

CAPITAL IMPROVEMENTS PROGRAM

CIP Overview

The Capital Improvements Program (CIP) for FY 04-08 and the Capital Needs Assessment for FY 09-13 serve as the planning guides for County expenditures on major capital facilities and equipment needs over the next five and ten year periods respectively, and represent a balance between finite resources and an ever increasing number of competing County priorities and needs, including capital facilities.

WHAT IS THE CIP?

As part of the redesigned Capital Improvements Program process, the ten-year **Capital Needs Assessment** helps identify County capital needs that are beyond the traditional five-year CIP period. This assessment, which will be updated every other year, helps to form the basis of the five-year CIP as projects are brought forward. Projects in the out-years, FY09-FY13, are not balanced to revenues, but are reviewed as potential projects in a planning stage.

The five-year **Capital Improvements Program (CIP)** is the planning guide for County expenditures for major capital facilities and equipment over the upcoming five-year period. It is based on the "physical needs" of the County as identified in the Capital Facilities Plan, which is a section of the County's Comprehensive Plan. The Capital Improvements Program is first reviewed and approved by the Planning Commission and then recommended to the Board of Supervisors for their approval. The Board of Supervisors subsequently approves the program, and the annual CIP budget for projects to be funded in the upcoming fiscal year. The planning cycle operates on a two-year timeframe. The first year involves the assessment of all projects and development of the complete CIP; while the second year of the cycle only addresses amendments and refinements of the CIP needed to accommodate urgent or emergency projects and updated cost estimates.

The current budget year of the Capital Improvements Program is called the **Capital Budget**, and funds are appropriated on an annual basis for budget year projects in the CIP in the same manner as funds are appropriated in the County's annual operating budget. Those projects scheduled in the CIP for subsequent years are approved for planning purposes only and do not receive expenditure authority until they become part of the capital budget.

WHAT IS A CAPITAL PROJECT?

A **capital project** is a project which requires a minimum expenditure by the County of \$20,000, which has a useful life span of ten years or more, and which meets one or more of the following criteria:

- Provides for the acquisition or construction of any physical facility for the community, to include consultant or professional services related to acquisition or construction;
- Provides for the acquisition of equipment for any physical facility when first constructed or acquired;
- Provides for the ongoing acquisition of major capital equipment or systems, i.e., computer technology, radio systems;
- Provides for the acquisition of land or an interest in land;
- Provides for the acquisition of public utilities;
- Fund expenditures, including additions to existing facilities, which increase the square footage or value of a facility; and/or
- Fund expenditures for major maintenance or replacement projects on existing facilities.

A **capital maintenance or replacement** project is a project to repair, maintain or replace existing capital facilities for the purpose of protecting the County's investment and minimizing future maintenance and

replacement costs. To be classified as a non-recurring maintenance project, a project must have an interval between expenditures of at least five years. Individual maintenance projects may have a minimum value of less than \$20,000. Individual maintenance, repair and replacement projects are not presented as separate CIP projects, but are submitted by departments as one line item for each year of the five-year period.

Since **technology purchases** typically have a useful life of three to five years, these purchases are funded in the Capital Budget on a "pay-as-you-go" basis from current revenues, or other, non-borrowed sources of funding, such as state revenues (when available) or other local non-General Fund revenues.

The Current CIP Process Cycle

The CIP process is now a two-year planning process that begins with a detailed review of ten-year needs and the development of the five-year capital plan in the first year and a streamlined review of amendments to the existing CIP in the second year.

PHASES BY YEAR

Year 1: FY 2003-04

FY 2003-04 is the first year of the two-year planning cycle and involves the development of the long-range ten-year capital needs assessment for FY 04-13, including the five-year CIP for FY 04-08.

As part of the redesigned Capital Improvements Program process, the FY 09-13 Capital Needs Assessment was developed to help identify County capital needs that are beyond the traditional five-year CIP. This ten-year assessment, which will be updated every other year, also forms the basis of the five-year CIP as projects are brought forward into the plan.

Year 2: FY 2004-05

FY 2004-05 will be the second year of the planning cycle and will involve only a streamlined review of urgent or emergency project needs and updated cost estimates for projects in the five-year window. During the second year of the CIP cycle, no changes are made to the ten-year, long-range needs assessment. Changes in the first four years of the approved CIP are made only for emergency needs, or projects meeting clearly identified critical needs. A ninety-day Engineering review period is provided for any new project in the updated CIP requiring a detailed pre-planning study.

ESTABLISHED EVALUATION CRITERIA

In 1993, a Technical Review Committee was created to review department and agency capital project requests. The Committee was originally comprised of representatives from the County staff, plus one designated representative from the Planning Commission. In the FY 02-06 CIP process, two citizen members were added, plus two members of the Board of Supervisors. For the FY04-FY08 process, a School Board member was added to the Technical Review Committee. The ongoing task of the Committee is to thoroughly analyze project costs, to estimate the impact of capital projects on the operating budget, and to determine the need for each project and the accuracy of its cost estimates.

Project evaluation criteria have been established and are used by the Technical Review Committee to rank new projects. Mandated, committed and maintenance projects are not ranked, but are automatically funded as number one priorities. (Committed projects are defined as ongoing projects that already have received funding in a prior year, but which require additional funding for completion. Projects in the five-year CIP plan that have not received any prior year funding are not considered committed projects). Consistent with the policy of restricting new projects to the fifth year, projects in the first four years already have been evaluated under these same criteria. If there have been no significant changes, the projects in the first four years will receive the same ranking.

School Division capital projects follow the same two-year CIP process and procedures as do all other County projects. The School Board prioritizes and approves future CIP school projects and submits them to the County Executive's Office and CIP Technical Review Committee to balance within anticipated available revenues and County-wide debt management policies and capacity.

As stated in the County's financial policies, the goal is to fund maintenance and repair projects as much as possible with current revenues, rather than through borrowed funds. It also is the County's goal to insure that maintenance and repair projects are funded before new projects are undertaken, which is why they are considered a higher priority than new projects.

RELATIONSHIP TO APPROVED FINANCIAL POLICIES

The CIP is developed in a manner consistent with approved County financial policies that set guidelines for the Capital Improvements Program and for the funding of maintenance and replacement projects:

- **Coordinating Capital Budget with Operating Budget.** In alignment with the approved policies, the Capital Improvements Program continues to be coordinated with the operating budget process.
- **Asset Maintenance and Replacement.** The Capital Improvements Program also reflects the County’s dedication to maintaining and enhancing its capital stock by increasing the ongoing funding for maintenance and repair projects in both General Government and School Division capital improvement programs. School Division roof replacements, HVAC system replacements and paving projects continue to be funded with twenty-year VPSA bonds.
- **Financing Capital Projects with Current Revenues.** The FY 2004-FY2008 CIP increases the amount of General Fund resources dedicated to capital outlay. The financial policies state that: “[the County...will...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...to the Capital Improvements Program.” As shown below, for FY04, 3.1% of the General Fund is being transferred to the CIP for pay-as-you go projects. However, this lower percentage does not reflect a reduced commitment to the Capital Program, but does indicate that a greater percentage of local revenues are going to CIP debt service, rather than pay-as-you-go projects. The FY04 local revenues transferred to Debt Service increased by \$1.3 million, a 12.1% increase over FY03. If the additional \$1.3 million had been added to the capital transfer, rather than debt service, the capital outlay would have been \$5.9 million or 4% of the General Fund.

(\$ in millions)	FY 96/97	FY 97/98	FY 98/99	FY 99/00	FY 00/01	FY 01/02	FY 02/03	FY 03/04
Capital Projects	\$2.7	\$2.3	\$2.0	\$2.2	\$2.4	\$5.3	\$5.5	\$4.6
General Fund	\$87.5	\$94.6	\$100.3	\$107.8	\$120.3	\$130.9	\$140.7	\$146.3
Percentage	3.1%	2.4%	2.0%	2.0%	2.0%	4.0%	3.9%	3.1%

*Includes capital transfer increase, 0.5% revenue growth contribution, and dedicated \$0.01 cent of tax rate
Does not include increased local revenue transfers to debt service*

PROJECTIONS OF REVENUES AND DEBT SERVICE NEEDED TO SUPPORT THE CIP

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

FY 2004-08 CIP FUNDING

The expanded CIP was a direct result of the Board of Supervisors’ increased commitment of tax revenues and one-time funds to a long-term capital investment strategy. This strategy increased the local tax revenue commitment to the CIP in four ways: increased the current General Fund transfer to the capital program each year by the rate of revenue growth, i.e., a projected 1.5% overall budget increase, increased the FY 04 General Fund transfer to Debt Service also by the 1.5% revenue growth rate; set aside an additional one-half of percentage point of operating budget growth to the capital fund; dedicated one cent of the tax rate to the capital/debt reserve each year.

Asset Maintenance and Replacement

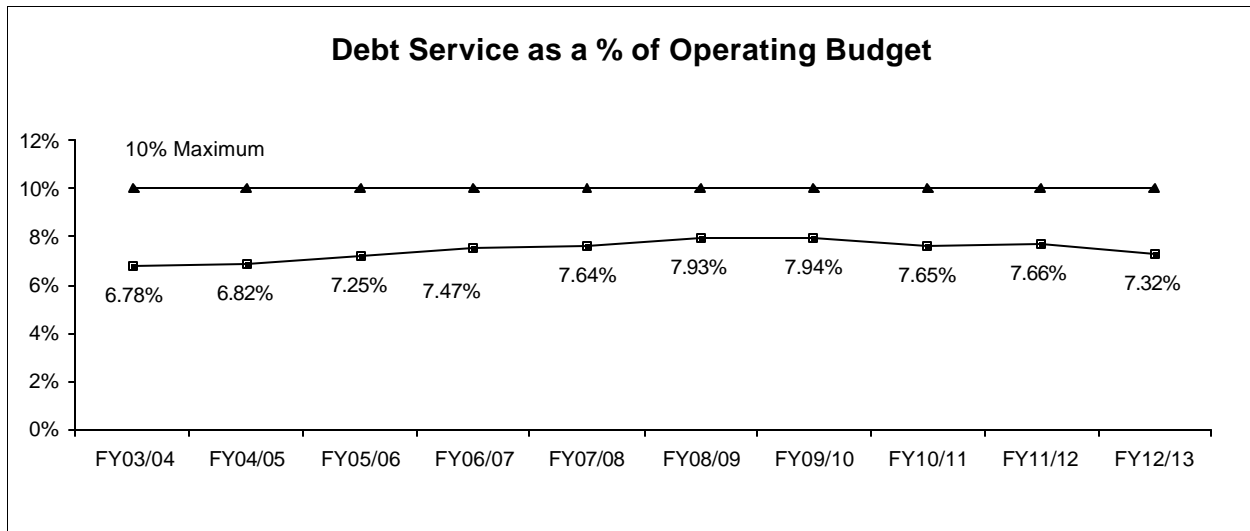
The Capital Improvements Program also reflects the County’s dedication to maintaining and enhancing its capital stock by increasing the ongoing funding for maintenance and repair projects in both General Government and School Division Capital improvements Programs. General Government has targeted \$6.2 million, or 9.8%, of its five-year capital budget to repair and maintenance projects. The School Division has dedicated \$13.3 million, or 25.8%, of its capital budget to maintenance and repair projects. General Fund tax revenues in the amount of \$3 million are transferred to the School Division to fund the minor capital repair and maintenance items and technology improvements. Roof replacements, HVAC system replacements and paving projects continue to be funded with 20-year VPSA bonds.

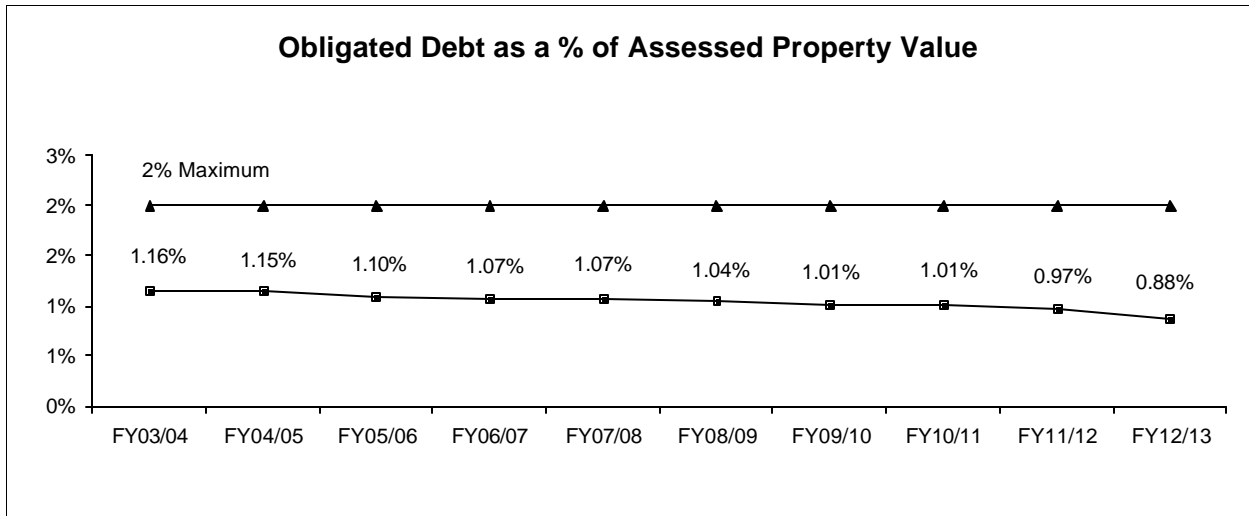
DEBT LEVELS & DEBT SERVICE REQUIREMENTS

FY 04-08 CIP revenues consist primarily of borrowed funds for most school and some general government projects. Other projects were funded on a "pay-as-you-go" basis. FY 04-08 borrowed funds total \$82.2 million (70% of CIP revenues) and consist of \$42.7 million in Virginia Public School Authority (VPSA) bonds and \$39.5 million in debt obligations for general government capital projects. Ten-year compounding of the local revenue transfer significantly contributed to the County’s ability to fund CIP projects with current revenues, as well as fund increasing debt service payments for both school and general government bonded projects. If General Obligation Bonds are utilized for funding, they will require voter approval in a referendum, which is tentatively planned for November, 2004. Thirty percent (30%) of the CIP is funded with pay-as-you-go funding, which signifies the County’s continuing ability to generate, as well as commit, ongoing revenues to the Capital Improvement Program.

DEBT CAPACITY

The County’s approved financial policies set two guidelines pertaining to debt capacity: long-term debt should remain within 2% of the assessed value of taxable property; long-term debt and associated debt service levels should remain below 10% of General Fund and School Fund revenues. Although the proposed CIP will add an anticipated additional \$82.2 million dollars in debt over the FY 04 – 08 period, the additional debt service to be incurred for these amounts would still be well below the County’s 10% cap and the 2% maximum limits for debt service.





CONTINGENCY RESERVE

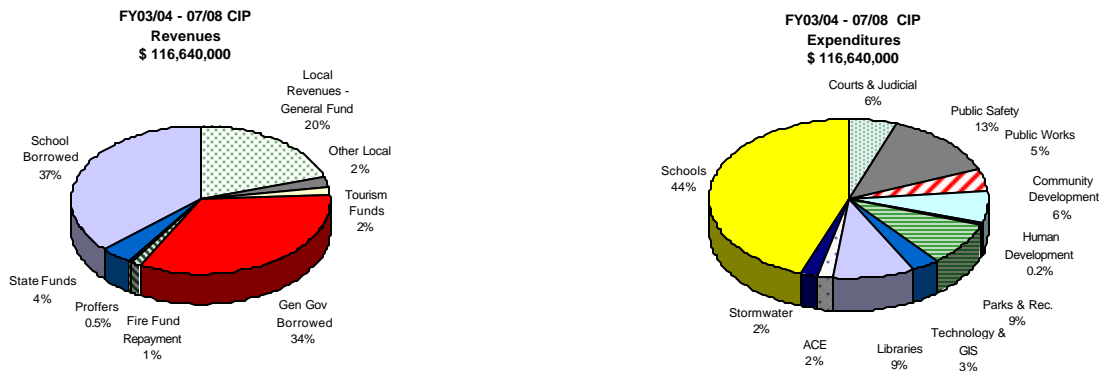
The FY 04-08 Capital Improvements Program utilizes the Capital Reserve for future capital obligations throughout the five-year program. With a beginning reserve balance of \$4.9 million dollars from prior year Debt Service and Capital Reserves, the County begins its expanded capital program with a strong reserve base with a projected balance at the end of the five-year period of \$4.2 million. The Capital Reserve is to be used to maintain a reliable base of funding over the five-year CIP period to help meet unanticipated capital needs, as well as a source of funding to offset anticipated increases in construction costs for several projects, provide additional funding for emergency projects, offset any downward fluctuations in the five-year revenue projections, and/or provide a source of funding for additional infrastructure improvements which may be approved by the Board of Supervisors. See chart on page O-27.

FY 2004/2008 Capital Improvement Program

Expenditures & Revenues:

The FY 04-FY08 Recommended CIP totaled \$112.69. The Board of Supervisors added \$0.45 million in FY04 for the Acquisition of Conservation Easements (ACE) program and \$0.7 million annually for School Technology Grant funding, bringing the FY04-FY08 Approved CIP to \$116.64 million.

The FY04-FY08 Approved CIP consists of \$62.59 million in General Government projects, \$2.35 million in Stormwater projects and \$51.70 million in School Division projects. Approved CIP revenues consist primarily of borrowed funds for School and General Government projects. FY04-08 borrowed funds total \$82.2 million (70% of CIP revenues,) and consist of \$42.7 million in Virginia Public School Authority (VPSA) bonds and \$39.5 million in debt obligations for General Government capital projects.



General Government CIP:

General government's capital investment plan totals \$62.6 million with approximately \$39.5 million (63%) in proposed projects to be funded with borrowed revenues.

Project Highlights:

Highlights and major changes in General Government's FY04-FY08 CIP are as follows:

Courts

- Continued funding for maintenance/repair projects at Court Square and the Juvenile & Domestic Relations Court Building.
- Continued funding for the County's share of the City/County Juvenile Court renovation and expansion project, using \$5.775 million in IDA funds for which bonds for were issued in March, 2003.

Public Safety

- Continues funding of approximately \$9 million for the Fire/Rescue Building and Equipment Fund to build a new fire station in the development area in FY05 and a second station in the 250/Ivy area of the County in FY07.
- Increased funding of \$1.865 million for a combined Fire/Rescue Training Center and Police Firing Range. These projects have been combined into one project with the assumption that these two projects can be co-located at the same site. Actual construction of the Fire/Rescue Training Center is planned for FY07.
- Continued funding for other public safety initiatives, including a Volunteer Fire Department and EMS Apparatus Replacement Fund, a Police computer system upgrade, an upgraded public safety mobile command center, police video cameras for patrol cars and a five-year capital funding commitment to the SPCA.

Public Works

- Ongoing funding for maintenance and replacement of the County Office Building and the Keene Landfill Closure.
- New funding in the amount of \$0.440 million for capital costs associated with the remediation of the Ivy Landfill.
- An initial \$0.250 million to begin constructing recycling centers in the Northern, Southern and Eastern sections of the County.

Community and Neighborhood Development

- Funds \$1.8 million to the Neighborhood Plan Implementation Program in recognition of the growing emphasis on neighborhood enhancements, such as sidewalks, pocket parks, landscaping, etc. These needs will be identified through the neighborhood planning process. Additionally, \$2.9 million in neighborhood project needs has been projected for FY09-FY13.
- Adds \$2.3 million to the Sidewalk Construction Program to provide annual, on-going funding for the construction of sidewalks and other pedestrian related improvements, which are not in identified neighborhood plans or planned in conjunction with a specific road project. Also, identifies an additional \$2.9 million in additional needs in FY09- FY13.
- Continued funding for the Revenue Sharing Road Program at a reduced annual funding level of \$450,000 in FY04 and FY05, \$275,000 in FY06 and \$250,000 in FY07 and FY08, due to the level of identified projects in the Six-Year Plan.
- Continues funding of \$1.1 million for the Transportation Planning and Improvement Program to provide a more consistent and flexible funding source for the planning and development of major transportation projects. In addition, the plan identifies a need for \$6.7 million for transportation needs in the out-years FY09 – FY13.

Human Development

- Continues the annual contribution of \$50,000 for FY04 and FY05 for Region Ten's three new capital facilities.
- Provides \$160,000 over the next four years for the County's share of the site work and site improvements for a new 30,000 square foot Science and Technology Building at Piedmont Virginia Community College (PVCC).

Parks & Recreation

- Adds \$1.6 million in funding for athletic field development and park facility improvements. This includes \$300,000 initially programmed for the Ivy Landfill Recreational site to be used in FY04 in conjunction with SOCA to build additional soccer fields. An additional \$2.5 million has been identified for years FY09 – FY13.
- Continued funding for a Recreation Facilities Project to be constructed in FY08 and FY09. A \$50,000 study is currently underway to assess community demand, as well as the financial commitment needed to build and operate this type of recreational facility. Borrowed funds are proposed for funding this project.
- New funding of \$2.8 million to fund a Southern Area Urban Park to provide the community facilities which were planned to be included with the Southern Elementary School prior to the Neighborhood Model. Funding for community recreational space has not been included in the School Division's request.
- Continued funding for the County's annual commitment of \$33,000 to the Paramount Theater until FY10.
- Continued funding for two tourism-related projects: \$125,000 for the Rivanna Greenway and \$180,000 for enhancements to the County's river access. Both of these projects are funded with tourism revenues.

Library

- Pushes back construction of a new \$5 million Northside Library from FY07 in the prior CIP to FY08.
- Brings forward construction of a \$5.4 million Crozet Library from FY11 to FY06 and FY07 due to the critical space needs and overcrowding in that library. Design/engineering costs are programmed for FY05 to coincide with the final recommendations from the Crozet Master Plan.
- Out-year projections include funding for a new library in the 29North corridor, a new library in Neighborhood 4/5 (southern urban area), and renovation projects for the Central Library and the Scottsville Library.
- Removes \$116,000 to replace the existing bookmobile, since replacement is planned for FY04 using library carry-over funds.

Technology and Geographic Information Systems (GIS)

- Continued funding for County technology infrastructure and hardware upgrades, including additional funding for GIS.
- Adds \$1.5 million for the Business Key Systems Upgrade, which will either enhance, expand or replace the County's existing financial management system and the human resources and payroll systems.

Acquisition of Conservation Easements

- Funding of \$1.75 million in Tourism Funds for the County's Acquisition of Conservation Easements (ACE) Program in FY04-FY08. **In addition, the Board approved the use of one-time funding of \$0.45 million from the General Fund for FY04, bringing the FY04-FY08 total to \$2.2 million.**

Stormwater Control Fund

- Adds \$2.4 million to the County's stormwater control efforts for FY04-FY08. Additional stormwater needs of \$3.25 million have been identified in the out-years FY09-FY13.

School Fund

The FY04-FY08 School Division Capital Improvements Program requested by the School Board was \$59.3 million. The School CIP, recommended by the CIP Technical Committee, was \$48.2 million. However, the Recommended School CIP is approximately \$8 million over the estimated \$40.2 million in projects requested for the same timeframe, FY04-FY08, two years ago. **The Board of Supervisors added \$0.7 million annually to recognize State Technology Grant funds received every year, bringing the FY04-FY08 school CIP to \$51.7 million.**

Highlights and major changes in the School Division's Capital Improvements Program from FY02- FY06 are as follows:

- Adds a second Northern Elementary School in FY12.
- Moves the construction of a Southern Elementary School from FY04 to FY07.
- Moves the Monticello High School addition forward from FY06 to FY04 and reduces the cost from \$8.4 million to \$5.4 million due to a reduced capacity from 500 students to 300.
- Adds \$1.2 million for the construction of a Monticello High School Auditorium in FY09, \$1.0 million for an auxiliary gym in FY06, and \$0.360 million for an auditorium moveable wall in FY07.
- Begins funding \$0.500 million to increase high school capacity with out-year funding of \$7.5 million.
- Adds \$0.293 million for a weight/wellness room at Western Albemarle High School.
- Adds \$1.1 million in FY04 and \$1.1 million in FY08 for Wide Area Network (WAN) upgrades.
- Adds \$8.5 million to financed maintenance and replacement projects, a 290% increase over prior projections.
- Local tax revenues of \$3 million are transferred to the School CIP, which is higher by approximately \$0.800 million than what was planned for those same years in the FY02-FY06 budget. Since this amount of funding does not pay for all of the School's requested pay-as-you go projects, the

instructional technology projects have been reduced from the amounts requested by the School Division.

FY09-FY13 Capital Needs Assessment

The FY09 - FY13 Capital Needs Assessment has been developed to help identify County capital needs that are beyond the traditional five-year CIP. This ten-year assessment, which will be updated every other year by the Technical Committee, will form the basis of the five-year CIP as projects are brought forward, although identified projects may need to be pushed back in order to balance with anticipated revenues. It is anticipated that other more critical or emergency projects will be identified over this long-term period, which will need to be inserted into the CIP planning process. Projected revenues are shown in the "out year" although "out-year" projects are not balanced to revenues, since changing economic conditions over a ten-year period make these revenue estimates highly variable.

The FY09 - FY13 Capital Needs Assessment shows \$125.8 million in long-term capital needs beyond the scope of the five-year CIP plan. Of the total \$125.8 million in identified out-year needs, \$68.6 million are General Government projects, \$3.3 million are Storm water projects and \$54 million are School identified projects.

General Government projects totaling \$68.6million represent 54% of all the identified long-term needs. This is approximately \$6.3 million more or about 10% more than those out-year projects identified in the FY09-FY13 Assessment. These include the following:

- \$15 million for Phases II and III of the Courthouse Renovation and Expansion project.
- \$22.8 million to expand or construct new Regional Library facilities.
- \$13.7 million in transportation projects, i.e. revenue sharing, sidewalks, neighborhood plans and transportation studies.
- \$5.6 million in Parks and Recreation projects.

Stormwater Fund out-year dollars total \$3.25 million for drainage and basin construction and repair projects.

The School Division estimates FY09 - FY13 capital needs to be \$54 million or 71% more than the \$31.6 million in estimated out-year needs in the FY07-FY11 CIP Assessment. Out-year school projects include:

- \$7.9 million for site acquisition.
- \$9.2 million for a second northern elementary school.
- \$4.1 million for the Monticello Auditorium.
- \$12.4 million for a new western elementary school.
- \$7 million for additional HS capacity.
- \$7.8 million in maintenance and repair projects.
- \$2.8 million in technology projects.

Summary

In summary, the Capital Improvements Program is a balanced plan for providing a broad range of capital facilities and service enhancements to the citizens of Albemarle County. However, given the limited resources in which an ever increasing number of competing County needs and priorities must be financed, future capital improvements plans should reflect a carefully-crafted and long-term strategy for meeting these and other future needs.

Charts showing expenditures for projects and anticipated revenues are shown on pages O-19 through O-28. The following project descriptions are numbered to correspond with project funding levels shown on pages O-25 and O-26.

Project Descriptions

1. COURTS

- A. **Juvenile Court Expansion/Renovation:** This project is to fund the County's portion of an expansion/renovation to the existing joint City/County Juvenile Court facilities. The current facility, which houses the Juvenile Court, will be renovated to include a new façade for the front of the building and a four-story addition to the rear of the building. A three-story parking garage will provide additional secure parking for judges and staff as well as flat-surface parking for visitors.

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- B. **Court Square Sallyport:** This project provides for a sallyport to fully enclose the area next to the existing walkway that leads to the prisoners' holding cell. The sallyport will enable the Sheriff's Department vehicles to safely offload prisoners into the holding cell without having to backup to the existing entrance to the Sheriff's Department. The proposed design also includes a fully automated gate system to prevent prisoner escape during offloading.
- C. **Court Square – Maintenance/Replacement:** This ongoing program includes interior and exterior maintenance/replacement projects to the Court Square Building, which houses General District Court and Circuit Court. These funds will maintain structural, functional, operational, productive, secure and aesthetic integrity of County Court facilities
- D. **J&D Court – Maintenance/Replacement:** This ongoing program includes interior and exterior maintenance/replacement projects to the Juvenile & Domestic (J&D) Relations Court building. The City and County fund these projects jointly. Funds will help maintain structural, functional, operational, productive, secure and aesthetic integrity of the J&D Court facility. This program will fluctuate over time due to accelerated deterioration and increased operational expenses which results in a reduction in efficient utilization of Court facility.

2. PUBLIC SAFETY

- A. **Fire/Rescue Building/Equipment:** This project involves the continued contribution to provide funding for the future construction of four (4) County fire/rescue stations. Two of these stations would be located in Planned Development Areas as specified in the Community Facilities Plan (the western urban area, and the Hollymead/Piney Mountain area). The western station (Station 10) is proposed to be jointly constructed and operated by the City, County, and University. In addition to these two stations listed in the Community Facilities Plan, two stations are being planned for the Pantops Mountain urban area and the Ivy area. A reduction in service slated to occur on June 30, 2003 when the City/County Contract ends requires additional funds to start construction and equip the County stations to provide the same level of service the County currently enjoys outside the ARD.
- B. **Fire/Rescue Training Center/Police Firing Range:** This project combines funding requests to design and construct a Fire/EMS training center and fund a firing range/firearms training center. Both the Fire/EMS training center and firing range need to be located out of the populated areas of the County, which creates a potential for shared space. Expansion of the regional jail and construction of the juvenile detention facility has rendered the current fire training facility virtually unusable.
- C. **VFD Fire & EMS Apparatus Repl.:** This project funds additional fire and EMS apparatus to be housed at various stations throughout the County. Two specific projects include:
- The purchase of a tanker for Monticello Fire & Rescue to assist with providing additional water for initial fire attack.
 - The purchase of aerial apparatus and aerial tenders to address the need for ladder company responses throughout the County.
- D. **Police Computer System Upgrade:** This is an ongoing project to upgrade the workstations, printers, file server, and software of the Police Department's Local Area Network (LAN). The upgrade will replace or upgrade 60 workstations, 6 printers, file server, and networking hardware. This project is projected to re-occur with a three to five year frequency based on future trends or changes in computer hardware and software technology.
- E. **Public Safety Mobile Command Center:** This project would replace the Police Department's existing Mobile Command Center (MCC) with a new vehicle. The existing MCC is a converted school bus. Space on the bus is very limited. Only basic equipment is installed and, as the bus ages, the potential increases that it soon will become mechanically unsound. The Police Department has used the MCC in many instances. Most importantly, the MCC is used at the scene of an emergency involving a number of emergency service agencies to ensure that all emergency service providers are able to communicate and work collaboratively at the scene. It is also used at disaster scenes, missing person searches, traffic and DUI checkpoints, dignitary visits, etc.
- F. **Police MDT Technology:** This project will outfit Police Department patrol vehicles with laptop computers and Mobile Data Terminal technology and consists of the following: 100 laptops, 100 wireless interfaces (modems/radios), mounting equipment for cars, radio/wireless interface for Computer Aided Dispatch system, message switch for VCIN/NCIC interface, Mobile Data Terminals software interface for Record Management System, and system integration services. Additionally, voice recognition software with the Mobile Data Terminals will be implemented.
- G. **Transport Arrest Vehicles:** This project requests funding to purchase a prisoner transport vehicle for the County Police Department. The 12 foot long transport vehicle requested is a modular body placed on a one-ton chassis and houses separate prisoner compartments. This latter feature allows for the

transportation of male and female prisoners or adult and/or juvenile prisoners at the same time. The modular body would be a one-time expense. As the carrier vehicle wears-out, the modular transport body could be moved to a new carrier vehicle.

- H. **New County Animal Shelter – SPCA:** This project consists of a contribution to support the SPCA in constructing a new animal care, treatment, and adoption facility, which since 1956 has also served as the pound for both the City of Charlottesville and Albemarle County.
- I. **Police Patrol Video Cameras:** The police department is requesting 60 video cameras to be placed on the dash of all "marked" patrol vehicles. The camera and a remote microphone will record the interaction between the officer and the traffic violator. The documented recording is critical to the prosecution of "Driving Under the Influence" and other serious traffic/criminal cases, as well as its administrative use in resolving complaints made against police officers by motorists. Project costs reflect the installation of 20 cameras/year.

3. PUBLIC WORKS

- A. **County Facilities – Maintenance/Replacement:** This ongoing program includes interior and exterior maintenance/replacement projects at County facilities. These funds will maintain structural, functional, operational, productive, secure and aesthetic integrity of County facilities
- B. **Recycling Centers:** This project request funds to construct recycling centers in the northern, southern and eastern areas of the County. These centers will serve County residents and private haulers who choose to deliver recyclable materials including plastic, glass, aluminum/steel, and paper. There is only one full-service recycling center in the Charlottesville-Albemarle Community (McIntire Road Recycling Center). The additional centers will encourage residents to discard recyclable materials in an environmentally responsible manner with each facility located in designated growth areas.
- C. **Ivy Landfill Remediation:** This project budgets funds for the capital costs associated with the remediation of the Ivy Landfill. Required projects include well monitoring, pumping and treating the effluent, and the potential remediation of the paint pit
- D. **Keene Landfill Closure:** The project is an environmental contingency fund to provide corrective action, if necessary, upon discovery of potential groundwater contamination. Annual monitoring of the groundwater quality is currently being provided by Public Works through the operating budget. The funding projection is an estimate of what could be required to mitigate any impact to groundwater.

4. COMMUNITY/NEIGHBORHOOD DEVELOPMENT

- A. **Neighborhood Plan Implementation Program:** Fund improvements for the first five years of the CIP are based on projects identified in existing plans. These projects focus on sidewalk, streetscaping, landscaping, and greenway projects. Future plans will be more comprehensive in identifying capital needs.
- B. **Revenue Sharing Road Program:** Each year, the County participates in the Revenue Sharing Road Program in which the State provides funds for the construction, maintenance, and/or improvement of secondary roads.
- C. **Seminole/Pepsi Place Connector:** This project would extend Zan Road (in the City) so that it connects to Pepsi Place at the existing cul-de-sac. This project has recently been included in the MPO's Transportation Improvement Program and VDOT's Six Year Urban Systems Plan, with construction anticipated in FY 07/08. At this time, it appears that VDOT funding will cover all of the road construction, including the County's portion of the road. It is recommended that this project remain in the CIP in the event VDOT does not fund the County's portion of the project. If VDOT fully funds the project, it is recommended that this allocation be used toward road enhancements (sidewalks, crosswalks, traffic calming, landscaping, etc.). This connector will allow traffic entering at Seminole Square an alternate path to Rio Road without using Route 29 and, therefore, an alternative north-south facility to Route 29.
- D. **Sidewalk Construction Program:** Provides annual, on-going funding for the construction of sidewalks and other pedestrian-related improvements NOT funded in conjunction with road projects or specific neighborhood plans. Projects funded in conjunction with road projects and neighborhood plans are presented separately in the CIP. Annual funding for a general sidewalk construction program also permits greater flexibility for planning and construction of needed facilities.

- E. **Transportation Improvement Program:** Provides funding for the design component and possible construction of priority transportation projects identified in the Albemarle County Comprehensive Plan and/or Regional Transportation Plan (CHART). Establishing a Transportation Program Fund will provide a more consistent and flexible source for the planning and development of major transportation projects.
- F. **Roadway Landscaping Program:** This project funds new landscaping improvements and the maintenance/upgrading of existing landscaping along County roads. A general fund for this type of project allows for more flexibility to adjust to changes in priorities or unique circumstances. These projects will enhance the visual quality of the County.
- G. **Streetlamp Program:** This project serves two primary purposes: (1) allows more flexible and consistent funding for public requests for street lighting projects; and (2) anticipates the need to provide street lighting along public sidewalk projects. Projects under this request correspond with sidewalk projects funded through the Sidewalk Construction Program, as to location and funding dates.

5. HUMAN DEVELOPMENT

- A. **Region Ten Facilities:** This project provides an overall County contribution of \$250,000 to assist Region Ten in funding three new capital facilities. Region Ten Community Services is a regional agency of local government responsible for the provision of mental health, mental retardation, and alcohol and drug abuse services to all citizens in need in Planning District Ten. The contribution is divided into annual payments of \$50,000 from FY 01 through FY 05.
- B. **PVCC – Site Work for Science Building:** This project funds a portion of site work and improvements for a new 30,000 square foot Science and Technology building at Piedmont Virginia Community College (PVCC). This project is essential for PVCC to meet the need for trained health care professionals. Existing lab space is inadequate to support many courses.

6. PARKS, RECREATION & CULTURE

- A. **Cashier Booth Improvements:** This project replaces the cashier booths at Chris Greene, Mint Springs, and Walnut Creek Parks with more substantial structures that are equipped with steel doors, service windows, concrete floors with safes, alarm systems, and air conditioning. A floor safe will eliminate the need to transport money to the shop site. This request represents one recommendation of the improvement plan jointly developed with the Albemarle County Police Department
- B. **County Athletic Field Development:** This project requests funds to implement the recommendations of the County Athletic Field Study, which was first completed in 1997 and is updated annually. The Parks and Recreation Department annually discusses current and projected field needs with the various local community athletic organizations and develops a priority list for athletic field improvements that includes the construction of new playing fields, and the upgrading and lighting of existing playing fields
- C. **Simpson Park Improvements:** This project funds the completion of Simpson Park, which was developed to serve the needs of the neighborhoods in the Yancey School District. The County received a grant from the Charlottesville/Albemarle Foundation for the construction of Phase 1 and this work was completed in May 2002. Some of the items eliminated from the original base bid were asphalt in the parking area, nature trails, sidewalks, playground, and landscaping.
- D. **Recreation Facilities Project:** This project combines funding for the construction of a new 82' x 110' gymnasium on existing County property in the Urban Area and a major 35,000 to 50,000 square foot recreational center that could include a swimming pool, gymnasium, weight room and dance and multipurpose rooms. Currently there is virtually no available gym space from November through March for additional or expanded evening recreation programs. Since all gyms are school gyms, there is no morning or afternoon recreation indoor space available. At present, there are approximately 3,000 participants in youth basketball. In addition, there exists a rising interest in an indoor swimming facility for the County. There has also been a push from high school parents for a competitive high school program. A well-planned aquatic facility would serve this community's rising senior population as well.
- E. **Scottsville CC Improvements:** This project continues the development of the Dorrier Park and Scottsville Community Center property, according to the master plan developed by the Scottsville Park Development Association. The Association has been very active and received a donation of the master plan for the property. The Association provides volunteers to run programs at the Community Center. Without air conditioning, the use of the gym during the summer months is limited.

- F. **Southern Urban Area Park:** This project requests funds for a new park in the southern urban area which would provide community recreation facilities. This park would include two little league baseball fields, two full size soccer fields, two basketball courts, two playground areas, and a picnic shelter with restrooms.
- G. **SOCA Partnership New Fields Development:** These project funds were originally to be used to provide parking and five multipurpose fields as part of the closure and capping sections of the Ivy Landfill. However, changes have occurred which make this project less feasible at this time and, therefore, this project proposes transferring those funds to a public/private partnership with SOCA to develop more soccer fields.
- H. **Park System Redesign Study:** Funds requested to hire a consultant to review all existing park facilities and make suggestions for future improvements. At the time of funding some park facilities will be over 40 years old. This study will identify potential upgrades and improvements to revitalize aging park system. The Community Facilities Plan emphasizes that there is no real benefit to creating new facilities if existing ones are allowed to deteriorate in quality and quantity of services provided.
- I. **Paramount Theater:** This project provides a financial contribution to help restore the historic Paramount Theater. Some of the features of the project include: developing a three-story building adjacent to the Paramount in order to provide additional lobby space, restrooms, community space, community group meetings, corporate and private functions, and community rehearsal space, ensuring that the entire facility is accessible for persons with disabilities.
- J. **Greenway Program:** This project requests ongoing funding of \$25,000 per year to implement the County Greenway Program. These funds may be used to purchase land or easements, fund construction, or as matching funds for grants, depending on the opportunities available. While highest priority will be given to developing greenways identified in the Comprehensive Plan, other trail-related opportunities would be evaluated for funding as they occur.
- K. **River and Lake Access Improvements:** This request provides funding to improve public access to rivers and lakes in Albemarle County with priority in the early years of this program to improve public access to area rivers. Funds will also be made available for special accessibility projects to public fishing lakes. Albemarle County has several beautiful rivers, most notably the James and Rivanna rivers. However, public accesses to these rivers are poor or non-existent. Access points usually consist of 30 ft. highway right-of-ways with no additional land. While most lakes have boat launch facilities, accessibility for bank fishing could be improved particularly for seniors, younger children and those with mobility limitations.
- L. **Parks - Maintenance/Replacement:** This project requests funding for various maintenance and replacement projects for County parks and recreation facilities. Maintenance and replacement projects generally repair and enhance existing facilities to make them more enjoyable and safer in many cases. Some projects reduce annual operating expenses by improving efficiency or reducing the frequency of repeated repairs.

7. LIBRARIES

- A. **New Northside Library:** This project requests funding to construct a new 25,000 sq. ft. library in the vicinity of the present Northside Library. Net County cost assumes that the City will contribute 18.2% of total project cost, based on historical split operating costs between County and City. Based on population figures from Community Facilities Plan, the present Northside Library does not meet minimum requirements. Without an increase in space, the library will be unable to continue to adequately meet the demands for information services.
- B. **New Library 29N Corridor:** This project requests funding to construct a new 25,000 sq. ft. library along the 29N corridor. The Northside Library presently serves all the residents in the northern part of the County. As that part of the County continues to develop, the population served and usage of the Northside Library continues to increase. The Library Board recommended two separate libraries, the new Northside Library and the new 29N Corridor Library.
- C. **New Crozet Library:** This project requests funding to construct a new 22,567 sq. ft. library to replace the existing Crozet Library. Based on figures and guidelines from the Community Facilities Plan, the present library does not meet minimum requirements. In addition, the location of the present library does not lend itself to expansion. Without an increase in space, the library will be unable to adequately continue to meet the demands for information services.
- D. **New Library Southern Urban Area:** This project requests funding to construct a new 4,500 sq. ft. library to serve the Southern Urban area. County population projections predict an increase in the

southern area of the County. Without an increase in space, the existing libraries will be unable to adequately meet the information services demand as the population grows.

- E. **Central Library Renovation:** This project requests funding for the renovation of the Central Library. The existing library is over 20 years old and all aspects of the facility need updating. Renovation of the existing facility will adapt the building to be flexible for technology and enhance access to books, computers and other information.
- F. **Scottsville Library Expansion:** This project requests funding to expand the Scottsville Library. Based on County population projections, the Building Assessment Report predicted a shortfall of 2,825 sq. ft. of library space. Without an increase in space, the library will be unable to adequately meet the demands for information services.
- G. **Library - Maintenance/Replacement:** Funding is requested for various maintenance and replacement projects at county libraries. Existing facilities will deteriorate and become less functional without repair.

8. TECHNOLOGY AND GIS

- A. **Technology Upgrade County – GIS System:** This project consists of upgrading the Geographic Information System (GIS). GIS technology provides a means for the County to utilize the same mapping and database information to more accurately and efficiently view and analyze spatial data that is currently unavailable or difficult to acquire.
- B. **County IT – Business Key Systems Upgrade:** This project is to fund “state of the art” technology systems for key human resources, financial and program management functions. Presently, there is a potential lack of information that is needed to effectively manage the work of the County. Current processes are not clearly documented and inefficiencies have not been identified.
- C. **County Computer Upgrade – Maintenance/Replacement:** This is an on-going project to fund General Government technology initiatives including network servers, hubs, switches, routers, disk storage, application packages, computers and related hardware/software to support the networks. The broad range of technology requested attempts to focus on creation and maintenance of a high performance central networked environment, which can support access to and distribution of information to staff working both within and outside of the County Office Building. In addition, funding will provide higher performance computers for those same COB staff for productivity and efficiency gains.

9. ACQUISITION OF CONSERVATION EASEMENTS (ACE)

- A. **ACE Program:** This is a program established by the Board of Supervisors by which the County, with available funds, can acquire conservation easements voluntarily offered by landowners. The Board of Supervisors has determined that farm and forestland, clean water and air, and scenic vistas have a public as well as private value. This program serves as one means of assuring that the County’s resources are protected and efficiently used. Tourism funds are provided to purchase easements on land that is specifically related to tourism enhancement.

10. STORMWATER PROJECTS

- A. **Stormwater Control Program:** The Stormwater Control Program was established to purchase land and to construct and repair permanent stormwater control facilities. Stormwater control facilities include collection and conveyance structures such as ponds, basins, underground pipes and aboveground channels and ditches. These structures are part of stormwater systems designed to convey and control runoff, prevent downstream flooding, minimize soil erosion and improve water quality in our streams. Phase I of the Stormwater Master Plan for the County was completed in the Spring of 2002. At present, Engineering is working on Phase II of a Stormwater Master Plan for the County and anticipates completion by April of 2003. Drainage and basin repairs are ongoing maintenance activities necessary to assure County stormwater management facilities function properly. This includes unplanned or emergency maintenance such as storm clean-ups and repairing damaged structures on an “as-needed” basis. This program is necessary to prevent downstream flooding and soil erosion through improvements to existing stormwater facilities, as well as the comprehensive planning, design and construction of new regional facilities. Pro-rata contributions will be required from developers to support construction of regional facilities in the future, after required studies are complete for the establishment of regional stormwater facilities.

11. SCHOOL DIVISION

- A. **School Site Land Acquisition:** This project is to acquire the land necessary for a new elementary, middle and high school in the 29 North Corridor. Approximately 130 acres would be needed to accommodate the three schools and associated recreational needs. Site assessment costs for appraisers, engineers, topo survey and borings are in FY2006/07 and the land purchase cost (30 acres for the new elementary) is in FY2007/08. The middle and high school site would require 100 acres and should be purchased in FY2008/09.
- B. **Henley Addition/Renovation:** This project will add 20,000 sq. ft. to this building and, in turn, increase the capacity from 675 to 900. The addition will include 10 regular classrooms, 3 elective classrooms (Foreign Language, Health and Enrichment), one strings classroom, and associated spaces, such as restrooms, offices and storage, mechanical rooms, etc. The library will be expanded into the adjacent computer room and a new computer room will be constructed. The administrative area will be expanded into the adjacent computer/keyboarding room. Other renovations include the main office, guidance and life skills area
- C. **Murray HS Renovations:** This request includes the improvements necessary to transform the current facility into a more modern, efficiently operating building for high school students. The scope of work includes general remodeling with a new heating/cooling system, replacement of all windows, including the Resource Center, and site work. In 1994, ADA concerns were addressed and the multi-purpose room was renovated. Window air conditioners are currently being utilized, but the units are very noisy.
- D. **Northern Elementary #2:** Construct a new 600-student elementary school. Land purchase costs have been included in the School Site Purchase project. The Long Range Plan for Albemarle County Schools suggests that continued growth in Hollymead and northern urban areas will necessitate the need for an additional elementary school in the northern area of the County. The commercial/manufacturing expansion and significant proposed subdivision growth will continue to provide additional students, who must be accommodated.
- E. **Southern Elementary:** Construction of a new 600-student elementary school in 2005-06, since a suitable site must be acquired in 2002/03. The school will open in September, 2007. Land purchase of 20 acres and site development costs has been included in this request.
- F. **ADA Structural Changes:** Many facilities will require structural changes and door hardware upgrades to allow for accessibility. An inspection was performed on all school buildings and a list of deficiencies has been compiled. Minor renovations to facilities are necessary to comply with "reasonable accommodation" requests from students and employees.
- G. **Albemarle HS Restoration:** The second phase of restoration includes a kitchen renovation and addition; cafeteria improvements including serving area reconfiguration; improvements to the auditorium including a new stage floor, seat repair and painting; new restrooms for the cafeteria and auditorium; removal of the front lobby kiosk and renovation of the entire lobby area, to include a window over-looking the lobby for security and monitoring purposes. Phase III will include renovation of the old girls/boys showers and locker rooms.
- H. **Hollymead Gym/Restrooms:** A new 7,000 SF gym and 800 SF of restrooms will be added to the building. The current gymnasium is 3,420 SF, which is the smallest gym facility at a 600-pupil school in the division. Hollymead currently uses the cafeteria space, which is not available during the 2½-hour lunch period, and a mobile classroom to accommodate the physical education program. The public extensively uses the grounds, with three multi-purpose fields and three baseball fields. Parks and Recreation has requested that exterior access be given to two restrooms in the addition for after-hour community use, which will be accomplished as part of the restroom addition.
- I. **Monticello HS Classroom/Addition:** Monticello High School's current capacity will be increased by 300 students with a 31,500 SF addition, consisting of 15 regular classrooms, 4 special education rooms and related offices, restrooms, storage and conference rooms. The high school has an enrollment of 1,096 this year, which is 180 over current capacity. They have 8 mobile classrooms to accommodate the additional students. The addition will provide the school with a total capacity of 1,216, which will accommodate future growth.
- J. **Monticello HS Auditorium:** This project requests funds to construct a 850 seat auditorium with a stage, a wings scene shop, storage dressing rooms and lobby with ticket booth, office and men's/women's restrooms. The school was constructed without a full auditorium. Due to concerns and complaints about the lack of equity among the high schools, and the need for such space for band concerts and plays, the Long Range Planning Committee has added this project. The design and construction of this project should occur in conjunction with the classroom addition for cost savings. The auditorium would be located adjacent to the new classroom addition.
- K. **Monticello HS Auxiliary Gym:** Monticello High School was designed to accommodate approximately 1,000 students and a plan for future expansion to accommodate 1,500 students implemented. Core

spaces, library, cafeteria, etc., were designed to accommodate 1,500 students, but an auxiliary gym will be needed to accommodate this growth and the change in programs. The gym is needed to absorb the existing students and accommodate the change in girl's basketball from the fall to the winter.

- L. **WAHS Auditorium Moveable Wall:** The Western Albemarle High School Auditorium was originally designed to have moveable paneled walls that would separate the auditorium into three lecture/classrooms in the back and the main auditorium area. The four walls would be 24' high and 160' long with writing surfaces on the classroom side. Creating three additional spaces allows an under-utilized space to be effectively used for testing and classroom space and the three spaces can be simultaneously used while practices and setup occur on the stage.
- M. **Building Services Office/Warehouse:** This project is for a 25,000 SF warehouse that would be a pre-engineered metal building, 5,000 SF office and training/conference room, with 6,000 SF of shop and trades area, would be constructed on the 220-acre site of the Albemarle High School Complex. The School Technology Department is currently located in a mobile office unit adjacent to the Building Services Department. The County Data Center is currently located in the Building Services building and currently shares a warehouse and conference/training room space. As School Technology meets the needs of Design 2004 and the No Child Left Behind Act, a significant increase in space is required for training, conference room, repair/workbench area, receiving/storage, server room, and testing room.
- N. **New Western Elementary School:** A new 400-student facility would be constructed in the Crozet growth area, with a 7,000 SF gym and auxiliary gym space, a cafeteria and library for 600 students. The school would be 69,522 square feet. No land cost is included, as a proffer of land is anticipated from developers
- O. **Additional High School Capacity:** Additional capacity to accommodate high school students will be needed at the three existing comprehensive high schools. The funding would be distributed equally between the three schools. The Crozet area is scheduled to grow from its current 3,000 to 10,000 – 12,000. Proposed developments in the central and north areas, i.e., Towers @790, Albemarle Place @ 300-600, and Hollymead Town Center @ 160-400. In the eastern part of the County, growth is expected at East Moore @ 375 and Rivanna Village @ 440-500.
- P. **Scottsville Elementary Library Addition:** The current library is round and is only 615 SF. The configuration and size do not allow for the necessary computer workstations and instructional space to accommodate the desired program. Nearly all storage/work space has been used for student functions. The addition would be 3,000 SF and would accommodate additional library and auxiliary space.
- Q. **WAHS Weight/Wellness Room Add.:** A 4,000 SF building would be constructed adjoining the auxiliary gymnasium. The facility would consist of a weight/wellness room, a wrestling room, and two restrooms. Allied Concrete and Virginia Ready Mix Association are donating the floor, the footings and the walls. This will allow them to have a tilt-up wall project to showcase in this area. The Boosters are donating all of the equipment for the facility. The current weight room is a converted storage room that is undersized, does not have an adequate HVAC system, and is not handicapped accessible. Building this facility will allow the existing room to be returned to a storage area, which the school desperately needs
- R. **WAHS Window Replacement:** Add, replace and enlarge classroom windows throughout the school. There are rooms on the exterior walls without windows and the existing windows are very small and are not intended to be operable; they pivot for service but do not have a hold-open mechanism. The primary criticism of the building, since it has been built, is the size and scarcity of operable windows.
- S. **Walton Addition:** The project includes adding three classrooms, one each of science, regular and strings/music, and auxiliary space for special needs. Renovation of the old home economics area along with selected replacement of lighting, gym floor refinishing and ADA modifications will be accomplished in this project. Enrollment projections indicate the school will continue to exceed its rated capacity through FY2005. The addition of three classrooms and reconfiguration/renovation of under-utilized space will create a capacity of 610 students.
- T. **Administrative Technology:** To provide technology to meet the administrative needs of the School Division. The School Division's administrative computing needs should be addressed. Networks should be upgraded to meet increasing demands for greater efficiency in sharing of software and data. The Division's 500 administrative computers must be upgraded on a regular cycle to improve performance and reliability of division services. Regular replacement of the Division's 20 administrative servers is part of a continuing infrastructure maintenance effort. Each year administrative needs are not means wasted opportunities for enhanced school management.

- U. **Wide Area Network Upgrade:** This project would provide a wide area network infrastructure that meets the instructional and administrative needs of the School Division. The WAN provides access to shared central resources and the internet including online instructional materials, online SOL testing, distance learning, voice and video services, and central databases. The WAN's current 10 MB unmanaged bandwidth is insufficient to provide consistent, reliable access to these resources.
- V. **Instructional Technology:** To provide technology to meet the School Division's (Instructional) Technology Plan. Computers in classrooms, media centers and computer labs, provide opportunities to efficiently expand on the limited time and resources of the classroom teacher and school media specialists. The Division's 2,500 classroom and media center computers must be upgraded on a regular cycle. Network servers need to be upgraded in a number of schools each year to provide greater performance and reliability of division services. Regular replacement of the Division's 70 instructional servers is part of continuing infrastructure maintenance effort.
- W. **Schools - Maintenance/Replacement:** This project is ongoing for various maintenance and replacement projects. Critical maintenance projects were added to accommodate instructional program changes and activities which include the renovation of ETV Labs and systems at Albemarle High School and Western Albemarle High School, and the replacement of the auditorium PA System at Western and the Forum PA System at Monticello. Revised cost estimates increase the budgets for the HVAC Replacements at Henley, Jouett, Brownsville and Woodbrook, and new HVAC replacements for Albemarle High School and Western in 2007/08.

CIP Technical Committee

Citizen Members:

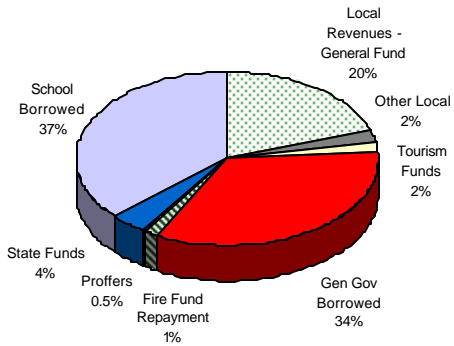
Walter F. Perkins, Board of Supervisors, White Hall District
Lindsay G. Dorrier, Jr., Board of Supervisors, Scottsville District
Gordon J. Walker, School Board, Ivy District
William B. "Petie" Craddock, Planning Commission, Scottsville District
Stephen N. Runkle, The Kessler Group

Staff Members:

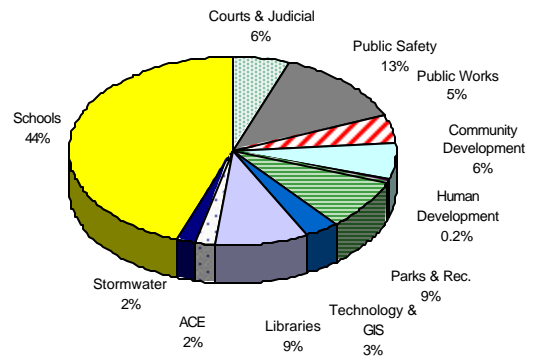
Roxanne W. White, Assistant County Executive
Thomas C. Foley, Assistant County Executive
Melvin A. Breeden, Director of Finance
Leslie Al Reaser, Director of Building Services (School Division)
Mark B. Graham, Director of Engineering & Public Works
V. Wayne Cilimberg, Director of Planning & Community Development
Michael R. Stumbaugh, Senior Project Manager, Engineering & Public Works
Roger L. Hildebeidel, Director of Office of Management and Budget
Laura F. Vinzant, Budget Analyst
Steven A. Allshouse, Fiscal Impact Planner

FY 2003/04 - 2007/08 APPROVED Capital Improvement Program

FY03/04 - 07/08 CIP Revenues
\$ 116,640,000



FY03/04 - 07/08 CIP Expenditures
\$ 116,640,000



CIP Revenues

(\$ in thousands)

	FY04-FY08
Local Revenues - General Fund	23,151
CIP Fund Balance	535
Tourism Fund Revenues - ACE/Other	2,220
Interest Earned	1,700
Courthouse Maintenance Funds	155
Fire Fund Repayment	1,613
Proffers	540
State Construction Funding	991
Borrowed Funds - General Gov	39,503
VPSA Bonds - Schools	42,732
State Technology Grant	3,500

Total CIP Revenues

\$116,640

CIP Expenditures

(\$ in thousands)

	FY04-FY08
Courts & Judicial	6,380
Public Safety	15,635
Public Works	5,520
Community/Neighborhood Deveopment	7,513
Human Development	260
Parks, Recreation & Culture	10,521
Technology & GIS	3,831
Libraries	10,729
Acquisition of Conservation Easements	2,200
Stormwater	2,350
Schools	51,701

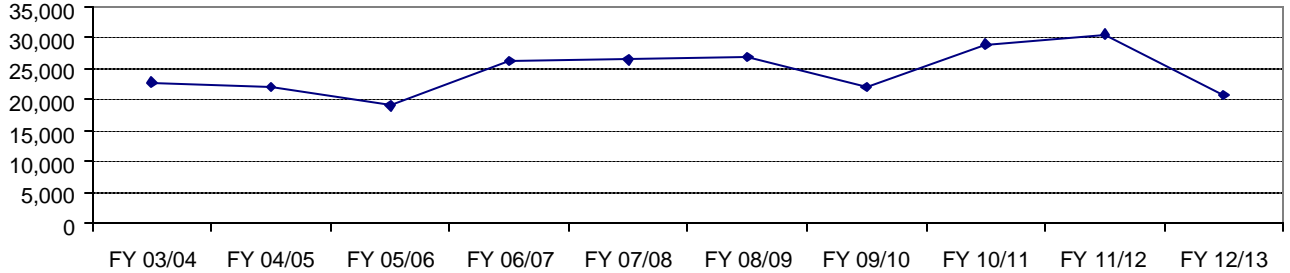
Total CIP Expenditures

\$116,640

FY 2003/04 - 2007/08 APPROVED Capital Improvement Program & FY 2008/09 - 2012/13 Capital Needs Assessment

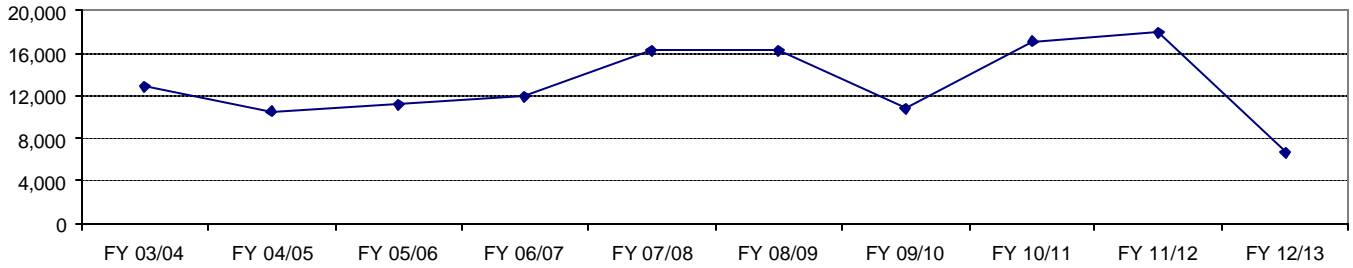
Total CIP Fund

(\$ in thousands)



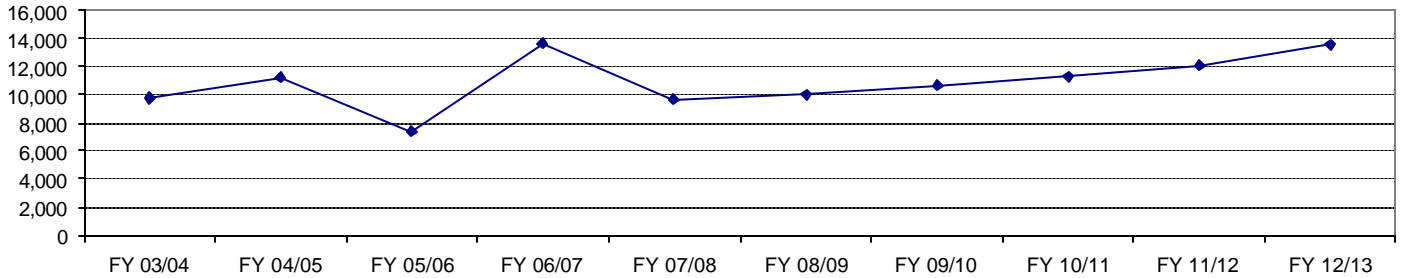
	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 04-08 Total	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 09-13 Out-Year
Revenues												
Local Revenues - General Fund	7,029	3,519	3,381	7,473	1,749	23,151	6,236	1,691	3,100	9,885	7,629	28,541
CIP Fund Balance	535	0	0	0	0	535	0	0	0	0	0	0
Tourism Fund Revenues - ACE/O	442	443	444	445	446	2,220	97	99	67	67	67	397
Interest Earned	340	340	340	340	340	1,700	340	340	340	340	340	1,700
Courthouse Maintenance Funds	31	31	31	31	31	155	35	35	35	35	35	175
Revenue Fire Fund Repayment V	103	233	363	485	429	1,613	0	0	0	0	0	0
Northside Library Lease Revenue	0	0	0	0	0	0	200	200	200	200	200	1,000
Proffers	540	0	0	0	0	540	0	0	0	0	0	0
Grants - Other	0	0	0	0	0	0	0	0	0	0	0	0
State Construction Funding	197	197	197	200	200	991	200	200	200	200	200	1,000
Borrowed Funds - General Gov	5,775	7,015	7,808	4,420	14,485	39,503	10,999	10,050	15,000	8,989	0	45,038
VPSA Bonds - Schools	7,204	9,631	5,762	12,050	8,085	42,732	8,072	8,749	9,358	10,120	11,679	47,978
State Technology Grant	700	700	700	700	700	3,500	700	700	700	700	700	3,500
Total Revenues	22,896	22,109	19,026	26,144	26,465	116,640	26,879	22,064	29,000	30,536	20,850	129,329
Projects												
General Government	12,817	10,481	11,117	11,944	16,230	62,589	16,257	10,765	17,077	17,851	6,606	68,556
Stormwater	300	400	550	550	550	2,350	650	650	650	650	650	3,250
Schools	<u>9,779</u>	<u>11,228</u>	<u>7,359</u>	<u>13,650</u>	<u>9,685</u>	<u>51,701</u>	<u>9,972</u>	<u>10,649</u>	<u>11,273</u>	<u>12,035</u>	<u>13,594</u>	<u>57,523</u>
Total Projects	22,896	22,109	19,026	26,144	26,465	116,640	26,879	22,064	29,000	30,536	20,850	129,329
Cumulative Operating Budget Impact												
General Government	708	1,549	1,903	2,879	3,362	10,400	4,534	5,052	6,028	6,172	7,155	28,941
Stormwater	7	10	15	20	25	77	30	30	30	30	30	150
Schools	1,442	1,618	2,476	3,564	4,071	13,171	4,900	6,114	6,974	7,034	7,094	32,116
Total Operating Budget Impact	2,157	3,177	4,394	6,463	7,458	23,648	9,464	11,196	13,032	13,236	14,279	61,207

FY 2003/04 - 2007/08 APPROVED Capital Improvement Program & FY 2008/09 - 2012/13 Capital Needs
General Government CIP Fund
 (\$ in thousands)



	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 04-08 Total	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 09-13 Out-Year
Revenues												
Local Revenues - General Fund and Reserve	3,999	2,519	2,231	3,033	599	12,381	2,056	141	1,535	3,750	5,245	12,727
CIP Fund Balance - General Government	97	0	0	0	0	97	0	0	0	0	0	0
Use of Reserves	2,130	0	0	3,290	0	5,420	2,630	0	0	4,570	819	8,019
Tourism Fund Revenues	442	443	444	445	446	2,220	97	99	67	67	67	397
Interest Earned - General Government	240	240	240	240	240	1,200	240	240	240	240	240	1,200
Courthouse Maintenance Funds	31	31	31	31	31	155	35	35	35	35	35	175
Revenue Fire Fund Repayment VFD Equipment	103	233	363	485	429	1,613	0	0	0	0	0	0
Northside Library Lease Revenue Re-Apply	0	0	0	0	0	0	200	200	200	200	200	1,000
Grants - Other	0	0	0	0	0	0	0	0	0	0	0	0
Borrowed Funds - J&D Court Renovation	5,775	0	0	0	0	5,775	0	0	15,000	0	0	15,000
Borrowed Funds - COB South Bldg Purchase	0	0	0	0	0	0	0	0	0	0	0	0
Borrowed Funds - Fire/Rescue Bldg/Equip Fund	0	5,451	0	3,008	0	8,459	2,575	0	0	0	0	2,575
Borrowed Funds - Vol FD Fire & EMS Equipment	0	1,564	0	1,412	0	2,976	1,571	0	0	0	0	1,571
Borrowed Funds - Recreation Facilities	0	0	0	0	5,030	5,030	3,500	0	0	0	0	3,500
Borrowed Funds - F/R Training Ctr & PD Range	0	0	930	0	935	1,865	0	0	0	0	0	0
Borrowed Funds - Southern Urban Area Park	0	0	0	0	2,792	2,792	0	0	0	0	0	0
Borrowed Funds - Business Key Systems Upgrade	0	0	1,500	0	0	1,500	0	0	0	0	0	0
Borrowed Funds - New Northside Library	0	0	0	0	5,728	5,728	0	0	0	0	0	0
Borrowed Funds - New Crozet Library	0	0	5,378	0	0	5,378	0	0	0	0	0	0
Borrowed Funds - New Library 29N Corridor	0	0	0	0	0	0	0	10,050	0	0	0	10,050
Borrowed Funds- Mill Creek Area	0	0	0	0	0	0	0	0	0	6,007	0	6,007
Borrowed Funds - Central Library Renovation	0	0	0	0	0	0	3,353	0	0	0	0	3,353
Borrowed Funds - Scottsville Library Expansion	0	0	0	0	0	0	0	0	0	2,982	0	2,982
Total Revenues	12,817	10,481	11,117	11,944	16,230	62,589	16,257	10,765	17,077	17,851	6,606	68,556
Projects												
Courts & Judicial	5,890	115	145	115	115	6,380	275	115	7,615	7,635	160	15,800
Public Safety	2,218	5,900	2,222	3,128	2,167	15,635	2,842	215	103	400	45	3,605
Public Works	990	1,040	1,080	1,080	1,330	5,520	1,020	930	680	680	680	3,990
Community & Neighborhood Development	1,403	1,174	1,256	1,808	1,872	7,513	2,700	2,826	2,787	2,823	2,860	13,996
Human Development	90	90	40	40	0	260	0	0	0	0	0	0
Parks, Recreation & Culture	1,002	464	1,286	2,126	5,643	10,521	3,917	420	490	393	396	5,616
Libraries	20	441	3,618	2,297	4,353	10,729	5,028	5,734	4,837	5,345	1,880	22,824
Technology & GIS	404	907	1,120	1,000	400	3,831	475	525	565	575	585	2,725
Acquisition of Conservation Easements	800	350	350	350	350	2,200	0	0	0	0	0	0
Total Projects	12,817	10,481	11,117	11,944	16,230	62,589	16,257	10,765	17,077	17,851	6,606	68,556
Cumulative Operating Budget Impact												
Courts & Judicial	0	0	0	0	0	0	0	0	0	0	0	0
Public Safety	55	603	753	1,344	1,550	4,305	2,271	2,369	2,441	2,516	2,617	12,214
Public Works	500	720	750	750	770	3,490	875	875	875	775	775	4,175
Community & Neighborhood Development	15	40	66	112	138	371	183	199	215	230	246	1,073
Human Development	0	0	0	0	0	0	0	0	0	0	0	0
Parks & Recreation	138	132	280	243	474	1,267	448	844	909	1,053	1,047	4,301
Libraries	0	0	0	358	358	716	685	693	1,516	1,526	2,398	6,818
Technology & GIS	0	54	54	72	72	252	72	72	72	72	72	360
Acquisition of Conservation Easements	0	0	0	0	0	0	0	0	0	0	0	0
Total Operating Budget Impact	708	1,549	1,903	2,879	3,362	10,400	4,534	5,052	6,028	6,172	7,155	28,941

FY 2003/04 - 2007/08 APPROVED Capital Improvement Program & FY 2008/09 - 2012/13 Capital Needs
School Division CIP Fund
 (\$ in thousands)

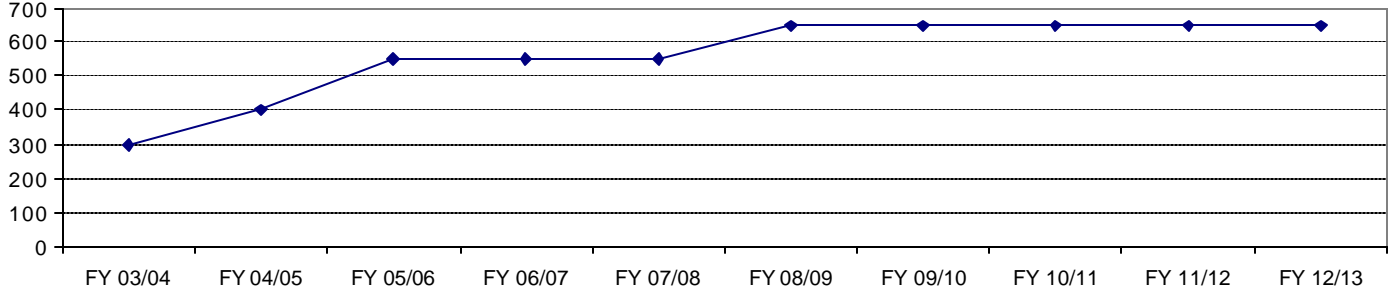


	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 04-08 Total	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 09-13 Out-Year
Revenues												
Local Revenues - General Fund	600	600	600	600	600	3,000	900	900	915	915	915	4,545
CIP Fund Balance	438	0	0	0	0	438	0	100	100	100	100	400
Proffers	540	0	0	0	0	540	0	0	0	0	0	0
School Interest Earned	100	100	100	100	100	500	100	100	100	100	100	500
State Construction Funding - Schools	197	197	197	200	200	991	200	200	200	200	200	1,000
VPSA Bonds - Schools	7,204	9,631	5,762	12,050	8,085	42,732	8,072	8,749	9,358	10,120	11,679	47,978
State Technology Grant	700	700	700	700	700	3,500	700	700	700	700	700	3,500
Total Revenues	9,779	11,228	7,359	13,650	9,685	51,701	9,972	10,749	11,373	12,135	13,694	57,923
Projects Funded from Current Revenues												
Maintenance Projects	310	410	410	478	350	1,958	475	475	490	490	490	2,420
WAN Upgrade	1,120	0	0	0	0	1,120	0	0	0	0	0	0
Administrative Technology	70	70	70	70	175	455	175	175	175	175	175	875
Instructional Technology	375	417	417	352	375	1,936	550	550	550	550	550	2,750
State Technology Grant	700	700	700	700	700	3,500	700	700	700	700	700	3,500
Subtotal	2,575	1,597	1,597	1,600	1,600	8,969	1,900	1,900	1,915	1,915	1,915	9,545
Projects Funded from Borrowed Funds												
School Site Land Acquisition	0	0	0	0	0	0	25	0	1,850	6,000	0	7,875
Henley Addition/Renovation	600	2,833	1,000	0	0	4,433	0	0	0	0	0	0
Murray HS Renovations	20	1,024	0	0	0	1,044	1,024	0	0	0	0	0
Northern Elementary #2	0	0	0	0	0	0	0	0	0	1,400	7,800	9,200
Southern Elementary	0	1,625	500	10,740	1,000	13,865	0	0	0	0	0	0
ADA Structural Changes	50	50	50	15	0	165	0	0	0	0	0	0
Albemarle HS Restoration	0	649	0	0	0	649	0	0	0	0	0	0
Hollymead Gym/Restrooms	100	757	0	0	0	857	0	0	0	0	0	0
Monticello HS Classroom Addition	4,512	0	0	0	0	4,512	0	0	0	0	0	0
Monticello HS Auditorium	0	0	0	0	1,200	1,200	3,131	1,000	0	0	0	4,131
Monticello HS Auxiliary Gym	0	0	1,008	0	0	1,008	0	0	0	0	0	0
WAHS Auditorium Moveable Wall	0	0	0	360	0	360	0	0	0	0	0	0
Building Services Office/Warehouse	0	0	0	0	220	220	1,965	0	0	0	0	1,965
New Western Elementary School	0	0	0	0	0	0	400	5,688	6,300	0	0	12,388
Additional High School Capacity	0	0	0	0	500	500	1,500	1,000	0	2,000	2,500	7,000
Scottsville Elementary Library Addition	75	420	0	0	0	495	0	0	0	0	0	0
WAHS Weight/Wellness Room Add	293	0	0	0	0	293	0	0	0	0	0	0
WAHS Window Replacement	0	0	230	0	0	230	0	0	0	0	0	0
Walton Addition	422	0	0	0	0	422	0	0	0	0	0	0
Wide Area Network - financed					1122	1,122						
Maintenance/Replacement - financed	1132	2273	2974	935	4043	11,357	1,051	1,061	1,208	720	1,379	5,419
Subtotal for Bonded Projects	7,204	9,631	5,762	12,050	8,085	42,732	8,072	8,749	9,358	10,120	11,679	42,559
Total Projects	9,779	11,228	7,359	13,650	9,685	51,701	9,972	10,649	11,273	12,035	13,594	67,068
Cumulative Operating Budget Impact												
Schools	1,442	1,618	2,476	3,564	4,071	13,171	4,900	6,114	6,974	7,034	7,094	32,116
Total Operating Budget Impact	1,442	1,618	2,476	3,564	4,071	13,171	4,900	6,114	6,974	7,034	7,094	32,116

FY 2003/04 - 2007/08 APPROVED Capital Improvement Program & FY 2008/09 - 2012/13 Capital Needs

Stormwater CIP Fund

(\$ in thousands)

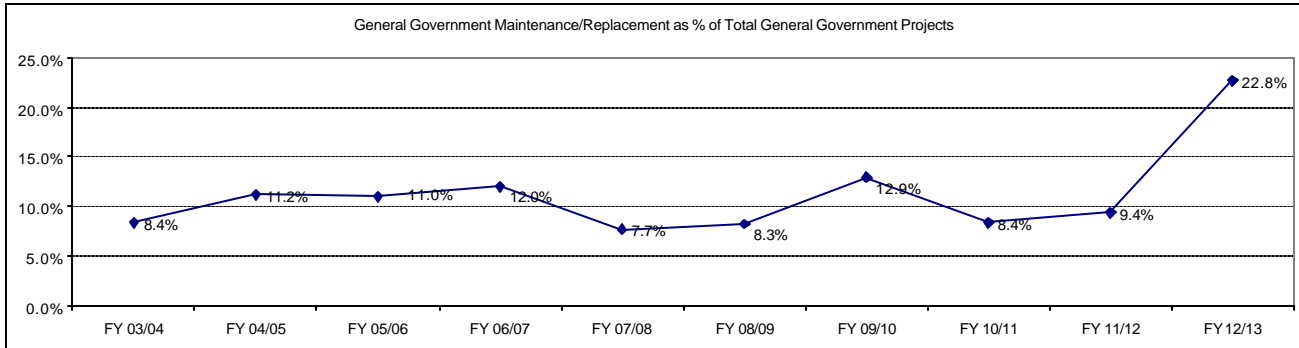


	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	Total CIP FY 04-08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 09-13 Out-Years
Revenues												
Local Revenues - General Fund	300	400	550	550	550	2,350	650	650	650	650	650	3,250
Total Revenues	300	400	550	550	550	2,350	650	650	650	650	650	3,250
Projects												
Stormwater Control Program	300	400	550	550	550	2,350	650	650	650	650	650	3,250
Total Projects	300	400	550	550	550	2,350	650	650	650	650	650	3,250
Cumulative Operating Budget Impact												
Stormwater Control Program	7	10	15	20	25	77	30	35	40	45	50	200
Total Operating Budget Impact	7	10	15	20	25	77	30	35	40	45	50	200

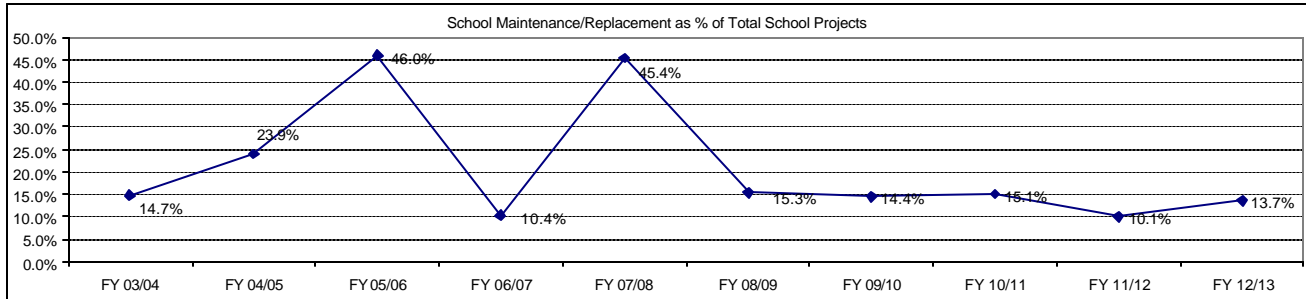
FY 2003/04 - 2007/08 APPROVED Capital Improvement Program & FY 2008/09 - 2012/13 Capital Needs

Maintenance/Replacement Projects (\$ in thousands)

	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 04-08 FY 04-08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY09-13 Out-Years
Court Maintenance/Replacement	115	115	145	115	115	605	115	115	115	135	160	640
County Facilities - Maintenance/Replacement	550	600	640	640	640	3,070	670	680	680	680	680	3,390
Parks - Maintenance/Replacement	87	95	37	85	90	394	70	72	74	76	78	370
Library - Maintenance/Replacement	20	14	0	0	4	38	15	2	0	0	0	17
Technology Upgrades	300	350	400	400	400	1,850	475	525	565	575	585	2,725
Police Computer System Upgrade	0	0	0	195	0	195	0	0	0	220	0	220
General Government Maintenance/Replacement	1,072	1,174	1,222	1,435	1,249	6,152	1,345	1,394	1,434	1,686	1,503	7,362
Total General Government Projects	12,817	10,481	11,117	11,944	16,230	62,589	16,257	10,765	17,077	17,851	6,606	68,556
% of Projects	8.4%	11.2%	11.0%	12.0%	7.7%	9.8%	8.3%	12.9%	8.4%	9.4%	22.8%	10.7%



	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 04-08 FY 04-08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY09-13 Out-Years
School Maintenance/Replacement	1,442	2,683	3,384	1,413	4,393	13,315	1,526	1,536	1,698	1,210	1,869	7,839
Total School Projects	9,779	11,228	7,359	13,650	9,685	51,701	9,972	10,649	11,273	12,035	13,594	57,523
% of Projects	14.7%	23.9%	46.0%	10.4%	45.4%	25.8%	15.3%	14.4%	15.1%	10.1%	13.7%	13.6%



FY 2003/04 - 2007/08 APPROVED Capital Improvement Program & FY 2008/09 - 2012/13 Capital Needs Assessment
 Summary of Projects (\$ in thousands)

Fisc. Project	Total County Cost	County Prior	Total CIP					Total CIP					FY 09-13		
			FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 04-08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	Out-Years	FY 04-13
1. Courts															
A. Juvenile Court Expansion/Renovation	20,775	0	5,775	0	0	0	0	5,775	0	0	7,500	7,500	0	15,000	20,775
B. Court Square Sallyport	160	0	0	0	0	0	0	0	160	0	0	0	0	160	160
C. Court Square - Maintenance/Replacement	1,095	0	100	100	130	100	100	530	100	100	100	120	145	565	1,095
D. J&D Court - Maintenance/Replacement	150	0	15	15	15	15	15	75	15	15	15	15	15	75	150
Subtotal	22,180	0	5,890	115	145	115	115	6,380	275	115	7,615	7,635	160	15,800	22,180
2. Public Safety															
A. Fire/Rescue Building/Equipment	16,035	5,001	1,087	4,364	830	2,178	731	9,190	1,844	0	0	0	0	1,844	11,034
B. Fire/Rescue Training Center / Police Firing Range	2,226	20	0	380	550	85	850	1,865	13	130	18	180	0	341	2,200
C. VFD Fire & EMS Apparatus Repl.	4,547	0	918	646	792	620	586	3,562	985	0	0	0	0	985	4,547
D. Police Computer System Upgrade	593	178	0	0	0	195	0	195	0	0	0	220	0	220	411
E. Public Safety Mobile Command Center	150	75	75	0	0	0	0	75	0	0	0	0	0	75	150
F. Police MDT Technology	1,440	980	0	460	0	0	0	460	0	0	0	0	0	460	1,440
G. Transport Arrest Vehicle	85	40	0	0	0	0	0	0	0	0	0	0	45	45	85
H. New County Animal Shelter - SPCA	250	50	50	50	50	50	0	200	0	0	0	0	0	200	250
I. Police Patrol Video Cameras	426	168	88	0	0	0	0	88	0	85	85	0	0	170	426
Subtotal	25,752	6,512	2,218	5,900	2,222	3,128	2,167	15,635	2,842	215	103	400	45	3,605	19,241
3. Public Works															
A. County Facilities - Maintenance/Replacement	6,460	0	550	600	640	640	640	3,070	670	680	680	680	680	3,390	6,460
B. Recycling Centers	750	0	0	0	0	0	250	250	250	250	0	0	0	500	750
C. Ivy Landfill Remediation	2,621	421	440	440	440	440	440	2,200	0	0	0	0	0	2,200	2,621
D. Keene Landfill Closure	2,046	1,946	0	0	0	0	0	0	100	0	0	0	0	100	2,046
Subtotal	11,877	2,367	990	1,040	1,080	1,080	1,330	5,520	1,020	930	680	680	680	3,990	9,511
4. Community/Neighborhood Development															
A. Neighborhood Plan Implementation Pgm.	5,755	1,043	424	275	67	515	530	1,811	546	563	580	597	615	2,901	4,711
B. Revenue Sharing Road Pgm.	2,925	0	450	450	275	250	250	1,675	250	250	250	250	250	1,250	2,925
C. Seminole/Pepsi Place Connector	79	0	0	0	0	0	79	79	0	0	0	0	0	79	79
D. Sidewalk Construction Program	5,988	830	387	230	641	500	515	2,273	530	563	580	597	615	2,885	5,151
E. Transportation Improvement Program	6,740	0	100	100	200	390	325	1,115	1,125	1,125	1,125	1,125	1,125	5,625	6,740
F. Roadway Landscaping Program	1,428	19	0	75	28	107	125	335	200	274	200	200	200	1,074	1,408
G. Streetlamp Program	567	81	42	44	45	46	48	225	49	51	52	54	55	261	489
Subtotal	23,482	1,973	1,403	1,174	1,256	1,808	1,872	7,513	2,700	2,826	2,787	2,823	2,860	13,996	21,501
5. Human Development															
A. PVCC - Site Work for Science Building	160	0	40	40	40	40	0	160	0	0	0	0	0	0	160
B. Region Ten Facilities	250	150	50	50	0	0	0	100	0	0	0	0	0	100	250
Subtotal	410	150	90	90	40	40	0	260	0	0	0	0	0	260	
6. Parks, Recreation & Culture															
A. Cashier Booth Improvements	69	23	46	0	0	0	0	46	0	0	0	0	0	46	69
B. County Athletic Field Development	3,084	614	290	251	179	250	250	1,220	250	250	250	250	250	1,250	2,471
C. Simpson Park Improvements	494	419	50	25	0	0	0	75	0	0	0	0	0	75	494
D. Recreation Facilities Project	8,580	50	0	0	0	1,530	3,500	5,030	3,500	0	0	0	0	3,500	8,530
E. Scottsville CC Improvements	531	337	137	0	57	0	0	194	0	0	0	0	0	194	531
F. Southern Urban Area Park	2,792	0	0	0	919	166	1,707	2,792	0	0	0	0	0	2,792	2,792
G. SOCA Partnership New Fields Development	300	0	300	0	0	0	0	300	0	0	0	0	0	300	300
H. Park System Redesign Study	100	0	0	0	0	0	0	0	0	0	100	0	0	100	100
I. Paramount Theater	330	99	33	33	33	33	33	165	33	33	0	0	0	66	231
J. Greenway Program	725	475	25	25	25	25	25	125	25	25	25	25	25	125	725
K. River and Lake Access Improvements	415	30	34	35	36	37	38	180	39	40	41	42	43	205	388
L. Parks - Maintenance/Replacement	764	0	87	95	37	85	90	394	70	72	74	76	78	370	764
Subtotal	18,184	2,047	1,002	464	1,286	2,126	5,643	10,521	3,917	420	490	393	396	5,616	16,131

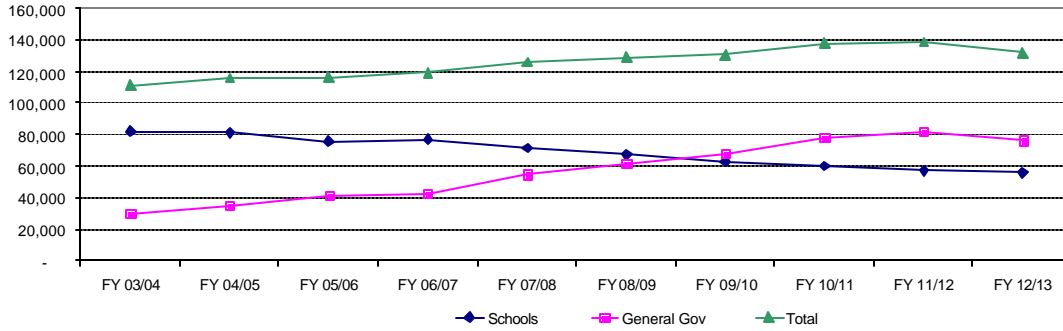
Y 2003/04 - 2007/08 APPROVED Capital Improvement Program & FY 2008/09 - 2012/13 Capital Needs Assessment
Summary of Projects (\$ in thousands)

esc.	Project	Total County Cost	County Prior	Total CIP					FY 09-13					FY 04-1		
				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 11/12	FY 12/13		Out-Years	
7. Libraries																
A.	New Northside Library	5,728	0	0	0	0	964	4,069	5,033	695	0	0	0	0	695	5,728
B.	New Library 29N Corridor	10,050	0	0	0	0	0	0	0	1,245	5,732	3,073	0	0	10,050	10,050
C.	New Crozet Library	5,378	0	0	427	3,618	1,333	0	5,378	0	0	0	0	0	0	5,378
D.	New Library Southern Urban Area	6,007	0	0	0	0	0	0	0	0	0	1,048	3,873	1,086	6,007	6,007
E.	Central Library Renovation	3,353	0	0	0	0	0	280	280	3,073	0	0	0	0	3,073	3,353
F.	Scottsville Library Expansion	2,982	0	0	0	0	0	0	0	0	0	716	1,472	794	2,982	2,982
G.	Library - Maintenance/Replacement	55	0	20	14	0	0	4	38	15	2	0	0	0	17	5
	Subtotal	33,553	0	20	441	3,618	2,297	4,353	10,729	5,028	5,734	4,837	5,345	1,880	22,824	33,553
8. Technology and GIS																
A.	County Technology Upgrade - GIS System	581	100	104	107	270	0	0	481	0	0	0	0	0	0	48
B.	County IT - Business Key Systems Upgrade	1,830	330	0	450	450	600	0	1,500	0	0	0	0	0	0	1,500
C.	County Computer Upgrade - Maintenance/Replacement	1,850	0	300	350	400	400	400	1,850	475	525	565	575	585	0	1,850
	Subtotal	4,261	430	404	907	1,120	1,000	400	3,831	475	525	565	575	585	0	3,831
9. Acquisition of Conservation Easements																
A.	ACE Program	5,336	3,136	800	350	350	350	350	2,200	0	0	0	0	0	0	2,200
	Subtotal	5,336	3,136	800	350	350	350	350	2,200	0	0	0	0	0	0	2,200
	General Government Projects Subtotal	153,842	22,697	12,817	10,481	11,117	11,944	16,230	62,589	16,257	10,765	17,077	17,851	6,606	68,556	131,14
10. Stormwater Control																
A.	Stormwater Control Program	10,521	4,921	300	400	550	550	550	2,350	650	650	650	650	650	3,250	5,60
	Subtotal	10,521	4,921	300	400	550	550	550	2,350	650	650	650	650	650	3,250	5,60
11. Schools																
A.	School Site Land Acquisition	7,875	0	0	0	0	0	0	0	25	0	1,850	6,000	0	7,875	7,875
B.	Henley Addition/Renovation	4,433	0	600	2,833	1,000	0	0	4,433	0	0	0	0	0	0	4,433
C.	Murray HS Renovations	1,209	165	20	1,024	0	0	0	1,044	0	0	0	0	0	0	1,044
D.	Northern Elementary #2	9,200	0	0	0	0	0	0	0	0	0	0	1,400	7,800	9,200	9,200
E.	Southern Elementary	13,885	20	0	1,625	500	10,740	1,000	13,865	0	0	0	0	0	0	13,865
F.	ADA Structural Changes	1,176	1,011	50	50	50	15	0	165	0	0	0	0	0	0	165
G.	Albemarle HS Restoration	2,215	1,566	0	649	0	0	0	649	0	0	0	0	0	0	649
H.	Hollymead Gym/Restrooms	857	0	100	757	0	0	0	857	0	0	0	0	0	0	857
I.	Monticello HS Classroom Addition	5,445	933	4,512	0	0	0	0	4,512	0	0	0	0	0	0	4,512
J.	Monticello HS Auditorium	5,331	0	0	0	0	0	1,200	1,200	3,131	1,000	0	0	0	4,131	5,331
K.	Monticello HS Auxiliary Gym	1,008	0	0	0	1,008	0	0	1,008	0	0	0	0	0	0	1,008
L.	WAHS Auditorium Moveable Wall	360	0	0	0	0	360	0	360	0	0	0	0	0	0	360
M.	Building Services Office/Warehouse	2,185	0	0	0	0	0	220	220	1,965	0	0	0	0	1,965	2,185
N.	New Western Elementary School	12,388	0	0	0	0	0	0	0	400	5,688	6,300	0	0	12,388	12,388
O.	Additional High School Capacity	7,500	0	0	0	0	0	500	500	1,500	1,000	0	2,000	2,500	7,000	7,500
P.	Scottsville Elementary Library Addition	495	0	75	420	0	0	0	495	0	0	0	0	0	0	495
Q.	WAHS Weight/Wellness Room Add	293	0	293	0	0	0	0	293	0	0	0	0	0	0	293
R.	WAHS Window Replacement	230	0	0	0	230	0	0	230	0	0	0	0	0	0	230
S.	Walton Addition	522	100	422	0	0	0	0	422	0	0	0	0	0	0	422
T.	Administrative Technology	1,847	517	70	70	70	70	175	455	175	175	175	175	175	875	1,333
U.	Wide Area Network Upgrade	2,242	0	1,120	0	0	0	1,122	2,242	0	0	0	0	0	0	2,242
V.	Instructional Technology	9,068	4,382	375	417	417	352	375	1,936	550	550	550	550	550	2,750	4,688
W.	Schools - Maintenance/Replacement - pay-as-you-go	4,378	0	310	410	410	478	350	1,958	475	475	490	490	490	2,420	4,378
	Schools - Maintenance/Replacement - Financed	16,776	0	1,132	2,273	2,974	935	4,043	11,357	1,051	1,061	1,208	720	1,379	5,419	16,776
X.	Technology Grant	4,200	0	700	700	700	700	700	3,500	700	700	700	700	700	700	4,200
	School Projects Subtotal	115,118	8,694	9,779	11,228	7,359	13,650	9,685	51,701	9,972	10,649	11,273	12,035	13,594	54,723	106,42
	Total Recommended Projects	254,663	8,694	22,896	22,109	19,026	26,144	26,465	116,640	26,879	22,064	29,000	30,536	20,850	129,329	245,96

FY 2003/04 – 2007/08 APPROVED Capital Improvement Program & FY 2008/09 – 2012/13 Capital Needs Assessment

Total Obligated Debt

Debt Balance
(\$ in thousands)

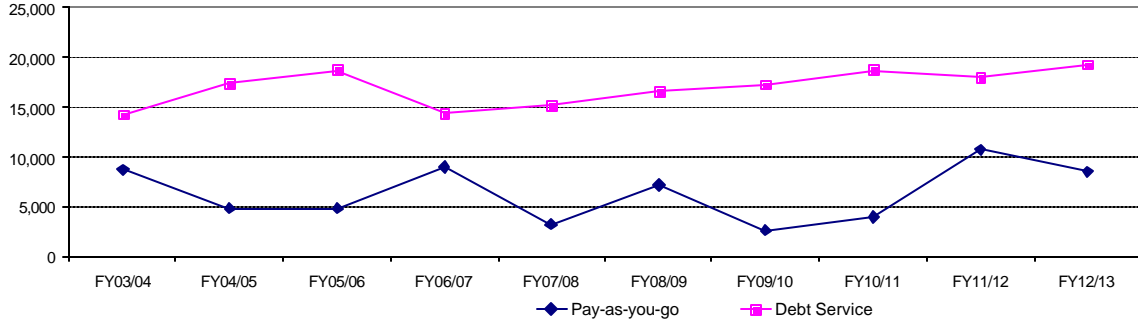


	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 04-08 Total	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 08-13 Out-Year
School Projects												
Beginning Debt Balance	81,096	81,975	81,050	75,688	76,420		71,319	66,864	62,926	59,836	57,087	
New Projects												
Monticello HS Addition	4,512	0	0	0	0	4,512	0	0	0	0	0	0
Walton Addition	422	0	0	0	0	422	0	0	0	0	0	0
WAHS Weight/Wellness Room	293	0	0	0	0	293	0	0	0	0	0	0
Henley Addition/Renovation	600	2,833	1,000	0	0	4,433	0	0	0	0	0	0
Hollymead Gym/Restrooms	100	757	0	0	0	857	0	0	0	0	0	0
Murray High School Renovations	20	1,024	0	0	0	1,044	0	0	0	0	0	0
Scottsville Elementary Library Additior	75	420	0	0	0	495	0	0	0	0	0	0
Southern Urban Elementary	0	1,625	500	10,740	1,000	13,865	0	0	0	0	0	0
ADA Structural Changes	50	50	50	15	0	165	0	0	0	0	0	0
Albemarle High School Restoration	0	649	0	0	0	649	0	0	0	0	0	0
Monticello HS Auditorium	0	0	0	0	1,200	1,200	3,131	1,000	0	0	0	4,131
WAHS Window Replacement	0	0	230	0	0	230	0	0	0	0	0	0
Monticello HS Auxiliary Gym	0	0	1,008	0	0	1,008	0	0	0	0	0	0
WAHS Auditorium Moveable Wall	0	0	0	360	0	360	0	0	0	0	0	0
School Site Land Purchase	0	0	0	0	0	0	25	0	1,850	6,000	0	7,875
Building Services Office/Warehouse	0	0	0	0	220	0	1,965	0	0	0	0	0
New Western Elementary	0	0	0	0	0	0	400	5,688	6,300	0	0	0
Additional High School Capacity	0	0	0	0	500	0	1,500	1,000	0	2,000	2,500	0
Northern Elementary #2	0	0	0	0	0	0	0	0	0	1,400	7,800	0
Maintenance Replacement Projects	1,132	2,273	2,974	935	4,043	11,357	1,051	1,061	1,208	720	1,379	5,419
Total New Projects	7,204	9,631	5,762	12,050	6,963	41,610	8,072	8,749	9,358	10,120	11,679	47,978
Retired Debt	6,325	10,556	11,124	11,318	12,064	51,387	12,527	12,686	12,448	12,870	12,851	63,382
School Debt Balance	81,975	81,050	75,688	76,420	71,319		66,864	62,926	59,836	57,087	55,915	
General Government Projects												
Beginning Debt Balance	24,655	29,099	34,783	40,749	42,697		54,342	61,795	67,584	77,795	81,520	
New Projects												
J&D Court Renovations	5,775					5,775			15,000			15,000
Fire/Rescue Station Construction		5,451		3,008		8,459	2,575					2,575
Fire/Res Training Ctr. & Firing Range			930		935	1,865						0
VFD Fire & EMS Apparatus		1,564		1,412		2,976	1,571					1,571
Southern Urban Park					2,792	2,792						0
Recreation Facilities					5,030	5,030	3,500					3,500
New Crozet Library			5,378			5,378						0
New Northside Library					5,728	5,728						0
New 29N Corridor Library						0		10,050				10,050
New Southern Area Library						0				6,007		6,007
Central Library Renovations						0	3,353					3,353
Business Key Systems Upgrade			1,500			1,500						0
Scottsville Library Expansion						0				2,982		2,982
Total New Projects	5,775	7,015	7,808	4,420	14,485	39,503	10,999	10,050	15,000	8,989	0	45,038
Retired Debt	1,331	1,331	1,842	2,472	2,839	9,816	3,546	4,262	4,789	5,264	5,520	63,382
General Government Debt Balance	29,099	34,783	40,749	42,697	54,342		61,795	67,584	77,795	81,520	76,000	
Total Debt Balance	111,074	115,833	116,437	119,116	125,661		128,659	130,510	137,631	138,607	131,915	

FY 2003/04 - 2007/08 APPROVED Capital Improvement Program & FY 2008/09 - 2012/13 Capital Needs Assessment

Pay-as-you-go vs. Debt Service

(\$ in thousands)



	FY03/04	FY04/05	FY05/06	FY06/07	FY07/08	FY04-08 Total	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13	FY09-13 Out-Year
Local Revenues												
x Beginning Reserve Balance *	4,896	2,766	4,183	5,172	1,883	18,900	4,248	1,618	3,804	5,661	1,091	16,420
x General Fund Transfer	17,092	17,627	18,480	19,472	20,668	93,340	22,003	23,571	25,276	27,087	29,049	126,985
x Tourism Revenues	442	443	444	445	446	2,220	97	99	67	67	67	397
x Interest/Fund Balance	875	340	340	340	340	2,235	340	340	340	340	340	1,700
x Other	1,374	964	1,094	1,216	1,160	5,809	935	935	935	935	935	4,675
x School Construction funding	197	197	197	200	200	991	200	200	200	200	200	1,000
Local Revenues	24,877	22,338	24,739	26,845	24,697	123,495	27,823	26,762	30,621	34,289	31,681	151,177
Allocation of Local Revenues												
Gen Gov Pay-as-you-go Projects	7,042	3,466	3,309	7,524	1,745	23,086	5,258	715	2,077	8,862	6,606	23,518
Stormwater Pay-as-you-go Projects	300	400	550	550	550	2,350	650	650	650	650	650	3,250
School Pay-as-you-go Projects	2,575	1,597	1,597	1,600	1,600	8,969	1,900	1,900	1,915	1,915	1,915	9,545
Total Pay-as-you-go Projects	9,917	5,463	5,456	9,674	3,895	34,405	7,808	3,265	4,642	11,427	9,171	36,313
Gen Gov Required Debt Service	2,009	2,120	2,970	3,954	4,473	15,525	5,852	6,989	7,852	8,883	9,369	38,945
School Required Debt Service	10,185	10,572	11,141	11,335	12,081	55,313	12,545	12,705	12,467	12,889	12,870	63,476
Total Required Debt Service	12,194	12,691	14,110	15,289	16,554	70,838	18,397	19,694	20,319	21,772	22,239	102,421
Allocation of Local Revenues	22,111	18,154	19,566	24,963	20,449	105,243	26,205	22,959	24,961	33,199	31,410	138,734
Contingency Reserve	2,766	4,183	5,172	1,883	4,248	AVG	1,618	3,804	5,661	1,091	271	AVG
Pay-as-you-go/Percent of Total	43%	25%	29%	37%	15%	30%	29%	15%	16%	37%	44%	28%

DEBT MANAGEMENT

DEBT MANAGEMENT AND POLICIES

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).

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 FY01/02, Albemarle County held \$79.4 million in outstanding long-term debt through the year 2022. Of that total amount, \$77.4 million is outstanding general obligation bonds (VPSA) for school projects and approximately \$1.4 million is outstanding for school projects through the State Literary Loan Fund. VRS Early Retirement Incentive accounts for the remaining \$0.6 million.

A summary of school related general long-term obligations outstanding at June 30, 2002 follows:

<u>Issue</u>	<u>Issue Date</u>	<u>Retire Date</u>	<u>Interest Rate</u>	<u>Original Issue</u>	<u>Principal Installments</u>	<u>Balances as of 06/30/2002</u>
Literary Loans	Various	2003 – 2009	3% - 4%	\$2,145,878	Various annual	\$1,377,874
1991 A Series	05/23/1991	12/15/2010	6.35% - 8.1%	\$3,000,000	Various annual	\$1,320,000
1992 B Series	12/17/1992	12/15/2012	5.85% - 8.1%	\$2,885,000	Various annual	\$1,470,000
1993 C Series	11/18/1993	12/15/2013	4.475% - 5%	\$11,900,000	Various annual	\$4,820,000
1994A Refunding	01/03/1994	12/15/2011	6.069% - 7.169%	\$24,710,000	Various annual	\$11,755,000
1994 B Series	11/22/1994	07/15/2014	6.1% - 6.6%	\$450,000	Various annual	\$275,000
1995 C Series	12/21/1995	07/15/2015	5.1% - 6.1%	\$7,850,000	Various annual	\$5,480,000
1996 B Series	11/14/1996	07/15/2016	5.1% - 6.1%	\$5,900,000	Various annual	\$4,425,000
1997 I Series	11/20/1997	07/15/2017	4.35% - 5.35%	\$20,455,000	Various annual	\$16,355,000
1998 B Series	11/19/1998	07/15/2018	3.6% - 5.1%	\$7,245,000	Various annual	\$6,150,000
1999 B Series	11/19/1999	07/15/2019	5.1% - 6.1%	\$2,835,000	Various annual	\$2,545,000
2000 B Series	11/16/2000	07/15/2020	4.975% - 5.85%	\$2,605,000	Various annual	\$2,470,000
2001 A Series	11/15/2001	07/15/2021	3.1% to 5.1%	\$20,330,000	Various annual	\$20,330,000
						\$78,772,874

In addition to the FY02 ending balance of \$78.77 million, \$8,365,000 was issued in the fall of 2002 through the Virginia Public School Authority to support several school projects. This bond matures in 2023, at an effective interest rate of 4.33%. An additional \$6.04 million will be retired during FY03, bringing the total school related long-term debt at the beginning of FY04 to \$81.1 million.

Local Government Debt

At the end of FY01/02, Albemarle County held \$130,028 in debt for outstanding notes payable. This note, issued August 1, 1984, in the original principal amount of \$575,000 is payable in monthly installments with rent revenues from the Thomas Jefferson Visitor's Center pledged as collateral. Approximately \$57,000 of this debt will be retired during FY02/03.

On January 15, 2003, the County entered into a five-year lease purchase agreement for software acquisition in the amount of \$190,000. This agreement is payable in semi-annual installments beginning July 2003, at an interest rate of 3.10%.

During FY02/03, the County requested the Industrial Development Authority of Albemarle County, to issue Public Facility Revenue Bonds in the amount of \$18,500,000 on its behalf. The proceeds of these bonds will be used to finance the acquisition and renovation of the County Office Building South and the County's share of the Juvenile Court Facilities expansion and renovation. The bonds were issued on February 25, 2003 at an interest rate of 4.33% and are payable in semi-annual payments beginning July 15, 2003. The bonds will retire in FY22/23.

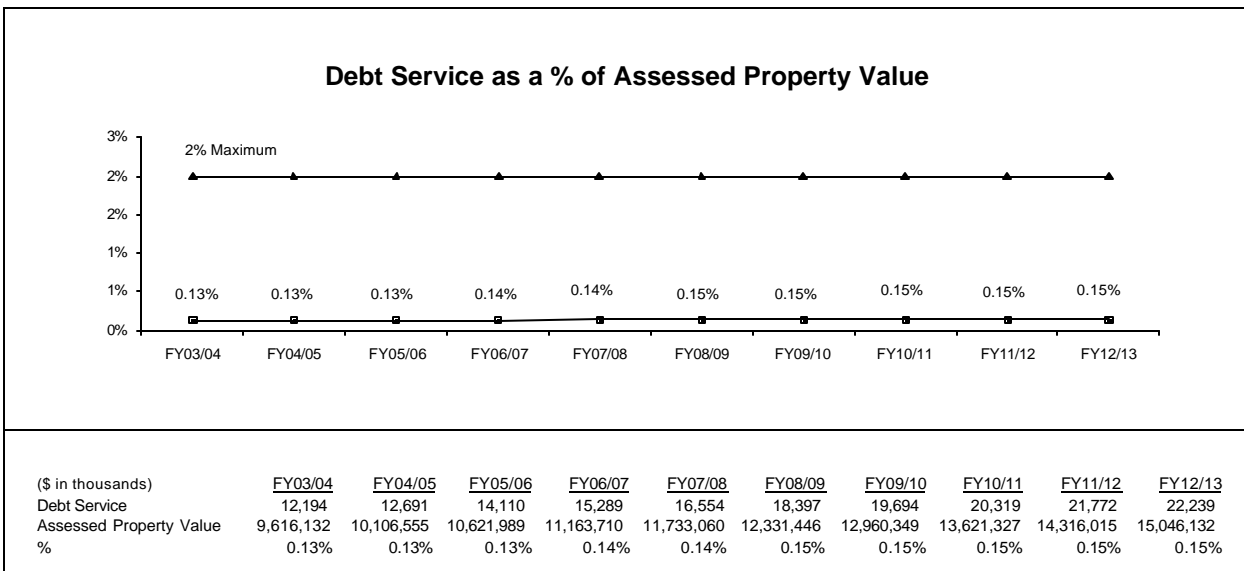
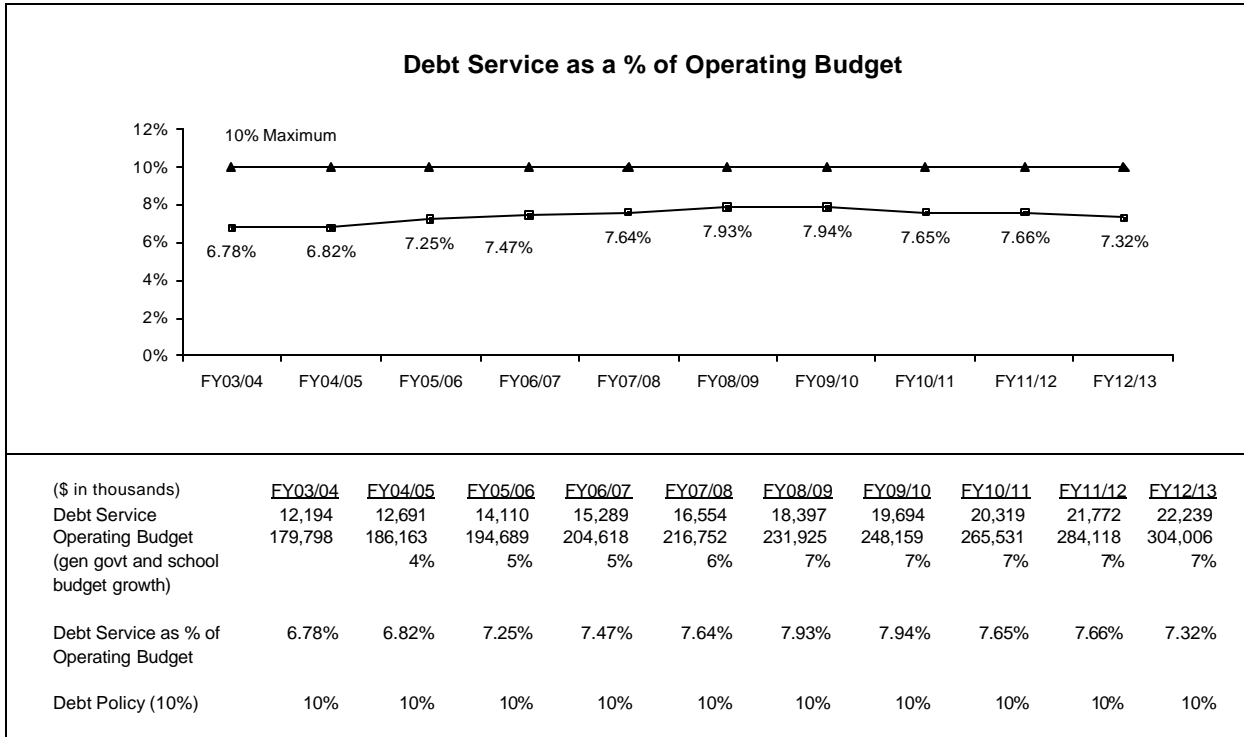
Recommended Debt Levels and Debt Service Requirements

As indicated in the CIP section of this document, the County will fund the majority of its FY03/04-FY07/08 CIP with borrowed funds for school and general government projects. FY04-08 borrowed funds total \$82.2 million (73% of CIP revenues) and consist of \$42.7 million in VPSA bonds for school projects and \$39,503 million in borrowed funds for general government projects, including \$5.8 million issued by the Industrial Development Authority (IDA) in February, 2003. School VPSA bonds fund 88.7% of recommended school improvements, including school construction and renovation projects, and major school maintenance and repair projects. Approximately 63.6% of general government

projects are funding with borrowed revenue, which is anticipated to be a combination of IDA bond revenues, general obligation bonds and lease-purchase proceeds. If General Obligation Bonds are utilized for funding, they will require voter approval in a referendum, which is tentatively scheduled for November 2004. A summary schedule illustrating the impact of these recommended borrowings, as well as anticipated borrowing requirements for projected out-year projects is shown below:

(\$ in thousands)	FY03/04	FY04/05	FY05/06	FY06/07	FY07/08	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13
School Division										
Beginning Debt Balance	81,096	81,975	81,050	75,688	76,420	71,319	66,864	62,927	59,837	57,087
New Debt Issued	7,204	9,631	5,762	12,050	6,963	8,072	8,749	9,358	10,120	11,679
Retired Debt	(6,325)	(10,556)	(11,124)	(11,318)	(12,064)	(12,527)	(12,686)	(12,448)	(12,870)	(12,851)
School Debt Balance	\$81,975	\$81,050	\$75,688	\$76,420	\$71,319	\$66,864	\$62,927	\$59,837	\$57,087	\$55,915
General Government										
Beginning Debt Balance	24,655	29,099	34,783	40,749	42,697	54,343	61,796	67,584	77,795	81,520
New Debt Issued	5,775	7,015	7,808	4,420	14,485	10,999	10,050	15,000	8,989	0
Retired Debt	(1,331)	(1,331)	(1,842)	(2,472)	(2,839)	(3,546)	(4,262)	(4,789)	(5,264)	(5,520)
Gen Gov Debt Balance	\$29,099	\$34,783	\$40,749	\$42,697	\$54,343	\$61,796	\$67,584	\$77,795	\$81,520	\$76,000
Total Debt Balance	\$111,074	\$115,833	\$116,437	\$119,117	\$125,662	\$128,660	\$130,511	\$137,632	\$138,607	\$131,915
Note: For detailed breakdown of new debt issued, see CIP section of this document.										

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 or 10% of General Fund and School Fund revenues for debt service. Although the County proposes to add an additional \$81.1 million dollars in debt over the next five years (\$19.9 million net additional debt after retired debt is considered), the charts below illustrate that the County's proposed total debt service will remain well below these target maximums.



DEBT SERVICE IMPACT ON THE OPERATING BUDGET

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 2002 actual, FY 2003 Adopted and Revised and FY 2004 Recommended revenues, expenditures and appropriations for both the School Debt Service and General Government Debt Service Funds are shown below:

SCHOOL DEBT SERVICE FUND						
<u>Expenditures</u>	FY 01/02 Actual	FY02/03 Adopted	FY02/03 Revised	FY03/04 Recomm	\$ Inc/Dec	% Inc/Dec
VPSA Principal and Interest	\$8,332,009	\$9,827,212	\$9,827,217	\$10,120,740	\$293,528	3.0%
Other Loans	472,262	335,594	335,594	308,477	(27,117)	-8.1%
VRS - Retirement Payment	295,925	295,925	295,922	295,925	0	0.0%
Transfer to Gen.Govt CIP	1,775,992	0	0	0	0	
Bond Services/Fees	12,663	14,750	12,973	15,750	1,000	6.8%
Total Expenditures	\$10,888,851	\$10,473,481	\$10,471,706	\$10,740,892	\$267,411	2.6%
Revenues						
Rent - PREP	\$272,656	\$266,081	\$266,081	\$259,507	(\$6,574)	-2.5%
Fund Balance Appropriation	0	0	0	0	0	0.0%
General Fund Transfer	8,544,750	9,911,475	9,911,475	10,185,460	273,985	2.8%
School Fund Transfer - VRS	295,925	295,925	295,922	295,925	0	0.0%
Total Revenues	\$9,113,331	\$10,473,481	\$10,473,478	\$10,740,892	\$267,411	2.6%

LOCAL GOVERNMENT DEBT SERVICE						
	FY 01/02	FY02/03	FY02/03	FY03/04	\$	%
Expenditures	Actual	Budget	Revised	Recomm	Inc	Inc
Lease - Radio System	\$0	\$970,000	\$0	\$740,000	(\$230,000)	-23.7%
Fire/Rescue Building	0	0	0	0	0	
Lease/Purchase Devopment Software	0	0	0	46,930	46,930	
Series 2003 Bonds	0	0	0	1,266,268	1,266,268	
Transfer General Govt CIP	1,690,000	0	0	0	0	
Bond Fees		0	2,000	2,400	2,400	
Total Expenditures	\$1,690,000	\$970,000	\$2,000	\$2,055,598	\$1,085,598	111.9%
Revenues						
Fund Balance Appropriation	\$0	\$0	\$0	\$0	\$0	
Gen Fund Transfer - Software	0	0	0	46,930	46,930	
General Fund Transfer	910,202	970,000	2,000	2,008,668	1,038,668	107.1%
E-911 Transfer	80,000	0	0	0	0	
Total Revenues	\$990,202	\$970,000	\$2,000	\$2,055,598	\$1,085,598	111.9%

SUMMARY OF SPECIAL REVENUE FUNDS

	FY 01/02 ACTUAL	FY 02/03 ADOPTED	FY 02/03 REVISED	FY 03/04 REQUEST	FY 03/04 RECOMM	FH 03/04 ADOPTED	\$ ADP-ADP	% ADP/ADP
Comprehensive Services Act	\$5,488,065	\$5,702,325	\$6,375,825	\$7,015,000	\$6,652,989	\$6,652,989	\$950,664	16.67%
Bright Stars	469,777	506,150	506,150	530,805	507,532	514,758	8,608	1.70%
Family Support	1,062,280	1,158,405	1,158,405	1,199,335	1,181,151	1,181,151	22,746	1.96%
Towe Park	226,397	212,655	212,655	230,820	219,600	219,600	6,945	3.27%
E-911 Service Charge Fund	1,032,425	1,304,418	1,428,783	1,248,000	1,248,000	1,248,000	(56,418)	-4.33%
Visitor Center	67,734	68,000	68,000	67,735	68,000	68,000	-	0.00%
Courthouse Maintenance Fund	44,000	47,000	47,000	31,000	31,000	31,000	(16,000)	-34.04%
Tourism	2,051,357	1,360,081	952,500	912,498	912,498	912,498	(447,583)	-32.91%
United Way Day Care	477,465	573,499	573,499	573,499	573,499	573,499	-	0.00%
Criminal Justice Programs	576,326	564,442	564,442	564,442	564,442	564,442	-	0.00%
Victim-Witness Grant	66,852	75,139	75,139	83,125	80,170	80,170	5,031	6.70%
Metro Planning	18,581	20,000	20,000	19,300	19,300	19,300	(700)	-3.50%
Housing Assistance	2,306,159	2,462,300	2,462,300	2,462,300	2,462,300	2,462,300	-	0.00%
TOTAL	\$13,887,418	\$14,054,414	\$14,444,698	\$14,937,859	\$14,520,481	\$14,527,707	\$473,293	3.37%

FUNDS DESCRIBED IN THIS SECTION

TOURISM FUND

ENCHANCED-911 SYSTEM FUND

FUNDS DESCRIBED ELSEWHERE

COMPREHENSIVE SERVICES ACT FUND - in Human Development (Dept. of Social Services)

BRIGHT STARS FUND - in Human Development (Dept. of Social Services)

FAMILY SUPPORT FUND - in Human Development (Dept. of Social Services)

TOWE MEMORIAL PARK FUND - in Parks, Recreation & Culture (Dept. of Parks & Recreation)

TOURISM FUND

DESCRIPTION

The Tourism Fund was established in FY 1998 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 may be used only for projects and expenditures that promote tourism, travel, or business that generates tourism or travel in the locality.

FUND FINANCIAL DATA (IN DOLLARS)

TOURISM								
	FY 01/02 ACTUAL	FY 02/03 APPROP	FY 02/03 REVISED	FY 03/04 REQUEST	FY 03/04 RECOMM	FY 03/04 ADOPTED	\$ ADP-ADP	% ADP/ADP
EXPENDITURES	\$2,051,357	\$1,360,081	\$952,500	\$912,498	\$912,498	\$912,498	(\$447,583)	-32.9%
REVENUES								
LOCAL	\$847,240	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$0	0.0%
STATE CATEGORICAL	25,000	0	0	0	0	0	0	
FUND BALANCE	1,179,117	560,081	152,500	0	112,498	112,498	(447,583)	-79.9%
REVENUE TOTAL	\$2,051,357	\$1,360,081	\$952,500	\$800,000	\$912,498	\$912,498	(\$447,583)	-32.9%
FUND BALANCE	\$512,840	(\$47,241)	\$360,340	\$360,340	\$247,842	\$247,842	\$295,083	-624.6%

PROGRAMS SUPPORTED

Program Description	FY2003 Budget	FY 2004 Recomm	Dollar Inc/(Dec)	Percent +/-
Transfer to the General Fund: 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 and Tourism Council, various Festivals and Celebrations, arts and cultural activities, and a part of the Greenway program.	\$444,500	\$470,498	\$25,998	5.8%
Transfer to the Capital Improvements Fund: Transfers from the Tourism Fund to the capital Improvements Fund are made to offset the expenses of certain capital projects supporting Tourism and Visitor programs, such as the Paramount Theater renovation, the Rivanna Greenway and Trail project, and a portion of the Acquisition of Conservation Easements (ACE) program.	508,000	442,000	384,000	662.1%
Appropriation to Tourism Fund Contingency Reserve: These funds are held in reserve for future projects and needs.	286,294	0	(857,581)	-100.0%
TOTAL, TOURISM FUND	\$1,360,081	\$912,498	(\$447,583)	-32.9%

ENHANCED-911 SYSTEM FUND

DESCRIPTION

The E-911 Fund receives revenues from the County's E-911 Surcharge tax on phone service in Albemarle County. The tax rate is \$1.39 per month. The maximum rate allowed is \$3.00. The revenues in the fund are used to support and operate the County's E-911 system and certain components of the Emergency Communications Center such as 9-1-1 call taking, radio dispatching of police and rescue squads, and communications lines.

FUND FINANCIAL DATA (IN DOLLARS)

ENHANCED-911 SYSTEM FUND								
	FY 01/02 ACTUAL	FY 02/03 APPROP	FY 02/03 REVISED	FY 03/04 REQUEST	FY 03/04 RECOMM	FY 03/04 ADOPTED	\$ ADP-ADP	% ADP/ADP
EXPENDITURES	\$1,032,425	\$1,304,418	\$1,428,783	\$1,248,000	\$1,248,000	\$1,248,000	(\$56,418)	-4.3%
REVENUES								
LOCAL	\$912,043	\$1,304,418	\$1,304,418	\$1,248,000	\$1,248,000	\$1,248,000	(\$56,418)	-4.3%
FUND BALANCE	120,382	0	124,365	0	0	0	0	
REVENUE TOTAL	\$1,032,425	\$1,304,418	\$1,428,783	\$1,248,000	\$1,248,000	\$1,248,000	(\$56,418)	-4.3%
FUND BALANCE	\$1,956,104	\$1,956,104	\$1,831,739	\$1,831,739	\$1,831,739	\$1,831,739	(\$124,365)	-6.4%

PROGRAMS SUPPORTED

<u>Program Description</u>	<u>FY 2003 Adopted</u>	<u>FY 2003 Revised</u>	<u>FY 2004 Recomm</u>	<u>\$ Inc</u>	<u>% Inc</u>
Transfer to the General Fund: This transfer offsets the costs incurred by the County for ECC Operations Costs and for E-911 Planning (\$814,646) & GIS Support (\$205,165).	1,293,478	1,293,478	1,019,811	(273,667)	-21.2%
Transfer to the General Government CIP: This transfer provided funds for Capital projects for the E-911 System.	0	124,365	0	0	
Appropriation to E-911 Fund Contingency Reserve	10,940	10,940	228,189	217,249	1985.8%
Total	1,304,418	1,428,783	1,248,000	(56,418)	-4.3%

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 THE BUDGET?

The budget is divided into three major parts, each with separate documents and public hearings. The **operating budget** is the total and complete budget used to finance all of the day-to-day operations of local government. It consists of several major sections including general government operations, the transfer to school operations, school debt service, capital outlay, and the City-County revenue sharing payment. Funding for this budget is derived primarily from taxes, fees, licenses, fines, and state and federal revenues.

The **school budget** is used to completely describe the operations of the County's schools. It is prepared by the Superintendent's Office and is approved by the School Board. The schools have their own budget calendar, which is separate from that of other budgets. Funding for the school budget is derived mainly from transfers from the General Fund, fees, and inter-governmental revenues (i.e., state and federal funding).

The **Capital Improvements Program (CIP)** is used to purchase or finance the construction of capital items ranging from the building of schools, parks, and roads to the upgrading of computer and phone-system equipment. Funding for these projects is obtained primarily from bond issues (long-term debt which is typically borrowed for the building of school facilities) or from transfers from the operating budget for projects funded on a "pay-as-you-go" basis.

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. The School Board must approve the School Budget by May 1 or within 15 days of receiving estimates of state funding, whichever shall occur 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 operating budget and the tax rate requires the Board to hold a public hearing and to advertise this hearing no less than 7 days in advance. 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 personal property tax prior to the tax bill mailing date. 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 from time to time to increase the aggregate amount to be appropriated during the current fiscal year, as shown in the currently adopted budget. However, any amendment which exceeds one percent of the total revenue shown in the currently adopted budget, or the sum of \$500,000, whichever is lesser, 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 \$500,000 also must be approved by the Board of Supervisors, although a public hearing is not 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-128, 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 2004 budget calendar is included near the front of this budget document. The Budget Office can be contacted at any time by calling (434) 872-4516. Budget information of interest to the public can be found on the County website, www.albemarle.org.

WHAT IS THE BUDGET PROCESS?

The County's FY 2003/04 operating budget schedule began in September of 2002 with initial data gathering for the FY 2003/04 budget. In October, the preliminary projection of revenues for the coming year was developed. On November 6, the Board provided the County Executive with financial guidelines for the development of the budget. Departments submitted baseline budget analyses and requests to the County Executive's Office of Management and Budget (OMB) during October 2002. In late October through early November, OMB staff met with departments to clarify any questions on their baseline budget submissions. Requests for new and expanded programs and for community agency funds were submitted to the County Executive's office by December 13.

From late December through January 2003, the OMB staff reviewed new and expanded budget requests and developed budget-related questions. From these discussions, the OMB staff developed recommendations ranging from the funding of new programs to the reduction of funding for current programs. In late February, the School Superintendent submitted school budget requests to the County Executive. By the end of February, the County Executive made his decisions on the budget recommendations and staff prepared the County Executive's recommended budget document for FY 2004. This budget was presented to the Board of Supervisors on March 5, and a public hearing on the County Executive's recommendation is scheduled for March 12.

After the public hearing, the Board holds work sessions to do a detailed review of each area of the budget and to recommend specific changes to the County Executive's recommended budget. After all of the budget changes are agreed upon, public hearings on the Board of Supervisors' proposed budget and the tax rate are held. These public hearings will be held on April 9, 2003. On April 16, the Board will adopt 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, 2003 (the beginning of FY 2004).

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 to ensure conformity with the adopted budget occurs throughout the year. 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, Engineering and Public Works, Human Development, Parks, Recreation and Culture, and Community Development.

The **Administration** functional area provides for County policy direction, management and budgets 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; real estate assessment, payroll, tax assessment/collection, accounting, and purchasing 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, to the actual running of the courts themselves. Funding is provided to support each of the local courts: 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 offices 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 serving the citizens; building inspections by the Department of Building Code and Zoning Services; as well as Emergency Communications (E-911), the Juvenile Detention Home, the Regional Jail, and funding for other local public safety-related agencies, such as the SPCA.

The **Engineering and Public Works** functional area includes the duties of public building maintenance and operations, water resources management, erosion control, and engineering oversight of residential and commercial construction within the County, all encompassed by the County's Department of Engineering and Public Works.

The **Human Development** functional area includes the County Department of Social Services, the Health District which provides local public health services, 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 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 Department of Planning and Community Development, the Zoning function, the Office of Housing, the Soil and Water Conservation District, and the Virginia Cooperative Extension Service Unit. The services provided include long-term planning for community development, the review of development applications, zoning enforcement, the implementation and development of housing programs, funding for local transit, extension services, and funding for other services provided by local agencies.

WHERE DO THE REVENUES COME FROM?

Most of the revenues come from local taxes such as real estate property taxes, personal property taxes, business licenses, and other fees.

HOW HAVE THE EXPENDITURES CHANGED OVER TIME?

Although the total budget of the County has grown over the past several years, much of this growth is due to two major factors: inflation and population growth. Since FY 90/91, the Consumer Price Index has increased by about 30%, while the County's population has grown by about 25%.

HOW HAVE THE REVENUES CHANGED OVER TIME?

The primary trend in revenues over the last decade has been the dramatic decrease in state and federal funding as a percentage of the overall County budget. However, this trend is not as apparent since 1999 due to the recategorization of Personal Property Tax Relief ("the car tax") payments by the Commonwealth of Virginia from local property tax revenue to state revenue.

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**, which 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 County debt service and capital improvement funds.
- The **School Fund**, which 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)**, which 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 do not require any transfers from the General Fund, but are funded by federal and state categorical funds, fees and grants. Examples of these funds are the Cafeteria Fund and the Community Education Fund.
- **Special Revenue Funds**, which 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, the Enhanced 911 (E-911) Fund, and the Tourism Fund, etc.
- The **Debt Service Fund**, which 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 School Fund.
- The **Capital Improvements Funds**, which account for financial resources used for the acquisition or construction of capital facilities on items, and which consist of the General Government Capital Improvements Fund, the School Division Capital Improvements Fund, and the Storm Water Management Fund, and others. 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.
- **Internal Service Fund**, a proprietary fund which accounts for the financing of goods and services provided by one County department or agency to other County departments or agencies. The Health Insurance Fund is an internal service fund.

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 Deferred Compensation 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, among others, are presented. The County's Five-Year Capital Improvements Program (CIP) and ten-year Capital Needs Assessment are also included in the document when the CIP undergoes its complete review on a biennial basis. 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 is not included in this document since the School Division produces its own budget document which describes these programs. Copies of the School Budget document are available from the County Superintendent of Schools.

BASIS OF BUDGETING & ACCOUNTING

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

Governmental Funds utilize the modified accrual basis of accounting and budgeting, under which revenues and related assets are recorded when measurable and available to finance operations during the year, 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 at June 30 collected within 45 days after that date are recognized as revenue in the accompanying financial statements. (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.

Non-Expendable Trust Funds utilize the same basis of accounting and budgeting as private business enterprises, where the measurement focus is upon determination of net income, financial position and cash flows. The **Agency Fund** is custodial in nature and does not present results of operations or have a measurement focus. Agency funds utilize the modified accrual basis of accounting and budgeting. These funds are used to account for assets that the government holds for others in an agency capacity.

GLOSSARY

ADA

Americans with Disabilities Act

ADC

Adult Day Care

AHIP (Albemarle County Housing Improvement Program)

A non-profit agency receiving funds from the County that provides housing repair and improvement to low- and moderate-income homeowners.

Accrual Basis

A basis of accounting that recognizes transactions at the time they are incurred, rather than when cash is received or spent. In Albemarle, the basis of budgeting and accounting for all governmental funds is the modified accrual basis of accounting and budgeting, under which revenues and related assets are recorded when measurable and available, and expenditures, other than compensated absences and interest on long-term debt, are recorded as the related fund liabilities are incurred.

Ad Valorem Taxes

Commonly referred to as property taxes, these taxes are levied on both real and personal property according to the property's assessed valuation and the tax rate.

Adopted Budget

A plan of financial operations for the following year, approved by the Board of County Supervisors, highlighting major changes made to the County Executive's Recommended Budget. The adopted budget reflects approved tax rates and estimates of revenues, expenditures, and transfers.

Appropriation

A legal authorization to make expenditures and to incur obligations for specific purposes granted by the Board of County Supervisors to a specified unit of County Government. An appropriation is limited in dollar amount and when it may be spent, usually expiring at the end of the fiscal year.

Assess

To place a value on property for tax purposes.

Assessed Valuation

The valuation set upon real estate taxes and certain personal property by the Assessor as a basis for levying property taxes, or the value of all taxable property within the boundaries of Albemarle County. In Albemarle, property is assessed at 100% of market value.

Assets

Resources owned or held by Albemarle County, which have a monetary value.

Authorized Positions

GLOSSARY

Employee positions which are authorized in the adopted budget, to be filled during the year.

Available (Undesignated) Fund Balance

The funds remaining from the prior fiscal year that are available to appropriate and spend in the current year.

BPOL (Business, Professional and Occupational License)

Business, Professional, and Occupational License is a license tax that is levied upon the privilege of doing business or engaging in a profession, trade, or occupation in the County, and includes all phases of the business, profession, trade, or occupation, whether conducted in the County or not.

Base Budget

The cost of continuing existing levels of service in the current budget year.

Baseline Operating Budget

The baseline operating budget of a department is the sum of all non-salary driven compensation (such as part-time, overtime, shift differential, etc.), operational expenditures, and replacement capital outlay.

Bond

A long-term IOU, or promise to pay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are used to finance capital projects. Virginia Public School Authority (VPSA) bonds, which finance school capital projects, are General Obligation Bonds, backed by the full faith, credit, and taxing power of the government.

Budget

A specific plan of operations for the fiscal year that states the expenditures required to meet that plan of operations, and identifies the revenue necessary to finance the plan. The annual County budget is established (adopted) by the Board of County Supervisors.

Budgetary Basis

The basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Building Locator System

The Building Locator System will provide automated structure location information and detailed mapping for use by emergency service personnel in locating a business or residence in the County. The Department of Planning and Community Development manages the system.

GLOSSARY

CACY (Charlottesville-Albemarle Children and Youth Commission)

A multi-jurisdictional commission receiving funds from the County, that is appointed by the Board of County Supervisors and the Charlottesville City Council, to plan, develop, coordinate, and evaluate children and youth services in the community.

CALAS (Charlottesville-Albemarle Legal Aid Society)

An agency that provides free civil legal services to low-income persons in Planning District 10. This agency receives funds from the County.

CIP (Capital Improvements Program)

A five-year plan for public facilities resulting in the construction or acquisition of fixed assets, primarily schools, but also parks, land, landfills, etc.

CPI (Consumer Price Index)

A statistical description of price levels, provided by the U.S. Department of Labor, that is used as a measure of "inflation", or changes in prices of various goods. The most commonly used index is the Consumer Price Index for Urban Consumers (CPIU), which is an index of prices of various consumer goods. The County uses the average annual (national) CPIU to measure inflationary increases from one year to the next.

CYFS (Children, Youth, and Family Services)

An agency receiving funds from the County, that provides programs that encourage healthy child development and positive family relationships through support services, enrichment services, parent education, family therapy, and short-term shelter care.

Capital Budget

The appropriation of bonds or operating revenues for improvements to facilities, and other infrastructure. The capital budget is the first year of the approved five-year Capital Improvements Program.

Capital Improvements

Expenditures related to the acquisition, expansion, or rehabilitation of the government's physical plant, or infrastructure.

Capital Improvements Program (CIP)

A five-year plan for public facilities resulting in the construction or acquisition of fixed assets, primarily schools, but also parks, land, landfills, etc.

Capital Projects Funds

Capital Projects Funds account for financial resources to be used for the acquisition or construction of major capital facilities. These funds consist of the Fire Service Fund, the School Division Capital Improvements Fund, the General Government Capital Improvements Fund, and the Stormwater Control Fund.

GLOSSARY

Capital Outlay

Expenditures for items of a substantial value (more than \$100), such as microcomputers and vehicles.

Carry-over Funds

Unexpended funds from the previous fiscal year that may be used to make payment in the current fiscal year. This also is referred to as a "Beginning Fund Balance".

Constant or Real Dollars

The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time in the past.

Constitutional Officers

Elected officials whose positions are established by the Constitution of the Commonwealth of Virginia or its statutes. Albemarle County's Constitutional officers include the Clerk of the Circuit Court, the Commonwealth's Attorney, the Sheriff, and the Director of Finance. Although these officers and their staff are on the County payroll, the State Compensation Board reimburses the County for the salaries of all Compensation Board-approved employees, the employer share of Social Security benefits, and a third of the employer share of retirement and life insurance benefits, as well as a share of the operating expenses incurred by each employee.

Consumer Price Index (CPI)

A statistical description of price levels provided by the U.S. Department of Labor that is used as a measure of "inflation" or changes in prices of various goods. The most commonly used index is the Consumer Price Index for Urban Consumers (CPIU), which is an index of prices of various consumer goods. The County uses the average annual (national) CPIU to measure inflationary increases from one year to the next.

Contingency

A budgetary reserve set-aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contingent Funding

Funds/revenues that are undetermined at a given date and dependent upon decisions and/or certain conditions being met outside of the agency or department's control.

Contingent Liabilities

Items which may become liabilities as a result of conditions undetermined at a given date, such as guarantees, pending lawsuits, judgments under appeal, unsettled disputed claims, unfilled purchase orders, and uncompleted contracts.

County Executive's Recommended Budget

A plan of financial operations submitted by the County Executive to the Board of County Supervisors. This plan reflects estimated revenues, expenditures, transfers, and departmental goals and objectives.

GLOSSARY

In addition, sections are included to show major budgetary/financial policies and guidelines used in the County's fiscal management. The document is commonly referred to as the Proposed Budget.

Debt

An obligation resulting from borrowing of money or purchasing goods and services.

Debt Service

The cost of paying principal and interest on borrowed money, according to a predetermined payment schedule.

Debt Service Fund

A fund established to account for the payment of general long-term debt, which includes principal and interest. The County has two debt service funds: the School Division Debt Service Fund and the General Government Debt Service Fund.

Department

An organizational unit of government that is functionally unique in its delivery of services (e.g., Police Department, Department of Social Services, etc.) A department may consist of one or more cost centers that are subdivisions that group related expenditures for accounting and budgetary purposes.

Distinguished Budget Presentation Awards Program

A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents. To receive the award, governments must have prepared a budget that meets program criteria as a document, an operations guide, a financial plan, and a communications device.

ECC

Emergency Communication Center.

EMS

Emergency Medical Service.

Employee (Fringe) Benefits

Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and Medicare (FICA), employee pensions (administered by the Virginia Retirement System), workers compensation, and health, dental, and life insurance.

Encumbrance

A reservation of funds for an anticipated expenditure prior to actual payment of an item. Funds usually are reserved or encumbered once a contract obligation has been signed, but prior to the cash payment actually being dispersed.

GLOSSARY

Enhancements

A program enhancement is: 1) an expansion/improvement of an existing program; 2) a new program; 3) a proposal to fund from local dollars a program which has previously been supported by non-local sources of revenue; 4) an increase in revenue due to a new fee or an increase in fee rates. Sometimes an enhancement is adding staff or other resources to a program in order to continue the present level of service. The absence of an enhancement in the face of a growing population's service demands would sometimes lower the quality of the service.

Expenditure

The payment of cash on the transfer of property or services for the purpose of acquiring an asset or service, or for settling a loss.

FTE (Full-Time Equivalent)

A part-time position converted to the decimal equivalent of a full-time position based upon 2,080 hours worked per year. For example, a part-time employee working 20 hours per week (1,040 hours per year) is the equivalent of 0.5 of a full-time employee, or 0.5 FTE. A full-time employee working 2,080 hours per year is 1.0 FTE.

Fiduciary Funds (Trust and Agency Funds)

These funds account for assets held by the County in a trustee capacity or as an agent or custodian for individuals, private organizations, other governmental units, or other funds. These funds include Non-expendable Trust and Agency Funds, such as the McIntire Trust Fund, the Thomas Jefferson Memorial Trust Fund, etc.

Financial Management Policies

Financial policies adopted by the Board of County Supervisors in October 1994, for the purpose of providing financial guidelines and goals that create a framework within which sound financial decisions may be made. These policies address the operating and capital budgets; asset maintenance, replacement, and enhancement; revenue; investment; accounting, auditing, and financial report; debt; and the use of fund balance or reserve.

Fiscal Year

A 12-month period designated as the operating year for accounting and budgetary purposes. The County's fiscal year runs from July 1st to June 30th.

Full-Time Equivalent (FTE)

A part-time position converted to the decimal equivalent of a full-time position based upon 2,080 hours worked per year (40 hours per week). For example, a part-time employee working 20 hours per week (1,040 hours per year) is the equivalent of 0.5 of a full-time employee, or 0.5 FTE. A full-time employee working 2,080 hours per year is 1.0 FTE.

Function

A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., administration, public safety, community development, etc.).

GLOSSARY

Fund

A sum of money or other resources, such as taxes, charges, or fees, established for conducting specified operations for attaining certain objectives, frequently under specific limitations. In Albemarle County, government funds use the modified accrual basis of accounting, where the focus is on financial positions and changes in financial positions, rather than upon net income determination. The individual government funds are the: General Fund, Special Revenue Funds, School Fund, Other School Funds (Self-Sustaining), Debt Service Fund and the Capital Projects Funds.

Fund Balance

Fund Balance refers to the amount of money or other resources in a fund at a specific point in time. It is the excess of the assets of a fund over its liabilities, revenues, and carryovers. It usually refers to the year-end balance.

GAAP (Generally Accepted Accounting Principles)

The uniform minimum standards for financial accounting and recording encompassing the conventions, rules, and procedures that define Generally Accepted Accounting Principles. Budgets for all funds are adopted on a basis consistent with these principals.

GFOA

Government Finance Officers Association.

G.I.S. (Geographic Information System)

A computer system that stores and links non-graphic attributes or geographically-referenced data with graphic map features to provide a wide range of information processing and display operations, as well as map production, analysis, and modeling.

Geographic Information System (G.I.S.)

A computer system that stores and links non-graphic attributes or geographically referenced data with graphic map features to provide a wide range of information processing and display operations, as well as map production, analysis, and modeling.

General Fund

This fund is used to account for all revenues and expenditures applicable to the operations of the County, except those transactions accounted for in other funds. This accounts for most traditional local government programs such as police, fire/rescue, libraries, parks, human services, etc. Revenues are derived primarily from property and other local taxes, state and federal distributions, licenses, permits, charges for services, and interest income.

Goal

A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

GLOSSARY

Grant

A contribution by one governmental unit to another. The contribution is usually made in support of a specified function, such as health care, housing, crime prevention, etc.

Inter-fund Transfers

The movement of monies between funds of the same governmental entity.

Inter-governmental Revenue

Revenue from other governments, such as the state or federal government, in the form of grants, entitlements, shared revenue, or payments, in lieu of taxes.

JABA (Jefferson Area Board of Aging)

A non-profit agency receiving funds from the County which provides planning, advocacy, service coordination, and direct services ranging from congregate and home-delivered meals, to outreach and screening, for people over 60 years of age in Planning District 10.

JAUNT (Jefferson Area United Transportation)

An agency receiving funds from the County to provide safe, efficient, and prompt transportation services as an alternative to automobile transportation, as a companion specialized transportation system to Charlottesville Transit Service in the City, and as a provider of human service agency transportation for the entire district.

J.C.F.R.A. (Jefferson Country Fire and Rescue Association)

An agency that receives funds from the County and represents the seven volunteer fire companies and three volunteer rescue squads that provide fire and rescue services to the County.

Lease Purchase

This method of financing allows the County to construct or acquire property, paying for it over a period of time through installment payments, rather than as an outright purchase.

Liabilities

Obligations incurred in past or current transactions requiring present or future settlement.

Licenses/Permits

Licenses and permits are legal permission to engage in certain actions (a type of user's fee). Examples are building permits, vehicle stickers, and Business, Professional and Occupational Licenses.

Line Item

An expenditure classification established to account and budget for approved appropriations.

GLOSSARY

Long-Term Debt

Debt with a maturity of more than one year after the date of issuance.

MACAA (Monticello Area Community Action Agency)

An agency receiving funds from the County to provide programs serving the goal of eliminating poverty in the community. These programs include community programs, employment training, and children's programs such as Head Start, and Hope House I and II.

Modified Accrual Basis of Accounting

All government funds use the modified accrual basis of accounting under which revenues and related assets are recognized when measurable and available as current assets. Expenditures generally are recognized when the related goods and services are received and the liability is incurred.

Needed From Local Taxes

The amount of funds generated from local tax revenue sources that are required to fund a program at a desired level. The amount "needed from local taxes" is determined by subtracting all offsetting state and federal revenue from the total cost of the program.

OAR (Offender Aid and Restoration)

An agency receiving funds from the County to provide services to offenders in the Charlottesville-Albemarle area and other areas of Planing District 10. The goal of the agency is to rehabilitate and integrate offenders and ex-offenders into the community.

Object Classification

A grouping of expenditures on the basis of goods or services purchase; for example, personal services, materials, supplies, equipment, etc.

Objective

Something to be accomplished in specific, well defined, and measurable terms, that is achievable within a specific time period.

Operating Expenditures

The cost for personnel, materials, and equipment required by a department in order to function.

Operating Revenue

Funds that the government receives as income to pay for ongoing operations, including such items as taxes, fees from services, intergovernmental revenues, and grant revenues. Operating revenues are used to pay for day-to-day services.

GLOSSARY

Ordinance

A bill, resolution, or other means by which appropriations are given legal effect. It is the method by which the appropriation of the annual budget is enacted into law by the Board of County Supervisors, per authority of state statutes.

Pay-As-You-Go-Basis

A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowed funds.

Performance Indicators

Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

Performance Measure

Data collected to determine how effective or efficient a program is in achieving its objectives.

Permits/Licenses

Licenses and permits are legal permission to engage in certain actions (a type of user's fee). Examples are building permits, vehicle stickers, and Business, Professional and Occupational Licenses.

Personal Property

A category of property other than real estate, identified for purposes of taxation, which include personally owned items, corporate property, and business equipment. Examples include automobiles, motorcycles, trailers, boats, airplanes, business furnishings, and manufacturing equipment. Goods held for sale by manufacturers, wholesalers, or retailers, are not included.

Planning District 10

A regional grouping of cities and counties, which include the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson.

Property Tax Rate

The amount of tax stated in terms of a unit of the tax based expressed as dollars per \$100 of equalized assessed valuation.

Quality Improvement Program (QuIP)

A program initiated in 1994 for the purpose of promoting the general well-being and enhancing the quality of life for citizens through the provision of high quality public service. Components of the program include employee empowerment, employee involvement, continuous process improvement, self-directed work teams, and a focus on customer service.

GLOSSARY

Real Property

Real estate, including land and improvements (building, fencing, and paving) classified for purposes of assessment.

Reserve

An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year, or to earmark revenues for a specific future purpose.

Resolution of Appropriation

A legally binding document that delineates, by fund and department, all expenditures and revenues adopted by the Board of County Supervisors that are reflected in the adopted budget.

Resources

The total amount available for appropriation, including revenues, fund transfers, and beginning balances.

Revenue

Income generated by taxes, notes, bonds, investments, income, land rental, fees, user charges, and federal and state grants.

Revised Budget

The revised budget represents the total budgeted expenditures and revenues for the fiscal year, including all reappropriations.

SARA (Sexual Assault Resource Agency)

An agency receiving funds from the County to provide free hot line/companion service for confidential crisis intervention, counseling, and information on sexual assault, to members of Planning District 10.

SHE (Shelter for Help in Emergency)

An agency receiving funds from the County to provide temporary shelter care for victims of domestic violence, as well as other services for victims and their families, and rehabilitative services for abusers.

School Fund

A governmental fund that reflects revenues and expenditures related to the operations of the County's school system. The primary sources of revenue, exclusive of transfers from the General Fund, are basic aid payments from the Commonwealth and educational program grants. Major expenditures include instructional costs, transportation, etc. Service for long-term debt is included in the General Fund, not the School Fund.

Self-Sustaining Funds

Self-sustaining funds are separate funds apart from the School Fund that are used for very limited expenditures due to legal or regulatory provisions, and whose operations are self-sustaining or self-supporting. These funds do not require any transfers from the General Fund, but are funded by federal and state categorical funds, fees, and grants. Examples of these funds are the Cafeteria Fund and the Community Education Fund.

GLOSSARY

Special Revenue Funds

These funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes. Special revenue funds include federal and state grant funds, the Enhanced 911 Fund, and the Duplication Fund.

Supplemental Appropriations

Where requests for sufficient justification exist, special appropriations by the Board of County Supervisors may occur. Such appropriations reflect unanticipated emergency requirements subject to serious time constraints that a normal resource allocation mechanism cannot accommodate.

Target Budget

Desirable expenditure levels provided to departments in developing the coming year's recommended budget. The target budget is based on the prior year's adopted budget, excluding one-time expenditures, projected revenues, and reserve requirements.

Tax Base

A part of the economy to which a tax is applied.

Taxes

Mandatory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.

Tax Rate

The level of taxation stated in terms of either a dollar amount (i.e., \$0.72 per \$100 of assessed valuation) or a percentage of the value of the tax base (i.e., 4.5% sales tax).

Tipping Fees

The cost for use of the landfill; generally this is levied on tonnage of solid waste.

TJEMS (Thomas Jefferson Emergency Medical Service)

An independent, non-profit agency receiving funds from the County to develop and implement a comprehensive emergency medical services system for Planning District 10.

TJPDC (Thomas Jefferson Planning District Commission)

An agency that receives funds from the County to serve as a planning and coordinating body for Charlottesville, Albemarle, Fluvanna, Greene, Louisa, and Nelson Counties, and to promote the physical, socio-economic and environmental aspects of Planning District 10.

GLOSSARY

Transfers

Budget transfers provide the opportunity to shift already budgeted funds to another area. Transfers may occur throughout the course of the fiscal year as needed for an agency's operation. The Director of Finance is authorized to transfer amounts between line items and between divisions within a department. Transfers between expenditure accounts in different departments are approved by the Board of County Supervisors.

Trust and Agency Funds (Fiduciary Funds)

These funds account for assets held by the County in a trustee capacity or as an agent or custodian for individuals, private organization, other governmental units, or other funds. These funds include Non-expendable Trust and Agency Funds such as the McIntire Trust Fund, the Thomas Jefferson Memorial Trust Fund, etc.

Users Fees/Licenses

User's fees are charges for services such as public property and parking. The fee assures that only people using a service pay for that service. Licenses and permits are also forms of user fees.

UVA

The University of Virginia.

VDOT

Virginia Department of Transportation.

VHDA

Virginia Housing Development Authority.

VRS

Virginia Retirement System.

Watershed

A region or area bounded peripherally by a water parting and ultimately draining to a particular watercourse or body of water.