



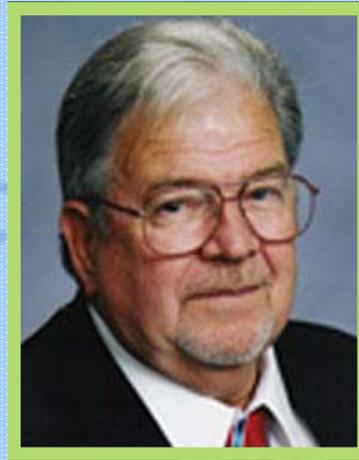
**GOOCHLAND COUNTY**

**GOOCHLAND COUNTY  
VIRGINIA  
FY 2016-FY2017  
ADOPTED BUDGET**

# GOOCHLAND COUNTY BOARD OF SUPERVISORS



District 1  
Susan Lascolette



District 3  
Ned Creasey



District 2  
Manuel Alvarez, Jr



District 4  
Robert Minnick



District 5  
Ken Peterson

<b>Table Of Contents</b>		
<b><u>Section</u></b>	<b><u>Description/Details</u></b>	<b><u>Page #</u></b>
<b>Introduction</b>	Cover	1
	Board of Supervisors Listing	2
	Table of Contents	3
	County Administrator's Letter	6
	Budget Highlights	9
	County Overview	10
	Strategic Plan and Report Card	14
	Strategic Plan Report Card	20
	Budget Award	21
	Organizational Chart	22
	Fund Balance Projections	23
	Budget Calendar	25
	Fund Structure	26
<b>Fund Summaries</b>	Summary of all funds - Revenues	31
	Summary of all funds - Expenditures	32
	General Fund Revenues Overview	33
	General Fund Revenues - pie chart	37
	General Fund Revenues - detail	38
	General Fund Expenditures - pie chart	42
	General Fund Expenditures - detail	43
	Five Year Plan	45
<b>General Government</b>	Board of Supervisors	47
	Commissioner of Revenue	49
	County Administrator	53
	County Assessor	55
	County Attorney	59
	Finance	62
	Human Resources	65
	Information Technology	68
	Purchasing	72
	Registrar/Electoral Board	75
	Treasurer	79
<b>Judicial</b>	Circuit Court	85
	Clerk of Circuit Court	87
	Commonwealth Attorney	90
	General District Court	92
	Sheriff - Court Related	94
<b>Public Safety</b>	Animal Protection	98
	Building Inspection	102
	Correction & Detention	106

## Table Of Contents

<u>Section</u>	<u>Description/Details</u>	<u>Page #</u>
<b>Public Safety (continued)</b>	Emergency Communication Services	108
	Emergency Planning-Fire Grants	110
	Emergency Services	113
	Fire & Rescue	115
	Fire - Rescue Cost Recovery	121
	Sheriff	124
<b>Public Works</b>	Convenience Centers	130
<b>Health &amp; Welfare</b>	Community Services Board	135
	Contributions	137
	Goochland Free Clinic & Family Services	140
	Health Department	143
	Tax Relief for Elderly & Disabled	145
<b>Culture &amp; Leisure</b>	Parks, Recreation, and Facilities	148
	Regional Library	157
<b>Community Development</b>	Community Development Administration	161
	Economic Development	164
	Environmental and Land Development Review	168
	Extension Program	172
	Payments to EDA	176
	Planning	178
<b>Debt Service &amp; Other</b>	Countywide	184
	Debt Service	186
	Transfers from General Fund	190
<b>Schools</b>	Schools-Operating	194
	Schools-Textbooks	196
	Schools-Grants	198
	Schools-Cafeteria	200
<b>Social Services</b>	Social Services	203
<b>Capital Projects</b>	Capital Improvement Program	209
	Capital Improvement Program Message	214
	Capital Improvement Program Introduction	215
	Capital Improvement Program Process	216
	Capital Improvement Program Summary	219
	Project Detail	222
	Unfunded County Projects	251
	Technology Improvement Plan	252

## Table Of Contents

<u>Section</u>	<u>Description/Details</u>	<u>Page #</u>
<b>Office of Children's Services</b>	Office of Children's Services	255
<b>Public Utilities</b>	Public Utilities Funds	259
<b>Appendix</b>	Adopted Resolution	269
	Personnel Complement-County	273
	Financial Policy Guidelines	278
	Glossary	285



**OFFICE OF THE COUNTY ADMINISTRATOR**

**Rebecca T. Dickson**  
County Administrator

**John Wack**  
Deputy County Administrator, Financial Services

**Dan Schardein**  
Deputy County Administrator, Community Development

[www.co.goochland.va.us](http://www.co.goochland.va.us)

April 20, 2015

Dear Honorable Members of the Board of Supervisors:

I am pleased to present to you and the citizens and businesses of Goochland County the FY2016 Adopted and FY2017 Projected County budget. The budget furthers the Board of Supervisors priorities of education and public safety.

The budget is based on a detailed review of all governmental revenues and expenditures. Narrative descriptions for each agency are included in the budget document along with a two-year perspective of revenues and expenditures and performance measures that align with the County's Strategic Goals. Budget details for each agency along with an explanation of significant funding changes between the FY2015 and FY2016 budgets are also included. This year's document also contains introductory sections and appendices in order to be more user-friendly and educational for readers.

The Board of Supervisors adopted a Strategic Plan for the County for 2014-2018 in September 2014. Following are the highlights of the Plan:

- Vision: A vibrant community rich with history and opportunity where the citizens and their rights and freedoms are protected
- Mission: To provide high quality services in an efficient, effective and accountable manner
- Strategic Goal 1: Efficient, effective, and transparent government with emphasis on customer service excellence
- Strategic Goal 2: Balanced development that contributes to the welfare of the community and preserves its rural character
- Strategic Goal 3: Excellence in Financial Management
- Strategic Goal 4: High Quality Core Services including Education, Public Safety, and Community Health
- Strategic Goal 5: Positive Work Environment with a Highly Qualified, Diverse Workforce

---

1800 Sandy Hook Road  
P. O. Box 10, Goochland, VA 23063  
(804) 556-5800 • (804) 556-4617 Fax • (TDD 711 (Virginia Relay))  
Email: [countyadmin@co.goochland.va.us](mailto:countyadmin@co.goochland.va.us)

The FY2016 overall general fund budget increase is 1.1% or \$512,139 compared to FY2015 adopted; this increase would be 3.2% if the revenue sharing between the general fund and the Tuckahoe Creek Service Debt fund were still budgeted as a revenue and transfer expense. The FY2016 budget assumes maintaining the real estate tax rate at \$0.53 per \$100 of assessed value and limited growth in other recurring revenues. Real estate taxes, which support about half of the County's general fund, are growing as a result of a 2.6% increase in total taxable assessed values in 2015 and another 3.5% in growth anticipated as of January 2016. Moderate growth in the amounts budgeted for personal property taxes and business license taxes are indicative of positive signs of growth in the local economy.

Following are notable changes in the proposed FY2016 budget compared to FY2015:

- Local support for the school system is increasing by \$796,543 (4.1%) to \$20,260,000, to help address priorities of the School Board and provide a 1.5% salary increase for school employees;
- The Sheriff's budget includes two new Deputy positions, a new dispatch position, operating increases, and funding for two additional replacement vehicles;
- The Fire-Rescue budget includes funding for three new full-time Fire/EMS positions;
- Animal Control includes a new Animal Control Officer;
- The Registrar's budget includes increased compensation for Officers of Election and allowances for the presidential primary and paper ballot printing costs;
- Parks and Recreation and Facilities includes additional part-time staffing and operating increases, primarily related to program offerings at more County facilities and an increased number of facilities;
- Debt service in the budget is increasing since borrowing for the Public Safety Radio project is planned (this project has been progressing with the use of cash but borrowing funds will be necessary in the future);
- Funding has been included for a 1.5% merit increase for County employees.

We are projecting continued moderate growth in recurring revenues heading into FY2017. Unless something changes, the use of prior year surplus revenues will be needed in FY2017 in order to address incremental growth in the budget that year. This is not unusual.

Parallel to the preparation of the general fund budget, on-going review of the Public Utilities user fee rates and the ad valorem tax rate has been completed. A moderate 2.5% rate increase is planned for the County's water and sewer rates in FY2016 to help reduce the amount by which the general fund subsidizes the public utility. Meanwhile, the Ad Valorem tax rate for properties in the Tuckahoe Creek Service District is expected to remain at \$0.32 per \$100 assessed value for the foreseeable future.

I hope the readers of this document find it helpful in illustrating the County's financial priorities. I would like to thank the Board of Supervisors for their strong participation in the process thus far and to extend my appreciation to all the County staff and constitutional officers that have helped develop this budget.

Respectfully submitted,

A handwritten signature in black ink that reads "Rebecca Dickson". The signature is written in a cursive style with a large, prominent "R" and "D".

Rebecca Dickson  
County Administrator

## **FY2016 Adopted Budget Highlights**

### **FY2016 Budget Process:**

- Revenue overview presented to Board of Supervisors in November 2014
- In December and January, County Administrator met with each agency to discuss their budget and needs
- Agencies (departments) presented budget requests to the Board during January and February work sessions
- Town Halls were held in March 2015 to seek public input
- Public hearings on budgets and tax/fee rates held on April 13, 2015
- Board of Supervisors adopted the budget with their amendments on April 20, 2015

### **Major Considerations for the FY2016 Budget:**

- Adjust revenues based on January 2015 real estate values and other revenue updates
- Keep real estate tax rate at \$0.53/\$100
- Support Schools
- Add service capacity, particularly in Public Safety
- Continue to plan for capital improvements, allowing for impact of new debt service in FY2017

### **FY2016 Budget Highlights:**

- Additional part-time position in Human Resources
- Addition of three full-time positions in Fire-Rescue
- Increase of \$80,000 in EMS cost recovery primarily for four additional part-time positions
- Two additional Sheriff deputy positions
- One additional E911 dispatcher position
- One additional Animal Protection officer
- Additional part-time staffing in Parks and Recreation
- 1.5% salary increase for County and School staff
- 3.3% increase in the School Operating Transfer

### **FY2017 Challenges:**

- 3.5% growth anticipated in real estate revenues
- Moderate growth in most other general fund major revenue sources
- Cost of benefits will increase
- Debt service will increase
- Priority areas of Schools and Public safety will have increased budgetary needs

# County Overview

## History

Goochland County was originally formed in March 1727, when the General Assembly of Virginia passed the act calling for the division of the Henrico Shire, an original shire of the Virginia Colony. Officially established in 1728, the County was named after Sir William Gooch, Royal Lieutenant Governor of Virginia from 1727 to 1749. Goochland covered a vast amount of land on both sides of the James River, extending from Tuckahoe Creek in the east to beyond the Blue Ridge Mountains.



At the time of its founding in 1727/1728, Goochland was a frontier area and offered a natural setting for large plantations and country estates. Tuckahoe Plantation, the boyhood home of Thomas Jefferson, is the oldest recorded River Plantation in the County. The rich fertile land, with timber and mineral deposits, brought more settlers to the area and families from the lower James River region soon populated it. Coal was mined in the eastern section at the Dover, Manakin & Tuckahoe coalfields while gold was mined in the

western section.

With the James River running through the midsection of the new county and an abundance of creeks, mills were built to grind grain or produce oils. The original tobacco crop was replaced by wheat, which was easily transported to the larger mills in Richmond for markets in the Atlantic region of America. By 1840, the Kanawha Canal created by George Washington was operating in the County, running 40 miles along the James River. Remaining relics include three aqueducts, a lock keeper's house, and the only double tunnel culvert on the system.

The railroad completed in 1880, served as a vital communication link in Goochland for many years. By 1916 each of the designated train stations was also a telegraph station along with the post office. Later in the century, the creation of Interstate 64 became a new link to facilitate commerce.

## Form of Government

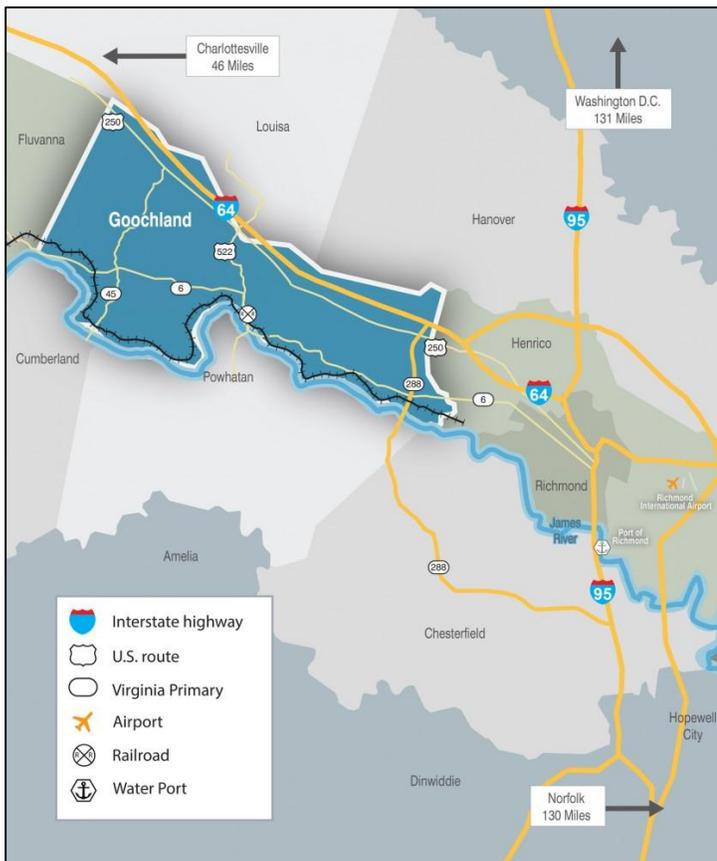
The County of Goochland, Virginia (the County) is organized under the County Administrator Form of Government (as defined under Virginia Law). Under this form of government, the Board of Supervisors appoints a County Administrator to serve as the Chief Administrative Officer of the County.



The Administrator serves at the pleasure of the Board of Supervisors, implements its policies, appoints department heads, and directs business and administrative procedures.

The Board of Supervisors is a five member body, elected by the voters of the Electoral Districts in which they live. The Chairman of the Board is elected annually by its members. Each member serves a four-year term. This body enacts ordinances, appropriates funds, sets tax rates, and establishes policies for the administration of the County's public service.

## **Location**



Goochland County is a predominately rural county located in the Piedmont Plateau region in central Virginia. Goochland is approximately 13 miles west of Richmond, the capital of Virginia; the county is 25 miles southeast of Charlottesville, Virginia. The county is 289 square miles in area.

The James River flows the entire length of the county and forms its southern boundary. The Counties of Powhatan, Cumberland, and Chesterfield are located to the south of Goochland. Tuckahoe Creek generally defines the eastern boundary with Henrico County. Goochland abuts Louisa County and Hanover County to the north, and Fluvanna County to the west.

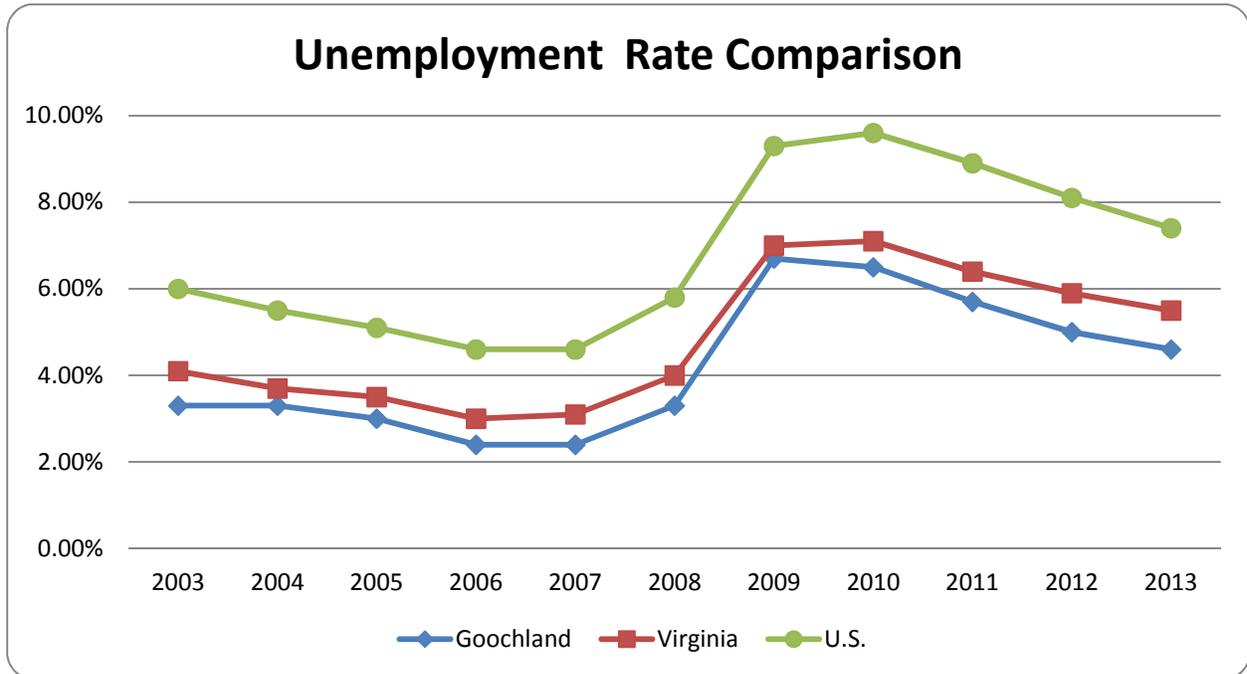
Interstate 64 runs along the northern edge of the county, making it easy for residents and visitors to get to the City of Richmond as well as the City of Charlottesville.

State Route 288, the Richmond area's western bypass is a four lane limited access road (interstate quality) running through the County. Along with Interstate 64, these are the "economic development highways" for the County.

## **Labor Force and Unemployment**

The civilian labor force is well educated. Goochland County ranks high among its regional neighbors with 85% of the its adult population (18 and older) holding at least a high school diploma. Of those high school graduates, 35% hold at least a bachelor's degree and 14% hold a graduate or professional degree.

Goochland County has one of the lowest unemployment rates in the metropolitan area, and it consistently trails the regional, statewide, and national rates. Following two consecutive years of an increase as a result of the national economic downturn, the County's average monthly unemployment rate began to decrease in 2010 and was at a low of 3.6% in December 2014.



Source: Virginia Employment Commission, Local Area Unemployment Statistics

**Statistical Information**

**Major Employers**

<u>Employer</u>	<u>Industry</u>
Capital One Bank	Financial
CarMax	Auto Sales
Goochland County School Board	Government
Luck Stone Corporation	Rock Quarries
Virginia Farm Bureau Mutual Insurance	Insurance/Financial
Virginia Correctional Center for Women	Government
Performance Food Group	Food Wholesaler
County of Goochland	Government
L.E. Myers Company	Electrical Contractors
Psychiatric Institute of Richmond	Health Care

Source: Goochland County, Comprehensive Annual Financial Report – June 30, 2014

**Population, Per Capita Income and Unemployment Rates**

<u>Fiscal Year</u>	<u>Population</u>	<u>Per Capita Income</u>	<u>Unemployment Rate</u>
2014	21,775	\$68,512	4.50%
2013	21,400	\$68,512	4.50%
2012	21,169	\$68,512	5.32%
2011	21,753	\$65,169	5.40%
2010	21,717	\$60,036	6.20%
2009	21,261	\$59,842	6.70%

Source: Goochland County, Comprehensive Annual Financial Report – June 30, 2014

**Top Taxpayers**

<u>Taxpayer</u>	<u>Tax Year 2013 Assessed Valuation</u>	<u>% of Total Assessment</u>
Capital One Bank	\$ 154,074,308	3.42%
West Creek/WC/GC Land	119,100,700	2.65%
Dominion Virginia Power	53,754,553	1.19%
Car Max Business Services	39,094,800	0.87%
Luck Stone Corporation	27,762,338	0.62%
Pruitt, Richard I	21,892,100	0.49%
Federal Reserve Bank	21,462,995	0.48%
Gotwald, James T	18,898,616	0.42%
CSX Transportation	18,257,675	0.41%
Tuckahoe, LLC	16,576,300	0.37%

Source: Goochland County, Comprehensive Annual Financial Report – June 30, 2014

# Strategic Plan for 2014 – 2018

## Vision:

A prosperous and vibrant community rich with history and opportunity where the citizens and their rights and freedoms are protected

## Mission:

To provide high quality services in an efficient, effective and accountable manner

## Strategic Goals:

<p><b>Goal 1: Efficient, effective, and transparent government with emphasis on customer service excellence</b></p> <p>Objective 1.1: Deliver efficient and effective services                  Objective 1.2: Enhance transparency and accountability                  Objective 1.3: Achieve high level of citizen satisfaction</p>
<p><b>Goal 2: Balanced development that contributes to the welfare of the community and preserves its rural character</b></p> <p>Objective 2.1: Support a balance of business and residential development that contributes to a healthy economy                  Objective 2.2: Support maintaining the County’s rural character and historic resources</p>
<p><b>Goal 3: Excellence in Financial Management</b></p> <p>Objective 3.1: Maintain sound financial health and strong fiscal controls                  Objective 3.2: Plan for future operating and capital needs</p>
<p><b>Goal 4: High quality core services including Education, Public Safety, and Community Health</b></p> <p>Objective 4.1: Support quality education                  Objective 4.2: Promote community safety                  Objective 4.3: Promote community health and human services</p>
<p><b>Goal 5: Positive work environment with a highly qualified, diverse workforce</b></p> <p>Objective 5.1: Attract and retain highly qualified, diverse professionals who share our core values                  Objective 5.2: Create a work environment conducive to a committed, results driven workforce</p>

UNDERSTAND CITIZEN NEEDS

DELIVER VALUE FOR \$

**Board’s Guiding Principles:** Honor Rights and Freedoms...Customer Focused...Collaborate...Innovate

**Organization’s Core Values:** Customer Focused...Stewardship...Transparency

...Integrity...Respect...Courage

**GOAL 1: Efficient, effective and transparent government with emphasis on customer service excellence**

**Objectives:**

- 1.1 Deliver efficient and effective services
- 1.2 Enhance transparency and accountability
- 1.3 Achieve high level of citizen satisfaction

**Strategies:**

- 1.1 Conduct citizen satisfaction survey - services
  - Leverage technology
  - Apply strong procurement practices
  - Encourage partnerships/collaboration
  - Continuously review departmental processes
  - Use performance measures to measure departmental progress
- 1.2 Produce annual "report card" to citizens
  - Hold District town halls
  - Live Stream meetings
  - Redesign the County's website
  - Put data online – financial, GIS, land records, board agendas
  - Partner with media to disseminate information
  - Increase ways to seek customer input in decision making
- 1.3 Conduct citizen satisfaction survey - customer service
  - Implement customer service standards in all departments
  - Cross train staff on county services
  - Expand citizen opportunities to conduct business remotely



**Success Indicators for Goal 1:**

Indicator/Measure	2013 Actual	2014/15 Projection
Competitive Real Estate Tax Rate	\$0.53 per \$100	\$0.53 per \$100
Citizen Satisfaction Ratings: Accountability; Customer Service; Quality of Services	N/A	90%+ Good to Excellent



**GOAL 2: Balanced development that contributes to the welfare of the community and preserves its rural character**

**Objectives:**

- 2.1 Support a balance of business and residential development that contributes to a healthy economy
- 2.2 Support maintaining the County’s rural character and historic resources

**Strategies:**

- 2.1 Update the Comprehensive Plan
  - Consider Mixed Use Zoning in growth areas
  - Designate growth areas: TCSD / Courthouse Areas
  - Implement the new Utility Master Plan
  - Implement the Economic Development Strategic Plan
  - Consider development that addresses its impacts
  - Partner with the Economic Development Authority
  - Enhance relationships with economic development contacts
  - Implement design development standards
  - Continually improve community development processes
- 2.2 Implement Rural Economic Development Committee recommendations
  - Promote legislation that furthers agri business
  - Promote the County’s historic resources



**Success Indicators for Goal 2:**

Indicator/Measure	2013 Actual	2014/15 Projection
Commercial/Residential Real Estate Ratio	17.5% / 82.5%	19% / 81%
Building Permits (New Residential / New Commercial / No Trade Permits Counted)	R=385 / C=110	R=350 / C=120
New Taxable Commercial Investment in County (Value Based on Permit Data)	\$41.5 million	\$30 million
New Commercial Investments within TCSD boundaries (Value Based on Permit Data)	\$31.3 million (75%)	\$22 million (75%)



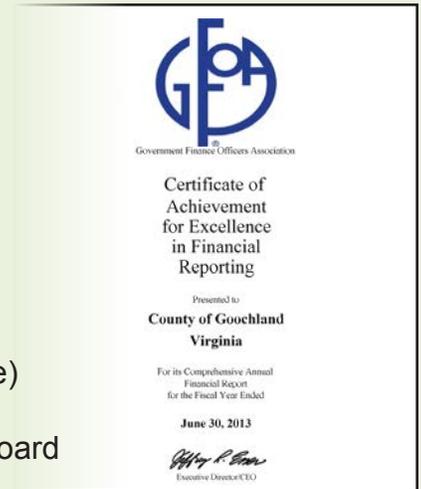
**GOAL 3: Excellence in Financial Management**

**Objectives:**

- 3.1 Maintain sound financial health and strong fiscal controls
- 3.2 Plan for future operating and capital needs

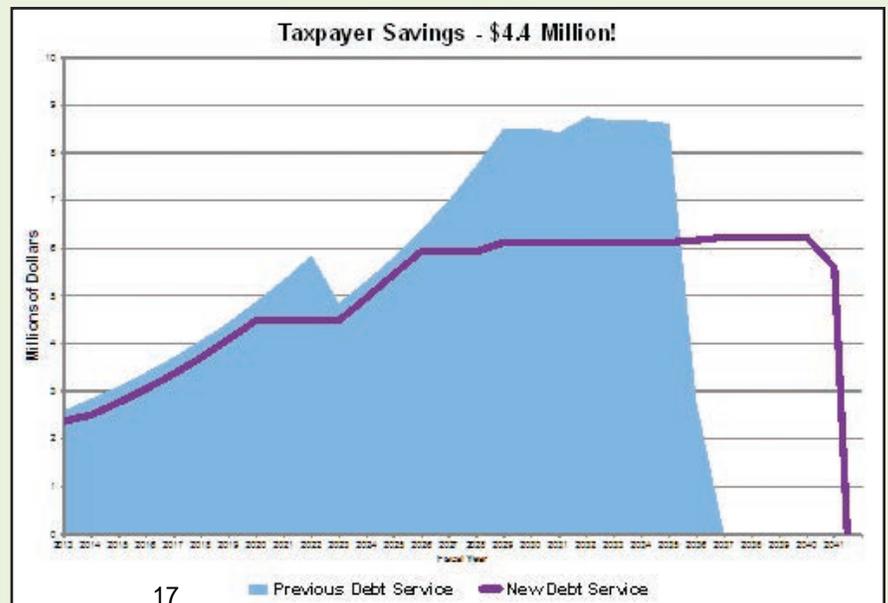
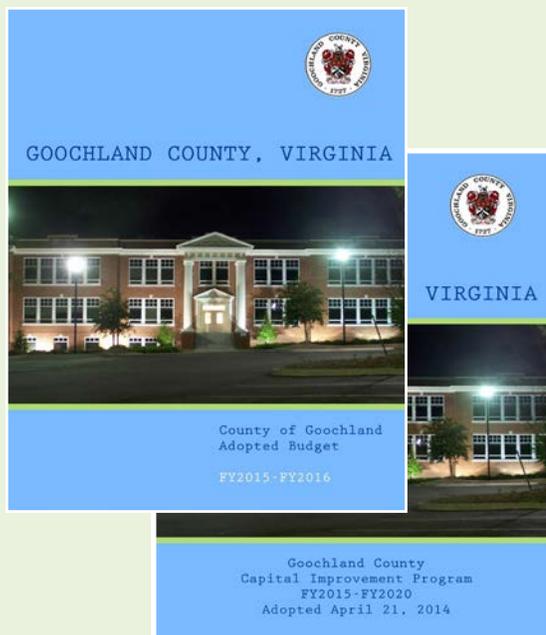
**Strategies:**

- 3.1 Adopt a two year budget with projections for three years  
 Adopt a 5+ year Capital Improvement Plan (Annual Update)  
 Continue to estimate revenues conservatively  
 Adhere to operating and debt policies as adopted by the Board  
 Implement and update financial policies and procedures  
 Continue strong financial controls and separation of financial duties  
 Present regular economic and revenue/expenditure updates to the Board  
 Promote diversification of the tax base  
 Continue Audit Committee/External Auditor reviews
- 3.2 Reserve funds for potential future year challenges  
 Adhere to debt management policies as adopted by the Board  
 Adhere to facilities maintenance and replacement schedules



**Success Indicators for Goal 3:**

Indicator/Measure	2013 Actual	2014/15 Projection
Liquidity – General Fund Balance: Unassigned as percentage of subsequent year’s budget	53.3%	40.3%
Debt Service – Expenditures as % of Budget	6.6%	10% Ceiling
GFOA Certificate for Excellence in Financial Reporting	Received	Receive
Credit Rating – Attain Highest Possible	N/A	Highest Possible



**GOAL 4: High Quality Core Services including Education, Public Safety and Community Health**

**Objectives:**

- 4.1 Support quality education
- 4.2 Promote community safety
- 4.3 Promote community health and human services

**Strategies:**

- 4.1 Implement Budget and Capital plans  
Support partnerships with JSRCC  
Support the School Board Strategic Plan
- 4.2 Improve public safety coverage  
Make optimal use of technology  
Properly equip first responders  
Complete Radio Communications project  
Complete county owned Fire Station 6  
Maintain code enforcement  
Provide disaster training for workforce/citizens  
Provide prevention education for citizens/businesses
- 4.3 Support human service agencies  
Provide health and wellness education



**Success Indicators for Goal 4:**

Indicator/Measure	2013 Actual	2014/15 Projection
Property Loss Rate (to Fire)	\$430,810	Less than \$400,000
Patrol Area Covered per Deputy	56.0 Miles	Less than 56 Miles
Poverty Rate	4.9%	Less than 4.9%
EMS Response (15 mins East) At or Below Established Standards (20 mins West)	East - 80% West - 85.5%	More than 85%; East More than 90%; West



**GOAL 5: Positive Work Environment with a Highly Qualified, Diverse Workforce**

**Objectives:**

- 5.1 Attract and retain highly qualified, diverse professionals who share our core values
- 5.2 Create a work environment conducive to a committed, results driven workforce

**Strategies:**

- 5.1 Conduct in depth interviews and background checks  
Offer competitive/creative compensation/benefits  
Invest in training/continuous learning for staff  
Conduct an Employee Satisfaction Survey  
Provide career development/promotion opportunities  
Conduct a comprehensive orientation for new employees  
Implement employee recognition program
- 5.2 Maintain clean, safe, well equipped facilities  
Offer employee wellness programs  
Provide cross functional opportunities to staff  
Demonstrate use of performance measures in recommendations/decisions



**Success Indicators for Goal 5:**

Indicator/Measure	2013 Actual	2014/15 Projected
Voluntary turnover	7%	Less than 3%
Number of applicants per position meeting minimum criteria	8	15
Diversity of County Workforce: Minorities as %	9%	At Least 10%



# Strategic Plan Report Card

## February 2015

<b>Goal 1: Efficient, effective, and transparent government with emphasis on customer service excellence</b>			
Indicator/Measure	CY2013 Actual	CY2014 Actual	CY2015 Target
Competitive Real Estate Tax Rate	\$0.53 per \$100	\$0.53 per \$100	\$0.53 per \$100
Citizen Satisfaction Ratings: Accountability; Customer Service; Quality of Services	N/A	N/A	90%+ Good to Excellent
<b>Goal 2: Balanced development that contributes to the welfare of the community and preserves its rural character</b>			
Indicator/Measure	CY2013 Actual	CY2014 Actual	CY2015 Target
Commercial/Residential Real Estate Ratio	17.5%/82.5%	17.8%/82.2%	18%/82%
Building Permits (New Residential/Commercial)	R=373, C=210	R=366, C=71	R=350, C=100
New Taxable Commercial Investment	\$41.5 million	\$24.2 million	\$25 million
New Commercial Investments within TCSD	\$31.3 Million (75%)	\$6.4 million (26%)	\$12 million (48%)
<b>Goal 3: Excellence in Financial Management</b>			
Indicator/Measure	CY2013 Actual	CY2014 Actual	CY2015 Target
Liquidity-General Fund Balance: Unassigned as percentage of budget	53.3%	42.2%	40%
Debt Service-Expenditures as % of Budget	9.1%	6.6%	5.5%
GFOA Certificate for Excellence in Financial Reporting	Received	Received	Receive
Credit Rating-Attain Highest Possible	N/A	AAA received February 2015	AAA
<b>Goal 4: High quality core services including Education, Public Safety, &amp; Community Health</b>			
Indicator/Measure	CY2013 Actual	CY2014 Actual	CY2015 Target
Property Loss Rate (to Fire)	\$528,010	\$459,720	<\$500,000
Patrol Area Covered per Deputy	56.0 Sq Miles	44.3 Sq Miles	41.1 Sq Miles
Poverty Rate-Persons Below Poverty Level	5.6%	N/A	<5.6%
EMS Response at or Below Established Standards	N/A	45%	90%
<b>Goal 5: Positive work environment with a highly qualified, diverse workforce</b>			
Indicator/Measure	CY2013 Actual	CY2014 Actual	CY2015 Target
Voluntary Turnover	7%	13%	<10%
No. of applicants per position meeting minimum criteria	8	12	15
Diversity of County Workforce: % Minorities	9%	10%	At least 10%



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

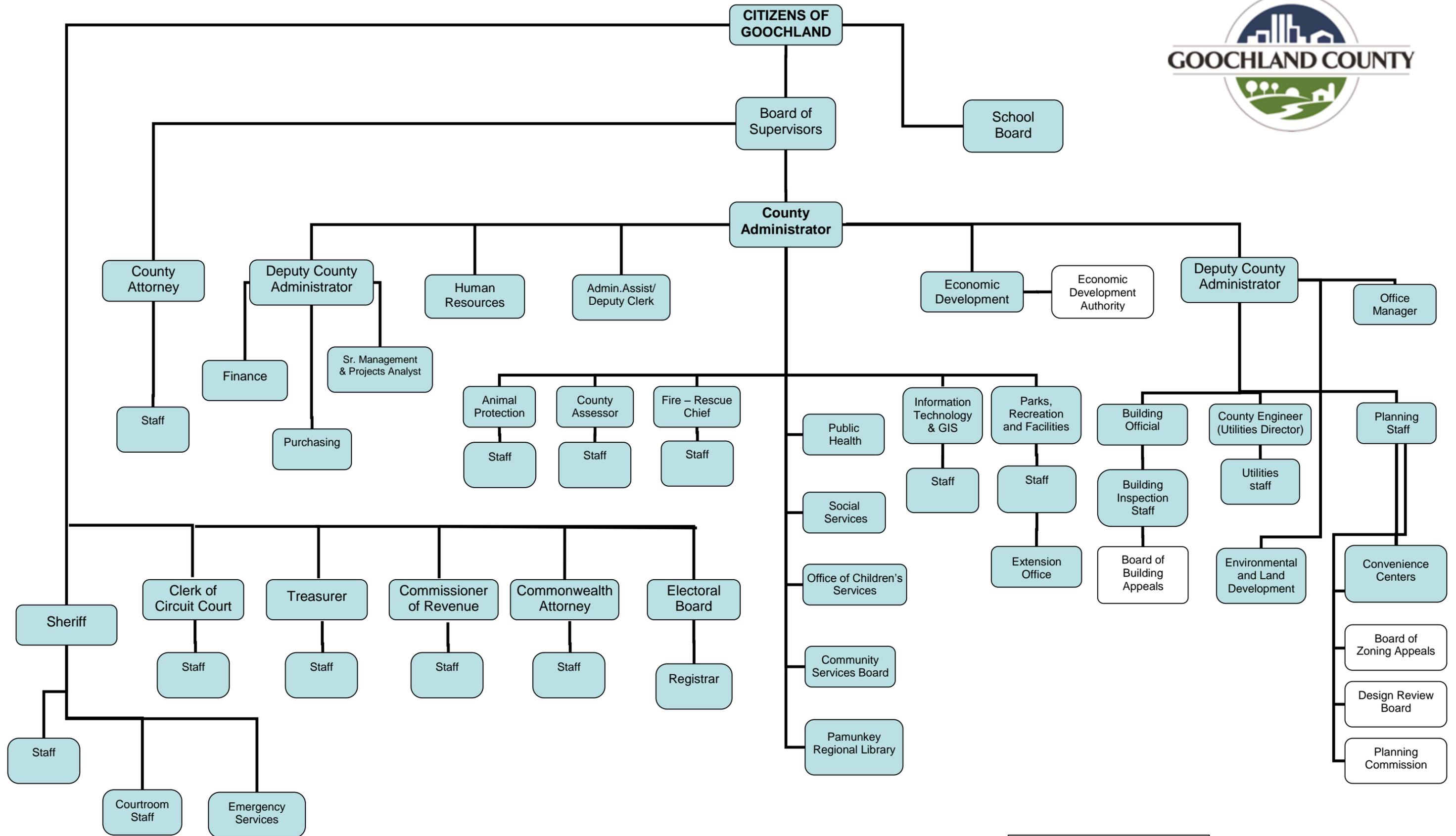
PRESENTED TO

**Conty of Goochland  
Virginia**

For the Fiscal Year Beginning

**July 1, 2014**

Executive Director

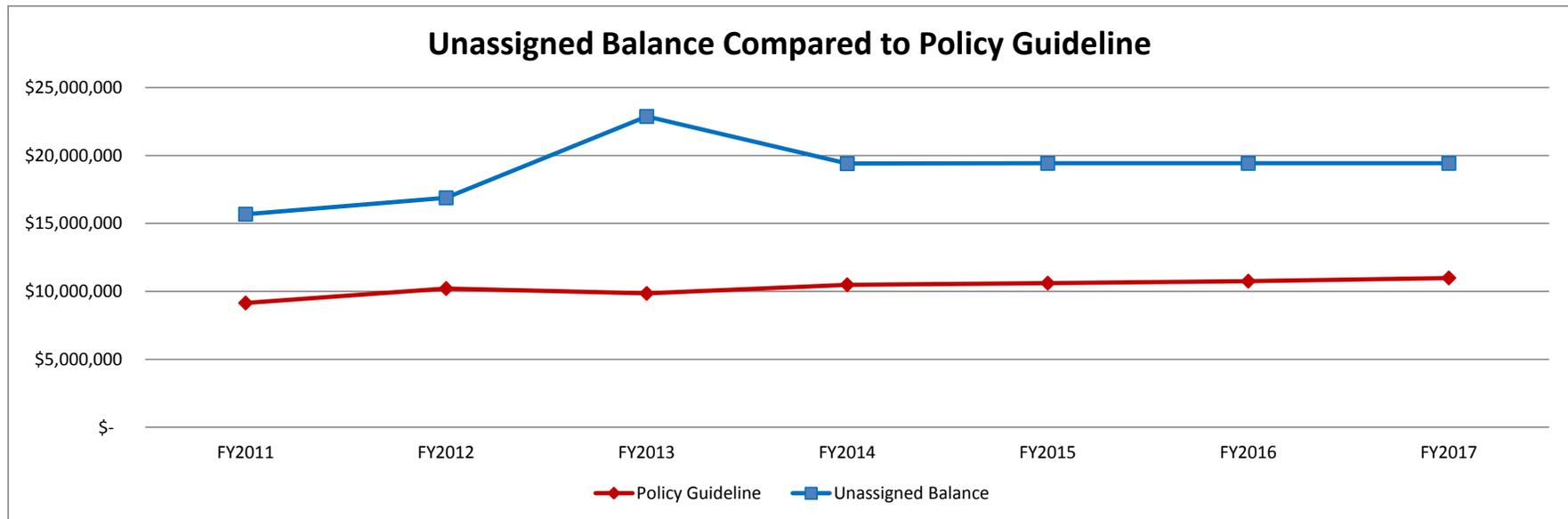


Last Revised: June 2015

### Past and Projected General Fund Balance

Below is the recent history of Goochland County's General Fund Balance, consistent with how the balance sheet (Exhibit 3) is shown in the County's Comprehensive Annual Financial Report as of June 30th at the end of each fiscal year. Estimates for the current fiscal year, and the upcoming biennial budget are also shown for reference purposes. The estimated Unassigned General Fund Balance, compared to the Financial Policy Guideline of the Board of Supervisors, is also shown in the chart below. The FY2016 budget is supported by \$2,770,000 in assigned general fund balance that was previously identified by the Board from prior year results of operations, and leaves the Unassigned Balance well above the established Policy Guideline.

	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Estimate	FY2016 Projected	FY2017 Projected
Beginning Total Fund Balance					\$ 33,843,056	\$ 31,998,659	\$ 31,558,659
Less: Planned Uses at Budget Adoption					\$ (3,425,000)	\$ (2,770,000)	\$ (2,130,000)
Estimated Additions Less Other Uses					\$ 1,580,603	\$ 830,000	\$ 130,000
Potential Tax Revenue above Budget *						\$ 1,500,000	\$ 1,500,000
Assigned, Committed, Restricted, and Nonspendable	\$ 7,495,847	\$ 9,371,024	\$ 8,757,398	\$ 14,442,031	\$ 12,575,521	\$ 12,135,521	\$ 11,635,521
Unassigned	\$ 15,676,774	\$ 16,884,189	\$ 22,873,972	\$ 19,401,025	\$ 19,423,138	\$ 19,423,138	\$ 19,423,138
<b>Total Fund Balance</b>	<b>\$ 23,172,621</b>	<b>\$ 26,255,213</b>	<b>\$ 31,631,370</b>	<b>\$ 33,843,056</b>	<b>\$ 31,998,659</b>	<b>\$ 31,558,659</b>	<b>\$ 31,058,659</b>
<i>Unassigned Policy Guideline: 20% of Budget</i>	\$ 9,145,025	\$ 10,207,831	\$ 9,846,530	\$ 10,488,250	\$ 10,604,702	\$ 10,751,251	\$ 10,987,126



\* Note: Additional bank stock and property tax receipts are expected based on recent year collections, but are not budgeted

### Fund Balances for Appropriated Governmental Funds

In addition to the General Fund, Goochland County also appropriates budgets for two other governmental funds: the Capital Projects Fund and the Office of Children's Services Fund. Detailed projections for the General Fund fund balance are illustrated on the preceding page and summarized below. The other appropriated governmental funds are also summarized below.

	<b>FY2014 Actual</b>	<b>FY2015 Projected</b>	<b>FY2016 Budget</b>	<b>Change: FY15-16</b>
<b>General Fund</b>				
Estimated Beginning Fund Balance	\$ 31,631,370	\$ 33,843,056	\$ 31,998,659	
Net Change in Fund Balance	2,211,686	(1,844,397)	(440,000)	
Estimated Ending Fund Balance	<u>\$ 33,843,056</u>	<u>\$ 31,998,659</u>	<u>\$ 31,558,659</u>	-1.4%
 Unassigned Fund Balance	 \$ 19,401,025	 \$ 19,423,138	 \$ 19,423,138	 0.0%
<b>Capital Projects Fund<sup>1</sup></b>				
Estimated Beginning Fund Balance	\$ 4,700,812	\$ 6,613,619	\$ 6,613,619	
Net Change in Fund Balance	1,912,807	-	-	
Estimated Ending Fund Balance	<u>\$ 6,613,619</u>	<u>\$ 6,613,619</u>	<u>\$ 6,613,619</u>	0.0%
<b>Office of Children's Services Fund</b>				
Estimated Beginning Fund Balance	\$ 58,131	\$ 198,595	\$ 138,595	
Net Change in Fund Balance	140,464	(60,000)	-	
Estimated Ending Fund Balance	<u>\$ 198,595</u>	<u>\$ 138,595</u>	<u>\$ 138,595</u>	0.0%

<sup>1</sup> Net changes in fund balance for Capital Projects Fund cannot be projected accurately based on the nature of multi-year projects.

## **Goochland County Budget Process Calendar**

Each year, the County Administrator presents the Board of Supervisors a two-year operating budget and a five year capital improvement budget for their consideration in the month of February. After public input is received on those budget proposals, through Town Hall meetings, public hearings, and other direct contact from citizens, the Board of Supervisors adopts these budgets in April with any of their desired amendments to the proposals, and approves an appropriations resolution which designates specific dollar amounts for each fund, and by spending category within certain funds. The Board receives quarterly projection updates on the County's general fund, and amends the budgets as needed over the course of each fiscal year through agenda items requiring specific action. Following is a basic calendar providing an overview of the budget process:

### **September/October:**

- The Deputy County Administrator for Financial Services, Finance Director, Controller, Assessor, Treasurer, and Commissioner of Revenue formulate preliminary revenue estimates.
- Departments submit Capital Improvement Program (CIP) project requests to the CIP Committee.

### **November/December:**

- The Board of Supervisors holds a work session to review revenue estimates.
- The School Superintendent is advised of preliminary local revenue support for Schools.
- The Finance Director distributes budget guidelines to departments.
- External organizations submit requests for County Contributions funding.

### **December/January:**

- The County Administrator reviews department budget submissions to be included in the proposed budget.
- Staff refines revenue estimates, including new assessed values per the County Assessor.

### **January/February:**

- Individual agencies make budget presentations to the Board of Supervisors during a series of work sessions open to the public.
- The Board of Supervisors holds work sessions to review the Capital Improvement Program, School budgets, Utility rates, and general fund budget, and other budget-related ordinance changes.

### **March:**

- The Board of Supervisors approves the advertisement of tax and fee rates and all related public hearings in the newspaper.
- The Board of Supervisors holds Town Hall meetings to seek public input on all financial plans.

### **April:**

- After a public hearing, the Board of Supervisors officially adopts the operating and capital budgets and ordinance changes, fixes tax and fee rates, and adopts the appropriations resolution.

### **July:**

- The new fiscal year commences on July 1st.

## **Fund Structure and Basis of Budgeting**

### **FUND ACCOUNTING**

The accounts of the County and its component units (Goochland Public Schools and the Economic Development Authority) are organized on the basis of funds. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. For government-wide reporting, the activities of the County are reported as governmental activities or business-type activities with component unit information being reported separately.

### **BASIS OF ACCOUNTING**

Goochland County uses either the accrual or the modified accrual basis of accounting, as appropriate for each funding type or activity, in accordance with the U.S. generally accepted accounting principles (GAAP) applicable to governmental units.

In general, under the modified accrual basis of accounting, revenues are recorded as received in cash or if both measurable and available within 60 days to finance current year appropriations. Expenditures are recorded in the period in which the liability is incurred. Generally, revenues are considered available only if the monies will be received within 60 days after the end of the accounting period and are due on or before the last day of the accounting period. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

In applying the accrual concept to revenues, the legal and contractual requirements of the individual programs are used as guidance. Certain revenues must be expended for a specific purpose and others are virtually unrestricted as to purpose of expenditure.

Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded when liabilities are incurred without regard to receipts or disbursements of cash. Unbilled accounts receivable are accrued when earned in the Enterprise Funds.

### **GOVERNMENTAL FUND TYPES**

Governmental Funds are those through which most governmental functions of the County and School Board are financed. All expendable financial resources and the related liabilities are accounted for through governmental funds. Such information is useful in assessing the County's financing requirements. The following governmental funds are maintained by the county:

#### **General Fund**

The General Fund is the general operating fund and is used to account for all financial resources except those required to be accounted for in another fund. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. The General Fund includes most traditional local government programs such as the Sheriff, Fire-Rescue, and Parks and Recreation. For comparison between the Comprehensive Annual Financial Report (CAFR) and the biennial

budget, the budget document narratives and sections display departmental initiatives as well as line item detail for expenditures. The appropriations resolution aligns with the CAFR and the state auditor of public accounts placement. One notable difference is that the Social Services fund is shown separately from the General Fund in this budget document (as fund 40), but is consolidated with the General Fund in the CAFR for the County's financial statements.

### **Special Revenue Funds**

Special Revenue funds are used to account for the proceeds of specific revenue sources (other than capital projects) that are legally restricted or committed to expenditures for specified purposes. The Comprehensive Services fund (47) is the example shown in this document.

Comprehensive Services Fund: This fund reflects revenues and expenditures associated with providing child-centered, family-focused, and locally-based services for at-risk youth. The revenue sources are transfers from the General Fund, foster care reimbursements from Social Services; and State aid. Major expenditures are for the purchase of services for clients.

### **Capital Projects Fund**

Capital Projects Funds are used to account for financial resources that are restricted, committed, or assigned to expenditures for capital outlay, including the acquisition or construction of capital facilities and other capital assets (other than those financed by Proprietary Funds).

## **PROPRIETARY FUND TYPES**

Proprietary Funds are used to account for the County's on-going organizations and activities, which are similar to those often found in the private sector. The services provided in these funds are intended to recover all or a significant portion of their costs through user fees. The following are the County's proprietary funds. It is notable that while the budget document shows multiple Utility Enterprise funds (described in more detail below), the CAFR combines these funds into a single Proprietary Fund for financial reporting purposes.

### **Enterprise Funds**

Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses including depreciation) of providing services to the general public, on a continuing basis, be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The County does not budget depreciation expense in enterprise funds although it is recorded and reported in the annual financial report.

Utilities: The County's Utility function is accounted for in multiple funds, including funds for operations, for capital projects, and for servicing the Tuckahoe Creek Service District debt. The Countywide Utility operating fund (57) accounts for the operations and maintenance of the County's water and wastewater systems. Charges for service and cost sharing with Henrico County Public Utilities represent the major sources of operating revenue. Salaries and wages,

wastewater treatment chemicals, and maintenance costs are the major expenditures of the operating fund.

The Utilities Capital fund (56) accounts for major water and wastewater projects. The fund's major source of operating revenue has been connection fees in recent years.

The Tuckahoe Creek Service District debt fund (53) accounts for debt service related to 2002 and 2012 (refunding) water and sewer revenue bonds. This fund is supported by ad valorem taxes paid on properties within the District, as well as real estate tax revenue sharing with the County's General Fund.

## **OTHER FUNDS**

The County's Comprehensive Annual Financial Report (CAFR) reports on other funds that are not included in the County's budget. One example is the Special Welfare Fund. This is a fiduciary fund for which Goochland County is the fiscal agent, where the County is a pass through for the receipt and disbursement of monies from federal programs.

The budget document also shows separate allocations for the School Operating Fund, the School Textbook Fund, the School Grants Fund, and the School Cafeteria Fund. While the Board of Supervisors appropriates spending authority for each of these funds, they are reflected among the discretely presented component unit funds of the School Board in the CAFR for financial reporting purposes.

## **BASIS OF BUDGETING**

Goochland County's budget is presented on a different basis than the GAAP basis of accounting used for financial statement reporting purposes. The budgetary basis presents the use of restricted, committed, and assigned fund balance as another financing source. Budgetary expenditures may include items classified as other financing uses under the GAAP basis of accounting. Other financing uses may include items classified as expenditures under the GAAP basis of accounting. Under the GAAP basis of accounting used in proprietary funds, the receipt of long-term debt proceeds, capital outlays and debt service principal payments are not reported in operations, but allocations for depreciation and amortization expense are recorded. While depreciation expense is not budgeted, the planned purchase price of equipment and capital improvements is budgeted. For Goochland County's budgetary presentation, the opposite is true. For some proprietary fund transactions, revenue recognition under the budgetary basis is deferred until amounts are actually received as cash, whereas these transactions are recorded as revenue when measurable and available under the GAAP basis of accounting. Budgeted amounts reflected in the financial statement are as originally adopted or as amended by the Board of Supervisors or County Administrator.

In April of each year, the County Board of Supervisors adopts the budget by resolution and funds are appropriated at the categorical level for the General Fund, at the major category of expenditures for the School Operating Fund, at the fund level for the Comprehensive Services Fund and other funds through the passage of an appropriations resolution. The resolution specifies that the budget and appropriation for each grant and capital project continue until the expiration of the grant or completion of the project. All other appropriations lapse at year-end. Budgets for some individual grants and projects are not included herein and are only appropriated during the year as funding sources become available.

Formal budgetary integration is employed as a management control device during the year for all funds except Fiduciary and Agency Funds. The level of control at which expenditures may not legally exceed appropriations is specified in the appropriations resolution, as explained above. Potential budgetary overages among individual General Fund departments are identified through quarterly projections presented to the Board of Supervisors, and tend to be addressed through budget amendments considered each June.



# Fund Summaries

## Revenue Summary FY2016 Adopted Budget

	FY2014 ACTUAL	FY2015 ADOPTED	FY2016 ADOPTED
General Property Taxes - Real Property Taxes	21,262,174	22,085,000	22,265,000
Public Utility Co Taxes	635,563	625,000	630,000
Personal Property Taxes	9,225,570	8,156,000	8,767,060
Other Local Taxes	7,336,538	5,251,900	5,533,000
Permits, Fees, and Licenses	594,301	422,100	465,400
Fines and Forfeitures	113,110	120,000	115,000
Revenue from Use of Money and Property	67,382	26,000	30,000
Charges for Services	970,886	799,900	889,500
Miscellaneous/Recoveries	482,917	150,600	79,600
<b>Total Local Revenues</b>	<b>40,688,441</b>	<b>37,636,500</b>	<b>38,774,560</b>
<b>Total State Revenues</b>	<b>4,914,013</b>	<b>4,796,861</b>	<b>4,825,939</b>
<b>Total Federal Revenues</b>	<b>109,492</b>	<b>71,904</b>	<b>71,904</b>
<b>Total Uses of Fund Balance and Transfers</b>	<b>-</b>	<b>3,425,000</b>	<b>2,770,000</b>
<b>Total General Fund Revenues</b>	<b>45,711,946</b>	<b>45,930,265</b>	<b>46,442,403</b>
Schools- Operating	24,843,164	25,788,929	26,609,216
Schools-Textbooks	213,945	231,890	231,890
Schools-Grants	1,154,115	1,158,735	1,038,580
Schools-Cafeteria	927,068	989,361	1,012,200
Schools-Capital Improvements	1,600,000	1,500,000	-
Social Services	1,935,558	2,117,415	2,090,548
Capital Improvements	1,784,336	1,342,000	5,540,000
Comprehensive Services Act	1,110,215	1,077,282	1,176,240
Public Utilities	10,358,818	8,621,800	9,620,390
<b>TOTAL FUNDS (Including Transfers)</b>	<b>89,639,165</b>	<b>88,757,677</b>	<b>93,761,467</b>
Interfund Transfers	(22,168,303)	(23,166,878)	(22,650,415)
<b>GRAND TOTAL ALL FUNDS</b>	<b>67,470,862</b>	<b>65,590,799</b>	<b>71,111,052</b>

## Expenditure Summary FY2016 Adopted Budget

	FY2014 ACTUAL	FY2015 ADOPTED	FY2016 ADOPTED
General Government	3,795,535	3,934,417	4,102,724
Judicial	1,496,248	1,569,996	1,602,333
Public Safety	6,954,549	8,188,994	8,851,736
Public Works	776,935	821,337	811,032
Health & Welfare	1,154,302	1,167,480	1,229,333
Culture & Leisure	2,042,000	1,984,868	2,142,022
Community Development	1,037,284	1,397,556	1,450,126
Debt Service & Other	3,015,235	3,698,739	3,602,682
Schools Operating Transfer	18,079,022	19,463,457	20,260,000
Social Services Transfer	683,757	683,757	685,751
Other Gen Fund Transfers	2,592,664	3,019,664	1,704,664
<b>Subtotal General Fund</b>	<b>41,627,531</b>	<b>45,930,265</b>	<b>46,442,403</b>
Social Services	1,846,486	2,117,415	2,090,548
<i>LESS: Transfer to Social Services</i>	(683,757)	(683,757)	(685,751)
School Operating Fund	24,843,164	25,788,929	26,609,216
School Textbook Fund	173,280	231,890	231,890
<i>LESS: GF Transfer to Schools</i>	(18,079,022)	(19,463,457)	(20,260,000)
School Grants	1,154,115	1,158,735	1,038,580
School Cafeteria Fund	929,764	989,361	1,012,200
Capital Improvements	1,471,523	2,842,000	5,540,000
<i>LESS: GF Transfer to CIP</i>	(2,755,000)	(1,010,000)	(750,000)
Office of Children's Services	969,751	1,077,282	1,176,240
<i>LESS: GF Transfer to Children's Serv</i>	(649,664)	(649,664)	(704,664)
<b>TOTAL OPERATING</b>	<b>50,848,171</b>	<b>58,328,999</b>	<b>61,740,662</b>
Countywide Utility *	4,940,597	4,813,800	5,547,390
<i>LESS: GF Transfer to Countywide Utility</i>	(510,000)	(450,000)	(250,000)
<i>LESS: Operating Transfer to Capital</i>	(130,000)	-	(550,000)
Countywide Utility - Capital	223,497	-	550,000
Tuckahoe Creek Debt *	5,796,693	3,808,000	4,073,000
<i>LESS: GF Transfer to TCSD Debt</i>	-	(910,000)	-
<b>Subtotal Enterprise Funds</b>	<b>10,320,787</b>	<b>7,261,800</b>	<b>9,370,390</b>
<b>GRAND TOTAL</b>	<b>61,168,958</b>	<b>65,590,799</b>	<b>71,111,052</b>

# GENERAL FUND REVENUE OVERVIEW

---

The revenue budget for Goochland County's general fund is developed by consensus, and is compiled by a committee that reviews a forecast from all major sources that incorporates trends and other growth assumptions for the upcoming fiscal year. This committee includes the Deputy County Administrator for Financial Services, the Treasurer, the Commissioner of Revenue, the County Assessor, the Controller, and the Director of Finance. In particular, the real estate tax forecast for the upcoming biennium is refined at the beginning of each calendar year once the Assessor's Office has established the taxable assessed values as of January 1<sup>st</sup>.

## **LOCAL REVENUES**

The FY2016 general fund revenue budget totals \$46,442,404, an increase of \$512,139 from the FY2015 Adopted total. The FY2017 projected revenue increase is estimated to be more significant, as the growth between FY2015 and FY2016 is tempered by no longer budgeting 55% real estate tax sharing with the Tuckahoe Creek Service District debt fund as a revenue (and expense) in the general fund.

### **Property Taxes**

Property taxes are the County's dominant revenue source, comprising over two thirds (68.2 percent) of the FY2016 general fund budget. The major sources of property taxes are real estate and personal property revenues. Other sources of property taxes include the machinery and tools tax, the mobile home tax, and penalties and interest levied on delinquent property tax bills. Real estate and personal property, including vehicles, trucks, boats, trailers, and aircraft, are taxed on the assessed value of the property, which approximates fair market value.

### Real Estate Taxes

Taxes on real property are the largest revenue source for Goochland County. The real estate tax rate is set and taxes are levied on a calendar year basis (which straddles the fiscal year). In January of each year, the County establishes the real estate assessments for that calendar year. The Code of Virginia mandates that "annual assessments shall be made at 100 percent of fair market value." The Board of Supervisors adopts the tax rate in April of each year and that rate is then applied to two subsequent billings – one due on June 5<sup>th</sup> and one due on December 5<sup>th</sup>.

The County's Board of Supervisors has maintained a flat real estate tax rate of \$0.53 per \$100 assessed value since 2007, despite the four-year downturn between 2009 and 2013, and the FY2016 budget was developed and balanced using that rate. The FY2017 projected budget is also based on a rate of \$0.53.

From the assessments, the County is projecting \$22,425,000 in current real estate tax collections for FY2015 (excluding Tuckahoe Creek Service District shared revenue), an increase of \$1,025,000 from the FY2015 adopted budget. This revenue estimate is based on the January 2015 assessments, which were 2.6% more than January 2014 when including taxable properties in Land Use, and an additional 3.5% increase in taxable values as of January 2016. Over half of the January 2015 growth was due to new construction.

The real estate tax relief for the elderly and disabled program provides relief from real estate taxes for elderly or disabled individuals who satisfy certain income and net worth criteria. In FY2011, this program was expanded to include disabled veterans. The FY2016 budget includes \$435,000 as a revenue source, but also as an offsetting equal expense in the Health and Welfare category.

## GENERAL FUND REVENUE OVERVIEW

---

The annual real estate tax levy also provides direct support for servicing the Tuckahoe Creek Service District (TCSD) water and sewer infrastructure debt. Currently 55% of the incremental real estate tax growth from the 2004 baseline (excluding most residential properties) is redirected each year from the general fund to the TCSD debt fund. The FY2016 budget includes a \$975,000 revenue sharing deduction from real estate taxes.

### Personal Property Taxes

Personal property taxes are assessed on various classes of personal property. Rates for tax year 2015 vary from \$1.00 to \$4.00 per \$100 of assessed value depending on the property type. The Commissioner of the Revenue administers personal property taxes and keeps record of a property's assessed value. The largest class of personal property is passenger automobiles and trucks, which are due annually on June 5<sup>th</sup> and December 5<sup>th</sup>.

The FY2016 budget for current personal property taxes (excluding personal property tax relief for vehicle, which is listed separately as a State revenue source) is \$7,650,000, an increase of \$500,000 from the FY2015 adopted figure. Revenue from this source has been growing in recent years, supported by strong used car values.

### Other Property Taxes and Penalties and Interest

The remainder of the property tax portfolio – delinquent property taxes, machinery and tools taxes, and penalties and interest – is budgeted for a slight net increase in FY2016.

### **Other Local Taxes**

The “other local tax” category includes all locally assessed taxes other than property taxes. Other local taxes represent 11.9 percent of the general fund budget in FY2016 at a combined \$5,533,000. Major revenue sources within the other local tax category include the local sales tax, the business professional and occupational license tax (BPOL), consumer utility taxes, communications taxes, and vehicle license fees.

### Local Sales Tax

The local option sales tax is a one percent tax on the sale of most goods within the County. The Commonwealth of Virginia collects a four percent tax for a total sales tax of five percent. Both the local option and the state sales taxes are collected at the point of sale. The Virginia Department of Taxation remits the local option sales tax back to the County on a monthly basis.

The FY2016 budget projects local-option sales tax receipts of \$2,375,000, representing a \$150,000 increase from the adopted FY2015 amount. Annual collections from this source have been growing somewhat in recent years.

### Business Professional and Occupational License (BPOL) Tax

The BPOL tax is a tax on the gross receipts of businesses which operate in Goochland County. The tax is due annually on March 1<sup>st</sup> and must be paid before a business can receive a business license. The amount of BPOL revenue the County receives in any given fiscal year is dependent on the gross receipts of businesses in the prior calendar year. For FY2016, Business Professional and Occupational License revenue is budgeted at \$665,000, an increase of \$65,000 from the FY2015 budget based on growing collections in recent years.

### Consumer Utility Taxes

Consumer utility taxes are collected on gas and electric services provided to Goochland residents and businesses. The FY2016 budget includes \$415,000 in utility taxes, the same as the previously budgeted total.

# GENERAL FUND REVENUE OVERVIEW

---

## Communications Taxes

Local taxes associated with the telecommunications industry were impacted by State legislation in 2007, as several revenue sources were replaced with the communications tax. These taxes are now received through monthly distributions from the Commonwealth. For FY2016, communications tax revenue is budgeted at \$850,000, the same amount as in FY2015.

## Vehicle License Fees

All Goochland County residents must register their vehicles, boats, motorcycles, and trailers in the County for taxation. Citizens no longer receive a decal for their vehicles, but are still required to register their property and must pay a registration fee that is due June 5<sup>th</sup> of each year. The FY2016 budget for these fees is \$635,000, an increase of \$40,000 compared to the prior year's budget.

## Additional Local Taxes

Taxes in this category include the bank stock tax, local recordation taxes, and the short-term rental tax. The taxes in this category are budgeted at a moderate increase in FY2016. Collections from the bank stock tax were exceptionally high in FY2013, and significantly decreased from that amount in FY2014, so this source is conservatively budgeted at \$100,000 in FY2016 until a recurring baseline amount can be better established. In recent years, collections above the budgeted amount have been reserved at the end of the fiscal year by the Board of Supervisors for one-time capital project uses.

## **Other Local Sources**

Goochland County receives other local, non-tax revenue from a variety of sources. These categories include permits and fees, fines and forfeitures, charges for services, and recovered costs and miscellaneous revenues. All together, these other local sources comprise 3.4 percent of the overall general fund budget. This broad category has not significantly changed from a year earlier.

## Permits, Fees, and Licenses

The County generates local revenue from charges for building permits, planning permits, and several other miscellaneous licenses and fees, such as fire permits and dog licenses. The FY2016 total is \$43,300 higher than the FY2015 amount primarily due to an increase in the budget from building permits.

## Fines and Forfeitures and Use of Money and Property

These two revenue categories are expected to generate \$145,000 in FY2016, a decrease of \$1,000, from their combined FY2015 budget.

## Charges for Services

The service charges category includes revenue received by the County for direct services provided to citizens. The vast majority of service charge revenue is from Emergency Medical Service (EMS) transports provided by Fire-Rescue. Most of the EMS funds are recovered from insurance companies, Medicare, and Medicaid, representing \$625,000 of the FY2016 budget. Other revenues in the service charge category include parks and recreation fees, refuse collection fees from the Convenience Centers, and Courthouse Security fees.

## Recovered Costs and Miscellaneous Revenues

Recovered costs and miscellaneous revenues include reimbursements from enterprise funds, homeowner associations for curbside recycling, and proceeds from recycled materials at the Convenience Centers.

# GENERAL FUND REVENUE OVERVIEW

---

## **STATE REVENUES**

Goochland County receives funding from the Commonwealth in several areas, adding to approximately \$4.8 million per year. The largest state revenue in the general fund is personal property tax relief reimbursement, with salary and benefits reimbursements for state-supported positions making up the vast majority of the remainder.

### Personal Property Tax Relief Reimbursement

In 1998, the Commonwealth of Virginia began its Personal Property Tax Relief Act (PPTRA) program, under which Virginia residents would pay a decreasing percentage of the personal property tax on their qualifying personal vehicles. The original intent of PPTRA was to provide 100 percent reimbursements of personal property taxes beginning in 2002. However, fiscal constraints at the state level prevented the full implementation of the reimbursement and statewide relief has been capped at \$950 million. Goochland's share of the \$950 million is expected to remain at \$2,853,011, a figure that has remained constant for many years.

### Compensation Board Shared Expenses

Historically, the Commonwealth of Virginia has supported a sizable portion of the expenses of local constitutional officers across the state, including the offices of the Sheriff, Commonwealth Attorney, Clerk of Circuit Court, Treasurer, and Commissioner of the Revenue in Goochland County. State support for a salary increase for County employees in the constitutional offices is centrally budgeted at \$25,000 in the FY2016 budget.

## **FEDERAL REVENUES**

Federal revenue for local operations is once again budgeted at \$71,904 in FY2016. The majority of these funds are received as a centralized services reimbursement through the Virginia Department of Social Services according to an annual cost allocation report.

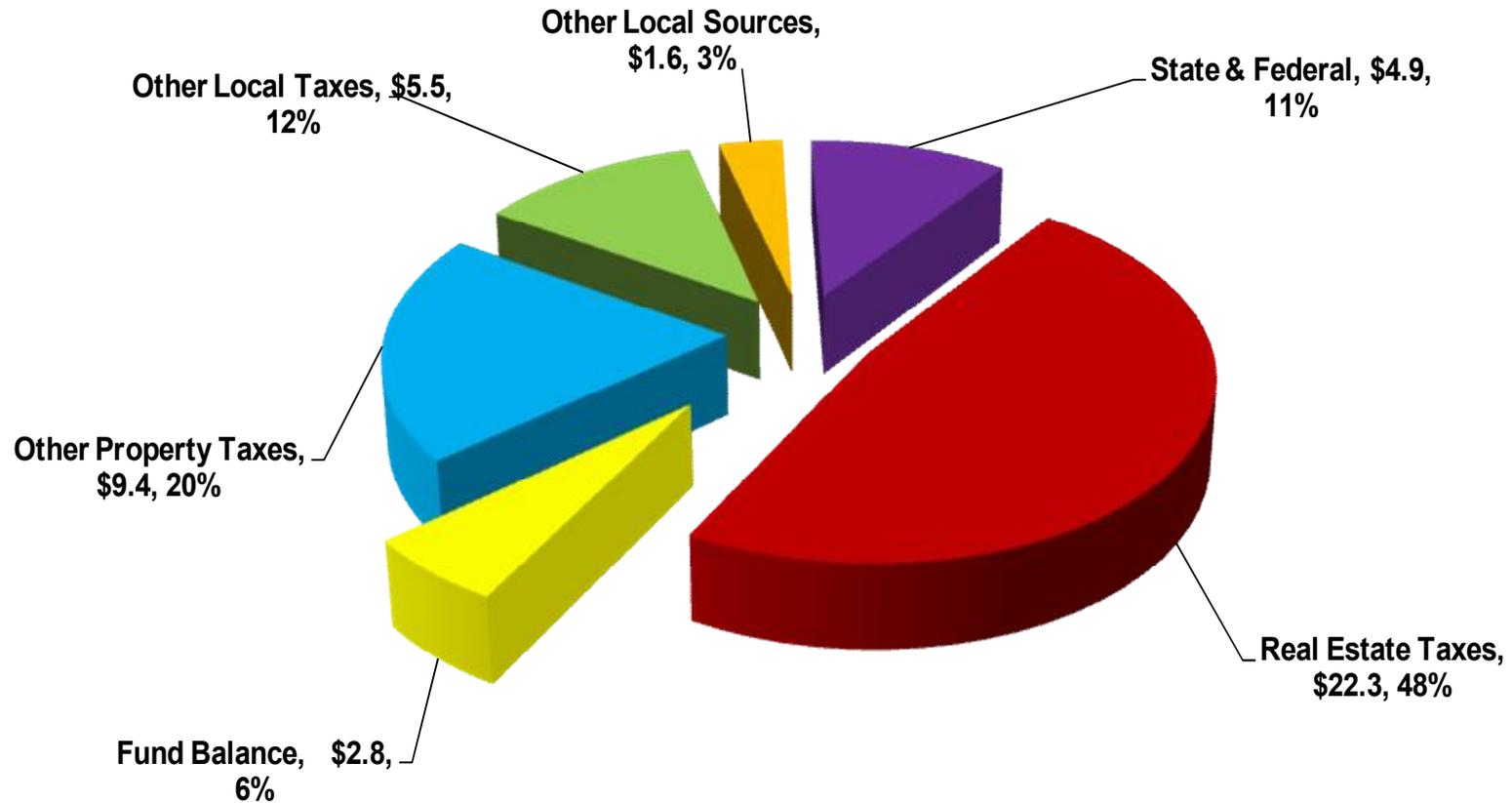
## **OTHER FUNDING SOURCES**

### **Use of Fund Balance and Transfers**

During the past several years, Goochland County's general fund budget has been balanced using transfers from various reserves, typically generated in prior years and identified by the Board of Supervisors well in advance of budget approval. The FY2016 budget is supported by \$2,770,000 in transfers from general fund reserves, including \$800,000 from FY2014 results of operations, plus reserves associated with Virginia Retirement System (VRS) costs, Capital Improvement Program (CIP) costs, debt service, and stormwater management.

# FY2016 Adopted General Fund Revenues

In Millions, \$46.4M Total



## General Fund Revenues Summary

	ACTUAL FY2014	ADOPTED FY2015	PROPOSED FY2016	PROJECTED FY2017
<b>General Property Taxes - Real Property Taxes</b>				
REAL ESTATE TAXES	21,175,985	21,400,000	22,425,000	23,300,000
DELINQUENT REAL ESTATE TAXES	492,963	250,000	350,000	400,000
R E TAX RELIEF FOR ELDERLY	407,957	410,000	435,000	450,000
TCSD 55% ADVALOREM	(938,204)	0	(975,000)	(1,000,000)
ROLL BACK TAXES	123,473	25,000	30,000	40,000
<b>Total</b>	<b>21,262,174</b>	<b>22,085,000</b>	<b>22,265,000</b>	<b>23,190,000</b>
<b>PUBLIC UTILITY CO TAXES</b>				
UTILITY TAXES ON REAL PROPERTY	635,563	625,000	630,000	630,000
<b>Total</b>	<b>635,563</b>	<b>625,000</b>	<b>630,000</b>	<b>630,000</b>
<b>Personal Property Taxes</b>				
PERSONAL PROPERTY - CURRENT	7,649,517	7,150,000	7,658,974	7,840,000
PERSONAL PROPERTY - DELINQUENT	615,940	175,000	250,000	300,000
CURRENT FIRE & RESCUE PERSONAL PROP	11,561	9,000	10,087	10,804
PERSONAL PROPERTY COMMON CARRIER	1,983	2,000	2,000	2,000
1999 PHYSICAL HANDICAP SPEC EQUIP	1,633	0	0	0
ADMIN FEE-P.P.	16,543	20,000	17,000	17,000
SHORT-TERM RENTAL TAX	69,667	40,000	50,000	51,000
MACHINERY & TOOLS-CURRENT	348,029	310,000	320,000	330,000
CURRENT & DELINQUENT MOBILE HOMES	4,515	5,000	4,000	4,000
PENALTIES (ALL PROPERTY TAXES)	291,410	275,000	275,000	285,000
INTEREST (ALL PROPERTY TAXES)	214,773	170,000	180,000	200,000
<b>Total</b>	<b>9,225,570</b>	<b>8,156,000</b>	<b>8,767,061</b>	<b>9,039,804</b>
<b>Other Local Taxes</b>				
LOCAL SALES & USE TAX	2,495,443	2,225,000	2,375,000	2,475,000
CONSUMER UTILITY TAX	388,071	415,000	415,000	415,000
CONSUMPTION TAX	97,808	90,000	95,000	95,000
COMMUNICATION TAX	860,194	850,000	850,000	850,000
ALL BUSINESS LICENSES	668,023	600,000	665,000	700,000
TRANSIENT OCCUPANCY TAX	959	900	1,000	1,000
MOTOR VEHICLE LICENSES	796,099	595,000	635,000	650,000
BANK STOCK TAXES	1,603,482	95,000	100,000	100,000
RECORDATION TAXES-GRANTEE	313,277	305,000	310,000	310,000
WILLS & ADMINISTRATION	18,554	6,000	7,000	7,000
DEED TAXES-GRANTOR	94,628	70,000	80,000	80,000
<b>Total</b>	<b>7,336,538</b>	<b>5,251,900</b>	<b>5,533,000</b>	<b>5,683,000</b>
<b>Permits, Fees, and Licenses</b>				
DOG TAGS	27,722	24,000	25,000	25,000
HUNTING & FISHING LICENSE FEE	366	0	0	0
ZONING-REVIEW FEE	13,975	8,500	10,000	10,000
LAND USE APPLICATION FEES	2,725	2,000	2,200	2,200
LAND TRANSFER FEES	774	600	700	700
ZONING-SUBDIVISION PERMITS	49,742	20,000	30,000	30,000

## General Fund Revenues Summary

	ACTUAL FY2014	ADOPTED FY2015	PROPOSED FY2016	PROJECTED FY2017
BUILDING PERMITS	434,909	325,000	350,000	375,000
SEPTIC TANK PERMITS	2,485	1,000	2,000	2,000
BURN PERMITS	3,500	2,000	2,500	2,500
LAND DISTURBING PERMITS	38,700	25,000	30,000	30,000
PLAN OF DEVELOPMENT (OFFICE BLDG)	10,800	12,000	11,000	11,000
POD-FIRE/RESCUE	1,250	1,000	1,000	1,000
ROAD & STREET SIGNS	270	0	0	0
LARGE CROWD ENTERTAINMENT FEE	5,000	0	0	0
GIS DATA PRODUCTS	2,083	1,000	1,000	1,000
<b>Total</b>	<b>594,301</b>	<b>422,100</b>	<b>465,400</b>	<b>490,400</b>
<b>Fines and Forfeitures</b>				
COURT FINES AND FORFEITURES	113,110	120,000	115,000	115,000
<b>Total</b>	<b>113,110</b>	<b>120,000</b>	<b>115,000</b>	<b>115,000</b>
<b>Revenue from Use of Money and Property</b>				
INTEREST ON BANK DEPOSITS	28,688	20,000	25,000	25,000
RENTAL OF GENERAL PROPERTY	7,038	6,000	5,000	5,000
SALE OF SALVAGE & SURPLUS	31,656	0	0	0
<b>Total</b>	<b>67,382</b>	<b>26,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Charges for Services</b>				
SHERIFF & DEPUTY FEES	3,727	4,000	3,500	3,500
CIR CT SECURITY FUND	1,260	0	0	0
GEN.DIST/CIR CT ADMISSION FEE	2,623	3,000	3,000	3,000
COURTHOUSE SECURITY FUND	53,494	60,000	60,000	60,000
BLOOD TEST/DNA FEE	166	0	0	0
CONCEALED HANDGUN PERMIT FEE	14,796	7,000	12,000	12,000
EMS COST RECOVERY	693,212	545,000	625,000	625,000
COMMONWEALTH'S ATTORNEY FEES	2,063	1,000	1,500	1,500
REFUSE COLLECTION	39,768	35,000	35,000	35,000
RECREATION FEES	100,117	85,000	90,000	90,000
RECREATION COST SHARING	500	0	0	0
FROM SCHOOLS-LAWNCARE	35,000	35,000	35,000	35,000
SALE OF MAPS, SURVEYS, ETC	575	500	500	500
SALE OF PUB/CIR CT.COPY FEES	5,585	6,400	6,000	6,000
CSB FISCAL AGENT	7,000	7,000	7,000	7,000
CSB-COMPUTER SERVICES	11,000	11,000	11,000	11,000
<b>Total</b>	<b>970,886</b>	<b>799,900</b>	<b>889,500</b>	<b>889,500</b>
<b>Miscellaneous/Recoveries</b>				
EXPENDITURE REFUND -MISC.	109,909	5,000	5,000	5,000
INSURANCE RECOVERY	87,151	0	0	0
DMV STOP FEE	475	0	0	0
IT COMM REIMB	1,408	0	0	0
SPECIAL EVENTS REIMBURSEMENT	48,313	0	0	0
RECYCLED REIMBURSEMENT	35,141	40,000	35,000	35,000

## General Fund Revenues Summary

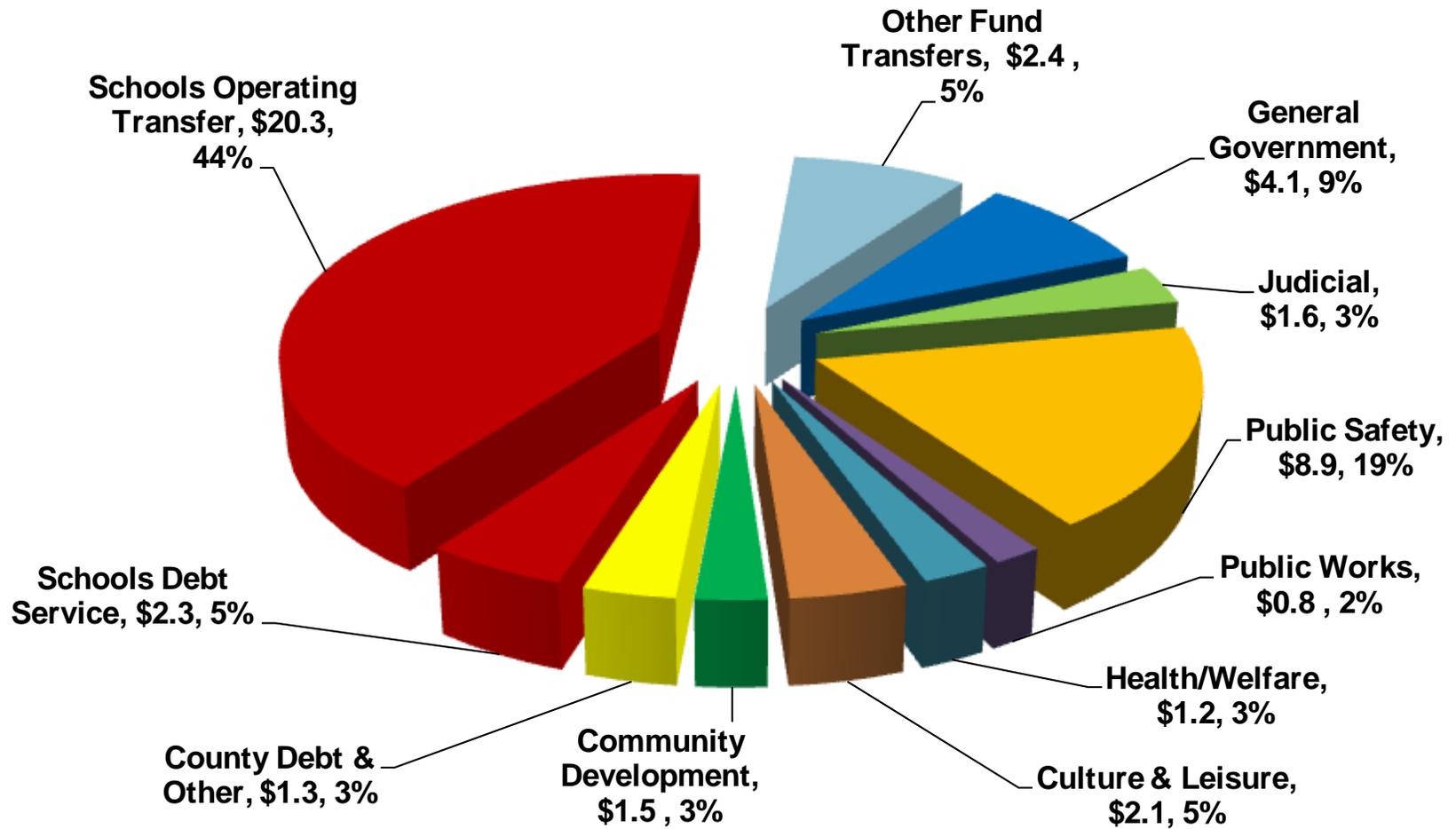
	ACTUAL FY2014	ADOPTED FY2015	PROPOSED FY2016	PROJECTED FY2017
FOIA REIMBURSEMENTS	1,140	600	600	600
RECYCLED REIMBURSEMENT-HOA	32,144	30,000	32,000	32,000
FIRE MEMBERSHIP SERVICES	27,810	0	0	0
FIRE ASSOCIATION STAFF REIMB.	2,057	0	0	0
WORKMAN'S COMP AUDIT REFUND	4,595	0	0	0
DSS MISC REIMB	879	0	0	0
COUNTY LOGO ITEMS	272	0	0	0
TCSD 30% REIMBURSEMENTS	69,423	69,000	0	0
VOLUNTEER FIRE/RESCUE HANOVER SRVCS	5,000	5,000	5,000	5,000
GAS-REIMBURSEMENT	15,554	0	0	0
DIESEL REIMBURSEMENT	23,165	0	0	0
PHONES REIMB.-SCHOOLS,HEALTH,CLINIC	4,648	0	0	0
PHONE REIMB-DSS & CSB	11,763	0	0	0
DSS & CSB OFFICE SUPPLY REIMB	95	0	0	0
KENNEL FEE REIMBURSEMENT	2,926	1,000	2,000	2,000
<b>Total</b>	<b>482,917</b>	<b>150,600</b>	<b>79,600</b>	<b>79,600</b>
<b>Total Local Revenues</b>	<b>40,688,442</b>	<b>37,636,500</b>	<b>38,774,561</b>	<b>40,147,304</b>
<b>Revenue From The State</b>				
FIRE GRANTS	55,790	3,000	0	0
LITTER CONTROL GRANT	6,754	7,500	7,500	7,500
REC. PRESERVATION GRANT	14,016	0	0	0
VICTIM WITNESS GRANT	29,679	29,679	29,679	29,679
WIRELESS E911	42,110	40,000	41,000	41,000
STATE REVENUE CONTINGENCY	0	0	(34,960)	(34,960)
STATE REVENUES FOR COMPENSATION	0	0	25,000	25,000
STEWARDSHIP - CONSERVATION EASEMENT	4,628	0	0	0
STORMWATER MANAGEMENT GRANT	21,065	0	0	0
<b>Total</b>	<b>174,042</b>	<b>80,179</b>	<b>68,219</b>	<b>68,219</b>
<b>Revenue From The State - Non Categorical Aid</b>				
MOBILE HOME TITLING TAX	7,051	8,000	7,000	7,000
EMS VEHICLE REG TAX (4for-life)	24,486	24,278	24,486	24,486
ROLLING STOCK TAX	10,251	90,000	85,000	85,000
FIRE PROGRAM FUND	65,222	61,938	65,223	65,223
RECORDATION TAXES	130,594	85,000	105,000	105,000
DMV 4% RENTAL TAX	7,553	2,200	5,000	5,000
PERSONAL PROPERTY-REGULAR	2,853,012	2,853,011	2,853,011	2,853,011
DMV-REIMBURSEMENTS	50,329	30,000	35,000	35,000
PHONE REIMB- HEALTH DEPT	557	0	0	0
<b>Total</b>	<b>3,149,055</b>	<b>3,154,427</b>	<b>3,179,720</b>	<b>3,179,720</b>
<b>COMMONWEALTH'S ATTORNEY</b>				
COMM. ATTORNEY SALARIES	236,936	234,283	237,000	237,000

## General Fund Revenues Summary

	ACTUAL FY2014	ADOPTED FY2015	PROPOSED FY2016	PROJECTED FY2017
EXPENSES	22,350	20,000	20,000	20,000
CT. APPT ATTY-STATE	1,632	0	0	0
<b>Total</b>	<b>260,918</b>	<b>254,283</b>	<b>257,000</b>	<b>257,000</b>
<b>SHERIFF</b>				
SHERIFF SALARIES	808,841	850,832	850,000	850,000
EXPENSES	67,417	15,000	20,000	20,000
<b>Total</b>	<b>876,258</b>	<b>865,832</b>	<b>870,000</b>	<b>870,000</b>
<b>COMMISSIONER OF REVENUE</b>				
COMMISSIONER OF REV. SALARIES	78,248	78,883	79,000	79,000
EXPENSES	7,403	6,000	6,000	6,000
<b>Total</b>	<b>85,651</b>	<b>84,883</b>	<b>85,000</b>	<b>85,000</b>
<b>TREASURER</b>				
TREASURER SALARIES	87,678	83,640	87,000	87,000
EXPENSES	7,314	7,791	7,000	7,000
<b>Total</b>	<b>94,992</b>	<b>91,431</b>	<b>94,000</b>	<b>94,000</b>
<b>REGISTRAR/ELECTORAL BD</b>				
REGISTRAR/ELECTORAL BD	36,440	31,000	35,000	35,000
<b>Total</b>	<b>36,440</b>	<b>31,000</b>	<b>35,000</b>	<b>35,000</b>
<b>CLERK OF THE CIRCUIT COURT</b>				
CIRCUIT CT. CLERK SALARIES	214,806	209,100	215,000	215,000
EXPENSES	12,380	14,926	12,000	12,000
GRANT REIMBURSEMENT	9,471	10,800	10,000	10,000
<b>Total</b>	<b>236,657</b>	<b>234,826</b>	<b>237,000</b>	<b>237,000</b>
<b>Total State Revenues</b>	<b>4,914,013</b>	<b>4,796,861</b>	<b>4,825,939</b>	<b>4,825,939</b>
<b>Federal Revenues</b>				
COST ALLOCATION-CEN.SRVC	56,302	55,000	55,000	55,000
LEMPG GRANT	16,904	16,904	16,904	16,904
SHERIFF GRANTS	36,286	0	0	0
<b>Total Federal Revenues</b>	<b>109,492</b>	<b>71,904</b>	<b>71,904</b>	<b>71,904</b>
<b>Use of Fund Balance and Transfers</b>				
TRANSFER FROM GENERAL FUND BALANCE	0	1,800,000	800,000	1,300,000
USE OF VRS RESERVE	0	525,000	525,000	0
USE OF RESERVE FOR CONTINGENCIES	0	0	550,000	130,000
USE OF SCHOOL HEALTH RESERVE	0	0	160,000	0
USE OF CIP RESERVE	0	655,000	345,000	0
USE OF DEBT SERVICE RESERVE	0	400,000	360,000	700,000
USE OF STORMWATER MGMT RESERVE	0	45,000	30,000	0
<b>Total Uses of Fund Balance and Transfers</b>	<b>0</b>	<b>3,425,000</b>	<b>2,770,000</b>	<b>2,130,000</b>
<b>Total General Fund Revenues</b>	<b>45,711,947</b>	<b>45,930,265</b>	<b>46,442,404</b>	<b>47,175,147</b>

# FY2016 Adopted General Fund Expenditures

In Millions, \$46.4M Total



## General Fund Expenditures Summary

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
<b>General</b>				
11010	170,357	160,590	159,457	160,714
12090	330,058	334,417	346,391	339,728
12010	389,285	385,581	388,536	384,595
12100	325,624	404,965	413,035	426,140
12040	411,803	386,033	379,442	375,013
12150	419,282	465,762	480,591	476,760
12050	98,913	107,871	132,787	131,304
12200	913,423	934,321	995,832	980,046
12160	96,082	103,772	105,134	104,476
13020	183,383	206,109	255,510	234,425
12130	417,537	444,996	446,010	444,401
<b>Total General</b>	<b>3,795,540</b>	<b>3,934,417</b>	<b>4,102,725</b>	<b>4,057,602</b>
<b>Judicial</b>				
21010	30,613	33,400	33,900	33,900
21060	544,677	545,112	557,986	553,124
22010	449,854	458,849	472,419	468,038
21020	14,405	15,000	15,000	15,000
21070	456,699	517,635	523,028	523,883
<b>Total Judicial</b>	<b>1,496,248</b>	<b>1,569,996</b>	<b>1,602,333</b>	<b>1,593,945</b>
<b>Public Safety</b>				
35010	273,432	268,165	365,013	332,724
34010	445,947	515,363	531,425	532,336
33040	275,070	584,300	466,245	499,300
35580	258,307	253,000	263,000	263,000
32030	154,664	120,756	123,517	123,517
35050	616,322	631,660	701,637	699,229
32010	270,400	545,000	625,000	625,000
35070	11,091	59,823	0	0
32020	1,891,581	2,251,705	2,525,187	2,742,479
31020	2,727,996	2,959,222	3,250,712	3,241,053
<b>Total Public Safety</b>	<b>6,954,549</b>	<b>8,188,994</b>	<b>8,851,736</b>	<b>9,058,638</b>
<b>Public Works</b>				
42040	776,935	821,337	811,032	810,785
<b>Total Public Works</b>	<b>776,935</b>	<b>821,337</b>	<b>811,032</b>	<b>810,785</b>
<b>Health / Welfare</b>				
52020	255,290	255,980	261,980	261,980
51000	128,262	125,495	131,693	131,693
53120	143,528	146,500	164,000	176,000
51010	219,265	229,505	236,660	236,660
53010	407,957	410,000	435,000	450,000
<b>Total Health / Welfare</b>	<b>1,154,302</b>	<b>1,167,480</b>	<b>1,229,333</b>	<b>1,256,333</b>

## General Fund Expenditures Summary

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
<b>Culture/Leisure</b>				
73020 LIBRARY	393,400	399,600	403,100	403,100
71040 PARKS, RECREATION, & FACILITIES	1,648,600	1,585,268	1,738,922	1,780,988
<b>Total Culture/Leisure</b>	<b>2,042,000</b>	<b>1,984,868</b>	<b>2,142,022</b>	<b>2,184,088</b>
<b>Community Development</b>				
81030 CIVIL & ENVIRONMENTAL ENGINEERING	157,279	248,490	255,486	254,295
81000 COMMUNITY DEVELOPMENT ADMIN	217,561	226,957	228,099	226,055
81050 ECONOMIC DEVELOPMENT	144,495	200,150	195,449	191,961
81500 PAYMENTS TO ECON DEVEL AUTHORITY		195,000	200,000	200,000
83010 EXTENSION PROGRAM	49,324	54,951	54,909	54,909
81010 PLANNING	468,625	472,008	516,183	518,719
<b>Total Community Development</b>	<b>1,037,284</b>	<b>1,397,556</b>	<b>1,450,126</b>	<b>1,445,939</b>
<b>Debt Service (General)</b>				
91030 DEBT SERVICE	2,826,295	2,847,021	3,143,664	3,624,621
<b>Total Debt Service (General)</b>	<b>2,826,295</b>	<b>2,847,021</b>	<b>3,143,664</b>	<b>3,624,621</b>
<b>Countywide</b>				
99000 COUNTYWIDE	188,940	851,718	459,018	454,018
<b>Total Countywide</b>	<b>188,940</b>	<b>851,718</b>	<b>459,018</b>	<b>454,018</b>
<b>Total Funds</b>	<b>20,272,093</b>	<b>22,763,387</b>	<b>23,791,989</b>	<b>24,485,969</b>
99010 SCHOOL OPERATING TRANSFER	18,079,022	19,463,457	20,260,000	20,710,000
99010 SOCIAL SERVICES TRANSFER	683,757	683,757	685,751	694,514
99010 OTHER TRANSFERS FROM GEN FUND	2,592,664	3,019,664	1,704,664	1,284,664
<b>TOTAL GENERAL FUND</b>	<b>41,627,536</b>	<b>45,930,265</b>	<b>46,442,404</b>	<b>47,175,147</b>

## General Fund Long Range Forecast

One of Goochland County's operating budget policies is to annually prepare a long range forecast for the general fund, which include three additional projection years beyond the two-year budget approved by the Board of Supervisors in April. These forecasts take into account the operating impact of projects included in the Capital Improvement Program.

	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Adopted</b>	<b>FY2017 Projected</b>	<b>FY2018 Projected</b>	<b>FY2019 Projected</b>	<b>FY2020 Projected</b>
Real Property Taxes	21,262,174	22,085,000	22,265,000	23,190,000	24,117,600	25,082,304	26,085,596
Personal & Other Prop Taxes	9,861,133	8,781,000	9,397,061	9,669,804	9,863,200	10,060,464	10,261,673
Bank Stock Taxes	1,603,482	95,000	100,000	100,000	100,000	100,000	100,000
Other Local Taxes	5,733,056	5,156,900	5,433,000	5,583,000	5,638,830	5,695,218	5,752,170
Other Local Sources	2,228,596	1,518,600	1,579,500	1,604,500	1,620,915	1,639,419	1,664,663
State	4,914,013	4,796,861	4,825,939	4,825,939	4,874,198	4,922,940	4,972,170
Federal	109,492	71,904	71,904	71,904	72,623	73,349	74,083
Planned Use of Assigned Balance	-	3,425,000	2,770,000	2,130,000	2,220,000	2,380,000	2,600,000
<b>Total General Fund Revenues</b>	<b>45,711,947</b>	<b>45,930,265</b>	<b>46,442,404</b>	<b>47,175,147</b>	<b>48,507,367</b>	<b>49,953,695</b>	<b>51,510,356</b>
General Government	3,795,540	3,934,417	4,102,725	4,057,602	4,118,466	4,280,243	4,344,447
Judicial	1,496,248	1,569,996	1,602,333	1,593,945	1,601,915	1,609,924	1,617,974
Public Safety	6,954,549	8,188,994	8,851,736	9,058,638	9,385,397	9,666,959	9,956,968
Public Works	776,935	821,337	811,032	810,785	814,839	818,913	823,008
Health and Welfare	1,154,302	1,167,480	1,229,333	1,256,333	1,268,896	1,281,585	1,294,401
Culture and Leisure	2,042,000	1,984,868	2,142,022	2,184,088	2,252,770	2,297,825	2,343,782
Community Development	1,037,284	1,397,556	1,450,126	1,445,939	1,474,858	1,504,355	1,534,442
Debt Service	2,826,295	2,847,021	3,143,664	3,624,621	3,863,507	4,186,487	4,723,481
Countywide	188,940	851,718	459,018	454,018	500,000	500,000	500,000
Transfer to Schools	18,079,022	19,463,457	20,260,000	20,710,000	21,227,750	21,758,444	22,302,405
Other Fund Transfers	3,276,421	3,703,421	2,390,415	1,979,178	1,998,970	2,048,959	2,069,449
<b>Total Expenditures</b>	<b>41,627,536</b>	<b>45,930,265</b>	<b>46,442,404</b>	<b>47,175,147</b>	<b>48,507,367</b>	<b>49,953,695</b>	<b>51,510,356</b>



# **General Government**

**BOARD OF SUPERVISORS**

**DESCRIPTION AND FUNCTION**

The Board of Supervisors is an elected body representing Goochland County's five magisterial districts. The Board members enact ordinances and establish policies consistent with the preferences of County residents and applicable state and federal law. Meeting schedules, agendas, and minutes are available at the County's website at [www.co.goochland.va.us](http://www.co.goochland.va.us).

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	86,492	91,590	90,779	-811	92,036
Operating Costs	83,865	69,000	68,678	-322	68,678
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>170,357</b>	<b>160,590</b>	<b>159,457</b>	<b>-1,133</b>	<b>160,714</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>170,357</b>	<b>160,590</b>	<b>159,457</b>	<b>-1,133</b>	<b>160,714</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	5.0	5.0	5.0	.0	5.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs.

**COUNTY STRATEGIC GOALS**

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.

AGENCY  
PRIMARILY  
SUPPORTS



**AGENCY GOALS AND OBJECTIVES**

**FUTURE OUTLOOK**

Future budgets for the Board will reflect direct expenses of the Board of Supervisors in carrying out their duties. The Board of Supervisors will be challenged with strategic issues such as economic development, growth, and financial considerations.



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

11010 BOARD OF SUPERVISORS		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME	63,000	63,000	63,000	63,000
	<b>Total Personnel</b>	<b>63,000</b>	<b>63,000</b>	<b>63,000</b>	<b>63,000</b>
2001	FICA	4,252	4,820	4,820	4,820
2005	GROUP HEALTH	19,056	23,620	22,809	24,066
2010	WORKMAN'S COMPENSATION	184	150	150	150
	<b>Total Fringe Benefits</b>	<b>23,492</b>	<b>28,590</b>	<b>27,779</b>	<b>29,036</b>
3002	PROFESSIONAL SERVICES	18,431	4,000	4,000	4,000
3006	PRINTING & BINDING	20,077	10,000	10,000	10,000
3007	ADVERTISING	18,626	21,000	21,000	21,000
	<b>Total Professional Services</b>	<b>57,134</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
5201	POSTAGE	2,367	2,950	2,950	2,950
5400	SUPPLIES-WATER PURCHASE	272	0	0	0
5401	OFFICE SUPPLIES	538	2,500	2,500	2,500
5402	FOOD SUPPLIES	621	0	0	0
5411	BOOKS & SUBSCRIPTIONS	139	500	500	500
5413	OPERATING SUPPLIES	0	6,000	6,000	6,000
5475	COMPUTER SUPPLIES - NON CAPITAL	561	0	0	0
5480	FURNITURE & FIXTURES-NON CAPITAL	3,848	0		
5501	TRAVEL- MILEAGE	1,335	5,000	4,000	4,000
5502	MEALS/FOOD-OTHER THAN TRAINING	2,829	1,500	2,000	2,000
5504	TRAVEL- EDUCATION/TRAINING	0	1,000	1,000	1,000
5602	EMPLOYEE SERVICES	672	0	500	500
5801	DUES & MEMBERSHIPS	13,029	14,000	13,678	13,678
	RRPDC-\$12,158				
	VEPGA- \$120				
	MISC OTHER- \$360				
	<b>Total Operating Cost</b>	<b>26,211</b>	<b>33,450</b>	<b>33,128</b>	<b>33,128</b>
8004	LEASE/RENT-WATER COOLERS	375	350	375	375
8005	LEASE-POSTAGE METER	145	200	175	175
	<b>Total</b>	<b>520</b>	<b>550</b>	<b>550</b>	<b>550</b>
<b>TOTAL</b>		<b>170,357</b>	<b>160,590</b>	<b>159,457</b>	<b>160,714</b>



COMMISSIONER OF REVENUE

DESCRIPTION AND FUNCTION

The Commissioner of the Revenue is a state constitutional officer as set forth in the Constitution of Virginia. It is an elected position for a four-year term. The Commissioner is responsible for: assessing personal property taxes and certifying them for PPTRA deduction (vehicles); assessing business equipment and machinery and tools taxes; computing county business license taxes; administering Tax Relief for the Elderly and disabled program and Disabled American Veterans program on real estate taxes; maintaining the Transient Occupancy tax; maintaining the Short Term Rental tax; assisting citizens in filing state income tax and estimated returns; reviewing and correcting income tax returns; and forwarding returns to the Department of Taxation for processing. The Goochland DMV select is operated by the Commissioner of the Revenue's staff.

The Commissioner of the Revenue's Office is regulated by the State Code of Virginia and is responsible for upholding the laws of Virginia. The Office is on-line with the Department of Taxation, and therefore operates as the liaison between the taxpayer and the Department of Taxation, expediting state refunds by entering them on-line.

FINANCIAL DATA

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	309,168	309,819	318,341	8,522	313,578
Operating Costs	20,889	24,598	28,050	3,452	26,150
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>330,057</b>	<b>334,417</b>	<b>346,391</b>	<b>11,974</b>	<b>339,728</b>
Revenues	138,705	116,883	120,000	3,117	120,000
<b>Net County Funds</b>	<b>191,352</b>	<b>217,534</b>	<b>226,391</b>	<b>8,857</b>	<b>219,728</b>
Full-time Positions	5.0	5.0	5.0	.0	5.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2016 AND FY2017

The personnel budget for FY2016 reflects an upgrade of a Deputy I to a Deputy II. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

COUNTY STRATEGIC GOALS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.

AGENCY  
PRIMARILY  
SUPPORTS



**AGENCY GOALS AND OBJECTIVES**

- To overcome the continued challenges and additional workload created by proration of personal property taxes, twice a year billing and operating DMV Select.
- To continue to provide quality customer service in an efficient, consistent and courteous manner.
- To keep records updated with most current information possible.
- Always have someone answer the telephone during open office hours instead of a recorder.

**PERFORMANCE MEASURES**

<b>Name Of Measure:</b>	<b>FY2014 Actual</b>	<b>FY2015 Target</b>	<b>FY2016 Target</b>
Calendar Year 2014; Assessed & prepared for taxation vehicles, trailers and boats	35902	36100	36500
Calendar Year 2014; Assessed Business Personal Property & Machinery & Tools accounts	1540	1550	1560
Calendar Year 2014; Continuous proration of personal property taxes abatements & supplements	7952	8100	8200
Calendar Year 2014; Assessed & processed business license accounts	1591	1600	1600
Calendar Year 2014; Processed Tax Relief for the Elderly/Disabled and Disabled Vets apps	585	590	595

**FUTURE OUTLOOK**

To overcome the continued challenges and additional workload created by proration of personal property taxes and operating DMV Select. To overcome increased workload of twice a year billing of personal property taxes.

To overcome the State funding reductions which could create local funding constraints and state mandates that put additional workload on the office with no additional funding.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

12090	<b>COMMISSIONER OF REVENUE</b>				
		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME <i>Deputy I position needs to be upgraded to Deputy II.</i>	218,760	222,041	228,417	228,417
	<b>Total Personnel</b>	<b>218,760</b>	<b>222,041</b>	<b>228,417</b>	<b>228,417</b>
2001	FICA	15,827	16,987	17,245	17,245
2002	VRS	27,629	22,999	23,344	18,938
2005	GROUP HEALTH	44,079	44,844	46,347	45,990
2006	GROUP LIFE	2,603	2,642	2,682	2,682
2010	WORKMAN'S COMPENSATION	270	306	306	306
	<b>Total Fringe Benefits</b>	<b>90,408</b>	<b>87,778</b>	<b>89,924</b>	<b>85,161</b>
3002	PROFESSIONAL SERVICES <i>Contract with NADA for pricing of vehicles is based on the number of vehicles that need to be priced. This can fluctuate from year to year. FY2014 \$2079 was expended for NADA values.</i>	2,079	4,000	4,000	4,000
3004	REPAIRS & MAINTENANCE-LABOR	329	400	400	400
3005	CONTRACTED SERVICES	140	400	400	400
3007	ADVERTISING	607	0	0	0
	<b>Total Professional Services</b>	<b>3,155</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>
5201	POSTAGE <i>Twice a year billing and proration of personal property creates more abatements and supplements which creates more mail. Business license, Tax Relief applications, high mileage applications are mailed out to prior year applicants. The number of applications rise each year.</i>	4,066	6,200	6,200	6,200
5203	TELECOMMUNICATIONS	1,842	1,900	1,900	1,900
5401	OFFICE SUPPLIES <i>The implementation of proration and twice a year billing for personal property has increased abatements and supplements which has increased the usage of paper and printer ink along with the other everyday supplies. In FY2014 we expended \$8,203 in this category.</i>	8,203	7,500	8,500	8,500
5411	BOOKS & SUBSCRIPTIONS	201	300	300	300
5475	COMPUTER EQUIPMENT- NON CAPITAL <i>The main office printer we use is over 6 years old. Most of these printers have a lifespan of 4 years. The printer is having some wear and tear problems and in anticipation of a total breakdown I am requesting \$2400 for a new printer in FY2016.</i>	212	100	2,400	500
5480	FURNITURE & FIXTURES <i>Need to replace 2 desk chairs.</i>	0	500	500	500
5501	TRAVEL-MILEAGE	0	100	100	100
5502	MEALS/FOOD OTHER THAN TRAINING	0	80	80	80



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

5504	TRAVEL-EDUCATION/TRAINING Registration fee and hotel for the 2 day BAI Conference. Expended \$304 in FY 2015.	304	148	300	300
5801	DUES & MEMBERSHIPS	835	870	870	870
<b>Total Operating Cost</b>		<b>15,663</b>	<b>17,698</b>	<b>21,150</b>	<b>19,250</b>
8001	LEASE-RENT-EQUIPMENT	1,803	1,800	1,800	1,800
8005	LEASE-POSTAGE METER/BOX	268	300	300	300
<b>Total</b>		<b>2,071</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>
<b>TOTAL</b>		<b>330,057</b>	<b>334,417</b>	<b>346,391</b>	<b>339,728</b>



COUNTY ADMINISTRATOR

**DESCRIPTION AND FUNCTION**

The County Administrator ensures compliance with federal, state, and local laws and ordinances, and maintains open communication with various sectors of the community, such as the business community, area governments, and County residents. The County Administrator serves at the pleasure of the Board of Supervisors, implementing their policy directives.

The budget for the County Administrator includes personnel and operating costs for the County Administrator's Office, as well as the Deputy Clerk to the Board of Supervisors.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	372,132	363,781	365,736	1,955	361,795
Operating Costs	17,153	21,800	22,800	1,000	22,800
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>389,285</b>	<b>385,581</b>	<b>388,536</b>	<b>2,955</b>	<b>384,595</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>389,285</b>	<b>385,581</b>	<b>388,536</b>	<b>2,955</b>	<b>384,595</b>
Full-time Positions	2.0	3.0	3.0	.0	3.0
Part-time Positions	1.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.

AGENCY  
PRIMARILY  
SUPPORTS



**FUTURE OUTLOOK**

The County Administrator will be focused on strategic planning, economic development, financial issues, and employee relations through the implementation of best practices in the upcoming years.



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

12010 COUNTY ADMINISTRATOR		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME	268,192	263,230	267,178	267,178
1003	SALARIES-PART TIME	1,623	0	0	0
1004	DEFERRED COMP SUPPLEMENT	10,000	10,000	10,000	10,000
1008	CAR ALLOWANCE	12,000	12,000	12,000	12,000
<b>Total Personnel</b>		<b>291,815</b>	<b>285,230</b>	<b>289,178</b>	<b>289,178</b>
2001	FICA	17,532	20,902	21,204	21,204
2002	VRS	33,981	28,302	28,706	23,283
2005	GROUP HEALTH	25,281	25,716	22,970	24,452
2006	GROUP LIFE	3,203	3,251	3,298	3,298
2010	WORKMAN'S COMPENSATION	320	380	380	380
<b>Total Fringe Benefits</b>		<b>80,317</b>	<b>78,551</b>	<b>76,558</b>	<b>72,617</b>
3002	PROFESSIONAL SERVICES	65	5,000	5,000	5,000
<b>Total Professional Services</b>		<b>65</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
5201	POSTAGE	178	750	750	750
5203	TELECOMMUNICATIONS	2,742	2,400	2,700	2,700
5314	SOFTWARE/LICENSE	374	0		
5401	OFFICE SUPPLIES	2,675	1,830	1,830	1,830
5411	BOOKS-SUBSCRIPTIONS	276	250	250	250
5501	TRAVEL-MILEAGE	0	100	100	100
5502	MEALS/FOOD OTHER THAN TRAINING	619	0	0	0
5504	TRAVEL- EDUCATION/TRAINING	1,591	1,200	1,200	1,200
5507	EDUCATION/TRAINING	375	1,500	1,500	1,500
5602	EMPLOYEE SERVICES/RECOGNITION	1,889	3,500	3,000	3,000
5801	DUES & MEMBERSHIPS	1,981	1,800	2,000	2,000
<b>Total Operating Cost</b>		<b>12,699</b>	<b>13,330</b>	<b>13,330</b>	<b>13,330</b>
8001	LEASE/RENT- EQUIPMENT	4,209	3,200	4,200	4,200
8005	LEASE-POSTAGE METER/BOX	180	270	270	270
<b>Total</b>		<b>4,389</b>	<b>3,470</b>	<b>4,470</b>	<b>4,470</b>
<b>TOTAL</b>		<b>389,285</b>	<b>385,581</b>	<b>388,536</b>	<b>384,595</b>



COUNTY ASSESSOR

DESCRIPTION AND FUNCTION

The County Assessor's office is responsible for the annual assessment of all real estate in Goochland County and for the maintenance and retention of accurate and up-to-date property records. This information is available in our office and on the County's website. Also, we administer the Land Use Assessment Program and are responsible in maintaining current information in the CAMA system and in the files.

FINANCIAL DATA

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	289,784	364,311	365,881	1,570	363,586
Operating Costs	35,839	40,654	47,154	6,500	47,554
Capital	0	0	0	0	15,000
<b>Expenditures</b>	<b>325,623</b>	<b>404,965</b>	<b>413,035</b>	<b>8,070</b>	<b>426,140</b>
Revenues	0	0	2,200	2,200	2,200
<b>Net County Funds</b>	<b>325,623</b>	<b>404,965</b>	<b>410,835</b>	<b>5,870</b>	<b>423,940</b>
Full-time Positions	4.0	5.0	4.0	-1.0	4.0
Part-time Positions	1.0	.0	1.0	1.0	2.0

EXPLANATION OF CHANGES FOR FY2016 AND FY2017

Beginning February 1, 2015, the Real Estate Technician position was changed from full-time to part-time (32 hours per week).

The FY2016 operating budget reflects increases in:

- postage and cost of producing annual Land Use Revalidations
- subscriptions to the Marshall & Swift Cost manuals (last updated 2004)
- telecommunications for Assessor's cell phone.
- membership and fees due to the new Assessor having a Certified General License and membership in the IAAO and VAAO.

The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

COUNTY STRATEGIC GOALS

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce. ✓

AGENCY GOALS AND OBJECTIVES



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

- To complete the annual reassessment of properties at 97 to 100% of fair market value with COD of 10-15% or less.
- To be efficient, effective, accountable and transparent with emphasis on customer service.
- To plan ahead for future needs that can affect our operating and capital needs.
- To support quality education by encouraging staff to take classes that will enhance their knowledge in their jobs.
- To create a positive work environment that will attract and retain high qualified, diverse professionals who share our core values.

### PERFORMANCE MEASURES

Name Of Measure:	FY2014 Actual	FY2015 Target	FY2016 Target
# of weeks to work building permits and process supplemental tax bills	3	3	3
Return phone calls and reply to emails the same day received or no later than the following business day.(%)	100%	100%	100%
Days to reply to letters received..	7	5	5
Days to respond to County Departments/Staff inquires.	2	2	2
Assessment to sales ratio maintained of 97 to 100% with a coefficient of dispersion of 10-15% or less.	100%	100%	100%

### AGENCY HIGHLIGHTS

- Completion of the 2015 Reassessment
- Redesigning of the Reassessment Notice
- Reorganizing work schedules for the 2016 Reassessment cycle.

### FUTURE OUTLOOK

- Our office ambitions are:
- Restructuring and reorganizing land use certification for annual revalidations.
  - Identify market areas for reassessment schedules and documentation.
  - Update CAMA cost tables to reflect standards and local market conditions



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

12100 COUNTY ASSESSOR		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME	183,908	267,867	264,879	264,879
1003	SALARIES-PART TIME	28,336	0	0	0
<b>Total Personnel</b>		<b>212,244</b>	<b>267,867</b>	<b>264,879</b>	<b>264,879</b>
2001	FICA	15,375	20,491	20,263	20,263
2002	VRS	23,228	27,746	27,885	22,620
2005	GROUP HEALTH	34,134	41,508	46,031	49,001
2006	GROUP LIFE	2,188	3,188	3,244	3,244
2010	WORKMAN'S COMPENSATION	2,615	3,511	3,579	3,579
<b>Total Fringe Benefits</b>		<b>77,540</b>	<b>96,444</b>	<b>101,002</b>	<b>98,707</b>
3002	PROFESSIONAL SERVICES The Board of Equalization will review assessment appeals for reassessment, new construction, new property subdivisions and land use during the tax year 2014 and 2015. The BOE consists of 5 members and are paid \$100 daily (anticipate meeting for 5 days).	100	2,500	2,500	2,500
3004	REPAIRS AND MAINTENANCE-LABOR	409	1,500	1,500	1,500
3005	CONTRACTED SERVICES	82	0	0	0
3006	PRINTING & BINDING Printing land books, reassessment notices and property record cards.	239	3,000	3,000	3,000
3007	ADVERTISEMENTS	1,277	300	300	300
3012	EMPLOYMENT BACKGROUND CHECK	356	0		
3105	SOFTWARE MAINTENANCE/SUPPORT Maintenance/support for Patriot/GIS/Mobile Pro. (Approximately +5% increase per year)	10,640	12,000	12,200	12,800
<b>Total Professional Services</b>		<b>13,103</b>	<b>19,300</b>	<b>19,500</b>	<b>20,100</b>
5201	POSTAGE Postage for new construction notices, office letters, reassessment notices and land use applications. Additional postage will be needed for Land Use Revalidations that start September 2015. Cost estimated at .50 per piece.	6,250	6,000	10,500	10,500
5203	TELECOMMUNICATIONS This includes monthly office phones and Assessor cell phone charges. Cell phone service is \$60 p/month that was not part of the previous budget. Average Office phone service is \$84 p/month.	862	800	1,700	1,700
5401	OFFICE SUPPLIES Office supplies increased to absorb the cost for envelopes needed to mail Land Use Revalidation forms.	1,832	1,300	1,500	1,500
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	723	2,000	2,000	2,000
5410	UNIFORMS	80	600	600	600



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

5411	BOOKS & SUBSCRIPTIONS The increase is for subscription to the Commercial/Residential Marshall and Swift Cost Manual, State Code Title 58 updates, Mobile Home guide and local commercial market studies for the metro area.	164	300	900	800
5475	COMPUTER EQUIPMENT - NON CAPITAL	4,988	0	0	0
5501	TRAVEL- MILEAGE	15	400	400	400
5502	MEALS/FOOD-OTHER THAN TRAINING	78	300	300	300
5504	TRAVEL EXPENSES - EDUCATION/TRAINING	2,240	0	2,000	2,000
5507	EDUCATION/TRAINING-REG & TUITION VAAO Seminar (3), Fredericksburg Assessor's School (2), additional continuing education classes and increase for appraisers (2) who have applied for designations through IAAO.	1,050	4,000	2,000	2,000
5801	DUES/MEMBERSHIPS State License fees	540	800	900	800
	<b>Total Operating Cost</b>	<b>18,822</b>	<b>16,500</b>	<b>22,800</b>	<b>22,600</b>
6008	FUEL Fuel increase due to addition of full time Assessor and potential gas price increase.	1,594	2,500	2,500	2,500
	<b>Total Operating - Fuel</b>	<b>1,594</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
7005	MOTOR VEHICLES & EQUIPMENT	0	0	0	15,000
	<b>Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>
8001	LEASE/RENT- EQUIPMENT	2,204	2,204	2,204	2,204
8005	LEASE-POSTAGE METER	115	150	150	150
	<b>Total</b>	<b>2,319</b>	<b>2,354</b>	<b>2,354</b>	<b>2,354</b>
	<b>TOTAL</b>	<b>325,623</b>	<b>404,965</b>	<b>413,035</b>	<b>426,140</b>



COUNTY ATTORNEY

DESCRIPTION AND FUNCTION

The County Attorney provides timely legal services to the Board of Supervisors and the County Administration. These services include review and preparation of County legislation, deeds, contracts, and other legal documents, representation in litigation, and the provision of day-to-day legal advice.

FINANCIAL DATA

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	350,606	360,953	354,362	-6,591	349,933
Operating Costs	61,198	25,080	25,080	0	25,080
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>411,803</b>	<b>386,033</b>	<b>379,442</b>	<b>-6,591</b>	<b>375,013</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>411,803</b>	<b>386,033</b>	<b>379,442</b>	<b>-6,591</b>	<b>375,013</b>
Full-time Positions	3.0	3.0	3.0	.0	3.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2016 AND FY2017

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

COUNTY STRATEGIC GOALS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.

AGENCY  
PRIMARILY  
SUPPORTS



AGENCY GOALS AND OBJECTIVES

- Providing quality legal services to the Board of Supervisors and Administration in a timely fashion
- Enabling other departments to achieve the County's strategic goals through its timely responses, advice, review, and drafting of various instruments
- Enhancing the County's Legislative Agenda through drafts of County requests and the submission of proposed language to legislative services
- Assisting the public and directing them to the appropriate agency when necessary
- Transitioning to a more paperless office environment
- Active disposition of records pursuant to the Virginia Public Records Act



**AGENCY HIGHLIGHTS**

Successfully brought the Thexton litigation (Benedictine matter) to a conclusion through multiple hearings before the Board of Zoning Appeals, Goochland County Circuit Court and a brief to the Supreme Court of Virginia.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

12040 COUNTY ATTORNEY		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME	267,903	279,027	284,310	284,310
1003	SALARIES-PART TIME	1,483	0	0	0
	<b>Total Personnel</b>	<b>269,386</b>	<b>279,027</b>	<b>284,310</b>	<b>284,310</b>
2001	FICA	16,896	20,563	20,788	20,788
2002	VRS	33,520	28,901	29,085	23,595
2005	GROUP HEALTH	27,350	28,812	16,456	17,517
2006	GROUP LIFE	3,158	3,320	3,383	3,383
2010	WORKMAN'S COMPENSATION	296	330	340	340
	<b>Total Fringe Benefits</b>	<b>81,220</b>	<b>81,926</b>	<b>70,052</b>	<b>65,623</b>
3002	PROFESSIONAL SERVICES	23	0	0	0
3003	OUTSIDE COUNSEL <i>outside counsel costs</i>	48,237	10,000	10,000	10,000
3012	EMPLOYMENT BACKGROUND CHECKS	306	0	0	0
	<b>Total Professional Services</b>	<b>48,566</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
5201	POSTAGE	73	300	300	300
5203	TELECOMMUNICATIONS	1,221	1,950	1,650	1,650
5401	OFFICE SUPPLIES	1,096	1,000	1,000	1,000
5411	BOOKS & SUBSCRIPTIONS <i>online legal research and print subscriptions</i>	4,450	5,000	5,000	5,000
5501	TRAVEL-MILEAGE	662	300	600	600
5504	TRAVEL- EDUCATION/TRAINING	1,494	1,500	1,500	1,500
5507	EDUCATION/TRAINING - REG & TUITION	795	1,500	1,500	1,500
5801	DUES & MEMBERSHIPS	765	1,350	1,350	1,350
	<b>Total Operating Cost</b>	<b>10,556</b>	<b>12,900</b>	<b>12,900</b>	<b>12,900</b>
8001	LEASE/RENT- EQUIPMENT <i>copier lease</i>	1,882	2,000	2,000	2,000
8005	LEASE- POSTAGE METER/BOX	193	180	180	180
	<b>Total</b>	<b>2,076</b>	<b>2,180</b>	<b>2,180</b>	<b>2,180</b>
	<b>TOTAL</b>	<b>411,803</b>	<b>386,033</b>	<b>379,442</b>	<b>375,013</b>



**FINANCE**

**DESCRIPTION AND FUNCTION**

The Finance Department is responsible for the budgeting and accounting functions of the County's General Government. The Deputy County Administrator for Financial Services position oversees financial reporting for all County Funds.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	303,978	372,962	382,991	10,029	379,160
Operating Costs	115,303	92,800	97,600	4,800	97,600
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>419,281</b>	<b>465,762</b>	<b>480,591</b>	<b>14,829</b>	<b>476,760</b>
Revenues	7,000	7,000	7,000	0	7,000
<b>Net County Funds</b>	<b>412,281</b>	<b>458,762</b>	<b>473,591</b>	<b>14,829</b>	<b>469,760</b>
Full-time Positions	3.8	3.8	3.8	.0	3.8
Part-time Positions	.0	.0	.0	.0	.0

The full-time position figures above reflect the following: Director of Finance (1.0); Controller (1.0); Accounting Specialist (1.0); and 75% of the Deputy County Administrator for Financial Services (0.75).

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs. The operating budgets are increasing slightly as related to the cost of the annual external audit. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management. ✓
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce.

**AGENCY GOALS AND OBJECTIVES**

- Be recognized for accuracy and transparency in financial reporting and in budgeting
- Maintain liquidity in terms of available fund balances, for prudent financial planning
- Obtain the highest possible credit rating for the County, to minimize the costs of borrowing
- Limit debt service spending as a portion of the overall budget, to maintain budget flexibility
- Provide excellent customer service, to both internal as well as external customers



**PERFORMANCE MEASURES**

<b>Name Of Measure:</b>	<b>FY2014 Actual</b>	<b>FY2015 Target</b>	<b>FY2016 Target</b>
Keep Debt Service expenditures below the 12% Policy Maximum	6.6%	7%	8%
Obtain GFOA Certificate for Excellence in Financial Reporting	Received	Receive	Receive
Obtain GFOA Distinguished Budget Presentation Award	Received	Receive	Receive
Maintain Unassigned Fund Balance above 20% Policy Minimum	42%	40%	40%
Attain highest possible credit rating for the County	N/A	AAA	AAA

**AGENCY HIGHLIGHTS**

During the past year, the Finance Department has benefitted from the addition of a full-time Controller. This position has allowed the Department to have an in-house Certified Public Accountant, and reduce reliance on accounting consultants.

The County received two national recognition awards from the Government Finance Officers Association. The Certificate of Achievement for Excellence in Financial Reporting was received for the FY2013 Comprehensive Annual Financial Report, and the Distinguished Budget Presentation was received (for the first time ever) for the FY2015 Adopted budget document.

The County's Financial Policy Guidelines were updated in August 2014 by the Board of Supervisors, and are now even more fiscally conservative in aligning with best practices of high-performing local governments.

**FUTURE OUTLOOK**

The Finance Department will be focusing future efforts on: better aligning the budgeting process with year-end financial reporting in a consistent manner; emphasizing cross-training of staff to expand the County's internal knowledge base, particularly in accounting principles; and working with the Audit Committee of the Board of Supervisors.



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

12150 FINANCE		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME	236,786	293,769	298,986	298,986
	<b>Total Personnel</b>	<b>236,786</b>	<b>293,769</b>	<b>298,986</b>	<b>298,986</b>
2001	FICA	17,072	22,473	22,872	22,872
2002	VRS	28,380	30,429	30,636	25,064
2005	GROUP HEALTH	18,432	22,380	26,524	28,265
2006	GROUP LIFE	3,043	3,496	3,558	3,558
2010	WORKMAN'S COMPENSATION	265	415	415	415
	<b>Total Fringe Benefits</b>	<b>67,192</b>	<b>79,193</b>	<b>84,005</b>	<b>80,174</b>
3001	AUDIT-ANNUAL	62,400	64,900	70,000	70,000
3002	PROFESSIONAL SERVICES	36,978	17,000	15,000	15,000
3006	PRINTING & BINDING	0	100	0	0
3007	ADVERTISING	1,361	0	0	0
3012	EMPLOYMENT BACKGROUND CHECKS	762	0	0	0
	<b>Total Professional Services</b>	<b>101,501</b>	<b>82,000</b>	<b>85,000</b>	<b>85,000</b>
5201	POSTAGE	2,000	2,300	2,200	2,200
5203	TELECOMMUNICATIONS	1,773	1,500	1,800	1,800
5401	OFFICE SUPPLIES	2,880	3,100	3,100	3,100
5411	BOOKS & SUBSCRIPTIONS	239	100	200	200
5475	COMPUTER EQUIPMENT- NON CAPITAL	2,304	0	0	0
5480	FURNITURE AND FIXTURES	2,434	1,000	1,000	1,000
5501	TRAVEL- MILEAGE	0	100	100	100
5504	TRAVEL- EDUCATION/TRAINING	679	1,000	1,200	1,200
5507	EDUCATION/TRAINING - TUITION, REG	570	1,500	2,000	2,000
5801	DUES & MEMBERSHIPS	808	100	900	900
	<b>Total Operating Cost</b>	<b>13,687</b>	<b>10,700</b>	<b>12,500</b>	<b>12,500</b>
8005	LEASE- POSTAGE METER/BOX	115	100	100	100
	<b>Total</b>	<b>115</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>TOTAL</b>		<b>419,281</b>	<b>465,762</b>	<b>480,591</b>	<b>476,760</b>



**HUMAN RESOURCES**

**DESCRIPTION AND FUNCTION**

The Human Resources Department advises County departments regarding personnel laws, policies and procedures; oversees recruitment and retention processes regarding lawful hiring; manages a classification/compensation program; administers employee benefits; coordinates training for employee development, and provides customer service to all County employees.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	89,530	89,171	112,087	22,916	110,604
Operating Costs	9,382	18,700	20,700	2,000	20,700
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>98,912</b>	<b>107,871</b>	<b>132,787</b>	<b>24,916</b>	<b>131,304</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>98,912</b>	<b>107,871</b>	<b>132,787</b>	<b>24,916</b>	<b>131,304</b>
Full-time Positions	1.0	1.0	1.0	.0	1.0
Part-time Positions	.0	.0	1.0	1.0	1.0

New FY2016 part-time position

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

A part-time position has been included in the FY2016 budget to assist with training and administrative functions. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management. ✓
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce. ✓

**AGENCY GOALS AND OBJECTIVES**

- Provide an ongoing training schedule for employees.
- Maintain a Classification System.
- Attract and retain a qualified diverse workforce.
- Promote a positive and safe work environment.



**PERFORMANCE MEASURES**

<b>Name Of Measure:</b>	<b>FY2014 Actual</b>	<b>FY2015 Target</b>	<b>FY2016 Target</b>
Complete 2 quarterly Random Drug & Alcohol Testings with negative results	8	8	8
Employee Training Sessions meeting identified needs	11	6	12
Increase the % of Vacancies filled within 2 months	50	75	75
Reduce the number of recordable accidents	15	0	0

**AGENCY HIGHLIGHTS**

The County's first online employment application and applicant tracking system went live this year, making it easier for applicants to apply for positions. A new performance evaluation form was developed and implemented to capture exceptional employees for this year's pay for performance bonuses. A Safety Committee was established and a safety manual was developed to protect employees and maintain a safe work environment.

**FUTURE OUTLOOK**

Positive progress has been made with respect to HR initiatives and with significant changes that seem to take place every year. One significant change over the past year was the establishment of a new VRS participant group called Hybrid employees. This group will pose new challenges this year in managing their mandated short-term disability benefits. Additional challenges will be with the Affordable Care Act mandates and the new reporting and recordkeeping requirements associated with it.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

12050 HUMAN RESOURCES		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME	73,619	74,723	75,844	75,844
1003	SALARIES - PART TIME	0	0	20,000	20,000
	<b>Total Personnel</b>	<b>73,619</b>	<b>74,723</b>	<b>95,844</b>	<b>95,844</b>
2001	FICA	5,645	5,716	7,333	7,333
2002	VRS	9,298	7,740	7,855	6,372
2006	GROUP LIFE	876	889	902	902
2010	WORKMAN'S COMPENSATION	92	103	153	153
	<b>Total Fringe Benefits</b>	<b>15,911</b>	<b>14,448</b>	<b>16,243</b>	<b>14,760</b>
3007	ADVERTISING	1,875	1,900	1,900	1,900
3012	EMPLOYMENT BACKGROUND CHECKS	19	0	0	0
	<b>Total Professional Services</b>	<b>1,894</b>	<b>1,900</b>	<b>1,900</b>	<b>1,900</b>
5201	POSTAGE	125	200	200	200
5203	TELECOMMUNICATION	441	400	400	400
5314	SOFTWARE/LICENSE- NON CAPITAL	6,055	4,600	4,600	4,600
5401	OFFICE SUPPLIES	605	1,000	1,000	1,000
5411	BOOKS & SUBSCRIPTIONS	225	200	200	200
5475	COMPUTER EQUIPMENT- NON CAPITAL	0	0	2,000	2,000
5480	FUNITURE/FIXTURES - NON CAPITAL	0	400	400	400
5507	EDUCATION/TRAINING	38	10,000	10,000	10,000
	Centralized funding for employee training - some FY2015 funding transferred to Software/Licenses				
	<b>Total Operating Cost</b>	<b>7,489</b>	<b>16,800</b>	<b>18,800</b>	<b>18,800</b>
	<b>TOTAL</b>	<b>98,912</b>	<b>107,871</b>	<b>132,787</b>	<b>131,304</b>



**INFORMATION TECHNOLOGY**

**DESCRIPTION AND FUNCTION**

The Information Technology (IT) Department is responsible for the procurement, installation, support, and maintenance of the County's information technology resources. Technology resources include hardware, software, networking, telecommunications and end user devices. The primary objective of the IT Department is to provide these resources to facilitate the most effective and efficient County operations.

In addition to maintaining and managing the physical infrastructure and equipment, the IS Department provides support through business studies and recommendations; maintenance of existing application systems; design and implementation of new systems; guidance regarding security and access to system data, and customer training for application systems and office tools.

Within the IT Department is the County's GIS program. The GIS is responsible for providing, maintaining, distributing all geographic related dataset and applications. This program provides critical service to public safety, community development and other County agency operations.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	456,172	526,251	537,552	11,301	521,766
Operating Costs	369,126	378,070	428,280	50,210	428,280
Capital	88,126	30,000	30,000	0	30,000
<b>Expenditures</b>	<b>913,423</b>	<b>934,321</b>	<b>995,832</b>	<b>61,511</b>	<b>980,046</b>
Revenues	13,083	12,000	12,000	0	12,000
<b>Net County Funds</b>	<b>900,340</b>	<b>922,321</b>	<b>983,832</b>	<b>61,511</b>	<b>968,046</b>
Full-time Positions	5.0	6.0	6.0	.0	6.0
Part-time Positions	1.0	1.0	1.0	.0	1.0

NOTE: Part-time positions noted above equate to 0.70 FTE

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budget for FY2016 reflect current staff salaries and changes in fringe benefit costs. The new radio systems and increasing use of technology will require additional staff. The most significant change in the FY16 and FY17 budgets is added operational costs for hosted email, email archiving, and Microsoft office services. The training and education line item (5504) is also increased to better address the need of the IS Department keeping staff current to support the variety of programs and systems we have and are acquiring. Any additional increases noted are a result of general maintenance fee increases for software and hardware. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.

AGENCY  
PRIMARILY  
SUPPORTS



5 Positive work environment with a highly qualified, diverse workforce.



**AGENCY GOALS AND OBJECTIVES**

- Operate and maintain a reliable and secure network system
- Provide innovative technology solutions that increase efficiency and effectiveness for County agencies
- Cultivating an environment where innovation and strategic planning are encouraged
- Complete a strategic technology plan that includes participation from all County Departments
- Continue providing technical support to all Public Safety agencies by maintaining and supporting critical technologies

**PERFORMANCE MEASURES**

Name Of Measure:	FY2014 Actual	FY2015 Target	FY2016 Target
Help Desk Tickets (Urgent) closed within 4 hours --	86%	90%	90%
Help Desk Tickets (all others) closed within 24hrs --	94%	95%	95%
Number of Equipment Items deployed (both new and replacement)	85	40	40
GIS Map/Project Requests completed (Public and Staff) completed	130	140	140
Pieces of Equipment Supported / per person (PC, Servers, network printers, wireless phones, etc.)	356	360	360

**AGENCY HIGHLIGHTS**

The IT Department has completed a number of critical projects over the last fiscal as well as planning for significant changes in the coming year. Updates of critical network equipment such as firewalls and routers has aided in reinforcing the reliability and protection of the County's Wide Area Network(WAN). The completion of the equipment refresh for users positioned the IST Department well ahead of the end of support for the Windows XP operating system. The consolidation of our SQL Servers has provided some licensing savings and upgraded all databases to SQL 2012. Maintaining currency with supporting software programs, end user software, hardware and infrastructure operating software is crucial to ensuring secure and reliable systems for conducting County business.

Additionally, the IT Department has initiated and /or has supported the deployment of several new programs that increase efficiency and effectiveness. The new Agenda management software provides better access to the County's meeting agendas, minutes and records. the new applicant tracking program has automated much of the hiring process for the County. The new asset management system, set to go live in January, will provide a single system for managing County assets as well as for reporting on those assets. In the current year, the IS Department will be looking to update the email system, permitting software, revision of the County website and website management system, and mobile solutions(use and management). The new public safety radio system and emergency communications center are also critical projects for the IT Department over the coming years.

**FUTURE OUTLOOK**

Beyond the current two year scope there are several projects that will require planning by the IT Department. A continued program of equipment refresh for network, server and desktops and software upgrades will always be required. The revision of the County website will help address many of the requests from citizens to provide more e-government. However, additional features may need to be considered once the new site is up and operational ( i.e. online payments, digital application submission (permitting), etc.). Storage space for documents, plans, contracts, and working papers has become a premium. A document management system would aid in providing additional space as well as a programmatic system to more effectively manage all of these documents and plans. Research into the many solutions available will be need to be completed in order to identify the best option for the County. In addition to storing these documents and information is the need to be able to preserve, restore/recover this data at any time. Disaster Recovery options will also require critical examination. Lastly, the financial system assessment and replacement will be a significant effort and will require dedicated staff for this project.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

12200 INFORMATION TECHNOLOGY		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME	300,508	358,669	364,049	364,049
1003	SALARY - PART TIME	68,919	69,020	70,055	70,055
<b>Total Personnel</b>		<b>369,427</b>	<b>427,689</b>	<b>434,104</b>	<b>434,104</b>
2001	FICA	27,507	32,718	33,209	33,209
2002	VRS	37,954	37,108	37,658	29,232
2005	GROUP HEALTH	17,250	23,844	27,650	20,290
2006	GROUP LIFE	3,576	4,307	4,332	4,332
2010	WORKMAN'S COMPENSATION	458	585	599	599
<b>Total Fringe Benefits</b>		<b>86,745</b>	<b>98,562</b>	<b>103,448</b>	<b>87,662</b>
3002	PROFESSIONAL SERVICES <i>Provides for troubleshooting assistance with Unified Communications, VMWare, Security, Networking and GIS.</i>	4,944	15,000	10,000	10,000
3004	REPAIRS & MAINTENANCE-LABOR	804	1,000	1,000	1,000
3005	CONTRACTED SERVICES <i>Hardware maintenance and support for Network equipment, AS400, Point to Point microwave system, server and battery backup systems.</i>	86,934	90,000	90,000	90,000
3006	PRINTING & BINDING	57	1,000	1,000	1,000
3105	SOFTWARE MAINTENANCE CONTRACTS <i>Maintenance and support for various software packages including accounting system, antivirus, telephone billing, asset management, permitting and paging. The increase in FY16 is for the upgrade and hosting of new email and MS Office services.</i>	97,765	82,000	136,000	136,000
<b>Total Professional Services</b>		<b>190,504</b>	<b>189,000</b>	<b>238,000</b>	<b>238,000</b>
5201	POSTAGE	79	320	320	320
5203	TELECOMMUNICATIONS <i>Covers Countywide(minus schools)Internet service connection. This item also provides for the IT departmental wireless and internal office telecommunications.</i>	66,486	84,000	70,000	70,000
5205	TELECOMMUNICATION-AGENCY BILLING	1,408	0	2,000	2,000
5314	SOFTWARE/LICENSE-NON CAPITAL	4,808	0	5,000	5,000
5401	OFFICE SUPPLIES	3,974	1,800	2,000	2,000
5407	REPAIRS/MAINTENANCE SUPPLIES	36	500	500	500
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	472	200	200	200
5410	UNIFORMS	142	0	0	0
5411	BOOKS & SUBSCRIPTION <i>Staff relies on Books for much of training for new programs and systems.</i>	104	200	500	500



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

5413	OPERATING SUPPLIES This line item supports new and replacement equipment for general office functions and needs (i.e. connectors, batteries, patch cables, Board and Conference room functions).	7,602	2,000	2,000	2,000
5419	COMMUNICATION EQUIPMENT SUPPLIES	509	1,000	1,000	1,000
5475	COMPUTER SUPPLIES-NON CAPITAL Replacement, repair, and purchase of computer equipment including but not limited to monitors, pcs, network equipment, video cameras and IP phones. This line item is for the replacement and purchases of computer equipment that individually does not qualify as capital purchases.	86,254	96,000	96,000	96,000
5477	SECURITY SYSTEM - ACCESS, SUPPLIES	2,626	1,000	1,000	1,000
5501	TRAVEL-MILEAGE	84	200	200	200
5504	TRAVEL-EDUCATION/TRAINING This line item is increased to accommodate the training and travel expenses necessary to keep IT staff current in knowledge of latest versions of software and hardware solutions.	3,359	400	8,000	8,000
5507	EDUCATION/TRAINING To provide adequate training to staff additional funding is required for FY15.	304	1,000	1,000	1,000
5801	DUES/MEMBERSHIP	0	250	250	250
	<b>Total Operating Cost</b>	<b>178,245</b>	<b>188,870</b>	<b>189,970</b>	<b>189,970</b>
6008	FUEL	260	200	200	200
	<b>Total Operating - Fuel</b>	<b>260</b>	<b>200</b>	<b>200</b>	<b>200</b>
7007	COMPUTER EQUIPMENT Funding in this line item is to cover the cost of computer equipment that qualify as capital purchases. Smaller replacement and new technology equipment being purchased individually are not capital purchases and would be under line item 5475.	65,783	30,000	30,000	30,000
7008	COMPUTER SOFTWARE	22,343	0		
	<b>Total Capital</b>	<b>88,126</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
8005	LEASE - POSTAGE METER/BOX	116	0	110	110
	<b>Total</b>	<b>116</b>	<b>0</b>	<b>110</b>	<b>110</b>
	<b>TOTAL</b>	<b>913,423</b>	<b>934,321</b>	<b>995,832</b>	<b>980,046</b>



**PURCHASING**

**DESCRIPTION AND FUNCTION**

Purchasing provides central procurement services and assistance to County departments and agencies. The primary responsibilities include assuring compliance with Federal, State (Virginia Public Procurement Act) and local laws, oversight review and assistance in preparation of specifications, solicitation documents, oversight of the review and evaluation process for Requests For Proposals and Invitations For Bids awards and general contract reviews. Purchasing is also responsible for complete oversight and administration of the County's procurement card program, as well as all administration and claims for County liability and property insurance and sale of county surplus property.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	85,215	88,822	90,184	1,362	89,526
Operating Costs	10,867	14,950	14,950	0	14,950
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>96,082</b>	<b>103,772</b>	<b>105,134</b>	<b>1,362</b>	<b>104,476</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>96,082</b>	<b>103,772</b>	<b>105,134</b>	<b>1,362</b>	<b>104,476</b>
Full-time Positions	1.0	1.0	1.0	.0	1.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.

AGENCY  
PRIMARILY  
SUPPORTS



**AGENCY GOALS AND OBJECTIVES**

- Maintain compliance with Procurement law and applicable procedures

**PERFORMANCE MEASURES**

<b>Name Of Measure:</b>	<b>FY2014 Actual</b>	<b>FY2015 Target</b>	<b>FY2016 Target</b>
Communicate update of Procurement law, procedures, & policies	n/a	1	2
Increase Goochland citizen notification of surplus property sales which could result in higher sales revenue and increase transparency	2	1	2
Employee training on risk management to reduce risks/injuries	n/a	1	2



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

12160 PURCHASING		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME	62,479	66,311	67,306	67,306
	<b>Total Personnel</b>	<b>62,479</b>	<b>66,311</b>	<b>67,306</b>	<b>67,306</b>
2001	FICA	4,482	5,073	5,149	5,149
2002	VRS	7,891	6,870	6,886	5,586
2005	GROUP HEALTH	9,528	9,684	9,942	10,584
2006	GROUP LIFE	743	784	801	801
2010	WORKMAN'S COMPENSATION	92	100	100	100
	<b>Total Fringe Benefits</b>	<b>22,736</b>	<b>22,511</b>	<b>22,878</b>	<b>22,220</b>
3005	CONTRACTED SERVICES <i>On-call consulting fees</i>	1,470	4,000	4,000	4,000
3006	PRINTING & BINDING	0	200	0	0
	<b>Total Professional Services</b>	<b>1,470</b>	<b>4,200</b>	<b>4,000</b>	<b>4,000</b>
5201	POSTAGE	100	200	200	200
5203	TELECOMMUNICATIONS	695	950	950	950
5401	OFFICE SUPPLIES	940	800	900	900
5475	COMPUTER EQUIPMENT- NON CAPITAL	0	250	250	250
5476	OFFICE EQUIPMENT-NON CAPITAL	280	0		
5501	TRAVEL- MILEAGE	91	125	125	125
5502	MEALS/FOOD OTHER THAN TRAINING	41	0	0	0
5504	TRAVEL- EDUCATION/TRAINING	2,622	1,700	1,700	1,700
5507	EDUCATION/TRAINING- TUITION,REGS..	1,303	2,750	2,750	2,750
5606	COUNTY LOGO ITEMS	1,231	1,000	1,000	1,000
5801	DUES & MEMBERSHIPS	290	525	525	525
	<b>Total Operating Cost</b>	<b>7,593</b>	<b>8,300</b>	<b>8,400</b>	<b>8,400</b>
8001	LEASE/RENT- EQUIPMENT	1,754	2,400	2,500	2,500
8005	LEASE- POSTAGE METER/BOX	50	50	50	50
	<b>Total</b>	<b>1,804</b>	<b>2,450</b>	<b>2,550</b>	<b>2,550</b>
<b>TOTAL</b>		<b>96,082</b>	<b>103,772</b>	<b>105,134</b>	<b>104,476</b>



**REGISTRAR**

**DESCRIPTION AND FUNCTION**

The Registrar's Office is charged with providing all facets of the electoral process to the citizens of Goochland County. This activity includes handling candidate matters as well as voter concerns, carrying out the directives of the State Board of Elections, and following the requirements of the Code of Virginia as it pertains to election law.

The budget includes part-time wages to oversee electoral function of the County.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	110,979	130,434	132,635	2,201	131,750
Operating Costs	64,108	69,175	116,375	47,200	96,175
Capital	8,295	6,500	6,500	0	6,500
<b>Expenditures</b>	<b>183,382</b>	<b>206,109</b>	<b>255,510</b>	<b>49,401</b>	<b>234,425</b>
Revenues	36,440	31,000	35,000	4,000	35,000
<b>Net County Funds</b>	<b>146,942</b>	<b>175,109</b>	<b>220,510</b>	<b>45,401</b>	<b>199,425</b>
Full-time Positions	1.0	1.0	1.0	.0	1.0
Part-time Positions	4.0	5.0	5.0	.0	5.0

3 of PT are Electoral Board members

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs.

The operating budget reflects increased compensation for Officers of Election; inflation rate of 37.88% since compensation level set in 2000 ( new rate \$200, \$225, \$250); increases for costs due to Presidential Primary in 2016; and additional ballot printing costs for more Optiscan machines.

The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.

**AGENCY GOALS AND OBJECTIVES**

- Provide premier services for county voters.
- Ensure uniformity in the voting process.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

- Maintain voter confidence in the electoral process.

---

### PERFORMANCE MEASURES

Name Of Measure:	FY2014 Actual	FY2015 Target	FY2016 Target
Voter turnout as compared to state-wide turnout per election.	60%	60%	60%

---

### AGENCY HIGHLIGHTS

Provides all registration transaction services required by the Constitution and the Code of Virginia. Notifies public of registration information. Maintains official records.

Conducts elections -- to include materials, ballots, voting places and election officials. Trains and equips 75+ Officers of Election to conduct elections at 11 polling places county-wide for each national, state, and local election.

Conducts absentee voting. Records election results and distributes to SBE, candidates, officials, and the media.

2014 General Election once again highest turnout of active voters in the Commonwealth at 60.08%.

---

### FUTURE OUTLOOK

With the switch to paper ballots for remaining 5 precincts in 2015, we will have uniform process and procedures with more efficient training of officers of election.

We anticipate future population growth in the eastern Goochland and possible precinct adjustments if necessary and new polling places possible.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

13020 REGISTRAR	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001 SALARIES-FULL TIME	65,622	66,606	67,605	67,605
1003 SALARIES-PART TIME	17,278	35,180	35,708	35,708
1004 ELECTORAL BD. SALARY	5,936	6,550	6,550	6,550
<b>Total Personnel</b>	<b>88,836</b>	<b>108,336</b>	<b>109,863</b>	<b>109,863</b>
2001 FICA	6,767	7,948	8,404	8,404
2002 VRS	8,288	6,899	6,916	5,611
2005 GROUP HEALTH	6,225	6,348	6,514	6,934
2006 GROUP LIFE	781	793	805	805
2010 WORKMAN'S COMPENSATION	82	110	133	133
<b>Total Fringe Benefits</b>	<b>22,143</b>	<b>22,098</b>	<b>22,772</b>	<b>21,887</b>
3002 PROFESSIONAL SERVICES	0	1,000	1,000	1,000
3004 REPAIRS & MAINTENANCE-LABOR	0	1,500	1,500	1,500
3005 CONTRACTED SERVICES	6,869	7,000	7,000	7,000
3006 PRINTING & BINDING	2,982	3,000	22,500	15,000
3010 ELECTION WORKERS	20,558	27,000	50,700	39,000
<p style="color: red;">Increase compensation for Officers of Election; inflation rate of 37.88% since compensation level set in 2000 (new rate \$200, \$225, \$250).</p> <p style="color: red;">FY 2016 Add \$12,000 for Presidential Primary.</p>				
3014 POLLING IMPROVEMENTS	2,944	3,000	3,000	3,000
<b>Total Professional Services</b>	<b>33,352</b>	<b>42,500</b>	<b>85,700</b>	<b>66,500</b>
5201 POSTAGE	1,104	4,000	5,000	4,000
5203 TELECOMMUNICATIONS	787	1,000	1,000	1,000
5401 OFFICE SUPPLIES	1,256	3,000	3,000	3,000
5448 RECOUNT EXPENSES	2,733	0	0	0
5475 COMPUTER SUPPLIES-NON CAPITAL	12,500	4,000	4,000	4,000
5501 TRAVEL - MILEAGE	2,613	2,200	2,200	2,200
5504 TRAVEL- EDUCATION/TRAINING	2,325	2,000	2,000	2,000
5507 EDUCATION/TRAINING	120	0	0	0
5801 DUES & MEMBERSHIPS	310	300	300	300
<b>Total Operating Cost</b>	<b>23,748</b>	<b>16,500</b>	<b>17,500</b>	<b>16,500</b>
7007 COMPUTER EQUIPMENT	8,295	6,500	6,500	6,500
<b>Total Capital</b>	<b>8,295</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
8001 LEASE/RENT- EQUIPMENT	6,893	10,175	13,175	13,175
<p style="color: red;">Increase to reflect cost of polling place generator rental.</p>				



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

8005	LEASE-POSTAGE METER/BOX	115	0	0	0
	<b>Total</b>	<b>7,008</b>	<b>10,175</b>	<b>13,175</b>	<b>13,175</b>
	<b>TOTAL</b>	<b>183,382</b>	<b>206,109</b>	<b>255,510</b>	<b>234,425</b>



**TREASURER**

**DESCRIPTION AND FUNCTION**

The County Treasurer is a Constitutional Officer, as provided in the Constitution of Virginia. The Treasurer is elected by County citizens every four years. The Treasurer's Office is responsible for the receipt and collection of state and local revenue, the safekeeping of revenue including deposits and investments, and accounting for certain disbursements of local funds. In addition, the Treasurer has a number of mandatory miscellaneous duties such as budget preparation for the State Compensation Board and local government, maintaining public records, reporting unclaimed property, issuing dog licenses and hunting and fishing licenses.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	354,682	377,385	378,399	1,014	376,790
Operating Costs	62,855	67,611	67,611	0	67,611
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>417,537</b>	<b>444,996</b>	<b>446,010</b>	<b>1,014</b>	<b>444,401</b>
Revenues	94,992	91,431	94,000	2,569	94,000
<b>Net County Funds</b>	<b>322,545</b>	<b>353,565</b>	<b>352,010</b>	<b>-1,555</b>	<b>350,401</b>
Full-time Positions	6.0	6.0	6.0	.0	6.0
Part-time Positions	.0	1.0	1.0	.0	1.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character. ✓
- 3 Excellence in Financial Management. ✓
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce. ✓

**AGENCY GOALS AND OBJECTIVES**

- Apply for Office Accreditation from the Treasurer's Association of Virginia and continue certification and recertification programs.
- Purchase and install five credit card readers; install and utilize program for scanner reading and posting of tickets to Bright Accounting System.
- Explore implementation of U.S. Passport issuance program



**PERFORMANCE MEASURES**

<b>Name Of Measure:</b>	<b>FY2014 Actual</b>	<b>FY2015 Target</b>	<b>FY2016 Target</b>
Treasurer will complete certification; deputies will begin re-certification.	10	12	100%
Begin use of credit card readers for collections in the office. There will be a charge for this service.	NA	NA	5
Tax collection target average percentages of PP and RE	0	0	95%
Increase delinquent collection by 3% over prior years	NA	NA	3%

**AGENCY HIGHLIGHTS**

Three Deputy Treasurers and the Chief Deputy Treasurer have achieved Master Deputy Treasurer certification from the Treasurer's Association of Virginia. These certificates, from the University of Virginia Weldon Cooper Center for Public Service, will be awarded in the Spring of 2015.

Purchase of new equipment has reduced the time for daily closing of each register.

Automated Set-Off Debt Program has doubled collections previously obtained through this program for the past two years.

Updated the Payment Arrangement Program which allows people to make their payments on current taxes as they become due. This prevents delinquent taxpayers from falling further behind.

Have identified largest delinquent Personal Property taxpayers and researched information necessary to execute Treasurer liens. Part-time employee, to begin in early to mid-February, will continue the time-consuming research and procedures required to implement this collection tool.

**FUTURE OUTLOOK**

As a result of additional training for all employees, efficiency continues to increase significantly in all responsibility areas of Treasurer's Office.

Treasurer and staff continue to explore methods to reduce postage costs, which have accelerated due to twice per year Personal Property tax billing. Fees for collection via the Set-Off Debt program will be implemented.

Continued modernizing of technology will remain a major emphasis over the next few years. This includes the ultimate goal of online payment capability via the Treasurer's website.



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

12130 <b>TREASURER</b>		<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>PROJECTED FY2017</b>
1001	SALARIES-FULL TIME	250,719	256,920	259,095	259,095
1003	SALARY-PART TIME	0	12,000	12,180	12,180
1004	SALARY-CAREER DEVELOPMENT	0	3,500	3,500	3,500
<b>Total Personnel</b>		<b>250,719</b>	<b>272,420</b>	<b>274,775</b>	<b>274,775</b>
2001	FICA	17,515	20,568	21,007	21,007
2002	VRS	31,308	26,612	26,507	21,503
2005	GROUP HEALTH	51,891	54,372	52,635	56,030
2006	GROUP LIFE	2,950	3,059	3,105	3,105
2010	WORKMAN'S COMPENSATION	299	354	370	370
<b>Total Fringe Benefits</b>		<b>103,963</b>	<b>104,965</b>	<b>103,624</b>	<b>102,015</b>
3004	REPAIRS & MAINTENANCE-LABOR <i>Reduced to offset increase in advertising.</i>	123	200	190	190
3005	CONTRACTED SERVICES <i>This figure reflects secure shredding service charges. No change anticipated for next year.</i>	308	1,500	1,500	1,500
3006	PRINTING & BINDING <i>Costs for binding of the land books and personal property books. No change.</i>	571	600	600	600
3007	ADVERTISING <i>This amount is based on the cost of two advertisements running two times in the 3 weeks preceding the tax due dates of June 5 and December 5. Cost increased a small amount in calendar year 2014...anticipate same in calendar year 2015.</i>	1,528	520	530	530
3012	EMPLOYMENT BACKGROUND CHECK	19	0		
3044	COLLECTION COST-TREASURER'S <i>This line item was established to pay court, legal, advertising and other costs associated with collection and anticipated sale of seriously delinquent real estate taxes referred to Taxing Authority Consulting Services, the Treasurer's Office attorneys. These costs will be recouped as part of the sale price of properties sold at auction. The recovery of these costs may not occur in the same fiscal year in which they were incurred. No changes expected for FY-16 and FY-17.</i>	-3,763	5,000	5,000	5,000
3045	BANK FEES	944	0	0	0
3046	PRINTING-R/E & P/P BILLS <i>No increase expected as this line item was increased in FY-15 for twice per year billing for Personal Property taxes combined with the Vehicle License fees.</i>	16,782	15,000	15,000	15,000
<b>Total Professional Services</b>		<b>16,512</b>	<b>22,820</b>	<b>22,820</b>	<b>22,820</b>



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

5201	<b>POSTAGE</b> Postage continues to be one of this office's highest operating costs. Increased supplemental bills and refunds over a longer period of time as a result of twice per year billing has resulted in significantly higher postage costs. To reduce costs, the new pay plan agreement notifies taxpayers that they will not be notified if they miss payments. In addition, Set-Off Debt notifications will no longer be sent certified mail as this is not required under the rules established by the Commonwealth of Virginia.	24,086	26,000	26,000	26,000
5203	<b>TELECOMMUNICATIONS</b>	1,263	950	950	950
5401	<b>OFFICE SUPPLIES</b> No change anticipated this year as this office is working to stay close to the budgeted figure for supplies.	6,405	6,000	6,000	6,000
5406	<b>EQUIPMENT REPAIR PARTS</b>	140	100	100	100
5411	<b>BOOKS &amp; SUBSCRIPTIONS</b> No change. This line item is primarily to fund cost of Code of Virginia, Sections 58.1 and 15.2 as well as Acts of the Assembly volumes.	0	500	500	500
5413	<b>OPERATING SUPPLIES</b>	183	0	0	0
5475	<b>COMPUTER SUPPLIES- NON CAPITAL</b>	0	1,000	1,000	1,000
5476	<b>OFFICE EQUIPMENT- NON CAPITAL</b>	308	200	200	200
5480	<b>FURNITURE/FIXTURES- NON CAPITAL</b> Furniture in Treasurer's Office is in poor condition. Desk and file drawers do not lock. Needs to be replaced.	4,285	0	0	0
5501	<b>TRAVEL - MILEAGE</b> Treasurer not submitting all mileage qualifying for reimbursement. Both deputies and Treasurer will need reimbursement for travel costs to and from meetings and classes needed for both achieving and maintaining certification and remaining current on procedures and legal matters.	810	800	800	800
5504	<b>TRAVEL- EDUCATION/TRAINING</b> Classes for achieving and maintaining certification are sometimes too far away for same day travel. These cost are for overnight stays at government or TAV negotiated rates as well as meals and incidental expenses allowed by the County.	4,589	3,500	3,500	3,500
5507	<b>EDUCATION/TRAINING - TUITION, REG</b> Increased training has resulted in more efficient and knowledgeable office staff. This figure reflects the minimum two Treasurer's Association of Virginia (TAV) courses the Treasurer is requiring each year toward achieving and maintaining certification. Increase reflects actual costs of other TAV training meetings and BAI User Group Annual Training for all employees.	1,440	2,700	2,700	2,700
5801	<b>DUES &amp; MEMBERSHIPS</b> Reflects dues for membership in Treasurer's Association of Virginia and the BAI User Group.	855	895	895	895
<b>Total Operating Cost</b>		<b>44,364</b>	<b>42,645</b>	<b>42,645</b>	<b>42,645</b>



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

8001	LEASE/RENT- EQUIPMENT <small>This figure is the current annual amount on the leased imaging machine which prints, scans, copies and faxes. The contract will expire early FY-15. Every effort will be made to keep this figure as it is.</small>	1,746	1,746	1,746	1,746
8005	LEASE- POSTAGE METER/BOX	233	400	400	400
<b>Total</b>		<b>1,979</b>	<b>2,146</b>	<b>2,146</b>	<b>2,146</b>
<b>TOTAL</b>		<b>417,537</b>	<b>444,996</b>	<b>446,010</b>	<b>444,401</b>





# Judicial

**CIRCUIT COURT**

**DESCRIPTION AND FUNCTION**

The Circuit Court handles all civil cases with claims of more than \$25,000. It shares concurrent authority with the General District Court to hear matters involving \$4,501 to \$25,000. In addition, the Circuit Court handles cases regarding divorces, property disputes, adoption proceedings, name changes as well as civil appeals from the General District Court and the Juvenile and Domestic Relations Court.

On the criminal side, the Circuit Court handles all felony cases and all misdemeanor and traffic appeals from the General District Court and the Juvenile and Domestic Relations Court.

There is a Circuit Court in each city and county in Virginia. Circuit Court Judges are appointed by the General Assembly for 8-year terms.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	0	0	0	0	0
Operating Costs	30,613	33,400	33,900	500	33,900
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>30,613</b>	<b>33,400</b>	<b>33,900</b>	<b>500</b>	<b>33,900</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>30,613</b>	<b>33,400</b>	<b>33,900</b>	<b>500</b>	<b>33,900</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character. ✓
- 3 Excellence in Financial Management. ✓
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce. ✓



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

21010	<b>CIRCUIT COURT</b>		<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>PROJECTED FY2017</b>
3005	CONTRACTED SERVICES <i>40% Administration Support</i>		24,263	24,000	24,500	24,500
3010	JURORS & WITNESSES		2,890	6,200	6,000	6,000
3011	COURT APPOINTED ATTORNEY FEE		997	350	350	350
3105	SOFTWARE MAINTENANCE CONTRACTS		650	650	650	650
	<b>Total Professional Services</b>		<b>28,800</b>	<b>31,200</b>	<b>31,500</b>	<b>31,500</b>
5201	POSTAGE		589	1,100	1,100	1,100
5203	TELECOMMUNICATIONS		221	300	300	300
5401	OFFICE SUPPLIES		1,003	800	1,000	1,000
	<b>Total Operating Cost</b>		<b>1,813</b>	<b>2,200</b>	<b>2,400</b>	<b>2,400</b>
	<b>TOTAL</b>		<b>30,613</b>	<b>33,400</b>	<b>33,900</b>	<b>33,900</b>



**CLERK OF THE CIRCUIT COURT**

**DESCRIPTION AND FUNCTION**

The Clerk has four primary areas of responsibility: (1) Clerk of the Circuit Court, (2) Probate Official, (3) Recorder of Deeds, and (4) County Clerk. All duties are mandatory and cannot be reduced. Every criminal and civil case must be processed, every will must be probated, every deed must be recorded, etc. As Clerk of the Court, the Clerk creates and maintains all court files and records, prepares court orders, and has jury administrative responsibilities. Every case prosecuted by the Commonwealth's Attorney must pass through the Circuit Court Clerk's Office. As probate official, the Clerk probates wills, qualifies guardians and fiduciaries (executors, administrators, trustees and conservators). The Clerk is the custodian of trust funds held by the Court and funds held by the Court during litigation. The Clerk records deeds, deeds of trust, and all other documents pertaining to ownership of land in the County, collection of state and local recording fees, all filing fees, and all criminal fines and Court costs, and monetary restitution for payment to victims in criminal cases. The Clerk is responsible for the issuance of concealed handgun permits, processing notary public commissions, issuing marriage licenses, and is the custodian of records beginning with the time the County was formed in 1727. These older records have been preserved using approved methods of preservation. Since 2001 the Office has been using the digital record keeping system for the County's land records.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	492,613	507,202	515,626	8,424	510,764
Operating Costs	35,008	37,910	42,360	4,450	42,360
Capital	17,056	0	0	0	0
<b>Expenditures</b>	<b>544,677</b>	<b>545,112</b>	<b>557,986</b>	<b>12,874</b>	<b>553,124</b>
Revenues	242,242	241,226	243,000	1,774	243,000
<b>Net County Funds</b>	<b>302,435</b>	<b>303,886</b>	<b>314,986</b>	<b>11,100</b>	<b>310,124</b>
Full-time Positions	7.0	7.0	8.0	1.0	8.0
Part-time Positions	1.0	2.0	.0	-2.0	.0

2 part time employees changed to 1 full time

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.

AGENCY  
PRIMARILY  
SUPPORTS



# Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

5 Positive work environment with a highly qualified, diverse workforce.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

21060	<b>CLERK OF THE CIRCUIT COURT</b>				
		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME	348,364	352,184	390,963	390,963
1003	SALARIES-PART TIME <i>2 part time converted to 1 full time employee.</i>	23,961	42,018	0	0
	<b>Total Personnel</b>	<b>372,325</b>	<b>394,202</b>	<b>390,963</b>	<b>390,963</b>
2001	FICA	28,382	30,155	29,942	29,942
2002	VRS	43,838	36,480	39,996	32,446
2005	GROUP HEALTH	43,503	41,688	49,531	52,219
2006	GROUP LIFE	4,130	4,191	4,654	4,654
2010	WORKMAN'S COMPENSATION	435	486	540	540
	<b>Total Fringe Benefits</b>	<b>120,288</b>	<b>113,000</b>	<b>124,663</b>	<b>119,801</b>
3002	PROFESSIONAL SERVICES <i>Annual Audit</i>	5,267	3,400	4,000	4,000
3003	CONTRACTED SERVICES-IMAGING	3,975	3,625	2,425	2,425
3004	REPAIRS & MAINTENANCE-LABOR	130	600	600	600
3005	CONTRACTED SERVICES <i>Copier Maintenance-Deed &amp; Plat book restoration</i>	887	2,400	5,600	5,600
3006	PRINTING & BINDING	769	3,500	3,500	3,500
3112	RECORDS INDEXING	9,400	9,400	10,600	10,600
	<b>Total Professional Services</b>	<b>20,428</b>	<b>22,925</b>	<b>26,725</b>	<b>26,725</b>
5201	POSTAGE	2,103	2,000	2,200	2,200
5203	TELECOMMUNICATIONS	2,357	3,000	3,000	3,000
5401	OFFICE SUPPLIES	3,149	2,800	2,800	2,800
5411	BOOKS & SUBSCRIPTIONS	907	750	750	750
5501	TRAVEL - MILEAGE	90	300	300	300
5504	TRAVEL- EDUCATION/TRAINING	22	500	500	500
5602	EMPLOYEE SERVICES	0	0	250	250
5801	DUES & MEMBERSHIPS	320	320	320	320
	<b>Total Operating Cost</b>	<b>8,948</b>	<b>9,670</b>	<b>10,120</b>	<b>10,120</b>
8001	LEASE/RENT- EQUIPMENT	5,046	4,800	5,000	5,000
8005	LEASE- POSTAGE METER	515	515	515	515
8010	LEASE - TAX ON LEASE EQUIPMENT	70	0	0	0
	<b>Total</b>	<b>5,632</b>	<b>5,315</b>	<b>5,515</b>	<b>5,515</b>
9017	DEED BOOK REPAIR/RESTORATION	17,056	0	0	0
	<b>Total</b>	<b>17,056</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL</b>	<b>544,677</b>	<b>545,112</b>	<b>557,986</b>	<b>553,124</b>



**COMMONWEALTH ATTORNEY**

**DESCRIPTION AND FUNCTION**

The Commonwealth Attorney's Office is responsible for prosecuting all criminal offenses which occur within the jurisdiction of Goochland County on behalf of the Commonwealth. The Commonwealth's Attorney represents the people of Virginia in prosecuting the most serious crimes.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	437,465	442,959	455,729	12,770	451,348
Operating Costs	12,389	15,890	16,690	800	16,690
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>449,854</b>	<b>458,849</b>	<b>472,419</b>	<b>13,570</b>	<b>468,038</b>
Revenues	281,367	280,368	280,868	500	280,868
<b>Net County Funds</b>	<b>168,487</b>	<b>178,481</b>	<b>191,551</b>	<b>13,070</b>	<b>187,170</b>
Full-time Positions	4.0	4.0	4.0	.0	4.0
Part-time Positions	1.0	1.0	1.0	.0	1.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.

AGENCY  
PRIMARILY  
SUPPORTS



**AGENCY GOALS AND OBJECTIVES**

- Prosecute crime committed in the County of Goochland
- Provide criminal advise to law enforcement
- Assist victims of crimal offenses

**AGENCY HIGHLIGHTS**

Increase part time salary in order to attract qualified employee.



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

22010 COMMONWEALTH ATTORNEY		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME	327,234	332,143	337,124	337,124
1003	SALARIES-PART TIME <i>Need to increase part time salary.</i>	8,488	17,840	19,427	19,427
	<b>Total Personnel</b>	<b>335,722</b>	<b>349,983</b>	<b>356,551</b>	<b>356,551</b>
2001	FICA	23,801	25,408	27,276	27,276
2002	VRS	41,330	34,404	34,488	27,978
2005	GROUP HEALTH	32,352	28,812	33,003	35,132
2006	GROUP LIFE	3,894	3,952	4,011	4,011
2010	WORKMAN'S COMPENSATION	366	400	400	400
	<b>Total Fringe Benefits</b>	<b>101,743</b>	<b>92,976</b>	<b>99,178</b>	<b>94,797</b>
3007	ADVERTISING <i>Have nothing in the budget in 2015. Added back in for the future.</i>	355	0	350	350
	<b>Total Professional Services</b>	<b>355</b>	<b>0</b>	<b>350</b>	<b>350</b>
5201	POSTAGE	294	500	500	500
5203	TELECOMMUNICATIONS	1,474	1,500	1,500	1,500
5401	OFFICE SUPPLIES <i>Added \$150.00 to Office Supplies due to being over budget in 2014.</i>	1,598	1,550	1,700	1,700
5402	TRIAL PREPARATION	0	200	200	200
5411	BOOKS & SUBSCRIPTIONS	2,165	3,200	3,200	3,200
5475	COMPUTER EQUIPMENT-NON CAPITAL	292	800	800	800
5476	OFFICE EQUIPMENT	0	300	300	300
5501	TRAVEL- MILEAGE	608	650	650	650
5504	TRAVEL- EDUCATION/TRAINING	2,468	3,600	3,600	3,600
5505	WITNESS TRAVEL	0	50	50	50
5507	EDUCATION/TRAINING-REG & TUITION <i>Added \$200.00 to 22010-5501. Went over budget in 2014.</i>	700	600	800	800
5801	DUES & MEMBERSHIPS	960	1,200	1,200	1,200
	<b>Total Operating Cost</b>	<b>10,560</b>	<b>14,150</b>	<b>14,500</b>	<b>14,500</b>
8001	LEASE/RENT- EQUIPMENT <i>Increased 22010-8001 Lease Equipment. Went over in 2014 and predict increase in 2016 and 2017.</i>	1,406	1,400	1,500	1,500
8005	LEASE-POSTAGE METER/BOX	68	340	340	340
	<b>Total</b>	<b>1,474</b>	<b>1,740</b>	<b>1,840</b>	<b>1,840</b>
	<b>TOTAL</b>	<b>449,854</b>	<b>458,849</b>	<b>472,419</b>	<b>468,038</b>



**GENERAL DISTRICT COURT**

**DESCRIPTION AND FUNCTION**

General District Court judges are responsible for hearing all criminal, traffic, and civil cases (up to \$15,000) and all preliminary hearings on felony cases. The employees of this Court are State employees; this budget allocates funds for the County's portion of the court's operating expenses.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	0	0	0	0	0
Operating Costs	14,405	15,000	15,000	0	15,000
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>14,405</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>14,405</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. 
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

21020 GENERAL DISTRICT COURT		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
3005	CONTRACTED SERVICES	0	2,112	2,112	2,112
3011	COURT APPOINTED ATTORNEY FEES	2,316	1,800	1,800	1,800
	<b>Total Professional Services</b>	<b>2,316</b>	<b>3,912</b>	<b>3,912</b>	<b>3,912</b>
5201	POSTAGE	0	100	100	100
5203	TELECOMMUNICATIONS	2,370	1,800	1,800	1,800
5204	COMMUNICATIONS-MAGISTRA	1,178	1,600	1,600	1,600
5400	SUPPLIES- WATER PURCHASE	154	300	300	300
5401	OFFICE SUPPLIES	2,556	1,000	1,000	1,000
5411	BOOKS & SUBSCRIPTIONS	3,587	2,188	2,188	2,188
5412	OPERATING SUPPLIES-MAGISTRA	0	2,400	2,400	2,400
5504	TRAVEL- EDUCATION/TRAINING	0	1,500	1,500	1,500
5801	DUES & MEMBERSHIPS	0	100	100	100
	<b>Total Operating Cost</b>	<b>9,845</b>	<b>10,988</b>	<b>10,988</b>	<b>10,988</b>
8001	LEASE/RENT- EQUIPMENT	2,110	0	0	0
8004	LEASE/RENT- WATER COOLERS	93	100	100	100
8005	LEASE- POSTAGE METER/BOX	42	0	0	0
	<b>Total</b>	<b>2,245</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>TOTAL</b>		<b>14,405</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

**SHERIFF-COURT RELATED**

**DESCRIPTION AND FUNCTION**

The Goochland Sheriff's Office is the primary law enforcement agency in the County. The Sheriff's Office has three budget cost centers: "Sheriff", "Sheriff-Court Related", and "Emergency Services". The "Sheriff-Court Related" budget contains categories relevant to court security, prisoner transportation, and civil process.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	401,733	423,051	429,869	6,818	427,924
Operating Costs	35,182	60,584	61,959	1,375	61,959
Capital	19,785	34,000	31,200	-2,800	34,000
<b>Expenditures</b>	<b>456,699</b>	<b>517,635</b>	<b>523,028</b>	<b>5,393</b>	<b>523,883</b>
Revenues	188,311	194,817	194,817	0	194,817
<b>Net County Funds</b>	<b>268,388</b>	<b>322,818</b>	<b>328,211</b>	<b>5,393</b>	<b>329,066</b>
Full-time Positions	4.0	4.0	4.0	.0	4.0
Part-time Positions	7.0	7.0	7.0	.0	7.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce. ✓



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

21070 SHERIFF-COURT RELATED		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME	225,072	228,448	231,875	231,875
1002	OVERTIME	793	6,425	6,425	6,425
1003	SALARIES-PART TIME	65,592	95,000	96,425	96,425
1004	SALARY-GDC FUND	15,346	0	0	0
<b>Total Personnel</b>		<b>306,804</b>	<b>329,873</b>	<b>334,725</b>	<b>334,725</b>
2001	FICA	22,214	25,235	25,606	25,606
2002	VRS	28,427	23,663	23,721	19,243
2005	GROUP HEALTH	38,397	38,256	39,265	41,798
2006	GROUP LIFE	2,678	2,288	2,760	2,760
2010	WORKMAN'S COMPENSATION	3,213	3,736	3,792	3,792
<b>Total Fringe Benefits</b>		<b>94,929</b>	<b>93,178</b>	<b>95,144</b>	<b>93,199</b>
3002	PROFESSIONAL SERVICES	0	1,000	1,000	1,000
3004	REPAIRS & MAINTENACE-LABOR	5,214	11,000	11,000	11,000
3005	CONTRACTED SERVICES	7,600	8,000	9,375	9,375
Live Scan Fingerprint Terminal \$ 775 Court Xray-Scanner Maintenance \$ 8,600					
3113	EMPLOYEE DRUG TEST	189	400	400	400
3115	COMMUNICATION EQUIPMENT REPAIRS	156	1,000	1,000	1,000
<b>Total Professional Services</b>		<b>13,159</b>	<b>21,400</b>	<b>22,775</b>	<b>22,775</b>
5401	OFFICE SUPPLIES	225	1,100	1,100	1,100
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	5,432	7,500	7,500	7,500
Increases for FY15 and FY16 based on current expenditures and aging vehicle fleet.					
5409	POLICE SUPPLIES	679	2,500	2,500	2,500
5410	UNIFORMS & WEARING APPAREL	713	2,300	2,300	2,300
5439	AMMUNITION	0	500	500	500
5450	VEHICLE TIRES	2,702	4,284	4,284	4,284
Average tire price (3 sizes) as of 11/26/13 \$119.00 each or \$476.00 per vehicle.  1 set for each of 9 vehicles = \$4,284.00					
5504	TRAVEL- EDUCATION/TRAINING	182	500	500	500
5506	MEALS- ON DUTY	0	500	500	500
<b>Total Operating Cost</b>		<b>9,933</b>	<b>19,184</b>	<b>19,184</b>	<b>19,184</b>
6008	FUEL	12,090	20,000	20,000	20,000
<b>Total Operating - Fuel</b>		<b>12,090</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

7005	MOTOR VEHICLES & EQUIPMENT	19,785	34,000	31,200	34,000
	Vehicles FY 16 Schedule replacement of one high mileage vehicle				
	Tuarus contract Price	24,371			
	Equipment	6,838			
	Total	\$31,200			
	<b>Total Capital</b>	<b>19,785</b>	<b>34,000</b>	<b>31,200</b>	<b>34,000</b>
	<b>TOTAL</b>	<b>456,699</b>	<b>517,635</b>	<b>523,028</b>	<b>523,883</b>





# Public Safety

**ANIMAL PROTECTION**

**DESCRIPTION AND FUNCTION**

The Department of Animal Control provides Public Safety services for the County. Animal Control Officers provide around the clock services for citizens 365 days a year. Officers enforce all state and local animal welfare laws. Officers work to prevent the spread of rabies to humans and domestic animals. Officers investigate all dog bites and potential vicious dog cases. Officers ensure, through education and disciplinary actions, that all domestic animals in the County are provided adequate care and are treated humanely. Officers confine all stray domestic animals and impound them at the Animal Shelter. Officers and shelter staff maintain the animal shelter. Shelter staff finds permanent homes for unclaimed animals through adoptions to citizens and networking with animal rescue organizations.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	232,824	234,445	290,558	56,113	289,999
Operating Costs	40,610	33,720	42,455	8,735	42,725
Capital	0	0	32,000	32,000	0
<b>Expenditures</b>	<b>273,434</b>	<b>268,165</b>	<b>365,013</b>	<b>96,848</b>	<b>332,724</b>
Revenues	30,648	25,000	30,000	5,000	30,000
<b>Net County Funds</b>	<b>242,786</b>	<b>243,165</b>	<b>335,013</b>	<b>91,848</b>	<b>302,724</b>
Full-time Positions	3.0	3.0	4.0	1.0	4.0
Part-time Positions	1.0	2.0	2.0	.0	2.0

Part-time positions noted above equate to 1.25 FTE

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The significant changes in the FY2016 budget for the Animal Control Department are a result of adding one full-time position for FY2016. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce. ✓

**AGENCY GOALS AND OBJECTIVES**

- Continue to provide Public Safety services while striving to reduce response times.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

- Continuing to find forever homes for all adoptable animals entering the Animal Shelter.
- Continue to reduce the number of rabies incidents in domestic animals through education, law enforcement, and providing periodic low cost rabies clinics.
- Construction of a new Animal Shelter - possible nonprofit entity for the solicitation of donations from the public.

### PERFORMANCE MEASURES

Name Of Measure:	FY2014 Actual	FY2015 Target	FY2016 Target
Percentage of companion animals Adopted	23%	36%	42%
Number of County Dog License purchased	3683	3900	4200
Number of Calls for Service per Animal Control Officer	N/A	N/A	N/A
Number of Written Warnings Issued	N/A	N/A	N/A
Number of Summons/Warrants Issued	N/A	N/A	N/A

### AGENCY HIGHLIGHTS

The implementation of M.C.T.'s (laptop computers) in the vehicles has greatly increased the efficiency and safety of daily operations. A.C.O.'s are able to access essential resources real time while responding to and operating on a call for service. Communications Dispatch is able to monitor the A.C.O.'s location and activity and provide immediate resources if needed.

The Shelter Coordinator and Shelter Staff, through relationships with local media, social media, and a networking group of animal rescue organizations, continue to find forever homes for all adoptable animals entering the Animal Shelter.

Through a relationship with the Staff Veterinarian and local veterinarian clinics, all animals entering the Animal Shelter receive routine and emergency veterinarian care.

### FUTURE OUTLOOK

Citizens have an increased expectation of services to include routine evening services in addition to the current emergency services provided. This will require the hiring of additional Animal Control Officers. Increasing animal populations, along with more stringent State mandates requiring more separation among animal populations in municipal shelters, which will require the construction of a new Animal Shelter.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

35010	<b>ANIMAL PROTECTION</b>				
		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME <i>Increase in salaries-full time for the hiring of one additional A.C.O. in FY 2016.</i>	146,143	132,744	170,135	170,135
1002	SALARIES-OVERTIME	4,305	4,000	4,000	4,000
1003	SALARIES-PART TIME	23,657	35,627	36,161	36,161
	<b>Total Personnel</b>	<b>174,105</b>	<b>172,371</b>	<b>210,296</b>	<b>210,296</b>
2001	FICA	12,631	12,880	15,741	15,741
2002	VRS	16,556	13,750	17,405	14,109
2005	GROUP HEALTH	26,618	31,908	42,693	45,430
2006	GROUP LIFE	1,560	1,579	2,025	2,025
2010	WORKMAN'S COMPENSATION	1,354	1,957	2,398	2,398
	<b>Total Fringe Benefits</b>	<b>58,719</b>	<b>62,074</b>	<b>80,262</b>	<b>79,703</b>
3002	PROFESSIONAL SERVICES <i>Largest proportion of this line item is allocated to veterinarian care for animals in custody of Animal Control; also includes staff veterinarian.</i>	3,266	3,500	3,500	3,500
3003	PROFESSIONAL SRVC-MEDICAL	603	0	700	700
3004	REPAIRS & MAINTENANCE-LABOR	420	500	500	500
3007	ADVERTISING	1,220	0	0	0
3012	EMPLOYMENT BACKGROUND CHECK	37	0	0	0
3014	SITE IMPROVEMENTS	2,116	500	500	500
	<b>Total Professional Services</b>	<b>7,662</b>	<b>4,500</b>	<b>5,200</b>	<b>5,200</b>
5101	ELECTRIC SERVICE	3,295	2,500	3,500	3,500
5103	WATER/SEWER-COUNTY UTILITIES	550	400	600	600
5203	TELECOMMUNICATIONS <i>MCT telecommunication card, cell phones &amp; landlines at shelter</i>	3,241	3,500	4,500	4,500
5314	SOFTWARE LICENSE	0	0	900	900
5401	OFFICE SUPPLIES	1,214	100	300	300
5404	MEDICAL & LABORATORY	1,033	500	500	500
5405	JANITORIAL SUPPLIES	115	0	0	0
5407	REPAIRS/MAINTENANCE SUPPLIES <i>Now provided through facilities.</i>	512	0	0	0
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	533	2,500	1,000	1,000
5410	UNIFORMS & WEARING APPAREL <i>Maintaining uniforms and wearing apparel for current staff and outfitting new A.C.O.'s with daily uniforms, dress uniform, boots, and coat.</i>	1,304	1,000	1,700	2,400
5415	DOG LICENSE TAGS	1,003	1,600	1,600	1,600



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

5418	SAFETY SUPPLIES Items used daily for the capture, confinement, and humane treatment of animals. Ballistic vests for A.C.O.'s. Ammunition used to qualify at range with issued weapons.	7,484	5,220	5,220	5,220
5475	COMPUTER SUPPLIES-NON CAPITAL Multiple Communications Terminal (MCT) for additional Animal Control Officer.	334	0	3,600	3,600
5480	FURNITURE/FIXTURE-NON CAPITAL	1,120	0	0	0
5498	ANIMAL SHELTER FOOD SUPPLIES	609	1,500	1,500	1,500
5504	TRAVEL/EDUCATION/TRAINING Basic Training Academy for new Animal Control Officer.	778	700	1,380	1,140
5507	EDUCATION/TRAINING REG-TUITION	300	400	1,655	1,465
5801	DUES & MEMBERSHIPS	210	100	100	100
5802	CLAIMS & BOUNTIES	0	200	200	200
	<b>Total Operating Cost</b>	<b>23,636</b>	<b>20,220</b>	<b>28,255</b>	<b>28,525</b>
6008	FUEL	9,312	9,000	9,000	9,000
	<b>Total Operating - Fuel</b>	<b>9,312</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
7005	MOTOR VEHICLE & EQUIPMENT New vehicle for additional Animal Control Officer.	0	0	32,000	0
	<b>Total Capital</b>	<b>0</b>	<b>0</b>	<b>32,000</b>	<b>0</b>
	<b>TOTAL</b>	<b>273,434</b>	<b>268,165</b>	<b>365,013</b>	<b>332,724</b>



**BUILDING INSPECTION**

**DESCRIPTION AND FUNCTION**

The Building Inspection Department's purpose is to preserve and promote the health, safety and welfare of the public through the regulation of the built environment in accordance with the Uniform Statewide Building Code. The Building Inspection Department fulfills this role by reviewing, and inspecting the structural, mechanical, electrical, and plumbing systems of buildings and structures in the County.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	408,028	467,893	477,305	9,412	478,216
Operating Costs	37,919	47,470	54,120	6,650	54,120
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>445,947</b>	<b>515,363</b>	<b>531,425</b>	<b>16,062</b>	<b>532,336</b>
Revenues	437,394	326,000	352,000	26,000	352,000
<b>Net County Funds</b>	<b>8,553</b>	<b>189,363</b>	<b>179,425</b>	<b>-9,938</b>	<b>180,336</b>
Full-time Positions	6.0	7.0	7.0	.0	7.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs.

FY2016 - The operating budget reflects increases in training, uniforms, vehicle maintenance, office supplies and telecommunications. It also includes reductions in professional services and advertising.

The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce. ✓

**AGENCY GOALS AND OBJECTIVES**

- Preserve and promote the health, safety and welfare of the public through the regulation of the built environment in accordance with the Uniform Statewide Building Code.
- Complete digitization of outstanding paper files currently in storage
- Continue to develop and improve customer service skills
- Commercial Plans Examiner/Inspector achieve state certification as a commercial plans reviewer/inspector



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

- Increase level of training, both via internal methods and through State and regional opportunities, to increase ISO rating in 2019

### PERFORMANCE MEASURES

Name Of Measure:	FY2014 Actual	FY2015 Target	FY2016 Target
Reduce the number of inspector/inspection/day to 6.0	7.6	7.0	6.5
Complete initial plan review within 10 business days for residential projects	84%	90%	95%
Complete initial plan review within 15 business day for commercial projects	95%	100%	100%
Respond to requests for inspections within 24 hours (State = 48 hours)	98%	100%	100%
Decrease the number of open inactive permit files	53%	60%	Complete

### AGENCY HIGHLIGHTS

In 2014, the Insurance Services Office, Inc. (ISO) performed its regular survey of the Department in order to update the Building Code Effectiveness Grading Schedule (BCEGS) for the County. ISO is an independent statistical, rating and advisory organization that serves the property/casualty insurance industry. The survey involves the collection of information on a community's building-code adoption and enforcement services, analyzing the data, and then the assignment of a Building Code Effectiveness Classification from 1 to 10. Class 1 represents exemplary commitment to building-code enforcement. Municipalities with well-enforced, up-to-date codes demonstrate better loss experience, and the insurance rates of County property owners may be positively affected by this exemplary commitment. The survey resulted in BCEGS class 3 for 1 and 2 family dwellings and a class 2 for all other construction. This is an improvement from the last BCEGS rating completed in 2009 in which the department received a class 3 for both 1 and 2 family dwellings and other construction. Overall, Goochland County met or exceeded the national average in 46 of 66 categories.

The Department has nearly completed the digitization of all paper files from storage. This is an ongoing project that will assist in better citizen and customer service.

The Department saw an increase in inspections due to Capital One projects, MEDARVA and The Retreat apartments.

With the assistance of the HR department, a Commercial Plans Examiner/Inspector was hired in November, 2014. This position will enhance our commercial plan reviews and inspection turn around times.

### FUTURE OUTLOOK

While the number of new commercial permits this past year has not grown at the rate it has over the past two years, the number of new residential construction permits continue to steadily increase. In the coming year staff expects to see a record number of new housing starts. With the addition of a commercial plans examiner/inspector staff seems well poised to deal with the expected increase in inspections and building plan review.



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

34010 BUILDING INSPECTION		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME FY2015 Reflects the addition of a plan reviewer/combination inspector	293,728	346,134	353,356	353,356
	<b>Total Personnel</b>	<b>293,728</b>	<b>346,134</b>	<b>353,356</b>	<b>353,356</b>
2001	FICA	21,342	26,479	27,031	27,031
2002	VRS	37,098	35,856	36,148	29,325
2005	GROUP HEALTH	48,479	49,560	50,711	58,445
2006	GROUP LIFE	3,495	4,119	4,205	4,205
2010	WORKMAN'S COMPENSATION	3,886	5,745	5,854	5,854
	<b>Total Fringe Benefits</b>	<b>114,300</b>	<b>121,759</b>	<b>123,949</b>	<b>124,860</b>
3002	PROFESSIONAL SERVICES With the hiring of a full-time commercial plans examiner, the need for professional plan review services has been greatly reduced, however there still may be potential expenditures needed for the services of third party inspections.	1,892	12,000	6,000	6,000
3004	REPAIRS & MAINTENANCE-LABOR	1,819	1,500	1,500	1,500
3005	CONTRACTED SERVICES	24	2,000	2,000	2,000
3006	PRINTING & BINDING	17	200	200	200
3007	ADVERTISING	479	750	500	500
3012	BACKGROUND CHECKS	19	500	0	0
3019	2% STATE LEVY FEE Required State Levy Fee - 2% of all BI revenue goes to State to fund statewide training.	6,807	0	7,000	7,000
	<b>Total Professional Services</b>	<b>11,057</b>	<b>16,950</b>	<b>17,200</b>	<b>17,200</b>
5201	POSTAGE	555	750	750	750
5203	TELECOMMUNICATIONS The budget was increased to address the addition of an inspector and accompanying cellphone and data plan.	4,017	3,000	4,000	4,000
5401	OFFICE SUPPLIES In the past year the department has gone to carbonless field inspection forms which has reduced printing costs but still does not account for the increase in paper costs. With the addition of another staff member additional office supplies are needed thus the slight increase.	2,142	2,500	3,000	3,000
5407	REPAIRS/MAINTENANCE SUPPLIES	0	100	100	100
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES With the addition of another staff member came another vehicle to maintain thus the slight increase.	2,685	2,000	3,000	3,000
5410	UNIFORMS & WEARING APPAREL	598	1,000	1,500	1,500
5411	BOOKS/SUBSCRIPTIONS Increase due to required update to building code books	1,186	2,000	2,000	2,000



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

5413	OPERATING SUPPLIES	837	200	200	200
5414	COMPUTER SUPPLIES - SOFTWARE	0	200	200	200
5418	SAFETY SUPPLIES	0	100	100	100
5475	COMPUTER EQUIPMENT- NON CAPITAL	0	200	200	200
5501	TRAVEL- MILEAGE	0	100	500	500
5504	TRAVEL- EDUCATION/TRAINING	797	500	2,000	2,000
	<p style="color: red; font-size: small;">The ISO rating could have improved even more if the department had spent more hours in training. To that end, the budget reflects a small but marked increase for training related activities in an effort to improve even more the ISO rating when re-evaluation occurs in 2019.</p>				
5507	EDUCATION/TRAINING - TUITION, REG	0	500	2,000	2,000
5510	EDUCATION/TRAINING -CERTIFICATIONS	0	500	500	500
5801	DUES & MEMBERSHIPS	755	750	750	750
	<b>Total Operating Cost</b>	<b>13,572</b>	<b>14,400</b>	<b>20,800</b>	<b>20,800</b>
6008	FUEL	10,345	13,000	13,000	13,000
	<b>Total Operating - Fuel</b>	<b>10,345</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
8001	LEASE/RENT- EQUIPMENT	2,765	2,750	2,750	2,750
8005	LEASE- POSTAGE METER	180	250	250	250
8010	LEASE - TAXES ON LEASED EQUIPMENT	0	120	120	120
	<b>Total</b>	<b>2,945</b>	<b>3,120</b>	<b>3,120</b>	<b>3,120</b>
	<b>TOTAL</b>	<b>445,947</b>	<b>515,363</b>	<b>531,425</b>	<b>532,336</b>



**CORRECTION & DETENTION**

**DESCRIPTION AND FUNCTION**

The Correction and Detention budget represents costs related to the housing of adult and juvenile inmates sentenced by Goochland Courts to Jail (Adult) or Detention (Juvenile) Facilities.

The Henrico County Jail houses adult prisoners. James River Detention Center houses juveniles.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	0	0	0	0	0
Operating Costs	275,070	584,300	466,245	-118,055	499,300
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>275,070</b>	<b>584,300</b>	<b>466,245</b>	<b>-118,055</b>	<b>499,300</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>275,070</b>	<b>584,300</b>	<b>466,245</b>	<b>-118,055</b>	<b>499,300</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health. 
- 5 Positive work environment with a highly qualified, diverse workforce.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

33040	<b>CORRECTION &amp; DETENTION</b>				
		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
3002	PROFESSIONAL SERVICES	0	2,500	2,500	2,500
3009	ADULT JAIL SPACE	88,235	375,000	250,000	275,000
3109	JUVENILE DETENTION SPACE	185,378	205,000	211,945	220,000
	<b>Total Professional Services</b>	<b>273,613</b>	<b>582,500</b>	<b>464,445</b>	<b>497,500</b>
5203	TELECOMMUNICATION	831	0	0	0
5506	MEALS	625	1,800	1,800	1,800
	<b>Total Operating Cost</b>	<b>1,457</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>
	<b>TOTAL</b>	<b>275,070</b>	<b>584,300</b>	<b>466,245</b>	<b>499,300</b>



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

**EMERGENCY COMMUNICATION SERVICES**

**DESCRIPTION AND FUNCTION**

The budget for Emergency Communication Services supports the cost to maintain the E911 Computer Aided Dispatch System (CAD) and emergency communications for public safety in mobile and stationary environments.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	0	0	0	0	0
Operating Costs	258,307	253,000	263,000	10,000	263,000
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>258,307</b>	<b>253,000</b>	<b>263,000</b>	<b>10,000</b>	<b>263,000</b>
Revenues	41,396	39,000	39,000	0	39,000
<b>Net County Funds</b>	<b>216,911</b>	<b>214,000</b>	<b>224,000</b>	<b>10,000</b>	<b>224,000</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. 
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.

**FUTURE OUTLOOK**

Anticipate increases for software maintenance fees, hardware warranties, and service fees. Addition of new Radio System may carry support fees as well.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

35580 EMERGENCY COMMUNICATION SERVICES	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
3004 REPAIRS & MAINTENANCE-LAB	0	10,000	10,000	10,000
3005 CONTRACTED SERVICES	32,128	45,000	35,000	35,000
3105 SOFTWARE MAINTENANCE CONTRACT This item covers all emergency communications software, CAD, Fire, RMS, Animal Control, Emergency notification system. Increase is due to added modules for CAD, additional user licenses and general annual software support increases.	134,119	100,000	130,000	130,000
<b>Total Professional Services</b>	<b>166,247</b>	<b>155,000</b>	<b>175,000</b>	<b>175,000</b>
5203 TELECOMMUNICATIONS-E911 Prior FY14 reduction due to resource relocation to IT Budget for capital - Technology Equipment. FY15 and FY16 supports all wireless and land line telecommunications for public safety.	63,991	98,000	88,000	88,000
5314 SOFTWARE/LICENSE	12,010	0	0	0
5419 COMMUNICATION EQUIPMENT-SUPPLIES	124	0		
5475 COMPUTER SUPPLIES - NON CAPITAL	15,935	0	0	0
<b>Total Operating Cost</b>	<b>92,060</b>	<b>98,000</b>	<b>88,000</b>	<b>88,000</b>
<b>TOTAL</b>	<b>258,307</b>	<b>253,000</b>	<b>263,000</b>	<b>263,000</b>



**EMERGENCY PLANNING**

**DESCRIPTION AND FUNCTION**

The Emergency Planning budget is for supplies and equipment for Fire, Rescue, and Emergency Planning/Response and Recovery, the majority of which is provided by state grant funds. There is a 50% county match associated with the LEMPG funds. The Four for Life and Fire Fund (ATL= Aid to Localities) funds do not require a match.

The Four for Life funds are used to support expenses associated with EMS service while the Fire Fund supports funding gaps and minimizes General fund impact specific to firefighting/rescue operations.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	0	0	0	0	0
Operating Costs	0	0	0	0	0
Capital	154,664	120,756	123,517	2,761	123,517
<b>Expenditures</b>	<b>154,664</b>	<b>120,756</b>	<b>123,517</b>	<b>2,761</b>	<b>123,517</b>
Revenues	162,402	106,120	106,613	493	106,613
<b>Net County Funds</b>	<b>-7,738</b>	<b>14,636</b>	<b>16,904</b>	<b>2,268</b>	<b>16,904</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

Increase in request of County funds is due to the increase in the allocation from the State. A local match is required by the conditions of the Local Emergency Management Performance Grant (LEMPG).

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management. ✓
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce.

**AGENCY GOALS AND OBJECTIVES**

- Increase the ability of Goochland County residents to be more disaster resistant.
- Increase the ability of the first responder community to respond to natural and man-made disasters.

**AGENCY HIGHLIGHTS**



## Gochland County, Virginia - Adopted Budget - FY 2016 - 2017

The department is expected to receive consistent funding for LEMPG in FY 2016 and 17. There has been a slight increase in Four-for-Life funds that have been allocated.

---

### **FUTURE OUTLOOK**

As the County continues to grow, Emergency Management functions will need to transition to a dedicated position. While this is still several years away planning for that transition needs to be included in any strategic planning. Over the past 3 years the county has been challenged by a variety of natural disasters such as an unprecedented earthquake and a phenomenon know as a Derechio. The increase in crude by rail through Gochland County will require additional emphasis on preparedness and response.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

32030	<b>EMERGENCY PLANNING</b>				
		<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>PROJECTED FY2017</b>
9011	<b>FIRE FUND - (ATL)</b> Aid to Locality Funds from the Virginia Department of Fire Programs are used to purchase fire hose, small tools, et cetera that are unique to firefighting operations.	46,434	61,938	65,223	65,223
9012	<b>FOUR FOR LIFE</b> Funds from the Office of EMS (supplied from vehicle registration fees) that support the purchase of items that pertain to Emergency Medical Service delivery as well as EMS training.	23,810	23,810	24,486	24,486
9014	<b>LEMPG GRANT</b> Grant funds associated with community-wide emergency management efforts. There is a 50% locality match (\$16,904 )associated with these funds. While Fire-Rescue manages these funds, they are used to support mutiple facets of the Emergency Management functions county-wide.	28,546	33,808	33,808	33,808
9016	<b>CCP GRANTS-10 &amp; 11</b>	84	1,200	0	0
9029	<b>RSAF GRANT</b>	55,790	0	0	0
<b>Total</b>		<b>154,664</b>	<b>120,756</b>	<b>123,517</b>	<b>123,517</b>
<b>TOTAL</b>		<b>154,664</b>	<b>120,756</b>	<b>123,517</b>	<b>123,517</b>



**EMERGENCY SERVICES**

**DESCRIPTION AND FUNCTION**

The Goochland Sheriff's Office is the primary law enforcement agency in the county. The Sheriff's Office has three budget categories: "Sheriff", "Sheriff-Court Related", and "Emergency Services". The "Emergency Services" budget reflects categories relevant to the 911 call center and dispatch functions.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	573,240	579,710	647,831	68,121	645,423
Operating Costs	28,754	51,950	53,806	1,856	53,806
Capital	14,328	0	0	0	0
<b>Expenditures</b>	<b>616,322</b>	<b>631,660</b>	<b>701,637</b>	<b>69,977</b>	<b>699,229</b>
Revenues	158,340	158,340	158,340	0	158,340
<b>Net County Funds</b>	<b>457,982</b>	<b>473,320</b>	<b>543,297</b>	<b>69,977</b>	<b>540,889</b>
Full-time Positions	9.0	9.0	10.0	1.0	10.0
Part-time Positions	.0	.0	.0	.0	.0

An additional 911 Dispatcher position is included in the FY16 budget.

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce. ✓



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

35050 <b>EMERGENCY SERVICES</b>		<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>PROJECTED FY2017</b>
1001	SALARIES-FULL TIME 1 new Dispatcher: Salary \$40,917	399,903	405,164	452,161	452,161
1002	OVERTIME	0	5,000	5,000	5,000
	<b>Total Personnel</b>	<b>399,903</b>	<b>410,164</b>	<b>457,161</b>	<b>457,161</b>
2001	FICA	27,914	30,877	34,972	34,972
2002	VRS	50,415	41,968	46,256	37,513
2005	GROUP HEALTH	89,769	91,320	103,437	109,772
2006	GROUP LIFE	4,750	4,821	5,380	5,380
2010	WORKMAN'S COMPENSATION	489	560	625	625
	<b>Total Fringe Benefits</b>	<b>173,337</b>	<b>169,546</b>	<b>190,670</b>	<b>188,262</b>
3004	REPAIRS & MAINTENANCE-LABOR	0	7,500	7,500	7,500
3005	CONTRACTED SERVICES Radio Comm. Radio Maint. Contract \$17,136 Open Fox NCIC/VCIN Browser \$ 520	15,480	17,100	17,656	17,656
3113	EMPLOYEE DRUG TEST	0	400	400	400
	<b>Total Professional Services</b>	<b>15,480</b>	<b>25,000</b>	<b>25,556</b>	<b>25,556</b>
5101	ELECTRIC SERVICE	3,097	3,300	3,300	3,300
5203	TELECOMMUNICATIONS	7,446	12,000	13,000	13,000
5401	OFFICE SUPPLIES	1,777	1,500	1,800	1,800
5407	REPAIRS/MAINTENANCE SUPPLIES	0	2,000	2,000	2,000
5410	UNIFORMS & WEARING APPAREL	54	350	350	350
5413	COMPUTER SUPPLIES	520	1,500	1,500	1,500
5419	COMMUNICATION EQUIPMENT SUPPLIES	34	1,500	1,500	1,500
5475	COMPUTER EQUIPMENT- NON CAPITAL	293	500	500	500
5480	FURNITURE & FIXTURE-NON CAPITAL	52	1,000	1,000	1,000
5504	TRAVEL- EDUCATION/TRAINING	0	300	300	300
	<b>Total Operating Cost</b>	<b>13,274</b>	<b>23,950</b>	<b>25,250</b>	<b>25,250</b>
7001	MACHINERY & EQUIPMENT	14,328	0	0	0
	<b>Total Capital</b>	<b>14,328</b>	<b>0</b>	<b>0</b>	<b>0</b>
8001	LEASE/RENT- EQUIPMENT	0	3,000	3,000	3,000
	<b>Total</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>TOTAL</b>		<b>616,322</b>	<b>631,660</b>	<b>701,637</b>	<b>699,229</b>



**FIRE & RESCUE**

**DESCRIPTION AND FUNCTION**

Goochland County Fire-Rescue is an All-Hazard combination Fire-Rescue Department that provides both emergency and non-emergency services to the residents, businesses, and visitors of Goochland County. The department is organized as most Fire-Rescue departments with a full-time paid Fire-Rescue Chief hired by the County, two Deputy Chiefs (1 career and 1 volunteer), a part-time Fire Marshal, and six District Chiefs. The District Chiefs who are volunteers are responsible for the administrative oversight of the six stations and are assisted by Captains and Lieutenants. In addition, the County also provides staffing for the administrative positions of Business Manager, Office Assistant, and Logistics Officer. The Fire-Rescue Association has on-staff a Secretary/Treasurer who handles the volunteers' finances and other administrative duties. The organization consists of roughly 200 volunteers and 25 full-time and 11 part-time career Firefighter/EMTs who are cross-trained to provide fire suppression duties as well as EMS related services that range from Basic Life Support to Paramedic.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE	
				FY2016	PROJECTED FY2017
Personnel	1,198,103	1,515,605	1,675,544	159,939	1,869,123
Operating Costs	683,747	736,100	841,643	105,543	865,356
Capital	9,733	0	8,000	8,000	8,000
<b>Expenditures</b>	<b>1,891,582</b>	<b>2,251,705</b>	<b>2,525,187</b>	<b>273,482</b>	<b>2,742,479</b>
Revenues	37,560	8,000	8,500	500	8,500
<b>Net County Funds</b>	<b>1,854,022</b>	<b>2,243,705</b>	<b>2,516,687</b>	<b>272,982</b>	<b>2,733,979</b>
Full-time Positions	16.0	20.0	23.0	3.0	26.0
Part-time Positions	3.0	3.0	2.0	-1.0	2.0

FY2016 part-time positions include the Fire Marshall and Training Officer positions. Two part-time Firefighter/EMT positions included in the FY2015 Adopted budget and two part-time FF/EMT positions added during FY2015 have been transferred to the EMS Cost Recovery budget.

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The separate budget for the Fire-Rescue training center has been eliminated and incorporated into the main Fire-Rescue budget. The FY2016 staffing plan for Fire-Rescue calls for the addition of 3 more full-time Fire-Rescue employees. This will be one station commander (Captain) for the new County-owned Hadensville facility and two firefighter/EMT's.

The projection for FY2017 reflects the addition of three full-time positions as related to the 10-year staffing plan for Fire-Rescue.

Costs associated with maintaining the apparatus fleet have been increased as have some costs associated with contracted services (Active 911). Some costs associated with communications equipment have been reduced with the anticipation that the new radios and system will be under warranty during FY2016. Computer equipment (5475) has been increased with the anticipated opening of the Hadensville Fire-Rescue Station.

The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.



AGENCY  
PRIMARILY  
SUPPORTS

**COUNTY STRATEGIC GOALS**

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.



**AGENCY GOALS AND OBJECTIVES**

- Maintain an efficient and cost effective Fire-Rescue system that meets the needs and expectations of the residents.
- Develop internal capacity so that are members are equipped to respond to the challenges of the 21st century.
- Respect the diverse nature of Goochland County and its residents in the devolpment of stratigic initiatives.
- Place the needs of the community 1st

**PERFORMANCE MEASURES**

<b>Name Of Measure:</b>	<b>FY2014 Actual</b>	<b>FY2015 Target</b>	<b>FY2016 Target</b>
Comply with the adopted EMS response standards	45	90%	100%
Conduct an average of 25 hours annually of continuing education training for all cleared firefighters	30	60	100
Perform 100% of all required commercial and multi-family inspections with a 85% compliance	65	85	100%
Contact 10% of the population with Life Safety Education Programs	1975	2250	3000
Recruit 20 new operational volunteers to serve as County Volunteers within Fire-Rescue	19	20	20

**AGENCY HIGHLIGHTS**

There is no denying the fact that operating and maintaining a modern Fire-Rescue department is expensive. Over the past several years we have demonstrated that we are good stewards of the taxpayer while at the same time meeting the dynamic challenges that are presented. We continue to add value to the lives of our residents and visitors by providing them with high quality service. The transition to a combination organization continues to evolve. The addition of the Training Officer assures that our members will remain current with knowledge, skills, and abilities and that organizationally we remain compliant with applicable standards/requirements.

**FUTURE OUTLOOK**

Department personnel continue to be challenged to meet the demands of the All-Hazard, 21st Century Fire-Rescue Department. In February we placed our third 24-hour unit in service. This is a tremendous addition in closing some gaps. Many relocated residents are used to having stations staffed around the clock. Additional staffing as outlined in your 10-year staffing plan will be necessary to meet these expectations. In the future investments will need to be made in facilities that can not only serve the needs of the members but keep pace with development and response expectations.

Our fleet continues to age and with that the fiscal impact will become more significant. As we build human capital we may be able to look at a reduction in fleet size that is more realistic in size.



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

32020 FIRE & RESCUE		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME 3 FTE to be added in FY 16 3 FTE to be added in FY 17	775,069	964,123	1,091,936	1,223,279
1002	OVERTIME	32,780	45,000	45,000	55,000
1003	SALARIES-PART TIME PT Fire Marshal and Training Coordinator	56,856	87,623	81,117	81,117
1004	CREW LEADER PROFICIENCY PAY Proficiency Pay for Crew Leader. This would provide some mid-level responsibility at the station level for administrative and operational responsibilities. Currently at night and on weekends there is no on-duty shift level individual within the department.	0	0	9,000	9,000
<b>Total Personnel</b>		<b>864,705</b>	<b>1,096,746</b>	<b>1,227,053</b>	<b>1,368,396</b>
2001	FICA	62,866	83,902	93,869	104,682
2002	VRS	98,002	99,867	111,705	101,949
2005	GROUP HEALTH	141,588	191,604	193,974	239,230
2006	GROUP LIFE	9,234	11,472	12,994	14,557
2010	WORKMAN'S COMPENSATION	21,708	32,014	35,949	40,309
<b>Total Fringe Benefits</b>		<b>333,398</b>	<b>418,859</b>	<b>448,491</b>	<b>500,727</b>
3002	PROFESSIONAL SERVICES Association Audit \$15,000.00 Association Treasurer \$10,000.00 Health Department (Innoculations) \$5,000.00 Health Screening (FF/EMTs) \$10,483.20	43,840	36,000	40,483	42,096
3004	REPAIRS & MAINTENANCE-LABOR Labor cost associated with maintaining a fleet of more than 60 emergency response vehicles.	117,285	105,000	120,000	120,000
3005	CONTRACTED SERVICES Dry Hydrant Inspections \$11,000 Stretcher Maintenance \$3,000 Autopulse Warranty \$9,000 Generator Maintenance \$3,500 LifePak 12/15 Maintenance Contract \$25,000 Air Compressor Maintenance \$4,000 Extrication Tool Maintenance \$7,000 Ladder Testing \$3,000 Pest Control FTC \$840 Trash Removal - FTC \$1,320 Pump Service \$4,000 Active 911 Service \$2,000	47,393	58,500	73,660	73,660
3006	PRINTING & BINDING	640	0	0	0
3007	ADVERTISING	0	1,000	1,000	1,000
3012	EMPLOYMENT BACKGROUND CHECKS Background checks for career staff and volunteer members.	1,995	4,000	4,000	4,000



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

3115	COMMUNICATIONS EQUIPMENT SVC- LABOR Costs related to the maintainance of more than 60 mobile radios and aproximately 150 portable radios.	480	5,000	5,000	3,000
3116	PUBLIC SAFETY EQUIPMENT SVC- LABOR	1,814	5,000	5,000	5,000
3170	INSTRUCTOR SERVICES Instructor fees for fire and EMS training programs that are not state funded.	10,820	8,000	10,000	10,000
3180	INFECTIOUS WASTE DISPOSAL Expenses associated with the OSHA requirements pertaining to infectious waste.	495	2,000	2,000	2,000
<b>Total Professional Services</b>		<b>224,763</b>	<b>224,500</b>	<b>261,143</b>	<b>260,756</b>
5008	VOLUNTEER MEMBER SERVICES	68	3,000	3,000	3,000
5101	ELECTRIC SERVICE Electric service at the 6 volunteer-owned facilities and the fire training center	48,107	45,000	52,500	60,500
5102	HEATING SERVICES Heating oil and propane for 6 volunteer-owned facilites.	20,771	12,000	25,000	30,000
5103	WATER/SEWER-COUNTY UTILITIES Water and sewer fees for stations 3 and 5.	5,171	8,000	8,000	8,000
5201	POSTAGE	979	1,000	1,000	1,000
5203	TELECOMMUNICATIONS Phone and telecommunications charges for all Fire-Rescue facilities.	17,093	25,000	25,000	25,000
5300	VOLUNTEER-INSURANCE REIMBURSEMENT	0	79,500	83,000	83,000
5304	COMMERCIAL PROP & LIABILITY INS	14,276	0	0	0
5305	MOTOR VEHICLE INS.& INLAND MARINE	31,277	0	0	0
5306	COMBO CRIME INS.	445	0	0	0
5308	INSURANCE -UMBRELLA & VESP	5,500	0	0	0
5310	INSURANCE -ACCIDENT & HEALTH	28,188	0	0	0
5314	SOFTWARE/LICENSE- NON CAPITAL Scheduling software	123	0	4,500	4,500
5401	OFFICE SUPPLIES Office supplies for Fire-Rescue Administration.	3,594	6,000	6,200	6,200
5405	JANITORIAL SUPPLIES	126	1,000	1,300	1,300
5406	EQUIPMENT- REPAIR/MAINTENANCE PARTS Parts for fire and rescue equipment (non-rolling stock).	921	18,000	10,000	11,000
5407	REPAIR/MAINTENANCE SUPPLIES	0	0	1,000	1,000
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES Repair parts for vehicles.	84,139	75,000	90,000	90,000
5409	LAW/CODE ENFORCEMENT SUPPLIES	0	1,000	0	0
5410	UNIFORMS & WEARING APPAREL Uniforms for career staff and volunteer members.	14,651	22,500	25,500	32,500
5411	BOOKS & SUBSCRIPTIONS	1,951	1,500	2,000	2,000
5413	ENF/INVESTIGATIVE SUPPLIES	538	1,000	2,000	2,000
5416	ROAD MATERIALS	0	0	300	300



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

5417	FIRE SUPPLIES Supplies to support firefighting operations.	1,179	13,000	13,000	13,000
5419	COMMUNICATIONS EQUIPMENT SUPPLIES Batteries, antennas, and microphones for portable radios.	384	2,150	2,200	2,200
5420	FOAM & LITE-WATER Firefighting foam.	0	3,000	3,000	3,000
5428	EMS MEDICAL & LAB SUPPLIES Medical supplies and durables to support EMS operations. Increase due to combining two budget lines, increase in number of EMS licensed vehicles to be stocked, and cost of supplies.	29,421	24,750	40,500	43,500
5435	WATER SERVICES-NON GCPU	649	1,000	1,000	1,000
5475	COMPUTER EQUIPMENT - NON CAPITAL Computer equipment at Fire-Rescue Administration as well as 6 operational stations including \$3000 previously approved in line 5476 for new equipment needs at the new Hadensville station.	1,085	1,000	4,000	4,000
5480	FURNITURE & FIXTURES - NON CAPITAL Furniture for both the FTC (due to new training position) and \$4500 of previously approved budget in line 5476 for new Hadensville station.	17	0	4,000	4,000
5485	EQUIPMENT - MACHINERY, POWER, ETC	500	0	0	0
5500	PUBLIC EDUCATION MATERIALS Publications to support Life Safety Education programs.	2,970	2,500	3,000	3,100
5501	TRAVEL - MILEAGE	297	200	200	200
5504	TRAVEL- EDUCATION/TRAINING Continuing education and initial training for volunteer and career members.	2,622	12,000	12,000	12,000
5506	ON DUTY MEALS	503	0	500	500
5507	TRAVEL - EDUCATION/TRAINING	2,735	0	3,000	3,000
5508	EMT CLASS Reimbursement funds for EMT students who provide one year of service to the organization after obtaining EMT certification.	0	5,000	2,000	2,000
5509	ANNUAL DINNER Volunteer meeting and awards dinner.	11,504	10,000	10,000	10,000
5510	EDUC/TRAINING- F/R CERTIFICATION Certification and recertification training for career staff and volunteer members.	998	4,000	4,000	4,000
5606	SITE REPAIRS fire training center upkeep	0	0	3,000	3,000
5801	DUES & MEMBERSHIPS	265	1,000	1,000	1,000
	<b>Total Operating Cost</b>	<b>333,046</b>	<b>379,100</b>	<b>446,700</b>	<b>470,800</b>
6008	FUEL Fuel for more than 60 emergency response vehicles.	113,788	120,000	120,000	120,000
	<b>Total Operating - Fuel</b>	<b>113,788</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
7001	MACHINERY & EQUIPMENT	8,086	0	0	0
7004	BUILDING LEASE FTC building lease	0	0	8,000	8,000
7005	MOTOR VEHICLES & EQUIPMENT	1,647	0	0	0



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

	<b>Total Capital</b>	<b>9,733</b>	<b>0</b>	<b>8,000</b>	<b>8,000</b>
8001	LEASE/RENT- EQUIPMENT <i>Copier lease.</i>	3,003	3,000	3,000	3,000
8003	OXYGEN PURCHASE & DEMURRAGE <i>Oxygen cylinder rental and service.</i>	8,679	9,000	9,500	9,500
8004	LEASE/RENT- WATER COOLER/FILTRATION <i>water coolers at fire-rescue administration and fire training center</i>	468	500	1,300	1,300
	<b>Total</b>	<b>12,150</b>	<b>12,500</b>	<b>13,800</b>	<b>13,800</b>
	<b>TOTAL</b>	<b>1,891,582</b>	<b>2,251,705</b>	<b>2,525,187</b>	<b>2,742,479</b>



**FIRE-RESCUE COST RECOVERY**

**DESCRIPTION AND FUNCTION**

EMS Cost Recovery is a program that allows counties to bill insurance companies and individuals for the cost of emergency medical transport services. When a patient is treated and transported, the insurance companies are billed for the services performed by the agency providers. Medicare, Medicaid and most private insurance policies allow for reimbursement for this service. The Goochland program has been successful in that revenues have consistently been above both expenses and projections.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	206,628	367,004	437,269	70,265	439,175
Operating Costs	63,772	68,700	88,400	19,700	88,400
Capital	0	109,296	99,331	-9,965	97,425
<b>Expenditures</b>	<b>270,400</b>	<b>545,000</b>	<b>625,000</b>	<b>80,000</b>	<b>625,000</b>
Revenues	693,212	545,000	625,000	80,000	625,000
<b>Net County Funds</b>	<b>-422,812</b>	<b>0</b>		<b>0</b>	<b>0</b>
Full-time Positions	4.0	4.0	4.0	.0	4.0
Part-time Positions	5.0	5.0	9.0	4.0	9.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The FY2016 budget reflects the addition of 4 part-time Firefighter/EMT positions that were previously included in the main Fire-Rescue operating budget. This will help with more consistent Fire and EMS response. These additional part-time positions may assist the volunteer companies with driving and other related duties when other qualified volunteer members may not be present.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management. ✓
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce. ✓

**AGENCY GOALS AND OBJECTIVES**

- See main Fire-Rescue budget



**PERFORMANCE MEASURES**

<b>Name Of Measure:</b>	<b>FY2014 Actual</b>	<b>FY2015 Target</b>	<b>FY2016 Target</b>
Reduce response times where a functional unit is on the scene of reported emergencies within 10 minutes	0	70%	80%
Have 24/7 coverage in 3 of 6 stations	0	90%	100%

**AGENCY HIGHLIGHTS**

Revenue Recovery has proven to be a successful program which has allowed Fire-Rescue to enhance service delivery while minimizing impact to the General Budget. Current indications are that revenue will continue to increase as calls for service increase. Personnel costs are not the only thing funded through this source. In FY 15 the department was able to use this funding stream to secure two powered stretchers, one staff vehicle, one fire-rescue boat, and offset cost associated with AED/Lifepak replacement. The balance of funds are set aside for future costs associated with Fire-Rescue operations.

**FUTURE OUTLOOK**

Revenue Recovery is tied to both call (transport) volume as well as reimbursement from the insurance companies. Calls for service continue to trend upward and the expectation is that the current 63.92% recovery rate will continue to migrate upwards.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

32010 FIRE-RESCUE COST RECOVERY	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001 SALARIES-FULL TIME 4 FT FF EMTs	98,724	164,042	159,075	159,075
1002 SALARIES-OVERTIME	12,848	10,000	15,000	15,000
1003 SALARIES-PART TIME 1 PT EMS Billing coordinator 8 PT FF EMTs	49,987	102,461	180,419	180,419
<b>Total Personnel</b>	<b>161,559</b>	<b>276,503</b>	<b>354,494</b>	<b>354,494</b>
2001 FICA	11,767	21,153	27,119	27,119
2002 VRS	12,074	21,194	16,273	16,273
2005 GROUP HEALTH	13,174	38,181	27,075	28,981
2006 GROUP LIFE	1,138	1,952	1,893	1,893
2010 WORKMAN'S COMPENSATION	6,916	8,021	10,415	10,415
<b>Total Fringe Benefits</b>	<b>45,069</b>	<b>90,501</b>	<b>82,775</b>	<b>84,681</b>
3002 PROFESSIONAL SERVICES Fees paid to MED 3000 (3rd party EMS biller) Employee health screenings	45,561	37,000	50,000	50,000
3012 BACKGROUND CHECKS	660	0	1,000	1,000
<b>Total Professional Services</b>	<b>46,221</b>	<b>37,000</b>	<b>51,000</b>	<b>51,000</b>
5008 VOLUNTEER MEMBER SERVICES Includes stipend for Operational Medical Director.	13,316	30,000	30,000	30,000
5201 POSTAGE	0	200	200	200
5401 OFFICE SUPPLIES	394	500	500	500
5410 UNIFORMS	1,323	1,000	3,000	3,000
5480 FURNITURE/FIXTURE-NON CAPITAL	500	0	0	0
5501 TRAVEL-MILEAGE	119	0	200	200
5504 TRAVEL EXPENSES	0	0	1,000	1,000
5507 TRAVEL-EDUCATION/TRAINING	1,649	0	2,000	2,000
5510 EDUC/TRAINING-F/R CERTIFICATION	250	0	500	500
<b>Total Operating Cost</b>	<b>17,550</b>	<b>31,700</b>	<b>37,400</b>	<b>37,400</b>
7001 MACHINERY & EQUIPMENT Future operational, equipment, and vehicle expenses.	0	109,296	99,331	97,425
<b>Total Capital</b>	<b>0</b>	<b>109,296</b>	<b>99,331</b>	<b>97,425</b>
<b>TOTAL</b>	<b>270,400</b>	<b>545,000</b>	<b>625,000</b>	<b>625,000</b>



# Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

## SHERIFF

### DESCRIPTION AND FUNCTION

The Goochland Sheriff's Office is the primary law enforcement agency in the County. The Sheriff's Office has three budget categories: "Sheriff", "Sheriff-Court Related", and "Emergency Services". The "Sheriff" budget reflects categories relevant to the law enforcement function.

### FINANCIAL DATA

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	2,271,609	2,491,282	2,660,757	169,475	2,622,184
Operating Costs	319,384	367,940	414,655	46,715	408,869
Capital	137,003	100,000	175,300	75,300	210,000
<b>Expenditures</b>	<b>2,727,996</b>	<b>2,959,222</b>	<b>3,250,712</b>	<b>291,490</b>	<b>3,241,053</b>
Revenues	604,247	586,675	591,175	4,500	591,175
<b>Net County Funds</b>	<b>2,123,749</b>	<b>2,372,547</b>	<b>2,659,537</b>	<b>286,990</b>	<b>2,649,878</b>
Full-time Positions	30.0	32.0	34.0	2.0	34.0
Part-time Positions	1.0	1.0	1.0	.0	1.0

Two additional Deputy positions are included in the FY16 budget.

### EXPLANATION OF CHANGES FOR FY2016 AND FY2017

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

### COUNTY STRATEGIC GOALS

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce. ✓



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

31020 SHERIFF		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	<p><b>SALARIES-FULL TIME</b></p> <p>FY 16 1001 – Personnel {New Positions} Two (2) new deputy sheriff positions as agreed to by the BOS. The increase allows for greater officer safety and increased and better response to citizens' calls. With the addition of the position granted in FY 15, this gives the office five (5) deputies, the amount needed to ensure that a deputy is available 24/7.</p> <p>Two (2) Deputy Sheriffs</p> <p>Salaries \$89,800</p> <p>FY 17 1001 – Personnel {New Position} One new deputy sheriff to serve as an additional School Resource Officer at the GHS/GMScomplex. The additional SRO will ensure that each school has a constant law enforcement presence. It also allows greater flexibility in scheduling other law enforcement duties for the existing SRO without sacrificing safety at each school.</p> <p>One (1) Deputy Sheriff {SRO}</p> <p>Salary \$44,900</p>	1,585,458	1,778,655	1,895,810	1,895,810
1002	OVERTIME	10,754	20,000	20,000	20,000
1006	SPECIAL EVENT	38,022	0	0	0
	<b>Total Personnel</b>	<b>1,634,234</b>	<b>1,798,655</b>	<b>1,915,810</b>	<b>1,915,810</b>
2001	FICA	118,058	144,450	148,089	148,090
2002	VRS	198,368	191,444	193,941	156,426
2005	GROUP HEALTH	277,718	306,444	348,881	347,927
2006	GROUP LIFE	18,690	21,994	22,560	22,560
2009	K-9 INSURANCE	820	880	1,000	1,000
2010	WORKMAN'S COMPENSATION	23,721	27,415	30,476	30,371
	<b>Total Fringe Benefits</b>	<b>637,375</b>	<b>692,627</b>	<b>744,947</b>	<b>706,374</b>
3002	PROFESSIONAL SERVICES	1,771	1,500	1,800	1,800
3004	<p>REPAIRS &amp; MAINTENANCE-LABOR</p> <p>Increase based on FY 14-15 expenditures and projections and aging vehicle fleet.</p>	31,734	34,000	40,000	40,000
3005	<p>CONTRACTED SERVICES</p> <p>copy machine-36 month lease for Konica-Minolta copy machine at \$187.07/month or \$2245 annually</p>	6,753	4,245	4,400	4,400
3006	PRINTING & BINDING	1,511	1,200	1,200	1,200
3007	ADVERTISING	0	1,200	1,200	1,200



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

3008	INVESTIGATION SERVICES	2,340	4,380	8,200	8,200
	Leads-on-line (annual subscription) \$2900.00 Leads-on-line is a national database that tracks pawn shop transactions and stolen property. It also has a capability known as "reportit" that allows property owners to self report stolen goods and to log items with digital photographs and serial numbers.				
	Virginia Employment Commission \$ 950.00 Annual cost for access to VEC database. this data is very helpful in tracking down wanted persons, etc.				
	Accurint \$2300.00				
	General Investigative supplies \$2050.00				
3010	K9 - MEDICAL	752	0	800	800
3012	EMPLOYMENT BACKGROUND CHECKS	2,963	3,000	3,000	3,000
3013	CONTRACTED HAULING	847	1,000	1,000	1,000
3041	MEDICAL EXAMINER/BODY REMOVAL	79	2,500	2,500	2,500
3113	DRUG TEST	2,758	2,600	2,900	2,900
3115	COMMUNICATIONS EQUIPMENT SVC- LABOR	577	3,000	3,000	3,000
	<b>Total Professional Services</b>	<b>52,084</b>	<b>58,625</b>	<b>70,000</b>	<b>70,000</b>
5201	POSTAGE	1,791	3,200	3,200	3,200
5203	TELECOMMUNICATIONS	13,843	15,000	15,000	15,000
5314	SOFTWARE/LICENSE	91	0	0	0
5401	OFFICE SUPPLIES	6,042	8,500	8,500	8,500
5406	RADIO MAINT EQUIP	2,286	3,800	3,800	3,800
5407	REPAIRS/MAINTENANCE SUPPLIES	235	0	0	0
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES Based on current expenditures and projections from FY15 and aging vehicle fleet.	43,460	45,000	50,000	52,000
5409	LAW/CODE ENFORCEMENT SUPPLIES  Ammunition request for bi-annual range dates and initial range qualifications for new deputy sheriffs requested in FY15 has been moved to line item 5439.	33,342	34,500	25,500	25,500
5410	UNIFORMS & WEARING APPAREL Increase for requested additional 2 deputies.	20,919	17,985	21,400	21,400
5411	BOOKS & SUBSCRIPTIONS	514	1,100	1,100	1,100
5415	CRIME PREVENTION EXPENSES	0	1,000	1,000	1,000
5419	COMMUNICATIONS EQUIPMENT SUPPLIES	0	2,000	2,000	2,000
5422	D.A.R.E EXPENSES	1,832	1,500	1,500	1,500
5424	CITIZENS ACADEMY	502	400	400	400
5430	INVESTIGATIVE SUPPLIES	852	2,800	2,800	2,800



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

5439	<b>AMMUNITION</b> Ammunition costs include entry level costs for firearms training (basic training) for new deputies, bi-annual range costs for existing deputies, and annual mandated range certification costs for all sworn personnel. Includes costs for handguns and rifles, and shotguns.  ***Note***  Ammunition costs have been included in police supply (5409) line item in the past.	0	1,500	12,000	12,000
5450	<b>VEHICLE TIRES</b> Average tire price (3 sizes) as of 11/26/13-119.00 each or \$476 per vehicle  1 set for each of 30 patrol/investigative vehicles = \$14,280.00  FY 16 14280 + 714 (5%) = \$14,994	7,191	14,280	14,280	14,994
5475	<b>COMPUTER EQUIPMENT-NON CAPITAL</b> 3,000.00 FOR EXISTING REPAIR, UNEXPECTED REPLACEMENT 9,000.00 FOR NEW MDT'S AND POSTS FOR (2) PROPOSED NEW DEPUTIES	1,513	12,000	12,000	3,500
5476	OFFICE EQUIPMENT-NON CAPITAL	230	4,000	4,000	4,000
5499	K-9 FOOD/SUPPLIES	733	2,000	2,000	2,000
5502	MEALS/FOOD- OTHER THAN TRAINING	284	500	500	500
5503	K9-TRAINING	0	200	200	200
5504	TRAVEL- EDUCATION/TRAINING	2,003	5,000	5,000	5,000
5506	MEALS- ON DUTY	75	500	500	500
5507	EDUCATION/TRAINING - REG & TUITION	520	0	0	0
5602	EMPLOYEE SERVICES/RECOGNITION	487	650	650	650
5801	DUES & MEMBERSHIPS	2,523	2,300	2,700	2,700
	<b>Total Operating Cost</b>	<b>141,270</b>	<b>179,715</b>	<b>190,030</b>	<b>184,244</b>
6008	<b>FUEL</b> FY 16 & 17- increase above FY 15 due to increased patrol, court mileage and uncertainty of fuel costs.	124,739	125,000	150,000	150,000
	<b>Total Operating - Fuel</b>	<b>124,739</b>	<b>125,000</b>	<b>150,000</b>	<b>150,000</b>



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

7005	MOTOR VEHICLES & EQUIPMENT	137,003	100,000	175,300	210,000
	Vehicles FY 16 Schedule replacement of eleven (11) high mileage vehicles and two (2) additional vehicles for new deputy positions:				
	2015 Contract Price per Taurus Equipment	\$ 24,400 \$ 6,800			
	Total per police Taurus 10 outfitted police Tauruses	\$ 31,200 \$ 312,000			
	2015 Contract Price per Tahoe Equipment	\$ 26,200 \$ 6,800			
	3 outfitted police Tahoes	\$ 99,000			
	total for 13 outfitted Police vehicles	\$ 411,000			
	Vehicles FY 17 Schedule replacement of eight (8) high mileage vehicles				
	2016 Contract Price (est) Equipment	\$ 25,000 \$ 8,000			
	\$ x8				
		\$ 264,000			
	<b>Total Capital</b>	<b>137,003</b>	<b>100,000</b>	<b>175,300</b>	<b>210,000</b>
8001	LEASE/RENT- EQUIPMENT	286	3,500	3,500	3,500
8004	LEASE/RENT- WATER COOLERS	619	600	600	600
8005	LEASE- POSTAGE MACHINE	387	500	525	525
	<b>Total</b>	<b>1,292</b>	<b>4,600</b>	<b>4,625</b>	<b>4,625</b>
	<b>TOTAL</b>	<b>2,727,996</b>	<b>2,959,222</b>	<b>3,250,712</b>	<b>3,241,053</b>





# Public Works

CONVENIENCE CENTERS

DESCRIPTION AND FUNCTION

Goochland County operates two convenience centers for use by citizens for safe and convenient disposal of household waste and yard debris.

FINANCIAL DATA

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	264,487	294,087	297,682	3,595	297,435
Operating Costs	493,138	470,250	464,350	-5,900	464,350
Capital	19,310	57,000	49,000	-8,000	49,000
<b>Expenditures</b>	<b>776,935</b>	<b>821,337</b>	<b>811,032</b>	<b>-10,305</b>	<b>810,785</b>
Revenues	74,909	75,000	70,000	-5,000	70,000
<b>Net County Funds</b>	<b>702,026</b>	<b>746,337</b>	<b>741,032</b>	<b>-5,305</b>	<b>740,785</b>
Full-time Positions	6.0	6.0	6.0	.0	6.0
Part-time Positions	2.0	2.0	2.0	.0	2.0

EXPLANATION OF CHANGES FOR FY2016 AND FY2017

The personnel budgets reflect current salaries and changes in fringe benefit costs.

The operating budget reflects increases in repairs and maintenance, advertising, telecommunications, safety supplies, fuel and computer equipment to allow for printers at both locations. It also reflects decreases in contracted hauling, electric services, and motor vehicles and equipment. The operating budget in FY2015 decreased with the implementation of a new contract for waste disposal. The cost savings were redirected to capital equipment expenses and will remain in the FY2016 and FY2017 budgets.

The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

COUNTY STRATEGIC GOALS

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character. ✓
- 3 Excellence in Financial Management. ✓
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce. ✓

AGENCY GOALS AND OBJECTIVES

- To provide safe and convenient disposal of household waste and yard debris for County residents
- Educate the public regarding various recycling options to minimize waste disposal costs.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

- Continue to evaluate and plan services to accomodate future needs.
- Intitiate training and certification for current employees to better utilize their expertise.
- Purchase of equipment to better enhance our efficiency and services.

---

### PERFORMANCE MEASURES

Name Of Measure:	FY2014 Actual	FY2015 Target	FY2016 Target
Maintain an accident free environment as measured by reportable accidents and injuries	0	0	0
Maintain a user friendly facility for citizens as measured by comment card feedback	0 complaints	0 complaints	0 complaints
Increase the volume of recyclables through new programs such as electronic and plastic bag recycling, thus removing more material from the waste stream.	339.8 tn.	368.9 tn.	400 tn.

---

### AGENCY HIGHLIGHTS

To enhance citizen access and safety, the Central Convenience Center renovations and the resurfacing and striping of the Western Convenience Center was completed in the Spring of 2014. The department installed safety features at both locations and instituted a procedure to check identifications to ensure users are County residents. In order to determine usage to increase efficiency, staff installed traffic counters at both locations to track the number of vehicles utilizing the Centers. In 2014, the Centers processed over 7,500 tons of household trash and 288 tons of recyclables.

---

### FUTURE OUTLOOK

Explore the possibility of an additional facility or recycling location to service the eastern portion of the County.

Expansion of services; e-recycling, cardboard and plastics recycling will be available in 2015.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

42040	<b>CONVENIENCE CENTERS</b>				
		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME	160,673	166,018	166,044	166,044
1002	SALARIES-OVERTIME <i>To cover employee illness/vacation</i>	1,402	3,000	3,000	3,000
1003	SALARIES-PART TIME	17,467	31,800	33,089	33,089
	<b>Total Personnel</b>	<b>179,542</b>	<b>200,818</b>	<b>202,133</b>	<b>202,133</b>
2001	FICA	12,612	15,440	15,845	15,845
2002	VRS	19,593	17,197	16,986	13,780
2005	GROUP HEALTH	43,806	48,684	49,792	52,751
2006	GROUP LIFE	1,848	1,975	1,982	1,982
2010	WORKMAN'S COMPENSATION	7,086	9,973	10,944	10,944
	<b>Total Fringe Benefits</b>	<b>84,945</b>	<b>93,269</b>	<b>95,549</b>	<b>95,302</b>
3002	PROFESSIONAL SERVICES <i>As convenience center usage steadily increases, the need for professional services for evaluation and consultation will be essential to maintaining an efficient and effective operation.</i>	2,806	0	3,000	3,000
3004	REPAIRS & MAINTENANCE-LABOR <i>As equipment ages, the cost of maintenance and repair increases. FY2014 spending reflects costs associated with the Central Convenience Center renovations.</i>	12,661	5,000	7,500	7,500
3005	CONTRACTED SERVICES <i>Includes the cost of drop off recycling, household hazardous waste and brush processing. FY2014 spending reflects costs associated with the Central Convenience Center renovations.</i>	120,663	75,000	75,000	75,000
3007	ADVERTISING	472	0	500	500
3012	EMPLOYMENT BACKGROUND CHECKS	37	0	50	50
3013	CONTRACTED HAULING <i>Reflects cost of collecting, transporting and processing municipal solid waste.</i>	310,963	350,500	330,000	330,000
	<b>Total Professional Services</b>	<b>447,601</b>	<b>430,500</b>	<b>416,050</b>	<b>416,050</b>
5101	ELECTRIC SERVICE <i>Reflects cost of electrical service to both convenience center sites.</i>	7,077	11,000	10,000	10,000
5103	WATER/SEWER COUNTY UTILITIES	368	500	500	500
5203	TELECOMMUNICATIONS <i>Reflects increase in costs for providing telephone, internet and cell phone services.</i>	2,037	2,000	3,000	3,000
5401	OFFICE SUPPLIES	943	750	750	750
5402	OFFICE EQUIPMENT	1,498	0	0	0
5404	SAFETY EQUIPMENT	34	0	0	0



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

5407	REPAIRS/MAINTENANCE SUPPLIES FY2016 & 2017 Includes renovations to western convenience center's barriers so that they will meet current code requirements and other operating repairs/maintenance. FY2014 spending reflects costs associated with the Central Convenience Center renovations.	18,344	10,000	15,000	15,000
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES For unforeseen breakdowns and repairs to equipment.	2,907	4,000	4,000	4,000
5410	UNIFORMS & WEARING APPAREL County is responsible for supplying pants, boots, shirts and outer wear.	2,132	3,000	3,000	3,000
5416	ROAD MATERIALS Cost for maintaining unpaved surfaces at both centers.	534	2,000	2,000	2,000
5418	SAFETY Personnel safety equipment/fire extinguisher maintenance and replacement.	28	700	1,000	1,000
5475	COMPUTER EQUIPMENT-NON CAPITAL	1,916	300	500	500
5480	FURNITURE & FIXTURES-NON CAPITAL	90	0	0	0
5504	TRAVEL-EDUCATION-TRAINING	0	0	1,000	1,000
5507	EDUCATION-TRAINING	0	0	500	500
5801	DUES & MEMBERSHIPS	45	0	50	50
<b>Total Operating Cost</b>		<b>37,952</b>	<b>34,250</b>	<b>41,300</b>	<b>41,300</b>
6008	FUEL Reflects cost of providing transportation for supervisor and personnel in the performance of their duties.	7,585	5,500	7,000	7,000
<b>Total Operating - Fuel</b>		<b>7,585</b>	<b>5,500</b>	<b>7,000</b>	<b>7,000</b>
7005	MOTOR VEHICLES & EQUIPMENT The backhoe lease was paid off in FY2014. \$20,000 in savings from Contracted Hauling was relocated to this line in FY2015 and continued into FY16 & FY17. Reserved monies will be available for purchase of containers, transport equipment and supplies to enhance services.	19,310	57,000	49,000	49,000
<b>Total Capital</b>		<b>19,310</b>	<b>57,000</b>	<b>49,000</b>	<b>49,000</b>
<b>TOTAL</b>		<b>776,935</b>	<b>821,337</b>	<b>811,032</b>	<b>810,785</b>





## **Health & Welfare**

**COMMUNITY SERVICES BOARD**

**DESCRIPTION AND FUNCTION**

Goochland Powhatan Community Services provides integrated, coordinated, cooperative and innovative services for those citizens of Goochland and Powhatan Counties in need of mental health, intellectual disability or substance abuse services. There are a variety of programs, services and supports, including case management, outpatient counseling, nurse and psychiatric services, 24 hour support and crisis service availability, day support services and transportation, in home supports and supportive residential services, prevention, early intervention services and linkage to other service providers for ancillary services that we do not provide ourselves.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	0	0	0	0	0
Operating Costs	255,290	255,980	261,980	6,000	261,980
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>255,290</b>	<b>255,980</b>	<b>261,980</b>	<b>6,000</b>	<b>261,980</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>255,290</b>	<b>255,980</b>	<b>261,980</b>	<b>6,000</b>	<b>261,980</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The Board of Supervisors amended this budget to include \$6,000 in funding for salary increases for Community Services employees.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce.

**FUTURE OUTLOOK**

Implementation of merit pay increases per policy.  
 Assess impact of potential Medicaid Expansion on services and consumers.  
 Maintain IT infrastructure and hardware to support new Electronic Health Record.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

52020	<b>COMMUNITY SERVICES BOARD</b>				
		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
3002	PROFESSIONAL SERVICES	2,050	2,750	2,750	2,750
	<b>Total Professional Services</b>	<b>2,050</b>	<b>2,750</b>	<b>2,750</b>	<b>2,750</b>
5501	TRAVEL- MILEAGE	510	500	500	500
5604	CONTRIBUTIONS	252,730	252,730	258,730	258,730
	<b>Total Operating Cost</b>	<b>253,240</b>	<b>253,230</b>	<b>259,230</b>	<b>259,230</b>
	<b>TOTAL</b>	<b>255,290</b>	<b>255,980</b>	<b>261,980</b>	<b>261,980</b>



**CONTRIBUTIONS**

**DESCRIPTION AND FUNCTION**

The budget for Contributions consists of payments made by the County to other (typically quasi-governmental health and human services) entities.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	0	0	0	0	0
Operating Costs	128,262	125,495	131,693	6,198	131,693
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>128,262</b>	<b>125,495</b>	<b>131,693</b>	<b>6,198</b>	<b>131,693</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>128,262</b>	<b>125,495</b>	<b>131,693</b>	<b>6,198</b>	<b>131,693</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

51000	<b>CONTRIBUTIONS</b>				
		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
3002	PROFESSIONAL SERVICES Social Service Board Members stipends. 5 Members @\$600 each.	2,700	500	3,000	3,000
3040	PAUPER BURIAL	1,858	500	2,000	2,000
	<b>Total Professional Services</b>	<b>4,558</b>	<b>1,000</b>	<b>5,000</b>	<b>5,000</b>
5604	CONTRIBUTIONS ATTACHED SHEET	87,222	87,895	90,093	90,093
5605	FOREST FIRE PREVENTION	9,982	10,100	10,100	10,100
5660	MONACAN SOIL	26,500	26,500	26,500	26,500
	<b>Total Operating Cost</b>	<b>123,704</b>	<b>124,495</b>	<b>126,693</b>	<b>126,693</b>
	<b>TOTAL</b>	<b>128,262</b>	<b>125,495</b>	<b>131,693</b>	<b>131,693</b>



# CONTRIBUTIONS

<u>Organization</u>	<u>Description</u>	<u>FY15 Adopted</u>	<u>FY16 Adopted</u>
Capital Region Workforce Partnership	Responsible for supporting, planning and delivery of workforce services that support the region's economic development and workforce skills development in collaboration with the Resource Workforce Investment Board which is appointed by the Consortium of Localities (the Consortium). Funds are used to support administrative and infrastructure costs of the regional entity which includes staff costs and other administrative costs as approved by the Consortium. There are three workforce centers in the region. There is also a youth program with 4 locations, one in Goochland. 45 residents are currently served.	\$ 2,000	\$ 2,590
Court Appointed Special Advocates (CASA)	Administrative support and direct services to volunteers who watch over and advocate for abused and neglected children. Served 62 children and 123 family members in the last year. Funds are used to pay for an assistant, training for advocates, and mileage to visit families.	8,000	8,000
Goochland Historical Society	Provides presentation, preservation, and protection of Goochland County heritage and tradition. Contribution provides for utilities, salaries, and building maintenance.	5,000	5,000
Jefferson Area Community Corrections - OAR	Local probation program that assists individuals when arrested, imprisoned, or released from incarceration to gain and retain self-sustaining crime free lifestyles. In FY14 the OAR program provided supervision to 44 new clients from Goochland County. A total of 69 Goochland residents were provided supervision.	4,869	4,869
Jefferson Area Community Corrections - Planning & CIT coordination	The Criminal Justice Planner for the Thomas Jefferson Area Community Justice Board (CCJB) is co-located with OAR. The Planner is a liaison to the nine localities represented on the CCJB which includes Goochland. Provide coordination of criminal justice services, grants, and 911 dispatchers training. Funding request used to maintain the Planner's position at full time.	4,352	4,352
Reynolds Community College - Operating	Regional support of higher education by providing information on attending college as well as provide scholarships and tutorial assistance to students. Served 409 students from the County during 2013-2014 year. The 2% increase is due to the population increase.	6,261	6,406
Reynolds Community College - Capital	The Capital Budget amount is based on the Master Site Infrastructure Project Plan. These funds will support improvement projects such as classrooms and science laboratories at the Parham Road Campus, renovation of congregation areas, safety improvements, landscape design and refurbishment, and architectural modifications to develop smooth transitions from buildings or functions.	19,439	19,890
Feed More (Meals On Wheels)	FeedMore is the core hunger relief program in Central Virginia. Requested funds will provide 779 meals to homebound elderly and disabled Goochland residents through FeedMore's Meals on Wheels program. 3,507 Goochland residents were served by FeedMore in fiscal year 2013-2014. Through FeedMore's distribution center, 448,116 pounds of food and grocery items were distributed to Goochland County residents during fiscal year 2013-2014.	5,000	5,000
Med Flight (Chesterfield County)	Provides emergency helicopter transports & police missions to Central VA. Over the last 4 fiscal years, Med Flight answered 1,918 missions in the region and provided state-of-the-art aero-medical services to 1,141 patients. During that time period, Med Flight handled 65 missions in Goochland County. The request is based on County population.	2,300	3,500
Rappahannock Regional Criminal Justice	Training Academy for all in service Deputies, jail officers and communication officers. Rates are based on \$363 per officer.	17,424	16,336
Senior Connections (CAAA)	Senior Connections is the designated Area Agency on Aging for Planning District 15. The Agency provides direct services, information and referral, education and advocacy for older adults, caregivers and persons with disabilities. Services provided help prevent and delay more costly services. Requested funds will leverage State and Federal allocations. Direct services are provided to 72 citizens. Information and indirect services are provided to approximately 300 citizens.	8,000	8,500
Senior Navigator	Provides free information about the health and aging resources available to Goochland residents. The information focuses on issues such as health, financial concerns, legal questions, health facilities, housing options, transportation, exercise programs, advocacy. They also have 8 centers located throughout the County for citizens without internet access.	2,250	2,250
Virginia Institute of Government	Provides training and technical support for local governments by providing education and leadership development for elected and appointed officials; technical data, information banks, and data bases on local government statistics, operations, and trends; information and applied research on various aspects of local government. The amount requested is based on a sliding scale that is fixed to the population of the County.	1,000	1,000
Old Dominion EMS	Serves to assess, identify, coordinate, plan and implement an efficient and effective regional EMS delivery system and provides supplies and training for Fire/Rescue. The requested amount is 10% of the Four-For-Life Return to Localities that is used for emergency medical services.	2,000	2,400
<b>Total Contributions</b>	139	<b>\$ 87,895.00</b>	<b>\$ 90,093.00</b>

**GOOCHLAND FREE CLINIC & FAMILY**

**DESCRIPTION AND FUNCTION**

Goochland Free Clinic and Family Services' mission is to provide access to health care and basic human services to Goochland County residents who need assistance. Staff members aim to provide an essential network of social and health care services exclusively for low-income families. Offered services include free medical, dental and mental health care for the uninsured, a weekly food pantry, emergency home repairs, emergency temporary housing, medical transportation, emergency financial assistance, financial counseling, case management, and a thrift shop which both assists those in need and contributes funds to the overall mission. The patients/clients served are among the most vulnerable in the County; more than half live under the federal poverty level.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	0	0	0	0	0
Operating Costs	143,528	146,500	154,000	7,500	156,000
Capital	0	0	10,000	10,000	20,000
<b>Expenditures</b>	<b>143,528</b>	<b>146,500</b>	<b>164,000</b>	<b>17,500</b>	<b>176,000</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>143,528</b>	<b>146,500</b>	<b>164,000</b>	<b>17,500</b>	<b>176,000</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

Not County Employees

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The FY2016 budget reflects a request for a 4% increase in critical home repair funds and a 3% increase in funds for transportation. Funds for the local match for a new domestic violence program have also been included. The FY2017 projection includes funding for a replacement vehicle.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management. ✓
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce.

**FUTURE OUTLOOK**



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

The future challenges for providing services will be in funding programs to meet the continuing need for the services we provide. Funding from the state for the Indoor Plumbing Rehab program is uncertain. Cost of food from the Central Virginia Food Bank continues to increase, and their supplies continue to decrease. Our food pantry and health care locations are severely overcrowded, causing lack of privacy and poor safety.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

53120	<b>GOOCHLAND FREE CLINIC &amp; FAMILY</b>	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>PROJECTED FY2017</b>
5604	<p><b>GFCFS MED. TRANS. STAFF &amp; OTHER EXP</b>                      This item includes vehicle and liability insurance, staff costs (salaries &amp; fringes), repairs and maintenance on the vehicles, licenses/permits, occupancy, communications, etc.</p> <p>GFCFS" Medical Transportation program provides more than 2700 rides per year to low-income, elderly, and disabled persons to medical appointments within the County and to Henrico and Richmond, traveling more than 44,000 miles per year.</p>	50,500	50,500	52,000	54,000
5608	<p><b>GFCFS EMERGENCY HOME REPAIRS</b>                      Goochland County has been a valuable partner in our ability to arrange for repairs to homes of the County's most vulnerable residents. Because available funds were limited to \$85,000 for direct contractor costs, we ran out of funding in September and have been deferred. During the January through August 2014 period, 45 homes have been repaired at a cost of \$85,000. Other less complex repairs have been completed with volunteer labor.</p> <p>Total costs to operate the program, including staff costs, space costs, communication, insurance, etc., are approximately \$140,000.</p>	81,000	81,000	85,000	85,000
	<b>Total Operating Cost</b>	<b>131,500</b>	<b>131,500</b>	<b>137,000</b>	<b>139,000</b>
6008	<p><b>FUEL</b>                      Our current schedule for medical transportation includes taking Goochland County patients for appointments in Henrico and Richmond two days a week, which then leaves local appointments uncovered on those days. We would like to expand service to include coverage within the County on those two days, for which we request an increase in fuel allowance.</p>	12,028	15,000	17,000	17,000
	<b>Total Operating - Fuel</b>	<b>12,028</b>	<b>15,000</b>	<b>17,000</b>	<b>17,000</b>
7005	<p><b>MOTOR VEHICLES &amp; EQUIPMENT</b>                      This \$10,000 in fiscal 2017 is to provide the local match to replace one of our 14-passenger wheelchair-accessible vans (with more than 200,000 miles on it) with a new vehicle funded 80% by a federal grant administered by the Virginia Department of Rail and Public Transportation.</p>	0	0	0	10,000
	<b>Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>
9001	<b>DOMESTIC VIOLENCE-LOCAL MATCH</b>	0	0	10,000	10,000
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>
	<b>TOTAL</b>	<b>143,528</b>	<b>146,500</b>	<b>164,000</b>	<b>176,000</b>



LOCAL HEALTH DEPARTMENT

DESCRIPTION AND FUNCTION

The Health Department protects and improves the safety and health of the citizens of Goochland by monitoring for abnormal trends in communicable diseases and preventing their spread, including emerging diseases and more common ones such as rabies, STDs and tuberculosis. It promotes good health practices by assisting with access to medical services and providing mandated health services to the uninsured. Medicaid eligible clients are provided with a screening for the best options for long-term care. The department regulates water wells, sewage treatment and disposal, food establishments, campgrounds, day cares, and hotels to safeguard everyone's ground water resources and protect citizens from food borne illness.

FINANCIAL DATA

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	0	0	0	0	0
Operating Costs	219,265	229,505	236,660	7,155	236,660
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>219,265</b>	<b>229,505</b>	<b>236,660</b>	<b>7,155</b>	<b>236,660</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>219,265</b>	<b>229,505</b>	<b>236,660</b>	<b>7,155</b>	<b>236,660</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2016 AND FY2017

Local funding is increasing for FY2016 as related to staffing of the Goochland County office of the Health Department.

COUNTY STRATEGIC GOALS

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce. ✓



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

51010 LOCAL HEALTH DEPARTMENT	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
5601 PAYMENT TO STATE HEALTH DEPARTMENT!	219,265	229,505	236,660	236,660
<b>Total Operating Cost</b>	<b>219,265</b>	<b>229,505</b>	<b>236,660</b>	<b>236,660</b>
<b>TOTAL</b>	<b>219,265</b>	<b>229,505</b>	<b>236,660</b>	<b>236,660</b>



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

**TAX RELIEF FOR ELDERLY & DISABLED**

**DESCRIPTION AND FUNCTION**

The tax relief programs for the Elderly and Disabled, and for Disabled Veterans, are administered by the Commissioner of Revenue's office according to established eligibility guidelines.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	0	0	0	0	0
Operating Costs	407,957	410,000	435,000	25,000	450,000
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>407,957</b>	<b>410,000</b>	<b>435,000</b>	<b>25,000</b>	<b>450,000</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>407,957</b>	<b>410,000</b>	<b>435,000</b>	<b>25,000</b>	<b>450,000</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The budget for Tax Relief programs is increased for FY2016 based on increasing use of the programs. There is an equal and offsetting amount of general fund revenues for these programs.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

53010 TAX RELIEF FOR ELDERLY & DISABLED	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
5603 TAX RELIEF DISABLED VETERANS	29,317	22,000	30,000	31,000
5604 TAX RELIEF FOR ELDERLY	378,640	388,000	405,000	419,000
<b>Total Operating Cost</b>	<b>407,957</b>	<b>410,000</b>	<b>435,000</b>	<b>450,000</b>
<b>TOTAL</b>	<b>407,957</b>	<b>410,000</b>	<b>435,000</b>	<b>450,000</b>





## **Culture and Leisure**

**PARKS, RECREATION, AND FACILITIES**

**DESCRIPTION AND FUNCTION**

Parks, Recreation, and Facilities Management provides a variety of quality programs and facilities to meet the leisure and facility needs of Goochland County citizens, general government employees, and visitors. The primary responsibilities and objectives of the Department are to ensure Goochland County citizens are provided well balanced leisure activities, to provide a clean and safe environment in all parks, recreation, and general government facilities and to manage these County resources utilizing best management practices.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	941,113	934,638	1,007,992	73,354	1,013,558
Operating Costs	664,824	637,630	710,930	73,300	747,430
Capital	42,663	13,000	20,000	7,000	20,000
<b>Expenditures</b>	<b>1,648,600</b>	<b>1,585,268</b>	<b>1,738,922</b>	<b>153,654</b>	<b>1,780,988</b>
Revenues	135,617	120,000	125,000	5,000	125,000
<b>Net County Funds</b>	<b>1,512,983</b>	<b>1,465,268</b>	<b>1,613,922</b>	<b>148,654</b>	<b>1,655,988</b>
Full-time Positions	16.0	16.0	18.0	2.0	18.0
Part-time Positions	11.0	11.0	17.0	6.0	17.0

Staff increases are due to part-time recreation positions. Increase in full-time positions is due to converting existing 32 hour per week Program Coordinator and Custodian to 40 hours per week.

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs. The increase is related to additional part-time recreation positions. These positions are being requested due to the addition of several buildings to the County's inventory including the Central High School. Part-time positions include seasonal maintenance and recreation assistants for the Central High School building and Byrd Elementary gymnasium.

Contracted Services have also been utilized more heavily over previous fiscal years and an increase of \$14,000 is being requested. The cost of doing business has steadily risen. In addition, mandated services are now recognized and in place for the Department to oversee.

Electrical services are expected to increase by approximately \$26,000 for FY2016, a prorated amount against existing square footage. Other utilities such as water/sewer (\$2,800) and Janitorial Supplies (\$3,000) are also prorated to increase.

Recreational supplies are slated to increase approximately \$3,000 due to the use of the Central High School gym. Special Event expenses are expected to increase approximately \$4,000 due to an increase in the July 4th Fireworks expenses as well as the increase for the need of Sheriff's deputies.

Additional uniforms for new staff and mowing equipment is also necessary for FY2016, approximately \$7,000. Repairs and Maintenance supplies have been trending upward for the previous 3 fiscal years and an increase is requested to keep up with that growth.

An additional \$10,900 is being requested as part of the Telecommunications expenditure due to the need for mobile devices for staff as well as to pay for the maintenance contract for the CityWorks asset management software.

<b>COUNTY STRATEGIC GOALS</b>	AGENCY PRIMARILY SUPPORTS
1 Efficient, effective and transparent government; emphasis on customer service excellence.	✓
2 Balanced development that contributes to the welfare of the community and preserves its rural character.	✓
3 Excellence in Financial Management.	✓
4 High quality core services including Education, Public Safety, and Community Health.	✓
5 Positive work environment with a highly qualified, diverse workforce.	✓

### AGENCY GOALS AND OBJECTIVES

- To successfully develop and adopt the 2016-2020 Parks and Recreation Master Plan
- To successfully develop and implement the Department's Customer Service excellence team.
- Implement the CityWorks and CCAP Janitorial maintenance and work order management systems.
- Continue to develop, implement, and evaluate existing programming that most efficiently provides services and meets the needs of the County's citizens.
- Continue to work with staff on our Employee Development and Training goals and objectives. This includes identifying alternative funding sources as well as pathways for licensure and certification.

### PERFORMANCE MEASURES

Name Of Measure:	FY2014 Actual	FY2015 Target	FY2016 Target
Programs Offered	489	350	375
% of Maintenance Work Orders Completed	99	100	100
Parks and Recreation Visitation Totals	247064	245000	265000



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

% of Athletic Fields Prepared as Requested	100	100	100
Total Registration of Department Programs	1,687	1750	1800

### AGENCY HIGHLIGHTS

In FY2014, Parks, Recreation, & Facilities met or exceeded its performance measures except for one. Park visitation skyrocketed, programs offered increased, and field work and work orders were completed as requested.

Advertising and sponsorship rates continued to climb, up to a rate of about 47% of cost recovery for special events and program guide production.

The Department saw and met an enormous increase in the amount of field use requests and field preparation, up 40% from the previous fiscal year.

Staff development continued to evolve as several staff members moved forward with professional and technical certifications. 5 staff members received technical certifications and it is anticipated that 7 more will received professional certification designations in the coming fiscal year.

Over 24 site improvement and capital improvement projects were completed by the Department, ranging in size from large, medium, and small.

### FUTURE OUTLOOK

Recreation services desired by the community are continually increasing in terms of demand. This increased demand for programming, high level maintenance of amenities, and events will continue to strain department resources.

Additional buildings and public areas needing maintenance continues to grow, a growth that outpaces the Department's ability to meet desired service levels internal and external customers.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

71040	<b>PARKS, RECREATION, AND FACILITIES</b>				
		<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>PROJECTED FY2017</b>
1001	<p><b>SALARIES-FULL TIME</b></p> <p>Administration Director, Office Assistant III</p> <p>Recreation Converting one 32 hour salaried to a 40 hour salaried.</p> <p>Maintenance Facilities Supervisor, Facilities Technician Grounds Supervisor (2), (4) Groundskeepers Custodial Supervisor, (4) Full Time Custodians</p>	595,671	606,472	620,828	626,771
1003	<p><b>SALARIES-PART TIME</b></p> <p>Part time staff expenses are related to both maintenance and recreation related services.</p> <p>Recreation Part time staff include all programming staff, office support staff, special events, basketball referees, public safety support for special events, and summer camp staff.</p> <p>Program Coordinator (21hrs per week) to assist with facility coordination and monitor of staff related to the opening of the Central High School gymnasium and Byrd Elementary School's multipurpose room. \$14,200.</p> <p>Recreation Assistants for Byrd Elementary School. \$6,000</p> <p>Seasonal Part Time Grounds Keepers; 24 hours per week, March - November. \$17,280 36 weeks @ 24 hours @ \$10/hour</p> <p>Along with the consolidation of schools mowing operations in 2010; since 2012, the Maintenance Division has added Tucker Park, Leakes Mill Park, the Oilville Bus Garage, and the Centerville medians to their maintenance schedules. Additionally, the Central High School site will now require a more frequent mowing schedule.</p> <p>Additionally, current users of public amenities are requiring a greater demand for services.</p>	86,412	72,050	118,680	118,680
	<b>Total Personnel</b>	<b>682,083</b>	<b>678,522</b>	<b>739,508</b>	<b>745,451</b>
2001	FICA	50,317	51,907	56,997	57,032
2002	VRS	73,801	62,804	63,511	51,563
2005	GROUP HEALTH	117,389	122,568	128,968	139,639
2006	GROUP LIFE	6,952	7,217	7,388	8,857
2010	WORKMAN'S COMPENSATION	10,571	11,620	11,620	11,016
	<b>Total Fringe Benefits</b>	<b>259,030</b>	<b>256,116</b>	<b>268,484</b>	<b>268,107</b>
3001	BACKGROUND CHECKS	703	0	0	0



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

3002	<b>PROFESSIONAL SERVICES</b> Professional Services includes Recreation Advisory Commission and Extension Leadership Council stipend. Six members at eight meetings, \$50 per meeting. \$2400.	600	2,450	2,400	2,400
3004	<b>REPAIRS &amp; MAINTENANCE-LABOR</b> Three year trend average of \$13,837.  All labor related to repairs and maintenance services. Estimated expense.	6,510	10,000	10,000	10,000
3005	<b>CONTRACTED SERVICES</b> Three year trend average of \$68,229. This average is NOT indicative of where this line item needs to be. FY 14 saw an expenditure of \$97,686.  Significant increases in contracted services have been realized by the Department over the previous fiscal years. Necessary and mandated services have been steadily added to the Department's maintenance portfolio.  Notable increases are related to on call mowing and landscaping services for additional landscaping in the median in Centerville, school mowing/leaf removal, and general building maintenance services (portable sanitation, trash removal, and cleaning).  Since the consolidation of mowing services with the school system, Tucker Park, Reynolds Recreation Complex, Leakes Mill Park and additional easement mowing has been added to the Department's responsibilities. More and more youth athletics and demand for services have also hindered the Department's capabilities, thus the reliance on additional on call services.  Includes all contracted services regarding the following items; Elevator Inspections Fire suppression inspections Pest control Contracted cleaning services - carpet and hard floors On call mowing services Backflow prevention inspections and repairs Landscaping services Generator inspections and services Portable sanitation services Painting - Interior and exterior as needed. Athletic field improvements as needed Roof repairs and preventative maintenance	97,686	71,000	85,000	85,000
3006	<b>PRINTING &amp; BINDING</b> Estimated costs associated with printing of Department Program Guide. Guide is printed three times per year. Winter/Spring, Summer, and Fall seasons.  Estimated printing expense of \$3,000 annually. Advertising programs were implemented to assist with off setting production costs. Previous fiscal year saw a 47% cost recovery of printing costs. FY 15 is currently tracking towards an 86% recovery rate.	0	9,000	9,000	9,000



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

3007	<b>ADVERTISING</b> Includes all advertising through local newspapers. Used for special events, programming, and job announcements.  Typical advertising include July 4th Fireworks, Fall Festival, Summer Camps, and Basketball. Other general programming is used as needed.	17,800	1,800	1,800	1,800
3012	<b>EMPLOYMENT BACKGROUND CHECKS</b> Southeastern Security Consultants performs background checks at \$20 per check. Background checks performed on all new hires, volunteers, coaches, and program instructors.	111	400	400	400
3014	<b>SITE IMPROVEMENTS</b> Three Year Trend Average of \$45,931. Site Improvement expenditures are tied directly to the building inventory for facility management. The planned site improvements to County facilities for FY 15 include park improvements, HVAC repair and replacement, interior painting, carpet replacement, and standard facility upgrades identified through the building inventory.	32,794	50,000	50,000	50,000
3170	<b>INSTRUCTOR SERVICES</b> Three Year Trend Average of \$41,452. Instructor payouts include all contracted programming instructor payouts. Payouts are based upon an existing 80%/20% instructor/department split. Payouts to instructors are only made in the event of actual program registration, attendance by the registrant, and completion of the program by the instructor.	38,905	44,000	43,000	43,000
<b>Total Professional Services</b>		<b>195,109</b>	<b>188,650</b>	<b>201,600</b>	<b>201,600</b>
5011	<b>STREET SIGNS</b> Street sign expenditure related to all County maintained street signs. Estimated expense.	42	1,200	1,200	1,200
5101	<b>ELECTRIC SERVICE</b> Three year trend average of \$262,978.  There is no anticipated rate increase at this time for electrical expenses for fiscal year 2016 and 2017.  Fiscal year 2016 increase due to prorated square footage of Central High School. Fiscal Year 2017 increase is due to the addition of the EOC and new Fire Station. Expenditure is based upon prorated percentage increase of building square footage.	247,535	260,000	286,000	312,000
5102	<b>HEATING SERVICES</b> The Department has eliminated several of the oil based heating elements to its facilities.	4,130	500	500	500
5103	<b>WATER/SEWER-COUNTY UTILITIES</b> Three year averages of \$24,288.  FY 17 uses are increased due to estimated usage at the EOC. Fire Station Company 6 will be on well water as will the Central High School.	31,466	22,200	25,000	27,000
5201	<b>POSTAGE</b>	1,114	600	800	800



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

5203	<p><b>TELECOMMUNICATIONS</b>                      Three Year Trend Average of \$7,000.                      This increase will include the annual maintenance contract related to CityWorks as well as the monthly fee for devices for staff.</p> <p>Telecommunication expenditure includes cell phones for staff including Director, Facilities Supervisor, Grounds Supervisor, Recreation Manager and Grounds staff.</p> <p>Expenditure also includes IT expenses related to telephone and technology services provided to the Department.</p> <p>Cell phones allotted to supervisors and staff for safety, security, and emergency related issues.</p>	7,320	7,500	18,400	18,400
5400	<b>PURCHASED WATER/BEVERAGES</b>	200	0	0	0
5401	<p><b>OFFICE SUPPLIES</b>                      Three year expenditure average of \$7,167.</p>	10,506	6,500	7,000	7,000
5402	<b>FOOD SUPPLIES</b>	136	300	300	300
5403	<p><b>AGRICULTURAL SUPPLIES</b>                      Three year trend average of \$11,400. Requesting \$13,500 due to increase level of use on athletic fields and additional landscaping around the County.</p> <p>Agricultural supplies includes all grass seed, fertilizer, plant materials, mulch, and general landscaping.</p>	12,202	13,500	13,500	13,500
5405	<p><b>JANITORIAL SUPPLIES</b>                      Three year expenditure average of \$18,346 with a high of \$20,039.</p> <p>Requesting \$22,000 due to additional square footage of the Central High School as well as increased demand and use of public restroom facilities and County parks.</p> <p>FY 16 request of \$22,000 with FY 17 request of \$24,000 due to additional infrastructure.</p>	20,039	19,000	22,000	24,000
5407	<p><b>REPAIRS/MAINTENANCE SUPPLIES</b>                      Three year average of \$42,000 with a high of \$47,000 in FY 14. Requesting \$50,000 for FY 16 and \$55,000 for FY 17.</p> <p>Repairs and maintenance supplies for all necessary repairs to existing County buildings, grounds, parks, and athletic fields. Repairs to HVAC, general building infrastructure, and plumbing systems is anticipated, but not generally predictable.</p> <p>Additional requests due to aging County infrastructure, higher usage of public buildings, and additional buildings being added to the County inventory.</p>	47,312	40,000	50,000	55,000
5408	<p><b>VEHICLE-POWER EQUIPMENT SUPPLIES</b>                      Includes all small engine purchases, repairs, and replacements. Weed eaters, leaf blowers, tillers, and aerators.</p>	324	3,000	3,000	3,000



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

5410	UNIFORMS & WEARING APPAREL Three year average of \$7,778. Includes all Department issued uniforms for staff. Includes boots, jackets, hats, shirts, and pants.  Standard maintenance uniform expenses: \$5,000  Boot and footwear expenses: \$1,200  Jackets and outerwear: \$800  General staff expense: \$1,000	8,835	7,500	8,000	8,000
5411	BOOKS & SUBSCRIPTIONS	292	0	0	0
5412	RECREATIONAL SUPPLIES Three year trend average of \$18,570.  Estimated increases related to opening of Central High School gymnasium.	23,109	18,000	21,000	22,000
5418	SAFETY SUPPLIES Three year average of \$596.	290	750	750	750
5421	STREET LIGHTS Expenses related to maintenance of street lights within the Goochland Courthouse village.	0	1,080	1,080	1,080
5475	COMPUTER EQUIPMENT - NON CAPITAL	172	0	0	0
5476	OFFICE EQUIPMENT- NON CAPITAL	0	500	500	500
5501	TRAVEL- MILEAGE Mileage for Recreation Advisory Commission members. Estimated expense based upon number of meetings.	119	750	750	750
5502	MEALS/FOOD - OTHER THAN TRAINING	38	0	0	0
5504	TRAVEL- EDUCATION/TRAINING Three year average of \$723. Requesting \$750. Includes travel to and from annual conference and for specifically targeted training sessions for staff.	1,169	500	750	750
5507	EDUCATION/TRAINING REG-TUITION Three Year average of \$1565. Includes Virginia Recreation and Park Society training for Recreation Staff.  Includes mandated, OSHA related, and optional training to include maintenance, custodial, Commercial driver"s licenses, and pesticide certification renewal.	2,697	1,500	2,000	2,000
5801	DUES/MEMBERSHIPS Virginia Recreation and Park Society annual membership dues. \$200/year.	1,021	350	550	550
5804	SPEC RECREATION EVENTS Includes down payment and balance of fireworks display \$13,000  Estimated Fall Festival expenditures are \$6,000.  Miscellaneous event expenditures: \$4,000  All events have expenses offset by sponsorship, in-kind donations, and community partnerships. Events also require registration and user fees to offset expenditures. Offsetting revenues average approximately \$5,000 annually.	27,743	19,000	23,000	23,000



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

	<b>Total Operating Cost</b>	<b>447,812</b>	<b>424,230</b>	<b>486,080</b>	<b>522,080</b>
6008	FUEL Fuel expense based upon previous year's usage and expected usage for FY16 and FY17.	19,895	24,000	22,500	23,000
	<b>Total Operating - Fuel</b>	<b>19,895</b>	<b>24,000</b>	<b>22,500</b>	<b>23,000</b>
7001	MACHINERY & EQUIPMENT One mower is scheduled for replacement each fiscal year.  Mowers typically require an expense of \$10,000 per mower. Additional options including engine size and leaf bagging systems require higher costs.  Requesting \$20,000 for FY 16 and \$18,000 for FY 17.  Scheduled replacement of one of these units in FY16 and FY17.	42,663	13,000	20,000	20,000
	<b>Total Capital</b>	<b>42,663</b>	<b>13,000</b>	<b>20,000</b>	<b>20,000</b>
8001	RENT/LEASE- EQUIPMENT	1,794	750	750	750
8005	LEASE- POSTAGE METER	215	0	0	0
	<b>Total</b>	<b>2,009</b>	<b>750</b>	<b>750</b>	<b>750</b>
	<b>TOTAL</b>	<b>1,648,600</b>	<b>1,585,268</b>	<b>1,738,922</b>	<b>1,780,988</b>



**REGIONAL LIBRARY**

**DESCRIPTION AND FUNCTION**

The Pamunkey Regional Library (PRL) is a political subdivision of the Commonwealth of Virginia, governed by a 10 member Board of Trustees appointed by the Board of Supervisors of the participating counties. The Goochland County Board of Supervisors appoints two trustees. Customers primarily receive library service through the Goochland Branch Library and the library’s web-based services.

Library staff is available to provide assistance, answers, and information. The branch is a community commons with small and large group meeting spaces, 17 public internet computers, and access to Wi-Fi. More than 35,000 items in a variety of formats are available locally, and the library regularly delivers materials from the more than 250,000 additional items in our collection.

Our website provides customers with convenient 24/7 access from work, home, or school to information about library services, programs, and resources including downloadable books, magazines, audio books, and educational materials.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	0	0	0	0	0
Operating Costs	393,400	399,600	403,100	3,500	403,100
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>393,400</b>	<b>399,600</b>	<b>403,100</b>	<b>3,500</b>	<b>403,100</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>393,400</b>	<b>399,600</b>	<b>403,100</b>	<b>3,500</b>	<b>403,100</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

Regional Library Employees are not County Employees.

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The Board of Supervisors amended this budget to include \$3,500 in funding for salary increases for Regional Library employees.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character. ✓
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.



**AGENCY GOALS AND OBJECTIVES**

- Encourage all to use its services by providing access to high quality facilities, materials, programs and assistance.
- Accomodate a wide variety of community interaction.
- Respond to the recreational and informational needs of its community.
- Cultivate and nurture a love of reading.
- Educate the public about the Library.
- Provide its services free to all people in the community, no matter what their age, situation or condition.

**PERFORMANCE MEASURES**

<b>Name Of Measure:</b>	<b>FY2014 Actual</b>	<b>FY2015 Target</b>	<b>FY2016 Target</b>
Visits	70,830	85,344	87,050
Circulation	87,741	89,818	91,614
Computer Use Sessions	22,450	21,000	21,420

**FUTURE OUTLOOK**

- 1.Salaries
- 2.Health Insurance Increases
- 3.Format, content, delivery, and digital rights management of the collection.
- 4.Facilities



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

73020 REGIONAL LIBRARY	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
5604 CONTRIBUTIONS	393,400	399,600	403,100	403,100
<b>Total Operating Cost</b>	<b>393,400</b>	<b>399,600</b>	<b>403,100</b>	<b>403,100</b>
<b>TOTAL</b>	<b>393,400</b>	<b>399,600</b>	<b>403,100</b>	<b>403,100</b>





# **Community Development**

**COMMUNITY DEVELOPMENT ADMN**

**DESCRIPTION AND FUNCTION**

The Goochland County Community Development Department is comprised of six components:

- Community Development Administration
- Planning & Zoning
- Civil & Environmental Engineering
- Building Permits & Inspections
- Convenience Centers
- Utilities

Community Development Administration staff is directly responsible for the administration and management of the above components. Other indirect responsibilities also include support of the County's Planning Commission, the Board of Zoning Appeals, the Design Review Committee, and litter control activities. The Deputy County Administrator for Community Development reports to the County Administrator with associated tasks as assigned.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	207,074	207,307	207,049	-258	205,505
Operating Costs	10,488	19,650	21,050	1,400	20,550
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>217,562</b>	<b>226,957</b>	<b>228,099</b>	<b>1,142</b>	<b>226,055</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>217,562</b>	<b>226,957</b>	<b>228,099</b>	<b>1,142</b>	<b>226,055</b>
Full-time Positions	2.0	2.0	2.0	.0	2.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs. The operating budget reflects increases in travel and training, leased equipment and telecommunications and a decrease in advertising. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.

AGENCY  
PRIMARILY  
SUPPORTS



**AGENCY GOALS AND OBJECTIVES**

- Foster an environment of collaboration between County agencies to ensure quality development while preserving and enhancing the County’s natural and man-made assets.
- Cultivate an environment of friendly customer and citizen service.
- Continue to work towards implementing a Customer Service Permit Center.
- Work to improve Department reporting capabilities utilizing GIS and other digital technology.
- Continue to work towards completion of digitizing documents.

**PERFORMANCE MEASURES**

<b>Name Of Measure:</b>	<b>FY2014 Actual</b>	<b>FY2015 Target</b>	<b>FY2016 Target</b>
Rewrite Department wide application forms to be more user friendly, compatible with new County website, and allow for digital input	N/A	5	15
Write new or revise outdated policies & procedures that clarify ordinances and enhance customer service	26	20	15
Percent of responses from Citizen & Community Feedback Form	17%	20%	20%
Achieve a satisfaction rate of 4.5 or higher on Citizen & Community Feedback Form	4.85	5.0	5.0

**AGENCY HIGHLIGHTS**

Over the past two years, the Community Development department has successfully implemented many of the Board of Supervisor’s recommended process improvements. The elimination of Planning Commission referral process for Conditional Use Permits & Rezoning applications and the changing of the Planning Commission’s meeting date has vastly improved the turn around time for the public hearing process.

In 2013, the Department implemented the Citizen Process Improvement & Service Quality Feedback Form for use in house and on the website. Since the implementation, the Department has received over 125 returned cards with beneficial feedback from citizens and customers.

The Department continued the Board of Supervisors Strategic Planning Goal No. 1 to provide efficient, effective, and transparent government by assisting in the implementation of a new agenda management software tool. Citizens now have easier access to both Board of Supervisor and Planning Commission agenda packets and minutes through the County website.

In a continued effort to provide transparency and enhance customer service, the Department has amended or written over twenty policies and standard operating procedures and plans to continue the effort into the coming fiscal year.

**FUTURE OUTLOOK**

As the County continues to grow, the demand for services will increase. This will affect every department within Community Development. Board initiatives such as multi-family zoning districts, Economic Development incentives and state mandates such as Stormwater Management and water quality will stretch staff’s already limited time and resources even further.

Current staff retention is essential to daily operations.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

81000	<b>COMMUNITY DEVELOPMENT ADMN</b>				
		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME	151,011	153,276	155,575	155,575
	<b>Total Personnel</b>	<b>151,011</b>	<b>153,276</b>	<b>155,575</b>	<b>155,575</b>
2001	FICA	11,171	11,725	11,902	11,902
2002	VRS	19,073	15,877	15,915	12,911
2005	GROUP HEALTH	22,101	22,464	19,633	21,093
2006	GROUP LIFE	1,797	1,824	1,851	1,851
2010	WORKMAN'S COMPENSATION	1,921	2,141	2,173	2,173
	<b>Total Fringe Benefits</b>	<b>56,063</b>	<b>54,031</b>	<b>51,474</b>	<b>49,930</b>
3002	PROFESSIONAL SERVICES <i>Various projects that may require engineering or design work outside of Staff's expertise.</i>	2,245	10,000	10,000	10,000
3006	PRINTING & BINDING	191	500	500	500
3007	ADVERTISING	0	1,000	500	500
	<b>Total Professional Services</b>	<b>2,436</b>	<b>11,500</b>	<b>11,000</b>	<b>11,000</b>
5201	POSTAGE	299	400	400	400
5203	TELECOMMUNICATIONS	1,605	1,000	1,600	1,600
5401	OFFICE SUPPLIES	574	750	750	750
5411	BOOKS & SUBSCRIPTIONS	0	100	100	100
5413	OPERATING SUPPLIES	152	0	0	0
5475	COMPUTER EQUIPMENT - NON CAPITAL	0	200	200	200
5480	FURNITURE & FIXTURES- NON CAPITAL	0	300	300	300
5501	TRAVEL-MILEAGE	7	100	100	100
5504	TRAVEL - EDUCATION/TRAINING <i>Travel for required VAZO certification, Rural Planning Caucus, and VLGMA conference for Deputy County Administrator</i>	598	400	1,200	1,200
5507	EDUCATION/TRAINING <i>Registration fees required for VAZO certification, Rural Planning Caucus and VLGMA for Deputy County Administrator. FY2016 includes funding for team building skills &amp; training</i>	590	1,200	1,700	1,200
5801	DUES & MEMBERSHIPS <i>Required VAZO and VLGMA membership</i>	105	200	200	200
	<b>Total Operating Cost</b>	<b>3,930</b>	<b>4,650</b>	<b>6,550</b>	<b>6,050</b>
8001	LEASE/RENT- EQUIPMENT <i>Copier Lease</i>	3,957	3,500	3,500	3,500
8005	LEASE-POSTAGE METER	165	0		
	<b>Total</b>	<b>4,122</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
	<b>TOTAL</b>	<b>217,562</b>	<b>226,957</b>	<b>228,099</b>	<b>226,055</b>



**ECONOMIC DEVELOPMENT**

**DESCRIPTION AND FUNCTION**

The Department of Economic Development promotes business attraction and retention in Goochland County, and provides staff support to the Economic Development Authority.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	128,658	128,150	131,449	3,299	127,961
Operating Costs	15,837	72,000	64,000	-8,000	64,000
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>144,495</b>	<b>200,150</b>	<b>195,449</b>	<b>-4,701</b>	<b>191,961</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>144,495</b>	<b>200,150</b>	<b>195,449</b>	<b>-4,701</b>	<b>191,961</b>
Full-time Positions	1.0	1.0	1.0	.0	1.0
Part-time Positions	.0	.0	.0	.0	1.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budget for FY2016 reflects current staff salaries and changes in fringe benefit costs. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character. ✓
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.

**FUTURE OUTLOOK**



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

With the establishment of the Economic Development Department, the County hopes to see improved business relationships with existing businesses and new commercial development coming into the County. Additional staff and operating expenses will be required to meet the demands of the department. In addition, funding for regional marketing efforts may be requested once deemed appropriate.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

81050	<b>ECONOMIC DEVELOPMENT</b>				
		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARY-FULL TIME	94,724	96,425	97,871	97,871
	<b>Total Personnel</b>	<b>94,724</b>	<b>96,425</b>	<b>97,871</b>	<b>97,871</b>
2001	FICA	6,740	7,378	7,489	7,489
2002	VRS	11,964	9,988	10,012	6,625
2005	GROUP HEALTH	12,573	11,444	13,119	13,018
2006	GROUP LIFE	1,127	1,131	1,164	1,164
2010	WORKMAN'S COMP	1,530	1,784	1,794	1,794
	<b>Total Fringe Benefits</b>	<b>33,934</b>	<b>31,725</b>	<b>33,578</b>	<b>30,090</b>
3002	PROFESSIONAL SERVICE <i>Economic Development Authority Compensation Services outside of staff expertise</i>	0	10,000	2,500	2,500
3004	REPAIR & LABOR	59	500	500	500
3005	CONTRACTED SERVICES	650	1,000	1,000	1,000
3006	PRINTING & BINDING <i>Printing of literature and promotional handouts; Community Profile for prospects.</i>	221	1,000	1,000	1,000
3007	ADVERTISING	0	500	0	0
3050	MARKETING & PROMOTION <i>Travel, Marketing, and Promotion to encourage economic growth in the County</i>	2,714	40,000	40,000	40,000
	<b>Total Professional Services</b>	<b>3,644</b>	<b>53,000</b>	<b>45,000</b>	<b>45,000</b>
5101	ELECTRICITY	209	0	0	0
5201	POSTAGE <i>Proposal Packages, RFI Packages</i>	0	1,000	500	500
5203	TELECOMMUNICATION <i>Phone, and Tablet wi-fi</i>	597	1,000	1,000	1,000
5401	OFFICE SUPPLIES	1,081	2,500	1,500	1,500
5402	OFFICE EQUIPMENT	0	500	500	500
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	31	0	0	0
5411	BOOKS & SUBSCRIPTIONS <i>Trade magazines, Daily Papers</i>	1,430	1,000	1,000	1,000
5413	OPERATING SUPPLIES	640	0	0	0
5475	COMPUTER EQUIPMENT-NON-CAPITAL	1,589	1,000	1,000	1,000
5501	TRAVEL- MILEAGE	670	2,000	2,000	2,000
5502	MEALS/FOOD OTHER THAN TRAINING <i>Meals/food for prospects, presentations, meetings</i>	1,019	1,000	2,000	2,000
5504	TRAVEL-EDUCATION/TRAINING	1,815	2,000	2,000	2,000
5505	ECON DEVELOPMENT MARKETING	44	0	0	0
5507	EDUCATION/TRAINING F/R CERT-RECERTS	385	3,500	3,500	3,500
5801	DUES & MEMBERSHIP	1,215	2,000	2,000	2,000



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

Econ. Dev Associations, Real Estate Associations					
6008	<b>Total Operating Cost</b>	<b>10,724</b>	<b>17,500</b>	<b>17,000</b>	<b>17,000</b>
	FUEL	1,469	1,500	2,000	2,000
	<b>Total Operating - Fuel</b>	<b>1,469</b>	<b>1,500</b>	<b>2,000</b>	<b>2,000</b>
	<b>TOTAL</b>	<b>144,495</b>	<b>200,150</b>	<b>195,449</b>	<b>191,961</b>



**ENVIRONMENTAL & LAND DEV. REVIEW**

**DESCRIPTION AND FUNCTION**

The Environmental & Land Development Review Department provides engineering expertise to all County departments, agencies, and to the citizens in all matters related to site development. The primary responsibilities include administration, review and issuance of all Plans of Development (POD), Land Disturbance Permits (LDP) and Stormwater Permits (VSMP- effective 7/1/2015); coordinating review of development proposals; and assisting staff and citizens with environmental concerns/questions such as FEMA flood plain, wetlands, drainage problems and Biosolid applications. In cooperation with the Building Inspection Department, the building inspectors are responsible for the six required landmark residential inspections that correspond to required building inspections. All the required Commercial Erosion and Sediment Control, POD inspections, stormwater inspections, annual maintenance compliance and outreach for these programs are done by this department.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	150,970	234,430	241,626	7,196	241,935
Operating Costs	6,308	14,060	13,860	-200	12,360
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>157,278</b>	<b>248,490</b>	<b>255,486</b>	<b>6,996</b>	<b>254,295</b>
Revenues	49,500	37,000	41,000	4,000	41,000
<b>Net County Funds</b>	<b>107,778</b>	<b>211,490</b>	<b>214,486</b>	<b>2,996</b>	<b>213,295</b>
Full-time Positions	2.0	3.0	3.0	.0	3.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character. ✓
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.

**AGENCY GOALS AND OBJECTIVES**

- Promote and facilitate development in the County by maintaining a quick and efficient Plan of Development process.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

- Protect the County's natural resources by ensuring development in the County is done in compliance with the States programs for Erosion and Sediment Control and Stormwater Management.
- Encourage and promote communication, cooperation and coordination between agencies reviewing plans as part of the Plan of Development process to assist citizens and developers in obtaining the required approvals which allows them to operate their business in Goochland County and to ensure construction and development occurring in the County meets all applicable regulations.
- Provide engineering support to other County agencies.

### PERFORMANCE MEASURES

Name Of Measure:	FY2014 Actual	FY2015 Target	FY2016 Target
Complete plan review within 45 days of receipt of complete application (County & State requirement)	17	45	45
Number of Inspections per inspector per day by Environmental staff	4.95	5	5
Percent of erosion and sediment complaints investigated within 48 hours of receipt	100%	100%	100%

### AGENCY HIGHLIGHTS

Over the past year, the department has issued 16 POD and 15 LDP. The department has seen both residential and commercial developments built in 2014. For example, only 18 lots remain at the Parke at Saddlecreek and 6 of the 9 multifamily buildings in the Retreat at WestCreek remain to be built. Medarva medical office building is currently under construction and the County's first McDonald's is completed. The department assisted in organizing the paving of the roads in Midpoint Industrial park. Wilkes Ridge Parkway, a new road leading into WestCreek was also completed. The department also assisted the Rural Economic Development Committee in implementing a Rural POD Process to streamline the POD process for rural agricultural uses.

### FUTURE OUTLOOK

Staff is beginning to see an increase in Construction activity in the County. Sales in the latest residential subdivision have exceeded all expectations and staff is seeing a continuing interest in new development proposed in West Creek. New residential development is continuing with projects such Swanson Ridge subdivision approved along Hockett Road, Parkside Village along Pouncey Tract Road and several new sections of Kinloch. Further, 85 Plans of Development and Land Disturbance Plans are already approved and ready to start construction and there are another 34 projects currently active in the POD/LDP review process. With the implementation of the VSMP program at the local level, Staff will need to re-evaluate additional program needs as staff gains experience in the operational aspects of this program.



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

81030 ENVIRONMENTAL & LAND DEV. REVIEW		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1001	SALARIES-FULL TIME FY15 Reflects the addition of the Stormwater Plan Review Engineer position.	107,866	168,771	175,391	175,391
	<b>Total Personnel</b>	<b>107,866</b>	<b>168,771</b>	<b>175,391</b>	<b>175,391</b>
2001	FICA	7,521	12,911	13,417	13,417
2002	VRS	13,623	17,483	17,942	16,052
2005	GROUP HEALTH	18,798	30,148	29,575	31,774
2006	GROUP LIFE	1,284	2,008	2,087	2,087
2010	WORKMAN'S COMPENSATION	1,878	3,109	3,214	3,214
	<b>Total Fringe Benefits</b>	<b>43,104</b>	<b>65,659</b>	<b>66,235</b>	<b>66,544</b>
3004	REPAIR & MAINTENANCE	40	500	500	500
3006	PRINTING & BINDING Changes reflect projected increased costs to print new forms and instructional materials related to Stormwater Program.	475	300	600	600
	<b>Total Professional Services</b>	<b>515</b>	<b>800</b>	<b>1,100</b>	<b>1,100</b>
5201	POSTAGE Costs increased to reflect projected cost to mail informational material on Stormwater program to citizens.	300	300	500	500
5203	TELECOMMUNICATIONS	839	1,000	1,000	1,000
5401	OFFICE SUPPLIES Costs increased to reflect projected costs associated with implementation of Stormwater program.	1,177	1,100	1,300	1,300
5408	VEHICLES-POWERED EQUIPMENT SUPPLIES	84	0	300	300
5410	UNIFORM & WEARING APPAREL Increase reflects costs associated with new stormwater plan reviewer.	0	800	800	800
5411	BOOKS & SUBSCRIPTIONS	0	400	400	400
5413	OPERATING SUPPLIES	0	400	600	600
5475	COMPUTER EQUIPMENT-NON CAPITAL	15	4,500	500	500
5501	TRAVEL- MILEAGE Changes reflect increase travel cost to attend required training for certification and re-certification.	88	500	600	600



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

5504	TRAVEL- EDUCATION/TRAINING Additional funds are needed to attend required training for certification and re-certification programs for new Stormwater program. This training is for inspectors, plan reviewers and program administrators. The certifications for the Erosion and Stormwater programs are valid for 3 years. To retain your certification, individuals are required to attend various training sessions held across the state that require travel.	120	500	1,200	1,200
5507	EDUCATION/TRAINING-TUITION & REGIST Additional funds are needed as State has begun charging for required training for certification and re-certification programs that were previously provided at no charge.	1,430	700	2,400	900
5801	DUES AND MEMBERSHIP	90	0	100	100
<b>Total Operating Cost</b>		<b>4,143</b>	<b>10,200</b>	<b>9,700</b>	<b>8,200</b>
6008	FUEL	1,590	3,000	3,000	3,000
<b>Total Operating - Fuel</b>		<b>1,590</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
8005	LEASE- POSTAGE METER	60	60	60	60
<b>Total</b>		<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>
<b>TOTAL</b>		<b>157,278</b>	<b>248,490</b>	<b>255,486</b>	<b>254,295</b>



**EXTENSION PROGRAM**

**DESCRIPTION AND FUNCTION**

The Goochland County office of the Virginia Cooperative Extension is the local connection to Virginia's land-grant universities, Virginia Tech and Virginia State University. Through educational programs based on research and developed with input from local stakeholders, staff help the citizens of Goochland County improve their lives through programs in Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, and Community Viability.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	16,659	19,377	19,377	0	19,377
Operating Costs	32,665	35,574	35,532	-42	35,532
Capital	0	0	0	0	0
<b>Expenditures</b>	<b>49,324</b>	<b>54,951</b>	<b>54,909</b>	<b>-42</b>	<b>54,909</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>49,324</b>	<b>54,951</b>	<b>54,909</b>	<b>-42</b>	<b>54,909</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	1.0	1.0	1.0	.0	1.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budgets for FY2016 and FY2017 reflect current salaries and changes in fringe benefit costs.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence. ✓
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character. ✓
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health. ✓
- 5 Positive work environment with a highly qualified, diverse workforce.

**AGENCY GOALS AND OBJECTIVES**

- Continue to evaluate, develop, and implement services and programs that meet citizen demands while efficiently utilizing resources.
- Continue to work cooperatively and support Goochland County centric events such as Field Days of the Past.
- Work with Parks, Recreation and Facilities in the development and implementation of the Department's Customer Service Excellence team.



**PERFORMANCE MEASURES**

<b>Name Of Measure:</b>	<b>FY2014 Actual</b>	<b>FY2015 Target</b>	<b>FY2016 Target</b>
Citizen Uses/Department Reach	57,975	58,000	59,000
Volunteer Hours	27,398	27,000	27,000
4-H Participants	2,578	2,500	2,500

**AGENCY HIGHLIGHTS**

The Goochland County branch of the Virginia Cooperative Extension served an estimated 54,162 individuals during fiscal year 2014. Among those served, 3,188 were program participants, 1,300 walk in clientele, 1,674 in school participants, and approximately 48,000 people impacted through Extension special event participation.

**FUTURE OUTLOOK**

The Virginia Cooperative Extension of Goochland County provides a vast array of programs and services to County residents. Demand for programming and services by the community as well as the school system have been increasing. Current resources are utilized to their fullest extent by Extension staff.

Current Extension staff, excluding the Unit Coordinator, 4-H Agent, are primarily working with adult oriented services and resources whereas the largest areas of growth are for ages 5-19. Additional part time staff will be needed to assist with meeting the demands of this particular age group.

The Virginia Cooperative Extension may request an additional shared Goochland/Powhatan staff member to meet the needs of Family Consumer Sciences. A 1/6th share of salaries and fringes would be requested. This is not expected until after 2015.



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

83010 EXTENSION PROGRAM		ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
1003	SALARIES-PART TIME	15,503	18,000	18,000	18,000
	<b>Total Personnel</b>	<b>15,503</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
2001	FICA	1,156	1,377	1,377	1,377
	<b>Total Fringe Benefits</b>	<b>1,156</b>	<b>1,377</b>	<b>1,377</b>	<b>1,377</b>
3004	REPAIRS & MAINTENANCE-LABOR Expenses related to maintaining the County passenger van. Includes all oil changes, inspections, tire replacement, etc.	119	700	700	700
3012	EMPLOYMENT BACKGROUND CHECKS Estimated expense. Background checks conducted on all volunteers per requirement by Virginia Tech University.	0	400	400	400
	<b>Total Professional Services</b>	<b>119</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>
5203	TELECOMMUNICATIONS Estimated expense that varies upon actual usage. Expenditure related to all telephone services located within the Extension building. No cell phones funded in this line.	1,929	1,600	1,600	1,600
5401	OFFICE SUPPLIES Estimated expense based upon previous fiscal year expenditures.	1,455	1,750	1,750	1,750
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	63	0	0	0
5504	TRAVEL- EDUCATION/TRAINING	10	600	600	600
5604	CONTRIBUTIONS County contributions to salaried Extension staff.  County provides 1/3 of the salary as well as a portion of the fringes for the Unit Coordinator, 4-H agent. The County provides 1/6 of the salary and a portion of the fringes for the Extension Agent for Agriculture, Natural Resources, and Animal Sciences. Chesterfield County provides the other 1/6th of the salary for this position.	27,760	28,974	28,932	28,932
5800	4-H CENTER County donation to the 4-H Center located in Jamestown, VA. Youth from Goochland annually attend this camp and benefit from the donation.	500	500	500	500
5801	DUES & MEMBERSHIPS Includes professional associations related to national and state level 4-H as well as office staff.	445	300	300	300
	<b>Total Operating Cost</b>	<b>32,162</b>	<b>33,724</b>	<b>33,682</b>	<b>33,682</b>
6008	FUEL	384	750	750	750



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

Fuel associated with the use of the Extension office passenger van. Van is utilized to transport volunteers, campers, and staff. Slight decrease due to previous year's averages.

<b>Total Operating - Fuel</b>	<b>384</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>TOTAL</b>	<b>49,324</b>	<b>54,951</b>	<b>54,909</b>	<b>54,909</b>



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

**PAYMENTS TO EDA**

**DESCRIPTION AND FUNCTION**

This budget consists of payments made to the Economic Development Authority (EDA) component unit. The two primary payments include: \$25,000 in annual reimbursements to the EDA as related to a 2010 Performance Agreement that involving water infrastructure incentives; and an annual reimbursement grant to Capital One Bank as related to a 2001 Performance Agreement.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	0	0	0	0	0
Operating Costs	0	0	0	0	0
Capital	338,898	195,000	200,000	5,000	200,000
<b>Expenditures</b>	<b>338,898</b>	<b>195,000</b>	<b>200,000</b>	<b>5,000</b>	<b>200,000</b>
Revenues	0	0	0	0	
<b>Net County Funds</b>	<b>338,898</b>	<b>195,000</b>	<b>200,000</b>	<b>5,000</b>	<b>200,000</b>
Full Time	.0	.0	.0	.0	.0
Part Time	.0	.0	.0	.0	.0

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character. ✓
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

81500	<b>PAYMENTS TO EDA</b>				
		<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>PROJECTED FY2017</b>
9065	TRANSFER TO ECONOMIC DEVELOPMENT	179,587	25,000	25,000	25,000
9080	TRANSFER TO CAPITAL ONE	159,311	170,000	175,000	175,000
<b>Total</b>		<b>338,898</b>	<b>195,000</b>	<b>200,000</b>	<b>200,000</b>
<b>TOTAL</b>		<b>338,898</b>	<b>195,000</b>	<b>200,000</b>	<b>200,000</b>



**PLANNING**

**DESCRIPTION AND FUNCTION**

The Planning Office provides professional guidance and technical support to the Board of Supervisors, Planning Commission, Design Review Committee, Board of Zoning Appeals, County Administration, and general public on land development activities and on land use, transportation, environmental, and long-range planning matters. Staff administers the County's zoning and subdivision ordinances including code enforcement and development applications including Rezoning, Conditional Use Permit, Subdivision, Certificate of Approval, Variance, and Ordinance Amendment. Staff reviews plans of development, building permits, and sign permits for Code compliance. Staff oversees development and implementation of the comprehensive plan, transportation plans, and small area studies. The office also facilitates economic development and carries out grant solicitation and administration, demographic analysis, historic resource protection, regional planning, regional transportation planning, rural planning, litter and recycling programs, and environmental planning activities.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE	
				FY2016	PROJECTED FY2017
Personnel	331,759	339,858	357,733	17,875	356,069
Operating Costs	131,064	124,650	150,950	26,300	155,150
Capital	5,803	7,500	7,500	0	7,500
<b>Expenditures</b>	<b>468,626</b>	<b>472,008</b>	<b>516,183</b>	<b>44,175</b>	<b>518,719</b>
Revenues	102,615	66,000	76,000	10,000	76,000
<b>Net County Funds</b>	<b>366,011</b>	<b>406,008</b>	<b>440,183</b>	<b>34,175</b>	<b>442,719</b>
Full-time Positions	4.0	4.0	4.0	.0	4.0
Part-time Positions	1.0	1.0	1.0	.0	1.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The personnel budgets for FY2016 and FY2017 reflect current staff salaries and changes in fringe benefit costs.

**FY2016**

The operating budget reflects increases in most areas, notably in professional services to allow for a comprehensive Zoning & Subdivision rewrite, printing & binding for the Comprehensive Plan revision, and travel & training for Planning Commission, Board of Zoning Appeals, and staff. It also includes funds for the purchase of tablets for the Planning Commission to electronically access agenda packets. The Litter Control / Goochland Anti-Litter Recycling Committee (GARC) is a grant funded operation. The County receives grants from the State Department of Environmental Quality to operate the program. In an effort to reduce the number of accounts, the GARC budget was added to the Planning budget.

**FY2017**

The operating budget includes increases in computer and furniture to accommodate the new position. The Board of Supervisors amended this budget to include personnel funding related to performance-based 1.5% salary increases and reflect fringe benefit savings for group health and retirement costs.



AGENCY  
PRIMARILY  
SUPPORTS

**COUNTY STRATEGIC GOALS**

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.



**AGENCY GOALS AND OBJECTIVES**

- To administer the County's zoning and subdivision ordinances and provide professional guidance and technical support to the Board of Supervisors, Planning Commission, Design Review Committee, Board of Zoning Appeals, County Administration, and general public on land development activities, land use, transportation, environmental, and long-range planning matters.
- Continue to work to improve citizen notification and involvement in public hearing processes
- Rewrite Zoning and Subdivision Ordinances to be consistent with the Comprehensive Plan and to be more customer and user friendly
- Continue to improve Planning and Zoning Department technical capabilities and customer service utilizing GIS and Digital technology

**PERFORMANCE MEASURES**

Name Of Measure:	FY2014 Actual	FY2015 Target	FY2016 Target
Complete Zoning and CUP digitization for greater citizen access	0	Ongoing	Zoning
Conduct field investigation of zoning complaints in 48 hours (in %)	85%	100%	100%
Rewrite Zoning and Subdivision Ordinances	0	0	50%
Complete Rezoning and CUP process within 120 days (start = application date)	73 days	120 days	120 days

**AGENCY HIGHLIGHTS**

This past year, the Planning Staff has been working on updating the County's Comprehensive Plan. One of the major goals of the update is to make the plan simpler and more user friendly which is consistent with the Board's Strategic Plan Goal of customer service excellence. In addition, the guiding principle of the 2035 Comprehensive Plan is balanced development and preserving rural character which is consistent with Goal # 2 of the County's Strategic Plan.

Planning Staff also participated in the Rural Economic Development Committee (REDC). Planning staff benchmarked ordinances of other agricultural counties and also added a Rural Strategies section to the Comprehensive Plan to support agri-businesses. Numerous short term and long term strategies were identified and planning staff has prepared a number of ordinance amendments for implementation.

The Department collaborated with other County and semi-public agencies on several projects. Notably, staff worked with Parks and Recreation and Friends of Goochland Parks (FOGP) to develop interpretive signage, butterfly garden, and environmental events at Tucker Park and also teamed with James River Association, FOGP, and James River Master Naturalists to monitor bacteria in the James River.

In 2014, Planning Staff reviewed 15 zoning and CUP cases, 434 permits, 25 subdivision reviews, 113 business license reviews.

**FUTURE OUTLOOK**



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

There are two external forces which will continue to impact Planning staff resources in the foreseeable future:

- 1) As the economy continues to recover, development activity will increase.
- 3) VDoT continues to devolve administration of the secondary roadway system and is looking to the County to locally administer projects including Rural Addition, Traffic Enhancement, Access Grant, and Revenue Share funded projects.

There are two internal forces which may continue to impact Planning staff resources in the foreseeable future:

- 1) There is a continuing need to review and update Zoning and Subdivision ordinances and long range plans.

- 2) The County is undertaking initiatives such as the Multi-family Residential/Mixed Use Development ordinance amendments to promote new types of development in the County. In addition to expanding Planning Office responsibilities, these will require an increased level of coordination with other County agencies.

Planning staff resources will be challenged to: 1) adopt and administer any new State initiatives, 2) manage increased development activities, 3) continue to solicit grant funding for the County and provide skilled project management, 4) undertake long range planning activities, and 5) administer County initiatives.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

81010	<b>PLANNING</b>				
		<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>PROJECTED FY2017</b>
1001	SALARIES-FULL TIME <i>FY2016 - reflective of current staff salaries, Environmental Planner position was moved to part time and Senior Planner position was added to the budget during FY2014.</i>	226,523	224,170	238,347	238,347
1003	SALARIES - PART TIME <i>Reflects the Environmental Planner position at an average of 20 hours per week.</i>	15,041	27,446	27,446	27,446
	<b>Total Personnel</b>	<b>241,564</b>	<b>251,616</b>	<b>265,793</b>	<b>265,793</b>
2001	FICA	17,207	19,248	20,333	20,333
2002	VRS	28,492	23,220	24,383	19,781
2005	GROUP HEALTH	38,286	38,496	39,517	42,455
2006	GROUP LIFE	2,684	2,667	2,836	2,836
2010	WORKMAN'S COMPENSATION	3,526	4,611	4,871	4,871
	<b>Total Fringe Benefits</b>	<b>90,195</b>	<b>88,242</b>	<b>91,940</b>	<b>90,276</b>
3002	PROFESSIONAL SERVICES <i>\$9,600 - Planning Commission stipend \$900 - Design Review Committee stipend \$750 - Board of Zoning Appeals stipend \$11,250 - Total \$10,000 added to both FY2016 &amp; FY2017 for Zoning &amp; Subdivision rewrite professional expertise.</i>	8,900	11,250	21,250	21,250
3004	REPAIRS & MAINTENANCE-LABOR	36	200	200	200
3006	PRINTING & BINDING <i>FY2016 - Reflects increase for Comprehensive Plan Update</i>	1,729	2,500	4,000	2,000
3007	ADVERTISING <i>Legal advertising requirements for Planning Commission &amp; Plan updates. FY2017 - Reflects increase for advertisement of new position</i>	6,273	7,000	7,000	7,500
3012	EMPLOYEE BACKGROUND CHECK	37	0		
3013	CONTRACTED HAULING <i>Curbside Recycling program, the cost is fully offset by revenues.</i>	29,281	31,300	31,300	31,300
3020	CLOSED LANDFILL-ENVIRONMENTAL <i>DEQ ground water &amp; methane monitoring &amp; reporting requirements for closed landfill. This expenditure was previously shown in numerous lines throughout the budget, but was consolidated into one line in FY-13. FY17 increase reflects closure of Groundwater monitoring. Methane gas monitoring will continue.</i>	64,979	60,000	60,000	70,000
	<b>Total Professional Services</b>	<b>111,235</b>	<b>112,250</b>	<b>123,750</b>	<b>132,250</b>
5101	ELECTRIC SERVICE <i>Electric Service for closed landfill monitoring</i>	3,007	0	3,000	3,000
5201	POSTAGE	1,000	1,000	1,200	1,200
5203	TELECOMMUNICATIONS	2,193	1,500	2,000	2,000



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

5401	OFFICE SUPPLIES Increase reflects cost of toner for two printers	2,415	1,500	2,500	2,500
5408	VEHICLE-POWERED EQUIPMENT SUPPLIES	481	1,000	500	500
5410	UNIFORM & APPAREL	0	0	500	500
5411	BOOKS & SUBSCRIPTIONS	211	100	200	200
5413	ZONING SIGNS	2,495	0	1,000	1,000
5475	COMPUTER EQUIPMENT- NON CAPITAL FY-2016 Reflects costs for tablets for Planning Commission FY-2017 Reflects increase for new position	1,984	500	6,000	2,000
5480	FURNITURE & FIXTURE NON-CAPITAL FY2017 - Reflects increase for new position	0	100	100	300
5501	TRAVEL- MILEAGE Planning Commission = \$600 Design Review Committee = \$250 Board of Zoning Appeals = \$250 Required Employee Training = \$400 Total = \$1,500	859	1,500	1,500	1,500
5502	MEALS/FOOD- OTHER THAN TRAINING	931	400	1,000	1,000
5504	TRAVEL- EDUCATION/TRAINING Required Training for Zoning Administrator & Zoning Compliance Officer, also includes training for Planning Commission and Board of Zoning Appeals, and AICP training for Senior Planner.	851	1,200	2,500	2,500
5507	EDUCATION/TRAINING - REG & TUITION Required Virginia Association of Zoning Officials (VAZO) training for Zoning Administrator and Zoning Compliance Officer, also allows for Planning Commission and Board of Zoning Appeals training, and AICP certification for Senior Planner.	1,675	1,500	3,000	2,500
5801	DUES & MEMBERSHIPS Required dues for Zoning Administrator & Zoning Compliance Officer to VAZO and membership to the American Planning Association (APA)for Principal and Senior Planners and AICP dues for Senior Planner.	360	400	500	500
	<b>Total Operating Cost</b>	<b>18,461</b>	<b>10,700</b>	<b>25,500</b>	<b>21,200</b>
6008	FUEL	1,188	1,500	1,500	1,500
	<b>Total Operating - Fuel</b>	<b>1,188</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
8005	LEASE-POSTAGE METER	180	200	200	200
	<b>Total</b>	<b>180</b>	<b>200</b>	<b>200</b>	<b>200</b>
9010	LITTER CONTROL GRANT Anti-Litter Grant, the cost is fully offset by Grant	5,803	7,500	7,500	7,500
	<b>Total</b>	<b>5,803</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
	<b>TOTAL</b>	<b>468,626</b>	<b>472,008</b>	<b>516,183</b>	<b>518,719</b>





## **Debt Service & Other**

**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

**COUNTYWIDE**

**DESCRIPTION AND FUNCTION**

The budget for Countywide expenditures includes budgetary appropriations that aren't specific to any County department.

**FINANCIAL DATA**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>INCREASE OR DECREASE FY2016</b>	<b>PROJECTED FY2017</b>
Personnel	23,763	98,000	110,000	12,000	105,000
Operating Costs	165,177	203,718	219,018	15,300	219,018
Capital	0	550,000	130,000	-420,000	130,000
<b>Expenditures</b>	<b>188,940</b>	<b>851,718</b>	<b>459,018</b>	<b>-392,700</b>	<b>454,018</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>188,940</b>	<b>851,718</b>	<b>459,018</b>	<b>-392,700</b>	<b>454,018</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The FY2016 Countywide budget includes \$68,000 for County employee compensation and a decrease in the reserve for contingencies from \$550,000 to \$130,000.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.
- 5 Positive work environment with a highly qualified, diverse workforce.



**Goochland County, Virginia - Adopted Budget - FY 2016 - 2017**

99000	<b>COUNTYWIDE</b>				
		<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>PROJECTED FY2017</b>
1008	UNEMPLOYMENT BENEFITS	0	15,000	15,000	10,000
1009	EMPLOYEE COMPENSATION	0	56,000	68,000	68,000
	<b>Total Personnel</b>	<b>0</b>	<b>71,000</b>	<b>83,000</b>	<b>78,000</b>
2002	VRS	81	0	0	0
2005	RETIREEES-HEALTH CONTRIBUTION	23,274	27,000	27,000	27,000
2007	EMPLOYEE ASSISTANCE PROGRAM-EAP	408	0	0	0
	<b>Total Fringe Benefits</b>	<b>23,763</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
3002	PROFESSIONAL SERVICES	4,000	30,000	30,000	30,000
3012	EMPLOYMENT BACKGROUND CHECK	37	0	0	0
3015	BENEFITS CONSULTANT FEE	10,275	9,218	9,218	9,218
3113	EMPLOYEE DRUG TESTING	388	2,000	2,000	2,000
	<b>Total Professional Services</b>	<b>14,700</b>	<b>41,218</b>	<b>41,218</b>	<b>41,218</b>
5301	BOILER INSURANCE	4,132	4,500	4,300	4,300
5302	PROPERTY/INLAND MARINE INS	47,234	52,000	47,000	47,000
5305	MOTOR VEHICLE INS	48,874	50,000	70,000	70,000
5306	CRIME EXPOSURE	2,035	0	0	0
5307	PUBLIC OFFICIAL LIABILITY	8,355	10,000	10,000	10,000
5308	GENERAL LIABILITY	8,561	11,000	11,500	11,500
5311	LINE OF DUTY ACT PREMIUMS	30,515	35,000	35,000	35,000
5418	SAFETY SUPPLIES	771	0	0	0
	<b>Total Operating Cost</b>	<b>150,477</b>	<b>162,500</b>	<b>177,800</b>	<b>177,800</b>
7000	RESERVE FOR CONTINGENCIES	0	550,000	130,000	130,000
	<b>Total Capital</b>	<b>0</b>	<b>550,000</b>	<b>130,000</b>	<b>130,000</b>
	<b>TOTAL</b>	<b>188,940</b>	<b>851,718</b>	<b>459,018</b>	<b>454,018</b>



**DEBT SERVICE**

**DESCRIPTION AND FUNCTION**

The budget for Debt Service supports the County's annual payments toward long-term and short-term obligations for County and School facilities and reserves funds for future anticipated debt service. Debt service is funded by ongoing revenues of the general fund and reserves. In the Commonwealth of Virginia, there is no statutory limitation on the amount of general obligation debt the County may incur. The County has a debt policy that imposes limits on the amount of total debt and debt service the general fund can incur. The full version of the policy can be found in the Appendix of this document.

**FINANCIAL DATA**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	0	0	0	0	0
Operating Costs	0	0	0	0	0
Capital	2,826,296	2,847,021	3,143,664	296,643	3,624,621
<b>Expenditures</b>	<b>2,826,296</b>	<b>2,847,021</b>	<b>3,143,664</b>	<b>296,643</b>	<b>3,624,621</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>2,826,296</b>	<b>2,847,021</b>	<b>3,143,664</b>	<b>296,643</b>	<b>3,624,621</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

**EXPLANATION OF CHANGES FOR FY2016 AND FY2017**

The FY2016 budget reflects \$700,000 in new debt service as a reserve for a possible \$8.8 million debt issue related to the new Public Safety Radio project. In addition to the radio project, the capital improvement project program includes several other projects for which debt financing is anticipated. The debt service schedule that follows projects future debt service for those anticipated capital improvements.

**COUNTY STRATEGIC GOALS**

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

91030 DEBT SERVICE	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
9000 SCHOOLS DEBT SERVICE FY16 Principal = \$1,740,000 FY16 Interest = \$598,664 FY17 Principal = \$1,795,000 FY17 Interest = \$609,346	2,726,471	2,379,842	2,338,664	2,404,346
9004 ADMINISTRATIVE COST	0	3,000	3,000	3,000
9027 TOUGHBOOKS - PRINCIPAL	96,724	0	0	0
9028 TOUGHBOOKS - INTEREST	6,110	0	0	0
9036 CAD-PURCHASE EQUIPMENT-FMV Estimated debt service for mobile data terminal lease anticipated to be signed in Spring 2016.	-3,009	102,000	102,000	102,000
9040 NEW DEBT SERVICE FY16 Reserve for future radio project borrowing FY17 Estimated debt service for radio project borrowing	0	362,179	700,000	1,115,275
<b>Total</b>	<b>2,826,296</b>	<b>2,847,021</b>	<b>3,143,664</b>	<b>3,624,621</b>
<b>TOTAL</b>	<b>2,826,296</b>	<b>2,847,021</b>	<b>3,143,664</b>	<b>3,624,621</b>



## Debt Service Schedule

	<b><u>Adopted FY 2015</u></b>	<b><u>Projected FY 2016</u></b>
<b>Schools</b>		
High School - 1999A Series	\$1,510,441	\$1,512,909
6th & 7th Grade Wing - 2006 Series	867,401	823,755
New Debt Service on \$1.5M Allocation from FY2015		
New Debt Service on \$1.5M Allocation from FY2016		
New Debt Service on \$1.5M Allocation from FY2017		
New Debt Service on \$1.5M Allocation from FY2018		
New Debt Service on \$3M Allocation from FY2019		
New Debt Service on \$15M Allocation from FY2020		
School Debt Service - Administrative Fees	2,000	2,000
<b>Total</b>	<b>\$2,379,842</b>	<b>\$2,338,664</b>
<b>Public Safety</b>		
Radio Communications: \$5.8M in October 2015	\$0	
Radio Communications: \$3.0M in October 2015		
New Animal Shelter in FY2016: \$1.25M		
New Fire Station in FY2018: \$2.8M		
New Fire Station in FY2019: \$1.0M		
New Courts Building: \$1.0M in FY2019		
New Courts Building: \$5.0M in FY2020		
<b>Public Safety Total</b>	<b>\$0</b>	<b>\$0</b>
<b>Other County Projects</b>		
New Debt Service - budgeted expense, source for next year	\$362,179	\$700,000
Financial System \$1.65M in FY2017-FY2018		
County Projects - Administrative Fees	3,000	3,000
Computer Aided Dispatch Mobile Data Terminals	102,000	102,000
<b>Other County Projects Total</b>	<b>\$467,179</b>	<b>\$805,000</b>
<b>Grand Total - Debt Service [Includes New Debt]</b>	<b>\$2,847,021</b>	<b>\$3,143,664</b>
<b>Total General Fund Expenditures:</b>	<b>\$ 45,930,265</b>	<b>\$ 47,801,161</b>
<b>Total Debt Service as Percentage of General Fund</b>	<b>6.2%</b>	<b>6.6%</b>

*(Note: above figures exclude TCSD debt)*

*\*Note: Total GF Expenditures estimate reflects FY2016, and then 2.5% annual growth for future years  
Interest Rate Assumptions: 2.0% for 7-year through FY2017; 3.0% for 20-year through FY2017; additional 0.5% in future year new borrowings*

## Debt Service Schedule

<u>Projected FY 2017</u>	<u>Projected FY 2018</u>	<u>Projected FY 2019</u>	<u>Projected FY 2020</u>	<u>Projected FY 2021</u>
\$1,510,179	\$1,514,134	\$1,513,644	\$1,513,534	\$0
791,343	739,058	708,022	682,237	656,452
100,824	100,824	100,824	100,824	100,824
	100,824	100,824	100,824	100,824
			105,542	105,542
			105,542	105,542
			211,083	211,083
				1,055,416
2,000	2,000	2,000	2,000	2,000
<b>\$2,404,346</b>	<b>\$2,456,839</b>	<b>\$2,425,314</b>	<b>\$2,821,585</b>	<b>\$2,337,682</b>
\$651,740	\$651,740	\$651,740	\$651,740	\$651,740
463,536	463,536	463,536	463,536	463,536
	84,020	84,020	84,020	84,020
		197,011	197,011	197,011
			70,361	70,361
			70,361	70,361
				351,805
<b>\$1,115,276</b>	<b>\$1,199,295</b>	<b>\$1,396,306</b>	<b>\$1,537,029</b>	<b>\$1,888,834</b>
	102,372	259,867	259,867	259,867
3,000	3,000	3,000	3,000	3,000
102,000	102,000	102,000	102,000	102,000
<b>\$105,000</b>	<b>\$207,372</b>	<b>\$364,867</b>	<b>\$364,867</b>	<b>\$364,867</b>
<b>\$3,624,621</b>	<b>\$3,863,507</b>	<b>\$4,186,487</b>	<b>\$4,723,481</b>	<b>\$4,591,383</b>
<b>\$ 48,996,190</b>	<b>\$ 50,221,095</b>	<b>\$ 51,476,622</b>	<b>\$ 52,763,538</b>	<b>\$ 54,082,626</b>
<b>7.4%</b>	<b>7.7%</b>	<b>8.1%</b>	<b>9.0%</b>	<b>8.5%</b>

FUND TRANSFERS

DESCRIPTION AND FUNCTION

The budgets for Fund Transfers support transfers made from the County's general fund to other funds.

FINANCIAL DATA

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	INCREASE OR DECREASE FY2016	PROJECTED FY2017
Personnel	0	0	0	0	0
Operating Costs	0	0	0	0	0
Capital	21,016,546	23,166,878	22,650,415	-516,463	22,689,178
<b>Expenditures</b>	<b>21,016,546</b>	<b>23,166,878</b>	<b>22,650,415</b>	<b>-516,463</b>	<b>22,689,178</b>
Revenues	0	0	0	0	0
<b>Net County Funds</b>	<b>21,016,546</b>	<b>23,166,878</b>	<b>22,650,415</b>	<b>-516,463</b>	<b>22,689,178</b>
Full-time Positions	.0	.0	.0	.0	.0
Part-time Positions	.0	.0	.0	.0	.0

EXPLANATION OF CHANGES FOR FY2016 AND FY2017

The primary changes in the Fund Transfers for the FY2016 budget include:

- \* \$796,543 (4.1%) increase in the local transfer to Schools
- \* \$55,000 increase in local funding for Comprehensive Services for at-risk youth
- \* \$260,000 decrease in the transfer to Capital projects
- \* \$200,000 decrease in General Fund support of the Countywide Utility fund
- \* Removal of the transfer to TCSD Capital (which is offset by a change in revenues)

COUNTY STRATEGIC GOALS

AGENCY  
PRIMARILY  
SUPPORTS

- 1 Efficient, effective and transparent government; emphasis on customer service excellence.
- 2 Balanced development that contributes to the welfare of the community and preserves its rural character.
- 3 Excellence in Financial Management.
- 4 High quality core services including Education, Public Safety, and Community Health. 
- 5 Positive work environment with a highly qualified, diverse workforce.



## Goochland County, Virginia - Adopted Budget - FY 2016 - 2017

99010 <b>FUND TRANSFERS</b>	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>PROJECTED FY2017</b>
9003 TRANSFER TO CAPITAL PROJECTS	1,155,000	1,010,000	750,000	380,000
9023 TRANSFER TO SCHOOLS	17,907,866	19,463,457	20,260,000	20,710,000
9040 TRANSFER TO DSS	683,757	683,757	685,751	694,514
9047 TRANSFER TO CSA	409,923	649,664	704,664	704,664
9051 TRANSFER TO UTILITY	510,000	450,000	250,000	200,000
9055 TRANSFER TO TCSD CAPITAL	0	910,000	0	0
9056 TRANSFER TO UTILITY CAPITAL	350,000	0	0	0
<b>Total</b>	<b>21,016,546</b>	<b>23,166,878</b>	<b>22,650,415</b>	<b>22,689,178</b>
<b>TOTAL</b>	<b>21,016,546</b>	<b>23,166,878</b>	<b>22,650,415</b>	<b>22,689,178</b>





# Schools

## GOOCHLAND PUBLIC SCHOOLS

**Goochland County Public Schools** has five primary funds, with the Board of Supervisors adopting a budget for each fund in April based on the request and approval of the School Board, as well as the availability of local funds.

The School Board has a separate budget document that describes each of these funds in detail, with narrative descriptions, revenue and expenditure summaries, and line item amounts. The funds summarized in the following pages include:

- School Operating Fund (23)
- School Textbook Fund (24)
- School Grant Fund (25)
- School Cafeteria Fund (27)



**Goochland County, Virginia - Adopted Revenues For Fund: 23 - Schools - Operating**

	DESCRIPTION	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
<b>23</b>	OTHER -LOCAL MISC	103,807	181,601	181,601
	STATE FUNDS	6,221,665	6,353,127	6,353,127
	LOCAL	19,463,457	20,074,488	20,524,488
	<b>Total</b>	<b>25,788,929</b>	<b>26,609,216</b>	<b>27,059,216</b>

For complete details, go to <http://www.gln.d.k12.va.us/index/schoolboard/budget>



**Goochland County, Virginia - Adopted Expenditures For Fund: 23 - Schools - Operating**

DESCRIPTION		ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
<b>23</b>	INSTRUCTION	18,033,161	18,667,391	19,117,391
	ADMINISTRATION/ATTENDANCE/HEALTH	1,272,109	1,389,323	1,389,323
	TRANSPORTATION	2,289,204	2,366,291	2,366,291
	OPERATIONS & MAINTENANCE	2,464,789	2,475,315	2,475,315
	TECHNOLOGY	1,569,666	1,710,896	1,710,896
	CONTINGENCY RESERVE	160,000	0	0
<b>Total</b>		<b>25,788,929</b>	<b>26,609,216</b>	<b>27,059,216</b>



**Goochland County, Virginia - Adopted Revenues For Fund: 24 - Schools - Textbooks**

DESCRIPTION		ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
24	STATE FUNDS	46,378	46,378	46,378
	LOCAL	185,512	185,512	185,512
<b>Total</b>		<b>231,890</b>	<b>231,890</b>	<b>231,890</b>



**Goochland County, Virginia - Adopted Expenditures For Fund: 24 - Schools - Textbooks**

	DESCRIPTION	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
24	INSTRUCTION	231,890	231,890	231,890
	Total	231,890	231,890	231,890



**Goochland County, Virginia - Adopted Revenues For Fund: 25 - Schools - Grants**

	DESCRIPTION	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
25	FEDERAL	1,158,735	1,038,580	1,038,580
	Total	1,158,735	1,038,580	1,038,580



**Goochland County, Virginia - Adopted Expenditures For Fund: 25 - Schools - Grants**

		ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
25	DESCRIPTION			
	INSTRUCTION	1,158,735	1,038,580	1,038,580
	Total	1,158,735	1,038,580	1,038,580



**Goochland County, Virginia - Adopted Revenues For Fund: 27 - Schools - Cafeteria**

DESCRIPTION		ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
27	LOCAL	543,935	555,301	555,301
	STATE	9,817	9,784	9,784
	FEDERAL	435,609	447,115	447,115
Total		989,361	1,012,200	1,012,200



**Goochland County, Virginia - Adopted Expenditures For Fund: 27 - Schools - Cafeteria**

	<b>DESCRIPTION</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>PROJECTED FY2017</b>
<b>27</b>	SCHOOL FOOD SERVICE	989,361	1,012,200	1,012,200
	<b>Total</b>	<b>989,361</b>	<b>1,012,200</b>	<b>1,012,200</b>





# **Social Services**

## SOCIAL SERVICES

**Goochland Social Services** provides services ranging from protective services for children, aged and disabled to day care, foster care and adoption services. The agency administers the SNAP (formerly Food Stamp) program, Medicaid, Auxiliary grants, TANF and other financial and energy assistance programs.

The agency is the Administrator of the County's Community Action program. Goochland Community Action program provides assistance to income eligible residents with rent, mortgage, utility, medication, and medical supplies.

## PURCHASED SERVICES

---

**Adult Services**-The Adult Services Program assists elderly individuals or other adults who have an impairment and need services or support to enhance self-sufficiency and improve their quality of life. Services offered include companion services, assessments for adults entering or residing in assisted living facilities and screenings for adults entering nursing facilities or who need Medicaid-funded home and community-based waivers. Services are designed to help adults remain as independent as possible, preferably in their own home. The goal is to strengthen appropriate family and social supports and reduce the need for institutional placement.

**Adult Protective Services**-APS investigates reports of abuse, neglect, and exploitation of adults 60 years of age or older and incapacitated adults age 18 or older. If protective services are needed and accepted by the individual, social workers may arrange for a wide variety of services to stop the mistreatment or prevent further mistreatment. Services offered may include home-based care, adult day services, adult foster care, nutrition services and legal intervention in order to protect the adult. Services may also be arranged for individuals in emergency situations who lack the capacity to consent to services.

**Foster Care Services**-Once it is determined that a child must leave the family and go into foster care, services become available to them, which are designed to promote child safety and well-being within a nurturing, family environment. Prevention Services includes counseling for children and families, crisis intervention, providing basic needs such as food, furniture, clothing and shelter.

**Placement Services**-Foster Care involves placing a child with a foster family, group home, residential children's facility or an independent living arrangement.

**Independent Living program**-The Independent Living program is designed to help foster kids ages 14-21 to develop the skills necessary to transition from foster care to self-sufficiency. Personal development skills such as self-esteem, communication skills, decision-making, conflict resolution and anger management are emphasized.



---

## DAY CARE SERVICES

---

**Child Care**-This program provides funding to enhance the quality, affordability, and supply of child care available to families. Child care services are child-centered, family-focused services that support the family goals of economic self-sufficiency and child development by providing for the supervision, protection, and well-being of a child while the parent is participating in an approved activity. Policies and service strategies are designed to provide low-income families with the financial resources to find and afford quality child care for their children and to ensure that subsidy dollars are provided to the neediest families.

---

## PUBLIC ASSISTANCE

---

### Public Assistance Programs:

**Medicaid** - Medicaid makes direct payments to health care services providers for eligible low-income individuals and families who are unable to pay for needed medical services. Medicaid pays for a variety of medical services including prescription drugs; doctor visits, nursing facility care and hospital care.

**Temporary Assistance to Needy families (TANF)** - TANF provides income eligible families with temporary financial assistance.

**Supplemental Nutrition Assistance Program (Food Stamps)** - Food Stamps supplement the food budgets of low-income households to help assure needy persons an adequate diet. Eligibility is determined by financial need, household size, and non-financial criteria such as citizen status, student status and work registration.

**Auxiliary Grant Program** - The Auxiliary grant program provides financial assistance with the cost of room and board for eligible elderly, blind or disabled adults who reside in assisted living facilities.



**Goochland County, Virginia - Adopted Revenues For Fund: 40 - Social Services**

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
PUBLIC ASSISTANCE REFUNDS	231	0	0	0
<b>- TOTAL</b>	<b>231</b>	<b>0</b>	<b>0</b>	<b>0</b>
HEALTH INSURANCE RECOVERY	3,416	0	0	0
<b>- TOTAL</b>	<b>3,416</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PUBLIC ASSISTANCE</b>				
PUBLIC ASSISTANCE (STATE)	146,792	284,990	284,990	239,790
PURCHASED SERVICES (STATE)	5,706	6,748	6,748	7,765
DAY CARE SERVICES (STATE)	1,849	3,209	3,209	3,209
ADMIN/DIRECT SERVICE (STATE)	216,510	281,290	281,290	282,900
<b>PUBLIC ASSISTANCE - TOTAL</b>	<b>370,856</b>	<b>576,237</b>	<b>576,237</b>	<b>533,664</b>
<b>COMMUNITY ACTION</b>				
COMMUNITY ACTION	88,526	98,000	98,000	114,000
<p><small>This is an estimate of funds for Community Action. The Office of Community Services sends allocations to the agency in increments. GDSS based this figures off of past allocation amounts. The local match is provided through 20% in in-kind services.</small></p>				
<b>COMMUNITY ACTION - TOTAL</b>	<b>88,526</b>	<b>98,000</b>	<b>98,000</b>	<b>114,000</b>
<b>FEDERAL FUNDS</b>				
ADMIN/DIRECT SRVC(FED)	672,941	580,631	583,617	605,025
DAY CARE SERVICES(FED)	4,605	4,650	4,650	4,650
PUBLIC ASSISTANCE (FED)	74,841	113,010	113,010	119,010
PURCHASED SERVICES (FED)	36,386	31,921	31,921	32,115
GENERAL RELIEF ASSISTANCE REIMB	0	0	0	0
<b>FEDERAL FUNDS - TOTAL</b>	<b>788,772</b>	<b>730,212</b>	<b>733,198</b>	<b>760,800</b>
<b>FUND TRANSFERS</b>				
TRANSFER FROM GENERAL FUND	683,757	683,757	683,113	694,514
TRANSFER-FUND BALANCE -DSS	0	29,209	0	0
<b>FUND TRANSFERS - TOTAL</b>	<b>683,757</b>	<b>712,966</b>	<b>683,113</b>	<b>694,514</b>
<b>Total</b>	<b>1,935,558</b>	<b>2,117,415</b>	<b>2,090,548</b>	<b>2,102,978</b>



## Goochland County, Virginia - Adopted Expenses For Fund: 40 - Social Services

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
<b>COMMUNITY ACTION - CSBG</b>				
CSBG	66,406	80,500	91,500	91,500
<p><small>This is an estimate of funds for Community Action. The Office of Community Services sends allocations to the agency in increments. GDSS based this figure off of past allocation amounts. The local match is provided through 20% in in-kind services.</small></p>				
<b>COMMUNITY ACTION - CSBG - TOTAL</b>	66,406	80,500	91,500	91,500
<b>COMMUNITY ACTION - TANF</b>				
TANF	4,167	7,500	7,500	7,500
<b>COMMUNITY ACTION - TANF - TOTAL</b>	4,167	7,500	7,500	7,500
<b>COMMUNITY ACTION - ADMIN</b>				
ADMIN.	8,452	10,000	15,000	15,000
<b>COMMUNITY ACTION - ADMIN - TOTAL</b>	8,452	10,000	15,000	15,000
<b>Social Services</b>				
NON PERSONNEL COSTS	92,196	101,550	112,320	112,320
<p><small>Non-personnel costs include expenses such as advertising, postage and postal service, telephone, auto repair, leasing of equipment, obtaining birth and death certificates, office supplies, and on-call pay for Family Services staff.</small></p>				
SALARIES & WAGES	922,196	953,798	953,523	953,523
UNEMPLOYMENT	0	6,000	6,000	6,000
FICA	67,753	72,968	72,945	72,945
VSRS	110,049	116,342	89,026	89,026
HEALTH INSURANCE	154,879	157,926	177,578	190,008
GROUP INSURANCE	10,496	10,717	10,356	10,356
WORKMAN'S COMP	0	7,500	7,500	7,500
LEGAL SERVICE	51,037	52,164	38,000	38,000
<p><small>GDSS entered into a 2 year contract with a new Family Services Attorney in October 2014. The agency's long term attorney was appointed to a judgeship.</small></p>				
<b>Social Services - TOTAL</b>	1,408,606	1,478,965	1,467,248	1,479,678
<b>PUBLIC ASSISTANCE</b>				
PUBLIC ASSISTANCE	233,176	407,000	368,000	368,000
<p><small>The Public assistance category includes payments of Auxiliary grants, Foster Care payments, Adoption subsidies and Special needs adoptions. In FY 2014, there was a decrease in the number of individuals receiving Auxiliary grants for placement in Assisted living facilities.</small></p>				
<b>PUBLIC ASSISTANCE - TOTAL</b>	233,176	407,000	368,000	368,000
<b>PURCHASED SERVICES</b>				
PURCHASED SERVICES	126,311	124,150	132,000	132,000



## Goochland County, Virginia - Adopted Expenses For Fund: 40 - Social Services

Purchased Services includes the payment of Adult Services (Companion), Independent Living services for foster children, VIEW Services, Foster Care respite and Adult Protective Services.

<b>PURCHASED SERVICES - TOTAL</b>	126,311	124,150	132,000	132,000
<b>DAY CARE SERVICES</b>				
DAY CARE	-632	9,300	9,300	9,300
<b>DAY CARE SERVICES - TOTAL</b>	-632	9,300	9,300	9,300
Total	1,846,486	2,117,415	2,090,548	2,102,978





# **Capital Improvement Program**

## CAPITAL IMPROVEMENT PROGRAM

**Goochland County's Capital Improvement Program** is a multi-year plan for public improvements that is considered each year by the Board of Supervisor, where each April the first year of the Plan is appropriated and the subsequent years are approved for planning purposes. Projects submitted for consideration typically cost in excess of \$50,000 and are of non-recurring nature.

The following pages summarize the projects included in the School Capital Projects fund (43) and the County Capital Improvement Fund (45) in FY2016 and FY2017. Following the summary pages, is the detailed Capital Improvement Program that includes a narrative summary for every project included in each year of that plan. The plan approved in April 2015 covers the five-year period FY2016 through FY2020.



Goochland County, Virginia - Adopted Revenues For Fund: 43

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
DEBT PROCEEDS	0	0	1,500,000	1,500,000
<b>- TOTAL</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>	<b>1,500,000</b>
Total	0	0	1,500,000	1,500,000



**Goochland County, Virginia - Adopted Expenses For Fund: 43**

	<b>ACTUAL FY2014</b>	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>PROJECTED FY2017</b>
<b>FY2016 SCHOOL CIP PROJECT</b>				
CAPITAL IMPROVEMENTS	0	0	1,500,000	0
<b>FY2016 SCHOOL CIP PROJECT - TOTAL</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>	<b>0</b>
<b>ELEMENTARY SCHOOL</b>				
CAPITAL IMPROVEMENTS	0	0	0	1,500,000
<b>ELEMENTARY SCHOOL - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>
Total	0	0	1,500,000	1,500,000



Goochland County, Virginia - Adopted Revenues For Fund: 45 - Capital Improvements

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
<b>CASH PROFFERS</b>				
CASH PROFFERS	356,749	227,000	0	125,000
<b>CASH PROFFERS - TOTAL</b>	<b>356,749</b>	<b>227,000</b>	<b>0</b>	<b>125,000</b>
<b>MISC. REVENUE</b>				
DONATIONS ANIMAL CONTROL SHELTER 03	0	0	1,250,000	0
CONTRIBUTIONS/GRANTS	0	105,000	229,113	0
<b>MISC. REVENUE - TOTAL</b>	<b>0</b>	<b>105,000</b>	<b>1,479,113</b>	<b>0</b>
<b>FUND BAL RESERVE TRANSFERS</b>				
TRANSFER FROM GENERAL FUND	0	0	0	0
RESERVE	100,000	655,000	345,000	0
FROM GF CONTINGENT ON TAX REVENUE	0	0	560,887	2,050,000
GENERAL FUND "PAY GO"	80,000	355,000	405,000	380,000
<b>FUND BAL RESERVE TRANSFERS - TOTAL</b>	<b>180,000</b>	<b>1,010,000</b>	<b>1,310,887</b>	<b>2,430,000</b>
<b>DEBT SERVICE</b>				
DEBT FUNDING-LONG TERM	0	0	1,250,000	0
DEBT FUNDING-SHORT TERM	0	0	0	650,000
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>1,250,000</b>	<b>650,000</b>
Total	536,749	1,342,000	4,040,000	3,205,000



## Goochland County, Virginia - Adopted Expenses For Fund: 45 - Capital Improvements

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
<b>GENERAL GOVT</b>				
CENTRAL HIGH SCHOOL	0	500,000	0	0
COUNTY VEHICLE REPLACEMENT	101,916	80,000	80,000	80,000
<b>GENERAL GOVT - TOTAL</b>	101,916	580,000	80,000	80,000
<b>ADMINISTRATION BLDG RENOVATIONS</b>				
PROFESSIONAL SERVICES	0	0	300,000	0
<b>ADMINISTRATION BLDG RENOVATIONS - TOTAL</b>	0	0	300,000	0
<b>CAD/RMS/MOBILE</b>				
FINANCIAL SYSTEM	0	0	225,000	650,000
INFO SYSTEMS EQUIP. & HARDWARE	47,277	75,000	100,000	125,000
<b>CAD/RMS/MOBILE - TOTAL</b>	47,277	75,000	325,000	775,000
<b>PUBLIC SAFETY-FIRE &amp; SHERIFF</b>				
DEFIBRILLATOR-CPR MEDICAL EQUIP	0	210,000	210,000	0
NEW FIRESTATION	0	0	0	125,000
AMBULANCE-PURCHASE	0	0	250,000	0
<b>PUBLIC SAFETY-FIRE &amp; SHERIFF - TOTAL</b>	0	210,000	460,000	125,000
<b>ANIMAL SHELTER</b>				
ANIMAL SHELTER PROFESSIONAL SERVICE	0	0	2,500,000	0
<b>ANIMAL SHELTER - TOTAL</b>	0	0	2,500,000	0
<b>EMERGENCY COMMUNICATION SERVICES</b>				
PUBLIC SAFETY COMMUNICATION PROJECT	86,441	0	0	0
<b>EMERGENCY COMMUNICATION SERVICES - TOTAL</b>	86,441	0	0	0
<b>PARK FACILITY &amp; GROUNDS</b>				
SITE IMPROVEMENTS	96,959	100,000	125,000	125,000
<b>PARK FACILITY &amp; GROUNDS - TOTAL</b>	96,959	100,000	125,000	125,000
<b>RECREATION-PARKS</b>				
LEAKE'S MILL PARK	7,525	150,000	100,000	100,000
<b>RECREATION-PARKS - TOTAL</b>	7,525	150,000	100,000	100,000
<b>PARKS-OTHER</b>				
TRAILS-EAST END	0	50,000	0	0
<b>PARKS-OTHER - TOTAL</b>	0	50,000	0	0
<b>MATTHEWS PARK</b>				
PROFESSIONAL SERVICES	0	0	50,000	0
<b>MATTHEWS PARK - TOTAL</b>	0	0	50,000	0
<b>CENTRAL GARAGE</b>				
CENTERVILLE STREETScape	0	0	100,000	0
FAIRGROUND ROAD EXTENSION	16,997	177,000	0	2,000,000
<b>CENTRAL GARAGE - TOTAL</b>	16,997	177,000	100,000	2,000,000
<b>Total</b>	357,116	1,342,000	4,040,000	3,205,000





**BOARD OF SUPERVISORS**  
COUNTY OF GOOCHLAND  
OFFICE OF THE COUNTY ADMINISTRATOR

April 20, 2015

The Honorable Members of the Board of Supervisors  
County of Goochland  
Goochland, Virginia 23063

Dear Members of the Board:

I am pleased to submit to you and the citizens of Goochland County the adopted Capital Improvement Program (CIP) for fiscal years 2016-2020. The Plan, consistent with the County's adopted financial policies, serves as a guide for the efficient, effective, and equitable distribution of public improvements throughout the County and represents a balance between finite resources and competing County priorities.

The five year County CIP is comprised of \$42,570,000 in County and School projects. The five year Utility CIP is comprised of \$1,350,000 in Utility Projects.

The adopted Program includes projects that enable the County to maintain and enhance current service levels and to begin planning for future facility needs. Most significantly, this plan allows for renovation and enhancements to school facilities as well as estimated funding for a new elementary school in 2020. It specifically allocates funds to address building a new animal shelter on the existing shelter site. The Program also identifies partial-funding for both a new circuit court building, a new fire station, and new financial system upgrades. In addition, other commitments continue the focus on developing Leakes Mill Park, County facilities and grounds improvement and maintenance, vehicles, and replacement of the County's information systems equipment and infrastructure. Lastly funding is included to continue the County's commitment for replacement of ambulances.

The adopted CIP is sustainable financially and presents to the citizens of Goochland County the broad range of needs required of a community planning for its future in a responsible manner.

Sincerely,

Rebecca T. Dickson  
County Administrator

## INTRODUCTION

The Capital Improvement Program (CIP) serves as a guide for the efficient and effective provision of capital improvement funding for the County. The County prepares a minimum five year CIP and the plan is a dynamic document, revised annually, that proposes the acquisition, development, enhancement, or replacement of public facilities to serve the county citizenry. The CIP generally includes projects that do not recur annually and are in excess of \$50,000.

The CIP depicts the arrangement of selected projects in priority order and establishes cost estimates and anticipated funding sources. The CIP reflects difficult decisions in the allocation of limited resources among competing service demands and provides an orderly, systematic plan to address the County's capital needs.

Development of the CIP occurs in conjunction with the County's budget process. Availability of funds is driven by the County's adherence to adopted financial and debt management policies further discussed in this document. Adherence to these policies helps to preserve the County's excellent financial standing and provide a framework for the County's fiscal management and planning.

The benefits of a viable capital improvement program include the following:

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

## **PROCESS FOR PREPARING THE CAPITAL IMPROVEMENT PROGRAM**

Preparation of the CIP is an interactive process that takes approximately four to five months. All County departments with capital needs submit project requests subject to specific guidelines. Projects submitted for review typically cost in excess of \$50,000 and are projects that do not recur annually, except in the case of maintenance and land acquisition. Staff compiles project requests, and the Review Committee discusses the requests by department. All projects are reviewed for consistency with the County's adopted Comprehensive Plan. Projects are prioritized by the Committee and the merits of each are discussed.

Upon completing a final analysis of projects and matching available funding with requests, staff prepares the County Administrator's Proposed CIP. The proposed plan is then presented to the Board of Supervisors. After work sessions and public hearings are conducted and changes and adjustments are made, the CIP is adopted in conjunction with the County's Budget. The first year of the CIP is the County's Capital Budget. Upon adoption of the CIP, funds are appropriated for those projects identified in the first year of the plan and remain appropriated until the project is complete, or until changes are directed by the Board.

## **PROCESS FOR PREPARING THE CAPITAL IMPROVEMENT PROGRAM**

The review committee, assembled by the County Administrator, meets as needed to consider the projects submitted for review and to consider all issues related to Capital Improvement Programming. Members of the Review Committee are as follows:

Rebecca T. Dickson  
County Administrator

John Wack, Deputy County Administrator  
Financial Services

Dan Schardein, Deputy County Administrator  
Community Development

James L. Agnew, Sheriff  
Gochland County Sheriff's Office

William MacKay, Chief  
Gochland County Fire-Rescue

Dr. James F. Lane, Superintendent  
Gochland County Public Schools

Todd Kilduff  
County Engineer/Director of Public Utilities

Qiana C. Foote, Director  
Information Systems

Derek Stamey, Director  
Parks, Recreation, & Facilities Management

Myrtis Quarles, Director  
Finance

Paul E. Drumwright,  
Senior Management & Projects Analyst

## **CAPITAL IMPROVEMENT BUDGET POLICIES**

1. The County will consider capital improvements in accordance with an adopted capital improvement program.
2. The County will develop a five-year plan for capital improvements to be reviewed and updated each year.
3. The County will enact an annual capital budget based on the five-year capital improvement plan. The first year of the plan will represent appropriation of revenues and expenditures; years 2-5 of the plan will be approved for planning purposes.
4. The County will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
5. The County will project its equipment replacement and maintenance needs as part of the capital improvement process. From this projection a maintenance and replacement schedule will be developed.
6. The County will identify the estimated costs and potential funding sources for each capital project proposal.
7. The County will attempt to determine the least costly and most flexible financing method for all new projects.

## **DEBT POLICIES**

1. The County will utilize a balanced approach to capital funding utilizing debt financing, draws on capital reserves and/or fund balances in excess of policy targets, and “pay-as-you-go” (pay-go) appropriations. Pay-as-you-go appropriations will be adopted as part of the operating budget.
2. When the County finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project. Target debt ratios will be annually calculated and included in the review of financial trends.
3. Net debt as a percentage of estimated market value of taxable property should not exceed 2.5%. Net debt is to include general obligation, capital leases, and revenue bonds.
4. The ratio of debt service expenditures as a percent of total general fund expenditures (including transfers to other funds) should not exceed 12%. While 12% is the ceiling, the capital improvement plan is prepared using a target of no more than 10% of debt service to expenditures. Limiting debt service expenditures in this way provides flexibility for other expenses in the budget.

## County CIP Summary

<b>REVENUE SOURCES</b>	<b>Prior 5 Fiscal Years</b>	<b>FY2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY2020</b>	<b>TOTAL FY 2016-2020</b>
General Fund "Pay Go"	\$2,071,000	\$405,000	\$380,000	\$380,000	\$420,000	\$280,000	\$1,865,000
General Fund "Capital Reserve"	4,750,000	345,000	0	0	0	0	345,000
General Fund "Contingent on Tax Revenue"	105,000	560,887	2,050,000	50,000	685,000	50,000	3,395,887
Debt Funding – Long Term	4,300,000	2,750,000	1,500,000	4,300,000	5,000,000	20,000,000	33,550,000
Debt Funding – Short Term	6,000,000	0	650,000	1,000,000	0	0	1,650,000
Proffers	414,000	0	125,000	50,000	0	0	175,000
Additional Funds (Contributions/Grants)	570,000	1,479,113	0	0	110,000	0	1,589,113
<b>TOTAL REVENUE SOURCES:</b>	<b>\$18,210,000</b>	<b>\$5,540,000</b>	<b>\$4,705,000</b>	<b>\$5,780,000</b>	<b>\$6,215,000</b>	<b>\$20,330,000</b>	<b>\$42,570,000</b>
<b><u>COUNTY USES - Costs Are Estimates Only</u></b>							
<b><u>Facilities Management</u></b>							
Administration Building Renovations	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
County Vehicle Replacement	320,000	80,000	80,000	80,000	80,000	80,000	400,000
Facility & Grounds Maintenance	375,000	125,000	125,000	125,000	125,000	125,000	625,000
Central High School	500,000	0	0	0	0	0	0
<b>Total</b>	<b>\$1,195,000</b>	<b>\$505,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$1,325,000</b>
<b><u>Information Systems</u></b>							
Equipment & Hardware Replacement	\$250,000	\$100,000	\$125,000	\$125,000	\$125,000	\$125,000	\$600,000
Financial System	0	225,000	650,000	1,000,000	0	0	1,875,000
<b>Total</b>	<b>\$250,000</b>	<b>\$325,000</b>	<b>\$775,000</b>	<b>\$1,125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$2,475,000</b>
<b><u>Parks &amp; Recreation</u></b>							
Leakes Mill Park	989,000	100,000	100,000	100,000	0	0	300,000
Matthews Park	25,000	50,000	0	0	0	0	50,000
Trails - East End	50,000	0	0	0	0	0	0
<b>Total</b>	<b>\$1,064,000</b>	<b>\$150,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,000</b>

## County CIP Summary

	<b>Prior 5</b>						<b>TOTAL</b>
	<b>Fiscal Years</b>	<b>FY2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2016-2020</b>
<b><u>Public Safety</u></b>							
Animal Control Shelter	\$200,000	\$2,500,000	\$0	\$0	\$0	\$0	\$2,500,000
New Circuit Court Building - Placeholder Funding	0	0	0	0	1,000,000	5,000,000	6,000,000
Ambulance Replacement	250,000	250,000	0	0	250,000	0	500,000
Defibrillator & CPR Medical Equipment Replacement	210,000	210,000	0	0	85,000	0	295,000
New Fire Station - Location TBD	0	0	125,000	2,800,000	1,550,000	0	4,475,000
Fire Station - Hadensville, Company 6	2,600,000	0	0	0	0	0	0
Radio Communication System & ECC Facility Addition	8,975,000	0	0	0	0	0	0
<b>Total</b>	<b>\$12,235,000</b>	<b>\$2,960,000</b>	<b>\$125,000</b>	<b>\$2,800,000</b>	<b>\$2,885,000</b>	<b>\$5,000,000</b>	<b>\$13,770,000</b>
<b><u>Schools</u></b>							
School Facilities Projects - per School Board Priorities	\$3,100,000	\$1,500,000	\$0	\$0	\$0	\$0	\$1,500,000
New Elementary School - Partial Funding	0	0	1,500,000	1,500,000	3,000,000	15,000,000	21,000,000
Bulldog Way Parking	89,000	0	0	0	0	0	0
<b>Total</b>	<b>\$3,189,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$3,000,000</b>	<b>\$15,000,000</b>	<b>\$22,500,000</b>
<b><u>Transportation</u></b>							
Transportation Planning, Design, Acquisition	\$100,000	\$0	\$0	\$50,000	\$0	\$0	\$50,000
Fairground Road Extension	177,000	0	2,000,000	0	0	0	2,000,000
Centerville Streetscape Improvements	0	100,000	0	0	0	0	100,000
<b>Total</b>	<b>\$277,000</b>	<b>\$100,000</b>	<b>\$2,000,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,150,000</b>
<b>TOTAL USES COUNTY</b>	<b>\$18,210,000</b>	<b>\$5,540,000</b>	<b>\$4,705,000</b>	<b>\$5,780,000</b>	<b>\$6,215,000</b>	<b>\$20,330,000</b>	<b>\$42,570,000</b>

## Utility CIP Summary

<u>REVENUE SOURCES</u>	Prior 5 <u>Fiscal Years</u>	<u>FY2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>TOTAL FY 2016-2020</u>
Utility Operating Budget	0	0	0	0	0	0	0
Utility Connection Fee Revenue	0	250,000	200,000	200,000	200,000	200,000	1,050,000
Utility Fund Balance	0	300,000	0	0	0	0	300,000
<b>TOTAL REVENUE SOURCES:</b>	<b>\$0</b>	<b>\$550,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,350,000</b>
 <b><u>UTILITY USES:</u></b>							
Centerville Elevated Tank Mixer	\$0	\$110,000	\$0	\$0	\$0	\$0	\$110,000
Chloramine Injection at the Centerville Booster Pump Station	0	250,000	0	0	0	0	250,000
West Creek Control Valve Vault	0	190,000	0	0	0	0	190,000
Courthouse Wastewater Treatment Plant (reserve debt capacity)	0	0	200,000	200,000	200,000	200,000	800,000
<b>Total</b>	<b>\$0</b>	<b>\$550,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,350,000</b>
<b>TOTAL USES UTILITY</b>	<b>\$0</b>	<b>\$550,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,350,000</b>

**Note:** Two Utility projects that will be occurring over the next two fiscal years (FY 2016 & FY 2017) are not listed above. These projects, Decommission the West Creek Tank (600,000 gallons) and Courthouse Sewer – Inflow/Infiltration Study, are both being funded through the Utility operating budget. Decommission the West Creek Tank is funded at \$30,000 in FY 2016 and the Courthouse Sewer – Inflow/Infiltration Study is funded at \$50,000 in FY 2017.

## County Project Descriptions

## Facilities Management Project Summary

<b><u>REVENUE SOURCES</u></b>	<b>Prior 5 Fiscal Years</b>	<b><u>FY2016</u></b>	<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b>TOTAL <u>FY 2016-2020</u></b>
General Fund "Pay Go"	\$695,000	\$205,000	\$205,000	\$205,000	\$205,000	\$205,000	\$1,025,000
General Fund "Capital Reserve"	500,000	195,000	0	0	0	0	195,000
General Fund "Contingent on Tax Revenue"	0	105,000	0	0	0	0	105,000
Debt Funding – Long Term	0	0	0	0	0	0	0
Debt Funding – Short Term	0	0	0	0	0	0	0
Proffers	0	0	0	0	0	0	0
Additional Funds (Contributions/Grants)	0	0	0	0	0	0	0
<b>TOTAL REVENUE SOURCES:</b>	<b>\$1,195,000</b>	<b>\$505,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$1,325,000</b>
<b><u>COUNTY USES:</u></b>							
<b>Facilities Management - Maintenance Division</b>							
Administration Building Renovations	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
County Vehicle Replacement	320,000	80,000	80,000	80,000	80,000	80,000	400,000
Facility & Grounds Maintenance	375,000	125,000	125,000	125,000	125,000	125,000	625,000
Central High School	500,000	0	0	0	0	0	0
<b>TOTAL MAINTENANCE DIVISION PROJECTS</b>	<b>\$1,195,000</b>	<b>\$505,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$1,325,000</b>

## FACILITIES MANAGEMENT

**Department:** Facilities Management  
**Project Name:** Administration Building Renovations  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 2016

**Project Description:**

The project provides funding to implement targeted space reconfigurations and renovations in the County Administration building. The reconfigurations and renovations will both open up additional space and will allow existing space to be better used. This project is resulting from the internal review of the County's facilities and space needs that was conducted by staff in late 2013.

**Location/Site:**

1800 Sandy Hook Road (County Administration Building)

**Estimated Project Costs:**

The total project cost estimated for completion of the renovations is \$300,000 in FY 2016. Funding for the project will consist of \$195,000 from General Fund "Capital Reserve" and \$105,000 from General Fund "Contingent on Tax Revenue".

In FY 2014 \$200,000 from General Fund "Pay Go" had been allocated for this project. As part of the FY 2016-FY 2020 CIP these funds are being reallocated to a new Public Safety - Animal Control Shelter project.

**Impact If Not Completed:**

The County will not be able to better utilize existing space in the Administration building. Additional space for personnel will be needed in the future if current space is not utilized better.

**Operating Impact:**

The project is not anticipated to generate new operating costs.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. F. "Capital Reserve"	0	195,000	0	0	0	0	195,000
G. F. "Contingent on Revenue"	0	105,000	0	0	0	0	105,000
Debt Funding - Long Term	0	0	0	0	0	0	0
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	0	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## FACILITIES MANAGEMENT

**Department:** Facilities Management  
**Project Name:** County Vehicle Replacement  
**Project Type:** Equipment/Vehicle  
**Fiscal Year:** 2016, 2017, 2018, 2019, & 2020

**Project Description:**

The project continues an established plan for the targeted replacement of the County's vehicle fleet. Through it the County will be able to replace high mileage and mechanically inoperable vehicles with lower cost and newer fuel efficient vehicles. Vehicles from all County departments (except the Sheriff's Office and Fire-Rescue apparatus which are funded separately) will be eligible for replacement under the proposed plan.

**Location/Site:**

N/A

**Estimated Project Costs:**

The project cost is estimated at \$400,000 for FY 2016-2020, with \$80,000 planned for each fiscal year funded entirely from General Fund "Pay Go".

**Impact If Not Completed:**

The County's vehicle fleet will continue to grow in age and maintenance issues leading to higher maintenance and repair costs for the County.

**Operating Impact:**

The project is not anticipated to generate any new operating costs.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b><u>5 FY's</u></b>	<b><u>FY 2016</u></b>	<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 16-20</u></b>
General Fund "Pay Go"	\$320,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
G. F. "Capital Reserve"	0	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	0	0	0	0	0	0
Debt Funding - Long Term	0	0	0	0	0	0	0
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	0	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$320,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$400,000</b>
 Operating Impact	 \$0	 \$0	 \$0	 \$0	 \$0	 \$0	 \$0

## FACILITIES MANAGEMENT

**Department:** Facilities Management  
**Project Name:** Facility & Grounds Maintenance  
**Project Type:** Ground/Property Improvement  
**Fiscal Year:** 2016, 2017, 2018, 2019, & 2020

**Project Description:**

The project continues to provide funding for both routine and non-routine maintenance and improvements to County facilities and grounds. Maintenance and improvements include painting, facility repair, carpet replacement, mechanical equipment replacement, repair of parking lots, sidewalks, and other facilities and grounds issues. A building inventory list was created in FY 2011 that is utilized to guide future facility and grounds maintenance. The items on the list being addressed each year change based upon condition and priority.

In FY 2016 the County anticipates the continued replacement of Heating, Ventilation, & Air Conditioning (HVAC) units that have well exceeded their life expectancy. In addition targeted interior and exterior upgrades throughout County facilities are anticipated.

**Location/Site:**

Countywide

**Estimated Project Costs:**

\$625,000 in FY 2016-2020 is allocated for expected maintenance and repair of County facilities and grounds. Staff has increased the fiscal year allocation by \$25,000 per year based on increasing costs and aging facilities. The allocation breakdown includes \$125,000 in FY 2016, \$125,000 in FY 2017, \$125,000 in FY 2018, \$125,000 in FY 2019, and \$125,000 in FY 2020 all from General Fund "Pay Go". This will continue to remain an ongoing project.

**Impact If Not Completed:**

County facilities and grounds will continue to deteriorate and mechanical equipment will continue past its expected life cycle. If a major breakdown occurs, county operations may be disrupted.

**Operating Impact:**

The project is not anticipated to generate any new operating costs.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
General Fund "Pay Go"	\$375,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
G. F. "Capital Reserve"	0	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	0	0	0	0	0	0
Debt Funding - Long Term	0	0	0	0	0	0	0
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	0	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$375,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$625,000</b>
 Operating Impact	 \$0	 \$0	 \$0	 \$0	 \$0	 \$0	 \$0

### Information Systems Project Summary

<b><u>REVENUE SOURCES</u></b>	<b>Prior 5 Fiscal Years</b>	<b><u>FY2016</u></b>	<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b>TOTAL <u>FY 2016-2020</u></b>
General Fund "Pay Go"	\$250,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
General Fund "Prior Year Fund Balance"	0	0	0	0	0	0	0
General Fund "Contingent on Tax Revenue"	0	250,000	50,000	50,000	50,000	50,000	450,000
Debt Funding – Long Term	0	0	0	0	0	0	0
Debt Funding – Short Term	0	0	650,000	1,000,000	0	0	1,650,000
Proffers	0	0	0	0	0	0	0
General County Reserved Fund Balance	0	0	0	0	0	0	0
Additional Funds (Contributions/Grants)	0	0	0	0	0	0	0
<b>TOTAL REVENUE SOURCES:</b>	<b>\$250,000</b>	<b>\$325,000</b>	<b>\$775,000</b>	<b>\$1,125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$2,475,000</b>
<b><u>COUNTY USES:</u></b>							
<b>Information Systems</b>							
Equipment & Hardware Replacement	\$250,000	\$100,000	\$125,000	\$125,000	\$125,000	\$125,000	\$600,000
Financial System	0	225,000	650,000	1,000,000	0	0	1,875,000
<b>TOTAL INFO. SYSTEMS PROJECTS</b>	<b>\$250,000</b>	<b>\$325,000</b>	<b>\$775,000</b>	<b>\$1,125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$2,475,000</b>

## INFORMATION SYSTEMS

**Department:** Information Systems  
**Project Name:** Equipment & Hardware Replacement  
**Project Type:** Equipment  
**Fiscal Year:** 2016, 2017, 2018, 2019, and 2020

**Project Description:**

This project is intended to continue a technology replacement cycle as the components of the County's technology infrastructure continue to age and need to be replaced on a regular cycle. This includes desktop computers, servers, and telephones, along with network and communications equipment at various locations around the County. Some equipment currently in use is no longer supported by the manufacturer. Replacement of the highest priority equipment will occur each fiscal year and will vary depending on equipment conditions and life span. The County's 3 year Technology Improvement Plan outlines projects anticipated for the future. A copy of the Technology Improvement Plan is included as Appendix D. These projects are updated annually.

In FY 2016 the County will continue to replace network equipment that has reached end of support as well as upgrade the wireless system. The County also anticipates the replacement of surveillance cameras that provide security to County facilities. Now that all windows XP machines have been replaced, this year will begin a regular prescribed replacement schedule for desktop computers.

**Location/Site:**

All County facilities.

**Estimated Project Costs:**

\$600,000 with \$75,000 from General Fund "Pay-Go" and \$25,000 from General Fund "Contingent on Revenue" in FY 2016, \$75,000 each year from General Fund "Pay-Go" in FY 2017 – FY 2020, and \$50,000 each year from General Fund "Contingent on Revenue" in FY 2017 – FY 2020 is proposed to be allocated. This will remain an ongoing project.

**Impact If Not Completed:**

County staff and citizens will experience delays in service as components fail and repair times are increased. Component failure could affect a single office (desktop PC) or the entire organization (file server), depending on the equipment involved. The County may not be able to complete the timely replacement of its critical equipment and infrastructure.

**Operating Impact:**

The project is not anticipated to generate any new operating costs.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b>5 FY's</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 16-20</b>
General Fund "Pay Go"	\$250,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
G. F. "Capital Reserve"	0	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	25,000	50,000	50,000	50,000	50,000	225,000
Debt Funding - Long Term	0	0	0	0	0	0	0
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	0	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>\$250,000</b>	<b>\$100,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$600,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## INFORMATION SYSTEMS

**Department:** Information Systems  
**Project Name:** Financial System  
**Project Type:** Equipment  
**Fiscal Year:** 2016, 2017, & 2018

**Project Description:**

This is a phased multi-year project that will implement a new enterprise wide financial system used both by the County and Schools. The first phase would be to conduct a Business Operations Analysis that would examine the current system, both usage and needs. The study would show critical paths and provide recommendations for replacing the current system. The second phase would be to solicit and procure new financial software. An implementation schedule would extend over a 5 year period.

The existing financial system used for processing and maintaining County financial records is not efficient and is not flexible enough to serve County and School needs. It is necessary to begin planning for a new financial system because changes in technologies being used both internally and externally have made using the current software cumbersome at best.

**Location/Site:**

Multiple County facilities.

**Estimated Project Costs:**

The project cost for FY 2016 through FY 2018 is estimated at \$1,875,000; which is only an estimate at this point, a more precise cost estimate is anticipated. \$225,000 in FY 2016 from General Fund "Contingent on Tax Revenue", \$650,000 in FY 2017, and \$1 million in FY 2018 in Debt Funding – Short Term is proposed to be allocated. At least \$50,000 of the \$225,000 is anticipated for the Business Operations Analysis portion of the project.

**Impact If Not Completed:**

Staff and consultants would be required to assist/develop additional programming bridges to integrate with newer technologies.

**Operating Impact:**

The project will generate additional operating costs (annual license fees, etc.) once implemented. These new costs will not be known until the software is procured.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b>5 FY's</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY20</b>	<b>FY 16-20</b>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. F. "Capital Reserve"	0	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	225,000	0	0	0	0	225,000
Debt Funding - Long Term	0	0	0	0	0	0	0
Debt Funding - Short Term	0	0	650,000	1,000,000	0	0	1,650,000
Proffers	0	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$0</b>	<b>\$225,000</b>	<b>\$650,000</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,875,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## Parks & Recreation Project Summary

<u>REVENUE SOURCES</u>	<u>Prior 5 Fiscal Years</u>	<u>FY2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>TOTAL FY 2016-2020</u>
General Fund "Pay Go"	\$540,000	\$100,000	\$100,000	\$100,000	\$0	\$0	\$300,000
General Fund "Capital Reserve"	50,000	50,000	0	0	0	0	50,000
General Fund "Contingent on Tax Revenue"	0	0	0	0	0	0	0
Debt Funding – Long Term	0	0	0	0	0	0	0
Debt Funding – Short Term	0	0	0	0	0	0	0
Proffers	119,000	0	0	0	0	0	0
Additional Funds (Contributions/Grants)	355,000	0	0	0	0	0	0
<b>TOTAL REVENUE SOURCES:</b>	<b>\$1,064,000</b>	<b>\$150,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,000</b>
<b>COUNTY USES:</b>							
<b>Parks &amp; Recreation</b>							
Leakes Mill Park	\$989,000	\$100,000	\$100,000	\$100,000	\$0	\$0	\$300,000
Matthews Park	25,000	50,000	0	0	0	0	50,000
Trails - East End	50,000	0	0	0	0	0	0
<b>TOTAL RECREATION DIVISION PROJECTS</b>	<b>\$1,064,000</b>	<b>\$150,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,000</b>

## PARKS & RECREATION

**Department:** Parks & Recreation  
**Project Name:** Leakes Mill Park  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 2016, 2017, & 2018

**Project Description:**

Phase I of Leakes Mill Park was completed in FY 2013. The initial recreational complex consists of a parking lot and two multipurpose fields that have begun to meet the needs of both the soccer community and outdoor athletic/recreational needs of the County. Phase II expands the complex and incorporates a concession and restroom building, additional parking spaces, and one oversized playing space that can be subdivided into smaller fields. Completion of this project alleviates the demand on other Parks & Recreation facilities and provides new opportunities for expanded programmatic offerings and local tournaments. In addition, walking/jogging trails and a playground have been completed. Other amenities may be added depending on demand and available resources.

**Location/Site Status:**

3951 River Road West (west of the Courthouse Village)

**Estimated Project Costs:**

The project cost is estimated at \$300,000 between FY 2016 & FY 2018. \$100,000 in FY 2016, \$100,000 in FY 2017, and \$100,000 in FY 2018 is allocated from General Fund "Pay-Go". In addition to the funds above, the Department anticipates using any unspent funds from Phase I towards Phase II of the project. The Department, at the same time, will continue to pursue additional "in-kind" support provided by community partners (GUSA, etc.).

**Impact If Not Completed:**

The County will continue to experience a demand for both additional athletic field space and outdoor athletic/recreational space.

**Operating Impact:**

Phase I of the project generated increased operational costs in FY 2015 of \$4,500 for agricultural and maintenance costs, as well as \$8,221 for staff, fuel, and equipment. These costs are included in the FY 2016 proposed budget. The completion of Phase II in FY 2018 will generate additional costs of \$4,500 for agricultural and maintenance and potentially other operating costs.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
General Fund "Pay Go"	\$540,000	\$100,000	\$100,000	\$100,000	\$0	\$0	\$300,000
G. F. "Capital Reserve"	0	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	0	0	0	0	0	0
Debt Funding - Long Term	0	0	0	0	0	0	0
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	119,000	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	<u>330,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$989,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>
Operating Impact	\$15,771	\$12,721	\$12,721	\$12,721	\$17,221	\$17,221	\$72,605

## PARKS & RECREATION

**Department:** Parks & Recreation  
**Project Name:** Matthews Park  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 2016

**Project Description:**

Development of Matthews Park was identified in the Parks and Recreation Master Plan. Initial development of the park site is proposed to include parking/public access to the site, trail development, and a picnic shelter. The conceptual plan of the Matthews Road site also includes basketball courts/hard surface games, open activity areas, and a playground, but decisions about these amenities have not been made. Completion of this project would help meet demand for facilities in the western part of the County.

**Location/Site Status:**

5399 Matthews Road (Western Goochland)

**Estimated Project Costs:**

The project cost is estimated at \$50,000 in FY 2016 all from General Fund "Capital Reserve". In FY 2015, \$25,000 revenue from previous timbering of the site was allocated. The Department will also pursue other avenues of park development such as "in kind" support provided by the community.

**Impact If Not Completed:**

The County will continue to experience a demand for both additional athletic field space and outdoor athletic/recreational space, specifically in the western part of the County.

**Operating Impact:**

Operational costs related to staff, fuel, and equipment are estimated at \$5,500 and are already incorporated into the FY 2016 adopted budget.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. F. "Capital Reserve"	0	50,000	0	0	0	0	50,000
G. F. "Contingent on Revenue"	0	0	0	0	0	0	0
Debt Funding - Long Term	0	0	0	0	0	0	0
Debt Funding – Short Term	0	0	0	0	0	0	0
Proffers	0	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$25,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
Operating Impact	\$0	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$27,500

## Public Safety Summary

<b><u>REVENUE SOURCES</u></b>	<b>Prior 5 Fiscal Years</b>	<b><u>FY2016</u></b>	<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b><u>TOTAL FY 2016-2020</u></b>
General Fund "Pay Go"	\$497,000	\$25,000	\$0	\$0	\$140,000	\$0	\$165,000
General Fund "Capital Reserve"	2,705,000	100,000	0	0	0	0	100,000
General Fund "Contingent on Tax Revenue"		105,887	0	0	635,000	0	740,887
Debt Funding – Long Term	2,800,000	1,250,000	0	2,800,000	2,000,000	5,000,000	11,050,000
Debt Funding – Short Term	6,000,000	0	0	0	0	0	0
Proffers	18,000	0	125,000	0	0	0	125,000
Additional Funds (Contributions/Grants)	215,000	1,479,113	0	0	110,000	0	1,589,113
<b>TOTAL REVENUE SOURCES:</b>	<b>\$12,235,000</b>	<b>\$2,960,000</b>	<b>\$125,000</b>	<b>\$2,800,000</b>	<b>\$2,885,000</b>	<b>\$5,000,000</b>	<b>\$13,770,000</b>
<b>COUNTY USES:</b>							
<b>Public Safety</b>							
Animal Control Shelter	\$200,000	\$2,500,000	\$0	\$0	\$0	\$0	\$2,500,000
New Circuit Court Building	0	0	0	0	1,000,000	5,000,000	6,000,000
Ambulance Replacement	250,000	250,000	0	0	250,000	0	500,000
Defibrillator & CPR Medical Equipment Replacement	210,000	210,000	0	0	85,000	0	295,000
New Fire Station - Location TBD	0	0	125,000	2,800,000	1,550,000	0	4,475,000
Fire Station - Hadensville, Company 6	2,600,000	0	0	0	0	0	0
Radio Communication System & ECC Facility Addition	8,975,000	0	0	0	0	0	0
<b>TOTAL FIRE-RESCUE PROJECTS</b>	<b>\$12,235,000</b>	<b>\$2,960,000</b>	<b>\$125,000</b>	<b>\$2,800,000</b>	<b>\$2,885,000</b>	<b>\$5,000,000</b>	<b>\$13,770,000</b>

## PUBLIC SAFETY

**Department:** Animal Control  
**Project Name:** Animal Control Shelter  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 2016

**Project Description:**

The project begins allocating funding for the planning, design, and eventual construction of a new Animal Shelter. It is expected that the proposed Animal Shelter would be located on the site of the existing shelter.

**Location/Site Status:**

Animal Shelter – 1908 Hidden Rock Lane

**Estimated Project Costs:**

The partial project cost is estimated at \$2.5 million for FY 2016. In FY 2016 \$1.25 million in Debt Funding – Long Term is allocated from the County. The County proposes the remaining \$1.25 million in FY 2016 be allocated from Additional Funds (Contributions & Grants), with the aim to raise this amount from community and corporate donations.

As part of the FY 2016-FY 2020 CIP \$200,000 from General Fund “Pay Go” is being reallocated to this project to fund initial planning and design. These funds were previously allocated in FY 2014 to the Facilities Management – Administration Building Renovations project.

**Impact If Not Completed:**

The current Animal Shelter will become inadequate for daily operation including housing the increasing stray animal populations within the County. In addition, Animal Control may no longer meet the standards and regulations for housing stray animals in a municipal shelter, as set forth by the Virginia Department of Agriculture.

**Operating Impact:**

The project has the potential to generate new operating costs not already included in existing budgets. The costs of these impacts are dependent on future decisions and cannot be completely estimated at this time.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
General Fund "Pay Go"	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0
G. F. "Capital Reserve"	0	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	0	0	0	0	0	0
Debt Funding - Long Term	0	1,250,000	0	0	0	0	1,250,000
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	0	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	<u>0</u>	<u>1,250,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,250,000</u>
<b>TOTAL</b>	<b>\$200,000</b>	<b>\$2,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## PUBLIC SAFETY

**Department:** Circuit Court  
**Project Name:** New Circuit Court Building  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 2019 & 2020

**Project Description:**

The project proposes to begin allocating funding for the planning, design, and eventual construction of a new Circuit Court building. It is expected that the proposed Circuit Court building would be located on the grounds of the existing County Courthouse Complex, but the exact location is to be determined.

**Location/Site Status:**

Courthouse Complex - 2938 River Road West

**Estimated Project Costs:**

The partial project cost is estimated at \$6 million for FY 2019 and FY 2020. In FY 2019 \$1 million in Debt Funding - Long Term is proposed, while in FY 2020 \$5 million in Debt Funding – Long Term is proposed. These funds represent partial “placeholder” funding for the project; it is expected and anticipated that additional funding will be required.

**Impact If Not Completed:**

The current Circuit Court will become inadequate for daily operation.

**Operating Impact:**

The project has the potential to generate new operating costs not already included in existing budgets. These estimates will not be known until the project is completed.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. F. "Capital Reserve"	0	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	0	0	0	0	0	0
Debt Funding - Long Term	0	0	0	0	1,000,000	5,000,000	6,000,000
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	0	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$5,000,000</b>	<b>\$6,000,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## PUBLIC SAFETY

**Department:** Fire-Rescue  
**Project Name:** Ambulance Replacement  
**Project Type:** Equipment/Vehicle  
**Fiscal Year:** 2016 & 2019

**Project Description:**

The project allows for the continued replacement of the oldest and/or high mileage ambulances from the Fire-Rescue fleet. Through this project two ambulances are projected to be purchased, one in FY 2016 and the other in FY 2019 to replace the oldest and/or high mileage ambulance in the fleet.

This will be the fifth and sixth ambulance replaced through this continued funding. The most recent ambulance was replaced in a recent fiscal year (FY 2013), with the other three ambulances having been replaced in FY 2009 and FY 2010.

**Location/Site Status:**

N/A

**Estimated Project Costs:**

The project cost is estimated at \$500,000, with \$250,000 in FY 2016 and \$250,000 in FY 2019. The project cost for the ambulance in FY 2016 consists of \$25,000 in General Fund "Pay-Go", \$100,000 in General Fund "Capital Reserve" and \$125,000 projected to come from a State grant. In FY 2019 the project cost consist of \$140,000 in General Fund "Pay Go" and \$110,000 from a State grant.

**Impact If Not Completed:**

Fire-Rescue will have older units in service, which could lead to the possibility of breakdowns. The County will be burdened with increased maintenance and repair costs the longer the ambulances stay in operation.

**Operating Impact:**

The project is not anticipated to generate any new operating costs.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
General Fund "Pay Go"	\$122,000	\$25,000	\$0	\$0	\$140,000	\$0	\$165,000
G. F. "Capital Reserve"	0	100,000	0	0	0	0	100,000
G. F. "Contingent on Revenue"	0	0	0	0	0	0	0
Debt Funding - Long Term	0	0	0	0	0	0	0
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	18,000	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	<u>110,000</u>	<u>125,000</u>	<u>0</u>	<u>0</u>	<u>110,000</u>	<u>0</u>	<u>235,000</u>
<b>TOTAL</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$500,000</b>
 Operating Impact	 \$0	 \$0	 \$0	 \$0	 \$0	 \$0	 \$0

## PUBLIC SAFETY

**Department:** Fire-Rescue  
**Project Name:** Defibrillator & CPR Medical Equipment Replacement  
**Project Type:** Equipment  
**Fiscal Year:** 2016 & 2019

**Project Description:**

The project proposes both a phased replacement of defibrillator equipment including automatic external defibrillator (AED) units and the replacement of approximately six (6) automated CPR machines. The AED devices are located on numerous first response assets including Goochland County Sheriff's Office cruisers, Fire-Rescue staff vehicles, ambulances and fire apparatus. The automated CPR machines are carried on all of Fire-Rescue's front-line EMS transport units. One at each of the six (6) fire-rescue stations.

**Location/Site:**

Countywide

**Estimated Project Costs:**

The total project cost is estimated at \$295,000 using a combination of General Fund "Contingent on Tax Revenue" and Grant funds. In FY 2016 \$105,887 will come from General Fund "Contingent on Tax Revenue" and \$104,113 will come from Grant funds. The remainder in FY 2019 will come from \$85,000 in General Fund "Contingent on Tax Revenue".

**Impact If Not Completed:**

Goochland County will be using older AED units that in the near future will no longer be supported by the vendor and because of their age are more susceptible to failure. These devices not only serve as a defibrillators, but also provide real-time qualitative assessment of a patient's cardiac condition. The diagnostic information is used to reduce the time of getting a patient to a catheterization lab in a hospital. This is critical when a patient is suffering from an acute cardiac event that requires medical/surgical intervention.

The automated CPR units are in excess of ten (10) years old and are at the end of their life-cycle. Fire-Rescue maintains a service contract with the vendor however the vendor is unsure on how long they will continue to support these particular units. This is a critical piece of durable medical equipment that provides lifesaving interventions.

**Operating Impact:**

The project is not anticipated to generate any new operating costs.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b>5 FY's</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 16-20</b>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. F. "Capital Reserve"	105,000	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	105,887	0	0	85,000	0	190,887
Debt Funding - Long Term	0	0	0	0	0	0	0
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	0	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	<u>105,000</u>	<u>104,113</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>104,113</u>
<b>TOTAL</b>	<b>\$210,000</b>	<b>\$210,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$85,000</b>	<b>\$0</b>	<b>\$295,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## PUBLIC SAFETY

**Department:** Fire-Rescue  
**Project Name:** New Fire Station – Location TBD  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 2017, 2018, & 2019

**Project Description:**

The project will allow partial funding to begin for the planning, property acquisition and construction of a new or replacement fire station facility by Fire-Rescue.

The County is aware of the need for a new or replacement fire station facility in multiple areas of the County. Fire-Rescue Administration will work with stakeholders to determine the appropriate focus and location for this project.

**Location/Site:**

To Be Determined

**Estimated Project Costs:**

The project cost is estimated at \$4,475,000 between FY 2017 and FY 2019, but the cost may change depending on the use and location. In FY 2017 \$125,000 will come from Cash Proffers, while in FY 2018 \$2.8 million will come from Debt Funding - Long Term. In FY 2019 \$1 million will come from Debt Funding - Long Term and \$550,000 will come from General Fund "Contingent on Tax Revenue". It is anticipated that additional funding for this project may need to be included in future capital improvement programs.

**Impact If Not Completed:**

Fire-Rescue will be unable to plan or acquire property in a timely manner for a new or replacement fire station when the need arises.

**Operating Impact:**

The project will potentially generate new operating costs not already included in existing budgets. The costs of these impacts are dependent on future decisions and cannot be completely estimated at this time.

	<b><u>PRIOR</u></b>						<b><u>TOTAL</u></b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. F. "Capital Reserve"	0	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	0	0	0	550,000	0	550,000
Debt Funding - Long Term	0	0	0	2,800,000	1,000,000	0	3,800,000
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	0	0	125,000	0	0	0	125,000
Add'l. Funds (Cont./Grants)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$2,800,000</b>	<b>\$1,550,000</b>	<b>\$0</b>	<b>\$4,475,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

### Schools Project Summary

<b><u>REVENUE SOURCES</u></b>	<b>Prior 5 Fiscal Years</b>	<b><u>FY2016</u></b>	<b><u>FY2017</u></b>	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b>TOTAL <u>FY 2016-2020</u></b>
General Fund "Pay Go"	\$89,000	\$0	\$0	\$0	\$0	\$0	\$0
General Fund "Capital Reserve"	1,600,000	0	0	0	0	0	0
General Fund "Contingent on Tax Revenue"	0	0	0	0	0	0	0
Debt Funding – Long Term	1,500,000	1,500,000	1,500,000	1,500,000	3,000,000	15,000,000	22,500,000
Debt Funding – Short Term	0	0	0	0	0	0	0
Proffers	0	0	0	0	0	0	0
Additional Funds (Contributions/Grants)	0	0	0	0	0	0	0
<b>TOTAL REVENUE SOURCES:</b>	<b>\$3,189,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$3,000,000</b>	<b>\$15,000,000</b>	<b>\$22,500,000</b>
<b><u>COUNTY USES:</u></b>							
<b>Schools</b>							
School Facilities - per School Board Priorities	\$3,100,000	\$1,500,000	\$0	\$0	\$0	\$0	\$1,500,000
New Elementary School - Partial Funding	0	0	1,500,000	1,500,000	3,000,000	15,000,000	21,000,000
Bulldog Way Parking	89,000	0	0	0	0	0	0
<b>TOTAL SCHOOLS PROJECTS</b>	<b>\$3,189,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$3,000,000</b>	<b>\$15,000,000</b>	<b>\$22,500,000</b>

## SCHOOLS

**Department:** Schools  
**Project Name:** School Facilities – per School Board Priorities  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 2016

**Project Description:**

This project allocates funding for planning, construction, and/or renovation of School Facilities based upon the priorities identified by the Goochland County School Board. These priorities include renovations and security upgrades to Goochland Elementary, the addition of mobile classrooms, Byrd Elementary renovations and façade improvements, and Randolph Elementary renovations and façade improvements.

**Location/Site:**

Byrd Elementary – 2704 Hadensville-Fife Road, Goochland Elementary – 3150 River Road West, Randolph Elementary – 1552 Sheppard Town Road

**Estimated Project Costs:**

\$1.5 million in Debt Funding – Long Term issuance in FY 2016 is allocated for these projects.

**Impact If Not Completed:**

Goochland County Public Schools will experience increased capacity and facility security demands that negatively impact desired operational standards.

**Operating Impact:**

The project will potentially generate new operating costs not already included in existing budgets. The costs of these impacts are dependent on future decisions and cannot be completely estimated at this time.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b>5 FY's</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 16-20</b>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. F. "Capital Reserve"	1,600,000	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	0	0	0	0	0	0
Debt Funding - Long Term	1,500,000	1,500,000	0	0	0	0	1,500,000
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	0	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$3,100,000</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## SCHOOLS

**Department:** Schools  
**Project Name:** New Elementary School  
**Project Type:** Facility/Property Improvement  
**Fiscal Year:** 2017, 2018, 2019, & 2020

**Project Description:**

This project reserves funding for planning and construction of a new school facility based upon the priorities identified by the Goochland County School Board. These funds will accumulate over five fiscal years, providing the Goochland County School Board with funds to build a new elementary school.

At this time \$21 million is an estimate only.

**Location/Site:**

Location to Be Determined

**Estimated Project Costs:**

\$21 million in Debt Funding – Long Term issuance, with \$1.5 million in FY 2017, \$1.5 million in FY 2018, \$3 million in FY 2019, and \$15 million in FY 2020 is allocated for this project.

**Impact If Not Completed:**

Goochland County Public Schools will experience increased capacity and facility demands that negatively impact desired operational standards.

**Operating Impact:**

The project will generate new operating costs for Schools. These costs will not be known until the project gets underway.

	<b><u>PRIOR</u></b>						<b><u>TOTAL</u></b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. F. "Capital Reserve"	0	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	0	0	0	0	0	0
Debt Funding - Long Term	0	0	1,500,000	1,500,000	3,000,000	15,000,000	21,000,000
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	0	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$3,000,000</b>	<b>\$15,000,000</b>	<b>\$21,000,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## Transportation Project Summary

<u>REVENUE SOURCES</u>	Prior 5 <u>Fiscal Years</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>TOTAL FY 2016-2020</u>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Fund "Capital Reserve"	0	0	0	0	0	0	0
General Fund "Contingent on Tax Revenue"	0	100,000	2,000,000	0	0	0	2,100,000
Debt Funding – Long Term	0	0	0	0	0	0	0
Debt Funding – Short Term	0	0	0	0	0	0	0
Proffers	277,000	0	0	50,000	0	0	50,000
Additional Funds (Contributions/Grants)	0	0	0	0	0	0	0
<b>TOTAL REVENUE SOURCES:</b>	<b>\$277,000</b>	<b>\$100,000</b>	<b>\$2,000,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,150,000</b>
<b>COUNTY USES:</b>							
<b>Transportation</b>							
Transportation Planning, Design, Acquisition	\$100,000	\$0	\$0	\$50,000	\$0	\$0	\$50,000
Fairground Road Extension	177,000	0	2,000,000	0	0	0	2,000,000
Centerville Streetscape Improvements	0	100,000	0	0	0	0	100,000
<b>TOTAL TRANSPORTATION PROJECTS</b>	<b>\$277,000</b>	<b>\$100,000</b>	<b>\$2,000,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,150,000</b>

## TRANSPORTATION

**Department:** Transportation  
**Project Name:** Transportation Planning, Design, Acquisition  
**Project Type:** Road Improvement  
**Fiscal Year:** 2018

**Project Description:**

This project allocates funds for the planning, design, and/or land acquisition related to road improvements in the County.

**Location/Site:**

Countywide

**Estimated Project Costs:**

Funding for the project is estimated at \$50,000 in FY 2018, entirely from available Road Cash Proffers.

**Impact If Not Completed:**

The County may face a deadline to utilize Road cash proffers.

**Operating Impact:**

The project is not anticipated to generate any operating costs.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b>5 FY's</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 16-20</b>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. F. "Capital Reserve"	0	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	0	0	0	0	0	0
Debt Funding - Long Term	0	0	0	0	0	0	0
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	100,000	0	0	50,000	0	0	50,000
Add'l. Funds (Cont./Grants)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## TRANSPORTATION

**Department:** Transportation  
**Project Name:** Fairground Road Extension  
**Project Type:** Road Improvement/Extension  
**Fiscal Year:** 2017

**Project Description:**

This project allocates funds for the planning, design, and construction for the extension of Fairground Road (Rt. 632) between Sandy Hook Road (Rt. 522) and River Road West (Rt. 6). The extension will bring about additional connectivity in the Courthouse Village as well as opening up additional property for future economic development.

**Location/Site:**

Courthouse Village - between River Road West (Rt. 6) and Sandy Hook Rd. (Rt. 522).

**Estimated Project Costs:**

Funding for the continuation of this project is estimated at \$2 million in FY 2017, from General Fund "Contingent on Tax Revenue".

Funding intended to start the design and engineering of the project was allocated in FY 2015 in the amount of \$177,000 from Road Cash Proffers. In FY 2017 \$2 million dollars from the General Fund "Contingent on Tax Revenue" is anticipated to fund the actual construction.

**Impact If Not Completed:**

Enhanced connectivity in the Courthouse Village and the opening of additional land for economic development will not occur.

**Operating Impact:**

The project is not anticipated to generate any new operating costs.

	<b><u>PRIOR</u></b>						<b><u>TOTAL</u></b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. F. "Capital Reserve"	0	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	0	2,000,000	0	0	0	2,000,000
Debt Funding - Long Term	0	0	0	0	0	0	0
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	177,000	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$177,000</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## TRANSPORTATION

**Department:** Transportation  
**Project Name:** Centerville Streetscape Improvements  
**Project Type:** Road Improvement/Extension  
**Fiscal Year:** 2016

**Project Description:**

This project allocates funds for proposed improvements to the streetscape along Broad Street Road (Rt. 250) and intersecting roads in the Centerville Village area. It is anticipated that the improvements will extend along Broad Street Road from Ashland Road (Rt. 623) to Manakin Road (Rt. 621). The improvements will enhance the visual appearance of the Centerville Village and area roadways.

**Location/Site:**

Centerville Village – along Broad Street Road (Rt. 250) between Ashland Road (Rt. 623) and Manakin Road (Rt. 621).

**Estimated Project Costs:**

Funding for the project is estimated at \$100,000 in FY 2016 from General Fund “Contingent on Tax Revenue”.

**Impact If Not Completed:**

The Centerville Village and area roadways will remain visually unappealing making it harder and harder to attract businesses and economic development prospects.

**Operating Impact:**

The project is not anticipated to generate any new operating costs.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
General Fund "Pay Go"	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. F. "Capital Reserve"	0	0	0	0	0	0	0
G. F. "Contingent on Revenue"	0	100,000	0	0	0	0	100,000
Debt Funding - Long Term	0	0	0	0	0	0	0
Debt Funding - Short Term	0	0	0	0	0	0	0
Proffers	0	0	0	0	0	0	0
Add'l. Funds (Cont./Grants)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

### Utility CIP Summary

<u>REVENUE SOURCES</u>	<u>Prior 5 Fiscal Years</u>	<u>FY2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>TOTAL FY 2016-2020</u>
Utility Operating Budget	0	0	0	0	0	0	0
Utility Connection Fee Revenue	0	250,000	200,000	200,000	200,000	200,000	1,050,000
Utility Fund Balance	0	300,000	0	0	0	0	300,000
<b>TOTAL REVENUE SOURCES:</b>	<b>\$0</b>	<b>\$550,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,350,000</b>
 <b><u>UTILITY USES:</u></b>							
Centerville Elevated Tank Mixer	\$0	\$110,000	\$0	\$0	\$0	\$0	\$110,000
Chloramine Injection at the Centerville Booster Pump Station	0	250,000	0	0	0	0	250,000
West Creek Control Valve Vault	0	190,000	0	0	0	0	190,000
Courthouse Wastewater Treatment Plant (reserve debt capacity)	0	0	200,000	200,000	200,000	200,000	800,000
<b>Total</b>	<b>\$0</b>	<b>\$550,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,350,000</b>
<b>TOTAL USES UTILITY</b>	<b>\$0</b>	<b>\$550,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,350,000</b>

**Note:** Two Utility projects that will be occurring over the next two fiscal years (FY 2016 & FY 2017) are not listed above. These projects, Decommission the West Creek Tank (600,000 gallons) and Courthouse Sewer – Inflow/Infiltration Study, are both being funded through the Utility operating budget. Decommission the West Creek Tank is funded at \$30,000 in FY 2016 and the Courthouse Sewer - Inflow/Infiltration Study is funded at \$50,000 in FY 2017.

## UTILITY

**Department:** Utility  
**Project Name:** Centerville Elevated Tank Mixer  
**Project Type:** Facility/Infrastructure  
**Fiscal Year:** 2016

**Project Description:**

This project allocates funds for a new mixer in the Centerville Tank. Water stratification in elevated water storage tanks is a known problem and is typically exacerbated in the hotter months of the year. A new mixer will decrease the stratification by mixing the older water that typically rests at the higher stratified layers with the younger water that was more recently pumped into the tank.

**Location/Site:**

Centerville Elevate Tank Mixer; South-east corner of St Matthews Lane and Plaza Drive

**Estimated Project Costs:**

Funding for the project is estimated at \$110,000 in FY 2016 and will come from the Utility Fund Balance.

**Impact If Not Completed:**

Without this mixer the tank water will continue to stratify, age, and produce negative effects on the public drinking water such as lower chlorine residuals and staining on the inside of the tank.

**Operating Impact:**

The project is anticipated to generate minor operating costs such as increased electrical consumption and preventative maintenance actions that can be absorbed in the FY 2016 Utility operating budget.

	<b><u>PRIOR</u></b>						<b><u>TOTAL</u></b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
Utility Operating Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utility Connection Fee Revenue	0	0	0	0	0	0	0
Utility Fund Balance	<u>0</u>	<u>110,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>110,000</u>
<b>TOTAL</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## UTILITY

**Department:** Utility  
**Project Name:** Chloramine Injection at the Centerville Booster Pump Station  
**Project Type:** Facility/Infrastructure  
**Fiscal Year:** 2016

**Project Description:**

This project allocates funds for a new Chloramine Injection station at the existing Centerville Booster Pump Station. This project consists of installing a Chloramine Injection station to increase the chlorine levels in the Centerville water system.

**Location/Site:**

Centerville Booster Pump Station; Southside of Broad Street; 650 feet east of Wilkes Ridge Parkway

**Estimated Project Costs:**

Funding for the project is estimated at \$250,000 in FY 2016 and will come from Utility Connection Fee Revenue.

**Impact If Not Completed:**

If this project is not completed we will continue to have low chlorine readings which will require routine flushing of the water system at several locations. Flushing water is equal to lost revenue as it is water that we are not charging a customer for but conversely we are being charged by Henrico for.

**Operating Impact:**

Operational costs related to the project are estimated at \$30,000 per year. This project will be completed near the end of FY 2016 so the Operational & Maintenance impact will be approximately \$3,000 (pending the project completion date) and that money will be absorbed in the FY 2016 Utility operating budget. The full \$30,000 will be programmed into the FY 2017 Utility operating budget.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
Utility Operating Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utility Connection Fee Revenue	0	250,000	0	0	0	0	250,000
Utility Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>
Operating Impact	\$0	\$3,000	\$30,000	\$30,000	\$30,000	\$30,000	\$123,000

## UTILITY

**Department:** Utility  
**Project Name:** West Creek Control Valve Vault  
**Project Type:** Facility/Infrastructure  
**Fiscal Year:** 2016

**Project Description:**

This project allocates funds for a new Control Valve Vault on the north side of West Creek Parkway. The project will install a new control valve on the East End water system for the purposes of optimizing our existing system to provide better flows, more balance pressures, and better water turnover to our customers.

**Location/Site:**

East side of Rte 288; Approximately ¾ mile north of West Creek Parkway

**Estimated Project Costs:**

Funding for the project is estimated at \$190,000 in FY 2016 from the Utility Fund Balance.

**Impact If Not Completed:**

Without this new valve, the east end will remain on the existing pressures zones which create wide pressure fluctuations and aged water to our customers.

**Operating Impact:**

The project is anticipated to generate minor preventative maintenance operating costs that can be absorbed in the FY 2016 Utility operating budget.

	<b><u>PRIOR</u></b>						<b><u>TOTAL</u></b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
Utility Operating Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utility Connection Fee Revenue	0	0	0	0	0	0	0
Utility Fund Balance	<u>0</u>	<u>190,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>190,000</u>
<b>TOTAL</b>	<b>\$0</b>	<b>\$190,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$190,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## UTILITY

**Department:** Utility  
**Project Name:** Courthouse Wastewater Treatment Plant  
**Project Type:** Facility/Infrastructure  
**Fiscal Year:** 2017-2020

**Project Description:**

This project allocates funds for a new Wastewater Treatment Plant in the Goochland Courthouse area.

**Location/Site:**

To be determined.

**Estimated Project Costs:**

Partial funding for the project is estimated at \$800,000 between FY 2017 and FY 2020, however, the projected cost will not be known until the feasibility study currently underway is completed in August 2015. The funding will come from Utility Connection Fee Revenue. These funds are reserving debt capacity to fund this project in the future.

**Impact If Not Completed:**

The current wastewater treatment allocation with the Department of Corrections is 111,000 gallons per day (GPD) which is not sufficient for the growth projected in the Utility Master Plan. If monies are not allocated to this project now, then the full cost of the Treatment Plant will need to be born as one lump sum in the future and the Utility Fund at that time may not be able to handle such a significant cost impact at once.

**Operating Impact:**

This request is for money to be allocated to fund this project in the future so it is not anticipated to generate any new operating costs between FY 2016 and FY 2020, however, if the Treatment Plant is ever constructed, there will be Operating and Maintenance cost impacts.

	<b>PRIOR</b>						<b>TOTAL</b>
	<b><u>5 FY's</u></b>	<b><u>FY 16</u></b>	<b><u>FY 17</u></b>	<b><u>FY 18</u></b>	<b><u>FY 19</u></b>	<b><u>FY 20</u></b>	<b><u>FY 16-20</u></b>
Utility Operating Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utility Connection Fee Revenue	0	0	200,000	200,000	200,000	200,000	800,000
Utility Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$800,000</b>
Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## Unfunded County Projects

### Unfunded County Projects

FY 2016-2020

#### **Administration**

#### **Estimated Costs**

New Courts building - Partial Funding

TBD

#### **Total Administration**

**TBD**

#### **Fire-Rescue**

3 Fire Stations - New/Replacement (TBD)

\$13,500,000

Ambulance Replacement

940,000

Burn Building Addition at the Henley Fire-Rescue Training Center

100,000

Ladder Truck Replacement

1,250,000

#### **Total Fire-Rescue**

**\$15,790,000**

#### **Parks and Recreation**

Central High School Field & Site Improvements - Assumes site is retained

\$195,000

Goochland Sports Complex [Old High School] Upgrades

215,000

Hidden Rock Park Facility Upgrades

60,000

Matthews Road Park - Additional Amenities

300,000

#### **Total Parks and Recreation**

**\$770,000**

#### **Total Unfunded County Projects**

**\$16,560,000**

## Technology Improvement Plan

### Technology Improvement Plan - FY15 -FY18; Updated Feb 3, 2015

<u>Revenue</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>TOTAL</u> <u>FY 2015-2018</u>
CIP Balance Forward	\$87,188	\$0	\$0	\$0	\$87,188
General Fund Transfer	75,000	100,000	125,000	125,000	425,000
Grant Funding (Virginia E-911 Services Grant)	-	-	-	150,000	150,000
From IT Operations Budget	116,000	116,000	116,000	116,000	464,000
CIP Funding separate for Financial System		225,000	650,000	1,000,000	1,875,000
Budgeted Lease Funds		105,000	105,000	105,000	315,000
<b>Total Revenue</b>	<b>\$278,188</b>	<b>\$ 546,000</b>	<b>\$ 996,000</b>	<b>\$ 1,496,000</b>	<b>\$ 3,316,188</b>
<u>Projects</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY2015-2018</u>
PC and Network Equipment Replacement	\$59,701	\$50,000	\$99,000	\$111,000	\$319,701
County Website Redesign	31,626	-	-	-	31,626
Vmware Server upgrade	34,940				34,940
Microsoft Licensing (MS365)	46,000				46,000
Convenience Center Cameras	20,000				20,000
Security Camera DVR Upgrade	25,921				25,921
IT Strategic Plan		4,000			4,000
Upgrade Voice recording system (911)		32,000			32,000
Mobile Solution - MDM	10,000				10,000
Wireless Equipment replacement	50,000	40,000			90,000
MDT replacement		105,000	105,000	105,000	315,000
LDO System upgrade/change		50,000			50,000

## Technology Improvement Plan

<u>Projects</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY2015-2018</u>
Document Management			60,000		60,000
New ECC equipment needs			50,000		50,000
EOC Replacement Laptops			12,000		12,000
SIP(Session Initiation Protocol) trunking solution				100,000	100,000
911 System upgrade (Grant funds)				150,000	150,000
Financial system- Study & Solution		225,000	650,000	1,000,000	1,875,000
Camera replacements		20,000			20,000
Contingency		20,000	20,000	30,000	70,000
<b>Total Projects</b>	<b>\$278,188</b>	<b>\$546,000</b>	<b>\$996,000</b>	<b>\$1,496,000</b>	<b>\$3,316,188</b>

<u>Operational Costs</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
<b>Projects</b>				
Microsoft 365		\$46,000	\$46,000	\$46,000
Maintenance on Document Management			\$8,000	\$3,000
Maintenance for Financial Software				\$75,000
New Radio System Maintenance			TBD	TBD



# **Office of Children's Services**

## OFFICE OF CHILDREN'S SERVICES Fund 47

The Office of Children's Services Director coordinates all matters pertaining to the Comprehensive Services Act (CSA) and the Virginia Juvenile Community Crime Control Act (VJCCCA). This includes staffing the Goochland Community Policy & Management Team (CPMT) and the Family Assessment Planning & Treatment (FAPT) Team, serving as a liaison between the Teams, coordinating the implementation of CSA funded services including utilization management and reporting. The Director monitors the CSA and VJCCCA budgets and makes budgetary, operational and programming recommendations to the CPMT and County Administrator. Additional responsibilities include coordinating service delivery and identifying service strengths and gaps in collaboration with the Juvenile Court, Schools, Social Services, Community Services, Health Department, Court Appointed Special Advocates, public and private service providers, religious organizations, youth and families, and other parties involved with human services in the Goochland community. Involved with resource development, program development and oversight. Assists the CPMT in advocating for changes in law and policies and procedures that will improve community conditions for youth development. Coordinates all court ordered community service in Goochland County for juveniles and adults.

In November 2013, a coalition of private and public providers (including Goochland County) was awarded a monetary grant to develop intensive care coordination services designed to prevent children from coming into foster care and to help those children placed out of the home to discharge to permanent placements more efficiently.



Goochland County, Virginia - Adopted Revenues For Fund: 47 - Office of Children's Services

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
<b>MISC</b>				
FOSTER CARE REIMBURSEMENT	29,272	40,000	40,000	40,000
CLASS REIMBURSEMENT	1,400	1,033	1,033	1,033
<b>MISC - TOTAL</b>	<b>30,672</b>	<b>41,033</b>	<b>41,033</b>	<b>41,033</b>
<b>STATE REVENUE</b>				
STATE REVENUE-CSA	403,878	380,000	423,958	423,958
STATE YOUTH VJCCCA	6,585	6,585	6,585	6,585
<b>STATE REVENUE - TOTAL</b>	<b>410,463</b>	<b>386,585</b>	<b>430,543</b>	<b>430,543</b>
<b>FUND TRANSFERS</b>				
TRANSFER FROM GENERAL FUND	649,664	649,664	704,664	704,664
<b>FUND TRANSFERS - TOTAL</b>	<b>649,664</b>	<b>649,664</b>	<b>704,664</b>	<b>704,664</b>
Total	1,090,799	1,077,282	1,176,240	1,176,240



Goochland County, Virginia - Adopted Expenses For Fund: 47 - Office of Children's Services

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
<b>ADMINISTRATION</b>				
SALARIES-FULL TIME	62,292	62,292	63,226	63,226
FICA	4,642	4,765	4,837	4,837
VRS	7,867	8,048	6,468	6,468
GROUP HEALTH	6,225	6,877	6,681	6,681
GROUP LIFE	741	741	752	752
WORKMAN'S COMPENSATION	372	436	443	443
PARENT REIMBURSEMENT	0	1,200	1,200	1,200
PRINTING-BINDING	0	750	100	100
POSTAGE	468	1,000	700	700
TELECOMMUNICATIONS	1,135	1,250	1,250	1,250
OFFICE SUPPLIES	601	1,200	1,200	1,200
COMPUTER EQUIP-NON CAPITAL	258	0		
TRAVEL - MILEAGE	245	500	650	650
TRAVEL-EDUCATION	544	240	750	750
Increase budget item to reflect costs of attending professional workshops to include the State CSA Conference in Roanoke, VA.				
CLASSES-PREVENTION	4,100	6,585	6,585	6,585
LEASE - POSTAGE METER	60	60	60	60
<b>ADMINISTRATION - TOTAL</b>	<b>89,549</b>	<b>95,944</b>	<b>94,902</b>	<b>94,902</b>
<b>CSA-FOSTER CARE SERVICES</b>				
FOSTER CARE	530,635	586,338	636,338	636,338
<b>CSA-FOSTER CARE SERVICES - TOTAL</b>	<b>530,635</b>	<b>586,338</b>	<b>636,338</b>	<b>636,338</b>
<b>CSA-SPECIAL EDUCATION SRVC</b>				
SPECIAL EDUCATION	349,567	395,000	445,000	445,000
<b>CSA-SPECIAL EDUCATION SRVC - TOTAL</b>	<b>349,567</b>	<b>395,000</b>	<b>445,000</b>	<b>445,000</b>
<b>Total</b>	<b>969,751</b>	<b>1,077,282</b>	<b>1,176,240</b>	<b>1,176,240</b>





# Public Utilities

## GOOCHLAND PUBLIC UTILITIES

**Goochland County Department of Public Utilities (DPU)** has three primary funds, with the Board of Supervisors adopting a budget for each fund in April that takes into account the needs of the water and sewer system, potential changes in water and sewer user fees and connection fees, and the ad valorem tax rate which applies to properties in the Tuckahoe Creek Service District (TCSD).

The funds summarized in the following pages include:

- Countywide Utility Operating Fund (57)
- Tuckahoe Creek Service District Debt Fund (53)
- Countywide Utility Capital Fund (56)

The FY16 Utility Enterprise Fund budget adopted by the Board of Supervisors in April reflects a 2.5% increase in the water and sewer consumption charges and service charges. There will be no increase for connection fees or the TCSD ad valorem rate.

In FY15, DPU updated their entire Standard Specification and Details Suite and also purchased and implemented new billing software. The new billing software provides 'reporting' options that never existing with the previous software.

DPU has three (3) critical Performance Measures that are reported to the Board of Supervisors on a quarterly basis. The measures are as follows: provide Construction Inspections within 48 hours notice from a Contractor, provide Shop Drawing reviews within 2 weeks of receipt from Contractors or Engineers, and respond to all known emergencies within 24 hours. For the first, second, and third quarters of FY15, DPU achieved a 100% in all categories.

In April 2015, DPU won the Wastewater Utility of the Year award from the Virginia Rural Water Association (VRWA).



## Goochland County, Virginia - Adopted Revenues For Fund: 57 - County Utility

	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
<b>COUNTYWIDE UTILITIES</b>			
WATER/SEWER CONNECTION FEES	350,000	450,000	525,000
WATER/SEWER SERVICE FEES	1,245,000	1,450,000	1,450,000
PENALTY/INTEREST	5,000	5,000	5,000
HENRICO COST SHARING	1,525,000	1,525,000	1,555,000
SEWER SERVICE FEES	1,215,000	1,450,000	1,450,000
LEASE PAYMENT OF WATER TANK	23,800	48,000	48,000
<b>COUNTYWIDE UTILITIES - TOTAL</b>	<b>4,363,800</b>	<b>4,928,000</b>	<b>5,033,000</b>
<b>TRANSFERS</b>			
FROM GENERAL FUND BALANCE	450,000	250,000	200,000
TRANSFER FROM TCSD FUND 53	0	69,390	69,390
TRANSFER FROM PRIOR YEAR BALANCE	0	300,000	0
<b>TRANSFERS - TOTAL</b>	<b>450,000</b>	<b>619,390</b>	<b>269,390</b>
Total	4,813,800	5,547,390	5,302,390



## Goochland County, Virginia - Adopted Expenses For Fund: 57 - County Utility

	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
<b>COUNTYWIDE UTILITIES</b>			
SALARY	381,319	437,429	437,429
OVERTIME	3,000	3,000	3,000
FICA	29,422	33,463	33,463
VRS	49,266	44,749	44,749
HEALTH	65,780	76,266	82,388
LIFE INSURANCE	4,538	5,232	5,232
WORKMAN'S COMP	6,120	6,935	6,935
PROFESSIONAL SERVICES	90,000	120,000	140,000
LABOR CHARGES-VEHICLE	1,000	1,000	1,000
REPAIRS AND MAINTENANCE	150,000	155,000	155,000
CONTRACTED SERVICES	70,000	115,000	115,000
PRINTING	2,500	2,700	2,700
ADVERTISING	1,000	1,000	1,000
SOFTWARE MAINTENANCE CONTRACTS	1,500	33,000	33,000
ELECTRICAL SERVICES	155,000	165,000	170,000
PROPANE GAS	200	0	0
POSTAGE	3,200	4,000	4,000
TELECOMMUNICATION	34,000	36,000	37,000
SOFTWARE/LICENSE NON-CAPITAL	1,000	6,000	6,000
OFFICE SUPPLIES	2,000	2,000	2,000
REPAIR & MAINTENANCE SUPPLIES	205,000	155,000	155,000
VEHICLE-FUEL	3,000	4,000	4,000
CHEMICALS	1,300,000	1,300,000	1,325,000
UNIFORMS/SAFETY EQUIPMENT	1,000	4,000	4,000



BOOKS & SUBSCRIPTIONS	1,000	1,000	1,000
PURCHASE OF WATER-HENRICO	750,000	750,000	785,000
PURCHASE OF WATER-CORRECTIONS	50,000	50,000	52,000
PURCHASE OF SEWER-HENRICO	275,000	255,000	265,000
PURCHASE OF SEWER	40,000	40,000	41,000
PURCHASE OF SEWER-RICHMOND	575,000	600,000	600,000
COMPUTER RQUIPMENT-NON CAPITAL	3,500	5,000	5,000
FURNITURE & FIXTURES	2,000	3,000	3,000
EQUIPMENT-MACHINERY-NON-CAPITAL	0	25,000	25,000
TRAVEL/EDUCATION	2,500	2,500	2,500
EDUCATION/TRAINING-TUITION,REG	2,500	2,500	2,500
DUES & MEMBERSHIP	900	1,000	1,200
WATERWORKS OPERATION FEE	6,200	6,500	6,600
VEHICLE-FUEL	11,000	15,000	15,000
MACHINERY & EQUIPMENT	75,000	50,000	50,000
MOTOR VEHICLES AND EQUIPMENT	0	26,000	26,000
LEASE/RENT OF EQUIPMENT	2,000	2,000	2,000
LEASE-POSTAGE METER	350	200	200
<b>COUNTYWIDE UTILITIES - TOTAL</b>	<b>4,356,795</b>	<b>4,545,474</b>	<b>4,650,896</b>
<b>DEBT SERVICE-COUNTYWIDE UTILITIES</b>			
3.7 VRA 2006 & 2000 PRINCIPAL	130,000	135,000	140,000
3.7 VRA 2006 & 2000 INTEREST	126,815	121,485	115,950
2.59M VRA 2007A VCCW PRINCIPAL	110,000	110,000	115,000
2.59M VRA 2007A VCCW INTEREST	90,190	85,431	80,544
DEBT SERVICE-NEW	0	0	0



<b>DEBT SERVICE-COUNTYWIDE UTILITIES - TOTAL</b>	457,005	451,916	451,494
<b>DEBT SERVICE-COUNTYWIDE UTILITIES</b>			
TRANSFER TO F56-UTILITY CAPITAL	0	550,000	200,000
<b>DEBT SERVICE-COUNTYWIDE UTILITIES - TOTAL</b>	0	550,000	200,000
Total	4,813,800	5,547,390	5,302,390



**Goochland County, Virginia - Adopted Revenues For Fund: 53 - Tuckahoe Service District-Debt**

	<b>ADOPTED FY2015</b>	<b>ADOPTED FY2016</b>	<b>PROJECTED FY2017</b>
<b>TCSD- ADVALOREM</b>			
ADVALOREM TAXES CURRENT	2,390,000	2,590,000	2,725,000
ADVALOREM TAXES DELINQUENT	4,000	4,000	4,000
REVENUE SHARING (55%)	910,000	975,000	1,000,000
<b>TCSD- ADVALOREM - TOTAL</b>	<b>3,304,000</b>	<b>3,569,000</b>	<b>3,729,000</b>
<b>TCSD- ADVALOREM</b>			
ADVALOREM TAX PENALTY	6,000	6,000	6,000
ADVALOREM TAX INTEREST	3,000	3,000	3,000
<b>TCSD- ADVALOREM - TOTAL</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>TCSD- ADVALOREM</b>			
BOND INT(10851)	495,000	495,000	495,000
<b>TCSD- ADVALOREM - TOTAL</b>	<b>495,000</b>	<b>495,000</b>	<b>495,000</b>
Total	3,808,000	4,073,000	4,233,000



**Goochland County, Virginia - Adopted Expenses For Fund: 53 - Tuckahoe Service District-Debt**

	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
<b>TCSD- GENERAL</b>			
BOND ISSUANCE FEES	83,949	82,614	81,153
<b>TCSD- GENERAL - TOTAL</b>	<b>83,949</b>	<b>82,614</b>	<b>81,153</b>
<b>TCSD- GENERAL</b>			
DEBT SERVICE-INTEREST-2002&2012	2,171,598	2,362,878	2,580,758
DEBT SERVICE-PRINCIPAL 2002&2012	1,016,288	1,120,007	1,217,128
DEBT SERVICE-NEW	0	0	0
CONTRIBUTION TO FUND BALANCE	466,775	438,111	274,571
<b>TCSD- GENERAL - TOTAL</b>	<b>3,654,661</b>	<b>3,920,996</b>	<b>4,072,457</b>
<b>TCSD- GENERAL</b>			
2 VDOT 250 WATER LINES	69,390	69,390	69,390
<b>TCSD- GENERAL - TOTAL</b>	<b>69,390</b>	<b>69,390</b>	<b>69,390</b>
Total	3,808,000	4,073,000	4,223,000



Goochland County, Virginia - Adopted Revenues For Fund: 56 - County Utility-CIP

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
CONNECTION FEES	0	0	250,000	200,000
<b>- TOTAL</b>	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>200,000</b>
FROM OPERATING FUND	350,000	0	300,000	0
<b>- TOTAL</b>	<b>350,000</b>	<b>0</b>	<b>300,000</b>	<b>0</b>
Total	350,000	0	550,000	200,000



Goochland County, Virginia - Adopted Expenses For Fund: 56 - County Utility-CIP

	ACTUAL FY2014	ADOPTED FY2015	ADOPTED FY2016	PROJECTED FY2017
<b>TANK MIXER</b>				
PROFESSIONAL SERVICES	0	0	110,000	0
<b>TANK MIXER - TOTAL</b>	0	0	110,000	0
<b>CLORAMINE</b>				
PROFESSIONAL SERVICES	0	0	250,000	0
<b>CLORAMINE - TOTAL</b>	0	0	250,000	0
<b>CONTROL VALVE VAULT</b>				
PROFESSIONAL SERVICES	0	0	190,000	0
<b>CONTROL VALVE VAULT - TOTAL</b>	0	0	190,000	0
<b>COURTHOUSE WASTEWATER PLANT</b>				
PROFESSIONAL SERVICES	0	0	0	200,000
<b>COURTHOUSE WASTEWATER PLANT - TOTAL</b>	0	0	0	200,000
Total	0	0	550,000	200,000





# Appendix



**Board of Supervisors**

1800 Sandy Hook Road  
Goochland, VA 23063

Meeting: 04/20/15 07:00 PM  
Department: County Attorney  
Category: Budget  
Prepared By: Christina Neale  
Department Head: Norman Sales

**ADOPTED  
RESOLUTION**

(ID # 1484)

✓ Vote Record - Resolution 1484						
<input type="checkbox"/> Approved <input type="checkbox"/> Recommended for Approval <input type="checkbox"/> Recommended for Denial <input type="checkbox"/> Deferred <input type="checkbox"/> Denied <input type="checkbox"/> Withdrawn <input type="checkbox"/> Recommended for Approval as Am <input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Adopted as Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Consensus of the Board <input type="checkbox"/> Tabled by Consensus			<b>Yes/Aye</b>	<b>No/Nay</b>	<b>Abstain</b>	<b>Absent</b>
	Susan Lascolette	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ned Creasey	Secunder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Manuel Alvarez	Mover	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Robert Minnick	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ken Peterson	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**AT A MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF GOOCHLAND, VIRGINIA, HELD ON APRIL 20, 2015, IN THE GOOCHLAND COUNTY ADMINISTRATION BUILDING, 1800 SANDY HOOK RD., SUITE 250, GOOCHLAND, VIRGINIA, THE FOLLOWING ACTION WAS TAKEN:**

**A RESOLUTION TO APPROPRIATE DESIGNATED FUNDS AND ACCOUNTS FROM ESTIMATED REVENUES FOR FY2016**

**WHEREAS**, the Board of Supervisors has reviewed the proposed County budget for FY2016; and

**WHEREAS**, the Board of Supervisors wishes to appropriate designated funds and accounts from estimated revenues for FY2016 for the operating budget for the County of Goochland, Virginia.

**NOW, THEREFORE BE IT RESOLVED** by the Goochland County Board of Supervisors that for the fiscal year beginning on the first day of July 2015 and ending on the thirtieth day of June 2016, the following sections are hereby adopted:

Sec. 1 The following designated funds and accounts are hereby appropriated from the estimated revenues to fund the operating budget for the County.

**FY2016 Adopted**

**General Fund:**

General Government	4,102,725
Judicial	1,602,333
Public Safety	8,851,736
Public Works	811,032

Resolution	
Health & Welfare	1,229,333
Culture & Leisure	2,142,022
Community Development	1,450,126
Debt Service & Other	3,602,682
Schools Operating Transfer	20,260,000
Other Gen Fund Transfers	2,390,415

**Subtotal General Fund 46,442,404**

**School Operating Fund:**

Instruction	18,667,390
Administration, Attendance & Health	1,389,324
Pupil Transportation	2,366,291
Operation and Maintenance	2,475,315
Technology	1,710,896
<b>Subtotal: School Operating Fund</b>	<b>26,609,216</b>
Textbooks Fund	231,890
<i>LESS: GF Transfer to Schools</i>	<i>(20,260,000)</i>
School Grants	1,038,580
School Cafeteria Fund	1,012,200
Capital Improvements	5,540,000
<i>LESS: GF Transfer to CIP</i>	<i>(750,000)</i>
Social Services	2,090,548
<i>LESS: GF Transfer to DSS</i>	<i>(685,751)</i>
Comprehensive Services	1,176,240
<i>LESS: GF Transfer to CSA</i>	<i>(704,664)</i>

**TOTAL OPERATING 61,740,663**

**Utilities Enterprises Funds**

Countywide Utility	5,547,390
<i>LESS: GF Transfer to Countywide Utility</i>	<i>(250,000)</i>
<i>LESS: Operating Transfer to Capital</i>	<i>(550,000)</i>
Countywide Utility - Capital	550,000
Tuckahoe Creek Debt	<u>4,073,000</u>

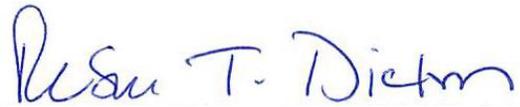
**Subtotal Enterprises 9,370,390**

**GRAND TOTAL 71,111,053**

- Sec. 2 The County Administrator is authorized to transfer unencumbered balances from one appropriation category to another within the General Fund. The County Administrator may transfer up to \$7,500.00 from the unencumbered appropriated balance of one appropriation category to another appropriation category. No more than one transfer may be made for the same item causing the need for a transfer, unless the total amount to be transferred for the item does not exceed \$7,500.00.
- Sec. 3 The School Superintendent, with the approval of the School Board, is authorized to transfer up to \$7,500.00 from the unencumbered appropriated balance of one appropriation category of the School Operating Fund to another appropriation category. No more than one transfer may be made for the same item causing the need for a transfer, unless the total amount to be transferred for the item does not exceed \$7,500.00.
- Sec. 4 The County Administrator may increase appropriations for non-budgeted revenue that may occur during the fiscal year as follows:
- a) Insurance recoveries received for damage to any County property, including vehicles, for which County funds have been expended to make repairs.
  - b) Revenue not to exceed \$7,500.00.
- Sec. 5 All outstanding encumbrances, both operating and capital, in all County funds at June 30, 2015 shall be an amendment to the adopted budget and shall be reappropriated for the 2015-2016 fiscal year to the same department and account for which they were encumbered in the previous fiscal year.
- Sec. 6 At the close of the fiscal year, all unencumbered appropriations shall lapse for budget items other than capital projects, and federal and state grants.
- Sec. 7 The County Administrator may reduce revenue and expenditure appropriations related to programs, functions, or departments funded all or in part by the Commonwealth of Virginia or the federal government to the level approved by the responsible state or federal agency.
- Sec. 8 The Director of Finance is authorized to make transfers to various funds for which there are transfers budgeted. The Director shall transfer funds only as needed up to amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfers should be made.

Adopted this 20<sup>th</sup> day of April, 2015.

A COPY ATTEST:

A handwritten signature in blue ink that reads "Rebecca T. Dickson". The signature is written in a cursive style with a large initial 'R'.

---

Rebecca T. Dickson, County Administrator  
Gochland County Board of Supervisors

**Goochland County - Personnel Complement  
FY2016 Budget - Authorized Full Time and Part Time Personnel**

<b>Agency</b>	<b>Title</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Adopted</b>	<b>FY2017 Projected</b>
<b>GENERAL FUND:</b>					
<b>Animal Control</b>					
	Director of Animal Control	1.00	1.00	1.00	1.00
	Animal Control Officer	2.00	2.00	3.00	3.00
	Animal Shelter Coordinator - Part Time	1.00	1.00	1.00	1.00
	Animal Shelter Attendant - Part Time	-	1.00	1.00	1.00
<b>Board of Supervisors</b>					
	Board Member -Chairman	1.00	1.00	1.00	1.00
	Board Member - Vice Chairman	1.00	1.00	1.00	1.00
	Board Member	3.00	3.00	3.00	3.00
<b>Building Inspections</b>					
	Building Official	1.00	1.00	1.00	1.00
	Combination Res/Comercial Inspector	3.00	4.00	3.00	3.00
	Plans Examiner/Inspector	-	-	1.00	1.00
	Office Manager	1.00	1.00	1.00	1.00
	Admin Assistant/Permit Clerk	1.00	1.00	1.00	1.00
<b>Civil/Environmental Engineering</b>					
	Civil/Environmental Engineer	1.00	1.00	1.00	1.00
	Stormwater Engineer	-	1.00	1.00	1.00
	Erosion & Sediment Inspector	1.00	1.00	1.00	1.00
<b>Clerk of the Circuit Court</b>					
	Circuit Court Clerk	1.00	1.00	1.00	1.00
	Chief Deputy Clerk	1.00	1.00	2.00	2.00
	Deputy Clerk II	4.00	4.00	5.00	5.00
	Deputy Clerk I	1.00	1.00	-	-
	Deputy Clerk - Part-time	1.00	2.00	-	-
<b>Commissioner of Revenue</b>					
	Commissioner of Revenue	1.00	1.00	1.00	1.00
	Chief Deputy Commissioner	1.00	1.00	1.00	1.00
	Comm Revenue Deputy III	1.00	1.00	1.00	1.00
	Comm Revenue Deputy II	-	-	1.00	1.00
	Comm Revenue Deputy I	2.00	2.00	1.00	1.00
<b>Commonwealth Attorney</b>					
	Commonwealth Attorney	1.00	1.00	1.00	1.00
	Deputy Commonwealth Attorney	1.00	1.00	1.00	1.00
	Victim Witness Director/Paralegal	1.00	1.00	1.00	1.00
	Legal Secretary	1.00	1.00	1.00	1.00
	Administrative Assistant - Part Time	1.00	1.00	1.00	1.00
<b>Community Development</b>					
	Deputy County Administrator for Comm Development	1.00	1.00	1.00	1.00
	Office Manager	1.00	1.00	1.00	1.00

**Goochland County - Personnel Complement  
FY2016 Budget - Authorized Full Time and Part Time Personnel**

Agency	Title	FY2014 Actual	FY2015 Adopted	FY2016 Adopted	FY2017 Projected
<b>Convenience Centers</b>					
	Supervisor	1.00	1.00	1.00	1.00
	Attendant	5.00	5.00	5.00	5.00
	Attendant - Part Time	1.00	2.00	2.00	2.00
<b>County Administrator</b>					
	County Administrator	1.00	1.00	1.00	1.00
	Deputy Clerk to the BOS	1.00	1.00	1.00	1.00
	Senior Management & Projects Analyst	-	1.00	1.00	1.00
	Senior Management & Projects Analyst - Part Time	1.00	-	-	-
<b>County Assessor</b>					
	County Assessor	-	1.00	1.00	1.00
	County Assessor - Part Time	1.00	-	-	-
	Office Manager	1.00	1.00	1.00	1.00
	Real Estate Appraiser	2.00	2.00	2.00	2.00
	Real Estate Specialist	1.00	1.00	-	-
	Real Estate Specialist - Part Time	-	-	1.00	1.00
<b>County Attorney</b>					
	County Attorney	1.00	1.00	1.00	1.00
	Assistant County Attorney	1.00	1.00	1.00	1.00
	Paralegal	1.00	1.00	1.00	1.00
<b>Economic Development</b>					
	Director of Economic Development	1.00	1.00	1.00	1.00
<b>Emergency Services</b>					
	Communcations Officer	9.00	9.00	10.00	10.00
<b>Extension Office</b>					
	Environmental Horticultural Associate - Part Time	1.00	1.00	1.00	1.00
<b>Finance</b>					
	Deputy County Administrator for Financial Services	0.75	0.75	0.75	0.75
	Finance Director	1.00	1.00	1.00	1.00
	Controller	-	1.00	1.00	1.00
	Accounting Specialist	1.00	1.00	1.00	1.00
	Accountant III - Part Time	1.00	-	-	-
<i>*Note: the Deputy County Administrator position is 75% general fund and 25% enterprise fund</i>					
<b>Fire &amp; Rescue</b>					
	Fire Chief	1.00	1.00	1.00	1.00
	Deputy Chief	1.00	1.00	1.00	1.00
	Fire Captain	-	1.00	1.00	1.00
	Fire Lieutenant/Paramedic	1.00	1.00	1.00	1.00
	Logistics Officer	1.00	1.00	1.00	1.00
	EMT/Firefighter	14.00	17.00	20.00	23.00
	Business Manager	1.00	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00	1.00
	Fire Marshall - Part-time	1.00	1.00	1.00	1.00

**Goochland County - Personnel Complement  
FY2016 Budget - Authorized Full Time and Part Time Personnel**

Agency	Title	FY2014 Actual	FY2015 Adopted	FY2016 Adopted	FY2017 Projected
	EMS Compliance Officer - Part Time	1.00	1.00	1.00	1.00
	EMT/Firefighter - Part Time	6.00	6.00	8.00	8.00
	Training and Safety Officer - Part Time	-	1.00	1.00	1.00
<b>Human Resources</b>					
	Director of Human Resources	1.00	1.00	1.00	1.00
	Administrative Assistant - Part Time	-	-	1.00	1.00
<b>Information Systems</b>					
	Information Systems Director	1.00	1.00	1.00	1.00
	IT Systems Engineer	1.00	1.00	1.00	1.00
	Info Systems Programmer/Analyst	1.00	1.00	1.00	1.00
	Info Systems Support Specialist	1.00	2.00	2.00	2.00
	GIS Analyst	1.00	1.00	1.00	1.00
	Info Systems Network Engineer - Part Time	1.00	1.00	1.00	1.00
<b>Parks and Recreation and Facility Management</b>					
	Director	1.00	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00	1.00
	Grounds Supervisor	2.00	2.00	2.00	2.00
	Groundskeeper Senior	1.00	1.00	1.00	1.00
	Groundskeeper	3.00	3.00	3.00	3.00
	Recreation Manager	1.00	1.00	1.00	1.00
	Program Coordinator	1.00	1.00	2.00	2.00
	Facilities Supervisor	1.00	1.00	1.00	1.00
	Facilities Technician	1.00	1.00	1.00	1.00
	Custodial Supervisor	1.00	1.00	1.00	1.00
	Custodian	3.00	3.00	4.00	4.00
	Custodian - Part Time	2.00	2.00	1.00	1.00
	Program Coordinator - Part Time	1.00	1.00	1.00	1.00
	Recreation Assistant - Part Time	7.00	7.00	12.00	12.00
	Groundskeeper - Part Time	1.00	1.00	3.00	3.00
<b>Planning</b>					
	Principal Planner	1.00	1.00	1.00	1.00
	Senior Planner	1.00	1.00	1.00	1.00
	Code Enforcement Officer/Conv Center Manager	1.00	1.00	1.00	1.00
	Zoning Administrator	1.00	1.00	1.00	1.00
	Environmental Planner - Part Time	-	1.00	1.00	1.00
<b>Purchasing</b>					
	Director of Purchasing	1.00	1.00	1.00	1.00
<b>Registrar</b>					
	Registrar	1.00	1.00	1.00	1.00
	Assistant Registrar - Part-time	1.00	2.00	2.00	2.00
	Electoral Board Member - Part Time	3.00	3.00	3.00	3.00
<b>Sheriff</b>					
	Sheriff	1.00	1.00	1.00	1.00

**Goochland County - Personnel Complement  
FY2016 Budget - Authorized Full Time and Part Time Personnel**

Agency	Title	FY2014 Actual	FY2015 Adopted	FY2016 Adopted	FY2017 Projected
	Major	1.00	1.00	1.00	1.00
	Lieutenant	2.00	2.00	2.00	2.00
	Sergeant	4.00	5.00	5.00	5.00
	Investigator	1.00	1.00	1.00	1.00
	Corporal	1.00	4.00	4.00	4.00
	Deputy	20.00	18.00	20.00	20.00
	Office Manager	1.00	1.00	1.00	1.00
	Administrative Assistant - Part Time	1.00	1.00	1.00	1.00
<b>Sheriff - Court Related</b>					
	Sergeant	1.00	1.00	1.00	1.00
	Lieutenant	1.00	1.00	1.00	1.00
	Deputy	2.00	2.00	2.00	2.00
	Court Deputy - Part Time	5.00	5.00	5.00	5.00
	Court Security Specialist - Part Time	2.00	2.00	2.00	2.00
<b>Treasurer</b>					
	Treasurer	1.00	1.00	1.00	1.00
	Chief Deputy Treasurer	1.00	1.00	1.00	1.00
	Deputy Treasurer III	-	1.00	1.00	1.00
	Deputy Treasurer II	2.00	1.00	1.00	1.00
	Deputy Treasurer I	2.00	2.00	2.00	2.00
	Deputy Treasurer I - Part Time	-	1.00	1.00	1.00
<b>TOTAL: GENERAL FUND FULL-TIME &amp; PART-TIME POSITIONS</b>		<b>190.75</b>	<b>206.75</b>	<b>223.75</b>	<b>226.75</b>
<b>Comprehensive Services</b>					
	CSA/Youth Services Director	1.00	1.00	1.00	1.00
<b>Countywide Utilities</b>					
	County Engineer	1.00	1.00	1.00	1.00
	Utility Engineer	1.00	1.00	1.00	1.00
	Utility Technician	-	-	1.00	1.00
	Utility Operator	2.00	2.00	2.00	2.00
	Utility Inspector	1.00	1.00	1.00	1.00
	Office Manager	1.00	1.00	1.00	1.00
	Deputy County Administrator for Financial Services	0.25	0.25	0.25	0.25
<i>*Note: the Deputy County Administrator position is 75% general fund and 25% enterprise fund</i>					
<b>TOTAL: GRANT &amp; ENTERPRISE FUNDS</b>		<b>7.25</b>	<b>7.25</b>	<b>8.25</b>	<b>8.25</b>
<b>TOTAL COUNTY PART-TIME &amp; FULL-TIME POSITIONS</b>		<b>198.00</b>	<b>214.00</b>	<b>232.00</b>	<b>235.00</b>
<b>Social Services</b>					
	Director I	1.00	1.00	1.00	1.00
	Administrative Services Manager	1.00	1.00	1.00	1.00
	Finance Manager	-	-	1.00	1.00
	Benefit Program Specialist Supervisor	1.00	1.00	1.00	1.00
	Family Services Supervisor	1.00	1.00	1.00	1.00
	Family Services Worker II	4.00	4.00	4.00	4.00
	Family Services Worker III	3.00	3.00	3.00	3.00
	Benefit Program Specialist II	3.00	3.00	3.00	3.00

**Goochland County - Personnel Complement  
FY2016 Budget - Authorized Full Time and Part Time Personnel**

<b>Agency</b>	<b>Title</b>	<b>FY2014 Actual</b>	<b>FY2015 Adopted</b>	<b>FY2016 Adopted</b>	<b>FY2017 Projected</b>
	Benefit Program Specialist III	2.00	2.00	2.00	2.00
	Human Services Associate	-	-	2.00	2.00
	Office Associate I	1.00	1.00	-	-
	Office Associate III	1.00	1.00	-	-
	Administrative Program Assistant I	1.00	1.00	1.00	1.00
	Administrative Program Assistant II	1.00	1.00	-	-
	Part time-Fuel/Crisis Worker	1.00	1.00	1.00	1.00
	Emergency Eligibility Worker	1.00	2.00	3.00	3.00



## **Financial Policy Guidelines**

*For:*

**GOOCHLAND COUNTY  
VIRGINIA**

**Adopted: August 5, 2014**

---

# **FINANCIAL POLICY GUIDELINES**

**County of Goochland, Virginia**

**August 2014**

---

## **FISCAL POLICY GUIDELINES - OBJECTIVES**

This fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practice of Goochland County. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. Effective fiscal policy:

- Contributes significantly to the County's ability to insulate itself from fiscal crisis,
- Enhances short term and long term financial credit ability by helping to achieve the highest credit and bond ratings possible,
- Promotes long-term financial stability by establishing clear and consistent guidelines,
- Directs attention to the total financial picture of the County rather than single issue areas,
- Promotes the view of linking long-run financial planning with day to day operations, and
- Provides the Board of Supervisors and the citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

To these ends, the following fiscal policy statements are presented.

---

**FINANCIAL POLICY GUIDELINES** - *Continued*  
County of Goochland, Virginia  
August 2014

---

**OPERATING BUDGET POLICIES**

1. The County will develop the annual Operating Budget in conjunction with a stated program of performance objectives and measures with which to gauge progress toward meeting those objectives.
2. In order to enhance financial planning, the County will prepare an annual budget with a second year of projections of general fund revenues and expenditures. Further, long range forecasts will be included for years three through five which take into account the impact of projects in the Capital Improvement Program.
3. The County will adopt an annual balanced budget. A balanced budget is a budget with total expenditures equal to total revenues, including use of fund balance.
4. One-time or other special revenues will not be used to finance continuing County operations but instead will be used for funding items of a non-recurring nature.
5. Budget Monitoring: the monitoring of revenues and expenditures is an ongoing process. During the fiscal year, a quarterly update of general fund revenues and expenditures will be provided to the Board of Supervisors and the public.

---

**FINANCIAL POLICY GUIDELINES** - *Continued*  
County of Goochland, Virginia  
August 2014

---

**CAPITAL IMPROVEMENT BUDGET POLICIES**

1. The County will consider capital improvements in accordance with an adopted capital improvement program.
2. The County will develop a five or six-year plan for capital improvements to be reviewed and updated each year.
3. The County will enact an annual capital budget based on the capital improvement plan. The first year of the plan will represent appropriation of revenues and expenditures; future years of the plan will be approved for planning purposes.
4. The County will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
5. The County will project its equipment replacement and maintenance needs as part of the capital improvement process. From this projection a maintenance and replacement schedule will be developed.
6. The County will identify the estimated costs and potential funding sources for each capital project proposal.
7. The County will attempt to determine the least costly and most flexible financing method for all new projects.

---

# **FINANCIAL POLICY GUIDELINES** - *Continued*

**County of Goochland, Virginia**  
**August 2014**

---

## **DEBT POLICIES**

1. The County will utilize a balanced approach to capital funding utilizing debt financing, draws on capital reserves and/or fund balances in excess of policy targets, and “pay-as-you-go” appropriations. Pay-as-you-go appropriations will be adopted as part of the operating budget.
2. When the County finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project.
3. In the Commonwealth of Virginia, there is no statutory limitation on the amount of debt a County can issue. The County has set its own debt ratio guidelines as part of sound financial management practices. Debt ratios will be annually calculated and included in the review of financial trends. The County will comply with the following debt ratio guidelines:
  - a) Net debt as a percentage of estimated market value of taxable property should not exceed 2.75%. Net debt is to include general obligation, capital leases, and enterprise fund revenue bonds, including accreted interest.
  - b) The ratio of debt service expenditures as a percent of total general fund expenditures (including transfers to other funds) should not exceed 12%. Limiting debt service expenditures in this way provides flexibility for other expenses in the budget.

---

# **FINANCIAL POLICY GUIDELINES** - *Continued*

**County of Goochland, Virginia**  
**August 2014**

---

## **FUND BALANCE RESERVE POLICIES**

### **DEFINITIONS**

Fund balance is the difference between assets and liabilities reported in governmental funds. It serves as a measure of financial resources available for current operations. The Governmental Accounting Standards Board (GASB) prescribes the classifications for components of fund balance. The County shall report governmental fund balances per GASB definitions. These classifications are listed below in descending order of restrictiveness.

1. Nonspendable – amounts that cannot be spent because they are not in spendable form or are not expected to be converted into cash with the current period or at all.
2. Restricted – amounts subject to usage constraints that have either been externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation.
3. Committed – amounts constrained to use for specific purposes pursuant to formal action of the Board of Supervisors (the Board). The amounts cannot be used for other purposes unless the Board removes or changes the constraints via the same action used to initially commit them.
4. Assigned – amounts intended by the County for use for a specific purpose, but do not meet the criteria to be classified as restricted or committed. The intent can be expressed by the Board. Formal action is not necessary to impose, remove, or modify a constraint in Assigned Fund Balance.
5. Unassigned – amounts that are available for any purpose.

### **MINIMUM FUND BALANCE**

Unassigned fund balances at the close of each fiscal year should be at least 20% of the total annual adopted general fund budget of the subsequent fiscal year, plus the non-local portion of the school operating fund budget. The general fund budget includes the transfer to the Schools, Debt Service, and other transfers from the general fund.

The County Board may, from time-to-time, appropriate unassigned fund balances that will reduce available fund balances below the 20% policy for the purposes of a declared fiscal emergency or other such global purpose for the benefit of the County. In such circumstances, the Board will adopt a plan to restore the available fund balances to the policy level within 36 months from the date of the appropriation. If restoration cannot be

accomplished within such time period without severe hardship to the County, then the Board will establish a different but appropriate time period.

### **REVENUE STABILIZATION RESERVE**

The County will maintain a Revenue Stabilization Reserve of at least 1% of the total annual adopted general fund budget of the subsequent fiscal year, plus the non-local portion of the school operating fund budget.

The Board may draw down the Revenue Stabilization Reserve only in the event that general fund revenues excluding use of prior year fund balance decline by more than 3% of the current fiscal year budget. In the event of a draw down, the Board will adopt a plan to restore the reserve to the policy level within 36 months from the date of the appropriation.

### **ORDER OF EXPENDITURES OF FUNDS**

For any expenditure incurred for purposes for which multiple fund balance categories can be used, the County will utilize funds in the following spending order: restricted, committed, assigned, and unassigned.

## GLOSSARY OF BUDGET-RELATED TERMS

---

<b>Accrual Basis</b>	A basis of accounting in which transactions are recognized at the time they are incurred, not when cash is received or spent.
<b>Ad Valorem</b>	A tax levied in proportion to value of the property against which it is levied.
<b>Adopted Budget</b>	A plan of financial operations approved by the Board of Supervisors highlighting major changes made to the County Administrator's Advertised Fiscal Plan. The Adopted Budget reflects approved tax rates and estimates of revenues, expenditures, transfers and departmental goals, objectives, performance measures, and initiatives.
<b>Appropriation</b>	An authorization granted by the Board of Supervisors to a specified organization, such as a unit of County government, to make expenditures and incur obligations for specific purposes. An appropriation is limited in dollar amount and when it may be spent, usually expiring at the end of the fiscal year.
<b>Appropriations Resolution</b>	A legally binding document which delineates by fund or category and/or by department or grant all expenditures and revenues adopted by the Board of Supervisors and reflected in the Adopted Budget.
<b>Asset</b>	Resources owned or held by a government, which have monetary value.
<b>Authorized Positions</b>	Employee positions, as authorized in the adopted budget.
<b>Assigned Fund Balance</b>	For the general fund, amounts constrained for the intent to be used for a specific purpose by a governing board or a body or official that has been delegated authority to assign amounts. Amount reported as assigned should not result in a deficit in unassigned fund balance.
<b>Authorized Positions</b>	Employee full-time permanent positions, which are authorized in the Adopted Budget, to be filled during the fiscal year.
<b>BPOL</b>	Business, Professional, and Occupational License Refers to the license tax that is levied upon those doing business or engaging in a profession, trade, or occupation in the county.
<b>Balance Sheet</b>	A financial statement disclosing the assets, liabilities and equity of an entity at a specified date.
<b>Balanced Budget</b>	A term used to describe a budget in which total revenues equal total expenditures, reserves, and unassigned fund balance for a given time period.
<b>Basis of Accounting</b>	The timing of recognition of transactions or events for financial statement reporting purposes. Goochland County either uses the accrual or modified accrual basis of accounting, as appropriate for each fund type or activity, in accordance with the US generally accepted accounting principles (GAAP) applicable to governmental units.

## **GLOSSARY OF BUDGET-RELATED TERMS**

---

<b>Basis of Budgeting</b>	The method used to determine when revenues and expenditures are recognized for budgetary purposes. Goochland County's budget is presented on the same basis as that used for financial statement reporting purposes; however the budget is presented using a different perspective than the financial statement presentation and requires a budget to GAAP reconciliation for financial statement reporting.
<b>Biennial Financial Plan</b>	A two-year financial and operational plan used for planning. Provided to residents, elected officials, and interested parties for informational purposes.
<b>Bond</b>	Interest bearing certificates of public indebtedness used primarily to finance capital projects. They evidence the issuer's obligation to repay a specified principal amount on a set maturity date, together with interest at a stated rate, or according to a formula which determines that rate.
<b>Budget</b>	An annual financial plan that identifies a plan of operation for the fiscal year. It states expenditures required and identifies revenues necessary to finance the plan.
<b>Budgetary Control</b>	The control or management of a government or enterprise in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.
<b>CAFR</b>	Comprehensive Annual Financial Report - a report compiled annually which provides detailed information on an organization's financial status at year end.
<b>Capital Improvement Program (CIP)</b>	A plan of acquisition, development, enhancement or replacement of public facilities and/or infrastructure to serve the County citizenry. The CIP is a reflection of the physical development policies of the County and typically encompasses a five-year or six-year period and includes projects in excess of \$50,000.
<b>Capital Assets</b>	Assets of a substantial nature (\$5,000 or more) expected to have a useful life of two or more years. Examples include vehicles and computer servers.
<b>Capital Projects Fund</b>	Used to account for financial resources that are restricted, committed, or assigned to expenditure for capital outlay, including the acquisition or construction of capital facilities and other capital assets.
<b>Carryover Funds</b>	Unexpended funds from the previous fiscal year that may be used to cover expenses in the current fiscal year.
<b>Committed Fund Balance</b>	Amounts constrained for a specific purpose by a government using its highest level of decision-making authority. It would require action by the same group to remove or change the constraints placed on the resources.

## GLOSSARY OF BUDGET-RELATED TERMS

---

<b>Comprehensive Plan</b>	A long-term plan to control and direct the use and development of property in the County. It is also used to make strategic decisions regarding water and wastewater lines, infrastructure, and roads.
<b>Constitutional Officers</b>	Elected officials whose positions are established by the Constitution of the Commonwealth or its statutes. (Clerk of the Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff, and Treasurer).
<b>Contingency</b>	A budgetary assignment established for emergencies or unforeseen expenditures.
<b>Debt Ratios</b>	Comparative statistics showing the relationship between an entity's outstanding debt and factors such as its tax base, income, or population. Such ratios often are used to assess the credit quality of an entity's bond.
<b>Debt Service</b>	The payment of principal and interest on borrowed funds through instruments such as bonds.
<b>Deficit</b>	The excess of expenditures over revenues during a single accounting period.
<b>Department</b>	An organizational unit of government functionally unique in its delivery of service.
<b>Depreciation</b>	The decrease in value of physical assets due to use and the passage of time.
<b>Disbursement</b>	Payments made in cash.
<b>Encumbrance</b>	A carry over of funds for an anticipated expenditure prior to payment for the item. Funds usually are assigned or encumbered once a contract obligation has been signed.
<b>Enterprise Fund</b>	A (typically self-supporting) fund designed to account for activities provided to external customers, and supported by user charges; examples include the water and wastewater Utilities.
<b>Expenditure</b>	The payment of cash upon the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.
<b>Expenditure Line Item</b>	An expenditure classification referring to the lowest and most detailed level of classification, such as utility charges, office supplies, and furniture.
<b>Fiscal Year</b>	The period of time used by the county for budgeting and accounting purposes. Goochland County uses the twelve-month period beginning on July 1 <sup>st</sup> and ending June 30 <sup>th</sup> .
<b>Fringe Benefits</b>	Contributions made by the county for its share of personnel costs for

## GLOSSARY OF BUDGET-RELATED TERMS

---

	Social Security, pension, medical, and life insurance plans.
<b>Full-time Equivalent (FTE)</b>	Number of staff members, including full-time and part-time employees.
<b>Fund</b>	An accounting entity with a group of self-balancing accounts. Budgets for all funds are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP).
<b>Fund Balance</b>	The amount of spendable resources remaining restricted, committed, assigned, or unassigned in a fund at a specific point in time.
<b>General Fund</b>	The General Fund is the primary location of all financial activity associated with ordinary operations of the County. Most taxes are accrued in this fund and transfers are made to Schools as appropriate. The General Fund is the most critical fund in the Goochland County budget.
<b>Grant</b>	Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity, or facility.
<b>Infrastructure</b>	Public domain fixed assets such as roads, bridges, drainage systems, lighting systems, and similar assets that are immovable and are only of value to the governmental unit.
<b>Interfund Transfers</b>	The movement of monies between funds of the same governmental entity. These do not include loans, quasi-external transactions, or reimbursements.
<b>Levy</b>	To impose taxes, special assessments or service charges for the support of government activities.
<b>Line-item Budget</b>	A departmental budget that specifies types of expenditures planned for the fiscal year.
<b>Liquidity</b>	The ability to meet short-term expenditures promptly using cash on hand or by converting an investment to cash with minimum risk to principal or accrued interest.
<b>Long-Term Debt</b>	Debt that has a maturity of more than one year from date of issuance.
<b>Mission Statement</b>	A written description stating the purpose of an organizational unit (department or agency) and its function.
<b>Modified Accrual</b>	A basis of accounting in which revenues are recorded when susceptible to accrual, i.e. both measurable and available to finance expenditures of the fiscal period.
<b>Multi-Year Funds</b>	Funds that maintain prior year appropriations and actual revenues and expenditures in addition to current fiscal year information. Multi-year funds are used for federal/state grant programs and most major capital projects/programs where financial information specific to a particular

## GLOSSARY OF BUDGET-RELATED TERMS

---

program or project is normally spread over two or more years. In these funds, once revenues and expenditures have been appropriated, they do not lapse at the end of the fiscal year. Therefore, it is not necessary to re-appropriate remaining balances at the start of each year.

<b>Obligation</b>	An amount the County is legally required to satisfy through use of its resources, including liabilities and unliquidated encumbrances.
<b>Operating Budget</b>	Plans of current expenditures and the proposed means to finance them. The operating budget contains appropriations for such expenditures as salaries, fringe benefits, supplies, training, utilities, fuel, various services, repairs and maintenance, rentals and leases, and capital outlay for various departments such as Fire-Rescue and Parks and Recreation.
<b>Operating Revenue</b>	Funds that the County receives as income to pay ongoing operations, such as taxes, fees for specific services, interest earnings and grant revenues.
<b>Ordinance</b>	A formal legislative enactment by the governing body of a municipality. If not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality.
<b>Other Financing Sources</b>	Non-operating revenue received to assist with financing County operations such as recoveries, gifts/donations, and the sale of surplus fixed assets.
<b>Pay as You Go Approach</b>	The procurement of capital assets with available cash reserves.
<b>Performance Measure</b>	Data collected to determine how effective or efficient a program is in achieving its goals and objectives.
<b>Personal Property</b>	A category of property, other than real estate, identified for purposes of taxation. It includes resident-owned items, corporate property, and business equipment. Examples of personal property include automobiles, motorcycles, trailers, boats, airplanes, business furnishings, and manufacturing equipment.
<b>Proffer</b>	Funds negotiated at the time of rezoning to help defray the capital costs associated with resultant development.
<b>Property Tax Rate</b>	The dollar amount applied to the assessed value of various categories of property used to calculate the amount of taxes to be collected. The tax rate is usually expressed as an amount per \$100 of assessed valuation.
<b>Proprietary Fund</b>	A fund category used to account for the business-type activities within a government.
<b>Real Property</b>	Real estate, including land and improvements (building, fencing,

## GLOSSARY OF BUDGET-RELATED TERMS

---

	paving) classified for purposes of tax assessment.
<b>Reserve</b>	Budgetary terminology used by the County to indicate the portion of fund balance that is either restricted, committed, or assigned.
<b>Resolution</b>	An order of a legislative body requiring less legal formality than an ordinance or statute.
<b>Resources</b>	Amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.
<b>Revenue</b>	A source of income that provides an increase in net financial resources, and is used to fund expenditures. Budgeted revenue is categorized according to its source, such as local, state, federal or other financing sources.
<b>Revenue Bond</b>	A certificate of debt issued by a government in which the payment of the original investment plus interest is guaranteed by specific revenues generated by the project financed.
<b>Special Revenue Fund</b>	A governmental fund used to account for the proceeds of specific revenue sources that are legally restricted or committed to expenditure for specific purpose such as grants for specific programs.
<b>Statute</b>	A written law enacted by a duly organized and constituted legislative body.
<b>Tax Base</b>	The total property valuations on which each taxing authority levies its tax rates.
<b>Taxes</b>	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of all people.
<b>Technology Plan</b>	Plan to enhance the County's technological capabilities and service delivery through upgrades or replacement of existing software and hardware, including implementation costs. This three-year program is updated each year in concert with the Information Systems budget.
<b>Unassigned Fund Balance</b>	For the general fund, amounts not classified as nonspendable, restricted, committed or assigned. The general fund is the only fund that would report a positive amount in unassigned fund balance.
<b>Unencumbered Balance</b>	The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future expenses.
<b>User Charges</b>	The payment of a fee for direct receipt of a public service by the party who benefits from the service.