and shifted our resources strategically to create a sustainable organization focused on the future.

The great majority of service level reductions required by past budgets have not been restored. However, we have supplemented several core services that were clearly below an adequate level because of reductions experienced for the last several years, specifically in areas of public safety and financial administration. This budget continues thoughtful and deliberate shifting of staff and resources to meet budget goals within essentially flat revenues.

The FY2011/2012 adopted budget continues our journey of transformation, innovation, stewardship and partnership, recognizing how critical these concepts are to our success as an organization.

**Transformation** . . . Our efforts during the past several years have gone beyond simply reducing our costs, reallocating our resources and repositioning our staff towards a more fundamental shift in how we approach the business of providing local government services. While we may not yet have fully achieved what the "new reality" of local government will look like in Albemarle County, this budget responds to evolving needs and community priorities in ways that help us turn this economic crisis into an opportunity.

**Innovation** . . . Innovation is a necessary characteristic of a high performing organization, and we have relied on the creativity and initiative of our staff, community partners and citizens in providing essential services as revenues have declined. Through benchmarking against our peer localities, exploring best practices across the state and nation, and measuring our performance in key areas, this budget applies information, imagination, and initiative in successfully meeting community needs.

**Stewardship** . . . Stewardship, defined as “the careful and responsible management of something entrusted to one's care” is the very essence of what we do as a local government. The County is entrusted with providing a wide range of essential services, everything from caring for our most vulnerable citizens to managing taxpayer dollars to preserving resources for future generations. This budget focuses on meeting the needs of current residents without compromising future Albemarle County generations.

**Partnership** . . . More than ever we rely on the County School Division, our neighboring jurisdictions, and other agencies and volunteers to partner with us in cooperatively providing needed services for our citizens. Sharing resources, staff, ideas and connections strengthens our community and allows all of us to leverage our efforts to the benefit of local residents. We appreciate the multiplier effect that these partnerships bring to the services we offer and this budget works to maximize our opportunities for collaboration and cooperation.

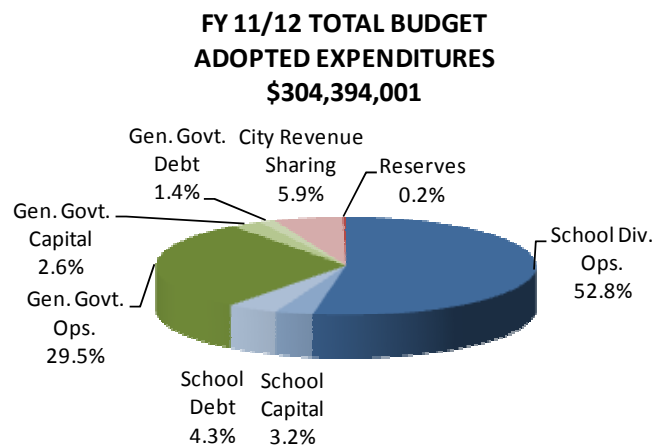
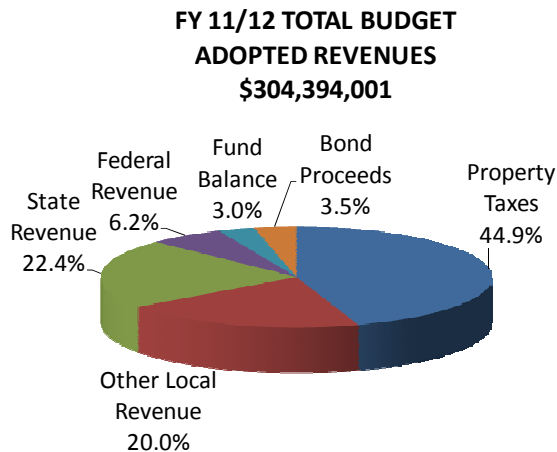
In preparing this budget staff relied on the following goals in making decisions and recommendations for your consideration regarding the coming fiscal year:

- Maintain our focus on meeting the County’s basic obligations and core services
- Provide financial stability through careful fiscal stewardship
- Continue efforts to transform our organization by adapting to changing circumstances
- Look forward with a focus on innovation, high performance, and economic vitality

**BUDGET OVERVIEW**

**ALL FUNDS SUMMARY**

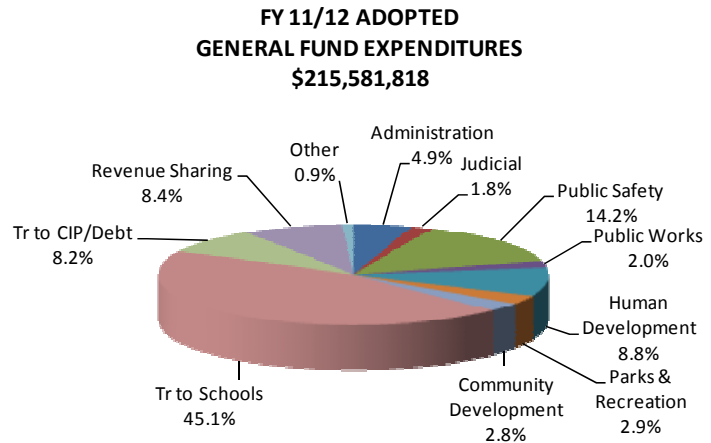
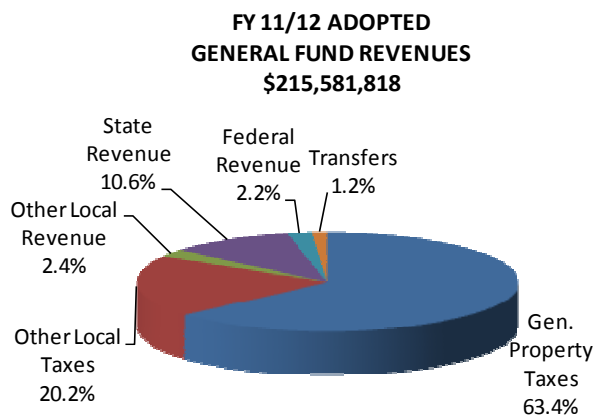
The County’s Fiscal Year 11/12 adopted combined capital and operating budget totals \$304,394,001, The total budget shown below includes the General Fund, Special Revenue Funds, School Fund, School Self-Sustaining Funds, Capital Funds and Debt Service Funds – additional details on these funds are provided in the budget document.



- Represents an increase of \$12.1 million, or 4%, (of which \$7.6 million is from bond proceeds for capital projects) from the FY 10/11 adopted budget.
- The budget is balanced on the existing 74.2 tax rate as directed by the Board of Supervisors
- State revenues decline by \$1.1 million or 2% due primarily to reductions in school funding
- General government operations increase 1.1%, primarily to meet core public safety needs
- School Division operations increase 3.2%
- While continuing primarily maintenance level funding of the CIP, does include construction of the Phase II Greer Elementary School addition and the Ivy Fire/Rescue station

**GENERAL FUND SUMMARY**

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



**REVENUE AND EXPENDITURE HIGHLIGHTS**

**Revenues:** The County is beginning to experience a stabilization of many of our major revenue sources resulting in an improved financial picture compared to the last two fiscal years. That stabilization is reflected in the adopted FY11/12 budget when compared to the adopted FY 10/11 budget in the following ways:

- Real estate values have declined 1.25%, the smallest decrease since values began declining in 2009
- General property taxes overall increased by 0.3%
- Other local taxes increased by 3.4%
- Other local revenues decreased by 0.6%
- State revenues increased by 1.2%
- Federal revenues increased by 7.8%

**Expenditures:** General Fund expenditures increased by 1.1%, or \$2.3 million, but also reflect significant reallocation of funding across departments to support priority needs and core services. As has been the case in the past, the largest increases in General Fund spending are focused on support for education and public safety expenditures. The spending priorities included in the adopted budget are highlighted below.

*This budget meets our basic obligations and core services*

- Transfers 60% of new local revenues to the School Division based on the approved funding formula, resulting in an additional \$1.2 million for school operations
- Reflects public safety cost increases for staffing, overtime and training to address critical needs
- Provides additional funding to meet contractual obligations for public safety agencies, including the regional jail, emergency communications center, and the SPCA, as well as projected increases in the City fire contract
- Provides \$17.2 million for debt service and maintenance-level capital improvements
- Funds the \$18.1 million revenue sharing payment to the City
- Provides a 1% increase to most community agencies and adheres to all contracts and agreements with others
- Supports core local government services including public safety and financial management

*This budget provides financial stability through careful fiscal stewardship*

- Establishes a 1% stabilization fund

- Reserves \$744,000 in contingency funds for potential revenue shortfalls from the state or other unanticipated needs
- Returns the vehicle replacement fund to a more sustainable level
- Reflects anticipated state and federal budget impacts and provides contingency for unanticipated circumstances
- Projects strong year-end fund balances to protect the County's AAA bond rating
- Reflects decrease in health insurance contributions resulting in savings of \$274,089, or 6.5% from adopted FY 10/11 budget

*This budget supports the continued transformation of our organization in adapting to changing circumstances*

- Repositions staff to support core services with no net increase in personnel costs
  - Eliminates three additional positions for a total of 66 positions eliminated or frozen
  - Unfreezes two police officer positions and Deputy Director of Social Services to support essential services
  - Provides additional support to Finance Department by unfreezing Finance Account Clerk position, reallocating position from County Executive's Office to Finance Department, and expanding Director of Housing position responsibilities to include grants management
- Restructures County fleet management operations which will eliminate a minimum of 10 non-public safety vehicles in the first year – the program will be staffed with  $\frac{3}{4}$  FTE position funded by departmental savings
- Continues expenditure reductions in operational areas including Community Development and Parks and Recreation Department based on workload and shifting resources from enhanced to core services

*The budget looks forward with a focus on innovation, high performance, and economic vitality*

- Reserves funding for operating Ivy Station which is anticipated to open in FY 13 as a core public safety commitment
- Streamlines work functions by funding on-line systems for Parks and Recreation reservations, meeting room scheduling and work order processing
- Supports the Board's priority of economic vitality
  - Continues funding for Economic Opportunity Fund and adds funding for a Target Industry Study
  - Funds program support materials to implement the Economic Vitality Action plan
  - Continues to fund Chamber of Commerce, Convention and Visitors Bureau, Thomas Jefferson Partnership for Economic Development and Piedmont Workforce Network
  - Reflects reallocation of staff to provide greater focus on economic vitality priorities
- Supports staff by providing a 1% market increase, this will be the first increase since FY 08/09
- Funds minimal maintenance and operating cost increases for 900 acres of new parks

This budget continues the aggressive expenditure reductions realized since FY 08/09 including the following:

- Continues staffing reductions and reallocations, for example a 31% reduction to Community Development staff since FY 09
- Continues reduction in CIP - CIP has been reduced over the last several years and now only supports maintenance/replacement for County facilities and a minimal number of high priority emergency projects
- Continues elimination of various programs - hunting control, community policing, housing down payment trust fund, funding for ACE, greenway program
- Continues reduced service levels - Finance drive-thru window, roadway landscaping/maintenance, decreased staff support to master planning/citizen committees
- Continues privatization of custodial services and other alternative ways of delivering services implemented over the past two years



This adopted budget reflects county staff's best judgment of the highest priority programs and services based on principles that recognize services that directly protect life and safety such as social services, police and fire; that enhance continued efficiency and cost-effectiveness in county operations; and that support operational sustainability and restructuring for the long term. We continue to concentrate on identifying savings and efficiency opportunities through a variety of efforts including the Local Government Resource Management Study, with 84% of the study recommendations either resolved or in the process of being implemented.

### **SCHOOL DIVISION BUDGET OVERVIEW**

The school division's adopted budget totals \$144,491,184 and includes \$97.2 million in local transfer revenues in accordance with the County's 60/40 funding policy, transfer of \$2.8 million from the School Division's fund balance, and a \$400,000 transfer from local self-sustaining funds for a total of \$100.5 million in local revenue support. The local transfer according to the 60/40 funding policy is an increase of \$1,188,078 or 1.2%, from last year's approved budget.

### **CAPITAL BUDGET OVERVIEW**

Over the last several years the County's Capital Improvement Program (CIP) has been severely impacted by the economic downturn. Our Capital Improvement Program budget process continues to reflect the magnitude of these impacts which has resulted in fundamental modifications to our goals and strategies and significant realignment of our operational structure and the Capital Improvement Program.

The FY 12-16 CIP is focused on maintaining our existing infrastructure while investing in only those efforts that allow us to accommodate core and necessary services without substantial increases in operational costs. Projects were carefully evaluated and prioritized to optimize the use of limited capital funds to meet the County's most critical operational and community needs.

The Five Year FY 12-16 CIP totals \$75.9 million of which \$36.4 million is anticipated to be expended for General Government projects, \$38.9 million for School Division projects and \$522,500 for Stormwater projects. The CIP includes \$484,222 for transportation revenue sharing with the Virginia Department of Transportation (VDOT). It is important to note that 61% of the funding for the FY 12-16 CIP is anticipated to be provided by loan proceeds. The balanced CIP includes a \$2 million reserve at the end of the five year period per the County's financial and debt management policy goals.

Revenues included in the FY 11/12 budget supporting the Capital Program total \$18.6 million, consisting primarily of \$10.5 in loan proceeds and \$5.6 million in Capital reserves. Since this is a CIP amendment year, only last year's approved projects and any new projects deemed as meeting emergency needs or identified as critical, including the Ivy Fire/Rescue station and phase II of the Greer Elementary School addition, have been included in this year's recommendation.

It is important to continue to recognize that with the very restricted funding available to the CIP, many quality of life investments for Albemarle County citizens are not currently being addressed. With the exception of those projects mentioned above, the balanced CIP does not include projects identified in the Comprehensive Plan or other planning documents that provide for stated levels of service for County residents and/or are extremely important investments in support of the County's growth management efforts. We anticipate during next year's full Capital Needs Assessment to receive approximately \$150 Million in new project requests.

### **FINANCIAL PLANNING AND ACCOUNTABILITY**

The County's long term financial and strategic planning incorporates guidance from a variety of sources in development of the Five Year Financial Plan. This Plan establishes a long term look at county priorities and financial realities and provides guidance for the development of the annual budget. Critical issues identified in the Five Year Plan, including police staffing, construction and operation of the Ivy Fire Station,

and an adequate level of facility maintenance to protect the County's existing investments, are incorporated in this budget. Other "watch list" items will be closely monitored as the year progresses.

This budget incorporates principles of zero based budgeting by systematically reviewing, reprioritizing and shifting funding support from activities that no longer align properly with our objective to support core public safety and human service functions. The continued expenditure reductions and staff reallocations in this budget demonstrate how we have followed our customary practice - services have been assessed, evaluated and reprioritized as opposed to simply basing budgeting decisions on previous year's funding levels. As part of an ongoing process Supervisors examined two departmental budgets, Police and Parks and Recreation, in great detail last fall as a demonstration of how zero-based budgeting principles guide our processes.

New to this year's budget is a comprehensive program and service inventory that describes and indicates funding required for all programs and services provided by local government. While the department budgets in this document are organized by cost center to be consistent with established accounting categories, the program and service inventory provides another perspective on how our funding is allocated to allow for complete transparency and accountability in our budgeting process.

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

### **ORGANIZATIONAL EXCELLENCE AND CITIZEN ENGAGEMENT**

As an organization that stresses a business model of high performance, we have always focused on high performance and organizational excellence. That focus has not wavered despite the challenges of the past few years, and we have a strong record of objective measures from the past year that demonstrate our continued commitment:

- Standard & Poor's Rating Services assigned its 'AAA' issuer credit rating to Albemarle County, making Albemarle one of less than 90 counties nationwide to achieve the double AAA designation
- Albemarle County ranked fifth in the nation for Digital Government Services by NACO
- The County Police Department was awarded numerous traffic safety initiatives including first place in Virginia Law Enforcement Challenge Awards.
- The Community Development Department's building permit process and customer reception continued to receive over 99% customer satisfaction based on customer surveys.
- Our Housing Department received a High-Performer rating from HUD for the County's Housing Choice Voucher Program.
- The County Office Building 5<sup>th</sup> Street earned the prestigious ENERGY STAR – the McIntire Rd. building earned the award in September 2008.

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 county residents and businesses. This budget supports our commitment to government transparency and engagement:

- The County continues its active involvement with Community Advisory Councils in the Crozet and Pantops areas, and is establishing similar Councils for the Places29 and Village of Rivanna master plan communities.
- Albemarle County was ranked 15<sup>th</sup> overall out of 134 Virginia jurisdictions surveyed for government transparency by the Thomas Jefferson Institute for Public Policy, a non-partisan research and education organization.

- Both the local government and the School Division have performance management websites that display a dashboard of select key performance metrics so citizens can track progress on important services.
- Our County Facebook page, Flickr site and Youtube channel provide access via social media

### **OUR TRANSFORMING ORGANIZATION**

This budget continues our organizational response to the evolving economic environment and the changing role of government service provision. We are focused on reducing our costs, repositioning our resources, and streamlining our operations to be as efficient as possible. We continually explore alternative sources of revenue generation and different ways of doing business such as privatizing services, and we rely on technology solutions to increase our productivity. Our partnerships with neighboring jurisdictions, our School Division and local stakeholders help us achieve common goals that benefit the entire community. Our decision making is guided by our value of stewardship which requires us to think of the needs of the future as we are making choices today. Finally, we work within the framework of organizational excellence which stresses high performance, measurable results, and providing outstanding value for our taxpayer's investment. We are emerging from the economic downturn as a flexible, responsive, forward-looking organization capable of meeting the challenges and seizing the opportunities of the future.

Respectfully submitted,

Thomas C. Foley,  
County Executive

## WE ARE FOCUSED ON RESULTS THAT ADD VALUE TO THE COMMUNITY 2010 HIGHLIGHTS

### Transformation

- For the current fiscal year, FY 10/11, the County is operating on a budget reduced by \$40 million, or 12%, compared to the last fiscal year, while protecting core services such as education and public safety to the greatest extent possible.
- We balanced the current budget without raising the tax rate – the budget was built on the existing tax rate of 74.2 cents, or 62.2 cents after 12 cents is deducted for revenue sharing with the City of Charlottesville, which resulted in a decrease in annual tax payments for the average homeowner.
- We have decreased our local government staffing to FY 01/02 per capita levels - a total of 78 positions have been eliminated/frozen or offset since repositioning began in 2007, and our Community Development Department has reduced its staff by over 30% since 2007 based on declining workload and elimination of enhanced services.
- We have reduced our Five Year Capital Program budget by \$160 million since FY 08, enabling us to meet basic maintenance needs but not funding the construction of any new facilities.
- Based on a very comprehensive program and service inventory, we prioritized core vs. enhanced services and reallocated positions to cover core service needs, for example we have shifted five Community Development staff to fill positions in the Social Services Department.
- We have successfully transitioned from in-house to contracted custodial services which is projected to save over \$500,000 over the next five years.
- Following the recommendation of our Resource Management Study we filled a vacant Business Auditor position that has already recouped over \$500,000 in misdirected sales tax revenues.

### Innovation

- Our Finance Department is now contracting out the printing of tax bills as one example of our efforts at privatizing county services when it is cost effective to do so.
- Social Services/UVA Medicaid unit staff created a new enrollment system in partnership with nine other localities that saves time for staff and allows faster reimbursement to the hospital for services rendered.
- General Services staff implemented an on-line work order system and an on-line room reservation system that streamlines that operation and
- Process improvements in our Community Development Department that expedited reviews from external agencies have reduced average zoning approval times for new businesses from weeks to several days.
- Community Development's process improvements in areas like farm winery operations, home occupations and ARB review has simplified development review and improved business opportunities.
- The County's new website was launched in June 2010, with increased functionality and easier access to county information and services.
- PhotoSafe, a photo-based traffic safety system to monitor red light runners, began active enforcement at the Route 29 North/Rio Road intersection in November.

*(2010 HIGHLIGHTS CONTINUED)***Stewardship**

- County landowners protected 2,253 acres in 2010, bringing the total of conservation easements to roughly 83,000 acres, or 17.5 % of the land in Albemarle County.
- We added two new parks, Preddy Creek and Patricia Ann Byrom Forest Preserve Park , made possible by donation of property and extensive use of volunteers for a majority of the trail work.
- We secured \$500,000 in grants for several critical water resource improvement projects including the Woodbrook lagoon upgrade, the Crozet stormwater basin, and the County Office Building McIntire biofilter.
- Supervisors adopted a master plan for the Village of Rivanna development area and approved the five-year revision of the Crozet master plan, which was developed by staff working in close coordination with the Crozet Community Advisory Council and other interested residents.
- The County celebrated groundbreaking for Treesdale Park , a new, 88 unit affordable rental community that is expected to serve more than 880 working families in the next 50 years, and the completion of 38 rental units for seniors at Crozet Meadows.
- Thanks to stringent environment management practices, the county has reduced overall energy consumption by our local government buildings by 20.3% compared to the baseline year of 2005.
- Albemarle County received a gold level certification in the 2010 Go Green VA Challenge, which is part of the Virginia Association of Counties (VACO) and the Virginia Municipal League's larger Go Green Virginia environmental initiative.

**Partnership**

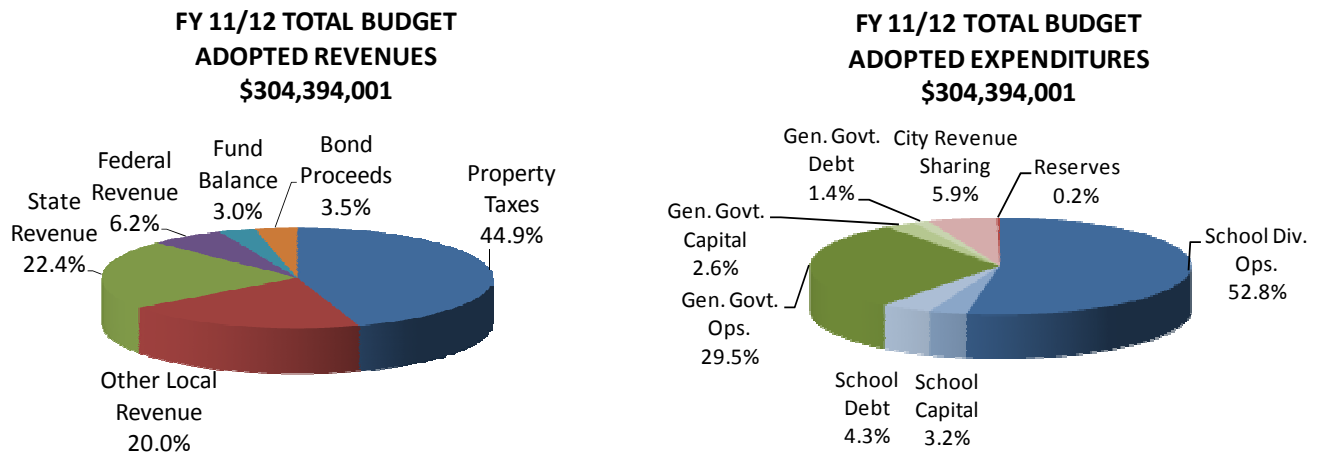
- Reopened the County's Visitors' Assistance Center on McIntire Road as a satellite office of the Charlottesville Albemarle Convention and Visitors Bureau to promote local tourism and assist visitors to the County Office Building.
- Family support staff working with school personnel and other community partners obtained a grant to support after school programming for at risk students, addressing bullying issues in county middle and high schools through education and prosecution of offenders.
- Parks and Recreation's partnered with the School Division on turf fields for the county's high schools, playground replacements at Scottsville, Agnor Hurt and Crozet elementary schools, and a new Little League field and renovated multi-purpose field at Crozet Elementary.
- The Police department expanded regional capabilities with state and federal agencies including the Virginia State Police, U. S. Marshals , ATF and Immigration Customs Enforcement by cross training officers, etc.
- [www.joinalbemarle.org](http://www.joinalbemarle.org) is a new website that is part of a grant funded countywide recruitment campaign designed by County volunteer and career fire rescue leaders to increase the number of people volunteering to provide fire and rescue service in Albemarle.
- The Sheriff's office has developed the largest volunteer sheriff's reserve division in the state, and the Sheriff and Commonwealth's Attorney jointly established an initiative where a volunteer reserve conducts investigations that benefit both offices.

## County of Albemarle Adopted Operating and Capital Budget FY 2011/2012 Frequently Asked Questions

### *What is the County's total adopted budget for FY 11/12 and how does it compare to the past several years?*

The County's Fiscal Year 11/12 adopted combined capital and operating budget totals \$304,394,001 and represents an increase of \$12.1 million, or 4%, (of which \$7.6 million is from bond proceeds for capital projects) from the FY 10/11 adopted budget. *The total budget shown below includes the General Fund, Special Revenue Funds, School Fund, School Self-Sustaining Funds, Capital Funds and Debt Service Funds - additional details on these funds are provided in the budget document.*

This adopted budget is balanced on a 74.2 cent tax rate following direction provided by the Board of Supervisors in January, which results in a real estate tax payment decrease for the average homeowner.



- Represents an increase of \$12.1 million, or 4%, (of which \$7.6 million is from bond proceeds for capital projects) from the FY 10/11 adopted budget.
- City revenue sharing decreased for the first time since the agreement was established in 1982, a decline of \$365,000 to a total of \$18 million
- General government operations increased 1.1%, primarily to meet core public safety needs
- School Division operations increased 3.2%
- State revenues declined by 1.7%

### *How does the County's General Fund budget respond to the evolving economic environment?*

Last year our budget process focused on significant reductions and repositioning as we faced a second year of major revenue declines coupled with increases in mandates. The FY 10/11 adopted budget was reduced by \$40 million, or 12%, from the adopted FY 08/09 budget. This year many local revenue sources have stabilized and while we have not regained those lost revenues, we are not faced with the unprecedented imbalances of the past two budgets. We are living within the constraints of those reductions and are focused on cost savings and resource reallocation not as a reaction to economic conditions but as a broader organizational transformation. We recognize the long term nature of broader economic changes and the fundamental redefinition of the role of government and service delivery.

*How are the County's major sources of revenue being impacted by the continued sluggish economy?*

The County is beginning to experience a stabilization of many of our major revenue sources resulting in an improved financial picture compared to the last two fiscal years. That stabilization is reflected in the adopted FY 11/12 general fund budget when compared to the adopted FY 10/11 budget in the following ways:

- General property taxes increased by 0.3%
- Other local taxes increased by 3.4%
- Other local revenues decreased by 0.6%
- State revenues increased by 1.2%
- Federal revenues increased by 7.8%

This budget includes a revenue stabilization fund and contingency/revenue shortfall funds to protect the County's interests in the face of unanticipated events.

*Does this budget continue the significant reductions made prior to this year?*

Yes. The County carefully scrutinizes all of our spending, and the general fund budget continues the aggressive expenditure reductions realized since FY 08/09 including the following:

- Continues eliminated and frozen positions, now at a total of 66, including a 31% reduction to Community Development staff since FY 09
- Continues reduction in CIP - CIP has been reduced over the last several years and now only supports maintenance/replacement for County facilities and a minimal number of high priority emergency projects
- Continues elimination of various programs - hunting control, community policing, housing down payment trust fund, funding for ACE, greenway program
- Continues reduced service levels - Finance drive-thru window, General Services roadway landscaping/maintenance, decreased staff support to master planning/citizen committees
- Continues privatization of custodial services

*How does the general fund budget reposition staff to support core services without increasing net personnel costs?*

The great majority of service level reductions required by past budgets have not been restored. However we have supplemented several core services that were clearly below an adequate level because of reductions experienced for the last several years, specifically in areas of public safety and financial administration. This budget demonstrates thoughtful and deliberate shifting of staff and resources to meet budget goals within essentially flat revenues:

- Eliminates three additional positions for a total of 66 positions eliminated or frozen
- Unfreezes two police officer positions and Deputy Director of Social Services to support essential services
- Provides additional support to Finance Department by unfreezing Finance Account Clerk position, reallocating position from County Executive's Office to Finance Department, and expanding Director of Housing position responsibilities to include grants management

*How will the average taxpayer's real estate taxes change in this budget?*

**The average residential property owner will see a reduction in their tax bill in this adopted budget for the second year in a row.** The reduction will occur because the budget is balanced on a tax rate of 74.2 cents, the same rate as last year, and the average reassessment for residential property declined 1.63% this year. As an example of how this reduction plays out, the average single family residential home value as of January 2010 was \$297,632 and at the 74.2 tax rate, the homeowner paid \$2,208 in real estate taxes. After the average decline in residential property value of 1.63% following the recent reassessment, that home is now valued at \$292,772, resulting in an annual tax bill of \$2,172 - equating to a reduction of \$36, at the 74.2 tax rate in this adopted budget.

*What does the general fund budget recommend regarding community agency funding?*

Community agencies receive an average increase of 1% in this budget. Some agencies, such as the Charlottesville Albemarle Visitors and Convention Bureau, the Jefferson Madison Regional Library and the SPCA, receive a different increase because their funding is based on an agreement or contract that mandates what level of funding they will receive.

*How does the general fund budget use zero-based budgeting?*

Our budget process incorporates principles of zero based budgeting by not automatically assuming that the current year's expenditure levels are justified but rather systematically reviewing, reprioritizing and shifting funding support from activities that no longer align properly with our objective to support core governmental functions. The significant expenditure reductions and staff reallocations since FY 08/09 demonstrate how services have been assessed, evaluated and reprioritized as is our customary practice as opposed to simply basing budgeting decisions on the previous year's funding levels.

Last fall the Board of Supervisors examined two department budgets, Parks and Recreation and Police, at a very intensive level to understand how the principles of zero-based budgeting guide our overall budget decision-making process. Other departments will receive this type of review in the future.

*How does the general fund budget support the Board's new priority of economic vitality?*

This budget supports the Board's priority of economic vitality

- Continues funding for Economic Opportunity Fund and adds funding for a Target Industry Study
- Funds program support materials to implement the Economic Vitality Action plan
- Continues to fund Chamber of Commerce, Convention and Visitors Bureau, Thomas Jefferson Partnership for Economic Development and Piedmont Workforce Network
- Reallocates staff to provide greater focus on economic vitality priorities

*What are "core" services?*

Everything we do as a local government supports individuals, families and our community, and all services have a constituency that has good reason to believe that service is essential. But this sobering budget situation demands that we make a deliberate and thorough examination of where we invest available resources and prioritize those services that are truly core to protecting health, welfare and personal safety and that should appropriately be provided by local government. None of the reductions proposed by this budget are easy or desirable, and we recognize that they all come at some level of cost to the community. It is important to realize that even core services may need to be reduced in this challenging time - for example, we have had to freeze some positions and reduce other expenditures in our police department not to mention the significant reductions that our School Division is making.



*How does the general fund budget support core services?*

An additional \$1.3 million is provided to meeting the following core public safety needs:

- Police staffing, training, vehicle maintenance and repair
- Fire Rescue overtime
- Fire Rescue Volunteers
- City Fire Contract
- Line of Duty costs shifted from the state
- Regional Jail increase
- SPCA increase
- Emergency Communications Center increase

*What are the major impacts of this budget on the County's Capital program?*

The past several years of declining revenues have created a dramatic impact on the amount of money available for capital improvements, even with this year's stabilizing of many of our local revenue sources. The only projects that are proposed to remain funded in the CIP are contractually obligated projects and maintenance and repair projects that are considered necessary to protect existing facilities and equipment.

Funding for all new capital projects, including all fire stations except Ivy, parks, libraries, schools, sidewalks, greenways, recycling, etc. has been proposed for elimination or delayed beyond at least the next five years of the CIP in order to balance the plan.

*How is the School Division affected by this budget?*

The County provides funds to the School Division based on a long standing practice of allocating 60% of new local revenues to the School Division and 40% of new local revenues to local government. Because of the stabilizing of local revenues, this budget reflects an increase of \$1,188,078 or 1.2% in the local support transfer to school operations. The School Division faces additional fiscal pressure due to significant reductions in state funding.

*What are individual major areas of expenditure for the County's budget?*

The largest areas of expenditure for the County are School Division operations and General Government operations. Taken together, School Division operations, School self-sustaining and School capital and debt expenditures account for almost 59% of the County's expenditures in FY 10/11. Other major areas of expenditure include general government, capital debt service and revenue sharing with the City of Charlottesville.

*What are the major categories of general government expenditures?*

General Government is broken down into eight major functional areas: Administration, Judicial, Public Safety, Public Works, Human Development, Parks, Recreation and Culture, and Community Development.

*What is the Revenue Sharing Agreement?*

In 1982, Albemarle County and the City of Charlottesville entered into a revenue sharing agreement in which both jurisdictions agreed to share tax revenues in return for total immunity from any annexation attempts by the City. The City was proposing a significant annexation of County territory at that time to increase the City tax base. The proposed agreement was approved by County voters in a referendum.

For as long as the agreement remains in effect, both the County and the City are required to contribute annually to a Revenue and Economic Growth Sharing Fund which is then divided between them on the basis

of a formula related to population changes and “true real property tax rates” as determined by the Virginia Department of Taxation. Due to the nature of the formula and the conditions in the City and the County since 1982, the effect of the agreement is that the County has paid the City a revenue sharing amount every year equivalent to the ten cent tax rate cap., the revenue sharing payment totaled \$18.4 million, this year we anticipate that the revenue sharing payment will decrease by \$365,000 to a total of \$18 million. This is the first decrease in revenue sharing since the agreement was established in 1982.

### *Can the County discontinue the Revenue Sharing Agreement?*

The Revenue Sharing Agreement is legally binding and must remain in effect until one of the following occurs:

- The City and County are consolidated or otherwise combined into a single political subdivision, or
- The concept of independent cities is altered by state law in such manner that real property in the City becomes part of the County tax base, or
- The City and County agree to cancel or change the agreement

### *What role do the county's vision, mission and strategic goals play in the budget development process?*

Albemarle County's strategic planning process assists the County in focusing our service and operations delivery. We believe that before we can allocate our available resources, we must first understand the needs and desires of County residents and the factors that will affect us in the future. Working in partnership with citizens and the Board of Supervisors, we develop goals and measureable objectives to respond to community priorities. While the revenue downturns of the last several years have caused us to delay some of our strategic objectives, we are still focused on community priorities. The Board of Supervisors will be meeting this summer to further discuss its strategic vision for the County in this new economic reality.

### *What is the Five-Year Financial Plan?*

The local government Five-Year Financial Plan is an important long term planning tool that provides the Board of Supervisors with reasonable projections for the next five years so they can provide staff with direction regarding their long range goals and priorities. The Plan is based on a set of assumptions regarding how the County's revenues and expenditures are likely to change over time, based on the best information available at the time the Plan is reviewed. While the plan is not a budget document, it sets directions that will influence budget decisions in the years to come. The plan is reviewed and updated on an annual basis.

### *What are the County's unfunded mandates?*

Unfunded mandates are instances where the state or federal government establishes laws and/or regulations that require the County to incur costs that are not reimbursed by the state or federal government. A general example would be if Congress required new voting machines and provided no funding to assist local governments with the purchase of these machines. These mandates require the County to divert local tax dollars to support federal and state programs. A significant example of an unfunded mandate in Albemarle County is the Comprehensive Services Act (CSA) which was created by the state in 1993 to provide services for at-risk youth.

### *How are property taxes set by the County?*

General property taxes are based on the assessed value of real and personal property owned by businesses, individuals, and public service corporations. Real estate reassessments in Albemarle County are done on an annual basis and, as required by Virginia law, property is assessed at 100% of fair market value. The assessed value is used to calculate property taxes, which are the product of the assessed value and the tax rate, with tax rates being established annually by the Board of Supervisors. Both real and personal property are assessed at 100% valuation with tax rates applied per \$100 of assessed value. Real estate and personal

property taxes are paid in 2 installments due June 5 and December 5. General property taxes consist of real estate, personal property, mobile home, and machinery and tools taxes.

*How does the County's tax compare to similar jurisdictions in Virginia?*

Albemarle County's tax rate historically has been in the lower half of the Top 20 most populated counties in Virginia. Albemarle's real estate tax rate is consistently among the lowest third of those counties. When the current tax rate of 74.2 cents is adjusted to reflect the impact of revenue sharing, the County actually operates on a twelve cent lower rate, or 62.2 cents because of the amount allocated to the City of Charlottesville.

*What are Albemarle County's Real Estate and Personal Property Tax Rates?*

The real estate tax rate is \$0.742 per \$100 assessed value. The personal property tax rate is \$4.28 per \$100 assessed value. Personal property tax is levied on vehicles and other tangible non-real estate property owned by individuals, businesses, trusts, and taxable non-profit organizations. Qualifying vehicles assessed at \$1,000 or less are eliminated.

*Is there a calendar of the County's Budget Process, and how can I participate in this process?*

The County's budget document contains a budget calendar. This document can be accessed from the County's website [www.albemarle.org/budget](http://www.albemarle.org/budget). This calendar includes information and dates of public hearings. Hearings on recommended budgets and proposed tax rates are held in March.

*How can I review the County's Budget?*

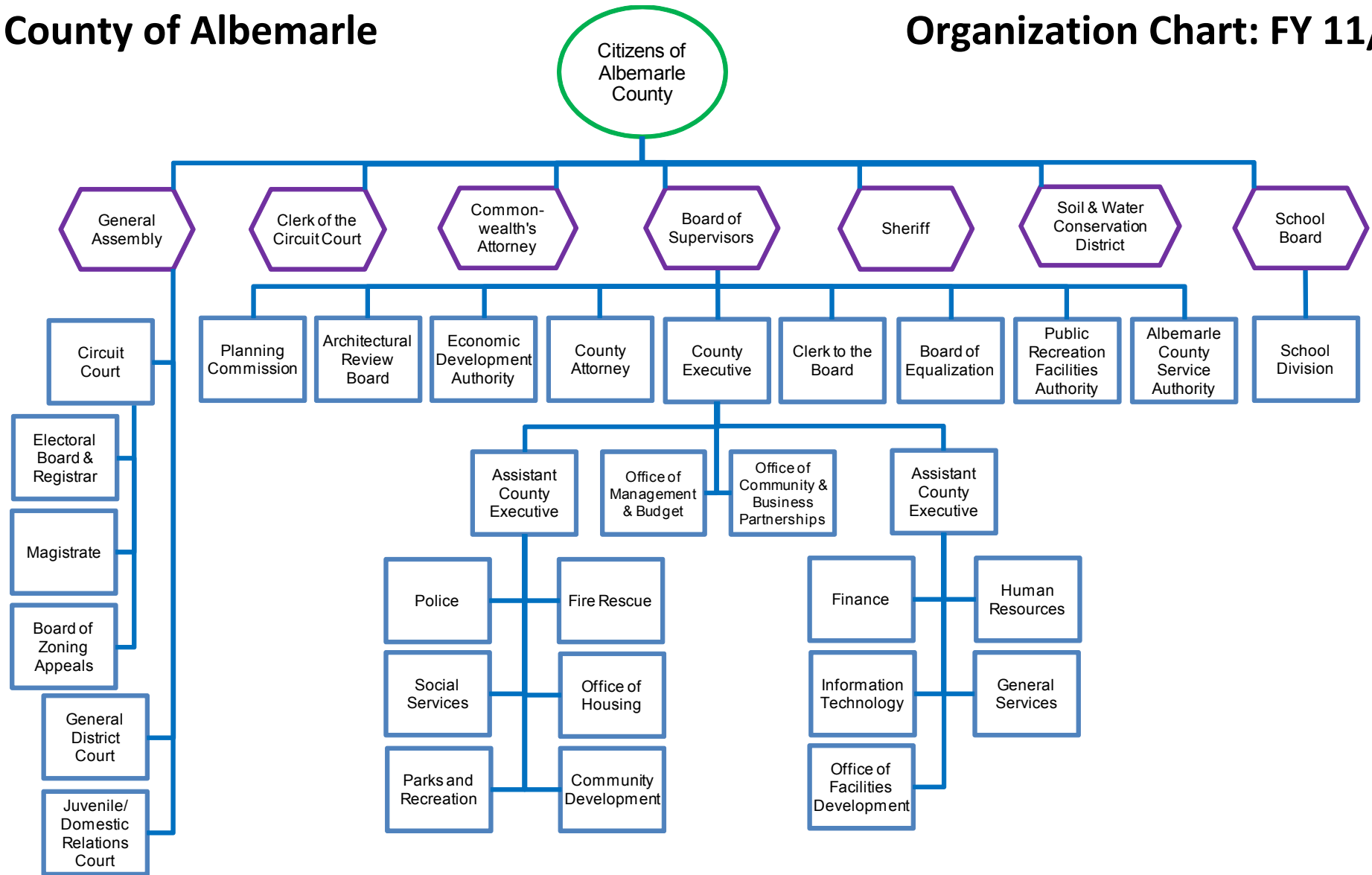
The County's Recommended and Approved Budgets, both current and for past years, are available for review on the County's website, [www.albemarle.org/budget](http://www.albemarle.org/budget). The budgets are divided into sections in PDF format for easier viewing and downloading. In addition to the online budget, a copy of the FY 11/12 budget document is available at local libraries and in the County Executive's Office for public viewing. Bound print and/or CD-ROM copies of the budget are available for purchase in the County Executive's Office.

*What if I have questions or comments regarding the Budget?*

For more information about the County's budget or budget process, click the link at the bottom of the Budget webpage on the County's website. Feel free to email your comments and questions regarding the budget to [budget@albemarle.org](mailto:budget@albemarle.org). Questions and comments can also be directed to the County Board of Supervisors via e-mail at [bos@albemarle.org](mailto:bos@albemarle.org).

# County of Albemarle

# Organization Chart: FY 11/12



In addition to the above chart, the County jointly funds and/or operates many regional agencies and authorities in several functions including Public Safety (Emergency Communications Center, Regional Jail, Juvenile Detention Center, SPCA); Public Works (Rivanna Solid Waste Authority, Rivanna Water and Sewer Authority); Human Development (Commission on Children and Families, Jefferson Area Board for Aging, JAUNT, 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 Transit Service, Thomas Jefferson Planning District Commission, Virginia Cooperative Extension).

# STRATEGIC PLAN

## *The County's Strategic Plan*

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

The Strategic Plan is reviewed annually and informs the County's budgeting process. Specific actions, programs, capital purchases, staffing requirements, and funding levels have been developed over the years in response to the needs identified in the Strategic Plan. Critical decisions regarding resource allocation during the budget process are evaluated for consistency with and support of the identified strategic priorities.

During these times of unprecedented economic challenges, County leadership and Board of Supervisors continue to work together to strategically reposition the County to effectively adapt to these changing circumstances.

## *Citizen Input is the Cornerstone*

Over the years, our strategic planning efforts have been driven to a large extent by the data from citizen surveys. In 1994, the County conducted a citizen "planning needs" survey as part of its community planning efforts. Between 2002 and 2008, residents were surveyed biennially by the University of Virginia's Center for Survey Research to obtain objective input as to what is most important to them as the County makes strategic choices about how to move forward. The 1994 and 2002 responses continue to serve as benchmarks against which we have measured our efforts. The vision, mission, and goals that have emerged all build on the strengths that our citizens appreciate and value about the community in which they live. The County will conduct its next Citizen Survey in summer 2010.

The most recent survey, conducted in 2008, collected citizens' opinions about community priorities and quality-of-life concerns in order to assess the importance of and satisfaction with the County-provided services. The 2008 survey included several new questions regarding resource allocation as well as questions from previous surveys to provide trend data on the progress of many of the County's strategic priorities.

## *2008 Citizen Survey - Rating Quality of Life*

The County received high marks for quality of life, which has been the trend since the first survey in 1994. Among age groups, Respondents who are 65 or older continued to give the County its highest rating at 8.15. In terms of ratings by place-of-residence, those who report they lived in the country (8.13) or a rural village (8.24) gave slightly higher quality-of-life ratings for the County.

**Albemarle County residents continue to be very happy with the quality of life in Albemarle County.**

When asked to rate the quality of life in Albemarle on a scale of 1 (lowest) to 10 (highest), the average rating was 8.01. 73% of our citizens rated the County's quality of life an 8 or better, with 13.5% giving a rating of 10.

### *Citizen Priorities*

From a list of 38 County service items, citizens rate education of school children as the highest priority for the County to "devote resources to" or "spend tax dollars on." "Ensuring safety at or near one's residence" has increased significantly since 2006 in importance to almost 84%. Those seeing a drop of at least 12% or more in importance include "maintaining quality of life while dealing with growth and development," and "protecting and preserving the County's rural character."

***Satisfaction with Services/Views on Growth***

Overall, citizens continue to be satisfied with the level of service provided by the County. Ninety-three percent of respondents said they are satisfied with County services, reflecting continued significant improvement from 1994, when only 84% said they felt satisfied.

**Overall, 93% of Albemarle County residents are satisfied with County programs and services.**

This finding is significantly higher than the 84% who reported they were satisfied with County programs and services in 1994.

Consistent with the results in the 2004 survey, residents are most satisfied with fire protection (95%), emergency rescue services (97%) and the public library system (94%). Ninety-two percent of those who currently have children attending Albemarle County schools report satisfaction with the quality of education their children are receiving; with 61% reporting they were very satisfied. The overall satisfaction rating for the quality of education is 88%.

**About 8 in 10 residents (80% compared to 85% in 2006) are satisfied with the job the County is doing in giving them value for their tax dollars.**

Sixty-seven percent of County citizens favor keeping taxes and services about where they are. Of those who favor change, more citizens continue to support increasing taxes and services (15%) than decreasing them (11%).

Citizens report lower satisfaction with recycling services (57%), making it easy to use public transportation (55%) and with the County’s efforts to manage growth (56%).

Seventy-five percent of County residents favor the County’s growth management policy to concentrate growth in areas designated for urbanization so as to preserve rural areas and the unique character of the region. Sixty-two percent are satisfied with the way residential and business development is coordinated with transportation and 84.5% are satisfied with the way it is coordinated with community facilities.

***The Role of the Board of Supervisors***

The Board of Supervisors has formally engaged in the County’s strategic planning efforts since 2001. The County’s FY07–FY10 Strategic Plan, in which the Board directed staff to focus on enhancing the County’s quality of life, protecting its natural resources, managing growth, developing infrastructure, and creating a long-range, comprehensive funding strategy formally ended on June 30, 2010.

The on-going work towards these County’s goals and objectives did not end, however, and have been incorporated into the County’s regular operations. For example, staff efforts regarding master planning, and public safety objectives for which the completion time periods were previously extended past June 30, 2010 will continue as part of the County’s regular on-going services and programs.

This year, the County made adjustments to its strategic planning processes and timeline to be more agile and to best position the County to address the unique and more immediate challenges it faces during the economic downturn associated with the recent recession. Instead of holding the strategic planning session in the fall as in the previous eight years, the Board held a strategic planning session earlier, in June 2010 and developed a more succinct two-year strategic action plan which focused staff and Board’s efforts on the County’s most immediate and critical needs.

The County will embark upon the development of its FY 12/13 – FY 17/18 Strategic Plan in June 2011.

The County’s current vision, mission and goals are included on the following page:

# The County's Strategic Plan

## VISION

*Albemarle County will feature pedestrian friendly and self-sufficient communities. The Countryside will be rural. The County's natural resources and natural beauty will be maintained. The County's educational system will be world class and the County's quality of life will be exceptional.*

## MISSION

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

## VALUES

*INTEGRITY \* INNOVATION \* STEWARDSHIP \* LEARNING*

## TWO-YEAR ACTION PLAN

**Goal 1: By June 30, 2012, the County will explore and identify ways to address unfunded current and future capital needs.**

**Goal 2: By June 30, 2012, Communication and budget information sharing will be increased between the General Government and School Division.**

**Goal 3: By June 30, 2012, the County and its partners will complete the first two years activities identified in the County's Economic Vitality Action Plan.**

**Goal 4: By June 30, 2012, the County will explore options and identify the most desirable library system structure for the future.**

**Goal 5: By December 2010, the Board of Supervisors will provide direction on a preferred solid waste disposal option for the County.**





# THE BUDGET PROCESS & POLICIES

## WHY DO WE BUDGET?

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.

## WHAT IS INCLUDED IN THE VARIOUS 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 29, 2011. This document includes the School Fund and School Self-Sustaining Funds budgets.
- The ***School Board's Proposed Budget*** 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 3, 2011 and was forwarded to the Board of Supervisors.
- The ***County Executive's Recommended Budget*** contains summary information on the Total County Budget, which includes the General Fund, Special Revenue Funds, School Fund, School Self-Sustaining Funds, Capital Funds, and Debt Service Funds. This document provides detailed information on the General Fund, General Government Special Revenue Funds, and Debt Service Funds. Detailed information on the School Fund, School Self-Sustaining Funds, and Capital Funds are found in other documents as noted in this section. The County Executive's Recommended Budget was presented to the Board of Supervisors on February 25, 2011.
- ***Recommended Capital Improvement Program*** contains detailed information on proposed capital projects for both local government and schools. This document is presented to the Board with the County Executive's Recommended Budget.
- The ***Board of Supervisors' Adopted Budget*** is developed by the Board of Supervisors after a series of work sessions and public hearings. This document reflects any changes made by the Board of Supervisors to the County Executive's Recommended Budget and was adopted on April 6, 2011.
- The ***Adopted Capital Improvement Program (CIP)*** provides detailed information on approved capital projects and reflects any changes made by the Board of Supervisors to the Recommended Plan. The CIP was adopted on April 6, 2011.
- The ***School Board's Adopted Budget*** is the final approved budget for the School Division. The School Board adopted this budget on April 28, 2011.

## WHAT ARE THE STATE REQUIREMENTS?

The Commonwealth of Virginia requires all localities to meet certain budget guidelines, as outlined in Sections 15.2-2500 to 15.2-2513 of the Code of Virginia (1950), as amended. According to these guidelines, all localities within Virginia must have a fiscal year beginning on July 1 and ending on June 30 and must approve a balanced budget. A balanced budget is one in which the available revenues and appropriated fund balances equal estimated expenditures for a fiscal year. The School Board must approve the School Budget by May 1 or within 15 days of receiving estimates of state funding, whichever occurs later. The Board of Supervisors must approve the operating budget and set the tax rate by July 1 of each year. The adoption of the tax rate requires the Board to hold a public hearing and to advertise this hearing no less than 30 days in advance if the reassessment would result in an increase of one percent or more in the total real property tax levied compared to the prior year's tax levies. Although these are the minimum state requirements, the County traditionally has adopted its budget by April 15 in order to establish teacher contracts and to set the property tax rates prior to the tax bill mailing date. For FY 11/12, the Board adopted the budget on April 6, 2011. The official appropriation of funds takes place prior to July 1 of each year.

The process by which the operating budget may be amended is governed by Section 15.2-2507 of the State Code. The budget may be amended to increase the aggregate amount to be appropriated during the current fiscal year, as shown in the currently adopted budget. Any amendment which exceeds one percent of the total revenue shown in the currently adopted budget must be accomplished by publishing a notice of a meeting and public hearing in a newspaper having general circulation in the County seven days prior to the meeting date. The notice shall state the County's intent to amend the budget and include a brief synopsis of the proposed budget amendment. The Board of County Supervisors may adopt the amendment at the advertised meeting, after first providing a public hearing during the meeting on the proposed amendment. Amendments of less than one percent of the total revenue also must be approved by the Board of

Supervisors, although no public hearing is required. Appropriations lapse at the end of each fiscal year (June 30) for all funds.

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.

### **WHEN ARE THE BUDGET DECISIONS MADE? HOW CAN I PARTICIPATE?**

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 11/12 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).

### **WHAT IS THE BUDGET PROCESS?**

The County's FY 11/12 operating budget schedule began in September of 2010 with initial data gathering for the FY 11/12 budget. In October, the preliminary projection of revenues for the coming year was developed. Departments submitted baseline budget analyses and requests to the Office of Management and Budget (OMB) during October 2010. In November, OMB staff met with departments to clarify any questions on their baseline budget submissions.

From November through December 2010, the OMB staff reviewed requests and developed budget-related questions. From these discussions, the OMB staff developed recommendations for a balanced budget. By the end of January, the County Executive made his decisions on the budget recommendations and staff prepared the County Executive's recommended budget document for FY 11/12. This budget was presented to the Board of Supervisors on February 25, and a public hearing on the County Executive's recommendation was held on March 2.

After the public hearing, the Board held work sessions to do a detailed review of each area of the budget and to propose specific changes to the County Executive's recommended budget. After all of the budget changes were agreed upon, a public hearing on the Board of Supervisors' proposed budget and the tax rate was held on March 30, 2011. On April 6, the Board adopted the operating and capital budgets and set the tax levy for the coming year. The budget is legally enacted through passage of a Resolution of Appropriation prior to July 1, 2011 (the beginning of FY 11/12).

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 other agency may spend in excess of the appropriated amounts. Financial and programmatic monitoring of departmental activities occurs throughout the year to ensure conformity with the adopted budget. The Director of Finance is authorized to transfer amounts between compensation and other operating expenses groups and between divisions within a department. Transfers between expenditure accounts in different departments or funds must be approved by the Board of Supervisors. Procedures governing amendments to the adopted operating budget are described on the previous page.

### **WHAT ARE THE MAJOR CATEGORIES OF EXPENDITURES?**

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

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

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

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

**Public Works** includes the 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

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management. In addition, this functional area includes the Office of Facilities Development, which oversees all County capital projects.

The **Human Development** functional area includes the County 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 Piedmont Council of the Arts, the Virginia Discovery Museum, and the Literacy Volunteers program.

The final functional area is that of **Community Development** which includes the following programs: Community Development Administration, Planning, E-911/Planning, and Zoning and Current Development. In addition, the Office of Housing, VPI Extension Service, Thomas Jefferson Soil and Water Conservation District, and community agencies such as the Charlottesville Transit Service (CTS) and Piedmont Housing Authority (PHA) 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 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 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. These include most traditional local government programs such as police, libraries, fire and rescue, parks, human services, etc. The General Fund also includes transfer payments to the School, County debt service, and capital improvement funds.
- The **School Fund** reflects revenues and expenditures related to the operation of the County's school system. The primary sources of revenue, exclusive of transfers from the General Fund, are basic aid payments from the Commonwealth and educational program grants. Major expenditures include instructional costs and transportation.
- **Other School Funds (Self-Sustaining)** are separate funds that are used for very 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 Cafeteria Fund and the Community Education Fund.
- **Special Revenue Funds** are used to account for the proceeds of specific revenue sources (other than those dedicated to the General Fund) that are legally restricted to expenditures for specific purposes. Special Revenue Funds include state/federal grant funds, Comprehensive Services Act, and the Tourism Fund, etc.
- The **Debt Service Fund** accounts for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related charges. Debt service expenditures are funded by transfers from the General Fund and other sources.
- The **Capital Improvement Funds** account for financial resources used for the acquisition or construction of capital facilities and consist of the General Government Capital Improvement Fund, the School Division Capital Improvement Fund, and the Storm Water Management Fund. Funding for capital projects is derived from various sources such as borrowed funds, transfers from the General Fund, School Fund, Tourism Fund, and other federal, state, and local revenues.

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

These funds account for assets held by the County in a trustee or custodial capacity on behalf of others. Fiduciary Funds include non-expendable trust funds, such as the McIntire Trust Fund, held by the government under the terms of a formal trust agreement; and agency funds, such as the HUD Family Self-Sufficiency Fund, which are used to account for assets that the County holds for others in an agency (custodial) capacity.

## WHICH FUNDS ARE INCLUDED IN THIS BUDGET DOCUMENT?

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

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**BASIS OF BUDGETING & ACCOUNTING**

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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, and 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.

Expenditures, other than compensated absences and interest on long-term debt, are recorded as the related fund liabilities are incurred. 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.

**Fiduciary Funds (Trust and Agency Funds)** account for assets held by a governmental unit in a trustee capacity or as an agent or custodian for individuals, private organizations, other governmental units, or other funds. The funds include Private Purpose Trust and Agency Funds. Private purpose trust funds utilize the accrual basis of accounting.

# FINANCIAL MANAGEMENT POLICIES

## STATEMENT OF PURPOSE

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

## POLICY GOALS

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

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

## OPERATING BUDGET POLICIES

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

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

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

Utilizing the fiscal impact model, the County will develop and annually update a long range (3-5 year) financial forecasting system, which will include projections of revenues, expenditures, as well as future costs and 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 the fiscal year must be reduced sufficiently to offset current year 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 develop and annually update a financial trend monitoring system which will examine fiscal trends from the preceding 5 years. Where possible, trend indicators will be developed and tracked for specific elements of the County's fiscal policy.

The County has established a Memorandum of Understanding with the School Board regarding the amount of annual General Fund support received each year, which is currently established at approximately 60% of all new available local tax revenues. Available revenues are revenues that can be used for County and School Division operations after any increases in debt service, capital improvement program funding, City of Charlottesville revenue sharing, and the Board reserve fund have been funded. This guideline will 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 insure the orderly and equitable appropriation of those resources:

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 budgetary increment 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, to include analysis of long-term fiscal impacts.

Proposed new programs also must be submitted as budgetary increments 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 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 line-item expenditures within a Department are approved by the Director of Finance. Transfers between expenditure accounts in different departments are approved by the Board of Supervisors. Encumbered funds for active purchase orders will be carried forward into the next fiscal year with the approval of the Board of Supervisors.

The County will prepare quarterly budget 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**

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The County will approve an annual capital budget in accordance with an approved Capital Improvements Program.

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 and will, therefore, increase incrementally the percentage of its capital improvements 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 Improvements Program.

Financing plans for the five-year capital program will be developed based upon a five-year forecast of revenues and expenditures coordinated by a capital improvements technical management team.

The County will begin to inventory capital facilities and estimate remaining useful life and replacement costs. Upon completion of any capital project, remaining appropriated funds in that project will be returned to the undesignated capital project fund. Any transfer of remaining funds from one project to another must be approved by the Board of Supervisors.

The County will develop a Memorandum of Understanding with the School Board regarding the development and coordination of the County's Capital Improvement Program, which will address the following areas: a) plan for required capital improvements; b) debt ratio targets; 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 to the County and School physical plant requiring a total expenditure of \$10,000 or more with a useful life of ten years or more;

- To provide for the adequate maintenance of the County's capital plant and equipment, the County intends to increase the percentage of maintenance/repair and replacement capital improvements financed with current revenues.

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## REVENUE POLICIES

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 programs and services in the County 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 3 years) review user fee charges and related expenditures to determine if pre-established recovery goals are being met.

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

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

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

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## INVESTMENT POLICIES

The County will invest County revenue to maximize the rate of return while maintaining a low level of risk.

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.

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## 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 Principals (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board.

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

An independent firm of certified public accountants will perform an annual financial and compliance audit according to generally accepted auditing standards; Government Auditing Standards issued by the Comptroller General of the United



States; and Specifications for Audit of Counties, Cities and Towns issued by the Auditor of Public Accounts of the Commonwealth of Virginia.

The County will maintain an audit committee comprised of the County Executive, or designee, the Superintendent of Schools, or designee, the Director of Finance, two members of the Board of Supervisors and one School Board member. The committee's responsibility will be to review the financial statements and results of the independent audit and to communicate those results to the Board of Supervisors.

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

## **DEBT POLICIES**

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

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

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

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

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

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

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

- Net debt as a percentage of the estimated market value of taxable property should not exceed 2%; and
- The ratio of debt service expenditures to General Fund and School Fund revenues should not exceed 10% (Amended October 4, 2000).

## **FUND BALANCE OR RESERVE POLICIES**

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The County does not intend, as a common practice, to use General Fund equity (undesignated fund balance) to finance current operations. 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 undesignated fund balance, plus the designation for fiscal cash liquidity purposes, at the close of each fiscal year should be equal to no less than 8% of the County's total operating budget, which includes the General Fund plus the School Fund (Amended October 4, 2000).

Funds in excess of the required undesignated fund balance may be considered to supplement "pay as you go" capital expenditures or as additions to the fund balance.

The County should contribute to Capital Reserve periodically to provide flexibility in meeting debt service and capital requirements and to mitigate tax rate increases related to future capital projects (Added October 4, 2000).

*Approved by the Board of Supervisors October 5, 1994*

*Amendments approved by the Board of Supervisors October 4, 2000*

*Proposed amendments to these policies will be prepared for the Board of Supervisors' review and approval during FY 11/12.*



# FISCAL YEAR 2011-2012

## OPERATING BUDGET CALENDAR

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### August 2010

- 6 CIP Project requests due to OMB
- 11 Board of Supervisors (BOS) Budget Work Session
- 17 Joint BOS/School Board Retreat - Increase understanding of School Budget in context of County Budget

### September 2010

- 16 Operating budget manual and instructions sent to County departments

### October 2010

- 6 Joint Compensation Meeting with BOS & School Board
- 12 BOS Work Session - Local government departments' base budgets and future needs
- 13 BOS/School Board Joint Work Session - School baseline review and future needs
- 15 Complete budget requests packet due to OMB

### November 2010

- 3 CIP project information to Oversight Committee
- 3 BOS Work Session - Five-Year Financial Plan
- 9 CIP Oversight Committee meeting #1
- 10 BOS Work Session - Five-Year Financial Plan
- 12 Community agency submittals due to OMB
- 16 CIP Oversight Committee meeting #2

### December 2010

- 1 BOS Work Session - Five-Year Financial Plan
- 15 Joint CIP meeting with BOS and School Board

### February 2011

- 25 County Executive's Recommended Budget presented

### March 2011

- 2 Public Hearing on County Executive's Recommended Budget
- 7 BOS Work Session
- 9 BOS Work Session- School Division
- 14 BOS Work Session- CIP
- 15 BOS Work Session (if necessary)
- 30 Public Hearing on Board's Proposed Budget
- 30 Public Hearing on the 2011 calendar year tax rate

### April 2011

- 6 BOS sets the 2011 calendar year tax rate
- 6 BOS adopts FY 11/12 budget

# 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 April 6, 2011 and include:

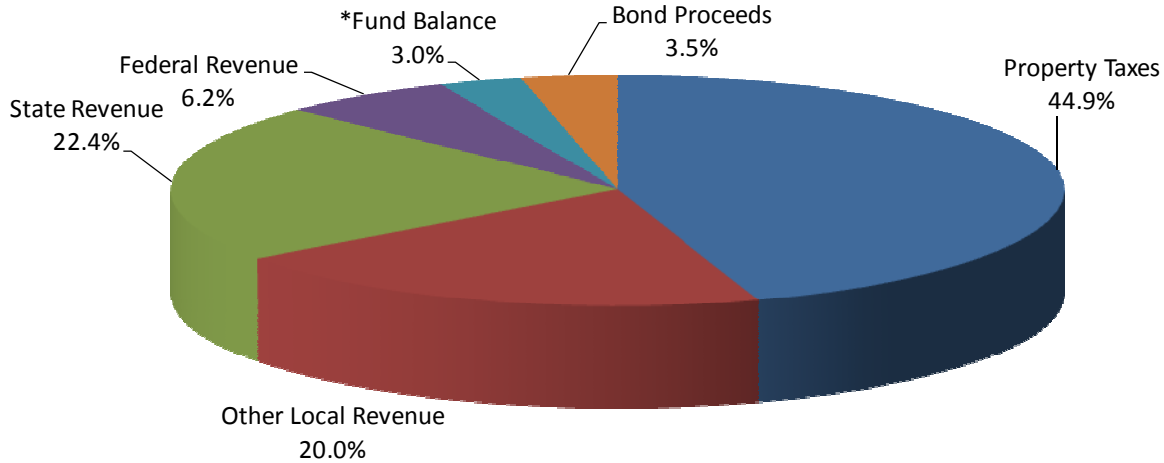
- General Fund
- Special Revenue Funds (General Government)
- School Fund
- Self-Sustaining Funds (School Division)
- Capital Projects Fund
- Debt Service Fund

Pages 47 – 208 of this document provide details on the General Fund. Special Revenue Fund details are on pages 231-240 and Debt Service Fund details are on pages 223-230. A summary of the Capital Improvement Plan is located on pages 209-222. A complete, detailed document is published separately. Information on the School Fund and School Self-Sustaining Funds are contained in separate documents published by the School Division.

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

# TOTAL COUNTY REVENUES

## FY 11/12 TOTAL BUDGET ADOPTED REVENUES \$304,394,001

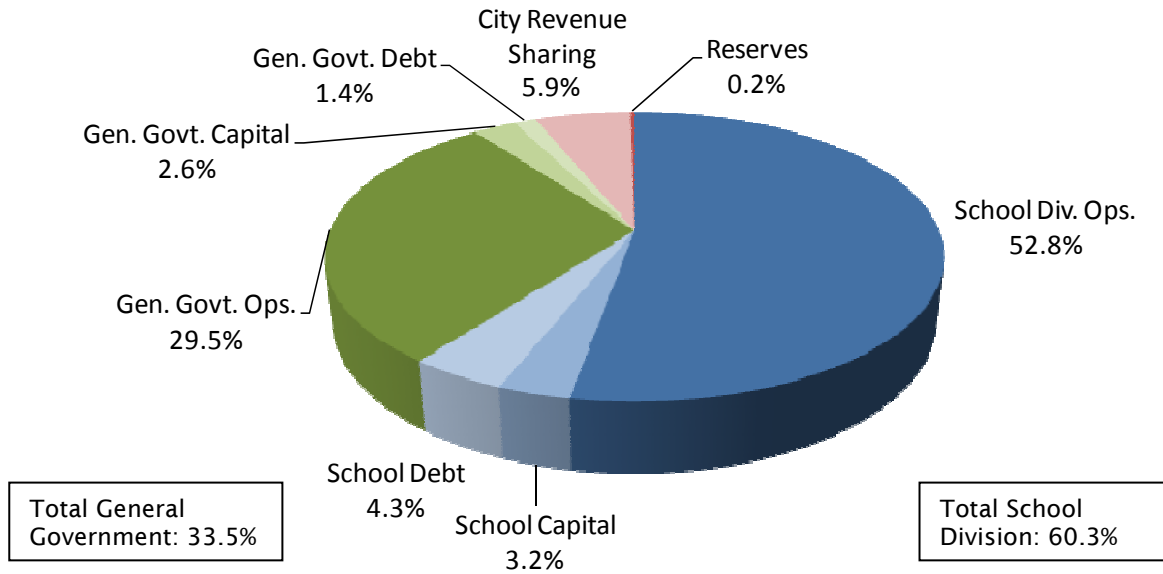


	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Property Taxes	\$138,373,746	\$136,225,118	\$137,038,373	\$136,633,800	\$136,633,800	\$136,633,800	\$408,682	0.3%
Other Local Revenue	59,491,592	58,802,928	60,827,282	60,896,981	60,896,981	60,891,981	2,089,052	3.6%
State Revenue	70,364,014	69,260,867	69,341,460	65,823,783	65,823,783	68,117,281	(1,143,586)	-1.7%
Federal Revenue	22,382,411	18,680,113	20,412,776	18,963,487	18,963,487	18,963,487	283,374	1.5%
*Fund Balance	0	6,371,570	18,287,722	8,210,499	8,210,499	9,237,533	2,865,963	45.0%
Bond Proceeds	144,070	2,917,000	18,000,360	10,549,920	10,549,920	10,549,920	7,632,920	261.7%
<b>TOTAL, ALL FUNDS</b>	<b>\$290,755,834</b>	<b>\$292,257,596</b>	<b>\$323,907,972</b>	<b>\$301,078,469</b>	<b>\$301,078,469</b>	<b>\$304,394,001</b>	<b>\$12,136,405</b>	<b>4.2%</b>

\*The FY 11/12 adopted use of Fund Balance includes \$2.8 million in the School Fund, \$6.1 million for capital projects, and \$0.3 million in Special Revenue Funds.

# TOTAL COUNTY EXPENDITURES

FY 11/12 TOTAL BUDGET  
ADOPTED EXPENDITURES  
**\$304,394,001**



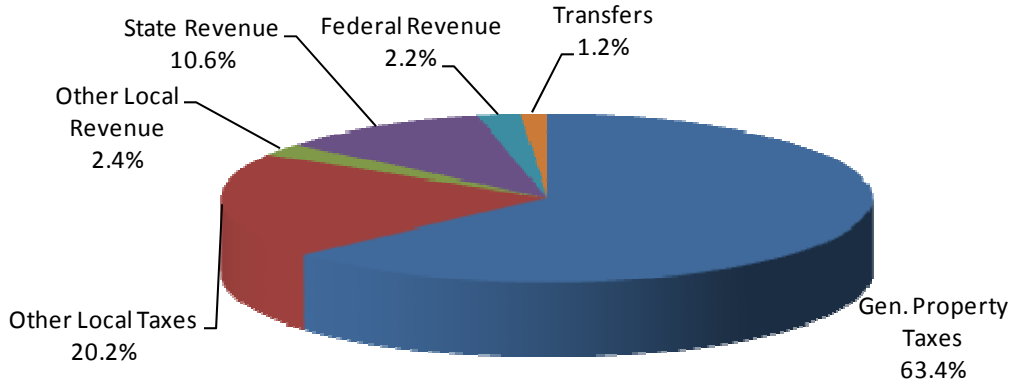
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
General Govt Operations	\$73,636,492	\$76,298,559	\$75,973,684	\$78,019,538	\$77,131,424	\$77,151,838	\$853,279	1.1%
Special Revenue Funds	11,935,381	12,511,387	12,952,006	12,707,396	12,552,125	12,552,125	40,738	0.3%
General Govt Debt Service	3,054,655	3,464,460	2,925,277	4,192,225	4,192,225	4,192,225	727,765	21.0%
<b>Subtotal, Gen Govt</b>	<b>88,626,528</b>	<b>92,274,406</b>	<b>91,850,967</b>	<b>94,919,159</b>	<b>93,875,774</b>	<b>93,896,188</b>	<b>1,621,782</b>	<b>1.8%</b>
School Div Operations	138,536,149	136,273,070	136,561,771	141,042,700	137,253,104	140,573,636	4,300,566	3.2%
School Self-Sustaining	21,644,064	22,645,976	23,069,318	20,150,906	20,150,906	20,145,906	(2,500,070)	-11.0%
School Debt Service	15,164,452	13,229,712	13,229,712	13,160,451	13,160,451	13,160,451	(69,261)	-0.5%
<b>Subtotal, Schools</b>	<b>175,344,665</b>	<b>172,148,758</b>	<b>172,860,801</b>	<b>174,354,057</b>	<b>170,564,461</b>	<b>173,879,993</b>	<b>1,731,235</b>	<b>1.0%</b>
<b>SUBTOTAL - OPERATING</b>	<b>\$263,971,193</b>	<b>\$264,423,164</b>	<b>\$264,711,768</b>	<b>\$269,273,216</b>	<b>\$264,440,235</b>	<b>\$267,776,181</b>	<b>\$3,353,017</b>	<b>1.3%</b>
Capital Projects	20,681,531	8,120,565	35,681,949	17,320,155	17,320,155	17,804,377	9,683,812	119.3%
Revenue Sharing	18,038,878	18,454,658	18,454,658	18,089,812	18,089,812	18,089,812	(364,846)	-2.0%
Reserve for Contingencies	0	1,259,209	210,372	744,045	744,045	723,631	(535,578)	-42.5%
Reserve for Ivy Fire Station	0	0	0	484,222	484,222	0	0	
<b>TOTAL - ALL FUNDS</b>	<b>\$302,691,602</b>	<b>\$292,257,596</b>	<b>\$319,058,747</b>	<b>\$305,911,450</b>	<b>\$301,078,469</b>	<b>\$304,394,001</b>	<b>\$12,136,405</b>	<b>4.2%</b>

**NOTES:**

- Totals are net of transfers.
- FY 10/11 projections for Capital Projects includes balances that are expected to be carried forward to complete projects in future years.
- The FY 11/12 School Self-Sustaining Fund expenditures are anticipated to decrease \$2.5 million. Major areas of School Self-Sustaining expenditure decreases include a decrease of \$1.5 million in Federal AARA "stimulus" expenditures, a decrease of \$1.0 million in computer equipment replacement expenditures and a decrease of \$500,000 in school bus replacement expenditures. For more details regarding the School Division's Self-Sustaining Fund expenditures, see Section D of the School Division's FY 11/12 budget for more information.

# GENERAL FUND REVENUES

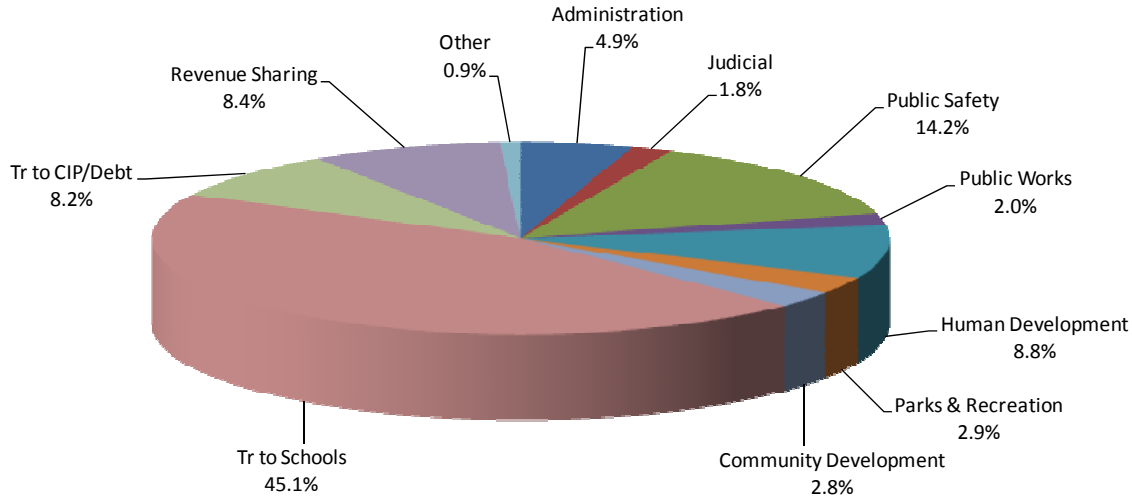
## FY 11/12 ADOPTED GENERAL FUND REVENUES \$215,581,818



	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>REVENUES</b>								
Local Revenue								
Gen. Property Taxes	\$138,373,746	\$136,225,118	\$137,038,373	\$136,633,800	\$136,633,800	\$136,633,800	\$408,682	0.3%
Other Local Taxes	42,439,316	42,076,100	43,882,650	43,497,250	43,497,250	43,497,250	1,421,150	3.4%
Other Local Revenue	4,791,888	5,157,376	5,231,354	5,124,407	5,124,407	5,124,407	(32,969)	-0.6%
SUBTOTAL	\$185,604,950	\$183,458,594	\$186,152,377	\$185,255,457	\$185,255,457	\$185,255,457	\$1,796,863	1.0%
State Revenue	23,134,130	22,686,644	22,727,237	22,952,060	22,952,060	22,952,060	\$265,416	1.2%
Federal Revenue	4,406,599	4,337,204	4,626,155	4,673,507	4,673,507	4,673,507	336,303	7.8%
Transfers	2,476,542	2,692,166	2,425,271	2,700,793	2,700,794	2,700,794	8,628	0.3%
Use of Fund Balance	0	91,690	806,472	0	0	0	(91,690)	-100.0%
SUBTOTAL	\$30,017,270	\$29,807,704	\$30,585,135	\$30,326,360	\$30,326,361	\$30,326,361	\$518,657	1.7%
<b>TOTAL GENERAL FUND</b>	<b>\$215,622,220</b>	<b>\$213,266,298</b>	<b>\$216,737,512</b>	<b>\$215,581,817</b>	<b>\$215,581,818</b>	<b>\$215,581,818</b>	<b>\$2,315,520</b>	<b>1.1%</b>

# GENERAL FUND EXPENDITURES

## FY 11/12 ADOPTED GENERAL FUND EXPENDITURES \$215,581,818



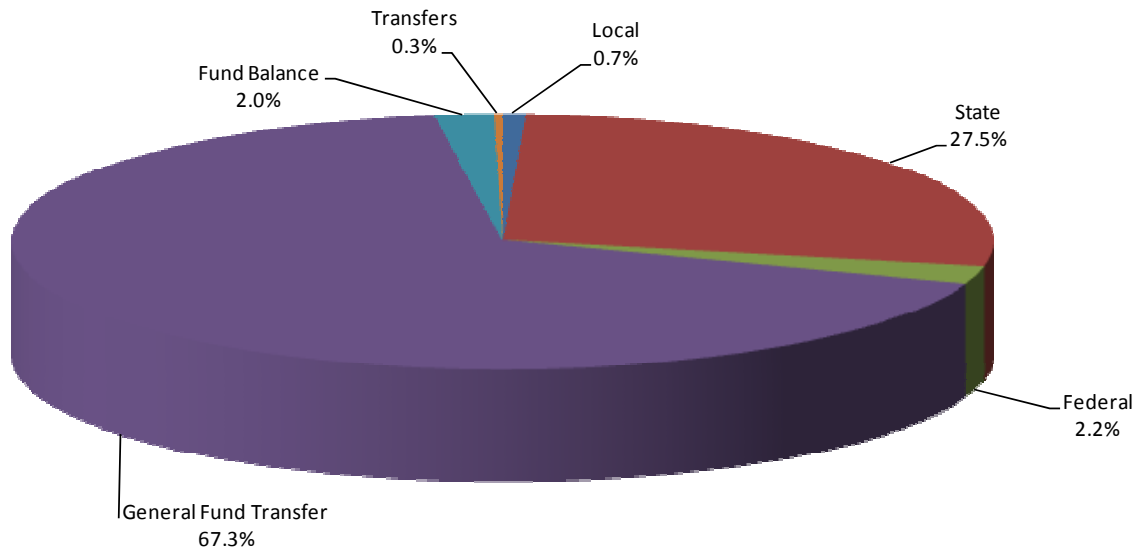
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Administration	\$9,739,486	\$10,356,459	\$10,307,070	\$10,555,155	\$10,555,155	\$10,555,155	\$198,696	1.9%
Judicial	3,657,317	3,894,485	3,792,326	3,894,174	3,851,355	3,851,355	(43,130)	-1.1%
Public Safety	28,545,860	29,228,106	29,065,686	31,297,991	30,548,112	30,548,112	1,320,006	4.5%
Public Works	4,242,046	4,505,949	4,362,692	4,391,611	4,391,111	4,391,111	(114,838)	-2.5%
Human Development	17,561,315	19,208,898	18,929,499	18,992,476	18,992,476	18,992,476	(216,422)	-1.1%
Parks & Recreation	6,188,316	6,238,875	6,211,024	6,311,435	6,216,519	6,236,933	(1,942)	0.0%
Community Development	6,926,765	6,222,400	6,372,666	6,017,952	6,017,952	6,017,952	(204,448)	-3.3%
<b>SUBTOTAL</b>	<b>\$76,861,106</b>	<b>\$79,655,172</b>	<b>\$79,040,963</b>	<b>\$81,460,794</b>	<b>\$80,572,680</b>	<b>\$80,593,094</b>	<b>\$937,922</b>	<b>1.2%</b>
Tr to Schools	\$97,042,296	\$96,057,504	\$96,057,504	\$97,245,582	\$97,245,582	\$97,245,582	\$1,188,078	1.2%
Tr to Gen. Govt. Debt Service	2,621,438	3,181,282	3,181,282	3,909,047	3,909,047	3,909,047	727,765	22.9%
Tr to School Debt Service	14,802,444	13,018,632	13,018,632	12,956,228	12,956,228	12,956,228	(62,404)	-0.5%
Tr to Capital Projects	856,115	779,546	779,546	327,360	327,360	811,582	32,036	4.1%
Revenue Sharing	18,038,878	18,454,658	18,454,658	18,089,812	18,089,812	18,089,812	(364,846)	-2.0%
Refunds	73,234	207,500	171,000	173,500	173,500	173,500	(34,000)	-16.4%
Reserves*	0	1,284,209	209,701	1,453,267	1,453,267	948,631	(335,578)	-26.1%
Early Retirement	551,713	627,795	627,795	687,842	687,842	687,842	60,047	9.6%
Other**	0	0	350,000	166,500	166,500	166,500	166,500	
<b>SUBTOTAL</b>	<b>\$133,986,118</b>	<b>\$133,611,126</b>	<b>\$132,850,118</b>	<b>\$135,009,138</b>	<b>\$135,009,138</b>	<b>\$134,988,724</b>	<b>\$1,377,598</b>	<b>1.0%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$210,847,225</b>	<b>\$213,266,298</b>	<b>\$211,891,081</b>	<b>\$216,469,932</b>	<b>\$215,581,818</b>	<b>\$215,581,818</b>	<b>\$2,315,520</b>	<b>1.1%</b>

\*This includes Reserves for Contingencies and a salary reserve for reclassifications

\*\*Other includes Economic Development Fund, Grants Leveraging Fund, and transfer to Vehicle Replacement Fund

# SCHOOL FUND REVENUES

## FY 11/12 SCHOOL DIVISION ADOPTED REVENUES \$144,491,184

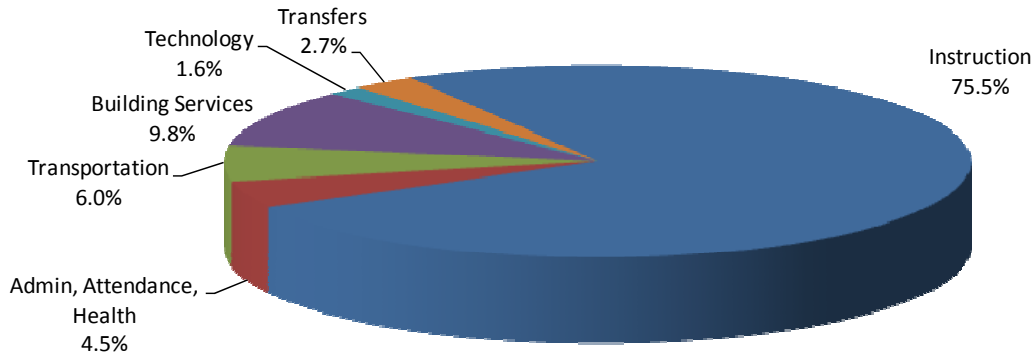


	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>SCHOOL FUNDS</b>								
Local	\$2,038,301	\$1,072,610	\$1,219,302	\$1,060,705	\$1,060,705	\$1,060,705	(\$11,905)	-1.1%
State	41,404,245	40,865,213	40,905,213	37,462,989	37,462,989	39,756,487	(1,108,726)	-2.7%
Federal	4,125,111	2,668,306	2,668,306	3,201,376	3,201,376	3,201,376	533,070	20.0%
General Fund Transfer	97,511,282	96,057,504	96,057,504	97,245,582	97,245,582	97,245,582	1,188,078	1.2%
Fund Balance	0	1,800,000	1,902,008	1,800,000	1,800,000	2,827,034	1,027,034	57.1%
Transfers	400,000	400,000	400,000	400,000	400,000	400,000	0	0.0%
<b>TOTAL SCHOOL FUNDS</b>	<b>\$145,478,939</b>	<b>\$142,863,633</b>	<b>\$143,152,334</b>	<b>\$141,170,652</b>	<b>\$141,170,652</b>	<b>\$144,491,184</b>	<b>\$1,627,551</b>	<b>1.1%</b>



# SCHOOL DIVISION EXPENDITURES

## FY 11/12 ADOPTED SCHOOL DIVISION EXPENDITURES \$144,491,184

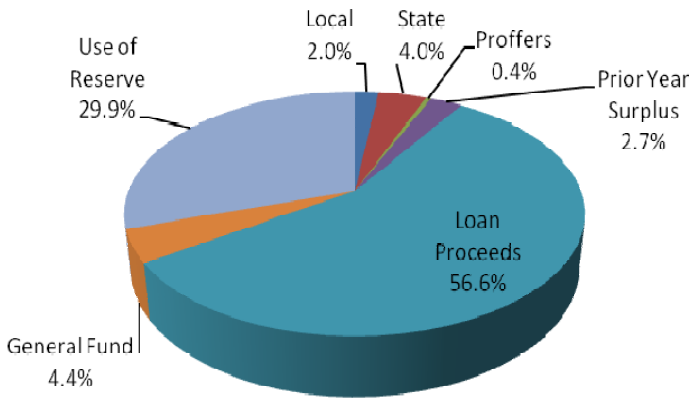


	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 11/12 REQUEST	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>SCHOOL FUNDS</b>						
Instruction	\$104,926,348	\$104,045,029	\$109,591,284	\$109,063,641	\$5,018,612	4.8%
Admin, Attendance, Health	9,272,388	6,372,846	6,581,531	6,564,048	191,202	3.0%
Transportation	8,752,147	8,523,823	8,523,710	8,608,670	84,847	1.0%
Building Services	13,124,191	14,809,185	14,092,872	14,090,021	(719,164)	-4.9%
Technology	2,461,075	2,522,187	2,253,303	2,247,256	(274,931)	-10.9%
Transfers	5,113,789	6,590,563	3,917,548	3,917,548	(2,673,015)	-40.6%
<b>TOTAL SCHOOL FUNDS</b>	<b>\$143,649,938</b>	<b>\$142,863,633</b>	<b>\$144,960,248</b>	<b>\$144,491,184</b>	<b>\$1,627,551</b>	<b>1.1%</b>

# CAPITAL BUDGET SUMMARY

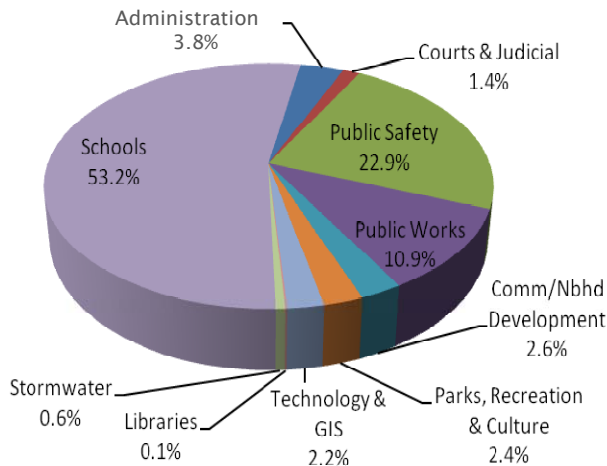
## FY 2011/12 ADOPTED CAPITAL IMPROVEMENT BUDGET

### FY 2011/12 Revenues \$18,649,535



CIP Revenues	FY 11/12
Local	\$ 373,805
State	752,000
Proffers	83,379
Prior Year Surplus	500,000
Loan Proceeds	10,549,920
General Fund	811,581
Use of Reserve	5,578,849
<b>TOTAL CIP REVENUES</b>	<b><u>\$ 18,649,535</u></b>

### FY 2011/12 Expenditures \$18,649,535

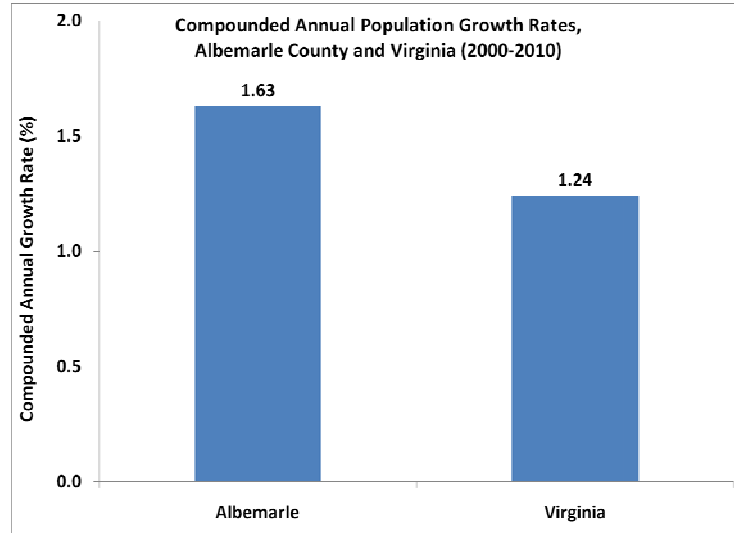


CIP Expenditures	FY 11/12
Administration	\$ 693,880
Courts & Judicial	266,475
Public Safety	4,271,834
Public Works	2,034,736
Comm/Nbhd Development	484,222
Parks, Recreation & Culture	442,035
Technology & GIS	407,550
Libraries	20,900
Stormwater	104,500
Schools	9,923,403
<b>TOTAL CIP EXPENDITURES</b>	<b><u>\$ 18,649,535</u></b>

# COMMUNITY PROFILE

## Population Trends

According to the U.S. Census Bureau, Albemarle County’s population totaled 98,970 in 2010, an increase of 14,784 (17.56%) since the 2000 Census. The compounded annual population growth rate for Albemarle County between 2000 and 2010 was approximately 1.63%, vs. 1.24% for the Commonwealth as a whole. The County’s population will likely exceed 100,000 in calendar year 2011.



**Aging Population:** According to the U.S. Census, the County’s population is aging, as evidenced by the fact that the percentage of its population older than 65 has increased from 8% (1990) to 12% (2000). The population between the ages of 45 and 64 increased from 18% to 23% between 1990 and 2000. Twenty-nine percent of the population was between the ages of 25 and 44 in 2000. This is the largest portion of the population by age category. Note: age data from the 2010 Census is not yet available.

**Diversity:** In 2010, 81.8% of the County’s population was white, 9.5% of the population was African American, and the Asian and Hispanic populations each comprised 4.8% of the total population.

**Growth:** Net in-migration accounted on average for 63% of the annual growth from 2000 to 2008, with net in-migration in 2008 accounting for about 77% of the County’s population growth. Migration into Albemarle County has been the primary component of growth since at least 1990.

Sources: 2000, 2010 U.S. Census, Weldon Cooper Center, and Virginia Department of Health

## Economic Profile

Historically, Albemarle County has enjoyed a stable economy characterized by a highly skilled and educated labor force and a comparatively low unemployment rate. The County was impacted substantially by the “Great Recession” of 2007-09 and is only now beginning to slowly recover. The five largest employment sectors in 2010 were educational services -- state government (essentially the University of Virginia), retail trade, health care, accommodation/food services, and professional/technical services. Despite the enormous impact that UVA has on the County’s economy, roughly 67% of the jobs in Albemarle County were in the private sector in 2009.

**Business Activity:** Business activity in the County increased at a fairly steady rate between 1998 and 2007, dropped in 2008, and increased again in 2009. Taxable sales in Albemarle rose from \$774 million in 1998 to \$1.107 billion in 2010.

**Median Income Levels:** According to the 2007-09 American Community Survey, the median family income in Albemarle County is \$84,106.

**Poverty Profile:** 6.7% of Albemarle's population was living in poverty at the time of the 2000 Census; this was below the statewide level of 9.6%. Between the 1990 and 2000 Census, the percentage of children living in poverty in Albemarle County dropped from 9.5% to 6.7%. The Hispanic population had the highest percentage of persons living in poverty, according to the 2000 Census. Note: poverty data from the 2010 Census is not yet available.

**Employment:** The number of jobs in Albemarle County rose steadily between 2003 and 2008. During the course of these years, the number of jobs in Albemarle County increased by a net of about 19%, or by approximately 8,000 positions. Between 2008 and 2009, however, the total number of jobs in the County dropped by a net of 1,181 positions. Between Q2 of CY 2009 and Q2 of CY 2010, Albemarle experienced a net loss of 138 jobs. Since 2007, the number of jobs in Albemarle County roughly equaled the number of employed Albemarle County residents. Prior to that year, the number of jobs in the County was consistently *below* the number of employed County residents. Over the past several years, the service sector has become increasingly important as a source of employment, while manufacturing has become less important. Since 1990, manufacturing jobs have dropped from 18.5% of the total job base to 5.5%. Over this same period, retail employment grew from 8.8% to 11.2% of the total employment base, bringing it up to the second largest employment sector, behind educational services -- state government.

Albemarle County has historically enjoyed a very low unemployment rate, which has remained below the state and national averages. As of December 2010, however, due to U.S. and global macroeconomic difficulties, Albemarle County's unemployment rate stood at 4.8%, above the monthly rate that the County typically had experienced between the early 1990's and the recession that started in December of 2007. This 4.8% unemployment rate, however, was below the 5% that many economists would consider to be the "frictional" or "natural" rate of unemployment. The County's rate (as has been the case with the Virginia and U.S. rates) historically has peaked *after* the officially designated end of recessions. The "Great Recession" ended officially in mid-CY 2009; which means that the post-recessionary peak in Albemarle County's unemployment rate likely was 6% in January of 2010.

**Workforce:** In 2000, the participation of males in the workforce (72%) was greater than that of females (61%). Labor participation among both males and females has increased over the past three decades.

In 2000, fourteen percent of Albemarle County's families were female-headed households. While this percentage is lower than the state's level, Albemarle County's female-headed households with children under the age of 18 doubled from 1990 to 2000, going from 5% of the population to 9% of the population. According to the 2000 U.S. Census, 78% of working mothers have children between the ages of 6 and 17.

According to the U.S. Census in 2000, 51% of jobs in Albemarle County were filled by non-residents.

**Educational Attainment:** The educational attainment level of the workforce is high and increasing. According to the 2007-09 U.S. Census American Community Survey, 51.1% of the population over age 25 has obtained a Bachelor's degree or higher. This figure compares with just 27.8% nationally.

Sources: Taxable Sales - Weldon Cooper Center; Family Income - Bureau of Labor Statistics; Poverty - U.S. Census Bureau; Employment - Virginia Employment Commission; Workforce - U.S. Census Bureau

### ***Land Development Trends***

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**Rural Areas:** Approximately 690 square miles (95%) of the County's land area is designated as the rural areas while over 60% of the County is forested. The majority of the County's parks and natural areas are located in the rural areas. Over 14,000 acres of the northwestern edge of the County (approximately 3% of the rural areas) are included in the Shenandoah National Park.

Several tools are in place to protect the rural areas. Albemarle County offers a use-value taxation program that reduces tax for lands in agricultural, forestal, horticultural, and open space uses. As of January 2010, the County's voluntary agricultural and forestal districts program helped prevent intensification of use on about 89,000 acres of land. Also, County landowners protected 2,253 acres in conservation easements in 2010 bringing the total amount of acres in conservation easements up to approximately 83,000, or 17.5% of the land in Albemarle County.

**Development Areas:** The County's rural protection and preservation strategies are complemented by the County's efforts to create urban areas that offer attractive amenities to residents and business owners. The County encourages development in designated areas that include urban areas, communities, and villages.

In 2010, 650 building permits were issued for new housing units. It is worth noting that this number represents a drop from the 339 issued in 2009, and is somewhat below the 792 building permits that the County issued on average annually between 2000 and 2008 inclusive. Of the 650 building permits issued in 2010, 543 (83.5%) dwelling units were located in the development areas and 107 (16.5%) dwelling units were located in the rural areas.

**Historic Resources:** More than 2,000 buildings and structures and 400 archaeological sites have been identified as potential historic resources in the County. Recently, country stores have been featured as important historic treasures. One hundred historic country stores have been identified and are still standing in Albemarle County.

Sources: Rural Areas - Community Development Department and VA Department of Forestry; Development Areas & Historic Resources - Community Development Department

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### ***Housing Profile***

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As of June 2010, the total number of dwelling units in Albemarle County was 41,230. Of these, 26,161 were single-family detached homes, 2,684 were single-family townhouses, 1,529 were single-family attached dwelling units, 285 duplexes, 6,093 multi-family homes, 1,761 mobile homes, and 2,717 condominiums.

According to the Department of Finance, the average single family dwelling unit (including both the single family attached and single family detached dwelling categories) was \$383,900 as of January 1, 2011. In early February 2011, approximately 24% (212 out of 901) of *all* dwelling units for sale in Albemarle County had a listing price at or below \$225,000 according to the CAAR Multiple Listing Service (MLS).

The 2007-09 U.S. Census Bureau's American Communities Survey stated that 66% of the housing in Albemarle is owner-occupied, somewhat lower than the statewide rate of 69%. The percentage of owner-occupied housing in Albemarle has increased slightly from 60% in 1980.

The U. S. Census Bureau states that households earning less than 30% of the Area Median Income (AMI) face the greatest shortage of affordable housing, with 85% of these households not living in affordable housing. Based on observations of the County's Housing Office staff, most of the affordable rental opportunities are in properties that are five years or older.

Sources: Community Development Department, Department of Finance, Charlottesville Area Association of Realtors, U.S. Census Bureau

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### ***Financial Condition***

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**Financial Information:** Albemarle County received a AAA bond rating from Moody's in February 2003 based on "strong financial operations characterized by healthy reserve levels and ample operating flexibility. Moody's believes that the County's financial operations, characterized by ample reserve levels, will remain strong given conservative management practices and healthy revenue streams." In 2010, Standard & Poor's Rating Services assigned its 'AAA' issuer credit rating to Albemarle County, making Albemarle one of less than 90 counties nationwide to achieve the double AAA designation

**Tax Rates:** Local property taxes account for 45% of our entire County budget. The real estate property tax rate was \$0.742 per \$100 of assessed value in 2010 and is \$0.742 again in 2011. Since 1983, Albemarle County has transferred \$0.10 per \$100 of this collected tax to the City of Charlottesville per a revenue sharing agreement between the jurisdictions, so the County funded its operations on a net property tax rate of \$0.642 in calendar year 2011.

**Funding Services:** As the County continues to urbanize in the areas around Charlottesville and other designated development areas, it is challenged to provide appropriate levels of services for these higher density areas. The State currently does not allow counties to diversify revenue sources in the same ways cities can. Without the flexibility to diversify revenue sources, counties must continue to rely heavily on property taxes to fund needed services.

**Revenues:** Local property taxes are the largest source of revenue for the County. Other local revenue sources and state revenue are the two next largest sources, making up 20% and 22% of all revenues, respectively. The remaining revenues consist of federal revenues, borrowed funds, use of fund balances, and transfers.

**Expenditures:** The largest category of expenditures for the County is School Fund operations, comprising 46% of all expenditures in the FY 11/12 Adopted Budget. Adding capital and debt funding and school self-sustaining funds, the School Division's share of the FY 11/12 Adopted Budget is 60% of the total County budget. General government operations account for 25% of all expenditures in the FY 11/12 Adopted Budget. Of this, the largest percentage is dedicated to public safety programs.

## COMPARATIVE REAL PROPERTY TAX RATES

<b>Selected Counties (top 20 in population)</b>	<b>2009 Population</b>	<b>2010 Basic Tax Rate*</b>
Loudoun**	298,113	1.245
Prince William**	386,934	1.236
Stafford**	125,892	1.10
Roanoke	92,991	1.09
Fairfax**	1,036,473	1.09
Fauquier**	67,702	0.97
Chesterfield**	307,594	0.95
Arlington**	212,038	0.945
Henrico**	296,490	0.87
Spotsylvania**	121,809	0.86
Hanover**	98,624	0.81
James City	63,696	0.77
<b>Albemarle County</b>	<b>95,247</b>	<b>0.742</b>
Montgomery	91,395	0.71
York**	65,964	0.658
Rockingham	75,962	0.60
Pittsylvania	62,713	0.52
Frederick**	75,341	0.51
Bedford	66,856	0.50
Augusta	72,114	0.48
Charlottesville	40,317	0.95

\*Per \$100 of assessed value

\*\*Each of these localities also levies special service district taxes

Sources:

Tax Rates: *Virginia Local Tax Rates, 2010*, 29<sup>th</sup> Annual Edition, Weldon Cooper Center for Public Service. Table 2.1 Real Property Nominal Tax Rate, 2010.

Population: *Provisional 2009 Population Estimates for Virginia Counties and Cities*, Weldon Cooper Center for Public Service, Demographics & Workforce Group,  
<http://www.coopercenter.org/demographics/population-estimates>, January 27, 2010.

# COMPARATIVE EXPENDITURES

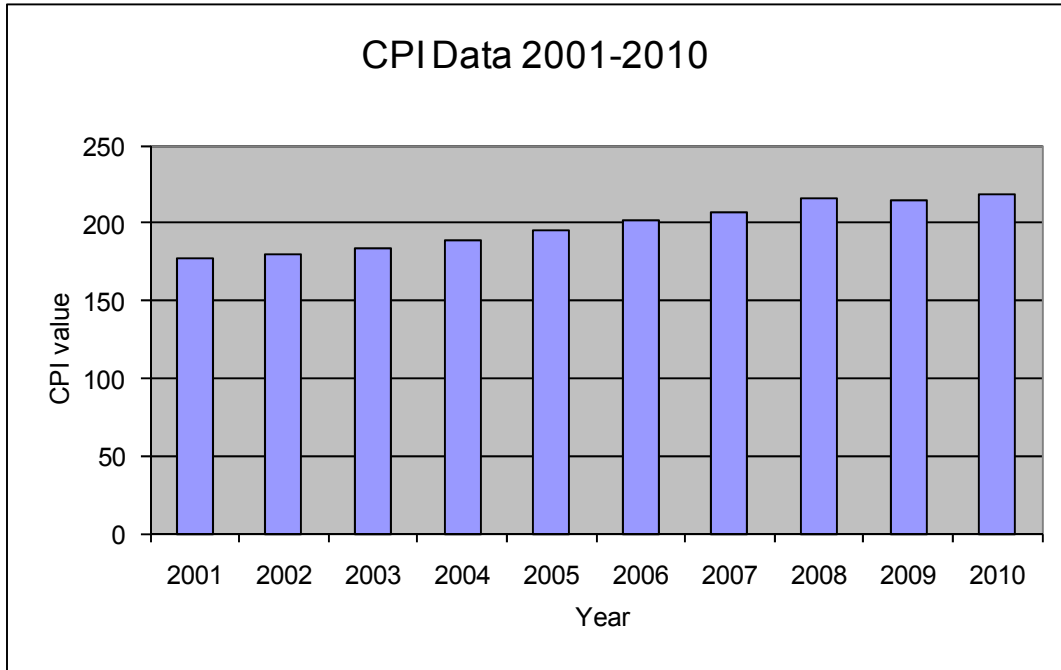
COMPARATIVE PER CAPITA EXPENDITURES FY 09/10									
Locality	General Admin.	Judicial Admin.	Public Safety	Public Works	Health & Welfare	Education	Parks, Rec., & Culture	Community Development	Total Expenditures
Fairfax	129.16	34.81	548.15	163.12	460.15	2,095.66	131.70	192.85	3,892,578,079
Prince William	90.77	39.36	556.84	84.54	194.26	2,033.74	96.72	111.56	1,241,207,000
Chesterfield	99.29	47.28	499.58	60.26	217.77	1,734.74	53.70	44.96	848,213,069
Henrico	159.71	43.30	532.60	190.62	236.33	1,601.65	107.56	98.56	880,674,203
Loudoun	140.22	40.96	450.57	122.28	278.68	2,468.12	142.59	119.05	1,121,642,209
Arlington	190.44	69.01	844.48	356.56	705.25	1,790.36	268.89	157.76	929,309,519
Stafford	74.46	51.44	481.24	56.29	175.27	2,018.89	69.25	35.92	372,987,885
Spotsylvania	68.23	47.68	407.85	53.79	194.30	1,895.06	54.00	28.70	334,927,447
Hanover	85.63	45.15	519.31	74.97	241.63	1,748.92	69.94	52.66	279,915,239
<b>Albemarle*</b>	<b>87.10</b>	<b>48.12</b>	<b>372.58</b>	<b>47.98</b>	<b>334.46</b>	<b>1,666.88</b>	<b>71.16</b>	<b>112.50</b>	<b>279,089,016</b>
Roanoke	106.36	41.67	481.65	147.96	241.42	1,464.19	92.29	26.53	241,969,967
Montgomery	79.06	28.02	177.25	59.57	219.28	1,081.29	34.88	14.80	154,837,078
Rockingham	50.14	42.84	222.66	68.57	224.41	1,539.63	33.58	58.63	170,191,135
Frederick	78.06	48.19	335.88	115.60	153.22	1,766.43	70.74	27.63	195,567,030
Augusta	46.98	27.37	250.96	42.76	266.04	1,460.75	35.69	20.02	155,087,131
Bedford	43.17	42.32	222.51	94.47	237.47	1,333.66	51.58	85.89	141,136,720
Fauquier	151.78	74.11	344.74	197.70	276.79	1,846.75	73.83	67.37	205,346,005
York	120.34	52.59	469.57	177.43	205.56	1,909.08	79.52	127.29	207,217,838
Pittsylvania	46.74	30.73	213.03	58.04	408.49	1,305.70	17.83	110.85	137,430,794
James City	99.18	88.31	405.41	96.81	200.04	1,753.69	159.19	175.49	189,693,565
Charlottesville	253.01	72.53	923.82	312.12	1,171.88	1,648.54	263.18	126.71	192,385,184
<b>Average (top 20 &amp; Charlottesville)</b>	<b>104.75</b>	<b>48.37</b>	<b>440.98</b>	<b>122.93</b>	<b>316.32</b>	<b>1,722.08</b>	<b>94.18</b>	<b>85.51</b>	
<b>All Counties</b>	<b>104.40</b>	<b>48.12</b>	<b>424.34</b>	<b>119.84</b>	<b>320.28</b>	<b>1,731.36</b>	<b>84.18</b>	<b>101.30</b>	

Source: Commonwealth of Virginia, Auditor of Public Accounts. *Comparative Report of Local Government Revenues & Expenditures for the Fiscal Year Ended June 30, 2010*, <http://www.apa.virginia.gov/ComparativeReport.cfm>.

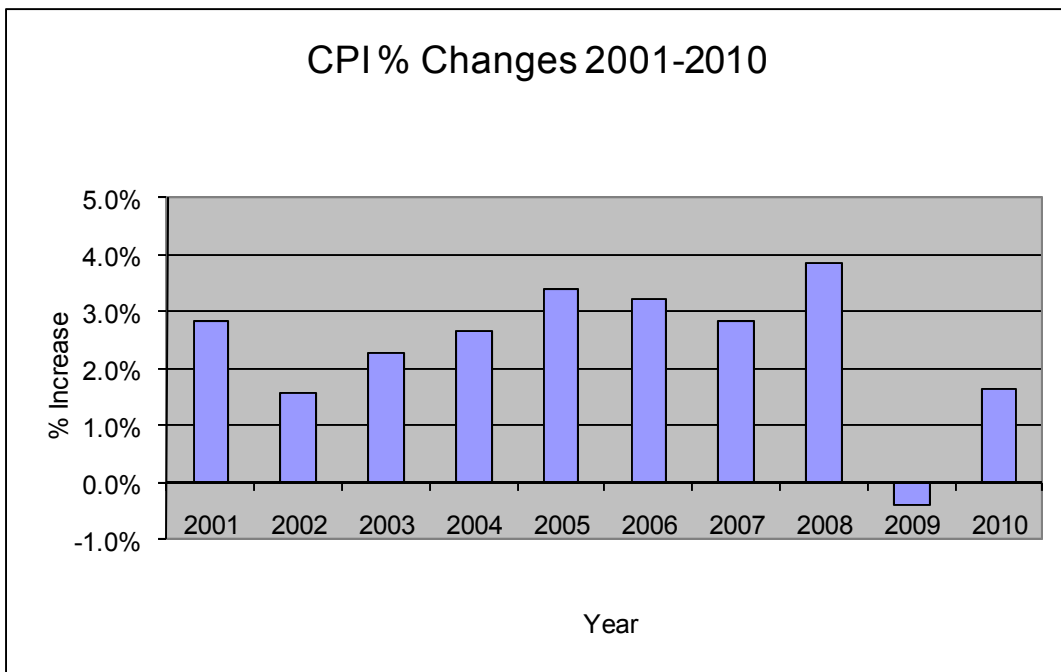
\* The amount listed in Community Development excludes \$189.39 per capita paid to the City of Charlottesville under the revenue sharing agreement.



# CONSUMER PRICE INDEX TRENDS



The Consumer Price Index (CPI) is a statistical description of price levels, provided by the U.S. Department of Labor, which is used as a measure of inflation, or changes in prices of various goods. The most commonly used index is the Consumer Price Index for Urban Consumers (CPI-U), which is an index of prices of various consumer goods. The County uses the average annual (national) CPI-U to measure inflationary increases from one year to the next. Since 2001, the rate of inflation as measured by CPI-U has generally been between 1 and 3 percent. 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.



# SELECTED FINANCIAL TRENDS

	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	Adopted FY 11/12
<b>Budgeted Expenditures</b>										
School & Local Government Operations	179,729,724	187,828,017	205,929,410	223,410,371	249,464,893	263,204,610	270,838,259	270,114,107	265,682,373	268,499,812
% Increase		4.5%	9.6%	8.5%	11.7%	5.5%	2.9%	-0.3%	-1.6%	1.1%
Capital Budget	22,196,000	22,905,000	29,450,797	22,999,000	39,034,175	28,992,592	49,243,476	16,010,000	8,120,565	17,804,377
% Increase		3.2%	28.6%	-21.9%	69.7%	-25.7%	69.8%	-67.5%	-49.3%	119.3%
Revenue Sharing	6,692,811	7,726,021	8,004,461	9,742,748	10,134,816	13,212,401	13,633,950	18,038,878	18,454,658	18,089,812
% Increase		15.4%	3.6%	21.7%	4.0%	30.4%	3.2%	32.3%	2.3%	-2.0%
Total County Expenditures	208,618,535	218,459,038	243,384,668	256,152,119	298,633,884	305,409,603	333,715,685	304,162,985	292,257,596	304,394,001
% Increase		4.7%	11.4%	5.2%	16.6%	2.3%	9.3%	-8.9%	-3.9%	4.2%
School Expenditures as % of Total Expenditures (incl capital)										
	61%	61%	60%	61%	59%	61%	63%	60%	61%	60%
General Govt Expenditures as % of Total Expenditures (incl capital)										
	35%	35%	36%	35%	37%	35%	33%	34%	33%	33%
<b>People</b>										
Local Government Personnel <sup>1</sup>	524.95	530.95	552.95	569.95	619.80	627.80	629.30	608.30	578.60	581.35
Positions per 1,000 Population	6.05	6.03	6.17	6.33	6.78	6.80	6.68	6.39	5.97	5.89
Classified Employee Market Increase	3.80%	3.80%	3.00%	4.40%	3.95%	4.00%	3.35%	0.00%	0.00%	1.00%
School Enrollment <sup>2</sup>										
	12,242	12,251	12,356	12,438	12,446	12,491	12,531	12,742	12,914	13,081
% Increase		0.1%	0.9%	0.7%	0.1%	0.4%	0.3%	1.7%	1.3%	1.3%
Population <sup>3</sup>										
	86,700	88,100	89,600	90,100	91,420	92,312	94,277	95,247	96,942	98,668
% Increase		1.6%	1.7%	0.6%	1.5%	1.0%	2.1%	1.0%	1.8%	1.8%
<b>Taxes</b>										
Avg. Urban/Suburban Parcel Assessment	\$161,068	\$198,667	\$198,667	\$254,756	\$254,756	\$330,731	\$322,078	\$308,443	\$297,632	\$292,772
Real Estate Tax Rate	\$0.76	\$0.76	\$0.76	\$0.74	\$0.74	\$0.68	\$0.71	\$0.742	\$0.742	\$0.742
Tax on Average Parcel Assessment	\$1,224	\$1,510	\$1,510	\$1,885	\$1,885	\$2,249	\$2,287	\$2,289	\$2,208	\$2,172
Personal Property Tax Rate	\$4.28	\$4.28	\$4.28	\$4.28	\$4.28	\$4.28	\$4.28	\$4.28	\$4.28	\$4.28

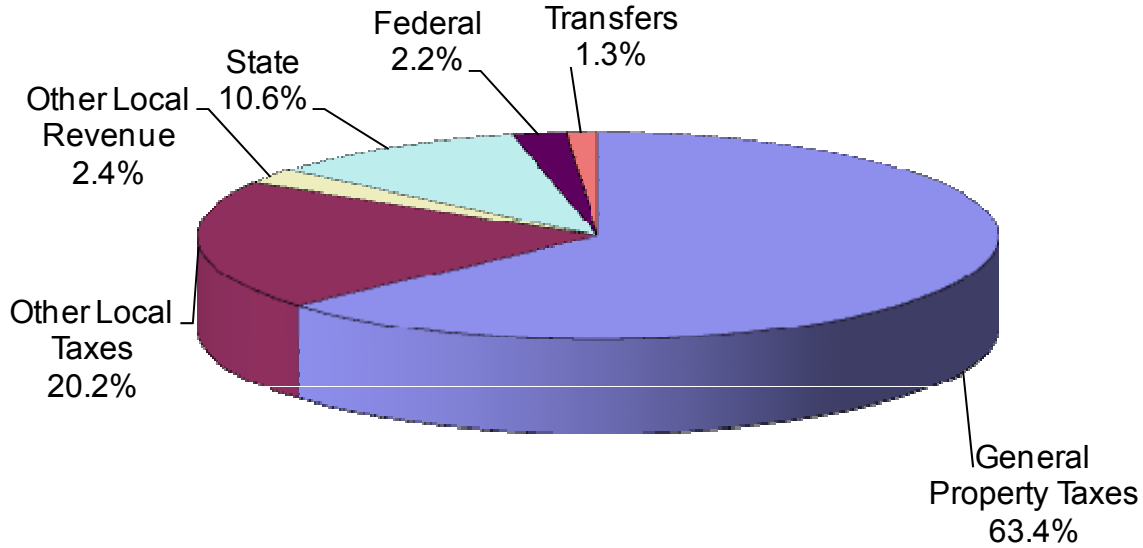
<sup>1</sup>Personnel includes all funded positions. Frozen positions are not included.

<sup>2</sup>September 30 Enrollment from FY 2011-2012 Superintendent's Funding Request

<sup>3</sup>Albemarle County population figures FY 02/03 through FY 05/06 and FY 07/08 through FY 09/10 are taken from the Weldon Cooper Center for Public Service VASTAT website, "Population Estimates" page (<http://www.coopercenter.org/demographics/population-estimates>), 16 February 2011. The population figure for FY 06/07 is supplied by Qian Cai, Ph.D., Director of the Weldon Cooper Center's Demographics & Workforce unit, 5 February 2009. The population projections for FY 10/11 and FY 11/12 come from Geographic Data Services, Albemarle County Department of Community Development, 7 December 2010.

# GENERAL FUND REVENUES

## FY 11/12 ADOPTED GENERAL FUND REVENUES \$215,581,818



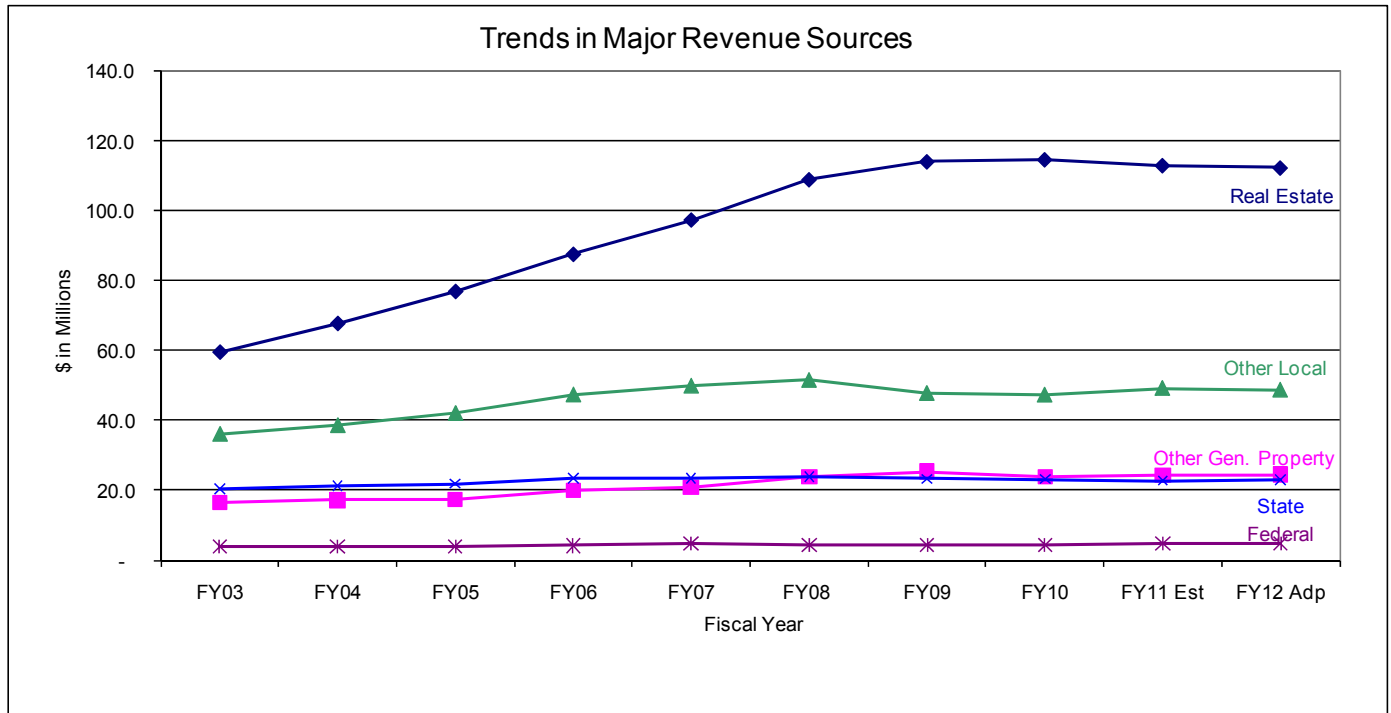
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
General Property Taxes	\$138,373,746	\$136,225,118	\$137,038,373	\$136,633,800	\$136,633,800	\$136,633,800	\$408,682	0.3%
Other Local Taxes	42,439,316	42,076,100	43,882,650	43,497,250	43,497,250	43,497,250	1,421,150	3.4%
Permits And Fees	1,538,833	1,464,150	1,542,350	1,516,350	1,516,350	1,516,350	52,200	3.6%
Fines And Forfeitures	476,500	600,165	612,472	578,600	578,600	578,600	(21,565)	-3.6%
Use Of Money And Property	532,385	712,455	492,009	518,138	518,138	518,138	(194,317)	-27.3%
Charges For Services	1,807,683	2,118,527	2,123,320	2,106,591	2,106,591	2,106,591	(11,936)	-0.6%
Miscellaneous	36,246	21,600	6,015	33,300	33,300	33,300	11,700	54.2%
Payments In Lieu Of Taxes	144,584	30,279	131,678	145,278	145,278	145,278	114,999	379.8%
Donations	6,400	3,900	6,000	3,900	3,900	3,900	0	0.0%
Recovered Costs	249,256	206,300	317,510	222,250	222,250	222,250	15,950	7.7%
<b>LOCAL REVENUES</b>	<b>\$185,604,950</b>	<b>\$183,458,594</b>	<b>\$186,152,377</b>	<b>\$185,255,457</b>	<b>\$185,255,457</b>	<b>\$185,255,457</b>	<b>\$1,796,863</b>	<b>1.0%</b>
Payments In Lieu Of Taxes-State	123,674	121,000	125,000	126,000	126,000	\$126,000	5,000	4.1%
Non-Categorical Aid-State	15,396,912	15,506,489	15,536,109	15,512,770	15,512,770	15,512,770	6,281	0.0%
Shared Expenses-State	1,919,660	1,729,779	1,751,100	1,938,172	1,938,172	1,938,172	208,393	12.0%
Categorical Aid-State	5,693,884	5,329,376	5,315,028	5,375,118	5,375,118	5,375,118	45,742	0.9%
State Revenue Reduction	0	0	0	0	0	0	0	0.0%
<b>Subtotal, State</b>	<b>\$23,134,130</b>	<b>\$22,686,644</b>	<b>\$22,727,237</b>	<b>\$22,952,060</b>	<b>\$22,952,060</b>	<b>\$22,952,060</b>	<b>\$265,416</b>	<b>1.2%</b>
Payments In Lieu Of Taxes-Federal	34,547	33,800	35,335	34,000	34,000	34,000	200	0.6%
ARRA*	285,066	0	115,139	0	0	0	0	0.0%
Categorical Aid-Federal	4,086,986	4,303,404	4,475,681	4,639,507	4,639,507	4,639,507	336,103	7.8%
<b>Subtotal, Federal</b>	<b>\$4,406,599</b>	<b>\$4,337,204</b>	<b>\$4,626,155</b>	<b>\$4,673,507</b>	<b>\$4,673,507</b>	<b>\$4,673,507</b>	<b>\$336,303</b>	<b>7.8%</b>
<b>STATE &amp; FEDERAL REVENUES</b>	<b>\$27,540,729</b>	<b>\$27,023,848</b>	<b>\$27,353,392</b>	<b>\$27,625,567</b>	<b>\$27,625,567</b>	<b>\$27,625,567</b>	<b>\$601,719</b>	<b>2.2%</b>
<b>TOTAL REVENUES</b>	<b>\$213,145,678</b>	<b>\$210,482,442</b>	<b>\$213,505,769</b>	<b>\$212,881,024</b>	<b>\$212,881,024</b>	<b>\$212,881,024</b>	<b>\$2,398,582</b>	<b>1.1%</b>
Transfers	2,476,542	2,692,166	2,425,271	2,700,794	2,700,794	2,700,794	8,628	0.3%
<b>REVENUES and TRANSFERS</b>	<b>\$215,622,220</b>	<b>\$213,174,608</b>	<b>\$215,931,040</b>	<b>\$215,581,818</b>	<b>\$215,581,818</b>	<b>\$215,581,818</b>	<b>\$2,407,210</b>	<b>1.1%</b>
Fund Balance Appropriations:	0	91,690	806,472	0	0	0	(91,690)	-100.0%
<b>TOTAL REVS, TRANSFERS, FUND BAL:</b>	<b>\$215,622,220</b>	<b>\$213,266,298</b>	<b>\$216,737,512</b>	<b>\$215,581,818</b>	<b>\$215,581,818</b>	<b>\$215,581,818</b>	<b>\$2,315,520</b>	<b>1.1%</b>

\*American Recovery and Reinvestment Act



# REVENUE OVERVIEW

As depicted in the following table, general property taxes continue to comprise the largest share of General Fund revenues. Of these revenues, real estate taxes represent the largest category. Since FY 02/03, real estate tax receipts grew 88.9%. Since FY 09/10, real estate tax collections have decreased 2.1%. Other major sources of revenue remained relatively flat throughout this 10-year period on the chart below. In this period, all other sources of revenue increased by only 29.2% and State revenue receipts have seen the least growth since FY 02/03, increasing by only 12.6%.



# LOCAL REVENUES

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 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>CURRENT:</b>								
Real Estate	\$112,462,071	\$111,972,680	\$111,311,597	\$111,396,000	\$111,396,000	\$111,396,000	(\$576,680)	-0.5%
Public Service	2,122,539	1,980,000	2,174,576	2,215,000	2,215,000	2,215,000	235,000	11.9%
Local Personal Property	19,019,648	19,183,538	19,425,000	19,628,000	19,628,000	19,628,000	444,462	2.3%
Machinery & Tools	677,297	690,000	539,676	620,000	620,000	620,000	(70,000)	-10.1%
Mobile Homes	64,255	67,500	62,000	63,000	63,000	63,000	(4,500)	-6.7%
<b>Subtotal Current</b>	<b>\$134,345,810</b>	<b>\$133,893,718</b>	<b>\$133,512,849</b>	<b>\$133,922,000</b>	<b>\$133,922,000</b>	<b>\$133,922,000</b>	<b>\$28,282</b>	<b>0.0%</b>
<b>PER PENNY: CURRENT:</b>								
Real Estate, avg tax rate	0.710	0.742	0.742	0.742	0.742	0.742	0.000	0.0%
Real Estate, per penny	1,614,773	1,536,660	1,530,299	1,531,995	1,531,995	1,531,995	(4,665)	-0.3%
Personal Property, inc PPTR, avg tax rate	4.28	4.28	4.28	4.28	4.28	4.28	0.000	0.0%
Personal Property, inc PPTR, per penny	80,976	81,388	81,601	82,263	82,263	82,263	875	1.1%
<b>NON-CURRENT:</b>								
Delinquent	\$1,539,683	\$926,400	\$1,889,024	\$1,165,300	\$1,165,300	\$1,165,300	238,900	25.8%
Penalty	779,093	640,000	825,000	755,000	755,000	755,000	115,000	18.0%
Revalidation Rollbacks	925,006						0	
Interest & Fees	784,154	765,000	811,500	791,500	791,500	791,500	26,500	3.5%
<b>Subtotal Non-Current</b>	<b>\$4,027,936</b>	<b>\$2,331,400</b>	<b>\$3,525,524</b>	<b>\$2,711,800</b>	<b>\$2,711,800</b>	<b>\$2,711,800</b>	<b>\$380,400</b>	<b>16.3%</b>
<b>TOTAL</b>	<b>\$138,373,746</b>	<b>\$136,225,118</b>	<b>\$137,038,373</b>	<b>\$136,633,800</b>	<b>\$136,633,800</b>	<b>\$136,633,800</b>	<b>\$408,682</b>	<b>0.3%</b>

NOTE: FY 10/11 Estimate is based on the Third Quarter Financial Report.

General Property Taxes are projected to total \$136.6 million in FY 11/12, an increase of \$0.4 million, or 0.3%, from the FY 10/11 Adopted Budget, and comprise 63.4% of General Fund revenues, transfers, and use of fund balance. If the Personal Property Tax Relief (PPTR) payments from the State were collected and classified as local personal property taxes in FY 11/12, general property taxes would be recorded at \$151.6 million. Personal Property Taxes may be categorized as follows:

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Local Personal Property Tax	\$19,019,648	\$19,183,538	\$19,425,000	\$19,628,000	\$19,628,000	\$19,628,000	\$444,462	2.3%
State PPTR	14,960,670	14,960,670	14,960,670	14,960,670	14,960,670	14,960,670	0	0.0%
<b>Total Current Personal Property Tax</b>	<b>\$33,980,317</b>	<b>\$34,144,208</b>	<b>\$34,385,670</b>	<b>\$34,588,670</b>	<b>\$34,588,670</b>	<b>\$34,588,670</b>	<b>\$444,462</b>	<b>1.3%</b>

**Real Estate Property Tax** is the largest source of revenue for the County and is expected to generate approximately \$111.4 million, 51.7% of General Fund revenues.

This represents a 0.5%, \$0.6 million, decrease from FY 10/11 and is calculated based

on a real estate tax rate of \$0.742 per \$100 of assessed value. Each penny on the real estate tax rate yields \$1.5 million in estimated collectable real estate tax revenues. Real estate property taxes are paid in two installments due June 5 and December 5.

This budget is based on a 2011 reassessment decrease of 1.24% and a projected 2012 decrease of 0.5%. Real estate values have decreased significantly throughout the country due to economic conditions. The 2011 reassessment rate includes the value of property deferred in the Land Use Program. Adjusting the reassessment rate for property deferred in the Land Use Program reduces the 2011 rate to a -1.08%. Historically, reassessment percentages have been cyclical in nature. The Reassessment Rates chart

shows rates from 1983 to present. The County began annual assessments in 2008. Prior to that, assessments occurred every two years.

Year	Tax Rate
2002	\$0.760
2003	\$0.760
2004	\$0.760
2005	\$0.740
2006	\$0.740
2007	\$0.680
2008	\$0.710
2009	\$0.742
2010	\$0.742
2011	\$0.742

Year	% Change
1983	16.71%
1985	13.29%
1987	10.69%
1989	13.15%
1991	22.48%
1993	11.17%
1995	5.24%
1997	2.26%
1999	3.51%
2001	12.79%
2003	18.74%
2005	27.21%
2007	29.80%
2008	0.14%
2009	-2.59%
2010	-3.18%
2011	-1.24%

**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. The assessments 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 Public Service tax is projected to total \$2.2 million, an 11.9% increase over FY 10/11. Each penny on this tax rate yields \$29,852 in tax revenues for FY 11/12. The increase is due in part to a better ability to identify taxable properties using GIS mapping capabilities. In the last year, increases have centered around taxes for fiber cable installation and railroads.

**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 \$444,462, or 1.3%, over the FY 10/11 budget. Personal property taxes, less PPTR, collected from taxpayers are projected to increase 2.3%. 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 \$79,890 in collectible tax revenues. Personal property taxes are generally paid in two installments due on June 5 and December 5.

**Mobile Home taxes** are levied on manufactured homes not classified as real estate that are owned by individuals and businesses. Mobile homes are assessed as tangible personal property, yet taxed at the real estate tax rate. Mobile home taxes are projected to total \$63,000, a 6.7% decrease from the FY 10/11 budget. Each penny on the tax rate yields \$849 in collectable tax revenue for FY 11/12.

**Machinery and Tools tax** is levied on equipment used by manufacturers in the manufacturing process. Machinery and Tools tax revenues are projected to decrease \$70,000 from the FY 10/11 budget. This decrease is based on updated estimates for FY 10/11 and reflect continued caution in purchases by local businesses. Each penny on the tax rate yields \$1,449 in collectable tax revenue for FY 11/12.

**Delinquent Taxes, Penalties, Interest and Fees** are projected to increase \$380,400, or 16.3%, in FY 11/2. This increase is due to the imposition of delinquent fees, DMV stops, and other penalties and fees that have resulted in more people paying delinquent taxes.

**Revenue Estimating**

The total estimated fair market value of taxable real estate and public service property on January 1, 2010 was \$15.5 billion of taxable assessment net land use deferral. The following table displays total real property assessed values, net of land use deferral, for the 2010 calendar year and prior ten years broken out by type of property:

Albemarle County Taxable Real Property Assessed Values: 2000-2010

Calendar Year	Residential	Multifamily	Commercial & Industrial	Agricultural *	Public Utilities	Total
2000	4,130,357,430	238,967,200	897,137,900	645,307,450	245,487,567	6,157,257,547
2001	4,769,968,200	275,942,500	1,050,891,900	678,897,600	256,060,813	7,031,761,013
2002	4,979,602,800	277,068,800	1,093,298,100	732,885,500	231,603,670	7,314,458,870
2003	6,136,460,300	327,245,300	1,302,364,800	828,912,700	250,683,214	8,845,666,314
2004	6,404,387,200	357,488,600	1,343,841,100	900,512,000	218,500,000	9,224,728,900
2005	8,207,531,600	456,871,900	1,668,660,200	1,126,919,700	253,418,070	11,713,401,470
2006	8,602,518,900	427,317,800	1,707,760,400	1,232,522,100	256,385,922	12,226,505,122
2007	11,285,843,400	501,467,200	2,148,046,800	1,489,277,400	276,123,282	15,700,758,082
2008	11,446,584,300	455,876,100	2,368,262,600	1,538,524,600	260,993,434	16,070,241,034
2009	11,149,504,000	497,068,700	2,400,584,700	1,583,370,800	263,076,531	15,893,604,731
2010	10,846,009,100	493,072,400	2,421,511,900	1,500,096,600	266,603,053	15,527,293,053

\* Net Land Use Deferral

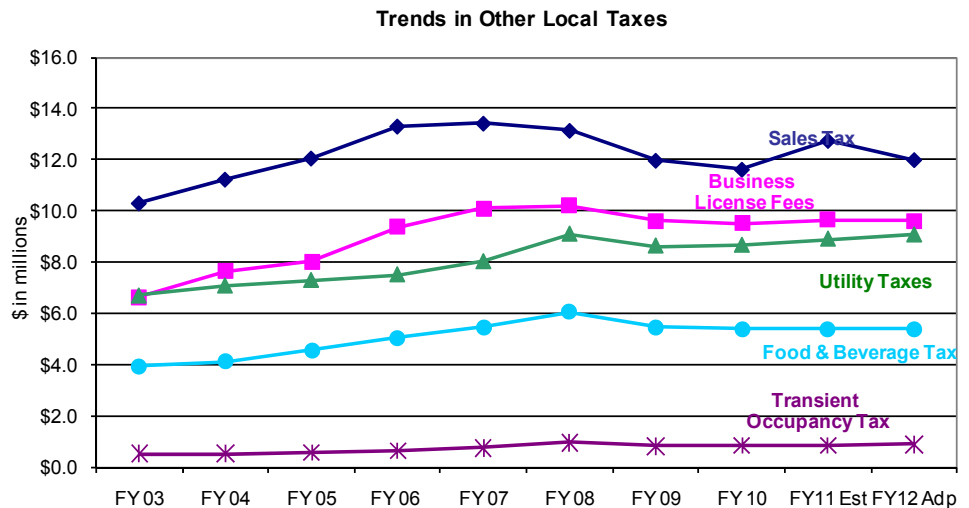
**Other Local Taxes:**

Other Local Taxes consist of sales taxes, utility taxes, business taxes, motor vehicle licenses, recordation taxes, and prepared food and beverage taxes. These taxes are projected to generate approximately \$43.5 million in revenues for FY 11/12, a 3.4% or \$1.4 million increase over the FY 10/11 budget. Combined, they represent 20.2% of General Fund revenues, transfers, and use of fund balance. Other local taxes are excise taxes classified as:

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Penalty & Interest	\$97,908	\$86,000	\$74,500	\$84,750	\$84,750	\$84,750	(\$1,250)	-1.5%
Sales Tax	11,622,874	11,070,000	12,750,000	12,000,000	12,000,000	12,000,000	930,000	8.4%
Consumer Utility Tax	8,648,071	8,692,000	8,885,600	9,047,400	9,047,400	9,047,400	355,400	4.1%
Utility Consumption Tax	316,744	316,100	326,950	333,700	333,700	333,700	17,600	5.6%
Business License	9,507,551	9,324,900	9,628,600	9,613,100	9,613,100	9,613,100	288,200	3.1%
Short Term Rental	76,316	85,000	77,000	78,300	78,300	78,300	(6,700)	-7.9%
Vehicle Registration	3,491,779	3,500,000	3,425,000	3,475,000	3,475,000	3,475,000	(25,000)	-0.7%
Bank Franchise	744,779	607,100	760,000	710,000	710,000	710,000	102,900	16.9%
Clerk Fees	1,735,104	1,737,500	1,705,000	1,680,000	1,680,000	1,680,000	(57,500)	-3.3%
Transient Occupancy	808,663	832,500	825,000	875,000	875,000	875,000	42,500	5.1%
Food & Beverage Tax	5,389,527	5,650,000	5,400,000	5,400,000	5,400,000	5,400,000	(250,000)	-4.4%
Audit Revenues	0	175,000	25,000	200,000	200,000	200,000	25,000	14.3%
<b>TOTAL</b>	<b>\$42,439,316</b>	<b>\$42,076,100</b>	<b>\$43,882,650</b>	<b>\$43,497,250</b>	<b>\$43,497,250</b>	<b>\$43,497,250</b>	<b>\$1,421,150</b>	<b>3.4%</b>

**Penalties and Interest** collected on other local taxes are projected to be \$84,750 in FY 11/12. This is a 1.5% decrease from the FY 10/11 budget.

**Sales and Use taxes** are revenues received by the County from 1.0 cent of the 5.0 cent state sales tax generated within the County. Local sales tax revenues declined significantly since peaking in FY 06/07 due to unfavorable economic conditions and commercial development occurring in adjacent localities. Sales tax revenues are projected to total \$12.0 million, an 8.4% increase over the FY 10/11 budget. As a result of work done by the business auditor, the County is now receiving sales tax revenues that were being disbursed incorrectly. This increase is reflected in the FY 10/11 estimate. The FY 11/12 recommended amount is level with the FY 10/11 estimate of projected sales tax revenue.



**Consumer Utility taxes** are taxes collected by utility companies on residential, industrial, and commercial users of telephone, gas, and electric services. This tax is levied by the Commonwealth at 5% of taxable use with a \$4 monthly cap on residential service and allocated to local jurisdictions based on prorated FY 05/06 receipts. Taxation of gas and electrical service is based on usage. These taxes are projected to total \$9.0 million, a 4.1% increase over the FY 10/11 budget.

**Business, Professional and Occupational License (BPOL) fees** are revenues collected from businesses, professions, and occupations for the privilege of operating within the County. The fee to be paid by each business is calculated by multiplying the applicable rate by a business’s gross receipts from the previous calendar year. BPOL fees are projected to total \$9.6 million, a 3.1% increase over the FY 10/11 budget. This increase is based on actual collections in FY 09/10 and reflects a moderate economic recovery.

**Short Term Rental** is a tax paid on any rental equipment in lieu of personal property tax. This item is projected to total \$78,300 in FY 11/12, a \$6,700 decrease from FY 10/11 and though a decrease from the budget, the projected revenues are comparable to recent actual receipts.



**Motor Vehicle Licenses** are registration fees collected from vehicle owners for the privilege of operating vehicles on County highways. Formerly, vehicles were required to display a decal on the windshield. That requirement was eliminated in 2008. Motor vehicle registrations are projected to total \$3.5 million, a 0.7% decrease from FY 10/11.

**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 16.9% increase over the FY 10/11 budget. Stimulus payments made to banks resulted in increased cash balances. This resulted in higher than anticipated bank franchise taxes.

**Clerk Fees.** The recordation tax is levied on the recording of deeds, deeds of trust, mortgages, leases, contracts and agreements admitted to public record by the Clerk of the Circuit Court and remitted to the County. Overall, the fees collected by the Clerk are estimated to be \$1.7 million, a 3.3% decrease from the FY 10/11 budget.

**Transient Occupancy Taxes** are assessed on the use of rooms in hotels, motels, boarding houses, and travel campgrounds. The authority to levy these taxes varies greatly across jurisdictions. Counties, through general law, have been limited to a maximum tax rate of 2.0%. The 1996 General Assembly granted Albemarle County (along with several other counties) special enabling legislation to levy a transient occupancy rate up to a maximum of 5.0%. However, the additional revenues generated from the incremental 3.0% may only be used for tourism or travel-related projects that increase tourism. The FY 11/12 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 \$875,000, a 5.1% increase over the FY 10/11 budget.

**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 \$5.4 million, a 4.4%, or \$250,000 decrease from the FY 10/11 budget.

**Audit Revenues** are revenues generated by the business auditor and is projected to increase \$25,000, or 14.3%, over FY 10/11. The business auditor position had been frozen and was filled during FY 10/11.

**Permits and Fees**

Permits and fees are revenues collected from permits and privilege fees required by the County. The revenue from permits is intended to offset the cost of processing applications for land use, zoning adjustments, and code inspections provided by the County after a permit is obtained. The majority of permits are development-related. The total revenue from permits, fees and licenses is projected to be \$1.5 million, a 3.6% increase of \$52,200 from the FY 10/11 budget. These revenues represent 0.7% of General Fund revenues, transfers, and use of fund balance.

Inspection and Other Development fees are projected to increase as a result of new fees implemented in FY 10/11.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Inspection related fees	\$932,729	\$854,000	\$870,000	\$910,000	\$910,000	\$910,000	\$56,000	6.6%
Other development fees	440,341	450,050	550,500	473,300	473,300	473,300	23,250	5.2%
Animal License	46,040	52,500	43,000	48,000	48,000	48,000	(4,500)	-8.6%
Land Use	42,435	20,000	5,000	10,000	10,000	10,000	(10,000)	-50.0%
Solicitors	1,670	1,400	1,100	1,150	1,150	1,150	(250)	-17.9%
Fire/Rescue	59,050	60,700	55,750	57,000	57,000	57,000	(3,700)	-6.1%
Cab Fee	10	0	0	0	0	0	0	100.0%
Courts	16,559	25,500	17,000	16,900	16,900	16,900	(8,600)	-33.7%
<b>TOTAL</b>	<b>\$1,538,833</b>	<b>\$1,464,150</b>	<b>\$1,542,350</b>	<b>\$1,516,350</b>	<b>\$1,516,350</b>	<b>\$1,516,350</b>	<b>\$52,200</b>	<b>3.6%</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 \$578,600 in FY 11/12, a 3.6% decrease of \$21,565 from the FY 10/11 budget, and represent 0.3% of General Fund revenues, transfers, and use of fund balance.

Decreases are due primarily to an anticipated reduction in County Fines (\$10,000) and Zoning violation Fines (\$8,000) and though a decrease from the FY 10/11 budget, the projected revenues are comparable to recent actual receipts.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Fines And Forfeitures	\$476,500	\$600,165	\$612,472	\$578,600	\$578,600	\$578,600	(\$21,565)	-3.6%
<b>TOTAL</b>	<b>\$476,500</b>	<b>\$600,165</b>	<b>\$612,472</b>	<b>\$578,600</b>	<b>\$578,600</b>	<b>\$578,600</b>	<b>(\$21,565)</b>	<b>-3.6%</b>

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

Revenue from the use of money and property is earned by the County from the investment of funds, the sale of surplus property, and the rental of County facilities. Overall, revenues are expected to decrease \$194,317, or 27.3%, from the FY 10/11 budget. This category represents 0.2% of the General Fund revenues, transfers, and use of fund balance.

Interest income is based on interest rates and cash in the bank. This line can fluctuate significantly. Rent income is decreasing due to the removal of rent for the Old Crozet School (now budgeted in a separate fund) and a decrease in the Department of Social Services rent revenues.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Interest	\$113,590	\$242,900	\$100,700	\$120,000	\$120,000	\$120,000	(\$122,900)	-50.6%
Sale of Surplus	11,069	12,700	20,653	12,200	12,200	12,200	(500)	-3.9%
Rent	407,725	456,855	370,656	385,938	385,938	385,938	(70,917)	-15.5%
<b>TOTAL</b>	<b>\$532,385</b>	<b>\$712,455</b>	<b>\$492,009</b>	<b>\$518,138</b>	<b>\$518,138</b>	<b>\$518,138</b>	<b>(\$194,317)</b>	<b>-27.3%</b>

**Charges for Services**

Charges for Services are revenues generated by the services performed by County personnel. The estimated FY 11/12 revenue is \$2.1 million, a 0.6% decrease from the FY 10/11 budget, and represents 1.0% of General Fund revenues, transfers, and use of fund balance.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Fees of Clerk	\$161,038	\$140,000	\$161,100	\$161,200	\$161,200	\$161,200	\$21,200	15.1%
Police & Sheriff	684,157	607,100	655,819	593,464	593,464	593,464	(13,636)	-2.2%
Administration Fees	299,372	313,482	313,371	312,327	312,327	312,327	(1,155)	-0.4%
Parks & Recreation	323,812	330,245	311,500	338,100	338,100	338,100	7,855	2.4%
EMS Cost Recovery	80,307	444,500	450,000	457,800	457,800	457,800	13,300	3.0%
Service & Sales	75,085	77,400	66,030	72,700	72,700	72,700	(4,700)	-6.1%
Court Fees	183,912	205,800	165,500	171,000	171,000	171,000	(34,800)	-16.9%
<b>TOTAL</b>	<b>\$1,807,683</b>	<b>\$2,118,527</b>	<b>\$2,123,320</b>	<b>\$2,106,591</b>	<b>\$2,106,591</b>	<b>\$2,106,591</b>	<b>(\$11,936)</b>	<b>-0.6%</b>

**Excess 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. Excess fees are expected to total \$161,200, a \$21,200 increase over the FY 10/11 budget.

**Police Department and Sheriff’s Department Service Fees** are revenues collected by the County when uniformed law enforcement officers are hired for security purposes at private events or other functions. Service fees are balanced by reimbursable overtime expenses in the Police Department and Sheriff’s budgets. Fee income is expected to total \$593,464, a 2.2% decrease from the FY 10/11 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 \$312,327, a 0.4% decrease from the FY 10/11 budget.

**EMS Cost Recovery** is a program to obtain reimbursement for costs associated with transporting a patient to a hospital by ambulance. Medicaid, Medicare, and most other private insurance policies provide reimbursement for this service. It is projected that EMS Cost Recovery will generate \$457,800 in revenue in FY 11/12.

**Parks & Recreation Fees** are earned from operation of the County parks and community centers as well as various recreation programs. Fee income is expected to total \$338,100, a 2.4% increase over the FY 10/11 budget.

**Charges for Sales and Services** include revenues from the sale of publications, maps, and information reports generated by County personnel. Revenues are projected to total \$72,700, a 6.1% decrease from the FY 10/11 budget.

**Court Fees** are miscellaneous fees collected on court convictions including court security fees and fingerprinting. Revenues are projected to total \$171,000, a 16.9% decrease from the FY 10/11 budget.

**Miscellaneous**

Miscellaneous revenue are funds collected by the County that are not classified in any other category. Miscellaneous revenues are expected to total \$33,300, a 54.2% increase over the FY 10/11 budget.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Miscellaneous	\$36,246	\$21,600	\$6,015	\$33,300	\$33,300	\$33,300	\$11,700	54.2%
<b>TOTAL</b>	<b>\$36,246</b>	<b>\$21,600</b>	<b>\$6,015</b>	<b>\$33,300</b>	<b>\$33,300</b>	<b>\$33,300</b>	<b>\$11,700</b>	<b>54.2%</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 \$145,278, a 379.8% increase over the FY 10/11 budget.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Payments in lieu of taxes	\$144,584	\$30,279	\$131,678	\$145,278	\$145,278	\$145,278	\$114,999	379.8%
<b>TOTAL</b>	<b>\$144,584</b>	<b>\$30,279</b>	<b>\$131,678</b>	<b>\$145,278</b>	<b>\$145,278</b>	<b>\$145,278</b>	<b>\$114,999</b>	<b>379.8%</b>

**Donations**

The County is projecting to receive \$3,900 in donations for FY 11/12.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Donations	\$6,400	\$3,900	\$6,000	\$3,900	\$3,900	\$3,900	\$0	0.0%
<b>TOTAL</b>	<b>\$6,400</b>	<b>\$3,900</b>	<b>\$6,000</b>	<b>\$3,900</b>	<b>\$3,900</b>	<b>\$3,900</b>	<b>\$0</b>	<b>0.0%</b>

**Recovered Costs**

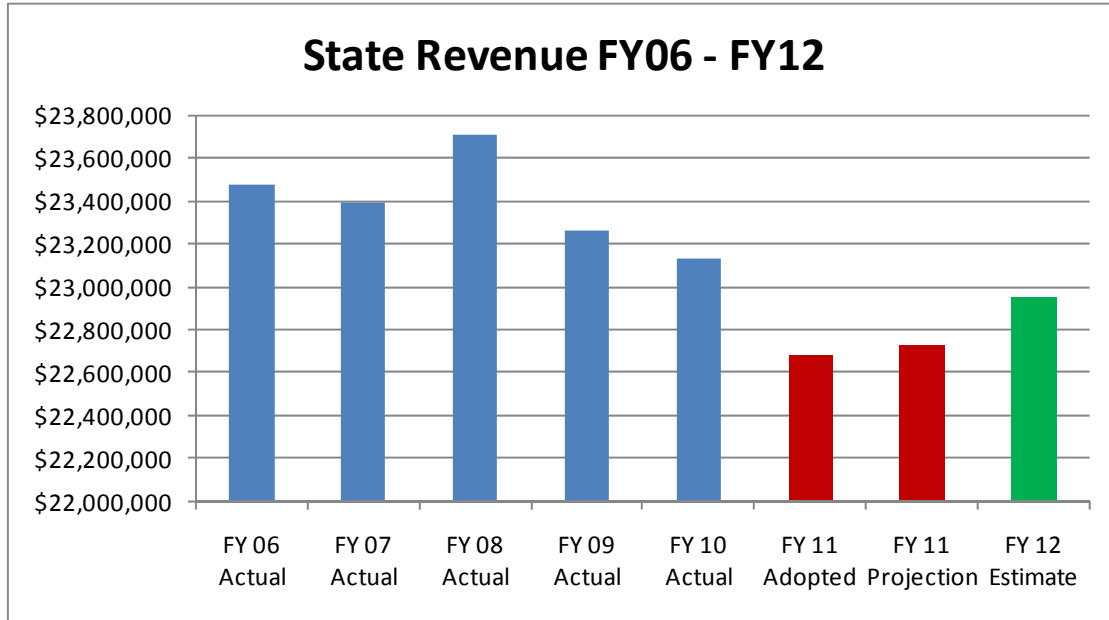
Recovered costs are reimbursements from other governmental entities or insurance companies for costs incurred by the County on their behalf. Recovered costs are projected to total \$222,250 for FY 11/12, a 7.7% increase over the FY 10/11 budget.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Recovered costs	\$249,256	\$206,300	\$317,510	\$222,250	\$222,250	\$222,250	\$15,950	7.7%
<b>TOTAL</b>	<b>\$249,256</b>	<b>\$206,300</b>	<b>\$317,510</b>	<b>\$222,250</b>	<b>\$222,250</b>	<b>\$222,250</b>	<b>\$15,950</b>	<b>7.7%</b>

# STATE REVENUES

## State Revenue Summary

Overall, the FY 11/12 State Revenue estimate is anticipated to increase \$265,416, or 1.2%, over the FY 10/11 Adopted Budget. However, as shown in the chart below, the budgeted revenue for FY 11/12 is estimated to be less than actual state revenue received by the County in any of the years between FY06 and FY10. State Revenues represent 11% of Total General Fund revenues, transfers, and use of fund balance.



## 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 11/12 is estimated to be \$126,000, a 4.1% increase over the FY 10/11 budget.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Payments In Lieu Of Taxes-State	\$123,674	\$121,000	\$125,000	\$126,000	\$126,000	\$126,000	\$5,000	4.1%
<b>TOTAL</b>	<b>\$123,674</b>	<b>\$121,000</b>	<b>\$125,000</b>	<b>\$126,000</b>	<b>\$126,000</b>	<b>\$126,000</b>	<b>\$5,000</b>	<b>4.1%</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 \$15.5 million, a \$6,281 increase over the FY 10/11 budget.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
In Lieu of Personal Property	\$403,131	\$501,019	\$547,708	\$506,200	\$506,200	\$506,200	\$5,181	1.0%
PPTR	14,960,670	14,960,670	14,960,670	14,960,670	14,960,670	14,960,670	0	0.0%
SPCA Sterilization Fund	2,732	2,800	2,731	2,900	2,900	2,900	100	3.6%
Mobile Home titling	30,380	42,000	25,000	43,000	43,000	43,000	1,000	2.4%
<b>TOTAL</b>	<b>\$15,396,912</b>	<b>\$15,506,489</b>	<b>\$15,536,109</b>	<b>\$15,512,770</b>	<b>\$15,512,770</b>	<b>\$15,512,770</b>	<b>\$6,281</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 \$208,393, or 12.0%, over the FY 10/11 budget; however when compared with actual receipts from FY 09/10, an increase of \$18,523, or 1.0% is expected, demonstrating the State is essentially level-funding Constitutional Officers in FY 11/12 compared to FY 09/10.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Commonwealth Attorney	\$447,669	\$412,841	\$420,000	\$455,363	\$455,363	\$455,363	\$42,522	10.3%
Clerk of Circuit Court	354,577	330,197	338,000	378,880	378,880	378,880	48,683	14.7%
Sheriff	629,452	611,932	582,000	664,414	664,414	664,414	52,482	8.6%
Registrar	51,568	47,044	47,100	47,044	47,044	47,044	0	0.0%
Director of Finance	436,394	327,765	364,000	392,471	392,471	392,471	64,706	19.7%
<b>TOTAL</b>	<b>\$1,919,660</b>	<b>\$1,729,779</b>	<b>\$1,751,100</b>	<b>\$1,938,172</b>	<b>\$1,938,172</b>	<b>\$1,938,172</b>	<b>\$208,393</b>	<b>12.0%</b>

**Categorical Aid – State**

State categorical aid includes revenues received from and designated by the Commonwealth for a specific use by the County. Categorical aid revenues include: social services revenues; housing improvement funds; HB 599 police funds; Emergency Medical Service (EMS) funds; Fire Service Program (FSP) Funds; recordation fees (distributed for transportation and/or education purposes); and specific purpose grants. Some revenues are received on a reimbursable basis and are principally provided through the Department of Social Services. Overall, Categorical Aid revenues are projected to total \$5.4 million, a \$45,742 increase over the FY 10/11 budget. The Law Enforcement category is solely HB 599 funds, which is anticipated to decrease \$116,470 from the FY 10/11 adopted budget. This category has decreased by \$478,371, or 21.5% less than FY 05/06 actual receipts.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Social Services	\$2,568,519	\$2,323,170	\$2,441,000	\$2,491,149	\$2,491,149	\$2,491,149	\$167,979	7.2%
Recordation Tax	572,948	478,013	318,642	493,500	493,500	493,500	15,487	3.2%
Law Enforcement	2,008,091	1,866,815	1,967,888	1,750,345	1,750,345	1,750,345	(116,470)	-6.2%
EMS & Fire Service	310,797	326,500	312,498	333,100	333,100	333,100	6,600	2.0%
Misc. Grants	5,000	5,000	5,000	5,000	5,000	5,000	0	0.0%
Misc. State Revenue	20,853	40,377	20,000	10,000	10,000	10,000	(30,377)	-75.2%
Medicaid Reimbursement	207,676	289,501	250,000	292,024	292,024	292,024	2,523	0.9%
<b>TOTAL</b>	<b>\$5,693,884</b>	<b>\$5,329,376</b>	<b>\$5,315,028</b>	<b>\$5,375,118</b>	<b>\$5,375,118</b>	<b>\$5,375,118</b>	<b>\$45,742</b>	<b>0.9%</b>

# FEDERAL REVENUES

## Payments in Lieu of Taxes – Federal

The Federal Government makes payments in lieu of taxes to the County for tax-exempt park lands located within the County. The total payment is expected to be approximately \$34,000 for FY 11/12.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 10/11 ADOPTED	\$ ADP-ADP	% ADP/ADP
Payments In Lieu Of Taxes-Fede	\$34,547	\$33,800	\$35,335	\$34,000	\$34,000	\$34,000	\$200	0.6%
<b>TOTAL</b>	<b>\$34,547</b>	<b>\$33,800</b>	<b>\$35,335</b>	<b>\$34,000</b>	<b>\$34,000</b>	<b>\$34,000</b>	<b>\$200</b>	<b>0.6%</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 \$4.6 million, a 7.8% increase of \$336,103. This category represents 2.2% of the General Fund revenues, transfers, and use of fund balance.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 10/11 ADOPTED	\$ ADP-ADP	% ADP/ADP
Social Services	\$3,805,908	\$4,010,163	\$4,159,032	\$4,366,005	\$4,366,005	\$4,366,005	\$355,842	8.9%
Grants	69,030	20,000	66,649	0	0	0	(20,000)	
Medicaid Reimbursement	212,048	273,241	250,000	273,502	273,502	273,502	261	0.1%
<b>TOTAL</b>	<b>\$4,086,986</b>	<b>\$4,303,404</b>	<b>\$4,475,681</b>	<b>\$4,639,507</b>	<b>\$4,639,507</b>	<b>\$4,639,507</b>	<b>\$336,103</b>	<b>7.8%</b>

# TRANSFERS

Transfers are made to offset General Fund eligible expenses to administer or conduct programs, which are funded by dedicated special revenues or grant funds. The School Resource Officer and HUD family service coordinator programs are funded by grant monies transferred to the General Fund. Expenditures in the General Fund for the benefit of Tourism operations and the Housing Office's administrative costs for managing HUD Section 8 Housing Rental assistance funds are also offset by transfers. During FY 09/10, the Board of Supervisors approved the use of funding from the CIP to cover expenses associated with capital project management. This category is projected to total \$2.7 million, a 0.3% increase over the FY 10/11 budget.

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
SEC 8 Reimb	\$311,387	\$308,780	\$311,400	\$296,000	\$296,000	\$296,000	(\$12,780)	-4.1%
CIP - Storage Facility Lease	54,000	58,000	54,000	54,000	54,000	54,000	(4,000)	-6.9%
CIP - JAUNT	150,950	0	0	0	0	0	0	
CIP - Project Management	607,200	638,041	638,041	647,159	647,159	647,159	9,118	1.4%
Safe & Drug Free Schools	11,918	11,900	0	0	0	0	(11,900)	-100.0%
School Resource Officer	245,275	232,900	136,979	140,000	140,000	140,000	(92,900)	-39.9%
Family Support	188,338	188,795	0	188,500	188,500	188,500	(295)	-0.2%
Contribution Fund	2,000	0	0	0	0	0	0	
Tourism	849,149	1,248,750	1,250,000	1,312,500	1,312,500	1,312,500	63,750	5.1%
Energy Grant	0	0	0	27,625	27,625	27,625	27,625	
Housing Grant	0	0	33,451	33,510	33,510	33,510	33,510	
Other Funds	56,325	5,000	1,400	1,500	1,500	1,500	(3,500)	-70.0%
<b>TOTAL</b>	<b>\$2,476,542</b>	<b>\$2,692,166</b>	<b>\$2,425,271</b>	<b>\$2,700,794</b>	<b>\$2,700,794</b>	<b>\$2,700,794</b>	<b>\$8,628</b>	<b>0.3%</b>

# FUND BALANCE

Fund balance reflects the use of County savings for one-time expenditures or emergency needs. There is currently no planned use of General Fund fund balance in the FY 11/12 budget.

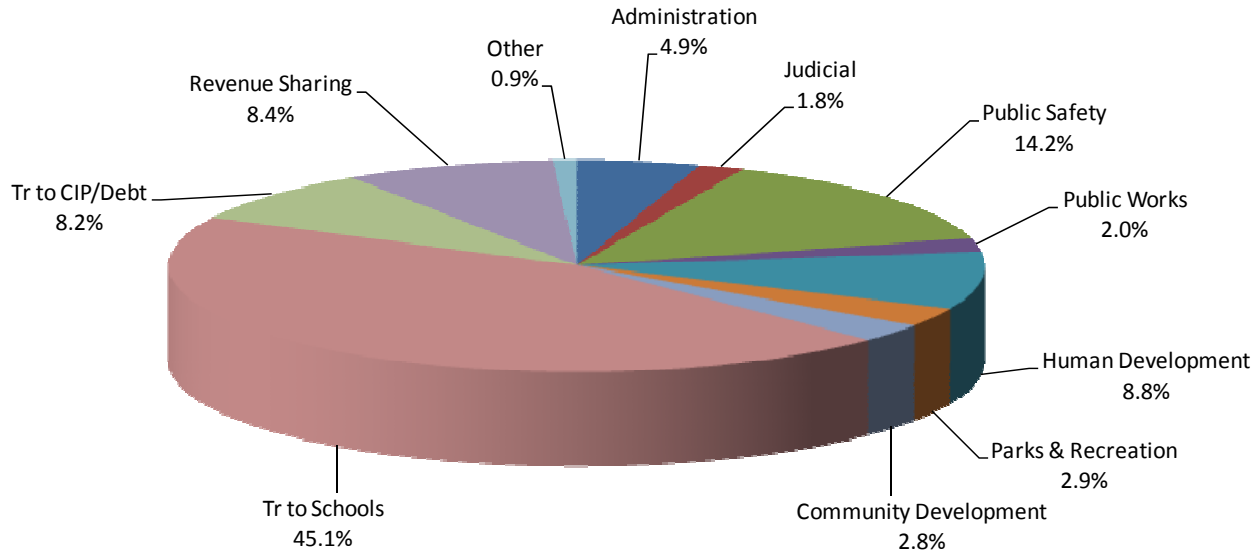
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 ESTIMATE	FY 11/12 PROJECTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Fund Balance	\$0	\$91,690	\$806,472	\$0	\$0	\$0	(\$91,690)	-100.0%
<b>TOTAL</b>	<b>\$0</b>	<b>\$91,690</b>	<b>\$806,472</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$91,690)</b>	<b>-100.0%</b>





# GENERAL FUND EXPENDITURES

## FY 11/12 ADOPTED GENERAL FUND EXPENDITURES \$215,581,818



	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Administration	\$9,739,486	\$10,356,459	\$10,307,070	\$10,555,155	\$10,555,155	\$10,555,155	\$198,696	1.9%
Judicial	3,657,317	3,894,485	3,792,326	3,894,174	3,851,355	3,851,355	(43,130)	-1.1%
Public Safety	28,545,860	29,228,106	29,065,686	31,297,991	30,548,112	30,548,112	1,320,006	4.5%
Public Works	4,242,046	4,505,949	4,362,692	4,391,611	4,391,111	4,391,111	(114,838)	-2.5%
Human Development	17,561,315	19,208,898	18,929,499	18,992,476	18,992,476	18,992,476	(216,422)	-1.1%
Parks & Recreation	6,188,316	6,238,875	6,211,024	6,311,435	6,216,519	6,236,933	(1,942)	0.0%
Community Development	6,926,765	6,222,400	6,372,666	6,017,952	6,017,952	6,017,952	(204,448)	-3.3%
<b>SUBTOTAL</b>	<b>\$76,861,106</b>	<b>\$79,655,172</b>	<b>\$79,040,963</b>	<b>\$81,460,794</b>	<b>\$80,572,680</b>	<b>\$80,593,094</b>	<b>\$937,922</b>	<b>1.2%</b>
Tr to Schools	\$97,042,296	\$96,057,504	\$96,057,504	\$97,245,582	\$97,245,582	\$97,245,582	\$1,188,078	1.2%
Tr to Gen. Govt. Debt Service	2,621,438	3,181,282	3,181,282	3,909,047	3,909,047	3,909,047	727,765	22.9%
Tr to School Debt Service	14,802,444	13,018,632	13,018,632	12,956,228	12,956,228	12,956,228	(62,404)	-0.5%
Tr to Capital Projects	856,115	779,546	779,546	327,360	327,360	811,582	32,036	4.1%
Revenue Sharing	18,038,878	18,454,658	18,454,658	18,089,812	18,089,812	18,089,812	(364,846)	-2.0%
Refunds	73,234	207,500	171,000	173,500	173,500	173,500	(34,000)	-16.4%
Reserves*	0	1,284,209	209,701	1,453,267	1,453,267	948,631	(335,578)	-26.1%
Early Retirement	551,713	627,795	627,795	687,842	687,842	687,842	60,047	9.6%
Other**	0	0	350,000	166,500	166,500	166,500	166,500	
<b>SUBTOTAL</b>	<b>\$133,986,118</b>	<b>\$133,611,126</b>	<b>\$132,850,118</b>	<b>\$135,009,138</b>	<b>\$135,009,138</b>	<b>\$134,988,724</b>	<b>\$1,377,598</b>	<b>1.0%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$210,847,225</b>	<b>\$213,266,298</b>	<b>\$211,891,081</b>	<b>\$216,469,932</b>	<b>\$215,581,818</b>	<b>\$215,581,818</b>	<b>\$2,315,520</b>	<b>1.1%</b>

\*This includes Reserves for Contingencies and a salary reserve for reclassifications

\*\*Other includes Economic Development Fund, Grants Leveraging Fund, and transfer to Vehicle Replacement Fund

# GENERAL FUND EXPENDITURES

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	FY12 Adp - FY11 Adp \$	FY12 Adp - FY11 Adp %
<b>GENERAL GOVERNMENT ADMINISTRATION</b>								
Board of Supervisors	\$539,785	\$582,695	\$556,134	\$577,562	\$577,562	\$577,562	(\$5,133)	-0.9%
County Executive	874,645	887,941	791,824	652,336	652,336	652,336	(235,605)	-26.5%
Community and Business Partnerships	224,031	185,848	256,117	308,659	308,659	308,659	122,811	66.1%
Human Resources	656,019	673,346	666,872	662,770	662,770	662,770	(10,576)	-1.6%
County Attorney	892,976	912,860	904,524	911,527	911,527	911,527	(1,333)	-0.1%
Finance Department	3,771,299	3,984,214	3,941,366	4,117,239	4,117,239	4,117,239	133,025	3.3%
Management & Budget	152,163	174,343	268,926	290,222	290,222	290,222	115,879	66.5%
Information Technology	2,140,251	2,492,866	2,438,385	2,487,297	2,487,297	2,487,297	(5,569)	-0.2%
Voter Registration & Elections	488,318	462,346	482,922	547,543	547,543	547,543	85,197	18.4%
<b>Total</b>	<b>\$9,739,486</b>	<b>\$10,356,459</b>	<b>\$10,307,070</b>	<b>\$10,555,155</b>	<b>\$10,555,155</b>	<b>\$10,555,155</b>	<b>\$198,696</b>	<b>1.9%</b>
<b>JUDICIAL</b>								
Clerk of the Circuit Court	\$650,916	\$708,680	\$670,888	\$701,635	\$669,016	\$669,016	(\$39,664)	-5.6%
Commonwealth Attorney	892,924	911,601	897,117	910,408	910,408	910,408	(1,193)	-0.1%
Sheriff	1,893,352	1,995,195	1,929,103	2,013,438	2,013,438	2,013,438	18,243	0.9%
Circuit Court	117,507	103,061	110,280	121,145	110,945	110,945	7,884	7.6%
General District Court	19,614	22,806	31,796	23,894	23,894	23,894	1,088	4.8%
Magistrate	0	4,425	4,425	4,425	4,425	4,425	0	0.0%
Juvenile Court	83,004	148,717	148,717	119,229	119,229	119,229	(29,488)	-19.8%
<b>Total</b>	<b>\$3,657,317</b>	<b>\$3,894,485</b>	<b>\$3,792,326</b>	<b>\$3,894,174</b>	<b>\$3,851,355</b>	<b>\$3,851,355</b>	<b>(\$43,130)</b>	<b>-1.1%</b>
<b>PUBLIC SAFETY</b>								
Police Department	\$12,148,131	\$12,483,891	\$12,025,432	\$13,051,415	\$13,051,415	\$13,051,415	\$567,524	4.5%
Fire/Rescue Department	6,624,429	6,678,976	6,874,059	6,807,669	6,807,669	6,807,669	128,693	1.9%
Volunteer Fire/Rescue	1,675,056	1,669,526	1,783,530	2,526,666	1,776,787	1,776,787	107,261	6.4%
TJEMS	26,480	19,066	19,066	19,257	19,257	19,257	191	1.0%
Forest Fire Extinction	23,786	23,786	23,786	23,786	23,786	23,786	0	0.0%
City Fire Contract	721,249	764,647	794,776	845,638	845,638	845,638	80,991	10.6%
Inspections	1,058,960	1,072,951	994,401	1,060,583	1,060,583	1,060,583	(12,368)	-1.2%
Emergency Communications Center	1,975,393	1,982,766	1,982,766	2,066,831	2,066,831	2,066,831	84,065	4.2%
Regional Jail	3,092,408	3,154,209	3,189,582	3,378,990	3,378,990	3,378,990	224,781	7.1%
Community Attention Home	60,149	60,149	60,149	60,149	60,149	60,149	0	0.0%
Fire/Rescue Tax Credit	59,200	57,500	57,500	59,500	59,500	59,500	2,000	3.5%
Juvenile Detention Home	726,801	673,926	673,926	710,900	710,900	710,900	36,974	5.5%
Offender Aid Restoration	155,382	155,382	155,382	156,936	156,936	156,936	1,554	1.0%
SPCA Shelter Contribution	198,438	379,100	379,100	477,440	477,440	477,440	98,340	25.9%
VJCCCA	0	52,231	52,231	52,231	52,231	52,231	0	0.0%
<b>Total</b>	<b>\$28,545,860</b>	<b>\$29,228,106</b>	<b>\$29,065,686</b>	<b>\$31,297,991</b>	<b>\$30,548,112</b>	<b>\$30,548,112</b>	<b>\$1,320,006</b>	<b>4.5%</b>
<b>PUBLIC WORKS</b>								
General Services	\$2,980,666	\$3,156,872	\$3,124,007	\$3,175,003	\$3,174,503	\$3,174,503	\$17,631	0.6%
RSWA Contribution	350,000	350,000	350,000	350,000	350,000	350,000	0	0.0%
Facilities Development	911,381	999,077	888,685	866,608	866,608	866,608	(132,469)	-13.3%
<b>Total</b>	<b>\$4,242,046</b>	<b>\$4,505,949</b>	<b>\$4,362,692</b>	<b>\$4,391,611</b>	<b>\$4,391,111</b>	<b>\$4,391,111</b>	<b>(\$114,838)</b>	<b>-2.5%</b>
<b>HUMAN SERVICES</b>								
Social Services	\$10,249,113	\$11,727,918	\$11,448,519	\$11,397,968	\$11,397,968	\$11,397,968	(\$329,950)	-2.8%
Health Department	551,444	551,444	551,444	551,444	551,444	551,444	0	0.0%
Region Ten	569,531	569,531	569,531	575,226	575,226	575,226	5,695	1.0%
AIDS/HIV Services Group	4,861	4,715	4,715	4,762	4,762	4,762	47	1.0%
ARC Infant Development Program	8,970	8,880	8,880	8,969	8,969	8,969	89	1.0%
Boys & Girls Club	13,887	12,915	12,915	13,044	13,044	13,044	129	1.0%
BRMC - Latino Lay Health Promoter	5,445	5,173	5,173	5,225	5,225	5,225	52	1.0%
Charlottesville Free Clinic	114,636	111,198	111,198	112,310	112,310	112,310	1,112	1.0%
Children, Youth & Family Services	97,614	94,604	94,604	95,550	95,550	95,550	946	1.0%
Commission on Children & Families	230,487	85,117	85,117	96,591	96,591	96,591	11,474	13.5%
Computers 4 Kids	15,617	14,729	14,729	14,876	14,876	14,876	147	1.0%
JABA	280,478	280,478	280,478	283,283	283,283	283,283	2,805	1.0%
Jefferson Area CHIP	317,144	313,405	313,405	316,539	316,539	316,539	3,134	1.0%
Jeff. Area United Transit Network	876,442	866,902	866,902	922,025	922,025	922,025	55,123	6.4%
Legal Aid Justice Center	38,494	36,569	36,569	36,935	36,935	36,935	366	1.0%
Madison House	10,370	10,266	10,266	10,369	10,369	10,369	103	1.0%
Music Resource Center	6,335	5,702	5,702	5,759	5,759	5,759	57	1.0%
Northwestern Va. Health Systems	4,723	0	0	0	0	0	0	0.0%
Piedmont CASA	8,925	8,836	8,836	8,924	8,924	8,924	88	1.0%
Piedmont Va. Community College	23,475	22,301	22,301	22,524	22,524	22,524	223	1.0%
Piedmont Workforce Network	13,805	13,805	13,805	13,943	13,943	13,943	138	1.0%
SARA	23,690	22,000	22,000	22,220	22,220	22,220	220	1.0%
SHE	89,974	87,995	87,995	88,875	88,875	88,875	880	1.0%
Tax Relief for the Elderly/Disabled	923,973	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0	0.0%
United Way	119,507	115,922	115,922	117,081	117,081	117,081	1,159	1.0%
Urban Vision	15,290	0	0	0	0	0	0	0.0%
Bright Stars Transfer	647,086	727,746	727,746	757,287	757,287	757,287	29,541	4.1%
Comprehensive Services Act Trans	2,300,000	2,510,747	2,510,747	2,510,747	2,510,747	2,510,747	0	0.0%
<b>Total</b>	<b>\$17,561,315</b>	<b>\$19,208,898</b>	<b>\$18,929,499</b>	<b>\$18,992,476</b>	<b>\$18,992,476</b>	<b>\$18,992,476</b>	<b>(\$216,422)</b>	<b>-1.1%</b>

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	FY12 Adp - FY11 Adp \$ CHANGE	% CHANGE
<b>PARKS &amp; RECREATION/CULTURE</b>								
Parks & Recreation Department	\$2,068,854	\$2,198,752	\$2,170,901	\$2,194,476	\$2,194,476	\$2,194,476	(\$4,276)	-0.2%
Darden Towe Memorial Park	123,196	156,838	156,838	152,262	152,262	152,262	(4,576)	-2.9%
J-M Regional Library	3,173,138	3,173,138	3,173,138	3,299,785	3,204,869	3,220,283	47,145	1.5%
African American Festival	3,000	2,700	2,700	2,727	2,727	2,727	27	1.0%
Ashlawn Highland Festival	10,164	9,148	9,148	9,239	9,239	9,239	91	1.0%
Discovery Museum	11,978	11,030	11,030	11,115	11,115	11,115	85	0.8%
Hatton Ferry	0	0	0	0	0	5,000	5,000	
Literacy Volunteers	26,355	25,037	25,037	25,287	25,287	25,287	250	1.0%
Municipal Band	18,190	16,371	16,371	16,535	16,535	16,535	164	1.0%
Piedmont Council of the Arts	12,594	11,585	11,585	11,676	11,676	11,676	91	0.8%
Virginia Festival of the Book	11,960	10,764	10,764	10,872	10,872	10,872	108	1.0%
Virginia Film Festival	16,380	14,742	14,742	14,889	14,889	14,889	147	1.0%
Visitor's Bureau	707,044	603,852	603,852	557,604	557,604	557,604	(46,248)	-7.7%
WHTJ Public TV	0	2,459	2,459	2,484	2,484	2,484	25	1.0%
WVPT Public TV	5,463	2,459	2,459	2,484	2,484	2,484	25	1.0%
Total	\$6,188,316	\$6,238,875	\$6,211,024	\$6,311,435	\$6,216,519	\$6,236,933	(\$1,942)	0.0%
<b>COMMUNITY DEVELOPMENT</b>								
Community Development	\$4,336,035	\$4,068,161	\$3,886,050	\$3,865,534	\$3,865,534	\$3,865,534	(\$202,627)	-5.0%
Office of Housing	821,076	528,130	861,501	516,952	516,952	516,952	(11,178)	-2.1%
VPI Extension Service	189,447	201,290	201,280	203,859	203,859	203,859	2,569	1.3%
Soil & Water Conservation	95,575	96,372	95,388	96,355	96,355	96,355	(17)	0.0%
AHIP	416,328	395,512	395,512	399,467	399,467	399,467	3,955	1.0%
Alliance for Community Choice in Transp.	6,500	6,175	6,175	6,237	6,237	6,237	62	1.0%
Burley HS Coaches Plaque	200	0	0	0	0	0	0	
Charlottesville Area Transit	666,634	648,004	648,004	648,004	648,004	648,004	0	0.0%
CVSBDC	7,800	7,800	7,800	7,878	7,878	7,878	78	1.0%
MACAA	150,083	114,500	114,500	115,645	115,645	115,645	1,145	1.0%
Piedmont Housing Alliance	113,396	37,889	37,889	38,268	38,268	38,268	379	1.0%
Planning District Commission	108,292	108,292	108,292	109,375	109,375	109,375	1,083	1.0%
Planning District Transit Authority Plan	4,583	0	0	0	0	0	0	
Streamwatch	10,816	10,275	10,275	10,378	10,378	10,378	103	1.0%
Total	\$6,926,765	\$6,222,400	\$6,372,666	\$6,017,952	\$6,017,952	\$6,017,952	(\$204,448)	-3.3%
<b>SUBTOTAL, DEPARTMENTAL</b>								
	76,861,106	79,655,172	79,040,963	81,460,794	80,572,680	80,593,094	937,922	1.2%
<b>NON-DEPARTMENTAL</b>								
City/County Revenue Sharing	\$18,038,878	\$18,454,658	\$18,454,658	\$18,089,812	\$18,089,812	\$18,089,812	(\$364,846)	-2.0%
Refunds	73,234	207,500	171,000	173,500	173,500	173,500	(34,000)	-16.4%
Tr to School Operations	97,042,296	96,057,504	96,057,504	97,245,582	97,245,582	97,245,582	1,188,078	1.2%
Tr to School Debt Service - Existing	14,802,444	12,993,305	13,018,632	12,930,234	12,930,234	12,930,234	(63,071)	-0.5%
Tr to School Debt Service - Projected	0	25,327	0	25,994	25,994	25,994	667	2.6%
Tr to Gen Govt Debt Service - Existing	2,621,438	2,622,299	3,181,282	2,619,758	2,619,758	2,619,758	(2,541)	-0.1%
Tr to Gen Govt Debt Service - Projected	0	558,983	0	1,289,289	1,289,289	1,289,289	730,306	130.6%
Transfer to School CIP	606,115	259,148	259,148	88,779	88,779	88,779	(170,369)	-65.7%
Transfer to General Govt. CIP	0	259,148	259,148	134,081	134,081	134,081	(125,067)	-48.3%
One-Time Transfer to Gen. Govt. CIP	0	0	0	0	0	484,222	484,222	
Transfer to Stormwater CIP	250,000	261,250	261,250	104,500	104,500	104,500	(156,750)	-60.0%
Transfer to Vehicle Replacement Fund	0	0	0	141,500	141,500	141,500	141,500	
Reserve for Contingencies	0	1,259,209	207,372	744,045	744,045	723,631	(535,578)	-42.5%
Reserve for Ivy Fire Station	0	0	0	484,222	484,222	0	0	
Salary Reserves	0	25,000	2,329	225,000	225,000	225,000	200,000	800.0%
Economic Development Fund	0	0	250,000	25,000	25,000	25,000	25,000	
Grants Leveraging Fund	0	0	100,000	0	0	0	0	
Early Retirement	551,713	627,795	627,795	687,842	687,842	687,842	60,047	9.6%
Total	\$133,986,118	\$133,611,126	\$132,850,118	\$135,009,138	\$135,009,138	\$134,988,724	\$1,377,598	1.0%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$210,847,225</b>	<b>\$213,266,298</b>	<b>\$211,891,081</b>	<b>\$216,469,932</b>	<b>\$215,581,818</b>	<b>\$215,581,818</b>	<b>\$2,315,520</b>	<b>1.1%</b>

Rows highlighted in blue indicate changes from the FY 11/12 Recommended to the FY 11/12 Adopted Budget.

# EXPENDITURES BY TYPE

	FY 09/10 Actual	FY 10/11 Adopted	FY 10/11 Projected	FY 11/12 Request	FY 11/12 Recomm	FY 11/12 Adopted	FY12 Adp - FY11 Adp \$ Change	FY11-FY10 % Change
<b>County Departments</b>								
Salaries	32,411,580	32,179,799	31,983,694	32,685,175	32,670,175	32,670,175	490,376	1.5%
Benefits	11,494,584	12,752,374	11,669,098	12,421,009	12,416,690	12,416,690	-335,684	-2.6%
Department Operations & Capital Outlay	10,987,919	12,212,942	12,984,285	12,496,601	12,482,801	12,482,801	269,859	2.2%
Other	2,980,038	3,632,836	3,309,273	3,836,435	3,836,435	3,836,435	203,599	5.6%
<b>Subtotal, County Departments</b>	<b>57,874,121</b>	<b>60,777,951</b>	<b>59,946,350</b>	<b>61,439,220</b>	<b>61,406,101</b>	<b>61,406,101</b>	<b>628,150</b>	<b>1.0%</b>
<b>Agencies &amp; Joint Operations</b>								
Agencies & Joint Operations	18,531,739	18,448,730	18,643,451	19,992,630	19,137,635	19,158,049	709,319	3.8%
Revenue Sharing	18,038,878	18,454,658	18,454,658	18,089,812	18,089,812	18,089,812	-364,846	-2.0%
School Transfer	97,042,296	96,057,504	96,057,504	97,245,582	97,245,582	97,245,582	1,188,078	1.2%
Capital & Debt Transfer	18,279,997	16,979,460	16,979,460	17,192,635	17,192,635	17,192,635	213,175	1.3%
Other	1,080,194	2,547,995	1,809,658	2,510,053	2,510,053	2,489,639	-58,356	-2.3%
<b>Subtotal, Other</b>	<b>152,973,104</b>	<b>152,488,347</b>	<b>151,944,731</b>	<b>155,030,712</b>	<b>154,175,717</b>	<b>154,175,717</b>	<b>1,687,370</b>	<b>1.1%</b>
<b>Total General Fund Disbursements</b>	<b>210,847,225</b>	<b>213,266,298</b>	<b>211,891,081</b>	<b>216,469,932</b>	<b>215,581,818</b>	<b>215,581,818</b>	<b>2,315,520</b>	<b>1.1%</b>

Overall, expenditures are increasing \$2.3 million, or 1.1%, over the FY 10/11 budget. County Departments, defined as those departments and offices under the direct authority of the Board of Supervisors, increase \$628,150 or 1.0%, over FY 10/11.

The **Salaries** group includes all regular salaries, overtime, and part-time costs of Albemarle County general government personnel. In FY 11/12, salaries make up 15.2% of all General Fund disbursements and 53.2% of County department expenditures. The 1.5% increase in salaries is due to a 1% market increase, increased overtime in Fire/Rescue and the Police Department in order to comply with mandated Virginia Code requirements, and increased part-time funding in Parks and Recreation for maintenance work at Byrom Park and Preddy Creek Park, as well as expanded swimming hours at the beaches.

The **Benefits** group 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 11/12, benefits make up 5.8% of all General Fund disbursements and 20.2% of all department expenditures. The 2.6% decrease in benefits is due to a decrease in the budgeted health insurance rate and lower life insurance rates.

The **Department Operations and Capital Outlay** group includes a wide range of operating costs in support of General Government programs and services. Examples of expenditures in this category are maintenance contracts, printing and binding, utilities, leases and rent, office supplies, and vehicle operation and maintenance. Capital outlay includes expenditures for tangible items of a substantial value (more than \$100), such as computers and furniture and are a part of departments’ operating expenses. Overall, department operations increase 2.2% over FY 10/11. The increase is due primarily to restoring the vehicle replacement surcharge to a sustainable level and increasing costs for vehicle maintenance. Department operations make up 5.8% of total expenditures and 20.3% of County department expenditures.

The **Department - Other** consists of salary reserves, a reserve for primary elections, and transfers from department budgets to Special Revenue Funds. This category is increasing 5.6% over FY 09/10. The increase is due primarily to a \$200,000 increase in the salary reserves to fund the reclassification of Public Safety positions.

The **Agencies and Joint Operations** group consists of payments to outside agencies that are not under the direct supervision of the Board of Supervisors. In FY 11/12, these contributions make up 8.9% of all General Fund disbursements. Overall, agency contributions increase by 3.8%. While most of the agencies received a 1.0% increase in funding, several public safety contributions are receiving larger increases.

The **Revenue Sharing** payment to the City of Charlottesville makes up 8.4% of all General Fund disbursements and is decreasing 2.0% from FY 10/11.

The **School Transfer** makes up 45.1% of all General Fund disbursements and is increasing 1.2% over the FY 10/11 adopted budget.

The **Capital & Debt Transfer** makes up 8.0% of all General Fund disbursements and is increasing 1.3% over the FY 10/11 adopted budget.

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

The following tables and charts provide data regarding general government position changes and trends and information regarding the Board of Supervisors' approved General Fund Five-Year Financial Plan.

# GENERAL FUND POSITION SUMMARY

GENERAL FUND POSITIONS BY DEPARTMENT										Adopted	Revised	Request	Recomm	Adopted	Chg from	Frozen	Net Funded
	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09*	FY 09/10*	FY 10/11	FY 10/11	FY 11/12	FY 11/12	FY 11/12	Adopted	Positions	Positions	
Board of Supervisors	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00	2.00	
County Executive	8.00	9.00	9.50	9.50	10.50	10.00	11.50	11.50	8.00	7.00	7.00	7.00	7.00	(1.00)	0.00	7.00	
Human Resources**	0.00	1.00	1.00	1.00	3.00	3.00	3.00	3.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00	2.00	
County Attorney	6.00	6.00	6.00	6.00	7.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	
Finance	52.00	50.00	51.00	51.00	51.00	51.00	50.00	50.80	48.80	49.80	49.80	49.80	49.80	1.00	0.00	49.80	
Management & Budget	4.00	4.00	4.00	4.00	4.00	4.00	3.50	2.50	2.50	3.50	3.50	3.50	3.50	1.00	0.00	3.50	
Information Technology	20.00	20.00	21.00	21.00	23.00	23.00	23.00	23.00	21.00	21.00	21.00	21.00	21.00	0.00	1.00	20.00	
Board of Elections/Registrar	4.60	4.60	5.60	5.60	5.60	5.60	5.60	5.60	5.60	5.60	5.50	5.50	5.50	(0.10)	1.00	4.50	
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	0.00	1.00	
Clerk of Circuit Court	10.00	10.00	10.00	10.00	11.00	11.00	11.00	10.00	10.00	10.00	10.00	10.00	10.00	0.00	0.00	10.00	
Sheriff	21.00	21.00	21.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	0.00	0.00	23.00	
Commonwealth Attorney	8.00	8.00	8.00	8.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	
Police	131.50	132.00	136.00	140.00	147.50	149.50	151.50	151.50	148.50	147.50	147.50	147.50	147.50	(1.00)	3.00	144.50	
Fire/Rescue	38.00	41.00	49.00	53.00	75.00	80.00	80.00	80.00	79.00	80.00	80.00	80.00	80.00	1.00	0.00	80.00	
General Services***	18.75	27.75	27.75	34.75	30.50	30.50	30.50	30.70	22.50	21.60	22.35	22.35	22.35	(0.15)	0.00	22.35	
Facilities Development	0.00	0.00	0.00	0.00	8.00	8.00	8.00	10.00	10.00	10.00	9.00	9.00	9.00	(1.00)	0.00	9.00	
Social Services	88.10	87.10	90.60	91.60	97.20	97.20	98.20	104.20	102.20	103.20	103.20	103.20	103.20	1.00	0.00	103.20	
Parks & Recreation	16.00	16.00	18.00	18.00	19.00	19.00	19.00	19.00	18.00	17.00	17.00	17.00	17.00	(1.00)	0.00	17.00	
Community Development***	85.50	80.00	81.00	81.00	83.00	84.00	84.00	83.00	60.00	59.00	59.00	59.00	59.00	(1.00)	1.00	58.00	
Housing	9.00	9.00	9.00	8.00	8.00	7.00	7.00	7.00	6.50	7.00	6.50	6.50	6.50	0.00	0.00	6.50	
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	0.00	1.00	
<b>TOTAL</b>	<b>524.95</b>	<b>530.95</b>	<b>552.95</b>	<b>569.95</b>	<b>619.80</b>	<b>627.30</b>	<b>630.30</b>	<b>635.80</b>	<b>588.60</b>	<b>588.20</b>	<b>587.35</b>	<b>587.35</b>	<b>587.35</b>	<b>(1.25)</b>	<b>6.00</b>	<b>581.35</b>	
<b>Positions/1,000 POPULATION</b>	<b>6.05</b>	<b>6.03</b>	<b>6.17</b>	<b>6.33</b>	<b>6.69</b>	<b>6.80</b>	<b>6.69</b>	<b>6.68</b>	<b>6.07</b>	<b>6.07</b>	<b>5.95</b>	<b>5.95</b>	<b>5.95</b>			<b>5.89</b>	
<b>GENERAL FUND ANNUAL INC.</b>	<b>12.10</b>	<b>6.00</b>	<b>22.00</b>	<b>17.00</b>	<b>49.85</b>	<b>7.50</b>	<b>3.00</b>	<b>5.50</b>	<b>-47.20</b>	<b>-47.60</b>	<b>-1.25</b>	<b>-1.25</b>	<b>-1.25</b>				
<b>% INCREASE</b>	<b>2.36%</b>	<b>1.14%</b>	<b>4.14%</b>	<b>3.07%</b>	<b>8.75%</b>	<b>1.21%</b>	<b>0.48%</b>	<b>0.87%</b>	<b>-7.42%</b>	<b>-7.49%</b>	<b>-0.21%</b>	<b>-0.21%</b>	<b>-0.21%</b>				
<b>OTHER FUND PERSONNEL</b>																	
Towle Park	4.00	4.00	4.00	4.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	0.0			
Bright Stars	14.40	14.40	14.40	14.40	17.80	18.50	19.50	18.50	18.20	18.50	18.30	18.30	18.30	0.1			
<b>TOTAL</b>	<b>18.40</b>	<b>18.40</b>	<b>18.40</b>	<b>18.40</b>	<b>20.80</b>	<b>21.50</b>	<b>22.50</b>	<b>21.50</b>	<b>21.20</b>	<b>21.20</b>	<b>21.20</b>	<b>21.20</b>	<b>21.20</b>	<b>0.1</b>			
<b>TOTAL ANNUAL INCREASE</b>	<b>14.50</b>	<b>6.00</b>	<b>22.00</b>	<b>17.00</b>	<b>52.25</b>	<b>8.20</b>	<b>4.00</b>	<b>4.50</b>	<b>-47.50</b>	<b>-47.90</b>	<b>-1.55</b>	<b>-1.25</b>	<b>-1.25</b>	<b>-1.15</b>			

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

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

\*\*\*The Community Development and General Services departments were part of an organizational change in FY 03/04. This change is reflected beginning in the FY 03/04 column.

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

# SUMMARY OF POSITION CHANGES

FY 10/11 Adopted Positions		588.60
FY 10/11 Changes	County Executive  Finance  Management & Budget  Police  Fire/Rescue  General Services  Social Services  Parks & Recreation  Community Development  Housing	Coordinator of Research and Analysis (1.00) Manager of Strategic Planning (1.00) Economic Development Facilitator 1.00  Coordinator of Research and Analysis 1.00  Director of Budget and Performance 1.00  Records Unit Supervisor (1.00)  Firefighter (overhire) 1.00  Custodian (0.40) Building Attendant (0.50)  Child Welfare Services Supervisor 1.00  Deputy Director (1.00)  Economic Development Facilitator (1.00)  <u>Housing Counselor (grant funded) 0.50</u> Revised FY 09/10 (0.40)
FY 10/11 Revised Positions		588.20
FY 11/12 Recommended	Board of Elections  General Services  Facilities Development  Housing	Assistant Registrar (0.10)  Office Associate 0.75  Director (1.00)  <u>Housing Counselor (grant funding ends) (0.50)</u> Recommended FY 10/11 (0.85)
FY 11/12 Recommended Positions - authorized		587.35
FY 10/11 Adopted	Frozen Positions	(10.0)
FY 11/12 Recommended	Finance  Police  Social Services	Office Associate 1.0  Police Officers 2.0  <u>Assistant Director 1.0</u> Current Frozen Positions (6.0)
FY 11/12 Recommended Positions - funded		581.35
FY 11/12 Adopted	No additional changes	
FY 11/12 Adopted Positions - funded		581.35

# UNFUNDED & ALTERNATIVE REVENUE POSITIONS

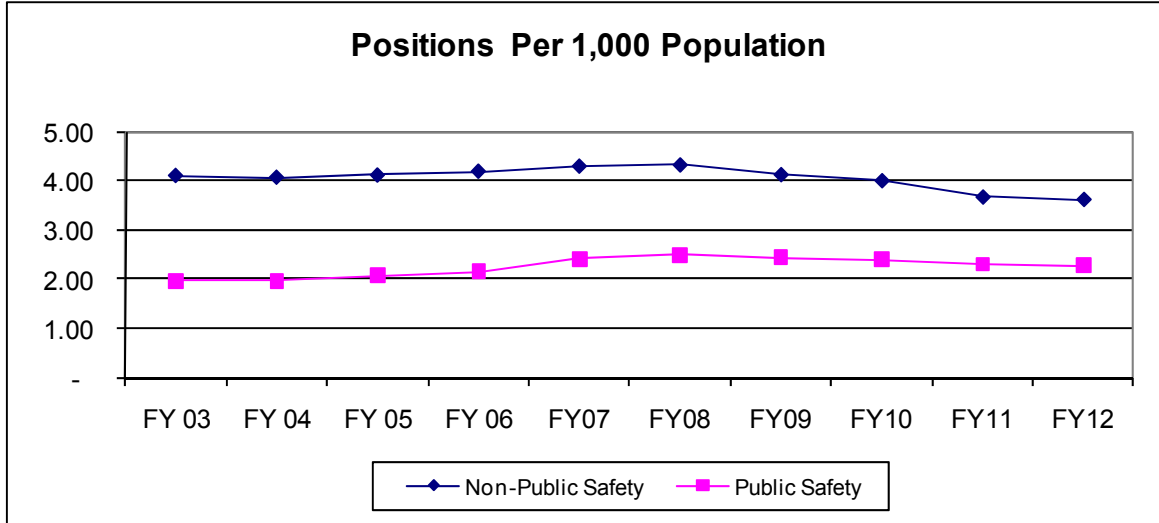
In FY 07/08, the County Executive instituted a hiring freeze that has expanded in recent years. This initiative has resulted in 75 positions being either frozen, eliminated or funded with alternative revenues. In the FY 11/12 Adopted Budget, the County is filling 4 frozen positions as it continues to assess organizational priorities to maintain critical services and minimize service impacts to citizens to the greatest extent possible. The following positions have been eliminated, frozen or funded with alternative revenues since FY 07/08:

Department	Status	Position
Community Development	Eliminated in FY 09/10 Eliminated in FY 10/11	Planning - Senior Planner
		Central Operations - Intake Support Specialists (2.5 positions)
		Current Development - Civil Engineer
		Current Development - Planners (2.0 positions)
		Current Development - Senior Civil Engineer
		Inspections - Civil Engineer
		Inspections - Inspector
		Inspections - Senior Engineering Inspector
		Planning - GIS Specialists (2.0 positions)
		Planning - Historic Resources Planner
		Planning - Natural Resources Planner
		Planning - Planners (3.0 positions)
		Planning - Rural Areas / Agricultural Support Planner
		Planning - Senior Planner
		Planning - Watershed Manager
	Zoning - Code Enforcement Officer	
	Zoning - Community Development Assistant	
	Zoning - Manager of Zoning Administration	
Zoning - Zoning Technician		
Funded with new Board-approved fees in FY 08/09	Inspections - Engineering Inspector	
Unfunded	Zoning - Manager of Zoning Enforcement	
County Executive's Office	Eliminated in FY 10/11	Administration - Management Analyst
		Administration - Office Associate (0.5 position)
		Community Relations - Community Engagement Specialist
		Community Relations - Office Associate
Finance	Eliminated 0.2 FTE in FY 09/10	Payroll - Payroll Supervisor
	Eliminated in FY 10/11	Revenue and Taxation - Senior Tax Clerks (2.0 positions)
Fire Rescue	Eliminated in FY 10/11	Recruitment and Retention - Recruitment and Retention Captain
General Services	Eliminated in FY 10/11	Custodial services - Custodial positions (7.7 positions)
	Grant funded	Inspections - Energy Program Coordinator (0.5 FTE)
Human Resources	Eliminated County share of funding in FY 10/11	Office Associate (Schools employee, doesn't appear in FTE count)
	Eliminated in FY 10/11	Organizational Development Specialist
Information Technology	Eliminated in FY 10/11	Office Associate
		Programmer Analyst
	Unfunded	Computer Operations Supervisor
Office of Facilities Development	Funded with revenue transfer from Capital Fund	Project Manager/Inspector (4.0 FTE)
		Senior Project Manager (2.0 FTE)
		Transportation Engineer
	Eliminated in FY 11/12	OFD Director
Office of Housing	Eliminated in FY 07/08	Housing Program Coordinator
	Grant funded only, General Fund dollars eliminated in FY 10/11	Housing Counselor
Office of Management and Budget	Eliminated in FY 07/08	Eliminated 0.5 FTE through reorganization
Parks and Recreation	Eliminated in FY 10/11	Outdoor Recreation Supervisor
		Assistant Director of Parks and Recreation
Police	Eliminated in FY 10/11	Civilian Patrol Assistants (Two 0.5 FTE positions)
		Community Relations Coordinator
		Management Analyst
		Records Unit Supervisor
	Unfunded	Police Officers (3.0 positions)
Social Services	Eliminated in FY 07/08	Mental Health & Substance Abuse Worker
		Senior Employment Services Worker
Voter Registrar and Elections	Unfunded	Assistant Registrar for Records Management
Commission on Children & Families	Eliminated in FY 10/11	2 CCF positions (agency contribution, doesn't appear in FTE count)



# POSITION TRENDS

A key indicator of a local government’s efficiency is the ratio of its employee base to total population. In the case of Albemarle, local government positions per 1,000 population for FY11/12 is approximately 5.89; representing the 3rd year in a row that staffing trends have decreased.



**NOTE: The above chart includes all funded positions. Frozen and eliminated positions have been removed.**

While the overall staffing level has decreased in recent years, and is currently below the FY01/02 level, the County has invested in enhancing staffing in the area of Public Safety during this period. Between FY02/03 and FY11/12, a total of 55.0 new public safety positions have been approved by the Board of Supervisors. Approximately 75 percent of these new positions were created in order to enable the County to staff two (2) new fire stations and respond to requests from volunteer fire/rescue departments for the County to provide paid firefighting staff in their facilities during weekday hours. The remaining growth in public safety positions is attributable to the County seeking to staff its Police Department at 1.5 certified officers per 1,000 population; a standard approved by the Board and incorporated into the County’s Comprehensive Plan. Although progress has been made toward achieving this objective, staffing for the Police Department is currently 1.22 officers per 1,000 with 3.0 officer positions remaining frozen in FY11/12.

# GENERAL FUND FIVE-YEAR FINANCIAL PLAN

	Projected 2012	Projected 2013	Projected 2014	Projected 2015	Projected 2016
<b>General Government Revenues</b>					
<b>Local Revenues</b>					
General Property Taxes (less one-time revalidation)	136,706,991	138,055,513	143,276,473	150,356,880	158,789,015
Other Local Taxes	43,672,250	44,432,100	45,392,200	46,526,800	48,084,125
Permits and Fees	1,556,050	1,573,760	1,613,930	1,647,269	1,693,031
Fines and Forfeitures	478,800	497,550	503,125	523,900	539,625
Use of Money/Property	567,932	588,275	608,750	631,325	654,400
Charges for Services	2,209,167	2,261,400	2,311,175	2,385,925	2,460,475
Miscellaneous	33,300	33,500	33,700	34,500	35,400
Payments in Lieu of Taxes	145,278	147,278	150,278	152,278	154,778
Donations	3,900	3,900	3,900	3,900	3,900
Recovered Costs	200,775	201,525	200,975	207,450	214,325
<b>Subtotal Local Revenues</b>	<b>185,574,443</b>	<b>187,794,801</b>	<b>194,094,506</b>	<b>202,470,227</b>	<b>212,629,074</b>
<b>State Revenues</b>					
Payments in Lieu of Taxes - State	125,000	126,000	127,000	130,000	133,000
Non-Categorical Aid - State	15,512,770	15,528,370	15,539,370	15,552,670	15,564,970
Shared Expenses - State	1,938,172	1,994,379	2,052,216	2,111,730	2,172,970
Categorical Aid - State	5,374,810	5,630,946	5,773,324	5,932,279	6,102,400
<b>Subtotal State Revenues</b>	<b>22,950,752</b>	<b>23,279,695</b>	<b>23,491,910</b>	<b>23,726,679</b>	<b>23,973,340</b>
<b>Federal Revenues</b>					
Payments in Lieu of Taxes - Fed	34,000	34,200	34,500	34,800	35,000
ARRA Stimulus	0				
Categorical Aid - Fed	4,576,143	4,687,988	4,815,015	4,969,664	5,130,255
<b>Subtotal Federal Revenues</b>	<b>4,610,143</b>	<b>4,722,188</b>	<b>4,849,515</b>	<b>5,004,464</b>	<b>5,165,255</b>
<b>Subtotal Local State &amp; Federal</b>	<b>213,135,338</b>	<b>215,796,684</b>	<b>222,435,931</b>	<b>231,201,370</b>	<b>241,767,669</b>
<b>Transfers</b>					
Tr. - CIP & Storm Water	639,520	657,500	678,050	705,580	734,320
Other Transfers	1,749,300	1,789,750	1,831,100	1,819,800	1,864,900
<b>Subtotal Transfers</b>	<b>2,388,820</b>	<b>2,447,250</b>	<b>2,509,150</b>	<b>2,525,380</b>	<b>2,599,220</b>
Use of Fund Balance	0	392,757	0	0	0
<b>Revenues</b>	<b>215,524,158</b>	<b>218,636,691</b>	<b>224,945,081</b>	<b>233,726,750</b>	<b>244,366,889</b>
<b>General Government Expenditures</b>					
General Local Government Admin.	10,582,845	10,865,534	11,185,682	11,601,117	12,034,069
Judicial	3,950,668	4,054,329	4,172,614	4,325,945	4,485,781
Public Safety	30,110,346	31,398,965	32,082,356	33,638,672	35,093,106
General Services/Public Works	4,560,431	4,678,879	4,809,786	4,967,205	5,130,726
Human Services	19,312,179	19,820,044	20,371,917	21,050,046	21,755,389
Parks & Recreation/Culture	6,301,215	6,436,439	6,578,500	6,779,110	6,983,564
Community Development	6,032,722	6,185,243	6,355,922	6,587,233	6,826,752
<b>Subtotal, Departmental</b>	<b>80,850,408</b>	<b>83,439,434</b>	<b>85,556,777</b>	<b>88,949,328</b>	<b>92,309,387</b>
Revenue Sharing	18,089,812	17,644,803	17,637,745	17,762,973	17,977,905
Capital/Debt Transfer	17,216,742	17,464,758	18,065,825	18,851,605	20,063,354
Transfer to Schools	97,346,002	98,705,362	102,032,950	106,390,124	111,502,002
Reserves/Other	1,321,704	1,382,335	1,521,015	1,619,657	1,774,300
<b>Subtotal, Non-Departmental</b>	<b>133,974,260</b>	<b>135,197,257</b>	<b>139,257,536</b>	<b>144,624,360</b>	<b>151,317,561</b>
<b>Expenditures</b>	<b>214,824,668</b>	<b>218,636,691</b>	<b>224,814,313</b>	<b>233,573,687</b>	<b>243,626,949</b>
Revenues over Expenditures	699,490	0	130,768	153,063	739,941

# GENERAL FUND FIVE-YEAR FINANCIAL PLAN ASSUMPTIONS

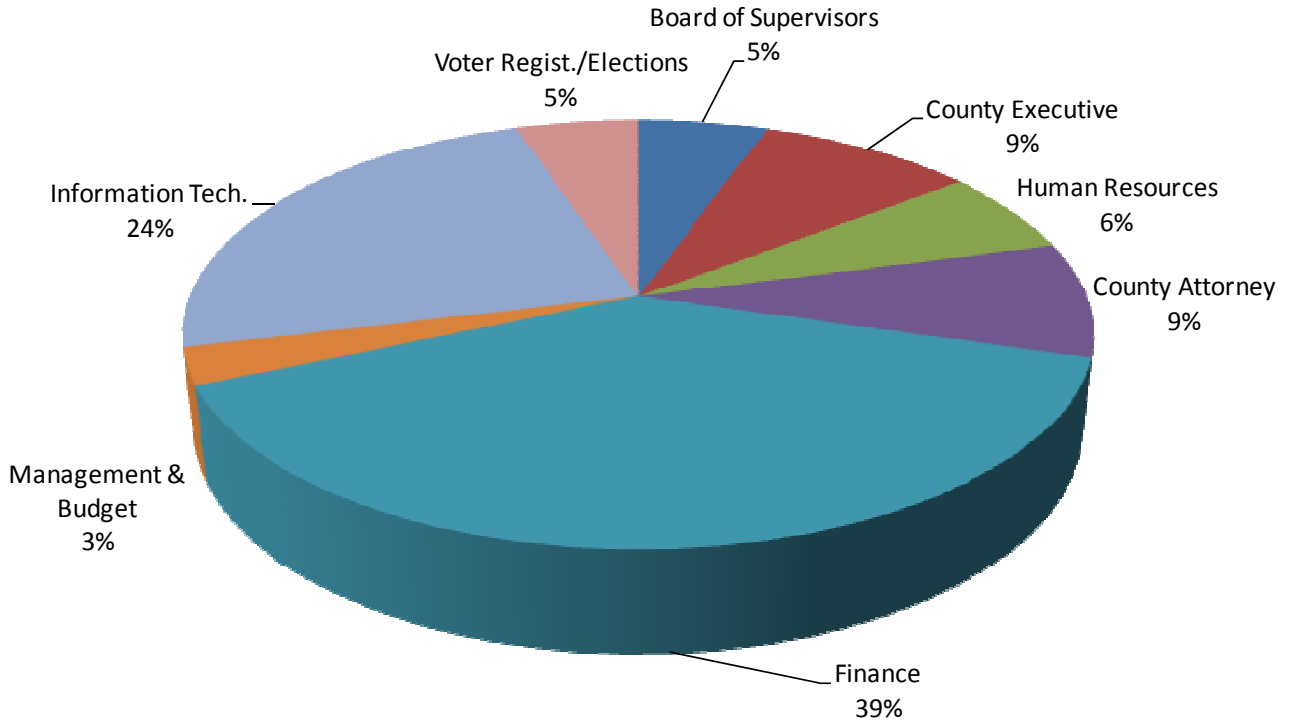
Item	Assumption	Comment
Tax Rate	74.2	
Reassessment Rates	2011 - (1.15%) 2012 - 0.00% 2013 - 0.50% 2014 - 2.00% 2015 - 2.50% 2016 - 2.50%	- 1% = \$1.3 million
New Construction	2011 - 0.71% 2012 - 0.71% 2013 - 0.71% 2014 - 2.00% 2015 - 2.50% 2016 - 2.50%	
DSS Revenue	Assumes reimbursement rates of 22% state, 38% federal. This results in a 40% local share.	
Salary Increase	FY12 - 1.0% Market - No Merit FY13-FY14 - 2.0% Market + 0.7% Merit = 2.7% Total FY15-FY16 - 3.0% Market + 0.7% Merit = 3.7% Total	- 1% = \$375,000
Reclassifications	\$200K for public safety and \$25K for individual in FY12 \$25K in FY13 for individual reclassifications \$75K in FY14 for department and individual reclassifications \$25K in FY15 for individual reclassifications \$75K in FY16 for department and individual reclassifications	
Frozen Positions	- Adds back frozen police officers - 2 in FY14, 2 in FY15, and 1 in FY16 - The 5 remaining frozen positions are - Finance OA, Computer Operations Supervisor, Asst. Registrar, Deputy Dir. DSS, and Mgr. of Zoning Enforcement	
VRS	Maintains Rate of 15.14%	- 1% = \$300,000
Health Insurance	FY11 Projected - reduced employer contribution rate to \$7000 - this is the new base FY12 - 0% FY13 - 4% FY14-FY16 - 8%	- 1% = \$40,000
Dental Insurance	7% annual increase	- 1% = \$1,000
Operations	- Prior year reductions continued - Inflationary increase - 1% in FY12 and 2% thereafter - Vehicle Replacement surcharge increased to fully-funded level of \$3.00/gallon (note: because we have gotten behind, this won't immediately catch us up, but should be a sustainable rate for the future) - Includes funding for public safety overtime to maintain compliance with FLSA requirements - Operating maintenance in DGS budget - nothing additional added	- 1% = \$150,000 - \$3.00/gallon = \$720K, an increase of \$360K over current budget - Police OT = \$65K - Fire/Rescue OT = \$43K
Volunteer Fire/Rescue	Mandate for backflow prevention devices - \$3,000 * 7 stations in FY12 and \$75*7 stations in out years for ongoing annual inspection	
Regional Jail	6.5% annually	- 1% = \$32,000
BRJDC	FY12-FY13 - 4% FY14-FY16 - 8%	- 1% = \$7,000
SPCA	FY11 - \$4 per capita FY12 - \$5 per capita FY13-15 - \$5 per capita increased by CPI	
Other Agencies	Mirrors department salary increases	- 1% = \$128,000
Transfer to CSA	5% annual increase	
Transfer to Schools	Currently follows the 60/40 split policy	
Operating Impact of Capital Projects	Eliminates funding for Stormwater and moves back funding for ECC CAD to FY15. Funds for mobile data computers and the ECC Emergency Telephone System reflect the adopted capital plan. - FY12 = \$123,000 - FY13 = \$130,000 - FY14 = \$137,000 - FY15 = \$245,938 - FY16 = \$262,185	
Ivy Fire Station	Includes funding for 8 FTEs beginning in January 2013. Also includes elimination of the City Fire Contract beginning in July 2013.	
Revenue Shortfall Contingency	Create a "Stabilization Fund" using fund balance. The goal is to increase the fund balance target to 9% of GF/School Fund budgets. This additional 1% is for the stabilization fund.	
Board Reserve	Changed to "Reserve for Contingencies" - increase total from \$50k to \$250k	

General Fund Five-Year Plan's Final assumptions approved by BOS in December 2010.



# ADMINISTRATION

## FY 11/12 Adopted Administration Budget \$10,555,155



	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Board of Supervisors	\$539,785	\$582,695	\$556,134	\$577,562	\$577,562	\$577,562	(\$5,133)	-0.9%
County Executive	1,098,676	1,073,789	1,037,715	960,995	960,995	960,995	(112,794)	-10.5%
Human Resources	656,019	673,346	666,872	662,770	662,770	662,770	(10,576)	-1.6%
County Attorney	892,976	912,860	904,524	911,527	911,527	911,527	(1,333)	-0.1%
Finance	3,771,299	3,984,214	3,925,430	4,117,239	4,117,239	4,117,239	133,025	3.3%
Management & Budget	152,163	174,343	268,735	290,222	290,222	290,222	115,879	66.5%
Information Tech.	2,140,251	2,492,866	2,438,385	2,487,297	2,487,297	2,487,297	(5,569)	-0.2%
Voter Regist./Elections	488,318	462,346	476,136	547,543	547,543	547,543	85,197	18.4%
<b>TOTAL ADMINISTRATION</b>	<b>\$9,739,486</b>	<b>\$10,356,459</b>	<b>\$10,273,931</b>	<b>\$10,555,155</b>	<b>\$10,555,155</b>	<b>\$10,555,155</b>	<b>\$198,696</b>	<b>1.9%</b>



# BOARD OF SUPERVISORS

## MISSION AND DESCRIPTION

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

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

## GOALS

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

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

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

## FINANCIAL DATA

BOARD OF SUPERVISORS								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ REC-ADP	% REC/ADP
<b>EXPENDITURES</b>								
SALARIES	\$187,348	\$178,467	\$179,167	\$180,234	\$180,234	\$180,234	\$1,767	1.0%
BENEFITS	79,234	90,734	76,955	86,474	86,474	86,474	(4,260)	-4.7%
OPERATING	273,202	313,494	300,012	310,854	310,854	310,854	(2,640)	-0.8%
<b>EXPENDITURE TOTAL</b>	<b>\$539,785</b>	<b>\$582,695</b>	<b>\$556,134</b>	<b>\$577,562</b>	<b>\$577,562</b>	<b>\$577,562</b>	<b>(\$5,133)</b>	<b>-0.9%</b>
<b>REVENUE</b>								
LOCAL	\$0	\$1,500	\$1,000	\$8,700	\$8,700	\$8,700	\$7,200	480.0%
<b>NET COST</b>	<b>\$539,785</b>	<b>\$581,195</b>	<b>\$555,134</b>	<b>\$568,862</b>	<b>\$568,862</b>	<b>\$568,862</b>	<b>(\$12,333)</b>	<b>-2.1%</b>
<b>POSITIONS</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0%</b>

## OVERVIEW/CHANGES

### *FY 10/11 Projected Budget:*

- Includes a one-time, \$350 salary bonus and a 6.5% decrease in health insurance costs.
- Includes revised life insurance rates, which have decreased from 1.11% to 0.28%.

***FY 11/12 Recommended Budget:*** The Board of Supervisors’ budget decreases \$5,133, or 0.9%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- An increase of \$7,000 to provide security services during Board meetings.
- A decrease of \$8,380 in contract services for preparation of Board minutes.
- \$51,565 in dues and memberships, including VML, VACO, TJPED, and the Chamber of Commerce.
- A revenue increase of \$7,200 for public notice reimbursements.

***FY 11/12 Adopted Budget:*** No changes were made to the recommended budget.

(BOARD OF SUPERVISORS CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Recomm	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Administration of the Board of Supervisors' Office (2.0 positions):</b> The Clerk to the Board of Supervisors is responsible for the administration of services of the Board of Supervisors, including agenda preparation, minutes preparation, appointments to boards and commissions, public notice advertising, and all record keeping for the Economic Development Authority.  The Clerk serves as Records Manager for the County of Albemarle.	\$582,695	\$577,562	\$577,562	(\$5,133)	-0.9%
<b>TOTAL, BOARD OF SUPERVISORS</b>	<b>\$582,695</b>	<b>\$577,562</b>	<b>\$577,562</b>	<b>(\$5,133)</b>	<b>-0.9%</b>

THREE-YEAR BUDGET CHANGES

BOARD OF SUPERVISORS					
	FY 08/09 ADOPTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Board of Supervisors	\$529,699	\$577,562	\$577,562	\$47,863	9.0%
FUNDED POSITIONS	2.5	2.0	2.0	(0.5)	-20.0%

- Eliminated Position
  - FY 09/10
    - 0.5 Deputy Clerk
- Other Changes
  - Increase of \$15,976 in costs for the audit and public official liability insurance.
  - Increase of \$40,000 in contract services for preparation of Board minutes.
  - Elimination of funding for the Virginia Institute of Government totaling \$5,000.
  - Decrease of \$18,000 in advertising costs due to no longer advertising in newspapers for Boards and Commissions.



# 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

- Engage citizens in addressing the community’s priorities.
- Effectively use data to make informed decisions and improve services.
- Provide exceptional leadership to an evolving organization.
- Implement the Board’s Economic Vitality Plan.

## FINANCIAL DATA

COUNTY EXECUTIVE								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ REC-ADP	% REC/ADP
<b>EXPENDITURES</b>								
SALARIES	\$812,328	\$791,925	\$782,341	\$695,677	\$695,677	\$695,677	(\$96,248)	-12.2%
BENEFITS	226,454	243,289	219,546	205,726	205,726	205,726	(37,563)	-15.4%
OPERATING	59,894	37,075	30,882	58,592	58,592	58,592	21,517	58.0%
CAPITAL OUTLAY	0	1,500	4,946	1,000	1,000	1,000	(500)	-33.3%
EXPENDITURE TOTAL	\$1,098,676	\$1,073,789	\$1,037,715	\$960,995	\$960,995	\$960,995	(\$112,794)	-10.5%
<b>NET COST</b>	<b>\$1,098,676</b>	<b>\$1,073,789</b>	<b>\$1,037,715</b>	<b>\$960,995</b>	<b>\$960,995</b>	<b>\$960,995</b>	<b>(\$112,794)</b>	<b>-10.5%</b>
<b>POSITIONS</b>	11.5	8.0	7.0	7.0	7.0	7.0	(1.0)	-12.5%
Frozen Positions*	(3.5)							
<b>NET FUNDED POSITIONS</b>	<b>8.0</b>	<b>8.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>(1.0)</b>	<b>-12.5%</b>

## OVERVIEW/CHANGES

### FY 10/11 Projected Budget:

- Includes a one-time, \$350 salary bonus and a 6.5% decrease in health insurance costs.
- Reallocates the Manager of Strategic Planning and Performance to the Office of Management and Budget and reclassifies the position to Director of Budget and Performance Management. This reallocation was effective in August 2010.
- Reclassifies the Community Relations Director to the Assistant to the County Executive for Community and Business Partnerships.
- Reallocates the Economic Development Facilitator from Community Development. This reallocation was effective in August 2010.
- Includes revised life insurance rates, which have decreased from 1.11% to 0.28%.

**FY 11/12 Recommended Budget:** The County Executive’s budget decreases \$112,794, or 10.5%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- Reallocates the Coordinator of Research and Analysis to the Department of Finance.
- Continues position reallocations occurring during FY 10/11.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- Adds \$20,000 to the County Executive’s Office of Community and Business Partnerships for economic development materials.

**FY 11/12 Adopted Budget:** No changes were made to the recommended budget.

(COUNTY EXECUTIVE CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Recomm	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Executive Management (4.0 positions):</b> The County Executive's Office directs and guides the day-to-day operations of the County government and supervises all County departments, agencies, and offices that are under the direct authority of the Board of Supervisors.	\$887,941	\$652,336	\$652,336	(\$235,605)	-26.5%
<b>Community and Business Partnerships (3.0 positions):</b> This office directs the County's community relations, economic development, tourism and public information functions. Specific responsibilities include managing county initiatives to achieve the goals and objectives outlined by the Economic Vitality Action Plan and maintaining strong working relationships with area businesses and economic development groups at local, state and federal levels. Manages citizen participation in county government activities and supports community partnerships to ensure meaningful public engagement in planning and policy development. Directs media relations program and county internal and external websites.	185,848	308,659	308,659	122,811	66.1%
<b>TOTAL, COUNTY EXECUTIVE</b>	<b>\$1,073,789</b>	<b>\$960,995</b>	<b>\$960,995</b>	<b>(\$112,794)</b>	<b>-10.5%</b>

THREE-YEAR BUDGET CHANGES

COUNTY EXECUTIVE					
	FY 08/09 ADOPTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
County Executive	\$962,510	\$652,336	\$652,336	(\$310,174)	-32.2%
Comm/Business Prtnrships	303,798	308,659	308,659	4,861	1.6%
<b>EXPENDITURE TOTAL</b>	<b>\$1,266,308</b>	<b>\$960,995</b>	<b>\$960,995</b>	<b>(\$305,313)</b>	<b>-24.1%</b>
<b>FUNDED POSITIONS</b>	<b>11.5</b>	<b>7.0</b>	<b>7.0</b>	<b>(4.5)</b>	<b>-39.1%</b>

- Position Changes
  - FY 08/09
    - 0.5 Office Associate II position eliminated
  - FY 09/10
    - Management Analyst position eliminated
    - Community Engagement Specialist position eliminated
    - Visitor's Center Office Associate position eliminated
  - FY 10/11
    - Reallocation of two positions to other departments
      - One position reallocated to the Office of Management and Budget
      - One position reallocated to the Department of Finance
    - Reallocation of one position from Community Development
- Operational changes
  - Elimination of overtime and part time wages totaling \$11,800
  - Elimination of funding for ACE Publicity and Promotion of \$11,000
  - Reduction in funding for Strategic Planning of \$12,500

# DEPARTMENT OF HUMAN RESOURCES

## MISSION

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

## DESCRIPTION

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

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

## 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.

## FINANCIAL DATA

HUMAN RESOURCES								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$106,015	\$105,764	\$107,065	\$107,062	\$107,062	\$107,062	\$1,298	1.2%
BENEFITS	104,882	84,439	81,669	85,116	85,116	85,116	677	0.8%
OPERATING	29,814	50,003	44,998	49,357	49,357	49,357	(646)	-1.3%
TR TO SCHOOLS	415,308	433,140	433,140	421,235	421,235	421,235	(11,905)	-2.7%
<b>EXPENDITURE TOTAL</b>	<b>\$656,019</b>	<b>\$673,346</b>	<b>\$666,872</b>	<b>\$662,770</b>	<b>\$662,770</b>	<b>\$662,770</b>	<b>(\$10,576)</b>	<b>-1.6%</b>
<b>REVENUE</b>								
LOCAL	36,918	33,100	37,100	31,200	31,200	31,200	(1,900)	-5.7%
<b>NET COST</b>	<b>\$619,101</b>	<b>\$640,246</b>	<b>\$629,772</b>	<b>\$631,570</b>	<b>\$631,570</b>	<b>\$631,570</b>	<b>(\$8,676)</b>	<b>-1.4%</b>
<b>POSITIONS*</b>	3.0	2.0	2.0	2.0	2.0	2.0	0.0	0.0%
Frozen Positions*	(1.0)							
<b>NET FUNDED 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>

\* For FY 11/12 Human Resources has a total of 20.05 employees who are classified as employees of the School Division. These employees spend approximately 25% of their time performing human resource services for local government.

## OVERVIEW/CHANGES

### FY 10/11 Projected Budget:

- Includes a one-time, \$350 salary bonus and a 6.5% decrease in health insurance costs.
- Includes revised life insurance rates, which have decreased from 1.11% to 0.28%.

**FY 11/12 Recommended Budget:** The Human Resources’ budget decreases \$10,576, or 1.6%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- A decrease in the transfer to schools for Human Resources of \$11,905, or 2.7%, based on the School Division’s request for FY 11/12.

**FY 11/12 Adopted Budget:** No changes were made to the recommended budget.

(DEPARTMENT OF HUMAN RESOURCES CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Recomm	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Recruitment, Selection, and Retention</b> - Advertising vacancies; interviewing, testing, selection of applicants; completing pre-employment requirements; processing employment changes; exit interviews.</p> <p><b>Classification and Compensation</b> - Creating/revising job descriptions; departmental and individual classification reviews; market research; forecasting salary increases; administration of County compensation policies.</p> <p><b>Administering Benefits and Leave</b> - Selection of benefits providers; administration of benefit programs; administration of FML, leaves of absence, disability, and military leave; coordinating retirement programs; counseling employees on benefits, leave, and retirement issues.</p> <p><b>Employee Relations</b> - Conduct incident investigations, disciplinary procedures, grievances, and mediation.</p> <p><b>Workplace Safety and Wellness</b> - Ensure compliance with federal, state, and county safety regulations; provide training on workplace safety; administration of worker's compensation; development and expansion of employee wellness program; employee assistance program; overseeing OSHA compliance.</p>	\$472,443	\$462,279	\$462,279	(\$10,164)	-2.2%
<p><b>Organizational Development (2.0 net funded positions):</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>	200,903	200,491	200,491	(412)	-0.2%
<b>TOTAL, HUMAN RESOURCES</b>	<b>\$673,346</b>	<b>\$662,770</b>	<b>\$662,770</b>	<b>(\$10,576)</b>	<b>-1.6%</b>

(DEPARTMENT OF HUMAN RESOURCES CONTINUED)

**THREE-YEAR BUDGET CHANGES**

HUMAN RESOURCES					
	FY 08/09 ADOPTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Human Resources	\$471,073	\$462,279	\$462,279	(\$8,794)	-1.9%
Organizational Dev.	173,863	200,491	200,491	26,628	15.3%
EXPENDITURE TOTAL	\$644,936	\$662,770	\$662,770	\$17,834	2.8%
FUNDED POSITIONS	2.0	2.0	2.0	0.0	0.0%

- Eliminated Positions
  - FY 08/09 Adopted
    - 1.0 Organizational Development Specialist
- Other Changes
  - A \$25,000 increase for the School Division’s classified employee training program. This is fully offset by a corresponding revenue increase from the schools.

# COUNTY ATTORNEY

## MISSION

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

## DESCRIPTION

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

## GOALS

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

## FINANCIAL DATA

COUNTY ATTORNEY								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$659,961	\$659,962	\$662,489	\$666,562	\$666,562	\$666,562	\$6,600	1.0%
BENEFITS	\$197,921	217,568	206,194	209,635	209,635	209,635	(7,933)	-3.6%
OPERATING	\$34,754	35,330	35,841	35,330	35,330	35,330	0	0.0%
CAPITAL OUTLAY	\$340	0	0	0	0	0	0	
<b>EXPENDITURE TOTAL</b>	<b>\$892,976</b>	<b>\$912,860</b>	<b>\$904,524</b>	<b>\$911,527</b>	<b>\$911,527</b>	<b>\$911,527</b>	<b>(\$1,333)</b>	<b>-0.1%</b>
<b>NET COST</b>	<b>\$892,976</b>	<b>\$912,860</b>	<b>\$904,524</b>	<b>\$911,527</b>	<b>\$911,527</b>	<b>\$911,527</b>	<b>(\$1,333)</b>	<b>-0.1%</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/CHANGES

### *FY 10/11 Projected Budget:*

- Includes a one-time, \$350 salary bonus and a 6.5% decrease in health insurance costs.
- Includes revised life insurance rates, which have decreased from 1.11% to 0.28%.

***FY 11/12 Recommended Budget:*** The County Attorney’s budget decreases \$1,333, or 0.1%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.

***FY 11/12 Adopted Budget:*** No changes were made to the recommended budget.

(COUNTY ATTORNEY CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Recomm	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>County Attorney's Office (8.0 positions):</b> Provides legal advice, assistance, and services to the Board of Supervisors, School Board, Planning Commission, and all other County boards, departments, agencies, officials, and employees. This includes representing or defending the County in all matters of litigation; providing liability training and legal updates to staff; providing the in-house Code service of County Code; and reviewing and updating the County Code and County and School Board policy and procedures manuals.	\$912,860	\$911,527	\$911,527	(\$1,333)	-0.1%
<b>TOTAL, COUNTY ATTORNEY</b>	<b>\$912,860</b>	<b>\$911,527</b>	<b>\$911,527</b>	<b>(\$1,333)</b>	<b>-0.1%</b>

THREE-YEAR BUDGET CHANGES

COUNTY ATTORNEY					
	FY 08/09 ADOPTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
County Attorney	\$906,986	\$911,527	\$911,527	\$4,541	0.5%
FUNDED POSITIONS	8.0	8.0	8.0	0.0	0.0%

- There have been no significant changes to the County Attorney's budget between FY 08/09 and FY 11/12.

# DEPARTMENT OF FINANCE

## MISSION

To manage the County’s financial resources in the most efficient and effective manner possible and provide exceptional customer service in the areas of tax billing/collection, business licensing, accounting, payroll, purchasing, and real estate assessment.

## DESCRIPTION

The Department of Finance is responsible for the assessment, collection, management, and distribution of public funds by the County, the collection of County taxes, issuing business and other licenses, and performing accounting, financial reporting, payroll, capital financing, debt management, real estate assessments, and risk management activities for the School Division and general government.

## GOALS

- Provide exceptional customer service to the citizens, vendors and employees of Albemarle County by:
  - Processing 97% of accounts payable invoices/checks timely and accurately.
  - Processing 100% of payroll checks on a timely basis.
  - Processing 97% of purchase orders within five working days.
- Ensure that funds owed the County are collected as effectively as possible by:
  - Collecting 96% of business personal property and professional licenses by stated deadlines.
  - Maintaining a collection rate of current taxes at 97% and delinquent taxes at 98%.
- Assess real estate values as accurately as possible by:
  - Achieving an assessment/sales ratio of 97%.

## FINANCIAL DATA

DEPARTMENT OF FINANCE								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES*</b>								
SALARIES	\$2,469,341	\$2,582,129	\$2,572,982	\$2,704,943	\$2,704,943	\$2,704,943	\$122,814	4.8%
BENEFITS	\$817,299	966,373	883,798	969,648	969,648	969,648	3,275	0.3%
OPERATING	\$479,498	433,362	464,405	437,778	437,778	437,778	4,416	1.0%
CAPITAL OUTLAY	\$5,161	2,350	4,245	4,870	4,870	4,870	2,520	107.2%
EXPENDITURE TOTAL	\$3,771,299	\$3,984,214	\$3,925,430	\$4,117,239	\$4,117,239	\$4,117,239	\$133,025	3.3%
<b>REVENUE</b>								
LOCAL	\$308,906	\$497,671	\$497,871	\$521,866	\$521,866	\$521,866	\$24,195	4.9%
STATE	\$436,394	\$327,765	\$372,800	\$392,471	\$392,471	\$392,471	\$64,706	19.7%
REVENUE TOTAL	\$745,300	\$825,436	\$870,671	\$914,337	\$914,337	\$914,337	\$88,901	10.8%
<b>NET COST</b>	<b>\$3,025,998</b>	<b>\$3,158,778</b>	<b>\$3,054,759</b>	<b>\$3,202,902</b>	<b>\$3,202,902</b>	<b>\$3,202,902</b>	<b>\$44,124</b>	<b>1.4%</b>
<b>POSITIONS</b>	<b>50.8</b>	<b>48.8</b>	<b>49.8</b>	<b>49.8</b>	<b>49.8</b>	<b>49.8</b>	<b>1.0</b>	<b>2.0%</b>
Frozen Positions*	(5.0)	(1.0)	(1.0)	0.0	0.0	0.0		
<b>NET FUNDED POSITIONS</b>	<b>45.8</b>	<b>47.8</b>	<b>48.8</b>	<b>49.8</b>	<b>49.8</b>	<b>49.8</b>	<b>2.0</b>	<b>4.2%</b>

## OVERVIEW/CHANGES

### FY 10/11 Projected Budget:

- Includes a one-time, \$350 salary bonus and a 6.5% decrease in health insurance costs.
- Reallocation of the Coordinator of Research and Analysis from the County Executive’s Office into Finance Administration. This reallocation will be effective in March 2011.
- Includes revised life insurance rates, which have decreased from 1.11% to 0.28%.

**FY 11/12 Recommended Budget:** The Department of Finance’s budget increases \$133,025, or 3.3%, and reflects the following changes:

- A 1% market increase for FY 11/12 salaries.
- Provides additional staffing support based on recommendations in the Resource Utilization Study and the Auditor’s Management Letter:
  - Funds the Coordinator of Research and Analysis position reallocated during FY 10/11/
  - Unfreezes the Office Associate position and converts it to an Account Clerk Senior.



(DEPARTMENT OF FINANCE CONTINUED)

- Provides additional assistance from the Office of Housing for grants management. Funding for this assistance continues to be budgeted within the Office of Housing.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.

**FY 11/12 Adopted Budget:** No changes were made to the recommended budget.

Description	FY 10/11 Adopted	FY 11/12 Recomm	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Administration (5.0 net funded positions):</b> This program serves the citizens of the County as a public fiduciary safeguarding the County's assets. It oversees and ensures that all divisions carry out their duties in an efficient and courteous manner. This program also manages the County's property and liability insurance coverages and the flexible spending plan (Beneflex) for both local government and schools.	\$370,744	\$497,837	\$497,837	\$127,093	34.3%
<b>Revenue &amp; Taxation (12.0 net funded positions):</b> This division serves as the primary agent for the collection and deposit of all funds owed to the County, including Education. In addition, this division assesses all local taxes (except for real estate) and licenses, and provides tax-related information to the public.	1,047,890	1,025,128	1,025,128	(22,762)	-2.2%
<b>Accounting (7.0 Positions):</b> Accounts payable disburses all County funds for General Government, Education, and joint activities. It maintains the County's voucher system, general ledger accounts, the County's portfolio, purchase order payment file, vendor files, and produces all Internal Revenue Service forms related to these files.  The accounting program monitors all State Compensation Board accounts, and prepares documentation for the annual audit.	468,662	473,270	473,270	4,608	1.0%
<b>Real Estate (14.0 positions):</b> All real property located in Albemarle County is reassessed on an annual basis. This real property assessment program is responsible for the assessment of approximately 41,325 parcels of land covering 726 square miles, plus administration of the land use valuation program.	1,161,521	1,181,410	1,181,410	19,889	1.7%
<b>Purchasing (3.0 Positions):</b> This program purchases all supplies, equipment, and services required by all County Departments, Schools, and associated agencies. This program facilitates the sale of surplus property owned by the County and School Division at public auction. This program also maintains the fixed asset inventory of all items purchased by the County or School Division with a value of \$5,000 or greater.	243,781	243,480	243,480	(301)	-0.1%

(DEPARTMENT OF FINANCE CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Recomm	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Business Division (6.0 positions):</b> This Division is responsible for all business-related tax assessments as well as some revenue collection functions. The division assists taxpayers with starting new businesses and interpreting various state and local ordinances. The office interfaces with various state and local governmental units, as well as other businesses, on behalf of local taxpayers. This Division inspects and investigates business establishments to determine proper liability and classification while assuring compliance with state and local business license requirements and tax ordinances.	482,466	489,438	489,438	6,972	1.4%
<b>Payroll (2.8 Positions):</b> The payroll program administers all employee compensation for General Government, School Division, and several agencies for which the County serves as fiscal agent.	209,150	206,676	206,676	(2,474)	-1.2%
<b>TOTAL, FINANCE</b>	<b>\$3,984,214</b>	<b>\$4,117,239</b>	<b>\$4,117,239</b>	<b>\$133,025</b>	<b>3.3%</b>

THREE-YEAR BUDGET CHANGES

DEPARTMENT OF FINANCE					
	FY 08/09 ADOPTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Administration	\$363,409	\$497,837	\$497,837	\$134,428	37.0%
Revenue & Taxation	1,064,368	1,025,128	1,025,128	(39,240)	-3.7%
Accounting	482,082	473,270	473,270	(8,812)	-1.8%
Real Estate	1,200,175	1,181,410	1,181,410	(18,765)	-1.6%
Purchasing	240,123	243,480	243,480	3,357	1.4%
Business Division	474,304	489,438	489,438	15,134	3.2%
Payroll	217,431	206,676	206,676	(10,755)	-4.9%
<b>EXPENDITURE TOTAL</b>	<b>\$4,041,892</b>	<b>\$4,117,239</b>	<b>\$4,117,239</b>	<b>\$75,347</b>	<b>1.9%</b>
<b>FUNDED POSITIONS</b>	<b>49.0</b>	<b>49.8</b>	<b>49.8</b>	<b>0.8</b>	<b>1.6%</b>

- Position Changes
  - FY 08/09
    - 1.0 Tax Clerk (Eliminated)
    - 1.0 Office Associate (Frozen)
  - FY 09/10
    - 1.0 Business Auditor (Frozen)
    - 1.0 Real Estate Supervisor (Frozen)
    - 1.0 Tax Clerk (Eliminated)
  - FY 10/11
    - Unfreeze Business Auditor position.
    - Unfreeze Real Estate Supervisor and convert to an Appraiser Technician.
    - Reallocate the Coordinator of Research and Analysis to Finance.
  - FY 11/12
    - Unfreeze Office Associate position and convert to a Senior Account Clerk.
- Other Changes
  - A decrease of \$9,582 in computer-related expenses primarily due to reduced software maintenance costs.
  - A \$20,040 reduction in travel, training, and education.

# OFFICE OF MANAGEMENT & BUDGET

## MISSION

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

## DESCRIPTION

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

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

## GOALS

- 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.

## FINANCIAL DATA

OFFICE OF MANAGEMENT & BUDGET								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES*</b>								
SALARIES	\$111,596	\$117,739	\$196,660	\$207,800	\$207,800	\$207,800	\$90,061	76.5%
BENEFITS	\$33,471	43,930	62,201	70,005	70,005	70,005	26,075	59.4%
OPERATING	\$7,095	12,674	9,874	12,417	12,417	12,417	(257)	-2.0%
<b>EXPENDITURE TOTAL</b>	<b>\$152,163</b>	<b>\$174,343</b>	<b>\$268,735</b>	<b>\$290,222</b>	<b>\$290,222</b>	<b>\$290,222</b>	<b>\$115,879</b>	<b>66.5%</b>
<b>NET COST</b>	<b>\$152,163</b>	<b>\$174,343</b>	<b>\$268,735</b>	<b>\$290,222</b>	<b>\$290,222</b>	<b>\$290,222</b>	<b>\$115,879</b>	<b>66.5%</b>
<b>POSITIONS</b>	<b>2.5</b>	<b>2.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>1.0</b>	<b>40.0%</b>

## OVERVIEW/CHANGES

### *FY 10/11 Projected Budget:*

- Includes a one-time, \$350 salary bonus and a 6.5% decrease in health insurance costs.
- Reallocates the Manager of Strategic Planning and Performance from the County Executive’s Office and reclassifies the position to Director of Budget and Performance Management.
- Includes revised life insurance rates, which have decreased from 1.11% to 0.28%.

***FY 11/12 Recommended Budget:*** The Office of Management and Budget’s budget increases \$115,879, or 66.5%, and reflects the following changes:

- A 1% market increase for FY 11/12 salaries.
- Funds the Director of Budget and Performance Management position reallocated to OMB during FY 10/11.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.

***FY 11/12 Adopted Budget:*** No changes were made to the recommended budget.

Description	FY 10/11 Adopted	FY 11/12 Recomm	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Office of Management &amp; Budget (3.5 positions):</b> The budget office develops the annual operating and capital budgets, five-year financial plan, Capital Improvement Program, Strategic Plan, and the Performance Management System.	\$174,343	\$290,222	\$290,222	\$115,879	66.5%
<b>TOTAL, MANAGEMENT &amp; BUDGET</b>	<b>\$174,343</b>	<b>\$290,222</b>	<b>\$290,222</b>	<b>\$115,879</b>	<b>66.5%</b>

**THREE-YEAR BUDGET CHANGES**

MANAGEMENT & BUDGET					
	FY 08/09 ADOPTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	ADP % Change
Management & Budget	\$220,065	\$290,222	\$290,222	\$70,157	31.9%
FUNDED POSITIONS	2.5	3.5	3.5	1.0	40.0%

- In FY 08/09, the Office of Management & Budget (OMB) was a division in the Department of Finance. During FY 10/11, OMB became an independent office and added a Director of Budget and Performance Management, which was reallocated from the County Executive’s 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.)

## FINANCIAL DATA

INFORMATION TECHNOLOGY								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$1,346,249	\$1,366,847	\$1,362,355	\$1,378,899	\$1,378,899	\$1,378,899	\$12,052	0.9%
BENEFITS	\$435,699	481,099	456,105	463,816	463,816	463,816	(17,283)	-3.6%
OPERATING	\$353,818	371,920	346,925	374,446	374,446	374,446	2,526	0.7%
CAPITAL OUTLAY	\$4,485	23,000	273,000	20,136	20,136	20,136	(2,864)	-12.5%
AA OPERATING	\$0	250,000	0	250,000	250,000	250,000	0	0.0%
EXPENDITURE TOTAL	\$2,140,251	\$2,492,866	\$2,438,385	\$2,487,297	\$2,487,297	\$2,487,297	(\$5,569)	-0.2%
<b>REVENUE</b>								
LOCAL	\$42,418	\$0	\$0	\$0	\$0	\$0	0	
<b>NET COST</b>	<b>\$2,097,833</b>	<b>\$2,492,866</b>	<b>\$2,438,385</b>	<b>\$2,487,297</b>	<b>\$2,487,297</b>	<b>\$2,487,297</b>	<b>(\$5,569)</b>	<b>-0.2%</b>
<b>POSITIONS</b>	23.0	21.0	21.0	21.0	21.0	21.0	0.0	0.0%
Frozen Positions*	(3.0)	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)		
<b>NET FUNDED POSITIONS</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>0.0</b>	

\*A Computer Operations Supervisor position is currently frozen, bringing the funded position total down to 20.0

## OVERVIEW/CHANGES

### FY 10/11 Projected Budget:

- Includes a one-time, \$350 salary bonus and a 6.5% decrease in health insurance costs.
- Includes revised life insurance rates, which have decreased from 1.11% to 0.28%.

**FY 11/12 Recommended Budget:** The Department of Information Technology’s budget decreases \$5,569, or 0.2%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- Continued reduction in salary and benefits for the frozen Computer Operations Supervisor position.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- An increase of \$10,000 for costs associated with an additional internet connection at COB 5<sup>th</sup> Street. This second connection will assist in ensuring the County Police and Fire departments have core internet access, even if the main building is without power or WAN connectivity.
- A decrease of \$7,336 in data processing supplies based on historical expenditures.

**FY 11/12 Adopted Budget:** No changes were made to the recommended budget.

(INFORMATION TECHNOLOGY CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Recomm	FY 11/12 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.	\$516,286	\$511,113	\$558,116	\$41,830	8.1%
<b>Systems (8.0 net funded positions):</b> Systems staff provides administration, technical support, and custom programming for the mainframe, LAN, WAN, Internet and Intranet. In addition, this program provides centralized processing, off-site security and backup for mainframe and LAN applications.	821,668	819,353	575,218	(246,450)	-30.0%
<b>Applications (9.0 net funded 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.	904,913	906,831	1,103,964	199,051	22.0%
<b>SUBTOTAL, IT OPERATIONS</b>	<b>2,242,866</b>	<b>2,237,297</b>	<b>2,237,297</b>	<b>(5,569)</b>	<b>-0.2%</b>
<b>Access Albemarle Operating Impacts:</b> The purpose of these funds is to provide a contingency fund to cover software maintenance payments while in transition between the County's Mainframe Computer system and the new Access Albemarle system. Until all applications are off the Mainframe system, this line item will be needed to cover the transitional cost of dual software maintenance expenses.	250,000	250,000	250,000	0	0.0%
<b>TOTAL, INFORMATION TECHNOLOGY</b>	<b>\$2,492,866</b>	<b>\$2,487,297</b>	<b>\$2,487,297</b>	<b>(\$5,569)</b>	<b>-0.2%</b>

THREE-YEAR BUDGET CHANGES

INFORMATION TECHNOLOGY					
	FY 08/09 ADOPTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Information Technology	\$2,655,164	\$2,487,297	\$2,487,297	(\$167,867)	-6.3%
FUNDED POSITIONS	22.0	20.0	20.0	(2.0)	-9.1%

- Frozen and Eliminated Positions
  - FY 08/09 Adopted
    - 1.0 Office Associate (Eliminated)
  - FY 09/10
    - 1.0 Programmer Analyst (Eliminated)
    - 1.0 Computer Operations Supervisor (Frozen)
- Other Changes
  - \$24,000 reduction of funding for consultants. This eliminates funding for consultant services to assist with the implementation of new technologies.
  - \$31,464 reduction in capital outlay, impacting server, infrastructure, and software upgrades.

# 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 60,000 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, efficient voter registration opportunities for county residents.
- Continue to assist Electoral Board in administering fair, 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 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$222,173	\$219,159	\$227,213	\$223,700	\$223,700	\$223,700	\$4,541	2.1%
BENEFITS	\$70,250	80,126	73,927	76,682	76,682	76,682	(3,444)	-4.3%
OPERATING	\$195,895	133,061	144,996	192,161	192,161	192,161	59,100	44.4%
CONTINGENCY FUNDS	\$0	30,000	30,000	55,000	55,000	55,000	25,000	83.3%
<b>EXPENDITURE TOTAL</b>	<b>\$488,318</b>	<b>\$462,346</b>	<b>\$476,136</b>	<b>\$547,543</b>	<b>\$547,543</b>	<b>\$547,543</b>	<b>\$85,197</b>	<b>18.4%</b>
<b>REVENUE</b>								
STATE	\$51,568	\$47,044	\$47,100	\$47,044	\$47,044	\$47,044	\$0	0.0%
<b>NET COST</b>	<b>\$436,750</b>	<b>\$415,302</b>	<b>\$429,036</b>	<b>\$500,499</b>	<b>\$500,499</b>	<b>\$500,499</b>	<b>\$85,197</b>	<b>20.5%</b>
<b>POSITIONS</b>	5.6	5.6	5.6	5.5	5.5	5.5	(0.1)	-1.8%
Frozen Positions*	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)		
<b>NET FUNDED POSITIONS</b>	<b>4.6</b>	<b>4.6</b>	<b>4.6</b>	<b>4.6</b>	<b>4.6</b>	<b>4.6</b>	<b>0.0</b>	

\*An Assistant Registrar for Records Management position is currently frozen, bringing the funded position total down to 4.6.

## OVERVIEW/CHANGES

### **FY 10/11 Projected Budget:**

- Includes a one-time, \$350 salary bonus and a 6.5% decrease in health insurance costs.
- Includes revised life insurance rates, which have decreased from 1.11% to 0.28%.
- An increase of \$6,000 to make repairs to the Free Bridge voting precinct required by the Americans with Disabilities (ADA) Act.
- An increase of \$3,447 for the replacement of voting machine equipment.

**FY 11/12 Recommended Budget:** The Department of Voter Registration and Elections' budget increases \$85,197, or 18.4%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- An increase of \$29,700 in postal services.
  - A mandated, one-time cost of mailing new voter cards following 2011 redistricting
  - A mandated, one-time cost of mailing new voter cards to eliminate older cards with Social Security numbers on them.

(VOTER REGISTRATION AND ELECTIONS CONTINUED)

- A new interpretation by the U.S. Postal Service which requires that certain voter registration documents and other election materials be mailed at the standard postal rate, rather than the cheaper non-profit rate.
- An increase of \$25,000 for election officials based on the number of election officers used in the November 2009 General Election. The November 2011 General Election is for the State Senate, State House, Constitutional Officers, and Local Boards.
- A \$25,000 increase in the reserve for potential primaries. There are potential primaries in August/September 2011 due to redistricting, a dual presidential primary in March/Feb 2012, and a US House/Senate primary in June 2012.

Description	FY 10/11 Adopted	FY 11/12 Recomm	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>(4.6 net funded 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 over 60,000 registered voters in Albemarle County and all other records of the department. Staff maintains a comprehensive list of all streets within Albemarle County, acknowledgement forms, and other data required by law.</p> <p><b>Election Administration:</b> This program is responsible for the oversight of all aspects of the administration of federal, state, municipal, and local elections held in Albemarle County or any of its subdivisions.</p> <p><b>Voter Education Services:</b> The purpose of this program is to provide informational services to the voters of Albemarle County in accordance with all applicable local, state, and federal legal requirements.</p> <p><b>Voter Registration Services:</b> The voter registration services program is responsible for the provision of voter registration to eligible citizens.</p>	\$462,346	\$547,543	\$547,543	\$85,197	18.4%
<b>TOTAL, REGISTRATION AND ELECTIONS</b>	<b>\$462,346</b>	<b>\$547,543</b>	<b>\$547,543</b>	<b>\$85,197</b>	<b>18.4%</b>



(VOTER REGISTRATION AND ELECTIONS CONTINUED)

**THREE-YEAR BUDGET CHANGES**

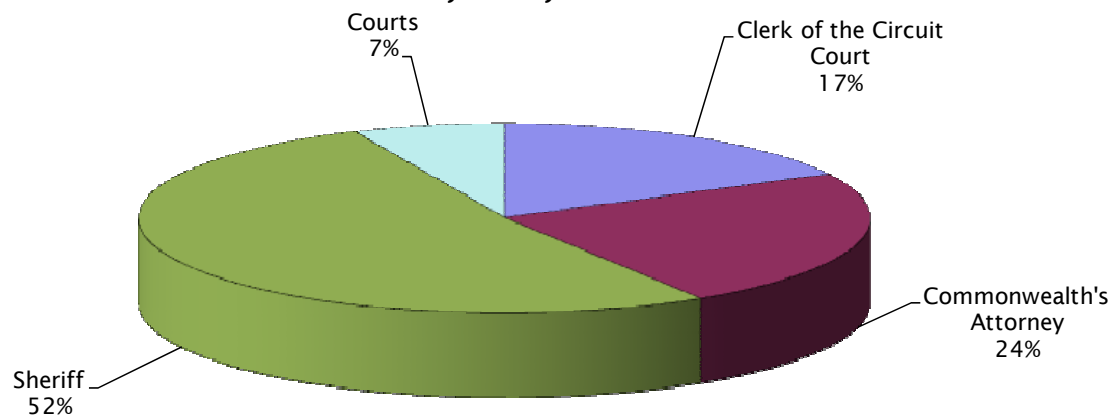
VOTER REGISTRATION AND BOARD OF ELECTIONS					
	FY 08/09 ADOPTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Registrar	\$506,649	\$547,543	\$547,543	\$40,894	8.1%
FUNDED POSITIONS	5.6	4.5	4.5	(1.1)	-19.6%

- Frozen Positions
  - FY 09/10
    - 1.0 Assistant Registrar for Records Management.
- Other Changes
  - The Voter Registration and Elections budget can fluctuate significantly year to year depending on the elections and primaries being held. Funding for FY 08/09 reflects the November 2008 presidential election. Generally, years with a presidential election will have the highest budgets; however the FY 11/12 exceeds the FY 08/09 budget for two main reasons:
    - In the FY 08/09 Adopted Budget, we did not budget a contingency for primaries. However, a supplemental appropriation was approved during FY 08/09 in the amount of \$56,051 for the June Democratic primary election. The FY 11/12 budget includes a reserve of \$55,000 for potential primaries.
    - A variety of line items are impacted by redistricting (re-programming voting machines, notifying voters of new district, etc.).



# JUDICIAL

## FY 11/12 Adopted Judicial Budget \$3,851,355



	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Clerk of the Circuit Court	\$650,916	\$708,680	\$676,050	\$701,635	\$669,016	\$669,016	(\$39,664)	-5.6%
Commonwealth's Attorney	892,924	911,601	902,757	910,408	910,408	910,408	(1,193)	-0.1%
Sheriff	1,893,352	1,995,195	1,936,091	2,013,438	2,013,438	2,013,438	18,243	0.9%
Courts	220,124	279,009	283,875	268,693	258,493	258,493	(20,516)	-7.4%
<b>TOTAL JUDICIAL</b>	<b>\$3,657,317</b>	<b>\$3,894,485</b>	<b>\$3,798,773</b>	<b>\$3,894,174</b>	<b>\$3,851,355</b>	<b>\$3,851,355</b>	<b>(\$43,130)</b>	<b>-1.1%</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 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$405,637	\$419,027	\$416,654	\$426,960	\$411,960	\$411,960	(\$7,067)	-1.7%
BENEFITS	156,086	176,203	160,126	168,115	163,796	163,796	(12,407)	-7.0%
OPERATING	69,927	101,450	87,270	103,560	90,260	90,260	(11,190)	-11.0%
CAPITAL OUTLAY	19,266	12,000	12,000	3,000	3,000	3,000	(9,000)	
EXPENDITURE TOTAL	\$650,916	\$708,680	\$676,050	\$701,635	\$669,016	\$669,016	(\$39,664)	-5.6%
<b>REVENUE</b>								
STATE	\$375,429	\$370,574	\$396,377	\$388,880	\$388,880	\$388,880	\$18,306	4.9%
REVENUE TOTAL	\$375,429	\$370,574	\$396,377	\$388,880	\$388,880	\$388,880	\$18,306	4.9%
<b>NET COST</b>	<b>\$275,487</b>	<b>\$338,106</b>	<b>\$279,673</b>	<b>\$312,755</b>	<b>\$280,136</b>	<b>\$280,136</b>	<b>(\$57,970)</b>	<b>-17.1%</b>
<b>POSITIONS</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0%</b>

## OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** The Clerk of the Circuit Court’s budget decreases \$39,664, or 5.6%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- A decrease in a variety of operating line items to more closely reflect actual and projected expenditures.
- An increase of \$18,306 in state support for constitutional officers’ shared expenses, which contributes to a \$57,970 or 17.1% decrease in the net local cost.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

(CLERK OF THE CIRCUIT COURT CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Clerk of the Circuit Court (10.0 positions):</b>	\$708,680	\$669,016	(\$39,664)	-5.6%
<b>Court Services Program:</b> This program consists of the criminal section and the law and chancery section in which there are four full time deputies, two in each section. Deputies assist the judge in the courtroom in both Criminal and Civil actions and conduct other duties related to cases in accordance with state law.				
<b>Tax Records and Probate Program:</b> This program properly indexes deeds for items such as real property, issues marriage licenses, probates wills, docket judgments, files financing statements and business partnership certificates, in accordance with applicable laws.				
<b>TOTAL, CLERK OF THE CIRCUIT COURT</b>	<b>\$708,680</b>	<b>\$669,016</b>	<b>(\$39,664)</b>	<b>-5.6%</b>

THREE-YEAR BUDGET CHANGES

CLERK OF CIRCUIT COURT				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Clerk of the Circuit Court	\$734,588	\$669,016	(\$65,572)	-8.9%
FUNDED POSITIONS	11.0	10.0	(1.0)	-9.1%

- Eliminated Position
  - FY 09/10 - Elimination of funding for 1.0 FTE that had been vacant for several years and was not approved by the Virginia Compensation Board.

# 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 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$650,353	\$653,010	\$656,159	\$659,348	\$659,348	\$659,348	\$6,338	1.0%
BENEFITS	204,131	224,003	212,010	215,699	215,699	215,699	(8,304)	-3.7%
OPERATING	33,112	33,613	33,613	34,386	34,386	34,386	773	2.3%
CAPITAL OUTLAY	5,329	975	975	975	975	975	0	0.0%
<b>EXPENDITURE TOTAL</b>	<b>\$892,924</b>	<b>\$911,601</b>	<b>\$902,757</b>	<b>\$910,408</b>	<b>\$910,408</b>	<b>\$910,408</b>	<b>(\$1,193)</b>	<b>-0.1%</b>
<b>REVENUE</b>								
LOCAL	\$5,342	\$5,600	\$5,500	\$5,500	\$5,500	\$5,500	(\$100)	-1.8%
STATE	447,669	412,841	436,685	455,363	455,363	455,363	42,522	10.3%
TRANSFERS	10,000	0	0	0	0	0	0	
<b>REVENUE TOTAL</b>	<b>\$463,011</b>	<b>\$418,441</b>	<b>\$442,185</b>	<b>\$460,863</b>	<b>\$460,863</b>	<b>\$460,863</b>	<b>\$42,422</b>	<b>10.1%</b>
<b>NET COST</b>	<b>\$429,913</b>	<b>\$493,160</b>	<b>\$460,572</b>	<b>\$449,545</b>	<b>\$449,545</b>	<b>\$449,545</b>	<b>(\$43,615)</b>	<b>-8.8%</b>
<b>POSITIONS</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>	<b>0.0%</b>

## OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** The Commonwealth Attorney's budget decreases \$1,193, or 0.1%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.

(COMMONWEALTH'S ATTORNEY CONTINUED)

- An increase of \$42,522 in state support for constitutional officers' shared expenses, which contributes to a \$43,615, or 8.8%, decrease in the net local cost.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

Description	FY 10/11 Adopted	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Criminal Case Prosecution and Legal Services (9.0 positions):</b> The Commonwealth's Attorney's Office is responsible for prosecution for the Commonwealth of Virginia and the County of Albemarle and assists County police, UVA police, State police, federal law enforcement agencies, and other law enforcement agencies on legal issues when requested. The division also provides outreach and information to the general public regarding criminal justice issues.	\$911,601	\$910,408	(\$1,193)	-0.1%
<b>TOTAL, COMMONWEALTH'S ATTORNEY</b>	<b>\$911,601</b>	<b>\$910,408</b>	<b>(\$1,193)</b>	<b>-0.1%</b>

**THREE -YEAR BUDGET CHANGES**

COMMONWEALTH'S ATTORNEY				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Commonwealth's Attorney	\$905,049	\$910,408	\$5,359	0.6%
FUNDED POSITIONS	9.0	9.0	0.0	0.0%

- There have been no significant changes to the Commonwealths' Attorney expenditure budget since FY 08/09.

# 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

SHERIFF'S DEPARTMENT								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$1,290,679	\$1,296,928	\$1,298,202	\$1,304,536	\$1,304,536	\$1,304,536	\$7,608	0.6%
BENEFITS	382,413	432,011	388,567	418,167	418,167	418,167	(13,844)	-3.2%
OPERATING	177,796	216,666	199,732	204,215	204,215	204,215	(12,451)	-5.7%
CAPITAL OUTLAY	39,239	42,950	42,950	79,880	79,880	79,880	36,930	86.0%
OTHER	3,225	6,640	6,640	6,640	6,640	6,640	0	0.0%
<b>EXPENDITURE TOTAL</b>	<b>\$1,893,352</b>	<b>\$1,995,195</b>	<b>\$1,936,091</b>	<b>\$2,013,438</b>	<b>\$2,013,438</b>	<b>\$2,013,438</b>	<b>\$18,243</b>	<b>0.9%</b>
<b>REVENUE</b>								
LOCAL	\$559,847	\$550,400	\$544,664	\$546,764	\$546,764	\$546,764	(\$3,636)	-0.7%
STATE	629,452	611,932	625,100	664,414	664,414	664,414	52,482	8.6%
TRANSFERS	2,000	0	0	0	0	0	0	
<b>REVENUE TOTAL</b>	<b>\$1,191,299</b>	<b>\$1,162,332</b>	<b>\$1,169,764</b>	<b>\$1,211,178</b>	<b>\$1,211,178</b>	<b>\$1,211,178</b>	<b>\$48,846</b>	<b>4.2%</b>
<b>NET COST</b>	<b>\$702,053</b>	<b>\$832,863</b>	<b>\$766,327</b>	<b>\$802,260</b>	<b>\$802,260</b>	<b>\$802,260</b>	<b>(\$30,603)</b>	<b>-3.7%</b>
<b>POSITIONS</b>	<b>23.0</b>	<b>23.0</b>	<b>23.0</b>	<b>23.0</b>	<b>23.0</b>	<b>23.0</b>	<b>0.0</b>	<b>0.0%</b>

## OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** The Sheriff’s budget increases by \$18,243, or 0.9%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- An increase of \$8,100 for Line of Duty insurance costs. This mandated program is anticipated to no longer be funded by the state in FY 11/12.
- An increase of \$7,705 for vehicle fuel due to an increase in rates.
- An increase of \$2,880 for regional training academy costs due to an increase in the per officer rate.
- A decrease of \$29,089 in utility costs that are now funded through the County’s contribution to the Juvenile Court.
- A \$36,930 increase in capital outlay expenditures that includes \$30,580 based on increasing the vehicle replacement fee from \$1.50 to \$3.00 per gallon of fuel and \$6,600 for radio replacement.
- An increase of \$52,482 in state support for constitutional officers’ shared expenses, which contributes to a \$30,603, or 3.7%, decrease in the net local cost

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.



(OFFICE OF THE SHERIFF CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 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 \$127,700 reimbursement from the City of Charlottesville for their share of security provided by the Albemarle County Sheriff's Office. The County's share of security costs is budgeted in the Sheriff's Office budget.</p>	\$1,775,115	\$1,798,138	\$23,023	1.3%
<p><b>Reimbursable Overt ime:</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>	220,080	215,300	(4,780)	-2.2%
<b>TOTAL, OFFICE OF THE SHERIFF</b>	<b>\$1,995,195</b>	<b>\$2,013,438</b>	<b>\$18,243</b>	<b>0.9%</b>

THREE-YEAR BUDGET CHANGES

SHERIFF				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP	
			\$ Change	% Change
Sheriff's Office	\$1,745,885	\$1,798,138	\$52,253	3.0%
Hunting Control	16,212	0	(16,212)	-100.0%
Overtime Reimbursable	218,308	215,300	(3,008)	-1.4%
<b>EXPENDITURE TOTAL</b>	<b>\$1,980,405</b>	<b>\$2,013,438</b>	<b>\$33,033</b>	<b>1.7%</b>
<b>FUNDED POSITIONS</b>	<b>23.0</b>	<b>23.0</b>	<b>0.0</b>	<b>0.0%</b>

- Reductions
  - Elimination of Hunting Control program in FY 10/11

# 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 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
CIRCUIT COURT	\$117,507	\$103,061	\$107,927	\$121,145	\$110,945	\$110,945	\$7,884	7.6%
GENERAL DIST. COURT	19,614	22,806	22,806	23,894	23,894	23,894	1,088	4.8%
MAGISTRATE	0	4,425	4,425	4,425	4,425	4,425	0	0.0%
JUVENILE COURT	83,004	148,717	148,717	119,229	119,229	119,229	(29,488)	-19.8%
EXPENDITURE TOTAL	\$220,124	\$279,009	\$283,875	\$268,693	\$258,493	\$258,493	(\$20,516)	-7.4%
<b>NET COST</b>	<b>\$220,124</b>	<b>\$279,009</b>	<b>\$283,875</b>	<b>\$268,693</b>	<b>\$258,493</b>	<b>\$258,493</b>	<b>(\$20,516)</b>	<b>-7.4%</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 11/12 Recommended Budget:** Overall, funding to the various Courts decreases \$20,516, or 7.4%, and reflects the following:

### Circuit Court:

- A 1% market increase for FY 11/12 salaries.
- A decrease of 6.5% in health and a 6% increase in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- An increase of \$8,200 in operating expenses for the maintenance of office equipment and increased costs associated with jurors and witnesses.

### Juvenile Court

- The City of Charlottesville is the fiscal agent for the Juvenile and Domestic Relations (J&DR) Court. The County's contribution decreases \$29,488 reflecting the County's share of operations and building maintenance. The new J & DR court was occupied in mid-August 2009. The decrease is the result of better cost estimates now that a full year of actual operating expenses is available.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

(COURTS CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 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>	\$103,061	\$110,945	\$7,884	7.6%
<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>	22,806	23,894	1,088	4.8%
<p><b>Magistrate's Office:</b> The Magistrate is appointed and supervised by the Judge of the Circuit Court and serves as the initial contact between citizens and the criminal justice system. The duties of the Magistrate include the issuance of arrest and search warrants, subpoenas, civil warrants, summons, and temporary mental detention orders. The Magistrate also determines bail as well as commitments to and releases from jail. The Magistrate's Office serves both the City and the County.</p>	4,425	4,425	0	0.0%
<p><b>Juvenile &amp; Domestic Relations (J &amp; DR) Court:</b> The City of Charlottesville and Albemarle County share a single J &amp; DR Court and pay supplementary support costs for the Court. The 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.</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>	148,717	119,229	(29,488)	-19.8%
<b>TOTAL, COURTS</b>	<b>\$279,009</b>	<b>\$258,493</b>	<b>(\$20,516)</b>	<b>-7.4%</b>

(COURTS CONTINUED)

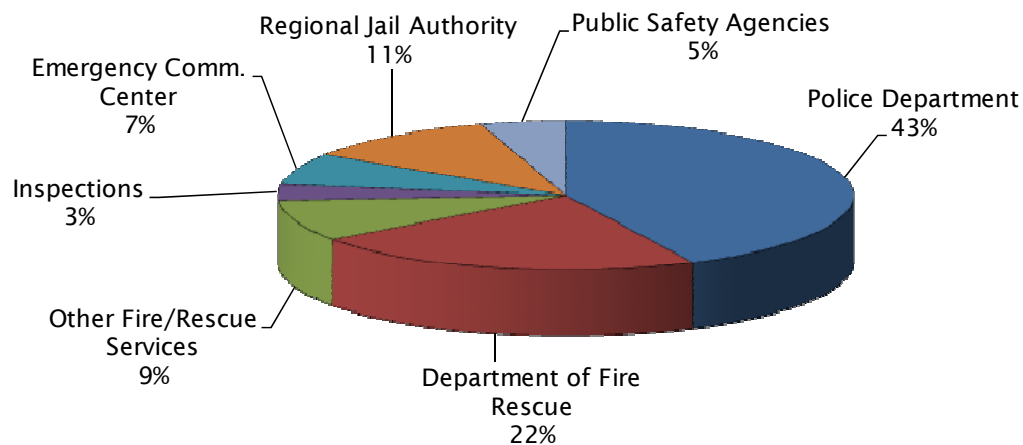
**THREE-YEAR BUDGET CHANGES**

<b>COURTS</b>				
	<b>FY 08/09 ADOPTED</b>	<b>FY 11/12 ADOPTED</b>	<b>12 ADP - 09 ADP</b>	
			<b>\$ Change</b>	<b>% Change</b>
Circuit Court	\$102,176	\$110,945	\$8,769	8.6%
General District Court	19,100	23,894	4,794	25.1%
Magistrate	4,800	4,425	(375)	-7.8%
Juvenile Court	114,833	119,229	4,396	3.8%
<b>EXPENDITURE TOTAL</b>	<b>\$240,909</b>	<b>\$258,493</b>	<b>\$17,584</b>	<b>7.3%</b>
<b>FUNDED POSITIONS</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0%</b>

- Overall, funding for the courts have increased \$17,584, or 7.3%, in the three-year period.

# PUBLIC SAFETY

## FY 11/12 Adopted Public Safety Budget \$30,548,112



	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Police Department	\$12,148,131	\$12,483,891	\$12,025,432	\$13,051,415	\$13,051,415	\$13,051,415	\$567,524	4.5%
Department of Fire Rescue	6,624,429	6,678,976	6,874,059	6,807,669	6,807,669	6,807,669	128,693	1.9%
Other Fire/Rescue Services	2,505,771	2,534,525	2,678,658	3,474,847	2,724,968	2,724,968	190,443	7.5%
Inspections	1,058,960	1,072,951	994,401	1,060,583	1,060,583	1,060,583	(12,368)	-1.2%
Emergency Comm. Center	1,975,393	1,982,766	1,982,766	2,066,831	2,066,831	2,066,831	84,065	4.2%
Regional Jail Authority	3,092,408	3,154,209	3,189,582	3,378,990	3,378,990	3,378,990	224,781	7.1%
Public Safety Agencies	1,140,769	1,320,788	1,320,788	1,457,656	1,457,656	1,457,656	136,868	10.4%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$28,545,860</b>	<b>\$29,228,106</b>	<b>\$29,065,686</b>	<b>\$31,297,991</b>	<b>\$30,548,112</b>	<b>\$30,548,112</b>	<b>\$1,320,006</b>	<b>4.5%</b>



# POLICE DEPARTMENT

## MISSION

Protecting Your Future ... Today ... Through Community Partnerships and Excellence in Service with a Commitment to Improving the Quality of Life in Albemarle County

## DESCRIPTION

Albemarle County is the fifth largest county in the Commonwealth of Virginia containing 726 square miles of land and 6 square miles of water. The Albemarle County Police Department was created in 1983 to assume primary responsibility for law enforcement. The Department's present authorized strength is 123 sworn officers (including 3 frozen Police Officer positions), 20.5 civilian employees and 4 animal control officers.

## GOALS

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

## FINANCIAL DATA

POLICE DEPARTMENT								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$7,908,123	\$7,823,574	\$7,601,324	\$8,026,832	\$8,026,832	\$8,026,832	\$203,258	2.6%
BENEFITS	2,680,818	2,952,894	2,623,375	2,870,403	2,870,403	2,870,403	(82,491)	-2.8%
OPERATING	1,269,876	1,362,446	1,452,703	1,604,003	1,604,003	1,604,003	241,557	17.7%
CAPITAL OUTLAY	260,786	317,170	320,223	522,420	522,420	522,420	205,250	64.7%
TRANSFER TO VICTIM WITNESS GRANT	28,527	27,807	27,807	27,757	27,757	27,757	(50)	-0.2%
<b>EXPENDITURE TOTAL</b>	<b>\$12,148,131</b>	<b>\$12,483,891</b>	<b>\$12,025,432</b>	<b>\$13,051,415</b>	<b>\$13,051,415</b>	<b>\$13,051,415</b>	<b>\$567,524</b>	<b>4.5%</b>
<b>REVENUE</b>								
LOCAL	977,364	\$1,061,965	\$937,150	\$994,650	\$994,650	\$994,650	(67,315)	-6.3%
STATE	2,008,091	1,866,815	1,967,888	1,750,345	1,750,345	1,750,345	(116,470)	-6.2%
TRANSFER FROM SCHOOLS	257,193	244,800	136,979	140,000	140,000	140,000	(104,800)	-42.8%
<b>REVENUE TOTAL</b>	<b>\$3,242,648</b>	<b>\$3,173,580</b>	<b>\$3,042,017</b>	<b>\$2,884,995</b>	<b>\$2,884,995</b>	<b>\$2,884,995</b>	<b>(\$288,585)</b>	<b>-9.1%</b>
<b>NET COST</b>	<b>\$8,905,483</b>	<b>\$9,310,311</b>	<b>\$8,983,415</b>	<b>\$10,166,420</b>	<b>\$10,166,420</b>	<b>\$10,166,420</b>	<b>\$856,109</b>	<b>9.2%</b>
<b>POSITIONS</b>	<b>151.5</b>	<b>148.5</b>	<b>147.5</b>	<b>147.5</b>	<b>147.5</b>	<b>147.5</b>	<b>(1.0)</b>	<b>-0.7%</b>
Frozen Positions*	<b>(8.0)</b>	<b>(5.0)</b>	<b>(5.0)</b>	<b>(3.0)</b>	<b>(3.0)</b>	<b>(3.0)</b>		
<b>NET FUNDED POSITIONS</b>	<b>143.5</b>	<b>143.5</b>	<b>142.5</b>	<b>144.5</b>	<b>144.5</b>	<b>144.5</b>		

\*Three Police Officer positions are currently frozen, reducing the recommended funded position total to 144.5

## OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** The Police's budget increases by \$567,524, or 4.5%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- Funding for two (2.0) Police Officer positions that were previously frozen, which totals \$110,493 in additional salary and benefit costs and \$43,100 in additional operating costs.
- Continued reduction in salary and benefits for three (3.0) frozen Police Officer positions and a Records Unit Supervisor (1.0 FTE) that was eliminated during FY 10/11 as part of a department reorganization.
- A \$125,275 increase in overtime wages. This includes approximately \$80,000 to comply with mandated Virginia Code overtime requirements that are in addition to the federal Fair Labor Standards Act (FLSA) requirements and \$45,275 for the standby pay initiative approved during 2010 that compensates employees for "off duty" on-call time.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.

*(POLICE DEPARTMENT CONTINUED)*

- An increase of \$27,200 for Line of Duty insurance costs. This mandated program is anticipated to no longer be funded by the state in FY 11/12.
- An increase of \$137,420 for vehicle fuel, repair and maintenance expenses due to an increase in the rates and usage associated with these expenditures.
- An increase of \$72,000 for traffic safety programs that will be funded 100% through revenues received from the PhotoSafe program that began in FY 10/11.
- An increase of \$15,760 for regional training academy costs due to an increase in the per officer rate.
- A \$205,250 increase in capital outlay expenditures that includes an increase of \$223,950 based on increasing the vehicle replacement fee from \$1.50 to \$3.00 per gallon of fuel and an \$18,700 decrease for communication and other police equipment.
- A decrease of \$116,470 in state categorical aid for support to law enforcement (599 funds) and a \$104,800 reduction in the transfer from the School Division to fund School Resource Officers. These changes contribute to an \$856,109, or 9.2%, increase in the Department’s net cost.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

Description	FY 10/11 Adopted	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Police Services (139.5 net funded positions):</b> Police Services include three Patrol Divisions, Investigations Division, Community Policing Division, Administrative Services Division, and the Office of the Chief of Police. The department operates on a 24-hour, 365-day per year basis.</p> <p>Patrol Divisions - Three Patrol Divisions provide year-round, 24-hour police services. Officers assigned to these divisions are responsible for answering calls for service, preliminary investigations of incidents, traffic enforcement and accident investigation, problem solving, and maintaining order in the community.</p> <p>Investigations Division - The Investigations Division staff provides follow-up investigations for all complex and serious cases. This division also provides personnel and supervision for the Jefferson Area Drug Enforcement (JADE) unit (operating cooperatively between the County, the City of Charlottesville, and the University of Virginia), and management of criminal intelligence information and evidence control.</p> <p>Administrative Services Division and Office of the Chief of Police - This program is responsible for planning and research, fiscal management, records management, training and professional development, and information automation and management.</p> <p>Community Policing Division - The Community Policing Division officers work with community groups to identify problems and take corrective measures through collaborative problem solving. The officers provide community-focused attention to citizen problems and concerns, and can be utilized to address specialized enforcement and investigative needs including traffic enforcement, criminal investigations, school resource officers, fugitive warrant service, and quality of life issues.</p>	\$12,142,767	\$12,710,164	\$567,397	4.7%



(POLICE DEPARTMENT CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Community Services (1.0 positions):</b> The Community Services program provides counseling and support assistance to victims and witnesses of crime in Albemarle County through the Victim/Witness Office. This program also provides for the establishment and overview of all departmental crime prevention and community relations initiatives. The Victim/Witness Office is staffed by a victim witness program coordinator. Additional grant funding also pays for a half-time victim/witness assistant coordinator and a victim/witness program assistant.</p> <p><b>Animal Control (4.0 positions):</b> The Animal Control unit is responsible for enforcing all State and County animal laws. The four full-time animal control officers who staff this unit also work in cooperation with state game commission officers and assist with game animal problems in the County.</p>				
<p><b>Police Reimbursable Overtime:</b> This budget item covers pay to police officers who provide security services to local, private organizations during their off-duty hours. Expenditures are offset by revenues paid to the County by the organizations who contract for the service.</p>	341,124	341,251	127	0.0%
<b>TOTAL, POLICE DEPARTMENT</b>	<b>\$12,483,891</b>	<b>\$13,051,415</b>	<b>\$567,524</b>	<b>4.5%</b>

THREE-YEAR BUDGET CHANGES

POLICE				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Police	\$12,580,232	\$13,051,415	\$471,183	0.0%
FUNDED POSITIONS	151.5	144.5	(7.0)	-4.6%

- Frozen (3.0 FTE) and Eliminated (4.0 FTE) Positions
  - FY 08/09
    - Two Police Officer positions frozen
  - FY 09/10
    - Three additional Police Officer positions frozen for a total of five.
  - FY 10/11
    - Eliminated previously frozen positions (3.0 FTE)
      - Civilian Patrol Assistants (a 0.5 FTE frozen in FY 08/09 and a .05 FTE frozen in FY 09/10)
      - Community Relations Coordinator (frozen in FY 09/10)
      - Management Analyst (frozen in FY 09/10)
    - Eliminated a Records Unit Supervisor position (1.0 FTE) as part of a department reorganization.
  - FY 11/12
    - Provides funding for two Police Officer positions that were previously frozen, reducing the number of frozen Police Officer positions to three.

# DEPARTMENT OF FIRE AND RESCUE

## MISSION

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

## DESCRIPTION

Emergency services in Albemarle County are provided by a combination system consisting of volunteer and career personnel working cooperatively and collaboratively together to provide fire, rescue, and emergency medical services to the community while at the same time partnering with other local and regional emergency services organizations. The system consists of two County stations staffed full-time by career personnel, seven volunteer fire companies and three volunteer rescue squads. In addition, the County contracts with the City of Charlottesville to provide fire/rescue services primarily in the Pantops development area and Ivy. 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

- Develop a unified combination emergency services system at the operations level.
- Deliver the highest quality fire and EMS programs and services possible with excellent customer service.
- Recruit, develop and retain quality volunteer & career personnel.
- Improve response times

## FINANCIAL DATA

FIRE RESCUE DEPARTMENT								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$4,369,389	\$4,219,536	\$4,428,144	\$4,342,774	\$4,342,774	\$4,342,774	\$123,238	2.9%
BENEFITS	1,526,121	1,691,655	1,587,011	1,679,446	1,679,446	1,679,446	(12,209)	-0.7%
OPERATING	702,624	746,805	826,951	747,229	747,229	747,229	424	0.1%
CAPITAL OUTLAY	26,295	20,980	31,953	38,220	38,220	38,220	17,240	82.2%
EXPENDITURE TOTAL	\$6,624,429	\$6,678,976	\$6,874,059	\$6,807,669	\$6,807,669	\$6,807,669	\$128,693	1.9%
<b>REVENUE</b>								
LOCAL	\$144,476	\$512,000	\$509,100	\$520,850	\$520,850	\$520,850	\$8,850	1.7%
<b>NET COST</b>	<b>\$6,479,952</b>	<b>\$6,166,976</b>	<b>\$6,364,959</b>	<b>\$6,286,819</b>	<b>\$6,286,819</b>	<b>\$6,286,819</b>	<b>\$119,843</b>	<b>1.9%</b>
<b>POSITIONS</b>	<b>80.0</b>	<b>79.0</b>	<b>80.0</b>	<b>80.0</b>	<b>80.0</b>	<b>80.0</b>	<b>1.0</b>	<b>1.3%</b>
Frozen Positions	(1.0)	0.0	0.0	0.0	0.0	0.0		
<b>NET FUNDED POSITIONS</b>	<b>79.0</b>	<b>79.0</b>	<b>80.0</b>	<b>80.0</b>	<b>80.0</b>	<b>80.0</b>		

## OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** Fire Rescue’s budget increases by \$128,693, or 1.9%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- Continues the overhire of one (1.0) firefighter authorized in FY 10/11 to assist the department with meeting minimum staffing standards and better manage overtime costs. This position’s cost will be funded through salary lapse from within the department and does not increase the budget.
- A \$67,000 increase in overtime wages. This includes approximately \$40,000 to comply with mandated Virginia Code overtime requirements that are in addition to the federal Fair Labor Standards Act (FLSA) requirements and an additional increase based on historical expenditures.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- An increase of \$17,600 for Line of Duty insurance costs. This mandated program is anticipated to no longer be funded by the state in FY 11/12.
- A \$17,240 increase in capital outlay expenditures that includes \$18,040 based on increasing the vehicle replacement fee from \$1.50 to \$3.00 per gallon of fuel and an \$800 decrease in other capital outlay expenditures.

*(FIRE RESCUE CONTINUED)*

- An \$8,850 increase in local revenues, which contributes to an \$119,843, or 1.9%, increase in the department's net cost.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

Description	FY 10/11 Adopted	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<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 and improving the working relationship between volunteer fire and EMS personnel.	\$574,871	\$569,665	(\$5,206)	-0.9%
<b>Training/Education (3.0 positions):</b> This division increases the training level of emergency responders throughout the County, provides a training academy, plans and implements an annual regional training school, and assists volunteers with implementing an aggressive, in-house training curriculum.	372,126	401,966	29,840	8.0%
<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.	397,317	408,421	11,104	2.8%
<b>Recruitment and Retention of Volunteers:</b> This program is responsible for performing technical and administrative work in the Fire/Rescue Department as well as working with the Volunteer Recruitment and Retention Committee (a committee of the Albemarle County Fire and Rescue Advisory Board) to coordinate the overall volunteer recruitment and retention efforts.  In FY 11/12, these expenditures are being reallocated for the same purpose in the Training/Education program shown above. The Training Division will be managing these efforts and costs since the Recruitment and Retention Captain position was eliminated as part of the FY 10/11 budget.	25,133	0	(25,133)	-100.0%
<b>Fire/Rescue Operations (66.0 positions):</b> This division provides 24-hour support to the Monticello and Hollymead Fire stations and daytime support for six 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. The Operations Division includes an assistant Chief and an EMS Supervisor.	5,265,029	5,385,302	120,273	2.3%

(FIRE AND RESCUE CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>EMS Cost Recovery:</b> This program obtains reimbursement for the costs of emergency medical services associated with transporting a patient to the hospital by ambulance. The anticipated revenue from this program for FY 11/12 is \$457,800. This funding is for the operating costs to administer this program.	44,500	42,315	(2,185)	-4.9%
<b>TOTAL, DEPARTMENT OF FIRE/RESCUE</b>	<b>\$6,678,976</b>	<b>\$6,807,669</b>	<b>\$128,693</b>	<b>1.9%</b>

THREE-YEAR BUDGET CHANGES

FIRE RESCUE				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Administration	\$572,102	\$569,665	(\$2,437)	-0.4%
Training	354,042	401,966	\$47,924	13.5%
Prevention	430,466	408,421	(\$22,045)	-5.1%
Operations	5,153,819	5,385,302	\$231,483	4.5%
Recruitment & Retention	121,341	0	(\$121,341)	-100.0%
EMS Cost Recovery	0	42,315	\$42,315	
<b>EXPENDITURE TOTAL</b>	<b>\$6,631,770</b>	<b>\$6,807,669</b>	<b>\$175,899</b>	<b>2.7%</b>
<b>FUNDED POSITIONS</b>	<b>80.0</b>	<b>80.0</b>	<b>0.0</b>	<b>0.0%</b>

- Position Changes
  - A Recruitment and Retention Captain, previously frozen in FY 08/09, was eliminated in FY 10/11
  - In FY 10/11, the department was authorized to overhire one (1.0) firefighter to assist with meeting minimum staffing standards and better manage overtime costs. This position is a 1.0 FTE increase and is funded through salary lapse from within the department, so it does not increase the budget.
- Other Changes
  - Recruitment and Retention program costs have been reduced due to the aforementioned eliminated position and the remaining costs have been reallocated to the Training program for the same purpose. The Training Division will be managing these efforts and costs since the Recruitment and Retention Captain position was eliminated as part of the FY 10/11 budget.
  - The EMS Cost Recovery program began during in FY 09/10.

# OTHER FIRE/RESCUE SERVICES

## DESCRIPTION

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

## FINANCIAL DATA

OTHER FIRE/RESCUE SERVICES								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
VOLUNTEER FIRE/RESCUE	\$1,675,056	\$1,669,526	\$1,783,530	\$2,526,666	\$1,776,787	\$1,776,787	\$107,261	6.4%
TJ EMS*	26,480	19,066	19,066	19,257	19,257	19,257	191	1.0%
FIRE/RESCUE TAX CREDIT	59,200	57,500	57,500	59,500	59,500	59,500	2,000	3.5%
FOREST FIRE EXTINCTION	23,786	23,786	23,786	23,786	23,786	23,786	0	0.0%
CITY FIRE CONTRACT	721,249	764,647	794,776	845,638	845,638	845,638	80,991	10.6%
TOTAL CONTRIBUTIONS	<u>\$2,505,771</u>	<u>\$2,534,525</u>	<u>\$2,678,658</u>	<u>\$3,474,847</u>	<u>\$2,724,968</u>	<u>\$2,724,968</u>	<u>\$190,443</u>	<u>7.5%</u>
<b>REVENUE</b>								
STATE	\$436,394	\$228,000	\$213,998	\$232,600	\$232,600	\$232,600	\$4,600	2.0%
<b>NET COST</b>	<u>\$2,069,376</u>	<u>\$2,306,525</u>	<u>\$2,464,660</u>	<u>\$3,242,247</u>	<u>\$2,492,368</u>	<u>\$2,492,368</u>	<u>\$185,843</u>	<u>8.1%</u>

\*Thomas Jefferson Emergency Medical Services Council

## OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** Overall, funding for Other Fire/Rescue Services increase \$190,443, or 7.5%, due to the following changes:

- Funding for the ten (10) volunteer fire and rescue departments' operating budgets includes: 1) \$3,000 increase per station to fund the one-time cost of installing mandated backflow prevention devices, and 2) an increase of 1.0% per department with the exception of a) two stations that requested below a 1.0% increase, and b) CARS (an increase of \$3,255 or 1.9%) based on the costs and share of calls for service for County-funded personnel that serve both the County and City of Charlottesville.
- Changes to property, automobile, liability, accident/sickness insurance premiums, computer maintenance and replacement costs, turnout gear and other operating supplies for volunteer companies increase \$22,904, or 6.0%.
- There is an additional increase of \$43,900 for Line of Duty insurance costs. This mandated program is anticipated to no longer be funded by the state in FY 11/12.
- Increase of \$191, or 1.0%, for Thomas Jefferson Emergency Medical Services Council (TJEMS). Based on direction from the Board of Supervisors, the Community Agency and Agency Budget Review Team processes are being reevaluated during FY 10/11 and changes to these processes will be implemented for the FY 12/13 budget process. Recommended funding levels FY 11/12 are based on a level consistent with other changes in the FY 11/12 Recommended Budget.
- Increase of \$2,000, or 3.5%, in Fire Rescue Tax Credit based on recent usage.
- Increase of \$80,991, or 10.6%, for the City Fire Contract per the agreement based on a 5% increase in the base annual payment and to provide funding for projected call volume in FY 11/12 which includes funding for unexpected spikes in calls, such as those for the past summer's micro-bursts.
- State revenue from the Virginia Department of Fire Programs for aid to localities increases \$4,600 or 2.0%.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

(OTHER FIRE RESCUE SERVICES CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Request	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Volunteer Fire/Rescue Services:</b> The County provides a budget allocation to each volunteer fire and rescue department to offset their annual operating costs. In addition, the County also provides funding for the volunteer's property, liability, and accident/sickness insurance premiums, turnout gear, flares, and foam.	\$1,669,526	\$2,526,666	\$1,776,787	\$107,261	6.4%
<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.	19,066	19,257	19,257	191	1.0%
<b>Volunteer Fire/Rescue Tax Credit:</b> The County has established a Volunteer Fire/Rescue Personal Property Tax Credit that may be applied toward any vehicle owned by an active fire/rescue volunteer. An additional voucher is also issued to eligible volunteers to pay for the County vehicle license tax.	57,500	59,500	59,500	2,000	3.5%
<b>Forest Fire Extinguishment:</b> Based on the State Code, Albemarle County reimburses the State for forest fire prevention, detection, and suppression services provided by the State Forester.	23,786	23,786	23,786	0	0.0%
<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.	764,647	845,638	845,638	80,991	10.6%
<b>TOTAL, OTHER FIRE/RESCUE SERVICES</b>	<b>\$2,534,525</b>	<b>\$3,474,847</b>	<b>\$2,724,968</b>	<b>\$190,443</b>	<b>7.5%</b>

THREE-YEAR BUDGET CHANGES

OTHER FIRE RESCUE SERVICES				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Volunteer Fire/Rescue	\$1,844,828	\$1,776,787	(\$68,041)	-3.7%
TJEMS	21,184	19,257	(\$1,927)	-9.1%
Fire/Rescue Tax Credit	50,430	59,500	\$9,070	18.0%
Forest Fire Extinguishment	13,216	23,786	\$10,570	80.0%
City Fire Contract	655,000	845,638	\$190,638	29.1%
<b>EXPENDITURE TOTAL</b>	<b>\$2,584,658</b>	<b>\$2,724,968</b>	<b>\$140,310</b>	<b>5.4%</b>

- Other Fire Rescue Services
  - The decrease in Volunteer Fire/Rescue is due to an \$157,000 multi-year initiative included in the FY 08/09 Adopted budget for recruitment and retention. The unexpended funds for this program have been reappropriated annually. Excluding these funds, Volunteer Fire/Rescue has increased \$88,959, or 4.8%.
  - TJEMS's decrease is due to the funding level changes incorporated into the FY 09-12 budgets.
  - The Fire/Rescue Tax Credit increase is based on increased usage of this tax credit.
  - The Forest Fire Extinguishment increase is based on increases in the per acre cost charged by the State in FY 09/10 and FY 10/11.
  - The City Fire Contract increase is based on a 5% increase in the base annual payment and projected call volume in FY 11/12 which includes funding for unexpected spikes in calls, such as those for the past summer's micro-bursts.

# INSPECTIONS & BUILDING CODES

## DESCRIPTION AND MISSION

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

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 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$751,112	\$734,026	\$688,318	\$722,875	\$722,875	\$722,875	(\$11,151)	-1.5%
BENEFITS	258,340	273,449	241,395	259,176	259,176	259,176	(14,273)	-5.2%
OPERATING	36,489	51,831	51,043	53,342	53,342	53,342	1,511	2.9%
CAPITAL OUTLAY	13,020	13,645	13,645	25,190	25,190	25,190	11,545	84.6%
<b>EXPENDITURE TOTAL</b>	<b>\$1,058,960</b>	<b>\$1,072,951</b>	<b>\$994,401</b>	<b>\$1,060,583</b>	<b>\$1,060,583</b>	<b>\$1,060,583</b>	<b>(\$12,368)</b>	<b>-1.2%</b>
<b>REVENUE</b>								
LOCAL	\$959,950	\$883,700	\$935,600	\$935,600	\$935,600	\$935,600	\$51,900	5.9%
<b>NET COST</b>	<b>\$99,010</b>	<b>\$189,251</b>	<b>\$58,801</b>	<b>\$124,983</b>	<b>\$124,983</b>	<b>\$124,983</b>	<b>(\$64,268)</b>	<b>-34.0%</b>
<b>POSITIONS</b>	<b>17.0</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>0.0</b>	<b>0.0%</b>
Frozen Positions*	(2.0)	0.0	0.0	0.0	0.0	0.0		
<b>NET FUNDED POSITIONS</b>	<b>15.0</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>		

## OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** The Inspections and Building Codes budget decreases by \$12,368, or 1.2%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- A net increase of \$1,511, or 2.9%, in department operations: vehicle fuel increase due to an increase in rates; decrease in auto insurance, and decrease in supplies.
- An increase of \$11,545 for capital outlay expenditures based on increasing the vehicle replacement fee from \$1.50 to \$3.00 per gallon of fuel.
- A \$51,900, or 5.9%, increase in local revenue is due to fee increases.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

(INSPECTION AND BUILDING CODES CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Inspections (13.5 funded positions):</b> This program includes four elements: building inspections, erosion and sediment control inspections, water resource inspections, and road inspections.</p> <p><b>Building Inspections:</b> This element 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.</p> <p><b>Erosion and Sediment Control:</b> This element provides enforcement of Article II of the Water Protection Ordinance. Permits, plan review and field inspections are provided to ensure compliance with all County and State erosion control requirements. The County is required to provide this function under its mandated Municipal Separate Storm Sewer System Permit ("MS4" permit).</p> <p><b>Water Resource Inspections:</b> This element provides enforcement of Articles III, IV, and V of the Water Protection Ordinance. Permits, plan review and field inspections are provided to protect and conserve surface water and groundwater resources. The County is required to provide this function under its mandated MS4 permit.</p> <p><b>Road Inspection:</b> This element involves bonding of improvements required by the Subdivision or Zoning Ordinance as part of development approvals. This includes subsequent inspection to verify improvements have been satisfactorily completed prior to bond reductions or releases for public and private roads, public and private drainage systems, sidewalks and trails, water and sewer systems, and landscaping, . These services are provided to ensure that all required improvements are properly installed, public roads are ready for VDOT to assume maintenance responsibility and public drainage improvements are ready for the County to assume maintenance responsibility.</p>	\$1,072,951	\$1,060,583	(\$12,368)	-1.2%
<b>TOTAL, INSPECTIONS AND BUILDING CODES</b>	<b>\$1,072,951</b>	<b>\$1,060,583</b>	<b>(\$12,368)</b>	<b>-1.2%</b>

**THREE-YEAR BUDGET CHANGES**

To review the Three-Year Budget Changes related to Inspections and Building Codes, please refer to the Community Development Chapter.



# PUBLIC SAFETY CONTRIBUTIONS

## FINANCIAL DATA

PUBLIC SAFETY CONTRIBUTIONS								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
ECC	\$1,975,393	\$1,982,766	\$1,982,766	\$2,066,831	\$2,066,831	\$2,066,831	\$84,065	4.2%
Regional Jail	3,092,408	3,154,209	3,189,582	3,378,990	3,378,990	3,378,990	224,781	7.1%
Juvenile Detention Home	726,801	673,926	673,926	710,900	710,900	710,900	36,974	5.5%
SPCA	198,438	379,100	379,100	477,440	477,440	477,440	98,340	25.9%
OAR	155,382	155,382	155,382	156,936	156,936	156,936	1,554	1.0%
VJCCCA	0	52,231	52,231	52,231	52,231	52,231	0	0.0%
Community Attention	60,149	60,149	60,149	60,149	60,149	60,149	0	0.0%
<b>TOTAL PUBLIC SAFETY CONTRIBUTIONS</b>	<b>\$6,208,570</b>	<b>\$6,457,763</b>	<b>\$6,493,136</b>	<b>\$6,903,477</b>	<b>\$6,903,477</b>	<b>\$6,903,477</b>	<b>\$445,714</b>	<b>6.9%</b>
<b>REVENUE</b>								
STATE - SPCA STERILIZATION FUND	\$2,732	\$2,800	\$2,800	\$2,900	\$2,900	\$2,900	\$100	3.6%
<b>REVENUE TOTAL</b>	<b>\$2,732</b>	<b>\$2,800</b>	<b>\$2,800</b>	<b>\$2,900</b>	<b>\$2,900</b>	<b>\$2,900</b>	<b>\$100</b>	<b>3.6%</b>
<b>NET COST</b>	<b>\$6,205,839</b>	<b>\$6,454,963</b>	<b>\$6,490,336</b>	<b>\$6,900,577</b>	<b>\$6,900,577</b>	<b>\$6,900,577</b>	<b>\$445,614</b>	<b>6.9%</b>

## OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** Public Safety Contributions increase \$445,714, or 6.9%, and reflect the following changes:

- Emergency Communications Center (ECC) contribution increases \$84,065, or 4.2%, and represents the County’s share of the ECC’s total budget. This increase is primarily due to changes in salary and benefits rates, maintenance for the 800 MHz radio and other systems and a decrease in state funding from the Wireless E-911 Services Board.
- Regional Jail contribution increases \$224,781 or 7.1% and represents the County’s share of the Jail’s total budget. This increase is primarily due to changes in salary and benefit rates and decreased revenues from the state and other sources.
- Juvenile Detention Center contribution increases \$36,974 or 5.5% and represents the County’s share of the Juvenile Detention Center’s budget. This increase is primarily due to changes in salary and benefit rates and decreased revenues from the state and other sources.
- The SPCA contribution is increasing \$98,340 or 25.9%. This increase is based on the contract approved by the Board of Supervisors in 2009 that provides a contribution based on the County’s population (most recent U.S. Census projection) multiplied by a per capita amount (\$5.00 in FY 11/12). The FY 11/12 budget also includes \$2,900 to support the SPCA’s spay and neuter efforts, an increase of \$100 that is offset by related state revenue.
- Increase of \$1,554 or 1.0% for Offender Aid and Restoration (OAR). Based on direction from the Board of Supervisors, the Community Agency and Agency Budget Review Team processes are being reevaluated during FY 10/11 and changes to these processes will be implemented for the FY 12/13 budget process. Recommended funding levels FY 11/12 are based on a level consistent with other changes in the FY 11/12 Recommended Budget.
- Community Attention is level funded due to guidance from the City of Charlottesville, which oversees this program.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

(PUBLIC SAFETY CONTRIBUTIONS CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Request	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Emergency Communications Center (ECC):</b> The ECC provides emergency communications for the County, the City of Charlottesville, and the University of Virginia. The ECC receives all 9-1-1 calls in the area and serves as a central dispatch for the three local police departments, three rescue squads, and County fire calls.	\$1,982,766	\$2,066,831	\$2,066,831	\$84,065	4.2%
<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.	3,154,209	3,378,990	3,378,990	224,781	7.1%
<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.	673,926	710,900	710,900	36,974	5.5%
<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 (\$5.00 per capita in FY 11/12). The County also anticipates receiving state revenue for animal sterilization that is also included in the SPCA's amounts.	379,100	477,440	477,440	98,340	25.9%
<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.	155,382	156,936	156,936	1,554	1.0%
<b>Community Attention Home:</b> Community Attention operates a 24-hour coed residential treatment home, specialized family group homes, and a community supervision program that provides outreach counseling services. All programs provide care and treatment to troubled youth, ages 12 to 18.	60,149	60,149	60,149	0	0.0%
<b>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>\$6,457,763</b>	<b>\$6,903,477</b>	<b>\$6,903,477</b>	<b>\$445,714</b>	<b>6.9%</b>

(PUBLIC SAFETY CONTRIBUTIONS CONTINUED)

**THREE-YEAR BUDGET CHANGES**

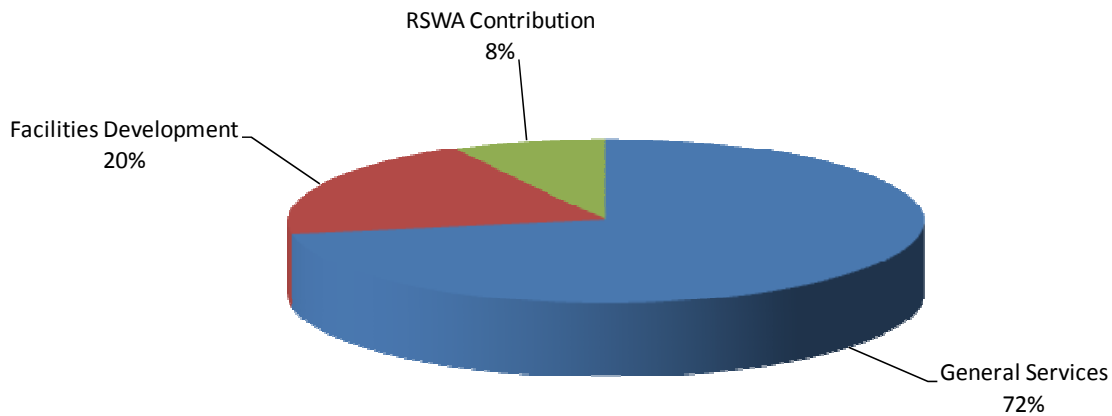
PUBLIC SAFETY AGENCIES				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
ECC	\$2,008,069	\$2,066,831	\$58,762	2.9%
Regional Jail	3,347,030	3,378,990	\$31,960	1.0%
Juvenile Detention Home	769,767	710,900	(\$58,867)	-7.6%
SPCA	175,650	477,440	\$301,790	171.8%
OAR	155,382	156,936	\$1,554	1.0%
Community Attention	60,149	60,149	\$0	0.0%
VJCCCA	0	52,231	\$52,231	
<b>EXPENDITURE TOTAL</b>	<b>\$6,516,047</b>	<b>\$6,903,477</b>	<b>\$387,430</b>	<b>5.9%</b>

- Overall, contributions to Public Safety Agencies increase \$387,430 or 5.9%.
  - The ECC and Regional Jail increases and Juvenile Detention Home decrease are primarily related to the County's share of these agencies' costs.
  - The SPCA's increase is due to the new contract approved by the Board of Supervisors in 2009.
  - OAR's increase is due to the recommendation included in the FY11/12 budget.
  - VJCCCA's increase is due to the reallocation of funding from the Commission on Children and Families (CCF) in FY 10/11.



# PUBLIC WORKS

## FY 11/12 Adopted Public Works Budget \$4,391,111



DEPARTMENT	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
General Services	\$2,980,666	\$3,156,872	\$3,124,007	\$3,175,003	\$3,174,503	\$3,174,503	\$17,631	0.6%
Facilities Development	911,381	999,077	888,685	866,608	866,608	866,608	(132,469)	-13.3%
RSWA Contribution	350,000	350,000	350,000	350,000	350,000	350,000	0	0.0%
<b>TOTAL PUBLIC WORKS</b>	<b>\$4,242,046</b>	<b>\$4,505,949</b>	<b>\$4,362,692</b>	<b>\$4,391,611</b>	<b>\$4,391,111</b>	<b>\$4,391,111</b>	<b>(\$114,838)</b>	<b>-2.5%</b>



# GENERAL SERVICES

## MISSION

General Services' mission is to "be the stewards of the County's facilities and natural resources." Through leadership, innovation, focus, and teamwork, General Services is dedicated to continuously improving its efforts to the taxpayers, the Board of Supervisors' Strategic Plan, our internal customers, the environment, and employees with a quality-first organization.

## DESCRIPTION

General Services provides building and grounds maintenance and repairs and oversees the operation of the mechanical systems at the County Office Buildings; oversees the environmental compliance mandates and energy conservation program, including EnergyStar and Cool County initiatives; oversees entrance corridor beautification; oversees internal mail service and document reproduction; provides oversight of small renovation projects; monitors the stormwater systems throughout the County, repairing and improving the stormwater structures that impact water quality; ensures Americans with Disabilities Act (ADA) compliance; and oversees the Vehicle Fleet Management.

## GOALS

- Maintain commitment to meet or exceed the environmental standards established by applicable laws and regulations; maintain our commitment to energy conservation through research and applying best management practices, current technology and theories.
- Continue to develop and implement programs to protect water resources and maintain the County's standing as a leader among local governments in water resources protection.
- Continually and proactively improve the quality of the facility maintenance services in the County office buildings.

## FINANCIAL DATA

GENERAL SERVICES								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$1,150,188	\$951,477	\$944,590	\$980,033	\$980,033	\$980,033	\$28,556	3.0%
BENEFITS	449,074	415,501	360,609	383,826	383,826	383,826	(31,675)	-7.6%
OPERATING	1,374,393	1,768,034	1,793,030	1,791,334	1,790,834	1,790,834	22,800	1.3%
CAPITAL OUTLAY	7,011	21,860	25,778	19,810	19,810	19,810	(2,050)	-9.4%
EXPENDITURE TOTAL	\$2,980,666	\$3,156,872	\$3,124,007	\$3,175,003	\$3,174,503	\$3,174,503	\$17,631	0.6%
<b>REVENUE</b>								
LOCAL	\$384,230	\$434,093	\$348,700	\$352,456	\$352,456	\$352,456	(\$81,637)	-18.8%
FEDERAL	\$0	\$20,000	\$20,000	\$0	\$0	\$0	(\$20,000)	-100.0%
TRANSFERS	54,000	58,000	54,000	81,625	81,625	81,625	23,625	40.7%
REVENUE	\$438,230	\$512,093	\$422,700	\$434,081	\$434,081	\$434,081	(\$78,012)	-15.2%
<b>NET COST</b>	<b>\$2,542,436</b>	<b>\$2,644,779</b>	<b>\$2,701,307</b>	<b>\$2,740,922</b>	<b>\$2,740,422</b>	<b>\$2,740,422</b>	<b>\$95,643</b>	<b>3.6%</b>
<b>POSITIONS*</b>	<b>30.5</b>	<b>22.5</b>	<b>21.6</b>	<b>22.4</b>	<b>22.4</b>	<b>22.4</b>	<b>(0.1)</b>	<b>-0.4%</b>
Frozen Positions**	(3.0)	0.0	0.0	0.0	0.0	0.0		
<b>NET FUNDED POSITIONS</b>	<b>27.5</b>	<b>22.5</b>	<b>21.6</b>	<b>22.4</b>	<b>22.4</b>	<b>22.4</b>		

\* Includes Storm Water Management

(GENERAL SERVICES CONTINUED)

**OVERVIEW/CHANGES**

**FY 11/12 Recommended Budget:** The General Services budget increases \$17,631 or 0.6% and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- Funds ¾ FTE, an Office Associate II, through the reallocation of temporary services funds and from savings in auto insurance and vehicle repair (savings are achieved by removing ten vehicles from the fleet.)
- Reflects full-year savings of 0.9 decrease in custodial positions due to privatizing custodial services as projected in FY 10/11.
- A net decrease of approximately \$45,000 in Solid Waste/Recycling operating costs based on historical trends.
- An increase of approximately \$7,000 in CIP-related operating costs which are reflected in Grounds Maintenance for Hillsdale Drive and Crozet Avenue, Stormwater for detention ponds, and in Maintenance for a new generator.
- An increase of approximately \$54,000 in operating costs for utility costs due to rate increases.
- Continues fee to ICLEI-Local Governments for Sustainability in the amount of \$1,200 which provides access to Clean Air Climate Protection software to conduct ongoing greenhouse gas emissions inventory and access to technical guidance.
- A net decrease of \$2,050, or 9.4%, in capital outlay expenditures due to:
  - an increase (\$6,805) in capital outlay expenditures based on increasing the vehicle replacement fee from \$1.50 to \$3.00 per gallon of fuel and
  - a decrease (\$8,855) for the purchase of replacement custodial equipment.
- Reallocation of \$20,000, or 100%, in Federal revenue to a special revenue. The Department of Energy's (DOE) Energy Efficiency and Conservation Block Grant (EECBG) is now budgeted as a transfer and accounts for the increase in transfer revenue. Please refer to the special revenue section for more information.
- A net decrease of \$81,637 or 18.8% in local revenues is primarily due to:
  - Old Crozet School is now budgeted in special revenue (\$53,500); please refer to the special revenue section.
  - Anticipate decrease in Social Services room rental revenues (\$8,100).
  - Anticipate decrease in weekend rental of County office space revenue (\$3,825) and uncontrolled vegetation fines (\$1,500).

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

Description	FY 10/11 Adopted	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Administration (5.8 positions):</b> Responsible for management of the maintenance of County office buildings, custodial services, recycling program, E911 sign maintenance program, street lighting installation, stormwater facilities inspection program, internal mailing system, courier service, pool car fleet, conference room rentals, and operation of the copy center and stockroom.	\$568,755	\$582,223	\$13,468	2.4%
<b>Building Maintenance Services (4.0 positions):</b> Provides for building maintenance for over 250,000 square feet of facilities. Facilities include the County Office Building - McIntire Road, County Office Building - 5th Street, Court Square Facility, and Old Crozet School. This department also manages the maintainancing of the County's pool car fleet.	609,835	601,699	(8,136)	-1.3%
<b>Custodial Services (3.1 positions):</b> Ensures the cleanliness and sanitation of over 250,000 square feet of facilities. Facilities include the County Office Building - McIntire Road, County Office Building - 5th Street and the Court Square Facility. The Custodial Services program provides for specific support services as requested, such as moving furniture, conference room set-ups, disposing of recyclable material, and opening and closing the building for after-hours meetings.	393,214	404,119	10,905	2.8%



*(GENERAL SERVICES CONTINUED)*

<b>Description</b>	<b>FY 10/11 Adopted</b>	<b>FY 11/12 Adopted</b>	<b>Dollar Inc/(Dec)</b>	<b>Percent Inc/(Dec)</b>
<b>Copy Center (3.0 positions):</b> Provides printing, copying, booklet-making, binding, folding, and collating services to the County departments and schools. Copy Center personnel also operate a stockroom for office supplies and assists in mailroom operation. Copy Center staff also receive deliveries of large items at the rear loading dock.	152,035	151,034	(1,001)	-0.7%
<b>Grounds Maintenance (3.0 positions):</b> Responsible for storm water facility maintenance and minor repairs, roadside mowing, sidewalk vegetation control, and improving the aesthetic conditions of our entrance corridors and other urban areas. In addition, this program provides maintenance to the exterior of the County office buildings on McIntire Road and Fifth Street, the County courthouse buildings, and Monticello and Hollymead Fire Stations.	265,110	278,482	13,372	5.0%
<b>Water Resources Management (2.0 positions):</b> Provides plan review and field inspections to protect and conserve surface water and groundwater resources. In addition, staff ensures compliance with Article III of the Water Protection Ordinance, storm water management, watershed management, and water quality issues.	230,238	232,081	1,843	0.8%
<b>Solid Waste and Recycling:</b> Includes the Recycling and Solid Waste program which implements recycling initiatives in support of the Recycling Ordinance. Function also involves post-closure care activity at the closed Keene Sanitary Landfill facility, monitoring illegal dumping activities, and Bulky Waste Days.	170,500	125,810	(44,690)	-26.2%
<b>Environmental Management: (1.5 position):</b> Oversees the County's environmental program to prevent violations of state and federal regulations and to continue to improve our Environmental Management Systems. Function includes maintaining our active participation in the EnergyStar program and continuing to research and apply best environmental management practices.	127,385	116,310	(11,075)	-8.7%
<b>Utilities:</b> Includes electrical, heating, emergency generator fuel, and water and sewer services for the County Office Building at McIntire, the County Office Building at 5th Street, and the Court Square Facilities.	639,800	682,745	42,945	6.7%
<b>TOTAL, GENERAL SERVICES</b>	<b>\$3,156,872</b>	<b>\$3,174,503</b>	<b>(\$25,314)</b>	<b>-0.8%</b>

(GENERAL SERVICES CONTINUED)

**THREE-YEAR BUDGET CHANGES**

GENERAL SERVICES				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP	
			\$ Change	% Change
Administration	\$617,527	\$582,223	(\$35,304)	-5.7%
Maintenance	650,330	601,699	(48,631)	-7.5%
Custodial	525,226	404,119	(121,107)	-23.1%
Copy Center	153,210	151,034	(2,176)	-1.4%
Storm Water Management	322,302	232,081	(90,221)	-28.0%
Grounds Maintenance	284,892	278,482	(6,410)	-2.2%
Environmental Management	95,673	116,310	20,637	21.6%
Solid Waste/Recycling	196,300	125,810	(70,490)	-35.9%
Utilities	670,000	682,745	12,745	1.9%
<b>EXPENDITURE TOTAL</b>	<b>\$3,515,460</b>	<b>\$3,174,503</b>	<b>(\$340,957)</b>	<b>-9.7%</b>
<b>FUNDED POSITIONS</b>	<b>30.5</b>	<b>22.4</b>	<b>(8.2)</b>	<b>-26.7%</b>

**Positions:**

**FY 10/11**

- Elimination of Office Associate (Previously frozen).
- Elimination of 7.7 Custodial Positions.
- 0.5 Inspector position transferred from Community Development to General Services Environmental Management for the Energy Efficiency and Conservation Block Grant (EECBG) program; the cost of this position is offset by grant revenue.
- 1.0 Civil Engineer position transferred from General Services to Office of Facilities Development.

**FY 11/12**

- Funds ¾ FTE, an Office Associate II, through the reallocation of temporary services funds and from savings in auto insurance and vehicle repair (savings are achieved by removing ten vehicles from the fleet.)

**Other:**

- In FY 10/11, Custodial services were privatized for a net savings of \$120,000.
- A \$33,000 reduction in Maintenance is related to privatizing custodial services.
- A \$50,000 reduction in the Keene Landfill program.
- A \$17,300 reduction in mowing and landscaping programs.
- A \$12,745 net increase in utility services: electrical services decrease of \$57,860 is offset by the increasing costs of streetlights, heating, and water and sewer.

# FACILITIES DEVELOPMENT

## MISSION

The primary mission of Facilities Development 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. Facilities Development strives to provide courteous, professional and efficient services to our “customers” and achieve their basic goals of delivering high quality projects effectively, economically and in a timely manner.

## DESCRIPTION

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

## GOALS

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

## FINANCIAL DATA

FACILITIES DEVELOPMENT								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$683,615	\$718,650	\$636,413	\$627,582	\$627,582	\$627,582	(\$91,068)	-12.7%
BENEFITS	209,103	260,603	217,395	220,183	220,183	220,183	(40,420)	-15.5%
OPERATING	17,557	18,779	33,832	16,493	16,493	16,493	(2,286)	-12.2%
CAPITAL OUTLAY	1,106	1,045	1,045	2,350	2,350	2,350	1,305	124.9%
EXPENDITURE TOTAL	\$911,381	\$999,077	\$888,685	\$866,608	\$866,608	\$866,608	(\$132,469)	-13.3%
<b>REVENUE</b>								
TRANSFERS	607,200	638,041	638,041	647,158	647,158	647,158	\$9,117	1.4%
REVENUE	\$607,200	\$638,041	\$638,041	\$647,158	\$647,158	\$647,158	\$9,117	1.4%
<b>NET COST</b>	<b>\$304,181</b>	<b>\$361,036</b>	<b>\$250,644</b>	<b>\$219,450</b>	<b>\$219,450</b>	<b>\$219,450</b>	<b>(\$141,586)</b>	<b>-39.2%</b>
<b>POSITIONS</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>(1.0)</b>	<b>-10.0%</b>
Frozen Positions*	(1.0)	0.0	0.0	0.0	0.0	0.0		
<b>NET FUNDED POSITIONS</b>	<b>9.0</b>	<b>10.0</b>	<b>10.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>		

## OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** The Facilities Development budget decreases by \$132,469, or 13.3%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- Reflects the full-year salary and benefits savings for the Director position vacated mid-year in FY 10/11, which is recommended to be eliminated in FY 11/12.
- A net decrease of \$2,286, or 12.2%, in department operations reflects various rate changes and historical trends.

(FACILITIES DEVELOPMENT CONTINUED)

- A \$1,305 increase in capital outlay expenditures based on increasing the vehicle replacement fee from \$1.50 to \$3.00 per gallon of fuel.
- An increase of \$9,117, or 1.4%, in the transfer of revenue from the CIP, which supports 7.0 OFD positions, is due to the net increase of employee benefits.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

Description	FY 10/11 Adopted	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Facilities Development: (9.0 funded positions):</b> The Office of Facilities Development is responsible for the management and implementation of the County's Capital Improvement Program. This includes oversight of the design and construction of all government and school facilities and structures. In addition, this office is responsible for reviewing all cost estimates for construction related projects in the Capital Improvement Program.	\$999,077	\$866,608	(\$132,469)	-13.3%
<b>TOTAL, FACILITIES DEVELOPMENT</b>	<b>\$999,077</b>	<b>\$866,608</b>	<b>(\$132,469)</b>	<b>-13.3%</b>

**THREE-YEAR BUDGET CHANGES**

FACILITIES DEVELOPMENT				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Facilities Development	\$757,805	\$866,608	\$108,803	14.4%
FUNDED POSITIONS	8.0	9.0	1.0	12.5%

The following highlights represent the overall change from FY 08/09 Adopted budget to FY 11/12 Recommended budget:

- Capital Program Manager: Position is unfrozen in FY09/10.
- In FY 09/10, shift two Senior Project Manager positions to the General Fund which were previously funded through the Capital Fund.
- In FY 09/10, the Capital Program Manager position is filled and consequently, a Senior Project Manager position is frozen.
- In FY 09/10, reclassification of an Office Associate to a Management Analyst which has no position count impacts.
- In FY 10/11, 1.0 Civil Engineer transferred from General Services Stormwater Management to OFD.
- In FY 10/11, a Senior Project Manager position (previously frozen) is eliminated.
- In FY 11/12, the Director position (vacated mid-year in FY 10/11) is recommended for elimination

# PUBLIC WORKS CONTRIBUTIONS

## FINANCIAL DATA

PUBLIC WORKS CONTRIBUTION								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
RSWA	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$0	0.0%
EXPENDITURE TOTAL	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$0	0.0%
<b>NET COST</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$0</b>	<b>0.0%</b>

## OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** There are no changes from the FY 10/11 Adopted Budget.

**FY 11/12 Adopted Budget:** There are no changes to the Recommended Budget.

Description	FY 10/11 Adopted	FY 11/12 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. The recommended budget anticipates a one-year extension of the existing agreement. RSWA is currently considering a change in services through contracting with private firms, but no decision has been made and staff does not anticipate that being finalized in time to provide services for most of FY 11/12.	\$350,000	\$350,000	\$0	0.0%
<b>TOTAL, PUBLIC WORKS AGENCY CONTRIBUTIONS</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$0</b>	<b>0.0%</b>

## THREE-YEAR BUDGET CHANGES

PUBLIC WORKS CONTRIBUTIONS				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
RSWA	\$400,000	\$350,000	(\$50,000)	-12.5%

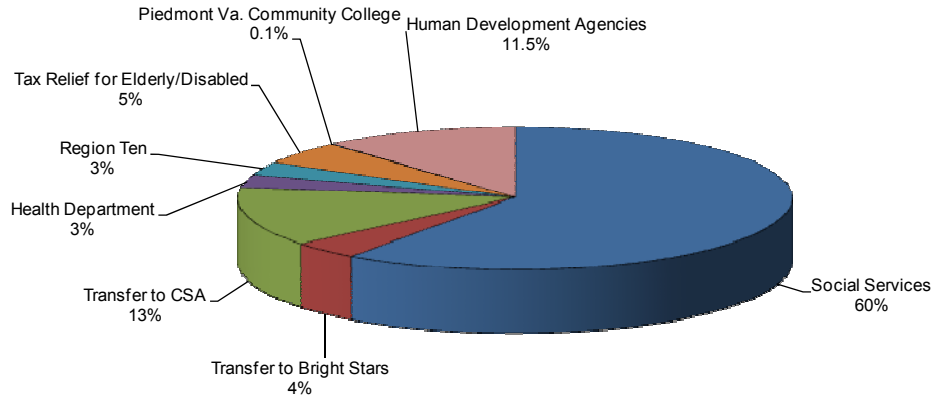
**Note:** The FY 08/09 Actuals (above) reflect the total expenditure of both the budgeted \$400,000 as well as the available balance carried forward from previous years.

- Decrease of \$50,000, or 12.5%, is based on the estimated needed funding for the County’s contribution for operating expenses associated with disposal of solid waste per the agreement with the Rivanna Solid Waste Authority.



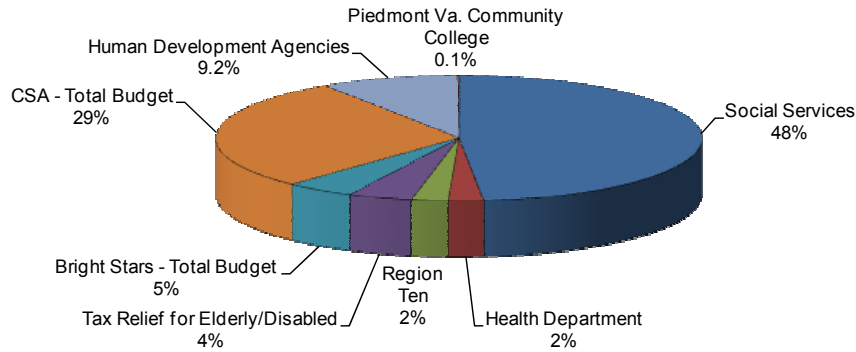
# HUMAN DEVELOPMENT

## FY 11/12 Adopted Human Development Budget - General Fund \$18,992,476



HUMAN DEVELOPMENT - GENERAL FUND ONLY								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Social Services	\$10,249,113	\$11,727,918	\$11,510,776	\$11,397,968	\$11,397,968	\$11,397,968	(\$329,950)	-2.8%
Transfer to Bright Stars	647,086	727,746	727,746	757,287	757,287	757,287	29,541	4.1%
Transfer to CSA	2,300,000	2,510,747	2,510,747	2,510,747	2,510,747	2,510,747	0	0.0%
<b>Subtotal, Social Services</b>	<b>\$13,196,199</b>	<b>\$14,966,411</b>	<b>\$14,749,269</b>	<b>\$14,666,002</b>	<b>\$14,666,002</b>	<b>\$14,666,002</b>	<b>(\$300,409)</b>	<b>-2.0%</b>
<b>CONTRIBUTIONS</b>								
Health Department	551,444	551,444	551,444	551,444	551,444	551,444	0	0.0%
Region Ten	569,531	569,531	569,531	575,226	575,226	575,226	5,695	1.0%
Tax Relief for Elderly/Disabled	923,973	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0	0.0%
Piedmont Va. Community College	23,475	22,301	22,301	22,524	22,524	22,524	223	1.0%
Human Development Agencies	2,296,694	2,099,211	2,099,211	2,177,280	2,177,280	2,177,280	78,069	3.7%
<b>Subtotal, CONTRIBUTIONS</b>	<b>\$4,365,117</b>	<b>\$4,242,487</b>	<b>\$4,242,487</b>	<b>\$4,326,474</b>	<b>\$4,326,474</b>	<b>\$4,326,474</b>	<b>\$83,987</b>	<b>2.0%</b>
<b>Total, Human Development</b>	<b>\$17,561,315</b>	<b>\$19,208,898</b>	<b>\$18,991,756</b>	<b>\$18,992,476</b>	<b>\$18,992,476</b>	<b>\$18,992,476</b>	<b>(\$216,422)</b>	<b>-1.1%</b>

**FY 11/12 Adopted Human  
Development Budget - All Funds  
\$23,562,780**



HUMAN DEVELOPMENT - ALL FUNDS								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Social Services	\$10,249,113	\$11,727,918	\$11,510,776	\$11,397,968	\$11,397,968	\$11,397,968	(\$329,950)	-2.8%
Health Department	551,444	551,444	551,444	551,444	551,444	551,444	\$0	0.0%
Region Ten	569,531	569,531	569,531	575,226	575,226	575,226	\$5,695	1.0%
Tax Relief for Elderly/Disabled	923,973	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	\$0	0.0%
Bright Stars - Total Budget	1,059,049	1,094,577	1,091,785	1,085,545	1,085,545	1,085,545	(\$9,032)	-0.8%
CSA - Total Budget	6,389,960	7,250,000	7,250,000	6,752,793	6,752,793	6,752,793	(\$497,207)	-6.9%
Human Development Agencies	2,296,694	2,099,211	2,099,211	2,177,280	2,177,280	2,177,280	\$78,069	3.7%
Piedmont Va. Community College	23,475	22,301	22,301	22,524	22,524	22,524	\$223	1.0%
<b>SUBTOTAL</b>	<b>\$22,063,238</b>	<b>\$24,314,982</b>	<b>\$24,095,048</b>	<b>\$23,562,780</b>	<b>\$23,562,780</b>	<b>\$23,562,780</b>	<b>(\$752,202)</b>	<b>-3.1%</b>



# DEPARTMENT OF SOCIAL SERVICES

(General Fund)

## MISSION

The mission of the Department of Social Services (DSS) is to provide services that promote individual and family well-being.

## DESCRIPTION

The Albemarle County Department of Social Services (ACDSS) provides services to the citizens of Albemarle County through four broad program areas:

- Benefits including Food Stamps, Medicaid, Energy Assistance, General Relief, Long Term Care Services, State & Local Hospitalization, Family Access to Medical Insurance Security (FAMIS), Medicaid and Temporary Assistance for Needy Families (TANF)
- Services including Adult Services, Adult and Child Protection, Adoption, Foster Care, and Family Preservation
- Education & Early Intervention Programs including Bright Stars and Family Support programs
- Employment Services including education and training through Virginia Initiative for Employment Not Welfare Programs, Child Care Services and Career Center

## GOALS

- Implement strategies and service delivery structures that are aligned to meet the growing needs of the aging population and the Limited English Proficiency (LEP) population.
- Develop and implement prevention and early intervention strategies focused on the 0 through middle school aged population.
- Increase the employability of the populations served.
- Position the Department as a relevant and contributing community and economic development partner.

## FINANCIAL DATA

SOCIAL SERVICES								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$4,706,489	\$5,030,466	\$4,999,707	\$5,254,530	\$5,254,530	\$5,254,530	\$224,064	4.5%
BENEFITS	1,613,748	1,960,243	1,811,655	1,941,563	1,941,563	1,941,563	(18,680)	-1.0%
OPERATING	3,908,976	4,667,443	4,680,368	4,181,721	4,181,721	4,181,721	(485,722)	-10.4%
CAPITAL OUTLAY	19,900	16,070	16,242	17,350	17,350	17,350	1,280	8.0%
OTHER	0	53,696	2,804	2,804	2,804	2,804	(50,892)	-94.8%
<b>EXPENDITURE TOTAL</b>	<b>\$10,249,113</b>	<b>\$11,727,918</b>	<b>\$11,510,776</b>	<b>\$11,397,968</b>	<b>\$11,397,968</b>	<b>\$11,397,968</b>	<b>(\$329,950)</b>	<b>-2.8%</b>
<b>REVENUE</b>								
LOCAL	\$3,251	\$3,100	\$2,500	\$3,750	\$3,750	\$3,750	\$650	21.0%
STATE	2,776,195	2,612,671	2,817,953	2,783,173	2,783,173	2,783,173	170,502	6.5%
FEDERAL	4,303,022	4,283,404	4,516,874	4,639,507	4,639,507	4,639,507	356,103	8.3%
TRANSFER FROM SCHOOLS	188,338	188,795	188,795	188,500	188,500	188,500	(295)	-0.2%
<b>REVENUE TOTAL</b>	<b>\$7,270,806</b>	<b>\$7,087,970</b>	<b>\$7,526,122</b>	<b>\$7,614,930</b>	<b>\$7,614,930</b>	<b>\$7,614,930</b>	<b>\$526,960</b>	<b>7.4%</b>
<b>NET COST</b>	<b>\$2,978,306</b>	<b>\$4,639,948</b>	<b>\$3,984,654</b>	<b>\$3,783,038</b>	<b>\$3,783,038</b>	<b>\$3,783,038</b>	<b>(\$856,910)</b>	<b>-18.5%</b>
<b>POSITIONS</b>	104.2	102.2	103.2	103.2	103.2	103.2	1.0	1.0%
Frozen Positions*	(1.0)	(1.0)	(1.0)	0.0	0.0	0.0		
<b>NET FUNDED POSITIONS</b>	<b>103.2</b>	<b>101.2</b>	<b>102.2</b>	<b>103.2</b>	<b>103.2</b>	<b>103.2</b>		

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

## OVERVIEW/CHANGES

**FY11/12 Recommended Budget:** The Department of Social Services' budget decreases by \$329,950, or 2.8%, and reflects the following changes:

- A 1% market increase for FY 11/12 salaries.
- Funding for an Assistant Director position that was previously frozen. The total cost of this position is \$112,538 and is reimbursed by \$26,221 in revenue for a net local cost of \$86,317.

(DEPARTMENT OF SOCIAL SERVICES CONTINUED)

- Continues funding for a Child Welfare Services Supervisor position approved during FY 10/11 to administer the County’s Comprehensive Services Act (CSA) program and provide supervision and administrative oversight to the department’s child care and independent living programs. Prior to FY 10/11, administration of this program was previously funded through the Commission on Children and Families (CCF).
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- Operating expenses decrease \$485,722, or 10.4%, primarily due by the following changes:
  - A \$21,582 increase for contracted interpreter services based on increased demand for this mandated service.
  - Operational decreases of \$4,812 in telecommunications, \$4,061 in computer maintenance costs and \$2,024 in automotive insurance costs based on rates and historical expenditures.
  - A net decrease to service programs that are partially or fully reimbursed by state and federal revenues including aid to foster care (\$400,000 decrease, 100% reimbursed) and day care programs (\$72,000 decrease, 90% reimbursed). These decreases are offset in part by increases to programs that are 100% reimbursed including Child Care/Block Grant funding (\$61,518 increase), Educational Training Vouchers (\$20,000 increase) and Independent Living (\$5,000 increase).
  - Decrease of \$100,540 in service programs that are administered through the CSA fund.
- The “Other” expenditure category decrease of \$50,892 reflects costs reallocated from this category to the “Salaries” and “Benefits” categories in this department for the aforementioned Child Welfare Services Supervisor position.
- Overall revenues are increasing \$526,960, or 7.4%, contributing to an \$856,910, or 18.5%, decrease in the net cost of the department. Many of the department’s revenues are budgeted reimbursements that are based on either projected program expenditures, Federal/State approved formulas, allocations based upon approved locality plans, or Federal/State fiscal year allocations.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

Description	FY 10/11 Adopted	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Departmental Management (15.0 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>	\$1,319,630	\$1,356,441	\$36,811	2.8%
<p><b>Benefit Programs (28.0 positions):</b> The objective of Benefit Programs is to provide medical, financial, and food stamp assistance to qualified citizens of Albemarle County. This program delivers the following services:</p> <p><u>Food Stamps</u> - assistance to eligible persons for the purchase of vital foodstuffs.</p> <p><u>General Relief</u> - temporary maintenance payments for disabled persons as well as payments for care of children in lieu of foster care placement. Burial assistance for those who have no family or the means to pay burial expenses is also provided.</p> <p><u>Auxiliary Grants: Aged and Disabled</u> - payments to homes for adults on behalf of eligible disabled and elderly clients to pay for shelter, food, and some personal care.</p> <p><u>TANF - Temporary Assistance to Needy Families</u> - temporary assistance to eligible families with children.</p> <p><u>State/Local Hospitalization</u> - use of local funds to match State funds to reimburse hospitals for care given to indigent residents.</p>	2,093,418	2,139,762	46,344	2.2%

(DEPARTMENT OF SOCIAL SERVICES CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Benefit Programs (continued)</b></p> <p><u>Refugee Resettlement</u> - federal funding source for maintenance payments to refugees.</p> <p><u>Energy Assistance</u> - Provides assistance to approximately 900 low-income households for wood, coal, gas, oil, or electricity. The program primarily functions from October to February.</p>				
<p><b>Service Programs (37.5 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> - investigates complaints and provides services for adults who are abused, neglected, or exploited.</p> <p><u>Adult Services</u> - enables adults to remain in the least restrictive setting to function independently.</p> <p><u>Child Protective Services</u> - investigates complaints, provides assessments, and services to children who are abused or neglected, and to their families.</p> <p><u>Foster Care and Adoption</u> - provides services on behalf of children in custody of the Department, assistance for families who adopt special needs children, and performs court-ordered custody investigations.</p> <p><u>Prevention and Support Services</u> - Offers services designed to prevent family break-up and violence.</p> <p><u>Tri-Area Foster Families (TAFF)</u> - provides recruitment and training for foster parents and an independent living program for older foster care children. TAFF is provided in coordination with Charlottesville DSS and Greene County DSS.</p> <p><u>Day Care Services</u> - provides assistance with childcare to low-income parents who are working and/or attending school. (Day care costs included in above total.)</p> <p><u>Virginia Initiative for Employment not Welfare (VIEW)</u> - provides support services such as training, childcare, and transportation to encourage self-sufficiency through employment.</p>	6,745,835	6,337,816	(408,019)	-6.0%
<p><b>Medicaid - UVA (9.0 positions):</b> In conjunction with the State Medical Assistance Program, the State Department of Social Services, and the University of Virginia Medical Center, this program provides Medicaid benefits to medically indigent hospital patients and indigent clients treated in specified outpatient clinics at UVA.</p>	564,965	562,296	(2,669)	-0.5%
<p><b>Family Support (13.7 positions):</b> Provides prevention and intervention services that support children's growth and development, strengthen families, and promote school success through home, school, and community collaboration.</p>	1,004,070	1,001,653	(2,417)	-0.2%
<b>TOTAL, SOCIAL SERVICES</b>	<b>\$11,727,918</b>	<b>\$11,397,968</b>	<b>(\$329,950)</b>	<b>-2.8%</b>
<p><b>Transfers to Other Programs:</b></p> <p>Comprehensive Services Act (CSA)</p>	2,510,747	2,510,747	0	0.0%
Bright Stars At-Risk Four-Year-Old Program	727,746	757,287	29,541	4.1%
<b>TOTAL, INCLUDING TRANSFERS TO OTHER FUNDS</b>	<b>\$14,966,411</b>	<b>\$14,666,002</b>	<b>(\$300,409)</b>	<b>-2.0%</b>

(DEPARTMENT OF SOCIAL SERVICES CONTINUED)

THREE-YEAR BUDGET CHANGES

SOCIAL SERVICES				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Management	\$1,396,638	\$1,356,441	(\$40,197)	-2.9%
Benefit Programs	1,817,436	2,139,762	322,326	17.7%
Service Programs	6,659,957	6,337,816	(322,141)	-4.8%
Medicaid	559,120	562,296	3,176	0.6%
Family Support	1,001,579	1,001,653	74	0.0%
Tr. To CSA	2,636,432	2,510,747	(125,685)	-4.8%
Tr. To Bright Stars	794,092	757,287	(36,805)	-4.6%
<b>EXPENDITURE TOTAL</b>	<b>\$14,865,254</b>	<b>\$14,666,002</b>	<b>(\$199,252)</b>	<b>-1.3%</b>
<b>FUNDED POSITIONS</b>	<b>98.2</b>	<b>103.2</b>	<b>5.0</b>	<b>5.1%</b>

- Position Changes (increase of 5.0 net funded positions):
  - Addition of 6.0 positions for Benefits programs approved or transferred in FY 09/10 due to increased workload demands.
  - Addition of a Child Welfare Services Supervisor position in FY 10/11 to administer the County’s Comprehensive Services Act (CSA) program and provide supervision and administrative oversight to the department’s child care and independent living programs. Prior to FY 10/11, administration of this program was previously funded through the Commission on Children and Families (CCF).
  - Two Family Support positions that were unfunded prior to FY 08/09 were eliminated from the department’s position count in FY 10/11.
- Operating Changes:
  - \$287,257 decrease in rent expenditures due to a change in the way the state reimburses the County for rent. This change has a corresponding revenue reduction.
  - Benefits and Service Programs:
    - \$400,000 decrease in aid to foster care (100% reimbursed).
    - \$139,041 increase in Adoption Subsidy program (100% reimbursed).
    - \$61,518 increase Child Care/Block Grant funding (100% reimbursed).
    - \$50,000 elimination of State/Local Hospitalization program.
    - \$40,000 increase in Education Training Vouchers program (100% reimbursed).
    - \$31,000 decrease in daycare programs (90% reimbursed).
    - \$25,000 increase in Independent Living program (100% reimbursed).
  - Decrease of \$150,540 in service programs that will be funded instead through the CSA fund.
  - \$125,685 decrease in transfer to CSA due to the expenditure and revenue changes in that fund (see CSA Fund also included in the Human Development chapter for more information).
  - \$36,805 decrease in transfer to Bright Stars due to the expenditure and revenue changes in that fund (see Bright Stars Fund also included in the Human Development chapter for more information).

# 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 nine preschool classes serving Bright Stars students in the County currently located at Agnor-Hurt, Cale, Greer (2 classrooms), Red Hill, Scottsville, Stone Robinson, Stony Point and Woodbrook. Children are identified for Bright Stars using a set of criteria that addresses risk factors. 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 and allocates the state share based on Albemarle’s composite index. The FY 11/12 Bright Stars budget is based on a composite index for Albemarle of .6872; therefore, Albemarle must provide a 68.72% local match in order to draw down the state funds, 25% of which can be matched with in-kind dollars. The Local government funding for the program is provided through a budget transfer from the Department of Social Services budget to the Bright Stars Fund. Additional funding is provided by the Albemarle County Schools, in addition to ongoing in-kind support, such as maintenance, utilities, and transportation. The program is administered by the Albemarle County Department of Social Services.

## FINANCIAL DATA

BRIGHT STARS								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Salaries	\$734,271	\$733,322	\$751,598	\$737,634	\$737,634	\$737,634	\$4,312	0.6%
Benefits	262,995	318,075	297,007	304,941	304,941	304,941	(13,134)	-4.1%
Operating	54,580	43,180	43,180	42,970	42,970	42,970	(210)	-0.5%
Capital Outlay	7,204	0	0	0	0	0	0	
<b>EXPENDITURE TOTAL</b>	<b>\$1,059,049</b>	<b>\$1,094,577</b>	<b>\$1,091,785</b>	<b>\$1,085,545</b>	<b>\$1,085,545</b>	<b>\$1,085,545</b>	<b>(\$9,032)</b>	<b>-0.8%</b>
<b>REVENUES</b>								
State (Virginia Preschool Initiative)	\$414,000	\$271,296	\$271,296	\$232,723	\$232,723	\$232,723	(\$38,573)	-14.2%
Transfer from Schools	95,535	95,535	95,535	95,535	95,535	95,535	0	0.0%
Transfer from General Fund	647,086	727,746	727,746	757,287	757,287	757,287	29,541	4.1%
<b>REVENUE TOTAL</b>	<b>\$1,156,621</b>	<b>\$1,094,577</b>	<b>\$1,094,577</b>	<b>\$1,085,545</b>	<b>\$1,085,545</b>	<b>\$1,085,545</b>	<b>(\$9,032)</b>	<b>-0.8%</b>
<b>POSITIONS</b>	<b>18.5</b>	<b>18.2</b>	<b>18.5</b>	<b>18.3</b>	<b>18.3</b>	<b>18.3</b>	<b>0.1</b>	<b>0.5%</b>

## OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** The Bright Stars budget decreases by \$9,032, or 0.8%, and reflects the following changes:

- A 1% market increase for FY 11/12 salaries.
- Continues 12 month funding for Bright Stars Program employees in the Department of Social Services that was approved and restored during FY 10/11 and decreases 0.2 FTE based on a change in hours for a part-time position.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- A \$210, or 0.5%, net decrease in operating expenses.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

*(BRIGHT STARS PROGRAM CONTINUED)*

**THREE-YEAR BUDGET CHANGES**

<b>BRIGHT STARS PROGRAM</b>				
	<b>FY 08/09 ADOPTED</b>	<b>FY 11/12 ADOPTED</b>	<b>12 ADP - 09 ADP</b>	
			<b>\$ Change</b>	<b>% Change</b>
Bright Stars	\$1,215,991	\$1,085,545	(\$130,446)	-10.7%
<b>EXPENDITURE TOTAL</b>	<b>\$1,215,991</b>	<b>\$1,085,545</b>	<b>(\$130,446)</b>	<b>-10.7%</b>
<b>FUNDED POSITIONS</b>	<b>19.5</b>	<b>18.3</b>	<b>(1.2)</b>	<b>-6.2%</b>

- Position Changes
  - Elimination of a formerly grant-funded Bright Stars Coordinator position in FY 09/10 (1.0 FTE).
  - Decrease in hours for a part-time position in FY 11/12 (decrease of 0.2 FTE).

# COMPREHENSIVE SERVICES ACT PROGRAM

(Special Revenue Fund)

## DESCRIPTION

The purpose of the Charlottesville/Albemarle 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. The program is funded from both local and state revenues.

## FINANCIAL DATA

CSA								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Mandated Services	\$6,270,448	\$7,128,688	\$7,128,688	\$6,631,481	\$6,631,481	\$6,631,481	(\$497,207)	-7.0%
Non-Mandated Services	119,512	121,312	121,312	121,312	121,312	121,312	0	0.0%
<b>EXPENDITURE TOTAL</b>	<b>\$6,389,960</b>	<b>\$7,250,000</b>	<b>\$7,250,000</b>	<b>\$6,752,793</b>	<b>\$6,752,793</b>	<b>\$6,752,793</b>	<b>(\$497,207)</b>	<b>-6.9%</b>
<b>REVENUES</b>								
State Categorical	\$3,252,857	\$3,458,840	\$3,458,840	\$3,180,981	\$3,180,981	\$3,180,981	(\$277,859)	-8.0%
School Fund Transfer	1,040,000	1,040,000	1,040,000	763,000	763,000	763,000	(277,000)	-26.6%
General Fund Transfer	2,300,000	2,510,747	2,510,747	2,510,747	2,510,747	2,510,747	0	0.0%
Fund Balance	0	240,413	240,413	298,065	298,065	298,065	57,652	24.0%
<b>REVENUE TOTAL</b>	<b>\$6,592,857</b>	<b>\$7,250,000</b>	<b>\$7,250,000</b>	<b>\$6,752,793</b>	<b>\$6,752,793</b>	<b>\$6,752,793</b>	<b>(\$497,207)</b>	<b>-6.9%</b>

## OVERVIEW/CHANGES

### FY 11/12 Recommended Budget:

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

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

## THREE-YEAR BUDGET CHANGES

CSA Program				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Comprehensive Services Act	\$7,308,722	\$6,752,793	(\$555,929)	-7.6%
<b>EXPENDITURE TOTAL</b>	<b>\$7,308,722</b>	<b>\$6,752,793</b>	<b>(\$555,929)</b>	<b>-7.6%</b>

- Three-year change reflects recent trends in CSA mandated and non-mandated services expenses.

# HUMAN DEVELOPMENT CONTRIBUTIONS

## FINANCIAL DATA

HUMAN DEVELOPMENT CONTRIBUTIONS								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
Aids Support Group	\$4,861	\$4,715	\$4,715	\$4,762	\$4,762	\$4,762	\$47	1.0%
ARC - Infant Development	8,970	8,880	8,880	8,969	8,969	8,969	89	1.0%
Boys & Girls Clubs	13,887	12,915	12,915	13,044	13,044	13,044	129	1.0%
BRMC - Latino Lay Health	5,445	5,173	5,173	5,225	5,225	5,225	52	1.0%
CYFS	97,614	94,604	94,604	95,550	95,550	95,550	946	1.0%
Commission on Children & Families	230,487	85,117	85,117	96,591	96,591	96,591	11,474	13.5%
Charlottesville Free Clinic	114,636	111,198	111,198	112,310	112,310	112,310	1,112	1.0%
Computers 4 Kids	15,617	14,729	14,729	14,876	14,876	14,876	147	1.0%
JABA	280,478	280,478	280,478	283,283	283,283	283,283	2,805	1.0%
JAUNT	876,442	866,902	866,902	922,025	922,025	922,025	55,123	6.4%
Jefferson Area CHIP	317,144	313,405	313,405	316,539	316,539	316,539	3,134	1.0%
Legal Aid Justice Society	38,494	36,569	36,569	36,935	36,935	36,935	366	1.0%
Madison House	10,370	10,266	10,266	10,369	10,369	10,369	103	1.0%
Music Resource Center	6,335	5,702	5,702	5,759	5,759	5,759	57	1.0%
Northwestern Virginia Health Systems	4,723	0	0	0	0	0	0	
Piedmont CASA	8,925	8,836	8,836	8,924	8,924	8,924	88	1.0%
Piedmont Virginia Community College	23,475	22,301	22,301	22,524	22,524	22,524	223	1.0%
Piedmont Workforce Network	13,805	13,805	13,805	13,943	13,943	13,943	138	1.0%
Region Ten	569,531	569,531	569,531	575,226	575,226	575,226	5,695	1.0%
SARA	23,690	22,000	22,000	22,220	22,220	22,220	220	1.0%
SHE	89,974	87,995	87,995	88,875	88,875	88,875	880	1.0%
Tax Relief	923,973	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0	0.0%
TJ Health District	551,444	551,444	551,444	551,444	551,444	551,444	0	0.0%
United Way	119,507	115,922	115,922	117,081	117,081	117,081	1,159	1.0%
<b>TOTAL CONTRIBUTIONS</b>	<b>\$4,365,117</b>	<b>\$4,242,487</b>	<b>\$4,242,487</b>	<b>\$4,326,474</b>	<b>\$4,326,474</b>	<b>\$4,326,474</b>	<b>\$83,987</b>	<b>2.0%</b>

## OVERVIEW/CHANGES

### *FY 11/12 Recommended Budget:*

- Overall, Human Development Agency contributions increase \$83,987 or 2.0%.
- Based on direction from the Board of Supervisors, the Community Agency and Agency Budget Review Team (ABRT) processes are being reevaluated during FY 10/11 and changes to these processes will be implemented for the FY 12/13 budget process. Recommended funding levels FY 11/12 are based on a level consistent with other changes in the FY 11/12 Recommended Budget. Human Development Agency contributions increase 1.0% with the following exceptions:
  - The Commission on Children and Families (CCF) increase of \$11,474, or 13.5%, is primarily due to the revised lease approved on September 1, 2010 that reflects CCF's current space needs. In addition to the County's contribution, this rent increase will be funded through an equal contribution from the City of Charlottesville.
  - JAUNT's increase of \$55,123, or 6.4%, is primarily due to actual County ridership increases in FY 10/11 and the projected County ridership in FY 11/12. This request continues the current level of service provided by JAUNT.
  - TJ Health District is level-funded based on the department's requested budget.

***FY 11/12 Adopted Budget:*** There are no changes made to the recommended budget.



(HUMAN DEVELOPMENT AGENCY CONTRIBUTIONS CONTINUED)

**HUMAN DEVELOPMENT AGENCIES**

Description	FY 10/11 Adopted	FY 11/12 Requested	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>*Agencies reviewed by the Commission on Children and Families Agency Budget Review Team (ABRT)</b>					
<b>*AIDS/HIV Services Group (ASG):</b> The mission of ASG is to provide comprehensive support services to people with HIV/AIDS, to prevent the spread of HIV through targeted outreach programs in high-risk populations, and to develop community awareness to promote a proactive and compassionate response to the epidemic.	\$4,715	\$4,762	\$4,762	\$47	1.0%
<b>*ARC Infant Development:</b> This program provides home visiting services that educate families about children's learning and healthy development, effective and positive parenting, and maintaining positive health through preventive health care.	8,880	8,969	8,969	89	1.0%
<b>*Blue Ridge Medical Center - Latino Lay Health Promoter Program:</b> This program targets low-income and uninsured Spanish-speaking residents of Albemarle County, who are assisted by trained leaders within the Latino community to access primary and preventive health care and to address other social issues.	5,173	5,225	5,225	52	1.0%
<b>*Boys &amp; Girls Club:</b> The Boys & Girls Club mission is to inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible, and caring citizens.	12,915	13,044	13,044	129	1.0%
<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.	111,198	112,310	112,310	1,112	1.0%
<b>*Children Youth and Family Services (CYFS):</b> CYFS provides programs which encourage healthy child development and positive family relationships through support and enrichment services, parent education, family therapy and brief-term shelter care.	94,604	95,550	95,550	946	1.0%
<b>Commission on Children &amp; Families (CCF):</b> The CCF is responsible for planning, coordinating, monitoring, and evaluating a community-wide system of children and family agencies. Its goal is to improve services to children, youth, and families, to be accountable for the efficient use of resources, and to be responsive to the changing needs of the community.	85,117	96,591	96,591	11,474	13.5%
<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.	14,729	14,876	14,876	147	1.0%
<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. JABA requested funding for six programs: Adult Day Healthcare, Health Services, Senior Centers, Mountainside Senior Living, Advocacy Program and Volunteer Services.	280,478	283,283	283,283	2,805	1.0%
<b>*Jefferson Area CHIP:</b> The mission of Jefferson Area CHIP is to improve the health of children under age 7, from low-income families, as an investment in the well-being of children and our community.	313,405	316,539	316,539	3,134	1.0%

(HUMAN DEVELOPMENT AGENCY CONTRIBUTIONS CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Requested	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>*Agencies reviewed by the Commission on Children and Families Agency Budget Review Team (ABRT)</b>					
<b>Jefferson Area United Transportation Network (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.	866,902	922,025	922,025	55,123	6.4%
<b>*Legal Aid Justice Center:</b> Legal Aid offers full representation in traditional poverty law areas, including housing, consumer protection, employment, education, and public benefits.	36,569	36,935	36,935	366	1.0%
<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.	10,266	10,369	10,369	103	1.0%
<b>*Music Resource Center:</b> The mission of this agency is to educate and inspire urban youth and, through music, equip them with life skills for the future. Goals include: providing healthy alternatives to risky behaviors, helping students learn to conduct themselves according to a reasonable code of conduct, modeling positive relationship skills and working collaboratively with area community members and leaders.	5,702	5,759	5,759	57	1.0%
<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.	8,836	8,924	8,924	88	1.0%
<b>Piedmont Virginia Community College (PVCC):</b> PVCC is a nonresidential, two-year, public institution of higher education whose service areas include the City of Charlottesville and Counties of Albemarle, Fluvanna, Greene, Louisa, Nelson, and Buckingham. The college provides opportunities for individuals to pursue post-secondary educational, career, and personal goals.	22,301	22,524	22,524	223	1.0%
<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	13,943	13,943	138	1.0%
<b>Region Ten:</b> Region Ten is an agency of local government responsible for providing mental health, mental retardation, and alcohol and drug abuse services to citizens in Planning District Ten. Services include infant development, pre-screening, case management, group counseling, outpatient services, job training, forensic evaluations, crisis intervention, and supported living arrangements. Funding is calculated based on an agreed upon methodology that considers the percent of the total services provided to each locality and the locality population as a percent of total population.	569,531	575,226	575,226	5,695	1.0%
<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.	22,000	22,220	22,220	220	1.0%
<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.	87,995	88,875	88,875	880	1.0%

(HUMAN DEVELOPMENT AGENCY CONTRIBUTIONS CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Requested	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>*Agencies reviewed by the Commission on Children and Families Agency Budget Review Team (ABRT)</b>					
<b>Tax Relief for the Elderly and Handicapped:</b> Provides real estate and mobile home tax exemption for taxpayers who qualify under age, financial, or medical guidelines.	1,000,000	1,000,000	1,000,000	0	0.0%
<b>Thomas Jefferson Health District:</b> 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.	551,444	551,444	551,444	0	0.0%
<b>*United Way - Child Care:</b> The United Way Child Care Scholarship Program helps low and moderate income working families in Planning District 10 through direct fee subsidies for child care, enabling parents to maintain employment.	103,433	104,467	104,467	1,034	1.0%
<b>*United Way - Information &amp; Referral:</b> The Information & Referral Center provides assistance to local Latino limited English proficiency (LEP) residents to access critical health and human service programs in the community.	12,489	12,614	12,614	125	1.0%
<b>TOTAL, HUMAN DEVELOPMENT CONTRIBUTIONS</b>	<b>\$4,242,487</b>	<b>\$4,326,474</b>	<b>\$4,326,474</b>	<b>\$83,987</b>	<b>2.0%</b>

## (HUMAN DEVELOPMENT AGENCY CONTRIBUTIONS CONTINUED)

## THREE-YEAR BUDGET CHANGES

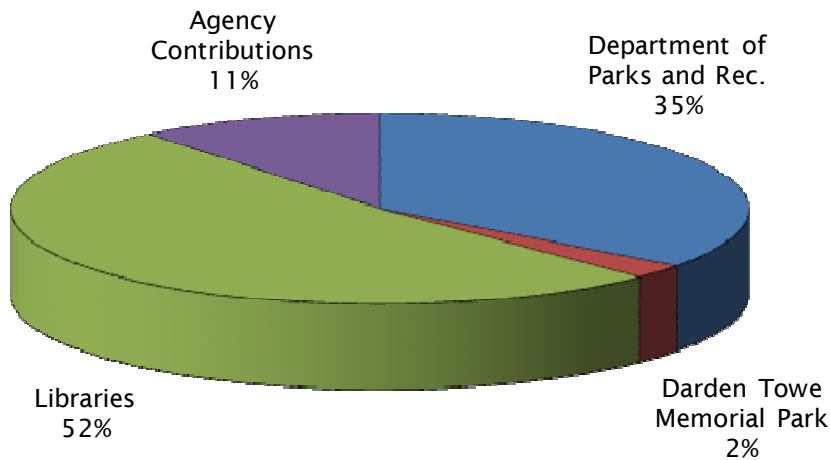
HUMAN DEVELOPMENT CONTRIBUTIONS				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Aids Support Group	\$4,861	\$4,762	(\$99)	-2.0%
ARC - Infant Development	8,970	8,969	(1)	0.0%
Boys & Girls Club	13,887	13,044	(843)	-6.1%
BRMC - Latino Lay Health	5,613	5,225	(388)	-6.9%
Charlottesville Free Clinic	9,819	112,310	102,491	1043.8%
Children, Youth, and Family Services	97,614	95,550	(2,064)	-2.1%
Commission on Children & Families	250,292	96,591	(153,701)	-61.4%
Computers4Kids	20,253	14,876	(5,377)	-26.5%
JABA	280,478	283,283	2,805	1.0%
JAUNT	725,492	922,025	196,533	27.1%
Jefferson Area CHIP	0	316,539	316,539	
Legal Aid	38,494	36,935	(1,559)	-4.0%
Madison House	10,370	10,369	(1)	0.0%
Music Resource Center	6,335	5,759	(576)	-9.1%
Piedmont CASA	8,925	8,924	(1)	0.0%
Piedmont Workforce Network	13,805	13,943	138	1.0%
Piedmont Virginia Community College	23,475	22,524	(951)	-4.1%
Region Ten	566,276	575,226	8,950	1.6%
SARA	23,690	22,220	(1,470)	-6.2%
SHE	89,974	88,875	(1,099)	-1.2%
Tax Relief	678,638	1,000,000	321,362	47.4%
Teen Pregnancy Contingency	28,395	0	(28,395)	-100.0%
TJ Health District	938,097	551,444	(386,653)	-41.2%
United Way Child Care Scholarships	106,632	104,467	(2,165)	-2.0%
United Way Information & Referral	12,875	12,614	(261)	-2.0%
Urban Vision	25,220	0	(25,220)	-100.0%
<b>EXPENDITURE TOTAL</b>	<b>\$3,988,480</b>	<b>\$4,326,474</b>	<b>\$337,994</b>	<b>8.5%</b>

Overall, Human Development contributions increase \$337,994, or 8.5%, primarily due to the increase in Tax Relief for the Elderly and Disabled. The changes in agency contributions are due to the funding level recommendations incorporated into the FY09-12 budgets with the following exceptions:

- Reallocations
  - The TJ Health District's \$386,653, or 41.2%, decrease is largely due to reorganization of two programs: the dental program was moved to Charlottesville Free Clinic and the Children's Health Improvement Program (CHIP) is moving to Jefferson Area CHIP. CHIP was previously housed at the TJ Health District and has become an independent non-profit organization.
  - Jefferson Area CHIP will receive funds that previously had been sent to MACAA (see Community Development Agency Contributions) and the Health Department for continuation of that program as a non-profit.
- JAUNT's \$196,533 increase is based primarily on the County's share of ridership and the loss of state funding and does not reflect a change in the level of service provided.
- Region Ten's increase includes \$3,255 approved by the Board of Supervisors in FY 09/10 for the Mohr Center.
- Tax Relief for the Elderly and Disabled's \$321,362, or 47.4%, increase is due to the expansion of the eligibility requirements, allowing more citizens to be eligible.

# PARKS, RECREATION, AND CULTURE

## FY 11/12 Adopted Parks, Recreation, & Culture Budget \$6,236,933



	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPT	\$ ADP-ADP	% ADP/ADP
Department of Parks and Rec	\$2,068,854	\$2,198,752	\$2,170,901	\$2,194,476	\$2,194,476	\$2,194,476	(\$4,276)	-0.2%
Darden Towe Memorial Park	123,196	156,838	156,838	152,262	152,262	152,262	(4,576)	-2.9%
Libraries	3,173,138	3,173,138	3,173,138	3,299,785	3,204,869	3,220,283	47,145	1.5%
Agency Contributions	823,128	710,147	710,147	664,912	664,912	669,912	(40,235)	-5.7%
<b>TOTAL</b>	<b>\$6,188,316</b>	<b>\$6,238,875</b>	<b>\$6,211,024</b>	<b>\$6,311,435</b>	<b>\$6,216,519</b>	<b>\$6,236,933</b>	<b>(\$1,942)</b>	<b>0.0%</b>



# DEPARTMENT OF PARKS AND RECREATION

## MISSION

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

## DESCRIPTION

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

## GOALS

- While maintaining existing service and maintenance quality levels, opening Byrom Park and Preddy Creek Park;
- Incrementally increase cost recovery on all fee-based activities;
- Continue to seek opportunities to reduce expenditures while maintaining service levels; and
- Increase the total number of volunteer service hours in the maintenance and development of park trails to seek opportunities to reduce expenditures while maintaining service levels.

## FINANCIAL DATA

DEPARTMENT OF PARKS & RECREATION								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$1,198,010	\$1,224,336	\$1,232,414	\$1,203,010	\$1,203,010	\$1,203,010	(\$21,326)	-1.7%
BENEFITS	331,937	364,128	336,580	325,836	325,836	325,836	(38,292)	-10.5%
OPERATING	517,185	558,943	547,549	540,220	540,220	540,220	(18,723)	-3.3%
CAPITAL OUTLAY	21,721	51,345	54,358	125,410	125,410	125,410	74,065	144.2%
EXPENDITURE TOTAL	\$2,068,854	\$2,198,752	\$2,170,901	\$2,194,476	\$2,194,476	\$2,194,476	(\$4,276)	-0.2%
<b>REVENUE</b>								
LOCAL FEES	\$328,573	\$335,756	\$334,820	\$354,661	\$354,661	\$354,661	\$18,905	5.6%
TOURISM TRANSFER	\$0	\$573,558	\$573,558	\$682,843	\$682,843	\$682,843	\$109,285	19.1%
REVENUE TOTAL	\$328,573	\$909,314	\$908,378	\$1,037,504	\$1,037,504	\$354,661	\$128,190	14.1%
<b>NET COST</b>	<b>\$1,740,281</b>	<b>\$1,289,438</b>	<b>\$1,262,523</b>	<b>\$1,156,972</b>	<b>\$1,156,972</b>	<b>\$1,839,815</b>	<b>(\$132,466)</b>	<b>-10.3%</b>
<b>POSITIONS</b>	<b>18.0</b>	<b>18.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>(1.0)</b>	<b>-5.6%</b>
Frozen Positions*	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>		
<b>NET FUNDED POSITIONS</b>	<b>18.0</b>	<b>18.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>		
<i>(permanent positions only)</i>								

## OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** The Parks and Recreation budget decreases by \$4,276, or 0.2%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- Reflects full-year's savings for the elimination of the Deputy Director position that was eliminated mid-year in FY 10/11.
- Funds part-time salary and benefits for maintenance work at Byrom Park and Preddy Creek Park.
- Restoration of one hour per day of the swim beach operating hours and re-opening of the swim beaches the last two weekends of summer.
- A net decrease of 18,723, or 3.3%, in department operations reflects historical expenditures.
- An increase of \$18,965 for capital outlay expenditures based on increasing the vehicle replacement fee from \$1.50 to \$3.00 per gallon of fuel.

(DEPARTMENT OF PARKS AND RECREATION CONTINUED)

- An increase of \$54,600 for capital outlay expenditures for the implementation and maintenance of an on-line reservation system.
- An increase of \$18,905, or 5.6%, in anticipated local revenue due to increased fees from restored swim beach hours; the rental of the Meadows Community Center; use of electricity at the Lane fields.
- An increase of \$109,285, or 19.1%, in anticipated tourism revenues to support parks maintenance.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

Description	FY 10/11 Adopted	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<b>Administration (2.0 Positions):</b> The Administrative Division provides coordination, resources, and support for all other department programs. This includes overseeing the maintenance of over 2,000 acres of parkland, the programming of recreational activities, and the construction of several capital projects each year.	\$340,261	\$257,955	(\$82,306)	-24.2%
<b>Athletics and Classes (1.0 Positions):</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 athletic organizations and provides field maintenance and scheduling.	198,042	202,662	4,620	2.3%
<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, and benefit dances.	63,366	71,183	7,817	12.3%
<b>Maintenance (13.0 funded positions):</b> The Maintenance program provides maintenance and support for all County parks, greenway trails, 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 Community Center, and the Milton, Hatton, Warren, and Scottsville boat launches.	1,099,443	1,134,974	35,531	3.2%
<b>Special Activities:</b> This division provides special activities and events for County residents, coordinates therapeutic programs with the City of Charlottesville, and operates a 7-week summer program at 12 sites throughout the County. This division also coordinates several annual events with other groups and agencies.	171,542	175,733	4,191	2.4%
<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.	174,453	193,859	19,406	11.1%
<b>Teen Programs (1.0 Position):</b> The Teen Programs Division, in cooperation with the School Division, operates a program for County middle school students.	151,645	158,110	6,465	4.3%
<b>TOTAL, PARKS AND RECREATION</b>	<b>\$2,198,752</b>	<b>\$2,194,476</b>	<b>(\$4,276)</b>	<b>-0.2%</b>



(DEPARTMENT OF PARKS AND RECREATION CONTINUED)

**THREE-YEAR BUDGET CHANGES**

PARKS AND RECREATION				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP	
			\$ Change	% Change
Administration	\$343,105	\$257,955	(\$85,150)	-24.8%
Parks Maintenance	835,610	1,134,974	299,364	35.8%
Summer Swim Program	214,992	193,859	(21,133)	-9.8%
Athletics & Classes	452,779	202,662	(250,117)	-55.2%
Community Centers	65,133	71,183	6,050	9.3%
Special Activities	189,481	175,733	(13,748)	-7.3%
Teen Programs	148,601	158,110	9,509	6.4%
Greenway Program	71,462	0	(71,462)	-100.0%
<b>EXPENDITURE TOTAL</b>	<b>\$2,321,163</b>	<b>\$2,194,476</b>	<b>(\$126,687)</b>	<b>-5.5%</b>
<b>FUNDED POSITIONS</b>	<b>19.0</b>	<b>17.0</b>	<b>(2.0)</b>	<b>-10.5%</b>

**Position Changes**

- **FY0 8/09**  
Parks Foreman (unfrozen FY 10/11)
- **FY 10/11**  
Elimination of Greenway Outdoor Recreation Supervisor  
Parks Foreman unfrozen
- **FY 11/12**  
Elimination of Deputy Director

**Other Changes**

- In FY 10/11, Parks and Recreation Maintenance program experienced an increase due to the reallocation of athletic field maintenance related expenses.
- Howardsville Boat Launch Closure in FY 10/11.
- Greenway Reorganization: the program only focuses on acquisition and now utilizes volunteers to maintain Trails FY 10/11.
- Elimination of Scottsville Youth Basketball hourly Supervisor FY 10/11.
- Elimination of Shape Up for Seniors at the Meadows FY 10/11.
- Elimination of Yancey Open Gym Program FY 10/11.
- Elimination of funding for Pepsi Mobile Tennis Program FY 10/11.
- Elimination of funding for portable toilets at major game sites FY 10/11.
- Elimination of Summer Playground Field Trips FY 10/11.

# DARDEN TOWE PARK

(Special Revenue Fund)

## MISSION

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

## DESCRIPTION

The Albemarle County Department of Parks and Recreation is responsible for the operation of Darden Towe Memorial Park, a 113-acre, multi-use recreational facility. Darden Towe Park is the largest and most heavily used complex of all athletic fields in the City and the County. The expenses of operating the park are shared by the City (30.45%) and the County (69.55%). City and County funding shares are based on the relative population of the two localities as determined by the 2006 provisional population estimates provided by the Weldon Cooper Center for Public Service (90,806 in the County and 39,758 in the City).

## FINANCIAL DATA

TOWE PARK								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$99,909	\$106,645	\$106,645	\$107,597	\$107,597	\$107,597	\$952	0.9%
BENEFITS	36,988	41,243	41,243	40,490	40,490	40,490	(753)	-1.8%
OPERATING	66,538	92,686	92,686	85,943	85,943	85,943	(6,743)	-7.3%
CAPITAL OUTLAY	0	5,000	5,000	9,000	9,000	9,000	4,000	80.0%
<b>EXPENDITURE TOTAL</b>	<b>\$203,435</b>	<b>\$245,574</b>	<b>\$245,574</b>	<b>\$243,030</b>	<b>\$243,030</b>	<b>\$243,030</b>	<b>(\$2,544)</b>	<b>-1.0%</b>
<b>REVENUES</b>								
CITY PORTION	53,937	68,666	68,666	66,663	66,663	66,663	(2,003)	-2.9%
RECREATION FEES	15,316	10,950	10,950	14,985	14,985	14,985	4,035	36.8%
OTHER LOCAL	10,986	9,120	9,120	9,120	9,120	9,120	0	0.0%
<b>REVENUE TOTAL</b>	<b>\$80,239</b>	<b>\$88,736</b>	<b>\$88,736</b>	<b>\$90,768</b>	<b>\$90,768</b>	<b>\$90,768</b>	<b>\$2,032</b>	<b>2.3%</b>
COUNTY SHARE	\$123,196	\$156,838	\$156,838	\$152,262	\$152,262	\$152,262	(\$4,576)	-2.9%
<b>TOTAL REVENUES</b>	<b>\$203,435</b>	<b>\$245,574</b>	<b>\$245,574</b>	<b>\$243,030</b>	<b>\$243,030</b>	<b>\$243,030</b>	<b>(\$2,544)</b>	<b>-1.0%</b>

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

## OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** The Darden Towe Park budget decreases \$2,544, or 1.0%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- A \$6,743, or 7.3%, net decrease in operating expenditures.
- \$9,000 in one-time capital outlay expenditures for the replacement of park maintenance equipment.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

# RECREATION AND CULTURAL AGENCY CONTRIBUTIONS

## FINANCIAL DATA

AGENCY CONTRIBUTIONS								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
RECREATION AND CULTURAL AGENCIES								
African American Festival	\$3,000	\$2,700	\$2,700	\$2,727	\$2,727	\$2,727	\$27	1.0%
Alb./Char. Visitor's Bureau	707,044	603,852	603,852	557,604	557,604	557,604	(46,248)	-7.7%
Ashlawn-Highland	10,164	9,148	9,148	9,239	9,239	9,239	91	1.0%
Hatton Ferry	0	0	0	0	0	5,000	5,000	
JM Regional Library	3,173,138	3,173,138	3,173,138	3,299,785	3,204,869	3,220,283	47,145	1.5%
Literacy Volunteers	26,355	25,037	25,037	25,287	25,287	25,287	250	1.0%
Municipal Band	18,190	16,371	16,371	16,535	16,535	16,535	164	1.0%
Piedmont Arts Council	12,594	11,585	11,585	11,676	11,676	11,676	91	0.8%
Virginia Festival of the Book	11,960	10,764	10,764	10,872	10,872	10,872	108	1.0%
Virginia Film Festival	16,380	14,742	14,742	14,889	14,889	14,889	147	1.0%
Virginia Discovery Museum	11,978	11,030	11,030	11,115	11,115	11,115	85	0.8%
WHTJ Public TV	0	2,459	2,459	2,484	2,484	2,484	25	1.0%
WVPT Public TV	5,463	2,459	2,459	2,484	2,484	2,484	25	1.0%
<b>TOTAL AGENCY CONTRIBUTIONS</b>	<b>\$3,996,266</b>	<b>\$3,883,285</b>	<b>\$3,883,285</b>	<b>\$3,964,697</b>	<b>\$3,869,781</b>	<b>\$3,890,195</b>	<b>\$6,910</b>	<b>0.2%</b>
<b>REVENUE</b>								
STATE	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.0%
TOURISM TRANSFER	849,149	675,192	675,192	629,657	629,657	629,657	(\$45,535)	-6.7%
<b>REVENUE TOTAL</b>	<b>\$854,149</b>	<b>\$680,192</b>	<b>\$680,192</b>	<b>\$634,657</b>	<b>\$634,657</b>	<b>\$634,657</b>	<b>(\$45,535)</b>	<b>-6.7%</b>
<b>NET COST</b>	<b>\$3,142,117</b>	<b>\$3,203,093</b>	<b>\$3,203,093</b>	<b>\$3,330,040</b>	<b>\$3,235,124</b>	<b>\$3,255,538</b>	<b>\$52,445</b>	<b>1.6%</b>

## OVERVIEW/CHANGES

### *FY 11/12 Recommended Budget:*

- Overall, Recreation and Cultural Agency contributions increase \$6,910, or 0.2%.
- Based on direction from the Board of Supervisors, the Community Agency and Agency Budget Review Team processes are being reevaluated during FY 10/11, and changes to these processes will be implemented for the FY 12/13 budget process. Recommended funding levels FY 11/12 are based on a level consistent with other changes in the FY 11/12 Recommended Budget. Recreation and Cultural Agency contributions increase 1.0% with the following exceptions:
  - The Albemarle/Charlottesville Visitor's Bureau's decrease of \$46,248, or 7.7%, is determined by the agreement between the County and City of Charlottesville that funds the Visitor's Bureau based on a portion of transient occupancy tax revenues.
  - The contributions for both the Piedmont Arts Council and Virginia Discovery Museum's operations increase 1%; however, the County's contribution to each of these agencies also includes a \$2,500 grant from the Virginia Commission for the Arts. The grant amounts for FY 10/11 and FY 11/12 are identical, resulting in a total increase of 0.8% for each agency.

### *FY 11/12 Adopted Budget:*

- The Board of Supervisors approved an additional \$15,414 for the Jefferson Madison Regional Library to provide for additional part-time staffing at the Crozet Library.
- The Board of Supervisors approved \$5,000 to support the Hatton Ferry.

(RECREATION AND CULTURAL AGENCY CONTRIBUTIONS CONTINUED)

Agency	FY 10/11 Adopted	FY 11/12 Request	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>*Funding offset by Tourism Revenues</b>					
<b>*African American Festival (Chihamba):</b> Chihamba is a non-profit community organization dedicated to providing a better understanding of African Cultures through music and dance. For the past 16 years, Chihamba has proudly hosted 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	\$2,727	\$2,727	\$27	1.0%
<b>*Ash Lawn Opera Festival:</b> Ash Lawn-Highland is the historic home of former U.S. President James Monroe. During the summer months, it hosts a Summer Opera Festival and other musical and dramatic presentations outdoors. It also sponsors several educational programs for area children.	9,148	9,239	9,239	91	1.0%
<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.	603,852	557,604	557,604	(46,248)	-7.7%
<b>Hatton Ferry:</b> Hatton Ferry is located outside of Scottsville and is the last pole operated ferry in America. The Hatton Ferry is owned and operated by a non-profit group consisting of members from Albemarle and Buckingham counties.	0	0	5,000	5,000	
<b>Jefferson Madison Regional Library:</b> 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.	3,173,138	3,299,785	3,220,283	47,145	1.5%
<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.	25,037	25,287	25,287	250	1.0%
<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.	16,371	16,535	16,535	164	1.0%
<b>*Piedmont Council of the Arts:</b> Piedmont Council of the Arts is a non-profit organization established to promote, coordinate, and advocate the arts and art events for residents and visitors. Its primary function is to create and support a cultural climate where arts organizations and artists are considered an integral part of the community. Funding includes an anticipated \$2,500 Local Challenge Grant from the Virginia Commission for the Arts.	11,585	11,676	11,676	91	0.8%
<b>*Virginia Discovery Museum:</b> The Virginia Discovery Museum is a hands-on, participatory museum for children and families in the Charlottesville-Albemarle area. The museum conducts regular tours for school-age children, offers classes every Saturday morning, and presents special exhibits and workshops for children throughout the year. Funding includes an anticipated \$2,500 Local Challenge Grant from the Virginia Commission for the Arts.	11,030	11,115	11,115	85	0.8%
<b>*Virginia Festival of the Book:</b> The Virginia Festival of the Book (VABook) is an annual festival that promotes literacy and celebrates the "book." More than 100 community organizations participate in the free, four-day event, which coordinates over 200 activities including family and school-based programs to engage students in reading and book-related activities.	10,764	10,872	10,872	108	1.0%
<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.	14,742	14,889	14,889	147	1.0%
<b>WHTJ Public Television:</b> WHTJ is the local public television station licensed by the FCC to the City of Charlottesville, with an emphasis on instructional programs for school children and high quality educational and cultural programming for adults.	2,459	2,484	2,484	25	1.0%
<b>WVPT Public Television:</b> WVPT is a non-commercial, public television station whose mission is to use communications technology to serve the educational, cultural, and informational needs of the citizens in its coverage area.	2,459	2,484	2,484	25	1.0%
<b>TOTAL</b>	<b>\$3,883,285</b>	<b>\$3,964,697</b>	<b>\$3,890,195</b>	<b>\$6,910</b>	<b>0.2%</b>

(RECREATION AND CULTURAL AGENCY CONTRIBUTIONS CONTINUED)

**THREE-YEAR BUDGET CHANGES**

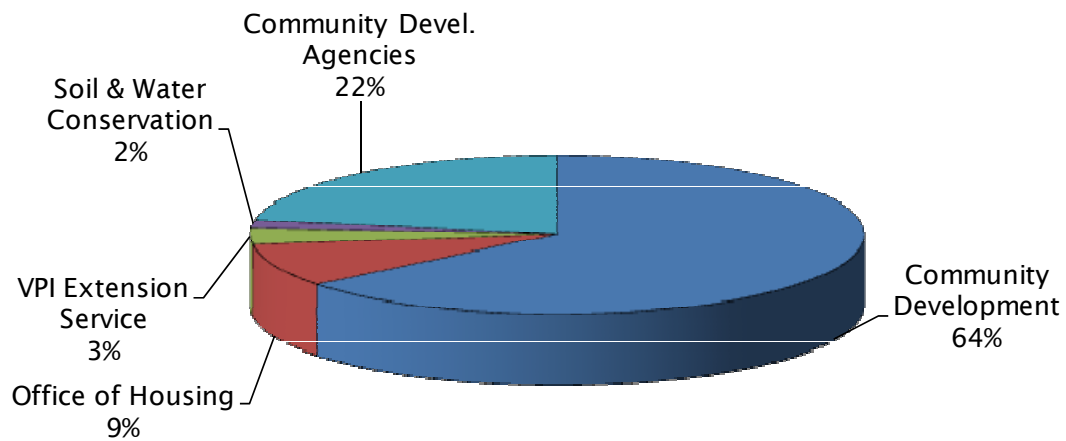
RECREATION AND CULTURAL AGENCIES				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
African American Festival	\$3,000	\$2,727	(\$273)	-9.1%
A/C Visitor's Bureau	545,721	557,604	11,883	2.2%
Ash Lawn Highland Opera Festival	10,164	9,239	(925)	-9.1%
Hatton Ferry	0	5,000	5,000	
JM Regional Library	3,173,138	3,220,283	47,145	1.5%
Literacy Volunteers	26,355	25,287	(1,068)	-4.1%
Municipal Band	18,190	16,535	(1,655)	-9.1%
Piedmont Arts Council	12,594	11,676	(918)	-7.3%
Save the Fireworks	10,000	0	(10,000)	-100.0%
Virginia Festival of the Book	11,960	10,872	(1,088)	-9.1%
Virginia Film Festival	16,380	14,889	(1,491)	-9.1%
Virginia Discovery Museum	11,978	11,115	(863)	-7.2%
WHTJ Public TV	5,463	2,484	(2,979)	-54.5%
WVPT Public TV	5,463	2,484	(2,979)	-54.5%
<b>EXPENDITURE TOTAL</b>	<b>\$3,850,406</b>	<b>\$3,890,195</b>	<b>\$39,789</b>	<b>1.0%</b>

- Overall, Recreation and Cultural Agencies increased \$39,789, or 1.0%. The changes in agency contributions are due to the funding level recommendations incorporated into the FY09-12 budgets with the following exceptions:
  - The Albemarle/Charlottesville Visitor’s Bureau’s increase of \$11,883, or 2.2%, is determined by the agreement between the County and City of Charlottesville that funds the Visitor’s Bureau based on a portion of transient occupancy tax revenues.
  - Hatton Ferry funding was approved during the FY 11/12 budget process.
  - The increase for the JM Regional Library includes \$15,414 to provide for additional part-time staffing at the Crozet Library in FY 11/12.
  - Save the Fireworks has not submitted an agency funding application since FY 08/09.



# COMMUNITY DEVELOPMENT

## FY 11/12 Adopted Community Development Budget \$6,017,952



COST CENTER	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPT	\$ ADP-ADP	% ADP/ADP
Community Development	\$4,336,035	\$4,068,161	\$3,910,399	\$3,865,534	\$3,865,534	\$3,865,534	(\$202,627)	-5.0%
Office of Housing	821,076	528,130	685,750	516,952	516,952	516,952	(11,178)	-2.1%
VPI Extension Service	189,447	201,290	201,280	203,859	203,859	203,859	2,569	1.3%
Soil & Water Conservation	95,575	96,372	95,388	96,355	96,355	96,355	(17)	0.0%
Community Devel. Agencies	1,484,632	1,328,447	1,328,447	1,335,252	1,335,252	1,335,252	6,805	0.5%
<b>TOTAL</b>	<b>\$6,926,765</b>	<b>\$6,222,400</b>	<b>\$6,221,264</b>	<b>\$6,017,952</b>	<b>\$6,017,952</b>	<b>\$6,017,952</b>	<b>(\$204,448)</b>	<b>-3.3%</b>





# COMMUNITY DEVELOPMENT

## MISSION

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

## DESCRIPTION

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

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

The Community Development Department is organized into six programs: Central Operations, Planning, E-911 Planning/Geographic Data Services, Zoning, Current Development, and Inspections and Buildings Codes. Additional information pertaining to the Inspections and Building Codes program can be found in the Public Safety chapter.

## 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.

(COMMUNITY DEVELOPMENT CONTINUED)

FINANCIAL DATA

COMMUNITY DEVELOPMENT								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$3,039,961	\$2,767,488	\$2,687,538	\$2,649,336	\$2,649,336	\$2,649,336	(\$118,152)	-4.3%
BENEFITS	1,038,653	1,036,064	945,095	958,414	958,414	958,414	(77,650)	-7.5%
OPERATING	221,694	221,654	233,747	208,584	208,584	208,584	(13,070)	-5.9%
CAPITAL OUTLAY	34,527	41,755	42,819	48,000	48,000	48,000	6,245	15.0%
TRANSFERS	1,200	1,200	1,200	1,200	1,200	1,200	0	0.0%
EXPENDITURE TOTAL	\$4,336,035	\$4,068,161	\$3,910,399	\$3,865,534	\$3,865,534	\$3,865,534	(\$202,627)	-5.0%
<b>REVENUE</b>								
LOCAL	\$402,198	\$404,650	\$532,150	\$438,400	\$438,400	\$438,400	\$33,750	8.3%
REVENUE TOTAL	\$402,198	\$404,650	\$532,150	\$438,400	\$438,400	\$438,400	\$33,750	8.3%
<b>NET COST</b>	<b>\$3,933,837</b>	<b>\$3,663,511</b>	<b>\$3,378,249</b>	<b>\$3,427,134</b>	<b>\$3,427,134</b>	<b>\$3,427,134</b>	<b>(\$236,377)</b>	<b>-6.5%</b>
<b>POSITIONS</b>	<b>66.0</b>	<b>46.5</b>	<b>45.5</b>	<b>45.5</b>	<b>45.5</b>	<b>45.5</b>	<b>(1.0)</b>	<b>-2.2%</b>
Frozen Positions*	(15.5)	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)		
<b>NET FUNDED POSITIONS</b>	<b>50.5</b>	<b>45.5</b>	<b>44.5</b>	<b>44.5</b>	<b>44.5</b>	<b>44.5</b>		

\*A Zoning Enforcement Manager is frozen, bringing the funded position total down to 44.5

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 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPT	\$ ADP-ADP	% ADP/ADP
COMMUNITY DEVELOPMENT	\$4,336,035	\$4,068,161	\$3,910,399	\$3,865,534	\$3,865,534	\$3,865,534	(\$202,627)	-5.0%
INSPECTIONS	1,058,960	1,072,951	993,371	1,060,583	1,060,583	1,060,583	(\$12,368)	-1.2%
EXPENDITURE TOTAL	\$5,394,995	\$5,141,112	\$4,903,770	\$4,926,117	\$4,926,117	\$4,926,117	(\$214,995)	-4.2%
<b>POSITIONS</b>	<b>83.0</b>	<b>60.0</b>	<b>59.0</b>	<b>59.0</b>	<b>59.0</b>	<b>59.0</b>	<b>(1.0)</b>	<b>-1.7%</b>
Frozen Positions**	(17.5)	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)		
<b>NET FUNDED POSITIONS</b>	<b>65.5</b>	<b>59.0</b>	<b>58.0</b>	<b>58.0</b>	<b>58.0</b>	<b>58.0</b>		

OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** The Community Development budget decreases \$202,627, or 5.0%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.
- A decrease in life insurance rates from 1.11% to 0.28%.
- Reflects a full year’s savings from the elimination of FY 10/11 partial-year positions: GIS Specialist (E911-Planning/Geographic Data Services), 3 Planners (2 Planning/1 Current Development), Intake Specialist (Administration), and Inspector (Inspections & Building Code.)
- Reflects a full-year’s savings from the mid-year reallocation of the Economic Development Facilitator position to Community and Business Partnerships in the County Executive’s Office in FY 10/11.
- A net decrease of \$13,070, or 5.9%, in department operations reflecting various rate changes and historical expenditures.
- A \$6,245 increase in capital outlay expenditures that includes \$3,435 based on increasing the vehicle replacement fee from \$1.50 to \$3.00 per gallon of fuel and \$2,810 increase for computer-related expenses primarily due to reduced software maintenance costs.
- A net increase of \$33,750, or 8.3%, in local revenue reflecting an increase in permits, fees, and license from new fees implemented in FY 10/11, a decrease in fines and forfeitures (zoning violations) from decreased manpower, and an increase in recovered costs from an increase in new fees.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.

(COMMUNITY DEVELOPMENT CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent Inc/(Dec)
<p><b>Administration/Central Operations (9.0 positions):</b> This program provides certain management and support services such as reception, application intake and permit processing, records management, performance bonds management, budget management, general support services and information. The program includes the Senior Department Director, County Engineer, and administrative personnel. 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>	\$911,182	\$770,963	(\$140,219)	-15.4%
<p><b>Planning (14.5 positions):</b> This program manages the County's Comprehensive Planning Program and coordinates the County's development review process in cooperation with the Zoning &amp; Current Development division. Activities include rezoning and special use permit review, assistance in 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>	1,448,642	1,411,538	(37,104)	-2.6%
<p><b>E911-Planning/Geographic Data Services (3.0 positions):</b> This program provides mapping, graphics, demographic data and geographic information resources support for all County departments. Program activities include Geographic Information System (GIS) development, maintenance of the County's Building Locator System, visual displays for the Planning Commission, Board of Supervisors, and other public meetings, and document development and publication, including layout and graphics.</p>	276,926	242,446	(34,480)	-12.5%
<p><b>Zoning (10.0 net funded 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>	839,960	850,762	10,802	1.3%
<p><b>Current Development (8.0 positions):</b> The Current Development program is a team comprised of Zoning, Engineering, and Planning staff who review current or ministerial development such as site plans and subdivision plats as well as certain special permit requests for specific physical development. This program partners with other teams within the Community Development Department in review/consideration of broader policy-related issues as well as the Inspections division for the inspection of <u>construction under the approved plans.</u></p>	591,451	589,825	(1,626)	-0.3%
<p><b>TOTAL, COMMUNITY DEVELOPMENT</b></p>	<b>\$4,068,161</b>	<b>\$3,865,534</b>	<b>(\$202,627)</b>	<b>-5.0%</b>

(COMMUNITY DEVELOPMENT CONTINUED)

**THREE-YEAR BUDGET CHANGES**

COMMUNITY DEVELOPMENT				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Administration	\$1,048,350	\$770,963	(\$277,387)	-26.5%
Planning	1,831,406	1,411,538	(419,868)	-22.9%
E911-Planning/Geographic Data Services	364,676	242,446	(122,230)	-33.5%
Zoning & Current Development*	1,983,522	1,440,587	(542,935)	-27.4%
Inspections & Building Codes	1,058,535	1,060,583	2,048	0.2%
<b>EXPENDITURE TOTAL</b>	<b>\$6,286,489</b>	<b>\$4,926,117</b>	<b>(\$1,360,372)</b>	<b>-21.6%</b>
<b>FUNDED POSITIONS</b>	<b>84.0</b>	<b>58.0</b>	<b>(26.0)</b>	<b>-31.0%</b>

\*Zoning & Current Development are combined in the above comparison to accurately reflect the three-year changes as the divisions were divided into two in FY 10/11.

**Frozen Positions**

- **FY 10/11 - FY 11/12**  
Zoning Enforcement Manager (Zoning)

**Eliminated Previously Frozen Positions**

- Rural Areas Support Planner (Planning)
- Intake Support Specialist (Administration)
- Historic Resources Planner (Planning)
- Natural Resources Planner (Planning)
- Civil Engineer (Current Development)
- Civil Engineer (Inspections & Building Code)
- Senior Engineering Inspector (Inspections & Building Code)
- Senior Civil Engineer (Current Development)
- Planner (Current Development)
- Community Development Assistant (Zoning)
- Part-Time Intake Support Specialist (Administration)
- Watershed Manager (Planning)
- GIS Specialist (E911-Planning/Geographic Data Services)
- Code Enforcement Officer (Zoning)
- Zoning Administration Manager (Zoning)
- Zoning Technician (Zoning)

- **FY 10/11 Partial-Year**  
GIS Specialist (E911-Planning/Geographic Data Services)  
Planner (Planning)  
Planner (Planning)  
Planner (Current Development)  
Intake Specialist (Administration)  
Inspector (Inspections & Building Code)

*(COMMUNITY DEVELOPMENT CONTINUED)***Other Position Changes**

- **FY 09/10**  
0.5 Inspector position transferred to the Department of General Services Environmental Management.  
  
1.5 Inspector positions were temporarily transferred from the Department of Community Development Inspections & Building Codes to the Office of Facilities Development. Due to the short, temporary nature of this transfer, the FY 09/10 Projected Budget is impacted but the Personnel count is not.
- **FY 10/11**  
Senior Planner eliminated due to transfer of position to Department of Social Services.
- **FY 11/12**  
Economic Development Facilitator position is reallocated to Community and Business Partnerships in County Executive's Office.

**Other Changes**

- A \$21,700 decrease in computer-related expenses primarily due to reduced software maintenance costs.
- A \$20,000 decrease in Ground Water monitoring expenses.
- A \$40,000 decrease in Development Areas Study expenses.
- A \$23,500 decrease in Travel, Training, and Education expenses.

# 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.

The Office also provides staff support for the Albemarle County Housing Committee that was created by the Board of Supervisors and is charged with:

“... actively investigating, developing, recommending, and supporting housing policies and programs, public or private, that will implement the County’s goal of safe, sanitary, and affordable housing for residents of all income groups. Special emphasis shall be placed on the needs of those County residents least able to obtain adequate and affordable housing without assistance.”

## GOALS

- Maintain a “high performer” rating for the administration of the Housing Choice Voucher Program.
- Evaluate and revise the County’s homebuyer education and down payment assistance programs to determine continued level of services in light of current and projected economic realities.
- Access and manage grants and other funding to support housing initiatives and neighborhood improvement efforts.

## FINANCIAL DATA

HOUSING								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
SALARIES	\$343,015	\$319,289	\$345,465	\$322,482	\$322,482	\$322,482	\$3,193	1.0%
BENEFITS	127,235	130,267	131,815	125,237	125,237	125,237	(5,030)	-3.9%
OPERATING	349,743	77,744	207,640	67,103	67,103	67,103	(10,641)	-13.7%
CAPITAL OUTLAY	1,084	830	830	2,130	2,130	2,130	1,300	156.6%
<b>EXPENDITURE TOTAL</b>	<b>\$821,076</b>	<b>\$528,130</b>	<b>\$685,750</b>	<b>\$516,952</b>	<b>\$516,952</b>	<b>\$516,952</b>	<b>(\$11,178)</b>	<b>-2.1%</b>
<b>REVENUE</b>								
TRANSFERS	\$311,387	\$308,780	\$344,851	\$329,510	\$329,510	\$329,510	\$20,730	6.7%
<b>REVENUE TOTAL</b>	<b>\$311,387</b>	<b>\$308,780</b>	<b>\$344,851</b>	<b>\$329,510</b>	<b>\$329,510</b>	<b>\$329,510</b>	<b>\$20,730</b>	<b>6.7%</b>
<b>NET COST</b>	<b>\$509,689</b>	<b>\$219,350</b>	<b>\$340,899</b>	<b>\$187,442</b>	<b>\$187,442</b>	<b>\$187,442</b>	<b>(\$31,908)</b>	<b>-14.5%</b>
<b>POSITIONS</b>	<b>7.0</b>	<b>6.5</b>	<b>7.0</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>0.0</b>	<b>0.0%</b>
<b>NET FUNDED POSITIONS</b>	<b>7.0</b>	<b>6.5</b>	<b>7.0</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>		

## OVERVIEW/CHANGES

**FY 11/12 Recommended Budget:** The Office of Housing’s budget decreases by \$11,178, or 2.1%, and reflects the following:

- A 1% market increase for FY 11/12 salaries.
- In addition to the position’s current duties, the Chief of Housing will become responsible for coordinating the general government’s grant efforts and reviewing and managing the County’s agency contributions. This will provide critical assistance to Finance staff that in turn will help address staffing shortages for the Finance Department identified in the Management Letter.
- Continues partial year grant funding and related expenditures that were approved during FY 10/11 for a Housing Counselor position. This position was previously planned for elimination in FY 10/11, and grant funding is available to fund the position for half a year in FY 11/12.
- A decrease of 6.5% in health and an increase of 6% in dental insurance costs.

*(OFFICE OF HOUSING CONTINUED)*

- A decrease in life insurance rates from 1.11% to 0.28%.
- A \$10,000 decrease for the Woods Edge Rental Subsidy. This decrease is the second year of a four-year phase out of the program.
- A \$1,300 increase in capital outlay expenditures based on increasing the vehicle replacement fee from \$1.50 to \$3.00 per gallon of fuel.
- Transfer revenues include aforementioned grant funding for the Housing Counselor position and revenues for 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 11/12 Adopted Budget:** There are no changes made to the recommended budget.

Description	FY 10/11 Adopted	FY 11/12 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.	\$405,641	\$441,641	\$36,001	8.9%
<b>Homebuyers Clubs/Counseling (0.5 position):</b> This program prepares families for home purchase by providing basic information related to all aspects of buying a home including legal requirements, home inspections, home maintenance, budgeting, credit counseling, and securing mortgages.	72,490	35,311	(37,179)	-51.3%
<b>Housing Agency Support:</b> This includes support for Albemarle Housing Improvement Program's (AHIP) Emergency Home Repair Program and the Woods Edge Rental Subsidy.	50,000	40,000	(10,000)	-20.0%
<b>TOTAL, OFFICE OF HOUSING</b>	<b>\$528,130</b>	<b>\$516,952</b>	<b>(\$11,178)</b>	<b>-2.1%</b>

**THREE-YEAR BUDGET CHANGES**

HOUSING				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
Housing	\$794,958	\$516,952	(\$278,006)	-35.0%
FUNDED POSITIONS	7.0	6.5	(0.5)	-7.1%

- General Fund portion of Housing Counselor position eliminated during FY 10/11 (0.5 FTE).
- Elimination of Homebuyer Down Payment Assistance Program (\$230,000).
- Two years into four-year phase out of Woods Edge Rental Subsidy (\$20,000).

# COMMUNITY DEVELOPMENT AGENCY CONTRIBUTIONS

## FINANCIAL DATA

COMMUNITY DEVELOPMENT AGENCY CONTRIBUTIONS								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPT	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>								
AHIP	\$416,328	\$395,512	\$395,512	\$399,467	\$399,467	\$399,467	\$3,955	1.0%
ACCT*	6,500	6,175	6,175	6,237	6,237	6,237	62	1.0%
Burley HS Coaches Plaque	200	0	0	0	0	0	0	
CVSBDC**	7,800	7,800	7,800	7,878	7,878	7,878	78	1.0%
Charlottesville Area Transit	666,634	648,004	648,004	648,004	648,004	648,004	0	0.0%
MACAA***	150,083	114,500	114,500	115,645	115,645	115,645	1,145	1.0%
Piedmont Housing Alliance	113,396	37,889	37,889	38,268	38,268	38,268	379	1.0%
StreamWatch Program	10,816	10,275	10,275	10,378	10,378	10,378	103	1.0%
TJ Planning District Commission	108,292	108,292	108,292	109,375	109,375	109,375	1,083	1.0%
TJPDC Transit Authority Plan	4,583	0	0	0	0	0	0	
TJ Soil & Water Conservation District	95,575	96,372	95,388	96,355	96,355	96,355	(17)	0.0%
Virginia Coop. Extension Service	189,447	201,290	201,280	203,859	203,859	203,859	2,569	1.3%
<b>EXPENDITURE TOTAL</b>	<b>\$1,769,654</b>	<b>\$1,626,109</b>	<b>\$1,625,115</b>	<b>\$1,635,466</b>	<b>\$1,635,466</b>	<b>\$1,635,466</b>	<b>\$9,357</b>	<b>0.6%</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>

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

## OVERVIEW/CHANGES

### **FY 11/12 Recommended Budget:**

- Overall, Community Development Agency contributions increase \$9,357, or 0.6%.
- Based on direction from the Board of Supervisors, the Community Agency and Agency Budget Review Team processes are being reevaluated during FY 10/11, and changes to these processes will be implemented for the FY 12/13 budget process. Recommended funding levels for FY 11/12 are based on a level consistent with other changes in the FY 11/12 Recommended Budget. Community Development Agency contributions increase 1.0% with the following exceptions:
  - Charlottesville Area Transit (CAT) is level funded and is based on CAT’s requested budget and reflects existing levels of service.
  - The Thomas Jefferson Soil & Water Conservation decrease of \$17 reflects changes in the salary and benefit rates for a County-funded position and a 1.0% increase to the agency’s operating expenditures.
  - The Virginia Cooperative Extension Service increase of \$2,569, or 1.3%, reflects an adjustment to rent paid to the County and a 1.0% increase to other operating expenditures.

**FY 11/12 Adopted Budget:** There are no changes made to the recommended budget.



(COMMUNITY DEVELOPMENT AGENCY CONTRIBUTIONS CONTINUED)

Agency	FY 10/11 Adopted	FY 11/12 Request	FY 11/12 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.	\$395,512	\$399,467	\$399,467	\$3,955	1.0%
<b>Alliance for Community Choice in Transportation (ACCT):</b> ACCT is a network of citizens and groups dedicated to promoting balanced transportation options, sustainable land-use and transit-oriented communities through education and leadership. Programs promoted by ACCT include the Confident City Cyclist Course, which teaches bicylists skills and confidence in order to ride safely on roadways and around vehicles, and TripQuest, an on-line interactive map that gives users up-to-date information on biking, pedestrian, transit, and trail options in Charlottesville and Albemarle County.	6,175	6,237	6,237	62	1.0%
<b>Central Virginia Small Business Development Center (CVSBDC):</b> The mission of the CVSBDC is to strengthen and grow Virginia's economy by providing assistance to existing and pre-venture small- and medium-sized businesses.	7,800	7,878	7,878	78	1.0%
<b>Charlottesville Area Transit (CAT):</b> CAT provides bus service to urban residents of Albemarle County along Route 29 North, and between Downtown Charlottesville and Pantops Shopping Center. Funding is recommended as requested and includes a grant match for night service on Route 5.	648,004	648,004	648,004	0	0.0%
<b>Monticello Area Community Action Agency (MACAA):</b> MACAA works with individuals, families, and the community, in a collective effort to eliminate the causes of poverty, to lessen the effects of poverty, and to promote progressive social change.	114,500	115,645	115,645	1,145	1.0%
<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.	37,889	38,268	38,268	379	1.0%
<b>StreamWatch:</b> StreamWatch is a regional partnership that collects data and assesses stream conditions to assist watershed management efforts in the Rivanna Basin.	10,275	10,378	10,378	103	1.0%
<b>Thomas Jefferson Soil and Water Conservation District:</b> The Thomas Jefferson Soil and Water Conservation District promotes soil and water conservation through technical expertise and education. It provides informational, financial, and planning assistance to farmers, provides County staff with technical assistance, and provides information to the community.	96,372	96,355	96,355	(17)	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.	108,292	109,375	109,375	1,083	1.0%

(COMMUNITY DEVELOPMENT AGENCY CONTRIBUTIONS CONTINUED)

Agency	FY 10/11 Adopted	FY 11/12 Request	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent +/-
Virginia Cooperative Extension Service (VCE): 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.	201,290	203,859	203,859	2,569	1.3%
<b>TOTAL, COMMUNITY DEVELOPMENT AGENCY CONTRIBUTIONS</b>	<b>\$1,626,109</b>	<b>\$1,635,466</b>	<b>\$1,635,466</b>	<b>\$9,357</b>	<b>0.6%</b>

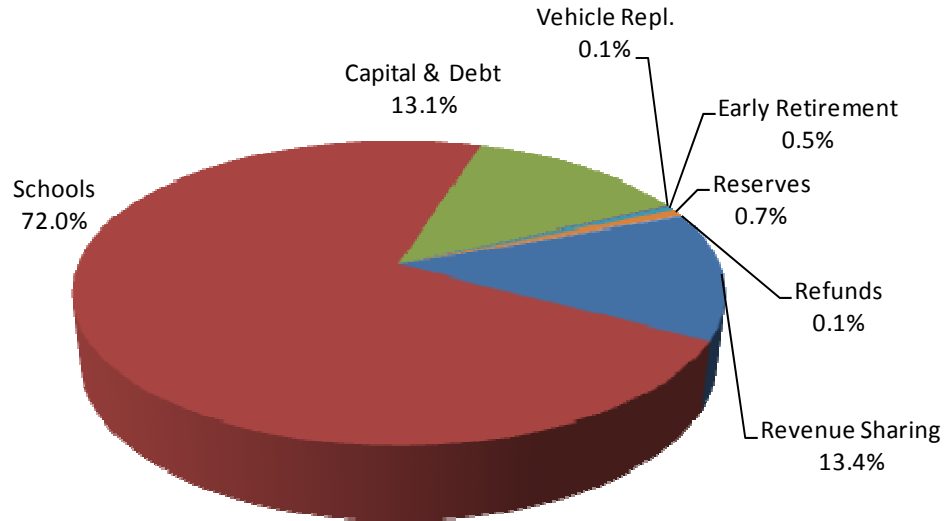
THREE-YEAR BUDGET CHANGES

COMMUNITY DEVELOPMENT AGENCIES				
	FY 08/09 ADOPTED	FY 11/12 ADOPTED	12 ADP - 09 ADP \$ Change	% Change
AHIP	\$416,328	\$399,467	(\$16,861)	-4.0%
ACCT	6,500	6,237	(263)	-4.0%
CVSBDC	7,800	7,878	78	1.0%
Charlottesville Area Transit	678,372	648,004	(30,368)	-4.5%
MACAA	179,060	115,645	(63,415)	-35.4%
Piedmont Housing Alliance	113,396	38,268	(75,128)	-66.3%
StreamWatch Program	10,816	10,378	(438)	-4.0%
TJ Planning District Commission	108,292	109,375	1,083	1.0%
TJ Soil & Water Conservation District	95,921	96,355	434	0.5%
Virginia Coop. Extension Service	195,445	203,859	8,414	4.3%
<b>EXPENDITURE TOTAL</b>	<b>\$1,811,930</b>	<b>\$1,635,466</b>	<b>(\$176,464)</b>	<b>-9.7%</b>
<b>FUNDED POSITIONS</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0%</b>

- Overall, contributions to Community Development Agencies decrease \$176,464, or 9.7%. The changes in agency contributions are due to the funding level recommendations incorporated into the FY 09-12 budgets with the following exceptions:
  - Charlottesville Area Transit’s decrease of \$30,368, or 4.5%, is based on CAT’s requested budgets and, though a decrease, has not reduced levels of service.
  - The MACAA decrease includes the reallocation of funding from MACAA to the Jefferson Area Children Health Insurance Program (CHIP) in FY 09/10 (\$28,977).
  - The Thomas Jefferson Soil & Water Conservation increase of \$434, or 0.5%, reflects the changing salary and benefit costs for a County-funded position over 3 years and the funding level recommendations incorporated into the FY 09-12 budgets.
  - The Virginia Cooperative Extension Service increase is due to rent paid to the County and the funding level recommendations incorporated into the FY09-12 budgets.

# NON-DEPARTMENTAL

## FY 11/12 Adopted Non-Departmental Budget \$134,988,724



NONDEPARTMENTAL								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	12 ADP - 11 ADP \$ Change	% Change
Revenue Sharing	\$18,038,878	\$18,454,658	\$18,454,658	\$18,089,812	\$18,089,812	\$18,089,812	(\$364,846)	-2.0%
School Transfer	97,042,296	96,057,504	96,057,504	97,245,582	97,245,582	97,245,582	1,188,078	1.2%
Capital & Debt Transfer	18,279,997	16,979,460	16,979,460	17,192,635	17,192,635	17,676,857	697,397	4.1%
Transfer to Vehicle Repl.	0	0	0	141,500	141,500	141,500	141,500	
Early Retirement	551,713	627,795	627,795	687,842	687,842	687,842	60,047	9.6%
Contingencies/Reserves	0	1,284,209	562,701	1,478,267	1,478,267	973,631	(310,578)	-24.2%
Refunds	73,234	207,500	171,000	173,500	173,500	173,500	(34,000)	-16.4%
<b>EXPENDITURE TOTAL</b>	<b>\$133,986,118</b>	<b>\$133,611,126</b>	<b>\$132,853,118</b>	<b>\$135,009,138</b>	<b>\$135,009,138</b>	<b>\$134,988,724</b>	<b>\$1,377,598</b>	<b>1.0%</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 10/11 Adopted	FY 11/12 Recommended	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent +/-
Revenue Sharing with the City of Charlottesville: In FY 11/12, the County is obligated to pay \$18,089,812 to the City of Charlottesville in fulfillment of the revenue sharing agreement provisions, a decrease of \$0.4 million from the FY 10/11 payment. This payment is at the agreed-upon cap of a 10 cents tax rate per \$100 of total assessed County property values based on the 2009 calendar year.	\$18,454,658	\$18,089,812	\$18,089,812	(\$364,846)	-2.0%

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 INCREASE	PERCENT INCREASE
1982-83	\$1,293,552	N/A	N/A
1983-84	1,530,991	237,439	18.40%
1984-85	1,579,753	48,762	3.20%
1985-86	1,875,179	295,426	18.70%
1986-87	1,942,509	67,330	3.59%
1987-88	2,277,953	321,399	16.40%
1988-89	2,368,027	90,074	4.00%
1989-90	2,693,120	325,093	13.70%
1990-91	2,802,360	109,240	4.10%
1991-92	3,277,350	474,990	17.00%
1992-93	3,426,000	148,650	4.50%
1993-94	4,319,236	893,236	26.10%
1994-95	4,475,120	155,884	3.60%
1995-96	5,049,991	574,871	12.90%
1996-97	5,170,853	120,862	2.40%
1997-98	5,518,393	347,540	6.70%
1998-99	5,587,013	68,620	1.20%
1999-00	5,853,794	266,781	4.80%
2000-01	6,093,101	239,307	4.10%
2001-02	6,482,712	389,611	6.40%
2002-03	6,692,811	210,099	3.20%
2003-04	7,726,021	1,033,210	15.40%
2004-05	8,004,461	278,440	3.60%
2005-06	9,742,748	1,738,287	21.70%
2006-07	10,134,816	392,068	4.02%
2007-08	13,212,401	3,077,585	30.37%
2008-09	\$13,633,950	\$421,549	3.19%
2009-10	\$18,038,878	\$4,404,928	32.31%
2010-11	\$18,454,658	\$415,780	2.30%
2011-12	<b>\$18,089,812</b>	<b>(\$364,846)</b>	<b>-1.98%</b>
<b>TOTAL</b>	<b>\$179,257,751</b>		<b>1298.46%</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 10/11 Adopted	FY 11/12 Recommended	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>General Fund Transfer to School Operations - Recurring:</b> Albemarle County's School Operations are financed from several sources of funding including local, state, and federal revenues and from local tax revenues. The local tax revenues are provided to the School Division by a transfer of funds from the County General Fund. This transfer is calculated using a formula that provides 60% of new local tax revenues to the schools (net of City revenue sharing, capital/debt transfers, refunds, and tax relief payments). The transfer provides about 66% of the money needed to operate the school division each year, other than school self-sustaining funds. This transfer accounts for approximately 45% of the County's annual General Fund expenditures.	\$96,057,504	\$97,245,582	\$97,245,582	\$1,188,078	1.2%
<b>TOTAL, SCHOOL OPERATIONS</b>	<b>\$96,057,504</b>	<b>\$97,245,582</b>	<b>\$97,245,582</b>	<b>\$1,188,078</b>	<b>1.2%</b>

## TRANSFER TO CAPITAL AND DEBT

Description	FY 10/11 Adopted	FY 11/12 Recommended	FY 11/12 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.  In FY 11/12, this transfer includes \$12,930,234 in payments on existing debt and \$25,994 in planned new debt service.	\$13,018,632	\$12,956,228	\$12,956,228	(\$62,404)	-0.5%
<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.  In FY 11/12, this transfer includes \$2,619,758 in payments on existing debt and \$1,289,289 in planned new debt service.	3,181,282	3,909,047	3,909,047	727,765	22.9%
<b>SUBTOTAL, DEBT SERVICE</b>	<b>\$16,199,914</b>	<b>\$16,865,275</b>	<b>\$16,865,275</b>	<b>\$665,361</b>	<b>4.1%</b>

(TRANSFERS CONTINUED)

Description	FY 10/11 Adopted	FY 11/12 Recommended	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent +/-
<p><b>General Fund Transfer to Capital Improvement Fund:</b> A transfer from the General Fund to the Capital Improvement Fund is made each year to fund General Government capital projects which are funded on a "pay-as-you-go" basis and to provide reserves for future project costs and increased debt service requirements.</p> <p>During the budget work sessions, the Board approved allocating \$484,222 in one-time funds to the Capital Fund for the Revenue Sharing Roads Program.</p>	\$259,148	\$134,081	\$618,303	\$359,155	138.6%
<p><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.</p>	259,148	88,779	88,779	(170,369)	-65.7%
<p><b>General Fund Transfer to Stormwater Management Fund:</b> A transfer from the General Fund to the Stormwater Management Fund is made each year for Stormwater Management improvement projects which are funded on a "pay-as-you go" basis.</p>	261,250	104,500	104,500	(156,750)	-60.0%
<b>SUBTOTAL, CAPITAL FUNDS</b>	<b>\$779,546</b>	<b>\$327,360</b>	<b>\$811,582</b>	<b>\$32,036</b>	<b>4.1%</b>
<b>TOTAL, TRANSFERS TO DEBT AND CAPITAL</b>	<b>\$16,979,460</b>	<b>\$17,192,635</b>	<b>\$17,676,857</b>	<b>\$697,397</b>	<b>4.1%</b>

# RESERVES

## DESCRIPTION AND OVERVIEW

Amounts are set aside as reserves for contingencies and unexpected expenses that arise during the year.

## FINANCIAL DATA

Description	FY 10/11 Adopted	FY 10/11 Projected	FY 11/12 Recommended	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent +/-
<b>Salary Reserve:</b> The Salary Reserve provides for general salary reclassifications that occur throughout the fiscal year. Generally, this reserve is 0.3% of salaries and allows for both individual reclassifications and department-wide reclassifications. In FY 10/11, the pool was restricted to individual reclassifications only. In FY 11/12, \$200,000 is set aside for a Public Safety reclassification study. The remaining \$25,000 is for individual reclassifications.	25,000	2,329	225,000	225,000	200,000	800.0%
<b>Merit Pool Reserve:</b> The Merit Pool Reserve provides funding for salary increases resulting from merit reviews and is distributed to the various departments after the actual merit calculations are performed. No merit pool is budgeted for FY 11/12.	0	0	0	0	0	
<b>Early Retirement Funding:</b> These funds are set aside for current as well as projected Voluntary Early Retirement Incentive Program (VERIP) recipients.	627,795	627,795	687,842	687,842	60,047	9.6%
<b>Reserve for Contingencies:</b> Contingency funds are set aside to provide funds for unanticipated priority needs and potential revenue shortfalls.  During the budget work sessions, the Board allocated a portion of this reserve to the Jefferson-Madison Regional Library and the Hatton Ferry.	1,259,209	210,372	744,045	723,631	-535,578	-42.5%
<b>Reserve for Ivy Fire Station:</b> In accordance with the priorities set by the Board of Supervisors during its five-year financial planning process, this budget includes reserves set aside to fund operations at the Ivy Fire Station which is anticipated to open during FY 12/13. If these reserves are used in FY 11/12, they must be used for one-time purposes only. Any balances remaining in the reserve fund may be transferred to capital projects at the close of the year.  During the budget work sessions, the Board approved allocating this one-time funding to the CIP for Revenue Sharing Road Program for FY 11/12. This funding will still be available for the Ivy Fire Station beginning in FY 12/13.	0	0	484,222	0	0	
<b>Economic Development Fund:</b> \$25,000 is budgeted in FY 11/12 to fund the <i>Target Industry Study</i> , pending Board approval. See below in the "Unbudgeted Reserves" section for further details on the Economic Development Fund.	0	250,000	25,000	25,000	25,000	
<b>TOTAL, RESERVES</b>	<b>\$1,912,004</b>	<b>\$1,090,496</b>	<b>\$2,166,109</b>	<b>\$1,636,473</b>	<b>(\$250,531)</b>	<b>-13.1%</b>



*(RESERVES CONTINUED)*

**UNBUDGETED FUND BALANCES AND RESERVES**

**Undesignated Fund Balance**

The County’s Financial Policies state that the “undesignated fund balance, plus the designation for fiscal cash liquidity purposes, at the close of each fiscal year should be equal to no less than 8% of the County’s total operating budget, which includes the General Fund plus the School Fund.” The 8% minimum is calculated by totaling the current General Fund and School Fund budgets and subtracting the General Fund transfer to the School Fund. This equates to a minimum undesignated fund balance of \$20,886,473. The audited General Fund balance for FY 09/10 is \$24,556,132. During FY 10/11, \$2.0 million of this reserve was transferred to the CIP.

**Stabilization Fund**

During the five-year planning process, the Board of Supervisors approved the establishment of a revenue stabilization reserve utilizing anticipated savings from the FY 10/11 budget. This committed fund balance reserve is to be maintained at 1% of the General and School funds and will increase the total fund balance goal from 8% to 9%. Using the FY 11/12 Adopted General Fund and School Fund budgets to calculate the reserve, the 1% requirement totals \$2,628,274. In conformity with GASB statement No. 54, the use of the Stabilization Fund will be restricted. Approved uses will be identified and established by the Board of Supervisors.

**Economic Development Fund**

In 2006, the Board of Supervisors approved the establishment of an Economic Development Opportunities Fund in the amount of \$250,000. Though this fund has not been included in the original appropriated budget in each year since it was established, the balance remaining in the fund has been carried forward as part of the County’s re-appropriation process. To date, no expenditures have been made from the fund. Staff will recommend that any remaining balances in the fund at the end of FY 10/11 be carried forward into FY 11/12. Staff further recommends that if funds are used, the reserve be replenished using fund balance or the reserve for contingencies.

**Grants Leveraging Fund**

This fund was established in October 2010 using \$100,000 in year-end operational savings. The Grants Leveraging Fund better positions the County to take advantage of short-term grant offerings that will benefit core operations. Any remaining balances in the fund at the end of FY 10/11 will be recommended to be carried forward into FY 11/12 based on utilization. This fund may be replenished each year from prior year operational savings.

**REFUNDS**

**DESCRIPTION AND OVERVIEW**

An amount is appropriated each year to pay refunds owed by the County.

**FINANCIAL DATA**

Description	FY 10/11 Adopted	FY 10/11 Projected	FY 11/12 Recommended	FY 11/12 Adopted	Dollar Inc/(Dec)	Percent +/-
Refunds	\$207,500	\$171,000	\$173,500	\$173,500	(\$34,000)	-16.4%

Refunds are projected to decrease \$34,000, or 16.4%, based on FY 09/10 actuals and projections for FY 10/11.

# NONDEPARTMENTAL THREE-YEAR CHANGES

NONDEPARTMENTAL					
	FY 08/09 ADOPTED	FY 11/12 RECOMM	FY 11/12 ADOPTED	12 ADP - 09 ADP	
				\$ Change	% Change
Revenue Sharing	\$13,633,950	\$18,089,812	\$18,089,812	\$4,455,862	32.7%
School Transfer	101,225,059	97,245,582	97,245,582	(3,979,477)	-3.9%
Capital & Debt Transfer	25,071,709	17,192,635	17,676,857	(7,394,852)	-29.5%
Transfer to Vehicle Repl.	0	141,500	141,500	141,500	
Early Retirement	271,933	687,842	687,842	415,909	152.9%
Contingencies/Reserves	2,330,190	1,478,267	973,631	(1,356,559)	-58.2%
Refunds	169,500	173,500	173,500	4,000	2.4%
<b>EXPENDITURE TOTAL</b>	<b>\$142,702,341</b>	<b>\$135,009,138</b>	<b>\$134,988,724</b>	<b>(\$7,713,617)</b>	<b>-5.4%</b>

## The County's FY 11/12 Program and Service Inventory

This chapter presents a complete inventory of 182 programs and services provided by the County's general government operations to the citizens of Albemarle County in FY 11/12 including all programs and services provided by County departments, Constitutional Officers, agencies, and the County's non-departmental obligations such as the revenue-sharing payment to the City and contingencies. This summary does not include transfers from the General Fund to the School Division or transfers for capital projects and debt service.

The inventory includes the name of the program and service provider, a description of the activity, the number of full-time equivalent (FTE) employees, rounded to the nearest 0.5 FTE, who perform the program or service as applicable, and the total amount budgeted for the program or service in FY 11/12. The descriptions included in this inventory are more detailed than those found in the other chapters of this Budget document offering additional transparency. To provide another important perspective by which to view the County's programs and services, this inventory also identifies which of the programs and services are primarily:

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

Staff recognizes that while this categorization provides another important and useful lens in 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 program 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 exercise.
- This exercise considers only the "function" provided by each program/service, and the level of effort is not being evaluated as part of this exercise. 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. In some instances, the level of effort may be currently provided at a below core level. In these cases, the County will continue to focus its efforts to shore up essential core services. (such as the need to unfreeze Police Officer positions).

## The County's FY 11/12 Program and Service Inventory

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Board of Supervisors	Board Office Operations	Provides for Board of Supervisor's salaries and compensation, mileage reimbursement, attendance at regional and state-sponsored professional development/networking. This also provides funding for the County Audit and for Public Official Liability insurance.	0.0	385,401	State or Federal Mandate	
Board of Supervisors	Board Office Administration	Provides for the Clerk and Deputy Clerk to the Board of Supervisors duties. Program is responsible for agenda preparation, minutes preparation, Board and Commissions oversight, advertising of public notices and record keeping for the Economic Development Authority.	2.0	192,161	State or Federal Mandate	The County is mandated to have a Clerk.
Clerk of the Circuit Court	Court Services, Tax Records and Probate Program	This Office assists the Judge in the courtroom in both Criminal and Civil actions and conducts other duties related to cases in accordance with state law. This Office also properly indexes deeds for items such as real property, issues marriage licenses, probates wills, docket judgments, files financing statements and business partnership certificates, in accordance with applicable laws.	10.0	669,016	State or Federal Mandate	
Commonwealth's Attorney	Criminal Case Prosecution and Legal Services	This office is responsible for prosecution for the Commonwealth of Virginia and the County of Albemarle, and assists County police, UVA police, State police, federal law enforcement agencies, and other law enforcement agencies when requested on legal issues. The division also provides outreach and information to the general public regarding criminal justice issues.	9.0	910,407	State or Federal Mandate	
Community Development	CDD Administration	Provides for the management and administrative support for all of the Community Development department's operation. Ensures department processes, policies and procedures are current, coordinated, and effective for both staff and the general public.	6.0	425,578	Board Directive Written Policy or Priority	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Community Development	Comprehensive Plan	Provides for the maintenance of the Comprehensive Plan, including master plans and amendments to the Comprehensive Plan	3.0	394,218	State or Federal Mandate	The County is mandated to have a Comprehensive Plan.
Community Development	Building	Provides for the administration of the Building Regulations Ordinance, including permitting, fees, inspections, violations, and Certificates of Occupancy.	12.5	992,617	State or Federal Mandate	
Community Development	Non-mandated Community Development Programs	Provides support for ACE, PRFA, Agricultural and Forrestral Districts, Open Space Agreements, Historic Resources, Natural Heritage, Agriculture Support, Citizen Advisory Councils, TJPDC, PACC, and for Strategic Plan-related efforts conducted by the Community Development Department.	4.0	341,289	Board Directive Written Policy or Priority	Several of these programs are required by local ordinance.
Community Development	GIS	Provides mapping graphics, demographic data and geographic information resource support for all county departments and schools.	5.0	437,473	Board Directive Written Policy or Priority	Parcel mapping - state; road naming/addressing are required by local ordinance.
Community Development	Zoning	Provides for the administration of the Zoning Ordinance, including appeals and variances heard by BZA, zoning inspections, zoning enforcement, proffer management, business clearances, building permit support, sign permits, temporary event permits, development right determinations, and for interpretations of the zoning ordinance.	11.5	1,094,827	Board Directive Written Policy or Priority	Required in compliance with Chapter 18 of County Code.
Community Development	Development	Provides for the review of all development applications as required by the Wastewater and Water, Subdivision, Water Protection, and Zoning Ordinances. This includes all subdivisions, site plans, rezonings, special use permits, Certificates of Appropriateness, erosion and sediment control permits, stormwater management, subdivision and site bonds and inspections, groundwater assessments, and waivers or modifications of ordinance requirements	16.0	1,240,112	Board Directive Written Policy or Priority	Required in compliance with Chapter 14, 17 and 18 of County Code. Also, Subdivision review is a mandated process.

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
County Attorney	Legal Services	Provides professional and timely legal representation and advice to the Board of Supervisors, the School Board, the Planning Commission, the County Executive, the School Superintendent, County and School Departments, County and School employees, and various boards and commissions. Majority of time and resources address legal review and/or preparation of Board agenda items; civil rights and personnel issues and disputes; risk management; social services; zoning and land use matters; contract preparation, review and disputes; municipal finance; environmental law; legislative services; property acquisition; ordinance drafting; in-house publication and maintenance of the County Code; local government taxation; code enforcement; and litigation.	8.0	911,527	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	203,369	State or Federal Mandate	The County is required by mandate to have a County Executive.
County Executive	County Admin - Exec mgmt	Provides oversight for all county departments and operations, liaison with community agencies and other local government jurisdictions, serving on regional boards and commissions, supervision for executive level functions of strategic planning/performance management and community relations.	3.5	507,926	Essential Function of Local Government	
County Executive	Community and Business Partnerships	Directs the County's public information and education program, manages special events; produces all county publications including educational, advertising and marketing materials; manages media relations. Manages citizen participation in county government activities and supports community partnerships to ensure meaningful public engagement in planning and policy development including master planning.	1.5	176,518	Board Directive Written Policy or Priority	In October 2010, this program expanded to include Business and Community Partnerships. Economic vitality is a priority of Board of Supervisors and included in the County's Strategic Plan.

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
County Executive	Website	Manages county website and employee intranet including developing strategic direction and new functionality and applications, directing department-level content editors, daily content updating and analyzing metrics.	1.0	73,182	Essential Function of Local Government	The County's website provides essential service of a local government of this size. Many citizen transactions occur on the County's website.
Finance	Finance Administration	Provides coordination between all divisions in Finance to ensure that duties are carried out in an efficient and courteous manner. Oversees financial interactions made by the County (Schools and General Government) including issuance of general obligation debt, agency contributions, grant and proffer assistance, and county credit card purchases and remittance. Prepares information for the annual audit including transmittal letter, management discussion and analysis (MD&A), and all statistical tables. Manages the County's local government as well as volunteer EMS property & liability insurance policies. Administers the flexible spending plan (Benepius) for both general government and schools. Provides economic and business research.	4.0	369,812	State or Federal Mandate	
Finance	Billing and Collection	Provides for the billing and collection of all personal property and real estate taxes; deposit, reconciliation and reporting of all funds. County personal property revenue totals approximately \$40M annually.	3.0	267,907	State or Federal Mandate	
Finance	Personal Property Assessments/Administration	Provides for personal property assessment, maintain accurate personal property accounts. Provides customer service to taxpayers, enforces animal licensing, and assists in income tax preparation.	7.0	550,479	State or Federal Mandate	
Finance	Delinquent Debt Collection	Provides enforcement of the collection of all delinquent personal property and real estate taxes.	1.5	118,152	State or Federal Mandate	
Finance	Tax Relief	Provides for real estate tax relief to elderly and disabled taxpayers.	1.0	88,879	Board Directive Written Policy or Priority	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Finance	Accounting	Provides for the maintenance of all official financial records of the County of Albemarle. Compiles and files official reports that meet GAAP, GASB, FASB, State and Federal Reporting Requirements. Maintains financial systems recording and reporting financial activity. Processes miscellaneous billings and internal charges for all County Departments.	4.5	549,604	State or Federal Mandate	
Finance	Assessment	Provides for the reassessment of existing property; assessment of new structures, land, and misc. improvements.	10.0	880,440	State or Federal Mandate	
Finance	Real Estate Administration	Provides for the maintenance of Real Estate Records, Administration of Land Use Assessment Program, Customer Service.	4.0	301,310	State or Federal Mandate	
Finance	Purchasing	Provides for the purchasing of all supplies, equipment and services required by all County Departments, Schools and associated agencies. All purchases above \$5,000 are required by County Code to following the County Purchasing Policies. Facilitates the Sale of surplus property owned by the County and School Division. Handles the County's Fixed Asset System.	3.0	268,942	State or Federal Mandate	
Finance	Business Audit	Provides for the auditing of businesses in the County for compliance with tax laws.	1.0	82,858	Essential Function of Local Government	
Finance	Business Licenses/Taxes	Provides for the processing of Business License, Food and Beverage Tax, Transient Occupancy Tax.	2.0	185,377	State or Federal Mandate	
Finance	Business Property Taxes	Provides for the processing of Business Personal Property, Public Service, Airplane, Bank Franchise, Daily Rental.	2.5	153,945	State or Federal Mandate	
Finance	Budget Assistance	Provides the County's Revenue projections for 5-year financial plan and for the annual budget processes. Also, this program develops the quarterly financial reports.	0.5	67,403	State or Federal Mandate	
Finance	Payroll Processing	Provides for the Recording, processing, payments and administers all employee compensation for all County and School Departments. Disburses all Federal, State, retirement and miscellaneous deductions & contributions for all Employees.	3.0	232,132	State or Federal Mandate	



Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Fire Rescue	Fire & EMS System Administration	Provides for planning, coordinating, finance, budget development, payroll, purchasing, accounts payable for the Fire/Rescue Department. Provides critical role in ensuring/coordinating county wide preparedness for emergencies on a strategic level. Also provides Office Associate support to all divisions of the department.	4.5	471,482	Essential Function of Local Government	
Fire Rescue	Training Program Management	Provides training management for training academy, plans and implements annual regional training school and assists volunteers with implementing annual regional training school and assists volunteers with implementing in-house training curriculum.	2.5	297,348	Essential Function of Local Government	
Fire Rescue	EMS Continuing Education	Provides EMS continuing education to ensure competence of medical care providers and maintenance of medical certification.	1.0	77,144	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	36,876	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	144,064	State or Federal Mandate	
Fire Rescue	Prevention and Life Safety Program Management	Provides oversight and management for Fire Inspections, Code Enforcement, and Fire Investigations. Planning, finance, budget management, and Office Associate Support for Prevention Division activities.	1.5	127,498	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	143,870	Essential Function of Local Government	
Fire Rescue	Public Education	Provides fire-related public education. Some examples are: evacuation planning, severe weather preparedness and special event planning.	0.5	14,248	Board Directive Discretionary	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
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.	0.5	10,248	Board Directive Written Policy or Priority	Plan Review is done to comply with County codes.
Fire Rescue	Fire & EMS Service Delivery	Provides fire protection, emergency medical services, rescue and mitigation of hazardous situations.	65.0	5,285,585	Essential Function of Local Government	
Fire Rescue	Marketing & Advertising	Marketing and Advertising associated with training courses. Direct advertisement in newspaper, radio, and television to assist in recruitment efforts to fill basic Fire and EMS training courses.	0.0	0	Board Directive Discretionary	
Fire Rescue	Operational Support Services	Provides for EMS Cost Recovery program, support of personnel (career and volunteer), including uniforms, personal protective equipment, logistics, and employee health services.	1.0	199,308	Board Directive Written Policy or Priority	
General Services	General Services Administration	Provides for General Services' administrative duties; ADA compliance; County's storage facility; meeting room management; work order management; and budget management.	5.0	470,483	Essential Function of Local Government	While not the primary function of this program, this program also provides for compliance with mandated ADA regulations.
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.	10.0	2,004,694	Essential Function of Local Government	
General Services	Printing Services	Provides for photocopying and printing services for all local government departments and school administration offices.	3.0	162,216	Essential Function of Local Government	
General Services	Mail Services	Provides for the processing of USPS mail and the coordination of pick up and delivery of interdepartmental and interagency correspondence.	1.0	49,862	Essential Function of Local Government	
General Services	Water Resources	Provides oversight for state and federal regulatory water resources compliance, maintains and improves County-owned storm water structures, and investigates illicit discharge issues.	2.0	239,536	Essential Function of Local Government	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
General Services	Environmental Compliance & Energy Conservation	Provides for the coordination of the EMS program; oversees energy conservation programs; investigates environmental complaints, and participates in local climate protection programs.	1.5	121,901	Essential Function of Local Government	This function also provides for compliance with mandated EPA, hazardous waste reporting and OSHA requirements.
General Services	Solid Waste/Recycling	Provides for the maintenance of Keene Landfill; reports recycling numbers to planning district; contributes to "bulky waste" disposal days and provides funding to RSWA.	0.0	125,810	Essential Function of Local Government	The County is also mandated to maintain Keene Landfill which is included in the program/service .
Housing	Housing Choice Vouchers	Provides federal-funded rental assistance to eligible households.	5.5	369,202	State or Federal Mandate	If locality receives funds from federal government, there is a federal mandate to administer in accordance with federal requirements.
Housing	CDBG Grants	Provides for the administrative support of housing-related CDBG grants received by the County. (funded by grant monies).	0.5	47,722	State or Federal Mandate	If locality receives funds from federal government, there is a federal mandate to administer in accordance with federal requirements.
Housing	AHIP	Provides for direct project funding to leverage outside funds targeted to addressing emergency housing repairs.	0.0	20,000	Board Directive Discretionary	
Housing	Woods Edge	Provides rental subsidy to 30 elderly households at Woods Edge Senior Apartments.	0.0	20,000	Board Directive Written Policy or Priority	
Housing	Homebuyer Counseling	Provides education and counseling for homebuyers and credit/budget counseling for various target groups.	0.5	19,407	Board Directive Discretionary	
Housing	Housing Administration	Provides for the management of the County's Housing Office as well as contributions to nonprofit agencies and managing affordable housing proffers.	0.5	40,620	Board Directive Written Policy or Priority	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
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.	2.0	259,824	Board Directive Discretionary	
Human Resources	Benefits & Wellness	Provides for an employee wellness program for County employees.	0.0	114,766	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	37,263	State or Federal Mandate	Ensures compliance with mandated safety regulations.
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	120,392	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	84,209	Board Directive Discretionary	
Human Resources	Classification/Compensation	Ensures market competitiveness of compensation to attract, retain, and reward employees.	0.0	46,315	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	419,807	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.	8.0	1,038,603	Essential Function of Local Government	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
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.	9.0	778,887	Essential Function of Local Government	
Information Technology	Access Albemarle	Provides a contingency fund to cover software maintenance payments while in transition between the County's mainframe computer system and the new Access Albemarle system. Until all applications are off the Mainframe system, this line item will be needed to cover the transitional costs of dual software maintenance expenses.	0.0	250,000	Board Directive Written Policy or Priority	
Office of Facilities Development	OFD Administration	Provides for the administration of the Office of Facilities Administration, including department personnel, budget and administrative management.	1.5	125,470	Essential Function of Local Government	
Office of Facilities Development	CIP Process Management	Provides for the management and development of the County's Capital Improvement program and process, including requests reviews, approvals, planning assistance, financial planning/budgeting. Also provides for the leadership of the Capital Program's Technical Review Team and Over Sight Committee.	0.5	51,590	Essential Function of Local Government	
Office of Facilities Development	Enterprise Wide Systems Project Management	Provides project management services to County enterprise-wide system implementations such as Access Albemarle. Scope includes management of the project lifecycle from requirements through post delivery warranty period.	0.5	29,301	Essential Function of Local Government	
Office of Facilities Development	Capital Projects Management	Provides for the planning, design, construction, closeout of capital projects. This includes project execution from programming through warranty period. Responsible for orchestrating/organizing all parties required to complete project. Provides project oversight during construction phase.	5.5	495,304	Essential Function of Local Government	
Office of Facilities Development	Joint Project Liaison/Monitoring	Provides the county's liaison for the management of jointly-funded projects such as courts, libraries, fire stations, health department, CATEC, VDOT projects.	1.0	79,548	Essential Function of Local Government	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Office of Facilities Development	Transportation / Traffic Engineering	Provides professional engineering, technical and administrative duties related to the planning, design, construction and maintenance of transportation projects (VDoT, sidewalks, roadway improvements, plan reviews)	1.0	85,395	Board Directive Written Policy or Priority	
Office of Management and Budget	Budget Mgmt & Analysis	Develops the County's operating budget (departments and external agencies); establish budget policies; prepare five-year expenditure and revenue projections; provides leadership and management of the County's strategic planning and organizational performance management; prepare quarterly financial reports. With the Office of Facilities Development (OFD), develops capital budget, 5 year CIP, and 5-year needs assessment; recommend and establish policies.	3.5	290,222	State or Federal Mandate	As of October 2010, function became a separate OMB Office. Budget development. This function required by Code of Virginia.
Parks and Recreation	Parks Administration	Provides for Leadership, coordination, oversight, and support for all department programs and activities. Key functions include capital and operational budget preparation, revenue collection, personnel and payroll records, partnership development and complaint resolution.	2.0	241,967	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	1,150,869	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. Includes 16,560 hrs of PT help.	0.5	219,104	Board Directive Discretionary	
Parks and Recreation	Athletics & Classes	Provides athletic programs and classes for adults and youth.	1.5	209,124	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	17,810	Board Directive Discretionary	
Parks and Recreation	Community Centers	Provides for County operated Community Centers including Greenwood, Scottsville and the Meadows.	0.0	71,183	Board Directive Discretionary	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Parks and Recreation	Therapeutic Recreation	Supports the actual participation of County residents in the well-developed City Parks and Recreation Therapeutic Recreation Program. County residents make up 39% of the overall program usage.	0.0	82,374	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. Includes 8,505 hrs of temp. PT help.	0.0	93,359	Board Directive Discretionary	
Parks and Recreation	Teen Programs	This provides funding for a middle school after school sports program that is run at every County middle school from 4 p.m. to 6 p.m. Monday through Thursday throughout the school year. 40% of FT Recreation Program Supervisors time is allocated to this program.	0.5	108,686	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	152,262	Board Directive Written Policy or Priority	Per contract with City.
Police	Police Administration	Provides executive leadership and policy direction for the Police department.	3.0	456,697	Essential Function of Local Government	
Police	Administrative and Media Relations	Provides for the flow of Police-related information to the media and community, to include FOIA research and requests. Oversees the Police Records, Training/Professional Development, and Victim-Witness Units.	1.0	124,606	Essential Function of Local Government	
Police	Community Support: Administration and Crime Prevention	Program provides for the overall management of the Police Department's Community Support Division to include Traffic, School Resource and Animal Control Units. Responsible for the Video Camera and Photo Safe Programs. Handles various crime prevention initiatives such as neighborhood watch, crime free multi-housing, and crime prevention programs for citizens. Also handles various special projects for the department as assigned.	3.0	349,818	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	265,130	State or Federal Mandate	Provides for compliance with State Laws and County Ordinances.

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Police	Community Support: School Resource Officers	Provides full time police officers in most of the county's middle and high schools to ensure a safe and secure learning environment. Provides instruction in delinquency prevention and laws.	4.0	352,146	Board Directive Written Policy or Priority	
Police	Community Support: Traffic	Performs traffic enforcement efforts targeting specific areas of the County. Investigates vehicle and pedestrian accidents to include utilization of the accident reconstruction team. Performs commercial vehicle inspections.	6.0	609,036	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.	16.5	1,546,986	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	402,797	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	168,425	State or Federal Mandate	
Police	Fiscal/Human Resources Management	Provides for the Police Department's fiscal and human resources management to include payroll, leave reporting, and FLSA. Assists in budget preparation.	1.5	102,687	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	118,752	Essential Function of Local Government	
Police	Quartermaster	Provides procurement and administration of the Police Department's issued uniforms, equipment and supplies. Provides for accounts receivable and payable.	1.0	61,172	Essential Function of Local Government	



Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Police	Records Unit	Provides 24-hour support for personnel and service to citizens. Provides for the reporting function for the Police Department's records management system. Also provides for all Police-related state and federal reporting requirements. Processes requests for record checks, accident reports, etc. and collects the fees associated for such services.	10.0	658,538	State or Federal Mandate	Provides for compliance with State and Federal reporting requirements.
Police	Support Division: Administration	Provides for overall management of the Community Support Division to include Traffic, School Resource, and Animal Control Units. Responsible for the Video Camera and Photo Safe Programs. Handles various crime prevention initiatives such as neighborhood watch, crime free multi-housing, and crime prevention programs for citizens. Also handles various special projects for the department as assigned.	3.0	255,034	Essential Function of Local Government	
Police	Technical Support	Provides for the management of the Police Department's technical equipment, fleet management, and security systems. Ensures adequate resources are available for major critical incidents. Provides logistical support to all members of the department.	1.0	107,937	Essential Function of Local Government	
Police	Training and 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.	1.0	171,969	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.	81.0	6,860,632	Essential Function of Local Government	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Police	Victim Witness	Provides direct services to victims and witnesses of crimes, including financial assistance through Criminal Injuries Compensation Fund, criminal justice system process explanations and options from date of offense through final disposition of case, transportation and escorts if needed, and referrals to local and state service agencies.	1.0	97,801	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	341,251	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	1,798,138	Essential Function of Local Government	
Sheriff	Reimbursable Overtime-Sheriff	This budget 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.	0.0	215,300	Essential Function of Local Government	
Social Services	Social Services Administration	Provides for the Department of Social Services' financial, personnel and overall departmental programs and services including switchboard and reception, information systems security, personnel management, expenditure monitoring, budgeting, records management, policy development, research, grant applications, program evaluation, community liaison work, and general oversight of the department's mandates.	15.0	1,150,028	State or Federal Mandate	
Social Services	Eligibility	Provides eligibility services for Department of Social Services' departmental programs and services.	28.0	2,205,289	State or Federal Mandate	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Social Services	UVA-Medicaid	Provides Medicaid benefits to medically indigent inpatients and indigent clients treated in specified outpatient clinics at the University of Virginia Medical Center. The UVA Medicaid Unit is the result of a contractual agreement among the State Medical Assistance Program, the Virginia Department of Social Services, the University of Virginia Health System and the Albemarle County Department of Social Services.	9.0	583,358	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.	5.5	940,290	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.	30.0	5,143,833	State or Federal Mandate	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Social Services	Employment Services	Provides for the cost of staff, operations, and customer assistance for the Employment Services within the department. It 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 the following Service Programs: Employment Services Programs.	2.0	341,453	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	679,954	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. There are eight Bright Stars programs currently operating in the County. Funding is provided in the form of a grant through the Virginia Preschool Initiative, sponsored by the Virginia Department of Education and matched with local government funding. Support is also provided by the Albemarle County Schools which provide ongoing in-kind support, as well as for maintenance, utilities, and transportation.	5.0	1,111,049	Board Directive Discretionary	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Social Services	Comprehensive Services Act	CSA provides funding for the mandated population of children who are in the custody of ACDSS as a result of child abuse or neglect or other court action. It also pays for the mandated and non- mandated population not in the custody of ACDSS but served through the CPMT. Program provides comprehensive planning, interagency collaboration, and ongoing evaluation of services to ensure it is cost-effective and efficient. Program is funded from both local and state revenues.	0.0	2,510,747	State or Federal Mandate	
Voter Registrar and Elections	Voter Election and Registration	The department's duties include providing direct services to candidates for office and elected officials, auditing and reviewing campaign expenditure documents, assessing and collecting fines, cooperating with the Commonwealth's Attorney in matters of enforcement, maintaining a dual filing system for registered voters and required records and data, administering and overseeing federal, state, municipal, and local elections held in Albemarle County or its subdivisions and providing voter registration and education services, all in accordance with applicable local, state, and federal legal requirements.	4.5	547,544	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	399,467	Board Directive Discretionary	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Community Development Agencies & Joint Operations	Alliance for Community Choice in Transportation (ACCT)	ACCT is a network of citizens and groups dedicated to promoting balanced transportation options, sustainable land-use and transit-oriented communities through education and leadership. Programs promoted by ACCT include the Confident City Cyclist Course which teaches bicyclists skills and confidence to ride safely on roadways and around vehicles, and TripQuest, an on-line interactive map that gives users up-to-date information on biking, pedestrian, transit, and trail options in Charlottesville and Albemarle County.	0.0	6,237	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	7,878	Board Directive Discretionary	
Community Development Agencies & Joint Operations	Charlottesville Area Transit (CAT)	CTS provides bus service to urban residents of Albemarle County along Route 29 North, and between Downtown Charlottesville and Pantops Shopping Center. Funding is recommended as requested and includes a grant match for night service on Route 5.	0.0	648,004	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. The County funds the following programs from MACAA: CARES, Head Start, Project Discovery, and Hope House.	0.0	115,645	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	38,268	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	10,378	Board Directive Discretionary	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
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	109,375	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	96,355	Board Directive Discretionary	
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. The City of Charlottesville contributes \$41,406 for their share of services for a net local cost of \$159,884.	0.0	203,859	Board Directive Discretionary	
Human Services Agencies & Joint Operations	AIDS/HIV Services Group (ASG)	The mission of ASG is to provide comprehensive support services to people with HIV/AIDS, to prevent the spread of HIV through targeted outreach programs in high-risk populations, and to develop community awareness to promote a proactive and compassionate response to the epidemic. This program received an exemplary rating from the Agency Budget Review Team (ABRT).	0.0	4,762	Board Directive Discretionary	
Human Services Agencies & Joint Operations	ARC Infant Development	This program provides home visiting services that educate families about children's learning and healthy development, effective and positive parenting, and maintaining positive health through preventive health care.	0.0	8,969	Board Directive Discretionary	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Human Services Agencies & Joint Operations	Blue Ridge Medical Center - Latino Lay Health Promoter Program	This program targets low-income and uninsured Spanish-speaking residents of Albemarle County, who are assisted by trained leaders within the Latino community to access primary and preventive health care and to address other social issues. This program received an adequate rating from the ABRT. Funding is contingent on the ABRT's review of a status and progress report for this program.	0.0	5,225	Board Directive Discretionary	
Human Services 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. This program received a solid rating from the ABRT.	0.0	13,044	Board Directive Discretionary	
Human Services Agencies & Joint Operations	Charlottesville Albemarle Health Department	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	551,444	State or Federal Mandate	
Human Services 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	112,310	Board Directive Discretionary	
Human Services Agencies & Joint Operations	Children Youth & Family Services (CYFS)	CYFS provides programs which encourage healthy child development and positive family relationships through support and enrichment services, parent education, family therapy, and brief-term shelter care. This agency includes seven programs: Victims of Child Abuse, Runaway Emergency Services, Healthy Families/Family Partners, Play Partners, Partnership for Children, Child Care Quality, and Family Connections.	0.0	95,550	Board Directive Discretionary	



Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Human Services Agencies & Joint Operations	Commission on Children & Families (CCF)	The CCF is responsible for planning, coordinating, monitoring, and evaluating a community-wide system of children and family agencies. Its goal is to improve services to children, youth, and families, to be accountable for the efficient use of resources, and to be responsive to the changing needs of the community. This funding decrease reflects CCF's requested budget.	0.0	96,591	Board Directive Discretionary	
Human Services 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. The budget decrease reflects the FY 09/10 request for the Computer Clubhouse program. The After-school Mentoring Program received an exemplary rating and the Computer Clubhouse received a solid rating.	0.0	14,876	Board Directive Discretionary	
Human Services 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. JABA requested funding for six programs: Adult Day Healthcare, Health Services, Senior Centers, Mountainside Senior Living, Advocacy Program and Volunteer Services.	0.0	283,283	Board Directive Discretionary	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Human Services Agencies & Joint Operations	Jefferson Area CHIP	The mission of Jefferson Area CHIP is to improve the health of children under age 7, from low-income families, as an investment in the well-being of children and our community. The Home Visiting Collaborative and Teen Pregnancy and Parenting programs both received an exemplary rating. In FY09, funding for the Home Visiting Collaborative was budgeted in MACAA and the Health Department. On January 1, 2009, Jefferson Area CHIP became an independent non-profit agency.	0.0	316,539	Board Directive Discretionary	
Human Services Agencies & Joint Operations	Jefferson Area United Transportation Network (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. JAUNT's FY 09/10 request includes proposed new shuttles to both NGIC and Crozet in addition to its baseline budget.	0.0	922,025	Board Directive Discretionary	
Human Services 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. The Civil Advocacy Program and the Elder Law Project both received a solid rating from the ABRT.	0.0	36,935	Board Directive Discretionary	
Human Services Agencies & Joint Operations	Madison House	Madison House is a student-run, non-profit organization that serves as the coordinating agency for University of Virginia students interested in volunteer community service. This agency received an exemplary rating by the ABRT.	0.0	10,369	Board Directive Discretionary	
Human Services Agencies & Joint Operations	Music Resource Center	The mission of this agency is to educate and inspire urban youth and, through music, equip them with life skills for the future. Goals include: providing healthy alternatives to risky behaviors, helping students learn to conduct themselves according to a reasonable code of conduct, modeling positive relationship skills and working collaboratively with area community members and leaders. This agency received a solid rating from the ABRT.	0.0	5,759	Board Directive Discretionary	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Human Services 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. This agency received an exemplary rating by the ABRT.	0.0	8,924	Board Directive Discretionary	
Human Services 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	22,524	Board Directive Discretionary	
Human Services Agencies & Joint Operations	Piedmont Workforce Network	The goal of the Piedmont Workforce Network is to coordinate partner agency services under the Workforce Investment Act in the provision of a comprehensive workforce preparation and employment system designed to meet the needs of job seekers and local employers.	0.0	13,943	Board Directive Discretionary	
Human Services 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	575,226	State or Federal Mandate	
Human Services 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. This agency received a solid rating from the ABRT.	0.0	22,220	Board Directive Discretionary	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Human Services Agencies & Joint Operations	Shelter for Help in Emergency (SHE)	<p>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. SHE programs received an exemplary rating by the ABRT.</p> <p>Shelter for Help in Emergency Outreach is a fully-accredited agency providing crisis intervention, accompaniment, counseling, support groups, information/referrals, professional training and community education for women, children and men.</p>	0.0	88,875	Board Directive Discretionary	
Human Services 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	1,000,000	Board Directive Written Policy or Priority	
Human Services 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 childcare. The Information & Referral program provides free, confidential assistance in navigating local programs and services, connecting residents in need to services.	0.0	117,081	Board Directive Discretionary	
Judicial Agencies & Joint Operations	Circuit Court	<p>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.</p> <p>The County pays the cost of a Legal Assistant to the Circuit Court, who manages the entire Circuit Court docket.</p>	1.0	110,945	State or Federal Mandate	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Judicial Agencies & Joint Operations	General District Court	The General District Court hears minor misdemeanor criminal cases, conducts preliminary hearings for the more serious criminal felony cases, and handles most traffic violation cases. The Court also decides zoning, hunting, and fishing license matters. The General District Court Clerk's Office assists the judge in conducting judicial functions and has responsibility for all administrative and resource management functions of the Court.	0.0	23,894	State or Federal Mandate	
Judicial Agencies & Joint Operations	Juvenile & Domestic Relations (J&DR) Court	<p>The City of Charlottesville and Albemarle County share a single J &amp; 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.</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>	0.0	119,229	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	4,425	State or Federal Mandate	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Parks, Recreation & Culture Agencies & Joint Operations	African American Festival (Chihamba)	Chihamba is a non-profit community organization dedicated to providing a better understanding of African Cultures through music and dance. For the past 16 years, Chihamba has proudly hosted 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	2,727	Board Directive Discretionary	
Parks, Recreation & Culture Agencies & Joint Operations	Ash Lawn Opera Festival	Ash Lawn-Highland is the historic home of former U.S. President James Monroe. During the summer months, it hosts a Summer Opera Festival and other musical and dramatic presentations outdoors. It also sponsors several educational programs for area children.	0.0	9,239	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	557,604	Board Directive Written Policy or Priority	
Parks, Recreation & Culture Agencies & Joint Operations	Hatton Ferry	Hatton Ferry is located outside of Scottsville and is the last pole operated ferry in America. The Hatton Ferry is owned and operated by a non-profit group consisting of members from Albemarle and Buckingham counties. The FY12 contribution is intended as a one-time payment.	0.0	5,000	Board Directive Discretionary	
Parks, Recreation & Culture Agencies & Joint Operations	Jefferson Madison Regional Library	The Jefferson Madison Regional Library provides public library services to the residents of the City of Charlottesville and the Counties of Albemarle, Greene, Louisa, and Nelson.	0.0	3,220,283	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	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
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	16,535	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. Level funding is recommended and includes an anticipated \$2,500 Local Challenge Grant from the Virginia Commission for the Arts.	0.0	11,676	Board Directive Discretionary	
Parks, Recreation & Culture Agencies & Joint Operations	Virginia Discovery Museum	The Virginia Discovery Museum is a hands-on, participatory museum for children and families in the Charlottesville-Albemarle area. The museum conducts regular tours for school-age children, offers classes every Saturday morning, and presents special exhibits and workshops for children throughout the year. Level funding is recommended and includes an anticipated \$2,500 Local Challenge Grant from the Virginia Commission for the Arts.	0.0	11,115	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 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	10,872	Board Directive Discretionary	
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	14,889	Board Directive Discretionary	
Parks, Recreation & Culture Agencies & Joint Operations	WHTJ Public Television	WHTJ is the local public television station licensed by the FCC to the City of Charlottesville, with an emphasis on instructional programs for school children and high quality educational and cultural programming for adults.	0.0	2,484	Board Directive Discretionary	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Parks, Recreation & Culture Agencies & Joint Operations	WVPT Public Television	WVPT is a non-commercial, public television station whose mission is to use communications technology to serve the educational, cultural, and informational needs of the citizens in its coverage area.	0.0	2,484	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	3,378,990	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	710,900	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. Recommended funding is based on the established funding formula between Albemarle County and the SPCA.	0.0	477,440	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	845,638	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 County fire calls.	0.0	2,066,831	State or Federal Mandate	



Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
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	23,786	State or Federal Mandate	
Public Safety Agencies & Joint Operations	OAR/Jefferson Area Community Corrections Local Probation	OAR provides services to offenders in the Charlottesville/Albemarle area and in some of the outlying counties in Planning District 10. The agency's primary effort is aimed at rehabilitating and integrating offenders and ex-offenders into the community. OAR provides pre-trial services, local probation services, a citizen volunteer program, transitional/ employment services, and the Charlottesville/Albemarle Drug Court.	0.0	156,936	Board Directive Discretionary	
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 Discretionary	
Public Safety Agencies & Joint Operations	Virginia Juvenile Community Crime Control Act (VJCCCA)	VJCCCA funds support youth development, prevention and intervention services. Prior to FY 10/11 budget, these funds were budgeted in the contribution to the Commission on Children and Families (located in Human Development Agency Contributions section of the document).	0.0	52,231	Board Directive Discretionary	
Public Safety Agencies & Joint Operations	Volunteer Fire/Rescue Services	The County provides a budget allocation to each volunteer fire and rescue department to offset their annual operating costs. In addition, the County also provides funding for the volunteer's property, liability, and accident/sickness insurance premiums, turnout gear, flares, and foam.	0.0	1,776,787	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	59,500	Board Directive Written Policy or Priority	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
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	350,000	Board Directive Written Policy or Priority	
<b>Non-departmental</b>						
Non-departmental	Board of Supervisors Contingency Reserve	The Contingency reserve allows the Board to provide funds for unanticipated additional priority needs.	0.0	723,631	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	687,842	Board Directive Written Policy or Priority	
Non-departmental	Economic Development Fund	\$25,000 is budgeted in FY 11/12 to fund the <i>Target Industry Study</i> , pending Board approval. In 2006, the Board of Supervisors approved the establishment of an Economic Development Opportunities Fund in the amount of \$250,000. The balance remaining in the fund has been carried forward as part of the County's re-appropriation process. Staff will recommend that any remaining balances in the fund at the end of FY 10/11 be carried forward into FY 11/12. \$150,000 is anticipated to be expended in FY 11/12 as part of a Governor's Opportunity Fund grant for MicroAire. Staff further recommends that if funds are used, the reserve be replenished using fund balance or the reserve for contingencies.	0.0	25,000	Board Directive Discretionary	
Non-departmental	Refunds	An amount is appropriated each year to pay refunds owed by the County.	0.0	173,500	Essential Function of Local Government	
Non-departmental	Revenue Sharing with the City of Charlottesville	This payment to the City of Charlottesville is in fulfillment of the revenue sharing agreement provisions. This payment is at the agreed-upon cap of a 10 cents tax rate per \$100 of the total assessed property values based on the 2008 calendar year.	0.0	18,089,812	Board Directive Written Policy or Priority	

Department	Program	Program/Service Description	FY12 Funded FTE	Total FY12 Budgeted Cost	Category	Notes
Non-departmental	Salary Contingency Reserve	This reserve provides for general salary reclassifications that occur throughout the fiscal year. Generally, this reserve is 0.3% of salaries and allows for both individual reclassifications and department-wide reclassifications, equating to approximately \$200,000. This pool has been reduced to allow for individual reclassifications only in FY 10/11.	0.0	225,000	Board Directive Discretionary	



# CAPITAL IMPROVEMENT PROGRAM

## OVERVIEW

Note: This section provides an overview of the detailed CIP Budget Manual.

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

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

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

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

## FY 2011/12– 2015/16 Adopted Capital Improvement Plan (CIP) Summary

The adopted FY 11/12 CIP Amendment is the second year of the planning cycle and involves only a streamlined review of urgent or emergency project needs and updated cost estimates for projects in the five-year window FY 12-16. Please refer to Appendix H of the CIP Budget Manual for a comparison of the FY 10/11 Adopted CIP and the FY 11/12 Adopted CIP Amendment. Although last year's adopted CIP process was treated as a first year of the planning cycle, revenues did not support any new projects. This has resulted in essentially three years of amendment-type Capital Improvement Program.

### CIP Revenues

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The revenues supporting the adopted FY 11/12 CIP Amendment include: general fund transfer, prior year surplus, interest, fire company repayments, proffers, courthouse maintenance fees, joint City projects, grants, and loan proceeds.

During the review of the recommended FY 11/12 Operating and Capital Budget, the Board of Supervisors dedicated one-time funding from General Fund reserves to the Revenue Sharing Road Program.

### CIP Expenditures

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The adjustments listed below represent changes made to project requests during the FY 11/12 capital budget process to adjust to available revenues:

- VFD Fire & EMS Apparatus Replacement: Adjusted timing of the purchase for the North Garden Fire Engine 32 and the Crozet Fire Engine 56 from FY 13/14 to FY 14/15

- Station 14-Ivy Fire Station: Funding from various project liquidations; does not include the apparatus cost
- County Facilities - Maintenance/Replacement: Separate Old Crozet School Restoration and COB McIntire Brick/Mortar Repointing as individual project requests
- COB McIntire Brick/Mortar Repointing: adjust the timing and funding to complete project in FY 11/12 and FY 12/13 instead of over the five-year period
- Old Crozet School Restoration: reduce funding and amend timing to be completed in one year (FY 12/13)
- Parks - Maintenance/Replacement: Separate Burley & Lane Field Poles/Lighting as an individual project request
- Stormwater: maintained FY 10/11 adopted CIP – reduced request over five-year period
- Schools - Maintenance/Replacement: reduced funding (FY 11/12 and FY 14/15)
  
- Revenue Sharing Road Program: one-time funding in FY 11/12 as dedicated by the Board of Supervisors during the review of the recommended FY 11/12 Operating and Capital Budget

### CIP Debt

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As a part of the FY 11/12 capital budget amendment process, project borrowing decreased from \$13.8M to \$13.2M, which is partially attributed to the recommendation to update the planned borrowing for the following projects:

- Increased planned borrowing for J&D Court Expansion/Renovation by \$0.09 M;
- Reduced planned borrowing for Pantops Fire Station by \$2.1 M.

Also adjusted during the FY 11/12 capital budget amendment process are the terms and rates as follows:

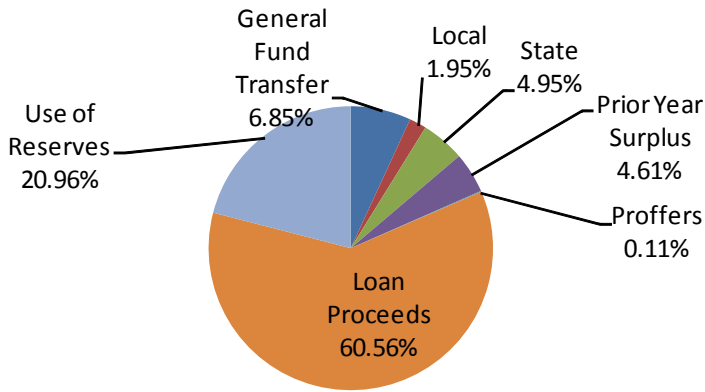
- Reduced the financing rate assumption from 5.0% to 3.5% for all FY 10/11 planned borrowing: Fire Rescue Apparatus, J&D Court Expansion/Renovation, Crozet Streetscape Phase II, and County Server/Infrastructure;
- Reduced the financing rate assumption from 5.0% to 4.0% for all FY 11/12 planned borrowing: VPSA School projects; and
- Increased term of the loan for planned borrowing of the Fire Rescue Apparatus from 7 years to 10 years.

### Adopted Capital Needs Assessment (CNA)

The FY 11/12 Adopted CNA maintains the FY 10/11 Adopted CNA and was not prepared as traditionally in the past. Due to the economic downturn and its impact on available revenues, a significant number of projects with substantial community interest are delayed beyond the fifth year of the CIP with no firm timetable for inclusion. The economic picture beyond the fifth year is far less clear. Revenue projections beyond the five-year CIP window are rough estimates based on trends and are subject to the volatility and uncertainties of the national, state and local economies. Accordingly, specific assumptions or the development of a detailed CNA period would be of limited value at this time and are not summarized in the same manner as the CIP (FY 12-16). Please refer to the Capital Improvement Program Budget Manual for project information.

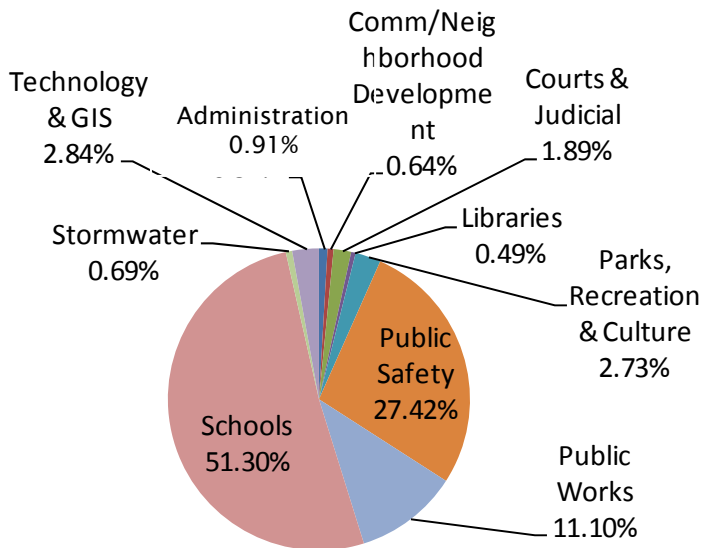
## FY 2011/12 – 2015/16 ADOPTED Capital Improvement Plan Amendment

FY 2011/12- 2015/16 Revenues  
\$75,888,188



CIP Revenues	FY 12-16
General Fund Transfer	\$ 5,201,261
Local	1,481,893
State	3,760,000
Prior Year Surplus	3,500,000
Proffers	83,379
Loan Proceeds	45,957,228
Use of Reserves	15,904,427
<b>TOTAL CIP REVENUES</b>	<b><u>\$ 75,888,188</u></b>

FY 2011/12 – 2015/16 Expenditures  
\$75,888,188



CIP Expenditures	FY 12-16
Administration	\$ 693,880
Comm/Neighborhood Development	484,222
Courts & Judicial	1,432,695
Libraries	372,020
Parks, Recreation & Culture	2,068,379
Public Safety	20,809,935
Public Works	8,421,100
Schools	38,930,757
Stormwater	522,500
Technology & GIS	2,152,700
<b>TOTAL CIP EXPENDITURES</b>	<b><u>\$ 75,888,188</u></b>

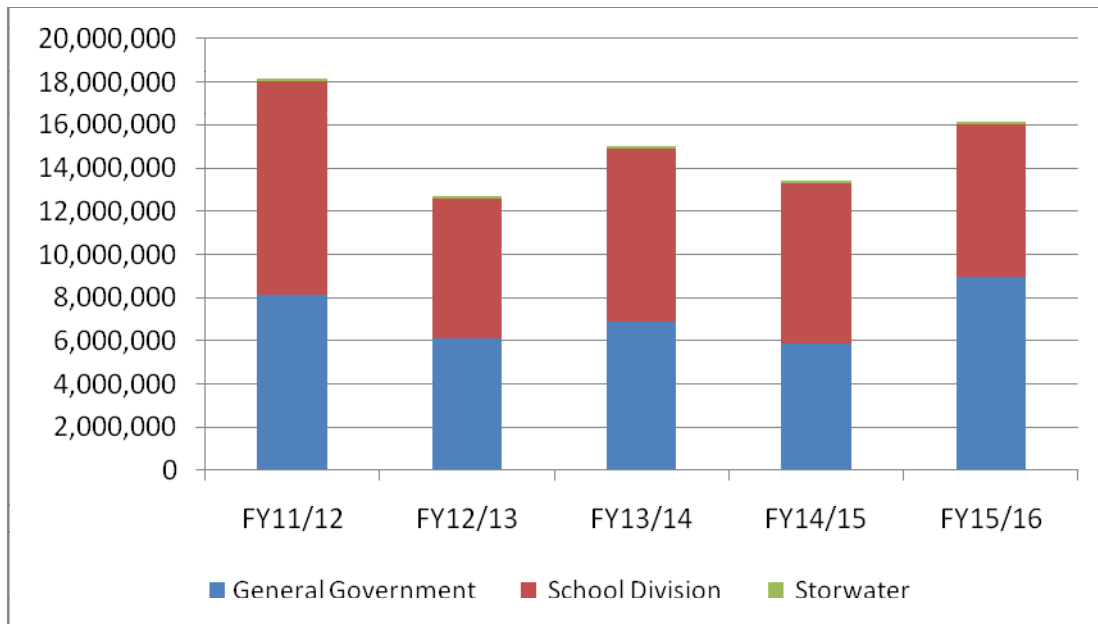
FY 2011/12 ADOPTED Capital Improvement Program Amendment

**FY 11/12 - 15/16 ADOPTED CIP AMENDMENT SUMMARY**  
 (\$ Rounded to Nearest Dollar)

<b>REVENUES</b>	<b>FY11/12</b>	<b>FY12/13</b>	<b>FY13/14</b>	<b>FY14/15</b>	<b>FY15/16</b>	<b>FY 12-16 TOTAL</b>
General Fund	\$ 811,581	\$ 508,877	\$ 715,179	\$ 1,341,647	\$ 1,823,976	\$ 5,201,261
Prior Year Surplus	500,000	500,000	500,000	1,000,000	1,000,000	3,500,000
Local	373,805	275,054	276,340	277,665	279,029	1,481,893
State	752,000	752,000	752,000	752,000	752,000	3,760,000
Proffers	83,379	-	-	-	-	83,379
Loan Proceeds	10,549,920	6,886,294	9,166,608	8,439,369	10,915,037	45,957,228
Use of Reserves	5,578,849	3,778,935	3,583,564	1,582,381	1,380,698	15,904,427
<b>TOTAL REVENUES</b>	<b>\$ 18,649,535</b>	<b>\$ 12,701,160</b>	<b>\$ 14,993,691</b>	<b>\$ 13,393,061</b>	<b>\$ 16,150,741</b>	<b>\$ 75,888,188</b>
<b>EXPENDITURES</b>						
Local Government	\$ 8,621,632	\$ 6,093,378	\$ 6,890,196	\$ 5,876,464	\$ 8,953,261	\$ 36,434,931
School Division	9,923,403	6,503,282	7,998,995	7,412,097	7,092,980	38,930,757
Stormwater	104,500	104,500	104,500	104,500	104,500	522,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,649,535</b>	<b>\$ 12,701,160</b>	<b>\$ 14,993,691</b>	<b>\$ 13,393,061</b>	<b>\$ 16,150,741</b>	<b>\$ 75,888,188</b>
<b>CUMULATIVE OPERATING BUDGET IMPACT*</b>						
Local Government	\$ -	\$ 356,475	\$ 784,245	\$ 929,960	\$ 981,984	\$ 3,052,664
Stormwater	-	27,000	32,500	38,000	38,000	135,500
School Division	-	953,000	1,000,000	1,051,000	606,000	3,610,000
<b>TOTAL OPERATING BUDGET IMPACT</b>	<b>\$ -</b>	<b>\$ 1,336,475</b>	<b>\$ 1,816,745</b>	<b>\$ 2,018,960</b>	<b>\$ 1,625,984</b>	<b>\$ 6,798,164</b>

\*FY 11/12 Operating impacts are reflected in the respective functional area's request and recommendation

**FY 11/12 - 15/16 ADOPTED CIP AMENDMENT EXPENDITURES**  
 (\$ Rounded to Nearest Dollar)





FY 2011/12 ADOPTED Capital Improvement Program Amendment

**FY 11/12 - 15/16 ADOPTED  
GENERAL GOVERNMENT CIP SUMMARY**  
(\$ Rounded to Nearest Dollar)

<b>REVENUES</b>	<b>FY11/12</b>	<b>FY12/13</b>	<b>FY13/14</b>	<b>FY14/15</b>	<b>FY15/16</b>	<b>FY 12-16 TOTAL</b>
General Fund	\$ 618,228	\$ 194,462	\$ 197,760	\$ 452,295	\$ 735,004	\$ 2,197,749
Prior Year Surplus	500,000	500,000	500,000	1,000,000	1,000,000	3,500,000
Interest (Local)	200,000	200,000	200,000	200,000	200,000	1,000,000
Fire Company Repayments (Local)	12,184	12,184	12,184	12,184	12,184	60,920
Proffers	83,379	-	-	-	-	83,379
Courthouse Maintenance (Other)	41,621	42,870	44,156	45,481	46,845	220,973
Joint City Projects (Local)	100,000	-	-	-	-	100,000
Borrowed Funds- Voting Machine Replacement	214,000	-	-	-	-	214,000
Borrowed Funds- Computer Assisted Mass Appraisal	450,000	-	-	-	-	450,000
Borrowed Funds- 800 MHz Radio Replacement	-	40,000	484,904	542,502	560,099	1,627,505
Borrowed Funds- Police Mobile Data Computers	315,000	76,684	126,324	82,004	84,664	684,676
Borrowed Funds- ECC CAD	547,140	-	-	-	-	547,140
Borrowed Funds- ECC Emergency Telephone System	-	531,452	-	-	-	531,452
Borrowed Funds- Fire/Rescue Airpacks	-	-	-	-	1,988,962	1,988,962
Borrowed Funds- Fire/Rescue Lifepacks	-	387,212	-	-	-	387,212
Borrowed Funds- County Fire & EMS Apparatus Replacement	-	268,275	1,415,700	296,380	1,737,738	3,718,093
Borrowed Funds- VFD Fire & EMS Apparatus Replacement	1,325,500	1,147,975	2,333,680	2,242,108	1,105,574	8,154,837
Borrowed Funds- COB McIntire Brick Mortar/Repainting	470,000	470,000	-	-	-	940,000
Borrowed Funds- Burley & Lane Field Poles/Lighting	-	-	-	-	467,000	467,000
Borrowed Funds- County Server/Infrastructure Upgrade	390,000	405,000	415,000	425,000	425,000	2,060,000
Use of Reserves	<u>3,354,580</u>	<u>1,817,264</u>	<u>1,160,488</u>	<u>578,511</u>	<u>590,191</u>	<u>7,501,033</u>
<b>TOTAL REVENUES</b>	<b>\$ 8,621,632</b>	<b>\$ 6,093,378</b>	<b>\$ 6,890,196</b>	<b>\$ 5,876,464</b>	<b>\$ 8,953,261</b>	<b>\$ 36,434,931</b>
<b>EXPENDITURES</b>						
Administration Projects	\$ 693,880	\$ -	\$ -	\$ -	\$ -	\$ 693,880
Courts Projects	266,475	266,475	279,015	267,520	353,210	1,432,695
Public Safety Projects	4,271,834	2,640,937	4,638,595	3,389,828	5,868,741	20,809,935
Public Works Projects	2,034,736	2,247,556	1,083,291	1,439,546	1,615,971	8,421,100
Community/Neighborhood Development Projects	484,222	-	-	-	-	484,222
Parks, Recreation & Culture Projects	442,035	302,005	317,680	335,445	671,214	2,068,379
Libraries Projects	20,900	213,180	137,940	-	-	372,020
Technology and GIS Projects	<u>407,550</u>	<u>423,225</u>	<u>433,675</u>	<u>444,125</u>	<u>444,125</u>	<u>2,152,700</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,621,632</b>	<b>\$ 6,093,378</b>	<b>\$ 6,890,196</b>	<b>\$ 5,876,464</b>	<b>\$ 8,953,261</b>	<b>\$ 36,434,931</b>
<b>CUMULATIVE OPERATING BUDGET IMPACT*</b>						
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Courts	-	-	-	-	-	-
Public Safety	-	356,475	784,245	929,960	981,984	3,052,664
Public Works	-	-	-	-	-	-
Community/Neighborhood Development	-	-	-	-	-	-
Human Development	-	-	-	-	-	-
Parks, Recreation & Culture	-	-	-	-	-	-
Libraries	-	-	-	-	-	-
Technology and GIS	-	-	-	-	-	-
Acquisition of Conservation Easements	-	-	-	-	-	-
<b>TOTAL OPERATING BUDGET IMPACT</b>	<b>\$ -</b>	<b>\$ 356,475</b>	<b>\$ 784,245</b>	<b>\$ 929,960</b>	<b>\$ 981,984</b>	<b>\$ 3,052,664</b>
<b>Additional FTE's</b>	<b>-</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8</b>

\*FY 11/12 Operating impacts are reflected in the respective functional area's request and recommendation

FY 2011/12 ADOPTED Capital Improvement Program Amendment

**FY 11/12 – 15/16 ADOPTED SCHOOL CIP SUMMARY**

(\$ Rounded to Nearest Dollar)

<b>REVENUES</b>	<b>FY11/12</b>	<b>FY12/13</b>	<b>FY13/14</b>	<b>FY14/15</b>	<b>FY15/16</b>	<b>FY 12-16 TOTAL</b>
General Fund	\$ 88,853	\$ 209,915	\$ 412,919	\$ 784,852	\$ 984,472	\$ 2,481,012
Interest (Local)	20,000	20,000	20,000	20,000	20,000	100,000
Technology Grant (State)	752,000	752,000	752,000	752,000	752,000	3,760,000
Borrowed Funds -VPSA Bonds	6,838,280	3,559,696	4,391,000	4,851,375	4,546,000	24,186,351
Use of Reserves	<u>2,224,269</u>	<u>1,961,671</u>	<u>2,423,076</u>	<u>1,003,870</u>	<u>790,508</u>	<u>8,403,394</u>
<b>TOTAL REVENUES</b>	<b>\$ 9,923,403</b>	<b>\$ 6,503,282</b>	<b>\$ 7,998,995</b>	<b>\$ 7,412,097</b>	<b>\$ 7,092,980</b>	<b>\$ 38,930,757</b>
<b>EXPENDITURES</b>						
<b>REQUESTED PROJECTS FUNDED FROM CURRENT REVENUES</b>						
Administrative Technology	\$ 191,235	\$ 191,235	\$ 191,235	\$ 272,745	\$ 272,745	\$ 1,119,195
Greer Addition Renovation	175,895	-	-	-	-	175,895
Instructional Technology	600,875	600,875	600,875	600,875	600,875	3,004,375
Local Area Network Upgrade	522,500	522,500	731,500	-	-	1,776,500
Schools - Maintenance/Replacement - Pay as you go	664,778	693,136	730,545	751,262	737,520	3,577,241
Storage Facility Lease	144,000	150,000	150,000	150,000	150,000	744,000
Technology Grant	785,840	785,840	785,840	785,840	785,840	3,929,200
Wide Area Network Upgrade	-	-	<u>418,000</u>	-	-	<u>418,000</u>
SUBTOTAL, PROJECTS: CURRENT REVENUES	\$ 3,085,123	\$ 2,943,586	\$ 3,607,995	\$ 2,560,722	\$ 2,546,980	\$ 14,744,406
<b>REQUESTED PROJECTS FUNDED FROM BORROWED FUNDS</b>						
Greer Addition Renovation	\$ 3,908,780	\$ -	\$ -	\$ -	\$ -	\$ 3,908,780
Schools - Maintenance/Replacement - Financed	<u>2,929,500</u>	<u>3,559,696</u>	<u>4,391,000</u>	<u>4,851,375</u>	<u>4,546,000</u>	<u>20,277,571</u>
SUBTOTAL, PROJECTS: BORROWED FUNDS	\$ 6,838,280	\$ 3,559,696	\$ 4,391,000	\$ 4,851,375	\$ 4,546,000	\$ 24,186,351
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,923,403</b>	<b>\$ 6,503,282</b>	<b>\$ 7,998,995</b>	<b>\$ 7,412,097</b>	<b>\$ 7,092,980</b>	<b>\$ 38,930,757</b>
<b>CUMULATIVE OPERATING BUDGET IMPACT</b>						
Schools Operating Impact	\$ -	\$ 953,000	\$ 1,000,000	\$ 1,051,000	\$ 606,000	\$ 3,610,000

\*FY 11/12 Operating impacts are reflected in the respective functional area's request and recommendation

FY 2011/12 ADOPTED Capital Improvement Program Amendment

**FY 11/12 – 15/16 ADOPTED STORMWATER CIP FUND**

(\$ Rounded to Nearest Dollar)

<b>REVENUES</b>	<b>FY11/12</b>	<b>FY12/13</b>	<b>FY13/14</b>	<b>FY14/15</b>	<b>FY15/16</b>	<b>FY 12-16 TOTAL</b>
General Fund	\$ 104,500	\$ 104,500	\$ 104,500	\$ 104,500	\$ 104,500	\$ 522,500
Use of Reserves	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 104,500</b>	<b>\$ 104,500</b>	<b>\$ 104,500</b>	<b>\$ 104,500</b>	<b>\$ 104,500</b>	<b>\$ 522,500</b>
<b>EXPENDITURES</b>						
STORMWATER PROJECTS	\$ 104,500	\$ 104,500	\$ 104,500	\$ 104,500	\$ 104,500	\$ 522,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 104,500</b>	<b>\$ 104,500</b>	<b>\$ 104,500</b>	<b>\$ 104,500</b>	<b>\$ 104,500</b>	<b>\$ 522,500</b>
<b>CUMULATIVE OPERATING BUDGET IMPACT</b>						
<b>TOTAL STORMWATER</b>	\$ -	\$ 27,000	\$ 32,500	\$ 38,000	\$ 38,000	\$ 135,500

\*FY 11/12 Operating impacts are reflected in the respective functional area's request and recommendation

FY 2011/12 ADOPTED Capital Improvement Program Amendment

**SUMMARY OF PROJECTS**  
(\$ Rounded to Nearest Dollar)

Project	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 12-16 TOTAL
<u>Administration</u>						
A. Computer Assisted Mass Appraisal	\$ 470,250	\$ -	\$ -	\$ -	\$ -	\$ 470,250
B. Voting Machine Replacement	223,630	-	-	-	-	223,630
Subtotal, Administration	\$ 693,880	\$ -	\$ -	\$ -	\$ -	\$ 693,880
<u>Courts</u>						
A. Court Square - Maintenance/Replacement	\$ 231,990	\$ 226,765	\$ 233,035	\$ 220,495	\$ 299,915	\$ 1,212,200
B. J&DR Court - Maintenance/Replacement	17,765	18,810	19,855	20,900	21,945	99,275
C. Old Jail Facility Maintenance	16,720	20,900	26,125	26,125	31,350	121,220
Subtotal, Courts	\$ 266,475	\$ 266,475	\$ 279,015	\$ 267,520	\$ 353,210	\$ 1,432,695
<u>Public Safety</u>						
A. 800 MHz Radio Replacements	\$ -	\$ 41,800	\$ 506,725	\$ 566,915	\$ 585,303	\$ 1,700,743
B. Police Mobile Data Computers	329,175	80,135	132,009	85,694	88,474	715,487
C. Police Patrol Video Cameras	78,312	79,017	81,758	84,499	87,240	410,826
D. ECC CAD	571,760	-	-	-	-	571,760
E. ECC Emergency Telephone System	-	555,367	-	-	-	555,367
F. Fire/Rescue Airpacks	-	-	-	-	2,078,465	2,078,465
G. Fire/Rescue Lifepacks	-	404,637	-	-	-	404,637
H. Fire/Rescue Mobile Data Computers	-	-	-	-	57,998	57,998
I. County Fire & EMS Apparatus Replacement	-	280,347	1,479,407	309,717	1,815,936	3,885,407
J. VFD Fire & EMS Apparatus Replacement	1,385,148	1,199,634	2,438,696	2,343,003	1,155,325	8,521,806
K. Ivy Fire Station	1,907,439	-	-	-	-	1,907,439
Subtotal, Public Safety	\$ 4,271,834	\$ 2,640,937	\$ 4,638,595	\$ 3,389,828	\$ 5,868,741	\$ 20,809,935
<u>Public Works</u>						
A. County Facilities-Maintenance/Replacement	\$ 337,535	\$ 333,355	\$ 357,390	\$ 711,645	\$ 884,070	\$ 2,623,995
B. COB McIntire Brick Mortar/Repointing	982,300	982,300	-	-	-	1,964,600
C. Ivy Landfill Remediation	546,535	546,535	546,535	546,535	546,535	2,732,675
D. Moores Creek Septage Receiving	114,366	114,366	114,366	114,366	114,366	571,830
E. Old Crozet School Restoration	-	209,000	-	-	-	209,000
F. Storage Facility Lease	54,000	62,000	65,000	67,000	71,000	319,000
Subtotal, Public Works	\$ 2,034,736	\$ 2,247,556	\$ 1,083,291	\$ 1,439,546	\$ 1,615,971	\$ 8,421,100
<u>Community Development</u>						
A. Revenue Sharing Road Program	\$ 484,222	\$ -	\$ -	\$ -	\$ -	\$ 484,222
Subtotal, Community Development	\$ 484,222	\$ -	\$ -	\$ -	\$ -	\$ 484,222
<u>Human Development</u>						
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Parks, Recreation &amp; Culture</u>						
A. Parks - Maintenance/Replacement	\$ 442,035	\$ 302,005	\$ 317,680	\$ 335,445	\$ 183,199	\$ 1,580,364
B. Burley & Lane Field Poles/Lighting	-	-	-	-	488,015	488,015
Subtotal, Parks, Recreation & Culture	\$ 442,035	\$ 302,005	\$ 317,680	\$ 335,445	\$ 671,214	\$ 2,068,379

(Continued on Next Page)

FY 2011/12 ADOPTED Capital Improvement Program Amendment

**SUMMARY OF PROJECTS**  
(\$ Rounded to Nearest Dollar)

(Chart Continued from Previous Page)

<b>Project</b>	<b>FY 11/12</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 12-16 TOTAL</b>
<u>Libraries</u>						
A. City-Co Branch Library Repair/Maintenance	\$ -	\$ 182,875	\$ 137,940	\$ -	\$ -	\$ 320,815
B. Crozet Library Repair/Maintenance	-	17,765	-	-	-	17,765
C. Northside Library Repair/Maintenance	15,675	-	-	-	-	15,675
D. Scottsville Library Repair/Maintenance	5,225	12,540	-	-	-	17,765
Subtotal, Libraries	\$ 20,900	\$ 213,180	\$ 137,940	\$ -	\$ -	\$ 372,020
<u>Technology and GIS</u>						
A. County Server/Infrastructure Upgrade	\$ 407,550	\$ 423,225	\$ 433,675	\$ 444,125	\$ 444,125	\$ 2,152,700
Subtotal, Technology and GIS	\$ 407,550	\$ 423,225	\$ 433,675	\$ 444,125	\$ 444,125	\$ 2,152,700
<u>Acquisition of Conservation Easements</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>General Government Projects Subtotal</b>	<b>\$ 8,621,632</b>	<b>\$ 6,093,378</b>	<b>\$ 6,890,196</b>	<b>\$ 5,876,464</b>	<b>\$ 8,953,261</b>	<b>\$ 36,434,931</b>
<u>Stormwater Control</u>						
A. Stormwater Management Program	\$ 104,500	\$ 104,500	\$ 104,500	\$ 104,500	\$ 104,500	\$ 522,500
<b>Subtotal, Stormwater Control</b>	<b>\$ 104,500</b>	<b>\$ 104,500</b>	<b>\$ 104,500</b>	<b>\$ 104,500</b>	<b>\$ 104,500</b>	<b>\$ 522,500</b>
<u>Schools</u>						
A. Administrative Technology	\$ 191,235	\$ 191,235	\$ 191,235	\$ 272,745	\$ 272,745	\$ 1,119,195
B. Greer Addition Renovation	4,084,675	-	-	-	-	4,084,675
C. Instructional Technology	600,875	600,875	600,875	600,875	600,875	3,004,375
D. Local Area Network Upgrade	522,500	522,500	731,500	-	-	1,776,500
E. Schools - Maintenance/Replacement - Financed	3,061,328	3,719,882	4,588,595	5,069,687	4,750,570	21,190,062
Schools - Maintenance/Replacement - Pay as you go	532,950	532,950	532,950	532,950	532,950	2,664,750
F. Storage Facility Lease	144,000	150,000	150,000	150,000	150,000	744,000
G. Technology Grant	785,840	785,840	785,840	785,840	785,840	3,929,200
H. Wide Area Network Upgrade	-	-	418,000	-	-	418,000
<b>Subtotal, Schools</b>	<b>\$ 9,923,403</b>	<b>\$ 6,503,282</b>	<b>\$ 7,998,995</b>	<b>\$ 7,412,097</b>	<b>\$ 7,092,980</b>	<b>\$ 38,930,757</b>
<b>TOTAL REQUESTED PROJECTS</b>	<b>\$ 18,649,535</b>	<b>\$ 12,701,160</b>	<b>\$ 14,993,691</b>	<b>\$ 13,393,061</b>	<b>\$ 16,150,741</b>	<b>\$ 75,888,188</b>

FY 2011/12 ADOPTED Capital Improvement Program Amendment

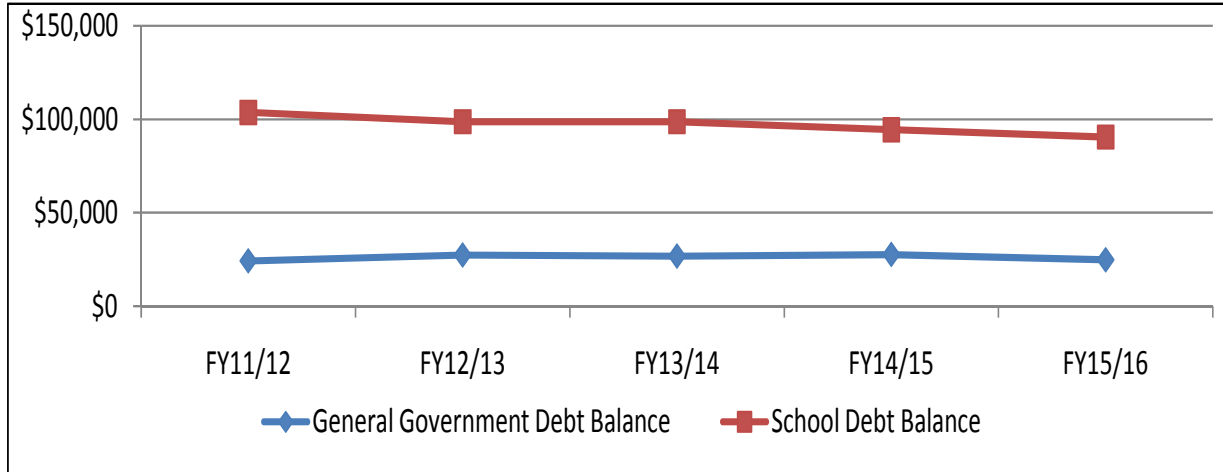
**OPERATING BUDGET IMPACT**  
(\$ Rounded to Nearest Dollar)

FUNCTIONAL AREA	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 12-16 TOTAL
<b>GENERAL GOVERNMENT IMPACTS</b>						
<u>Administration</u>						
NONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Courts</u>						
NONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Public Safety</u>						
ECC CAD	\$ -	\$ -	\$ -	\$ 82,000	\$ 90,200	\$ 172,200
ECC Emergency Telephone System	-	-	-	20,938	21,985	42,923
Station 14 - Ivy Fire Station	-	356,475	784,245	827,022	869,799	2,837,541
<b>Subtotal, Public Safety</b>	<b>\$ -</b>	<b>\$ 356,475</b>	<b>\$ 784,245</b>	<b>\$ 929,960</b>	<b>\$ 981,984</b>	<b>\$ 3,052,664</b>
<u>Public Works</u>						
NONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Comm/Neighhd Devel</u>						
NONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Human Devel</u>						
NONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Parks, Rec. &amp; Culture</u>						
NONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Libraries</u>						
NONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Tech &amp; GIS</u>						
NONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>ACE</u>						
NONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GENERAL GOVERNMENT SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 356,475</b>	<b>\$ 784,245</b>	<b>\$ 929,960</b>	<b>\$ 981,984</b>	<b>\$ 3,052,664</b>
<b>STORMWATER IMPACTS</b>						
Stormwater Management Program	\$ -	\$ 27,000	\$ 32,500	\$ 38,000	\$ 38,000	\$ 135,500
<b>STORMWATER SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 27,000</b>	<b>\$ 32,500</b>	<b>\$ 38,000</b>	<b>\$ 38,000</b>	<b>\$ 135,500</b>
<b>SCHOOL IMPACTS</b>						
Administrative Technology	\$ -	\$ 29,000	\$ 31,000	\$ 32,000	\$ 33,000	\$ 125,000
Greer Addition Renovation	-	430,000	451,000	474,000	-	1,355,000
Instructional Technology	-	64,000	67,000	71,000	75,000	277,000
Wide Area Network Upgrade	-	430,000	451,000	474,000	498,000	1,853,000
<b>SCHOOL SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 953,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,051,000</b>	<b>\$ 606,000</b>	<b>\$ 3,610,000</b>
<b>TOTAL OPERATING BUDGET IMPACT</b>	<b>\$ -</b>	<b>\$ 1,336,475</b>	<b>\$ 1,816,745</b>	<b>\$ 2,018,960</b>	<b>\$ 1,625,984</b>	<b>\$ 6,798,164</b>
<b>OPERATING IMPACTS * BY TYPE</b>						
Personnel	\$ -	\$ 276,000	\$ 604,600	\$ 638,360	\$ 671,120	\$ 2,190,080
Facilities Maintenance	-	85,000	91,500	359,000	386,000	921,500
Operating	-	975,475	1,120,645	1,178,662	739,679	4,014,461
Capital	-	-	-	-	-	-
Less Savings	-	-	-	157,062	170,815	327,877
<b>NET OPERATING IMPACT</b>	<b>\$ -</b>	<b>\$ 1,336,475</b>	<b>\$ 1,816,745</b>	<b>\$ 2,018,960</b>	<b>\$ 1,625,984</b>	<b>\$ 6,798,164</b>
PERSONNEL: LOCAL GOVERNMENT	-	8	-	-	-	-
SCHOOL	-	-	-	-	-	-

\*FY 11/12 Operating impacts are reflected in the respective functional area's request and recommendation

FY 2011/12 ADOPTED Capital Improvement Program Amendment

**DEBT BALANCE: OBLIGATED DEBT**  
(\$ in thousands)

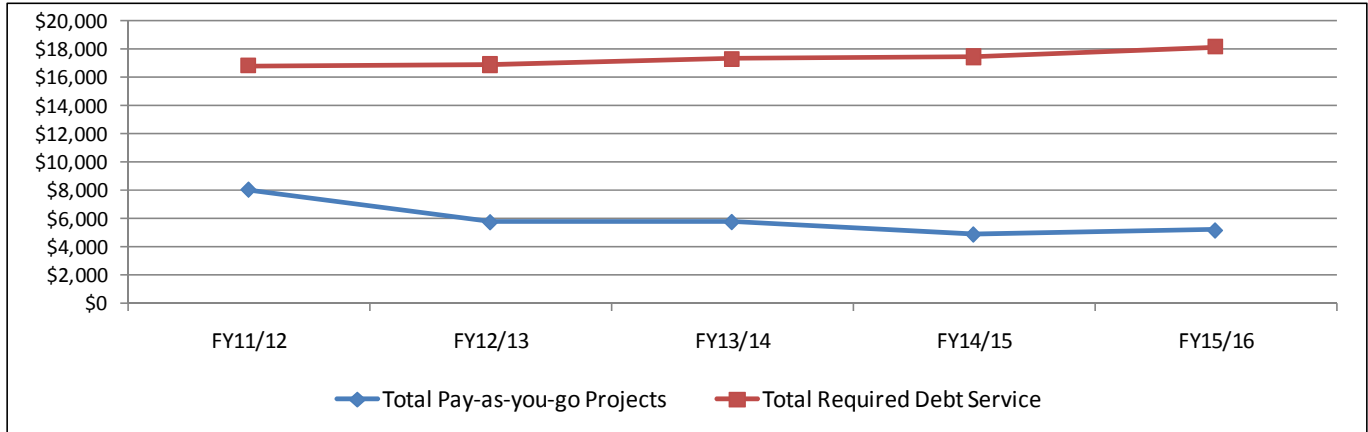


	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16
<u>General Government</u>					
Beginning Debt Balance	\$ 31,836	\$ 24,220	\$ 27,323	\$ 26,763	\$ 27,637
Anticipated Borrowing	-	5,562	3,327	4,776	3,588
Total Debt Balance	\$ 31,836	\$ 29,782	\$ 30,649	\$ 31,538	\$ 31,225
Retired Debt	<u>\$ 7,616</u>	<u>\$ 2,459</u>	<u>\$ 3,887</u>	<u>\$ 3,901</u>	<u>\$ 6,438</u>
General Government Debt Balance	\$ 24,220	\$ 27,323	\$ 26,763	\$ 27,637	\$ 24,787
New General Government Borrowing	\$ 3,712	\$ 3,327	\$ 4,776	\$ 3,588	\$ 6,369
<u>School Division</u>					
Beginning Debt Balance	\$ 105,065	\$ 103,628	\$ 103,628	\$ 98,636	\$ 94,367
Anticipated Borrowing	6,838	3,560	3,560	4,391	4,851
Total Debt Balance	\$ 111,903	\$ 107,188	\$ 107,188	\$ 103,027	\$ 99,218
Retired Debt	<u>\$ 8,275</u>	<u>\$ 8,552</u>	<u>\$ 8,552</u>	<u>\$ 8,660</u>	<u>\$ 8,794</u>
School Debt Balance	\$ 103,628	\$ 98,636	\$ 98,636	\$ 94,367	\$ 90,424
New School Borrowing	\$ 6,838	\$ 3,560	\$ 4,391	\$ 4,851	\$ 4,546
<u>Total Debt Balance</u>	\$ 127,848	\$ 125,959	\$ 125,398	\$ 122,004	\$ 115,211

\* 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 \$13.2M in planned debt issuance for projects funded prior to FY 11/12 in addition to new debt funded projects added in the current plan.

FY 2011/12 ADOPTED Capital Improvement Program Amendment

**PAY-AS-YOU-GO VS. DEBT SERVICE**  
(\$ in thousands)

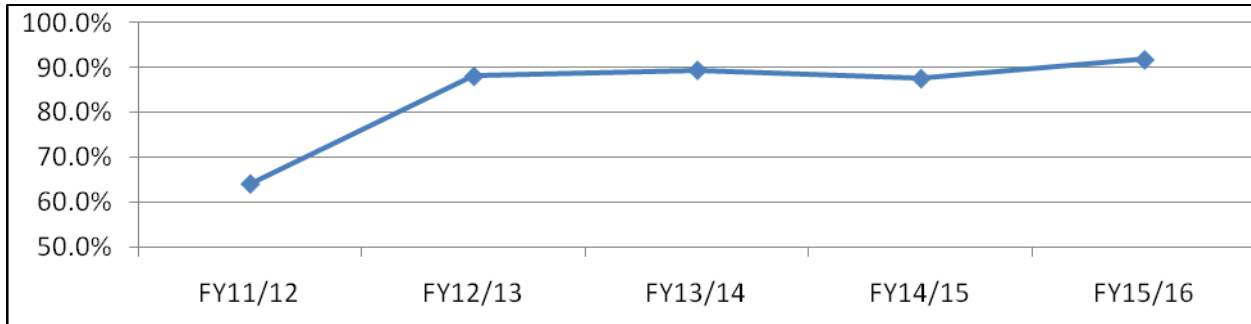


	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16	FY 12-16 TOTAL
<b>Revenues: CIP &amp; Debt Service</b>						
Beginning Reserve Balance	\$ 17,918	\$ 12,339	\$ 8,560	\$ 4,976	\$ 3,394	\$ 47,187
General Fund Transfer	17,677	17,448	18,048	18,834	20,044	92,050
Prior Year Surplus	500	500	500	1,000	1,000	3,500
Local	374	275	276	278	279	1,482
State	752	752	752	752	752	3,760
Proffers	83	-	-	-	-	83
<b>Total Revenues</b>	<b>\$ 37,304</b>	<b>\$ 31,313</b>	<b>\$ 28,137</b>	<b>\$ 25,840</b>	<b>\$ 25,469</b>	<b>\$ 148,062</b>
<b>Allocation of Revenues</b>						
General Government Pay-as-you-go Projects	\$ 4,910	\$ 2,767	\$ 2,115	\$ 2,288	\$ 2,584	\$ 14,664
Stormwater Pay-as-you-go Projects	105	105	105	105	105	523
School Pay-as-you-go Projects	3,085	2,944	3,608	2,561	2,547	14,744
<b>Total Pay-as-you-go Projects</b>	<b>\$ 8,100</b>	<b>\$ 5,815</b>	<b>\$ 5,827</b>	<b>\$ 4,954</b>	<b>\$ 5,236</b>	<b>\$ 29,931</b>
Gen Gov Required Debt Service	\$ 3,909	\$ 3,879	\$ 4,381	\$ 4,590	\$ 5,273	\$ 22,032
School Required Debt Service	12,956	13,060	12,953	12,901	12,947	64,817
<b>Total Required Debt Service</b>	<b>\$ 16,865</b>	<b>\$ 16,939</b>	<b>\$ 17,333</b>	<b>\$ 17,492</b>	<b>\$ 18,220</b>	<b>\$ 86,849</b>
<b>Allocation of Local Revenues</b>	<b>\$ 24,965</b>	<b>\$ 22,754</b>	<b>\$ 23,160</b>	<b>\$ 22,446</b>	<b>\$ 23,456</b>	<b>\$ 116,780</b>
<b>Cumulative Contingency Reserve</b>	<b>\$ 12,339</b>	<b>\$ 8,560</b>	<b>\$ 4,976</b>	<b>\$ 3,394</b>	<b>\$ 2,013</b>	
<b>Pay-as-you-go as a % of Allocation of Total Revenues</b>	<b>22%</b>	<b>19%</b>	<b>21%</b>	<b>19%</b>	<b>21%</b>	<b>20%</b>



FY 2011/12 ADOPTED Capital Improvement Program Amendment

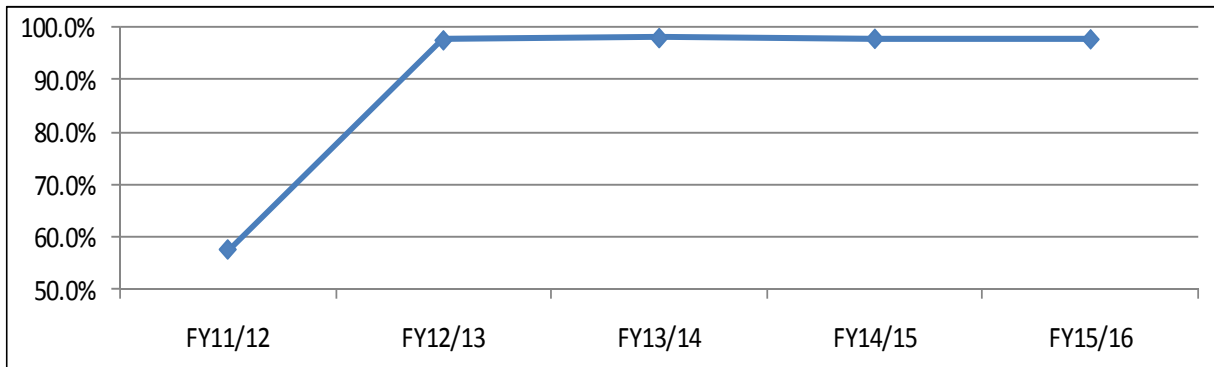
**General Government Maintenance/Replacement  
as a Percentage (%) of Total General Government Projects**



	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16	FY 12-16 TOTAL
Voting Machine Replacement	\$ 223,630	\$ -	\$ -	\$ -	\$ -	\$ 223,630
Computer Assisted Mass Appraisal	470,250	-	-	-	-	470,250
Court Square - Maintenance/Replacement	231,990	226,765	233,035	220,495	299,915	1,212,200
J&DR Court - Maintenance/Replacement	17,765	18,810	19,855	20,900	21,945	99,275
Old Jail Facility Maintenance	16,720	20,900	26,125	26,125	31,350	121,220
800 MHz Radio Replacement	-	41,800	506,725	566,915	585,303	1,700,743
Police Mobile Data Computers	329,175	80,135	132,009	85,694	88,474	715,487
Police Patrol Video Cameras	78,312	79,017	81,758	84,499	87,240	410,826
ECC CAD	571,760	-	-	-	-	571,760
ECC Emergency Telephone System	-	555,367	-	-	-	555,367
Fire/Rescue Airpacks	-	-	-	-	2,078,465	2,078,465
Fire/Rescue Lifepacks	-	404,637	-	-	-	404,637
Fire/Rescue Mobile Data Computers	-	-	-	-	57,998	57,998
County Fire & EMS Apparatus Replacement	-	280,347	1,479,407	309,717	1,815,936	3,885,407
VFD Fire & EMS Apparatus Replacement	1,385,148	1,199,634	2,438,696	2,343,003	1,155,325	8,521,806
County Facilities - Maintenance/Replacement	337,535	333,355	357,390	711,645	884,070	2,623,995
Old Crozet School Restoration	-	209,000	-	-	-	209,000
Brick Mortar/Repainting	982,300	982,300	-	-	-	1,964,600
Parks - Maintenance/Replacement	442,035	302,005	317,680	335,445	183,199	1,580,364
Burley & Lane Field Poles/Lighting	-	-	-	-	488,015	488,015
City-Co Branch Library Repair/Maint	-	182,875	137,940	-	-	320,815
Crozet Library Repair/Maintenance	-	17,765	-	-	-	17,765
Northside Library Repair/Maintenance	15,675	-	-	-	-	15,675
Scottsville Library Repair/Maintenance	5,225	12,540	-	-	-	17,765
County Server/Infrastructure Upgrade	407,550	423,225	433,675	444,125	444,125	2,152,700
<b>General Govt. Maintenance/Repl.</b>	<b>\$ 5,515,070</b>	<b>\$ 5,370,477</b>	<b>\$ 6,164,295</b>	<b>\$ 5,148,563</b>	<b>\$ 8,221,360</b>	<b>\$ 30,419,765</b>
<b>Total General Government Projects</b>	<b>\$ 8,621,632</b>	<b>\$ 6,093,378</b>	<b>\$ 6,890,196</b>	<b>\$ 5,876,464</b>	<b>\$ 8,953,261</b>	<b>\$ 36,434,931</b>
<b>% of Projects</b>	<b>64.0%</b>	<b>88.1%</b>	<b>89.5%</b>	<b>87.6%</b>	<b>91.8%</b>	<b>83.5%</b>

FY 2011/12 ADOPTED Capital Improvement Program Amendment

**School Maintenance/Replacement as a Percentage (%) of Total School Projects**



	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16	FY 12-16 TOTAL
Administrative Technology	\$ 191,235	\$ 191,235	\$ 191,235	\$ 272,745	\$ 272,745	\$ 1,119,195
Instructional Technology	600,875	600,875	600,875	600,875	600,875	3,004,375
Local Area Network Upgrade	522,500	522,500	731,500	-	-	1,776,500
Schools - Maintenance/Replacement	3,594,278	4,252,832	5,121,545	5,602,637	5,283,520	23,854,812
Technology Grant	785,840	785,840	785,840	785,840	785,840	3,929,200
Wide Area Network Upgrade	-	-	418,000	-	-	418,000
<b>School Division Maintenance/Replacement</b>	<b>\$ 5,694,728</b>	<b>\$ 6,353,282</b>	<b>\$ 7,848,995</b>	<b>\$ 7,262,097</b>	<b>\$ 6,942,980</b>	<b>\$ 34,102,082</b>
<b>Total School Division Projects</b>	<b>\$ 9,923,403</b>	<b>\$ 6,503,282</b>	<b>\$ 7,998,995</b>	<b>\$ 7,412,097</b>	<b>\$ 7,092,980</b>	<b>\$ 38,930,757</b>
<b>% of Projects</b>	<b>57.4%</b>	<b>97.7%</b>	<b>98.1%</b>	<b>98.0%</b>	<b>97.9%</b>	<b>87.6%</b>

# DEBT MANAGEMENT

## DEBT MANAGEMENT AND POLICIES

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Pursuant to the Constitution of Virginia and the Public Finance Act, the County is authorized to issue general obligation bonds secured by a pledge of its full faith and credit. To pay the interest and principal on such bonds, the governing body is authorized and required to levy on all taxable property within the County such *ad valorem* taxes as may be necessary. However, in Virginia, counties, unlike cities, are prohibited from issuing general obligation bonds unless the issuance of such bonds has been approved by public referendum or unless the bonds are issued to certain state authorities, such as the Virginia Public School Authority (VPSA), the Economic Development Authority (EDA), or a lease purchase. (The Economic Development Authority (EDA) is formerly the Industrial Development Authority (IDA).)

### ***Debt Limit***

There is no legal debt limit for counties in Virginia since the issuance of all county general obligation debt is subject to referendum.

### ***Debt Service Policies***

The Albemarle County Financial Management Policies, as approved and last amended by the Board of Supervisors in October 2000, include the following section on debt service policies:

- The County will not fund current operations from the proceeds of borrowed funds.
- The County will manage its financial resources in a way that prevents borrowing to meet working capital needs.
- The County will confine long-term borrowing and capital leases to capital improvements or projects that cannot be financed by current revenues.
- To the extent feasible, any year that the debt service payment falls below its current level, those savings will be used to finance one-time capital needs.
- When the County finances capital improvements or other projects through bonds or capital leases, it will repay the debt within a period not to exceed the expected useful life of the projects.
- The County's debt offering documents will provide full and complete public disclosure of financial condition and operating results and other pertinent credit information in compliance with municipal finance industry standards for similar issues.
- Recognizing the importance of underlying debt to its overall financial condition, the County will set target debt ratios, which will be calculated annually and included in the annual review of fiscal trends:
  - Net debt as a percentage of the estimated market value of taxable property should not exceed 2%.
  - The ratio of debt service expenditures as a percent of general fund and school fund revenues should not exceed 10%.

# OUTSTANDING LONG-TERM DEBT OBLIGATIONS

## School Related Debt

At the end of FY 09/10, Albemarle County held \$105.410 million in outstanding long-term debt through the year 2031. The total amount, \$105.410 million, is outstanding general obligation bonds (VPSA) for school projects.

A summary of school-related general long-term obligations outstanding at June 30, 2010 follows:

Issue	Issue Date	Retire Date	Interest Rate	Original Issue	Principal Installments	Balances as of 06/30/2010
1991 A Series	05/23/1991	12/15/2010	6.35% - 8.1%	\$3,000,000	Various Annual	\$160,000
1992 B Series	12/17/1992	12/15/2012	5.85% - 8.1%	\$2,885,000	Various Annual	\$310,000
1993 A Series	11/18/1993	12/15/2013	4.475% - 5%	\$11,900,000	Various Annual	\$545,000
1994 A Refunding	01/03/1994	12/15/2011	6.069% - 7.169%	\$24,710,000	Various Annual	\$1,155,000
1994 B Series	11/22/1994	07/15/2014	6.1% - 6.6%	\$450,000	Various Annual	\$100,000
1995 C Series	12/21/1995	07/15/2015	5.1% - 6.1%	\$7,850,000	Various Annual	\$2,340,000
1996 B Series	11/14/1996	07/15/2017	5.1% - 6.1%	\$5,900,000	Various Annual	\$2,065,000
1997 I Series	11/20/1997	01/15/2018	4.35% - 5.35%	\$20,455,000	Various Annual	\$8,160,000
1998 B Series	11/19/1998	07/15/2019	3.6% - 5.1%	\$7,245,000	Various Annual	\$3,240,000
1999 B Series	11/19/1999	07/15/2020	5.1% - 6.1%	\$2,835,000	Various Annual	\$1,400,000
2000 B Series	11/16/2000	07/15/2021	4.975% - 5.85%	\$2,605,000	Various Annual	\$1,430,000
2001 A Series	11/15/2001	07/15/2021	3.1% - 5.1%	\$20,330,000	Various Annual	\$12,180,000
2002 A Series	10/15/2002	07/15/2022	2.35% - 5.1%	\$8,365,000	Various Annual	\$5,425,000
2003 A Series	11/06/2003	07/15/2023	3.1% - 5.35%	\$6,760,000	Various Annual	\$4,720,000
2004 B Series	11/10/2004	07/15/2024	4.1% - 5.6%	\$8,950,000	Various Annual	\$6,700,000
2005 A Series	11/10/2005	07/15/2025	4.1% - 5.6%	\$7,380,000	Various Annual	\$5,900,000
2006 B Series	11/09/2006	07/15/2026	4.23% - 5.10%	\$15,020,000	Various Annual	\$12,755,000
2007 A Series	11/08/2007	07/15/2008	4.10% - 5.10%	\$11,325,000	Various Annual	\$10,185,000
2008 A Series	12/11/2008	07/15/2028	4.66%	\$28,045,000	Various Annual	\$26,640,000
						\$105,410,000

In addition to the FY09/10 ending balance of \$105.410 million, \$7.832 million was issued in the fall of 2010 (FY 10/11) through the Virginia Public School Authority to support several school projects. An additional \$8.745 million will be retired during FY 10/11, bringing the total school related long-term debt at the beginning of FY 11/12 to \$96.665 million.

**General Government Debt**

At the end of FY 09/10, Albemarle County held \$23.579 million in outstanding long-term debt through the year 2031.

A summary of general government general long-term obligations outstanding at June 30, 2010 follows:

Issue	Issue Date	Retire Date	Interest Rate	Original Issue	Principal Installments	Balances as of 06/30/2010
94A Refunding	1/3/1994	12/15/2011	6.35% - 7.17%	\$ 24,710,000	Various Annual	\$ 1,155,000
2003 IDA Lease Revenue	3/19/2003	1/15/2023	2.0%	\$ 18,535,000	Various Annual	\$ 13,395,000
2009 EDA Lease Revenue	6/10/2009	1/1/2029	4.7%	\$ 6,841,021	Various Semi-Annual	\$ 6,316,772
800 MhZ Radio System	11/6/2003	11/6/2013	3.3%	\$ 7,000,000	Semi-Annual	\$ 2,712,373
						\$23,579,145

Additional debt, totaling \$13,222,366, is anticipated to be issued during FY 10/11 for the J&DR Court Expansion/Renovation, Crozet Streetscapes Phase II, County Server/Infrastructure, and several public safety projects including Hollymead Fire Station apparatus, Crozet Fire Station apparatus, and volunteer fire and rescue apparatus. The associated debt service is budgeted to begin in FY 11/12 assuming: a 3.5% interest rate and a 20-year term for construction projects, a 10-year term for fire-rescue apparatus, and a 7-year term for technology infrastructure.

**Debt Levels and Debt Service Requirements**

As indicated in the CIP chapter of this document, the County will fund the majority of its FY 12-16 CIP with borrowed funds for school and general government projects. FY 12-16 borrowed funds total \$46.0 million (60.9% of CIP revenues) and consist of \$24.2 million in VPSA bonds for school projects and \$21.8 million in borrowed funds for general government projects. School VPSA bonds fund 62.1% of school improvements in FY 12-16, including school construction and renovation projects, and major school maintenance and repair projects. Approximately 60.6% of general government projects are funded with borrowed revenue in FY 12-16, which is anticipated to be a combination of EDA bond revenues, and lease-purchase proceeds. If General Obligation Bonds are utilized for funding, they will require voter approval in a referendum. A summary schedule illustrating the impact of these borrowings, as well as anticipated borrowing requirements for projected out-year projects, is shown below:

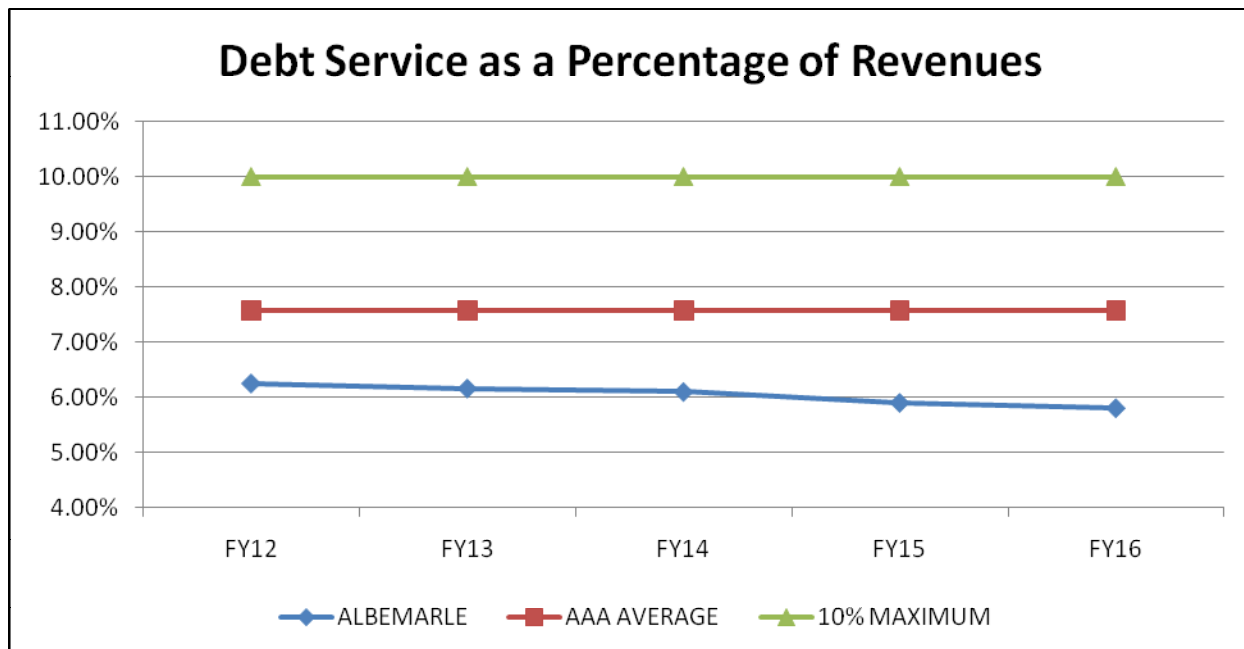
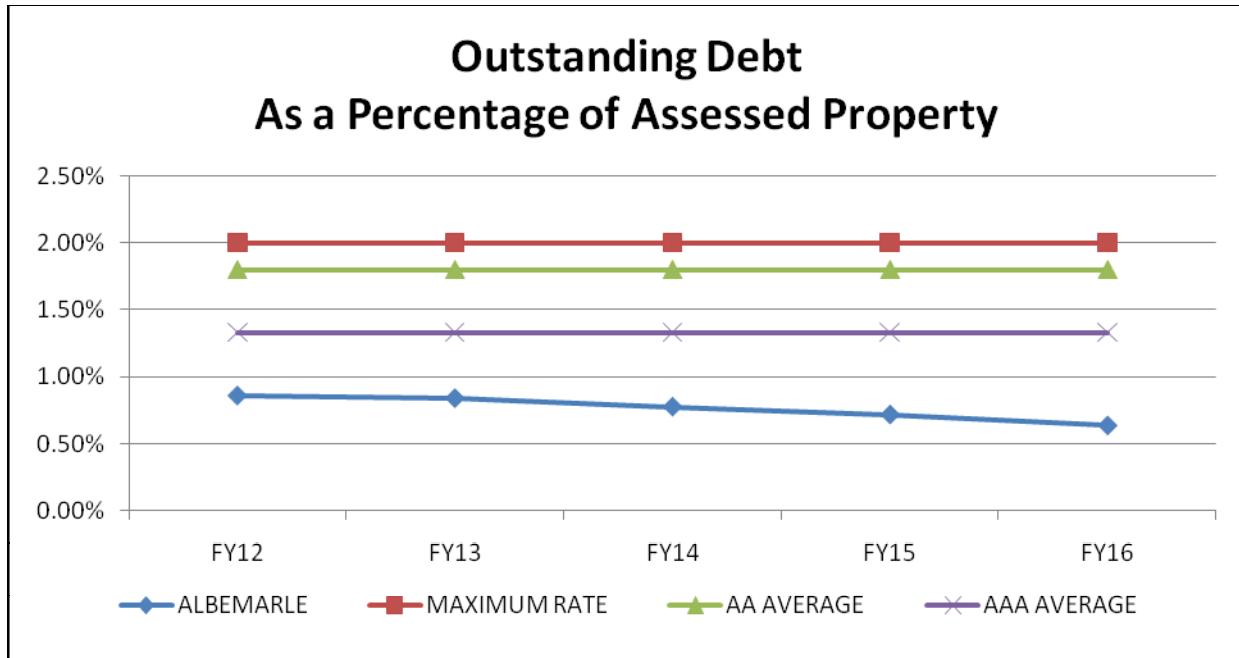
**Debt Balance**  
(\$ in thousands)

	<b>FY11/12</b>	<b>FY12/13</b>	<b>FY13/14</b>	<b>FY14/15</b>	<b>FY15/16</b>
<u>General Government</u>					
Beginning Debt Balance	31,836	24,220	27,323	26,763	27,637
Anticipated Borrowing	-	5,562	3,327	4,776	3,588
Total Debt Balance	31,836	29,782	30,649	31,538	31,225
Retired Debt	<u>7,616</u>	<u>2,459</u>	<u>3,887</u>	<u>3,901</u>	<u>6,438</u>
General Government Debt Balance	24,220	27,323	26,763	27,637	24,787
New General Government Borrowing	3,712	3,327	4,776	3,588	6,369
<u>School Division</u>					
Beginning Debt Balance	105,065	103,628	103,628	98,636	94,367
Anticipated Borrowing	6,838	3,560	3,560	4,391	4,851
Total Debt Balance	111,903	107,188	107,188	103,027	99,218
Retired Debt	<u>8,275</u>	<u>8,552</u>	<u>8,552</u>	<u>8,660</u>	<u>8,794</u>
School Debt Balance	103,628	98,636	98,636	94,367	90,424
New School Borrowing	6,838	3,560	4,391	4,851	4,546
<u>Total Debt Balance</u>	127,848	125,959	125,398	122,004	115,211

\* 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.

**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 \$46.0 million dollars in debt over the next five years, the charts below illustrate that the County’s proposed total debt service will remain well below these target maximums. The County’s debt service level will also remain below the average of other Virginia localities with a AAA bond rating.



# DEBT SERVICE FUNDS

## DEBT SERVICE FUNDING REQUIREMENTS

Each year, the Operating Budget includes transfers from the General Fund to the General Government and School Debt Service accounts to fund the amount of debt service needed to be paid during the fiscal year.

Each of the Debt Service accounts also receives other revenues. A summary of the FY 09/10 Actual, FY 10/11 Adopted and Projected, and FY 11/12 Adopted revenues, expenditures, and appropriations for both the School Debt Service and General Government Debt Service Funds are shown below.

<b>SCHOOL DEBT SERVICE FUND</b>						
(\$ in Thousands)						
<u>Expenditures</u>	FY 09/10 Actual	FY 10/11 Adopted	FY 10/11 Projected	FY 11/12 Adopted	\$ Inc/Dec	% Inc/Dec
VPSA Principal and Interest	\$ 15,155	\$ 13,204	\$ 13,204	\$ 13,134	\$ (70)	-0.53%
Bond Services/Fees	10	25	25	25	0	0.00%
<b>Total Expenditures</b>	<b>\$ 15,164</b>	<b>\$ 13,230</b>	<b>\$ 13,230</b>	<b>\$ 13,160</b>	<b>\$ (70)</b>	<b>-0.53%</b>
<u>Revenues</u>						
Rent-PREP	\$ 218	\$ 211	\$ 211	\$ 204	\$ (7)	-3.25%
Bond Rebate	144	0	0	0	0	0.00%
Bond Premium	0	0	162	0	0	0.00%
General Fund Transfer	14,802	13,019	12,857	12,956	(62)	-0.48%
<b>Total Revenues</b>	<b>\$ 15,164</b>	<b>\$ 13,230</b>	<b>\$ 13,230</b>	<b>\$ 13,160</b>	<b>\$ (69)</b>	<b>-0.52%</b>

<b>GENERAL GOVERNMENT DEBT SERVICE</b>						
(\$ in Thousands)						
<u>Expenditures</u>	FY 09/10 Actual	FY 10/11 Adopted	FY 10/11 Projected	FY 11/12 Adopted	\$ Inc/Dec	% Inc/Dec
Lease-Radio System	\$ 827	\$ 827	\$ 827	\$ 827	\$ 0	0.00%
Series 2003 Bonds	1,375	1,375	1,375	1,373	(3)	-0.18%
Lease Bond - 2009	852	704	704	704	0	0.00%
Anticipated 2010 Issuance	0	546	0	0	(546)	-100.00%
Anticipated 2011 Issuance	0	0	0	1,276	1,276	
Bond Services/Fees	1	13	20	13	0	0.00%
<b>Total Expenditures</b>	<b>\$ 3,055</b>	<b>\$ 3,464</b>	<b>\$ 2,925</b>	<b>\$ 4,192</b>	<b>\$ 728</b>	<b>21.01%</b>
<u>Revenues</u>						
Interest*	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Radio System-City	258	258	258	258	0	0.00%
Radio System-UVA	0	0	0	0	0	0.00%
Radio System-Airport	25	25	25	25	0	0.00%
General Fund Transfer	2,621	3,181	2,642	3,909	728	22.88%
<b>Total Revenues</b>	<b>\$ 2,905</b>	<b>\$ 3,464</b>	<b>\$ 2,925</b>	<b>\$ 4,192</b>	<b>\$ 728</b>	<b>21.01%</b>

\* FY 09/10 Actual interest is \$1.52

The current debt service amortization schedule for general government and schools is shown on the following two pages.



**Current Debt Service Amortization Schedule**

FY 2011/12 - FY 2020/21

ISSUE	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
<b>PRINCIPAL</b>											
3,000,000 - 91A VPSA	160,000.00										
2,885,000 - 92B VPSA	115,000.00	110,000.00	85,000.00								
11,900,000 - 93C VPSA	235,000.00	160,000.00	65,000.00	85,000.00							
24,710,000 - 94A Refunding	555,000.00	600,000.00									
450,000 - 94B VPSA	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00						
7,850,000 - 95C VPSA	390,000.00	390,000.00	390,000.00	390,000.00	390,000.00	390,000.00					
5,900,000 - 96B VPSA	295,000.00	295,000.00	295,000.00	295,000.00	295,000.00	295,000.00	295,000.00				
20,455,000 - 97B VPSA	1,020,000.00	1,020,000.00	1,020,000.00	1,020,000.00	1,020,000.00	1,020,000.00	1,020,000.00	1,020,000.00			
7,245,000 - 98B VPSA - County-4,245,000	210,931.68	210,931.68	210,931.68	210,931.68	210,931.68	210,931.68	210,931.68	210,931.68	210,931.68		
98B VPSA - PREP - \$3M	149,068.32	149,068.32	149,068.32	149,068.32	149,068.32	149,068.32	149,068.32	149,068.32	149,068.32		
2,835,000 - 99A VPSA	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	
2,605,000 - 2000A VPSA	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00
20,330,000 - 2001A VPSA	1,015,000.00	1,015,000.00	1,015,000.00	1,015,000.00	1,015,000.00	1,015,000.00	1,015,000.00	1,015,000.00	1,015,000.00	1,015,000.00	1,015,000.00
8,365,000 - 2002A VPSA	420,000.00	420,000.00	420,000.00	420,000.00	420,000.00	420,000.00	415,000.00	415,000.00	415,000.00	415,000.00	415,000.00
18,535,000 - 2003 IDA Lease Revenue	810,000.00	835,000.00	865,000.00	900,000.00	935,000.00	970,000.00	1,010,000.00	1,050,000.00	1,100,000.00	1,150,000.00	1,200,000.00
6,760,000 - 2003A VPSA	340,000.00	340,000.00	340,000.00	340,000.00	340,000.00	340,000.00	335,000.00	335,000.00	335,000.00	335,000.00	335,000.00
7,000,000 - 800 Mhz Radio System	743,753.22	768,314.34	793,686.55	820,000.00	846,118.63						
\$8,950,000 - 2004A VPSA	450,000.00	450,000.00	450,000.00	450,000.00	450,000.00	445,000.00	445,000.00	445,000.00	445,000.00	445,000.00	445,000.00
\$7,380,000 - 2005A VPSA	370,000.00	370,000.00	370,000.00	370,000.00	370,000.00	370,000.00	370,000.00	370,000.00	370,000.00	370,000.00	370,000.00
\$15,020,000 - 2006A VPSA	755,000.00	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00
\$11,325,000 - 2007A VPSA	570,000.00	570,000.00	570,000.00	565,000.00	565,000.00	565,000.00	565,000.00	565,000.00	565,000.00	565,000.00	565,000.00
\$28,045,000 - 2008A VPSA	1,405,000.00	1,405,000.00	1,405,000.00	1,405,000.00	1,405,000.00	1,405,000.00	1,405,000.00	1,405,000.00	1,400,000.00	1,400,000.00	1,400,000.00
\$6,841,021 - 2009 EDA	406,880.00	426,003.00	446,026.00	466,989.00	488,938.00	511,917.00	205,425.00	215,080.00	225,189.00	235,773.00	246,854.00
\$7,670,000 - 2010A VPSA	385,000.00	385,000.00	385,000.00	385,000.00	385,000.00	385,000.00	385,000.00	385,000.00	385,000.00	385,000.00	385,000.00
<b>TOTAL PRINCIPAL</b>	<b>10,705,633.22</b>	<b>10,959,317.34</b>	<b>10,314,712.55</b>	<b>9,913,607.63</b>	<b>9,478,938.00</b>	<b>9,511,917.00</b>	<b>8,845,425.00</b>	<b>8,600,080.00</b>	<b>7,635,189.00</b>	<b>7,335,773.00</b>	<b>7,256,854.00</b>
<b>INTEREST</b>											
3,000,000 - 91A VPSA	5,080.00										
2,885,000 - 92B VPSA	14,771.25	8,190.00	2,486.25								
11,900,000 - 93C VPSA	21,375.00	11,500.00	5,875.00	2,125.00							
24,710,000 - 94A Refunding	55,721.25	19,050.00									
450,000 - 94B VPSA	5,907.50	4,610.00	3,300.00	1,980.00	660.00						
7,850,000 - 95C VPSA	109,395.00	89,505.00	69,615.00	49,725.00	29,835.00	9,945.00					
5,900,000 - 96B VPSA	100,189.38	84,775.63	69,361.88	53,948.13	38,534.38	23,120.63	7,706.88				
20,455,000 - 97B VPSA	397,035.00	343,740.00	291,720.00	239,190.00	186,150.00	133,110.00	79,942.50	26,647.50			
7,245,000 - 98B VPSA - County \$4,245,000	87,747.57	78,044.72	68,341.87	58,639.01	48,408.82	37,651.30	26,893.79	16,136.28	5,378.76		
98B VPSA - PREP \$3M	62,012.43	55,155.28	48,298.13	41,440.99	34,211.18	26,608.70	19,006.21	11,403.72	3,801.24		
2,835,000 - 99A VPSA	79,030.00	71,365.00	63,437.50	55,247.50	46,882.50	38,430.00	29,890.00	21,350.00	12,810.00	4,270.00	
2,605,000 - 2000A VPSA	70,102.50	62,985.00	56,355.00	49,725.00	43,095.00	36,465.00	29,835.00	23,205.00	16,575.00	9,945.00	3,315.00
20,330,000 - 2001A VPSA	567,385.00	519,426.25	471,467.50	419,702.50	367,937.50	316,172.50	264,407.50	212,642.50	160,877.50	109,112.50	67,497.50
8,365,000 - 2002A VPSA	252,365.00	235,145.00	217,400.00	197,555.00	176,135.00	154,715.00	133,422.50	112,257.50	91,092.50	69,927.50	49,800.00
18,535,000 - 2003 IDA Lease Revenue	565,152.50	537,612.50	507,552.50	475,980.00	441,780.00	404,380.00	365,580.00	324,170.00	276,920.00	226,320.00	173,420.00
6,760,000 - 2003A VPSA	232,900.00	215,135.00	197,370.00	180,030.00	162,690.00	145,350.00	127,718.75	109,796.25	92,292.50	76,045.00	59,797.50
7,000,000 - 800 Mhz Radio System	82,802.82	58,241.70	32,869.49	6,659.40							
\$8,905,000 - 2004A VPSA	316,331.26	292,256.26	269,306.26	246,356.26	223,406.26	200,583.76	177,888.76	155,193.76	132,498.76	109,803.76	89,333.76
\$7,380,000 - 2005A VPSA	283,202.50	264,332.50	246,387.50	229,367.50	211,422.50	192,552.50	173,682.50	154,812.50	135,942.50	117,072.50	98,202.50
\$15,020,000 - 2006A VPSA	581,940.00	543,562.50	505,312.50	467,062.50	428,812.50	390,562.50	352,312.50	317,343.75	285,187.50	252,562.50	219,937.50
\$11,930,000 - 2007A VPSA	500,662.50	471,592.50	442,522.50	413,580.00	384,765.00	355,950.00	327,135.00	298,320.00	269,505.00	240,690.00	211,875.00
\$28,045,000 - 2008A VPSA	1,284,087.50	1,212,432.50	1,151,315.00	1,097,222.50	1,039,617.50	982,012.50	917,382.50	845,727.50	774,200.00	701,050.00	626,150.00
\$6,841,021 - 2009 EDA	296,888.28	277,764.92	257,742.80	236,779.56	214,831.06	191,851.00	167,790.90	158,135.92	148,027.16	137,443.28	126,361.94
\$7,670,000 - 2010A VPSA	276,654.10	225,846.25	216,028.75	206,211.25	196,393.75	184,651.25	170,983.75	157,316.25	143,648.75	129,981.25	
<b>TOTAL INTEREST</b>	<b>5,972,084.24</b>	<b>5,733,076.36</b>	<b>5,203,882.93</b>	<b>4,738,344.60</b>	<b>4,285,385.45</b>	<b>3,835,654.14</b>	<b>3,385,246.54</b>	<b>2,958,125.93</b>	<b>2,562,424.67</b>	<b>2,197,890.79</b>	<b>1,855,671.95</b>
<b>TOTAL P &amp; I</b>	<b>16,677,717.46</b>	<b>16,692,393.70</b>	<b>15,518,595.48</b>	<b>14,651,952.23</b>	<b>13,764,323.45</b>	<b>13,347,771.14</b>	<b>12,230,671.54</b>	<b>11,558,205.93</b>	<b>10,197,613.67</b>	<b>9,533,663.79</b>	<b>9,112,525.95</b>

**Current Debt Service Amortization Schedule (continued)**

FY 2021/22 - FY 2030/31

ISSUE	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	TOTAL
<b>PRINCIPAL</b>											
3,000,000 - 91A VPSA											3,000,000.00
2,885,000 - 92B VPSA											2,885,000.00
11,900,000 - 93C VPSA											11,900,000.00
24,710,000 - 94A Refunding											24,710,000.00
450,000 - 94B VPSA											450,000.00
7,850,000 - 95C VPSA											7,850,000.00
5,900,000 - 96B VPSA											5,900,000.00
20,455,000 - 97B VPSA											20,455,000.00
7,245,000 - 98B VPSA - County-4, 245,000											4,245,000.00
98B VPSA - PREP - \$3M											3,000,000.00
2,835,000 - 99A VPSA											2,835,000.00
2,605,000 - 2000A VPSA											2,605,000.00
20,330,000 - 2001A VPSA	1,015,000.00										20,330,000.00
8,365,000 - 2002A VPSA	415,000.00	415,000.00									8,365,000.00
18,535,000 - 2003 IDA Lease Revenue	1,255,000.00	1,315,000.00									18,535,000.00
6,760,000 - 2003A VPSA	335,000.00	335,000.00	335,000.00								6,760,000.00
7,000,000 - 800 MHz Radio System											7,000,000.00
\$8,950,000 - 2004A VPSA	445,000.00	445,000.00	445,000.00	445,000.00							8,950,000.00
\$7,380,000 - 2005A VPSA	370,000.00	365,000.00	365,000.00	365,000.00	365,000.00						7,380,000.00
\$15,020,000 - 2006A VPSA	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00					15,020,000.00
\$11,325,000 - 2007A VPSA	565,000.00	565,000.00	565,000.00	565,000.00	565,000.00	565,000.00	565,000.00				11,325,000.00
\$28,045,000 - 2008A VPSA	1,400,000.00	1,400,000.00	1,400,000.00	1,400,000.00	1,400,000.00	1,400,000.00	1,400,000.00	1,400,000.00			28,045,000.00
\$6,841,021 - 2009 EDA	258,456.00	270,603.00	283,322.00	296,638.00	310,580.00	325,177.00	340,460.00	356,462.00			6,841,021.00
\$7,670,000 - 2010A VPSA	385,000.00	385,000.00	385,000.00	385,000.00	380,000.00	380,000.00	380,000.00	380,000.00	380,000.00	380,000.00	7,670,000.00
<b>TOTAL PRINCIPAL</b>	<b>7,193,456.00</b>	<b>6,245,603.00</b>	<b>4,528,322.00</b>	<b>4,206,638.00</b>	<b>3,770,580.00</b>	<b>3,420,177.00</b>	<b>2,685,460.00</b>	<b>2,136,462.00</b>	<b>380,000.00</b>	<b>380,000.00</b>	<b>257,619,143.09</b>
<b>INTEREST</b>											
3,000,000 - 91A VPSA											2,018,328.69
2,885,000 - 92B VPSA											1,626,186.60
11,900,000 - 93C VPSA											4,403,392.23
24,710,000 - 94A Refunding											13,624,322.50
450,000 - 94B VPSA											273,487.82
7,850,000 - 95C VPSA											4,118,955.00
5,900,000 - 96B VPSA											3,202,610.18
20,455,000 - 97B VPSA											10,701,682.12
7,245,000 - 98B VPSA - County \$4,245,000											2,042,732.71
98B VPSA - PREP \$3M											1,443,627.35
2,835,000 - 99A VPSA											1,659,687.31
2,605,000 - 2000A VPSA											1,378,169.74
20,330,000 - 2001A VPSA	25,882.50										9,827,328.33
8,365,000 - 2002A VPSA	30,191.25	10,063.75									4,045,785.61
18,535,000 - 2003 IDA Lease Revenue	118,220.00	60,490.00									8,859,086.33
6,760,000 - 2003A VPSA	42,712.50	25,627.50	8,542.50								3,499,086.08
7,000,000 - 800 MHz Radio System											1,265,560.41
\$8,905,000 - 2004A VPSA	70,810.63	51,175.00	30,705.00	10,235.00							4,403,664.90
\$7,380,000 - 2005A VPSA	79,332.50	60,590.00	42,887.50	25,641.25	8,395.00						3,711,799.41
\$15,020,000 - 2006A VPSA	186,375.00	152,625.00	119,343.75	85,781.25	51,750.00	17,250.00					7,065,967.63
\$11,930,000 - 2007A VPSA	183,060.00	156,363.75	129,667.50	100,852.50	72,037.50	43,222.50	14,407.50				5,811,448.23
\$28,045,000 - 2008A VPSA	551,250.00	476,350.00	401,450.00	326,550.00	251,650.00	178,500.00	107,100.00	35,700.00			14,438,564.11
\$6,841,021 - 2009 EDA	114,759.80	102,612.38	89,894.04	76,577.90	62,635.92	48,038.66	32,755.34	16,753.72			2,937,164.37
\$7,670,000 - 2010A VPSA	118,238.75	106,496.25	94,753.75	83,011.25	71,107.50	58,805.00	46,285.00	33,487.50	20,235.00	6,745.00	2,546,860.35
<b>TOTAL INTEREST</b>	<b>1,520,832.93</b>	<b>1,202,393.63</b>	<b>917,244.04</b>	<b>708,649.15</b>	<b>517,575.92</b>	<b>345,816.16</b>	<b>200,527.84</b>	<b>85,941.22</b>	<b>20,235.00</b>	<b>6,745.00</b>	<b>124,738,822.48</b>
<b>TOTAL P &amp; I</b>	<b>8,714,288.93</b>	<b>7,447,996.63</b>	<b>5,445,566.04</b>	<b>4,915,287.15</b>	<b>4,288,155.92</b>	<b>3,765,993.16</b>	<b>2,885,987.84</b>	<b>2,222,403.22</b>	<b>400,235.00</b>	<b>386,745.00</b>	<b>382,357,965.57</b>

# SUMMARY OF SPECIAL REVENUE FUNDS

## FUNDS DESCRIBED IN THIS SECTION

- MJ HEALTH GRANT
- COURTHOUSE MAINTENANCE FUND
- TOURISM FUND
- CRIMINAL JUSTICE PROGRAMS
- VICTIM-WITNESS GRANT
- VEHICLE REPLACEMENT
- METRO PLANNING GRANT
- HOUSING ASSISTANCE
- OAK HILL REHABILITATION
- ENERGY BLOCK GRANT
- OLD CROZET SCHOOL

## FUNDS DESCRIBED ELSEWHERE

- COMPREHENSIVE SERVICES ACT FUND - in Human Development chapter
- BRIGHT STARS FUND - in Human Development chapter
- TOWE MEMORIAL PARK FUND - in Parks, Recreation & Culture chapter

(SPECIAL REVENUE FUNDS CONTINUED)

**EXPENDITURE SUMMARY**

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 10/11 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Comprehensive Services Act	\$6,389,960	\$7,250,000	\$7,250,000	\$6,752,793	\$6,752,793	\$6,752,793	(497,207)	-6.9%
Bright Stars	1,059,049	1,094,577	1,091,785	1,085,545	1,085,545	1,085,545	(9,032)	-0.8%
MJ Health Grant	6,758	5,000	5,000	5,000	5,000	5,000	-	0.0%
Towe Park	203,435	245,574	245,574	243,030	243,030	243,030	(2,544)	-1.0%
Visitor Center	194,521	-	-	-	-	-	-	-
Courthouse Maintenance Fund	33,765	40,409	40,409	41,621	41,621	41,621	1,212	3.0%
Tourism Fund	1,350,000	1,248,750	1,248,750	1,312,500	1,312,500	1,312,500	63,750	5.1%
Criminal Justice Programs	715,147	751,590	751,590	751,590	751,590	751,590	-	0.0%
Victim-Witness Grant	105,882	110,656	110,656	110,606	110,606	110,606	(50)	0.0%
Vehicle Replacement Fund	407,528	361,790	361,790	980,031	824,760	824,760	462,970	128.0%
Metro Planning Grant	12,000	12,000	12,000	12,000	12,000	12,000	-	0.0%
Housing Assistance	3,141,499	2,988,980	2,988,980	3,002,000	3,002,000	3,002,000	13,020	0.4%
Oak Hill Rehabilitation	-	-	-	\$33,510	\$33,510	33,510	33,510	-
Energy Block Grant	29,613	-	383,523	27,625	27,625	27,625	27,625	-
Old Crozet School	76,354	-	59,888	60,801	60,801	60,801	60,801	-
<b>TOTAL</b>	<b>\$13,725,511</b>	<b>\$14,109,326</b>	<b>\$14,549,945</b>	<b>\$14,418,652</b>	<b>\$14,263,381</b>	<b>\$ 14,263,381</b>	<b>\$154,055</b>	<b>1.1%</b>

**REVENUE SUMMARY**

	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 10/11 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Local Revenue	\$1,424,547	\$1,420,245	\$1,481,639	\$1,546,840	\$1,546,840	\$ 1,546,840	\$126,595	8.9%
State Revenue	4,434,688	4,468,638	4,468,638	4,152,206	4,152,206	4,152,206	(316,432)	-7.1%
Federal Revenue	2,933,334	3,060,717	3,444,240	3,101,362	3,101,362	3,101,362	40,645	1.3%
Transfers	4,628,789	4,919,313	4,917,808	5,131,398	5,131,398	5,131,398	212,085	4.3%
Use of Fund Balance	-	240,413	240,413	331,575	331,575	331,575	91,162	37.9%
<b>TOTAL</b>	<b>\$13,421,358</b>	<b>\$14,109,326</b>	<b>\$14,552,738</b>	<b>\$14,263,381</b>	<b>\$14,263,381</b>	<b>\$ 14,263,381</b>	<b>\$154,055</b>	<b>1.1%</b>

# MJ 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 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 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
EXPENDITURES	\$6,758	\$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%

# COURTHOUSE MAINTENANCE FUND

## DESCRIPTION

The 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 or jail and court-related facilities and to defray increases in the cost of heating, cooling, electricity, and ordinary maintenance.

## FUND FINANCIAL DATA

COURTHOUSE MAINTENANCE								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
TRANSFER TO CIP	\$33,765	\$40,409	\$40,409	\$41,621	\$41,621	\$41,621	\$1,212	3.0%
<b>REVENUES</b>								
Courthouse Maintenance Fees	\$43,883	\$40,409	\$40,409	\$41,621	\$41,621	\$41,621	\$1,212	3.0%
REVENUE TOTAL	\$43,883	\$40,409	\$40,409	\$41,621	\$41,621	\$41,621	\$1,212	3.0%

# TOURISM FUND

## DESCRIPTION

The Tourism Fund was established in FY 97/98 for the purpose of funding tourism-related programs from revenue derived primarily from an additional 3% rate in the County's transient occupancy (hotel/motel or lodging) tax. Virginia's counties, by general law, have been limited to levying a maximum transient occupancy tax rate of 2%. However, in 1996, the General Assembly enacted legislation that allowed Albemarle County and several other counties to levy a transient occupancy tax of up to a maximum rate of 5%. The legislation required that the additional revenue from the additional 3% rate be used only for projects and expenditures that promote tourism, travel, or businesses that generate tourism or travel in the locality.

## FUND FINANCIAL DATA

TOURISM								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
<b>EXPENDITURES</b>	\$1,350,000	\$1,248,750	\$1,248,750	\$1,312,500	\$1,312,500	\$1,312,500	\$63,750	5.1%
<b>REVENUES</b>								
HOTEL/MOTEL TAX	\$1,050,015	\$1,248,750	\$1,248,750	\$1,312,500	\$1,312,500	\$1,312,500	\$63,750	5.1%
REVENUE TOTAL	\$1,050,015	\$1,248,750	\$1,248,750	\$1,312,500	\$1,312,500	\$1,312,500	\$63,750	5.1%

Description	FY 10/11 Adopted	FY 11/12 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, various festivals and celebrations, arts and cultural activities and maintenance costs for the Parks and Recreation Department.	\$1,248,750	\$1,312,500	\$63,750	5.1%
<b>TOTAL, TOURISM FUND</b>	<b>\$1,248,750</b>	<b>\$1,312,500</b>	<b>\$63,750</b>	<b>5.1%</b>

# CRIMINAL JUSTICE PROGRAMS

## DESCRIPTION

Criminal Justice Programs are funded through grants from the Department of Criminal Justice Services and are administered by Offender Aid and Restoration – Jefferson Area Community Corrections (OAR-JACC). These programs include services under the Pretrial Services Act and Comprehensive Community Corrections Act.

## FUND FINANCIAL DATA

CRIMINAL JUSTICE GRANT								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
EXPENDITURES	\$715,147	\$751,590	\$751,590	\$751,590	\$751,590	\$751,590	\$0	0.0%
<b>REVENUES</b>								
DCJS-COMMUNITY CORRECTION	\$686,462	\$716,590	\$716,590	\$716,590	\$716,590	\$716,590	\$0	0.0%
OTHER RECOVERED COSTS	28,685	35,000	35,000	35,000	35,000	35,000	\$0	
REVENUE TOTAL	\$715,147	\$751,590	\$751,590	\$751,590	\$751,590	\$751,590	\$0	0.0%

# VICTIM-WITNESS GRANT

## DESCRIPTION

The Albemarle County Victim/Witness Assistance Program provides comprehensive information and direct services to crime victims and witnesses in accordance with the Crime Victim and Witness Rights Act and other applicable victims' rights laws. This grant funding pays for a Victim/Witness Assistant Coordinator and a Victim/Witness Program Assistant.

## FUND FINANCIAL DATA

VICTIM-WITNESS GRANT								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
EXPENDITURES	\$105,882	\$110,656	\$110,656	\$110,606	\$110,606	\$110,606	(\$50)	0.0%
<b>REVENUES</b>								
DCJS FUNDS	\$79,920	\$82,849	\$82,849	\$82,849	\$82,849	\$82,849	\$0	0.0%
TRANSFER FROM GENERAL FUND	25,963	27,807	27,807	27,757	27,757	27,757	(50)	-0.2%
REVENUE TOTAL	\$105,882	\$110,656	\$110,656	\$110,606	\$110,606	\$110,606	(\$50)	0.0%

# VEHICLE REPLACEMENT FUND

## DESCRIPTION

The Vehicle Replacement Fund annually funds vehicles on a replacement cycle. The fund monitors needed replacement, insurance, mileage, maintenance, and depreciation costs. The replacement fund has typically been funded through a \$3.00 per gallon fuel surcharge in all the departments' budgets, which is the rate recommended for FY 11/12. In FY 08/09 through FY 10/11, this surcharge was dropped to \$1.50 per gallon. In addition to the \$3.00 per gallon fuel surcharge, \$141,500 is being transferred from the General Fund to provide funding for some of the deferred vehicle replacements from FY 08/09 through FY 10/11. In total, departments requested 43 replacement vehicles for FY 11/12. Funding is provided for the replacement of 35 vehicles.

## FUND FINANCIAL DATA

VEHICLE REPLACEMENT FUND								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP:ADP	% ADP:ADP
<b>EXPENDITURES</b>								
SHERIFF	\$57,036	\$22,052	\$22,052	\$133,957	\$109,991	\$109,991	\$87,939	398.8%
POLICE	355,342	274,338	274,338	684,000	581,695	581,695	307,357	112.0%
FIRE/RESCUE	0	0	0	46,074	46,074	46,074	46,074	
GENERAL SERVICES	0	18,900	18,900	46,600	17,600	17,600	(1,300)	-6.9%
SOCIAL SERVICES	(4,850)	46,500	46,500	35,400	35,400	35,400	(11,100)	-23.9%
PARKS/RECREATION	0	0	0	34,000	34,000	34,000	34,000	
<b>EXPENDITURE TOTAL</b>	<b>\$407,528</b>	<b>\$361,790</b>	<b>\$361,790</b>	<b>\$980,031</b>	<b>\$824,760</b>	<b>\$824,760</b>	<b>\$462,970</b>	<b>128.0%</b>
<b>REVENUES</b>								
VEHICLE REPLACEMENT FEE	\$344,236	\$359,440	\$359,440	\$682,110	\$682,110	\$682,110	\$322,670	89.8%
SALE OF SURPLUS VEHICLES	0	1,000	1,000	0	0	0	(1,000)	-100.0%
INTEREST ON BANK DEPOSITS	566	350	350	150	150	150	(200)	-57.1%
INSURANCE RECOVERIES	0	1,000	1,000	1,000	1,000	1,000	0	0.0%
TRANSFER FROM GEN. FUND	0	0	0	141,500	141,500	141,500	141,500	
<b>REVENUE TOTAL</b>	<b>\$344,802</b>	<b>\$361,790</b>	<b>\$361,790</b>	<b>\$824,760</b>	<b>\$824,760</b>	<b>\$824,760</b>	<b>\$462,970</b>	<b>128.0%</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 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 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
EXPENDITURES	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$0	0.0%
<b>REVENUES</b>								
STATE	\$1,450	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$0	0.0%
FEDERAL	9,350	9,600	9,600	9,600	9,600	9,600	0	0.0%
TR FROM GEN FUND	1,200	1,200	1,200	1,200	1,200	1,200	0	0.0%
REVENUE TOTAL	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$0	0.0%

# HOUSING ASSISTANCE

## DESCRIPTION

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

## FUND FINANCIAL DATA

HOUSING ASSISTANCE								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
EXPENDITURES								
Housing Assist. and Utility Reimb.	\$2,830,113	\$2,680,200	\$2,680,200	\$2,706,000	\$2,706,000	\$2,706,000	\$25,800	1.0%
Transfer to General Fund	\$311,387	\$308,780	\$308,780	\$296,000	\$296,000	\$296,000	(\$12,780)	-4.1%
EXPENDITURE TOTAL	\$3,141,499	\$2,988,980	\$2,988,980	\$3,002,000	\$3,002,000	\$3,002,000	\$13,020	0.4%
<b>REVENUES</b>								
SEC. 8 VOUCHER PROGRAM	\$2,894,371	\$2,988,980	\$2,988,980	\$3,002,000	\$3,002,000	\$3,002,000	\$13,020	0.4%
REVENUE TOTAL	\$2,894,371	\$2,988,980	\$2,988,980	\$3,002,000	\$3,002,000	\$3,002,000	\$13,020	0.4%

# OAK HILL REHABILITATION

## DESCRIPTION

This fund transfers performance-based contract administrative fees to the General Fund for staff assistance in the Office of Housing. These revenues are received from the Virginia Community Development Block Grant (CDBG) for CDBG projects, such as the Oak Hill Rehabilitation project.

## FUND FINANCIAL DATA

OAK HILL REHABILITATION								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
TRANSFER TO GENERAL FUND	\$0	\$0	\$0	\$33,510	\$33,510	\$33,510	\$33,510	
<b>REVENUES</b>								
Fund Balance	\$0	\$0	\$0	\$33,510	\$33,510	\$33,510	\$33,510	
REVENUE TOTAL	\$0	\$0	\$0	\$33,510	\$33,510	\$33,510	\$33,510	

# ENERGY BLOCK GRANT

## DESCRIPTION

The County is a formula recipient from the Department of Energy's (DOE) Energy Efficiency and Conservation Block Grant (EECBG) program. The purpose of the EECBG program is to support the investment of resources into energy efficiency, renewable energy and climate protection. The DOE has approved the County's EECBG Strategy that the Albemarle County Grants Committee finalized in Fall 2009. The County's EECBG Strategy is aligned with the County's Environmental Management Policy, Energy Management Policy and Comprehensive and Strategic Plans.

The portion of the grant included in the FY 11/12 budget will fund staff assistance in the Department of General Services to implement this grant. The remainder of the grant will be considered for reappropriation during FY 11/12.

## FUND FINANCIAL DATA

ENERGY BLOCK GRANT								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
TRANSFER TO GENERAL FUND	\$29,613	\$0	\$383,523	\$27,625	\$27,625	\$27,625	\$27,625	
<b>REVENUES</b>								
Federal Revenues	\$0	\$0	\$0	\$27,625	\$27,625	\$27,625	\$27,625	
REVENUE TOTAL	\$0	\$0	\$0	\$27,625	\$27,625	\$27,625	\$27,625	

# OLD CROZET SCHOOL

**DESCRIPTION**

The County leases space at the Old Crozet Elementary School. The received rent revenue funds the operating costs of this facility and is intended to fund major capital replacements and repairs that may be necessary in the future.

**FUND FINANCIAL DATA**

OLD CROZET SCHOOL								
	FY 09/10 ACTUAL	FY 10/11 ADOPTED	FY 10/11 PROJECTED	FY 11/12 REQUEST	FY 11/12 RECOMM	FY 11/12 ADOPTED	\$ ADP-ADP	% ADP/ADP
Operating Expenditures	\$76,354	\$0	\$59,888	\$60,801	\$60,801	\$60,801	\$60,801	
<b><u>REVENUES</u></b>								
Rent	\$14,211	\$0	\$59,888	\$60,801	\$60,801	\$60,801	\$60,801	
Transfer from CIP	59,000	0	0	0	0	0	0	
REVENUE TOTAL	\$73,211	\$0	\$59,888	\$60,801	\$60,801	\$60,801	\$60,801	

